# Donations Guide

## for the AcuSport® V6 System Software

January 2015

The AcuSport 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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## Publication Information

Donations Guide for the AcuSport® V6 System Software
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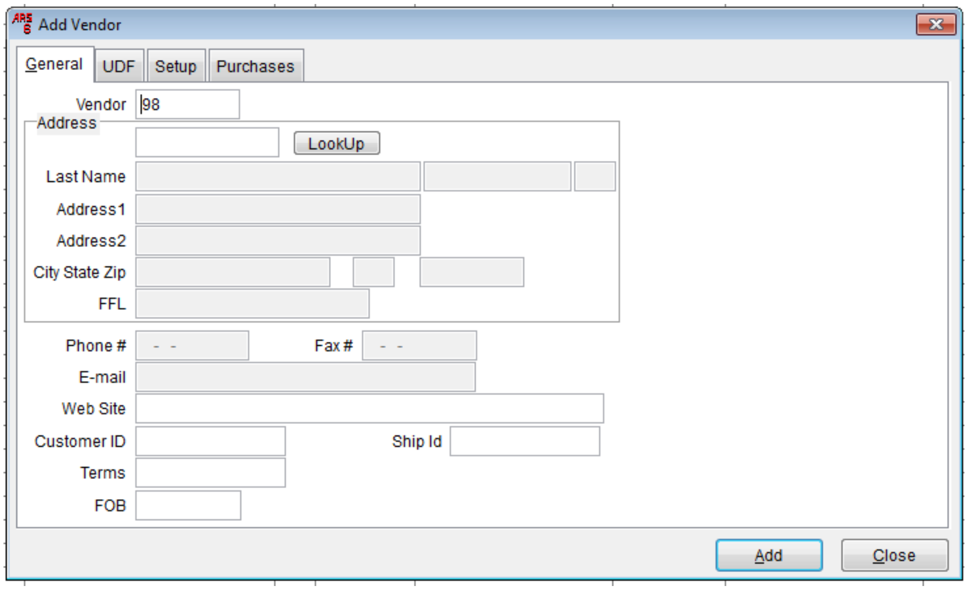
# Set Up a Donations Vendor

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.

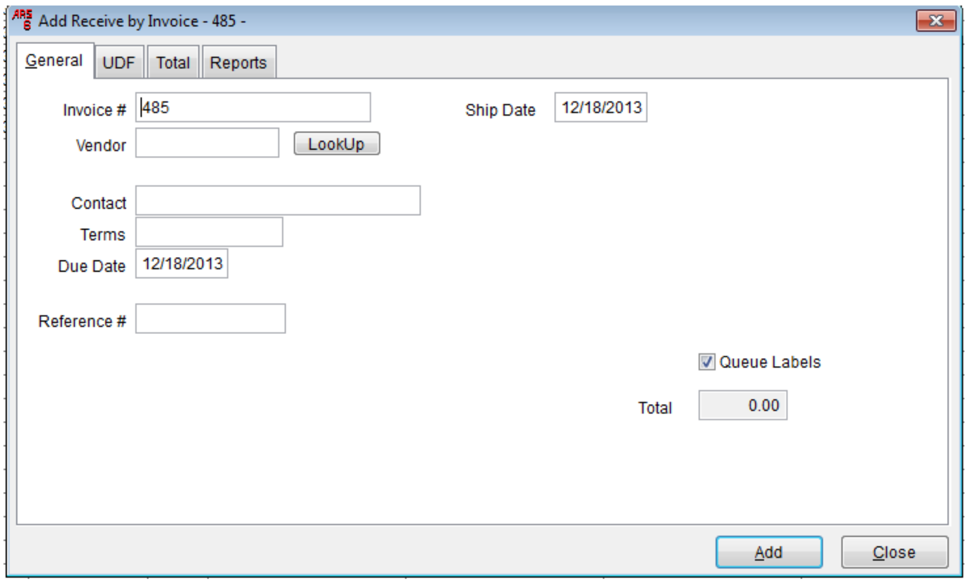



3. Enter "Donations" in the **Vendor** field.
4. Click the **Add** button to add the "Donations" vendor to the list of vendors on the **Vendor** screen.
5. Click the **Close** button to close the **Add Vendor** window.
6. Click the **Close** (red **X**) button on the **Vendor** screen to close it.

