

Team Approach 5.0.1
Managing Planned Gifts

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Setting Up a Planned Gift Record

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Creating a New Planned Giving Record

The Planned Gift Information Entry screen allows you to enter and view information about all types of planned gifts. From this screen, complete the following steps to create a new planned gift record.

Note: If the account with which you are working has no planned gifts, Team Approach® (TA) displays a standard message that enables you to create a new planned giving record for the account, find a different account, or exit the screen. Click <New> from the message to access the Create New Planned Gift window noted in the first step below.

1. Press the [F6] key or click <New> on the toolbar to access the Create New Planned Gift window.
2. Enter the activity type to which the planned gift will be credited or under which it is being cultivated, e.g., a planned gift for a capital campaign or a planned gift for your general planned giving program. The activity type value defaults from the default activity type on your user name if a default activity type is assigned. You can press the [F9] key to view the list of activity types.
3. Enter the giving vehicle for the planned gift, e.g., bequest, charitable lead trust. You can press the [F9] key to view the list of giving vehicles.
4. Click <Create> or press the [Enter] key to create the planned giving record.
5. TA displays the new planned gift on the Planned Gift Information Entry screen.

The Planned Gift Information Entry screen consists of several tab pages.

- Overview tab. This tab contains general information for the planned giving record (e.g., fund, comments).
- Vehicle Details tab. This tab contains information specific to the type of planned giving record (e.g., attorney, contract date).
- Receipts. This tab contains summary information about gifts and pledges for the planned giving record.
- Interactions tab. This tab contains interactions associated with the planned giving record.
- Advisors tab. This tab contains a list of individuals related to the planned giving record.

In addition, if the giving vehicle or asset type on a planned gift is Life Insurance, TA displays a Life Insurance tab page, which contains information specific to life insurance gifts.

See Also:

[Information TA Defaults for a New Planned Gift](#)

[About the Giving Vehicle Category](#)

Information TA Defaults for a New Planned Gift

When you create a new planned gift record

- TA defaults the planned gift number to the next sequential planned gift number for the account. For the first planned gift for the account, TA sets the planned gift number to "1." TA increments the number by one for each additional planned gift record created for the account.

- TA defaults the status to cultivating. You can change the status.
- If an account activity record does not exist for the account for the indicated activity type, TA creates one with a status of "P" for prospect.
- If the giving vehicle you entered for the planned gift is assigned to the Trust giving vehicle category, TA defaults the trustee to the value in the [Default Trustee](#) system preference if your organization set this system preference. You can change it.

About the Giving Vehicle Category

When you create a new planned gift information record, you enter the giving vehicle for the planned gift. Each giving vehicle is assigned to a giving vehicle category. The giving vehicle categories are

- Bequest
- Annuity
- Income Fund
- Trust

For example, TA is delivered with the giving vehicle codes "CGA" for Charitable Gift Annuity and "DGA" for Deferred Gift Annuity. Both of these giving vehicle codes are assigned to the Annuity giving vehicle category.

Note: Your organization can use a giving vehicle category in queries to select planned gifts instead of listing the giving vehicles in the query.

Information You Enter for Any Type of Planned Gift

The following table describes the information you can enter for a planned gift being cultivated or given. The table lists each general information field or checkbox and describes the purpose of the field or checkbox.

Field or Checkbox	Purpose
Status	<p>Determine the stage of the planned gift. This field defaults to C (for Cultivating) when you create a new planned gift record. You can change this field to any of these values to capture where the planned gift record is in the process:</p> <p>N (the account expressed Intention) A (Active) D (Delete) E (Estate in Probate) F (Final Distribution) I (Inactive) P (Pending)</p> <p>Your organization can choose to include these: R (Remainder Interest Long) S (Remainder Interest Short)</p>

