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## Overview

This article walks through the steps to create new '**Non-Monetary**' types in your database for entering in-kind contributions. It also shows how to run a report for 'Non-Monetary' (*in-kind*) contributions.

**IMPORTANT:** For parts of this article such as accessing the System Manager tools you'll need full [security access](#) to your database.

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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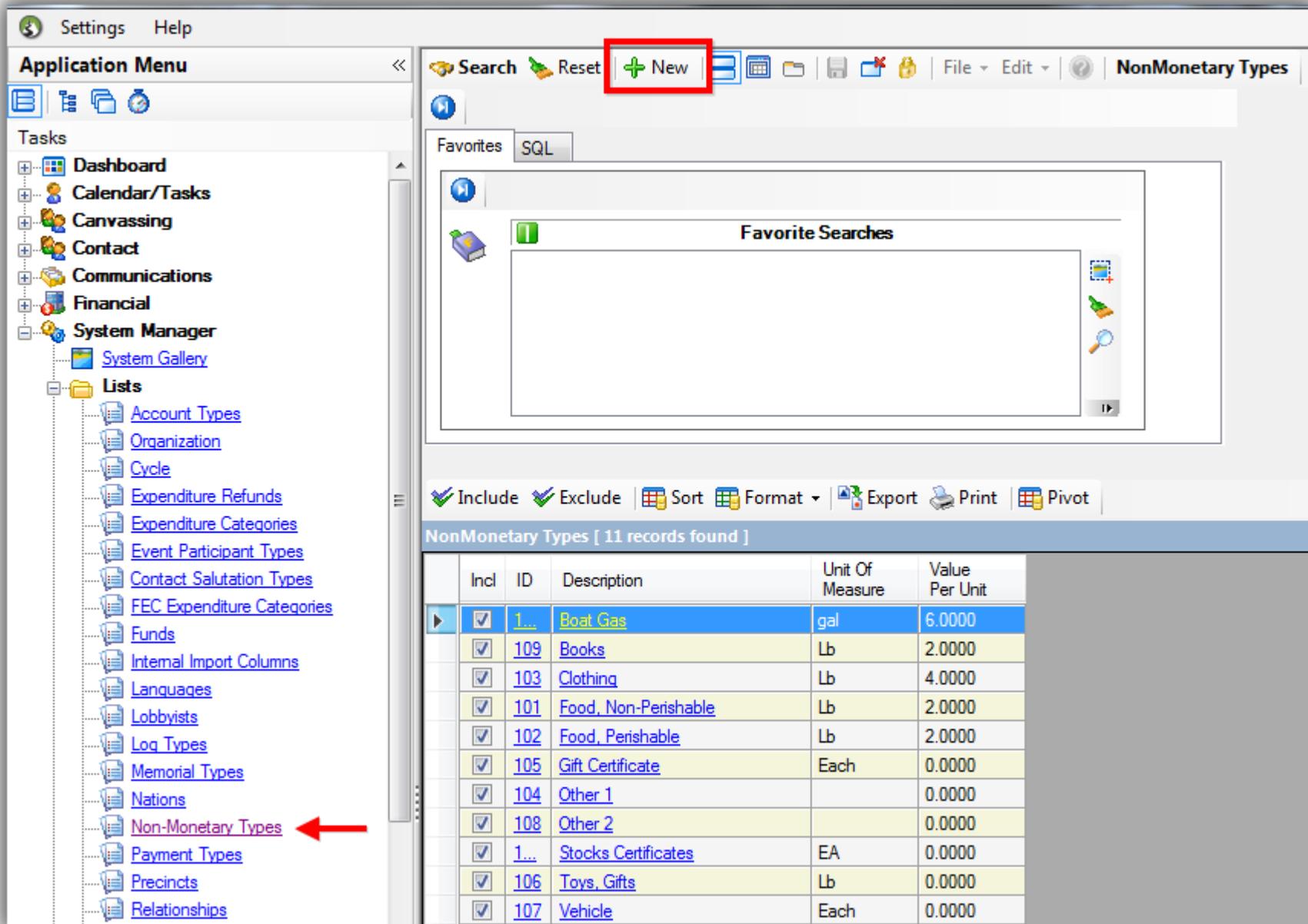
 **Tip:** If certain in-kind (non-monetary) contributions have a different tax deductible amount than your regular contributions you can mass update that amount/percentage, section **#2** of this article shows how: <http://trailblz.com/kb/?action=view&kb=193&cat=1>

## Steps

First we'll talk about **adding a new** Non-Monetary type.

Follow **Application Menu > System Manager > Lists > Non-Monetary Types > Click [+ New]**

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types



The screenshot shows the TrailBlazer software interface. On the left is the 'Application Menu' with a tree view of tasks. The 'Non-Monetary Types' item is highlighted with a red arrow. In the main window, the '+ New' button in the toolbar is highlighted with a red box. Below the toolbar is a table of 'NonMonetary Types' with 11 records found.

Incl	ID	Description	Unit Of Measure	Value Per Unit
<input checked="" type="checkbox"/>	1...	Boat Gas	gal	6.0000
<input checked="" type="checkbox"/>	109	Books	Lb	2.0000
<input checked="" type="checkbox"/>	103	Clothing	Lb	4.0000
<input checked="" type="checkbox"/>	101	Food, Non-Perishable	Lb	2.0000
<input checked="" type="checkbox"/>	102	Food, Perishable	Lb	2.0000
<input checked="" type="checkbox"/>	105	Gift Certificate	Each	0.0000
<input checked="" type="checkbox"/>	104	Other 1		0.0000
<input checked="" type="checkbox"/>	108	Other 2		0.0000
<input checked="" type="checkbox"/>	1...	Stocks Certificates	EA	0.0000
<input checked="" type="checkbox"/>	106	Toys, Gifts	Lb	0.0000
<input checked="" type="checkbox"/>	107	Vehicle	Each	0.0000

