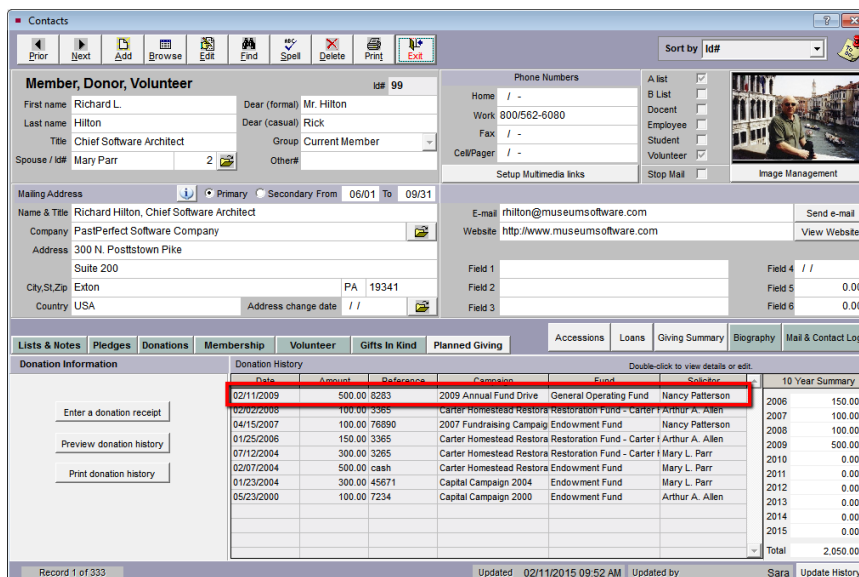


Version 4.0



Option 2 – Add a payment from the Pledges/ Receipts screen:

1. From the Main Menu, click on Pledges/Receipts.
2. Click Enter Receipt under Donations.

3. On the Enter Donation Receipts screen, choose the donor from the Individual File list by double clicking on the donor's name.
4. You'll be asked if you want to apply this receipt to the pledge. Click Yes.

5. Enter the payment information, and then click Post.
6. Click Yes when asked if you are sure you want to post this donation.
7. You will then have the option to print a Thank You Letter.
8. Click Exit. You will see the donation in the Donations table on the Receipts for the Year screen. If you go to that contact's record, you will see the payment information under the Donations tab for that contact.

For more information on Pledges and Receipts, you can review Chapter 16 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!