Summary Contribution reports through Connect Now

You may be able to do some “analysis” types of reports in Connect Now through some of their main summary reports. Use the following reporting steps to find the average gifts for different families and the overall giving at different “amount” levels within your parish.

1) After logging into Connect Now and you will be at your typical homescreen. If you click on the Offering tab and then click on Reports, your screen will be similar to the one below:

2) Under the main Select Report are, listing Category, click on Contributions. Next, under the Report area click on Summary. Your screen will be similar to the one below:
3) Under the **Fund** section on the right side, select the fund and/or multiple funds that you wish to report on. (Please note, as in the example below, if you are trying to select more than the funds on the first screen and you click the box next to **Description** in the header, it will ask you if you want to select all funds)

4) After your funds are selected, click **Next** as seen below:
5) The screen will now show your filter options. In order to search the parish families only for gifts between a specific date range, you would click on the filters and set them to the date range, amount and specific families you wish to view. (similar to below)
6) Click **Next** in the bottom right corner of the screen again and you will see the list of givers that qualify for your criteria, as seen below:

7) Click the box to the left of the **Family Name** column, indicated above, to select all Givers. Then click the **View Report** in the bottom right side, you will see a report with the breakdown of families and the family’s average gift, as seen below. (this report will show as a pop-up)
Please note that the Summary on the bottom of the report (it may be several pages long) will show the total number of families, also the total contributions, the overall total dollars collected and the average gift amount.

To close out of this report, click on the red X in the upper right window, as indicated above.

8) If you wish to view other giving “ranges” then go back and enter in each giving range amount, (from step 5 and follow through till step 8)

9) To find out the number of families in your parish that did NOT give, go back to the main Filters tab and set it as seen below.
10) When you look at the number of families that haven’t given anything, the number may appear to be quite high, as in the example below.
If that is the case, (in the example above we have 2364 families) I just want to spot check a couple and therefore I can just look at the families on the first “page” of data if I’d like to verify that these families indeed do not have any “given” amounts in the system. If you click View Report, you will see a screen similar to the others seen earlier, but with “zero” amounts.