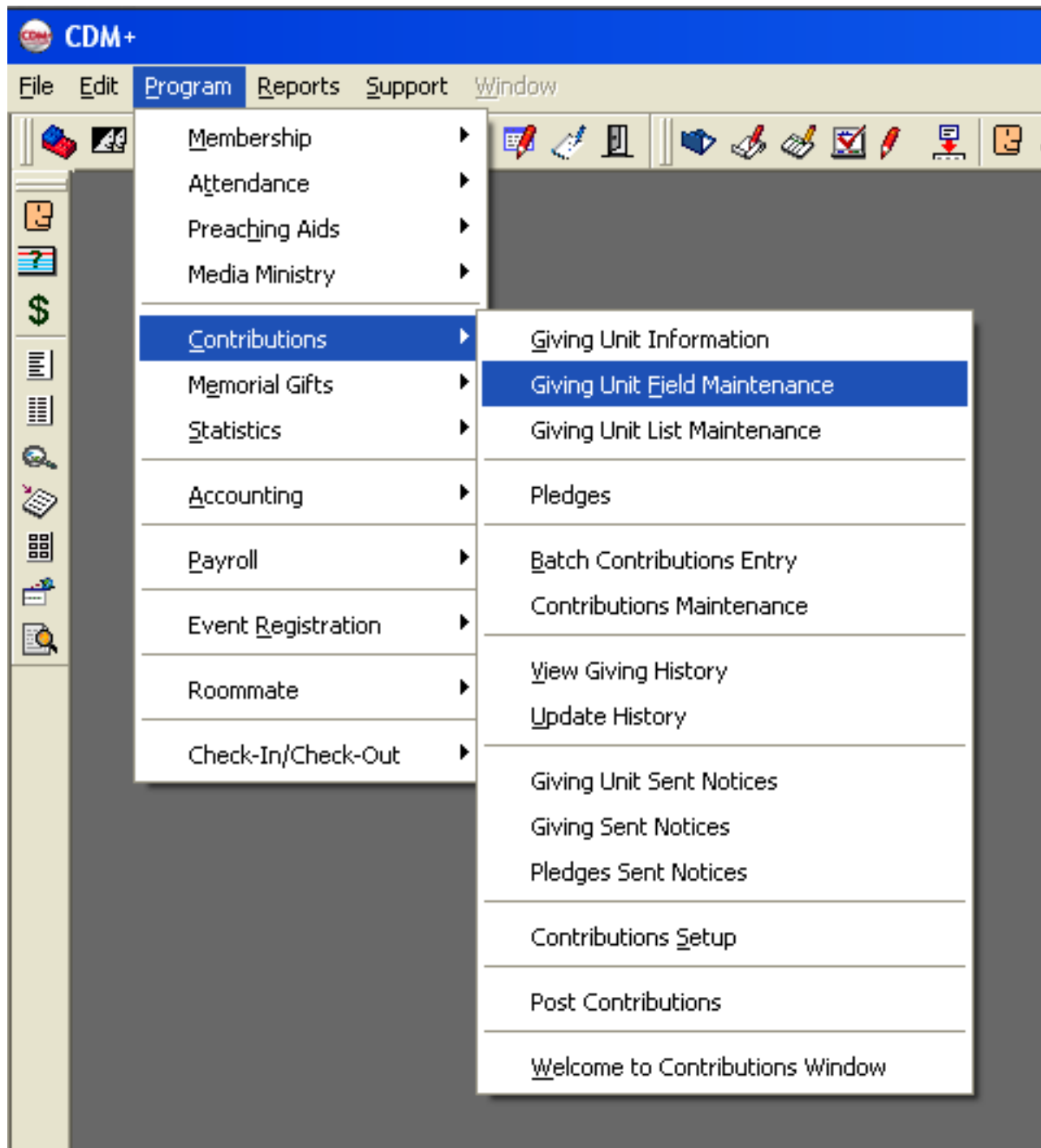


## Changing Giver Codes

### Open Giving Unit Field Maintenance



Go to Programs > Contributions > Giving Unit Field Maintenance

## Display your Givers

Find records where **Does Not Recei...** equal to  No  Yes

Last Name	Mailing Name	Salutation	Current Code	Pending Code	No Statement	Inactive
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Click Copy to move pending codes to current codes. Blank pending codes will be ignored.. 0 Results

Clear pending code after copy  Confine tabbing between code columns

Click on the Show All button to show all your Givers in contributions.

