

Parishes and Facilities

The Parishes & Facilities tab displays the records of parishes and facilities that are stored within the program. On the Parishes & Facilities tab, click **Parishes & Facilities**.

Locating a Parish or Facility Record

At the top, you can search for a single record based on a parish's or facility's name, an address, phone number, and so on. Or you can scroll through each record until you find the one you want. For more information, see [Locate a Record](#).

Finding Fund History Entries

You can search all parish/facility records for certain fund history information. From any parish/facility financial window, click **Find History Entries** in the navigation pane. Enter any relevant data for the entries you want, and click **Find Matching Entries**. To view the record associated with an entry, select it in the grid and click **Lookup/OK**.

Adding and Viewing Documents

In several Parishes & Facilities windows, you can add and view additional documents that support the information you entered. For more, see [Add and View Documents](#).

- [Add a Parish or Facility Record](#)
- [View the Parish, Facility Overview](#)
- [Add Data Synchronization Passwords](#)
- [Delete a Parish or Facility Record](#)