

## Assign Batches

<i>Speech</i>	<i>Cursor Actions</i>
If you want to use Donation batches but these buttons are not present, then your Sumac Administrator needs to turn them on.	
The Sumac Administrator can click Utilities, Customize Database, and Preferences, then click the Donations tab and click “Show donation batches.”	Show Console. Click Utilities; Customize Database; Preferences. Click Donations tab. Point to “Show Donation Batches.” Click OK.
In the Donations list, there are two buttons – Donation Batches and Assign Batch – allow you to group donations, usually for a particular bank deposit.	Open Donations. Highlight Assign Batch and Donation Batches.
Perhaps you collect donations throughout the week, and take them to the bank at the end of the week. You can group all the donations into a single batch to help you reconcile what is recorded in Sumac, with what you actually deposit at the bank.	
To create a new batch, click Donation Batches, and New.	Click Donation Batches. Click New.
Enter the batch name. Use a name that describes this deposit. Often the most convenient name for a batch is the date you plan to deposit these funds.	
For this example, if the batch is to be deposited in the bank on Friday, September 18, 2015, enter “2015-09-18.” One reason for entering the date in the year-month-day format is that it then sorts correctly into time sequence.	Name: 2015-09-18
Record the date you will make this deposit.	Choose September 18, 2015
Deposited Amount is entered when you return from the bank with your deposit slip, so you can enter the total amount of money you deposited.	Highlight Deposited Amount.
Click OK to save this batch.	Click OK.
As donations come in that week, assign the donations to the appropriate batch. You can do several at once	Show Donation Batches window. Close window.
In the list of donations, select the ones you want to assign to the new batch. For example, these donations were recorded earlier today, and should be assigned to the new September batch.	Select 3 records.
Click Assign Batch.	Click Assign Batch.
Choose the appropriate Batch.	Choose 2015-09-18 batch.

Click OK, and Sumac assigns all the selected donations to the appropriate batch.	Click OK.
Alternatively, as you enter each donation, you can specify its batch.	Open a donation record and point at Donation Batch. Click Choose. Select Batch. Click OK.
If you look at the Batch List.	Click Donation Batches.
You can see that Sumac has calculated the number of donations that have been assigned to this donation, as well as the total and receiptable amounts of all those donations.	Highlight Donation Count. Highlight Donation Total. Highlight Donation Receiptable Amount. Close window.
You may want to print a report on this batch to take with you to the bank so you can verify that the amount recorded in your batch, and the amount you are depositing match.	Show Console.
To do this, open the Reports List.	Click Reports.
Under Donations – reconciliation,	Expand Donations – reconciliation.
there is a batch report that shows donations grouped into batches between a user specified start and end date.	Select “by batch” report.
Click Report	Click Report.
and select the appropriate batch.	Select batch 2015-09-18.
Click OK,	Click OK.
and Sumac generates a report for this batch showing you all the individual donations, and a grand total at the bottom.	Show report. Point to Grand Total.
Print this report to take it with you to the bank.	Point to Print. Close windows.
Now once you return from the bank after depositing these funds, you need to record the amount you deposited in your batch list.	Open Donations from Console. Expand Special Editing. Click Donation Batches.
Select the appropriate batch	Select 2015-09-18 batch.
and enter the total amount you deposited into your bank account.	Enter Deposited Amount. Click OK.
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