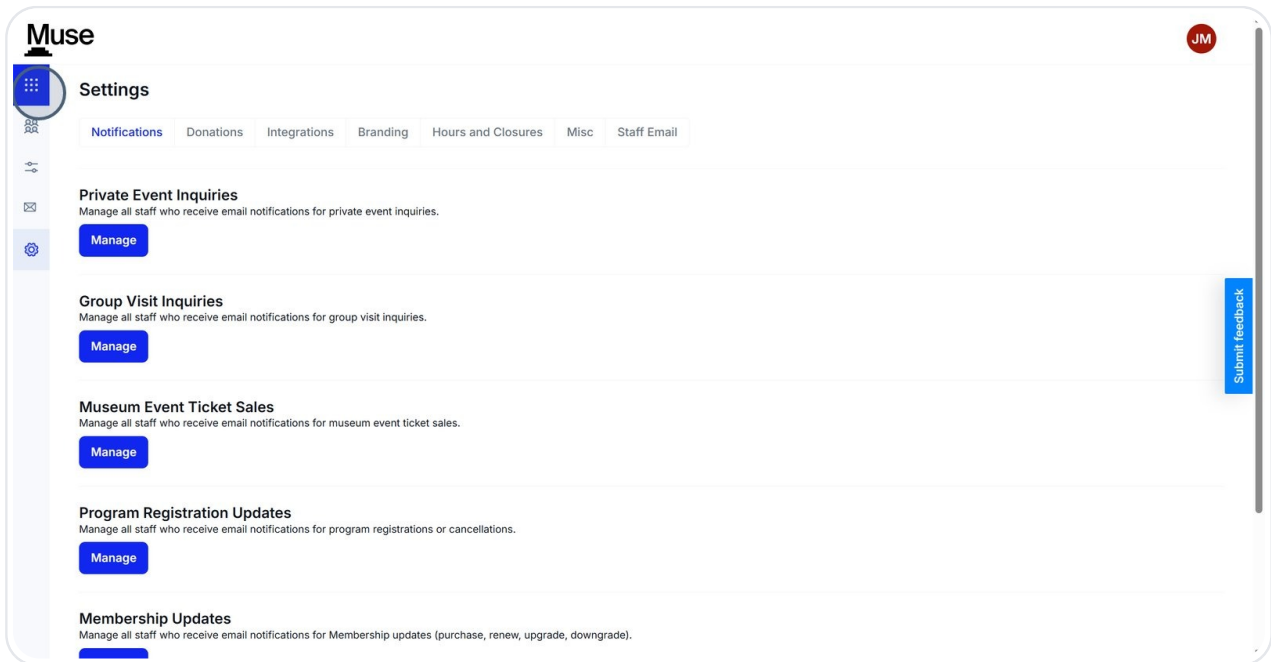


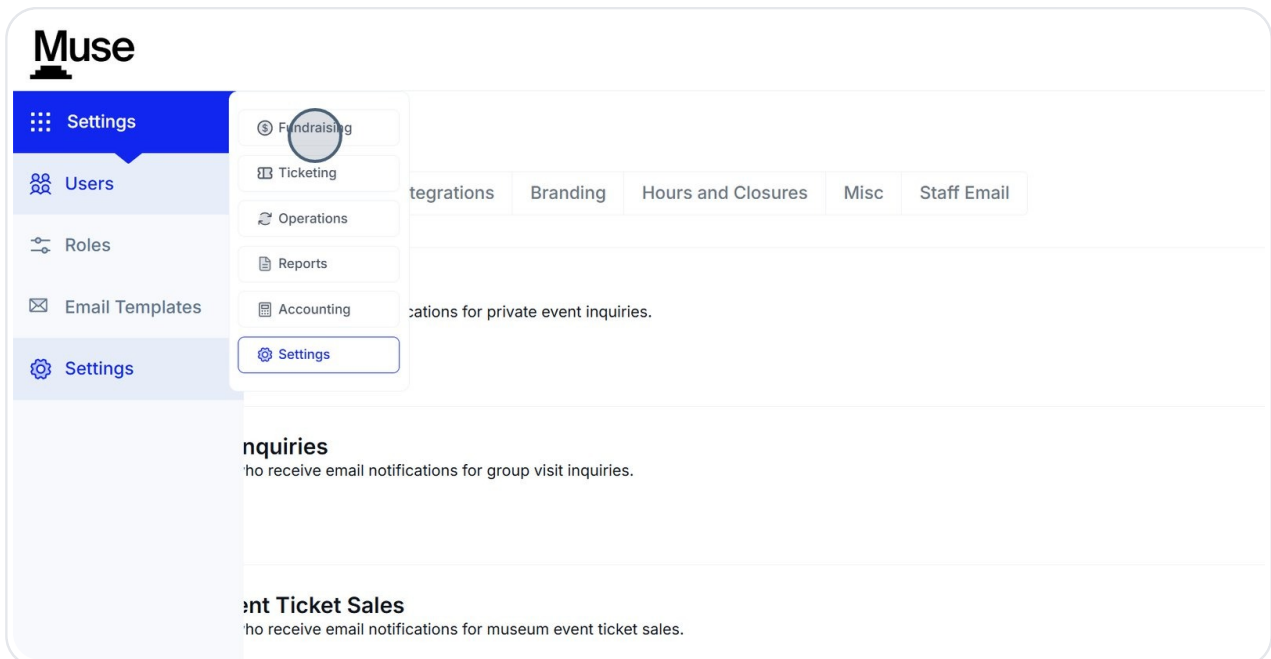
Muse

Record a Donation and Payment for a Donor

1. Start by opening the app launcher from the blue North Star icon.



2. Head to 'Fundraising'



3. Select 'Donations'

Muse

Search for an individual or organization

JM

Fundraising

g Dashboard

Dashboard

Constituents

Campaigns

Donations

Events

Tasks

Reports

Settings

Create a contact

Create a task

Record a pledge

Donor Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
Ben Wright	General Fund	Donation	Money	One-time	\$101.00
Jen Mendoza	30th Anniversary	Donation	Money	One-time	\$50.00
Josh Meyer	General Fund	Donation	Money	One-time	\$25.00
Megan Matthews-Gill	2026 Capital Campaign	Donation	Money	Monthly	\$5.00
Jerusha Schmalzel	General Fund	Donation	Money	Monthly	\$5.00

Submit feedback

There are no incomplete tasks due today

ersary

27.97%

2026 Capital Campaign

0.59%

4. Click 'Add Donation' to record a new contribution and keep your records up-to-date.

Muse

Search for an individual or organization

JM

Donations

All

Donations

Pledges

Search by Donor Name

Most Recent

Show Filters

Show Summary

245 records • 178 donations, 67 pledges

Date	Donor Name	Kind	Gift Type	Designation	Amount
8/17/26	Josh Meyer	Donation • One-time	Money	Unrestricted General Fund	Pending payment \$25.00
8/15/26	Megan Matthews-Gill	Donation • Monthly	Money	Unrestricted 2026 Capital Campaign	\$5.00
8/13/26	Jerusha Schmalzel	Donation • Monthly	Money	School Field Trip Fund General Fund	\$5.00
8/12/26	Jen Mendoza	Donation • One-time	Money	Council Endowment 30th Anniversary	Pending payment \$50.00
