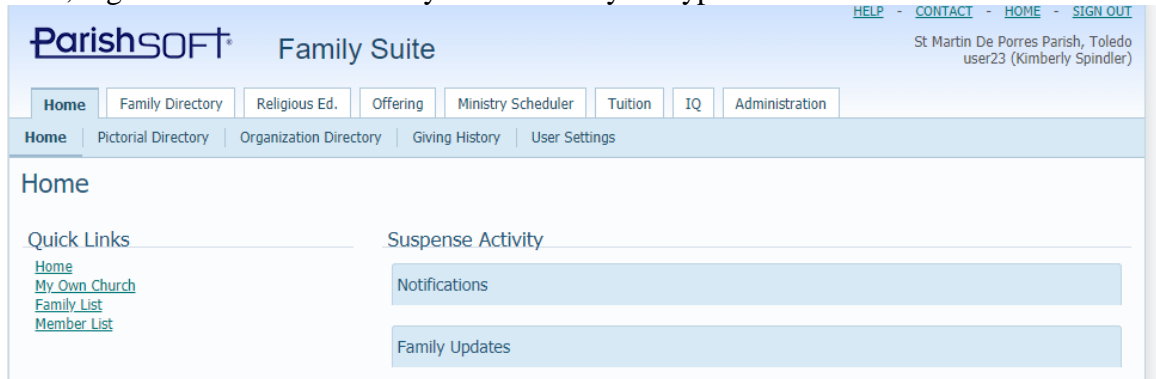
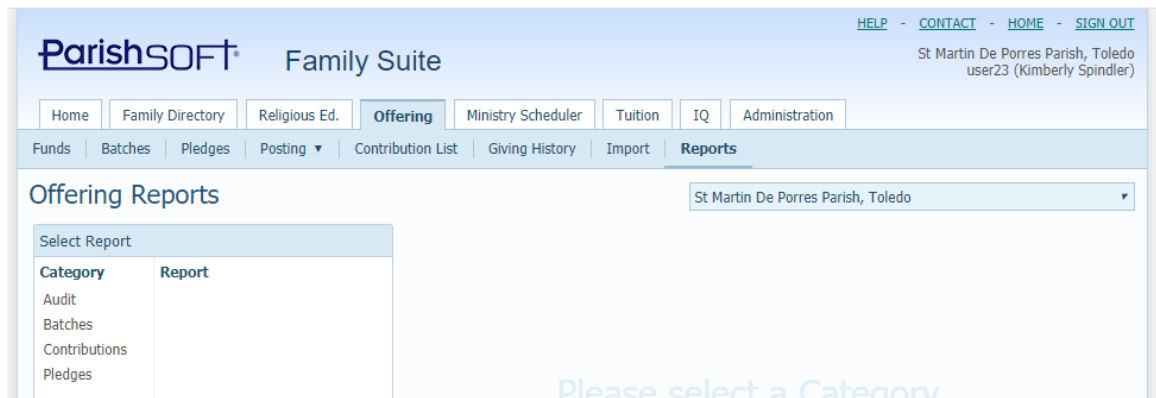


Offertory Report- Summary giving by Funds, Family workgroups, etc.

