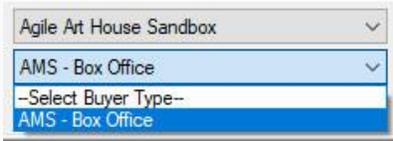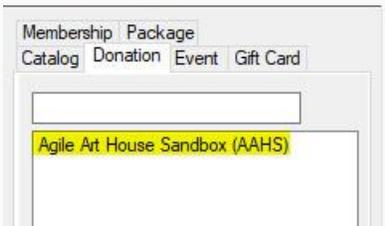# Adding A Donation In AMS
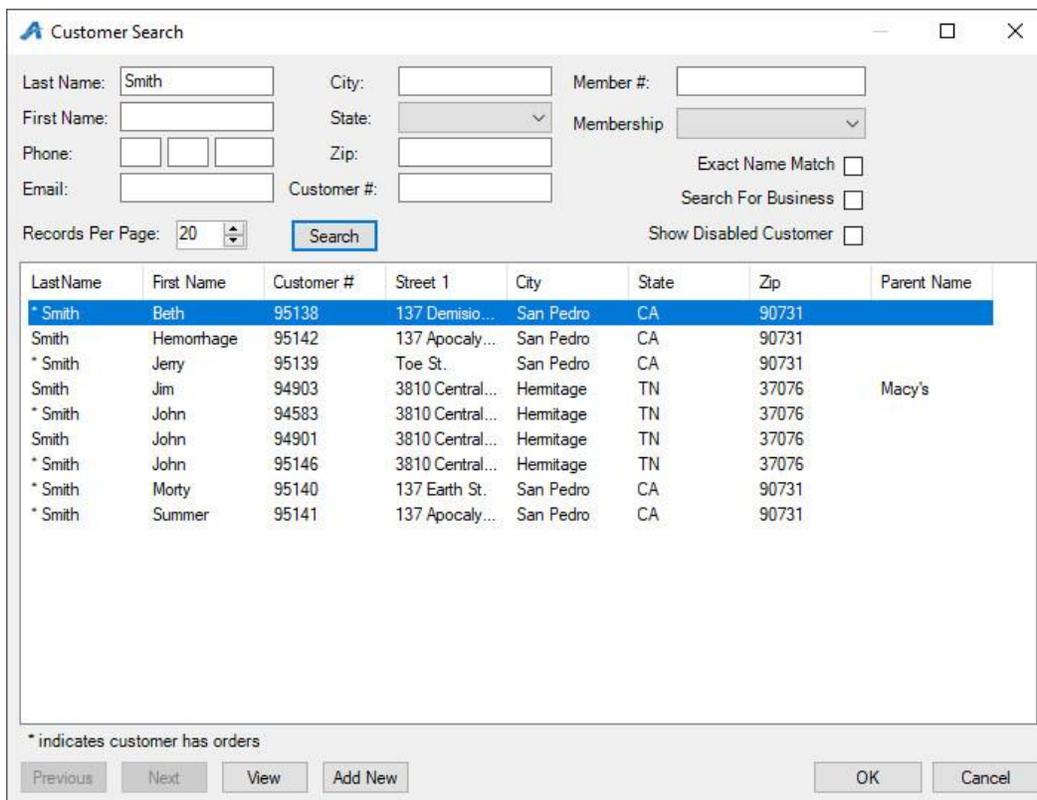
1. Open **Sales**.

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

3. Click the **Donation** tab.

4. Click the **Customer** Icon [Customer] 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.

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

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

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)		Subtotal:	$0.00
(Choose Method)			$0.00
Cash			$0.00
Check			$0.00
Discover			$0.00
MasterCard			
Visa			
Expiration Date		Delivery Fees:	$0.00
(Mo.)	(Year)	Donations:	$500.00
		Tax:	$0.00
Security Code		Total:	$500.00
		Minimum Due:	$500.00
Training Mode Active			

Payment Total:
Current Balance Due:

Apply Payment	Finalize		$1	$5	$10	$20	$50	$100	Exact Change

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