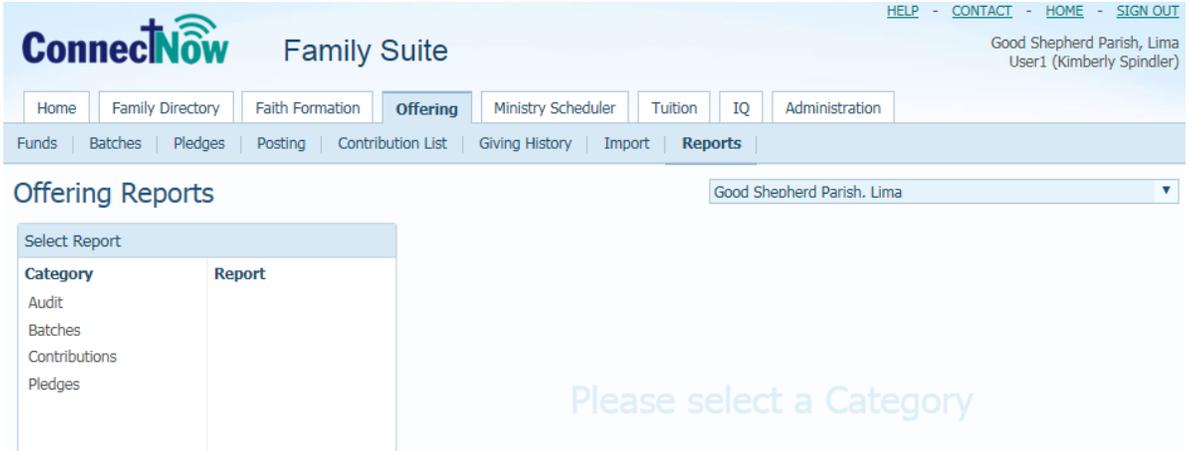


Summary Contribution reports through Connect Now

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:



The screenshot shows the 'Connect Now Family Suite' interface. At the top right, there are links for 'HELP', 'CONTACT', 'HOME', and 'SIGN OUT'. Below these, it says 'Good Shepherd Parish, Lima' and 'User1 (Kimberly Spindler)'. The main navigation bar includes 'Home', 'Family Directory', 'Faith Formation', 'Offering' (highlighted), 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. A secondary navigation bar includes 'Funds', 'Batches', 'Pledges', 'Posting', 'Contribution List', 'Giving History', 'Import', and 'Reports' (highlighted). The main content area is titled 'Offering Reports' and has a dropdown menu set to 'Good Shepherd Parish, Lima'. Below this is a 'Select Report' table with two columns: 'Category' and 'Report'. The 'Category' column lists 'Audit', 'Batches', 'Contributions', and 'Pledges'. The 'Report' column is empty. A large, light blue text overlay says 'Please select a Category'.

Category	Report
Audit	
Batches	
Contributions	
Pledges	

- 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:

Offering Reports

Good Shepherd Parish, Lima

Select Report	
Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary	
Funds Selected	Contribution Dates
---	1/1/14 - 12/31/15
Givers Selected	Total Given
---	\$ - \$
Registration Status	
Registered	

Fund	
Description	Fund #
<input type="checkbox"/> Building Fund Campaign	500-10-2013
<input type="checkbox"/> Festival	10-19-99
<input type="checkbox"/> General Fund	1
<input type="checkbox"/> Holy Days - Special Collections	100-50
<input type="checkbox"/> Offertory 2012	100-10-2012
<input type="checkbox"/> Offertory 2013	100-10-2013
<input type="checkbox"/> Respect Human Life	24052
<input type="checkbox"/> Sunday Offering	52

[Next](#)

- 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)

Offering Reports

Good Shepherd Parish, Lima

Select Report	
Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary	
Funds Selected	Contribution Dates
10 of 11	1/1/14 - 12/31/15
Givers Selected	Total Given

Fund	
Description	Fund #
<input checked="" type="checkbox"/> Building Fund Campaign	500-10-2013
<input checked="" type="checkbox"/> Building Pledge 2015	500-10-2015
<input checked="" type="checkbox"/> Festival	10-19-99
<input checked="" type="checkbox"/> General Fund	1
<input checked="" type="checkbox"/> Holy Days - Special Collections	100-50
<input checked="" type="checkbox"/> Offertory 2012	100-10-2012
<input checked="" type="checkbox"/> Offertory 2013	100-10-2013
<input checked="" type="checkbox"/> Offertory 2014	100-10-2014
<input checked="" type="checkbox"/> Offertory 2015	100-10-2015
<input checked="" type="checkbox"/> Respect Human Life	24052

All 10 records on this page are selected. [Select all 11 records](#)

- 4) After your funds are selected, click **Next** as seen below:

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
 Good Shepherd Parish, Lima
 User1 (Kimberly Spindler)

Home | Family Directory | Faith Formation | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting | Contribution List | Giving History | Import | **Reports**

