

## How to Enter Tuition Credits, Scrip Credits and Payments into Gabriel

\*Tuition credits = overpayment, a credit from previous year or tuition assistance

1. In the Purple Menu Bar, **click on Fund Raising** and then **click on Fund Maintenance** and **click Religious Ed Tuition** or New Fund to create the fund:

GabrielSoft Families Committees **Fund Raising** Religious Ed Scheduling Administrative

+ New Fund

Active Inactive Diocese

<input type="checkbox"/>	Fund Description	From Date	To Date	Fund Gc
<input type="checkbox"/>	Capital Improvement			
<input type="checkbox"/>	Financial Commitment Pledges	1/1/2022	12/31/2022	
<input type="checkbox"/>	Parish Support			
<input checked="" type="checkbox"/>	Religious Ed Tuition			
<input type="checkbox"/>	Restricted Donation-RF Confirmation			

2. **Click on Contributions:**

Home Fund Information Active Pledges **Contributions** Attributes

09/01/2021 Family Contribution Amount \* Save

☐ Non-Deductible

Contribution Date	Budget	Family	Contribution Amount	Non-Deductible	Reference	Comment
9/2/2021	209565	Anglers, Scott & Jenny-Jenny	260.00	No		
9/1/2021		Lauscher, Yvonne & John	240.00	No		
9/1/2021		Osborne, June	260.00	No		

3. **Type in Family Last name in the Family field.** It should automatically bring up options. Click the family you want to add a Contribution for.

Home Fund Information Active Pledges Contributions Attributes

09/01/2021 cunn Contribution Amount \* Save

☐ Non-Deductible

Families

Cunninghamz, Howard (222288) - 1950 Fonzie St

Contribution Date	Bud	Family	Contribution Amount	Non-Deductible	Reference
9/2/2021	209565	Anglers, Scott & Jenny-Jenny	260.00	No	

4. Select the family, **type in the Contribution Amount** click the arrow next to **Save** and choose **Show/Hide Comments** to enter notes. The reference can be a check number, or "Scrip" or "Tuition Assistance." The comment would be notes on how the payment is applied to the family and other pertinent information. Reference will appear on the bill, Comments will not print on the bill.

Home Fund Information Active Pledges Contributions Attributes

09/01/2021 Cunninghamz, Howard (222288) 30.00 Save

☐ Non-Deductible

Tuition Assistance Apply \$30 discount for two children in RE, Erin & Richie

Show/Hide Comments

Contribution Date	Budget	Family	Contribution Amount	Non-Deductible	Reference	Comment
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5. If you forget to add comments, you can View on the right side of the Payment Line to open the box and add notes that way.

2/4/2021    Family    Contribution Amount \*    Save    ☐ Non-Deductible

Contribution Date	Budget	Family	Contribution Amount	Non-Deductible	Reference	Comment
2/4/2021	0	Lauer, Michael & Meredith	50.00	Yes		<a href="#">View</a>   <a href="#">Delete</a>
2/4/2021	961	Bauman, Kent & Joy	135.00	No	19/20 Tuition overpayment	<a href="#">View</a>   <a href="#">Delete</a>

6. Write your notes in the box and **click save**. **Reference will appear on the statement, but Comments will not appear.**

Religious Ed Tuition  
Cunninghamz, Howard

9/1/2021

☐ 30.00

☐ Non-Deductible

Tuition Assistance

Apply \$30 discount for two children in RE, Erin & Richie

Save Cancel