# About Entering Donations in QuickBooks

You can spend a lot of time with the mouse and keyboard if you use the Enter Sales Receipts window to record donations in your QuickBooks file. To refresh your memory, here it is:

This requires that you select the Customer:Job, possibly the Class, the Item, and the Deposit Account (unless you have set a preference for Undeposited Funds). That's a lot of keystrokes and mouse clicks to record just one donation.

Some users save time up front by entering donations directly into deposits. They bypass the Sales Receipt window and open the Make Deposits window instead. There they can enter multiple donations into just one, comprehensive deposit.

To take that approach, you select a customer name, an account, a payment method and a class for each donation. Then you enter an amount, and go on to the next line. See the next figure for an example of how it might look.
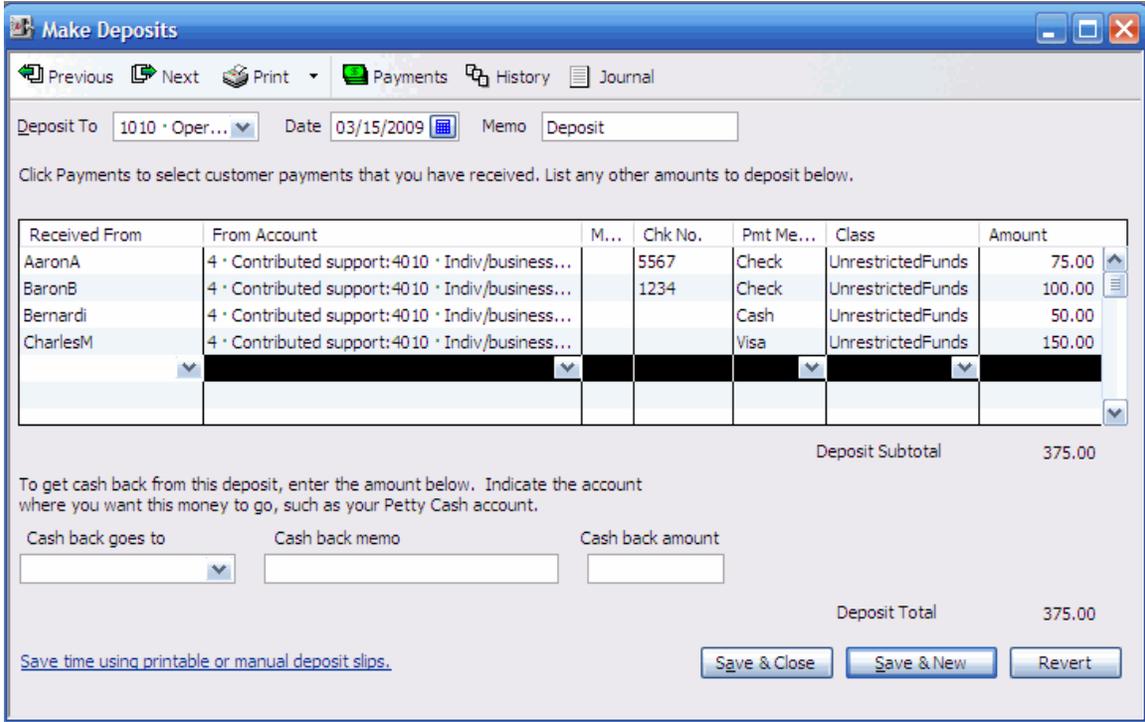
That's more convenient. Use the dropdowns and enter the amounts. No need to open a fresh receipt for each donation. When you're through, one click records all the donations in one deposit.

Nothing's free, though. Although you save a lot of time, it's hard to associate a donor name with a donation. For example, if you look at the transaction list for a donor in the Customer Center window, you won't see any donations entered in this way, with multiple donations on a single deposit.

