

Entering Contributions into Gabriel

Go to <https://app.gabrielsoft.com>

Login (top right hand corner)

Enter email address

Enter Password

Login

Click on "Fundraising" – then "Batch Contributions" - then "New Batch" (upper left corner)

Select "Multiple" from drop down box

Enter Date

"Service" – leave blank

"Description" – leave blank

"Control Information" – none is ok

Add total amount in dollars (in left hand box)

Add total items (optional)

Select "Create"

"Show/Hide" drop down - hit on the arrow (once open it should stay open)

"Comments"

"Fund Raising"

"Contributions"

In drop down box pick the fund you want, i.e. "Sacrificial Giving", "Maintenance", etc.

In "Family Name" type in envelope number or name

Select Family from drop down

Tab over to "Contribution Amount"

Add amount of contribution (For cash donations go to "Save")

Enter check number in "Comment"

Hit "Save"

Double check – if okay go to "Batch Information" and hit "Save"

From the drop down box hit "Post"

To print:

Go to "Fund Raising", "Reports" – "Fund Raising" - Select "Date" – Select "Group by Family" – "Print"

File shows up at bottom of screen – click on it to open it

Select "Enable Editing" and then "Print"