

# ELECTRONIC FUNDS TRANSFER

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**RE641-EFT-040699.**

## CHAPTER 1

# Electronic Funds Transfer: An Overview

### In This Chapter

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# Overview

Electronic Funds Transfer is the name given to the general banking system by which transactions, such as deposits or bill payments, are made through computer databases. As the name implies, this process takes place electronically requiring little or no physical paperwork; all or most paperwork and bookkeeping is done on-line.

*The Raiser's Edge for Windows Electronic Funds Transfer* (or *EFT*) module incorporates on-line capabilities. *EFT* allows you to create an EFT record, which is a template for recurring gifts/open-ended pledges. From this template individual transactions are generated. These transactions are then committed to the database to become gift records. You can also manually add EFT records for cash gifts and automatically create EFT records when pledges with a payment type of direct debit and credit card are entered through *Constituent Management*.

EFT records can be matched, soft credited, split across funds, and linked to Honor/Memorial records. You also have access to gift attributes.

Transactions generated from the EFT record may be sent electronically to a clearinghouse organization for the electronic transfer of funds. *EFT* currently supports transferring direct debit files using the *National Automated Clearing House* format and credit card transmission files using *ICVerify for DOS* (version 6.60.00) or *ICVerify for Windows* (version 1.03 or 2.0).

For clients who are not using the formats mentioned above, the Credit Card report provides the information you need to process credit card transactions.

If *RE:Member* is present, memberships can be linked to the EFT record. The membership can be automatically renewed when the membership transaction is committed.

*EFT* adds fields and options to *Configuration*, *Constituent Management*, *Batch*, *Query*, *Export*, *Profiles*, *Database Administration*, and *Reports*.

## CHAPTER 2

# Getting Started

### In This Chapter

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# Overview

Before you begin adding EFT records, there are a few steps that must be completed in other areas of *The Raiser's Edge for Windows*. The modules requiring initial attention for the setup for electronic transfers include *Configuration*, *Constituent Management*, and *Electronic Funds Transfer*.

## Configuration

When the *EFT* module is present some additional fields are added in *Configuration*. Before gifts can be added through *EFT*, the appropriate information must be entered into these fields.

---

**Note:** Procedures within *Configuration* should be completed by the system administrator or a user with access rights to those options.

---

### General 1 Tab

*EFT* adds the **Company ID** frame to the General 1 tab. The **Company ID** (either **Federal Tax ID** or a **User Defined ID**) is used in the electronic transfer file to identify your organization. This information should be obtained from your financial institution.

### Preferences Tab

You have the option to automatically create a Pledge EFT record when you add a pledge through *Constituent Management*, *RE:Batch*, or the Import option in *Database Administration*. The payment type for the pledge must be credit card or direct debit. Payments made through the Pledge EFT automatically reduce the existing balance for the pledge.

Changes made to certain fields on the Pledge EFT record or the constituent's gift record are updated on both records. Please see the Reference section in the chapter for a list of linked fields.

### Security Tab

On the Security tab, the **Electronic Fund Transfer** module checkbox is added under **Group Privileges**. When checked, this option gives members of the security group access to the *EFT* module.

## Financial Inst Tab

From the Financial Institution tab, you create bank and bank branch records that store information such as the bank name and location; the account name, account number, and user number; and the Transit/Routing and Immediate Origin numbers.

## Constituent Management

Before you can begin adding gifts through *EFT*, a constituent record must be available for the person giving the gift. For direct debit EFT records, you must also have a bank record defined for the constituent. Constituents are added through *Constituent Management*. The **Bank** button on the Bio 1 tab of the constituent record accesses the Banks screen, where you can add or delete bank information, and edit specific account information for the constituent.

## EFT

While not required, Blackbaud also recommends establishing user preferences and field characteristics in the *EFT* module before adding recurring gifts. Setting these can be done from the **Edit** menu in *EFT*.

---

**Note:** All users can establish default values for fields, but only a user with Supervisor security rights can establish or alter other field characteristics, such as whether a field is required or hidden.

---



# Procedures

The Procedures section provides quick steps to guide you through a process; these steps provide the necessary information to accomplish the task. For more detailed definitions and explanations, please see the Reference section.

## Configuration

### ➤ Establish the Company ID:

1. Open *Configuration*. The following screen appears.

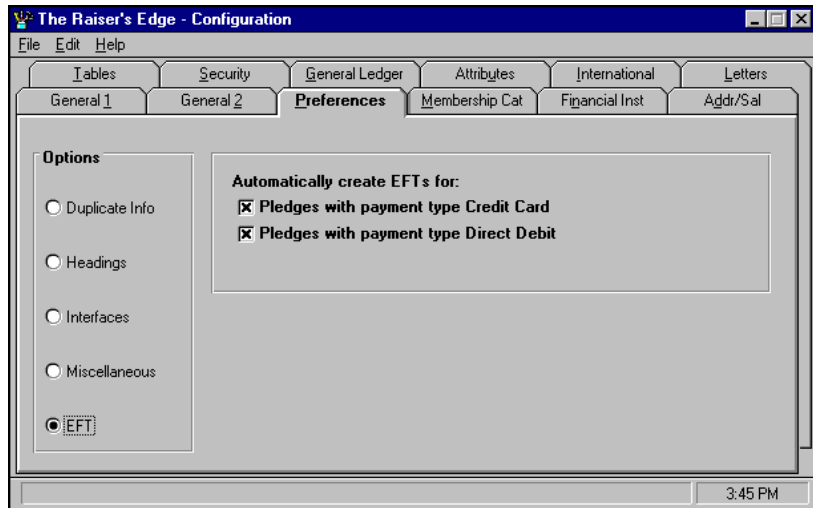
The screenshot shows the 'The Raiser's Edge - Configuration' window with the 'General 1' tab selected. The window has a menu bar (File, Edit, Help) and a tabbed interface. The 'General 1' tab is active, showing fields for Name, Address, City, State, ZIP, Country, Phone, Fiscal Year Ends, Volunteer Year Starts, Alumni School/College, and Company ID. The 'Company ID' section has two radio buttons: 'Federal Tax ID' and 'User Defined' (which is selected). The 'ID' field contains the value '98012'. The status bar at the bottom right shows the time '4:05 PM'.

The Raiser's Edge - Configuration	
File Edit Help	
Tables	Security
General Ledger	Attributes
International	Letters
General 1	General 2
Preferences	Membership Cat
Financial Inst	Addr/Sal
Name: Blackbaud Demo	
Address: 4401 Belle Oaks Drive The Ashley Center	
City: Charleston	
State: SC	ZIP: 29405
Country: United States	
Phone: (800) 468-8996	
Fiscal Year Ends: December	
Volunteer Year Starts:	
Alumni School/College:	
Company ID	
<input type="radio"/> Federal Tax ID <input checked="" type="radio"/> User Defined	
ID: 98012	
4:05 PM	

2. With the General 1 tab selected, mark the option to designate the **Company ID**: either the **Federal Tax ID** or a **User Defined ID**. Enter this number in the **ID** field. This number may be obtained from your primary financial institution.
3. Select **File, Save**.

➤ **Automatically create EFT records when you establish a pledge:**

1. From *Configuration*, select the Preferences tab.
2. In the **Options** frame, select **EFT** and the Preferences tab appears.



3. Mark the appropriate checkboxes if you wish to automatically create EFT records for pledges entered in *Constituent Management*, *RE:Batch*, or the Import option of *Database Administration* with a payment type of credit card or direct debit.
4. Close *Configuration* and any other open modules in *The Raiser's Edge* to apply your changes.

---

**Note:** If you mark these checkboxes, an EFT record is created automatically when a pledge is established in *Constituent Management*, *RE:Batch*, or the Import option in *Database Administration*. Marking this checkbox does not automatically create a pledge when an EFT record is created in EFT.

---

➤ **Assign/remove access to the *Electronic Funds Transfer* module:**

Users may be restricted from accessing *Electronic Funds Transfer* through the group security options.

1. From *Configuration*, select the Security tab.
2. In the Groups frame, highlight the appropriate group.
3. Click **Edit**. The Edit a Group screen appears.

4. In the Group Privileges frame, mark the **Modules** option. Scroll down to locate the **Electronic Fund Transfer** checkbox. Mark this checkbox to give a group of users the right to access this module. If you would like to restrict users from the module, click on the box to remove the checkmark.
5. Click **OK**.



### Add a bank:

1. From *Configuration*, select the Financial Inst tab. The following screen appears.

Financial Institution	Sponsoring Bank
Bank of America	Yes
First Federal Bank	

2. Click **Add**. The Add a Bank screen appears.

Name	Sponsoring Bank	Transit/Routing
Charleston Metro	Yes	00362522

3. Enter the name of the banking institution.
4. Click **OK** to save the bank record.

➤ **Add a bank branch:**

1. From the appropriate bank record, click **Add**. The Add a Branch screen appears.

The screenshot shows a dialog box titled "Charleston Metro" with a close button (X) in the top right corner. The dialog is divided into several sections for data entry:

- Name:** A text field containing "Charleston Metro".
- Address:** A text field containing "Suite 16" and "1229 Meeting St." on two lines.
- City:** A text field containing "Charleston".
- State:** A dropdown menu showing "SC" with a downward arrow.
- ZIP:** A text field containing "29403".
- Phone:** An empty text field.
- Country:** A dropdown menu with a downward arrow.
- Region:** A dropdown menu with a downward arrow.
- Sponsoring Bank:** A section with a checked checkbox and three text fields: "Account Name" (containing "Savings"), "Account #" (containing "22396478"), and "User Number" (containing "22596").
- EFT Information:** A section with two text fields: "Transit/Routing #" (containing "00362522") and "Immediate Origin" (with a radio button selected for "Use Transit/Routing #" and an empty "Other" text field).

At the bottom of the dialog are "OK" and "Cancel" buttons.

2. Enter the name and address information, in addition to any necessary EFT information obtained from the bank.
3. If this is the bank branch where you will be transferring electronic files, mark the **Sponsoring Bank** checkbox. Enter the appropriate account name, account number, and the user number.
4. Click **OK**.

➤ **Edit a bank:**

1. From *Configuration*, select the Financial Inst tab.
2. Highlight the appropriate bank record and click **Edit**. The bank record will appear.
3. Make the necessary changes.
4. Click **OK**.

➤ **Delete a bank:**

A bank record cannot be deleted if it is present on any constituent record. You must first delete the bank from the constituent record.

1. From *Configuration*, select the Financial Inst tab.
2. Highlight the appropriate bank record and click **Delete**. A confirmation message appears.
3. Click **Yes** to delete.

➤ **Edit a bank branch:**

1. From the appropriate bank record, highlight the branch and click **Edit**. The branch record will appear.
2. Make the necessary changes.
3. Click **OK**.

➤ **Delete a bank branch:**

A bank branch cannot be deleted if it is present on any constituent record. You must first delete the branch from the constituent record.

1. From the appropriate bank record, highlight the branch record and click **Delete**. A confirmation message appears.
2. Click **Yes** to delete.

➤ **Designate a sponsoring bank:**

1. From the Financial Inst tab, highlight the appropriate bank record and click **Edit**. The bank record opens.
2. Highlight the branch of the bank you would like to designate as the sponsoring bank and click **Edit**. The branch record opens.
3. Mark the **Sponsoring Bank** checkbox and enter the appropriate account name, account number, and user number information.

---

**Note:** The **Sponsoring Bank** option is available each time you add or edit a branch.

---

4. Click **OK**. The bank record appears with the branch designated as the sponsoring bank.
5. Click **OK** to close the bank record.

## Constituent Management

Before you can add EFT records in *Electronic Funds Transfer*, the person for whom you are adding a gift must have a constituent record. For direct debit EFT records, the constituent must also have a bank defined on the constituent record.



### Add a bank to the constituent record:

1. From *Constituent Management*, open the appropriate constituent record.
2. Select the Bio 1 tab.
3. Click the **Bank** button. The Banks for <Constituent Name> screen appears.

Trans/Routir	Bank Name	Branch Name	Address	Country
00362522	Bank of America	Charleston Metro	Suite 16	
00230459	First Federal Bank	West Ashley First Federal		

4. Click **Add**. The Add a Bank for <Constituent Name> screen appears.

**Bank Information**

Tran/Rout: 00362522

Name: Bank of America

Branch: Charleston Metro

Address: Suite 16  
1229 Meeting St.

City: Charleston

State: SC ZIP: 29403


Country:

Region:

Phone:

**Account Information**

Number: 0223966 Acct Type: Checking

5. Click  to select a bank already established in *Configuration*. The Search screen appears. Locate and select the appropriate bank record, transit/routing code, and branch. If the bank is not already present in the system, click **New Bank** to create this bank in the system. If the branch is not already present, click **New Branch** to create it. If the bank does not exist in the system, you may press **F7** from the **Bank** field to create it.

Once you select the bank, the information from that record will automatically load into the fields on the Add a Bank screen. The bank/branch fields, other than the account information, are not editable from this screen.

6. In the **Account Information** frame, enter the account number and type.
7. Click **OK**.



#### **Edit a bank defined on the constituent record:**

1. From *Constituent Management*, open the appropriate constituent record and click **Bank**. The Banks for <Constituent Name> screen appears.
2. Highlight the bank record. Click **Edit**. The bank record opens.
3. Make the necessary changes to the account information.

---

**Note:** Only the account information may be edited here. All other information about the bank or branch must be edited from *Configuration*.

---

4. Click **OK**.



#### **Delete a bank defined on the constituent record:**

If the bank record is present on an EFT record, you will receive a warning informing you that the bank is present on one or more EFT records. If you delete a bank that is present on one or more of the constituent's active EFT records, the EFT record will be rendered useless except for historical/archival purposes. Although the system will still create the electronic transaction file, a bank will not be specified and the transaction will not be authorized.

1. Open the appropriate constituent record, click **Bank**. The Banks for <Constituent Name> screen appears.
2. Highlight the bank record. Click **Delete**. A confirmation message appears.
3. Click **Yes** to delete.



#### **Add a bank and branch from the constituent record:**

1. From the Add a Bank screen for the appropriate constituent, click **New Bank**. The following screen appears.

**Add a Bank**

New Bank Details

Bank Name: NationsBank

OK Cancel Add Branch

2. Enter the bank name. Click **Add Branch**. The Add a Branch screen appears.

**Add a Branch for Bank of America**

New Branch

Bank Name: Bank of America

Name:

Trans/Rout:

Address:

City:

State: ZIP:

Country: Region: Phone:

OK Cancel

3. The **Bank Name** defaults into the field. Enter the appropriate branch name, Transit/Routing number, and address information.
4. Click **OK**.

---

**Note:** If you add a bank to a constituent's record, you must also add a bank branch.

---





### Add a bank branch record from the constituent record:

1. From the Add a Bank screen for the appropriate constituent, select the correct existing bank and click **New Branch**. The Add a Branch screen appears.

2. The **Bank Name** defaults into the field. Enter the appropriate branch name, Transit/Routing number, and address information.
3. Click **OK**.

---

**Note:** To designate the branch as the sponsoring bank, edit the branch record from the Financial Inst tab in *Configuration*.

---

## Electronic Funds Transfer

From the **Edit** menu you can establish user preferences and define field characteristics for the *Electronic Funds Transfer* module. When defining preferences you are establishing how you want the system to look and run. These preferences are workstation-based, which means that if you log in from a different workstation your preferences will not be set.

For example, you can make the toolbar moveable and have it appear on the left side of the window. You can indicate which tab is selected when you open a record and you can choose the default payment type for new records. If you are using *ICVerify*, you will also establish the data file path and **Station ID**.

While defining preferences and field characteristics is not required, these steps will help tailor *Electronic Funds Transfer* to your organization's needs. You must have Supervisor security rights in order to designate certain field characteristics, such as whether a field is required or hidden.

