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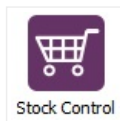
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Adding Donations Online

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Charities are able to take donations online, this could be a one off donation or it could be towards a specific project you may need funding for.

Setting up online donations is easy, follow the simple steps below:

1. Double click on **'Stock Control'** and click on the **'Maintain Stock File'** icon.

2. Create a new **product code**, for example 'DONATION' and then click on the **'New'** icon.

3. Fill in the product description and details (this description will be seen online to your customers).

 - Type will be **'N – Non-Stock'**. If you wish to Gift Aid the donation tick the **'Gift Aid'** box below this.

 - Stock Category can be **'Donation'** or you can create a new one.

 - Pack Type will be **'Units'**. Click **'Save'**.

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4. The window will change to the **'Pricing'** tab. Fill in the details.

 - **'Pack Size'** will be 1.

 - **'Last Unit Cost'** will be 0.

 - Select a **'Price Scheme'**, **'Selling Price'** or **'Margin'**. Select the tax rate to your requirements.

 - Enter in a **'Cost'** of the donation. (you can create more than one donation to give your customers a variety).

 - Click **'Add'** and then **'Save'**.

5. Click on the **'Merlin Online'** tab at the top of the window. Tick the **'E-Commerce Stock'** and **'Enabled for online purchase'** boxes.

6. If you would like to add an online image, you can do this by selecting the **'Online Image'** tab and uploading one.

7. Click **'Save'**.

To make sure the donation goes online, you need to create a **COLLECTION** and add it in. You can do this here.

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Have more questions? Submit a request