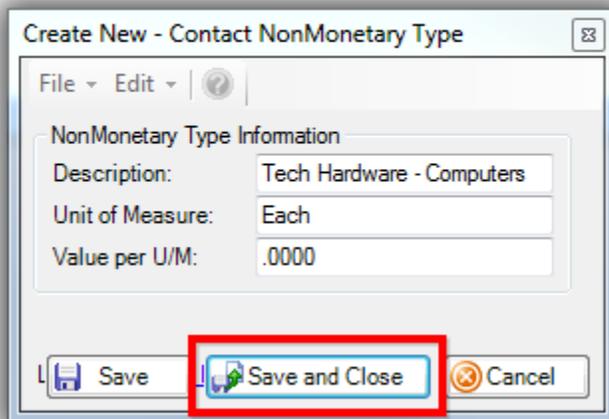
## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

The options you have when creating a new Non-Monetary type include:

- Description
- Unit of Measure
- Value per U/M

Fill out the form and click **[Save and Close]**. *My example is below for a non-monetary type called "Tech Hardware – Computers".*

**Fill out the non-monetary form with the information related to your new non-monetary type. My example:**



Click **[Search]** and then click on the column header for **ID** two times to sort in descending order to put your most recent item at the top. *My example is below.*

## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

1

Search Reset + New [Icons] File Edit NonMonetary Types

SQL

Favorite Searches

Include Exclude Sort Format Export Print Pivot

NonMonetary Types [ 12 records found ]

Incl	ID	Description	Unit Of Measure	Value Per Unit
<input checked="" type="checkbox"/>	1000003	Tech Hardware - Computers	Each	0.0000
<input checked="" type="checkbox"/>	1000001	Stocks Certificates	EA	0.0000
<input checked="" type="checkbox"/>	1000000	Boat Gas	gal	6.0000
<input checked="" type="checkbox"/>	109	Books	Lb	2.0000
<input checked="" type="checkbox"/>	108	Other 2		0.0000
<input checked="" type="checkbox"/>	107	Vehicle	Each	0.0000
<input checked="" type="checkbox"/>	106	Toys, Gifts	Lb	0.0000
<input checked="" type="checkbox"/>	105	Gift Certificate	Each	0.0000
<input checked="" type="checkbox"/>	104	Other 1		0.0000
<input checked="" type="checkbox"/>	103	Clothing	Lb	4.0000
<input checked="" type="checkbox"/>	102	Food, Perishable	Lb	2.0000
<input checked="" type="checkbox"/>	101	Food, Non-Perishable	Lb	2.0000

2  
Click on the ID column two times to sort in descending order.

← Most recent non-monetary type.

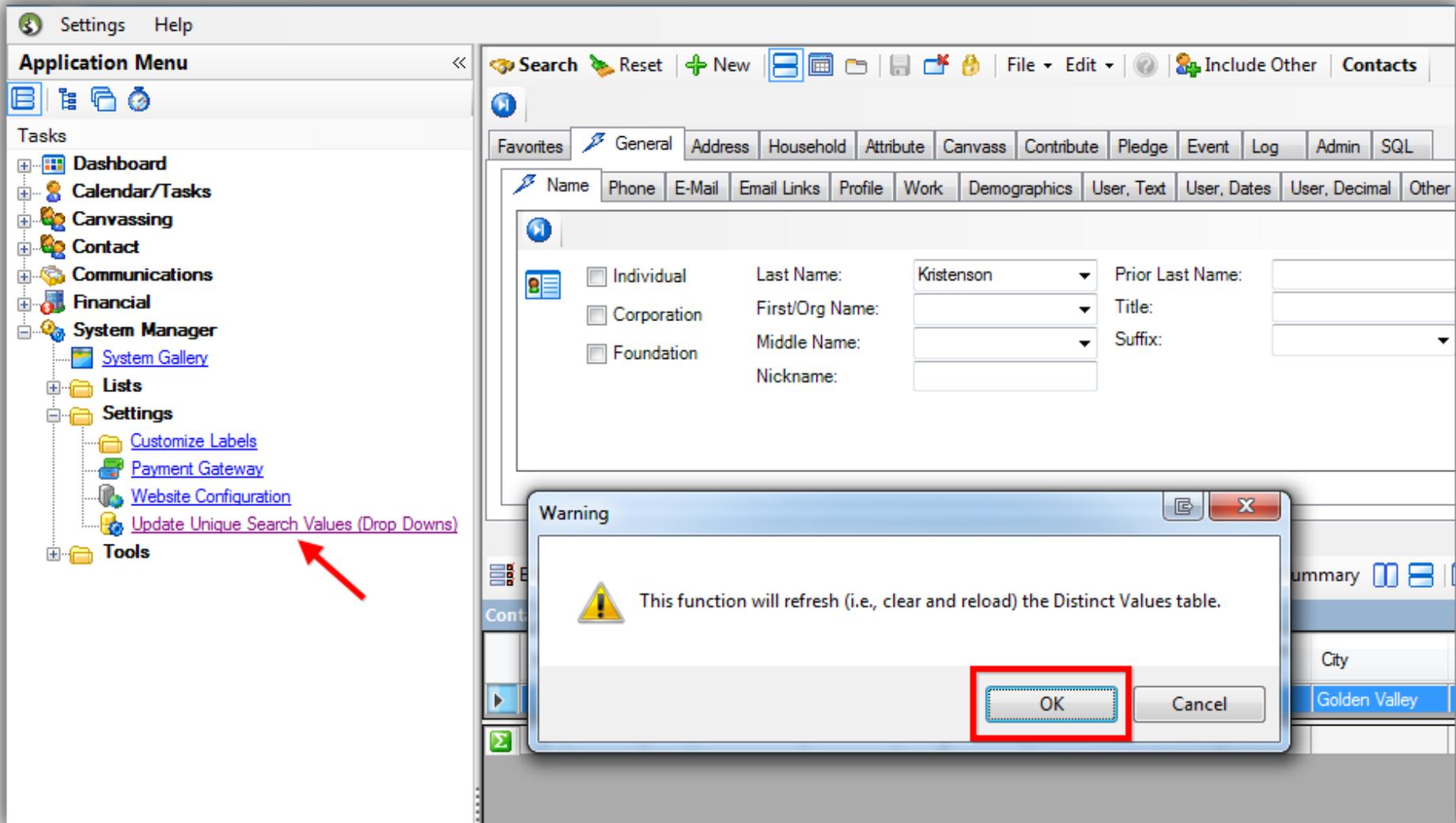
## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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You're now finished with these steps, you can repeat until all non-monetary types are added that you need.

