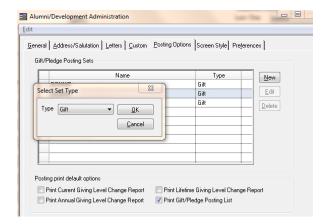
How do I use a gift entry template for gift posting?

Default Gift template creation can use in gift posting window or quick entry.

Go to Maintenance / Administration Maintenance / Posting Tab

You can create a template to use for gifts or pledges entries so most of the info is created already. Great for major fundraisers where the information is almost the same throughout gift entry.

Click NEW and choose gift as the gift type.



You can enter date, fund, comments, attribute, thank you letters... etc.

Name 📘		
Gift Date Amount	10-28-2015 2016 - August -	Details Appeal V Designation V Gift Attribute V
Fund		Solicitor I.D.
	Anonymous Gift / Pledge	Thank You Letters Letter 1
Constituency	•	
		Letter 2 V Date 2
Payment		Note
Method	-	
	Post to General Ledger	Receipt /Acknowledgement
Ref. No.	Date	Receipt Type Receipt Date
Exp. Date	Bank No	Receipt Amt.
		Personal Note
Comments		
		A

