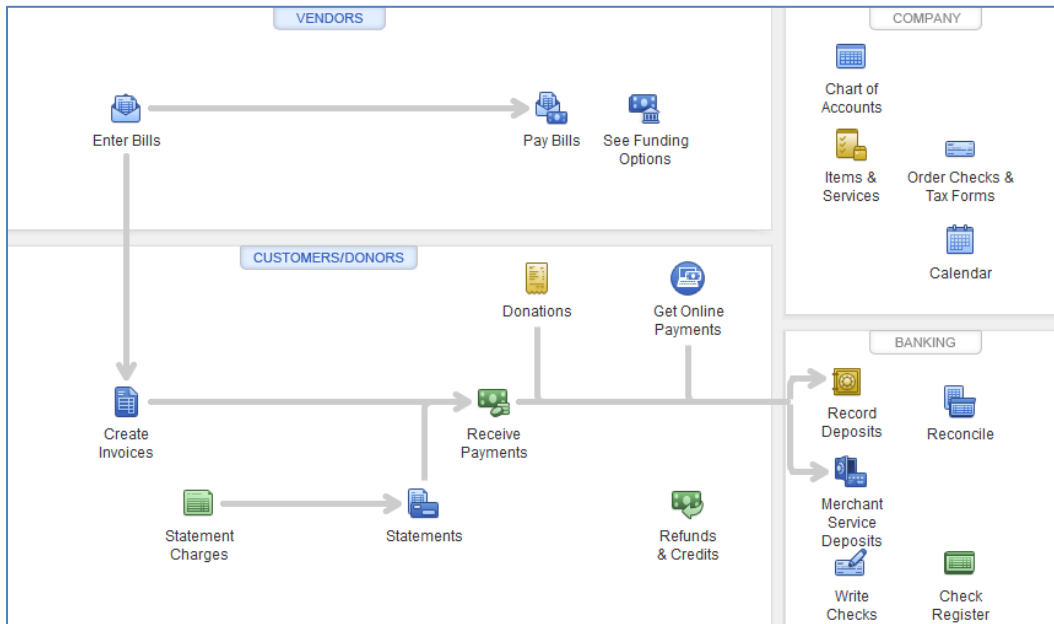


Click on “Donations”



Enter Sales Receipt info: Select Customer(John Doe), select "Class" (Annual Events: New Year), select method of payment (Cash), Enter Item (Donation), Enter amount (\$100)

**Enter Sales Receipts**

Main   Formatting   Send/Shipment   Reports   Payments   Search

Find   New   Save   Delete   Create a Copy   Memorize   Mark As Pending   Print   Email   Print Later   Email Later   Attach File   Add time/costs   Scan Checks   Process payment   Set up Recurring Payment

---

CUSTOMER JOB John Doe   CLASS Annual Events/Ne...   DEPOSIT TO 1400 Deposits in Transit   TEMPLATE Donation Receipt

## Donation Receipt

CASH   CHECK   MasterCard...   e-CHECK   MORE

DATE 01/19/2020  
DONATION NO. 52075

DONATION FROM  
John Doe  
123 Main St  
Anytown, TX 11111

CHECK NO. RECEIVED BY PRIEST

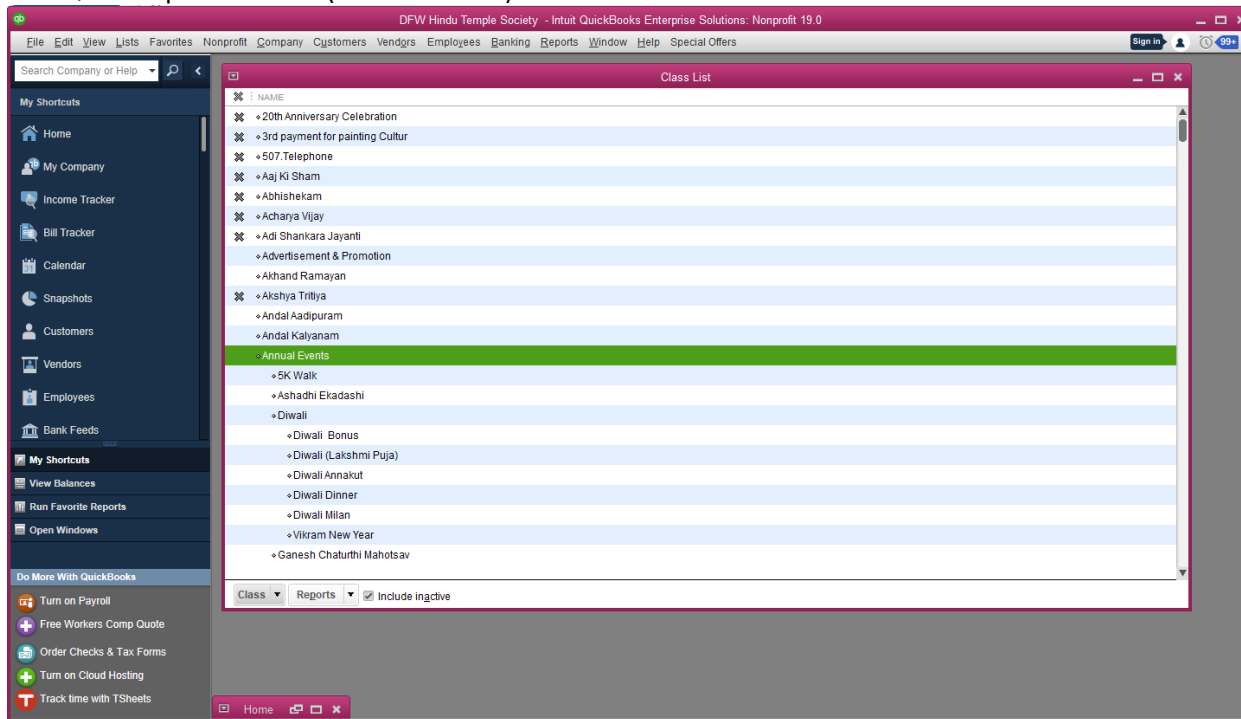
ITEM	DESCRIPTION	RATE	AMOUNT
Donation		100.00	100.00

