

GiftWrap

Software for planned gift tracking, reporting, and administration

An Introductory Guide



GiftWrap 3.6

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GiftWrap

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Introducing GiftWrap

Great gift administration is an essential ingredient in a successful planned giving program. GiftWrap helps you meet the highest standard of planned gift stewardship.

This introduction highlights many of the features that make GiftWrap an invaluable tool for managing your planned giving program.

Comprehensive. GiftWrap stores complete information on every type of planned gift, including outright gifts and bequests. GiftWrap maintains comprehensive biographical information on donors, prospects, income beneficiaries, and advisors.

Easy to use. The user-friendly Windows look and feel allows you to move through the software with your mouse or with simple keystrokes. Menus, windows, tabs, and wizards make all data entry and reporting tasks a snap. And if you do have a question, Online Help provides context-sensitive documentation for all data fields and a fully indexed library of topics that cover concepts and procedures.

Versatile. From FASB liability calculations to cash flow expectancies, from gift summaries to state method annuity reserve computations, GiftWrap provides a wide variety of reports that help you organize and analyze your planned giving program. Optional features allow you to print checks, send payments by EFT and produce 1099-R tax forms, or to perform the specialized functions required to administer a pooled income fund.

Customized. Customize GiftWrap to meet your own needs. Create your own prospect rating system, enter a list of available gift designations or advisor types, define each of your organization's pooled income funds, and more. Detailed selection criteria allow you to dictate what records are included in each report.

Integrated. GiftWrap can import gift information from a file created in Planned Giving Manager, Mini Manager, or Gift Annuity Manager, PG Calc's industry-leading suite of products for marketing planned gifts. This interface between GiftWrap and PGM/Mini/GAM saves time and reduces errors. GiftWrap can also import certain information from a text file. In addition, you can export GiftWrap reports to Excel, Word, PDF, and many other formats.

Secure. GiftWrap's security feature lets you determine who has access to which parts of your data. Grant some users the rights to change all data while allowing others only to view certain data and produce certain reports. GiftWrap also audits automatically who makes what changes to many fields.

Multi-user. GiftWrap can handle multiple users at one time. It can also maintain information for multiple organizations, filling the demands of institutions that perform administration duties for more than one charity.

Fast. GiftWrap can search thousands of records in seconds. Tasks that used to take hours, such as FASB liability calculations, now take minutes or less.

Error proofed. Our attention to detail is unmatched in the industry and affirms our software's accuracy. Extensive error-checking makes sure that you enter all essential data and prevents you from entering values that violate the gift planning rules.

GiftWrap has two add-on modules

You can purchase add-on modules for GiftWrap. Basic GiftWrap includes complete data on donors, beneficiaries, and prospects, and on all planned gift types. It produces all available reports and calculations.

Tax and Check module. If you purchase the Tax and Check module, GiftWrap also can produce payment checks or make payments by electronic funds transfer (EFT), and produce 1099-R tax forms for reporting tax information to gift annuitants and the IRS.

Pooled Fund Organizer module. If you purchase the Pooled Fund Organizer (PFORZ) module, GiftWrap also can unitize new pooled fund gifts, distribute income to pooled fund participants, produce a K-1 tax form for each fund participant, and perform other functions essential to pooled income fund administration. If you purchase the PFORZ module, you must purchase the Tax and Check module as well.

Upgrade at any time. You can upgrade at any time to add the Tax and Check module or both the Tax and Check and PFORZ modules for the price of the modules at the time of upgrade. Visit the PG Calc web site at www.pgcalc.com or contact the PG Calc sales department at 888-497-4970 for pricing details.

How evaluation software differs from real software

The evaluation version of GiftWrap has the same capabilities as the real software. The evaluation software runs for 100 days. If you need more time, just send an e-mail to info@pgcalc.com and we'll be happy to extend your evaluation period. We have supplied a database named "Tutorial" with your evaluation software that contains demonstration data. This database lets you produce the same screens and reports that are reproduced in this manual.

How to run GiftWrap

1) If GiftWrap is not already installed on your computer, install it now.

Refer to the installation instructions that came with your software or call toll free at 888-497-4970 for help while installing GiftWrap; call 888-474-2252 for help if you already own GiftWrap.



This is the GiftWrap icon.

After you install your GiftWrap evaluation software, you will see a GiftWrap icon on your desktop. The GiftWrap icon gives you access to the tutorial data used in this manual. You can also create a new empty GiftWrap database where you can add real data on your charity's planned giving program.

Should you decide to purchase GiftWrap, the tutorial database will be preserved when you convert to real software so that you have a database that you can use for practice or to teach others. The other database typically will become the database you use with the real software.



- 2) **Double-click your GiftWrap icon.**
- 3) **If you are asked to select a Server Name and to enter an Authorization Code, refer to your installation instructions. Otherwise, go to step 4.**
- 4) **Select *Tutorial* as the Database Name.**
- 5) **Enter *Administrator* as the User Name and leave the Password blank. Click OK.**

Your evaluation software is shipped with a User Name of *Administrator* and a blank Password. If entering *Administrator* as the User Name doesn't work, consult with the person who set up security in your copy of GiftWrap for the User Name and Password to use.

Online Help

GiftWrap includes an extensive Online Help System. If you are unsure what an entry field means or how to perform a particular procedure, you can find Online documentation that answers your question in a matter of seconds.



If you prefer, you can request Help text by pressing the [F1] function key instead of clicking the Help on Current Topic button.

Context-sensitive help on a specific field. Click the field, then click  (Help on Current Topic) in the Toolbar to see help text on the field.

For example, to see Help text on the uses of the Last Name field in the Person Search tab, click the Last Name field, then click the Help on Current Topic button. When done reading the Help text, click the Closebox in the upper right hand corner of the topic to close it and return to filling in the field.

Help on a procedure or concept. GiftWrap's Online Help provides access to extensive documentation of every procedure available in GiftWrap, as well as detailed discussion of concepts that are important to understanding what GiftWrap does.



Click the Help Contents and Index button to open an index of topics covered in GiftWrap's Online Help. Then, click the Contents tab to open a table of contents of topics covered in GiftWrap's Online Help.

Support. If you are unable to find the help you need in GiftWrap's Online Help, please contact PG Calc for unlimited toll free telephone support.

Sales department: 888-497-4970 or info@pgcalc.com

If you are considering a GiftWrap purchase, please call us anytime with questions, to request a client reference list, or to schedule a telephone orientation session.

Client Support department: 888-474-2252 or support@pgcalc.com

If you are a current GiftWrap client, contact our Client Support department anytime with your questions. If you are a new GiftWrap client, we invite you to schedule a free one-hour telephone orientation to get acquainted with the software.

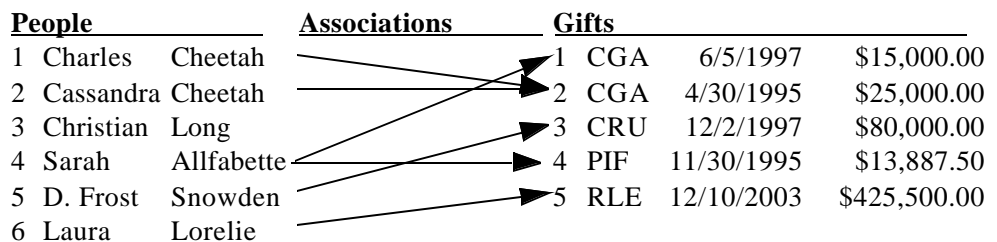
Finding/Modifying Information

Organization of information within GiftWrap

Before you enter any of your own information into GiftWrap, you will find it helpful to understand how it organizes data.

GiftWrap maintains separate records on people and gifts. Once you have entered complete information on a person and a gift, you can link them. You link a person and a gift together by creating an association between them. You define the type of association – donor, income beneficiary, or both - at the time you create the link.

The associating of person and gift records works as shown in the diagram below. Each arrow represents an association between a person on the left and a gift on the right. Notice that Christian Long is not associated with any gifts, that Charles and Cassandra Cheetah are associated with the same gift, and that Juniper Drinkwell is associated with two gifts:



This design allows for great flexibility and efficiency and minimizes duplication of information. You can associate a single person with any number of gifts and you can associate a single gift with any number of people.

As with a person and an associated gift, you enter person records for two spouses independently and then link them together as spouses. This approach allows you to enter equally comprehensive information on both spouses and to associate them with gifts independently.

Finding and reviewing a person

Person Search provides an easy way to find a specific person in your database. Person Search develops a list of matching names as you enter the first letters of a person's last name. Once you see the name you want, choose it to open the person's Person Information screen. Since you just launched GiftWrap, you should see the Search window now with the Person Search tab selected.

1) If necessary, click the Person Search tab in the Search window.

The other tab in the Search window, Gift Search, lets you find a specific gift record or specific group of gift records in your database.

2) Type *fe* in the Last Name field.

An alphabetical list of all the people in the database whose last name starts with *Fe* appears below.

3) Click the Open button or Double-click *Feldstrom, Adrienne*.

Person Information
Ms Adrienne Feldstrom
Person Key: 6
Status: Current

Prefix: Ms First: Adrienne Last: Feldstrom
Suffix: Salut: Adrienne SS Num: 060-60-6789
D.O.B: 10/06/1924 D.O.D: Gender: F Do Not Mail:

Mr. Christian Feldstrom (Christian)

Home Address | Other Address | Gifts/Payments | Contacts | Notes | Misc | Advisors

Street: 78 Carole Street
City: Waterville State: ME Zip: 04901
Country: Phone: 207-827-4444 Fax: 207-827-4445 E-mail: AFelds@aol.com
Expires: Last Modified: 09/26/2007 Address Key: 8

As you can see, the Person Information screen displays a wealth of information on Adrienne Feldstrom. Not all of this information is visible at once, however. Much of it is contained in the tabs to the right of the Home Address tab.

4) After reviewing the information that is now visible, click the Other Address tab.

Home Address | **Other Address** | Gifts/Payments | Contacts | Notes | Misc | Advisors

Address Type	Status	Expire Date	Bank Name	Street	EFT
Business				Flamenco Cafe	No
Payment			Village Savings Bank	1964 Massachusetts Avenue	No


GiftWrap gives you wide flexibility to store all the addresses you need for every person. For example, GiftWrap is storing business and payment addresses for Ms

Feldstrom in addition to her home address. You could add additional payment addresses, seasonal addresses, and a 1099-R Tax Form address, as needed. You need to add an address to the list *only when it differs* from all the other addresses in the list; you never need to enter the same address twice.

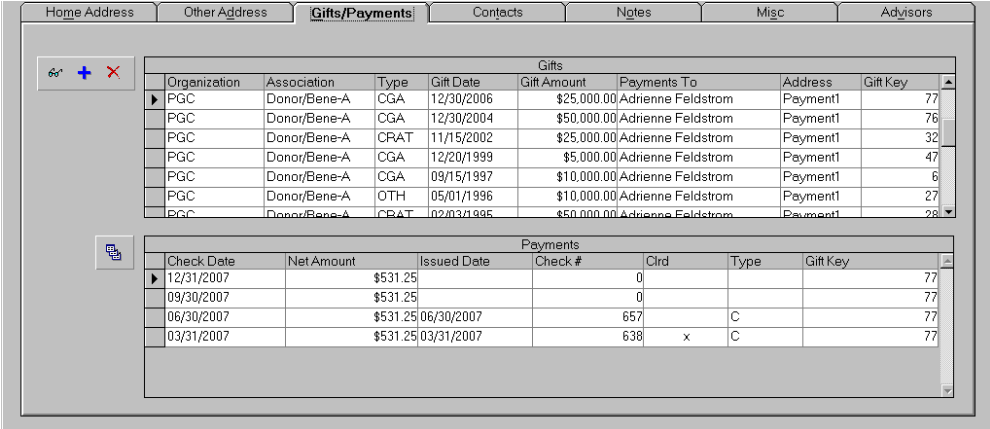
Let's look at Adrienne Feldstrom's payment address information.

5) Double-click the Payment1 line in the Other Addresses list.

GiftWrap is set up to send Ms Feldstrom's payments directly to her account at Village Savings Bank. Notice the fields at the bottom of the screen, however. These fields enable you to send her payments to her bank by electronic funds transfer (EFT) rather than by check, if she wishes. This structure makes it easy for you to accommodate the wishes of your income beneficiaries: you can send payment checks to the homes or bank accounts of some recipients while making payments by EFT to the bank accounts of other recipients.

6)  Click the Close button at the top of the Address Information window to return to Adrienne Feldstrom's Person Information screen.

7) Click the Gifts/Payments tab.



Gifts							
Organization	Association	Type	Gift Date	Gift Amount	Payments To	Address	Gift Key
PGC	Donor/Bene-A	CGA	12/30/2006	\$25,000.00	Adrienne Feldstrom	Payment1	77
PGC	Donor/Bene-A	CGA	12/30/2004	\$50,000.00	Adrienne Feldstrom	Payment1	76
PGC	Donor/Bene-A	CRAT	11/15/2002	\$25,000.00	Adrienne Feldstrom	Payment1	32
PGC	Donor/Bene-A	CGA	12/20/1999	\$5,000.00	Adrienne Feldstrom	Payment1	47
PGC	Donor/Bene-A	CGA	09/15/1997	\$10,000.00	Adrienne Feldstrom	Payment1	6
PGC	Donor/Bene-A	OTH	05/01/1996	\$10,000.00	Adrienne Feldstrom	Payment1	27
PGC	Donor/Bene-A	CRAT	02/03/1995	\$50,000.00	Adrienne Feldstrom	Payment1	28

Payments						
Check Date	Net Amount	Issued Date	Check #	Clrd	Type	Gift Key
12/31/2007	\$531.25			0		77
09/30/2007	\$531.25			0		77
06/30/2007	\$531.25	06/30/2007	657		C	77
03/31/2007	\$531.25	03/31/2007	638	x	C	77

Gifts List. The Gifts list contains a summary of all the gifts that are linked to Adrienne Feldstrom. You can link a person to any number of gifts.

For example, the first gift listed for Ms Feldstrom shows that she is the donor and active income beneficiary (Donor/Bene-A) of a \$25,000 charitable gift annuity (CGA). To see complete information on any of the listed gifts, simply double-click the gift line in the list. We won't do this now because we will examine the Gift Information screen closely a little later in our tour.

8) Click the **Type header in the Gifts list.**

Now Ms Feldstrom's list of gifts is sorted by gift type rather than gift date. You can sort the Gifts list by the values in any column by clicking on the column's header. All other lists in GiftWrap of this format offer this same handy feature.

Payments List. The Payments list contains a list of all of the current year's payments to be made to Ms Feldstrom from the planned gift highlighted in the Gifts list. The unique Gift Key for this gift is displayed on the far right of each list. The payments are sorted by check date. This list makes it easy for you to review quickly the payments that have been made to an income beneficiary by a specific gift.

9)  **Click the Show/Hide Payments in Prior Years button.**

Now the list shows all recorded payments that have been or will be made to Ms Feldstrom during past years and the current year by the currently highlighted gift.

10) Click the **Check Date** column header to reverse the sorting of payments.

11) Click the **Contacts** tab.

Home Address	Other Address	Gifts/Payments	Contacts	Notes	Misc	Advisors																																		
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> Home Address Other Address Gifts/Payments Contacts Notes Misc Advisors </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center; border-right: 1px solid gray; padding-right: 5px;"> ☺ + × </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Contact Date</th> <th>Contact Description</th> </tr> </thead> <tbody> <tr><td>06/01/2007</td><td>Considering another gift annuity. Pleased with the tax-free portion and likes the security.</td></tr> <tr><td>05/04/2006</td><td>RSVP Gala - cocktails only.</td></tr> <tr><td>12/20/1999</td><td>Signed new \$5K GA during office visit</td></tr> <tr><td>11/25/1999</td><td>Wants to "add" to her GA</td></tr> <tr><td>06/01/1999</td><td>HAY paid courtesy visit: happy with PG service</td></tr> <tr><td>09/16/1998</td><td>asked Feldstroms to host holiday gala - yes</td></tr> <tr><td>03/23/1998</td><td>\$10K GA completed today during office visit</td></tr> <tr><td>03/03/1998</td><td>Wants to do another \$10K GA.</td></tr> <tr><td>09/15/1997</td><td>Contracts, check for 10K ga (#3) complete.</td></tr> <tr><td>08/22/1997</td><td>Sent ga contracts to them in Maine.</td></tr> <tr><td>08/20/1997</td><td>Called "can we do this one more time?" !!!</td></tr> <tr><td>08/20/1997</td><td>Has another 10K for another joint ga.</td></tr> <tr><td>03/11/1997</td><td>Responded ga mailing. Wants a call in Sept.</td></tr> <tr><td>02/12/1997</td><td>Ask Adrienne to attend President's luncheon.</td></tr> <tr><td>11/28/1996</td><td>RSVP Holiday Gala: 2 yes. Seat w/President</td></tr> <tr><td>07/15/1996</td><td>Signed 10K joint life gift annuity</td></tr> </tbody> </table> </div> </div>							Contact Date	Contact Description	06/01/2007	Considering another gift annuity. Pleased with the tax-free portion and likes the security.	05/04/2006	RSVP Gala - cocktails only.	12/20/1999	Signed new \$5K GA during office visit	11/25/1999	Wants to "add" to her GA	06/01/1999	HAY paid courtesy visit: happy with PG service	09/16/1998	asked Feldstroms to host holiday gala - yes	03/23/1998	\$10K GA completed today during office visit	03/03/1998	Wants to do another \$10K GA.	09/15/1997	Contracts, check for 10K ga (#3) complete.	08/22/1997	Sent ga contracts to them in Maine.	08/20/1997	Called "can we do this one more time?" !!!	08/20/1997	Has another 10K for another joint ga.	03/11/1997	Responded ga mailing. Wants a call in Sept.	02/12/1997	Ask Adrienne to attend President's luncheon.	11/28/1996	RSVP Holiday Gala: 2 yes. Seat w/President	07/15/1996	Signed 10K joint life gift annuity
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The Contacts tab lists brief descriptions of all the contacts that Adrienne Feldstrom has had with your fundraising office. The contacts are sorted in reverse chronological order so that you can see her most recent contacts first.

12) Click the **Notes** tab.

The Notes feature allows you to record any amount of miscellaneous information on each person. Each note may be as long or as short as you wish. The annotate feature makes it clear which user entered each note and when. The notes are arranged in reverse chronological order so that the most recent note is at the top.

13) Click the **Annotate** button.

The name of the user who logged into GiftWrap and the date and time are inserted at the top of the Notes window.

14) Type **"Adrienne loves to receive visitors."**

The new note, along with a clear indication of who wrote it and when, now appears at the top of the Notes window.

15) Click the **Misc** tab.

Home Address Other Address Gifts/Payments Contacts Notes **Misc** Advisors

Person Code 1: Person Code 2: Foreign Person

Person Type: Anonymous

Tickle Date: Officer: Rating:

Comment:

Interest Codes: 1 2 3 4 5 6

The Misc tab stores simple prospecting information on Ms Feldstrom, as well as some additional miscellaneous information about her. GiftWrap can use the prospecting information, such as Tickle Date and Comment, to create a report that reminds you when you want to contact her next and what about. The interest code fields at the bottom of the tab let you record up to six specific areas of your charity in which she is interested. You can use these interest codes to select prospects with similar interests for a report or mail merge file.

16) Click the Advisors tab.

The Advisors tab stores complete contact information and miscellaneous notes on all of Ms Feldstrom's advisors -- attorney, financial advisor, family members, etc.

17) Double-click the first line in the Advisors tab list.

Advisor Link Information

Advisor Key: 2

Advisor Information (edit this information under Actions - Advisors)

Denise Schroeder
Sullivan & Sullivan
1001 E. Water Street
Portland, ME 01121

Salutation: Dee Dee
Phone: 207-532-5555
Fax: 207-532-3585
E-mail: dschroeder@sullivanandsullivan.com

Advisor Code:

Send Copy of Tax Forms Send Copy of Payments

Notes:

Annotate >

As you can see, GiftWrap can store all the information you need to stay in contact with each of Ms Feldstrom's advisors. The Notes field at the bottom of the window gives you all the flexibility you could want for recording additional information about the advisor and his or her relationship with Ms Feldstrom or you.

The list of advisors to whom you can link a person is maintained under Actions - Advisors. Once you add an Advisor record, you can link the advisor to any number of person records without entering the advisor's basic information again.

The types of advisors for whom you can store information is up to you. While GiftWrap provides you with a standard list of Advisor Types, such as ATTORNEY, you can modify this list anyway you wish under Setup - Advisor Type.

We encourage you to try adding an Advisor record and an Advisor Type after you finish your tour.


- 1) Click  to exit the Advisor Link Information window.


Modifying a field

It is as easy to change an entry as it is to look at one. What if we want to change an entry in one of the fields in the Person Information screen, for example?

Modifying a field in a screen: When you enter the Person Information screen, it is ready for editing. You can tell because the background of each editable field is white. Fields that have a gray background cannot be edited. Let's change Ms Feldstrom's salutation from *Adrienne* to *Ms Feldstrom*.

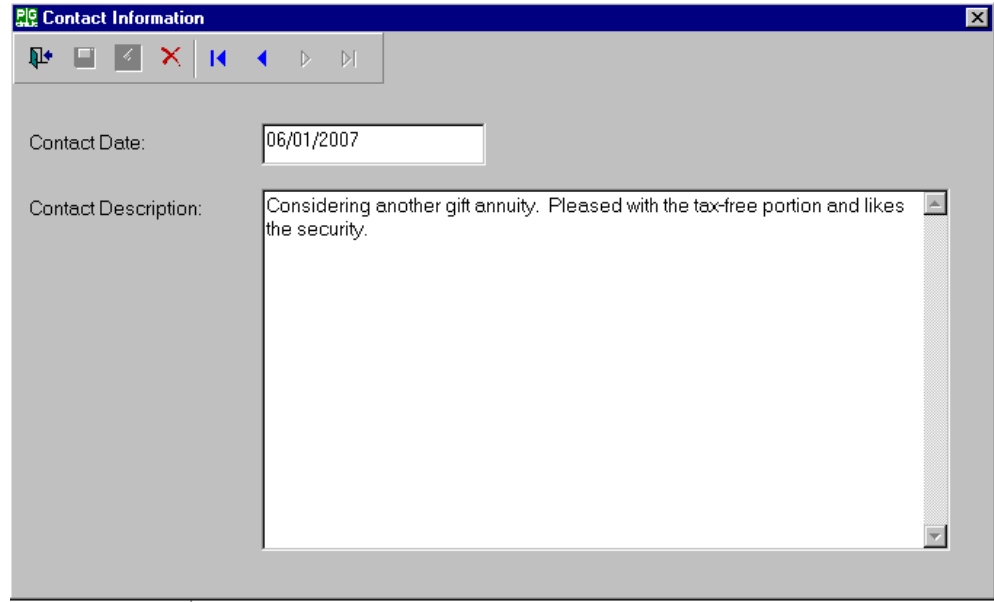
- 1) Double-click the Salut field toward the top of the Person Information screen, then type *Ms Feldstrom*.


- 2) Click  to save your changes.

If you don't click , GiftWrap will ask whether you want to save your changes when you exit the screen.




Modifying a field in a list: To modify information accessed through a list, such as the one in the Contacts tab, you must first open the editing window for a specific line in the list. After that, you edit information in the window as described above.

- 1) Click the Contacts tab.
- 2) Double-click the first line in the list to open the Contact Information window for that contact.



- 3) Click after the end of the text in the Contact Description field, then add the following text to the end of the description: *Visit whenever in her area.*
- 4) Click  to exit the Contact Information window.
- 5) Click [Yes] to save your change.

You undoubtedly noticed that there are three buttons next to the Contacts tab. You will find these buttons next to every list box in GiftWrap. They allow you to:

-  view or modify a record in the list,
-  add a new record to the list,
-  delete a record from the list.

If you aren't sure what a button in GiftWrap does and want to find out without actually clicking it, point at the button without clicking. After a second or so, a brief message will appear that describes what the button does. These tooltips are available for every button in GiftWrap. Try pointing now at a button in the Toolbar to see its tooltip.

Now that we have reviewed the extensive information that GiftWrap can store on each donor, beneficiary, and prospect, and learned how to edit information, let's look at the comprehensive information GiftWrap can maintain on each gift.

Finding and reviewing a gift

As we saw earlier, the Gifts/Payments tab in the Person Information screen displays a list of all the gifts to which a person is linked. This list also provides access to all the detailed information that GiftWrap is maintaining on each of those gifts.

Let's use the list in Adrienne Feldstrom's Gifts/Payments tab to review the details of one of her gifts.

1) Click the Gifts/Payments tab.

Gifts							
Organization	Association	Type	Gift Date	Gift Amount	Payments To	Address	Gift Key
PGC	Donor/Bene-A	CGA	12/30/2006	\$25,000.00	Adrienne Feldstrom	Payment1	77
PGC	Donor/Bene-A	CGA	12/30/2004	\$50,000.00	Adrienne Feldstrom	Payment1	76
PGC	Donor/Bene-A	CRAT	11/15/2002	\$25,000.00	Adrienne Feldstrom	Payment1	32
PGC	Donor/Bene-A	CGA	12/20/1999	\$5,000.00	Adrienne Feldstrom	Payment1	47
PGC	Donor/Bene-A	CGA	09/15/1997	\$10,000.00	Adrienne Feldstrom	Payment1	6
PGC	Donor/Bene-A	OTH	05/01/1996	\$10,000.00	Adrienne Feldstrom	Payment1	27
PGC	Donor/Bene-A	CRAT	02/03/1995	\$50,000.00	Adrienne Feldstrom	Payment1	28

Payments							
Check Date	Net Amount	Issued Date	Check #	Clrd	Type	Gift Key	
12/31/2007	\$531.25			0			77
09/30/2007	\$531.25			0			77
06/30/2007	\$531.25	06/30/2007		657	C		77
03/31/2007	\$531.25	03/31/2007		638	x C		77

2) Double-click the line in the Gifts list that shows a Gift Date of 12/20/1999 to open the Gift Information screen on the gift annuity Ms Feldstrom donated on 12/20/1999.

7.20% Charitable Gift Annuity (Standard)

Organization: PGC Gift Date: 12/20/1999 Funding Amount: \$5,000.00 Gift Key: 47
 Total Amount: \$5,000.00 Gift Status: Current

General	Details	Purpose	Assets / Additions	Notes
Gift Type: CGA Subtype: S PIF Name: Payout %: 7.20000000 First Payment Date: 12/31/1999 Payment Date Elected: <input type="checkbox"/> Payments Commuted: <input type="checkbox"/>	Payment Frequency: Q Payment Timing: E Valuation to Payment: 0 (months) Market Value: \$3,076.38 Market Value Date: 06/30/2007 Units: 0.00000000 Total Units:	Credit Amount: \$1,816.85 Account 1: Account 2: Account 3: Trust ID: Ann Val Date: Managed:	Record Incomplete: <input type="checkbox"/>	

Payments / Taxes / Association					
Association	Name	D.O.B.	D.O.D.	Address	Person Key
Donor/Bene-A	Adrienne Feldstrom	10/06/1924		Payment1	6
Bene-A	Christian Feldstrom	06/28/1926			7

The Gift Information screen can store comprehensive information on any type of planned gift, as well as on bequests and outright gifts. The information you see describes the most recent gift annuity linked to Ms Feldstrom - she is the donor and active beneficiary. All the data necessary to compute the deduction for the gift is visible. The people associated with this gift - its donor and beneficiaries - are listed at the bottom of the screen.

Maintaining market values. Notice the Market Value and Market Value Date fields in the General tab. These fields contain the most recent market value of the assets backing the gift plan and the date the value was determined, respectively. GiftWrap provides several convenient functions for maintaining these values.

- GiftWrap includes a feature for gift annuities - CashTrac CGA Market Values - that updates market values automatically. Maintaining gift annuity market value information in this way makes it easy to determine the amount to distribute from your gift annuity pool when an annuity terminates.
- GiftWrap includes a Compute PIF Market Values routine that can update automatically the market values of all gifts to a pooled income fund using values provided by your asset manager.
- GiftWrap includes an Import Market Values function in the File menu that lets you import market values and market value dates from a text file. This function is particularly useful for updating the market values of charitable remainder trusts, although it can be used with all gift types stored in GiftWrap. See File - Import Market Values in the Contents of the Online Help System for file requirements.

Before reviewing the other tabs in the Gift Information screen, let's move to the next gift linked to Ms Feldstrom.




You can use the Prior and Next buttons on the Gift Information screen to cycle back and forth through all of Adrienne Feldstrom's gift records in the order in which they are sorted in the Gifts tab list.

This feature makes it easy for you to review or edit information on all of a person's gifts. The gift annuities are sorted by gift date by default, so clicking the Next button once will move us to the next previous gift to which Ms Feldstrom is linked.

3) Click .

In a moment, you will see the information displayed in the Gift Information screen change. Now, let's review the other tabs in the Gift Information screen.

4) Click  to return to the information on the gift annuity Ms Feldstrom gave on 12/20/1999.

5) Click the Details tab.

The Details tab stores additional specialized information on the gift, such as term type features, deduction information, and the number of units purchased by a pooled income fund gift.

When a gift annuity or any other gift plan terminates, the Details tab records the date of termination and the amount distributed to the charity. Where applicable, the undistributed investment in contract computed by GiftWrap for a deceased gift annuitant is stored here.

Before moving on to the next tab, let's view some Online Help.

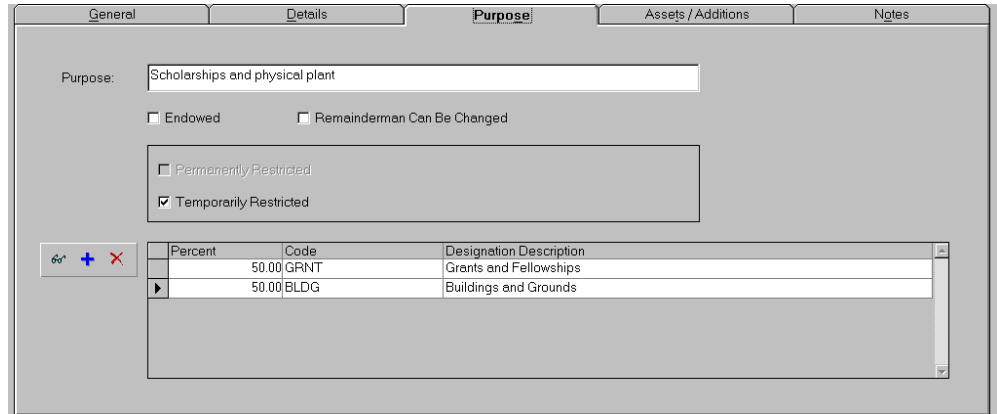
Let's say you are unsure what the RCV Amount field is about and want to find out.

6) **Click in the RCV Amount field, then click .**

Up pops a box that explains the RCV Amount field. Similar Online Help is available for every field in GiftWrap. Just click in the field on which you want help, then click the "?" button or press the [F1] function key.

