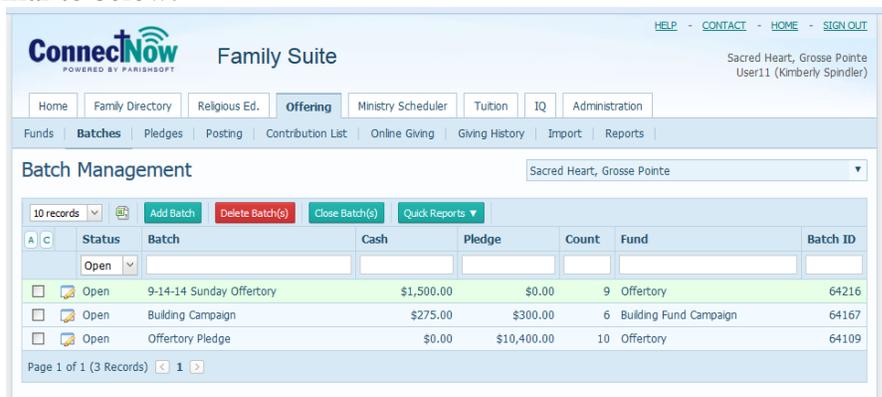


## Printing Batch reports

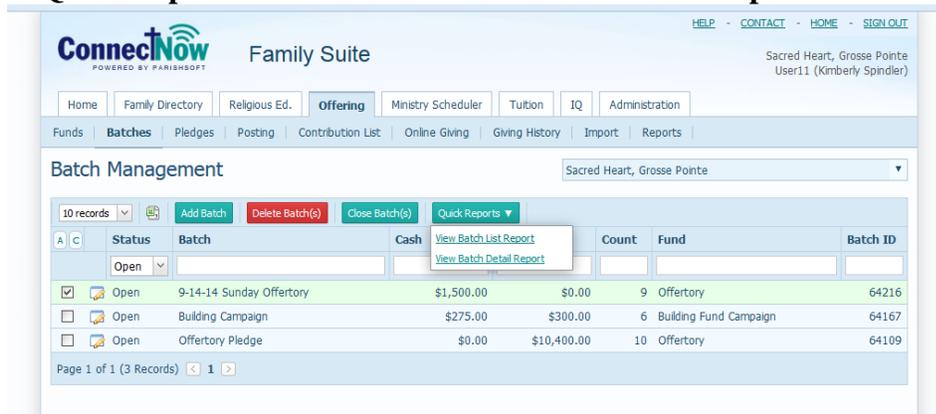
- 1) First, log into **Connect Now** and you will be at your typical homescreen:



- 2) Next, click on **Offering** and then on **Batches** in the upper tabs. Your screen will be similar to below:



- 3) Click on the batch you wish to print off by checking the box as seen below. Click on the **Quick Report** button and select **View Batch Detail Report**



- 4) The batch detail report for your batch should show up, as seen below:

Mozilla Firefox  
 ParishSOFT LLC (US) | https://connectnow.parishsoft.com/training/ViewOfferingReport.aspx  
 Page 1 of 1 PDF

**Sacred Heart**  
 123 Main St.  
 Grosse Pointe, MI 48224

BatchDetail for 9-14-14 Sunday Offertory (64216)  
 Date Range : 09/14/2014 -

**Pledges (0)**

Start Date	End Date	Total Pledged	Balance	Contribution Type	Family	Fund

**Contributions (9)**

Date	Amount	Contribution Type	Family	Fund	Comment
2014-09-14	\$75.00	Cash (unspecified)	Thomas, Donald and JoAnn	Holy Days - Special Collections	
2014-09-14	\$1,000.00	Cash (unspecified)	Jones, Gary and Ann	Offertory	
2014-09-14	\$75.00	Cash (unspecified)	Smith, Dave and Nancy	Building Fund Campaign	
2014-09-14	\$50.00	Cash (unspecified)	Xiong, Bart and Ingrid	Building Fund Campaign	
2014-09-14	\$50.00	Cash (unspecified)	Xiong, Bart and Ingrid	Offertory	
2014-09-14	\$50.00	Cash (unspecified)	Adams, Todd and Jane	Offertory	
2014-09-14	\$50.00	Cash (unspecified)	Graf, Al and Eileen	Building Fund Campaign	
2014-09-14	\$100.00	Cash (unspecified)	Yang, Bob and Sue	Offertory	
2014-09-14	\$50.00	Cash (unspecified)	Adams, Todd and Jane	Offertory	

**Summary**

	Pledges	Contributions	Transactions
Total	\$0.00	\$1,500.00	9
Posted	\$0.00	\$1,500.00	9
Balance	\$0.00	\$0.00	0

- 5) In the upper left corner, we have the option of printing off the report and on the right side, you have the option of saving/exporting the report to a number of different file types.

