

Donor Letters

Version 3

This utility helps you prepare letters to your donors, acknowledging their donations for a calendar year (or any period of time you select). It gives your donors a written document that serves as a thank-you letter, and also supports their tax deduction for charitable gifts. At your option, it lists the dates, amounts and other data regarding each donor's individual contributions.;

New in Version 3

Version 3 enables you to conform to the tax regulations regarding documentation that you provide to donors. As this documentation is written in 2011, a nonprofit is required to provide annual documentation to a donor if that donor has made at least one individual contribution with a value of at least \$250.00 for the year.

Suppose that John Jones made one donation only, of exactly \$250.00, to your nonprofit during 2011. In that case you would be required to provide him with documentation of that donation. In contrast, if Susan Smith made ten donations of \$249.00 each during the same period, you would not be required to provide documentation to her: she did not meet the threshold of at least one donation of at least \$250.00.

The principal difference between Version 3 and Version 2 of the Donor Letters utility is that Version 3 allows you to specify a minimum donation amount – as we send the utility to you, that's \$250.00 – for a donor to qualify to receive an acknowledgment letter. You can change that minimum amount any time you run the utility, either because the regulations change or because you do not wish to acknowledge very small donations.

The main advantage of the minimum donation capability is that you can use it to limit the number of acknowledgment letters that you produce and send. Many nonprofits like to use a periodic acknowledgment letter as a means of keeping in touch with donors, and therefore would not wish to restrict their mailings unnecessarily. They can use this utility, of course, simply by setting the minimum donation amount to zero.

But other nonprofits do not wish to use acknowledgment letters for any purpose other than to comply with the requirements established by regulatory agencies, and they can reduce the size of their annual mailings accordingly.

The Main Purpose

The Donor Letters with Details utility works with Microsoft Excel and Microsoft Word by executing code built into the Excel file named **Donor Letters with Details V3.xls**. The Excel file fetches information from your QuickBooks company file, using options that you choose.

The data that matches your specifications is written to the Word document you select for your acknowledgment letters. We provide you with four documents, each with a different format. The details about those documents are discussed below, in the section "Selecting Envelopes and Letters."

Using Donor Letters with Details Version 3 is easy and straightforward. All you have to do is perform the following tasks:

1. *Extract the files from the zipfile.* The zipfile is the folder that we make available to you via download. Execute a program we send you, named QBFC6_0Install.exe, which is supplied by Intuit and which installs a new library on your computer.
2. *Open the QuickBooks company file* that contains your donation records.
3. *Open the Excel file* named **Donor Letters with Details V3.xls**, and then specify the way you want Excel to find data in your QuickBooks company file.
4. *Send the resulting letters to your printer.*

Detailed instructions for each step are in this document.

Extracting the Files from the Downloaded Zipfile

1. Right click the zipfile named **Nonprofit Details V3 for Download.zip**. What happens next is partly up to your operating system, but the sequence of events will be very close to the following:
2. Choose Extract All from the shortcut menu.
3. Browse to where you want to store the files.
4. Click Extract to decompress the files and store them in the location you selected.

Opening the QuickBooks Company File

Before using this utility, you must open QuickBooks and then open your company file. If you have more than one company file, be sure to open the file that has the data you need. Complete the company file login (if you log in to this company file) so that your company file is completely loaded in QuickBooks before running the Donor Letters with Details Version 3 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. If a dialog box is open in QuickBooks, Donor Letters with Details Version 3 will complain and will not continue processing until you have closed the QuickBooks dialog box.

If you have established more than one user name for your company file, you should open the company file with the user name that has the broadest permissions. This user name is often Admin. The reason is that QuickBooks needs to ask you if it's okay to permit the Donor Letters software to gain access to the data in the company file. (See the section *Allowing Access to QuickBooks Data*, below.) If you open the company file as a user who has limited permissions, QuickBooks won't even bother to ask you.

In that case, Donor Letters with Details will think that the company file has not been opened, and will complain accordingly. If you get an error message to that effect, close the company file and re-open it as a user with broader permissions.