Next you'll want to refresh the **Unique Search Value (Drop-Downs)** by following **Application Menu > System Manager > Settings > Update Unique Search Value (Drop Downs)**

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

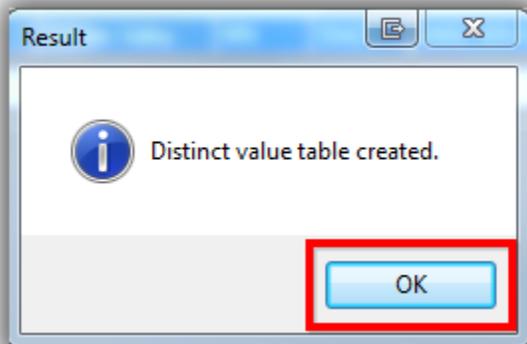


The screenshot displays the TrailBlazer application interface. On the left, the 'Application Menu' is visible, with a red arrow pointing to the 'Update Unique Search Values (Drop Downs)' option under the 'Settings' folder. The main window shows a 'Contacts' form with tabs for 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Contribute', 'Pledge', 'Event', 'Log', 'Admin', and 'SQL'. The 'General' tab is active, showing fields for 'Individual', 'Corporation', and 'Foundation' types, along with 'Last Name', 'First/Org Name', 'Middle Name', 'Nickname', 'Prior Last Name', 'Title', and 'Suffix'. A 'Warning' dialog box is overlaid on the form, containing a warning icon and the text: 'This function will refresh (i.e., clear and reload) the Distinct Values table.' The 'OK' button in the dialog box is highlighted with a red rectangle.

## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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Click **[OK]** to proceed and click **[OK]** again once the operation is complete.



Now that that's complete you can move onto the actual entry of a non-monetary contribution.

Navigate to your **Contacts** (Donors/Voters) list, run a [search query](#) for the contributor, and click on their name to open the record. *In my example I used my own record "Joel Kristenson" as the donor who gave an in-kind gift.*

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

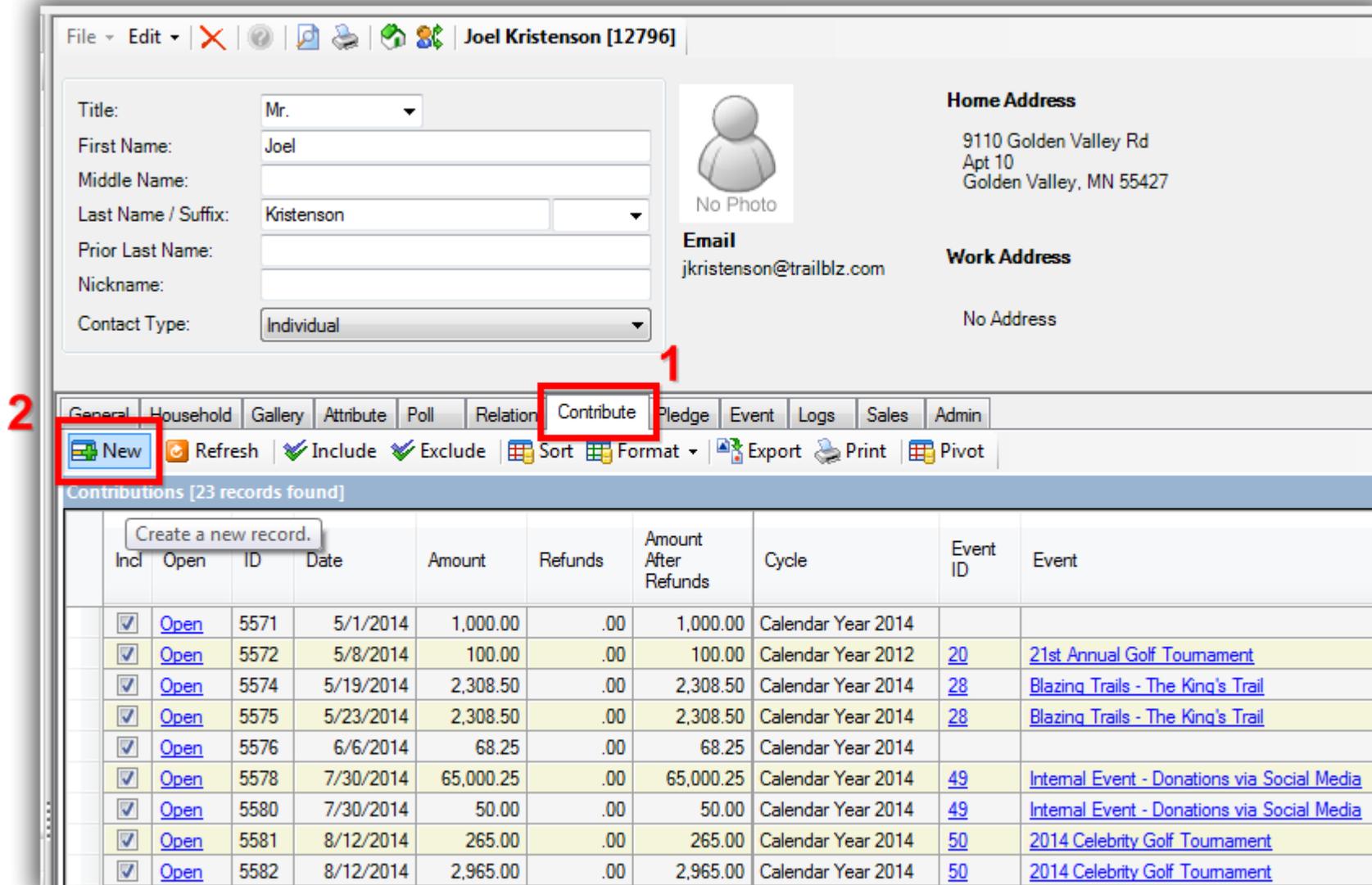
The screenshot shows the TrailBlazer software interface. On the left is a navigation tree with 'Contacts' highlighted. The main window shows a search results table with one record for 'Joel Kristenson'. Below the table is a form for editing the contributor's details, with the 'Last Name' field set to 'Kristenson'. The interface includes various toolbars for search, editing, and navigation.