Offering Reports

Good Shepherd Parish, Lima

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary

Funds Selected 11 of 11	Contribution Dates 1/1/14 - 12/31/15
Givers Selected ---	Total Given \$ - \$
Registration Status Parishioner	

Description	Fund #
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Building Fund Campaign	500-10-2013
<input checked="" type="checkbox"/> Building Pledge 2015	500-10-2015
<input checked="" type="checkbox"/> Festival	10-19-99
<input checked="" type="checkbox"/> General Fund	1
<input checked="" type="checkbox"/> Holy Days - Special Collections	100-50
<input checked="" type="checkbox"/> Offertory 2012	100-10-2012
<input checked="" type="checkbox"/> Offertory 2013	100-10-2013
<input checked="" type="checkbox"/> Offertory 2014	100-10-2014
<input checked="" type="checkbox"/> Offertory 2015	100-10-2015
<input checked="" type="checkbox"/> Respect Human Life	24052

Page 1 of 2 (11 Records) < 1 2 >

[Next](#) ▶

- 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 set them to the date range, amount and specific families you wish to view. (similar to below)

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
 Good Shepherd Parish, Lima
 User1 (Kimberly Spindler)

Home | Family Directory | Faith Formation | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting | Contribution List | Giving History | Import | **Reports**

Offering Reports

Good Shepherd Parish, Lima

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary

Funds Selected 11 of 11	Contribution Dates 1/1/15 - 12/31/15
Givers Selected ---	Total Given \$0.01 - \$250
Registration Status Registered	

Contribution Dates
1/1/2015 to 12/31/2015

Total Given	Membership Filters
Minimum: \$0.01	Family Registration: Registered
Maximum: \$250.00	Family Group: Active
<input type="checkbox"/> Include \$0 Contributions	Family Workgroups: All Groups

Givers

Include Non-Givers in Report

◀ Previous Next ▶

- 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:

The screenshot displays the 'Offering Reports' interface for Good Shepherd Parish. The 'Givers' tab is active, showing a list of donors. A checkbox is located to the left of the 'Family Name' column header, which is highlighted by an arrow. The table contains the following data:

<input type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input type="checkbox"/>	Aaland, Thomas	2516 Aldringham Rd		
<input type="checkbox"/>	Abler, Jason and Tracey	5048 Rudgate Blvd	6491	
<input type="checkbox"/>	Abney, Greg and Barb	4632 Wyndwood Dr	2901	
<input type="checkbox"/>	Abramovicz, Tom and Jane	4952 Highpoint Dr	4995	
<input type="checkbox"/>	Flatoff, John and Tracy	3509 Harley Rd	3330	
<input type="checkbox"/>	Goodness, Brian and Kristen	4341 Vogel Dr	115	
<input type="checkbox"/>	Green, William and Patricia	R099 28229 County Road 33 Lot C135	1	
<input type="checkbox"/>	Karshbaum, Sergio and Melissa	1218 Olson St	109	
<input type="checkbox"/>	Kempf, Harley and Marcy	3752 Elmhurst Rd	105	
<input type="checkbox"/>	Koskey, Frederick and Joean	PO Box 8671	101	

At the bottom of the table, it shows 'Page 1 of 2 (15 Records)' with navigation arrows and page numbers 1 and 2. A 'View Report' button is located at the bottom right of the interface.

- 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)

https://connectnow.parishsoft.com/SandBox/ViewOfferingReport.aspx - Internet Explorer

https://connectnow.parishsoft.com/SandBox/ViewOfferingReport.aspx ParishSOFT LLC [US]

Page 1 of 1 PDF

Good Shepherd Parish

550 Clark St.
Lima, OH 45801

Family Summary Report
 Period : 01/01/2015 - 12/31/2015
 Registered Families
 Total Given Range : \$0.01 - \$250.00
 All Groups
 11 Funds Selected