And here's a journal entry for a multiple-donation deposit:
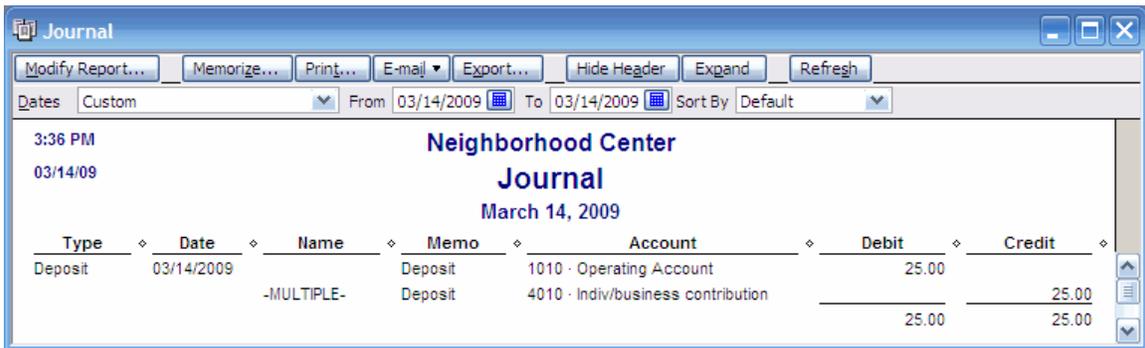
As usual, QuickBooks collapses across the detail lines of a multi-line transaction. Here it is in expanded view:

Now you can see the names of the donors whose contributions went into a deposit. But because they belong to the transaction's details, rather than to its aggregate, it becomes difficult to do things like totaling the contributions from a particular donor.

Also, the type of transaction is a deposit, so it won't show up in other useful reports. Here's the Sales by Customer Detail report, for example:


We know that there was a transaction, a deposit consisting of two donations, on March 14. But it won't show up in this report because it's a deposit, not a sale.

It's true that you can tease out the individual donations from multi-line deposits. Our Donor Acknowledgment letters do just that. But it's a pain to do so. It's much better to enter them as individual donations.

The Beyond the Ledgers utility called Create Sales Receipts is designed to help with this situation. It combines the convenience and efficiency of entering the donation data in one form with the reporting benefits you get from entering individual donation receipts. Furthermore, the single form you use is already largely filled in with donor names, accounts, items, and so on, to save you even more time.

Using the Create Sales Receipts utility

Begin by opening your QuickBooks file and dealing with any reminders or other dialog boxes that automatically appear. Then use Microsoft Excel^{TM} to open the workbook named *Create Sales Receipts.xls*. You'll see the following worksheet:
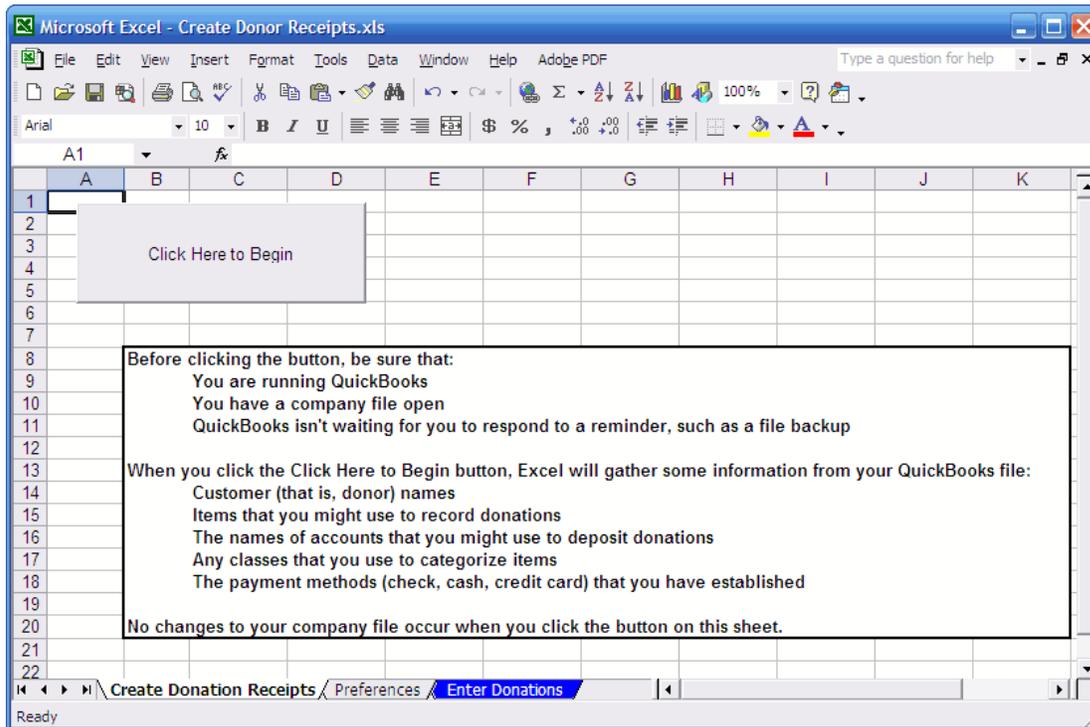
When you click the button labeled Click Here to Begin, Excel communicates with your QuickBooks file. At first, QuickBooks requires that you give your OK to allow the communication. You can deny Excel permission to read the data, but the utility can't do its job without that. You can also tell QuickBooks to allow Excel access, either with or without getting your approval next time.

