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