8/11/26	Ben Wright	Donation • One-time	Money	Unrestricted General Fund	\$101.00
8/10/26	Megan Matthews-Gill	Donation • One-time	Money	Campaign Operations 2026 Capital Campaign	\$10.00
8/10/26	Robert Payton	Donation • One-time	Money	School Field Trip Fund General Fund	\$5.00
8/10/26	Robert Payton	Donation • One-time	Money	Unrestricted 30th Anniversary	Pending payment \$50.00
8/10/26	Lula Adams	Pledge • Committed	Money	Unrestricted General Fund	\$0.00 (0%) paid \$5,000.00
8/10/26	Lula Adams	Donation • One-time	In Kind	Unrestricted General Fund	Pending payment \$100.00
8/07/26	Jen Mendoza	Donation • One-time	Money	Gala 30th Anniversary	\$125.00
8/07/26	Jen Mendoza	Donation • One-time	Money	Council Endowment	\$50.00

Submit feedback

5. Pick a donor from your list, making it easy to credit supporters accurately. You can also choose to add a New Individual or New Organization if the donor is not already in your system.

Muse

Search for an individual or organization

Donations

AllDonationsPledges

Search by Donor Name

245 records • 178 donations, 67 pledges

Date	Donor Name
8/17/26	Josh Meyer
8/15/26	Megan Matthews-Gill
8/13/26	Jerusha Schmalzel
8/12/26	Jen Mendoza
8/11/26	Ben Wright
8/10/26	Megan Matthews-Gill

New Donation

Constituent*

X Amanda

 Amanda Fraser	afraser157@gmail.com	
 Norman Bates	amanda.fraser+nbtmc@musesoftware.ai	
 Amandas Fraser	afraser157@gmail.com	
 Amanda Jarvis	museummandy@gmail.com	
 Amanda Fraser	amanda.fraser+1@musesoftware.ai	
 Amanda Fraser	amanda.fraser@musesoftware.ai	
 Amanda Fraser	amanda.fraser@musesoftware.ai	
	amanda.fraser@gmail.com	
 Fraser Amanda	afraser157+1@gmail.com	
 Count Dracula	amanda.fraser+7@musesoftware.ai	

