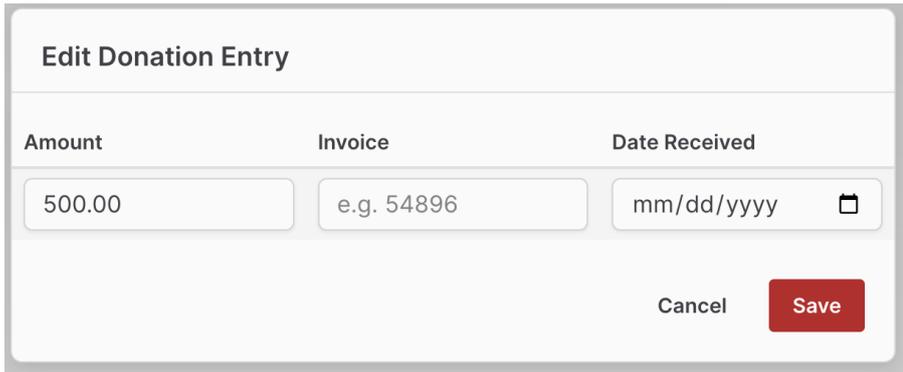


Receiving Donations

Once you have created a donation, it is not automatically considered to be received by the organization.

When a donation has been created, you can then click the checkbox in the Received section, which will open a pop-up.



The screenshot shows a pop-up window titled "Edit Donation Entry". It contains three input fields: "Amount" with the value "500.00", "Invoice" with the value "e.g. 54896", and "Date Received" with the placeholder "mm/dd/yyyy" and a calendar icon. At the bottom right, there are two buttons: "Cancel" and "Save".

Amount	Invoice	Date Received
500.00	e.g. 54896	mm/dd/yyyy 

Cancel Save

Now you can enter the amount received, any invoice number, and the date.

This will now appear in your reporting as a received donation.

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