

SK Help - Moving Contributions

Follow these steps to move contributions from one individual to another.

1. Open the Contribution Pro
2. On the menu bar click **Tools | Make Adjustments To Posted Entries...**
3. This will bring up the Contributions Adjustments box. In the **Envelope#/ Name** field type the name of the person you want to move the Contributions from. If the search finds multiple individuals find the person in the list and double on them to view their contributions. This will bring up a list of all their contributions. **(Fig1)**

Date	Individual's Name	Env #	Amount	Type	Account Name	TAX	Check #	Notes
<input type="checkbox"/> 07/11/2004	Smith, Joe		125.00	Check	General Fund	No	154	
Total			125.00					

Transaction Date: / / Envelope Number/Name: Joe Smith

Tag All Untag All Move Transaction to... Print Search Delete Update Close

Fig1

4. If all of the transactions are being moved, click the Tag All button. This will check all of the transactions. If only certain ones need moved you can tag them by clicking the check box to the left of the transaction.
5. Now click the **Move Transactions to...**
6. This brings up another search box, type in the Name Search box the name of the person you want to move the transactions to and click Search. **(Fig2)** Find the person you want and double click them.

Env #	Individual's Name	Address	City	State	Phone #	Status
42	Newguy, Joe		Lock Haven		() -	

Name Search: Joe Newguy

Search Select Cancel

Fig2

7. This will bring up the Move Tagged Transaction To box and tell you that the transactions are about to be moved to the selected person, if you are sure that you have selected the correct person click the OK button and the transactions will be moved to this person. **(Fig3)**



Fig3