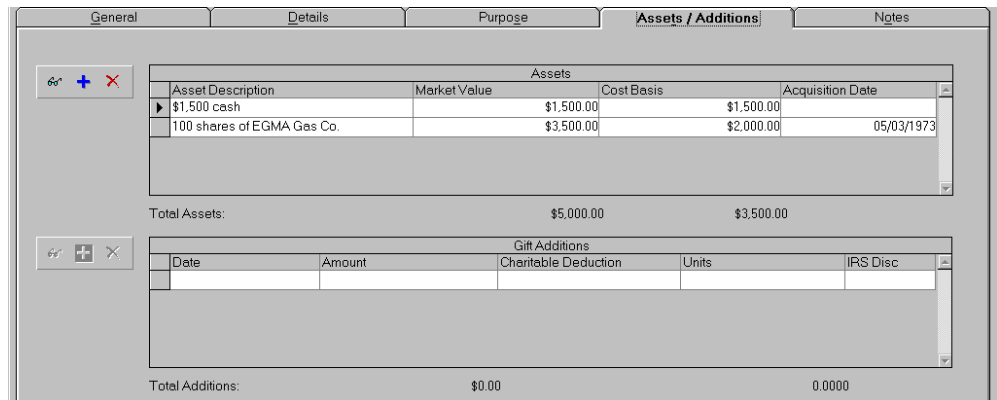
7) ** Click the close box in the upper righthand corner of the Help window when you are done reading the Help text on the RCV field.**

8) **Click the Purpose tab.**



The Purpose tab stores the charitable purpose of the gift indicated by the donor. If the gift is to be divided among a number of designated areas, GiftWrap can keep track of all these individual designations in the list on the right. In the example on your screen, the gift proceeds will be divided 50%/50% between Buildings and Grounds and Grants and Fellowships. You determine the list of available designations using the Setup menu in the Menu Bar. The information stored in the Purpose tab is optional.

9) Click the Assets/Additions tab.



The Assets list in the Assets/Additions tab records basic information on each of the assets given by the donor to fund the gift. In our example, Ms Feldstrom funded her gift annuity with a combination of EGMA Gas Corporation stock and cash. The total market value and total cost basis of these assets is shown below the list. The information stored in the Assets list is optional.

The Gift Additions list in the Assets/Additions tab is empty because we are looking at a charitable gift annuity. A donor can fund a new gift annuity, but cannot add to an existing gift annuity. If we were looking at the record for a pooled income fund gift or a charitable remainder unitrust, we would see a line in this list for each addition made to the gift since it was funded.

10) Click the Notes tab.

Similar to the Notes feature for persons, the Notes feature for gifts allows you to record any amount of miscellaneous information on each gift. Again, the notes are arranged in reverse chronological order with the most recent note at the top.

11) Double-click the Adrienne Feldstrom association line in the Payments/Taxes/Association list at the bottom of the screen.

The screenshot shows the 'Association Information' window for Adrienne Feldstrom. The window title is 'Association Information' and the name 'Adrienne Feldstrom' is displayed. The window is divided into several sections:

- Association Information:**
 - Association: Donor/Bene-A
 - Do Not Combine Checks:
 - Pay To the Order of: Adrienne Feldstrom
 - Payment Address: Payment1, 1964 Massachusetts Avenue, Cambridge, MA 02138
 - Gift Key: 47, Person Key: 6, Association Key: 73
- Payment Schedule:**

Check Date	Gross Amount	Tot Withheld	Net Amount	Issued Date	Check #	Ctrd	Type
03/31/2007	\$90.00	\$0.00	\$90.00	03/31/2007	638	x	C
06/30/2007	\$90.00	\$0.00	\$90.00	06/30/2007	657		C
09/30/2007	\$90.00	\$0.00	\$90.00				
12/31/2007	\$90.00	\$0.00	\$90.00				
Total:			\$360.00				
- Tax Schedule:**

Tax Years	Capital Gain	Tax-Free	Ordinary	Tot Withheld	Net Payment
1999-1999	\$0.00	\$6.03	\$5.71	\$0.00	\$11.74
2000-2016	\$0.00	\$185.04	\$174.96	\$0.00	\$360.00
2017-2017	\$0.00	\$31.44	\$328.56	\$0.00	\$360.00
2018-9999	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00
Totals:		\$0.00	\$3,183.15		

The upper section of the window describes how Ms Feldstrom is associated with the gift. In this case, she is the donor and active income beneficiary. Payments will be made out to “Adrienne Feldstrom” and sent to the specified payment address.

The Check and Tax Schedules store the income beneficiary’s payment and tax information for the gift. The Check Schedule shows the payments the gift annuity will make to Ms Feldstrom during 2005. The Tax Schedule displays how these payments will be taxed every year over the lifetime of the gift annuity.

Because the Tax Schedule stores comprehensive gift annuity tax information, GiftWrap can ensure that the 1099-R forms it produces each year report the correct tax-free, ordinary, and capital gain amounts to each of your gift annuitants. Likewise, GiftWrap automatically starts producing payments and tax forms for deferred gift annuitants in the year payments begin.

12) Click  at the top of the Association Information window to return to the Gift Information screen.

Recording a death

GiftWrap provides a Record Death function that takes care of all of the data adjustments that are necessary when a beneficiary dies. This function makes it easy to update your GiftWrap data to reflect a terminated gift or payments moving from one beneficiary to another because an income beneficiary has died. You can use GiftWrap's Security feature, which is discussed later in this tour, to limit which users are able to record a death. Record Death adjustments include:

- delete all payments to the deceased beneficiary that are subsequent to the date of death
- alternatively, prorate the amount of the deceased beneficiary's final income payment and delete all payments that are subsequent to the final payment
- transfer subsequent payments to a surviving secondary beneficiary, if one exists

For gift annuities only, Record Death adjustments also include:

- adjust the tax tier schedule of the deceased beneficiary to match the beneficiary's adjusted payment schedule in the year of death and delete all subsequent tax tier rows
- transfer subsequent tax tier rows to a surviving secondary beneficiary, if one exists
- produce a report of the undistributed investment in contract where applicable, and store this amount in the Undist. Inv. in Contract field for the terminating gift.

For users of the PFORZ module only, when recording the death of a pooled income fund gift's last beneficiary, Record Death adjustments also include:

- creation of a Bene-R association that enables the remainderman to receive income payments from the gift as long as its units remain in the fund.



This is the Record Death button.


We won't run Record Death right now, but you are welcome to try it once you have completed your tour. Just open the Person Information screen for the person whose death you wish to record, then click the Record Death button in the Person Information screen Toolbar.


Tapping into GiftWrap's extensive Online Help Library

In addition to the context-sensitive help feature that we explored earlier, GiftWrap includes an extensive Online resource library that provides documentation of each of GiftWrap's procedures, a glossary of nearly 200 planned giving terms, and detailed discussion of important planned giving concepts, such as gift annuity reserve calculations. This sort of help is available at all times, no matter where you are in GiftWrap.

- 1)  **Click the Help Topics and Index button in the Toolbar to open the Help Topics window.**

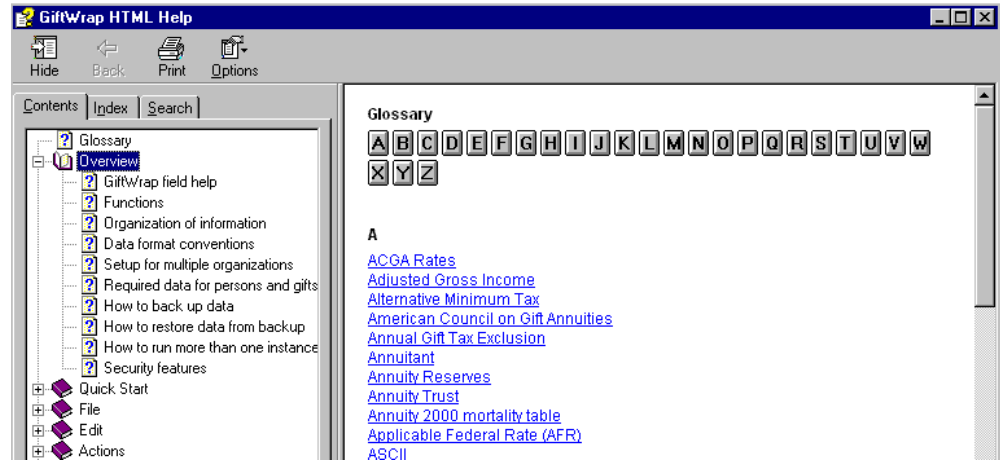
2) If not already on display, click the Contents tab to display the Help Contents.

 This icon indicates a help category.

 This icon indicates a help topic.

GiftWrap uses standard Windows Help design. Help categories that have sub-categories are indicated with a book icon; Help topics themselves are indicated with a question mark icon. Double-click a category to see the sub-categories under it. Double-click a topic to read the documentation on the topic.

In the example below, we have double-clicked *Overview* to reveal all the topics listed underneath *Overview*.



You can also click the Index tab to search an extensive index of topics or the Find tab to find all topics that contain a particular word. Feel free to explore Help a little now to get a feel for what is available.

3) When you are done reviewing Help, click  in the upper right-hand corner of the Help window to return to the Gift Information screen for Ms Feldstrom's gift annuity.

Security

GiftWrap includes sophisticated security capabilities. To begin with, you must enter a valid user name and password to get into GiftWrap. The GiftWrap system administrator can set up as many user names and passwords as your organization needs.

We have divided GiftWrap's many functions into a dozen separate function sets, such as Biographical, Gifts, and Tax. The GiftWrap system administrator can assign each user full access, read-only access, or no access to each of these function sets.

- Full Access gives the user the ability to view or change data using any of the functions covered by the function set.
- Read-Only access gives the user the ability to view data and print reports using any of the functions covered by the function set, but not change data.
- No Access prevents the user from using any of the functions covered by the function set.

Certain functions, such as File-Convert Database, are available only to a user with administrator rights. Other functions, such as Payments-Print Checks/Advices, are available only if you are licensed to have access to those functions. Access settings selected within the security feature are overridden by these other considerations wherever applicable.

For complete details on the functions included in each function set, open the Security-Function Sets topic in the Online Help Index.

To set up security access for a new user

Let's set up security levels for John Smith so that he has full access to most GiftWrap functions, but can only look at data related to making payments.

You *must* be logged into GiftWrap as the administrator to have access to the security setup functions.

- 1) **Close all windows, including the Search window.**
- 2) **Choose Setup-Administrator-Configure Users in the Menu Bar. If Administrator is grayed out, you are not logged in as the administrator. In this case, you will need to exit GiftWrap, then enter the administrator's User Name and Password when you relaunch.**
- 3) **Click the New button.**
- 4) **Enter the Name and Login ID for the user as shown below. Enter a password of your choice in the Password field, then enter it again in the Verify Password field. Click the Save button.**

The screenshot shows a 'Configure Users' dialog box with three tabs: 'List', 'Properties', and 'Access Level'. The 'Properties' tab is selected. Inside the dialog, there are several input fields: 'Name' with the value 'John Smith', 'Login ID' with 'JSmith', 'Password' and 'Verify Password' both masked with asterisks, and 'Last Login' and 'Status' fields which are currently empty. At the bottom of the dialog are three buttons: 'Save', 'Cancel', and 'Close'.

- 5) **Click the Access Level tab.**
- 6) **For each Function Set in the list, click the Function Set, then choose *Full Access* in the Access Level menu, except choose *Read-Only* for *Produce Payments and EFT Files*.**
- 7) **When done assigning Access Levels, click the Save button, then click the Close button to exit Configure Users.**

You have now set up John Smith so that he can do anything he wants within GiftWrap except produce payments. If you were to exit GiftWrap, then launch it again and login as JSMITH, you would see that the payment production functions were unavailable to you. If you do this, remember to exit GiftWrap again and login as ADMINISTRATOR when you relaunch before proceeding with your tour. Certain functions are available only when logged in as the administrator.

Other Security Features

Audit Trail

GiftWrap tracks all changes -- modifications, additions, or deletions -- made to a long list of fields so that at any time you can review who made what changes and when.

- 1) **To review a list of recent data changes, choose Actions - Review Audit Information.**
 - 2) **Click the Search button.**
- A list of recent data changes will appear.
- 3) **Double-click a line in the list to view the details of that data change.**

- 4) **Click the Close button to return to the Audit Information window, then click the Close button again.**

Audit data accumulates quickly, so GiftWrap includes an Archive Audit Data function that lets you archive audited data changes into a file outside the GiftWrap database as often as you wish. This way, the audit data is still accessible to a database administrator or other technical staff who know how to read SQL files directly, but it does not slow down the process of using GiftWrap's Review Audit Information to review recent data changes.

For a complete list of the fields and functions audited by GiftWrap, open Online Help and double-click *Audit - fields audited* in the Index.

Administrator Settings

GiftWrap gives administrators the ability to set a number of parameters that affect password enforcement, as well as the option to mask Social Security Numbers on certain reports. To see these settings:

- 1) **Choose Setup-Administrator-Administrator Settings.**

The screenshot shows the 'Administrator Settings' dialog box with the following configuration:

- Save report data files for use with Custom Reports
- Run Globally Update Seasonal Addresses function at launch
- Run Globally Update Seasonal Addresses prior to address-dependent functions (e.g., Print Checks)
- Enforce Password change after how many days:
- Number of consecutive failed login attempts before locking Account:
- Number of inactive days since login before locking Account:
- Number of days until a password can be re-used:
- Mask all but last 4 digits of SS#s on Certain Reports
- Number of Days of history to keep in Audit table before moving to AuditArc:

Buttons:

- 2) **When done reviewing the settings, click the OK button.**

Producing Reports

GiftWrap can produce a variety of reports to meet the needs of your development, finance, and business offices. One of the key differences between GiftWrap and other development databases is GiftWrap's ability to use stored data to produce calculated values, such as FASB liabilities and gift annuity reserves. You can also create custom reports using Crystal Reports, a widely-used third party report writer.

The reports we will review in our tour are:


- Gift Profile
- Person Profile
- Gift Summary
- Gifts By Designation
- Cash Flow Projection
- FASB Liabilities
- Historical FASB Liabilities
- Gift Annuity Reserves

In the process of reviewing these reports you will learn everything you need to know to produce all of the other standard reports available in GiftWrap. We encourage you to experiment with producing all GiftWrap reports once you have finished your tour [here](#).

Producing a Gift Profile

The Gift Profile report provides you with a comprehensive listing of all the information stored in one Gift Information screen. This report provides a handy summary of the gift for the donor's file and for checking data for errors.

Let's return to the gift record we reviewed earlier and print a Gift Profile for it.



- 1)  **Click the Person/Gift Search button, then enter *fe* in the *Last Name* field of the Person Search tab.**
- 2) **Double-click *Feldstrom, Adrienne*.**
- 3) **Click the Gifts/Payments tab, then double-click in the Gifts list the gift *Adrienne made on 12/20/1999*.**

The Gift Information screen for the gift should now be open.

- 4)  **Click the Print Preview Gift Profile button.**
- 5) **Click the OK button.**

The Gift Profile will appear in GiftWrap's standard Report Preview window, where you can review it on your screen. The profile includes the payments and taxation information for 2007 only. You could have included all payment and taxation information since the gift was made in 1999 by marking *For All Years* instead of *For Current and Future Years Only*.

To print the report:

- 6)  **Click the Print Report button to open a standard Windows Print dialog box. Change any selections necessary, then click [OK].**
- 7) **Choose the number of pages and copies you wish to print, then click [OK].**
- 8)  **Click the Close button to close the Report Preview window.**
- 9) **Click the Close button to close the Gift Profile window.**

The first page of the Gift Profile report is reproduced on the next page.