Assuming that you give your permission, Excel pulls data from QuickBooks and puts some of it on the worksheet named Preferences, and some of it on the sheet named Enter Donations.

Here's the Preferences worksheet, which is displayed automatically after Excel has retrieved the data:
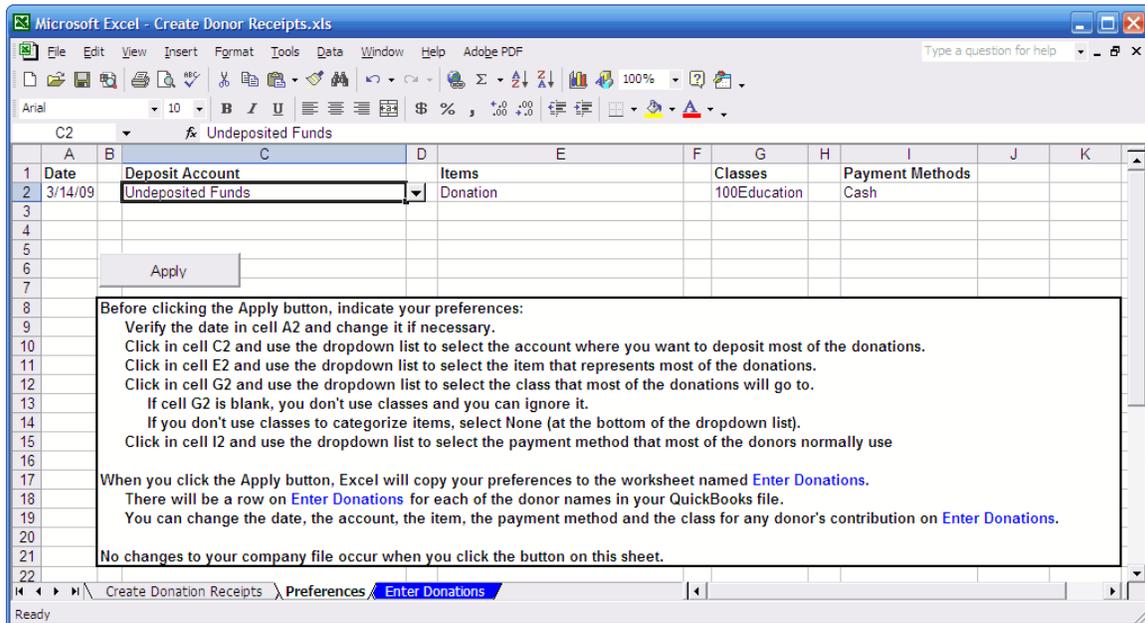
The Preferences worksheet shows you the current date in cell A2. Also in row 2, in columns C, E, G and I, there are values that come from your QuickBooks file. In this case, you see the Undeposited Funds account, the Donation item, a class named 100Education, and the Cash payment method.

