



Donations Guide

for the **V6 System** Software

November 2018

The Retail Technology Group (RTG) recommends completing the procedures in this guide to create inventory records for donated items. Donated items are “received” in negative amounts to update inventory quantities (without affecting daily sales) and reduce the cost of goods accordingly. Donation-specific receiving reports can be created at the end of the year for tax purposes.

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Notices

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Publication Information

Donations Guide for the V6 System Software
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Set Up a Donations Vendor

Complete the following procedure to create a new vendor called “Donations.”

1. Select **Data > Vendor** from the menu bar to display the **Vendor** screen.
2. Click the **New** button on the toolbar to display the **Add Vendor** window.

The screenshot shows the 'Add Vendor' dialog box. The 'Vendor' field is populated with '98'. The 'Address' section includes a 'LookUp' button and fields for 'Last Name', 'Address1', 'Address2', 'City State Zip', and 'FFL'. Below these are fields for 'Phone #', 'Fax #', 'E-mail', 'Web Site', 'Customer ID', 'Ship Id', 'Terms', and 'FOB'. The 'Add' and 'Close' buttons are at the bottom right.

3. Enter “Donations” in the **Vendor** field.
4. Click the **Add** button to add the “Donations” vendor to the list of vendors on the **Vendor** screen.
5. Click the **Close** button to close the **Add Vendor** window.
6. Click the **Close** (red X) button on the **Vendor** screen to close it.

Create a Donations Invoice

Complete the following procedure to create an “invoice” for a donation.

1. Select **Process > Receive by Invoice** from the menu bar to display the **Receive by Invoice** screen.
2. Click the **New** button on the toolbar to display the **Add Receive by Invoice** window.

General UDF Total Reports

Invoice # 485 Ship Date 12/18/2013

Vendor LookUp

Contact

Terms

Due Date 12/18/2013

Reference #

☒ Queue Labels

Total 0.00

Add Close

3. Enter the name of the organization receiving the donation in the **Invoice #** field.
4. Click the **LookUp** button to display the **Choose a Vendor** window.

Vendor	Name	Address1
BIGROCK	BigRock	6546 East Industri
BUS PROD	BUSINESS PRODUCTS EXPRESS	
BUS PROD X	BUSINESS PRODUCTS EXPRESS	
CARQUEST	CARQUEST	
CENTURY	CENTURY DRILL & TOOL	
Donations		
FACugil	FA Cugil	Pta Stefan cel Mare
FIO	Fiocchi	235 East Lane
FORNEY	FORNEY	
HellCorn	Helland	Heinrichstrasse 26

OK Cancel

5. Click the **Donations** vendor to select it.
6. Click the **OK** button to close the **Choose a Vendor** window.

7. Click the **Add** button to close the **Add Receive by Invoice** window and display the new invoice on the **Receive by Invoice** screen.
8. If necessary, click the new invoice to select it.
9. Click the **Detail** tab to display it.
10. Click the **New** button in the toolbar to display the **Add Receive by Invoice Item** window.

11. Identify the item being donated.

► If the **Add Cross Reference** window displays, click the **Close** button to close it. (There is no need for a cross reference.)

12. Enter the quantity being donated as a negative number in the **Units Recv** field.

ARS 6 Add Receive by Invoice Item

General | Serial

X Ref:

Item Code:

Style:

Description 1:

Units Recv: Gp%: Price 1:
 Recv Qty: Price 2:
 Pkg Qty: / Price 3:
 Disc %: Price 4:
 Unit Cost: Ext Cost: Price 5:
 Ship Cost: 0.00 Sugg Retail:

☐ Update Cost Only

13. Click the **Add** button to display the item on the **Detail** tab.

14. The donation will be reflected in the following areas:

- The donated item will be removed from Inventory and quantities will be updated accordingly.
- The Receiving Report will display the donated amounts.