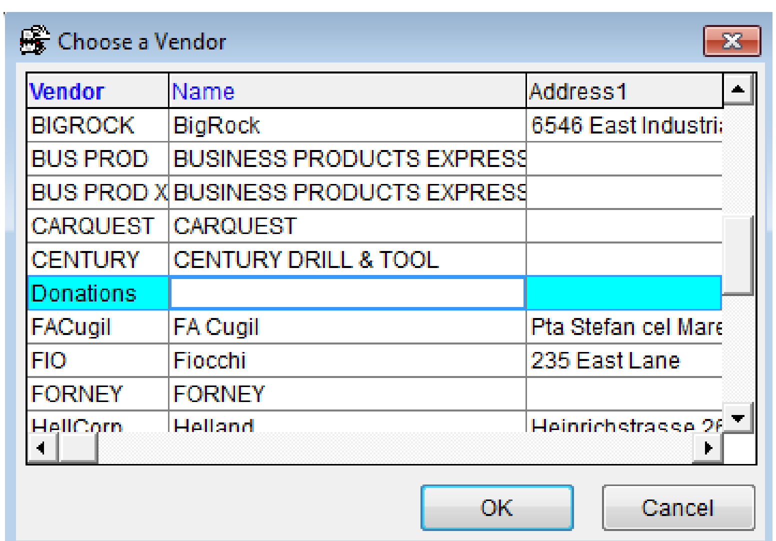
# Create a Donations Invoice

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.

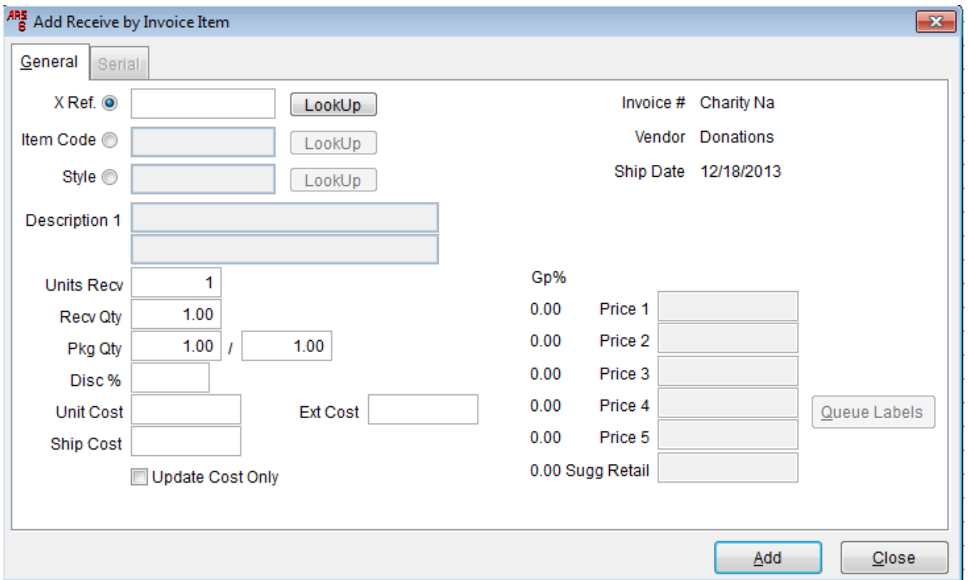



3. Enter the name of the organization receiving the donation in the **Invoice #** field.
4. Click the **LookUp** button to display the **Choose a Vendor** window.



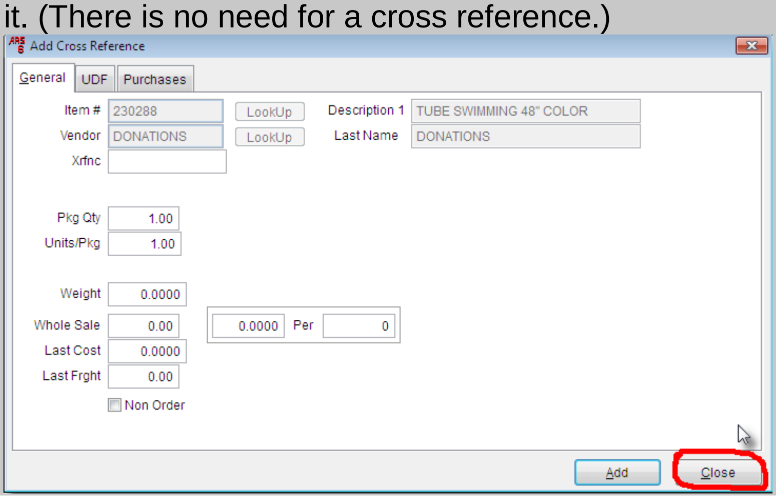

5. Click the **Donations** vendor to select it.
6. Click the **OK** button to close the **Choose a Vendor** window.

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.