Incl	ID	Title	Last Name	First Name	MI	Address Type	Address	Address Line 2	City	State	Zip Code	Bus Phone	Cell Phone	Email	Employer/Company Name
<input checked="" type="checkbox"/>	12796	Mr.	Kristenson	Joel		Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(866) 909-8700	(218) 370-1064	jkristenson@trailblz.com	N/A

**Click on the name of the contributor to open there record.**

Navigate to the **Contribute** tab, and click **[+ New]**.

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types



The screenshot shows the TrailBlazer software interface. At the top, there is a contact profile for Joel Kristenson [12796]. The profile includes fields for Title (Mr.), First Name (Joel), Middle Name, Last Name / Suffix (Kristenson), Prior Last Name, Nickname, and Contact Type (Individual). It also shows Home Address (9110 Golden Valley Rd, Apt 10, Golden Valley, MN 55427) and Work Address (No Address). The email address is jkristenson@trailblz.com.

Below the profile is a navigation bar with tabs: General, Household, Gallery, Attribute, Poll, Relation, **Contribute**, Pledge, Event, Logs, Sales, Admin. The 'Contribute' tab is highlighted with a red box and a red number '1'. Below the navigation bar is a toolbar with buttons: **New**, Refresh, Include, Exclude, Sort, Format, Export, Print, Pivot. The 'New' button is highlighted with a red box and a red number '2'.

Below the toolbar is a table of contributions. The table has columns: Incl, Open, ID, Date, Amount, Refunds, Amount After Refunds, Cycle, Event ID, and Event. The table contains 23 records, with the first 10 rows visible. The first row is a header row with a 'Create a new record.' button above the 'Incl' column. The following rows show various contributions with their respective dates, amounts, and event names.

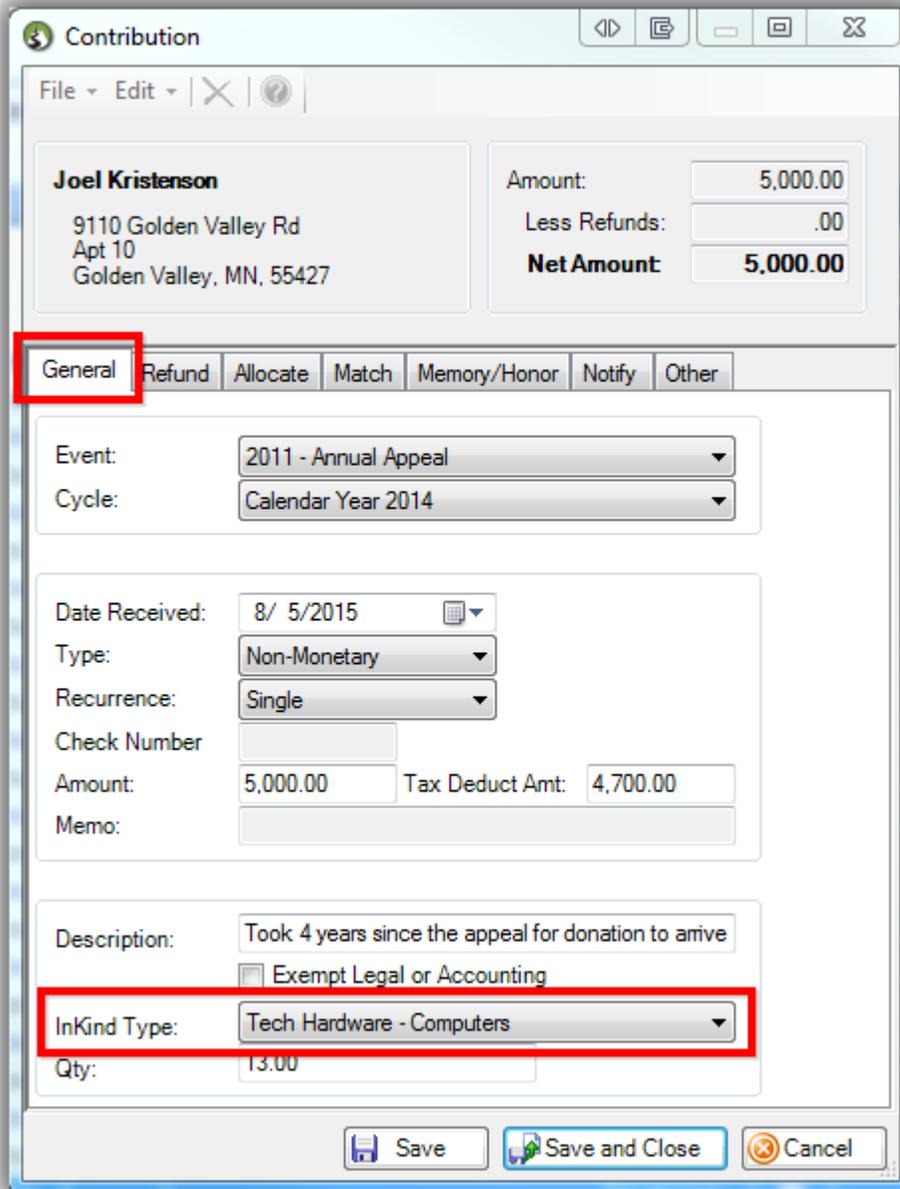
Incl	Open	ID	Date	Amount	Refunds	Amount After Refunds	Cycle	Event ID	Event
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5571	5/1/2014	1,000.00	.00	1,000.00	Calendar Year 2014		
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5572	5/8/2014	100.00	.00	100.00	Calendar Year 2012	20	<a href="#">21st Annual Golf Tournament</a>
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5574	5/19/2014	2,308.50	.00	2,308.50	Calendar Year 2014	28	<a href="#">Blazing Trails - The King's Trail</a>
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5575	5/23/2014	2,308.50	.00	2,308.50	Calendar Year 2014	28	<a href="#">Blazing Trails - The King's Trail</a>
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5576	6/6/2014	68.25	.00	68.25	Calendar Year 2014		
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5578	7/30/2014	65,000.25	.00	65,000.25	Calendar Year 2014	49	<a href="#">Internal Event - Donations via Social Media</a>
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5580	7/30/2014	50.00	.00	50.00	Calendar Year 2014	49	<a href="#">Internal Event - Donations via Social Media</a>
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5581	8/12/2014	265.00	.00	265.00	Calendar Year 2014	50	<a href="#">2014 Celebrity Golf Tournament</a>
<input checked="" type="checkbox"/>	<a href="#">Open</a>	5582	8/12/2014	2,965.00	.00	2,965.00	Calendar Year 2014	50	<a href="#">2014 Celebrity Golf Tournament</a>

## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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Fill out the contribution form with all the data you have available, make sure to choose **Non-Monetary** as the **Type**, you'll now be able to select your new **InKind Type** from the drop-down. *My example is below.*

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types



The screenshot shows the 'Contribution' window in TrailBlazer. The donor is Joel Kristenson, with an address in Golden Valley, MN. The contribution amount is 5,000.00, with a net amount of 5,000.00 after less refunds of .00. The 'General' tab is selected, showing the contribution details. The 'Event' is '2011 - Annual Appeal' and the 'Cycle' is 'Calendar Year 2014'. The 'Date Received' is 8/5/2015, and the 'Type' is 'Non-Monetary'. The 'Recurrence' is 'Single'. The 'Amount' is 5,000.00 and the 'Tax Deduct Amt' is 4,700.00. The 'Description' is 'Took 4 years since the appeal for donation to arrive'. The 'InKind Type' is 'Tech Hardware - Computers' and the 'Qty' is 13.00. The 'Save', 'Save and Close', and 'Cancel' buttons are visible at the bottom.

Joel Kristenson	Amount:	5,000.00
9110 Golden Valley Rd	Less Refunds:	.00
Apt 10	<b>Net Amount:</b>	<b>5,000.00</b>
Golden Valley, MN, 55427		

General | Refund | Allocate | Match | Memory/Honor | Notify | Other

Event: 2011 - Annual Appeal  
Cycle: Calendar Year 2014

Date Received: 8/ 5/2015  
Type: Non-Monetary  
Recurrence: Single

Check Number:   
Amount: 5,000.00 Tax Deduct Amt: 4,700.00  
Memo:

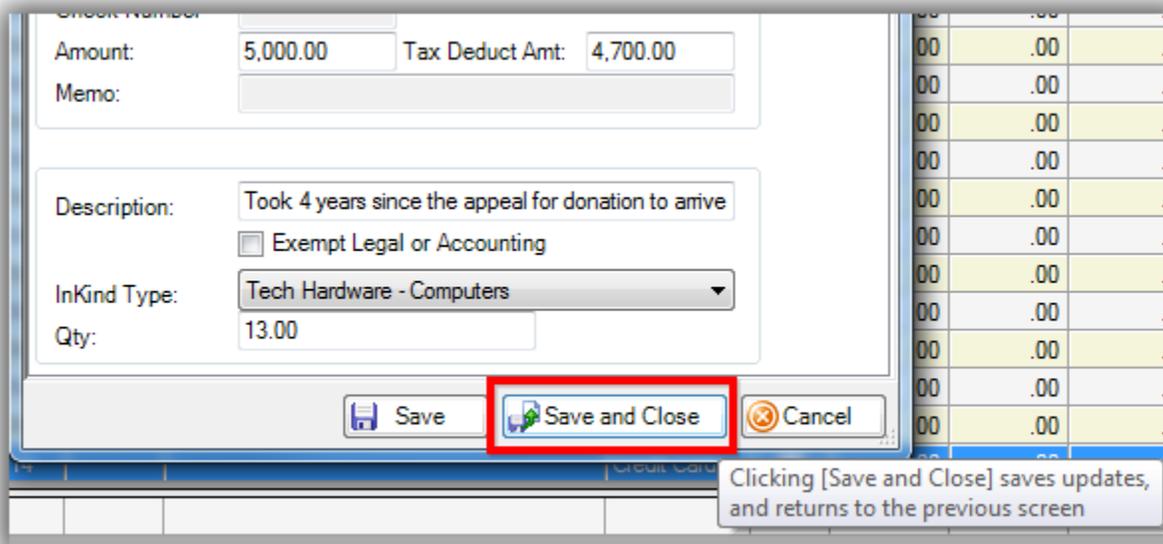
Description: Took 4 years since the appeal for donation to arrive  
 Exempt Legal or Accounting

InKind Type: Tech Hardware - Computers  
Qty: 13.00

Save Save and Close Cancel

## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

After all contribution data has been entered click **[Save and Close]**.



Amount: 5,000.00 Tax Deduct Amt: 4,700.00

Memo:

Description: Took 4 years since the appeal for donation to arrive  
 Exempt Legal or Accounting

InKind Type: Tech Hardware - Computers

Qty: 13.00

Save Save and Close Cancel

Clicking [Save and Close] saves updates, and returns to the previous screen

Here's an *example* of my saved non-monetary contribution in my record card:

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

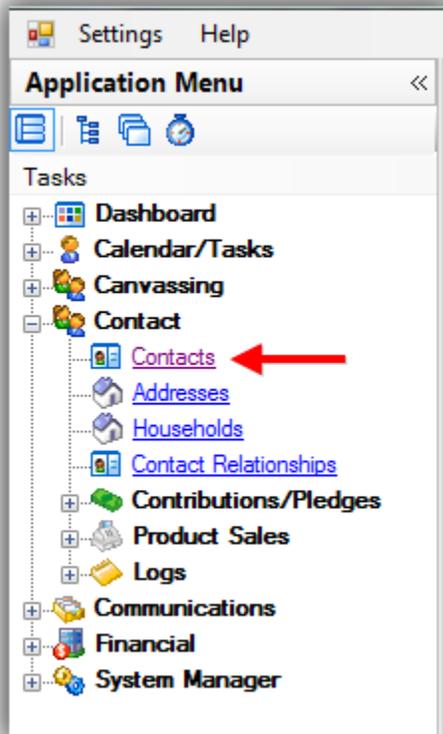
Incl	Open	ID	Date	Amount	Refunds	Amount After Refunds	Cycle	Event ID	Event	Payment Method	De-posit-ed	Applied Against Pledges	Matches Expected	Matches Received	Allocated to Specific Funds	Memorial/ Honorarium Type	Memorial/ Honorarium Person
<input checked="" type="checkbox"/>	Open	5571	5/1/2014	1,000.00	.00	1,000.00	Calendar Year 2014			Check	<input type="checkbox"/>	.00	.00	.00	1,000.00		
<input checked="" type="checkbox"/>	Open	5572	5/8/2014	100.00	.00	100.00	Calendar Year 2012	20	21st Annual Golf Tournament	Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5574	5/19/2014	2,308.50	.00	2,308.50	Calendar Year 2014	28	Blazing Trails - The King's Trail	Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5575	5/23/2014	2,308.50	.00	2,308.50	Calendar Year 2014	28	Blazing Trails - The King's Trail	Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5576	6/6/2014	68.25	.00	68.25	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5578	7/30/2014	65,000.25	.00	65,000.25	Calendar Year 2014	49	Internal Event - Donations via Social Media	Credit Card	<input type="checkbox"/>	.00	.00	.00	65,000.25		
<input checked="" type="checkbox"/>	Open	5580	7/30/2014	50.00	.00	50.00	Calendar Year 2014	49	Internal Event - Donations via Social Media	Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5581	8/12/2014	265.00	.00	265.00	Calendar Year 2014	50	2014 Celebrity Golf Tournament	Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5582	8/12/2014	2,965.00	.00	2,965.00	Calendar Year 2014	50	2014 Celebrity Golf Tournament	Credit Card	<input type="checkbox"/>	.00	.00	.00	.00		
<input checked="" type="checkbox"/>	Open	5585	9/29/2014	5,000.00	.00	5,000.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	5,000.00	in honor of	Billy Bob
<input checked="" type="checkbox"/>	Open	5587	10/6/2014	25,000.00	.00	25,000.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	.00	in memory of	Bob
<input checked="" type="checkbox"/>	Open	5588	10/6/2014	25,000.00	.00	25,000.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	25,000.00	in honor of	Person of Interest
<input checked="" type="checkbox"/>	Open	5589	10/6/2014	123.45	.00	123.45	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	123.45	in memory of	Mickey Mouse
<input checked="" type="checkbox"/>	Open	5590	10/6/2014	123.45	.00	123.45	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	123.45	in honor of	Billy Bob
<input checked="" type="checkbox"/>	Open	5591	10/6/2014	1,234.56	.00	1,234.56	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	1,234.56	in honor of	A great person
<input checked="" type="checkbox"/>	Open	5593	10/6/2014	123.45	.00	123.45	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	123.45	in memory of	Test
<input checked="" type="checkbox"/>	Open	5594	10/6/2014	5,000.00	.00	5,000.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	5,000.00		
<input checked="" type="checkbox"/>	Open	5595	10/6/2014	10,000.00	.00	10,000.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	.00	in honor of	asdf
<input checked="" type="checkbox"/>	Open	5596	10/7/2014	50.00	.00	50.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	50.00	in honor of	Test
<input checked="" type="checkbox"/>	Open	5597	10/7/2014	1,750.25	.00	1,750.25	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	1,750.25	in memory of	Test
<input checked="" type="checkbox"/>	Open	5598	10/27/2014	100.00	.00	100.00	Calendar Year 2014			Check	<input type="checkbox"/>	.00	.00	.00	100.00		
<input checked="" type="checkbox"/>	Open	5599	1/26/2015	2,565.00	.00	2,565.00	Calendar Year 2014	28	Blazing Trails - The King's Trail	Credit Card	<input type="checkbox"/>	.00	.00	.00	2,565.00		
<input checked="" type="checkbox"/>	Open	5600	1/28/2015	25,000.00	.00	25,000.00	Calendar Year 2014			Credit Card	<input type="checkbox"/>	.00	.00	.00	25,000.00	in honor of	
<input checked="" type="checkbox"/>	Open	5601	8/5/2015	5,000.00	.00	5,000.00	Calendar Year 2014	9	2011 - Annual Appeal	Non-Monetary	<input type="checkbox"/>	.00	.00	.00	.00		
24				180,135.66	.00	180,135.66					0	.00	.00	.00	132,070.41		

The new non-monetary contribution after it's been saved in the donor's record card.

At this point you're finished with the recording of a new non-monetary (in-kind) donation. Keep reading to learn how to run reports by non-monetary contributions.

## Report #1 – Contacts (Donors/Voters) List for In-Kind Donors

To search for the **people** in your database who've given a non-monetary gift you'll need to run that from your Contacts (Voters/Donors) list.



Click on the **Contribute** tab, **Plug in** the tab to activate it, select the **Payment Method as Non-Monetary**, and then click **[Search]** to execute the query. *In my example below I had 10 donors who have given non-monetary gifts.*

