Banner Advancement
User Guide

Release 9.3.9 and 8.15
March 2021

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Revision History

Publication Date	Summary
March 2021	New version that supports Banner Advancement 9.3.9 and 8.15 software.

Contents

System Overview

This chapter introduces you to the Banner® Advancement System and describes its key features.

Application Summary

Ellucian's software products help you manage your resources by supporting the integrated flow of information throughout your institution. The Banner application continues this tradition with Banner Advancement.

Banner Advancement supports the diverse activities critical to a successful institutional advancement program. It enhances the alumni and development offices' productivity and responsiveness to their important external audiences. It handles the day-to-day activities of the advancement and development offices, such as maintaining comprehensive information about individuals and organizations, tracking pledges, and recording gifts. The system also provides the necessary information for program planning and evaluation.

Functions such as volunteer management, membership program analysis, prospect tracking, matching gift processing, and advancement individual solicitation are efficient and easy to use. Online processing keeps biographical and giving records continually updated.

Banner Advancement interfaces with other Banner systems:

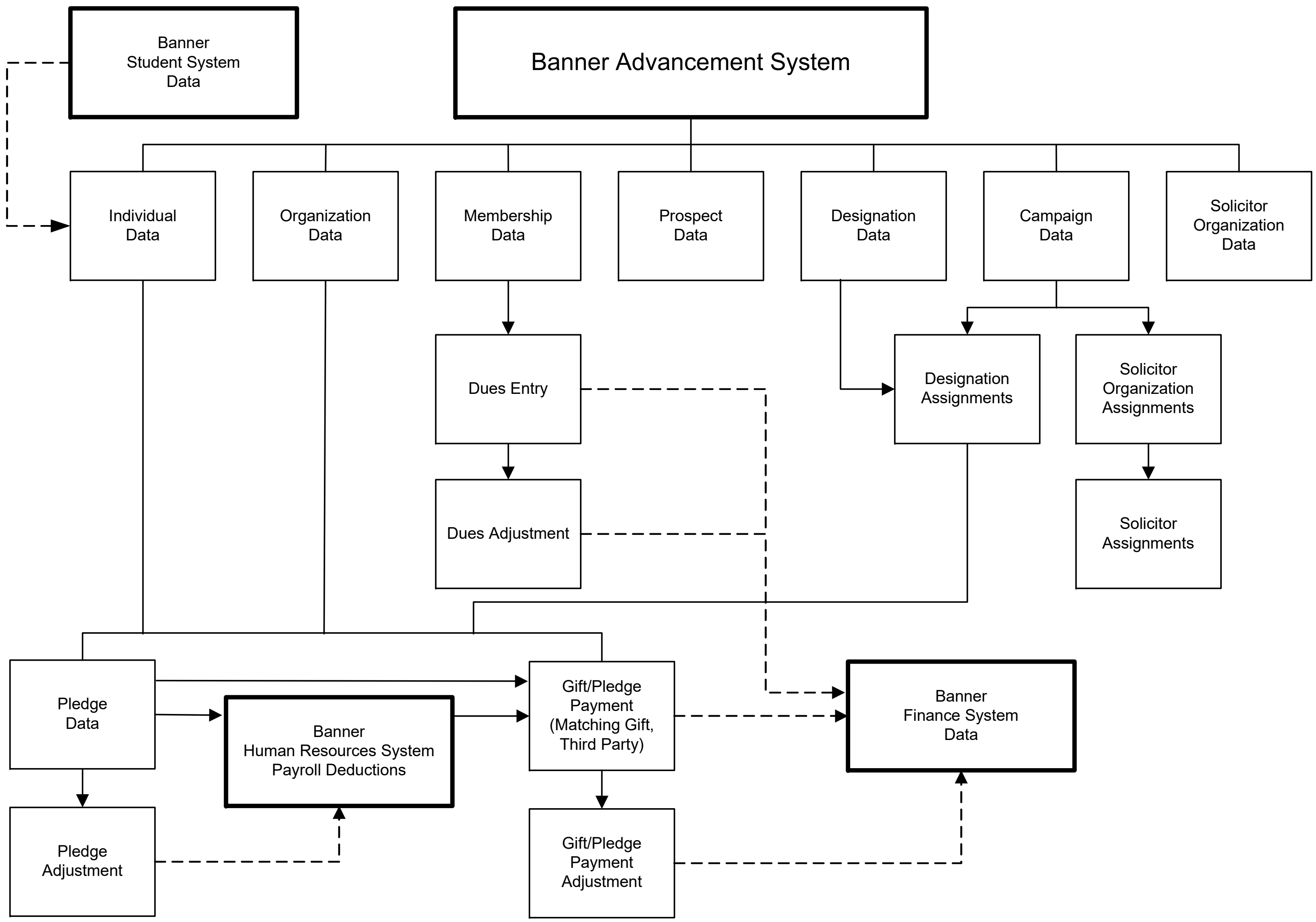
- An interface with Banner Student provides valuable information on new graduates, as well as past and present students
- Financial data from Banner Advancement is transferred through an interface to Banner Finance
- Payroll deductions from Banner Human Resources can be interfaced to create gifts in Banner Advancement

Functions and features

Banner Advancement comprises the following integrated modules.

Module	Description
Advancement Individual	Establishes and maintains comprehensive information on alumni, donors, and friends. Contains key demographic, biographical, and giving data for every advancement individual in the system.

Module	Description
Advancement Organization	Establishes and maintains records for organizations such as corporations and foundations. Stores detailed matching gift information, unlimited contact persons, and facts such as the Standard Industry Classification code for advancement organizations.
Membership	Establishes and maintains information used for institution membership programs: dues payment entry and acknowledgment, renewal and reminder mailings, and membership history tracking.
Prospect Management	Supports prospect identification, strategy plans, pool segmentation, research, and tracking.
Designation	Defines gift and pledge purposes. Controls the accounting of gifts and pledges designated for specific funds and departments. Establishes relationships between gift designations, the finance system, and VSE gift categories.
Solicitor Organization	Tracks the staff and volunteer organizations involved in the fundraising program. Establishes solicitor organizations, assigns solicitors, and documents the effectiveness of the organization.
Campaign	Establishes campaigns that reflect the structure and priorities of the fundraising program. Tracks, controls, and summarizes the success of fundraising activities.
Pledge	Establishes and maintains pledges for advancement individuals and organizations. Creates installment plans. Maintains solicitation information. Creates reminders for pledges. Maintains a correspondence history.
Gift and Pledge Payment	Records and tracks one-time gifts, pledge payments, matching gifts, third-party payments, planned giving, and gifts-in-kind. Analyzes solicitation methods. Records matching gifts. Reviews cashiering activity.
Event Management	Manages events and the associated functions, tasks, and participants.
Advancement Self-Service	Supports Banner Advancement Self-Service.
External Data Load and Extract	Loads and extracts data from a third-party vendor or external system.
Advancement Connector	Provides a configurable, extensible way to exchange data between Banner Advancement and a partner system.


Banner
Student System
Data
Banner Advancement System
Individual
Data
Organization
Data
Membership
Data
Prospect
Data
Designation
Data
Campaign
Data
Solicitor
Organization
Data
Dues Entry
Dues Adjustment
Designation
Assignments
Solicitor
Organization
Assignments
Solicitor
Assignments
Pledge
Data
Banner
Human Resources System
Payroll Deductions
Gift/Pledge
Payment
(Matching Gift,
Third Party)
Banner
Finance System
Data
Pledge
Adjustment
Gift/Pledge
Payment
Adjustment

Validation Forms

Validation tables are used to tailor Banner® Advancement to your needs by providing the system with lists of coded values that can be entered into specific fields. These validation tables are defined, maintained, and viewed via *validation forms*.

For example, the Donor Category Code Validation Form (ATVDONR) lets you define the donor category codes used by your institution. When a donor category code is entered on any form, the system checks ATVDONR, verifies the code, and issues an error message, if necessary.

Refer to Banner Online Help for more details about each validation form.

Cross-reference of validation and application forms

The following table lists the validation forms that Banner Advancement application forms use.

Validation Form		Used by These Application Forms	
ATVACAT	Alert Category Validation	AUAACAT	Alert Category Rules
ATVADJT	Designation Adjustment Code Validation	ADAADAJ	Designation Adjustments
ATVADTL	Additional Detail Codes	AGAADTL	Additional Details
		AGAGIFT	Gift
		AGAPLDG	Pledge
ATVALRT	Alert Code Validation	AUAACAT	Alert Category Rules
		AUAALRT	User Alerts

Validation Form		Used by These Application Forms	
ATVAMCT	Membership Category Code Validation	AAAACKR	Dues Acknowledgment Rules
		AAACMEM	Co-Member
		AAADINS	Dues Installment
		AAADUES	Dues Entry
		AAAMBDP	Membership Default Benefit/ Premium Rules
		AAAMBRL	Membership Rules
		AAAMEMB	Membership
		AAAPOOL	Membership Pool Inquiry
		APAGSUM	Giving/Membership Summary
ATVAMGP	Membership Interest Group Code Validation	AAAMINT	Interest Header
ATVAMIN	Interest Type Code Validation	AAAMINT	Interest Header
ATVAMPM	Membership Promotion Code Validation	AAAADJS	Dues Adjustment
		AAADUES	Dues Entry
		AAAPOOL	Membership Pool Inquiry
ATVAMST	Membership Status Code Validation	AAADINS	Dues Installment
		AAAMBDP	Membership Default Benefit/ Premium Rule
		AAAMBRL	Membership Rule
		AAAMEMB	Membership
		AAAMSHP	Membership Program Header
		AAAPOOL	Membership Pool Inquiry
		APAGSUM	Giving/Membership Summary
ATVAMTP	Membership Program Type Code Validation	AAADINS	Dues Installment
		AAADUES	Dues Entry
		AAAMEMB	Membership
		AAAMSHP	Membership Program Header
ATVASSC	Associated Type Code Validation	AGAGASC	Gift Associated ID
		AGAPASC	Pledge Associated ID

Validation Form		Used by These Application Forms	
ATVAUXL	Auxiliary Code Validation	AGAGAUX	Gift Auxiliary Amount
		AGAGMAS	Gift Mass Entry
		AGAPAUX	Pledge Auxiliary Amount
ATVCMTP	Campaign Type Validation	AFACAMP	Campaign Detail
		AGAACKR	Pledge/Gift Acknowledgment Rules
		AGAIDRL	ID Split Rules
		AGASPRL	Institution Split Rules
		APADCRL	Gift Society Rules
ATVCONT	Contact Types Validation	ASACONT	Solicitor Contact Types
ATVCTYP	Pledge Condition Type Code Validation	AGAPCON	Pledge Conditions
		AGAPDEF	Pledge/Gift Default
ATVDATR	Designation Attribute Code Validation	ADADESG	Designation
ATVDCAM	Assignment Validation	AAAMEMB	Membership
		APADCLB	Gift Society Membership
		APAGSUM	Giving/Membership Summary
ATVDCNP	Gift Society Validation	AGAACKR	Pledge/Gift Acknowledgment Rules
		APADCDP	Gift Society Default Premiums Rules
		APADCLB	Gift Society Membership
		APADCRL	Gift Society Rules
		APAGSUM	Giving/Membership Summary
ATVDCPR	Benefits/Premiums Validation	AAAMBDP	Membership Default Benefit/ Premium Rules
		AAAMEMB	Membership
		AGAGAUX	Gift Auxiliary Amount
		AGAGMAS	Gift Mass Entry
		APADCDP	Gift Society Default Premiums Rules
		APADCLB	Gift Society Membership

Validation Form		Used by These Application Forms	
ATVDCST	Gift Society Type Validation	APADCDP	Gift Society Default Premiums Rules
		APADCGL	Gift Society Member Goals
		APADCLB	Gift Society Membership
		APADCRL	Gift Society Rules
ATVDCYR	Gift Society Year Validation	AGAWPLG	Review External Pledge
		APADCDP	Gift Society Default Premiums Rules
		APADCGL	Gift Society Member Goals
		APADCLB	Gift Society Membership
		APADCRL	Gift Society Rules
		APAGSUM	Giving/Membership Summary
		ASASORG	Solicitor Organization Header
ATVDGRP	Designation Group Code Validation	ADADESG	Designation
ATVDIST	Designation ID Status Code Validation	ADADESG	Designation
ATVDITP	Designation ID Type Code Validation	ADADESG	Designation
ATVDONR	Donor Category Code Validation	AAAACKR	Dues Acknowledgment Rules
		AGAACKR	Pledge/Gift Acknowledgment Rules
		AGAGAUX	Gift Auxiliary Amount
		AGAPAUX	Pledge Auxiliary Amount
		AOAJPST	Job Posting
		AOAORGN	Advancement Organization Header
		APACONS	Advancement Individual Information
		APADCRL	Gift Society Rules
		APAWPRS	Review External Person
ATVDOSR	Advancement Officer Search Options		None
ATVDOTT	DOTT Code Validation	APACONS	Advancement Individual Information

Validation Form		Used by These Application Forms	
ATVDOWP	Advancement Officer Web Profile Items Validation		None
ATVDSCR	Data Source Identifier Validation	APACRVW	Child Review
		APADRVW	Degree Review
		APAERVW	Employer Review
		APASRVW	Spouse Review
		APATRAN	Data Translation Field Values Rules
ATVDSTA	Designation Status Code Validation	ADADESG	Designation
		AFACAMP	Campaign Detail
ATVDSTP	Designation Type Validation	ADADESG	Designation
		AGAIDRL	ID Split Rules
		AGASPRL	Institution Split Rules
ATVEMPS	Employment Status Validation	APAEHIS	Employment History
		APAERVW	Employer Review
ATVEXCL	Exclusion Code Validation	AAAACKR	Dues Acknowledgment Rules
		AGAACKR	Pledge/Gift Acknowledgment Rules
		APAMAIL	Advancement Mail
ATVEXRS	External Ratings Code Validation	AMAINFO	Advancement Prospect Information
		APAEXRS	External Ratings

Validation Form		Used by These Application Forms	
ATVFISC	Fiscal Year Validation	ADAADAJ	Designation Adjustments
		AGAADJS	Pledge/Gift Adjustment
		AGAGIFT	Gift
		AGAPINS	Pledge Installment
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
		APACHIS	Giving History by Campaign
		APACOMB	Combined Giving History
		APADHIS	Giving History by Designation
		APAFHIS	Giving History by Fiscal Year
		APAGHIS	Giving History Summary
ATVFREQ	Frequency Code Validation	AAADINS	Dues Installment
		AGAGIFT	Gift
		AGAPDEF	Pledge/Gift Default
		AGAPINS	Pledge Installment
		AGAPMAS	Pledge Mass Entry
		AGAWPLG	Review External Pledge
ATVFUND	Funding Areas Validation	AOAORGN	Advancement Organization Header
ATVGACK	Gift Range Code Validation	AGAADJS	Pledge/Gift Adjustment
		AGAGIFT	Gift
ATVGCLS	Gift Classification Code Validation	ADAGIFT	Designation Gifts
		AFACAMP	Campaign Detail
		AGAACKR	Pledge/Gift Acknowledgment Rules
		AGAADJS	Pledge/Gift Adjustment
		AGAGIFT	Gift
		AGAGMAS	Gift Mass Entry
		AGAPDEF	Pledge/Gift Default
		AGATPAY	Third Party Payment
		AGAWGIF	Review External Gifts

Validation Form		Used by These Application Forms	
ATVGIFT	Gift/Payment Type Validation	AAAADJS	Dues Adjustment
		AAADUES	Dues Entry
		ADAGIFT	Designation Gifts
		AGAACKR	Pledge/Gift Acknowledgment Rules
		AGAADJS	Pledge/Gift Adjustment
		AGACREV	Advancement Cashier Session Review
		AGAGIFT	Gift
		AGAGMAS	Gift Mass Entry
		AGAPDEF	Pledge/Gift Default
		AGATPAY	Third Party Payment
		APADCRL	Gift Society Rule
ATVGIVH	Giving Vehicle Code Validation	AMAINFO	Advancement Prospect Information
		AMAPROP	Prospect Proposal
ATVGIVL	Giving Level Code Validation	APAGHIS	Giving History Summary
ATVIGRP	Interest Group Code Validation	APAIGRP	Advancement Individual Interest Group
		AUAIGRP	Institution Interest Group
ATVINCM	Income Code Validation	APACONS	Advancement Individual Information
ATVJOBC	Job Category Code Validation	AOAJPST	Job Posting
		AOAORGN	Advancement Organization Header
		APAEHIS	Employment History
ATVMACC	Matching Gift Institution Accreditation Validation	AOAMTCH	Matching Gift Information
ATVMAST	Matching Gift Alumni Status Validation	AOAMTCH	Matching Gift Information
ATVMCTL	Matching Gift Institution Control Validation	AOAMTCH	Matching Gift Information
ATVMDEF	Matching Gift Deferred Gift Validation	AOAMTCH	Matching Gift Information

Validation Form		Used by These Application Forms	
ATVMDIS	Matching Gift Distribution Frequency Validation	AOAORGN	Advancement Organization Header
ATVMEDU	Matching Gift Educational Institution Type Validation	AOAMTCH	Matching Gift Information
ATVMERQ	Matching Gift Employee Requirement Validation	AOAMTCH	Matching Gift Information
ATVMIND	Matching Gift Industry Type Validation	AOAMTCH	Matching Gift Information
ATVMLOC	Matching Gift Institution Location Validation	AOAMTCH	Matching Gift Information
ATVMLVL	Matching Gift Institution Level Validation	AOAMTCH	Matching Gift Information
ATVMNAT	Matching Gift National Association Validation	AOAMTCH	Matching Gift Information
ATVMNED	Matching Gift Non-Educational Code Validation	AOAMTCH	Matching Gift Information
ATVMOVE	Move Type Code Validation	AMACONT	Prospect Contact
		AMAPLAN	Prospect Strategy Plan
		AMAPROJ	Moves by Project
		AMAPROS	Moves by Prospect
		AMASTAF	Moves by Staff
		AMASTGY	Strategy Plan Rules
		APACMAS	Contact Mass Entry
ATVMPRO	Matching Gift Procedure Validation	AOAMTCH	Matching Gift Information
ATVMPUR	Matching Gift Related Purpose Validation	AOAMTCH	Matching Gift Information
ATVOCON	Advancement Organization Contact Type Validation	AOAORGN	Advancement Organization Header
ATVPACK	Pledge Range Code Validation	AGAADJS	Pledge/Gift Adjustment
		AGAPLDG	Pledge

Validation Form		Used by These Application Forms	
ATVPCAT	Pledge Category Code Validation	ADAPLDG	Designation Pledges
		AFACAMP	Campaign Detail
		AGAADJS	Pledge/Gift Adjustment
		AGACTRL	Advancement Control
		AGAPCON	Pledge Conditions
		AGAPDEF	Pledge/Gift Default
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
ATVPCLS	Pledge Classification Code Validation	ADAPLDG	Designation Pledges
		AFACAMP	Campaign Detail
		AGAADJS	Pledge/Gift Adjustment
		AGAGIFT	Gift
		AGAPDEF	Pledge/Gift Default
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
ATVPDUR	Duration Code Validation	AAADINS	Dues Installment
		AGAGIFT	Gift
		AGAPDEF	Pledge/Gift Default
		AGAPINS	Pledge Installment
		AGAPMAS	Pledge Mass Entry
		AGAWPLG	Review External Pledge

Validation Form		Used by These Application Forms	
ATVPGVE	Pledge/Gift Vehicle Code Validation	ADAPLDG	Designation Pledges
		AFACAMP	Campaign Detail
		AGAADJS	Pledge/Gift Adjustment
		AGAGIDS	Gift Hard Credit ID
		AGAGIFT	Gift
		AGAGMAS	Gift Mass Entry
		AGAGMEM	Gift Soft Credit ID
		AGAMATG	Employer Matching Gift Payment
		AGAMGAJ	Waiting Matching Gift Adjustment
		AGAPDEF	Pledge/Gift Default
		AGAPIDS	Pledge Hard Credit ID
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
		AGAPMEM	Pledge Soft Credit ID
		AGATPAY	Third Party Gift Entry
		AGAWGIF	Review External Gifts
		AGAWPLG	Review External Pledges
ATVPLDG	Pledge Type Validation	AGAADJS	Pledge/Gift Adjustment
		AGACTRL	Advancement Control
		AGAGIFT	Gift
		AGAPDEF	Pledge/Gift Default
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
		AGAWPLG	Review External Pledge
ATVPRCD	Special Purpose Code Validation	APASPUR	Special Purpose

Validation Form		Used by These Application Forms	
ATVPRMD	Pledge Reminder Code Validation	AGAADJS	Pledge/Gift Adjustment
		AGAGIFT	Gift
		AGAPDEF	Pledge/Gift Default
		AGAPINS	Pledge Installment
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
		AGAWPLG	Review External Pledge
ATVPROJ	Project/Interest Code Validation	AEAAFIL	Function Affiliation
		AMACONT	Prospect Contact
		AMADESG	Project Designations
		AMAINFO	Advancement Prospect Information
		AMAPOOL	Prospect Pool Inquiry
		AMAPROJ	Moves by Project
		AMAPROP	Prospect Proposal
		AMAPROS	Moves by Prospect
		AMASTAF	Moves by Staff
		AMASTGY	Strategy Plan Rule
		APACMAS	Contact Mass Entry
ATVPROP	Proposal Code Validation	AMACONT	Prospect Contacts
		AMAPROP	Prospect Proposal
		AMAPROS	Moves by Prospect
		APACMAS	Contact Mass Entry
ATVPRST	Prospect Status Validation	AMAINFO	Advancement Prospect Information
		AMAPROP	Prospect Proposal
ATVPRTP	Special Purpose Type Validation	APASPUR	Special Purpose

Validation Form		Used by These Application Forms	
ATVPSTA	Pledge Status Code Validation	ADADESG	Designation
		ADAPLDG	Designation Pledges
		AFACAMP	Campaign Detail
		AFACORG	Campaign Solicitor Organizations
		AFACSLT	Campaign Solicitors
		AGAADJS	Pledge/Gift Adjustment
		AGAGIFT	Gift
		AGAPDEF	Pledge/Gift Default
		AGAPLDG	Pledge
		AGAPMAS	Pledge Mass Entry
		APACHIS	Giving History by Campaign
		APACOMB	Combined Giving History
		APADHIS	Giving History by Designation
		APAFHIS	Giving History by Fiscal Year
		APAGHIS	Giving History Summary
ATVRATE	Prospect Rating Code Validation	AFACSLT	Campaign Solicitors
		AMAINFO	Prospect Information
		AMAPOOL	Prospect Pool Inquiry
		ASASANG	Solicitor Annual Goals
		ASASIGN	Solicitor Contact Assignment
		ASAUNCT	Unassigned Contacts
ATVRCAT	Advancement Connector Review Category Validation	AUACMAP	Advancement Connector Data Mapping
		AUACRVW	Advancement Connector Review
ATVREFR	Reference Code Validation	AMAINFO	Advancement Prospect Information

Validation Form		Used by These Application Forms	
ATVRSCR	Ratings Screen Code Validation	AFACSLT AMAINFO ASASANG ASASIGN ASAUNCT	Campaign Solicitors Advancement Prospect Information Solicitor Annual Goals Solicitor Contact Assignment Unassigned Contacts
ATVRSTA	Receipt Status Code Validation	AGARCPT	Tax Receipt
ATVRTGT	Ratings Type Validation	AMAINFO	Advancement Prospect Information
ATVSALU	Salutation Type Validation	APAMAIL	Advancement Mail
ATVSCNT	Solicitor Contact Code Validation	AFACSLT AGAPDEF AGAWPLG AMACONT AMAINFO APACMAS APACONT ASAMRES ASASANG	Campaign Solicitors Pledge/Gift Default Review External Pledge Prospect Contact Advancement Prospect Information Contact Mass Entry Contact Solicitor Mass Entry of Results Solicitor Annual Goals
ATVSCRS	Solicitor Contact Result Code Validation	AFACSLT AGAPDEF AGAWPLG AMAINFO ASAMRES ASASANG	Campaign Solicitors Pledge/Gift Default Review External Pledge Advancement Prospect Information Solicitor Mass Entry of Results Solicitor Annual Goals
ATVSICC	Standard Industrial Code Validation	AOAORGN APAEHIS APAERVW	Advancement Organization Header Employment History Employer Review

Validation Form		Used by These Application Forms	
ATVSOLC	Solicitation Type Code Validation	AFACAMP	Campaign Detail
		AFACORG	Campaign Solicitor Organizations
		AFACSLT	Campaign Solicitors
		AGAGIFT	Gift
		AGAGMAS	Gift Mass Entry
		AGAGSOL	Gift Solicitor
		AGAMGAJ	Waiting Matching Gift Adjustment
		AGAPDEF	Pledge/Gift Default
		AGAPMAS	Pledge Mass Entry
		AGAPSOL	Pledge Solicitor
		AMAINFO	Advancement Prospect Information
		AXAMGAJ	Expected Matching Gift Adjustment
ATVSOLT	Solicitor Type Validation	AGACTRL	Advancement Control
		ASASORG	Solicitor Organization Header
ATVSORC	Source Code Validation	AMAINFO	Advancement Prospect Information
ATVSOTP	Solicitor Organization Type Validation	ASASORG	Solicitor Organization Header
ATVSRCE	Payment Source Validation	Values on this form are used as a parameter entry for the Automatic Deduction Process (AGPALMP).	
ATVSSTA	Solicitor/Organization Status Code Validation	AFACSLT	Campaign Solicitors
		ASASORG	Solicitor Organization Header
ATVSTFT	Staff Assignment Type Validation	AMAINFO	Advancement Prospect Information
ATVTAPE	Data File Validation	AGATPFD	Data Field Position Rules
ATVTPFD	Data Field Names Validation	AGATPFD	Data Field Position Rules
		APATPFD	Data Field Process Rules
		APATRAN	Data Translation Field Value Rules

Validation Form		Used by These Application Forms	
ATVUSRC	User Defined Code Validation	AMAINFO	Advancement Prospect Information
ATVVIPC	Variable Purpose Validation	APASPUR	Special Purpose
ATVVSER	VSE Code Validation	ADADESG	Designation
ATVWRAT	Wealth Rating Code Validation	AMAWLTH	Wealth Ratings
		AMAINFO	Advancement Prospect Information
ATVXREF	Cross Reference Code Validation	AGAIDRL	ID Split Rules
		AGASPRL	Institution Split Rules
		APACHLD	Children Information
		APACONS	Advancement Individual Information
		APACRVW	Child Review
		APADCRL	Gift Society Rules
		APAEHIS	Employment History
		APASBIO	Advancement Individual Summary
		APASRVW	Spouse Review
		APAXREF	Cross Reference
FTVACCI	Account Index Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
FTVACCT	Account Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
FTVACTV	Activity Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
FTVCOAS	Chart of Accounts Validation	AAAMINT	Interest Header
FTVFUND	Fund Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
FTVLOCN	Location Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
FTVORGN	Organization Code Validation	AAAMINT	Interest Header
		ADADESG	Designation

Validation Form		Used by These Application Forms	
FTVPROG	Program Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
GTVEMAL	E-mail Address Type Validation	APAERVW	Employer Review
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
GTVEXPN	Expense Code Validation	AFACAMP	Campaign Header
		AMACONT	Prospect Contact
GTVLETR	Letter Code Validation	AAAACKN	Dues Acknowledgment
		AAAACKR	Dues Acknowledgment Rules
		AAADINS	Dues Installment
		AAADUES	Dues Entry
		AAAMEMB	Membership
		AAAMSHP	Membership Program Header
		AGAACKN	Pledge/Gift Acknowledgment
		AGAACKR	Pledge/Gift Acknowledgment Rules
		AGAALET	Giving/Membership Correspondence
		AGACTRL	Advancement Control
		AGAGREC	Gift Receipt
		AGAPREC	Pledge Receipt
		AGAWPLG	Review External Pledge
		AUAMAIL	Advancement General Mail
GTVMAIL	Mail Code Validation	AFACAMP	Campaign Detail
		APAMAIL	Advancement Mail
GTVNTYP	Name Type Validation	APAIDEN	Advancement Identification
		APANAME	Advancement Individual/ Organization Names
GTVSUBJ	Subject Index Validation	ADACOMT	Designation Comments
		AMACOMT	Prospect Comments
		APACOMT	Advancement Individual/ Organization Comments

Validation Form		Used by These Application Forms	
GTVSYSI	System Indicator Validation	AUAMAIL	Advancement General Mail
GTVZIPC	ZIP/Postal Code Validation	AOAJPST	Job Posting
		AOAORGN	Advancement Organization Header
		APAEHIS	Employment History
		APAERVW	Employer Review
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
		APAWPRS	Review External Person
STVACCG	Activity Category Validation	APAACTY	Activities
		APASBIO	Advancement Individual Summary
STVACTC	Student Activity Code Validation	APAACTY	Activities
		APASBIO	Advancement Individual Summary
STVACTP	Activity Type Validation	APAACTY	Activities
		APASBIO	Advancement Individual Summary
STVACYR	Academic Year Validation	APAADEG	Academic Degree and Honors
		APADRVW	Degree Review
STVASRC	Address Source Validation	AGACTRL	Advancement Control
		APAEHIS	Employment History
		APAIDEN	Advancement Identification
		APAERVW	Employer Review
		APASRVW	Spouse Review

Validation Form		Used by These Application Forms	
STVATYP	Address Type Code Validation	ADADESG	Designation
		AOAORGN	Advancement Organization Header
		APACHLD	Children Information
		APACONS	Advancement Individual Information
		APAEHIS	Employment History
		APAIDEN	Advancement Identification
		APAMAIL	Advancement Mail
		APANAME	Advancement Individual/ Organization Names
		APASRVW	Spouse Review
		APAWPRS	Review External Person
		ASASORG	Solicitor Organization Header
STVCAMP	Campus Code Validation	APAADEG	Academic Degree and Honors
STVCITZ	Citizen Type Code Validation	APAIDEN	Advancement Identification
STVCNTY	County Code Validation	AOAORGN	Advancement Organization Header
		APAEHIS	Employment History
		APAERVW	Employer Review
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
		APAWPRS	Review External Person
STVCOLL	College Code Validation	AAAMINT	Interest Header
		ADADESG	Designation
		APACONS	Advancement Individual Information
		APADRVW	Degree Review
		APASBIO	Advancement Individual Summary
		APAWPRS	Review External Person
		ASASORG	Solicitor Organization Header

Validation Form		Used by These Application Forms	
STVDEGC	Degree Code Validation	APAADEG	Academic Degree and Honors
		APADRVW	Degree Review
STVDEPT	Department Code Validation	ADADESG	Designation
		APAADEG	Academic Degree and Honors
STVETHN	Ethnic Code Validation	APAIDEN	Advancement Identification
STVHONR	Institutional Honors Code Validation	APAADEG	Academic Degree and Honors
STVINIT	Initials Code Validation	AUAMAIL	Advancement General Mail
STVLEAD	Leadership Validation	APAACTY	Activities
STVLGCY	Legacy Code Validation	APAIDEN	Advancement Identification
STVMAJR	Major, Minor, Concentration Code Validation	APAADEG	Academic Degree and Honors
		APADRVW	Degree Review
STVMRTL	Marital Status Code Validation	APACONS	Advancement Individual Information
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
STVNATN	Nation Code Validation	AOAJPST	Job Posting
		AOAORGN	Advancement Organization Header
		APACONS	Advancement Individual Information
		APAEHIS	Employment History
		APAERVW	Employer Review
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
		APAWPRS	Review External Person
		ASASORG	Solicitor Organization Header
STVORIG	Originator Code Validation	APASPUR	Special Purpose
STVRELG	Religion Code Validation	APAIDEN	Advancement Identification
STVSBGI	Source/Background Institution Code Validation	APAADEG	Academic Degree and Honors
		APADRVW	Degree Review
		AGACTRL	Advancement Control

Validation Form		Used by These Application Forms	
STVSTAT	State/Province Code Validation	AOAJPST	Job Posting
		AOAORGN	Advancement Organization Header
		APACONS	Advancement Individual Information
		APAEHIS	Employment History
		APAERVW	Employer Review
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
		APAWPRS	Review External Person
STVTELE	Telephone Type Validation	APAEHIS	Employment History
		APAERVW	Employer Review
		APAIDEN	Advancement Identification
		APASRVW	Spouse Review
		APAWPRS	Review External Person

Required system values

Banner is a complex system with many parts that work together to manage your institution's data. When a component of the system is missing, some of the system's functions might fail or not work as intended. In some cases, data is an essential component of the system. Some validation tables must be present in their entirety. Specific rows in other tables must be present. The following validation forms *must* contain the values shown.

Validation Form		Required Value	
ATVCONT	Contact Types Code Validation Form	Values must remain as delivered.	
ATVDOSR	Advancement Officer Search Options Form	Values must remain as delivered.	
ATVGACK	Gift Range Code Validation Form	-.01	Low Level
		00	High Level

Validation Form		Required Value	
ATVRCAT	Advancement Connector Review Category Validation Form	ACTIVITIES AND HONORS ADMIN BIOGRAPHIC BUSINESS BUSINESS CONTACT EDUCATION OTHER EDUCATION PREFERRED CONTACT SPOUSE AND FAMILY	
ATVPACK	Pledge Range Code Validation Form	-.01 00	Low Level High Level
ATVRSTA	Receipt Status Code Validation Form	R V	Reissue Void
ATVSRCE	Payment Source Validation Form	BPAY	Banner HR Payroll Deduction
ATVWRAT	Wealth Rating Code Validation Form	Score	Description
STVACTP	Activity Type Validation Form	SPRTS	Sports
STVATYP	Address Type Code Validation Form	MA PA BU BI	Mailing Parents (used by Banner Student) Business (used by Banner Finance) Billing (used by Banner Finance)
STVCOLL	College Code Validation Form	00 99	No college designated Not used in standing
STVDEGC	Degree Code Validation Form	000000	Undeclared

Codes on the following validation forms are defined by CASE and specified in the *CASE Matching Gift Details* publication. These forms should remain as delivered.

ATVMACC	Matching Gift Institution Accreditation Validation Table
ATVMAST	Matching Gift Alumni Status Validation Table
ATVMCTL	Matching Gift Institution Control Validation Table
ATVMDEF	Matching Gift Deferred Gift Validation Table
ATVMDIS	Matching Gift Distribution Frequency Validation Table
ATVMERQ	Matching Gift Employee Requirement Validation Table
ATVMIND	Matching Gift Industry Type Validation Table
ATVMLOC	Matching Gift Institution Location Validation Table
ATVMLVL	Matching Gift Institution Level Validation Table
ATVMNAT	Matching Gift National Association Validation Table
ATVMNED	Matching Gift Non-Educational Code Validation Table
ATVMPRO	Matching Gift Procedure Validation Table
ATVMPUR	Matching Gift Related Purpose Validation Table
ATVTPFD	Data Field Names Validation Table

Validation forms with indicators

The following validation forms contain indicators that impact online processing, reports, and processes.

Form	Adv. Ind.	Adv. Org.	Membership	Prospect Mgmnt.	Desig.	Solicitor Org.	Campaign	Pledge	Gift and Pledge Payment	Adv. Self-Service	External Data Load/ Extract
ATVADJT					OL						
ATVAMCT			OL								
ATVAMST			OL, R/P								
ATVAUXL								OL	OL		
ATVCMTP		R/P					OL		R/P		
ATVDCAM			OL								
ATVDCNP			OL								
ATVDCPR			OL, R/P								
ATVDCST			OL								
ATVDCYR			OL			OL					
ATVDIST					OL						
ATVDONR	OL	OL							R/P		
ATVDOSR										OL	

OL = Values on this form influence online processing in the area indicated.
R/P = Values on this form influence the results of reports and processes in the area indicated.

Form	Adv. Ind.	Adv. Org.	Membership	Prospect Mgmnt.	Desig.	Solicitor Org.	Campaign	Pledge	Gift and Pledge Payment	Adv. Self-Service	External Data Load/ Extract
ATVDOWP										OL	
ATVDSTA					OL,R/P						
ATVEMPS	OL	R/P							R/P	OL	
ATVEXCL	OL, R/P	OL, R/P									
ATVFISC	OL		OL					OL	OL		
ATVFREQ			OL					OL		OL	
ATVGACK									OL		
ATVGCLS									OL		
ATVGIFT			OL, R/P		R/P				OL, R/P	OL	
ATVGIVL									OL		
ATVIGRP	OL										
ATVJOBC	OL	OL								OL	
ATVPACK								OL			
ATVPCAT									OL		
ATVPCLS								OL			
ATVPDUR			OL					OL		OL	

OL = Values on this form influence online processing in the area indicated.
R/P = Values on this form influence the results of reports and processes in the area indicated.

Form	Adv. Ind.	Adv. Org.	Membership	Prospect Mgmnt.	Desig.	Solicitor Org.	Campaign	Pledge	Gift and Pledge Payment	Adv. Self-Service	External Data Load/ Extract
ATVPGVE								OL	OL		
ATVPLDG					R/P			OL, R/P		OL	
ATVPRMD								OL, R/P			
ATVPRST				OL							
ATVPSTA								OL, R/P	OL	OL	
ATVSCNT				OL			OL			OL	
ATVSCRS							OL			OL	
ATVSICC	OL	OL									
ATVSRCE									R/P		
ATVSSTA						OL					
ATVSTFT				OL							
ATVTAPE		OL									OL
ATVTPFD		OL									OL
ATVVSER		OL, R/P			R/P				OL, R/P		
ATVXREF	OL	OL									
FTVACCI			OL		OL						

OL = Values on this form influence online processing in the area indicated.
R/P = Values on this form influence the results of reports and processes in the area indicated.

Form	Adv. Ind.	Adv. Org.	Membership	Prospect Mgmnt.	Desig.	Solicitor Org.	Campaign	Pledge	Gift and Pledge Payment	Adv. Self-Service	External Data Load/ Extract
FTVACCT			OL		OL						
FTVACTV			OL		OL						
FTVCOAS			OL		OL						
FTVFUND			OL		OL						
FTVLOCN			OL		OL						
FTVORGN			OL		OL						
FTVPROG			OL		OL						
FTVRUCL			OL						OL		
GTVEMAL											
GTVLETR			R/P					R/P	R/P		
GTVMAIL	OL	OL					OL				
STVACTC	OL	OL									
STVACTP	OL	OL									
STVACYR	OL	OL									

OL = Values on this form influence online processing in the area indicated.
R/P = Values on this form influence the results of reports and processes in the area indicated.

Advancement Individual and Advancement Organization

At a high level, an advancement constituent can be any individual or organization who has an ID and certain basic information stored in Banner® Advancement. These individuals (alumni, donors, and friends) and organizations (corporations and foundations) are the building blocks of Banner Advancement. Your Alumni Office tracks and involves them with your institution. Your Development Office cultivates donations from them.

Individuals and organizations are often processed differently. For this reason, Banner Advancement distinguishes between *advancement individuals* and an *advancement organizations*.

You can create, maintain, and view the following information for advancement individuals:

- Biographical information
- Address and telephone number
- Academic information
- Employment information
- Children information
- Free-form comments
- Spouse information
- Giving history
- Cross reference relationships
- Mail codes and exclusions
- Special purpose information
- Activity information
- Gift society information
- Geographic/regional information
- Prospect ratings from external sources
- User alert messages

You can create, maintain, and view the following information for advancement organizations:

- Matching gift information
- Address and telephone number

- Free-form comments
- Relationships between employers and employees, parent corporations, and subsidiaries
- Funding areas/interests
- Secondary contacts
- Mail codes and exclusions
- Special purpose information
- Giving history
- Gift society information
- Geographic/regional information
- Prospect ratings from external sources

Forms used

Refer to Banner Online Help for form details.

Advancement individual data entry forms

Form	Use
Wealth Ratings (AMAWLTH)	To access and manage the wealth ratings stored in the Baseline Ratings (AMRWLTH) table.
Advancement Identification Form (APAIDEN)	Capture address, e-mail, biographical, and telephone information for a person or non-person associated with the institution.
Advancement Individual Information Form (APACONS)	Add and maintain information that turns a person with a Banner ID into an advancement individual
User Alerts Form (AUAALRT)	Assign alert codes to an ID that needs special handling.
Academic Degree and Honors Form (APAADEG)	Enter and maintain academic information on an advancement individual.
Employment History Form (APAEHIS)	Enter and maintain current and historical employment information about an advancement individual.
Activities Form (APAACTY)	Enter and view activity information for an ID.

Form	Use
Children Information Form (APACHLD)	Enter and maintain information about an advancement individual’s children.
Advancement Mail Form (APAMAIL)	Identify the mailings and solicitations that an ID should receive.
Advancement Individual/ Organization Comments Form (APACOMT)	Enter and maintain freeform comments about an ID.
Special Purpose Form (APASPUR)	Track institution-defined, coded information for an ID.
External Ratings Form (APAEXRS)	Maintain prospect ratings received from an external commercial prospect ratings service.
Advancement Individual/ Organization Names Form (APANAME)	Enter information for an ID.
Cross Reference Form (APAXREF)	Maintain relationships such as spouse, employer, and child relationships.
Advancement Individual Interest Group Form (APAIGRP)	Maintain interest areas in which an advancement individual would like to receive ongoing information.
Contact Form (APACONT)	Maintain general contact records for an ID.
Contact Mass Entry Form (APACMAS)	Enter contact details for a group of IDs.

Advancement individual query forms

Form	Use
Advancement Individual Summary Form (APASBIO)	Display summary information for an advancement individual.
Advancement Address List Form (APCADDR)	Display all addresses entered on the Advancement Identification Form (APAIDEN) or the Gift Form (AGAGIFT) for an ID.
Advancement Individual Browsing Form (APIBRWS)	Display biographical, demographic, giving, and prospect information for a population selection.
Subject Index List Form (APISUBJ)	Display the subject indexes associated with the comments for an ID.
Giving History Summary Form (APAGHIS)	Display giving history for an ID.

Form	Use
Gift Society List Form (APACLUB)	Display summary information about gift society memberships for an ID.
Activity List Form (APIACTY)	Display all activities established for an ID on the Activities Form (APAACTY).
Web Changes Information Form (APIWCHG)	Indicate whether child, employment, academic information, address, and comment information received from sources outside Banner was reviewed.
Geographic Regions by ID Form (SOAIGEO)	Display all geographic regions for which a person or organization qualifies.
Institution Interest Group Form (AUAIGRP)	Maintain institution-related interest information for an ID and indicate if the information should appear on the Web.
Address Review and Verification Form (GOAADDR)	Display addresses added or changed within Banner or via the Web.

Giving history forms

Form	Use
Giving History Summary Form (APAGHIS)	Display giving history for an ID.
Giving History by Fiscal Year Form (APAFHIS)	Display giving history for an ID by fiscal year.
Giving History by Campaign Form (APACHIS)	Display giving history for an ID by campaign within fiscal year.
Giving History by Designation Form (APADHIS)	Display giving history for an ID by designation within fiscal year.
Combined Giving History Form (APACOMB)	Display giving history that is combined for two IDs, or combined for one ID and a cross reference type (such as parent or child).
Gift List Form (AGCGIFT)	Display detailed gift information.
Pledge List Form (AGCPLDG)	Display detailed pledge information.

Gift society forms

Form	Use
Gift Society Membership Form (APADCLB)	Display summary and detail information for present and past gift society memberships held by an ID.
Gift Society List Form (APACLUB)	Display summary information about gift society memberships for an ID.
Gift Society Rules Form (APADCRL)	Create and maintain rules that determine who is included in a particular gift society.
Gift Society Default Premiums Rules Form (APADCDP)	Establish default premiums by gift societies by gift society years.
Gift Society Member Goals Form (APADCGL)	Establish membership goals for a gift society for a specific year.
Assignment Validation Form (ATVDCAM)	Define the data values that can be entered on the Gift Society Membership Form (APADCLB) and the Membership Form (AAAMEMB).
Gift Society Validation Form (ATVDCNP)	Define gift society codes.
Benefits/Premiums Validation Form (ATVDCPR)	Define benefits and premiums to be associated with an ID in a gift society membership program.
Gift Society Type Validation Form (ATVDCST)	Define the types of gift societies an institution tracks.
Gift Society Year Validation Form (ATVDCYR)	Specify years as gift society years.

Geographic region forms

Form	Use
Geographic Region Rules Form (SOAGEOR)	Establish rules that define a geographic region and geographic region division.
Geographic Regions by ID Form (SOAIGEO)	Display all geographic regions for which an ID qualifies.
Geographic Region Query Form (SOAQGEO)	Display all existing geographic region and division codes that have rules established on the Geographic Region Rules Form (SOAGEOR).
Geographic Region Division Code Validation Form (STVGEOD)	Define codes that identify geographic divisions to which regions belong.

Form	Use
Geographic Region Code Validation Form (STVGEOR)	Define codes that identify geographic regions.

Alert setup forms

Form	Use
Alert Category Rules Form (AUAACAT)	Define the rules that determine which categories of user alerts are displayed on which forms.
User Alerts Form (AUAALRT)	Assign alert codes to an ID that needs special handling.
Alert Code Validation Form (ATVALRT)	Define the alert codes that identify specific user alerts.
Alert Category Validation Form (ATVACAT)	Define groups of similar alert codes.

Advancement individual validation forms

Form	Use
Additional Detail Codes Form (ATVADTL)	Define the types of additional details that your institution tracks for pledges and gifts.
Donor Category Code Validation Form (ATVDONR)	Define donor category codes.
DOTT Code Validation Form (ATVDOTT)	Define occupational title codes.
Employment Status Validation Form (ATVEMPS)	Define the codes that describe employment statuses for IDs.
Exclusion Code Validation Form (ATVEXCL)	Define the codes that are used to exclude IDs from phone calls and mailings.
Interest Group Code Validation Form (ATVIGRP)	Define codes that identify the interests of IDs.
Income Code Validation Form (ATVINCM)	Define codes that identify income information.
Job Category Code Validation Form (ATVJOBC)	Define job category codes that are recorded in an ID's employment record.

Form	Use
Special Purpose Code Validation Form (ATVPRCD)	Define codes that identify an institution's special purposes that can be assigned to an ID.
Special Purpose Type Validation Form (ATVPRTP)	Define codes that identify an ID in an institution's defined purpose.
Salutation Type Validation Form (ATVSALU)	Define codes that identify the types of salutations that can be assigned to a person.
Standard Industrial Code Validation Form (ATVSICC)	Define SIC codes that can be assigned to an IDs employer, if the employer is not an advancement organization.
Variable Purpose Validation Form (ATVVIPC)	Define user-defined codes that identify any purpose an institution has for categorizing an ID.
Cross Reference Code Validation Form (ATVXREF)	Define codes that identify cross reference relationships (for example, spouse, employer, parent).
Mail Code Validation Form (GTVMAIL)	Define codes that describe mailings for IDs.
Name Type Validation Form (GTVNTYP)	Define codes that identify name types that can be associated with ID names.
Activity Category Validation Form (STVACCG)	Define activity category codes.
Student Activity Code Validation Form (STVACTC)	Define activity codes.
Activity Type Validation Form (STVACTP)	Define activity type codes.
Address Source Validation Form (STVASRC)	Define codes that identify address sources.
Address Type Code Validation Form (STVATYP)	Define address type codes.
Citizen Type Code Validation Form (STVCITZ)	Define citizen type codes.
County Code Validation Form (STVCNTY)	Define county codes.
College Code Validation Form (STVCOLL)	Define college codes.
Degree Code Validation Form (STVDEGC)	Define degree codes.
Ethnic Code Validation Form (STVETHN)	Define ethnic codes.

Form	Use
Institutional Honors Code Validation Form (STVHONR)	Define institutional honors codes.
Initials Code Validation Form (STVINIT)	Define recruiters.
Leadership Validation Form (STVLEAD)	Define leadership codes.
Legacy Code Validation Form (STVLGCY)	Define legacy codes that designate alumni relationships (for example, mother, father, brother).
Major, Minor, Concentration Code Validation Form (STVMAJR)	Define major, minor, and concentration codes.
Marital Status Code Validation Form (STVMRTL)	Define marital status codes.
Nation Code Validation Form (STVNATN)	Define nation codes.
Originator Code Validation Form (STVORIG)	Define originator codes.
Religion Code Validation Form (STVRELG)	Define religion codes.
Source/Background Institution Code Validation Form (STVSBGI)	Define source/background institution codes.
State/Province Code Validation Form (STVSTAT)	Define state and province codes.
Telephone Type Validation Form (STVTELE)	Define telephone type codes.

Advancement organization data entry forms

Form	Use
Wealth Ratings (AMAWLTH)	To access and manage the wealth ratings stored in the Baseline Ratings (AMRWLTH) table.
Advancement Identification Form (APAIDEN)	Capture address, e-mail, biographical, and telephone information for a person or non-person associated with the institution.
Advancement Organization Header Form (AOAORGN)	Add and maintain information that turns an organization with or without a Banner ID into an advancement organization.

Form	Use
Matching Gift Information (AOAMTCH)	Enter the stipulations that matching gift organizations have regarding the gifts they match.
User Alerts Form (AUAALRT)	Assign alert codes to an ID that needs special handling.
Activities Form (APAACTY)	Add and view activity information for an ID.
Advancement Mail Form (APAMAIL)	Identify the mailings and solicitations that an ID should receive.
Advancement Individual/ Organization Comments Form (APACOMT)	Enter and maintain freeform comments about an ID
Special Purpose Form (APASPUR)	Track institution-defined, coded information for an ID.
External Ratings Form (APAEXRS)	Maintain prospect ratings received from an external commercial prospect ratings service.
Advancement Individual/ Organization Names Form (APANAME)	Enter information for an ID
Cross Reference Form (APAXREF)	Maintain relationships such as spouse, employer, and child relationships
Job Posting Form (AOAJPST)	Maintain job posting information for an advancement organization.
Contact Form (APACONT)	Maintain general contact records for an ID.

Advancement organization query forms

Form	Use
Giving/Membership Summary Form (APAGSUM)	Display summary information for the three main areas where an ID can be involved with an institution: pledging/giving, gift society participation, and program membership.
Advancement Organization Contacts List Form (AOCCONL)	Display all contacts that are established for an organization on the Advancement Organization Header Form (AOAORGN).
Advancement Address List Form (APCADDR)	Display all addresses entered on the Advancement Identification Form (APAIDEN) or the Gift Form (AGAGIFT) for an ID.
Subject Index List Form (APISUBJ)	Display the subject indexes associated with the comments for an ID.

Form	Use
Giving History Summary Form (APAGHIS)	Display giving history for an ID.
Giving History by Fiscal Year Form (APAFHIS)	Display giving history for an ID by fiscal year.
Giving History by Campaign Form (APACHIS)	Display giving history for an ID by campaign within fiscal year.
Giving History by Designation Form (APADHIS)	Display giving history for an ID by designation within fiscal year.
Combined Giving History Form (APACOMB)	Display giving history that is combined for two IDs, or combined for one ID and a cross reference type (such as parent or child).
Gift List Form (AGCGIFT)	Display detailed gift information.
Pledge List Form (AGCPLDG)	Display detailed pledge information.
Gift Society List Form (APACLUB)	Display summary information about gift society memberships for an ID.
Geographic Regions by ID Form (SOAIGEO)	Display all geographic regions for which a person or organization qualifies.
Activity List Form (APIACTY)	Display all activities established for an ID on the Activities Form (APAACTY).
Address Review and Verification Form (GOAADDR)	Display addresses added or changed within Banner or via the Web.

Matching gift forms

Form	Use
Employer Matching Gift Payment Form (AGAMATG)	Enter, delete, or make organization matching gift payments. Query anticipated matching gifts. Allocate a matching gift to an outstanding pledge.
Employer Waiting Matching Gift Review Form (AGIMATG)	Display pending matching gifts for an advancement organization.
Matching Gifts by ID Form (AGAMGIF)	Display, by ID, waiting matching gifts and partially/ fully matched gifts with their corresponding matching gift payments.
Paid Matched Gifts by Organization Form (AGAMATP)	Display, by organization, a list of all gifts that are fully or partially matched.

Form	Use
Employer Waiting Matching Gift Query Form (AGAMTCH)	Display the gifts that are waiting to be matched by an organization.
Waiting Matching Gift Adjustment Form (AGAMGAJ)	Adjust information on waiting matching gifts. Manually add waiting matching gifts.
Expected Matching Gift Adjustment Form (AXAMGAJ)	Create and maintain expected matching gifts on pledges.
Matching Gift Reason Form (AXAMGRN)	Create or list the reasons a pledge or gift is not eligible to be matched.
Advancement Control Form (AGACTRL)	Define rules for handling matching gifts.

Advancement organization validation forms

Form	Use
Donor Category Code Validation Form (ATVDONR)	Define donor category codes.
Exclusion Code Validation Form (ATVEXCL)	Define codes that are used to exclude IDs from phone calls and mailings.
Funding Areas Validation Form (ATVFUND)	Define codes for areas that organizations can fund.
Job Category Code Validation Form (ATVJOBC)	Define job category codes that are recorded for primary and secondary contacts.
Advancement Organization Contact Type Validation Form (ATVOCON)	Define codes that identify types of secondary contacts.
Special Purpose Code Validation Form (ATVPRCD)	Define codes that identify an institution's special purposes that can be assigned to an ID.
Special Purpose Type Validation Form (ATVPRTP)	Define codes that identify an ID in an institution's defined purpose.
Standard Industrial Code Validation Form (ATVSICC)	Define SIC codes that can be assigned to an advancement organization.
Data File Validation Form (ATVTAPE)	Define file type codes.
Data Field Names Validation Form (ATVTPFD)	List supported data field names.
Variable Purpose Validation Form (ATVVIPC)	Define user-defined codes that identify any purpose an institution has for categorizing an ID.

Form	Use
Cross Reference Code Validation Form (ATVXREF)	Define codes that identify cross reference relationships (for example, spouse, employer, parent).
Mail Code Validation Form (GTVMAIL)	Define codes that describe mailings for IDs.
Name Type Validation Form (GTVNTYP)	Define codes that identify name types that can be associated with ID names.
Activity Category Validation Form (STVACCG)	Define activity category codes.
Student Activity Code Validation Form (STVACTC)	Define activity codes.
Activity Type Validation Form (STVACTP)	Define activity type codes.
Address Source Validation Form (STVASRC)	Define codes that identify address sources.
Address Type Code Validation Form (STVATYP)	Define address type codes.
County Code Validation Form (STVCNTY)	Define county codes.
Initials Code Validation Form (STVINIT)	Define recruiters.
Leadership Validation Form (STVLEAD)	Define leadership codes.
Nation Code Validation Form (STVNATN)	Define nation codes.
Originator Code Validation Form (STVORIG)	Define originator codes.
State/Province Code Validation Form (STVSTAT)	Define state and province codes.
Telephone Type Validation Form (STVTELE)	Define telephone type codes.
Matching Gift Institution Accreditation Validation Form (ATVMACC)	Define accreditation types.
Matching Gift Alumni Status Validation Form (ATVMAST)	Define affiliation codes that are used to qualify matching gifts.
Matching Gift Institution Control Validation Form (ATVMCTL)	Define institution types that are used to qualify matching gifts.

Form	Use
Matching Gift Deferred Gift Validation Form (ATVMDEF)	Define deferred (planned) gift type codes that are used to qualify matching gifts.
Matching Gift Distribution Frequency Validation Form (ATVMDIS)	Define codes that describe the frequency with which an organization distributes matching gift payment checks.
Matching Gift Educational Institution Type Validation Form (ATVMEDU)	Define educational institution type codes.
Matching Gift Employee Requirements Validation Form (ATVMERQ)	Define employee type codes that are used to qualify matching gifts.
Matching Gift Industry Type Validation Form (ATVMIND)	Define industry type codes that identify the areas in which matching gift organizations do business.
Matching Gift Institution Location Validation Form (ATVMLOC)	Define codes that identify world locations and United States Internal Revenue Service tax exemption status.
Matching Gift Institution Level Validation Form (ATVMLVL)	Define institution level codes that are used to qualify matching gifts.
Matching Gift National Association Validation Form (ATVMNAT)	Define codes that identify national associations or funds and are used to qualify matching gifts.
Matching Gift Non-Educational Code Validation Form (ATVMNED)	Define codes that indicate which nonprofit organizations are eligible for a company's matching gift program.
Matching Gift Procedure Validation Form (ATVMPRO)	Define codes for the procedures that can be followed by donors, recipients, and organizations.
Matching Gift Related Purpose Validation Form (ATVMPUR)	Define gift purpose codes that are used to qualify matching gifts.

Reports and processes used

Refer to "Reports and Processes" on page 457 for report and process details.

Report or Process	Use
Matching Gifts Paid Report (AGPMATA)	List gifts that were fully matched by an organization.
Matching Gift Data Load Report (AGPMATC)	Load matching gift information from a parent company file into Banner's matching gift tables.

Report or Process	Use
Matching Gift Outstanding Report (AGPMATF)	List, by organization, the waiting organization matching gifts that are not yet paid.
Matching Gift Allocations Report (AGPMATG)	Create the waiting matching gift payment records that are displayed on the Employer Matching Gift Payment Form (AGAMATG). List, by organization, the advancement individual's gift and the anticipated matching gift amounts.
Matching Gift Subsidiary Data Load Report (AGPMATS)	Load subsidiary company matching gift information from a file into Banner.
Advancement Label Print Report (ALPMAIL)	Pints labels for those individuals and organizations selected in the Advancement Label Selection Report (ALPMSEL).
Advancement Label Selection Report (ALPMSEL)	Selects individuals and organizations, based on parameter values, who need mailing labels printed on the Advancement Label Print Report (ALPMAIL).
Census Report - All Categories (APPCEN1)	Count advancement individuals by donor category for each preferred class year; provide a final count for each donor category reported. Advancement individuals belonging to multiple categories are counted in all categories.
Census Report - Primary Only (APPCEN2)	Counts advancement individuals by donor category for each preferred class year; provide a final count for each donor category reported. Advancement individuals belonging to multiple categories are counted in the category with the highest priority (lowest number) defined on the Donor Category Code Validation Form (ATVDONR).
Basic Constituent List (APPCLST)	List advancement individuals with their giving history for six fiscal years.
Advancement Individual Report (APPCONS)	List advancement individuals with their target amounts for six fiscal years.
Gift Society Assignment Report (APPDCAR)	Assign people and organizations to appropriate gift societies based on rules entered on the Gift Society Rules Form (APADCRL).
Gift Society Report (APPDCLB)	Provide membership listings suitable for use in donor publications.
Gift Society Rules List Report (APPDCLS)	List the rules for gift societies that were established on the Gift Society Rules Form (APADCRL).
File Definition Verification List (APPDFLS)	List and verify data that is to be loaded into Banner
Advancement Individual Profile Report (APPDPRC)	List demographic, biographical, and financial data for an advancement individual.

Report or Process	Use
Student - Advancement Interface (APPSTDI)	Create advancement individual records in Banner Advancement for persons who are currently identified in Banner Student.
Expected MG Allocations Report (AXPMATG)	Create expected matching gift records that are displayed on the Expected Matching Gift Adjustment Form (AXAMGAJ) and anticipated matching gift records that are displayed on the Waiting Matching Gift Adjustment Form (AGAMGAJ).

Banner IDs and advancement individuals

Banner IDs and advancement individuals are entered as follows:

- **Banner ID** - A person name and an ID number must be entered. When a person is not required to be an advancement individual, the Person Search Form (SOAIDEN) is used to search for IDs.
- **Advancement individual** - A Banner ID, address, preferred address type, and donor category code must be entered. The Advancement Individual Search Form (AOAIDEN) is used to search for IDs. One exception is the key block on the Advancement Individual Information Form (APACONS), which optionally uses SOAIDEN.

A person's role (such as donor, solicitor, spouse, or volunteer) determines whether a person must have a Banner ID or must be entered in Banner Advancement as an advancement individual, or both.

Banner ID and advancement individual required

The following people must have a Banner ID and must be entered as an advancement individual:

- Donors (pledges and gifts)
- Prospects
- Program members
- Renewal, reminder, and payor IDs for program members
- Gift society members
- Anyone whose biographical or demographic information you want to track
- Solicitor organization contacts

Banner ID required and advancement individual optional

The following people must have a Banner ID but are not required to be entered as an advancement individual:

- Solicitors
- Solicitor organization contacts
- Persons associated with a gift
- Persons cross referenced to advancement individuals or organizations
- Designation IDs

Solicitor organization contacts and solicitors are entered on the Solicitor Organization Header Form (ASASORG). When a person who is not an advancement individual is entered as a contact, an error message is displayed:

Person is not a valid advancement individual

Addresses are not required for solicitor organization contacts and solicitors. ASASORG associates addresses with solicitor organization contacts and solicitors by using the address type of an existing address. This means that at least one address must already exist for an ID when it is entered as a solicitor or a contact. Because of this, you might find it easier to enter an address for this type of person when you create the Banner ID.

IDs associated with gifts are entered on the Gift Associated ID Form (AGAGASC). Although addresses are not required for associated IDs, an address type can be entered with the ID when it is associated with the gift. For more information on associated IDs, refer to the online help for AGAGASC.

Persons can be cross referenced to advancement individuals or advancement organizations on the Cross Reference Form (APAXREF). For more information on establishing a cross reference relationship, refer to the online help for APAXREF.

Banner ID and advancement individual optional

The following people can have a Banner ID and can be entered as an advancement individual, but neither is required:

- Children and spouses of existing advancement individuals
- Secondary contacts of advancement organizations

If they are advancement individuals or have a Banner ID, enter their ID in the appropriate **ID** field.

To establish a cross reference relationship between a child or spouse and an advancement individual, the child or spouse must have a Banner ID but does not need to be an advancement individual.

Staff members and volunteers who are involved in prospect strategy plan activities or prospect contact activities must be assigned a user ID and must be entered on the User

Identification Control Form (GUAIDEN). Fields that require a person's name and user ID use GUAIDEN to search for people.

Processing advancement individuals

The following sections describe the steps for creating an advancement individual, creating a staff member or volunteer, and handling a deceased advancement individual.

Create an advancement individual

The following information is required for every advancement individual in Banner Advancement:

- First and last names
- Banner ID (requires last and first names)

Note: You can search for similar names on the Last Name and First Name fields on the Advancement Identification Form (APAIDEN).

- At least one address and its corresponding address type
- Preferred address type
- Donor category

Other information, such as nickname, phone number, and marital status, are not required. To find out if a report or process uses any optional information, see "Reports and Processes" on page 457 of this manual.

Forms used

The following forms are used to enter advancement individual information:

Form	Purpose	Required
Advancement Identification Form (APAIDEN)	Record the person's name, Banner ID, address, and telephone information.	Yes
Advancement Identification Form (APAIDEN)	Record various biographical information, including whether information should remain confidential.	No
Advancement Individual Information Form (APACONS)	Record information that turns an ID into an advancement individual: donor category, preferred address type, spouse information, and so on.	Yes

Form	Purpose	Required
Advancement Individual/ Organization Names Form (APANAME)	Record the ID's previous names and IDs, combined mailing information, general person name, and so on.	No

Steps

Use the following steps to enter a person as a new ID and make him or her an advancement individual. If the person already has a Banner ID, start with "Enter the ID's address" on page 63 to turn the existing ID into an advancement individual.

Create a Banner ID

A Banner ID is required for all advancement individual processing.

1. Access the Advancement Identification Form (APAIDEN).
2. For a system-generated ID, click **Generate ID**.

   If there are specific characters you wish to assign as this person's ID, enter it in **ID**.

   Note: The system generates an ID for the person after you enter name information in the Current Identification window.

3. Go to the Current Identification window.

   Whatever you entered in **ID** is also displayed in **ID** here.

4. Enter name information in the Name block.
   - The last name and first name are required. All other name fields are optional.
   - If you are entering an initial and you want it to be displayed and printed with a period, enter the period.
5. Save.

   This enters the person into the database and creates the person's ID. This ID is associated with every piece of information you enter in the database about this person. The person is now referred to as an ID.

Enter the ID's address

1. Go to the Address window on APAIDEN.
2. Enter the address type for the address you are entering.
3. Enter at least one complete address.
4. Save.

Enter the ID’s telephone number

1. Go to the Address window on APAIDEN.
2. Enter the telephone type, country code (if one exists), telephone number, and extension (if one exists).
   - Telephone types are entered on the Telephone Type Validation Form (STVTELE) and are associated with address types on the Address Type Code Validation Form (STVATYP). The telephone type associated with the address type currently displayed is the default, but you can change it.
   - The number you enter here becomes the primary number for the address currently displayed.
3. Save.
4. (Optional) To enter additional telephone numbers, international numbers, comments, or whether the number is unlisted, go to the Telephone window of APAIDEN.

Enter the ID’s biographical information

1. Go to the Biographical window on APAIDEN.
2. Enter all applicable biographical information.

   Biographical information on this form is optional; however, several processes check for and use the **Deceased** check box. **DECEASED** is displayed on all forms containing the basic key information including the **ID** and **Spouse** fields.

   Select the Gender from the **Legal Sex** check box. You may also select the **Gender Designation**, and **Personal Pronoun**.
3. If information about the person should remain confidential, select the **Confidential** check box.

   CONFIDENTIAL is displayed on all forms containing the basic key information including the **ID** and **Spouse** fields.
4. Save.

Enter advancement individual information

1. Access the Advancement Individual Information Form (APACONS).
2. Enter applicable advancement individual information.

   At least one donor category code and a preferred address type are required.
3. Save.

Enter advancement individual names

1. Access the Advancement Individual/Organization Names Form (APANAME).
2. Enter applicable advancement individual names, if they exist.
3. Save.

More Information

You can find more information in the following places:

- Online Help for APAIDEN, APACONS, and APANAME
- "Names" on page 68
- "Addresses" on page 82
- "Telephone Numbers" on page 91
- "Labels" on page 105

Creating a staff member or volunteer

The following user ID information is entered for staff members and volunteers:

- First and last names (required)
- User ID (required)
- Banner ID (optional)

Forms used

The following forms are used to enter user ID information for staff members and volunteers:

Form	Purpose	Required
Enterprise Access Control Form (GOAEACC)	Record the person's Banner user ID, name, initials, and Banner ID (if it exists).	Yes
Advancement Identification Form (APAIDEN)	Record the person's name, Banner ID, address, and telephone information.	No
Advancement Individual/ Organization Name Form (APANAME)	Record the ID's previous names and IDs, combined mailing information, general person name, and so on.	No

Steps

Use the following steps to assign a user ID to a staff member or volunteer.

Note: User IDs must exist in **Username** in the Oracle table of valid users before they can be assigned to people. To enter a new user ID or view a list of all valid user IDs, see your data center personnel.

Enter the user ID and the name

1. Access the Enterprise Access Control Form (GOAEACC).
2. Enter an existing user ID in **Username**.
3. Enter the person's name in **Name**.
4. Save.

Enter an abbreviation or initials for the person

1. Access the User Identification Control Form (GUAIDEN).
2. Enter an abbreviation or initials.
3. Save.

   For space considerations, several Prospect Management forms display an abbreviation rather an entire name.

Enter a Banner ID for the person

Certain staff members or volunteers might need a Banner ID. See "Create a Banner ID" on page 63.

1. Access the Enterprise Access Controls Form (GOAEACC).
2. Enter the person's Banner ID in the **ID** field.

   If you do not know it:

   - Select List to access the Person Search Form (SOAIDEN).
   - Enter the person's last name.
   - Select Execute Query. All people who have that last name and have Banner IDs are displayed.
   - To bring the person's Banner ID back to GOAEACC, select and double-click the field.

More Information

You can find more information in the following places:

- Online help for GOAEACC and GUAIDEN
- Searching for names and IDs in the *Banner Getting Started Guide*

Entering the death of an advancement individual

The death of an advancement individual can be entered in Banner Advancement.

Steps

Use the following steps to enter the death of an advancement individual:

1. Access the Advancement Identification Form (APAIDEN).
2. Enter the person's Banner ID in the **ID** field.
3. Go to the Biographical window.
4. Select the **Deceased** check box.
5. (Optional) Enter the date of death.
6. Save.

Effects on Processing

Online processing is allowed for a deceased person:

- If the ID for a deceased person is entered in the key block of a form, then **DECEASED** is displayed in the key block. An autohelp message is also displayed informing you that the ID is deceased. This includes the Pledge Receipt Form (AGAPREC) and the Gift Receipt Form (AGAGREC) when used to create pledge and gift receipts online.
- If the ID entered in the key block of a form is for a living advancement individual and the person's spouse (with a Banner ID) is deceased, then **DECEASED** is displayed in the key block for the spouse.

The following reports check the value of the **Deceased** check box on APAIDEN and do not process information for a deceased person:

Membership Acknowledgment Process	AAPACKN
Membership Card Process	AAPCARD
Membership Reminders Process	AAPREMD
Membership Renewal Process	AAPRNEW
Campaign Telefund Prospects Report	AFPTELF
Pledge/Gift Acknowledgment Report	AGPACKN
Pledge Reminder Report	AGPREM1
Expired Pledge Installments	AGPREM2
Advancement Label Print Report	ALPMAIL
Student-Advancement Interface (depending on a parameter setting)	APPSTDI

All other reports include information for all IDs selected, living or deceased. ***DECEASED*** or **(CD)** appears next to a deceased person's information.

Names

Banner Advancement lets you enter a variety of names for advancement individuals, advancement organizations, and organization contacts.

All names are entered in discrete fields and stored in the database. Reports use most names exactly as they are entered. The only exception is the ability to combine the following names of advancement individuals for use on certain reports:

- Person name
- Preferred address name
- Preferred member name
- Prefix
- Suffix

Names can be grouped into the following categories:

- Names for advancement individuals
- Additional names for advancement individuals
- Names for advancement organizations
- Names for gift societies and membership programs

Names for Advancement Individuals

The following table summarizes the use of names for advancement individuals.

Name Element	Entered and Maintained on		Used by
Person name: Last Name Prefix Last First Middle	Advancement Identification Form	APAIDEN	• Reports and processes that do not have a concatenate parameter use this name. • Reports and processes that have a concatenate parameter use this name if the parameter is set to Y but the ID does not have a preferred address name. In this case, the person name is concatenated with prefixes and suffixes, if they exist. • Reports and processes that normally use the preferred address name use this name if the ID does not have a preferred address name.

Name Element	Entered and Maintained on		Used by
Prefix Suffix	Advancement Identification Form	APAIDEN	Used in concatenation. Labels: • Advancement Label Print Report (ALPMAIL) Reminders and renewal notices: • Pledge Reminder Report (AGPREM1) • Expired Pledge Installments (AGPREM2) • Membership Reminders Process (AAPREMD) • Membership Renewal Process (AAPRNEW) Online receipts: • Pledge Receipt Form (AGAPREC) • Gift Receipt Form (AGAGREC) • Campaign Telefund Prospects Report (AFPTELF) • LYBUNT/SYBUNT (AGPLYSY) • Gift Society Report (APPDCLB) • Basic Constituent List (APPCLST) • Advancement Individual Profile Report (APPDPRC)
Preferred address name	Advancement Individual/ Organization Name Form	APANAME	Labels: • Advancement Label Print Report (ALPMAIL) Reminders and renewal notices: • Pledge Reminder Report (AGPREM1) • Expired Pledge Installments (AGPREM2) • Membership Reminders Process (AAPREMD) • Membership Renewal Process (AAPRNEW) Online receipts: • Pledge Receipt Form (AGAPREC) • Gift Receipt Form (AGAGREC) • Campaign Telefund Prospects Report (AFPTELF) • Gift Society Report (APPDCLB) Program memberships: • Defaults as the preferred member name

Name Element	Entered and Maintained on		Used by
Combined mailing name	Advancement Individual/ Organization Name Form	APANAME	Labels: • Advancement Label Print Report (ALPMAIL)

Person Name

The person name is the basic name associated with a person. For Banner Advancement, this is the name you enter on APAIDEN. In addition to current names, a previous name may be selected by using name type.

The person name consists of the following elements:

- Last name prefix
- Last name
- First name
- Middle name
- Name type

If you enter an initial and want it to appear with a period following it, enter the period.

The person name is used as follows:

- Displayed in the key block and in display-only fields on forms
- Printed by reports and processes that do not have a concatenation option
- Concatenated with the prefix and suffix (if they exist) and printed by reports and processes that have a concatenation option, if the advancement individual does not have a preferred address name entered on APANAME
- Used by online receipting when the advancement individual does not have a preferred address name entered in APANAME

Last Name Prefix

This prefix precedes a last name (for example, “Von” in the last name “Von Hintz”). Many Banner users do not need this field. For this reason, Banner Advancement is delivered with this field masked. If you want to display this field on specific forms, use the Data Display Mask Rules Form (GORDMSK) to unmask the field. Refer to the *Banner General Data Security Handbook* for more details.

Middle Name and Middle Initial

Some forms and processes display or print the person name using the entire middle name.

Example

If *Theresa* is entered as the middle name, then `Theresa` is displayed or printed with the name. If *T* is entered as the middle name, then `T` is displayed or printed (not `T.`).

Other forms and processes display or print the person name using a middle initial rather than the entire middle name. In this case, the system looks at all characters in the first name, the first character only in the middle name, and all characters in the last name. It adds a period after the first character in the middle name.

Example

If Mary Theresa Smithson is entered as *M. Theresa Smithson*, her name is displayed or printed as `M. T. Smithson`, not `M T Smithson`. If her name is entered as either *Mary T. Smithson* or *Mary Theresa Smithson*, it is displayed or printed as `Mary T. Smithson`.

Prefix / Suffix

Prefixes and suffixes are any titles or abbreviations which precede or follow a person's name, such as forms of address, degrees, and professional certifications. If the title or abbreviation includes punctuation that you wish to appear, enter it. Prefixes and suffixes are entered on APAIDEN.

Many reports have a Concatenate Prefix/Suffix to Preferred Address Name parameter. When you enter *Y* for this parameter, prefixes and suffixes are concatenated with (placed on either side of) the preferred address name.

Example

If Matthew Allen has a prefix of Mr., a suffix of Jr., and a preferred address name of Matt Allen, then his name appears as `Mr. Matt Allen, Jr.` when the concatenate parameter is set to `Y`.

If the person doesn't have a preferred address name, then the prefix and suffix are concatenated to the person name from APAIDEN, regardless of the value entered for the concatenate parameter.

Preferred Address Name

The preferred address name is the name most frequently associated with the person. It is used in report output that is suitable for mailings, such as renewal notices, reminder notices, and labels. The preferred address name is entered on APANAME.

All reports that use this name give you the option of concatenating it with a prefix and suffix. For information on concatenation, see "Prefix / Suffix" on page 71.

Combined Mailing Name

Labels can be created using a variety of names. The combined mailing name is used when you want to address something to two spouses and use one name for both of them. Both spouses may be advancement individuals, although that is not required. Combined mailing names are entered on APANAME.

Example

Typical combined mailing names are `Mr. & Mrs. Matthew Allen, Jr.`, `Melissa and Andrew Kline`, `Dr. and Mrs. Stewart Hodgson`.

For complete information on using the combined mailing name for labels, see "Labels" on page 105.

Additional Names for Advancement Individuals

These names are all optional. They do not default into any fields and, with the exception of the spouse and employer names, they are not used in processing or reporting. They are informational only.

The following table summarizes the use of additional names for advancement individuals. For more information on using items stored in the database in a letter, see "Letter Generation" in the *Banner General User Guide*.

Name Element	Entered and Maintained on		Used by
Spouse: Last Name Prefix Last First Middle Maiden Prefix Suffix	Advancement Individual Information Form	APACONS	If the spouse has a Banner ID, these names default from the spouse's own name information when the ID is entered on APACONS. If the spouse does not have a Banner ID, the names are entered manually. If an advancement individual's spouse has a Banner ID, then the spouse's name and ID are displayed in the key blocks of many forms. The spouse name is included in the output of the Basic Constituent List (APPCLST) whether or not the spouse has a Banner ID.
Preferred: First	Advancement Individual/ Organization Name Form	APANAME	This name is part of the Banner General person information that is shared by all Banner systems.

Name Element	Entered and Maintained on		Used by
Alternate: Last Name Prefix Last First Middle Initial	Advancement Individual/ Organization Name Form	APANAME	This name is part of advancement individual information. It is not used in any processing.
Salutation	Advancement Mail Form	APAMAIL	Salutations are used with salutation types.
Maiden name	Advancement Individual/ Organization Name Form	APANAME	
Nickname	Advancement Individual/ Organization Name Form	APANAME	
Graduation name	Advancement Individual/ Organization Name Form	APANAME	This is the name the person used at graduation if different from the person name (for alumni of your institution).
Legal name	Advancement Individual/ Organization Name Form	APANAME	This is the person's legal name, if different from the person name.
Parent name	Advancement Individual Information Form	APACONS	
Child Last Name Prefix Last First Middle	Children Information Form	APACHLD	If the child has a Banner ID, these names default from the child's own name information when the ID is entered on APACHLD. If the child does not have a Banner ID, the names are entered manually.
Employer Name	Employment History Form	APAEHIS	If the employer is identified as an advancement organization, this name defaults from the organization name when the employer's ID is entered on APAEHIS. If the employer is not identified as an advancement organization, the name is entered manually.

Names for Advancement Organizations

The following table summarizes the use of names for advancement organizations.

Name Element	Entered and Maintained on		Used by
Advancement organization name (non-person name)	Advancement Identification Form	APAIDEN	This name is used in reports/processes. This name defaults as the preferred member name for program memberships.
Employer name	Employment History Form	APAEHIS	If the person’s employer has a Banner ID, the employer name defaults from the advancement organization name. Otherwise, the employer name functions as an additional name for advancement individuals.
Primary contact name	Advancement Organization Header Form	AOAORGN	Labels: • Advancement Label Print Report (ALPMAIL) Online receipts: • Pledge Receipt (AGAPREC) • Receipt (AGAGREC)
Non -primary contact name	Advancement Organization Header Form	AOAORGN	Labels: • Advancement Label Print Report (ALPMAIL) Online receipts: • Pledge Receipt (AGAPREC) • Receipt (AGAGREC)

Advancement Organization Name

The advancement organization name is the name associated with an advancement organization. It is the name you enter for an advancement organization via the identification form (***IDEN) of any Banner system. For Banner Advancement, this is APAIDEN.

The advancement organization name consists of the following elements:

- Non-person name
- Name type

Any punctuation that should be part of the name, for example, the period in *Inc.*, should be entered with the name.

The advancement organization name is used as follows:

- Displayed in the key block and in display-only fields on forms
- Used by online receipting
- Used in labels if the advancement organization is selected for a label by the Advancement Label Selection Report (ALPMSEL) and one or more of the following is true:
    - The address entered for the advancement organization's non-primary contact is either free-form or is one of the advancement organization's addresses.
    - A label is printed for the advancement organization's primary contact.
    - There are no contacts, primary or non-primary.

  For more information, see "Labels" on page 105.

Employer Name

If an advancement individual's employer is identified as an advancement organization, you can enter the employer's ID on APAEHIS for that advancement individual. When you enter the ID, the advancement organization name becomes the advancement individual's employer name. If the advancement individual's employer is not entered in Banner Advancement as an advancement organization, then the advancement individual's employer name is entered manually.

Primary Contact Name

The primary contact name is the name of the one person at the advancement organization whom you most commonly contact about advancement concerns. Although this person might be a advancement individual, it is not required and the name may or may not be associated with a Banner ID. The primary contact name is entered on the Contact window of AOAORGN.

Any contact can be linked to an existing Banner ID (if applicable) regardless of whether they are a primary or a non-primary contact. By linking a contact to a Banner ID, you are indicating that this organizational contact exists as a person in Banner.

By not linking a contact to a Banner ID, you are indicating that this contact does not exist in Banner and you do not need or want to add this person into Banner as an individual (with a Banner ID). In this scenario, you just want them to be listed as a contact for the organization.

The primary contact name can be used in labels if the advancement organization is selected for a label by the Advancement Label Selection Report (ALPMSEL) and the advancement organization has no non-primary contacts or none of its non-primary contacts with effective addresses are selected.

Non-Primary Contact Name

Non-primary contacts are the people at advancement organizations whom you contact about specific advancement concerns or who have specific relationships with your institution. These people are often advancement individuals, so the default value for the non-primary contact name is each contact's person name. If the person has no ID in any Banner system, bypass **ID** and enter a contact name and do not check the **Primary** check box. The non-primary contact names are entered on the Contacts window of AOAORGN where Primary contacts are also entered.

Any contact can be linked to an existing Banner ID (if applicable) regardless of whether they are a primary or a non-primary contact. By linking a contact to a Banner ID, you are indicating that this organizational contact exists as a person in Banner.

By not linking a contact to a Banner ID, you are indicating that this contact does not exist in Banner and you do not need or want to add this person into Banner as an individual (with a Banner ID). In this scenario, you just want them to be listed as a contact for the organization.

The non-primary contact name can be used in labels if the contact type matches a parameter entry in the Advancement Label Print Report (ALPMAIL) and an effective address is entered for the contact.

Names for Gift Societies and Membership Programs

The following table summarizes the use of names for gift societies and membership programs.

Name Element	Entered and Maintained on		Used by
Gift society name	Advancement Individual/ Organization Names Form	APANAME	• Gift Society Assignment Report (APPDCAR) • Gift Society Report (APPDCLB)
Society name	Gift Society Membership Form	APADCLB	• Gift Society Report (APPDCLB)
Preferred member name	Membership Form	AAAMEMB	Reminders: • Membership Reminders Process (AAPREMD) Renewal notices: • Membership Renewal Process (AAPRNEW)

Note: Although similar, the gift society name and the society name are separate names and cannot be updated simultaneously.

Gift Society Name

The gift society name is one of two names associated with an ID's membership in a gift society. This is the default name for all gift society memberships for an ID. This name is entered on APANAME for advancement individuals and organizations.

When the Gift Society Assignment Report (APPDCAR) is run and an ID qualifies for a gift society membership, APPDCAR looks for a gift society name:

- If there is a gift society name, APPDCAR defaults it into the ID's membership information. It is then displayed in **Society Name** on APADCLB with the gift society membership.
- If there is no gift society name, then APPDCAR doesn't associate a name with the gift society membership and **Society Name** on APADCLB is left blank.

Society Name

The society name is one of two names associated with an ID's membership in a gift society. It is the specific name associated with an ID's gift society membership and is displayed in **Society Name** on APADCLB.

The default for this name is the gift society name. To give an ID a different name for a specific gift society membership, enter it in **Society Name** on APADCLB.

Note: The society name is printed exactly as it is entered and is not concatenated with a prefix or suffix. Be sure to include any prefix or suffix information when you enter the name.

The Gift Society Report (APPDCLB) uses the society name to create a list of gift society members that is suitable for publication. If **Society Name** on APADCLB is blank for a gift society membership, APPDCLB looks for names in the following order:

1. Gift society name from APANAME
2. Preferred address name (for advancement individuals)
3. Person name concatenated with the prefix and suffix (for advancement individuals) or the advancement organization name (for advancement organizations)

Preferred Member Name

The preferred member name is the name primarily associated with an ID's program membership. Similar to the society name, it is particular to a specific program membership. The default for the preferred member name is the preferred address name (for advancement individuals) or the advancement organization name (for advancement organizations). To give a program member a preferred member name for a specific membership, enter it in **Member Name** on AAAMEMB.

Both the Membership Reminders Process (AAPREMD) and the Membership Renewal Process (AAPRNEW) look first for the preferred member name. If a member doesn't have a preferred member name, both processes look for a preferred address name and then for the person name (for advancement individuals) or the advancement organization name (for advancement organizations). For complete information on how names are chosen by these processes, see the documentation for each process in “Reports and Processes” on page 457

Concatenation of Prefixes and Suffixes

Many reports have a Concatenate Prefix/Suffix to Preferred Address Name parameter. When you enter *Y* for this parameter, prefixes and suffixes are concatenated with (placed on either side of) the preferred address name.

Example

If Matthew Allen has a prefix of Mr., a suffix of Jr., and a preferred address name of Matt Allen, then his name appears as `Mr. Matt Allen, Jr.` when the concatenate parameter is set to `Y`.

If the person doesn’t have a preferred address name, then the prefix and suffix are concatenated to the person name from APAIDEN, regardless of the value entered for the concatenate parameter.

The following table summarizes the use of concatenation when entering names.

Name Element	**Entered and Maintained on**		**Concatenation Parameter = Y**	**Concatenation Parameter = N**
Prefix Suffix	Advancement Identification Form	APAIDEN	Enter prefixes/ suffixes.	Enter prefixes/ suffixes.
Person name	Advancement Identification Form	APAIDEN	Enter the name without prefixes/ suffixes.	Enter the name without prefixes/ suffixes.
Preferred address name	Advancement Individual/ Organization Names Form	APANAME	Enter the name without prefixes/ suffixes.	Enter the name with prefixes/suffixes if you want them to appear.

Name Element	Entered and Maintained on		Concatenation Parameter = Y	Concatenation Parameter = N
Gift society name	Advancement Individual/ Organization Names Form	APANAME	These names are not contatenated. If you want a name to be displayed and printed with a prefix or suffix, enter the prefix or suffix as part of the name.	
Society name	Gift Society Membership Form	APADCLB		
Preferred member name	Membership Form	AAAMEMB		
Combined mailing name	Advancement Individual/ Organization Names Form	APANAME		

Warning! *Prefixes and suffixes work together. If both are entered, both are used. Therefore, be careful not to enter redundant or conflicting prefixes and suffixes such as Dr. as the prefix and Ph.D. as the suffix.*

If you enter prefixes or suffixes as part of a preferred address on APANAME and enter `Y` *for the concatenate parameter, you get output such as Ms. Ms. Melissa Kline.*

Updating Names

Use the following steps to update and delete names.

Update a Spouse, Child, Organization Secondary Contact, or Employer Name

1. Access the Advancement Identification Form (APAIDEN).
2. Enter the spouse's, child's, contact's, or employer's ID in **ID**.
3. Go to the Current Identification window.
4. For a person, go to the **Last Name Prefix** or **Last Name** field.
   For a non-person, go to the **Name** field.
5. To update, enter the new name.
   To delete, select Clear Item.
6. Save.

Update Spouse's Maiden Name

1. Access the Advancement Individual/Organization Names Form (APANAME).
2. Enter the spouse's ID in **ID**.
3. Go to the Advancement Individual Names window.
4. Go to **Birth Last Name**.
5. To update, enter the new name.
   To delete, select Clear Item.
6. Save.

   Note: The maiden name can also be identified as a name type on the Advancement Identification Form (APAIDEN).

Update Spouse's Prefix or Suffix

1. Access the Advancement Identification Form (APAIDEN).
2. Enter the spouse's ID in **ID**.
3. Go to the Current Identification window.
4. Go to **Prefix** or **Suffix**, as applicable.
5. To update, enter the new prefix or suffix.
   To delete, select Clear Item.
6. Save.

Inactivate a Spouse

Use these steps to inactivate a spouse (or example, due to a divorce).

1. Access the Advancement Individual Information Form (APACONS).
2. Enter the spouse's ID in **ID**.
3. Go to the Spouse window.
4. Remove any cross reference indicating the spouse relationship in the **New Cross Reference** field.
5. Save.
6. Clear the **Current Spouse** check box.
7. Enter the cross reference code identifying the new spouse relationship.
8. Save.

Change Former Spouse to Current Spouse

Use these steps if a former spouse exists for a person, and that spouse now needs to become the current spouse. These steps need to be done to assure the correct updating.

1. Access the Advancement Individual Information Form (APACONS).
2. Enter the spouse's ID in **ID**.
3. Go to the Spouse window.
4. Remove any cross reference indicating the former spouse relationship in the **New Cross Reference** field.
5. Save.
6. Select the **Current Spouse** check box.
7. Save.
8. Enter the cross reference code identifying the spouse relationship (e.g., *SPS*).
9. Save.

Update Names for People Without Banner IDs

If a person does not have a Banner ID, name information can be displayed and updated only on the form where it was entered. For instance, if an ID's spouse does not have a Banner ID, the ID's spouse's maiden name is entered manually in **Birth Last Name** in the Advancement Individual Names window on APANAME. To update it, enter the new name in **Birth Last Name** and save.

Tracking Names

Every time a person or organization name is entered into Banner and a new ID is created for it, a person or organization record is created. The user ID and origin (the form or process that was used to enter the name and create the ID) are part of this record.

This user ID and origin are displayed in the **User** and **Origin** fields, which are in the ID and Name Source block on the Current Identification window of the Advancement Identification Form (APAIDEN). The user ID and origin pertain to the name in the key block.

When a person or organization name or ID is updated, the system creates a new name or ID and stores the old name or ID. All previous names and IDs are displayed on the Alternate Identification window on APAIDEN.

To delete a previous name and ID, move to its record, select Delete Record, and select Save.

Addresses

Addresses consist of all information required by postal regulations. Addresses are automatically associated with geographic regions, if geographic regions are defined. Geographic information such as county and nation codes can be included and a primary telephone number can be associated with each address.

Each ID can have an unlimited number of addresses (for example, current, past, business, parent, and seasonal).

Addresses are entered and maintained on the Advancement Identification Form (APAIDEN) and the Gift Form (AGAGIFT). Addresses are also displayed on the Advancement Address List Form (APCADDR).

The following table summarizes the use of addresses and address types in Banner Advancement.

Address	Entered and Maintained on		Used by
All addresses for an ID	Advancement Identification Form Gift Form	APAIDEN AGAGIFT	Address selection depends on address type. See the relevant address type in this table, or refer to the appropriate report documentation in “Reports and Processes” on page 457.
Advancement individual: preferred address type	Advancement Individual Information Form	APACONS	Labels: • Advancement Label Print Report (ALPMAIL) Reminders and renewal notices: • Pledge Reminder Report (AGPREM1) • Expired Pledge Installments (AGPREM2) • Membership Reminders Process (AAPREMD) • Membership Renewal Process (AAPRNEW) Online receipts: • Pledge Receipt (AGAPREC) • Gift Receipt (AGAGREC) • Campaign Telefund Prospects Report (AFPTELF) Default is the preferred region address type.
Advancement individual: preferred region address type	Advancement Individual Information Form	APACONS	Not used in reporting or processing

Address	Entered and Maintained on		Used by
Advancement individual: combined mailing address type	Advancement Individual Name Form	APANAME	• Advancement Label Print Report (ALPMAIL)
Membership program: reminder address type and renewal address type	Membership Form	AAAMEMB	• Membership Reminders Process (AAPREMD) • Membership Renewal Process (AAPRNEW)
Advancement organization: primary contact address type and non-primary contact address type	Advancement Organization Header Form	AOAORGN	Labels: • Advancement Label Print Report (ALPMAIL) Online receipts: • Pledge Receipt (AGAPREC) • Gift Receipt (AGAGREC)
Children of advancement individual address type	Children Information Form	APACHLD	Not used in reporting or processing
Solicitor organization contact address type	Solicitor Organization Header Form	ASASORG	Solicitor Organization List Report (ASPSORL)
Solicitor address type	Solicitor Organization Header Form	ASASORG	Not used in reporting or processing

Addresses in Labels

How much and what kind of information you enter in an address can affect the way labels are printed for an ID. For information on using addresses for labels, see “Labels” on page 105.

Elements and Characteristics

Addresses have the following elements and characteristics:

- Address type
- Sequence number
- House number, street address, PO box, apartment number, and suite number
- City, county, state/province, ZIP/postal code, nation
- Status and effective dates
- Sort order
- Tracking information
- Barcoding and delivery information
- Geographic region information
- Primary telephone number

Address Type

Address type is a means of classifying addresses. This classification determines how an address is used in Banner Advancement. All reports that select addresses, such as the Advancement Label Print Report (ALPMAIL), select them based on address type.

Each address must have a valid address type. There can only be one effective address per address type at any given time. Because address type is used to select an address, the current address is always chosen.

Note: Banner Finance allows an ID to have two effective addresses with the same address type; other Banner systems do not allow this. If Banner Finance is installed and you try to update an address that Banner Finance uses this way, an autohelp message tells you to enter the update using a Banner Finance form.

A typical address type is BU, business address. If your institution has many IDs with more than one business address, you might want to have types such as B1, primary business address, and B2, secondary business address.

Address types are defined on the Address Type Code Validation Form (STVATYP). On STVATYP, address types can be related to telephone types. For more information, see "Telephone Numbers" on page 91.

Preferred Address Type

The preferred address type is the address type most commonly associated with an advancement individual. It is required for each advancement individual and is assigned on the Advancement Individual Information Form (APACONS). If an ID becomes an advancement individual via the Student-Advancement Interface (APPSTDI), then the address type specified as a parameter entry becomes the advancement individual's preferred address type.

The following reports have a parameter that lets you specify an address type and use the effective address for the specified address type. If there is no effective address for that address type, they use the effective address for the preferred address type. They also use that address if you do not specify any address type.

Pledge Reminder Report	AGPREM1
Expired Pledge Installments	AGPREM2
Advancement Label Print Report	ALPMAIL
Advancement Individual Report	APPCONS
Basic Constituent List	APPCLST
Advancement Individual Profile Report	APPDPRC
LYBUNT/SYBUNT (with the detail option)	AGPLYSY

Preferred Region Address Type

The preferred region address type is the address type that identifies the address to which you want to send information that has a geographical orientation. For instance, if an advancement individual wants to receive, at a business address, notifications of alumni events that are being held near that business, you would enter the address type for that business address as the preferred region address type.

The preferred region address type is optional; it defaults based on the preferred address type. Although it is not used by any processes or reports, it can be incorporated into correspondence by using Banner Letter Generation. For more information, see the "Letter Generation" chapter of the *Banner General User Guide*.

Combined Mailing Address Type

The combined mailing address type is used with the combined mailing name in creating labels. This address type determines which address is used when one piece of mail is sent jointly to two IDs.

For information on using the combined mailing address type for labels, see "Labels" on page 105.

Reminder and Renewal Address Types

Program members can be assigned reminder and renewal IDs when program memberships are granted. Each of these IDs has associated reminder and renewal address types. These address types are used when membership reminder and renewal notices are created by the Membership Reminders Process (AAPREMD) and the Membership Renewal Process (AAPRNEW). These address types default based on the preferred address type of the reminder or renewal ID.

Primary Contact Address Type

If a primary contact is identified for an advancement organization, the contact can be associated with one of the organization's addresses via the **Address Source** and **Address Type** fields. The primary contact and the organization's primary contact address can be printed on labels.

Primary contact information is entered on the Contact window of the Advancement Organization Header Form (AOAORGN).

Refer to the following sections for more information on using primary contact address types:

- "Labels" on page 105
- "Pledge and Gift Acknowledgments and Receipts" on page 220
- "Dues Payment Acknowledgments and Receipts" on page 145

Non-primary Contact Address Type

If the non-primary contacts for an advancement organization have Banner IDs, they can be associated with one of their addresses, one of the organization's addresses, or a free-form address. This association is based on the **Address Source** and **Address Type** fields on AOAORGN:

- If `Individual` is selected as the address source, then the non-primary contact can be associated with a person address.
- If `Organization` is selected as the address source, then the non-primary contact can be associated with an organization address.
- If `No Source` is selected as the address source, then the address is free-form and is not associated with any ID.

Non-primary contact information is entered on the Contacts window of the Advancement Organization Header Form (AOAORGN). Non-primary contacts do not have the **Primary** check box checked.

Refer to the following sections for complete information on using secondary contact address types:

- "Labels" on page 105
- "Pledge and Gift Acknowledgments and Receipts" on page 220
- "Dues Payment Acknowledgments and Receipts" on page 145

Other Address Types

Banner Advancement also uses the following address types:

Child of advancement individual	Address type associated with an advancement individual's child. Entered on the Children Information Form (APACHLD) if the child has a Banner ID.
Solicitor organization contact	Address type associated with the solicitor organization contact. The effective address for this type is included in the output of the Solicitor Organization List Report (ASPSORL).
Solicitor	Address type associated with a solicitor in a solicitor organization. Used with a solicitor for purposes related to a solicitor organization.

Sequence Number

When an address is saved, the system assigns a sequence number to it. This display-only value is calculated on a "one-up" basis from the ID's most recently entered address with the same address type as the one just saved.

Example

If you enter a new business address for Matthew Allen and his most recent business address had a sequence number 2, then the new one has a sequence number 3.

The combination of address type and sequence number uniquely identifies each address. The combination allows you to specify the precise address to be associated with a telephone number.

House Number, Street Address, PO Box, Apartment Number, and Suite Number

This part of the address includes everything between the name and city.

Many Banner users do not need the house number and street line 4. For this reason, Banner Advancement is delivered with these fields masked. If you want to display these fields on specific forms, use the Data Display Mask Rules Form (GORDMSK) to unmask the fields. Refer to the *Banner General Data Security Handbook* for more details.

Banner Advancement labels are designed to have five lines of data. U.S. and Canadian postal regulations state that if an address has more than one line between the name and the city and state, those lines should go from specific to general (for example from apartment number to street number). Accordingly, ALPMAIL first looks to see if address line 3 exists, and then looks for lines 2 and 1. If an address has more than five lines of data (including name and nation), then address line 1 is not printed.

Note: Address line 4 is never printed on labels.

This Address...		Is Printed on Labels as...	
Matthew A. Allen, Jr.	Name	Matthew A. Allen, Jr.	Name
Room 139, History Depart	Address Line 1	Hillsdale Hall	Address Line 2
Hillsdale Hall	Address Line 2	Brockton College	Address Line 3
Brockton College	Address Line 3	Brockton, PA 17654	City/State/ZIP
Brockton, PA 17654	City/State/ZIP	United States of America	Nation
United States of America	Nation		

For more information on how addresses are used in labels, see "Labels" on page 105.

City, County, State/Province, ZIP/Postal Code, and Nation

This part of the address includes the regional information.

City and state are required; county and nation are optional. These values can be entered with the ZIP/postal code on the ZIP/Postal Code Validation Form (GTVZIPC). If they are entered on GTVZIPC, they default when you enter a ZIP/postal code. If they aren't entered on GTVZIPC, you must enter them manually.

If one of the address fields had a value (for example, county) and the corresponding field on GTVZIPC or the ZIP/Postal code being brought back does not have a value, then the field is blank on the address.

You can access the **ZIP or Postal Code** field from anywhere on the Address window of the Advancement Identification Form (APAIDEN) or Gift Form (AGAGIFT). Select Next Primary Key (Exit With Value) to bypass the **City** and **State or Province** fields and go directly to the **ZIP or Postal Code** field.

Note: Just entering a new ZIP/postal code for an existing address does not use the default from GTVZIPC. For all information to default, you must press tab or Next Item.

If you enter a nation code, the nation is printed (in uppercase letters) with the address. If the address is used for labels, this may mean that address line 1 will not print. See "City, County, State/Province, ZIP/Postal Code, and Nation" on page 88.

Status and Effective Dates

An address can have an active status or inactive status. The status affects its sort order. See "Sort Order" on page 89.

You can define a time period during which an address is effective. This period is determined by the effective from and to dates.

If an ID uses an address from time to time, you can use a combination of status and effective dates to regulate when the system uses the address.

Example

Matthew Allen wants to receive his mail at his summer home in North Carolina every year during July. Perform the following steps to arrange this:

1. Enter the North Carolina address using a distinct address type such as SE (seasonal). (If you use the same address type for all such addresses, you can select them as a group.)
2. Leave the effective from date and to dates blank so the address is always effective.
3. Select the **Inactivate Address** check box. This prevents the address from being selected in processing during the majority of the year.
4. When you prepare July mailings, clear the **Inactivate Address** check box. This allows the address to be selected in processing.

Only addresses that are both active and effective are selected by reports and processes.

Sort Order

Addresses in Banner Advancement appear in the following order. For advancement individuals, the preferred address comes up first.

- First are active addresses (**Inactivate Address** check box is cleared) in this order:
  - Effective from and to dates are blank: Sort is alphabetical by address type.
  - From date is entered and to date is blank: Sort is chronological, with the most recent from date first.
  - Effective from and to dates are entered: Sort is chronological, with the most recent to date first.
- Next are inactive addresses (**Inactivate Address** check box is selected) in the same order.

Tracking Information

Addresses can be tracked in two ways: by the user ID who most recently updated the address and by the source of the address information in the Address window on APAIDEN.

The user ID who last updated the address is displayed in **User**. You can enter where you received the address information in **Source**. This field is validated by the Address Source Validation Form (STVASRC).

Barcoding and Delivery Information

Information for barcoding and delivery routes can be attached to individual addresses. **Delivery Point** and **Correction Digit** store barcoding information. If your institution uses carrier routes, you can enter up to four characters in **Carrier Route** to identify the route.

These fields are on the Address window on APAIDEN.

Geographic Region Information

When an address is entered for an ID and it meets at least one rule for a geographic region, it is automatically assigned to that geographic region. The geographic region is not displayed with the address. All geographic regions with which an ID is associated are displayed with the relevant addresses on the Geographic Regions by ID Form (SOAIGEO).

If an address type is the preferred region address type from the Advancement Individual Information Form (APACONS), the **Preferred Region** check box is selected on the Address window on APAIDEN and on the Advancement Address List Form (APCADDR).

You can use geographic regions as parameter entries to narrow your selection in the Basic Constituent List (APPCLST).

Primary Telephone Number

If an address has a primary telephone number, it is displayed in the telephone number fields on APAIDEN. Making an address inactive automatically makes the corresponding telephone number inactive.

For information on telephone numbers, see "Telephone Numbers" on page 91.

E-mail Addresses

An unlimited number of e-mail addresses can be entered for an ID. The following table summarizes the use of e-mail addresses in Banner Advancement.

E-mail Address	Entered and Maintained on		What Can Be Entered
All e-mail addresses for an ID	Advancement Identification Form	APAIDEN	E-mail type E-mail address (preferred or inactive) Comment

Use the following steps to enter an e-mail address:

1. Access the Advancement Identification Form (APAIDEN).
2. Enter the ID in the key block.
3. Go to the Current Identification window.
4. Go to the E-mail window.

   All existing e-mail addresses for the ID are displayed.
5. In a blank record, enter all information for the e-mail address.

   The e-mail type and e-mail address are required. All other information is optional.
6. Save.

Telephone Numbers

You can enter and maintain an unlimited number of telephone numbers. Domestic, international, fax, modem, car phone, and telex numbers can be entered. Information for all telephone numbers is entered on the Advancement Identification Form (APAIDEN). In addition, telephone numbers are displayed with their associated addresses on the Advancement Address List Form (APCADDR).

Elements and Characteristics

Telephone numbers have the following elements and characteristics:

- Telephone type
- Country code
- Area code, basic number, and extension
- International code
- Related address type and sequence number
- Primary telephone number indicator
- Status
- Comments
- Secondary contacts for advancement organizations

Telephone Type

Telephone numbers are classified by telephone types. Telephone types are defined on the Telephone Type Validation Form (STVTELE) and can be associated with address types on the Address Type Code Validation Form (STVATYP). Associating address and telephone types this way speeds data entry when a telephone number is entered at the same time as an address because the telephone type defaults based on the address type. The defaulted telephone type can be overwritten. Associating a telephone type with an address type does not restrict the telephone type to that address type; a telephone number with any telephone type can be associated with an address of any address type.

Country Code

The telephone country code designates the region and country of the telephone number. Many Banner users do not need this field. For this reason, Banner Advancement is delivered with this field masked. If you want to display this field on specific forms, use the Data Display Mask Rules Form (GORDMSK) to unmask the field. Refer to the *Banner General Data Security Handbook* for more details.

Area Code, Basic Number, and Extension

The standard parts of U.S. and Canadian telephone numbers comprise a Banner Advancement telephone number: area code, basic number (exchange + number), and extension.

The basic number is required. The area code and extension are optional. All of these fields allow you to enter shorter numbers.

International Code

For international numbers, you may enter country and city codes. These fields are free-form text, so you may enter up to 16 characters, including numbers and letters.

Related Address Type and Sequence Number

One or more telephone numbers can be associated with an address by entering the address's address type and sequence number with the telephone number. One telephone number can be designated as a primary telephone number for an address.

Primary Telephone Number Indicator

If one or more telephone numbers are associated with an address, you can designate one as the primary telephone number. To do this, select the **Primary** check box on the Telephone window on APAIDEN. This telephone number is displayed with the address on the Advancement Address List Form (APCADDR) and in the Address window on APAIDEN. (You can access the Address window on APAIDEN by selecting the **Address** button on AGAGIFT.) Telephone numbers that are entered from the Address window at the same time as their associated addresses are automatically designated as primary.

Status

The status of a telephone number, indicated by the **Inactivate** check box, determines which associated number is displayed with the selected address record. If a telephone number is designated as primary and its status is changed to inactive, a warning message indicates the primary record will be set to inactive. Only one phone record can be flagged as primary within each associated address type and sequence.

Comments

Any information you want to note about the telephone number can be entered as comments.

Non-primary Contacts for Advancement Organizations

Non-primary contact information is entered on the Contacts window on the Advancement Organization Header Form (AOAORGN). Non-primary contacts do not have the **Primary** check box checked. The value of the telephone indicator (**Telephone Source**) for the non-primary contact determines how telephone numbers are entered and updated for non-primary contacts:

Organization and *No Source* are always valid values for selection. *Individual* is only a valid selection if a Banner ID has been entered for the contact. By default, *No Source* is selected for new contact records.

- If **Telephone Source** is either *Individual* or *Organization*, the Telephone Tab of the APAIDEN form will display and allow you to select the desired telephone number record. When you select a record, the corresponding type and number will default in the **Telephone Type** and number fields on the Contact Tab.
- If **Telephone Source** is *No Source*, the Telephone Type and number for the non-primary contact are entered manually. Free-form telephone numbers do not have types associated with them, are not displayed on APCADDR, and are not automatically entered on APAIDEN.

Entering and Maintaining Telephone Numbers

Use the following steps to enter and maintain telephone numbers.

Enter a New Telephone Number

1. Access the Advancement Identification Form (APAIDEN) either directly or by selecting the **Addresses** button in the key block of the Gift Form (AGAGIFT).
2. Enter the ID in the key block.
3. Go to the Current Identification window.

4. Go to the Telephone window.

   All existing telephone numbers for the ID are displayed. You might have to scroll to see some of them.

5. In a blank record, enter all information for the number.

   - The telephone type and basic number are required. All other information is optional.
   - To associate the telephone number with an address, see "Associate a Telephone Number With an Address" on page 94.

6. Save.

Associate a Telephone Number With an Address

1. Access the telephone record on the Telephone window of the Advancement Identification Form (APAIDEN).
2. From either the **Address Type** or **Sequence** field, select Count Query Hits to access the Advancement Address List (APCADDR).
3. Select and double-click the address you want.

   This returns you to APAIDEN with values for the **Address Type** and **Sequence** fields.

4. Save.

or

1. Access the telephone record on the Telephone window of the Advancement Identification Form (APAIDEN).
2. Enter the address type in **Address Type**.
3. Enter the sequence number in **Sequence**.
4. Save.

Display a Telephone Number With an Address

Use the following steps to designate the primary telephone number. This telephone number is displayed with the address on the Advancement Address List Form (APCADDR) and in the Address window on APAIDEN. Only one telephone number per address can be designated as primary.

1. Use the Associate a Telephone Number With an Address steps on 94 to associate the telephone number with the address.
2. Select the **Primary** check box on the Telephone window of the Advancement Identification Form (APAIDEN).
3. Save.

Enter a Primary Telephone Number From Address Information

There are two situations when you would enter a telephone number on the Address window of the Advancement Identification Form (APAIDEN):

- You are entering both a new address and its primary telephone number.
- An address already exists without a primary telephone number. (If an address has a primary telephone number, it is displayed with the address.)

Telephone numbers entered from the Address window are automatically associated with the address and are displayed as the primary telephone number for that address.

New Address

1. Access a blank address record on the Address window of the Advancement Identification Form (APAIDEN).
2. Enter the address information.

   The telephone type associated with the address type defaults. (Telephone types are associated with address types on the Address Type Code Validation Form (STVATYP).)
3. Keep the default telephone type, or overwrite it.
4. Enter the basic telephone number and the extension (if one exists).
5. Save.

   The **Primary** check box is automatically selected for the telephone number on the Telephone window of APAIDEN.

Existing Address

1. Access the Address window of the Advancement Identification Form (APAIDEN).
2. Scroll through addresses until the desired address is displayed.
3. Enter the telephone type, basic number, and extension (if one exists).
4. Save.

   The **Primary** check box is automatically selected for the telephone number on the Telephone window of APAIDEN.

Update Telephone Number

You can update all information for a telephone number. Telephone type, area code, basic number, and extension for the primary telephone number can be updated from the Address window on APAIDEN. All other information must be updated from the Telephone window.

1. Access the Address window or the Telephone window of the Advancement Identification Form (APAIDEN).
2. Enter updated telephone information.
3. Save.

Households

You can organize people into households so you can maintain address and telephone information more easily.

Example

A student lives with his parents and the family moves. The following steps can be used to enter the address change:

1. Change the student's address and telephone information as usual on the Advancement Identification Form (APAIDEN).
2. Access the Household Members window on APAIDEN.
3. Review the information displayed about all members of the household.
4. Select the **Update** check box to update the other family members to have the same address and telephone information as the student.

You can make an address type inactive for all members of the household using this window.

You can access the System Identification Form (GUASYST) from APAIDEN so you can see which Banner modules are associated with the person or household members.

People Listed on the Household Members Window

Banner uses cross reference relationships to determine which people appear on the Household Members window. The window lists the IDs that are cross referenced to the ID in the key block if the cross reference relationship is set up on the Cross Reference Code Validation Form (ATVXREF) with the **Household** indicator selected. The window also checks to see if those displayed IDs are cross referenced to any other IDs. Those additional IDs are listed if their relationship is designated to be part of the same household.

Example

Eric Archer is married to Lily Archer, who has a child from a previous marriage. This child, Dean Fletcher, lives with them.

In Banner, the codes `CHL` (child) and `SPS` (spouse) are set up on ATVXREF with the **Household** indicator selected. On the Cross Reference Form (APAXREF), Lily is listed as a cross reference when Eric's ID is in the key block. When Lily's ID is in the key block, both Eric and Dean are listed as cross references.

On APAIDEN, when Eric's ID is in the key block, both Lily and Dean are listed, even though Dean is not listed as one of Eric's cross references on APAXREF. Banner checks to see if anyone cross referenced to Eric (which would be Lily, in this case) has any appropriate cross references and displays them as well.

Banner makes sure that household members that have one cross reference but possibly not both are not missed (as could happen with stepchildren). The easiest way to determine if the cross reference displayed on the Household Members window is from the primary or secondary check is to look at the **Cross Reference** field on the Household Members window:

- If the field is populated, then the record was included due to the primary check.
- If the field is blank, then the record was included due to the secondary check.

Banner assumes that if two people are living together, that a third person who is living with one of them is also living with the other one, even if the relationship isn't designated as being part of the same household.

Example

On APAXREF, Eric Archer is cross referenced to Lily Archer with the spouse code `SPS`. The **Household** indicator is selected for `SPS` on ATVXREF.

On APAXREF, Dean Fletcher is cross referenced to Eric with the code `FAM` (family member). The **Household** indicator is *not* selected for `FAM` on ATVXREF. Dean is cross referenced to Lily with the code `CHL`. The **Household** indicator is selected for `CHL`.

On APAIDEN, when Eric's ID is in the key block, both Lily and Dean are listed, even though Dean's cross reference relationship to Eric is not specified to be part of the same household. Banner assumes that if Eric is living with Lily and Dean is living with Lily, then Eric and Dean are living together even though the cross reference relationship does not specify that.

Selecting the **Household** indicator on ATVXREF specifies that anyone with that relationship should be included in a household (for example, spouses live in the same household). If a couple divorces, you must clear the **Household** check box on APAXREF to prevent the spouse from appearing on the Household Members window.

Setting Up and Using Householding

Use the following steps to set up and use householding.

Set Up Householding

1. Access the Cross Reference Code Validation Form (ATVXREF).
2. Select the **Household** check box for each code that defines a relationship that should be considered part of the same household.

   Note: To make sure your forms and processes behave consistently, Banner automatically selects the **Household** check box for the reverse value. For example, if you select **Household** for `Husband`, then the form automatically select it for `Wife`.

3. Save.

If you want the **Update** check box on the Advancement Identification Form (APAIDEN) to be selected by default, perform the next steps as well.

4. Access the Advancement Control Form (AGACTRL).
5. Go to the Institution window.
6. Select the **Yes** radio button for **Household Member Address Automatically-Flag-for-Update Default**.
7. Save.
8. Run the `household_child.sql`, `household_spouse.sql`, and the `household_general.sql` scripts. For more information, refer to "Scripts" on page 459.

Maintain Household Information

Use the following steps when an address or telephone number changes for one member of a household and you want to make the corresponding changes to the other members' records:

1. Access the Advancement Identification Form (APAIDEN).
2. Enter the ID of the person whose information has changed in the key block.
3. Go to the Current Identification window.
4. Go to the Address window.

   This makes the Household Members window active.The number of additional members (besides the current person) is displayed in parentheses on the tab.
5. Scroll to the address record to be changed.
6. Update the address and telephone number.
7. Save.
8. Go to the Household Members window.

   Information about the current person and each household member is displayed. The household members are populated from the Cross Reference Form (APAXREF). If there are any discrepancies between the current person's address and phone records and the highlighted household member's information, a pound sign is displayed before the appropriate rows.
9. Review the records for the household members. If you want to change the household member's information to match the current person's, make sure the **Update** check box is selected.

   If the **Yes** radio button was selected for **Household Member Address Automatically-Flag-for-Update Default** on the Institution window of the Advancement Control Form (AGACTRL), the **Update** check box is automatically selected for records with discrepancies.
10. Save.

    Banner changes all records where the **Update** check box is selected to have the same address and telephone information as the current person.

Note: When you use the Household Members tab to update a spouse's address, the address and phone number will be updated with the new information and the old address and phone will be inactivated. Additionally, a new phone record with the old phone number will be added as a non-primary phone and will be linked to the new address. This occurs in order to retain telephone numbers for historical purposes, and specifically to ensure mobile numbers are not lost, since mobile numbers do not always change when an address changes. For example, let’s say a child lives at home and the parents move to a new address. In this example, the householding tab can be used to update the child’s home address and the child’s cell phone number remains. Since the old number will remain linked, it will continue to display as a non-primary phone number on the telephone tab. If this is not the desired outcome, you can remove the phone record on the telephone tab.

Make Household Addresses Inactive

If an address type becomes inactive for a person, you can easily make it inactive for all the other members of the household.

1. Access the Advancement Identification Form (APAIDEN).
2. Enter the ID of the person whose information has changed in the key block.
3. Go to the Current Identification window.
4. Go to the Address window.

   This makes the Household Members window active.The number of additional members (besides the current person) is displayed in parentheses on the tab.
5. Go to the Household Members window.

   Information about the current person and each household member is displayed.
6. Select the **Update** check box for each person you want to inactivate.
7. Select the **Inactivate Selected Household Addresses** button.
8. Save.

You cannot go back and perform household maintenance for an address type after the address of that type has been made inactive.

User Alerts

You can display user alerts for an ID that needs special handling. For example, you can display a user alert for an ID who should be treated as an anonymous donor. When the ID is entered on an alert-enabled form, user alerts display the special handling information. Displaying this information at the point of data entry improves your operational efficiency.

The following sections describe the way user alerts work.

Alert Category Codes

Alert category codes are defined on the Alert Category Validation Form (ATVACAT). These codes identify a group of similar alert codes and are used to define the rules that determine which categories of user alerts are displayed on which forms. For example, you can define an alert category code for anonymous gifts and then define rules to indicate that user alerts in this category should be displayed on gift processing forms.

Alert Category Rules

Alert category rules are defined on the Alert Category Rules Form (AUAACAT). These rules determine which categories of user alerts are displayed on which forms. Multiple rules can associate an alert category code with multiple forms. For example, you can create rules that associate the anonymous alert category to various gift processing forms.

Alert Codes

Alert codes are defined on the Alert Code Validation Form (ATVALRT). These codes identify specific user alerts. For example, you can define multiple alert codes to indicate different criteria for processing anonymous gifts. Perhaps one alert code can be used if all gifts for an ID must be handled as anonymous. Another alert code can be used to indicate that only those gifts larger than $10,000 must be handled as anonymous.

You can optionally assign an alert category code to an alert code:

- If you assign an alert category code to an alert code, then user alerts associated with the alert code are displayed only on those forms associated with the alert category code.
- If you do not assign an alert category code to an alert code, then user alerts associated with the alert code are displayed on all forms that are support user alerts.

Alert Supervisors

Alert supervisors are defined on the Advancement Control Form (AGACTRL). You can optionally flag an alert code on ATVALRT for supervisor use only. When this flag is set for an alert code, alert supervisors are the only IDs who can perform the following tasks:

- Assign the alert code to an ID on the User Alerts Form (AUAALRT).
- View the assigned alert code on AUAALRT.
- View the associated user alerts on the alert-enabled forms.
- View the associated user alerts on the Banner Advancement Self-Service individual, organization, and prospect profiles.
- Change the supervisor flag on ATVALRT.

Alert Codes Assigned to an ID

Alert codes are assigned to an ID on the User Alerts Form (AUAALRT). An alert code indicates the ID needs special handling. For example, you can assign an alert code to indicate that an ID must be treated as an anonymous donor. For each alert code, you must define the message that will be displayed when the ID is entered on alert-enabled forms. You can specify a date range when the alert code is active for the ID.

User Alerts Displayed on Alert-enabled Forms

The following forms support user alerts.

Biographical Forms	
AOAORGN	Advancement Organization Header Form
APACOMT	Constituent/Organization Comment Form
APACONS	Advancement Individual Information Form
APACONT	Contact Form
APAEHIS	Employment History Form
APAIDEN	Advancement Identification Form
APAMAIL	Advancement Mail Form
APANAME	Advancement Individual/Organization Names Form
APASBIO	Advancement Individual Summary Form
APAXREF	Cross Reference Form

Gift and Pledge Forms	
AGAGIFT	Gift Form
AGAGMAS	Gift Mass Entry Form
AGAMATG	Employer Matching Gift Payment Form
AGAPLDG	Pledge Form
AGAPMAS	Pledge Mass Entry Form
AGATPAY	Third Party Payment Form
AGCGIFT	Gift List Form
AGCPLDG	Pledge List Form

Prospect Forms	
AMACOMT	Prospect Comments Form
AMACONT	Prospect Contacts Form
AMAINFO	Advancement Prospect Information Form
AMAPLAN	Prospect Strategy Plan Form

These alert-enabled forms display a **User Alerts** button, usually in the key block. This button is enabled if all of the following conditions are met:

- An alert code is assigned to the ID.
- The alert code is active for the ID.
- The current date is within the effective date range for the ID's alert code.
- The supervisor flag assigned to the alert code matches the role of the person using the form. If the alert code is flagged for supervisors only, the button is enabled only if the user is an alert supervisor.
- Rules indicate that the form displays user alerts for the associated alert category.

When all of these conditions are met, a popup window alerts the user that user alerts exist for the ID. Use the following steps to display the user alerts.

1. Click **OK** in the popup window.
2. Use one of the following methods to display the User Alerts window:
   - Click the **User Alerts** button in the upper right corner of the form.
   - Select User Alerts from the Options menu.
3. Review the user alerts.
4. Click **Close**.

When alerts exist for a constituent that are associated only with a specific form or set of forms, and are not general alerts, the user is presented with the following message indicating they should select the User Alerts icon to view these form-specific alerts:

> **Note:** Check User Alerts for this form. Specific alerts are associated with this form.

Example

Consider the following setup of user alerts for anonymous gifts:

Form	Setup
ATVACAT	The ANONYM alert category code is defined for anonymous gifts.
AUAACAT	Rules associate the ANONYM alert category code with the following forms. This means that these forms will display user alerts for the alert codes in the ANONYM alert category. AGAGMAS AGCGIFT AMAINFO APAIDEN
ATVALRT	Three alert codes identify specific criteria for alerting anonymous gifts. Each alert code includes a description and is assigned to the ANONYM alert category. ANON1 - All gifts are anonymous for the person ANON2 - Gifts over $10,000 are anonymous for the person ANON3 - High security; contact your supervisor

In this example, two alert codes are assigned to ID 1874390:

Form	Setup
AUAALRT	The following alert codes are assigned to the ID, each with the message that will be displayed for the ID on alert-enabled forms. ANON1 - This donor requires that all gifts remain anonymous. ANON3 - Contact your supervisor for special instructions.

If you access the Prospect Form (AMAINFO) to update information for ID 1874390, a popup window notifies you that user alerts exist for the ID. When you click the **User Alerts** button or select the User Alerts option in the Options menu, the following user alerts are displayed:

This donor requires that all gifts remain anonymous.
Contact your supervisor for special instructions.

Implementing User Alerts

Use the following steps to set up alert category codes, alert category rules, alert supervisors, and alert codes for your institution. Also use these steps to assign alert codes to IDs.

Create an Alert Category Code

An alert category code identifies a group of similar alert codes and is used to define the rules that determine which categories of user alerts are displayed on which forms. Use the following steps to create an alert category code.

1. Access the Alert Category Validation Form (ATVACAT).
2. Enter the alert category code in the **Code** field.
3. Enter the description of the alert category code in the **Description** field.
4. Save.

Create an Alert Category Rule

An alert category rule determines which categories of user alerts are displayed on which forms. You can use multiple rules to associate an alert category code with multiple forms. Use the following steps to create an alert category rule.

1. Access the Alert Category Rules Form (AUAACAT).
2. Select an alert category code from the **Category** drop-down list.
3. Select a Banner form from the **Form** drop-down list.
4. Save.

Define Alert Supervisors

Use the following steps to identify the IDs that have alert supervisor authority.

1. Access the Advancement Control Form (AGACTRL).
2. Select the Supervisors tab.
3. Select the Alert sub-tab.
4. Enter the supervisor IDs in the **Username** field.
5. Save.

Create an Alert Code

An alert code identifies a specific user alert. Use the following steps to create an alert code.

1. Access the Alert Code Validation Form (ATVALRT).
2. Enter the alert code in the **Code** field.
3. Enter the alert code description in the **Description** field.
4. If user alerts for the alert code should be displayed on specific forms only, select an alert category code from the **Category** drop-down list. This alert category code determines which user alerts are displayed on which forms.

5. If user alerts for the alert code should be displayed for alert supervisors only, select the **Supervisor** check box.

   Note: Only alert supervisors can update this check box. Alert supervisors are defined on the Advancement Control Form (AGACTRL).

6. Save.

Assign an Alert Code to an ID

Use the following steps to assign an alert code to an ID that needs special handling.

1. Access the User Alerts Form (AUAALRT).
2. In the key block, enter the ID of the person or organization that needs special handling.
3. Go to the Alerts block.
4. Select an alert code from the **Alert** list of values.
5. (Optional) Enter the start and end dates to indicate a specific date range when the user alert should be displayed.
6. Enter the alert message in the **Message** field. This is the user alert that will be displayed for the ID on alert-enabled forms.
7. Save.

Labels

Creating labels suitable for mailings or other purposes requires two main steps:

1. Run the Advancement Label Selection Report (ALPMSEL). This report selects and creates a list of advancement individuals and advancement organizations for whom mailing labels will be printed. This list is saved to the Mailing Address Base Table (AMBMAIL) and can be used repeatedly.
2. Run the Advancement Label Print Report (ALPMAIL). This report reads what is in the AMBMAIL table and prints the labels.

Advancement Label Selection Report (ALPMSEL)

The Advancement Label Selection Report selects advancement individuals and advancement organizations based on parameter input. Each set of labels is identified by the Oracle user ID entered when the report is run and by the free-format, ten-character label ID entered as a parameter.

Information for the labels to be generated is written to the Mailing Address Base Table (AMBMAIL), which is a collector type file and cannot be viewed online. Information remains in AMBMAIL until it is deleted. This allows you to print the same set of labels more than once without having to rerun this extract process. The information for labels that is entered into AMBMAIL may be deleted via a parameter option in ALPMSEL.

Population Selection

A population selection can be created outside of this report, and the population selection ID can be entered into the Population Selection ID parameter. If a population selection is used, the values entered for other parameters further define the population selection.

For information on creating a population selection, see the “Population Selection” chapter of the *Banner General User Guide*.

Parameters

Parameters are used to select advancement individuals and advancement organizations for labels. Some parameters allow multiple values. Some parameters allow the Oracle wildcard %.

If a value is entered for a parameter that includes a wildcard (%), then an ID *must* have that value (or a value if a wildcard is entered) in order to be selected to receive a label.

Example

If a wildcard % is entered for the Major Code parameter, then an ID must have a major code to be selected. If an ID does not have a major code, then it is not selected.

If multiple values are entered for a single parameter, then an ID must have at least one of the values entered to be selected.

