

Rounding up for Charitable Giving

For stores looking to participate in charitable giving events, clerks will need an option to record the amount donated during the transaction as well as provide managers and accountants a way to run reports for the amounts given.

Anthology recommends creating a special department, setting it non-taxable and creating an inventory record to track the amount of the Donation (round up amount) in each transaction. The following steps and screenshots can help you quickly set up for an event. If your store will be doing multiple programs, consider creating a specific inventory record for each scenario, using the Title, Author and/or Publisher fields to distinguish between them. **Note:** as of 9.6.300/400 versions, clerks will need to calculate the amount of roundup, Anthology does not currently automatically do this calculation for you. A later version will have a more automated option.

Getting Ready

- 1) **Create new Department:** Go to Master Files | Departments and Select F4 New, give a full name and shortcode, set to WebExclude (if you list inventory online) then F10 Save Changes.
- 2) Set Department to non taxable: Go to Master Files | Taxes | Tax Tables and uncheck the Taxable box for the newly created Department, F10 Save Changes.
- 3) Create new inventory Sku: Go to Master Files | Quick Inventory Add and enter a meaningful Sku and title. Important- set the Department to the newly created one, this will ensure your customer does not get an extra tax on the donation amount. Repeat on any other Tax Tables you may use during the event. Close and reopen Anthology on the cash register stations to ensure changes take effect.

Adding Round Up amount to Transaction

Clerks can ring up sales as normal, pausing before F3 Take Tenders. Find and fill in the amount needed to roundup to the nearest dollar for the specially created sku. You can keep the calculator open or you can use the built in calculator in Anthology, or print out the attached chart for quick reference.



For example, a \$14.58 totaled sale needs an additional 0.42 cents to roundup to an even \$15 as shown below.



Туре	ISBN / SKU	Q	ty	Price	Tax		Disc %	Ext		
Sale	LATTE_LG		1	3.75	~		0.000	3.75		
Sale	BROWNIE		1	4.00	~		0.000	4.00		
Sale	SAND_HAM		1	6.00	~		0.000	6.00		
Sale	ROUNDUP Round up for Donations		1	0.42		۵	0.000	0.42		
	1									
	# of items	Tax	: C		0.83 Total			16	15.00	
	4	SubTotal	al 14.17			Total		15.00		