TOTAL **100.00**

MEMO

Save & Close   Save & New   Clear

## Run Quick Report on Class (Annual Events):



Here is the report, which shows the Sale with correct class(Annual Events: New Year) and Item (Donation) descriptions:

Class QuickReport

Customize Report | Comment on Report | Share Template | Memorize | Print | E-mail | Excel | Hide Header | Refresh

Dates: Custom | From: 01/19/2020 | To: 01/19/2020 | Sort By: Default

Report Basis: ☒ Accrual ☐ Cash | Show Filters

9:59 AM  
01/19/20  
Accrual Basis

**DFW Hindu Temple Society**  
**Class QuickReport**  
January 19, 2020

Trans #	Type	Date	Num	Name	Item	Class	Amount
<b>Annual Events</b>							
<b>New Year</b>							
163542	Sales Receipt	01/19/2020	52075	John Doe	Donation	Annual Events:New Year	100.00
Total New Year							100.00
Total Annual Events							100.00
<b>TOTAL</b>							<b>100.00</b>

Now Edit the Sale receipt and change class(from “Annual Events: New Year” to “Computers”) and save the receipt.

Enter Sales Receipts

Main Formatting Send/Ship Reports Payments Search

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Attach File Add time/costs Scan Checks Process payment Set up Recurring Payment

CUSTOMER:JOE John Doe CLASS Computers DEPOSIT TO 1400 - Deposits In Transit TEMPLATE Donation Receipt

## Donation Receipt

CASH CHECK MasterC... e-CHECK MORE

DATE 01/19/2020 DONATION FROM John Doe  
123 Main St  
Anytown, TX 11111

DONATION NO. 52075

CHECK NO. RECEIVED BY PRIEST

ITEM	DESCRIPTION	RATE	AMOUNT
Donation		100.00	100.00

TOTAL 100.00

MEMO

Save & Close Save & New Revert

Run Quick Report on Class (Computers):

Class List

NAME

- ◊ Cleaning supplies
- ◊ Computer Supplies
- ◊ Computers
- ◊ Construction
- ◊ Contract Labor
- ◊ Contract Labor-office
- ◊ Contract Labor-priest
- ◊ Cultural Events
- ✕ Dada Bhagwan
- ✕ Dakshina/Sambhavana
- ◊ Dattatreya
- ◊ Deity-Gopuram
- ✕ Devi Puja Chandi Homam
- ✕ Dhanvantri
- ◊ Donation
- ◊ Durga
- ✕ Durga Jagran/Jagraata
- ✕ Employee Medical Insurance
- ✕ Essence of Gita
- ◊ Facility Rental Income
- ✕ Fees
- ✕ Fire Alarm
- ✕ Floor tiles

Class Reports Include inactive

Class Report on “Computers” does not show the sale receipt:

Class QuickReport

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates Custom From 01/19/2020 To 01/19/2020 Sort By Default

Report Basis: ☒ Accrual ☐ Cash Hide Filters Account: All income/expense accounts X Class: Computers X Date: Custom X

10:05 AM  
01/19/20  
Accrual Basis

**DFW Hindu Temple Society**  
**Class QuickReport**  
January 19, 2020

Trans #	Type	Date	Num	Name	Item	Class	Amount
▶ TOTAL							

Run Quick Report on Class (Annual Events: New Year) – Sale still shows in the old class report:

Class QuickReport

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates Custom From 01/19/2020 To 01/19/2020 Sort By Default

Report Basis: ☒ Accrual ☐ Cash Hide Filters Account: All income/expense accounts X Class: Annual Events X Date: Custom X

10:08 AM  
01/19/20  
Accrual Basis

**DFW Hindu Temple Society**  
**Class QuickReport**  
January 19, 2020

Trans #	Type	Date	Num	Name	Item	Class	Amount
<b>Annual Events</b>							
<b>New Year</b>							
▶ 163542	Sales Receipt	01/19/2020	52075	John Doe	Donation	Annual Events:New Year	100.00
Total New Year							100.00
Total Annual Events							100.00
<b>TOTAL</b>							<b>100.00</b>