Invoice Received Report			Invoice #29			10/1/2010 12:59:12					
ARS Business Solutions, LLC			Vendor: DONATIONS			Page					
Reference # :											
Item #	Cross Ref#	Description 1	Description 2	Style	Size	Color	Other	Class Desc	Cost O		
Recv Qty	Pkg Qty	Units	Ext Disc	Ext Frght	Extended	Price 1	Unit Cost	GP%	Last Cost	L GP%	Char
230288		TUBE SWIMMING 48" COLOR			GC120			BIN A-20	POOL TOYS		<input type="checkbox"/>
-1	1	-1	0.00	0.00	-39.03	50.00	39.03	21.9	39.03	21.9	<input type="checkbox"/>
888522		UNCLE MIKES 1221 SWIVEL REMINGTON 760ES			888-522			888-522	Hunting		<input type="checkbox"/>
-5	1	-5	0.00	0.00	-37.75	11.99	7.55	37.0	7.55	37.0	<input type="checkbox"/>
867471		TRU-TURN 047ZS-1/0 WORM BRONZE			867-471			867-471	Hooks/Snells		<input type="checkbox"/>
-10	1	-10	0.00	0.00	-6.80	1.29	0.68	47.3	0.68	47.3	<input type="checkbox"/>
Total 3											
-16.00		-16.00				-83.58		Retail Total:		-122.85	

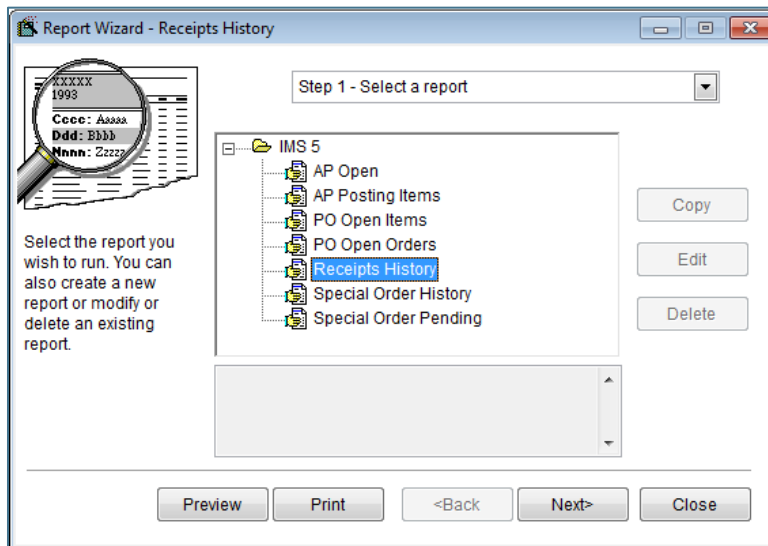
- The Receipt History Report will reflect the donated amounts. (This report may be helpful at end of year. Refer to [Print the Receipt History Report](#) for more information.)

Receipts History			1/1/2010 - 10/1/2010							
ARS Business Solutions, LLC							10/1/2010 1:09:22 PM			
Sorts: Posted Date							Page			
Filters: Vendor equals DONATIONS										
Posted PO #	Vendor Cross Ref #	Order # Order Type	Item # Reference #	Description 1 Description 2	Cost Only	Order Qty Recv Qty	Pkg Qty Units Qty	Unit Cost Ship Cost	Disc %	Extende
Posted: 10/1/2010										
10/1/2010 1:02:10 PM	DONATIONS		230288 29	TUBE SWIMMING 48" COLOR	<input type="checkbox"/>	-1 -1	1 -1	39.03 0.00	0.00	-39.0
10/1/2010 1:02:10 PM	DONATIONS		888522 29	UNCLE MIKES 1221 SWIVEL REMINGTON 760ES	<input type="checkbox"/>	-5 -5	1 -5	7.55 0.00	0.00	-37.7
10/1/2010 1:02:10 PM	DONATIONS		867471 29	TRU-TURN 047ZS-1/0 WORM HOOK BRONZE	<input type="checkbox"/>	-10 -10	1 -10	0.68 0.00	0.00	-6.8
Subtotal 3		Posted: 10/1/2010				-16.00 -16.00	3.00 -16.00	47.26 0.00		-83.5
Total 3						-16.00 -16.00	3.00 -16.00	47.26 0.00		-83.5

