

Attributing a Loose Contribution to a Member

1. Go to Contributions > Loose Contributions. A list of all of the contributions that were attributed to the 'Loose' Contributions will be displayed
2. If a parishioner or community member later registers in the parish and needs the contribution attributed to them, search for their name in the Loose Contributions table
3. Click the checkbox on the left side of the list, it will turn into a blue check mark
4. On the right side of the screen, choose the Contributor Type – Household or Community
5. A field will appear below allowing you to search for the Household or Community Member
6. Click SAVE
7. You have attributed a Loose Contribution to a Household or Community Member

The screenshot displays the 'Loose Contributions' interface. At the top, there is a search bar with the placeholder text 'Search for a loose contribution...'. Below the search bar is a table with the following columns: Date, Fund, Activity, Amount, Batch, Tributee, and Comments. The table contains three rows of data, each with a checkbox in the first column. An arrow labeled '3' points to the checkbox in the second row. To the right of the table is a 'Convert Loose Contribution' form. The form has a dropdown menu labeled 'Contributor Type *' and a 'SAVE' button. An arrow labeled '4' points to the dropdown menu.

	Date ↓	Fund	Activity	Amount	Batch	Tributee	Comments
<input type="checkbox"/>	5/23/23	1 offering	offering	\$23.00	2		
<input type="checkbox"/>	5/23/23	1 offering	offering	\$25.00	2		
<input type="checkbox"/>	5/23/23	1 offering	offering	\$100.00	2		

Convert Loose Contribution

Contributor Type *

SAVE