Gift Profile

Gift Key: 47
Status: Current

Organization: PGC - PG Calc Foundation Gift Date: 12/20/1999 Funding Amt: \$5,000.00
Total Amt: \$5,000.00

General:

Gift Type: CGA - Charitable Gift Annuity Payment Frequency: Q - Quarterly
Subtype: S - Standard Payment Timing: E - End of Period
PIF Name: Valuation to Payment:
Payout %: 7.20000000 Market Value: \$3,076.38 Credit Amount: \$1,816.85
First Payment Date: 12/31/1999 Market Value Date: 06/30/2007 Account 1:
Payment Date Elected: Units: Account 2:
Payments Commuted: Total Units: Account 3:
Trust ID: Managed:
Ann. Val. Date: Record Incomplete:

Details:

Term Type: Account Closed Date:
Term End Date: Final Val Date:
Years In Term: Char Deduction: \$1,816.85 Sever Date:
IRS D.Rate/PIF%: 7.40000000
Tax Form: 1099-R RCV Amount: \$0.00
Reserve State: ME Filp Trigger Date:
Testamentary: Reinsured: Distribution Amount: \$0.00
Undist. Inv. In Contract: \$0.00
Reserve amount: \$2,850.42 FASB amount: \$2,469.57 Earliest Start Date:
Reserve date: 06/30/2007 FASB date: 06/30/2007 Latest Start Date:

Purpose: Scholarships and physical plant
Endowed: Permanently Restricted: Temporarily Restricted: X Rman Can Be Changed:

Percent	Designation Code	Designation Description
50.00	BLDG	Buildings and Grounds
50.00	GRNT	Grants and Fellowships

Assets:

Asset Description	Cost Basis	Acquisition Date	Asset Market Value
\$1,500 cash	\$1,500.00		\$1,500.00
100 shares of EGMA Gas Co.	\$2,000.00	05/03/1973	\$3,500.00

Additions:

Date	Amount	Char Deduction	Units	IRS Disc/PIF%
------	--------	----------------	-------	---------------

Associations:

Association	Name	Address Type	Separate Check	D.O.B.	D.O.D.	Person Key
Bene-I	Christian Feldstrom			06/28/1926		7
Donor/Bene-A	Adrienne Feldstrom	Payment1		10/06/1924		0

Check Information for Adrienne Feldstrom:

Pay To: Adrienne Feldstrom

Check Date	Check Amt	Fed With	State With	Net Amt	Iss Date/Type	Check Num	CIRD	Income Units
03/31/2007	\$90.00	\$0.00	\$0.00	\$90.00	03/31/2007 C	638	x	
06/30/2007	\$90.00	\$0.00	\$0.00	\$90.00	06/30/2007 C	657		
09/30/2007	\$90.00	\$0.00	\$0.00	\$90.00		-		
12/31/2007	\$90.00	\$0.00	\$0.00	\$90.00		-		

Tax Information for Adrienne Feldstrom:

Tax Years	Capital Gain	Tax Free	Ordinary	Fed Withheld	Payment Total
1999 to 1999	\$0.00	\$6.03	\$5.71	\$0.00	\$11.74
2000 to 2016	\$0.00	\$185.04	\$174.96	\$0.00	\$360.00
2017 to 2017	\$0.00	\$31.44	\$328.56	\$0.00	\$360.00
2018 to 9999	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00



03/17/2008

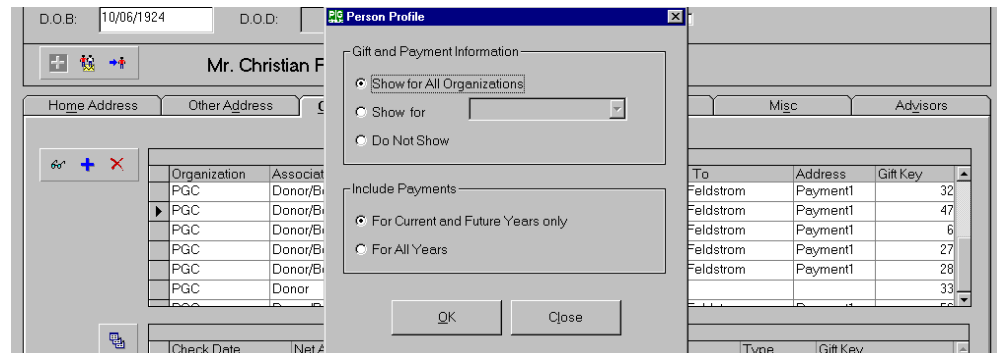
Gift Profile Report

1

Producing a Person Profile

You can produce a Person Profile report in a similar way to the Gift Profile report. First, open the Person Information screen for the desired person, then click the Print Person Profile button. The Person Profile report provides a comprehensive listing of all the information GiftWrap is storing on a person.




- 1)  Click the Close button at the top of the Gift Information screen to return to Adrienne Feldstrom's Person Information screen.
- 2)  Click the Print Preview Person Profile button.



You may choose among several options in this window that control what gift and payment information is displayed on the Person Profile.

- 3) Click [OK] to view the report.

The Person Profile will appear in GiftWrap's standard Report Preview window.

- 4)  Click the Print Report button to open a standard Windows Print dialog box. Change any selections necessary, then click [OK].
- 5) Choose the number of pages and copies you wish to print, then click [OK].
- 6)  Click the Close button to close the Report Preview window.
- 7) Click the Close button to close the Person Profile window.
- 8)  Click the Close button to close Adrienne Feldstrom's Person Information screen.

The first page of the Person Profile report is reproduced on the next page.

Person Profile

Person Key: 6
Status: Current

Prefix: Ms **First:** Adrienne **Last:** Feldstrom
Suffix: **Salut:** Adrienne
D.O.B.: 10/06/1924 **D.O.D.:** **SS Num:** ***-**-6789
Gender: F **Do Not Mail:**
Spouse: Mr. Christian Feldstrom (Current)

Home Address
 78 Carole Street
 Waterville, ME 04901

Phone: 207-827-4444
Fax: 207-827-4445
E-mail: AFelds@aol.com
Expires: (address last modified 09/26/2007)

Other Addresses

Business
 Flamenco Cafe
 41 Spinnaker Street
 Cambridge, MA 02138
Phone: 617-999-4321
Fax:
E-mail: strom@flamencocafe.com

(address last modified 12/05/1997)

Payment1
 c/o Village Savings Bank A/C 00-909-0098-43
 1964 Massachusetts Avenue
 Cambridge, MA 02138
Phone:
Fax:
E-mail:

(address last modified 09/16/2005)

Gifts

Org	Association	Type	Gift Date	Total Gift Amount	Status	Payments To	Gift Key
PGC	Donor/Bene-A	PIF	12/24/1993	\$10,037.50	Current	Payment1	56
PGC	Donor	OUT	12/08/1994	\$1,000.00	Current		33
PGC	Donor/Bene-A	CRAT	02/03/1995	\$50,000.00	Current	Payment1	28
PGC	Donor/Bene-A	OTH	05/01/1996	\$10,000.00	Current	Payment1	27
PGC	Donor/Bene-A	CGA	09/15/1997	\$10,000.00	Current	Payment1	6
PGC	Donor/Bene-A	CGA	12/20/1999	\$5,000.00	Current	Payment1	47
PGC	Donor/Bene-A	CRAT	11/15/2002	\$25,000.00	Current	Payment1	32
PGC	Donor/Bene-A	CGA	12/30/2004	\$50,000.00	Current	Payment1	76
PGC	Donor/Bene-A	CGA	12/30/2006	\$25,000.00	Current	Payment1	77

Producing a Gift Summary

The Gift Summary report displays basic gift, donor, and beneficiary information on each gift that you include in the report. This report is ideal for analyzing the planned gifts made to your charity. How many planned gifts have you received this year? What are your gift totals for each gift type? How do these totals compare to last year? These are just a few of the questions this report can help you answer.



1) Click the Reports menu, then choose Gift Summary.

Enter your search and sort criteria as shown below to produce a report of all Auburn Society gift annuities that are currently active.

2) When done entering the information above, click [OK] to view the report.

The screenshot shows the 'Gift Summary' configuration window with the following settings:

- Organization:** All, Specific Organization (AUB)
- Gift Date:** [] To []
- Acct Closed Date for Finished/Severed Gifts:** [] To []
- Gift Status:** All, Current, Finished, Severed
- Gift Type:** All, BEQ, CLAT, CRAT, OTH, PIF, CGA, CLU, CRU, OUT, RLE
- PIF:** All, Specific PIF ()
- Sort:** Within Organization Sort by: Gift Type, Then by: Gift Date
- Include:** Market Values, Purpose, Trust IDs, Reserve State
- Condition:** []
- Buttons:** OK, Close

- 3)  **Click the Print Report button to open a standard Windows Print dialog box. Change any selections necessary, then click [OK].**
- 4) **Choose the number of pages and copies you wish to print, then click [OK].**
- 5)  **Click the Close button to close the Report Preview window.**
- 6) **Click [Close] to close the Gift Summary window.**

The first page of the Gift Summary report is reproduced on the next page.

Gift Summary - Market Values

Gift Date	Gift Type	Gift Key	Gift Amount	Payout %	Pay Freq	Gift Status	Account #1	Account #2	Market Value
The Auburn Society (AUB)									
11/15/1994	CGA-S	8	\$30,000.00	7.90000000	Quarterly	Current			\$25,406.78 (MV on 06/30/2007)
Association		1st payment 12/31/1994							
Donor/Bene-A		Bernard Boare		SS Number ***-**-3333		D.O.B. 11/24/1922		Status D.O.D. Person Key 3	
12/30/1995	CGA-S	25	\$32,561.00	6.50000000	Quarterly	Current			\$34,403.96 (MV on 06/30/2007)
Association		1st payment 03/31/1996							
Donor/Bene-A		Sissy Mouse		SS Number ***-**-3123		D.O.B. 02/04/1946		Status D.O.D. Person Key 26	
11/05/1998	CGA-S	37	\$50,000.00	8.30000000	Quarterly	Current			\$42,461.38 (MV on 06/30/2007)
Association		1st payment 12/31/1998							
Donor/Bene-A		Bernard Boare		SS Number ***-**-3333		D.O.B. 11/24/1922		Status D.O.D. Person Key 3	
11/05/1998	CGA-S	39	\$10,000.00	6.00000000	Semi-Annual	Current			\$11,613.35 (MV on 06/30/2007)
Association		1st payment 12/31/1998							
Donor/Bene-A		Charisma Carpenter		SS Number ***-**-7777		D.O.B. 12/22/1925		Status D.O.D. Person Key 15	
02/21/2002	CGA-S	52	\$50,000.00	7.70000000	Quarterly	Current			\$56,509.53 (MV on 06/30/2007)
Association		1st payment 03/31/2002							
Donor/Bene-A		Martin Manatee		SS Number ***-**-8333		D.O.B. 12/25/1955		Status D.O.D. Person Key 12	
Donor/Bene-I		Marina Manatee		SS Number ***-**-2323		D.O.B. 09/03/1960		Status D.O.D. Person Key 11	
The Auburn Society (AUB)									
		Number of Gifts:				5			
		Number of Additions:				0			
		Total Gift and Addition Amount:				\$172,561.00			
		Total Market Value:				\$170,395.00			
		Total Units:				0.00000000			
Grand Totals									
		Number of Gifts:				5			
		Number of Additions:				0			
		Total Gift and Addition Amount:				\$172,561.00			
		Total Market Value:				\$170,395.00			
		Total Units:				0.00000000			

Producing a Gifts By Designation report

The Gifts By Designation report is a great tool for analyzing how different designated beneficiaries within your institution, such as Grants and Scholarships or Building Fund, will benefit from your planned giving program. For umbrella organizations that accept gifts on behalf of multiple institutions, this report provides a way to show each institution's share of the gift benefits. The report also allows you to divide up FASB liabilities and annuity reserve amounts in a similar manner.

How does the Gifts By Designation report do this? The report allows you to organize gift information based on the designations assigned to each gift. The report lists basic gift information based on these designations and subtotals the results. Dollar amounts are multiplied by the designation percentage to show the portion of each gift that is destined for each designated purpose.

The report is available in four variations. These variations let you analyze how the following respective amounts are split among each gift's designations: charitable deduction and final distribution amount, current market value, FASB liability, and current annuity reserve requirement.

1) Click the Reports menu, then choose Gifts By Designation.



Enter your search and sort criteria as shown below. Be sure to mark *Market Values* in the Include box to produce the variation of the report that includes Market Values:

The screenshot shows the 'Gifts By Designation' dialog box with the following settings:

- Organization:** Specific Organization (PGC)
- Designation:** Specific Designation (GRNT)
- Gift Date:** [] To []
- Gift Status:** All, Current, Finished, Severed
- Gift Type:** All, BEQ, CLAT, CRAT, OTH, PIF, CGA, CLU, CRU, OUT, RLE
- Include:** Market Values, Deductions and Distributions, FASB Liabilities, Annuity Reserves
- Sort:** Within Organization and Designation, Sort by: Gift Type, Then by: Gift Date
- Condition:** []

Buttons: OK, Close

2) When done entering the information above, click [OK] to view the report.

- 3)  Click the **Print Report** button to open a standard Windows Print dialog box. Change any selections necessary, then click **[OK]**.
- 4) Choose the number of pages and copies you wish to print, then click **[OK]**.
- 5)  Click the **Close** button to close the **Report Preview** window.
- 6) Click **[Close]** to close the **Gifts By Designation** window.

The first page of the Gifts By Designation - Market Value report is reproduced on the next page. It shows the current market value of all gifts designated to benefit the Grants and Fellowships program of the PG Calc Foundation.

Gifts by Designation - Deductions and Distributions

Gift Date	Gift Type	Gift Key	Account #1	Account #2	Account #3	Gift Amount	Payout %	Deduction	Distribution
PG Calc Foundation (PGC)									
Grants and Fellowships (GRNT)									
09/15/1997	CGA	6				\$10,000.00	7.20000000	\$3,780.50	\$0.00
					Desig %: 40.00%	\$4,000.00		\$1,512.20	\$0.00
	Association	Name			DOB				
	Bene-I	Christian Feldstrom			06/28/1926				
	Donor/Bene-A	Adrienne Feldstrom			10/06/1924				
12/20/1999	CGA	47				\$5,000.00	7.20000000	\$1,816.85	\$0.00
					Desig %: 50.00%	\$2,500.00		\$908.43	\$0.00
	Association	Name			DOB				
	Bene-I	Christian Feldstrom			06/28/1926				
	Donor/Bene-A	Adrienne Feldstrom			10/06/1924				
08/01/1999	CRU	42				\$300,000.00	5.00000000	\$51,279.00	\$0.00
					Desig %: 100.00%	\$300,000.00		\$51,279.00	\$0.00
	Association	Name			DOB				
	Donor	David Copperfield			05/25/1925				
	Donor/Bene-A	Harrison Copperfield			05/01/1950				
	Donor/Bene-A	Jennifer Copperfield			07/14/1953				
10/15/2004	CRU	42				\$50,000.00	5.00000000	\$19,719.00	\$0.00
Addition					Desig %: 100.00%	\$50,000.00		\$19,719.00	\$0.00
	Association	Name			DOB				
	Donor	David Copperfield			05/25/1925				
	Donor/Bene-A	Harrison Copperfield			05/01/1950				
	Donor/Bene-A	Jennifer Copperfield			07/14/1953				
Grants and Fellowships (GRNT)									
							Number of Gifts/Portions:		4
							Total Designation Gift Amount:	\$356,500.00	
							Total Designation Deduction:	\$73,418.63	
							Total Designation Distribution:	\$0.00	
PG Calc Foundation									
							Number of Gifts/Portions:		4
							Total Designation Gift Amount:	\$356,500.00	
							Total Designation Deduction:	\$73,418.63	
							Total Designation Distribution:	\$0.00	
Grand Totals									
							Number of Gifts/Portions:		4
							Total Designation Amount:	356,500.00	
							Total Designation Deduction:	73,418.63	
							Total Designation Distribution:	0.00	

Producing a Cash Flow Projection

GiftWrap's Cash Flow Projection report provides you with a sophisticated estimation of when each of your planned gifts will terminate and how much each will distribute at that time. It also displays the present value of these amounts.

