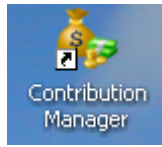


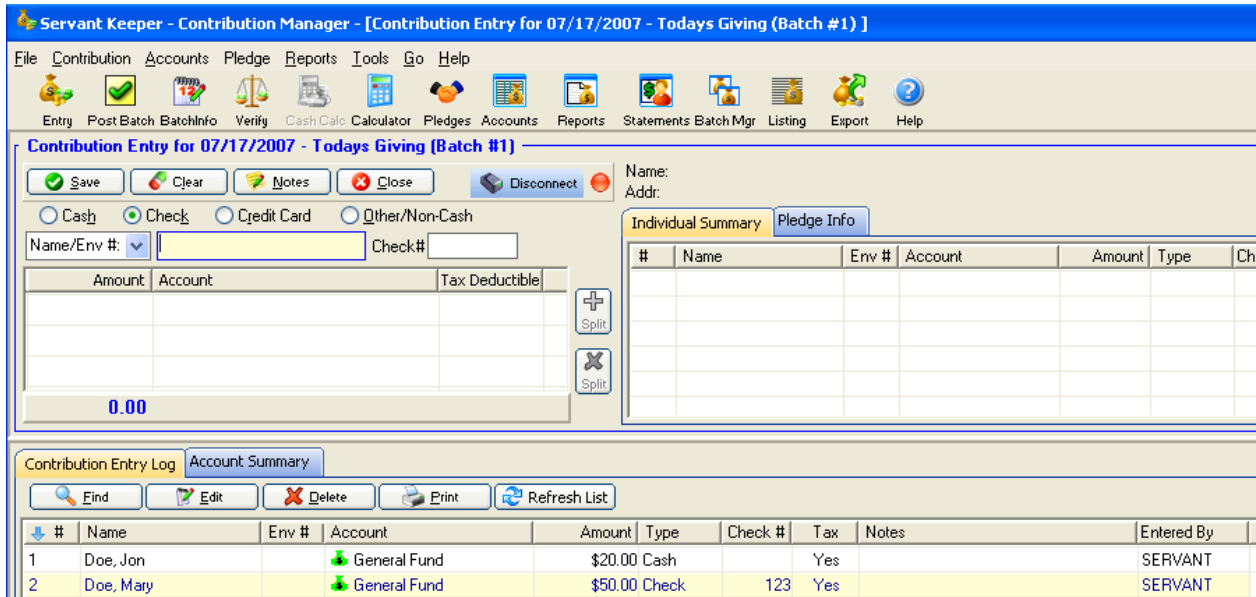
How to Make Adjustments to Unposted Entries

