Enter an In-Kind Transaction

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.

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

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