Opening the Excel File

Navigate to the folder where you extracted the downloaded files and open the file named **Donor Letters with Details V3.xls**. Because this file has macros (programming code to accomplish the required tasks), you 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 or 2010, the file opens without a warning dialog. However, a Security Warning message bar appears under the Ribbon to tell you that macros have been disabled (assuming you haven't changed the default Excel setting to disable all macros). Click Options and select Enable This Content.

Getting Data from the QuickBooks Company File

When Donor Letters with Details 3.0.xls opens, the worksheet displays a button labeled "Click to get data from QuickBooks". Click that button to begin.

Setting the Initial Options

The dialog box shown here appears immediately:

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. We ask you to specify the time frame you're interested in so that we can limit the number of records that must be fetched from your QuickBooks company file.

We ask the question about invoices as pledges for the same reason: if the utility doesn't have to look for invoice transactions, then it saves time to skip the search. The time savings can be considerable, so if your company file has many paid invoices, but they are there for purposes *other* than pledges, be sure to click the option button labeled No.

When you have specified the range of dates for the donations, and whether you record pledges with invoices, click OK. The utility now begins to communicate with QuickBooks.

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.

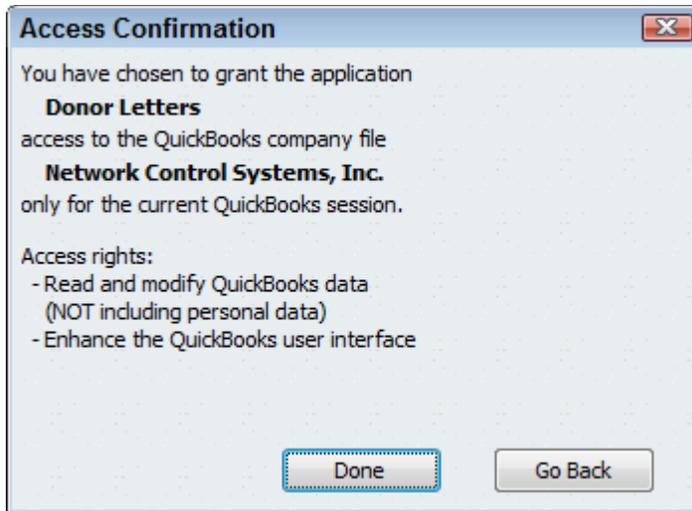
By default, the option to deny permission to read the company file is selected. Choose the permission type you want to apply, using the following guidelines:

- The option labeled "Yes, prompt each time" means that whenever you open this company file and run Donor Letters with Details Version 3, 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 Donor Letters with Details Version 3 utility, permissions are granted automatically.
- The option labeled "Yes, always; allow access even if QuickBooks is not running" means that you can use the utility whether or not this company file is open. However, the Donor Letters with Details Version 3 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 Donor Letters with Details Version 3.

NOTE: *The Donor Letters with Details Version 3 utility does not modify or add data to the QuickBooks company file; it only reads data.*