The idea behind the Preferences worksheet is that most of the donations that you record on any given day are likely to be deposited to the same account, be recorded as the same item, share the same class (if any) and use the same payment method.

On the Preferences sheet, you indicate what those "default" values should be. Excel will use them when it creates the donation receipts. Don't worry – you can fine tune any donation to show a different account, payment method, item or class. For the moment, we're just trying to account for the majority of the donations.

For example, suppose that you don't want to accept Undeposited Funds as the account to which the donations will post. All your other bank accounts are available from the dropdown (see the prior figure, where a dropdown arrow appears in cell D2, but it controls the data in column C. The result of clicking that dropdown arrow appears in the next figure.
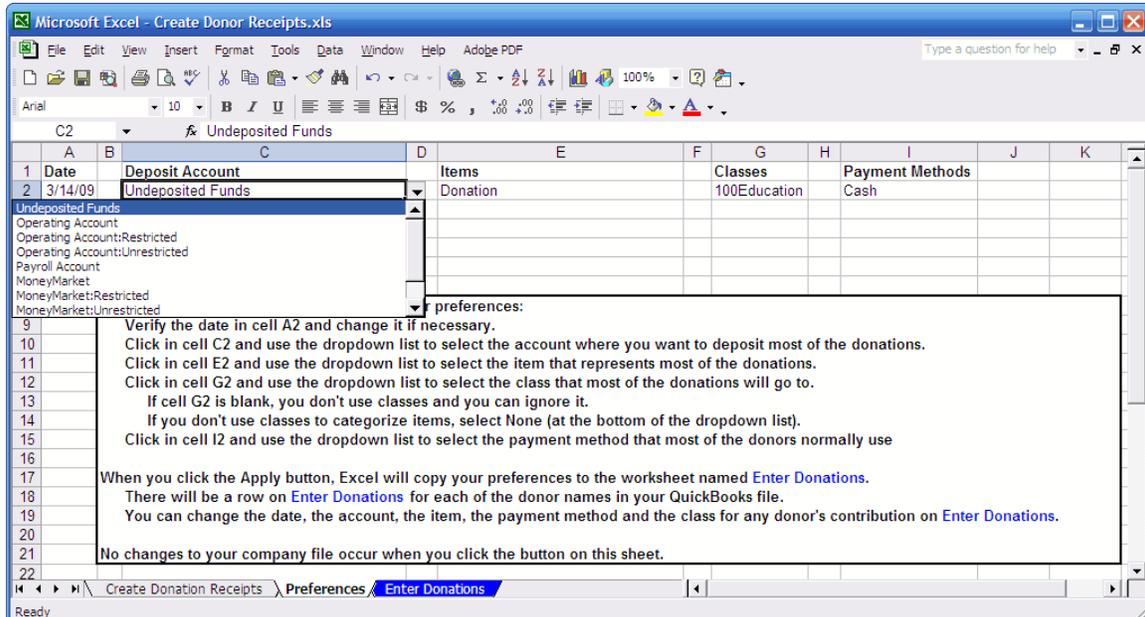

The dropdown list shows you the other accounts available in your company file: Operating Account, Operating Account/Restricted, and so on. If most of the donations you're about to record should be deposited to one of those accounts, just click it in the dropdown list.

The same sort of option is available for items, classes and payment methods. For example, if most of your donations come from online contributions, it's likely that most of them come in the form of credit card transactions, and that you have one or more credit card types set up in your file. Just select the most frequently used credit card type in the Payment Method dropdown – it will appear as soon as you click cell I2.

You should also change the date in cell A2 if desirable. Just click in A2 and enter a different date (it is automatically set to your system date when you open the workbook).

When you're through setting your preferred default values, click Apply. Your choices are written to the Enter Donations worksheet.

