Strategic Scorecard

The Strategic Scorecard provides an overall view of Muse Machine. Used internally by staff and confidentially by the Board of Trustees (BoT), the scorecard is updated by program areas, finance, and development. Development is often asked to update the scorecard multiple times throughout the month.

The scorecard is located at \Muse Shared\Reports-Dashboard for Committee-Board\20XX-20XX. Within the appropriate year folder, there is a Previous Versions folder. The naming standard for the Strategic Scorecard is 2018-19 Muse Machine Strategic Scorecard_20190807-v2, with "-v2" being added only if there is more than one version made on the same day. As the scorecard is updated the name of the file should be updated using the naming standard and the previous version should be moved into the Previous Versions folder.

Scorecard Process

The Strategic Scorecard has been formatted to allow for autofill options to help to eliminate data entry errors. Development has a tab dedicated to each section with built-in pivot tables to help with data analysis.

- Dev- Grants tab contains all information for current fiscal year grants.
 - Run the Salsa Advanced Query Annual Grants



Go to Reports → Queries → Advanced Query Wizard

• Choose the Annual Grants query

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2395	08/05/2019	03/02/2020	DWarvel	Donation	Mar 2, 2020, 1:42:33	3 PM	Endowment Campaign for Educator Exc	ellence Gifts
2059	03/12/2019	02/28/2020		Donation	Feb 28, 2020, 1:00:2	29 PM	For TY Letters Mail Merge Export	
2705	12/10/2019	02/28/2020	DWarvel	Donation	Feb 28, 2020, 11:43	:19 AM	Annual Benefit Dinner	
2396	08/06/2019	02/28/2020	DWarvel	Donation	Feb 28, 2020, 11:40	:37 AM	All Annual Social & Show Gifts	
2397	08/07/2019	02/28/2020	DWarvel	Donation	Feb 28, 2020, 11:30	:13 AM	Annual Restricted Individual Giving	
2394	08/05/2019	02/28/2020	DWarvel	Donation	Feb 28, 2020, 11:23	:23 AM	Circle of Friends	
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- Click Next
- After the results have populated, click Convert to Spreadsheet



- The raw data that comes out of Salsa will need to be manipulated.
 - Move data in Fund Name2 into the Fund Name column.
 - In the Donation Amount Column Convert to Number
 - If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh both pivot tables.
- Ensure that the Summary data table total matches the All Grants pivot table total.
- Dev- Sponsorships tab contains all information for current fiscal year sponsorships.
 - o Run the Salsa Advanced Query Annual Sponsorships
 - Go to Reports→Queries→Advanced Query Wizard

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Choose the Annual Sponsorships query

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- Click Next
- After the results have populated, click Convert to Spreadsheet

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1	٩	Jackie Lockwood	Lockwood	Jackie	2019-2020 Annual	Secondary Programs			
1	٩	Patti Giering	Giering	Patricia	2019-2020 Annual	Student Performance			
1	٩	The Dupps Company Charitable Foundation	The Dupps Company		2019-2020 Annual	Preschool & Elementary Programs			
1	٩	The Jesse and Caryl D. Philips Foundation	The Jesse and Caryl D. Philips Foundation		2019-2020 Annual		Student Perform		
-	٩	The Mary H. Kittredge Fund	The Mary H. Kittredge Fund		2019-2020 Annual	Summer Institute			
•	٩	Centerville Noon Optimist Club	Centerville Noon Optimist Club		2019-2020 Annual	Secondary Special Projects			
1	٩	Hartzell Propeller, Inc.	Hartzell Propeller, Inc.		2019-2020 Annual		Secondary Prog		
1	٩	Cargill, Inc.	Cargill, Inc.		2019-2020 Annual	Preschool & Elementary Programs			
•	٩	The Schiewetz Foundation	The Schiewetz Foundation		2019-2020 Annual	Student Performance			
•	٩	Dr. & Mrs. Robert Goldenberg	Goldenberg	Debby	2019-2020 Annual		Secondary Prog		
1	٩	Dr. & Mrs. Robert Goldenberg	Goldenberg	Debby	2019-2020 Annual	Secondary Programs			
•	٩	Jackie Lockwood	Lockwood	Jackie	2019-2020 Annual	Summer Institute			
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1	٩	Anonymous	Campbell Zopf	Mary	2019-2020 Annual	Secondary Programs			
4	٩	Zenith Advisory Group Jay A. Grandfield, CRPC Investment Advisor	Zenith Advisory Group		2019-2020 Annual		Secondary Prog	-	
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 - Move data in Fund Name2 into the Fund Name column.
 - In the Donation Amount Column Convert to Number
 - If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh both pivot tables.
- Ensure that the Summary data table total matches the All Sponsorships pivot table total.
- **Dev- Circle of Friends** tab contains all information for all gifts related to the Circle of Friends campaign.
 - Run the Salsa Advanced Query Circle of Friends





