

Select Detailed Information→Receipts. Select “Add New.”

At the Receipt Information screen, select “Find Contributor.” Search your database in the usual manner for the contributor.

Receipt Information

Receipt Type
General Contribution

Note(s)

Name/Address

Summary Information

Add Contributor ... Find Contributor ...

Form of Payment

Amount Date

Account
101010 [Checking (00000000) FROM TEST BA]

Add Close Add Refresh Add Exist Refresh Cancel

At the Receipt Information screen, select “In-Kind” for the form of payment, then add amount, date and in-kind description. Select “Add Close.”

The screenshot shows a software window titled "Receipt Information". At the top, there is a "Receipt Type" dropdown menu set to "General Contribution" and a "Note(s)" button. Below this is a section for contributor information. On the left, under "Name/Address", is a text box containing "JANE BROWN", "PO BOX 123", and "RALEIGH , NC 27601". To the right, under "Summary Information", is a list box showing "Sum to Date (Election Cycle): \$545.10", "Sum to Date (To Receipt Date): \$545.10", and "Sum to Date (Current Election): \$545.10". Below the contributor information are two buttons: "Edit Contributor ..." and "Find Contributor ...". Further down, there is a "Form of Payment" dropdown menu set to "In-Kind". To its right are two input fields: "Amount" with the value "\$45.10" and "Date" with the value "04/30/2010". Below these is an "In-Kind Description" text box containing the word "ENVELOPES". At the bottom of the window are five buttons: "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel".

This will add the contribution to your database, and the software will automatically create an offsetting expense for the in-kind contribution.