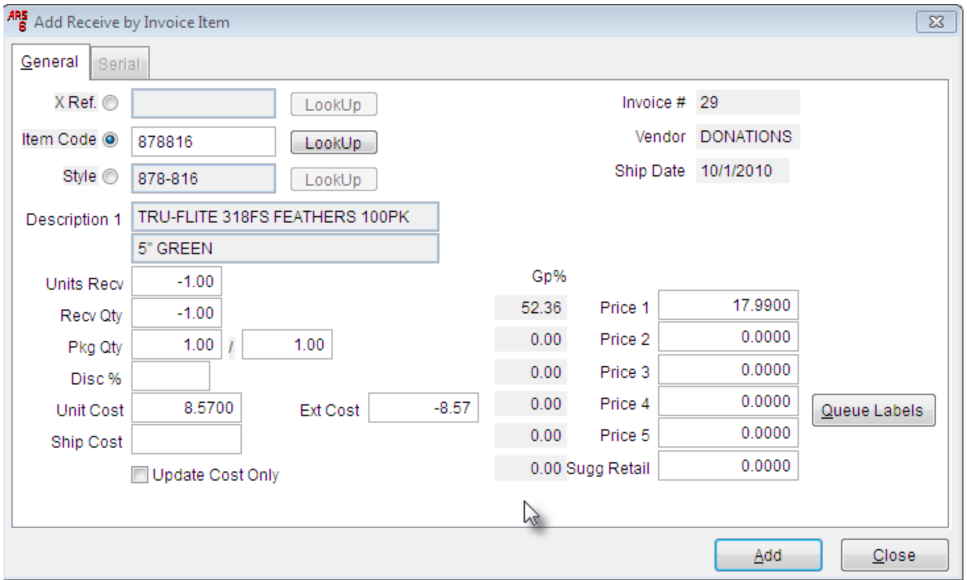



11. Identify the item being donated.

▶ 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.




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 — Pag
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 | | ☐ |
| | -1 | 1 | -1 | 0.00 | 0.00 | -39.03 | 50.00 | 39.03 | 21.9 | 39.03 | 21.9 | |
| 888522 | | | UNCLE MIKES 1221 SWIVEL | | REMMINGTON 760ES | 888-522 | | | 888-522 | Hunting | | ☐ |
| | -5 | 1 | -5 | 0.00 | 0.00 | -37.75 | 11.99 | 7.55 | 37.0 | 7.55 | 37.0 | |
| 867471 | | | TRU-TURN 047ZS-1/0 WORM | | BRONZE | 867-471 | | | 867-471 | Hooks/Snells | | ☐ |
| | -10 | 1 | -10 | 0.00 | 0.00 | -6.80 | 1.29 | 0.68 | 47.3 | 0.68 | 47.3 | |
| 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.)

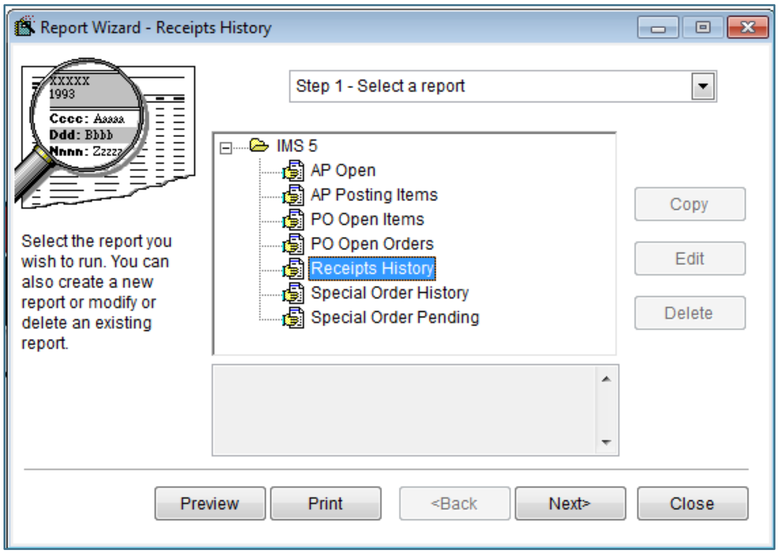
**Receipts History** — 1/1/2010 - 10/1/2010
ARS Business Solutions, LLC
Sorts: Posted Date — 10/1/2010 1:09:22 PI
Filters: Vendor equals DONATIONS — Page

