

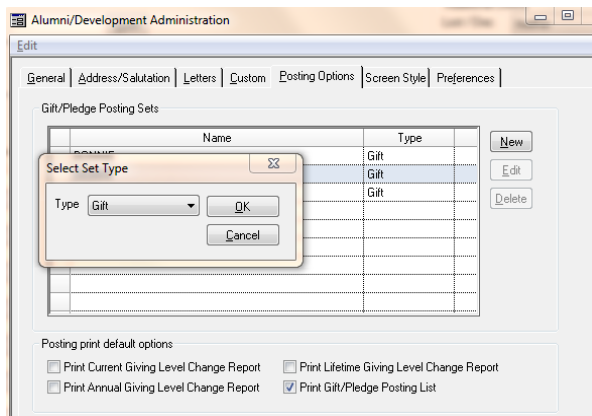
How do I use a gift entry template for gift posting?

Default Gift template creation can use in gift posting window or quick entry.

Go to Maintenance / Administration Maintenance / Posting Tab

You can create a template to use for gifts or pledges entries so most of the info is created already. Great for major fundraisers where the information is almost the same throughout gift entry.

Click NEW and choose gift as the gift type.



You can enter date, fund, comments, attribute, thank you letters... etc.

