

GiftWrap

Software for planned gift tracking, reporting, and administration

An Introductory Guide



GiftWrap 4.2

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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 look and feel allows you to move through the software with your mouse or with simple keystrokes. And if you do have a question, Online Help provides documentation for all data fields and a fully indexed library of topics that cover concepts and procedures. Since GiftWrap is web-based, there's nothing to install, no data backups to arrange. All you need is a web browser.

Versatile. From FASB liability calculations to cash flow expectancies, from gift summaries to annuity reserve computations, GiftWrap provides a wide variety of reports that help you organize and analyze your planned giving program. Optional modules allow you to produce payments and 1099-R tax forms, analyze your program, link documents to specific person and gift records, improve workflow, and 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 gift annuity pools, 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 created by another system. In addition, you can export GiftWrap reports and data into any of several formats.

Secure. GiftWrap's security features let 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 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 gift planning rules.

GiftWrap has six add-on modules

You can purchase add-on modules for GiftWrap. GiftWrap includes complete data on donors, beneficiaries, and prospects, and on all planned gift types. It produces a wide variety of reports and calculations. You can extend GiftWrap's capabilities by licensing one or more of its add-on modules.

Tax and Check module. This module enables GiftWrap to 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.

Advanced Analysis. This module provides tools for analyzing in detail the risks and benefits of your current gifts, as well as the profile of your overall program.

Document Storage. This module lets you store Word, pdf, and any other documents and associate them with gift, person, and organization records within GiftWrap. Link gift annuity agreements and trust documents to their corresponding gift records in GiftWrap, for example.

Workflow. This module reduces errors and improves efficiency by implementing task lists, a reminder dashboard, change requests, and more. It also helps coordinate work among multiple users.

Bequest Manager. This module helps you manage bequests throughout their entire lifecycle, from expectancy to realized gift. Bequest Manager includes features that allow you to record, track, and value bequest gifts; steward bequest donors, family members, and advisors; and manage bequest gifts through probate.

Pooled Fund Administration module. This module enables GiftWrap to unitize new pooled income 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 this module, you must purchase the Tax and Check module as well.

Upgrade at any time. You can upgrade at any time to add a module for the module price current at the time of upgrade. Visit 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 90 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 demonstration data on two fictional charities, The Auburn Society and Metro Hospital Foundation. This data lets you produce the data entry pages and reports that are reproduced in this manual.

How to run GiftWrap

All you need to run GiftWrap is a web browser and a valid GiftWrap account.

Note: GiftWrap works best with a high-speed Internet connection and Firefox 4.0 or higher. GiftWrap will run fine, but a little slower, in Internet Explorer 7.0 or higher.

1) Go to <https://giftwrap.pgcalc.com/eval/>.

You will see the GiftWrap Login screen.

The screenshot shows a web form titled "GiftWrap Login". It has three input fields: "Client", "Username", and "Password". Below the fields is a "Log In" button.

2) Enter your Client, Username, and Password (sent to you in an email from gwsetup@pgcalc.com), then click [Log In].

If you cannot log in to GiftWrap successfully after several attempts of carefully entering your Client, Username, and Password, please contact PG Calc Client Support at 888-474-2252 for assistance. The Password is case sensitive.

3) If this is the first time you have opened your GiftWrap evaluation, you will be prompted to accept the GiftWrap License Agreement and to change your password.



Note: If you are running GiftWrap on a computer with a short screen, such as a laptop, you may need to scroll down on some pages to see all fields and buttons.

You will now see GiftWrap's Search page. We will find and open a person record shortly.


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.




Help on a specific field. You can open Help text on every field and pull-down menu in GiftWrap. For example, to see Help text on the uses of the Last Name field in the Person Search tab:

- 1) You should be on the Search page.
- 2) Click .
- 3) Click *Last Name* in the Help topic. Help text on Last Name will appear.
- 4) When done reading the Help text, click  in the upper right hand corner of the Help page to close it and return to the Search page.



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

- 1) Click  in the upper right hand corner of the GiftWrap page (above the Menu Bar).

Online Help will open with a table of contents of topics visible.

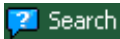
- 2) To open a topic, click  next to the topic category that interests you.
- 3) Repeat step (2) until you see the topic that interests you, which will be identified with a . Click the  to open the topic.

Alternatively, you can find a topic using Online Help's extensive index.

- 1) Click  in the upper right hand corner of the GiftWrap page.
- 2) Click  to open an index of the topics covered.
- 3) Enter a keyword in the field below *Type in the keyword to find:*.

Indexed items that start with your keyword will appear at the top of the index.

- 4) Click the topic that interests you. Help text on the topic will appear on the right.

You can also click  to search for topics that contain a specific keyword or key phrase.

Feel free to explore Help a little now to get a feel for what is available.

On-demand Orientation

In addition to GiftWrap Help, PG Calc offers a 30-minute instructional video on the basics of using GiftWrap. This video is available on-demand by going to

www.pgcalc.com/education/software-orientations.htm and clicking the GiftWrap on-demand orientation link.

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.

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.

Finding/Modifying Information

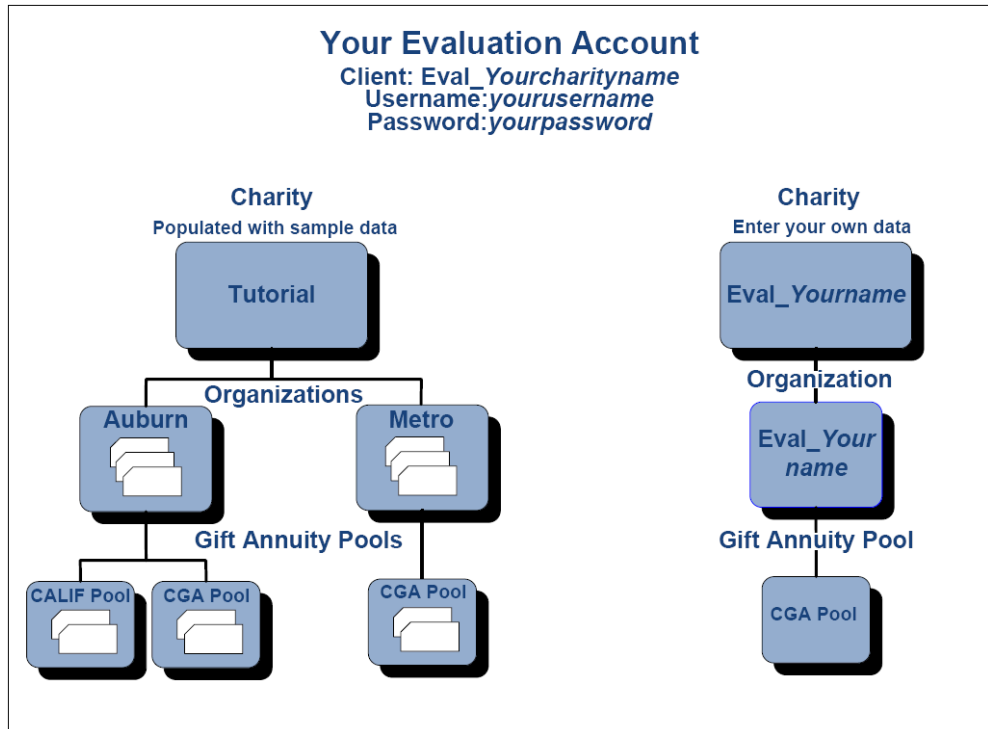
Organization of information within GiftWrap

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

Organization of your evaluation data

The diagram below shows that the data in your GiftWrap client account is divided between two Charities: “Tutorial” and “Eval_<name of your charity>.” The Tutorial Charity is populated with the data used in this Introductory Guide. The Eval Charity is initially empty. We make it available for entering real data that you may want to keep after purchasing GiftWrap. Most GiftWrap clients need to set up just one Charity in GiftWrap. The exception is service providers, which will want to set up a separate Charity for each of their clients.

The Tutorial Charity is divided into two organizations, Auburn Society and Metro Hospital Foundation. Setting up separate organizations enables you to report on data and update data by organization. This can be useful for an umbrella organization with multiple affiliates or a large institution with several divisions or schools. Each organization is initially assigned one gift annuity pool, but you can add as many gift annuity pools as you like. The Auburn Society has two pools, for example, one for California annuities (CALIF Pool) and another for all other annuities (CGA Pool).



Organization of person information and gift information

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 Sarah Allfabelle is associated with two gifts:

People		Associations	Gifts			
1	Charles Cheetah	→	1	CGA	6/5/1997	\$15,000.00
2	Cassandra Cheetah	→	2	CGA	4/30/1995	\$25,000.00
3	Christian Long		3	CRU	12/2/1997	\$80,000.00
4	Sarah Allfabelle	→	4	PIF	11/30/1995	\$13,887.50
5	D. Frost Snowden	→	5	RLE	12/10/2003	\$425,500.00
6	Laura Lorelie					

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 displays a list of names that match the criteria you enter, such as the first few letters of a person's last name. Once you see the name you want, choose it to open the person's Person Information page. 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 right hand tab in the Search window, Gift Search, lets you find a specific gift record or specific group of gift records in your database. For GiftWrap clients that set up information for making final distribution payments or pooled income fund payments to remaindermen, or who add seed money to a gift annuity pool, the middle tab, Remainder/Fund Beneficiary Search, lets you find one or more specific remaindermen or fund beneficiaries.

2) Type *fe* in the Last Name field, then click [Search] (or press Enter).

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

The screenshot shows the 'Person Search' interface. At the top, there are three tabs: 'Person Search', 'Remainder/Fund Beneficiary Search', and 'Gift Search'. Below the tabs are several input fields: 'Last Name:' with 'Fe' entered, 'First Name:', 'SS Num:', 'Person Key:', and four 'Person Codes' (1, 2, 3, 4). On the right, there are checkboxes for 'Donor or Beneficiary' (checked) and 'Advisor' (unchecked). Below the search fields are 'Search', 'Clear', and 'Close' buttons. The main area displays 'Person Search Results' with a table of results. The table has columns: Charity, Full Name, DOB, SS Number, Person Key, Person Code1, Type, and Status. The results are as follows:

Charity	Full Name	DOB	SS Number	Person Key	Person Code1	Type	Status
Tutorial	Feldstrom, Adrienne	10/06/1924	060-60-6789	6		D	Current
Tutorial	Feldstrom, Christian	06/28/1926	080-88-8888	7		D	Current
Tutorial	Fernandez, Geana	04/24/1925	044-00-1122	52		D	Current
Tutorial	Ferrett, Fiona	07/01/1942	566-53-9543	5		D	Current

3) Click *Feldstrom, Adrienne* or double-click anywhere else on that line.

Note: The Create Letter button on the Person Information page is available only with the Bequest Manager module.

As you can see, the Person Information page 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.

The screenshot shows the 'Other Address' tab selected in the Person Information page. The tab bar at the top includes: 'Home Address', 'Other Address', 'Gifts/Payments', 'Contacts', 'Notes', 'Misc', 'Advisors', and 'Documents'. Below the tabs is a table of addresses with columns: Address Type, Status, Expire Date, Bank Name, Street, and EFT. The results are as follows:

Address Type	Status	Expire Date	Bank Name	Street	EFT
Business				Flamenco Cafe	No
Payment1			Village Savings Bank	1964 Massachusetts Avenue	No

At the bottom of the table, it says 'Records: 2' and 'Page 1'.

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) Click *Payment1* in the list of addresses.

General **Wire/Transfer Info**

Last Modified: 9/16/2005
Address ID: 121087

Address Type: Payment1

Street: 1964 Massachusetts Avenue

City: Cambridge State: MA Zipcode: 02138

Foreign Address Country:

Phone: Fax:

Email: Expires:

Electronic Payment and Bank Information

Bank Name: Village Savings Bank

Bank Account: 00-909-0098-43

Electronic Payment Type: Use EFT:

Account Type: Route #:

Prenote: N Prenote Date:

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 window, 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  to return to Adrienne Feldstrom's Person Information page.

7) Click the **Gifts/Payments** tab.

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

Gifts

Organization	Gift Date	Association	Type	Gift Amount	Payments To	Address	Gift Key	Status
METRO	10/12/2011	Donor/Bene-A	CGA	\$25,000.00	A. Feldstrom	Payment1	56	Current
METRO	11/25/2009	Donor/Bene-A	CGA	\$25,000.00	A. Feldstrom	Payment1	55	Current
METRO	12/30/2006	Donor/Bene-A	CGA	\$25,000.00	A. Feldstrom	Payment1	46	Current
METRO	12/30/2004	Donor/Bene-A	CGA	\$50,000.00	A. Feldstrom	Payment1	45	Current

Records: 11 Page 1

Payments

Check Date	Net Amount	Issued Date	Type	Check #	Status	Cleared	Gift Key
3/31/2012	\$512.50	3/31/2012	C	1041	Issued	X	56
6/30/2012	\$512.50	6/30/2012	C	1053	Issued	X	56
9/30/2012	\$512.50	10/12/2012	C	1142	Issued	X	56
12/31/2012	\$522.50			0	Not Issued		56

Records: 4 Page 1

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 list shows that Ms. Feldstrom is the donor and active income beneficiary (Donor/Bene-A) of a \$10,000 charitable gift annuity (CGA) that she donated on 9/15/1997. To see complete information on any of the listed gifts, simply


click the Gift Date for the gift. We won't do this now because we will examine the Gift Information page 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 initially contains a list of all of the current year's payments to be made from the first gift displayed in the Gifts list. The unique Gift Key for this gift is shown on the far right of each list. To display the payments for a different gift, simply click that gift in the Gifts list anywhere except on the Gift Date.


