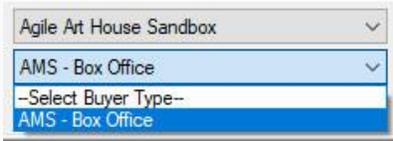
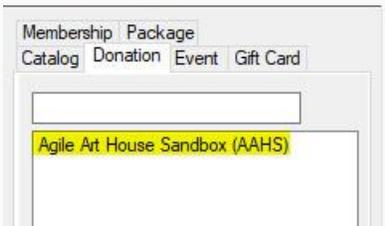


Adding A Donation In AMS

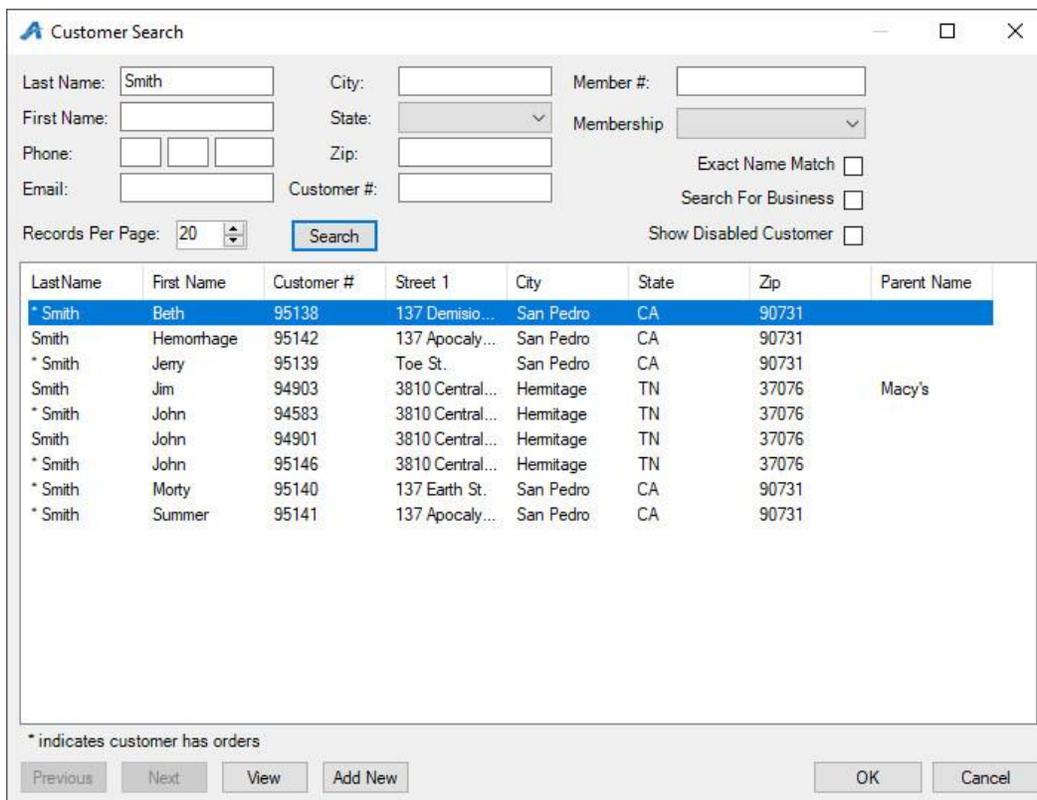
1. Open **Sales**.
2. Select the **Buyer Type** from the drop-down menu.



3. Click the **Donation** tab.



4. Click the **Customer** icon at the top of the screen. Either search for the **Customer** that is giving the donation or click **Add New** to enter the new customer's information.



Last Name	First Name	Customer #	Street 1	City	State	Zip	Parent Name
* Smith	Beth	95138	137 Demisio...	San Pedro	CA	90731	
Smith	Hemorrhage	95142	137 Apocaly...	San Pedro	CA	90731	
* Smith	Jerry	95139	Toe St.	San Pedro	CA	90731	
Smith	Jim	94903	3810 Central...	Hemitage	TN	37076	Macy's
* Smith	John	94583	3810 Central...	Hemitage	TN	37076	
Smith	John	94901	3810 Central...	Hemitage	TN	37076	
* Smith	John	95146	3810 Central...	Hemitage	TN	37076	
* Smith	Morty	95140	137 Earth St.	San Pedro	CA	90731	
* Smith	Summer	95141	137 Apocaly...	San Pedro	CA	90731	

* indicates customer has orders

Previous Next View Add New OK Cancel

5. Select the **Donation** program to which the customer is donating.

Customer #: 95138

Billing Address Beth Smith 137 Demission St. San Pedro, CA 90731	Shipping Address Beth Smith 137 Demission St. San Pedro, CA 90731
--	---

Donation	Sales Line Type	Sort Name
Art House Donations	Donation	Art House Donations

6. Select or enter the **Amount** they wish to donate and click **Pay**.

Customer #: 95138

Billing Address Beth Smith 137 Demission St. San Pedro, CA 90731	Shipping Address Beth Smith 137 Demission St. San Pedro, CA 90731	Credit Info Credit Limit: \$0.00 Available Credit: \$0.00 Account Balance: \$0.00 Deferred Balance: \$0.00
--	---	---

Donation	Sales Line Type	Sort Name	Org	Donation Status
Art House Donations	Donation	Art House Donations	AAHS	Active

\$0.00
 \$5.00
 \$10.00
 \$100.00
 \$500.00
 \$1,000.00
 \$1,000,000.00
 \$



7. Select the **Payment** type from the drop-down and click **Apply Payment**.

Payment Information		Summary Info	
Amount	500.00	Transaction Number:	141506
(Choose Method) <input type="button" value="v"/>		Subtotal:	\$0.00
(Choose Method)		Cash	\$0.00
Cash		Check	\$0.00
Check		Discover	\$0.00
Discover		MasterCard	\$0.00
MasterCard		Visa	\$0.00
Visa		Delivery Fees:	\$0.00
Expiration Date		Donations:	\$500.00
(Mo.) <input type="button" value="v"/> (Year) <input type="button" value="v"/>		Tax:	\$0.00
Security Code <input type="text"/>		Total:	\$500.00
Training Mode Active		Minimum Due:	\$500.00
		Payment Total:	
		Current Balance Due:	
<input type="button" value="Apply Payment"/>	<input type="button" value="Finalize"/>	<input type="button" value="\$1"/>	<input type="button" value="\$5"/>
		<input type="button" value="\$10"/>	<input type="button" value="\$20"/>
		<input type="button" value="\$50"/>	<input type="button" value="\$100"/>
		<input type="button" value="Exact Change"/>	

8. You can now send an **Order Confirmation** to the customer for tax purposes.

Agile Ticketing

The order finalized correctly.

Order Items Payments Additional Info

Customer #: 95138

Billing Address Beth Smith 137 Demision St. San Pedro, CA 90731	Shipping Address Beth Smith 137 Demision St. San Pedro, CA 90731	Credit Info Credit Limit: \$0.00 Available Credit: \$0.00 Account Balance: \$0.00 Deferred Balance: \$0.00
---	--	---

Order Totals

Order #:	138974	
Item Count:	0 Item(s)	
Subtotal:	\$0.00	
Ticket Fees:	\$0.00	
Service Fees:	\$0.00	
Order Fees:	\$0.00	
Delivery Fees:	\$0.00	
Donations:	\$500.00	
Tax:	\$0.00	
Order Total:	\$500.00	

Hide this window

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