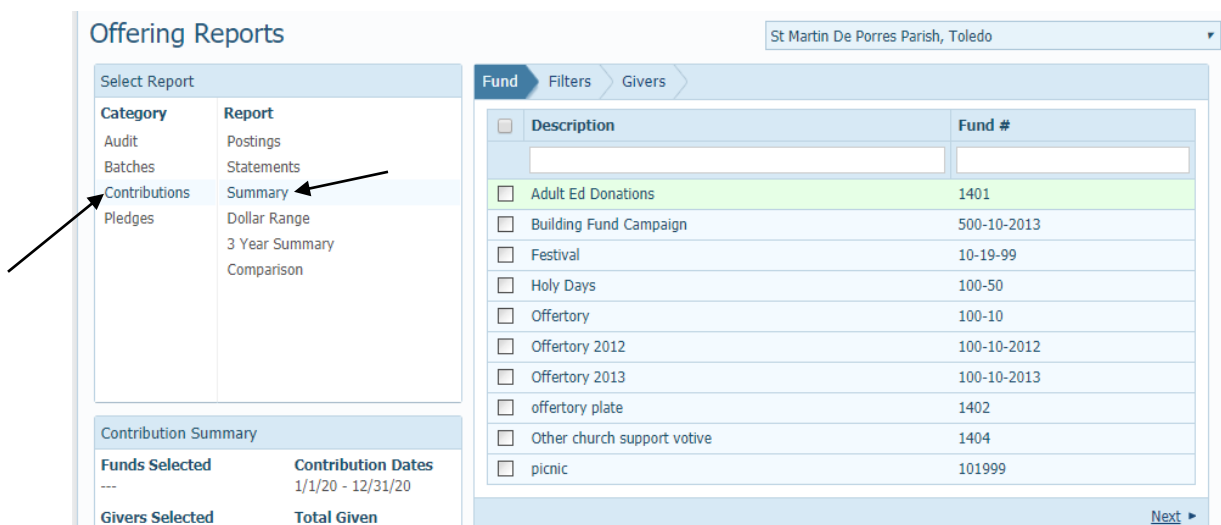
- 1) First, log into **ParishSOFT** and you will be at your typical home screen:



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



- 3) Under the **Offering Reports** section on the left, you will want to select the **Category** marked **Contributions** and under the **Report** style you will select **Summary**. The screen will appear similar to the image below.



- 4) Under the **Fund** area in the middle section, select the fund you would like to report on. (You can select single, or multiple. In the example below we've selected one. If you click where the box is to the left of the **Description** header, you will be given the options to select all funds in your system)

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

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

Offering Reports St Martin De Porres Parish, Toledo

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Dollar Range
	3 Year Summary
	Comparison

Contribution Summary

Funds Selected	Contribution Dates
1 of 10	1/1/20 - 12/31/20
Givers Selected	Total Given
---	\$ - \$

Registration Status

Description	Fund #
<input type="checkbox"/> Adult Ed Donations	1401
<input type="checkbox"/> Building Fund Campaign	500-10-2013
<input type="checkbox"/> Festival	10-19-99
<input type="checkbox"/> Holy Days	100-50
<input checked="" type="checkbox"/> Offertory	100-10
<input type="checkbox"/> Offertory 2012	100-10-2012
<input type="checkbox"/> Offertory 2013	100-10-2013
<input type="checkbox"/> offertory plate	1402
<input type="checkbox"/> Other church support votive	1404
<input type="checkbox"/> picnic	101999

Next

- 5) Click **Next** in the bottom right corner and you will see the screen shot below. Enter in your start and end date as indicated below. Select which families you wish to see by adjusting the **Membership Filters**. Also, decide if you wish to see Non-Givers under the **Givers** section, seen below.

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

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

Offering Reports St Martin De Porres Parish, Toledo

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Dollar Range
	3 Year Summary
	Comparison

Contribution Summary

Funds Selected	Contribution Dates
1 of 10	1/1/20 - 12/31/20
Givers Selected	Total Given
---	\$ - \$

Filters

Contribution Dates: 1/1/2020 to 12/31/2020

Total Given

Minimum: \$

Maximum: \$

Include \$0 Contributions

Membership Filters

Family Registration: Registered

Family Group: Active

Family Workgroups: All Groups

Givers

Include Non-Givers in Report

Previous Next

- 6) Click the **Next** button in the bottom right side and you will see all the families that fit your selected criteria.

ParishSOFT[®] Family Suite

HELP - CONTACT - HOME - SIGN OUT

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

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

Offering Reports St Martin De Porres Parish, Toledo ▾

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Dollar Range
	3 Year Summary
	Comparison

Contribution Summary

Funds Selected 1 of 10	Contribution Dates 1/1/20 - 12/31/20
Givers Selected ---	Total Given \$ - \$
Registration Status Registered	

Fund | Filters | **Givers**

<input type="checkbox"/>	Family Name	Primary Address	Env #
<input type="checkbox"/>			
<input type="checkbox"/>	Smith, Cory	4116 Royer Rd Apt 7	8265
<input type="checkbox"/>	Smith, Dave and Nancy	6901 Nightingale Dr	855

◀ Previous **View Report**

- 7) Click the header with the selection box, if you wish to print the results of all families, as seen below.