Assume that the preferences shown in the prior figure are the ones that you want to use, and you click the Apply button. Excel quickly opens the Enter Donations worksheet and displays your existing donor list along with the default preferences you have taken. See the next figure.
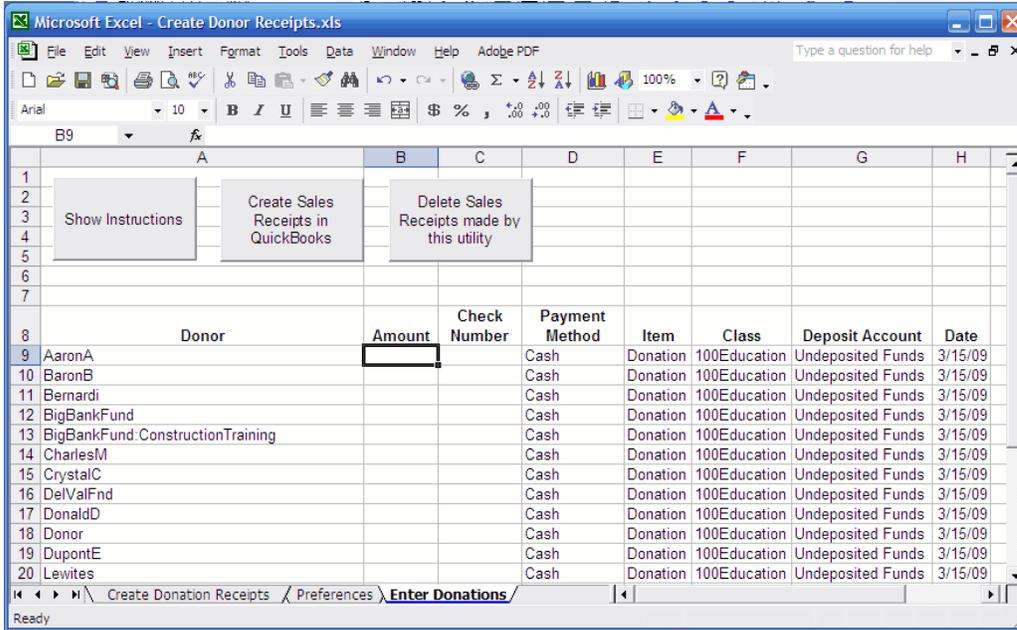
Now all you need to do is enter the amounts of donations into column B, and check numbers (if you wish, and if the donation is a check) in column C.

You can change any payment method, item, class, deposit account or date directly on the sheet. Just click in the cell and a dropdown list appears with the available values:
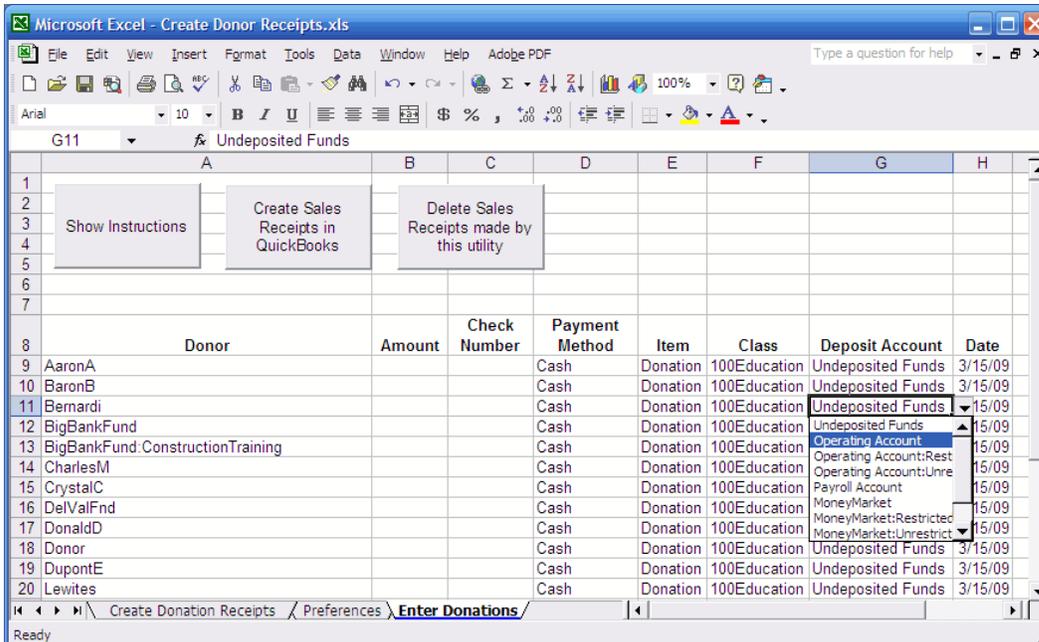
Here, the user is about to change the deposit account for the donor named Bernardi from *Undeposited Funds* to *Operating Account*.

