

A decorative graphic consisting of several parallel white lines of varying lengths, arranged in a diagonal pattern from the top right towards the center of the page.

# BATCHING & FULFILLMENT

All content in this help system, as well as all content in our products and on [www.aegispremier.com](http://www.aegispremier.com) are Copyright © 2024 Aegis Premier Technologies. All Rights Reserved. Aegis Premier Technologies and logos are trademarked and protected by Aegis Premier Technologies.

## Table of Contents

<b>Objectives</b> .....	<b>1</b>
<b>Batches Overview</b> .....	<b>2</b>
Batching Processing .....	3
<b>Batch Load</b> .....	<b>4</b>
<b>Reviewing Batch Load STEPS</b> .....	4
<b>Adding Batch Load STEPS</b> .....	7
<b>Batches for Review</b> .....	<b>14</b>
<b>Locating and Reviewing Batch STEPS</b> .....	15
<b>Locate Batch</b> .....	<b>17</b>
<b>Locate Batch STEPS</b> .....	19
<b>Resetting Batches STEPS</b> .....	20
<b>Day Closing</b> .....	<b>25</b>
<b>Day Closing STEPS</b> .....	26
<b>Fulfillment Overview</b> .....	<b>31</b>
<b>Pending Acks</b> .....	<b>32</b>
<b>Pending Acknowledgements Processing STEPS</b> .....	33
<b>Prepared Acknowledgements Processing STEPS</b> .....	36
<b>Pending Orders Processing STEPS</b> .....	39
<b>Prepared Orders Processing STEPS</b> .....	43

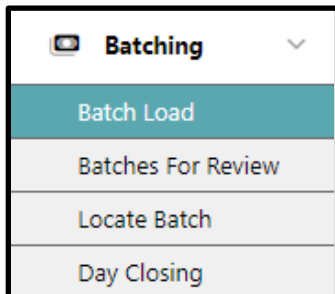
## Objectives

The purpose of this manual is to instruct users on understanding the:

- **Function of Batching**
- **Understand how Fulfillments are Processed**

## Batches Overview

This manual is for the understanding of how Batching, Transactions, and Fulfillment are monitored, processed, and connected in the Aegis CRM.



**Batching** is the process by which batches are processed in the Aegis CRM. Actual Batch records are created in the Aegis Rapid Entry application and the process of creating and attaching Transactions to those batches is covered in that manual. This manual is focused on the OUTPUT of the Batch records and the process of processing Batches inside of the Aegis CRM.

Batching inside the CRM is focused around four sub-modules located under the Batching module: **Batch Load**, **Batches for Review**, **Locate Batch**, and **Day Closing**.

**Batch Load** revolves around the importing of Batch records into the system via an Import process. This service provides users the ability to import large numbers of transactions from 3<sup>rd</sup> party vendors/systems instead of using Rapid Entry to process them. Users can Add new Batch Loads and View existing Uploads from this area.

**Batches for Review** lists the batches that are available for review and processing in the system whether bulk imported or loaded via Rapid Entry. Users can Mark those Batches as reviewed to prepare them for further processing or Day Closing. Users can also generate Batch status reports from this area.

**Locate Batch** enables user to find any Batch over any status, past or present, and interact with them. Users (with permissions) can **Delete** or **Reset** existing Batches. Users can also generate Batch status/historical reports from this area.

**Day Closing** enables users to run Batch/Deposit Reconciliation actions to ensure accurate update files for delivery to their Bank or Accounting system of record.

## **Batching Processing**

The Batching Module is most often used at the end of a designated time period to process incoming transactions.

Transactions can be loaded into Batches one of several different ways.

1. **Rapid Entry** – RE is a downloaded app which enables daily entry of donations, orders, or adjustments to Donor records. It is often used to capture “on the fly” donations at conferences, drives, events, etc. and transactions are entered one by one into a particular batch.
2. **Importing** - Transactions are loaded into the Aegis CRM via the import process which creates batches based on client-defined size limits. The maximum is 250 transactions, but many clients limit this to 100-150. Importing enables users to upload records more quickly as there is no need to enter singly, as in Rapid Entry. Users import via a csv file that can contain thousands of records. Users can also import multiple types of transactions in the same file or simply choose to load new data into Donors without any monetary impact. Users can import files through scheduled imports from the Aegis FTP site or an external, defined FTP site with the proper credentials. User should see the Importing Data manual for full details and steps on how to import into Aegis.
3. **Batch Load** – Batch Load function is located under the Batching module. Users can import transactions in either excel or .csv format. In this manual, we will focus on the Batch Load method.

When Batches enter the Aegis system, they are required to be reviewed and processed from the **Batches For Review** sub-module. Once they are **Closed**, the payment method is initiated – credit card charged, EFT executed, or check marked as paid and they then can go proceed to **Day Closing**. Day Closing is the function which provides final closure for the Accounting/Finance department by enabling them to ensure that the Days Transactions and Deposits reconcile, mark those batches transactions as reviewed, and even create a Deposit record and GL Export as desired.

In the sections following, users will observe how to perform a **Batch Load**, Process **Batches for Review**, and complete a **Day Closing**. Users will also learn how to **Locate Batches** as needed.

## Batch Load

The **Batch Load** sub-module enables two operations that can be helpful in processing and evaluating batches:

- Reviewing of past Batches that have been loaded.
- Adding of New Batch Loads for processing.










### Reviewing Batch Loads

The **Batch Load List** defaults as visible when users click on the Batch Load sub-module. It clearly displays the **Batches Load Number, Date, Fund and Expected Amount** (if identified), and the **Actual Amount, Expected Count, and Actual Count**.

Users are also able to view the **Batch details** by clicking on the **Eye** icon in the far-left column across from row of the desired batch to review.

### Reviewing Batch Load STEPS

1. Click on the **Eye** icon next to the desired Batch.
  - **Load Number 10** will be used for this example.

Batch Load List								
+ Add New Batch Load <span style="float: right;">Refresh</span>								
View	Load Number	Load Name	Default Batch Date	Fund	Expected Amount	Actual Amount	Expected Count	Actual Count
	10					\$35,517.56	0	837
	9					\$28,647.62	0	243
	8					\$29,917.37	0	256
	7					\$22,908.02	0	476
	6						0	0
	5					\$30,797.92	0	251
	4					\$30,797.92	0	251
	3	Transactions	01/23/2024	11000-000-000	\$147.00	\$147.00	6	6
	2	Transactions	01/23/2024	11000-000-000	\$147.00		6	0

Page size: 10 9 items in 1 pages

2. Observe the **Details** of the Batch.

📄
Batch Load View

Batch Load Info

<b>Load Number:</b> 10	<b>Load Name:</b>
<b>Default Batch Date:</b>	
<b>Expected/Actual Amount:</b> \$0.00 / \$35,517.56	<b>Expected/Actual Count:</b> 0 / 837
<b>Fund ID:</b>	<b>Batch Category:</b>

Edit
Import

Batch Load Transactions

Activity Type	Date	Invoice Number	Donor Id	Donor	Fund	Appeal	Segment	Amount
		▼	▼				▼	
Contribution	03/15/2024	<a href="#">743556</a>	<a href="#">40671562</a>	Julius Kara	11000-000-000	24_2ES	300	\$160.00
Contribution	03/15/2024	<a href="#">743557</a>	<a href="#">40011760</a>	Jaelyn Theresa	11000-000-000	24_2ES	300	\$10.00
Contribution	03/15/2024	<a href="#">743558</a>	<a href="#">40208164</a>	Denise Genevieve	11000-000-000	24_2ES	300	\$108.00
Contribution	03/15/2024	<a href="#">743559</a>	<a href="#">40279822</a>	Natalie Malia	11000-000-000	24_2ES	300	\$20.00
Contribution	03/15/2024	<a href="#">743560</a>	<a href="#">40671175</a>	Sam Kyra	11000-000-000	24_2ES	300	\$20.00

⏪ ⏩

1 2 3 4 5 6 7 8 9 10 ...

⏪ ⏩

Page size: 5

838 items in 168 pages

**Batch Load Info Section**

Displays previous information from Batch Load List: Load Number, Date, Expected/Actual Amount, Fund Id, Load Name, Expected/Actual Count, and Batch Category.

**Batch Load Transactions Section**

Displays the actual Transaction records for this Batch. Users can see important details including the **Contribution Type, Date, Invoice Number, Donor ID, Donor Name, Fund, Appeal, Segment, and Amount**. Users can also clearly see linked fields for both the **Invoice Number** and **Donor ID**.

3. Clicking on the **Invoice Number** takes users into the **Transaction** record and related **Invoice** information for the record.

👤
Julius Kara - 40671562

Transaction Summary - Contribution

<b>Total Transaction Amount:</b>	\$160.00
<b>Balance Due:</b>	\$0.00
<b>Status:</b>	Complete
<b>Invoice ID:</b>	743556
<b>Appeal:</b>	24_2ES - 2024 Easter (SOL)
<b>Segment:</b>	300 - Gift Value 50-99.99
<b>Package:</b>	2 - First Class

4. We will cover **Transactions** in detail in the next section of this manual.

5. Clicking on the back browser button returns users to **Batch Load View** screen.



6. Users can also **Edit the Batch Load** Info by clicking on the **Edit** button in the center of the screen.

Batch Load Info

Load Number:	10	Load Name:	
Default Batch Date:		Expected/Actual Count:	0 / 837
Expected/Actual Amount:	\$0.00 / \$35,517.56	Batch Category:	
Fund ID:			

**Edit** Import

7. Users may need to update the **Name, Expected Amounts,** or other information before processing the Batch.

Batch Load Edit

Batch Load Info

Name	Batch Name
Default Batch Date 04/01/2024	Batch Category Phone
Expected Amount	Expected Count
Default Fund	Default Channel Web

Save Cancel

8. Users can also choose to **Import** additional transactions to this Batch. These steps will be covered as part of **Adding New Batch Loads** in the next section.
9. Click Cancel to exit the **Batch Load Edit** screen.
10. Click the back browser button to return to the **Batch Load List** screen.

## Adding New Batch Loads

**Adding Batch Loads** enables users to quickly add large numbers of Transactions to the Aegis CRM. This can be done by adding an Excel or CSV file by utilizing the **+Add New Batch Load** button.

