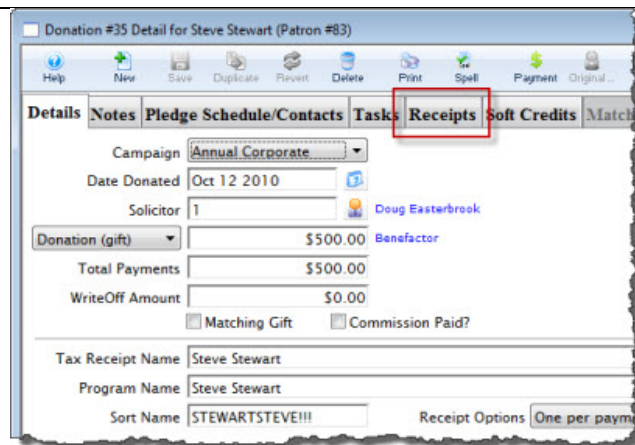


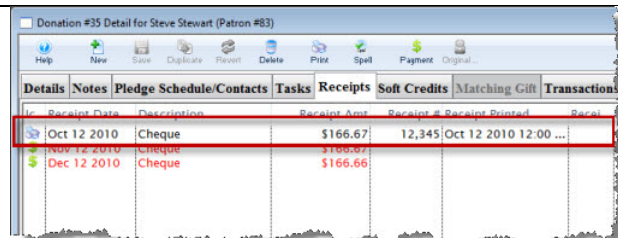
How to Toggle Between Individual and Company Donations

You have discovered a donation and receipt for an individual should have been made in the individual's company name. In Theatre Manager, you can easily change from individual to their company. Conversely, you can change from corporate to individual by performing the following steps:

****Note:** There **MUST** be a company name in the patron record in order for a donation to become a "corporate" donation.



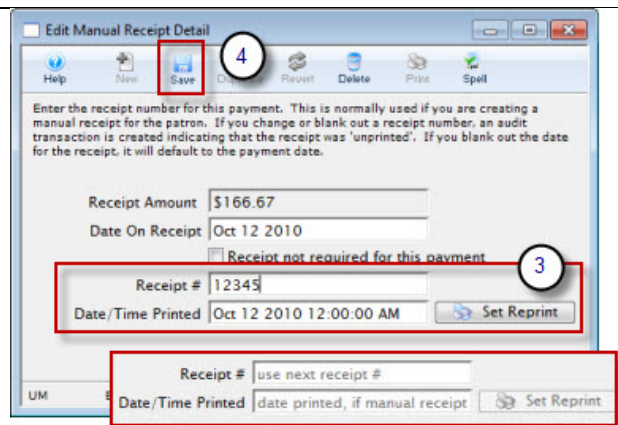
1. Open the donation. Then click the receipts tab.



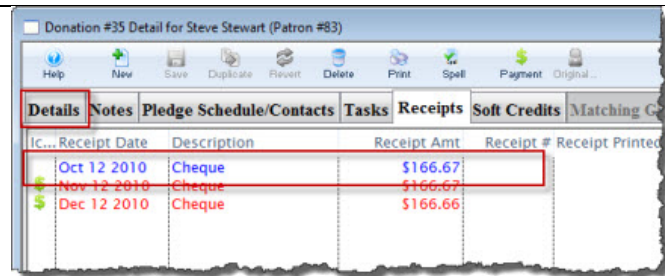
Receipt Date	Description	Receipt Amt	Receipt #	Receipt Printed	Receipt
Oct 12 2010	Cheque	\$166.67	12,345	Oct 12 2010 12:00 ...	
Nov 12 2010	Cheque	\$166.67			
Dec 12 2010	Cheque	\$166.66			

The Receipt has been printed. We now need to un-print the receipt to change it.

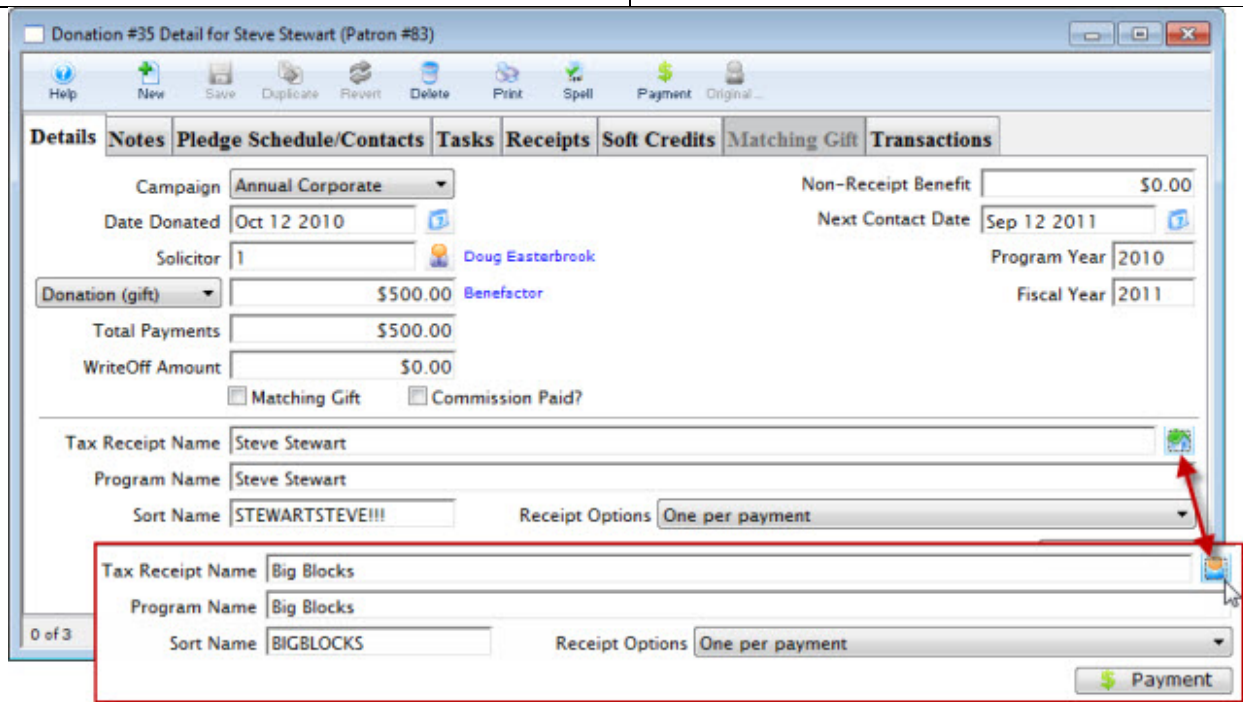
2. Double-click on the receipt. The receipt detail window opens.





3. Click in the Receipt # box and delete the number. The date will automatically clear from the Date/Time Printed field.
4. Click the Save button.



5. Close the Receipt detail window. The Receipt is now un-printed. Click the Details **Details** tab.



Click the Toggle button. The toggle button will appear as  if you are switching from an individual donation, to a company donation. The toggle button will appear as  if you are switching from a company donation, to an individual donation. When you click the toggle button the Tax Receipt Name, Program Name and Sort Name fields will switch to the company/individual name.