The payments are sorted by check date. This list makes it easy to review quickly the payments that have been made to an income beneficiary by a specific gift.

9) Click  at the top of the Payments list.

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 **Check Date to reverse the sorting of payments.**

11) Click the Contacts tab.




Contact Date	Contact Description
<input type="checkbox"/> 3/11/2008	Responded to cga mailing. Considering making another one in the fall.
<input type="checkbox"/> 7/15/2009	Asked Feldstroms to host holiday gala
<input type="checkbox"/> 3/11/2012	Considering another gift annuity. FU in two weeks

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

14) Click below the Annotate text and 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.

Note: The Legacy Society Membership section in the Misc tab is available with the Bequest Manager module only.

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.

The list of advisors to whom you can link a person is maintained under Actions - Add Person/Advisor. 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.

17) Click  to exit the Advisor Link Information window.

18) Click the Documents tab.

The Documents tab is available to GiftWrap clients that have purchased the Document Storage module. The Documents tab allows you to link documents that have been saved in Word, pdf, or other formats, to a specific person. For example, you could attach each memo that describes a personal visit with Ms. Feldstrom. Try attaching a document to Ms. Feldstrom’s record by clicking the Add button.



This is the Add button:

Here’s an example of Ms. Feldstrom’s Documents tab with a document attached. You could open this visit memo at any later time simply by clicking the Download File button for the document.

Documents					
Document Title	File Name	Description	File Size	Date Uploaded	
<input type="checkbox"/> Visit memo - Adrienne Fel	Visit memo - Adrienne	Notes on visit with AF on 4/15/2010.	< 1 Mb	04/16/2010	Download File

Records: 1 Page 1

Finding and reviewing a gift

As we saw earlier, the Gifts/Payments tab in the Person Information page 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	Gift Date	Association	Type	Gift Amount	Payments To	Address	Gift Key	Status
METRO	10/12/2011	Donor/Bene-A	CGA	\$25,000.00	A. Feldstrom	Payment1	56	Current
METRO	11/25/2009	Donor/Bene-A	CGA	\$25,000.00	A. Feldstrom	Payment1	55	Current
METRO	12/30/2006	Donor/Bene-A	CGA	\$25,000.00	A. Feldstrom	Payment1	46	Current
METRO	12/30/2004	Donor/Bene-A	CGA	\$50,000.00	A. Feldstrom	Payment1	45	Current

Records: 11 Page 1

Payments								
Check Date	Net Amount	Issued Date	Type	Check #	Status	Cleared	Gift Key	
3/31/2012		\$512.50	3/31/2012	C	1041	Issued	X	56
6/30/2012		\$512.50	6/30/2012	C	1053	Issued	X	56
9/30/2012		\$512.50	10/12/2012	C	1142	Issued	X	56
12/31/2012		\$522.50			0	Not Issued		56

Records: 4 Page 1

2) Scroll down the list of gifts until you see Ms. Feldstrom’s 9/15/1997 gift, then click 9/15/1997 in the Gift Date column to open the Gift Information page on the gift annuity Ms. Feldstrom donated on 9/15/1997.

Gift Information: 7.20% Charitable Gift Annuity

Organization: METRO Gift Date: 09/15/1997 Gift Amount: \$10,000.00 Gift Key: 5
Total Gift Amount: \$10,000.00 Gift Status: Current

Association	Name	D.O.B	D.O.D	Address	Person Key	Charity
Donor/Recor...	Adrienne Feldstrom	10/5/1924		Payment1		7 TUTORIAL
Benefici...	Christian Feldstrom	6/28/1926				8 TUTORIAL

Records: 2 Page: 1

7.20% Charitable Gift Annuity

Gift Type: CGA First Payment Date: 12/31/1997 Account 1:
 Subtype: B Payout %: 7.20000000 Account 2:
 Annuity Pool: CGA POOL Payment Frequency: S Account 3:
 PIF Name: Payment Timing: E Account 4:
 Deposit Date: 09/15/1997 IRS D.Rate/PIF %: 8.00000000 Account 5:
 Deposit Amount: \$10,000.00 Market Value: \$4,199.99 Anonymouse:
 Market Value Date: 09/30/2012 Record Incomplete:
 Record Inc Task Description:

The Gift Information page 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 in the Payments/Taxes/Association grid.

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.

- CashTrac CGA Market Values (in Actions menu) updates gift annuity 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.
- Compute PIF Market Values (in PIF menu) updates automatically the market values of all gifts to a pooled income fund using values provided by your asset manager.
- Import Market Values (in Utilities menu) 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, but it can be used with all gift types.

3) Click the Details tab.

General Details **Trust / Term / PIF** Designations Assets / Additions Notes Documents

Tax Form: 1099-R Char Deduction: \$3,780.50 Account Closed Date:

Reserve State: MA Campaign Credit: \$0.00 Credit Through Date:

Payment Date Elected: FASB Amount: \$4,604.28 Final Valuation Date:

Payments Commuted: FASB Date: 06/30/2012 Sever Date:

Earliest Start Date: Reinsured: Distribution Amount: \$0.00

Latest Start Date: Reserve Amount: \$4,547.67 Undist Inv in Contract: \$0.00

RCV Amount: \$0.00 Reserve Date: 03/31/2012

Testamentary:

Gift Name:

The Details tab stores additional specialized information on the gift, such as deduction information, and FASB liability and annuity reserve amounts. As with market values, GiftWrap includes functions that make it easy to update FASB liability and annuity reserve values. We will review these functions later in the tutorial.

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.

4) Click the Trust/Term/PIF tab.

General Details **Trust / Term / PIF** Designations Assets / Additions Notes Documents

Trust ID: Term Type: Life/Term Units: 0.00000000

Annual Val Date: Term End Date: Total Units: 0.00000000

Valuation to Payment: 0 (months) Years in Term: 0.00 No State Withholding:

Flip Trigger Date: Managed:

Makeup Balance: \$0.00

The Trust/Term/PIF tab maintains detailed information on the term of the gift, as well as other gift details most relevant to charitable trusts and pooled income fund gifts. Since we are reviewing a gift annuity, there is little in this tab that applies to the gift, so almost all the fields are grayed out to show they are unavailable.

5) Click the Designations tab.

General Details Trust / Term / PIF **Designations** Assets / Additions Notes Documents

Purpose: Scholarships and physical improvements

Endowed:

Remainderman Can be Changed:

Restricted: Temporarily Restricted

Designations			
Percent	Code	Description	Restricted
<input type="checkbox"/> 60.00	BLDG	Buildings and Grounds	
<input type="checkbox"/> 40.00	GRNT	Grants and Fellowships	

Records: 2 Page 1

Designations tab stores the charitable purpose of the gift. If the gift is to be divided among a number of designated areas, GiftWrap can keep track of all these individual

designations. In the example on your screen, the gift proceeds will be divided 60%/40% between Buildings and Grounds and Grants and Fellowships.

You determine the list of available designations using the Setup menu in the Menu Bar. You can enter remainderman information when setting up each designation. Doing so enables GiftWrap to make a final distribution to the remainderman assigned to each designation. The information stored in the Designations tab is optional.

6) Click the BLDG code in the Designations grid.

Now you can see the complete detail on the portion of the gift designated to support Buildings and Grounds. Notice that you can indicate the specific restriction, if any, that is applicable to the designation. This feature allows you to apply different restrictions to different designated portions of a single gift.

7) Click the Assets/Additions tab.

General						Details						Trust / Term / PIF						Purpose						Assets / Additions						Notes						Documents					
Assets																																									
Asset Type	Asset Description	Market Value	Cost Basis	Acquisition Date																																					
<input type="checkbox"/>	140 shares XYZ Corp.	\$0.00	\$1,423.25	6/4/1978																																					
<input type="checkbox"/>	\$1,000 cash	\$0.00	\$1,000.00																																						
Records: 2		Page 1																																							
Total Assets:		\$0.00	\$2,423.25																																						
Gift Additions																																									
Date	Amount	Charitable Deduction	Units	IRS Disc																																					
No records to display.																																									
Records: 0																																									
Total Additions:		\$0.00	0.00000000																																						

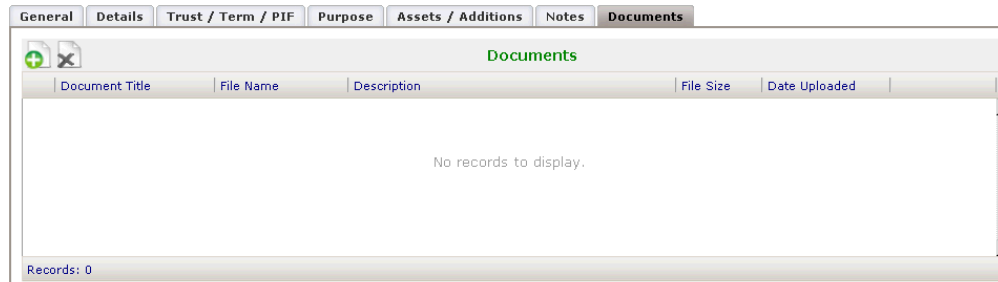
The Assets grid in the Assets/Additions tab records basic information on each of the assets given by the donor to fund the gift. In our example, Ms. Feldstrom funded her gift annuity with a combination of XYZ Corporation stock and cash. The total market value and total cost basis of these assets is shown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

The Gift Additions list 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 charitable remainder unitrust, we could record here each addition made to the gift since it was funded.

8) Click the Notes tab.

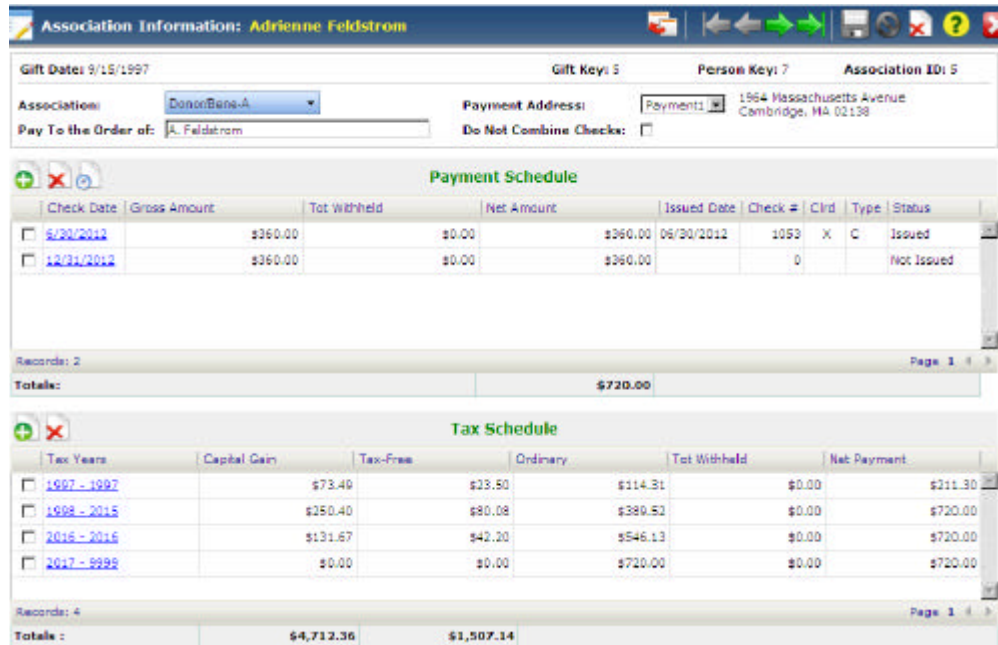
Similar to the Notes feature for persons, the Notes feature for gifts allows you to record any amount of miscellaneous information on each gift. Again, the notes are arranged in reverse chronological order with the most recent note at the top.

9) Click the Documents tab.



As with Person records, you can link documents of any format to a gift. For example, you could link here the gift annuity agreement that created Ms. Feldstrom’s gift.

10) Click *Donor/Bene-A* in the Payments/Taxes/Association grid at the top of the Gift Information page.



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 “A. Feldstrom” and sent to the specified payment address.

The Payment and Tax Schedules store Ms. Feldstrom’s payment and tax information for the gift. The Payment Schedule shows the payments the gift annuity will make to Ms. Feldstrom during 2012. 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.

- 11) Click  at the top of the Association Information window to return to the Gift Information page.