Field or Checkbox	Purpose
Name	<p>You can enter the name of the individual being cultivated for or giving the planned gift. The name can refer to the account as a whole or a specific individual within the account. You can press the [F9] key to view the list of names.</p> <p>Note: If the name refers to a specific individual and that individual is deceased, TA displays the deceased indicator, i.e., "(Deceased)" to the right of the individual's name.</p>
Activity Type	<p>You can change the activity type for this planned gift if needed. You can press the [F9] key to view the list of activity types. If you change the activity type to one for which no account activity record exists, TA creates the account activity record, setting its status to "P" for prospect.</p>
Source Code	<p>If you are approaching the prospect to leave money to a specific capital campaign, you may want to associate the capital campaign source code with this planned gift record before the prospect pledges.</p> <p>To view a list of source codes, you must enter at least the first letter of the source code before pressing the [F9] key.</p>
Giving Vehicle	<p>The giving vehicle refers to the mode in which the gift is given. You can press the [F9] key to view the list of giving vehicles.</p>
Asset Type	<p>The asset type refers to the manner by which the gift will be paid. You can press the [F9] key to view the list of asset types.</p>
Fund	<p>The fund to which the planned gift should be credited, if applicable. You can press the [F9] key to view the list of funds.</p>
Comments	<p>You can enter miscellaneous information about the planned gift in the Comments field. This field stores up to 256 characters.</p>

In addition, you can [attach](#) an outside file to the planned giving record.

Entering Specific Types of Planned Gifts

You can use the Planned Gift Information Entry screen to enter various kinds of planned gifts.

See Also:

[Entering a Bequest](#)

[Entering a Trust](#)

[Entering an Annuity](#)

[Entering an Income Fund](#)

[Entering a Life Insurance Planned Gift](#)

Entering a Bequest

You can enter the following information for a bequest on the Planned Gift Information Entry screen:

- Intention date, i.e., when you received notification that the donor intends to make a bequest, and the amount of that intention
- Terms, e.g., restrictions or instructions regarding the bequest. The Terms field is a free-text field with a maximum length of 2000 characters
- Whether the intention is confirmed and the confirmation date to record that your organization has received official notification of the bequest (e.g., the will has been changed)
- Date the will was drafted, and the date the will was executed
- Organization percentage, i.e., the percentage of the total bequest amount bequeathed to your organization which allows you to track the entire bequest, not just that portion going to your organization
- Probate date, expected date and amount, and received date and amount, which allow you to record the progress of the bequest
- Date the estate closed, and the total value of the estate
- Dates the will, inventory, and final accounting were requested, and dates they were received

Entering a Trust

You can enter the following information for a trust on the Planned Gift Information Entry screen:

- Contract date
- Principal amount
- Expected date and amount
- Latest receipt date and amount
- Actual remainder date and amount, and the charitable deduction that the donor can claim according to the IRS
- Date the trust was valued and amount at which it was valued
- Dates the will was executed, the estate was closed, and the final accounting was received
- Term of years (you should set the Term of Years field to "0" for a lifetime trust)
- Rate of payments
- Whether the trust is revocable
- Date of the first payment
- Amount of the charitable deduction
- Percentage of the remainder that your organization will receive (use this field if your organization is not the only recipient of the remainder)
- Trustee and co-trustee brief names, e.g., your organization or a bank

Note: If your organization set the [Default Trustee](#) system preference, TA defaulted the trustee when you created the planned gift record. You can change the trustee.

Note: If the giving vehicle is set to Charitable Lead Trust, then the <Payments> button is disabled, as there are no payments for such a trust.

Entering an Annuity

You can enter the following information for an annuity on the Planned Gift Information Entry screen:

- Contract date
- Principle amount
- Annual annuity payment to the donor
- Capital gain income
- Ordinary income
- Tax free income
- Charitable deduction
- Discount date
- Discount percentage rate
- Donor cost basis, i.e., the value of the asset at the time the donor acquired it
- Frequency of payments
- First payment date

Entering an Income Fund

You can enter the following information for an income fund on the Planned Gift Information Entry screen:

- Contract and acquisition dates
- Amount of the charitable deduction
- IRS remainder amount (i.e., the estimated amount that will be left over)
- Date of the first payment
- Frequency of payments
- Principal amount
- Donor cost basis, i.e., the value of the asset at the time the donor acquired it

