

# Donating Product

Last Modified on 04/06/2026 8:27 am CDT

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.

**Note:** Alternatively, place the donated amount in the *Discount Amount* field and select the appropriate *Disc Acct*. This would not require making a new Pay Method.

Payment on Accounts
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Date:   Payment Number:

<Customer ID>:  Donation Customer:

Payment Amount:  Regular

Surcharge Amount:

Payment Collected:

Discount Amount:  <Disc Acct>:

Total Credit:  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:

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"/>	12/04/2025	1200999	01/15/2026	500.00	500.00	Expired	0.00	500.00	N15

Totals

Print on Save
  Issue Check