### Adding Batch Load STEPS

1. Click on the **+Add New Batch Load** button at the top of the **Batch Load List** screen.

View	Load Number	Load Name	Default Batch Date	Fund	Expected Amount	Actual Amount	Expected Count	Actual Count
	3	Donations	04/02/2024	11000-000-000	\$130.00	\$130.00	4	4
	2					\$31,116.02	0	256
	1					\$31,116.02	0	256

2. The **Batch Load Edit** and Info screen displays.

3. Users should name the **Batch Load** with a convention that provides them basic information about the Batch.

4. In this example the **Batch Load Name** will be **4-1-24 Transactions**, with the following values in the additional fields:

- **Name** – Donations
- **Batch Name** – April Contributions
- **Default Batch Date** – 04/01/2024
- **Batch Category** – Cash/Check General
- **Expected Amount** – \$500.00
- **Expected Count** – 5
- **Default Fund** – 11000-000-000
- **Default Channel** – Direct Mail

Batch Load Edit

Batch Load Info

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Name Donations</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Batch Name April Contributions</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Default Batch Date 04/02/2024</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Batch Category Phone</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Expected Amount \$130.00</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Expected Count 4</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Default Fund 11000-000-000 - General - Mail</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Default Channel Direct Mail</p> </div>

Save

Cancel

5. Once **Save** is clicked, the **Edit/Import** buttons become available.

Batch Load View

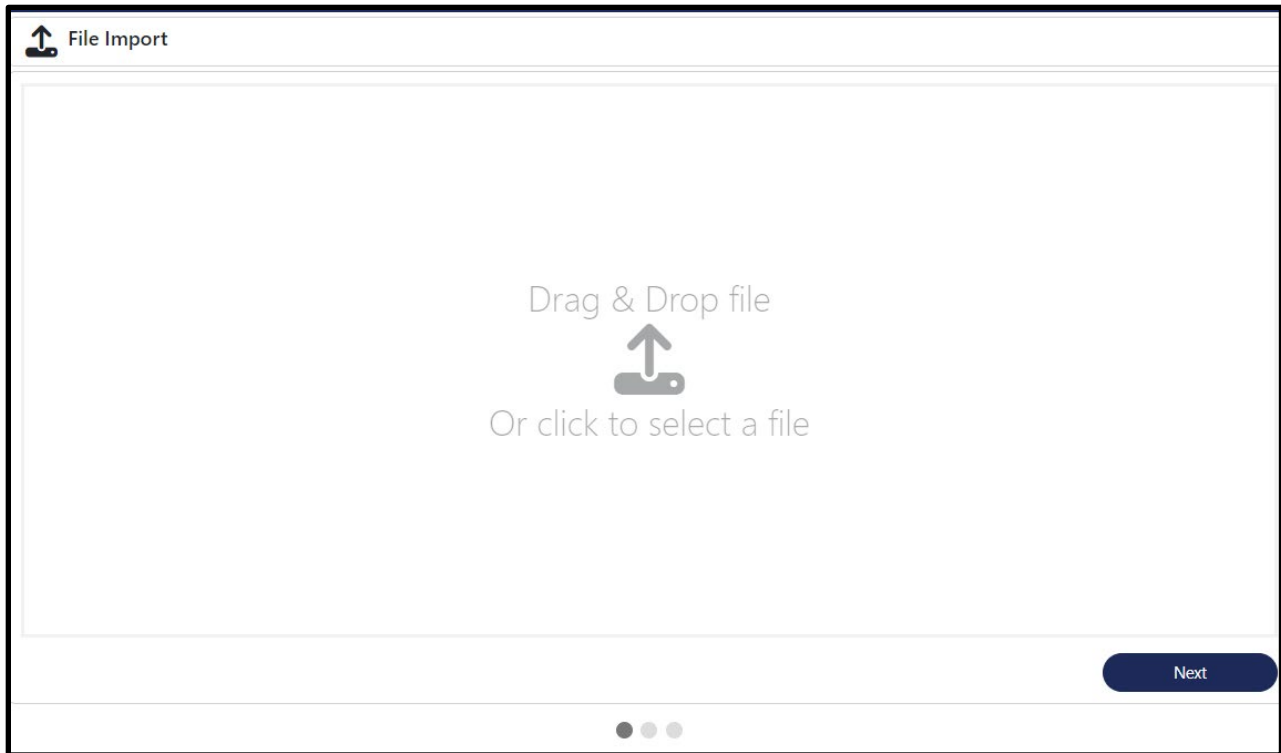
Batch Load Info

<b>Load Number:</b> 13	<b>Load Name:</b> Donations
<b>Batch Name:</b> April Contributions	<b>Default Batch Date:</b> 04/02/2024
<b>Expected/Actual Amount:</b> \$130.00 / \$0.00	<b>Expected/Actual Count:</b> 4 / 0
<b>Fund ID:</b> 11000-000-000	<b>Batch Category:</b> Phone
<b>Channel:</b> Direct Mail	

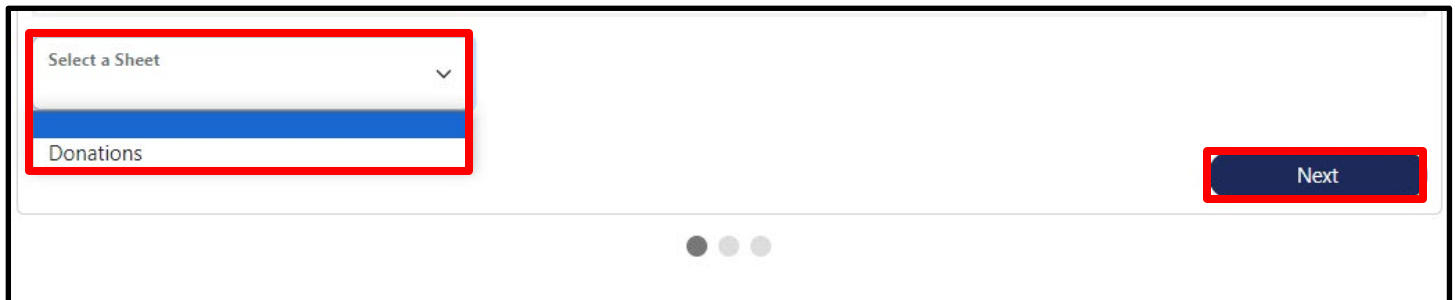
Edit

Import

6. Clicking on the **Import** button enables users to **Drag and Drop file/Or click to select a file.**



7. The ...**select a file** option takes the user to a **Browse** window.
8. User then **browses** and **select** the desired file.
9. Once the file is selected, the user can click the **Next** button IF the file is a **CSV** file. If the file is an **Excel** file, they must identify which **Sheet** to select in the **Select a Sheet** dropdown.



10. Clicking on the **Next** button takes the users to the **Confirmation** screen.

11. On the **Confirmation** screen, users can view a preview of the first three transactions that are to be imported to confirm the desired format.

Appeal	Transaction Amount	Partner Id	First Name	Last Name	Address	City	State	Zip	Email Address	Phone	Payment Method	Standard Flag: No Response Emails	Custom: Donor Type
24_1WT	25	40676735											Individual
24_1WT	70		Anita	Alexia	92039 Gatewood Cir	Athens	GA	30607-2010			Check	True	
24_1WT	10		Jaime	Jordan					jaime.jordan@demodata.com				

[Next](#)

12. Clicking on the **Next** button takes users to the **Mapping Info** screen.

13. The Mapping Info screen enables users to **Save an Import Profile** or create a **One-off Map** of the **imported Data**. The Source (Excel) Data fields were automatically loaded as a result of the previous steps.

14. Users will now have to identify the **Destination Columns** – Aegis CRM fields – to which they will map the **Source** columns - Excel fields.

- It is **HIGHLY** recommended that if a user is going to repeatedly use the same format to Batch Load files, they should create an **Import Profile**.
- **Import Profiles** enable users to repeatedly use the same profile as many times as desired but only have to set it up once.

**File Import**

**Mapping Info**

Import Profile ▼

[Save](#) [Add New](#)

Source Column	Destination Column
Appeal	<input type="text"/>
Transaction Amount	<input type="text"/>
Partner Id	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Email Address	<input type="text"/>
Phone	<input type="text"/>
Payment Method	<input type="text"/>
Standard Flag: No Response Emails	<input type="text"/>
Custom: Donor Type	<input type="text"/>

[Back](#) [Validate & Load](#)

15. In this example, an **Import Profile** will be set up – but first users will map the **Destination** columns.

16. Once the **Destination** columns have been identified and selected, users will save this profile by clicking the **Add New** button.

- If users did NOT want to save a profile, they would click on the **Validate and Load** button.

17. User will enter a **Profile Name** (Donations).

The screenshot shows the 'File Import' interface with a 'Mapping Info' section. The 'Profile Name' is 'Donations'. The mapping table is as follows:

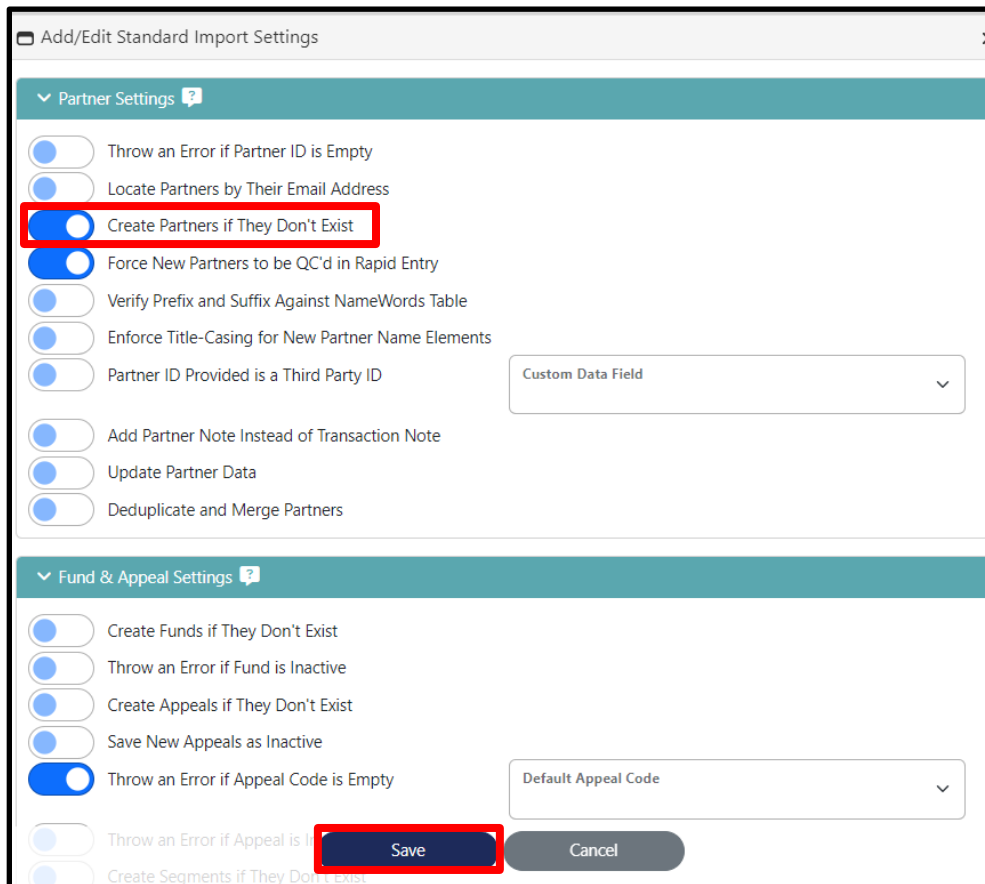
Source Column	Destination Column
Appeal	Appeal Code
Transaction Amount	Transaction Amount
Partner Id	Partner Id
First Name	First Name
Last Name	Last Name
Address	Address Line 1
City	City
State	State / Prov
Zip	Ship To Postal Code
Email Address	Email Address
Phone	Phone Number
Payment Method	Payment Method
Standard Flag: No Response Emails	Flag - NoResponseEmails
Custom: Donor Type	Contact Data - Donor Type

18. Click the **Save** button.

19. Click on the **Import Settings** button.

20. Depending on the type of transactions being imported, the **Import Settings** will need to be adjusted in specific ways.

