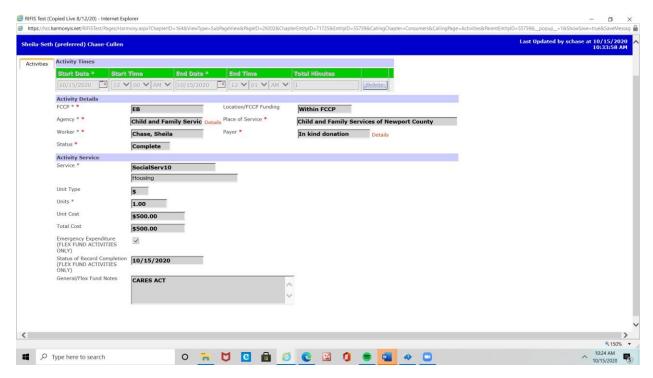# RIFIS Activity Update

10/15/2020

Below is an example of how to enter an individual family CARES ACT dollars in the RIFIS Activity tab. Please enter the **Payer** as an **In kind donation** and document in the General/Flex Notes text field: **CARES ACT**.

Entering the data this way will prompt the Flex Fund Tool Report (submitted to DCYF each month) to pull In Kind Donation entries. After exporting this data to Excel, you have been instructed to remove In kind donations from the Flex Fund Tool Report. Sort the spreadsheet by General/Flex Notes column so all of your CARES ACT entries are together, then cut and paste them into a new worksheet labeling the tab CARES ACT. Please contact us at RIFIS support if you need assistance.