

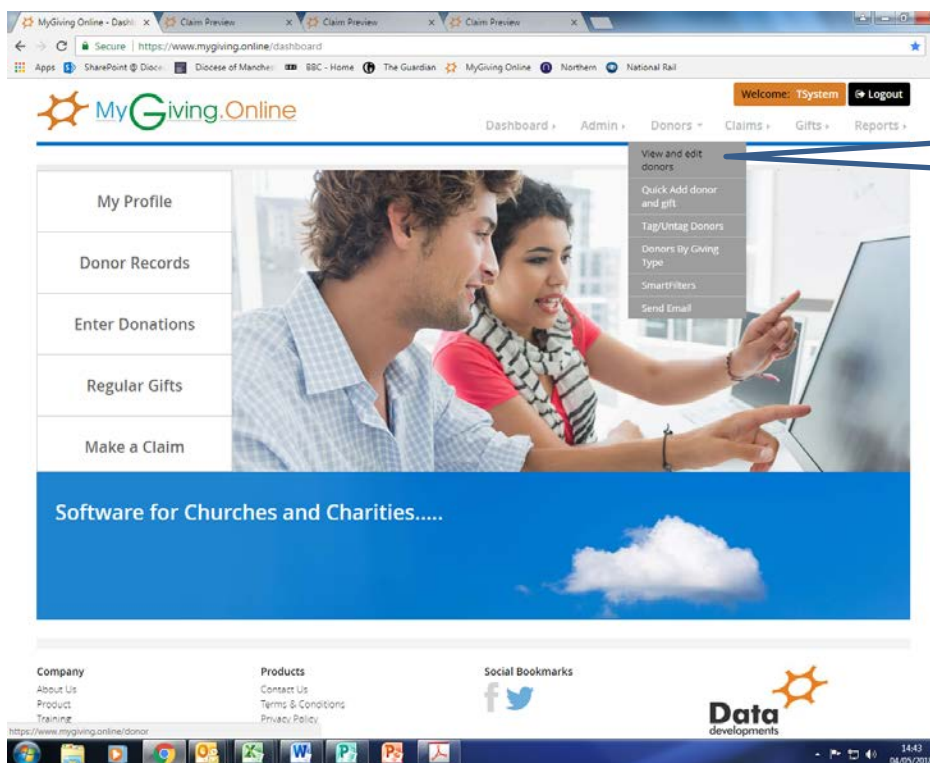
GAL5 - Choosing and Adding Purposes

This guide shows you how to add a Purpose for your Church funds if it is not contained within the current options list. You may have a number of Purposes that are specifically related to your Church. All you need to do is ask the Gift Aid team at Church House and they will add them for you, and, if preferred only your Church will be able to see them.

There will be three stages to this process:

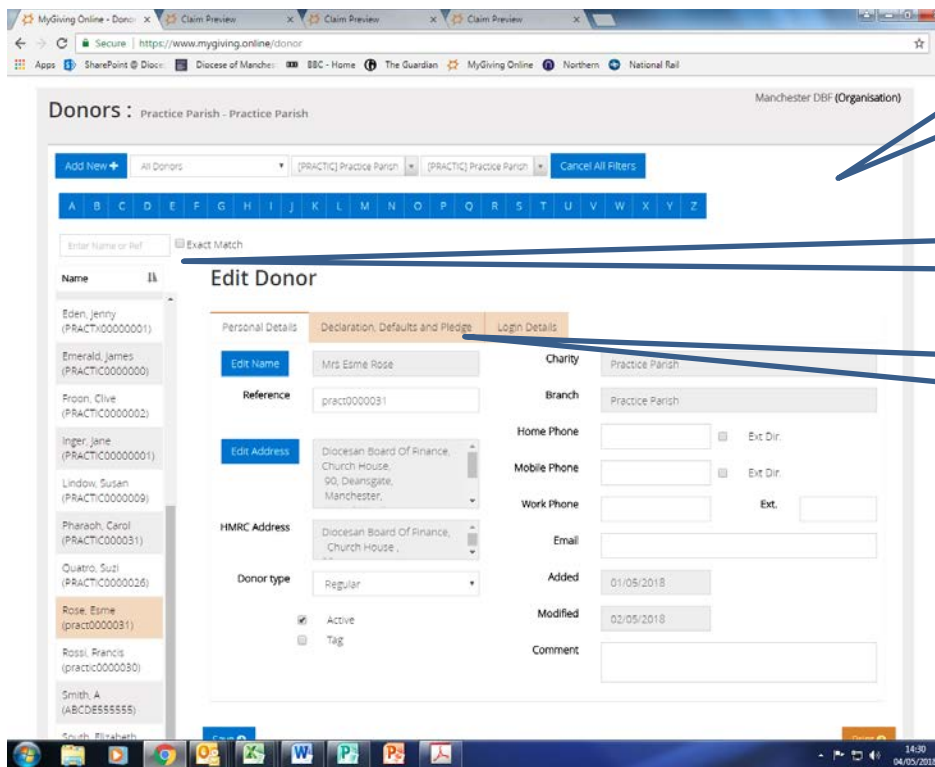
1. Check the existing Purposes you have access to and check the list you can currently see.
2. Identify any Purposes you currently use which do not appear in the list.
3. Send a list of Purposes (including an abbreviation and description) you'd like to have created, and whether you'd like them to be viewed by your Church.

- Step 1



Click on Donors and View and edit donors.

- Step 2

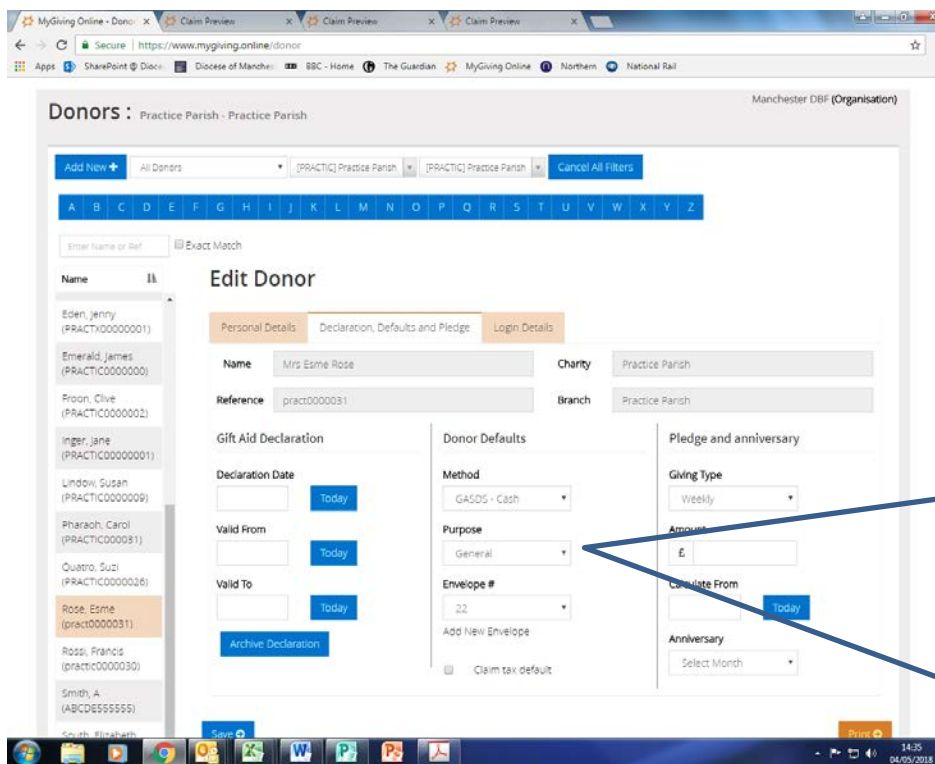


The Edit Donor window will appear.

Choose a donor record of your choice.

Click on Declaration, Defaults and Pledge.

- Step 3



Click on the drop down menu for Purposes.

Identify any Purposes you currently use which are not included within this list.

Send a list of the Purposes you'd like to create or limit the number you'd like to see (including an abbreviation and description) to the Gift Aid team at Church House.