Red Cherries Accounting (Open Source)

Donation Manager

Donation Details User Guide

Version 1.0 Beta 2

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Introduction

This user guide aims at giving you the information required to work with “Donation Details Section” of “Donation Manager”. This user guide can be downloaded from “Donation Help” screen shown in **Figure 2** which is accessible from “Donation Details → Help” menu as shown in **Figure 1**.

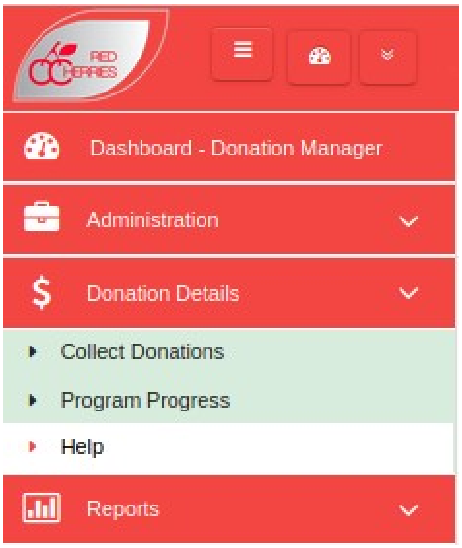


Figure 1

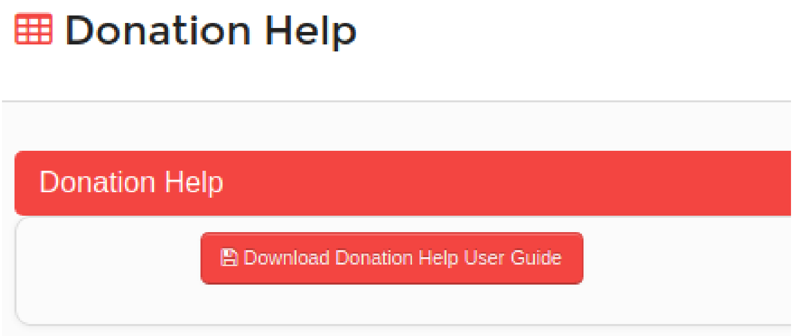


Figure 2

Top Navigation Bar

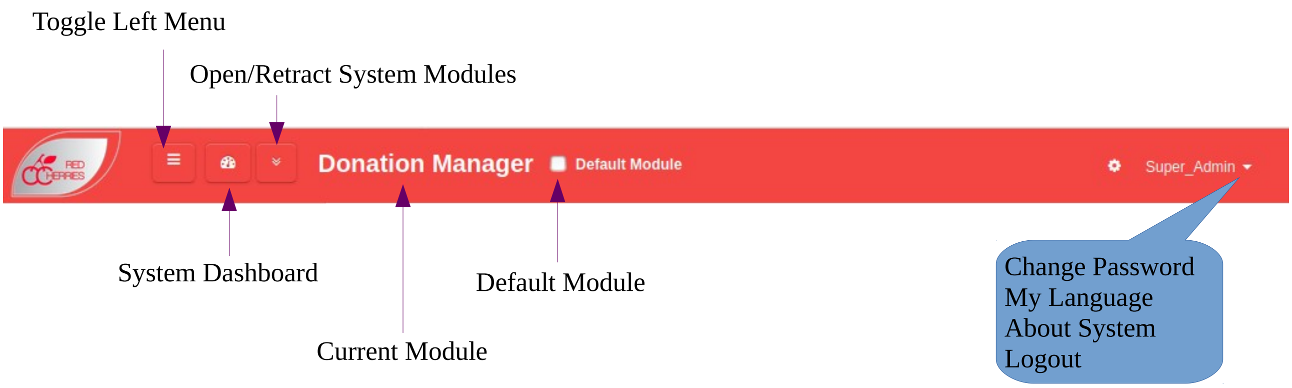


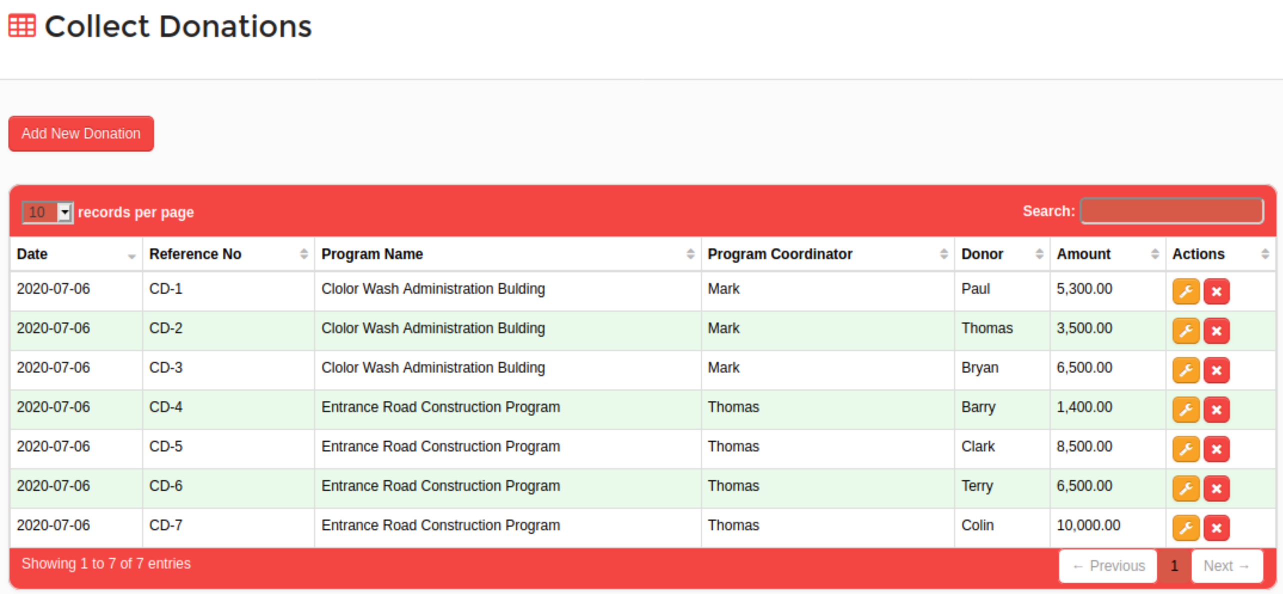
Figure 3

- **Toggle Left Menu** : Show/hide left menu
- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.
- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.
- **Current Module** : Shows the current module that user has selected.
- **Default Module :** Selecting current module as default module will allow to go directly to that module on login to the system.

Collect Donations

All Donations you receive for a particular program can be added in Collect Donations screen. Collect Donations screen can be accessed from “Donation Details → Collect Donations” menu.

- Donations list is displayed in the system as shown in **Figure 4**.
- A new Donation can be added by clicking on “Add New Donation” button shown in **Figure 4**. A new form will be displayed on the screen to add a new Donation as shown in **Figure 5**.
- “Reference Number”, “Program Name”, “Date”, “Donor” and “Amount” are mandatory fields when adding a new Donation.



Date	Reference No	Program Name	Program Coordinator	Donor	Amount	Actions
2020-07-06	CD-1	Clolor Wash Administration Bulding	Mark	Paul	5,300.00	
2020-07-06	CD-2	Clolor Wash Administration Bulding	Mark	Thomas	3,500.00	
2020-07-06	CD-3	Clolor Wash Administration Bulding	Mark	Bryan	6,500.00	
2020-07-06	CD-4	Entrance Road Construction Program	Thomas	Barry	1,400.00	
2020-07-06	CD-5	Entrance Road Construction Program	Thomas	Clark	8,500.00	
2020-07-06	CD-6	Entrance Road Construction Program	Thomas	Terry	6,500.00	
2020-07-06	CD-7	Entrance Road Construction Program	Thomas	Colin	10,000.00	

Figure 4

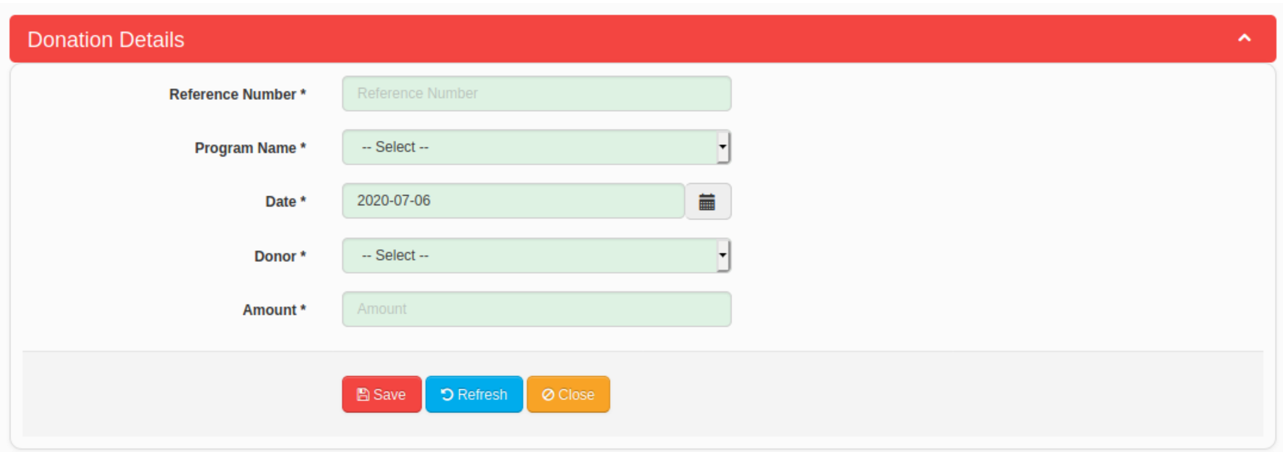


Figure 5

Program Progress

Progress of each program can be seen on Program Progress screen which is accessible from "Donation Details → Program Progress" menu.

- Users needs to select a Program on the screen shown in **Figure 6** to see the Program Progress.

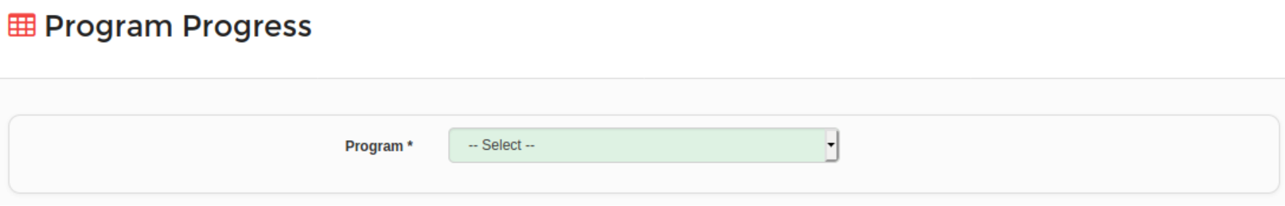


Figure 6

- If the selected Program is not yet configured, system will show a message as shown in **Figure 7**. Users can configure the Program by adding Program Activities by clicking on the link (here) shown in **Figure 7**. The system will show a new screen as shown in **Figure 8** to add Program Activities.

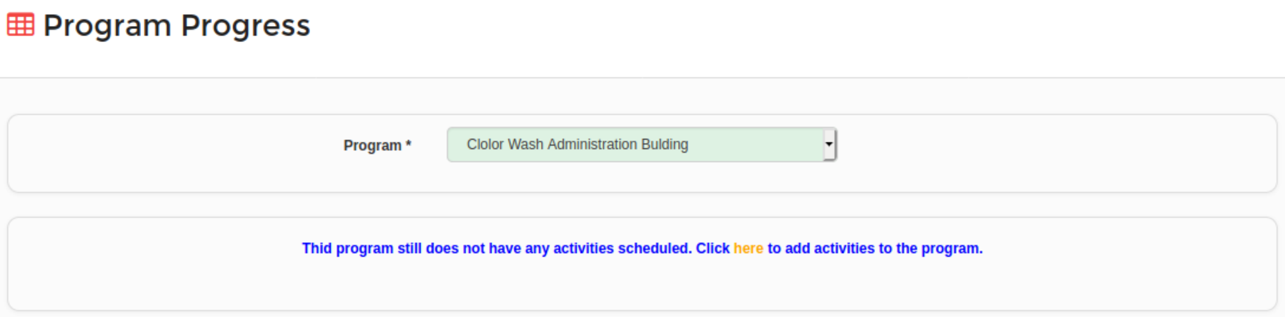


Figure 7

- “Activity Name”, “Start Date”, “Finish Date”, “Activity Owner” and “Activity Budget” are mandatory fields when adding a new Program Activity.

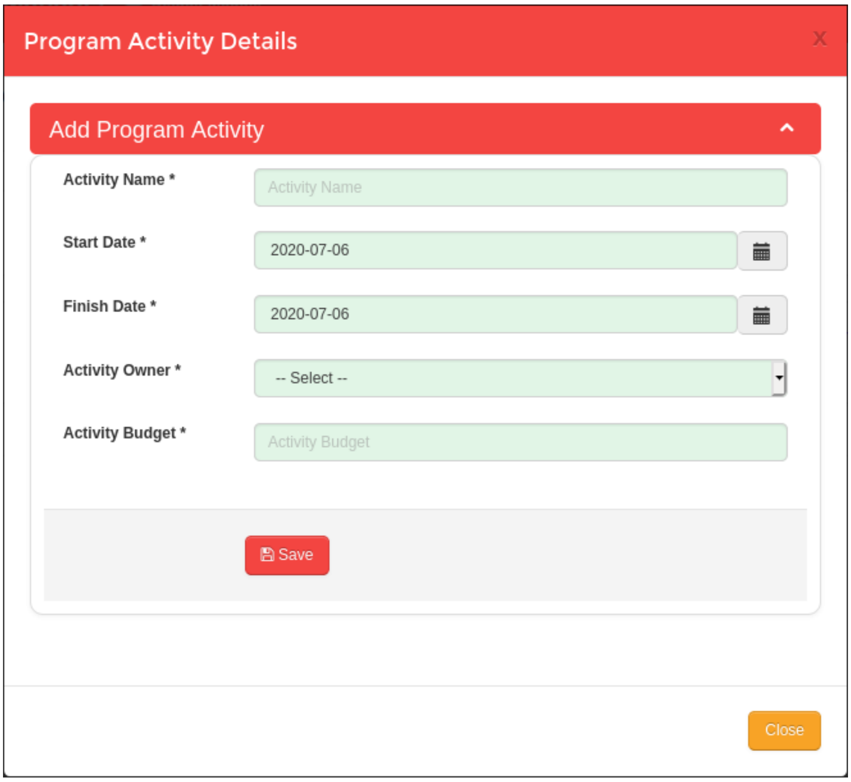
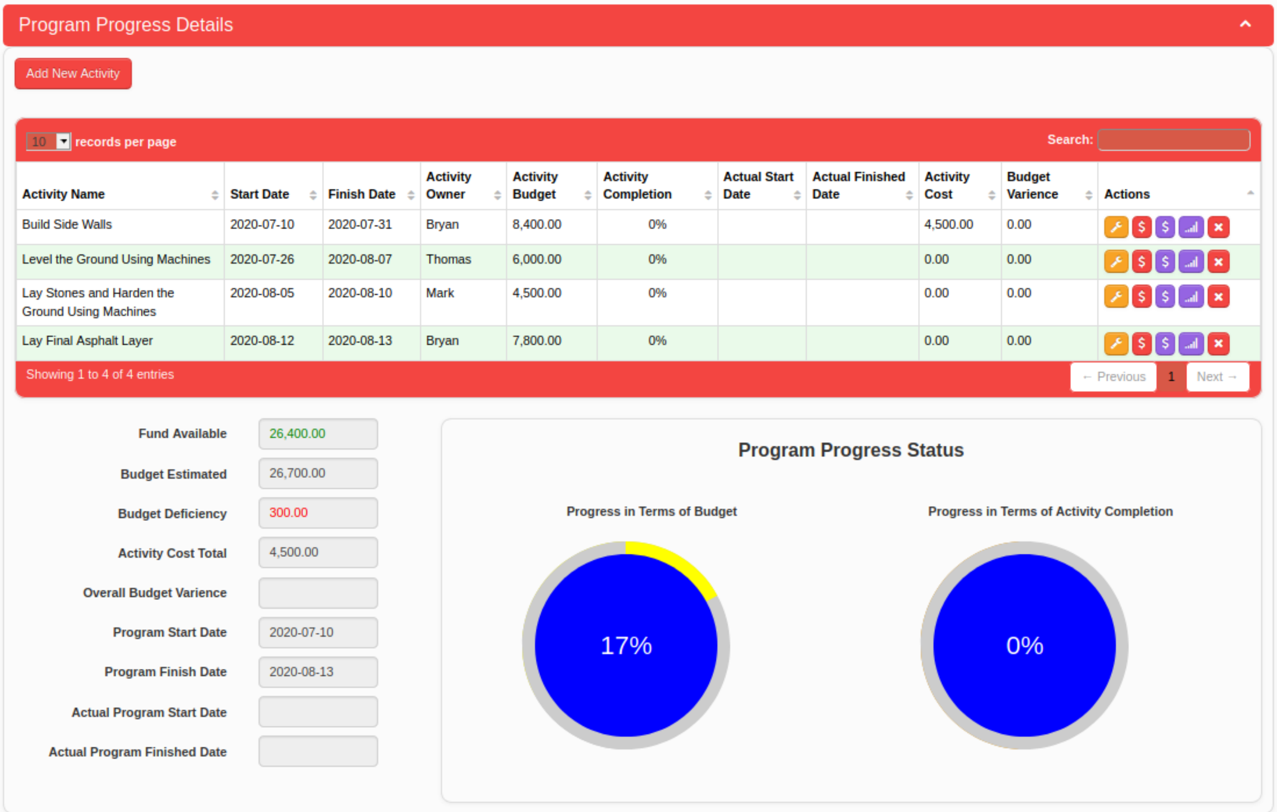


