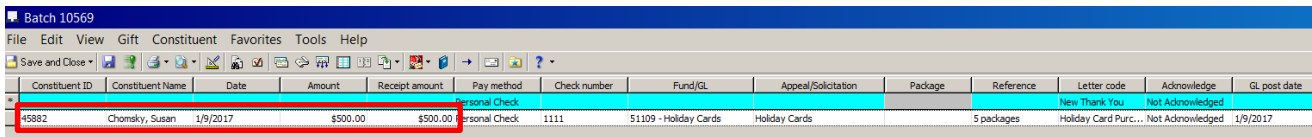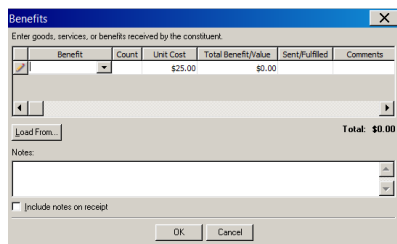## How to Add Gift Benefits in Batch

When entering gifts that include a benefit, i.e. tickets or holiday cards, it is important to add the benefit to the gift record. Doing this will modify the receipt amount for letters that include the receipt field and year end statements.

1. Create a gift batch
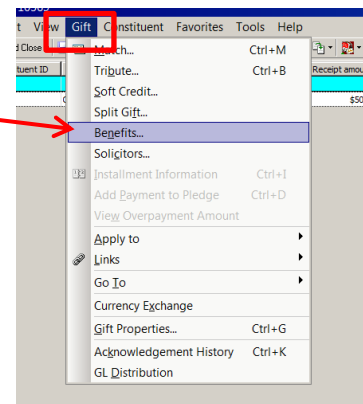2. Enter the donor and gift to the record
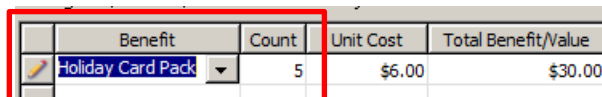
3. Select > Gift in the menu bar
4. Select > Benefits
5. The Benefits screen opens
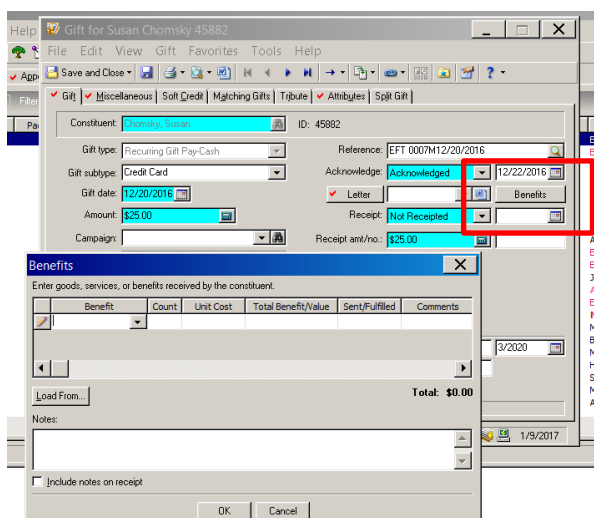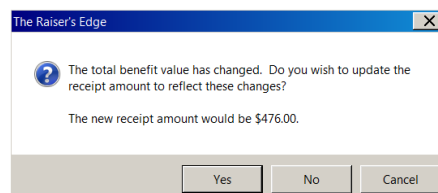
6. Select the benefit from the drop down list and add the number (count)

7. You might get a confirmation pop-up Click YES and continue

Once the batch is committed the benefits can be added by selecting the "Benefits" button on the gift record