**POLICY: Batch Control**  
**Effective: 3/28/04**

Revised 9/7/05

**Objective:** To provide business standards for creating, balancing and closing gift and pledge batches.

Due to the complex nature of processing gifts and pledges, only staff in the Gift Records Office at each campus will have access to create and modify batches and transactions.

Gift and pledge transactions are sorted and entered into ANDI in batches. A unique consecutive number is assigned by the system when a new batch is created. Each batch has a status, which tells whether the batch is in progress (status is Open), ready for gift processing (status is Closed) or failed to process through gift processing (status is Incomplete, Totals failed or Verification failed).

Batches should contain no more than 25 transactions. Batches may contain various types of transactions to include gifts, pledges, non-philanthropic and modifications.

For questions regarding this policy, contact the Advancement Services help desk at (865) 974-4153 or email ANDIHelp@tennessee.edu
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1. Switch to Maintenance mode.

2. On the Main Menu, under Fiscal, choose Gift/Pledge, then Batch.

3. Click the New icon on the edit bar.

4. Enter your name in the comment field. **Note:** This will identify your batch to prevent another user from accidentally entering transactions to your batch. The comment field may also be used for notes about this batch such as, why it is being left open, special processing constraints or future actions specific to this batch.

5. Click the Save icon on the edit bar.

6. To begin entering transactions in the batch make sure the batch is highlighted in the upper portion of the window, then click on the Ledger icon on the edit bar.

7. After all transactions have been entered, return to the batch control window.

8. On the Batch Control window, select ‘C’ (Closed) in the Status field. **Note:** Before a batch can be closed the Net Sum of Receipts and the Net Sum of Pledges must be entered.

9. Click in the Net Sum of Receipts field and enter the total legal amount for all transactions included in this batch.
   
   **To calculate batch totals:** a) add the amount for each new gift entered b) subtract the amount in gift reversal transactions c) subtract the old amount for gift transactions changed by a modification d) add the revised amount for gift modification transactions. The amount entered here must agree with the total calculated by ANDI in order to ‘Close’ the batch. **Note:** When the amounts disagree, an error message appears on the window.

10. Click in the Net Sum of Pledges field and enter the total of the legal amount for pledge transactions included in this batch.

   **To calculate this total:** a) add the amount in each new pledge b) subtract the amount in pledge transactions being reversed c) subtract the old amount for pledge transactions changed by a modification d) add the revised amount for pledge transactions modified. The amount entered here must agree with the total calculated by ANDI in order to ‘Close’ the batch. When the amounts disagree, an error message appears on the window.

11. Click Save on the edit bar. **Note:** After your batch is saved, the Gift Validation Report runs automatically to assure there are no errors before closing the batch.
12. After the gift validation report is completed, run a proof report for the batch. Click on the Proof Report icon on the edit bar.

13. Click the Print icon on the edit bar.