The amounts your planned gifts actually distribute to your charity will certainly vary from what this report predicts, as they will depend on the actual investment return of your gift assets and the actual date each gift terminates. Nevertheless, the Cash Flow Projection report can help you enormously in evaluating the success of your planned giving program and forecasting future planned gift distributions.

1) Click the Calculations menu, then choose Cash Flow Projection.

Enter the information shown below. This particular report will estimate the distributions that the PG Calc Foundation can expect to receive from its gift annuities and charitable remainder unitrusts as of 12/31/2007.

Cash Flow Projection

Organization: PGC

Valuation Date: 12/31/2007

Designation:

All

Specific Designation

Gift Type:

All CGA CRAT CRU

RLE PIF BEQ

Assumptions:

CGA Total Annual Return% 8.00000000

CRU Total Annual Return% 7.00000000

CRAT Total Annual Return% 0.00000000

RLE Total Annual Growth% 0.00000000

PIF Total Annual Growth%

PIF	Annual Growth
The Balanced Fund	0.00000000

Mortality Table: Ann2000

Show Values Projected Within the Next 200 years

Present Value Rate One: 3.00000000

Present Value Rate Two: 6.00000000

Suppress Detail Information

Condition:

OK Close

2) When done entering the information above, click [OK] to view the report.

3) Print the report, if you wish, then return to the Report Preview window.

4) Click the Close button to close the Report Preview window.

5) Click [Close] to close the Cash Flow Projection window.

The first page of the Cash Flow Projection report is reproduced on the next page.

Cash Flow Projection as of 12/31/2007 Based on the Ann2000 Table

Year	Gift Type	Gift Key	Account #1	Gift Amount	Market Value	Projected Value	PV @ 3.000000000%	PV @ 6.000000000%
PG Calc Foundation (PGC)								
12/31/2012 - 12/31/2013								
<u>No Designation Assigned</u>								
	CGA		78	\$10,000.00	\$5,643.18	\$2,553.97	\$2,170.76	\$1,853.67
	CGA Totals			\$10,000.00	\$5,643.18	\$2,553.97	\$2,170.76	\$1,853.67
	No Designation Assigned Totals			\$10,000.00	\$5,643.18	\$2,553.97	\$2,170.76	\$1,853.67
	Totals			\$10,000.00	\$5,643.18	\$2,553.97	\$2,170.76	\$1,853.67
12/31/2012 - 12/31/2013								
12/31/2019 - 12/31/2020								
<u>Buildings and Grounds (BLDG)</u>								
	CGA		77	\$25,000.00	\$25,503.37	\$22,705.75	\$15,691.72	\$10,960.05
	CGA		47	\$2,500.00	\$1,538.19	\$356.77	\$246.56	\$172.21
	CGA		76	\$50,000.00	\$31,161.40	\$-6,516.13	\$-4,503.23	\$-3,145.33
	CGA		6	\$6,000.00	\$3,681.93	\$912.87	\$630.88	\$440.64
	CGA Totals			\$83,500.00	\$61,884.89	\$17,459.26	\$12,065.93	\$8,427.57
	Buildings and Grounds (BLDG) Totals			\$83,500.00	\$61,884.89	\$17,459.26	\$12,065.93	\$8,427.57
<u>Grants and Fellowships (GRNT)</u>								
	CGA		6	\$4,000.00	\$2,454.62	\$608.71	\$420.67	\$293.82
	CGA		47	\$2,500.00	\$1,538.19	\$356.77	\$246.56	\$172.21
	CGA Totals			\$6,500.00	\$3,992.81	\$965.48	\$667.23	\$466.03
	Grants and Fellowships (GRNT) Totals			\$6,500.00	\$3,992.81	\$965.48	\$667.23	\$466.03
	Totals			\$90,000.00	\$65,877.70	\$18,424.74	\$12,733.16	\$8,893.60
12/31/2019 - 12/31/2020								
12/31/2024 - 12/31/2025								
<u>No Designation Assigned</u>								
	CGA		4	\$25,000.00	\$15,723.24	\$536.62	\$319.90	\$193.56
	CGA Totals			\$25,000.00	\$15,723.24	\$536.62	\$319.90	\$193.56
	No Designation Assigned Totals			\$25,000.00	\$15,723.24	\$536.62	\$319.90	\$193.56
	Totals			\$25,000.00	\$15,723.24	\$536.62	\$319.90	\$193.56
12/31/2024 - 12/31/2025								
12/31/2027 - 12/31/2028								
<u>No Designation Assigned</u>								
	CGA		3	\$10,000.00	\$6,334.71	\$-1,568.07	\$-855.47	\$-474.89
	CGA		11	\$10,000.00	\$6,334.71	\$-1,568.07	\$-855.47	\$-474.89
	CGA		12	\$10,000.00	\$6,385.02	\$-955.91	\$-521.50	\$-289.50
	CGA		13	\$10,000.00	\$6,385.03	\$-955.86	\$-521.47	\$-289.48
	CGA		20	\$15,000.00	\$9,411.10	\$-4,189.45	\$-2,285.57	\$-1,268.78

Cash Flow

1

09/09/2008

Producing a FASB Liabilities report

GiftWrap's FASB Liabilities report is appreciated by chief financial officers even more than by planned giving officers. Computing liabilities for planned gifts is a time-consuming headache for many organizations. GiftWrap's FASB Liabilities report makes computing and reporting FASB liabilities for all your planned gifts a snap. It may save your CFO days or even weeks of work with a spreadsheet!

The FASB Liabilities report lists your charity's calculated liability for each gift included in the report. The report is available for charitable remainder annuity trusts and unitrusts, gift annuities, pooled income funds, and charitable lead annuity trusts and unitrusts. It provides a choice of two widely accepted methods: use of one interest rate for all your gifts or use of the specific IRS discount rate assigned to each gift.

1) Click the Calculations menu, then choose FASB Liabilities.

Enter your calculation, search, and sort criteria as shown below:

2) When done entering the information above, click [OK] to view the report.

3) Print the report, if you wish, then return to the Report Preview window.

4) Click the Close button to close the Report Preview window.

5) Click [Yes] to save each FASB liability you have just computed to its respective gift record along with the FASB valuation date.

By clicking [Yes], you have told the FASB Liabilities function to update the FASB Amount and FASB Date field found in the Details tab of each gift's Gift Information window with the new FASB liabilities you have just computed. This feature makes it easy to look up the latest FASB liability and valuation date assigned to any gift.

6) Click [Close] to close the FASB Liabilities window.

The first page of the FASB Liabilities report is reproduced on the next page.

FASB Liabilities as of 12/31/2007 Based on the 90CM Table

Gift Date	Gift Key	Gift Amount	Payout %	Account #1	Rate of Return	Annuity	Factor	Liability
The Auburn Society (AUB)								
Gift Type: Charitable Gift Annuity (CGA)								
02/21/2002	52	\$50,000.00	7.70000000		6.80000000	\$3,850.00	15.37557380	\$59,195.95
Quarterly End of Period; 1st payment 03/31/2002								
	Beneficiary			D.O.B.	Age	Gender	D.O.D.	Person Key
	Martin Manatee			12/25/1955	52	M		12
	Marina Manatee			09/03/1960	47	F		11
11/05/1998	37	\$50,000.00	8.30000000		6.80000000	\$4,150.00	4.69129891	\$19,488.99
Quarterly End of Period; 1st payment 12/31/1998								
	Beneficiary			D.O.B.	Age	Gender	D.O.D.	Person Key
	Bernard Boare			11/24/1922	55	M		3
11/05/1998	39	\$10,000.00	6.00000000		6.80000000	\$900.00	5.38090886	\$3,216.55
Semiannual End of Period; 1st payment 12/31/1998								
	Beneficiary			D.O.B.	Age	Gender	D.O.D.	Person Key
	Charisma Carpenter			12/22/1925	82	F		15
12/30/1995	25	\$32,551.00	6.50000000		7.80000000	\$2,118.47	9.37643493	\$19,844.94
Quarterly End of Period; 1st payment 03/31/1996								
	Beneficiary			D.O.B.	Age	Gender	D.O.D.	Person Key
	Sissy Mouse			02/04/1948	62	F		28
11/15/1994	8	\$30,000.00	7.90000000		9.00000000	\$2,370.00	4.28684992	\$10,198.27
Quarterly End of Period; 1st payment 12/31/1994								
	Beneficiary			D.O.B.	Age	Gender	D.O.D.	Person Key
	Bernard Boare			11/24/1922	55	M		3
Charitable Gift Annuity (CGA)								
				Number of Gifts:	5			
				Total Gift Amount:	\$172,581.00			
				Total Annuity:	\$13,086.47			
				Total Liability:	\$111,914.81			

Saving and Reporting Historical FASB Liabilities

Once you have saved a run of FASB liability calculations, you can copy them so that you have a historical record of the calculations that won't be overwritten by future runs of the FASB Liabilities routine. Saving FASB liabilities as historical values makes it possible at any later time to report these values or to compare them with current values. You can save and report gift market values in this way, as well.

1) Click the Actions menu, then choose Copy Historical FASB/Market Values to Historical Gift Table.

Enter the criteria shown below to create historical copies of the FASB liability values for 12/31/2005 that you just saved.

2) Click [OK], then click [Yes] to continue with saving your historical FASB values.

3) Click [OK] to complete the saving process.

4) Click [Close] to close the Copy Historical FASB/Market Values to Historical Gift Table window.

Once you have saved your FASB liabilities or market values as historical values, you can report them at any later date and in any of several formats. One report that is especially useful when assembling data for your charity's annual financial statement is the FASB Values for Two Dates with Differential report. This report lets you analyze each gift's FASB liability as of the beginning of the fiscal year, the end of the fiscal year, and the change in value during this time.

1) Click the Reports menu, then choose Historical FASB/Market Values.


You can see that there are several historical value report formats to choose from, as well as a file format for uploading FASB values to general ledger software. Enter the criteria shown below to produce a report of historical FASB liabilities for The


Auburn Society's charitable gift annuities as of 12/31/2006 and 12/31/2007 and how much they changed during that year. Be sure to change the Gift Type selection from *All* to *CGA* when entering your criteria.

The screenshot shows the 'Historical FASB/Market Values' dialog box with the following settings:

- Radio Buttons:**
 - FASB Values by Date
 - FASB Values for Two Dates with Differential
 - FASB File for Upload to GL
 - Market Values by Date
 - Market Values for Two Dates with Differential
- Date Fields:**
 - Date: [Empty]
 - Date 1: 12/31/2006
 - Date 2: 12/31/2007
 - Date 1: [Empty]
 - Date 2: [Empty]
 - Date 1: [Empty]
 - Date 2: [Empty]
- File Fields:**
 - File Format: [Dropdown]
 - File Date: [Empty]
- GL Account Fields:**
 - GL Debit Account #: [Empty]
 - GL Credit Account #: [Empty]
- Organization:**
 - All
 - Specific Organization: AUB
 - Selected Organizations: [Select]
- Gift Date:** [From] To [To]
- Gift Key:** [Empty]
- Gift Type:**
 - All
 - CGA
 - CLAT
 - CLU
 - CRAT
 - CRU
 - PIF
- Gift Status:**
 - Current
 - Finished
 - Severed
- Sort:**
 - Within Organization Sort by: Gift Type
 - Then by: Gift Date
- Condition:** [Empty text area]
- Buttons:** [OK] [Close]

2) Click [OK] to produce the report.

3)  Print the report, if you wish, then return to the Report Preview window.

4)  Click the Close button to close the Report Preview window.

5) Click [Close] to close the Historical FASB/Market Values window.

The first page of the Historical Gift Values - FASB Values with Differential report is reproduced on the next page.

Historical Gift Values - FASB Values with Differential

Gift Type	Gift Date	Gift Key	Tot Gift Amt	Gift Status	Account #1	Account #2	12/31/2006	12/31/2007	Difference
The Auburn Society (AUB)									
CGA	11/15/1994	8	\$30,000.00	Current			\$10,660.86	\$10,188.27	\$-472.59
CGA	12/30/1995	25	\$32,561.00	Current			\$20,207.16	\$19,844.94	\$-362.22
CGA	11/05/1998	37	\$50,000.00	Current			\$20,447.45	\$19,468.89	\$-978.56
CGA	11/05/1998	39	\$10,000.00	Current			\$3,361.95	\$3,216.55	\$-145.40
CGA	02/21/2002	52	\$50,000.00	Current			\$59,725.67	\$59,195.96	\$-529.71
The Auburn Society (AUB)									
					Number of Gifts:				
					Total Gift Amount:		\$172,561.00		
					Total FASB Value on 12/31/2006:		\$114,403.09		
					Total FASB Value on 12/31/2007:		\$111,914.61		
					Total Difference:		\$-2,488.48		
Grand Totals									
					Number of Gifts:				
					Total Gift Amount:		\$172,561.00		
					Total FASB Value on 12/31/2006:		\$114,403.09		
					Total FASB Value on 12/31/2007:		\$111,914.61		
					Total Difference:		\$-2,488.48		

Producing a report of Gift Annuity Reserves

Whether mandated by state law or performed for internal auditing purposes, regularly calculating your institution's annuity reserve requirements is essential to sound fiscal management of your gift annuity program. Many charities pay actuaries over \$1,000 each year to produce this information. GiftWrap's Gift Annuity Reserves report makes it easy for you to compute and report this information yourself.

GiftWrap can produce reserve calculations that satisfy any of the states that require reserve reports. For states that require the use of the Annuity 2000 mortality table for recent gifts but allow the use of the less conservative 1983 A table for older gifts, GiftWrap chooses the appropriate mortality table for each gift automatically. These states currently include Arkansas, California, Florida, Maryland, New Jersey, New York, Oregon, Washington, and Wisconsin.

GiftWrap also can import the maximum reserve interest rates that each state allows. For example, the states mentioned above announce new maximum rates each fall that apply to all gift annuities funded in the current year. PG Calc makes it easy for you to stay in compliance with these maximums by providing you with a file of the new state interest rates as soon as they are made available. All you have to do is install the file and click the *Import State %s* button in the upper right hand corner of the State Method tab pictured below.

For charities that don't need to meet state reserve requirements, GiftWrap also can compute reserves according to your choice of mortality tables and interest rates.


1) Click the Calculations menu, choose Gift Annuity Reserves, then choose State Method.


Enter your calculation, search, and sort criteria as shown below:

The screenshot shows the 'Gift Annuity Reserves' software window with the 'State Method' tab selected. The interface includes the following elements:

- Organization:** A dropdown menu set to 'AUB'.
- Valuation Date:** A text box containing '12/31/2007'.
- Import State %s:** A button located to the right of the Valuation Date field.
- Gifts to Include:** A section with three radio button options:
 - All CGAs
 - Only CGAs with Reserve State of [dropdown]
 - All CGAs except those with Reserve State of [dropdown]
- Surplus to Show at End of Report:** A section with three radio button options:
 - None
 - Percentage of Total Reserve [text box]
 - Specific Dollar Amount [text box]
- Sort:** A section with two checkboxes:
 - Group by Mortality Table and Interest Rate
 - Suppress Detail
- By:** A dropdown menu set to 'Gift Date'.
- Then by:** A dropdown menu set to '<none>'.
- States To Be Satisfied By This Report:** A list box containing checkboxes for AR, CA, FL, MD, NJ, NY (checked), OR, WA, and WI.
- Condition:** A large empty text area at the bottom of the form.
- Buttons:** 'OK' and 'Close' buttons at the bottom center.