Note + State State + State Note + State <t< th=""><th>Create Depa</th><th>irtment</th><th>Update Tax Table</th><th></th></t<>	Create Depa	irtment	Update Tax Table	
The * * the of light conder * (moder * (moder * for conder * for	L Departments		Taxes Maintenance	
	Name * Round Up Donation Short of	ode * ROUND Inactive	Name Sales Tax Short code SALET	Inactive
F1 Heip F4 New F9 Delete record E10 Sea F11 Print	List Defails OH/OO Sales POS Returns Default purchase discount for costing 0.00 Shelf feet Square feet SuperType Department discount schedule (None) Block discount Web name Exclude from Web) F1 Help F4 New F9 Delete record	Sales Discount Start date // End date // Discount Schedule (None)	List Details Format * Standard Sequence of applin Rate 6.000 Account name in accounting Minimum 0.00 Round Up Tax shippin Trade credits are tax-exempt Departments Included P1_9.5.102 Periodical Periodical Service Charges Stationary USED BOOKS Video CostTest EbcMember V	sation 1
CECERCE SNU CECERCE SNU CECERCE SNU CECERCE SNU CECERCE SNU Sector 2 CINCUNDUP Retail 000 last 0.00 Web 0.00 Cover 0.00 Althor Denation Round Up Author Denation Round Up OH 0 the Max 0 the Min 0 the		Grad	F1 Help F4 New F9 Delete record F10 S	F11 Print
ISBN / SkU ROUNDUP Item / UPC, ROUNDUP Retail 0.00 Web 0.00 Cover 0.00 Alt ISBN / SkU ROUNDUP Item / UPC, ROUNDUP Retail 0.00 Web 0.00 Cover 0.00 Alt ISBN / SkU ROUNDUP Item / UPC, ROUNDUP Retail 0.00 Web 0.00 Cover 0.00 Author Donation Round Up Author Donation Round Up Item / UPC, ROUNDUP ONATION Publisher Item / UPC, ROUNDUP ONATION Publisher Section 12 (None) OHI 0 Item / UPC, ROUNDUP ONATION Item / UPC, ROUNDUP ON		Creat		
Alt ISBN Title/Descript Round up for Donations Author Donation Round Up Publisher Preferred Department R ROUND UP DONATION Of R is River Web Section Of O (Mone)		ISBN / SKU ROUNDUP	Retail 0.00 ist 0.00 Web 0.00 Cover 0.00	
Authol Donation Round Up Add Publisher Publisher Publisher Publisher Section1 (Mone) Distrbtr13		Alt ISBN Title/Descript Round up for Dona	tions	
Add Publisher Preferred Department If ROUND UP DONATION edia If None) Image: Constraint of Constraints Publisher Image: Constraint of Constraints Section 2 If None) OH 0 Max 0		Author Donation Round Up	2	
Publisher Section Section Image: Section S		Add Publisher Preferred Department 🛱 ROL		
Distrbtr1 Section2 Notes Text Display as O Plain Text @ HTML Display as O Plain Text @ HTML Publisher F9 Back F1 Help F2 Create as SKU/ F3 Clear Locks F5 Web F7 Quick Label F8 Print Labels F1 Section Section2 Published Published F1 Gamma Status F2 Section2 Published F2 Create as SKU/ F3 Clear Locks F5 Web F7 Quick Label F8 Print Labels F1 Section F2 Section2 Published F2 Create as SKU/ F3 Clear Locks F5 Web F7 Quick Label F8 Print Labels F1 Section F1 Section F2 Section F1 Section F2 Section F3 Section F3 Section F4 Section F		Publisher 🛱 🔜 🚥 💿 Section 1 🛱 (Nor	ne) ∨ O/H 0 € Max 0 € Min 0 €	
Distrbit2		Distrbtr1 🛱 O Section2 🛱 (Nor	ne) Vublished / / Bin	
Uistrbr3 Image: Section of the		Distribtr2 🛱 🗹 N	lake ISBN-13 primary Status (None) Sales discount 0.00	
Notes Image: Comparison of the second of		Vistrotr3 C S	tock item 🛱 □ Used book 🛱	
Text		Notes	🛱 🗌 Remainder 🖆 🗹 No discount	
Text				
Itex Amazon ABE Display as O Plain Text @ HTML Image: Subject Publisher Binding Subject Save Settings Auto Save Increment onhand Print Labels Serialize F9 Back F1 Help F2 Create p SKU F3 Clear Locks F5 Web F7 Quick Label F12 Save		Taut	_invud2	
Display as O Plain Text @ HTML Image: Condition (Mone) Publisher Binding Subject Save Settings Auto Save Increment onhand Print Labels Serialize F9 Back F1 Help F2 Create p SKU F3 Clear Locks F5 Web F7 Quick Label F12 Save			Amazon ABE	
Publisher Binding Subject Publisher Binding Subject Save Settings Auto Save Increment onhand Print Labels Serialize F9 Back F1 Help F2 Create p SKU F3 Clear Locks F5 Web F7 Quick Label F12 Save		Display as O Plain Text @ HTMI	Condition (None)	
Save Settings Auto Save Increment onhand Print Labels Serialize F9 Back F1 Help F2 Create # SKU F3 Clear Locks F5 Web F7 Quick Label F12 Save		Publisher Binding	Subject	
F9 Back F1 Help F2 Create a SKU F3 Clear Locks F5 Web F7 Quick Label F8 Print Labels F12 Save		Save Sattings Auto Save Increment enhand	Print Labels Serialize	
F9 Back F1 Help F2 Create a SKU F3 Clear Locks F5 Web F7 Quick Label F8 Print Labels F12 Save				
		F9 Back F1 Help F2 Create a SKU F3 Clear Loc	ks F5 Web F7 Quick Label F8 Print Labels F12 Save	