Nonprofit Donor Acknowledgements

This utility lets you send acknowledgements to your donors for their total donations for a calendar year (or for any period of time you select), giving your donors a written document that serves as a *Thank You* letter, and also supports their tax deduction for charitable gifts.

The Nonprofit Donor Acknowledgements Utility works within Excel by executing code built into the Excel file named *Nonprofit Donations.xls*. The Excel file fetches information from your QuickBooks company file, using options that you specify.

The data that matches your specifications is accessed by the Word document you select for your acknowledgement letters. Four Word documents are provided, and the details about those documents are discussed in the section "Selecting an Acknowledgement Letter".

Using Nonprofit Donor Acknowledgements Utility is easy and straightforward; all you have to do is perform the following tasks:

1. Open the QuickBooks company file that contains your donor records.
2. Open the Excel file named Nonprofit Donations.xls, located in the folder C:\QBXL, and then specify the way you want Excel to find data in your QuickBooks company file.
3. Open the Word file you want to use for your acknowledgement letters (also located in the folder C:\QBXL), and complete the steps to create and print your mail merge letters.

Detailed instructions for each task are in this document.

Opening the QuickBooks Company File

Before using this utility, you must start QuickBooks and open your company file. If you have multiple company files, be sure to open the file that has the data you need. Complete the company file login (if you login to this company file) so that your company file is completely loaded in QuickBooks before opening the Nonprofit Donor Acknowledgements utility.

It doesn't matter whether the company file is on the computer you're using, or on another computer on a network (a computer working as the QuickBooks datafile host).

NOTE*: QuickBooks sometimes displays a dialog box when you start the program or when you open a company file. These dialog boxes might remind you to back up files, or download an update, or take some other action. Close those dialog boxes before you use this utility.*

Opening the Excel File

On your C: drive, navigate to the folder C:\QBXL and open the file named Nonprofit Donations.xls. Because this file has macros (programming code to accomplish the required tasks), you might have to tell Excel to let the macros run. What you see depends in part on how, if at all, you have set Excel's security options.

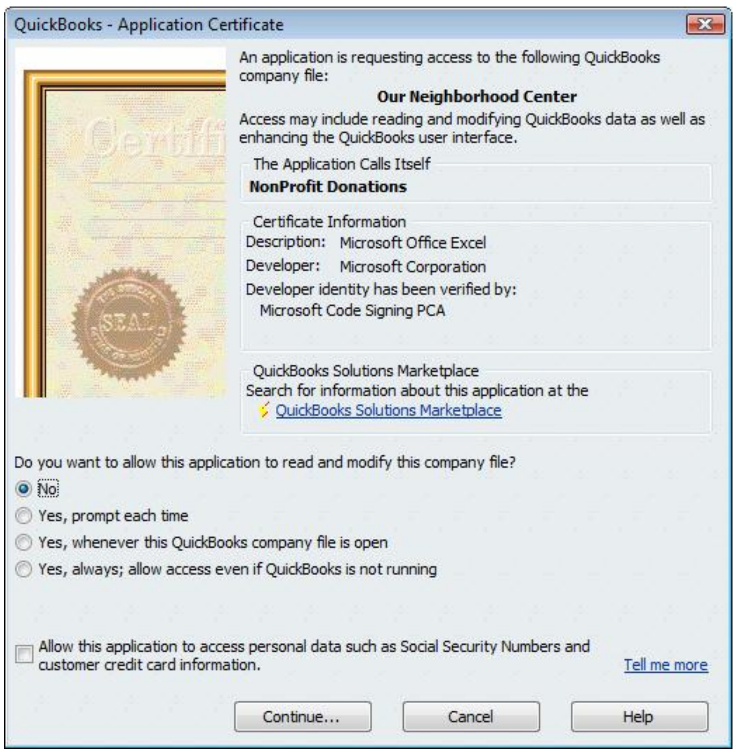
- In Excel 2003 and earlier, you see a dialog warning you that the file contains macros before the file opens. Click Enable Macros to open the file with macros enabled.
- In Excel 2007, the file opens without a warning dialog. However, a Security Warning message bar appears under the toolbar to tell you that macros have been disabled (if you haven't changed the default Excel setting which disables all macros). Click Options and select Enable This Content.

Getting Data from the QuickBooks Company File

When Nonprofit Donations.xls opens, the worksheet displays a button labeled "Click to get data from QuickBooks". Click that button to begin.

Allowing Access to QuickBooks Data

When the utility attempts to extract data from QuickBooks, QuickBooks asks for your permission. In the QuickBooks Application Certificate dialog, select the option you prefer.



