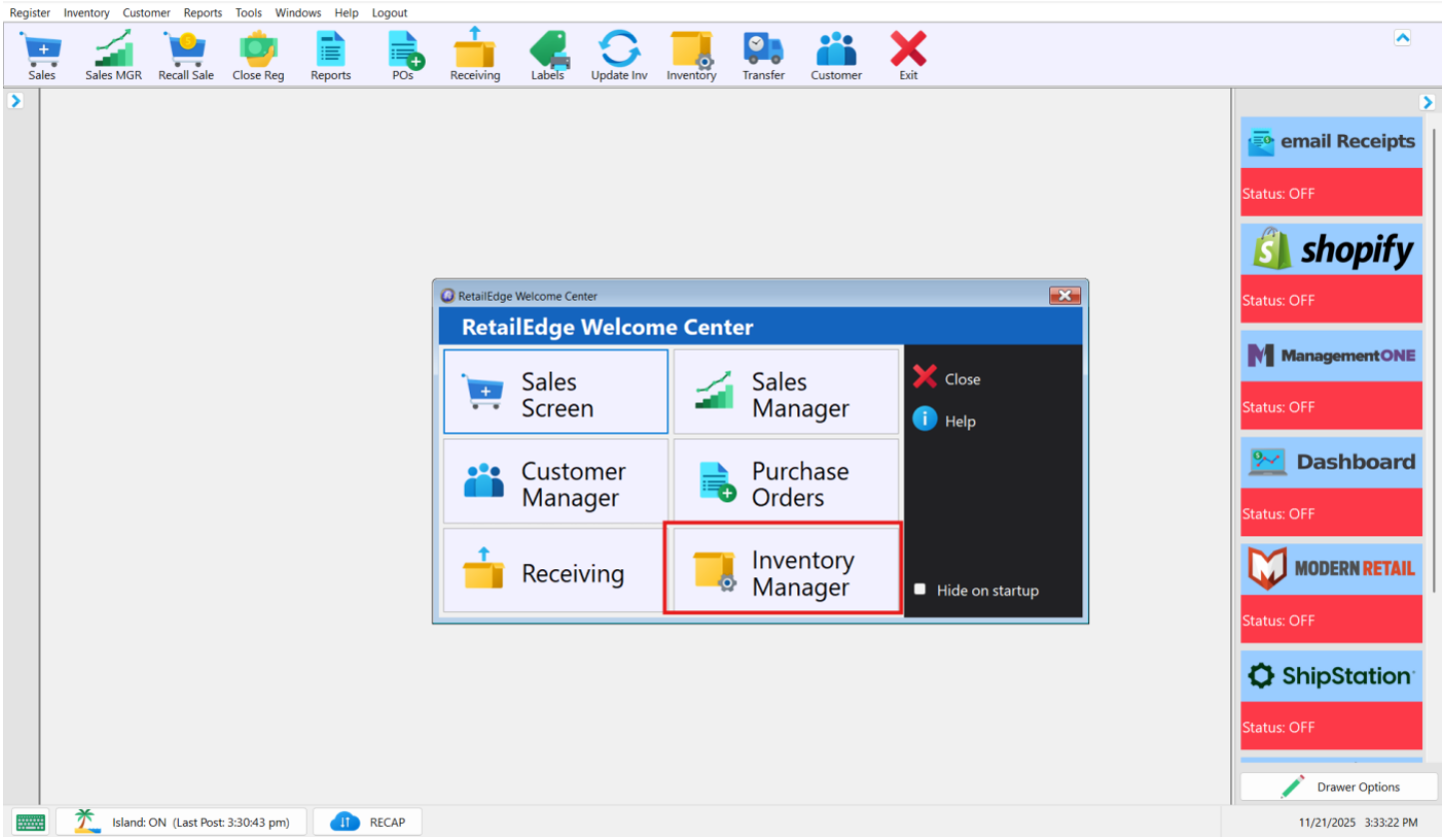
# Adding a Donation Item in RetailEdge

Inventory Management · https://retailedge.com/docs/adding-a-donation-item-in-retailedge