➤ **Set preferences:**

1. From *Electronic Funds Transfer*, select **Edit, Preferences**. The Preferences screen appears.

**Preferences**

**Toolbar Options**

☒ Save Toolbar Position ☒ Toolbar Dockable

☒ Toolbar Movable ☒ Show Tool Tips

**General**

Default EFT Tab: Gift

Default Payment: Credit Card

Default Sponsoring Bank:

☒ Recently Opened EFT List: 5 Entries

☒ Prompt to Copy EFT

☒ Show Save Information Dialog

☒ Allow multiple transactions per EFT in Transaction Sets


☒ Default 'Send Reminders' checkbox to off for new pledge EFTs

**ICVerify**

ICVerify Data File Path:

Station ID:

OK Cancel

2. Mark the appropriate checkboxes in the **Toolbar Options** frame.
3. In the **General** frame, select the Default tab. This is the tab that will be selected whenever you add new EFT records. Select the default payment type and mark the checkbox if you would like the system to maintain a list of recently opened entries, prompt to copy electronic fund transfer, and/or show the save information dialog. If you choose to maintain a list of recently opened entries, you must enter the number of entries you would like listed. The entries will display under the **File** menu; a maximum of nine entries can be displayed.
4. Enter the data file path and **Station ID** for *ICVerify*. The data file path is where the data files will be stored. If you do not know the location, click on  to browse for the appropriate path. The **Station ID** must be unique and set to a number less than or equal to the number of users allowed in *ICVerify*.
5. Click **OK**.



### Set field characteristics:

The task of defining field characteristics may be easier to accomplish with an EFT record open. When performing this procedure from the EFT record, only those fields for the selected tab are listed in the **Field** box.

---

**Note:** Only users with Supervisor security rights can change field names and designate fields as hidden or required.

---

1. From *Electronic Funds Transfer*, select **Edit, Field Characteristics**. The Field Characteristics screen appears.

**Field Characteristics**

**Field:**

- Fund - EFT
- Campaign - EFT
- Amount - EFT
- Date - EFT
- Letter - EFT
- Appeal - EFT
- Solicitor - EFT
- Acknowledge - EFT
- Receipt - EFT
- Receipt Amt - EFT
- Effective - EFT
- Frequency - EFT
- Constituency - EFT
- Gift Code - EFT
- Notes - EFT

**Field Name:** Fund

**Default Value:**

**Characteristics**

☒ Lookup ☐ Field Hidden

☒ Required

OK Cancel

2. Highlight the appropriate field.
3. If you would like to change the **Field Name**, highlight the existing field, delete the name, and then type the desired name.
4. Enter the **Default Value**. Established default values appear when you press **F3** from within the field in the program.
5. Mark the appropriate checkbox to make the field a **Lookup**. You can also mark the field as **Required** or **Hidden** if you have Supervisor security rights.
6. Click **OK**.

# Reference

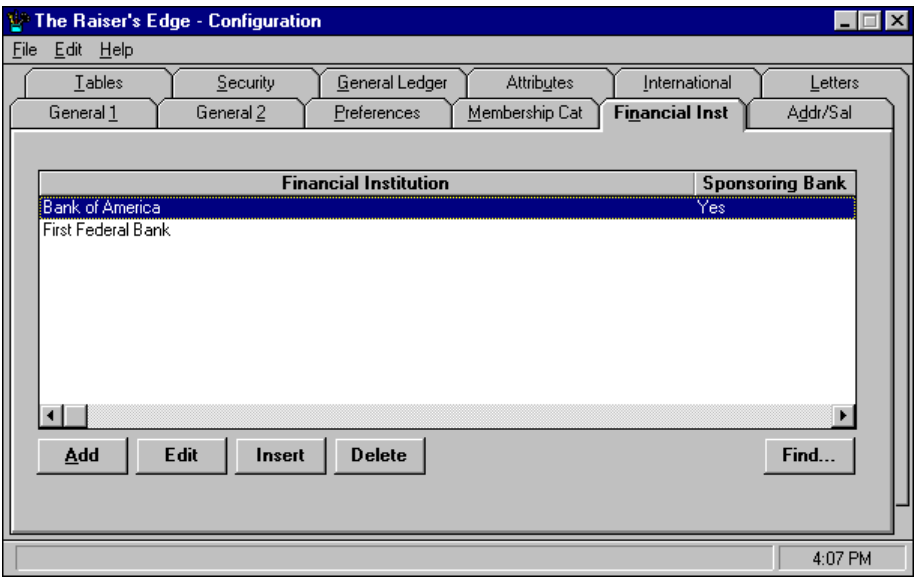
The reference section provides detailed information on each field. The reference tables list each field along with the field type and description. There are four field types: **Required**, **Optional**, **Display**, and **Button**.

## Configuration

### Financial Inst Tab

From the Financial Inst tab you can add, edit, insert, and delete banks. A bank record should be established for any bank with which you or a constituent has an established account.

For each bank you can add multiple branch records. You also designate the sponsoring banks through the branch record.



Field Name	Type*	Description
Financial Institution grid	D	Displays all available bank records. You can add, edit, insert, or delete a bank record. The <b>Find</b> button allows you to locate a specific bank record.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

**Add a Bank Screen**

When you click **Add** from the Financial Inst tab, the Add a Bank screen appears. Here you enter the bank name and add, edit, or delete branch records.

Bank of America

Bank Name: Bank of America

OK

Cancel

Branches

Name	Sponsoring Bank	Transit/Routing
Charleston Metro	Yes	00362522

Add

Edit

Delete...

Field Name	Type*	Description
Bank Name	R	Name of the financial institution.
Branches grid	D	Displays all available branches for the bank record. The common buttons manipulate the data displayed in this grid.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Add a Branch Screen

To access the Add a branch Screen, click **Add** from the bank record.

On this screen you define the required information about the bank branch such as the name, address information, and EFT information.

In the **Sponsoring Bank** frame, if the checkbox is marked, you can enter the account name, account number, and user number for your account.

Field Name	Type*	Description
Name	R	Name of the bank branch.
Address block	O	Address and phone number of the bank branch.
Sponsoring Bank frame	O	Mark this checkbox to indicate this branch is the sponsoring bank. The sponsoring bank is the branch with which you will be transferring electronic files.
<i>Account name</i>	O	Name of the account – required if the branch is the sponsoring bank.
<i>Account #</i>	O	Account number assigned by the bank – required if the branch is the sponsoring bank.
<i>User Number</i>	O	User number assigned by the bank – required if the branch is the sponsoring bank.
EFT Information frame	O	The <b>Transit/Routing #</b> and <b>Immediate Origin</b> fields are required if this bank branch is to be used with electronic files.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

# General 1 Tab

The General 1 tab is where you define your organization’s address and basic system information, including Company ID.

The Raiser's Edge - Configuration

File Edit Help

Tables

Security

General Ledger

Attributes

International

Letters

General 1

General 2

Preferences

Membership Cat

Financial Inst

Addr/Sal

Name: Blackbaud Demo

Address: 4401 Belle Oaks Drive  
The Ashley Center

Fiscal Year Ends: December

Volunteer Year Starts:

Alumni School/College:

City: Charleston

State: SC ZIP: 29405

Country: United States

Phone: (800) 468-8996

Company ID  
☐ Federal Tax ID ☒ User Defined  
ID: 98012

4:05 PM

Field Name	Type*	Description
Company ID frame	O	Number (either the federal tax identification number or a user-defined number) used to identify your organization in the electronic transaction files.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

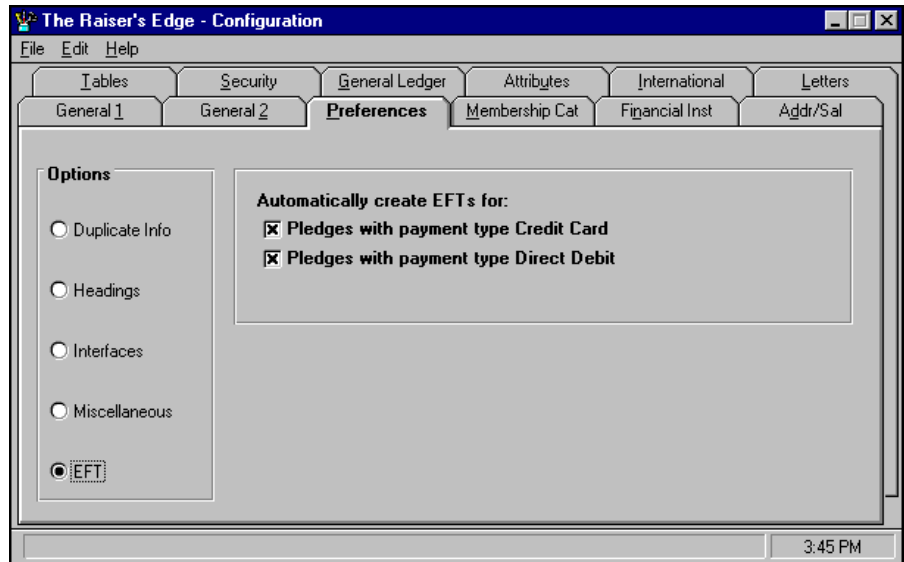
## Preferences Tab

You define various system wide preferences that control the operation of your *Raiser's Edge* system on the Preferences tab. These preferences affect duplicate searches, headings, interfaces, and EFT records.

Changes made to certain fields on the Pledge EFT record or the constituent's record are updated on both records. The Linked Fields table lists the fields that are linked between a Pledge EFT and a gift record.

## Linked Fields

- Campaign
- Amount
- Date
- Gift Code
- Gift Given Anonymously
- Payment Type
- Credit Type
- Letter
- Appeal
- Card Number
- Expires On
- Reference Number
- Bank Name
- Receipt Number
- Receipt Amount
- Check Number
- Check Date





Field Name	Type	Description
Pledges with payment type Credit Card	O	Mark the checkbox if you wish to automatically create EFT records when a pledge with a Payment Type of credit card is entered.
Pledges with payment type Direct Debit	O	Mark the checkbox if you wish to automatically create EFT records when a pledge with a Payment Type of direct debit is entered.

---

**Note:** When these checkboxes are marked, EFT records are automatically created when the specified gifts are entered through *Constituent Management*, *RE:Batch*, or the Import option in *Database Administration*.

---

# Constituent Management

## Banks for <Constituent Name> Screen

The Banks screen is accessed through the constituent record. From the constituent's Bio 1 tab, click **Bank** to access this screen. Here you can define a bank record for those banks where the constituent maintains an account. All banks established for the constituent are listed in the grid. From this screen you can add or delete bank records for the constituent. You can also edit account information.

Trans/Routir	Bank Name	Branch Name	Address	Country
00362522	Bank of America	Charleston Metro	Suite 16	
00230459	First Federal Bank	West Ashley First Federal		

Buttons: Add, Edit, Delete, OK

Field Name	Type*	Description
Bank grid	D	Displays all of the bank records defined for the selected constituent. You can add or delete a bank record, as well as edit account information.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Add a Bank for <Constituent Name> Screen

The Add a Bank screen is accessed when you click **Add** from the Banks for <Constituent Name> screen. On this screen, you establish the bank information for the selected constituent.

Once you select the bank and branch, the address and phone fields will load automatically from the bank/branch record established in *Configuration*. If a bank record does not exist for the financial institution, **New Bank** and **New Branch** can be used to add the appropriate records. If you add a new bank from the constituent's record, you must then add a new branch for this bank. The **Account Information** fields are for the constituent's account.

Field Name	Type*	Description
Tran/Rout	R	Number used as an identifier in the EFT file.
Name	R	Name of the bank. Select from the available bank records or if no bank record is established for the bank you can click <b>New Bank</b> to add a bank record.
New Bank	B	Accesses the Add a Bank screen.
Branch	R	Bank branch where the constituent's account is located. Select from the available branch records or click <b>New Branch</b> to add a bank branch record.
New Branch	B	Accesses the Add a Bank Branch screen.
Address and Phone block	D	Address and phone number information for the bank branch where the constituent's account is located. This information is pulled from the bank branch record.
Account Information frame	O	Constituent's account number and type. Must be entered for electronic processing of direct debit gifts.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Add a Bank (from the constituent record)

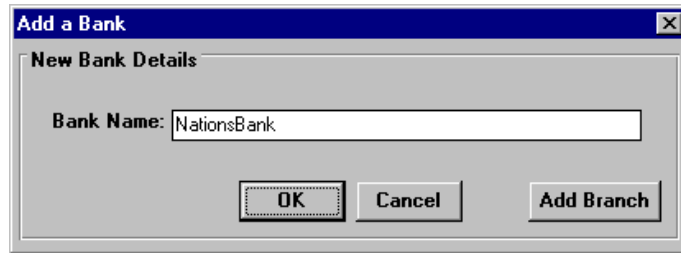
Click **New Bank** from the Add a Bank for <Constituent Name> screen above to access the Add a Bank screen. When you add a bank from the constituent's record, you must also add a branch.

When you enter the **Bank Name** and click **OK**, the bank record is saved.

---

**Note:** The bank record will contain only the bank name. You will still need to add a branch record that contains the specific address and account information.

---



Field Name	Type*	Description
Bank Name	R	Name of the financial institution for which you are adding the record.
Add Branch	B	Button accesses the Add a Bank Branch screen.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Add a Branch for <Bank>(from the constituent record)

To access this screen, click **New Branch** from the Add a Bank for <constituent name> screen or **Add Branch** from the Add a Bank screen. The name of the bank is automatically entered. Enter the branch name, transit/routing number, and address information. When you click **OK**, the branch record is saved.



Field Name	Type*	Description
Bank Name	D	Field defaults from the bank record.
Name	R	Name of the bank branch.
Trans/Rout	R	Numbers used as identifiers in the electronic fund transfer file.
Address and Phone block	O	Address and phone number information of the bank branch.

\*Type: (R)required, (O)ptional, (D)isplay-only, (B)utton

# EFT

## Field Characteristics Screen

From the Field Characteristics screen you can determine the default value for a field. You may also make the field a lookup or make it hidden or required. For some fields you can also change the field name.

**Note:** Only users with Supervisor security rights can change field names and designate fields as hidden or required.

The screenshot shows a dialog box titled "Field Characteristics". On the left, a list box labeled "Field:" contains a scrollable list of field names: "Fund - EFT", "Campaign - EFT", "Amount - EFT", "Date - EFT", "Letter - EFT", "Appeal - EFT", "Solicitor - EFT", "Acknowledge - EFT", "Receipt - EFT", "Receipt Amt - EFT", "Effective - EFT", "Frequency - EFT", "Constituency - EFT", "Gift Code - EFT", and "Notes - EFT". "Fund - EFT" is selected. To the right of the list box are two text input fields: "Field Name:" with the value "Fund" and "Default Value:" which is empty. Below these is a section titled "Characteristics" containing three checkboxes: "Lookup" (checked), "Field Hidden" (unchecked), and "Required" (checked). At the bottom right of the dialog are "OK" and "Cancel" buttons.

Field Name	Type*	Description
Field	D	Display list of available fields.
Field Name	R	Name of the field. If the field that appears is disabled, the name cannot be changed.
Default Value	O	Value entered for the field when you press <b>F3</b> .
Characteristics frame	O	Mark the appropriate checkbox to make the field required, hidden, or a lookup. Fields cannot be both required and hidden. Only text fields can be changed to a lookup field. When you make a field a lookup, the system generates a table for that field. Users can then select from a list of pre-defined entries for that field. Once you make a field a lookup, you will then need to add the appropriate table entries. Keep in mind that only users with Supervisor security rights can change the name of a field and certain characteristics such as whether it is required or hidden.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Preferences Screen

From the Preferences screen, you establish how you would like certain system options to function.