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:

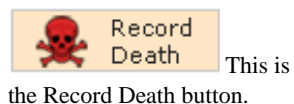
- delete all payments to the deceased beneficiary scheduled for after the final payment and prorate the amount of the deceased beneficiary's final income payment, if requested
- alternatively, transfer subsequent payments to a surviving secondary beneficiary, if one exists
- create a final distribution payment for the charitable beneficiary, if requested

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
- 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 Pooled Fund Administration 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.



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 page for the person whose death you wish to record, then click the Record Death button in the Person Information page Toolbar.

Security

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

Two people cannot be logged into GiftWrap at the same time using the same user name and password, so the administrator should create a user account for each person who might log into GiftWrap.

We have divided GiftWrap's many functions into over 20 separate permission sets, as shown below.

Permission Sets		
Functionality	Read Only	Read Write
1099 Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Setup	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audit Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Person Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gift Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extraction	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pooled Income Fund	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reconciliation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sever/Death	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year End Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Summary Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Liability Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review/Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CashTrac	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User/Role Setup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unlock/PW Reset	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verify Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admin Functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View Change Requests	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The GiftWrap administrator can assign each user read/write access, read-only access, or no access to each of these permission sets. This way, the administrator can control who has access to what inside GiftWrap.

- Read/Write access gives the user the ability to view or change data using any of the functions covered by the permission set.
- Read-Only access gives the user the ability to view data and print reports using

- any of the functions covered by the permission set, but not to change data.
- Assigning neither Read/Write nor Read-Only access to a permission set prevents the user from using any of the functions covered by that permission set.

The GiftWrap administrator also can mask Social Security Numbers, bank account numbers, and dates of birth so that a user can see only the last four digits of these values when viewing information person information on screen or in certain reports.

Masking	
Data Item	Mask Data
SSN on screens	<input type="checkbox"/>
Bank Acct on screens	<input type="checkbox"/>
DOB on screens	<input type="checkbox"/>
SSN on non-tax reports	<input type="checkbox"/>
SSN on tax reports	<input type="checkbox"/>
Bank Acct on reports	<input type="checkbox"/>

Roles. The GiftWrap administrator can define any number of Roles, where each Role is given unique access to GiftWrap's permission sets and determines whether Social Security Numbers, bank account numbers, and dates of birth are masked. Once the administrator has defined a Role, she can then assign that Role to any number of User Accounts. This design makes it easy for the Administrator to assign multiple people the same Role and therefore the same access to GiftWrap.

Permission set access can be overridden. Certain functions, such as all the Administrator functions under Setup, are available only to a user with administrator rights. Other functions, such as Payments-Checks/Upload, are available only if your organization has licensed a GiftWrap module that gives you 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 permission set, open the Security-Permission Sets topic in the Online Help Index.

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 Utilities - Review Audit Information.**
- 2) **Click the Search button.**

A list of recent data changes will appear under Audit Information at the bottom of the page.

3) **Double-click a line in the Audit Information grid to view the details of that data change.**

4) Click  to return to the Review Audit Information page, then click  again.

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

Administrative 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-Settings/Monitoring.**
- 2) **Click the Administrator Settings tab.**

3) **When done reviewing the settings, click [Close].**

Security of hosted data

The data maintained in GiftWrap is extremely sensitive and confidential. We have already described above some of the security features within GiftWrap that let you control who can get into GiftWrap and what they can do once they're in. But GiftWrap's security measures don't stop there.

PG Calc has contracted with one of the nation's top web hosting providers to host GiftWrap. Our hosting partner maintains a sophisticated, high-capacity infrastructure with state of the art monitoring, redundant power, comprehensive physical security, high availability, and unparalleled support. Our partner annually completes SOC1 Type II auditing and works with many major financial institutions.

In addition to being hosted in a secure environment, the GiftWrap application includes two levels of database encryption. First, the entire GiftWrap database is encrypted using Microsoft SQL Server 2008 Transparent Data Encryption (TDE). Second, selected fields, such as social security numbers and dates of birth, are encrypted a second time to further ensure data privacy and integrity.

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, that are of particular importance to gift planners. 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
- Gift Summary
- Gift Summary By Designation
- Projected Remainder Amounts
- Program Overview and Statistics
- 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](#).

Note: While your GiftWrap evaluation account gives you access to all GiftWrap reports, some reports are available only when your organization licenses a specific module. The Advanced Analysis module provides access to all reports in the Analysis menu except Bequest Pipeline; the Pooled Fund Administration module provides access to all reports in the PIF menu; and the Work Flow module provides access to all reports in the Tasks menu. The Bequest Manager module provides access to Bequest Summary in the Summaries menu, the Estate Profile on the Person Information screen, and Bequest Pipeline in the Analysis menu.

Producing a Gift Profile

The Gift Profile report provides you with a comprehensive listing of all the information stored in one Gift Information record. 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) **Choose Actions - Person Search in the Menu Bar, then enter *fe* in the *Last Name* field of the Person Search tab. Click [Search].**
- 2) **Click *Feldstrom, Adrienne* in the Person Search Results grid.**

- 3) Click the **Gifts/Payments** tab, then click **9/15/1997** under **Gift Date** in the **Gifts** grid.

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

- 4) Click  in the **Toolbar** at the top of the **Gift Information** window.

- 5) Click **For Current and Future Years Only**, then click **[OK]**.

The Gift Profile will appear in GiftWrap's standard Report Preview window, where you can review it on your screen. The profile includes payment information for 2012 only. You could have included all payment information since the gift was made in 1997 by marking *For All Years* instead of *For Current and Future Years Only*.

To print the report:

- 6) Click  in the **Report Viewer Toolbar**.

- 7) Click  in the **Report Viewer** window.

A standard Print dialog will open where you can specify a printer, number of copies to print, etc.

- 8) Click **[OK]** to print the Profile.

- 9) Click  to close the **Report Viewer** window.

- 10) Click  to close the **Gift Profile** and return to the **Gift Information** page.

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

Producing a group of Gift Profiles

You can produce a group of Gift Profiles all at one time by choosing **Summaries - Gift Profile** in the **Menu Bar**. This capability is useful when you want to produce Gift Profiles for a group of new gifts that have just been added to GiftWrap. It is also useful when you want to produce Gift Profiles for all gifts being maintained in GiftWrap, for example as part of an auditing process.

Producing a Person Profile

You can produce a Person Profile that displays all of the information stored in a specific person record by opening the **Person Information** page for the person and then following a similar procedure to the one for producing Gift Profiles. You can also produce a group of Person Profiles by choosing **Summaries - Person Profile** in the **Menu Bar**.

Note: If you are running GiftWrap in Internet Explorer 9, in Step 7 hover over the bottom of the Report Viewer window to expose a control bar, then click the Printer icon on the control bar.

Gift Profile

Client: int_billqmod Organization: METRO - Metro Hospital Foundation Gift Date: 9/15/1997 Gift Amount: 10,000.00 Gift Key: 5 Status: Current

General
 Gift Type: CGA - Charitable Gift Annuity First Payment Date: 12/31/1997 Account 1: 10,000.00
 Sub Type: S - Standard Payout %: 7.20000000 Account 2: 10,000.00
 Annuity Pool: CGA POOL Payment Frequency: S - Semiannual Account 3:
 PIF Name: Payment Timing: E - End of Period Account 4:
 Deposit Date: 09/15/1997 IRS D. Rate/PIF %: 8.00000000 Account 5:
 Deposit Amount: \$10,000.00 Market Value: \$4,199.99
 Record Incomplete: Market Value Date: 9/30/2012

Details
 Tax Form: 1099-R Char Deduction: \$3,780.50 Account Closed Date:
 Reserve State: MA Campaign Credit Amount: \$0.00 Credit Through Date:
 Payment Date Elected: FASB Amount: \$4,604.28 Final Valuation Date:
 Payments Commuted: FASB Date: 6/30/2012 Sever Date:
 Earliest Start Date: Reinsured: Distribution Amount: \$0.00
 Latest Start Date: Reserve Amount: \$4,547.67 Undist Inv in Contract: \$0.00
 RCV Amount: \$0.00 Reserve Date: 3/31/2012

Trust/Term/PIF
 Gift Name:
 Trust ID:
 Annual Val Date:
 Valuation to Payment: 0 months Term Type: - Units: 0.00000000
 Flip Trigger Date: Years in Term: 0.00 Total Units: 0.00000000
 Makeup Balance: \$0.00 Managed:
 Purpose: Scholarships and physical improvements Restriction: Temporarily Restricted
 Endowed: Remainderman can be changed

Designations

Percent	Designation Code	Designation Description	Designation Restriction	Designation Purpose
60.00000000	BLDG	Buildings and Grounds		
40.00000000	GRNT	Grants and Fellowships		

Associations

Association	Name	Address Type	Separate Check	Birth Date	PersonKey
Donor/Bene-A	Adrienne Feldstrom	Payment1		10/06/1924	7
Bene-I	Christian Feldstrom			06/28/1926	8

Producing a Gift Summary

The Gift Summary 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) Choose Summaries - Gift Summary in the Menu Bar.

Enter your search and sort criteria as shown below to produce a report of all Auburn Society gift annuities that are currently active. Most of the default answers are already correct. The only values that you need to enter are: Organization and Gift Type.

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

- Organization:** All Orgs (selected), Specific Org: AUB, Selected Orgs: Select
- Break Page Between Organizations:** [icon]
- PIF:** All PIFs (selected), Specific PIF: [dropdown]
- Annuity Pool:** All Pools (selected), Specific Pool: [dropdown]
- Gift Date:** [calendar icon] To: [calendar icon]
- Account Closed Date for Finished/Severed Gifts:** [calendar icon] To: [calendar icon]
- Gift Type:** All: [checkbox], BEQ: [checkbox], CGA: [checked], CLAT: [checkbox], CLU: [checkbox], CRAT: [checkbox], CRU: [checkbox], OTH: [checkbox], OUT: [checkbox], PIF: [checkbox], RLE: [checkbox]
- Gift Status:** All: [checked], Current: [checkbox], Finished: [checkbox], Severed: [checkbox]
- Other:** Group by Reserve Sta: [checkbox], Include Gift Additions: [checked], Include Rinsured Gifts: [checked], Include Seed Money CGAs: [checkbox]
- Include/Exclude/Suppress:** Show Full Report Detail: [checked], Show Gift Information but Suppress Beneficiary Information: [checkbox], Show Organization Subtotals and Grand Totals Only: [checkbox]
- Gift Key(s):** No Selection by Key: [checked], Key or List of Keys (example: 1,2,5): [input], Range of Keys: [input] To: [input]
- Custom Filter:** [dropdown] [input] Save as Custom Filter: [button]
- Report:** Report Format: Gift Summary With Market Values [dropdown]
- Sort:** Within Organization Sort by: Gift Type [dropdown] Then by: Gift Date [dropdown]

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

3) Click  to close the Gift Summary.

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 %	Freq	Gift Status	Account #1	Account #2	Market Value
The Auburn Society (AUB)									
11/15/1994	CGA - S (CGA POOL) 1st payment 12/31/1994	6	\$30,000.00	7.90000000	Q	Current			\$20,851.28 (MV as of 09/30/2012)
<u>Association</u>	<u>Name</u>		<u>SS Number</u>		<u>D.O.B.</u>	<u>Status</u>	<u>D.O.D.</u>	<u>Person Key</u>	
Donor/Bene-A	Bernard Boare		***-**-3333	11/24/1922	Current			4	
12/30/1995	CGA - S (CGA POOL) 1st payment 03/31/1996	16	\$32,561.00	6.50000000	Q	Current			\$34,920.25 (MV as of 09/30/2012)
<u>Association</u>	<u>Name</u>		<u>SS Number</u>		<u>D.O.B.</u>	<u>Status</u>	<u>D.O.D.</u>	<u>Person Key</u>	
Donor/Bene-A	Sissy Mouse		***-**-3123	02/04/1946	Current			26	
11/05/1998	CGA - S (CGA POOL) 1st payment 12/31/1998	22	\$50,000.00	8.30000000	Q	Current			\$33,691.11 (MV as of 09/30/2012)
<u>Association</u>	<u>Name</u>		<u>SS Number</u>		<u>D.O.B.</u>	<u>Status</u>	<u>D.O.D.</u>	<u>Person Key</u>	
Donor/Bene-A	Bernard Boare		***-**-3333	11/24/1922	Current			4	
11/05/1998	CGA - S (CALIF POOL) 1st payment 12/31/1998	23	\$10,000.00	6.00000000	S	Current			\$20,678.00 (MV as of 09/30/2012)
<u>Association</u>	<u>Name</u>		<u>SS Number</u>		<u>D.O.B.</u>	<u>Status</u>	<u>D.O.D.</u>	<u>Person Key</u>	
Donor/Bene-A	Charisma Carpenter		***-**-7777	12/22/1925	Current			16	
02/21/2002	CGA - S (CGA POOL) 1st payment 03/31/2002	28	\$50,000.00	7.70000000	Q	Current			\$55,071.92 (MV as of 09/30/2012)
<u>Association</u>	<u>Name</u>		<u>SS Number</u>		<u>D.O.B.</u>	<u>Status</u>	<u>D.O.D.</u>	<u>Person Key</u>	
Donor/Bene-A	Martin Manatee		***-**-8333	12/25/1935	Current			13	
Donor/Bene-I	Marina Manatee		***-**-2323	09/03/1939	Current			12	
07/01/2008	CGA - S (CGA POOL) 1st payment 09/30/2008	51	\$30,000.00	7.70000000	Q	Current			\$27,316.31 (MV as of 09/30/2012)
<u>Association</u>	<u>Name</u>		<u>SS Number</u>		<u>D.O.B.</u>	<u>Status</u>	<u>D.O.D.</u>	<u>Person Key</u>	
Donor/Bene-A	June Cleaver		***-**-1121	05/28/1925	Current			39	
The Auburn Society (AUB)									
	Number of Gifts:							6	
	Number of Additions:							0	
	Total Gift and Addition Amount:						\$202,561.00		
	Total Market Value:						\$192,528.87		
	Total Units:						0.00000000		
Grand Totals									
	Number of Gifts:							6	
	Number of Additions:							0	
	Total Gift and Addition Amount:						\$202,561.00		
	Total Market Value:						\$192,528.87		
	Total Units:						0.00000000		

Producing a Gift Summary By Designation report

The Gift Summary 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 Gift Summary 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) Choose Summaries - Gift Summary by Designation in the Menu Bar.