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

**4** Search

**1** Contribute

**2** Add

**3** Payment Method: Non-Monetary

**Results**

Incl	ID	Title	Last Name	First Name	MI	Address Type	Address	Address Line 2	City	State	Zip Code	Home Phone	Bus Phone	Cell Phone	Email	Employer/Company Name
<input checked="" type="checkbox"/>	12796	Mr.	Kristenson	Jodi		Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427		(866) 909-8700	(218) 370-1064	jkristenson@trailblz.com	N/A
<input checked="" type="checkbox"/>	11127	Mr.	Myers	Timothy		Home	7891 Redwood Dr		Fountain Valley	CA	92708	(132) 132-1351			tim@myers.com	
<input checked="" type="checkbox"/>	11082		Winheim	Joy		Home	15978 Washington Blvd		Tampa	FL	33603				Joy@Winheim.com	
<input checked="" type="checkbox"/>	10979		Bass	Carly		Home	7896 Cumberland Ave W		Santa Barbara	CA	93101					
<input checked="" type="checkbox"/>	10812		Aiani	Sadaf		Home	123 Main St E		Minneapolis	MN	55406		(555) 555-1212		sa@cthink.org	
<input checked="" type="checkbox"/>	10697		Dosen-Windsor	Amanda	Marte	Home	32058 Prairie Lake Dr		Grand Rapids	MN	55744	(218) 245-2027			amanda@dosen.com	
<input checked="" type="checkbox"/>	9473		Walters	Barbara		Home	6876 Monroe St		Minneapolis	MN	55432	(123) 454-6666			barb@walters.com	
<input checked="" type="checkbox"/>	9426		Kirkland	Debbie		Home	Na		Na	MA	11111				debbiekirkland@brandonfoundation.com	
<input checked="" type="checkbox"/>	9228		Meek	Joan		Home	456 Ave C		Essex	CT	11111				joan@joan.com	
<input checked="" type="checkbox"/>	9224	Mr.	Adams	John	Henry	Home	Zxdf	Zdf	Asdf	AA	55555				sprince@coltech.com	

## Report #2 – Contributions List for Non-Monetary Donations, and by In-Kind Type

To run a report for the actual contribution **transaction** records vs. the donors you'll run this report from the **Contributions** list.

## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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Navigate to the **Contributions** list, click on the **Other** tab, choose **Non-Monetary** as the **Payment Methods** type, and click **[Search]**.

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

**4** Search

**2** Other

**3** Payment Methods: Non-Monetary

**1** Contributions

Results

Optionally you can choose the specific In-Kind Type to query by.

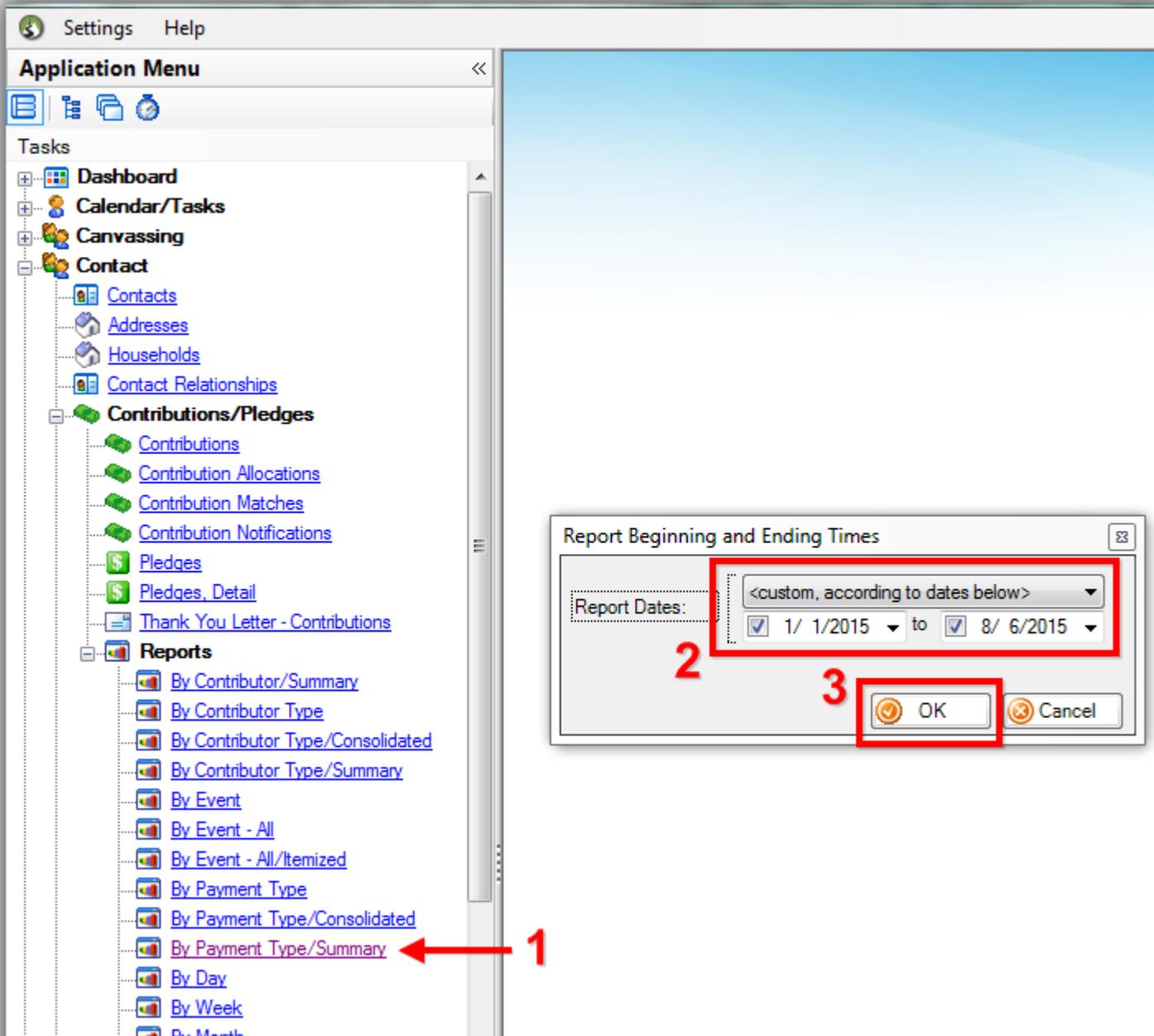
Incl	ID	Date	Contact ID	Last Name	First Name	MI	Amount	Applied Against Pledges	Open Pledges [Per Contact]	Deposited	Thank You Letter Sent	Thank You Date	Thank You Call Done	Check #
<input checked="" type="checkbox"/>	3393	12/13/2009	10812	Alani	Sadaf		.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3531	7/27/2010	9426	Kirkland	Debbie		30.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1234
<input checked="" type="checkbox"/>	3529	7/30/2010	9224	Adams	John	Henry	200.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3567	9/11/2010	9473	Walters	Barbara		30.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3568	9/12/2010	9473	Walters	Barbara		614.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3566	9/20/2010	9473	Walters	Barbara		50.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3574	9/27/2010	9228	Meek	Joan		150.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3589	10/20/2010	10697	Dosen-Windorski	Amanda	Marie	200.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	3911	12/29/2010	10979	Bass	Carly		100.00	100.00	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3920	1/18/2011	11082	Winheim	Joy		250.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	4153	3/25/2011	11127	Myers	Timothy		75.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	5601	8/5/2015	12796	Kristenson	Joel		5,000.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Σ</b>	12						6,699.00	100.00		0	11		1	