• Choose the *Circle of Friends* query

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	Neibert L. Lemaster	Denie	Christenhar	Circle of Friends	Pagandan: Programa	Secondary Programs	2010 COF	2017-11-10	1,250.00	Dog
	Marcha & Staphan Goldhara	Coldborg	Stophon	Circle of Friends	Secondary Programs		2010 COF	2017-11-10	1,250.00	Don
	Marsha & Stephen Goldberg	Acobrack	Albort	Circle of Friends	Secondary Programs		2018 COF	2017-12-06	1,250.00	Don
	Moroba & Ptenhan Coldhara	Reldhere	Rtophon	Circle of Friends	Secondary Programs		2010 COF	2017-12-01	1,250.00	Don
	Marsha & Stephen Goldberg	Show	Monico	Circle of Friends	Secondary Programs	Recordery Programs	2020 COF	2017-12-01	1,250.00	Plad
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- The raw data that comes out of Salsa will need to be manipulated.
 - In the Donation Amount Column Convert to Number
 - If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh the pivot table.
- Ensure that the Summary data table total matches the pivot table total.
- **Dev- Unrestricted** tab contains all information for current fiscal year unrestricted gifts.
 - Run the Salsa Advanced Query Annual Unrestricted Individual Giving
 - Go to Reports→Queries→Advanced Query Wizard



Choose the Annual Unrestricted Individual Giving query

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Available Fields	Output Fields	Filter Fields
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Output Filter Sort Key	Add Calculation Add Calculation Merge Spouses Merge Exact Duplicate Results	Ascending Descending
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- Click Next
- After the results have populated, click Convert to Spreadsheet

