

Retail One-Stop: Donation Entry and Processing Guide

Step-by-Step Instructions for Donation Tracking and Management

1. To enter the donations, go to the [Gazette](#) and click on Retail One-Stop.



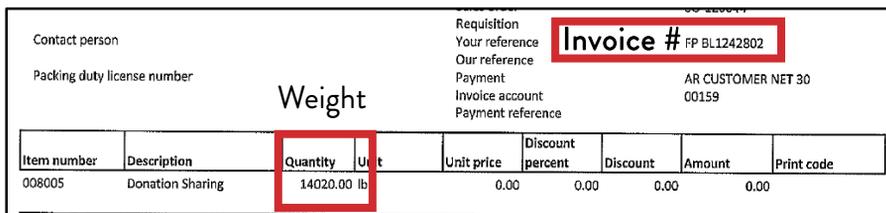
My Goodwill | Webmail | **Retail One-Stop** | Genesis | Learning & Development | GCNA Library | GWDocs | Reports

2. Under Production, click **Donation Entry**.



3. In the drop-down, select either **Donation Drives** or **Credentials – Desert Industries**, depending on which category you are entering numbers for.
4. Check the Donation Drive Inbox for invoices from connie.hovey@churchofjesuschrist.org.
5. Download all attachments from the email and save them in the **Desert Industries folder**.
6. Open the **Desert Industries** sheet in Google Drive. Click on either Q1 -Q4 for the current quarter. Enter the date, weight, and invoice numbers for each invoice for the month under which it is assigned.
 - a. On the invoice, use the number under **Quantity** and enter it into the **Weight column**.
 - b. To find the invoice number, look for a series of numbers that start with BL.

NOTE: If the BL # is not on the first page of the invoice, scroll down to the second or third page, and it will be in the top right-hand corner of the page.



Contact person
Packing duty license number

Requisition
Your reference
Our reference
Payment
Invoice account
Payment reference

Invoice # FP BL1242802
AR CUSTOMER NET 30
00159

Weight

Item number	Description	Quantity	Unit	Unit price	Discount percent	Discount	Amount	Print code
008005	Donation Sharing	14020.00	lb	0.00	0.00	0.00	0.00	

7. Calculate the total weight for the week.
8. Return to Retail One-Stop. Enter the final donor count amount and the donor count for the 8-9 a.m. slot, then click Submit.
9. Verify that it populated in the recent donation entries.