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**Author:** Joel Kristenson

**Last Updated:** 5/1/2014

## Overview

This article will show you how to create new restricted funds. Enter and allocate a new contribution towards multiple funds at once, and how to run a summary (pivot) report.

## Outline

**#1** Create a New Fund

**#2** Manually Enter a Contribution and Allocate to Multiple Funds at Once

**#3** Query by Funds and Run a Summary (Pivot) Report

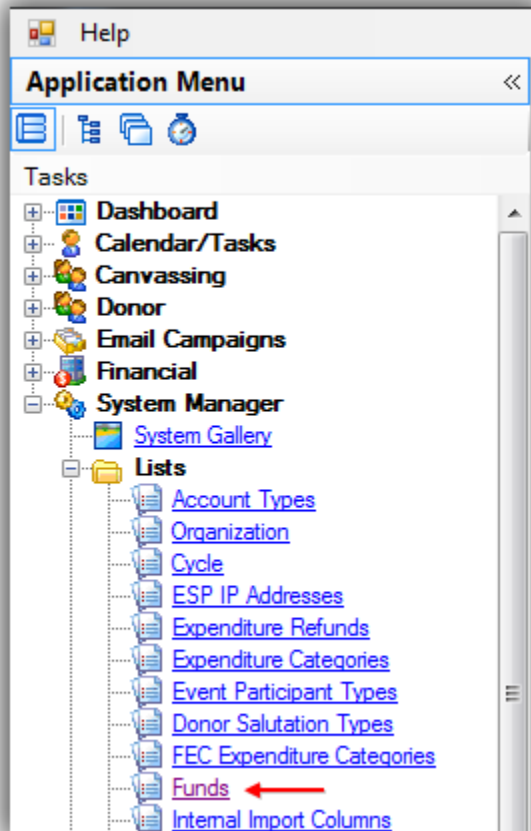
**#4** Related Resources

 **Tip:** Use the **Ctrl+F** hot key to jump to different sections using keywords like **#1, #2, Related Resources**

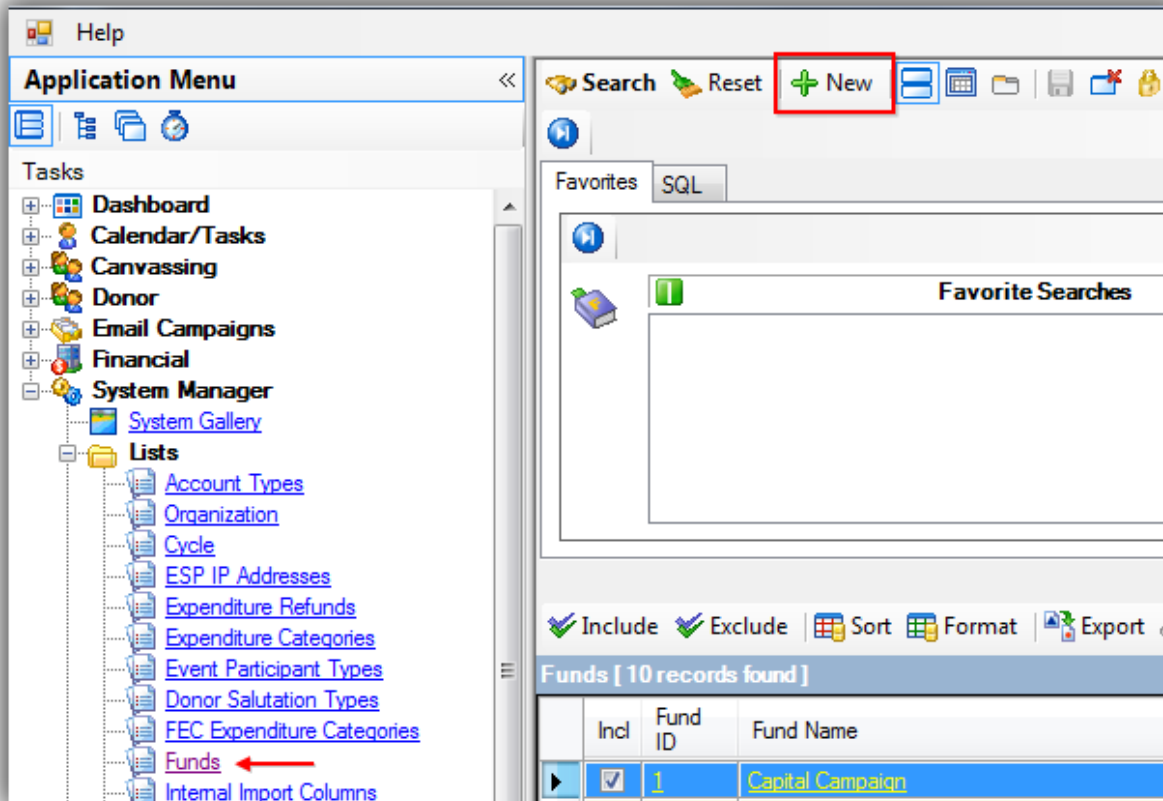
## #1 Create a New Fund

\*Assumes you have proper [security settings](#)

Follow **Application Menu > System Manager > Lists > Funds**



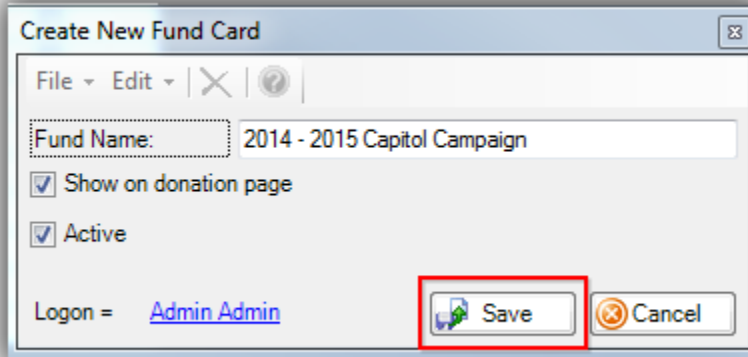
This will display your current fund list. Click **[+ New]** from the search tool strip.