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	List As Name	Last or Org Name	First Name	Campaign Name	Fund Name	Fund Name	Appeal Name	
e 🔍	Patti Giering	Giering	Patricia	2019-2020 Annual	Unrestricted		Unsolicited	*
 	Carol Barlage	Barlage	Carol	2019-2020 Annual		Unrestricted	2018 MM2 1718	
 <td>John & Gail Lyman</td><td>Lyman</td><td>John</td><td>2019-2020 Annual</td><td></td><td>Unrestricted</td><td>2018 MM3 1718</td><td></td>	John & Gail Lyman	Lyman	John	2019-2020 Annual		Unrestricted	2018 MM3 1718	
 <td>Barbara Kryter Ackerman Fund</td><td>Barbara Kryter Ackerman</td><td>Fund</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>Unsolicited</td><td></td>	Barbara Kryter Ackerman Fund	Barbara Kryter Ackerman	Fund	2019-2020 Annual	Unrestricted		Unsolicited	
 	Robert & Jean Beecher	Beecher	Jean	2019-2020 Annual		Unrestricted	2019 MM41819 A	
 <td>Carol Barlage</td><td>Barlage</td><td>Carol</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2018 MM2 1718</td><td></td>	Carol Barlage	Barlage	Carol	2019-2020 Annual	Unrestricted		2018 MM2 1718	
 <td>John & Gail Lyman</td><td>Lyman</td><td>John</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2018 MM3 1718</td><td></td>	John & Gail Lyman	Lyman	John	2019-2020 Annual	Unrestricted		2018 MM3 1718	
 <td>Rose Fox</td><td>Fox</td><td>Rose</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2019 MM41819 A</td><td></td>	Rose Fox	Fox	Rose	2019-2020 Annual	Unrestricted		2019 MM41819 A	
 <td>Elizabeth Stryker</td><td>Stryker</td><td>Elizabeth</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2019 MM41819 A</td><td></td>	Elizabeth Stryker	Stryker	Elizabeth	2019-2020 Annual	Unrestricted		2019 MM41819 A	
 <td>Robert & Jean Beecher</td><td>Beecher</td><td>Jean</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2019 MM41819 A</td><td></td>	Robert & Jean Beecher	Beecher	Jean	2019-2020 Annual	Unrestricted		2019 MM41819 A	
 <td>Mary Campbell Zopf</td><td>Campbell Zopf</td><td>Mary</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>In Memory Of</td><td></td>	Mary Campbell Zopf	Campbell Zopf	Mary	2019-2020 Annual	Unrestricted		In Memory Of	
 <td>Drs. Margaret Dunn & William Spohn</td><td>Spohn</td><td>William</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2019 MM41819 A</td><td></td>	Drs. Margaret Dunn & William Spohn	Spohn	William	2019-2020 Annual	Unrestricted		2019 MM41819 A	
 <td>Lawrence J. Litscher</td><td>Litscher</td><td>Lawrence</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2019 MM41819 A</td><td></td>	Lawrence J. Litscher	Litscher	Lawrence	2019-2020 Annual	Unrestricted		2019 MM41819 A	
 <td>John & Gail Lyman</td><td>Lyman</td><td>John</td><td>2019-2020 Annual</td><td>Unrestricted</td><td></td><td>2018 MM8 1718</td><td></td>	John & Gail Lyman	Lyman	John	2019-2020 Annual	Unrestricted		2018 MM8 1718	
 	Carol Barlage	Barlage	Carol	2019-2020 Annual	Unrestricted		2018 MM2 1718	
 	Carol Barlage	Barlage	Carol	2019-2020 Annual	Unrestricted		2018 MM2 1718	
	Tem & Cindy Clark	Clark	Thomas	2019-2020 Annual	Unrestricted		2019 MM41819 A	

- The raw data that comes out of Salsa will need to be manipulated.
 - In the Donation Amount Column Convert to Number
 - If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment or Recurring Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh the pivot tables
- Ensure that the color coding is applied appropriately, and the Summary data table total matches the pivot table total.
- **Dev- Restricted** tab contains all information for current fiscal year individual gifts restricted to a particular program area.
 - o Run the Salsa Advanced Query Annual Restricted Individual Giving
 - Go to Reports→Queries→Advanced Query Wizard

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• Choose the Annual Restricted Individual Giving query

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ID 2397 2479 2394 2393 2391	Created Updated 08/07/2019 03/03/202 08/27/2019 03/03/202 08/05/2019 03/03/202 08/05/2019 03/03/202 08/05/2019 03/03/202 08/05/2019 03/03/202	Author DWarvel DWarvel DWarvel DWarvel DWarvel DWarvel	Type Donation Donation Donation Donation	Show Last Run Mar 3, 2020, 11:48:35 AM Mar 3, 2020, 11:42:38 AM Mar 3, 2020, 11:25:34 AM Mar 3, 2020, 11:12:43 AM	 To v entries Smart Group 	Description Annual Restricted Individual Giving Annual Unrestricted Individual Giving Circle of Friends Annual Sponsorships Annual Grants	Annual Restricted Individual Giving
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- After the results have populated, click Convert to Spreadsheet