Step 1



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

Step 2

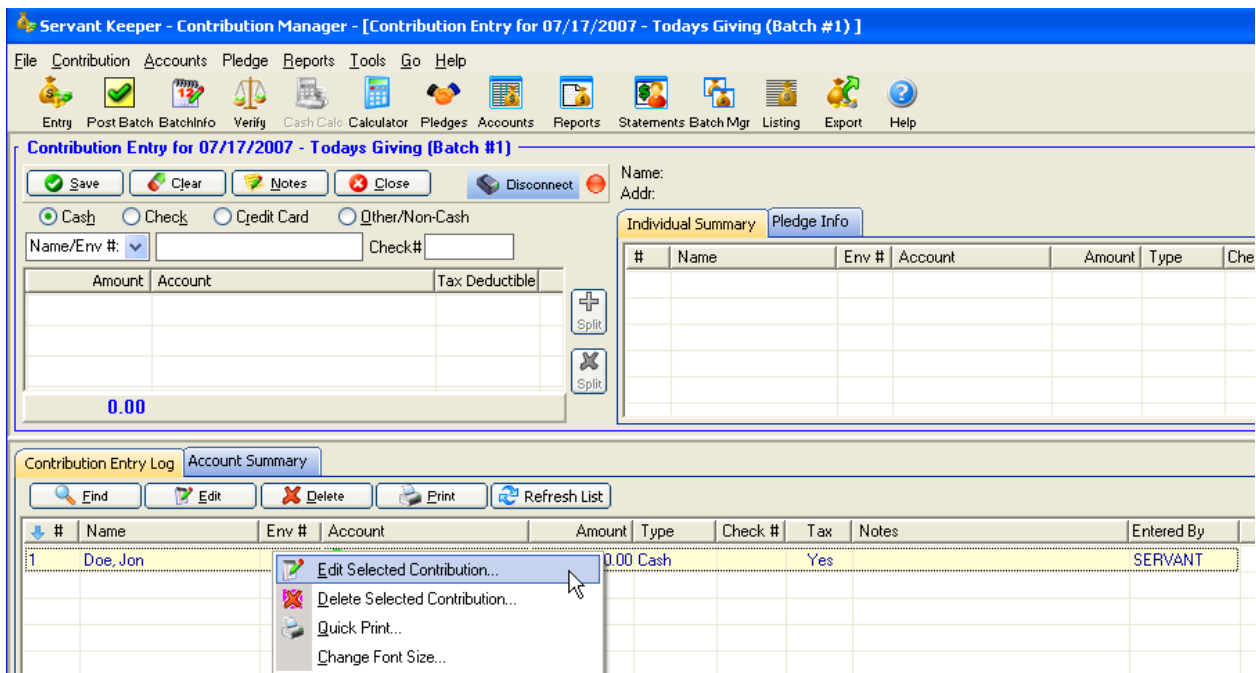


The screenshot shows the 'Contribution Manager' window. The title bar reads 'Servant Keeper - Contribution Manager - [Contribution Entry for 07/17/2007 - Todays Giving (Batch #1)]'. The menu bar includes File, Contribution, Accounts, Pledge, Reports, Tools, Go, and Help. The toolbar contains icons for Entry, Post Batch, BatchInfo, Verify, Cash Calc, Calculator, Pledges, Accounts, Reports, Statements, Batch Mgr, Listing, Export, and Help. The main area is titled 'Contribution Entry for 07/17/2007 - Todays Giving (Batch #1)'. It features a 'Save' button, a 'Clear' button, a 'Notes' button, a 'Close' button, and a 'Disconnect' button. Below these are radio buttons for 'Cash', 'Check', 'Credit Card', and 'Other/Non-Cash'. There are input fields for 'Name/Env #', 'Check #', 'Amount', 'Account', and 'Tax Deductible'. A 'Split' button is also present. The 'Individual Summary' and 'Pledge Info' tabs are visible. The 'Contribution Entry Log' is shown below, with a table of entries:

#	Name	Env #	Account	Amount	Type	Check #	Tax	Notes	Entered By
1	Doe, Jon		General Fund	\$20.00	Cash		Yes		SERVANT
2	Doe, Mary		General Fund	\$50.00	Check	123	Yes		SERVANT

Enter your giving into the contribution entry screen.

Step 3



The screenshot shows the same 'Contribution Manager' window as in Step 2. The 'Contribution Entry Log' table is visible, and a context menu is open over the first entry (Doe, Jon). The context menu options are:

- Edit Selected Contribution...
- Delete Selected Contribution...
- Quick Print...
- Change Font Size...

Right click on the entry that you need to adjust and click on Edit Selected Entry. This will put that entry back into the Contribution Entry window. See example below:

Servant Keeper - Contribution Manager - [Contribution Entry for 07/17/2007]

File Contribution Accounts Pledge Reports Tools Go Help

Entry Post Batch BatchInfo Verify Cash Calc Calculator Pledges Accounts Reports

Contribution Entry for 07/17/2007 - Todays Giving (Batch #1)

Save Clear Notes Close Disconnect

Cash Check Credit Card Other/Non-Cash

Name/Env #: Doe, Mary Check# 123

Amount	Account	Tax Deductible
\$50.00	General Fund	<input checked="" type="checkbox"/> Yes

50.00

Split

Split

Here you can make any adjustments that need to be made. Click the **[Save]** button to save the entry. Now you are ready to continue to entering your giving.