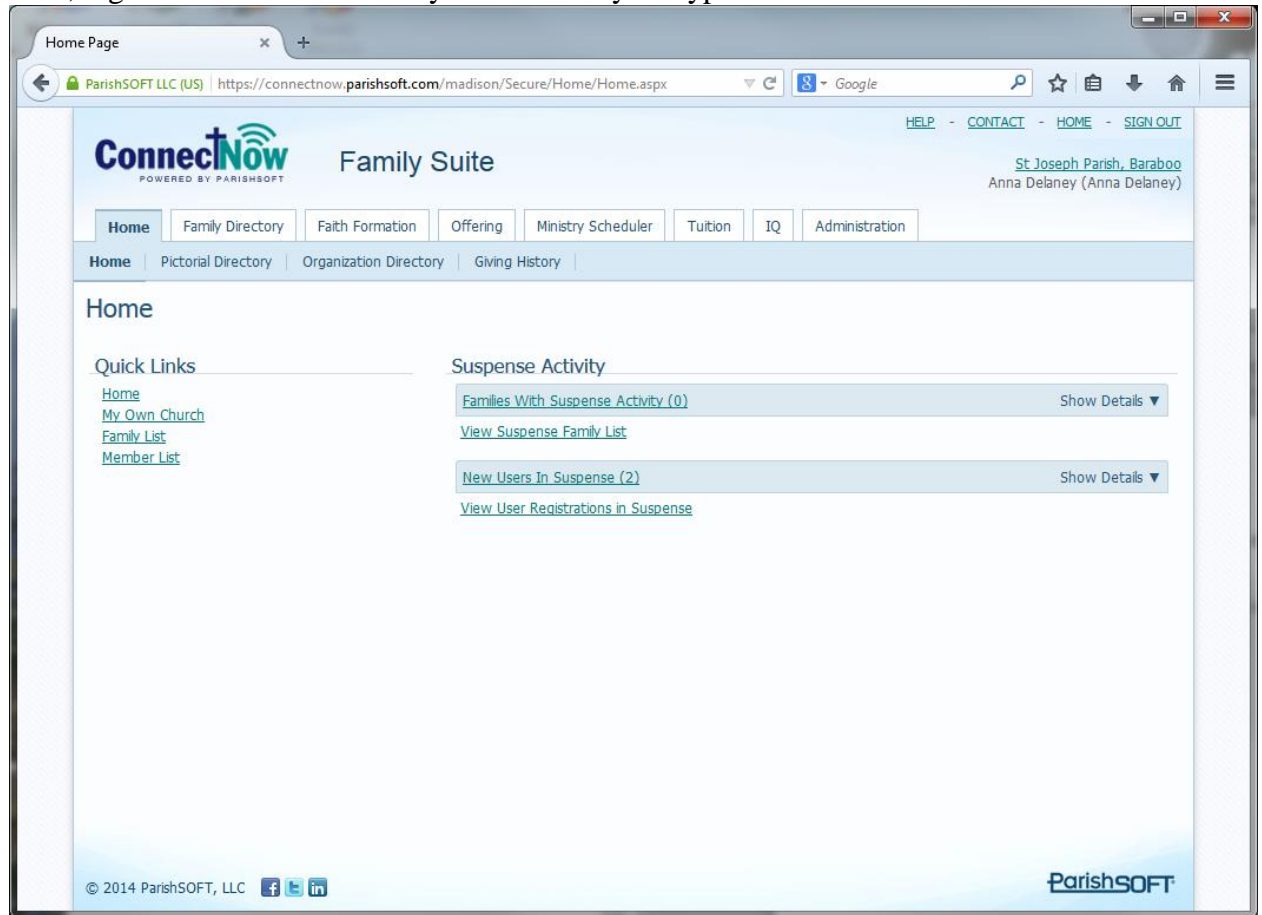
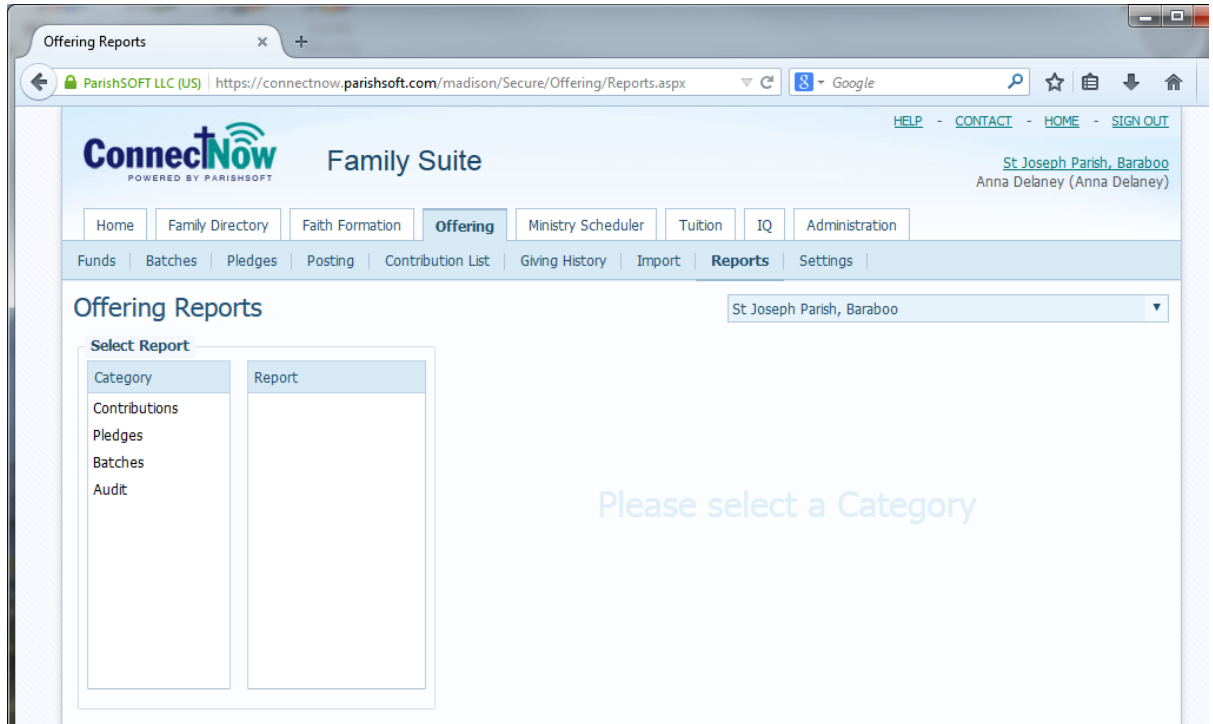