Env #	Name(s)	Address	Home Phone	Total	Average	
	Aaland, Thomas	2516 Aldringham Rd	Ypsilanti, MI 48197	555-2222	\$15.00 \$15.00	
6491	Abler, Jason and Tracey	5048 Rudgate Blvd	Ann Arbor, MI 48108	555-2222	\$100.00 \$100.00	
2901	Abney, Greg and Barb	4632 Wyndwood Dr	Ann Arbor, MI 48108	555-2222	\$100.00 \$100.00	
4995	Abramovicz, Tom and Jane	4952 Highpoint Dr	Ann Arbor, MI 48108	555-2222	\$100.00 \$100.00	
3330	Flatoff, John and Tracy	3509 Harley Rd	Ann Arbor, MI 48108	555-2222	\$15.00 \$15.00	
115	Goodness, Brian and Kristen	4341 Vogel Dr	Ann Arbor, MI 48108	555-2222	\$200.00 \$200.00	
1	Green, William and Patricia	R099 28229 County Road 33 Lot C135	Ann Arbor, MI 48108	555-2222	\$250.00 \$83.33	
109	Karshbaum, Sergio and Melissa	1218 Olson St	Ann Arbor, MI 48108	555-2222	\$50.00 \$50.00	
105	Kempf, Harley and Marcy	3752 Elmhurst Rd	Ann Arbor, MI 48108	555-2222	\$200.00 \$100.00	
101	Koskey, Frederick and Joean	PO Box 8671	Ann Arbor, MI 48108	555-2222	\$50.00 \$50.00	
103	Prissel, Chris and Kristin	5630 Yarmouth Ave	Ann Arbor, MI 48108	555-2222	\$50.00 \$50.00	
111	Schindler, Jesus and Gille	4854 Cinnamon Ln	Ann Arbor, MI 48108	555-2222	\$50.00 \$50.00	
85	St. Anne's School, Kathleen	4116 Royer Rd Apt 3	Ann Arbor, MI 48108	555-2222	\$100.00 \$100.00	
97	Wittry, Mark and Mary Pat	8553 W Bancroft St	Ann Arbor, MI 48108	555-2222	\$100.00 \$100.00	
100	Yang, Bob and Sue	9561 Arbor Mist Ct	Ann Arbor, MI 48108	555-2222	\$100.00 \$100.00	
Summary				Total	Average	
15 Families				18 Contributions	11 Funds	\$1,480.00 \$82.22

*Do Not Send Mail Requested

100%

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.

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home | Family Directory | Faith Formation | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting | Contribution List | Giving History | Import | **Reports**

Offering Reports Good Shepherd Parish. Lima

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary

Funds Selected 11 of 11	Contribution Dates 1/1/15 - 12/31/15
Givers Selected 8 of 2364	Total Given \$0.00 - \$0
Registration Status Registered	

Fund Filters Givers

Contribution Dates
1/1/2015 to 12/31/2015

Total Given
Minimum: \$ 0.00
Maximum: \$ 0.00
 Include \$0 Contributions

Membership Filters
Family Registration: Registered
Family Group: Active
Family Workgroups: All Groups

Givers
 Include Non-Givers in Report

◀ Previous Next ▶

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.

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home | Family Directory | Faith Formation | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting | Contribution List | Giving History | Import | **Reports**

Offering Reports Good Shepherd Parish. Lima

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary

Funds Selected 11 of 11	Contribution Dates 1/1/15 - 12/31/15
Givers Selected 2363 of 2364	Total Given \$0.00 - \$0
Registration Status Registered	

Fund Filters Givers

<input checked="" type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input checked="" type="checkbox"/>	Aaron, Aaron and Sandy	128 N 7th St		
<input checked="" type="checkbox"/>	Aaron, Ay	200 Lane		
<input checked="" type="checkbox"/>	Achterberg, Dean and Marci	4041 W Central Ave Ste 4	1125	
<input checked="" type="checkbox"/>	Adam, Kevin	4006 Vermaas Ave	6367	
<input checked="" type="checkbox"/>	Adams, David and Jen	1910 Chalice Way	2545	
<input checked="" type="checkbox"/>	Adams, Mary	4254 Stannard Dr	5541	
<input checked="" type="checkbox"/>	Adams, Todd and Jane	6059 Needle Rock Ct	1129	
<input checked="" type="checkbox"/>	Adamski, Frank and MaryAnn	2609 Isha Laye Way	8914	
<input checked="" type="checkbox"/>	Ahles, Richard and Betty	5141 Corey Rd	957	
<input checked="" type="checkbox"/>	Alland, Donald and Cynthia	2403 Lost Creek Dr	5233	

Page 1 of 237 (2364 Records) < 1 2 3 4 5 ... 236 237 >

◀ Previous View Report

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.

https://connectnow.parishsoft.com/SandBox/ViewOfferingReport.aspx - Internet Explorer

https://connectnow.parishsoft.com/SandBox/ViewOfferingReport.aspx ParishSOFT LLC [US]

Page 1 of 1 PDF

Good Shepherd Parish
550 Clark St.
Lima, OH 45801

Family Summary Report
Period : 01/01/2015 - 12/31/2015
Registered Families
Total Given Range : \$0.00 - \$0.00
All Groups
11 Funds Selected

Env #	Name(s)	Address	Home Phone	Total	Average
1125	Achterberg,Dean and Marci	4041 W Central Ave Ste 4	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
6367	Adam,Kevin	4006 Vermaas Ave	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
2545	Adams,David and Jen	1910 Chalice Way	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
5541	Adams,Mary	4254 Stannard Dr	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
1129	Adams,Todd and Jane	6059 Needle Rock Ct	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
8914	Adamski,Frank and MaryAnn	2609 Isha Laye Way	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
957	Ahles,Richard and Betty	5141 Corey Rd	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
5233	Alland,Donald and Cynthia	2403 Lost Creek Dr	Ann Arbor, MI 48108 555-2222	\$0.00	\$0.00
Summary				Total	Average
8 Families		0 Contributions	11 Funds	\$0.00	0.0

*Do Not Send Mail Requested