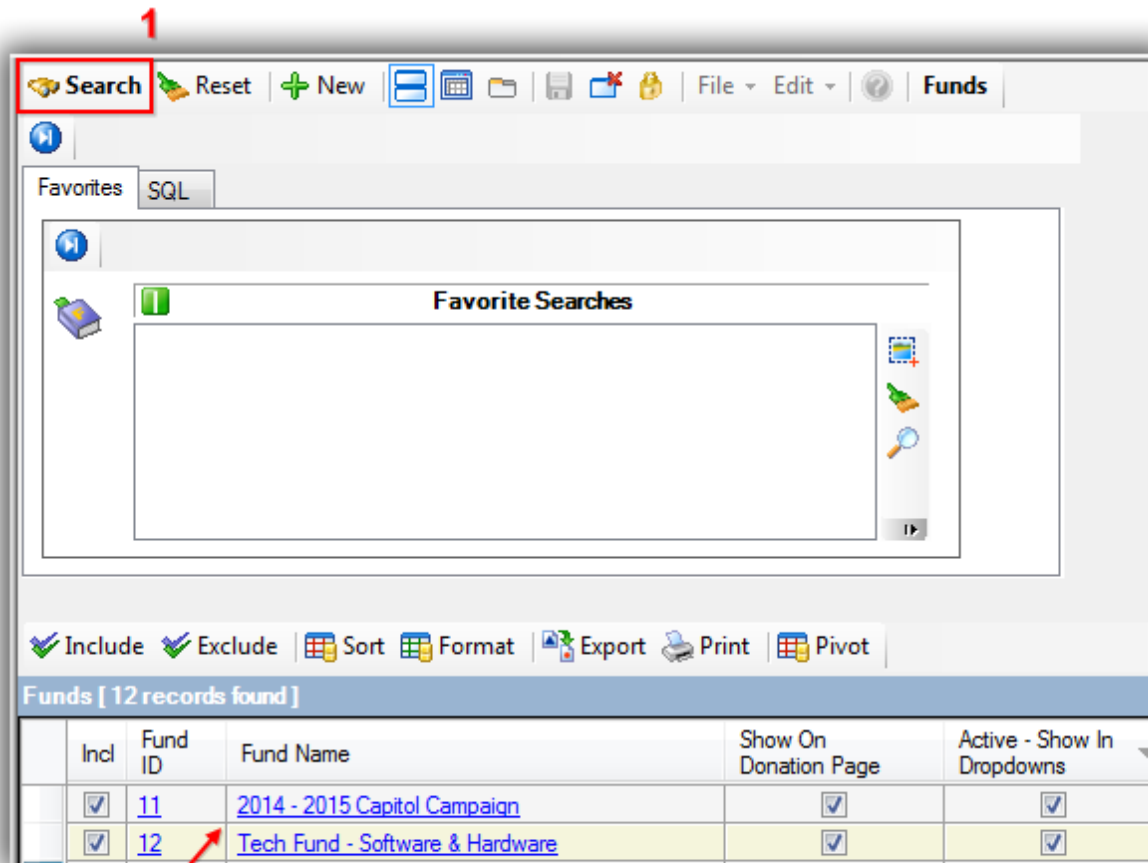
Enter a **Fund Name**. In this case I created a fund called 2014 – 2015 Capitol Campaign.

If you want to make the fund **Active** and/or **Show on donation page** - check the corresponding boxes. In this case I did both.

Click **[Save]** when you're finished (You can always open these funds back up in the future to make adjustments).



Click **[Search]** to refresh the list.



**Newly Created Fund**

**Columns display which funds are active online and which are available in the databasedrop-down menus.**

This is how it would appear on your donation form:

**Donation Amount**

☒ 10      ☐ 50  
☐ 200      ☐ 500  
☐ 750      ☐ 1000  
☐ 2000      ☐ 5000  
☐

**Make my payment**

☒ Single      ☐ Monthly  
☐ Annually

**Would you like to specify a particular fund?**

None

None

Capital Campaign

New Roof Fund

Scholarship Fund

2014 - 2015 Capitol Campaign

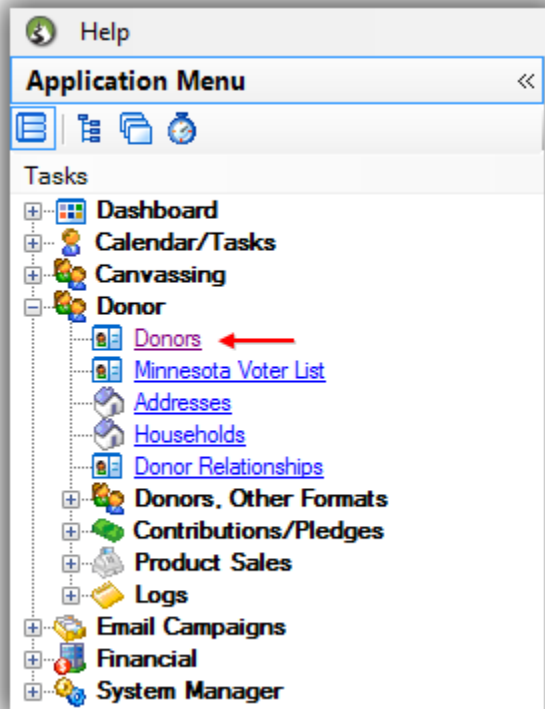
memory

Name Here

As of the date this article was written your online donors can only contribute to a single fund per donation. The next section will show you how you can allocate a manually entered contribution to multiple funds at once inside the database. This could come into play for check/cash/in-kind donations, but you could also open a pre-existing credit card donation and allocate it to fund(s) after the fact.

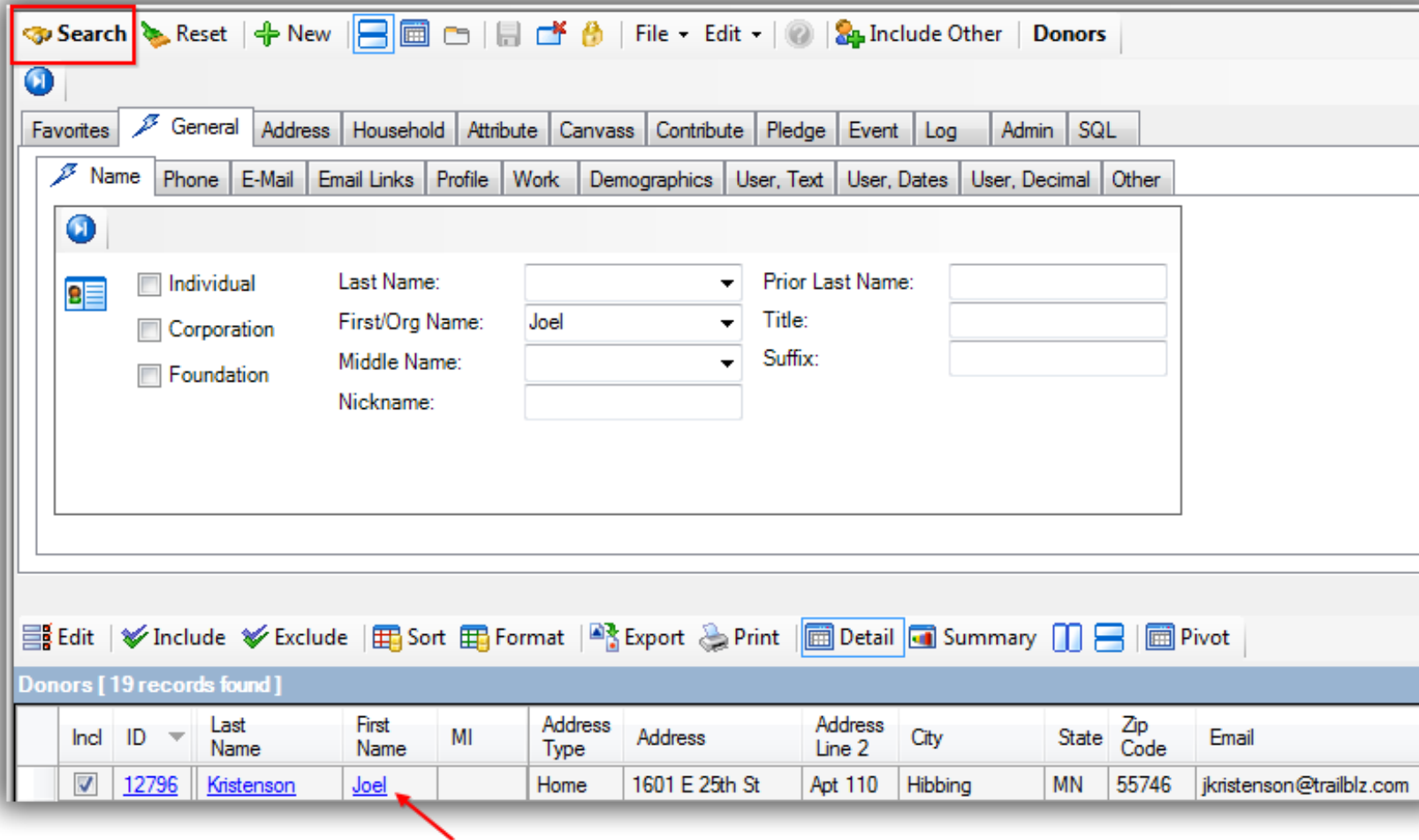
## #2 Manually Enter a Contribution and Allocate to Multiple Funds at Once

Navigate to your donors list.