Enter your search and sort criteria as shown below. The values that you need to enter are: Organization, Custom Filter (enter the custom filter that appears in the Custom Filter field -- more on custom filters in a moment), and Report Format:

Organization

All Orgs Specific Org: AUB Selected Orgs: Select

Break Page Between Organizations:

Designation

All Designations Specific Designation: []

Designation Restrictor

All: Unrestricted: Permanently Restricted: Temporarily Restricted: Not Specified:

Gift Date

Account Closed Date for Finished/Severed Gifts

Gift Type

All: BEQ: CGA: CLAT: CLU: CRAT: CRU: OTH: OUT: PIF: PLE:

Gift Status

All: Current: Finished: Severed:

Include/Exclude/Suppress

Show Full Report Detail
 Show Gift Information but Suppress Beneficiary Information
 Show Designation and Organization Subtotals and Grand Totals Only

Gift Key(s)

No Selection by Key Key or List of Keys (example: 1,2,5): [] Range of Keys: [] To: []

Custom Filter

designation.designationid is not null

Save as Custom Filter


Report

Report Format: Gift Summary by Designation With Market Values

Sort

Within Organization Sort by: Gift Type Then By: Gift Date

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

- 3) Click  to close the Report Preview page, but do not close the Gift Summary by Designation page yet!

The first page of the Gift Summary By Designation - Market Value report is reproduced on the next page. It shows the current market value of all gifts designated for the General Endowment or Scholarship Fund of The Auburn Society.

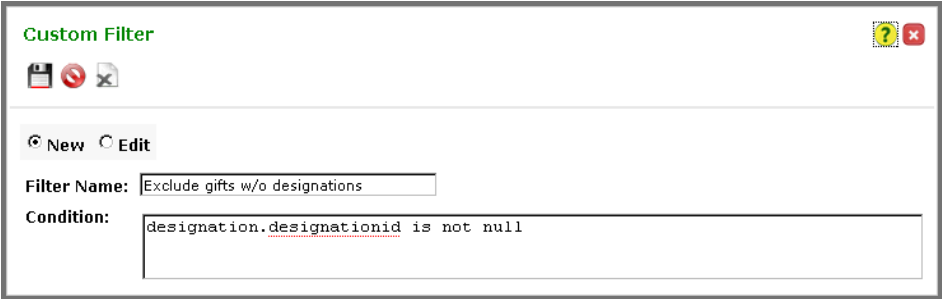
Custom Filters

Custom filters are available in every report and search function. They allow you to add additional criteria for selecting the records to include in a report or search. The custom filter you entered when producing the Gift Summary By Designation report, for example, excluded from the report all gifts that have no designation assigned.




When you create a custom filter for a report that you think you might use again, you can save it so that you never have to type it - or remember its syntax - again.

Let's save the custom filter you just entered.

- 1) Click .
- 2) Enter the information shown below.




Custom Filter

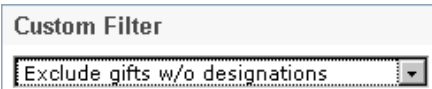
New Edit

Filter Name:

Condition:

- 3) Click  to save your custom filter.

Your custom filter will now be available whenever you produce a Gift Summary By Designation report. All you need to do is choose it from the Custom Filter pull-down menu.



Custom Filter

- 4) Click  to close the report page.

Gift Summary by Designation - Market Values

Gift Date	Gift Type	Gift Key	Account #1	Account #2	Account #3	Gift Amount	Payout %	Market Value	MV Date
The Auburn Society (AUB)									
Building Fund (BUILDING) - Temporarily Restricted									
08/09/2009	BEQ	63		Desig %: 40.00%	<u>D.O.B.</u>	\$10,000.00	0.00000000	N/A	N/A
	<u>Association</u>		<u>Name</u>			\$4,000.00		N/A	
	Donor		Elizabeth Paternore		04/15/1930				
Building Fund (BUILDING) - Temporarily Restricted									
Number of Gifts / Portions: 1									
Total Designation Gift Amount: \$4,000.00									
Total Designation Market Value: N/A									
General Endowment (GEN) - Restriction not Specified									
12/25/1995	BEQ	15	BI12	Desig %: 100.00%	<u>D.O.B.</u>	\$1,000,000.00	0.00000000	N/A	12/25/1995
	<u>Association</u>		<u>Name</u>			\$1,000,000.00		N/A	
	Donor		Roland Randall		02/08/1921				
	Donor		Inez Randall		06/20/1924				
12/30/1995	CGA	16		Desig %: 25.00%	<u>D.O.B.</u>	\$32,561.00	6.50000000	\$34,920.25	09/30/2012
	<u>Association</u>		<u>Name</u>			\$8,140.25		\$8,730.06	
	Donor/Bene-A		Sissy Mouse		02/04/1946				
07/07/1996	PIF	13	52-1345	Desig %: 50.00%	<u>D.O.B.</u>	\$5,000.00	0.00000000	\$0.00	\$0.00
	<u>Association</u>		<u>Name</u>			\$2,500.00		\$0.00	
	Donor/Bene-A		Charisma Carpenter		12/22/1925				
	PIF Fund Beneficiary		The Auburn Society						
General Endowment (GEN) - Restriction not Specified									
Number of Gifts / Portions: 3									
Total Designation Gift Amount: \$1,010,640.25									
Total Designation Market Value: \$1,008,730.06									
Horticulture (HORT) - Permanently Restricted									
05/01/2003	BEQ	65		Desig %: 100.00%	<u>D.O.B.</u>	\$25,000.00	0.00000000	N/A	N/A
	<u>Association</u>		<u>Name</u>			\$25,000.00		N/A	
	Donor Decd		Russell Page		11/01/1906				
Horticulture (HORT) - Permanently Restricted									
Number of Gifts / Portions: 1									
Total Designation Gift Amount: \$25,000.00									
Total Designation Market Value: N/A									
11/15/2012	Gift Summary by Designation - Market Values								

Producing a Projected Remainder Amounts report

GiftWrap's Projected Remainder Amounts 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.

This report is available as part of GiftWrap's optional Advanced Analysis module. Highly recommended!

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 Projected Remainder Amounts report can help you enormously in evaluating the success of your planned giving program and forecasting future planned gift distributions.

1) Choose Analysis - Projected Remainder Amounts in the Menu Bar.

Enter the information shown below. The values that you need to enter are: Organization, Valuation Date, Gift Types (click the All check box first to deselect it, then make selections), Mortality Table, CGA Pool Annual Return %s, and CRU Annual Return %.

Projected Remainder Amounts

Type of Projection
 Projected Remainder Amounts by Year Projected Remainder Amounts Gift Expectancies/Term End

Organization
 All Orgs Specific Org [AUB] Selected Orgs [Select]
 Break Page Between Organizations: []

Valuation Date
 Valuation Date: [12/31/2012]

Gift Type
 All: CGA: CRAT: CRU: RLE: PIF: BEQ:

Designation
 Do not Display Report Data by Designation
 Display Report Data by Designation and Include All Designations
 Display Report Data by Designation and Include Only a Specific Designation []

Designation Restriction
 All: Unrestricted: Permanently Restricted: Temporarily Restricted: Not Specified:

Mortality / Projection/ Present Value
 Mortality Table: [Ann 2000] Show Values Projected Within the Next [200] years
 Calculate each life as [0] [] [] years younger than actual age
 Multiply bequest amount times probability
 Present Value Rates (applied to Remainder Amount): Present Value Rate 1: [2] Present Value Rate 2: [4]

Return Assumptions

CGA Pool	Annual Return %	PIF	Annual Growth %
AUB: CALIF POOL	[6.00000000]	AUB: HIGH	[0]
AUB: CGA POOL	[5.00000000]		
AUB: CGA POOL1	[4.50000000]		

Records: 3 Page 1 Records: 1 Page 1


CRU Annual Return %: [6.00000000] CRAT Annual Return %: [0] RLE Annual Growth %: [0]
 Return Allocation for Gifts with Negative Market Values: [Do Not Allocate Return]

Suppress
 Show Full Report Detail Show Gift Type, Designation, Organization, and Grand Totals Only

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

The report will predict the amount and timing of the distributions that The Auburn Society can expect to receive from its gift annuities and charitable remainder unitrusts as of 12/31/2012.

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

4) Click  to close the Report Preview page.

5) Click  to close the Projected Remainder Amounts page.

The first page of the Projected Remainder Amounts report is reproduced on the next page.

Projected Remainder Amounts by Year as of 12/31/2012 based on the Ann 2000 Table

Year	Gift Type	Gift Key	Account #1	Tot Gift Amount	Market Value	Projected Value	PV @ 2%	PV @ 4%
The Auburn Society (AUB)								
1/1/2018 - 12/31/2018								
	CGA	6		\$30,000.00	20,851.28	\$13,272.79	\$11,903.13	\$10,697.41
	CGA	22		\$50,000.00	33,691.11	\$19,641.45	\$17,614.59	\$15,830.34
	CGA Totals			\$80,000.00	54,542.39	\$32,914.24	\$29,517.72	\$26,527.75
1/1/2018 - 12/31/2018	Totals			\$80,000.00	54,542.39	\$32,914.24	\$29,517.72	\$26,527.75
1/1/2019 - 12/31/2019								
	CGA	51		\$30,000.00	27,316.31	\$20,601.77	\$18,113.54	\$15,965.70
	CGA Totals			\$30,000.00	27,316.31	\$20,601.77	\$18,113.54	\$15,965.70
1/1/2019 - 12/31/2019	Totals			\$30,000.00	27,316.31	\$20,601.77	\$18,113.54	\$15,965.70
1/1/2020 - 12/31/2020								
	CGA	23		\$10,000.00	20,678.00	\$25,981.23	\$22,395.38	\$19,360.19
	CGA Totals			\$10,000.00	20,678.00	\$25,981.23	\$22,395.38	\$19,360.19
1/1/2020 - 12/31/2020	Totals			\$10,000.00	20,678.00	\$25,981.23	\$22,395.38	\$19,360.19
1/1/2021 - 12/31/2021								
	CRU	27		\$500,000.00	628,046.58	\$641,022.46	\$541,716.15	\$459,293.04
	CRU Totals			\$500,000.00	628,046.58	\$641,022.46	\$541,716.15	\$459,293.04
1/1/2021 - 12/31/2021	Totals			\$500,000.00	628,046.58	\$641,022.46	\$541,716.15	\$459,293.04
1/1/2031 - 12/31/2031								
	CGA	28		\$50,000.00	55,071.92	\$22,212.90	\$15,399.34	\$10,751.98
	CGA Totals			\$50,000.00	55,071.92	\$22,212.90	\$15,399.34	\$10,751.98
1/1/2031 - 12/31/2031	Totals			\$50,000.00	55,071.92	\$22,212.90	\$15,399.34	\$10,751.98
1/1/2034 - 12/31/2034								
	CGA	16		\$32,561.00	34,920.25	\$20,281.88	\$13,249.65	\$8,727.53
	CGA Totals			\$32,561.00	34,920.25	\$20,281.88	\$13,249.65	\$8,727.53
1/1/2034 - 12/31/2034	Totals			\$32,561.00	34,920.25	\$20,281.88	\$13,249.65	\$8,727.53
1/1/2036 - 12/31/2036								
	CRU	25		\$200,000.00	258,342.79	\$346,369.08	\$217,487.89	\$137,802.04
	CRU Totals			\$200,000.00	258,342.79	\$346,369.08	\$217,487.89	\$137,802.04
1/1/2036 - 12/31/2036	Totals			\$200,000.00	258,342.79	\$346,369.08	\$217,487.89	\$137,802.04

11/15/2012

Projected Remainder Amount by Year

Producing a Program Overview and Statistics report

GiftWrap's optional Advanced Analysis module includes a Program Overview and Statistics report that allows you to analyze your planned gift portfolio with a level of sophistication that would take many hours of work otherwise.