- In this case, the **Create New Partners if They Don't Exist** toggle will need to be switched on since some of the Donors are being identified by a value OTHER than their Donor ID.
- For a more detailed list of **Import Setting** functions please see the **Importing Data** manual.

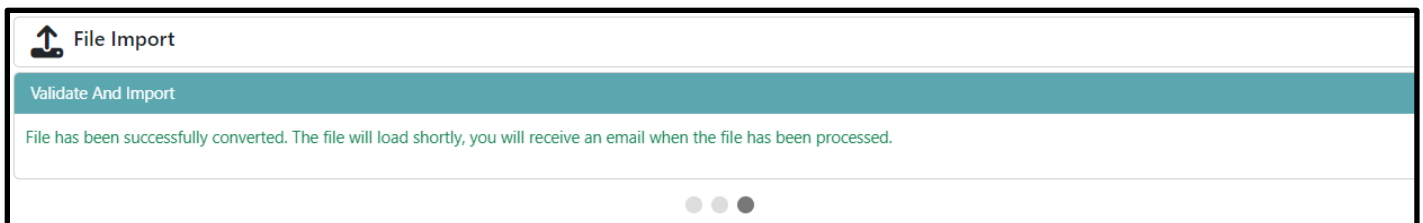


21. Click **Save**.

22. Click on the **Validate and Load** button.

- This loads the data into the system and creates the **Transactions**.

23. Users will receive a **Success Message**.



24. Click on the **Batching** module > **Batch Load** sub-module.

- There is NO back button; users have to return via the Nav menu.

25. Click on the **Eye** icon and view the updated **Transactions**.

Batch Load List								
+ Add New Batch Load <span style="float: right;">Refresh</span>								
View	Load Number	Load Name	Default Batch Date	Fund	Expected Amount	Actual Amount	Expected Count	Actual Count
	3	Donations	04/02/2024	11000-000-000	\$130.00	\$130.00	4	4
	2					\$31,116.02	0	256
	1					\$31,116.02	0	256

Page size: 10 3 items in 1 pages

26. The **Batch Load Info** and **Batch Load Transactions** load for the Import.

Batch Load View								
Batch Load Info								
<b>Load Number:</b>	3			<b>Load Name:</b>	Donations			
<b>Default Batch Date:</b>	04/02/2024			<b>Expected/Actual Count:</b>	4 / 4			
<b>Expected/Actual Amount:</b>	\$130.00 / \$130.00			<b>Batch Category:</b>	Cash/Check General			
<b>Fund ID:</b>	11000-000-000			<span>Edit</span> <span>Import</span>				
Batch Load Transactions								
Activity Type	Date	Invoice Number	Donor Id	Donor	Fund	Appeal	Segment	Amount
Contribution	04/02/2024	<a href="#">742585</a>	<a href="#">40676735</a>	Martin Brody	11000-000-000	24_1WT	700	\$25.00
Contribution	04/02/2024	<a href="#">742586</a>	<a href="#">40676093</a>	Anita Alexia	11000-000-000	24_1WT		\$70.00
Contribution	04/02/2024	<a href="#">742587</a>	<a href="#">40676094</a>	Jaime Jordan	11000-000-000	24_1WT		\$10.00
Contribution	04/02/2024	<a href="#">742588</a>	<a href="#">40676095</a>	Brenda Camila	11000-000-000	24_1WT		\$25.00

Page size: 5 4 items in 1 pages

**IMPORTANT:** Imports can be complex – the importing of different Transaction Types, Import Settings adjustments, Naming conventions used, and the creation of Import Profiles, differ from import to import.

To receive more clarity regarding imports, please access the [Importing Data manual](#) for examples and explanations.



## Batches for Review

The **Batches for Review** sub-module enables both the:

- **Locate Batch** – Search that enables users to find single or multiple CLOSED Batches.
- **Mark Selected Batches as Reviewed** – button that enables users to mark batches as reviewed.

Batch ID

Load ID

Oldest Date

Batch Type ▼

Operator ▼

Batch Category ▼

Newest Date

Attribute Name  
Agent ID ▼

Attribute Value

Locate Batch

Mark Selected Batches As Reviewed

<input type="checkbox"/>	Load ID	Batch ID <span style="font-size: 0.8em;">▼</span>	Status	Batch Date	Batch Category	Name	Type	Operator	Created By	Batch Size	Entered Count	Batch Value	Recorded Value	Pledged Value	Acks Missed	Reports
<input type="checkbox"/>	2	11669	closed	02/05/2023	Cash/Check General	01282024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	106	106	\$23,150.15	\$23,150.15	\$0.00	0	F P R C
<input type="checkbox"/>	2	11668	closed	02/28/2023	Cash/Check General	01282024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	26	26	\$1,004.62	\$1,004.62	\$0.00	0	F P R C
<input type="checkbox"/>	2	11667	closed	02/18/2023	Cash/Check General	01282024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	113	113	\$6,789.75	\$6,789.75	\$0.00	0	F P R C
<input type="checkbox"/>		11665	closed	01/10/2024	Cash/Check General			Dave O'Connell	Dave O'Connell	1	1	\$50.00	\$50.00	\$0.00	0	F P R C
<input type="checkbox"/>	1	11664	closed	01/08/2024	Cash/Check General	01092024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	5	5	\$171.50	\$171.50	\$0.00	0	F P R C
<input type="checkbox"/>	1	11663	closed	01/05/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	170	170	\$27,784.90	\$27,784.90	\$0.00	0	F P R C
<input type="checkbox"/>	1	11662	closed	01/16/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	26	26	\$1,004.62	\$1,004.62	\$0.00	0	F P R C
<input type="checkbox"/>	1	11661	closed	01/11/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	49	49	\$2,155.00	\$2,155.00	\$0.00	0	F P R C
<input type="checkbox"/>		11660	closed	12/11/2023	Cash/Check General	Matching Batch		Dave O'Connell	Dave O'Connell	1	1	\$150.00	\$150.00	\$0.00	0	F P R C
<input type="checkbox"/>		11659	closed	12/11/2023	Cash/Check General	Soft Credit Batch		Dave O'Connell	Dave O'Connell	1	1	\$100.00	\$100.00	\$0.00	0	F P R C
<input type="checkbox"/>		11658	closed	12/11/2023	Cash/Check General	Pledge Batch		Dave O'Connell	Dave O'Connell	1	1	\$10.00	\$10.00	\$0.00	0	F P R C

**Marking Selected Batches as Reviewed** is an extremely important step in the processing of **Acknowledgements** and **Products**: once a batch is marked as reviewed, any Acknowledgement letters and Products tied to that batch are sent to the Fulfillment module. Specifically, they are sent respectively to the **Pending Acks** and **Pending Orders** sub-modules for the next step in processing.

Locating a (Closed) Batch is a relatively straightforward process in Aegis. Since this function might be confused with the Locate Batch sub-module under the Batching module, it is important to note that this Locate interface is **JUST to find CLOSED Batches**. Clients may be receiving multiple Batches from various inputs: Rapid Entry, Importing, Scheduled Imports, etc., and the Locate Batch will enable them to target the specific Batches they wish to begin processing at that moment.

As a reminder, Closed Batches must be marked as reviewed, or no Acknowledgments will be sent, and no Product based Orders will be processed.

Users can fill out the fields for one or more of the fields in order to receive results. Once the Locate Batch button is clicked, users will see the results display in the Results section below the Locate Batch interface.

**Locating and Reviewing Batch STEPS**

1. The **Oldest Date** of **1/1/2024** is entered.
2. The **Newest Date** of to **1/20/24** is entered.
3. **Locate Batch** button is clicked.
4. Users can see the narrowed **Results** display.

**Batches for Review**

Batch ID

Load ID

Oldest Date  
01/01/2024

📅

Batch Type

Operator

Batch Category

Newest Date  
01/20/2024

Attribute Name  
Agent ID

Attribute Value

Locate Batch

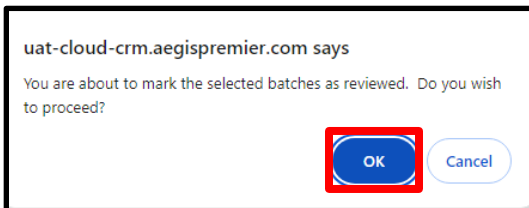
Mark Selected Batches As Reviewed

<input type="checkbox"/>	Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type	Operator	Created By	Batch Size	Entered Count	Batch Value	Recorded Value	Pledged Value	Acks Missed	Reports
<input checked="" type="checkbox"/>	1	11662	closed	01/16/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	26	26	\$1,004.62	\$1,004.62	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11661	closed	01/11/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	49	49	\$2,155.00	\$2,155.00	\$0.00	0	F P R C
<input checked="" type="checkbox"/>		11665	closed	01/10/2024	Cash/Check General			Dave O'Connell	Dave O'Connell	1	1	\$50.00	\$50.00	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11664	closed	01/08/2024	Cash/Check General	01092024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	5	5	\$171.50	\$171.50	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11663	closed	01/05/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	170	170	\$27,784.90	\$27,784.90	\$0.00	0	F P R C

- The two oldest Batches, ID's **11663** and **11664** will have their toggles selected.
- The **Marked Selected Batches as Reviewed** button will then be clicked.

✓ Mark Selected Batches As Reviewed																
<input type="checkbox"/>	Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type	Operator	Created By	Batch Size	Entered Count	Batch Value	Recorded Value	Pledged Value	Acks Missed	Reports
<input type="checkbox"/>	1	11662	closed	01/16/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	26	26	\$1,004.62	\$1,004.62	\$0.00	0	F P R C
<input type="checkbox"/>	1	11661	closed	01/11/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	49	49	\$2,155.00	\$2,155.00	\$0.00	0	F P R C
<input type="checkbox"/>		11665	closed	01/10/2024	Cash/Check General			Dave O'Connell	Dave O'Connell	1	1	\$50.00	\$50.00	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11664	closed	01/08/2024	Cash/Check General	01092024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	5	5	\$171.50	\$171.50	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11663	closed	01/05/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	170	170	\$27,784.90	\$27,784.90	\$0.00	0	F P R C

- Users will receive a confirmation pop-up. **Ok** will be clicked.



- The selected **Batches** disappear from the **Results** area.
  - The user will also receive an email confirming that the **Batch Review Job has completed Successfully.**
- Any **Acknowledgements** and **Product Orders** are now sent to the Fulfillment module and the appropriate **Pending Acks** and **Pending Orders** queues.
- Clicking on the **Locate Batch** sub-module also displays both Batches **11663** and **11664** marked as reviewed in the Results area.

<input type="checkbox"/>	2	11667	closed	02/18/2023	Cash/Check General	01282024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	113	113	\$6,789.75	\$6,789.75	\$0.00	0	F P R C
<input type="checkbox"/>	2	11666	reviewed	02/15/2023	Cash/Check General	01282024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	5	5	\$171.50	\$171.50	\$0.00	0	F P R C
<input type="checkbox"/>		11665	closed	01/10/2024	Cash/Check General			Dave O'Connell	Dave O'Connell	1	1	\$50.00	\$50.00	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11664	reviewed	01/08/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	5	5	\$171.50	\$171.50	\$0.00	0	F P R C
<input checked="" type="checkbox"/>	1	11663	reviewed	01/05/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	170	170	\$27,784.90	\$27,784.90	\$0.00	0	F P R C
<input type="checkbox"/>	1	11662	closed	01/16/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	26	26	\$1,004.62	\$1,004.62	\$0.00	0	F P R C
<input type="checkbox"/>	1	11661	closed	01/11/2024	Cash/Check General	01092024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	49	49	\$2,155.00	\$2,155.00	\$0.00	0	F P R C

## Locate Batch

The Locate Batch sub-module displays ANY Batch in ANY status in the Aegis system. It also enables users, for selected Batch statuses, to be able to **Reset Selected Batches** to a previous status.