6. Choose the specific gift type to properly categorize this donation.

Muse

Search for an individual or organization

Donations

AllDonationsPledges

Search by Donor Name

245 records • 178 donations, 67 pledges

Date	Donor Name
8/17/26	Josh Meyer
8/15/26	Megan Matthews-Gill
8/13/26	Jerusha Schmalzel
8/12/26	Jen Mendoza
8/11/26	Ben Wright
8/10/26	Megan Matthews-Gill

New Donation

Constituent*

X Amanda Fraser

 New individual New organization

Gift type*

Campaign*

General Fund

Designation*

Unrestricted

Donation attribution

☐ Make this donation anonymous

☐ In Honor/Memory Of

Soft credits

7. Enter the donation amount to capture precise details for your records.

Donations

AllDonationsPledges

Search by Donor Name

245 records • 178 donations, 67 pledges

Date	Donor Name
8/17/26	Josh Meyer
8/15/26	Megan Matthews-Gill
8/13/26	Jerusha Schmalzel
8/12/26	Jen Mendoza
8/11/26	Ben Wright
8/10/26	Megan Matthews-Gill
8/10/26	Robert Payton

New Donation

Constituent*

Amanda Fraser

New individualNew organization

Gift type*

Money

Frequency*

One-time

Amount*

Campaign*

General Fund

Designation*

Unrestricted

Donation attribution

Make this donation anonymous

In Honor/Memory Of

Soft credits

8. Select a campaign and designation, ensuring funds go directly where they make the biggest impact. You also have options to make the donation anonymous, make the donation in honor or memory of someone, as well as attribute soft credit to another constituent.

New individualNew organization

Gift type*

Money

Frequency*

One-time

Amount*

\$25.00

Campaign*

General Fund

Designation*

Unrestricted

Donation attribution

Make this donation anonymous

In Honor/Memory Of

Soft credits

+ Add soft credit

Internal notes

Most Recent

Pending payment

Pending payment

Pending payment

\$0.00 (0%) paid

Pending payment

View online

9. Hit 'Create Donation & Record Payment' to save and confirm the new gift.

☐ In Honor/Memory Of

Soft credits

[+ Add soft credit](#)

