How do I create a new fund?

Go to Maintenance

Click on Funds. Fund Maintenance will open.

At top left click New. Add the fund number (not editable once you click ok and save the fund). Name the fund. Choose the Campaign it will be associated with.

If your school posts to the General Ledger all tabs and all GL account numbers will have to be filled in by your business office.

If you put a TO date that will deactivate the fund after that time.

If you have online donations you can check off Include in My BackPack so the fund shows in the list of funds to donate to. You can change name for donor fund name purposes.

Default to include in consecutive years is auto checked.

Required fields are Number, Name, Campaign