

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.

General UDF Total Reports

Invoice # 29 Ship Date 10/1/2010

Vendor DONATIONS LookUp

Contact

Terms

Due Date 10/1/2010

Reference #

Queue Labels

Total 0.00

Add Close

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)

General UDF Purchases

Item # 230288 LookUp Description 1 TUBE SWIMMING 48" COLOR

Vendor DONATIONS LookUp Last Name DONATIONS

Xrnc

Pkg Qty 1.00

Units/Pkg 1.00

Weight 0.0000

Whole Sale 0.00 0.0000 Per 0

Last Cost 0.0000

Last Freight 0.00

Non Order

Add Close

7. Enter the quantity you are donating with a negative sign in front.

Example : -1

General Serial

X Ref LookUp Invoice # 29

Item Code 878816 LookUp Vendor DONATIONS

Style 878-816 LookUp Ship Date 10/1/2010

Description 1 TRU-FLITE 318FS FEATHERS 100PK

5" GREEN

Units Recv -1.00 Gp%

Recv Qty -1.00 \$2.36 Price 1 17.9900

Pkg Qty 1.00 0.00 Price 2 0.0000

Disc % 0.00 Price 3 0.0000

Unit Cost 8.5700 Ext Cost -8.57 0.00 Price 4 0.0000

Ship Cost 0.00 Price 5 0.0000

0.00 Sugg Retail 0.0000

Update Cost Only

Queue Labels

Add Close

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	
888522		UNCLE MIKE'S 1221 SWIVEL REMMINGTON 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	
867471		TRU-TURN 047ZS-1/0 WORM BRONZE		867-471				867-471	Hooks/Sneels		<input type="checkbox"/>
-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
ARS Business Solutions, LLC
Sorts: Posted Date
Filters: Vendor equals DONATIONS

10/1/2010 - 10/1/2010
10/1/2010 1:09:22 PM
Page

Posted PO #	Vendor Cross Ref #	Order # Order Type	Item # Reference #	Description 1 Description 2	Cost Only	Order Qty Recv Qty	Pkg Qty UnitsQty	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 MIKE'S 1221 SWIVEL REMMINGTON 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

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