This is not the live version. Live version is in dropbox.

Specs for Charity Program

1. Overview
   1. We currently 3 foundations. Each foundation gives out gifts to various charity groups each year. We have to keep track of gifts by calendar year! We can give gifts in the form of a check, a wire, or we can go to the charity’s website and make an on-line donation (and then we pay our credit card company). Sometimes, the charity is so small or is foreign-based so that we have to funnel the money through a different charity (“mother charity”) and then we tell the mother charity the name of the charity we want to direct the money to. Keep in mind that, sometimes, we make a gift to the same charity more than one time a year.
   2. Currently we keep track of our gifts in Excel and we have a Word doc for the transmittal letters to the charities.
      1. Word Doc. In the transmittal letter, we use mailmerge to get info from Excel to:
      2. Excel is where we keep info on all charities. We have one excel sheet for each of our 3 foundations. We keep track of info by the calendar year.
   3. Goal: to have a front-end and data base so that:
      1. **We’d like this to be in the cloud (we have a server)**
         1. **Not sure if we can use our local, licensed copies of Word for merge or some other solution? We don’t want to have to load a program onto our local computers (our computers are locked down too much)**
         2. **We don’t care if back-end uses Excel or any other database**
      2. We can have users
         1. When a user enters data, we can track which user entered with date/timestamp
         2. Some users have rights to change certain data
      3. Users use the front-end rather than going into Excel
      4. Reports can be run (and printed, if desired)
         1. Reports can include comparison for a few data from prior year
      5. Transmittal letters can be printed in Word for selected charities
2. New Merged Word Doc – transmittal letter - See the Sample Word Doc to show where fields merge which should include:
   * 1. Tell the charity about the gift
     2. If the gift is an enclosed check or wire, or if we paid by credit card
     3. If we need the charity to sign and send us a receipt (we might not need a receipt of we got an auto-receipt for an on-line gift)
     4. The person who introduced the charity to us
3. Excel or Replacement Data Base
   1. Shouldn’t be a separate page for each year. Too cumbersome

Wireframes

Login Page

User name

PW

Home page

Charities

Reports/Letters

Admin

Charities Page – all fields editable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Search for existing charity

✅ [Add new charity] this would bring up a page for a brand new charity

Charity Name [from Excel column“A”]

Excel E EIN: B IRS Verif this year? P

F

G, H

Contact: C Phone: new Excel field Email: new excel field

URL: AE

Gift: Allocated: $\_\_\_\_\_\_\_\_\_\_\_ via: dropdown Shortage to Make up this year: L

History:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Paid to Charity M | Amount Paid  K | Via | Transmittal Send date | Check to Credit Card Co. dated | Receipt |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Transmittal Letter to go out by: dropdown

Include at direction of: y/n “S”

Wording of “direction of”: T

Courtesy copies to: Excel Column I

Print now

Notes: Excel W

✅ Discontinue Why? \_\_\_\_\_\_\_\_\_\_

Reports/Letter page

Generate Transmittal Letters

Print All With Allocated Money for this year, but blank Transmittal Sent Date for this year

Print from this list of charities

Bulk Entry of Transmittal Date for letters (lets you enter the date of transmittal letter if you are sending a batch).

Print reminder letter only:

Reports:

Target Calculation Report

Gifts made [This calendar year] [last calendar year] Customized date range

Charity Amount Paid

Missing Receipts [none received] [not yet given to Acc’g] [Not yet in quicken]

Gifts not yet loaded into quicken

All Charity data in Excel look, sortable on fields

Accounting:

Batch Entry: Date you want inserted \_\_\_\_\_\_\_\_

What data field you want to fill in (checkbox: Receipt in quicken | others?)

Full Data: Brings up all data, sortable on fields

Admin Page

Users

Data Fields [TO add new data fields]

Target Calculations (from Excel AA-AB) here is a partial printout:

