There are often situations in which people contribute non-cash gifts to the church. You may record such gifts on the Donations Entry screen, either included with other giving for that date or in a batch alone:

- Choose *Enter Donations*
    - Enter *Donation Date* (MM/DD/YYYY) of the gift,
    - the *Giver's name* or *envelope number*
    - *Amount* of $0.00
    - if using the *Payment Method* field – choose *In Kind*
    - assign the gift in the *Account/Pledge* (since it has a dollar amount of zero, it will not affect the balance of that account)
    - enter a short description of the gift in the *Line Item Comments* field (for example "One used computer and monitor").
- Add this gift to the Batch>Post the Batch when ready.

The exception to the above is when an In-Kind Gift counts toward a Pledge.

- Enter the In-Kind gift as a Prior System Donation
    - Go to Accounts & Pledges>Pledges>Pledge by Giver tab. On the Pledges screen, choose your Giver and choose *Prior System Donations*
    - Fill in Pledge, Date, Amount, Comment, click + Add
    - On the *Donation Statement* Options screen>Options>change the heading for *Prior Giving* to *Prior/InKind*

- Prior System Donations (In-Kind Giving toward a pledge)
    - WILL show up on the pledge report
    - WILL show up on the Donation Statement (Account section, Prior Giving column, but you can change the heading)
    - can NOT be transferred to accounting
    - will NOT show up on browse donation
    - will NOT show up on any donation or giving account report
    - will NOT show up on step report or giving summary
    - will NOT show up on the campaign comparison report

For the giver's income tax purposes, it is the responsibility of the giver to assign a value to the item and be able to prove that value to the IRS if audited. The church is only responsible for acknowledging the actual gift received.