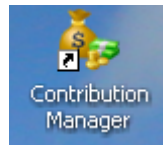


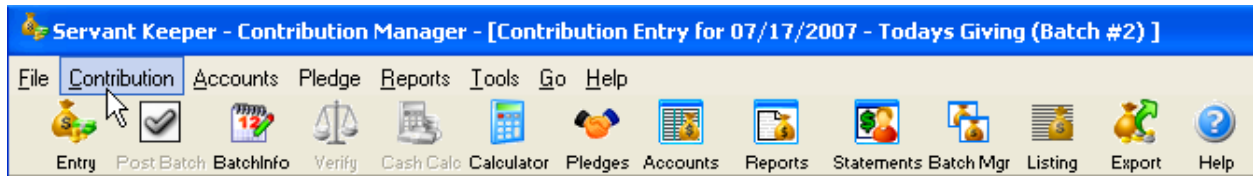
How To Make Adjustments To Posted Entries

Step 1



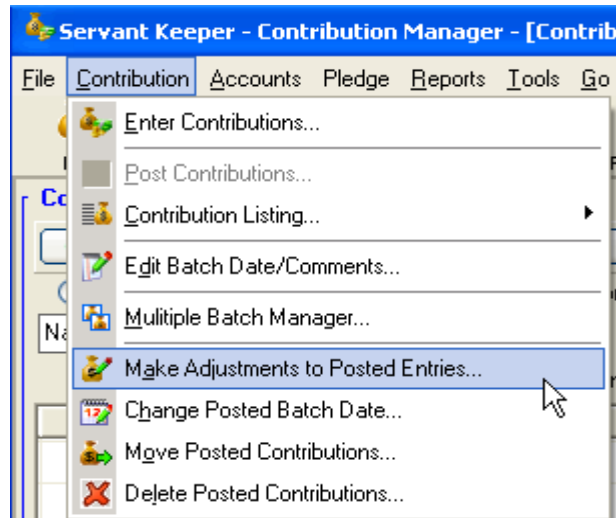
Open the Contribution Manager by double left clicking on the Contribution Manager shortcut in your Servant Keeper 6 folder on your desktop.

Step 2



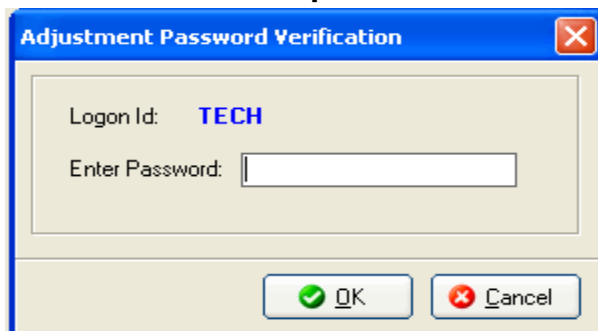
Click on the Contribution menu option in the upper left corner of the contribution screen.

Step 3



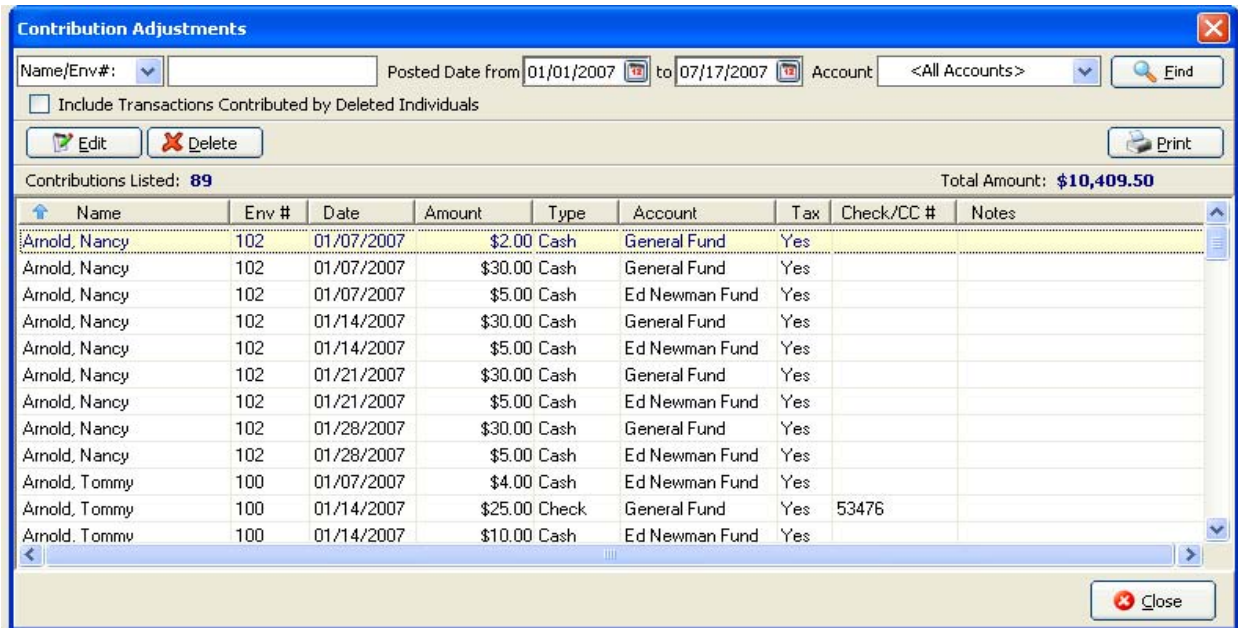
In the drop down box that appears, left click on Make Adjustments to Posted Entries.

