How To Use the Donation Round-Up Feature

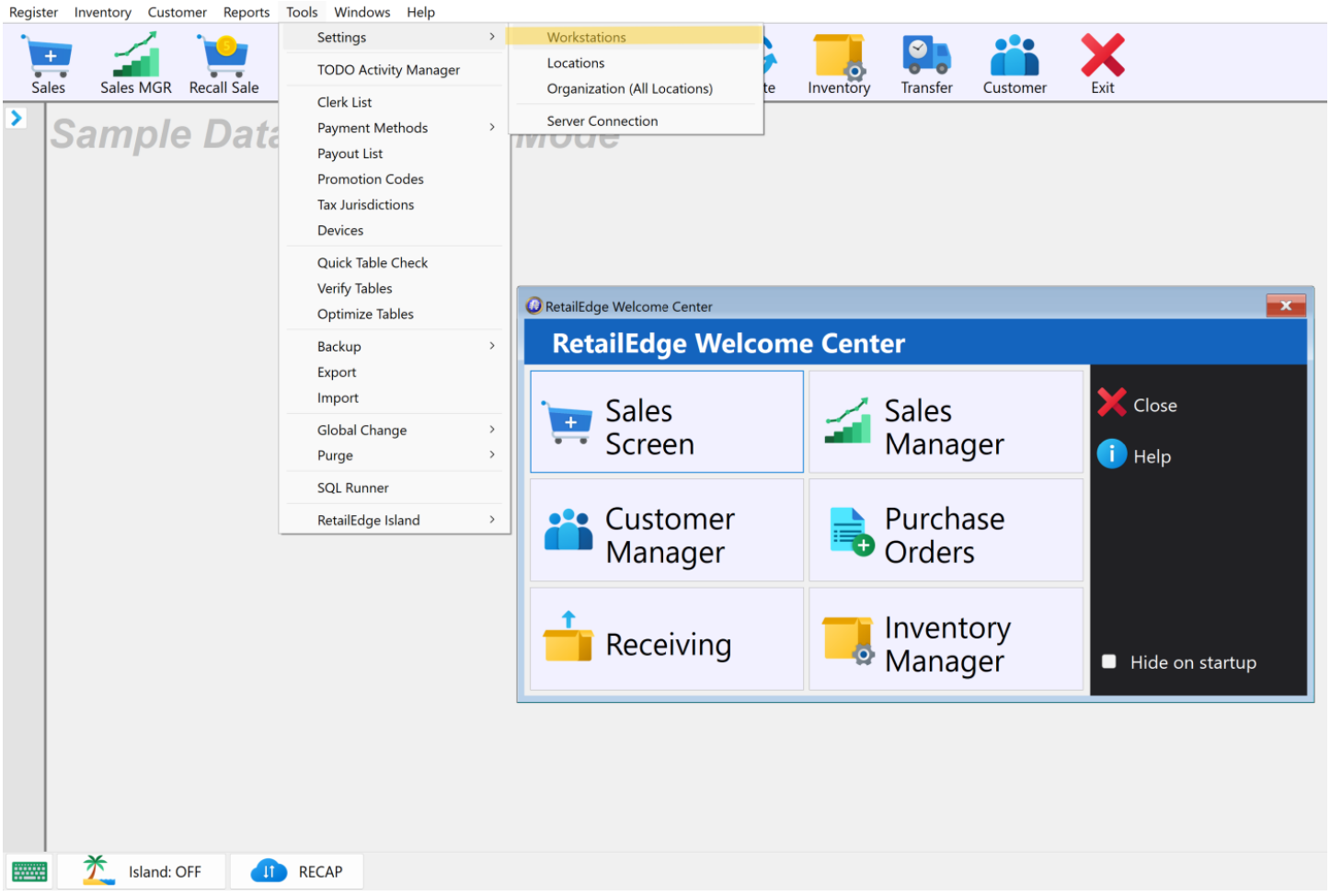
POS Operations · https://retailedge.com/docs/how-to-use-the-donation-round-up-feature

Donation Round-Up

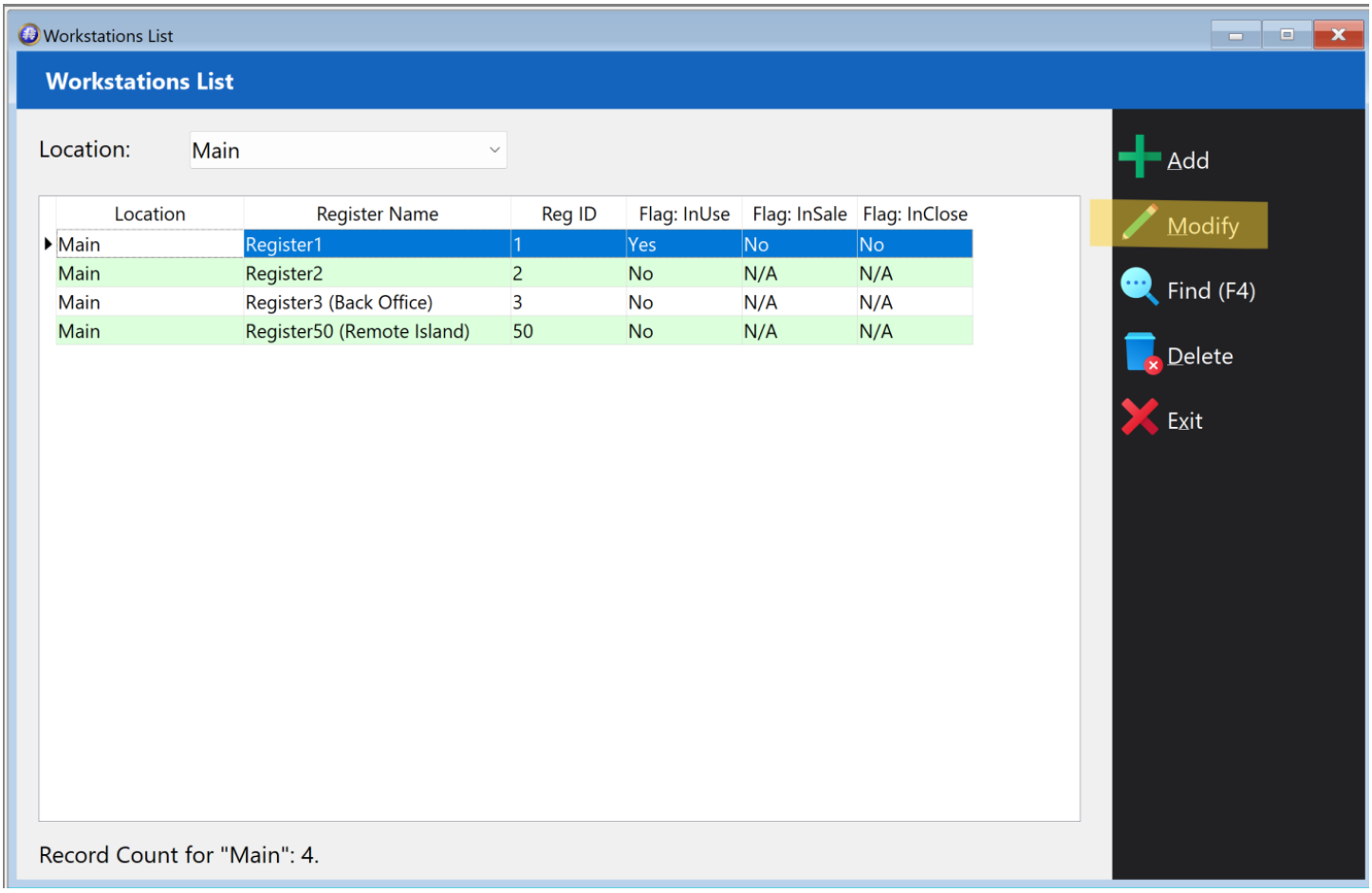
We have implemented, at the request of several of you, the ability to round a Sale up to the nearest dollar for donations. Here is how you can enable that functionality:

1. Create a Non-Stock type Dontation Item in your inventory. If you need to know how to create inventory please see the link here to our help file.

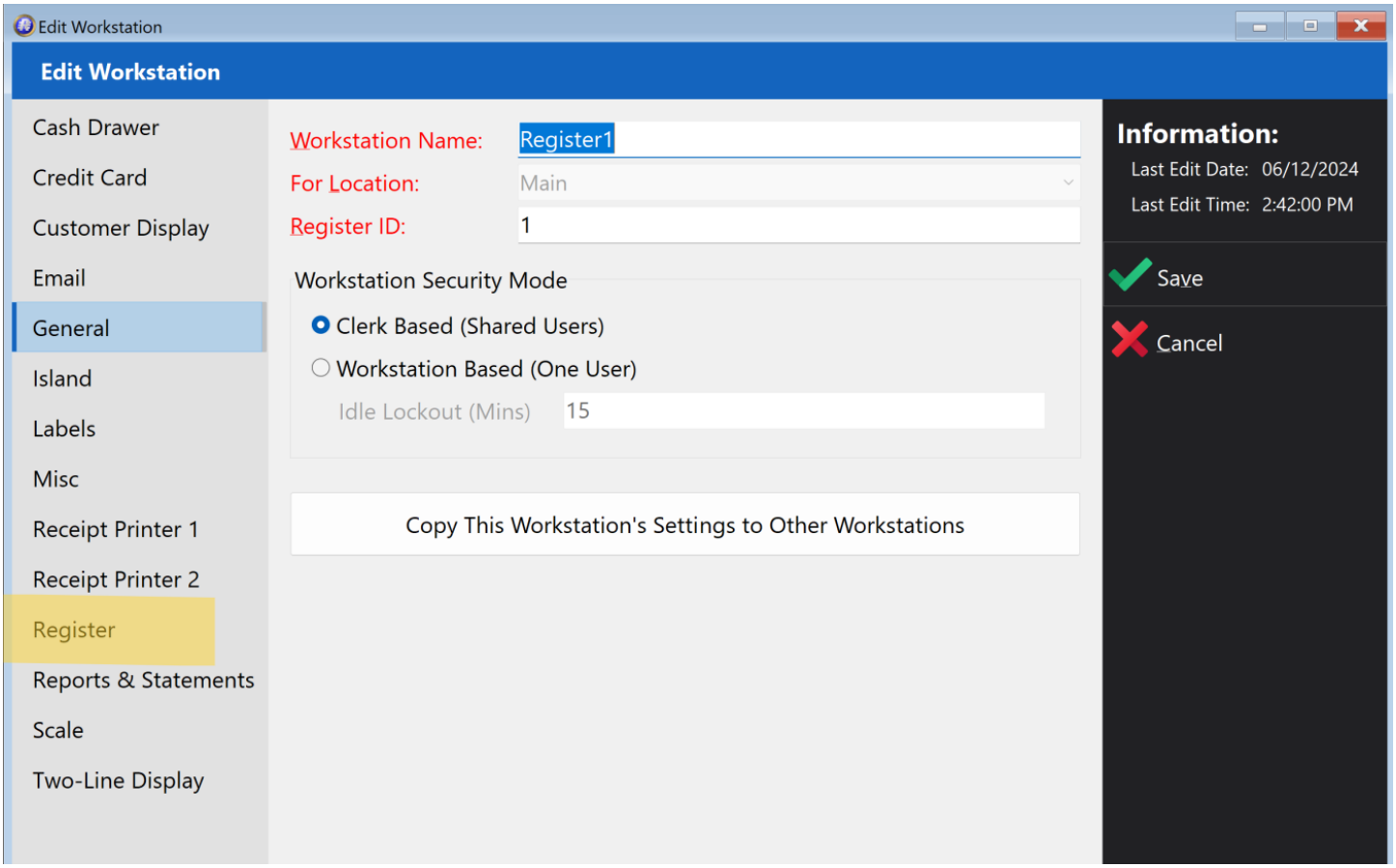
2. From the top of RetailEdge, select **Tools | Settings | Locations**



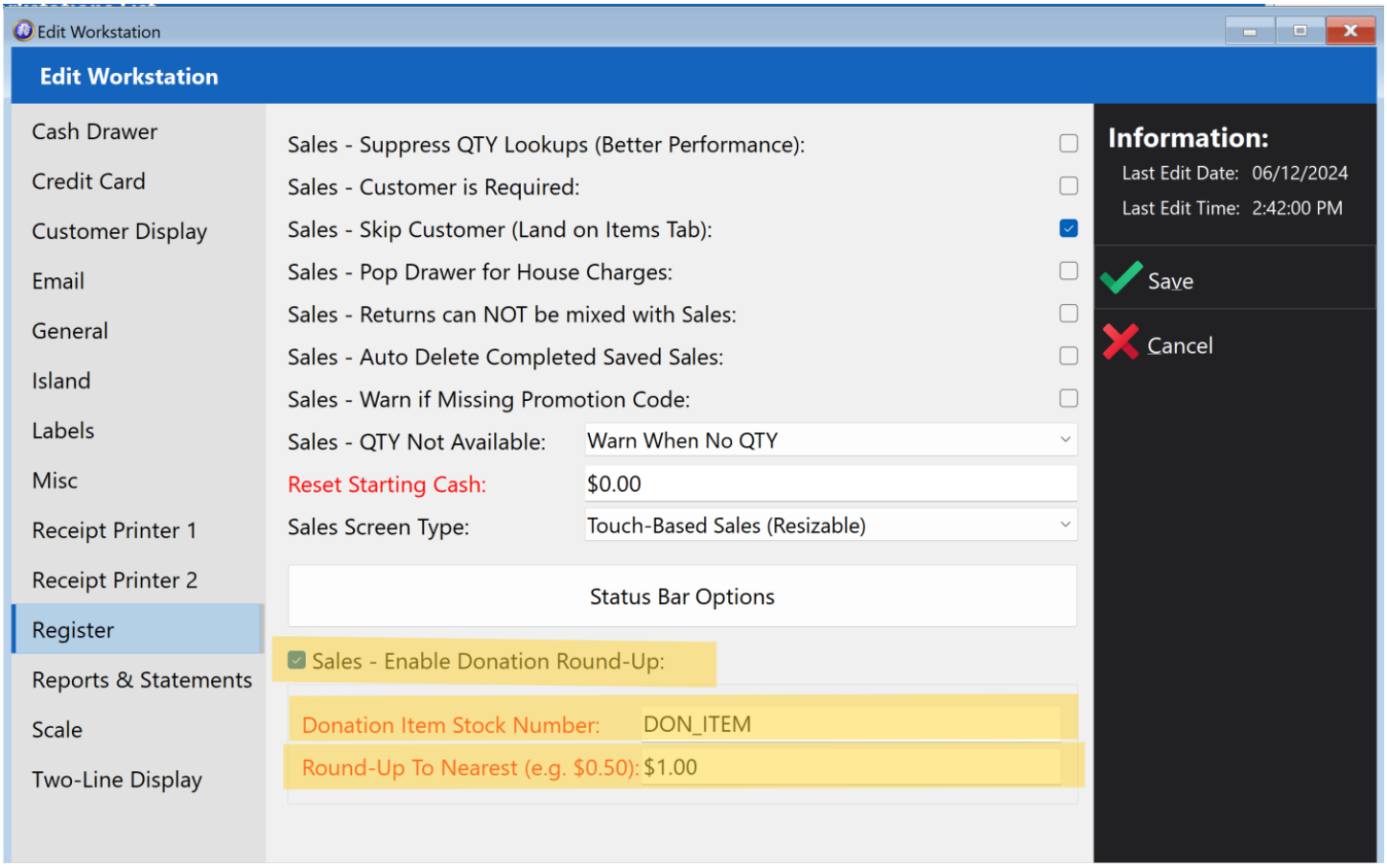
3. **Modify** the Workstation



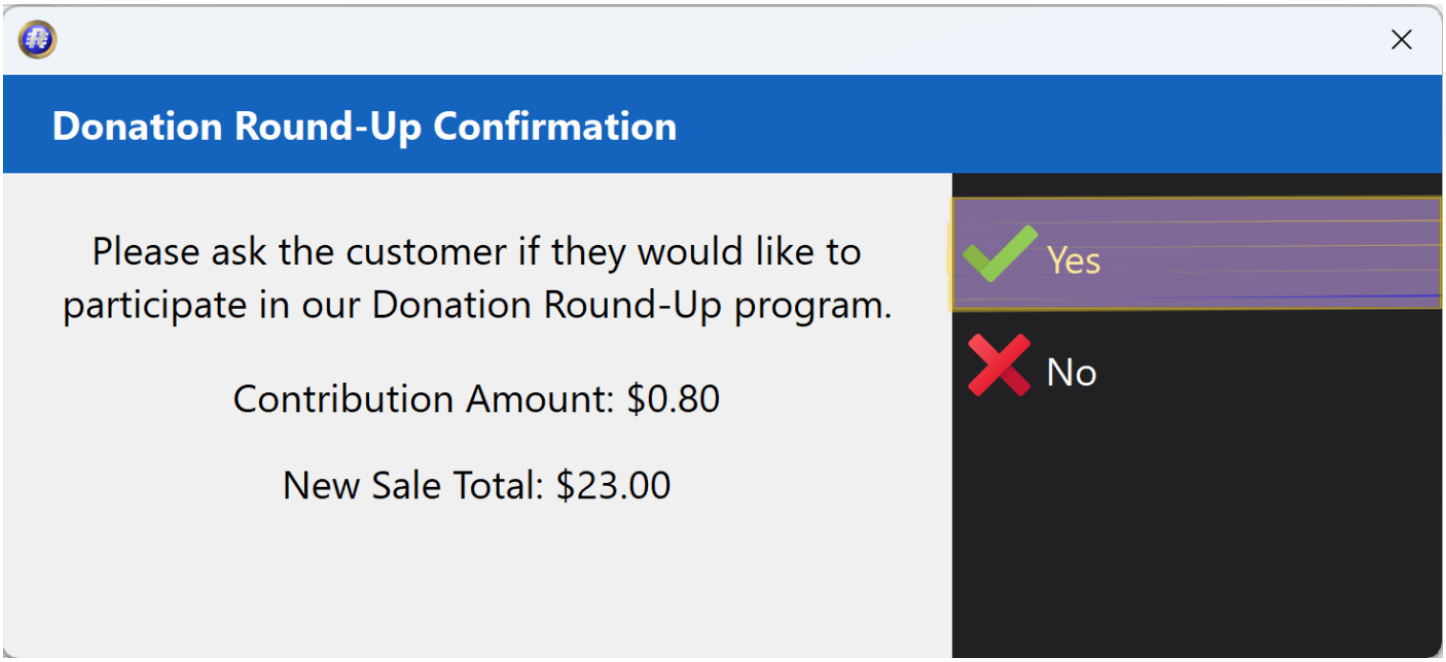
4. Select the **Register** Tab



5. Toggle the Sales – **Enable Donation Round-up**, Enter the Donation Item Stock Number that you created in step 1 and enter the Round-up to the nearest amount.



6. When you ring out a transaction and move from the Items page to the Payment page, you will see a new popup:



7. On your close you will see that amount show in the *Non-Taxable Sales* column:

SALES SUMMARY

Merchandise Sales:	$2,132.10
Non-Entered Sales:	$0.00
Shipping:	$0.00
Total Actual Sales:	$2,132.10
Taxable Sales:	$2,102.86
Non-Taxable Sales:	$29.24