Internal notes

Upload files



Upload multiple files

Cancel

Create Donation & Record Payment

\$5.00

Pending payment \$50.00

\$0.00 (0%) paid \$5,000.00

Pending payment \$100.00

\$125.00

\$50.00

\$50.00

\$125.00

\$75.00

10. Choose credit card, cash or check to instantly log the supporter's preferred payment method.

Search for an individual or organization

Josh Meyer

Donation

One-time

Money

Unrestricted General Fund

Megan Matthews-Gill

Donation

One-time

Money

Unrestricted General Fund

Jerusha Schmalzel

Donation

One-time

Money

Unrestricted General Fund

Jen Mendoza

Donation

One-time

Money

Unrestricted General Fund

Ben Wright

Donation

One-time

Money

Unrestricted General Fund

Megan Matthews-Gill

Donation

One-time

Money

Unrestricted General Fund

Robert Payton

Donation

One-time

Money

Unrestricted General Fund

Robert Payton

Donation

One-time

Money

Unrestricted General Fund

Lula Adams

Pledge

One-time

In Kind

Unrestricted General Fund

Lula Adams

Donation

One-time

In Kind

Unrestricted General Fund

Jen Mendoza

Donation

One-time

Money

Gala 30th Anniversary

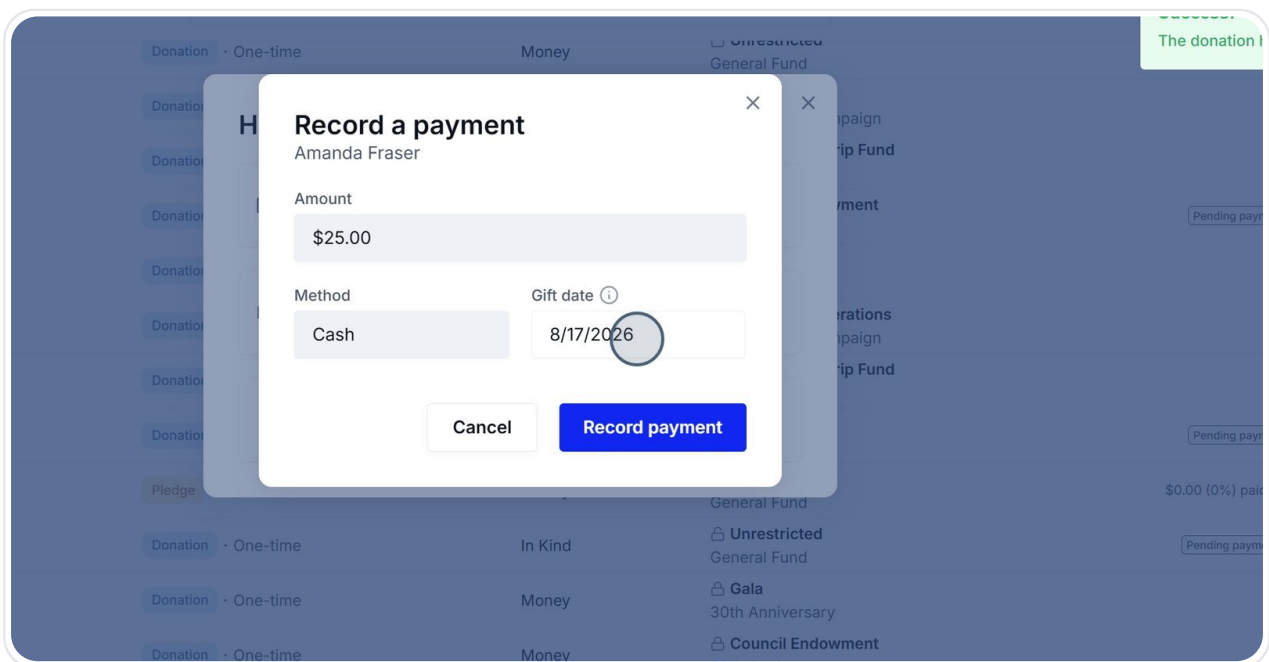
How do you want to pay?

 **Pay by credit card**
Enter card details and process payment now

 **Record cash payment**
Mark this donation as paid in cash

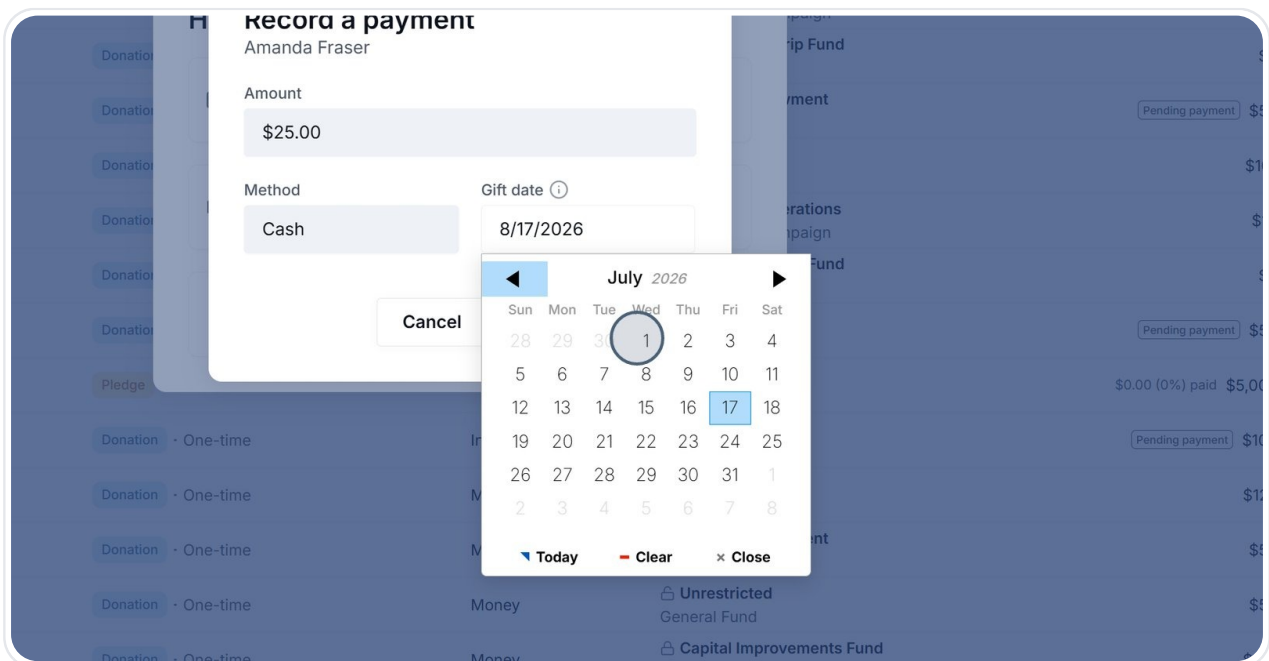
 **Record check payment**
Mark this donation as paid by check

11. Click into the gift date field to specify when the donation was made, allowing you to backdate the donation if the payment was received after the gift was recognized. This is the date that will be referenced in all accounting reports.



