

1. Go to Administration > Parish Funds
2. Click ADD NEW FUND in the top right hand corner
3. Assign a fund number and a fund description
4. If fund is related to Formation click Formation Fund checkbox
5. If fund is Recurring check Recurring checkbox, if the fund is not recurring (ex. multi year Capital Campaign) choose a start and end date
6. If Fund is non-deductible choose the non-deductible checkbox
7. If needs to be excluded from Tax Reports choose the Exclude from Tax Receipts checkbox
8. Add one or multiple Activities to the new fund
9. Click SAVE in the top right corner
10. You will now see the new fund in the list of PARISH FUNDS