Users can fill out the fields for one or more of the fields in order to receive results. Once the **Locate Batch** button is clicked, users will see the results display in the **Results** section below the Locate Batch interface.

Locate Batch

▾

▾

▾

▾

▾

▾

Locate Batch

Delete Selected Batches
 Reset Selected Batches

⏪
⏩
1
2
3
4
5
6
7
8
9
10
...
▶
▶▶

Page size:

279 items in 14 pages

	Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type	Operator	Created By	Batch Size	Entered Count	Batch Value	Recorded Value	Pledged Value	Reports
<input type="checkbox"/>	3	11674	pending	04/02/2024	Cash/Check General	24040207265299		Dave O'Connell	Aegis CRM Imports	4	4	\$130.00	\$130.00	\$0.00	F P R C
<input type="checkbox"/>		11673	pending	02/15/2024	Cash/Check General			Dave O'Connell	Dave O'Connell	3	0	\$50.00	\$0.00	\$0.00	F P R C
<input type="checkbox"/>		11672	pending	02/15/2024	Cash/Check General	Donations Batch		Dave O'Connell	Dave O'Connell	4	1	\$200.00	\$50.00	\$0.00	F P R C
<input type="checkbox"/>		11671	pending	02/15/2024	Cash/Check General	Donations Batch		Dave O'Connell	Dave O'Connell	3	0	\$105.00	\$0.00	\$0.00	F P R C
<input type="checkbox"/>		11670	pending	02/15/2024	Cash/Check General	Donations Batch		Dave O'Connell	Dave O'Connell	3	3	\$75.00	\$75.00	\$0.00	F P R C
<input type="checkbox"/>	2	11669	Deleted	02/05/2023	Cash/Check General	01282024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	0	0	\$0.00	\$0.00	\$0.00	F P R C
<input type="checkbox"/>	2	11668	closed	02/28/2023	Cash/Check General	01282024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	26	26	\$1,004.62	\$1,004.62	\$0.00	F P R C
<input type="checkbox"/>	2	11667	closed	02/18/2023	Cash/Check General	01282024	Transaction Import - TRN	Laurice Wall	Aegis CRM Imports	113	113	\$6,789.75	\$6,789.75	\$0.00	F P R C
<input type="checkbox"/>	2	11666	reviewed	02/15/2023	Cash/Check General	01282024	Transaction Import - TRN	Dave O'Connell	Aegis CRM Imports	5	5	\$171.50	\$171.50	\$0.00	F P R C

Batches display across 4 different **Status Types**: Open, Pending, Closed, Reviewed, and Deleted.

- **Open** – Indicates the Batch is actively being interacted with in Rapid Entry but has no details assigned to it.
- **Pending** – Indicates the Batch is actively being interacted with in Rapid Entry and does have details such as Size, Count, and Value assigned to it.
- **Closed** – Indicates the Batch is finished either in Rapid Entry or being Imported and is ready to be Reviewed.
- **Reviewed** – Indicates the Batch has been reviewed and, if applicable, its Acknowledgements and Product Orders are ready for Fulfillment.
- **Deleted** – Indicates the Batch has been deleted. This would be a rare situation, especially if Transactions had been taken on the Batch but the option available from the menu bar with select permissions.

At the end of each Batch row are four available **Reports** with abbreviated names - **F, P, R, & C** - that display batch details in PDF for users to analyze:

- **F** – Batch Detail by **Fund Report** – Displays Fund code totals for the Batch.
- **P** – Batch Detail by **Payment Report** – Displays Payment Type and Amounts per Transaction.
- **R** – Batch Detail by **Response Report** – Displays summary of contribution.
- **C** – Run **Complete Detail Report**– Displays comprehensive summary and detail information regarding the Batch. Most common run of reports.

## Locate Batch STEPS

1. In the **Batch Status** field, select **Open/Pending** from the dropdown menu.
2. Click on the **Locate Batch** button.

Locate Batch

Batch ID

Load ID

Batch Status  
Open / Pending

Oldest Date

Batch Type

Operator

Batch Category

Newest Date

Attribute Name  
Agent ID

Attribute Value

Locate Batch

Delete Selected Batches
 Reset Selected Batches

◀
▶
1
2
3
▶▶

Page size: 20

46 items in 3 pages

	Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type	Operator	Created By	Batch Size	Entered Count	Batch Value	Recorded Value	Pledged Value	Reports
<input checked="" type="checkbox"/>		11697	pending	03/01/2024	Cash/Check General	Order Batch		Dave O'Connell	Dave O'Connell	2	0	\$110.00	\$0.00	\$0.00	F P R C
<input checked="" type="checkbox"/>		11620	open					Dave O'Connell	Dave O'Connell	0	0	\$0.00	\$0.00	\$0.00	F P R C
<input checked="" type="checkbox"/>		11618	pending	07/14/2023	Miscellaneous			Nathan Huff	Nathan Huff	1	0	\$15.00	\$0.00	\$0.00	F P R C
<input checked="" type="checkbox"/>		11611	pending	05/04/2023	Cash/Check General	Test		Aegis Support	Dave O'Connell	20	3	\$10,000.00	\$0.00	\$0.00	F P R C

3. Users can view the results displaying only **Pending** and **Open** Batches.
4. Users can narrow the search by adding a desired **Oldest & Newest Date**.

Locate Batch

Batch ID

Load ID

Batch Status  
Open / Pending

Oldest Date  
01/01/2024

Batch Type

Operator

Batch Category

Newest Date  
04/03/2024

Attribute Name  
Agent ID

Attribute Value

Locate Batch

Delete Selected Batches
 Reset Selected Batches

	Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type	Operator	Created By	Batch Size	Entered Count	Batch Value	Recorded Value	Pledged Value	Reports
<input checked="" type="checkbox"/>		11697	pending	03/01/2024	Cash/Check General	Order Batch		Dave O'Connell	Dave O'Connell	2	0	\$110.00	\$0.00	\$0.00	F P R C

## Resetting Batches STEPS

Occasionally users will find it necessary to reset batch statuses; a user's computer may error and exit them from Rapid Entry and an Open batch will need to be Closed or Deleted. Or a member of the Finance team may need to change a Reviewed Batch to Pending or Closed.

To understand how to change the status of a Batch, please follow the steps below:

1. Navigate to the **Batches** module, **Locate Batch** submodule.

The screenshot shows the 'Batching' module interface. On the left sidebar, the 'Batching' menu item is highlighted with a red box, and the 'Locate Batch' option is also highlighted with a red box. The main content area displays a table of batches with the following columns: Load ID, Batch ID, Status, Batch Date, Batch Category, Name, and Type. The table includes a 'Delete Selected Batches' button and a 'Reset Selected Batches' button. The page size is set to 20. The table contains several rows of data, including batches with statuses like 'open', 'pending', 'reviewed', and 'closed'.

Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type
	11673	open	02/15/2024	Cash/Check General		
	11672	pending	02/15/2024	Cash/Check General	Donations Batch	
	11671	pending	02/15/2024	Cash/Check General	Donations Batch	
	11670	reviewed	02/15/2024	Cash/Check General	Donations Batch	
2	11669	closed	02/05/2023	Cash/Check General	01282024	Transaction Import - TRN
2	11668	closed	02/28/2023	Cash/Check General	01282024	Transaction Import - TRN
2	11667	closed	02/18/2023	Cash/Check General	01282024	Transaction Import - TRN
2	11666	reviewed	02/15/2023	Cash/Check General	01282024	Transaction Import - TRN
	11665	closed	01/10/2024	Cash/Check General		
1	11664	closed	01/08/2024	Cash/Check General	01092024	Transaction Import - TRN

Important NOTE: **Closed** and **Pending** batches cannot be reset.

2. From the **Available Batches** list, select the batches to **Reset** via the left-hand toggle button.

- In this scenario the following batches have been selected:
  - **Batch 11673** with a Status of **Open**
  - **Batch 11670** with a Status of **Reviewed**

	Load ID	Batch ID	Status	Batch Date	Batch Category	Name	Type
<input checked="" type="checkbox"/>		11673	open	02/15/2024	Cash/Check General		
<input type="checkbox"/>		11672	pending	02/15/2024	Cash/Check General	Donations Batch	
<input type="checkbox"/>		11671	pending	02/15/2024	Cash/Check General	Donations Batch	
<input checked="" type="checkbox"/>		11670	reviewed	02/15/2024	Cash/Check General	Donations Batch	
<input type="checkbox"/>	2	11669	closed	02/05/2023	Cash/Check General	01282024	Transaction Import - TRN
<input type="checkbox"/>	2	11668	closed	02/28/2023	Cash/Check General	01282024	Transaction Import - TRN
<input type="checkbox"/>	2	11667	closed	02/18/2023	Cash/Check General	01282024	Transaction Import - TRN
<input type="checkbox"/>	2	11666	reviewed	02/15/2023	Cash/Check General	01282024	Transaction Import - TRN
<input type="checkbox"/>		11665	closed	01/10/2024	Cash/Check General		
<input type="checkbox"/>	1	11664	closed	01/08/2024	Cash/Check General	01092024	Transaction Import - TRN

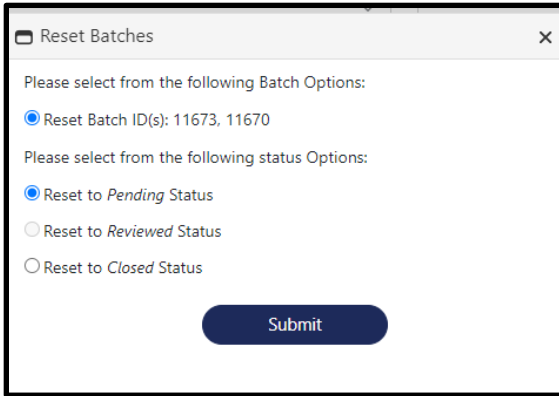
3. Click the **Reset Selected Batches** button.

	Load ID	Batch ID	Status	Batch Date
<input checked="" type="checkbox"/>		11673	open	02/15/2024
<input type="checkbox"/>		11672	pending	02/15/2024
<input type="checkbox"/>		11671	pending	02/15/2024
<input checked="" type="checkbox"/>		11670	reviewed	02/15/2024



4. The **Reset Batches** pop-up displays: select the status to change the Batches to.
- Users may only select ONE Batch Status at a time to switch selected Batches.