The screenshot shows a 'Preferences' dialog box with a blue title bar and a close button. It is divided into three main sections: 'Toolbar Options', 'General', and 'ICVerify'. The 'Toolbar Options' section has four checkboxes, all of which are checked. The 'General' section contains several settings, including dropdown menus for 'Default EFT Tab' (set to 'Gift') and 'Default Payment' (set to 'Credit Card'), a text field for 'Default Sponsoring Bank', a checked checkbox for 'Recently Opened EFT List' with a value of '5' and the unit 'Entries', and four other checked checkboxes. The 'ICVerify' section has a text field for 'ICVerify Data File Path' with a browse button and a text field for 'Station ID'. At the bottom are 'OK' and 'Cancel' buttons.

Section	Option	Value / State
Toolbar Options	<input checked="" type="checkbox"/> Save Toolbar Position	Checked
	<input checked="" type="checkbox"/> Toolbar Dockable	Checked
	<input checked="" type="checkbox"/> Toolbar Movable	Checked
	<input checked="" type="checkbox"/> Show Tool Tips	Checked
General	Default EFT Tab:	Gift
	Default Payment:	Credit Card
	Default Sponsoring Bank:	[Empty]
	<input checked="" type="checkbox"/> Recently Opened EFT List:	5 Entries
	<input checked="" type="checkbox"/> Prompt to Copy EFT	Checked
	<input checked="" type="checkbox"/> Show Save Information Dialog	Checked
	<input checked="" type="checkbox"/> Allow multiple transactions per EFT in Transaction Sets	Checked
<input checked="" type="checkbox"/> Default 'Send Reminders' checkbox to off for new pledge EFTs	Checked	
ICVerify	ICVerify Data File Path:	[Empty] ...
	Station ID:	[Empty]

Field Name	Type*	Description
Toolbar Options frame	O	Determines toolbar characteristics.
<i>Save Toolbar Position</i>	O	Maintains the placement of the toolbar each time the module is closed.
<i>Toolbar Moveable</i>	O	Unlocks the toolbar from the top of the screen, allowing you to move it to any location in the window.
<i>Toolbar Dockable</i>	O	Toolbar will attach to the nearest side of the window.
<i>Show Tool Tips</i>	O	Description of the icon's function will appear when you place your cursor over a toolbar icon.
General frame		
<i>Default EFT Tab</i>	R	Determines which tab is selected when an EFT record is opened.
<i>Default Payment</i>	R	Determines which payment type will default when an EFT record is added.
<i>Recently Opened EFT List _ Entries</i>	O	Indicates you would like to maintain a list of recently opened records on the <b>File</b> menu. If marked, enter the number of records (max is 9) you would like listed.
<i>Prompt to Copy EFT</i>	O	When adding a new EFT record for a constituent, a dialog box will appear asking if you want to copy the electronic fund transfer information from a previous record to the new record.
<i>Show Save Information Dialog</i>	O	When adding a new EFT record for a constituent, a dialog box will appear indicating the record has been saved.
<i>Allow multiple transactions per EFT in Transaction Sets</i>	O	Determines that all possible transactions for an EFT will be generated, allowing multiple transactions for the same EFT record to be created in the transaction set. If this option is unmarked, only the next scheduled transaction will be generated.
<i>Default 'Send Reminders' checkbox to off for new pledge EFTs</i>	O	Defaults the <b>Send Pledge Reminders</b> checkbox located on the Gift tab of a pledge gift in <i>Constituent Management</i> to no reminders sent.
ICVerify frame	O	Fields are required only if your organization sends <i>ICVerify</i> for credit card transaction authorization.
<i>ICVerify Data File Path</i>		Location where you want the data files stored.
<i>Station ID</i>		Unique, three digit number less than or equal to the number of users allowed in <i>ICVerify</i> .



## Notes on ICVerify

To successfully transfer your credit card files to *ICVerify*, you must setup and run *ICVerify*.

For the DOS version, you must run ICMULTI.COM. For the Windows version, you must run ICVMLT32.EXE.

The **Evaluate Response** prompt must be set to **B**. This places the answer file in **Short Answer, Echo Response** mode, which is necessary for *The Raiser's Edge for Windows* to correctly update the transmission file.

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**Note:** For additional information on setting up *ICVerify*, please see the *ICVerify* user's guide.

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# Electronic Funds Transfer

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# Overview

In the *EFT* module, you create the EFT record. The EFT record is a template that is used to generate transactions. EFT records may have dual purposes; an EFT template can be created for recurring/open-ended pledges or for a gift with an electronic payment type such as direct debit or credit card.

Each template is linked to an existing constituent record. Each time you generate individual transactions for one or more EFT records, the transactions are placed in a transaction set. Each transaction is considered a gift and can be soft credited, matched, split across funds, and linked to an honor/memorial or membership (if *RE:Tribute* or *RE:Member* is present).

A transaction set is similar to a batch. There are three basic types of transaction sets: credit card, direct debit, and a set that includes both credit card and direct debit transactions.

Once a transaction set is generated it can be transmitted electronically to a clearinghouse organization for the electronic transfer of funds and then transferred to *RE:Batch* or committed to the database. Both direct debits and credit card transmission files can be created; however, based on the set type, there can only be one open transaction set containing credit card transactions or direct debit transactions at a time.

From the **File, Print** menu of *EFT* you can print a pre-transmission report, an EFT credit card report, an EFT transaction set log report, and a deposit ticket.

# Procedures

The Procedures section provides quick steps to guide you through a process; these steps provide the necessary information to accomplish the task. For detailed definitions and explanations, please see the Reference section.

## EFT

An EFT record is a template from which you can generate a gift record. The EFT record may or may not be for a recurring gift and may or may not be for an electronic transaction. To make an EFT record electronic, you must mark the **Electronic Transaction** option.



### Add an EFT Record:

1. From *EFT*, select **File, New EFT**. The Search screen appears to locate the constituent for whom you are adding the gift.
2. Enter the search criteria and click **Search**. Records matching your criteria appear in the search results window. Highlight the appropriate constituent record and click **Select**. The Add a New EFT screen appears.
3. In the **Gift Type** frame, select the type of Recurring/Electronic gift you are adding. You can select from **Cash** or **Pledge**.

---

**Note:** If you mark **Pledge**, a gift record is automatically created for the gift on the constituent's record. All specifications on the EFT record, such as scheduling and attributes, are reciprocated to the new gift record. Since the EFT and gift records are linked, some fields are linked as well. See the Reference section of the Getting Started chapter for more information.

---

4. Click **OK**. The Recurring Gift for screen appears.
5. Mark the **Electronic Transaction** checkbox as necessary.
6. Enter the **Fund** and **Campaign** associated with this gift.
7. Enter the gift **Amount**. For a **Gift Type** of cash, this value is the gift amount collected for each scheduled transaction. For a pledge EFT, this value is the *entire* amount of the pledge. This amount is distributed over a payment period if an instalment schedule is defined.
8. In the **Schedule** frame, enter the date or date range during which the record is effective. If entering a date range, mark the **Until** checkbox and enter an ending date.

---

**Note:** If you marked **Pledge** on the Add a New EFT screen, you must mark the **Until** checkbox and specify an ending date. EFT records that are linked to pledges cannot be open-ended gifts.

---

9. Select the **Frequency**. If you choose Irregular, you must click **Define** to specify the generation schedule.
10. In the **EFT Status** frame, mark the appropriate status and enter any comments you would like associated with the EFT record.
11. Select the Miscellaneous tab. Enter the necessary gift and payment information.
12. If necessary, select and enter the appropriate information for the additional tabs on the EFT record. These tabs perform the same function as those found on the gift record in *Constituent Management*. With *RE:Tribute*, you may create a new membership for a constituent with an EFT payment. For more information on these tabs, please see *The Raiser's Edge for Windows User's Guide*.
13. Select **File, Save**. If you chose a gift type of **Pledge** for your EFT record, a message appears stating that a gift record will be created when you save the EFT record. Click **Yes** to save the EFT record and create an associated gift record for the constituent. Click **No** to return to the EFT record without saving.
14. To close the record, select **File, Close**.

➤ **Edit an EFT record:**

1. From *EFT*, select **File, Open EFT**. The search screen appears to locate the constituent for whom you are editing a gift.
2. Enter the appropriate criteria, then locate and select the desired constituent record.
3. If the constituent has only one EFT record, then that record will open automatically. If the constituent has more than one record, the Open EFT Record screen appears. Highlight the appropriate record and click **OK**. The EFT record opens.
4. Make the necessary changes. Select **File, Save**.

---

**Note:** If you edit a pledge EFT, the **Amount, Effective, Transaction Date**, and **Frequency** fields cannot be modified through *EFT*. You must make changes to these fields on the gift record in *Constituent Management*. You can edit the installment **Amount** for a pledge EFT with an irregular frequency by clicking **Define**. For regular frequency pledge EFTs, you can add installments by extending the **Until** date, but you cannot delete or modify previously defined installments.

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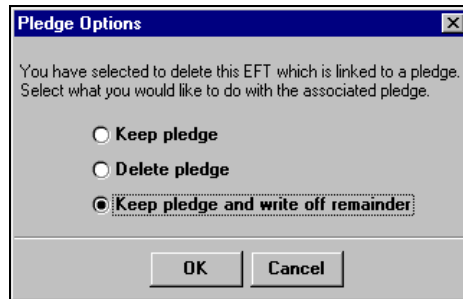
➤ **Delete an EFT record:**

1. From *EFT*, select **File, Open**. The Search screen appears.
2. Locate and select the appropriate constituent record. The Open EFT Record screen appears.
3. Highlight the record you would like to delete. Click **OK**. The EFT record opens.
4. Select **File, Delete EFT**.
5. A confirmation message appears. Click **Yes** to delete.

➤ **Delete an EFT record with a Gift Type of Pledge:**

1. From *EFT*, select **File, Open**. The Search screen appears.
2. Locate and select the appropriate constituent record. The Open EFT Record screen appears.
3. Highlight the record you would like to delete. Click **OK**. The EFT record opens.

4. Select **File, Delete EFT**. The Pledge Options warning screen appears.

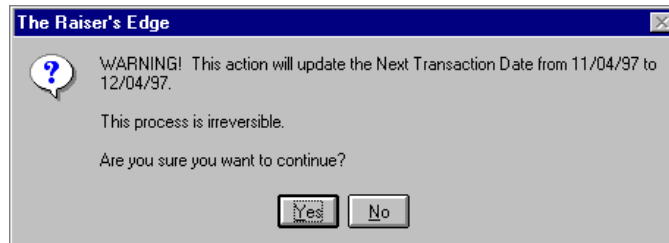


5. Choose whether you would like to keep the pledge even though you are deleting the linked EFT record, delete the pledge along with the linked EFT record, or keep the pledge and write off any unpaid instalments.
6. Click **OK**. If applicable, the pledge record is automatically written off or deleted.



**Skip the next scheduled transaction for an EFT record:**

1. From the appropriate EFT record, select **Record, Skip Next Transaction**. The following confirmation screen appears.



2. Click **Yes** to update the Next Transaction Date.

➤ **Display a record's statistics:**

1. From the appropriate EFT record, select **Record, Display Statistics**. The Statistics screen appears.
2. Click **OK**.

➤ **Edit the currency exchange:**

1. From the appropriate EFT record, select **Record, Currency Exchange**. The International screen appears.
2. Make the necessary changes. Click **OK**.

➤ **Globally change EFT record amounts:**

---

**Note:** As with any facility that will make major changes to your database, Blackbaud recommends performing a backup before running the facility.

---

1. From *EFT*, select **File, Global Change**. The Global Change Amounts screen appears.
2. Mark the appropriate checkbox to change the gift, receipt, and/or dues amounts. Indicate if you are going to increase or decrease the amount by currency or percentage and then enter the appropriate **By** number.
3. Mark the checkbox if you would like to round the global change amounts, create an output query, include EFT records placed on hold, print a control report, and/or preview the changed amounts before processing.
4. If you want to exclude certain records from the processing, select the Filters tab. Select the appropriate filter criteria. You can choose to include all constituents, campaigns, funds, appeals, and memberships or choose to include only selected record types. To choose selected records, mark the **Selected** option, highlight the record type(s), and move the type into the <Option> to Include box using the arrow buttons.
5. Click **OK**.
6. If you mark the preview changes option, the Preview Global Changes screen appears.
7. To continue processing click **OK**. A confirmation screen appears.
8. Click **Yes**. The finished screen appears.
9. Click **OK**.



## Pre-Notification for Direct Debits

Pre-notification is a way to verify a direct debit is being processed correctly. A pre-note is a zero-money transaction that is sent to the bank at least 10 days before the effective date for the direct debit transaction. Pre-note information is designated on the individual EFT record. Pre-notes are generated into transaction sets and are sent in transmission files, the same way as regular EFT records.



### Set pre-note information:

1. On the Miscellaneous tab of the EFT record, select the direct debit payment type. The Payment Details frame now appears with pre-note options.

**Payment Details**

Payment Type: Direct Debit      Reference #: 21156998

Bank Name: First Federal Bank-      Reference Date: 03/20/98

☒ Send Pre Notification Transaction 10 Day(s) before live transaction

Date of last Pre Notification:

2. Enter the bank and reference information.
3. Mark the **Send Pre Notification Transaction** checkbox and enter the number of days (or weeks) before the live transaction to send the pre-note.

---

**Note:** The pre-note must be sent at least 10 days before the live transaction.

---

## Electronic Transfer Process

There are four steps to complete an EFT transaction. First, generate the transaction in an EFT transaction set. Next create and send the transmission files. Then update the transaction set with the appropriate rejections from the bank or clearinghouse. Finally, transfer the EFT transaction set to a new batch in *RE:Batch* or commit the transaction set to create gift records in the database.



### Generate a transaction set:

1. From *EFT*, select **Transaction, Generate a Transaction Set**. The Generate a Transaction Set screen appears.
2. Enter the **Due on or Before date**. This date acts as a cutoff date allowing you to generate gift records for those EFT records whose next transaction date is on or before the date specified.

If, in **Preferences**, you have marked **Allow multiple transactions per EFT in Transaction Sets**, the system generates all transactions scheduled on or before the date entered.

If the multiple transactions option is not marked, only the next scheduled transaction is generated. In this case, when an EFT record with transactions scheduled for April 15 and April 30 is generated with the date of May 1, only the April 15 transaction is created.

3. Enter the **Financial Processing** date. This is the date of transaction settlement. This date is typically a business day and should be the same as the transaction date or as close as possible.
4. Enter the **Sponsoring Bank**. This is the bank with which you will transfer the electronic files.
5. Mark the checkbox if you would like to include direct debits.
6. If necessary, mark the checkbox to include the checked credit types.
7. Click **OK**. A confirmation message appears.
8. Click **Yes** to continue. The system begins processing. Once processing has finished, if the transaction set contains both pre-notification and live transactions for the same EFT record, the Select Transaction(s) to Remove from the set screen appears. Mark the appropriate options to remove live transactions or remove the pre-notification transactions.
9. Click **OK**. A confirmation message appears.
10. Click **Yes** to continue. A final message appears telling you the set has been generated.
11. Click **OK**.



#### **Open/edit a transaction set:**

1. From *EFT*, select **Transaction, Open a Transaction Set**. The Open a Transaction Set screen appears.
2. Highlight the appropriate set and click **OK**. The Transaction Set # screen appears.
3. To edit the set, highlight the transaction and click **Edit**. The Edit a Transaction screen appears.
4. Make any necessary changes. Click **OK**.
5. Click **OK** to close the Transaction Set screen.

➤ **Delete a transaction set:**

---

**Note:** The delete function should be used to remove incorrect transaction sets or those created by mistake. Only OPEN transaction sets may be deleted.