Query for the record of the person who contributed. *In this example I found my own record (Joel Kristenson).*





The screenshot shows the TrailBlazer software interface. At the top, there is a toolbar with icons for Search, Reset, New, and various file operations. Below this is a tabbed interface with tabs for Favorites, General, Address, Household, Attribute, Canvass, Contribute, Pledge, Event, Log, Admin, and SQL. The General tab is active, showing a form for entering donor information. The form includes fields for Name, Phone, E-Mail, Email Links, Profile, Work, Demographics, User, Text, User, Dates, User, Decimal, and Other. Below these fields are checkboxes for Individual, Corporation, and Foundation. The form also includes fields for Last Name, First/Org Name, Middle Name, Nickname, Prior Last Name, Title, and Suffix. At the bottom of the form, there is a toolbar with icons for Edit, Include, Exclude, Sort, Format, Export, Print, Detail, Summary, and Pivot. Below the toolbar, a table titled "Donors [ 19 records found ]" displays a list of donors. The table has columns for Incl, ID, Last Name, First Name, MI, Address Type, Address, Address Line 2, City, State, Zip Code, and Email. The first row of data shows a donor with ID 12796, Last Name Kristenson, First Name Joel, and Email jkristenson@trailblz.com. A red arrow points to the First Name "Joel" in the table.

**Search** Reset New [Icons] File Edit [Icons] Include Other **Donors**

Favorites General Address Household Attribute Canvass Contribute Pledge Event Log Admin SQL

Name Phone E-Mail Email Links Profile Work Demographics User, Text User, Dates User, Decimal Other







Individual Last Name: [Dropdown] Prior Last Name: [Text]  
 Corporation First/Org Name: Joel Title: [Text]  
 Foundation Middle Name: [Dropdown] Suffix: [Text]  
 Nickname: [Text]

Edit Include Exclude Sort Format Export Print Detail Summary [Icons] Pivot


**Donors [ 19 records found ]**

Incl	ID	Last Name	First Name	MI	Address Type	Address	Address Line 2	City	State	Zip Code	Email
<input checked="" type="checkbox"/>	12796	Kristenson	Joel		Home	1601 E 25th St	Apt 110	Hibbing	MN	55746	jkristenson@trailblz.com

Open the record and click on **Contribute**.








File ▾ Edit ▾ ✕ ? 






Joel Kristenson [12796]

Title:   
First Name: Joel  
Middle Name:   
Last Name / Suffix : Kristenson  
Prior Last Name:   
Nickname:   
Donor Type: Individual

  
No Photo  
**Email**  
jkristenson@trailblz.com

**Home Address**  
1601 E 25th St  
Apt 110  
Hibbing, MN 55746  
**Work Address**  
No Address






General Household Gallery Attribute Poll Relation **Contribute** Pledge Event Logs Sales Admin

 New |  Include |  Exclude |  Sort |  Format |  Export |  Print

Contributions [0 records found]

	Incl	Open	ID	Date	Amount	Refunds	Amount After Refunds	Cycle	Event ID	Event	Payment Method	De-posit	Applied Against Pledges	Matches Expected
Σ					.00	.00	.00						.00	.00

Click [+ New].

File ▾ Edit ▾      **Joel Kristenson [12796]**

Title:

First Name:


Middle Name:

Last Name / Suffix:

Prior Last Name:

Nickname:

Donor Type:








  
No Photo

**Email**  
jkristenson@trailblz.com


**Home Address**  
1601 E 25th St  
Apt 110  
Hibbing, MN 55746

**Work Address**  
No Address

General Household Gallery Attribute Poll Relation **Contribute** Pledge Event Logs Sales Admin

 **New**  Include  Exclude  Sort  Format  Export  Print

Contributions [0 records found]

	Incl	Open	ID	Date	Amount	Refunds	Amount After Refunds	Cycle	Event ID	Event	Payment Method	De- pos- ited	Applied Against Pledges	Matches Expected
					.00	.00	.00						.00	.00

Fill out the fields relevant to your situation from the **General** tab, and click **[Save]**. *I entered a \$1,000 single time contribution.*

**Contribution**

File Edit

**Joel Kristenson**  
1601 E 25th St  
Apt 110  
Hibbing, MN, 55746

Amount: 1,000.00  
Less Refunds: .00  
**Net Amount: 1,000.00**

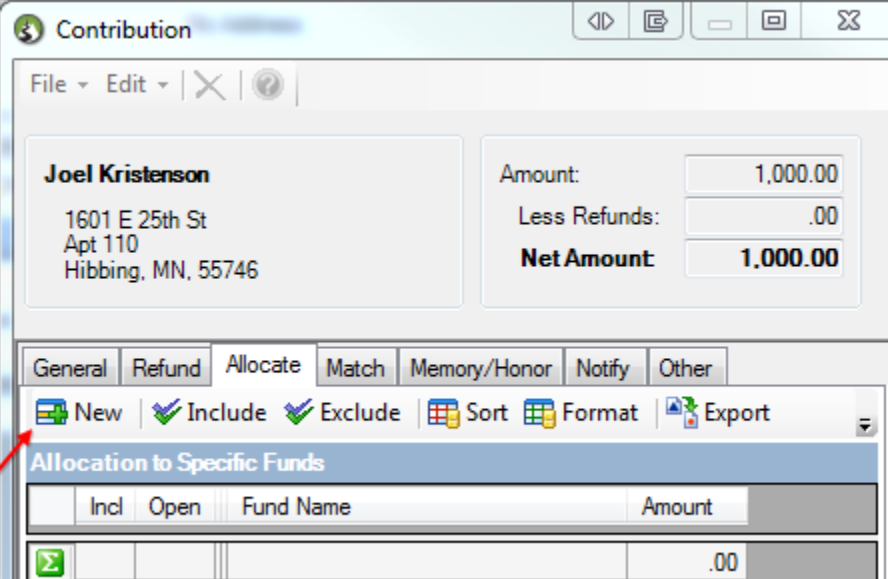
General Refund Allocate Match Memory/Honor Notify Other

Event: (none)  
Cycle: Calendar Year 2014

Date Received: 05/01/2014  
Type: Check  
Recurrence: Single  
Check Number: 1234  
Amount: 1,000.00 Tax Deduct Amt: 1,000.00  
Memo:

Logon = [Admin Admin](#) Save Save and Close Cancel

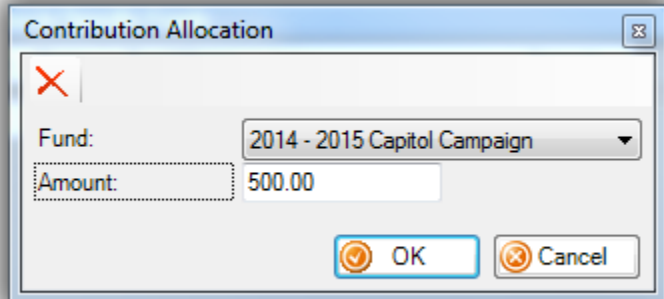
Click on the **Allocate** tab and click **[+ New]**.