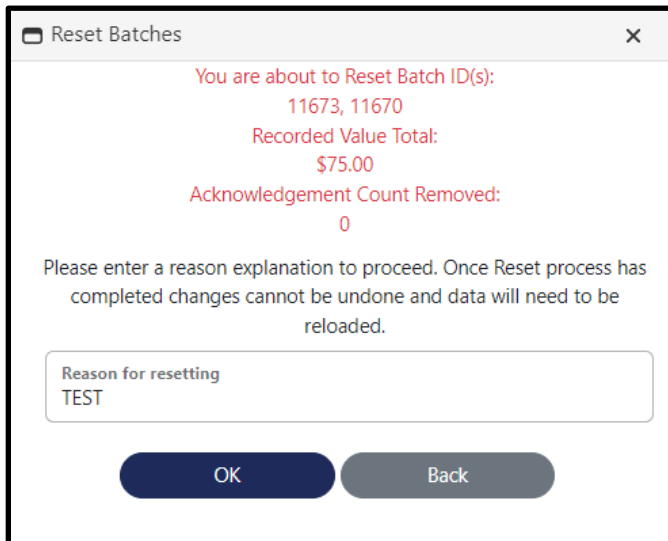
5. In this scenario the batches will be reset to **Pending**.



6. Click the **Submit** button.

7. The **Reset Batches Reason** pop-up displays: users must provide an explanation to proceed.

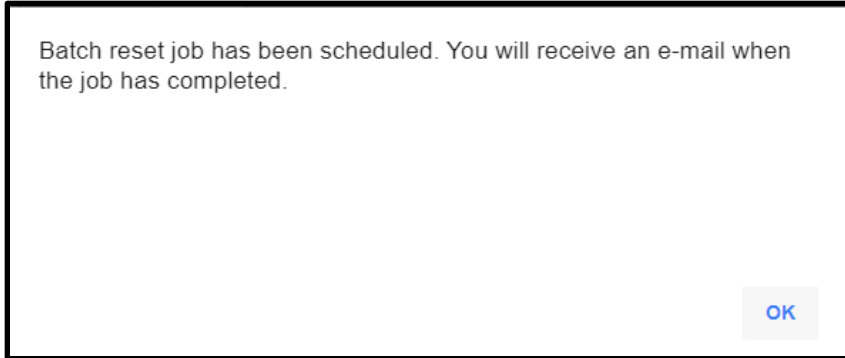
- Users are informed of the:
  - **Batch ID(s)** that are about to reset.
  - **Recorded Value Total** of those batches.
  - **Acknowledgment Counts** that will be **Removed** (if any).
- Users are warned that once the Reset process is completed, the changes cannot be undone, and the data will need to be reloaded.
- There are **NO requirements** on the **Reason** text, but text must be entered.
- The **Reason** text is NOT available for review by clients BUT is accessible by **Aegis Support**.



8. Click the **OK** button.

9. The **Batch Status Message** displays. Users are informed that:

- Reset job has been scheduled.
- Users will receive an email when the job has been completed.



10. Click the **OK** button.

- If the user refreshes the **Locate Batch, Available Batches** section, the selected Batches with a status of **Pending** are now visible.


Delete Selected Batches    Reset Selected Batches

1 2 3 4 5 6 7 8 9

<input type="checkbox"/>	Load ID	Batch ID	Status	Batch Date
<input checked="" type="checkbox"/>		11673	pending	02/15/2024
<input type="checkbox"/>		11672	pending	02/15/2024
<input type="checkbox"/>		11671	pending	02/15/2024
<input checked="" type="checkbox"/>		11670	pending	02/15/2024

11. A **Batch Reset Confirmation Email** will be delivered to the user's inbox similar to the one below:

Job: Batch Reset has completed successfully.

 UAT-DO-NOT-REPLY@aegispremier.com  
To: David O'Connell

This job has completed successfully.

**Job Details**

Updated Batch Status:	pending
Total Dollar Amount:	\$75.00
Batch Numbers Processed:	11673, 11670
Acknowledgements Removed:	0

**Execution Details**

User Name:	Dave O'Connell
Client Name:	Training – ClientSuccess
Description:	Batch Reset
Requested:	2/15/2024 6:19 AM
Started:	2/15/2024 7:08 AM
Completed:	2/15/2024 7:08 AM
Elapsed Time:	00:00:00:00
Job Status:	Completed

## Day Closing

The **Day Closing** sub-module in Aegis enables client Accounting/Finance department users to conduct **Batch to Deposit Reconciliation** before exporting information from Aegis in their Accounting System of Record.

Users are immediately made aware of any outstanding actions that need to be taken since the landing screen defaults to **View Unreconciled Transactions**. Users can then decide to reconcile the listed group or View past processed transactions. The **Select Day** dropdown also is conditionally tied to the View dropdown. If users keep **Unreconciled Transactions** as the View dropdown value, they can use the **Select Day** to choose which group of outstanding records they want to address.

Users can then choose to **Add Deposit**. This deposit will automatically be linked to the group of records displayed and once added and filled out appropriately, the user can click the **Reconcile** button to perform the **Day Closing** (reconciliation) of those records.

Users can also perform a **GL Export** to their Accounting System of Record from the button bar as well as display/download a **Batch Summary** PDF.

Batch / Deposit Reconciliation

View  
Unreconciled Transactions ▾

Select Day  
02/29/2024 ▾

↻ Reconcile

+ Add Deposit

📄 GL Export

📄 Batch Summary

Please review the Transactions and/or Deposits highlighted in red below - they do not reconcile.

Days Reviewed Activity

Category	Batch Count	Device Count	Value	Difference
Cash/Check General	1	2	\$100.00	\$100.00
<b>Activity Total:</b>			<b>\$100.00</b>	

Days Deposits

Category	Operator	Notes	Amount
No records to display.			
<b>Deposit Total:</b>			<b>\$0.00</b>

## Day Closing STEPS

Follow the example below for an explanation of how to conduct a typical Day Closing – Batch/Deposit Reconciliation.

1. When users land on the **Batch/Deposit Reconciliation** screen they automatically see the oldest grouping of **Unreconciled Transactions** designated in the **View** and **Select Day** search screens.
  - It is assumed that users will want to see the oldest transactions and reconcile them first.

**Batch / Deposit Reconciliation**

View: Unreconciled Transactions (dropdown menu open showing: Unreconciled Transactions, All Transactions, All Batches)

Select Day: 02/29/2024

Buttons: Reconcile, Add Deposit, GL Export, Batch Summary

**Unreconciled Transactions** and/or Deposits highlighted in red below - they do not reconcile.

Category	Batch Count	Device Count	Value	Difference
Cash/Check General	1	2	\$100.00	\$100.00
			<b>Activity Total: \$100.00</b>	

**Days Deposits**

Category	Operator	Notes	Amount
No records to display.			
			<b>Deposit Total: \$0.00</b>

2. Users can choose to review **All Transactions** and **All Batches** to look at historical records by clicking on the **View** dropdown and selecting either of those options.
3. Users can also quickly adjust the date for any of the **View** options by clicking on the **Select Day** dropdown.
  - Note the newest dates will be listed at the bottom of the list.
  - Only dates that have unreconciled transactions/batches display when the value of **Unreconciled Transactions** is chosen from the **View** dropdown.

**Batch / Deposit Reconciliation**

View: Unreconciled Transactions

Select Day: 02/29/2024 (dropdown menu open showing dates from 02/13/2023 to 02/29/2024)

Buttons: Reconcile, Add Deposit, GL Export, Batch Summary

**Please review the Transactions and/or Deposits highlighted in red below - they do not reconcile.**

**Days Reviewed Activity**

Category	Batch Count	Device Count	Value	Difference
Cash/Check General	1	2	\$100.00	\$100.00
			<b>Activity Total: \$100.00</b>	

**Days Deposits**

Category	Operator	Notes	Amount
No records to display.			
			<b>Deposit Total: \$0.00</b>

4. Once an **Unreconciled Transaction** group is chosen, the user should click on the **Add Deposit** button.

Aegis CRM :: Deposit Form

Category

Amount

Notes

Save

5. Users should then:

- Select the desired **Category** from the drop-down menu.
- Enter the **Amount** – this MUST match **Value** for the selected **Transaction** group or the **Deposit** will NOT reconcile.
- Enter **Notes** as desired.

View Unreconciled Transa Select Day 02/29/2024 Reconcile Add Deposit GL Export Batch Summary

Please review the Transactions and/or Deposits highlighted in red below - they do not reconcile.

Days Reviewed Activity				
Category	Batch Count	Device Count	Value	Difference
Cash/Check General	1	2	\$100.00	\$100.00

Activity Total: \$100.00

Days Deposits				
Category	Operator	Notes	Amount	
No records to display.				

Deposit Total: \$0.00

Aegis CRM :: Deposit Form

Category Cash/Check General

Amount \$100.00

Notes

Save

6. Click the **Save** button.

- If reconciled successfully, users will observe the message below: **Days Transactions and Deposits reconcile, press the Reconcile button to continue.**
  - Users should also note the Days Deposits entry with the ability to Edit and Delete as needed.

**Batch / Deposit Reconciliation**

View: Unreconciled Transa | Select Day: 02/29/2024 | **Reconcile** | Add Deposit | GL Export | Batch Summary

**Days Transactions and Deposits reconcile, press the 'Reconcile' button to continue**

Days Reviewed Activity				
Category	Batch Count	Device Count	Value	Difference
Cash/Check General	1	2	\$100.00	
<b>Activity Total: \$100.00</b>				

Days Deposits				
	Category	Operator	Notes	Amount
	Cash/Check General	Dave O'Connell		\$100.00
<b>Deposit Total: \$100.00</b>				

- To finalize the **Reconciliation**, users should click the **Reconcile** button.
- The screen resets to its default settings of the oldest listed **Unreconciled Transactions** and the **Oldest Date** under the View dropdown.
- If a user looks up the group of Transactions just reconciled by choosing All Transactions and entering the Day Selected, the screen below displays with the **Days Transactions and Deposits reconcile** message stamped.
  - Note: when looking for historical **All Transactions** or **All Batches** from the **View** dropdown, users must manually type over the current Date AND click Enter from their keyboard.
  - There is no Date Picker option available on this field.

**Batch / Deposit Reconciliation**

View: All Transactions | Select Day: 02/29/2024 | Reconcile | Add Deposit | GL Export | Batch Summary

**Days Transactions and Deposits reconcile**

Days Reviewed Activity				
Category	Batch Count	Device Count	Value	Difference
Cash/Check General	1	2	\$100.00	
<b>Activity Total: \$100.00</b>				

Days Deposits				
	Category	Operator	Notes	Amount
	Cash/Check General	Dave O'Connell		\$100.00
<b>Deposit Total: \$100.00</b>				

11. Users can click on the **GL Export** button to upload a file either locally to their computer or directly to an **FTP** site. This action would aid would be taken to incorporate those values into the client’s Accounting System of Record.