Entering a Life Insurance Planned Gift

You can enter the same information for a life insurance policy on the Planned Gift Information Entry screen as you can enter for a [bequest](#). In addition, you can enter the following information on the Life Insurance tab:

- Policy number and name of the company providing the policy
- Owner of policy (brief name)
- Beneficiary of policy (brief name)

- Face value of the policy
 - Surrender value and date the policy was surrendered
 - Length of the policy agreement in years
 - Whether your organization is paying the policy premiums
 - Due dates for the premiums
- Note:** The Due Dates field is a free-text field that stores up to 20 characters (to allow you to indicate multiple dates).
- Amount of premiums

Planned Gift Transactions

[Entering a Transaction for a Planned Gift](#)

[Viewing Planned Gift Transactions](#)

[Recording Payouts to Donors](#)

Entering a Transaction for a Planned Gift

From the Planned Gift Information Entry screen, you can enter the pledge or gift associated with the account's planned gift. To enter the pledge or gift, click <Batch> to access the Batch Detail Entry screen. In order to use this button, your user name must be assigned a batch sequence number.

Note: If your user name is not assigned a batch sequence number, when you click <Batch>, TA displays a message notifying you that you cannot create the batch. If you need to enter pledges and gifts from the Planned Gift Information Entry screen, follow your organization's policy to have your user name assigned a batch sequence number.

When you click <Batch>, TA automatically creates a batch for you, assigning a unique batch number to the batch. The batch number is composed of the current date and the sequence number, where the current date is in MMDD format, and the sequence number is the one assigned to your user name. For example, if your batch sequence number is 904 and you create a batch on December 15, 2000, the batch number is 121500904.

Each day, the first time you click <Batch> to access the Batch Detail Entry screen, TA creates a batch for you. During the day, each subsequent time you click <Batch> to enter another pledge or gift, TA uses your batch for that day.

On the Batch Detail Entry screen, TA defaults the Account ID and planned gift sequence number for the planned gift with which you were working, i.e., the planned gift that appeared on the Planned Gift Information Entry screen before you clicked <Batch>. When you exit the Batch Detail Entry screen, TA returns you to the Planned Gift Information Entry screen.

Note: TA uses the planned gift sequence number on the batch detail record to connect the pledge or gift to the planned gift record. If you do not click <Batch> on the Planned Gift Information Entry screen to enter planned giving gifts and pledges, but rather access the Batch Detail Entry screen from the menu or the Batch Summary screen, you should enter the planned gift sequence number yourself.

Viewing Planned Gift Transactions

You can view the summary information about gifts and pledges for the planned gift record on the Receipts tab of the Planned Gift Information Entry screen. The Receipts tab contains the following information.

- The date, gift sequence, and adjustment sequence for the gift or pledge

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- The source code
- The payment method
- The pledge and payment amounts

If no pledges or gifts are entered for the planned gift, TA displays a message to let you know. You cannot update any of the information on this tab.

Note: You link a gift or pledge to a planned gift record by entering the planned gift sequence number on the batch detail record when entering the gift or pledge. See the [Entering an Account's Gifts and Benefits chapter](#) for details about entering a gift or pledge for a planned gift.

Recording Payouts to Donors

You can track annuity, fund, and trust payments made by your organization to the donor from the Planned Gift Information Entry screen by clicking <Payments>. TA displays the Payment Information window, which includes the following information.

- The date of the payment (in MM/DD/YY format)
- The check number of the payment
- The amount of the payment

If payments are directed to someone other than the account on the planned gift record, you can enter the Account ID of the person receiving the payment, and the name of the bank that receives the direct deposit.

You can click <OK> to close the Payment Information window and return to the Planned Gift Information Entry screen.

