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.



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 **Paymen**t type from the drop-down and click **Apply Payment**.



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