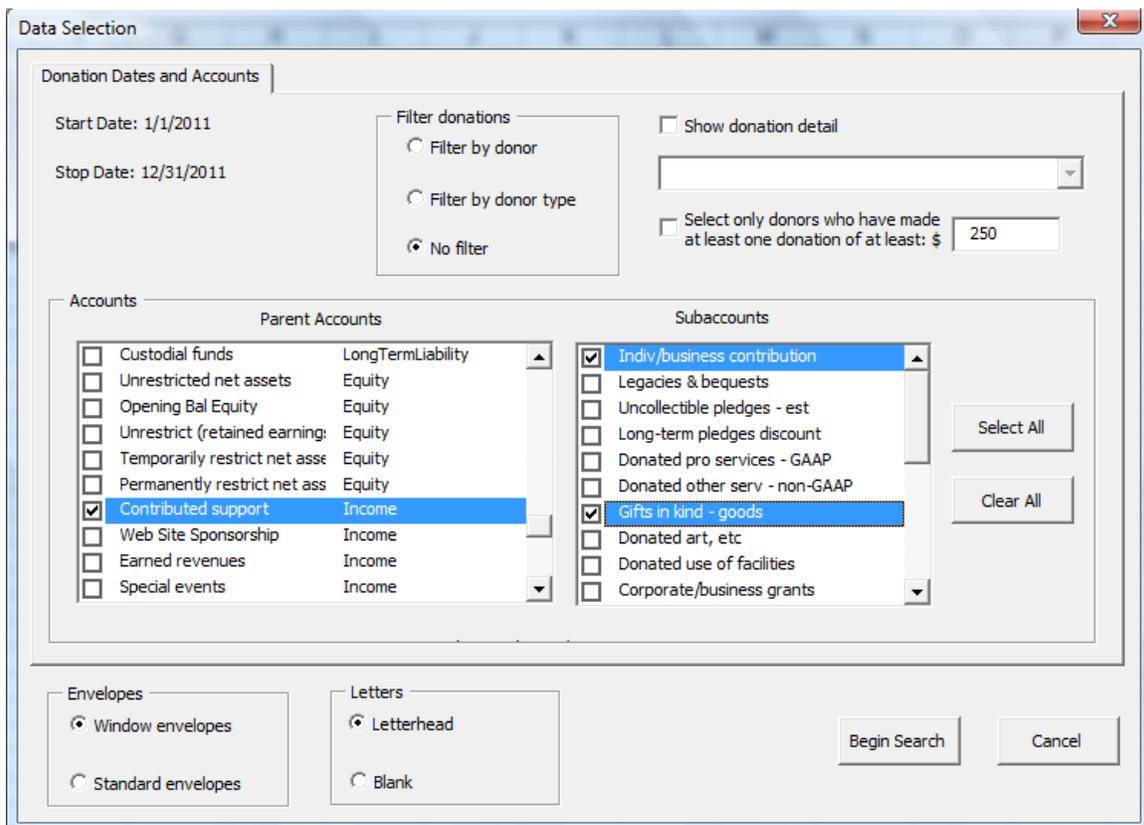
WARNING: *If you click Continue with the option labeled **No** selected, you cannot rerun the utility to allow permission. You'll have to find and approve the application in Edit | Preferences | Integrated Applications | Company Preferences. Click the listing in the Allow Access column to add a check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

After you select the option you prefer, click Continue. QuickBooks displays a confirmation dialog that summarizes the permission you granted. Click Done to begin. The Donor Letters with Details V3 .0.xls file searches the company file and gathers the data required for donor acknowledgment letters. This may take some time, depending on the size of your company file and the speed of your computer.



Setting Criteria for Acknowledgment Letters

After Donor Letters with Details 3.0 has gathered data from the company file, the Data Selection dialog appears. Here is an example that shows a parent account and its subaccounts already selected:



Notice that the dates already chosen by the user are displayed in the upper left corner.

Selecting Donors or Donor Types

Optionally, you can select the specific donors for whom you want to create acknowledgment letters in addition to selecting accounts. Or you can decide to select specific donor types, if you have defined some types and assigned donors to them. This is useful if, for example, you post all donations to the same Income account and you need to separate individual donors from granting agencies and government contracts.

Note: To use donor types in QuickBooks, you must have some customer types defined. Open the Customer Center, click Edit Customer, and then click the Additional Info tab. You'll see a dropdown box labeled Type that you can use to select a customer type – which we're calling a donor type – or add a new type. If you choose to filter by donor types and you have none defined, the utility just ignores your choice.

If you select the option labeled Filter by donor, Donor Letters with Details V3.0.xls displays a new tab named Donors, which lists all the Customer Names in your company file. If you select the option labeled Filter by donor type, you'll see a new tab named Donor Types, which lists all Customer types in your company file. The utility creates letters for all donors, or donor types, that you select – assuming that they meet the other criteria, such as making a donation within the time period you choose.