Example

If 010 and 020 are entered for the Activity Code parameter, then an ID needs to have either activity 010 or 020 to be selected.

If multiple values are entered for more than one parameter, then an ID must have at least one value from each parameter entered.

Example

If `ALUM` and `TRUS` are entered for the Donor Code parameter and `010` and `020` are entered for the Activity Code parameter, then an ID must have either `ALUM` or `TRUS` *and* must have either the `010` or `020` activity code to be selected.

Parameter values can be entered either on the Process Submission Controls Form (GJAPCTL) or from the operating system during execution. For further details, see the “Job Submission” chapter of the *Banner General User Guide*.

The following table describes the ALPMSEL parameters. Parameters that allow multiple values are identified with M. Parameters that allow the Oracle wildcard character are identified with %.

Parameter	Description
Donor Code M	Donor category code for advancement individuals and organizations to select for mailing labels. Valid donor codes are on the Donor Category Code Validation Form (ATVDONR).
Check Exclude Mail Indicator	Indicator that determines whether advancement individuals and organizations are excluded from mailings based on the codes and dates in the Exclusion window of the Advancement Mail Form (AUAMAIL): `Y` - Exclude from mailings `N` - Include all advancement individuals and advancement organizations. Do not check the exclude indicators. In combined mailing, if one spouse has a mail exclusion code and the other does not, a label is generated for the combined mailing name and address of the primary advancement individual.
Preferred Class Year M, %	Preferred class year of the advancement individuals to be selected. **Example:** `198%` retrieves all advancement individuals whose preferred class year is in the 1980s.
Preferred College M, %	Preferred college of the advancement individuals to be selected. Valid college codes are on the College Code Validation Form (STVCOLL).
Major Code M, %	Major codes of the advancement individuals to be selected. Valid major codes are on the Major, Minor, Concentration Code Validation Form (STVMAJR).
Mail Code M, %	Mail codes of the advancement individuals and advancement organizations to be selected. Valid mail codes are on the Mail Code Validation Form (GTVMAIL).
Activity Code M, %	Activity codes of the advancement individuals to be selected. Valid activity codes are on the Student Activity Code Validation Form (STVACTC).

Parameter	Description
Retrieve Constituents, Organizations, Both	Type of IDs to be selected for labels: `C` - Advancement individuals only `O` - Advancement organizations only `B` - Both This parameter is required; its value overrides the donor category code selections made for the Donor Code parameter. For example, if you enter `ALUM` and `CORP` for the Donor Code parameter but enter `C` for this parameter, then only `ALUM` is used.
Concatenate Prefix/ Suffix	Indicator that determines whether the prefix/suffix is concatenated to the preferred address name: `Y` - Concatenate the prefix/suffix from the Advancement Identification Form (APAIDEN) to the preferred address name on the Advancement Individual/Organization Name Form (APANAME). `N` - Use the preferred address name by itself. If there is no preferred address name on APANAME, the prefix/suffix is concatenated with the advancement individual's name on APAIDEN, regardless of the value entered for this parameter.
Label ID	Word or phrase that identifies this particular set of labels. This identifier is entered as a parameter value in the Advancement Label Print Report (ALPMAIL) to retrieve the names and addresses selected in this report for this set of labels. Free-form text, up to ten characters.
Delete Data for Same Label ID	Duplicate indicator: `Y` - Delete any records in AMBMAIL that have the same user ID and label identifier entered in the Label ID parameter. `N` - Leave any records in AMBMAIL that have the same user ID and label identifier entered in the Label ID parameter. Duplicate labels may be printed.
Population Selection ID	Selection Identifier created on the Population Selection Definition Rules Form (GLRSLCT), if a population selection is being used to identify the advancement individuals and advancement organizations to receive labels.
Application Code	Application Code identified on GLRSLCT with the Selection Identifier, if a population selection is being used to identify the advancement individuals and advancement organizations to receive labels. This parameter is only required if the Population Selection ID parameter is entered.

Parameter	Description
Creator ID	Creator ID of the population selection, if a population selection is being used to identify the advancement individuals and advancement organizations to receive the labels. This parameter is only required if the Population Selection ID parameter is entered.

Advancement Label Print Report (ALPMAIL)

The Advancement Label Print Report prints mailing labels for advancement individuals and advancement organizations selected from Banner Advancement based on parameter input.

Label Design

Labels are designed to have five lines of data (six lines to the inch). Postal regulations state that if an address has more than one line between the name and the city and state, those lines should go from specific to general, for example from apartment number to street number. Accordingly, the print process looks first to see if address line 3 exists, and then looks for lines 2 and 1. If an address has more than five lines of data (including name and nation), then address line 1 is not printed.

Data on all lines, except the name line, truncate after 35 characters (standard labels) or 30 characters (Cheshire labels). If the combined mailing name has more characters than can print on one line, the name wraps to a second line. Other mailing names do not wrap.

If an address has a nation code, it is printed on the last line of the label.

Nations are always printed in uppercase. Names and addresses are printed as they are entered: if they are entered in mixed case, they are printed in mixed case. If they are entered in uppercase, they are printed in uppercase. If you want labels printed in uppercase that are entered in mixed case, use the uppercase option: alpmail -u.

Note: This uppercase command only works if the process is executed at the system prompt.

A row of dummy labels is printed first, before the actual labels, to help align the labels in the printer.

Parameters

Parameters are used to print mailing labels. Some parameters allow multiple values. Some parameters allow the Oracle wildcard %.

Parameter values can be entered either on the Process Submission Controls Form (GJAPCTL) or from the operating system during execution. For further details, see the “Job Submission” chapter of the *Banner General User Guide*.

The following table describes the ALPMSIL parameters. Parameters that allow multiple values are identified with M. Parameters that allow the Oracle wildcard character are identified with %.

Parameter	Description
Address Effective Date	Date when the address records need to be effective. Use the standard date format DD-MON-YYYY. To use the current date, leave blank.
Address Priority/Type M	Three-character value: the first character is the address type priority, the second and third characters are the address type from the Address Type Validation Form (STVATYP). **Examples:** `1MA` for mailing address `2PR` for permanent address
ZIP Code M, %	ZIP/postal code the mailing targets. To retrieve all ZIP/postal codes, leave blank. **Example:** `19%` for all ZIP codes starting with `19`
Organization Contact Code for Address M, %	Contact type for the contact name and address to appear as part of the label. This information must exist in the Contacts window of the Advancement Organization Header Form (AOAORGN) for it to appear on a label. Valid contact codes are on the Advancement Organization Contact Type Validation Form (ATVOCON). If left blank, primary contact information from AOAORGN (if it exists) is printed.
Standard or Cheshire	Type of label: `C` - Cheshire labels (3.2" x 7/8"). These labels print four-across and have 30 characters per label with 4 spaces between labels. Only the first 14 characters of the city are printed. This allows both city and state to fit on the label. The next parameter is not prompted. `S` - Standard labels (3 1/2" x 15/16"). These labels print 1 to 4 across, have 35 characters per label, and 1 space between labels. The next parameter is prompted. Both Cheshire and Standard labels can have five lines of data and print six lines (at least one blank line) per label.
Print Labels Across	Number of labels to print across. To print labels one across, leave blank. If the Standard or Cheshire parameter value is `S`, this parameter is required.

Parameter	Description
Retrieve Constituents, Organizations, Both	Type of IDs to be printed on labels: `C` - Advancement individuals only `O` - Advancement organizations only `B` - Both This parameter selects from the IDs that were retrieved in ALPMSEL. For example, if advancement organizations were not selected in the extract program, then advancement organizations are not retrieved in this print program.
Sort Option	Sort option: `Z` or blank - last name alphabetical order within ZIP code `N` - ZIP code within last name alphabetical order The name used to determine alphabetical order is the name entered in **Person Last Name** or **Non-Person Name** on APAIDEN, regardless of which name (person, organization, preferred address, or combined mailing) is printed on the label.
Use Combined Mailing	Combined mailing indicator: `Y` - Use combined mailing. `N` - Send individual mailings to each advancement individual.
Label ID	Identifying word or phrase that was entered in the Label ID parameter in ALPMSEL. Enter exactly as it was entered in ALPMSEL. The same Banner user ID must also be used. Free-form text, up to ten characters.

Source of Names and Addresses on Labels

Name and address information for advancement individuals and advancement organizations come from the following fields and forms:

Name/Address	Field or Window	Form
Prefix Suffix	Prefix Suffix	Advancement Identification Form (APAIDEN)
Person name	Last Name First Name Middle Name	Advancement Identification Form (APAIDEN)

Name/Address	Field or Window	Form
Preferred address name	Preferred Address Name	Advancement Individual/Organization Name Form (APANAME)
Preferred address type	Preferred Address	Advancement Individual Information Form (APACONS)
Combined mailing name	Combined Mailing Name	Advancement Individual/Organization Name Form (APANAME)
Combined mailing address type	Combined Mailing Info - Address Type	Advancement Individual/Organization Name Form (APANAME)
Organization primary contact: type, name and address	Contacts window	Advancement Organization Header Form (AOAORGN)
Organization non-primary contact: type, name, and address	Contacts window	Advancement Organization Header Form (AOAORGN)

Combined Mailing Feature

Combined mailing is the process of sending one piece of mail, rather than two, to advancement individuals who are spouses.

The Cross Reference Form (APAXREF) and its corresponding Cross Reference Repeating Table (APRXREF) indicate which spouse relationship is the primary advancement individual relationship when cross references are entered on the system. The primary relationship is “owned” by the advancement individual whose ID is in the key block when the cross reference is established. The person being added as the spouse becomes the secondary “owner” of the relationship in the combined mailing process.

When the first half of a cross reference relationship is set up and saved on APAXREF, the system automatically creates the second half of the relationship on APAXREF if the spouse cross reference codes are set up on the Cross Reference Code Validation Form (ATVXREF) as follows:

- The **Spouse** check box on ATVXREF is selected for both pieces of the spouse cross relationship.
- The **Reverse** field on ATVXREF for each piece of the cross relationship contains the cross reference code of the other half.

Combined mailing information is retrieved from the primary spouse only. The combined mailing name and address type must exist on the Advancement Individual/Organization

Name Form (APANAME) for the owner of the primary relationship in order for combined mailing information to be used for spouses. Other criteria for the use of combined mailing information depends on whether one or both spouses have Banner IDs.

Both Spouses Have Banner IDs

If both spouses have Banner IDs and at least one of the spouses is an established advancement individual, then the following criteria must be met to use combined mailing information:

- Both IDs must be identified on the Cross Reference Form (APAXREF) as spouses. The value in **Type** must be established on the Cross Reference Code Validation Form (ATVXREF) with the **Spouse** check box selected and with a code in **Reverse** that has its own **Spouse** check box selected.
- The spouse who is identified with the primary relationship on APAXREF must be an established advancement individual who has a valid combined mailing address type and name entered on APANAME.
- At least one spouse must be selected in ALPMSEL.
- The value *Y* must be entered for the Use Combined Mailing parameter in ALPMAIL.
- Both spouses must be living. A mailing label is not printed if both spouses are deceased. If one spouse is deceased, the following occurs:
    - An individual mailing label is printed for the living spouse, if that spouse is an established advancement individual.
    - No mailing label is printed if the deceased spouse is the advancement individual.

One Spouse Does Not Have a Banner ID

If one of the spouses is an advancement individual whose spouse does not have a Banner ID or does not have a spouse, then the following criteria must be met to use combined mailing information:

- The advancement individual must have a combined mailing name entered on APANAME.
- The address type entered for the advancement individual in **Combined Mailing Information - Address Type** on APANAME must be valid.
- The advancement individual must be selected in ALPMSEL.
- The value *Y* must be entered for the Use Combined Mailing parameter in ALPMAIL.
- The advancement individual must be living. If the **Deceased** check box is selected on APAIDEN for the advancement individual, no label is printed.

Concatenation of Prefixes and Suffixes

Names printed on labels can be concatenated with prefixes and suffixes, if prefixes and suffixes are entered in the system. The Concatenate Prefix/Suffix parameter in ALPMSEL allows you to choose whether or not prefixes and suffixes are concatenated with the preferred address name. If *Y* is entered for the parameter, the prefixes and suffixes are concatenated with the preferred address name. If *N* is entered, the preferred address name is printed by itself. For advancement individuals who do not have preferred address names, prefixes and suffixes are concatenated with the advancement individual's name, regardless of the value entered for the parameter.

The following chart suggests guidelines for entering names into the system, based on the value you normally enter for the Concatenate Prefix/Suffix parameter in ALPMSEL.

Field	Form	Parameter Value = Y	Parameter Value = N
Prefix Suffix	APAIDEN	Enter prefixes and suffixes.	Enter prefixes and suffixes.
		Prefixes and suffixes operate together. If both are entered, both are used. Do not enter redundant or conflicting prefixes and suffixes, such as *Dr.* in **Prefix** and *PhD* in **Suffix**.	
Last Name/ First Name/ Middle Name	APANAME	Enter the name *without* prefixes and suffixes.	Enter the name *without* prefixes and suffixes.
Preferred Address Name	APANAME	Enter the name *without* prefixes and suffixes.	Enter the name *with* prefixes and suffixes, if you want them to appear.
Combined Address Name	APANAME	Not affected by concatenation.	Not affected by concatenation.

Warning! *If you enter preferred address names using prefixes and suffixes on APANAME and enter Y for the Concatenate Prefix/Suffix parameter, you will have output such as Ms. Ms. Melissa Kline.*

Selection Hierarchy

ALPMSEL uses the following criteria to select names and address for labels.

Advancement Individual Names

Combined Mailing Name

- If combined mailing criteria are met, the combined mailing name from APANAME is used.
- If combined mailing criteria are not met, the preferred address name from APANAME is used.

Preferred Address Name

- If combined mailing criteria are not met, the preferred address name from APANAME is used.
- If *Y* is entered for the Concatenate Prefix/Suffix parameter, the preferred address name is used, concatenated with prefixes and suffixes entered on APAIDEN.
- If *N* is entered for the Concatenate Prefix/Suffix parameter, the preferred address name is used by itself.
- If no preferred address name exists, the person name from APAIDEN is used, concatenated with prefixes and suffixes entered on APAIDEN (regardless of the value entered for the Concatenate Prefix/Suffix parameter).

Person Name

- If combined mailing criteria are not met, the preferred address name from APANAME is used.
- If no preferred address name exists, the person name from APAIDEN is used, concatenated with prefixes and suffixes entered on APAIDEN (regardless of the value entered for the Concatenate Prefix/Suffix parameter).

Advancement Individual Addresses

Combined Mailing Address

- If combined mailing criteria are met, an address for the combined mailing address type from APANAME is looked for.
- If combined mailing criteria are not met, an address for a parameter-selected address type is looked for.

Selection by Address Type Parameter

- If combined mailing criteria are not met, an address for a parameter-selected address type is looked for.
- For each ID, a valid address for the address type entered for the Address Type Parameter is looked for. If more than one address type is entered for the parameter, the type given the highest priority is looked for first. If no address is found for that type, a valid address for the type given the next highest priority is looked for, and so on until an address is found or there are no more address types to look for.
- If no address type is entered for the Address Type Parameter or if no address is found for any entered type, an address for the preferred address type from APACONS is looked for.

Preferred Address Type

- If combined mailing criteria are not met and no address is found for any parameter-selected address type or no type is entered for the Address Type parameter, an address for the preferred address type from APACONS is looked for.
- If there is no preferred address type or if there is no valid address for that type, then no label is printed for that ID.

Advancement Organization Names and Addresses

Organization Contact Code Parameter Has Values

- Non-primary contact name and address from AOAORGN are looked for. Both a name and an address must be entered for a contact type for it to be selected.

  Note: Non-primary contacts may be entered with or without IDs; addresses for non-primary contacts may be entered with or without address types. For specific information on entering non-primary contact names and addresses, see the online help for AOAORGN.

- If an organization has more than one contact with the same contact code, a label is produced for each contact for whom an address is also entered on AOAORGN.

- If no name and address for an organization is found for any specified contact type, name and address selection for that organization continues as if the parameter were blank.

Organization Contact Code Parameter Is Blank

- Primary contact name and address are selected.
- If there is no primary contact name for an advancement organization, the advancement organization's name is used by itself.
- If there is no primary contact address for an advancement organization, address selection continues based upon values entered for the Address Priority and Type parameter:
    - For each advancement organization, a valid address for the address type entered for the Address Type Parameter is looked for. If more than one address type is entered for the parameter, the type given the highest priority is looked for first. If no address is found for that type, a valid address for the type given the next highest priority is looked for, and so on until an address is found or there are no more address types to look for.
    - If no valid address is found, no label is printed for that advancement organization.

Printing Address Lines on Labels

Banner Advancement labels print with five lines of data. U.S. and Canadian postal regulations state that if an address has more than one line between the name and the city and state, those lines should go from specific to general (for example, from apartment number to street number). Accordingly, the Advancement Label Print Report (ALPMAIL) looks first to see if address line 3 exists, and then looks for lines 2 and 1. If the process finds more than five lines of data (including name and nation), then address line 1 is not printed.

Examples

Advancement Individual Address - 6 lines

This Address in Banner...		Is Printed on Labels as...
Robert Lipton	Name	Robert Lipton
Room 139, History Dept.	Address Line 1	Hillsdale Hall
Hillsdale Hall	Address Line 2	Brockton College
Brockton College	Address Line 3	Brockton, PA 17654
Brockton, PA 17654	City/State/ZIP	United States of America
United States of America	Nation	

Secondary Contact/Advancement Organization Address - 6 lines

This Address in Banner...		Is Printed on Labels as...
Matthew Allen	Secondary Contact	Matthew Allen
Maryland Broadcasting	Address Line 1	Evening News Division
Evening News Division	Address Line 2	908 Walker Road
908 Walker Road	Address Line 3	Baltimore, MD 23467
Baltimore, MD 23467	City/State/ZIP	United States of America
United States of America	Nation	

Secondary Contact/Advancement Organization Address - 7 lines

This Address in Banner...		Is Printed on Labels as...
Matthew Allen	Secondary Contact	Matthew Allen
Maryland Broadcasting	Organization Name	Maryland Broadcasting
Public Service Desk	Address Line 1	908 Walker Road
Evening News Division	Address Line 2	Baltimore, MD 23467
908 Walker Road	Address Line 3	United States of America
Baltimore, MD 23467	City/State/ZIP	
United States of America	Nation	

Primary Contact/Advancement Organization Address - 7 lines

This Address in Banner...		Is Printed on Labels as...
Melissa Kline	Primary Contact	Melissa Kline
Maryland Broadcasting	Organization Name	Maryland Broadcasting
Community News	Address Line 1	908 Walker Road
NewsWatch Group	Address Line 2	Baltimore, MD 23467
908 Walker Road	Address Line 3	United States of America
Baltimore, MD 23467	City/State/ZIP	
United States of America	Nation	

Membership

The Membership module is used to define, create, and maintain membership programs at your institution. The module allows you to perform the following tasks:

- Create and maintain membership programs, interests, membership rules, and benefit/premium rules.
- Monitor and track memberships by entering dues and installment payments and creating co-memberships.
- View an ID's giving/gift society/program membership summary information on one form.
- Establish rules for acknowledging dues payments, generate acknowledgments, and maintain correspondence history.
- Identify a third party to receive reminder/renewal notices.
- Generate membership cards.

Forms Used

Refer to online help for form details.

Processing Forms

Form	Use
Membership Form (AAAMEMB)	Manually create memberships in programs and view and maintain existing memberships.
Dues Entry Form (AAADUES)	Enter membership program dues payments and automatically create memberships for payee IDs.
Dues Installment Form (AAADINS)	Create and maintain installment plans for program membership dues payments.
Co-Member Form (AAACMEM)	Establish an ID as a co-member in a program, using data from an existing member.
Activities Form (APAACTY)	Add and view activity information on advancement individuals and advancement organizations.

Setup Forms

Form	Use
Membership Program Header Form (AAAMSHP)	Create new and query existing membership programs.
Interest Header Form (AAAMINT)	Create new and query existing membership program interests.
Membership Rule Form (AAAMBRL)	Establish rules for membership in your institution's programs.
Membership Default Benefit/ Premium Rule Form (AAAMBDP)	Establish rules for receiving benefits/premiums during the course of a program membership.

Query Forms

Form	Use
Membership Inquiry Pool Form (AAAPOOL)	View online IDs who have program memberships with specific criteria. Query dues totals based on specific criteria.
Giving/Membership Summary Form (APAGSUM)	Display summary information on the three main areas in which an ID can be involved with your institution: pledging/giving, gift society participation, and program membership.
Membership by ID List Form (AACMEMB)	Query an ID's program membership history.
Dues List Form (AACDUES)	Display dues payments for an ID
Membership Program List Form (AACMSHP)	Display header information for all membership programs established on the Membership Program Header Form (AAAMSHP).
Interest List Form (AACMINT)	Display header information for all program interests established on the Interest Header Form (AAAMINT).
Program Interest List Form (AACMBIN)	Display, by program, all interests associated on the Membership Program Header Form (AAAMSHP) with a specific program.
Interest by ID List Form (AACMIIN)	Display each program and interest for all of an ID's memberships.

Cashiering Forms

Refer to "Cashiering" on page 313 for more information.

Form	Use
Cashier Session Review Form (AGACREV)	Review and update the status of specific cashier sessions containing gifts (one-time gifts and pledge payments) and program membership dues payments.
Advancement Control Form (AGACTRL)	Enter institution-specific values for cashiering, prospect management, matching gift processing, the interface with the Banner® Student System, online receipts, and membership processing.
User Identification Control Form (GUAIDEN)	Associate system IDs with user proper names.

Dues Acknowledgment Forms

Form	Use
Dues Acknowledgment Form (AAAACKN)	List the acknowledgments that a member receives for program membership dues payments.
Advancement General Mail Form (AUAMAIL)	Display, query, and maintain a correspondence history for members.
Dues Acknowledgment Rules Form (AAAACKR)	Establish the rules for acknowledgment letters and/or receipts for program membership dues.
Giving/Membership Correspondence Form (AGAALET)	Query and maintain correspondence information related to an ID's pledges, gift and pledge payments, dues payments, and program memberships.

Dues Adjustment Forms

Form	Use
Dues Adjustment Form (AAAADJS)	Adjust or void dues payments.
Prior Years Adjustment Rule Form (AGAADJR)	Define rules for making adjustments to dues payments made in prior fiscal years.

Validation Forms

Form	Use
Membership Category Code Validation Form (ATVAMCT)	Define categories of program membership an ID may have.
Interest Group Code Validation Form (ATVAMGP)	Define groupings of membership program interests.
Interest Type Code Validation Form (ATVAMIN)	Define types of interests that may be created.
Membership Promotion Code Validation Form (ATVAMPM)	Define methods used to solicit dues payments for program memberships.
Membership Status Code Validation Form (ATVAMST)	Define status codes that are assigned to programs on the Membership Program Header Form (AAAMSHP) and program memberships on the Membership Form (AAAMEMB).
Membership Program Type Code Validation Form (ATVAMTP)	Define types that can be assigned to programs.
Assignment Validation Form (ATVDCAM)	Define values that can be entered in **Assignment** on the Membership Form (AAAMEMB). This value tells how the membership was assigned to an ID.
Benefits/Premiums Validation Form (ATVDCPR)	Define benefits and premiums to be associated with an advancement individual or advancement organization in a gift society membership program.
Frequency Code Validation Form (ATVFREQ)	Define frequency of dues payment installments.
Gift/Payment Type Validation Form (ATVGIFT)	Define gift and dues payment type codes and descriptions.
Duration Code Validation Form (ATVPDUR)	Define duration or lengths of program memberships.
College Code Validation Form (STVCOLL)	Define college codes that can be associated with interests.
Letter Code Validation Form (GTVLETR)	Define letter codes and descriptions used for acknowledging membership program dues payments. These codes are also used for defining program membership renewal and reminder letters as well as program membership cards.

Banner Finance Forms

The following forms are only used and accessed if the Banner Finance System is also used. Codes displayed on these forms are those currently defined in the Banner Finance System.

Form	Use
Account Index Code List (FTVACCI)	Define account index codes.
Account Code List (FTVACCT)	Define object of expenditure accounts.
Activity Code List (FTVACTV)	Define activity codes. An activity code defines institutional activities (e.g., auditing) for the identification of activity financial information.
Chart of Accounts List (FTVCOAS)	Define chart of account codes. Each chart of account code identifies a separate and distinct entity-accounting relationship within the institution.
Fund Code List (FTVFUND)	Define fund codes. A fund code defines a self-balancing set of accounts.
Location Code List (FTVLOCN)	Define location codes. A location code provides further definition to the account structure for the determination of financial data by location.
Organization Code List (FTVORGN)	Define organization codes. Location codes identify functions and departments within your institution.
Program Code List (FTVPROG)	Define program codes. A program code identifies an objective within the institution (e.g., a particular course or degree program).

Reports and Processes Used

Refer to “Reports and Processes” on page 457 for report and process details.

Report or Process	Use
Membership Card Process (AAPCARD)	Identify IDs who have program memberships and have yet to receive a membership card.
Membership Reminders Process (AAPREMD)	Identify IDs who need to be sent a reminder for a program membership dues installment payment.
Membership Renewal Process (AAPRNEW)	Identify IDs whose program memberships are up for renewal and for whom membership renewal notices need to be sent.

Report or Process	Use
Membership Status Update (AAPSTAT)	Update the status code of current, non-lifetime, members in all membership programs.
Dues Acknowledgment Process (AAPACKN)	Identify the dues payments to be acknowledged and matches them to dues acknowledgment rules that have been created online.
Dues Adjustment Report (AAPADJS)	Provide an audit trail of adjusted and voided membership program dues payments.
Advancement Dues to Finance Feed (AAPFEED)	Feed finalized dues payment transactions and adjustments to a generic feed table for Banner Finance or a site-specific finance system.

Membership Processing

The following steps are discussed in detail in the following sections.

1. Create interests on the Interest Header Form (AAAMINT).
2. Create membership programs on the Membership Program Header Form (AAAMSHP).
3. Assign default interests to each program.
4. Create rules for gaining membership in the programs on the Membership Rules Form (AAAMBRL).
5. Create default benefits and premiums for members on the Membership Default Benefit/Premium Rule Form (AAAMBDP).
6. Establish IDs as advancement individuals on the Advancement Individual Information Form (APACONS) or advancement organizations on the Advancement Organization Header Form (AOAORGN).
7. Create memberships for IDs in one of three ways:
   - Automatically by entering dues payments on the Dues Entry Form (AAADUES) for payor and payee IDs.
   - Manually by entering data on the Membership Form (AAAMEMB) for payor and payee IDs.
   - Copying base information from an existing membership to a new membership (thereby creating a removable link between the memberships) via the Co-Member Form (AAACMEM).
8. Send membership cards as necessary by using the Membership Card Process (AAPCARD).
9. Create dues payment installments on the Dues Installment Form (AAADINS).
10. Send reminders for dues payment installments as necessary by using the Membership Reminders Process (AAPREMD).

11. Make any necessary adjustments to dues payments via the Dues Adjustment Form (AAAADJS). For detail, see "Dues Payment Adjustments and Voids" on page 136.

12. Feed dues/adjustment data to your finance system. For detail, see "Interfaces" on page 404.

13. Acknowledge dues payments via the Dues Acknowledgment Process (AAPACKN). For detail, see "Step 5 - Run Dues Acknowledgment Process" on page 146.

14. Renew memberships as necessary by using the Membership Renewal Process (AAPRNEW).

15. Update membership status on membership records to properly reflect grace period/ expired status.

Create Interests

Membership programs usually serve one or more distinct purposes. These purposes are defined in Banner Advancement as *interests*. There is no limit to how many interests may be associated with a membership program as long as the program is associated with at least one interest. Because membership programs cannot be defined without associating at least one interest with them, you must define interests first, using the Interest Header Form (AAAMINT).

When you create a program interest, you must determine the following things first:

Type/group/college	Interests can be related to each other in three ways: by type, by group, and by college. Types and groups relate interests by any criteria your institution chooses. College relates interests by an associated division of your institution. Types are required, groups and colleges are not. None of these methods is used in any processing, nor defaults into any other form.
Finance information:	If your institution also uses the Banner Finance System, you must enter values from various Banner Finance validation forms.
Banner Finance System or institution-specific	If your institution does not have the Banner Finance System, you must enter the General Ledger Credit Number that funds received for this interest should be entered under.
Comments	Anything you want to note about the interest.

Once you determine these criteria, enter values in the appropriate fields on the Interest Header Form (AAAMINT). Each field on AAAMINT is detailed in the form description given in the "Membership Programs" chapter of this manual.

Create Membership Programs

When you create a membership program on the Membership Header Form (AAAMSHP), you must determine the following things first.

Duration vs.specific renewal date	You can choose to grant membership in your program for specific length of time (using the **Duration** field) or you may grant membership until a specific date (using the **Renew Month** and **Renew Day** fields). For example, if you want every member in a program to have a membership for one year, regardless of when they qualified for membership, enter *12* (months) in **Duration**. If you want all memberships in a program to end December 31 of each year, regardless of when IDs qualified for membership, enter *12* in **Renew Month** and *31* in **Renew Day**.
Grace period	If you have a grace period (the period during which an ID may renew a membership) the system calculates it to begin the day after the renewal date and to last for however long you specify.
Program status	Possible program statuses are entered on the Membership Status Code Validation Form (ATVAMST). Each valid status code has an active indicator associated with it. If you want to be able to create memberships in a program, manually or automatically, you must give it a program status whose active indicator is set to `Y` on ATVAMST.
Membership card/ renewal letter	The card to be sent to IDs when they gain membership in this program and the letter that will be sent to renewal IDs notifying them that the renewal date is approaching. These letters are defined on the Letter Code Validation Form (GTVLETR) and are printed using the Banner Letter Generation process.
Program type (default)	Type is a means of relating programs. Every program should have a default type which can be overwritten for an individual member.
Interest (default/additional)	Area of interest you want to primarily associate with this program. You are not limited to the default interest for a program: each program may have an unlimited number of interests associated with it and at the individual member level, may have completely different interests associated with it. The default interest you enter on the program header form defaults into a membership record when it is created, but can be overwritten and/or added to. The additional interests you enter are the only interests other than the default interest that members can be assigned for this program.
Comments	Anything you want to note about the program.

Once you determine these criteria, enter values in the appropriate fields on the Membership Program Header Form (AAAMSHP). Each field on AAAMSHP is detailed in the form description given in the “Membership Programs” chapter of this manual.

Information from AAAMSHP is used in conjunction with the rules for this program (defined on the Membership Rule Form (AAAMBRL)) to default values into the Membership Form (AAAMEMB) when a dues payment is entered on the Dues Entry Form (AAADUES).

Create Membership Rules

These are the rules that come into play when memberships are created automatically. (For information on creating memberships automatically, see "Create Memberships" on page 129.)

A dues payment must be applied to a program/category combination specified in a rule and be entered during the qualifying period specified in the same rule. When you enter an initial dues payment (and automatically create a membership), information from the rule is used in conjunction with information from the Membership Program Header Form (AAAMSHP) to default values into the Membership Form (AAAMEMB).

When you establish a rule for a membership program, you must determine the following things first.

Membership category	Your categories are defined on the Membership Category Validation Form (ATVAMCT) and probably consist of things such as individual, joint, lifetime, corporate, etc.
Priority	You can define an unlimited number of rules for every membership. Rule priority determines which rule the system will process first. If an ID doesn't qualify for one rule, it looks for the next highest priority rule, and so on, until either a rule is met or there are no more rules.
Qualifying amount	The total amount of dues a member must pay. Any amount 1¢ and higher is allowable. Since a membership is automatically created for an ID when a dues payment of any amount is entered, each membership has a qualifying period associated with it.
Qualifying period	The qualifying period is the specific length of time during which the potential member must pay the entire qualifying amount. It is determined by a beginning date and a certain number of months following that date. If the beginning date is March 1 and the number of months is 3, then a potential member must pay the entire qualifying amount by May 31 in order to sustain a membership, regardless of the date of the first payment. If an ID does not pay the entire amount by the end of the qualifying period, that ID's membership status in the program is determined by the values entered in the status fields. See Interim Status below.

Carryover period	You can specify that dues payments in excess of the qualifying amount may be carried over from one membership period to the next, providing the excess amount is received a certain number of days (entered in **Number of Days**) before the expiration date of the current membership period. If amounts are carried over, a new membership is automatically created.
Membership period/ duration vs. renewal date	Determine the length of time a member will belong to the program once they receive the membership. A membership period can be defined in open terms by specifying the number of months it will last (entered in **Duration Months**) or it can be defined by a specific renewal date, which functions as an end date for the ID's membership, regardless of how long the ID has had the membership.
Interim status	The membership status an ID will have in the period after the ID made the first dues payment and before the ID paid the entire qualifying amount.

Once you determine these criteria, enter values in the appropriate fields on the Membership Rule Form (AAAMBRL).

Create Benefits and Premiums

You can define rules specifying which members receive what benefits and premiums. Use the Membership Default Benefit/Premium Rule Form (AAAMBDP) to define these rules.

There are seven fields on AAAMBDP: **Benefit Premium**, **Begin Date**, **End Date**, **Program**, **Interest**, **Category**, and **Status**. Of these, only **Benefit Premium** and **Begin Date** are required. Entering values in these fields specifies the combination of membership data an ID must have in order to receive the benefit/premium. If you specify a program, then any interest, membership category, or membership status you enter for the rule pertain to the program you have entered. If you do not specify a program, then an ID must have the combination of the interest, membership category, and membership status you have entered (without reference to a particular membership program) in order to receive the benefit/premium.

When a membership is created for an ID and that membership meets any of the rules defined on AAAMBDP, then the ID's membership record (displayed on the Membership Form (AAAMEMB)) is automatically updated with that benefit/premium. To add benefits/ premiums to an existing membership record, enter them manually via the Benefits/ Premiums window of AAAMEMB.

Establish IDs as Advancement Individuals/Organizations

Before any processing can occur for a potential program member, that person or organization must be established as an advancement individual or advancement organization in Banner Advancement. If the person or organization already has an ID in Banner, you simply need to enter information for persons on the Advancement Individual Information Form (APACONS) and for organizations on the Advancement Organization

Header Form (AOAORGN). If the person or organization does not have an ID in Banner, you must first enter information on the Advancement Identification Form (APAIDEN) and then enter information on APACONS.

Create Memberships

There are three ways to create program memberships for IDs:

- Enter dues payments on the Dues Entry Form (AAADUES) for payor and payee IDs.
- Enter data on the Membership Form (AAAMEMB) for an ID.
- Copy base information from an existing membership to a new membership (thereby creating a removable link between the memberships) via the Co-Member Form (AAACMEM).

There are various approaches to creating memberships depending on the kinds of memberships you are creating and the method you are using. Several of these approaches are described in the following text. For specific information regarding input into fields, refer to the online help for the appropriate forms.

Using the Dues Entry Form

You can automatically create a membership by entering dues payments on the Dues Entry Form (AAADUES) for payor and payee IDs.

Enter One Payor, Multiple Payees

1. Enter values in **Program**, **Payment Type**, **Interest**, **Payor ID**, **Program Type,** and **Total Dues**. All other fields are optional or display-only.
2. Go to the Dues window.
3. Enter values for **ID**, **Amount,** and **Category**. The value in **Amount** must be less than the value in **Total Dues** in the key block. If the payment type is credit card, enter a value in **Reference** or **Authorization**.
4. Save.

   Values from **Interest** in the key block and **Amount** in the Dues window default into **Interest** and **Amount** in the Interests block. To change and/or add interests/amounts, see below.
5. Move to a blank record. Continue entering payees until the amount displayed in **Dues Entered** (at the bottom of the Dues window) equals the amount entered in **Total Dues** in the key block.

Enter One Payor, One Payee (Different IDs)

1. Enter values in **Program**, **Payment Type**, **Interest**, **Payor ID**, **Program Type,** and **Total Dues**. All other fields are optional or display-only.
2. Go to the Dues window.

3. Enter values for **ID**, **Category**, and **Amount**. The value in **Amount** must equal the value in **Total Dues** in the key block. If the payment type is credit card, enter a value in **Reference** or **Authorization**.

4. Save.

   Values from **Interest** in the key block and **Amount** in the Dues window default into **Interest** and **Amount** in the Interests block. To change and/or add interest amounts, see below.

Enter One Payor, One Payee (Same ID)

1. Enter values in **Program**, **Payment Type**, **Interest**, and **Program Type**. All other fields are optional or display-only.
2. Go to the Dues window.
3. Enter values for **ID**, **Category**, and **Amount**. If the payment type is credit card, enter a value in **Reference** or **Authorization**.
4. Save.

   Values from **Interest** in the key block and **Amount** in the Dues window default into **Interest** and **Amount** in the Interests block. To change and/or add interests/amounts, see below.

Enter Dues Payments With Similar Data in Volume (Payor/Payee Is Same ID)

1. Enter values in any of the following fields that are constant (or vary only slightly) for all the dues payments: **Program**, **Payment Type**, **Interest**, **Program Type,** and **Promotion Code**. If the payment type for all the dues payments is a credit card, leave **Payment Type** blank and enter all payment type information in the Dues window. Do not enter values in **Payor ID** or **Total Dues**. The values entered here default into the Dues window. Interests and payments types can be overwritten there at the ID level.
2. Go to the Dues window.
3. Enter values for **ID**, **Amount,** and **Category**.
4. Save.

   Values from **Interest** in the key block and **Amount** in the Dues window default into **Interest** and **Amount** under the Interests block. To change and/or add interests/ amounts, see below.

Change Default Interests/Amounts

1. Enter values in the Dues window.
2. Save.
3. Go to the Interests block.
4. To change the defaulted interest, select Remove Record, then Save.
5. To change only the amount of the defaulted interest, move to **Amount** and enter the new amount.

Add an Interest

1. Go to a blank record.
2. Enter the interest.
3. Enter the portion of the dues payment (the amount entered in **Amount** in the Dues window) being applied towards this interest.
4. Continue entering interests and amounts until the total of amounts under the Interests block equals the amount in the Dues window.
5. Save.

Add Additional Interests/Amounts

1. Enter values in the Dues window.
2. Save.
3. Go to the Interests block.
   - Before you can add additional interests, you must reduce the amount associated with the defaulted interest and then move to a blank record. See above.
   - If **Default Interest** is blank on the Membership Program Header Form (AAAMSHP), no interest or amount defaults and the cursor is in a blank record.
4. Enter an interest.
5. Move to **Amount** and enter the portion of the dues payment (the amount entered in **Amount** in the Dues window) being applied towards this interest.
6. To enter additional interests/amounts, move to a blank record and repeat the previous step.
7. Continue entering interests and amounts until the total of amounts under the Interests block equals the amount in the Dues window.
8. Save.

Note: If you are entering one interest, the amounts entered in both **Amount** fields must be equal.

If you are entering more than one interest, the sum of amounts entered under the Interests block must equal the amount entered in the Dues window.

Using the Membership Form

Creating a membership manually is as simple as entering it on the Membership Form (AAAMEMB). Once you've entered the potential member's ID and the program, most information needed on the form defaults from the ID's advancement individual or advancement organization record and the Membership Program Header Form (AAAMSHP). The only information you need to enter is the membership category and a qualifying amount, if there is one.

Creating a membership manually gives you freedom to work around your established rules:

- You can use any combination of program/membership category: the combination does not have to be defined in a membership rule.
- You can enter a blank qualifying amount.
- You can define individual duration, renewal and expiration dates, grace period, renewal letter and membership card, interests, and benefits/premiums.

Using the Co-Member Form

You can use the Co-Member Form (AAACMEM) to automatically create memberships by copying data.

Create Program Membership in Volume

1. Select an existing ID whose membership information (as seen on the Membership Form (AAAMEMB)) is identical to the information you wish to use for a group of new member IDs. If there is no current member ID with the information you wish to use, create a new one.
2. Enter the base ID in the key block.
3. Enter *C* in **Reminder/Renewal**. (A default value for **Reminder/Renewal** can be established on the Advancement Control Form (AGACTRL)).
4. In the Co-Members block, enter each new ID that is to have the same membership information as the base ID, making sure that *C* is entered in **Link** and **Reminder/ Renewal** for each ID.
5. When all the new IDs are entered, save the records.

To remove the temporary association between the memberships you have just created and the base ID, see “Remove Non-Linked Co-Member Records” on page 132.

You may only create one level of co-membership.

Example

If you used Matthew Allen’s membership record to create Melissa Kline’s membership (and that link is active), then you cannot use Melissa Kline’s membership record to create a membership for anyone else.

Remove Non-Linked Co-Member Records

To remove temporary co-member records, select Non-Linked Co-Member Delete from the Options menu.

Maintain Membership Information for Co-Members With Active Links

When two or more IDs are linked and the link has an active status, changing certain membership information for the original member ID changes the same information for all linked co-member IDs. However, changing information for an individual co-member ID changes the same information for the original ID but not for other co-member IDs.

Example

Original ID	Matthew Allen
Co-member ID	Angela Woo
Co-member ID	Melissa Kline

- Changing the grace period on Matthew Allen's membership record changes the grace period on both Melissa Kline's and Angela Woo's membership records.
- Changing the grace period on Angela Woo's membership record changes the grace period on Matthew Allen's membership record but not on Melissa Kline's.

The following table lists the information that is maintained in tandem and information that is not maintained in tandem for members with active links:

Maintained in Tandem	Not Maintained in Tandem
Assignment method	Co-member records
Benefits/premiums	Comments
Expiration date	Membership card sent
Grace period	Preferred member name
Interests	Premium sent
Membership card	Reminder/renewal ID
Membership category	
Membership duration	
Membership status	
Membership status date	
Program type	
Renewal date	
Renewal letter status override indicator	

Query Linked Co-Members

The Co-Member Links block displays data for the ID that was the original ID when a co-member was created and a link, active or inactive, was established.

Example

If Matthew Allen, ID# 510000001, is the original ID (ID in the key block) and Roberta Allen, ID# 510000002, is established as his co-member with an *A* entered in **Link**, then, when this form is queried with Roberta Allen in the key block, Matthew Allen is displayed in the Co-Members block as the linked ID. When this form is queried with Matthew Allen in the key block, Roberta Allen is displayed in the Co-Members block, not in the Co-Member Links block.

Change Linking Status

1. Enter the original ID in the key block.
2. Go to the Co-Members block.
3. Place the cursor in **Link** in the record of the co-member ID.
4. Enter the new link status.
5. Save.

Changes to the link status have the following results:

From	To	Result
A	I	IDs can still be queried as co-member and link IDs, but are not maintained in tandem by the system. Changes to all affected IDs must be made manually.
I	A	IDs can still be queried as co-member and link IDs, and are now maintained in tandem by the system. Data for all affected IDs—regardless of which IDs were updated while the link was inactive—are changed to reflect the *current* data of the original ID.

Alter Membership Information

Almost all information for a membership can be altered, whether the membership was created automatically or manually. For memberships that were creating by using the Co-Member Form (AAACMEM), see "Maintain Membership Information for Co-Members With Active Links" on page 133. Types of information that cannot be altered are the program, qualifying amount, and amount due for memberships that were created automatically. Membership numbers can never be altered. To alter information, simply enter a new value and save.

Create Dues Payment Installments

A potential member may elect to pay the qualifying amount in installments. Providing your institution allows this, dues payments installments may be established on the Dues Installment Form (AAADINS).

When you create installments, you need to determine the following things first:

- Number of installments
- Frequency at which they should be paid
- Whether to have the system calculate the installment amounts and due dates or whether to customize and enter them manually
- Letters to be used for reminders for the payor ID
- First billing date

Once you determine these criteria, enter values in the appropriate fields on AAADINS. Each field on AAADINS is detailed in the form description given in the “Membership Programs” chapter of this manual.

Send Dues Reminder Notices

When installment payments are due or if they are late, you may create reminder notices using the Membership Reminders Process (AAPREMD). To print the reminders, you need to use the Banner Letter Generation process. For a description, parameter information, and a report sample, refer to AAPREMD in “Reports and Processes” on page 457.

Adjust Dues Payments

For information on adjusting dues payment information via the Dues Adjustment Form (AAAADJS), see “Dues Payment Adjustments and Voids” on page 136.

Activities Accomplished Through Reporting

Send Membership Cards

To identify IDs who have gained membership in a program but who haven’t yet received a membership card, run the Membership Card Process (AAPCARD). To create the cards, you need to the Banner Letter Generation process. For a description, parameter information, and a report sample, refer to AAPCARD in “Reports and Processes” on page 457.

Remind Members to Pay Dues Installments

To identify IDs whose dues payment installments are due, who are late paying their dues payment installments, or whose installment period has ended with a remaining balance, run the Membership Reminders Process (AAPREMD). To create the reminders, you need to use the Banner Letter Generation process. For a description, parameter information, and a report sample, refer to AAPREMD in "Reports and Processes" on page 457.

Feed Data to a Finance System

For detailed information on using the Advancement Dues to Finance Feed (AAPFEED) to feed dues payment information to either the Banner Finance System or another finance system at your institution, see "Interfaces" on page 404.

Acknowledge Dues Payments

For detailed information on establishing acknowledgment rules for dues payments and using the Dues Acknowledgment Process (AAPACKN), see "Dues Payment Adjustments and Voids" on page 136

Create Renewal Notices

To identify IDs whose memberships are up for renewal and send renewal notices to them, use the Membership Renewal Process (AAPRNEW) and the Banner Letter Generation process. AAPRNEW identifies all members whose renewal date falls within the date range you specify; the Letter Generation process creates the renewal notices. You can also choose what types of renewal notices to send, either regular or final. For a description, parameter information, and a report sample, refer to AAPRNEW in "Reports and Processes" on page 457.

Update Membership Status

To update the membership status code of current, non-lifetime, members in all membership programs, run the Membership Status Update (AAPSTAT). For a description, parameter information, and a report sample, refer to AAPSTAT in "Reports and Processes" on page 457.

Dues Payment Adjustments and Voids

Banner's dues payment adjustment feature lets you correct data entry errors, re-allocate dues to reflect changes in a payor's intention, and void dues payments. It also provides a complete audit trail of all adjustments and voids.

If you make a mistake while you're entering dues, you can adjust it on the original entry form (AAADUES), but only if you haven't yet exited the form or pressed Rollback since making the mistake. Once you do either of those things, you will have to make adjustments through the Dues Adjustment Form (AAAADJS).

The following forms are used with dues payment adjustments:

- The Dues Adjustment Form (AAAADJS) is used to adjust and void dues payments. Current data appears on the right side of the form and adjustments are entered on the left side of the form. Adjusted data appears on the right side after it has been saved.
- The Cashier Session Review Form (AGACREV) is used to review and update the status of specific cashier sessions, which includes adjustments made to dues payments.
- The Prior Years Adjustment Rule Form (AGAADJR) is used to define rules for adjusting and voiding dues payments made in a prior fiscal year.
- The Dues Adjustment List Form (AACDADJ) is used to display the audit trail of all adjustments made to a dues payment. If a dues payment transaction number is entered in the key block, only that dues payment is queried. If no transaction number is entered, all dues payments for the key ID are queried (in transaction number order). This form can be accessed from **Transaction Number** in the key block of the Dues Adjustment Form (AAAADJS). It can also be accessed the Cashier Session Review Form (AGACREV).

The Dues Adjustments Report (AAPADJS) provides the audit trail of adjusted and voided dues payments.

Adjust Dues Payments

On the Dues Adjustment Form (AAAADJS), fields on the right side display current data for a dues payment; fields on the left side are used for entering adjustment data. Adjustments should be made to dues payments where any information has been entered incorrectly (except the payor ID for the dues payment).

There is a basic adjustment process that remains the same, no matter what kind of adjustment you are making. However, most adjustments require variations on the basic process.

Components of a Dues Payment Transaction

It is important to understand the three parts of any dues payment transaction, all of which can be adjusted:

- Base - Base dues records contain the total amount of the dues payment transaction. The base record is associated with a payor ID. Data for the base record is entered in the key block. A single base record can be associated with more than one detail record.
- Detail - Part of a dues payment transaction can be applied to individual memberships. The total of all dues payments entered in a transaction must equal total dues amount in the base record. Each detail record is associated with a single payee ID; one or several detail records may be associated with a base record. Data for detail records is entered in the Dues window.

- Interest - Interests are associated with individual memberships. The interest amount must equal the dues amount for the membership in the detail portion of the form. The total interest amount for the transaction must equal the total dues transaction amount in the base record. Data for interest records is entered in the Interest Adjustment block.

Example 1

This example shows a single dues payment transaction applied to multiple memberships. Due payment transaction number 0001056 consists of $200 paid by Maryland Broadcasting Corporation towards memberships in the Alumni Association for two payee IDs, Lucas Mark Moore and Shahidah Mausi. A single interest, General Membership, is associated with each membership.

When this transaction is entered, the Dues Entry Form (AAADUES) displays the following records:

- One base record for Maryland Broadcasting Corporation
- Two detail records: one for Lucas Moore’s membership and one for Shahida Mausi’s membership
- Two interest records: one for Lucas Moore’s membership and for Shahida Mausi’s membership

The Dues Detail window displays one record at a time. The Interest Adjustment block displays two records at a time and scrolls in tandem with the Dues Detail window. To view additional records, select Next Record to scroll down or Previous Record to scroll up.

After the first detail record is entered, **Dues Entered** displays `$100`; after the second detail record is entered, **Dues Entered** displays `$200`.

Example 2

This example shows a dues payment transaction with the same payor ID and payee ID. Dues payment transaction number 0001061, consists of $50 paid by Jose Lopez towards his membership in the Alumni Association. Two interests, General Membership and the Drama Club, are associated with his membership.

When this transaction is entered, the Dues Entry Form (AAADUES) displays the following records:

- One base record for Jose Lopez
- One detail record for Jose Lopez’s membership
- Two interest records: one for General Membership and one for the Drama Club

A transaction where the payor and payee are the same ID can be entered in one of two ways:

- By entering the ID and the total payment amount in both the key block and the Dues window.
- By entering the ID and the total payment amount in the Dues window only.

Regardless of which method you use, the base record contains the payor ID and the total dues payment amount.

Transaction Records That Can Be Adjusted

- Base - Existing base records can be adjusted, but cannot be deleted from or added to a transaction.
- Detail - Existing detail records can be adjusted. New detail records cannot be added. If a transaction has multiple detail records, detail records can be deleted; however, at least one detail record must remain.
- Interest - Existing interest records can be adjusted. Interest records can be added to or deleted from the transaction. At least one interest must exist for each membership.

Membership Status

Adjusting dues payments might affect the status of a payee ID's membership. The status of each membership for which a dues payment is adjusted should be reviewed on the Membership Form (AAAMEMB) after the adjustment is made. Updates to membership status are *not* done automatically.

Adjustment Process

This is the basic process for adjusting dues payment transactions; however, most adjustments require a variation on this process.

To exit the form without processing the adjustment, select Rollback from the Interest Adjustment block in the Dues Detail window *before* saving.

1. Enter the key information on the Dues Adjustment Form (AAAADJS).
2. Go to the Adjusted Values block.
3. Enter the new information in the appropriate fields on the left side of the window. Only the fields being adjusted need to be entered; all other fields may be left blank.
4. Select Next Block to go to the Interest Adjustment block.
5. Enter the new information in the appropriate fields on the left side of the window. Only the fields being adjusted need to be entered; all other fields may be left blank.
6. Select Save to process the adjustments.

   Note: All adjustments to dues payment transactions must be saved from the Interest Adjustment block.

   Once adjustments are saved, the right side of the form displays the adjusted data.
7. Exit the form.

Adjustable Data

Item	Can Adjust	Comment
Authorization	X	To remove an authorization number, enter a dash (-).
Category		
Comment	X	To remove a comment, enter a dash (-).
Dues amount	X	Total amount sums must balance.
Dues date	X	Fiscal year is automatically updated. Prior fiscal year rules might apply.
Gift/payment type	X	Credit card payment type requires a reference number or authorization number.
Installment information	X	Adjust manually on the Dues Installment Form (AAADINS).
Interest	X	Value of **Restricted** on the Interest Header Form (AAAMINT) might apply. Review manually on AAAMINT for each interest associated with the payment.
Interest amount	X	Total amount sums must balance.
Membership number		
Payee ID		Void and re-enter.
Payor ID		Void and re-enter.
Program		
Promotion	X	To remove a promotion, enter a dash (-).
Reference	X	To remove a reference number, enter a dash (-).
Total dues	X	Membership status might be affected. Review manually on the Membership Form (AAAMEMB). Total amount sums must balance.
Transaction number		

Addition or Adjustment of Interests

To add a new interest or change an existing one:

1. In the key block of AAAADJS, enter the ID of the payor, select **Adjust**, and enter the dues payment transaction number.
2. Go to the Interest Adjustment block.

3. Enter the adjustment or create a new interest and amount.

   If you are adding a new interest, select Next Record until the cursor is opposite a blank record on the right side.

4. Save.

   Note: The total dues payment amount and the total of amounts distributed to all payee IDs and their interests must balance before you can exit the form.

Void Dues Payments

Dues payment transactions that should be voided (instead of adjusted) are those that were entered under the wrong ID or made by check or credit card that are returned for non-sufficient funds (NSF). To exit this form without processing the adjustment, select Rollback from the Interest Adjustment block any time *before* selecting Save.

This is the basic void process:

1. Enter the key information on AAAADJS.
2. Go to the Adjusted Values block.
3. Select Remove Record from the Adjusted Values block, once in the Dues Detail window for each payee ID on the dues payment, and once in the Interest Adjustment block for every interest entered for each payee ID on the dues payment.
4. When all records are voided, Save.

   When the void is saved, the transaction is written to the adjustment tables and the dues payment transaction number no longer exists on the dues table.

5. Exit the form.

Cashiering

Adjusted dues payment amount, gift/payment type, and voided dues payment records are sent to cashiering. In cashiering, a data entry person will view the Dues Detail window of the Cashier Session Review Form (AGACREV), which displays the dues payments in the session being viewed. The **Adjusted** check box is selected for any dues payments that have been adjusted. To view all adjustments for a dues payment, select Count Hits. This will access the Dues Adjustment List Form (AACDADJ). AACDADJ may also be accessed from the Dues Adjustment window of AGACREV, which displays all adjustments made in the cashier session being viewed.

User IDs which can adjust dues payments vary according to the status of the cashier session during which the original gift is entered:

- If the dues payment to be adjusted or voided is in an open cashiering session, adjustments may be made by either the original user ID or a user ID with the cashiering supervisory privileges granted on the Advancement Control Form (AGACTRL). The adjustment is made to the open session.

- Either the original user ID or a user ID with cashiering supervisory privileges can close a session. If the dues payment to be adjusted or voided is in a closed cashier session, only a user ID with cashiering supervisory privileges may adjust or void it. The adjustment is made to the closed session.
- A closed session must be finalized by a user ID with cashiering supervisory privileges. Adjustments or voids of dues payments in a finalized session are entered in a new session. An office can elect to enter adjustments in an "adjustment session," or to enter adjustments in any currently open session. The finalized session where the original dues payment is located is unaltered by adjustment to a dues payment. Any user ID may adjust or void a dues payment in a finalized session.

On AGACREV the main window and the Inactive Session window both have a **Net Value of Adjustments** field. These fields contain the net value of adjustments for the session.

Example

If one dues payment was adjusted from $25 to $50 and another dues payment was adjusted from $40 to $30 in the same session, **Net Value of Adjustments** would display `15.00`. The value in this field is affected only by dues payments whose amounts have been adjusted or voided.

On the Cashier Session Summary window of AGACREV the session's amounts are summarized by gift/payment type. If **Adjusted** is checked, then one or more dues payments with that gift/payment type have been adjusted for the session identified in the key information. If **Adjusted** is blank, then the gift/payment type has not been adjusted for the session identified in the key information.

On the Dues Detail window of AGACREV all dues payments within the session are displayed. If **Adjusted** is checked, then one or more dues payments have been adjusted in a cashier session that is not necessarily the same session as the original dues payment. The Dues Adjustment List Form (AACDADJ) can be accessed from this window.

On the Dues Adjustment window of AGACREV, all dues payments that have been adjusted in the session are displayed with before and after information for the dues payment amount and gift/payment type. The Dues Adjustment List Form (AACDADJ) can be accessed from this window.

For more information on cashiering, see "Cashiering" on page 313.

Feed to Finance

If a dues payment was voided and the original dues payment was not yet fed to finance, then the voiding transaction does not feed any records to finance. If the original dues payment was fed to finance, then a voiding amount is fed.

If the dues payment amount, gift/payment type, or interest for a dues payment was adjusted, and the original dues payment was not yet fed to finance, then only the adjusted information is fed. If the original dues payment was fed, a record reversing the original dues payment and the new dues payment record is fed.

For more information on data fed to finance, see "Interfaces" on page 404.

Dues Payment Counts

Adjusted and voided dues payments transactions do not count as additional dues payments for statistical purposes.

Prior Fiscal Year Adjustments

Prior Years Adjustment Rule Form (AGAADJR)

Your institution's policies determine if you can adjust or void dues payments from prior fiscal years. Guidelines for what information, if any, can be changed are established on the Prior Years Adjustment Rule Form (AGAADJR). This includes specifying fields that may be adjusted, if dues payments made in a prior fiscal year may be voided, or if a dues payment entry date may be adjusted from the current to a prior fiscal year.

- To allow prior fiscal year adjustment, select the appropriate check box.
- To disallow prior fiscal year adjustment, do not select the check box.

When you are adjusting a dues payment transaction on AAAADJS, you can access AGAADJR (in query mode) by selecting Insert Record from the key block. To access AGAADJR in update mode, you must enter it from a menu or via Expert Mode.

Interest Header Form (AAAMINT)

The **Restricted** indicator on the Interest Header Form (AAAMINT) determines if an interest can have money transferred in and out once a fiscal year is complete:

- If the indicator is selected, money cannot be transferred in and out after a fiscal year is complete.
- If the indicator is cleared, money can be transferred in and out after a fiscal year is complete.

If the **Restricted** indicator is selected for any interests associated with a dues payment, then the following is true:

- The dues payment entry date cannot be changed to be outside the fiscal year in which it was originally entered.
- The record cannot be deleted, nor can the amount or interest of the detail record associated with the restricted interest be changed.

Dues payments entered in a prior fiscal year to a restricted interest cannot be voided.

Audit Trail

Banner Advancement provides an audit trail of all dues payment adjustments and voids. For the audit trail to be complete, adjustments to existing dues payments *must* be made on the Dues Adjustment Form (AAAADJS). Adjustments made when a payment is entered on the Dues Entry Form (AAADUES) before saving data and exiting the form do not appear in the audit trail.

Tables

The audit trail is maintained in the following tables:

Adjustment Base Table	AARAJBD
Adjustment Detail Table	AARAJRD
Adjustment Interest Table	AARAJIN

The following information is maintained in these tables:

- Original dues payment information
- Adjustment information for each adjustment
- Void information for each voided dues payment

Dues Adjustment List Form (AACDADJ)

The audit trail can be accessed through the Dues Adjustment List Form (AACDADJ).

Dues Adjustment Report (AAPADJS)

This report displays the audit trail for adjusted and voided dues payments. Records appear in transaction number order. For a sample report and parameter descriptions, see "Reports and Processes" on page 457.

For each adjustment, the report output is be divided into base, detail, and interest information. Before and after data is shown for each adjustment sequence. Entry data (adjustment date, time, user ID, cashiering date) appears once for each base and interest adjustment sequence.

Base Information

Base information comes from the Adjustment Base Table (AARAJBD):

- Sequence number
- Dues date
- Fiscal year

- Transaction amount
- Gift/payment type
- Cashiering information

Detail Information

Detail information comes from the Adjustment Detail Table (AARAJRD):

- Individual payee ID name
- Membership program
- Membership number
- Sequence numbers
- Payee amounts
- Promotion code
- Comment

Interest Information

Interest information comes from the Adjustment Interest Table (AARAJIN):

- Sequence numbers
- Interest
- Fiscal year
- Interest amount
- Gift/payment type
- Cashiering information

Dues Payment Acknowledgments and Receipts

The following process describes how to acknowledge dues payments in Banner Advancement. This includes setting up rules for printing acknowledgment letters.

Step 1 - Set Up Letter Codes for Letters and Receipts

When you create the letter code on the Letter Code Validation Form (GTVLETR), identify whether or not a member is allowed to receive that letter more than once within the same fiscal year. To disallow duplicates within the same fiscal year, do not select the **Allow Duplicates** check box; to allow them, select it. Identify alternate letters in **Alternate Letter Code** to be used in place of a duplicate. This will create a “letter chain” – a sequence of letters that results when duplicates are not allowed. If you manually create a letter on the Advancement General Mail Form (AUAMAIL), then **Allow Duplicates** on GTVLETR will be checked and a duplicate letter may be created. You can identify whether or not a letter has already been sent by querying the letter code on AUAMAIL.

Step 2 - Set Up Rules for Acknowledging Dues Payments

Use the Dues Acknowledgment Rules Form (AAAACKR) to establish and identify rules for acknowledging dues payments. Rules can be as simple as identifying the dollar range for the acknowledgment or as sophisticated as including or excluding members from certain programs, including or excluding dues payments based on their payment type or interest, or including or excluding members based on their donor category code/exclusion code.

Step 3 - Enter Dues Payments

Enter dues payments on the Dues Entry Form (AAADUES).

Step 4 - Finalize Cashier Sessions

Dues payments must be in a finalized cashier session to be acknowledged. Cashier sessions are finalized on the Cashier Session Review Form (AGACREV). For more information, see “Cashiering” on page 313.

Step 5 - Run Dues Acknowledgment Process

The Dues Acknowledgment Process (AAPACKN) uses the AAAACKR acknowledgment rules to determine which dues payments are acknowledged. The process prints a report that identifies who receives which acknowledgment. The acknowledgment and receipt indicators are updated on the dues records and are displayed on the Dues List Form (AACDUES):

The **Acknowledge** check box on AAADUES is selected for the dues payment if the payment has been acknowledged/receipted. This ensures that a dues payment is not acknowledged in multiple runs of AAPACKN. The **Receipt** check box is selected for the dues payment only if a the payment qualifies for a receipt according to a rule entered on the Dues Acknowledgment Form (AAAACKN).

The dues transaction number, amount, membership number, and date of acknowledgment are updated and displayed on AAAACKN. AUAMAIL is updated with pending letters for those IDs who are to receive an acknowledgment or a receipt. See “Reports and Processes” on page 457 for a sample report and parameter information.

Step 6 - Record Non-Banner Acknowledgments

This step is optional. AAAACKN can be used to record any dues payments that are acknowledged with a letter that is not defined in Banner (for example, a handwritten letter). For this type of letter, use a separate letter code to avoid confusion.

The dues payment amount defaults when the dues payment number is entered. Enter the letter and/or the receipt code and the acknowledgment date. When this data is saved, the dues payment is updated as being acknowledged the same way that AAPACKN updates the appropriate record.

- Letters added manually to AAAACKN do appear on AUAMAIL when an ID is queried.
- Letters that are added manually to AUAMAIL do not appear on AAAACKN when an ID is queried and will not be acknowledged.

Step 7 - Set Up Letter Details

Use the Letter Generation process to set up details for the letter, including paragraphs, variables, and applications. The following forms are used in this step:

Application Definition Rules Form	GLRAPPL
Letter Generation Paragraph Form	GUAPARA
Variable Definition Rules Form	GLRVRBL
Object Definition Rules Form	GLROBJT
Paragraph Validation Form	GTVPARA
Letter Form	GUALETR

This step can be done any time before performing step 8.

See the "Letter Generation" chapter of the *Banner General User Guide* for more information on the Banner Letter Generation process.

Step 8 - Extract Variable Data

The Letter Generation Variable Data Extract Process (GLBLSEL) extracts variable data from the Banner database that is to be included in printed letters.

See the "Letter Generation" chapter of the *Banner General User Guide* for more information on the Banner Letter Generation process.

Step 9 - Create Acknowledgments

The Letter Print Generation Process (GLRLETR) creates the electronic copy of the letters and/or receipts.

See the "Letter Generation" chapter of the *Banner General User Guide* for more information on the Banner Letter Generation process.

Step 10 - Print Acknowledgment

To print the acknowledgments, use your operating system's print command.

Dues Acknowledgment Rules Form (AAAACKR)

Use the Dues Acknowledgment Rules Form (AAAACKR) to establish rules for acknowledging dues payments. You can create and prioritize an unlimited number of rules regarding the letters and receipts you send and to whom you send them.

Acknowledgment Rules Window

The Acknowledgment Rules window provides basic information regarding the acknowledgment letter or receipt.

Each rule should have either **Receipt**, **System Letter**, or **Manual Letter** checked. **Receipt Letter** can be checked at the same time that **System Letter** or **Manual Letter** is checked.

Other Windows

The rules form also has the following windows:

Window	Purpose
Program Rules window Donor Categories Rules window Membership Category Code Rules window Exclusion Code Rules window	Determine eligible members
Interest Rules window	Determine eligible dues payments

Values in these windows define the characteristics that each dues payment or ID making the dues payment must have to qualify for the acknowledgment. These windows all function the same way.

Each window contains an **Include, Exclude,** and **None** field, code fields relating to the characteristics of the window, and a **Date** field, showing the most recent update to a code entry with respect to a rule. For each characteristic, you can include or exclude any code defined on that characteristic's validation form. When you include codes, only the codes entered in the window are considered. When you exclude codes, every code *not* entered in the window is considered. If no code is entered, all codes are considered. You may include or exclude an unlimited number of codes.

Because including and excluding is done at the window level, you cannot include one code and exclude another for the same characteristic in the same rule. If you would like to set up conditions where, for a given characteristic, some codes are included and others are excluded, you need to set up separate rules.

Sample Indicator Combinations

The following samples show indicator combinations that can be used to create the information necessary to produce common types of acknowledgment and receipt letters. To produce letters, use the Banner Letter Generation process. This process is described in the “Letter Generation” chapter of the *Banner General User Guide*.

Acknowledgment Letter

To enter a rule for an acknowledgment letter for every dues payment in the range of $0–$99,999,999, set the indicators like this:

Acknowledgment	Acknowledgment code (double-click to see choices)
Minimum	`.00`
Maximum	`99,999,999.00`
System Letter	Selected

Receipt

To enter a rule for a receipt letter for every dues payment (that is, no letter) in the range of $0 – $99,999,999, set the indicators like this:

Acknowledgment	Acknowledgment code (double-click to see choices)
Minimum	`.00`
Maximum	`99,999,999.00`
No Letter	Selected
Receipt	Selected
Receipt Letter	Name of the letter (double-click to see choices)

Acknowledgment Letter and Receipt

To enter a rule for both an acknowledgment and a receipt letter for every dues payment in the range of $0 – $99,999,999, set the indicators like this:

Acknowledgment	Acknowledgment code (double-click to see choices)
Minimum	`.00`
Maximum	`99,999,999.00`
System Letter	Selected
Receipt	Selected

Receipt Letter	Name of the letter (double-click to see choices)

Acknowledgment Letter for a Payor ID

To enter a rule for acknowledgment letters for the ID who is responsible for paying the dues and the dues payment is in the range of $0 – $99,999,999, set the indicators like this:

Acknowledgment	Acknowledgment code (double-click to see choices)
Minimum	`.00`
Maximum	`99,999,999.00`
System Letter	Selected

Letters for Both the Payor and the Payee ID

To enter a rule for acknowledgment letters for both the ID who is a program member and the ID who is responsible for paying the dues and the dues payment is in the range of $0 – $99,999,99, set the indicators like this:

Acknowledgment	Acknowledgment code (double-click to see choices). The ID who made the payment receives this acknowledgment.
Minimum	`.00`
Maximum	`99,999,999.00`
System Letter	Selected
Member Letter	Name of the letter (double-click to see choices). The program member receives this letter.

Rule Number and Rule Priority

Rule numbers and rule priorities are different. Rule numbering is Banner's way of identifying rules. Rule priority is your way of determining the order in which rules are processed.

Rule Number

A rule number is a unique number, automatically assigned when the rule is created.

Examples

If an acknowledgment code has one rule, the rule number is 1:

Acknowledgment Code	Rule Number
DUES_ACKNOW	1
RCPT	1
THNKYOU	1

If an acknowledgment code has multiple rules, each rule is numbered successively:

Acknowledgment Code	Rule Number
DUES_ACKNOW	1
DUES_ACKNOW	2
DUES_ACKNOW	3

Multiple rules for a single acknowledgment code are necessary if you want to have inclusions and exclusions for the same characteristic; for example, acknowledging the following two situations with the DUES_ACKNOW letter:

- Only dues payments towards membership in ALUMN, the Alumni Association.
- Dues payments towards membership in any program except YOUNG, the Young Alumni Association.

To do this, create two rules for the DUES_ACKNOW acknowledgment code: one rule including ALUMN and the other excluding YOUNG.

Rule Priority

If an acknowledgment code has multiple rules, the rules can be prioritized. The highest priority rule is processed first. Use the following steps to assign a priority to a rule:

1. Make sure the rule you want to prioritize is in the Acknowledgment Rules window.
2. Enter a value in **Rule Priority** (the lower the number, the higher the priority).
3. Save.

Qualifying for a Rule

Meeting Characteristics

- Dues payment assigned to multiple interests
- Dues payment made by ID with multiple donor categories/exclusion codes

If any portion of a dues payment or the ID giving it qualifies for a characteristic, then that characteristic is met.

Example

A rule excludes `DRAMA` but does not exclude `GNRL`. A dues payment applied towards both interests, `DRAMA` and `GNRL`, *will* be selected for the rule, because a portion of the dues payment is credited towards `GNRL`, which was not excluded.

All Defined Characteristics Must Be Met

Rules use AND logic rather than OR logic. The inclusion/exclusion conditions entered in each window must be met for the dues payment to be selected for the rule.

Example

These are the only inclusions and exclusions for a rule:

- `DRAMA`, `GNRL`, and `SCIEN` are interests included on the Interest Rules window of AAAACKR.
- `CORP` and `FLIFE` are categories included on the Membership Category Code Rules window of AAAACKR.
- `AMC` and `APC` are exclusions on the Exclusion Code Rules window of AAAACKR.

To meet the rule, a due payment must meet *all* of the following criteria:

- Have at least one of the three included interests: `DRAMA`, `GNRL`, `SCIEN`
- Be towards a membership having the category of at least one of the two included categories: `CORP`, `FLIFE`
- Have a payor ID who has neither of the two excluded codes: `AMC`, `APC`.

Qualification Criteria

Dollar Amount Ranges and the Interest Rules window.

If a rule does not have inclusions/exclusions entered in the Interest Rules window, then the total amount of the dues payment must be within the range specified in **Minimum** and **Maximum** in the main window.

If inclusions or exclusions are entered in the Interest Rules window, then the portion of the dues payment that meets the criteria of the rule must be within the range specified in **Minimum** and **Maximum** in the main window.

Example

These are the inclusions and exclusions for a rule:

- `GNRL` is included on the Interest Rules window of AAAACKR.
- `DRAMA` is excluded on the Interest Rules window of AAAACKR.

- The dollar range specified is from $75 to $100.

A payor makes a $100 dues payment that is divided between two interests: $50 goes to the Drama Club and $50 goes to `GNRL`, the General Membership. All other characteristics are met.

The dues payment does not qualify because only $50 of it was applied to the interest that was not excluded from the rule, `GNRL`. The other $50 of the dues payment belongs to the interest that was excluded by the rule, `DRAMA`. Only the qualifying portion of the dues payment is included in the amount that is checked against the dollar range entered.

Number of Times a Dues Payment Can Be Acknowledged

A dues payment can be acknowledged by a given acknowledgment code only once. This is because only one rule per acknowledgment code is met by any one dues payment. When a rule is met, processing for that dues payment stops. However, a dues payment can be acknowledged more than once if the dues payment meets rules for more than one acknowledgment code.

Example 1

The following acknowledgment codes have one rule each.

Acknowledgment Code	Rule Number
DUES_ACKNOW	1
RCPT	1
THNKYOU	1

If a dues payment meets all the criteria of the rules for DUES_ACKNOW and THNKYOU and if both codes (DUES_ACKNOW and THNKYOU) are entered for the Letter Code parameter on the Dues Acknowledgment Report (AAPACKN) (or the parameter is left blank), then the ID who made the dues payment receives both acknowledgments.

Example 2

The following acknowledgment code has multiple rules:

Acknowledgment Code	Rule Number	Rule Priority
DUES_ACKNOW	1	3
DUES_ACKNOW	2	2
DUES_ACKNOW	3	1

If a dues payment meets all the criteria of rules 1 and 3 for the DUES_ACKNOW acknowledgment code and if DUES_ACKNOW is entered for the Letter Code parameter on the Dues Acknowledgment Report (AAPACKN) (or the parameter is left blank), then the ID who made the dues payment receives one acknowledgment, by virtue of rule 3. This rule, because it had the higher priority, is processed before rule 1. Once the dues payment meets the criteria for one rule, processing for that dues payment stops and processing for the next dues payment starts.

Variables Used in Letter Generation

Dues payment acknowledgment and receipt letters are printed using the Banner Letter Generation process. Before any letter can be printed, its components—paragraphs, variables, etc.—must be defined in the Letter Generation forms. Sample letters, paragraphs, and variables are delivered with Banner Advancement. These samples are listed in "Acknowledgments and Receipts" on page 398.

For information on how to use these samples and create your own letters, see the "Letter Generation" chapter of the *Banner General User Guide*.

Prospect Management

The Prospect Management module supports prospect identification, pool segmentation, research, and tracking by allowing you to perform the following tasks:

- Establish, store, and weight prospect ratings from internal and external sources.
- Associate prospects with reference source, ratings, screening processes, staff members, project/interest areas, and contact and follow-up actions.
- View and query prospects by geographic region, class year, ratings, staff assignment, and project/interest areas.
- Record contacts with prospects, associating a “move” code with each contact.
- Create online reminder messages for specific contact and follow-up activities.
- Store free-form comments with subject indexes.
- Create user-defined fields to store prospect research.
- Create a strategy plan for a specific project and assign the plan to a prospect.
- View moves planned and completed for a prospect, for a project, and by a staff member.
- Evaluate the progress of a strategy using non-monetary measures.

Definitions

The following definitions are helpful for understanding this module:

Prospect	A prospect is anyone who has the potential or willingness to contribute gifts or leadership support to an institution. Within Banner®, an assigned prospect is an individual or organization that is identified for personal contact regarding a gift or leadership support at a level greater than annual donations or committees. Assigned prospects are managed through Prospect Management. Additional research, formal proposals, and plans for engagement can be associated with assigned prospects.
Proposal	A proposal is a formal presentation to an assigned prospect regarding specific institutional initiatives in which the institution hopes to engage the assigned prospect. Within Banner, a proposal comprises one or more projects, each with a targeted funding amount. A proposal is commonly used for capital campaigns and comprehensive campaigns to ask a prospect to support several initiatives at the same time, rather than asking the prospect to support each initiative separately.

Project	A project is an institutional initiative that relies on funding or leadership support. Within Banner Advancement, a project can be generic (Scholarship Support), specific (Smith Family Memorial Scholarship), or somewhere between (Endowed Scholarship Support).

Forms Used

Refer to online help for form details.

Entry Forms

Form	Use
Advancement Prospect Information Form (AMAINFO)	Create a prospect record for an already-established advancement individual or advancement organization ID.
Prospect Contacts Form (AMACONT)	Track contacts with a prospect.
Contact Mass Entry Form (APACMAS)	Enter contact details for a group of IDs.
Prospect Comments Form (AMACOMT)	Add and maintain free-form comments about prospect activity.
Strategy Plan Rules Form (AMASTGY)	Create a base strategy plan for a strategy/project combination.
Prospect Strategy Plan Form (AMAPLAN)	Create a strategy, and associate a strategy, project, and moves manager to a prospect.
Project Designations Form (AMADESG)	Assign multiple designations to a project.
Prospect Proposal Form (AMAPROP)	Manage and track proposals associated with a prospect.
Wealth Ratings Form (AMAWLTH)	Access and manage the wealth ratings associated with a Advancement Record
Advancement Control Form (AGACTRL)	Identify people who have prospect management supervisory privileges.
User Identification Control Form (GUAIDEN)	Associate system logon IDs with the proper names of users on the Prospect Management forms.
General Message Form (GUAMESG)	Send messages to and receive messages from other Banner users.

Query Forms

Form	Use
Prospect Pool Inquiry Form (AMAPOOL)	Display prospects that meet your query criteria.
Prospect Subject Index List Form (AMCSUBJ)	Display subject indices associated with the comments for a prospect.
Strategy Plan List Form (AMCSTGY)	Display current strategy plans and their accompanying project codes and descriptions that were created on the Strategy Plan Rules Form (AMASTGY).
Moves by Prospect Form (AMAPROS)	Display the status (within a date range) of any prospect for a specific project or for all projects.
Moves by Project Form (AMAPROJ)	Display the status of a project within a date range.
Moves by Staff Form (AMASTAF)	Display the status, within a date range, of any staff member for a specific project or for all projects.

Validation Forms

Form	Use
External Ratings Code Validation Form (ATVEXRS)	Define codes and descriptions to track ratings an institution might receive about people or organizations from outside the institution.
Giving Vehicle Code Validation Form (ATVGIVH)	Define codes that track the different types of gifts that can be made by a prospect for a specific project or interest.
Move Type Code Validation Form (ATVMOVE)	Define codes that identify the moves made with a prospect based on certain contacts.
Project/Interest Code Validation Form (ATVPROJ)	Define codes for projects or areas of interest for a prospect.
Proposal Code Validation Form (ATVPROP)	Define codes that identify formal presentations to prospects regarding institutional initiatives in which the institution hopes to engage the prospect.
Prospect Status Code Validation Form (ATVPRST)	Define status codes and descriptions used for prospects, proposals, and projects.
Prospect Rating Code Validation Form (ATVRATE)	Define codes that track the different ratings that can be obtained for a prospect.

Form	Use
Reference Code Validation Form (ATVREFR)	Define codes that identify how advancement individuals and advancement organizations become prospects.
Ratings Screen Code Validation Form (ATVRSCR)	Define the staff types who perform a rating on a prospect.
Ratings Type Validation Form (ATVRTGT)	Define the types of ratings a prospect can have (for example, donor, volunteer, class agent).
Solicitor Contact Code Validation Form (ATVSCNT)	Define codes and descriptions that identify types of contact a solicitor might have with an advancement individual in a solicitation appeal.
Source Code Validation Form (ATVSORC)	Define the types of sources from which research on a prospect takes place.
Staff Assignment Type Validation Form (ATVSTFT)	Define codes that identify the roles a person can have with a prospect (for example, solicitor, cultivator, and researcher).
User Defined Code Validation Form (ATVUSRC)	Define the codes that identify information that is acquired about a prospect by research.
Wealth Ratings Score Validation Form (ATVWRAT)	Define the wealth ratings code for prospects.
Expense Code Validation Form (GTVEXPN)	Define expense codes for prospect contacts.
Subject Index Code Validation Form (GTVSUBJ)	Define indexes (keywords) that describe the subject matter of comments for prospects.

Reports and Processes Used

Refer to “Reports and Processes” on page 457 for report and process details.

Report or Process	Use
Basic Constituent List (APPCLST)	List advancement individuals with their giving history for six fiscal years.
Advancement Individual Report (APPCONS)	List advancement individuals with their target amounts for six fiscal years.

Designation

The Designation module is used to establish relationships between gift designations, your finance system, and VSE gift categories. In this module, you define pledge and gift purposes. Designations are a basic building block of pledge and gift accounting. The Designation module provides online analysis of the status of a designation, and maps gifts and pledge payments to specific fund accounts in the Banner® Finance System or to an institution-specific finance system. This module allows you to perform the following tasks:

- Establish designations for use in pledge and gift processing.
- Add and maintain interest income, expenses, and other adjustments for a designation.
- Query summary financial data for each designation by fiscal year.
- Query pledge and gift information for a designation.

Forms Used

Refer to online help for form details.

Processing Forms

Form	Use
Designation Form (ADADESG)	Create, maintain, and query designations.
Designation Adjustments Form (ADAADAJ)	Create, maintain, or query financial adjustments made to a designation.
Designation Comment Form (ADACOMT)	Add and maintain free-form comments about a designation.
Designation Fiscal Summary Form (ADASUMM)	Display all financial activity, by fiscal year, for a designation.
Designation List Form (ADCDESG)	Display all existing designations.
Designation Pledges Form (ADAPLDG)	Display pledge information for a designation.
Designation Gifts Form (ADAGIFT)	Display gift and pledge payment information for a designation.

Form	Use
Designation Financial Aid Query Form (ADIAWRD)	Display records of students who received awards from a financial aid fund associated with a designation.
Designation Student Aid Query Form (ADIAWRD)	Display records of persons who received awards from a student aid fund associated with a designation.
Financial Aid Award Query Form (ADISAWD)	Displays records of a student who received awards from financial aid funds associated with multiple terms and designations.
Student Aid Award Query Form (ADISAWD)	Displays records of a person who received awards from student aid funds associated with multiple terms and designations.
Advancement Control Form (AGACTRL)	Identify people who have designation management supervisory privileges.
User Identification Control Form (GUAIDEN)	Associate system logon IDs with the proper names of users.

Validation Forms

Form	Use
Designation Adjustment Code Validation Form (ATVADJT)	Define designation adjustment codes and descriptions that are used to validate codes entered on the Designation Adjustments Form (ADAADAJ).
Designation Attribute Code Validation Form (ATVDATR)	Define designation attribute codes and descriptions that are used on the Attributes window of the Designation Form (ADADESG).
Designation Group Code Validation Form (ATVDGRP)	Define designation group codes that are entered on the Designation Form (ADADESG).
Designation ID Type Code Validation Form (ATVDITP)	Define the designation ID type codes that are entered on the Designation Form (ADADESG).
Designation Status Code Validation Form (ATVDSTA)	Define designation status codes that are used on the Designation Form (ADADESG).
Designation Type Validation Form (ATVDSTP)	Define designation type codes that are used on the Designation Form (ADADESG) to group designations for institutional reporting.
VSE Code Validation Form (ATVVSER)	Define the VSE (Voluntary Support of Education) codes that can be entered on the Designation Form (ADADESG).

Form	Use
College Code Validation Form (STVCOLL)	Define college codes.
Department Code Validation Form (STVDEPT)	Define department codes.
Subject Index Validation Form (GTVSUBJ)	Define subject codes.
Account Index Code List Form (FTVACCI)	Display the account index codes defined to the system.
Account Code List Form (FTVACCT)	Display the account codes defined to the system.
Activity Code List Form (FTVACTV)	Display the activity codes defined to the system.
Chart of Accounts List Form (FTVCOAS)	Display the charts of accounts defined to the system.
Fund Code List Form (FTVFUND)	Display the fund codes defined to the system.
Location Code List Form (FTVLOCN)	Display the location codes defined to the system.
Organization Code List Form (FTVORGN)	Display the organization codes defined to the system.
Program Code List Form (FTVPROG)	Display the program codes defined to the system.

Reports and Processes Used

Refer to "Reports and Processes" on page 457 for report and process details.

Report or Process	Use
Designation Accounting Report (ADPACCT)	List gifts by designation, with designation totals and final totals within a given period.
Voluntary Support of Education (ADPVSER)	Display information used to meet VSE reporting requirements for a specific time period.
Expired Designations Report (ADPEXPD)	Identify active designations that have end dates in the past.
Advancement - Finance Feed Process (ADPFEED)	Feed finalized gifts, pledge payments, and adjustments to Banner Finance or to a site-specific finance system in a generic feed table.

Report or Process	Use
Pledge Feed to Finance Report (ADPPFED)	Feed pledges to Banner Finance or to a site-specific finance system in a generic feed table.
Cashiering Report (AGPCASH)	Print gift cashiering report subtotaled by payments and one-time gifts within designation.

Solicitor Organization

The Solicitor Organization module helps you manage staff and volunteer organizations involved in your fund-raising efforts. This module allows you to perform the following tasks:

- Assign contacts to solicitors.
- Define goals for solicitors.
- Record contact results.
- Create a hierarchy of solicitor organizations with an unlimited number of levels.
- View a list of solicitor organizations.
- Add and maintain requirements and criteria used to assign advancement individuals to a solicitor.
- Add and maintain comments about a solicitor organization.
- Establish and view geographic/regional data.

Forms Used

Refer to online help for form details.

Processing Forms

Solicitor Organization Header Form (ASASORG)

This form is used to create and query solicitor organizations, and to define goals for volunteer organizations. You can create multiple solicitor organizations and assign them to campaigns and years to help in your fund raising.

Because Banner® stores information about successes and other criteria, you can match the correct solicitor organization to your different campaigns. When a pledge or gift is entered, Banner can store the contact within the solicitor organization. This allows you to measure the effectiveness of the solicitor organization and use the information to create more effective organizations in the future.

Solicitor Annual Goals Form (ASASANG)

This form lets you define annual goals for a solicitor within a solicitor organization. Annual goals can include a participation percentage, dollar goal, and donor goal. It is also the form used to assign contacts to a solicitor for a year.

For each contact assigned to a solicitor, you can enter a target ask amount and date, rating, rater ID, rater type, comment, and assigned date. The rating codes are the same rating codes used in the Prospect Management module and maintained on the Prospect Rating Code Validation Form (ATVRATE).The calculation of the target ask amount is entered manually and is not calculated based on the rating. If the contact is a prospect, you can view the prospect ratings from the Contacts window. A warning is given and processing continues if a contact is assigned to multiple solicitors within the same organization and year.

Finally, this form lets you record results for a solicitor and contact. For each contact, a contact code and result code are required. Optional fields include a comment, actual ask amount, gift number, and pledge number. If the gift number and/or pledge number are entered, the gift and/or pledge amount is displayed and the detail can be viewed by using Count Query Hits to access the Pledge Form (AGAPLDG) or the Gift Form (AGAGIFT).

Note: The result record can be created during pledge or gift entry by setting up a default contact and result code on the Pledge/Gift Default Form (AGAPDEF).

See the notes below on creating an automatic result record. This form can be accessed from the Solicitors window on the Solicitor Organization Header Form (ASASORG).

Solicitor Mass Entry of Results Form (ASAMRES)

This form lets you enter results in mass for a solicitor within an organization and year. Required in the key are the solicitor organization, year, solicitor, and contact type. In the main block, a contact ID can be entered and a result. Optionally, a comment, pledge number, and gift number can be entered. An annual goal for the solicitor organization must exist (on ASASORG) and an annual goal for the solicitor must exist (on ASASANG). This is an entry form only so once records are added, saved, and a rollback is performed, the main block will be blank. Results for the contact can then be viewed on the Advancement Individual Summary Form (APASBIO), or the Advancement Prospect Information Form (AMAINFO).

Unassigned Contacts Form (ASAUNCT)

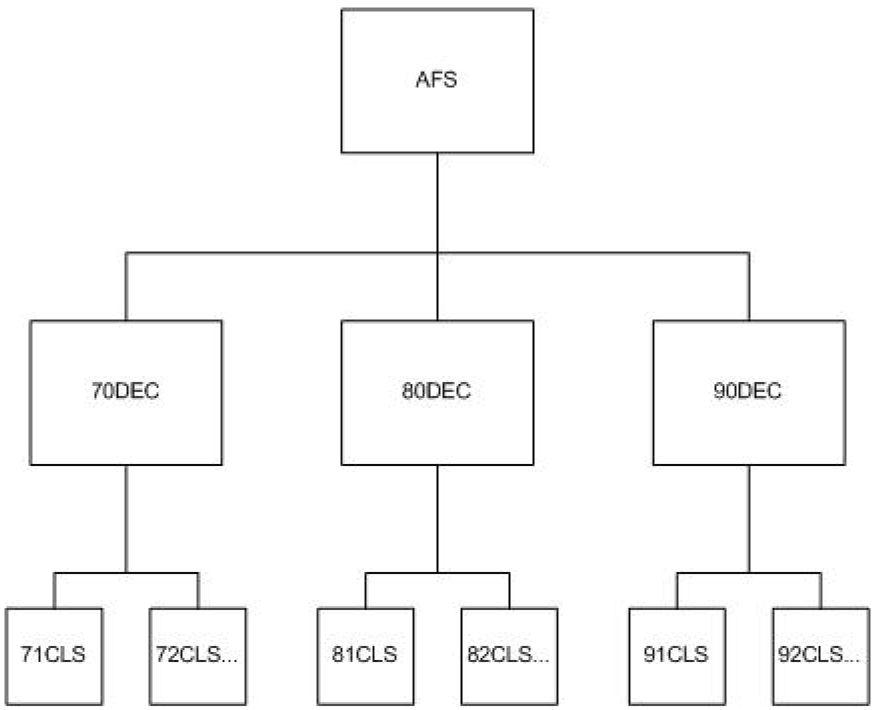
This form lets you record those who need to be contacted for a solicitor organization and year, but have not been assigned to anyone within the organization. For each contact, their ID, ask amount and date, date assigned, rating, rater type, rater ID, and comment can be added. When a contact is added, if they have been assigned to someone, a message will appear that they have. The solicitor they have been assigned to can be viewed on the Advancement Individual Summary Form (APASBIO).

Assign Contacts Form (ASAASCT)

This form lets you assign contacts to specific solicitors within an organization and year. All contacts that are unassigned for the organization and year entered in the key will display on a Next Block from the key information and the **Assign** box can be checked to assign those to the solicitor entered in the key. *Note that unassigned solicitors can be queried by their rating, rater type, ask amount in order to find a subset.* None of this information can be updated on this form. Once the contact has been assigned, they can be viewed and updated on the Solicitor Annual Goals Form (ASASANG).

Solicitor Organization Hierarchy Form (ASACORG)

This form lets you create a hierarchy (structure) of solicitor organizations, identifying which ones report to which ones in the hierarchy. An unlimited number of levels can be created. The solicitor organization entered in the key is the top level for the structure being built. An unlimited number of structures can be built; however, one structure cannot be related to another. This is an example of a structure:



This represents a solicitor organization called AFS for Annual Fund Solicitors. AFS is at the top of the structure. Reporting to AFS at level 1 is a solicitor organization for each decade (for example, 70DEC, 80DEC, 90DEC). Reporting to each decade solicitor organization at level 2 is a solicitor organization for each class year.

Note: Each structure is for a year that is defined for that organization.

ASACORG allows the results of each organization to be viewed individually or as a rollup total (that is, a total that includes the results of itself and every organization reporting to it).

The roll-up total only includes results for itself and the level below it (and not subsequent levels below that), except for the group at the top level, which shows the results of all levels.

Different structures can be built to view online entire branches of a structure. Choosing the **Roll Up Totals** check box in the key block rolls up the totals for each organization. The results include goal, percentage of goal, pledge dollars, payment dollars, one time gift dollars, number of IDs with pledges, number of pledges, number of donors, and number of gifts.

An SQL*Plus script (`asrcorgl.sql`) can report the hierarchy structures created. The output looks like this:

Key Org	Solicitor Organization	Year
AFS	70DEC	1999
	70CLS	1999
	71CLS	1999
	72CLS	1999
	80DEC	1999
	80CLS	1999
	81CLS	1999
	82CLS	1999
	90DEC	1999
	90CLS	1999
	91CLS	1999
	92CLS	1999

Solicitor Contact Types Form (ASACONT)

This form is used to establish the criteria that the Campaign Solicitor Assignments Report (AFPSOLA) uses to assign advancement individuals to solicitors within a solicitor organization for a campaign.

Solicitor Contact Assignment Form (ASASIGN)

This form is used to assign a population as contacts to a campaign and solicitor organization. There are three options that assign contacts to a solicitor organization:

- The Unassigned option creates all contacts for a solicitor organization but does not assign them to a solicitor. The results of this option can be viewed on the Unassigned Contacts Form (ASAUNCT).

- The Distribute Evenly option looks at the number of contacts to be assigned, and distributes them evenly among all the eligible solicitors. This option takes into consideration the maximum contacts for each solicitor. Any remaining contacts are created as unassigned.
- The user can enter the number of contacts to be assigned to each solicitor. If the solicitor has no maximum number of contacts entered, this number updates the maximum contacts defined on ASASANG or AFACSLT.

Query Forms

Form	Use
Solicitor Organization List Form (ASCSORG)	Display all solicitor organizations established on the Solicitor Organization Header Form (ASASORG).
Campaign Solicitation Details Form (AGCCORG)	Display all solicitation type and solicitor organization combinations set up on the Campaign Solicitor Organization Form (AFACORG); all solicitation type, solicitor organization, and solicitor combinations; and all solicitation types.
Solicitor by Organization Query Form (ASISSLT)	Display solicitors, their contacts, and the results of those contacts by solicitor organization and year (optional).
Contacts by Solicitor Query Form (ASICONT)	Display contacts, solicitation results, and contact details for a solicitor.
Solicitation Query Form (ASIPOOL)	Display the results of pledge and gift solicitations from the Pledge Solicitor Form (AGAPSOL) and the Gift Solicitor Form (AGAGSOL), respectively.

Geographic Region Forms

Form	Use
Geographic Region Rules Form (SOAGEOR)	Establish rules that define a geographic region and geographic region division.
Geographic Regions by ID Form (SOAIGEO)	Display all geographic regions for which a person or organization qualifies.
Geographic Region Query Form (SOAQGEO)	Display all existing geographic region and division codes that have rules established on the Geographic Region Rules Form (SOAGEOR).

Form	Use
Geographic Region Division Code Validation Form (STVGEOD)	Define codes that identify geographic divisions to which regions belong.
Geographic Region Code Validation Form (STVGEOR)	Define codes that identify geographic regions.

Validation Forms

Form	Use
Contact Types Code Validation Form (ATVCONT)	Define solicitor contact type codes that are used on the Solicitor Contact Types Form (ASACONT).
Gift Society Year Validation Form (ATVDCYR)	Define the gift society years that are used on the Gift Society Membership Form (APADCLB), the Gift Society Default Premiums Rules Form (APADCDP), and the Gift Society Rules Form (APADCRL).
Prospect Rating Code Validation Form (ATVRATE)	Define the codes that track the different ratings that can be obtained for a prospect.
Ratings Screen Code Validation Form (ATVRSCR)	Define the staff types who perform a rating on a prospect.
Solicitor Type Validation Form (ATVSOLT)	Define the codes that identify the types of solicitors that can be a part of a solicitor organization.
Solicitor Organization Type Validation Form (ATVSOTP)	Define the codes that identify the types of solicitor organizations that an institution can create.
Solicitor/Organization Status Code Validation Form (ATVSSTA)	Assign a status code to solicitors and solicitor organization on the Solicitor Organization Header Form (ASASORG).
College Code Validation Form (STVCOLL)	Define college codes.

Reports and Processes Used

Refer to “Reports and Processes” on page 457 for report and process details.

Campaign Solicitor Assignments Report (AFPSOLA)

The Campaign Solicitor Assignments Report assigns advancement individuals to solicitors based on the parameters defined on the Solicitor Contact Types Form (ASACONT). The maximum number of contacts is taken into consideration. The report lists the solicitor by campaign along with the advancement individuals assigned to the solicitor. Name, ID, and contact type are listed for the assigned advancement individuals. The report is generated for a specific solicitation type (such as a personal visit or phone call) for a specific campaign. Advancement individuals who do not want to receive mail or phone calls can be excluded.

Campaign Unassigned Solicitors Report (AFPSOLB)

The Campaign Unassigned Solicitors Report lists the solicitors who have been assigned no contacts, or have been assigned fewer than their maximum number of contacts as listed on the Campaign Solicitor Assignments Report (AFPSOLA). A total count of solicitors is given for each solicitation type and organization.

Campaign Unassigned Constituents Report (AFPSOLC)

The Campaign Unassigned Constituents Report lists the constituents/advancement individuals who were not assigned by the Campaign Solicitor Assignments Report (AFPSOLA) for a specific campaign and solicitation type because they either did not meet the criteria or a solicitor maximum was attained.

Solicitor Organization List Report (ASPSORL)

The Solicitor Organization List Report lists the solicitors (names, addresses, phone numbers, ID numbers, maximum number of contacts) within a solicitor organization.

Solicitor Organization Rollup Report (ASPSOLA)

The Solicitor Organization Roll-up Report moves contact information associated with solicitor a from one year to another or from one campaign to another. The report may be run for solicitor organizations defined for a year or campaign. The parameters of the report include: campaign or year option, year to be copied, year to be created, solicitor organization type(s), campaign to be copied, campaign to be created, percentage increase for solicitor organization, percentage increase for solicitor, percentage increase for ask amount, include rating information, include only active solicitors and report or update mode.

The report identifies those solicitor organizations where no organization-level goals were established by printing **No Organization Information Exists.** At the end of the report a listing of solicitor organizations with no information for that copy year or campaign is printed.

When the year option is selected, the organization goal, solicitor goal and contact ask amount may be increased by a percentage. If a percentage is not entered, the organization goal, solicitor goal and contact ask amount default from the copy from year if entered. Hierarchy information set up on the Solicitor Organization Hierarchy Form (ASACORG) is also rolled from one year to the next.

When the Campaign option is selected, only contact ask amount may be updated. The Solicitor Organization Goal and the Solicitor Goal cannot be updated because the total of these goals cannot exceed the campaign and campaign/solicitor organization goals respectively. Campaign Solicitor Organization hierarchy defined on the Campaign Solicitor Organization Form (AFACORG) is copied only if no solicitation type was used when setting up the hierarchy. (Note: it is not mandatory that a solicitation type be associated with a campaign and solicitor organization in order to assign credit.) Goals defined on the Campaign Solicitor Organization Form (AFACORG) are not copied from one campaign to the other.

Inactive Solicitors Report (ASPSOLB)

The Inactive Solicitors Report identifies contacts that are associated with inactive solicitors. With this information, the contacts of the inactive solicitor can be reassigned.

For Solicitor Organizations that are associated with a year, contacts may be reassigned by associating them with a new solicitor on the Solicitor Annual Goals Form (ASASANG) or adding the contact to the Unassigned Contacts Form (ASAUNCT) for reassignment within that Solicitor Organization. For Solicitor Organizations that are associated with a campaign, the contacts may be reassigned on the Campaign Solicitors Form (AFACSLT).

Linking Contacts to Solicitors

You can link contacts to solicitors based on the year method or the campaign method:

- Year method - Solicitors are assigned to gift society years on the Solicitor Annual Goals Form (ASASANG).
- Campaign method - Solicitors are assigned to campaigns on the Campaign Solicitors Form (AFACSLT).

The year method requires establishing goals for the solicitor organization and solicitors using the gift society year codes defined on the Gift Society Year Validation Form (ATVDCYR). The gift society year is used instead of the fiscal year to accommodate those institutions whose fiscal year and gift society year differ and want to track giving performance by gift recognition years.

When pledge or gift solicitation is being added for a pledge or gift on AGAPSOL, AGAPMAS, AGAGIFT, or AGAGSOL, you can view and bring back the solicitors for that donor. A List function shows all the solicitors assigned to that donor and the donor's spouse via either the campaign method or the year method. The spouse's solicitors are returned so you can credit the spouse's solicitors in case of a split gift. When a solicitor is returned, a **Credit ID** displays either the donor's ID or the spouse's ID depending on whose solicitor is returned.

Note: To accommodate the **Credit ID**, the AGRPSOL and AGRGSOL records include the following NOT NULL fields:

```
AGRPSOL_CREDIT_PIDM
AGRGSOL_CREDIT_PIDM
```

When a pledge or gift is credited to a solicitor, a result record is created automatically if the solicitor is selected from the list of values. This eliminates the need to enter results as another step. Results can be entered manually (that is, if they didn't result in a pledge or gift) on the Campaign Solicitors Form (AFACSLT) for the campaign method or the Solicitor Annual Goals Form (ASASANG) for the year method. You can also enter results manually on the Solicitor Mass Entry of Results Form (ASAMRES). If the solicitor is just entered on the pledge or gift record, a result record is not created due to not being able to identify the necessary components for creating the record. A default result and contact code can be set up on the Pledge/Gift Default Form (AGAPDEF).

Better viewing of prospect information from the Prospect Management module is available while looking at solicitor contacts and vice versa - seeing solicitor information from within the Prospect Management module. Also, the Advancement Individual Summary Form (APASBIO) gives a view of the solicitors for the advancement individual.

Solicitors are sorted by their "Status" (Active first). A solicitor can not have multiple records of the same contact. A particular solicitor cannot repeat a contact. If you try to repeat a contact for the particular solicitor, an error message *Error*: Contact already exists* displays. Solicitors under the same campaign, organization, and type can have the same contact linked to them, but a warning message *Contact already assigned to this solicitor combination* displays.

Entering Pledge and Gift Solicitation

Entering pledge and gift solicitation information does not have to be previously tied to a campaign, so assigning solicitation information is much more flexible. Only the following are validated:

- A solicitation code (if used) must exist on the Solicitor Type Validation Form (ATVSOLC).
- A solicitor organization (if used) must be defined on the Solicitor Organization Header Form (ASASORG).
- A solicitor (if used) must either be tied to the campaign or be a member of the solicitor organization entered.

On the forms where solicitation information is entered, the **Solicitation/Type, Organization**, and **ID** buttons can access a list of solicitors assigned to the key ID and the spouse of the key ID either via the campaign or the year method. An exception is AGAPMAS because the key ID is not known when entering the solicitation information; in this case, the solicitor ID on the Pledges window performs this function. The **Solicitation/**

Type field can also access the solicitation types for that campaign as well as all solicitation types that exist. The **Organization** field also accesses all solicitor organizations that exist.

If an ID is selected from the list of solicitors assigned to the ID or spouse *and* a default contact and result code are set up on the Pledge/Gift Default Form (AGAPDEF), then a result record is automatically created when the pledge or gift is entered, in addition to the pledge or gift solicitation record. The pledge or gift number is entered as part of the result record. Result records can be viewed on the Advancement Individual Summary Form (APASBIO) and on the Advancement Prospect Information Form (AMAINFO) if the ID is a prospect.

A credit ID can be stored with pledge and gift solicitation information. A credit ID is the person who gets the solicitation credit. It can only be the key ID or the spouse. The credit ID is determined by which solicitor is selected from the list of values. The credit ID is displayed in the list of values and on AGAPSOL and AGAGSOL when the solicitor is selected.

The Gift Solicitor Form (AGAGSOL) allows the solicitation information on a payment to vary from the solicitation information on the pledge.

Note: This can cause the amount paid on a pledge solicitation to not be updated because there might not be a corresponding payment solicitation.

The Pledge/Gift Adjustment Form (AGAADJS) lets you change one-time gifts into payments on pledges with the same campaign without having to adjust the solicitation information. This is possible because payment solicitation information can differ from pledge solicitation information.

Creating Automatic Result Records

A result record for a contact can be created automatically during pledge and gift entry from the Gift Form (AGAGIFT), Pledge Mass Entry Form (AGAPMAS), Pledge Solicitor Form (AGAPSOL), and Gift Solicitor Form (AGAGSOL). There are three key components for this feature to work:

- The donor must be assigned to a solicitor on either the Campaign Solicitors Form (AFACSLT) or the Solicitor Annual Goals Form (ASASANG).
- A default contact and result code must be set up for the user entering the pledge/gift information on the Pledge/Gift Default Form (AGAPDEF). Each user can establish his or her own defaults.
- When assigning the solicitation information, the List of Values function *must be used* (that is, the List function must be pressed) to bring back a solicitor assigned to the donor or the donor’s spouse. Just entering a solicitor does not create the result record.

Once these three requirements are met, a result record is automatically created. The pledge/gift number is created as part of the result record so when the record is viewed, the pledge/gift can be viewed.

Viewing Contacts and Results

The following forms allow you to see the contacts and results if the solicitor (but not necessarily the contact) is known:

- Solicitor by Organization Query Form (ASISSLT)
- Contacts by Solicitor Query Form (ASICONT)
- Campaign Solicitors Form (AFACSLT)
- Solicitor Annual Goals Form (ASASANG)

The following forms allow you to see the solicitors and contact results if the contact ID is all that is known:

- Advancement Individual Summary Form (APASBIO)
- Advancement Prospect Information Form (AMAINFO)

The following views can be used for institutional reporting, as well as letter generation and population selection.

APVCTYP View

This view has a record for each contact assigned to a solicitor either by the campaign method or the year method. It is used by the Contacts by Solicitor Query Form (ASICONT) and corresponds to the AFRCTYP record.

APVCTYP_CAMPAIGN	Campaign code of the solicitor (either this field is filled in or the gift society year field is filled in - APVCTYP_DCYR_CODE)
APVCTYP_SOLC_CODE	Solicitation code of the solicitor
APVCTYP_SOL_ORG	Solicitor organization of the solicitor
APVCTYP_PIDM	PIDM of the solicitor
APVCTYP_ID	ID of the solicitor
APVCTYP_FULL_NAME	Full name of the solicitor (format: last name prefix, last name, first name, middle name)
APVCTYP_SURNAME_PREFIX	Last name prefix of the solicitor
APVCTYP_LAST_NAME	Last name of the solicitor
APVCTYP_FIRST_NAME	First name of the solicitor
APVCTYP_MI	Middle name of the solicitor
APVCTYP_SEQ_NO	Sequence number of the contact
APVCTYP_CONSTITUENT_PIDM	PIDM of the contact

APVCTYP_CONSTITUENT_ID	ID of the contact
APVCTYP_CONSTITUENT_FULL_NAME	Full name of the contact (format: last name prefix, last name, first name, middle name)
APVCTYP_CONSTITUENT_SNAME_PRFX	Last name prefix of the contact
APVCTYP_CONSTITUENT_LAST_NAME	Last name of the contact
APVCTYP_CONSTITUENT_FIRST_NAME	First name of the contact
APVCTYP_CONSTITUENT_MI	Middle name of the contact
APVCTYP_ACTIVITY_DATE	Activity date of the contact
APVCTYP_USER	User who last updated or added the contact
APVCTYP_RATE_CODE	Rating code of the contact
APVCTYP_RSCR_CODE	Rater type of the contact
APVCTYP_RATER_PIDM	PIDM of the rater
APVCTYP_RATER_ID	ID of the rater
APVCTYP_RATER_FULL_NAME	Full name of the rater (format: last name prefix, last name, first name, middle name)
APVCTYP_RATER_SURNAME_PREFIX	Last name prefix of the rater
APVCTYP_RATER_LAST_NAME	Last name of the rater
APVCTYP_RATER_FIRST_NAME	First name of the rater
APVCTYP_RATER_MI	Middle name of the rater
APVCTYP_ASK_AMOUNT	Target ask amount of the contact
APVCTYP_ASK_DATE	Target ask date of the contact
APVCTYP_COMMENT	Comment of the contact
APVCTYP_ASSIGN_DATE	Date contact was assigned
APVCTYP_DCYR_CODE	Gift society year of the contact (either this field has a value or the campaign field has a value)

APVSRES View

This view has a record for the most recent result for each solicitor and contact. It is currently not used in any forms or reports but can be used for institutional reports, population selection, and letter generation.

APVSRES_SOLICITOR_PIDM	PIDM of solicitor
APVSRES_SOLICITOR_ID	ID of solicitor

APVSRES_SOLC_SURNAME_PREFIX	Last name prefix of solicitor
APVSRES_SOLICITOR_LAST_NAME	Last name of solicitor
APVSRES_SOLICITOR_FIRST_NAME	First name of solicitor
APVSRES_SOLICITOR_MI	Middle name of solicitor
APVSRES_CONTACT_PIDM	PIDM of contact
APVSRES_CONTACT_ID	ID of contact
APVSREX_CONTACT_SURNAME_PREFIX	Last name prefix of contact
APVSRES_CONTACT_LAST_NAME	Last name of contact
APVSRES_CONTACT_FIRST_NAME	First name of contact
APVSRES_CONTACT_MI	Middle name of contact
APVSRES_CTYP_SEQ_NO	Sequence number of contact person
APVSRES_CRES_SEQ_NO	Result sequence number of the most recent result
APVSRES_CAMPAIGN	Campaign of most recent result (either this field or the APVSRES_DCYR_CODE (year) field is entered)
APVSRES_SOLC_CODE	Solicitation code of the most recent result
APVSRES_SOL_ORG	Solicitor organization of the most recent result
APVSRES_DCYR_CODE	Gift society year of the most recent result (either this field or the APVSRES_CAMPAIGN (campaign) field is entered)
APVSRES_ASK_AMOUNT	Ask amount of the most recent result
APVSRES_DATE	Date of the most recent result
APVSRES_PLEDGE_NO	Pledge number of the most recent result
APVSRES_GIFT_NO	Gift number of the most recent result
APVSRES_SCNT_CODE	Contact code of the most recent result
APVSRES_SCRS_CODE	Result code of the most recent result
APVSRES_RESULT_COMMENT	Comment associated with the most recent result

AGVPSOL View

This view has a record for each pledge solicitation record including the gift society year of the pledge and the primary donor category of the credit ID. It is used in the ASIPOOL and ASACORG forms and can be used for institutional reports, population selection, and letter generation.

AGVPSOL_PIDM	PIDM of pledge donor
AGVPSOL_PLEDGE_NO	Pledge number
AGVPSOL_PLEDGE_DATE	Date of pledge
AGVPSOL_PLEDGE_DCYR_CODE	Gift society year of pledge
AGVPSOL_CMTP_CODE	Campaign type of pledge
AGVPSOL_CAMPAIGN	Campaign of pledge
AGVPSOL_SOLC_CODE	Solicitation type that received credit for the pledge
AGVPSOL_SOL_ORG	Solicitor organization that received credit for the pledge
AGVPSOL_SOL_PIDM	Solicitor PIDM that received credit for the pledge
AGVPSOL_AMT	Amount of solicitation for the pledge
AGVPSOL_AMT_PAID	Paid amount towards the solicitation for the pledge
AGVPSOL_CREDIT_PIDM	Credit PIDM of the pledge
AGVPSOL_CREDIT_DONR_CODE	Primary donor category code of the credit PIDM

AGVGSOL View

This view has a record for each gift solicitation record including the gift society year of the gift and the primary donor category of the credit ID. It is used in the ASIPOOL and ASACORG forms and can be used for institutional reports, population selection, and letter generation.

AGVGSOL_PIDM	PIDM of gift donor
AGVGSOL_GIFT_NO	Gift number
AGVGSOL_PLEDGE_NO	Pledge number of the gift (0000000 if gift is a one- time gift and non zeros if gift is a payment)
AGVGSOL_GIFT_DATE	Date of gift

AGVGSOL_GIFT_DCYR_CODE	Gift society year of gift
AGVGSOL_CMTP_CODE	Campaign type of gift
AGVGSOL_CAMPAIGN	Campaign of gift
AGVGSOL_SOLC_CODE	Solicitation type that received credit for the gift
AGVGSOL_SOL_ORG	Solicitor organization that received credit for the gift
AGVGSOL_SOL_PIDM	Solicitor PIDM that received credit for the gift
AGVGSOL_AMT	Amount of solicitation for the gift
AGVGSOL_CREDIT_PIDM	Credit PIDM of the gift
AGVGSOL_CREDIT_DONR_CODE	Primary donor category code of the credit PIDM

ASVSSAG View

This view has a record for each solicitor within an organization for a year along with the goals of that solicitor for the year. It is used in the ASISSLT form and can be used for institutional reports, population selection, and letter generation.

ASVSSAG_SOL_ORG	Solicitor organization
ASVSSAG_PIDM	PIDM of the solicitor
ASVSSAG_ID	ID of the solicitor
ASVSSAG_FULL_NAME	Full name of the solicitor (format: last name prefix, last name, first name, middle name)
ASVSSAG_DCYR_CODE	Gift society year of the solicitor’s goals
ASVSSAG_ACTIVITY_DATE	Activity date
ASVSSAG_USER	User who created or last updated the goals for this solicitor
ASVSSAG_DOLLAR_GOAL	Dollar goal for this solicitor for the year
ASVSSAG_PARTICIPATION_GOAL	Participation percentage goal for this solicitor for the year
ASVSSAG_DONOR_COUNT_GOAL	Donor count goal for this solicitor for the year
ASVSSAG_REPORT_TO_PIDM	PIDM to whom the solicitor reports in the next higher organization in the hierarchy
ASVSSAG_SSTA_CODE	Solicitor status code

Campaign

The Campaign module allows you to create campaigns that reflect the structure and priorities of your fund raising program. The module provides information that managers need to run efficient, goal-oriented campaigns.This module allows you to perform the following tasks:

- Establish and view a list of campaigns.
- Add and maintain the types of solicitation associated with the campaign.
- Add and maintain designations and solicitor organizations associated with the campaign.
- Maintain solicitors' contacts and goals for the campaign.
- Add and maintain campaign expenses and comments about a campaign.
- View pledges and gifts for individual campaigns.

Forms Used

Refer to online help for form details.

Processing Forms

Form	Use
Campaign Detail Form (AFACAMP)	Create, maintain, and query campaigns.
Campaign Solicitor Organizations Form (AFACORG)	Add and maintain solicitor organizations that are associated with a campaign. Track a campaign's pledges, pledge payments, and gifts that were solicited by the solicitor organizations. Track a goal and percent of goal for a solicitor organization.
Campaign Solicitors Form (AFACSLT)	Track the solicitors, contacts, and overall results of a campaign.
Solicitor Contact Assignment Form (ASASIGN)	Assign a population as contacts to a campaign and solicitor organization.
Campaign List Form (AFCCAMP)	List existing campaigns.

Query Forms

Form	Use
Campaign List Form (AFCCAMP)	Display existing campaigns.
Designation Within Campaign List Form (AGCDESG)	Display information about all designations associated with a campaign on the Campaign Detail Form (AFACAMP).
Campaign Solicitation Details Form (AGCCORG)	Display the following combinations set up for a campaign: • All solicitation type and solicitor organization combinations set up on the Campaign Solicitor Organizations Form (AFACORG) • All solicitation type, solicitor organization, and solicitor combinations • All solicitation types

Validation Forms

Form	Use
Campaign Type Validation Form (ATVCMTP)	Define campaign type codes.
Solicitor Contact Code Validation Form (ATVSCNT)	Define codes that identify the types of contact a solicitor might have with an advancement individual in a solicitation appeal.
Solicitor Contact Result Code Validation Form (ATVSCRS)	Define codes that identify the results of a contact that a solicitor makes with an advancement individual in a solicitation appeal.
Solicitation Type Code Validation Form (ATVSOLC)	Define codes that identify solicitation techniques for raising money.
Expense Code Validation Form (GTVEXPN)	Define expense codes for campaigns.
Mail Code Validation Form (GTVMAIL)	Define codes that describe mailings for campaigns.

Reports and Processes Used

Refer to “Reports and Processes” on page 457 for report and process details.

Report or Process	Use
Campaign History/Results Report (AFPCAMR)	Show campaign results, including campaign dates, mailings, goals, amounts pledged and received by designation, solicitations, detailed listing of gifts including matching gifts, and expenses accrued for the campaign. Includes full gift amounts, regardless of hard credit IDs.
Campaign Donor Report (AFPDONR)	List all donors (including hard credit IDs) who have contributed to a campaign by class year within donor category (alumni, corporation, etc.); includes class year, ID number, donor name, and gift society of the donor.
Campaign Solicitor Assignments Report (AFPSOLA)	Assign advancement individuals to solicitors based on the parameters defined on the Solicitor Contact Types Form (ASACONT).
Campaign Unassigned Solicitors Report (AFPSOLB)	List solicitors who are not assigned any contacts or assigned their maximum number of contacts in the Campaign Solicitor Assignments Report (AFPSOLA).
Campaign Unassigned Constituents Report (AFPSOLC)	List the advancement individuals not assigned in the assignment step (AFPSOLA) for a specific campaign and solicitation type because they either did not meet the criteria or a solicitor maximum was attained.
Campaign Telefund Prospects Report (AFPTELF)	Print information used in supporting telephone campaigns.

Pledge, Gift, and Pledge Payment

The Pledge module establishes and maintains pledges for advancement individuals and advancement organizations. It creates installments based on regular or customized payment plans, and allows you to review balances by campaign and designation. This module allows you to perform the following tasks:

- Add and maintain pledges, installment plans, and solicitation information.
- Enter batches of pledges, including installment and solicitation information, on a single form.
- Add and maintain multiple IDs for a pledge and pledges given on behalf of another advancement individual or advancement organization (soft credit ID).
- Default campaigns and designations for quick data entry.
- View a list of pledge payments made by an advancement individual or advancement organization for a pledge.
- Create reminders for pledges.
- Establish rules to acknowledge pledges.
- View and maintain gift/pledge acknowledgments.
- Maintain a correspondence history for advancement individuals and advancement organizations.

The Gift and Pledge Payment module records and tracks gifts, pledge payments, and matching gifts. It also analyzes solicitation methods and reviews cashiering activity. The module allows you to add and maintain the following information:

- Gift and pledge payments for single and multiple campaigns and designations.
- Gift solicitation information.
- Hard credit ID association with gifts and pledge payments.
- Soft credit ID association with gifts and pledge payments.
- IDs who are associated with gifts but who do not receive any credit for gifts, such as the subject of a memorial campaign.
- Matching gifts.
- Pledges made by one donor that are paid by a different donor (third party payments).
- Rules for acknowledgment letters/receipts for gifts/pledges.
- Correspondence history for advancement individuals and advancement organizations.
- Cost and fair market value information for benefits and premiums related to quid pro quo gifts.
- An ID’s class year and donor category information with respect to a particular gift.

Forms Used

Refer to online help for form details.

Pledge Data Entry Forms

Form	Use
Pledge Form (AGAPLDG)	Enter and query pledges.
Pledge Mass Entry Form (AGAPMAS)	Enter high volumes of pledges with single campaign/ designation combinations and, optionally, establish installment and solicitation information.
Pledge Installment Form (AGAPINS)	Create and maintain installment plans for pledges. Provide data for the interface to Banner® Human Resources.
Additional Details Form (AGAADTL)	Enter and maintain additional details for a pledge or gift.
Beneficiary Information Form (AGAPGBE)	Enter and maintain beneficiary information for a pledge or gift.
Pledge Solicitor Form (AGAPSOL)	Enter and maintain pledge solicitation information.
Pledge Hard Credit ID Form (AGAPIDS)	Manually assign part of a pledge to other IDs for hard credit.
Pledge Soft Credit ID Form (AGAPMEM)	Manually assign part of a pledge to other IDs for soft credit.
Pledge Auxiliary Amount Form (AGAPAUX)	Relate pledges to auxiliary amounts, which are amounts other than the pledge amount.
Pledge Associated ID Form (AGAPASC)	Identify IDs that are associated with a pledge but not credited with any portion of the pledge (for example, appraisers, persons being honored, and relatives of the donor).
Pledge Conditions Form (AGAPCON)	Define any conditions that a pledge might have.
Institution Split Rules Form (AGASPRL)	Define rules that automatically assign pledge and gift credit among cross references.
ID Split Rules Form (AGAIDRL)	Define rules that automatically assign pledge and gift credit among an ID's cross references who are also advancement individuals.

Form	Use
Pledge/Gift Default Form (AGAPDEF)	Maintain default information for pledges, pledge payments, and one-time gifts that are entered on the Gift Form (AGAGIFT), Gift Mass Entry Form (AGAGMAS), and Pledge Mass Entry Form (AGAPMAS)
Advancement Control Form (AGACTRL)	Enter institution-level defaults, rules for handling pledges, and rules for handling matching gifts.
Review External Pledge Form (AGAWPLG)	Review and accept pledges that come from sources outside Banner.

Gift and Pledge Payment Entry Forms

Form	Use
Gift Form (AGAGIFT)	Enter one-time gifts, pledge payments, and new pledges with their initial pledge payments.
Gift Mass Entry Form (AGAGMAS)	Enter a group of similar, one-time gifts and pledge payments received from various donors.guif
Additional Details Form (AGAADTL)	Enter and maintain additional details for a pledge or gift.
Beneficiary Information Form (AGAPGBE)	Enter and maintain beneficiary information for a pledge or gift.
Gift Solicitor Form (AGAGSOL)	Enter and maintain gift and pledge payment solicitation information.
Gift Hard Credit ID Form (AGAGIDS)	Manually assign part of a gift to other IDs for hard credit.
Gift Soft Credit ID Form (AGAGMEM)	Manually assign part of a gift to other IDs for soft credit.
Institution Split Rules Form (AGASPRL)	Define rules that automatically assign pledge and gift credit among cross references.
ID Split Rules Form (AGAIDRL)	Define rules that automatically assign pledge and gift credit among an ID’s cross references who are also advancement individuals.
Pledge/Gift Default Form (AGAPDEF)	Maintain default information for pledges, pledge payments, and one-time gifts that are entered on the Gift Form (AGAGIFT), Gift Mass Entry Form (AGAGMAS), and Pledge Mass Entry Form (AGAPMAS)

Form	Use
Gift Associated ID Form (AGAGASC)	Identify IDs that are associated with a gift but not credited with any portion of the gift (for example, appraisers, persons being honored, and relatives of the donor).
Gift Auxiliary Amount Form (AGAGAUX)	Relate gifts and pledge payments to auxiliary amounts, which are amounts other than the gift or pledge payment amount.
Tax Receipt Form (AGARCPT)	Track and generate sequential receipt numbers for gifts.
Electronic Transfer Payment Entry Form (AGAPYMT)	Enter electronic transfer payments.
Third Party Payment Form (AGATPAY)	Add a third party payment to an existing pledge.
Review External Person Form (APAWPRS)	Review person records that were created via the Web when the user did not log in using a current Banner ID and PIN.
Review External Gifts Form (AGAWGIF)	Review and accept gifts that come from sources outside Banner.

Pledge/Gift Adjustment Forms

Form	Use
Pledge/Gift Adjustment Form (AGAADJS)	Adjust or void pledges, gifts, and pledge payments. Adjust installments. Change pledge payments to gifts.
Prior Years Adjustment Rules Form (AGAADJR)	Define the rules for adjusting pledges, gifts, and dues payments made in prior fiscal years.
Pledge Adjustment List Form (AGCPADJ)	Display an audit trail for all adjustments made to an ID’s pledges.
Gift Adjustment List Form (AGCGADJ)	Display an audit trail for all adjustments made to an ID’s gifts and pledge payments.

Pledge/Gift Acknowledgment Forms

Form	Use
Pledge/Gift Acknowledgment Form (AGAACKN)	List the acknowledgments that an advancement individual or advancement organization receives for gifts and pledges.
Pledge Receipt Form (AGAPREC)	Generate an online pledge receipt, without having to run a process or report.
Gift Receipt Form (AGAGREC)	Generate an online gift receipt, without having to run a process or report.
Advancement General Mail Form (AUAMAIL)	Maintain, display, and query correspondence history for advancement individuals and advancement organizations.
Pledge/Gift Acknowledgment Rules Form (AGAACKR)	Create rules for acknowledgment letters and receipts for pledges and gifts.
Advancement Control Form (AGACTRL)	Enter institution-level defaults, rules for handling pledges, and rules for handling matching gifts.
Tax Receipt Form (AGARCPT)	Track and generate sequential receipt numbers for gifts.
Giving/Membership Correspondence Form (AGAALET)	Maintain and query correspondence information related to an ID's pledges, gifts, pledge payments, dues payments, and program memberships.

Cashiering Forms

Refer to "Cashiering" on page 313 for more information.

Form	Use
Advancement Cashier Session Review Form (AGACREV)	Review and maintain the status of cashier sessions.
Advancement Control Form (AGACTRL)	Enter institution-level defaults, rules for handling pledges, and rules for handling matching gifts.
User Identification Control Form (GUAIDEN)	Associate system login IDs with the proper names of users.

Gift Society Forms

Form	Use
Gift Society Membership Form (APADCLB)	Display summary and detail information for present and past gift society memberships held by an advancement individual or advancement organization.
Gift Society List Form (APACLUB)	Display summary information about gift society memberships for an advancement individual or advancement organization.
Gift Society Rules Form (APADCRL)	Create and maintain rules that determine who is included in a particular gift society.
Gift Society Default Premiums Rules Form (APADCDP)	Establish default premiums by gift societies by gift society years.
Gift Society Member Goals Form (APADCGL)	Establish membership goals for a gift society for a specific year.
Assignment Validation Form (ATVDCAM)	Define the data values that can be entered on the Gift Society Membership Form (APADCLB) and the Membership Form (AAAMEMB).
Gift Society Validation Form (ATVDCNP)	Define gift society codes.
Benefits/Premiums Validation Form (ATVDCPR)	Define codes for benefits and premiums to be associated with an advancement individual or advancement organization in a gift society membership program.
Gift Society Type Validation Form (ATVDCST)	Define the types of gift societies an institution tracks.
Gift Society Year Validation Form (ATVDCYR)	Specify years as gift society years.