What is the average age of your known bequest intentions? What is the median funding amount of your organization's charitable remainder unitrusts? How many gift annuities have you received in the \$25,000 - \$50,000 range? These are just a few of the many questions that the report can answer.

Reviewing a sample Program Overview and Statistics report for yourself is the best way for you to appreciate the insights it can offer.

1) Choose Analysis - Program Overview and Statistics in the Menu Bar.

Enter the information shown below. The values you need to select are Charity and Gift Type.

2) Click [OK] to view the report.

3) Click to move forward and to move back through the pages of the report.

4) When you have reviewed the report to your satisfaction, click to close the Report Preview page.

5) Click to close the Program Overview and Statistics page.

The first page of the Program Overview and Statistics report is reproduced on the next page.

Program Statistics and Overview

Tutorial (TUTORIAL)

Overall Totals

Total Number of Gifts : 25
 Total Gift Amount : \$1,287,561.00
 Total Market Value (Current Gifts) : \$1,247,167.12

Gift Type: CGA

Number of Gifts/Gift Amount by Subtype:

(All Subtypes)	<u>Number of Gifts</u>	<u>Gift Amount</u>
Standard :	25	\$1,287,561.00
Commuted :	20	\$412,561.00
Flexible :	0	\$0.00
Deferred :	0	\$0.00
Seed Money :	2	\$75,000.00
	3	\$800,000.00

Average/Median Gift Amount by SubType :

(All Subtypes)	<u>Average Gift Amount</u>	<u>Median Gift Amount</u>
Standard :	\$51,502.44	\$25,000.00
Commuted :	\$20,628.05	\$17,500.00
Flexible :	\$0.00	\$0.00
Deferred :	\$0.00	\$0.00
Seed Money :	\$37,500.00	\$37,500.00
	\$266,666.67	\$200,000.00

Number of Gifts/Gift Amount by Status:

(All Statuses)	<u>Number of Gifts</u>	<u>Gift Amount</u>
Finished/Severed Gifts:	25	\$1,287,561.00
Current Gifts:	1	\$10,000.00
Current Gifts Non-Deferred:	24	\$1,277,561.00
Current Gifts past Deferral Period:	22	\$1,202,561.00
Current Gifts in Deferral Period:	2	\$75,000.00
	0	\$0.00

Number of Gifts/Gift Amount by Number of Lives:

(All)	<u>Number of Gifts</u>	<u>Gift Amount</u>
Finished/Severed Gifts, 1 Life:	25	\$1,287,561.00
Finished/Severed Gifts, 2 Life:	1	\$10,000.00
Current Gifts:	0	\$0.00

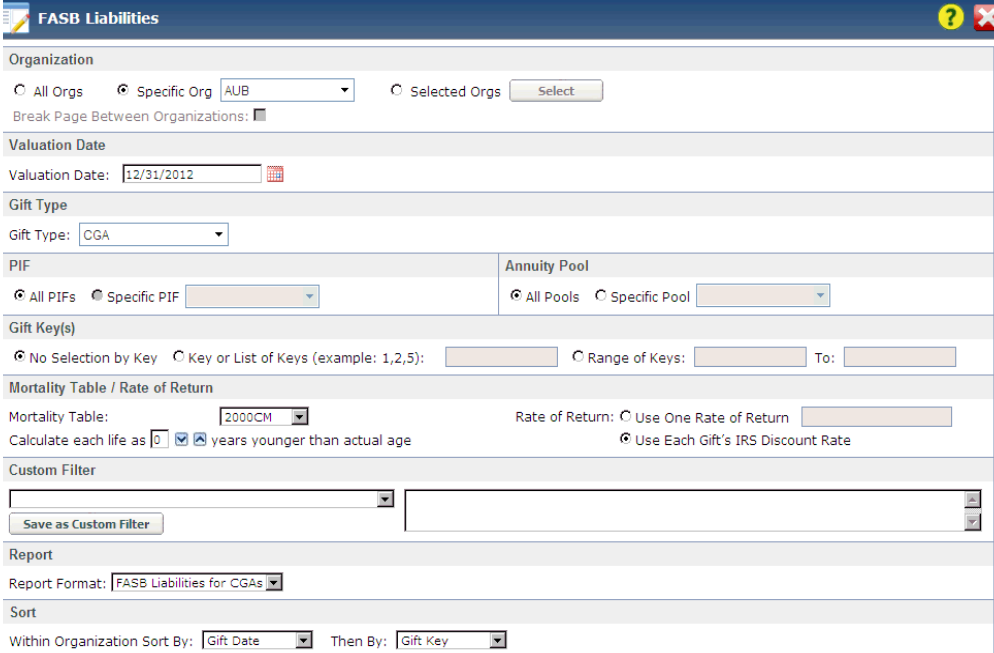
Producing a FASB Liabilities report

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 trusts, gift annuities, pooled income funds, and charitable lead trusts. 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 used to compute the deduction for each gift.

1) Choose Compliance - FASB Liabilities from the Menu Bar.

Enter the information shown below. The values that you need to enter are: Organization, Valuation Date, Mortality Table, and Rate of Return method.



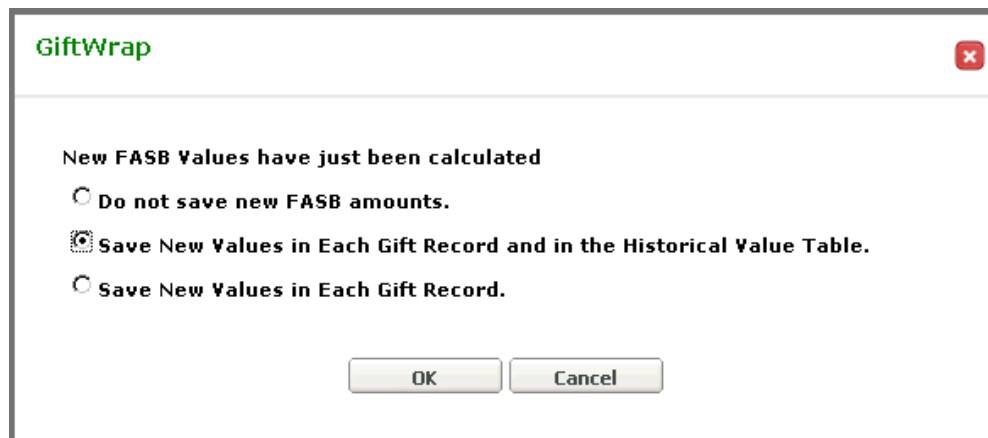
This particular report will present the FASB liabilities attached to each of The Auburn Society's gift annuities as of 12/31/2012.

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  to close the Report Preview window.

You will see the following window:



5) Click the second item as shown above, then click [OK].

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 page 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.

You have also saved these values in the Historical Value Table so that they will be permanently available for review even after current FASB liabilities are updated in the future.

6) Click  to close the FASB Liabilities window.

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

FASB Liabilities as of 12/31/2012 Based on the 2000CM 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)								
11/15/1994	6	\$30,000.00	7.90000000		9.00000000	\$2,370.00	3.35430274	\$ 7,949.70
Quarterly End of Period; 1st Payment 12/31/1994								
<u>Beneficiary:</u> Bernard Boare								
				<u>D.O.B.</u> 11/24/1922	<u>Age</u> 90	<u>Gender</u> M	<u>D.O.D.</u> 4	<u>Person Key</u> 4
12/30/1995	16	\$32,561.00	6.50000000		7.60000000	\$2,116.47	8.62385980	\$ 18,252.10
Quarterly End of Period; 1st Payment 3/31/1996								
<u>Beneficiary:</u> Sissy Mouse								
				<u>D.O.B.</u> 02/04/1946	<u>Age</u> 67	<u>Gender</u> F	<u>D.O.D.</u> 26	<u>Person Key</u> 26
11/05/1998	22	\$50,000.00	8.30000000		6.60000000	\$4,150.00	3.59677030	\$ 14,926.60
Quarterly End of Period; 1st Payment 12/31/1998								
<u>Beneficiary:</u> Bernard Boare								
				<u>D.O.B.</u> 11/24/1922	<u>Age</u> 90	<u>Gender</u> M	<u>D.O.D.</u> 4	<u>Person Key</u> 4
11/05/1998	23	\$10,000.00	6.00000000		6.60000000	\$600.00	4.19727411	\$ 2,518.36
Semiannual End of Period; 1st Payment 12/31/1998								
<u>Beneficiary:</u> Charisma Carpenter								
				<u>D.O.B.</u> 12/22/1925	<u>Age</u> 87	<u>Gender</u> F	<u>D.O.D.</u> 16	<u>Person Key</u> 16
02/21/2002	28	\$50,000.00	7.70000000		5.60000000	\$3,850.00	9.76045132	\$ 37,577.74
Quarterly End of Period; 1st Payment 3/31/2002								
<u>Beneficiary:</u> Martin Manatee								
				<u>D.O.B.</u> 12/25/1935	<u>Age</u> 77	<u>Gender</u> M	<u>D.O.D.</u> 13	<u>Person Key</u> 13
				<u>D.O.B.</u> 09/03/1939	<u>Age</u> 73	<u>Gender</u> F	<u>D.O.D.</u> 12	<u>Person Key</u> 12
07/01/2008	51	\$30,000.00	7.70000000		4.20000000	\$2,310.00	4.35784793	\$ 10,066.63
Quarterly End of Period; 1st Payment 9/30/2008								
<u>Beneficiary:</u> June Cleaver								
				<u>D.O.B.</u> 05/28/1925	<u>Age</u> 88	<u>Gender</u> F	<u>D.O.D.</u> 39	<u>Person Key</u> 39
The Auburn Society (AUB)								
Number of Gifts: 6								
Total Gift Amount: \$ 202,561.00								
Total Annuity: \$ 15,386.47								
Total Liability: \$ 91,291.13								

11/15/2012

FASB Liabilities - CGA

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, Hawaii, Maryland, New Jersey, New York, Oregon, Washington, and Wisconsin. 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.

PG Calc updates GiftWrap automatically with the maximum reserve interest rates that each state allows. For example, some states mentioned above announce new maximum rates each fall that apply to all gift annuities funded in the current year.

1) Choose Compliance - Gift Annuity Reserves-State Method from the Menu Bar.

Enter the information shown below. The values that you need to enter are: Organization, Annuity Pool, Gifts to Include, Valuation Date, and Calculation Methodology.

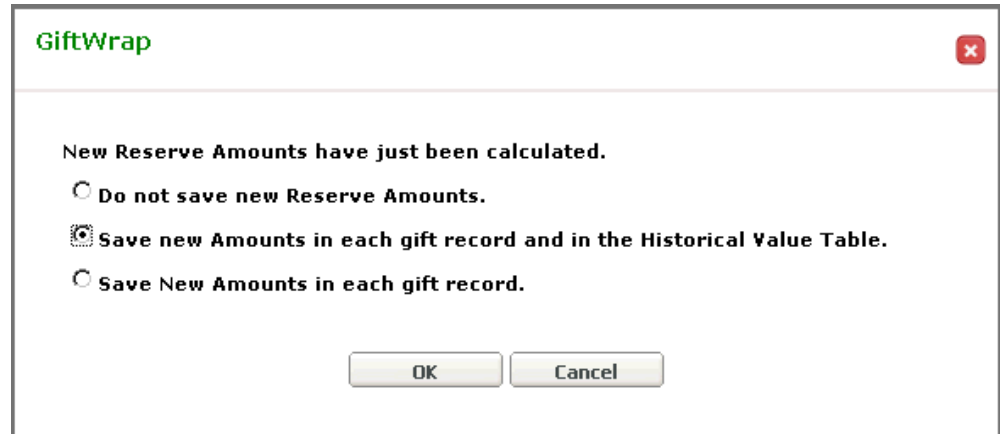
Organization <input type="radio"/> All Orgs <input checked="" type="radio"/> Specific Org <input type="text" value="AUB"/> <input type="button" value="Select"/> <input type="radio"/> Selected Orgs <input type="button" value="Select"/> Break Page Between Organizations: <input type="checkbox"/>	
Annuity Pool <input type="radio"/> All Pools <input checked="" type="radio"/> Specific Pool <input type="text" value="CGAPOOL"/>	Valuation Date Valuation Date: <input type="text" value="12/31/2012"/>
Gifts to Include <input type="radio"/> All CGAs <input type="radio"/> Only CGAs with Reserve State of <input type="text" value=""/> <input checked="" type="radio"/> All CGAs except those with Reserve State of <input type="text" value="CA"/> <input type="button" value="Exclude Reinsured Gifts:"/> <input type="checkbox"/>	
Calculation Methodology in Accordance with Which States <input type="checkbox"/> AR <input type="checkbox"/> FL <input type="checkbox"/> MD <input checked="" type="checkbox"/> NY <input type="checkbox"/> WA <input type="checkbox"/> WI <input type="checkbox"/> CA <input type="checkbox"/> HI <input type="checkbox"/> NJ <input type="checkbox"/> OR	Surplus to Show at End of Report <input checked="" type="radio"/> None <input type="radio"/> Percentage of Total Reserve <input type="text" value=""/> <input type="radio"/> Specific Dollar Amount <input type="text" value=""/>
Gift Key(s) <input checked="" type="radio"/> No Selection by Key <input type="radio"/> Key or List of Keys (example: 1,2,5): <input type="text" value=""/> <input type="radio"/> Range of Keys: <input type="text" value=""/> To: <input type="text" value=""/>	
Group/Suppress <input checked="" type="radio"/> Show Full Report Detail <input type="radio"/> Show Only Mortality/Interest Subtotals and Grand Totals Group by Mortality Table and Interest Rate: <input type="checkbox"/>	
Custom Filter <input type="text" value=""/> <input type="button" value="Save as Custom Filter"/>	
Report Report Format: <input type="text" value="State Reserves"/>	
Sort Within Organization Sort by: <input type="text" value="Gift Date"/> Then By: <input type="text" value="Gift Key"/>	

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 page.**

4) Click  to close the Report Preview window.