---

1. From *EFT*, select **Transaction, Delete a Transaction Set**. The Delete a Transaction Set screen appears.
2. Highlight the appropriate transaction set and click **OK**. A confirmation message appears.
3. Click **Yes** to delete.

➤ **Create transmission files:**

1. From *EFT*, select **Transaction, Create Transmission Files**. The Transmit a Transaction Set screen appears.
2. Highlight the transaction set and click **OK**. The Create Transmission Files screen appears.
3. Enter the file path and name for the direct debit and credit card files. This is the path to the drive and directory where you want the file stored.
4. If desired, mark the **Control Report** checkbox. Click **OK**.
5. A confirmation message appears. Click **Yes** to continue.
6. A message indicating the transmission file has been created appears. Click **OK**.

➤ **Commit a transaction set:**

1. From *EFT*, select **Transaction, Commit a Transaction Set**. The Commit a Transaction Set screen appears.
2. Highlight the set and click **OK**. The Commit Transaction Set # screen appears.
3. Enter the gift date, reference, post status and date, and letter information.
4. If desired, check the box to create an output query. You may also check the box to print a control report and mark the appropriate option to print in summary, detail or both.
5. Click **OK**. A confirmation message appears.
6. Click **Yes** to continue. A message indicating the transaction set was successfully committed appears.
7. Click **OK**.

➤ **Transfer a set to RE:Batch:**

1. From *EFT*, select **Transaction, Transfer to RE:Batch Module**. The Transfer a Transaction Set screen appears.
2. Highlight the appropriate set and click **OK**. The Transfer to *RE:Batch* Module screen appears.
3. Enter the batch description, gift date, reference, post status and date, letter, and control report information. Click **OK**. A message indicating the transfer was successful appears.
4. Click **OK**.

➤ **Purge a transaction set:**

---

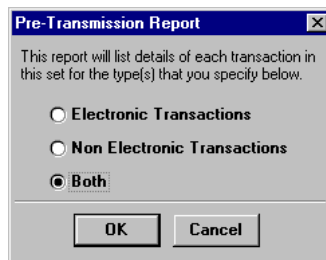
**Note:** Only CLOSED transaction sets may be purged. The purge function should be used periodically to reduce the size of your database by eliminating closed transaction sets.

---

1. From *EFT*, select **Transaction, Purge Transaction Sets**. The Purge Transaction Sets screen appears.
2. Highlight the appropriate set and move the sets to purge to the **Sets to Be Removed** box. Click **Purge**. A confirmation message appears.
3. Click **Yes** to continue. A completion message appears.
4. Click **OK**.

➤ **Print the Pre-Transmission Report:**

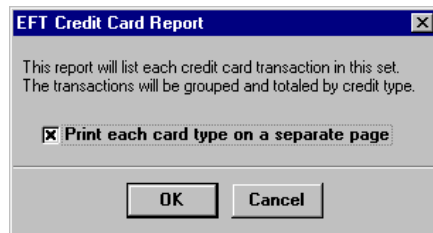
1. From *EFT*, select **File, Print, Pre-Transmission Report**. The Open a Transaction Set screen appears.
2. Highlight the appropriate set and click **OK**. The Pre-Transmission Report screen appears.



3. Mark the option to print **Electronic Transactions, Non Electronic Transactions**, or **Both**. Click **OK**. The Pre-Transmission Report previews to the screen.
4. From the preview screen you can print, mail, or export the report.

➤ **Print the EFT Credit Card Report:**

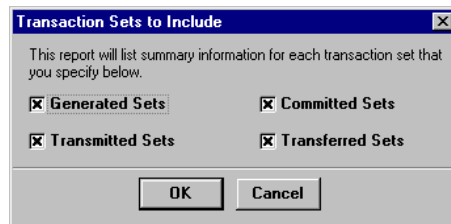
1. From *EFT*, select **File, Print, EFT Credit Card Report**. The Open a Transaction Set screen appears.
2. Highlight the appropriate set and click **OK**. The EFT Credit Card Report screen appears.



3. If desired, mark the checkbox to **Print each card type on a separate page**. This will print Visa credit card transactions on one page, Master Card on another, and so on. Click **OK**. The EFT Credit Card Report will preview to the screen.
4. From preview, you can print, mail, or export the report.

➤ **Print the EFT Transaction Set Log:**

1. From *EFT*, select **File, Print, EFT Transaction Set Log**. The Transaction Sets to Include screen appears.

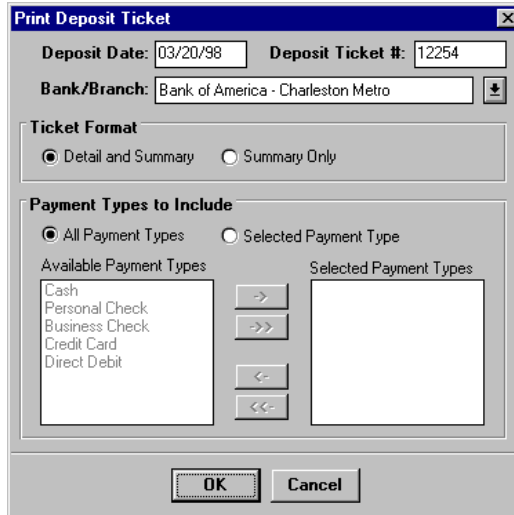


2. Mark the appropriate checkboxes if you wish to include **Generated, Transmitted, Committed**, and/or **Transferred** sets in the report. Click **OK**. The EFT Transaction Set Log previews to the screen.
3. From preview, you can print, export, or mail the report.



### Print a deposit ticket:

1. From *EFT*, select **File, Print, Deposit Ticket**. The Open a Transaction Set screen appears.
2. Highlight the appropriate set and click **OK**. The Print Deposit Ticket screen appears.



The image shows a Windows-style dialog box titled "Print Deposit Ticket". It contains several input fields and options. At the top, there are fields for "Deposit Date:" (containing "03/20/98") and "Deposit Ticket #:" (containing "12254"). Below these is a "Bank/Branch:" field containing "Bank of America - Charleston Metro" and a small downward arrow button. Underneath is a section titled "Ticket Format" with two radio buttons: "Detail and Summary" (which is selected) and "Summary Only". Below that is a section titled "Payment Types to Include" with two radio buttons: "All Payment Types" (selected) and "Selected Payment Type". Under "All Payment Types", there are two list boxes. The left box, "Available Payment Types", contains "Cash", "Personal Check", "Business Check", "Credit Card", and "Direct Debit". The right box, "Selected Payment Types", is empty. Between the two list boxes are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. At the bottom of the dialog are "OK" and "Cancel" buttons.

3. Enter the deposit date and deposit ticket number. **Bank/Branch** will default to the sponsoring bank. To select another bank, click the down arrow and choose from the list of available banks. Select if you want the deposit ticket to print both detail and summary deposit information or summary information only.
4. Indicate which payment types should be included on the deposit ticket. You can choose to include all payment types or selected. If you choose selected, use the arrow buttons to move the payment types to and from the **Select Payment Type** box.
5. Click **OK**. The system will generate the deposit ticket in Preview mode. You can then send the job to your printer.

# Reference

The reference section provides detailed information on each field. The reference tables list each field along with the field type and description. There are four field types: **Required**, **Optional**, **Display**, and **Button**.

## Add a New EFT Screen

When you add a new EFT record for the constituent, you must select the gift type. If you choose to create an EFT record with a Gift Type of Pledge, a linked gift record is automatically created on the constituent’s record with fields that are linked to the EFT.



Field Name	Type	Description
Gift Type frame	R	Select the <b>Gift Type</b> for the EFT record you are creating. You can choose from <b>Cash</b> or <b>Pledge</b> .

## Open EFT Record Screen

When a constituent has more than one EFT record, the Open EFT screen appears. From this screen you can see all EFT records associated with the constituent. The grid can be filtered by status to display only those EFT records with the specified status. To open the EFT record from this screen, highlight the record and click **OK**.

**Open EFT Record**

EFT Records for Rebecca B. Aaron

Transactions to show: All

EFT Type	Status	Credit Type	Bank	Date
Credit Card	Active	Master Card		01/13/96
Direct Debit	Active		First Federal Bank - West	01/13/96

OK Cancel

Field Name	Type*	Description
Transactions to show	R	Filters the EFT Records grid, sorting the records by status.
EFT Records grid	D	Displays all of the constituent's EFT records that match the filter criteria.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton



## EFT Record

The EFT record can also be thought of as a recurring gift record. The EFT status has four possible values:

- Active – the EFT is active and is considered for inclusion when generating transaction sets.
- Hold – the EFT record is temporarily inactive and is not considered when generating transaction sets.
- Terminated – the EFT record is closed. A terminated status has a negative connotation. Typically, a record is terminated if the constituent chooses to stop paying the gift before paying the pledged amount.
- Completed – the EFT is inactive. A completed status has positive connotation. An example of a completed EFT would be one where the pledge was satisfied and the constituent has chosen to stop sending gifts.

The EFT record has a number of tabs. Depending on which modules are present in *The Raiser's Edge* database, these tabs may or may not be available. The Gift, Miscellaneous, and History tabs contain information specific to the EFT record. Additional tabs, such as Soft Credit, Hon/Mem, Split Gift (for Cash gift type only), Attributes, and Match are similar to those appearing on the gift record in *Constituent Management*. For more information on these tabs, please see *The Raiser's Edge for Windows User's Guide*.

## Gift Tab

### Gift Tab for Cash Gifts

The Gift tab is the main informational screen for the recurring/electronic gift record. The Gift tab shown below is for the **Gift Type** of Cash.

The screenshot shows a software window titled "Recurring Gift for Rebecca B. Aaron". It features a tabbed interface with the "Gift" tab selected. Other tabs include "Split Gift", "Attributes", "Membership", "History", "Miscellaneous", "Match", "Hon/Mem", and "Soft Credit".

Below the tabs, there are three main sections:

- Transaction Information:** Includes a checked box for "Electronic Transaction", "Gift Type: Cash", and "Date Added: 03/20/98".
- Gift Details:** Contains fields for "Fund" (Capital Campaign Buildin), "Campaign" (The Campaign for Excell), "Amount" (\$100.00), "Date" (01/13/96), "Letter" (empty), "Appeal" (empty), "Solicitor" (empty), "Acknowledge" (Acknowledged), "Receipt" (Not Received), and "Receipt Amt" (\$100.00). Each field has a dropdown arrow icon.
- Schedule and EFT Status:** The "Schedule" section includes "Effective" (03/20/98), "Until" (checked, 04/01/98), "Frequency" (Quarterly), and a "Define..." button. The "EFT Status" section has radio buttons for "Active" (selected), "Hold", "Terminated", and "Completed", along with a "Comments..." button.

Field Name	Type*	Description
Electronic Transaction	O	Mark this checkbox to make the EFT record an electronic transaction.
Gift Type	D	Type of gift. Field is display-only and is always Cash.
Date Added	D	Date the EFT record was added.
Fund	R	Defines the fund for which the gift was received. Use the down arrow to select from the list of existing funds.
Campaign	O	The campaign for which the gift was received. Use the down arrow to select from the list of existing campaigns.
Amount	R	Amount of the gift.
Date	R	The date the EFT was established. This may be the date the donor signs the authorization or the date added.
Letter	O	Type of letter to be sent to the constituent.
Appeal	O	Appeal from which the EFT record was generated.
Solicitor	O	Person assigned as the solicitor for this constituent for the EFT record.
Acknowledge	R	Determines if an acknowledgment should be sent to the constituent for gifts created with this EFT record.
Receipt	R	Determines if a receipt should be sent to the constituent for any gifts created with this EFT record.
Receipt Amt	O	The amount defaults to the amount of the gift.
Schedule frame	R	Time period during which gifts can be generated from the EFT record. <b>Effective</b> is the first date on which a regular gift is generated. The <b>Until</b> checkbox and field establishes an ending date. The <b>Frequency</b> determines how often a gift is generated from the EFT record. If you choose an irregular frequency, you must click <b>Define</b> and establish the date and amounts of the gifts to be generated.
EFT Status frame	R	Options determine the status of the recurring gift. Select <b>Active</b> , <b>Hold</b> , <b>Terminated</b> , or <b>Completed</b> . The <b>Comments</b> buttons brings up the Comments screen where you can add, edit, and delete comment records.

\*Type: (R)required, (O)optional, (D)isplay-only, (B)utton

## Gift Tab for a Pledge

The Gift tab is the main informational screen for the recurring/electronic gift record. The Gift tab shown below is for a **Gift Type** of Pledge.

When you create a Pledge EFT, a linked gift record is created in the constituent's record. When the record is initially created, all of the field entries on the EFT record are copied to the gift record. Certain fields maintain a constant link between the two records. If the linked field is changed on one record, it is updated on the other record as well. The following fields are linked on the Gift tab.

- Campaign
- Amount
- Date
- Letter
- Appeal
- Solicitor
- Receipt Number
- Receipt Amount

If you edit a pledge EFT, the **Amount**, **Effective**, **Transaction Date**, and **Frequency** fields cannot be modified through *EFT*. You must make changes to these fields on the gift record in *Constituent Management*. You can edit the instalment **Amount** for a pledge EFT with an irregular frequency by clicking **Define**. For regular frequency pledge EFTs, you can add instalments by extending the **Until** date, but you cannot delete or modify previously defined instalments.

The screenshot shows a software window titled "Add a Recurring Gift for Joseph S McKee". The window has several tabs: "Soft Credit", "Attributes", "Membership", "History", "Gift" (selected), "Miscellaneous", "Match", and "Hon/Mem". The "Gift" tab is active, displaying the following fields and options:

- ☒ **Electronic Transaction**
- Gift Type:** Pledge
- Date Added:** 3/26/99
- Fund:** Smith Library Fund (dropdown)
- Campaign:** The Campaign for Excell (dropdown)
- Amount:** \$1,000.00
- Date:** 3/26/99
- Letter:** General Thank You (dropdown)
- Appeal:** Unsolicited (dropdown)
- Solicitor:** (empty dropdown)
- Acknowledge:** Not Acknowledged (dropdown)
- Receipt:** Not Receipted (dropdown)
- Receipt Amt:** \$1,000.00
- Schedule:**
  - Effective:** 3/26/99
  - ☒ **Until:** 3/26/2001
  - Frequency:** Monthly (dropdown)
  - Define...** button
- EFT Status:**
  - ☒ **Active**
  - ☐ **Hold**
  - ☐ **Terminated**
  - ☐ **Completed**
  - Comments...** button

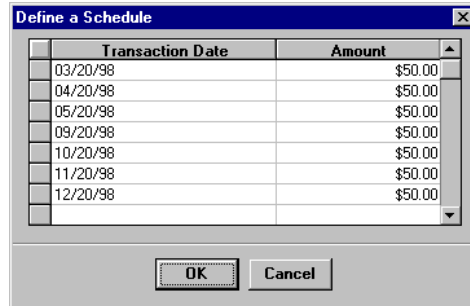
Field Name	Type	Description
Electronic Transaction	O	Mark this checkbox to make the EFT record an electronic transaction.
Gift Type	D	Type of gift. Field is display-only.
Date Added	D	Date the EFT record was added.
Fund	R	Defines the fund for which the gift was received. Use the down arrow to select from the list of existing funds.
Campaign	O	The campaign for which the gift was received. Use the down arrow to select from the list of existing campaigns.
Amount	R	Amount of the gift.
Date	R	The date the EFT was established. This may be the date the donor signs the authorisation or the date added.
Letter	O	Type of letter to be sent to the constituent.
Appeal	O	Appeal from which the EFT record was generated.
Solicitor	O	Person assigned as the Solicitor for this constituent for the EFT record.
Acknowledge	R	Determines if an acknowledgement should be sent to the constituent for gifts created with this EFT record.
Receipt	R	Determines if a receipt should be sent to the constituent for any gifts created with this EFT record.
Receipt Amt	O	The amount defaults to the amount of the gift.
Schedule frame	R	Time period during which gifts can be generated from the EFT record. <b>Effective</b> is the first date on which a regular gift is generated. The <b>Until</b> checkbox and field establishes an ending date. For Pledge EFTs, you must enter an <b>Until</b> date. The <b>Frequency</b> determines how often a gift is generated from the EFT record. If you choose an irregular frequency, you must click <b>Define</b> and establish the date and amounts of the gifts to be generated.
EFT Status frame	R	Options determine the status of the recurring gift. Select <b>Active</b> , <b>Hold</b> , <b>Terminated</b> , or <b>Completed</b> . The <b>Comments</b> buttons brings up the Comments screen where you can add, edit, and delete comment records.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Define a Schedule Screen

If you choose to make the EFT record frequency irregular, you must define a payment schedule.