Matching Gift Forms

Form	Use
Employer Matching Gift Payment Form (AGAMATG)	Enter, delete, or make organization matching gift payments. Query anticipated matching gifts. Allocate a matching gift to an outstanding pledge.
Employer Waiting Matching Gift Review Form (AGIMATG)	Display pending matching gifts for an advancement organization.

Form	Use
Matching Gifts by ID Form (AGAMGIF)	Display, by ID, waiting matching gifts and partially/ fully matched gifts with their corresponding matching gift payments.
Paid Matched Gifts by Organization Form (AGAMATP)	Display, by organization, a list of all gifts that are fully or partially matched.
Employer Waiting Matching Gift Query Form (AGAMTCH)	Display the gifts that are waiting to be matched by an organization.
Waiting Matching Gift Adjustment Form (AGAMGAJ)	Adjust information on waiting matching gifts. Manually add waiting matching gifts.
Expected Matching Gift Adjustment Form (AXAMGAJ)	Create and maintain expected matching gifts on pledges.
Matching Gift Reason Form (AXAMGRN)	Create or list the reasons a pledge or gift is not eligible to be matched.
Advancement Control Form (AGACTRL)	Define rules for handling matching gifts.

Pledge/Gift Query Forms

Form	Use
Pledge List Form (AGCPLDG)	Display detailed pledge information.
Pledge/Gift List Form (AGAPPAY)	List pledge payments for a specific pledge made by an advancement individual or advancement organization.
Gift List Form (AGCGIFT)	Display detailed gift information.
Giving History Summary Form (APAGHIS)	Display giving history for an advancement individual or advancement organization.
Giving History by Campaign Form (APACHIS)	Display giving history by campaign within fiscal year for an advancement individual or advancement organization.
Giving History by Designation Form (APADHIS)	Display giving history by designation within fiscal year for an advancement individual or advancement organization.
Combined Giving History Form (APACOMB)	Display giving history that is combined for two advancement IDs (individual or organization) or combined for one advancement ID and a cross reference type (for example, parent or child).

Form	Use
Gift Society List Form (APACLUB)	Display summary information about gift society memberships for an advancement individual or advancement organization.
Pledge Hard Credit ID List Form (AGCPMLT)	Display the IDs that received hard credit from a pledge.
Gift Hard Credit ID List Form (AGCGMLT)	Display the IDs that received hard credit from a gift.
Pledge Soft Credit ID List Form (AGCPMMO)	Display the IDs that received soft credit from a pledge.
Gift Soft Credit ID List Form (AGCGMMO)	Display the IDs that received soft credit from a gift.
Deduction List Form (AGCFDED)	Display payroll deduction information for pledges.
Pledge Conditions Query Form (AGIPCON)	Display pledge conditions for an advancement individual or advancement organization.
Employer Waiting Matching Gift Review Form (AGIMATG)	Display pending matching gifts for an advancement organization.
Gift List (AGIGIFT)	Displays the details from the Gift List Form (AGCGIFT).
Pledge List (AGIPLDG)	Displays the details from Pledge List Form (AGCPLDG.)

Pledge Validation Forms

Form	Use
Associated Type Code Validation Form (ATVASSC)	Define gift association type codes.
Auxiliary Code Validation Form (ATVAUXL)	Define codes that identify auxiliary amounts that are related to gifts.
Pledge Condition Type Code Validation Form (ATVCTYP)	Define condition type codes.
Fiscal Year Validation Form (ATVFISC)	Define codes that identify fiscal years.
Frequency Code Validation Form (ATVFREQ)	Define codes that identify the frequency of pledge and membership dues installments.
Pledge Range Code Validation Form (ATVPACK)	Define codes that identify ranges of pledge amounts.

Form	Use
Pledge Category Code Validation Form (ATVPCAT)	Define pledge category codes.
Pledge Classification Code Validation Form (ATVPCLS)	Define pledge classification codes.
Duration Code Validation Form (ATVPDUR)	Define codes that identify durations or lengths of pledges and program memberships.
Pledge Reminder Code Validation Form (ATVPRMD)	Define pledge reminder codes that are assigned to pledges and pledge installments.
Pledge Status Code Validation Form (ATVPSTA)	Define pledge status codes.
Pledge Type Validation Form (ATVPLDG)	Define pledge type codes.
Pledge/Gift Vehicle Code Validation Form (ATVPGVE)	Define vehicle codes for pledges and gifts.
Comment Classification Validation Form (ATVCCLS)	Define the types of void and adjustment comments.

Gift and Pledge Payment Validation Forms

Form	Use
Associated Type Code Validation Form (ATVASSC)	Define gift association type codes.
Auxiliary Code Validation Form (ATVAUXL)	Define codes that identify auxiliary amounts that are related to gifts.
Fiscal Year Validation Form (ATVFISC)	Define codes that identify fiscal years.
Gift Range Code Validation Form (ATVGACK)	Define codes that identify ranges of gift amounts.
Gift Classification Code Validation Form (ATVGCLS)	Define gift classification codes.
Gift/Payment Type Validation Form (ATVGIFT)	Define gift type codes.
Giving Level Code Validation Form (ATVGIVL)	Define codes that identify cumulative giving levels.
Receipt Status Code Validation Form (ATVRSTA)	Define gift receipt status codes.

Form	Use
Payment Source Validation Form (ATVSRCE)	Define codes for payment sources.
Pledge/Gift Vehicle Code Validation Form (ATVPGVE)	Define vehicle codes for pledges and gifts.
Comment Classification Validation Form (ATVCCLS)	Define the types of void and adjustment comments.

Reports and Processes Used

Refer to “Reports and Processes” on page 457 for report and process details.

Report or Process	Use
Voluntary Support of Education (ADPVSER)	Display information used to meet VSE reporting requirements for a specific time period.
Advancement - Finance Feed Process (ADPFEED)	Feed finalized gifts, pledge payments, and adjustments to Banner Finance or to a site-specific finance system in a generic feed table.
Pledge Feed to Finance Report (ADPPFED)	Feed pledges to Banner Finance or to a site-specific finance system in a generic feed table.
Statement of Giving Report (AGPACCT)	Identify all gifts that persons gave within a time period, any benefits associated with those gifts, and (optionally) any benefits received as a result of a gift society membership within that period.
Pledge/Gift Acknowledgment Report (AGPACKN)	Identify the pledges and gifts to be acknowledged based on the acknowledgment rules defined on the Pledge/Gift Acknowledgment Rules Form (AGAACKR).
Acknowledgment Rules Report (AGPACKR)	List the rules for gift and pledge acknowledgment that were established on the Pledge/Gift Acknowledgment Rules Form (AGAACKR).
Pledge/Gift Adjustments Report (AGPADJS)	Provide an audit trail of adjusted and voided pledges, gifts, and pledge payments.
Automatic Deduction Process (AGPALMP)	Evaluate deduction information from the Banner Human Resources System, create gifts (pledge installment payments), and update all appropriate giving history records for the advancement individual.
Cashiering Report (AGPCASH)	Print gift cashiering report subtotaled by payments and one-time gifts within designation.

Report or Process	Use
Gift Size Analysis Report (AGPGANL)	Categorize and compare gifts based on gift size for three time periods.
Last Year But Not This/ Some Year But Not this Report (AGPLYSY)	List Last Year But Not This (LYBUNT) and Some Year But Not This (SYBUNT) donors (including hard credit IDs) for a specific fiscal year for all giving, or for a specific campaign or designation.
Matching Gift Paid Report (AGPMATA)	List gifts that were fully matched by an organization.
Matching Gift Load Report (AGPMATC)	Load matching gift information from a parent company file into Banner's matching gift tables.
Matching Gift Outstanding Report (AGPMATF)	List, by organization, the waiting organization matching gifts that are not yet paid.
Matching Gift Allocations Report (AGPMATG)	Create the waiting matching gift payment records that are displayed on the Employer Matching Gift Payment Form (AGAMATG). List, by organization, the advancement individual's gift and the anticipated matching gift amounts.
Matching Gift Subsidiary Data Load Report (AGPMATS)	Load subsidiary company matching gift information from a file into Banner.
Pledge Activity Report (AGPPACT)	List all pledges along with the payments that were applied to the pledge balance for individuals and organizations.
Pledge Outstanding Report (AGPPOUT)	List the number of outstanding pledges and expected amounts, by fiscal year, that fall within the Pledge Type and Data Selection parameters.
Pledge Reminders Report (AGPREM1)	Create reminders for IDs who are late in paying either their pledges or pledge payments or who have a pledge installment that is now due.
Expired Pledge Installments (AGPREM2)	Create reminders for IDs who have pledges with installments where the reminder date for the last installment has passed and the pledge is not yet paid in full.
School Contribution Analysis Report (AGPSCTA)	List the number of alumni donors and the amount given by each class within a college (if applicable).
Advancement Telemarketing Results Upload (AGPTLMK)	Upload pledges into a temporary Banner table and upload the phone-a-thon results directly into Banner from an automated telephone marketing system.
Census Report - All Categories (APPCEN1)	Count advancement individuals by donor category for each preferred class year; provide a final count for each donor category reported. Advancement individuals belonging to multiple categories are counted in all categories.

Report or Process	Use
Census Report - Primary Only (APPCEN2)	Counts advancement individuals by donor category for each preferred class year; provide a final count for each donor category reported. Advancement individuals belonging to multiple categories are counted in the category with the highest priority (lowest number) defined on the Donor Category Code Validation Form (ATVDONR).
Basic Constituent List (APPCLST)	List advancement individuals with their giving history for six fiscal years.
Advancement Individual Report (APPCONS)	List advancement individuals with their target amounts for six fiscal years.
Gift Society Assignment Report (APPDCAR)	Assign people and organizations to appropriate gift societies based on rules entered on the Gift Society Rules Form (APADCRL).
Gift Society Rules List Report (APPDCLS)	List the rules for gift societies that were established on the Gift Society Rules Form (APADCRL).
Expected MG Allocations Report (AXPMATG)	Create expected matching gift records that are displayed on the Expected Matching Gift Adjustment Form (AXAMGAJ) and anticipated matching gift records that are displayed on the Waiting Matching Gift Adjustment Form (AGAMGAJ).

Recalculating Future Installments

An option on the Pledge Installment form (AGAPINS) allows you to automatically recalculate future pledge installments. When a pledge adjustment results in an installment schedule that requires attention due to the adjustment, and at least one pledge payment has already been applied against the pledge, this option allows you to automatically update the remaining unpaid installments to reflect the pledge adjustment.

This option performs logic similar to the Create option but only for unpaid installments. Unpaid installments are installments on the Schedule tab of AGAPINS that have an Amount Paid equal to zero. The actual Due Date on the installment is not the qualifying factor. It is the fact that the Schedule tab shows that the Amount Paid is equal to zero that qualifies that installment to be recalculated by this option. Any installments that are fully or partially paid will be excluded as their Amount Paid is not equal to zero. This option allows institutions to retain the existing installment schedule and detail records for paid or partially paid installments. These should reflect the campaigns/designations on the pledge the time the past pledge payment(s) were made and should not be impacted by a subsequent pledge adjustment.

In most instances, this automation eliminates the need for the user to manually update the remaining unpaid schedules to reflect the pledge adjustment, which saves time and reduces the likelihood of data entry errors. When this option is selected, the Update logic will use the current pledge and pledge balance information to determine the expected amounts that require allocation to the remaining unpaid installments. The assumption is that any pledge payment received after the pledge is adjusted (including those with a past Date Due) would be allocated to the campaign/designation combinations of the adjusted pledge.

This functionality can be of particular importance when:

- The overall pledge amount has changed on a pledge that has at least one pledge payment
- One or more campaigns and/or designations were added to the pledge
- One or more campaigns and/or designations were deleted from the pledge (assuming that no pledge payments were made that pay against the designation(s) being deleted)
- The amounts allocated to existing campaign/designations have been re-allocated

Update Unpaid Option

The **Update Unpaid** value displays in the Install Default drop-down in the Reminder Information block on the AGAPINS form. When an existing installment schedule with at least one installment record exists, selecting this option allows the user to re-generate the remaining unpaid schedules to reflect the adjustment to the pledge. If there is not at least one existing installment schedule containing at least one installment record, an error will display indicating there are no existing installments to update.

When this option is selected, the default function will be performed when the user selects Next Block.

Update Logic

Installment Schedule records - AGRPINS

If the overall pledge amount has changed since the installment schedule was last generated/updated, then the update logic will include updating the Amount Due for the installment schedule records (AGRPINS) as well as the Activity Date on any AGRPINS records updated. This will only be done for the installments that have an Amount Paid of zero on the Schedule tab. No other values in AGRPINS are updated as part of this update logic.

Installment Detail records - AGRPIND

Table updates to AGRPIND may include the insertion, deletion or modification of AGRPIND records, depending on how different the campaign/designation combinations and amounts on the pledge are from those on the existing installment schedule. For example, if a pledge adjustment added a new designation that is not yet in the installment schedule, new installment detail records for this designation would be added by the Update logic.

The **Campaign**, **Designation** and **Expected Amoun**t and **Activity Date** values are the only fields that can potentially have a different value (from the existing installment detail records) after the Update logic is run. The other columns in the AGRPINS table (pidm, pledge #, installment #, installment date, reminder information) will retain the value from the initial installment detail being updated as the installment schedule itself is not being changed. Updating the actual time frame and frequency of the installment schedule is done outside of the Update Unpaid function. Both functions can not be done at the same time.

Update Unpaid Example

In this example, we examine how the Update Unpaid functionality can be utilized to automatically adjust the unpaid installments in the schedule.

1. A $1000 pledge is made. It has two designations (Athletics, Bleacher Restoration Fund) with $500 pledged to each.
2. The pledge installment schedule is created. The pledge will be paid semi-annually over a four year period so there are eight installments. The installment Amount Due (AGRPINS_AMT) is $125.00. There are sixteen installment detail records. The installment detail Expected Amount value (AGRPIND_EXPECTED_AMT) for each record is $62.50 given the 50/50 allocation split on the pledge.
3. The first pledge payment due May 8th for $125 is made, $62.50 being paid against each of these designations per the expectations of the existing pledge installment schedule. The pledge balance for each of these designations is now $437.50 for a total outstanding pledge balance of $875.
4. The second pledge payment due on November 8th is late and is not yet paid.
5. On December 1st the donor decides to add a new designation to the pledge. A pledge adjustment is performed, adding the Library Fund Designation. The adjusted pledge allocations are now $400 to Athletics, $400 to Bleacher Restoration and $200 to the Library. In this scenario, the adjustment form guides the user to the AGAPINS form and requires updating of the installment schedule prior to the user being able to complete the adjustment.
6. The user selects the 'Update Unpaid' option on AGAPINS and the unpaid installments are updated in the following manner:
   - The logic determines the remaining pledge balances for each campaign/designation combination.
   - The logic determines the number of remaining installments using the existing installment schedule. This is done by finding all installments that have an Amount Paid value of zero as displayed on the Schedule tab. This value is actually calculated by a view.
   - The logic divides the remaining pledge balance for each campaign/designation combination by the number of remaining installments to determine the installment amount for each unpaid installment.

Since the installments were updated by the process, the user didn't have to manually perform a Remove/Create on the schedule on AGAPINS and manual adjustment and resolve the differences.

The following table illustrates the calculations for each campaign/designation combination. For this example, the Campaign value is the same for all three designations and is not explicitly called out in the following table.

Designation	(A) Determine Remaining Pledge Balance	(B) # of Unpaid Installments	(C) Calculate Installment Expected Amount (equals A divided by B)	(D) Expected Amount Totals by Campaign/ Designation
Athletics	337.50 (400 pledged – 62.50 paid)	7	48.21	(48.21*7) + 62.50 from Installment 1 = 399.97 Missing 3 cents to balance to 400 pledged to Athletics
Bleacher Restoration	337.50 (400 pledged – 62.50 paid)	7	48.21	(48.21*7) + 62.50 from Installment 1 = 399.97 Missing 3 cents to balance to 400 pledged to Bleacher Restoration
Library	200 (200 pledged, no payments)	7	28.57	(28.57*7) = 199.99 (no expected amount for this designation on first installment) Missing 1 cent to balance to 200 pledged to Library
Total	875		124.99 This should be 125 given the existing schedule so it's off a penny for each installment. This will need to be addressed by user manually.	399.97 + 399.97 + 199.99 =999.93 Missing 7 cents to balance to 1000 overall pledge amount

Note: If the Update logic results in an out of balance condition due to rounding issues (as in the example above), the user is required to address these issues manually.

Manually Addressing Issues

To resolve rounding errors, as in the example above, the user must add an additional penny to one of the designations for each of the installments. Since there were only 7 remaining installments and the value in column D shows that both Athletics and Bleacher Restoration were short 3 cents and the Library designation was short one penny, this balanced as expected. If that was not the case, the user would need to determine how to allocate the pennies and address the issue.

Additional Warnings

If a user is on AGAPINS and selects Remove All, Remove/Create, or Update Unpaid and the installment detail records were manually modified (manual override indicator is checked), a warning will display indicating the installment detail records were manually modified. When this warning appears, the user will be prompted to indicate whether they want to proceed with the action and override their manual adjustments. The user can either select OK to proceed or Cancel to cancel.

If a user successfully selects and executes the Update Unpaid function and the pledge is paid by payroll deductions, a warning message will display and indicate the installment schedule changes are not automatically reflected in payroll deductions or in pledge payments generated by these deductions. This message will appear when the user performs a rollback or closes the form.

Additional Information

This enhancement does not include the ability for the user to modify the actual installment schedule from a duration and frequency perspective. If you attempt to change any of the values for the pledge installment schedule and select the Update Future option, when Update future is selected, the form will compare the table (saved) values for the Duration, Frequency, First Billing Date and Billing End Dates to those that are currently on the form. If any are different than the values saved in the table, a error will display in the bottom left area of the form and indicate the Update Future option is not valid if the Duration, Frequency and/or Billing Date information also changed. Under these circumstances, the user would either need to back out the changes to those fields or select the appropriate drop-down option (Remove/Create) to first change the installment schedule. The user can then separately select the Update Future option after the updated installment schedule is saved.

Existing system logic will not allow the user to use the Remove option to remove an installment schedule if at least one payment exists against the pledge. The user is allowed to perform a Remove/Create, even if there are pledge payments made against the pledge.

Any installments with an Amount Paid other than zero are not applicable to this functionality. If modifications are required to these installments, these would have to be made manually by the user.

The Amount Paid value for each installment continues to be calculated by the AGVPINS view. These values are not stored in the installment tables. This enhancement does not change the way the Amount Paid values are calculated and displayed. The current view calculations of the Amount Paid value looks at the actual amounts paid to each campaign/ designation combination on the pledge payments and distributes this information across the installment details, starting with the first installment and moving through the other installments sequentially. Therefore, if the installment schedule and the actual pledge payments do not line up, the information viewed on AGAPINS most likely will not look correct.

If the user selects the Update Unpaid option when nothing has changed on the pledge and nothing has been modified by the user on the installment schedule, the logic will be triggered, but there will be no difference in the ‘updated’ unpaid installments (before versus after).

If there are no pledge payments against a pledge, the best practice recommendation is for the use to use the Remove/Create option if they want to automatically update the installment schedule for some reason. While they can choose Update Unpaid and should get the same results, the best practice would be to use Remove/Create when there are no payments and Update Unpaid when there is at least one pledge payment.

Hard and Soft Credit for Pledge Payments

Banner provides two options for handling hard and soft gift and pledge credit for pledge payments. These options are controlled by a parameter on the Miscellaneous Defaults sub tab under the Institution tab of the AGACTRL form. The parameter named **Assign Pledge Payment Hard/Soft Credit** contains two options. The first option is Based on Pledge first then Institution/Individual Rules and the second option is Based on Pledge Only.

Based on Pledge first then Institution/Individual Rules

When this option is selected, the pledge is first queried to determine if there are any existing hard or soft pledge credit records. If any exist, the pledge credits dictate what is created for gift (pledge payment) credits. If there are no hard or soft pledge credit records, the system uses the ID and institutional split rules, per existing behavior, to determine any appropriate hard/soft gift (pledge payment) credits.

If gift credits are created following institutional or ID rules and there is no corresponding pledge credit record for that person and type of credit (soft/hard), a corresponding zero dollar pledge credit record will be created. This is necessary because Banner requires a corresponding pledge credit record for each gift credit record created for the pledge payments.

All existing pledge hard and soft credit records will also have the Pledge Amount Paid value updated to reflect the pledge payment. This, in turn, impacts the Balance value for each of these records as well.

Example

- Kathy makes a $500 pledge.
- She gives 50% pledge hard credit to her spouse Gary.
- She gives 60% pledge soft credit to her daughter Betty.
- She gives 40% pledge soft credit to her son John.

If you were to look at the AGAPMEM and AGAPIDS forms to view the pledge hard and soft credits, you'd see the following values for Gary, Betty and John:

	Credit	Pledge Paid Amount	Balance
Gary's pledge hard credit	250	0	250
Betty's pledge soft credit	300	0	300
John's pledge soft credit	200	0	200

Kathy then makes a $100 pledge payment. The following gift credit records are now created automatically per this enhanced crediting logic:

- Gary receives gift hard credit for $50 (50% of the $100 payment).
- Betty receives gift soft credit for $60 (60% of the $100 payment).
- John receives gift soft credit for $40 (40% of the $100 payment).

If you were to look at the AGAGMEM and AGAGIDS forms to view the gift hard and soft credits, you'd see the following values for Gary, Betty and John after this pledge payment:

	Credit	Pledged	Pledge Paid (hard) or Payments (soft)	Balance
Gary's pledge hard credit	50	250	50	200
Betty's pledge soft credit	60	300	60	240
John's pledge soft credit	40	200	40	160

The Pledge Paid Amount for the existing pledge credit records is also updated automatically per this enhanced logic, adding the same amount that was given as gift credit (above). This, in turn, decreases the pledge balance:

	Credit	Pledge Paid Amount	Balance
Gary's pledge hard credit	250	50	200
Betty's pledge soft credit	300	60	240
John's pledge soft credit	200	40	160

Based on Pledge Only

When this option is selected, the pledge is queried to determine if there are any existing hard or soft pledge credit records. If any exist, the pledge credits dictate what is created for gift (pledge payment) credits. If there are no hard or soft pledge credit records, then no gift hard/soft credits are created automatically. In this case, there is no need to update pledge balance amounts on existing pledge hard/soft credit records, as none exist.

If you attempt to insert hard or soft credit gift records manually via the AGAGMEM or AGAGIDS forms for a pledge payment and this type of credit doesn't exist on the pledge, it is not allowed. You will receive the error "Hard (or Soft) Credit ID must exist on pledge before payment" and won't be allowed to insert this record until the issue is resolved. This is enforcing the fact that the pledge credits control what can be added for pledge payment credits.

If there was a desire to change any type of crediting for pledge payments, the method of controlling this is by modifying the credits associated with the pledge. This would impact any subsequent pledge payments only.

Hard and Soft Credit for Third Party Pledge Payments

The AGATPAY form allows a portion or all of a gift from a third party payer to be credited against someone else's pledge, thus decreasing the pledge balance. This logic pertains only to the handling of the gift and pledge credits for the portion of the gift used to pay down someone else's pledge. It does not impact the logic that handles the creation of the appropriate records for the person making the third party payment.

The overall goals for handling the hard and soft credit logic for the pledge payment portion of a third party payment are to:

- Ensure that anyone who would have received credit if the pledge payment been made by the pledger receives similar credit for this third party pledge payment. This includes creating gift hard/soft credit records for the pledger and anyone else who received pledge credit.
- Ensure that the outstanding pledge balance is decreased by the amount that the third party payer has indicated should go towards the pledge. This is regardless of whether the third party payer is giving away hard or soft gift credit to the ID who made the pledge.

This third party logic is not impacted by the parameter on the AGACTRL form, as it is only for non-third party pledge payments.

Note: This logic does not impact on the soft and hard credit forms. The best practice recommendation is to use the AGATPAY form for any third party payment entry and AGAADJS for all adjustments.

Gift Credit Logic

Prior to this functionality, there was one gift credit record created for the ID in the Third Party Payment Recipient data block on the AGATPAY form. The gift credit amount was for the value in the Amount field and it was either hard or soft based on the check box checked for the Credit. This limited logic was only recognizing the Pledge ID (ID field below) for this third party pledge payment but none of the other IDs having pledge credit.

With this logic, Banner recognizes that even if a pledge payment is being made by a third party, the existing pledge credit records should drive the gift crediting process for the pledge-payment portion of the gift. Slightly different handling occurs depending on whether the third party payment recipient is given hard or soft credit for the gift (hard/soft check boxes on the AGATPAY form).

If there are no pledge hard or soft credit records, then a gift credit record will be created using the prior (existing) logic – for the ID named on AGATPAY as the third party payment recipient for the Credit Type and Amount and type indicated on the form.

Pledge Credit Logic Enhancements

The overall goal is to make the appropriate updates to the Pledge Paid and Balance fields for existing pledge credit records so they reflect any third party pledge payments that have been made. Prior to this functionality, there were no updates being made to existing pledge credit records when a third party pledge payment was made.

The functionality logic notes the gift hard/soft credit amounts being written for each ID associated with a pledge credit record and adds that same value to existing Pledge Paid Amount value on the pledge credit records for that Banner ID. This, in turn, impacts the Balance value on those pledge credit records.

Special Handling

Special handling is required when there are existing pledge hard credit records but the Soft Credit check box is checked on the AGATPAY form. In this scenario, if there are existing pledge hard credit records, the Pledge Paid Amount and Balance should be updated for these records even though this person has gotten gift soft credit for the pledge payment. This is done based on the need expressed by the client base to decrease the pledge balance across all existing pledge credit records (hard & soft) when a third party pledge payment is made.

Additional details on the logic along with examples are provided in the following section to more clearly illustrate the logic.

Soft Credit Check Box Is Checked on the AGATPAY Form

If there are any pledge hard credits, those Banner ID's receive gift soft credit per the pledge hard credit allocation percentages (pledge credit allocation percentage * pledge payment amount).

If there are any pledge soft credit records, those IDs receive the corresponding gift soft credit for the third party pledge payment (pledge credit allocation percentages * pledge payment amount).

The ID of the person who made the pledge receives gift soft credit that is equal to the pledge payment amount.

Example

Matt Allen makes a $1000 pledge. This pledge has $400 allocated to the first campaign and $600 allocated to the second campaign.

- He gives 50% hard credit to his spouse Roberta
- He gives 50% soft credit to his daughter Robin

If you were to look at the AGAPMEM and AGAPIDS forms to view the pledge hard and soft credits, you'd see the following values for Roberta and Robin:

	Credit	Pledge Paid Amount	Balance
Roberta's pledge hard credit	500	0	500
Robin's pledge soft credit	500	0	500

A $100 third party pledge payment is made by Barnard, a friend of Matt's and $100 gift soft credit is awarded to Matt on the AGATPAY form; $40 (40%) is applied towards the first campaign and $60 (60%) is applied towards the second on the pledge. Based on the existing pledge credits, the following gift credit records are created for the pledge payment portion of this gift.

- Roberta receives gift soft credit for $50 (50%) because she got 50% pledge hard credit but Barnard is only giving away soft credit for this gift.
- Robin receives $50 gift soft credit
- Matt receives $100 gift soft credit (equal to the pledge payment amount)

Gift Hard and Soft Credit records (AGRGMEM, AGRGIDS)

If you were to look at the AGAGMEM and AGAGIDS forms to view the gift credits, you'd see the following values:

	Credit	Pledged	Pledge Paid	Balance	3pp Amount	3pp Pledge#	3pp Total Amount
Matt's gift soft credit	100	N/A	N/A	N/A	100	Pledge #	100
Roberta's gift soft credit	50	N/A	N/A	N/A	100	Pledge #	0
Robin's gift soft credit	50	N/A	N/A	N/A	100	Pledge #	0

Gift Soft Credit Detail records (AGRGMMO)

This table provides information at the campaign/designation levels:

	Campaign	Designation	Credit	3pp Gift Amount	3pp Pledge#	3pp Total Amount
Matt	Campaign 1	Designation 1	40	40	Actual Pledge #	40
Matt	Campaign 2	Designation 2	60	60	Actual Pledge #	60
Roberta	Campaign 1	Designation 1	20	20	Actual Pledge #	0
Roberta	Campaign 2	Designation 2	30	30	Actual Pledge #	0
Robin	Campaign 1	Designation 1	20	20	Actual Pledge #	0
Robin	Campaign 2	Designation 2	30	30	Actual Pledge #	0

Column Descriptions

The following chart describes the fields referenced in the credit tables referenced above:

Field(s)	Applicable Table(s)	Description
Pledged, Pledge Paid, Balance	Gift Hard and Soft Credit tables (AGRGMEM and AGRGIDS)	These are blank because this is a gift from Barnard and he is not paying against one of his own pledges. That is the only case when these fields would be populated.
Third Party Pledge Payment Amount	Gift Hard and Soft Credit tables and Detail tables	A value in this column indicates that a portion (or all) of the gift was actually applied as a third party pledge payment. This value represents the credit amount applied for this gift to the Banner ID on the record. It is always equal to the credit amount for that person (credit column). In the AGRGMEM and AGRGIDS tables, this represents the gift-level information. In the AGRGMMO table, this represents campaign/designation-level information.
Third Party Pledge	Gift Hard and Soft Credit tables and Detail tables	A value in this column indicates that a portion (or all) of the gift was applied as a third party pledge payment. This value indicates the pledge receiving the credit. This is primary method of associating a third party gift with the person whose pledge is being credited.

Field(s)	Applicable Table(s)	Description
Third Party Credit Total	Gift Hard and Soft Credit tables and Detail tables	The view used by the AGAPPAY form previously used the amount from all of the soft and hard credit records that have the pledge number in the **Third Party Pledge** field to determine the value in the **Payment Amount** field of the Gift Information data block. The system can now create multiple hard and soft gift credit records that reference the pledge number. Therefore, the **Third Party Credit Total** field is populated only for a gift credit record that has a third party payment recipient Banner ID. This Banner ID should never have both hard and soft gift credit records. This is used by views and forms to determine the actual pledge payment amount. This column in the hard and soft credit tables is populated when hard or soft credit is being given for a third party pledge payment as follows: • AGRGIDS_3PP_TOT_AMT: Total hard credit given away for the gift, only populated on the pledge owner record • AGRGMLT_3PP_TOT_AMT: Total hard credit given away for the gift at the camp/desg level, only populated on the pledge owner record • AGRGMEM_3PP_TOT_AMT: Total soft credit given away for the gift, only populated on the pledge owner record • AGRGMMO_3PP_TOT_AMT: Total soft credit given away for the gift at the camp/desg level, only populated on the pledge owner record

For the pledge credits on the AGAPMEM and AGAPIDS forms, the gift credit amounts for Roberta and Robin are added to the **Pledge Paid Amount** value on the pledge credit records, which decreases their balance value. Again, in this scenario the pledge hard credit records for Roberta are updated even though she received gift soft credit since Barnard retained hard credit:

	Credit	Pledge Paid Amount	Balance
Roberta’s pledge hard credit	500	50	450
Robin’s pledge soft credit	500	50	450

Hard credit check box is checked on the AGATPAY form

- If there are no pledge hard credit records, the pledge ID receives a gift hard credit amount that is equal to the pledge payment amount (100%).
- If there are pledge hard credit records:
  - The Banner ID’s on these records receive the appropriate amount of gift hard credit (pledge credit allocation percentage multiplied by the pledge payment amount).

- If there is any remaining hard credit for this pledge payment, that amount goes to the pledger's ID. This is calculated as the pledge payment amount minus the gift hard credit amount given away (above bullet).

- If there are any pledge soft credit records, those IDs receive the corresponding gift soft credit for the third party pledge payment (pledge credit allocation percentages multiplied by the pledge payment amount).

Example

Matt Allen makes a $1000 pledge. The pledge has $600 (60%) allocated to the first campaign and $400 (40%) allocated to the second campaign:

- He gives 50% hard credit to his spouse Roberta.
- He gives 50% soft credit to his daughter Robin.

If you were to look at the AGAPMEM and AGAPIDS forms to view the pledge hard and soft credits, you'd see the following values for Roberta and Robin:

	Credit	Pledge Paid Amount	Balance
Roberta's pledge hard credit	500	0	500
Robin's pledge soft credit	500	0	500

A $200 third party pledge payment is made by Barnard, a friend of Matt's, and $100 gift hard credit is awarded to Matt on the AGATPAY form; $60 is applied towards the first campaign and $40 is applied towards the second. Based on the existing pledge credits, the following gift credit records are created for the pledge payment portion of this gift:

- Roberta receives gift hard credit for $50 (50% of $100 pledge payment)
- Matt receives $50 gift hard credit (he gets the remainder of the hard credit from the payment)
- Robin receives gift soft credit for $50 (50% of $100 pledge payment)

If you were to look at the AGAGMEM and AGAGIDS forms to view the gift credits, you would see the following values:

	Credit	Pledged	Pledge Paid	Balance	Third Party Pledge Amount	Third Party Pledge Number	Third Party Total Amount
Matt's gift hard credit	50	N/A	N/A	N/A	50	Actual Pledge#	100
Roberta's gift hard credit	50	N/A	N/A	N/A	50	Actual Pledge#	0
Robin's gift soft credit	50	N/A	N/A	N/A	50	Actual Pledge#	0

Gift Hard Credit Detail records (AGACTRL)

This table provides information at the campaign/designation levels:

	Campaign	Designation	Credit	3pp Gift Amount	3pp Pledge#	3pp Total Amount
Matt	Campaign 1	Designation 1	30	30	Actual Pledge #	60
Matt	Campaign 2	Designation 2	20	20	Actual Pledge #	40
Roberta	Campaign 1	Designation 1	30	30	Actual Pledge #	0
Roberta	Campaign 2	Designation 2	20	20	Actual Pledge #	0

Gift Soft Credit Detail records (AGRGMMO)

This table provides information at the campaign/designation levels:

	Campaign	Designation	Credit	3pp Gift Amount	3pp Pledge#	3pp Total Amount
Robin	Campaign 1	Designation 1	30	30	Actual Pledge #	0
Robin	Campaign 2	Designation 2	20	20	Actual Pledge #	0

If you were to look at the AGAPMEM and AGAPIDS forms to view the pledge credits, you'd see that the gift credit Amounts for Roberta and Robin are added to the Pledge Paid Amount value on the pledge credit records which decreases their balance value:

	Credit	Pledge Paid Amount	Balance
Roberta's pledge hard credit	500	50	450
Robin's pledge soft credit	500	50	450

Gift Mass Entry

You can quickly enter a group of similar, one-time gifts received from various donors. The Gift Mass Entry Form (AGAGMAS) supports the entry of high volume gifts associated with fund raising events such as reunions, annual appeals, and radio and television funding drives. This form streamlines the user experience by tracking recognition items that might affect the tax deductible amount of gifts.

Processing Flow

A group of gifts is processed as follows:

1. Default information is entered for the group of gifts.
2. Individual gifts are entered. If necessary, the default information can be changed for individual gifts.
3. Gift details and giving history are updated.

Default Gift Information

To minimize repetitive data entry, the Gift Defaults window of AGAGMAS is used to enter gift details, recognition items, solicitation information, and campaign/designation combinations that apply to a group of gifts. As a minimum, the following gift defaults are required:

- Gift date
- Gift type
- At least one campaign/designation combination

You can choose to populate fields on this window with gift defaults defined for your ID on the Pledge/Gift Default Form (AGAPDEF).

Individual Gift Information

Information for individual gifts is entered on the IDs window of AGAGMAS. Once a donor ID and gift amount are entered, a gift is created and a gift number is automatically assigned. Default information for each gift is identified on the Gift Defaults window, but you can use the tabs at the bottom of the IDs window to change this information for individual gifts.

Associated Pledges

When the gift processor clicks the Associated Pledges drop-down in the Key Block, the Associated Pledge List will appear and display a list of all open associated pledges. If there is one open pledge that has two different campaign/designation combinations, two lines will display for the one open pledge. This helps the gift processor better determine if the gift received should be entered as a pledge payment for this pledge.

Using this information, the gift processor can determine whether or not the gift should actually be entered as a third party pledge payment by the Banner ID for the pledge. You can open the Associated Pledge List as many times as desired.

Automatically Copying Pledge Associated IDs to Pledge Payments

A parameter on the Pledge Rules tab on the Advancement Control form (AGACTRL) allows you to indicate whether you wish to automatically copy pledge associated IDs to pledge payments. When this option is enabled, the Pledge Associated ID records for a pledge will be automatically copied and associated with any pledge payment transactions for the pledge (Gift Associated IDs) when the pledge payment is entered. When this option is disabled, pledge associated IDs will not be automatically copied to pledge payments and any such records will need to be created manually.

In addition to the AGAGMAS form, this functionality also applies to the AGAGIFT, AGAWGIF and the Process Submission Control form / Automatic Deduction Process on AGPALMP.

Gift Details and Giving History Details

Once all gifts are entered in a session, gift details are loaded to Banner tables and giving history details are updated by selecting Exit (load gifts and return to main menu) or Rollback (load gifts and return to Gift Defaults window). The following processing occurs:

- Gift credit for an ID is split on detail records and history records if the ID has cross reference codes (for example, parent or child relationship) and split gift rules apply to the ID.
- Gift acknowledgment rules defined on the Pledge/Gift Acknowledgment Rules Form (AGAACKR) are enforced. Rules for duplicate processing on the Letter Code Validation Form (GTVLETR) are followed.
- Matching gifts are generated for gifts with matching employers. Matching gifts are split appropriately.
- Gifts are sent to cashiering for finance processing, based on the **Feed to Finance** flag defined for each type code on the Gift/Payment Type Validation Form (ATVGIFT).

Gift details are displayed on the following forms:

AGCGIFT	Gift List Form
AGCGMLT	Gift Hard Credit ID List Form
AGCGMMO	Gift Soft Credit ID List Form

Giving history details are displayed on the following forms:

APACHIS	Giving History by Campaign Form
APACOMB	Combined Giving History Form
APADHIS	Giving History by Designation Form
APAGHIS	Giving History Summary Form

Entering Mass Gifts

Use the following steps to enter a group of gifts.

1. Access the Gift Mass Entry Form (AGAGMAS).
2. (optional) If you want to copy gift defaults from the Pledge/Gift Default Form (AGAPDEF), click **Copy Gift Defaults** .

   Note: You can select Gift Defaults from the Options menu to see the defaults defined on AGAPDEF for the current user.

3. Enter information that applies to all gifts in the group. The following fields are required:

   Gift Date
   Gift Type
   Campaign (at least one)
   Designation (at least one)

   Note: You can select Campaign Detail from the Options menu to see campaign details on the Campaign Detail Form (AFACAMP).

   Once the required data is entered, the IDs tab is enabled.

4. Select the IDs tab.
5. Enter the following information:

   ID
   Pledge (if the gift is a pledge payment)
   Gift Amount

6. Select Next Item or tab to the **Gift Number** field. A gift number is automatically assigned.
7. (optional) If you need to add or change gift details, campaign/designation combinations, solicitation information, or benefits information, see "Adding or Changing Information for Individual Gifts" on page 208.
8. Once the gift is entered, select Next Record or click the next row.
9. Repeat steps Step 5 through Step 8 to enter each gift.
10. When all gifts are entered, select Exit or Rollback to finalize gift entry for this group and update giving history.

Adding or Changing Information for Individual Gifts

Information that applies to all gifts in the group comes from the Gift Defaults window. You can overwrite these defaults or add information for individual gifts. Use the following steps to add or change information for an individual gift.

1. Enter the ID and gift amount on the IDs window of AGAGMAS.

   Note: Once you enter an ID, gift transaction information is created. If you need to exit the form or start over, you must remove the record.

2. Select Next Item or tab to the **Gift Number** field.

A gift number is automatically assigned. The tabs at the bottom of the window are enabled.

3. To add or change gift details:

   3.1. Select the Gift Detail tab.

   3.2. Add or change gift details.

   3.3. Save.

4. To add or change campaign/designation combinations:

   4.1. Select the Campaigns/Designations tab.

   4.2. Add or change campaign/designation combinations.

   4.3. Save.

   If the sum of the detail amounts in this block does not equal the total gift amount entered in the IDs block, an error message is displayed. Change the detail amounts, or select **Auto Balance** to automatically update the total gift amount in the IDs block so it equals the sum of the detail amounts.

5. To add or change solicitation information:

   5.1. Select the Solicitation tab.

   5.2. Add or change solicitation information.

   5.3. Save.

6. To add or change benefits information:

   6.1. Select the Benefits tab.

   6.2. Add or change benefits information.

   6.3. Save.

7. When all changes are entered, select Exit or Rollback to update giving history.

Balancing Gift Amount

Before a gift can be saved, the total gift amount must equal the sum of the detail amounts distributed to campaigns and designations. A message is displayed if the amounts are out of balance. You can select **Auto Balance** or **Manual Balance** to balance the gift amount:

- **Auto Balance**: The total gift amount in the IDs block is automatically updated to equal the total of the detail amounts.
- **Manual Balance**: You must manually update the detail amounts in the Campaigns/Designations block so their sum equals the total gift amount in the IDs block.

Saving Pending Gift Transactions

If your Banner session aborts before giving history details are updated, the IDs window is displayed with a message the next time you access AGAGMAS. You must complete the pending transactions on the IDs window before you can enter new gifts. Use the following steps to complete the pending transactions.

1. Review the pending transactions on the IDs window of AGAGMAS.
2. If you need to change gift details, campaign/designation combinations, solicitation information, or benefits information for the displayed gifts, see "Adding or Changing Information for Individual Gifts" on page 208.
3. If you need to delete a pending transaction, select the record and select Remove Record.
4. After all changes are made, select Exit or Rollback to update giving history.

Planned Giving

You can track pledges and gifts that are related to planned giving. The type code assigned to a pledge or gift determines whether the transaction is related to planned giving.

Processing Indicators

Processing indicators for each type code are defined on the Pledge Type Validation Form (ATVPLDG) and the Gift/Payment Type Validation Form (ATVGIFT). The following processing indicators affect the way planned giving transactions are handled:

- **Web Indicator**
- **Planned Gift**
- **Feed to Finance**

Entering Planned Giving Transactions

Planned giving transactions are entered on the Pledge Form (AGAPLDG) and Gift Form (AGAGIFT). They are entered nearly the same as regular pledges and gifts. The only differences are as follows:

- For a planned giving pledge, the pledge type code must be defined as a planned giving type code on the Pledge Type Validation Form (ATVPLDG).
- For a planned giving gift, the gift type code must be defined as a planned giving type code on the Gift/Payment Type Validation Form (ATVGIFT).
- A planned giving transaction does not require an amount. If left blank, the amount defaults to zero.
- You can make a pledge payment against a zero-amount pledge.

Zero-Amount Transactions

A planned giving transaction does not require an amount. If no amount is entered, the amount defaults to zero. This feature allows you to enter a transaction when you have preliminary planned giving information but do not know the actual amount at the time of data entry.

The following processing applies to zero-amount transactions:

- You can make pledge payments against zero-amount pledges.
- Soft and hard credits for zero-amount transactions are processed the same as soft and hard credits for nonzero transactions.
- Zero-amount transactions are counted on the Advancement Cashier Session Review Form (AGACREV), but are not fed to finance.
- If your institution's matching gift rules do not specify a minimum amount for matching eligibility, then zero-amount transactions are included on the Employer Waiting Matching Gift Review Form (AGIMATG) and on the Employer Matching Gift Payment Form (AGAMATG). If you want to exclude zero-amount transactions on these forms, you must create a rule on the Advancement Organization Header Form (AOAORGN) with a minimum gift amount equal to .01 or larger.

Additional Details

In addition to the base information that is tracked on AGAPLDG and AGAGIFT, you can maintain additional details for planned giving transactions. For example, you can track the insurance company name and policy number of a planned gift.

Note: Additional details can also be tracked for regular pledges and gifts.

Each institution has different needs regarding the types of additional details it wants to track. The Additional Detail Codes Form (ATVADTL) allows you to define the specific types of details that your institution wants to track. This form gives you the flexibility to track additional details that are useful for your institution.

Once you define codes for the details that you want to track, you can enter additional details for a specific gift or pledge on the Pledge Form (AGAPLDG) or Gift Form (AGAGIFT). Users who do not have access to AGAPLDG and AGAGIFT can enter additional details on the Additional Details Form (AGAADTL).

Refer to AGAPLDG, AGAGIFT, and AGAADTL online help for details on maintaining additional details.

Beneficiary Information

You can maintain beneficiary information for planned giving transactions. A beneficiary can be entered with or without a Banner ID. If the beneficiary has a Banner ID, most beneficiary information defaults from the Advancement Identification Form (APAIDEN) and cannot be changed.

Note: Beneficiary information can also be tracked for regular pledges and gifts.

You can enter beneficiary information for a specific gift or pledge on the Pledge Form (AGAPLDG) or Gift Form (AGAGIFT). Users who do not have access to AGAPLDG and AGAGIFT can enter beneficiary information on the Beneficiary Information Form (AGAPGBE).

Refer to AGAPLDG, AGAGIFT, and AGAPGBE online help for details on maintaining beneficiary information.

Adjustments

Planned giving transactions are adjusted on the Pledge/Gift Adjustment Form (AGAADJS) nearly the same as regular pledges and gifts are adjusted. Adjustments for planned giving transactions can have a zero amount. Normal soft credit and hard credit processing occurs for zero-amount adjustments. If a planned giving transaction has a zero amount, the type code must remain a planned giving type code.

Display in Banner Advancement Self Service

Planned giving transactions are displayed in Banner Advancement Self-Service as follows:

- Giving History page - All Planned Gifts display option
- Profile pages - Planned Giving section

Pledges and Phone-a-Thon Results

The Advancement Telemarketing Results Upload (AGPTLMK) is used to upload pledges and phone-a-thon results from an automated telephone marketing system into a temporary Banner table (AGBWPLG). Once loaded to the temporary table, Banner records can be created from the Review External Pledge Form (AGAWPLG).

Two process options are available:

- If the Result Year parameter is entered, the program processes by the year method.
- If the Result Year parameter is blank, the program processes by the campaign method.

Process Activities

Processing depends on whether an input record is a pledge response or a non-pledge response.

Pledge Response

These responses require the following fields:

- Pledge PIDM
- Pledge amount
- Pledge date
- Campaign
- Designation

If any (but not all) of the pledge amount, pledge date, or designation fields is blank, then an error condition exists and the record is not processed as a pledge or as a non-pledge response. If the pledge date field is not null in the data file, the process assumes that a pledge response is being loaded. It does not validate the need for a record to exist in the Campaign Contact Repeating Table (AFRCTYP)

New pledges are loaded into AGBWPLG for review on the AGAWPLG form.

Non-Pledge Response

These responses require the following fields:

- Pledge PIDM
- Caller ID
- Result type

If the Result Year parameter is entered, the non-pledge record uses the year method. In this case, the solicitor organization is also required and the solicitor code, if entered, is ignored. If the Result Year parameter is not entered, the campaign method is used.

Non-pledge responses are inserted into the AFRCRES and AFRCTYP tables. The load process functions the same as the process on the AGAWPLG form. Each method is handled as follows:

- Campaign method - The solicitor record (AFRCSLT) exists.
- Year method - The solicitor organization year table (ASRSOAG) and the solicitor year table (ASRSSAG) already exist.

Input File Definition and Validation

The following table indicates the positions where data needs to be located on the incoming file.

Description	Start Column	End Column	Validation
Pledge PIDM	1	8	Valid PIDM in APRCATG
Amount	9	20	Numeric
Pledge date	21	31	DD-MON-YYYY
Campaign	32	36	Valid campaign/designation in AFRDESG
Designation	37	46	Valid campaign/designation in AFRDESG
Giving vehicle	47	51	Valid value in ATVPGVE
Solicitation code	52	66	Valid value in ATVSOLC
Caller PIDM	67	74	*Campaign method*: PIDM and campaign exists in AFRCSLT. Also, if solicitation code is included, it must also match in AFRCSLT. *Year method*: PIDM must exist in ASRSSAG.
Spouse split indicator	75	75	*Y* or *N*
Duration of pledge	76	76	Valid value in ATVPDUR
Frequency of billing	77	78	Valid value in ATVFREQ
Date of first installment	79	89	DD-MON-YYYY
Comment	90	389	Free format
Campaign 2	390	394	Valid campaign/designation in AFRDESG
Designation 2	395	404	Valid campaign/designation in AFRDESG
Campaign 3	405	409	Valid campaign/designation in AFRDESG
Designation 3	410	419	Valid campaign/designation in AFRDESG
Amount 2	420	431	Numeric
Amount 3	432	443	Numeric
Result type	444	446	Valid value in ATVSCRS
Ask amount	447	458	Numeric
Ask date	459	469	DD-MON-YYYY
Letter code	470	484	Valid value in GTVLETR

Description	Start Column	End Column	Validation
End of record	485	485	End of record marker

Data Mapping

The following Banner tables and fields are populated based on the type of response being processed (pledge vs. non-pledge).

	Pledge Response		Non-Pledge Response		
Description	AGBWPLG	Req.	AFRCTYP	AFRCRES	Req.
Pledge PIDM	PIDM	Y	CONSTITUENT_PIDM		Y
Amount	AMOUNT	Y			null
Pledge date	PLDG_DATE	Y			null
Campaign	CAMPAIGN	Y	CAMPAIGN	CAMPAIGN	*
Designation	DESG	Y			null
Date of load (default sysdate)	ACTIVITY_DATE	Y	ACTIVITY_DATE	ACTIVITY_DATE	Y
User ID associated with load (parameter)	USER	U	USER	USER	Y
Accepted indicator (load N)	ACCEPTED_IND	Y			
Pledge type (parameter)	PLDG_CODE				
Giving vehicle	PGVE_CODE				
Solicitation code	SOLC_CODE		SOLC_CODE	SOLC_CODE	
Solicitor organization (parameter)	SOL_ORG		SOL_ORG	SOL_ORG	*
Result year (parameter)	DCYR_CODE		DCYR_CODE	DCYR_CODE	*
Caller PIDM	SOLICITOR_PIDM		PIDM	PIDM	Y

	Pledge Response		Non-Pledge Response		
Description	**AGBWPLG**	**Req.**	**AFRCTYP**	**AFRCRES**	**Req.**
Spouse split indicator	SPS_SPLIT_IND				
Duration of pledge	PDUR_CODE				
Frequency of billing	FREQ_CODE				
Date of first installment	BILL_DATE				
Comment	COMMENT		COMMENT	COMMENT	
Campaign 2	CAMPAIGN_2		CAMPAIGN	CAMPAIGN	**
Designation 2	DESG_2				
Campaign 3	CAMPAIGN_3		CAMPAIGN	CAMPAIGN	**
Designation 3	DESG_3				
Amount 2	AMOUNT_2				
Amount 3	AMOUNT_3				
Contact type (parameter)	SCNT_CODE			SCNT_CODE	Y
Result type	SCRS_CODE			SCRS_CODE	Y
Ask amount	ASK_DATE		ASSIGNED_DATE	DATE	
Letter Code***	LETR_CODE				
Contact sequence (program generated)			SEQ_NO	CTYP_SEQ_NO	
Result sequence (program generated)				SEQ_NO	

* Either campaign or result year and solicitor organization is required.

** For campaign 2 and campaign 3, additional records are inserted into AFRCRES.

*** If the AGBWPLG_LETR_CODE field is populated, a GURMAIL record is inserted as a printed letter when non-pledge results are created.

Fields Populated on GURMAIL

The following fields are populated on GURMAIL when a new record is inserted. This occurs only when a letter code value exists.

Table Field	Value
GURMAIL_PIDM	PLEDGE_PIDM
GURMAIL_SYSTEM_IND	default 'A'
GURMAIL_TERM_CODE	'999999'
GURMAIL_LETR_CODE	AGBWPLG_LETR_CODE
GURMAIL_DATE_INIT	Parm Date of Load
GURMAIL_USER	Parm User ID
GURMAIL_MODULE_CODE	'G'
GURMAIL_PUB_GEN	default 'G'
GURMAIL_ORIG_IND	default 'S'
GURMAIL_ACTIVITY_DATE	SYSDATE
GURMAIL_DATE_PRINTED	date of load

Tables Involved in Upload Process

The following tables are involved in the upload process. These tables are referenced in the Input File Definition and Fields Validation Detail tables as well as the Data Mapping Table in this section.

Table Name	Description
AFRCRES	Campaign Results Repeating Table
AFRCTYP	Campaign Contact Repeating Table
AFRDESG	Campaign/Designation Table
AGBWPLG	Web Pledge Header Table
AGRCSLT	Campaign Solicitor Table
APRCATG	Advancement Category Repeating Table
ASBSORG	Solicitor Organization Base Table
ASRRSAG	Solicitor Year Table
ASRSOAG	Solicitor Organization Year Table
ASRSSAG	Solicitor Annual Goal Table
ATVDCYR	Gift Society Year Validation Table
ATVFREQ	Pledge Frequency Validation Table

Table Name	Description
ATVPDUR	Pledge Duration Validation Table
ATVPGVE	Pledge Gift Vehicle Code Validation Table
ATVPLDG	Pledge Type Validation Table
ATVSCNT	Solicitor Contact Validation Table
ATVSCRS	Solicitor Contact Result Validation Table
ATVSOLC	Solicitation Code Validation Table
GTVLETR	Letter Process Letter Validation Table
GURIDEN	General Identification Table
SPRIDEN	Person Identification Table

AGPTLMK Parameters

Parameters are used with AGPTLMK to upload pledges into a temporary Banner table and phone-a-thon results from an automated telephone marketing system.

Parameter values can be entered either on the Process Submission Controls Form (GJAPCTL) or from the operating system during execution. For further details, see the "Job Submission" chapter of the *Banner General User Guide*.

The following table describes the AGPTLMK parameters.

Parameter	Description
Path of Input File	Path containing the input file to be loaded. The path name should end with "/".
File Name	Name of the input file name to be loaded, for example, `agptlmk1.dat`.
Date of Load	Load date for the records. The default is the system date.
User ID	User ID.
Result Year	Results year value. If this parameter is entered, the program processes by the year method. If this parameter is blank, the program processes by the campaign method.
Contact Type	Contact type value for the record.
Pledge Type	Edge type value.
Solicitor Organization	Solicitor organization value. If both result year and solicitor organization are entered, then the process verifies that an ASRSOAG record exists for the entered combination. Otherwise, the process reviews ASBSORG for the campaign.

Parameter	Description
Report/Update Mode	Mode for running the process: `R` - Run in report mode with no updates. Default. `U` - Run in report/update mode with updates.

Report Output

The output report contains a list of errors (if any) and the standard report control information. There are three categories of possible errors:

- If both result year and solicitor organization are entered, then an error occurs if the combination does not exist in ASRSOAG. Otherwise, the solicitor organization must be in ASBSORG.
- All input data that fails the validation of the field.
- The following cross validation of input fields:
  - Non-valid campaign/designation combinations
  - The campaign method: if the PIDM and campaign do not exist in AFRCSLT. Also if the solicitation code is included, it must also match in AFRCSLT.
  - The result year method: if the PIDM does not exist in ASRSSAG.
  - If any one of the pledge amount, pledge date, or designation are blank, but not all three, then the record will not process.
  - For non-pledge responses, if any required field is missing (pledge PIDM, caller PIDM, or result type).

Error Types Detail

There are six possible error situations that can exist. Each error scenario is included in the legend at the beginning of the output report. If the record meets the error criteria as listed, the error number is reported in the error type section of the output report.

Invalid Fields Detail

The field information in the legend portion of the report is provided to assist in locating invalid field values. This section provides the field number, the description of the detail in the field and the column location to assist in data review if needed. Each field is reviewed and validated against the records existing in Banner. If the value in a field is an invalid Banner value, the field number is reported in the invalid field section of the report.

Pledge and Gift Acknowledgments and Receipts

Processing Steps

The following process is used to acknowledge pledges and gifts in Banner Advancement. This includes setting up rules for printing letters and receipts.

Set Up Letter Codes for Letters and Receipts

Letter codes for acknowledgment letters and receipts are set up on the Letter Code Validation Form (GTVLETR).

- Identify whether an advancement individual or advancement organization is allowed to receive that letter more than once within the same fiscal year. To prevent duplicates within the same fiscal year, do not select the **Allow Duplicates** check box; to allow duplicates, select the check box.
- In **Alternate Letter Code**, identify alternate letters to be used in place of a duplicate. This creates a “letter chain” – a sequence of letters that results when duplicates are not allowed.

If you manually create a letter on the Advancement General Mail Form (AUAMAIL), **Allow Duplicates** on GTVLETR will be checked and a duplicate letter may be created. You can identify whether or not a letter has already been sent by querying the letter code on AUAMAIL.

Set Up Rules for Acknowledging Pledges and Gifts

Rules for acknowledging pledges and gifts are set up on the Gift/Pledge Acknowledgment Rules Form (AGAACKR). Rules can be as simple as identifying the dollar range for the acknowledgment or as sophisticated as including or excluding advancement individuals from certain class years; including or excluding gifts based on their gift type, gift class, campaign, campaign type, or designation; or including or excluding advancement individuals based on their donor category code, exclusion code, and/or gift society.

Print Rules

This step is optional. The Acknowledgment Rules Report (AGPACKR) prints a listing of rules created on the Gift/Pledge Acknowledgment Rules Form (AGAACKR). See “Reports and Processes” on page 457 for a sample report and parameter information.

Enter Gifts, Pledges, and Pledge Payments

The following forms are used to enter gifts, pledges, and pledge payments

- Gifts and pledge payments: Gift Form (AGAGIFT)
- Pledges:
    - Pledge Form (AGAPLDG)

- Pledge Mass Entry Form (AGAPMAS)
- Gift Form (AGAGIFT) (only if the first pledge payment is entered at the same time)

Finalize Gifts and Pledges

AGAGIFT:

The AGAGIFT page allows navigation to various pages that results in Broken gifts or Incomplete Gifts.

User can access the AGAGIFT page to select and Edit an incomplete gift record. Save the changes and then click **Finalize Gift** to complete the transaction. The upper right corner of the AGAGIFT page displays the related gift messages.

Note: Finalize Gift completes and finalizes the gift or pledge payment transaction.

AGAPLDG:

The **Finalize Pledge** button completes and finalizes the pledge transaction.

Finalize Cashier Sessions

Cashier sessions are finalized on the Cashier Session Review Form (AGACREV). Pledge payments must be in a finalized cashier session to be acknowledged. For more information, see “Cashiering” on page 313. Pledges are not included in cashier sessions; they may be acknowledged as soon as they are entered.

Run Acknowledgment Process

The Pledge/Gift Acknowledgment Report (AGPACKN) matches acknowledgment rules with pledge/gift data to determine which acknowledgments should be sent. The process also prints a report that lists who should receive each Acknowledgment. See “Reports and Processes” on page 457 for a sample report and parameter information.

Running AGPACKN in update mode updates the following tables:

Table	Description
AGBGIFT	Updates to this table are displayed on the Gift Form (AGAGIFT) and the Gift List Form (AGCGIFT) for gifts/pledge payments that are receipted and/or acknowledged. The **Receipt** check box is selected only if a gift/pledge payment qualifies for a receipt as indicated on the Pledge/Gift Acknowledgment Form (AGAACKN). The **Acknowledge** check box is selected if a gift/pledge payment was acknowledged. This ensures that a gift/pledge payment is not acknowledged in multiple runs of AGPACKN.

Table	Description
AGBPLDG	Updates to this table are displayed on the Pledge Form (AGAPLDG) and the Pledge List Form (AGCPLDG) for pledges that are acknowledged. The **Acknowledge** check box is selected if a pledge was acknowledged. This ensures that a pledge is not acknowledged in multiple runs of AGPACKN.
AGRALET	Updates to this temporary table are displayed on the Giving/Membership Correspondence Form (AGAALET) for each gift, pledge, and pledge payment that is acknowledged. Running AGPACKN with parameter 1 (Temporary Table Delete) set to Y deletes AGRALET records where the user ID matches the user ID running AGPACKN and the acknowledgment was previously printed.
AGRACKN	Updates to this table are displayed on the Pledge/Gift Acknowledgment Form (AGAACKN). The pledge/gift number, amount, type of acknowledgment, and date of acknowledgment are displayed. Records cannot be deleted from this table.
AGRRCPT	This table is updated if the letter code is defined as a receipt. Updates to this table are displayed on the Tax Receipt Form (AGARCPT). Records cannot be deleted from this table.
GURMAIL	This table is updated with a record for each letter code for each PIDM who is supposed to receive an acknowledgment or receipt. Updates to this table are displayed on the Advancement General Mail Form (AUAMAIL).
SOBSEQN	This table is updated with the maximum sequence number for receipts.

Once you run AGPACKN, it is important to extract variable data (step 9) and create acknowledgments (step 10) in a timely fashion. Acknowledgments and receipts use information contained in the temporary table (AGRALET) that AGPACKN updates. If a user runs AGPACKN multiple times before creating acknowledgments, some of the required information might be deleted from AGRALET. If this occurs, acknowledgments cannot be generated correctly.

Record Non-Banner Acknowledgments

This step is optional. The Pledge/Gift Acknowledgment Form (AGAACKN) can be used to record any pledges and gifts that are acknowledged with a letter that is not defined in Banner (for example, a handwritten letter). For this type of letter, use a separate letter code to avoid confusion.

The pledge/gift amount defaults when the pledge/gift number is entered. Enter the letter and/or the receipt code and the acknowledgment date. When this data is saved, the pledge/gift is updated as being acknowledged the same way that AGPACKN updates the appropriate record.

Letters added manually to AGAACKN appear on AUAMAIL when an ID is queried.

Letters that are added manually to AUAMAIL do not appear on AGAACKN when an ID is queried and will not be acknowledged by AGPACKN.

Set Up Letter Details

The Letter Generation process is used to set up details for the letter, including paragraphs, variables, and applications. The following forms are used in this step:

Application Definition Rules Form	GLRAPPL
Letter Generation Paragraph Form	GUAPARA
Variable Definition Rules Form	GLRVRBL
Object Definition Rules Form	GLROBJT
Paragraph Validation Form	GTVPARA
Letter Form	GUALETR

This step can be done any time before performing step 9.

See the "Letter Generation" chapter of the *Banner General User Guide* for more information on the Banner Letter Generation process.

Extract Variable Data

The Letter Generation Variable Data Extract Process (GLBLSEL) extracts variable data from the Banner database for use in printed letters.

See the "Letter Generation" chapter of the *Banner General User Guide* for more information on the Banner Letter Generation process.

Create Acknowledgments

The Letter Print Generation Process (GLRLETR) creates an electronic copy of the letters and receipts or produces a file that can be downloaded to a PC word processor.

See the "Letter Generation" chapter of the *Banner General User Guide* for more information on the Banner Letter Generation process.

Print Acknowledgments

To print the acknowledgments, use your operating system's print command.

Acknowledgment and Receipt Rules

Use the Gift/Pledge Acknowledgment Rules Form (AGAACKR) to establish rules for acknowledging pledges and gifts. You can create and prioritize an unlimited number of rules regarding the letters and receipts you send and to whom you send them.

Gift/Pledge Acknowledgment Rules Form (AGAACKR)

The AGAACKR form has the following windows:

Window	Purpose
Gift/Pledge Acknowledgment Rules main window	Provide basic information regarding the Acknowledgment Letter or Receipt
Donor Category Rules window Preferred Class Rules window Gift Society Rules window Exclusion Code Rules window	Determine eligible donors
Campaign Rules window Campaign Type Rules window Designation Rules window Gift Type Rules window Gift Class Rules window	Determine eligible pledges/gifts

Values in the first window determine basics for your rule, such as what is going to be acknowledged and the specific letter or receipt that will be used.

Values in the remaining windows define the characteristics each pledge, pledge payment, or gift or the ID making the pledge, pledge payment, or gift must have to qualify for the acknowledgment. These windows all function the same way.

Acknowledgment Rules Window

Each rule should have a value in either **Pledges** or one of the **Gifts, Payments, Both** or **None** group (that is, pledges and gifts cannot be acknowledged by the same rule**).**

Each rule should have a value in either the **System Letter, Manual Letter** or the **No Letter group**, or in **Receipt**.

Other Windows

The following windows each contain an **Include/Exclude** field, a code field relating to the characteristics of the window, and a **Date** field, showing the most recent update to a code entry with respect to a rule.

- Donor Category Rules window
- Gift Type Rules window
- Preferred Class Rules window
- Gift Class Rules window
- Campaign Rules window
- Gift Society Rules window
- Campaign Type Rules window

- Exclusion Code Rules window
- Designation Rules window

For each characteristic, you can include or exclude any code defined on that characteristic's validation form. When you include codes only the codes entered in the window are considered. When you exclude codes, every code *not* entered in the window is considered. If no code is entered, all codes are considered. You may include or exclude an unlimited number of codes.

Because including and excluding is done at the window level, you can't include one code and exclude another for the same characteristic in the same rule. If you would like to set up conditions where, for a given characteristic, some codes are included and others are excluded, you need to set up separate rules.

Indicator Combinations

The following samples show indicator combinations you can use to create the information necessary to produce common varieties of acknowledgment and receipt letters. To produce letters, use the Letter Generation process. This process is described in the "Letter Generation" chapter of the *Banner General User Guide*.

Rules that should not be used for acknowledgment or receipt letters for organization matching gift payments should exclude all gift types that have the **MG** indicator on ATVGIFT set to `Y`.

For information on the other fields in this window, see the field descriptions in "Acknowledgment Rules Window" on page 224.

Acknowledgment Letter

To enter a rule for an acknowledgment letter for every gift and pledge payment in the range of $1–$999, set the indicators like this:

Acknowledgment Code	`ANNUAL_FND_ACKN` (letter code to be produced)
Minimum	`1`
Maximum	`999`
System Letter	Selected
Gifts, Payments, Both, None	`Both`

Receipt

To enter a rule for a receipt letter for every gift and pledge payment in the range of $1–$999, set the indicators like this:

Acknowledgment Code	`ANNUAL_FND_ACKN` (letter code to be produced)
Minimum	`1`
Maximum	`999`
Gifts, Payments, Both, None	`Both`
Receipt	Selected
Receipt Letter	Letter code entered

Acknowledgment Letter and Receipt

To enter a rule for both an acknowledgment letter and a receipt letter for every gift and pledge payment in the range of $1–$999, set the indicators like this:

Acknowledgment Code	`ANN_FND_ACKRCPT` (letter code to be produced)
Minimum	`1`
Maximum	`999`
Gifts, Payments, Both, None	`Both`
Receipt	Selected
Receipt Letter	Letter code entered
System Letter	Selected

Matching Gift Acknowledgment Letter: Employer and Employee

To enter a rule for acknowledgment letters for both the ID whose gift was matched and the organization which matched the gift, set the indicators like this:

Acknowledgment Code	`ACK_EMPL_EMPLEE` (letter code to be produced)
Minimum	`1`
Maximum	`999`
Gifts	Selected
System Letter	Selected
Matching Gift	Selected

Employee Letter	Letter code entered (that is, the letter to go with the ID whose gift was matched)

Note: If a range is entered, it applies only to the amount of the matching gift payment, and not to the amount of the employee gift.

Matching Gift Acknowledgment Letter: Employer

To enter a rule for an acknowledgment letter for an organization who made a matching gift payment in the range of $1–$999, set the indicators like this:

Acknowledgment Code	`ACK_EMPL_EMPLEE` (letter code to be produced)
Minimum	`1`
Maximum	`999`
Gifts	Selected
System Letter	Selected
Matching Gift	Cleared
You must also include gift types that have **Match** selected on ATVGIFT in Gift Types.	

Note: If a range is entered, it applies only to the amount of the matching gift payment, and not to the amount of the employee gift.

Rule Numbers and Priorities

Rule numbers and rule priorities are different. Rule numbering is Banner's way of identifying rules. Rule priority is your way of determining the order in which rules are processed.

Rule Number

A rule number is a unique number, automatically assigned when the rule is created.

Examples

If an acknowledgment code has one rule, the rule number is 1:

Acknowledgment Code	Rule Number
ACKNOW	1
RCPT	1

Acknowledgment Code	Rule Number
THNKYOU	1

If an acknowledgment code has multiple rules, each rule is numbered successively:

Acknowledgment Code	Rule Number
ACKNOW	1
ACKNOW	2
ACKNOW	3

Multiple rules for a single acknowledgment code are necessary if you want to have inclusions and exclusions for the same characteristic; for example, acknowledging, with the ACKNOW letter, the following two situations:

- Only pledges/gifts made to ANN98, the Annual Fund 1998 campaign.
- Pledges/gifts made to any campaign but EXCEL, the Campaign for Excellence.

To do this, create two rules for the ACKNOW acknowledgment code: one rule including ANN98 and the other excluding EXCEL.

Rule Priority

If an acknowledgment code has multiple rules, the rules can be prioritized. The highest priority rule is processed first. Use the following steps to assign a priority to a rule:

1. Make sure the rule you want to prioritize is in the Acknowledgment Rules window.
2. Enter a value in **Rule Priority** (the lower the number, the higher the priority).
3. Save.

Qualifying for a Rule

Meeting Characteristics

If any portion of a pledge/gift qualifies for a characteristic or the donor ID qualifies for a characteristic, then that characteristic is met. This applies in the following situations:

- Pledges/gifts are assigned to multiple campaigns, campaign types, and/or designations.
- Pledges/gifts are made by IDs with multiple donor categories, gift societies, and/or exclusion codes.

Example

A rule excludes the ANN98 campaign but does not exclude the EXCEL campaign. A gift credited towards both the ANN98 and the EXCEL campaign *is* selected for the rule, because a portion of the gift is credited towards the EXCEL campaign, which was not excluded.

On the Campaign Rules Form (AGAACKR), click the Include option and select ANN98 as the campaign.

All Defined Characteristics Must Be Met

Rules use AND logic rather than OR logic. The inclusion/exclusion conditions entered in each window must be met for the pledge or gift to be selected for the rule.

Example

These are the only inclusions/exclusions for a rule:

- Designations *ATHLE, CENTR, ENDMT,* and *UNRES* were included on the Designation Rules window of AGAACKR
- Types *CA* (Cash) and *CK* (Check) were included on the Gift Type Rules window of AGAACKR
- Gift Classes *ANON* (Anonymous) and *MEMY* (Memorial) were excluded on the Gift Class Rules window of AGAACKR

To meet the rule, pledges/gifts must meet *all* of the following criteria:

- Have one of the designations *ATHLE, CENTR, ENDMT,* or *UNRES*
- Have one of the types *CA* or *CK*
- *Cannot* have the gift classes *ANON* or *MEMY*

Therefore:

- A gift with the designation *UNRES*, the type *CK*, and the gift class *HONR* would receive the acknowledgment letter
- A gift with the designation *BIMED*, the type *CA*, and the gift class *HONR* would not receive the letter
- A pledge with the designation *ATHLE*, the type *VI*, and the gift class *HONR* would not receive the letter
- A pledge with the designation *CENTR*, the type *CK*, and the gift class *ANON* would not receive the letter

Qualification Criteria

If no inclusions or exclusions are entered in the Campaign Type Rules window, the Campaign Rules window, or the Designation Rules window, then the total amount of the pledge/gift must be within the range specified in **Minimum** and **Maximum** in the Acknowledgment Rules window.

If inclusions or exclusions are entered in the Campaign Type Rules window, the Campaign window, and/or the Designation Rules window, then the portion of the pledge/gift that meets the criteria of the rule must be within the range specified in **Dollar Range From** and **To** in the Acknowledgment Rules window.

Example

If a rule specifies that the campaign *ANN98* is included on the Campaign window on AGAACKR, and the dollar range is $150 - $1000 on the Acknowledgment Rules window on AGAACKR:

- A pledge of $200 for *ANN98* will receive the letter, if all other conditions are met
- A pledge of $200 that is split between *ANN98* and *EXCEL* will not receive the letter, even if all other conditions are met. Since the pledge is split, only $100 will go to *ANN98*, which is below the minimum of $150.
- A pledge of $300 that is split between *ANN98* and *EXCEL* will receive the letter, if all other conditions are met. $150 will go to *ANN98*, which meets the minimum dollar amount.

Gift Society Memberships: Inclusion and Exclusion

The system uses the following to decide which IDs will be included or excluded on the basis of an existing gift society membership:

- Inclusion/Exclusion settings in the Gift Society Rules window.
- The value entered for the Pledge/Gift Entry Date parameter on the Pledge/Gift Acknowledgment Report (AGPACKN).
- The gift society year, as defined on the Gift Society Year Validation Form (ATVDCYR).

Gift society memberships are maintained on the Gift Society Membership Form (APADCLB).

Example

If the following rules are set up:

- 06-MAY-1998 is entered for the Pledge/Gift Entry Date parameter on AGPACKN
- The Gift Society Rules window (AGAACKR) is set up to exclude the *BLDR* and *CENT* Gift Societies
- Gift society year 1998 is defined on the Gift Society Year Validation form (ATVDCYR) as starting on January 1, 1998 and ending on December31, 1998

then all pledges and gifts meeting all of the following conditions (and all other conditions for the rule) are acknowledged:

- Pledges and gifts entered on or before May 6, 1998
- Gift Society Assignment Process (APPDCAR) run for society year 1998
- ID making the pledge/gift was neither a current member nor a member of one of the excluded gift societies

Acknowledgment and Receipt Indicators

The difference between producing an acknowledgment letter and producing a receipt via the Pledge/Gift Acknowledgment Process (AGPACKN) is in which indicators are updated and in how acknowledgment/receipt tracking is recorded.

The following forms have acknowledgment and receipt indicators:

Gift List Form	AGCGIFT
Pledge List Form	AGCPLDG
Pledge Form	AGAPLDG
Gift Form	AGAGIFT

Results of Acknowledgment Letters and Receipts

The following table compares the results of producing an acknowledgment letter and producing a receipt:

Results of Acknowledgment Letter	Results of Receipt
Acknowledgment indicators are updated.	Receipt indicators are updated.
The letter code entered in **Acknowledgment Code** on AGAACKR is displayed in **Acknowledgment** on AGAACKN.	The letter code entered in **Receipt Letter** on AGAACKR is displayed in **Receipt** on AGAACKN.
The letter code entered in **Acknowledgment Code** on AGAACKR is displayed in **Letter** on the Advancement General Mail Form (AUAMAIL).	The letter code entered in **Receipt Letter** on AGAACKR is displayed in **Letter** on the Advancement General Mail Form (AUAMAIL). Receipt number is produced and displayed on the Tax Receipt Form (AGARCPT).

Number of Times a Pledge/Gift Can Be Acknowledged

A pledge/gift can be acknowledged by a given acknowledgment code only once. This is because only one rule per acknowledgment code is met by any one pledge/gift. When a rule is met, processing for that pledge/gift stops. However, a pledge/gift can be acknowledged more than once if the pledge/gift meets rules for more than one acknowledgment code.

Example 1

The following acknowledgment codes have one rule each.

Acknowledgment Code	Rule Number
ACKNOW	1
RCPT	1
THNKYOU	1

If a pledge/gift meets all the criteria of the rules for ACKNOW and THNKYOU, then the ID who made the pledge/gift will receive the acknowledgment associated with the Letter Code parameter on the Pledge/Gift Acknowledgment Report (AGPACKN).

Example 2

The following acknowledgment code has multiple rules:

Acknowledgment Code	Rule Number	Rule Priority
ACKNOW	1	2
ACKNOW	2	3
ACKNOW	3	1

If a pledge/gift meets all the criteria of rules 1 and 3 for the ACKNOW acknowledgment code and if ACKNOW is entered for the Letter Code parameter on the Pledge/Gift Acknowledgment Report (AGPACKN) (or the parameter is left blank), then the ID who made the pledge/gift receives one acknowledgment, by virtue of rule 3. This rule, because it had the higher priority, is processed before rule 1. Once the pledge/gift meets the criteria for one rule, processing for that pledge/gift stops and processing for the next pledge/gift starts.

Variables and Paragraphs Used in Letter Generation

The text of Acknowledgment letters and receipts is determined by the variables and paragraphs created with the Letter Generation module. Before any letter can be printed, its components—paragraphs, variables, etc. — must be defined in the Letter Generation forms. Sample letters, paragraphs, and variables are delivered with Banner Advancement. These samples are listed in "Acknowledgments and Receipts" on page 398.

For information on how to use these samples and create your own letters, see the "Letter Generation" chapter of the *Banner General User Guide*.

Online Receipts

Receipts may be generated online for pledges and gifts. Two forms, the Pledge Receipt (AGAPREC) and the Gift Receipt (AGAGREC), are used to create the receipts.

To print a receipt on the printer set up for your terminal, use your system's Print Screen function. When you print a receipt, the pledge/gift record is updated to show that it is receipted so a second receipt is not made via the normal acknowledgment process. If the pledge/gift has already been receipted, ***DUPLICATE*** is printed on the receipt.

Cashier session status is not checked when a gift or pledge payment is receipted from AGAGREC. This differs from receipts created via the Pledge/Gift Acknowledgment Process (AGPACKN), which requires that the gift or pledge payment be in a finalized cashier session.

When an online receipt is printed, forms are updated as if a receipt had been produced via AGPACKN and Letter Generation. Receipt indicators on the following forms are updated:

Gift List Form	AGCGIFT
Pledge List Form	AGCPLDG
Pledge Form	AGAPLDG
Gift Form	AGAGIFT

The letter code entered in **Receipt Letter** on AGAACKR is displayed in **Receipt** on AGAACKN and in **Letter** on the Advancement General Mail Form (AUAMAIL).

Default Values for Online Receipts

The following default values are displayed on AGAGREC and AGAPREC:

<table>
<tr><th rowspan="2">Field</th><th colspan="2">Default Value</th></tr>
<tr><th>Advancement Individual</th><th>Advancement Organization</th></tr>
<tr><td>Donor Category</td><td colspan="2">Primary donor category for the ID. Identified on the Advancement Individual Information Form (APACONS) for individuals and on the Advancement Organization Header Form (AOAORGN) for organizations.

If more than one donor category code exists for an ID, the priorities in the Report Sequence column on the Donor Category Code Validation Form (ATVDONR) determine which code is used (the lower the number, the higher the priority).</td></tr>
<tr><td>Preferred Class</td><td>Preferred class year from APACONS.</td><td>Blank</td></tr>
<tr><td>Receipt Date</td><td colspan="2">Date of the transaction.</td></tr>
</table>

Field	Default Value Advancement Individual	Advancement Organization
Name	Preferred address name from APANAME (if one exists) or Name from the Advancement Identification Form (APAIDEN), concatenated with the prefix and suffix also on APAIDEN	Primary contact name from AOAORGN (if one exists) or Organization name from APAIDEN. Pressing Count Query Hits accesses the list of non-primary contacts and displays the address associated with the non-primary contact on AOAORGN.
Address	Preferred address as identified on APACONS. To display a list of addresses, select Count Query Hits	Address of primary contact as identified on AOAORGN. To display a list of addresses, select Count Query Hits
Total Amount	Full amount of the transaction. If the receipt is for a group of gifts, total of all of the grouped gifts.	
Designation/Amount	Each designation on the transaction is displayed, in alphabetical order, with the amount allocated to each. A maximum of five designations can be printed. If a transaction or group of gifts has more than five designations, an autohelp message states that more designations exist.	
Comments	Text lines from the Advancement Control Form (AGACTRL).	
Signature Lines	Signature lines 1 and 2 from AGACTRL.	

Duplicate Receipts

Duplicate receipts for pledges and gifts can be printed from AGAPREC and AGAGREC. If the pledge or gift was already receipted, either online or through the Pledge/Gift Acknowledgment Report (AGPACKN), ***DUPLICATE*** is displayed in the lower left corner of the screen and is printed on the receipt.

Replacement Receipts

Replacement receipts for gifts can also be created online. To create replacement receipts for gifts, set the **Duplicate or Reissue** indicator to `R` on the On-line Receipt Defaults block on the Institution window of the Advancement Control Form (AGACTRL). When a receipt is printed for a transaction that was already receipted, the following line is printed on the receipt:

This cancels and replaces receipt # <nnnnnnnn>

The variable <nnnnnnnn> is the number of the previously issued receipt. **DUPLICATE** is printed in the lower left corner of the receipt.

When a replacement receipt for a gift is printed, the **Duplicate or Reissue** check box on the Tax Receipt Form (AGARCPT) is automatically selected for the new receipt and the **Receipt Status** indicator is automatically set to `R`eissue for the original receipt. This nullifies the original receipt number and ensures that for every gift, there is only one active receipt number in the system.

Receipt Numbers

Receipt numbers for gifts can be viewed on the Tax Receipt Form (AGARCPT). They are generated by the system when a gift receipt is created via AGAGREC or AGPACKN or by manually entering a receipt record on AGARCPT. Receipt numbers that are generated by the system have eight characters, the first of which is always `R`.

If a gift is receipted outside of Banner Advancement, such as by a hand-written note, a receipt record with an alternate receipt number may be entered manually on AGARCPT. Alternate receipt numbers are free-form and can have up to 15 characters. If an alternate receipt number is entered, the gift cannot be receipted at a later time via AGPACKN and Letter Generation, although a replacement receipt can be reissued via AGAGREC.

Receipts for Voided and Adjusted Gifts

If a gift is voided after a receipt is printed and a receipt number is generated, **Gift Void or Adjusted Gift** and **Receipt Status** are automatically set to `V`. Once **Receipt Status** is set to `V`, the receipt number is no longer valid.

If a gift is adjusted after a receipt number is generated, **Void or Adjusted Gift** is automatically set to `A`. When the adjustment is saved, an Autohelp message is displayed on AGAADJS advising you that the adjusted gift was already receipted and that a replacement receipt should be issued.

Using One Receipt for Multiple Gifts From One ID

Set Up System to Use Receipt Numbers for Online Receipting

1. On AGACTRL, enter *R* in **Receipt or Gift**.
2. Save.

   The system is now set to use receipt numbers, not gift numbers.

Group Gifts

1. On the Tax Receipt Form (AGARCPT), enter the ID in the key block.
2. Select Next Block.

   All existing receipt numbers for the ID are displayed.
3. In a blank record, enter *ASSIGN* in **Receipt Number**.

4. Enter the first gift number in **Gift**.
5. Enter *G* in **Grouped Gift**.
6. Save.

   The receipt number is generated and is displayed in **Receipt Number**.
7. Select Insert Record.

   A blank record appears.
8. Enter the new receipt number in **Receipt Number**.
9. Enter the next gift number in **Gift**.
10. Enter *G* in **Grouped Gift**.
11. Repeat steps 9 and 10 until all gift numbers are entered.
12. Save.

    All the gifts you just entered are now assigned the same receipt number.

Print Receipt

1. On AGAGREC, enter the ID and the receipt number in the key information.
2. Select Next Block.

   All remaining default values are displayed. You may overwrite defaulted values and enter any necessary values that did not default.
3. Select Print Screen.

   The print window is displayed.
4. Select RETURN or ENTER.

   The receipt is printed.

Pledge and Gift Adjustments and Voids

Banner's pledge and gift adjustment feature lets you correct data entry errors, re-allocate pledges and gifts to reflect changes in a donor's intention, and void gifts, pledges, and pledge payments. It also provides a complete audit trail of all adjustments and voids.

If you make a mistake while you're entering a pledge, gift, or organization matching gift payment, you can adjust it on the original entry form, but only if you haven't selected Rollback (for pledges and gifts) or exited the form after making the mistake. Once you Rollback or exit the form, you must make adjustments with the Pledge/Gift Adjustment Form (AGAADJS).

Adjusted and voided pledges and gifts do not count as additional pledges or gifts for statistical purposes.

Incomplete Gift Records

Incomplete gift records are not eligible for void or adjustment actions. You must correct and finalize the incomplete gift record from the AGAGIFT page before you initiate the adjust or void actions. If an incomplete record is selected in the Key Block page, an error message *The gift selected is incomplete and must be corrected from the AGAGIFT page before adjusting or voiding is allowed* displays.

Forms Used

The Pledge/Gift Adjustment Form (AGAADJS) is used to adjust and void pledges and gifts. Adjustments are made on the left side of the corresponding tab and appear on the right after the changes are saved. The Hard Credit and Soft Credit Tabs allow you to update the necessary credit amounts without needing to navigate to other forms (AGAGIDS and AGAGMEM for gifts and AGAPIDS and AGAPMEM for pledges).

The Cashier Session Review Form (AGACREV) is used to review and update the status of specific cashier sessions, including adjustments made to gifts.

The Prior Years Adjustment Rule Form (AGAADJR) is used to define rules for allowing adjustments and voids to pledges and gifts made in a prior fiscal year.

The Gift Adjustment List Form (AGCGADJ) displays the audit trail of all adjustments made to a gift. If a gift number is entered in the key information, only that gift is queried. If no gift number is entered, all gifts for the key ID are queried (in gift number order). AGCGADJ can be accessed from **Gift** in the key information of the Pledge/Gift Adjustment Form (AGAADJS). It can also be accessed from pages 3 and 4 of the Cashier Session Review Form (AGACREV).

The Pledge Adjustment List Form (AGCPADJ) displays the audit trail of all adjustments made to a pledge. If a pledge number is entered in the key information, only that pledge is queried. If no pledge number is entered, all pledges for the key ID are queried (in pledge number order). AGCPADJ can be accessed from **Pledge** in the key information of the Pledge/Gift Adjustment Form (AGAADJS).

The Pledge/Gift List Form (AGAPPAY) displays a list of pledge payments for a specific pledge made by an advancement individual or organization. AGAPPAY can be accessed from **Gift** in the key information of the Pledge/Gift Adjustment Form (AGAADJS) when a pledge number is entered in **Pledge**.

Adjustments

On the Pledge/Gift Adjustment Form (AGAADJS), adjustments are made on the left side of the Pledge Adjustment tab or the Gift Adjustment tab (depending on whether you are adjusting a pledge or a gift), and appear on the right side after you save your changes. The Hard Credit and Soft Credit Tabs allow you to update the necessary credit amounts without needing to navigate to other forms (AGAGIDS and AGAGMEM for gifts and AGAPIDS and AGAPMEM for pledges).

Adjustments should be made to pledges and gifts if any information was entered wrong. There are two kinds of errors that cannot be adjusted:

- If the ID making the pledge or gift is wrong, the pledge or gift must be voided and reentered.
- If the wrong amount was entered for the matching gift payment, the gift must be voided and reentered.

Basic Adjustment Process

This is the basic adjustment process, no matter what kind of adjustment you are making. However, most adjustments require variations on the basic process.

Note: To exit the form without processing the adjustment, select Rollback from the Pledge Adjustment Detail window *before* saving.

1. Enter the key information on AGAADJS:

ID	ID of the donor who made the gift or pledge.
Adjust	Select if an adjustment.
Pledge	Pledge number being adjusted.
Gift	Gift number being adjusted.

To obtain the gift or pledge number:

1.1. With the cursor in **Pledge** (or **Gift**), select Count Hits to access the Pledge (or Gift) List Form. If **Pledge** is entered, you may access the Pledge/Gift List Form (AGAPPAY) by selecting Count Hits from **Gift**.

1.2. Select the gift or pledge to be adjusted or voided and return to AGAADJS with the gift or pledge number.

Note: Both **Pledge** and **Gift** cannot be entered at the same time. If a pledge payment is being adjusted, the gift number of the pledge payment should be entered, rather than the pledge number it is paying off.

2. Select Next Block.

   If a pledge number is entered, the Pledge Adjustment tab is enabled. If a gift number is entered, the Gift Adjustment tab is enabled.

3. Enter the new information in the appropriate fields on the left side of the window. Only the fields being adjusted need to be entered; all other fields may be left blank.

   Once adjustments are saved, the right side of the Pledge Adjustment window or Gift Adjustment window displays the adjusted data.

4. Select Next Block to go to the appropriate detail window (the Pledge Detail window or the Gift Detail window, depending on whether you are adjusting a pledge or a gift).

5. Save.

Note: All adjustments to pledges must be saved from the Pledge Adjustment Detail window. All adjustments to gifts must be saved from the Gift Adjustment Detail window.

Note: The Hard and Soft Credit tabs contain record counts in parenthesis to allow you to easily determine whether any hard or soft credit records are associated with the gift or pledge.

Banner will not automatically update the hard or soft credit amounts. These updates are the responsibility of the data entry operator. The only exception is when a void is entered. When VOID is selected, Banner will automatically delete the hard and/or soft credit records.

Standard edits will occur to ensure that hard and soft credit amounts do not exceed standard limits. Total hard credit can't exceed the total gift or pledge amount and total soft credit for an individual can't exceed the total gift or pledge amount.

6. Save

7. Exit the form.

Additional information on Hard and Soft Credit adjustment fields are described in "Adjusting Associated Records" on page 242.

Adjustable Data

	Can Be Adjusted		
Item	**Pledge**	**Gift**	**Comments**
Adjust Comment	X	X	
Amount	X	X	Pledge status may be affected. See "Updating Pledge Status" on page 242. Range codes are automatically updated. Total amount and campaign/ designation sums must be equal. Adjusted amount can be zero only if the pledge or gift is associated with planned giving.
Authorization		X	
Campaign and Campaign Amount	X	X	Solicitation information may be affected; see "Solicitation Information" on page 244.
Category	X		

Item	Can Be Adjusted Pledge	 Gift	 Comments
Class 1	X	X	
Class 2	X	X	
Class 3	X	X	
Date	X	X	Fiscal year is automatically updated. Prior fiscal year rules may apply.
Designation and Designation Amount	X	X	Solicitation information may be affected; see "Solicitation Information" on page 244.
Gift Number			
ID			Void and reenter.
Matching Gift Form Received		X	Can be adjusted on AGAGIFT or AGAMATG at any time.
Matching Gift Information		X	See "Matching Gifts" on page 247 or "Matching Gifts" on page 265.
Pledge Number		X	
Reference		X	
Reminder	X		
Soft/Hard Credit IDs and Amounts	X	X	Must be zeroed out before pledge or gift can be adjusted; see "Soft/Hard Credit IDs and Amounts" on page 242.
Solicitation Information	X	X	Automatically updated if campaign is adjusted.
Status	X	X	Can be manually updated if a pledge becomes paid in full due to a pledge payment adjustment.
Type	X		If the pledge is associated with planned giving and the amount is zero, the type code must remain a planned giving type code.
Vehicle	X	X	Can change a non-third party transaction into a third party transaction. Can change a third party transaction into a non-third party transaction if no third party amounts were entered (*0* in third party amount for all IDs). All third party credit must be removed before a third party transaction can be adjusted.

Note: A field cannot be adjusted from a value to a blank. Void and re-enter the pledge or gift, leaving the appropriate fields blank. The exception is gift class and pledge category. You can enter a hyphen (-) to delete.

Adding or Changing a Campaign/Designation Combination

Use the following steps to add a new campaign/designation combination or change an existing one.

For a Pledge

1. Enter the following in the key block of AGAADJS: the donor's ID, select **Adjust**, and the pledge number.
2. Move to the Pledge Adjustment Detail window, and enter the adjustment. If you are adding a new campaign/designation combination to the pledge, select Next Record until the cursor is opposite a blank record on the left side.
3. Make the adjustments and/or enter a new campaign, designation, and amount combination.
4. Save.
5. If the pledge contains Hard/Soft credits without any payments associated.
   5.1. Navigate to the **Pledge Hard/Soft Credit** tab.
   5.2. Click **Recalculate Hard/Recalculate Soft credits** to update the changes or adjustments.
6. If the Pledge contains Hard/Soft credits with payments associated.
   6.1. Rollback and load each associated payment.
   6.2. To adjust, follow the steps in For a Pledge Payment section.
   6.3. After adjusting all the associated payments, load the pledge and navigate to **Pledge Hard /Soft credit** tab and click **Recalculate Hard/Recalculate Soft credits** to update.

For a Pledge Payment

Campaign/designation information for pledge payments can only be adjusted in conjunction with the pledge.

1. Load the ID and Payment (Gift Number).
2. Move to the **Gift Adjustment Detail** window and enter the adjustment (If you are adding a new campaign/designation combination to the Gift, select **Next Record** until the cursor is opposite a blank record on the left side).
3. Make the adjustments and/or enter a new campaign, designation, and amount combination.
4. Save.

5. Move to **Gift Hard/Soft credit** tab and click **Recalculate Hard/Recalculate Soft credits** to update.

For a One-Time Gift

1. Enter the following in the key information of AGAADJS: the donor's ID, select **Adjust**, and the gift number.
2. Move to the Gift Adjustment Detail window. Enter the adjustment.
3. Save.
4. If the gift has any Hard/soft credits, move to **Gift Hard/Soft credit** tab and click **Recalculate Hard/Recalculate Soft credits** to update.

Updating Pledge Status

If adjusting a one-time gift to a pledge payment or increasing the amount of a pledge payment to pay off the pledge, the pledge status is automatically updated. If these adjustments do not pay off the pledge, the pledge status is not automatically updated. Instead, you receive an Autohelp message to check the pledge status and update it manually, if necessary.

If you decrease the amount of a pledge payment, an Autohelp message appears warning you to check the pledge status. You can check it on AGAADJS, AGAPPAY, or AGCPLDG. If the decrease in the pledge payment amount causes a previously paid off pledge to become active again, you need to manually update the pledge status via AGAADJS. (Once a pledge status has been updated to a Paid code [defined on the Pledge Status Code Validation Form (ATVPSTA)], the system has no way of knowing what the previous status was, and it cannot "undo" the update.)

Adjusting Associated Records

Soft/Hard Credit IDs and Amounts

If a pledge or gift has a soft or hard credit ID, the soft or hard credit amount must be zeroed out before you can make the following adjustments:

- Amount (pledge or gift)
- Campaign (pledge or gift)
- Designation (pledge or gift)
- Gift/payment type (gift)
- Pledge number (gift)

If the **Soft Credit** and/or **Hard Credit** tabs contain values in parenthesis, then the gift or pledge has soft and/or hard credits.

1. On the Pledge/Gift Adjustment Form (AGAADJS), select the **Soft Credit** or **Hard Credit** tab.

2. This calls soft or hard credit information, which can also be viewed on the following forms, but is displayed on these tabs on AGAADJS to streamline the adjustment process:

Pledge Soft Credit ID Form	AGAPMEN
Pledge Hard Credit ID Form	AGAPIDS
Gift Soft Credit ID Form	AGAGMEM
Gift Hard Credit ID Form	AGAGIDS

3. Change the current amount to zero (0). This needs to be done for each soft/hard credit ID assigned to the pledge or gift.
4. When all the amounts are changed to zero, Save the record on AGAADJS.

All related summaries and totals are adjusted to reflect changes to soft and hard credit information.

Third Party Credits

If a pledge or gift has a third party credit, the third party credit amount must be zeroed out and the third party pledge or gift number must be cleared before you make adjustments.

1. On the Pledge/Gift Adjustment Form (AGAADJS), go to the Pledge Adjustment Detail window or the Gift Adjustment Detail window.
2. Select the **Hard Credit** or **Soft Credit** tabs**.** This calls the appropriate soft or hard credit ID form:

Pledge Soft Credit ID Form	AGAPMEN
Pledge Hard Credit ID Form	AGAPIDS
Gift Soft Credit ID Form	AGAGMEM
Gift Hard Credit ID Form	AGAGIDS

3. Change the third party gift amount or pledge amount to zero (0) for each third party credit assigned to the pledge or gift.
4. Clear the third party gift or pledge number for each third party credit assigned to the pledge or gift.
5. Save the record on AGAADJS.

A warning message displays on the AGAADJS page when the campaign or designation allocation on the one time gift that is turned into third party payment does not match either with the campaign or designation allocation exactly as on the pledge, or if it is not a subset of the allocation on the pledge.

Warning! *Warning: The campaign/designation allocation on the gift being turned into 3rd party payment DOES NOT either match the campaign/*

designation allocation(s) exactly as on the pledge or is not a subset of the allocation(s) that are on the pledge message should not appear.

If the user tries to exit, an error message displays and does not allow the user to exit until the campaign or designation allocations match correctly and saved.

***Error*:** the campaign/designation allocation on the gift being turned into 3rd party payment DOES NOT either match the campaign/designation allocation(s) exactly as on the pledge or is not a subset of the allocation(s) that are on the pledge message should not appear.

Note: An error message *Third-party payment amount cannot be null when Third-party pledge number exist* displays when you exit out of AGAADGS from **Pledge/Gift Adjustment** > **Hard and Soft credit** tab, if the third party pledge payment amount does not populate for the pledge ID, or if the amount is not correct.

Solicitation Information

If the gift/pledge campaign is adjusted, solicitation information is automatically deleted from the appropriate Solicitor Form (AGAPSOL for a pledge or AGAGSOL for a gift).

Adjustments to solicitation information are displayed on the Campaign Solicitors Form (AFACSLT), which shows a summary of solicitation information, including goals and dollars raised through pledges and gifts. This information reflects a record deletion on AGAGSOL and AGAPSOL. The Solicitation Contacts window and Solicitor Contacts Results window, which display solicitor’s contact people and contact results, are not affected.

If the amount to a campaign is adjusted to less than what has been credited for a solicitation, you must adjust the amount credited to solicitations. This can be done by selecting Count Hits from **ID** on the main window. This accesses the Solicitor List Form (AFCCSLT). The system requires you to do this before you can exit or begin adjustments on another pledge/gift.

If a pledge payment is adjusted to be a one-time gift, solicitation information on the pledge is updated to have less paid.

If a one-time gift with solicitation information is adjusted to be a pledge payment, the pledge payment will have the same solicitation information. If the pledge that the gift is now applied to had different solicitation information than the gift or had no solicitation information, then the gift’s solicitation information is added to the pledge, but with a zero amount.

If a pledge or gift has solicitation information for a campaign and that campaign is adjusted or voided, then all solicitation information for the campaign is deleted.

All solicitation information for a campaign is deleted if a pledge or gift:

- Has solicitation information for a campaign that has multiple designations, *and*
- Has solicitation information for that campaign, *and*
- The campaign is adjusted for any one of the designations

Voids

Pledges/gifts that should be voided (instead of adjusted) are those that have been entered under the wrong ID, that were made by check or credit card that was returned for non-sufficient funds or declined, or any pledge that you do not wish reflected in totals. Organization matching gift payments entered with an incorrect amount must first be voided and then reentered if you have exited the entry form. If you haven't exited the entry form, you may correct the amount there (see "Matching Gifts" on page 265).

Basic Void Process

1. Enter the key information AGAADJS.

ID	ID of the donor who made the gift or pledge.
Void	Select to void a transaction.
Pledge	Pledge number being adjusted.
Gift	Gift number being adjusted.

Obtain the pledge or gift number as follows.

1.1. Select Count Hits from **Pledge** (or **Gift**) to access the Pledge (or Gift) List Form.

If **Pledge** is entered, selecting Count Hits from **Gift** will access the Pledge/Gift List Form (AGAPPAY).

1.2. Locate the pledge or gift to be voided.

1.3. Choose Select to fill in the pledge or gift number.

Note: Both **Pledge** and **Gift** cannot be entered at the same time. If a pledge payment is being voided, then the gift number of the pledge payment, and not the pledge number it is paying off, must be entered.

2. Select Next Block and go to one of the following, as applicable.
   - If the transaction is for a pledge, go to the Pledge Adjustment sub-tab of the Pledge Adjustment tab.
   - If the transaction is for a gift, the Gift Adjustment sub-tab of the Gift Adjustment tab.
3. Click **Void**.

   When Void is selected, Banner will automatically delete the hard and/or soft credit records.
4. Save.

   When the void is saved, the transaction is written to the adjustment tables. The gift or pledge number no longer exists on the gift or pledge table. Installment information (from AGAPINS) and solicitation information (from AGAGSOL (gifts) or AGAPSOL (pledges)) is deleted automatically.

Voiding a Pledge Payment

A pledge *payment* must be adjusted to a one-time gift before it can be voided.

1. Enter the key information AGAADJS.
2. Select Adjust**.**
3. Leave **Pledge** blank.
4. Enter the pledge payment's gift number in **Gift**.
5. Access the Gift Adjustment window.
6. Enter *0* in **Pledge** for every pledge number/campaign/designation combination.
7. Save.
8. Select Rollback.
9. Void the one-time gift.

Voiding a Pledge with Pledge Payments

Each pledge payment must be adjusted to a one-time gift and then voided. Void the pledge.

Installments

When a pledge is voided, installments are automatically deleted.

Adjusting a pledge does not automatically update installments. If **Installment** in the Pledge Adjustment Detail window of AGAADJS is displaying a `Y`, installments exist.

If you adjust the pledge date, the system warns you that installments exist. This message does not imply that the installments need to be adjusted; it is a prompt to call AGAPINS and determine whether or not to manually adjust the installments.

If you adjust the pledge amount, the amounts in the Pledge Adjustment Detail window for campaign/ designation combinations must be adjusted to equal the new pledge amount, and installment amounts must be adjusted on the Pledge Installment Form (AGAPINS):

1. After adjusting the pledge and campaign/designation amounts, move to **Installment** in the Pledge Adjustment Detail window and select Count Hits. This calls AGAPINS.
2. On AGAPINS, adjust information in the Reminder Information as needed. Do *one* of the following:
   - Select delete/create from the **Installment Default** drop-down list, then select Next Block. This deletes all existing installments and create new ones based on the new information in the Reminder Information.

     or

   - Select Next Block and manually adjust dates and/or amounts in the Schedule Information.

Reminders generated by the Pledge Reminder Report (AGPREM1) reflect the data on AGAPINS; if this data is not updated to reflect pledge adjustments, then the pledge reminders will be inaccurate.

Auxiliary Amounts and Associated IDs

Auxiliary amount records are updated with an *A* if the pledge or gift is adjusted. They are updated with a *V* if the pledge or gift is voided.

Note: Auxiliary amounts and associated IDs are not deleted when pledge or gift is voided. They can still be viewed on AGAPAUX and AGAGAUX or AGAPASC and AGAGASC.

Matching Gifts

Organization matching gift payments and employee gifts that have been/are waiting to be matched can be adjusted or voided, under the following conditions.

Adjustments

Information for matching gift payments your institution anticipates receiving is stored in "waiting" matching gift records. These records are created automatically via the Expected Matching Gift Allocations Report (AXPMATG) or the Matching Gift Allocation Process (AGPMATG), or manually via the Waiting Matching Gift Adjustment Form (AGAMGAJ). Because they are waiting gifts and not actual payments received, they are adjusted on AGAMGAJ rather than on AGAADJS.

For information on adjusting these types of records, refer to "Matching Gifts" on page 247 and Online help for AGAMGAJ.

Organization Matching Gift Payment

Campaign, designation, and amount can be adjusted. Soft and hard credit IDs must first be zeroed out and then re-added once the adjustment to the payment is saved. This has no effect on the employee gift although the employee's soft credit may be for a different campaign and designation than the original employee gift. See "Soft/Hard Credit IDs and Amounts" on page 242.

Employee Gift

If an eligible employee gift is waiting to be matched, an adjustment to the amount, campaign, and/or designation deletes the waiting matching gift record and an Autohelp warning message appears. The waiting matching gift record may be re-established using AXPMATG, AGPMATG, or AGAMGAJ.

If the employee gift is either partially or fully matched, the campaign, designation, and designation amount can be adjusted. An Autohelp message appears advising you to manually adjust the campaign, designation, and amount using AGAMGAJ. The waiting matching gift record is not automatically updated.

Voids

Organization Matching Gift Payment

1. In the key block of AGAADJS, enter the matching gift organization's ID in **ID**, select **Adjust**, and enter the gift number of the matching gift payment in **Gift**.
2. Any employee whose gift was matched by this organization's matching gift payment is identified as a soft credit ID for that gift. Soft credit IDs must be zeroed before the gift can be voided. To zero soft credit amounts:

   2.1. Move to the **Soft Credit** tab on AGAADJS.

   2.2. Move to **Payment Amount** in the Gift or Payment Information block and change the current amount to zero (0). This needs to be done for each soft credit ID assigned to the gift.

   2.3. When all the soft credit amounts are changed to zero, Save.

   2.4. Select Rollback to return to the key information.

   2.5. Select **Void**.
3. Move to the Gift Adjustment window and select Remove Record.
4. Move to the Gift Adjustment Detail window and select Remove Record once for each campaign/designation combination.
5. Save.

   On the autohelp line, two messages are displayed The first tells you that solicitation records are being deleted. The second tells you that matching gift records are being deleted. When you see the second message, the matching gift is voided.
6. To view the adjusted data, return to the main window of AGAADJS and select List from **Gift**. This accesses the Gift Adjustment List Form (AGCGADJ).

Waiting matching gifts that were previously fully matched by this organization matching gift payment are automatically reestablished on the Employer Matching Gift Payment Form (AGAMATG).

Eligible Employee Gift

1. Enter the employee ID and the employee gift number in the key block.
2. Select **Void**.
3. Move to the Gift Adjustment window.
   - If the employee gift has not yet been matched, it is voided and the waiting matching gift record on AGAMATG is deleted.
   - If the employee gift has been fully matched, it is voided and the soft credit gift remains on the employee's record. The organization matching gift payment is not affected.

- If the employee gift has been partially matched, it is voided, the soft credit gift remains on the employee's record, and the remaining waiting matching gift record on AGAMATG are deleted. The organization matching gift payment is not affected.

Wrong Employee ID Credited with Organization Matching Gift Payment

1. Void the organization matching gift payment.

   Waiting matching gifts that were previously fully matched by this organization matching gift payment are automatically re-established on the Employer Matching Gift Payment Form (AGAMATG).

2. Re-enter the organization matching gift payment on AGAMATG to all of the correct IDs.

Cashiering

Adjusted gift amount, gift/payment type, and voided gift records are sent to cashiering. A data entry person views gift details on the Gift Detail window of the Cashier Session Review Form (AGACREV). The **Adjustment** check box is selected for any gifts that were adjusted.

To view all adjustments for a gift, select Count Hits to access the Gift Adjustment List Form (AGCGADJ). AGCGADJ may also be accessed from the Gift Adjustments window of AGACREV, which displays all adjustments made in the cashier session being viewed.

User IDs who can adjust gifts vary according to the status of the cashier session during which the original gift is entered:

- If the gift to be adjusted or voided is in an open cashiering session, adjustments may be made by either the original or a user ID with the cashiering supervisory privileges granted on the Advancement Control Form (AGACTRL). The adjustment is made to the open session.
- Either the original user ID or a user ID with cashiering supervisory privileges can close a session. If the gift to be adjusted or voided is in a closed cashier session, only a user ID with cashiering supervisory privileges may adjust or void it. The adjustment is made to the closed session.
- A closed session must be finalized by a user ID with cashiering supervisory privileges. Adjustments or voids of gifts in a finalized session are entered in a new session. An office can elect to enter adjustments in an "adjustment session" or to enter adjustments in any currently open session. The finalized session where the original gift is located is unaltered by adjustments to gifts. Any user ID can adjust or void a gift in a finalized session.

The Current Session window and the Inactive Sessions window both have a **Net Value of Adjustments** field. This field contains the net value of adjustments for the session.

Example

> If one gift was adjusted from $25 to $50 and another gift was adjusted from $40 to $30 in the same session, **Net Value of Adjustments** would display `15.00`. This value in this field is affected only by the gifts whose amount has been adjusted or voided.

On the Cashier Session Summary window of AGACREV, the session's amounts are summarized by gift/payment type. If the **Adjustment Indicator** check box is selected, the gift/payment type was adjusted for the session identified in the key block. If **Adjustment Indicator** is blank, then the gift/payment type was not adjusted for the session identified in the key block.

On the Gift Detail window of AGACREV, all gifts within the session are displayed. If the **Adjustment** check box is selected, then the gift was adjusted in a cashier session that is not necessarily the same session as the gift. The Gift Adjustment List Form (AGCGADJ) can be accessed from this window.

On the Gift Adjustments window of AGACREV, all gifts that were adjusted in the session are displayed with a before and after look at the gift amount and gift/payment type. The Gift Adjustment List Form (AGCGADJ) can be accessed from this window.

For more information on cashiering, see "Cashiering" on page 313.

Feed to Finance

If a gift was voided and the original gift was not yet fed to finance, then the voiding transaction does not feed any records to finance. If the original gift was fed to finance, then a voiding amount is fed.

If the gift amount, gift/payment type, or designation for a gift was adjusted, and the original gift was not yet fed to finance, then only the adjusted information is fed. If the original gift was fed, a record reversing the original gift and the new gift record are fed.

For more information on data fed to finance, see "Interfaces" on page 404.

Prior Fiscal Year Adjustments

Prior Years Adjustment Rule Form (AGAADJR)

Your institution's policies determine if you can adjust or void gifts/pledges from prior fiscal years. Guidelines for what information, if any, can be changed are established on the Prior Years Adjustment Rule Form (AGAADJR). This includes specifying fields that may be adjusted, whether a pledge or gift made in a prior fiscal year may be voided, or whether a pledge or gift date may be adjusted from the current to a prior fiscal year.

- To allow prior fiscal year adjustment, select the appropriate check box.
- To disallow prior fiscal year adjustment, do not select the check box.

These rules appear on the Prior Year Adjustment Rules window of the Pledge/Gift Adjustment Form (AGAADJS).

Designation Form (ADADESG)

The value of the **Restrict** indicator on the Designation Form (ADADESG) determines whether a designation can have money transferred in and out once a fiscal year ends:

- Selected - Money cannot be transferred in and out after a fiscal year ends.
- Cleared - Money can be transferred in and out after a fiscal year ends.

This indicator takes precedence over values on AGAADJR. If the **Restrict** indicator is checked for any designation associated with a pledge or gift, then the following is true:

- The pledge/gift date cannot be changed to be outside the fiscal year in which it was originally entered.
- The record cannot be deleted, nor can the amount or designation of the detail record associated with the restricted designation be changed.

Pledges/gifts made in a prior fiscal year to a restricted designation cannot be voided.

Audit Trail

Banner Advancement provides an audit trail of all gift and pledge adjustments and voids. For the audit trail to be complete, adjustments to existing gifts and pledges *must* be made on the adjustment forms. Adjustments made on the original entry form (AGAPLDG, AGAPMAS, and AGAGIFT) *before* saving data and exiting the form do not appear in the audit trail.

Tables

The audit trail is maintained in the following tables:

Adjustment Pledge Base Table	AGRAPLG
Adjustment Pledge Designation Table	AGRAPDS
Gift/Pledge Payment Adjustment Table	AGRAGIF
Gift/Pledge Adjustment Designation Table	AGRAGDS

The following information is maintained in these tables:

- Original gift and pledge information
- Adjustment information for each adjustment
- Void information for each voided pledge and gift

Forms

The audit trail can be accessed through the following forms:

Gift Adjustment List Form	AGCGADJ
Pledge Adjustment List Form	AGCPADJ

The main window of both forms displays changes to header information (acknowledgment, amount, detail data). The Gift Adjustment Detail Control window and the Pledge Adjustment Detail Control window display changes to campaign/designation information.

Pledge/Gift Adjustment Report (AGPADJS)

The audit trail can also be accessed through the Pledge/Gift Adjustment Report (AGPADJS). This report displays the audit trail for adjusted and voided pledges, gifts, and pledge payments. You can sort it to produce information on pledge adjustments/voids, gift adjustments/voids, or both. Pledge adjustment data and gift adjustment data are displayed separately, pledge information appearing first. Records are printed in pledge number or gift number order.

Parameters include date range of adjustments; adjustments to pledges, gifts, or both; user ID making the adjustments (wildcard can be used). For a sample report and parameter descriptions, see "Reports and Processes" on page 457.

For both pledge and gift adjustments, the location of data displayed on the report reflects its source table. For each adjustment, the report output can be divided into "upper" and "lower" information.

- Before and after detail is shown for each adjustment sequence.
- Entry detail (adjustment date, time, user ID, cashiering date (AGRAGDS only)) is printed once for each sequence.

Pledge Adjustments and Voids

Upper information comes from the Adjustment Pledge Base Table (AGRAPLG):

- Pledge number
- ID
- Name
- Adjustment sequence number
- Pledge date
- Fiscal year
- Pledge amount
- Pledge status

- Acknowledgment indicator
- Reminder indicator
- Associated entry date

Lower information comes from the Adjustment Pledge Designation Table (AGRAPDS):

- Sequence number
- Campaign
- Designation
- Amount
- Associated entry date

Not all pledge and gift adjustments display information from both tables. For pledges, adjustments to campaign, designation, or campaign/designation amount display data only from AGRAPDS. All other adjustments to pledges, including voids, display data from both tables.

Gift Adjustments and Voids

Upper information comes from the Gift/Pledge Payment Adjustment Table (AGRAGIF):

- ID
- Name
- Sequence number
- Gift date
- Fiscal year
- Gift amount
- Gift/payment type
- Gift class
- Acknowledgment indicator
- Feed indicator
- Cashier session status
- Session number
- Associated entry date

Lower information comes from the Gift/Pledge Payment Adjustment Designation Table (AGRAGDS):

- Sequence number
- Pledge number

- Campaign
- Designation
- Gift amount
- Gift/payment type
- Fiscal year
- Feed indicator
- Session status
- Session number
- Gift comment

For gifts, adjustments to pledge number, campaign, designation, or campaign/designation amount display data only from AGRAGDS. All other adjustments to gifts, including voids, display data from both tables.

Pledge Reminders

The following Banner Advancement reports produce pledge reminders:

- The Pledge Reminder Report (AGPREM1) produces reminders for pledges that have a pledge payment due. The report categorizes pledges into two main categories: pledges with installments and pledges without installments.
- The Expired Pledge Installments Report (AGPREM2) produces reminders for past due pledges with installments.

Pledge Reminder Report (AGPREM1)

This report creates reminders for IDs who have pledge installments that are now due or are late in paying their pledges or their pledge installments. Only pledges that meet all the criteria entered as report parameters, including date ranges and reminder codes, are selected and have reminders printed for them.

There are two ways to print reminders, depending on the Create Extract File parameter:

- You can extract, format, and print reminder data as your institution desires. This option provides the most flexibility in printing reminders.
- You can print reminders directly from AGPREM1. This option limits you to existing format restrictions.

No reminders are created for advancement individuals who are deceased, even if the pledge (with or without installments) matches the criteria entered as parameters. You should check for deceased advancement individuals who might have open pledges (using population selection) and then manually change the status of those pledges.

Three report parameters refine the selection of pledges that the process extracts from the database:

- The Pledge Type and Pledge Class parameters allow you to extract pledges with specific types and classes.
- The Pledge Status Code parameter allows you to extract pledges with active statuses. Active status codes have the **Active** check box selected on the Pledge Status Validation Form (ATVPSTA).

You may create and use a population selection as a parameter entry. Population selections identify subgroups of donors; if you use a population selection for a parameter entry, the reminder process only considers the pledges of donors in that subgroup.

Pledges With Installments

Pledges may be entered on the Pledge Form (AGAPLDG), the Pledge Mass Entry Form (AGAPMAS), or the Gift Form (AGAGIFT) with a user-defined *reminder code.* The reminder code is optional; however, it must exist if installments are to be created automatically and reminders are to be run. Installments can be created on the Pledge Installment Form (AGAPINS) at any time or on AGAPMAS or AGAGIFT when pledges are entered.

On AGAGIFT, base information including frequency, duration, and first billing date may be entered in the Pledge Information Window. If installment information is entered, installments are created automatically when the pledges are saved. (Pledges may only be entered on AGAGIFT if the initial pledge payment is also entered; pledge installment information may be defaulted when pledges are entered on AGAGIFT if the values are entered on the Pledge/Gift Default Form (AGAPDEF). For details, see online help for AGAGIFT and AGAPDEF.

On AGAPMAS, reminder information including frequency, duration, and first billing date may be entered in the main window. Installments are created automatically when the pledges are saved.

On AGAPINS, base information including frequency, duration, and first billing date may be entered in the Reminder Information on the main window. Installments can be created automatically or manually. If reminder information is entered, then installments *must* be created. Installments may also be entered without reminder information being entered. The reminder code on each installment defaults from the reminder code on the pledge when the installments are created automatically, but it can be changed on any or all of the installments. The reminder code must be entered on any installments created manually in order for a reminder to be printed.

Two dates are associated with each installment: the installment date due and the reminder date (when the installment has been reminded). If installments are created automatically (by selecting **Create** from the **Installment Default** drop-down list on AGAPINS or by entering installment information on AGAPMAS or AGAGIFT as the pledge is entered), the installment date due is filled in while the reminder date is left blank. If installments are created manually, then the first date is the date when the installment should be reminded;

the reminder date is left blank. AGPREM1 updates the reminder date to the date when the process is run.

The **Count** for the installment (on AGAPINS) displays the number of times a particular installment has been reminded. The **Reminder Count** for the pledge (on AGAPLDG) displays the number of times a pledge, with or without installments, has been reminded. Both of these counts are generated by the system when AGPREM1 is run and cannot be updated manually.

Once the user has completed the initial creation of the pledge installment schedule on AGAPINS, they can use the Details tab (AGRPIND) to modify the installment detail information to create the desired installment detail records. This includes inserting records, modifying existing records and deleting installment detail records. For each installment detail record, the user is able to modify the Campaign, Designation, Installment Number and Expected Amount values.

On the Details tab, the **Display Campaign/Designation Distribution** pop-up window displays the total Pledge Amount and Expected Amount for each campaign and designation. This information is helpful to the user if errors are received indicating that the various logic checks being performed on the amounts have identified data entry errors. Additionally, Total Amount fields have been added to the bottom data block to help the user ensure that any modifications they make to the installment detail Expected Amount (and subsequently the Amount Paid) continue to result in the anticipated amount total matching the overall pledge amount.

If the user makes any type of modification to the installment schedule on the Details tab, the **Manual Override** indicator in the datablock at the top of the AGAPINS form will automatically be checked. This indicates that some type of manual override was made to the pledge installment schedule. If the user only makes changes to the Schedule tab, the indicator will not be checked.

Pledges Without Installments

Pledges entered without installments can still be reminded. When pledges are entered on either AGAPLDG, AGAPMAS, or AGAGIFT they may be given a user-defined **Reminder Code**. This code is optional, but a reminder cannot be created without it.

The **Reminder Count** for the pledge displays the number of times a pledge has been reminded. The system generates this value when AGPREM1 is run - you cannot change it.

Parameters

Parameters for the Pledge Reminder Report (AGPREM1) are described below. Parameters that allow multiple values are identified with M.

Parameter values can be entered either on the Process Parameter Entry Form (GJAPCTL) or from the operating system during execution. For further details, see the “Job Submission” chapter of the *Banner General User Guide*.

Parameter	Description
Sort Option	Sort order for printing pledge reminders: `N` - Alphabetical `I` - ID `Z` - ZIP/postal code
Reminder Code	Reminder code from the Pledge Reminder Code Validation Form (ATVPRMD). Pledges with installments: The pledge installment records must have a reminder code entered. Pledges without installments: A reminder code must be entered on the pledge record.
Pledge Status Code M	Pledge status code from the Pledge Status Code Validation Form (ATVPSTA). Only those status codes with the **Active** check box selected are used to extract data. Optional.
Pledge Type M	Pledge type code from the Pledge Type Validation Form (ATVPLDG). Optional.
Pledge Class M	Pledge class code from the Pledge Classification Code Validation Form (ATVPCLS). Optional.
Installment Start Date	Pledges with installments: Start date of the range in which the installments being reminded must fall. The date entered is inclusive. Pledges without installments: Ignored.
Installment End Date	Pledges with installments: End date of the range in which the installments being reminded must fall. The date entered is inclusive. Pledges without installments: Ignored.
Pledge Start Date	Pledges with installments: Ignored. Pledges without installments: Beginning date of the range for which pledges without installments being reminded must fall. The date entered is inclusive.
Pledge End Date	Pledges with installments: Ignored. Pledges without installments: Ending date of the range in which pledges without installments being reminded must fall. The date entered is inclusive.
Address Effective Date	Date through which an address must be effective for it to be printed on the report. The system date defaults if no date is entered. If there is no effective address, **---NO ADDRESS---** is printed on the reminder.

Parameter	Description
Address Priority and Type M	Priority and address type which should appear on the reminder. This hierarchy is looked at before the preferred address is looked at for an ID.
Concatenate Prefix/ Suffix	Concatenation option: `Y` - Link any identified prefixes and suffixes from APAIDEN to the preferred address name on APANAME. `N` - Use the preferred address name on APANAME by itself.
Report/Update	Running in report mode does not update **Count** on AGAPINS or AGAPLDG for the pledge/pledge installment being reminder nor does it print the first ten dummy reminders.
Selection Identifier	Selection ID of the population selection that identifies the subgroup of people whose pledges are reviewed. If this parameter is entered, then the Application Code and Creator ID parameters must also be entered.
Application Code	Application code related to the selection ID being used. If the Selection Identifier parameter is entered, then this parameter is required.
Creator ID	ID of the person who created the population selection. If the Selection Identifier parameter is entered, then this parameter is required.
Create Extract File	Code that indicates whether an extract file should be created: `Y` - Create extract file. `N` - Do not create extract file. The extract file can be formatted and printed as your institution desires.
Data File Name	Name of the extract file that is created (maximum 30 characters).

Report Output

The process prints ten dummy pledge reminders, two-across, to align the paper before printing the actual reminders (update mode only). At the end of the report, the report control information is printed, showing the values entered for the parameters. The following information is printed in a reminder. For a sample report, see “Reports and Processes” on page 457.

Field	Description
Pledge Payment Due	Pledges with installments: the amount due for the installment. If a partial amount has already been paid towards the installment, then only the remaining balance will display. Pledges without installments: Zero
Pledge Due Date	Pledges with installments: the first date on AGAPINS for the installment record being reminded. Pledges without installments: the pledge date that is on AGAPLDG.
Previous Unpaid Balance	Pledges with installments: the amount not paid for any installments previous to the one being reminded by this report. Pledges without installments: the unpaid amount of the pledge.
Total Pledge	Pledges with or without installments: the full amount of the pledge as it appears on AGAPLDG.
Total Amount Due	Pledges with installments: the total amount due to date. It is the sum of the **Pledge Payment Due** and the **Previous Unpaid Balance** fields. Pledges without installments: the unpaid amount of the pledge (value in **Previous Unpaid Balance**).
Balance After Payment	Pledges with or without installments: the amount of the pledge still owing after this payment is made (the difference between the **Total Pledge** and the **Total Amount Due** fields).
ID	ID of the advancement individual or advancement organization being reminded.
Pledge Number	Pledge number being reminded.
Name	Name of the ID being reminded. For advancement individuals, the Preferred Address Name from APANAME* is used. If there is no Preferred Address Name, the name found on the Advancement Identification Form (APAIDEN)* is used. For advancement organizations, the Non-Person Name from APAIDEN is used. *Concatenated with the prefix and suffix from APAIDEN if *Y* was entered for the Concatenate Prefix/Suffix parameter. If the name from APAIDEN is used, concatenation occurs regardless of the concatenation parameter value.

Field	Description
Address	First effective address that matches the parameter address types in the hierarchy entered will be printed. If no effective address fitting the parameters is found, then the Preferred Address Type address (from APANAME) is printed. If the preferred address is not effective or is not found, then **--NO ADDRESS--** is printed. Because organizations do not have a Preferred Address Type, either a parameter address matches an organization's address or **--NO ADDRESS--** is printed.

Optional Data Extract

You can optionally extract, format, and print reminders as your institution desires. This feature provides a way to print data that does not normally fit on pre-printed forms. This feature also provides more flexibility in the general use of this report.

The Create Extract File parameter and the Data File Name parameter control the extract feature. If this feature is selected, the following fields are extracted to a character-delimited file that is stored in the same Job Submission directory as the corresponding output report:

- ID
- Address name
- Last name prefix
- Last name
- First name
- Middle name
- Prefix
- Suffix
- House number
- Address lines 1, 2, 3, and 4
- City
- State
- ZIP/postal code
- Nation
- Pledge number
- Pledge date
- Pledge amount due

- Pledge unpaid balance
- Pledge total amount
- Pledge total due
- Pledge balance

Expired Pledge Installments Report (AGPREM2)

This report creates a reminder for any ID who has a pledge with installments where the reminder date for the last installment has passed and the pledge is not yet paid in full. Only pledges that meet all the criteria entered as report parameters, including date ranges and reminder codes, are selected and have reminders printed for them.

There are two ways to print reminders, depending on the Create Extract File parameter:

- You can extract, format, and print reminder data as your institution desires. This option provides the most flexibility in printing reminders.
- You can print reminders directly from AGPREM2. This option limits you to existing format restrictions.

No reminders are created for advancement individuals who are deceased, even if the pledge matches the status code entered as a parameter. You should check for deceased IDs who might have open pledges (using population selection) and then manually change the status of their pledges.

Three report parameters refine the selection of pledges that the process extracts from the database:

- The Pledge Type and Pledge Class parameters allow you to extract pledges with specific types and classes.
- The Pledge Status Code parameter allows you to extract pledges with active statuses. Active status codes have the **Active** check box selected on the Pledge Status Validation Form (ATVPSTA).