The screenshot shows the 'Contribution' window with the 'Allocate' tab selected. The donor information for Joel Kristenson is displayed, along with the amount of 1,000.00 and a net amount of 1,000.00. The 'Allocation to Specific Funds' section is visible, showing a table with columns for 'Incl', 'Open', 'Fund Name', and 'Amount'. A red arrow points to the '+ New' button in the toolbar above the table.

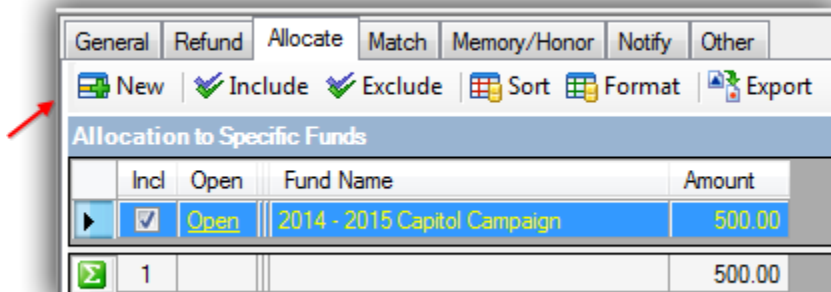
Incl	Open	Fund Name	Amount
			.00

Enter the **Amount** to allocate towards a particular fund and click **[OK]**. *I entered \$500 and selected the 2014 – 2015 Capitol Campaign.*



A dialog box titled "Contribution Allocation" with a close button in the top right. It contains a red 'X' icon in the top left. Below the icon, there is a "Fund:" label followed by a dropdown menu showing "2014 - 2015 Capitol Campaign". Below that is an "Amount:" label followed by a text box containing "500.00". At the bottom right are "OK" and "Cancel" buttons.

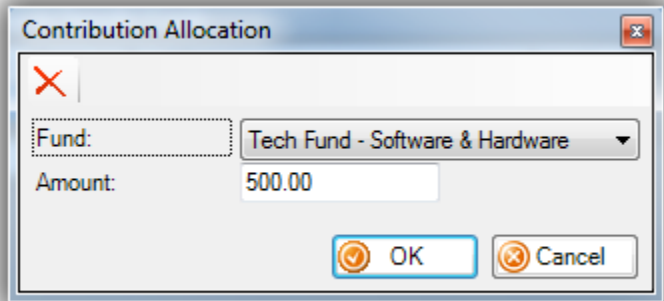
Click **[+ New]** to allocate another portion of the remaining amount.



The main application window shows the "Allocate" tab selected. The toolbar includes buttons for "New", "Include", "Exclude", "Sort", "Format", and "Export". A red arrow points to the "New" button. Below the toolbar is a section titled "Allocation to Specific Funds" containing a table.

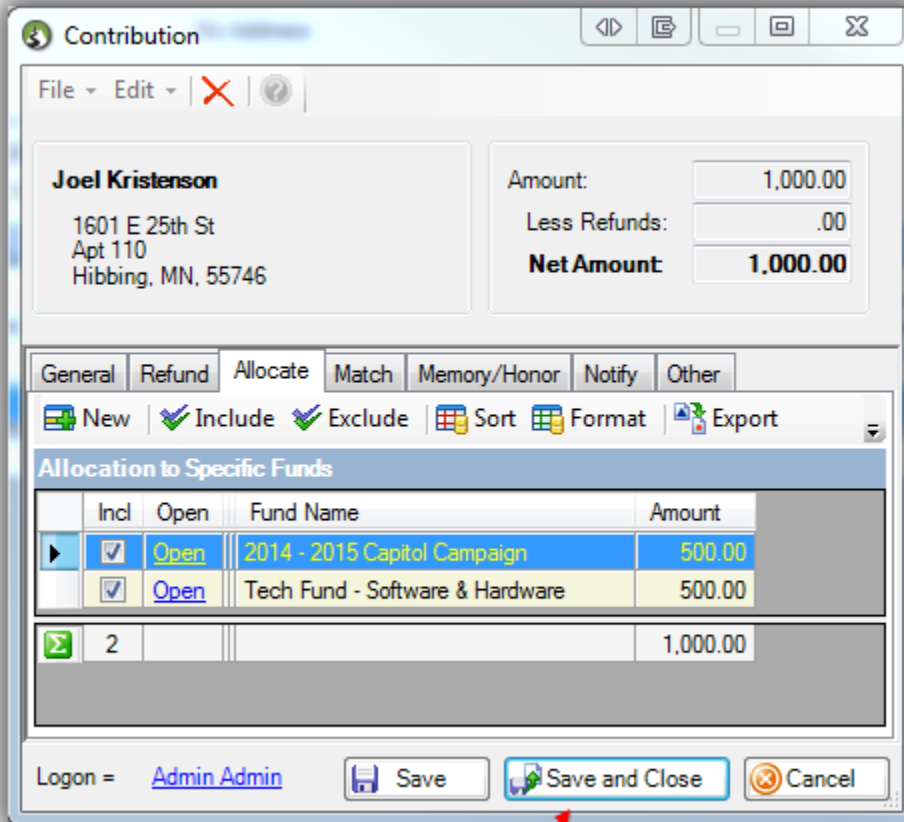
	Incl	Open	Fund Name	Amount
	<input checked="" type="checkbox"/>	<a href="#">Open</a>	2014 - 2015 Capitol Campaign	500.00
	1			500.00

Trail Blazer will fill in the remaining contribution amount. Choose another fund to allocate money towards and click **[OK]**. *I allocated the remaining \$500 toward my Tech Fund – Software and Hardware.*



A screenshot of a software dialog box titled "Contribution Allocation". The dialog has a standard Windows-style title bar with a close button (X) in the top right corner. Inside the dialog, there is a red "X" icon in the top left corner. Below the icon, there are two input fields: "Fund:" and "Amount:". The "Fund:" field is a dropdown menu currently showing "Tech Fund - Software & Hardware". The "Amount:" field is a text box containing the value "500.00". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button has a checkmark icon, and the "Cancel" button has an "X" icon.

Click **[Save and Close]** when finished.



**Contribution**

File Edit X ?

