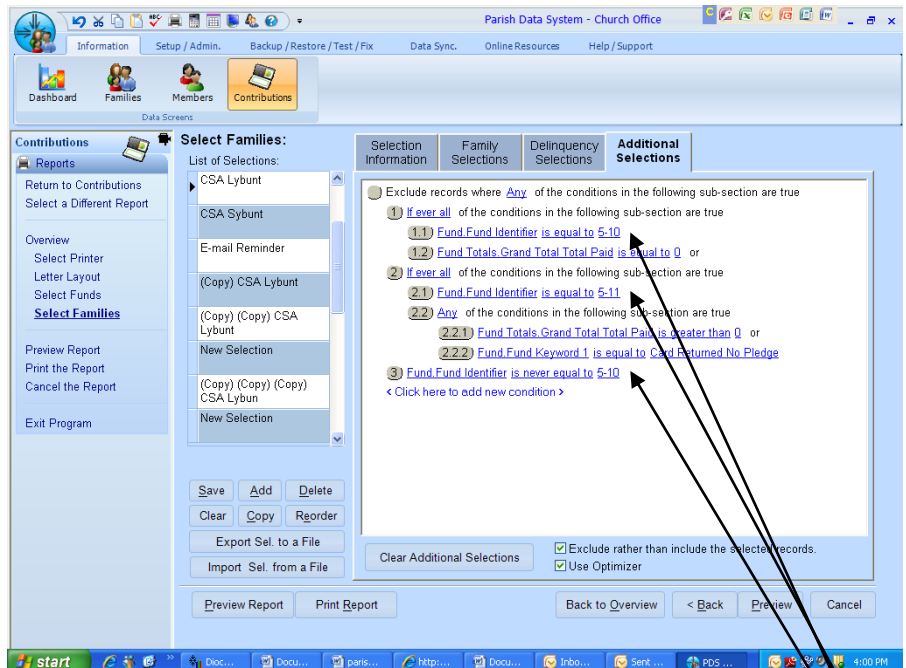


Lybunt Selection Criteria

- A. On the Ribbon Bar select the **Information** Page.
- B. Click **Contributions** in the Data Screens section.
- C. Click on the **Reports** link in the Other Tasks section.
- D. Click on **Financial Reports** and then the ► before **Financial Easy Reports**.
- E. Double click on **Parish Lybunt Letter**.
- F. From the Overview step, click the **Modify Body of the Letter** link to customize the letter for your parish.
- G. Click the **OK** button when done customizing the letter and then click the **Next** button.
- H. Make sure the **Date Range** is set to include last year's fund period. For example, if you are running a report using the LYBUNT selection criteria in 2011, the date range would be 2/1/2010 through 1/31/2012.
- I. The **Funds To Print** should be the fund number for your Catholic Services Appeal.
- J. Click **Next**.
- K. If you have a selection criteria named **LYBUNT**, please delete it and continue to step 1 below.
If you have a selection criteria named **CSA LYBUNT**, please continue to step L.
If you do not have **CSA LYBUNT**, please continue to step 1 below.

If you **have not** yet imported the **CSA LYBUNT** selection criteria, follow these instructions.

1. Click **Import Sel. from a File** button.
2. Look in desktop for **Lybunts.sel** file and click open.
3. **CSA Lybunt** should now be in your List of Selections.
4. Click on **CSA Lybunt** and click the Additional Selections tab.
5. The fund number for the CSA is currently 5. You will need to change this number in the criteria to whatever fund number you are using for the CSA. You will need to do this in all instances.
6. Click the **Save** button.



- L. If you have the Lybunt selection is in PDS from last year, all you need to do is change these dates. Change 09 to 10 and change 10 to 11.
- M. Click the **Preview** button.
- N. When the installation is complete, you may delete Sybunts.sel.