You may create and use a population selection as a parameter entry. Population selections identify subgroups of donors; if you use a population selection for a parameter entry, the reminder process only considers the pledges of donors in that subgroup.

After this report is run, the reminder count for included pledges is increased by 1 on the Pledge Form (AGAPLDG) and by 1 for the last installment on the Pledge Installment Form (AGAPINS).

Parameters

Parameters for the Expired Pledge Installment Report (AGPREM2) are described below. Parameters that allow multiple values are identified with M.

Parameter values can be entered either on the Process Parameter Entry Form (GJAPCTL) or from the operating system during execution. For further details, see the "Job Submission" chapter of the *Banner General User Guide*.

Parameter	Description
Sort Option	Sort order for printing pledge reminders: `N` - Alphabetical `I` - ID `Z` - ZIP/postal code
Reminder Code	Reminder code from the Pledge Reminder Code Validation Form (ATVPRMD). Pledge installment records must have a reminder code entered.
Pledge Status Code M	Pledge status code from the Pledge Status Code Validation Form (ATVPSTA). Only those status codes with the **Active** check box selected are used to extract data. Optional.
Pledge Type M	Pledge type code from the Pledge Type Validation Form (ATVPLDG). Optional.
Pledge Class M	Pledge class code from the Pledge Classification Code Validation Form (ATVPCLS). Optional.
Calculation Date Last Install	Most recent date that a final installment date can have if it is going to be considered by this report. Only pledges whose last installment dates are before this date are considered. Current date defaults.
Wait Days	Number of days previous to the Calculation Date Last Install to which the report should backtrack for last installment dates in order to consider pledges for the report. Pledges whose last installment date falls between the Calculation Date Last Install and the date derived by subtracting the wait days from it are not considered. This avoids sending reminders on pledges whose last installments were just reminded. **Example:** If the value entered for Calculation Date Last Install is *15-APR-2009* and for wait days is *30*, then only pledges having a last installment dated 15-MAR-2009 or earlier and still have payments due are selected for this reminder.
Address Effective Date	Date when an address must be effective for it to print on the report. The system date defaults if no date is entered. For each pledge reminder that is produced, a person's name and address must be printed.
Address Priority and Type M	Priority and address type that should appear on the reminder. This hierarchy is reviewed before the preferred address is reviewed for an ID.

Parameter	Description
Concatenate Prefix/ Suffix	Concatenation option: Y - Link any identified prefixes and suffixes from the Advancement Identification Form (APAIDEN) to the preferred address name on APANAME. N - Use the preferred address name on APANAME by itself.
Report/Update	Running in report mode does not update **Count** on AGAPINS or AGAPLDG for the pledge/pledge installment being reminder nor does it print the first ten dummy reminders.
Selection Identifier	Selection ID of the population selection that identifies the subgroup of people whose pledges are reviewed. If this parameter is entered, then the Application Code and Creator ID parameters must also be entered.
Application Code	Application code related to the selection ID being used. If the Selection Identifier parameter is entered, then this parameter is required.
Creator ID	ID of the person who created the population selection. If the Selection Identifier parameter is entered, then this parameter is required.
Create Extract File	Code that indicates whether an extract file should be created: Y - Create extract file. N - Do not create extract file. The extract file can be formatted and printed as your institution desires.
Data File Name	Name of the extract file that is created (maximum 30 characters).

Report Output

The process prints ten dummy pledge reminders, two-across, to align the paper before printing the actual reminders (update mode only). At the end of the report, the report control information is printed, showing the values entered for the parameters. The following information in printed in a reminder. For a sample report, see "Reports and Processes" on page 457.

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Field	Description
Pledge Payment Due	Always zero.
Date of Last Installment	First date on AGAPINS for the last installment record.

Field	Description
Previous Unpaid Balance	Portion of the pledge not yet paid.
Total Pledge	Full amount of the pledge as it appears on AGAPLDG.
Total Amount Due	Total amount due. Same as the **Previous Unpaid Balance** field.
Balance After Payment	Amount of the pledge still due after this payment is made (the difference between the **Total Pledge** and the **Total Amount Due** fields). Always zero.
ID	ID being reminded.
Pledge Number	Pledge number being reminded.
Name	Name of the ID being reminded. For advancement individuals, the Preferred Address Name from APANAME* is used. If there is no Preferred Address Name, the name found on the Advancement Identification Form (APAIDEN)* is used. For organizations, the Non-Person Name from APAIDEN is used. *Concatenated with the prefix and suffix from APAIDEN if *Y* was entered for the Concatenate Prefix/Suffix parameter. If the name on APAIDEN is used, concatenation occurs regardless of the concatenation parameter value.
Address	First effective address that matches the parameter address types in the hierarchy entered will be printed. If no effective address fitting the parameters can be found, then the Preferred Address Type address (from APACONS) is printed. If the preferred address is not effective or is not found, then **--NO ADDRESS--** is printed. Since advancement organizations do not have a Preferred Address Type, either a parameter address matches an advancement organization's address or **--NO ADDRESS--** is printed.

Optional Data Extract

You can optionally extract, format, and print reminders as your institution desires. This feature provides a way to print data that does not normally fit on pre-printed forms. This feature also provides more flexibility in the general use of this report.

The Create Extract File parameter and the Data File Name parameter control the extract feature. If this feature is selected, the following fields are extracted to a character-delimited file that is stored in the same Job Submission directory as the corresponding output report:

- ID
- Address name

- Last name prefix
- Last name
- First name
- Middle name
- Prefix
- Suffix
- House number
- Address lines 1, 2, 3, and 4
- City
- State
- ZIP/postal code
- Nation
- Pledge number
- Pledge date
- Pledge amount due
- Pledge unpaid balance
- Pledge total amount
- Pledge total due
- Pledge balance

Matching Gifts

Organizations often match gifts that their employees give to an institution. The organizations can make very specific stipulations regarding which gifts they will match, when they will do so, and what percentage they will give. These stipulations can be entered in Banner Advancement to determine which gifts are eligible to receive matching payments and calculate all matching gift amounts that your institution can expect to receive.

Forms Used

Matching gift processing uses the following forms.

Application Forms

Advancement Organization Header Form	AOAORGN	Used to enter information about advancement organizations that make matching gift payments.
Matching Gift Information Form	AOAMTCH	Used to enter the stipulations that matching gift organizations have regarding the gifts they match.
Employer Matching Gift Payment Form	AGAMATG	Used to enter matching gift payments, delete employee matches, and make employee matches inactive.
Waiting Matching Gift Adjustment Form	AGAMGAJ	Used to add or adjust information on existing waiting matching gifts and to manually enter new waiting matching gifts.
Employment History Form	APAEHIS	Used to enter employment status, which the Expected Matching Gift Allocations Report (AXPMATG) and the Matching Gift Allocations Report (AGPMATG) use to determine eligibility for matching gift payments.

Query and List Forms

Matching Gifts by ID Form	AGAMGIF	Used to query employees and their gifts that are eligible to be matched, whether or not they have received any payments yet.
Employer Waiting Matching Gift Query Form	AGAMTCH	Used to query organizations and their anticipated matching gift totals by campaign/designation combination.
Paid Matched Gifts by Organization Form	AGAMATP	Used to query gifts matched by organizations.

Reports and Processes Used

Note: For detailed parameter information and report samples, refer to "Reports and Processes" on page 457.

Expected Matching Gift Allocations Report	AXPMATG	Determines if pledges are eligible to receive expected matching gift payments and if gifts are eligible to receive anticipated matching gift payments. Uses the same processing logic as the online gift and pledge entry forms to evaluate matching gifts.
Matching Gift Allocations Report	AGPMATG	Determines if gifts are eligible to receive anticipated matching gift payments.
Matching Gifts Paid Report	AGPMATA	Compiles a list of all gifts that received matching gift payments. Includes detail on the original gift and the matching gift payments.
Matching Gift Outstanding Report	AGPMATF	Compiles a list of all gifts that were processed by AGPMATG and are eligible to receive matching gift payments, but have not yet received any.

Processing Steps

Banner Advancement determines which employees correspond to which employers and matching gift organizations, and calculates the matching gift amounts due by multiplying the eligible portion of the employees' gifts by the organization's matching gift percentage. Use the following steps to process matching gifts.

Establish Individual and Organization Information

1. Identify advancement individuals on the Advancement Individual Information Form (APACONS).
2. Identify advancement organizations on the Advancement Organization Header Form (AOAORGN).
    - **2.1.** Enter matching gift percentages on the Matching Gifts window of AOAORGN or on the Matching Gift Information Form (AOAMTCH). For information on establishing constant and varying percentages, see "Matching Gift Percentages" on page 279.
    - **2.2.** Enter the matching gift organization ID in **Organization ID** on the Matching Gifts window of AOAORGN. This ID identifies the organization that matches gifts. The ID in the key block defaults into **Organization ID** when a matching gift percentage is entered. This ID can be overwritten if, for example, a parent organization is the matching gift organization.
3. Enter employment history on the Employment History Form (APAEHIS) for each employee. Employment must be current, based on "from" and "to" dates, for a match to be calculated.

Note: The matching process uses the “from” and “to” dates to determine whether an employment record is active. If you wish to stop matching gifts for an employment record, you must enter a “to” date to indicate the record is no longer active.

Note: In order to help ensure retirement records are tracked properly and inconsistencies are not encountered when processing occurs for retirement records within employment, first close the current work record ("to" date). Next, add a record showing the start ("from") date the employee retired from the company. Following this procedure will track their last working date and the start of the new status and keeps the matching process workflow intact, as there is a current employment relationship with the company.

Establish Matching Gift Eligibility Rules

Enter an advancement organization’s matching gift eligibility rules on AOAORGN and AOAMTCH. See “Eligibility Rules” on page 270 for details.

Enter Gifts

Enter gifts received from employees and their spouses on the Gift Form (AGAGIFT). The date of the gift must be between the from and to dates on the ID’s employment record.

Finalize Cashier Session

Finalize the cashier session that recorded the employee gifts on the Advancement Cashier Session Review Form (AGACREV). The session status should be `Finalized`.

Run Matching Gift Allocations Report

Run one of the following matching gift allocations reports.

Expected Matching Gift Allocations Report (AXPMATG)

This report selects pledges and gifts that are in a finalized cashiering session on AGACREV and have not been previously processed. It determines if pledges are eligible to receive expected matching gift payments and if gifts are eligible to receive anticipated matching gift payments. AXPMATG uses the same processing logic as the online gift and pledge entry forms to evaluate matching gifts.

The report lists, by organization, the advancement individuals’ gifts or pledges and the anticipated or expected matching gift amounts. Advancement individual data includes ID, name, gift or pledge date, gift or pledge number, portion of the gift or pledge that qualifies for a match, and the anticipated or expected match amount.

The report shows the name and ID of the parent matching gift organization (if applicable) and the subsidiary matching gift organization.

Totals are given for each person, within an organization, whose gifts or pledges are being matched as well as grand totals for each organization.

The process automatically updates the reason why a pledge or gift is not eligible to be matched on the Matching Gift Reason Form (AXAMGRN).

Note: AXPMATG always runs in update mode.

Matching Gift Allocations Report (AGPMATG)

This report selects gifts that are in a finalized cashiering session on AGACREV and have not been previously processed. It multiplies the employee gift amount by the matching gift percentage on AOAORGN or, when varying percentages exist, on AOAMTCH.

The report shows the name, ID, and matching percentage of the matching gift organization.

The report lists, by organization, the advancement individuals' gifts and the expected matching gift amounts.

The process can be run in report mode to produce a report but not create anticipated matching gifts on the Employer Matching Gift Payment Form (AGAMATG).

Gifts that are processed by AGPMATG have the **Match Form Received** check box selected on the Gift Form (AGAGIFT).

Review Waiting Matching Gifts

Review waiting matching gifts on the Employer Waiting Matching Gift Review Form (AGIMATG).

Enter Matching Gift Payment

Enter the advancement organization's matching gift payment on the Employer Matching Gift Payment Form (AGAMATG). The gift type for this gift must have a **Match** value of `Y` on the Gift/Payment Type Validation Form (ATVGIFT).

Once the payment is entered, the following occurs:

- Employees' gifts are matched either partially or fully, depending on the amount of the matching gift payment.
- Soft credit is given to the employee and to any ID who received hard credit from the employee's gift.
- A gift record is automatically created for the advancement organization's gift.

Parent Organization and Employer

Two advancement organizations can be related to matching gift information on the Advancement Organization Header Form (AOAORGN):

- ID in key block: This is the employer of the advancement individual whose gifts are being matched.
- Organization ID in Matching Gifts window: This is the organization that matches the gifts. This can be the employer identified in the key block or the parent organization of the employer.

Eligibility Rules

Banner Advancement maintains the types of matching gift eligibility rules that are contained in a third party vendor's *Matching Gift Details* publication. These rules are entered and maintained on AOAORGN and AOAMTCH for an advancement organization. AXPMATG and AGPMATG process the rules for the advancement organization.

The set up of eligibility rules depends on whether an employer matches gifts or the parent organization matches gifts.

Setup if Employer Matches Gifts

Use the following steps to set up eligibility rules if the employer matches gifts:

1. On AOAORGN:

   1.1. Enter the matching gift organization in the key block.

   1.2. Go to the Matching Gifts window.

   1.3. Enter and save matching gift eligibility requirements.

2. On AOAMTCH:

   2.1. Enter the matching gift organization in the key block.

   2.2. Enter and save matching gift eligibility requirements.

Setup if Parent Organization Matches Gifts

Use the following steps to set up eligibility rules if the parent organization matches gifts:

1. On AOAORGN:

   1.1. Enter the subsidiary organization in the key block.

   1.2. Go to the Matching Gifts window.

   1.3. Enter and save the parent matching gift organization in the **Organization ID** field.

   1.4. Select Rollback.

   1.5. Enter the parent organization in the key block.

   1.6. Go to the Matching Gifts window.

   1.7. Enter and save matching gift eligibility requirements.

2. On AOAMTCH:

   2.1. Enter the parent organization in the key block.

   2.2. Enter and save matching gift eligibility requirements.

Eligibility Requirements

The following eligibility requirements are set up on AOAORGN and AOAMTCH. AXPMATG and AGPMATG use the values in these fields to determine if an employee or gift is eligible to receive a matching gift payment.

Minimum Gift Amount

Data-entry field: AOAORGN, Matching Gifts window, **Minimum Amount**

This is the minimum gift amount that the advancement organization matches. Note the following:

- If the organization only matches gifts made with certain designations, then this amount refers to the portion of a gift that is made to the specified designations.
- If related purpose rules exist, then the portion of the gift that is eligible based on the related purpose rule must meet the minimum gift amount. See "Related Purpose" on page 273.
- If you want to exclude zero-amount planned gifts on the Employer Waiting Matching Gift Review Form (AGIMATG) and Employer Matching Gift Payment Form (AGAMATG), then you must create a rule on AOAORGN with a minimum gift amount equal to .01 or larger.

Duplicate Matching Gift Organizations

Data-entry field: AOAORGN, Matching Gifts window, **Duplicate Match**

This check box indicates whether an organization matches gifts that were already matched or are eligible to be matched by another matching gift organization in the same run of AXPMATG or AGPMATG. When a gift is eligible to be matched by more than one organization, the following rules determine whether matching gift records are created:

If the Check Box Is...	Then...
Not selected for *one* of those organizations	Anticipated matching gift records are created for that one organization only.
Not selected for *more than one* of those organizations	Anticipated matching gift records are only created for the organization associated with the ID making the gift.
Selected for *all* of those organizations	Anticipated matching gift records are created for all of those organizations.

For example, if Matthew Allen’s employer matches duplicate gifts (the check box is selected) and Roberta Allen’s employer also matches duplicate gifts, any gift that Matthew makes is matched by both employers.

If Matthew Allen’s employer does not match duplicate gifts but Roberta Allen’s employer does, a gift made by Matthew is matched by both employers. A gift made by Roberta is matched only by her employer.

Alumni Status

Data-entry field: AOAMTCH, Eligibility Requirements/Alumni Status window, **Status**

This is the relationship the donor must have with the institution for the donor’s gifts to be eligible for a match. Valid values (as defined in the third party vendor’s *Matching Gift Details* publication) are maintained on the Matching Gift Alumni Status Validation Form (ATVMAST).

Values are processed as follows:

Value	Description
`A`	Alumnus of institution The donor must have a donor category code that has its **Alumni** indicator set to `Y` on the Donor Category Code Validation Form (ATVDONR).
`C`	Child/spouse attended The donor must have an active spouse (defined on APACONS) with an ID or a child (defined on APACHLD) with an ID who attended the institution. Banner Student is checked (if it is installed at your institution) to verify if the spouse or child attended your institution for at least one term. If Banner Student is not installed, then no checks are made, so this requirement is met by all employees.
`G`	Graduate of institution The donor must have a degree on the Academic Degree and Honors Form (APAADEG) from the institution defined on the Advancement Control Form (AGACTRL).
`N`	No alumni status required Neither the donor nor any relations is required to have alumni status or is required to have attended the institution.
`R`	Attendance requirement The donor must have attended the institution. Banner Student is checked (if it is installed at your institution) to verify if the donor attended your institution for at least one term. If Banner Student is not installed, then no checks are made, so this requirement is met by all employees.

Related Purpose

Data-entry field: AOAMTCH, Eligibility Requirements/Related Purpose window, **Purpose**

Organizations always match unrestricted gifts. In addition, organizations can match gifts given to related purposes. One such related purpose is a capital campaign, which has a campaign type code identified as a capital campaign on the Campaign Type Validation Form (ATVCMTP).

The following related purpose codes are maintained on the Matching Gift Related Purpose Validation Form (ATVMPUR) and are used in matching gift eligibility rules:

A	Separate alumni and other foundations
B	Religious purposes
C	Political purposes
D	Athletic (booster) activities
E	Athletic scholarship funds
F	Non-athletic scholarship funds
G	Capital campaigns
N	Other purposes

If no related purpose rules are defined on AOAMTCH, then all gifts qualify.

Banner Advancement implements the related purpose rules by evaluating each gift's campaign/designation combinations and the VSE codes assigned to them on the Designation Form (ADADESG). The VSE code can be mapped to a related purpose on the VSE Code Validation Form (ATVVSER). Valid mappings are `A`, `B`, `C`, `D`, `E`, and `F` as described above.

Campaign types are identified as capital or non-capital by means of an indicator on ATVCMTP. All campaigns are required to have a campaign type entered on the Campaign Detail Form (AFACAMP).

AXPMATG and AGPMATG use the designation's VSE code mapping, whether the campaign is a capital campaign, and the related purpose rules to determine gift eligibility as follows:

Related Purpose Rule on AOAMTCH	Eligible Gifts
A, B, C, D, E, or F	Designation has a VSE code that is mapped to one of the rules or has a blank VSE code mapping, *and* the campaign is not capital.

Related Purpose Rule on AOAMTCH	Eligible Gifts
G	Designation has a VSE code that is not mapped to a related purpose rule, *and* the campaign is capital or non-capital.
G and any of A through F	Designation has a VSE code that is mapped to one of the rules (A through F) or has a blank VSE code mapping, *and* the campaign is capital or non-capital.
N	Designation has a VSE code with a blank mapping, *and* the campaign is not capital.

Note: If any rules are present, then the non-existence of one of the codes implies that the organization does not match gifts designated to that purpose.

If a gift has multiple purposes, the following conditions apply:

- Only the portions of gifts assigned to campaign/designation combinations that have a required related purpose are eligible for match.
- The total of portions that have a required related purpose must be at least the minimum gift amount specified on AOAORGN.

Employment Status

Data-entry field: AOAMTCH, Eligibility Requirements/Employment Status window, **Requirement**

Organizations can match gifts based on requirements associated with the employment status of donors. The following requirement codes are maintained on the Matching Gift Employee Requirement Validation Form (ATVMERQ) and are used in matching gift eligibility rules:

A	All employees (excluding directors or retirees)
C	Continuous service required (followed by a number of months)
D	Non-employee directors
E	Salaried full-time employees
F	All full-time employees
L	Employees in U. S. and possessions
P	Permanent part-time employees (followed by a number of hours/week)

R	Retired employees
S	Spouses of eligible employees
T	Spouses of retired employees
U	Widows/widowers of retirees

For eligibility rules to apply to an ID, the ID's employment history record on the Employment History Form (APAEHIS) must have an employment status code. This code must be mapped to an appropriate employment requirement code (defined on ATVMERQ) via the Employment Status Validation Form (ATVEMPS).

If no rules regarding employment eligibility are entered for an organization on AOAMTCH, no employee status codes need to be entered for a donor on APAEHIS.

AXPMATG and AGPMATG enforce eligibility rules as follows:

- A donor's employment history record on APAEHIS must be active: the date entered in **To Date** must be either blank or in the future. If the employment history is not active, no processing occurs.
- If any employee requirement rule exists on AOAMTCH, then the donor's employment history record on APAEHIS must have an employment status that is mapped to a rule for that organization to be considered for matching the gift.

The following tables give details about the processing of employee requirement rules.

Matching Gifts of All Employees

Employee Requirement Code	Comment
`A` - All employees	Matches any IDs who have an employment status mapped to any rule *except* R (Retired) or D (Director). A blank status or a blank mapping of a status code does not make that employee eligible.
To have the effect of using these codes: `A` - All employees *and* `C` - Continuous service or `C` - Continuous service only	Enter these codes on AOAMTCH: `C` - Continuous service `F` - All full-time employees `E` - Salaried full-time employees `P` - Permanent part-time employees This ensures that all employees are matched with the appropriate continuous service.

Matching Gifts of Full-Time Employees

Employee Requirement Code	Comment
E - Salaried full-time employees F - All full-time employees	Matches IDs who have an employment status mapped to the appropriate employment requirement code.

Matching Gifts of Part-Time Employees

Employee Requirement Code	Comment
P - Permanent part-time employees	Usually requires a minimum number of hours to be worked in a week (entered as part of the rule). If no hours are entered on the rule, then only the mapping of the status is required for eligibility. Matches IDs who have an employment status mapped to a P and have a number of hours on APAEHIS that is greater than or equal to the number of hours on the rule.

Matching Gifts of Employees With Continuous Service

Employee Requirement Code	Comment
C - Continuous service (used alone)	Length of employment (number of months between **From Date** and **To Date**) is not checked. All active employees qualify.
C - Continuous service and F - All full-time employees or C - Continuous service and E - Salaried full-time employees	Requires a minimum number of consecutive months of service (entered as part of the rule). Matches IDs who have an employment status mapped to a F or E and the length of employment (number of months between **From Date** and **To Date**) is greater than or equal to the number of months on the rule. If either **From** or **To** is blank, then the current date is used in place of the blank value to calculate the length of employment.

Matching Gifts of Retired Employees

Employee Requirement Code	Comment
`R` - Retirees	Matches IDs who meet the following criteria: • Employment status mapped to `R`. • **To Date** is blank or in the future.

Matching Gifts of Spouses of Eligible Employees

Employee Requirement Code	Comment
`S` - Spouses Also uses codes such as: `F` - All full-time employees `E` - Salaried full-time employees	Matches IDs who meet the following criteria: • Employment status mapped to a requirement code such as `F` or `E`. • Spouse ID has an employment status mapped to `S`. • Spousal cross reference relationship is established on the Cross Reference Form (APAXREF). Other rules (including `C`) do not have to be met.

See "Spouse Eligibility" on page 278 for more details.

Matching Gifts of Spouses of Retired Employees

Employee Requirement Code	Comment
`R` - Retirees *and* `T` - Spouses of retirees	Must use a spouse code such as `S` (Spouses) to identify the correct eligibility criteria. Matches IDs who meet the following criteria: • Employment status mapped to `R`, `T`, or `S`. • Spousal cross reference relationship is established on the Cross Reference Form (APAXREF)

Matching Gifts of Widows and Widowers

Employee Requirement Code	Comment
`R` - Retirees *and* `U` - Widows/widowers of retirees	Ellucian recommends that you enter the employer of the deceased ID in the widow's or widower's employment history record on APAEHIS and use an employment status code that is mapped to `R` or `U`.

Matching Gifts of Directors

Employee Requirement Code	Comment
`D` - Directors	Matches IDs who have an employment status mapped to `D`.

Matching Gifts of Employees in the U.S. and Its Possessions

Employee Requirement Code	Comment
`L` - Employees in U.S. and possessions	Not enforced when entered on AOAMTCH. Ellucian suggests that you do not enter this requirement code on AOAMTCH because Banner Advancement does not enforce the intent of the rule. If it is entered, it is treated as any other rule whose only requirement is that an employment status be mapped to it. If it is entered with other rules on AOAMTCH and an employment status is entered that is mapped to **L**, that ID qualifies regardless of any other employee requirement rules.

Spouse Eligibility

Gifts made by spouses of employees are eligible for matching gifts if they meet the following criteria:

- All other eligibility requirements are met.
- The spouse is an advancement individual.
- The spouse relationship is established on the Cross Reference Form (APAXREF) using a cross reference code with the **Spouse** check box selected on the Cross Reference Code Validation Form (ATVXREF).

- The spouse is an employee of a matching gift organization.

Organizations With Multiple Rules

If a matching gift organization has multiple rules, an ‘OR’ condition is applied. If any rules are met, the ID qualifies. For example, if the rule is that the organization matches `F` (All full-time employees) and `D` (Directors), then the ID’s employment status must be mapped to either an `F` or `D` to qualify.

Keep in mind that an organization may have *other* rules for related purpose, alumni status, duplicate matching, and minimum gift amount that must be evaluated before final eligibility is determined.

Matching Gift Percentages

An organization can match gifts at a constant percentage or at varying percentages based on the gift amount. Constant percentages are entered on AOAORGN. Varying percentages are entered on AOAMTCH.

When AXPMATG or AGPMATG is run, the anticipated amount of the matching gift payment is calculated based on the percentages entered on these forms. Varying percentages entered on AOAMTCH override any constant percentage entered on AOAORGN. Conversely, if no percentages are entered on AOAMTCH, the constant percentage on AOAORGN is used.

Constant Percentage

On the Matching Gifts window of AOAORGN, enter a percentage in **Matching Gift Percentage**. All gifts matched by this organization are matched at this percentage.

Varying Percentage

On the Ratios window of AOAMTCH, enter the following values:

- **Beginning Amount** and **Ending Amount**: Gift ranges. All possible amounts from $0 to infinity must be included.
- **Match Percent**: Percentage for each gift range.

Matching Gift Designations

Organizations can designate the purposes to which their matching gifts are applied. The method of designating matching gifts is identified on AOAORGN (**Matching Gift Designation** radio group). The method of designating matching gifts identified on AOAORGN determines what you can enter in the Campaigns and Designations window on AOAMTCH:

Selection on AOAORGN	Description	Entry on AOAMTCH
Same	The matching gift must have the same designation as the original gift.	Nothing needs to be entered.
Any	The matching gift can have any designation the institution wishes.	Desired campaign/designation combinations.
General Operations	The matching gift is designated for the institution's general operating budget.	Desired campaign/designation combinations. All designations must have a VSE code with a type of 1–9.

The value you select on AOAORGN is displayed in **Matching Gift Designation Indicator** on both the Matching Gift Information Form (AOAMTCH) and the Employer Matching Gift Payment Form (AGAMATG).

Designations Same as Original Gift

If the method of designating matching gifts is `Same`, the campaign/designation combinations entered on the employee's gift are automatically credited to the matching gift in the same proportions as the employee gift. When AGAMATG is queried for an organization, no campaign/designation combinations are displayed in the Split Percentage window.

You can add or change combinations for an organization on AGAMATG and AOAMTCH. However, it is not recommended, because payments are credited to the same combinations as the original employee gift. Campaign/designation combinations can be changed via the Waiting Matching Gift Adjustment Form (AGAMGAJ).

Soft credit is given to the employee ID and to any ID who received hard credit from the employee ID's gift for the same campaign/designation combinations as the employee gift.

Designations Different From Original Gift

If the method of designating matching gifts is `Any` or `General Operations`, you can specify on AOAMTCH the campaign/designation combinations and the portions of the matching gift payment that go to those combinations.

When AGAMATG is queried for an organization, the campaign/designation combinations entered on AOAMTCH for that organization are displayed in the Split Percentage window. Combinations can be changed on AGAMATG as well as on AOAMTCH. If combinations are established for the organization on AGAMATG or AOAMTCH, then any changes made to combinations via the Waiting Matching Gift Adjustment Form (AGAMGAJ) are ignored. If new combinations are entered on AGAMATG when a payment is entered, the payment is credited to the new combinations.

If no campaign/designation combinations are specified on AOAMTCH, you can customize a specific matching gift payment. Credit a campaign/designation combination not specified by the original gift, and adjust the waiting matching gift on the Waiting Matching Gift Adjustment Form (AGAMGAJ). AGAMGAJ can be accessed from AGAMATG via a function key. For more information, see "Adjusting Data on Existing Waiting Matching Gift" on page 286.

Soft credit is given to the employee ID and to any ID who received hard credit from the employee ID's gift for the same campaign/designation combinations as the payment.

Matching Gift Payments

Employer matching gift payments are entered on the Employer Matching Gift Payment Form (AGAMATG). Payments can be partial or complete and can be applied to one or several eligible waiting matching gifts.

Campaign/designation combinations can be identified for a matching gift organization on the Matching Gift Information Form (AOAMTCH) or the Employer Matching Gift Payment Form (AGAMATG). If one or more combinations are identified for an organization, those combinations default for the organization's matching gift payment, regardless of the combinations of the original employee gift. Combinations for waiting matching gift records for employee gifts can be manually adjusted via the Waiting Matching Gift Adjustment Form (AGAMGAJ). For details on designation restrictions, see "Matching Gift Designations" on page 279.

Prerequisite

Waiting matching gifts must be created before payments can be entered. The following reports and form create waiting matching gifts:

- Expected Matching Gift Allocations Report (AXPMATG)
- Matching Gift Allocations Report (AGPMATG)
- Waiting Matching Gift Adjustment Form (AGAMGAJ)

Entering Matching Gift Payment

Note: To make entering payments easier, you can save data or query AGAMATG at any time.

1. Enter the following in the key block on the Employer Matching Gift Payment Form (AGAMATG):

   ID - matching gift organization ID
   Gift Type - gift/payment type
   Amount - full amount of the organization's matching gift payment

2. Locate the first gift to be matched in the Employee Unmatched Gifts block.

The remaining balance for the eligible gift is displayed in **Balance**.

3. If this payment is paying off the remaining balance, select the **Pay in Full** check box.

   Otherwise, leave **Pay in Full** blank and enter the portion of the payment that is being applied toward the eligible gift in **Payment**.

4. Continue entering payment amounts for eligible gifts until the amount displayed in **Payment Amount** at the bottom of the form equals the amount entered in **Amount** in the key block. When these amounts are equal, the entire matching gift payment has been distributed.

   A running total of the allocated organization matching gift payment is displayed at the bottom of AGAMATG. It is updated as amounts are entered, whether or not the amounts have been saved. This helps you correctly allocate the entire matching gift payment.

   Note: You cannot exit the form by selecting Rollback and Exit if the **Payment Amount** and the **Amount** are not equal. To balance these amounts, either adjust the payment amounts entered in the Unmatched Employer Gifts block or adjust the amount in the key block.

5. Save.

6. To add a gift or adjust an anticipated matching gift's campaign, designation, or solicitation information, select Duplicate Record from the gift's record. This accesses the Waiting Matching Gift Adjustment Form (AGAMGAJ). When you return to AGAMATG, requery the information to retrieve the newly created or adjusted data.

Entering Third Party Matching Gift Payment

Use these steps to apply a company's matching gift payment to an employee's outstanding pledge balance.

1. Enter the employee's pledge payment.

2. Create the anticipated matching gift record.

3. Enter the following in the key block on the Employer Matching Gift Payment Form (AGAMATG):

   ID - matching gift organization ID
   Gift Type - gift/payment type
   Amount - amount of the organization's matching gift payment

4. Locate the gift to be matched in the Employee Unmatched Gifts block.

5. Enter the payment amount.

6. Check the **Create Third Party** check box.

7. Save.

Entering Third Party Matching Gift Details

Use these steps to enter and track details for third party payments toward a matching gift. The matching gift always shows as a record for the third party payor for these gifts.

1. Create a gift for the donor on the Gift Form (AGAGIFT).
2. Create or update the waiting matching gift details on the Waiting Matching Gift Adjustment Form (AGAMGAJ):

   Record under the third party payor ID if it is known. If it is not known, the third party payor ID can be changed from the employer ID to the payor ID on this form before making the payment.

   Identify the vehicle with the code that has a VSE value of `M`. The VSE report looks for this detail when selecting information to include on the report.
3. When the matching payment is received, verify that the details are correct.
4. Enter the payment on the Employer Matching Gift Payment Form (AGAMATG) under the third party ID.
5. Create hard credit on the Gift Hard Credit ID Form (AGAGIDS) or soft credit on the Gift Soft Credit ID Form (AGAGMEM), as appropriate, for the matching employer record.

Matching Gift Adjustments

You can make some adjustments before you exit the Employer Matching Gift Payment Form (AGAMATG) or other adjustments after you exit AGAMATG.

Adjusting Data Before Exiting AGAMATG

The following adjustments can be made before you exit the Employer Matching Gift Payment Form (AGAMATG).

Changing Organization Matching Gift Amount After Payments Are Entered

1. Save all the payments that have been entered so far.
2. Return to the key block.
3. Enter the new amount.
4. Return to the Employee Unmatched Gift block and continue entering payments.
   or
   Save.

Changing Payment Amount After Saving

1. Enter a correcting amount in **Payment**.

   For example, if the gift was underpaid by $5, enter *5*. If the gift was overpaid by $5, enter *-5*.

   More than one payment amount can be adjusted at the same time.

2. When all correcting amounts are entered, Save.

Deleting Gift After Generating Gift Number and Before Entering Payments

A gift can be deleted if the following events have taken place:

- The organization gift amount is entered in the key block.
- Nothing has been entered and saved in **Pay in Full** or **Payment**.
- Changes have been made and saved for data in any of the following fields in the Employee Unmatched Gifts information: **Match**, **Form Received**, or **Status**.

1. Return to the key block.
2. Select Remove Record.

   The gift record is deleted; **ASSIGN** is displayed in **Gift**.

Adjusting Data After Exiting AGAMATG

Organization matching gift payments and employee gifts that are waiting to be matched can be adjusted or voided using the Pledge/Gift Adjustment Form (AGAAJDS), under the following conditions.

Adjusting Organization Matching Gift Payment

Campaign, designation, and amount can be adjusted. Soft and hard credit IDs must first be zeroed out and then re-added once the adjustment to the payment is saved. This has no affect on the employee gift, although the employee's soft credit might be for a different campaign and designation than the original employee gift.

Adjusting Eligible Employee Gift

If an employee gift is waiting to be matched, an adjustment to the amount, campaign, or designation deletes the waiting matching gift record and an Autohelp message is displayed. The waiting matching gift record can be reestablished by using AXPMATG, AGPMATG, or AGAMGAJ.

If the employee gift is partially or fully matched, the campaign, designation, and designation amount can be adjusted. An Autohelp message advises you to manually adjust the campaign, designation, and amount using AGAMGAJ. The waiting matching gift record is not automatically updated.

Voiding Organization Matching Gift Payment

1. Enter the following in the key block on the Pledge/Gift Adjustment Form (AGAADJS):

   ID - matching gift organization ID
   Adjust - selected
   Gift - gift number

2. Zero out soft credits for any employee whose gift was matched by this organization matching gift payment:

   2.1. Go to the Gift Adjustment Detail window of AGAADJS.

   2.2. From the **Soft Credit** field, access the Gift Soft Credit ID Form (AGAGMEM).

   The organization ID and gift number are displayed in the key block on AGAGMEM.

   2.3. In the Soft Credit IDs block, change the **Credit** amount to zero (0).

   2.4. Repeat steps 2.2 and 2.3 for each soft credit assigned to the gift.

   2.5. When all the soft credit amounts are changed to zero, Save.

   2.6. Select Exit to return to the Gift Adjustment Detail window of AGAADJS.

   2.7. Select Rollback to return to the key block.

3. Select **Void**.

4. Go to the Gift Adjustment window and select Remove Record.

5. Go to the Gift Adjustment Detail window and select Remove Record for each campaign/designation combination.

6. Save.

   The Autohelp displays two messages. The first message tells you that solicitation records are being deleted. The second message tells you that matching gift records are being deleted. When you see the second message, the matching gift is voided.

7. To view the adjusted data, return to the key block and select List from **Gift**. This displays the Gift Adjustment List Form (AGCGADJ).

Waiting matching gifts that were previously fully matched by this organization matching gift payment are automatically re-established on the Employer Matching Gift Payment Form (AGAMATG).

Voiding Eligible Employee Gift

1. Enter the following in the key block on the Pledge/Gift Adjustment Form (AGAADJS):

   ID - employee ID
   Adjust - selected
   Gift - gift number

2. Zero out soft credits and hard credits associated with the gift:

   2.1. Go to the Gift Adjustment Detail window of AGAADJS.

   2.2. From the **Soft Credit** field, access the Gift Soft Credit ID Form (AGAGMEM).

2.3. In the Soft Credit IDs block, change the credit amount to zero (0).

2.4. Repeat steps 2.2 and 2.3 for each soft credit assigned to the gift.

2.5. When all the soft credit amounts are changed to zero, Save.

2.6. Select Exit to return to the Gift Adjustment Detail window of AGAADJS.

2.7. From the **Hard Credit ID** field, access the Gift Hard Credit ID Form (AGAGIDS).

2.8. In the Gift Hard Credit ID block, change the credit amount to zero (0).

2.9. Repeat steps 2.7 and 2.8 for each hard credit assigned to the gift.

2.10. When all the hard credit amounts are changed to zero, Save.

2.11. Select Exit to return to the Gift Adjustment Detail window of AGAADJS.

2.12. Select Rollback to return to the key block.

3. Select **Void**.
4. Go to the Gift Adjustment window.
   - If the employee gift has not yet been matched, it is voided and the waiting matching gift record on AGAMATG is deleted.
   - If the employee gift has been fully matched, it is voided and the soft credit gift remains on the employee's record. The organization matching gift payment is not affected.
   - If the employee gift has been partially matched, it is voided, the soft credit gift remains on the employee's record, and the remaining waiting matching gift record on AGAMATG are deleted. The organization matching gift payment is not affected.

Adjusting Employee ID

Use the following steps if the wrong employee ID was credited with the organization matching gift payment.

1. Void the organization matching gift payment.

   Waiting matching gifts that were previously fully matched by this organization matching gift payment are automatically reestablished on AGAMATG.
2. Re-enter the organization matching gift payment on AGAMATG for all of the correct IDs.

Adjusting Data on Existing Waiting Matching Gift

Amount, campaign, designation, and solicitation information of a waiting matching gift record can be manually adjusted or deleted when the matching gift payment is entered. This is done via AGAMATG (amount only) and AGAMGAJ (all information, including amount).

On AGAMGAJ, you can adjust the following data on existing waiting matching gifts:

- Campaigns and campaign amounts
- Designations and designation amounts

- Campaign/designation combinations
- Solicitation information and amounts

Note: AXPMATG and AGPMATG create waiting matching gift records with campaign/designation combinations that correspond to those entered for the original employee gifts. When a matching gift payment is entered, these combinations are changed to the campaign/designation combinations defined for the organization, depending on a setting on AOAORGN. You can adjust anticipated amounts via AGAMGAJ, but these adjustments have no effect: *All payments are credited to the combination specified for the organization.*

You can also enter new waiting matching gifts on AGAMGAJ. This is especially useful in the following situations:

- AXPMATG or AGPMATG was just run and a gift previously ineligible to receive a matching amount is now eligible, or a gift already matched by one organization is also eligible to be matched by another.
- AXPMATG or AGPMATG is not scheduled to run for a few days but you have a gift eligible to be matched now.

Instead of deleting the anticipated match, you might want to render it inactive. The result is the same, but it does not physically remove the record. This might be preferable if the anticipated match needs to be reinstated at a later time. Amounts for inactive waiting matching gift records are not reflected in any totals. See "Inactivating a Waiting Matching Gift" on page 290.

The system does not check values you adjust on AGAMGAJ against any rules or defaults established on AOAORGN, AOAMTCH, or AGAMATG.

1. Enter the following in the key block on the Waiting Matching Gift Adjustment Form (AGAMGAJ):

   ID - employee ID
   Gift - gift number
2. Go to the Waiting Matching Gift block.
3. Adjust the anticipated amount of the waiting matching gift.
4. Save.
5. Go to Campaign block.
6. Add or change campaigns and their amounts.

   The total of amounts entered here must equal the value displayed in **Match Amount**.
7. Save.
8. Go to the Designation block.

9. Add or change campaign/designation combinations and their amounts.

   Combinations must correspond to a campaign entered in the Campaign block.

   The total entered for combinations having the same campaign must equal the amount entered for that campaign in the Campaign block.

   The total of amounts entered in this block must equal the value displayed in **Match Amount**.

10. Save.

11. Go to the Solicitation window:

12. Add or change solicitation data.

    Solicitation data must correspond to a campaign entered in the Campaign block.

    The total entered for solicitation data having the same campaign must be less than or equal to the amount entered for that campaign in the Campaign block.

    The total of amounts entered here must be less than or equal to the value in **Match Amount**.

13. Save.

Entering a New Waiting Matching Gift

1. Enter the following in the key block on the Waiting Matching Gift Adjustment Form (AGAMGAJ):

   ID - employee ID
   Gift - gift number

2. Go to the Waiting Matching Gift block.

3. Enter the matching gift organization ID in **Employer**.

   The employee gift number and amount default. The default matching gift percentage on this form is 100% for all matching gift organizations, so the match amount defaults to the employee gift amount. This can be overwritten to change the anticipated matching gift amount.

4. Go to the Campaign block.

5. Enter the campaigns to which the anticipated matching gift amount should be applied.

   The total of amounts entered here must equal the value displayed in **Match Amount**.

6. Save.

7. Go to the Designation block.

8. Enter the campaign/designation combinations to which the anticipated matching gift amount should be applied:

   Combinations must correspond to a campaign entered in the Campaign block.

   The total entered for combinations having the same campaign must equal the amount entered for that campaign in the Campaign block.

   The total of amounts entered in this block must equal the value displayed in **Match Amount**.

9. Save.
10. (Optional) Go to the Solicitation window.
11. (Optional) Enter solicitation data.

    Solicitation data must correspond to a campaign entered in the Campaign block.

    The total entered for solicitation data having the same campaign must be less than or equal to the amount entered for that campaign in the Campaign block.

    The total of amounts entered in this block must be less than or equal to the value in **Match Amount**.
12. (Optional) Save.

Deleting a Waiting Matching Gift

To remove an unwanted waiting matching gift from the system, you must delete it. It cannot be voided. Once deleted, a waiting matching gift cannot be restored.

If a waiting matching gift is inadvertently deleted, it can be manually reentered via the Waiting Matching Gift Adjustment Form (AGAMGAJ). For details, see "Entering a New Waiting Matching Gift" on page 288.

If data on the waiting matching gift is incorrect but the original employee gift is eligible to be matched, you can adjust the incorrect data via AGAMGAJ. For details, see "Adjusting Data After Exiting AGAMATG" on page 284.

When a waiting matching gift is created, four separate Banner tables have a record of it. When you delete the gift, you must make sure that each record on each table is removed.

1. Enter the following in the key block on the Waiting Matching Gift Adjustment Form (AGAMGAJ):

   ID - employee ID
   Gift - gift number
2. Go to the Designation block.
3. Select Remove Record from the Designation block. *Do not save your changes*.
4. Go to the Campaign block.
5. Select Save from the Campaign block.

   This deletes the record from the Matching Gift Designation Repeating Table (AGRMDES).
6. Select Remove Record from the Campaign block.
7. If a matching solicitation record exists, the following error message is displayed:

   **ERROR* REMOVE Solicitation for Campaign before removing Campaign record*

   To remove the solicitation for the campaign:

   7.1. Select Solicitation from the Options menu to go to the Solicitation window.

   7.2. Select Remove Record from the Solicitation window. *Do not save your changes*.

8. Go to the Campaign block.
9. Select Save from the Campaign block.

   This deletes the record from the Matching Gift Solicitor Repeating Table (AGRMSOL).
10. Select Remove Record from the Campaign block. *Do not save your changes.*
11. Go to the Waiting Matching Gift block.
12. Select Save from the Waiting Matching Gift block.

    This deletes the record from the Matching Gift Campaign Repeating Table (AGRMCAM).
13. Select Remove Record from the Waiting Matching Gift block.

    This deletes the record from the Matching Gift Waiting ID Base Table (AGBMGID).
14. Exit AGAMGAJ.

Following these steps sets the `AGBGIFT_MATCH_PROCESSED` field on the donor's original base gift record to `D` so none of the batch processes will create another waiting matching gift for this specific gift. (If necessary, you can create one manually on AGAMGAJ.)

The waiting matching gift is no longer on the Employer Waiting Matching Gift Review Form (AGIMATG) or the Employer Matching Gift Payment Form (AGAMATG).

Inactivating a Waiting Matching Gift

A waiting matching gift can be rendered inactive if it has not received any payments. Unlike a deleted waiting matching gift, an inactive waiting matching gift is still available and can be activated at any time. The following conditions apply while a waiting matching gift is inactive:

- Matching gift payments cannot be applied to it.
- It cannot be adjusted.
- It is not included in giving history totals.
- It is not included in totals on the Employer Waiting Matching Gift Query Form (AGAMTCH).
- It can be queried on the Employer Matching Gift Payment Form (AGAMATG) and on the Waiting Matching Gift Adjustment Form (AGAMGAJ).

Inactivating a Waiting Matching Gift

1. Enter the following in the key block on the Waiting Matching Gift Adjustment Form (AGAMGAJ):

   ID - employee ID
   Gift - gift number

Note: If you leave the **Gift** field blank, all waiting matching gift records are retrieved. You can scroll to find the one you want.

2. Go to the Waiting Matching Gift block.
3. Select the **Inactive** check box to make the waiting matching gift record inactive.
4. Save.

Activating an Inactive Waiting Matching Gift

1. Enter the following in the key block on the Waiting Matching Gift Adjustment Form (AGAMGAJ):

   ID - employee ID
   Gift - gift number

   Note: If you leave the **Gift** field blank, all waiting matching gift records are retrieved. You can scroll to find the one you want.

2. Go to the Waiting Matching Gift block.

   The **Inactive** check box should be selected.

3. Select the **Inactive** check box to make the waiting matching gift record active.
4. Save.

Online Queries

Use the following forms to query matching gift information.

Use This Form	To Query This Information
Matching Gifts by ID Form (AGAMGIF)	Matching gift payments for an employee Waiting matching gift amounts for an employee Paid matching gift amounts for an employee
Paid Matched Gifts by Organization Form (AGAMATP)	Matching gift payments made by an organization
Employer Matching Gift Payment Form (AGAMATG)	Waiting matching gift amounts for an organization
Employer Waiting Matching Gift Query Form (AGAMTCH) *	Waiting matching gift amounts for an organization by campaign/designation
Campaign Detail Form (AFACAMP) *	Waiting matching gift amounts for a specific campaign

Use This Form	To Query This Information
Designation Form (ADADESG) *	Waiting matching gift amounts for a specific designation
Giving History by Fiscal Year Form (APAFHIS) Combined Giving History Form (APACOMB)	Waiting and paid matching gift amounts by fiscal year
Giving History by Campaign Form (APACHIS)	Waiting and paid matching gift amounts by campaign
Giving History by Designation Form (APADHIS)	Waiting and paid matching gift amounts by designation
Gift List Form (AGCGIFT) ** Matching Gifts by ID Form (AGAMGIF) Employer Matching Gift Payment Form (AGAMATG)	Status of employee gifts already matched
Waiting Matching Gift Adjustment Form (AGAMGAJ)	Status of employee gifts waiting to be matched

* The following totals are given:

- All anticipated matching gifts
- Matching gifts where the employee sent a matching gift form (indicated on the gift record)
- Matching gifts where the employee did not send a matching gift form

** If an employee ID's gifts are eligible to be matched by more than one organization, the following values are displayed in the **Match** indicator:

- `P` - All waiting matching gifts have been paid.
- `W` - Some but not all waiting matching gifts are paid.

Reports

Use the following reports to process matching gift information:

Use This Report	To Process This Information
Matching Gift Paid Report (AGPMATA)	Matching gifts for one or all organizations

Use This Report	To Process This Information
Matching Gift Outstanding Report (AGPMATF) (for employee gifts where a matching gift form was received, not received, or for all employee gifts)	Outstanding matching gifts for one or all organizations
Expected Matching Gift Allocations Report (AXPMATG)	Anticipated and expected matching gifts (more functionality than AGPMATG)
Matching Gift Allocations Process (AGPMATG)	Anticipated and expected matching gifts

FASB 116

Banner Advancement supports FASB Statement of Financial Accounting Standards (SFAS) 116, Accounting for Contributions Received and Contributions Made. SFAS introduces the conditional promise to give, which depends on the occurrence of some specified, uncertain, future event to become binding on the pledger. Conditional pledges are not recorded (for accounting purposes) until the condition is met, at which time they become unconditional. Long-term pledges are also discounted to their present value to reflect the time value of money.

All contributions are reported as revenue, in the class of net assets (unrestricted, temporarily restricted, or permanently restricted) appropriate to any donor restrictions on the gift, at the time of receipt of the gift. This applies to unconditional pledges as well as cash gifts. The presence or absence of explicit or implicit donor-imposed time or purpose restrictions on the use of a gift does not affect the timing of revenue recognition, only the class in which the gift is reported.

You can capture information about conditional and unconditional pledges, and report on those that have been received. Banner Advancement includes the foundations that allow clients to create their own interface of pledges to their finance system.

Recording Conditional Pledges

An attribute can be associated with a pledge, indicating whether the pledge is conditional. A pledge category is an optional field that can be associated with pledges on either the Pledge Mass Entry Form (AGAPMAS), the Pledge Form (AGAPLDG), or the Gift Form (AGAGIFT). Created on the Pledge Category Validation Form (ATVPCAT), this code has an indicator that specifies if the pledge is conditional.

If a pledge is conditional, at least one condition must be recorded on the pledge. Conditions are maintained on the Pledge Conditions Form (AGAPCON) and consist of a condition type code (defined on the Condition Type Validation Form (ATVCTYP)), a status (met, not met, voided), a date expected to be met (optional), date condition was met (optional), and unlimited text (optional). An activity date and user ID are automatically recorded when a condition is added/maintained. An unlimited number of conditions can exist for a pledge. When entering a pledge number in the key block, navigation is available to *all* pledges for the key as well as a separate navigation to just the pledges with conditions.

When adding a conditional pledge, the condition type can be defaulted by establishing a default condition type on the Pledge/Gift Default Form (AGAPDEF) for your user ID. Having this default automatically creates the condition with a status of `Not Met`, avoiding the need to access the Pledge Conditions Form (AGAPCON) to create one. However, you still can go there if you want to enter any text, the date the condition is expected to be met, or additional conditions. If the default is not established, you must go to the Pledge Conditions Form and manually create one. Entering a condition without text displays a warning that no text exists.

If a pledge category needs to be adjusted after the pledge is entered, do it on the Pledge/Gift Adjustment Form (AGAADJS). If the pledge has conditions, the category can be changed to be an unconditional one; however, a warning is given that the pledge category is being changed when conditions exist.

Pledge category codes can be used to define other characteristics of the pledge if conditional and unconditional pledges do not need to be recorded.

Maintaining Pledges When All Conditions Are Met

When all the conditions are met on the pledge, the category of the pledge changes to the default unconditional pledge category defined on the Advancement Control Form (AGACTRL).

Note: This is one default for your institution, not one per user.

If this default is not established, you cannot access the Pledge Conditions Form (AGAPCON) to even create one. When the pledge category is changed to be the unconditional category (via the AGAPCON form), an audit trail of this change is not tracked.

When the condition is said to be met, the status should be updated. This defaults the **Date Condition Was Met** field to the current date, but you can change it.

A condition can also be voided by changing the status to Voided. The reason a condition might be voided is if it no longer applies. Voiding the condition allows the ability to 'remove' the condition but keep an audit trail that it did exist. A voided condition is treated as if it didn't exist.

Once a pledge is unconditional, the conditions can no longer be viewed on the Pledge Conditions Form (AGAPCON). Instead, use the Pledge Conditions Query Form (AGIPCON). It has the ID in the key block and an optional pledge number:

- If the pledge number is entered, then only the conditions for that pledge are displayed.
- If the pledge number is not entered, then the conditions on *all* pledges for that ID are displayed. In this case, the category of the pledge will be displayed in the key as each pledge is accessed.

Discounting to the Present Value

Discounting a long term pledge to record the present value of money is a finance function. However, that present value can be stored in Banner Advancement with the pledge. This is done on the Pledge Auxiliary Amount Form (AGAPAUX), which can be accessed from all locations where pledges can be entered. An auxiliary amount requires a code (defined on ATVAUXL) and an amount. This amount does not currently get fed to finance - it remains in Banner Advancement attached to the pledge.

The Pledge Auxiliary Amount Form can also record any other amounts associated with pledges, including amounts that are associated with certain types of planned gifts. Another amount could be credit amount associated with either a class year or a donor category code. If the auxiliary code is established to default the class year (code has the **Class** check box checked on ATVAUXL), then the preferred class of the key ID defaults when the code is entered. You can go to the Academic Degree and Honors Form (APAADEG), Pledge Soft Credit ID List Form (AGCPMMO), and Pledge Hard Credit ID List Form (AGCPMLT) to see the preferred class years of any soft or hard credit IDs with the pledge. If the auxiliary code is established to default the primary donor category code (code has the **Donor** check box checked on ATVAUXL), then the primary donor category of the key ID defaults when the code is entered. Access to all donor categories for the key ID is also available as well as the Pledge Soft Credit ID List Form (AGCPMMO) and the Pledge Hard Credit ID List Form (AGCPMLT) to see the primary donor categories of any soft or hard credit IDs with the pledge.

The Pledge Auxiliary Amount Form can be accessed wherever a pledge can be entered:

- Pledge Form (AGAPLDG)
- Pledge Mass Entry Form (AGAPMAS)
- Gift Form (AGAGIFT)

The pledge amount field is used to navigate to AGAPAUX. If a pledge is adjusted and auxiliary amounts exist on the pledge, an `A` is displayed with each auxiliary amount. If a pledge is voided and auxiliary amounts exist on the pledge, a `V` is displayed with each auxiliary amount. The auxiliary amounts can still be viewed and edited on a voided pledge. The word *Void* is displayed in the **Amount** field in the key block on AGAPAUX if the pledge is voided.

Accounting for Pledges

As mentioned previously, pledges do not feed to finance. However, some foundations are in place if an interface needs to be developed. The Designation Form (ADADESG) includes a second FOAPAL (for Banner Finance clients) and general ledger credit number (for non-Banner Finance clients). This field can identify the general ledger information for where pledge money needs to be accounted. It can be different than the general ledger information for gifts to allow distinct tracking of pledges vs. gifts. However, it defaults to the gift general ledger information when you choose Next Item from the gift general ledger fields (that is, **Location** for Banner Finance clients and **General Ledger Credit Number** for non-Banner Finance clients).

A rule class (for Banner Finance clients) and a GL debit number (for non-Banner Finance clients) can be associated with pledge types (on ATVPLDG), allowing for the debit side of the transaction.

A pledge entry date and user ID are included in the pledge table (AGBPLDG) to help identify when and by whom the pledge was entered. Because these fields are required, any pre-existing pledge records are updated with the user ID of `Alumni` and an entry date is the date when the pledge was made.

Querying Pledges

On the different forms that query pledges, the **Conditional** check box indicates whether there are conditions or not. These include the Pledge List Form (AGCPLDG), the Campaign Detail Form (AFACAMP), and the Designation Pledges Form (ADAPLDG).

Startup Checklist

To ensure that you can implement the features for FASB 116, perform the following:

1. Create pledge category codes on the Pledge Category Code Validation Form (ATVPCAT). Make at least one conditional and one unconditional. Required.
2. Create condition type codes on the Condition Type Validation Form (ATVCTYP). Required
3. Create a default unconditional pledge category code on the Pledge Rules window of the Advancement Control Form (AGACTRL). Required.
4. Create a default pledge category per user on the Pledge/Gift Default Form (AGAPDEF). Optional.

Reports

Pledge Outstanding Report (AGPPOUT)

This report lists the number of outstanding pledges and expected amounts by fiscal year that fall within the Pledge Type and chosen Data Selection parameters. Data selection parameters can be either campaign type, campaign, designation type, designation, campaign/designation(s), designations by VSE code, designations by college code, or all pledges.

Expected amounts are calculated by subtracting any payments from pledge and installment amounts. Installments are grouped within the fiscal year for the installment, not for the pledge; pledges are grouped by the pledge date. Amounts and counts are reported by:

Pledge Category	When It Is Reported
Pledges without installments and not conditional	Fiscal year of pledge.
Pledges with installments	Expected installment amount reported in fiscal year installment is expected.
Pledges without installments and conditional	Maximum fiscal year of when a condition is expected to be met.

The number of outstanding pledges per fiscal year counts distinct pledges that fall within the year.There is no subtotal of the number of pledges since the same pledge can have an expected amount in multiple fiscal years for example, multi-year.

The report shows counts and dollars starting with the Start Fiscal Year Parameter and continuing for five years (including the parameter year). There are totals for all expected dollars prior to the Start Fiscal Year and for all expected dollars subsequent to the years reported.

The report output includes detail and total amounts by Pledge Type and Data Selection and Grand Totals for the selected fiscal years. Only pledges with an active status on ATVPSTA are used. Conditional, unconditional, or both can be selected. Conditional pledges are those that have a pledge category code whose **Conditional** check box is selected ATVPCAT.

Pledge Activity Report (AGPPACT)

This report lists all pledges along with the payments that have been applied to the pledge balance for individuals and organizations. Dates, amounts, campaign, and designation information is listed for pledges and their payments with corresponding totals. Pledge balance amounts are listed for pledge payments. A final total of all pledges, pledge balances, and pledge payments is given at the end of the report, organized by pledge status. Report parameters permit selection of pledge activity by time period and pledge status. Hard credit IDs associated with the pledge are not noted in this report.

Pledge/Gift Adjustment Report (AGPADJS)

This report provides an audit trail of adjusted and voided pledges, gifts, and pledge payments. Parameters include date range of adjustments, adjustments to pledges, gifts, or both, and the user who made the adjustments (wildcard option is available). Pledge adjustments/voids and gift adjustments/voids are displayed separately, with pledge adjustment information first. Records appear in pledge number or gift number order.

Event Management

The Event Management module helps you manage an event and the functions, tasks, and participants associated with the event. You can perform these kinds of activities:

- Schedule dates and date ranges, times, buildings, and rooms.
- Organize administrative tasks associated with functions.
- Determine financial requirements, including fee and rate structures, budgets, costs, anticipated income, and actual income.
- Arrange for speakers, entertainment, ticketing, invitations, and mailings.
- Track anticipated attendance and actual attendance.

Keeping track of this information helps you manage the current event and provides information that can be used to plan future events.

Forms Used

Refer to online help for form details.

Processing Forms

Form	Use
Event Page (SLAEVNT)	Create, maintain, schedule events and functions.
Function Tasks Form (GEATASK)	Record information about the tasks required to plan and implement a function, send task-related messages, and assign task-related responsibilities to IDs.
Function Participants Form (GEAPART)	Record information about the participants associated with a function.
Function Comments Form (GEAFCOM)	Enter free-form comments about a function.
Attendance Form (GEAATTD)	Record attendance information for a specific function.
Event Registration Form (GEAATID)	Record attendance information for a person who is invited to multiple functions within an event.
Function Attendance Inquiry Form (GEIATTD)	Display attendance information for an event or function.

Form	Use
Building Definition Form (SLABLDG)	Enter and update information about your institution's buildings.
Room Definition Form (SLARDEF)	Enter and update information about the rooms in your institution's buildings.
Function Affiliation Form (AEAAFIL)	Affiliate a function with campaigns, designations, and prospect management projects.

Inquiry Forms

Form	Use
Function Attendance Inquiry Form (GEIATTD)	Display attendance information for an event or function.
Event Function Inquiry Form (GEIFUNC)	Display summary information for the functions associated with an event.
Individual Function Inquiry Form (GEIIDFN)	Display attendance and participation information for the events and functions associated with an ID.
Function Subject Index Query Form (GEISUBJ)	Display the subject indexes (keywords) associated with a function's comments.
Building Query Form (SLABQRY)	Display summary information about your institution's buildings.
Building/Room Schedule Form (SSAMATX)	Display information about the buildings and rooms that are scheduled for events, functions, and courses.

Validation Forms

Form	Use
Building Code Validation Form (STVBLDG)	Define building codes.
Campus Code Validation Form (STVCAMP)	Define campus codes.
County Code Validation Form (STVCNTY)	Define county codes.
College Code Validation Form (STVCOLL)	Define college codes.
Department Code Validation Form (STVDEPT)	Define department codes.

Form	Use
Event/Function Type Code Validation Form (STVETYP)	Define event and function type codes.
Phone Rate Code Validation Form (STVPRCD)	Define phone rate type codes.
Building/Room Attribute Code Validation Form (STVRDEF)	Define attribute codes for buildings and rooms.
Room Status Code Validation Form (STVRMST)	Define room status codes.
Room Rate Code Validation Form (STVRRCD)	Define room rate codes.
Site Code Validation Form (STVSITE)	Define site codes.
Duration Unit Validation Form (GTVDUNT)	Define duration unit codes that are associated with the calculation of an expected completion date.
Emphasis Code Validation Form (GTVEMPH)	Define codes that identify the emphasis of functions.
Expense Code Validation Form (GTVEXPN)	Define expense codes for functions.
Fee Status Code Validation Form (GTVFEES)	Define codes that identify the payment status of fees associated with a function.
Function Status Code Validation Form (GTVFSTA)	Define function status codes.
Fee Type Code Validation Form (GTVFTYP)	Define fee type codes that are associated with functions.
Function Code Validation Form (GTVFUNC)	Define codes for the functions that are offered or sponsored by your institution.
Instructional Method Validation Form (GTVINSM)	Define instructional method codes.
Letter Code Validation Form (GTVLETR)	Define codes that identify the letter that you can generate in Banner®.
Learner Field of Study Type Validation Form (GTVLFST)	Define codes that identify the learner’s field of study type (for example, `MAJOR, MINOR, CONCENTRATION`).
Mail Code Validation Form (GTVMAIL)	Define codes for the mailings for functions.
Menu Code Validation Form (GTVMENU)	Define codes for the various food and beverage items that are associated with a function.
Meeting Type Validation Form (GTVMTYP)	Define meeting type codes.

Form	Use
Name Type Validation Form (GTVNTYP)	Define name type codes that can be associated with ID names.
Partition Code Validation Form (GTVPARS)	Define codes that describe a category or group of rooms.
Participant Type Code Validation Form (GTVPTYP)	Define codes that identify the types of participants a function can have.
Purpose Code Validation Form (GTVPURP)	Define codes that describe the purpose of functions.
Fee Rate Code Validation Form (GTVRATE)	Define codes that identify the different types of rates associated with functions.
Revenue Code Validation Form (GTVREVN)	Define revenue codes for functions.
RSVP Code Validation Form (GTVRSVP)	Define codes that describe the response invitees can give to function invitations.
Rating Code Validation Form (GTVRTNG)	Define codes that identify the ratings you can give to participants of a function.
Crosswalk Validation Form (GTVSDAX)	Define records in the Crosswalk Table.
Scheduling Status Codes Form (GTVSCHS)	Define Schedule25 status codes that are used as part of the interface between Banner schedule processing and the third party scheduling products Schedule25/model25.
Subject Index Validation Form (GTVSUBJ)	Define indexes (keywords) that describe the subject matter of comments for functions.
Target Audience Code Validation Form (GTVTARG)	Define codes that identify the groups of people who can be invited to a function.
Task Code Validation Form (GTVTASK)	Define codes that identify the tasks required to plan or implement a function.
Task Status Code Validation Form (GTVTSTA)	Define codes that describe the status of a task.
Task Type Code Validation Form (GTVTTYP)	Define codes that describe the types of tasks a function can have.
ZIP/Postal Code Validation Form (GTVZIPC)	Define the ZIP codes and postal codes that are used to define your institution’s buildings.

Location Management and Housing Forms

Form	Use
Building Definition Form (SLABLDG)	Enter and update information about your institution’s buildings.
Building Query Form (SLABQRY)	Display summary information about your institution’s buildings.
Room Definition Form (SLARDEF)	Enter and update information about the rooms in your institution’s buildings.
Dorm Room and Meal Application Form (SLARMAP)	Enter and maintain information about a person’s room and meal application information.
Roommate Application Form (SLARMAT)	Enter and maintain roommate applications for use in the batch scheduling process.
Room Assignment Form (SLARASG)	Create and maintain information about an applicant’s dorm room assignments.
Available Dorm Room Query Form (SLASGNQ)	Query available dorm rooms.
Phone Assignment Form (SLAPASG)	Create and maintain information about an applicant’s phone assignments.
Meal Assignment Form (SLAMASG)	Create and maintain information about an applicant’s meal assignments for a specific range of terms.
Dorm Room Query Form (SLARUSE)	Display information for all dorm rooms that have been assigned.
Event Form (SLAEVNT)	Create, maintain, and schedule an event.
Event Available Room Query Form (SLIAEVN)	Display a list of rooms available in a specified date and time range.
Room/Meal/Phone Rate Code Rules Form (SLALMFE)	Define the rules that are used to assess dorms, meals, and phones.
Housing Term Control Form (SLATERM)	Define attributes for housing assignment and assessment.
Room Assignment Status Form (SLAASCD)	Define the rules that are associated with room assignment status for a specific term.
Meal Assignment Status Form (SLAMSCD)	Define the rules that are associated with a student’s meal status.
Phone Assignment Status Form (SLAPSCD)	Define the rules that are associated with a student’s phone status.

Advancement QuickFlow

The Advancement QuickFlow menu contains the Banner® General forms that are used with QuickFlows. A QuickFlow lets you link a set of forms in a specific sequence.

Note: For detailed information about creating, maintaining, and using QuickFlows, refer to the "System Functions/Administration" chapter of the *Banner General User Guide*.

Forms Used

Refer to online help for form details.

QuickFlow Definitions Form (GUAQUIK)

Use this form to define a QuickFlow. A QuickFlow lets you link a set of forms in a specific sequence.

The QuickFlow Form (GUAQFLW) lets you access the first form in the QuickFlow. When you exit the first form, the next form in the sequence appears automatically, until all the forms in the QuickFlow have been accessed and exited.

The QuickFlow code must be defined using the QuickFlow Code Validation Form (GTVQUIK). Forms in the QuickFlow must be valid Banner form names.

QuickFlow Form (GUAQFLW)

Use this form to submit a QuickFlow that has been defined on the QuickFlow Definition Form (GUAQUIK). When you enter the QuickFlow name and click the Start button, the system accesses the first form in the QuickFlow. When you exit the first form, the next form in the sequence is accessed. This process continues until all the forms in the QuickFlow have been accessed and exited. At this point, you can execute the QuickFlow again or exit to the location where you called the QuickFlow.

Banner form-level security is checked before each form is called to ensure that only authorized users execute the proper forms. Users must have the proper authorization for every form in the QuickFlow when form level security is activated via the Installation Control Form (GUAINST).

Only QuickFlows that have been defined in the QuickFlow Definition Form (GUAQUIK) can be submitted. Use the List function to view available QuickFlows.

QuickFlow Code Validation Form (GTVQUIK)

Use this form to create and delete the QuickFlow codes used in the QuickFlow process. Code descriptions can be updated at any time.

Advancement Self-Service

The Advancement Self-Service menu contains the forms that support Banner® Advancement Self-Service.

Forms Used

Refer to online help for form details.

Entry Forms

Form	Use
Designation Form (ADADESG)	Create, maintain, and query designations.
Campaign Detail Form (AFACAMP)	Create, maintain, and query campaigns.
Review External Pledge Form (AGAWPLG)	Review and accept pledges that come from sources outside Banner.
Advancement Prospect Information Form (AMAINFO)	Create a prospect record for an already-established advancement individual or advancement organization ID.
Solicitor Organization Header Form (ASASORG)	Create, maintain, and query solicitor organizations.
Institution Interest Group Form (AUAIGRP)	Maintain institution-related interest information for a person or organization and indicate if the information should appear on the Web.
Address Review and Verification Form (GOAADDR)	Display addresses added or changed within Banner or via the Web.
Address Role Privileges Form (GOAADRL)	Determine which roles can access and update each address type on the Web.
Directory Options Rules Form (GOADIRO)	Identify the kinds of information that are included in your alumni Web directories.
Web User Directory Profile Form (GOADPRF)	Define the profile information that appears on the Web directory for an ID.

Form	Use
Survey Definitions Form (GUASRVY)	Determine whether a survey appears on the Web, date range when the survey appears on the Web, description that appears on the Web, questions and valid responses in the survey, and Web products and populations that can access the survey.
Review External Person Form (APAWPRS)	Review person records created via the Web when the user did not log in using a current Banner ID and PIN.
Review External Gifts Form (AGAWGIF)	Review and accept gifts that come from sources outside Banner.
Review External Pledge Form (AGAWPLG)	Review and accept pledges that come from sources outside Banner.

Query Forms

Form	Use
Job Posting Form (AOAJPST)	Store job posting information for an advancement organization.
Academic Degree and Honors Form (APAADEG)	Enter and maintain academic information on an advancement individual.
Children Information Form (APACHLD)	Enter and maintain information about an advancement individual's children.
Advancement Individual/ Organization Comments Form (APACOMT)	Enter and maintain freeform comments about an ID.
Employment History Form (APAEHIS)	Enter and maintain current and historical employment information about an advancement individual.
Advancement Individual Interest Group Form (APAIGRP)	Enter and maintain interest information for an advancement individual.
Advancement Mail Form (APAMAIL)	Identify the mailings and solicitations that an ID should receive.
Web Changes Information Form (APIWCHG)	Indicate whether child, employment, academic information, address, and comment information received from sources outside Banner was reviewed.
Address Review and Verification Form (GOAADDR)	Display addresses added or changed within Banner or via the Web.

Form	Use
Survey Response Query Form (GOISRVY)	Determine whether a survey appears on the Web, date range when the survey appears on the Web, description that appears on the Web, questions and valid responses in the survey, and Web products and populations that can access the survey.
Survey Summary Query Form (GUISRVS)	Display responses to surveys, by survey.
Review External Person Form (APAWPRS)	Review person records created via the Web when the user did not log in using a current Banner ID and PIN.
Review External Gifts Form (AGAWGIF)	Review and accept gifts that come from sources outside Banner.
Review External Pledge Form (AGAWPLG)	Review and accept pledges that come from sources outside Banner.

Validation Forms

Form	Use
Employment Status Validation Form (ATVEMPS)	Define codes that describe employment statuses for IDs.
Frequency Code Validation Form (ATVFREQ)	Define codes that identify the frequency of pledge and membership dues installments.
Interest Group Code Validation Form (ATVIGRP)	Define codes that identify the interests of advancement individuals and advancement organizations.
Job Category Code Validation Form (ATVJOBC)	Define job category codes.
Duration Code Validation Form (ATVPDUR)	Define codes that identify durations or lengths of pledges and program memberships.
Pledge Type Validation Form (ATVPLDG)	Define pledge type codes.
Solicitor Contact Code Validation Form (ATVSCNT)	Define codes that identify types of contact a solicitor might have with an advancement individual in a solicitation appeal.
Solicitor Contact Result Code Validation Form (ATVSCRS)	Define codes that identify the results of a contact that a solicitor makes with an advancement individual in a solicitation appeal.
E-mail Address Type Validation Form (GTVEMAL)	Define e-mail address type codes.

Form	Use
Degree Code Validation Form (STVDEGC)	Define degree codes.
Major, Minor, Concentration Code Validation Form (STVMAJR)	Define major, minor, and concentration codes.
Source/Background Institution Code Validation Form (STVSBGI)	Define source/background institution codes (for example, Harvard University, Bryn Mawr College).
Advancement Officer Web Profile Items Validation Form (ATVDOWP)	Indicate which elements can be viewed by advancement officers on individual, organization, and prospect profiles
Advancement Officer Search Options Form (ATVDOSR)	Specify which search options are available to advancement officers when they create custom searches on the Web.

External Data Load and Extract

The External Data Load and Extract module allows you to perform the following tasks:

- Load data from third-party products to Banner® Advancement.
- Extract data from Banner Advancement for use by third-party products.

Refer to the *Banner Advancement Data Load /Extract Handbook* for details about setting up and performing data loads and extracts.

Forms Used

Refer to online help for form details.

Processing Forms

Form	Use
Data Translation Field Value Rules Form (APATRAN)	Map a third-party processor's incoming code values to existing Banner values.
Data Field Process Rules Form (APATPFD)	Link a data field to all supported processes that use that field; determine which field information can be selected to create a table definition on AGATPFD.
Data Field Position Rules Form (AGATPFD)	Create and maintain a data file layout that specifies the order in which the fields appear on a data extract that Banner creates or on a data load that Banner expects to receive.
Data Load ID List Inquiry Form (APILRVW)	List employer, degree, spouse, and child information that was returned by third party vendors and is waiting to be reviewed and loaded to Banner tables.
Child Review Form (APACRVW)	Review updated child information that was returned by a third party vendor.
Degree Review Form (APADRVW)	Review updated degree information that was returned by a third party vendor.
Employer Review Form (APAERVW)	Review employer records, returned by a third party vendor, that have no ID/ PIDM returned with the data details.

Form	Use
Spouse Review Form (APASRVW)	Review updated spouse information that was returned by a third party vendor.
Review External Person Form (APAWPRS)	Review person records created via the Web when the user did not log in using a current Banner ID and PIN.
Review External Gifts Form (AGAWGIF)	Review and accept gifts that come from sources outside Banner.
Review External Pledge Form (AGAWPLG)	Review and accept pledges that come from sources outside Banner.

Validation Forms

Form	Use
Data File Validation Form (ATVTAPE)	Define file type codes.
Data Field Names Validation Form (ATVTPFD)	List supported data field names.
Data Source Identifier Validation Form (ATVDSRC)	Define third party sources that supply data files.

Reports and Processes Used

Refer to "Reports and Processes" on page 457 for report and process details.

Report or Process	Use
Prospect Data Extract Process (APPPROS)	Extracts prospect records and generates three extract files; Contact, Donor and Gift Data.
Directory Data Extract Process (APPDEXT)	Extract alumni information from Banner for use by third-party products that produce directories.
Matching Gift Data Load Report (AGPMATC)	Load matching gift policies and procedures of various employers to Banner.
External Ratings and Directory Load Process (APPCUPD)	Load updated alumni information from third-party products that produce alumni directories and third-party products that provide external ratings data to Banner.

Report or Process	Use
External Gift Load Process (AGPEXGF)	Load gift information from third-party products to Banner.

Advancement Connector

The Advancement Connector module provides a configurable, extensible way to exchange data between Banner® Advancement and a partner system. The connector can perform the following processing:

- Move data from Banner Advancement to the partner system (push).
- Retrieve data from the partner system (pull). Administrative users can review the retrieved data before the data changes are saved to Banner.
- Write Banner Advancement data changes to a delimited file, such as CSV, if that is the desired or necessary mechanism for moving the data changes from Banner Advancement to the partner system.

The Advancement Connector is general purpose. It can be used with different partner systems by implementing the Web service that interacts with that partner system. Refer to the *Banner Advancement Data Load/Extract Handbook* for details about using the Advancement Connector to transfer data.

Components

The Advancement Connector includes the following components:

- Database tables that are used to transfer data from/to Banner Advancement, track the status of the transfer transactions, and define the Banner data elements that are transferred from/to the partner system.
- Banner forms that are used to create the profiles, initiate the transfers, monitor the transfers, review data changes from the partner system, and make decisions before the data changes are saved to Banner.
- Oracle database package that interacts with the forms to select and place Banner Advancement data into a transfer table, or to take data from a transfer table and update Banner after the data has been reviewed.
- A Java library (loaded on the Oracle Forms server) that enables communication between the Banner form that initiates transfer transactions and the Java enterprise application that manages the transfer transactions.
- A Java enterprise application (loaded on an Oracle Application Server instance) that manages the data transfers between the transfer tables and the partner system.
- A utility that is used to encrypt the login and password credentials that are used to connect to the partner system, when that connection requires credentials (for example, a Web service request that requires credentials).

Implementation for iModules Encompass

Ellucian provides an Advancement Connector implementation that exchanges data between Banner Advancement and Encompass, a Web-based social networking tool that is available from iModules Software (www.imodules.com).

Encompass is a hosted application that your institution licenses from iModules. The implementation for Encompass uses a Web service made available by iModules to manage the data transfer from/to the Banner transfer tables. In this case, the Advancement Connector is a client of the Web services, not a provider of the Web services. The Encompass implementation is bundled with the Java enterprise application, but it is built as a separate Java library, so that implementations for other partner systems can easily be added.

Forms Used

Refer to online help for form details.

Form	Use
Advancement Connector Initiation Form (AUAINIT)	Request the synchronization of data between Banner and a partner system such as iModules Encompass.
Advancement Connector Review Form (AUACRVW)	Review data changes that were pulled from a partner system such as iModules Encompass.
Advancement Connector Profile Form (AUACDEF)	Create and maintain profiles that identify the specific data elements that are synchronized between Banner and a partner system such as iModules Encompass.
Advancement Connector Data Mapping Form (AUACMAP)	Identify all data elements that can be synchronized between Banner and a partner system such as iModules Encompass.
Advancement Connector Review Category Validation Form (ATVRCAT)	Define the review categories that organize the data elements that can be synchronized between Banner and a partner system such as iModules Encompass.

Cashiering

Cashiering allows your institution to track sessions where one-time gifts, pledge payments, membership program dues payments, and organization matching gift payments are entered into Banner® Advancement. Sessions also include adjustment transactions.

The Membership module and the Gift and Pledge Payment module include cashiering forms that allow you to perform the following functions:

- Reconcile transaction and adjustment entry sessions.
- Close and finalize cashiering sessions to allow transactions to be fed to an onsite finance system.
- Monitor and track transaction adjustment information.
- View all transactions in discrete cashier sessions.
- Create and maintain the specific user IDs who may be granted supervisory privileges.

All cashiering information is displayed on the Advancement Cashier Session Review Form (AGACREV).

Cashier Sessions

Cashier sessions are time periods during which groups of transactions are entered by a person using a specific user ID. A transaction is any one-time gift, pledge payment, membership program dues payment, or organization matching gift payment that is entered into Banner Advancement.

There are two types of cashier sessions:

- *Active* sessions always have an open status. These sessions cover the time when users are actively entering transactions.
- *Inactive* sessions can have either a closed or a finalized status.These sessions cover previous periods when transactions were entered.

A user has one open session at any given time. This is the session into which all transactions entered by that user are automatically logged. Open sessions are linked to user IDs. If two people use the same user ID, their transactions appear in the same open session. To differentiate among data entry personnel, each person entering transactions should use a unique user ID. For information on assigning user IDs, see "Banner IDs and advancement individuals" on page 60.

Once an active session is closed, it becomes inactive. When this happens, a new active session is automatically created. Session numbers uniquely identify each user ID's inactive cashier sessions. They are sequential, numbering from 1 to 999,999, and are assigned to each session as it is closed. Open sessions do not have session numbers.

Supervisory Privileges

One or more user IDs can be granted cashiering supervisory privileges. A supervisor is authorized to close and finalize sessions and adjust transactions in both closed and finalized sessions. User IDs without supervisory privileges can close their own sessions and adjust transactions in their own open sessions and in any finalized session.

Only user IDs who have been granted the proper security can grant supervisory privileges to other user IDs. For information on granting Banner form-level security, refer to the *Banner Security Administration Handbook*. For information on granting Oracle security, refer to Oracle documentation or to your institution's data center personnel.

Use the following steps to grant supervisory privileges.

1. Access the Advancement Control Form (AGACTRL).
2. Select the Supervisors tab. The Cashier window is displayed.
3. Enter the user ID of the person to whom you are granting cashiering supervisory privileges

   This user ID is validated against the User Identification Control Form (GUAIDEN). To access GUAIDEN, select List. For information on assigning user IDs to staff members and volunteers, see "Creating a staff member or volunteer" on page 65.
4. To establish multiple supervisors, move to a blank record and enter another user ID.
5. Save.

Session Status

All cashier sessions have a session status. Each transaction in a session is marked with the status of the associated cashiering session. The cashier session status of a transaction determines three things:

- If the transaction can be selected for processing
- Who can adjust or void the transaction. For more information, see "Pledge and Gift Adjustments and Voids" on page 236 and "Dues Payment Adjustments and Voids" on page 136.
- The session in which adjustments and voids to the transaction are reflected. For more information, see "Recording Adjustments and Voids" on page 322.

The following reports are affected by cashier session status. If you run any of these reports and the results are not what you expected, check the cashier session status of the transactions you wanted to process.

Matching Gift Processing	Matching Gift Allocations Process (AGPMATG) Expected Matching Gift Allocations Report (AXPMATG)

Feed to Finance	Advancement Dues to Finance Feed (AAPFEED) Advancement to Finance Feed Process (ADPFEED) Pledge Feed to Finance Report (ADPPFED)
Acknowledgment	Membership Acknowledgment Report (AAPACKN) Pledge/Gift Acknowledgment Report (AGPACKN)

Open Session Status

Open sessions are active. While a session is open, any transactions a user enters automatically become part of that session. Typically, sessions are open for a specified time, such as one day or one week, depending on the volume of transactions and your institution's policies. Note the following:

- Transactions in open sessions cannot be selected for certain processing. See "Finalized Session Status" on page 316.
- Transactions in an open session can be adjusted by the user ID who entered the transaction and by a user ID who has cashiering supervisory privileges.
- Adjustments to transactions that are in open sessions are recorded in the same open session.

Closed Session Status

When you close an active session, it becomes inactive with a status of closed. New transactions cannot be entered into a closed session. The ideal time to reconcile a session's online information with paper records and/or adding machine tape is while the session is closed. To correct data entry errors, adjust the original transaction. Note the following:

- Transactions in closed sessions cannot be selected for certain processing. See "Finalized Session Status" on page 316.
- Transactions in a closed session can only be adjusted by a user ID who has cashiering supervisory privileges.
- Adjustments to transactions that are in closed sessions are recorded in the same closed session.

Use the following steps to close an open session:

1. Access the Advancement Cashier Session Review Form (AGACREV).
2. Go to the Current Session window.
3. Select Insert Record.

   The active session is closed and appears in the Inactive Session window with: a system-assigned session number, closed status, and drawer total of 0.00. A new active session is automatically created.

Note: When there are exception gifts in a cashiering session, an Exception label and icon will appear on the Current Session tab. Refer to "Closing a Session with Gift Exceptions" on page 317 for additional information.

Finalized Session Status

Finalizing a cashier session implies that all transactions are entered accurately and agree with your paper records. New transactions cannot be entered into a finalized session. Once a session is finalized, all transactions in the session are eligible for processing by any Banner Advancement report. This includes pledge/gift and dues payment acknowledgments, the creation of anticipated matching gift information, and feeds to finance systems.

Any user ID can adjust transactions in a finalized session. Adjustments to transactions in finalized sessions are recorded in the open session of the user who entered the adjustment.

Use the following steps to finalize a closed session:

1. Reconcile the closed session and enter all necessary adjustments.
2. Access the Advancement Cashier Session Review Form (AGACREV).
3. Go to the Inactive Sessions window.
4. In the session's record, select *Finalized* from the **Status** drop-down list.

   Note: You can enter *Ready to Delete* in **Status** for a finalized session. The transactions in the session still have a status of finalized, but the session is marked with a **D**, which you can use for institution-specific purposes.

5. Enter your total receipts in **Drawer Total.**

   This amount should equal the amount displayed in **Session Total**. If it does not, the session is not yet reconciled or adjustments to transactions in previously finalized sessions are entered in this session, causing an apparent discrepancy. See "Drawer and Session Total Discrepancies" on page 330. An autohelp message alerts you to the inequality. Although the system allows you to finalize sessions that have unequal drawer and session totals, you might want to wait until you have resolved all discrepancies before continuing.

   Warning! *The value in* ***Drawer Total*** *cannot be changed once the session is finalized.*

6. Save.

   The session now has a finalized status.

Closing a Session with Gift Exceptions

Gift and gift adjustments that are exceptions will display with an indicator and warning on the Current Session tab. This indicator appears prior to closing the session on the Advancement Cashiering Session Review (AGACREV) form. When exceptions occur, you can determine whether you want to resolve the exceptions prior to closing the cashiering session or process the session and resolve the exceptions at a later time. This workflow applies to all transactions that appear on the Gift Detail and Gift Adjustment tabs.

Exceptions are defined as follows:

- The total amounts for the gift or gift adjustment do not all contain the same value (AGBGIFT_AMT_TOT, AGRGCAM_AMT and AGRGDES_AMT).
- There is an AGBGIFT record but there are no AGRGCAM records.
- There is an AGBGIFT record but there are no AGRGDES records.
- There is an AGBGIFT record, but there is no AGRGCAM or AGRGDES record.

Clicking the **Exceptions** icon will invoke the list of gift exceptions in the cashiering session. Information displayed includes the Banner ID, Name, Gift Number, Gift Total, Campaign Total, Designation Total and Adjustment indicator if the exception is a gift adjustment. Each time you click the icon to invoke the list, the list will re-populate, meaning if there are multiple exceptions and you fix one, when you open the list the next time, that exception will not appear, but other exceptions will, if they exist. This indicator will continue to appear as long as there are exceptions in the session. The icon can be selected at any time to view the details.

If you try and close a cashiering session (by selecting Close Session from the Options Menu) when there are exceptions, a warning message will indicate exceptions exist. As this is a warning, you can either view the exceptions or proceed and close the session with the exceptions.

- If you select **VIEW**, the list of exceptions will appear with the information mentioned above.
- If you select **PROCEED**, and force the cashiering session to close when there are exceptions, the transaction will be recorded as an override, meaning the warning was acknowledged and the operator proceeded anyway. When this occurs, an indicator for that gift will appear on the Inactive Sessions tab with a label of “Closed with Exceptions.”

On clicking **View Exceptions** you can select an incomplete gift to enable **Open Gift Record**. On clicking **Open Gift Record** you can access AGAGIFT page with the selected ID and Gift Number populated in Key block.You can edit and finalize the incomplete gift. Closing the AGAGIFT page navigates to the Alumni/Development Cashier Session Review window. To refresh the session, click Start Over, the Alumni/Development Cashier Session Review section displays in the AGACREV page, and this action clears the fixed incomplete gifts from the view Exceptions list.

The **Open Adjustment Record** enables you to fix any gifts with mismatch amounts in the AGAADJS page. The **Open Adjustment Record** enables only when you select a gift with mismatch amounts and disable **Open Gift Record**.

When a session with exceptions is Inactive, the exceptions icon will also display on the Inactive Sessions tab. If you select this icon, Banner will query the gifts and gift adjustment information associated with the closed session to determine if any of these exceptions remain. If there are exceptions in the Inactive session, the list of exceptions mentioned above will display. If there are no longer any exceptions, you will receive notification there are no longer any exceptions.

If you fix all exceptions after you close the cashiering session, and you select the View Exceptions icon on the Inactive Sessions tab for that closed session, you will see a message that indicates all exceptions in the session have been resolved.

Viewing Cashiering Information

Cashiering information for a user ID can be viewed on the Advancement Cashier Session Review Form (AGACREV).

The Current Session window displays totals for the currently open session. The Inactive Sessions window displays totals for each closed and finalized session. The window also displays totals for all inactive sessions (closed and finalized). For information on how the totals are affected by adjustment and void transactions, see "Recording Adjustments and Voids" on page 322.

The information that is displayed on subsequent windows is for the user ID and session entered in the key block.

Query the Active Session

1. Enter *0* in **Session Number**.
2. Select Next Block.

Query an Inactive Session

1. Enter the session in **Session Number**.
2. Select Next Block twice.

   The Inactive Session window is displayed. All inactive sessions are displayed in reverse chronological order.
3. Select Next Block to query each subsequent section.

Search for a Session Number and Query That Session

1. Enter *0* in **Session Number**.
2. Select Next Block twice.

   The Inactive Session window is displayed. All inactive sessions are displayed in reverse chronological order.
3. Scroll through records in the window by selecting Next Record or Next Set of Records until you find the session you want.
4. Select Rollback.
5. Enter the session in **Session Number.**
6. Requery the form by selecting Next Block to query each subsequent section.

   Note: Data displayed after the main window of AGACREV is for the session entered in the key block. If `0` remains in the key block, each section of the form is queried for the active session.

Query Summary Data

To see summary totals of gifts, dues payments, or both combined, query the Cashier Session Summary window on AGACREV. This window displays a summary of transactions by gift/payment type. The default query is gifts and dues payments combined.

All data displayed in this window pertains to the user ID and session number displayed at the top of the main window. All values relate to transactions as they currently exist. For example, if a gift was adjusted, the adjusted amount is included in the amount fields and not the original amount. You can query sessions by gift/payment type.

The following data is displayed for the session being queried:

Gift Type/Description	Each gift/payment type for transactions in the session.
Number of Gifts or Dues	Number of transactions that have the same gift/payment type.
Amount Adjusted	Total amount of all transactions that have the same gift/ payment type.
Adjustment Indicator	If any transactions with the gift/payment type displayed in **Type** have been adjusted, the **Adjusted** check box is selected.
Query Total	Total amount of all transactions in the query.
Session Total	Total amount of all transactions in the session.

Query Only Gift or Only Dues Payment Summary Data

1. Access the Advancement Cashier Session Review Form (AGACREV).
2. Go to the Cashier Session Summary window.

   The window is automatically queried for a combination of gifts and dues payments.
3. Select Previous Block.

   The cursor moves to **Gifts Only**, **Dues Only**, **Both Gifts and Dues**.
4. Select the appropriate option.
5. Select Next Block to query the Cashier Session Summary window.

Displayed Data

Detail data for transactions and adjustments is displayed on the following windows of AGACREV:

- Gift Detail window
- Gift Adjustments window
- Dues Detail window
- Dues Adjustment window

Details

All displayed data pertains to the user ID and session displayed at the top of the main window. In all windows, transactions are displayed in numerical order, with the most recent first.

In each detail window, information relevant to cashiering is displayed. This includes ID, transaction number, transaction date, entry date and time, gift/payment type, amount, and an adjustment indicator.

For adjustment transactions, this also includes the sequence number of the adjustment, the previous amount, gift/payment type, transaction date, user ID who entered the previous transactions, and the previous transaction's entry date and time (this will only be different from the current entry date and time if the original transaction was entered in a different session).

For voided transactions, detail is displayed only in the Adjustment Detail Blocks. Once a transaction has been voided, it is no longer displayed in the Cashier Session Gift or Dues Detail Blocks.

If a transaction has been adjusted, the **Adjusted** check box in the Cashier Session Summary window is selected.

Adjustments

Adjustment detail can be viewed in two ways:

- Basic information can be viewed on AGACREV for each transaction that is adjusted in the session being queried. To view this information, query the Gift Detail window for adjusted one-time gifts and pledge payments or the Dues Detail window for adjusted membership program dues payments.
- Complete detail can be viewed on a relevant list form. Complete adjustment detail is displayed on the Gift Adjustment List Form (AGCGADJ) and the Dues Adjustment List Form (AACDADJ). To access these list forms, select Count Hits when the cursor is in the record of an adjusted transaction. AGCGADJ is accessed from the Gift Detail and Gift Adjustment windows; AACDADJ is accessed from the Dues Detail and Dues Adjustment windows.

Totals on Detail Pages

Each detail window has a **Total Gift Amount** or **Total Dues Amount** field and a **Total Number of Gifts** or **Total Number of Dues** field. Each adjustment detail window has a **Net Value of Adjustments** and a **Number of Adjustments** field.

These totals are queried each time the window is queried. These totals reflect adjustments and voids in the following ways:

Total Gift Amount Total Dues Amount	Adjustment: Increased or decreased by adjustment amount. Void: Decreased by voided amount.
Net Value of Adjustments	Adjustment: Increased or decreased by adjustment amount. Void: Decreased by voided amount.
Total Number of Gifts Total Number of Dues	Adjustment: No change. Void: Decreased by number of voided transactions.
Number of Adjustments	Adjustment: Increased by number of adjustment transactions. Void: Increased by number of voided transactions.

Recording Adjustments and Voids

Adjustments to amounts and gift/payment types, and voids to transactions are automatically sent to cashiering. Adjustments to amount include only adjustments to the total amount and not adjustments to the dollar distribution among campaigns, designations, or interests.

If original transaction is in...	Then adjustment/void is recorded in...
an open session	the same open session
a closed session	the same closed session
a finalized session	the open session of the user ID who enters it

If a transaction is adjusted, the **Adjustment Indicator** check box is selected in the Cashier Session Summary or Detail window. You can see complete adjustment information by choosing Count Hits from any detail or adjustment window to access the Gift Adjustment List Form (AGCGADJ) or the Dues Adjustment List Form (AACDADJ).

When a user makes an adjustment to an existing complex gift where one or more detail rows are removed (the amount is moved to a different, existing designation on the gift), the system tracks this change as a negative transaction for the ADPFEED process to share with finance. However, users will not see the negative pending transactions listed in the details on the Cashiering Page (AGACREV). Only pending transactions with a positive balance display in the detail listings. Users will see an open cashiering session that shows the overall total amounts that share a visual indication of the need to finalize the session for the ADPFEED process to complete all pending changes.

If a transaction is voided, it is no longer displayed in either the Cashier Session Summary or Dues Detail windows. It is displayed in the Cashier Session Summary or Dues Adjustment windows when the appropriate cashier session is queried. You can see complete void information for a transaction by selecting Count Hits from the appropriate Adjustment Detail window to access the Gift Adjustment List Form (AGCGADJ) or the Dues Adjustment List Form (AACDADJ).

For information on adjusting and voiding transactions, see “Pledge and Gift Adjustments and Voids” on page 236 and “Dues Payment Adjustments and Voids” on page 136.

Note: If a gift was already fed to finance, adjustments to designations and adjustments to amounts on designations (that don’t affect the full amount of the gift) do not go through cashiering. They are fed the next time the feed process is run (ADPFEED).

Open Sessions

Transactions in an open session can only be adjusted or voided by the user ID who entered them or by a user ID with cashiering supervisory privileges.

Adjustments and voids are reflected in **Session Total** and **Net Value of Adjustments** in Current Session on the main window, in the totals fields in the Cashier Session Summary and Gift Adjustment and Detail windows, and in the Dues Detail Adjustment windows.

Closed Sessions

Transactions in a closed session can only be adjusted or voided by a user ID with cashiering supervisory privileges.

When the original transaction is in a closed session, the adjustment or void is also recorded in the closed session. This allows the original transaction and its adjustment or void to be processed at the same time and ensures that acknowledgments, receipts, anticipated matching gift records, etc., are created with correct information.

Adjustments and voids are reflected in both **Session Total** and **Net Value of Adjustments** in the Inactive Sessions window. They are also reflected in the totals fields in the Cashier Session Summary, Gift Detail and Gift Adjustment window and the Dues Detail and Dues Adjustment windows.

Finalized Sessions

Ideally, the only adjustments in finalized sessions are to data other than amount or gift/payment type or are the result of a donor or program member altering the amount or gift/payment type. (Data entry errors are usually found during reconciliation in the closed session.) Transactions in a finalized session can be adjusted or voided by any user ID.

When the original transaction is in a finalized session, adjustments and voids are recorded in the open session of the user ID who enters the adjustment or void.

Adjustments and voids are reflected in **Session Total** and **Net Value of Adjustments** in the Current Sessions information on the main window (values in the Inactive Sessions window remain unchanged). Adjustments and voids are also reflected in the totals fields in the Cashier Session Summary and Gift Detail and Adjustment windows and the Dues Detail and Dues Adjustment windows.

Adjustment / Void Chart

The following tables detail the effect that an adjustment or void has on data in a cashier session, as displayed on the various windows of the Advancement Cashier Session Review Form (AGACREV).

Current Session Window

Values in this window reflect transactions as they exist at the time of the query. Adjustments and voids to transactions logged into finalized sessions are included in **Net Value of Adjustments**. The following table details the effect that an adjustment or void has on data in this window.

	Open Session		Closed Session		Finalized Session	
Field	**Adjust**	**Void**	**Adjust**	**Void**	**Adjust**	**Void**
Earliest Start Date/ Time					Date/time of adjustment (if first transaction logged into the open session)	Date/time of void (if first transaction logged into the open session)
Latest Entry Date/ Time		Date/time of void			Date/time of adjustment	Date/time of void
Session Total	↑ or ↓ by amount of adjustment	↓ by amount of void				
Amount NOT Being Fed to Finance	↑ or ↓ by amount of adjustment or if feed status changes	↓ by amount of void or if feed status changes				

Field	Open Session		Closed Session		Finalized Session	
	Adjust	Void	Adjust	Void	Adjust	Void
Amount Being Fed to Finance	↑ or ↓ by amount of adjustment or if feed status changes	↓ by amount of void or if feed status changes				
Net Value of Adjustments	↑ or ↓ by amount of adjustment	↓ by amount of void			↑ or ↓ by amount of adjustment	↓ by amount of void
Total Number of Transactions		↓ by number of voided transactions				↓ by number of voided transactions

Inactive Sessions Window

Values in this window depend on whether a session is closed or finalized:

- Closed sessions - Values reflect transactions as they exist at the time of the query.
- Finalized sessions - Values reflect transactions as they existed when the session was finalized.

An exception is that voided transactions are not included in **Number of Gifts/Dues.**

The following table details the effect that an adjustment or void has on data in this window.

Field	Open Session		Closed Session		Finalized Session	
	Adjust	Void	Adjust	Void	Adjust	Void
Session Total			↑ or ↓ by amount of adjustment	↓ by amount of void		
Net Value of Adjustments			↑ or ↓ by amount of adjustment	↓ by amount of void		
Start Date/Time						
End Date/Time						
Number of Gifts/ Dues				↓ by number of voided transactions		↓ by number of voided transactions

Cashier Session Summary Window

Values in this window reflect the current values for transactions that are logged into the session being queried. The following table details the effect that an adjustment or void has on data in this window.

Field	Open Session		Closed Session		Finalized Session	
	Adjust	Void	Adjust	Void	Adjust	Void
Gift Type	If gift/payment type is adjusted, the new type is displayed with the corresponding transaction amount. The old gift/ payment type is reduced by the amount of the adjustment. If an adjustment or a void removes the only transaction of a type, the type is no longer displayed.					

Field	Open Session		Closed Session		Finalized Session	
	Adjust	Void	Adjust	Void	Adjust	Void
Number of Gifts or Dues	If type is adjusted, ↑ or ↓ by number of adjusted transactions	↓ by number of voided transactions	If type is adjusted, ↑ by number of adjusted transactions	↓ by number of voided transactions	If type is adjusted, ↑ by number of adjusted transactions	↓ by number of voided transactions
Amount Adjusted	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void
Adjustment Indicator	Selected if a transaction with this type was adjusted		Selected if a transaction with this type was adjusted		Selected if a transaction with this type was adjusted	
Query Total	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void
Session Total	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void

Gift Detail and Dues Detail Windows

Values in these windows reflect the current values for transactions that are logged into the session being queried. The following table details the effect that an adjustment or void has on data in these windows.

<table>
<tr><th rowspan="2">Field</th><th colspan="2">Open Session</th><th colspan="2">Closed Session</th><th colspan="2">Finalized Session</th></tr>
<tr><th>Adjust</th><th>Void</th><th>Adjust</th><th>Void</th><th>Adjust</th><th>Void</th></tr>
<tr><td>Amount</td><td>↑ or ↓ by amount of adjustment</td><td rowspan="6">Transaction is no longer displayed</td><td>↑ or ↓ by amount of adjustment</td><td rowspan="6">Transaction is no longer displayed</td><td>↑ or ↓ by amount of adjustment</td><td rowspan="6">Transaction is no longer displayed</td></tr>
<tr><td>Adjusted</td><td>Selected</td><td>Selected</td><td>Selected</td></tr>
<tr><td>Type</td><td>Current type</td><td>Current type</td><td>Current type</td></tr>
<tr><td>Entry Date/Time</td><td></td><td></td><td></td></tr>
<tr><td>Total Gift Amount
Total Dues Amount</td><td>↑ or ↓ by amount of adjustment</td><td>↑ or ↓ by amount of adjustment</td><td>↑ or ↓ by amount of adjustment</td></tr>
<tr><td>Total Number of Gifts
Total Number of Dues</td><td></td><td></td><td></td></tr>
</table>

Gift Adjustments and Dues Adjustment Windows

Values in these windows reflect adjustment and void transactions that are logged into the session being queried. These windows display before and after adjustment values only. Adjustments and voids affect totals only. The following table details the effect that an adjustment or void has on data in these windows.

Field	Open Session		Closed Session		Finalized Session	
	Adjust	Void	Adjust	Void	Adjust	Void
Net Value of Adjustments	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void	↑ or ↓ by amount of adjustment	↓ by amount of void
Number of Adjustments	↑ by number of adjusted transactions	↑ by number of voided transactions	↑ by number of adjusted transactions	↑ by number of voided transactions	↑ by number of adjusted transactions	↑ by number of voided transactions

Drawer and Session Total Discrepancies

If adjustments to transactions in finalized sessions are logged during an open session with other non-adjustment transactions, there will be a discrepancy between the drawer total and the session total when you close and reconcile the session. This is because amounts from adjustments to transactions in finalized sessions are *not* included in the session total for the open session. In Example 3 at the end of this section, the adjustment of $50 is reflected in **Net Value of Adjustments** for the open session, but **Session Total** for the open session is unaffected. If you closed the open session at that point and counted the $50 as part of the user's drawer total, you would have a $50 discrepancy. If you had entered other adjustments in the open session, the source of the discrepancy might not be immediately apparent.

If the date and time stamp on an adjustment transaction is different from the date and time stamp on the original transaction, the adjustment was made to the transaction after it was finalized.

You can reduce the potential for apparent discrepancies in reconciliation by entering adjustments to transactions in finalized sessions that are sent to cashiering in a separate session. This session, called an adjustment session, is used only to record adjustment transactions.

Use the following steps to use an adjustment session:

1. Close the current open session of the user ID who will enter the adjustments.

   This creates an open session for entering adjustments.

2. Enter all adjustments, using that user ID.
3. Close the adjustment session.
4. Reconcile and finalize the session as you normally would.

Keep these things in mind:

- The session total in the Inactive Sessions window for the session in which the original transaction was recorded is not affected by adjustments.
- Values in **Total Gift Amount** and **Total Dues Amount** for that same session are affected by adjustments.
- The session total for the adjustment session will be `0.00`.

Feed to Finance

The **Feed to Finance** indicator defined for each type code on the Pledge Type Validation Form (ATVPLDG) and the Gift/Payment Type Validation Form (ATVGIFT) determines which types of pledges and gifts are fed to finance. The following feed processes use parameters to define the time frame for selecting the transactions that are fed from Banner Advancement to a finance system:

- Advancement Dues to Finance Feed (AAPFEED)
- Advancement to Finance Feed Process (ADPFEED)
- Pledge Feed to Finance Report (ADPPFED)

The dates you enter for the Period Start and End parameters reflect the date the transaction is entered in the system—not the transaction's date, which you assign to the transaction when you enter it.

Entry dates are system-assigned and cannot be updated; they can only be viewed on the Cashier Session Review Form (AGACREV) with the rest of the transaction detail.

Transaction dates are user-assigned and can be updated. They can be viewed on most forms that display information about the transaction, including AGACREV, and are used in report output. One-time gift and pledge payment transaction dates can also be viewed on the original entry form. Transaction dates are displayed with the terms *Gift Date*, *Payment Date*, *Dues Date*, or *Transaction Date.*

To feed all transactions that have a transaction date in the same month (and only those transactions), they must be in unique cashier sessions that are closed, finalized, and fed *before* sessions with transactions with later entry dates are finalized.

You might need to feed a specific set of dated transactions to a finance system.

When 3rd party pledge payment information is sent to finance, additional information identifies the pledge to which the payment is associated and automatically links them together. These transactions are not treated as outright gifts.

Example

You want to feed all gifts with December transaction dates to your finance system.

Your staff began entering December gifts on December 3 and finished entering all December gifts on January 7th. All of these gifts have December transaction dates. The gifts entered in December have December entry dates and the gifts entered in January have January entry dates.

You have a few gifts that were received in January that you have not yet entered. When you enter these gifts, you plan to give them January transaction dates.

To do this:

1. Check your gift dates. If any January gifts have been entered, make sure that both of the following conditions exist:
   - None are entered in sessions that include gifts with December transaction dates
   - None are in finalized sessions.

   If either of these conditions is true, then you cannot feed only gifts with December transaction dates.
2. Close all sessions that include gifts with December transaction dates.

3. After reconciling them, finalize those sessions.
4. Run ADPFEED. For the Period Start and End parameters, use a start date on or before the earliest date of the first cashiering session you are including and an end date on or after the latest date of the last cashiering session you are including. In this example, you would enter December 3 for the earliest date and January 7 for the latest date.

When ADPFEED has completed, all of your December gifts are fed to your finance system.

Note: Dues payment transactions can be fed in the same manner.

For complete information on feeding transaction information to a finance system, see "Interface With Banner Finance and Non-Banner Finance System" on page 404.

The following pages show examples of adjustment and void transaction and their effects on values in cashier sessions.

Example: Adjust a Transaction in an Open Session

1. You are in an open session with these amounts and totals on AGACREV:

Window	Field	Value
Current Session	Earliest Start Date/Time	Blank
	Latest Entry Date/Time	Blank
	Session Total	0.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	0
Gift Detail	Total Gift Amount	0.00
	Total Number of Gifts	0
Gift Adjustments	Net Value of Adjustments	Blank
	Number of Adjustments	0

2. You enter a $100 gift. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	14-OCT-2010 15:46:41
	Latest Entry Date/Time	14-OCT-2010 15:46:41
	Session Total	100.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	1
Gift Detail	Total Gift Amount	100.00
	Total Number of Gifts	1
Gift Adjustments	Net Value of Adjustments	Blank
	Number of Adjustments	0

3. You realize that the $100 gift should have been a $150 gift. You adjust the $100 gift to be a $150 gift. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	14-OCT-2010 15:46:41
	Latest Entry Date/Time	14-OCT-2010 15:46:41
	Session Total	150.00
	Net Value of Adjustments	50.00
	Total Number of Transactions	1
Gift Detail	Total Gift Amount	150.00
	Total Number of Gifts	1
Gift Adjustments	Net Value of Adjustments	50.00
	Number of Adjustments	1

Example: Adjust a Transaction in a Closed Session

1. After adjusting the $100 gift to be a $150 gift in example 1 and entering the rest of the day's gifts, you close the open session. It becomes session 38. Closed session 38 has these amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	14-OCT-2010 15:46:41
	Latest Entry Date/Time	14-OCT-2010 15:46:41
	Session Total	100.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	1
Inactive Sessions	Session Number	38
	Status	Closed
	Drawer Total	0.00
	Session Total	525.00
	Difference	-525.00
	Net Value of Adjustments	50.00
	Start Date/Time	14-OCT-2010 15:46:41
	End Date/Time	14-OCT-2010 16:08:29
	Number of Gifts/Dues	4
Gift Detail	Total Gift Amount	525.00
	Total Number of Gifts	4
Gift Adjustments	Net Value of Adjustments	50.00
	Number of Adjustments	1

2. During reconciliation, you find a $1000 gift mistakenly entered as a $100 gift. You adjust the $100 gift to be a $1000 gift. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	Blank
	Latest Entry Date/Time	Blank
	Session Total	0.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	0

Window	Field	Value
Inactive Sessions	Session Number	38
	Status	Closed
	Drawer Total	0.00
	Session Total	1425.00
	Difference	-1425.00
	Net Value of Adjustments	950.00
	Start Date/Time	14-OCT-2010 15:46:41
	End Date/Time	14-OCT-2010 16:08:29
	Number of Gifts/Dues	4
Gift Detail (session 38)	Total Gift Amount	1425.00
	Total Number of Gifts	4
Gift Adjustments (session 38)	Net Value of Adjustments	950.00
	Number of Adjustments	2

Example: Adjust a Transaction in a Finalized Session

1. After adjusting the $100 to be a $1000 gift in example 2, you finish reconciling and then finalize session 38. Finalized session 38 and the current open session have these amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	Blank
	Latest Entry Date/Time	Blank
	Session Total	0.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	0

Window	Field	Value
Inactive Sessions	Session Number	38
	Status	Closed
	Drawer Total	1425.00
	Session Total	1425.00
	Difference	0.00
	Net Value of Adjustments	950.00
	Start Date/Time	14-OCT-2010 15:46:41
	End Date/Time	14-OCT-2010 16:08:29
	Number of Gifts/Dues	4
Gift Detail (session 38)	Total Gift Amount	1425.00
	Total Number of Gifts	4
Gift Adjustments (session 38)	Net Value of Adjustments	950.00
	Number of Adjustments	2
Gift Detail (open session)	Total Gift Amount	0.00
	Total Number of Gifts	0
Gift Adjustments (open session)	Net Value of Adjustments	Blank
	Number of Adjustments	0

2. A donor increases a $200 gift entered in finalized session 38 to be a $250 gift. You adjust the $200 gift to be a $250 gift. The amounts in the Inactive Sessions window remain unchanged. These are the new amounts and totals in the other windows:

Window	Field	Value
Current Session	Earliest Start Date/Time	14-OCT-2010 16:33:03
	Latest Entry Date/Time	14-OCT-2010 16:33:03
	Session Total	0.00
	Net Value of Adjustments	50.00
	Total Number of Transactions	0
Gift Detail (session 38)	Total Gift Amount	1475.00
	Total Number of Gifts	4
Gift Adjustments (session 38)	Net Value of Adjustments	950.00
	Number of Adjustments	2

Window	Field	Value
Gift Detail (open session)	Total Gift Amount	0.00
	Total Number of Gifts	0
Gift Adjustments (open session)	Net Value of Adjustments	50.00
	Number of Adjustments	1

3. The original transaction remains in the finalized session. When you query the Gift Detail window for this session, transactions are displayed as they currently exist. All values, including totals, reflect adjusted information.

Window	Field	Value
Gift Detail	Gift	0000595
	Date	14-OCT-2010
	Type	CK (check)
	Amount	1000.00
	Adjustment	Selected
	Entry Date/Time	14-OCT-2010 16:33:03
	Total Gift Amount	1425.00
	Total Number of Gifts	4

4. The adjustment transaction is logged into the open session. Before and after adjustment detail is displayed in the Gift Adjustments window when you query the open session:

Window	Field	Value
Gift Adjustments	Gift	0000595
	Date	14-OCT-2010
	Type	CK (check)
	Amount	250.00
	Entry Date/Time	14-OCT-2010 16:33:03
	Previous Type	CK (check)
	Previous Amount	200.00
	Original Entry/Time	14-OCT-2010 16:33:03
	Net Value of Adjustments	50.00
	Number of Adjustments	1

Example: Void a Transaction in an Open Session

1. You are in an open session with these amounts and totals on AGACREV:

Window	Field	Value
Current Session	Earliest Start Date/Time	Blank
	Latest Entry Date/Time	Blank
	Session Total	0.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	0
Gift Detail	Total Gift Amount	0.00
	Total Number of Gifts	0
Gift Adjustments	Net Value of Adjustments	Blank
	Number of Adjustments	0

2. You enter a $100 gift. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	15-OCT-2010 08:46:41
	Latest Entry Date/Time	15-OCT-2010 08:46:41
	Session Total	100.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	1
Gift Detail	Total Gift Amount	100.00
	Total Number of Gifts	1
Gift Adjustments	Net Value of Adjustments	Blank
	Number of Adjustments	0

3. You realize that the $100 gift should have been a $150 gift. You void the $100 gift and reenter it as a $150 gift. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	15-OCT-2010 08:46:41
	Latest Entry Date/Time	15-OCT-2010 08:46:41
	Session Total	150.00
	Net Value of Adjustments	-100.00
	Total Number of Transactions	1
Gift Detail	Total Gift Amount	150.00
	Total Number of Gifts	1
Gift Adjustments	Net Value of Adjustments	-100.00
	Number of Adjustments	1

Example: Void a Transaction in a Closed Session

1. After voiding the $100 gift to be a $150 gift in example 4 and entering the rest of the day's gifts, you close the open session. It becomes session 42. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	Blank
	Latest Entry Date/Time	Blank
	Session Total	0.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	0
Inactive Sessions	Session Number	42
	Status	Closed
	Drawer Total	0.00
	Session Total	525.00
	Difference	-525.00
	Net Value of Adjustments	-50.00
	Start Date/Time	15-OCT-2010 15:46:41
	End Date/Time	15-OCT-2010 16:08:29
	Number of Gifts/Dues	4

Window	Field	Value
Gift Detail	Total Gift Amount	525.00
	Total Number of Gifts	4
Gift Adjustments	Net Value of Adjustments	-50.00
	Number of Adjustments	1

2. During reconciliation, you find a $1000 gift mistakenly entered as a $100 gift. You void the $100 gift and reenter it as a $1000 gift. (The new $1000 gift is logged into the open session for your user ID.) These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	15-OCT-2010 15:46:41
	Latest Entry Date/Time	15-OCT-2010 16:46:45
	Session Total	1000.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	1
Inactive Sessions	Session Number	42
	Status	Closed
	Drawer Total	0.00
	Session Total	425.00
	Difference	-425.00
	Net Value of Adjustments	-50.00
	Start Date/Time	15-OCT-2010 15:46:41
	End Date/Time	15-OCT-2010 16:08:29
	Number of Gifts/Dues	3
Gift Detail (session 42)	Total Gift Amount	425.00
	Total Number of Gifts	3
Gift Adjustments (session 42)	Net Value of Adjustments	-50.00
	Number of Adjustments	2
Gift Detail (open session)	Total Gift Amount	1000.00
	Total Number of Gifts	1
Gift Adjustments (open session)	Net Value of Adjustments	Blank
	Number of Adjustments	0

Example: Void a Transaction in a Finalized Session

1. After voiding the $100 to be a $1000 gift in example 5, you finish reconciling and then finalize session 42. Finalized session 42 and the current open session have these amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	15-OCT-2010 15:46:41
	Latest Entry Date/Time	15-OCT-2010 16:46:45
	Session Total	1000.00
	Net Value of Adjustments	0.00
	Total Number of Transactions	1
Inactive Sessions	Session Number	42
	Status	Closed
	Drawer Total	425.00
	Session Total	425.00
	Difference	0.00
	Net Value of Adjustments	-50.00
	Start Date/Time	15-OCT-2010 15:46:41
	End Date/Time	15-OCT-2010 16:08:29
	Number of Gifts/Dues	3
Gift Detail (session 42)	Total Gift Amount	425.00
	Total Number of Gifts	3
Gift Adjustments (session 42)	Net Value of Adjustments	-50.00
	Number of Adjustments	2
Gift Detail (open session)	Total Gift Amount	1000.00
	Total Number of Gifts	1
Gift Adjustments (open session)	Net Value of Adjustments	Blank
	Number of Adjustments	0

2. A donor increases a $200 gift entered in finalized session 42 to be a $250 gift. You void the original $200 gift and reenter it as a $250 gift. These are the new amounts and totals:

Window	Field	Value
Current Session	Earliest Start Date/Time	15-OCT-2010 15:46:41
	Latest Entry Date/Time	15-OCT-2010 16:46:45
	Session Total	1250.00
	Net Value of Adjustments	-200.00
	Total Number of Transactions	2
Inactive Sessions	Session Number	42
	Status	Closed
	Drawer Total	425.00
	Session Total	425.00
	Difference	0.00
	Net Value of Adjustments	-50.00
	Start Date/Time	15-OCT-2010 15:46:41
	End Date/Time	15-OCT-2010 16:08:29
	Number of Gifts/Dues	2
Gift Detail (session 42)	Total Gift Amount	225.00
	Total Number of Gifts	2
Gift Adjustments (session 42)	Net Value of Adjustments	-50.00
	Number of Adjustments	2
Gift Detail (open session)	Total Gift Amount	1250.00
	Total Number of Gifts	2
Gift Adjustments (open session)	Net Value of Adjustments	-200.00
	Number of Adjustments	1

3. The original transaction is removed from the database and is no longer displayed in the Gift Detail window when you query the finalized session.

4. The void transaction is logged into the open session. Before and after void detail is displayed in the Gift Adjustments window when you query the open session:

Window	Field	Value
Gift Adjustments	Gift	0000598
	Date	14-OCT-2010
	Type	CK (check)
	Amount	250.00
	Entry Date/Time	14-OCT-2010 16:33:03
	Previous Type	CK (check)
	Previous Amount	200.00
	Original Entry/Time	14-OCT-2010 10:05:20
	Net Value of Adjustments	-200.00
	Number of Adjustments	2

Gift Society

The Advancement Individual, Advancement Organization, Pledge, and Gift and Pledge Payment modules include gift society forms that allow you to perform the following functions:

- Establish gift societies at your institution.
- Track gift society members and the societies to which they belong.
- Establish rules for gaining membership in a society.
- Establish default rules for receiving the benefits and premiums associated with membership in a gift society.

Terminology

Assignment method	Method of assigning a gift society to an advancement individual/organization. Assignments can be computer-calculated or manually entered. System-generated assignments from the Gift Society Assignment Report (APPDCAR) may be overridden by manual entry. Manually-entered values can not be overridden by subsequent system calculation (via APPDCAR).
Benefits/premiums	Benefits and or premiums default based on rules established on the Gift Society Default Premiums Form (APADCDP). Premiums can also be manually entered and deleted for an individual’s/organization’s membership via the Gift Society Membership Form (APADCLB).
Last year of activity	The last year new memberships can be created (either manually or system-generated) for a society; after this year, the society becomes inactive (and, in effect, the rules associated with the society also become “inactive,” regardless of their own status.) This is entered on the Gift Society Validation Form (ATVDCNP) in End.
Matching gift	Anticipated matching gift - Expected amount of a matching gift for an employee’s gift. This amount remains the same even when part or all of the matching gift amount is received. Paid matching gift - Payment amount of a matching gift received from an organization.

Membership duration	The length of a membership in a gift society. Since duration is determined by the qualifying gift society rule, it is possible that members qualifying by different rules will have different membership durations. When an ID is assigned to a society via APPDCAR, they are granted the membership duration their qualifying rule specifies.
Soft credit amounts	When a soft credit ID is established, the donor assigns a soft credit amount to each soft credit ID. The amount for each soft credit ID must be less than the pledge or gift amount. It is important to remember that the term “soft credit amount” can refer to the $50 that ID #1 has designated to be credited to ID #2 as well as the $25 being credited to ID #1 from ID #2. So with respect to ID #1, two different amounts can be referred to by “soft credit amount”.
Soft credit	An amount that is counted as soft credit for an ID who is identified on a per-pledge or per-gift basis by the pledging/ giving individual or organization as a soft credit ID.
Soft credit ID	Soft credit IDs and soft credit amounts are established on the Gift Soft Credit ID Form (AGAGMEM) or the Pledge Soft Credit ID Form (AGAPMEM). Soft credit IDs can receive the established soft credit for eligibility in a gift society from a qualifying pledge or gift when APPDCAR is run, depending on the indicator settings for the rule.
Hard credit amounts	When a hard credit ID is established, the donor assigns a hard credit amount to each hard credit ID. The amount for each hard credit ID must be less than the pledge or gift amount, and the total of hard credit amounts cannot be more than the pledge or gift amount. It is important to remember that the term “hard credit amount” can refer to the $50 that ID #1 has designated to be credited to ID #2 as well as the $25 being credited to ID #1 from ID #2. So with respect to ID #1, two different amounts can be referred to by “hard credit amount”.
Hard credit	The part of a pledge or gift that the donor requests be counted for another ID who is identified on a per-pledge or per-gift basis by the donor as a hard credit ID.
Hard credit ID	Hard credit IDs and hard credit amounts are established on the Gift Hard Credit ID Form (AGAGIDS) or the Pledge Hard Credit ID Form (AGAPIDS). Hard credit IDs can receive the established hard credit for eligibility in a gift society from a qualifying pledge or gift when APPDCAR is run, depending on the indicator settings for the rule.
Payments	Gifts and pledge payments.
Qualifying amount	The minimum amount required for society membership – comprised of the sum of all qualifying amounts as defined on the Gift Society Rule Form (APADCRL).

Qualifying date	When an ID becomes a member of a society, the end date of the current gift society year is the Qualifying Date for that ID, that membership, and that gift society year.
Qualifying period	Period during which amounts may accumulate toward the qualifying amount for a rule. The qualifying period is established on APADCRL by the values entered in Number of Giving Years and Start Year of Giving.
Rule priority	Rule priority indicates the order that rules will be processed within a society: the lower the number, the higher the priority. If more than one rule within a society is given the same priority, then the rule having the lowest rule number will be processed first (the rule number is system-assigned, based on rule entry order). Rule priority is established on APADCRL.
Society priority	An advancement individual/organization can only belong to one society within a given society type for a given society year. In APPDCAR, if an advancement individual qualifies for more than one society within a type, the membership in the society with the lowest priority is deleted. Society priority within society type is established on the Gift Society Validation Form (ATVDCNP).
Society type	All gift societies belong to a society type. Each society type has a priority. A donor can belong to only one society within a society type during a society year; if a donor qualifies for membership in more than one society of the same society type within the same society year, the membership with a lower society priority will be deleted for that year and society type in APPDCAR. Society type is also used in categorizing societies in the report selection and in deleting memberships via the report.
Society type priority	Society type priority indicates the order that society types will be processed in APPDCAR for a rule: the lower the number, the higher the processing priority.

Forms Used

For details about each form, refer to online help.

Form	Use
Gift Society Membership Form (APADCLB)	Display summary and detail information for present and past gift society memberships held by an advancement individual or advancement organization.

Form	Use
Gift Society List Form (APACLUB)	Display summary information about gift society memberships for an advancement individual or advancement organization.
Gift Society Rules Form (APADCRL)	Create and maintain rules that determine who is included in a particular gift society.
Gift Society Default Premiums Rules Form (APADCDP)	Establish default premiums by gift societies by gift society years.
Gift Society Member Goals Form (APADCGL)	Establish membership goals for a gift society for a specific year.
Assignment Validation Form (ATVDCAM)	Define the data values that can be entered on the Gift Society Membership Form (APADCLB) and the Membership Form (AAAMEMB).
Gift Society Validation Form (ATVDCNP)	Define gift society codes.
Benefits/Premiums Validation Form (ATVDCPR)	Define codes for benefits and premiums to be associated with an advancement individual or advancement organization in a gift society membership program.
Gift Society Type Validation Form (ATVDCST)	Define the types of gift societies an institution tracks.
Gift Society Year Validation Form (ATVDCYR)	Specify years as gift society years.

Reports and Processes Used

Refer to "Reports and Processes" on page 457 for report and process details.

Report or Process	Use
Gift Society Assignment Report (APPDCAR)	Assign donors to gift societies based on the rules on APADCRL.
Gift Society Report (APPDCLB)	Provide membership listings suitable for use in donor publications.
Gift Society Rules List Report (APPDCLS)	List the rules that were established on APADCRL.

Gift Society Setup

1. Define society types on ATVDCST. Required.
2. Define societies within society types on ATVDCNP. Required.
3. Define gift society years on ATVDCYR. It is recommended that you use the same codes used to define fiscal years on ATVFISC. For example, `1999` on ATVFISC should be `1999` on ATVDCYR rather than `9900`. Required.
4. Define assignment types on ATVDCAM. You need one assignment type that is marked as Source, `S`. This is the assignment type used when the gift society process assigns gift societies. Required.
5. Define benefits/premiums on ATVDCPR. Optional.
6. Define gift society rules on APADCRL. Required.
7. Define default benefit/premium rules on APADCDP. Optional.

Once your setup and rules are complete, you can assign gift societies. Run the Gift Society Assignment Report (APPDCAR) for the system to calculate gift societies for a year and society type(s). The following results apply:

- An ID can only be in one society of a type per year.
- If an ID qualifies for a higher level gift society, the process automatically removes the ID from the lower level and places the ID in the higher level.
- If an ID qualifies for a lower level gift society (for example, due to an adjustment or a voided gift/pledge), the process does not place the ID in the lower gift society. You must do this manually.
- Once gifts are entered, they can be evaluated for gift society processing. They do not need to be in a finalized or closed session.