**Joel Kristenson**  
1601 E 25th St  
Apt 110  
Hibbing, MN, 55746

Amount: 1,000.00  
Less Refunds: .00  
**Net Amount: 1,000.00**

General Refund Allocate Match Memory/Honor Notify Other

New Include Exclude Sort Format Export






**Allocation to Specific Funds**

Incl	Open	Fund Name	Amount
<input checked="" type="checkbox"/>	<a href="#">Open</a>	2014 - 2015 Capitol Campaign	500.00
<input checked="" type="checkbox"/>	<a href="#">Open</a>	Tech Fund - Software & Hardware	500.00
<b>Σ</b>	2		1,000.00

Logon = [Admin Admin](#) Save Save and Close Cancel

In the **Contribution** tab it will display how much of the contribution was allocated towards funds.



File ▾ Edit ▾      **Joel Kristenson [12796]**

Title:

First Name:


Middle Name:

Last Name / Suffix :

Prior Last Name:

Nickname:

Donor Type:









  
No Photo

**Email**  
jkristenson@trailblz.com



**Home Address**  
1601 E 25th St  
Apt 110  
Hibbing, MN 55746

**Work Address**  
No Address

General Household Gallery Attribute Poll Relation **Contribute** Pledge Event Logs Sales Admin

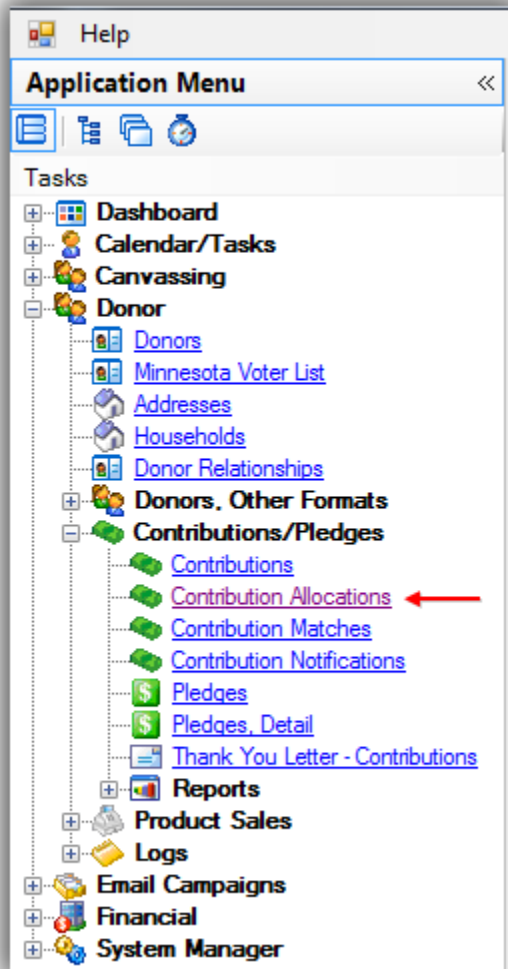
 New  Include  Exclude  Sort  Format  Export  Print  Pivot

**Contributions [1 record found]**

	Incl	Open	ID	Date	Amount	Amount After Refunds	Cycle	Payment Method	Allocated to Specific Funds
	<input checked="" type="checkbox"/>	<a href="#">Open</a>	5571	5/1/2014	1,000.00	1,000.00	Calendar Year 2014	Check	1,000.00
	1				1,000.00	1,000.00			1,000.00

## #3 Query by Funds and Run a Summary (Pivot) Report

Navigate to the **Contribution Allocations** list.



Click **[Search]** to see all contributions that have been allocated towards funds. It will display relevant columns in the grid. *In my sample database I had 206 contributions allocated towards funds for a total of \$131,106.38.*

1

**Search** | Reset | + New | [Icons] | File | Edit | ?

Favorites | General | Contribution | SQL

Amount Range: minimum to maximum  
Fund: <ignore>

Edit | Include | Exclude | Sort | Format | Export | Print | Pivot

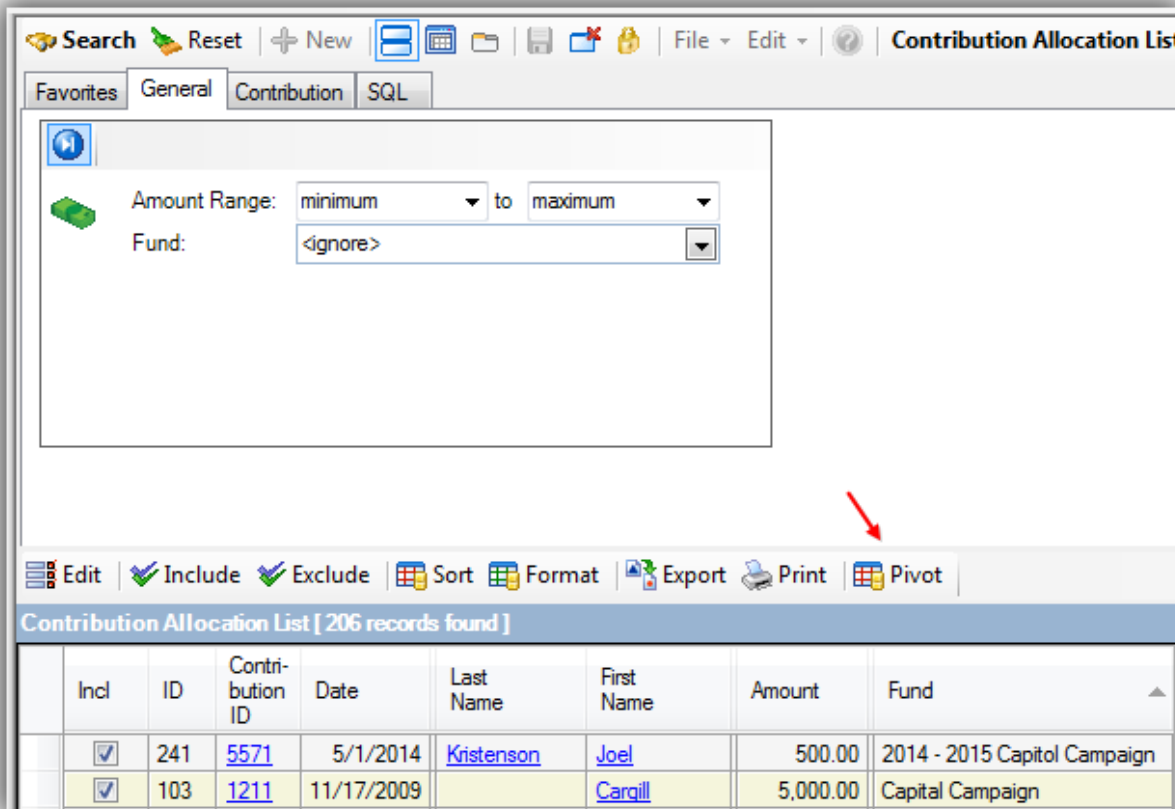
**Contribution Allocation List** 206 records found

Incl	ID	Contribution ID	Date	Last Name	First Name	Amount	Fund
<input checked="" type="checkbox"/>	241	<a href="#">5571</a>	5/1/2014	<a href="#">Kristenson</a>	<a href="#">Joel</a>	500.00	2014 - 2015 Capitol Campaign
<input checked="" type="checkbox"/>	103	<a href="#">1211</a>	11/17/2009		<a href="#">Cargill</a>	5,000.00	Capital Campaign
<input checked="" type="checkbox"/>	1	<a href="#">3602</a>	11/1/2010	<a href="#">Proehl</a>	<a href="#">Angela</a>	5,000.00	Capital Campaign
<input checked="" type="checkbox"/>	37	<a href="#">3605</a>	11/4/2010	<a href="#">Abdi</a>	<a href="#">Ali</a>	200.00	Capital Campaign
<input checked="" type="checkbox"/>	39	<a href="#">1313</a>	11/5/2010	<a href="#">Yokiel</a>	<a href="#">Laura</a>	460.00	Capital Campaign
206						131,106.38	

Logon = [Admin Admin](#) | Save | Save and Close | Reports | Close

You can further restrict the search query by things like **date range**, **amount**, a specific **donor**, among many other things.

