# Consolidating Activity Names

As we migrate to our new system, we have an opportunity to take some time to clean some of our legacy information. To help facilitate the move, we encourage you to look at your Fund Setup screens to see if any consolidation of Activity Names makes sense.

For our example, we will be working in Fund 9, which is typically associated with 'Extra/Special Collections'. You will want to do the following steps for each of your funds. It would be helpful for you to be sure that you have a current backup of your PDS data prior to completing this deletion process. To do this, click on Backup/Restore | Backup Current Data | Select Your Location and choose Backup.

Select: Administration | Fund Setup

The program should default to Fund 1, but we will be working in Fund 9 for our example, so please use the 3rd arrow to move to Fund 9:
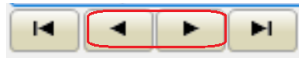
One of the first activities that might be very helpful is to PRINT the Activity list, by selecting PRINT from the left side menu. This printout will assist you in identifying potential duplication in your activity names. When you locate a duplication, we will be able to use the COMBINE process.

When ready, please click on the COMBINE button at the bottom right of the window, beneath the list of activities. For our example, we will combine the activity named 'CRS' with activity named 'Catholic Relief Services':

Activity Name	Function of the Activity
Agape	Payment - Deductible
All Saints	Payment - Deductible
All Souls	Payment - Deductible
CRS	Payment - Deductible
Ascension	Payment - Deductible
Ash Wednesday	Payment - Deductible
Assumption	Payment - Deductible
Catholic Camp. Human Development	Payment - Deductible
Catholic Community Services	Payment - Deductible
Catholic Relief Services	Payment - Deductible
Haiti	Payment - Deductible
Holy Land Fund	Payment - Deductible
Hurricane Relief	Payment - Deductible
Faith Formation	Payment - Non-Deductible
Good Friday Papal collection	Payment - Deductible

Combine

After you click COMBINE, you will be presented with a window that allows you to select the entry you're trying to remove and then select which Activity you wish to combine it with on the right side of the window. Then, click 'Add to the List of Changes Below:

When you are done selecting activities to combine, click COMBINE/OK to complete the combine process.

When, done with Fund 9, move to your other Fund #'s and look for duplicated activity names.