Gift Society Hierarchy

Gift societies are grouped into society types. These types are defined on the Gift Society Type Validation Form (ATVDCST). An advancement individual/organization can only belong to one society within a society type for a society year. Each society type is associated with a unique priority: the lower the number, the higher the priority. The Gift Society Assignment Report (APPDCAR) processes the highest priority society type first.

Each gift society is associated with a society type on the Gift Society Validation Form (ATVDCNP). Each gift society has a priority within its society type. If more than one society within a society type is assigned the same priority, then the society that has the lowest rule number is processed first. Rule numbers are unique numbers assigned when a gift society rule is created on the Gift Society Rule Form (APADCRL).

The Gift Society Assignment Report (APPDCAR) processes all gift societies within the society types specified in the Society Type parameter. If no type is specified, then all active societies within all society types will be processed. The report also has a society year parameter, by which you specify the society year to process.

The report assesses a donor for the highest priority society within the highest priority society type first and the lowest priorities last.

Memberships are created for the highest priority societies for which donors qualify. If higher (or equal) priority memberships already exist, new memberships will not be created. If lower priority memberships exist within the society type, those memberships will be deleted when a higher priority membership is created. Once a donor qualifies for a society, processing for that donor stops.

Gift Society Name

Define default gift society names on the Advancement Individual/Organization Name Form (APANAME) for advancement individuals and advancement organizations. Enter prefixes and suffixes in this field if you want them to appear when the gift society name is used. “Anonymous” can be entered.

When the Gift Society Assignment Process (APPDCAR) is run in update mode, the default gift society name is used for the membership and appear on the membership record that is displayed on the Gift Society Membership Form (APADCLB). The gift society name can be updated manually on APADCLB. If no default name is entered, no name is entered on APADCLB. The name that appears in APPDCAR’s output is always the name entered on the Advancement Identification Form (APAIDEN).

The Gift Society Report (APPDCLB) prints an ID’s name using the following priorities:

1. Gift society name from APADCLB (with no prefix/suffix concatenation)
2. Gift society name from APANAME (with no prefix/suffix concatenation)
3. Preferred address name from APANAME, concatenated with prefix/suffix from the Advancement Identification Form (APAIDEN) if parameter is `Y`
4. Name from APAIDEN concatenated with prefix and suffix from APAIDEN regardless of parameter

Gift Society Rule Form (APADCRL)

The Gift Society Rule Form (APADCRL) is used to establish rules for gift society memberships. The rules established on APADCRL are used in the Gift Society Assignment Report (APPDCAR) to assign donors to gift societies.

APADCRL has the following windows:

Window	Contents
Gift Society	Membership information Qualifying amount information
Cross Reference Members	Cross reference information
Preferred Classes Donor Categories	Eligible donor categories
Gift Types Campaign Types Campaigns Designations	Eligible gifts

Gift Society Window

This window includes information about the gift society. It also includes indicators that determine how pledges, gifts, giving sources, and matching gifts are used to qualify for membership.

Gift Society Information

The *qualifying period* is the amount of time during which giving accumulates towards meeting the criteria for a gift society membership. Its length is determined by the value entered in **Number of Giving Years**. The qualifying period's first year of giving is the more recent of the following:

- The society year entered in **Start Year of Giving**.
- The society year entered for the Gift Society Year parameter in the Gift Society Assignment Report (APPDCAR) minus the value in **Number of Giving Years** plus 1.

When an ID becomes a member of a society, the end date of the current gift society year is the *qualifying date* for that ID and that membership. Each distinct membership has a qualifying date.

If the qualifying period extends past the society year entered for the Gift Society Year parameter, then only the society years up to and including the society year entered for the Gift Society Year parameter are included in the qualifying period, and not the number of years specified in **Number of Giving Years**.

Example 1

Number of Giving Years	3
Start Year of Giving	1994
Gift Society Year (APPDCAR parameter)	1997
First Year of Giving	1995

The qualifying period's first year of giving is the more recent of the following:

- 1994 (start year of giving)
- Gift society year - number of giving years + 1 = 1997 - 3 + 1 =1995

These are the resulting values:

Qualifying period's first year of giving	1995
Qualifying period	1995, 1996, 1997

Example 2

Number of Giving Years	2
Start Year of Giving	Blank
Gift Society Year (APPDCAR parameter)	1997
First Year of Giving	1996

Because there is no start year of giving, the qualifying period's first year of giving is calculated as follows:

gift society year - number of giving years + 1 = 1997 - 2 + 1 =1996

These are the resulting values:

Qualifying period's first year of giving	1996
Qualifying period	1996, 1997

Example 3

Number of Giving Years	3
Start Year of Giving	1996
Gift Society Year (APPDCAR parameter)	1997
First Year of Giving	1996

The qualifying period’s first year of giving is the more recent of the following:

- 1996 (start year of giving)
- Gift society year - number of giving years + 1 = 1997 - 3 + 1 =1995

Because the Gift Society Year parameter is `1997`, the qualifying period can only extend through 1997. These are the resulting values:

Qualifying period’s first year of giving	1996
Qualifying period	1996, 1997

For rules that have a duration longer than one year, the qualifying period cannot begin earlier than the most recent qualifying date for any existing member. This ensures that gifts and pledges won’t be counted twice for membership in the same society.

Pledge Indicators

Only the portion of a pledge that qualifies for the rule (for example, payments, soft credits, hard credits, installments, matches) that meet *every* condition of the rule, including campaign, campaign type, etc., *and* that are at least equal to the minimum single amount specified on APADCRL are included in the membership calculation.

Note: The hard credit amount for a pledge is established manually on the Pledge Hard Credit ID Form (AGAPIDS) or automatically when pledges are entered by using rules that are established on the Institution Split Rules Form (AGASPRL) or the ID Split Rules Form (AGAIDRL).

The soft credit amount for a pledge is established manually on the Pledge Soft Credit ID Form (AGAPMEM) or automatically when pledges are entered by using rules that are established on the Institution Split Rules Form (AGASPRL) or the ID Split Rules Form (AGAIDRL).

Set the following indicators to determine the amounts to be included in the total giving of an ID for a rule:

Indicator		Description
Pledges	Pledges	Include the full amount of pledges meeting all conditions of the rule made in the qualifying period. If **Expected Matching Gifts** is checked with this option selected, the process includes total face value of all associated expected matching gifts for all selected pledges included in the calculation (including any cross-reference pledges based on the rules).
	Installments	Include installment amounts having installment dates during the qualifying period that meet all conditions of the rule. (Install is checked but the pledge does not have installments, then include the full pledge amount.) If **Expected Matching Gifts** is checked with this option selected, the process includes all AGVPINS_EXP_MG_AMT records as appropriate based on the dates as the process currently does for installment inclusion (including any cross-reference pledges based on the rules).
	Exclude	Do not include pledges or installments when determining if a donor qualifies for the gift society. If the **Exclude** option is selected or if the **Expected Matching Gifts** check box in the Include block is unchecked, the process does not include the details for expected matching gifts in the society calculation.
Hard Credit Amount	Pledge	Include the full pledge amount for the key ID as well as the full pledge amount for every hard credit ID. The key ID also receives the full amount of other pledges that identify the key ID as a hard credit ID.
	Hard	Include the full pledge amount minus amounts credited to other IDs for the key ID. The key ID also receives the hard credit amounts of pledges that identify the key ID as a hard credit ID.
	Exclude	Exclude pledge and installment hard credit ID credit amounts.

Indicator		Description
Soft Credit Amount	Pledge	Include the full pledge amount for the key ID as well as the full pledge amount for every soft credit ID. The key ID also receives the full amount of other pledges that identify the key ID as a soft credit ID.
	Soft	Include the full pledge amount for the key ID. The key ID also receives the soft credit amount of any other pledges that identify the key ID as a soft credit ID.
	Exclude	Exclude pledge soft credit ID.

Gift Indicators

Only the portion of a gift that qualifies for the rule (for example, payments, soft credits, hard credits, installments, matches) that meet *every* condition of the rule, including campaign, campaign type, etc., *and* that are at least equal to the Minimum Single Amount specified on APADCRL are included in the membership calculation.

The hard credit amount for a gift is established manually on the Gift Hard Credit ID Form (AGAGIDS) or automatically when gifts are entered by using the rules that are established on the Institution Split Rules Form (AGASPRL) or the ID Split Rules Form (AGAIDRL).

The soft credit amount for a gift is established manually on the Gift Soft Credit ID Form (AGAGMEM) or automatically when gifts are entered by using the rules that are established on the Institution Split Rules Form (AGASPRL) or the ID Split Rules Form (AGAIDRL).

Set the following indicators to determine the amounts to be included in the total giving of an ID for a rule:

Indicator		Description
Gifts	Gifts	Include gifts when determining the donor's gift society. If **Gifts** is selected and **Pledges** or **Installments** is selected under Pledges, then only the unpaid pledge/installment qualifying amount is included.
	Pledge Payments	Include pledge payments when determining the donor's gift society.
	Both	Include both gifts and pledge payments when determining the donor's gift society.
	Exclude	Exclude gifts and pledge payments when determining the donor's gift society.

Indicator		Description
Hard Credit Amount	Payment	Include the full gift/pledge payment amount for the key ID, as well as count the full gift/pledge payment amount for every hard credit ID. The key ID also receives the full amount of any other gifts that identify the key ID as a hard credit ID.
	Hard	Include the full gift amount minus the hard credit amounts credited to other IDs by the key ID. The key ID also receives the hard credit amount of any gift that identifies the key ID as a hard credit ID.
	Exclude	Exclude gift/payment hard credit ID.
Soft Credit Amount	Payment	Include the full gift amount for the key ID and for every soft credit ID. The key also receives the full amount of any gift that identifies the key ID as a soft credit ID.
	Soft	Include the full gift amount for the key ID. The key ID also receives the soft credit amount of any other gift for which the key ID is identified as a soft credit ID. Soft credit amounts do not include soft credit received from a matching gift payment.
	Exclude	Exclude gift/payment soft credit ID.

Include Giving Indicators

Set the following indicators to determine other sources of giving information:

Indicator	Description
Spouse	Select to include the sum of spouse pledges/installments and gifts that qualify for the rule. Hard credit amounts are subtracted or retained based on the Pledge or the Payments Hard Credit indicator to eliminate double counting of spouse giving. For information on creating rules for spouse giving, see "Spouse Giving and Gift Society Processing" on page 375.
Other Cross Reference	Select to include the sum of amounts for all gift and pledge numbers identified for cross references (other than Spouse) for the key ID. Cross references are identified on the Cross Reference Members window.

Indicator	Description
Pledge Payments on Qualifying Pledges in the same recognition	Select to include pledges and pledge payments for qualifying pledges. You can only select this check box when both of the following conditions are true: • The **Pledges** radio button or the **Installments** radio button is selected under Pledges, *and* the **Pledge Payments** radio button or the **Both** radio button is selected under Gifts. • The **Exclude** radio button is not selected for either Pledges or Gifts. If the rule is set up with this check box, and you change one or more of the conditions, Banner® automatically clears the check box.
Expected Matching Gifts	Select to include expected matching gifts in the calculation. The calculation depends on which radio button is selected in the Pledges section of this window: • If **Pledges** is selected, then the calculation includes the total face value of the associated expected matching gifts for all selected pledges included in the calculation (including any cross-reference pledges based on the rules). • If **Installments** is selected, then the calculation includes the associated installment values of the expected matching gifts (including any cross-reference pledges based on the rules). The appropriate calculations are completed when the associated Expected Matching Gift detail is added in Banner. • If **Exclude** is selected, then this check box is inactive.

Matching Gifts Indicators

Set the following indicators to determine how matching gifts are handled:

Indicator		Description
Paid	Donor	Select to include the matching gift credit amount for key ID. This is the actual gift credit amount(s) received from organizations that match employees' gifts. If a donor's gift has hard credit IDs, then the matching gift credit is split among the hard credit IDs. Only the credit the key ID received is counted.
	Spouse	Select to include the spouse matching gift is paid for the spouse of the key ID. This would include any matching gift credit the spouse would receive as a hard credit ID of the original donor gift.
	Other Cross Reference	Select to include the sum of matching gift amounts for other specified cross references (of the key ID) that qualify for the rule are paid (waiting). Other Cross References are identified in the Cross Reference Members window.

Indicator		Description
Anticipated	Donor	Select to include the anticipated matching gift for key ID. The anticipated match is based on the expected gift from an organization resulting from an employee's gift, whether or not any portion of it has been received. For example, if an employee makes a $50 gift, and the company matching gift is $100, then the anticipated matching gift is $100 and the unpaid balance of their matching gift is $100. If the company pays half of their match, then the anticipated matching gift is still $100, and the unpaid balance of their matching gift is $50.
	Spouse	Select to include the matching gift amount is anticipated for the spouse of the key ID.
	Other Cross Reference	Select to include the sum of matching gift amounts for other specified cross references (of the key ID) that qualify for the rule are anticipated (waiting). Other Cross References are identified in the Cross Reference Members window.

If both **Paid** and **Anticipated** are checked for an item, the rule works as follows:

- Include the larger of the anticipated matching gifts and the received matching gifts.
- Count the matching gift amount twice *if* the organization’s matching gift was received in a different society year than the employee’s gift was received.

Cross Reference Members Window

The Gift Society Assignment Process (APPDCAR) reviews the details on this window to determine which IDs to create memberships for, as well as to determine the cross reference codes to use when including other giving.

Other Windows

The remaining windows function similarly. Each has an **Include, Exclude**, and **None** indicator. If **Include** is selected, then only donors/gifts with the associated codes are included. If **Exclude** is selected, then all donors/gifts except those that have the associated codes are included. If **None** is selected, then no donors/gifts are included. Includes and excludes cannot be mixed within the same section; including one code and excluding another requires two separate rules.

Summary of Rule Indicator Settings

The following chart shows the amounts a rule includes in the key ID's giving based on the combination of indicator settings. Samples of common indicator combinations follow the chart.

Soft, **Hard**, and **Spouse** indicators create reciprocal relationships. For example, if **Hard** indicator is checked, then the following occurs:

- Key ID receives credit for total pledges/gifts/pledge payments where the ID is the key ID.
- Key ID receives credit for total pledges/gifts/pledge payments where key ID is the soft/ hard credit ID.

Payments refers to the portions of all one-time gifts and pledge payments meeting all conditions of a rule.

Eligible refers to IDs (advancement individuals and advancement organizations), pledges, pledge payments, one-time gifts, matching and anticipated matching gifts, soft credit IDs, hard credit IDs, and spouse amounts that meet all criteria for a rule and are processed by the Gift Society Assignment Report (APPDCAR).

Legend

Column on Chart	This Code...	Means That This Indicator Is Selected...
Pledges	P I P/I	**Pledges** radio button **Installments** radio button **Pledges** radio button *and* **Pledge Payments on Qualifying Pledges in the same recognition** check box
Pledges - Hard Credit	P H	**Hard Credit Amount - Pledge** radio button **Hard Credit Amount - Hard** radio button.
Pledges - Soft Credit	P S	**Soft Credit Amount - Pledge** radio button **Soft Credit Amount - Soft** radio button
Gifts	P Y	**Pledge Payments** radio button **Pledge Payments on Qualifying Pledges in the same recognition** check box

Column on Chart	This Code...	Means That This Indicator Is Selected...
Gifts - Hard Credit	P H	**Hard Credit Amount - Payment** radio button **Hard Credit Amount - Hard** radio button.
Gifts - Soft Credit	P S	**Soft Credit Amount - Payment** radio button **Soft Credit Amount - Soft** radio button
Gifts - Paid MG	Y	**Matching Gifts Paid - Donor** check box
Gifts - Anticipated MG	Y	**Matching Gifts Anticipated - Donor** check box
Spouse	Y	**Include Giving from Spouse** check box
Spouse - Paid MG	Y	**Matching Gifts Paid - Spouse** check box
Spouse - Anticipated MG	Y	**Matching Gifts Anticipated - Spouse** check box
Other X-ref	Y	**Include Giving from Other Cross Reference** check box
Other X-ref - Paid MG	Y	**Matching Gifts Paid - Other Cross Reference** check box.
Other X-ref - Anticipated MG	Y	**Matching Gifts Anticipated - Other Cross Reference** check box

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID’s giving are calculated as follows:*
P														full amount of pledges

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID's giving are calculated as follows:*
I				Payments can be entered in conjunction with pledges.										full amount of installments that have installment dates within the qualifying period (If a pledge does not have installments, the full pledge amount is included.)
P/I	P													full pledge/installment amounts + full amount of pledge/installment from which key ID is hard credited
P/I	H			See the appropriate box for an explanation of amounts.										full pledge/installment amounts - amount key ID hard credited to others + amount hard credited to key ID
P/I														full pledge/installment amounts + full amount of pledges/installments from which key ID is soft credited
P/I														full pledge/installment amounts + amount soft credited to key ID
P/I	P													full pledge/installment amounts + full amount of pledges/installments from which key ID is hard credited + full amount of pledges/installments from which key ID is soft credited

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID's giving are calculated as follows:*
P/I	H													full pledge/installment amounts - amount key ID hard credited to others + amount hard credited to key ID + amount soft credited to key ID
P/I	P													full pledge/installment amounts + full amount of pledges/installments from which key ID is hard credited + amount soft credited to key ID
P/I	H													full pledge/installment amounts - amount key ID hard credited to others + amounts hard credited to key ID + full amount of pledges/installments from which key ID is soft credited
P/I			Y											unpaid portions of pledge or installment amounts as set up by pledge hard credit and soft credit indicators; payments as set up by gift hard credit and soft credit indicators.

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID's giving are calculated as follows:*
Pledges can be entered in conjunction with payments.			Y											all payments (one-time gifts, pledge payments)
			Y	P										full payment amounts + full amount of payments from which key ID is hard credited
See the appropriate box for an explanation of amounts.			Y	H										full payment amounts - amount key ID hard credited to others + payment amounts hard credited to key ID
			Y		P									full payment amounts + full amount of payments from which key ID is soft credited (not including matching gift payments)
			Y		S									full payment amounts + payment amounts soft credited to key ID (not including matching gift payments)
			Y	P	P									full payment amounts + full amount of payments from which key ID is hard credited + full amount of payments from which key ID is soft credited (not including matching gift payments)

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID's giving are calculated as follows:*
			Y	H	S									full payment amounts - amount key ID hard credited to others) + amounts hard credited to key ID + amounts soft credited to key ID (not including matching gift payments)
			Y	P	M									full payment amounts + full amount of payments from which key ID is hard credited + amounts soft credited to key ID (not including matching gift payments)
			Y	M	P									full payment amounts - amount key ID hard credited to others + amounts hard credited to key ID + full amount of payments from which key ID is soft credited (not including matching gift payments)

	Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID’s giving are calculated as follows:*
Paid MG and anticipated MG apply to gifts only, and not to pledges.				Y			Y								full payment amounts + paid matching gifts
				Y				Y							full payment amounts + anticipated matching gifts
				Y			Y	Y							full payment amounts + larger of anticipated matching gift amounts and paid matching gifts(*)

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID's giving are calculated as follows:*
Pledges and/or gifts *must* be entered before spouse and other xref can be entered.								Y						all eligible spouse amounts(**)
								Y	Y					all eligible spouse amounts(**) + all matching gifts paid to the spouse ID
Spouse and other xref (and their associated matching and anticipated matching gifts) apply to gifts only.								Y		Y				all eligible spouse amounts(**) + all anticipated matching gifts for the spouse ID
								Y	Y	Y				all eligible spouse amounts(**) + the larger of spouse anticipated matching gift amounts and paid spouse matching gifts(* and ***)
Only spouse and other xref gifts, and not amounts soft credited or hard credited to spouse and/or other cross reference IDs, are included.											Y			all eligible amounts from cross references(***)
											Y	Y		all eligible cross reference amounts(***) + all paid matching gift amounts for cross references(***)
											Y		Y	all eligible cross reference amounts(***) + all anticipated matching gifts for cross references(***)

Pledges	Pledges - Hard Credit	Pledges - Soft Credit	Gifts	Gifts - Hard Credit	Gifts - Soft Credit	Gifts - Paid MG	Gifts - Anticipated MG	Spouse	Spouse - Paid MG	Spouse - Anticipated MG	Other Xref	Other Xref - Paid MG	Other Xref - Anticipated MG	*When the indicators on APADCRL are set like this (left),* *then the amounts included in the key ID’s giving are calculated as follows:*
											Y	Y	Y	all eligible cross reference amounts(***) + larger of cross reference anticipated matching gift amounts and paid cross reference matching gifts(* and ***)

* Matching gift amounts received in different society years than the original employee gift are counted twice.

** For more information on establishing rules for spouse giving, see “Spouse Giving and Gift Society Processing” on page 375.

*** Cross references are identified in the Cross Reference Members window.

Scenarios of Rule Indicator Combinations

The following indicator combinations on the Gift Society Rules Form (APADCRL) show some common membership scenarios. To use indicators to create other scenarios, refer to the indicator explanations and chart.

Scenario 1

Key ID and spouse, using gift amounts hard credited to the spouse from the key ID:

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Exclude`
	Hard Credit Amount	`Exclude`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Payment`
	Soft Credit Amount	`Exclude`
Include Giving From		
	Spouse	Cleared
	Other Cross Reference	Cleared
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Cleared
Matching Gifts		
	Paid: Donor	Cleared
	Paid: Spouse	Cleared
	Paid: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Scenario 2

Key ID and spouse, using spouse gifts entered as distinct gifts:

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Installments`
	Hard Credit Amount	`Exclude`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Hard`
	Soft Credit Amount	`Soft`
Include Giving From		
	Spouse	Selected
	Other Cross Reference	Cleared
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Cleared
Matching Gifts		
	Paid: Donor	Cleared
	Paid: Spouse	Cleared
	Paid: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Scenario 3

Key ID and spouse, using hard credit amounts for spouse and anticipated matching gifts:

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Exclude`
	Hard Credit Amount	`Exclude`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Payment`
	Soft Credit Amount	`Exclude`
Include Giving From		
	Spouse	Cleared
	Other Cross Reference	Cleared
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Selected
Matching Gifts		
	Anticipated: Donor	Selected
	Anticipated: Spouse	Cleared
	Anticipated: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Scenario 4

Key ID and spouse, using hard credit amounts for spouse from pledges, gifts, and anticipated matching gifts:

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Pledges`
	Hard Credit Amount	`Pledge`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Payment`
	Soft Credit Amount	`Exclude`
Include Giving From		
	Spouse	Cleared
	Other Cross Reference	Cleared
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Selected
Matching Gifts		
	Paid: Donor	Selected
	Paid: Spouse	Cleared
	Paid: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Scenario 5

Key ID and spouse, using gift amounts and matching gift payments once the matching gift payment is received. Spouse receives 50% hard credit ID.

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Exclude`
	Hard Credit Amount	`Exclude`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Payment`
	Soft Credit Amount	`Exclude`
Include Giving From		
	Spouse	Cleared
	Other Cross Reference	Cleared
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Cleared
Matching Gifts		
	Paid: Donor	Selected
	Paid: Spouse	Cleared
	Paid: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Scenario 6

Key ID and spouse, using gift amounts that are hard credited to the spouse, anticipated matching gift payments, and other soft credit that is received.

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Exclude`
	Hard Credit Amount	`Exclude`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Payment`
	Soft Credit Amount	`Soft`
Include Giving From		
	Spouse	Cleared
	Other Cross Reference	Cleared
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Selected
Matching Gifts		
	Anticipated: Donor	Selected
	Anticipated: Spouse	Cleared
	Anticipated: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Scenario 7

Key ID and spouse, using gift amounts that are hard credited to the spouse and other soft credit that is received. Neither matching gift payments nor anticipated matching gift payments are included.

APADCRL Indicator		Setting
Gift Society window		
Pledges		`Exclude`
	Hard Credit Amount	`Exclude`
	Soft Credit Amount	`Exclude`
Gifts		`Gifts`
	Hard Credit Amount	`Payment`
	Soft Credit Amount	`Soft`
Include Giving From		
	Spouse	Cleared
	Other Cross Reference	Selected
	Pledge Payments on Qualifying Pledges in the same recognition	Cleared
	Expected Matching Gifts	Selected
Matching Gifts		
	Anticipated: Donor	Selected
	Anticipated: Spouse	Cleared
	Anticipated: Other Cross Reference	Cleared
Cross Reference Members window		
	Cross Reference	`SPS (Spouse)`
	Create Membership	Selected

Lifetime Memberships

To create a rule for a lifetime membership, enter `99` in **Membership Duration** in the Gift Society window. When the Gift Society Assignment Report (APPDCAR) is run and an ID qualifies for a lifetime membership, `9999` is automatically entered in **Year** as the society year on both the Gift Society Membership Form (APADCLB) and the Gift Society List Form (APACLUB).

If you manually create a lifetime membership from APADCLB, you must first enter a society year code of `9999` on the Gift Society Year Validation Form (ATVDCYR). The start and end dates for `9999` must not overlap the dates for any society year already entered on ATVDCYR.

Lifetime memberships can only be deleted manually; they are not deleted when APPDCAR is run, even if an ID qualifies for a lifetime membership in a society that has a higher priority and is in the same society type.

Note: A lifetime membership needs to have a value of `9999` on ATVDCYR.

Spouse Giving and Gift Society Processing

How spouse pledges/gifts are entered determines the rules that are needed and correct for gift society processing. The assumption is being made that both spouses should become a member based on the full amount of the pledge or gift.

Example 1

If spouse pledges and gifts are entered as two distinct pledges/gifts, then the **Spouse** check box in the Include block on the Gift Society window should be checked.

Example 2

If spouse pledges and gifts are entered under one ID and hard credited to the spouse ID, then the **Hard Credit Amount** radio button for Pledges should be set to **Pledge** and the corresponding radio button for Gifts should be set to **Payment**. The **Spouse** check box should be cleared.

Example 3

If spouse pledges and gifts are entered under one ID and soft credited to the spouse ID, then the **Soft Credit Amount** radio button for Pledges should be set to **Pledge** and the corresponding radio button for Gifts should be set to **Payment**. The **Spouse** check box should be cleared.

An alternative setup for each of these scenarios is to leave the **Spouse**, **Hard Credit Amount**, and **Soft Credit Amount** indicators cleared. Select the **Pledges** and **Gifts** radio buttons, and then enter your institution's spouse cross reference code (for example, `SPS`) in the Cross Reference Members window with **Create Membership** selected.

When establishing gift society rules for spouse giving, the **Spouse** check box and the **Hard Credit Amount** and **Soft Credit Amount** indicators are exclusive. To enter distinct pledges and gifts for each spouse, use the **Spouse** check box. To hard/soft credit spouse IDs, use the **Hard Credit Amount** and **Soft Credit Amount** radio buttons.

VSE Reporting

The VSE Report (ADPVSER) displays information used to meet VSE (Voluntary Support of Education) reporting requirements for a specific time period. The report includes the following information:

- All income categorized by source
- Corporate contributions
- Non-cash gifts of property for non-corporate sources
- Number of alumni donors
- Giving for current operations by size
- Giving by governing board members

All giving incorporates hard credit ID. Hard credit ID donors and their credit are reported in the appropriate categories. All sections report the amounts to the closest dollar. Selected sections count the number of unique PIDMs, rather than the number of gifts, for the number of donors detail to comply with VSE regulations.

You can report on either the actual value or present value of deferred gifts as specified on either the Gift Auxiliary Amount Form (AGAGAUX) or the Pledge Auxiliary Amount Form (AGAPAUX).

For processing details and a sample report, refer to "Reports and Processes" on page 457.

Forms Used

VSE reporting uses the following validation forms:

VSE Code Validation Form	ATVVSER
Donor Category Code Validation Form	ATVDONR
Gift/Payment Type Validation Form	ATVGIFT
Pledge/Gift Vehicle Code Validation Form	ATVPGVE
Pledge Type Validation Form	ATVPLDG

The following sections explain the necessary values for the VSE-related columns on these validation forms. For details on other aspects of these forms, refer to the online help.

VSE Code Validation Form (ATVVSER)

This form is used to define the VSE codes that are assigned to designations on the Designation Form (ADADESG).

The **Type** field on ATVVSER corresponds with VSE reporting. Valid type values are `1` through `11` and `20` through `32`. The type values correspond to the ADPVSER report where donor purposes are listed in the left column. The mappings are as follows:

Table 1: ADPVSER Section 3a: Current Operations

ADPVSER Donor Purpose	ATVVSER Type
1 - Unrestricted	1
2 - Restricted Academic Divisions	2
3 - Faculty and Staff Compensation	3
4 - Research	4
5 - Public Service and Extension	5
6 - Library	6
7 - Operation and Maintenance of Plant	7
8 - Student Financial Aid	8
9 - Athletics	10, 11
10 - Other Restricted	9

Table 2: ADPVSER Section 3b: Capital Purposes

ADPVSER Donor Purpose	ATVVSER Type
1 - Property, Building, and Equipment	20
2 - Endowment Unrestricted	21
3 - Endowment Restricted (see total of items 1-9 in section 4a)	
4 - Loan Funds	32

Table 3: ADPVSER Section 3c: Deferred Giving (Planned Gifts Only)

ADPVSER Donor Purpose	ATVVSER Type
1 - Endowment Unrestricted	21
2 - Endowment Restricted	22 - 31
3 - Other Purposes	1 - 11, 20, 32

Table 4: ADPVSER Section 4b, Part 3a: Deferred Giving (Planned Gifts Only)

ADPVSER Donor Purpose	ATVVSER Type
1 - Academic Divisions	22
2 - Faculty and Staff Compensations	23
3 - Research	24
4 - Public Service and Extension	25
5 - Library	26
6 - Operation and Maintenance of Plant	27
7 - Student Financial Aid	28
8 - Athletics	30, 31
9 - Other	29

Donor Category Code Validation Form (ATVDONR)

This form is used to define donor category codes for advancement individuals and advancement organizations. The **VSE**, **VSE-2**, and **Report Sequence** fields identify how giving from advancement individuals and advancement organizations are categorized and reported on the VSE Report (ADPVSER):

- The **VSE** field maps to a source with valid values A through H or X.
- The **VSE-2** field maps to a subgroup within a source (that is, **VSE** field) with valid values D, N, F, S, O, G, P, and X.
- The **Report Sequence** field contains the priority of a donor category code if multiple donor categories exist for an advancement individual or organization. A donor is only reported under the donor category with the highest priority (the lower the number, the higher the priority).

  Note: Values in the **Report Sequence** field also affect Census Reports - All Categories (APPCEN1) and Census Report - Primary Only (APPCEN2).

Values in the **Site Sequence** field are used for institutionally-defined purposes.

The mappings are as follows:

VSE Field	ADPVSER Source
A	Alumni
B	Parents

VSE Field	ADPVSER Source
C	Other individuals
D	Foundations
E	Corporations, businesses
F	Religious organizations
G	Fund raising consortia
H	Other organizations
X	Non-reported VSE source (for example., government agency)

VSE Field	VSE-2 Field	Banner Description	ADPVSER Report Affected
A	D	Alumni degree holder	Yes
A	N	Alumni non-degree holder	Yes
C	F	Faculty and staff	Yes
C	S	Students	Yes
C	O	Other individuals	Yes
C	G	Members of governing board	Yes
D	P	Foundations: personal & family	Yes
D	O	Other foundations and trusts	Yes

An `X` is entered in the **VSE-2** field for those donor category codes with a `B`, `E`, `F`, `G`, or `H` value in the **VSE** column. For example, the donor category code specifying parents has a `B` in the **VSE** column and an `X` in the **VSE-2** column.

Gift/Payment Type Validation Form (ATVGIFT)

This form is used to define gift/payment type codes. Values in the **VSE** field specify how a gift/payment type is treated and categorized in VSE processing.Valid values are as follows:

VSE	Description
A	Gifts of property (not used)
B	Bequests
C	Bequests

VSE	Description
D	Net realizable value of other deferred gifts
I	Gifts-in-kind that are *not* products from companies. Gifts with gift/payment types that have this code are reported in ADPVSER under the category Other Property (Section 4, Part 2 - C, #3).
M	Matching corporate gifts
N	Net realizable value of gift annuities
O	Net realizable value of pooled income gifts
P	Gifts-in-kind that are products from companies. Gifts with gift/payment types that have this code are reported in ADPVSER under the Company Products category.
R	Net realizable value of charitable remainder trusts gifts
T	Testamentary commitments (not used)
X	Gifts with types that are not reported separately on the VSE Report (ADPVSER), such as check and credit card

The **Group** and **Description** fields are not used for VSE reporting.

Pledge/Gift Vehicle Code Validation Form (ATVPGVE)

The **VSE** field on this form is used to select and track the VSE value associated with the giving vehicle value. A value of `M` identifies any matching gift that was paid by a third party. Any organization making a third-party payment toward a matching gift record must first be set up as a matching gift company in Banner®.

Pledge Type Validation Form (ATVPLDG)

This form is used to define pledge type codes. Values in the **VSE** column specify how a pledge type is treated and categorized in VSE processing. Valid values are as follows:

VSE	Description
D	Full market value of other deferred pledges. Pledges with this code are reported in ADPVSER under Outstanding Pledges.
O	Full market value of pooled income pledges. Pledges with this code are reported in ADPVSER under Outstanding Pledges.
R	Full market value of charitable remainder trusts pledges. Pledges with this code are reported in ADPVSER under Outstanding Pledges.
T	Testamentary commitments. Pledges with this code are reported in ADPVSER under New Testamentary Commitments.

The **Deduction Indicator** field is not used for VSE reporting.

Charitable Remainder Trusts, Pooled Income Funds, and Gift Annuities

These gifts are recorded as pledges. Payments are recorded with pledge and gift/payment types that are mapped to a specific VSE code. Any designation can be credited.

The charitable remainder trust gift must be entered as a payment whose gift/payment type has a VSE value of `R` on ATVGIFT and amount is the net realizable value (full amount of the assets minus any portion of the principal being returned to the beneficiary to meet payout obligations). Additionally, the Gift Auxiliary Form (AGAGAUX) should be used to identify the face and present value of the charitable remainder trust.

Pooled income fund gifts must be entered as a payment whose gift/payment type has a VSE value of `O` on ATVGIFT and amount is the net realizable value (full amount of the assets minus any portion of the principal being returned to the beneficiary to meet payout obligations).

Other deferred gifts must be entered as a payment whose gift/payment type has a VSE value of `D` on ATVGIFT and amount is the net realizable value (full amount of the assets minus any portion of the principal being returned to the beneficiary to meet payout obligations).

ADPVSER calculates the sum of all payments having a gift/payment type that is mapped to `R`, `O`, and `D` and reports that amount under C3 - Net Realizable Value.

Note: The VSE Report guidelines state that the *Market Value* of planned gifts should be reported in Part III, not the *Net Realizable Value*. Because the Market Value is recorded in the pledge, the Net Realizable Value is being reported in Part III. If there is no difference between the Market Value and the Net Realizable Value, then nothing has to be done. If there is a difference between the two values, the Net Realizable Value must be backed out and the Market Value added. This requires effort external to ADPVSER.

Exclusion of Gifts From the VSE Report

If you process dues and sponsorships as gifts, this is the recommended approach for entering the transactions so they are excluded from the VSE Report (ADPVSER):

1. (Optional) If you want to segregate these types of gifts on the Gift List Form (AGCGIFT), create a gift type code on the Gift/Payment Type Validation Form (ATVGIFT) with the value `X` in the **VSE** field.

2. Create a VSE code on the VSE Code Validation Form (ATVVSER) with type code `99`. This type code is used to exclude non-gift and quid-pro-quo transactions from the VSE Report.
3. Create a designation code on the Designation Form (ADADESG) with the VSE code created in step 2.
4. (Optional) Create a campaign code on the Campaign Form (AFACAMP) to further segregate the transactions.
5. When you receive a gift that should be excluded from the VSE Report, post the transaction with the type code created in step 1, the designation code created in step 3, and the campaign code created in step 4.

Exclusion of Benefits From the VSE Report

The value of benefits should be excluded from fund raising totals that are reported to the Council for Aid to Education (CAE). For example, if an event ticket includes dinner plus a donation, the value of the dinner should be excluded from VSE reporting.

This is the recommended approach for excluding the value of benefits from the VSE Report (ADPVSER):

1. Create a VSE code on the VSE Code Validation Form (ATVVSER) with type code `99`. This type code is used to exclude gifts from the VSE Report.
2. Create a designation code on the Designation Form (ADADESG) with the VSE code created in step 1.
3. When you receive a gift that includes benefits, post the gift as two transactions:
   - The first transaction records the charitable contribution. Use a designation code that tracks the contribution in the appropriate VSE category.
   - The second transaction records the value of the benefit. Use the designation code created in step 2 to exclude the benefit from the VSE Report.
   - An alternative approach is to track benefits manually and remove the total benefit value from the ADPVSER totals before submitting the official VSE report to CAE.

Report Details

Note: Refer to "Voluntary Support of Education Report (ADPVSER)" on page 513 for samples of the VSE Report.

Section 1 - Pledges and Testamentary Commitments

Pledges and testamentary commitments are reported using specific categories as sites of designation.

A. Outstanding Pledges

This section reports the number and amount of pledges that are unconditional, active, and made during the specified date range. Pledges are reported in two groups: current operations and capita purposes.These pledges are promised but not fulfilled.

B. New Testamentary Commitments

This section reports testamentary commitments, a provision for leaving estates to the institution on an absolute basis. Three values are reported:

1 - Number of persons who made provision for the institution in their estate plans (through their will) during the fiscal year	Number of donors who made new testamentary commitments during the fiscal year.
2 - Face value of provisions	Full amount of the pledge, which equals the actual market value at that actual moment.
3 - Present value of provisions	If the auxiliary code (specified as a Job Submission parameter) is present for the pledge on the Pledge Auxiliary Form (AGAPAUX), the amount associated with that auxiliary code is used for the present value. Otherwise, the full pledge amount is used. If more than one auxiliary record exists for the auxiliary code specified as a Job Submission parameter, then the record with the associated date closest to (but not after) the date range (specified as Job Submission parameters) is selected. Records with associated dates older than the end date parameter are not selected.

Section 3 - Summary of All Gift Income

A. Gifts for Current Operations

This section includes all outright, non-deferred gifts and payments that were made to designations with a VSE type mapped to 1 through 11.

Note: Due to its segmentation into Intramural and Intercollegiate, “Athletics” falls under the ATVVSER Number types 10-11. In the report, “Athletics” displays a total for each purpose.

The following data is reported:

1 - Unrestricted	Total outright gifts without any restrictions made by the donor for its use. This includes a gift where the donor suggests a preference for the gift’s use, but leaves the decision to the institution. Unless otherwise designated by the organization, matching gifts are recorded as unrestricted.
2 - Restricted Academic Divisions	Outright gifts that the donor has designated for a particular academic division. No other restrictions accompany this gift.
3 - Faculty & Staff Compensation	Outright gifts that the donor has designated for faculty and staff salaries and employment.
4 - Research	Outright gifts for operations restricted to scientific, technical, and humanistic investigation.
5 - Public Service and Extension	Outright gifts for current operations that are restricted for support of activities established primarily to provide non-instructional services to people and groups within or without the institution.
6 - Library	Outright gifts designated for the upkeep of materials and activities appropriate to a library.
7 - Operation & Maintenance of Plant	Outright gifts reserved for the physical maintenance of the institution.
8 - Student Financial Aid	Gifts reserved for monetary assistance for full-time and part-time, undergraduate, and graduate students.
9 - Athletics	Gifts designated for the athletic department, including intramural and extramural activities.
10 - Other Restricted	Gifts with ambiguous purposes.

B. Gifts for Capital Purposes

This section includes all outright, non-deferred gifts and payments that were made to designations with a VSE type mapped to 20 through 31, and 32. The following data is reported:

1 - Property, Building, & Equipment	Gifts of real and personal property for the use of developing and maintaining the physical portion of the institution.
2 - Endowment Unrestricted	Gifts restricted by the donor for endowment, but with institutional control over the use of the income from the fund.
3 - Endowment Restricted	Gifts added to the endowment fund, with income from and designation of income for the fund controlled by the donor.
4 - Loan Funds	Gifts for student loans.

C. Deferred Gifts (Future Commitments)

This section includes charitable remainder trusts, pooled income funds, and gift annuities as deferred gifts. Present value details are included for any gift with a VSE code of `D` on ATVGIFT. If more than one auxiliary record exists for the auxiliary code specified as a Job Submission parameter, then the record with the associated date closest to (but not after) the date range (specified as Job Submission parameters) is selected. Records with associated dates older than the end date parameter are not selected.

The following data is reported:

1 - Endowment Unrestricted	Gifts restricted for endowment by the donor, but with institutional control over the deployment of income generated by the endowment.
2 - Endowment Restricted	Gifts restricted for endowment by the donor with donor control over the use of income generated by fund.
3 - Other Purposes	Gifts that donors have not restricted to endowments.

D. Gift Income Summary

This section includes totals for data reported in sections 3a, 3b, and 3c.

Section 4 - Additional Details

1. Contributions From Individuals

This section includes the following information:

A - Contributions From Individuals for All Purposes and B - Contributions From Individuals for Current Operations Only	*Number of record* is determined by the primary donor category on ATVDONR. Alumni include IDs that have a donor category whose **Alumni** indicator is set to *Y* and have an effective address. The degree code and level on STVDEGC distinguish undergraduates and graduates. Non-degree alumni are those lacking a degree record. They may be reported separately or in the group chosen in the non-degree parameter on ADPVSER. Parents, faculty, staff, students, and other individuals are determined by the value in the **VSE-2** field, and who have an effective address. *Number solicited* for all categories is ** on ADPVSER. Banner Advancement does not easily provide the means to report on the number of constituents solicited. To determine this information, additional tracking is necessary. *Number of donors* for all categories represents the number of IDs receiving hard credit during the date range being reported. A gift with hard credit IDs is counted as one gift from multiple donors. Each ID receiving hard credit is classified under its primary donor category. For example, gifts split between spouses are counted as one gift from two donors and fall under the donor category of each spouse.
D - Three Largest Donor Totals From Individuals	`From living individuals` is determined by the absence of a gift type mapped to bequest (VSE code `B` or `C`) on ATVGIFT. The value is not determined by checking the deceased indicator on the Advancement Identification Form (APAIDEN) because it cannot absolutely be determined if the person was alive when the gift was made.
E - Direct Governing Board Giving for All Purposes	`Governing Board Giving` sums all gifts from any person who has a donor category that has a value of `C` in the **VSE** field and a value of `G` in the **VSE-2** field on ATVDONR. People who have multiple donor categories are included if one donor category signifies a governing board member.

G - Appreciated Property Giving	`Securities` includes gifts that do not have a gift/payment type whose VSE category is `B` (bequest) on ATVGIFT, and whose gift/payment type matches the type entered for the Gift Type for Securities parameter on ADPVSER. `Real Estate` includes gifts that do not have a gift/payment type whose VSE category is `B` (bequest) on ATVGIFT, and whose gift/payment type matches the type entered for the Gift Type for Real Property parameter on ADPVSER. `Other Real Property` includes gifts that do not have a gift/payment type whose VSE category is `B` (bequest) on ATVGIFT, and whose gift/payment type matches the type entered for the Gift Type for Other Property parameter on ADPVSER.
H - Personal Giving	Gifts dispensed through organizations that are not reflected in personal giving, but are included in the organization giving totals. To track these gifts: • Define a new gift type on ATVGIFT to track these gifts. Edit the gift description if necessary. Add any required tracking details (such as check numbers). • Define a new donor category on ATVDONR to track donor advised funds. Set the VSE to the value for other organizations and the VSE-2 value as appropriate. • Add the donor category to any organization that is making gifts in this category. Enter this new gift type as the Job Submission parameter (Gift Type for Organization Dispensed Personal Gifts). All gifts with the new gift type are counted in this section. `Donor Advised Funds` includes gifts where the donor category is the new donor category. `Businesses` includes gifts where the donor category has VSE value `E`. `Other Organizations` includes gifts where the donor category has VSE value `H` and is *not* the new donor category. Number of Donors totals the number of PIDMs for each category.

2. Contributions From Organizations

This section includes the following information:

C1 - Forms of Giving	`Cash and Securities (Exclusive of Matching Gifts)` include the number of donors from organizations with a primary donor category that has a value of `E` in the **VSE** field on ATVDONR. Only gifts to designations with VSE codes of type 1 through 11, 20 through 31, and 32 are included. Matching gifts are excluded. `Company Products` include the number of donors from organizations with a primary donor category that has a value of `E` in the **VSE** field on ATVDONR. Only gifts to designations with VSE codes of type 1 through 11, 20 through 31, and 32 are included. Also, only gifts with a gift/payment type with a value of `P` in the **VSE** field on ATVGIFT are included. `Other Company Property` includes the number of donors from those organizations with a primary donor category that has a value of `E` in the **VSE** field on ATVDONR. Only gifts to designations with VSE codes of type 1 through 11, 20 through 31, and 32 are included. Also, only gifts with a gift/payment type with a value of `I` in the **VSE** field on ATVGIFT are included. `Matching Gifts (Count of Gifts, Not Donors)` includes the number of matched gifts (not donors) from organizations with a primary donor category `E in` the VSE column on ATVDONR for donors with a gift/payment type whose match indicator is set to `Y` on ATVGIFT.

C2 - Additional Matching Gift Details	Matching corporate gift payments that are dispensed through a third party. Includes gifts where the vehicle code has a value of `M` in the **VSE** field on ATVPGVE. Prerequisite: Any organization making a third-party payment toward a matching gift record needs to be set up as a matching gift company in Banner (required on AGAMGAJ). To enter and track third-party matching gift details: 1. Create a gift for the donor on AGAGIFT. 2. Create or update the waiting matching gift details on AGAMGAJ. Record the gift under the third-party payor ID, if known. If not known, this detail can be updated from the employer ID to the payor ID before making the payment. **Note:** The **Employer** field cannot be updated. If you need to change the employer, perform a Remove Record to remove the associated waiting matching gift records. Then re-enter the necessary data to re-create the waiting matching gift. 3. Identify the **Vehicle** as the pledge/gift vehicle code with the VSE set to `M`. The VSE report looks for this detail to select the record for inclusion. 4. When the matching payment is received, verify the details on AGAMGAJ. 5. Use AGAMATG to post the payment. **Note:** The payment is recorded under the third-party ID rather than the ID of the matching gift company. 6. Create a hard credit on AGAGIDS or a soft credit on AGAGMEM, as appropriate, for the matching employer record.

3. Other Fundraising Activity

This section includes the following information:

A - Purposes of Gifts to Endowment	Gifts to designations whose VSE code has a value of 22 through 31 in the **Type** field on ATVVSER.
B - Support of Intercollegiate Athletics	Gifts to designations whose VSE code is mapped to a VSE type for Athletics on ATVVSER: `10` for current intercollegiate and `30` for capital intercollegiate. Gifts for intramural athletics are not counted in this section.

4. Additional Details

An additional page at the end of the report lists the three largest donors for the following areas:

- Living individuals
- Estate settlements
- Foundations
- Corporation

Due to the confidentiality of this information, you may want to remove this page before sharing the report with others.

Miscellaneous Processing

Messages, letters, paragraphs, and variables are used throughout Banner® Advancement.

Messages

With the proper security, message processing allows you to create, update, query and delete messages sent from other members of your institution. Messages can be created from the following forms:

GUAMESG	General Message Form
AMACONT	Prospect Contacts Form
AMAPLAN	Prospect Strategy Plan Form
GEATASK	Function Tasks Form

If you want to update a message and you want the recipient to receive the updated message, you must update the message with GUAMESG.

Messages From AMAPLAN

Adding a Message for a Move

1. Go to the Strategy Plan window on AMAPLAN.
2. Select the existing move code to which the message corresponds.
3. Select the **Message** check box.
4. Enter the date the message recipient should be alerted to the message in the **Message Date** field. The current date defaults, but can be overwritten.
5. Enter the text of the message in the **Comment** field.
6. Save.

   The message is created on the General Message Form (GUAMESG) for the user associated with the moves manager. (Users are associated with moves managers on GUAIDEN.)

Updating Text or the Send Date of a Message

1. Select the existing move code to which the message corresponds.
2. Update information as necessary.
3. Select Save to update message information on AMAPLAN only.
4. From the **Message** check box, select Count Hits to access the General Message Form (GUAMESG).
5. Query the message using the recipient user ID.
6. Update all information that was also updated on AMAPLAN.
7. Select Save to update message information on GUAMESG.

Messages are sent based on the information entered on GUAMESG. Updating messages is not a two-way process; information that appears on both forms must be updated on both forms or, at a minimum, on GUAMESG if you want the recipient to receive the updated information.

Updating the Confidential Indicator or Status of a Message

1. Select the existing move code that corresponds to the message.
2. From the **Message** check box, select Count Hits to access the General Message Form (GUAMESG).
3. Query the message using the recipient user ID.
4. Update information as necessary.
5. Save.

   The message is updated on GUAMESG.

Messages From AMACONT

Adding a Message

1. Select the existing record in the Contact or Action window to which the message corresponds.
2. Enter all applicable and required fields.
3. In the **Action** field, enter free-format text regarding the next action the staff member in **Assignee** should take as a result of the contact entered in **Contact**. This is the message that appears in GUAMESG when the **Create Message Automatically** check box is selected.
4. Select the **Create Message Automatically** check box.
5. Save.

The message is created on the General Message Form (GUAMESG) for the user associated with the assigner.

Updating Text or the Send Date of a Message

1. Select the existing record that corresponds to the message.
2. Update any necessary information.
3. Select Save to update message information on AMACONT only.
4. From the **Create Message Automatically** check box, select Count Hits to access the General Message Form (GUAMESG).
5. Query the message using the recipient user ID.
6. Update all information that was also updated on AMACONT.
7. Select Save to update message information on GUAMESG.

Messages are sent based on the information entered on GUAMESG. Updating messages is not a two-way process; information that appears on both forms must be updated on both forms or, at a minimum, on GUAMESG if you want the recipient to receive the updated information.

Updating the Confidential Indicator or Status of a Message

1. Select the existing record that corresponds to the message.
2. From the **Create Message Automatically** check box, select Count Hits to access the General Message Form (GUAMESG).
3. Query the message using the recipient user ID.
4. Update information as necessary.
5. Save.

   The message is updated on GUAMESG.

Messages From GUAMESG

Adding a Message

1. In the **Recipient** field, enter or query the ID of the person who will receive the message.
2. Enter the required fields (**Recipient**, **Date** and **Message**) and any applicable optional fields.
3. Select the appropriate indicator (pending defaults).
4. Select Save to add the message information.

Updating Text or the Send Date of a Message

1. In the **Recipient** field, enter or query the ID of the person who will receive the message.
2. Update any necessary information.
3. Select Save to add the changes.

Messages are sent based on the information entered on GUAMESG. Updating messages is not a two-way process; information that appears on other forms must be updated, at a minimum, on GUAMESG if you want the recipient to receive the updated information.

Updating the Confidential Indicator or Status of a Message

1. In the **Recipient** field, enter or query the ID of the person who will receive the message.
2. Select the appropriate confidentiality indicator.
3. Select the appropriate status indicator.
4. Select Save to update the message information.

Sample Letters, Paragraphs, and Variables

Acknowledgment and receipt letters are printed using the Banner Letter Generation process. Before any letter can be printed, its component variables and paragraphs must be defined on the Letter Generation forms. Sample letters, paragraphs, and variables are delivered with Banner Advancement. These samples are listed in this section.

For information on how to use these samples and create your own letters, see the “Letter Generation” chapter of the *Banner General User Guide*.

Membership Letters

Letters

Letter	Description
`MEMBER_CARD`	Membership card
`MEMBER_REMINDER`	Membership reminder letter
`MEMBER_RENEWAL`	Membership renewal letter
`MEMBER_RENEW_3`	Membership renewal letter by third party

Letter	Description
DUES_ACKNOW	Dues acknowledgment letter

Sample Paragraphs

Letter	Paragraph	Description
MEMBER_CARD	MEMB_TB	Table definitions for membership card
	MEMB_CD	Membership card paragraph
MEMBER_REMINDER	NEWPAGE	New page
	MEM_REM	Reminder letter paragraph
MEMBER_RENEWAL	NEWPAGE	New page
	MEM_REN	Renewal letter paragraph
MEMBER_RENEW_3	MEM_3TB	Table definitions for third-party renewal letter
	NEWPAGE	New page
	MEM_RN3	Third-party renewal letter paragraph
DUES_ACKNOW	DUE_TAB	Dues acknowledgment table definitions
	NEWPAGE	New page
	DUE_ACK	Dues acknowledgment body

Variables

The following variables are under the application ALUMNI.

Letter	Variable
MEMBER_CARD	*MEMB_NAME *MEMB_SPRIDEN_NAME *MEMB_ADDRESS_LINE1 *MEMB_ADDRESS_LINE2 *MEMB_ADDRESS_LINE3 *MEMB_CITY *MEMB_STATE_ZIP *MEMB_MEMBERSHIP_NAME *MEMB_CATEGORY *MEMB_ENTRY_DATE *MEMB_RENEWAL_DATE *MEMB_EXPIRE_DATE *MEMB_NULL
MEMBER_REMINDER	*MEMB_REMINDER_PREF_NAME *MEMB_REMINDER_ADDRESS *MEMB_REMINDER_ADDRESS_2 *MEMB_REMINDER_ADDRESS_3 *MEMB_REMINDER_ADDRESS_CITY *MEMB_REMINDER_ADDRESS_STATE *MEMB_REMINDER_ADDRESS_ZIP *MEMB_GREETING *MEMB_REMINDER_CATEGORY *MEMB_REMINDER_PROGRAM_NAME *MEMB_REMINDER_FREQUENCY *MEMB_REMINDER_INSTALL_DATE *MEMB_REMINDER_QUALIFY_AMOUNT *MEMB_REMINDER_PAID_TO_DATE *MEMB_REMINDER_AMOUNT_DUE *MEMB_REMINDER_PROGRAM_NAME *MEMB_NULL *MEMB_SPVADDS
MEMBER_RENEWAL	*MEMB_PREF_NAME *MEMB_REN_ADDRESS *MEMB_REN_ADDRESS_2 *MEMB_REN_ADDRESS_3 *MEMB_REN_ADDRESS_CITY *MEMB_REN_ADDRESS_STATE *MEMB_REN_ADDRESS_ZIP *MEMB_GREETING *MEMB_REN_CATEGORY *MEMB_MEMBERSHIP *MEMB_REN_EXPIRE_DATE *MEMB_QUALIFY_AMOUNT *MEMB_NULL *MEMB_SPVADDS

Letter	Variable
MEMBER_RENEW_3	*MEMB_RENEW_3_PAYOR *MEMB_RENEW_3_ADDRESS *MEMB_RENEW_3_ADDRESS_2 *MEMB_RENEW_3_ADDRESS_3 *MEMB_RENEW_3_CITY *MEMB_RENEW_3_ADDRESS_STATE *MEMB_RENEW_3_ADDRESS_ZIP *MEMB_RENEW_3_MEMBERSHIP *MEMB_RENEW_3_AMOUNT *MEMB_RENEW_3_TOTAL *MEMB_NULL *MEMB_SPVADDS *MEMB_ADDRESS_TYPE
DUES_ACKNOW	*DUES_ACK_NAME *DUES_ACK_ADDRESS *DUES_ACK_ADDRESS_2 *DUES_ACK_ADDRESS_3 *DUES_ACK_CITY *DUES_ACK_STATE *DUES_ACK_ZIP *DUES_ACK_GREETING *DUES_ACK_AMOUNT *DUES_ACK_CATEGORY *DUES_ACK_PROGRAM *DUES_ACK_INTEREST *DUES_ACK_INTEREST_AMOUNT *DUES_ACK_PROGRAM *DUES_ACK_NULL *DUES_ACK_SPVADDS

Extra Variable

The following variable is under the application ALUMNI.

*AMOUNT_OF_DUES	Used in conjunction with the NEGATIVE_AMOUNT_DUE Population Selection

Population Selection

Population Selection	Description	Application	Creator
NEGATIVE_AMOUNT_DUE	IDs who paid more dues than the qualifying amount for a membership	ALUMNI	ADISUSR

Acknowledgments and Receipts

Letters

Letter	Description
A/D_ACK_GIFTS	Gift acknowledgment letter
RECEIPT	Gift receipt
RESEARCH_PROFIL	Prospect research profile

Sample Paragraphs

Paragraph	Description
A/D_ACK_GIFTS Letter	
ACK_TDF	Acknowledgment letter table definition
ACK_NPG	New page command
ACK_LIN	Line count for page
ACK_DTE	Letter date
ACK_NAD	Name and address for acknowledgment
ACK_SAL	Person/organization salutations
ACK_BODY	Body of acknowledgment letter
RECEIPT Letter	
TOPPAGE	Top of page
AK_RCPT	Advancement gift acknowledgment receipt

Paragraph	Description
AK_RAMT	Advancement gift acknowledgment amount
ANAMEAD	Advancement acknowledgment constituent name and address
AORGNNM	Advancement acknowledgment organization name
APREFAD	Advancement acknowledgment preferred address

Variables

The following variables are under the application ALUMNI.

Variable	Description
A/D_ACK_GIFTS Letter	
*ACK_PERSON_NAME	Individual name: Either preferred address name from APANAME (if it exists) or person name from APAIDEN.
*ACK_ORG_PRIMARY_NAME	Organization name: Primary contact name from AOAORGN and organization name from APAIDEN. If no primary contact name exists, only organization name from APAIDEN is printed.
*ACK_PERSON_ADDRESS	Individual preferred address. 4 sequence variable; each sequence is a different part of the address.
*ACK_ORG_PRIMARY_ADDRESS	Organization address associated with organization's primary contact. Four-sequence variable; each sequence is a different part of the address.
*ACK_PERSON_SALUTATION	Individual salutation: First name from APAIDEN.
*ACK_ORG_PRIMARY_SALUTATION	Organization salutation: Primary contact (if it exists). If not: To whom it may concern:
*ACK_GIFT_INFORMATION	Gift date, amount to a designation, designation name. If multiple designations are associated with a gift, each has its own line. If multiple gifts are being acknowledged with the same letter, each has its own line.

Variable	Description
*ACK_PERSON_CLASS	Class year: 2 sequence variable; sequence 1 is the class year if it is not 0000; sequence 2 is null if the class year is 0000. If a person has a preferred class year that is not 0000, a special message is printed: You will be listed among the donors from the class of *CLASS* in our honor roll.
*ACK_DUMMY	Always null; used to simulate a 'GOTO' statement when it is known which part of the letter to process next.
*ACK_FIRST_TYPE	First type variable; for every ID receiving a letter, this variable has the last name. It is never printed in the letter; it is to assure that all other variables are processed correctly in GLBLSEL.
RECEIPT Letter	
*ACK_GIFT_CAMPAIGN	Acknowledgment gift date, number, amount, campaign
*ACK_FIRST_NAME	Acknowledgment first name
*ACK_LAST_NAME	Acknowledgment last name
*ACK_ORG_PRIM_FULL	Acknowledgment organization primary contact full name
*ACK_STR1	Acknowledgment address street line 1
*ACK_STR2	Acknowledgment address street line 2
*ACK_CITY_ST_ZIP	Acknowledgment constituent city, state, and ZIP

Extra Variables Related to Gift Acknowledgment

The following variables are under the application ALUMNI.

Variable	Description
*MATCHING_ELIGIBILITY	Identifies if a gift being acknowledged is eligible to be matched (assuming the Matching Gift Allocations Process (AGPMATG) is run). Can be used with an IFNULL condition in Letter Generation to print a specific message if a gift can be matched. The value of the variable is null is the gift is not eligible to be matched. Uses a subquery on *MATCHING_SUBQUERY.

Variable	Description
*MATCHING_SUBQUERY	Subquery used to identify all gifts being acknowledged. Used in the variable *MATCHING_ELIGIBILITY and *JOINT_SPOUSE_GIFT.
*JOINT_SPOUSE_GIFT	Identifies if a gift has a hard credit ID and whether the hard credit ID is the spouse (as identified on the Spouse window on APACONS). Can be used with an IFNULL condition in Letter Generation to print a specific message/ variable if a gift is split with a spouse. The value of the variable is null if a hard credit ID does not exist for the gift or a hard credit ID exists that is not the spouse. Uses a subquery on *MATCHING_SUBQUERY.
*SUM_OF_GROUPED_GIFTS	Sums the amount associated with all of the gifts that are grouped on the Tax Receipt Form (AGARCPT).

Extra Variables Related to Gift Auxiliary Amounts

The following variables are under the application ALUMNI.

Variable	Description
*ACK_GIFT_VALUE	Full amount of gift
*ACK_GIFT_VALUE_FORMATTED	Formatted full amount of gift ($99,999.99)
*ACK_PREMIUM_VALUE	Sum of premiums
*ACK_PREMIUM_VALUE_FORMATTED	Formatted sum of premiums ($99,999.99)
*ACK_DEDUCT_VALUE	Gift amount minus premium amounts

Population Selection

Population Selection	Description	Application	Creator
GROUPED_GIFTS_IDS	IDs that have grouped gifts that need to be receipted. It looks for receipt records with a blank receipt print date and a G in **Grouped Gift** on AGARCPT.	ALUMNI	ADISUSR

Population Selection	Description	Application	Creator
FORM_NOT_RECEIVED	IDs who gave a gift that was eligible for a matching gift payment, but who did not send a matching gift form. These people can be used to create a letter asking them for their form or for an update on employment information. This population selection should be run after the Matching Gift Allocations Process (AGPMATG) is run.	ALUMNI	ADISUSR

Prospects

Paragraphs

Paragraph	Description
RESEARCH_PROFIL Letter	
TOPPAGE	Top of page
BASIC	Basic constituent information
RESEARC	Information from prospect research

Variables

The following variables are under the application ALUMNI.

Variable	Description
RESEARCH_PROFIL Letter	
*FIRST_LAST_NAME	Constituents, first, last name
*FIRST_LAST_NAME	Constituents, first, last name
*STR1	Address street line 1
*STR2	Address street line 2
*CITY_ST_ZIP	Constituent city, state & ZIP
*PREF_CLAS	Preferred class year

Variable	Description
*OCCUPATION	Description for occupation
*TARGET_ASK	Prospect target rating amount
*INCOME	Prospect income
*TOTAL_ASSETS	Prospect total assets
*INHERITANCE	Prospect inheritance
*PERSONAL_INTERESTS	Prospect personal interests
*PUBLICATIONS	Prospect publications

Interfaces

Banner® Advancement can interface with the following Banner and non-Banner systems:

- Banner Finance and non-Banner finance systems
- Banner Human Resources and non-Banner payroll systems
- Banner Student
- Social networking partner systems

Interface With Banner Finance and Non-Banner Finance System

You can interface two types of information between Banner Advancement and your finance system:

- Gift, pledge payment, pledge, and dues information
- Proposal information (Banner Finance only)

Gifts, Pledge Payments, Pledges, and Dues

This interface provides an automated flow of gift, pledge payment, pledge, and dues information from Banner Advancement to Banner Finance. It also allows gift, pledge payment, pledge, and dues data to flow automatically to a site-specific finance system via a generic feed table.

Setup

You must set the following indicators:

- Installation Controls Form (GUAINST)- Indicate whether Banner Finance is installed and used by systems other than Banner Advancement.
- Advancement Control Form (AGACTRL) - Indicate on the Pledge Rules window whether you feed financial information to the Banner Finance system.

The following table shows the settings on GUAINST and AGACTRL for four scenarios:

Scenario	AGACTRL: Advancement Uses BANNER Finance	GUAINST: Finance check box
Banner Advancement feeds to Banner Finance. Other Banner systems use Banner Finance.	Selected	Checked
Banner Advancement feeds to Banner Finance. Other Banner systems do not use Banner Finance.	Selected	Unchecked
Banner Advancement feeds to non-Banner Finance. Other Banner systems use Banner Finance.	Cleared	Checked
Banner Advancement feeds to non-Banner Finance. Other Banner systems do not use Banner Finance.	Cleared	Unchecked

Banner Advancement can feed pledges to Banner Finance or to another finance system. Select the **Advancement feeds Pledges to Finance** radio button on the Pledge Rules window of AGACTRL and enter a value for the **Default Pledge Type Code for Pledge Feed** field.

Feed Gift and Pledge Payment Information to Finance

Features

- The Designation Form (ADADESG) and the Designation Base Table (ADBDESG) accept either the Banner Finance format general ledger credit number or a credit number for a non-Banner finance system. If the Banner Finance indicator on the Advancement Control Form (AGACTRL) is set to `Yes`, Banner Finance numbers are used; if it is set to `No`, non-Banner numbers are used.
- The Gift/Payment Type Validation Form (ATVGIFT) includes an indicator that determines whether gifts for each gift/payment type are fed to finance.
- The Gift/Payment Type Validation Form (ATVGIFT) accepts a Banner Finance rule class code for each gift/payment type or a user-defined general ledger debit number for a non-Banner finance system. If the Banner Finance indicator on the Advancement Control Form (AGACTRL) is set to `Yes`, Banner Finance numbers are used; if it is set to `No`, non-Banner numbers are used.
- The feed indicator and feed data are displayed on the Gift Form (AGAGIFT) and Gift Adjustment List Form (AGCGADJ).
- The Advancement to Finance Feed Process (ADPFEED) feeds Banner Advancement gift and gift related adjustment data to the Generic Feed Table (GURFEED), which stores the data for transfer to Banner Finance (via the Finance Feed Sweep Process (FURFEED)) or to a site-specific finance system. ADPFEED generates reports about the interface activity.

Steps

The following steps describe the process for feeding gift information from Banner Advancement to a finance system.

1. Enter gifts on the Gift Form (AGAGIFT).
2. If necessary, enter adjustment and voids on the Pledge/Gift Adjustment Form (AGAADJS).
3. Finalize the cashier session on the Advancement Cashier Session Review Form (AGACREV).
4. Run the Advancement to Finance Feed Process (ADPFEED).

   This process updates the Generic Feed Table (GURFEED) based on the following criteria:

Gifts	Gift records that have been finalized in cashiering (**Session Ind** is `F`), have not previously been sent to finance (**Feed Ind** is blank), and meet the date requirement (entry date falls between the Period Start Date and Period End Date parameters) are fed.
Voids	If the original gift has been fed to finance, a negating amount is fed. If the original gift has not been fed to finance, nothing is fed.
Adjustments	If the original gift has been fed to finance, a negating amount for the original gift record and the new gift record are fed for adjustments to date (if the date adjustment causes a subsequent change to the gift's fiscal year), amount, gift/payment type, and/or designation. If the original gift has not been fed to finance, information in Banner Advancement is updated for adjustments to amount, gift/payment type, and/or designation; the information, as adjusted, is fed to finance.

   Once records are written to GURFEED, the feed indicator on the gift and gift adjustment records changes to a `Y`. The feed date on the gift or gift adjustment table is updated with the date entered as the feed date parameter (which defaults to the current date if nothing is entered). The Batch ID assigned by ADPFEED is stored with the gift and the adjustments.

   Note: The next five steps should only be performed by Banner Finance users.

5. Run the Finance Feed Sweep Process (FURFEED). This process reads the GURFEED table and populates the Finance Feed Table (FGBTRNI). FURFEED also deletes the records that were added to GURFEED in step 4.
6. Run the Finance Interface Process (FGRTRNI). This process reads the FGBTRNI table and updates Banner Finance.
7. Run the Transaction Error Report (FGRTRNR) to see the output from FGRTRNI.

8. Manually correct any errors that occurred due to edit checks.

9. Run the Posting Process (FGRACTG) to update the appropriate finance accounts with the proper amounts.

Advancement to Finance Feed Process (ADPFEED)

Parameter values can be entered either on the Process Submission Controls Form (GJAPCTL) or from the operating system host command. For further details, see the "Job Submission" chapter of the *Banner General User Guide.*

ADPFEED looks for gift entry dates, not gift dates. Entry date is the date the gift is entered; it cannot be updated. Use unique cashier sessions to group gifts for feeding. See "Cashier Sessions and Feed to Finance" on page 411.

The feed date is assigned to each gift and appropriate adjustment record that is fed and is displayed on the Gift Form (AGAGIFT), Gift/Pledge Adjustment Form (AGAADJS), and Gift Adjustment List Form (AGCGADJ). It is also used by Banner Finance as the date the transactions are posted against. If blank, the current date defaults.

The process provides a detail report of the data that is fed from Banner Advancement to Banner Finance for each designation (FOAPAL or G/L Credit Number), and gift/payment type, sorted by user, gift number, or donor. Report output includes advancement individual ID and name, campaign, gift number, gift date, entry date, payment amount, user ID, and adjustment sequence number. Totals are done for the number of gifts and dollars for each gift/payment type within each designation. If detail option is selected and the report is run in update mode, the gift number will be placed in column GURFEED_DOC_REF_NUM and individual pidm will be placed in column GURFEED_VENDOR_PIDM in the GURFEED table. If summary option is selected, these two columns will be left blank.

See "Reports and Processes" on page 457 for a report sample and parameter description.

Feed Pledge Information to Finance

Features

- The option to feed pledges to finance is defined on the Advancement Control Form (AGACTRL). A default pledge type must be identified at this time.

- The Designation Form (ADADESG) and the Designation Base Table (ADBDESG) accept either the Banner Finance format general ledger credit number or a credit number for a non-Banner finance system. If the Banner Finance indicator on the Advancement Control Form (AGACTRL) is set to `Yes`, Banner Finance numbers are used; if it is set to `No`, non-Banner numbers are used.

- The Pledge Type Validation Form (ATVPLDG) includes an indicator that determines whether pledges for each pledge type are fed to finance.

- The Pledge Type Validation Form (ATVPLDG) accepts a Banner Finance rule class code for each pledge type or a user-defined general ledger debit number for a non-Banner finance system. If the Banner Finance indicator on the Advancement Control Form (AGACTRL) is set to `Yes`, Banner Finance numbers are used; if it is set to `No`, non-Banner numbers are used.

- The feed indicator and feed data are displayed on the Pledge Form (AGAPLDG) and Pledge Adjustment List Form (AGCPADJ).
- The Pledge Feed to Finance Feed Process (ADPPFED) feeds Banner Advancement pledge and pledge related adjustment data to the Generic Feed Table (GURFEED), which stores the data for transfer to Banner Finance (via the Finance Feed Sweep Process (FURFEED)) or to a site-specific finance system. ADPPFED generates reports about the interface activity.

Steps

The following steps describe the process for feeding pledge information from Banner Advancement to a finance system.

1. Enter pledges on the Pledge Form (AGAPLDG), Pledge Mass Entry Form (AGAPMAS), or Gift Form (AGAGIFT).
2. If necessary, enter adjustments and voids on the Pledge/Gift Adjustment Form (AGAADJS).
3. Run the Pledge Feed to Finance Feed Process (ADPPFED).

   This process updates the Generic Feed Table (GURFEED) based on the following criteria:

Pledges	Pledge records that have not previously been sent to finance (**Feed Ind** is blank), meet the date requirement (entry date falls between the dates entered for the Period Start Date and Period End Date parameters), and meet user requirements are fed.
Voids	If the original pledge has been fed to finance, a negating amount is fed. If the original pledge has not been fed to finance, nothing is fed.
Adjustments	If the original pledge has been fed to finance, a negating amount for the original pledge record and the new pledge record are fed for adjustments to date (if the date adjustment causes a subsequent change to the pledge's fiscal year), amount, pledge type, and/or designation. If the original pledge has not been fed to finance, information in Banner Advancement is updated for adjustments to amount, pledge type, and/or designation; the information, as adjusted, is fed to finance.

   Once records are written to GURFEED, the feed indicator on the pledge and pledge adjustment records changes to a `Y`. The feed date on the pledge or pledge adjustment table is updated with the date entered as the feed date parameter (which defaults to the current date if nothing is entered). The Batch ID assigned by ADPPFED is stored with the pledge and the adjustments.

   Note: The remaining steps must be performed by Banner Finance users.

4. Run the Finance Feed Sweep Process (FURFEED). This process reads the GURFEED table and populates the Finance Feed Table (FGBTRNI). FURFEED also deletes the records that were added to GURFEED in step 3.
5. Run the Finance Interface Process (FGRTRNI). This process reads the FGBTRNI table and updates Banner Finance.
6. Run the Transaction Error Report (FGRTRNR) to see the output from FGRTRNI.
7. Manually correct any errors that might have occurred due to edit checks.
8. Run the Posting Process (FGRACTG) to update the appropriate finance accounts with the proper amounts.

Pledge Feed to Finance Report (ADPPFED)

Parameter values can be entered either on the Process Submission Controls Form (GJAPCTL) or from the operating system host command. For further details, see the “Job Submission” chapter of the *Banner General User Guide*.

ADPPFED looks for pledge entry dates, not gift dates. Entry date is the date the pledge is entered; it cannot be updated. Use unique cashier sessions to group pledges for feeding.

The feed date is assigned to each pledge and appropriate adjustment record that is fed and is displayed on the Pledge Form (AGAPLDG), Gift Form (AGAGIFT), Pledge/Gift Adjustment Form (AGAADJS), and Pledge Adjustment List Form (AGCPADJ). It is also used by Banner Finance as the date the transactions are posted against. If left blank, the current date defaults.

The process provides a detail or summary report of the data that is fed from Banner Advancement to Banner Finance for each designation and pledge type, sorted by pledge number, user, or pledge date. When run in detail mode, the report output includes advancement individual ID and name, campaign, pledge number, pledge date, entry date, pledge amount, user ID, and adjustment sequence number. Summary mode summarizes one transaction sent for each pledge type combination. Both options total the number of pledges and dollars for each pledge type within each designation.

See “Reports and Processes” on page 457 for a report sample and parameter description.

Feed Dues Information to Finance

Features

- The Interest Header Form (AAAMINT) and the Interest Base Table (AABMINT) accept either the Banner Finance format general ledger credit number or a credit number for a non-Banner finance system. If the Banner Finance indicator on the Advancement Control Form (AGACTRL) is set to `Yes`, Banner Finance numbers are used; if it is set to `No`, non-Banner numbers are used.
- The Gift/Payment Type Validation Form (ATVGIFT) accepts a Banner Finance rule class code for each gift/payment type or a user-defined general ledger debit number for a non-Banner finance system. If the Banner Finance indicator on the Advancement Control Form (AGACTRL) is set to `Yes`, Banner Finance numbers are used; if it is set to `No`, non-Banner numbers are used.

- The feed indicator and feed data are displayed on the Dues Adjustment List Form (AACDADJ).
- The Advancement Dues to Finance Feed Process (AAPFEED) feeds Banner Advancement dues data to the Generic Feed Table (GURFEED), which stores the data for transfer to Banner Finance (via the Finance Feed Sweep Process (FURFEED)) or to a site-specific finance system. AAPFEED also generates a report of the interface activity.

Steps

The following steps describe the process for feeding dues information from Banner Advancement to a finance system.

1. Enter dues payments on the Dues Entry Form (AAADUES).
2. If necessary, enter adjustments and voids on the Dues Adjustment Form (AAAADJS).
3. Finalize the cashier session on the Advancement Cashier Session Review Form (AGACREV).
4. Run the Advancement Dues to Finance Feed (AAPFEED) to update the Generic Feed Table (GURFEED).

   This process puts data in the GURFEED table based on the following criteria:

Dues Payments	Dues payment records that have been finalized in cashiering (**Session Ind** is `F`), have not previously been sent to finance (**Feed Ind** is blank), and meet the date requirement (entry date falls between the dates entered for the Period Start Date and Period End Date parameters) are fed.
Voids	If the original dues payment has been fed to finance, a negating amount is fed. If the original dues payment has not been fed to finance, nothing is fed.
Adjustments	If the original dues payment has been fed to finance, a negating amount for the original dues payment record and the new dues payment record are fed for adjustments to date (if the date adjustment causes a subsequent change to the dues payment's fiscal year), amount, gift/payment type, and/or interest. If the original dues payment has not been fed to finance, information in Banner Advancement is updated for adjustments to amount, gift/payment type, and/or interest; the information, as adjusted, is fed to finance.

   Once records are written to GURFEED, the feed indicator on the dues payment and dues payment adjustment records changes to `Y`. The feed date on the dues payment or dues payment adjustment table is updated with the date entered as the Feed Date parameter (which defaults to the current date if nothing is entered). The Batch ID assigned by AAPFEED is stored with the dues payment and the adjustments.

Note: The next five steps should only be performed by Banner Finance users.

5. Run the Finance Feed Sweep Process (FURFEED). This process reads the GURFEED table and populates the Finance Feed Table (FGBTRNI). FURFEED also deletes the records that were added to GURFEED in step 4.
6. Run the Finance Interface Process (FGRTRNI). This process reads the FGBTRNI table and updates Banner Finance.
7. Run the Transaction Error Report (FGRTRNR) to see the output from FGRTRNI.
8. Manually correct any errors that occurred due to edit checks.
9. Run the Posting Process (FGRACTG) to update the appropriate finance accounts with the proper amounts.

Advancement Dues to Finance Feed (AAPFEED)

Parameter values can be entered either on the Process Submission Controls Form (GJAPCTL) or from the operating system host command. For further details, see the “Job Submission” chapter of the *Banner General User Guide.*

AAPFEED looks for the date dues payment were actually entered into the system (and which cannot be updated), and not the date associated with the dues payment. Use unique cashier sessions to group dues payments for feeding. See “Cashier Sessions and Feed to Finance” on page 411.

The feed date is assigned to each dues payment and appropriate adjustment record that is fed and is displayed on the Dues Adjustment Form (AAAADJS) and Dues List Form (AACDUES). It is also used by Banner Finance as the date the transactions are posted against. If left blank, the current date is used.

The process provides a detail report of the data that is fed from Banner Advancement to Banner Finance for each interest and gift/payment type, sorted in either transaction number or alphabetical order. Report output includes advancement individual ID and name, membership program, dues payment transaction number, dues date, entry date, payment amount, user ID, and adjustment sequence number. It also totals the number of dues payments and dollars for each gift/payment type within each interest.

See “Reports and Processes” on page 457 for a report sample and parameter description.

Cashier Sessions and Feed to Finance

The **Feed to Finance** indicator on the Pledge Type Validation Form (ATVPLDG) determines which types of pledges are fed to finance. The **Feed to Finance** indicator on the Gift/Payment Type Validation Form (ATVGIFT) determines which types of gifts are fed to finance.

The feed processes select transactions based on the time frame specified by the Period Start and Period End parameters. A transaction is selected based on the date the transaction is entered in the system, not the transaction's date:

- Entry dates are system-assigned and cannot be updated. They can be viewed on the Advancement Cashier Session Review Form (AGACREV) with the rest of the transaction detail for gifts, pledge payments, and dues only. (Pledges are not contained in a cashiering session.)
- Transaction dates are user-assigned when transactions are entered. These dates can be updated. Transaction dates can be viewed on most forms that display information about the transaction, including AGACREV, and are used in report output. One-time gift and pledge payment transaction dates can also be viewed on the original entry form. A transaction date is displayed with the term *Gift Date*, *Payment Date*, *Dues Date*, or *Transaction Date.*

To feed all transactions that have a transaction date in the same month (and only those transactions), they must be in unique cashier sessions that are closed, finalized, and fed *before* sessions including transactions with later entry dates are finalized.

Example

You want to feed all gifts with December transaction dates to your finance system.

Your staff began entering December gifts on December 3 and finished entering December gifts on January 7. All of these gifts have December transaction dates; the gifts entered in December have December entry dates; the gifts entered in January have January entry dates.

You have a few gifts that were received in January that you have not yet entered. When you enter these gifts, you plan to give them January transaction dates.

Solution

1. Check your gift dates. If you entered any January gifts, make sure that:
   - None of them are entered in sessions that include gifts with December transaction dates.
   - None of them are in finalized sessions.

   If either of these conditions is true, then you cannot feed only gifts with December transaction dates.
2. Close and reconcile all sessions that include gifts with December transaction dates.
3. Finalize those sessions.
4. Run ADPFEED.
   - For the Period Start use a date on or before the earliest date of the first cashiering session you are including.
   - For the Period End Date use an end date on or after the latest date of the last cashiering session you are including.

   In this example, you would enter December 3rd for the earliest date and January 7 for the latest date.

When ADPFEED is completed, all December gifts are fed to your finance system.

Note: Dues payment transactions can be fed in the same manner.

Notes and Considerations

- Banner Finance general ledger credit numbers are validated when they are assigned to designations on the Designation Form (ADADESG). Rule class codes are validated when they are assigned to gift/payment types on the Gift/Payment Type Validation Form (ATVGIFT) or pledge types on the Pledge Type Validation Form (ATVPLDG). They are also checked in the Transaction Input Process in Banner Finance. Non-Banner finance general ledger debit and credit numbers are free-form entry and are not validated.
- If the **Advancement uses BANNER Finance** indicator on the Pledge Rules window of the Advancement Control Form (AGACTRL) is set to `Yes`, the interface use the Banner Finance format general ledger credit number from ADADESG and the rule class code from ATVGIFT or ATVPLDG. If the indicator is set to `No`, the non-Banner general ledger credit number from ADADESG and the general ledger debit number from ATVGIFT or ATVPLDG is used.
- Banner Advancement and Banner Finance must be coordinated for the interface. Information on the System Data Maintenance Form (FTMSDAT) determines whether the data is fed from Banner Advancement to Banner Finance in detail or summary form and whether data is fed in suspend or reject mode. The Banner Advancement interface is a one-way feed; data must be fed in suspend mode so interfaced data can be corrected in Banner Finance. The following field values must be entered on FTMSDAT:
  - The value for **Entity or Usage Code** should be `FGBTRNI`.
  - The value for **Optional Code Number 1** should be `ALUMNI`.

  FGBTRNI should be run in suspense mode rather than reject mode.
- The rule class code controls how the General Accounting Module posts the data being fed to Banner Finance. Only positive amounts are fed. If negative amounts are encountered, the sign and the debit or credit indicator is reversed.

  The feed process sends detail records with either a `C` (credit) or a `D` (debit). Banner Finance rule class codes associated with gift/payment types need to be able to accept transactions with a `C` or a `D`.
- The feed extracts data using the entry date of the gift or pledge rather than the gift or pledge date. To group gifts for a given month to feed to the finance system, unique cashier sessions for these gifts in Banner Advancement are required. See "Cashier Sessions and Feed to Finance" on page 411.
- The Batch ID associated with each gift or pledge in the feed and displayed at the top of the report is system-generated and is calculated in the following way:
  - Banner Finance Installed - Batch ID is **Fxxxx** where **xxxx** is a unique document number, generated using a Banner Finance table, that identifies a batch of transactions to Banner Finance. This number does not have to be four characters long. The feed process updates the number (+1) and then uses that updated number. The Batch ID becomes the document number for Banner Finance. This number represents the group of transactions that were fed.

- Banner Finance Not Installed - Batch ID is **AYYMMDDx** where **A** stands for Advancement, **YY** for the last two characters of the current year, **MM** for the current month, **DD** for the current day, and **x**, an integer from 1 to 9, for the number of times the feed has been run that day. A Batch ID of A0704151 would represent the first time the process was run on April 15, 2007.

- If transactions are read in detail in the FGBTRNI process, the gift or pledge number becomes the transaction's Document Reference Number in Banner Finance. This number represents an individual transaction within the group of transactions fed.

Proposals

A proposal is a formal presentation to an assigned prospect regarding specific institutional initiatives in which the institution hopes to engage the prospect. A proposal is created on the Prospect Proposal Form (AMAPROP) and includes one or more projects, each with a targeted funding amount. Each project can have a finance proposal code that you can track within Banner Finance.

Prerequisites

If you want to track proposals in Banner Finance, the following prerequisites must be met:

- Banner Finance must be licensed and installed at your institution.
- If Banner Finance fund/organization security is turned on at your institution, users who enter finance proposal codes on AMAPROP must have appropriate security within Banner Finance.

Set Up User Access to Banner Finance

The **Fund and Organization** check box on the System Control Maintenance Form (FOASYSC) controls Banner Finance fund/organization security at your institution:

- If the check box is cleared, fund/organization security is turned off. Banner Advancement users have access to all finance proposal codes within all organizations. You do *not* have to perform the following steps to set up user access to Banner Finance.
- If the check box is selected, fund/organization security is turned on at your institution. A Banner Finance administrator must use the following steps to set up Banner Advancement users with access to finance proposal codes. A user can be set up with access to all organizations or selected organizations.

Access to All Organizations

Use the following steps to give a user access to finance proposal codes for all organizations in Banner Finance. These steps apply only if fund/organization security is turned on at your institution.

1. Access the User Profile Maintenance Form (FOMPROF).

2. In the key block, enter the Oracle ID of the Banner Advancement user. The ID must already exist in the database.
3. Go to the next block and enter the following information:
   - User Name
   - COA
   - Master Organization
4. Save.

Access to Selected Organizations

Assigning access to selected organizations prevents a user from viewing information outside his or her department. Use the following steps to give a user access to finance proposal codes for selected organizations in Banner Finance. These steps apply only if fund/organization security is turned on at your institution.

1. Access the User Profile Maintenance Form (FOMPROF).
2. In the key block, enter the Oracle ID of the Banner Advancement user. The ID must already exist in the database.
3. Go to the next block and enter the following information:
   - User Name
   - COA
   - Master Organization
4. Save.
5. Access the Organization Security Maintenance Form (FOMUSOR).
6. In the key block enter the Oracle ID of the Banner Advancement user.
7. Go to the next block and enter the following information for each organization that the Banner Advancement user is allowed to access:
   - COA
   - Organization
   - Access

   Note: Organization codes are hierarchal. When you give a user access to an organization, the user automatically gets the same access to organizations nested lower in the hierarchy. If you give the user access to a specific, lower-level organization, this authority supersedes the access granted to the higher-level organization.
8. Save.

Assign a Finance Proposal Code

Banner Advancement users with the appropriate access to Banner Finance can assign a finance proposal code to a project. Use the following steps to assign a finance proposal code.

1. Access the Proposal Prospect Form (AMAPROP).
2. In the key block, enter the ID of the prospect associated with the proposal.
3. Go to the Proposals window and scroll to the proposal record you want to update.
4. Go to the Projects/Summary block and select the project you want to update.
5. Select the Details tab.
6. Go to the **Associated Finance Proposal** field.
7. Click the lookup icon or select List to access the Proposal Codes Inquiry Form (FRIPROP).
8. Query FRIPROP, select the finance proposal code, and return to AMAPROP.

   Note: FRIPROP displays only those proposal codes that the Banner user is authorized to see. See "Available Finance Proposal Codes" on page 416 for details about the list of values.

9. Save.

Display Finance Proposal Code Details

Banner Advancement users with the appropriate access to Banner Finance can display details for the finance proposal code assigned to a project. Use the following steps to display details.

1. Access the Proposal Prospect Form (AMAPROP).
2. In the key block, enter the ID of the prospect associated with the proposal.
3. Go to the Proposals window and scroll to the proposal record you want to display.
4. Go to the Projects/Summary block and select the project you want to display.
5. Select the Details tab.
6. Select Finance Proposal Detail from the Options menu. The Proposal Maintenance Form (FRAPROP) is displayed.
7. Go to the Main window to display details for the finance proposal code.

Available Finance Proposal Codes

Settings on the System Control Maintenance Form (FOASYSC), User Profile Maintenance Form (FOMPROF), and Organization Security Maintenance Form (FOMUSOR) determine which finance proposal codes are available for a user to assign to a proposal on AMAPROP. Available finance proposal codes are displayed in the list of values for the **Associated Finance Proposal** field.

The list of values shows finance proposal codes for *all* Banner Finance organizations if *either* of the following conditions occurs:

- The **Fund and Organization** check box on FOASYSC is cleared. This means that fund/organization security is turned off and all users have query authority for all organizations.
- **Master Organization** on the user's FOMPROF record equals `Query Authority` or `Both-Query & Posting.` This means that the user has query authority for all organizations.

The list of values shows finance proposal codes for *selected* Banner Finance organizations if *all* of the following conditions occur:

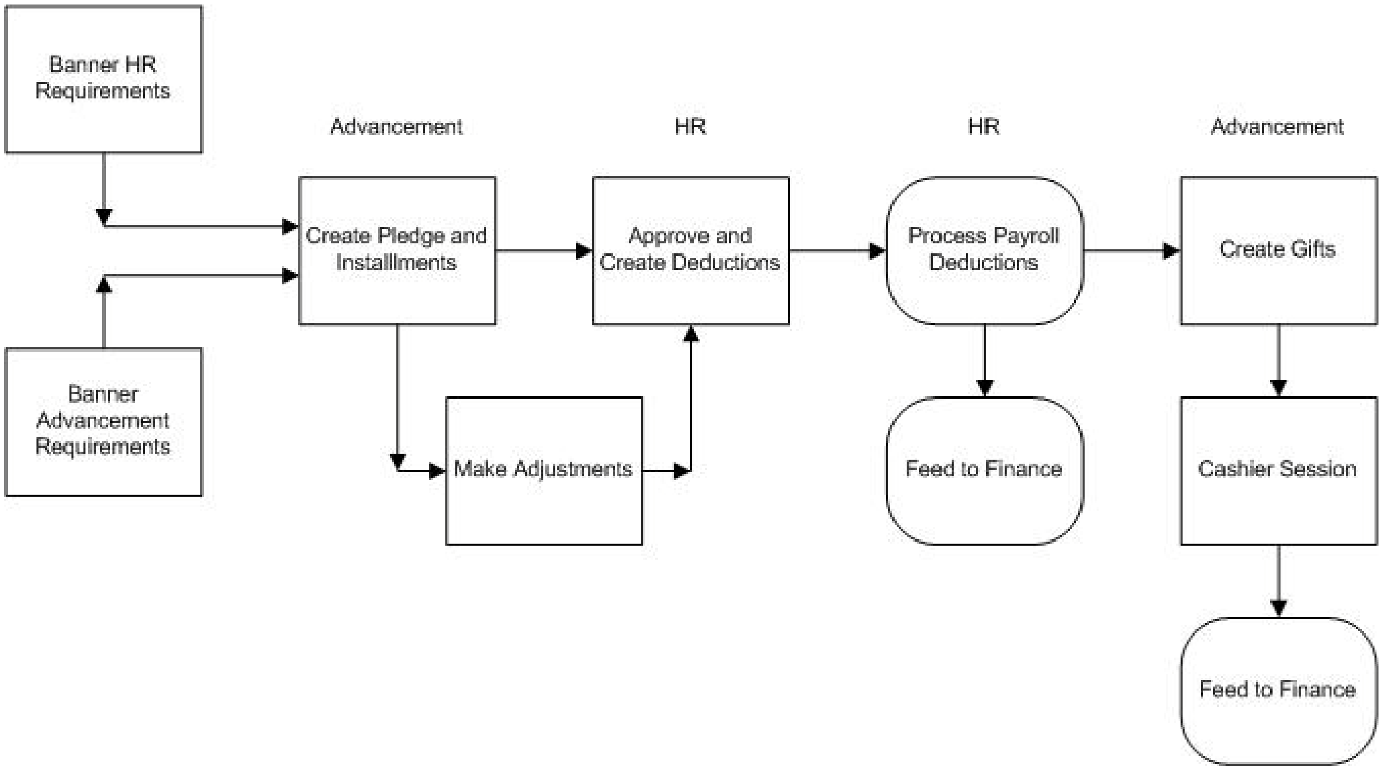
- The **Fund and Organization** check box on FOASYSC is selected. This means that fund/organization security is turned on and users must be set up with query authority for specific organizations.
- **Master Organization** on the user's FOMPROF record equals `No Authority`. This means that the user does not have query authority for all organizations.
- Organization codes are defined for the user on FOMUSOR. **Access** must be set to `Query` or `Both.` This means that the user has query authority for the specified organization codes. Finance proposal codes associated with these organization codes are displayed in the list of values.

Note: Organization codes are hierarchal. If an organization is defined for the user on FOMUSOR, the list of values displays finance proposal codes for organizations nested lower in the hierarchy. If a lower-level organization is specifically defined for the user on FOMUSOR, this definition supersedes the definition of the higher-level organization.

Interface With Banner Human Resources

This interface allows for deductions from payroll in Banner HR to become gifts/installment payments in Banner Advancement. The interface runs two ways:

- Banner Advancement first feeds pledges to Banner HR.
- Banner HR then feeds the deductions back to Banner Advancement to create the gift/installment payment records.



Forms and Processes Used

The interface uses the following forms and processes:

Form/Process	Description
Pledge Type Validation Form (ATVPLDG)	Used to define the pledge types that are assigned to pledges.
Payment Source Validation Form (ATVSRCE)	Used to define the codes and descriptions for payment sources. Each source code must be associated with a gift/payment type code defined on the Gift/Payment Type Validation Form (ATVGIFT), and may optionally be associated with a gift class defined on the Gift Classification Code Validation Form (ATVGCLS).
Pledge Form (AGAPLDG)	Used to enter new pledges and query existing pledges.
Pledge Mass Entry Form (AGAPMAS)	Used to enter high volumes of pledges with single campaign/designation combinations and establish installment and solicitation information, if necessary.

Form/Process	Description
Pledge Installment Form (AGAPINS)	Used to create and maintain installment plans for pledges and to provide data for the interface to the Banner Human Resources System.
Deduction List Form (AGCFDED)	Used to display all deduction information for a single ID.
Automatic Deduction Process (AGPALMP)	Used to create gift/installment payments in Banner Advancement from the deduction information in Banner Human Resources.
Constituent Pledge Payroll Deduction Form (PEAFDED)	Used to approve the payroll deductions for gifts in the Banner Human Resources System. This is used to create the deduction information on the Employee Benefit or Deduction Form (PDADEDN).
Employee Benefit or Deduction Form (PDADEDN)	Used to maintain the base information for deduction payments in the Banner Human Resources System.

Banner HR Requirements

Banner HR must accomplish the following tasks related to employees and deduction codes:

- Define the payroll deduction codes for this interface on the Benefits and Deductions Rules Form (PTRBDCA). Proper finance accounting distribution is done on this form along with assigning a calculation rule to the deduction.
- Associate the payroll deduction code(s) to appropriate benefit categories on the Benefit Category Rules Form (PTRBCAT).
- Define each employee on the Identification Form (PPAIDEN) with at least the following information:
    - Date of birth
    - Ethnicity
    - Gender
    - Social Security Number
    - Address
- Define each employee on the Employee Form (PEAEMPL) and assign an employee class and a benefit category.
- Define each employee's job on the Employee Jobs Form (NBAJOBS).

Banner Advancement Requirements

Banner Advancement must accomplish the following tasks related to advancement individuals:

- Define the ID on the Advancement Identification Form (APAIDEN).
- Establish the ID as an advancement individual on the Advancement Individual Information Form (APACONS).

For information on creating an advancement individual, see the "Banner IDs and advancement individuals" on page 60.

Create Pledge and Installments

This step begins the interface process. All deductions must be initialized, creating a pledge with a specific pledge type. Installments must be created for each pledge. The installments feed information to Banner HR. This is done online and does not require any automated processes.

1. Create pledge types on the Pledge Type Validation Form (ATVPLDG).

   Pledge types that have `P`(ayroll) in the **Deduction Indicator** column signify pledges whose installment payments are created by the interface. Additional valid values in this column are `O`(ther) and blank.

2. Enter pledges on one of the following forms for employees who want to make installment payments through payroll deduction:

   - One at a time on the Pledge Form (AGAPLDG)
   - In volume on the Pledge Mass Entry Form (AGAPMAS). See the note in the next step regarding installments.
   - Concurrently with the first pledge payment on the Gift Form (AGAGIFT).

   The pledge type of these pledges must have a `P` in the **Deduction Indicator** column on ATVPLDG. Enter the entire amount of the pledge, not the amount of an individual deduction/installment payment.

   To create a pledge with continuous deductions and an unspecified amount, see "Set Up Continuous Deduction With Unspecified Limit" on page 427.

3. Create installments on one of the following forms:

Pledge Installment Form	AGAPINS
Pledge Mass Entry Form	AGAPAMAS
Gift Form	AGAGIFT

Installments are the source of the information needed by Banner HR. Once installments are created, the following data is sent to Banner HR:

- Advancement individual ID
- Full pledge amount
- Pledge type
- Date of first installment (date when deductions should begin)
- Amount of first installment (amount to be deducted per payroll)
- Pledge frequency code (how often deduction should be made; from AGAPINS)
- Pledge number
- Pledge comment

The information that is fed to Banner HR can only be viewed on the Deduction List Form (AGCFDED) and updated by payroll personnel on the Constituent Pledge Payroll Deduction Form (PEAFDED).

Approve and Create Deductions

1. Use the Constituent Pledge Payroll Deduction Form (PEAFDED) to review the information that was fed to Banner HR when the pledge installments were created.
2. Select the **Signature Received** check box on PEAFDED.

   This indicates that the employee approved the deduction. The current date defaults into **Signature Date** and **Status** is updated to `A`(ctive).
3. (Optional) Update the following fields on PEAFDED and the Employee Benefit or Deduction Form (PDADEDN):
   - Deduction Amount
   - Start Date
   - Signature Date

   Updates on PEAFDED can be viewed in Banner Advancement on the Deduction List Form (AGCFDED).

   For more information on adjusting, see "Make Adjustments" on page 424.
4. Assign a deduction code to the pledge by entering a deduction code associated with the employee's benefit category in **Deduction Code**.

   Note: If an advancement individual has more than one pledge for which payroll deductions are taking place, each pledge must have a separate deduction code. This ensures that deduction amounts for each pledge are distinct.

5. Save the information.

   This creates a deduction record on the Employee Benefit or Deduction Form (PDADEDN). The payroll process looks at this record to identify which deductions to process.

Process Payroll Deductions

The Banner HR payroll process involves several reports and one COBOL program. The Pay Period Update Process (PHPUPDT) creates the deductions for the pledge installment payments. PHPUPDT places the deductions in a temporary table (GURALMP), which then allows Banner Advancement to create pledge payments.

The information created in the temporary table includes:

- Employee's/advancement individual's ID
- Deduction amount (pledge installment payment amount)
- Payment source code of **BPAY**
- Pledge number
- Payment date (date printed on the check)

Create Gifts

To complete this step, you need to run the Automatic Deduction Process (AGPALMP). This process:

- Evaluates the deduction information.
- Creates the gifts.
- Updates all appropriate giving history records for the advancement individual.

The process can be run in report or update mode.

Steps

1. On the Payment Source Validation Form (ATVSRCE):
   - Create source code `BPAY`, Banner HR Payroll Deduction. Banner HR puts this source code on every deduction record identified for Banner Advancement.
   - Associate a gift type and optional gift class with `BPAY`. This gift type and gift class are assigned to each pledge installment payment created by the interface.
2. Run the Automatic Deduction Process (AGPALMP).

   This creates the pledge installment payments from the deducted amounts.
3. Close and finalize the gifts in a cashier session for the user who ran AGPALMP.

Automatic Deduction Process (AGPALMP)

If your institution accepts pledge payments from outside sources, see "Deductions from External Sources" on page 430.

Report Output

The output for the report, whether run in report or update mode, shows all pledge installment payments that were created. At the end of the output, the report control information is printed, showing the values entered for the parameters. For a complete sample report, see "Reports and Processes" on page 457.

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Heading	Description
ID and Employee Name	Advancement individual/employee ID and name.
Payment Amount	Amount of the installment payment.
Gift Number	Gift number of the installment payment. Only appears if the process is run in update mode.
Payment Date	Date entered as the gift/installment payment date. Same as the date printed on the employee's payroll check. When the Single Payment option is chosen, the payment date reflects the maximum payment date from the employee's payroll check.
Solicitation Indicator	`Y` **-** Solicitation information for the gift was created because solicitation information existed on the pledge. blank - No solicitation information exists.
Pledge Number	Pledge number to which the gift/installment payment is applied.
Campaign/ Designation/ Amount	Campaign/designation combination associated with the gift/ installment payment. Same combination(s) that is (are) associated with the pledge.
Split Gift Information	ID, name, amount, and type of split. This information appears for all IDs who receive soft or hard credit as the result of a split rule. Only appears if split rules exist for the ID or for the institution (split rules are defined on the Institution Split Rules Form (AGASPRL) and ID Split Rules Form (AGAIDRL)), and the ID's pledge qualifies for a split rule.

The report output is sorted in alphabetical order by the ID's last name within the payment source code. Totals are given by source code with a grand total for all source codes. If no external payroll deductions are being processed (that is, the only payroll deductions are those from Banner HR with a source code of `BPAY`), the amounts in **Total** and **Grand Total** are always the same.

Records Marked With Asterisks

Records with asterisks in front of them were not processed and need to be manually evaluated. The two reasons for not processing a record are:

Negative pledge amount	The report found a pledge with a negative amount. The amount is shown in the output, but no gift/pledge installment payment was created for it.
Pledge does not exist	The report did not find a pledge number in the advancement individual's record. The amount is shown in the report, but no gift/pledge installment payment was created for it.

Payments With a Zero Amount

If the report finds a deduction/installment payment that has a zero amount, it marks the transaction as processed (so that it is not selected by the report again), but it the record is not included in the report output. "Make Adjustments" on page 424.

Pay Entire Pledge

When the entire amount of the pledge has been deducted, the Pay Period Update Process (PHPUPDT) deletes the record that was viewed on the Deduction List Form (AGCFDED) and on the Constituent Pledge Payroll Deduction Form (PEAFDED). If the record is no longer displayed on AGCFDED, then the pledge is completely paid.

Pledge information can still be viewed on the Pledge Form (AGAPLDG), Pledge List Form (AGCPLDG), and Pledge/Gift List form (AGAPPAY). Pledge installment information can still be viewed on the Pledge Installment Form (AGAPINS).

Pledge status codes are *active* or *inactive*. Whether a status code is active or inactive is determined by the setting of the **Active** indicator for each status code, and should not be confused with status codes named **Active** or **Inactive**. For example, `A`(ctive) and `N`(otified of Late Payment) could be active pledge status codes; `C`(ancelled), `I`(nactive), and `P`(aid in Full) could be inactive pledge status codes.

On the Pledge Status Code Validation Form (ATVPSTA), each active status code has a value in the **Change** column. This value is an inactive status code and represents a "paid-off" status. When a pledge that has an active status is paid off or is overpaid (balance of zero or less), its status changes to the status code entered in **Change**.

Make Adjustments

Both Banner Advancement and Banner HR can adjust an employee's deduction information. When processed, the deduction payment is changed.

Adjustments in Banner Advancement do *not* change the actual deduction record but *do* change the information displayed on AGCFDED and PEAFDED.

Adjustments in Banner HR should be made on PEAFDED. This then updates the deduction record on the Employee Benefit or Deduction Form (PDADEDN). Adjusting in this manner allows Banner Advancement users to always see the most current information on AGCFDED, because adjustments made directly on PDADEDN do *not* adjust the information displayed on AGCFDED or on PEAFDED.

Banner HR Adjustments

The following adjustments are made in Banner HR:

Terminate a deduction	Enter *Terminated* in **Status** in the Deduction window of the Employee Benefit or Deduction Form (PDADEDN). The next time the Pay Period Update Process (PHPUPDT) is run, the **Deduction Status** on AGCFDED and PEAFDED is changed to `I`(nactive).
Adjust **Amount** after the deduction is made	Update the amount of the deduction on the Adjustment Processing Form (PHAADJT). The next time PHPUPDT is run, the adjustment to the deduction is made: • If a gift/installment payment has been created by AGPALMP, PHPUPDT puts the negative of the deduction amount in the temporary table and recognizes the deduction transaction's record as needing to be manually evaluated and possibly adjusted in Banner Advancement. If a gift/installment payment has not yet been created by AGPALMP, PHPUPDT updates the amount of the deduction previously created. **Example** $50 is deducted from a check. Banner HR later adjusts the deduction by $-10 on PHAADJT. - If a $50 gift/installment payment is not yet created in Banner Advancement, PHPUPDT updates the deduction to be $40 instead of $50. - If a gift/installment payment was created in Banner Advancement, PHPUPDT creates an additional deduction of $-10. When AGPALMP is run next, the record of the negative deduction has asterisks placed next to it, signifying that it needs manual evaluation.

If the sum of adjustments on an individual deduction transaction is $0, the adjustments do not appear in AGPALMP output. The deduction transaction is marked as a processed transaction. For example, if a deduction of $50 was adjusted by $-50 (removing an unintentional deduction), the sum of the adjustments is $0, which is the amount AGPALMP evaluates. See "Payments With a Zero Amount" on page 424.

Adjustments made on PEAFDED update PDADEDN; however, adjustments made on PDADEDN *do not update* PEAFDED. Because PHPDUPT uses the amounts and dates associated with the deduction record on PDADEDN, and not the record associated with PEAFDED (or AGCFDED), *adjustments do not take effect until* payroll personnel update **Signature Received** and **Signature Date** on PEAFDED.

Banner Advancement Adjustments

Adjustments in Banner Advancement can be made on the Pledge/Gift Adjustment Form (AGAADJS) or on the Pledge Installment Form (AGAPINS). Adjustments made on these forms update **Deduction Status** on AGCFDED and **Status** on PEAFDED.

Adjustments on AGAADJS

Adjust **Amount**	On AGAPINS, installment amounts are updated. On AGCFDED: • If **Deduction Status** is blank, the amount is updated with the new pledge amount minus payments already made. • If **Deduction Status** has a value, it is updated to `C`(hanged), **Received Signature** and **Signature Date** are blanked out, and **Amount** is updated with the new pledge amount minus amounts already deducted. These changes are not effective until **Received Signature** and **Signature Date** are entered again on PEAFDED, noting approval of the change and updating the deduction record used by the payroll process.
Change **Type** from deduction to non-deduction	On AGCFDED: • If **Deduction Status** is blank, the deduction record is deleted. • If **Deduction Status** is `C`(hanged) or `A`(ctive), an autohelp message is displayed and the adjustment is made. • If **Deduction Status** is `I`(nactive), the adjustment is made.
Change **Type** from non-deduction to deduction	If installments exist, an autohelp message is displayed noting that a record was created on AGCFDED and PEAFDED for the deduction. If installments do not exist, an autohelp message is displayed instructing you to create installments. Without installment information, the deductions cannot be turned into pledge installment payments because the pledge information is not interfaced to Banner HR.
Change **Status** from an *Active* status to an *Inactive* status	On AGCFDED: • If **Deduction Status** is blank, the deduction record is deleted. • If **Deduction Status** is `A`(ctive) or `C`(hanged), an autohelp message is displayed and the adjustment is made. • If **Deduction Status** is `I`(nactive), the adjustment is made.

Change **Status** from an *Inactive* status to an *Active* status	If information is already displayed on AGCFDED and PEAFDED and: • If the **Deduction Status** is `A`(ctive) or `I`(nactive): The status is changed to `C`(hanged). • If the **Deduction Status** is blank: Nothing is updated. If information is not displayed on AGCFDED and FEAFDED and: • If installments exist: Information is created for AGCFDED and PEAFDED; an autohelp message is displayed noting the deduction record creation. The amount in **Amount** on AGCFDED becomes the remaining balance; amounts already deducted are subtracted. • If installments do not exist: An autohelp message is displayed instructing you to create installments. Without installment information, information cannot be fed to Banner HR.
Void a pledge	If **Deduction Status** on AGCFDED and **Status** on PEAFDED are blank or `I`(nactive), pledge information is deleted. If **Deduction Status** is `A`(ctive) or `C`(hanged), the pledge must be voided by Banner HR on PDADEDN. After it is voided on PDADEDN, PHPUPDT can then read it and put an `I` in **Deduction Status**. Once this is done, the pledge can be voided on AGAADJS.

Adjustments on AGAPINS

Adjust amounts/dates/ frequency	Information fed to Banner HR from installments includes the date and amount of the first installment and the frequency of subsequent installments. • If **Deduction Status** on AGCFDED and **Status** on PEAFDED are blank, this information is updated. • If **Deduction Status** is `A`(ctive) or `I`(nactive), it is adjusted to `C`(hanged) and **Amount** and/or **Activity Date** are updated as necessary on the deduction record on AGCFDED. • If the pledge has an *inactive* status, information on AGCFDED and PEAFDED is neither updated (if it exists) nor created (if it doesn't already exist).
Delete installments	Any information on AGCFDED and PEAFDED remains. An autohelp message notes the deletion.

Set Up Continuous Deduction With Unspecified Limit

There are three ways to set up a pledge/deduction cycle that continues indefinitely and totals an unspecified amount. Each method is explained using a sample scenario.

Scenario

John Smith, an employee and alumnus of your institution, asks you to deduct $10 a month from his paycheck indefinitely for his support of the capital campaign.

Option 1

Advancement personnel set up a pledge for John, giving it a specified duration such as a year. The total amount of these pledges is calculated as:

(number of deduction periods in the pledge duration)
x (amount withheld for each deduction)

When this pledge expires, Banner Advancement establishes another one like it. This process can be repeated for as long as the unspecified amount is to be deducted.

Pros: Provides advancement personnel with an opportunity to ask John to increase his pledge at the end of the pledge period.

Cons: Requires advancement personnel to set up (and remember to set up) a new pledge for each time period.

Option 2

Advancement personnel set up John's pledge with an unreachable amount (for example, $99999.99).

Pros: The deduction is continuous.

Cons: The pledge amount inflates pledge totals for campaigns.

Option 3

Advancement personnel set up a realistic pledge for John with a pledge type indicating an unspecified limit. Based on this pledge type, payroll personnel update the PDADEDN **Amount 2** field with an amount such as 99999.99.

Pros: Advancement personnel have a realistic pledge total.

Cons: Payroll must add a step to the deduction process.

When you create deduction rules on the Benefit/Deduction Rule Form (PTRBDCA), you should give careful attention to the value you enter for **Calculation Rule**. It is important to remember the following:

- Calculation rule *10* is an annual limit that continuously takes deductions up to the Amount 2 limit each calendar year.
- Calculation rule *12* crosses calendar years and continuously takes the deduction until the Amount 2 limit is reached.

Note: Advancement personnel must remember to either create new installments for the existing pledge each time period, or create a new pledge for each time period.

Note: Advancement personnel must remember to adjust the pledge to increase the original pledge amount and add the next time period installments before the last payroll/time period of the year (or whatever time period) is run. This is necessary to ensure HR does not delete the original GURFDED record for this pledge. If the GURFDED is deleted, although a new GURFDED record will be created, it may cause a conflict on the HR side. Advancement personnel must also inform the HR department of the adjustment to this information.

Feed to Finance

Both Banner HR and Banner Advancement feed deduction transactions to Banner Finance. These transactions cannot be posted twice. This process is similar to the way FICA deductions are handled between Banner HR and Banner Finance. Finance personnel need to enter a transaction to offset a liability account and produce an accounts payable check. This ensures that the money gets to the correct “bank” and fund.

These are the recommended steps for payroll deduction gifts:

1. Banner HR captures the deduction amount that is used to create a gift/installment payment in Banner Advancement.

   The deduction creates a credit to a liability account when Banner HR feeds the same deduction to Banner Finance.

2. Banner Finance creates a transaction to offset the liability. This may result in a check being produced.
3. Banner Finance creates a second transaction to credit Accounts Receivable and debit Cash Receipt.
4. Banner Advancement feeds the same gift/installment payment with a gift/payment type (such as rule class) that debits Accounts Receivable and credits the actual designation of the gift/installment payment.

Interface With Non-Banner Payroll System

Your institution can use the Banner Advancement interface even if you don’t have Banner HR.

Deductions from Internal Sources

Use the following steps for internal automatic deductions:

1. Enter pledges and installments as if Banner HR were installed (See “Create Pledge and Installments” on page 420).

2. Create a process to load information from the GURFDED table (created from installments) into your site specific payroll system.
3. Run the payroll process and insert information regarding payroll deductions for Banner Advancement into the GURALMP table with a specific source code.
4. On the Payment Source Validation Form (ATVSRCE), create the source code associated with deductions and give it an appropriate gift/payment type and an optional gift class.
5. Run the Automatic Deduction Process (AGPALMP) to create the payments using as a parameter the payment source code identified with each deduction.

Deductions from External Sources

If your institution has other outside sources that perform automatic deductions that eventually become gifts (such as from banks and payment card companies) use the following steps to assist in that deduction process:

1. On the Pledge Type Validation Form (ATVPLDG), enter a pledge type and enter O(ther) in **Deduction Indicator** to identify that an "other" deduction will take place.

   Entering pledges and installments using this pledge type creates records in GURFDED. Any data entered in **Comment** on the Pledge Form (AGAPLDG) is passed to this table. This can be information such as a bank routing number.
2. View these deductions on the Deduction List Form (AGCFDED).
3. Create a process that puts information from GURFDED into the format the other deduction source needs.
4. Once your institution receives the information from the outside source regarding the deductions, create a process to load information into the GURALMP table.

   A specific payment source code must be established on the Payment Source Validation Form (ATVSRCE) and used for these deductions.
5. Make sure that the payment source code used for those deductions has an appropriate gift/payment type and an optional gift class on ATVSRCE.
6. Run the Automatic Deduction Process (AGPALMP) to create the payments using the payment source code as a parameter.

Interface With Banner Student

The Student-Advancement Interface Process (APPSTDI) loads information for selected individuals from Banner Student to Banner Advancement. The interface selects individuals in Banner Student based on the criteria specified by the APPSTDI parameters. The report output lists the information that was added to or updated in Banner Advancement.

A person is identified in Banner Advancement when information for that person exists on the Advancement Individual Information Form (APACONS). This information constitutes an advancement individual record. If an advancement individual record already exists for a person selected by the interface, new academic and employment information is added to the record. Depending on an APPSTDI parameter, the preferred college code and preferred class year can be updated in Banner Advancement. Otherwise, existing information in the record is *not* overwritten.

All Banner systems share identification, person, and address information. The interface does not affect this shared information. Student academic information is retrieved from the Admissions, Academic History, and Registration modules. Depending on the process parameters, cooperative employment information and student activity information can also be retrieved from Banner Student.

Prerequisites

APPSTDI has the following prerequisites.

Grade Roll Process

Before running APPSTDI, the Banner Student grade roll process must be run to create academic history records for students. The grade roll process can be run either online or in batch with one of the following:

- Class Roster Form (SFASLST)
- Class Attendance Roster Form (SFAALST)
- Grade Roll to Academic History (SHRROLL)

APPSTDI uses information created by the grade roll process: term header records, degree records, and hours earned by the students. If no term header record exists for a student, then APPSTDI does not select that student.

Timing of the grade roll and APPSTDI needs to be coordinated and depends on your institution's needs. For example, if your institution wants students to become advancement individuals after their first semester, then APPSTDI must be run *after* the grade roll for the semester to ensure that the term header records exist.

Institution Name

Your institution name must be entered in the **Institution** field on the Institution window of the Advancement Control Form (AGACTRL).

Student Categories

The first criterion for selecting students for the interface is defined by APPSTDI parameter 18 (Academic History Terms to Include). This parameter identifies the terms for which grades were rolled. All students who have an academic history term header record for one of these terms are considered for one of the following student categories:

Current students	No degree has been awarded, a current registration exists, and a minimum number of credits has been earned or is currently being earned.
Non-current students	No degree has been awarded, no registration exists as of a specified term, and a minimum number of credits has been earned. This is typically a student who attended and cumulated a certain number of credits, did not earn a degree, and is no longer attending your institution.
Degree-awarded students	A degree has been awarded.

Individuals who meet the criteria for one of the preceding categories qualify to have their data added to or updated in Banner Advancement. If a student does not qualify for any of these categories, data is not loaded for that student.

Selection Parameters

APPSTDI parameters determine which students qualify to have data loaded to Banner Advancement. Each student category (current, non-current, or degree-awarded) uses a specific set of selection parameters. Some parameters apply to all three student categories. Other parameters apply to one or two categories only.

You can run APPSTDI for one or more student categories. To select information for more than one category, you must enter all parameters for each category you want to select. For those parameters that are needed by more than one category, such as Level of Student, you must enter a parameter value for each category. For example, if you are selecting degree-awarded students and non-current students, you must enter all student levels that degree-awarded students and non-current students might have.

The following tables show the selection parameters and corresponding data sources that each student category uses to select students.

Note: Parameter numbers are displayed on the Process Submission Controls Form (GJAPCTL) if you run APPSTDI with Banner Job Submission. Parameters are unnumbered and might appear in a different order if you run APPSTDI from your operating system host command.

Current Students

The following table shows the APPSTDI parameters and corresponding data sources used to select current students to have data loaded to Banner Advancement. Refer to “Parameter Details” on page 434 for detailed parameter descriptions.

Note: Entering a value for parameter 15 (Donor Code for Non-Degree, Students) indicates that you want to select records for current students.

Parameter	Source Table	Form
2-Level of Student	SGBSTDN	SGASTDN
3- Student Type	SGBSTDN	SGASTDN
4-Student College	SGBSTDN	SGASTDN
5-Student Campus	SGBSTDN	SGASTDN
6-Student Site	SGBSTDN	SGASTDN
16-Minimum Credit for Current Students	SHRTGPA	SHARQTC
17-Current Term for Students and Non-Graduates	SGBSTDN	SGASTDN
	SFBETRM	SFAREGS
	SHRTTRM	SHAINST
18-Academic History Terms to Include	SHRTTRM	SHAINST
25-Include Deceased Students	SPBPERS	SPAIDEN
26-Status of Student Records to Exclude	SGBSTDN	SGASTDN
31-Student Degree	SGBSTDN	SGASTDN
33-Student Major	SGBSTDN	SGASTDN

Non-Current Students

The following table shows the APPSTDI parameters and corresponding data sources used to select non-current students to have data loaded to Banner Advancement. Refer to “Parameter Details” on page 434 for detailed parameter descriptions.

Note: Entering a value for parameter 12 (Donor Code for Non-Degree, Non-Students) indicates that you want to select records for non-current students.

Parameter	Source Table	Form
2-Level of Student	SGBSTDN	SGASTDN
3-Student Type	SGBSTDN	SGASTDN
4-Student College	SGBSTDN	SGASTDN
5-Student Campus	SGBSTDN	SGASTDN
6-Student Site	SGBSTDN	SGASTDN
13-Minimum Credit for Non-Degree, Non-Student	SHRTGPA	SHARQTC

Parameter	Source Table	Form
14-Last Active Term for Non-Student	SFBETRM SHRTTRM	SFAREGS SHAINST
18-Academic History Terms to Include	SHRTTRM	SHAINST
25-Include Deceased Students	SPBPERS	SPAIDEN

Degree-Awarded Students

The following table shows the APPSTDI parameters and corresponding data sources used to select degree-awarded students to have data loaded to Banner Advancement. Refer to "Parameter Details" on page 434 for detailed parameter descriptions.

Note: Entering a value for parameter 11 (Donor Code for Degree Students) indicates that you want to select records for degree-awarded students.

Parameter	Source Table	Form
2-Level of Student	SHRDGMR	SHADEGR
7-Degree College	SHRDGMR	SHADEGR
8-Degree Campus	SHRDGMR	SHADEGR
9-Date Range Start for Degree	SHRDGMR	SHADEGR
10-Date Range End for Degree	SHRDGMR	SHADEGR
18-Academic History Terms to Include	SHRTTRM	SHAINST
25-Include Deceased Students	SPBPERS	SPAIDEN
32-Awarded Degree	SHRDGMR	SHADEGR
34-Degree Major	SHRDGMR	SHADEGR

Parameter Details

The following table describes the parameters used to run APPSTDI. There are two ways to enter parameter values:

- You can enter parameter values on the Process Submission Controls Form (GJAPCTL). Parameter numbers in the following table are displayed on GJAPCTL. For further details, see "Job Submission" in the *Banner General User Guide*.
- You can run APPSTDI from the operating system host command. Parameters are unnumbered and might appear in a different order than the order shown in the following table.

Parameter		Description
1	Address Priority and Type Optional; Multiple values allowed	Priority number and address type used to determine the preferred address type that is loaded to the Constituent Base Table (APBCONS). Examples include `1MA` and `2PR`. You can define multiple values for this parameter, indicating the sequence in which APPSTDI looks in the Address Repeating Table (SPRADDR) to find the address type to use as the preferred address type. If no address type on SPRADDR matches an address type defined in this parameter, APPSTDI uses this parameter and a GTVSDAX rule to determine the preferred address type. Refer to "ALUMPRAD" on page 444 for details on this GTVSDAX rule. The address types must exist on the Address Type Code Validation Form (STVATYP).
2	Level of Student Optional; Multiple values allowed	Academic level of student records (for example, undergraduate or graduate) to review for the interface. This parameter is used to select records for all student categories (current students, non-current students, and degree-awarded students). To retrieve students of all levels, leave blank. The level code must exist on the Level Code Validation Form (STVLEVL).
3	Student Type Optional; Multiple values allowed	Type of student records to review for the interface. This parameter is used to select records for current students and non-current students. The student type must exist on the Student Type Code Validation Form (STVSTYP).
4	Student College Optional; Multiple values allowed	College code of student records to review for the interface. This parameter is used to select records for current students and non-current students. The college code must exist on the College Code Validation Form (STVCOLL).
5	Student Campus Optional; Multiple values allowed	Campus code of student records to review for the interface. This parameter is used to select records for current students and non-current students. The campus code must exist on the Campus Code Validation Form (STVCAMP).

Parameter		Description
6	Student Site Optional; Multiple values allowed	Site code of student records to review for the interface. This parameter is used to select records for current students and non-current students. The site code must exist on the Site Code Validation Form (STVSITE).
7	Degree College Optional; Multiple values allowed	Degree college of student records to review for the interface. This parameter is used to select records for degree-awarded students only. The degree college must exist on the College Code Validation Form (STVCOLL).
8	Degree Campus Optional; Multiple values allowed	Degree campus of student records to review for the interface. This parameter is used to select records for degree-awarded students only. The degree campus must exist on the Campus Code Validation Form (STVCAMP).
9	Date Range Start for Degree Optional	Starting date of the degree date range to review for the interface. Format is DD-MON-YYYY. This parameter is used to select records for degree-awarded students only.
10	Date Range End for Degree Optional	Ending date of the degree date range to review for the interface. Format is DD-MON-YYYY. This parameter is used to select records for degree-awarded students only.
11	Donor Code for Degree Students Optional	Donor category code assigned when new APACONS records are created and when additional donor category codes are added to existing APACONS records for *degree-awarded students*. This parameter is used for degree-awarded students only. Entering a value for this parameter indicates that you want to select student records for degree-awarded students. Leave this parameter blank if you do not wish to select records for degree-awarded students. The donor category code must exist on the Donor Category Code Validation Form (ATVDONR).

<table>
<tr><th colspan="2">Parameter</th><th>Description</th></tr>
<tr><td></td><td colspan="2">Parameters 12, 13, and 14 are used together to select student records for non-current students. Entering a value for parameter 12 indicates that you want to select student records for non-current students.

A student record is selected if it meets all of the following criteria:
• The student does not currently attend the institution.
• The student has not earned a degree.
• Total earned hours are greater than or equal to the value of parameter 13.
• SHRTTRM term code is less than or equal to the value of parameter 14.
• Either SFBETRM term code or SFRSTCR term code is less than or equal to the value of parameter 14.
• <code>SGBSTDN_TERM_CODE_EFF</code> is less than or equal to the value of parameter 14.
• Level of the student equals the value of parameter 2.

In addition, if parameter 13 is used, the GPA type indicator must equal <code>I</code> (institutional) or <code>T</code> (transfer) for a student record to be selected.</td></tr>
<tr><td>12</td><td>Donor Code for Non-degree, Non-students

Optional</td><td>Donor category code assigned when new APACONS records are created and when additional donor category codes are added to existing APACONS records for non-current students.

This parameter is used for non-current students only. Entering a value for this parameter indicates that you want to select student records for non-current students. Leave this parameter blank if you do not wish to select records for non-current students. If you leave this parameter blank, you must also leave parameters 13 and 14 blank.

The donor category code must exist on the Donor Category Code Validation Form (ATVDONR).</td></tr>
<tr><td>13</td><td>Minimum Credit for Non-degree, Non-students

Optional</td><td>Minimum number of credits needed to be considered a non-current student.This parameter value is compared to the student's overall hours, as displayed on the Transcript Request Form (SHARQTC/Current student status tab).

