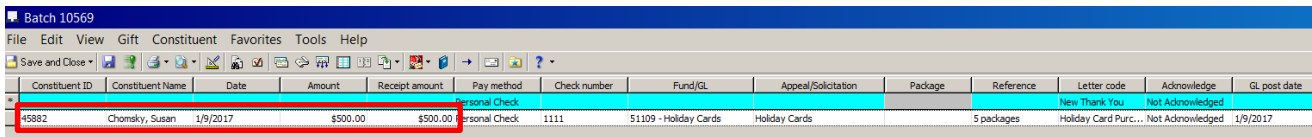


## How to Add Gift Benefits in Batch

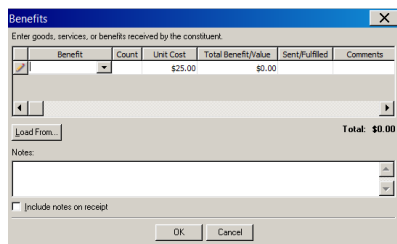
When entering gifts that include a benefit, i.e. tickets or holiday cards, it is important to add the benefit to the gift record. Doing this will modify the receipt amount for letters that include the receipt field and year end statements.

1. Create a gift batch
2. Enter the donor and gift to the record

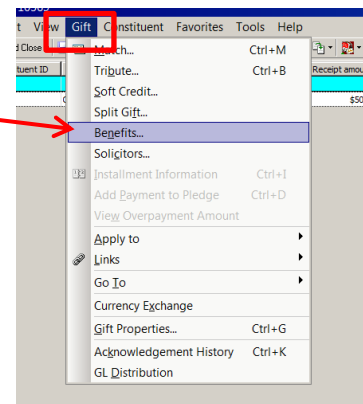


Constituent ID	Constituent Name	Date	Amount	Receipt amount	Pay method	Check number	Fund/GL	Appeal/Solicitation	Package	Reference	Letter code	Acknowledge	GL post date
45882	Chomsky, Susan	1/9/2017	\$500.00	\$500.00	Personal Check	1111	51109 - Holiday Cards	Holiday Cards	5 packages		New Thank You	Not Acknowledged	1/9/2017

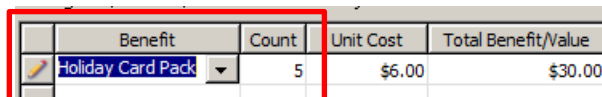
3. Select > Gift in the menu bar
4. Select > Benefits
5. The Benefits screen opens



Benefit	Count	Unit Cost	Total Benefit/Value	Sent/Fulfilled	Comments
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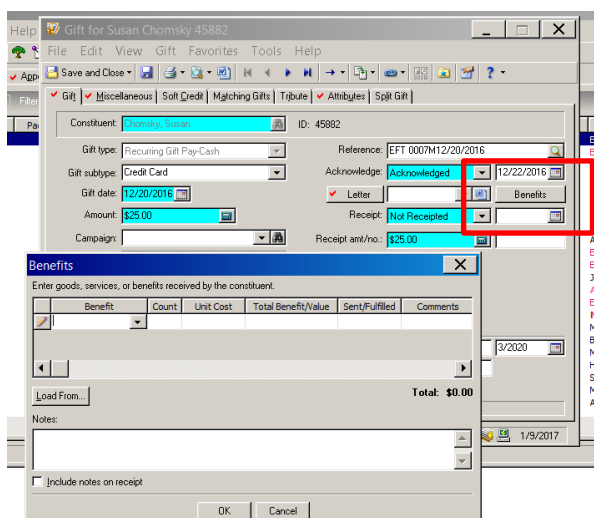
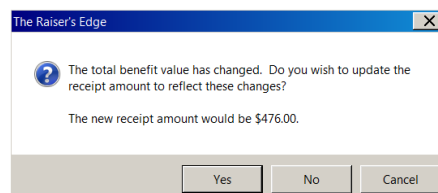


6. Select the benefit from the drop down list and add the number (count)



Benefit	Count	Unit Cost	Total Benefit/Value
Holiday Card Pack	5	\$6.00	\$30.00

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



Benefit	Count	Unit Cost	Total Benefit/Value	Sent/Fulfilled	Comments
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Once the batch is committed the benefits can be added by selecting the "Benefits" button on the gift record