

Donating Product

Last Modified on 12/04/2024 9:03 am CST

Sometimes donations of products are given to certain organizations. The donated Product must be removed from the inventory, and the amount of the donation should be recorded in the General Ledger.

1. Verify a Customer exists for the transaction. The organization receiving the donation could be the Customer, or a generic Donation Customer could be added if it is not necessary to track by organization.
2. Add an Invoice at *A/R / Invoice* for the donation Customer, selecting the Products donated.
3. Go to *Setup / A/R / Pay Methods* to verify that a *Donation* Pay Method exists. If it does not exist, choose **Add Row** and add it, directing the General Ledger posting to the Donations expense account.
4. Go to *A/R / Payments* to add a payment for the donation Invoice. Select the donation Customer, enter the donation amount in the *Payment Amount* area, and select the *Donation* Pay Method. **Save** the payment.

Payment on Accounts
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Date: 12/04/2024 Payment Number: 120409

<Customer ID>: Donate Donation Customer:

Payment Amount: 500.00 Regular

Surcharge Amount: 0.00

Payment Collected: 500.00

Discount Amount: <Disc Acct>: 4100000-00

Total Credit: 500.00 Control #:

	Regular	Prepay	U/A Cash	Budget
Before	500.00	0.00	0.00	0.00
After	0.00	0.00	0.00	0.00

Description:

Sort Invoices by: Standard

Use U/A Cash

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Donation		500.00	0.00	<input type="checkbox"/>	500.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	<input checked="" type="checkbox"/>	12/04/2024	1200999	01/15/2025	500.00	500.00	Expired	0.00	500.00	N15

Apply Untag All Print Form

Totals:

View Invoices

Print on Save Issue Check

Save Cancel