This parameter is used to select records for non-current students only. Enter this parameter only if parameter 12 is entered.</td></tr>
</table>

Parameter		Description
14	Last Active Term for Non-students Optional	Last active term to review *non-current students* for the interface. The student cannot have an effective term record for any term after (not including) this term. This parameter is used to select records for non-current students only. Enter this parameter only if parameter 12 is entered. The term code must exist on the Term Code Validation Form (STVTERM).
	Parameters 15, 16, and 17 are used together to select records for *current students*. Entering a value for parameter 15 indicates that you want to select records for current students. A student record is selected if it meets *all* of the following criteria: • The student currently attends the institution. • The student has not earned a degree. • Total earned hours are greater than or equal to the value of parameter 16. • Either SFBETRM term code or SHRTTRM term code equals the value of parameter 17. • `SGBSTDN_TERM_CODE_EFF` is less than or equal to the value of parameter 17. • Level of the student equals the value of parameter 2. In addition, if parameter 16 is used, the GPA type indicator must equal `I` (institutional) or `T` (transfer) for a student record to be selected.	
15	Donor Code for Non-degree, Students Optional	Donor category code assigned when new APACONS records are created and when additional donor category codes are added to existing APACONS records for *current students*. This parameter is used for current students only. Entering a value for this parameter indicates that you want to select records for current students. Leave this parameter blank if you do not wish to select records for current students. If you leave this parameter blank, you must also leave parameters 16 and 17 blank. The donor category code must exist on the Donor Category Code Validation Form (ATVDONR).
16	Minimum Credit for Current Students Optional	Minimum number of credits needed to be considered a *current student*. This parameter value is compared to the student’s total hours earned at the institution, as displayed on the Transcript Request Form (SHARQTC). This parameter is used to select records for current students only. Enter this parameter only if parameter 15 is entered.

Parameter		Description
17	Current Term-Students/ Non-graduates Optional	Term used to review *current students* for the interface. Academic history hours up to and including this term are totaled. This parameter is used to select records for current students only. Enter this parameter only if parameter 15 is entered. The term code must exist on the Term Code Validation Form (STVTERM).
18	Academic History Terms to Include Required	Terms used to determine which students are reviewed for the interface. This parameter is the first selection criterion used to review records for the interface. Wildcard is available. To be considered for the interface, a student must have a term header record in the Term Header Information window on the Term Course Maintenance Form (SHAINST) for this term(s). This means the student must have grades for the term(s), and those grades must have been rolled to academic history. This parameter is used to select records for all student categories (current students, non-current students, and degree-awarded students). The term code must exist on the Term Code Validation Form (STVTERM).
19	Create Employment History Optional	Code that indicates if employment history records should be created from the Cooperative Education Form (SGACOOP): `Y` - Create employment history records and load to the Employment History Form (APAEHIS) or to the Employer Review Form (APAERVW), depending on the setting of parameter 27. The Report or Update parameter must be set to `Y` to create and load employment history records. `N` - Do not create employment history records (default).
20	Create Activities Optional	Code that indicates if activity records should be loaded from the General Student Form (SGASTDN) and the Student Sport Form (SGASPRT): `Y` - Load activity records. (The Report or Update parameter must be set to `Y`.) `N` - Do not load activity records (default).

Parameter		Description
21	Report or Update Optional	Code that indicates if the process should be run in report mode or update mode: `U` - Load data from Banner Student to Banner Advancement and produce a report of all additions and updates. `R` - Generate a report of anticipated additions and updates but do not load data, regardless of other parameters entered (default).
22	Use Year of Graduation Date Required	Source of the preferred class year when data is loaded for degree-awarded students: `Y` - Load from the year of the graduation date (`SHRDGMR_GRAD_DATE`). `N` - Load from the graduation year (`SHRDGMR_ACYR_CODE`) (default).
23	Update College/Class Year Required	Code that determines if the preferred college code and preferred class year coming from Banner Student should replace existing values already on the Advancement Individual Information Form (APACONS), if they are different: `Y` - Replace existing values on APACONS with incoming Banner Student values. The only exception is if an incoming Banner Student value is zero and the existing Banner Advancement value is nonzero. In this case, the existing nonzero value is not replaced. `N` - Keep existing values on APACONS (default). If there are records eligible for preferred college code or preferred class year updates, an exception report is generated. The report provides details for those records where the college code or class year coming from Banner Student is different from the college code or class year already on APACONS. You can review this report and manually update any records that should be changed. `X` - Replace existing zero values on APACONS with incoming Banner Student values if an ID's donor category is flagged as `Alumni` on the Donor Category Code Validation Form (ATVDONR). (Preferred college code and preferred class year are required for alumni.)

Parameter		Description
24	Alternate College Value for 00 Optional	College code that is loaded to Banner Advancement if the donor category code requires a nonzero college code and the college code on Banner Student is `00`. If no value is entered for this parameter and APPSTDI encounters a `00` college code, an error message is printed on the report and the record is not loaded to Banner Advancement. A donor category code requires a nonzero college code if the **Alumni** indicator on the Donor Category Code Validation Form (ATVDONR) is set to `Y` for the donor category code. The college code must exist on the College Code Validation Form (STVCOLL).
25	Include Deceased Students Optional	Code that determines whether the interface loads deceased students from Banner Student to Banner Advancement. APPSTDI uses `SPBPERS_DEAD_IND` on the Basic Person Base Table (SPBPERS) to determine if a student is deceased. `Y` - Load records for deceased students. `N` - Do not load records for deceased students (default). This parameter is used to select records for all student categories (current students, non-current students, and degree-awarded students).
26	Status of Student Records to Exclude Optional; Multiple values allowed	Student statuses for which records should *not* be loaded from Banner Student to Banner Advancement. For example, you can exclude withdrawn and inactive students from being loaded. APPSTDI uses `SGBSTDN_STST_CODE` on the Student Base Table (SGBSTDN) to determine a student's status. If the student status equals a status code defined in this parameter, data for that student is not loaded to Banner Advancement. This parameter is used to select records for current students only. The student status code must be defined on the Student Status Code Validation Form (STVSTST).

Parameter		Description
27	Review Employment Records Required	Code that determines whether cooperative employment records are loaded directly to the Employment History Form (APAEHIS) or to the Employer Review Form (APAERVW) for review: `Y` - Load records to APAERVW for review. `N` - Load records directly to APAEHIS (default). This parameter is used with parameter 19.
28	Insert Address Name Details Required	Code that determines how address name details (prefix, first name, middle name, last name prefix, last name, and suffix) are loaded to the Constituent Base Table (APBCONS). The address name is displayed on the Advancement Individual/Organization Names Form (APANAME). `F` - Load name with full middle name. `I` - Load name with middle initial only. `N` - Do not load address name details (default). If the full name is longer than 120 characters, a message on the output report indicates that the full name was not loaded to APBCONS.

Parameter		Description
29	Salutation Code for Salutation Value Optional	Salutation type code that is loaded with the salutation name. If this parameter is specified, both the salutation type code and the salutation name are loaded to the Salutation Repeating Table (APRSALU). The salutation type code and the salutation name are displayed on the Advancement Mail Form (APAMAIL). The salutation name consists of the prefix, last name prefix, and last name. If the prefix is missing (`SPBPERS_NAME_PREFIX` is null), then the salutation name is loaded as follows: • If `SPBPERS_SEX` is `F` (female), the salutation name is `Ms` followed by the last name prefix and last name. • If `SPBPERS_SEX` is `M` (male), the salutation name is `Mr` followed by the last name prefix and last name. • If `SPBPERS_SEX` is null, no prefix is loaded. Only the first name, last name prefix, and last name are loaded. A salutation type code is not loaded if the ID already has a record for the designated salutation type code on APRSALU. The output report displays a message when this occurs. The salutation type code must be defined on the Salutation Type Validation Form (ATVSALU).
30	Sort Report Optional	Sort order of the output report: `A` - Sort alphabetically by last name prefix, last name, and first name. `B` - Sort by Banner ID. `C` - Sort alphabetically by college name, then by degree code, then by last name prefix, last name, and first name. Each group of records is preceded by a header line that identifies the college code, college description, degree code, and degree description. `N` - Do not sort records (default).
31	Student Degree Optional; Multiple values allowed	Degree codes to review for *current students*. This parameter is used to select records for current students only. The degree code must exist on the Degree Code Validation Form (STVDEGC).

Parameter		Description
32	Awarded Degree Optional; Multiple values allowed	Degree codes to review for *degree-awarded students*. This parameter is used to select records for degree-awarded students only. The degree code must exist on the Degree Code Validation Form (STVDEGC).
33	Student Major Optional; Multiple values allowed	Major codes to review for *current students*. This parameter is used to select records for current students only. The major code must exist on the Major, Minor, Concentration Code Validation Form (STVMAJR)
34	Degree Major Optional; Multiple values allowed	Major code(s) to review for *degree-awarded students*. This parameter is used to select records for degree-awarded students only. The major code must exist on the Major, Minor, Concentration Code Validation Form (STVMAJR).
35	Include Punctuation for Insert Name Records Required	Code that determines whether APPSTDI adds punctuation to names that are loaded to Banner Advancement: `Y` - Insert punctuation when loading names, regardless of existing punctuation. `N` - Do not insert punctuation when loading names (default). If you choose to insert additional punctuation, you must add a GTVSDAX rule that identifies those prefixes and suffixes that should have punctuation *excluded*. Refer to "ALUMPUNC" on page 446 for details on this GTVSDAX rule. If a name includes a suffix, a comma is always inserted after the last name.

GTVSDAX Rules

APPSTDI uses two rules on the Crosswalk Validation Table (GTVSDAX): ALUMPRAD and ALUMPUNC.

ALUMPRAD

APPSTDI uses parameter 1 (Address Priority and Type) to determine the preferred address type that is loaded to the Constituent Base Table (APBCONS). You can define multiple values for this parameter, indicating the sequence in which APPSTDI looks in the Address Repeating Table (SPRADDR) to find the address type to use as the preferred address type.

If APPSTDI does not find an address type on SPRADDR that matches an address type defined in parameter 1, APPSTDI uses the GTVSDAX ALUMPRAD rule with parameter 1 to determine the preferred address type and create a new address record. This reduces the possibility of not loading a record to APBCONS.

APPSTDI uses parameter 1 and the GTVSDAX rule as follows:

If	Then
The incoming student record has one or more of the address types defined in parameter 1	APPSTDI loads the highest priority address type to APBCONS as the preferred address type.
The incoming student record has none of the address types defined in parameter 1 *but* does have an address type that matches the GTVSDAX rule	APPSTDI performs the following processing: • Loads the preferred address type with the highest priority address type from parameter 1 on APBCONS. • Selects the matching address type with the lowest GTVSDAX sequence number. • Inserts a new address record on SPRADDR. The address type equals the first priority address type from parameter 1. The address details come from the address type selected by the GTVSDAX rule. • If a primary telephone number is associated with the selected address, inserts a new telephone record into SPRTELE. The details come from the telephone record associated with the selected address.
The incoming student record has none of the address types defined in parameter 1 *and* has no address type that matches the GTVSDAX rule	APPSTDI does not load the record to APBCONS. An error message is printed on the report.

Example

- An incoming student record has one address record with address type `BA`.
- APPSTDI parameter 1 sets the preferred address type to `MA`.
- The ALUMPRAD rule on GTVSDAX includes a record for address type `BA`.

APPSTDI first uses parameter 1 to look for an address on SPRADDR with address type `MA`. When it finds no matching address, it uses the GTVSDAX rule to look for a matching address. It finds a `BA` address record that matches an address type in the GTVSDAX rule. APPSTDI sets the preferred address type on APBCONS to `MA` and inserts a new address record on SPRADDR. The new SPRADDR record has address type MA and address details from the BA address record.

Note: A new address record is inserted into SPRADDR *only* when the selected record does not have a valid address record matching the values provided in parameter 1 of APPSTDI. Records with existing matching address records do not have new address records created.

The ALUMPRAD rule can include multiple records. Each record is defined as follows:

Internal Code:	ALUMPRAD
Internal Sequence:	One-up number that defines the sequence in which address types are reviewed
Internal Group:	APPSTDI
External Code:	Address type code (for example, BA for business address) The rule is delivered with the External Code set to UPDATE ME. If you wish to use this rule, you must change UPDATE ME to a valid address type. The rule can be copied to define as many address types as needed. If you do not wish to use this rule, keep the External Code set to UPDATE ME so APPSTDI bypasses this rule.
Description:	Address hierarchy for preferred address creation
Translation Code:	Blank
Reporting Date:	Defaults to current date
System Required:	Not required
Activity Date:	Defaults to current date

Note: It is recommended that the GTVSDAX rule include all address type codes to ensure that a record is always loaded to APBCONS.

ALUMPUNC

Parameter 35 (Include Punctuation for Insert Name Records) determines whether APPSTDI adds punctuation to names that are loaded to Banner Advancement. If the value of parameter 35 is Y (insert punctuation), this GTVSDAX rule identifies those prefixes and suffixes that should have trailing punctuation *excluded*.

Note: If a name includes a suffix, a comma is always inserted after the last name.

The ALUMPUNC rule can include multiple records. Each record is defined as follows:

Internal Code:	`ALUMPUNC`
Internal Sequence:	Not used
Internal Group:	`APPSTDI`
External Code:	Prefix or suffix value The rule is delivered with the External Code set to `UPDATE ME`. If you wish to use this rule, you must change `UPDATE ME` to a valid prefix or suffix. The rule can be copied to define as many prefixes and suffixes as needed. If you do not wish to use this rule, keep the External Code set to `UPDATE ME so APPSTDI bypasses this rule.`
Description:	Prefix or suffix to *exclude* from punctuation in name creation
Translation Code:	Blank
Reporting Date:	Defaults to current date
System Required:	Not required
Activity Date:	Defaults to current date

Data Loaded from Banner Student to Banner Advancement

The data that is loaded to Banner Advancement depends on whether a selected student is a new advancement individual or an existing advancement individual.

New Advancement Individual

If a selected student is not currently an advancement individual, the student is created as an advancement individual and the following information is added to Banner Advancement.

Advancement Individual Information

Form: APACONS
Table: APBCONS

The Advancement Individual Base Table (APBCONS) identifies a person in Banner Advancement. Each advancement individual has one record on APBCONS.

The interface loads the following data to APBCONS:

Data	Source
Preferred college	*Current students and non-current students* - College on SGASTDN. *Degree-awarded students* - College on the first degree record on SHADEGR. If the college code for a selected Banner Student record is `00`, then one of the following occurs: • If the student's donor category type requires a nonzero college code (**Alumni** indicator on ATVDONR is set to `Y`), then the college code defined in parameter 24 (Alternate College Value for 00) is loaded as the preferred college. If parameter 24 is not defined, an error message is printed on the output report and the student is not loaded. • If the student's donor category type does not require a nonzero college code (**Alumni** indicator on ATVDONR is set to blank or `N`), then `00` is loaded with no errors.
Preferred class year	*Current students and non-current students* - Derived from expected graduation date on SGASTDN. For example, a date of 15-MAY-2010 would become preferred class year 2010. *Degree-awarded students* - Graduation year or year portion of graduation date from SHADEGR, depending on the value of parameter 22 (Use Year of Graduation Date). If the class year for a selected Banner Student record is `0000`, then one of the following occurs: • If the student's donor category type requires a nonzero class year (**Alumni** indicator on ATVDONR is set to `Y`), then an error message is printed on the output report and the student is not loaded. • If the student's donor category type does not require a nonzero class year (**Alumni** indicator on ATVDONR is set to blank or `N`), then `0000` is loaded with no errors.
Preferred address type	Address type from SPRADDR, based on the address types specified in parameter 1 (Address Priority and Type). If no address type on SPRADDR matches an address type defined in parameter 1, the ALUMPRAD rule on GTVSDAX is used with parameter 1 to determine the preferred address type that is loaded to APBCONS. If a selected Banner Student record does not have a preferred address type, then `MA` is loaded to Banner Advancement.
Preferred geographic region type	Same as preferred address type

Donor Category Codes

Form: APACONS
Table: APRCATG

The Advancement Category Repeating Table (APRCATG) holds the donor category codes for each advancement individual. An advancement individual can have an unlimited number of these records.

The interface loads the following data to APRCATG:

Data	Source
Donor category code	*Current students* - Value of parameter 15 (Donor Code for Non-Degree, Students). *Non-current students* -Value of parameter 12 (Donor Code for Non-Degree, Non-Students). *Degree-awarded students* -Value of parameter 11 (Donor Code for Degree Students).

Academic Degree Information

Form: APAADEG
Table: APRADEG

The Academic Degree Repeating Table (APRADEG) contains academic information for each degree. received. An advancement individual can have an unlimited number of these records.

The interface loads the following data to APRADEG:

Data	Source
Institution code	Institution on AGACTRL
Degree code	*Institution degrees* - Degree on SHADEGR. *Prior college degrees* - Degree on SOAPCOL. *Transfer degrees* - Transfer degree on SHATRNS (default `00`).
College code	*Institution degrees* - College code on SHADEGR. *Prior college degrees* - College code on SOAPCOL.
Graduation year	*Institution degrees* - Year on SHADEGR. *Prior college degrees* - Year on SOAPCOL.
Bulletin year	*Institution degrees* - Bulletin year on SHADEGR.

Data	Source
Campus code	*Institution degrees* - Campus code on SHADEGR.
Department code (5)	*Institution degrees* - Department codes on SHADEGR.
Minors (2)	*Institution degrees* - Minors on SHADEGR. *Prior college degrees* - Minors on SOAPCOL.
Concentrations (6)	*Institution degrees* - Concentrations on SHADEGR. *Prior college degrees* - Concentrations on SOAPCOL.
Institutional honors (5)	*Institution degrees* - Honors on SHADEGR. *Prior college degrees* - Honors on SOAPCOL.
Departmental honors (5)	*Institution degrees* - Departmental honors on SHADEGR.
Comments	*Institution degrees* - Comments on SHADEGR.

Major Codes

Form: APAADEG
Table: APRAMAJ

The Academic Major Repeating Table (APRAMAJ) holds the majors associated with each degree in the APRADEG table. A degree can have an unlimited number of these records.

The interface loads the following data to APRAMAJ:

Data	Source
Major	*Institution degrees* - All majors on SHADEGR *Prior college degrees* -All majors on SOAPCOL *Transfer degrees* - Not loaded (unavailable)

Employment History

Form: APAEHIS
Table: APREHIS

The Employment History Repeating Table (APREHIS) contains employment information for an advancement individual. An advancement individual can have an unlimited number of these records.

If parameter 19 (Create Employment History) is set to Y, the interface loads the following data to APREHIS:

Data	Source
Employer	Employer code on SGACOOP
From and to dates	Begin date and end date on SGACOOP

Employment History Comments

Form: APAEHIS
Table: APRECMT

The Employment Comment Repeating Table (APRECMT) contains the comments associated with each employment history record for an advancement individual. An employment history record can have an unlimited number of these records.

If parameter 19 (Create Employment History) is set to Y, the interface loads the following data to APRECMT:

Data	Source
Employment history comments	Cooperative education duties on SGACOOP

Activities

Form: APAACTY
Table: APRACTY

The Activity Repeating Table (APRACTY) contains activities in which the constituent has participated. An advancement individual can have an unlimited number of these records.

If parameter 20 (Create Activities) is set to Y, the interface loads the following data to APRACTY:

Data	Source
Activity codes	Activity codes on SGASTDN and sport codes on SGASPRT

Activity Years of Participation

Form: APAACTY
Table: APRACYR

The Special Activity Year Repeating Table (APRACYR) contains the years of participation in activities. An advancement individual can have an unlimited number of these records.

If parameter 20 (Create Activities) is set to `Y`, the interface loads the following data to APRACYR:

Data	Source
Activity years	Derived from term on SGASTDN and SGASPRT

Existing Advancement Individual

If a selected student is already an advancement individual in Banner Advancement, then the following information is updated in Banner Advancement if the incoming information does not match existing information. Information comes from the same Banner Student forms and tables that are used when loading data for a new advancement individual.

- Preferred college (if parameter 23 is set to `Y`)
- Preferred class year (if parameter 23 is set to `Y`)
- Donor category codes
- Degrees, majors, and honors from previous college
- Employment history and comments
- Activity codes and years
- Graduation year
- Bulletin year
- Campus code
- Department codes (2)
- Minors (2)
- Concentrations (6)
- Institutional honors (5)
- Departmental honors (5)
- Comments

Report Output

The report output shows the information that is loaded from Banner Student to Banner Advancement. Parameter 21 (Report or Update) determines whether the report is run in report or update mode.

See “Student-Advancement Interface (APPSTDI)” on page 713 for a report sample.

Main Report

The main body of the report contains the following information for each student selected to have information loaded from Banner Student to Banner Advancement:

- ID
- Name
- Status (advancement individual is added or updated, or the add or update failed)
- Donor category code
- Preferred address
- Preferred class year
- Preferred college
- Indicators if employment and activity information was interfaced (Y if yes, blank if no)
- Indicator if a secondary curriculum exists
- Indicator if more than five honors exist (Y if yes, blank if no)
- Institution code of the school where a degree was received
- Degree received
- College where a degree was received

Totals

The Student-Advancement Interface Results Summary identifies the number of records processed:

- New records loaded from Banner Student to Banner Advancement
- Banner Advancement records updated with additional details from Banner Student
- Banner Student records that could not be loaded (failed) due to missing required data
- Total records processed

The Overall Summary Details reports the number of new and updated database records:

- Degree records inserted and updated
- Activity records inserted
- Employment records inserted (if parameter 27 is set to `N`)
- Internship or Cooperative Education records inserted (if parameter 27 is set to `Y`)

Optional Updates for Manual Review

This part of the report provides details for those records where the college code or class year coming from Banner Student is different from the college code or class year already in Banner Advancement. Parameter 23 (Update College/Class Year) determines if the values coming from Banner Student replace the values already in Banner Advancement. If the value of the parameter is `N` (do not automatically update Banner Advancement) and there are records eligible for updates, this exception report is generated. You can review this report and manually update any college codes and class years that should be changed.

Processing Notes

- The user ID used to run the interface must have insert and update capability for the following Banner Advancement tables:

APBCONS	APRAMAJ
APRACTY	APRCATG
APRACYR	APRECMT
APRADEG	APREHIS

- The user ID used to run the interface must have select capability for the following Banner Student tables:

SFBETRM	SHRDGIH	SORMAJR
SFRSTCR	SHRDGMR	SORPCOL
SGBSTDN	SHRTGPA	SPRCOLR
SGRCOOP	SHRTRAM	STVDEGS
SGRDUTY	SHRTRIT	STVEMPL
SGRSACT	SHRTTRM	STVLEVL
SGRSPRT	SORDEGR	STVTERM

- Your institution must be entered in **Institution** on the Advancement Control Form (AGACTRL).
- Timing of the interface and the parameter values entered need to be coordinated to extract the correct students. The grade roll process must be done online or in batch before extracting any students in the current term. Refer to "Grade Roll Process" on page 431 for details.
- Employment history records can be added via this interface. In Banner Advancement, employer IDs are optional for creating employment history but are required for creating an employee-employer cross reference. Because employer IDs are not available in Banner Student, employer-employee cross references cannot be built in this interface. This should be checked manually. The APPSTDI report output indicates the students for whom employment history data was created.
- All students to be considered for the interface must have grades rolled to academic history for the terms identified in parameter 18 (Academic History Terms to Include). To see if a student has term academic history, access the Term Course Maintenance Form (SHAINST) and double-click the **Term** field or select Count Hits to access the Term Summary Form (SHQTERM).
- If degree-awarded students are being loaded to Banner Advancement, the interface looks on the Degrees and Other Formal Awards Form (SHADEGR) for students who have been awarded a degree. The status associated with a degree that has been awarded has its **Awarded Indicator** set to `Awarded` on the Degree Status Code Validation Form (STVDEGS).
- Preferred class year and preferred college are updated on an advancement individual record and displayed on the Advancement Individual Information Form (APACONS) if those fields have zero values and the interface calculates a preferred class year or college. This can occur if the student was initially established as an advancement individual with no value for preferred class year or college because the expected graduation date and college or primary curriculum were unknown. When the student becomes a graduate, the preferred college and class year are then known.

Interface With Social Networking Partner Systems

You can integrate Banner Advancement with social networking partner systems such as iModules Encompass. This integration allows you to share constituent data and giving history data between Banner and the partner system.

Constituent Data

You can share member, contact, education, spouse, family, business, activity, and honors information between your Banner database and a partner database. This integration is accomplished via the Advancement Connector, a Banner Advancement module that uses Web services to transfer data between your Banner database and the partner database. You can collect changes in your Banner database and push them to the partner database.

You can also collect changes in the partner database and pull them to the Banner database.

The Web service filters the gifts and pledges that are displayed to donors in Encompass:

- Gift details can be hidden from a donor, based on the **Web Indicator** flag that is defined for each gift type code on the Gift/Payment Type Validation Form (ATVGIFT). If the type code allows gifts to be displayed on the Web, gifts with that type code are displayed in Encompass. If the type does not allow gifts to be displayed on the Web, gifts with that type code are hidden in Encompass.
- Pledges can be excluded from the Outstanding Pledges total, based on the **Web Indicator** flag that is defined for each pledge type code on the Pledge Type Validation Form (ATVPLDG). If the type code allows pledges to be displayed on the Web, pledges with that type code are included in Encompass totals. If the type code does not allow pledges to be displayed on the Web, pledges with that type code are excluded from Encompass totals.

Refer to the *Banner Advancement Data Load/Extract Handbook* for more information about using the Advancement Connector to transfer constituent data between Banner and a partner product.

Giving History Data

Banner Advancement can provide realtime giving history information to a constituent who is using a partner social networking product. When the constituent requests giving history information in the partner product, a request is sent to Banner. A Banner Advancement Web service (GetGivingHistory) returns summary gift information and a list of all gifts to the partner product where it is displayed to the constituent.

Refer to the *Banner Advancement Web Services Handbook* for more information about the GetGivingHistory Web service.

Reports and Processes

This chapter contains information about the reports generated by the Banner® Advancement System. It includes the following sections:

- “Naming Conventions” on page 457: An explanation of the naming conventions for Banner reports
- “Scripts” on page 459: A brief description of the scripts delivered with Banner Advancement
- “Reports and Processes” on page 481: A description and sample of the reports and processes delivered with Banner Advancement

For information on how to run a report, see “Job Submission Procedures” in the *Banner General User Guide*.

Naming Conventions

The names of all Banner reports and processes are seven characters long and use the following conventions:

	A	D	P	F	E	E	D
Position Locations:	1	2	3	4	5	6	7

Ellucian reserves the letters `W`, `Y`, and `Z` for the first two characters of all client-developed forms and reports:

- For client-developed applications built to coexist with Banner applications, `W`, `Y`, or `Z` is used as the first character.
- For client-developed forms, reports, tables, or modules used within a Banner application, the Ellucian system identifier is used as the first character (for example, A = Advancement), and `W`, `Y`, or `Z` is used as the second character.

Position 1 identifies the primary system owning the report:

- A: Advancement
- F: Finance
- G: General
- N: Position Control
- P: Human Resources
- R: Financial Aid
- S: Student
- T: Accounts Receivable

Position 2 identifies the primary module owning the report. For Banner Advancement, these are the module identifiers:

- A: Membership
- D: Designation
- F: Campaign
- G: Pledge and Gift/Pledge Payment
- L: Label
- M: Prospect Management
- O: Advancement Organization
- P: Advancement Individual
- S: Solicitor Organizations
- X: Expected Matching Gift

Position 3 indicates that the object is a process/report:

- P: Process/Report

Positions 4 through 7 uniquely identify the report. For example, the name ADPFEED (Advancement to Finance Feed Process) is based on the following structure:

- A: Advancement
- D: Designation
- P: Process/Report
- FEED: Advancement to Finance Feed

Scripts

Some of these scripts should be used as samples, because they may have specific codes checked (for example, exclusion codes). Each should be evaluated, based on the needs of your institution.

Script	Description
`a_donors.sql`	This script lists the donors for a class year. Information displayed includes name, phone number for the preferred address, total of annual fund giving this fiscal year, total of annual fund soft credit for this year, gift society club for this year (Marquis Society), `Y` if a spouse exists, total of all giving for this year (including annual fund), and total of all soft credit giving for this year (including annual fund). The second part of the script calculates the percentage of donors for the class year. This does not include those class members with exclusion codes of `NOM`, `PSO`, and `MSO`. Only those with a donor category of `ALUM` are selected. The third part of the script calculates the percentage of donors for the class year for the previous fiscal year. This does not include those class members with exclusion codes of `NOM`, `PSO`, and `MSO`. Only those with the donor category `ALUM` are selected. The fourth part of the script sums the total giving for the class in the previous year. Three prompts are given: • Class Year • Current Fiscal Year • Previous Fiscal Year Soft credit excludes any matching gift soft credit. Deceased people are not included. A results file (`donors.lst)` is created, and the script exits upon completion.
`a_passby.sql`	This script displays gift detail entered within a date range. An indication as to whether the gift is split or not, the soft credit ID, gift comment, gift credit amount, preferred class, gift type, designation code, designation name, and donor’s name and ID are included. The gift credit amount is displayed so that if a gift is split, the credit amount (rather than the full amount of the gift) is displayed with the indicator that it was split. A spool file (`passby.lst`) is created, and the script exits upon completion. This can be considered a daily gift journal report.

Script	Description
a_rating.sql	This script updates the ratings table for major donors (AMRPRRT). The update is based on a specified rating code for a specified population selection. The rating type can be 1, 2, or 3. Ratings can be seen on the AMAINFO form. The population assumes an "ALUMNI" application. A file (rating.lst) is created containing those who existed in the population selection, and the script exits upon completion.
a_staff.sql	This script updates a prospect staff record to a new staff code for a requested population selection (the application ALUMNI is assumed). The updated staff record has the staff type DEVS. Staff codes are created and maintained on GUAIDEN. Staff records can be seen on AMAINFO. A file (staff.lst) is created containing all the IDs in the requested population selection, and the script exits upon completion.
aafrdesg.sql	This script rolls designations from one campaign to another. It prompts for a new campaign code, and an existing one to copy from. The goals in AFRDESG are set to 0. If the goals need to be copied from the previous campaign, enter a Y, or they will be set to 0. Commit and rollback are commented out. Uncomment the one that is appropriate. When committed, you can see the results on AFACAMP. A file (updrdesg.lst) is created.
abusphn.sql	This script updates the status of the primary telephone number (associated with the BU address), making it inactive (I). The IDs updated are in a requested population selection, where the application is hard-coded to be ALUMNI. If needed, the sprtele_comment field can be updated with the reason for the change. Both the telephone code and address type code are checked to be BU. A file (busphn1.lst) is created with the results, and a listing of those people and phone numbers affected. The script exits upon completion.
acashsum.sql	This script lists the Cashier Session Summary by Designation within Session within User.

Script	Description
acfae.sql	This script loads records into the APRTCFA table for VSE processing. It prompts for the date range, user ID, and session. User ID and session ID are not validated. It loads the data in two steps: 1. Credit received from the donor 2. Credit received as a hard credit ID Each is at the gift designation level. This script then updates the APRTCFA_GMEM_IND with a Y if the donor is a governing board member (APRTCFA_CFAE_1 = "C" and APRTCFA_CFAE_2 = "G"). The last step is an sql that can be used to select the detail cells in the matrix of the VSE report. It prompts for VSE type and the source. Values for both of these can be found in the VSE section of this manual. Valid designation types come from ATVCFAE_TYPE values, while valid sources come from ATVDONR_CFAE_1. The sum of the **Credit Amount** field equals the amount on the VSE report for that cell, although there might be a discrepancy due to rounding on the VSE report. The output report is in vse.lst. The report portion is also in a separate script (acfae2.sql). The function AGFCRDT must be run for the script to work.

Script	Description
`acfae2.sql`	This script reports the detail for a cell from the VSE report (information from the ADPVSER process). It assumes that the temporary table for VSE processing (APRTCFA) is populated. This can be done using the provided script `acfae.sql`. It prompts for a VSE type, the type associated with a VSE code for a designation on ADADESG. VSE types are associated with VSE codes on ATVVSER. See “VSE Code Validation Form (ATVVSER)” on page 377 for valid values. The script also prompts for a source, associated with a donor category code, coming from valid values for `CFAE_1` on ATVDONR. See the documentation for valid values. The output of the report shows the person getting credit for the gift, the full amount of the gift, the designation amount (and the designation), and the credit amount. If the ID identified is the donor, the word “Donor” appears. If the ID is a hard credit ID, the word “Hard” appears. Each amount is summed at the end. The sum of the “Credit” amount should correspond with the “cell” amount on the VSE report. Totals are not rounded and should be accurate within a dollar of those on the ADPVSER report. Any difference is the result of ADPVSER not reporting amounts less than one dollar on totals. The output goes to the file `vse.lst`. Users can execute multiple times within the SQL session without logging out to reset the input parameters. The To Date input parameters determines the end date to be used when selecting the details for inclusion in the records selection. The Session ID input parameter identifies the VSE process run for detail record selection.
`acfaedlt.sql`	This script deletes APRTCFA records based on a requested user and session. It should be run after scripts have been run to look at detail for the report (`acfae.sql` and `acfae2.sql`). The values for the session and user should be the same ones entered when the `acfae.sql` script was run that populated the table. The output appears in `cfae_delete.lst`. This script automatically exits SQL*Plus at the end.

Script	Description
`acompare.sql`	This script compares giving over two date ranges. The giving ranges are predefined in the script. They can be changed if necessary (parts 2 and 3). It has five parts: 1. Insert records into AGRTEMP based on two requested date ranges. 2. Build AGRTMP2 by inserting ranges and zeroes. 3. Update AGRTMP2 with the counts of the dollars and donors. 4. Display the report output. 5. Clean up (delete records) AGRTEMP and AGRTMP2.

Script	Description
`acontact.sql`	This script has four parts: 1. Insert a contact record for those in the population with an existing contact record. 2. Insert a contact record for those in the population without a contact record. 3. List those that were not prospects (no contact was created). 4. List those that were prospects (contacts were created). The script prompts for • Staff_code (must exist on GURIDEN) • Project (must exist on ATVPROJ) • Contact_type (must exist on ATVSCNT) • Contact Description (free-form text up to 2000 characters) • Contact_date (must be in DD-MON-YYYY format) • Proposal (must exist on ATVPROP) • Population (must be a valid population selection) • Creator (must be a valid creator of a population selection) • User (must be a valid user of a population selection) The combination of population, creator, user, and an application of “ALUMNI” must exist on GLBEXTR table (GLAEXTR form). These are the keys for any population selection. A preliminary step is done to validate all codes entered. If a valid code is not entered (that is, it doesn’t exist on the appropriate validation table), a message appears in the `contact.lst` file. The output appears in the file `contact.lst`, and the script exits automatically upon completion.
`activity.sql`	This script creates an activity year for the requested code and year based on the existing year. The script makes sure the year being inserted doesn’t already exist for that activity and pidm. It can only be successfully run once per login session, because the same variable is stored in memory. The output file is `updacty.lst`, and the script exits automatically upon completion.

Script	Description
adelzero.sql	This script deletes all zero amounts from AGRGDES and AGRGCAM. Zero amounts were created when a partial payment was applied to a pledge.
adnrdlte.sql	This script deletes a secondary donor category for a prompted population selection. It is useful for removing student codes after the student/alumni feed (APPSTDI). Students who graduate could have two donor category codes, “Student” and “Alumni”. This script deletes a donor category record (APRCATG) for those in the population selection. It makes sure that another donor category still exists for the ID, since this is a required table for all constituents. The population selection assumes the application is ALUMNI. An output file (adonrdlte.lst) contains those in the population that had a donor category deleted. The script exits automatically upon completion.
afixagds.sql	This script creates the adjustment detail records that are not created when only the gift type is changed in an adjustment.
afixpdes.sql	This script identifies and corrects pledges with an incorrect amount paid in the AGRPDES record.
afixhigh.sql	This script updates the highest gift information on APBGHIS, because it had not been set on an ID’s first gift. It only updates if the record exists, but the APBGHIS_HIGH_GIFT_NO is NULL.

Script	Description
afixpd.sql	This script updates all history tables for all IDs, campaigns, and designations, and is used to create history after gift detail has been converted. It builds all history tables based on detail records existing: • APRCHIS - Campaign by Fiscal Year/ID table • APRDHIS - Designation by Fiscal Year/ID table • ADRSUMM - Designation by Fiscal Year table • ADBDESG - Designation table. This table is only updated (that is, designations must be built first before this script updates the money fields). • AFRDESG - Designation by Campaign table. This table is only updated (that is, designations must be associated with campaigns before this script updates the money fields). • AGBPLDG - Updates the status code (AGBPLDG_PSTA_CODE) based on payments applied to the pledge. This script must be run by the “Alumni” user or any user who can “delete” tables, drop temporary indexes, and create temporary indexes (DBA access). **Warning:** If you have converted summary data and have not converted detail data for the pledges and gifts, do not run this script.
afixpsol.sql	This script identifies and updates the pledge solicitation paid amount, finding AGRPSOL records where the AGRPSOL paid amount does not equal the AGRGSOL amount.
agbgift_mask.sql	This script masks existing credit card numbers stored in the AGBGIFT_CARD_NO column.

Script	Description
ahispop.sql	This script updates the alumni history tables from pledge and gift detail data for a prompted population selection. Included are insert statements for the APRCHIS and APRDHIS tables for IDs that have received pledge hard credit or gift hard/soft credit. 1. Initialize APRCHIS amount fields to 0. 2. Create APRCHIS records for campaigns and fiscal years that have pledge detail but no history. 3. Create APRCHIS records for campaigns and fiscal years that have gift detail but no history. 4. Create APRCHIS records for campaigns and fiscal years that have pledge hard credit detail. 5. Create APRCHIS records for campaigns and fiscal years that have gift hard credit detail. 6. Create APRCHIS records for campaigns and fiscal years that have gift soft credit detail. 7. Update APRCHIS_AMT_PLEDGED from pledge detail. 8. Update APRCHIS_AMT_PLEDGED_PAID from gift detail. 9. Update APRCHIS_AMT_GIFT from gift detail. 10. Update APRCHIS_AMT_MEMO from gift soft credit detail. 11. Update APRCHIS_AMT_PLEDGED by subtracting hard credit given away. 12. Update APRCHIS_AMT_PLEDGED by adding hard credit received. 13. Update APRCHIS_AMT_PLEDGED_PAID by subtracting hard credit given away. 14. Update APRCHIS_AMT_PLEDGED_PAID by adding hard credit received. 15. Update APRCHIS_AMT_PLEDGED_PAID by adding third-party credit received. 16. Update APRCHIS_AMT_GIFT by subtracting hard credit given away. 17. Update APRCHIS_AMT_GIFT by adding hard credit received. 18. Initialize APRDHIS amounts to 0. 19. Create APRDHIS records for designations and fiscal years that have pledge detail but no history. 20. Create APRDHIS records for designations and fiscal years that have gift detail but no history. 21. Create APRDHIS records for designations and fiscal years that have pledge hard credit detail but no history. 22. Create APRDHIS records for designations and fiscal years that have gift hard credit detail but no history. 23. Create APRDHIS records for designations and fiscal years that have gift soft credit detail but no history. (continued on the next page)

Script	Description
`ahispop.sql` (continued)	24. Update `APRDHIS _AMT_PLEDGED` from pledge detail. 25. Update `APRDHIS_AMT_PLEDGED_PAID` from gift detail. 26. Update `APRDHIS_AMT_GIFT` from gift detail. 27. Update `APRDHIS_AMT_MEMO` from soft credit detail. 28. Update `APRDHIS_AMT_PLEDGED` by subtracting hard credit given away. 29. Update `APRDHIS_AMT_PLEDGED` by adding hard credit received. 30. Update `APRDHIS_AMT_PLEDGED_PAID` by subtracting hard credit given away. 31. Update `APRDHIS_AMT_PLEDGED_PAID` by adding hard credit received. 32. Update `APRDHIS_AMT_PLEDGED_PAID` by adding third-party credit received. 33. Update `APRDHIS_AMT_GIFT` by subtracting hard credit given away. 34. Update `APRDHIS_AMT_GIFT` by adding hard credit received. The following steps for a group should be run together. Running any of the steps within a group independent of another might cause invalid results: • Group 1: ID Giving by Campaign and Fiscal Year Summary (APRCHIS table), steps 1-17 • Group 2: ID Giving by Designation and Fiscal Year Summary (APRDHIS table), steps 18-34 Because there is only one rollback/commit statement at the bottom of the file, each table being updated is held for the duration of the script. You can enter rollback/commit statements where appropriate to release tables throughout the script. **Warning:** If you have converted summary data and have *not* converted detail data for the pledges and gifts, do not run this script. The script has comments at each major step. There are also selects before and after the updates that are commented out. *This script might need to be edited to meet your needs.* To test this and not commit changes, uncomment the rollback command at the end of the file. This will be spooled to `ahispop.lst`.

Script	Description
`ahistory.sql`	This script updates all history tables for one ID, campaign, or designation. It updates the alumni history tables from pledge and gift detail data. Included are insert statements for the APRCHIS and APRDHIS tables for IDs that received pledge hard or gift hard/soft credit. 1. Initialize and update `AGRPESD_AMT_PAID` based on gift detail and third-party payments. 2. Initialize and update `AGRPCAM_AMT_PAID` based on gift detail and third-party payments. 3. Initialize ADBDESG amounts with `0`. 4. Update `ADBDESG_AMT_PLEDGED` based on pledge detail records. 5. Update `ADBDESG_AMT_PLEDGED_PAID` based on detail gift records. 6. Update `ADBDESG_AMT_GIFT` from detail gift records. 7. Initialize AFRDESG amount fields with `0`. 8. Update `AFRDESG_AMT_PLEDGED` based on pledge records. 9. Update `AFRDESG_AMT_PLEDGED_PAID` based on detail gift records. 10. Update `AFRDESG_AMT_GIFT` based on detail gift records. 11. Initialize ADRSUMM amount fields to `0`. 12. Insert ADRSUMM records that don't exist for gift detail records that do exist. 13. Insert ADRSUMM records that don't exist for pledge detail that does exist. 14. Update `ADRSUMM_AMT_PLEDGED` from detail for a specific fiscal year. 15. Update `ADRSUMM_AMT_PLEDGED_PAID` from detail for a specific fiscal year. 16. Update `ADRSUMM_AMT_GIFT` from detail for a specific fiscal year. 17. Initialize APRCHIS amount fields to `0`. 18. Create APRCHIS records for campaigns and fiscal years that have pledge detail but no history. 19. Create APRCHIS records for campaigns and fiscal years that have gift detail but no history. 20. Create APRCHIS records for campaigns and fiscal years that have pledge hard credit detail. 21. Create APRCHIS records for campaigns and fiscal years that have gift hard credit detail. 22. Create APRCHIS records for campaigns and fiscal years that have gift soft credit detail. 23. Update `APRCHIS_AMT_PLEDGED` from pledge detail. (continued on the next page)

Script	Description
`ahistory.sql` (continued)	24. Update `APRCHIS_AMT_PLEDGED_PAID` from gift detail. 25. Update `APRCHIS_AMT_GIFT` from gift detail. 26. Update `APRCHIS_AMT_MEMO` from gift soft credit detail. 27. Update `APRCHIS_AMT_PLEDGED` by subtracting hard credit given away. 28. Update `APRCHIS_AMT_PLEDGED` by adding hard credit received. 29. Update `APRCHIS_AMT_PLEDGED_PAID` by subtracting hard credit given away. 30. Update `APRCHIS_AMT_PLEDGED_PAID` by adding hard credit received. 31. Update `APRCHIS_AMT_PLEDGED_PAID` by adding third-party credit received. 32. Update `APRCHIS_AMT_GIFT` by subtracting hard credit given away. 33. Update `APRCHIS_AMT_GIFT` by adding hard credit received. 34. Initialize APRDHIS amounts to `0`. 35. Create APRDHIS records for designations and fiscal years that have pledge detail but no history. 36. Create APRDHIS records for designations and fiscal years that have gift detail but no history. 37. Create APRDHIS records for designations and fiscal years that have pledge hard credit detail but no history. 38. Create APRDHIS records for designations and fiscal years that have gift hard credit detail but no history. 39. Create APRDHIS records for designations and fiscal years that have gift soft credit detail but no history. 40. Update `APRDHIS_AMT_PLEDGED` from pledge detail. 41. Update `APRDHIS_AMT_PLEDGED_PAID` from gift detail. 42. Update `APRDHIS_AMT_GIFT` from gift detail. 43. Update `APRDHIS_AMT_MEMO` from soft credit detail. 44. Update `APRDHIS_AMT_PLEDGED` by subtracting hard credit given away. 45. Update `APRDHIS_AMT_PLEDGED` by adding hard credit received. 46. Update `APRDHIS_AMT_PLEDGED_PAID` by subtracting hard credit given away. 47. Update `APRDHIS_AMT_PLEDGED_PAID` by adding hard credit received. 48. Update `APRDHIS_AMT_PLEDGED_PAID` by adding third-party credit received. (continued on the next page)

Script	Description
`ahistory.sql` (continued)	49. Update `APRDHIS_AMT_GIFT` by subtracting hard credit given away. 50. Update `APRDHIS_AMT_GIFT` by adding hard credit received. 51. Update `AGBPLDG_PSTA_CODE` to “Paid” if pledge is paid. The following steps for a group should be run together. Running any step within a group independent of another might cause invalid results: • Group 1: Pledge Amount Paid detail, steps 1-2 • Group 2: ID Designation Pledge & Gift Summary, steps 3-6 • Group 3: Campaign/Designation Pledge & Gift Summary, steps 7-10 • Group 4: Designation Fiscal Year Pledge & Gift Summary, steps 11-16 • Group 5: ID Giving by Campaign and Fiscal Year Summary, steps 17-33 • Group 6: ID Giving by Designation and Fiscal Year Summary, Steps 34-50 • Group 7: Paid Pledges This script takes a considerable time to run and holds tables used in the Banner Advancement day-to-day processing. Consider running it at night, or over a weekend. Because there is only one rollback/commit statement at the bottom of the file, each table being updated is held for the duration of the script. You can enter rollback/commit statements where appropriate to release tables throughout the script. **Warning:** If you have converted summary data and have not converted detail data for the pledges and gifts, do not run this script. The pledge status field is updated, and a “P” is used for pledges that have been paid. If this is not the correct value for your institution, it must be changed (see the last step). The script has comments at each major step. There are also selects before and after the updates that are commented out. *This script might need to be edited for your needs.* To test this and not commit the changes, uncomment the rollback command at the end of the file. This is spooled to `history.lst`.

Script	Description
`ahomphn.sql`	This script inactivates the status of the telephone associated with the PR address (the primary telephone number) for a requested population selection. The application is hard-coded to be “Alumni”. If needed, the `sprtele_coment` field can be updated with a reason for the update. Both the tele code and address type code are checked to make sure they are “PR”. The script automatically exits upon completion. A file (`homphn1.lst`) is created with the results, and a list of those people and phone numbers affected.
`ainacadd.sql`	This script makes inactive *all* addresses for a requested population selection, placing an “I” in the address’ status field. The population assumes an application of “ALUMNI”, and prompts for the selection ID, creator ID, and user ID. The script also makes inactive all phone numbers for the person. An output file (`inactivate_addresses.lst)` lists all the people whose addresses were made inactive. The script automatically exits upon completion.
`ainsact.sql`	This script prompts for an activity code and population selection (application “ALUMNI” is assumed), and creates activity codes for the selection. The activity code must exist on STVACTC. The script inserts a new activity record for the population selection. It makes sure that the IDs do not already have the activity code. A file is created (`activity.lst`) identifying all the persons in the population selection. The script automatically exits upon completion.
`ainsacty.sql`	This script creates a new year for a requested activity code, population selection, and year. It updates a new year into the activity year table based on an existing year. It assumes the “Alumni” application, and it makes sure the year being inserted doesn’t already exist for that activity and PIDM. (It only brings back current SPRIDEN information when it performs the check.) This script can only be run once successfully per login session because the same variable is stored in memory. The script automatically exits upon completion.
`ainsexc.sql`	This script creates an exclusion code for everyone in a population selection. The code must exist on ATVEXCL. The population selection assumes an application of “ALUMNI”. A file is created (`exclusion.lst`) that contains those who had the exclusion code added. Exclusion codes are viewed and maintained online via the Advancement Mail Form (APAMAIL). The script automatically exits upon completion.

Script	Description
`ainsmail.sql`	This script creates a mail code for a requested mail code and population selection (application “ALUMNI” is assumed). The mail code is prompted for, and must exist on GTVMAIL. The address type is prompted for, and each PIDM must have that address code. If it does not, the mail code is not inserted. The script makes sure the IDs do not already have the new mail code. A file is created (`mailcode.lst`) identifying all the people in the population selection. The script automatically exits upon completion.
`ainsspur.sql`	This script creates a special purpose code for a prompted code, type, date, and population selection. It updates the special purpose area with a special purpose record. The script prompts for the special purpose type, code, and date. The special purpose code must exist on ATVPRCD, and the special purpose type must exist on ATVPRTP. A file is produced (`specialpur.lst`) identifying who received the code. The script automatically exits upon completion.
`alispin.sql`	This script reports all outstanding pledge installment amounts for a requested campaign/ designation. Enter “ALL” for the campaign/designation to get receive installment amounts for all campaigns or designations.
`alispin1.sql`	This script reports all outstanding pledge amounts for a requested campaign/designation type. Enter “ALL” to receive amounts for all campaigns/designations.
`alufimg.sql`	This script gives a requested alumni user access to necessary Banner Finance System tables.
`alugeng.sql`	This script gives a requested alumni user access to necessary Banner General System tables.
`alupayg.sql`	This script gives a requested alumni user access to necessary Banner Payroll tables.
`aluresg.sql`	This script gives a requested alumni user access to necessary Banner Financial Aid System tables.
`alustug.sql`	This script gives a requested alumni user access to necessary Banner Student System tables.
`alutrag.sql`	This script gives a requested alumni user access to necessary Banner Accounts Receivable tables.

Script	Description
`anondon.sql`	This script lists the non-donors for a class year. Information displayed includes name, phone number for preferred address, total of all giving for last year, and total of all soft credit for last year. There are three prompts: class year, previous fiscal year, and current fiscal year. Soft credit for last year excludes any matching gift soft credit. Deceased people are not included. People with an exclusion code of “NOM, “MSO”, or “PSO” are also excluded. Only people with donor category “ALUM” or “ALND” are selected. The results are in a file (`nondonors.lst`), and the script exits upon completion.
`aperform.sql`	This script prints giving performance by class year for a fiscal year. Fields printed include: • Class year • Number of class members solicited (excluding those with “NOM” or (“PSO” and “MSO”) exclusion codes) • Number of donors • Percentage of donors (#3 divided by #2) • Giving to the annual fund • Soft credit to the annual fund • Giving to capital and endowment • Soft credit to capital and endowment • Total giving (the sum of giving to the annual fund, soft credit to the annual fund, giving to capital and endowment, and soft credit to capital and endowment) The final select calculates the final percentage of giving for all alumni. The script prompts for class year and fiscal year. For class year, you can enter “%” (the Oracle wildcard) to get all class years, enter a specific class year, or enter part of a class year (for example, 199%). Next, enter the fiscal year code to be reported. The script only looks at people who have a donor category of “ALUM” or “ALND”. Capital giving is defined by a campaign with a campaign type “CA”. Annual fund giving is defined by a campaign type of “AF”. The results appear in a file (`performance`.lst), and the script exits upon completion.

Script	Description
`aprefcls.sql`	This optional script lists records in table APBCONS that have a non-numeric preferred class column. After running this script to identify the rows with a non-numeric preferred class column, update the records using the PIDM (primary key (index)) in the Where clause.
`aprosp.sql`	This script lists prospects from a population selection (assumes an application of “ALUMNI”). The list includes the person’s name, class year, rating code, and staff person. The script assumes that each ID has a maximum of one rate code and one staff code. The output appears in a file (`mdplist.lst`), and the script exits upon completion.
`aprosp2.sql`	This script creates a list of prospects from a population selection (assumes an application of “ALUMNI”). The script prompts for population selection details, reference code, rating type code, rating code, rating screen code, staff type, primary staff, and secondary staff.
`aratetyp.sql`	This script updates rating types for a requested population selection. It updates the ratings table for major donors (AMRPRRT). The update is based on a prompted rating type code for a prompted population selection. The rating type must be “1”, “2”, or “3”. Ratings are viewed on the AMAINFO form. The rating type is updated to the prompted value (`AMRPRRT_RTGT_CODE`). The population selection assumes an “ALUMNI” application. A file is created (`rating_type.lst`) containing the members of the population selection, and the script exits upon completion.
`areacde7.sql`	This script facilitates changing area codes on phone numbers. A script is created (`phonupdt.sql`) containing the update statements to change all existing phone numbers. Review the script to see if all exchanges should be changed.
`areppld.sql`	This script lists those with an active pledge. A report is generated with the output (`pledges_report.lst`).
`aseason.sql`	This script updates the effective date of seasonal addresses (“SE”) on APAIDEN using parameters to define the records to select. The script updates the seasonal addresses using date range parameters to compare to the From date of the address.

Script	Description
`asrcorgl.sql`	This script produces a hardcopy list of the Solicitor Organization Hierarchy for a visual representation of the defined hierarchy.
`aunhonpl.sql`	This script updates pledges statuses from `A` (Active) to `U` (Unhonored) for specified campaigns, looking for an outstanding balance.
`aunlist.sql`	This script updates the unlisted indicator of the primary PR phone number for a prompted population selection. The script changes the area code to "UNL" and the number to "ISTED" so "UNLISTED" appears on APAIDEN. The IDs updated are those in the specified population selection where the application is hard-coded to be "ALUMNI". Both the address type and phone type must be "PR". A file (`unlisted.lst`) is created with the results, and a listing of people and phone numbers affected. The script exits automatically upon completion.

Script	Description
`household_child.sql`	This script associates parents with children, putting them into the same household. It is driven by children in the APRCHLD table where the cross reference code on ATVXREF has the `household_ind` = `Y`. If the corresponding APRXREF record exists with `household_ind` = `N`, this script changes it to `Y` and updates the `APRXREF_ACTIVITY_DATE` with the system date. If the APRXREF records are missing, the routine inserts them. This script is optional, but you must run if you want to use the householding feature. You only need to run it once. The only exception is if you add a new type of household relationship by selecting the **Household** check box for another code on ATVXREF. In that case, you need to run the householding scripts again (`household_child.sql`, `household_general.sql`, and `household_spouse.sql`). If the `household_general` script is going to be run, it should be run after the `household_spouse` and `household_child` scripts are run, if either of them is going to be run. This script does not associate deceased persons with a household. The script, however, does not remove a household association that existed before the person died. Before running this script, make sure you previously set up the appropriate Banner forms to use householding. See “Households” on page 96 for details. This script only households those that are defined on ATVXREF to be householded. The script does not “unhousehold” anyone who was already householded before running this script. If a parent and child live at different addresses and the cross reference assigned would normally associate them into the same household, you should make sure the **Household** field is cleared on the Children Information Form (APACHLD) or the Cross Reference Form (APAXREF).

Script	Description
household_general.sql	This script associates people where the XREF_CODE is marked to be part of a household in ATVXREF, but the relationship may not be maintained in APACONS or APACHLD. It is driven by the APRXREF table where the XREF_CODE is marked to be included in a household in ATVXREF. The household indicator is updated only for those records in which the reverse cross reference exists in APRXREF and both individuals are living. This script is optional, but you must run if you want to use the householding feature. You only need to run it once. The only exception is if you add a new type of household relationship by selecting the **Household** check box for another code on ATVXREF. In that case, you need to run the householding scripts again (household_child.sql, household_general.sql, and household_spouse.sql). If the household_general script is going to be run, it should be run after the household_spouse and household_child scripts are run, if either of them is going to be run. This script does not associate deceased persons with a household. The script, however, does not remove a household association that existed before the person died. Before running this script, make sure you previously set up the appropriate Banner forms to use householding. See "Households" on page 96 for details. This script only households those that are defined on ATVXREF to be householded. The script does not "unhousehold" anyone who was already householded before running this script.

Script	Description
household_spouse.sql	This script associates spouses, putting them into the same household. It is driven by active spouses in the APRCSPS table where the cross reference code on ATVXREF has the HOUSEHOLD_IND = Y. If the corresponding APRXREF record exists with HOUSEHOLD_IND = N, this script changes it to Y and updates APRXREF_ACTIVITY_DATE with system date. If APRXREF records are missing, the routine inserts them. This script is optional, but you must run if you want to use the householding feature. You only need to run it once. The only exception is if you add a new type of household relationship by selecting the **Household** check box for another code on ATVXREF. In that case, you need to run the householding scripts again (household_child.sql, household_general.sql, and household_spouse.sql). If the household_general script is going to be run, it should be run after the household_spouse and household_child scripts are run, if either of them is going to be run. This script does not associate deceased persons with a household. The script, however, does not remove a household association that existed before the person died. Before running this script, make sure you previously set up the appropriate Banner forms to use householding. See “Households” on page 96 for details. This script only households those that are defined on ATVXREF to be householded. The script does not “unhousehold” anyone who was already householded before running this script. If spouses live at different addresses and the cross reference assigned would normally associate them into the same household, you should make sure the **Household** field is cleared on the Spouse window of the Advancement Individual Information Form (APACONS) or the Cross Reference Form (APAXREF).
process_gift_data.sql	This script executes the p_process_gift_data procedure. This procedure calculates giving history totals for hard credit, soft credit, and overall giving. These totals are stored in temporary tables, available for display on Banner Advancement Self-Service profiles. Calculating them in advance improves response time. Ellucian recommends that this procedure be run daily.

Reports and Processes

The rest of this chapter provides a description for each of the following report and process within Banner Advancement:

- “Statement of Giving Report (AGPACCT)” on page 549
- “Pledge/Gift Acknowledgment Report (AGPACKN)” on page 554
- “Acknowledgment Rules Report (AGPACKR)” on page 557
- “Pledge/Gift Adjustment Report (AGPADJS)” on page 561
- “Automatic Deduction Process (AGPALMP)” on page 564
- “Cashiering Report (AGPCASH)” on page 568
- “Gift Society Year to Date Report (AGPDCGL)” on page 572
- “External Gift Load Process (AGPEXGF)” on page 577
- “Gift Size Analysis Report (AGPGANL)” on page 582
- “Fiscal Year Giving Comparison Report (AGPGCOM)” on page 586
- “LYBUNT / SYBUNT Report (AGPLYSY)” on page 590
- “Matching Gifts Paid Report (AGPMATA)” on page 595
- “Matching Gift Data Load Report (AGPMATC)” on page 597
- “Matching Gifts Outstanding Report (AGPMATF)” on page 609
- “Matching Gift Allocations Report (AGPMATG)” on page 612
- “Matching Gift Subsidiary Data Load Report (AGPMATS)” on page 615
- “Pledge Activity Report (AGPPACT)” on page 618
- “Pledge Outstanding Report (AGPPOUT)” on page 621
- “Pledge Reminder Report (AGPREM1)” on page 626
- “Expired Pledge Installments (AGPREM2)” on page 630
- “School Contribution Analysis Report (AGPSCTA)” on page 635

Dues Acknowledgment Process (AAPACKN)

Identifies the dues payments to be acknowledged and matches them to dues acknowledgment rules that were created on the Dues Acknowledgment Rules Form (AAAACKR). Dues payments that are being acknowledged must be in a finalized cashier session on the Advancement Cashier Session Review Form (AGACREV). Information that is printed includes the membership number; payor ID; dues payment transaction date, number, and amount; acknowledgment rule and priority under which the dues payment qualified; and the letter and/or receipt to be printed. If the member is assigned a letter that was already issued in the current fiscal year, that letter is marked as “No Duplicates” on the Letter Code Validation Form (GTVLETR) (**Allow Duplicates** check box is cleared), and an alternate letter is identified on GTVLETR, then duplicate letters are identified and the alternate letter on GTVLETR is issued, following the same rules for duplicates. The report can be run in report or update mode.

For more details, see “Dues Payment Acknowledgments and Receipts” on page 145.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Temporary Table Delete	Yes	Code that determines whether letters that were printed are deleted from the temporary acknowledgment table.	`Y` - Delete acknowledged records from temporary table (default). `N` - Leave acknowledged records in temporary table.
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Entry Date	No	Date used to determine which dues are evaluated. Dues entered on and after this date are evaluated.	Date format (DD-MON-YYYY); current date defaults.

Parameter Name	Required?	Description	Values
Letter Code	No	Letter code to be selected. If left blank, all letter codes are selected. Partial letter codes can be entered; for example, if *MEMB* is entered, letter codes such as `MEMBER_ACK_1` and `MEMBER_ACK_2` are selected.	Letter Code Validation Form (GTVLETR)

Report Sample—Dues Acknowledgment Process (AAPACKN)

```
20-FEB-1998 16:12:38                                  Ellucian University                              PAGE     1
                                                  Dues Acknowledgment Process                              AAPACKN



    ID    Name                                         Entry     Trans     Memb                          Rule Rule Letter           Type
                                                       Date               Amount    No.  Prty Code              of Ackn
510000009 Kline, Melissa                          08-JAN-1998 0000074 0000001        $100.00    1    1    A/D_ACK_SPECIAL
                                                                                                          GIFT_RECEIPT     *Rcpt*
                                                                                     $100.00    1    1    CORP_GIFT_ACKN
                                                                                     $100.00    1    3    MEMBER_CARD
510000010 Kline, Andrew                           08-JAN-1998 0000075 0000001        $200.00    1    1    A/D_ACK_SPECIAL
                                                                                                          GIFT_RECEIPT     *Rcpt*
                                                                                     $200.00    1    1    CORP_GIFT_ACKN
                                                                                     $200.00    1    3    MEMBER_CARD

510000000 Woo, Angela                             08-JAN-1998 0000076 0000002        $100.00    1    1    A/D_ACK_SPECIAL
                                                                                                          GIFT_RECEIPT     *Rcpt*
                                                                                     $100.00    1    1    CORP_GIFT_ACKN
                                                                                     $100.00    1    3    MEMBER_CARD

510000011 Schmidt, Lisa                           18-JAN-1998 0000079 0000001         $25.00    2    26   A/D_ACK_SPECIAL
                                                                                                          RECEIPT          *Rcpt*
                                                                                      $25.00    1    3    MEMBER_CARD
510000014 Oliver, Kathy                           20-JAN-1998 0000082 0000001        $500.00    1    3    MEMBER_CARD

510000016 Koerner, Carol                          20-JAN-1998 0000083 0000001        $500.00    1    3    MEMBER_CARD
510000008 Bausher, Christine                      25-JAN-1998 0000086 0000004         $50.00    1    1    A/D_ACK_SPECIAL
                                                                                                          GIFT_RECEIPT     *Rcpt*
                                                                                      $50.00    1    1    CORP_GIFT_ACKN
                                                                                      $50.00    1    3    MEMBER_CARD
```

```
 20-FEB-1998 16:12:38                                    Ellucian University                              PAGE     2
                                                     Dues Acknowledgment Process                              AAPACKN




                                             * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPACKN
PARAMETER SEQUENCE NUMBER:
DELETE FROM ACKNOWLEDGEMENT TABLE: Y
REPORT ONLY: U
RUN DATE: 01-JAN-1998
LETTER CODE:
LINES PER PAGE PRINTED: 53

RECORD COUNT: 16
```

Dues Adjustment Report (AAPADJS)

Provides an audit trail of adjusted and voided membership program dues payments. Records are sorted by transaction number.

For more details, see “Dues Payment Adjustments and Voids” on page 136.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Adjust Begin Date	No	First day of the adjustment period being reported.	Date format (DD-MON-YYYY); current date defaults.
Adjust End Date	No	Last day of the adjustment period being reported.	Date format (DD-MON-YYYY); current date defaults.
User	Yes	Banner user ID who entered the adjustment. Wildcard (%) is available.	Banner ID

Report Sample—Dues Adjustment Report (AAPADJS)

```
20-FEB-1998 16:36:45                                        Ellucian University                                                   PAGE 1
                                                           Dues Adjustment Report                                                 AAPADJS
----------

Trans No:   0000072  Program:     ALUMN     Payor ID:  510000001   Name: Matthew Allen


BASE      Base Detl IntsDues Date    FY       Amount     Pay Type        Session                       Entry
          Seq. Seq. Seq.

BEFORE:   1             08-JAN-1998  1998         50.00     CA           F         Orig: 08-JAN-1998  10:51:35  ADISUSR
AFTER:    1             08-JAN-1998  1998         25.00     CA           F 56      Adj.: 08-JAN-1998  18:13:44  ADISUSR
                                                                                   Cash: 08-JAN-1998  18:13:42  ADISUSR

Program:    ALUMN    Memb No:     0000001   Payee ID:  510000001   Name: Matthew Allen

DETAIL    Base Detl Ints                      Amount     Promotion
          Seq. Seq. Seq.

BEFORE:   1    1                                  50.00
AFTER:    1    1                                  25.00

               Comment - BEFORE:
                          AFTER:

INTERESTS Base Detl Ints Ints        FY       Amount     Pay Type  Feed  Session                      Entry
          Seq. Seq. Seq.                                           /Fed

BEFORE:   1    1    1    GNRL        1998         50.00     CA                         Adj.: 08-JAN-1998 18:13:50   ADISUSR
AFTER:    1    1    1    GNRL        1998         25.00     CA           F 56      Cash: 08-JAN-1998 18:13:48   ADISUSR

----------

Trans No:   0000075  Program:     ALUMN     Payor ID:  510000010   Name: Andrew Kline


BASE      Base Detl IntsDues Date    FY       Amount     Pay Type        Session                       Entry
          Seq. Seq. Seq.

BEFORE:   1             08-JAN-1998  1998        100.00     GK           F         Orig: 08-JAN-1998  18:27:42  ADISUSR
AFTER:    1             08-JAN-1998  1998        200.00     GK           F 56      Adj.: 08-JAN-1998  18:31:26  ADISUSR
                                                                                   Cash: 08-JAN-1998  18:27:42  ADISUSR
```

```
20-FEB-1998 16:36:45                                    Ellucian University                                                 PAGE 2
                                                       Dues Adjustment Report                                              AAPADJS
----------
Trans No:   0000075  Program:     ALUMN     Payor ID:  510000010   Name: Andrew Kline

Program:    ALUMN    Memb No:     0000001   Payee ID:  510000010   Name: Andrew Kline

DETAIL    Base Detl Ints                      Amount    Promotion
          Seq. Seq. Seq.

BEFORE:   1    1                                 100.00
AFTER:    1    1                                 200.00
Comment - BEFORE:
                          AFTER:

INTERESTS Base Detl Ints Ints        FY       Amount    Pay Type  Feed  Session                    Entry
          Seq. Seq. Seq.                                          /Fed

BEFORE:   1    1    1    GNRL        1998        100.00     GK                    Adj.: 08-JAN-1998 18:31:27   ADISUSR
AFTER:    1    1    1    GNRL        1998        200.00     GK          F 56      Cash: 08-JAN-1998 18:27:42   ADISUSR

----------
Trans No:   0000077  Program:     ALUMN     Payor ID:  @00000363   Name: Ed Eyestone
BASE      Base Detl IntsDues Date    FY       Amount    Pay Type        Session                     Entry
          Seq. Seq. Seq.

BEFORE:   1            08-JAN-1998  1998        100.00     EQ          F         Orig: 08-JAN-1998  18:34:18  ADISUSR
AFTER:    1            08-JAN-1998  1998        200.00     EQ          F 57      Adj.: 08-JAN-1998  18:37:32  ADISUSR
                                                                                  Cash: 08-JAN-1998  18:37:31  ADISUSR

Program:    ALUMN    Memb No:     0000001   Payee ID:  @00000363   Name: Ed Eyestone

DETAIL    Base Detl Ints                      Amount    Promotion
          Seq. Seq. Seq.

BEFORE:   1    1                                 100.00
AFTER:    1    1                                 200.00
Comment - BEFORE:
                          AFTER:

INTERESTS Base Detl Ints Ints        FY       Amount    Pay Type  Feed  Session                    Entry
          Seq. Seq. Seq.                                          /Fed

BEFORE:   1    1    1    GNRL        1998        100.00     EQ                    Adj.: 08-JAN-1998 18:37:33   ADISUSR
AFTER:    1    1    1    GNRL        1998        200.00     EQ           F 57     Cash: 08-JAN-1998 18:37:33   ADISUSR
```

```
20-FEB-1998 16:36:45                                   Ellucian University                                               PAGE 4
                                                      Dues Adjustment Report                                            AAPADJS

                                               * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPADJS
PARAMETER SEQUENCE NUMBER:
Start Date: 01-JAN-1998
End Date: 14-JAN-1998
User: ADISUSR
LINE COUNT: 55

RECORD COUNT: 9
```

Membership Card Process (AAPCARD)

Identifies IDs who have program memberships and who need to receive a membership card. Members can be selected by membership card code, program, category, status of membership, or the membership entry date. The following IDs are not selected, even if they have a membership in the program(s) being processed:

- Those who have already been sent a membership card, as indicated on the Membership Form (AAAMEMB).
- Those who do not have a letter code for a membership card entered on the Membership Form (AAAMEMB).

AAPCARD can be run in report or update mode. The output can be sorted alphabetically by last name or alphabetically by last name within membership card code. When AAPCARD is run in update mode, the following occurs:

- The **Sent** check box on AAAMEMB is selected for each ID and membership selected.
- The current date is inserted on AAAMEMB for each ID and membership selected.
- Information for the cards is created.

To print the membership cards, the Banner Letter Generation process must be used.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Temporary Table Delete	No	Code that determines whether membership cards that were printed are deleted from a temporary table.	`Y` - Delete membership card records from temporary table. `N` - Leave membership card records in temporary table (default).
Letter (card) Code	No	Specific membership card code(s) to process. If left blank all letter codes are selected. This parameter accepts multiple values.	Letter Code Validation Form (GTVLETR)
Program Code	No	Membership programs for which cards are to be created. This parameter accepts multiple values.	Membership Program List Form (AACMSHP)

Parameter Name	Required?	Description	Values
Membership Category	No	Membership category to be selected. This parameter accepts multiple values.	Membership Category Code Validation Form (ATVAMCT)
Membership Status	No	Membership status codes to be selected. This parameter accepts multiple values.	Membership Status Code Validation Form (ATVAMST)
Start Date	No	First day of the range in which the membership entry date must fall.	Date format (DD-MON-YYYY); default is the beginning of time.
End Date	No	Last day of the range in which the membership entry date must fall.	Date format (DD-MON-YYYY); default is current date (if Start Date parameter is entered) or end of time (if Start Date parameter is not entered).
Sort Option	No	Sort order the report.	`M` - Sort alphabetically order by member last name (default). `C` - Sort alphabetically by member last name within membership card/ letter code.
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Report Sample—Membership Card Process (AAPCARD)

```
20-FEB-1998 16:46:21                                    Ellucian University                              PAGE     1
                                                      Membership Card Process                               AAPCARD
                                                            Report Only

ID        NAME                                                                              PROG   CAT  MEMB NO ENTRY DT    S   LETTER CODE

510000002 Allen, Roberta                                                                    ALUMN INDIV 0000005 07-FEB-1998 A MEMBER_CARD
510000005 Lambert, Donna                                                                    ALUMN INDIV 0000004 07-FEB-1998 P MEMBER_CARD
510000003 Rolfe, Kevin                                                                      ALUMN INDIV 0000003 07-FEB-1998 P MEMBER_CARD


          Grand total of all letter codes.......................................                                    3
```

```
 20-FEB-1998 16:46:21                                    Ellucian University                              PAGE     2
                                                       Membership Card Process                               AAPCARD
                                                            Report Only




                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPCARD
PARAMETER SEQUENCE NUMBER:
DELETE FROM TEMPORARY TABLE (AGRALET): N
LETTER CODE: MEMBER_CARD
PROGRAM CODE: ALUMN
MEMBERSHIP CATEGORY:
MEMBERSHIP STATUS:
START DATE: 01-FEB-1998
END DATE: 20-FEB-1998
SORT OPTION: M
REPORT OR REPORT/UPDATE: R
LINES PER PAGE PRINTED: 55

RECORD COUNT: 3
```

Advancement Dues to Finance Feed (AAPFEED)

Feeds finalized dues payment transactions and adjustments to Banner Finance or to a site-specific finance system in a generic feed table. Marks each dues payment with a feed indicator and the date fed. This process can be run in either report or update mode. Each mode produces a report that lists IDs and dues payments or adjustments by payment type within interest and can be sorted by dues transaction number or name. Subtotals are included for each payment type and interest. Adjustment sequence numbers indicate which transactions are adjustment transactions.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Period Start	Yes	Beginning date (inclusive) of entry dates of dues payment transactions and adjustments to be fed to finance.	Date format (DD-MON-YYYY)
Period End	Yes	Ending date (inclusive) of entry dates of dues payment transactions and adjustments to be fed to finance.	Date format (DD-MON-YYYY)
Report or Report/Update	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Feed Date	No	Date put on dues payment transaction and adjustment for the date it is fed to finance (if run in update mode).	Date format (DD-MON-YYYY); current date defaults.
Sort	Yes	Order the report lists dues and adjustments that are fed.	`N` - List in name order. `T` - List in dues payment transaction number order.

Report Sample—Advancement Dues to Finance Feed (AAPFEED)

```
23-FEB-2009                                    Ellucian University                                                  PAGE 1
Release 8.0                                Advancement Dues-Finance Feed                                            AAPFEED
                                          01-JAN-2007 Through 31-DEC-2008
                                                    REPORT ONLY

 INTEREST-    AWEND  Alumni Weekend
                                                   CR ACCT-
 PAY TYPE- CA Cash                                 RULE CD- ASCS

    ID     CONSTITUENT NAME                         PROG  TRANS   DUES DATE   ENTRY DATE              USER  SEQ           AMOUNT

206743333 Geiser, Scott Craig                       ALCHP 0000029 26-NOV-2007 26-NOV-2007          SGEISER                100.00

          PAY TYPE TOTAL                                       2                                                          400.00

 INTEREST-    AWEND  Alumni Weekend
                                                   CR ACCT-
 PAY TYPE- CC Credit Card                          RULE CD- ASCS

    ID     CONSTITUENT NAME                         PROG  TRANS   DUES DATE   ENTRY DATE              USER  SEQ           AMOUNT

206743333 Geiser, Scott Craig                       ALCHP 0000030 10-JAN-2008 10-JAN-2008          SGEISER                100.00

          PAY TYPE TOTAL                                       1                                                          100.00


          INTEREST TOTAL                                       3                                                          500.00

 INTEREST-    GNRL   General Membership
                                                   CR ACCT- A        1000   210    4630   660
 PAY TYPE- CA Cash                                 RULE CD- ASCS

    ID     CONSTITUENT NAME                         PROG  TRANS   DUES DATE   ENTRY DATE              USER  SEQ           AMOUNT

A00054738 Smith, Horatio                            ALUMN 0000027 01-AUG-2007 01-AUG-2007          CNORRIS                300.00

          PAY TYPE TOTAL                                       1                                                          300.00

 INTEREST-    GNRL   General Membership
                                                   CR ACCT- A        1000   210    4630   660
 PAY TYPE- CC Credit Card                          RULE CD- ASCS

    ID     CONSTITUENT NAME                         PROG  TRANS   DUES DATE   ENTRY DATE              USER  SEQ           AMOUNT

206743333 Geiser, Scott Craig                       CTEST 0000031 23-JAN-2008 23-JAN-2008          SGEISER                100.00
         PAY TYPE TOTAL                                       1                                                           100.00


          INTEREST TOTAL                                       2                                                          400.00


          **FINAL TOTAL**                                      5                                                          900.00
```

```
23-FEB-2009                                  Ellucian University                                   PAGE 3
Release 8.0                            Advancement Dues-Finance Feed                               AAPFEED
                                      01-JAN-2007 Through 31-DEC-2008
                                                REPORT ONLY

                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPFEED
RELEASE: 8.0
PARAMETER SEQUENCE NUMBER: 213149
PERIOD START DATE: 01-JAN-2007
PERIOD END DATE: 31-DEC-2008
REPORT OR REPORT/UPDATE: R
FEED DATE: 23-FEB-2009
SORT OPTION: N
LINE COUNT: 55

RECORD COUNT: 5
```

Membership Reminders Process (AAPREMD)

Identifies members who need to be sent a reminder for a program membership dues installment payment. Members can be identified by program, membership status, and installment date. The two basic reasons for reminding an ID are:

- Routine reminders: A dues payment installment falls within the date range specified in the report parameters.
- Past due reminders: No more installments exist, yet an outstanding balance remains.

To process past due reminders, a letter code must be entered in **Past Due Reminder Letter** on the Membership Defaults block on the Institution window of the Advancement Control Form (AGACTRL). If no code is entered, past due letters are not processed and the following message is printed in the report output:

Past Due Letter not found on AGACTRL . . . Skipping Past-Due Processing

Only installments that have a letter code entered on the Dues Installment Form (AAADINS) can be reminded; if a membership does not have installments entered on the Dues Installment Form (AAADINS) or if no letter code is entered for the installments, then it is not reminded.

AAPREMD can be run in report or update mode. When it is run in update mode, the reminder date and count on the Dues Installment Form (AAADINS) are updated, and the information for the reminders is created. To print the reminders, the Banner Letter Generation process must be used.

Names used when the reminders are printed are selected in the following order:

1. Preferred member name. Identified in **Member Name** on the Membership Form (AAAMEMB). Printed exactly as it is entered, with no concatenation.
2. Preferred address name. Identified in **Address Name** on the Constituent/Organization Name Form (APANAME). Printed with or without prefix/suffix (**Prefix** and **Suffix** on the Advancement Identification Form (APAIDEN)), depending on the value entered for the Concatenate Prefix/Suffix parameter.
3. Current ID name. Identified in **Person Last Name**/**First Name**/**Middle Name** on the Advancement Identification Form (APAIDEN). Printed with prefix/suffix (from APAIDEN) concatenation, regardless of the value entered for the Concatenate Prefix/Suffix parameter.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Temporary Table Delete	No	Code that determines whether records that were already printed are deleted from a temporary table.	`Y` - Delete records from temporary table. `N` - Leave records in temporary table (default).
Run Option	No	Code that determines which installments are selected for reminders.	`B` - Select both currently due and past due installments. `I` - Select installments by date range (default). `P` - Select past due installments.
Membership Status Code	No	Membership status codes to be selected. This parameter accepts multiple values.	Membership Status Code Validation Form (ATVAMST)
Program Code	No	Programs for which memberships are being reminded. This parameter accepts multiple values.	Membership Program List Form (AACMSHP)
Start Date	No	Beginning date of the date range for selecting installments.	Date format (DD-MON-YYYY); current date defaults.
End Date	No	Ending date of the date range for selecting installments.	Date format (DD-MON-YYYY); default is current date if a value is entered for Start Date parameter.
Past Due Date	No	Date on or after which no more installments exist, yet a balance remains. Only needed if Run Option parameter = *P*.	Date format (DD-MON-YYYY); current date defaults.
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to preferred address name.	`Y` - Concatenate. `N` - Do not concatenate (default).

Parameter Name	Required?	Description	Values
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	R - Print report; do not update database (default). U - Print report; update database.

Report Sample—Membership Reminders Process (AAPREMD)

```
20-FEB-1998 16:57:29                                   Ellucian University                                          PAGE 1
                                                    Membership Reminders Process                                    AAPREMD
                                              Current Installment Period - Report Only

PAYOR ID                PAYOR NAME                MEMBER ID           MEMBER NAME             PROG/NO INST DATE    AMT DUE      QUALIFY

510000001 Matthew J.  Allen                       510000001 Mr.  Matthew J.  Allen, Jr.       ALUMN   02-FEB-1998     625.00     1,000.00
                                                                                              0000001

510000010 Andrew D Kline                          510000010 Mr.  Andrew D Kline               ALUMN   01-MAY-1998      10.00       250.00
                                                                                              0000001
```

```
20-FEB-1998 16:57:29                                   Ellucian University                                          PAGE 2
                                                    Membership Reminders Process                                    AAPREMD
                                                 Past Due Installments - Report Only


PAYOR ID                PAYOR NAME                MEMBER ID           MEMBER NAME             PROG/NO INST DATE    AMT DUE      QUALIFY


510000001 Matthew J.  Allen                       510000001 Mr.  Matthew J.  Allen, Jr.       ALUMN   02-FEB-1998     625.00     1,000.00
                                                                                              0000001

510000010 Andrew D Kline                          510000010 Mr.  Andrew D Kline               ALUMN   01-MAY-1998      10.00       250.00
                                                                                              0000001
```

```
20-FEB-1998 16:57:29                        Ellucian University                           PAGE 3
                                     Membership Reminders Process                        AAPREMD
                                Current/Past Due Installments - Report Only


                                  * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPREMD
PARAMETER SEQUENCE NUMBER:
DELETE OPTION: N
RUN OPTION: B
MEMBER STATUS CODE:
PROGRAM CODE: ALUMN
INSTALLMENT START DATE: 01-JAN-1998
INSTALLMENT END DATE: 31-JAN-1998
PRIOR INSTALLMENT DATE: 31-JAN-1998
CONCATENATE PREFIX/SUFFIX W/PREFERRED ADDR NAME: Y
REPORT OR REPORT/UPDATE: R
LINE COUNT: 53


RECORD COUNT: 4
```

Membership Renewal Process (AAPRNEW)

Identifies IDs whose program memberships are up for renewal and for whom membership renewal notices need to be sent. The ID receiving the renewal notice is the one entered in **Renewal ID** on the Membership Form (AAAMEMB). IDs can be selected by program, status, renewal date, and expiration date.

Two types of renewal notices can be produced:

- A *regular* renewal notice is identified for each membership on the Membership Form (AAAMEMB). If no letter code is entered there, the ID is not selected for a renewal.
- The *final* renewal letter for all memberships is identified on the Membership Defaults block on the Institution window of the Advancement Control Form (AGACTRL). If no letter code is entered there, the following message is printed in the report output:

    Final Renewal Letter not found on AGACTRL . . . Skipping Final Renewals

A parameter option determines if regular renewal notices, final renewal notices, or both kinds of notices are to be identified.

- If a membership's renewal date falls within the renewal date range, the renewal ID receives a regular renewal.
- If a membership's expiration date falls within the expiration date range, the renewal ID receives a final renewal.
- If a membership qualifies for both kinds of renewals, the renewal ID receives a final renewal only.

AAPRNEW can be run in report or update mode. When run in update mode, it creates the information for the renewal notices. To print the renewal notices, the Banner Letter Generation process must be used.

Names used when the renewal notices are printed are selected in the following order:

1. Preferred member name. Identified in **Member Name** on the Membership Form (AAAMEMB). Printed exactly as it is entered, with no concatenation.
2. Preferred address name. Identified in **Address Name** on the Constituent/Organization Name Form (APANAME). Printed with or without prefix/suffix (identified in **Prefix** and **Suffix** on the Advancement Identification Form (APAIDEN)), depending on the value entered for the Concatenate Prefix/Suffix parameter.
3. Current ID name. Identified in **Last Name** /**First Name** /**Middle Name** on the Advancement Identification Form (APAIDEN). Printed with prefix/suffix (from APAPERS) concatenation, regardless of the value entered for the Concatenate Prefix/Suffix parameter.

The qualifying amount printed on the report for the renewed membership comes from one of the following sources:

- The qualifying amount for the rule with the highest priority for the program and category to be renewed.
- The qualifying amount associated with the current membership being renewed.

If both are found, the qualifying amount for the rule is printed.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Temporary Table Delete	No	Code that determines whether records that were already printed are deleted from a temporary table.	`Y` - Delete records from temporary table. `N` - Leave records in temporary table (default).
Run Option	No	Code that determines whether members are selected to receive regular, final, or both types of renewal notices.	`B` - Select members to receive either a final or a regular renewal notice. If a member is eligible to receive both types, only the final renewal is created. `F` - Select members to receive a final renewal notice. `R` - Select members to receive a regular renewal notice (default).
Membership Status	No	Membership status codes to be selected. This parameter accepts multiple values.	Membership Status Code Validation Form (ATVAMST)
Program Code	No	Programs for which memberships are being renewed. This parameter accepts multiple values.	Membership Program List Form (AACMSHP)
Renewal Start Date	No	First day in the date range during which a member's renewal date (entered on AAAMEMB) must fall.	Date Format (DD-MON-YYYY); current date defaults.

Parameter Name	Required?	Description	Values
Renewal End Date	No	Last day in the date range during which a member's renewal date (entered on AAAMEMB) must fall.	Date Format (DD-MON-YYYY); current date defaults.
Expiration Start Date	No	First day (inclusive) in the date range when a membership must expire to be sent a final renewal notice. This parameter is needed only if the Run Option parameter is set to *B* or *F*.	Date Format (DD-MON-YYYY); current date defaults.
Expiration End Date	No	Last day (inclusive) in the date range when a membership must expire to be sent a final renewal notice. This parameter is needed only if the Run Option parameter is set to *B* or *F*.	Date Format (DD-MON-YYYY); current date defaults.
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to address name.	`Y` - Concatenate. `N` - Do not concatenate (default).
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Report Sample—Membership Renewal Process (AAPRNEW)

```
20-FEB-1998 17:01:45                                   Ellucian University                                                 PAGE 1
                                                    Membership Renewal Process                                            AAPRNEW
                                                  Regular Renewals - Report Only


PAYOR ID             PAYOR NAME             MEMBER ID          MEMBER NAME          PROG/NO RNEW DATE   QUALIFY AMT  LETTER CODE


510000001 Matthew J.  Allen                 510000001 Mr.  Matthew J.  Allen, Jr.   ALUMN   22-FEB-1998       250.00 MEMBER_RENEWAL
                                                                                    0000001

510000008 Christine E.  Bausher             510000008 Ms.  Christine E.  Bausher    ALUMN   25-JAN-1999       250.00 MEMBER_RENEWAL
                                                                                    0000004

510000031 Consolidated Gas Company          510000002 Mrs.  Roberta Marie Allen     ALUMN   07-FEB-1999       250.00 MEMBER_RENEWAL
                                                                                    0000005
510000031 Consolidated Gas Company          510000005 Ms.  Donna L.  Lambert        ALUMN   07-FEB-1999       250.00 MEMBER_RENEWAL
                                                                                    0000004
510000031 Consolidated Gas Company          510000003 Kevin Rolfe                   ALUMN   07-FEB-1999       250.00 MEMBER_RENEWAL
                                                                                    0000003
                                                                                    0000001

510000099 Lloyd M.  Jackson                 510000099 Dr.  Lloyd M.  Jackson        ALUMN   22-FEB-1998       250.00 MEMBER_RENEWAL
                                                                                    0000001

510000010 Andrew D Kline                    510000010 Mr.  Andrew D Kline           ALUMN   13-MAY-1998       250.00 MEMBER_RENEWAL
                                                                                    0000001

510000009 Melissa Elizabeth Kline           510000009 Mrs.  Melissa Elizabeth Kline ALUMN   22-FEB-1998       250.00 MEMBER_RENEWAL
                                                                                    000000

510000006 Gregory Lambert                   510000006 Mr.  Gregory Lambert          ALUMN   05-APR-1998       250.00 MEMBER_RENEWAL
                                                                                    0000001

510000004 Margaret C.  Rolfe                510000004 Ms.  Maggie Rolfe             ALUMN   22-FEB-1998     1,000.00 MEMBER_RENEWAL
                                                                                    0000001
510000000 Angela Woo                        510000000 Ms.  Angela Woo               ALUMN   08-JAN-1999       250.00 MEMBER_RENEWAL
                                                                                    0000002
```

```
20-FEB-1998 17:01:45                    Ellucian University                         PAGE 2
                                    Membership Renewal Process                      AAPRNEW
                                 Regular/Final Renewals - Report Only


                               * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPRNEW
PARAMETER SEQUENCE NUMBER:
DELETE OPTION: N
RUN OPTION: B
MEMBER STATUS CODE:
PROGRAM CODE: ALUMN
RENEWAL START DATE: 01-JAN-1998
RENEWAL END DATE: 30-JUN-1998
EXPIRED START DATE: 20-FEB-1998
EXPIRED END DATE: 20-FEB-1998
ADD PREFIX/SUFFIX W/PREFERRED ADDR NAME: Y
REPORT OR REPORT/UPDATE: R
LINE COUNT: 53

RECORD COUNT: 11
```

Membership Status Update (AAPSTAT)

Updates the status code of current, non-lifetime members in all membership programs. All status codes, active or inactive, are reviewed. This report does not look at the value of the status override indicator (**Override** on the Membership Form (AAAMEMB)) for a membership. Updates depend on a member's expiration date:

- If the process is run after a member's expiration date, the status changes to an expired status, as defined on the Membership Status Validation Form (ATVAMST).
- If the process is run between a member's renewal and expiration date, the status changes to a grace period status, as defined on the Membership Status Validation Form (ATVAMST).
- If the process is run before a member's renewal date, the status does not change.

Statuses are not be updated for the following memberships:

- Lifetime memberships (those where **Renewal Date** and **Expiration Date** are blank and **Duration** is **999** on the Membership Form (AAAMEMB)).
- Expired memberships.

If a membership qualifies for a status change but there is no grace period or expired status on ATVAMST to change it to, **NO STAT** is displayed in the appropriate column (Grace or Expired) in the report output.

The report can be run in report or update mode.

Data Source: Membership module

Parameter Name	Required?	Description	Values
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Parameter Name	Required?	Description	Values
Sort Option	No	Order in which the report information is sorted.	M - Sort alphabetically by member last name. P - Sort alphabetically by member last name within membership program (default).

Report Sample—Membership Status Update (AAPSTAT)

```
20-FEB-1998 17:06:12                                    Ellucian University                                                    PAGE 1
                                                      Membership Status Update                                                AAPSTAT
                                                          REPORT ONLY MODE

                                                                                                         ------- STATUS -------
MEMBER ID                   MEMBER NAME                   PROG  NUMBER  ENTRY DT    RENEW DT    EXPIRE DT   CURRENT  GRACE  EXPIRED

510000007 Mr.  Robert L.  Lipton, Esq.                    25PLS 0000003 13-OCT-1997 13-OCT-1998 13-OCT-1998    A               I
510000002 Mrs.  Roberta Marie Allen                       ALUMN 0000005 07-FEB-1998 07-FEB-1999 07-FEB-1999    A               I
510000010 Mr.  Andrew D Kline                             ALUMN 0000001 13-MAY-1997 13-MAY-1998 13-MAY-1998    P               I
510000005 Ms.  Donna L.  Lambert                          ALUMN 0000004 07-FEB-1998 07-FEB-1999 07-FEB-1999    P               I
510000003 Kevin Rolfe                                     ALUMN 0000003 07-FEB-1998 07-FEB-1999 07-FEB-1999    P               I
510000000 Ms.  Angela Woo                                 ALUMN 0000002 08-JAN-1998 08-JAN-1999 08-JAN-1999    P               I
510000099 Dr.  Lloyd M.  Jackson                          DSUAA 0000004 17-JAN-1998 17-JAN-1999 17-JUL-1997    A               I
510000012 Ms.  Jill Shapiro                               DSUAA 0000001 18-JAN-1998 18-JAN-1999 18-FEB-1999    A               I
510000008 Ms.  Christine E.  Bausher                      FLOWE 0000003 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000020 Rick Bernhart                                   FLOWE 0000002 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000009 Mrs.  Melissa Elizabeth Kline                   FLOWE 0000002 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000010 Mr.  Andrew D Kline                             FLOWE 0000002 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000016 Ms.  Carol Koerner                              FLOWE 0000001 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000005 Ms.  Donna L.  Lambert                          FLOWE 0000003 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000014 Mrs.  Kathy Oliver                              FLOWE 0000001 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000003 Kevin Rolfe                                     FLOWE 0000002 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000012 Ms.  Jill Shapiro                               FLOWE 0000002 20-JAN-1998 20-APR-1998 20-JUL-1998    P    NO STAT
510000008 Ms.  Christine E.  Bausher                      MARCH 0000002 01-DEC-1997 01-DEC-1998 01-DEC-1998    P               I
510000099 Dr.  Lloyd M.  Jackson                          MARCH 0000003 01-DEC-1997 01-DEC-1998 01-DEC-1998    P               I

          Total Members who Qualify for Status Update...............19
          Total Members who Received a Status Update................
```

```
20-FEB-1998 17:06:12                              Ellucian University                                    PAGE 2
                                               Membership Status Update                                AAPSTAT
                                                   REPORT ONLY MODE

                                        * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AAPSTAT
PARAMETER SEQUENCE NUMBER:
REPORT OR REPORT/UPDATE: R
SORT OPTION: P
LINE COUNT: 53

MEMBERSHIPS REVIEWED: 19
```

Designation Accounting Report (ADPACCT)

Lists gifts by designation, with designation totals and final totals within a given period (period start date and period end date). Items on the report include ID, name, amount of gift, type of gift (check, payment card, etc.), date of gift, campaign to which gift is credited, ID's cumulative giving level, and VSE code associated with the designation. The report parameters permit selection of a designation by VSE code. The full amount of the gift is reported regardless of any hard credit IDs associated with it.

Data Source: Designation module

Parameter Name	Required?	Description	Values
Designation Code	No	Designation codes or VSE codes. This parameter accepts multiple values.	Designation List Form (ADCDESG)
VSE Code	No	VSE codes or designation codes. This parameter accepts multiple values.	VSE Code Validation Form (ATVVSER)
Period Start Date	Yes	Beginning date (inclusive) of period from which designation data is extracted.	Date format (DD-MON-YYYY)
Period End Date	Yes	Ending date (inclusive) of period from which designation data is extracted.	Date format (DD-MON-YYYY)

Report Sample—Designation Accounting Report (AAPACCT)

```
09-MAY-1998 13:04:40                                 Banner Development Environment                                      PAGE 1
                                                    Designation Accounting Report                                      ADPACCT
                                                   01-JAN-1998 Through 31-DEC-1998

  DESIGNATION- BIMED      Biomedical Research Centre                                    STATUS-   A   Active
  VSE CODE -   RESRY      Research Endowment

      ID    GIVING LEVEL                 CONSTITUENT NAME                             CAMPAIGN ST    DATE     TYPE           AMOUNT

  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK            100.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK            100.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             15.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK            150.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK            100.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK          1,000.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK         10,000.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK            275.50
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK         15,000.20
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             40.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             25.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             25.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             25.00
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             32.50
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             16.33
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             41.90
  510000000 Between $10,000-$49,999       Wooster, Angela                                ANN96  A 05-FEB-1998   CK             44.33
  510000035 Between $50,000-$99,999       Maryland Broadcasting Corporation, Inc         ANN96  A 05-FEB-1998   CK          1,000.00
  500000094 Between $1,000-$4,999         Lambert, Gregory Thomas                        ANN96  A 24-APR-1998   CK          2,000.00

  **TOTAL**                               TOTAL GIFTS                                                      19             29,990.76

09-MAY-1998 13:04:40                                 Banner Development Environment                                      PAGE 17
                                                    Designation Accounting Report                                      ADPACCT
                                                   01-JAN-1998 Through 31-DEC-1998

****FINAL TOTAL****                     TOTAL GIFTS                                                      382             93,461.09
```

```
09-MAY-1998 13:04:40                                    Banner Development Environment                                              PAGE 18
                                                     Designation Accounting Report                                           ADPACCT
                                                    01-JAN-1998 Through 31-DEC-1998

                                                 * * * REPORT CONTROL INFORMATION * * *

RPTNAME: ADPACCT
PARAMETER SEQUENCE NUMBER:
DESIGNATION:
VSE CODE:
PERIOD START DATE: 01-JAN-1998
PERIOD END DATE: 31-DEC-1998
LINE COUNT: 55

RECORD COUNT: 87
```

Voluntary Support of Education Report (ADPVSER)

Displays information used to meet VSE (Voluntary Support of Education) reporting requirements for a specific time period. Items on the report include all income categorized by source, corporate contributions, non-cash gifts of property for non-corporate sources, number of alumni donors and giving for current operations by size, and giving by governing board members. All giving incorporates hard credit ID; hard credit ID donors and their credit are reported in the appropriate categories. All sections report the amounts to the closest dollar. Selected sections count unique PIDMs, rather than number of gifts, for the number of donors detail in order to comply with VSE regulations.

You can report on either the actual value or present value of deferred gifts as specified on either the Gift Auxiliary Amount Form (AGAGAUX) or the Pledge Auxiliary Amount Form (AGAPAUX).

For more details, see "VSE Reporting" on page 376.

Data Source: Designation, Pledge, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Period Start Date	Yes	First day of the range when the pledge/gift entry must fall.	Date format (DD-MON-YYYY); default is the beginning of time.
Period End Date	Yes	Last day of the range when the pledge/gift entry must fall. If blank, default is the end of time.	Date format (DD-MON-YYYY); default is the end of time.
Gift Type for Securities	No	Gift/payment type for non-cash property gifts-securities. This parameter accepts multiple values.	Gift/Payment Type Validation Form (ATVGIFT)
Gift Type for Real Property	No	Gift/payment type for non-cash property gifts - real property. This parameter accepts multiple values.	Gift/Payment Type Validation Form (ATVGIFT)
Gift Type for Other Property	No	Gift/payment type for non-cash property gifts - other property. This parameter accepts multiple values.	Gift/Payment Type Validation Form (ATVGIFT)
Level(s) for Undergraduates	No	Levels used to determine which alumni are undergraduates. This parameter accepts multiple values.	Degree Level Code Validation Form (STVDLEV)

Parameter Name	Required?	Description	Values
Level(s) for Graduates	No	Levels used to determine which alumni are graduates. This parameter accepts multiple values.	Degree Level Code Validation Form (STVDLEV)
Auxiliary Code - Present Value	No	Code used to determine present value for deferred gifts and testamentary commitments.	Auxiliary Code Validation Form (ATVAUXL)
Undergrad, Grad, No Degree	No	Level for alumni who have no degree records for the institution.	`U` - Undergraduate `G` - Graduate `N` - No degree (default)
Gift Type-Organization Dispensing Personal Gifts	No	Gift type for organizations dispensing personal gifts. This parameter accepts multiple values.	Gift/Payment Type Validation Form (ATVGIFT)
Donor Category-Donor Advised Funds	No	Donor category for donor advised funds. This parameter accepts multiple values.	Donor Category Code Validation Form (ATVDONR)
Save Temporary File	No	Code that determines whether details in a temporary table (APRTCFA) are saved after ADPVSER is executed. The `ACFAE2.sql` script uses details from APRTCFA to review records that are reported in the VSE totals. You don't need to execute the `ACFAE.sql` script if you want to review the details for the same year for which the VSE was processed. The session ID used by the `ACFAE2.sql` script reports as part of the Report Control Information included with the VSE output to facilitate the review of the details via the script.	`Y` - Save details. `N` - Do not save details.

Report Sample—Voluntary Support of Education Report (ADPVSER)

```
11-JUL-2008 08:48:18 PM                                  Ellucian University                                                  PAGE 1
Release 8.0.0.1                                     Voluntary Support of Education                                            ADPVSER


Sect.  1 - Pledges and Testamentary Commitments (optional)

A. Outstanding Pledges
                                                                                                                     Number of
  (Unconditional pledges made during the fiscal year)                                                                Pledges           Amount $
 1-For current operations                                                                                                      1         200.25
 2-For capital purposes
 3-Total                                                                                                                       1         200.25

B. New Testamentary Commitments
 1-Number of persons who made provision for the
   institution in their estate plans (through their will)
   during the fiscal year.
 2-Face value of provisions $
 3-Present value of provisions $


Sect.  3a.  Outright Giving: Current Operations
```

Donor Purposes	A. Alumni	B. Parents	C. Other Individuals	D. Foundations	E. Corporations	F. Religious Organization	G. Fundraising Consortia	H. Other Organization	I. TOTAL
1-Unrestricted	31.20	10.59	47.06	274.45	225.16	55.40	10.15	51.91	705.92
2-Restricted Academic Divs.	5.24	10.49	5.25	20.50	60.75	10.25	10.25	10.25	132.98
3-Faculty & Staff Compensation	5.22	10.56	5.23	10.35	10.35	10.35	10.35	10.35	72.76
4-Research	5.12	10.45	5.13	10.45	10.45	10.45	10.45	10.45	72.95
5-Public Service and Extension	5.37	10.55	5.38	10.55	10.55	10.55	10.55	10.55	74.05
6-Library	5.25	10.65	5.26	10.65	10.65	10.65	10.65	10.65	74.41
7-Operation & Maint. of Plant	5.24	10.75	5.25	10.75	10.75	10.75	10.75	10.75	74.99
8-Student Financial Aid	5.24	10.85	5.25	10.48	10.85	10.85	10.85	10.85	75.22
9-Athletics	81.24	10.95	5.30	10.99	10.99	10.99	10.95	10.95	152.36
10-Other Restricted	5.24	10.51	5.24	10.51	34.90	10.15	10.15	10.15	96.85
11-Total Restricted (2-10)	123.16	95.76	47.29	105.23	170.24	94.99	94.95	94.95	826.57
12-Total Outright for Curr. Ops. (1&11)	154.36	106.35	94.35	379.68	395.40	150.39	105.10	146.86	1,532.49

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Sect. 3b. Outright Giving: Capital Purposes

Donor Purposes	A. Alumni	B. Parents	C. Other Individuals	D. Foundations	E. Corporations	F. Religious Organization	G. Fundraising Consortia	H. Other Organization	I. TOTAL
1-Prop., Build. & Equipment	5.07	10.15	188.22	10.15	10.15	10.15	10.19	10.15	254.23
2-Endowment Unrestricted	15.59	20.74	36.33	10.25	10.25	10.28	10.28	10.25	123.97
3-Endowment Restricted	41.19	20.84	31.29	10.35	323.30	10.38	10.39	20.50	468.24
4-Loan Funds	10.36	31.44	31.83	10.49	10.59	10.48	10.49	10.25	125.93
5-Total Outright for Capital Purposes	72.21	83.17	287.67	41.24	354.29	41.29	41.35	51.15	972.37

Sect. 3c. Deferred Giving

	A. Alumni-FV	B. Alumni-PV	C. Parents-FV	D. Parents-PV	E. Others-FV	F. Others-PV	G. Total Face Value	H. Total Present Value
1-Endowment Unrestricted	5.25	5.25	10.25	10.25	5.26	5.26	20.76	20.76
2-Endowment Restricted	80.97	80.97	10.29	10.29	5.13	5.13	96.39	96.39
3-Other Purposes	5.23	5.23	10.47	10.47	5.24	5.24	20.94	20.94
4-Total Deferred Giving	91.45	91.45	31.01	31.01	15.63	15.63	138.09	138.09

Sect. 3d. Gift Income Summary

Donor Purposes	Alumni	Parents	Other Individuals	Foundations	Corporations	Religious Organization	Fundraising Consortia	Other Organization	GRAND TOTAL
1-Total Outright for Current Operations	154.36	106.35	94.35	379.68	395.40	150.39	105.10	146.86	1,532.49
2-Total Outright for Capital Purposes	72.21	83.17	287.67	41.24	354.29	41.29	41.35	51.15	972.37
3-Total Deferred Giving at Present Value	91.45	31.01	15.63						138.09
Official Total Using Present Value (1+2+3)	318.02	220.53	397.65	420.92	749.69	191.68	146.45	198.01	2,642.95
Total Deferred Giving at Face Value	91.45	31.01	15.63						138.09
Total Using Face Value (1+2+Total Deferred at Face)	318.02	220.53	397.65	420.92	749.69	191.68	146.45	198.01	2,642.95

Sect. 4a - Additional Details on Section 3 - Individuals

1. Contributions from Individuals

A. Contributions from individuals for All Purposes

	Number of Record	Number Solicited	Number of Donors	Amount $
1a. Alumni undergraduate degree or diploma holders	520	**	2	125.02
1b. Alumni graduate only degree or diploma holders	9	**	1	10.45
1c. Alumni without a degree or diploma	35	**	1	182.55
1e. Alumni Total (sum of 1a-1c)	564	**	4	318.02
2. Parents	2	**	1	220.53
3. Faculty and Staff	8	**	1	240.45
4. Students	19	**	1	21.00
5. All Others not counted in 1-4	53	**	2	136.20
Dollar Total of rows 3-5 above	80	**	4	397.65

B. Contributions from Individual for Current Operations only

	Number Solicited	Number of Donors	Amount $
1a. Alumni undergraduate degree or diploma holders	**	2	67.96
1b. Alumni graduate degree or diploma holders	**	1	10.45
1c. Alumni without a degree or diploma	**	1	75.95
1e. Alumni Curr. Ops. Total (sum of 1a-1c)	**	4	154.36
2. Parents	**	1	106.35
3. Faculty and Staff	**	1	65.44
4. Students	**	1	10.51
5. All others not counted in 1-4 above	**	2	18.40
Dollar Total of rows 3-5 above	**	4	94.35

C. Bequests - REQUIRED

	Number of Donors	Amount $
1. Bequests for Current Operations	2	10.51
2. Bequests for Capital Purposes	3	160.73
4. Total Bequests	5	171.24

D. Three Largest Donor Totals From Individuals - REQUIRED

	Largest $	2nd Largest $	3rd Largest $
1. From living individuals	220.53	182.55	154.82
2. Through estate settlements (bequests)	85.63	75.12	10.49

E. Direct Governing Board Giving for All Purposes

	Number of Donors	Amount $
1. Governing Board Giving	1	10.78

F. Deferred Giving - REQUIRED
Number of Gifts (Charitable Remainder Trusts, Pooled Income Funds, Gift Annuities) whose dollar amount is reflected in Sect. 3c.

1. Deferred Giving	7
2. Face Value $	138.09
3. Present Value $	138.09

```
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 Release 8.0.0.1                                    Voluntary Support of Education                                   ADPVSER

Sect.  4b - Additional Details on Section 3 - Organizations & Others

2.  Contributions from Organizations

 A. Foundations                                                                                       Number of        Amount $
                                                                                                         Donors
    1.  Personal and Family                                                                                   1          150.25
    2.  Other foundations and trusts, excluding corporate                                                     1           10.58
    3.  Total                                                                                                 2          160.83


 B. Three Largest Donor Totals From Foundations - REQUIRED                                Largest $  2nd Largest $   3rd Largest $
    Foundations                                                                              260.09         150.25           10.58

 C. Corporations
   1.  Forms of Giving                                                                                Number of        Amount $
                                                                                                          Gifts
    1.  Cash and Securities (exclusive of Matching Gifts)                                                    22          469.94
    2.  Company Products                                                                                      1          104.25
    3.  Other Company Property                                                                                1          100.25
    4.  Matching Gifts                                                                                        2           75.25
    5.  Total                                                                                                26          749.69

   2.  Additional Matching Gift Details                                                               Number of        Amount $
                                                                                                         Donors
    Matching Gifts Not Directly From a Corporation                                                            1           45.25

 D. Three Largest Donor Totals From Corporations-REQUIRED                                 Largest $  2nd Largest $   3rd Largest $
    Corporations                                                                             436.74         156.70          156.25
```

```
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 3 - Other Fundraising Activity

                                                                                                                   Amount $
 A. Purposes of Gifts to Endowment: Income Restricted
    1.  Academic Divisions                                                                                            62.41
    2.  Faculty and Staff Compensations                                                                               82.67
    3.  Research                                                                                                      15.25
    4.  Public Service and Extension                                                                                  15.45
    5.  Library                                                                                                       50.75
    6.  Operation & Maintenance of Plant                                                                             155.50
    7.  Student Financial Aid                                                                                         25.25
    8.  Athletics                                                                                                    106.60
    9.  Other                                                                                                         50.75
   10.  Total (Income Restricted reflected in Section 3,                                                             564.63
        Part B-Capital Purpose and in Part C-Deferred Gifts (present value))


 B. Support of Intercollegiate (Extramural) Athletics ONLY                                           Number of
                                                                                                        Donors         Amount $
    1.  Restricted to Current Operations                                                                     9           152.36
    2.  Restricted to Capital Operations                                                                     1           106.60
```

```
11-JUL-2008 08:48:18 PM                         Ellucian University                                                 PAGE 6
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                                    * * * REPORT CONTROL INFORMATION - ADPVSER Release 8.0.0.1

RPTNAME: ADPVSER
PARAMETER SEQUENCE NUMBER: 193566
SESSION ID: 5028474
PERIOD START DATE: 01-JAN-2009
PERIOD END DATE: 31-DEC-2009
GIFT TYPE FOR SECURITES: SE
GIFT TYPE FOR REAL PROPERTY: PR BP
GIFT TYPE FOR OTHER PROPERTY: PR
LEVEL(S) FOR UNDERGRADUATES: BA AS
LEVEL(S) FOR GRADUATES: DR MA
AUXILIARY CODE FOR PRESENT VALUE: PRES
DEGREE LEVEL FOR ALUMNI WITH NO DEGREE RECORDS: U
GIFT TYPE FOR ORGANIZATION DISPENSED PERSONAL GIFTS: DA
DONOR CATEGORY FOR DONOR ADVISED FUNDS: DAF
SAVE TEMPORARY FILE: N
LINE COUNT: 55
```

Expired Designations Report (ADPEXPD)

Identifies designations that have an active status and end dates that are in the past.

Data Source: Designation module

Parameter Name	Required?	Description	Values
Designation Type	No	Designation type codes to be reported. Can be left blank to list all designation types. This parameter accepts multiple values.	Designation Type Validation Form (ATVDSTP)
Ending Date	No	Ending date used to select designation type codes.	Date format (DD-MON-YYYY); system date defaults.
Report or Report/Update	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Inactive Designation Status	No	Status for inactive designations if the Report/Update parameter is `U` (update).	Designation Status Code Validation Form (ATVDSTA)

Report Sample—Expired Designations Report (ADPEXPD)

```
26-MAR-1999 12:51:24                                    Banner Development Environment                                          PAGE 1
                                                         Expired Designations Report                                           ADPEXPD
                                                            End Date 31-mar-1999
                                                                 Report Only

 DESIGNATION TYPE:  CU      Scholarship Designation

 DESG       DESIGNATION NAME                                              START DATE   END DATE     ST DESCRIPTION

 ATHLS      Athletic Scholarships                                                      31-MAR-1999  A  Active

            CAMP  CAMPAIGN NAME
            ANN96 Annual Fund 1999                                                                  A  Active

 DESIGNATION TYPE:  OT      Other Designation
 DESG       DESIGNATION NAME                                              START DATE   END DATE     ST DESCRIPTION

 BLCHR      Bleachers Restoration Fund                                                 30-MAR-1999  H  On Hold

            CAMP  CAMPAIGN NAME
            FIELD Fieldhouse Renovation Campaign                                                    H  On Hold

 EINST      Eye Institute                                                              29-MAR-1999

            CAMP  CAMPAIGN NAME
            EXCEL Campaign for Excellence

 INACTIVE1  Inactive Designation 1                                                     01-MAR-1999  A  Active

 INACTIVE10 Inactive Designation 10                                                    01-MAR-1999  A  Active

 INACTIVE11 Inactive Designation 11                                                    01-MAR-1999  A  Active

 INACTIVE12 Inactive Designation 12                                                    01-MAR-1999  A  Active

 INACTIVE13 Inactive Designation 13                                                    01-MAR-1999  A  Active

 INACTIVE14 Inactive Designation 14                                                    01-MAR-1999  A  Active

 INACTIVE15 Inactive Designation 15                                                    01-MAR-1999  A  Active

 INACTIVE2  Inactive Designation 2                                                     01-MAR-1999  A  Active

 INACTIVE3  Inactive Designation 3                                                     01-MAR-1999  A  Active

 INACTIVE4  Inactive Designation 4
```

```
26-MAR-1999 12:51:24                                    Banner Development Environment                                      PAGE 2
                                                         Expired Designations Report                                       ADPEXPD
                                                            End Date 31-mar-1999
                                                                 Report Only

 DESIGNATION TYPE:  OT      Other Designation

 DESG       DESIGNATION NAME                                             START DATE   END DATE     ST DESCRIPTION

 INACTIVE5  Inactive Designation 5                                                    01-MAR-1999  A  Active

 INACTIVE6  Inactive Designation 6                                                    01-MAR-1999  A  Active

            CAMP  CAMPAIGN NAME
            FIELD Fieldhouse Renovation Campaign                                                   A  Active

 INACTIVE7  Inactive Designation 7                                                    01-MAR-1999  A  Active

 INACTIVE8  Inactive Designation 8                                                    01-MAR-1999  A  Active

 INACTIVE9  Inactive Designation 9
```

```
26-MAR-1999 12:51:24                                    Banner Development Environment                                      PAGE 3
                                                         Expired Designations Report                                       ADPEXPD
                                                            End Date 31-mar-1999
                                                                 Report Only

                                                  * * * REPORT CONTROL INFORMATION * * *

RPTNAME: ADPEXPD
PARAMETER SEQUENCE NUMBER:
DESIGNATION TYPE:
ENDING DATE: 31-mar-1999
REPORT/UPDATE: R
STATUS FOR INACTIVE DESIGNATIONS:
LINE COUNT: 50

RECORD COUNT: 18
```

Advancement - Finance Feed Process (ADPFEED)

Feeds finalized gifts, pledge payments, and adjustments to Banner Finance or to a site-specific finance system in a generic feed table. Selects those transactions that have a non-zero amount and a gift type code that is flagged on the Gift/Payment Type Validation Form (ATVGIFT) to feed gifts to finance. Marks each gift/pledge payment with a feed indicator and the date fed.

This process will only feed records to Banner Finance when there are records to send. If there are no records, a feed document number will not be created and no records will be sent to Banner Finance.

This process can be run in either update or report mode. Each mode produces a report that lists constituents/advancement individuals and gifts/pledge payments or adjustments by gift/payment type within designation. The report can be sorted by gift number or name. Subtotals are included for each gift/payment type and designation. Adjustment sequence numbers indicate which gifts/pledge payments were adjusted. There is a subtotal for the credit account for each gift type/rule class within a designation.

Gifts are always sorted by designation code first, and then by the value specified for the Sort parameter.

Data Source: Designation, Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Period Start Date	Yes	Beginning date (inclusive) of entry dates of gifts to be fed to finance.	Date format (DD-MON-YYYY)
Period End Date	Yes	Ending date (inclusive) of entry dates of gifts to be fed to finance.	Date format (DD-MON-YYYY)
Report or Report/Update	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Feed Date	No	Date the gift is fed to finance if run in update mode.	Date format (DD-MON-YYYY); current date defaults.

Parameter Name	Required?	Description	Values
Sort	Yes	Order in which the report lists the gifts that are fed to finance. Gifts are always sorted by designation code first, and then by the value specified for this parameter.	`N` - Sort by name. `G` - Sort by gift number. `U` - Sort by user.
Enter User	No	Users who entered the gifts/payments. If this is an adjustment, it should be the User who performed the adjusting entry. Used to ensure ADPFEED only runs for the records the User has input. Multiple values can be entered on separate lines. Blank in this parameter means ALL records will be picked up according to the other parameters specified.	
Report Format Detail/ Summary	No	Report format.	`S` - Summary format. `GURFEED_DOC_REF_NUM` is not be updated. `D` - Detail format. `GURFEED_DOC_REF_NUM` is updated.
Feed All Records to Finance	Yes		`Y` - Feed all records to Finance (default). `N` - Feed only those records with FOAPAL or account details.

Report Sample—Advancement to Finance Feed Process (ADPFEED)

```
18-FEB-2009 05:46:02 PM                                Ellucian University                                                    PAGE 1
Release 8.2                                          Advancement - Finance Feed                                               ADPFEED
                                                   12-DEC-2008 Through 21-JAN-2009
                                                         Batch ID: F0003026

DESIGNATION- CAR1        Scholarship Test Designation 1
GIFT TYPE-CA Cash
RULE CD- ASCS

CR ACCT- B        2172   09     5310   80

ID        CONSTITUENT NAME                       CAMP  PLDG NO GIFT NO GIFT DATE   ENTRY DATE               USER SEQ         AMOUNT
 TEST111  Jones, Jeanna Lynn
                                                 CAR1  0000000 0003511 12-DEC-2008 12-DEC-2008           CNORRIS               50.00

          CR ACCT Subtotal                                           1                                                         50.00


          GIFT TYPE TOTAL                                            1                                                         50.00


DESIGNATION- CAR1        Scholarship Test Designation 1
GIFT TYPE-CC Credit Card
RULE CD- ASCS

CR ACCT- B        2172   09     5310   80

ID        CONSTITUENT NAME                       CAMP  PLDG NO GIFT NO GIFT DATE   ENTRY DATE               USER SEQ         AMOUNT
 CARLA123 Jones, Amanda Lynn
                                                 CAR2  0000000 0003461 24-SEP-2008 12-DEC-2008           CNORRIS               50.00
                                                 CAR1  0000000 0003461 24-SEP-2008 12-DEC-2008           CNORRIS               50.00
                                                 CAR1  0000000 0003463 24-SEP-2008 12-DEC-2008           CNORRIS               50.00
                                                 CAR2  0000000 0003463 24-SEP-2008 12-DEC-2008           CNORRIS               50.00
                                                 CAR2  0000000 0003510 24-SEP-2008 12-DEC-2008           CNORRIS               50.00
                                                 CAR1  0000000 0003510 24-SEP-2008 12-DEC-2008           CNORRIS               50.00

          CR ACCT Subtotal                                           6                                                        300.00


          GIFT TYPE TOTAL                                            6                                                        300.00


          DESIGNATION TOTAL                                          7                                                        350.00
```

```
18-FEB-2009 05:46:02 PM                          Ellucian University                                        PAGE 5
Release 8.2                                   Advancement - Finance Feed                                   ADPFEED
                                           12-DEC-2008 Through 21-JAN-2009
                                                 Batch ID: F0003026

                                      * * * REPORT CONTROL INFORMATION * * *

RPTNAME: ADPFEED
RELEASE: 8.2
PARAMETER SEQUENCE NUMBER: 212547
PERIOD START DATE: 12-DEC-2008
PERIOD END DATE: 21-JAN-2009
REPORT OR REPORT/UPDATE: U
FEED DATE: 18-FEB-2009
SORT OPTION: N
USERS: CNORRIS
SUMMARY OR DETAIL: S
FEED ALL RECORDS TO FINANCE: N
LINE COUNT: 55

Gift and Payment records reviewed: 45
Gift and Payment records to be fed: 45
Records inserted into GURFEED: 46 - includes one Batch ID header record
```

Pledge Feed to Finance Report (ADPPFED)

Feeds pledges to Banner Finance or to a site-specific finance system in a generic feed table. Selects those transactions that have a non-zero amount and a pledge type code that is flagged on the Pledge Type Validation Form (ATVPLDG) to feed pledges to finance. Marks each pledge with a feed indicator, the date fed, and batch ID.

Note: The **Advancement feeds Pledges to Finance** flag on the Advancement Control Form (AGACTRL) must be set to feed pledges.

This process can be run in either update or report mode. Each mode produces a report that sorts and subtotals on designations within pledge type and allows a summary vs. detail feed option.

Data Source: Designation and Pledge modules

Parameter Name	Required?	Description	Values
Period Start Date	No	Beginning date (inclusive) of entry dates of pledges to be fed to finance.	Date format (DD-MON-YYYY); defaults to beginning of time.
Period End Date	No	Ending date (inclusive) of entry dates of pledges to be fed to finance.	Date format (DD-MON-YYYY); defaults to current date.
Sort Option	No	Order in which the report lists the pledges that are fed to finance.	`U` - Sort by user. `D` - Sort by date. `P` - Sort by pledge number.
User(s)	No	Users for whom pledges are fed to finance. This parameter accepts multiple values.	

Parameter Name	Required?	Description	Values
Summary/Detail Option	No	Mode for feeding transactions to finance.	`S` - Summary mode, with one transaction sent for each unique combination of pledge type and designation. `D` - Detail mode, with one transaction sent for each pledge.
Feed Date	No	Date when the pledge is fed to finance if run in update mode.	Date format (DD-MON-YYYY); current date defaults.
Report/Update option	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Report Sample—Pledge Feed to Finance Report (ADPPFED)

```
18-FEB-2009 17:46:39                                        Ellucian University                                    PAGE 1
                                                       Pledge Feed to Finance Report                               ADPPFED
                                                       01-JAN-2009 Through 31-MAR-2009
                                                            Batch ID: F0003027

DESIGNATION: CAR1 Scholarship Test Designation
                                               CR ACCT- B       2172    09    5310    80
PLEDGE TYPE- RP Regular Pledge                 RULE CD- ACEC

   ID         Name                         Campaign         Pledge No  Pledge Date    FY   Entry Date     User             Amount

  TEST111 Jones, Jeanna
                                    Scholarship Test Campa   0000668   18-FEB-2009   2009  18-FEB-2009  CNORRIS     $       100.00
311116666 Weis Norris, Carla
                                    Scholarship Test Campa   0000669   18-FEB-2009   2009  18-FEB-2009  CNORRIS     $       100.00
311115555 Von Norris, Sarah
                                    Scholarship Test Campa   0000670   18-FEB-2009   2009  18-FEB-2009  CNORRIS     $        75.00

              PLEDGE TYPE TOTAL                                3                                                    $       275.00

              DESIGNATION TOTAL                                3                                                    $       275.00

DESIGNATION: CART1 Test Campaign CART1 - UNREN
                                               CR ACCT- B       2172    09    5310    80
PLEDGE TYPE- RP Regular Pledge                 RULE CD- ACEC

   ID         Name                         Campaign         Pledge No  Pledge Date    FY   Entry Date     User             Amount

311115555 Von Norris, Sarah
                                    Test Campaign - VSE      0000659   12-FEB-2009   2009  12-FEB-2009  CNORRIS     $       100.00
311116666 Weis Norris, Carla
                                    Test Campaign - VSE      0000660   12-FEB-2009   2009  12-FEB-2009  CNORRIS     $       120.00
510000001 Allen, Matthew
                                    Test Campaign - VSE      0000661   12-FEB-2009   2009  12-FEB-2009  CNORRIS     $       120.00
311115555 Von Norris, Sarah
                                    Test Campaign - VSE      0000662   12-FEB-2009   2009  12-FEB-2009  CNORRIS     $       120.00
311116666 Weis Norris, Carla
                                    Test Campaign - VSE      0000663   12-FEB-2009   2009  12-FEB-2009  CNORRIS     $       120.00

              PLEDGE TYPE TOTAL                                5                                                    $       580.00
              DESIGNATION TOTAL                                5                                                    $       580.00
```

```
18-FEB-2009 17:46:39                                    Ellucian University                                        PAGE 3
                                                   Pledge Feed to Finance Report                                   ADPPFED
                                                   01-JAN-2009 Through 31-MAR-2009
                                                        Batch ID: F0003027

* * * Report Control Information * * *


REPORT NAME: ADPPFED Release 8.2
PARAMETER SEQUENCE NUMBER: 212548
PERIOD BEGIN DATE (DD-MON-YYYY): 01-JAN-2009
PERIOD END DATE (DD-MON-YYYY): 31-MAR-2009
SORT OPTION (U)ser, [D]ate, (P)ledge Number: D
USER: CNORRIS
(S)UMMARY/[D]ETAIL: D
FEED DATE: 18-FEB-2009
[R]EPORT/(U)PDATE: U
LINE COUNT:


RECORD COUNT: 13
```

Campaign History/Results Report (AFPCAMR)

Shows the results of a campaign, including campaign dates, mailings, goals, amounts pledged and received by designation, solicitations, detailed listing of gifts including matching gifts, and expenses accrued for the campaign. A financial campaign summary is also provided. Campaign gifts report the full amount of the gift along with any hard credit IDs associated with it.

