Donations

We recommend setting up a vendor called Donations. Then items can be 'negative' received to relieve the inventory and reduce the cost of goods.

The advantage of following this procedure will not increase your daily sales but will reduce the inventory. Another advantage is that at the end of the year, you can run a receiving report for the year so the donation amount can be reported for tax purposes.

Steps to follow:

1. Setup a new Vendor called DONATIONS
2. Process \ Receiving \ New on Toolbar
3. The 'Invoice Number' can be the name of the organization you are donating too.

4. Click on detail tab and hit NEW on the toolbar.
5. Key in the item that you are donating, hit add.
6. The 'Add Cross Reference window may open just hit cancel.
(There is no need to add a cross reference)

7. Enter the quantity you are donating with a negative sign in front.
Example :   -1

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 receiving report will now reflect the amount of the donations and your inventory will be removed accordingly.

An additional report that will be helpful at the end of the year would be a receipt history report.

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

Reports \ Purchasing\Receipts History
Filter \ Add
Table = Receipts Detail History
Field = Vendor
Operator = Equals
Value = Donations
Enter the date range, for example all year or all month