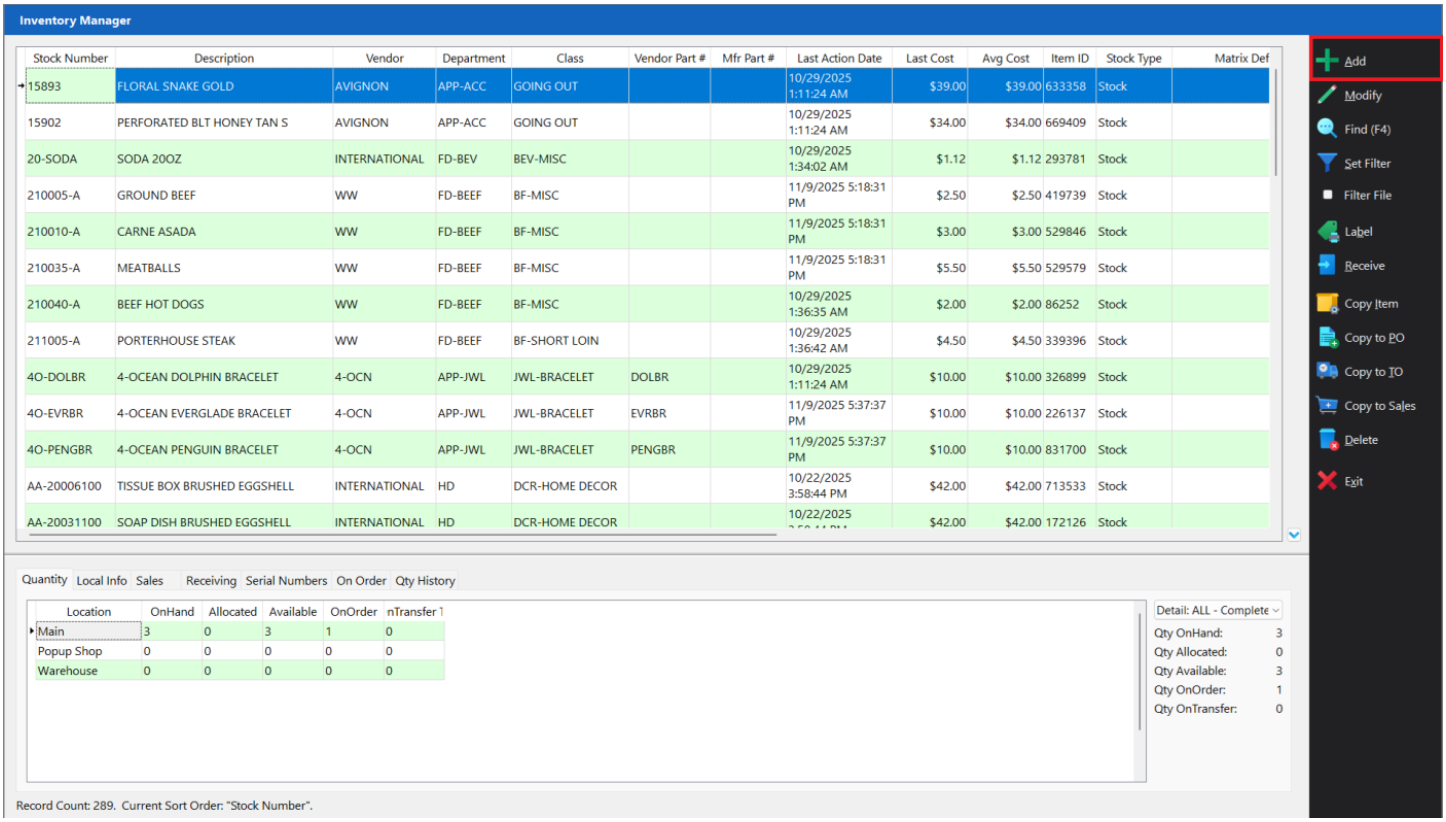
Adding a donation item in RetailEdge is a great way to raise funds for charity while keeping your retail operations organized and transparent. Creating a dedicated item for donations helps you efficiently collect and report on charitable contributions directly through your point of sale.

