



Updates

Staff

7me

Gift Aid II

Update Alert – Gift Aid

We're pleased to share an important update to the Gift Aid feature on ACMS!

It is now possible to change the Gift Aid tag on donations. Previously, once a donation was tagged as Gift Aid, it couldn't be "untagged" or corrected.

With this improvement, **staff members** can now update donations if:

1. The wrong tag was selected by mistake
2. The tag was forgotten and needs to be added

This gives us greater flexibility and accuracy in managing donations.

What's new?

On **INCOME** click '**View Receipts**'. (**Church Level**)

On **REPORTS** click '**Income**' then '**View All Receipts**'. (**Conference Level**)

The screenshot shows the ACMS Home dashboard. On the left sidebar, the 'Income' menu item is highlighted with a green box. The main content area shows a 'Welcome!' message and a notification box titled 'Potential Duplicates' with 3 potential duplicates and a 'Click Here To Check' link.

Select the month you need, and '**Search**'.

The screenshot shows the ACMS Search interface. The 'Search' page has a 'Sort receipt by:' dropdown set to 'Number'. The search filters show Year: 2025, Month: 11, Filter type: Remittance Date. The search results table has columns: Receipt, Giver, Receipt Sending, Gift Aid, Email, Amount, and Attachment. The 'Gift Aid' column is highlighted with a green box and a green arrow pointing to it. The table shows several receipt entries, with some having 'Gift Aid' checked.

| Receipt | Giver | Receipt Sending | Gift Aid | Email | Amount | Attachment |
|---|-------|-----------------|-------------------|-------------------------------------|--------|------------|
| 02/11/2025 - Online Tithes/Offering by Credit or Debit Card | | | | | | |
| <input type="checkbox"/> | 854 | Pauline | Printed and Email | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> | 855 | | | <input checked="" type="checkbox"/> | | |
| 03/11/2025 - 7me Batch via Credit or Debit Card | | | | | | |
| <input type="checkbox"/> | 856 | | | <input type="checkbox"/> | | |
| 03/11/2025 - 7me Batch via Credit or Debit Card | | | | | | |
| <input type="checkbox"/> | 857 | | | <input type="checkbox"/> | | |
| 04/11/2025 - Online Tithes/Offering by Credit or Debit Card | | | | | | |
| <input type="checkbox"/> | 1146 | | | <input type="checkbox"/> | | |

Print Report Print Receipt Send Receipt