Step 4



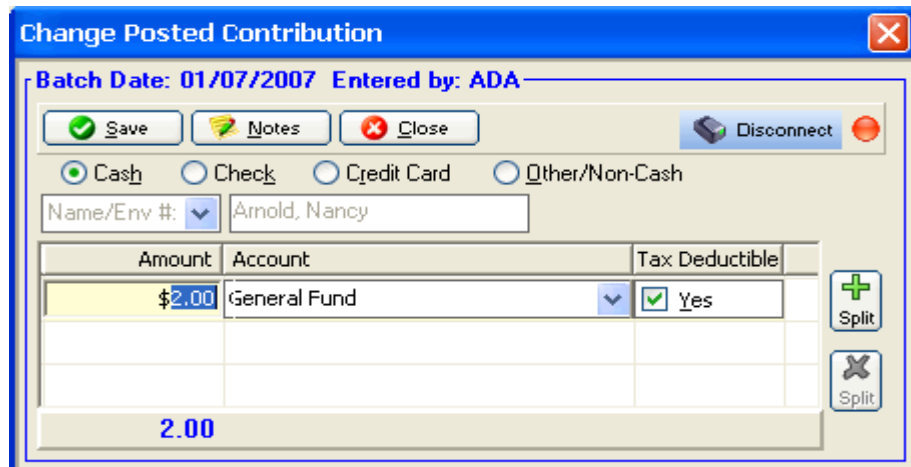
Enter your password again for Servant Keeper. You may not have the rights to make adjustments to posted entries. If you do not have these rights, contact your system administrator. Click the [OK] button.

Step 5



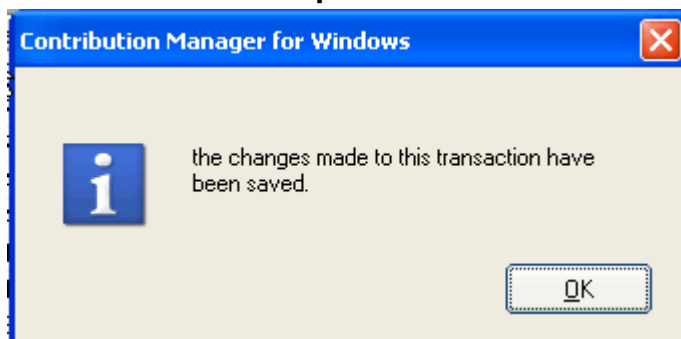
This window will list all the contributions you have entered year to date. You may search for the entries you would like to change by Individual or by a date range. After selecting your search options, highlight the entry that you would like to edit by left clicking on it. Then click the **[Edit]** button in the upper left corner of the window.

Step 6



You will see this window. Make any adjustments you need to make then click the **[Save]** button in the upper left corner of the window. The only adjustments you may make here are: what type of transaction it was (cash, check, or credit card), the amount of the transaction, what fund the transaction went to and if it was tax deductible or not and if it was a split transaction. You may also add notes to the transaction.

Step 7



You will then see this window telling you your changes have been saved. Click the **[OK]** button to finalize the adjustments. You will be returned to the Make Adjustment window to make any other adjustments you may need to make. If you are finished, simply close the Make Adjustment window.