12. If done locally, users will receive an email with an attached **GL Export, Excel** file.

**Job Details**

Query Name:	GLExport
Result Count:	2

**Execution Details**

User Name:	Dave O'Connell
Client Name:	Training – Sales
Description:	GLExport - Query Export
Requested:	4/3/2024 4:13 PM
Started:	4/3/2024 4:13 PM
Completed:	4/3/2024 4:13 PM
Elapsed Time:	00:00:00:00
Job Status:	Completed

Batch	Date	SourceDoc	Account	Amount	Cost	Batch Total
11696	2/29/2024 0:00	Cash/Check General	11000-000-000	70	0	100
11696	2/29/2024 0:00	Cash/Check General	11000-000-000	30	0	100



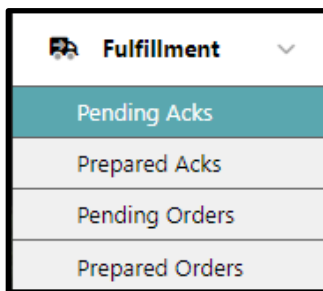
13. Users can also click on the **Batch Summary** button, which will upload an accessible PDF report of **Batch Payments, Category, Channels, & Other Details.**

AEGIS <i>crm</i>			<b>Batch Summary Report</b>	Wednesday, April 3, 2024 Page 1 of 1
Training – Sales - Dave O’Connell 2/29/2024 - 2/29/2024				
<b>Deposit Summary By Payment Type</b>				
Payment Type	Count	Dollars		
Cash	2	\$100.00		
	<b>2</b>	<b>\$100.00</b>		
<b>Deposit Summary By Batch Category</b>				
Batch Category	Count	Dollars		
Cash/Check General	2	\$100.00		
	<b>2</b>	<b>\$100.00</b>		
<b>Deposit Summary By Channels</b>				
Channel	Count	Dollars		
Direct Mail	2	\$100.00		
	<b>2</b>	<b>\$100.00</b>		
<b>Other Details</b>				
Description	Count	Dollars		
New Names (Excl. Prospects)	2	\$100.00		
New Pledges	0	\$0.00		
Pledge Revenue	0	\$0.00		
Donor Records updated with Money	2	\$100.00		
Total Transactions With Money	2	\$100.00		
Total Transactions Without Money	0	\$0.00		
Avg Revenue for Transactions With Money	2	\$50.00		
Avg Revenue for All Transactions	2	\$50.00		
Total Number Of Batches	1	\$100.00		

## Fulfillment Overview

The Fulfillment Module is the location where users prepare and process both Acknowledgements (Acks) and Orders for final delivery.

**Fulfillment** is the module that enables the processing of two distinct types of records within Aegis: **Acknowledgements** and **Orders**. Acknowledgements are the letters (or emails/contacts) that are designated on an Appeal for delivery to donating constituents. Orders are the product centric transactions that are taken in Rapid Entry that require the delivery of that product as well as its depreciation of Inventory in Aegis.



Under the Fulfillment module are four sub-modules: two that concern Acknowledgements: **Pending Acks** and **Prepared Acks**, and two that deal with Orders: **Pending Orders** and **Prepared Orders**.

**Pending Acks** displays a listing of all Acknowledgements that match confirmed donations in Rapid Entry and are awaiting Preparation for fulfillment (printing and delivery). The Acks are bundled by Acknowledgement Appeal Name and represent all undelivered acknowledgements of that Appeal; the file will continue to increase in Response Count until marked as Prepared.

**Prepared Acks** displays the listing of all Acknowledgements that have been Prepared (under Pending Acks) and are now ready for Exporting to the mail service for delivery. Once the export has been completed, users should mark the Ack files as Fulfilled.

**Pending Orders** displays a listing of all Orders that have been taken in Rapid Entry and awaiting Fulfillment so that they can be Prepared. Orders will be grouped together by SKU (Product ID) so that they can be Fulfilled in bulk.

**Prepared Orders** displays all orders that have been Prepared and are ready to have their Pick Ticket and Packing Slip (if needed) fulfilled in the warehouse and be shipped. Once orders are finished exporting, they should be marked as Fulfilled.

## Pending Acks

The **Pending Acks** sub-module landing page is divided into two sections: a **Locate Pending Acknowledgments** section in the top half and a **Results/Listing** section at the bottom of the screen. Clients with high volumes of Appeals and Acknowledgements can locate the Acks per Appeal quickly and move them into the Prepared Acks sub-module immediately.

Locate Pending Acknowledgements

Grouping  
Select a Grouping

Grouping Option

Apply

Clear

Prepare Selected
Pending Ack Details
Pending Ack Details (CSV)

Refresh

1

Page size: 50

3 items in 1 pages

	Ack Appeal ID	Ack Appeal Name	Response Template	Response Count	Actions
<input type="checkbox"/>	ALL	All Donors Generic Letter (ACK)		130	<a href="#">PDF</a> <a href="#">CSV</a>
<input type="checkbox"/>	EAS1	Easter Letter 1: \$99.99 or Less (ACK)		2	<a href="#">PDF</a> <a href="#">CSV</a>
<input type="checkbox"/>	MDLR	Major Donor: Lifetime Donations of \$250 or More (ACK)		89	<a href="#">PDF</a> <a href="#">CSV</a>

1

Page size: 50

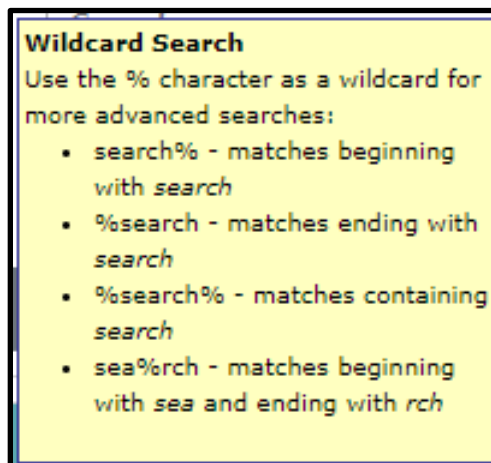
3 items in 1 pages

## Pending Acknowledgements Processing STEPS

Follow the example below for an explanation of how to process **Pending Acknowledgements**.

1. Entering/Selecting values in any/multiples of the **Locate Pending Acknowledgements** fields enables users to narrow the results below.

- **Appeal ID** – enables user to search by Appeal ID.
- **Appeal Name** – enables user to search by Appeal Name.
  - Wildcard searches are available in both Appeal ID & Name. Floating over the information (?) icon displays the following explanation on Wildcard Searches:



- **Grouping** – enables user to search by the Appeal related Grouping.
- **Grouping Option** – conditionally dependent on Grouping field above; will filter for the Grouping Options associated with that Grouping.

2. In the screen shot below, users can see a search by **Appeal ID MDLR**.

The screenshot shows a search interface with the following elements:

- Search Filters:**
  - Appeal ID:** MDLR (highlighted with a red box)
  - Appeal Name:** (empty)
  - Grouping:** Select a Grouping
  - Grouping Option:** (empty)
  - Buttons:** Apply, Clear
- Table:**

Ack Appeal ID	Ack Appeal Name	Response Template	Response Count	Actions
<input checked="" type="checkbox"/>	MDLR	Major Donor: Lifetime Donations of \$250 or More (ACK)	89	

3. Clicking on the **Clear** button returns the users to the default, listed results.

4. Users can run **Pending Ack Reports** in both **PDF & CSV** for All Ack Appeals in the Results screen using the **top menu buttons**, or singularly by using the **PDF** and **CSV** buttons to the right of each Individual Ack Appeal.

5. The **Pending Ack Details** report displays all the Acks to be delivered with details on Recipient, Batch & Transaction, and the Motivating & Response Appeals.

AEGIS CRM		Pending Acks Review						04/04/2024 8:49:54 AM Page 4 of 7	
Training – Sales - Dave O'Connell									
Donor ID	Full Name	Amount Given	Transaction Date	Batch ID	Motivating Appeal ID	Response Appeal ID	Response Template	Enclosure Product List	
40673598	Mr. Magdalena Janiah	\$103.00	01/05/2024	11953	24_1WT	ALL			
40673845	Mr. Holden Giana Peyton	\$103.00	01/05/2024	11953	24_1WT	ALL			
40674355	Ms Desiree Christian	\$25.00	01/05/2024	11953	24_1WT	ALL			
40674414	Mr. and Mrs. Trasee Terry	\$51.50	01/05/2024	11953	24_1WT	ALL			
40674425	Mr. Danny Mateo	\$51.50	01/05/2024	11953	24_1WT	ALL			
40674592	Ms. Caiden Karissa Anabel	\$25.75	01/05/2024	11953	24_1WT	ALL			
40675059	Mr. Dave Bowman	\$51.50	01/16/2024	11952	24_1WT	ALL			
40675070	Cmdr. Will Riker	\$123.60	01/16/2024	11952	24_1WT	ALL			
40675071	Rosky Balboa	\$103.00	01/16/2024	11952	24_1WT	ALL			
40675072	Dr. Fraiser Crane	\$20.00	01/16/2024	11952	24_1WT	ALL			
40675073	Maj. Margaret Houlihan Ret.	\$20.00	01/16/2024	11952	24_1WT	ALL			
40675274	Janice Smith	\$25.00	01/05/2024	11953	24_1WT	ALL			
40675735	Martin Brody	\$50.00	01/10/2024	11955	24_1WT	ALL			
40675735	Martin Brody	\$0.00	02/27/2024		24_1WT	ALL			
40675735	Martin Brody	\$0.00	02/27/2024		24_1WT	ALL			
40675753	Elissa Kolby	\$51.50	01/05/2024	11953	24_1WT	ALL			
40675950	Ruth Inoa	\$175.00	01/05/2024	11953	24_1WT	ALL			
40675958	Donna Bishop	\$25.00	01/05/2024	11953	24_1WT	ALL			
40675706	Kendra Davis	\$10.00	01/05/2024	11953	24_1WT	ALL			
40675708	Greg Silwinski	\$100.00	01/05/2024	11953	24_1WT	ALL			
40679081	Jessica McDonald	\$51.50	01/05/2024	11953	24_1WT	ALL			
40679057	Tim Derrig	\$100.00	01/05/2024	11953	24_1WT	ALL			
40679093	Rachel Esquin	\$41.20	01/05/2024	11953	24_1WT	ALL			
40679095	Rich Fleck	\$103.00	01/05/2024	11953	24_1WT	ALL			
40679528	Ms Adelaida Silverio	\$10.30	01/05/2024	11953	24_1WT	ALL			
40679557	Mr. Frank Pagliante	\$100.00	01/05/2024	11953	24_1WT	ALL			
Donor ID	Full Name	Amount Given	Transaction Date	Batch ID	Motivating Appeal ID	Response Appeal ID	Response Template	Enclosure Product List	
40675075	Michael Brody	\$30.00	02/29/2024	11956	24_2ES	EAS1			
40675091	Elen Brody	\$70.00	02/29/2024	11956	24_2ES	EAS1			
Donor ID	Full Name	Amount Given	Transaction Date	Batch ID	Motivating Appeal ID	Response Appeal ID	Response Template	Enclosure Product List	
40002955	Keely Coby	\$250.00	01/05/2024	11953	24_BST	MDLR			
40002955	Keely Coby	\$250.00	02/05/2023	11970	23_BST	MDLR			
40002574	Jaylen Rogelio	\$800.00	02/23/2023	11673	23_1WT	MDLR			
40002574	Jaylen Rogelio	\$800.00	02/23/2023	11673	23_1WT	MDLR			

6. Once users have displayed the Acknowledgements and, if desired, run analytics, they click on the desired **Select Appeal** toggles to select Appeals to process.
  - Users can switch click on **Individual** Appeal toggles or use the **Select All** toggle at top of select column.
7. Then click on the **Prepare Selected** button.