From the Gift tab, click **Define** to bring up the Define a Schedule Screen. This screen allows you to determine the date of each transaction. Once a transaction has been generated, you can view but not edit the transaction date and amount.

A screenshot of a software dialog box titled "Define a Schedule". It features a table with two columns: "Transaction Date" and "Amount". The table contains eight rows of data, each with a date from 03/20/98 to 12/20/98 in monthly increments and a value of \$50.00. Below the table are "OK" and "Cancel" buttons.

Transaction Date	Amount
03/20/98	\$50.00
04/20/98	\$50.00
05/20/98	\$50.00
09/20/98	\$50.00
10/20/98	\$50.00
11/20/98	\$50.00
12/20/98	\$50.00

Field Name	Type*	Description
Transaction Date	R	Date the transaction is to be generated.
Amount	R	Amount of the generated transaction.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

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**Note:** If you edit a pledge EFT, you can modify the installment **Amount**, but you cannot change the **Transaction Date**.

---

### Comments Screen

From the Gift tab, click **Comment** to access the Comments screen. From this screen you can add, edit, or delete a comment record.

Date	Comment
01/01/98	CKF: L/M checking on membership renewal.
01/15/98	SFB: Mem.renewal on hold 'til 03/01

Add Edit Delete OK

Field Name	Type*	Description
Comments grid	D	Displays all available comment records for the recurring gift template. The standard buttons below the grid manipulate the data displayed.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

### Add/Edit Comment Screen

On the Comment screen you can enter any miscellaneous information about the EFT record, along with the date the notes were entered. The **Description** is a 255 character, free-form field with text wrap.

Date: 01/15/98

Description: SFB: Mem.renewal on hold 'til 03/01

OK Cancel

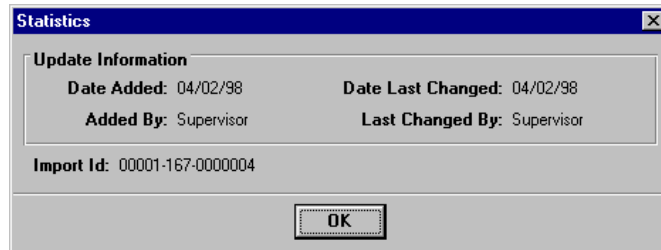
Field Name	Type	Description
Date	R	Date the comment record was entered into the system.
Description	O	Comments associated with EFT record.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

## Display Statistics Screen for Comments

You can display the statistics for a comment record to see when the record was added, who added the record, the date the record was last changed, and the person who entered the last change.

To access the Statistics screen, right-click on the title bar of the comment record. A floating menu appears; select **Statistics**.





# History Tab

The History tab displays all of the gifts that have been created from the EFT record. It also indicates the date the next payment is due, the next payment amount, and the total paid to date.

Recurring Gift for Rebecca B. Aaron

Split Gift

Attributes

Membership

Hon/Mem

Gift

Miscellaneous

Match

History

Soft Credit

☒ Electronic Transaction

Gift Type: Cash

Date Added: 03/20/98

Date	Amount	Reference	Letter	EFT Set #
------	--------	-----------	--------	-----------

Next Transaction Due: 03/20/98

Next Payment Amount: \$100.00

Total to Date:

Field Name	Type*	Description
Gift grid	D	Displays the gift history for the EFT record including the date, amount, reference, letter, and EFT transaction set number.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Miscellaneous Tab

The Miscellaneous tab is where you enter the **Constituency**, **Gift Code**, **Notes**, and **Payment Details** for the transactions generated from the EFT record. The fields from this tab are copied to the gift record when the record is created through the commit or transfer a transaction set process.

The fields in the **Payment Details** frame vary depending on the **Payment Type** selected. If you choose Credit Card as the payment type you will see the **Card Type**, **Card Number**, and **Expires On** fields. If you choose Direct Debit as the payment type, **Bank Name**, **Reference #**, and **Reference Date** fields appear. Additionally, the Pre-Notification options are available. A payment type of Cash will display **Reference #** and **Reference Date** fields. A payment type of Personal or Business Check will display **Bank Name**, **Check #**, and **Check Date** fields.

When you create a Pledge EFT, a linked gift record is created in the constituent's record. When the record is initially created, all of the field entries on the EFT record are copied to the gift record. Certain fields maintain a constant link between the two records. If the linked field is changed on one record, it is updated on the other record as well. The following fields are linked on the Miscellaneous tab.

### Linked Fields on the Miscellaneous Tab

- Gift Code
- Gift Given Anonymously
- Payment Type
- Credit Type
- Card Number
- Expires On
- Reference Number
- Bank Name
- Cheque Number
- Cheque Date

**Recurring Gift for Rebecca B. Aaron**

Split Gift   Attributes   Membership   History

Gift   **Miscellaneous**   Match   Hon/Mem   Soft Credit

☒ **Electronic Transaction**   **Gift Type: Cash**   **Date Added: 03/20/98**

**Constituency:** AL   **Notes:**

**Gift Code:**

☐ **Gift Given Anonymously**

**Payment Details**

**Payment Type:** Credit Card   **Expires On:** 05/2000

**Card Type:** Visa

**Card Number:** 2559155693655

Field Name	Type*	Description
Constituency	O	The constituency of the constituent at the time the gift is made. This defaults to the first Constituency code found on the Bio 2 tab of the constituent record.
Gift Code	O	Gift code for the gift.
Notes	O	Any notes you would like associated with the gift.
Gift Given Anonymously	O	Checkbox designates whether donor's name should be used in reporting.
Payment Details frame	R	The fields in this frame vary depending on the Payment Type selected. If you choose credit card as the payment type you will see the <b>Card Type</b> , <b>Card Number</b> , and <b>Expires On</b> fields. If you choose Direct Debit, <b>Bank Name</b> , <b>Reference #</b> , and <b>Reference Date</b> fields appear with the Pre-Note options. A payment type of cash will display <b>Reference #</b> and <b>Reference Date</b> fields. A payment type of personal or business check will display <b>Bank Name</b> , <b>Check #</b> , and <b>Check Date</b> fields.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Pre-Notification

Pre-notification information is designated on the Miscellaneous tab of the EFT record, when a payment type of Direct Debit has been selected.

Pre-notification is a way to verify a direct debit is being processed correctly. A pre-note is a zero-money transaction that is sent to the bank at least 10 days before the effective date for the direct debit transaction. Pre-notes are generated into transaction sets and are sent in transmission files, the same way as regular EFT records.

Payment Details	
Payment Type:	Direct Debit
Reference #:	21156998
Bank Name:	First Federal Bank-
Reference Date:	03/20/98
<input checked="" type="checkbox"/> Send Pre Notification Transaction	10 Day(s) before live transaction
Date of last Pre Notification:	

## Global Change

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**Note:** As with any facility that will make major changes to your database, we recommend performing a backup before running the facility.

---

The Global Change facility allows you to change the gift amount, receipt amount, and/or dues amount for selected EFT records with one process. You can increase or decrease the amounts by a percentage or by a specified currency amount. You can globally change all EFT records in the system or filter the group of EFT records to be changed by constituency, campaign, fund, appeal, and/or membership (if available).

---

**Note:** If the global change process causes the gift amount to be invalid (i.e.,  $< 0$ ), the old gift amount will equal the new gift amount.

---

## Amounts Tab

On the Amounts tab indicate the type of changes you would like to make. You can change the amounts by a specified percentage or currency. The **Round Global Change Amounts to \_ decimal places** checkbox determines whether the system will round the amount to the specified number of decimal places. For example, if a percentage change resulted in 35.505, and this field specified two decimal places, then the amount would round to 35.51.

When performing a global change, you can:

- create an output query of affected constituents.
- designate to have EFTs with a “Hold” status included.
- have a control report printed.
- preview affected EFT records before the changes are made.

The screenshot shows a dialog box titled "Global Change Amounts" with a close button (X) in the top right corner. It has two tabs: "Amounts" (selected) and "Filters".

Below the tabs is a text box: "This facility will change the specified amount(s) of the EFT records meeting the criteria defined on these tabs. This process may take some time to complete and once begun, it should not be interrupted. If the amount is changed by a percentage, the resulting value will be rounded off to the nearest currency unit."

There are three rows of controls:

- ☒ **Gift Amount**: "Increase" dropdown, "Currency" dropdown, "By: \$5.00" text box.
- ☐ **Receipt Amount**: "Increase" dropdown, "Currency" dropdown, "By:" text box.
- ☐ **Dues Amount**: "Increase" dropdown, "Currency" dropdown, "By:" text box.

Below these rows are four checkboxes:

- ☒ **Round Global Change Amounts to**  **decimal places**
- ☐ **Create Output Query**
- ☐ **Print Control Report**
- ☐ **Include EFTs with "Hold" Status**
- ☐ **Preview Before Changing**

At the bottom are "OK" and "Cancel" buttons.

Field Name	Type*	Description
Gift Amount _ _ by _	O	The gift amount on the EFT record will be <b>Increased</b> or <b>Decreased</b> by a <b>Currency</b> amount or <b>Percentage</b> . The <b>By</b> field is the currency or percentage amount.
Receipt Amount _ _ by _	O	The receipt amount on the EFT record will be <b>Increased</b> or <b>Decreased</b> by a <b>Currency</b> amount or <b>Percentage</b> . The <b>By</b> field is the currency or percentage amount.
Dues Amount _ _ by _	O	The Dues amount on the EFT record will be <b>Increased</b> or <b>Decreased</b> by a <b>Currency</b> amount or <b>Percentage</b> . The <b>By</b> field is the currency or percentage amount. This field appears only if <i>RE:Member</i> is present.
Round Global Change Amounts to _ decimal points	O	All changes made to the amounts on the EFT record will be rounded to the number of decimal places specified in the box. Choose from 0, 1, or 2.
Create Output Query	O	An output query of constituents whose EFT record was changed will be created.
Include EFTs with "Hold" Status	O	Amounts will be changed for EFT records placed on hold.
Print Control Report	O	Control report will print.
Preview Before Changing	O	Amounts to be changed will preview on screen before the changes are saved.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Filters Tab

On the Filters tab, indicate which EFT records you would like included in the global change process. Choose to include all or selected constituencies, campaigns, funds, appeals, and/or memberships. If you mark selected records, use the arrow buttons to choose from the list of all available records. For example, if you mark **Selected Constituents**, choose the desired constituencies from the **Constituencies** list.

Field Name	Type*	Description
Options frame	R	Selected option determines what fields appear in the frame on the right. For each selected option you can choose to include all or select option types. For example, with <b>Constituency</b> marked you can limit the records included to only those selected constituent types, such as Friend, Foundation, Current Parent.
To include frame	R	Determines which records will be included in the global change. The frame title changes depending on the option selected. Only those records listed in the <b>&lt;Options&gt; to Include</b> box will change. If including selected records, use the arrow buttons to move the record type to <b>&lt;Options&gt; to Include</b> .

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton



## Preview Global Changes Screen

If, on the Amounts tab, you chose **Preview Before Changing**, the Preview Global Changes screen appears before the changes are saved. After viewing the changes, click **OK** to process or **Cancel** to quit processing without making the changes.

**Note:** As with any facility that will make major changes to your database, we recommend performing a backup before running the facility.

Preview Global Changes

The following EFT records will be affected by the global change

Constituent	Constituent Id	Old Gift Amount	New Gift Amount
Rebecca B Aaron		\$505.00	\$510.00

OK

Cancel

Field Name	Type*	Description
Records changed grid	D	Displays the records and amounts to be changed. You can click <b>OK</b> to continue processing or <b>Cancel</b> to quit the global change process.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Completed Screen

The Completed Screen appears at the end of the Global Change Amounts process. This screen displays the amount of records changed and the number of exceptions encountered. If the system finds any exceptions during processing, click **Print Exception Report** to print a listing of the exceptions.



## Transaction Set

A transaction set is similar to a batch. Through the generation process, a transaction set is created for the transactions generated based on the EFT records. Transaction sets are identified by a Transaction Set Number, similar to the Batch Number. The set number is system generated and used only once, even if the set is purged.

A transaction is the individual item generated from the EFT record. It is basically a copy of the EFT record, excluding soft credits, matching gifts, etc. Through the generation process transactions are grouped into the set. It is possible for a transaction set to contain multiple transactions created from the same EFT.

You can edit the transaction fields from the transaction set; however, any edits made to the transaction will not affect the EFT record. Any edits made to the EFT record will not be reflected in existing transactions.

There are three types of transaction sets.

- Credit Card – contains only credit card transactions.
- Direct Debit – contains direct debit transactions (including any pre-note transactions) as well as non-electronic transactions such as cash or personal/business checks.
- Credit Card/Direct Debit – contains electronically paid transactions (e.g., credit card, direct debit) as well as non-electronic transactions (e.g., cash, personal/business checks).

Once a transaction set is created, you cannot generate another set containing that payment type until you have committed or transferred the existing set. Also, based on set type, only one user may have a transaction set open at a time. When you commit or transfer a set, the system views the transactions as saved gift records and changes the transaction set status to committed/transferred.

Each transaction set must go through a process of completion. The transaction set status is based on where the set is in the cycle. There are five possible status values.

- Generated –open status indicating the set has been created.
- Transmitted –open status indicating the transmission files have been created for the set.
- Transferred – closed status indicating the set has been transferred to *RE:Batch*.
- Committed –closed status indicating the set has been committed to the database.
- Deleted – a closed status indicating the set has been deleted or purged. The purge function should be used periodically to reduce the size of your database. The delete function should be used to remove incorrect transaction sets or those that were created by mistake.

---

**Note:** The purge function removes only CLOSED transaction sets; whereas, the delete function removes only OPEN transaction sets.

---

## Commit a Transaction Set Screen

Set #	Status	Type	Created On	# Transactions	Total Amount
3	Transmitted	Credit Card	03/20/98	3	\$1,500.00
2	Generated	Direct Debit	03/20/98	1	\$0.00

Field Name	Type*	Description
Transaction set grid	D	Displays a list of open transaction sets. List includes the set number, status, type, date of creation, number of transactions, and total amount.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Commit Transaction Set # Screen

This process will create gift records for all transactions in this set. After the gift records are committed to Constituent Management, the associated transactions will be removed from this display. The set number will be stored on the gift record in The Raiser's Edge database and will not be reused.