Selecting Donors by Minimum Donation

As described at the start of this document, you can limit the acknowledgment letters according to a minimum donation amount. To do so, fill the checkbox whose label begins "Select only donors who have made . . ." With that checkbox filled, the actual letters created will be limited to donors who have made at least one donation during the time period you have specified, for at least the dollar amount shown next to the checkbox (\$250 in the figure shown above).

If you choose this option, you will see a new worksheet when the processing is complete. The worksheet will list the names of all donors who did *not* meet the minimum donation criterion. That worksheet is removed when you close the workbook and is recreated if you again run the utility, using the minimum donation criterion. We provide this to assist you in verifying that the utility prepares letters only for those donors who should receive them.

You can change the criterion amount for any run. If you then save the workbook, the amount you specified will become the new default.

Again, you can use this minimum donation criterion to screen out donors who have contributed only very small amounts during the time period in question. This enables you to save materials, time and postage on letters to people whose maximum donation might have been, say, \$5.

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, in the Parent Accounts pane, you select an account 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.

NOTE: *Even though subaccounts may appear in the Subaccounts pane when you choose a parent account, they are not yet chosen. A subaccount is not chosen until you see a checkmark in its associated box— refer back to the prior illustration. To choose a subaccount, click on its name, or in its box. Click **Select All** to choose all subaccounts; you can then click on individual subaccounts to de-select them.*

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

Showing Details

If you want the acknowledgment letters to include a table of each donation made by the donor during the period you specify, check the Show donation detail box. The letter will then include a table that shows each contribution made by that donor, its date and amount. Here is an example of a letter created by the Donor Letters with Details 3.0 utility:

January 14, 2011

Albert Aaron
123 Aaron St.
Sometown, PA 19100

Dear Albert Aaron:

Thank you for your donation of \$350.00 to our organization from 1/1/2010 to 12/31/2010.

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.

Specific donations for this period:

	Albert Aaron	
Date	Check	Amount
06/06/2006	1110	\$100.00
09/06/2006	1118	\$50.00
11/06/2006	805	\$200.00

Notice that the donor's name appears in the center of the table's first row. If the table extends through a second page or even farther, the table's first row is repeated at the top of the subsequent pages.

Additional fields

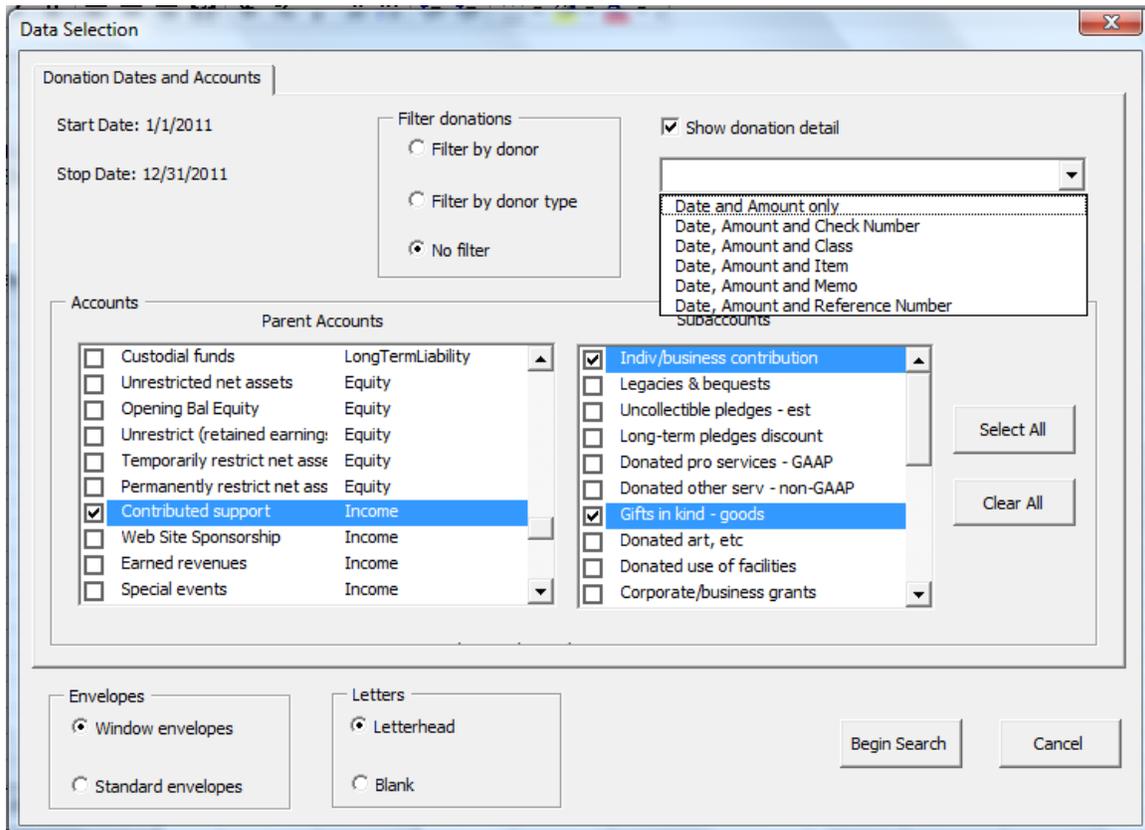
If you choose to show donation details, the Details table at the bottom of each letter includes the date and amount of each donation by default. As shown above, however, you can also include one other field such as check number. In addition to the default Date and Amount fields, the fields available to you are:

- Check Number

- Class
- Item
- Memo
- Reference Number

You can select only one of these fields for a given run to accompany the date and amount.

To select an additional field, begin by filling the checkbox labeled Show donation detail in the Data Selection dialog box. When you do so, the dropdown box immediately below the checkbox becomes enabled. Click the dropdown's down-arrow to see the available choices, shown in the next figure:



Click the choice you want and then proceed with selecting your other options in the dialog box.

Selecting Envelopes and Letters

Donor Letters with Details 3.0 comes with four preformatted Word files. You choose the one you want to use by selecting either Window envelopes or Standard envelopes, and either Letterhead or Blank, on the Data Selection dialog box. The four Word files are laid out as follows:

Window envelopes, acknowledgments on letterhead

This layout assumes you're using letterhead for your acknowledgment 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.

Window envelopes, acknowledgments on blank paper

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.

Standard envelopes, acknowledgments on letterhead

This layout assumes you're using letterhead for your acknowledgment 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.

Standard envelopes, acknowledgments on blank paper

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.

Creating the Letters

Select the donors or types you want to use, a minimum donation amount if you want to use one as a criterion, the accounts and subaccounts, whether to show donation details, and the envelope and letter combination you want. Then click Begin Search.

Donor Letters with Details 3.0 selects the records that match your criteria. When Donor Letters with Details 3.0 is ready to create the letters, it displays a message telling you the results. Click OK to complete the processing and print your acknowledgment letters.

Re-configuring an Acknowledgment Letter

You can change the text, page setup, font, spacing, and other configuration options in any of the supplied acknowledgment letters to match your own needs. 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 form fields. A form field appears as a gray-shaded rectangle.
- 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 any text in the message, but you cannot change or remove the form 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.

A note about line spacing: through Word 2003, the default was single (1.0) spacing. In Word 2007 and 2010, Microsoft changed that default to line-and-a-half (1.5) spacing. We supply the acknowledgment letters in Word 97-2003 format to accommodate users who have not acquired Office 2007 or 2010. But the result is that the single spacing that looks fine in, say, Word 2003 looks odd in Word 2007 or 2010.

You can get back to single spacing in a Word 2007 or 2010 document by taking these steps:

1. Select the text that you want to re-space.
2. Find the Paragraph group on the Ribbon's Home tab.
3. Click the Line and Paragraph Spacing button.
4. Click 1.0 in the dropdown list.

Printing and Saving the Letters

After the document is created it has a default name of Donor Letters.doc. If you wish, you can use the Save As command to save it with a different name (e.g., 2011 Acknowledgments.doc).

Load the appropriate paper into your printer and print the document. Each letter starts on a separate sheet of paper.