

How do I enter a negative contribution?

Step 1

Log into Contribution Manager.

Step 2



The screenshot shows a dialog box titled "Add New Batch". It contains the following fields and controls:

- Batch Date: 10/24/2007 (with a calendar icon)
- Batch ID: 1
- Batch Name: Todays Giving
- Comments: (empty text area)
- Buttons: OK (with a green checkmark) and Cancel (with a red X).

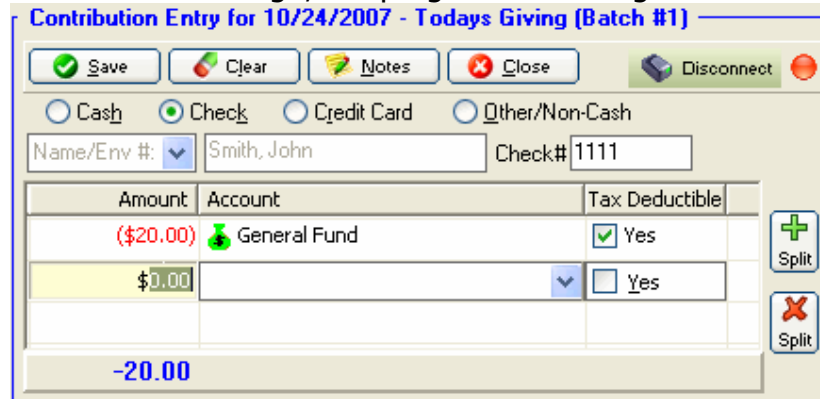
Choose the date you wish to post the transaction. You may choose any date. You can enter the transaction the same date the initial contribution was posted, the date the payment was returned, or today's date.

Step 3

Choose the method of the payment.
Enter the Person's Name/Env #

Step 4

Enter the amount of the transaction with a – sign in front of the dollar amount. After you enter the amount with a – sign, the program will change it to the following format.



The screenshot shows a window titled "Contribution Entry for 10/24/2007 - Todays Giving (Batch #1)". It contains the following elements:

- Buttons: Save (green checkmark), Clear (red X), Notes (yellow notepad), Close (red X), Disconnect (red circle).
- Radio buttons: Cash, **Check**, Credit Card, Other/Non-Cash.
- Fields: Name/Env #: Smith, John; Check#: 1111.
- Table:

Amount	Account	Tax Deductible
(\$20.00)	General Fund	<input checked="" type="checkbox"/> Yes
\$0.00		<input type="checkbox"/> Yes

Total: -20.00

Buttons: Split (+), Split (X)

Step 5

Enter the Account the original money was posted to.

Step 6

Post the transaction.