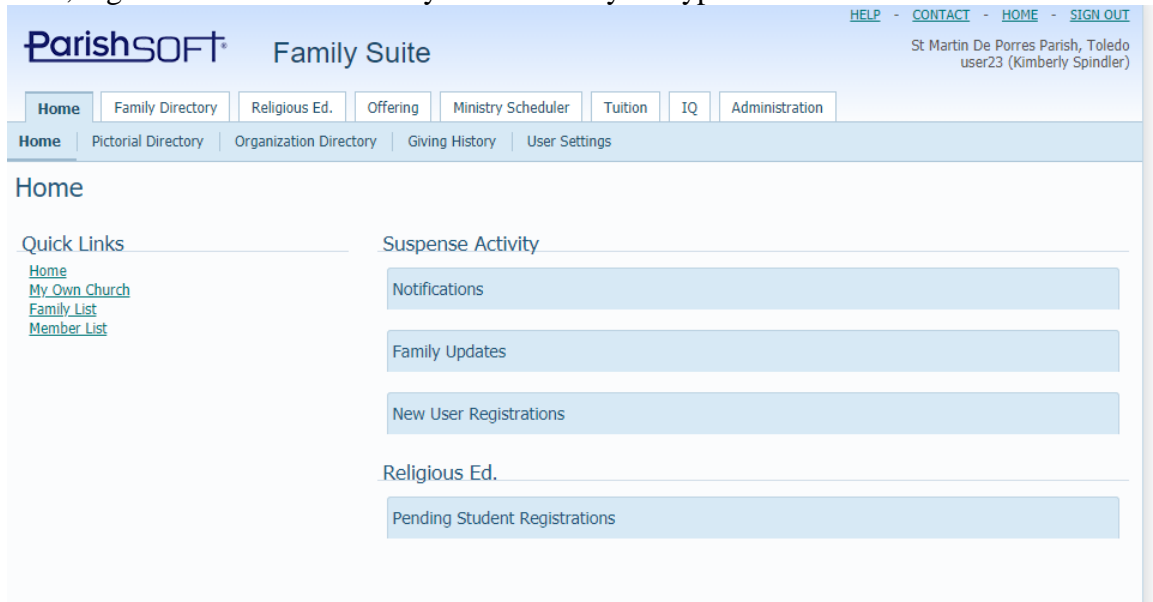
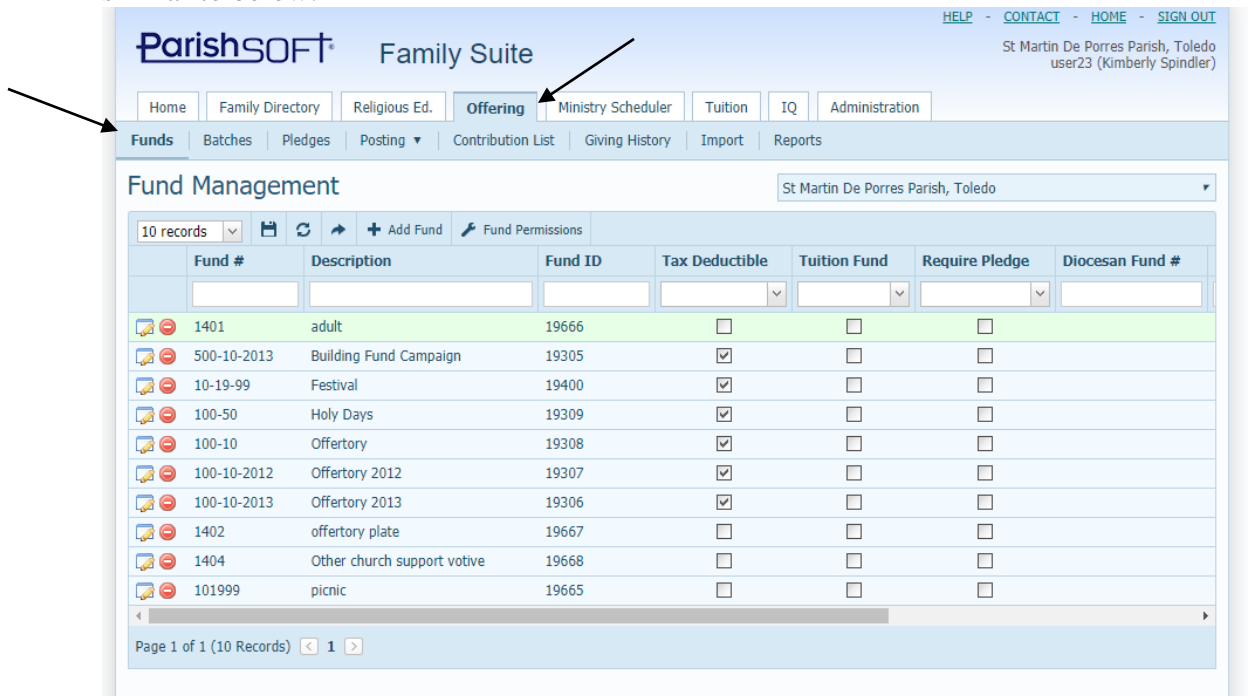


Editing Offertory Funds in ParishSOFT

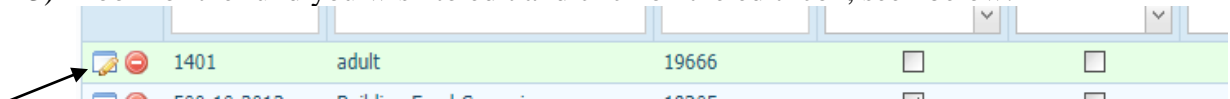
- 1) First, log into **ParishSOFT** and you will be at your typical homescreen:



- 2) Next, click on **Offering** and then on **Fund** in the upper tabs. Your screen will be similar to below:



- 3) Look for the fund you wish to edit and click on the edit icon, seen below:



- 4) You should see a popup screen similar to the one listed below:

adult

Fund #: 1401 Fund ID: 19666

Description: adult

Start Date: 6/17/2018

End Date: 6/17/2018

Diocesan #:

External #:

Tax Deductible: No Tuition Fund: No

Require Pledge: No Enable Import: No ⓘ

Edit Close

5) Click the **Edit** button, then adjust the fund, then click **Save**

adult

Fund #: 1401 Fund ID: 19666

Description: Adult Ed Donations

Start Date:

End Date:

Diocesan #:

External #:

Tax Deductible: Tuition Fund:

Require Pledge: Enable Import: ⓘ

Save Cancel

Please note: ANY and ALL donations that have been labeled with this fund name will be changed if you adjust the fund name. However, sometimes you're changing the name to make it better reflect what the fund and donations. Ex: Respect Human Life changing to Respect Life.

Best to Inactivate and Hide a fund, than to change a name, which will change historic records.

If you "end dating" a fund, you will not be able to edit or adjust any contributions to this fund. Please only end date when needed.