

# RMS Donation Call-in Entry Screen

**Supplier info:**  
 Supplier name: Contractor A City: Glastonbury Phone: 555-555-5555 Notes: pickup at gate  
 Address: 14 Concord Street State: CT Fax: 555-555-5555  
 Address 2: Zip: 06033 Email: contractora@contr

**Purchase order:**  
 Pickup date: 8/ 2/2011 Title: Remarks: pickup at gate

**List of items:**

ILC	Reord...	Description	Cost	Qty.	Ext. Cost
100701		PB DBL Deadbolt	\$12.36	1	\$12.36
244111		40PK Steel Washer	\$0.64	1	\$0.64
100073		30" Whole House Fan	\$221.45	1	\$221.45
101089		HD Pipe Cutter	\$123.17	1	\$123.17
200		Shingles-Bundle	\$40.00	1	\$40.00

The Donation Call-in Entry Screen makes recording donations **fast and easy**:

- Create a new donor or open an existing donor profile.
- Work on a new Purchase order, or open an existing PO.
- Add multiple items, and different types of items all through the same window.
- Choose from already existing items, or input new items through the donation screen.

Select an item from the list:

Only items from selected supplier  All items

Lookup: [ ] [Lookup]

ILC	Reorder #	Desc.	Cost	Price
100015		BLK Nyl Brow Headstall	\$9.78	\$17.49
100024		36" Bent SB Axe Handle	\$4.90	\$11.99
100027		14OZ Paste Car Wax	\$4.56	\$8.49
100073		30" Whole House Fan	\$221.45	\$321.00
100096		12V Dual Batt Switch	\$18.46	\$29.99
100156		3" Sat CHR Cab Pull	\$0.99	\$2.19
100164		2" BLK Refl Letter L	\$0.23	\$0.79
100167		RV BLK Streak Remover	\$9.69	\$14.99

Use the Lookup to find an item that is already in your system. Choose from all items or items from a specific supplier. The existing item screen shows many fields so that you can be sure you are selecting the right item.

- Lookup code
- Reorder #
- Item Description
- Cost
- Price

Create new items within the Donation screen.

- Set item lookup code, description, sub descriptions, department, category, price cost, and margin.
- Set the item as taxable or not.

Please enter properties of the new item:

Item Lookup Code: 001 Description: Door

Ext. Description: Door

Sub Description 1: Sub Description 2:

Sub Description 3:

Department: H - H Category: 71 - 71

Price: 142.86  Taxable

Cost: 100.00

Margin: 80.00

## System Requirements

Microsoft RMS version 2.0, Net 3.5, SQL 2005,  
 Windows XP (Pro or Home), Windows Vista (Pro or Home) or Windows 7 (32-bit or 64-bit)

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