By default, the option to deny permission to read the company file is selected. Choose the permission type you want to apply, using the following guidelines:

- The option labeled "Yes, prompt each time" means that whenever you use Nonprofit Donor Acknowledgements for this company file, QuickBooks displays this dialog so you can give permission to access data.
- The option labeled "Yes, whenever this QuickBooks company file is open" means that the next time you open this company file and launch the Nonprofit Donor Acknowledgements utility, QuickBooks displays this dialog again so you can give permission to access data.
- The option labeled "Yes, always: allow access even if QuickBooks is not running" means that you can use Nonprofit Donor Acknowledgements whether or not this

company file is open. However, the Nonprofit Donor Acknowledgements utility won't cooperate, and will insist that you start QuickBooks and open a company file first; therefore, don't select this option.

- The option to allow access to personal data can be ignored; that data isn't needed for Nonprofit Donor Acknowledgements.

***NOTE**: The Nonprofit Donor Acknowledgements utility does not modify or add data to the QuickBooks company file; it only reads data.*

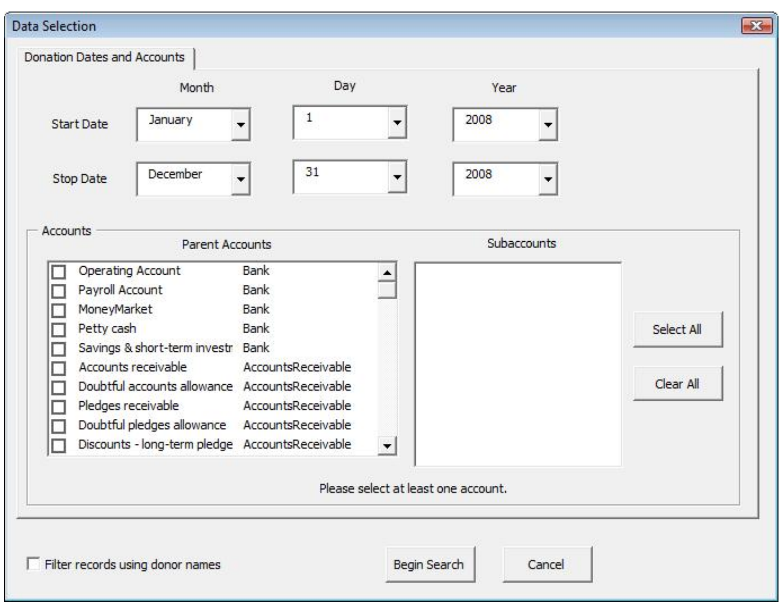
***WARNING**: If you click Continue with the option labeled No selected, you cannot rerun the utility to allow permission. You have to find and approve the application in Edit | Preferences | Integrated Applications | Company Preferences. Click the listing in the Allow Access column to add a check mark.*

When you select the option you prefer, click Continue. QuickBooks displays a confirmation dialog that summarizes the permission you granted.

Click Done to begin. The Nonprofit Donor Acknowledgements utility searches the company file and gathers the data required for donor acknowledgement letters. This may take some time, depending on the size of your company file and the speed of your computer.

Setting Criteria for Data

After the Nonprofit Donor Acknowledgements utility has gathered data from the company file, the Data Selection dialog appears.