Data Source: Campaign module

Parameter Name	Required?	Description	Values
Campaign	Yes	Campaign code for which data is extracted.	Campaign List Form (AFCCAMP)
Print All Sections	No	Code that indicates whether all or specified sections are printed.	`Y` - Print all sections. `N` - Prompt for each section to be printed (default).
Print Mailing Data	No	Print campaign mailings on the report?	`Y` - Yes `N` - No (default)
Designation Data	No	Print campaign designation data on the report?	`Y` - Yes `N` - No (default)
Solicitation Data	No	Print campaign solicitation data on the report?	`Y` - Yes `N` - No (default)
Organization Data	No	Print campaign solicitor organization data on the report?	`Y` - Yes `N` - No (default)
Comment Data	No	Print campaign comments on the report?	`Y` - Yes `N` - No (default)

Parameter Name	Required?	Description	Values
Gift Data	No	Print campaign gifts on the report?	Y - Yes N - No (default)
Expenses Data	No	Print campaign expenses on the report?	Y - Yes N - No (default)
Matching Gift Data	No	Print campaign matching gifts on the report?	Y - Yes N - No (default)

Report Sample—Campaign History/Results Report (AFPCAMR)

```
10-JUL-2007 16:47:16                                        BANNER University                                      PAGE 1
Release: 8.0                                            Campaign History/Results                                   AFPCAMR


CAMPAIGN -  ANN95 Annual Fund 94-95

CAMPAIGN TYPE -  AF Annual Fund Campaign           CAMPAIGN EST DATE 01-JUL-1994   CAMPAIGN END DATE 30-JUN-1995

********** CAMPAIGN DESIGNATION DATA **********

DESIGNATION                                     STATUS          GOAL          PLEDGES    PLEDGES PAID          GIFTS   AMOUNT RECEIVED

CEDUC       College of Education                          100,000.00           100.00           50.00            .00             50.00
COARS       College of Arts and Sciences                  100,000.00           415.00           11.25            .00             11.25
COBUS       College of Business/Management                 50,000.00            25.00           25.00         475.00            500.00
UNRES       Unrestricted                          A     1,000,000.00            25.00           25.00         150.00            175.00


                                          TOTALS:       1,250,000.00           565.00          111.25         625.00            736.25
```

```
10-JUL-2007 16:47:16                                BANNER University                                         PAGE 2
Release: 8.0                                    Campaign History/Results                                      AFPCAMR

CAMPAIGN -  ANN95 Annual Fund 94-95

CAMPAIGN TYPE -  AF Annual Fund Campaign           CAMPAIGN EST DATE 01-JUL-1994   CAMPAIGN END DATE 30-JUN-1995

********** CAMPAIGN SOLICITATIONS DATA **********

SOLICITATION                                             GOAL           PLEDGES    PLEDGES PAID          GIFTS   AMOUNT RECEIVED

FRND        Friends Appeal                          50,000.00               .00             .00            .00               .00
MAIL        Direct Mail                          1,100,000.00               .00             .00            .00               .00
TELF        Telefund                               100,000.00               .00          100.00            .00            100.00


                                   TOTALS:     1,250,000.00               .00          100.00            .00            100.00
```

```
10-JUL-2007 16:47:16                                BANNER University                                         PAGE 3
Release: 8.0                                    Campaign History/Results                                      AFPCAMR

CAMPAIGN -  ANN95 Annual Fund 94-95

CAMPAIGN TYPE -  AF Annual Fund Campaign           CAMPAIGN EST DATE 01-JUL-1994   CAMPAIGN END DATE 30-JUN-1995

********** CAMPAIGN GIFTS DATA **********

GIFT                                                   GIFT      DESG          PLEDGE                                  MATCH    HARD      FISCAL
TYPE      ID      NAME                                 NUMBER    CODE      ST  NUMBER      DATE              AMOUNT    FORM   CREDIT ID    YEAR

CK   510000000 Angela Wooster                          0000040 UNRES       A  0000000 23-MAY-1995            150.00     Y   210009103    1995
CC   500000094 Gregory Thomas Lambert                  0000026 COBUS          0000000 23-MAY-1995             75.00                      1995
CK   500000095 Donna K. Lambert                        0000032 COARS          0000019 23-MAY-1995              6.25                      1995
CK   500000097 Lisa Marie Schmidt                      0000031 COARS          0000021 23-MAY-1995              5.00                      1995
CK   520000000 Kevin Rolfe                             0000020 UNRES       A  0000017 22-MAY-1995             25.00         520000001    1995
CK   520000000 Kevin Rolfe                             0000020 CEDUC          0000017 22-MAY-1995             50.00         520000001    1995
CK   520000000 Kevin Rolfe                             0000020 COBUS          0000017 22-MAY-1995             25.00         520000001    1995
CK   500000046 Winters Foundation                      0000033 COBUS          0000000 03-MAR-1995            400.00                      1995


                                                                     TOTALS:                 736.25
```

```
10-JUL-2007 16:47:16                                    BANNER University                                          PAGE 4
Release: 8.0                                          Campaign History/Results                                     AFPCAMR

CAMPAIGN -  ANN95 Annual Fund 94-95

CAMPAIGN TYPE -  AF Annual Fund Campaign           CAMPAIGN EST DATE 01-JUL-1994   CAMPAIGN END DATE 30-JUN-1995

    CAMPAIGN GOAL -           1,250,000.00

    AMOUNT RECEIVED -               736.25        PLEDGES -                  565.00

    EXPENSES -                         .00        PLEDGES PAID -             111.25

    BALANCE -                       736.25        BALANCE -                  453.75
```

```
10-JUL-2007 16:47:16                                    BANNER University                                          PAGE 5
Release: 8.0                                          Campaign History/Results                                     AFPCAMR

                                                * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AFPCAMR
RELEASE: 8.0
PARAMETER SEQUENCE NUMBER: 122762
CAMPAIGN: ANN95
PRINT ALL SECTIONS: Y
LINE COUNT: 55

RECORD COUNT: 16
```

Campaign Donor Report (AFPDONR)

Lists all donors (including hard credit IDs) who have contributed to a campaign by class year within donor category (alumni, corporation, etc.). Information on this report includes the class year (if alumni), ID, donor name, and cumulative giving level of the donor. If the Donor Category parameter is left blank and the ID has multiple donor categories, giving is reported under the donor category with the highest priority (as defined on the Donor Category Code Validation Form (ATVDONR)). If a value is entered for the Donor Category parameter, any ID who has that category (regardless of priority) is reported.

Data Source: Campaign Module

Parameter Name	Required?	Description	Values
Campaign	Yes	Campaign code for which donors are listed.	Campaign List Form (AFCCAMP)
Donor Category	No	Donor category code of advancement individuals and advancement organizations to list.	Donor Category Code Validation Form (ATVDONR)
Class Year	No	Preferred class years of advancement individuals to list. This parameter accepts multiple values.	

Report Sample—Campaign Donor Report (AFPDONR)

```
20-FEB-1998 17:57:57                                   Ellucian University                                          PAGE 1
 CAMPAIGN: CLS72                                      Campaign Donor Report                                        AFPDONR


 DONOR CATEGORY- ALUM      Alumna/us

 CLASS OF - 1970

       ID      NAME                                                                  AMOUNT  GIVING LEVEL

   510000002   Allen, Roberta Marie                                                  $50.00  Under $1,000

       TOTAL DONORS - CLASS OF 1970                                     1            $50.00

 CLASS OF - 1972

       ID      NAME                                                                  AMOUNT  GIVING LEVEL

   510000001   Allen, Matthew J.                                                    $250.00  Under $1,000
   510000008   Bausher, Christine E.                                             $52,045.00  Between $50,000-$99,999
   510000010   Kline, Andrew D                                                      $187.50  Under $1,000
   510000009   Kline, Melissa Elizabeth                                              $62.50  Under $1,000
   510000005   Lambert, Donna L.                                                     $50.00  Under $1,000
   510000006   Lambert, Gregory                                                     $150.00  Under $1,000
   510000007   Lipton, Robert L.                                                    $105.00  Under $1,000
   510000000   Woo, Angela                                                          $800.00  Under $1,000

       TOTAL DONORS - CLASS OF 1972                                     8        $53,650.00

 CLASS OF - 1976

       ID      NAME                                                                  AMOUNT  GIVING LEVEL

   510000003   Rolfe, Kevin D.                                                        $5.00

       TOTAL DONORS - CLASS OF 1976                                     1             $5.00

       TOTAL DONORS - Alumna/us                                        10        $53,705.00


       DONORS - FINAL TOTAL                                            10        $53,705.00
```

```
20-FEB-1998 17:57:57                                        Ellucian University                                          PAGE 3
 CAMPAIGN: CLS72                                           Campaign Donor Report                                        AFPDONR

                                                * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AFPDONR
PARAMETER SEQUENCE NUMBER:
CAMPAIGN: CLS72
DONOR CATEGORY: ALUM
CLASS YEAR:
LINE COUNT: 53

RECORD COUNT: 10
```

Campaign Solicitor Assignments Report (AFPSOLA)

Assigns advancement individuals to solicitors based on the parameters defined in the Solicitor Contact Types Form (ASACONT). The maximum number of contacts is taken into consideration. The report lists the solicitor by campaign along with the advancement individuals assigned to the solicitor. Name, ID, and contact type are listed for the assigned advancement individuals. The report is generated for a specific solicitation type (such as a personal visit or phone call) for a specific campaign. Advancement individuals who do not want to receive mail or phone calls can be excluded.

Data Source: Campaign and Solicitor Organization modules

Parameter Name	Required?	Description	Values
Campaign Code	Yes	Campaign code for which advancement individuals are assigned to solicitors.	Campaign List Form (AFCCAMP)
Solicitation Type Code	No	Solicitation code for which advancement individuals are assigned to solicitors.	Solicitation Type Code Validation Form (ATVSOLC)
Check Exclude Mail	No	Mail exclusion code.	`Y` - Exclude advancement individuals who have a mail exclusion code that is effective for the current date. `N` - Do not exclude advancement individuals who have a mail exclusion code that is effective for the current date (default).

Parameter Name	Required?	Description	Values
Check Exclude Phone	No	Phoning exclusion code.	Y - Exclude advancement individuals who have a phone exclusion code that is effective for the current date. N - Do not exclude advancement individuals who have a phone exclusion code that is effective for the current date (default).

Report Sample—Campaign Solicitor Assignments Report (AFPSOLA)

```
20-FEB-1998 18:00:20                                    Ellucian University                                                       PAGE 1
                                                   Campaign Solicitor Assignments                                                 AFPSOLA

CAMPAIGN SOLICITOR ID                            SOLICITOR NAME                         ORGANIZATION      SOLICITATION TYPE
                                                                                                          CODE


 CLS72    510000009     Kline, Melissa Elizabeth                                        CLA72                   PERS

CONSTITUENT ID                          CONSTITUENT NAME                       CONTACT TYPE  VALUE      DESCRIPTION

510000008      Bausher, Christine E.                                           PCLA          1972       Preferred Class
510000005      Lambert, Donna L.                                               PCLA          1972       Preferred Class

               TOTAL CONSTITUENTS:                                             2
```

```
20-FEB-1998 18:00:20                          Ellucian University                                   PAGE 2
                                          Campaign Solicitor Assignments                            AFPSOLA

                                        * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AFPSOLA
PARAMETER SEQUENCE NUMBER:
CAMPAIGN: CLS72
SOLICITATION TYPE CODE: PERS
CHECK EXCLUDE MAILING: Y
CHECK EXCLUDE PHONE CALLS: Y
LINE COUNT: 55

RECORD COUNT: 1
```

Campaign Unassigned Solicitors Report (AFPSOLB)

Lists the solicitors who have been assigned no contacts, or have been assigned fewer than their maximum number of contacts as listed in the Campaign Solicitor Assignments Report (AFPSOLA). A total count of solicitors is given for each solicitation type and organization.

Data Source: Campaign and Solicitor Organization modules

Parameter Name	Required?	Description	Values
Campaign Code	Yes	Campaign on which to report available solicitors.	Campaign List Form (AFCCAMP)
Solicitation Type Code	No	Solicitation type on which to report available solicitors.	Solicitation Type Code Validation Form (ATVSOLC)

Report Sample—Campaign Unassigned Solicitors Report (AFPSOLB)

```
20-FEB-1998 18:06:59                                   Ellucian University                                              PAGE 1
                                                  Campaign Unassigned Solicitors                                         AFPSOLB

Campaign :   CLS72

SOLC. TYPE   SOLC. ORG  SOLICITOR ID                          SOLICITOR NAME                          MAX CONTACTS    TOT CONTACTS

TELF         CLA72      510000003      Rolfe, Kevin D                                                 0               0
TELF         CLA72      510000009      Kline, Melissa E                                               4               2
TELF         CLA72      510000010      Kline, Andrew D                                                5               0

            TOTAL NUMBER OF UNASSIGNED SOLICITORS: 3


GRAND TOTAL OF UNASSIGNED SOLICITORS: 3
```

```
20-FEB-1998 18:06:59                                   Ellucian University                                                   PAGE 2
                                                   Campaign Unassigned Solicitors                                            AFPSOLB
                                                * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AFPSOLB
PARAMETER SEQUENCE NUMBER:
CAMPAIGN: CLS72
SOLICITATION TYPE CODE: TELF
LINE COUNT: 55
RECORD COUNT: 3
```

Campaign Unassigned Constituents Report (AFPSOLC)

Lists the constituents/advancement individuals who were not assigned in the assignment step (Campaign Solicitor Assignments Report (AFPSOLA)) for a specific campaign and solicitation type because they either did not meet the criteria or a solicitor maximum was attained.

Data Source: Campaign and Solicitor Organization modules

Parameter Name	Required?	Description	Values
Campaign Code	No	Campaign on which to report unassigned constituents/ advancement individuals.	Campaign List Form (AFCCAMP)
Solicitation Type Code	No	Solicitation type on which to report unassigned constituents/advancement individuals.	Solicitation Type Code Validation Form (ATVSOLC)

Report Sample—Campaign Unassigned Constituents Report (AFPSOLC)

```
09-DEC-1998 16:19:24                                   Ellucian University                                              PAGE 1
                                                      Campaign Unassigned Cons.                                        AFPSOLC

Campaign   Solc Type

 AFD91     ABUS

CONSTITUENT ID                              CONSTITUENT NAME                                TYPE VALUE PHONE MAIL

510000000      Woo,Angela
510000002      Allen,Roberta Marie
510000003      Rolfe,Kevin D.
510000004      Rolfe,Margaret C.                                                                       Y     N
510000005      Lambert,Donna L.
510000006      Lambert,Gregory                                                                         N     Y
510000007      Lipton,Robert L.
510000008      Bausher,Christine E.
510000009      Kline,Melissa                                                                           Y     N
510000010      Kline,Andrew                                                                            Y     N
510000011      Schmidt,Lisa                                                                            Y     N
510000012      Shapiro,Jill
510000013      Oliver,Neal                                                                             Y     N
510000014      Oliver,Kathy                                                                            Y     N
510000015      Jackson,Lloyd M.
510000016      Koerner,Carol
510000017      Truitt,Jonathan L.
510000018      Wolfe,Valerie Thompson
510000019      Alison,Holly T.
510000020      Bernhart,L. Richard
510000022      Martin,Richard E.
510000023      McDugall,Nigel
510000024      El-Halid,Aida
510000025      Price,Lawrence K.
510000026      Price,Diana M.
510000027      Lopez,Jose                                                                              N     Y
510000028      Mausi,Shahida
510000029      Moore,Lucas Mark                                                                        Y     N
510000030      Testco Institute,
510000031      Consolidated Gas Company,
510000032      Diamond Life Insurance,
510000033      Excel Corporation,


TOTAL UNASSIGNED CONSTITUENTS FOR CAMPAIGN/SOLICITATION TYPE:                   157
```

```
09-DEC-1998 16:19:24                                         Ellucian University                                           PAGE 3
                                                          Campaign Unassigned Cons.                                        AFPSOLC

                                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AFPSOLC
PARAMETER SEQUENCE NUMBER: 19787
CAMPAIGN: AFD91
SOLICITATION: ABUS
LINE COUNT: 45

RECORD COUNT: 61
```

Campaign Telefund Prospects Report (AFPTELF)

Prints information used to support telephone campaigns: name, address, phone number, class year, degree (if alumni), ID, current year and last year giving, total of all gifts, highest gift and date, and employment by a matching gift company. If a second telephone number from another address exists, such as a business telephone number, it is printed. Solicitor contacts or population selection determines who is listed on the report. The output is sorted in alphabetical order. The name and address that is printed for each ID at the top of the report does not print address line 3 if a nation code is entered in the address. The mailing address of the ID (at the bottom) includes all three address lines: city, state, ZIP code, and nation.

Note: This process is designed to run on a pre-printed form and is hard-coded to print 68 lines per page.

Data Source: Campaign module

Parameter Name	Required?	Description	Values
Campaign Solicitor Contact	No	Code that indicates whether contacts are extracted for a campaign or a population selection.	`Y` - Extract all contacts for the campaign entered in the Campaign parameter. `N` - Extract contacts for a population selection.
Campaign	No	Campaign for which telefund prospects are extracted. Used only if the Campaign Solicitor Contact parameter is *Y*.	Campaign List Form (AFCCAMP)
Fiscal Year	Yes	Fiscal year to identify current year giving.	Fiscal Year Validation Form (ATVFISC)
Secondary Address Type	Yes	Address type for which a second phone prints on the telefund output.	Address Type Code Validation Form (STVATYP)
Address Effective Date	No	Effective date of the address.	Date format (DD-MON-YYYY); current date defaults.

Parameter Name	Required?	Description	Values
Address Priority and Type	No	Priority and type of address to print on report. If a value is entered here, it takes precedence over the ID's preferred address. This parameter allows for multiple values.	Priority number followed by address type (three characters, no spaces, no commas). Examples are *1MA* and *2PR.* Default is preferred address.
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to address name.	`Y` - Concatenate. `N` - Do not concatenate (default).
Check Exclude Phone Indicator	No	Phoning exclusion code.	`Y` - Exclude IDs who have a phone exclusion code that is effective for the current date. `N` - Do not exclude IDs who have a phone exclusion code that is effective for the current date (default).
Selection Identifier	No	Selection ID of the population selection for which telefund prospects are extracted. If entered, the Application Code and Creator ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code	No	Application code of the population selection for which telefund prospects are extracted. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.
Creator ID	No	Banner ID that created the population selection for which telefund prospects are extracted. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.

Report Sample—Campaign Telefund Prospects Report (AFPTELF)

```
     Mr. Matthew J. Allen, Jr.                                 00      0000    BA

                                 301 341 8102                  301 341 8102
     P.O.  Box 123


     Wissahickon                 510000001                        YES
     PA  19802




   30,508       2,556      62,289      10,833 15-SEP-1998






                                                         Mr. Matthew J. Allen, Jr.
                                                         P.O.  Box 123
                                                         Wissahickon, PA  19802

08-OCT-1999 11:31:41                                    Ellucian University                                        PAGE 1
                                                    Campaign Telefund Prospects                                   AFPTELF

                                              * * * REPORT CONTROL INFORMATION * * *
RPTNAME: AFPTELF
PARAMETER SEQUENCE NUMBER:
SELECTION ID: CLASS72
APPLICATION: ALUMNI
CREATOR: ADISUSR
CAMPAIGN SOLICITOR CONTACTS (Y/N):
CAMPAIGN:
FISCAL YEAR: 1998
SECONDARY ADDRESS TYPE: PR
ADDRESS EFFECTIVE DATE:
ADDRESS PRIORITY AND TYPE: 1MA 2BU 3PR
CONCATENATE PREFIX/SUFFIX TO PREFERRED ADDRESS NAME:
LINE COUNT: 55

RECORD COUNT: 2
```

Statement of Giving Report (AGPACCT)

Identifies the tax deductible amount that a donor can claim based on any premiums/benefits received. The report lists all gifts that persons gave within a parameter driven time period and identifies any benefits they might have received associated with those gifts and (optionally) any benefits received as a result of a gift society membership within that same period.

The time period parameters identify the time frame on which to report gifts. If the population selection parameters are not entered, the begin and end date also serve to identify the IDs to report, i.e., anyone who gave a gift in the time frame.

The Minimum Gift Amount parameter identifies the IDs to report rather than the gifts. For example, if your institution gives premiums for gifts over $1000, then 1000 would be entered. However, you would want to list all the gifts for IDs who gave a $1000 gift (or over) to give a total sum of giving credit.

Free-form text can be defined online via AGACTRL that will print at the top of each ID's account. Sample text is delivered but can be modified.

Only those premiums defined on the Gift Auxiliary Amount Form (AGAGAUX) that are accepted (**Accept** indicator is selected), and indicated to deduct for taxes (**Deduct for Taxes** is checked) will be reported.

Data Source: Gift and Pledge Payment module

Parameter Name	Required?	Description	Values
Application Code	No	Application code of the population selection for which a statement of giving report is created. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.

Parameter Name	Required?	Description	Values
Selection Identifier	No	Selection ID of the population selection for which a statement of giving report is created. If entered, the Application Code and Creator ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Creator ID	No	Banner ID that created the population selection for which a statement of giving report is created. Telefund prospects are extracted. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.
Begin Gift Date	Yes	Begin date of the range of gift dates to include.	Date format (DD-MON-YYYY)
End Gift Date	Yes	End date of the range of gifts to include.	Date format (DD-MON-YYYY)
Minimum Gift Amount	No	Minimum gift amount. Only those IDs having a gift amount greater than or equal to this amount are selected. Identifies the IDs to report rather than the gifts.	Money amount 0.00
Address Priority and Type	Yes	Priority and type of address to print on report. This parameter allows for multiple values.	Priority number followed by address type (three characters, no spaces, no commas). Examples are *1MA* and *2PR*.
Address Effective Date	No	Address effective date.	Date format (DD-MON-YYYY)
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to address name.	`Y` - Concatenate. `N` - Do not concatenate (default).
List Gift Society Premium	No	Code that determines whether gift society premiums are listed.	`Y` - List premiums. `N` - Do not list premiums.

Parameter Name	Required?	Description	Values
Sort Name or ZIP	No	Sort order.	`N` - Sort by name. `Z` - Sort by ZIP/postal code.
Donor Code for Non-Degree, Non-Students	Yes	Donor category code assigned to non-graduates (persons who have no degree and are not students).	Mandatory when running with a popsel.

Report Sample—Statement of Giving Report (AGPACCT)

```
31-JAN-1999 10:27:50          Statement of Giving                PAGE        1
                        30-SEP-1998 through 31-JAN-1999

Effective January 1, 1994, the Internal Revenue Code
requires that we acknowledge contributions in writing and
state whether we provided  goods or services in return for
your contributions.  This statement is a summation of your
contributions during the above period and is not meant to
replace the actual receipts you have received.  The amount
of your contributions that qualify as a deductible
charitable contribution is limited to the excess of your
contributions over the value of the goods and services
provided you.

        510000007  Mr. Robert L. Lipton, Esq. (Deceased)              1972 ALUM

Spouse: 510000008  Ms. Christine E. Bausher                           1972 ALUM

                   812 Nassau Circle
                   Rochester, NY 11563

    * * * GIFTS AND PREMIUMS * * *

GIFT NO    DATE     DESCRIPTION                     GIFT AMOUNT     PREMIUM
0001538 02-OCT-1998 Check                                 100.00

                    TOTALS                                100.00          .00

                    TOTAL DEDUCTIBLE AMOUNT               100.00
```

```
                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPACCT
PARAMETER SEQUENCE NUMBER:
APPLICATION CODE:
SELECTION ID:
CREATOR ID:
BEGINNING GIFT DATE: 30-SEP-1998
ENDING GIFT DATE: 31-JAN-1999
MINIMUM GIFT AMOUNT: 100.00
ADDRESS TYPE: 1MA 2PR
ADDRESS SELECTION DATE: 31-JAN-1999
CONCATENATE PREFIX/SUFFIX TO PREFERRED ADDRESS NAME? Y
LIST GIFT SOCIETY PREMIUMS: Y
SORT OPTION: Z
LINE COUNT: 55

RECORD COUNT: 15
```

Pledge/Gift Acknowledgment Report (AGPACKN)

Identifies the pledges and gifts to be acknowledged based on the acknowledgment rules defined on the Pledge/Gift Acknowledgment Rules Form (AGAACKR). Gifts that are being acknowledged must be in a finalized cashier session on the Advancement Cashier Session Review Form (AGACREV). Information that is printed includes the person or organization name, ID, transaction date, transaction number, amount, acknowledgment rule and priority under which the pledge or gift qualified, and the letter or receipt to be printed. If the person or organization is assigned a letter that was already issued in the current fiscal year, that letter is marked as “No Duplicates” on the Letter Code Validation Form (GTVLETR) (**Allow Duplicates** check box is cleared), and an alternate letter is identified on GTVLETR, then duplicates are identified and the alternate letter on GTVLETR is issued, following the same rules for duplicates. The report can be run in report or update mode.

For more details, see “Pledge and Gift Acknowledgments and Receipts” on page 220.

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Temporary Table Delete	No	Code that determines whether previous acknowledgments should be deleted from the temporary acknowledgment table.	`Y` - Delete previous acknowledgments from temporary table (default). `N` - Leave previous acknowledgments in temporary table.
Report or Report/Update	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Entry Date	No	Entry date of pledges and gifts to be acknowledged. Pledges and gifts with entry dates on or after the date entered are retrieved.	Date format (DD-MON-YYYY); current date defaults.
Enter Letter Code	No	Letter code to be selected. If left blank, all letter codes are selected. Wildcard (%) is available.	Letter Code Validation Form (GTVLETR)

Report Sample—Pledge/Gift Acknowledgment Report (AGPACKN)

```
  02-JAN-1998 18:18:52                                  Ellucian University                                 PAGE     1
                                                     Pledge/Gift Acknowledgment                                AGPACKN


    ID    Name                                         Entry      Gift       Gift             Rule Rule Letter          Type of
                                                       Date       Number     Total            No.  Prty Code            Ackn.

510000001 Allen, Matthew                              16-DEC-1997 0000710          $25.00  2    1    A/D_ACK_SPECIAL*Duplicate*
                                                                                   $25.00  1    1    RECEIPT
                                                                                                     RECEIPT        *Receipt*
                                                      16-DEC-1997 0000730          $50.00  2    1    A/D_ACK_SPECIAL*Duplicate*
                                                                                   $50.00  1    1    RECEIPT
                                                                                                     RECEIPT        *Receipt*

510000031 Consolidated Gas Company                    10-DEC-1997 0000681          $45.00  2    1    A/D_ACK_MATCHG
                                                                                   $45.00  2    1    A/D_ACK_SPECIAL
                                                                                                     RECEIPT        *Receipt*

510000005 Lambert, Donna                              16-DEC-1997 0000726         $500.00  2    1    A/D_ACK_SPECIAL
                                                                                                     RECEIPT        *Receipt*
                                                      16-DEC-1997 0000738         $500.00  2    1    A/D_ACK_SPECIAL*Duplicate*
                                                                                  $250.00  2    1    A/D_ACK_GIFTCAP
                                                                                                     A/D_RECEIPTCAP *Receipt*

510000028 Mausi, Shahida                              16-DEC-1997 0000715         $100.00  2    1    A/D_ACK_CUSTOM
                                                                                  $100.00  2    1    A/D_ACK_GIFTCAP
                                                                                                     A/D_RECEIPTCAP *Receipt*
                                                      16-DEC-1997 0000716         $100.00  2    1    A/D_ACK_CUSTOM

510000037 National Chemical Corporation               11-DEC-1997 0000703         $300.00  2    1    A/D_ACK_CUSTOM
                                                                                  $300.00  1    1    A/D_ACK_MATCHG
Employee: 510000006 Lambert, Gregory                  11-DEC-1997 0000655         $300.00  1    1    A/D_ACK_MATCHE * Matched *

510000037 National Chemical Corporation               11-DEC-1997 0000703         $300.00  2    1    A/D_ACK_SPECIAL
                                                                                                     RECEIPT        *Receipt*
```

```
    02-JAN-1998 18:18:52                              Ellucian University                             PAGE     2
                                                   Pledge/Gift Acknowledgment                            AGPACKN


                                             * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPACKN
PARAMETER SEQUENCE NUMBER: 20716
DELETE FROM ACKNOWLEDGEMENT TABLE:
REPORT OR REPORT/UPDATE: R
RUN DATE: 02-JAN-1998
LETTER CODE:
LINES PER PAGE PRINTED: 45

RECORD COUNT: 16
```

Acknowledgment Rules Report (AGPACKR)

Lists the rules for gift and pledge acknowledgment that have been established on the Pledge/Gift Acknowledgment Rules Form (AGAACKR). All rules are printed each time the report is run.

Data Source: Pledge and Gift & Pledge Payment modules

Note: No parameters are available for this report.

Report Sample—Acknowledgment Rules Report (AGPACKR)

```
20-FEB-1998                                      Ellucian University                                                          PAGE 1
18:24:23
                                              Acknowledgment Rules Report                                                   AGPACKR

ANNUAL_FND_ACKN                           Rule    Pri   Activity    Inactive    Receipt           Dollar          Dollar
Annual Fund Gift Ackn Letter              No.     No.   Date        Date                          From            To
                                          1       1     29-AUG-1997             GIFT_RECEIPT                   1                999

                                          Gift          Pledge      Match Gift  Empl.  Letr       Letter Ind      Receipt Ind
                                          B                                                       Y               Y


                                          Donor Code          Incl/Excl
                                          ALND                I
                                          ALUM                I

                                          Gift Type           Incl/Excl
                                          CA                  I
                                          CC                  I
                                          CK                  I
                                          MC                  I
                                          VI                  I

                                          Gift Class          Incl/Excl
                                          ANON                E

                                          Campaign Type       Incl/Excl
                                          AF                  I

                                          Designation         Incl/Excl
                                          UNRES               I

                                          Exclusion Code      Incl/Excl
                                          AMC                 E

                                          Donor Code          Incl/Excl
                                          CORP                I

                                          Gift Type           Incl/Excl
                                          MG                  E
```

```
20-FEB-1998                                            Ellucian University                                          PAGE 2
18:24:23
                                                   Acknowledgment Rules Report                                      AGPACKR

GIFT_ACKN_LTR                             Rule   Pri  Activity   Inactive    Receipt          Dollar          Dollar
Gift Acknowledgment Letter               No.    No.  Date       Date                         From           To
                                         1      1    29-AUG-1997            GIFT_RECEIPT                    1                  100

                                          Gift        Pledge     Match Gift  Empl.  Letr      Letter Ind      Receipt Ind
                                          B                                                   Y               Y

                                          Donor Code         Incl/Excl
                                          CORP               E
                                          FFOU               E
                                          RELO               E
                                          TRST               E

                                          Gift Class         Incl/Excl
                                          ANON               E

                                          Exclusion Code     Incl/Excl
                                          AMC                E

MG_ACKN_LTR                               Rule   Pri  Activity   Inactive    Receipt          Dollar          Dollar
Matching Gift Acknowledgment             No.    No.  Date       Date                         From           To
                                         1      1    29-AUG-1997            GIFT_RECEIPT                    1             10000000

                                          Gift        Pledge     Match Gift  Empl.  Letr      Letter Ind      Receipt Ind
                                          B                      Y           EMP_MG_NOTICE    Y               Y

                                          Donor Code         Incl/Excl
                                          CORP               I

                                          Gift Type          Incl/Excl
                                          MG                 I

                                          Donor Code         Incl/Excl
                                          CORP               E
                                          FFOU               E
                                          FOUN               E
                                          RELO               E
                                          TRST               E
Gift Class         Incl/Excl
                                          ANON               E
Exclusion Code     Incl/Excl
                                          AMC                E
```

```
20-FEB-1998                                  Ellucian University                                  PAGE 6
18:24:23
                                       Acknowledgment Rules Report                                AGPACKR

                                    * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPACKR

RECORD COUNT: 17
```

Pledge/Gift Adjustment Report (AGPADJS)

Provides an audit trail of adjusted and voided pledges, gifts, and pledge payments. Pledge adjustments/voids and gift adjustments/voids are displayed separately, with pledge adjustment information first. Records appear in pledge number or gift number order.

For more details, see "Pledge and Gift Adjustments and Voids" on page 236.

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Pledge, Gift, or Both	No	Code that determines which adjustments are listed.	B - Both pledge and gift adjustments (default) G - Gift adjustments P - Pledge adjustments
Begin Adjustment Date	No	Beginning date that identifies the adjustments to list.	Date format (DD-MON-YYYY); current date defaults.
End Adjustment Date	No	Ending date that identifies which adjustments to list.	Date format (DD-MON-YYYY); current date defaults.
User	No	Banner ID who made adjustments. Wildcard (%) is available.	

Report Sample—Pledge/Gift Adjustment Report (AGPADJS)

```
20-FEB-1998 18:38:14                                  Ellucian University                                          PAGE 1
                                                  Pledge/Gift Adjustment Report                                   AGPADJS

                                                  ---- PLEDGE ADJUSTMENTS ----

--------
Pledge No: 0001234   ID:  766000061    Name: Tom Aaron

          Seq. Pldg Date     FY     Amount     Stat  Type  Class  Rem.  Rng.                           Entry

BEFORE:   1    16-JUL-1997  1998       150.00  A
AFTER:    1    16-JUL-1997  1998       150.00  A     PD                                  Adj.:  10-SEP-1997  11:33:36   ADISUSR

               Comment - Before:
                          After:


--------
Pledge No: 0001392   ID:  510000029    Name: Lucas Moore

          Seq. Pldg Date     FY     Amount     Stat  Type  Class  Rem.  Rng.                           Entry

BEFORE:   1    24-SEP-1997  1998       100.00  A
AFTER:    1    24-SEP-1997  1998       200.00  A                                         Adj.:  24-SEP-1997  08:13:04   ADISUSR

               Comment - Before:
                          After:

DESG.     Seq. Camp.     Desg.    Amount                                                         Entry

BEFORE:   1    GLORY     GLORY       100.00
AFTER:    1    GLORY     GLORY       200.00                                              Adj.:  24-SEP-1997  08:13:06   ADISUSR
```

```
20-FEB-1998 18:38:14                                Ellucian University                                              PAGE 2
                                                  Pledge/Gift Adjustment Report                                      AGPADJS

                                                   ---- GIFT ADJUSTMENTS ----

--------
          Seq. Gift Date     FY       Amount    Gift   Gift   Gift        Session                       Entry
                                                Type   Class  Rng.

BEFORE:   1    30-SEP-1997   1998        200.00 CK            G2          F         Orig:  30-SEP-1997  14:35:44   ADISUSR
AFTER:    1    30-SEP-1997   1998        100.00 CK            G2          F 133     Adj.:  30-SEP-1997  14:36:47   ADISUSR
                                                                                    Cash:  30-SEP-1997  14:35:44   ADISUSR
               Comment - Before:
                          After:

DESG.     Seq. Pledge No. Camp.  Desg.     Amount    Gift   FY     Feed  Session                       Entry
                                                     Type          /Fed

BEFORE:   1    0000000    AFD93  UNRES        200.00 CK     1998                  Adj.:  30-SEP-1997  14:36:50   ADISUSR
AFTER:    1    0000000    AFD93  UNRES        100.00 CK     1998         F 133    Cash:  30-SEP-1997  14:35:44   ADISUSR
```

```
20-FEB-1998 18:38:14                                Ellucian University                                              PAGE 3
                                                  Pledge/Gift Adjustment Report                                      AGPADJS

                                             * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPADJS
PARAMETER SEQUENCE NUMBER:
Pledge, Gift, or Both: B
Begin Date: 01-SEP-1997
End Date: 30-SEP-1997
User: ADISUSR
LINE COUNT: 55

RECORD COUNT: 5
```

Automatic Deduction Process (AGPALMP)

Evaluates deduction information from the Banner Human Resources System. The process creates gifts (pledge installment payments) and updates all appropriate giving history records for the constituent/advancement individual. It also sets the solicitor amount to the full gift amount when it creates gift solicitation records.

You should run this process after the Pay Period Update Process (PHPUPDT) is run in Banner Human Resources. Split rules are analyzed and used where appropriate. The process can be run in report or update mode.

For more details, see "Interface With Banner Human Resources" on page 417.

Data Source: Pledge module and Banner Human Resources System

Parameter Name	Required?	Description	Values
Delete Records Indicator	Yes	Code that determines whether records are removed for pledge installment payments that have already been created.	`Y` –Remove deduction records. `N` – Keep deduction records.
Report or Report/Update	Yes	Code that determines whether payments are created and the database is updated when the process is run.	`R` - Print report of payments without creating them; do not update database (default). `U` - Print report, create payments from deductions, and update database.
Source Code	No	Source of payment. This parameter accepts multiple values.	Enter *BPAY*, the code that Banner Human Resources associates with every deduction. Other values are defined on Payment Source Validation Form (ATVSRCE).

Parameter Name	Required?	Description	Values
User	No	Banner user ID associated with the payments. This ID is necessary for cashiering purposes. If an invalid user ID is entered, the user ID of the person running the report is used.	Valid Banner ID from User Identification Control Form (GUAIDEN)
Start Pay Date	No	First day (inclusive) of the range in which the payment date of the deductions being included must fall. The payment date associated with each deduction is the check date that comes from payroll.	Date format (DD-MON-YYYY); default is the beginning of time.
End Pay Date	No	Last day (inclusive) of the range in which the payment date of the deductions being included must fall. The payment date associated with each deduction is the check date that comes from payroll.	Date format (DD-MON-YYYY); default is the end of time.
Single/Multiple Payments	No	Indicator that determines the processing when an ID has more than one deduction payment per pledge that has not yet been processed.	`S` - Create one gift/installment from the sum of all remaining deductions per pledge. `M` - Create one gift/installment for each remaining deduction (default).

Report Sample—Automatic Deduction Process (AGPALMP)

```
06-JUL-2007 15:38:03                                   BANNER University                                                   PAGE 1
Release: 8.0                                       Automatic Deduction Process                                            AGPALMP
                                                           Report Only


Source: BPAY BANNER HR Payroll Deduction

     ID           NAME                                               PAYMENT  AMOUNT  SPLIT %  GIFT NO  PAYMENT DATE  SOL  PLEDGE NO

     311116666    Norris, Carla S                                      40.00                             31-AUG-2006   Y     0000153
       Campaign:  DCAMP  Designation: DPTEST                                   20.00
         Soft ID: 510000000 Wooster, Angela                                            16.67 %
         Soft ID: 510000003 Allen, Kathleen E                                          16.67 %
         Soft ID: 311119999 Norris, Amanda J                                           16.67 %
       Campaign:  NOR2   Designation: NORD                                     20.00
         Soft ID: 510000000 Wooster, Angela                                            16.67 %
         Soft ID: 510000003 Allen, Kathleen E                                          16.67 %
         Soft ID: 311119999 Norris, Amanda J                                           16.67 %

     311116666    Norris, Carla S                                     100.00                             31-JAN-2007   Y     0000146
       Campaign:  NOR    Designation: NORD                                    100.00
         Soft ID: 510000000 Wooster, Angela                                            16.67 %
         Soft ID: 510000003 Allen, Kathleen E                                          16.67 %
         Soft ID: 311119999 Norris, Amanda J                                           16.67 %

     JB0000005    Perry, Gaylord                                       30.00                             31-JAN-2007         0000452
       Campaign:  NCENT  Designation: FASCO                                    30.00

                                                   TOTAL :            170.00
Source: TEST Test

     ID           NAME                                               PAYMENT  AMOUNT  SPLIT %  GIFT NO  PAYMENT DATE  SOL  PLEDGE NO

     510000001    Allen, Matthew                                      500.00                             09-APR-2005   Y     0000132

     311115555    Norris, Sarah M                                     100.00                             21-OCT-2004         0000041

                                                   TOTAL :            600.00

                                             GRAND TOTAL :            770.00

** Indicates a payment which requires manual processing (negative amount or invalid pledge number).
```

```
06-JUL-2007 15:38:03                    BANNER University                          PAGE 2
Release: 8.0                       Automatic Deduction Process                    AGPALMP
                                          Report Only


                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPALMP
RELEASE: 8.0
DELETE OLD RECORDS INDICATOR: N
REPORT OR REPORT/UPDATE: R
SOURCE CODE:
USER: CNORRIS
START PAYMENT DATE:
END PAYMENT DATE:
CREATE SINGLE OR MULTIPLE PAYMENT: S

RECORD COUNT: 5
```

Cashiering Report (AGPCASH)

Prints gift cashiering report subtotaled by payments and one-time gifts within designation.

For more details, see "Cashiering" on page 313.

Data Source: Designation and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Period Start Date	No	Start point for the entry date to report gifts and pledge payments.	Date format (DD-MON-YYYY); default is the beginning of time.
Period End Date	No	End point for the entry date to report gifts and pledge payments.	Date format (DD-MON-YYYY); default is the current date.
User	No	Users whose cashier sessions are to be reported. This parameter accepts multiple values.	Valid Banner ID from User Identification Control Form (GUAIDEN)
Session Status	No	Status of session to be reported.	`C` - Closed sessions `F` - Finalized sessions (default) `B` - Both closed and finalized sessions
Session Number	No	Session numbers to be reported for a cashier. Allows individual sessions to be reported if multiple sessions were fed in a particular date range. This parameter accepts multiple values.	If blank, default is all sessions for a given date range.
Designations	No	Designations to be reported for a cashier. This parameter accepts multiple values.	Designation List Form (ADCDESG). If blank, default is all designations.

Report Sample—Advancement Cashiering Report (AGPCASH)

```
06-MAR-1997 11:03:54                                        Banner Development Environment                                       PAGE 1
                                                        Advancement Cashiering Report                                       AGPCASH
                                                        01-JAN-1997 Through 06-MAR-1997

User: ADISUSR         Session #: 3  Status: F

Designation: UNRES  Unrestricted                        * * * One Time Gifts  * * *

ID            Name                         Amount        Gift #   Pledge #       Date     FY        Type                          Campaign

206421111     Gaines, Scott               $   50.00      0000098  0000000     20-FEB-96 1996   Check                         Annual Fund 1996
206421111     Gaines, Scott               $  100.00      0000096  0000000     20-FEB-96 1996   Check                         Annual Fund 1996
500000051     Watermark Paper Products    $   50.00      0000078  0000000     13-FEB-96 1996   Matching Gift                 Annual Fund 1996

               *** one time gift subtotal $  200.00

                                                          * * * Pledge Payments * * *

510000001     Allen, Matthew              $ 1000.00      0000146  0000103     18-MAR-96 1996   Check                         Annual Fund 95-96
206421111     Gaines, Scott               $    0.00      0000145  0000097     13-MAR-96 1996   Check                         Annual Fund 1996
206421111     Gaines, Scott               $    0.00      0000144  0000097     12-MAR-96 1996   Credit Card                   Annual Fund 1996
206421111     Gaines, Scott               $  100.00      0000141  0000097     01-MAR-96 1996   Check                         Annual Fund 1996
206421111     Gaines, Scott               $  100.00      0000140  0000097     01-MAR-96 1996   Check                         Annual Fund 1996
206421111     Gaines, Scott               $  100.00      0000137  0000089     29-FEB-96 1996   Check                         Annual Fund 1996
510000001     Allen, Matthew              $   50.00      0000133  0000080     29-FEB-96 1996   Cash                          Annual Fund 95-96
510000001     Allen, Matthew              $  100.00      0000110  0000080     21-FEB-96 1996   Check                         Annual Fund 95-96
500000046     Winters Foundation          $  100.00      0000076  0000011     07-FEB-96 1996   Electronic Fund Transfer      Annual Fund 95-96
520000001     Rolfe, Margaret             $   50.00      0000075  0000036     07-FEB-96 1996   Electronic Fund Transfer      Annual Fund 95-96
510000002     Allen, Roberta              $   25.00      0000072  0000003     07-FEB-96 1996   Electronic Fund Transfer      Annual Fund 95-96
500000051     Watermark Paper Products    $  175.00      0000071  0000044     06-MAY-95 1996   Check                         Annual Fund 95-96
520000001     Rolfe, Margaret             $   37.50      0000067  0000036     15-OCT-95 1996   Check                         Annual Fund 95-96
520000000     Rolfe, Kevin                $  125.00      0000066  0000033     07-FEB-96 1996   Check                         Alumni House Campaign
500000046     Winters Foundation          $  200.00      0000065  0000031     06-JUL-95 1996   Check                         Annual Fund 95-96
510000001     Allen, Matthew              $   10.00      0000062  0000027     06-JAN-96 1996   Check                         Annual Fund 95-96

              *** pledge payment subtotal $ 2172.50


   Designation UNRES              Total: $ 2372.50


   Session # 3                    Total: $ 2372.50


   User ADISUSR                   Total: $ 2372.50
```

```
06-MAR-1997 11:03:54                                  Banner Development Environment                                  PAGE 2
                                                    Advancement Cashiering Report                                  AGPCASH
                                                    01-JAN-1997 Through 06-MAR-1997

User: JBELL          Session #: 11  Status: F

Designation: CHEMCENTR  Chemistry Center Designation       * * * One Time Gifts  * * *

ID            Name                          Amount        Gift #   Pledge #       Date     FY        Type                          Campaign

300000231     McDeal Consumer Products    $  250.00      0000658  0000000     02-JUN-95 1996   Check                 Chemistry Center Campaign
500000232     Van Ee, Louise              $   55.00      0000657  0000000     02-JUN-95 1996   Check                 Chemistry Center Campaign

               *** one time gift subtotal $  305.00


                                                          * * * Pledge Payments * * *


300000231     McDeal Consumer Products    $  325.00      0000659  0000647     02-JUN-95 1996   Check                 Chemistry Center Campaign
500000232     Van Ee, Louise              $   22.50      0000656  0000646     02-JUN-95 1996   Check                 Chemistry Center Campaign
500000232     Van Ee, Louise              $  200.00      0000655  0000645     02-JUN-95 1996   Check                 Chemistry Center Campaign

              *** pledge payment subtotal $  547.50

   Designation CHEMCENTR          Total: $  852.50

   Session # 11                   Total: $  852.50

   User JBELL                     Total: $  852.50

** FINAL TOTAL ** $ 3225.00
```

```
6-MAR-1997 11:03:54                                          Banner Development Environment                                          PAGE 3
                                                          Advancement Cashiering Report                                            AGPCASH
                                                          01-JAN-1997 Through 06-MAR-1997


* * * Report Control Information * * *


REPORT NAME: AGPCASH
PARAMETER SEQUENCE NUMBER:
BEGIN GIFT DATE: 01-JAN-1997
END GIFT DATE: 06-MAR-1997
USER: ADISUSR JBELL
SESSION STATUS:
SESSION NUMBER: 3 11
DESIGNATION(S): CHEMCENTR UNRES


RECORD COUNT: 24
```

Gift Society Year to Date Report (AGPDCGL)

Summarizes the giving of members in a gift society type (via parameter) for four parameter-driven groups of advancement individuals. Each group within each gift society reports the number of renewed donors and the number of new donors with the total members being subtotaled (new + renewed).

Groups of advancement individuals are defined based on the VSE fields (first or both) on the Donor Category Code Validation Form (ATVDONR):

VSE Column	VSE-2 Column
A - Alumni	
A - Alumni	D - Degree holders
A - Alumni	N - Non-degree holders
B - Parents	
C - Other individuals	
C - Other individuals	S - Student
C - Other individuals	F - Faculty/staff
C - Other individuals	G - Governing board (trustees)
C - Other individuals	O - Other individuals (friends)
C - Other individuals	E - Estates
D - Foundations	P - Personal and family
D - Foundations	O - Other foundations and trusts
E - Corporations, businesses	
F - Religious organizations	

VSE Column	VSE-2 Column
G - Fund raising consortia	
H - Other organizations	

The report only looks at those donors whose primary donor category is one of the four constituency groups defined as parameters.

The report prints the goal (how many new/renewed members should be in the society) established for each constituency group within each gift society, and the percentage of the goal obtained at the time of the report. Grand totals are printed for each appropriate column of totals. Gift societies are printed in priority order as defined on ATVDCNP.

The report also calculates and prints the number of members within the groups of advancement individuals that were at the gift society level last year, but not this year. Of this group, it identifies how many have outstanding pledges of a prompted amount (or more). The report gives a count on the number of pledges during the year that are greater than or equal to a prompted amount. This is the same as the preceding prompted amount.

Each gift society displays: total number of renewed members for each group of advancement individuals, total number of new members for each group, sum of all members for each group, and sum of all members for all groups reported.

Each group of advancement individuals prints the total number of renewed members for each gift society, total number of new members for each gift society, sum of all members for all gift societies, goal for the society for that group, and calculated percentage of goal obtained for the society type.

For more details, see "Gift Society" on page 344.

Data Source: Gift Society module

Parameter Name	Required?	Description	Values
Society Type	Yes	Society type code for which societies are to be reported.	Gift Society Type Validation Form (ATVDCST)
Society Year	Yes	Society year to be evaluated.	Gift Society Year Validation Form (ATVDCYR)

Parameter Name	Required?	Description	Values
Constituency Group 1: VSE 1	Yes	VSE code 1 (from ATVDONR) for the first group of members.	
Constituency Group 1: VSE 2	No	VSE code 2 (from ATVDONR) for the first group of members.	
Constituency Group 2: VSE 1	No	VSE code 1 (from ATVDONR) for the second group of members.	
Constituency Group 2: VSE 2	No	VSE code 2 (from ATVDONR) for the second group of members.	
Constituency Group 3: VSE 1	No	VSE code 1 (from ATVDONR) for the third group of members.	
Constituency Group 3: VSE 2	No	VSE code 2 (from ATVDONR) for the third group of members.	
Constituency Group 4: VSE 1	No	VSE code 1 (from ATVDONR) for the fourth group of members.	
Constituency Group 4: VSE 2	No	VSE code 2 (from ATVDONR) for the fourth group of members.	
From Range Dollar Amount	No	*From* amount of dollars for which evaluation of pledges occurs.	Numeric

Report Sample—Gift Society Year to Date Report (AGPDCGL)

```
08-APR-1999 14:04:32                                Banner Development Environment                                 PAGE         1
                                                   Gift Society Year to Date Rpt                                  REPORT AGPDCGL

                                                         YEAR-TO-DATE STATUS

     Society Year: 1999 Society Type:  RG Regular Society

                TOWR       PRES       FNDR       BLDR       CENT       ATHL     Total        Goal          %

Alumni
    R              0          0          0          0          0          0         0         292        .00
    N              6          0          0          0          2          0         8         167       4.79

                   6          0          0          0          2          0         8         459       1.74

Corporations, Businesses
    R              0          0          0          0          0          0         0         102        .00
    N              1          2          0          0          0          0         3          44       6.82

                   1          2          0          0          0          0         3         146       2.05

Other Individuals
    R              0          0          0          0          0          0         0          57        .00
    N              3          2          0          0          1          0         6          33      18.18

                   3          2          0          0          1          0         6          90       6.67

TOTALS
                  10          4          0          0          3          0        17         695       2.45


                                                              LYBUNTS

Alumni
                   0          0          0          0          0          0         0
Corporations, Businesses
                   0          0          0          0          0          0         0
Other Individuals
                   0          0          0          0          0          0         0
TOTALS
                   0          0          0          0          0          0         0
                                                                      of this total      0 have pledged         100.00 or more
                                                                                         42 Total pledges of     100.00 or more
```

```
                                     * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPDCGL
PARAMETER SEQUENCE NUMBER:
SOCIETY TYPE : RG
SOCIETY YEAR : 1999
CONSTITUENCY GROUP 1 VSE CODE 1 : A
CONSTITUENCY GROUP 1 VSE CODE 2 :
CONSTITUENCY GROUP 2 VSE CODE 1 : E
CONSTITUENCY GROUP 2 VSE CODE 2 :
CONSTITUENCY GROUP 3 VSE CODE 1 : C
CONSTITUENCY GROUP 3 VSE CODE 2 :
CONSTITUENCY GROUP 4 VSE CODE 1 :
CONSTITUENCY GROUP 4 VSE CODE 2 :
FROM RANGE AMOUNT: 100.00
LINE COUNT: 55
```

External Gift Load Process (AGPEXGF)

Loads data for external gifts and pledge payments from a third-party processor into the Banner database. An external gift or pledge payment must have the following data:

- Banner ID (only required for authenticated donors; not required for unauthenticated donors)
- External gift ID
- External record number
- External gift type
- Total gift or pledge payment amount
- At least one campaign/designation combination
- Amount for each campaign/designation combination

This process accommodates fixed length and character delimited data load files. You can use ATVTAPE and AGATPFD to define the data load file and its format.

The report heading includes the description of the third-party processor and the sort order.

The report body includes two sections for each gift or pledge payment:

- The header includes information such as the donor's Banner ID, Banner gift ID, external gift ID, gift type, giving vehicle, gift date, and total amount.
- The detail section includes each campaign/designation combination and the associated amount.

If an error occurs, an error message is displayed below the record where the error occurred. The following conditions result in an error message:

- Missing or invalid information
- Total gift amount does not equal the sum of detail gift amounts

Records with errors are *not* loaded to Banner. These records must be corrected in the data load file or manually loaded to Banner.

In case there is a negative amount recorded in the report, AGPEXGF displays an error in the report and rejects the record.

For more details, refer to the *Banner Advancement Data Load/Extract Handbook*.

Parameter Name	Required?	Description	Values
File Code	Yes	Code that defines the data load file.	Data File Validation Form (ATVTAPE)
Data Source Identifier	Yes	Code that identifies the third-party processor.	Data Source Identifier Validation Form (ATVDSRC)
Data File Name	Yes	Name of the data load file.	
Path of Data File - Part 1	Yes	Directory where the data load file is located (up to 30 characters). If the data file path is longer than 30 characters, two additional parameters are available to provide additional data file path details.	
Path of Data File - Part 2	No	Additional details (up to 30 characters) for the directory where the data load file is located. Used with the Path of Data File - Part 1 parameter when the data file path is longer than 30 characters. This entry is concatenated to the end of the details entered in part 1.	
Path of Data File - Part 3	No	Additional details (up to 30 characters) for the directory where the data file is located. Used with the Path of Data File - Part 1 and Part 2 parameters when the data file path is longer than 60 characters but less than 91 characters. This entry is concatenated to the end of the details entered in part 2.	
Report/Update Mode	Yes	Code that determines whether the database is updated when the process is run.	`R`- Print report; do not update database (default). `U` - Print report; update database.

Parameter Name	Required?	Description	Values
Date Format	No	Date format that overrides the system-defined date format for this execution of AGPEXGF. Must be a valid Oracle date format. Used solely to evaluate incoming dates and load details to Banner.	
Header Record Exists	No	Code that indicates whether the data load file includes a header record.	`Y` - Header exists (default). `N` - Header does not exist.
Sort Order	No	Report sort order.	`1` - ID (default) `2` - Name (last, first, middle) `3` - External gift ID

Report Sample—External Gift Load Process (AGPEXGF)

```
13-OCT-2008                                          Ellucian University                                              PAGE      1
Release 8.1                                      External Gift Load Process                                           AGPEXGF
                                                    Gifts from All, Inc
                                                Report Only - Banner ID Order

Banner ID Name

999744444 Geiser, Donald

          Banner Gift Number:      REPORT                            External Gift ID:        THREE
          Gift Type:               CC - Credit Card                  Giving Vehicle:          WWW - Web Credit Card
          Gift Date:               02-OCT-2008                       Gift Classes:
          Total Gift Amount:       $450.00
          Gift Entry Date:         01-OCT-2008
          Authorization Code:      ABC123
          Reference Number:        REF1234567890                     Solicitation:            ABUS - Area Business Appeal
          Match Form Received:     N                                 Solicitor Organization:  AFS - Annual Fund Solicitors
          Cashier:                 GSMITH                            Solicitor:               999743383
          Comment:
     Errors:            Solicitor ID does not exist in Banner.

          Pledge Number            Campaign                               Designation                                Detail Amount
          0000000                  NOR - Norton Building Campaign         ATHLS -  Athletic  Scholarships  with  a         $200.00
                                                                          really, really, really long
          0000000                  NOR - Norton Building Campaign         BIMED - Biomedical Research Center               $150.00
          0000000                  NOR - Norton Building Campaign         BLCHR - Bleachers Restoration Fund               $100.00

999745555 Geiser, George

          Banner Gift Number:      REPORT                            External Gift ID:        TWO
          Gift Type:               CC - Credit Card                  Giving Vehicle:          WWW - Web Credit Card
          Gift Date:               24-SEP-2008                       Gift Classes:            HONR - In Honor of
          Total Gift Amount:       $300.00                                                    MEMY - Memorial
          Gift Entry Date:         36-SEP-2008                                                ANON - Anonymous
          Authorization Code:      ABC123
          Reference Number:        REF1234567890                     Solicitation:            ABUS - Area Business Appeal
          Match Form Received:     N                                 Solicitor Organization:  AFS - Annual Fund Solicitors
          Cashier:                 GSMITH                            Solicitor:               999743333 - Geiser, S Craig
          Comment:                 In Memory of Mary
     Errors:            Invalid Gift Entry Date.

          Pledge Number            Campaign                               Designation                                Detail Amount
          0000000                  EXCEL - Campaign for Excellence & A    BLCHR - Bleachers Restoration Fund               $150.00
     Errors:            Invalid Campaign and Designation Combination.
          0000000                  NOR - Norton Building Campaign         ATHLS -  Athletic  Scholarships  with  a         $250.00
                                                                          really, really, really long
     Errors:            Detail amounts do not equal the Total Gift Amount.
```

```
13-OCT-2008                                    Ellucian University                                       PAGE      3
Release 8.1                                 External Gift Load Process                                   AGPEXGF
                                              Gifts from All, Inc
                                          Report Only - Banner ID Order

Banner ID Name

                                    * * * REPORT CONTROL INFORMATION * * *
                                              parameter Message

USER:.......................  SGEISER

Parameter Name                Value                          Message
____________________________  ____________________________   ________________________________________________________

                              203421
File Code                     EXT_GIFTS
Data Source Identifier        GIFTCO
Data File Name                external_gifts.csv
Path of Data File - Part 1    /export/home/sgeiser/
Path of Data File - Part 2    rel81/xsd/
Path of Data File - Part 3
[R]eport/(U)pdate Mode        R
Date Format                   DD-MON-YYYY
Header Record Exists          N
Sort Order                    1
Line Count                    55
```

Gift Size Analysis Report (AGPGANL)

Categorizes and compares gifts based on gift size for three time periods. The report is sorted by gift size (up to ten ranges) within each preferred college or preferred class. Organization/corporation gifts are reported separately. A summary page for all gift sizes for individuals and organizations/corporations is included at the end of the report. The full amount of the gift is evaluated, regardless of any hard credit IDs that may be associated with it.

Data Source: Gift & Pledge Payment module

Parameter Name	Required?	Description	Values
Report by	Yes	Indicator that determines whether the report looks at gifts for individuals, organizations, or both.	`I` - Individuals `C` - Corporations/organizations `B` - Both
Selection Option	No	Sort order.	`C` - Sort report by preferred class year `P` - Sort report by preferred college
Period 1 From Date	No	Beginning date (inclusive) of the comparison period.	Date format (DD-MON-YYYY)
Period 1 To Date	No	Ending date (inclusive) of the comparison period.	Date format (DD-MON-YYYY)
Period 2 From Date	No	Beginning date (inclusive) of the comparison period.	Date format (DD-MON-YYYY)
Period 2 To Date	No	Ending date (inclusive) of the comparison period.	Date format (DD-MON-YYYY)
Period 3 From Date	No	Beginning date (inclusive) of the comparison period.	Date format (DD-MON-YYYY)
Period 3 To Date	No	Ending date (inclusive) of the comparison period.	Date format (DD-MON-YYYY)
From Range <n> Amount (total of 10 ranges)	Yes	Starting amount (inclusive) of the range of giving.	Numeric

Parameter Name	Required?	Description	Values
To Range <n> Amount (total of 10 ranges)	No	Ending amount (inclusive) of the range of giving. If no value is entered for any To Range amount, the entire range is not used.	Numeric

Report Sample—Gift Size Analysis Report (AGPGANL)

```
19-SEP-1998 14:11:13                                  Ellucian University  -                                            PAGE          1
                                                     Gift Size Analysis Report                                           REPORT AGPGANL

                                    COMPARISON PERIOD 1                COMPARISON PERIOD 2                COMPARISON PERIOD 3
                                 01-JAN-1996 THRU 31-DEC-1996      01-JAN-1997 THRU 31-DEC-1997      01-JAN-1998 THRU 31-DEC-1998

CORPORATIONS
DOLLAR RANGE                       $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT
           .00-        100.00       762.50    .6     12  36.4         312.50   1.2      4  36.4        1682.00   8.6     70  93.3
        101.00-        200.00       695.00    .6      5  15.2            .00            0               125.00    .6      1   1.3
        201.00-        300.00       300.00    .2      1   3.0         500.00   1.9      2  18.2            .00            0
        301.00-        400.00          .00            0               400.00   1.5      1   9.1            .00            0
        401.00-        500.00       950.00    .8      2   6.1            .00            0               500.00   2.5      1   1.3
        501.00-        600.00       550.00    .4      1   3.0            .00            0                  .00            0
        601.00-        700.00      1250.00   1.0      2   6.1            .00            0                  .00            0
        701.00-        800.00          .00            0                  .00            0                  .00            0
        801.00-        900.00       833.33    .7      1   3.0            .00            0                  .00            0
        901.00-     999999.00    117060.00  95.6      9  27.3       25750.00  95.5      4  36.4       17354.99  88.3      3   4.0
                   TOTALS        122400.83           33             26962.50           11             19661.99           75
```

```
19-SEP-1998 14:11:13                               Ellucian University  -                                 PAGE          2
                                                  Gift Size Analysis Report                                REPORT AGPGANL
COMPARISON PERIOD 1                 COMPARISON PERIOD 2                 COMPARISON PERIOD 3
                                    01-JAN-1996 THRU 31-DEC-1996      01-JAN-1997 THRU 31-DEC-1997      01-JAN-1998 THRU 31-DEC-1998
CLASS - 0000
DOLLAR RANGE                          $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT
           .00-         100.00         200.00  26.7      4  57.1         230.00  31.5      3  75.0         660.00  76.7     19  95.0
        101.00-         200.00         300.00  40.0      2  28.6            .00            0                200.00  23.3      1   5.0
        201.00-         300.00         250.00  33.3      1  14.3            .00            0                   .00            0
        301.00-         400.00            .00            0                  .00            0                   .00            0
        401.00-         500.00            .00            0               500.00  68.5      1  25.0            .00            0
        501.00-         600.00            .00            0                  .00            0                   .00            0
        601.00-         700.00            .00            0                  .00            0                   .00            0
        701.00-         800.00            .00            0                  .00            0                   .00            0
        801.00-         900.00            .00            0                  .00            0                   .00            0
        901.00-      999999.00            .00            0                  .00            0                   .00            0
                   TOTALS              750.00            7               730.00            4                860.00           20

CLASS - 1942
DOLLAR RANGE                          $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT
           .00-         100.00         175.00  58.3      3  75.0          75.00  20.0      2  66.7            .00            0
        101.00-         200.00         125.00  41.7      1  25.0            .00            0                   .00            0
        201.00-         300.00            .00            0               300.00  80.0      1  33.3            .00            0
        301.00-         400.00            .00            0                  .00            0                   .00            0
        401.00-         500.00            .00            0                  .00            0                   .00            0
        501.00-         600.00            .00            0                  .00            0                   .00            0
        601.00-         700.00            .00            0                  .00            0                   .00            0
        701.00-         800.00            .00            0                  .00            0                   .00            0
        801.00-         900.00            .00            0                  .00            0                   .00            0
        901.00-      999999.00            .00            0                  .00            0                   .00            0
                   TOTALS              300.00            4               375.00            3                   .00            0

CLASS - 1953
DOLLAR RANGE                          $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT        $AMOUNT % AMT  GIFTS % GFT
           .00-         100.00          25.00  14.3      1  50.0          50.00 100.0      1 100.0          25.00 100.0      1 100.0
        101.00-         200.00         150.00  85.7      1  50.0            .00            0                   .00            0
        201.00-         300.00            .00            0                  .00            0                   .00            0
        301.00-         400.00            .00            0                  .00            0                   .00            0
        401.00-         500.00            .00            0                  .00            0                   .00            0
        501.00-         600.00            .00            0                  .00            0                   .00            0
        601.00-         700.00            .00            0                  .00            0                   .00            0
        701.00-         800.00            .00            0                  .00            0                   .00            0
        801.00-         900.00            .00            0                  .00            0                   .00            0
        901.00-      999999.00            .00            0                  .00            0                   .00            0
                   TOTALS              175.00            2                50.00            1                 25.00            1
```

```
19-SEP-1998 14:11:13                                  Ellucian University  -                                          PAGE         8
                                                     Gift Size Analysis Report                                         REPORT AGPGAN


                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPGANL
PARAMETER SEQUENCE NUMBER: 6708
REPORT SELECTION OPTION I=Individual, C=Corporation, B=Both: B
INDIVIDUAL SELECTION OPTION C=Class, P=Pref College: C
COMPARISON PERIOD 1 START: 01-JAN-1996
COMPARISON PERIOD 1 END: 31-DEC-1996
COMPARISON PERIOD 2 START: 01-JAN-1997
COMPARISON PERIOD 2 END: 31-DEC-1997
COMPARISON PERIOD 3 START: 01-JAN-1998
COMPARISON PERIOD 3 END: 31-DEC-1998
RANGE 1 FROM AMOUNT: .00
RANGE 1 TO AMOUNT: 100.00
RANGE 2 FROM AMOUNT: 101.00
RANGE 2 TO AMOUNT: 200.00
RANGE 3 FROM AMOUNT: 201.00
RANGE 3 TO AMOUNT: 300.00
RANGE 4 FROM AMOUNT: 301.00
RANGE 4 TO AMOUNT: 400.00
RANGE 5 FROM AMOUNT: 401.00
RANGE 5 TO AMOUNT: 500.00
RANGE 6 FROM AMOUNT: 501.00
RANGE 6 TO AMOUNT: 600.00
RANGE 7 FROM AMOUNT: 601.00
RANGE 7 TO AMOUNT: 700.00
RANGE 8 FROM AMOUNT: 701.00
RANGE 8 TO AMOUNT: 800.00
RANGE 9 FROM AMOUNT: 801.00
RANGE 9 TO AMOUNT: 900.00
RANGE 10 FROM AMOUNT: 901.00
RANGE 10 TO AMOUNT: 999999.00
LINE COUNT: 55
```

Fiscal Year Giving Comparison Report (AGPGCOM)

Compares the giving of three constituency groups between two fiscal years across ten user defined giving ranges. There is also an option to include soft credit (matching gift or other soft credit) in giving totals.

VSE 1 parameters are required. VSE 2 parameters are optional. If left blank, all VSE 2 codes for the VSE 1 code allowed are reported. The first parameter in each set is a valid VSE 1 code as defined on the Donor Category Code Validation Form (ATVDONR). See the following list.

VSE Column	VSE-2 Column
A - Alumni	
A - Alumni	D - Degree holders
A - Alumni	N - Non-degree holders
B - Parents	
C - Other individuals	
C - Other individuals	F - Faculty/staff
C - Other individuals	G - Governing board (trustees)
C - Other individuals	O - Other
C - Other individuals	E - Estates
D - Foundations	P - Personal and family
E - Corporations, businesses	S - Students
F - Religious organizations	
G - Fund raising consortia	
H - Other organizations	

Ranges are displayed as entered. Therefore, if the highest range is entered first, then that is displayed first. If the lowest range is entered first, then that is displayed first. The report does not check to see if ranges overlap each other.

The report lists the following for each fiscal year: each giving range, the sum of all giving in that range, the number of IDs within the constituency group within that range, and an accumulated total up to and including the reported range. The description that prints on the report for each fiscal year comes from the description field on ATVFISC.

Data Source: Gift Society module

Parameter Name	Required?	Description	Values
Constituency Group 1: VSE 1	Yes	VSE code 1 (from ATVDONR) for the first group of donors to include.	
Constituency Group 1: VSE 2	No	VSE code 2 (from ATVDONR) for the first group of donors to include.	
Constituency Group 2: VSE 1	No	VSE code 1 (from ATVDONR) for the second group of donors to include.	
Constituency Group 2: VSE 2	No	VSE code 2 (from ATVDONR) for the second group of donors to include.	
Constituency Group 3: VSE 1	No	VSE code 1 (from ATVDONR) for the third group of donors to include.	
Constituency Group 3: VSE 2	No	VSE code 2 (from ATVDONR) for the third group of donors to include.	
Include Non MG Soft Credit	No	Indicator that determines whether non-matching gift soft credit dollars should be included in giving totals.	`Y` - Include `N` - Do not include
Include MG Soft Credit	No	Indicator that determines whether matching gift soft credit dollars should be included in giving totals.	`Y` - Include `N` - Do not include
Comparison FY 1	Yes	First fiscal year for which totals should be reported.	Fiscal Year Validation (ATVFISC)

Parameter Name	Required?	Description	Values
Comparison FY 2	Yes	Second fiscal year for which totals should be reported.	Fiscal Year Validation (ATVFISC)
Range <n>: From Amount (total of 10 ranges)	No	Starting amount (inclusive) of the range to be reported.	Numeric
Range <n>: To Amount (total of 10 ranges)	No	Ending amount (inclusive) of the range to be reported.	Numeric

Report Sample—Fiscal Year Giving Comparison Report (AGPGCOM)

```
05-JUL-2007 16:40:38                                    BANNER University                                         PAGE          1
Release: 8.0                                      FY Giving Comparison Report                                     REPORT AGPGCOM

                                                              ACCUM    ACCUM                                             ACCUM    ACCUM
GIFT LEVEL              Jul 2005 - Jun 2006  DONORS          GIVING   DONORS Jul 2006 - Jun 2007  DONORS             GIVING   DONORS

1.00-99.99                           205.00       6          205.00        6               25.00       1              25.00        1
100.00-199.99                        675.00       5          880.00       11                 .00       0              25.00        1
200.00-499.99                        400.00       2         1280.00       13                 .00       0              25.00        1
500.00-999.99                       1600.00       3         2880.00       16                 .00       0              25.00        1
1000.00-1499.99                         .00       0         2880.00       16                 .00       0              25.00        1
1500.00-1999.99                         .00       0         2880.00       16             1520.00       1            1545.00        2
2000.00-4999.99                         .00       0         2880.00       16                 .00       0            1545.00        2
5000.00-9999.99                         .00       0         2880.00       16                 .00       0            1545.00        2
10000.00-19999.99                       .00       0         2880.00       16                 .00       0            1545.00        2
20000.00-99999.99                       .00       0         2880.00       16                 .00       0            1545.00        2
```

```
 * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPGCOM
RELEASE: 8.0
PARAMETER SEQUENCE NUMBER: 122315
COMPARISON FISCAL YEAR 1: 2006
COMPARISON FISCAL YEAR 2: 2007
CONSTITUENCY GROUP 1: VSE CODE 1: A
CONSTITUENCY GROUP 1: VSE CODE 2: N
CONSTITUENCY GROUP 2: VSE CODE 1: E
CONSTITUENCY GROUP 2: VSE CODE 2: O
CONSTITUENCY GROUP 3: VSE CODE 1: C
CONSTITUENCY GROUP 3: VSE CODE 2: O
INCLUDE MG SOFT CREDITS: Y
INCLUDE Non MG SOFT CREDITS: Y
RANGE 1 FROM AMOUNT: 1.00
RANGE 1 TO AMOUNT: 99.99
RANGE 2 FROM AMOUNT: 100.00
RANGE 2 TO AMOUNT: 199.99
RANGE 3 FROM AMOUNT: 200.00
RANGE 3 TO AMOUNT: 499.99
RANGE 4 FROM AMOUNT: 500.00
RANGE 4 TO AMOUNT: 999.99
RANGE 5 FROM AMOUNT: 1000.00
RANGE 5 TO AMOUNT: 1499.99
RANGE 6 FROM AMOUNT: 1500.00
RANGE 6 TO AMOUNT: 1999.99
RANGE 7 FROM AMOUNT: 2000.00
RANGE 7 TO AMOUNT: 4999.99
RANGE 8 FROM AMOUNT: 5000.00
RANGE 8 TO AMOUNT: 9999.99
RANGE 9 FROM AMOUNT: 10000.00
RANGE 9 TO AMOUNT: 19999.99
RANGE 10 FROM AMOUNT: 20000.00
RANGE 10 TO AMOUNT: 99999.99
LINE COUNT: 55
```

LYBUNT / SYBUNT Report (AGPLYSY)

Lists Last Year But Not This (LYBUNT) and Some Year But Not This (SYBUNT) donors (including hard credit IDs) for a specific fiscal year for all giving, or for a specific campaign or designation. The SYBUNT report excludes LYBUNT: If an ID is identified as a LYBUNT for a specific year, then that ID is not identified as a SYBUNT for that same year.

Three versions of the report are available:

- A brief report list names, class years, and summary giving information.
- A detailed report lists names, addresses, giving information, special purpose codes, active exclusion codes, and constituent information.
- A summary report lists total numbers and total dollars for the constituent population selected. This report is also automatically produced when the brief and detailed versions are selected.

Populations can be selected by giving level, campaign, designation, class year, or donor category. Individuals with open pledges in the fiscal year entered as a parameter are included or excluded from the reports.

If the Minimum Giving Level (MGL) parameter is used, that dollar value represents the minimum giving level an ID must have in order to be considered for reporting:

- LYBUNT – The ID must meet the MGL in the fiscal year before the parameter year and any giving by the ID in the parameter year must be below the MGL.
- SYBUNT – The ID must meet the MGL in the most recent year (which isn't the fiscal year before the parameter year) that the ID gave and any giving by that ID in the parameter year must be below the MGL.

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Fiscal Year	Yes	Base year for determining LYBUNT/SYBUNT.	Fiscal Year Validation Form (ATVFISC)
Which Report	Yes	Report to be printed.	`L` - LYBUNT `S` - SYBUNT

Parameter Name	Required?	Description	Values
Giving Type	Yes	Gifts to be considered in determining LYBUNT/ SYBUNT status.	A - All gifts B - Campaign gifts C - Designation gifts
Campaign Code	No	Campaign used to determine LYBUNT/SYBUNT.	Campaign List Form (AFCCAMP)
Designation Code	No	Designation used to determine LYBUNT/SYBUNT.	Designation List Form (ADCDESG)
Include Constituents with Pledges	No	Indicator that determines whether constituents with pledges in base year should be considered a LYBUNT/ SYBUNT.	Y - Consider constituents with pledges in base year. N - Do not consider constituents with pledges in base year (default).
Preferred Class Years	No	Class years to be reviewed in determining LYBUNT/ SYBUNT. This parameter accepts multiple values.	
Donor Category Codes	No	Donor category codes to be reviewed in determining LYBUNT/SYBUNT. This parameter accepts multiple values.	Donor Category Code Validation Form (ATVDONR)
Minimum Giving Level	No	Minimum level of previous giving in a year to be considered a LYBUNT/SYBUNT.	
Sort	Yes	Sort order of the report.	A - Alphabetical B - Class year C - Giving D - Donor code
Organization Address Type	No	Address types of organizations to print on the report. This parameter accepts multiple values.	Address Type Code Validation Form (STVATYP)

Parameter Name	Required?	Description	Values
Type of Report	No	Type of report.	B - Brief report D - Detailed report S - Summary report

Report Sample—LYBUNT/SYBUNT Report (AGPLYSY)

```
05-JUL-2007 16:28:51                                     BANNER University                            PAGE     1
   FISCAL YEAR: 2007                                       LYBUNT REPORT                                 AGPLYSY


        NAME                                                   ID           CLASS  LAST/LARGEST GIFT
                                                                            YEAR
        Mary 61737                                             A00036558    2000    $.01              01-SEP-2005 NOR   NORD
                                                                                    $100.00           01-SEP-2005 NOR   NORD

        Preferred Address:      1234 Fifth Ave
                                Malvern, PA 19355


         DONOR CODES:          Alumna/us
         SPOUSE DONOR CODES:   Alumna/us
                                                  DESIGNATION:  UNRES
        Fiscal Year    Pledged            Payments           Gifts              Total Gifts          Soft Gifts
           2007
           2006        $.00               $.01               $.00               $.01                 $.00

        NAME                                                   ID           CLASS  LAST/LARGEST GIFT
                                                                            YEAR
        Andrew Adams                                           210009101    1992    $525.00           16-SEP-2005 CART  UNRES
                                                                                    $3,000.00         17-JUN-2004

        Preferred Address:      803 King Street
                                Malvern, PA 19355
                                (610)647-8392


         DONOR CODES:          Alumna/us
                                                  DESIGNATION:  UNRES
        Fiscal Year    Pledged            Payments           Gifts              Total Gifts          Soft Gifts
           2007
           2006        $.00               $.00               $525.00            $525.00              $.00

        NAME                                                   ID           CLASS  LAST/LARGEST GIFT
                                                                            YEAR
        Elaine Andrews                                         A00036280    2000

        Preferred Address:      123 Testing Court
                                Mason, OH 45040


         DONOR CODES:          Alumna/us
         SPOUSE DONOR CODES:   Alumna/us
                                                  DESIGNATION:  UNRES
        Fiscal Year    Pledged            Payments           Gifts              Total Gifts          Soft Gifts
           2007
           2006        $.00               $.00               $125.00            $125.00              $.00
```

```
 * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPLYSY
Release No: 8.0
PARAMETER SEQUENCE NUMBER: 122314
FISCAL YEAR: 2007
WHICH REPORT, LYBUNT OR SYBUNT: L
TYPE OF LYBUNT OR SYBUNT (A) FOR ALL GIVING (B) SPECIFIC CAMPAIGN (C) SPECIFIC DESIGNATION : C
DESIGNATION CODE: UNRES
INCLUDE CONSTITUENTS WITH PLEDGES:
PREFERRED CLASS YEAR:
DONOR CATEGORY CODES:
MINIMUM GIVING LEVEL:
SORT BY (A) ALPHABETICAL (B) CLASS YR (C) TOTAL GIVING (D) DONOR CODE: A
ORGANIZATION'S ADDRESS TYPE:
TYPE OF REPORT (B) BRIEF (D) DETAIL (S) SUMMARY ONLY:
LINE COUNT: 55

RECORD COUNT: 8
```

Matching Gifts Paid Report (AGPMATA)

Lists gifts that have been fully matched by an organization. Matching gift organization data includes name, ID, matching gift minimums, percentages, and ratios, per person and organization maximums, and whether or not the organization matches gifts already matched, either by a parent, subsidiary, or other organization. Constituent/advancement individual data includes name, ID, gift date, gift number, gift amount, and matching gift amount. Totals are given for each constituent's matched gifts and for each organization.

For more details, see "Matching Gifts" on page 265.

Data Source: Advancement Individual, Advancement Organization, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Gift From Date	No	Start point for the entry date to report fully matched gifts.	Date format (DD-MON-YYYY); default is beginning of time.
Gift To Date	No	End point for the entry date to report fully matched gifts.	Date format (DD-MON-YYYY); default is end of time.
Matching Gift ID #	No	Matching gift organization's ID from which matching gifts have been received. This parameter accepts multiple values.	Valid matching gift organization IDs searchable on Advancement Organization Search Form (AOACOMP). If blank, default is all matching gift organization IDs.

Report Sample—Matching Gifts Paid Report (AGPMATA)

```
20-FEB-1998 18:51:52                                    Ellucian University                                          PAGE 1
                                                       Matching Gifts Paid Report                                   AGPMATA

MG ORG ID       MG ORG NAME         DUPLICATE -                               MATCH %        MINIMUM   PERSON MAX      ORG MAX
510000035       Maryland Broadcasting Corporation                               100.00                                 150,000.00

    CONSTITUENT ID CONSTITUENT NAME                                       GIFT DATE      GIFT NO       GIFT AMOUNT     MATCH AMOUNT

    510000021      Mary Elizabeth Martin                                  01-JAN-1998    0001169           $550.00          $550.00

                                                                                         TOTALS:           $550.00          $550.00

                                                                                 MG ORG TOTALS:            $550.00          $550.00



                                                                                 GRAND TOTALS:             $550.00          $550.00
```

```
20-FEB-1998 18:51:52                                    Ellucian University                                          PAGE 2
                                                       Matching Gifts Paid Report                                   AGPMATA

                                                  * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPMATA
PARAMETER SEQUENCE NUMBER:
FROM DATE: 01-JAN-1998
TO DATE: 31-JAN-1998
MATCHING GIFT ORG ID #: 510000035 510000031
LINE COUNT: 55

RECORD COUNT: 1
```

Matching Gift Data Load Report (AGPMATC)

Loads matching gift information from a parent company file into Banner's matching gift tables. When run in update mode, the report always updates minimum gift amount, maximum gift amount, ratio and maximum matched annually for an employee. Reports are generated each time this process is submitted. An asterisk appearing beside information indicates a truncation occurs.

The following information is updated by entering the appropriate parameters:

- Organization name related information (APAIDEN)
- Matching gift program administrator information (AOAORGN secondary contacts)
- Athletic matching gift purpose eligibility information (AOAMTCH matching gift purpose)
- Matching gift eligible employee status information (AOAORGN employee requirement)
- Matching gift eligible educational institution information (AOAMTCH educational institution)
- Employee attendance information (AOAMTCH alumni status)

AGPMATC produces `agpmatc_XXXX.lis`, a report that displays the matching gift information that was loaded from a parent company file into the Banner tables. When the process is run with third-party vendor data, the following additional files are created:

- `agpmatc_XXXX.lis2` - Lists the companies for which the ratios are non-standard (not 1:1 or 2:1). This report is generated when running CASE data only.
- `agpmatc_XXXX.lis3` - Lists companies where the secondary contact is not in the USA. This report is generated when running CASE data only.
- `agpmatc_XXXX.lis4` - Lists incoming records without a PIDM. These records are extracted and reported for you to reference when updating existing Banner records that may have incoming matching gift detail but no PIDM. These records need to be updated manually.
- `agpmatc_XXXX.lis5` - Lists all records that have address updates or inserts and any records that have incoming address detail with errors (missing one of the required fields - Street1, City, State, or ZIP).

For more information, refer to the *Banner Advancement Data Load/Extract Handbook* and *"Matching Gifts" on page 265*.

Data Source: Advancement Individual, Advancement Organization, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
File Code	Yes	File code to identify the data source.	Data File Validation Form (ATVTAPE)
Name Type for Organization	No	Organization name type code to be used in the data load. Multiple names might exist for a matching gift organization. This parameter allows you to handle situations where a PIDM appears on the returned file with a different name than any of those currently in Banner for that PIDM. If you enter a value for this parameter, AGPMATC adds a SPRIDEN record for the PIDM with the name type you specify here.	Name Type Validation Form (GTVNTYP)
Name Type for Alias	No	Alias name type code to be used in the data load. Multiple names might exist for a matching gift organization. This parameter allows you to handle situations where a PIDM appears on the returned file with an alias that does not currently exist in Banner for that PIDM. If you enter a value for this parameter, AGPMATC adds a SPRIDEN record for the PIDM with the name type you specify here.	Name Type Validation Form (GTVNTYP)
Name Type for Fund	No	Fund name type code to be used in the data load. Multiple names might exist for a matching gift organization. This parameter allows you to handle situations where a PIDM appears on the returned file with a fund name that does not currently exist in Banner for that PIDM. If you enter a value for this parameter, AGPMATC adds a SPRIDEN record for the PIDM with the name type you specify here.	Name Type Validation Form (GTVNTYP)

Parameter Name	Required?	Description	Values
Secondary Contact Code	No	Value for the secondary contact code to be used in the load.	Advancement Organization Contact Type Validation Form (ATVOCON)
Eligible Employee	No	Indicator that determines whether to load rules that determine, at runtime, which employees are eligible to participate in the matching gift program. These rules appear on the Eligibility Requirements window on AOAMTCH.	`Y` - Load rules. `N` - Do not load rules (default).
Athletics	No	Indicator that determines whether to load rules that determine, at runtime, how donations for athletics are handled. These rules appear on the Eligibility Requirements window on AOAMTCH.	`Y` - Load rules. `N` - Do not load rules (default).
Affiliation	No	Indicator that determines whether to load rules that determine, at runtime, which affiliations are required for matching gifts. These rules appear on the Eligibility Requirements window on AOAMTCH.	`Y` - Load rules. `N` - Do not load rules (default).
Non eligibility	No	Indicator that determines whether to load rules that determine, at runtime, which employees are ineligible to participate in the matching gift program. These rules appear on the Eligibility Requirements window on AOAMTCH.	`Y` - Load rules. `N` - Do not load rules (default).
Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Source	No	Source of the incoming data for processing.	`H` - HEP data (default) `C` - CASE data

Parameter Name	Required?	Description	Values
HEP/CASE in File Name	Yes	Complete directory and file name for the input file to load (for example, `/tmp/case.txt`).	
Address Type	Yes	Address type (for the matching gift organization) of the records to be loaded into the database. If the incoming data file contains an address type that matches this parameter value, and it does not already exist in Banner, AGPMATC adds the new address. If the incoming data file contains an address that matches this value and it already exists but the information is different, Banner makes the existing address inactive and creates a new record with the new information.	Address Type Code Validation Form (STVATYP)
Email Type	Yes	E-mail address type (for the matching gift organization) of the records to be loaded. If the incoming data file contains an e-mail address that matches an existing Banner record with this e-mail type, the details are not loaded. (It looks for a match on e-mail address *and* type.) If the incoming data file contains an e-mail address that does not match an existing Banner record with this e-mail type, a new e-mail address record is inserted.	E-mail Address Type Validation Form (GTVEMAL).

Parameter Name	Required?	Description	Values
URL Type	Yes	URL type (for the matching gift organization) of the records to be loaded. If the incoming data file contains a URL that matches an existing Banner record with this type code, the details are not loaded. (It looks for a match on URL *and* type.) If the incoming data file contains a URL that does not match an existing Banner record with this type, a new URL record is inserted.	E-mail Address Type Validation Form (GTVEMAL)

Report Sample—Matching Gift Data Load Report (AGPMATC)

```
23-FEB-2009                                                        Ellucian University                                          PAGE 1
                                                                     MG Data Load Report                                        AGPMATC
                                                                     Update Mode

Source ID  Banner ID   Company Name                                      Contact Name and Title
           A00022438   AMD                                                Mr

Fundname                                                                 #124 00003 P.O. Box 7586

                                                                         Street Line 3
Official Name                                                            Street Line 4
AMD                                                                      Princeton, NJ 08543
                                                                           8005008199

Alias                                                                               Distribution       Procedure
                                                                                    A                  C

Min. Match Month     Max. Match Amount     Ratio          Max Tot. Emp. Ann         Employee Status    Other Non-Profit
$     25.00          $   1500.00           100%           $      0.00               R                  3 5 6 4 2

Fiscal Year          Eligible Ed. Inst     Athletics      Employee Affiliation      Acknowledgments
                     G C S D E T                          G                         Y- Receipt required.

Email Address:
Homepage URL:

Comments:


Source ID  Banner ID   Company Name                                      Contact Name and Title
           A00022440                                                     Ms. Ma Swope
                                                                         Matching Gift Coordinator
Fundname                                                                 #124 00003 4333 Edgewood Rd. NE
AEGON USA Charitable Foundation
                                                                         Street Line 3
Official Name                                                            USA

                                                                         Cedar Rapids, ID 52499
                                                                           3193988935

Alias                                                                               Distribution       Procedure
                                                                                    M

Min. Match Month     Max. Match Amount     Ratio          Max Tot. Emp. Ann         Employee Status    Other Non-Profit
$     25.00          $   1500.00           100%           $      0.00               F P R

Fiscal Year          Eligible Ed. Inst     Athletics      Employee Affiliation      Acknowledgments
                     G C S D E                            G                         Y- Receipt required.

Email Address:
Homepage URL:

Comments:
```

```
23-FEB-2009                                                       Ellucian University                                   PAGE 2
                                                                     MG Data Load Report                                AGPMATC
                                                                     Report Mode

* * * Report Control Information * * *


REPORT NAME: AGPMATC
CURRENT RELEASE: 8.2
PARAMETER SEQUENCE NUMBER:
FILE CODE: CNMATCTEST
NAME TYPE FOR ORG: ORGA
NAME TYPE FOR ALIAS: NICK
NAME TYPE FOR FUND: FUND
CONTACT CODE: MG
UPDATE ELIGIBLE PERSONNEL/EMPLOYEE STATUS INFORMATION: Y
UPDATE ATHLETICES ELIGIBILITY PERSONNEL/EMPLOYEE STATUS INFORMATION: Y
UPDATE EMPLOYEE AFFILIATION REQUIREMENTS ELIGIBILITY INFORMATION: Y
UPDATE NON ELIGIBILITY INFORMATION: Y
ADDRESS TYPE: BU
EMAIL TYPE: WORK
URL TYPE: URL
REPORT[R]/UPDATE(U): R
SOURCE FOR INFORMATION - CASE(C)/HEP[H]: H
INPUT FILE: /export/home/cnorris/htest.dat
LINE COUNT: 55
```

Report Sample—Non-Standard Ratio Report - CASE Data Load Only (.lis2)

```
23-FEB-2009 12:31:43PM                          Development                                    Page 1
                                          Non-Standard Ratio Report                            AGPMATC
 ID         Company Name

00000240   American National Can Co.
Ratio: 2:1 up to $100 annual total matched per employee (cumulative), then 1:1.

00000841   Ameritech Corp.
Ratio: 2:1 up to $500 annual total matched per employee (cumulative), then 1:1. Accreditation: State registration accepted for K-12
schools also. Maximum: $5,500b for education; $5,500 for culture/arts. Distribution: Three times a year: April, August, or
December.

00000855   A. E. Staley Manufacturing Co.
Ratio: 2:1 up to $100 annual total matched per employee (cumulative), then 1:1. Associations: National associations or funds
soliciting support for education eligible only if connected with an eligible institution or fund. Maximum: $2,500b for
noneducational. Ratio: 1:1 for noneducational.


 End of Listing
```

Report Sample—Non-USA Country Report - CASE Data Load Only (.lis3)

```
23-FEB-2009 12:31:43PM                          Development                                     Page 1
                                           Non-USA Country Report                               AGPMATC

 ID         Company Name                                          Country

00000973   Acuson                                                 SWEDEN

00001006   Addison Wesley Longman                                 ENGLAND

 End of Listing
```

Report Sample—Organizations Without a Banner ID Report (.lis4)

```
         23-FEB-2009                                        Development                                          Page 1
                                                  Organizations without a Banner ID Report                        AGPMATC

Source ID  Banner ID   Company Name                                         Contact Name and Title
  5940000                                                                   Ms. Jackie  Meara
                                                                            Supervisor
Fundname                                                                    One Kroc Drive
McDonald’s Employee Matching Gifts
                                                                            Oak Brook, IL 60523
Official Name                                                               (630) 623-7048
McDonald’s Corporation

Alias                                                                                 Distribution       Procedure
                                                                                      Q                  A

Min. Match  Month    Max. Match Amount     Ratio           Max Tot. Emp. Ann         Employee Status    Other Non-Profit
$        10          $     10000           100%            $     10000               A R S

Fiscal Year          Eligible Ed. Inst     Athletics       Employee Affiliation      Acknowledgments
01/01 - 12/31        F G C T                               N                         Y- Receipt required.

Email Address:
Homepage URL:

Comments:



ID Number and Name of Constituents with this employer

 510000001     Matthew Andrew Allen
 311115555     Sarah R Norris
 @00002674     Amanda  Norris

 End of Listing
```

```
 23-FEB-2009                                                    Development                                                     Page
2
                                             Organizations without a Banner ID Report                                     AGPMATC

* * * Report Control Information * * *

REPORT NAME: AGPMATC
CURRENT RELEASE: 8.2
PARAMETER SEQUENCE NUMBER:
FILE CODE: HEP2001
NAME TYPE FOR ORG: ORGA
NAME TYPE FOR ALIAS: NICK
NAME TYPE FOR FUND: FUND
CONTACT CODE: MG
UPDATE ELIGIBLE PERSONNEL/EMPLOYEE STATUS INFORMATION: Y
UPDATE ATHLETICES ELIGIBILITY PERSONNEL/EMPLOYEE STATUS INFORMATION: Y
UPDATE EMPLOYEE AFFILIATION REQUIREMENTS ELIGIBILITY INFORMATION: Y
UPDATE NON ELIGIBILITY INFORMATION: Y
ADDRESS TYPE: MA
EMAIL TYPE: BUSI
URL TYPE: HPAG
REPORT[R]/UPDATE(U): U
SOURCE FOR INFORMATION - CASE(C)/HEP[H]: H
INPUT FILE: /u/designer/cnorris/hep2.dat
LINE COUNT: 55
```

Report Sample—Organizations With Address Updates Report (.lis5)

```
23-FEB-2009                                          Development                                                          Page   1
                                           Organizations with Address Updates Report                                      AGPMATC

Source ID  Banner ID   Company Name                            Previous Address                Incoming Address
   220000     220000   Aid Association for Lutherans                                           4321 North Ballard Road

                                                                                               Appleton, WI 54919



   225000     225000   Air Products and Chemicals, Inc.        17201 Hamilton Boulevard        7201 Hamilton Boulevard

                                                               Allentown, PA 18195              PA 18195
    ** Incoming Address Update bypassed due to missing data. **


 22110000  000000369   20th Century Industries                 111 Emp                         Employee Relations Department
                                                               6301 Owensmouth Avenue          6301 Owensmouth Avenue
                                                               Woodland Hills, CA 91367        Woodland Hills, CA 91367





 End of Listing
```

```
23-FEB-2009                                          Development                                        Page   2
                                     Organizations with Address Updates Report                          AGPMATC

* * * Report Control Information * * *


REPORT NAME: AGPMATC
CURRENT RELEASE: 8.2
PARAMETER SEQUENCE NUMBER:
FILE CODE: HEP2001
NAME TYPE FOR ORG: ORGA
NAME TYPE FOR ALIAS: NICK
NAME TYPE FOR FUND: FUND
CONTACT CODE: MG
UPDATE ELIGIBLE PERSONNEL/EMPLOYEE STATUS INFORMATION: Y
UPDATE ATHLETICES ELIGIBILITY PERSONNEL/EMPLOYEE STATUS INFORMATION: Y
UPDATE EMPLOYEE AFFILIATION REQUIREMENTS ELIGIBILITY INFORMATION: Y
UPDATE NON ELIGIBILITY INFORMATION: Y
ADDRESS TYPE: MG
EMAIL TYPE: BUSI
URL TYPE: HPAG
REPORT[R]/UPDATE(U): U
SOURCE FOR INFORMATION - CASE(C)/HEP[H]: H
INPUT FILE: hep2e.dat
LINE COUNT: 55
```

Matching Gifts Outstanding Report (AGPMATF)

Lists by organization the waiting organization matching gifts that have not yet been paid. Organization data includes name, ID, matching gift minimums and percentages, per person and organization maximums, and whether or not the organization matches gifts already matched, either by a parent or subsidiary organization. Constituent/advancement individual data includes name, ID, gift date, gift number, gift amount, and outstanding matching gift amount. Employee gifts can be reported separately as to whether or not the receipt of a matching gift form is recorded. Totals are given for each employer with a grand total of the outstanding matching gift amount for all employers.

For more details, see "Matching Gifts" on page 265.

Data Source: Advancement Individual, Advancement Organization, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Match Form Received	No	Indicator that determines whether employee matching gifts are selected based on receipt of matching gift form.	`B` - Employee gift is selected regardless of whether a matching gift form was received (default). `N` - Employee gift is selected if it did not have matching gift form. `Y` - Employee gift is selected if it had matching gift form.
Matching Gift Organization ID Number	No	Matching gift organization's ID from which matching gifts were received. If left blank, all matching gift organization IDs are considered. This parameter accepts multiple values.	Valid Employer/Matching Gift Organization IDs searchable on the Advancement Organization Search Form (AOACOMP)

Report Sample—Matching Gift Outstanding Report (AGPMATF)

```
09-DEC-1998 12:57:58                                      Ellucian University                                                      PAGE 1
                                                       Matching Gifts Outstanding                                                 AGPMATF
MG ORG ID       MG ORG NAME            DUPLICATE -                            MATCH %         MINIMUM    PERSON MAX      ORG MAX
510000035       Maryland Broadcasting Corp.                                    150.00

                                                                              RATIO %               BEGIN              END
                                                                                50.00                1.00            500.00
                                                                                25.00              500.01         10,000.00
                                                                                25.00           10,000.01      9,999,999.99

    CONSTITUENT ID CONSTITUENT NAME                                   GIFT DATE     FORM   GIFT NO        GIFT AMOUNT UNPAID MATCH AMT

    510000001      Matthew Allen                                      25-AUG-1998            0003025            100.00            50.00

                                                                                             EMPL              $100.00           $50.00
                                                                                             TOTAL:
    510000002      Roberta Marie Allen                                19-NOV-1998            0003880            100.00            75.00

                                                                                             EMPL              $100.00           $50.00
                                                                                             TOTAL:
    510000020      L.  Richard Bernhart                               05-MAR-1998            0002104             25.00            12.50

                                                                                             EMPL               $25.00           $12.50
                                                                                             TOTAL:
    510000010      Andrew Kline                                       18-NOV-1998            0003857            150.00            75.00

                                                                                             EMPL              $150.00           $75.00
                                                                                             TOTAL:
    510000009      Melissa Kline                                      17-JUL-1998            0002779             25.00            12.50

                                                                                             EMPL               $25.00           $12.50
                                                                                             TOTAL:
    510000007      Robert L.  Lipton                                  15-MAY-1998            0002512             25.00            12.50
    510000007      Robert L.  Lipton                                  02-OCT-1998            0003202             50.00            25.00

                                                                                             EMPL               $75.00           $37.50
                                                                                             TOTAL:
                                                                                             MG   ORG          $475.00          $237.50
                                                                                             TOTAL:
```

```
09-DEC-1998 12:57:58                                      Ellucian University                                                    PAGE 3
                                                      Matching Gifts Outstanding                                              AGPMATF

                                                * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPMATF
PARAMETER SEQUENCE NUMBER:
MATCH FORM RECEIVED: B
MATCHING GIFT ORG ID #:
LINE COUNT: 55

RECORD COUNT: 13
```

Matching Gift Allocations Report (AGPMATG)

Creates the waiting matching gift payment records that are displayed on the Employer Matching Gift Payment Form (AGAMATG). The report lists, by organization, the advancement individual's gift and the anticipated matching gift amounts. Matching gift organization data includes name, ID, matching gift organization ID and name, matching gift minimums, percentages and ratios, per person and organization maximums, and whether or not the organization matches gifts already matched, either by a parent or subsidiary organization. Advancement individual data includes name, ID, gift date, gift number, portion of the gift qualifying for a match, and the expected match amount. If the ID whose gift was matched is the spouse of an eligible employee, **(SPS)** is displayed after the ID's name. Totals are given for each person within an organization whose gifts are being matched as well as grand totals for each organization. Only gifts that are in a finalized cashiering session and have not already been processed by this report are selected.

For more details see "Matching Gifts" on page 265.

Note: AGPMATG is similar to the Expected Matching Gift Allocations Report (AXPMATG). AXPMATG, however, has more functionality because it uses the same processing logic that the online gift and pledge entry forms use to evaluate matching gifts. AXPMATG also updates the reasons why a pledge or gift is not eligible to be matched. For these reasons, it is recommended that you use AXPMATG instead of AGPMATG. Refer to "Expected Matching Gift Allocations Report (AXPMATG)" on page 732 for more details.

Data Source: Advancement Individual, Advancement Organization, and Gift and Pledge Payment modules

Parameter Name	Required?	Description	Values
Report or Report/Update	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Report Sample—Matching Gift Allocations Report (AGPMATG)

```
09-DEC-1998 15:11:12                                    Ellucian University                                        PAGE 1
                                                      Matching Gift Allocations                                    AGPMATG
                                                            Report Only

MG ORG ID       MG ORG NAME          DUPLICATE - Y                              MATCH %       MINIMUM   PERSON MAX      ORG MAX
510000035       Maryland Broadcasting Corp.                                      150.00

                                                                                RATIO %            BEGIN              END
                                                                                  50.00                1.00             500.00
                                                                                  25.00              500.01          10,000.00
                                                                                  25.00           10,000.01       9,999,999.99

    MATCHING ID MATCHING NAME        DUPLICATE - Y                              MATCH %       MINIMUM   PERSON MAX      ORG MAX
    510000035   Maryland Broadcasting Corp.                                      150.00

                                                                                RATIO %            BEGIN              END
                                                                                  50.00                1.00             500.00
                                                                                  25.00              500.01          10,000.00
                                                                                  25.00           10,000.01       9,999,999.99

    CONSTITUENT ID           CONSTITUENT NAME                                 GIFT DATE  GIFT NO  QUALIFY AMT     MATCH AMOUNT

    510000019 (SPS)          Holly T.  Alison                                 09-DEC-1998  0004042            25.00            12.50

                                                                                           TOTALS:           $25.00           $12.50

    185000005                George Richard Black                             24-NOV-1998  0003907            25.00            12.50

                                                                                           TOTALS:           $25.00           $12.50

    510000003                Kevin D.  Rolfe                                  09-DEC-1998  0004040            50.00            25.00

                                                                                           TOTALS:           $50.00           $25.00

    510000004                Margaret C.  Rolfe                               09-DEC-1998  0004041            50.00            25.00

                                                                                           TOTALS:           $50.00           $25.00


                                                                                    MG ORG TOTALS:          $150.00           $75.00
```

```
09-DEC-1998 15:11:12                              Ellucian University                                          PAGE 3
                                                Matching Gift Allocations                                     AGPMATG
                                                      Report Only


                                        * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPMATG
PARAMETER SEQUENCE NUMBER:
REPORT OR REPORT/UPDATE: R
LINE COUNT: 55

RECORD COUNT: 5
```

Matching Gift Subsidiary Data Load Report (AGPMATS)

Loads subsidiary company matching gift information from a file into Banner. The report assumes the pre-existence of the Name Type parameter (GTVNTYP) for parent and subsidiary companies. This report links a subsidiary of a matching gift company with the parent record. A cross reference (APAXREF) link can be created between the subsidiary and the parent company by entering the cross reference code to be associated with the parent company. A report is generated each time this process is submitted.

Data Source: Advancement Individual, Advancement Organization, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Name Type	Yes	Third-party vendor name type to be used in the load.	
Name Type for Subsidiary	No	Subsidiary name type to be used in the load.	
Xref Code for Parent	No	Cross reference code for parent organization.	Cross Reference Code Validation Form (ATVXREF)
Report Mode	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Source	No	Source of the incoming data for processing.	`H` - HEP data `C` - CASE data
HEP/CASE Input File Name	Yes	Complete directory and file name for the input file to load (for example, `/tmp/case.txt`).	

Report Sample—Matching Gift Subsidiary Data Load Report (AGPMATS)

```
18-APR-2000 02:59:57PM                                   Development                                          PAGE  1
                                                MG Subsidiary Data Load Report
AGPMATS
                                                      Report Mode



Parent Company Information

Source ID  Banner ID   Company Name
  6320000    6320000   AEGON USA, Inc.


Subsidiary Company Information

Source ID  Banner ID   Company Name
  6320010

Subsidiary Name
Advanced Financial Services Division   NO UPDATE


Cross Reference:





Parent Company Information

Source ID  Banner ID   Company Name

              NO UPDATE


Subsidiary Company Information

Source ID  Banner ID   Company Name
  6320010

Subsidiary Name
Advanced Financial Services Division   NO UPDATE


Cross Reference:
```

```
18-APR-2000 02:59:57PM                               Development                                PAGE  530
                                            MG Subsidiary Data Load Report                   AGPMATS
                                                    Report Mode


* * * Report Control Information * * *


REPORT NAME: AGPMATS
CURRENT RELEASE: 4.3
PARAMETER SEQUENCE NUMBER:
NAME TYPE: HEP
NAME TYPE FOR SUBSIDIARY: HEP
XREF CODE: COR
REPORT[R]/UPDATE(U): R
LINE COUNT: 55
SOURCE FOR INFORMATION - CASE(C)/HEP[H]: H
INPUT FILE: /u/designer/cnorris/hepsub.dat
```

Pledge Activity Report (AGPPACT)

Lists all pledges along with the payments that have been applied to the pledge balance for individuals and organizations. Dates, amounts, campaign, and designation information is listed for pledges and their payments with corresponding totals. Pledge balance amounts are listed for pledge payments. A final total of all pledges, pledge balances, and pledge payments is given at the end of the report, organized by pledge status. Report parameters permit selection of pledge activity by time period and pledge status. Hard credit IDs associated with the pledge are not noted in this report.

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Pledge Status	No	Status code of pledges to be extracted and reported.	Pledge Status Code Validation Form (ATVPSTA)
Pledge Type	No	Type code of pledges to be extracted and reported.	Pledge Type Validation Form (ATVPLDG)
Start Date	Yes	Beginning date (inclusive) of the date range in which the pledge date must fall.	Date format (DD-MON-YYYY)
End Date	Yes	Ending date (inclusive) of the date range in which the pledge date must fall.	Date format (DD-MON-YYYY)
Pledge Category	No	Pledge category of pledges to be extracted and reported.	Pledge Category Code Validation Form (ATVPCAT)
Display Pledge Detail	No	Code that indicates whether detailed information is displayed.	`Y` - Display details (default). `N` - Do not display details.
Display Pledge Condition	No	Code that indicates whether condition information is displayed.	`Y` - Display conditions (default). `N` - Do not display conditions.

Report Sample—Pledge Activity Report (AGPPACT)

```
05-JUL-2007 11:49:52                                  BANNER University                                        PAGE 1
Release: 8.0                                       Pledge Activity Report                                      AGPPACT

STATUS CODE - A


  CONSTITUENT ID   NAME                                                                                HARD       SOFT
      510000000    Williams, Marcus                                                                      X          X

  ***DECEASED***

             PLEDGE NUMBER  TYPE   CLASS CATG       CAMP      DESG          PLEDGE DATE       PLEDGE AMOUNT    PLEDGE BALANCE
                0000449     RP                      HOUSE     CENTR         03-JAN-2007           25,000.00         16,666.00

                                                                            PLEDGE TOTALS         25,000.00         16,666.00

                 GIFT NUMBER                        CAMP      DESG          GIFT DATE           GIFT AMOUNT
                   0001026                          HOUSE     CENTR         03-JAN-2007            8,334.00

                                                                            TOTAL PAID             8,334.00


  CONSTITUENT ID   NAME                                                                                HARD       SOFT
      510000111    Wooster, Angela                                                                      X          X

             PLEDGE NUMBER  TYPE   CLASS CATG       CAMP      DESG          PLEDGE DATE       PLEDGE AMOUNT    PLEDGE BALANCE
                0000450     RP                      NOR2      NORD          03-JAN-2007            5,000.00          3,334.00

                                                                            PLEDGE TOTALS          5,000.00          3,334.00

                 GIFT NUMBER                        CAMP      DESG          GIFT DATE           GIFT AMOUNT
                   0001026                          NOR2      NORD          03-JAN-2007            1,666.00

                                                                            TOTAL PAID             1,666.00

             PLEDGE NUMBER  TYPE   CLASS CATG       CAMP      DESG          PLEDGE DATE       PLEDGE AMOUNT    PLEDGE BALANCE
                0000451     RP                      HOUSE     CENTR         08-JAN-2007            1,775.00          1,000.00
                0000451     RP                      NOR2      NORD          08-JAN-2007                 .00               .00

                                                                            PLEDGE TOTALS          1,775.00          1,000.00

                 GIFT NUMBER                        CAMP      DESG          GIFT DATE           GIFT AMOUNT
                   0001027                          NOR2      NORD          08-JAN-2007                 .00
                   0001027                          HOUSE     CENTR         08-JAN-2007              775.00
```

```
05-JUL-2007 11:49:52                                   BANNER University                                    PAGE 2
Release: 8.0                                         Pledge Activity Report                                 AGPPACT

STATUS CODE - A

PLEDGES - STATUS CODE TOTAL                        31,775.00
PLEDGE BALANCE - STATUS CODE TOTAL                 21,000.00
PLEDGES PAID - STATUS CODE TOTAL                   10,775.00
```

```
05-JUL-2007 11:49:52                                    BANNER University                                   PAGE 3
Release: 8.0                                         Pledge Activity Report                                 AGPPACT


PLEDGES - FINAL TOTAL                              31,775.00
PLEDGE BALANCE - FINAL TOTAL                       21,000.00
PLEDGES PAID - FINAL TOTAL                         10,775.00
```

```
05-JUL-2007 11:49:52                                    BANNER University                                   PAGE 4
 Release: 8.0                                        Pledge Activity Report                                 AGPPACT

                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPPACT
RELEASE: 8.0
PARAMETER SEQUENCE NUMBER: 122280
PLEDGE STATUS: A
PLEDGE TYPE: RP
PLEDGE SELECTION START DATE: 01-JAN-2007
PLEDGE SELECTION END DATE: 31-JAN-2007
PLEDGE CATEGORY:
DISPLAY PAYMENT DETAIL: Y
DISPLAY CONDITION INFORMATION: Y
LINE COUNT: 55



CONSTITUENT RECORD COUNT: 1
PLEDGE RECORD COUNT: 3
PLEDGE PAYMENTS RECORD COUNT: 2
```

Pledge Outstanding Report (AGPPOUT)

Lists the number of outstanding pledges and expected amounts, by fiscal year, that fall within the Pledge Type and Data Selection parameters. Expected amounts are calculated by subtracting any payments from pledge and installment amounts. Installments are grouped within the fiscal year for the installment, not for the pledge; pledges are grouped by the pledge date. Amounts and counts are reported as follows:

Pledge Category	When It Is Reported
Pledges without installments and not conditional.	Fiscal year of pledge.
Pledges with installments.	Expected installment amount reported in fiscal year installment is expected.
Pledges without installments and conditional.	Maximum fiscal year when a condition is expected to be met.

The number of outstanding pledges per fiscal year counts distinct pledges that fall within the year. Because of this, there is no subtotal of the number of pledges because the same pledge can have an expected amount in multiple fiscal years for example, multi-year.

The report shows counts and dollars starting with the Start Fiscal Year parameter and continues for five years (including the parameter year). There are also totals for all expected dollars prior to the Start Fiscal Year as well as totals for all expected dollars subsequent to the years reported.

The report output includes detail and total amounts by pledge type and data selection, and grand totals for the selected fiscal years. Only pledges with an active status on ATVPSTA are used. Conditional, unconditional, or both can be selected. Conditional pledges are those that have a pledge category code whose conditional check box is selected on ATVPCAT.

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Data Selection	Yes	Method for selecting data.	A - Campaign type B - Designation type C - Campaign D - Designation E - Campaign/designation F - VSE code G - College H - All
Campaign Type	No	Campaign types used if the Data Selection value is *A*. This parameter accepts multiple values.	Campaign Type Validation Form (ATVCMTP)
Designation Type	No	Designation types used if the Data Selection value is *B*. This parameter accepts multiple values.	Designation Type Validation Form (ATVDSTP)
Campaign	No	Campaigns used if the Data Selection value is *C*. This parameter accepts multiple values.	Campaign List Form (AFCCAMP)
Single Campaign	No	Single campaign used if the Data Selection value is *E*.	Campaign List Form (AFCCAMP
Designation	No	Designations used if the Data Selection value is *D* or *E*. This parameter accepts multiple values.	Designation List Form (ADCDESG)
VSE Code	No	VSE code used if the Data Selection value is *F*. This parameter accepts multiple values.	
College Code	No	College code used if the Data Selection value is *G*. This parameter accepts multiple values.	College Code Validation Form (STVCOL)

Parameter Name	Required?	Description	Values
Pledge Type	No	Pledge types to be reported. This parameter accepts multiple values.	Pledge Type Validation Form (ATVPLDG)
Pledge Status	No	Pledge statuses to be reported. This parameter accepts multiple values.	Pledge Status Code Validation Form (ATVPSTA)
Start Fiscal Year	Yes	Fiscal year with which the report should begin.	Fiscal Year Validation Form (ATVFISC)
Select Conditional	No	Indicator that determines whether conditional pledges are reported.	C - Report conditional pledges. U - Report unconditional pledges. B - Report both conditional and unconditional pledges (default).
Minimum Amount	No	Minimum pledge amount to be reported.	

Report Sample—Pledge Outstanding Report (AGPPOUT)

```
15-MAR-1999 13:02:40                                 Banner Development Environment                                            PAGE 1
                                                        Pledge Outstanding Report                                              AGPPOUT

 Designation
 ATHLS              Athletic Scholarships

      Pledge Type:     No Pledge Type
                                                                               Expected $      # of Pledges

                                            Past Due:                  .00       0
                                            1994                       .00       0
                                            1995                       .00       0
                                            1996                  1,045.00       3
                                            1997                    275.02       2
                                            1998                    366.68       2
                                            Future:                 183.30       2

                                            Totals:               1,870.00

      Pledge Type: RP  Regular Pledge
                                                                               Expected $      # of Pledges

                                            Past Due:               127.00       1
                                            1994                       .00       0
                                            1995                       .00       0
                                            1996                    226.00       1
                                            1997                       .00       0
                                            1998                       .00       0
                                            Future:                    .00       0

                                            Totals:                 353.00

              Designation ATHLS Totals:
                                                                               Expected $      # of Pledges

                                            Past Due:               127.00        1
                                            1994                       .00        0
                                            1995                       .00        0
                                            1996                  1,271.00        4
                                            1997                    275.02        2
                                            1998                    366.68        2
                                            Future:                 183.30        2

                                            Totals:               2,223.00
```

```
15-MAR-1999 13:02:40                                   Banner Development Environment                                          PAGE 4
                                                          Pledge Outstanding Report                                           AGPPOUT

              Grand Totals:
                                                                     Expected $      # of Pledges

                                            Past Due:               2,727.00         5
                                            1994                      151.66         2
                                            1995                      188.34         3
                                            1996                    1,733.00         8
                                            1997                      337.02         3
                                            1998                      366.68         2
                                            Future:                   183.30         2

                                            Totals:                 5,687.00
```

```
15-MAR-1999 13:02:40                                   Banner Development Environment                                          PAGE 5
                                                          Pledge Outstanding Report                                           AGPPOUT

                                                 * * * REPORT CONTROL INFORMATION * *
 *

RPTNAME: AGPPOUT
PARAMETER SEQUENCE NUMBER:
SORT SELECTION: Designations
CAMPAIGN TYPE:
DESIGNATION TYPE:
CAMPAIGN:
SINGLE CAMPAIGN:
DESIGNATION: ATHLS BIMED ENDMT
VSE CODE:
COLLEGE CODE:
PLEDGE TYPE:
PLEDGE STATUS:
START FISCAL YEAR: 1999
SELECT CONDITIONAL PLEDGES: B
MINIMUM AMOUNT: 0
LINE COUNT: 55
```

Pledge Reminder Report (AGPREM1)

Creates reminders for IDs who are late in paying either their pledges or pledge payments or who have a pledge installment that is now due. The report contains up-to-date information on the status of the pledge and is designed for use on a pre-printed form. It is generated based on the reminder code established for the pledge. Fields include pledge payment due, pledge due date, previous unpaid balance, total pledge, total amount due, and balance after payment. Reminders can be sent before a pledge payment is due or serve as a late notice. The donor's ID and pledge number are printed on the form for ease of data entry upon receipt of payment. IDs to be reminded can be identified through a population selection. The full amount of the pledge is evaluated regardless of any hard credit IDs associated with it.

For more details, see "Pledge Reminders" on page 254.

You can optionally extract the data to a file that can be formatted and printed as your institution desires. This feature provides a way to print data that does not fit on the pre-printed forms. This feature also provides more flexibility in the general use of this report. The following fields are extracted to a character-delimited file that is stored in the same Job Submission directory as the corresponding output report:

ID	Suffix	Pledge number
Address name	House number	Pledge date
Last name prefix	Address lines 1, 2, 3, and 4	Pledge amount due
Last name	City	Pledge unpaid balance
First name	State	Pledge total amount
Middle name	ZIP/postal code	Pledge total due
Prefix	Nation	Pledge balance

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Sort Option	Yes	Sort order of the report.	`I` - By ID `N` - By name `Z` - By ZIP/postal code
Reminder Code	Yes	Reminder code of pledges/installments to be reminded.	Pledge Reminder Code Validation Form (ATVPRMD)
Pledge Status Code	No	Pledge status codes with an **Active** indicator selected on ATVPSTA. This parameter accepts multiple values.	Pledge Status Code Validation Form (ATVPSTA)
Pledge Type	No	Pledge type code to be extracted and reported. This parameter accepts multiple values	Pledge Type Validation Form (ATVPLDG)
Pledge Class	No	Pledge class to be extracted and reported. This parameter accepts multiple values	Pledge Classification Code Validation Form (ATVPCLS)
Installment Start Date	No	Beginning date (inclusive) of the date range in which an installment date must fall.	Date format (DD-MON-YYYY); default is current date.
Installment End Date	No	Ending date (inclusive) of the date range in which an installment date must fall.	Date format (DD-MON-YYYY); default is current date if left blank and Installment Start Date is entered.
Pledge Start Date	No	Beginning date (inclusive) of the date range in which a pledge date must fall.	Date format (DD-MON-YYYY); default is current date.
Pledge End Date	No	Ending date (inclusive) of the date range in which a pledge date must fall.	Date format (DD-MON-YYYY); default is current date if left blank and Pledge Start Date is entered.
Address Effective Date	No	Effective date for addresses.	Date format (DD-MON-YYYY); default is current date.

Parameter Name	Required?	Description	Values
Address Priority and Type	No	Priority and type of address to print on report. This parameter allows for multiple values.	Priority number followed by address type (three characters, no spaces, no commas). Examples are *1MA* and *2PR.*
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to preferred address name.	`Y` - Concatenate. `N` - Do not concatenate (default).
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Selection Identifier	No	Selection ID of the population selection for which pledge reminders are created. If entered, the Application Code and Creator. ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code	No	Application code of the population selection for which pledge reminders are created. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.
Creator ID	No	Banner ID that created the population selection for which pledge reminders are created. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.
Create Extract File	No	Code that indicates whether an extract file should be created. The extract file can be formatted and printed as your institution desires.	`Y` - Create extract file. `N` - Do not create extract file.
Data File Name	Yes, if Create Extract File parameter = `Y`	Name of the extract file that is created (maximum 30 characters).	

Report Sample—Pledge Reminder Report (AGPREM1)

```
                    12.50             01-JAN-1998                                   3.13            01-JAN-1998

                    25.00                   50.00                                   6.26                 150.00


                    37.50                   12.50                                   9.39                 140.61


          510000001   0000045                                510000000  0000298


          Matthew Allen                                      Mrs. Angela Woo
          P.O. Box 123                                       100 Main Line
          Wissahickon, PA  19802                             Philadelphia, PA  19344
```

```
05-FEB-2009 18:51:51                                   Pledge Reminder Report                                    AGPREM1

                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPREM1
VERSION: 8.2
PARAMETER SEQUENCE NUMBER:
SELECTION ID: TC_51_PEOPLE
APPLICATION CODE: ALUMNI
CREATOR ID: ADISUSR
REPORT SORT OPTION: N
REMINDER CODE: MB
PLEDGE STATUS CODE:
PLEDGE TYPE CODE:
PLEDGE CLASS CODE:
INSTALLMENT START DATE: 01-JAN-1998
INSTALLMENT END DATE: 31-JAN-1998
PLEDGE START DATE:
PLEDGE END DATE:
EFFECTIVE ADDRESS DATE: 05-JAN-1997
ADDRESS TYPE(S):
CONCATENATE PREFIX/SUFFIX W/PREFERRED NAME ADDR:
REPORT OR REPORT/UPDATE: R
Create Extract File: N
Data File Name:
LINE COUNT: 55

RECORD COUNT: 2
```

Expired Pledge Installments (AGPREM2)

Creates reminders for IDs who have pledges with installments where the reminder date for the last installment has passed and the pledge is not yet paid in full. The report contains up-to-date information on the status of the pledge and is designed for use on a pre-printed form. It is generated based on the reminder code established for the pledge. Fields include pledge payment due, date of last installment, previous unpaid balance, total pledge, total amount due, and balance after payment. The donor's ID and pledge number are printed on the form for ease of data entry upon receipt of payment. IDs to be reminded can be identified through a population selection. The full amount of the pledge is evaluated regardless of any hard credit IDs associated with it.

For more details, see "Pledge Reminders" on page 254.

You can optionally extract the data to a file that can be formatted and printed as your institution desires. This feature provides a way to print data that does not fit on the pre-printed forms. This feature also provides more flexibility in the general use of this report. The following fields are extracted to a character-delimited file that is stored in the same Job Submission directory as the corresponding output report:

ID	Suffix	Pledge number
Address name	House number	Pledge date
Last name prefix	Address lines 1, 2, 3, and 4	Pledge amount due
Last name	City	Pledge unpaid balance
First name	State	Pledge total amount
Middle name	ZIP/postal code	Pledge total due
Prefix	Nation	Pledge balance

Data Source: Pledge and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Sort Option	Yes	Sort order of the report.	`I` - By ID `N` - By name `Z` - By ZIP/postal code
Reminder Code	Yes	Reminder code of pledges/installments to be reminded.	Pledge Reminder Code Validation Form (ATVPRMD)
Pledge Status Code	No	Pledge status codes with an **Active** indicator selected on ATVPSTA. This parameter accepts multiple values.	Pledge Status Code Validation Form (ATVPSTA)
Pledge Type	No	Pledge type code to be extracted and reported. This parameter accepts multiple values.	Pledge Type Validation Form (ATVPLDG)
Pledge Class	No	Pledge class codes to be extracted and reported. This parameter accepts multiple values.	Pledge Classification Code Validation Form (ATVPCLS)
Date Last Install	No	Calendar date before which a final installment date must fall to be considered by this report.	Date format (DD-MON-YYYY); default is current date.
Wait Days	Yes	Number of days used to calculate the wait period. The report counts back this number of days from the date entered in the Date Last Install parameter. Pledges whose last installments fall within the period calculated by these two values are not considered by the report.	
Address Effective Date	No	Effective date for addresses.	Date format (DD-MON-YYYY); default is current date.
Address Priority and Type	No	Priority and type of address to print on report. This parameter allows for multiple values.	Priority number followed by address type (three characters, no spaces, no commas). Examples are *1MA* and *2PR*.

Parameter Name	Required?	Description	Values
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to preferred address name.	`Y` - Concatenate. `N` - Do not concatenate (default).
Report or Report/Update	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Selection Identifier	No	Selection ID of the population selection for which pledge installment reminders are created. If entered, the Application Code and Creator. ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code	No	Application code of the population selection for which pledge installment reminders are created. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.
Creator ID	No	Banner ID that created the population selection for which pledge installment reminders are created. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.
Create Extract File	No	Code that indicates whether an extract file should be created. The extract file can be formatted and printed as your institution desires.	`Y` - Create extract file. `N` - Do not create extract file.
Data File Name	Yes, if Create Extract File parameter = `Y`	Name of the extract file that is created (maximum 30 characters).	

Report Sample—Expired Pledge Installments Report (AGPREM2)

```
                .00              01-FEB-1998                               .00             01-MAR-1998

              40.00                    40.00                             37.50                   50.00

              40.00                      .00                             37.50                     .00

510000001   0000859                                   510000002  0000380

Matthew Allen                                         Roberta Allen
P.O. Box 123                                          200 Lyons Court
Wissahickon, PA  19802                                Baltimore, MD  23467



                .00              01-FEB-1998                               .00             01-MAR-1998

              75.00                   100.00                               37.50                 50.00

              75.00                      .00                               37.50                   .00

510000013   0000333                                   510000003  0000381

Mr. Neal Oliver                                       Kevin Rolfe, L.L.P.
516 James Boulevard                                   34 Cedar Drive
Madison, NJ  08753                                    Havertown, PA  19083
```

```
05-JAN-2009 18:53:49                     Expired Pledge Installments                     AGPREM2

                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPREM2
VERSION: 8.2
PARAMETER SEQUENCE NUMBER:
SELECTION ID: TC_51_PEOPLE
APPLICATION CODE: ALUMNI
CREATOR ID: ADISUSR
REPORT SORT OPTION: N
REMINDER CODE: MB
PLEDGE STATUS CODE:
PLEDGE TYPE CODE:
PLEDGE CLASS CODE:
DATE TO CALCULATE LAST INSTALLMENT: 31-DEC-1998
DAYS USED TO CALCULATE EXPIRED INSTALLMENTS: 30
EFFECTIVE ADDRESS DATE: 05-JAN-1997
ADDRESS TYPE(S):
CONCATENATE PREFIX/SUFFIX W/PREFERRED NAME ADDR: N
REPORT OR REPORT/UPDATE: R
Create Extract File: N
Data File Name:
LINE COUNT: 55

RECORD COUNT: 4
```

School Contribution Analysis Report (AGPSCTA)

Lists the number of alumni donors and the amount given by each class within a college (if applicable). For each class, the data includes class year, number of constituents/advancement individuals, number of donors, percentage of donors, total dollar amount of gifts, and average gift amount. There is a summary line with the same information for each college (if applicable) with a final total for the entire report. The report can be created for any time period desired.