Offertory Reports via Funds for thank you letters

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



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



- 3) On the right side, under the **Select Report** area, under the **Category** click on **Contributions** and under the **Report** section, click on **Contribution Statements**

The screenshot shows the 'Offering Reports' page in the ConnectNow Family Suite. The page is titled 'Offering Reports' and is for 'St Joseph Parish, Baraboo'. The navigation menu includes 'Home', 'Family Directory', 'Faith Formation', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. The 'Offering' menu is active, showing sub-menus for 'Funds', 'Batches', 'Pledges', 'Posting', 'Contribution List', 'Giving History', 'Import', 'Reports', and 'Settings'. The 'Reports' sub-menu is selected, showing a 'Select Report' section with 'Contributions' and 'Contribution Statements' highlighted. The 'Statement Summary' section shows 'Funds Selected' as '---', 'Statement Date' as '9/23/2014', 'Givers Selected' as '---', 'Contribution Dates' as '1/1/14 - 12/31/14', 'Registration Status' as 'Registered', and 'Contribution Range' as '\$ - \$'. The 'Fund' list includes 'Annual Fund - St. Joseph Parish' (Fund # 1-99999), 'Apple Tree' (5347), 'Biloxi Mission' (340650), 'Black & Indian Missions' (24401), 'Bolivia' (5519), 'Building Upkeep' (40160), 'Catholic Charities' (5529), 'Catholic Communications' (24002), 'Catholic Herald' (5357), and 'Catholic Home Missions' (-24003). The page is on 'Page 1 of 9 (90 Records)'. A 'Next' button is visible at the bottom right of the fund list.