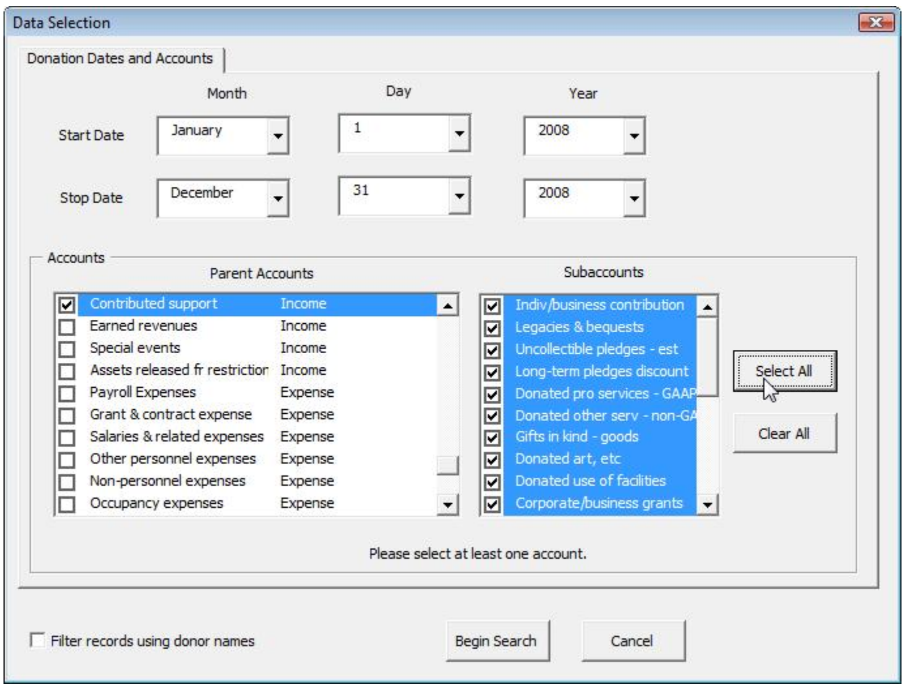
Selecting Dates

You can select any date range you wish. By default, the current year is selected, but you can select a different year, a month, a quarter, or any other date range. You can use the dropdown arrows to make your selections, or you can enter months, days and years directly in the Start and Stop Date boxes.

Selecting Accounts

The Data Selection dialog displays the accounts in your Chart of Accounts, and you must select at least one account. Use the following guidelines to select accounts.

If you select an account in the Parent Accounts pane that has subaccounts, the subaccounts automatically appear in the Subaccounts pane. You can choose Select All to select all subaccounts for the selected parent account, or you can select individual subaccounts.



Select all the Income accounts to which you post revenue from donors. Some nonprofit organizations have specific Income accounts for donations and other Income accounts for grants, government contracts and other types of revenue for which no donor acknowledgement letter is required. In that case, select only those Income accounts that reflect revenue for which you want to create donor acknowledgement letters.

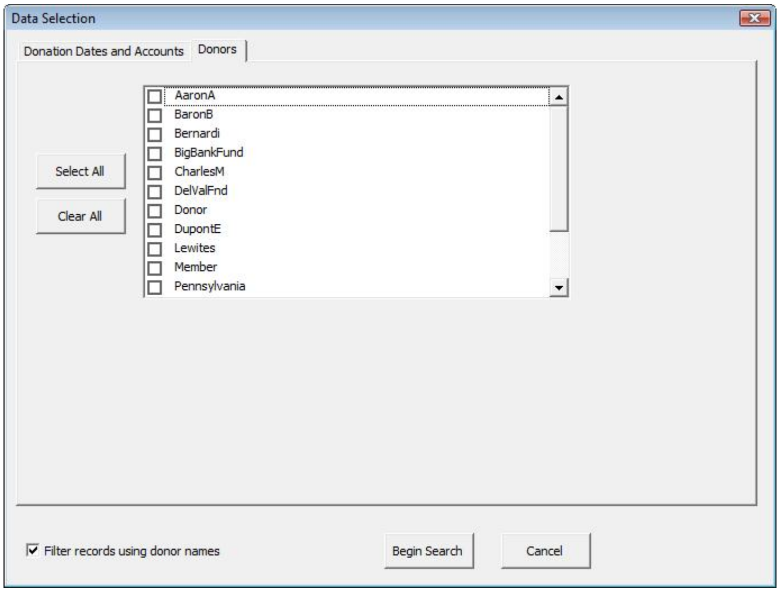
If you sometimes receive donations that aren't posted as Income, select the accounts that are used for those transactions. For example, you may receive donations that are posted to a liability account you created for future projects, such as capital improvements.

When you've selected the accounts, click Begin Search (unless you also want to select specific donors, which is discussed next). Nonprofit Donor Acknowledgements selects the data that matches your criteria. This process can take several minutes, depending on the size of your company file and the speed of your computer.

Selecting Donors

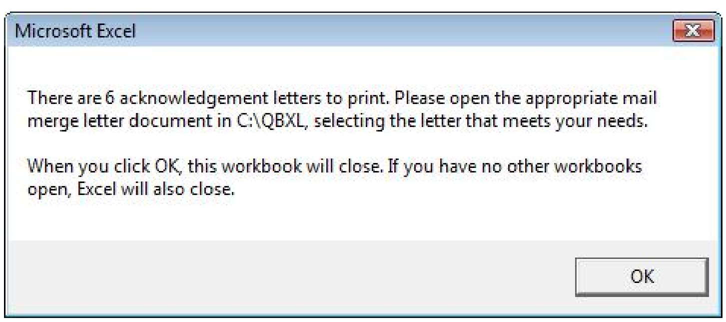
Optionally, you can select the specific donors for whom you want to create acknowledgement letters in addition to selecting accounts. This is useful if you post all donations to the same Income account and you need to separate individual donors from granting agencies and government contracts.

