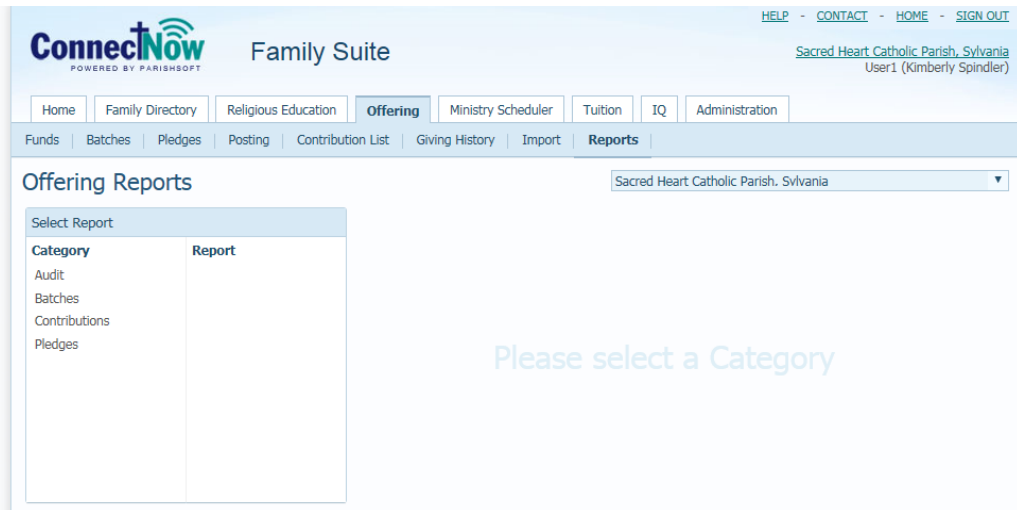


## Offertory report via family workgroups in Connect Now

- 1) First, log into **Connect Now** 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) 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.

ConnectNow Family Suite

HELP - CONTACT - HOME - SIGN OUT

Sacred Heart Catholic Parish, Sylvania  
User1 (Kimberly Spindler)

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

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

### Offering Reports

Sacred Heart Catholic Parish, Sylvania

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Tax Receipts

Contribution Summary

<b>Funds Selected</b> ---	<b>Contribution Dates</b> 1/1/10 - 12/31/15
<b>Givers Selected</b> ---	<b>Total Given</b> \$0.10 - \$99999999.00
<b>Registration Status</b> Both	

Fund Filters Givers

Description	Fund #
<input type="checkbox"/> Adult Envelopes	101
<input type="checkbox"/> Building Fund Campaign	500-10-2013
<input type="checkbox"/> Christmas Flowers	004
<input type="checkbox"/> DOT Test Pledge Fund	71400
<input type="checkbox"/> Easter Flowers	200
<input type="checkbox"/> Festival	10-19-99
<input type="checkbox"/> Giver test	222
<input type="checkbox"/> Holy Days	100-50
<input type="checkbox"/> Kates Retirement Fund	100000000
<input type="checkbox"/> My Fake Fund	0628

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Next ▶

- 4) Under the **Fund** area in the middle section, select the fund you would like to report on. You can select singular fund or multiple.

ConnectNow Family Suite

HELP - CONTACT - HOME - SIGN OUT

Sacred Heart Catholic Parish, Sylvania  
User1 (Kimberly Spindler)

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

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

### Offering Reports

Sacred Heart Catholic Parish, Sylvania

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Tax Receipts

Contribution Summary

<b>Funds Selected</b> 1 of 17	<b>Contribution Dates</b> 1/1/10 - 12/31/15
<b>Givers Selected</b> ---	<b>Total Given</b> \$0.10 - \$99999999.00
<b>Registration Status</b> Both	

Fund Filters Givers

Description	Fund #
<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"/> Parish Feastday	5-21-15
<input type="checkbox"/> Religious Ed Fees	1234
<input type="checkbox"/> Steeple Fund	003
<input type="checkbox"/> Weekly Offering	02

Page 2 of 2 (17 Records) < 1 2 >

Next ▶

- 5) Click **Next** in the bottom right corner and you will next be able to select the different filters you would like on the report. Here you can include a family workgroup. Anything on this screen will “narrow” down your results to only those in the workgroup. So, if you have members in a workgroup that are un-

registered or inactive families, then you will want to make sure the filter is set appropriately.

The screenshot shows the 'Offering Reports' page in the ConnectNow Family Suite. The interface includes a top navigation bar with links like 'Home', 'Family Directory', and 'Offering'. A sidebar on the left allows selecting a report type (e.g., Postings, Statements, Summary, Tax Receipts). The main area features filters for 'Contribution Dates' (1/1/2014 to 12/31/2015), 'Total Given' (Minimum: \$0.01, Maximum: \$9999999.00), and 'Membership Filters' (Family Registration: Both, Family Group: All Groups, Family Workgroups: Stewardship). A 'Contribution Summary' box displays: Funds Selected: 1 of 17, Contribution Dates: 1/1/14 - 12/31/15, Givers Selected: ---, Total Given: \$0.01 - \$9999999, and Registration Status: Both. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

- 6) Click the **Next** button in the bottom right side. Then you will see the list of people who have given to that fund.

This screenshot shows the same 'Offering Reports' page, but now displaying a list of givers. The 'Givers' filter is active, and the main area shows a table with the following data:

<input type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input type="checkbox"/>	Abramovicz, Tom and Jane	4952 Highpoint Dr	4995	
<input type="checkbox"/>	Adams, Mary	4254 Stannard Dr	5541	
<input type="checkbox"/>	Babcock, Ricardo Valdez and Christina Simon	4137 Oakcrest Rd	8262	
<input type="checkbox"/>	Smith, Dave and Nancy	6901 Nightingale Dr	855	

The 'Contribution Summary' box remains the same. A 'View Report' button is now visible at the bottom right of the main area.

- 7) Click the header with the “box” if you’d like to select all members who have given, it will check mark the box in front of those families.

ConnectNow **Family Suite** HELP - CONTACT - HOME - SIGN OUT  
Sacred Heart Catholic Parish, Sylvania  
User1 (Kimberly Spindler)

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

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

### Offering Reports

Sacred Heart Catholic Parish, Sylvania

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	Tax Receipts

Contribution Summary

<b>Funds Selected</b> 1 of 17	<b>Contribution Dates</b> 1/1/14 - 12/31/15
<b>Givers Selected</b> 4 of 4	<b>Total Given</b> \$0.01 - \$9999999
<b>Registration Status</b> Both	

Fund Filters **Givers**

<input checked="" type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input checked="" type="checkbox"/>	Abramovicz, Tom and Jane	4952 Highpoint Dr	4995	
<input checked="" type="checkbox"/>	Adams, Mary	4254 Stannard Dr	5541	
<input checked="" type="checkbox"/>	Babcock, Ricardo Valdez and Christina Simon	4137 Oakcrest Rd	8262	
<input checked="" type="checkbox"/>	Smith, Dave and Nancy	6901 Nightingale Dr	855	

◀ Previous **View Report**

8) Click on **View Report** and you will see a report similar to the one listed below:

Sacred Heart Catholic Parish  
1212 Main St.  
Sylvania, OH 43560

**Family Summary Report**  
Period: 01/01/2014 - 12/31/2015  
All Families  
Total Given Range: \$0.01 - \$9,999,999.00  
Stewardship  
Offerory Selected

Env #	Name(s)	Address	Home Phone	Total	Average
4995	Abramovicz, Tom and Jane	4952 Highpoint Dr	Ann Arbor, MI 48108 555-2222	\$337.00	\$67.40
5541	Adams, Mary	4254 Stannard Dr	Ann Arbor, MI 48108 555-2222	\$586.00	\$117.20
8262	Babcock, Ricardo Valdez and Christina Simon	4137 Oakcrest Rd	Ann Arbor, MI 48108 555-2222	\$245.00	\$81.67
855	Smith, Dave and Nancy	6901 Nightingale Dr	Ann Arbor, MI 48108 555-2222	\$155.00	\$155.00
<b>Summary</b>				<b>Total</b>	<b>Average</b>
4 Families				14 Contributions	1 Funds
				\$1,323.00	\$94.50

\*Do Not Send Mail Requested

9) Click the second icon from the left side to print the report.