

RECEIPT ENTRY

There are a few ways to enter a receipt in Aristotle 360.

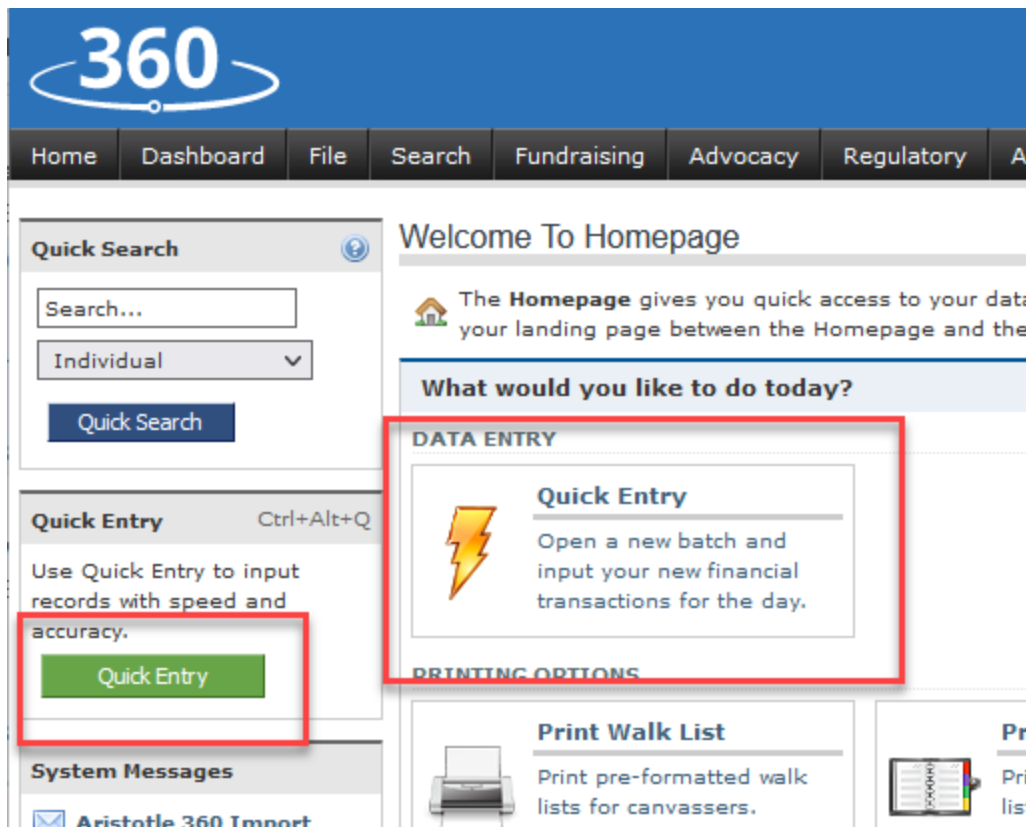
- Quick Entry
- Batch Entry
- Import – Please see NAR Receipt Import for instructions

This Guide will cover Quick Entry and Batch Entry.

Quick Entry

Quick Entry is used for adding a minimal number of receipts that you are not importing. Import is the best choice for entering large numbers of receipts.

From the Aristotle 360 Home Screen, click on either Quick Entry option.



The Quick Entry screen has 3 main sections to it.

- 1) The top is used to search for an Individual, Organization, or Committee record.
- 2) The middle is where receipts or disbursements are added.
- 3) The bottom shows the statistics for what was completed in the middle section.

Quick Entry

Quick Entry allows you to input records with speed and accuracy.

Quick Entry Transaction Type: Receipts

Individuals Organizations Committees

Use the area below to search for individuals. You have to search by Source ID. (The search will return all results LIKE your search criteria)

Source ID:

First Name: Middle: Last Name:

Restart Search Search

Receipts Disbursements Groups Attendees

Receipts entered here will be assigned to the currently selected entity.

Date: 11/07/2022 Amount: \$ Transfer: \$

Agent Date: Check #:

Account: Alaska State Checking - Alaska R Batch:

Type: Contribution Sub-type: Check

Status: Period: Other - 2022

Program: -- Not Selected -- ☐ Include Inactive Local Association:

Event: -- Not Selected -- Source: -- Not Specified -- New

Recognition Year: 2022

Purpose:

Clear Submit Submit/Additional Transaction

Statistics

Inds. Processed:	0	Disbursements Processed:	0	Disbursements Total: \$	0.00
Orgs. Processed:	0	Receipts Processed	0	Receipts Total: \$	0.00
		Event Attendees Processed:			

Processed Records

Action	Type	Name	Details
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To enter a receipt, start in the 1st section. Enter the Source ID, which is the same thing as Member ID, **or** enter the name and then click search.