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4	ġ.				Step 3	Preview, Exclude,	and Modify Data.				
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	1	🔍 Stefan & Sharon Neumeiste	ſ	Neumeister	Stefan	2019-2020 Annual	Preschool & Elementary Programs		Unsolicited	-	
	1	🔍 Tom & Cindy Clark		Clark	Thomas	2019-2020 Annual	Student Performance		2019 MM41819 A		
	1	🔍 Tim & Susie Brabender		Brabender	Timothy	2019-2020 Annual	Student Performance		Personal Ask		
		🔍 Tra & Susan Thomsen		Thomsen	Ira	2019-2020 Annual		Student Performance	Angel Tickets		
	1	🔍 PJ & Arny Wagner		Wagner	Amy	2019-2020 Annual	Student Performance		Angel Tickets		
	1	🔍 Rosemary Asebrook		Asebrook	Rosemary	2019-2020 Annual	Student Performance		Angel Tickets		
	1	🔍 Alison Walker		Walker	Alison	2019-2020 Annual	Student Performance		Angel Tickets		
	1	🔍 Angie Wirick		Wirick	Angie	2019-2020 Annual	Student Performance		Angel Tickets		
	1	🔍 Daniel Hoge		Hoge	Daniel	2019-2020 Annual	Student Performance		Angel Tickets		
	*	🔍 Andy Wade		Wade	Andy	2019-2020 Annual	Student Performance		Angel Tickets		
	1	🔍 Martha & Dale Shields		Shields	Martha	2019-2020 Annual		Student Performance	Unsolicited		
	1	🔍 Martha & Dale Shields		Shields	Martha	2019-2020 Annual	Student Performance		Unsolicited		
	1	🔍 Dave & Stephanie Dickersor	n	Dickerson	Dave	2019-2020 Annual	Student Performance		Angel Tickets		
	1	Paul Rogers		Rogers	Paul	2019-2020 Annual	Student Performance		Angel Tickets		
	*	🔍 Martha & Dale Shields		Shields	Martha	2019-2020 Annual	Student Performance		Unsolicited		
	1	🔍 Mary Campbell Zopf		Campbell Zopf	Mary	2019-2020 Annual	Student Performance		Angel Tickets		
	1	🔍 Rosalie Catalano & Paul Gin	sburg	Catalano	Rosalie	2019-2020 Annual	Student Performance		Angel Tickets		
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- The raw data that comes out of Salsa will need to be manipulated.
 - Move data in Fund Name2 into the Fund Name column.

- In the Donation Amount Column Convert to Number
- If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh both pivot tables.
- **Dev- Social & Show** tab contains all information for current fiscal year Social & Show gifts and event fees.
 - o Run the Salsa Advanced Query All Annual Social & Show Gifts
 - Go to Reports→Queries→Advanced Query Wizard



Choose the All Annual Social & Show Gifts query

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2397	08/07/2019 03/03/202	0 Diviarivel	Donation	Mar 3, 2020, 11:50:35 AM		Annual Restricted Individual Giving All Annual Social & Show Gifts	
2479	08/27/2019 03/03/202	0 Dwarvei	Donation	Mar 3, 2020, 11:42:38 AM		Circle of Friends	
2394	08/05/2019 03/03/202	0 Dwarvei	Donation	Mar 3, 2020, 11:35:34 AM		Circle of Friends	
2393	08/05/2019 03/03/202	0 Dwarvei	Donation	Mar 3, 2020, 11:24:29 AM		Annual Sponsorships	
2391	08/05/2019 03/03/202	0 DWarvel	Donation	Mar 3, 2020, 11:12:43 AM		Annual Grants	
2533	09/26/2019 03/02/202	0 DWarvel	Donation	Mar 2, 2020, 1:58:37 PM		Current and Previous Year Unrestricted Individual Giving- for Dashbo	bard
2395	08/05/2019 03/02/202	0 DWarvel	Donation	Mar 2, 2020, 1:42:33 PM		Endowment Campaign for Educator Excellence Gifts	
2059	03/12/2019 02/28/202	0	Donation	Feb 28, 2020, 1:00:29 PM		For TY Letters Mail Merge Export	
2705	12/10/2019 02/28/202	0 DWarvel	Donation	Feb 28, 2020, 11:43:19 AM		Annual Benefit Dinner	
Showing 11	to 10 of 147 entries					< 1 2 3 4 5	15 >

 Check that the Fund Items Fund ID and Pledge Fund Items Fund ID is for the appropriate year. If the year needs to be changed, double click each and choose the appropriate year.



