1. Go to Fundraising > Fund Maintenance

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Q	Search F	Reset ONev	v Family	💌 Sen	Fund Maintenan	ce	
	Status		Budget	Famil	Batch Contribution	ons	Addres
	Active		209565	Angle	Import Contributi	1712 E	
	School On	ily		Buffay	Pending Imports	921 Ch	
	Active		2010	Cloon	Cash Account M	aintenance	1825 Ri
	Active		216999	Соор	Revenue Account Maintenance		4041 Pi
	Outreach			Соор	Deposits		1401 Pa

- 2. Mark the check box next to the Religious Ed Tuition Fund
- 3. Go to Reports > Fund Raising

Gabr	Families -	Committees +	Fund Raising -	Religious Ed -	Scheduling -	Administrative -	Reports -	
O Ne	ew Fund	ocese					Dashboard Mailing Labels	
	Fund Description			From Date	To Date	Fund Go	Family Register	_
	Capital Improvement						Annual Statements (CSV)	et
	Financial Commitment	Pledges		1/1/2022	42/31/2022	2	Annual Statements - Detailed (PDF) Annual Statements - Summarized (PDF)	et
	Parish Support						,	et
	Religious Ed Tuition						Fund Raising	et

4. In the Date Fields, enter the data range you want to show a list of payments. In the third field, select "Group by Family". Be sure that "Contributions" is marked in the right column, then click Print. This will not actually print, but rather create an Excel file that will appear in the lower left-hand side of the screen.

	Fund Raising	×	
	11/01/2021	Contributions	
	03/17/2022	O Pledges	Frequ
5	Group by Family	O No Contributions	Annua
	Batch	O No Pledges	(No Fi
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		Print Cancel	(No Fi Annua

5. New File will appear in the lower left-hand side of the screen. Click on the file to open it. It will open in Excel.

		Parish Support
		Restriced Donation - Rel Ed
		Restricted Donation - Bldg & Maint
ContributionsByFuxlsx	$\Big)$	

6. When the Excel Document opens, click "Enable Editing" at the top of the screen in the yellow bar. Review the payments as appropriate.