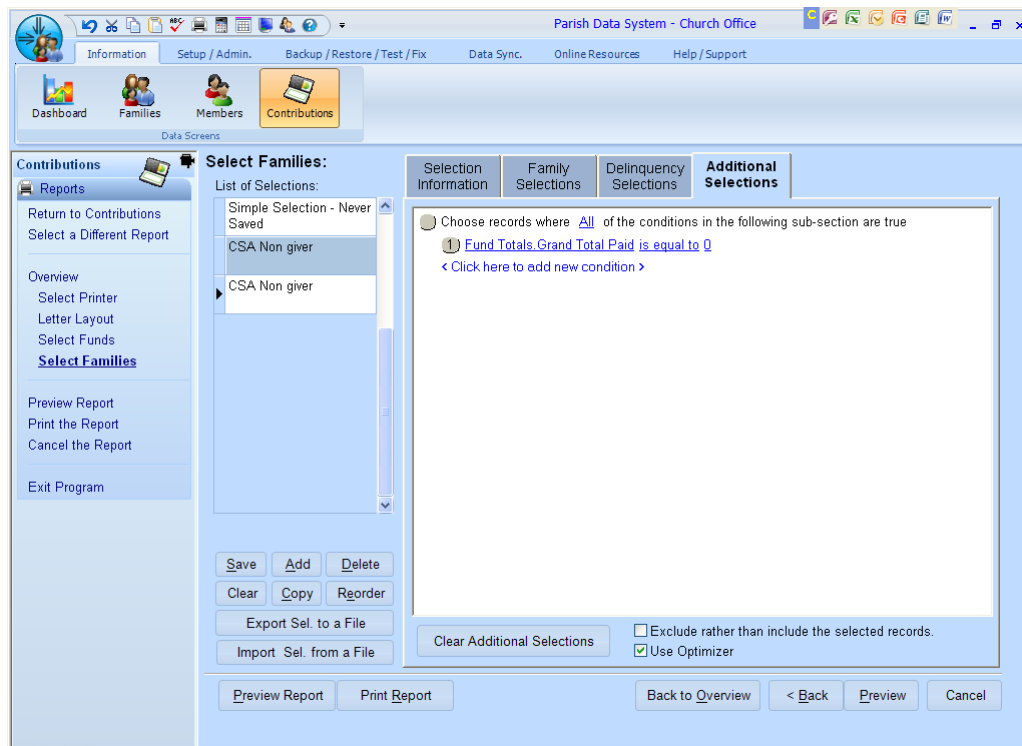


Non Giver Selection Criteria

- 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 NonGiver 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 for a large fund period. How big the range will depend on how many years you want to look. If you want this report to look for anyone who has never given to the CSA going back to 2001, the date range would be 2/1/2001 through 1/31/2010. You can expand or decrease this range depending on how far back you want the report to look.
- I. The **Funds To Print** should be the fund number for your Catholic Services Appeal. If you have more than one fund number for the CSA because you used a different number prior to 2007, then be sure to also include that fund number as well.
- J. Click **Next**.
- K. If you have a selection criteria named **CSA Non Giver** please continue to step **M** on the last page.

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

1. Click **Import Sel. from a File**.button.
2. Look in desktop for **Nongiver.sel** file and click open.
3. **CSA Non Giver** should now be in your List of Selections.
4. Click on **CSA Non Giver** and click the Additional Selections tab.
5. Click the **Save** button.



6. Make sure to uncheck the box "Skip Families That Don't Have any Selected Funds".

L. Click the **Preview** button.