The screenshot shows a web application interface with a table of Ack Appeal IDs. The 'Prepare Selected' button is highlighted in red. The table has the following data:

Ack Appeal ID	Ack Appeal Name	Response Template	Response Count	Actions
ALL	All Donors Generic Letter (ACK)		130	PDF CSV
EAS1	Easter Letter 1: \$99.99 or Less (ACK)		2	PDF CSV
MDLR	Major Donor: Lifetime Donations of \$250 or More (ACK)		89	PDF CSV

8. Users will receive the following message:

You will receive an email notification when the pending responses have been prepared. Once you have received the email, go to Fulfillment / Prepared Acknowledgements and select the Export link to retrieve the response documents.

[OK](#)

9. If prepared to process the Acknowledgements completely, users should click **OK** and move on to the next sub-module – **Prepared Acks**.

## Prepared Acknowledgements Processing STEPS

Follow the example below for an explanation of how to process **Prepared Acknowledgements**.

1. Entering/Selecting values in any/multiples of the **Locate Prepared Acknowledgements** fields enables users to narrow the results below.
  - **Ack Appeal ID** – enables user to search by Appeal ID.
  - **Grouping** – enables user to search by the Appeal related Grouping.
  - **Grouping Option** – conditionally dependent on Grouping field above; will filter for the Grouping Options associated with that Grouping.
  - **After** – Use Date Picker to search for Acks After a specific date.
  - **Before** – Use Date Picker to search for Acks Before a specific date.
2. Users can also click on the **Include Fulfilled** toggle to see Acks that have been previously Fulfilled.

Prepared Acknowledgements

Grouping  
*Select a Grouping*

Grouping Option

Search Options

 Include Fulfilled

Apply

Clear

Mark Fulfilled
  Export Selected Documents
 Export Selected Pick Tickets
 Export Selected Data
 Refresh

1

Page size: 20

6 items in 1 pages

	Document	Pick Ticket	Data File	Redo	Ack Appeal ID	Ack Appeal Name	Pull Date ▲	Shipment Count	Item Count	Operator	Fulfilled
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	<a href="#">Redo</a>	BSPL	Pledge of \$250 or Less (ACK)	2024-02-29 06:26:09 AM	858	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	<a href="#">Redo</a>	BSDN	Donation of \$250 or Less (ACK)	2024-04-01 10:53:43 AM	705	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	<a href="#">Redo</a>	MDPL	Pledge of \$5000 or More (ACK)	2024-04-01 10:53:49 AM	7	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	<a href="#">Redo</a>	ALL	All Donors Generic Letter (ACK)	2024-04-04 09:08:27 AM	130	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	<a href="#">Redo</a>	EAS1	Easter Letter 1: \$99.99 or Less (ACK)	2024-04-04 09:08:29 AM	2	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	<a href="#">Redo</a>	MDLR	Major Donor: Lifetime Donations of \$250 or More (ACK)	2024-04-04 09:08:29 AM	89	0	Dave O'Connell	<input type="checkbox"/>

3. From the **Results** section, users can run consolidated **Reports** for **Documents**, **Pick Tickets**, or **Selected Data** for any Toggled selections (left column).

- Using the **top bar buttons** enables users to **Export multiple** Acknowledgment components.
- Using the **linked fields** on the left of single acknowledgement lines enables users to **Export individual** Acknowledgment components.
  - (see BSPL example below – ONLY Data File has active link).

	Document	Pick Ticket	Data File	Ack Appeal ID	Ack Appeal Name	Pull Date ▲
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	BSPL	Pledge of \$250 or Less (ACK)	2024-02-29 06:26:09 AM
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	BSDN	Donation of \$250 or Less (ACK)	2024-04-01 10:53:43 AM
<input type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	MDPL	Pledge of \$5000 or More (ACK)	2024-04-01 10:53:49 AM
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	ALL	All Donors Generic Letter (ACK)	2024-04-04 09:08:27 AM
<input type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	EAS1	Easter Letter 1: \$99.99 or Less (ACK)	2024-04-04 09:08:29 AM

4. The **Export** file will display in **CSV**:

- The fields for this file are selected under an **Appeals** record>**Pulls** tab>**Global Attributes** segment>**Outputs** section.

	E	F	G	H	I	J
1	PartnerID	TransactionDate	ActivityDate	ActivityType	ResponseName	PackageName
2	40568974	2/5/2023	2/5/2023 0:00	Contribution	BSPL	BSPL
3	40004424	7/4/2020	7/4/2020 0:00	Contribution	BSPL	BSPL
4	40024451	2/23/2023	2/23/2023 0:00	Contribution	BSPL	BSPL
5	40679022	2/13/2023	2/13/2023 0:00	Contribution	BSPL	BSPL
6	40008180	6/6/2021	6/6/2021 0:00	Contribution	BSPL	BSPL



5. When users are prepared, they toggle Acknowledgments to mark as **Fulfilled**.
  - This is generally done **AFTER** Exporting files to the mail service used.
6. Users can switch click on **Individual** Appeal toggles or use the **Select All** toggle at top of select column.
7. Then click on the **Mark Fulfilled** button.

<input type="checkbox"/>	Document	Pick Ticket	Data File	Ack Appeal ID	Ack Appeal Name	Pull Date ▲	Shipment Count	Item Count	Operator	Fulfilled
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	BSDN	Donation of \$250 or Less (ACK)	2024-04-01 10:53:43 AM	705	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	MDPL	Pledge of \$5000 or More (ACK)	2024-04-01 10:53:49 AM	7	0	Dave O'Connell	<input type="checkbox"/>
<input checked="" type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	ALL	All Donors Generic Letter (ACK)	2024-04-04 09:08:27 AM	130	0	Dave O'Connell	<input type="checkbox"/>
<input type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	EAS1	Easter Letter 1: \$99.99 or Less (ACK)	2024-04-04 09:08:29 AM	2	0	Dave O'Connell	<input type="checkbox"/>
<input type="checkbox"/>	N/A	N/A	<a href="#">Export</a>	MDLR	Major Donor: Lifetime Donations of \$250 or More (ACK)	2024-04-04 09:08:29 AM	89	0	Dave O'Connell	<input type="checkbox"/>

8. Those Ack Appeals are now marked as Fulfilled and disappear from the Results.
  - If users need to see them again, they can toggle on the **Include Fulfilled** in the **Locate Prepared Acknowledgements** section and click **Apply** to display them in the **Results** section.

## Pending Orders Processing STEPS

Follow the example below for an explanation of how to process **Pending Orders**.

1. Selecting values from one or both of the **Warehouse** or **Shipping Method** dropdowns in the **Locate Pending Orders** section enables users to narrow the **Orders** that display in the **Results** section below.
  - **Warehouse** – enables user to search by warehouse for orders.
  - **Shipping Method** – enables user to search by any identified shipping methods the user’s organization is using.

**Locate Pending Orders**

Warehouse: Events

Shipping Method: Select a Shipping Method

Results:  All Orders  Ready To Ship  Items On Hold

Locate Clear

---

Fulfill All Order Details Order Details (CSV) Refresh

Page size: 50 4 items in 1 pages

SKU	Category	Orders	Items	On Hand	Oldest Date	Newest Date	Actions
<a href="#">123115</a>	Christmas Gala	1	1	500	2023-12-10	2023-12-10	
<a href="#">123200</a>	Annual Gala	1	1	10	2023-12-11	2023-12-11	
<a href="#">123210</a>	Potomac Activities	1	1	50	2023-12-10	2023-12-10	
<a href="#">123229</a>	Bible Study	1	1	200	2023-12-10	2023-12-10	

Page size: 50 4 items in 1 pages

2. Users can also narrow their findings by utilizing one of the three radio buttons in the Search area:

- **All Orders**
- **Ready to Ship**
- **Items on Hold**

3. When users are ready to filter results, they can click the **Locate** button.

4. From the results listing screen, users can run Order **Reports** in both **PDF & CSV** by one of two methods:
  - a. For All Ack Appeals using the **top menu buttons**.
  - b. For Individual Ack Appeals using the **buttons to right** of each Ack Appeal.

The screenshot shows a web application interface with a table of items. At the top, there are buttons for 'Fulfill All', 'Order Details', and 'Order Details (CSV)', with the latter two highlighted in a red box. Below the buttons are navigation controls (back, forward, page 1) and a 'Page size: 50' dropdown. The table has the following columns: SKU, Category, Orders, Items, On Hand, Oldest Date, Newest Date, and Actions. The 'Actions' column contains PDF and CSV icons for each row, which are also highlighted in a red box. The table contains four rows of data:

SKU	Category	Orders	Items	On Hand	Oldest Date	Newest Date	Actions
<a href="#">123115</a>	Christmas Gala	1	1	500	2023-12-10	2023-12-10	[PDF] [CSV]
<a href="#">123200</a>	Annual Gala	1	1	10	2023-12-11	2023-12-11	[PDF] [CSV]
<a href="#">123210</a>	Potomac Activities	1	1	50	2023-12-10	2023-12-10	[PDF] [CSV]
<a href="#">123229</a>	Bible Study	1	1	200	2023-12-10	2023-12-10	[PDF] [CSV]

At the bottom, there are more navigation controls and a 'Page size: 50' dropdown, with '4 items in 1 pages' displayed on the right.

5. The **Order Details** report displays all the **Pending Orders** to be delivered with details on Recipient, Batch, Invoice, Warehouse, Inventory, and SKU info.

The screenshot shows the 'Pending Order Review' report in AEGIS CRM. The report is titled 'Pending Order Review' and is dated '04/04/2024 1:49:50 PM'. The user is identified as 'Training1 - Dave O'Connell'. The report is divided into sections for different invoice numbers: 742057, 742064, 742065, and 742073. Each section contains a table of pending orders with the following columns: Donor ID, Full Name, Batch ID, Batch Status, Invoice Date, Balance Due, SKU, Warehouse, Qty To Ship, Inventory On Hand, Demand, and Pending Reason.

Donor ID	FullName	BatchID	Batch Status	Invoice Date	Balance Due	SKU	Warehouse	Qty To Ship	Inventory On Hand	Demand	Pending Reason
<b>Invoice Number: 742057</b>											
40010478	Chase Quinn	11646	reviewed	12/10/23	\$0.00	123132	Events	1	499	False	
40010478	Chase Quinn	11646	reviewed	12/10/23	\$0.00	123226	Main	1	500	False	
40010478	Chase Quinn	11646	reviewed	12/10/23	\$0.00	123227	Events	1	200	False	
40010478	Chase Quinn	11646	reviewed	12/10/23	\$0.00	123228	Main	1	1,000	False	
40010478	Chase Quinn	11646	reviewed	12/10/23	\$0.00	123229	Events	1	200	False	
<b>Invoice Number: 742064</b>											
40069502	Ms. Stephanie Uriel	11646	reviewed	12/10/23	\$0.00	123115	Events	1	500	False	
<b>Invoice Number: 742065</b>											
40004567	Jordon Landon	11646	reviewed	12/10/23	\$0.00	123210	Events	1	50	False	
<b>Invoice Number: 742073</b>											
40676735	Martin Brody	11655	closed	12/11/23	\$0.00	123200	Events	1	10	False	Batch Status

6. Users also have the ability to drill down into the **Inventory** item by clicking on the linked **SKU** field in the far-left column.