Individuals Organizations Committees

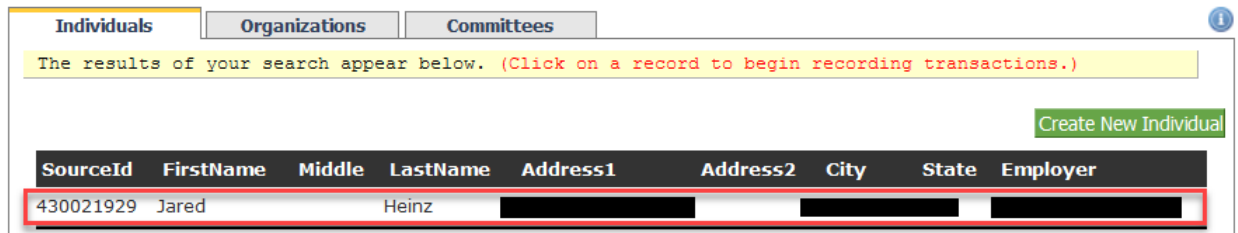
Use the area below to search for individuals. You have to search by Source ID. (The search will return all results LIKE your search criteria)

Source ID:

First Name: Middle: Last Name:

Restart Search Search

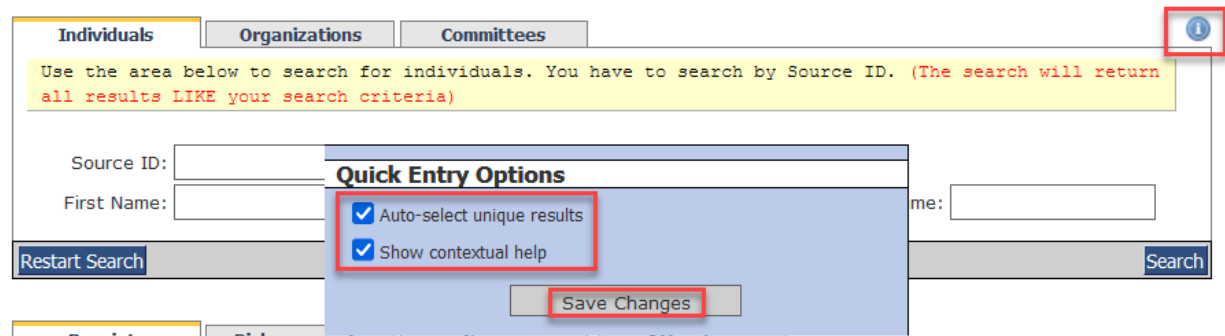
The individual will populate. Click on the name to select the individual.



The screenshot shows a web interface with three tabs: 'Individuals' (selected), 'Organizations', and 'Committees'. Below the tabs is a yellow message box: 'The results of your search appear below. (Click on a record to begin recording transactions.)'. To the right of this box is a green button labeled 'Create New Individual'. Below the message box is a table with the following columns: SourceId, FirstName, Middle, LastName, Address1, Address2, City, State, and Employer. The first row of the table contains the following data: 430021929, Jared, , Heinz, [redacted], [redacted], [redacted], [redacted], [redacted]. The first row is highlighted with a red border.

SourceId	FirstName	Middle	LastName	Address1	Address2	City	State	Employer
430021929	Jared		Heinz	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Tip: Save a click and streamline the entry process by clicking the blue information icon  to the top right. On the popup box, check Auto-select unique results. Doing this saves you from having to click the individual when there is only one to choose from.



The screenshot shows the search interface with the 'Individuals' tab selected. A yellow message box at the top says: 'Use the area below to search for individuals. You have to search by Source ID. (The search will return all results LIKE your search criteria)'. Below this are input fields for 'Source ID:' and 'First Name:'. To the right of these fields is a blue button labeled 'Search'. A 'Quick Entry Options' popup is open, showing two checked options: 'Auto-select unique results' and 'Show contextual help'. Below the popup is a 'Save Changes' button. A red box highlights the blue information icon in the top right corner of the interface.

Now that the individual's information is displayed in the top section, you can enter the receipt details in the middle section.

Under the Receipts tab:

- Enter Agent Date - This is the date the local association received the contribution
- Select the Account from the drop-down menu
- *Optional:* Select the Event if the receipt is to be linked to an event
- Enter Amount
- Enter the Check Number
- Select the Batch
- *Optional:* If you want to credit a local association different from the contributor's primary association, you can enter the 4 digit number in the Local Association field. Otherwise, the receipt will default to the primary association.
- *Optional:* If your state uses source, select the source from the drop-down menu
- Click Submit

Quick Entry

 Quick Entry allows you to input records with speed and accuracy.