## How To Create Donation Items

1 Select Inventory Manager




2 Select Add




3 On the General Option, enter in a Stock Number and Description.

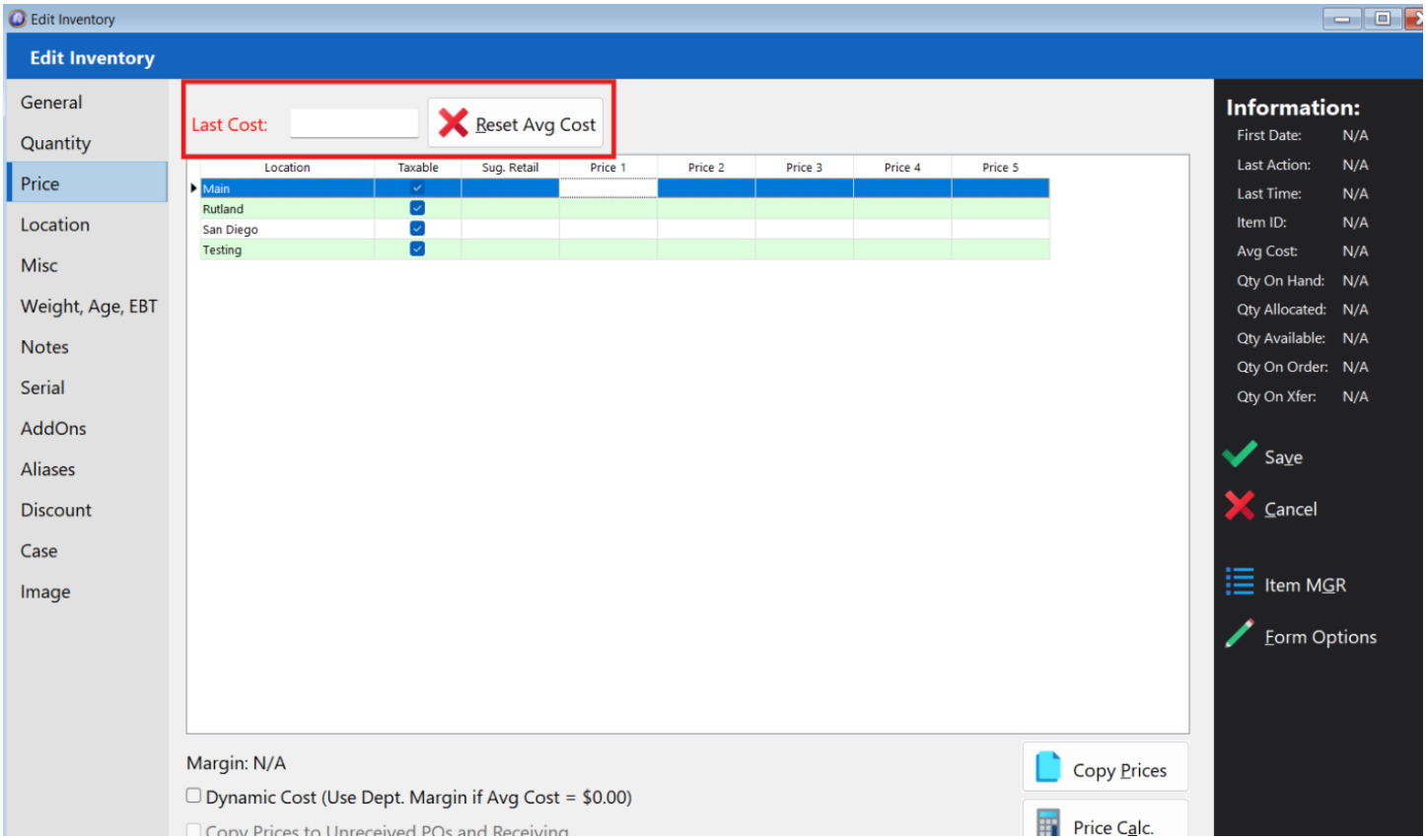



a *For the Stock number and Description enter in information that is relevant for the charity.*

b *For Vendor and Department enter in the information referenced in Tips & Tricks below.*

c *Select the Non-Stock stock type*.

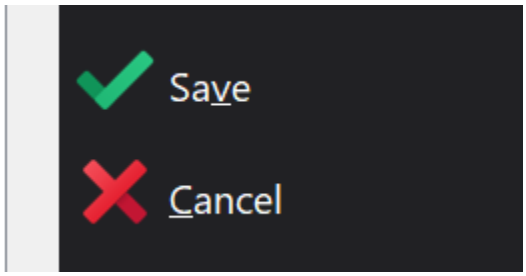
4 Select the Price Option.




a *Set Cost to Zero and Enter in a Donation amount into Price 1. If you want to have RetailEdge Prompt for an amount enter Zero.*

b *To Prompt for Price Select the Misc option, Then under the Sales Screen - Advanced Quantity/Price Options select Sales screen Asks for Unit Price.*

5 Select Save.



# Tips and Tricks

## Reporting and Tracking

For optimal reporting and tracking, it is highly recommended to set up a unique Department and Vendor specifically for donation items, which will simplify both reporting and future sales analysis.

While it’s common to use a "Misc" Department or Vendor, creating unique entries is preferable because the “sale” of donations can inflate your general sales figures.

## Add the Item to the Quick List

For easy access, donation items can be quickly added to the Quick List, making it simple for staff to process donations at checkout.

## Viewing Donation Performance

To understand how your donation efforts are performing, filter your sales reports by the relevant Department, Vendor, and Donation item Stock Number for your desired time period. These donation items are listed in your inventory, so any sales reports should capture donations as you wish. The best report may vary by user preference, but the following are recommended:

- Sales by Items – Grouped By Location (choose Summary or Detail as suited to your needs)
- Sales by Category Report – for an overview of donation performance.

Filtering by your dedicated donation Department or Vendor ensures that analysis and reporting stay clear and accurate, helping you see the true impact of your charitable campaign.