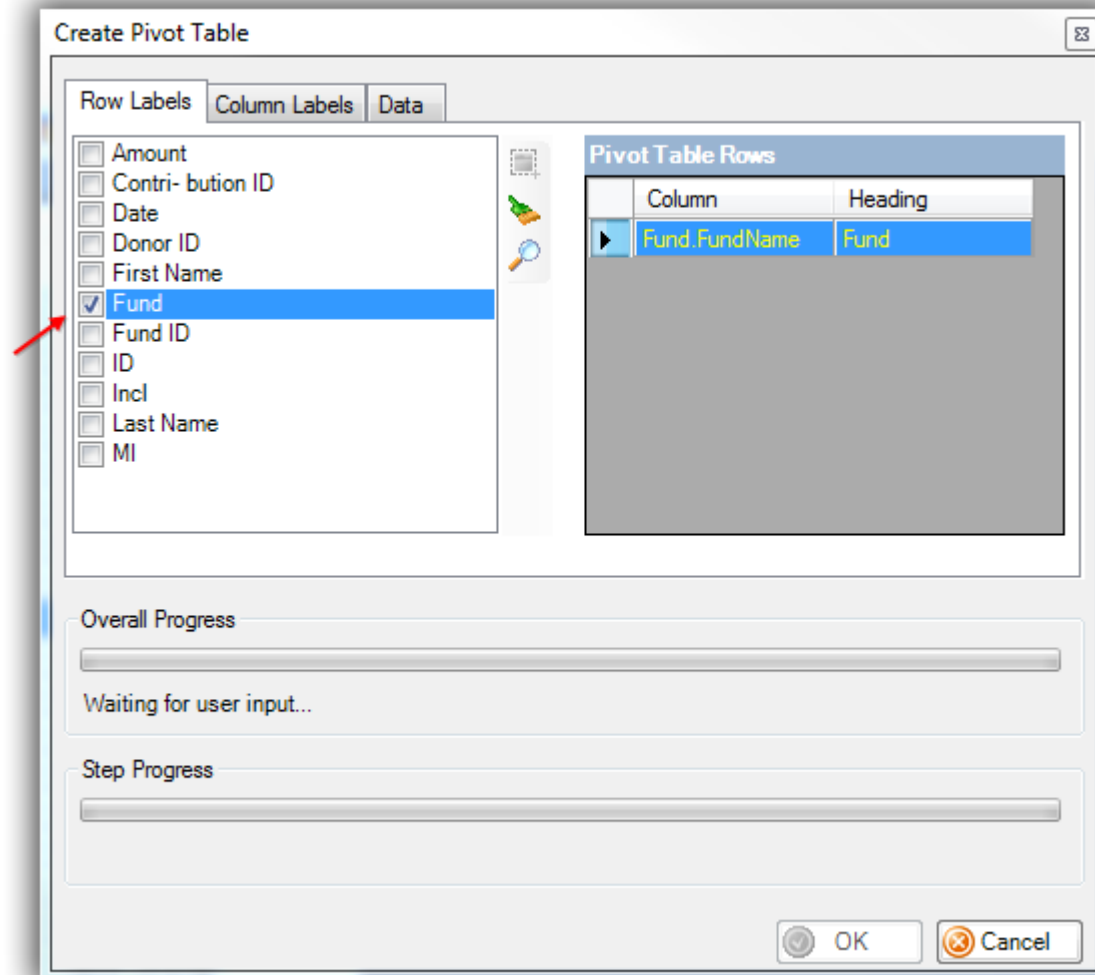
After your list is populated with records click the **[Pivot]** button.



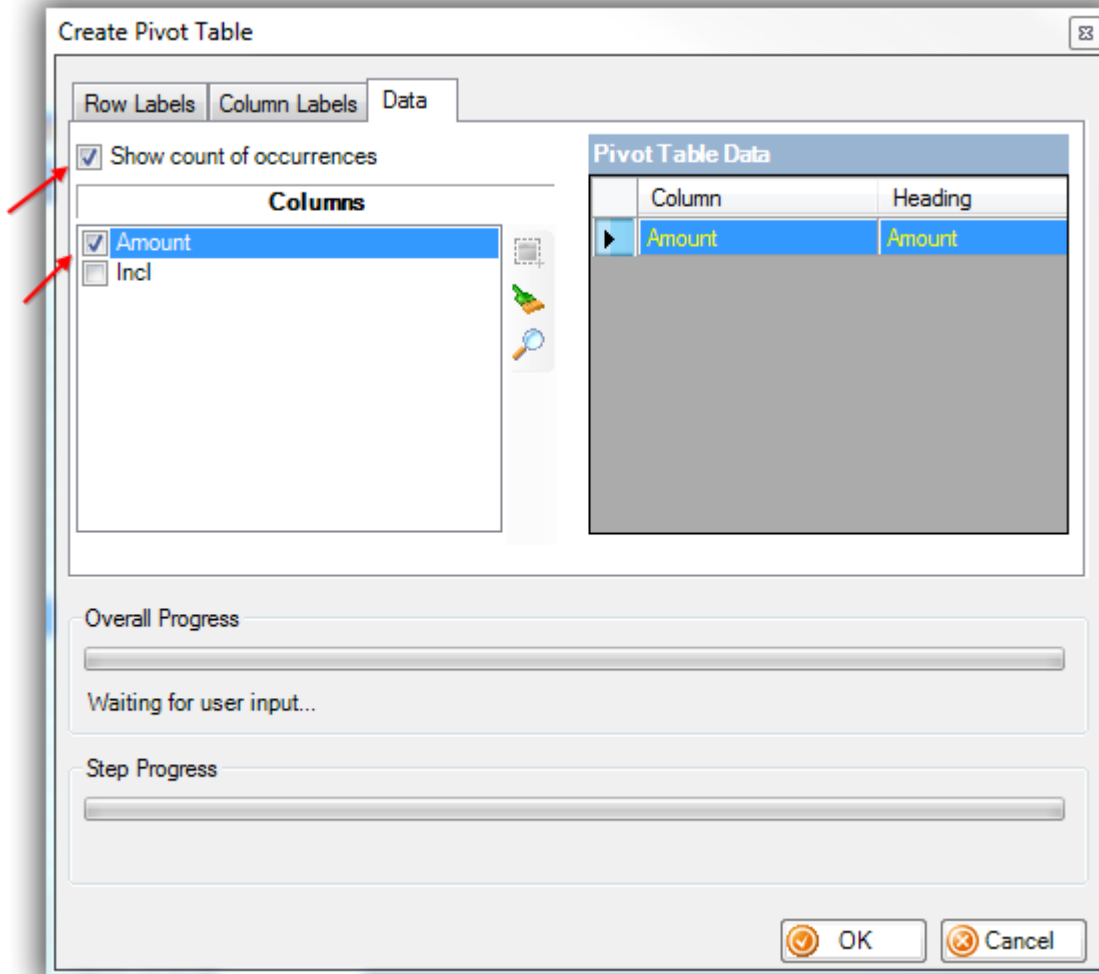
Contribution Allocation List [ 206 records found ]

Incl	ID	Contribution ID	Date	Last Name	First Name	Amount	Fund
<input checked="" type="checkbox"/>	241	<a href="#">5571</a>	5/1/2014	<a href="#">Kristenson</a>	<a href="#">Joel</a>	500.00	2014 - 2015 Capitol Campaign
<input checked="" type="checkbox"/>	103	<a href="#">1211</a>	11/17/2009		<a href="#">Cargill</a>	5,000.00	Capital Campaign

Check **Fund** from the **Row Labels** tab.