2) **When done entering the information above, click [OK] to view the report.**

3)  **Print the report, if you wish, then return to the Report Preview window.**

4)  **Click the Close button to close the Report Preview window.**

5) **Click [Yes] to save each reserve amount you have just computed to its respective gift record along with the reserve valuation date.**

Similar to the FASB Liabilities function we looked at earlier, the Gift Annuity Reserves function can update the Reserve Amount and Reserve Date field found in the Details tab of each gift annuity's Gift Information window with the new annuity reserve you have just computed. This feature makes it easy to look up the latest annuity reserve amount and valuation date assigned to any gift annuity.

6) **Click [Close] to close the Gift Annuity Reserves window.**

The first page of the Gift Annuity Reserves report is reproduced on the next page.

Gift Annuity Reserves as of 12/31/2007

Gift Date	Gift Key	Gift Amount	Payout %	Account #1	Reserve State	Annuitant	Mort Table	Reserve %	Factor	Reserve
The Auburn Society (AUB)										
11/15/1994	8	\$30,000.00	7.90000000		NY		1983 A	6.50000000	4.92163686	\$11,664.28
	Quarterly 1st payment 12/31/1994; Modal Adjustment									
	Annuitant			State	D.O.B.	Age	Gender	D.O.D.	Person Key	
	Bernard Boare			MA	11/24/1922	85	M		3	
12/30/1995	25	\$32,561.00	6.50000000				1983 A	7.25000000	10.94505906	\$23,164.69
	Quarterly 1st payment 03/31/1996; Modal Adjustment									
	Annuitant			State	D.O.B.	Age	Gender	D.O.D.	Person Key	
	Sissy Mouse			NM	02/04/1946	62	F		26	
11/05/1998	37	\$50,000.00	8.30000000		MA		1983 A	6.25000000	4.97147245	\$20,631.61
	Quarterly 1st payment 12/31/1998; Modal Adjustment									
	Annuitant			State	D.O.B.	Age	Gender	D.O.D.	Person Key	
	Bernard Boare			MA	11/24/1922	85	M		3	
11/05/1998	39	\$10,000.00	6.00000000		CA		1983 A	6.25000000	6.36482387	\$3,818.89
	Semiannual 1st payment 12/31/1998; Modal Adjustment									
	Annuitant			State	D.O.B.	Age	Gender	D.O.D.	Person Key	
	Charisma Carpenter			CA	12/22/1925	82	F		15	
02/21/2002	52	\$50,000.00	7.70000000		NJ		Ann2000	6.50000000	14.50296715	\$55,836.39
	Quarterly 1st payment 03/31/2002; Modal Adjustment									
	Annuitant			State	D.O.B.	Age	Gender	D.O.D.	Person Key	
	Martin Manatee			NJ	12/25/1955	52	M		12	
	Marina Manatee			NJ	09/03/1960	47	F		11	
The Auburn Society										
				Number of Gifts:			5			
				Total Gift Amount:			\$172,561.00			
				Total Annuity:			\$13,086.47			
				Total Reserve:			\$115,116.06			
				Specified Surplus:			\$0.00			
				Total Reserve + Surplus:			\$115,116.06			

Tracking the value of gift annuity assets

GiftWrap's powerful CashTrac CGA Market Values feature takes the guesswork out of valuing the assets that back each gift annuity in your gift annuity pool. When a gift annuity terminates, the market value that you have maintained using CashTrac tells you how much of the gift annuity's original funding assets are still in the pool. Many GiftWrap clients use this amount to determine how much to remove from the gift annuity pool and use as designated by the donor. This approach is far more sophisticated than simply removing 50% or 100% or some other standard percentage of the original funding amount of each terminated gift annuity.

CashTrac gives you the choice of two methods for adjusting gift annuity market values. Whichever method you choose, CashTrac can store its calculations as current market values and as historical market values for future reference.

Each calculation method has its advantages and disadvantages, but both offer an advanced approach to tracking the value of the assets backing each of your gift annuities. We won't run CashTrac CGA Market Values here, but you are welcome to run it on your own. To learn more about how the CashTrac calculations work, look up the *CashTrac CGA Market Values-calculations explained* topic in the Online Help Index.

Method 1. The first method asks you to enter a net rate of return on the gift annuity pool's assets during a specified time period. CashTrac then adjusts each gift annuity's stored market value by that percentage and subtracts each gift annuity's payments made during the same time period to arrive at the new market value to store.

Method 2. The second method asks you to enter the total market value of your gift annuity pool as of the end of a specified time period. CashTrac then adjusts each gift annuity's stored market value by the net rate of return that is implied by the difference between the total of all the stored gift annuity market values and the new target total market value you have entered. Then, as in the first method, CashTrac subtracts each gift annuity's payments made during the same time period to arrive at the new market value to store.

Producing Payments & 1099-Rs


GiftWrap can produce payments for income beneficiaries of any type of planned gift. It can make these payments either by check or by electronic funds transfer (EFT).

GiftWrap can print checks directly on check stock loaded into a printer or produce an upload file that sends payment data to a separate check writing system. GiftWrap can also print 1099-R tax forms for reporting annuity income to all your gift annuitants and to the IRS. For charities with more than 250 1099-Rs to send, GiftWrap can produce the required electronic file for reporting this tax information to the IRS. In addition, GiftWrap can produce reports that summarize payment or 1099-R information.

Except for the summary reports, this set of features is optional in GiftWrap. If you need any of them, they are available. If you don't, you can purchase GiftWrap without this set of features for a reduced license fee and lower annual service fee. See the GiftWrap brochure or contact the PG Calc sales department at 888-497-4970 for pricing details.

Reporting and producing income payments



All of GiftWrap's payment functions are found in the Payments menu. Let's start by creating a Payment Summary report, which lists income payments, the name and address (optional) to whom they were made, and the gift that generated them. This report typically is used to list payments made during a specific time period, such as the current month or the past calendar quarter. The information it provides can be very helpful for double-checking payment amounts before producing actual payments, as a check request, or as a permanent record of past payments.

- 1)  **Click the Payments button in the Toolbar.**
- 2) **Click the OK button if you see a message about updating Seasonal Addressess. Click the OK button again once it's done updating.**

GiftWrap can be set to update seasonal addresses that need updating whenever you select address-sensitive functions, such as Payments. For the purpose of this Tutorial, click OK whenever you see this message.

Enter your search criteria as shown on the next page. Notice that we are printing checks for the income beneficiaries of gift annuities (CGAs) and charitable remainder unitrusts (CRUs) only. Also, we are excluding income beneficiaries with a status of "Missing." These are beneficiaries whose address is unknown, but who may be alive. Excluding them from payments prevents you from sending payments that never will be received. If a missing beneficiary is later located, turning on the

beneficiary's payments again is a matter of changing his or her status from "Missing" to "Active".

- 3) When done entering the information above, click [OK] to view the report.
- 4) Click [Continue].
- 5)  Click the Print Report button to open a standard Windows Print dialog box. Change any selections necessary, then click [OK].
- 6) Choose the number of pages and copies you wish to print, then click [OK].
- 7)  Click the Close button to close the Report Preview window and return to the Payments window. Leave the Payments window open.

The first page of the Payment Summary report is reproduced on the next page.

Payment Summary

Check Date	Payee/Payment Address	Person Key	Address Type	EFT	Route #	Account Type	Net Amount
PG Calc Foundation (PGC)							
06/30/2007	Sarah Allfabelle c/o Bayside Bank A/C 09-454545	20	Payment1	No		Include in Next Prenote File	\$255.00
<i>Gift Type</i>	<i>Gift Date</i>	<i>Association</i>	<i>Account #1</i>	<i>Check #</i>	<i>Issued Date/Type</i>	<i>Gross Amount</i>	<i>Net Amount</i>
CGA	06/05/1997	Donor/Bene-A		652	06/30/2007 C	\$255.00	\$255.00
06/30/2007	Robert M. Burns	4	Home	No			\$655.00
<i>Gift Type</i>	<i>Gift Date</i>	<i>Association</i>	<i>Account #1</i>	<i>Check #</i>	<i>Issued Date/Type</i>	<i>Gross Amount</i>	<i>Net Amount</i>
CGA	12/15/1996	Donor/Bene-A	808429009-S	653	06/30/2007 C	\$165.00	\$165.00
CGA	02/15/1995	Donor/Bene-A	808429009-S	653	06/30/2007 C	\$165.00	\$165.00
CGA	02/15/1992	Donor/Bene-A	808429009-S	653	06/30/2007 C	\$162.50	\$162.50
CGA	02/15/1991	Donor/Bene-A	808429009-S	653	06/30/2007 C	\$162.50	\$162.50
06/30/2007	Charles Cheetah	1	Home	No			\$837.50
<i>Gift Type</i>	<i>Gift Date</i>	<i>Association</i>	<i>Account #1</i>	<i>Check #</i>	<i>Issued Date/Type</i>	<i>Gross Amount</i>	<i>Net Amount</i>
CGA	04/30/1995	Donor/Bene-A	963258-S1	654	06/30/2007 C	\$837.50	\$837.50
06/30/2007	Harrison Copperfield	38	Home	No			\$2,478.45
<i>Gift Type</i>	<i>Gift Date</i>	<i>Association</i>	<i>Account #1</i>	<i>Check #</i>	<i>Issued Date/Type</i>	<i>Gross Amount</i>	<i>Net Amount</i>
CRU	08/01/1999	Donor/Bene-A		655	06/30/2007 C	\$2,478.45	\$2,478.45
06/30/2007	Jennifer Copperfield	37	Home	No			\$2,478.45
<i>Gift Type</i>	<i>Gift Date</i>	<i>Association</i>	<i>Account #1</i>	<i>Check #</i>	<i>Issued Date/Type</i>	<i>Gross Amount</i>	<i>Net Amount</i>
CRU	08/01/1999	Donor/Bene-A		656	06/30/2007 C	\$2,478.45	\$2,478.45
06/30/2007	Adrienne Feldstrom c/o Village Savings Bank A/C 00-909-0098-43	6	Payment1	No			\$2,068.75
<i>Gift Type</i>	<i>Gift Date</i>	<i>Association</i>	<i>Account #1</i>	<i>Check #</i>	<i>Issued Date/Type</i>	<i>Gross Amount</i>	<i>Net Amount</i>
CGA	12/30/2006	Donor/Bene-A		657	06/30/2007 C	\$531.25	\$531.25
CGA	12/30/2004	Donor/Bene-A		657	06/30/2007 C	\$1,087.50	\$1,087.50
CGA	12/20/1999	Donor/Bene-A		657	06/30/2007 C	\$90.00	\$90.00
CGA	09/15/1997	Donor/Bene-A		657	06/30/2007 C	\$360.00	\$360.00
PG Calc Foundation (PGC)							
				Number of Payments:			6
				Total Gross Amount:			\$8,773.15
				Total Withheld:			\$0.00
				Total Net Amount:			\$8,773.15
Grand Totals							
				Number of Payments:			6
				Total Gross Amount:			8,773.15
				Total Withheld:			\$0.00
				Total Net Amount:			8,773.15

* Indicates EFT entries to be included in the next prenote file and EFT entries with prenote dates 11 or fewer days prior to report date.

Once you have used the Payment Summary to confirm that all payment amounts are correct, you can use GiftWrap to produce the payments themselves. We won't actually print checks or create an electronic funds transfer file here, but we will show you how to do both.

Printing checks: GiftWrap can accommodate laser stock. GiftWrap comes with a variety of laser check styles to satisfy the format requirements of most charities. If none meets your needs, you can make the necessary modifications to any of these check styles using Crystal Reports report-writing software or we can make a new custom style for you.

1) Click the Checks/Advices tab in the Payments window.

The screenshot shows the 'Payments' window with the 'Checks/Advices' tab selected. The window is divided into several sections:

- Payments:** Radio buttons for 'Print Checks With Advices' (selected), 'Print Advices Only', and checkboxes for 'Include Checks' and 'Include EFTs'.
- Organization:** Radio buttons for 'All', 'Specific Organization' (selected), and 'Selected Organizations'. A dropdown menu shows 'PGC'.
- Gift Type:** Checkboxes for 'All', 'CGA' (checked), 'CRAT', 'CRU' (checked), 'OTH', and 'PIF'.
- Check Date:** Two date input fields, both set to '06/30/2007'.
- Starting Check Number:** An empty text input field.
- Print Advice Message (edit on Settings tab):** An unchecked checkbox.
- Print Issued Date as Check Date:** An unchecked checkbox.
- Condition:** A large empty text area.
- Settings:** A table-like area with 'Check Style: Laser Middle Style 1' and 'Advice Style: Laser Advice Style 1'. Below are 'Number of Payments per Advice (Checks With Advices): 12' and 'Number of Payments per Advice (Advices Only): 12'. 'Compute Tax-Free Amount: No' and 'Advice Message:' are also present.
- PIF:** Radio buttons for 'All' (selected) and 'Specific PIF' with a dropdown menu.
- Adjust Text on Checks/Advices by:** A text input field followed by 'pixel(s)' and a spinner control.

At the bottom of the window are 'OK' and 'Close' buttons.

Review the questions asked in the Checks/Advices tab. Notice that you can print checks and advices for any period, which makes it easy to print them in batches or ahead of time. The date that appears on the check ordinarily is the Check Date stored in the beneficiary's Check and Tax Information window for the gift. You can instead print the Issued Date as the check date by marking the *Print Issued Date as Check Date* box in the Checks/Advices tab. You enter the Issued Date after clicking OK to the tab above. You can assign and store check numbers, if you wish, to aid record keeping and check reconciliation.

Most clients use a check format (as determined by the Check Style displayed above) that includes an attached advice. You can also print just advices for beneficiaries paid by electronic funds transfer by choosing Print Advices Only instead of Print Checks with Advices.

To print the checks, you would load your check stock into your printer, then click [OK] to work through the usual series of printing windows.

Making payments by electronic funds transfer: For those beneficiaries who prefer to receive payments by electronic funds transfer (EFT), GiftWrap can make payment distributions by EFT rather than by check. GiftWrap determines the method of payment on a per beneficiary and per gift basis, making it easy for you to use the method each beneficiary prefers for each of his or her gifts.

1) Click the EFT Files tab.

GiftWrap creates prenote and payment files in the standard format that the Automated Clearinghouse (ACH) requires for making payments by EFT. To make a transfer, you create the EFT payment file in GiftWrap and send it to a member of the ACH network, such as your institution's bank. That ACH member then posts the file to the ACH network and the payments described in the file are made.

In order to make payments by EFT, you need to acquire some additional bank account information from each income recipient who wants to be paid by EFT. Many of our clients accomplish this by sending an EFT mailing to all of their income recipients. Once you have gathered the necessary bank account information, you just add it to each participating recipient's Payment Address window. Then, you add similar information to your organization's setup window and you're done. Once all of this information is in place, making payments by EFT becomes simple.

2) Click [Close] to close the Payments window.