If you select this option, which is labeled "Filter records using donor names", Nonprofit Donor Acknowledgements displays a new tab named Donors, which lists all the Customer Names in your company file.



Select the names you want to use, and click Begin Search.

When the Nonprofit Donor Acknowledgements utility finishes its work, it displays a message telling you the results. Click OK to begin preparing your acknowledgement letters.



Creating the Acknowledgement Letters

You create your acknowledgement letters in Microsoft Word. The process involves selecting the acknowledgement letter you want to use, creating the mail merge document, and printing your letters.

Detailed instructions for these tasks are in this section, including instructions for changing the pre-configured letters if none meets your needs.

Selecting an Acknowledgement Letter

Navigate to the folder C:\QBXL and double-click the listing for the acknowledgement letter you want to use.

All of the acknowledgement letters installed in C:\QBXL are pre-configured with mail merge fields that match the information saved in the Excel workbook. The documents differ in setup configuration to match the type of paper and envelope you use. The following Word files are available:

Acknowledgement-blank paper-standard envelope.doc

Your company name and address is centered at the top of the page. This letter is designed to be used with standard envelopes (no window), either by using address labels or by printing the address on each envelope.

Acknowledgement-letterhead-standard envelope.doc

This document assumes you're using letterhead for your acknowledgement letter. The company name and address is not inserted in the document, and text begins approximately two inches below the top of the paper to allow room for your letterhead.

Acknowledgement-blank paper-window envelope.doc

Your company name and address is on the left side of the top of the page (in case you're using double-window envelopes). The recipient's name and address appear at the appropriate place for window envelopes.

Acknowledgement-letterhead-window envelope.doc

This document assumes you're using letterhead for your acknowledgement letter, and are using a window envelope. The recipient's name and address appear at the appropriate place for window envelopes. The company name and address is not inserted in the document, and text begins approximately two inches below the top of the paper to allow room for your letterhead.

Re-configuring an Acknowledgement Letter

You can change the page setup, font, spacing, and other configuration options in any of the supplied acknowledgement letters to match your own needs.

Because the document looks for mail merge data when it opens, it's best to make changes to the Word document after you've used the Nonprofit Donations program to collect your data. Use the following guidelines to make changes:

- You can insert or remove blank lines to move text to a more appropriate place on the paper. Do not remove any of the lines that contain data in merge fields.
- You can change the paper margins. However, if you are using window envelopes, changing the Left margin or Top margin may put the address block outside of the proper position.
- You can change the text in the message, except for the text in the merge fields.
- You can make any changes to the font you wish. However, if you are using window envelopes a font size change may put the address block outside of the proper position.

- Use the File | Save As command to save the Word document with a different name.

***NOTE**: When you use File | Save As, you may find it helpful to save it to C:\QBXL. It's not necessary to do so, but you might find it easier to manage the Word documents. However, do not rename Nonprofit Donations.xls, or store it in a different folder. The Word documents depend on finding a file named Nonprofit Donations.xls in the C:\QBXL folder. If it's not there, the mail merge cannot take place.*

Creating the Mail Merge Document

The Word documents installed with the Nonprofit Donor Acknowledgements utility are pre-configured with mail merge fields that are linked to mail merge data found in the Excel file you used to gather the data (Nonprofit Donations.xls).

- In Word 2000/2002, the letters should open automatically with the mail merge data that was gathered already filled in for each document, and the Mail Merge toolbar at the top of the window. If you don't see the data from your file (you only see the field names), see the instructions below.
- In Word 2003/2007, the document opens with a dialog asking you to give permission for the document to use the mail merge data in the Excel file. Click Yes to open the document. If the letters don't display your data (you only see the field names), see the instructions below.

Displaying the Data

Sometimes Word doesn't automatically display the data from your company file when you open the mail merge document you selected. Instead of seeing names and addresses, you see field names enclosed in double brackets << >>.