You will see the window below, which serves exactly the same function as the FASB liabilities window we saw earlier:



5) **Click the second item as shown above, then click [OK].**

Similar to the FASB Liabilities function we looked at earlier, the Gift Annuity Reserves function will update the Reserve Amount and Reserve Date fields found in the Details tab of each gift's Gift Information page with the new reserve values you have just computed.

You have also saved these values in the Historical Value Table so that they will be permanently available for review even after current annuity reserve values are updated in the future.

6) Click  to close the Gift Annuity Reserves window.

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

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.

We won't run CashTrac CGA Market Values here, but you are welcome to run it on your own later by choosing Actions - CashTrac CGA Market Values in the Menu Bar.

If you purchase GiftWrap's optional Advanced Analysis module, you can review the adjustments made by CashTrac CGA Market Values for any period by choosing Analysis - CGA Market Value Transaction Details in the Menu Bar. The Tutorial sample data includes transactions through 9/30/2012.

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. This 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. This 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.

If you wish, you can have CashTrac allocate interest and dividends, fees and expenses, or gain/loss among the gift annuities so that you can see how much of the change in market value is attributable to each of these items.

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 part of GiftWrap's optional Tax and Check module. If you don't need these capabilities, you can purchase GiftWrap without this set of features for a reduced license fee and lower annual service fee. 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. 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 or as a check request.

1) Choose Payments - Payment Summary Reports in the Menu Bar.


Enter your search criteria as shown below. The values that you need to enter are: Organization, Gift Type, Exclude Missing/\$0 Payments, and Payment Dates.

The screenshot shows the 'Payments' application window with the following settings:

- Organization:** All Orgs (radio), Specific Org (radio) with dropdown 'AUB', Selected Orgs (radio) with 'Select' button. Break Page Between Organizations:
- PIF:** All PIFs (radio), Specific PIF (radio) with dropdown.
- Gift Type:** All: CGA: CRAT: CRU: OTH: PIF: Exclude Missing / \$0 Payments: Exclude People with Status Missing: Exclude \$0 Payments:
- Payment Date:** [06/30/2012] To [06/30/2012] Payment Type: Checks: EFTs: Wires: Acct to Acct: Group by Check/Electronic:
- Person Key(s):** No Selection by Key (radio), Key or List of Keys (radio) with input field, Range of Keys (radio) with 'To:' field.
- Gift Key(s):** No Selection by Key (radio), Key or List of Keys (radio) with input field, Range of Keys (radio) with 'To:' field.
- Payment Reports:** Checks/Upload, Advices/Files, EFT Reports, EFT Files, Settings
- Report Type:** Payment Summary (radio), PIF Payment Summary (radio), YTD Style Payment Summary (radio)
- Beneficiary Type:** Income Beneficiaries (radio), Remainder Beneficiaries (radio)
- PIF:** PIF Current Yield: [] Show PIF Fund Income Detail: Combine Payments from Separate PIFs:
- Include/Exclude/Suppress:** Show Full Report Detail (radio), Show Payment Information but Suppress Itemized Payment Details (radio), Show Organization Subtotals and Grand Totals Only (radio), Show Payment Address:
- Custom Filter:** [] Save as Custom Filter []
- Report:** Report Format: Payment Summary (dropdown)

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”.

- 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 page.**
- 4) **Click  to close the Report Preview page, but do not close the Payments page yet!**

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

Payment Summary

Check Date	Payee/Payment Address	Person Key	Addr Type	EFT/Wire	Route #	Acct Type	Net Amount
The Auburn Society (AUB)							
06/30/2012	Bernard Boare	4	Home	No			\$1,630.00
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CGA	11/05/1998	Donor/Bene-A		1043	06/30/2012 C		\$1,037.50
CGA	11/15/1994	Donor/Bene-A		1043	06/30/2012 C		\$592.50
06/30/2012	Charisma Carpenter c/o Sunnydale Savings and Loan A/C 4509873-SS	16	Payment1	Yes EFT	123456780	C	\$300.00
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CGA	11/05/1998	Donor/Bene-A		23	06/30/2012 E		\$300.00
06/30/2012	June Cleaver	39	Home	No			\$577.50
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CGA	07/01/2008	Donor/Bene-A		1044	06/30/2012 C		\$577.50
06/30/2012	Martin Manatee	13	Home	No			\$962.50
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CGA	02/21/2002	Donor/Bene-A		1045	06/30/2012 C		\$962.50
06/30/2012	Sissy Mouse	26	Home	No			\$529.12
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CGA	12/30/1995	Donor/Bene-A		1046	06/30/2012 C		\$529.12
06/30/2012	Inez Randall c/o SunnySafe Bank A/C FT432-11044-33	17	Payment1	Yes EFT	123456780	C	\$9,420.70
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CRU	01/15/2000	Donor/Bene-A		27	06/30/2012 E		\$9,420.70
06/30/2012	Roland Randall c/o Sunny Safe Bank A/C FT432-11044-33	18	Payment1	Yes EFT	123456780	C	\$9,420.70
<u>Gift Type</u>	<u>Gift Date</u>	<u>Association</u>	<u>Account #1</u>	<u>Check #</u>	<u>Issued Date/Type</u>	<u>Status</u>	<u>Net Amount</u>
CRU	01/15/2000	Donor/Bene-A		27	06/30/2012 E		\$9,420.70

The Auburn Society (AUB)

Number of Payments: 7
Total Gross Amount: \$22,840.52
Total Withheld: \$0.00
Total Net Amount: \$22,840.52

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 single sheet check stock for feeding through laser or inkjet printers. GiftWrap comes with a variety of laser check styles to satisfy the format requirements of most charities. If none meets your needs, we can make the necessary modifications to any of these check styles for you.

1) Click the Checks/Upload tab on the Payments page.

Organization <input checked="" type="radio"/> All Orgs <input type="radio"/> Specific Org <input type="text"/> <input type="radio"/> Selected Orgs <input type="button" value="Select"/> Break Page Between Organizations: <input type="checkbox"/>	
PIF <input checked="" type="radio"/> All PIFs <input type="radio"/> Specific PIF <input type="text"/>	
Gift Type All: <input checked="" type="checkbox"/> CGA: <input type="checkbox"/> CRAT: <input type="checkbox"/> CRU: <input type="checkbox"/> OTH: <input type="checkbox"/> PIF: <input type="checkbox"/>	Exclude Missing / \$0 Payments Exclude People with Status Missing: <input type="checkbox"/> Exclude \$0 Payments: <input type="checkbox"/>
Payment Date <input type="text" value="06/30/2012"/> To <input type="text" value="06/30/2012"/>	Payment Type Checks: <input checked="" type="checkbox"/> EFTs: <input checked="" type="checkbox"/> Wires: <input checked="" type="checkbox"/> Acct to Acct: <input checked="" type="checkbox"/> Group by Check/Electronic: <input type="checkbox"/>
Person Key(s) <input checked="" type="radio"/> No Selection by Key <input type="radio"/> Key or List of Keys (example: 1,2,5): <input type="text"/> <input type="radio"/> Range of Keys: <input type="text"/> To: <input type="text"/>	
Gift Key(s) <input checked="" type="radio"/> No Selection by Key <input type="radio"/> Key or List of Keys (example: 1,2,5): <input type="text"/> <input type="radio"/> Range of Keys: <input type="text"/> To: <input type="text"/>	
Payment Reports Checks/Upload Advices/Files EFT Reports EFT Files Settings	
Report Type <input checked="" type="radio"/> Print Checks with Advices [Laser Top Style 1] <input type="radio"/> Create Payment Upload File [Upload Style 1] <input checked="" type="radio"/> Create Custom Payment Upload File <input checked="" type="checkbox"/>	Beneficiary Type <input checked="" type="radio"/> Income Beneficiaries <input type="radio"/> Remainder Beneficiaries
PIF PIF Current Yield: <input type="text"/> Combine Payments from Separate PIFs: <input type="checkbox"/>	
Other Starting Check Number: <input type="text"/> [last check number printed: 0] File Format: <input type="text"/> <input checked="" type="checkbox"/> Print Issued Date as Check Date: <input type="checkbox"/> Summarize: <input type="checkbox"/> Issued Date to Record for These Payments: <input type="text" value="07/02/2012"/> Print Advice Message: <input type="checkbox"/> Adjust Text on Checks Down by: <input type="text" value="0"/> <input checked="" type="checkbox"/> pixel(s)	
Custom Filter <input type="text"/> <input type="text"/> <input type="button" value="Save as Custom Filter"/>	

Note: Some clients use GiftWrap as their system of record for payments from planned gifts, but process all payments in another system. These clients can create a payment upload file in GiftWrap that is suitable for transferring payment information to their payment production system.

Review the questions asked in the Checks/Upload tab. Notice that you can print checks with advices for any period. This makes it easy to print them in batches or ahead of time. The date that appears on the check ordinarily is the Payment Date stored in the beneficiary's Payment Schedule for the gift. However, you can print the Issued Date as the check date instead just by clicking the *Print Issued Date as Check Date* check box. You can assign and store check numbers, if you wish, to aid record keeping and check reconciliation.

Most clients use a check format that includes an attached advice. You can also print just advices for beneficiaries paid by electronic funds transfer by clicking the Advices/Files tab.

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.

The screenshot shows the GiftWrap software interface with the following sections and options:

- Organization:** All Orgs (selected), Specific Org (dropdown), Selected Orgs (Select button). Break Page Between Organizations:
- PIF:** All PIFs (selected), Specific PIF (dropdown)
- Gift Type:** All: CGA: CRAT: CRU: OTH: PIF: Exclude Missing / \$0 Payments: Exclude People with Status Missing: Exclude \$0 Payments:
- Payment Date:** [06/30/2012] To [06/30/2012]
- Payment Type:** Checks: EFTs: Wires: Acct to Acct: Group by Check/Electronic:
- Person Key(s):** No Selection by Key (selected), Key or List of Keys (example: 1,2,5): [] Range of Keys: [] To: []
- Gift Key(s):** No Selection by Key (selected), Key or List of Keys (example: 1,2,5): [] Range of Keys: [] To: []
- Navigation Tabs:** Payment Reports, Checks/Upload, Advices/Files, EFT Reports, **EFT Files** (selected), Settings
- Report Type:** Create EFT Payment File (selected), Create EFT Prenote File, Create EFT Mail Merge Data File, Record Issued Date/Type/Snapshots for Wires and Account to Account payments
- Include/Exclude/Other:** Use Payment Date as Effective Entry Date in EFT file (selected), File Format: [dropdown], Use Single Effective Entry Date for all payments in EFT file [] Issued Date to Record for These Payments: []
- Custom Filter:** [dropdown] [] Save as Custom Filter []

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 a mailing on EFT to all of their income recipients. Once you have gathered the necessary bank account information, you add it to each participating recipient's Payment Address. Then, you add similar information for your organization under Setup - Organization 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 page.

Payment Snapshots. Whenever you produce a run of checks or EFT payments, GiftWrap creates a permanent snapshot of the payments created in the run. Even if someone changes data that was used to create the payment run, such as a

beneficiary's address, GiftWrap maintains for your review a permanent record of the payment run as it looked at the time it was created.

Let's quickly review the payments made by the Metro Hospital Foundation on 6/30/2008.