- 4) First, select the report from the **Fund** list on the right side, then click **Next**
- 5) Under the **Filters** section, enter in the contribution starting and ending date, along with entering in a minimum of \$0.01 to get all those people who have given. Check the **Family Filters** to make sure they are pulling those you wish.(as seen below) Click **Next**

The screenshot shows the 'Offering Reports' page in the ConnectNow Family Suite. The page is for 'St Joseph Parish, Baraboo' and is accessed by 'Anna Delaney'. The main content area is titled 'Offering Reports' and includes a 'Select Report' sidebar, a 'Statement Summary' table, and a 'Filters' section.

Select Report

Category	Report
Contributions	Contribution Statements
Pledges	Postings
Batches	
Audit	

Statement Summary

Funds Selected 1 of 90	Statement Date 9/23/2014
Givers Selected ---	Contribution Dates 9/1/14 - 9/30/14
Registration Status Registered	Contribution Range \$.01 - \$

Filters

Contribution Dates
9/1/2014 to 9/30/2014

Range of Contributions
Minimum: \$ 0.01
Maximum: \$

Family Filters
Registration Status: Registered
Family Group: Active
Family Work Groups: All Groups

Buttons: Previous, Next, View Statements

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6) In the **Template** area click on **Annual Fund** letter in the dropdown:

The screenshot shows the 'Offering Reports' page in the ConnectNow Family Suite. The page is titled 'Offering Reports' and is for 'St Joseph Parish, Baraboo'. The navigation menu includes 'Home', 'Family Directory', 'Faith Formation', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. The 'Offering' menu is active, and the 'Reports' sub-menu is selected.

The 'Select Report' sidebar shows the following categories and reports:

Category	Report
Contributions	Contribution Statements
Pledges	Postings
Batches	
Audit	

The 'Statement Summary' section displays the following information:

Funds Selected	Statement Date
1 of 90	9/23/2014
Givers Selected	Contribution Dates
---	9/1/14 - 9/30/14
Registration Status	Contribution Range
Registered	\$.01 - \$

The 'Body of Statement' editor includes a rich text toolbar with options for Bold, Italic, Underline, and text color. The text in the editor reads:

On behalf of St. Joseph Annual Fund Development Team, I would like to express my heartfelt appreciation, for your thoughtful and generous gift.

Through the support of individuals like you we are able to continue to provide the tools needed to expand our educational ministries. They are important to the ministry of our Parish, and each gift helps to ensure that these programs will continue for those that will follow us

The 'Statement Dates' section shows the 'Statement Date' as 9/23/2014. At the bottom of the page, there are 'Previous', 'Next', and 'View Statements' buttons.

- 7) Next, in the **Givers** section, you will see a list of families that match your criteria. If you wish to select and print the report to all these families, click on the box to the left of the **Family Name** in the headers, otherwise, click on the specific family to print one or multiple specific letters.

Offering Reports

ConnectNow Family Suite

St Joseph Parish, Baraboo
Anna Delaney (Anna Delaney)

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

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

Offering Reports St Joseph Parish, Baraboo

Select Report

Category	Report
Contributions	Contribution Statements
Pledges	Postings
Batches	
Audit	

Statement Summary

Funds Selected 1 of 90	Statement Date 9/23/2014
Givers Selected 2 of 2	Contribution Dates 9/1/14 - 9/30/14
Registration Status Registered	Contribution Range \$.01 - \$

Fund Filters Template Givers

<input checked="" type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input checked="" type="checkbox"/>	Meyer, Donald and Donna	304 6th Ave	1124	↓
<input checked="" type="checkbox"/>	Vogt, Gerald and Sharon	890 Iroquois Circle	1209	↓

Previous View Statements

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8) Click View Statements to see the statement and print it out