Data Source: Gift & Pledge Payment module

Parameter Name	Required?	Description	Values
Selection From Date	Yes	Beginning date (inclusive) of the date range in which the gift date must fall.	Date format (DD-MON-YYYY)
Selection To Date	Yes	Beginning date (inclusive) of the date range in which the gift date must fall.	Date format (DD-MON-YYYY)

Report Sample—School Contribution Analysis Report (AGPSCTA)

```
07-JAN-1998 16:28:37                                   Ellucian University                                   PAGE          1
                                                     School Contribution Analysis                             REPORT AGPSCTA
                                                  PERIOD 01-JAN-1997 THRU 31-DEC-1997

COLLEGE                        CLASS CONSTITUENTS DONORS PERCENT      TOTAL GIFTS    AVERAGE GIFTS
No College Designated
                               0000            11      4   36.36        19,091.67         4,772.92
                               1973             1      0     .00              .00              .00
COLLEGE TOTALS                                 12      4   33.33        19,091.67         4,772.92

College of Arts & Sciences
                               0000            18      0     .00              .00              .00
                               1942             2      1   50.00         1,650.00         1,650.00
                               1953             3      0     .00              .00              .00
                               1954             1      0     .00              .00              .00
                               1960             3      1   33.33           775.00           775.00
                               1968             1      0     .00              .00              .00
                               1971             1      0     .00              .00              .00
                               1972             1      1  100.00        11,733.33        11,733.33
                               1974             1      1  100.00           933.33           933.33
                               1977             1      0     .00              .00              .00
                               1978             1      1  100.00           400.00           400.00
                               1979             1      0     .00              .00              .00
                               1981             2      0     .00              .00              .00
                               1982             4      4  100.00         4,275.00         1,068.75
                               1986             7      0     .00              .00              .00
                               1990             1      0     .00              .00              .00
                               1991             3      0     .00              .00              .00

    COLLEGE TOTALS                             51      9   17.65        19,766.66         2,196.30

College of Engineering & CIS
                               0000             2      0     .00              .00              .00
                               1972             1      1  100.00         7,850.00         7,850.00
                               1980             1      0     .00              .00              .00
                               1986             1      0     .00              .00              .00

    COLLEGE TOTALS                              5      1   20.00         7,850.00         7,850.00

College of Education
                               0000             2      0     .00              .00              .00
                               1942             1      0     .00              .00              .00
                               1972             1      0     .00              .00              .00
                               1982             1      1  100.00         1,275.00         1,275.00

    COLLEGE TOTALS                              5      1   20.00         1,275.00         1,275.00
```

```
07-JAN-1998 16:28:37                                 Ellucian University                                          PAGE          2
                                                School Contribution Analysis                                        REPORT AGPSCTA
                                             PERIOD 01-JAN-1997 THRU 31-DEC-1997

COLLEGE                        CLASS CONSTITUENTS DONORS PERCENT      TOTAL GIFTS    AVERAGE GIFTS
REPORT TOTALS                                  96     28   29.17       129,258.33         4,616.3
```

```
07-JUN-1991 16:28:37                                 Ellucian University                                          PAGE          4
                                                School Contribution Analysis                                        REPORT AGPSCTA
                                             PERIOD 01-JAN-1997 THRU 31-DEC-1997



                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: AGPSCTA
PARAMETER SEQUENCE NUMBER:
FROM DATE: 01-JAN-1997
TO DATE: 31-DEC-1997
LINE COUNT: 55
```

Advancement Telemarketing Results Upload (AGPTLMK)

Uploads pledges into a temporary Banner table and uploads the phon-a-thon results directly into Banner from an automated telephone marketing system. There are two process options available:

- If the Result Year parameter is entered, the program processes by year.
- If the Result Year parameter is null, the program processes by campaign.

Data Source: Pledge module

Parameter Name	Required?	Description	Values
Path of the Input File	Yes	Path containing the input file to be loaded. The path name should end with a slash (/).	
File Name	Yes	Input file name to be loaded (for example, `agptlmk1.dat`)	
Date of Load	No	Load date for the records.	Date format (DD-MON-YYYY); default is system date.
User ID	Yes	User ID.	
Result Year	No	Year value. If this parameter is entered, the program processes by the year method. If this parameter is blank, the program processes by the campaign method.	
Contact Type	Yes	Contact type value for the record.	Solicitor Contact Code Validation Form (ATVSCNT)
Pledge Type	No	Pledge type value.	

Parameter Name	Required?	Description	Values
Solicitor Organization	No	Solicitor organization value. If both Result Year and Solicitor Organization parameters are entered, then the process verifies that an ASRSOAG record exists for the entered combination. Otherwise, the process reviews ASBSORG for the campaign. This parameter is required if you enter a value for the Result Year parameter.	
Report/Update Mode	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Report Sample—Advancement Telemarketing Results Upload (AGPTLMK)

Without errors

```
27-JAN-2011 05:44:25                                           Ellucian University                                      PAGE 1
AGPTLMK v8.4.1                                                     Report Mode

                                                     * * * Report Control Information * * *


REPORT NAME: AGPTLMK
PARAMETER SEQUENCE NUMBER: 274535
PATH OF INPUT FILE: /export/home/rakshitah/agptlmkrpe2.dat
FILE NAME: agptlmkrpe2.dat
DATE OF LOAD: 27-JAN-2011
USER ID: RAKSHITAH
RESULTS YEAR:
CONTACT TYPE: TEL
PLEDGE TYPE: RP
SOLICITOR ORGANIZATION:
REPORT[R]/UPDATE(U): R
THE METHOD BEING USED IS:CAMPAIGN METHOD
TOTAL RECORDS PROCESSED: 3
TOTAL VALID RECORDS: 3
TOTAL INVALID RECORDS: 0
TOTAL PLEDGE RECORDS : 3
TOTAL NON-PLEDGE RECORDS: 0
```

With errors

```
27-JAN-2011 06:00:59                                                    Ellucian University                                              PAGE 1
AGPTLMK v8.4.1                                                            Report Mode

                                                        * * * Field Information and Error Type * * *
FIELD INFORMATION

 Field 1:  Pledge Pidm.              Column 1 -- 8.
 Field 2:  Amount.                   Column 9 -- 20.
 Field 3:  Pledge Date.              Column 21 -- 31.
 Field 4:  Campaign.                 Column 32 -- 36.
 Field 5:  Designation.              Column 37 -- 46.
 Field 6:  Giving Vehicle.           Column 47 -- 51.
 Field 7:  Solicitation Code.        Column 52 -- 66.
 Field 8:  Caller Pidm.              Column 67 -- 74.
 Field 9:  Spouse Split Indicator.   Column 75 -- 75.
 Field 10: Duration of Pledge.       Column 76 -- 76.
 Field 11: Frequency of Billing.     Column 77 -- 78.
 Field 12: Date of First Installment. Column 79 -- 89.
 Field 13: Comment.                  Column 90 -- 389.
 Field 14: Campaign 2.               Column 390 -- 394.
 Field 15: Designation 2.            Column 395 -- 404.
 Field 16: Campaign 3.               Column 405 -- 409.
 Field 17: Designation 3.            Column 410 -- 419.
 Field 18: Amount 2.                 Column 420 -- 431.
 Field 19: Amount 3.                 Column 432 -- 443.
 Field 20: Result Type.              Column 444 -- 446.
 Field 21: Ask Amount.               Column 447 -- 458.
 Field 22: Ask Date.                 Column 459 -- 469.
 Field 23: Letter Code.              Column 470 -- 484.


ERROR TYPE

 Error Type 1 --  Pledge Pidm (field 1) is Null.
 Error Type 2 --  Non-Pledge: When Caller Pidm (field 8) or Result Type (field 20) is Null
 Error Type 3 --  Non-Pledge: Campaign Method When Campaign (field 4) is Null.
 Error Type 4 --  Pledge: Pledge Date (field 3), Campaign (field 4) or Designation (field 5) is Null.
 Error Type 5 --  The Combinations of Campaigns (field 4,14,and 16) and Designations (field 5,15,and 17) Are Not Unique.
 Error Type 6 --  One of the following is blank: Campaign2( or 3), Designation2( or 3) and Amount2( or 3) but not all of them.
^
```

```
27-JAN-2011 06:00:59                                               Ellucian University                                    PAGE 2
AGPTLMK v8.4.1                                                         Report Mode

                                                          * * * Error Message Page * * *


               1         2         3         4         5         6         7         8         9        10
      1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
   0       28325.00                  NOR  NORD           WWWWWWWWWWWWWWW        N1MO31-JAN-2010                 error types:  4
   1                                                                                                            invalid fields:
   2                                                                                                                        ID:  510000000
   3
   4                                                PLG
```

```
27-JAN-2011 06:00:59                                               Ellucian University                                    PAGE 3
AGPTLMK v8.4.1                                                         Report Mode

                                                         * * * Report Control Information * * *


REPORT NAME: AGPTLMK
PARAMETER SEQUENCE NUMBER: 274537
PATH OF INPUT FILE: /export/home/rakshitah/agptlmkrpe2.dat
FILE NAME: agptlmkrpe2.dat
DATE OF LOAD: 27-JAN-2011
USER ID: RAKSHITAH
RESULTS YEAR:
CONTACT TYPE: TEL
PLEDGE TYPE: RP
SOLICITOR ORGANIZATION:
REPORT[R]/UPDATE(U): R
THE METHOD BEING USED IS:CAMPAIGN METHOD
TOTAL RECORDS PROCESSED: 3
TOTAL VALID RECORDS: 2
TOTAL INVALID RECORDS: 1
TOTAL PLEDGE RECORDS : 2
TOTAL NON-PLEDGE RECORDS: 0
```

Advancement Label Print Report (ALPMAIL)

Prints labels for those individuals and organizations selected in the Advancement Label Selection Report (ALPMSEL). ALPMSEL must be run first to create the label ID used as a parameter entry.

For more details, see “Labels” on page 105.

You can optionally extract the data to a file that can be formatted and printed as your institution desires. This feature provides a way to print data that does not fit on the pre-printed labels. This feature also provides more flexibility in the general use of this report. The following fields are extracted to a character-delimited file that is stored in the same Job Submission directory as the corresponding output report:

ID	Prefix	City
Last name prefix	Suffix	State
Last name	House number	ZIP/postal code
First name	Address lines 1, 2, 3, and 4	Nation
Middle name		

Data Source: Advancement Individual and Advancement Organization Modules

Parameter Name	Required?	Description	Values
Address Effective Date	No	Effective date for addresses.	Date format (DD-MON-YYYY); default is current date.
Address Priority/Type	No	Priority and type of address used to select the address. This parameter allows for multiple values.	Priority number followed by address type (three characters, no spaces, no commas). Examples are *1MA* and *2PR*.
ZIP Code	No	Zip codes to be selected. Wildcard (%) is available. This parameter accepts multiple values.	

Parameter Name	Required?	Description	Values
Organization Contact Code for Address	No	Secondary contacts for whom labels are created. A label is printed for each secondary contact who has the contact codes entered and for whom an effective address is entered. This parameter accepts multiple values.	Advancement Organization Contact Type Validation Form (ATVOCON)
Standard or Cheshire	No	Label format.	`S` - Standard format (one to four across) (default) `C` - Cheshire format (four across)
Print Labels Across	No	Number of labels to print across. Only valid for standard format.	1, 2, 3, and 4; default is 1
Retrieve	No	Type of constituent to retrieve for labels.	`B` - Retrieve both individuals and organizations (default). `C` - Retrieve individuals. `O` - Retrieve organizations.
Sort Option	No	Sort order of labels.	`N` - Alphabetical by last name prefix and last name `Z` - ZIP/postal code (default)
Use Combined Mailing	No	Code that determines whether combined mailing name from APACONS is used.	`Y` - Use combined mailing name from APACONS for spouses. If spouses are selected, one label is produced for both. `N` - Do not use combined mailing name. If spouses are selected, a label is produced for each one. (default)

Parameter Name	Required?	Description	Values
Label ID	Yes	Label ID as entered for ALPMSEL. Identifies information set for labels.	
Create Extract File	No	Code that indicates whether an extract file should be created. The extract file can be formatted and printed as your institution desires.	`Y` - Create extract file. `N` - Do not create extract file.
Data File Name	Yes, if Create Extract File parameter = `Y`	Name of the extract file that is created (maximum 30 characters).	

Report Sample—Advancement Label Print Report (ALPMAIL)

```
NAMENAMENAMENAMENAMENAMENAMENAMENAM NAMENAMENAMENAMENAMENAMENAMENAMENAM NAMENAMENAMENAMENAMENAMENAMENAMENAM
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX XXX XXXXX-XXXX XXXXXXXXXXXXXXXXXXXX XXX XXXXX-XXXX XXXXXXXXXXXXXXXXXXXX XXX XXXXX-XXXX
 .....                               .....                               .....
 Carla Norris                        Carly Abstes                        Mr. & Mrs. Matthew Allen
 123 Test                            333 Mast                            123 Fourth St
 Apartment 1                         Apartment 1                         Apt C1
 Street Line 3                       Street Line 3                       Malvern PA  19355
 Malvern PA  123457777               Malvern PA  123457777               ANDORRA
```

```
Parameter Sequence Number: 213768
 Addr Effective Date: 01-JAN-2007
 Addr Types: 1MA 2BU

 Zip Codes: %
 Org.  Contact Code:
 Type of Labels Printed: S
 Number of Labels Across: 3
 Cons/Orgs/Both: C

 Sort Option: Z
 Combined Mailing: Y
 Label ID: cartest
 Create Extract File: Y
 Data File Name: /export/home/cnorris/jobsub/mailtest.dat
 Line Count: 55

 Label Count: 3
```

Advancement Label Selection Report (ALPMSEL)

Selects individuals and organizations, based on parameter values, who need mailing labels printed in the Advancement Label Print Report (ALPMAIL). Optionally, population selection parameters can be used to identify who should receive labels. Using the population selection parameters in combination with other parameters, such as Donor Code and Preferred Class Year, further defines the population selection. Each set of label selections is identified by a user-defined label ID entered as a parameter. Each set of labels remains intact until it is deleted via a parameter option. A label ID must be created by this report before ALPMAIL can be used to print labels.

For more details, see "Labels" on page 105.

Data Source: Advancement Individual and Advancement Organization modules

Parameter Name	Required?	Description	Values
Donor Code	No	Donor category codes to extract. This parameter accepts multiple values.	Donor Category Code Validation Form (ATVDONR)
Check Exclude Mail Indicator	No	Mail exclusion code.	`Y` - Exclude IDs who have a mail exclusion code that is effective for the current date. `N` - Do not exclude IDs who have a mail exclusion code that is effective for the current date (default).
Preferred Class Year	No	Class years to extract. This parameter accepts multiple values.	Preferred class year(s) (four characters). Can use wildcard (%).
Preferred College	No	Preferred colleges that advancement individuals should have in order to be extracted. This parameter accepts multiple values. Wildcard (%) is available.	College Code Validation Form (STVCOLL)
Major Code	No	Majors that advancement individuals should have in order to be extracted. This parameter accepts multiple values. Wildcard (%) is available.	Major, Minor, Concentration Code Validation Form (STVMAJR)

Parameter Name	Required?	Description	Values
Mail Code	No	Mail codes that advancement individuals should have in order to be extracted. This parameter accepts multiple values.	Mail Code Validation Form (ATVMAIL)
Activity Code	No	Activities that advancement individuals should have in order to be extracted. This parameter accepts multiple values.	Student Activity Code Validation Form (STVACTC)
Retrieve	No	Type of constituent to retrieve for labels.	`B` - Retrieve both individuals and organizations (default). `C` - Retrieve individuals. `O` - Retrieve organizations.
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to preferred address name.	`Y` - Concatenate. `N` - Do not concatenate (default).
Label ID	Yes	Label ID to be assigned to set of labels extracted. Needed in ALPMAIL. Free form, up to ten characters.	
Delete Data for Same Label ID	No	Code that determines whether previous labels with ID entered in Label ID parameter should be deleted.	`Y` - Delete previous labels with same ID. `N` - Do not delete previous labels with same ID (default).
Selection Identifier	No	Selection ID of the population selection for which labels are created. If entered, the Application Code and Creator. ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code	No	Application code of the population selection for which labels are created. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.

Parameter Name	Required?	Description	Values
Creator ID	No	Banner ID that created the population selection for which labels are created. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.

Report Sample—Advancement Label Selection Report (ALPMSEL)

```
09-FEB-1998 16:22:42                                Ellucian University                                                    PAGE 1
                                              Advancement Label Selection Program                                       ALPMSEL

                                           * * * REPORT CONTROL INFORMATION * * *
PARAMETERS:


Report Name: ALPMSEL
Parameter Sequence Number: 19793
Selection Identifier:
Application Code:
Creator Id:
Donor Codes: ALUM
Check Exclusion Code:
Preferred Class:
Preferred College:
Major Codes:
Mail Codes:
Activity Codes:
Concatenate prefix/suffix to preferred address name? N
Label id: LABELS
Delete previously extracted data for same label id? Y
Line Count: 45


Record Count: 67
```

Census Report - All Categories (APPCEN1)

Counts advancement individuals by donor category for each preferred class year. There is a final count for each donor category reported. Advancement individuals belonging to multiple categories are counted in all categories. The six donor category codes that are reported are those defined on the Donor Category Code Validation Form (ATVDONR) with the six lowest values in the **Report Sequence** column. Only person IDs are reported; organization IDs are not. Values in the **Others** column in the report output are for all other donor category codes defined on ATVDONR.

Data Source: Advancement Individual and Gift & Pledge Payment Processing modules

Parameter Name	Required?	Description	Values
Fiscal Year of Report	Yes	Fiscal year are the census being reported.	Fiscal Year Validation Form (ATVFISC)

Report Sample—Census Report - All Categories (APPCEN1)

```
18-DEC-1997 09:53:16                                  Ellucian University                                              PAGE 1
                                                  Census Report - All Categories                                      APPCEN1
Alumni      Member of        Faculty         Alumni       Spouse -        Student         OTHERS
                                        Governing Board               (Non-Degreed)Non-Constituent
CLASS-None Declared                       4              1              7            124              1              0             52

CLASS-2                                   1              0              0              1              0              0              0

CLASS-5                                   1              0              0              1              0              0              0

CLASS-1935                                1              0              0              0              0              0              0

CLASS-1937                                0              0              0              0              0              0              1

CLASS-1939                                0              0              0              0              0              0              1

CLASS-1940                                1              0              0              0              0              0              0

CLASS-1942                                3              0              0              0              0              0              0

CLASS-1943                                1              0              0              0              0              0              0

CLASS-1944                                1              0              1              0              0              0              0

CLASS-1945                                6              1              0              0              0              0              1

CLASS-1946                                1              0              1              0              0              0              0

CLASS-1947                                0              0              0              0              0              0              1

CLASS-1950                                1              1              0              0              0              0              0

CLASS-1953                                3              0              0              0              0              0              0

CLASS-1954                                2              0              0              0              0              0              0

CLASS-1955                                1              0              0              0              0              0              0

CLASS-1960                                4              0              0              0              0              0              1

CLASS-1961                                0              0              0              0              0              0              2

CLASS-1962                                2              0              0              0              0              0              0

CLASS-1963                                1              1              0              0              0              0             2
```

```
18-DEC-1997 09:53:16                                 Ellucian University                                     PAGE 2
                                                 Census Report - All Categories                              APPCEN1

                                  Alumni      Member of        Faculty         Alumni       Spouse -         Student         OTHERS
                                        Governing Board                  (Non-Degreed)Non-Constituent

TOTAL                                 34              4              9            126              1               0             61
```

```
18-DEC-1997 09:53:16                                 Ellucian University                                     PAGE 3
                                                 Census Report - All Categories                              APPCEN1

                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPCEN1
PARAMETER SEQUENCE NUMBER:
LINE COUNT: 55
```

Census Report - Primary Only (APPCEN2)

Counts advancement individuals by donor category for each preferred class year. There is a final count for each donor category reported. Advancement individuals belonging to multiple categories are counted in the category with the highest priority (lowest number) defined on the Donor Category Code Validation Form (ATVDONR). The six donor category codes that are reported are those defined on ATVDONR with the six lowest values in the **Report Sequence** column. Only person IDs are reported; organization IDs are not. Values in the **Others** column in the report output are for all other donor category codes defined on ATVDONR.

Data Source: Advancement Individual and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Fiscal Year of Report	Yes	Fiscal year are the census being reported.	Fiscal Year Validation Form (ATVFISC)

Report Sample—Census Report - Primary Only (APPCEN2)

18-DEC-1997 10:01:38 Ellucian University PAGE 1
Census Report - Primary Only APPCEN2

	Alumni	Member of Governing Board	Faculty	Alumni (Non-Degreed)	Spouse - Non-Constituent	Student	OTHERS
CLASS-None Declared	4	1	7	124	1	0	51
CLASS-2	1	0	0	0	0	0	0
CLASS-5	1	0	0	0	0	0	0
CLASS-1935	1	0	0	0	0	0	0
CLASS-1937	0	0	0	0	0	0	1
CLASS-1939	0	0	0	0	0	0	1
CLASS-1940	1	0	0	0	0	0	0
CLASS-1942	3	0	0	0	0	0	0
CLASS-1943	1	0	0	0	0	0	0
CLASS-1944	1	0	0	0	0	0	0
CLASS-1945	6	0	0	0	0	0	0
CLASS-1946	1	0	0	0	0	0	0
CLASS-1947	0	0	0	0	0	0	1
CLASS-1950	1	0	0	0	0	0	0
CLASS-1953	3	0	0	0	0	0	0
CLASS-1954	2	0	0	0	0	0	0
CLASS-1955	1	0	0	0	0	0	0
CLASS-1960	4	0	0	0	0	0	1
CLASS-1961	0	0	0	0	0	0	2
CLASS-1962	2	0	0	0	0	0	0
CLASS-1963	1	0	0	0	0	0	2
CLASS-1964	2	0	0	0	0	0	1

```
18-DEC-1997 10:01:38                                  Ellucian University                                                     PAGE 2
                                                 Census Report - Primary Only                                                 APPCEN2

                                  Alumni      Member of         Faculty         Alumni       Spouse -         Student         OTHERS
                                        Governing Board                  (Non-Degreed)Non-Constituent

TOTAL                                 36              1               7            124              1               0             60
```

```
18-DEC-1997 10:01:38                                  Ellucian University                                                     PAGE 3
                                                 Census Report - Primary Only                                                 APPCEN2

                                             * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPCEN2
PARAMETER SEQUENCE NUMBER:
LINE COUNT: 55
```

Basic Constituent List (APPCLST)

Lists advancement individuals with their class year, primary donor category code, occupational title code, job category code, employment position, children, activities, external ratings, mailing and business addresses, target ask amounts, primary staff, secondary staff ratings, and giving totals for six fiscal years (including hard credit ID). Giving totals can include either non-matching gift soft credit and/or matching gift soft credit. Constituents to be listed can be determined by population selection, preferred classes, or geographic regions and divisions. If available, constituent spouse information, including ID, name, primary donor category code, and class year are printed. Information that prints automatically includes total pledge amount, total outstanding balance, installments due this year, installments paid this year, income, and majors.

Data Source: Advancement Individual, Prospect Management, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Preferred Classes	No	Preferred class years of advancement individuals to be reported. This parameter accepts multiple values.	
Sort Option	No	Sort order.	`C` - Sort by preferred class and advancement individual name `N` - Sort by advancement individual name (default)
Mailing Address Type	Yes	Address type that identifies the mailing address to print on the report. If this address cannot be found for an ID, the ID's preferred address is printed with an asterisk.	Address Type Code Validation Form (STVATYP)
Business Address Type	Yes	Address type that identifies the business address to print on the report.	Address Type Code Validation Form (STVATYP)
Address Effective Date	No	Date for which the address is effective.	Date format (DD-MON-YYYY); default is current date.
Print Target Ask Amount	No	Code that determines whether the target ask amount is printed on the report.	`Y` - Print target ask amount (default). `N` - Do not print target ask amount.

Parameter Name	Required?	Description	Values
Print Giving Option	No	Code that determines whether giving amounts are printed on the report.	`Y` - Print giving amount (default). `N` - Do not print giving amount.
Print Non MG Soft	No	Code that determines whether non-matching gift soft credit amounts are printed on the report.	`Y` - Print non-matching gift soft credit amount in a separate column for each fiscal year reported. `N` - Do not print non-matching gift soft credit amount (default).
Print MG Soft	No	Code that determines whether matching gift soft credit amounts are printed on the report.	`Y` - Print matching gift soft credit amount in a separate column for each fiscal year reported. `N` - Do not print matching gift soft credit amount (default).
Ending Fiscal Year for Report	No	Last fiscal year to be reported.	Fiscal Year Validation Form (ATVFISC); if blank, default is calculated from system date.
Campaign Code for Fiscal Year	No	Campaigns included in fiscal year totals. Used only if the Print Giving Option is `Y`. To include all campaigns, leave blank. This parameter accepts multiple values.	Campaign List Form (AFCCAMP)
Campaign Code for Grand Total	No	Campaigns included in grand totals. Used only if the Print Giving Option is `Y`. To include all campaigns, leave blank. This parameter accepts multiple values.	Campaign List Form (AFCCAMP)
Geographic Division	No	Geographic division. If this parameter is entered, then the Geographic Regions parameter must be entered.	Geographic Region Division Code Validation Form (STVGEOD)

Parameter Name	Required?	Description	Values
Geographic Regions	No	Geographic regions. This parameter must be entered if the Geographic Division parameter is entered. This parameter accepts multiple values.	Geographic Region Code Validation Form (STVGEOR)
Population Selection ID	No	Selection ID of the population selection for which a constituent list is created. If entered, the Application Code and Creator ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code for Population Selection	No	Application code of the population selection for which a constituent list is created. If entered, the Population Selection ID and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.
Creator of Population Selection	No	Banner ID that created the population selection for which a constituent list is created. If entered, the Population Selection ID and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.
Prospect Rating Type Code	No	Rating type for which rating should be displayed on the report. If more than one rating exists for that type for the constituent, then the rating most recently added/updated for that type is reported.	Rating code from AMAINFO, validated from the Ratings Type Validation Form (ATVRTGT)
Staff Assignment Type Code	No	Staff type for which staff should be displayed on the report as the secondary staff. If more than one staff exists for the type, the staff most recently added/updated is reported.	Staff assignment type from AMAINFO, validated from the Staff Assignment Type Validation Form (ATVSTFT)
Activity Type <n> (Up to three activities)	No	Activity type for which activity should be displayed on the report. If you enter this parameter in conjunction with the Activity Category parameter, then the report gets activities associated with the category and type. You can enter three activity type/category combinations to report three activities.	Activity Type Validation Form (STVACTP)

Parameter Name	Required?	Description	Values
Activity Category <n> (Up to three activities)	No	Category of activity for which activity should be displayed on the report. If you enter this parameter in conjunction with the Activity Type parameter, then the report gets activities associated with the category and type. You can enter three activity type/category combinations to report three activities.	Activity Category Validation Form (STVACCG)
External Ratings Code <n> (Up to six codes)	No	External ratings code for which values are reported. If entered, the score, value and level associated with this external rating on APAEXRS or AMAINFO (for a prospect) are displayed. You can enter six external ratings codes.	External Ratings Code Validation Form (ATVEXRS)
Variable Purpose Code <n> (Up to three codes)	No	Variable purpose code that is flagged on the report. If the advancement individual has the code, a *Y* is displayed on the report. You can enter three variable purpose codes. If all three parameters are entered, a single `Y` is displayed if the advancement individual has any of the codes entered.	Variable Purpose Validation Form (ATVVIPC)
Print Child Information	No	Code that indicates whether child information is printed on the report.	`Y` - Print child information. `N` - Do not print child information (default).

Report Sample—Basic Constituent List (APPCLST)

```
23-FEB-2009 02:24:28                                         Ellucian University                                        PAGE 1
Release: 8.2                                               Basic Constituent List                                       REPORT APPCLST

A00032630 STUD-2007-College of Arts & Sciences                                                                   Target:
Ms Jessica L Hart
Sps:
*
   12380 Burbank Blvd                      121 Burbank Blvd              Year                Giving       Non MG Soft          MG Credit
                                                                         2010                   .00               .00                .00
                                                                         2009                   .00               .00                .00
                                                                         2008                   .00               .00                .00
  Los Angeles, CA 90041                   Los Angeles, CA 90041          2007                   .00               .00                .00
                                                                         2006                   .00               .00                .00
                                                                         2005                   .00               .00                .00
Activity 1:                                                              PRIOR                  .00               .00                .00
Activity 2:
Activity 3:                                                              TOTAL                  .00               .00                .00
Prospect Rating:           Primary Staff:
Variable Purpose :         Secondary Staff:                              Total Pledge Amount:                                        .00
External Rating 1:                   External Rating 2:                  Total Outstanding Balance:                                  .00
External Rating 3:                   External Rating 4:                  Installment Due This Year:                                  .00
External Rating 5:                   External Rating 6:                  Installment Paid This Year:                                 .00
Children:
-----------------------------------------------------------------------------------------------------------------------------------
311177777 ALUM-2007-College of Arts & Sciences                                                                   Target:
Mary Ann Housesmith
Sps:
  46 123 Fourth Ave.                                                     Year                Giving       Non MG Soft          MG Credit
  Street 2                                                               2010                   .00               .00                .00
  Street 3                                                               2009                585.00             40.00                .00
  Street 4                                                               2008                   .00               .00                .00
  Malvern, PA 19355                                                      2007                   .00               .00                .00
                                                                         2006                   .00               .00                .00
  abcd-610-555-1234                                                      2005                   .00               .00                .00
Activity 1:                                                              PRIOR                  .00               .00                .00
Activity 2:
Activity 3:                                                              TOTAL               585.00             40.00                .00
Prospect Rating:           Primary Staff:
Variable Purpose :         Secondary Staff:                              Total Pledge Amount:                                        .00
External Rating 1:                   External Rating 2:                  Total Outstanding Balance:                                  .00
External Rating 3:                   External Rating 4:                  Installment Due This Year:                                  .00
External Rating 5:                   External Rating 6:                  Installment Paid This Year:                                 .00
Children:
-----------------------------------------------------------------------------------------------------------------------------------
```

```
23-FEB-2009 02:24:28                                          Ellucian University                                          PAGE 14
Release: 8.2                                                 Basic Constituent List                                        REPORT APPCLST

                                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPCLST
RELEASE: 8.2
PARAMETER SEQUENCE NUMBER: 213110
SELECTION ID:
APPLICATION CODE:
CREATOR ID:
PREFERRED CLASSES: 2007
SORT OPTION (N= NAME, C=CLASS YEAR): N
MAILING ADDRESS TYPE: MA
BUSINESS ADDRESS TYPE: BU
ADDRESS SELECTION DATE: 23-FEB-2009
PRINT TARGET ASK OPTION ([Y] OR N): Y
PRINT GIVING OPTION ([Y] OR N): Y
PRINT MG SOFT CREDIT: Y
PRINT NON MG SOFT CREDIT: Y
ENDING FISCAL YEAR FOR REPORT: 2010
CAMPAIGN CODES FOR FISCAL YEAR TOTALS:
CAMPAIGN CODES FOR GRAND TOTAL:
GEOGRAPHIC DIVISION:
GEOGRAPHIC REGION CODES:
PROSPECT RATING :
STAFF ASSIGNMENT :
ACTIVITY TYPE 1 : N
ACTIVITY CATEGORY 1 : N
ACTIVITY TYPE 2 : N
ACTIVITY CATEGORY 2 : N
ACTIVITY TYPE 3 : N
ACTIVITY CATEGORY 3 : N
EXTERNAL RATING 1 :
EXTERNAL RATING 2 :
EXTERNAL RATING 3 :
EXTERNAL RATING 4 :
EXTERNAL RATING 5 :
EXTERNAL RATING 6 :
VARIABLE PURPOSE CODES :
PRINT CHILD INFO (Y or [N]): Y
LINE COUNT: 60

RECORD COUNT: 36
```

Advancement Individual Report (APPCONS)

Lists advancement individuals with their class year, primary donor category code, occupational title code, job category code, employment position, mailing and business addresses, target amounts, and giving totals (including hard credit ID). Advancement individuals to be listed can be determined by population selection, preferred classes, or geographic regions and divisions. If available, advancement individual spouse information, including ID, name, primary donor category code, and class year are printed.

Data Source: Advancement Individual, Prospect Management, and Gift and Pledge Payment modules

Parameter Name	Required?	Description	Values
Preferred Classes	No	Preferred class years of advancement individuals to be reported. This parameter accepts multiple values.	
Sort Option	No	Sort order.	`C` - Sort by preferred class and advancement individual name. `N` - Sort by advancement individual name (default).
Mailing Address Type	Yes	Address type that identifies the mailing address to print on the report. If this address cannot be found for an ID, the ID's preferred address is printed with an asterisk.	Address Type Code Validation Form (STVATYP)
Business Address Type	Yes	Address type that identifies the business address to print on the report.	Address Type Code Validation Form (STVATYP)
Address Effective Date	No	Date for which the address is effective.	Date format (DD-MON-YYYY); default is current date.
Print Target Ask Amount	No	Code that determines whether the target ask amount is printed.	`Y` - Print target ask amount (default). `N` - Do not print target ask amount.
Print Giving Option	No	Code that determines whether the giving amounts are printed.	`Y` - Print giving amounts (default). `N` - Do not print giving amounts.

Parameter Name	Required?	Description	Values
Ending Fiscal Year for Report	No	Last fiscal year to be reported. If blank, calculated based on system date.	Fiscal Year Validation Form (ATVFISC)
Campaign Code for Fiscal Year	No	Campaigns included in fiscal year totals. Used only if Print Giving Option parameter is Y. To include all campaigns, leave blank. This parameter accepts multiple values.	Campaign List Form (AFCCAMP)
Campaign Code for Grand Total	No	Campaigns included in grand total amount. Used only if Print Giving Option parameter is Y. To include all campaigns, leave blank. This parameter accepts multiple values.	Campaign List Form (AFCCAMP)
Geographic Division	No	Geographic division. If entered, the Geographic Regions parameter must also be entered.	Geographic Region Division Code Validation Form (STVGEOD)
Geographic Regions	No	Geographic regions. Must be entered if Geographic Division parameter is entered. This parameter accepts multiple values.	Geographic Region Code Validation Form (STVGEOR)
Population Selection ID	No	Selection ID of the population selection for which an advancement individual report is created. If entered, the Application Code and Creator ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code for Population Selection	No	Application code of the population selection for which an advancement individual report is created. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.
Creator of Population Selection	No	Banner ID that created the population selection for which an advancement individual list is created. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.

Report Sample—Advancement Individual Report (APPCONS)

```
24-FEB-2009 02:48:48                                 Ellucian University                                 PAGE 1
Release: 8.2                                   Advancement Individual Report                              REPORT APPCONS

A00032630 STUD-2007-College of Arts & Sciences                                                    Target:
Ms Jessica L Hart
Sps:
* 12380 Burbank Blvd                    121 Burbank Blvd                                  .00 PRIOR              .00 2007
                                                                                          .00 2004               .00 2008
  Los Angeles, CA 90041                 Los Angeles, CA 90041                             .00 2005               .00 2009
                                                                                          .00 2006               .00 TOTAL
------------------------------------------------------------------------------------------------------------------------------------
311177777 ALUM-2007-College of Arts & Sciences                                                    Target:
Mary Ann Housesmith
Sps:
  46
  123 Fourth Ave.
  Street 2
  Street 3                                                                                .00 PRIOR              .00 2007
  Street 4                                                                                .00 2004               .00 2008
  Malvern, PA 19355                                                                       .00 2005            585.00 2009
                                                                                          .00 2006            585.00 TOTAL
  abcd-610-555-1234
------------------------------------------------------------------------------------------------------------------------------------
A00142783 ALND-2007-College of Arts & Sciences                                                    Target:
Jeremy Lee Jenson
Sps:
  123 Testing Court                                                                       .00 PRIOR              .00 2007
                                                                                          .00 2004               .00 2008
  Mason, OH 45040                                                                         .00 2005               .00 2009
  United States of America                                                                .00 2006               .00 TOTAL
------------------------------------------------------------------------------------------------------------------------------------
A00142564 ALUM-2007-College of Arts & Sciences                                                    Target:
Ms Amy Lynn Johnson
Sps: Mr James Lee Johnson                                                                       Sps: A00142563 ALUM 2007
  1 Testing Court                                                                         .00 PRIOR              .00 2007
                                                                                          .00 2004             52.50 2008
  Mason, OH 45040                                                                         .00 2005               .00 2009
  United States of America                                                                .00 2006             52.50 TOTAL
  513-1246879
------------------------------------------------------------------------------------------------------------------------------------
```

```
24-FEB-2009 02:48:48                                 Ellucian University                                  PAGE 7
Release: 8.2                                   Advancement Individual Report                              REPORT APPCONS

                                       * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPCONS
PARAMETER SEQUENCE NUMBER: 213111
SELECTION ID:
APPLICATION CODE:
CREATOR ID:
PREFERRED CLASSES: 2007
SORT OPTION (N= NAME, C=CLASS YEAR): N
MAILING ADDRESS TYPE: MA
BUSINESS ADDRESS TYPE: BU
ADDRESS SELECTION DATE: 23-FEB-2009
PRINT TARGET ASK OPTION ([Y] OR N): Y
PRINT GIVING OPTION ([Y] OR N): Y
ENDING FISCAL YEAR FOR REPORT: 2009
CAMPAIGN CODES FOR FISCAL YEAR TOTALS:
CAMPAIGN CODES FOR GRAND TOTAL:
GEOGRAPHIC DIVISION:
GEOGRAPHIC REGION CODES:
LINE COUNT: 60

RECORD COUNT: 36
```

External Ratings and Directory Load Process (APPCUPD)

Uploads biographical data, external ratings data, and updated directory information from third-party vendors. Only records with the required ID/PIDM value are loaded into Banner.

This process accommodates either a fixed length or comma delimited input file format. Using the file definition details from ATVTAPE, APATPFD, and AGATPFD, you can define the location of supported fields in any data file.

This process is available for report or update mode. When executed in report mode, the process generates a report that can be reviewed before updating the database. Any errors reported can be corrected or noted for future review. Errors are reported in the output file including any missing required parameters. For example, if the file definition has three different address sequences defined (using the **Occurrence** field), then you must define three address parameter values to determine how the data will be loaded. If this level of detail is missing, the process displays the appropriate error message.

For more details, refer to the *Banner Advancement Data Load/Extract Handbook*.

Parameter Name	Required?	Description	Values
File Code	Yes	Data file definition name.	Data File Validation Form (ATVTAPE)
Path of Data File - Part 1	Yes	Directory where data file is located (up to 30 characters). If the data file path is longer than 30 characters, two additional parameters (Path of Data File - Part 2 and Path of Data File - Part 3) are available to provide additional data file path details.	
Data File Name	Yes	Data file name.	
Data Source Identifier	Yes	Data source identifier.	Data Source Identifier Validation Form (ATVDSRC)

Parameter Name	Required?	Description	Values
Address Type	No	Address types to be loaded. This parameter accepts multiple values and should be defined for every occurrence of address data. Add a sequence number before each address type to indicate the order of the address records on the data file (for example, 1BU). If an address in the incoming data file includes an address type, the address is loaded with that address type. If the address does not have an address type, it is loaded with address type 1 defined in this parameter. If the address does not have an address type and no address type is defined in this parameter, the address is not loaded.	Address Type Code Validation Form (STVATYP)
Phone Type	No	Phone types to be loaded if different from the address type. This parameter accepts multiple values and should be defined for every occurrence of phone data. Add a sequence number before each phone type to indicate the order of the phone records on the data file (for example, 1BU).	Telephone Type Validation Form (STVTELE)
Fax Number Type	No	Fax number types to be loaded. This parameter accepts multiple values and should be defined for every occurrence of fax number data. Add a sequence number before each fax number type to indicate the order of the fax number records on the data file (for example, 1BU).	Telephone Type Validation Form (STVTELE)
E-mail Type	No	E-mail types to be loaded.This parameter accepts multiple values and should be defined for every occurrence of e-mail data. Add a sequence number before each e-mail type to indicate the order of the e-mail records on the data file (for example, 1BU).	E-mail Address Type Validation Form (GTVEMAL)

Parameter Name	Required?	Description	Values
Employer Address Type	No	Employer's address type to be loaded.	Address Type Code Validation Form (STVATYP)
Employer Phone Type	No	Employer's phone type to be loaded if different from the employer's address type.	Telephone Type Validation Form (STVTELE)
Employer Fax Type	No	Employer's fax number type to be loaded.	Telephone Type Validation Form (STVTELE)
Employer E-mail Type	No	Employer's e-mail type to be loaded.	E-mail Address Type Validation Form (GTVEMAL)
Spouse Address Type	No	Spouse's address type to be loaded.	Address Type Code Validation Form (STVATYP)
Spouse Phone Type	No	Spouse's phone type to be loaded if different from the spouse's address type.	Telephone Type Validation Form (STVTELE)
Spouse Fax Type	No	Spouse's fax number type to be loaded.	Telephone Type Validation Form (STVTELE)
Spouse E-mail Type	No	Spouse's e-mail type to be loaded.	E-mail Address Type Validation Form (GTVEMAL)
Name Type	No	Name type to be loaded. This parameter accepts multiple values. Add a sequence number before each name type to indicate the order of the name records on the data file (for example, 1LEGL).	Name Type Validation Form (GTVNTYP)
Preferred E-mail	No	Preferred e-mail type for the incoming e-mail address record for any e-mail record created.	E-mail Address Type Validation Form (GTVEMAL)
Report/Update Mode	Yes	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.

Parameter Name	Required?	Description	Values
Line Count	No	Number of lines per page for the output report.	Default is 55.
Date Format	No	Date format that overrides the system-defined date format for this execution of APPCUPD. Must be a valid Oracle date format. Used solely to evaluate incoming dates and load details to Banner.	
File Source Date	No	Date used for file source details if the incoming data file does not have this detail. If the mapping on the Data Field Position Rules Form (AGATPFD) contains a reference to the `SOURCE_ACT_DATE` field, that value is used for the file source date. If AGATPFD does not contain this reference, the value in the File Source Date parameter is used. If neither is defined, the current system date is used as the file source date. If a date format is entered in the Date Format parameter, then this same date format *must* be used when entering a value for the File Source Date parameter.	
Path of Data File - Part 2	No	Additional details (up to 30 characters) for the directory where the data file is located. Used with the Path of Data File - Part 1 parameter when the data file path is longer than 30 characters. This entry is concatenated to the end of the details entered in part 1.	
Path of Data File - Part 3	No	Additional details (up to 30 characters) for the directory where the data file is located. Used with the Path of Data File - Part 1 and Part 2 parameters when the data file path is longer than 60 characters but less than 91 characters. This entry is concatenated to the end of the details entered in part 2.	

Parameter Name	Required?	Description	Values
Address Phone Type	No	Phone type assigned to phone numbers that are associated with addresses in the data file.	Telephone Type Validation Form (STVTELE)
Maintain Pref Email Setting	Yes	Setting that determines how preferred e-mail addresses are maintained when the process is run. This parameter is used with the Preferred E-mail parameter.	`Y` - Insert an incoming e-mail address as the “preferred” e-mail address if it has the same address type as the original preferred e-mail address. Insert all other incoming e-mail addresses without the “preferred” indicator. `N` - Insert an incoming e-mail address as the “preferred” e-mail address only if it has the address type that is specified in the Preferred E-mail parameter. Insert all other incoming e-mail addresses without the “preferred” indicator, thereby retaining the “preferred” indicators on the original e-mail addresses.

Report Sample—External Ratings and Directory Load Process (APPCUPD)

```
23-FEB-2009                                 Ellucian University                                        PAGE       1
Rel 8.2                            External Ratings and Directory Load Process                         APPCUPD
                                                Testing Load Inc


Name                            Banner ID   PIDM              Current Data                        Incoming Data

Norris, Winston
                                A00-02-2558 45278
Name Match Found - No Insert
Walt
Thomas
                                                              Id Review                           Records loaded - 0
                                                              Person Review                       No data to load
                                                              Constituent Review                  No data to load
                                                              Donor Category Review               No data to load
                                                              Exclusions Review                   No data to load
                                                              MA                                  MA
                                                              From Date: 06-FEB-2009              From Date: 23-FEB-2009
                                                              To Date:                            To Date:
Current Address
                   AAAA
                   1Street1
                   1Street2
                   1Street3
                   1Street4
                   Mason OH 11111
Incoming Address
                   AAAA
                   1Street1
                   1Street2
                   1Street3
                   1Street4
                   Mason OH 11111
                                                              BU                                  BU
                                                              From Date: 06-FEB-2009              From Date: 23-FEB-2009
                                                              To Date:                            To Date:
Current Address
                   BBBB
                   2Street1
                   2Street2
                   2Street3
                   2Street4
                   Mason OH 22222
Incoming Address
                   BBBB
                   2Street1
                   2Street2
                   2Street3
                   2Street4
                   Mason OH 22222
```

```
23-FEB-2009                                  Ellucian University                                          PAGE       2
Rel 8.2                              External Ratings and Directory Load Process                          APPCUPD
                                                Testing Load Inc

Name                            Banner ID   PIDM                Current Data                            Incoming Data

                                                                SE                                      SE
                                                                From Date: 06-FEB-2009                  From Date: 23-FEB-2009
                                                                To Date:                                To Date:
Current Address
                   CCCC


                   3Street1
                   3Street2


                   3Street3
                   3Street4
                   Mason OH 33333
Incoming Address
                   CCCC
                   3Street1
                   3Street2
                   3Street3
                   3Street4
                   Mason OH 33333
                                                                Address Review                          Records loaded - 3
                                                                Additional Phone Review                 No data to load
                                                                Incoming Fax:
                                                                                                        777777 7777
                                                                FAX Review                              Records loaded - 1
                                                                Email Review #1                         Email address Match
                                                                Email Review #2                         Email address Match
                                                                Email Review #3                         Email address Match
                                                                Email Review                            Records loaded - 0
                                                                Activity Review                         No data to load
                                                                External Rating Review                  No data to load
                                                                Prospect Research Review                No data to load
                                                                Prospect User Defined Review            No data to load
                                                                Prospect Source Review                  No data to load
Data Loaded to the Following hold tables:
                                                                Employer Review                         Records loaded - 1
                                                                Spouse Review                           Records loaded - 1
                                                                Child Review                            Records loaded - 2
                                                                Degree Review                           Records loaded - 2


Total Number of Records Reviewed: 1


End of Listing
```

```
23-FEB-2009                                          Ellucian University                                        PAGE      3
Rel 8.2                                     External Ratings and Directory Load Process                          APPCUPD
                                                       Testing Load Inc


                                              * * * REPORT CONTROL INFORMATION * * *

USER:........................  CNORRIS

Parameter Name                 Value                          Message
_____________________________  _____________________________  ________________________________________________________

Parameter Seq No               213112
File Code                      NEWDATA
Path of Data File - Part 1     /export/home/cnorris/dataload/
Data File Name                 newdata.dat
Data Source Identifier         TEST
Address Type                   MA, BU, SE
Phone Type                     MA, BU, SE
Fax Number Type                FAX
E-mail Type                    HOME, WORK, BUSI
Employer Address Type          BU
Employer Phone Type            BU
Employer Fax Type              FAX
Employer E-mail Type           WORK
Spouse Address Type            MA
Spouse Phone Type              MA
Spouse Fax Type                FAX
Spouse E-mail Type             HOME
Name Type                      NICK, CASL
Preferred E-mail               HOME
Report/Update Mode             R
Line Count
Date Format
File Source Date
Path of Data File - Part 2
Path of Data File - Part 3
Line Count
```

Gift Society Assignment Report (APPDCAR)

Assigns people and organizations to appropriate gift societies based on rules entered on the Gift Society Rules Form (APADCRL). Information printed includes ID, name, and membership. If other memberships are created or deleted, that information is noted. The report can be run in report or update mode.

Maximum Amount displays the value recorded for the maximum amount based on the rules on APADCRL. For each record reported, the Qualify Amount displays the total dollar amount used in the Gift Society calculation.

Records may have a gift society assignment based on a cross-reference relationship rather than the total amount of giving. If a donor has a spouse, and the Gift Society Rules Form (APADCRL) was set up to include giving from spouses in the calculations for assigning gift society memberships, a message is displayed if you run APPDCAR for the same donor and spouse. The message, `already assigned - cross membership to be created`, indicates that the primary gift society holder was already assigned and the cross-referenced person is assigned to the same gift society.

A spouse is automatically included in the same gift society as the donor, if the cross-reference exists on Cross Reference Members window on APADCRL. To include pledges, donations, etc., when APPDCAR assigns the couple to a gift society, select the appropriate indicators on the Gift Society window.

When a donor who is part of a lower-level gift society makes another gift that entitles that donor to a higher-level gift society, and the **Allow Delete** check box is not selected for the lower-level gift society on the Gift Society Validation Form (ATVDCNP), the gift society listed on the Gift Society Membership Form (APADCLB) is the lower-level society unless you assign the new gift society manually. A message is displayed on the APPDCAR report to identify the donors so you can make the manual changes: `eligible - manual update required`.

The **Expected Matching Gifts** check box on the Gift Society Rules Form (APADCRL) is used to evaluate matching gift amounts for gift society assignments:

- If the check box is selected, the process includes matching gift amounts in the calculation.
- If the check box is selected and the **Pledges** radio button is selected, the process includes total face value of all associated expected matching gifts for all selected pledges in the calculation (including any cross-reference pledges based on the rules).

- If the check box is selected and the **Installments** radio button is selected, the process includes all `AGVPINS_EXP_MG_AMT` records as appropriate based on the dates (including any cross-reference pledges based on the rules).
- If the **Exclude** radio button is selected or if the **Expected Matching Gifts** check box is cleared, the process does not include the details for expected matching gifts in the calculation.

The process uses the date of the gift/pledge to determine not only the matching gift details but also the soft/hard credit associated for inclusion in date review.

For more details, see "Gift Society" on page 344.

Data Source: Advancement Individual, Advancement Organization, Pledge, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Gift Society Year	Yes	Gift society year for which membership is being calculated.	Gift Society Year Validation Form (ATVDCYR)
Gift Society Type	No	Gift society types for which membership is being calculated. This parameter accepts multiple values.	Gift Society Type Validation Form (ATVDCST)
Report or Report/Update	No	Code that determines whether the database is updated when the process is run.	`R` - Print report; do not update database (default). `U` - Print report; update database.
Last Run Date	Yes	Date when the process was last run (used as start date for process). This parameter tells the process how far back to look when creating records. Any records with a more recent date are included.	Date format (DD-MM-YYYY)
Pledge Status to Exclude	No	Pledge statuses to be excluded when calculating gift society assignments (for example, inactive). This parameter accepts multiple values.	Pledge Status Code Validation Form (ATVPSTA)

Report Sample—Gift Society Assignment Report (APPDCAR)

```
11-DEC-2002 15:21:48                                   Test                                            PAGE 1
Soc.  Year: 2002                           Gift Society Assignment Report                              APPDCAR
                                                                                                       5.4.1
                                                     Report Only


              Soc.   Soc.    Gift                                        Rule    Rule     Minimum          Maximum          Qualify
              Type   Pri.    Soc.                                        No.     Pri.      Amount           Amount          Amount

ID: 510000001      Name: Allen, Matthew

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99         1300.00
-----------------------------------------------------
ID: @00007287      Name: Baxter, Bradley

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99        50000.00
-----------------------------------------------------
ID: @00007289      Name: Churchhill, Winston

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99          600.00
-----------------------------------------------------
ID: @00007311      Name: Norris, Alfred

              CN     3       CN3    CN Test 3                            1       1              .01           249.99          100.00
-----------------------------------------------------
ID: @00007313      Name: Norris, Carl

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99          800.00
-----------------------------------------------------
ID: @00007299      Name: Norris, Josephina

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99          600.00
-----------------------------------------------------
ID: @00007308      Name: Norris, Marco

              CN     3       CN3    CN Test 3                            1       1              .01           249.99           25.00
-----------------------------------------------------
ID: 311115555      Name: Norris, Sarah

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99          900.00
-----------------------------------------------------
ID: @00007307      Name: Norris, Tracey

              CN     3       CN3    CN Test 3                            1       1              .01           249.99           50.00
-----------------------------------------------------
ID: @00007303      Name: Oaks, Red

              CN     1       CN1    CN Test 1                            1       1           600.00     999999999.99          600.00
-----------------------------------------------------
```

```
11-DEC-2002 15:21:48                                  Test                                                   PAGE 2
Soc.  Year: 2002                          Gift Society Assignment Report                                     APPDCAR
                                                                                                             5.4.1
                                                   Report Only


                                      * * * REPORT CONTROL INFORMATION * * *

RUN SEQUENCE NUMBER:
LAST RUN DATE: 15-NOV-2002
RPTNAME: APPDCAR
Release Number: 5.4.1
SOCIETY YEAR: 2002
SOCIETY TYPES: CN
REPORT OR REPORT/UPDATE: R
LINE COUNT: 55

RECORD COUNT: 10
```

Gift Society Report (APPDCLB)

Provides membership listings suitable for use in donor publications. The report can be selected for populations based on society membership, society year, donor category or class year.

The name that prints on the report is determined in the following priority:

Priority	Advancement Individual	Advancement Organization
1	Society name from the Gift Society Membership Form (APADCLB)	Society name from the Gift Society Membership Form (APADCLB)
2	Gift society name from the Advancement Individual/Organization Name Form (APANAME)	Gift society name from the Advancement Individual/Organization Name Form (APANAME)
3	Preferred address name from APANAME, using the Concatenate Prefix/Suffix parameter	Name from the Advancement Identification Form (APAIDEN)
4	Name from the Advancement Identification Form (APAIDEN), concatenated with the prefix and suffix from the Current Identification window on APAIDEN	

For more details, see "Gift Society" on page 344.

Data Source: Advancement Individual and Advancement Organization modules

Parameter Name	Required?	Description	Values
Option	Yes	Sort order of the report.	`A` - Sort by gift society, alphabetical within society `B` - Sort by class year, gift society within class, alphabetical within society `C` - Sort by donor category, gift society within donor category, and alphabetical within gift society
Gift Society Code	No	Gift society code to report. If left blank, all gift societies are reported.	Gift Society Validation Form (ATVDCNP)
Society Years	No	Society year to report membership. Wildcard (%) is available. This parameter accepts multiple values.	Gift Society Year Validation Form (ATVDCYR)
Donor Codes	No	Donor code to report membership. This parameter accepts multiple values.	Donor Category Code Validation Form (ATVDONR)
Class Years	No	Class year to report membership. Wildcard (%) is available. This parameter accepts multiple values.	
Society Type	No	Society type to report membership. This parameter accepts multiple values	Gift Society Type Validation Form (ATVDCST)

Parameter Name	Required?	Description	Values
Concatenate Prefix/Suffix	No	Code that determines whether prefix and suffix are concatenated to preferred address name.	`Y` - Concatenate prefix/suffix from APAIDEN to preferred address name on APANAME. If there is no preferred address name on APANAME, the prefix/suffix is concatenated to the name on APAIDEN. `N` - Use the preferred address name on APANAME. If there is no preferred address name on APANAME, uses the name on APAIDEN. This is the default.

Report Sample—Gift Society Report (APPDCLB)

```
07-JAN-1998 16:32:41                          Ellucian University                                   PAGE 1
                                              Gift Society Report                                  APPDCLB


GIFT SOCIETY:    Lehr Society Circle

                 1972 Christine E.  Bausher                                      510000008
                 1972 Robert L.  Lipton                                          510000007
                 0000 Jose Lopez                                                 510000027
                      Maryland Broadcasting Corp.                                510000035
                 1963 Lucas Mark Moore                                           510000029
                      Winters Foundation                                         510000043

GIFT SOCIETY:    Lehr Society Partner

                 1972 Matthew A.  Allen                                          510000001
                 1972 Roberta Marie Allen                                        510000002
                      Consolidated Gas Company                                   510000031
                      Diamond Life Insurance                                     510000032
                      Excel Corporation                                          510000033
                 1972 Donna L.  Lambert                                          510000005
                 1972 Gregory Lambert                                            510000006
                      Reliant Pharmaceuticals                                    510000039
                      Watermark Paper Products                                   510000041

GIFT SOCIETY:    Lehr Society Fellow

                      Cooke Foundation                                           510000042
                      Health Care Providers Incorporated.                        510000050
                      Kaleidoscope Photo Lab                                     510000036
                 1972 Andrew Kline                                               510000010
                 1972 Melissa Kline                                              510000009
                      Manufacturers National Bank                                510000034
```

```
07-JAN-1998 16:32:41                              Ellucian University                                                    PAGE 1
                                                  Gift Society Report                                                   APPDCLB

                                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPDCLB
PARAMETER SEQUENCE NUMBER:
OPTIONS: A=Gift Society, B=Class Year, C=Donor Code
REPORT OPTION: A
GIFT SOCIETY:
SOCIETY YEARS: 1997%
DONOR CODES:
CLASS YEARS:
SOCIETY TYPE:
LINE COUNT: 55

RECORD COUNT: 49
```

Gift Society Rules List Report (APPDCLS)

Lists the rules for gift societies that have been established on the Gift Society Rules Form (APADCRL). If both parameters are left blank, rules for all societies and all types are included. If the Society Type parameter is entered and the Gift Society Code parameter is left blank, then rules for all societies having the type(s) entered will be selected. If the Gift Society Code parameter is entered and the Society Type parameter is left blank, then rules for all societies entered will be selected, regardless of their type. If both parameters are entered, then only the rules for societies having both the type and name entered will be selected.

For more details, see “Gift Society” on page 344.

Data Source: Advancement Individual, Advancement Organization, Pledge, and Gift & Pledge Payment modules

Parameter Name	Required?	Description	Values
Society Type	No	Society types used to select rules for the report. If left blank, rules for all society types are reported. This parameter accepts multiple values.	Gift Society Type Validation Form (ATVDCST)
Gift Society Code	No	Society codes used to select rules for the report. If left blank, all societies are reported. This parameter accepts multiple values.	Gift Society Validation Form (ATVDCNP)

Report Sample—Gift Society Rules List Report (APPDCLS)

```
06-JUL-2007 16:11:21                                      BANNER University                                                PAGE 1
Version 8.0                                          Gift Society Rules List Report                                        APPDCLS

Society: CN1                   Rule   Pri  Activity     Inactive      Dur.  Qual  Start             Minimum         Maximum         Single
 CN Test Society1              No.    No.  Date         Date                Years Year               Amount          Amount         Amount
             Soc Type: CN      1      1    14-NOV-2005                1     2                       1000.00       100000.00

             Soc Pri: 1        Pledge Hard Soft         Gifts         Hard  Soft                 Match Gift          Wait MG
                               P                        B             P                                                    Y

                               Sps    MG   Wait         Xref          MG    Wait               Incl Exp MG       Same Period
                                                                                                                    Pay/Pldg
                                                                                                          N                Y

                               Xref Code                Member
                               SPS

Society: CN2                   Rule   Pri  Activity     Inactive      Dur.  Qual  Start             Minimum         Maximum         Single
 CN Test Society2              No.    No.  Date         Date                Years Year               Amount          Amount         Amount
             Soc Type: CN      1      1    14-NOV-2005                1     2                        500.00          999.99

             Soc Pri: 2        Pledge Hard Soft         Gifts         Hard  Soft                 Match Gift          Wait MG
                               P                        B             P                                                    Y

                               Sps    MG   Wait         Xref          MG    Wait               Incl Exp MG       Same Period
                                                                                                                    Pay/Pldg
                                                                                                          N                Y

                               Xref Code                Member
                               SPS
```

```
06-JUL-2007 16:11:21                                      BANNER University                                                PAGE 2
Version 8.0                                          Gift Society Rules List Report                                        APPDCLS

                                                * * * REPORT CONTROL INFORMATION * * *

Report Name: APPDCLS
Report Version: 8.0
PARAMETER SEQUENCE NUMBER: 122378
SOCIETY TYPES: CN
GIFT SOCIETIES:

RECORD COUNT: 2
```

Directory Data Extract Process (APPDEXT)

Extracts alumni information to share with third-party vendors that produce directories and third-party vendors that provide social networking opportunities for your alumni. Fields to be extracted and the order in which they are selected are defined on the Data Field Position Rule Form (AGATPFD). The extract file is available in either fixed length or character delimited format. The format of the file definition you choose determines the file definition details report. The process also creates the file definition details. The process generates a summary page listing the run time parameters and the file definition details which include the following:

Fixed Format Selection

- AGRTPFD_TFPD_CODE: Data file field name
- ATVTPFD_DESC: Data field names description
- AGRTPFD_START_POS: Start position of data file field
- AGRTPFD_END_POS: End position of data file field

Delimited Format Selection

- AGRFPFD_TPFD_CODE: Data file field name
- ATVTPFD_DESC: Data field names description
- AGRTPFD_START_POS: Field number
- AGRTPFD_OCC: Number of times the data repeats (occurrence)

Using the file definition details from ATVTAPE, APATPFD, and AGATPFD, you can define the location of supported fields in any data file.

Record selection is based on either a population selection or a manual data file of IDs. You must identify either the population section or data file in the process parameters.

For more details, refer to the *Banner Advancement Data Extract/Load Handbook*.

Parameter Name	Required?	Description	Values
File Code	Yes	Data file definition name.	Data File Validation Form (ATVTAPE)
Data File Name	No	Data file name.	
Application Code	No	Application code of the population selection for which data is extracted. If this parameter is entered, the Selection ID, Creator ID, and User ID parameters are also required.	Application Inquiry Form (GLIAPPL)
Selection ID	No	Selection ID of the population selection for which data is extracted. If this parameter is entered, the Application Code, Creator ID, and User ID	Population Selection Inquiry Form (GLISLSCT)
Creator ID	No	Banner ID that created the population selection for which data is extracted. If this parameter is entered, the Application Code, Selection ID, and User ID parameters are also required.	
User ID	No	Banner ID that selected the population selection. If this parameter is entered, the Application Code, Selection ID, and Creator ID parameters are also required.	
Path of Manual Data File	No	Directory where manual data file is located.	
Manual ID file	No	Manual ID data file name. Must have the ID number as the first nine digits of data in order to load. Must be valid Banner IDs.	

Parameter Name	Required?	Description	Values
Address Type	No	Address type for the ID address data selection. This parameter accepts multiple values and should be defined for every occurrence of address data selection. **Example:** First Address Type parameter value = defined address details with occurrence value of 1 Second Address Type parameter value = defined address details with occurrence value of 2	Address Type Code Validation Form (STVATYP)
Phone Type	No	Phone type for the ID phone data selection. This parameter accepts multiple values and should be defined for every occurrence of phone data selection. **Example:** First Phone Type parameter value = defined phone details with occurrence value of 1 Second Phone Type parameter value = defined phone details with occurrence value of 2	Telephone Type Validation Form (STVTELE)
E-mail Type	No	Identifies the e-mail type for the ID e-mail data selection. This parameter accepts multiple values and should be defined for every occurrence of e-mail data selection. **Example:** First E-mail Type parameter value = defined e-mail details with occurrence value of 1 Second E-mail Type parameter value = defined e-mail details with occurrence value of 2	E-mail Address Type Validation Form (GTVEMAL)

Parameter Name	Required?	Description	Values
Maiden Code	No	Maiden name code for the maiden name selection.	Name Type Validation Form (GTVNTYP)

Report Sample—Directory Data Extract Process (APPDEXT)

Incoming File Is Fixed Length

25-FEB-2009 16:16:52 Ellucian University PAGE 1
Release 8.2 Directory Data Extract Process APPDEXT

Field Name	Description	Start	End	Occurrence
BAN_PIDM	Banner PIDM	1	8	1
DECEASED_IND	Deceased Indicator	9	1	
EXCL_CODE	Exclusions	10	12	1
DONOR_CODE	Donor Category	13	16	1
LOST_INDICATOR	Set to Y if No Active Mailing Address	17	1	
BIRTH_DATE	Birthdate	18	28	1
NAME_PREFIX	Name Prefix	29	48	1
NAME_LAST	Last Name	49	108	1
NAME_FIRST	First Name	109	123	1
NAME_MIDDLE	Middle Name	124	138	1
NAME_SUFFIX	Name Suffix	139	158	1
MAIDEN_NAME_LAST	Maiden Last Name	159	218	1
MAIDEN_NAME_FIRST	Maiden First Name	219	233	1
MAIDEN_NAME_MIDDLE	Maiden Middle Name	234	248	1
MAIDEN_NAME_SUFFIX	Maiden Suffix	249	268	1
DEGREE	Degree	269	274	1
MAJOR	Banner Major Code	275	278	1
DEGREE_YEAR	Degree Year	279	282	1
PREFERRED_CLASS	Preferred Class	283	286	1
INST_DESC	Banner Institution Attended Description	287	316	1
INST_CODE	Banner Institution Attended Code	317	322	1
SCHOOL_CODE	School/College	323	324	1
PREF_ADDRESS_CODE	Constituent Peferred Mailing Address Code	325	326	1
ADDR_ACTIVITY_DATE	Constituent Address Activity Date	327	337	1
ADDR_CODE	Address Type Code	338	339	1
ADDR_STREET1	Constituent Address Street1	340	369	1
ADDR_STREET2	Constituent Address Street2	370	399	1
ADDR_STREET3	Constituent Address Street3	400	429	1
ADDR_CITY	Constituent Address City	430	449	1
ADDR_STATE	Constituent Address State	450	452	1
ADDR_ZIP	Constituent 5 digit Zip	453	457	1
ADDR_ZIP4	Constituent Address Zip - last 4 digits	458	461	1
ADDR_PHONE_AREA	Constituent Phone Area Code	462	464	1
ADDR_PHONE	Phone Number	465	471	1
ADDR_PHONE_EXT	Constituent Phone Number Extension	472	475	1
ADDR_PHONE_ALL	Constituent Phone Number and Area Code	476	489	1
EMAIL	Email Address	490	579	1
EMAIL_CODE	E-mail Type Code	580	583	1

```
25-FEB-2009 16:16:52                                                   Ellucian University                                          PAGE 2
 Release 8.2                                                        Directory Data Extract Process                                   APPDEXT


* * * Report Control Information - APPDEXT - Release 8.2 * * *


PARAMETER SEQUENCE NUMBER: 213757
File Code:......................... F_EXTRACT2
Data File Name:.................... /export/home/cnorris/jobsub/carla80.dat
Population Selection Application:. ALUMNI
Population Selection ID:.......... CNORRIS_MAN_IDS
Population Selection Creator ID:.. CNORRIS
Population Selection User ID:..... CNORRIS
Path of Manual Data File:.........
Manual ID File:...................
Address Type Hierarchy:........... MA
Phone Type Hierarchy:............. MA
Email Type Hierachy:.............. HOME
Maiden Code:......................
Number of printed lines per page:. 55
Total Number of IDs Processed:.... 4
```

Incoming File is Character Delimited

```
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Release: 8.2                        Directory Data Extract Process                   REPORT APPDEXT

Field Name                        Description                                    Field         Occurrence
                                                                                 Number

BAN_PIDM                          Banner PIDM                                    1             1
DECEASED_IND                      Deceased Indicator                             2             1
EXCL_CODE                         Exclusions                                     3             1
DONOR_CODE                        Donor Category                                 4             1
LOST_INDICATOR                    Set to Y if No Active Mailing Address          5             1
BIRTH_DATE                        Birthdate                                      6             1
NAME_PREFIX                       Name Prefix                                    7             1
NAME_SURNAME_PREFIX               Surname Prefix                                 8             1
NAME_LAST                         Last Name                                      9             1
NAME_FIRST                        First Name                                     10            1
NAME_MIDDLE                       Middle Name                                    11            1
NAME_SUFFIX                       Name Suffix                                    12            1
MAIDEN_NAME_LAST                  Maiden Last Name                               13            1
MAIDEN_NAME_FIRST                 Maiden First Name                              14            1
MAIDEN_NAME_MIDDLE                Maiden Middle Name                             15            1
MAIDEN_NAME_SUFFIX                Maiden Suffix                                  16            1
DEGREE                            Degree                                         17            1
MAJOR                             Banner Major Code                              18            1
DEGREE_YEAR                       Degree Year                                    19            1
PREFERRED_CLASS                   Preferred Class                                20            1
INST_DESC                         Banner Institution Attended Description        21            1
INST_CODE                         Banner Institution Attended Code               22            1
SCHOOL_CODE                       School/College                                 23            1
PREF_ADDRESS_CODE                 Constituent Peferred Mailing Address Code      24            1
ADDR_ACTIVITY_DATE                Constituent Address Activity Date              25            1
ADDR_CODE                         Address Type Code                              26            1
ADDR_HOUSE_NUMBER                 Constituent Address House Number               27            1
ADDR_STREET1                      Constituent Address Street1                    28            1
ADDR_STREET2                      Constituent Address Street2                    29            1
ADDR_STREET3                      Constituent Address Street3                    30            1
ADDR_STREET4                      Constituent Address Street4                    31            1
ADDR_CITY                         Constituent Address City                       32            1
ADDR_STATE                        Constituent Address State                      33            1
ADDR_ZIP                          Constituent 5 digit Zip                        34            1
ADDR_ZIP4                         Constituent Address Zip - last 4 digits        35            1
ADDR_PHONE_AREA                   Constituent Phone Area Code                    36            1
ADDR_PHONE                        Phone Number                                   37            1
ADDR_PHONE_EXT                    Constituent Phone Number Extension             38            1
ADDR_PHONE_COUNTRY_CODE           Constituent Address Phone Country Code         39            1
ADDR_PHONE_ALL                    Constituent Phone Number and Area Code         40            1
EMAIL                             Email Address                                  41            1
EMAIL_CODE                        E-mail Type Code                               42            1
EMPR_NAME                         Employer Name                                  43            1
EMPR_PIDM                         Employer PIDM (from Banner)                    44            1
JOB_TITLE                         Employee Job Title                             45            1
EMPR_ADDR_ACT_DATE                Employer Address Activity Date                 46            1
EMPR_ADDR_CODE                    Employer Address Type Code                     47            1
EMPR_HOUSE_NUMBER                 Employer Address House Number                  48            1
```

```
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Release: 8.2                                 Directory Data Extract Process                              REPORT APPDEXT


* * * Report Control Information - APPDEXT - Release 8.2 * * *


PARAMETER SEQUENCE NUMBER: 213132
File Code:......................... D_EXTRACT
Data File Name:.................... /export/home/cnorris/jobsub/carla80.dat
Population Selection Application:. ALUMNI
Population Selection ID:.......... CNORRIS_MAN_IDS
Population Selection Creator ID:.. CNORRIS
Population Selection User ID:..... CNORRIS
Path of Manual Data File:.........
Manual ID File:...................
Address Type Hierarchy:........... MA
Phone Type Hierarchy:............. MA
Email Type Hierachy:.............. HOME
Maiden Code:......................
Number of printed lines per page:. 55
Total Number of IDs Processed:.... 4
```

Prospect Data Extract Process (APPPROS)

By default, the APPPROS extracts the active prospect records from the ATVPRST table and generates three extract files, that is, Contact, Donor and Gift Data file. However, if you provide a population selection, the APPPROS extracts data for all the records mentioned in the criteria, irrespective of the status.

On the Data Field Position Rule Form (AGATPFD), you can define the fields to extract and select the order for each data file (Contact, Donor and Gift).The user can control what data can create for the FTP process. The file definition selection is a part of the parameter process when the user submits a report.

Required Data Elements for Action file

Action Data Field	Field Description	Data Element
Constituent_ID	Banner ID	AMRCONT_PIDM
Interaction_Number	Contact Sequence Number	AMRCONT_SEQ_NO
Fundraiser_ID	Banner Fundraiser ID	AMRCONT_IDEN_CODE

Required Data Elements for Donor file

Donor Data Field	Field Description	Data Element
Constituent_ID		CONSTITUENT_ENTITY.ID
First_Name	Contact First Name	PERSON.FIRST_NAME
Middle_Name	Contact Middle Name	PERSON.MIDDLE_NAME
Last_Name	Contact Last Name	PERSON.LAST_NAME
Gift_Capacity_Minimum		GiftRatings.Gift_Capacity_Minimum
Gift_Capacity_Maximum		GiftRatings.Gift_Capacity_Maximum

Required Data Elements for Transaction file

Transaction Data Field	Field Description	Data Element
ID		CONSTITUENT_ENTITY.ID

Using the file definition details from ATVTPFD, ATVTAPE, APATPFD, and AGATPFD, you can define the location of supported fields in any data file.

Record selection is based on either a population selection or a default SQL selection of all existing prospect IDs. You can identify the population section in the process parameters.

For more details, refer to the *Banner Advancement Data Extract/Load Handbook*.

Parameter Name	Required?	Description	Values
Donor Data File Definition	Yes	Donor Data File code for the appropriate data source. Select List or the Values pull-down arrow to see valid values.	Data File Validation Form (ATVTAPE)
Contact Data File Definition	No	Contact Data File code for the appropriate data source. Select List or the Values pull-down arrow to see valid values.	Data File Validation Form (ATVTAPE)
Gift Data File Definition	No	Gift Data File code for the appropriate data source. Select List or the Values pull-down arrow to see valid values.	Data File Validation Form (ATVTAPE)
Donor Data Export File Name	No	Name of the Donor Data file you are creating.	
Contact Data Export File Name	No	Name of the Contact Data file you are creating.	
Gift Data Export File Name	No	Name of the Gift Data file you are creating.	
Application Code	No	Application code of the population selection for which data is extracted. Required if you are using a population selection to identify the Banner IDs to be extracted. The Application Code is required if either Selection ID or Creator ID is provided.	
Selection ID	No	Population selection ID. The population selection must already exist. Required if you entered an application code	

Parameter Name	Required?	Description	Values
Creator ID	No	User ID of the person who created the population selection. Required if you enter an application code.	
User ID	No	User ID of the person who is running the population selection. Required if you enter an application code.	
Address Type	No	Address type for the ID address data selection. This parameter accepts multiple values and should be defined for every occurrence of address data selection **Example:** First Address Type parameter value = defined address details with occurrence value of 1 Second Address Type parameter value = defined address details with occurrence value of 2	Address Type Code Validation Form (STVATYP)
Phone Type	No	Phone type for the ID phone data selection. This parameter accepts multiple values and should be defined for every occurrence of phone data selection. **Example:** First Phone Type parameter value = defined phone details with occurrence value of 1 Second Phone Type parameter value = defined phone details with occurrence value of 2	Telephone Type Validation Form (STVTELE)

Parameter Name	Required?	Description	Values
E-mail Type	No	Identifies the e-mail type for the ID e-mail data selection. This parameter accepts multiple values and should be defined for every occurrence of e-mail data selection. **Example:** First E-mail Type parameter value = defined e-mail details with occurrence value of 1 Second E-mail Type parameter value = defined e-mail details with occurrence value of 2	E-mail Address Type Validation Form (GTVEMAL)
Maiden Name Code	No	Maiden name code for the maiden name selection.	Name Type Validation Form (GTVNTYP)
Nickname	No	Nickname code for the nickname selection.	Name Type Validation Form (GTVNTYP)
Rating Type	No	Type of Rating for record selection of rating information if you included rating in the extract definition. Rating Type is mandatory if you provide Gift Capacity Minimum Rating, Gift Capacity Maximum Rating or Gift Range Rating.	Rating Type Validation Form (ATVRTGT).
Rater Type	No	Type of Rater for record selection of rater information if you included rating in the extract definition. Rater Type is mandatory if you provide the Gift Capacity Minimum Rating, Gift Capacity Maximum Rating or Gift Range Rating. For every Rating Type, you must provide a corresponding Rater type.	Ratings Screen Code Validation Form (ATVRSCR).

Parameter Name	Required?	Description	Values
Gift Capacity Minimum Rating	No	Gift Capacity Minimum Rating value for record selection of rating information if you include rating in the extract definition. Gift Capacity Minimum Rating is mandatory if you provide the Rating and Rater Type. You can specify multiple Gift Capacity Minimum Rating values.	Prospect Rating Code Validation Form (ATVRATE).
Gift Capacity Maximum Rating	No	Gift Capacity Maximum Rating value for record selection of rating information if you included rating in the extract definition. Gift Capacity Maximum Rating is mandatory if you provide the Rating and Rater Type. You can specify multiple Gift Capacity Maximum Rating values.	Prospect Rating Code Validation Form (ATVRATE).
Gift Range Rating	No	Gift Range Rating value for record selection of rating information, if you include rating in the extract definition. Gift Range Rating is mandatory if you provide the Rating and Rater Type. You can specify multiple Gift Capacity Range Rating values.	Prospect Rating Code Validation Form (ATVRATE).

Report Sample—Prospect Data Extract Process (APPPROS)

```
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APPPROS
                                                      Prospect Data Extract Process                                    PAGE 1

Field Name                     Description                                        Field Number         Occurrence

BAN_ID                         Banner ID                                              1                    1
BAN_PIDM                       Banner PIDM                                            2                    1
PRIMARY_STAFF_ASSIGN_IDEN      Staff Assigned                                         3                    1
NAME_PREFIX                    Name Prefix                                            4                    1
NAME_FIRST                     First Name                                             5                    1
NAME_MIDDLE                    Middle Name                                            6                    1
NAME_LAST                      Last Name                                              7                    1
NAME_SUFFIX                    Name Suffix                                            8                    1
NICKNAME                       Nickname                                               9                    1
MAIDEN_NAME_LAST               Maiden Last Name                                       10                   1
GENDER                         Person Gender                                          11                   1
ORGNAME                        Organization Name                                      12                   1
ORG_CONTACT_NAME               Organizaton Contact Name                               13                   1
SPS_PIDM                       Spouse Banner PIDM                                     14                   1
SP_NAME_PREFIX                 Spouse Prefix                                          15                   1
SP_NAME_FIRST                  Spouse First Name                                      16                   1
SP_NAME_LAST                   Spouse Last Name                                       17                   1
SP_NAME_SUFFIX                 Spouse Suffix                                          18                   1
SP_NICKNAME                    Spouse Nickname                                        19                   1
SP_MAIDEN_NAME_LAST            Spouse Maiden Last Name                                20                   1
SP_DECEASED_IND                Spouse Deceased Indicator                              21                   1
ADDR_CODE                      Address Type Code                                      22                   1
ADDR_STREET1                   Constituent Address Street1                            23                   1
ADDR_STREET2                   Constituent Address Street2                            24                   1
ADDR_CITY                      Constituent Address City                               25                   1
ADDR_STATE                     Constituent Address State                              26                   1
ADDR_ZIPC                      Constituent Address Zip Complete                       27                   1
ADDR_COUNTRY                   Constituent Address Country                            28                   1
ADDR_PREF                      Constituent Preferred Address                          29                   1
EMAIL                          Email Address                                          30                   1
EMAIL_CODE                     Email Type Code                                        31                   1
EMAIL_IS_PREFERRED             Email IsPreferred                                      32                   1
PHONE_CODE                     Phone Type Code - No Address Associated                33                   1
PHONE_ALL                      Phone Number and Area Code - No Address Associated     34                   1
PHONE_PRIMARY                  Primary Phone                                          35                   1
BIRTH_DATE                     Birthdate                                              36                   1
EMPR_NAME                      Employer Name                                          37                   1
JOB_TITLE                      Employee Job Title                                     38                   1
DONOR_GIFT_CAPACITY_MIN        Donor Gift Capacity Minimum                            39                   1
DONOR_GIFT_CAPACITY_MAX        Donor Gift Capacity Maximum                            40                   1
DONOR_CODE                     Donor Category                                         41                   1
DONOR_GIVING_TOTAL             Donor Giving Total                                     43                   1
DONOR_GIFT_CAPACITY_RANGE      Donor Gift Capacity Range                              44                   1
```

```
PHONE_EXCL_CODE                         Phone Exclusion Code                                        45                        1
PHONE_EXCL_CODE                         Phone Exclusion Code                                        46                        2
PHONE_EXCL_CODE                         Phone Exclusion Code                                        47                        3
PHONE_EXCL_CODE                         Phone Exclusion Code                                        48                        4
EMAIL_EXCL_CODE                         Email Exclusion Code                                        49                        1
EMAIL_EXCL_CODE                         Email Exclusion Code                                        50                        2
EMAIL_EXCL_CODE                         Email Exclusion Code                                        51                        3
EMAIL_EXCL_CODE                         Email Exclusion Code                                        52                        4

No.of IDs processed in DONOR Report: 291

*****GIFT FIELDS*****


Field Name                              Description                                         Field Number         Occurrence

BAN_ID                                  Banner ID                                                1                    1
BAN_PIDM                                Banner PIDM                                              2                    1
GIFT_NUMBER                             Gift Number                                              3                    1
PLEDGE_NUMBER                           Pledge Number                                            4                    1
GIFT_DATE                               Gift Date                                                5                    1
GIFT_AMOUNT                             Gift Amount                                              6                    1
GIFT_TYPE                               Gift Type                                                7                    1
GIFT_DESIGNATION                        Gift Designation                                         8                    1
DESIGNATION_DESCRIPTION                 Designation Description                                  9                    1

No.of IDs processed in GIFT Report: 291
No.of records in GIFT.dat file: 3269

*****CONTACT FIELDS*****

Field Name                              Description                                         Field Number         Occurrence

BAN_ID                                  Banner ID                                                1                    1
BAN_PIDM                                Banner PIDM                                              2                    1
CONTACT_SEQ_NUMBER                      Contact Sequence Number                                  3                    1
CONTACT_IDEN_CODE                       Banner Fundraiser ID                                     4                    1
CONTACT_DATE                            Contact Date                                             5                    1
CONTACT_TYPE                            Contact Type                                             6                    1
CONTACT_CALL_REPORT                     Contact Report                                           7                    1

No.of IDs processed in CONTACT Report: 291
No.of records in CONTACT.dat file: 439

*****REPORT CONTROL INFORMATION*****
Program Name: APPPROS
Version: 8.14
```

```
Report Sequence Number 415988
 Donor Data File Definition: DONOR1
 Contact Data File Definition: CONTACT1
 Gift Data File Definition: GIFT1
 Donor Data Export File Name: null
 Contact Data Export File Name: null
 Gift Data Export File Name: null
 Application code: null
 Creator ID: null
 User ID: null
 Rating Type: [D]
 Rater Type : [VOLN]
 Gift Capacity Maximum Rating : AA
 Gift Capacity Minimum Rating : C2
 Gift Capacity Range: null
 Address Type: [PR]
 Phone Type: [MA]
 Email Type: [HOME]
 Maiden Code: MAID
 Nick-Name Code: NICK
```

File Definition Verification List (APPDFLS)

Lists data you are about to load into Banner. You can verify that the file definition you set up on the Data Field Position Rules Form (AGATPFD) is correct, and you can check the values for each field in the file. The process is valid for both fixed length and character delimited files and can be run on part or all of your incoming data file.

For more details, refer to the *Banner Advancement Data Load/Extract Handbook*.

Data Source: Advancement Individual and Advancement Organization modules

Parameter Name	Required?	Description	Values
File Code	Yes	Code that identifies a particular data load or extract. It must be unique, and can be no longer than 10 characters.	Data File Validation Form (ATVTAPE)
Path of Data File - Part 1	Yes	Directory where the data load file is located (up to 30 characters). If the data file path is longer than 30 characters, two additional parameters are available to provide additional data file path details.	
Data File Name	Yes	Exact name of the file.	
Data Source Identifier	Yes	Code that represents the data source.	Data Source Identifier Validation Form (ATVDSRC)
Start Record Number	No	Number that represents the first record to be processed in the data file.	
End Record Number	No	Number that represents the last record to be processed in the data file.	

Parameter Name	Required?	Description	Values
Header Record Exists	No	Code that indicates if the input file has a header record that Banner should not attempt to process as data.	`Y` - Input file has a header record that should not be processed as data. `N` - First record on the file is actual data.
Path of Data File - Part 2	No	Additional details (up to 30 characters) for the directory where the data load file is located. Used with the Path of Data File - Part 1 parameter when the data file path is longer than 30 characters. This entry is concatenated to the end of the details entered in part 1.	
Path of Data File - Part 3	No	Additional details (up to 30 characters) for the directory where the data file is located. Used with the Path of Data File - Part 1 and Part 2 parameters when the data file path is longer than 60 characters but less than 91 characters. This entry is concatenated to the end of the details entered in part 2.	

Report Samples—File Definition Verification List (APPDFLS)

Incoming File Is Fixed Length

```
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Rel 8.2                                   File Definition Verification                                APPDFLS
                                                Testing Load Inc


Column Name                             Value                                                           Start     End     Occurs

BAN_PIDM                                45200                                                           1         8       1
BAN_NAME                                Advanced Micro Devices                                          9         70      1
MG_ID                                                                                                   75        82      1
ORGNAME                                 AMD                                                             89        162     1
FUNDNAME                                                                                                169       200     1
PTITLE                                                                                                  249       258     1
FNAME                                                                                                   259       268     1
MI                                                                                                      269       270     1
LNAME                                                                                                   280       308     1
ATITLE                                                                                                  310       349     1
ADD_LINE1                               P.O.  Box 7586                                                  350       370     1
ADD_LINE2                                                                                               371       429     1
CITY                                    Princeton                                                       430       454     1
STATE                                   NJ                                                              455       456     1
ZIP5                                    08543                                                           457       461     1
ZIP4                                                                                                    462       465     1
PHONE                                   8005008199                                                      466       475     1
EXT                                                                                                     476       480     1
MINIMUM                                 25.00                                                           486       495     1
MAXIMUM                                 1500.00                                                         496       505     1
ANN_EMP                                 0.00                                                            506       515     1
RATIO                                   1:1                                                             516       518     1
MG_ELIGIBILITY_FLAG_ALL                                                                                 555       555     1
MG_ELIGIBILITY_FLAG_ALL_FT                                                                              556       556     1
MG_ELIGIBILITY_FLAG_ALL_FT_SALARIED     Y                                                               557       557     1
MG_ELIGIBILITY_FLAG_ALL_PT                                                                              558       558     1
MG_ELIGIBILITY_FLAG_RETIRED             Y                                                               559       559     1
MG_ELIGIBILITY_FLAG_ELIG_SPOUSE                                                                         560       560     1
MG_ELIGIBILITY_INST_4YR                                                                                 561       561     1
MG_ELIGIBILITY_INST_GRADPROF            Y                                                               562       562     1
MG_ELIGIBILITY_INST_COMM_JR             Y                                                               563       563     1
MG_ELIGIBILITY_INST_SEMINARY            Y                                                               564       564     1
MG_ELIGIBILITY_INST_SEC_SCHOOL          Y                                                               565       565     1
MG_ELIGIBILITY_INST_ELEM_SCHOOL         Y                                                               566       566     1
MG_ELIGIBILITY_INST_TECH_SCHOOL         Y                                                               567       567     1
MG_PROCEDURE_DONOR_CHECK                Y                                                               568       568     1
MG_PROCEDURE_INST_FORM                                                                                  569       569     1
MG_ACKNOWLEDGE_GIFT_RECEIPT             Y                                                               570       570     1
MG_ACKNOWLEDGE_LETTER                                                                                   571       571     1
MG_PROCEDURE_DONOR_PHONE                                                                                572       572     1
MG_ATHLETICS_PROGRAM                                                                                    573       573     1
MG_ATHLETICS_SCHOLAR                                                                                    574       574     1
```

```
25-FEB-2009                                  Ellucian University                                     PAGE      5
Rel 8.2                                  File Definition Verification                                APPDFLS
                                               Testing Load Inc



                                  * * * REPORT CONTROL INFORMATION * * *

USER:.......................   CNORRIS

Parameter Name                 Value                            Message
_____________________________  _____________________________    ________________________________________________________

ILD_DECEASED_IND               213742
File Code                      CNMATCTEST
Path of Data File - Part 1     /export/home/cnorris/
Data File Name                 htest.dat
Data Source Identifier         TEST
Start Record Number            1
End Record Number              9999999
Header Record Exists           N
Path of Data File - Part 2
Path of Data File - Part 3
Line Count                     45
```


```
25-FEB-2009                                  Ellucian University                                     PAGE      5
Rel 8.2                                  File Definition Verification                                APPDFLS
                                               Testing Load Inc



                                  * * * REPORT CONTROL INFORMATION * * *

USER:.......................   CNORRIS

Parameter Name                 Value                            Message
_____________________________  _____________________________    ________________________________________________________

ILD_DECEASED_IND               213742
File Code                      CNMATCTEST
Path of Data File - Part 1     /export/home/cnorris/
Data File Name                 htest.dat
Data Source Identifier         TEST
Start Record Number            1
End Record Number              9999999
Header Record Exists           N
Path of Data File - Part 2
Path of Data File - Part 3
Line Count                     45
```

Incoming File Is Character Delimited

```
23-FEB-2009                                Ellucian University                              PAGE       1
Rel 8.2                                File Definition Verification                          APPDFLS
                                          Testing Load Inc
```

Column Name	Value	Position	Occurs
BAN_PIDM	45278	1	1
ADDR_HOUSE_NUMBER	AAAA	2	1
ADDR_STREET1	1Street1	3	1
ADDR_STREET2	1Street2	4	1
ADDR_STREET3	1Street3	5	1
ADDR_STREET4	1Street4	6	1
ADDR_CITY	Mason	7	1
ADDR_STATE	OH	8	1
ADDR_ZIP	11111	9	1
ADDR_HOUSE_NUMBER	BBBB	10	2
ADDR_STREET1	2Street1	11	2
ADDR_STREET2	2Street2	12	2
ADDR_STREET3	2Street3	13	2
ADDR_STREET4	2Street4	14	2
ADDR_CITY	Mason	15	2
ADDR_STATE	OH	16	2
ADDR_ZIP	22222	17	2
ADDR_HOUSE_NUMBER	CCCC	18	3
ADDR_STREET1	3Street1	19	3
ADDR_STREET2	3Street2	20	3
ADDR_STREET3	3Street3	21	3
ADDR_STREET4	3Street4	22	3
ADDR_CITY	Mason	23	3
ADDR_STATE	OH	24	3
ADDR_ZIP	33333	25	3
EMAIL	one@test	26	1
EMAIL	two@test	27	2
EMAIL	three@test	28	3
ADDR_PHONE_COUNTRY_CODE	9999	29	1
ADDR_PHONE_ALL	5131111111	30	1
ADDR_PHONE_COUNTRY_CODE	8888	31	2
ADDR_PHONE_ALL	5132222222	32	2
ADDR_PHONE_COUNTRY_CODE	7777	33	3
ADDR_PHONE_ALL	5133333333	34	3
EMPR_NAME	Martin Car Detailing Incorporated	35	1
SP_NAME_FIRST	Margaret	36	1
SP_SURNAME_PREFIX	Von	37	1
SP_NAME_LAST	Norristestoffieldlength	38	1
INSTITUTION	University of Duluth	39	1
INSTITUTION	Specialty Arts Academy	40	2
ADDR_FAX_COUNTRY_CODE	6666	41	1
ADDR_FAX_ALL	7777777777	42	1
CHILD_NAME_FIRST	Thomas	43	1
CHILD_SURNAME_PREFIX	Von	44	1
CHILD_NAME_LAST	Norris	45	1
CHILD_NAME_FIRST	Wayne	46	2
CHILD_SURNAME_PREFIX	Weis	47	2
CHILD_NAME_LAST	Norris	48	2

```
23-FEB-2009                                    Ellucian University                                    PAGE 3
Rel 8.2                                   File Definition Verification                                APPDFLS
                                                Testing Load Inc


                                   * * * REPORT CONTROL INFORMATION * * *

USER:.......................  CNORRIS

Parameter Name                Value                         Message
____________________________  ____________________________  _______________________________________________________

ILD_DECEASED_IND              213137
File Code                     NEWDATA
Path of Data File - Part 1    /export/home/cnorris/
Data File Name                newdata.dat
Data Source Identifier        TEST
Start Record Number           1
End Record Number             9999999
Header Record Exists          Y
Path of Data File - Part 2    dataload/
Path of Data File - Part 3
Line Count                    45
```

Advancement Individual Profile Report (APPDPRC)

Lists demographic, biographical, and financial data for an advancement individual. Included on the report are name, ID, class year, preferred college (if applicable), mailing and business addresses, donor category (for example, alumni, friend), total contributions by year*, total number and dollar amount of contributions*, highest giving year and amount*, last gift date and amount**, largest gift** and date, pledge information, academic degree information, employment information, activity information, exclusion codes, and special purpose codes. Each advancement individual is printed on a new page. Solicitor contacts or population selection determines who is listed on the report.

*Includes any hard credit ID amounts
**Includes full gift amounts, regardless of any amounts hard credited to other IDs

Data Source: Advancement Individual and Advancement Organization modules

Parameter Name	Required?	Description	Values
Campaign Solicitor Contact	No	Code that indicates whether contacts are extracted for a campaign or population selection.	`Y` - Extracts all contacts for the campaign entered in the Campaign for Solicitor Contact parameter. `N` - Extracts IDs based on population selection parameters.
Mail Address Type	Yes	Address type to identify the mailing address.	Address Type Code Validation Form (STVATYP)
Business Address Type	Yes	Address type to identify the business address.	Address Type Code Validation Form (STVATYP)
Address Effective Date	No	Effective date of the address being selected.	Date format (DD-MON-YYYY); default is current date.
Campaign for Solicitor Contact	No	Campaign code to identify which advancement individuals are to be reported (only needed if Campaign Solicitor Contact parameter is `Y`).	Campaign List Form (AFCCAMP)

Parameter Name	Required?	Description	Values
Selection Identifier	No	Selection ID of the population selection for which an advancement individual profile report is created. If entered, the Application Code and Creator. ID parameters are also required.	Population Selection Inquiry Form (GLISLCT). No default if left blank.
Application Code	No	Application code of the population selection for which an advancement individual profile report is created. If entered, the Selection Identifier and Creator ID parameters are also required.	Application Inquiry Form (GLIAPPL). No default if left blank.
Creator ID	No	Banner ID that created the population selection for which an advancement individual profile report is created. If entered, the Selection Identifier and Application Code parameters are also required.	Valid Banner ID from User Identification Control Form (GUAIDEN). No default if left blank.

Report Sample—Advancement Individual Profile Report (APPDPRC)

```
20-FEB-1998 19:34:58                  Ellucian University                         PAGE         1
                          Advancement Individual Profile Report              REPORT APPDPRC

SOLICITOR ORGANIZATION:

NAME                                                                   ID NUMBER
Mrs. Roberta M Allen                                                   510000002
         PREF COLLEGE     CLASS AFFIL



MAILING ADDRESS:
         ---- NO MAILING ADDRESS ---

BUSINESS ADDRESS:
         Allen Learning Center
         459 Inner Harbor
         Suite 1000
         Baltimore, MD 25790
         United States of America
         A --- NO PHONE NUMBER ---
         FROM DATE: 03-JAN-1995 TO DATE:


* * * * * DONOR CATEGORY INFORMATION * * * * *
         ALUM Alumna/us

* * * * * TOTAL YEARLY CONTRIBUTIONS * * * * *
            FY            AMOUNT
           1997            15.00
           1995           170.00
           1994           500.00
          1993         1330.00

* * * * * GIVING HISTORY INFORMATION * * * * *
          TOTAL ALL CONTRIBUTIONS        SINGLE HIGH YEAR
         NO GIFTS            AMOUNT    FY             AMOUNT
                12         2,015.00   1994            500.00


                   LAST GIFT                      SINGLE HIGH GIFT
          FY     DATE            AMOUNT      FY     DATE             AMOUNT
         1998 20-AUG-1997         15.00     1993 17-MAY-1994       1,000.00
```

```
20-FEB-1998 19:34:58               Ellucian University                      PAGE        31
                          Advancement Individual Profile Report             REPORT APPDPRC

NAME                                                                  ID NUMBER
Mrs. Roberta M Allen                                                  510000002
         PREF COLLEGE     CLASS AFFIL
              03             1974

    * * * * * ACADEMIC DEGREE INFORMATION * * * * *
          BGI   DEGREE    DATE     HONORS   COLLEGE
         000067 BS     05-MAY-1974 S          03
                       MAJOR
                       147   Secondary Education
         000067 MS     10-JUN-1986 C          03
                       MAJOR
                       148   Reading

    * * * * * EXCLUSION INFORMATION * * * * *
         EXCLUSION CODES                   START DATE        END DATE
         NPC Phone solicitation            01-JUL-1995       01-SEP-1995
         Away for vacation

    * * * * * EMPLOYMENT HISTORY INFORMATION * * * * *
         EMPLOYER ID NAME                                              MATCH %
                     Allen Learning Center
                     FROM DATE: 05-MAY-1986   TO DATE:

    * * * * * ACTIVITY INFORMATION * * * * *
           CODE                                TYPE  CATEGORY
                  COMMENT
         060      Friends of the Library       CULTR
         120      Sorority                     FRTTY   UNGRD
         170      Tennis Team                  SPRTS   UNGRD
         LIT      Council on Literacy
         REU      Reunion

    * * * * * SPECIAL PURPOSE INFORMATION * * * * *
         TYPE                              CODE
         SPE Special Event Attendee        CP Career Planning Symposium
```

```
20-FEB-1998 19:34:58              Ellucian University                      PAGE        32
                          Advancement Individual Profile Report            REPORT APPDPRC


NAME                                                                ID NUMBER
Mrs. Roberta M Allen                                                510000002
         PREF COLLEGE     CLASS AFFIL
              03             1974


    * * * * * SPECIAL PURPOSE INFORMATION * * * * *
         TYPE                              CODE
         TRV Travel Participant            AL Alaska Trip


    * * * * * PLEDGE INFORMATION * * * * *
         PLEDGE NO      DATE     FREQ         AMOUNT        BALANCE
          0000172    29-JUL-1997  QT          100.00          85.00
                        CAMP  DESG            AMOUNT
                        NCENT FASCO          100.00


    * * * * * GIFT INFORMATION * * * * *
         GIFT NO    DATE     CLASS TYPE      TOTAL AMT
         0000136 20-AUG-1997        CA           15.00
              PLEDGE NO CAMP  DESG          AMOUNT
               0000172  NCENT FASCO          15.00
```

```
20-FEB-1998 19:34:58              Ellucian University                      PAGE        48
                          Advancement Individual Profile Report            REPORT APPDPRC


                     * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPDPRC
PARAMETER SEQUENCE NUMBER:
SELECTION ID:
APPLICATION CODE:
CREATOR ID:
CAMPAIGN SOLICITOR CONTACTS (Y/N): Y
MAILING ADDRESS TYPE: MA
BUSINESS ADDRESS TYPE: BU
ADDRESS SELECTION DATE: 01-JUN-1996
CAMPAIGN FOR SOLICITOR CONTACTS: AFD94
LINE COUNT: 50

RECORD COUNT 1
```

Student-Advancement Interface (APPSTDI)

Creates advancement individual records in Banner Advancement for persons who are currently identified in Banner Student. Current students, non-current students (students who did not graduate and no longer attend the institution), and degree-awarded students can be interfaced. This process can be run in report or update mode. Your institution must be entered in the **Institution** field on the Institution window of the Advancement Control Form (AGACTRL).

An exception report is generated if there are records eligible for college code or class year update but parameter 23 (Update College/Class Year) indicates that these values should not be updated automatically. You can review this exception report and manually make any changes.

For more details, see “Interfaces” on page 404.

Data Source: Advancement Individual module

Parameter Name	Required?	Description	Values
Address Priority and Type	No	Priority and address type used to determine the preferred address type. Examples include *1MA* and *2PR*. This parameter accepts multiple values.	Priority number followed by address type from Address Type Code Validation Form. Three characters, no spaces, no commas.
Level of Student	No	Academic levels of students to review for the interface. This parameter accepts multiple values.	Level Code Validation Form (STVLEVL)
Student Type	No	Type of students to review for the interface. This parameter accepts multiple values.	Student Type Code Validation Form (STVSTYP)
Student College	No	College codes of students to review for the interface. This parameter accepts multiple values.	College Code Validation Form (STVCOLL)
Student Campus	No	Campus codes of students to review for the interface. This parameter accepts multiple values.	Campus Code Validation Form (STVCAMP)
Student Site	No	Site codes of students to review for the interface. This parameter accepts multiple values.	Site Code Validation Form (STVSITE)

Parameter Name	Required?	Description	Values
Degree College	No	Degree colleges of students to review for the interface. This parameter accepts multiple values.	College Code Validation Form (STVCOLL)
Degree Campus	No	Degree campuses of students to review for the interface. This parameter accepts multiple values.	Campus Code Validation Form (STVCAMP)
Date Range Start for Degree	No	Starting date of the degree date range to review for the interface.	Date format (DD-MON-YYYY)
Date Range End for Degree	No	Ending date of the degree date range to review for the interface.	Date format (DD-MON-YYYY)
Donor Code for Degree Students	No	Donor category code assigned to graduates.	Donor Category Code Validation Form (ATVDONR)
Donor Code for Non-degree, Non-students	No	Donor category code assigned to non-graduates (persons who have no degree and are not students).	Donor Category Code Validation Form (ATVDONR)
Minimum Credit for Non-degree, Non-students	No	Minimum number of earned credits to be considered a non-graduate (person who has no degree and is not a student).	
Last Active Term for Non-students	No	Last active term used to consider non-graduates (persons who have no degree and are not students) for the interface.	Term Code Validation Form (STVTERM)
Donor Code for Non-degree, Students	No	Donor category code assigned to current students.	Donor Category Code Validation Form (ATVDONR)
Minimum Credit for Current Students	No	Minimum number of earned credits to be considered a current student.	
Current Term Students/Non-graduates	No	Term used to consider current students for the interface.	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
Academic History Terms to Include	Yes	Terms used to determine which students are reviewed for the interface. Wildcard (%) is available.	Term Code Validation Form (STVTERM)
Create Employment History	No	Code that indicates if employment history records should be created from the Cooperative Education Form (SGACOOP).	`Y` - Create and load employment history records. (The Report or Update parameter must be set to `Y`.) `N` - Do not create and load employment history records (default).
Create Activities	No	Code that indicates if activity records should be loaded from the General Student Form (SGASTDN) and the Student Sport Form (SGASPRT).	`Y` - Create activities. (The Report or Update parameter must be set to `Y`.) `N` - Do not create activities
Report or Update	No	Code that indicates if the process should be run in report mode or update mode:	`U` - Print report; update database `R` - Print report; do not update database
Use Year of Graduation Date	Yes	Source of the preferred class year.	`Y` - Year of the graduation date `N` - Graduation year
Update College/Class Year	Yes	Code that determines if the preferred college code and preferred class year coming from Banner Student should replace existing values in Banner Advancement, if they are different.	`Y` - Update all existing values. `N` - Keep existing values (do not update with incoming values) (default). `X` - Update zero values only.
Alternate College Value for 00	No	College code that is loaded if the college code on Banner Student is `00`.	College Code Validation Form (STVCOLL)

Parameter Name	Required?	Description	Values
Include Deceased Students	No	Code that determines whether deceased students are loaded.	`Y` - Load records for deceased students. `N` - Do not load records for deceased students (default).
Status of Student Records to Exclude	No	Student statuses for which records should *not* be loaded. This parameter accepts multiple values.	Student Status Code Validation Form (STVSTST)
Review Employment Records	Yes	Code that determines whether cooperative employment records are loaded directly to the Employment History Form (APAEHIS) or to the Employer Review Form (APAERVW) for review.	`Y` - Load records to APAERVW for review. `N` - Load records directly to APAEHIS (default).
Insert Address Name Details	Yes	Code that determines how address name details are loaded.	`F` - Load name with full middle name. `I` - Load name with middle initial only. `N` - Do not load address name details (default).
Salutation Code for Salutation Value	No	Salutation type code that is loaded with the salutation name.	Salutation Type Validation Form (ATVSALU)

Parameter Name	Required?	Description	Values
Sort Report	No	Sort order of the output report.	`A` - Sort alphabetically by last name prefix, last name, and first name. `B` - Sort by Banner ID. `C` - Sort alphabetically by college name, then by degree code, then by last name prefix, last name, and first name. `N` - Do not sort records (default).
Student Degree	No	Degree codes to review for current students. This parameter accepts multiple values.	Degree Code Validation Form (STVDEGC)
Awarded Degree	No	Degree codes to review for graduates. This parameter accepts multiple values.	Degree Code Validation Form (STVDEGC)
Student Major	No	Major codes to review for current students. This parameter accepts multiple values.	Major, Minor, Concentration Code Validation Form (STVMAJR)
Degree Major	No	Major codes to review for graduates. This parameter accepts multiple values.	Major, Minor, Concentration Code Validation Form (STVMAJR)
Include Punctuation for Insert Name Records	Yes	Code that determines whether punctuation is added to names that are loaded.	`Y` - Insert punctuation when loading names, regardless of existing punctuation. `N` - Do not insert punctuation when loading names (default).

Report Sample—Student-Advancement Interface (APPSTDI)

```
05-MAY-2008 16:20:08                                       Ellucian University                                                     PAGE 1
                                                       Student-Advancement Interface                                               APPSTDI
RELEASE 8.0                                              REPORT ONLY - NO UPDATES


College: AS - College of Arts & Sciences
Degree:  BA - Bachelor of Arts


ID        NAME                                         STATUS      DONOR  ADDR  CLASS  COLL  EMPL  ACT  SEC HON  INST CODE  DEGREE  COLLEGE


202508001 Packson, Patricia P                          FAIL-UPD    ALUM         0000   00
Alumnus Donor Category cannot have zero Preferred Class/College.

05-MAY-2008 16:20:08                                        Ellucian University                                                    PAGE 2
                                                       Student-Advancement Interface                                               APPSTDI
RELEASE 8.0                                              REPORT ONLY - NO UPDATES


College: MH - School of MH
Degree:  BA - Bachelor of Arts


ID        NAME                                         STATUS DONOR  ADDR  CLASS  COLL  EMPL  ACT  SEC HON  INST CODE  DEGREE  COLLEGE


A00046317 Baldwin, Mamie                               ADD    ALUM   MA    2005   MH    Y     Y             999998     BA      MH

A00046326 Walton, Cindy                                ADD    ALUM   MA    2005   MH                        999998     BA      MH
```

```
05-MAY-2008 16:20:08                                  Ellucian University                                              PAGE 3
                                                  Student-Advancement Interface                                        APPSTDI
RELEASE 8.0                                         REPORT ONLY - NO UPDATES
                                     * * * STUDENT-ADVANCEMENT INTERFACE RESULTS SUMMARY * * *

Number of Student Records Added 2
Number of Student Records Updated 0
Number of Student Records Failed 1

Total Records Processed: 3

                                                * * * OVERALL SUMMARY DETAILS * * *

Number of Degree Records Added 2
Number of Degree Records Updated 0

Number of Activity Records Added 2

Number of Employment Records Added 1
NOTE: No cross references created
```

```
05-MAY-2008 16:20:08                                  Ellucian University                                                    PAGE 4
                                                  Student-Advancement Interface                                              APPSTDI
RELEASE 8.0                                         REPORT ONLY - NO UPDATES
                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: APPSTDI
RELEASE: 8.0
PARAMETER SEQUENCE NUMBER: 187707
ADDRESS TYPES: 1MA
LEVEL OF STUDENT: UG
STUDENT TYPE:
STUDENT COLLEGE :
STUDENT CAMPUS:
STUDENT SITE:
DEGREE COLLEGE:
DEGREE CAMPUS:
START DATE RANGE FOR DEGREE: 01-JAN-2007
END DATE RANGE FOR DEGREE: 31-DEC-2007
DONOR CODE FOR DEGREED STUDENT: ALUM
DONOR CODE FOR NO DEGREE AWARDED, NON-CURRENT STUDENT:
MINIMUM CREDITS FOR NO DEGREE AWARDED, NON-STUDENT:
NOT ACTIVE SINCE TERM FOR NO DEGREE AWARDED, NON-CURRENT STUDENT:
DONOR CODE FOR NO DEGREE AWARDED, CURRENT STUDENT:
MINIMUM CREDITS FOR NO DEGREE AWARDED, CURRENT STUDENT: 1.000
CURRENT TERM FOR NO DEGREE AWARDED & CURRENT STUDENTS:
ACADEMIC HISTORY TERM(S) TO BE INCLUDED: %
CREATE EMPLOYMENT HISTORY FROM CO-OP? Y
CREATE ACTIVITIES FROM STUDENT ACTIVITIES? Y
REPORT OR REPORT/UPDATE: R
USE YEAR OF GRADUATION DATE FOR PREF CLASS YEAR? N
UPDATE COLLEGE AND CLASS YEAR? N
ALTERNATE COLLEGE VALUE FOR 00? AS
INCLUDE DECEASED STUDENTS? N
STATUSES OF STUDENT RECORDS TO EXCLUDE?
REVIEW EMPLOYMENT RECORDS? N
INSERT ADDRESS NAME DETAILS? F
SALUTATION CODE FOR SALUTATION VALUE? CASL
SORT REPORT SELECTION? C
STUDENT DEGREE?
AWARDED DEGREE?
STUDENT MAJOR?
DEGREE MAJOR?
INCLUDE PUNCTUATION FOR INSERTED NAME RECORDS? Y
LINE COUNT: 55

RECORD COUNT: 3
```

```
05-MAY-2008 16:20:08                          Ellucian University                                      Page 1
                                Student-Advancement Interface Optional Updates for Manual Review            APPSTDI
RELEASE 8.0                        Records where Class Year and College Code were not Updated

Class Year and College Code Detail

                               Incoming                    Current                    Incoming                  Current
ID/Name                    Pref College Code          Pref College Code          Pref Class Year          Pref Class Year

300444023                        AS                         AS                          2004                      2006
Cather, Amanda Alice

202508001                                                   00                                                    0000
Packson, Patricia P


 End of Listing
```

Solicitor Organization Rollup Report (ASPSOLA)

Sets up a new year or campaign for a solicitor organization without having to manually recreate the structure. This process runs in either report (no update) or update mode.

Data Source: Solicitor Organization module

Parameter Name	Required?	Description	Values
Campaign or Year	Yes	Code that indicates whether you are setting up a new campaign or new year.	`C` - Campaign `Y` - Year
Copy from Year	No	Solicitor organization year to be copied (YYYY).	Gift Society Year Validation Form (ATVDCYR)
Copy to Year	No	Solicitor organization year to be created (YYYY).	Gift Society Year Validation Form (ATVDCYR)
Solicitor Organization Types	No	Solicitor organization types to roll up. This parameter accepts multiple values.	Solicitor Organization Type Validation Form (ATVSOTP)
% Increase for Organization	No	Percentage increase for solicitor organization dollar goal. If left blank, organization dollar goal associated with copy year defaults. This is a valid parameter only if the Campaign or Year parameter is set to `Y`.	Integer
% Increase for Solicitor	No	Percentage increase for solicitor. If left blank, solicitor dollar goal associated with copy year defaults. This is a valid parameter only if the Campaign or Year parameter is set to `Y`.	Integer
Copy from Campaign	No	Campaign to be copied.This is a valid parameter only if the Campaign or Year parameter is set to `C`.	Campaign List Form (AFCCAMP)
Copy to Campaign	No	Campaign to be created. This is a valid parameter only if the Campaign or Year parameter is set to `C`.	Campaign List Form (AFCCAMP)

Parameter Name	Required?	Description	Values
% Increase for Ask Amount	No	Percentage increase for target ask amount. If left blank, contact target ask amount associated with copy year or campaign defaults.	Integer
Copy Rating Information	No	Code that determines whether rating information is copied. Default is *Y*.	`Y` - Copy rating information (default) `N` - Do not copy rating information.
Roll up Only Active Solicitors	No	Code that determines which solicitors are included for copy year or campaign.	`Y` - Include active solicitors only (default) `N` - Include all solicitors.
Report or Update	No	Code that indicates if the process should be run in report mode or update mode:	`U` - Print report; roll up campaign or year information `R` - Print report; do not roll up campaign or year information

Report Sample—Solicitor Organization Rollup Report (ASPSOLA)

```
20-MAR-1997 10:03:54 PAGE 1
                                                            Solicitor Org. Rollup Report                                              ASPSOLA
                                                                      Report Mode

Year- 1990


Solicitor Organization Type- AF  Alumni Annual Fund


  Solicitor Organization- 50CLS   Class of 1950 Organization     1990 Solicitor Org Goal: $5000.00

     Solicitor ID- 207000044    Solicitor- Pfeiffer, Logan Tyler          Solicitor Status:    Active   1990 Solicitor Goal: $      2000.00

                    Contact ID          Contact Name                                  TARGET ASK AMOUNT
                    520000000         Rolfe, Kevin David                              $       450.00


  Solicitor Organization- 50DEC   1950 Decade Organization       1990 Solicitor Org Goal: $20000.00

     Solicitor ID- 510000001    Solicitor- Allen, Matthew A.              Solicitor Status:    Active   1990 Solicitor Goal: $     10000.00

                    Contact ID          Contact Name                                  TARGET ASK AMOUNT
                    510000001         Allen, Matthew A.                               $       350.00
                    207000011         Pfeiffer, Anita Lynn                            $      5000.00
                    207000044         Pfeiffer, Logan Tyler                           $       500.00
                    207000022         Pfeiffer, Matthias Gerhard                      $      2500.00


     Solicitor ID- 510000012    Solicitor- Cramer, Charles E.             Solicitor Status:    Active   1990 Solicitor Goal: $       600.00

                    Contact ID          Contact Name                                  TARGET ASK AMOUNT
                    207000011         Pfeiffer, Anita Lynn                            $        30.00
                    207000033         Pfeiffer, Marlow Hunter                         $       500.00
                    207000022         Pfeiffer, Matthias Gerhard                      $       450.00


  Solicitor Organization- 51CLS   Class of 1951 Organization     1990 Solicitor Org Goal: $5000.00

     Solicitor ID- 510000002    Solicitor- Allen, Roberta Evans           Solicitor Status:    Active   1990 Solicitor Goal: $      2500.00

                    Contact ID          Contact Name                                  TARGET ASK AMOUNT
                    520000001         Rolfe, Margaret (D)                             $       250.00
```

```
20-MAR-1997 10:03:54                                      Test                                              PAGE 3
                                              Solicitor Org. Rollup Report                                  ASPSOLA
                                                       Report Mode


Year- 1990


  ** Capital Solicitor Organization(s) without 1996 information **

  Organization

       CCC           Capital Campaign Captain
       CCG           Capital Campaign Group

  ** Professional Solicitors Solicitor Organization(s) without 1996 information **

  Organization

       CAP           Capital Campaign Volunteers
       TEST          Test org for vol mgmnt mods.

  ** Volunteer Solicitor Organization(s) without 1996 information **

  Organization

       CL272         Group2, Class of 1972 Volunteers
```

```
20-MAR-1997 10:03:54                                    Test                                              PAGE 3
                                             Solicitor Org. Rollup Report                                 ASPSOLA
                                                      Report Mode


Year- 1990


  ** Capital Solicitor Organization(s) without 1996 information **

  Organization

       CCC           Capital Campaign Captain
       CCG           Capital Campaign Group

  ** Professional Solicitors Solicitor Organization(s) without 1996 information **

  Organization

       CAP           Capital Campaign Volunteers
       TEST          Test org for vol mgmnt mods.

  ** Volunteer Solicitor Organization(s) without 1996 information **

  Organization

       CL272         Group2, Class of 1972 Volunteers
```

Inactive Solicitors Report (ASPSOLB)

Identifies inactive solicitors and lists the contacts they have without updating the database.

Data Source: Solicitor Organization module

Parameter Name	Required?	Description	Values
Campaign, Year or Organization	Yes	Code that indicates whether you are reporting for a campaign, year, or organization.	`C` - Campaign `Y` - Year `O` - Organization
Year	No	Year for selecting inactive solicitors.	Gift Society Year Validation Form (ATVDCYR)
Campaign	No	Campaign for selecting inactive solicitors.	Campaign List Form (AFCCAMP)
Organizations	No	Organization for selecting inactive solicitors. If left blank, all organizations are selected.	Solicitor Organization List Form (ASCSORG)

Report Sample—Inactive Solicitors Report (ASPSOLB)

```
21-MAR-1999 09:03:42                                  Test                                              PAGE 1
                                             Inactive Solicitors Report                                 ASPSOLB


         Solicitor Organization- AFS      Annual Fund Solicitors

              Solicitor ID- 510000001         Solicitor- Allen, Matthew A.

                   Campaign          Solicitor Type          Year          Contact ID               Contact Name
                    ANN98                 MAIL                            210009101             Adams, Andrew
                    ANN98                 MAIL                            510000001             Allen, Matthew A.
                    ANN98                                                 210009101             Adams, Andrew
                    ANN98                                                 510000001             Allen, Matthew A.
                    ANN98                                                 510000000             Wooster, Angela (D)
                                                            1996          210009101             Adams, Andrew
                                                            1996          510000003             Allen, Kathleen Evans
                                                            1996          510000001             Allen, Matthew A.
                                                            1996          207007777             Brown, Valerie Jeanne
                                                            1996          888555111             Johnson, Jane Marie
                                                            1996          888666112             Wellington, Amanda Cornwall
                                                            1996          888666114             Wellington, Jonathan
                                                            1996          888666113             Wellington, Wendy
                                                            1996          888666111             Wellington, William (D)
                                                            1996          @00000165             Clopper, George
                                                            1998          510000000             Wooster, Angela (D)
                                                            2004          210009101             Adams, Andrew
                                                            2004          510000003             Allen, Kathleen Evans
                                                            2004          510000001             Allen, Matthew A.

              Solicitor ID- 510000012         Solicitor- Cramer, Charles E.

                   Campaign          Solicitor Type          Year          Contact ID               Contact Name
                    ANN98                 MAIL                            968365712             Chaperone Incorporated
                    ANN98                 MAIL                            207000044             Pfeiffer, Logan Tyler
                    ANN98                                                 510000035             Maryland Broadcasting Corporation, Inc
                                                            1998          @00000166             Clopper, Bill
                                                            1998          @00000164             Clopper, Mary

              Solicitor ID- 520000012         Solicitor- Shapiro, Jill Marie

                   Campaign          Solicitor Type          Year          Contact ID               Contact Name
                                                            1998          @00000165               Clopper, George
                                                            1998          510000035               Maryland Broadcasting Corporation, Inc
```

Solicitor Organization List Report (ASPSORL)

Provides a list of solicitors (names, addresses, phone numbers, IDs, maximum number of contacts) within a solicitor organization. It also includes the contact person and solicitors for the organization along with their names, addresses, and phone numbers.

Data Source: Solicitor Organization module

Parameter Name	Required?	Description	Values
Solicitor Organization	No	Solicitor organization codes to report. This parameter accepts multiple values.	Solicitor Organization List Form (ASCSORG)

Report Sample—Solicitor Organization List Report (ASPSORL)

```
07-JUN-1999 16:39:43                                    Ellucian University                                                    PAGE 1
                                                     Solicitor Organization List                                             ASPSORL

SOLICITOR ORG: ANCMP Annual Fund Volunteers                                                 ORG TYPE: VO Volunteer

                                                        CONTACT INFORMATION

       CONTACT NAME: Woo, Angela                                              ** ADDRESS **      PR Permanent
          ID NUMBER: 510000000                                                          LINES 1: 100 Washington Way
       PHONE NUMBER:                                                                          2:
                                                                                              3:
                                                                                              4:
                                                                                CITY/STATE/ZIP: Albuquerque NM 55622-0100
                                                                                        COUNTY:
                                                                                        NATION:

                                                       SOLICITOR INFORMATION

     SOLICITOR NAME: Kline, Andrew                                            ** ADDRESS **      BU Business
          ID NUMBER: 510000010                                                          LINES 1: Reliant Pharmaceuticals
               TYPE: ALNI Alumni                                                              2: 3429 State Road
   MAXIMUM CONTACTS: 12                                                                       3:
       PHONE NUMBER: 201 3781992                                                              4:
                                                                                CITY/STATE/ZIP: Madison NJ 08004
                                                                                        COUNTY:
                                                                                        NATION:

     SOLICITOR NAME: Kline, Melissa                                           ** ADDRESS **      BU Business
          ID NUMBER: 510000009                                                          LINES 1: Testco
               TYPE: ALNI Alumni                                                              2: 4 Country View Road
   MAXIMUM CONTACTS: 10                                                                       3:
       PHONE NUMBER:                                                                          4:
                                                                                CITY/STATE/ZIP: Malvern PA 19355
                                                                                        COUNTY:
                                                                                        NATION:

     SOLICITOR NAME: Schmidt, Lisa                                            ** ADDRESS **      BU Business
          ID NUMBER: 510000011                                                          LINES 1: Consolidated Gas
               TYPE: PATR Patron                                                              2: 1700 Enterprise Drive
   MAXIMUM CONTACTS: 15                                                                       3:
       PHONE NUMBER: 202 4478900 2466                                                         4:
                                                                                CITY/STATE/ZIP: Wilmington DE 19822
                                                                                        COUNTY:
                                                                                        NATION:
```

```
07-JUN-1999 16:39:43                                      Ellucian University                                        PAGE 2
                                                      Solicitor Organization List                                   ASPSORL

                                               * * * REPORT CONTROL INFORMATION * * *

RPTNAME: ASPSORL:
PARAMETER SEQUENCE NUMBER::
SOLICITOR ORGANIZATION: ANCMP
LINE COUNT: 55


*** TOTAL NUMBER OF SOLICITOR ORGS PRINTED = 1
*** TOTAL NUMBER OF SOLICITORS PRINTED     = 3
*** SOLICITOR ORGS WITH NO SOLICITORS      =
```

Expected Matching Gift Allocations Report (AXPMATG)

Creates expected matching gift records that are displayed on the Expected Matching Gift Adjustment Form (AXAMGAJ) and anticipated matching gift records that are displayed on the Waiting Matching Gift Adjustment Form (AGAMGAJ). The report lists, by organization, the advancement individual's gift/pledge and the anticipated/expected matching gift amounts. Matching gift organization data includes name, ID, matching gift organization ID and name. Advancement individual data includes name, ID, gift/pledge date, gift/pledge number, portion of the gift/pledge qualifying for a match, and the anticipated/expected match amount. If the ID whose gift was matched is the spouse of an eligible employee, *S* appears after the ID.

Totals are given for each person within an organization whose gifts/pledges are being matched, and grand totals are given for each organization. Only gifts that are in a finalized cashiering session and have not already been processed by this report are selected. Only pledges that have not already been processed by this report are selected.

Automatically updates the reasons why a pledge or gift is not eligible to be matched on the Matching Gift Reason Table Form (AXAMGRN).

For more details, see "Matching Gifts" on page 265.

Note: AXPMATG is similar to the Matching Gift Allocations Report (AGPMATG). AXPMATG, however, has more functionality because it uses the same processing logic that the online gift and pledge entry forms use to evaluate matching gifts. AXPMATG also updates the reasons why a pledge or gift is not eligible to be matched. For these reasons, it is recommended that you use AXPMATG instead of AGPMATG.

Data Source: Advancement Individual, Advancement Organization, and Gift and Pledge Payment modules

Parameter Name	Required?	Description	Values
Pledge, Gift, or Both	Yes	Code that indicates what records are processed.	`P` - Pledges only `G` - Gifts only `B` - Both pledges and gifts
Beginning Date	Yes	Beginning date to process matching gifts.	Date format (DD-MON-YYYY)
Ending Date	Yes	Ending date to process matching gifts.	Date format (DD-MON-YYYY)

Report Sample—Expected Matching Gift Allocations Report (AXPMATG)

```
26-JUL-1996 14:57:02                                    Banner Development Environment                                       PAGE 3
                                                        Expected MG Allocations                                            AXPMATG

CONSTITUENT                                 GIFT      GIFT
    ID        CONSTITUENT NAME              DATE     NUMBER       GIFT AMOUNT  QUALIFY AMOUNT    MATCH AMOUNT  MATCHING GIFT COMPANY

510000001     Allen, Matthew A.          09-MAY-1996 0000410          $100.00         $100.00         $100.00  510000035
                                                                                                                Maryland Broadcasting
                                                                                                                Corporation, Inc
                                         09-MAY-1996 0000412          $100.00         $100.00         $100.00  510000035
                                                                                                                Maryland Broadcasting
                                                                                                                Corporation, Inc
                                         10-JUL-1996 0000494           $50.00          $50.00          $50.00  510000035
                                                                                                                Maryland Broadcasting
                                                                                                                Corporation, Inc

                                                      TOTAL:          $250.00         $250.00         $250.00

510000002 (S) Allen, Roberta Evans       09-MAY-1996 0000406        $1,500.00       $1,500.00       $1,500.00  510000035
                                                                                                                Maryland Broadcasting
                                                                                                                Corporation, Inc

@00000139     Chaves, Tom Andrew         09-MAY-1996 0000421          $100.00         $100.00         $250.00  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000472          $100.00         $100.00         $250.00  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000487           $25.00          $25.00          $62.50  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000492          $111.00         $111.00         $111.00  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000493          $122.00         $122.00         $122.00  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000500           $65.00          $65.00         $162.50  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000503           $81.00          $81.00         $202.50  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000507           $50.00          $50.00         $125.00  @00000140
                                                                                                                Chaves, Inc
                                         10-JUL-1996 0000508          $500.00         $500.00         $500.00  @00000140
                                                                                                                Chaves, Inc

                                               GRAND TOTALS:        $2,904.00       $2,904.00       $3,535.50
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26-JUL-1996 14:57:02                                        Banner Development Environment                                           PAGE 4
                                                            Expected MG Allocations                                              AXPMATG


                                                    * * * REPORT CONTROL INFORMATION * * *

REPORT NAME: AXPMATG
PARAMETER SEQUENCE NUMBER:
PLEDGE, GIFT OR BOTH: B
STARTING DATE: 01-MAY-1996
ENDING DATE: 19-JUL-1996
LINE COUNT: 55

RECORD COUNT: 21
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