ParishSOFT[®] Family Suite

HELP - CONTACT - HOME - SIGN OUT

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

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

Offering Reports St Martin De Porres Parish, Toledo ▾

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Dollar Range
	3 Year Summary
	Comparison

Contribution Summary

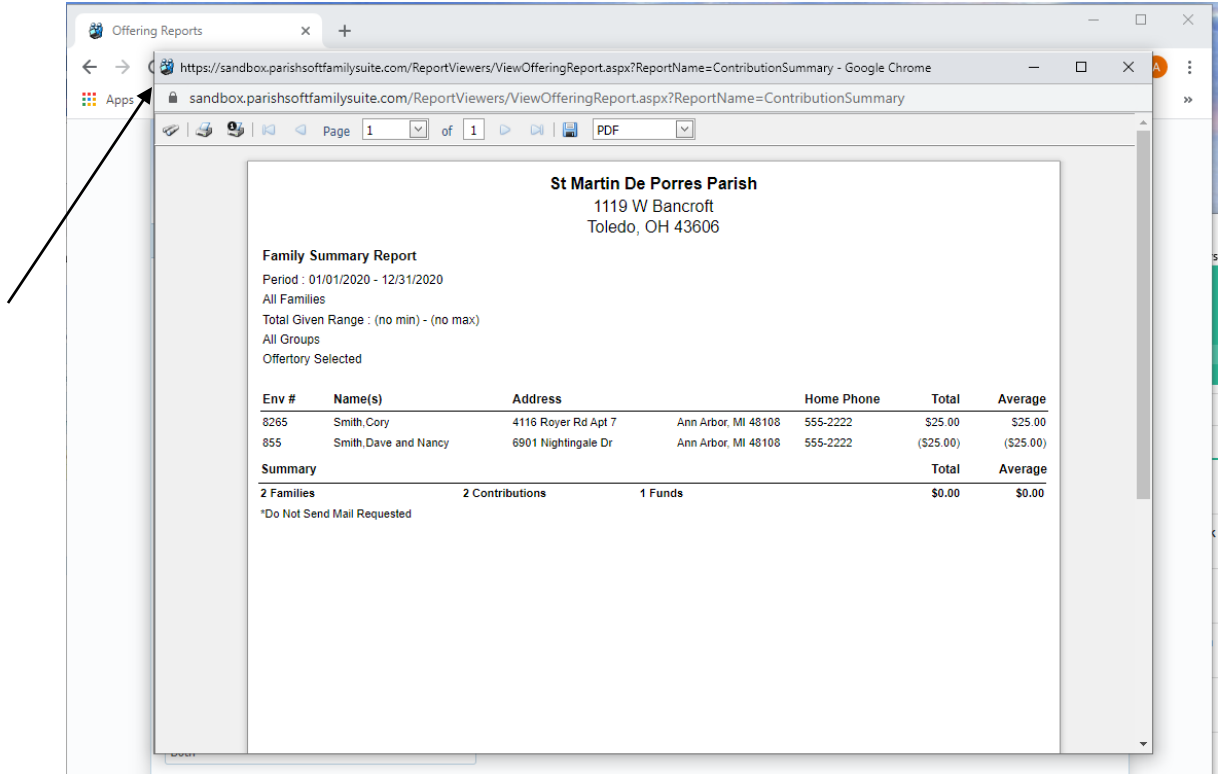
Funds Selected 1 of 10	Contribution Dates 1/1/20 - 12/31/20
Givers Selected 2 of 2	Total Given \$ - \$
Registration Status Registered	

Fund | Filters | **Givers**

<input checked="" type="checkbox"/>	Family Name	Primary Address	Env #
<input checked="" type="checkbox"/>	Smith, Cory	4116 Royer Rd Apt 7	8265
<input checked="" type="checkbox"/>	Smith, Dave and Nancy	6901 Nightingale Dr	855

◀ Previous **View Report**

- 8) Click the **View Report** button and your report will be a popup (smaller window), similar to what is seen below:



- 9) Click the **Printer** icon on the left side to print the report. Click the **save icon**, indicated below to save the report to PDF and send it.