This report is shown with the top contribution as the “last” contribution you entered. (then down to the first.) If you are trying to find errors in a batch that was posted this report is typically the first and easiest to use to find those errors.

- 6) In order to print off and save the batch, if you wish to view the batch according to the fund and alphabetical via family name it is best to go over to the Contribution area.
- Please note, typically in the Madison Diocese our batches are entered in with one “posting” date, the date of the Sunday’s offertory collection. This allows us to print off a Contribution report that groups all the donations posted via fund and then via the alphabetical donations to the fund. This report will be via date that you posted.
  - Likewise, if you post multiple batches, this Contribution report will show all the batches listed on that date.
- 7) Click on the **Contribution List** under the main **Offering** tab. You should see a screen similar to the one 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

Contribution List Good Shepherd Parish, Lima

Contribution List Filters

Start Date 08/30/2015 End Date 08/30/2015 [View Contributions](#)

10 records [Quick Reports](#)

Posting Date	Env #	Name	Amount	Fund	Batch
08/30/2015	877	Zabel, Terry and Carol	\$1.00	Building Fund Campaign	08-30-15
08/30/2015		Ammann, Alice	\$10.00	Building Fund Campaign	08-30-15
08/30/2015		Davis, Amanda	\$50.00	Building Fund Campaign	08-30-15
08/30/2015	6153	Johns, Douglas and Deborah	\$50.00	General Fund	08-30-15
08/30/2015		Smith, Daniel and Victoria	\$25.00	General Fund	08-30-15
08/30/2015	855	Smith, Dave and Nancy	\$28.00	Sunday Offering	08-30-15
08/30/2015		Smith, Robert and Mary	\$25.00	Sunday Offering	08-30-15
08/30/2015		Smithmyer, George	\$25.00	Sunday Offering	08-30-15
08/30/2015	1	Green, William and Patricia	\$125.00	Sunday Offering	CONTRIBUTIONS 08:
08/30/2015	884	Mueller, Eric and Rebecca	\$100.00	Sunday Offering	CONTRIBUTIONS 08:

Page 1 of 2 (12 Records) < 1 2 >

- 8) In the **Start Date** and **End Date** field, you will fill in the date that you posted your contributions to, which should be the same date as the batch. Click the **View Contributions** button. You will now see your contributions, as indicated 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

Contribution List Good Shepherd Parish, Lima

Contribution List Filters

Start Date 08/30/2015 End Date 08/30/2015 [View Contributions](#)

10 records [Quick Reports](#)

Posting Date	Env #	Name	Amount	Fund	Batch
08/30/2015	877	Zabel, Terry and Carol	\$1.00	Building Fund Campaign	08-30-15
08/30/2015		Ammann, Alice	\$10.00	Building Fund Campaign	08-30-15
08/30/2015		Davis, Amanda	\$50.00	Building Fund Campaign	08-30-15
08/30/2015	6153	Johns, Douglas and Deborah	\$50.00	General Fund	08-30-15
08/30/2015		Smith, Daniel and Victoria	\$25.00	General Fund	08-30-15
08/30/2015	855	Smith, Dave and Nancy	\$28.00	Sunday Offering	08-30-15
08/30/2015		Smith, Robert and Mary	\$25.00	Sunday Offering	08-30-15
08/30/2015		Smithmyer, George	\$25.00	Sunday Offering	08-30-15
08/30/2015	1	Green, William and Patricia	\$125.00	Sunday Offering	CONTRIBUTIONS 08:
08/30/2015	884	Mueller, Eric and Rebecca	\$100.00	Sunday Offering	CONTRIBUTIONS 08:

Page 1 of 2 (12 Records) < 1 2 >

- 9) Please note, that if you have more than one batch on a date, it will show all batches as seen in the “Batch” column above.
- 10) Click on the **Quick Reports**, as seen indicated below, then select the **View Date Range Postings** option.