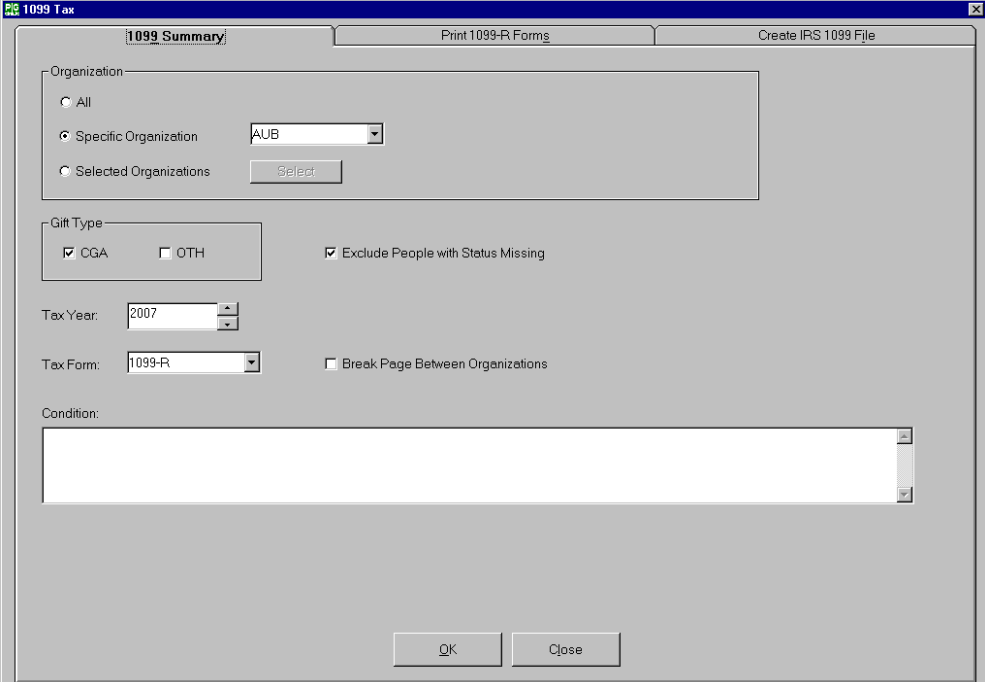
Reporting tax information and printing 1099-Rs

For institutions that offer gift annuities, one of GiftWrap's most valuable features is its ability to print 1099-R tax forms. If your charity accepts gift annuities, it must send 1099-R information each year to each annuitant and to the IRS. The 1099-R reports the total amount of payments received by the annuitant and how much was taxable, capital gain, and tax-free income.

Producing a 1099 Summary: Before printing the 1099-Rs themselves at the end of the year, we recommend that you produce a 1099 Summary first. This report lists the information that will be printed on the 1099-Rs, giving you a straightforward way to check all your gift annuity tax information for errors before you print your tax forms. GiftWrap does do its own error-checking to make sure that each annuitant's total payments for the year matches his or her total on the form, but it cannot catch name misspellings, address mistakes, and other similar errors.

- 1)  Click the 1099s button in the Toolbar.

Enter your search criteria as shown below:




The screenshot shows a Windows-style dialog box titled "1099 Tax" with three tabs: "1099 Summary" (selected), "Print 1099-R Forms", and "Create IRS 1099 File". The "1099 Summary" tab contains the following fields and options:


- Organization:** Radio buttons for "All", "Specific Organization", and "Selected Organizations". The "Specific Organization" option is selected, with a dropdown menu showing "AUB" and a "Select" button.
- Gift Type:** Checkboxes for "CGA" (checked), "OTH", and "Exclude People with Status Missing" (checked).
- Tax Year:** A dropdown menu showing "2007".
- Tax Form:** A dropdown menu showing "1099-R".
- Break Page Between Organizations:** A checkbox that is currently unchecked.
- Condition:** A large empty text area for entering search criteria.

At the bottom of the dialog box are "OK" and "Close" buttons.

- 2) When done entering the information above, click [OK] to view the report.

- 3)  Click the Print Report button to open a standard Windows Print dialog box. Change any selections necessary, then click [OK].

- 4) Choose the number of pages and copies you wish to print, then click [OK].

- 5)  **Click the Close button to close the Report Preview window and return to the 1099s window. Leave the 1099s window open.**

The first page of the 1099 Summary report is reproduced on the next page.

1099-R Summary for Tax Year 2007

Name/SS Num	Address	Address Type	Person Code	Person Key
The Auburn Society (AUB)				
Boare, Bernard 434-44-3333	10 Coolidge Corner Boston, MA 02114	Home		3
Gift Type	Account #1	Box 1 Gross Dist	Box 2a Taxable Amt	Box 3 Capital Gain
CGA	8	\$2,370.00	\$1,722.64	\$440.47
CGA	37	\$4,150.00	\$3,447.82	\$1,638.42
Total		\$6,520.00	\$5,170.46	\$2,078.89
Carpenter, Charisma 000-44-7777	65 Salem Street Sunnydale, CA 90087	Home	C132	15
Gift Type	Account #1	Box 1 Gross Dist	Box 2a Taxable Amt	Box 3 Capital Gain
CGA	39	\$600.00	\$372.00	\$0.00
Total		\$600.00	\$372.00	\$0.00
Manatee, Martin 556-09-8333	4 Waverunner Way Frog Island, NJ 38801	Home		12
Gift Type	Account #1	Box 1 Gross Dist	Box 2a Taxable Amt	Box 3 Capital Gain
CGA	52	\$3,850.00	\$1,624.70	\$0.00
Total		\$3,850.00	\$1,624.70	\$0.00
Mouse, Sissy 123-22-3123	Angstrom Pinto Estates 838 Appaloosa Avenue Pecos, NM 87552	Home		26
Gift Type	Account #1	Box 1 Gross Dist	Box 2a Taxable Amt	Box 3 Capital Gain
CGA	25	\$2,116.47	\$1,856.74	\$445.05
Total		\$2,116.47	\$1,856.74	\$445.05

The Auburn Society
 123 Mt. Auburn St.
 Suite 1000
 Cambridge, MA 02138
 Phone: 617-221-3444
 Tax ID: 04-0909090
 Transmitter Control Code (TCC): 12345

Number of People: 4
 Total Box 1: \$13,086.47
 Total Box 2a: \$9,023.90
 Total Box 3: \$2,523.94
 Total Box 4: \$0.00
 Total Box 5: \$4,062.57

Printing 1099-Rs: Printing 1099-Rs in GiftWrap is simple. First, you load your printer with laser 1099-R stock. We can help you order this stock, if necessary. Then, you run GiftWrap's 1099-R printing routine.

1) Click the Print 1099-R Forms tab.

Since you probably don't have 1099-R stock handy, we won't produce a 1099-R here. To print the 1099-Rs, you would just fill in the information in the 1099-R Forms tab, click [OK], then print the report in the usual way. That's all there is to it!

The Auburn Society and PG Calc Foundation organizations in the Tutorial database are shipped with an Organization Year of 2007. You will need to run Actions - Year End Update to advance these Organization Years to 2008 before you will be allowed to produce 1099-R forms for 2007. This requirement forces you to complete your 2007 work, such as producing payments, before you are allowed to produce tax forms for 2007.

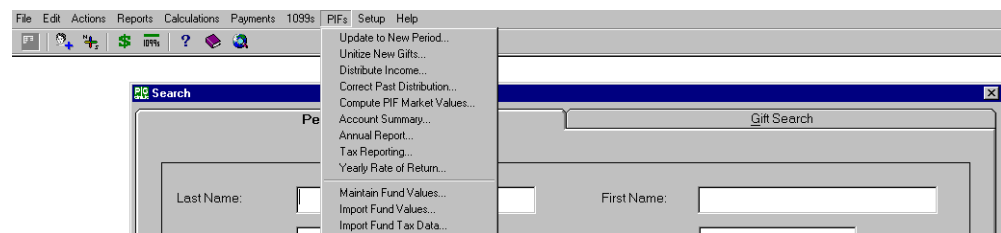
In addition to printing 1099-Rs for your annuitants, GiftWrap can also create a file for reporting 1099 information to the IRS electronically. The IRS requires your institution to report 1099 information this way if your institution needs to issue 250 or more 1099s. Electronic reporting is optional for institutions that issue fewer than 250 1099s.

- 1) Click the Create IRS 1099 File tab to see the questions you must answer in order to produce the 1099 file.**
- 2) When done reviewing the Create IRS 1099 File tab, click [Close] at the bottom of the window.**

Pooled Fund Organizer Module

GiftWrap's optional Pooled Fund Organizer module (PFORZ) helps you perform all of the essential tasks necessary to administer a pooled income fund, such as unitizing new gifts, distributing participant income, and producing Schedule K-1 tax forms for each participant and the IRS.

1) Click the PIFs menu in the Menu Bar.



The PFORZ module consists of all functions in this menu except for *Compute PIF Market Values*, which is available to all GiftWrap users. The *PIF Payment Summary* under Payments - Check/EFT Reports is also part of the PFORZ module. You are welcome to try out any of these functions after you have completed your tour. If you

are interested in learning more about the PFORZ module, please contact our Sales Department at 888-497-4970 and ask for our PFORZ Module Introductory Guide.

Custom Reports

GiftWrap offers a wide range of standard reports that fulfill all the reporting needs of most users. If GiftWrap doesn't already provide you the exact report you need, however, it gives you great flexibility in creating your own custom reports.

To create custom reports for GiftWrap, all you need is Crystal Reports XI from Seagate, a widely-used and powerful report-writing software package. Like many of our clients, your organization may already have Crystal Reports XI. If not, the cost is very reasonable. We have written all of GiftWrap's standard reports using Crystal Reports XI.

You have two options for using Crystal Reports to create custom reports in GiftWrap.

- 1) You can create a report from scratch in Crystal Reports. This method is suitable for creating a report that is unlike any report already available in GiftWrap.
- 2) You can export a GiftWrap standard report, such as the Gift Summary, in Crystal Report format, then edit the report in Crystal Reports. This method is suitable for creating a report that is similar to a report already available in GiftWrap.

Either way, if you save your custom report in the GiftWrap\Reports folder, the custom report will appear in the Custom menu in GiftWrap's Menu Bar. You can save as many custom reports as you wish in the GiftWrap\Reports folder under different names and each one will appear in the Custom menu.

Producing a custom report is a two-step process.

- 1) Run a standard GiftWrap report that contains all of the data that should appear in your custom report. Doing so allows you to take advantage of all of the selection and sorting options available for the standard GiftWrap report. A file of this data is stored in the GiftWrap\ReportData folder.
- 2) Run your custom report. The resulting report will appear in GiftWrap's standard Report Preview window.

Please contact Dyke Tilt at 888-474-2252 if you would like to discuss the details of creating your own GiftWrap custom reports using Crystal Reports.


Adding People and Gifts

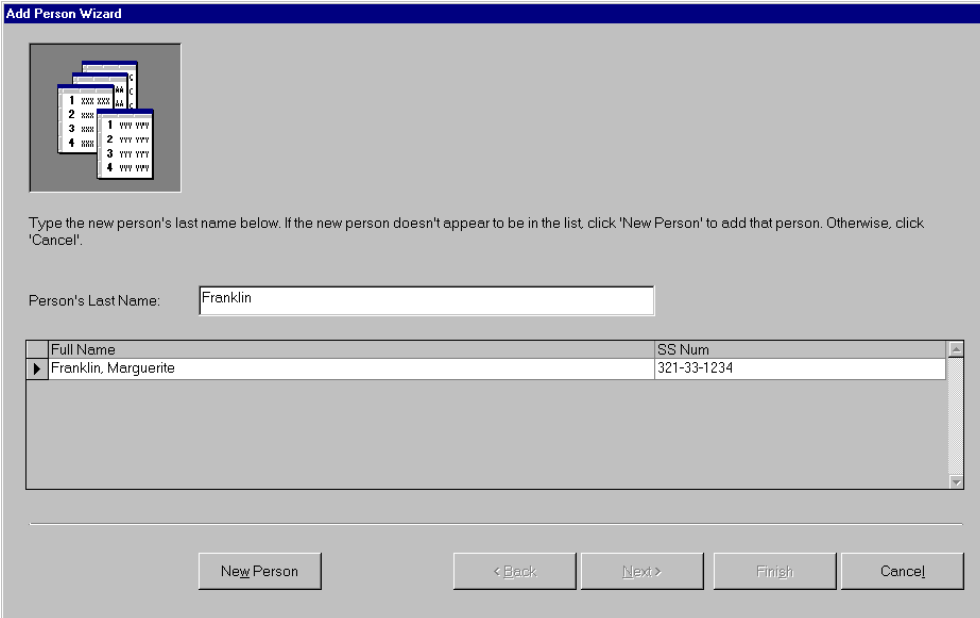
As mentioned in the brief GiftWrap overview at the beginning of your tour, GiftWrap stores person information and gift information separately. If a person makes a planned gift to your charity, first you create a person record for each donor and beneficiary who is associated with the gift. Next, you create a record for the gift and then link the gift to each person with the proper association. GiftWrap makes this seemingly complicated process easy by providing an Add Person Wizard, an Add Gift Wizard, and an Add Association Wizard that walk you through the procedure.

Adding a new person using the Add Person Wizard

The Add Person Wizard guides you through adding donors, beneficiaries, and prospects to your database. You are free to move back and forth among the Add Person Wizard screens using [Back] and [Next]. You can cancel the operation at any time by clicking [Cancel].

Let's add Benjamin Franklin to the database.

- 1) Click  on the Toolbar at the top of your screen.
- 2) Type Franklin in the Person's Last Name field.



Type the new person's last name below. If the new person doesn't appear to be in the list, click 'New Person' to add that person. Otherwise, click 'Cancel'.

Person's Last Name:

Full Name	SS Num
Franklin, Marguerite	321-33-1234

Buttons:

Franklin, Benjamin doesn't appear in the list, so you know his record is not already stored in GiftWrap.

- 3) Click [New Person].

4) Enter the information shown below:

Add Person Wizard

New Person Information

Prefix: Mr. D.O.B: 11/12/1925 Gender: M

First: Benjamin A. SS Num: 000-00-0001

Last: Franklin Do Not Mail:

Suffix: Person Code 1:

Salut: Ben Person Code 2:

< Back Next > Finish Cancel

5) Click [Next].**6) Enter the information shown below.**

Add Person Wizard

Home Address

Street: 123 Main Street

City: Philadelphia State: PA Zip: 19102

Country:

Phone: 215-333-2222 Fax: 215-333-1111

E-mail: bfranklin@poorichard.com Expires: Last Modified: 03/17/2008

< Back Next > Finish Cancel

7) Click [Next].**8) Click [Finish].**

Benjamin Franklin's new Person Information screen will now open with the information you have just entered filled in. If you wish, you may enter additional information in any of the tabs. For example, you might want to enter a record

identifier that is associated with Mr. Franklin's record in another computer system as the Person Code 1 value in the Misc. tab.

Now that you have created a person record for Mr. Franklin, let's add his gift.

Adding a new gift using the Add Gift Wizard

Once your database contains person records on all the donors and income beneficiaries associated with a gift, you are ready to add the new gift. The Add Gift Wizard guides you through this process. As in the Add Person Wizard, you are free to move back and forth among the Add Gift Wizard screens using [Back] and [Next]. You can cancel the operation at any time by clicking [Cancel].

Let's assume that Mr. Franklin is the donor and sole income beneficiary of an 8.0% charitable gift annuity funded with 1,000 shares of Franklin Stove Co. stock worth \$100,000.

- 1) Click  at the top of Mr. Franklin's Person Information screen to launch the Add Gift Wizard.




Importing gift information from a Planned Giving Manager file. You can use PG Calc's planned gift marketing software, Planned Giving Manager, Mini Manager, or Gift Annuity Manager, to create a file of gift information that can then be imported into GiftWrap by clicking [Yes] in the above window. The ability to import gift information in this way will save you time and reduce data entry errors whenever you enter a new gift. This is especially true for gift annuities, where GiftWrap can import not only basic information, such as gift type, payout rate, and charitable deduction, but also the check amounts and annuity taxation information that will apply for the duration of the annuity.