**Sort List**

**Giving Unit Field Maintenance**

Find records where  equal to   No  Yes

Last Name	Mailing Name	Salutation	Current Code	Pending Code	No Statement	Inactive
Shoney	Mr. and Mrs Michael	Michael and Susan	101		<input type="checkbox"/>	<input type="checkbox"/>
Dawson	Ms. Robin	Robin	DAWS102		<input type="checkbox"/>	<input type="checkbox"/>
Allen	William & Lucille	William & Lucille	53	453	<input type="checkbox"/>	<input type="checkbox"/>
Cook	Charles & Ruby	Charles & Ruby	108		<input type="checkbox"/>	<input type="checkbox"/>
Hunter	Mr. Mark	Mark	120		<input type="checkbox"/>	<input type="checkbox"/>
Lucas	Mr. & Mrs. Ralph	Mr. & Mrs. Ralph	118		<input type="checkbox"/>	<input type="checkbox"/>
Ross	Jim Miller	Jim Miller	130		<input type="checkbox"/>	<input type="checkbox"/>
Patterson	Rev. & Mrs. Dean	Rev. & Mrs. Dean	150		<input type="checkbox"/>	<input type="checkbox"/>
Smith	Hugh & Marcia	Hugh & Marcia	500		<input type="checkbox"/>	<input type="checkbox"/>
Loose Offering	Loose		ZLOOSE		<input type="checkbox"/>	<input type="checkbox"/>
gift	Visitor/Non-Mbr	Visitor/Non-Mbr	110		<input type="checkbox"/>	<input type="checkbox"/>
Huff	Mr. Lawrence	Mrs. Osa	19		<input type="checkbox"/>	<input type="checkbox"/>
Maslowski	Stewart & Nancy	Stewart & Nancy	MASL20		<input type="checkbox"/>	<input type="checkbox"/>
Delvechio	Albert	Albert	DELV21		<input type="checkbox"/>	<input type="checkbox"/>

Click Copy to move pending codes to current codes. Blank pending codes will be ignored. 233 Results

Clear pending code after copy
 

 Confine tabbing between code columns

You many want to sort the list by Last Name or Current Code. To sort the list, cilck on the Column heading name.

For example, if you want to sort by last name, cick on the heading "Last Name."

**Enter Pending Codes and Finish up**

Find records where  equal to   No  Yes

Last Name	Mailing Name	Salutation	Current Code	Pending Code	No Statement	Inactive
			777		<input type="checkbox"/>	<input type="checkbox"/>
	Janice		182		<input type="checkbox"/>	<input type="checkbox"/>
Adams	and Mrs John	John and Abigal	ADAM78	100	<input type="checkbox"/>	<input type="checkbox"/>
Adams Jr	Ms. Jane101	Jane	40	101	<input type="checkbox"/>	<input type="checkbox"/>
Adams J	Mr. Ben	Ben	79	102	<input type="checkbox"/>	<input type="checkbox"/>
Alexander	Mr. and Mrs Mitchell	Mitchell and Cecilia	170	170	<input type="checkbox"/>	<input type="checkbox"/>
Alexander	Mr. and Mrs Mitchell	Mitchell and Cecilia	24	36	<input type="checkbox"/>	<input type="checkbox"/>
Allen	Jennifer & Jesse	Jennifer & Lucille	52	29	<input type="checkbox"/>	<input type="checkbox"/>
Allen	William & Lucille	William & Lucille	53	453	<input type="checkbox"/>	<input type="checkbox"/>
Allen	Mr. Jesse	Jessie	ALLE222		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allen	Mr. and Mrs. James	James and Sharon	700		<input type="checkbox"/>	<input type="checkbox"/>
Allen	Mr. Tim	Tim	ALLE430		<input type="checkbox"/>	<input type="checkbox"/>
Atwater	Mr. and Mrs John	John and Aileen	ATWA174		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Baldwin	Mr. and Mrs. George	George and Stephanie	522	229	<input type="checkbox"/>	<input type="checkbox"/>

Click Copy to move pending codes to current codes. Blank pending codes will be ignored.

Clear pending code after copy  Confine tabbing between code columns   4 results

1. Enter the new codes for next year.
2. Check this box to make sure that the pending codes will clear when you make the switch.
3. When you have run this years Giving Statements and completed your year end activities in Contributions, click the Copy button to change your codes. This will move your Pending Code to the Current Code.
4. Click Save.