Figure 8

- After adding the first Program Activity, users can see the Program Activity details on the table shown in **Figure 9**.
- New Program Activities can be added by clicking on "Add New Activity" button shown in **Figure 9**.
- An existing Program Activity can be edited by clicking on button shown in **Figure 9**. A new screen will be shown on the screen to edit the Program Activity details as shown in **Figure 10**.
- Money can be issued for a Program Activity by clicking on button shown in **Figure 9**. A new screen will be shown on the screen to add budget issue details as shown in **Figure 11**.
- Money returns for a Program Activity can be collected by clicking on button shown in **Figure 9**. A new screen will be shown on the screen to add budget return details as shown in **Figure 12**.
- Program Activity progress can be updated by clicking on button shown in **Figure 9**. A new screen will be shown on the screen to update the Program Activity progress as shown in **Figure 13**.
- Users can see the following summary information for a Program as shown in **Figure 9**.
    - Fund Available (**The total amount of Donations received for the Program**)
    - Budget Estimated (**Total Activity Budget**)
    - Budget Deficiency (**Shows the difference if Budget Estimated is greater than Fund Available**)
    - Activity Cost Total
    - Overall Budget Variance (**Shows the difference if Activity Cost Total is greater than Budget Estimated**)
    - Program Start Date
    - Program Finish Date
    - Actual Program Start Date
    - Actual Program Finished Date
- Further, users can see the following Program Progress information in the section called "Program Progress Status" section as shown in **Figure 9**.
    - Program Progress in terms of budget (**Percentage ratio of Activity Cost Total and Budget Estimated**)
    - Program Progress in terms of activity completion (**The average percentage of Activity Completion of all Program Activities**)



