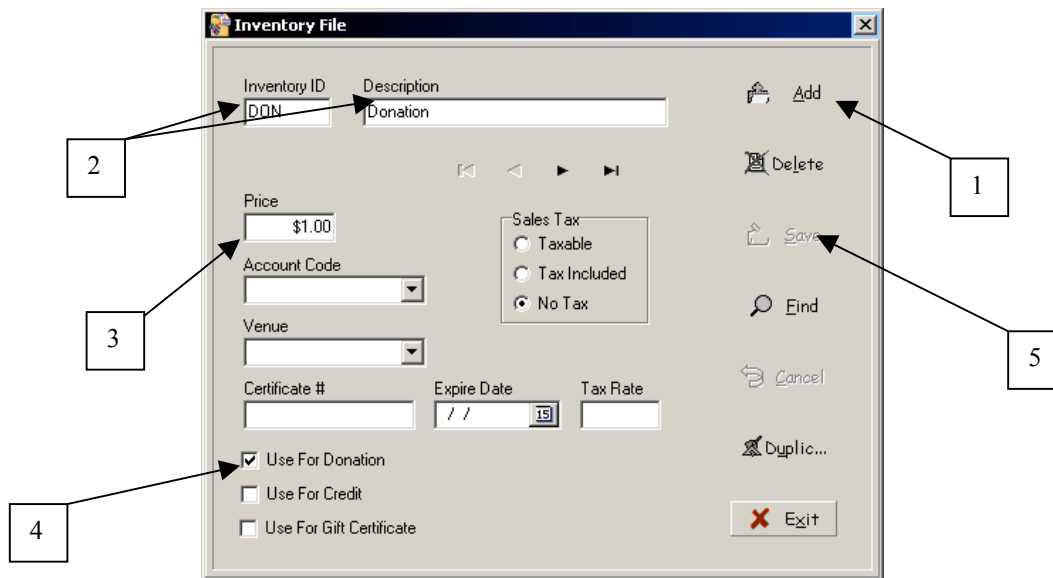


Entering a Donation as a Miscellaneous Sale

Setting up Inventory File

To enter a donation as a Miscellaneous Sale item, first you need to set-up the Donation as an item in the Inventory File. Go **File|Inventory File** or click on the **Inventory** button on the tool bar.

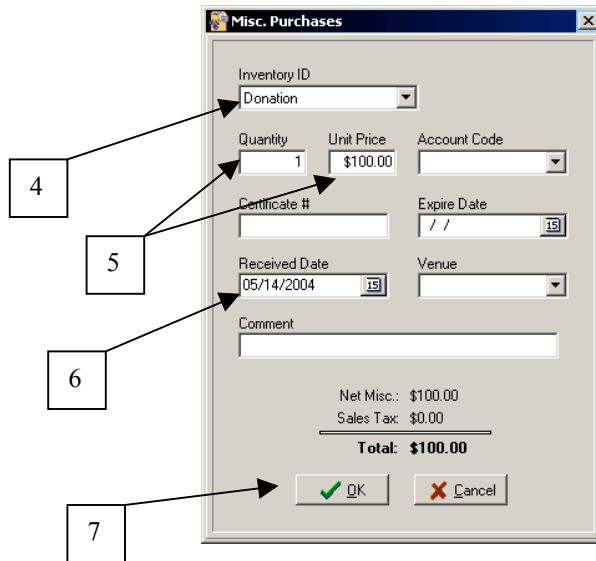


1. Click on the **Add** button to enter a new Inventory Item.
2. Enter an **Inventory ID** and **Description** for the donation.
3. If the donations will be various dollar amounts, enter **\$1.00** in the **Price** field. You can adjust the price to any number when you are entering the Miscellaneous Sale.
4. In order to track donations and print donation reports, you need to activate the **Use For Donation** check box by placing a check mark in that field.
5. Click on the **Save** button when finished.

Entering Donation as a Sale

To enter a donation as a sale, go to **File|Patron Sales** or click on the **Sales** button on the tool bar.

1. Choose the **Patron** that you want this donation assigned to.
2. Open the **Enter Payment** tab.
3. Click on the **Misc. Items** button on the bottom of the Payment screen.



The screenshot shows a 'Misc. Purchases' dialog box with the following fields and callouts:

- 4: Inventory ID dropdown menu (set to 'Donation')
- 5: Quantity text box (set to '1') and Unit Price text box (set to '\$100.00')
- 6: Received Date date picker (set to '05/14/2004')
- 7: OK button

Other visible fields include: Account Code dropdown, Certificate # text box, Expire Date date picker (set to '/ / 19'), Venue dropdown, Comment text box, and a summary section at the bottom showing 'Net Misc.: \$100.00', 'Sales Tax: \$0.00', and 'Total: \$100.00'.

4. Choose the **Inventory ID** associated with the Donation.
5. Enter the **Quantity**, this defaults to a 1. Tab through the Quantity and adjust the **Unit Price** if needed.
6. If you want the Donation to be tracked with a date that is not the current date, you may change the **Received Date** field. An example of this is tracking the donation in the next fiscal year.
7. Click **OK** when finished.

Once the Miscellaneous Item is entered, continue to complete the sale by entering the Payment for this sale. Once you are finished with the donation sale, you can **End the Session**.