

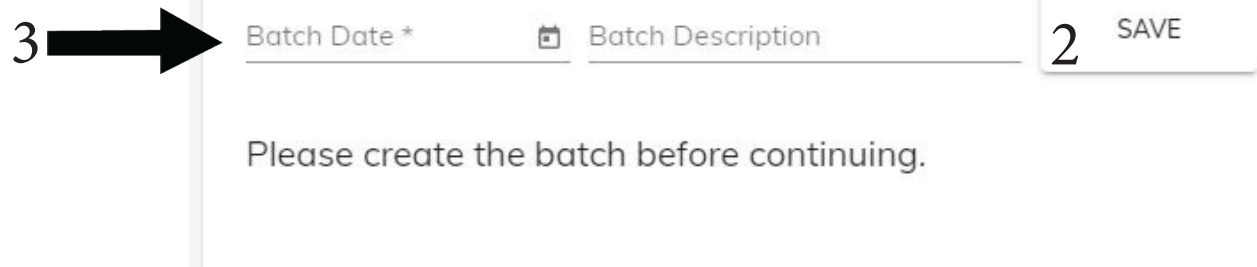
How to Add a Batch Contribution

1. In the left hand menu go to Contributions > Batch Contributions
2. In the top right, click NEW BATCH
3. Add a Batch Date and a description if you would like, then press SAVE



The screenshot shows the 'Contributions' page with a search bar and a 'NEW BATCH' button. Below is a table with the following data:

| Batch # | Description | Batch Status | Batch Total | Batch Date | Post Date |
|---------|-------------|--------------|-------------|------------|-----------|
| | Batch | Open | \$1,350.00 | 1/1/20 | |
| 4362 | Test batch | Posted | \$105.00 | 2/10/21 | 6/9/21 |



The screenshot shows the 'Batch Contribution' form. A large number '3' with an arrow points to the 'Batch Date *' field. A large number '2' is placed next to the 'SAVE' button. Below the form fields, the text 'Please create the batch before continuing.' is displayed.

3 → Batch Date * Batch Description 2 SAVE

Please create the batch before continuing.

4. The left side is where you will add the contribution information, required fields are marked with an asterisk(*)
5. The first field is TYPE, which is HOUSEHOLD by default. The other two types are COMMUNITY MEMBERS (Organizations) and LOOSE (Anonymous or households not in database). If you receive a Loose Contribution and have information about the donor, enter the donor name in the comments of the contribution
6. After these fields are filled out you will click ADD AND NEW below those fields

The screenshot shows a mobile application interface for editing a batch. At the top, a blue header contains a back arrow and the text 'Edit batch # 4364'. Below this is a light blue bar with the text 'Batch Contribution'. The main form area contains several fields and a 'SAVE' button. A table on the right shows 'Contributions: 0' with columns for '#', 'Fund', 'Activity', and 'Env'. Three numbered arrows point to specific elements: arrow 4 points to the 'Batch Date' field (5/17/2023) and the 'Batch Description' field (test); arrow 5 points to the 'Type' dropdown menu, which is currently set to 'Household'; arrow 6 points to the 'ADD AND NEW' button at the bottom of the form. The form fields include: 'Batch Date *' (5/17/2023), 'Batch Description' (test), 'SAVE' button, 'Add Contribution' section, 'Type *' (Household), 'Household *' and 'Envelope' fields, 'Amount *' and 'Payment Type *' fields, 'Fund *', 'Activity *', and 'Date *' fields, 'Tribute Type *' (None), and checkboxes for 'Non Deductible', 'Employer Match', and 'Anonymous'. A 'Comments' field is at the bottom.

7. If you get half way through and need to step away, you can click SAVE at any time and the batch will be saved and you can close out of Camino and come back later
8. You will see the finished entries on the right side of the screen, number of contributions in this batch and the total dollar amount
9. When you are finished entering your batch, click POST to post the contributions to the households/community members
10. You can download a batch report if you would like, click the DOWNLOAD REPORT button next to POST to do this
11. You can also DELETE the post if you need to
12. You have posted a batch of contributions

The screenshot shows a user interface for entering a batch of contributions. At the top right, there are three buttons: 'POST', 'DOWNLOAD REPORT', and 'DELETE'. An arrow labeled '9' points to the 'POST' button. Below these buttons, the text 'Contributions: 3' and 'Total: \$540.00' is displayed. On the left side, there is a 'SAVE' button with an arrow labeled '7' pointing to it. Below the 'SAVE' button, there is a table with 3 rows of contribution data. An arrow labeled '8' points to the first row of the table. At the bottom right, there are two arrows labeled '10' and '11' pointing to the 'DOWNLOAD REPORT' and 'DELETE' buttons respectively.

| # ↑ | Fund | Activity | Envelope # / ID | Donor | Amount | Check |
|-----|--------------------------|----------|-----------------|-------------|----------|-------|
| 1 | 1 - Church Contributions | Donation | None | Abercrombie | \$25.00 | 125 |
| 2 | 1 - Church Contributions | Donation | None | Abramis | \$500.00 | |
| 3 | 1 - Church Contributions | Donation | 1199 | Abuan | \$15.00 | |

Envelope

3/2023

Anonymous