Activity Name	Start Date	Finish Date	Activity Owner	Activity Budget	Activity Completion	Actual Start Date	Actual Finished Date	Activity Cost	Budget Varience	Actions
Build Side Walls	2020-07-10	2020-07-31	Bryan	8,400.00	0%			4,500.00	0.00	
Level the Ground Using Machines	2020-07-26	2020-08-07	Thomas	6,000.00	0%			0.00	0.00	
Lay Stones and Harden the Ground Using Machines	2020-08-05	2020-08-10	Mark	4,500.00	0%			0.00	0.00	
Lay Final Asphalt Layer	2020-08-12	2020-08-13	Bryan	7,800.00	0%			0.00	0.00	

Figure 9

- When editing Program Activity details, users can update “Actual Start Date” and “Actual Finished Date” of each Program Activity as shown in **Figure 10**.

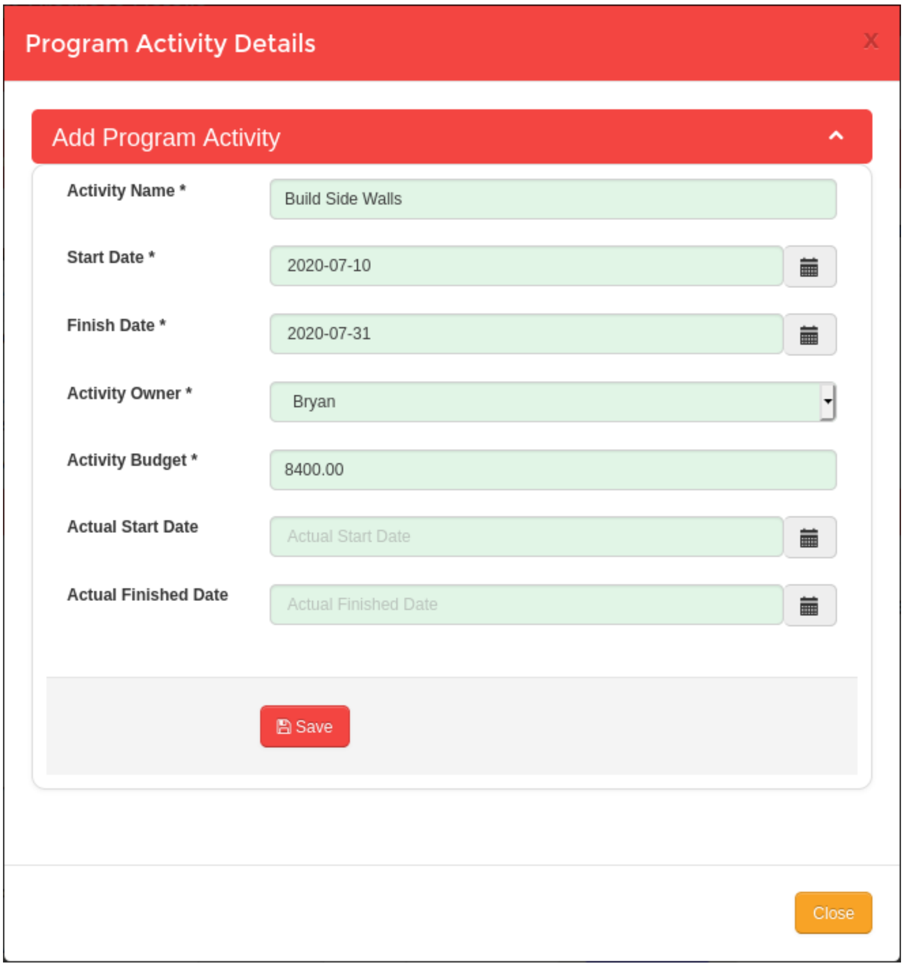


Figure 10

- Users can add Program Activity budget issue details on the screen shown in **Figure 11**.
- Users can click on "Add New Budget Issue" button shown in **Figure 11** to add a new budget issue transaction.