## **Report #3 – Canned Trail Blazer Report – Summary of Contributions by Contribution Type**

The two images below show how to generate a canned **Trail Blazer** report which generates a contribution summary report by Contribution Types. Under the **Application Menu** You'll need to navigate to the **Reports** branch under **Contributions/Pledges** and select the report called **By Payment/Summary**.

Step 1 – Select the Payment Type/Summary Report and Input your Date Range

# Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types



The screenshot displays the TrailBlazer application interface. On the left is the 'Application Menu' with a 'Tasks' sidebar. The 'Reports' section is expanded, showing various report options. A red arrow labeled '1' points to the 'By Payment Type/Summary' option. A dialog box titled 'Report Beginning and Ending Times' is open in the center. A red box labeled '2' highlights the 'Report Dates' field, which contains a dropdown menu set to '<custom, according to dates below>' and two date pickers set to '1/ 1/2015' and '8/ 6/2015'. A red box labeled '3' highlights the 'OK' button.

Application Menu

Tasks

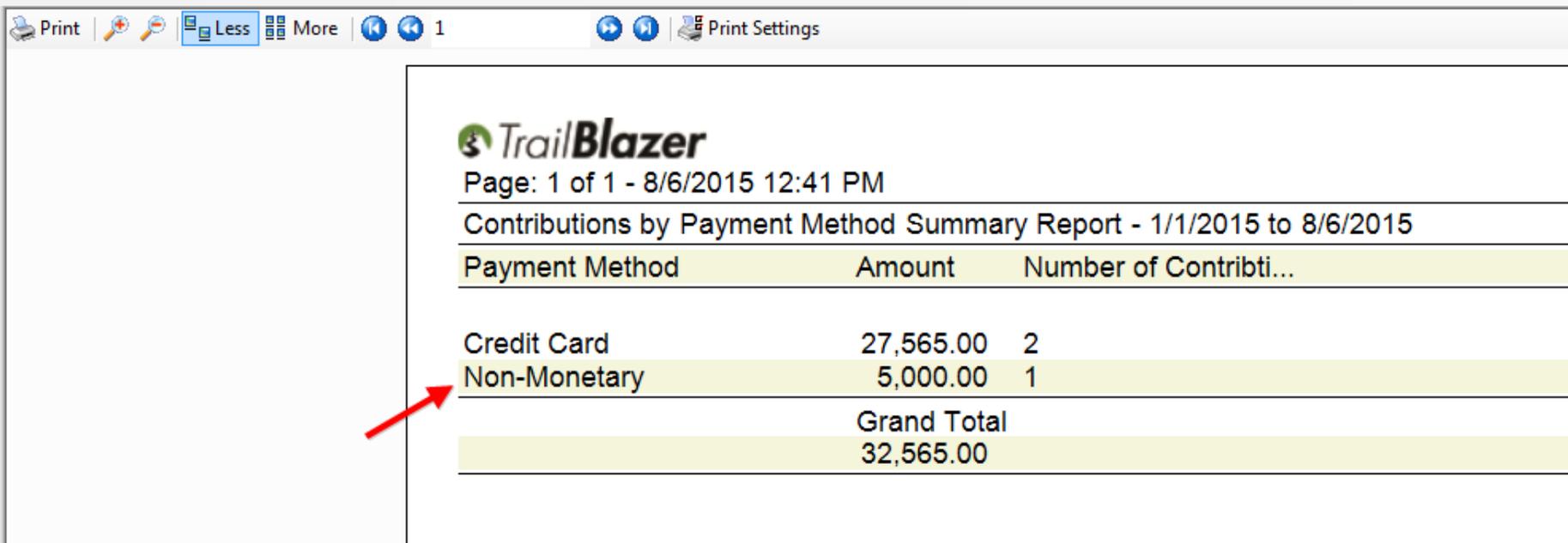
- Dashboard
- Calendar/Tasks
- Canvassing
- Contact
  - Contacts
  - Addresses
  - Households
  - Contact Relationships
- Contributions/Pledges
  - Contributions
  - Contribution Allocations
  - Contribution Matches
  - Contribution Notifications
  - Pledges
  - Pledges\_Detail
  - Thank You Letter - Contributions
- Reports
  - By Contributor/Summary
  - By Contributor Type
  - By Contributor Type/Consolidated
  - By Contributor Type/Summary
  - By Event
  - By Event - All
  - By Event - All/Itemized
  - By Payment Type
  - By Payment Type/Consolidated
  - By Payment Type/Summary
  - By Day
  - By Week
  - By Month

Report Beginning and Ending Times

Report Dates: <custom, according to dates below> 1/ 1/2015 to 8/ 6/2015

OK Cancel

## Step 2 – Print Preview of Report



Print | Less | More | 1 | Print Settings

 **TrailBlazer**

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Contributions by Payment Method Summary Report - 1/1/2015 to 8/6/2015

Payment Method	Amount	Number of Contributi...
Credit Card	27,565.00	2
Non-Monetary	5,000.00	1
Grand Total	32,565.00	



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

**Article:** [Tax Deductible Contributions](#)

**Article:** [Contribution Year-End Report](#)

**Article:** [Entering Contributions](#)

**Article:** [Customize Field Names](#)

**Video:** [Getting Started 106a – Entering Contributions \(NON PROFIT ONLY\)](#)

**Video:** [Filtered Contribution Columns in Format](#)

**Video:** [Year End Tax Letter](#)

## Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

## Recording Non-Monetary (In-Kind) Contributions and Creating New Non-Monetary Types

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*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*