| Posted<br>PO # | Vendor<br>Cross Ref# | Order #<br>Order Type | Item #<br>Reference # | Description 1<br>Description 2 | Cost Only | Order Qty<br>Recv Qty | Pkg Qty<br>UnitsQty | Unit Cost<br>Ship Cost | Disc % | Extende |
|---|---|---|---|---|---|---|---|---|---|---|
| **Posted: 10/1/2010** | | | | | | | | | | |
| 10/1/2010 1:02:10 PM | DONATIONS | | 230288<br>29 | TUBE SWIMMING 48" COLOR | ☐ | -1<br>-1 | 1<br>-1 | 39.03<br>0.00 | 0.00 | -39.0 |
| 10/1/2010 1:02:10 PM | DONATIONS | | 888522<br>29 | UNCLE MIKES 1221 SWIVEL<br>REMMINGTON 760ES | ☐ | -5<br>-5 | 1<br>-5 | 7.55<br>0.00 | 0.00 | -37.7 |
| 10/1/2010 1:02:10 PM | DONATIONS | | 867471<br>29 | TRU-TURN 047ZS-1/0 WORM HOOK<br>BRONZE | ☐ | -10<br>-10 | 1<br>-10 | 0.68<br>0.00 | 0.00 | -6.8 |
| **Subtotal 3** | **Posted: 10/1/2010** | | | | | -16.00<br>-16.00 | 3.00<br>-16.00 | 47.26<br>0.00 | | -83.5 |
| Total 3 | | | | | | -16.00<br>-16.00 | 3.00<br>-16.00 | 47.26<br>0.00 | | -83.5 |

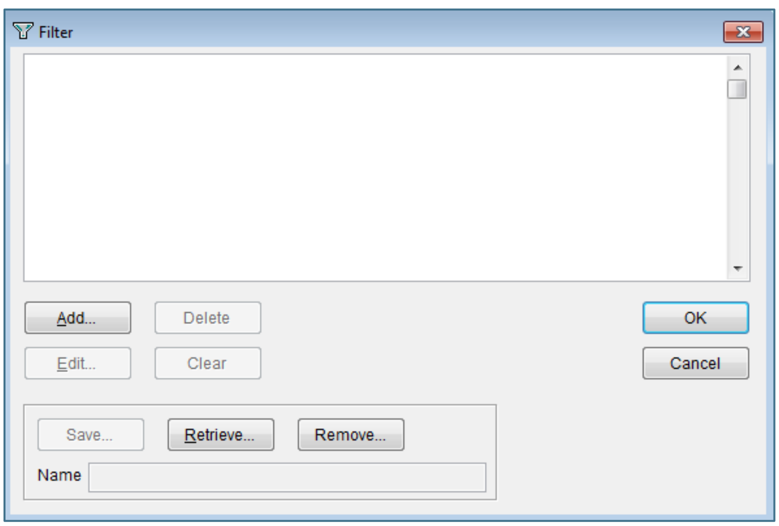
# Print the Receipt History Report

Complete the following procedure to print the Receipt History Report.

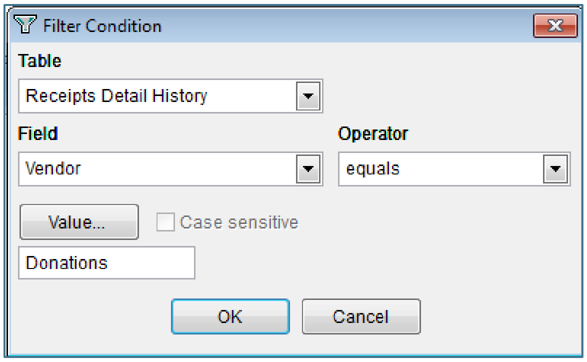
1. Select **Reports > Purchasing** from the menu bar to display the **Report Wizard** window.




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 <u>NOT</u> 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.