Quick Entry Transaction Type: Receipts ▼

Individuals

Organizations

Committees

Jared Heinz selected. You are now recording transactions to this individual.

Source ID: 430021929

Salutation:

First Name: Jared

Middle:

Last Name: Heinz

Mail Name:

Address:

Preferred Phone Number:

City:

Preferred Email:

State, Zip: KY 3003

Occupation: Real Estate Broker

Employer:

RECEIPT DATE

RECEIPT AMOUNT

PERIOD

Restart Search

Update Individual

Receipts

Disbursements

Groups

Attendees

Receipts entered here will be assigned to the currently selected entity.

Date: 11/07/2022

Amount: \$ 50.00

Transfer: \$

Agent Date: 11/07/2022

Check #: 1234

Account: KY - KENTUCKY RPAC

Batch: 19KY11072022RPA

Type: Contribution

Sub-type: Check

Status:

Period: Other - 2022

Program: -- Not Selected -

☐ Include Inactive

Local Association:

Event: -- Not Selected --

Source: -- Not Specified --

Recognition Year: 2022

Purpose:

Clear

Submit

Submit/Additional Transaction

Batch Entry

To enter a receipt directly into an existing batch, open the batch.

Go to File > Batches. Then open the batch you want to enter the receipt into.

Expand the Receipts panel, then click New Receipt.

Batch: 39OR1103-042022RPAC

Add New Batch

Print

Save Changes

Close/Cancel

Basic Information

Batch Name: 39OR1103-042022RPAC

Open Date: 11/7/2022

Close Date:

Receipt Target (\$): 0.00

Disburs. Target (\$): 0.00

Receipts Entered: \$ 1,015.00

Disburs. Entered: \$ 0.00

+ Amount is different than total amount from the transaction

Reset Transactions

Vetting and Transfer Tool

Transaction Defaults

(Click to Expand\Hide)

Receipts

(Click to Expand\Hide)

Amount	Date	Name	Type	Sub-Type
\$400.00	11/3/2022	Staley, Bonnie	Contribution	Credit Card
\$100.00	11/3/2022	Tavares, Lisa Adair	Contribution	Credit Card
\$250.00	11/4/2022	Ficker, Benjamin D	Contribution	Credit Card
\$15.00	11/4/2022	Morss, Mary E	Contribution	Credit Card
\$250.00	11/4/2022	Segoviano, Vanessa Diana	Contribution	Credit Card

Page 1 of 1 (5 items)

Clear filter

Check Limit

New Receipt

Disbursements

(Click to Expand\Hide)

A small popup window will appear to search for the Individual or Organization. Select the type, then enter the Member ID or Name. Click on the magnifying glass to search. When then correct Individual or Organization shows in the window, double click on the name.

Type: Individual

Find: 705544112

Kelly Dupuis (Bonanza, OR)

[Close]

The Add Receipt window will appear.

Enter the Amount, the Date Received by the local association, a Check Number if applicable, the Account you wish to use, the Event if you are linking the receipt to an event, the Source if your state uses Source, and the Recognition Year. Click Save and Close.

Add Receipt

Process Credit Card Transaction Report ID Unassigned

Save and Close Cancel

Contributor: Kelly Dupuis

Amount (\$): 50.00

Date: 11/04/2022

Received Date: 11/04/2022

Check #:

Type: Contribution

Sub-type: Credit Card

Committee: Oregon Realtors Political

Account: OR State Checking

Period: Other - 2022

Batch: 39OR1103-042022RPAC

Advocate ID:

Pledge:

ADDITIONAL FIELDS

Purpose:

Deposited: 11/7/2022

Due Date:

Bank Statement Date:

Status:

State:

Program: Click to Select Program..

Event: -- Not Specified --

Source: -- Not Specified -- New

Source ID:

Interest Rate: %

Recognized: 2023

Note:

The receipt will now appear in the Receipts panel with the other receipts in the batch.

Transaction Defaults (Click to Expand\Hide)				
Receipts (Click to Expand\Hide)				
Amount	Date	Name	Type	Sub-Type
 \$400.00	11/3/2022	Staley, Bonnie	Contribution	Credit Card
 \$100.00	11/3/2022	Tavares, Lisa Adair	Contribution	Credit Card
 \$50.00	11/4/2022	Dupuis, Kelly	Contribution	Credit Card
 \$250.00	11/4/2022	Ficker, Benjamin D	Contribution	Credit Card
 \$15.00	11/4/2022	Morss, Mary E	Contribution	Credit Card
 \$250.00	11/4/2022	Segoviano, Vanessa Diana	Contribution	Credit Card
    				Page 1 of 1 (6 items)
Clear filter Check Limit New Receipt				
Disbursements (Click to Expand\Hide)				