


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.

Edit Donation Entry

| Amount | Invoice | Date Received |
|-------------------------------------|---|---|
| <input type="text" value="500.00"/> | <input type="text" value="e.g. 54896"/> | <input type="text" value="mm/dd/yyyy"/>  |
| <div>Cancel</div> | | <div>Save</div> |

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

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