You can get detailed instructions about using the Enter Donations worksheet by clicking the Show Instructions button. (It's very easy to use the worksheet, though, and you probably won't need even to glance at the instructions.)

To create the actual sales receipts in QuickBooks, click the Create Sales Receipts in QuickBooks. When the transactions have been created, you'll see a message that tells you how many receipts were created.

If you leave the Amount blank in column B for a given donor, Excel records no sales receipt for that donor in your QuickBooks file.

To delete any transactions made by the Create Sales receipts utility from your QuickBooks file, click that button.

Bear in mind that no changes will be made to your QuickBooks file until you click either the *Create Sales Receipts in QuickBooks* button or the *Delete Sales Receipts made by this utility* button.

Here's an example of a sales receipt made by this utility:

Because the donation is entered as a sales receipt, it will show up under this donor's name in the Customer Center, and on any reports that summarize sales.

It may be that you have some donations to be paid by credit card, and that you use Intuit's Merchant Services to process them. Even if you don't use that service bureau to process credit transactions, it can be helpful to see a summary of the credit card transactions you just entered as sales receipts. Here's an example of the Enter Donations worksheet just before the user clicks the Create Sales Receipts button:
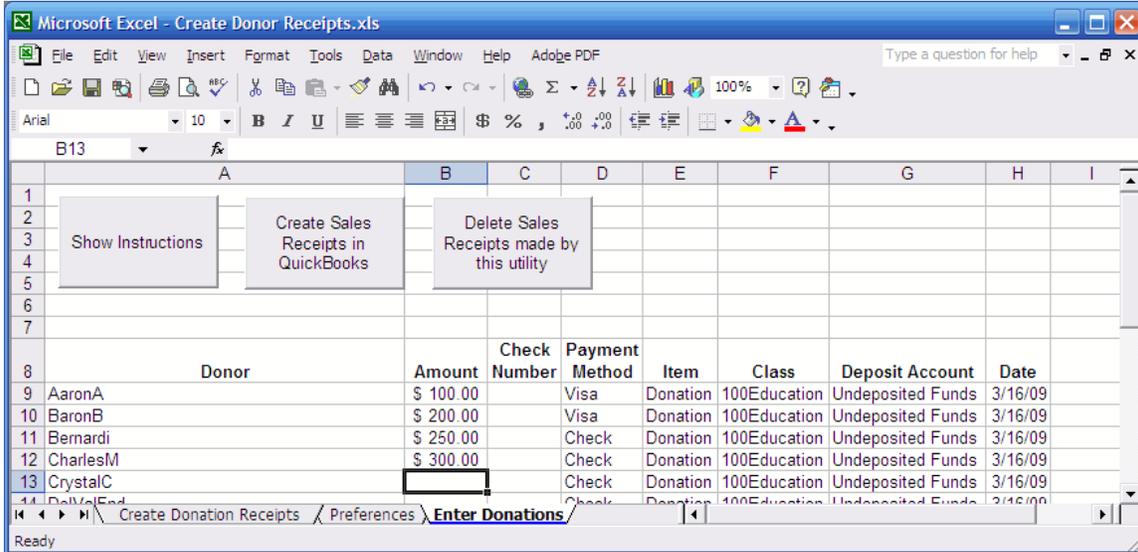
Notice that both donors AaronA and BaronB have donated using Visa credit cards. When the sales receipts have been created, a new worksheet appears to remind the user that additional processing might be needed: