

**Part 7 – Contributions**

**Instructions:**

*The Contributions Form enables you to view, add or modify information on members' contribution and pledge history. In this lesson, we will practice adding contributions and running contribution reports.*

*Note: Contribution amounts manually entered in the Contributions Form are strictly for reference purposes and do not affect the general ledger in any way.*

**Add Contributions**

- If a charge code for this year's RPAC contribution does not already exist then create one.

*Enter the Charge Code number here:* \_\_\_\_\_

- In the Contributions Form make an entry to record that:

Carol Barker has contributed \$100 with a personal check, #1334.

John Adams has contributed \$250 using a corporate check, # 4567342

- From the Member Information Form look up Carol Barker's contribution history and print a History Audit Report.

- Answer the following questions:

**1. Which of the following reports would NOT show manually entered contribution records:**

- a) Contribution Detail Report
- b) Cash Receipts by Charge Code
- c) Phone Solicitation Report

Answer: \_\_\_\_\_

**2. Contributions are voluntary charges:**

- a) Yes
- b) No

Answer: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_