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

Contribution List Good Shepherd Parish, Lima

Contribution List Filters  
Start Date: 08/30/2015 End Date: 08/30/2015 [View Contributions](#)

10 records [Quick Reports](#)

Posting Date	Env #	Name	Amount	Fund	Batch
08/30/2015	877	Zabel, Terry and Carol	\$1.00	Building Fund Campaign	08-30-15
08/30/2015		Ammann, Alice	\$10.00	Building Fund Campaign	08-30-15
08/30/2015		Davis, Amanda	\$50.00	Building Fund Campaign	08-30-15
08/30/2015	6153	Johns, Douglas and Deborah	\$50.00	General Fund	08-30-15

[View Today's Postings](#)  
[View Date Range Postings](#)

11) There will be a pop up that will show, which will be a report similar to the one seen below:

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

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

Page 1 of 2 PDF

**Good Shepherd Parish**  
550 Clark St.  
Lima, OH 45801

**Date Range Postings**  
08/30/2015 - 08/30/2015

**Fund : Building Fund Campaign**

Family	Envelope #	Amount	Fund	Pledge ID	Check #	Batch	Date
Ammann, Alice		\$10.00	Building Fund Campaign			08-30-15	08/30/2015
Davis, Amanda		\$50.00	Building Fund Campaign			08-30-15	08/30/2015
Zabel, Terry and Carol	877	\$1.00	Building Fund Campaign			08-30-15	08/30/2015

**Summary : Building Fund Campaign 08/30/2015 - 08/30/2015**

3 Contributions **Total Given : \$61.00** **Average Contribution : \$20.33**  
3 Families **Average Family Total : \$20.33**

**Fund : General Fund**

Family	Envelope #	Amount	Fund	Pledge ID	Check #	Batch	Date
Johns, Douglas and Deborah	6153	\$50.00	General Fund			08-30-15	08/30/2015
Smith, Daniel and Victoria		\$25.00	General Fund			08-30-15	08/30/2015

**Summary : General Fund 08/30/2015 - 08/30/2015**

2 Contributions **Total Given : \$75.00** **Average Contribution : \$37.50**  
2 Families **Average Family Total : \$37.50**

100%

12) Please note that each Fund is broken out along with a summary of the contributions, families and gifts in that fund. You may have to scroll pages, as indicated above, to see all your report:

https://connectnow.parishsoft.com/SandBox/ViewOfferingReport.aspx - Internet Explorer  
 https://connectnow.parishsoft.com/SandBox/ViewOfferingReport.aspx ParishSOFT LLC [US]  
 Page 2 of 2 PDF

**Good Shepherd Parish**  
 550 Clark St.  
 Lima, OH 45801

Date Range Postings  
 08/30/2015 - 08/30/2015  
 Fund : Sunday Offering

Family	Envelope #	Amount	Fund	Pledge ID	Check #	Batch	Date
Green, William and Patricia	1	\$125.00	Sunday Offering			CONTRIBUTIONS 083015	08/30/2015
Green, William and Patricia	1	\$25.00	Sunday Offering		1234	CONTRIBUTIONS 083015	08/30/2015
Greenwald, Mark and Karen		\$30.00	Sunday Offering			CONTRIBUTIONS 083015	08/30/2015
Mueller, Eric and Rebecca	884	\$100.00	Sunday Offering		1234	CONTRIBUTIONS 083015	08/30/2015
Smith, Dave and Nancy	855	\$28.00	Sunday Offering			08-30-15	08/30/2015
Smith, Robert and Mary		\$25.00	Sunday Offering		2111	08-30-15	08/30/2015
Smithmyer, George		\$25.00	Sunday Offering		2569	08-30-15	08/30/2015

**Summary : Sunday Offering 08/30/2015 - 08/30/2015**

7 Contributions	Total Given : \$358.00	Average Contribution : \$51.14
6 Families	Average Family Total : \$59.67	

**Grand Total 3 Funds 08/30/2015 - 08/30/2015**

12 Contributions	Total Given : \$494.00	Average Contribution : \$41.17
11 Families	Average Family Total : \$44.91	

100%

13) To print the report, click the print icon in the upper left side. To export the report, choose your method for exporting (PDF, Excel (XLS)) and click the save icon on the far right side. If you wish to try and “shrink” the printing space, then try exporting to CSV and then reformatting in Excel.

Please note: If you have more than one batch on a date, all the batches will show, and you can see the different designations within the “Batch” column. (see in the image above)