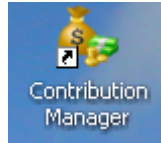


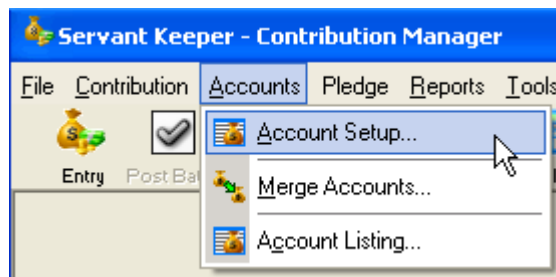
# How to Keep Last Years Pledge Information Off of This Years Statement

## Step 1



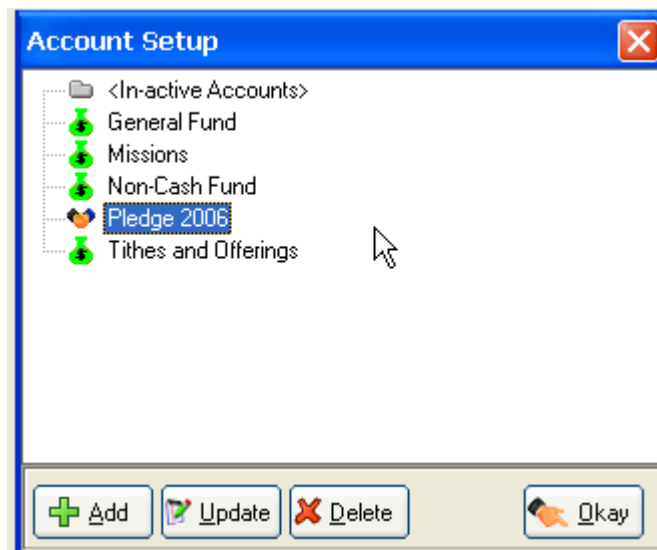
Open the Contribution Manager by double left clicking the Contribution Manager shortcut located in your Servant Keeper 6 folder on you desktop.

## Step 2



Click on the Accounts menu option and the click on Account Setup...

## Step 3



Left click to highlight the account you do not wish to see on statement. Then click the **[Update]** button to continue.

## Step 4

**Update Account**

Save  Cancel

**Account Type**

Regular  Pledge

**Account Info**

Account Name: Pledge 2006

Tax Deductible

Group by: [Dropdown]

**Accounting Program Link**

Link to Accounting Program's Income Account

**Pledge Information**

Pledge Goal: \$10,000.00

Description: [Text Field]

Total Received: \$0.00

Active Account

In this window you need to uncheck the Active Account box in the bottom left corner of the window. This will make this account inactive and it will not show on reports or statements. If you need it to show on reports or statements simply check the box again.

Click the **[Save]** button to save your changes and close the Update Account box. Now when you run your contribution statements this account will not show.