Gift Date:

Reference:

Post Status:

Post Date:

Letter:

☒ Print Control Report

- ☐ Detail
- ☐ Summary
- ☒ Both

☐ Create Output Query

Field Name	Type*	Description
Gift Date	R	Select from <b>Use Transaction Schedule</b> or <b>User defined</b> . <b>Use Transaction Schedule</b> calculates the date based on the start date and frequency. This date is the transaction date. <b>User defined</b> brings up an edit box where you can specify the date you would like entered as the gift date on the gift and matching gift records.
Reference	R	Select from <b>System generated</b> and <b>User defined</b> . <b>User defined</b> brings up an edit box where you can specify the reference to be entered on the gift record. <b>System generated</b> creates a reference using the number of times a gift record has been created from the EFT, the frequency of the payments and the date of the transaction. For example, the reference for the fifth gift generated from a monthly EFT on 01/30/97 will be <b>EFT 0005M01/30/97</b> .
Post Status	R	Options include <b>Not Posted</b> and <b>Do Not Post</b> . This field is used as the default status for each gift record.
Post Date	O	Post Date is required if the Post Status is Posted or Not Posted. The post date is the date the gift activity affects <b>General Ledger</b> . The date is used as the default for each gift record.
Letter	O	You can specify a letter to be copied to each gift record or, if you leave the field blank, the value in each EFT record's letter field will be copied to the gift record.
Create Output Query	O	Output query containing a list of the constituents for whom a gift record has been created.
Print Control Report frame	O	A control report will print. Mark the appropriate option to print transaction set information in detail, summary, or both.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Delete a Transaction Set Screen

You can delete a transaction set through the **Transaction** menu. When you select **Delete a Transaction Set**, this screen appears. All generated or transmitted (open) transaction sets are displayed in the grid. To delete the set, highlight the item and click **OK**.

---

**Note:** The delete function should be used to remove incorrect transaction sets or those created by mistake. Only OPEN transaction sets may be deleted.

---

Set #	Status	Type	Created On	# Transactions	Total Amount
3	Generated	Credit Card	03/20/98	3	\$1,500.00
2	Generated	Direct Debit	03/20/98		\$0.00

Field Name	Type*	Description
Transaction set grid	D	Displays all of the available transaction sets in the system. The list includes set number, status, type, created date, total amount, and number of transactions.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Generate a Transaction Set Screen

The Generate a Transaction Set process considers all active EFT records with a payment type matching the criteria on the parameter screen. If an EFT record meeting the criteria has a scheduled payment or payments due on or before the **Transactions Due On or Before** date, then the transaction(s) will be generated and placed into the transaction set.

The **Financial Processing Date** is the date when the bank will be processing the transactions. When generating the set, keep in mind your schedule for transmitting the files. Many financial institutions will reject transactions more than a few days old. We recommend submitting the files on the same day that you generate the transaction set. Also, it is a good idea to maintain a strict schedule for creating, transmitting and committing/transferring a set. Ensuring that all transactions in a set have been accepted before committing or transferring eliminates the chance of creating an invalid gift record.

**Generate a Transaction Set**

This facility will generate transactions for you to review prior to creating transmission files or reports. You may chose to generate different transactions at different times. However, you can have only one set of each transaction type unprocessed at a time.

**Transactions Due On or Before:** 03/20/98

**Financial Processing Date:** 03/20/98

☒ **Include Direct Debits**

This will include Direct Debits as well as non-electronic recurring gifts with the payment types of Cash, Personal Check, and Business Check.

☒ **Include these Credit Types**

- ☒ American Express
- ☒ Diner's Club
- ☒ Master Card
- ☒ Visa
- ☒ Discover

**OK** **Cancel**



Field Name	Type*	Description
Transactions Due On or Before	R	Field acts as a cutoff date. If an EFT record meeting the specified criteria has a scheduled payment due on or before this date, then that transaction will be generated and placed into the transaction set.
Financial Processing Date	R	Date when the bank processes the transactions. Date cannot be a weekend/holiday, etc. Please refer to your bank or clearinghouse rules for valid dates. This date is embedded in the electronic transmission file.
Include Direct Debits	O	Determines all direct debits and non-electronic recurring gifts with the payment types of cash, personal check, and business check that meet the criteria will be included in the transaction set.
Include these Credit Types	O	Determines EFT records with a selected credit type that meet the criteria will be included in the transaction set. To select a credit type, click on the box to the left of the credit type to place a check in the box.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Open a Transaction Set Screen

The Open a Transaction Set screen appears whenever you are performing a function for a specific set, such as committing, transferring, etc. This screen lists all open transaction sets. To select a set, highlight the item and click **OK**.

Set #	Status	Type	Created On	# Transactions	Total Amount
1	Transferred	Credit Card/Direct Debit	03/06/98	1	\$500.00

Field Name	Type*	Description
Transaction set grid	D	Displays all of the available transaction sets in the system. The list includes set number, status, type, created date, total amount, and number of transactions.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

# Purge Transaction Sets Screen

**Note:** Only CLOSED transaction sets may be purged. The purge function should be used periodically to reduce the size of your database by eliminating closed transaction sets.

Purge Transaction Sets

Available Sets:

Set 1 (Credit Card/Direct Debit)  
Set 2 (Credit Card/Direct Debit)

Sets to be Removed:

->

->>

<-

<<-

Purge

Cancel

Field Name	Type*	Description
Available Sets	D	List of closed transaction sets in the system.
Sets to be Removed	D	Displays list of the transaction sets to be purged during the processing. Use the arrow buttons to move the transaction sets to or from this box.
Purge	B	Begins the process of removing the selected transaction sets from the database.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Transaction Set Screen

The Transaction Set screen has two distinct areas. The **Statistics** frame displays information about the set.

The rejection code field is used as a filter for the transactions listed in the grid. While the set status is open, you can edit the transactions. Once the status is closed, the **Edit** button changes to **View**.

**Transaction Set # 2**

**Statistics**

Created On: 03/20/98  
Created By: Supervisor  
Total Transactions:  
Transaction Due: 03/15/98  
The following transaction types are included: Direct Debit

Last Changed On: 03/20/98  
Last Changed By: Supervisor  
Total Amount: \$0.00  
Financial Date: 03/20/98

Rejection Code:  (Rejections are listed in bold)

Constituent Name	Constituent Id	Amount	Rejection Code	Payment Type	Bank
Rebecca Aaron				Direct Debit	First

Edit OK Print

Field Name	Type*	Description
Statistics frame	D	Displays information about the selected transaction set, such as the created on date, who created the set, the total number of transactions, the transaction date, the total amount, financial date, and last changed statistics.
Rejection Code	O	The rejection code is the identifier you received from the bank/clearinghouse indicating the transaction was rejected. This field acts as a filter, displaying only those transactions with the selected rejection code.
Transaction grid	D	Grid displays list of the filtered transactions in the set.
Edit	B	Opens the selected transaction record.
Print	B	Prints the Pre-Transmission Report.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

# Edit Transaction Set Screen

Edit a Transaction for Rebecca Aaron

Payment Type: Credit Card

Credit Type: Visa

Amount: \$500.00

Card #: 115200369982

Receipt Amount: \$500.00

Expires on: 03/2000

Rejection Code:

Authorise Code:

OK

Cancel

<Prev

Next>

Field Name	Type*	Description
Payment Type	D	This field displays the payment type you selected for the transaction set.
Amount	R	Amount of the gift; this field must not be left blank.
Receipt Amount	O	Amount on the receipt; this field defaults to gift amount.
Rejection Code	O	Code for why gift/transaction was rejected, if it was rejected.
Credit (or Debit) information	R	This information (including the type of credit card, the card number, and the card's expiration date) is required for credit card payments. For debit payments, you must fill in alternate fields (including debit type and account number).

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Transfer a Transaction Set Screen

This screen appears when you select **Transaction, Transfer to RE:Batch**.

Set #	Status	Type	Created On	# Transactions	Total Amount
3	Transmitted	Credit Card	03/20/98	3	\$1,500.00
2	Generated	Direct Debit	03/20/98	1	\$0.00

Field Name	Type*	Description
Transaction set grid	D	Displays a list of open transaction sets. List includes the set number, status, type, date of creation, number of transactions, and total amount.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Transfer to RE:Batch Module Screen

This process will transfer all transactions in this set to a new Batch in the Batch/Deposit Entry Program. After this transfer has been completed, the associated EFT transactions will be removed from this display. To create gift records the transactions must be posted from the Batch/Deposit Entry Program.

RE:Batch Description: EFT Set # 3

Gift Date: Use Transaction Schedule

Reference: System Generated

Post Status: Not Posted

Post Date: 03/20/98

Letter:

☒ Print Control Report

☐ Detail

☐ Summary

☒ Both

Field Name	Type*	Description
RE:Batch Description	R	Description will default to EFT Set # <transaction set number>. This description will be copied into the batch.
Gift Date	R	Select from <b>Use Transaction Schedule</b> or <b>User defined</b> . <b>Use Transaction Schedule</b> calculates the date based on the start date and frequency. This date is the transaction date. <b>User defined</b> brings up an edit box where you can specify the date you would like entered as the gift date on the gift and matching gift records.
Reference	R	Select from <b>System generated</b> and <b>User defined</b> . <b>User defined</b> brings up an edit box where you can specify the reference to be entered on the gift record. <b>System generated</b> creates a reference using the number of times a gift record has been created from the EFT, the frequency of the payments and the date of the transaction. For example, the reference for the fifth gift generated from a monthly EFT on 01/30/97 will be <b>EFT 0005M01/30/97</b> .
Post Status	R	Options include <b>Not Posted</b> and <b>Do Not Post</b> . This field is used as the default status for each gift record.
Post Date	O	Post Date is required if the Post Status is Posted or Not Posted. The post date is the date the gift activity affects <b>General Ledger</b> . The date is used as the default for each gift record.
Letter	O	You can specify a letter to be copied to each gift record or, if you leave the field blank, the value in each EFT record's letter field will be copied to the gift record.
Print Control Report frame	O	System will print a control report. Mark the appropriate option to print in detail, summary, or both.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Transmit a Transaction Set Screen

The **Create Transmission Files** option is available from the **Transaction** menu. This process creates the transmission files that will be sent to the bank or processing company for verification/processing.

After creating the files, you are responsible for sending the files to the bank/processing company and awaiting the response. The Transmit a Transaction Set screen displays all sets available for transmission. To select the set, highlight the item and click **OK**.

Set #	Status	Type	Created On	# Transactions	Total Amount
3	Generated	Credit Card	03/20/98	3	\$1,500.00
2	Generated	Direct Debit	03/20/98		\$0.00

Field Name	Type*	Description
Transaction set grid	D	Displays all of the open transaction sets in the system. The list includes set number, status, type, created date, number of transactions, and total amount.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton



Create Transmission Files Screen

The Create Transmission Files screen appears once you select the set you would like to submit. This process creates the transfer files. If a set contains both credit card and direct debit transactions, two transfer files are created.

Create Transmission Files

Enter the path and file names for the transfer files to be created. Refer to your financial institution's documentation for more information on naming conventions and media requirements.  
  
Note: Creating more than one file at a time will increase the time necessary to complete this process.


Transfer File Names

Filename: 170298bds.dta

☐ Print Control Report☐ Request Audit Trail Input Report

OK

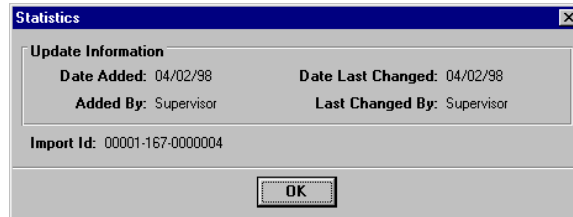
Cancel

Field Name	Type*	Description
Transfer File Names frame	O	File name and the path where the file is located or where you would like the file stored. If you are unsure of the location, click  to browse your directories. If this field is left blank, the file will not be created. If you are creating more than one transfer file (e.g., one credit card transfer file and one direct debit transfer file), there will be separate fields shown for you to name each file.
Print Control Report	O	System will print a report listing all of the transactions in the created transmission file as well as other pertinent information such as the transaction set number, transactions due on or before date and financial processing date.
Request Audit Trail Input Report	O	System will generate audit trail input report.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

## Display Statistics for EFT Record

The **Display Statistics** option is available from the **Record** menu. This screen displays various statistics about the EFT record: the date added, date last changed, user who added the EFT record, user who last changed the record, and the Import ID for the record.

A dialog box titled "Statistics" with a close button (X) in the top right corner. It contains a section titled "Update Information" with two rows of data: "Date Added: 04/02/98" and "Date Last Changed: 04/02/98" in the first row, and "Added By: Supervisor" and "Last Changed By: Supervisor" in the second row. Below this is the "Import Id: 00001-167-0000004". At the bottom is an "OK" button.

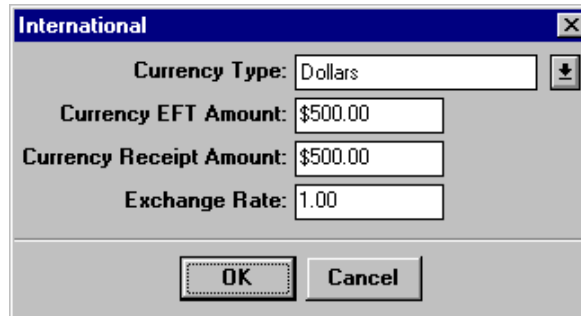
Update Information	
Date Added: 04/02/98	Date Last Changed: 04/02/98
Added By: Supervisor	Last Changed By: Supervisor

Import Id: 00001-167-0000004

OK

## Currency Exchange

The International screen is available from the **Record** menu only when an EFT record is open. This screen allows you to view and edit the currency exchange fields which are established on the International tab in *Configuration*.

A dialog box titled "International" with a close button (X) in the top right corner. It contains four input fields: "Currency Type" with a dropdown menu showing "Dollars" and a down arrow button; "Currency EFT Amount" with a text box containing "\$500.00"; "Currency Receipt Amount" with a text box containing "\$500.00"; and "Exchange Rate" with a text box containing "1.00". At the bottom are "OK" and "Cancel" buttons.

Currency Type:	Dollars	↓
Currency EFT Amount:	\$500.00	
Currency Receipt Amount:	\$500.00	
Exchange Rate:	1.00	

OK Cancel

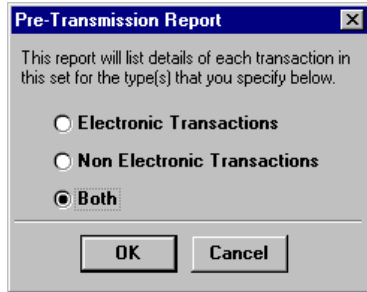
Field Name	Type*	Description
Currency Type	R	Type of currency such as dollar, pound, and yen. Currency types are set up on the International tab in <i>Configuration</i> .
Currency EFT Amount	R	Amount of the EFT in the currency type.
Currency Receipt Amount	R	Amount of the receipt in the currency type.
Exchange rate	R	Rate at which the currency is exchanged.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

# Print

## Pre-transmission Report

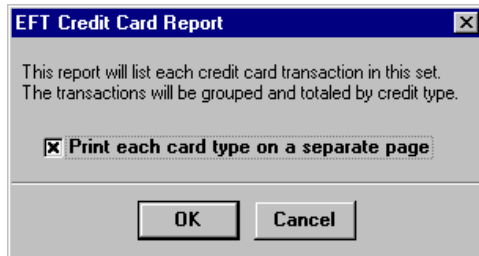
When you select **File, Print, Pre-Transmission Report**, you can choose to print only electronic transactions, non-electronic transactions, or both.



A dialog box titled "Pre-Transmission Report" with a close button (X) in the top right corner. The text inside reads: "This report will list details of each transaction in this set for the type(s) that you specify below." Below the text are three radio button options: "Electronic Transactions", "Non Electronic Transactions", and "Both". The "Both" option is selected. At the bottom are "OK" and "Cancel" buttons.