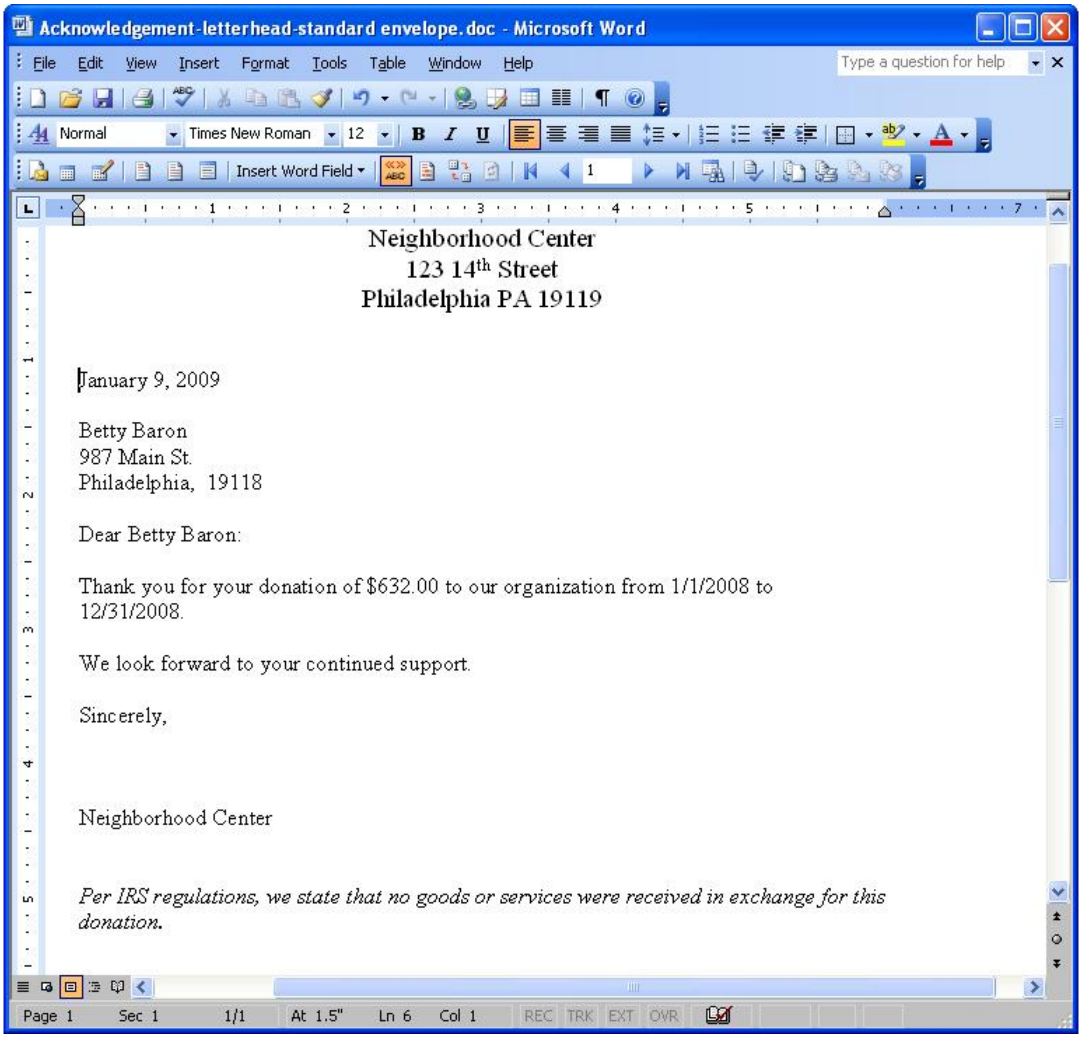
In Word 2000/2002/2003, look at the Mail Merge toolbar (displayed automatically when you open a document with mail merge fields). Click the View Merged Data button (the button with << and >> symbols, and the letters ABC).

In Word 2007, choose the Mailings tab on the ribbon and click the button labeled Preview Results.

Merging the Documents

The letters are individual documents until you perform a merge. If you wish, you can use the tools on the Mail Merge toolbar to move through all the documents before merging them to a single document. You can edit data in any individual document if necessary.

The steps needed to create a single mail merge document that contains all the acknowledgement letters vary, depending on your version of Word. Follow the instructions in your version of Word to create the single, comprehensive document.



Neighborhood Center
123 14th Street
Philadelphia PA 19119

January 9, 2009

Betty Baron
987 Main St.
Philadelphia, 19118

Dear Betty Baron:

Thank you for your donation of $632.00 to our organization from 1/1/2008 to 12/31/2008.

We look forward to your continued support.

Sincerely,

Neighborhood Center

Per IRS regulations, we state that no goods or services were received in exchange for this donation.

Printing and Saving the Mail Merge Document

After the document is merged, use the Save As command to save the new merged document with an appropriate name, such as XXXX Acknowledgements (where XXXX is the year, or month & year covered by your mailing. Load the appropriate paper into your printer and print the document. Each letter prints on a separate sheet of paper.