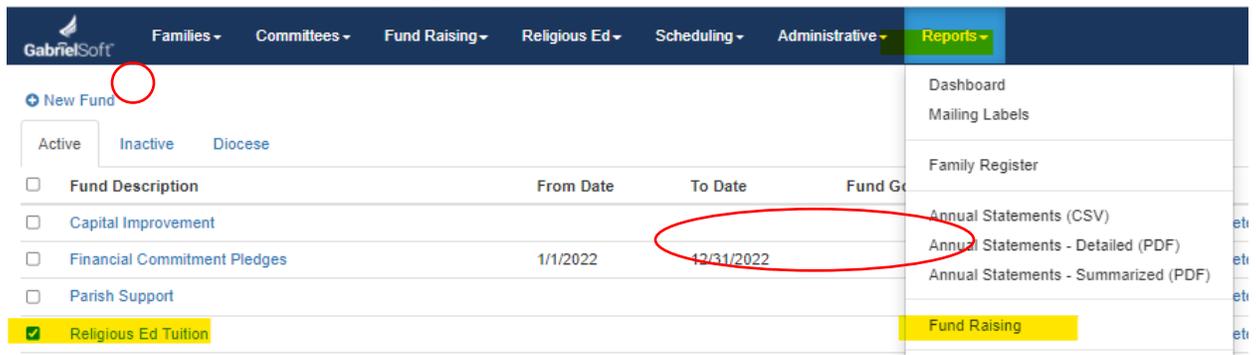


How to Run a Report of Payments

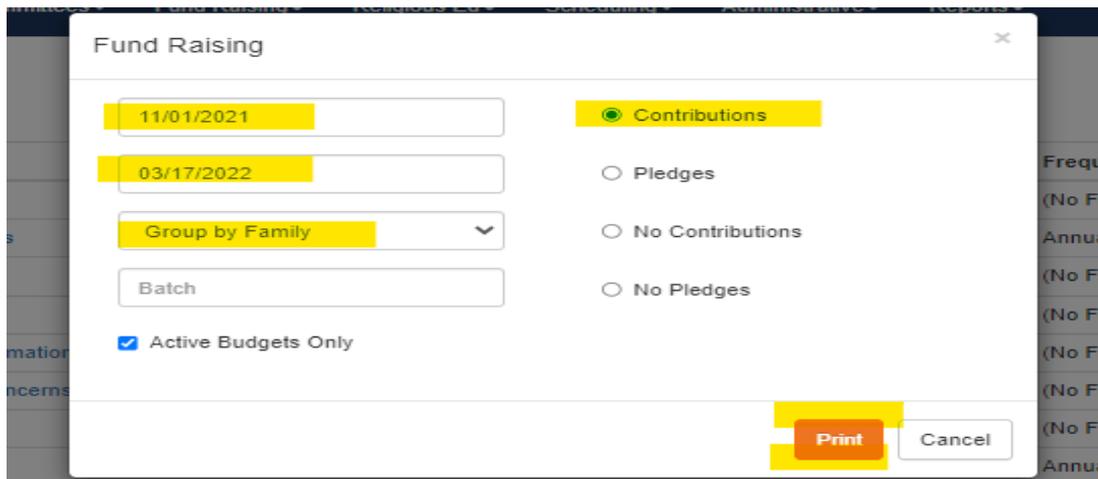
1. Go to Fundraising > Fund Maintenance



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



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.



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.



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