- 1) **Choose Payments - Payment Snapshots/Void in the Menu Bar.**
- 2) **Enter the information shown below, then click Search. Note that we've picked *METRO* as the specific organization rather than the usual *AUB*.**

Payment Snapshots / Void / Other checks

Organization
 All Orgs Specific Org Selected Orgs

Payment Date To: Check Number To:

Issued Date To: Issued Type
 Checks: Electronic:

Payment Status
 All: Issued: Void: Stop Payment: Pending Return: Reimbursed:
 Not Issued: Void Offset: Stop Payment Offset: Discarded:

Include/Exclude
 Payment Snapshot and Other Checks Cleared and Not Cleared
 Payment Snapshot Cleared
 Other Checks Not Cleared

Person Key(s)
 No Selection by Key Key or List of Keys (example: 1,2,5): Range of Keys: To:

All the payments you have selected will appear in the search grid:

Payment Snapshot and Other Checks Search Show 50 per Page

Org Nickname	Check Number	Payment Date	Net Amount	Type	Payee	Clrd	Status	Other Check
METRO	1047	6/30/2012	\$255.00	C	Sarah Allfabelle	X	Issued	<input type="button" value="View/Void"/>
METRO	1048	6/30/2012	\$395.00	C	James Booth	X	Issued	<input type="button" value="View/Void"/>
METRO	1049	6/30/2012	\$655.00	C	Robert M. Burns	X	Issued	<input type="button" value="View/Void"/>
METRO	1050	6/30/2012	\$837.50	C	Charles Cheetah	X	Issued	<input type="button" value="View/Void"/>
METRO	1051	6/30/2012	\$2,282.85	C	Harrison Copperfield	X	Issued	<input type="button" value="View/Void"/>
METRO	1052	6/30/2012	\$2,282.85	C	Jennifer Copperfield	X	Issued	<input type="button" value="View/Void"/>

Records: 8 Page 1

IMPORTANT: To void a single payment, first open it by clicking the blue link in the grid, double-clicking in the grid, or clicking the 'view/void' button.

To drill down for complete detail on any of the listed payments, just click the Check Date for the payment you are interested in. Drag the scroll bar on the far right of the grid to view more payments.

- 3) Click  to close the Payment Snapshots page.

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 1099-R, but it cannot catch name misspellings, address mistakes, and other similar errors. Note that Social Security Numbers are not masked on this report so that they can be checked for errors, too.

1) Choose 1099 Tax - 1099 Summary in the Menu Bar.

Enter your search criteria as shown below. The values that you need to enter are: Organization and Tax Year.

The screenshot shows the '1099 Tax' software interface. The main window title is '1099 Tax'. Below the title bar, there are three tabs: '1099 Summary' (selected), '1099-R Forms', and 'Create IRS 1099 File / Upload File'. The '1099 Summary' tab is active, displaying a configuration screen for the report. The screen is divided into several sections:

- Organization:** Includes radio buttons for 'All Orgs', 'Specific Org' (selected), and 'Selected Orgs'. The 'Specific Org' dropdown is set to 'AUB'. There is a 'Break Page Between Organizations' checkbox and a 'Select' button.
- Gift Type:** Includes checkboxes for 'CGA' (checked) and 'OTH'. There is a 'Tax Year / Tax Form' section with 'Tax Year' set to '2012' and 'Tax Form' set to '1099-R'.
- Include/Exclude/Suppress:** Includes radio buttons for 'Show Full Report Detail' (selected), 'Show 1099 Information per Person but Suppress Itemized Gift Taxation Details', and 'Show Organization Subtotals and Grand Totals Only'. There are also checkboxes for 'Exclude People with Status Missing' and 'Exclude Reinsured Gifts'.
- Person Key(s):** Includes radio buttons for 'No Selection by Key' (selected), 'Key or List of Keys (example: 1,2,5)', and 'Range of Keys'. There are input fields for 'To:'.
- Gift Key(s):** Includes radio buttons for 'No Selection by Key' (selected), 'Key or List of Keys (example: 1,2,5)', and 'Range of Keys'. There are input fields for 'To:'.
- Custom Filter:** Includes a dropdown menu and a 'Save as Custom Filter' button.
- Report:** Includes a 'Report Format' dropdown set to '1099R_Summary'.

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 page.

4) Click  to close the Report Preview page, but do not close the 1099 Tax page yet!

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

1099-R Summary for Tax Year 2012

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		4
<u>Gift Type</u> Account #1	<u>Gift Key</u>	<u>Box 1 Gross Dist</u>	<u>Box 2a Taxable Amt</u>	<u>Box 3 Capital Gain</u>
CGA	6	\$2,370.00	\$2,370.00	\$0.00
CGA	22	\$4,150.00	\$4,150.00	\$0.00
	<u>Total</u>	\$6,520.00	\$6,520.00	\$0.00
			<u>Box 4 Fed Withheld</u>	<u>Box 5 (Non-Taxable)</u>
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Carpenter, Charisma 000-44-7777	65 Salem Street Sunnydale, CA 90087	Home	C132	16
<u>Gift Type</u> Account #1	<u>Gift Key</u>	<u>Box 1 Gross Dist</u>	<u>Box 2a Taxable Amt</u>	<u>Box 3 Capital Gain</u>
CGA	23	\$600.00	\$372.00	\$0.00
	<u>Total</u>	\$600.00	\$372.00	\$0.00
			<u>Box 4 Fed Withheld</u>	<u>Box 5 (Non-Taxable)</u>
			\$0.00	\$228.00
			\$0.00	\$228.00
Cleaver, June 335-25-1121	2530 Hillside Avenue Springfield, MA 04265	Home		39
<u>Gift Type</u> Account #1	<u>Gift Key</u>	<u>Box 1 Gross Dist</u>	<u>Box 2a Taxable Amt</u>	<u>Box 3 Capital Gain</u>
CGA	51	\$2,310.00	\$1,258.77	\$644.31
	<u>Total</u>	\$2,310.00	\$1,258.77	\$644.31
			<u>Box 4 Fed Withheld</u>	<u>Box 5 (Non-Taxable)</u>
			\$0.00	\$1,051.23
			\$0.00	\$1,051.23
Manatee, Martin 556-09-8333	4 Waverunner Way Frog Island, NJ 38801	Home		13
<u>Gift Type</u> Account #1	<u>Gift Key</u>	<u>Box 1 Gross Dist</u>	<u>Box 2a Taxable Amt</u>	<u>Box 3 Capital Gain</u>
CGA	28	\$3,850.00	\$1,624.70	\$0.00
	<u>Total</u>	\$3,850.00	\$1,624.70	\$0.00
			<u>Box 4 Fed Withheld</u>	<u>Box 5 (Non-Taxable)</u>
			\$0.00	\$2,225.30
			\$0.00	\$2,225.30
Mouse, Sissy 123-22-3123	Angstrom Pinto Estates 838 Appaloosa Avenue Pecos, NM 87552	Home		26
<u>Gift Type</u> Account #1	<u>Gift Key</u>	<u>Box 1 Gross Dist</u>	<u>Box 2a Taxable Amt</u>	<u>Box 3 Capital Gain</u>
CGA	16	\$2,116.47	\$1,856.74	\$445.05
	<u>Total</u>	\$2,116.47	\$1,856.74	\$445.05
			<u>Box 4 Fed Withheld</u>	<u>Box 5 (Non-Taxable)</u>
			\$0.00	\$259.73
			\$0.00	\$259.73

The Auburn Society
 123 Mt. Auburn St.
 Suite 1000
 Cambridge, MA 02138
 Phone: 617-221-3444
 Tax ID: 00-0000000
 Transmitter Control Code (TCC): 12345
 Contact Name: Laura Berman

Number of People: 5
 Total Box 1: \$15,396.47
 Total Box 2a: \$11,632.21
 Total Box 3: \$1,089.36
 Total Box 4: \$0.00
 Total Box 5: \$3,764.26

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 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 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!

We certify GiftWrap to format 1099-Rs accurately for a specific year. If you try printing 1099-Rs for any other year, you will see a warning that GiftWrap may not produce 1099-Rs correctly for the year you have chosen.

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] to close the 1099 Tax page.**

Optional Modules and Custom Reports

Bequest Manager module

GiftWrap's optional Bequest Manager module allows you to track your organization's bequests throughout their entire lifecycle, from expectancy to realized gift. With the Bequest Manager module, which is also available as stand-alone software, you can:

- record, track, and value bequest gifts
- steward bequest donors, family members, and advisors
- manage bequest gifts through probate

Bequest Manager includes calculation tools that give you extensive insight into the health of your bequest program, including present value, projected cash flows, and average gift amounts. Its mail merge capability and letter creation feature with customizable templates help you can stay in touch with donors, family members, advisors, and executors as your bequest expectancies become realized gifts. Its notification and task reminder capabilities help you stay on track as your bequest gifts proceed through probate.

Document Storage Module

The Document Storage module provides a centralized, digital repository for all your annuity contracts, trust documents, and other document types. You can associate stored documents with a person or a gift using the Documents tab of the respective Person Information screen or Gift Information screen.

In addition, you can use the module's document search and retrieval utility (Utilities - Document Search / Upload) to associate stored documents with an organization, pooled income fund, or charity. This utility is also useful for reviewing all stored documents and managing them globally.

Advanced Analysis Module

The Advanced Analysis module provides expanded analysis tools for remainder expectancies, years to exhaustion, historical gift values, and overall program statistics reports that facilitate program evaluation and analysis. This module also includes improved handling of negative balances backing individual gift annuities.

The Program Overview and Statistics report included in the module displays a wide variety of data by gift type, including:

- average/median gift amounts
- gifts by amount category
- total and average/median distribution amounts
- average/median age at time of gift
- average/median age at death
- repeat annuity donors
- average time from bequest gift date to date of notice of estate filing

Workflow Module

Say good-bye to paper checklists and spreadsheets. The Workflow module is a centralized online resource that automates both routine and unique administrative tasks that comprise your gift administration program workflow. This optional module is particularly useful for tasks completed by multiple people or those requiring review and approval, and includes a reminder and notification system for recurring tasks.

For clients using the Bequest Manager module, the Workflow module streamlines bequest processing and administration. Workflow's tasks and reminders are especially useful for handling complex estates and bequests going through probate.

For service providers, the Workflow module allows charity staff to submit change requests for addresses and other data without affecting production data. This capability enables the service provider to streamline its process for review and acceptance of data changes.

All of these workflow features are found in the Tasks menu of the Menu Bar.

1) Dashboard - Get a quick sense of how many of each type of task are awaiting completion and whether they are overdue, plus a list of reminders. You can drill down on any individual task to review all the details.

2) Maintain Tasks - Review specific assigned tasks or add a new one and assign it to specific staff for completion and approval.

3) Task Report - Produce a report of pending and/or approved tasks assigned to your selection of assignees, an efficient way for managers to stay on top of everyone's assigned tasks.

4) Task Definition - Create one or more pre-defined tasks that come up regularly, such as address changes or adding new gifts. Once defined, assigning these tasks over and over becomes simple. The GiftWrap Evaluation software has been populated with sample tasks for administering bequests.

5) Change Request Report - Produce a report of change requests that have been submitted by GiftWrap users who are not responsible for making the changes themselves. Review all change requests submitted for a specific Charity account, for approval by a specific reviewer, or during a specific time period,.

For example, service providers can empower their clients to submit change requests directly into GiftWrap - remember, GiftWrap is web-based so giving clients remote access to do this is easy - and then use its workflow features to manage the assignment and completion of those requests. Likewise, a charity with staff spread across a region or the country can set them up to submit change requests to GiftWrap, enabling staff in a single location to process these requests efficiently.

6) View Change Requests - Review and manage data change requests that have been submitted. You can open any individual change request to review the request in detail and then either approve or reject the request. You can also send an email message to the requester explaining your action, if you wish.

Pooled Fund Administration module

GiftWrap's optional Pooled Fund Administration module 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 PIF menu in the Menu Bar.

The screenshot shows the GiftWrap software interface. At the top, there is a menu bar with options: Actions, Summaries, Analysis, Compliance, Payments, 1099 Tax, PIF, Tasks, Utilities, and Setup. The PIF menu is currently open, showing a list of functions: Update to New Period, Unitize New Gifts, Distribute Income, Correct Past Distribution, Compute PIF Market Values, Account Summary, Annual Report, Yearly Rate of Return, Tax Reporting, Tax Withholding Summary, Maintain Fund Tax Data, and Import Fund Tax Data. Below the menu bar, there is a search form with fields for 'First Name', 'Person Key', and 'Index'. There are also buttons for 'Search', 'Clear', and 'Close'.

The Pooled Fund Administration 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 - Payment Summary Reports is also part of the this 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 Pooled Fund Administration module, please contact our Sales Department at 888-497-4970 and ask for our Pooled Fund Administration 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 with the exact report you need, however, we can help you create your own custom reports. Once we create the custom report for you, we install it for use by your organization. Once installed,

producing your custom report is simple: you just choose your custom report from the Report Format menu found toward the bottom of the appropriate report page.

For example, imagine that PG Calc creates a custom version of the Gift Summary for you (we created a standard Gift Summary on pages 24-25). To produce your new custom report, you would open the Gift Summary page, enter all the criteria for your report, and then choose your custom report from the Report Format menu toward the bottom of the page. That's it!

Please contact Dyke Tilt at 888-474-2252 if you would like to discuss the details and cost of creating custom reports for use in GiftWrap.

Features for Large Organizations and Service Providers

GiftWrap includes a number of features that are of particular value to service providers and large non-profits that need to administer gifts for multiple entities or that assign GiftWrap work to more than one person. These features allow you to organize GiftWrap data in the way that best meets your needs, streamline the ongoing maintenance and reporting of this data, and manage workflow among the staff members who have GiftWrap responsibilities.

Providing remote access to clients or staff

As web-based software, it is easy to run GiftWrap from anywhere there is a high speed Internet connection. GiftWrap's security features allow you to control the kind of access each user has to GiftWrap data and features. This combination of Internet access and robust security features makes it easy for service providers to offer clients the option to view their data or produce reports remotely, while at the same time restricting their ability to change data. This sort of restricted remote access is also being appealing to non-profit managers and executives who want information on their organization's planned gifts at their fingertips.

