

Daily Postings by Fund

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Diocese of Sioux Falls is utilizing ParishSOFT for parish management. This new sletter w ill be sent periodically to assist in your transition. Please encourage other ParishSOFT Users in your organization to subscribe. Thank you! Carla Haiar

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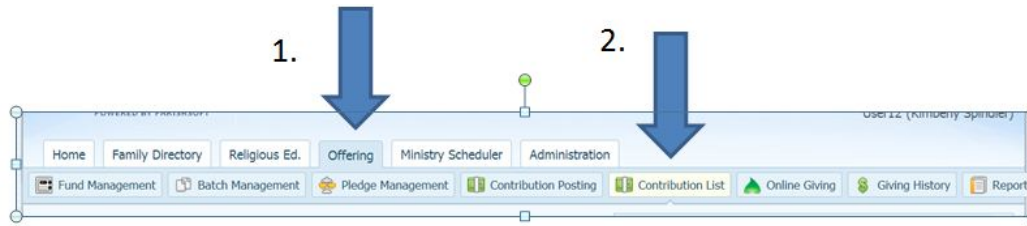


Daily Postings

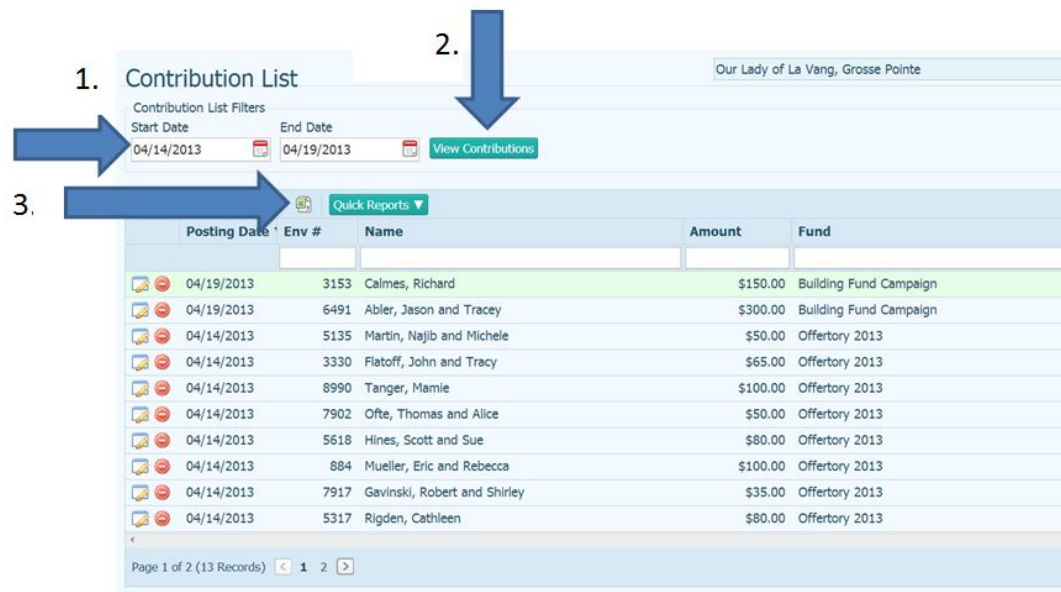
CN Family Suite moves from paper processing to electronic processing.

That is, instead of a pre-define report, the information is available through the use of filters and searches.

Daily Postings Report for ALL Funds



1. Click on Offering.
2. Click on Contribution List.

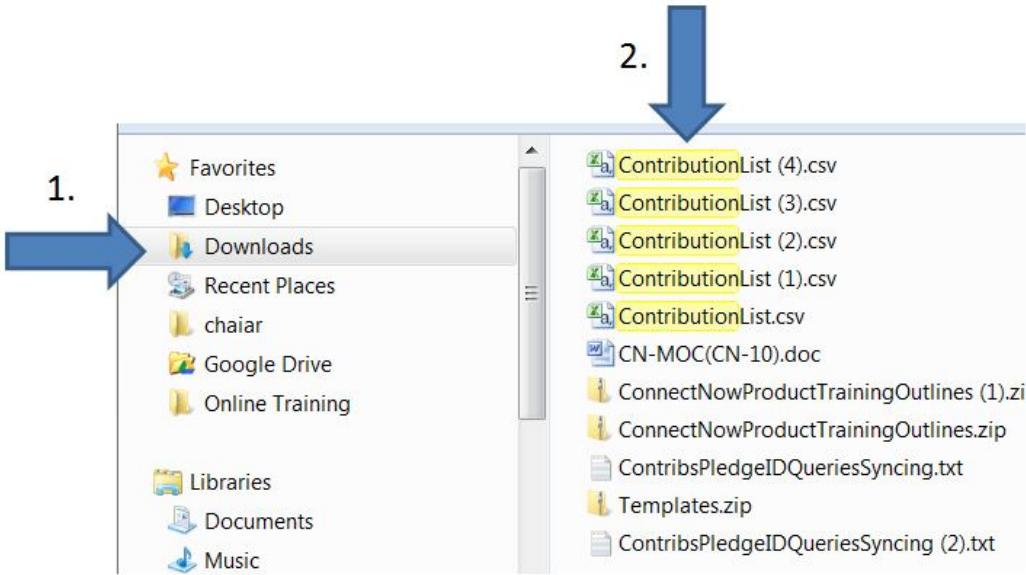


1. Enter Start Date and End Date - this should match the dates on your deposit.
2. Click on View Contributions.
3. Click Excel icon for Export to CSV.



1.