SKU	Category	Orders	Items	On Hand	Oldest Date	Newest Date	Actions
<a href="#">123115</a>	Christmas Gala	1	1	500	2023-12-10	2023-12-10	
<a href="#">123200</a>	Annual Gala	1	1	10	2023-12-11	2023-12-11	
<a href="#">123210</a>	Potomac Activities	1	1	50	2023-12-10	2023-12-10	
<a href="#">123229</a>	Bible Study	1	1	200	2023-12-10	2023-12-10	

7. This will take users to the **Inventory** location for that product.

**Inventory**

SKU: 123115 | Warehouse: Select a Warehouse

Name:  |  Include Inactive Products, Kits, Categories, and Warehouses

Show Empty Categories |  Show Products |  Show Kits

- Events
  - Christmas Gala
    - [123115] Christmas Gala Ticket - Adult (Events)**

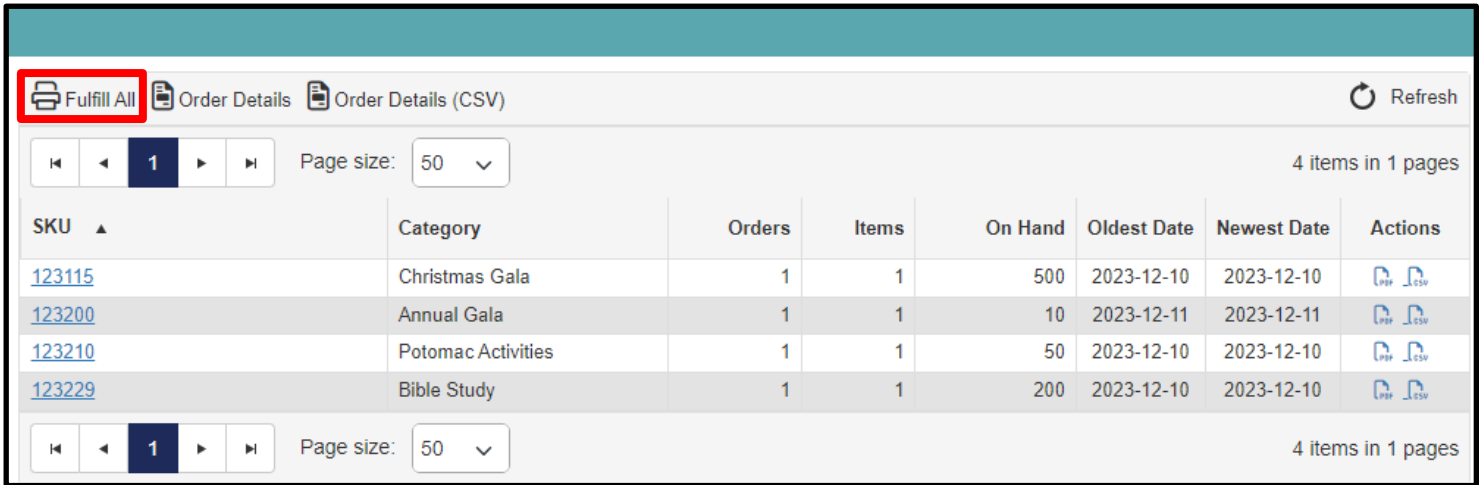
**Christmas Gala Ticket - Adult**

no image available

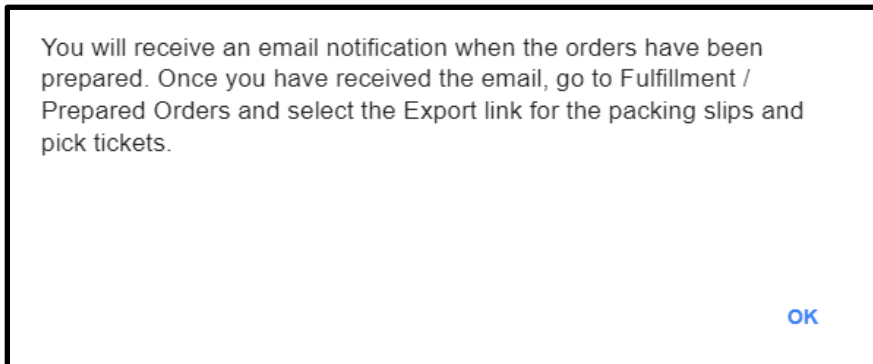
**Details**

- SKU:** 123115
- Category:** Christmas Gala
- Warehouse:** Events
- Bin Location:**
- UPC:**
- Default Fund:** 16000-000-000
- Taxable:** No
- For Sale:** Yes
- For Sale On Web:** No
- Allow Backorder:** No
- On Demand:** No
- Service Only:** Yes
- Unit Weight:** 0.00000

8. When users are prepared send all **Orders** in the Results screen into a **Prepared State**, they click on the **Fulfill All** button.



10. Users will receive the following message:



11. If prepared to process the Orders completely, users should click **OK** and move on to the next sub-module – **Prepared Orders**.

## Prepared Orders Processing STEPS

Follow the example below for an explanation of how to process **Prepared Orders**.

1. Selecting values from one or all of the three available look up fields: **Warehouse**, **After**, or **Before** fields in the **Locate Prepared Orders** section enables users to narrow the **Orders** that display in the **Results** section below.
  - **Warehouse** – enables user to search by Warehouse for orders.
  - **After** – Use Date Picker to search for Orders after a specific date.
  - **Before** – Use Date Picker to search for Orders before a specific date.

The screenshot displays the 'Prepared Orders' interface. At the top, there is a search section with three filters: 'Warehouse' (a dropdown menu), 'After' (a date picker), and 'Before' (a date picker). Below these filters are 'Search Options' including a toggle for 'Include Fulfilled' and two buttons: 'Apply' and 'Clear'. The results section shows a table with columns: 'Pick Ticket', 'Packing Slip', 'Redo', 'Warehouse', 'Pull Date', 'Shipment Count', 'Item Count', 'Operator', and 'Fulfilled'. A single row of data is visible, showing an event on 2024-04-04 at 02:08:30 PM with 1 shipment and 4 items, performed by Dave O'Connell. The table includes pagination controls at the top and bottom, showing '1 items in 1 pages' and a page size of 20.

2. Users can also click on the **Include Fulfilled** toggle to see Orders that have been previously Fulfilled.

3. From the **Results** section, users can run outputs for **Pick Tickets** or **Packing Slips** for any Toggled selections (left column).

The screenshot shows a software interface with a table of data. At the top, there is a 'Mark Fulfilled' checkbox and a 'Refresh' button. Below that, there are navigation controls including a page number '1' and a 'Page size: 20' dropdown. The table has several columns: Warehouse, Pull Date, Shipment Count, Item Count, Operator, and Fulfilled. The first row of data shows 'Events' as the Warehouse, '2024-04-01 10:40:03 AM' as the Pull Date, '1' as the Shipment Count, '4' as the Item Count, and 'Dave O'Connell' as the Operator. Two buttons, 'Pick Ticket' and 'Packing Slip', are highlighted with red boxes, and each has an 'Export' button below it.

4. The **Export** file will display in **PDF**.

- For the **Pick Ticket**:

**Training – Sales - Dave O'Connell**  
 PRODUCT FULFILLMENT  
 , Tulsa, OK  
 For any inquiries regarding this order please call

---

**PICK TICKET**

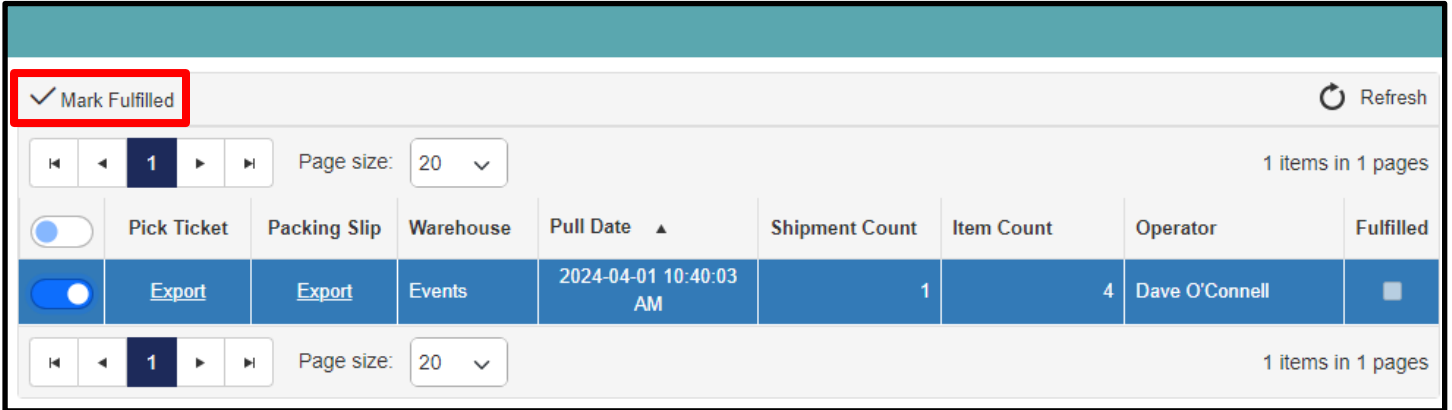
Kits				
Location	Category	Product	Description	Quantity
Events		Kit: 123229	Bible Study Kit: Reg, Bible, Study Guide, & Reception	1
Item Sub-Total:				1
Kit Items for kit: 123229				
Location	Category	Product	Description	Quantity
Main		Kit Item: 123226	Bible Study Guide	1
Events		Kit Item: 123227	Bible Study Registration	1
Main		Kit Item: 123228	Bible	1
Item Sub-Total:				3
<b>Total Shipments:</b>				<b>1</b>
<b>Total Items:</b>				<b>4</b>

- For the **Packing Slip:**

<b>Events</b>			
PRODUCT FULFILLMENT <i>, Tulsa, OK</i>			
<b>PACKING SLIP</b>			
<b>Billed To:</b>		<b>Shipped To:</b>	
CHASE QUINN 48494 PURCELL PL VICTORIA, BC V8S 1Y7 Canada		CHASE QUINN 48494 PURCELL PL VICTORIA, BC V8S 1Y7 CA	
Customer ID	Order Number	Date Ordered	Ship Method
40010478	742057	12/10/2023	Standard
Quantity	On Backorder	Stock Code	Title / Description
1	0	123229	Bible Study Kit: Reg, Bible, Study Guide, & Reception <span style="float: right;"><b>Kit Includes:</b></span>
1	0	123226	Bible Study Guide
1	0	123227	Bible Study Registration
1	0	123228	Bible
<b>This is not an invoice. This order has been paid for in full.</b>			
20240401104003/11646/1			
<b>Training – Sales</b> <i>, Tulsa, OK</i>		<b>Training – Sales</b> <i>, Tulsa, OK</i>	
<b>International Shipment</b>	40010478	<b>International Shipment</b>	40010478
CHASE QUINN 48494 PURCELL PL VICTORIA, BC V8S 1Y7 CA		CHASE QUINN 48494 PURCELL PL VICTORIA, BC V8S 1Y7 CA	



- When users are prepared they toggle the desired Orders to mark as **Fulfilled**.
  - This is generally done **AFTER** Exporting files to the warehouse.
- Then click on the **Mark Fulfilled** button.



- Those Orders are now marked as Fulfilled and disappear from the Results.
  - If users need to see them again, they can toggle on the **Include Fulfilled** in the **Locate Prepared Orders** section and click **Apply** to display them in the **Results** section.