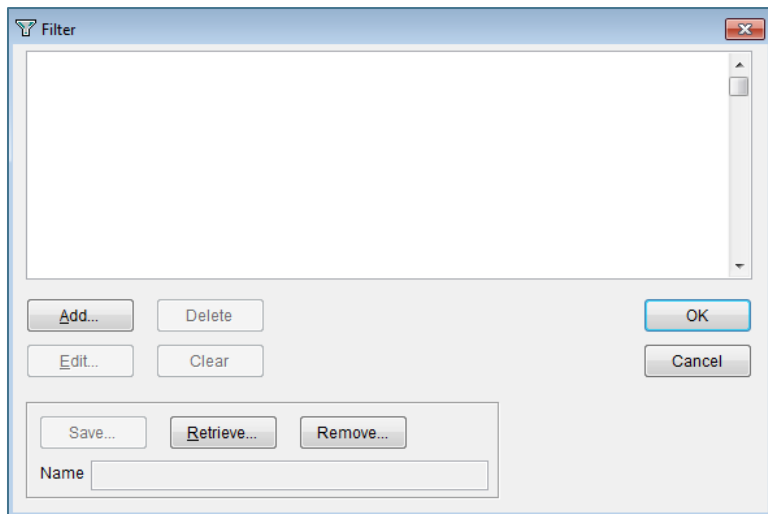
Print the Receipt History Report

Complete the following procedure to print the Receipt History Report.

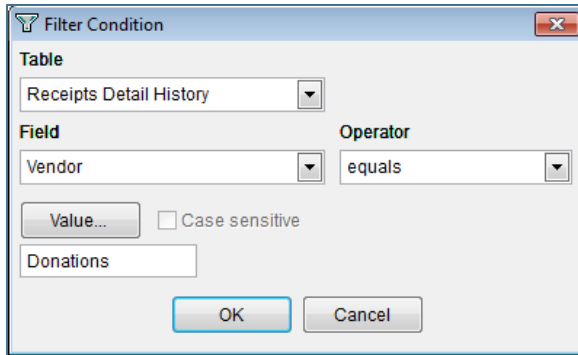
1. Select **Reports > Purchasing** from the menu bar to display the **Report Wizard** window.



2. Click the **Receipts History** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Click the **Filter** button to display the **Filter** window.



5. Click the **Add** button to display the **Filter Conditions** window.



6. Select "Receipts Detail History" from the **Table** dropdown field.
7. Select "Vendor" from the **Field** dropdown field.
8. Select "equals" from the **Operator** dropdown field.
9. Enter "Donations" in the **Value** field.
10. Click the **OK** button to close the **Filter Conditions** window and display the new filter in the **Filter** window.
11. Click the **Next** button to display the **Sort Records** window.
12. Click the **Next** button to display the **Report Options** window.
13. Enter desired date range.
14. Click the **Next** button to display the **Output Options** window.
15. Complete the following procedures as needed:
 - Click the **Preview** button to preview the report.
 - Click the **Print** button to print the report.
 - Complete the following procedure to save the report to a file:
 1. In the **Output to** section, click the **File** option (radio button) to select it.
 2. Click the **File** button to display an **Output to file** window.
 3. Navigate to the desired location.

► To ensure easy access to the report in the future, set up a folder specifically for this report on a USB drive, on the desktop, or in a dedicated directory (but NOT within the IMS directory).
 4. Enter a distinctive name for the report file in the **Output** field.
 5. Select the desired file format from the **Files of type** drop-down field.

► The PDF format is the most readable format.
 6. Click the **Open** button to close the **Output to file** window.
 7. Click the **Process** button

► When output is sent to a file instead of the printer, the **Process** button replaces the **Print** button.