Check **Show count of occurrences** and **Amount** from the **Data** tab.



The "Create Pivot Table" dialog box is shown with the "Data" tab selected. It features a "Columns" list on the left and a "Pivot Table Data" preview on the right. The "Columns" list contains "Amount" (checked) and "Incl" (unchecked). The "Pivot Table Data" preview shows a table with "Amount" in the "Column" and "Heading" fields. The "Overall Progress" and "Step Progress" bars are empty, and the status is "Waiting for user input...". The "OK" and "Cancel" buttons are at the bottom right.

**Create Pivot Table**

Row Labels | Column Labels | **Data**

☒ Show count of occurrences

**Columns**

☒ Amount  
☐ Incl

**Pivot Table Data**

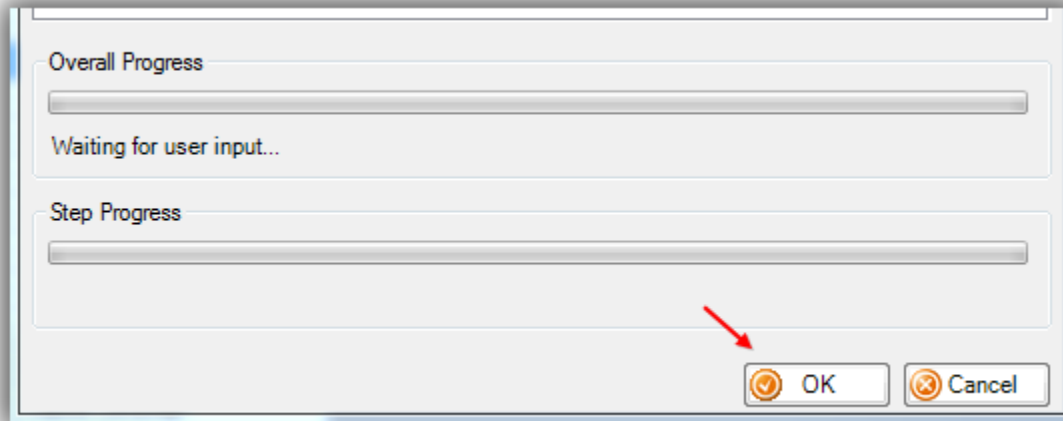
Column	Heading
Amount	Amount

Overall Progress  
Waiting for user input...

Step Progress

OK Cancel

Click **[OK]** to create the pivot table.



Trail Blazer will display a progress bar, if you're working with a huge amount of data pivot tables can take a bit of time to run.

Here's an example of the final result. *I sorted by **SUM (Amount)** in descending order to put the largest fund at the bottom of my list.*


## Allocation Funds Pivot Table - Count / Amount / SUM


Contribution Allocation Count, Amount by Fund				
	Incl	Fund	COUNT (*)	SUM (Amount)
	<input checked="" type="checkbox"/>	Grants	2	104.99
	<input checked="" type="checkbox"/>	ScholarShip 100 - Female Culinary Arts Fund	1	200.00
	<input checked="" type="checkbox"/>	2014 - 2015 Capitol Campaign	1	500.00
	<input checked="" type="checkbox"/>	Tech Fund - Software & Hardware	1	500.00
	<input checked="" type="checkbox"/>	ScholarShip 100 - Nickels Nursing Fund	3	810.00
	<input checked="" type="checkbox"/>	Sponsorship - Bob Meyer	5	822.18
	<input checked="" type="checkbox"/>	Theatre Equipment	3	900.21
	<input checked="" type="checkbox"/>	Japan - recovery	6	1,211.12
	<input checked="" type="checkbox"/>	ScholarShip 100 - African American Nurses	3	2,125.00
	<input checked="" type="checkbox"/>	Scholarship Fund	65	35,491.64
	<input checked="" type="checkbox"/>	New Roof Fund	47	40,442.12
	<input checked="" type="checkbox"/>	Capital Campaign	69	47,999.12
<b>Σ</b>	12		206	131,106.38