If you have Planned Giving Manager, Mini Manager, or Gift Annuity Manager on your computer, follow the instructions in the box on the next page to create a gift information file for Mr. Franklin and import it into GiftWrap. Otherwise, go directly to step 2 at the bottom of the next page.

Steps to create a GiftWrap gift information file in PGM/Mini/GAM:

- 1) **Run PGM/Mini/GAM.**
- 2) **Choose Program 1, Basic Gift Illustrations.**
- 3) **Open the Gift Date - IRS Discount Rate window and enter 11/1/2007 as the date of gift. Leave the IRS discount rate at 5.8%. Close the window.**
- 4) **Open the Lives and/or Fixed Term window and enter 11/12/1925 as the birthdate of Life #1. Close the window.**
- 5) **Open the Principal Value - Cost Basis window. Enter 100,000 as the property transferred amount and 20,000 as the cost basis.**
- 6) **Open the Gift Options window. Choose a Charitable Gift Annuity as your only gift option. Enter a 8.5% annuity rate. The remaining default answers should already be correct: quarterly payments at the end of each period, reduction rules do not apply, and the annuitant is also the donor. Click Close to return to the Gift Options window, then click Done to return to the Main Screen.**
- 7) **Open the File menu and choose Save GiftWrap Gift Information File.**
- 8) **Choose the folder where PGM is stored (most likely C:\PGM), enter *franklin* as the file name, then click [Save].**
- 9) **Return to running GiftWrap.**

Steps to import information from the GiftWrap gift information file:

- 1) **If you haven't already done so, click  at the top of Mr. Franklin's Person Information screen to launch the Add Gift Wizard.**
- 2) **Click [Yes] to load gift information from a PGM/Mini/GAM file.**
- 3) **In the Look in field, choose the folder where you saved your file in step 7 above. Click franklin.gft in the list that now appears, then click [Open].**
- 4) **Go to step 3 below. Notice that most fields have been filled in for you because you imported gift information for Mr. Franklin from a file.**

- 2) **You have not created a gift information file for Mr. Franklin, so click [No].**
- 3) **Enter the information shown below (you can enter 8.5 in the Payout % field, GiftWrap will supply all the 0s):**

Add Gift Wizard

Gift Information

Number of Gifts Limit: 100
Current Number of Gifts in 1 GiftWrap Databases: 48

Organization: PGC
Funding Amount: \$100,000.00

Gift Type: CGA
Account 1:

Subtype: S
Account 2:

PIF Name:

Account 3:

Gift Date: 11/01/2007
Payout %: 8.500000

< Back Next > Finish Cancel

4) Click [Next].

5) Enter the information shown below:

Add Gift Wizard

General

Payment Date Elected: Market Value Date: 11/01/2007

Payments Commuted: Credit Amount:

Payment Frequency: Q Units: 0.00000000

Payment Timing: E Trust ID:

Valuation to Payment: 0 (months) Ann Val Date:

First Payment Date: 12/31/2007 Managed:

Market Value: \$100,000.00 Record Incomplete:

< Back Next > Finish Cancel

6) Click [Next].

7) Enter the information shown below.

Add Gift Wizard

Details

Term Type:

Term End Date:

Years in Term:

Tax Form: 1099-R

Reserve State: PA

Char Deduction: \$52,432.00

IRS D.Rate/PIF %: 5.80000000

RCV Amount:

Flip Trigger Date:

Testamentary:

Reinsured:


Earliest Start Date:

Latest Start Date:

< Back **Next >** Finish Cancel

8) Click Next.

9) If you wish, fill in the Purpose/Designation screen, then click [Next]. This information is optional.

10) With the Assets window now open, click  to open the Asset Information window. This information is optional.

11) Enter the information shown below.

Asset Information

Asset Description: 1,000 shs Franklin Stove Co.

Market Value: \$100,000.00

Cost Basis: \$20,000.00

Acquisition Date: 3/3/1950

12) Click , then click [Yes] to confirm your entry.

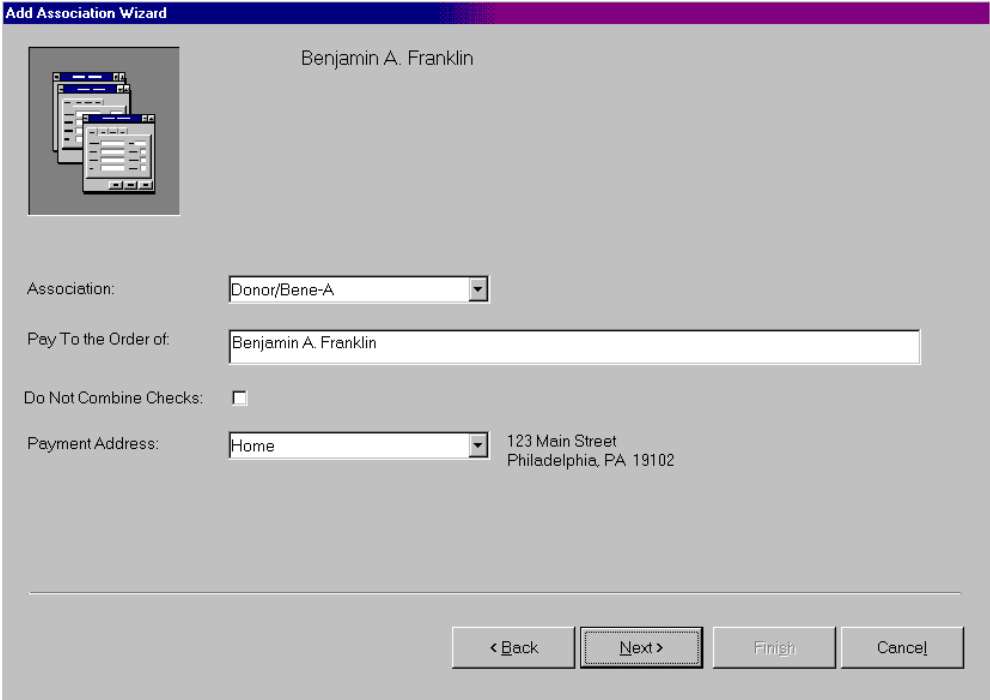
13) Click [Next].

14) Click [Next] again.

GiftWrap now launches automatically its Add Association Wizard, which guides you through linking people with gifts.

1) Choose *Donor/Bene-A* as Mr. Franklin's Association to his gift.

This means that he is both the donor and an active income beneficiary of the gift annuity. The remaining information in the window fills in correctly for you as soon as you choose Mr. Franklin's Association. The window should now be filled in as shown below.



The screenshot shows a dialog box titled "Add Association Wizard" for Benjamin A. Franklin. The window contains the following fields and controls:

- Association:** A dropdown menu with "Donor/Bene-A" selected.
- Pay To the Order of:** A text field containing "Benjamin A. Franklin".
- Do Not Combine Checks:** An unchecked checkbox.
- Payment Address:** A dropdown menu with "Home" selected, and a text field containing "123 Main Street Philadelphia, PA 19102".
- Navigation:** Four buttons at the bottom: "< Back", "Next >" (highlighted with a dashed border), "Finish", and "Cancel".

1) Click [Next].

If you have imported gift information from a PGM file, skip to the top of the next page and compare the check and tax information displayed on your screen with the screen reproduced there. Otherwise, follow the steps below.

2) Click No to whether you wish to load tax information from a file.

3) Enter 4 as the number of tax rows needed, then click [OK].

4) Enter the payment and tax information shown at the top of the next page.

You will see that entering complete gift information for a gift annuitant is a lot of work when you enter it manually. We encourage our Planned Giving Manager, Mini Manager, and Gift Annuity Manager clients to import all of this information from a file created in one of those programs. Doing so saves them substantial time and reduces errors.

Add Association Wizard




Name: Benjamin Franklin Association: Donor/Bene-A

Check Schedule							
Chk Date	Gross Amount	Tot Withheld	Net Amount	Iss Date	Check #	Ctrd	Type
03/31/2007	\$0.00	\$0.00	\$0.00			0	
06/30/2007	\$0.00	\$0.00	\$0.00			0	
09/30/2007	\$0.00	\$0.00	\$0.00			0	
12/31/2007	\$1,408.97	\$0.00	\$1,408.97			0	
Total:			\$1,408.97				




Tax						
Tax Years	Capital Gain	Tax-Free	Ordinary	Tot Withheld	Net Payment	
2007-2007	\$759.72	\$189.93	\$459.32	\$0.00	\$1,408.97	
2008-2015	\$4,583.20	\$1,145.80	\$2,771.00	\$0.00	\$8,500.00	
2016-2016	\$629.08	\$157.27	\$7,713.65	\$0.00	\$8,500.00	
2017-9999	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00	
Totals:		\$38,054.40	\$9,513.60			

< Back Next > Finish Cancel

If you have imported gift information from a PGM file, skip to “1) Click [Next]” at the bottom of the page. Otherwise, to enter the missing payment amount:

- 1) Click the 12/31/2007 payment line in the Check Schedule list, then click .
- 2) Enter 1408.97 in the Gross Amount field (GiftWrap will add formatting for you), then click  to save your change and  to close the window.

Now, enter the tax information. The process for entering tax information is similar to the one for entering payment information.

- 1) Click the first line in the Tax list, then click .
- 2) Enter the Year, Capital Gain, Tax-Free, and Ordinary amounts so that they match those shown above in the first tax line, then click  to save your change and  to close the window.
- 3) If you wish, you can repeat step 2 until you have edited all of the tax lines. You must at very least enter the first tax row.

Now that you have edited both payment and tax information, you can proceed with the Add Association Wizard.

- 1) Click [Next].
- 2) Since Mr. Franklin is the only person associated with this gift, the entry in the Associations window is already correct. Click [Next] again.
- 3) Click [Finish].

4) Click [Finish] again.

You should now see Benjamin Franklin's Person Information screen.

5) Click the Gifts/Payments tab.

The gift that you just added is displayed in this tab along with the payments it will be making during 2007, the year in which it was funded. Whenever you run Actions - Year End Update to move the PG Calc Foundation into 2008, Year End Update will create four payments for Mr. Franklin's gift in 2008, all for the regular payment amount of \$2,125.00.

With the help of the Add Gift Wizard and Add Association Wizard, you have now entered complete information on Mr. Franklin's gift annuity and associated Mr. Franklin with the gift annuity as its donor and active beneficiary.

Because GiftWrap previously stored neither a person record for Mr. Franklin nor a gift record for his gift annuity, you ran three wizards to add his gift to your database. If Mr. Franklin were to make another gift in the future, you would need to run only the Add Gift Wizard and Add Association Wizard.

Adding or linking a spouse

You can link any two people together as spouses. Each spouse has a complete person record and can be linked to gifts independently. This structure gives you enormous flexibility when making payments to spouses.

Let's find Mr. Franklin a wife, Marguerite.

1) Click  in the middle of Benjamin Franklin's Person Information screen (just below the D.O.B. field).

This action opens the Add Spouse Wizard. As in the other wizards you've seen, you are free to move back and forth among the Add Spouse Wizard screens by clicking [Back] and [Next]. You can cancel the Add Spouse Wizard at any time by clicking [Cancel].

2) Type *fr* in the Spouse's Last Name field.

Fr is specific enough that only Marguerite Franklin's name appears as a match in the list below the Spouse's Last Name field. Its presence tells you that her person record already exists in GiftWrap.

3) Since Franklin, Marguerite is already highlighted, click [Link Person].

If you had not seen Marguerite Franklin's name appear in the list, you would have needed to click [New Person]. The Add Spouse Wizard would then have guided you through adding a person record for Mrs. Franklin before linking her to Mr. Franklin as his spouse.

4) Enter the information shown below:

You have asked that mailings be sent to the Franklins jointly. This way, only one envelope or address label will be printed for the two of them when you use GiftWrap to produce them. If the Franklins preferred, however, it would be easy for you to send all mailings to them separately: simply click the Send Mailings Jointly box to remove the checkmark.

5) Click [Next].**6) Click [Finish].**

These are the Spouse Link Information and Go To Spouse Information buttons, respectively.

You have now linked Benjamin Franklin and Marguerite Franklin together as spouses. Notice that Marguerite's name now appears in the middle of Ben's Person Information screen. Click the Spouse Link Information or Go To Spouse Information buttons to the left of Marguerite's name, if you wish, to review the spouse link information or move to Marguerite's Person Information screen.

Creating a new database and using it

The purpose of the Tutorial database is to let you try out all of GiftWrap's functions using practice data. If you purchase GiftWrap, the Tutorial database will remain available for staff training purposes. If you would like to enter real gift and beneficiary data that you plan to work with after you purchase the software, you are welcome to do so. For that purpose, you should create a new GiftWrap database. Please follow the procedure below.

Creating and using a new database is a two-step process:

- 1) Create a new database.
- 2) Switch to the new database.

To create a new database, follow these steps:

- 1) **Close all windows within GiftWrap, including the Search window.**
- 2) **Open the File menu and choose New GiftWrap Database.**
- 3) **Click Yes to create the new database on the data server on which you are currently working. Skip to step 6.**
- 4) **Click No to create the new database on a data server that is not the one on which you are currently working.**
- 5) **Choose the SQL Server on which you want to store the new GiftWrap Database. Choose (LOCAL) if you are running GiftWrap locally (this is the typical configuration for users running MSDE or SQL Server 2005 Express). Click OK.**
- 6) **Enter the name of the new database (multi-word names are okay). Click OK.**
- 7) **Click [Yes] to save the new database to the default data folder.**

In less than a minute, GiftWrap will finish creating your new database.

- 8) **When told that the database has been created successfully, click OK to return to the blank GiftWrap screen.**


To switch to your new database:

- 1) **If you have re-opened the Search window since creating a new database, close it now.**
- 2) **Open the File menu and choose Switch Database.**
- 3) **Choose the SQL Server where the new database is stored. Choose [Local] if your GiftWrap data is stored on your own computer. When done, click [OK]**
- 4) **Choose the GiftWrap database with which you want to work, then click OK.**
- 5) **When told that GiftWrap has successfully switched databases, click OK.**

GiftWrap will now shut down. When you relaunch GiftWrap, it will default to working in your new database.

To Exit GiftWrap

If you wish to exit GiftWrap at any time, follow these steps:

- 1) Click  to close any Person Information screen or Gift information screen that is open.
- 2) Click File in the Menu Bar, then choose Exit.

Some final thoughts

Congratulations! You have completed your tour through GiftWrap. You now have the skills to run any part of GiftWrap yourself.

We have exposed you to many of GiftWrap's features, but certainly not all of them. To get a sense of all the functions that are available, open each menu in GiftWrap's Menu Bar and review the items listed in each one. If you want to learn more about a specific function before trying it, look it up in GiftWrap's Online Help. You might also find browsing through the Online Help Contents a good way to learn about all of GiftWrap's capabilities. Visit www.pgcalc.com/training to learn the latest on GiftWrap training opportunities offered by PG Calc.

Sales department: 888-497-4970 or info@pgcalc.com

If you are considering a GiftWrap purchase, please call us anytime with questions, to request a client reference list, or to schedule a telephone orientation session.

Client Support department: 888-474-2252 or support@pgcalc.com

If you are a current GiftWrap client, contact our Client Support department anytime with your questions. If you are a new GiftWrap client, we invite you to schedule a free one-hour telephone orientation to reinforce the concepts you have learned during your tour of GiftWrap and answer any questions you may have.

We hope you enjoyed your tour of GiftWrap!