- Click Next
- After the results have populated, click Convert to Spreadsheet

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		List As Name	Last or Org Name	First Name	Campaign Name	Fund Name	Fund Name	Appeal Name
1	٩	King Orthodontics	King	Samuel	Special Events	2020 Social & Show		Social Sponsor- GOL 📤
1	٩	Kadie & Bob Crawford	Crawford	Katherine	Special Events	2020 Social & Show		Social Sponsor- GOL
√	٩	Adam & Andi Hickman	Crawford	Katherine	Special Events	2020 Social & Show		Social Sponsor- BRO
1	٩	Jeremy & Megan Fanning	Crawford	Katherine	Special Events	2020 Social & Show		Social Sponsor- BRO
/	٩	Doug & Sharon Scholz	Scholz	Douglas	Special Events		2020 Social & Show	Social Sponsor- GOL
1	٩	Mary Hutcheson	Hutcheson	Mary	Special Events	2020 Social & Show		Social & Show
1	٩	Mary Hutcheson	Hutcheson	Mary	Special Events	2020 Social & Show		Social & Show
√	٩	Laurie Westheimer, Realtor, Coldwell Banker Heritage	Westheimer	Laurie	Special Events	2020 Social & Show		Social Sponsor- BRO
/	٩	Mark & Martha Shaker	Shaker	Mark	Special Events	2020 Social & Show		Social Gift
1	٩	Mark & Martha Shaker	Shaker	Mark	Special Events	2020 Social & Show		Social & Show
√	٩	Mark & Martha Shaker	Shaker	Mark	Special Events	2020 Social & Show		Social & Show
1	٩	Mark & Martha Shaker	Shaker	Mark	Special Events	2020 Social & Show		Social & Show
1	٩	The Polar Group	Crawford	Katherine	Special Events	2020 Social & Show		Social Sponsor- SILV
1	٩	Irongate Inc., Realtors	Irongate Inc., Realtors		Special Events	2020 Social & Show		Social Sponsor- BRO
1	٩	Doug & Sharon Scholz	Scholz	Douglas	Special Events	2020 Social & Show		Social Sponsor- GOL
1	٩	Ira & Susan Thomsen	Thomsen	Ira	Special Events		2020 Social & Show	Social Sponsor- SILV
	Q	Eubel Brady & Suttman Asset Management	Eubel Brady & Suttman Asset Management		Special Events		2020 Social & Show	Social Sponsor- BRO
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- The raw data that comes out of Salsa will need to be manipulated.
 - In the Donation Amount Column Convert to Number
 - If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh the pivot table.
- Ensure that the Summary data table total matches the pivot table total.
- **Dev- Benefit Dinner** tab contains all information for current fiscal year Social & Show gifts and event fees.
 - o Run the Salsa Advanced Query Annual Benefit Dinner
 - Go to Reports→Queries→Advanced Query Wizard

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• Choose the Annual Benefit Dinner query