## EFT Credit Card Report

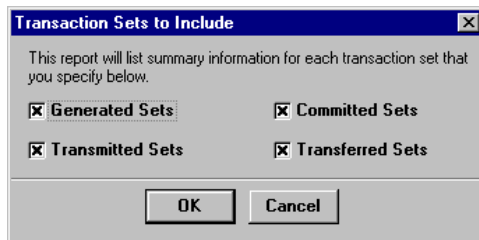
When you select **File, Print, EFT Credit Card Report**, you can choose to have each credit type (e.g., Visa, Master Card) print on a separate page.



A dialog box titled "EFT Credit Card Report" with a close button (X) in the top right corner. The text inside reads: "This report will list each credit card transaction in this set. The transactions will be grouped and totaled by credit type." Below the text is a checkbox labeled "Print each card type on a separate page", which is checked. At the bottom are "OK" and "Cancel" buttons.

## EFT Transaction Set Log

This screen appears when you choose **File, Print, EFT Transaction Set Log**. You can choose to print the set log to include **Generated**, **Transmitted**, **Committed**, and/or **Transferred** transaction sets.



A dialog box titled "Transaction Sets to Include" with a close button (X) in the top right corner. The text inside reads: "This report will list summary information for each transaction set that you specify below." Below the text are four checkboxes: "Generated Sets", "Committed Sets", "Transmitted Sets", and "Transferred Sets". All four checkboxes are checked. At the bottom are "OK" and "Cancel" buttons.

## Print Deposit Ticket

This screen appears when you select **File, Print, Deposit Ticket**. To print a deposit ticket, you must enter the deposit date, ticket number and ticket format. You must also choose which payment types you would like included on the deposit ticket.

Field Name	Type*	Description
Deposit Date	R	Date the bank credits the deposit.
Deposit Ticket #	R	Number that identifies the deposit ticket.
Bank/Branch	R	The bank/branch for which you are printing a deposit ticket. Field defaults to the sponsoring bank/branch.
Ticket Format frame	R	The deposit ticket will print with each item listed in detail and summary information or with summary information only.
Payment Types to Include frame	R	Information will be included on the deposit ticket for the specified payment types. Choose from all or selected payment types. If you choose <b>Selected</b> , use the arrow buttons to move the desired payment types into the <b>Selected Payment Types</b> box.

\*Type: (R)required, (O)ptional, (D)isplay-only, (B)utton

# Notes on ICVerify

To successfully transfer your credit card files to *ICVerify*, you must setup and run *ICVerify*.

For the DOS version, you must run ICMULTI.COM. For the Windows version, you must run ICVMLT32.EXE.

The **Evaluate Response** prompt must be set to **B**. This places the answer file in **Short Answer, Echo Response** mode, which is necessary for *The Raiser's Edge for Windows* to correctly update the transmission file.

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**Note:** For additional information on setting up *ICVerify*, please see the *ICVerify* user's guide.

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# Changes to Raiser's Edge Modules

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# Configuration

## General 1 Tab

The General tab in *Configuration* changes only slightly with the addition of the *EFT* module. The Company ID frame is added to this tab. This frame is to be used to designate the identification number of your organization, either Federal Tax ID or other user-defined number. This ID number is critical in electronic funds transfers; it designates your organization as the recipient of the funds when transmission files are created to send out to banks.

The screenshot shows the 'The Raiser's Edge - Configuration' window with the 'General 1' tab selected. The window has a menu bar (File, Edit, Help) and a tabbed interface. The 'General 1' tab is active, showing fields for Name, Address, City, State, ZIP, Country, Phone, Fiscal Year Ends, Volunteer Year Starts, Alumni School/College, and a Company ID section. The Company ID section has two radio buttons: 'Federal Tax ID' (unselected) and 'User Defined' (selected). The 'User Defined' ID is 98012.

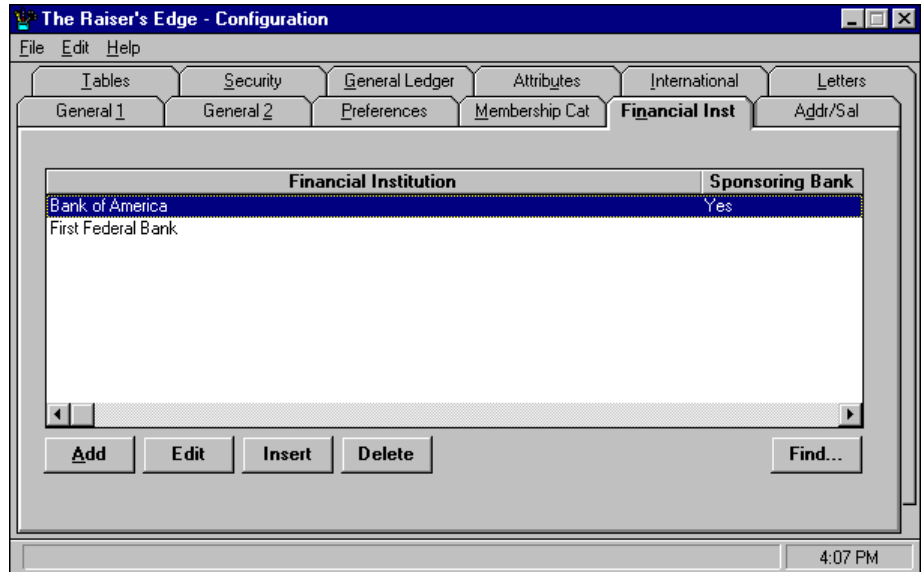
Field Name	Type*	Description
Company ID frame	O	Number (either the federal tax identification number or a user-defined number) used to identify your organization in the electronic transaction files.

Field Name	Type*	Description
Company ID frame	O	Number (either the federal tax identification number or a user-defined number) used to identify your organization in the electronic transaction files.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

## Financial Inst Tab

The Financial Inst tab allows you to set up the financial institutions with which you will be dealing for electronic transfers. Bank branches may be set up and designated as sponsoring banks; these banks will receive the electronic fund transfers from your constituents' banks.



Field Name	Type*	Description
Financial Institution grid	D	Displays all available bank records. You can add, edit, insert, or delete a bank record. The <b>Find</b> button allows you to locate a specific bank record.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton



## Adding a new financial institution

When you click **Add** from the Financial Inst tab, the Add a Bank screen appears. You may enter the bank name and add, edit, or delete branch account records.

Name	Sponsoring Bank	Transit/Routing
Charleston Metro	Yes	00362522

Field Name	Type*	Description
Bank Name	R	Name of the financial institution.
Branches frame	D	Displays all available branches for the bank record. The common buttons manipulate the data displayed in this grid.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Adding a new branch

To access the Add a branch Screen, click **Add** from the bank record. On this screen, define the required information about the bank branch such as the name, address, and EFT information. In the **Sponsoring Bank** frame, if the checkbox is marked, you can enter the account name, account number, and user number for your account.

Field Name	Type*	Description
Name	R	Name of the bank branch.
Address block	O	Address and phone number of the bank branch.
Sponsoring Bank frame	O	Mark this checkbox to indicate this branch is the sponsoring bank. The sponsoring bank is the branch with which you will transfer electronic files. You can designate only one branch as the sponsoring bank.
Account name	O	Name of the account – required if the branch is the sponsoring bank.
Account #	O	Account number assigned by the bank – required if the branch is the sponsoring bank.
User Number	O	User number assigned by the bank – required if the branch is the sponsoring bank.
EFT Information frame	O	This frame contains optional information designated for electronic funds transfers.
Transit/Routing #		Account number to which electronic funds should be transferred.
Immediate Origin		ID number to designate immediate origin of any funds transferred. You can specify the transit/routing number established above or you can enter an alternate number.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

# Constituent Management

## Bio 1 Tab

Before you can add an EFT record, the person must have a constituent record. For direct debit EFT records, you must also have a bank defined on the constituent record. The **Bank** button, which appears in the lower right-hand portion of the screen, displays the bank information for the constituent.

The screenshot shows a software window titled "Rebecca B. Aaron" with a standard Windows-style title bar. Below the title bar is a series of tabs: Actions, Media, Attributes, Solicitor, Hon/Mem, Volunteer, Prospect, Member, Events, Bio 1 (selected), Bio 2, Spouse, Addr/Sal, Relation, Affiliation, Appeals, Notes, and Gifts. The main content area is divided into two columns. The left column is titled "Biographical" and contains fields for Last Name (Aaron), First Name (Rebecca), Middle Name (Becky), Titles (Ms.), Suffixes, Nickname (Becky), Maiden Name, and Sex (Female). Below these fields is a checkbox labeled "Constituent is an Honor/Memorial". The right column is titled "Home Address" and contains fields for Address (2344 Ruby Road), City (Charleston), State (SC), ZIP (29401), and Country (United States). There are "More" and "Alt" buttons next to the Address field. Below the address fields is a "Phone(s)" section with a table:

Type	Number
Home	(803) 724-5600
Car	(803) 820-9047

At the bottom right of the form are four buttons: Bank, Business, Educate, and Employ. The "Bank" button is highlighted with a dashed border.

## Bank Information

When the **Bank** button on the Bio 1 tab is clicked, the Bank Information screen appears.

---

**Note:** In order to add an EFT record through the *EFT* module, you must first have the constituent and bank information set up correctly in *Constituent Management*.

---

### Viewing Bank Information

The Banks screen is accessed through the constituent record. From the constituent's Bio 1 tab, click **Bank** to access this screen. Here you can define a bank record for those banks where the constituent maintains an account. All banks established for the constituent are listed in the grid. From this screen you can add or delete bank records for the constituent. You can also edit account information.

Trans/Routir	Bank Name	Branch Name	Address	Country
00362522	Bank of America	Charleston Metro	Suite 16	
00230459	First Federal Bank	West Ashley First Federal		

Buttons: Add, Edit, Delete, OK

Field Name	Type*	Description
Bank grid	D	Displays all of the bank records defined for the selected constituent. You can add or delete a bank record, as well as edit account information.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Adding/Editing Bank Information

The Add a Bank screen is accessed when you click **Add** from the Banks for <Constituent Name> screen. On this screen, you establish the bank information for the selected constituent.

Once you select the bank and branch, the address and phone fields will load automatically from the bank/branch record established in *Configuration*. If a bank record does not exist for the financial institution, **New Bank** and **New Branch** can be used to add the appropriate records. If you add a new bank from the constituent's record, you must then add a new branch for this bank. The **Account Information** fields are for the constituent's account.

Field Name	Type*	Description
Tran/Rout	R	Number used as an identifier in the EFT file.
Name	R	Name of the bank. Select from the available bank records or if no bank record is established for the bank you can click <b>New Bank</b> to add a bank record.
New Bank	B	Accesses the Add a Bank screen.
Branch	R	Bank branch where the constituent's account is located. Select from the available branch records or click <b>New Branch</b> to add a bank branch record.
New Branch	B	Accesses the Add a Bank Branch screen.
Address and Phone block	D	Address and phone number information for the bank branch where the constituent's account is located. This information is pulled from the bank branch record.
Account Information frame	O	Constituent's account number and type. Must be entered for electronic processing of direct debit gifts.

\*Type: (R)quired, (O)ptional, (D)isplay-only, (B)utton

### Add a Bank (from the constituent record)

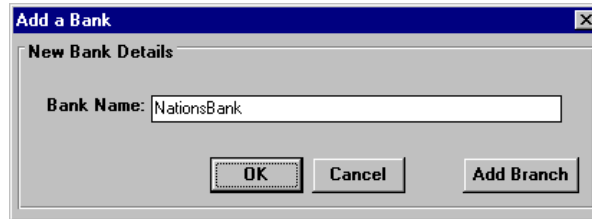
Click **New Bank** from the Add a Bank for <Constituent Name> screen above to access the Add a Bank screen.

When you enter the **Bank Name** and click **OK**, the bank record is saved.

---

**Note:** If you add a new bank, you must add a new branch.

---



Field Name	Type*	Description
Bank Name	R	Name of the financial institution for which you are adding the record.
Add Branch	B	Button accesses the Add a Bank Branch screen.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

### Add a Branch for <Bank>(from the constituent record)

To access this screen, click **New Branch** from the Add a Bank for <constituent name> screen or **Add Branch** from the Add a Bank screen. The name of the bank is automatically entered. Enter the branch name, transit/routing number, and address information. When you click **OK**, the branch record is saved.

**Add a Branch for Bank of America**

**New Branch**

Bank Name: Bank of America

Name:

Trans/Rout:

Address:

City:

State: Country:

Region:

Phone:

ZIP:

OK Cancel

Field Name	Type*	Description
Bank Name	D	Field defaults from the bank record.
Name	R	Name of the bank branch.
Trans/Rout	R	Numbers used as identifiers in the electronic fund transfer file.
Address and Phone block	O	Address and phone number information of the bank branch.

\*Type: (R)equired, (O)ptional, (D)isplay-only, (B)utton

## Gifts Tab

The Gifts tab in *Constituent Management* changes only slightly with the addition of the *EFT* module. The **EFT** button is added to the lower right-hand portion of the screen. When clicked, this button displays the Electronic/Recurring Gift information screen for the constituent as added from the *EFT* module.

Mr. Michael J. Simpson, MD, 1974

Actions Media Attributes Solicitor Hon/Mem Volunteer Prospect Member Events

Bio 1 Bio 2 Spouse Addr/Sal Relation Affiliation Appeals Notes **Gifts**

Type: Campaign: Fund:

Date	Gift Type	Fund	Amount	Balance	Letter
11/25/1998	Cash-EFT	Membership Fund 1998	\$500.00		Capital
6/15/1998	Cash	Annual Fund 1998	\$100.00		Annual Giving
5/9/1998	Cash	Membership Fund 1998	\$450.00		
2/13/1998	MG Pay-Stock-PP	Smith Library Fund	\$150.00		
11/9/1997	Pay-Cash-PP	Annual Fund 1997	\$50.00		Pledge
10/30/1997	Pledge	Annual Fund 1997	\$100.00	\$50.00	
7/20/1997	MG Pledge	Smith Library Fund	\$375.00	\$225.00	
7/3/1997	Stock	Capital Campaign	\$3,800.00		
11/1/1996	Cash	Annual Fund 1996	\$500.00		General
1/10/1995	Cash	Annual Fund 1995	\$1,500.00		

Add Edit Delete EFT Summary

## Deleting an EFT Payment

If an EFT payment is accidentally created through the *EFT* module or manually through *Constituent Management*, you can have that payment regenerated in *EFT*. In *Constituent Management*, when an EFT payment is deleted, a prompt appears asking if you would like to regenerate the payment for that EFT record. If you select **Yes**, the **Next Transaction Date** value is reset by one frequency unit. If you select **No**, the value is not reset.

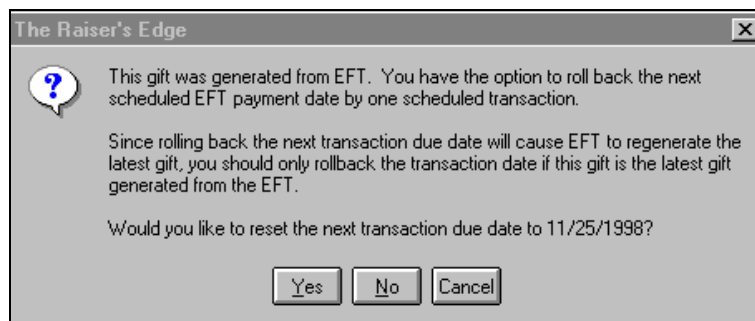


### To delete an EFT payment:

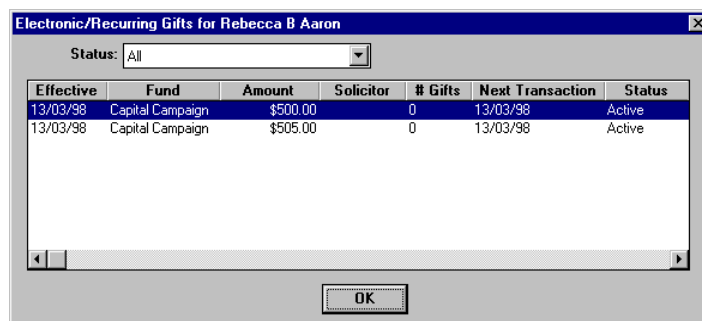
1. From the appropriate record in *Constituent Management*, select the Gifts tab.
2. Highlight the payment you would like to delete and click **Delete**. A verification screen appears asking if you are sure you want to delete this record.