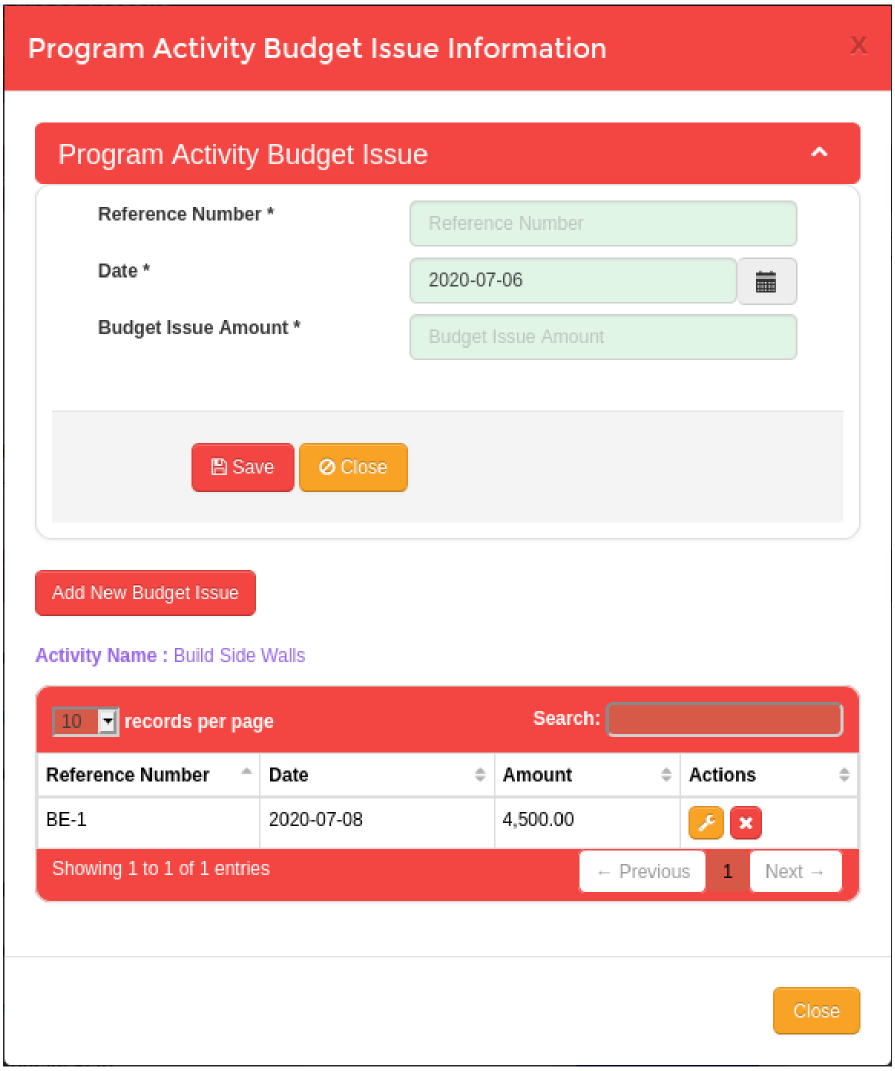


Figure 11

- Users can add Program Activity budget return details on the screen shown in **Figure 12**.
- Users can click on "Add New Budget Return" button shown in **Figure 12** to add a new budget return transaction.

