

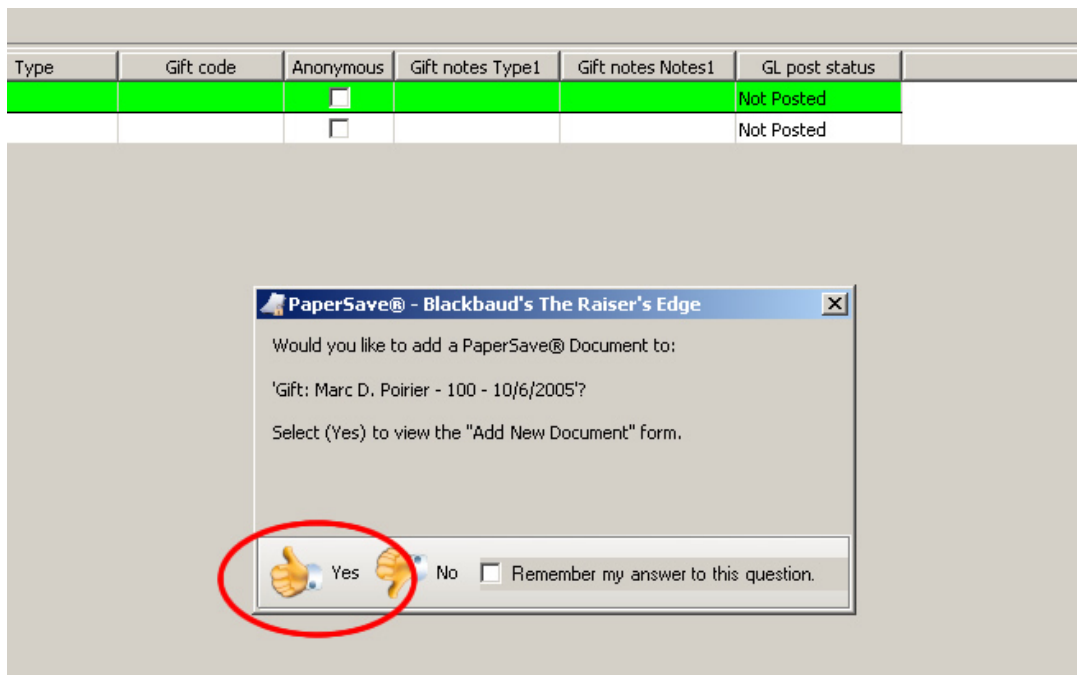


Last Updated: September 2008

II.11 Adding Papersave Documents in a Batch

This document describes how to add documents that will be stored in Papersave in the Raisers Edge or Financial Edge from a Batch. Note that this example uses a gift batch to demonstrate. The steps are the same for any record type.

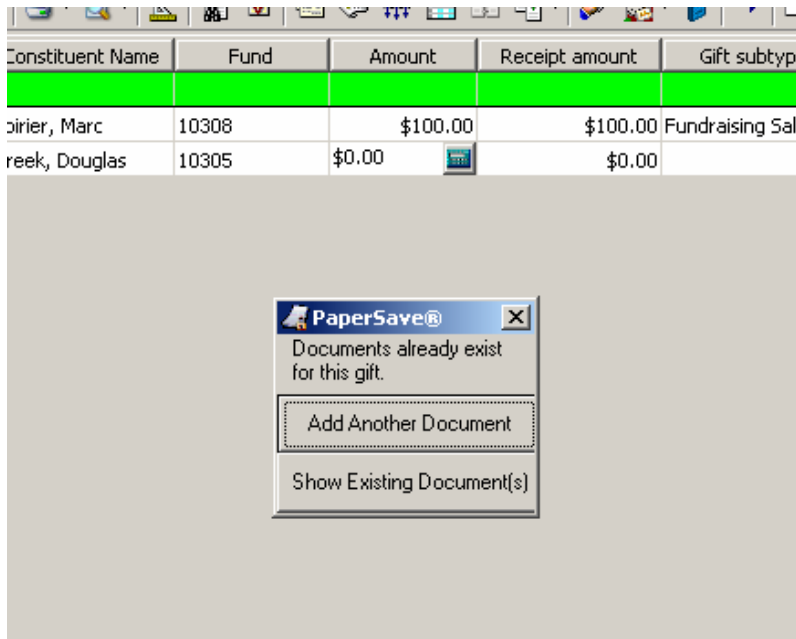
1. Create a batch in RE or FE.
2. Begin inputting data into the first row. When you reach the end, simply hit the Tab key to move to the next row. At that time, Papersave will ask if you would like to add a document. Click *Yes*.



3. See "II.9 Adding Documents in Papersave" for further instructions on how to add a document with either *Attach a File* or *ScanLater*. Note that either method will work, but that the documents will not appear until the batch has been committed.



- Continue adding information row-by-row until all information has been added. If at any point you would like to view or add a document to the row you are currently modifying, simply click off the row and Papersave will appear.



- If you are creating a gift batch: once all gifts have been added to the batch, send an email containing the batch number to Foundation accounting and attach the deposit ticket.