3. Select **Yes**. A screen appears indicating how the rollback option will work for the EFT record.
4. Select **Yes** if you would like to reset the transaction by one frequency unit. Or select **No**, if you do not want to reset the transaction.



## Electronic/Recurring Gifts Screen



### ➤ View EFT or recurring gift information from the constituent's record:

1. From the appropriate record in *Constituent Management*, go to the Gifts tab. Click **EFT**.
2. The Electronic/Recurring Gifts for [Constituent] screen will appear. Click **OK**.

---

**Note:** Electronic/Recurring gift information can only be viewed from *Constituent Management*. Any edits or additions must be made through *EFT*.

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## Adding or Editing a Pledge EFT

You can automatically create a Pledge EFT record when you add pledge gift record in *Constituent Management* with a payment type of direct debit or credit card. The Pledge EFT record is created when you save the pledge gift record. You must activate this preference in *Configuration*. Please see the Getting Started chapter in this manual for more information on this feature.

When a Pledge EFT record is created, all fields on the gift record are reciprocated to the EFT record. A link is maintained between certain fields. Changes made to either the Pledge EFT or gift record appear on both records. Please see the Linked Fields table for a list of fields that are linked. The contents of Matching Gift, Soft Credit, Hon/Mem, and Attribute tabs are copied to the EFT record but not linked. If you make changes to these tabs from *EFT* or *Constituent Management*, your changes are not updated in both records.

### Linked Fields

- |                          |               |                    |
|--------------------------|---------------|--------------------|
| • Campaign               | • Letter      | • Receipt Number   |
| • Amount                 | • Appeal      | • Receipt Amount   |
| • Date                   | • Solicitor   | • Check Number     |
| • Gift Code              | • Card Number | • Check Date       |
| • Gift Given Anonymously | • Expires On  | • Reference Number |
| • Payment Type           | • Credit Type | • Bank Name        |

When you edit the installment schedule for a pledge linked to an EFT record, the next transaction date for the EFT is set to the date of the first installment with a balance. The **Until** date on an EFT record is set to the date of the last installment.

## Adding a Manual EFT Payment

You can manually add an EFT payment from a **Cash** gift record in *Constituent Management*; however, as a rule and to make full use of *EFT* features, electronic payments should be added through the *EFT* module. This option is available by selecting **Gift, Apply to EFT** from the menu bar when adding or editing cash gifts that are not posted and are not currently applied to a pledge. Once a gift is applied to an EFT, it cannot be applied to a pledge.

If you add a payment to a pledge gift record linked to an EFT record, you must apply payments to the pledge using the **Apply to EFT** option instead of the **Apply to Pledge** option. Marking the **Warn if Constituent has an Outstanding Pledge** checkbox on the General tab in *Constituent Management* preferences only notifies you of outstanding pledges that are not linked to an EFT record.

EFT payments may alternately be applied to previously skipped transactions, as well as scheduled transactions.

A manual EFT payment may be linked to a membership in the normal way—by selecting **Gift, Membership** from the menu. If you don't link the payment to a membership and add a renewal (if appropriate), the next time a transaction set is generated, the renewal will be created when that transaction set is committed/transferred.



#### **Apply a gift as an EFT payment:**

1. From *Constituent Management*, open the constituent for which you are adding the gift.
2. Click **Add** from the Gift tab.
3. In order to apply this gift as an EFT payment, the **Gift Type** must be **Cash**. Select **Gift, Apply to EFT** from the menu. When adding a gift, EFT gift information (such as soft credits and matching gifts) will default onto this gift record once the **Apply to EFT** option has been selected.
4. If more than one EFT exists for the constituent, the Open EFT Record screen appears. Select the EFT to which this gift should be applied. Click **OK**.
5. You may be prompted to choose whether to apply this payment to a previously skipped transaction or to the next scheduled transaction. When the gift is applied to the next scheduled EFT transaction, the gift's date and amount are defaulted from the EFT record. The EFT record's **Next Transaction Date** and **Amount** fields are updated when the gift is saved. For these manually added EFT transactions, the **EFT Transaction Set #** label on the gift is **Manual**. If the payment is applied toward a previously skipped transaction, the gift date and amount don't default from the EFT record and the EFT record is not updated.

## **Writing Off a Pledge EFT**

When a pledge EFT is linked to a gift record, you can maintain a record of unfulfilled pledges using the **Write Off** option. When you write off a pledge or pledge installment, the EFT record updates automatically. You write off EFT pledges the same way you write off any other gift. Please see *The Raiser's Edge User's Guide* for more information.

# Database Administration

Alternate import file layouts are available with the addition of *EFT*. Please see the appendix for these file layouts.

If you are importing Pledge EFT records, the Gift Type (EFTType) should be pledge or master pledge. When you perform the import, an EFT and gift record is created for the pledge. When you import gifts with the Gift Type (GFTType) of pledge and the payment type is direct debit or credit card, an EFT record is created depending on your settings in the **Automatically create EFTs for** frame on the Preferences tab in *Configuration*.

## Batch

Transaction sets generated in *EFT* can be transferred to *RE:Batch* and then committed to the database. EFT transactions transferred into *RE:Batch* will be marked by the system as coming from the *EFT* module. This prevents batches containing *EFT* transactions from being made recurring. You may create a new bank (by selecting the **Bank** field) for a constituent from *RE:Batch*. The deposit ticket report available in the *EFT* module is also available in *RE:Batch*.

You can automatically create EFT records when you add a pledge gift with a payment type of direct debit or credit card through *RE:Batch*. You must activate this preference in *Configuration*. Please see the Getting Started chapter in this manual for more information.

# Query

A new category titled EFT contains the following fields to use in queries.

- Acknowledge
- Added By
- Amount
- Appeal\*
- Attributes\*
- Bank Name
- Benefits
- Campaign\*
- Card Number
- Card Type
- Cards Printed
- Check #
- Check Date
- Comments\*
- Constituency
- Creation Date
- Date Added
- Date Last Changed
- Dues
- Effective
- Effective Until Date
- Effective Until Flag
- EFT Summary\*
- Electronic Transaction
- Expires On
- Frequency
- Fund\*
- Gift Code
- Gift Given Anonymously
- Gift Type
- Honor/Memorial Acknowledge
- Honor/Memorial Name
- Honor/Memorial Type
- Import ID
- Last Changed By
- Letter
- Linked To Current Membership
- Matching Gift Company
- Notes
- Payment Type
- Receipt
- Receipt Amount
- Reference #
- Reference Date
- Send Prenotification
- Soft Credit Name
- Solicitor
- Status

\*These options are field categories that contain additional fields that can be used in the query process.

# Export

A new category titled EFT contains fields to be used in exports. Please see the list of new EFT fields under Query above.

# Reports

The addition of the *EFT* module makes a few changes to reports throughout *The Raiser's Edge*.

## Reports Module

There are additional EFT reports available in the *Reports* module, as well as some changes or additional options to existing reports.

- **EFT Participation Report:** This new report, accessed from the *Reports* Financial Report category, gives information on constituents who donate gifts electronically as well as information about the gift(s).
- **Unpaid EFT Report:** This new report, accessed from the *Reports* Financial Report category, gives information on unpaid EFTs.
- **Cash Flow Report:** This existing report will optionally include recurring gifts. These recurring gift totals can also be calculated as of a specified date. This report allows you to project revenue resulting from future EFT payments.

## EFT Module

There are eight additional reports available in the *EFT* module.

- **Pre-Transmission Report:** This report, accessed from the *EFT File* menu, lists all transactions in a transaction set, both before and after it is sent.
- **EFT Credit Card Report:** This report, accessed from the *EFT File* menu, lists all credit card transactions in a set so you may mail these to the credit processing company.
- **EFT Transaction Set Log:** This report, accessed from the *EFT File* menu, gives information on the creation and contents of Transaction Sets.
- **Global Change Report:** This report, accessed from the *EFT* Global Change form, lists the global changes made.

- **Credit Card Control Report:** This report, accessed from the *EFT* Create Transmission Files form, displays what is in a credit card transmission file.
- **Direct Debit Control Report:** This report, accessed from the *EFT* Create Transmission Files form, displays what is in a direct debit transmission file.
- **Transfer/Commit Control Report:** This report, accessed from the *EFT* Commit a Transaction Set/Transfer a Transaction Set forms, displays the information regarding the transfer or committing of a transaction set.
- **EFT Deposit Ticket Report:** This report lists the details of the electronic deposit.

## A P P E N D I X

# EFT Import File Layout Formats

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**Note:** Please see the *Administrator's Guide* for ***The Raiser's Edge for Windows*** before importing. The import tables listed in this section should be used according to the instructions and information as outlined in the *Administrator's Guide*.

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The tables in this section list the fields, Import Header definitions, allowed values, and comments necessary for importing. The Table Names given in the Import Name column **MUST** be used to define your header.

### In This Appendix

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**EFT Import Fields ♦ 102**

**EFT Attribute Import Fields ♦ 104**

**EFT Notepad Import Fields ♦ 104**

**EFT Benefits Import Fields ♦ 105**



# EFT Import Fields

Prompt	Import Name	Required?	Allowed Values	Comment
EFT Record Import ID	EFTImpID		Text length 20	For <b>Regular, Matching Gift</b> , the unique EFT Import ID.
Constituent Import ID	ImportID	YES	Text length 20	LINK to constituent. For <b>Hon/Mems</b> , the Import ID for the Hon/Mem. For <b>Soft Credits</b> , Import ID of the person getting soft credited. For <b>MG Records</b> , the Import ID of the MG Company.
EFT ID Link	EFTLink	YES	Text length 20	LINK to EFT. For <b>MG Records</b> , the Import ID of the EFT that generated the MG Pledge. For <b>Split Fund</b> EFTs, the Import ID of original EFT. For <b>Hon/Mems</b> , the Import ID of the EFT for the Hon/Mem. For <b>Soft Credits</b> , the Import ID of the EFT being soft credited.
EFT Creation Date	EFTDt	YES	Date	The creation Date on the Gift tab of the EFT record.
Fund	EFTFnd	YES	*Fund Table Lookup	
EFT Amount	EFTAmt		Currency	Will default to 0.00
Campaign	EFTCamp		*Campaign Table Lookup	
EFT Indicator	EFTInd		Regular, MG, Soft Credit, Hon/Mem, Split Fund	Defaults to Regular
Solicitor	EFTSolctr		Text length 20	LINK to constituent
Appeal	EFTAppeal		*Appeal Table Lookup	
Acknowledged	EFTAck		Acknowledged, Not Acknowledged, Do Not Acknowledge	
Anonymous	EFTAnon		True, False, Yes, No, T, F, Y, N	Will default to False
Receipted	EFTRcpt		Receipted, Not Receipted, Do Not Receipt	
Receipt Amount	EFTRcptAmt		Currency	
Gift Code	EFTCdTrm		*Gift Code Table Lookup	
Letter Code	EFTLtr		Letter Table Lookup	
Payment Type	EFTPayType		Cash, Personal Check, Business Check, Credit Card, Direct Debit	Will default to cash

Prompt	Import Name	Required?	Allowed Values	Comment
Check Number	EFTChkNum		Text length 20	
Check Date	EFTChkDt		Date	
Credit Type	EFTCredTyp	Only required If payment type is Credit Card. Shouldn't be present otherwise.	Credit Card Table Lookup	
Credit Card Number	EFTCCNum	Only required If payment type is Credit Card. Shouldn't be present otherwise.	Text length 20	
Expires on	EFTCCExpOn	Not required, but only present if payment type is Credit Card.	Date	
Reference Number	EFTRefNum		Text length 20	
Reference Date	EFTRefDt		Date	
Constituent Code	EFTCons		Constituency Table Lookup	
Notes	EFTNotes		Memo	
EFT Frequency	EFTFreq	YES	Annually, Semi-Annually, Quarterly, Bi-Monthly, Monthly, Semi-Monthly, Bi-Weekly, Weekly, Irregular, Daily	Irregular cannot be used on a split EFT. This field cannot be updated via import.
EFT Effective Date	EFTEffect	YES	Date	This field cannot be updated via import.
EFT Effective Until Date	EFTEffectU		Date	
Prenote Flag	PNFlag			
Prenote Unit	PNUnit	Required if PNFlag is set	##	
Prenote Frequency	PNFreq	Required if PNFlag is set	Days, Weeks	The prenote frequency must be at least 10 days. We allow the user to specify a quantity in days or weeks, but in both cases, the quantity must evaluate to at least 10 days.
Membership Link	EFTMemLnk		Text length 20	Import ID of the linked mem.
Membership Renewal Units	EFTRnwlUnt	Required if EFTMemLnk is set	##	
Membership Renewal Freq	EFTRnwlFrq	Required if EFTMemLnk is set	Days, Weeks, Months, Years	
Dues	EFTDues	Required if EFTMemLnk is set	Currency	
Cards Printed	EFTCrds		True, False, Yes, No, T, F, Y, N	

Prompt	Import Name	Required?	Allowed Values	Comment
Currency Country	EFTCurCntry		Country Table Lookup	Used for International currency exchange
Currency Amount	EFTCurAmt		Currency	Used for International currency exchange
Currency Receipt Amount	EFTCurRcpt		Currency	Used for International currency exchange
Currency Exchange Rate	EFTCurXRate		#####	Used for International currency exchange
Constituent Branch	EFTBranch		Text length 20	Link to Constit Agency record.
EFT Status	EFTStatus	YES	Active, Hold, Terminated, Completed	Defaults to Active
Hon/Mem Type	EFTHMType		*Hon/Mem Type Table Lookup	Only if EFT Indicator (EFTInd) is Hon/Mem
Hon/Mem Acknowledged	EFTHMAck		Acknowledged, Not Acknowledged, Do Not Acknowledge	Only if EFT Indicator (EFTInd) is Hon/Mem
Matching Gift Reference	EFTMGRef		Text length 30	

## EFT Attribute Import Fields

Prompt	Import Name	Required?	Allowed Values	Comment
Constituent Import ID	ImportID	YES	Text length 20	LINK to constituent
Attribute record Import ID	EFTATImpID		Text length 20	
EFT Record Import ID	EFTATLink	YES	Text length 20	LINK to EFT
Category	EFTATCat		Gift Attrib Table Lookup	
Description	EFTATDesc		Dependent on Category	
Comment	EFTATCmnt		Text length 50	

## EFT Notepad Import Fields

Prompt	Import Name	Required?	Allowed Values	Comment
Constituent Import ID	ImportID	YES	Text length 20	LINK to constituent
Attribute record Import ID	EFTNPImpID		Text length 20	
EFT Record Import ID	EFTNPLink	YES	Text length 20	LINK to EFT
Date	EFTNPDt		Date	
Description	EFTNPDesc		Text length 255	

# EFT Benefits Import Fields

Prompt	Import Name	Required?	Allowed Values	Comment
Constituent Import ID	ImportID	YES	Text length 20	LINK to constituent
EFT Record Import ID	EFTBNLink	YES	Text length 20	LINK to EFT
Benefit	EFTBnft		Benefit Code Table Lookup	