The screenshot shows a 'Record a payment' dialog box for Amanda Fraser. The Amount is \$25.00 and the Method is Cash. The Gift date field is highlighted with a blue circle and contains the date 8/17/2026. The dialog box has 'Cancel' and 'Record payment' buttons. The background shows a list of donation entries.

12. Select the correct day to finalize when this payment will be recorded.



The screenshot shows the 'Record a payment' dialog box with a calendar overlay for July 2026. The calendar is open to the 17th, which is highlighted in blue. The dialog box has 'Cancel' and 'Record payment' buttons. The background shows a list of donation entries.

13. Click 'Record payment' to confirm and save all payment details.

The screenshot shows a modal window titled "Record a payment" for donor Amanda Fraser. The form includes fields for Amount (\$25.00), Method (Cash), and Gift date (7/01/2026). At the bottom are "Cancel" and "Record payment" buttons. The "Record payment" button is circled in blue. The background shows a list of donations with columns for date, name, type, method, and fund.

Date	Name	Type	Method	Fund
8/17/26	Josh Meyer	One-time	Money	Unrestricted General Fund
8/15/26	Megan Matthews-Gill	Monthly	Money	Unrestricted 2026 Capital Campaign
8/13/26	Jerusha Schmalzel	Monthly	Money	School Field Trip Fund General Fund
8/12/26	Jen Mendoza	One-time	Money	Council Endowment 30th Anniversary
8/11/26	Ben Wright	One-time	Money	Unrestricted General Fund
8/10/26	Megan Matthews-Gill	One-time	Money	Campaign Operations 2026 Capital Campaign
8/10/26	Robert Payton	One-time	Money	School Field Trip Fund General Fund
8/10/26	Robert Payton	One-time	Money	Unrestricted 30th Anniversary
8/10/26	Lula Adams	Committed	Money	Unrestricted General Fund
8/10/26	Lula Adams	One-time	In Kind	Unrestricted General Fund
8/07/26	Jen Mendoza	One-time	Money	Gala 30th Anniversary
8/07/26	Jen Mendoza	One-time	Money	Council Endowment 30th Anniversary
8/07/26	Ben Wright	One-time	Money	Unrestricted General Fund
8/07/26	Ben Wright	One-time	Money	Capital Improvements Fund 2026 Capital Campaign

14.

The screenshot shows the Muse interface with a list of donations. A green success message at the top right states "Success! The payment has been recorded!". The table below lists various donations with columns for date, name, type, method, fund, and amount. A "Submit feedback" button is on the right, and a pagination bar is at the bottom.

Date	Name	Type	Method	Fund	Amount
8/17/26	Josh Meyer	One-time	Money	Unrestricted General Fund	
8/15/26	Megan Matthews-Gill	Monthly	Money	Unrestricted 2026 Capital Campaign	\$5.00
8/13/26	Jerusha Schmalzel	Monthly	Money	School Field Trip Fund General Fund	\$5.00
8/12/26	Jen Mendoza	One-time	Money	Council Endowment 30th Anniversary	\$50.00
8/11/26	Ben Wright	One-time	Money	Unrestricted General Fund	\$101.00
8/10/26	Megan Matthews-Gill	One-time	Money	Campaign Operations 2026 Capital Campaign	\$10.00
8/10/26	Robert Payton	One-time	Money	School Field Trip Fund General Fund	\$5.00
8/10/26	Robert Payton	One-time	Money	Unrestricted 30th Anniversary	\$50.00
8/10/26	Lula Adams	Committed	Money	Unrestricted General Fund	\$0.00 (0%) paid \$5,000.00
8/10/26	Lula Adams	One-time	In Kind	Unrestricted General Fund	\$100.00
8/07/26	Jen Mendoza	One-time	Money	Gala 30th Anniversary	\$125.00
8/07/26	Jen Mendoza	One-time	Money	Council Endowment 30th Anniversary	\$50.00
8/07/26	Ben Wright	One-time	Money	Unrestricted General Fund	\$50.00
8/07/26	Ben Wright	One-time	Money	Capital Improvements Fund 2026 Capital Campaign	\$125.00