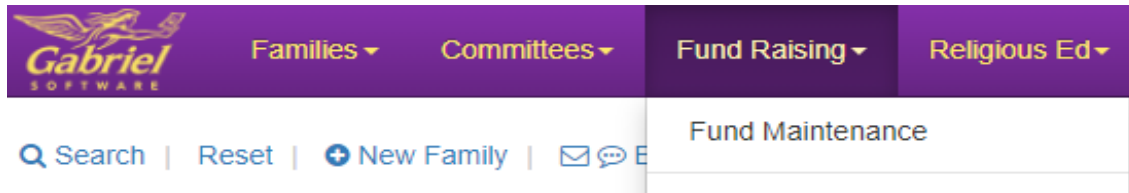
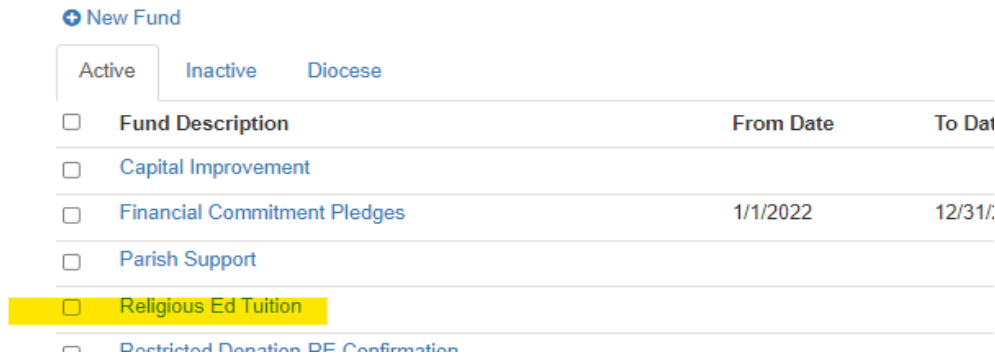


## How to Enter a Tuition Charge into Gabriel

1. In the purple menu bar, **click Fund Raising**, then **click Fund Maintenance**.

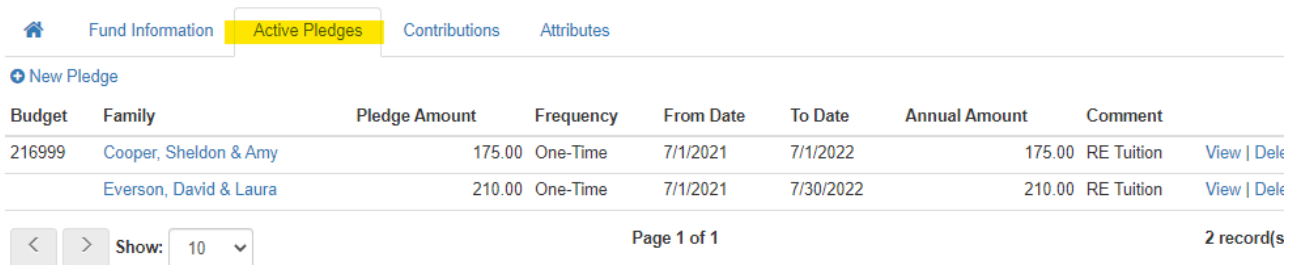


2. In Fund Maintenance, **click Religious Ed Tuition** or **Click on New Fund and create the Fund:**

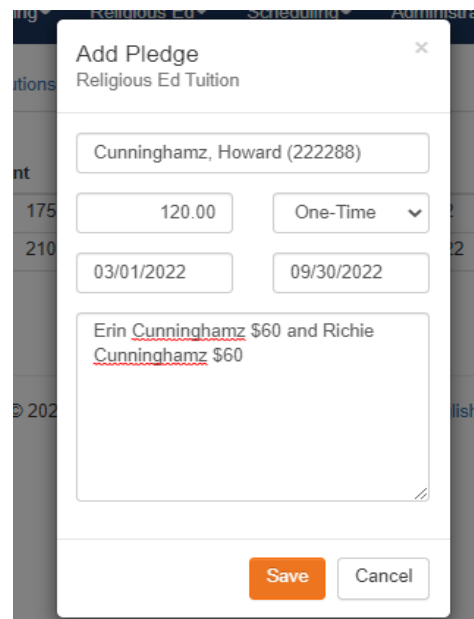


3. **Click on the Religious Ed Fund and then the tab Active Pledges**

4. **Click New Pledge**



5. In the Family Name box, **begin to type the students Last Name**, and a dropdown box will appear with options. **Select the family you want** to enter tuition for. The **Total Tuition Amount** should go in the Pledge Amount Field. Note, this should reflect the total amount of tuition due including all kids in the program. If they have two kids, like in the example below, add the tuition totals together and put that amount in the Pledge Amount Field. Make a note below with the specific tuition amounts for each child.



6. If there are pledges from a previous year that have been satisfied, they can be deleted. If you want to roll their pledges over to the next year, you can update the pledge amount due.
7. **Click Save** and now you're done!