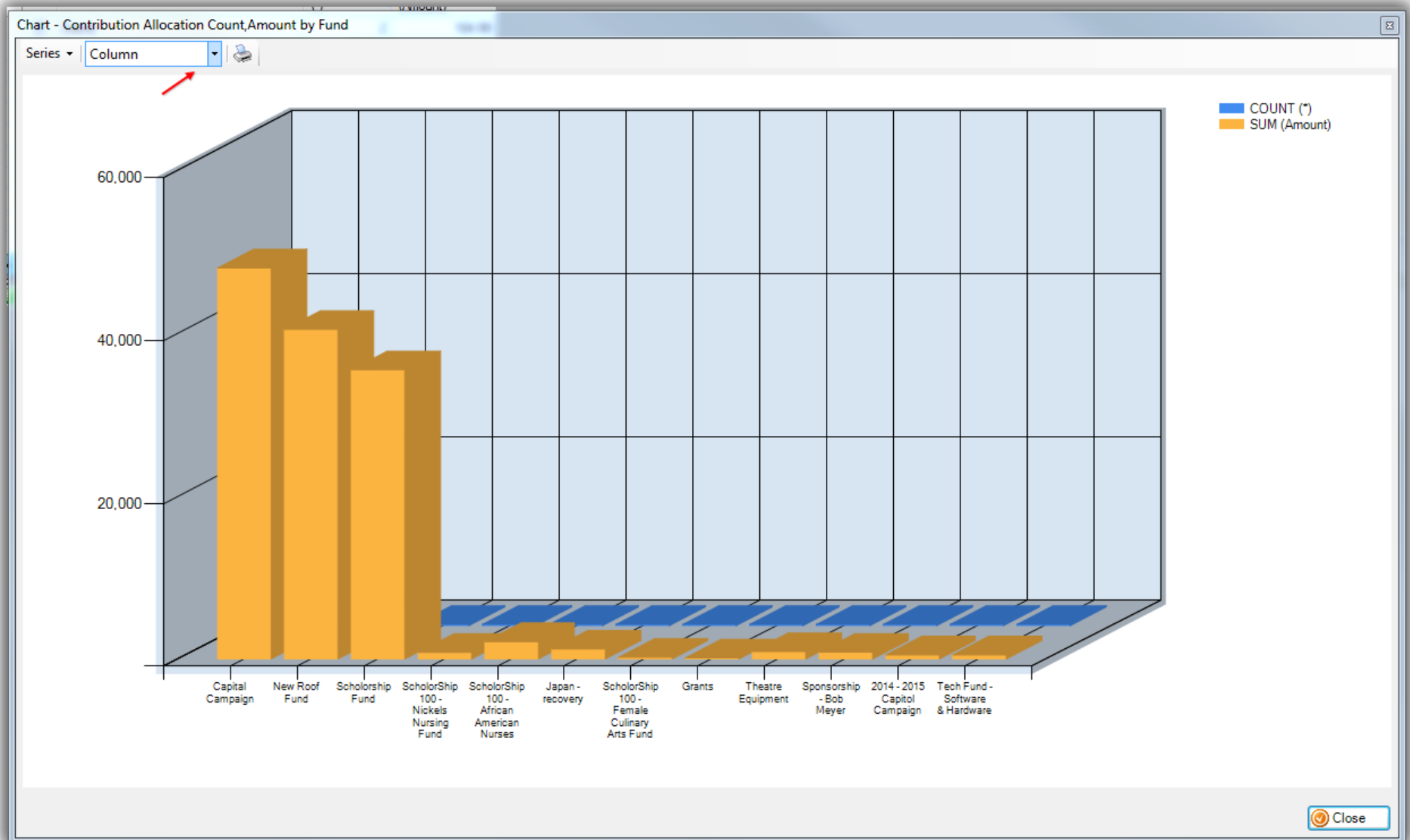
**Total**

You can **Export**, **Print**, and **Chart** the report. *In this example I created a **Column** graph.*

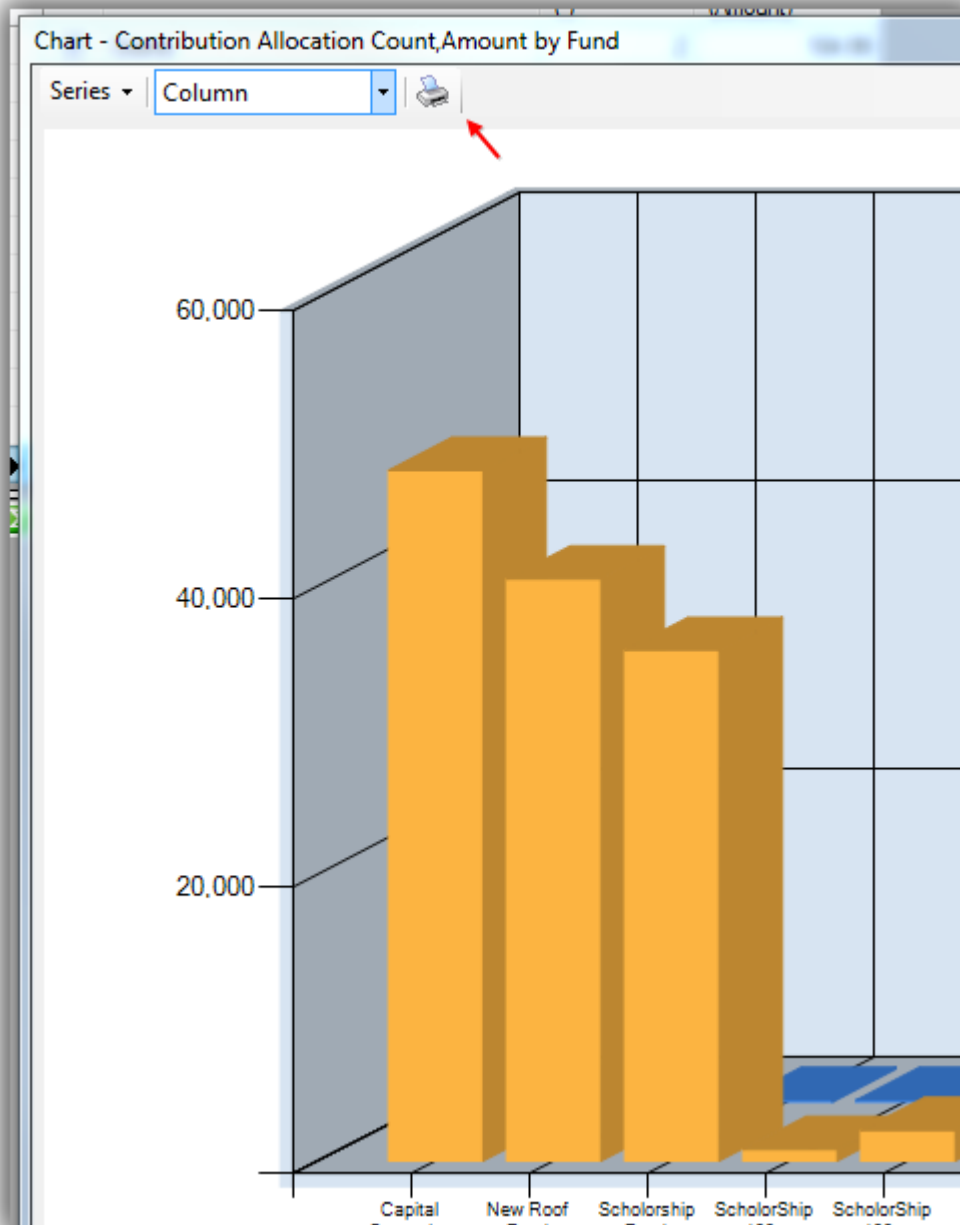




Contribution Allocation Count, Amount by Fund				
	Incl	Fund	COUNT (*)	SUM (Amount)
	<input checked="" type="checkbox"/>	Grants	2	104.99
	<input checked="" type="checkbox"/>	ScholarShip 100 - Female Culinary Arts Fund	1	200.00
	<input checked="" type="checkbox"/>	2014 - 2015 Capitol Campaign	1	500.00
	<input checked="" type="checkbox"/>	Tech Fund - Software & Hardware	1	500.00
	<input checked="" type="checkbox"/>	ScholarShip 100 - Nickels Nursing Fund	3	810.00
	<input checked="" type="checkbox"/>	Sponsorship - Bob Meyer	5	822.18
	<input checked="" type="checkbox"/>	Theatre Equipment	3	900.21
	<input checked="" type="checkbox"/>	Japan - recovery	6	1,211.12
	<input checked="" type="checkbox"/>	ScholarShip 100 - African American Nurses	3	2,125.00
	<input checked="" type="checkbox"/>	Scholarship Fund	65	35,491.64
	<input checked="" type="checkbox"/>	New Roof Fund	47	40,442.12
	<input checked="" type="checkbox"/>	Capital Campaign	69	47,999.12
	12		206	131,106.38



You can **print** out the chart.



The pivot function exists on nearly every list throughout the database. Try playing around with it or call us for advice. You may run these types of reports:

- Email campaign opens by state
- Donors by state
- Volunteer hours by person and date range
- Sum total of pending/approved/decline grants
- Duplicate records by email address



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## #4 Related Resources

**Article:** [Enter Contributions](#)

**Video:** [Getting Started 106a – Entering Contributions \(NON PROFIT ONLY\)](#)

**Video:** [Getting Started 106b – Entering Contributions \(POLITICAL ONLY\)](#)

### **Trail Blazer Live Support**

☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

\*As a policy we require that you have taken Trail Blazer’s intro training class before calling or emailing tech support. [Click Here](#) to view our calendar for upcoming classes and events. After signing up you will receive instructions for how to log into the interactive online webinar.

*\*This service is included in your contract.*