

What is Batch Processing?

Version 4.0

Batch processing is an easy way to print your deposit slips and detailed monetary reports that include donations, dues and in-kind gifts for a specific time-frame. It also allows you to streamline the printing of your Donation Thank You letters, In-kind Gift Thank You letters, Dues Receipts and Mailing Labels.

Setup

1. From the Main Menu, go to “Pledges/Receipts” and click on the “Batch Processing” button in the lower right corner of the screen. This will bring up the Batch Processing screen where you can create a new batch.
2. Click “Start a New Batch.”
3. Click “Yes” that you want to start a new batch.

Note: The first time you start a batch, all payments entered up until that point will be part of Batch 1.

Adding Payments

To add items to your new batch, enter in donations, dues payments, and in-kind gifts as you would normally. Your new batch will tally each donation, dues payment, and in-kind donation that your organization receives until you start a new batch. Batches can be done daily, weekly, monthly, or any time frame you choose.

When you are ready to print your Donation Thank You letters, Dues Payment receipts, and In-kind Gift Thank You letters for your batch, return to the Batch Processing screen by clicking “Pledges/Receipts” on the Main Menu. Then click “Batch Processing.”

Print Deposit List

The “Print Deposit List” button enables you to print out a deposit list for all payments that you are submitting to the bank. It will also show you the type of payment (cash, check, credit card or other) for each donation or dues payment so that you can verify that the information is correct.

Batch List Report

The “Batch List Report” button creates a report that gives you information about your batches. Specifically, it lists the batch number, start and end dates of the batch, total amount, and a count and the total amount for each: donations, dues and in-kind gifts. At the end of the report is a total of the number of donations, dues and in-kind gifts for all batches, and the total amounts of all batches.

Batch Details Report

The “Batch Details Report” button gives you a listing of each donation, dues payment, and/or in-kind gift value that are in a specific batch.

Print Receipts & Thank You Letters

The “Print Receipts & Thank You Letters” button will enable you to print Donation Thank You letters, In-Kind Thank You letters and Dues Receipts. The thank you letters for donations and in-kind gifts are set up in the Main Menu | Setup | Contacts screen.

The Dues Receipts option creates a report that is based on information from each dues payment entered. The report prints the dues receipt for each member who made a dues payment in the batch.

Note: These are not membership thank you letters.

Print Mailing Labels

The “Print Mailing Labels” button enables you to print labels for your receipts and letters that were printed using the “Print Receipts & Thank You Letters” button. These labels are set up for Avery 5160 size labels.

After the reports, receipts, thank you letters, and mailing labels are printed, you can click “Start a New Batch” to begin the next batch.

For more information on processing receipts, you can review Chapter 16 in your PastPerfect 4.0 User’s Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!