Setting up multiple charities and organizations

Most GiftWrap clients need to administer gifts just for themselves. Service providers and umbrella organizations, however, have more complex needs. GiftWrap can readily accommodate your need to maintain and report on data for separate entities. It can do this on two levels.

First, your GiftWrap administrator can create as many Charities as you wish within your GiftWrap account by choosing Setup - Administrator-Charity Setup. Every person record you create is then linked to one of these Charities. Second, you can create any number of Organizations under each Charity by choosing Setup - Organization. Every gift record you create is then linked to one of these Organizations.

The Charity structure allows you to maintain and report on data separately for any number of entities. To the extent that any of these entities have divisions, such as

individual schools within a university, you can use the Organization structure to achieve separate reporting for these divisions.

Features that streamline working with multiple organizations

GiftWrap includes a number of features to make maintaining information on multiple organizations more efficient.

- 1) Choose Setup - Organization Groups for Reporting to define groups of organizations that you will then be able to select with a single click when producing certain reports. This feature is especially handy for relationship managers who are responsible for providing reports to a specific subset of a service provider's universe of clients.
- 2) Choose Utilities - Duplicate Validation Report to scan all your data and identify person records that appear to be duplicates. Duplicate records may be mistakes or they may benefit from being linked together (see (3) below).
- 3) You can create copy an existing Person record when adding the same person to a another Charity account. This way, if the person changes home addresses, for example, GiftWrap can propagate a change to the home address in one of the person's records to the person's records under all other Charities within your overall Client account.
- 4) Choose Utilities - Move/Combine Organization to move an organization and all of its gifts from one Charity account to another or to transfer all of an organization's gifts to another organization within the same Charity account. This feature may not be needed often, but when a non-profit reorganizes its structure or merges with another organization, it turns an otherwise major project into a few minutes' work.

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 and an Add Gift 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 pages using [Back] and [Next]. You can cancel the operation at any time by clicking [Cancel].

Let's add Benjamin Franklin to the database.

- 1) **Choose Actions - Add Person/Advisor in the Menu Bar.**
- 2) **Choose *Tutorial* as the Charity, then type *Franklin* in the Person's Last Name field and click [Search].**

Add Person Wizard

• If you would like to copy a Person record to a new Charity, choose the desired Charity, select that Person record and click the Copy Person button below.

Select the Charity with which to associate the new person from the drop down list. Type the new person's last name below. If the person is already entered for the Charity you want, choose Cancel. If the person is listed for a different Charity, select Copy Person. If the new person is not listed, choose "New Person".

Charity: TUTORIAL

Person Type:
 Donor or Beneficiary
 Advisor

Person's Last Name: Franklin Search

Select	Full Name	SSN	Charity
C	Franklin, Marguerite	321-33-1234	Tutorial

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New Person Copy Person Cancel

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

- 3) **Click [New Person] at the bottom of the window.**

4) Enter the information shown below:

Person Information			
Person Type: Donor or Beneficiary	Charity: TUTORIAL		
Prefix: Mr.	First: Benjamin A.	Last: Franklin	
Suffix:	Salut: Ben	SS Num: 000-00-0001	
D.O.B: 12/12/1930	D.O.D:	Gender: M	
Company:	Do Not Mail: <input type="checkbox"/>		
< Back		Next >	Cancel

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

Home Address			
Street:	123 Main Street		
City:	Philadelphia	State: PA	Zipcode: 19102
Country:			
Phone:	215-333-2222	Fax:	215-333-1111
Email:	bfranklin@almanac.com	Expires:	
< Back		Next >	Cancel

7) Click [Next], then click [Next] again to move past the Misc Information window.**8) Read the helpful tips in the Confirmation window, then Click [Finish].**

Benjamin Franklin's new Person Information page 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 payment address for Mr. Franklin in the Other Addresses tab.

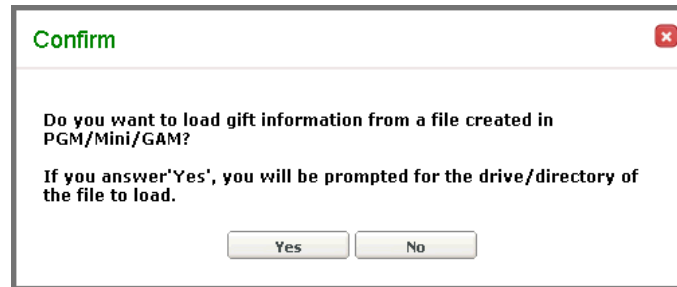
Now that you have created a person record for Mr. Franklin, let's add his gift.

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 pages 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 7.9% 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 page 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 window above.

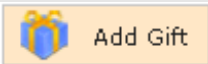
The ability to import gift information in this way will save you time and reduce data entry errors whenever you enter a new gift. This is especially true for gift annuities, where GiftWrap can import not only basic information, such as gift type and payout rate, but also the payment amounts and annuity 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:

- a) **Run PGM/Mini/GAM.**
- b) **Choose Program 1, Basic Gift Illustrations.**
- c) **Open the Gift Date - IRS Discount Rate window and enter 11/1/2012 as the date of gift. Leave the IRS discount rate at 3.4%. Close the window.**
- d) **Open the Lives and/or Fixed Term window and enter 12/12/1930 as the birth date of Life #1. Close the window.**
- e) **Open the Principal Value - Cost Basis window. Choose *Long term gain property* as the Property Type, then enter 100,000 as the property transferred amount and 20,000 as the cost basis.**
- f) **Open the Gift Options window. Choose a Charitable Gift Annuity as your only gift option. If necessary, enter 7.2% as the Annuity Rate. The remaining default answers should already be correct: quarterly payments at the end of each period, 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.**
- g) **Open the File menu and choose Save GiftWrap Gift Information File.**
- h) **Choose the folder where PGM is stored (most likely C:\PGM), enter *franklin* as the file name, then click [Save].**
- i) **Return to running GiftWrap.**

Steps to import information from the GiftWrap gift information file:

- a) If you haven't already done so, click  at the top of Mr. Franklin's Person Information page to launch the Add Gift Wizard.
- b) Click [Yes] to load gift information from a PGM/Mini/GAM file.
- c) Click [Browse] and find the folder where you saved your file in step 7 above. Click franklin.gftx in the list that now appears, then click [Open].
- d) The name of the file will appear in the field next to [Browse]. Click [OK].
- e) 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 7.2 in the Payout % field, GiftWrap will supply all the 0s):

Gift information

Number of Gifts Limit: 400 Current Number of Gifts in GiftWrap Database: 36

Organization:	METRO	Gift Type:	CGA
Gift Date:	11/01/2012	Subtype:	S
Gift Amount:	\$100,000.00	Annuity Pool:	CGA POOL
		PIF Name:	
		Deposit Date:	11/01/2012
		Deposit Amount:	\$100,000.00

Next > Cancel

4) Click [Next].

5) Enter the information shown below:

General


First Payment Date:	12/31/2012	Account 1:	
Payout %:	7.20000000	Account 2:	
Payment Frequency:	Q	Account 3:	
Payment Timing:	E	Account 4:	
IRS D.Rate/PIF %:	1.20000000	Account 5:	
Market Value:	\$100,000.00	Anonymous:	<input type="checkbox"/>
Market Value Date:	11/01/2012		

6) Click [Next].

7) Enter the information shown below:



Details			
Tax Form:	1099-R	Char Deduction:	\$49,549.00
Reserve State:	PA	Campaign Credit Amount:	
Payment Date Elected:	<input type="checkbox"/>	FASB Amount:	
Payments Commuted:	<input type="checkbox"/>	FASB Date:	
Earliest Start Date:		Reinsured:	<input type="checkbox"/>
Latest Start Date:		Reserve Amount:	
RCV Amount:		Reserve Date:	
Testamentary	<input type="checkbox"/>		
Gift Name			

8) Click [Next], then click [Next] again to move past the Trust/Term/PIF window.

9) With the Purpose/Designation window now open, click  to open the Designation Information page. This information is optional.

10) Enter the information shown below.

Designation Information	
Percent:	100.00
Designation Code:	GRNT
Restricted:	Permanently Restricted
Purpose:	

11) Click  to save your entry, then click  to close the page.

12) Notice that the designation information you just entered now appears in the Designations grid. Click [Next].

Although you assigned only one designation to Mr. Franklin's gift, you can assign as many designations as you wish. For example, if Mr. Franklin wanted half of his gift to go to the General Scholarship Fund and half to the General Endowment, you could assign two designations to his gift, each for 50%. You can use this designation information when selecting the information to appear in certain reports. You can even use it to generate distribution checks to the separate designated beneficiaries when a gift terminates.

You can set up as many Designation Codes as you want under Setup > Designation.

13) Click [Next] again to move past the Assets window.

The Add Gift Wizard will now guide you through linking Mr. Franklin to his gift.

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.

Add Associations

Benjamin A. Franklin

Association:

Pay To the Order of:

Do Not Combine Checks:

Payment Address: 123 Main Street
Philadelphia, PA 19102

Load tax information from a PGM file:

Enter the number of rows of Tax information needed for this beneficiary:

NOTE: You will need to edit Tax Tier year ranges, as well as amounts, to make them correct

- 1) If you have imported gift information from a PGM file, click [Next] and go to the top of the next page. Otherwise, go to step (2).**
- 2) Click the Load tax information from a PGM file check box to unmark it.**
- 3) Enter 4 as the number of rows of Tax Information needed, then click [Next].**
- 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.

Check / Tax Schedule

Name: Benjamin A. Franklin Association: Donor/Bene-A

Payment Schedule

	Check Date	Gross Amount	Tot Withheld	Net Amount	Issued Date	Check #	Clrd	Type	Status
<input type="checkbox"/>	3/31/2012	\$0.00	\$0.00	\$0.00		0			Not Issued
<input type="checkbox"/>	6/30/2012	\$0.00	\$0.00	\$0.00		0			Not Issued
<input type="checkbox"/>	9/30/2012	\$0.00	\$0.00	\$0.00		0			Not Issued
<input type="checkbox"/>	12/31/2012	\$1,193.48	\$0.00	\$1,193.48		0			Not Issued

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Totals: \$1,193.48



Tax Schedule

	Tax Years	Capital Gain	Tax-Free	Ordinary	Tot Withheld	Net Payment
<input type="checkbox"/>	2012-2012	\$805.84	\$201.46	\$186.18	\$0.00	\$1,193.48
<input type="checkbox"/>	2013-2020	\$4,861.44	\$1,215.36	\$1,123.20	\$0.00	\$7,200.00
<input type="checkbox"/>	2021-2021	\$663.44	\$165.86	\$6,370.70	\$0.00	\$7,200.00
<input type="checkbox"/>	2022-9999	\$0.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00



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Totals : \$40,360.80 \$10,090.20

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 12/31/2012 payment line in the Payment Schedule grid.
- 2) Enter 1193.48 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 Tax Years values in the first line in the Tax Schedule grid.
- 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 Gift 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].**

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

- 4) **Click the Gifts/Payments tab.**

Note: Marking the Gift Incomplete check box on the General tab makes it easy to track gift records to which you plan to add information later. If you use GiftWrap's optional Workflow module, clicking this check box creates a task that can then be managed through to completion using features in the Tasks menu.

The gift that you just added is displayed in this tab along with the payments it will be making during 2012, the year in which it was funded. Whenever you run Actions - Year End Update to move The Auburn Society into 2013, Year End Update will create four payments for Mr. Franklin's gift in 2013, all for the regular payment amount of \$1,800.00.

With the help of the Add Gift 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 two 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.

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's wife, Marguerite.

- 1) **Click  in the middle of Benjamin Franklin's Person Information page (above the Home Address tab).**

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 pages 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, then click [Search].**

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) **Click  next to Franklin, Marguerite, then 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:

Mailing Information

Spouse Link: Mr. Benjamin A. Franklin (Ben)
Ms Marguerite Franklin (Maggie)

Send Mailing Jointly:

Joint Salutation:



Joint Mailing Name:

Address for Joint Mailings:

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 check mark.

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 page. 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 page.

Entering real data for use after purchase

The purpose of the Tutorial data is to let you try out all of GiftWrap's functions using practice data. 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 add person records to the Eval_<your name> charity (by choosing it in the Charity dropdown in the first window of the Add Person Wizard) and then add gifts to these person records only.

This approach will keep your working data separate from our sample data in the Tutorial Charity. When you purchase GiftWrap, we will be able to transfer whatever data you have added under the Eval_<your name> Charity to your working data.

When you run the Add Person Wizard, be sure that Eval_<your name> is selected as the Charity, as shown below:

To Exit GiftWrap

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

- 1) Click **Logout** in the upper right hand corner of the GiftWrap page (above the Menu Bar).

You will return to the GiftWrap Login page.

- 2) To exit GiftWrap entirely, close the Browser tab in which the GiftWrap Login page is displayed or close your Browser altogether.

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!