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2705	12/10/2019 03/	/03/2020 DWa	larvel	Donation	Mar 3, 2020, 12:0	J7:02 PM		Annual Benefit Dinner	
2396	08/06/2019 03/	/03/2020 DWa	/arvel	Donation	Mar 3, 2020, 11:5	57:33 AM		All Annual Social & Show Gift Ann	ual Benefit Dinner
2397	08/07/2019 03/	/03/2020 DWa	/arvel	Donation	Mar 3, 2020, 11:5	50:35 AM		Annual Restricted Individual Givin	9
2479	08/27/2019 03/	/03/2020 DWa	/arvel	Donation	Mar 3, 2020, 11:4	42:38 AM		Annual Unrestricted Individual Giv	ving
2394	08/05/2019 03/	/03/2020 DWa	/arvel	Donation	Mar 3, 2020, 11:3	35:34 AM		Circle of Friends	
2393	08/05/2019 03,	/03/2020 DWa	/arvel	Donation	Mar 3, 2020, 11:2	24:29 AM		Annual Sponsorships	
2391	08/05/2019 03,	/03/2020 DWa	/arvel	Donation	Mar 3, 2020, 11:	12:43 AM		Annual Grants	
2533	09/26/2019 03	/02/2020 DW/	/arvel	Donation	Mar 2, 2020, 1:58	3:37 PM		Current and Previous Year Unrest	ricted Individual Giving- for Dashboard
2395	08/05/2019 03	/02/2020 DW;	/arvel	Donation	Mar 2, 2020, 1:4:	2:33 PM		Endowment Campaign for Educat	or Excellence Gifts
2059	03/12/2019 02	/28/2020		Donation	Feb 28, 2020, 1:0	00:29 PM		For TY Letters Mail Merge Export	
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 Check that the Fund Items Fund ID and Pledge Fund Items Fund ID is for the appropriate year. If the year needs to be changed, double click each and choose the appropriate year.



- Click Next
- After the results have populated, click Convert to Spreadsheet

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		Step 3: Preview, Excl	ude, and Modify D	ata.			
L	ist As Name	Last or Org Name	First Name	Campaign Name	Fund Name	Fund Name	Appeal Name I
🖉 🔍 V	ectren Foundation	Vectren Foundation		Special Events	2020 Benefit Dinner		BD Table
🖌 🔍 S	Suzanne Patterson	Patterson	Suzanne	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖌 🔍 A	knonymous	Kunesh	Sarah	Special Events	2020 Benefit Dinner		BD Gold Tkt
A	ACCO Brands	ACCO Brands		Special Events		2020 Benefit Dinner	BD Sponsor
🖉 🔍 D)r. Ron Anderson and Robb Sloan Anderson	Anderson	Ronald	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖉 🔍 D	Dr. Ron Anderson and Robb Sloan Anderson	Anderson	Ronald	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖉 🔍 В	Bill & Sonnie Kasch	Kasch	Sonnie	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖌 🔍 A	knonymous	Campbell Zopf	Mary	Special Events	2020 Benefit Dinner		BD Sponsor
🖌 🔍 Р	≥am Houk	Houk	Pam	Special Events	2020 Benefit Dinner		BD Gold Tkt
🖌 🔍 S	Steven & Paula Reed in Honor of Susan & Bud Zupp	Reed	Steven	Special Events	2020 Benefit Dinner		BD Gift
🖌 🔍 D	Youg & Ann Almoney	Almoney	Аппе	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖌 🔍 M	Aark & Marilyn Dues	Dues	Marilyn	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖉 🔍 M	Aeagan Geeting in Honor of Bud & Susan Zupp	Geeting	Meagan	Special Events	2020 Benefit Dinner		BD Gift
🖉 🔍 V	/irginia & Edman Gray	Gray	Edman	Special Events	2020 Benefit Dinner		BD Gold Tkt
🖌 🔍 J	Iulia D. Hobart	Hobart	Julia	Special Events	2020 Benefit Dinner		BD Gold Tkt
🖉 🔍 D	arren McGarvey & Darrell Bickley	McGarvey	Darren	Special Events	2020 Benefit Dinner		BD Silver Tkt
🖉 🔍 т	'hom & Penni Meyer	Meyer	Thomas	Special Events	2020 Benefit Dinner		BD Platinum Tk 🖕

 The raw data that comes out of Salsa will need to be manipulated.

- In the Donation Amount Column Convert to Number
- If there is a number in the Installment ID column, change the Donation Type from Donation to Pledge Payment
- Copy the data and paste into the table in the Scorecard, replacing the former data.
- Refresh the pivot table.
- Ensure that the Summary data table total matches the pivot table total.