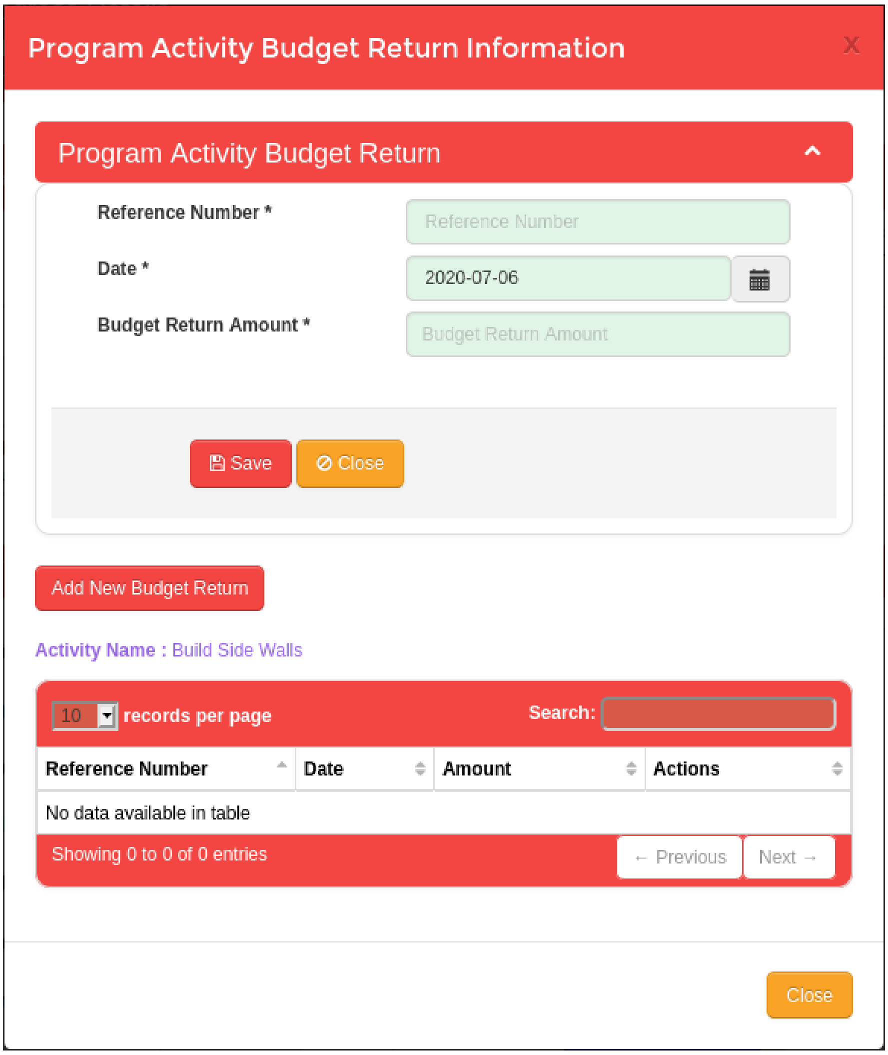


Figure 12

- Users can drag the slider bar shown in **Figure 13** to update the Program Activity progress.

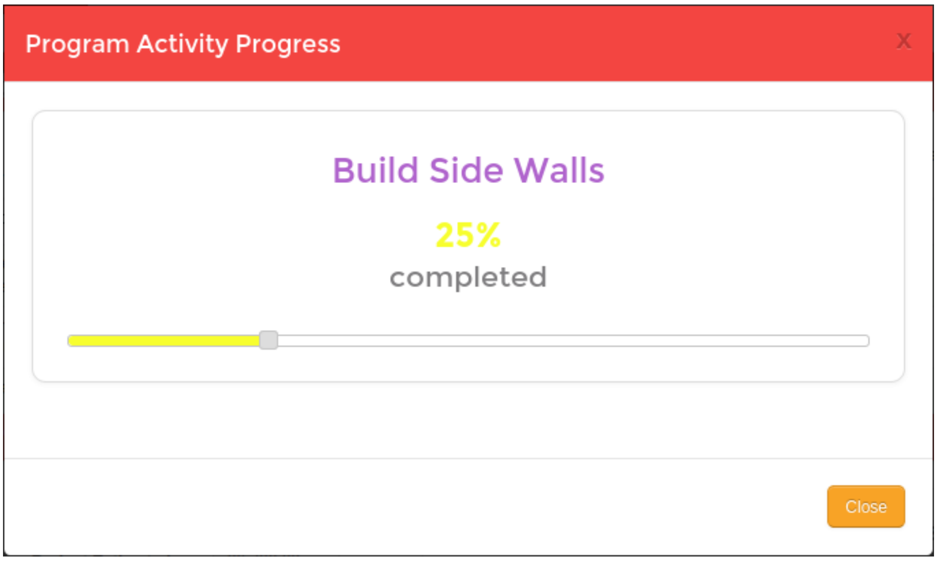


Figure 13