Planned Giving Classifications, Interactions, and Advisors

[Viewing Planned Giving Classifications](#)

[Entering and Viewing Planned Giving Interactions](#)

[Viewing and Updating Information for Planned Giving Advisors](#)

Viewing Planned Giving Classifications

You can view all of the classifications for the account from the Planned Gift Information Entry screen by clicking <Classifications>. When you click this button, TA displays the Classification Entry screen, where you can view and/or modify the classifications assigned to the account.

Entering and Viewing Planned Giving Interactions

The purpose of the Interactions tab is to allow you to quickly create, view, and update interactions related to a specific planned giving record. For example, you can record dates and actions important to planned gift tracking and realization on this page.

When you select the Interactions tab, TA displays all interactions related to the current planned giving record. When you create a new interaction, TA connects the interaction with the current planned giving record by setting the planned gift number on the new interaction to the value of the current record.

You can enter the interaction date, interaction type, response date, response type, summary information, and the status of the interaction on this tab.

To enter and/or view more information about the interaction on the Account Diary Entry screen, click the <Zoom> button to the left of the interaction. [See the Corporate and Major Gifts and Grants chapter for a more detailed description of the Account Diary Entry screen.](#)

Viewing and Updating Information for Planned Giving Advisors

Individuals such as attorneys, executors, and beneficiaries are all considered advisors in TA. You can view and update information for the advisors associated with a planned giving record on the Advisors tab of the Planned Gift Information Entry screen. This tab allows you to associate advisors with the planned giving record, update an individual's advisor type (e.g., attorney, executor, beneficiary), and/or delete an advisor from the planned giving record.

Note: An individual must have a brief name in order to be assigned as an advisor to a planned giving record.

You can view details about each advisor in the Advisor Information field. The details include the advisor's Account ID, name, address, and telephone number, and an indicator of whether a relationship exists between the advisor and the person or account associated with the planned giving record. The Advisor Information field also includes the individual's birth date, deceased date, and social security number, which are useful for beneficiaries.

Querying on/Outputting Advisor Information

There are a number of calculated fields that you can use to query and output information about the advisors for your different planned gifts.

The Account ID, Name, Address, and Phone calculated fields are already set up in Team Approach for each advisor type that is delivered with the system: Advisor (ADV), [Attorney](#) (ATTY), [Executor](#) (EXEC), [Beneficiary 1-4](#) (BEN1-BEN4), Bank Contact (BANK), and Stockbroker (BROKER). If your organization decides to set up additional advisor types, you need to create calculated fields to pull the Account ID, Name, Address, and Phone for each type of advisor you add.

To create the additional field, go to the Calculated Fields Entry screen, and copy the information for each calculated field from the corresponding calculated field for the advisor type. When you create the new field, change only the last part of the expression below from 'ADV' to the code of your new advisor type.

For example, ADVISOR ACCOUNT ID has the expression:

```
QO_ADVISOR_INFO.GET_ADVISOR_ACCOUNT_ID (BEQUESTS.ACCOUNT_ID,  
BEQUESTS.BEQUEST_SEQ, 'ADV')
```

To create a copy that pulls the Account ID for a secondary bank contact (where the Advisor Type = 'BANK2', your new expression would be:

```
QO_ADVISOR_INFO.GET_ADVISOR_ACCOUNT_ID (BEQUESTS.ACCOUNT_ID,  
BEQUESTS.BEQUEST_SEQ, 'BANK2')
```

Related Topic:

[Creating a Calculated Field Transactions](#)

Planned Giving Reference Information

[Control Code Tables \(Planned Giving\)](#)

[System Preferences \(Planned Giving\)](#)

Control Code Tables (Planned Giving)

The following table identifies the fields affected by code tables your organization sets up for the Planned Giving module.

Field Name	Table Name
Advisor Type	Advisor Type
Asset Type	Payment Method
Frequency	Payment Frequency
Giving Vehicle	Giving Vehicle

System Preferences (Planned Giving)

The following table lists each system preference that affects planned giving and the related section in this chapter. See the [Setting System Preferences chapter](#) for an explanation of the system preference.

System Preference	See
Default Trustee	Creating a New Planned Giving Record