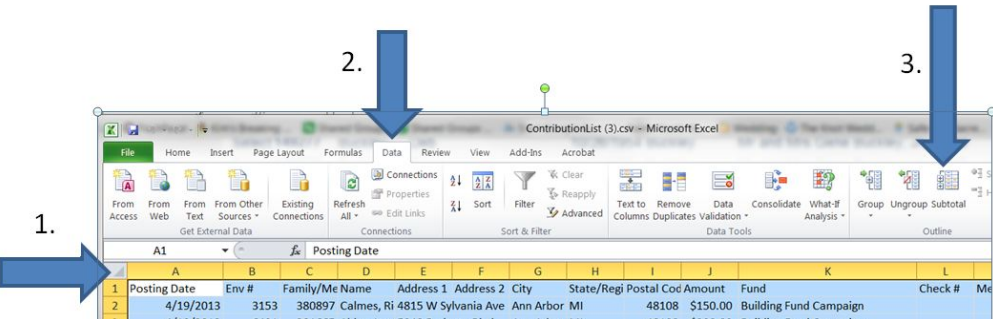
Depending on your browser, the file will download and appear in your Downloads folder. Or, if you are using Google Chrome, the file will appear at the bottom of your screen. Double click on the ContributionList.csv file to open in Excel.



The screenshot shows a Windows File Explorer window with the 'Downloads' folder selected in the left-hand navigation pane. The main pane displays a list of files, including several 'ContributionList.csv' files. A blue arrow labeled '1.' points to the 'Downloads' folder in the left pane. Another blue arrow labeled '2.' points to the most recent 'ContributionList.csv' file in the main list.

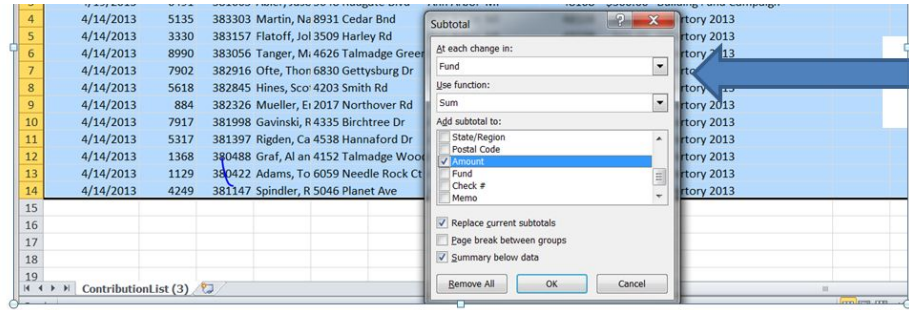
1. Click on Folders.
2. You should see a Downloads folder.
3. Double-click on your most recent ContributionList.csv file that was just downloaded to open it in Excel.

Note: You may open the file directly from your browser.



The screenshot shows Microsoft Excel with the 'ContributionList (3).csv' file open. The data is displayed in a table with columns for Posting Date, Env #, Family/Me Name, Address 1, Address 2, City, State/Regi, Postal Cod, Amount, Fund, and Check #. A blue arrow labeled '1.' points to the first row of data. Another blue arrow labeled '2.' points to the 'Data' tab in the ribbon. A third blue arrow labeled '3.' points to the 'From Web' button in the 'Data' tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Posting Date	Env #	Family/Me Name	Address 1	Address 2	City	State/Regi	Postal Cod	Amount	Fund		Check #	Me
2	4/19/2013	3153	380897 Calmes, Ri	4815 W Sylvania Ave		Ann Arbor MI		48108	\$150.00	Building Fund Campaign			
3	4/19/2013	6491	381665 Ablar, Jasc	5048 Rudzate Blvd		Ann Arbor MI		48108	\$300.00	Building Fund Campaign			



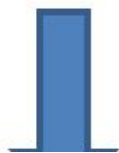
4.

1. Click on the upper left hand corner of the sheet to select all cells.
2. Click on Data.
3. Click on Subtotal.
4. Select the following:
 - a. At each change in : Fund
 - b. Use functions: Sum
 - c. Add subtotal to Amount
5. Click OK.

Posting Date	Env #	Family/Me Name	Address 1	Address 2	City	State/Regi	Postal Cod	Amount	Fund
4/19/2013	3153	380897 Calmes, Ri	4815 W Sylvania Ave		Ann Arbor	MI	48108	\$150.00	Building Fund Campaign
4/19/2013	6491	381665 Abler, Jasc	5048 Rudgate Blvd		Ann Arbor	MI	48108	\$300.00	Building Fund Campaign
								\$450.00	Building Fund Campaign Total
4/14/2013	5135	383303 Martin, Na	8931 Cedar Bnd		Ann Arbor	MI	48108	\$50.00	Offertory 2013
4/14/2013	3330	383157 Flatoff, Jol	3509 Harley Rd		Ann Arbor	MI	48108	\$65.00	Offertory 2013
4/14/2013	8990	383056 Tanger, Mi	4626 Talmadge Greer		Ann Arbor	MI	48108	\$100.00	Offertory 2013
4/14/2013	7902	382916 Ofte, Thon	6830 Gettysburg Dr		Ann Arbor	MI	48108	\$50.00	Offertory 2013
4/14/2013	5618	382845 Hines, Sco	4203 Smith Rd		Ann Arbor	MI	48108	\$80.00	Offertory 2013
4/14/2013	884	382326 Mueller, E	2017 Northover Rd		Ann Arbor	MI	48108	\$100.00	Offertory 2013
4/14/2013	7917	381998 Gavinski, R	4335 Birchtree Dr		Ann Arbor	MI	48108	\$35.00	Offertory 2013
4/14/2013	5317	381397 Rigden, Ca	4538 Hannaford Dr		Ann Arbor	MI	48108	\$80.00	Offertory 2013
4/14/2013	1368	380488 Graf, Al an	4152 Talmadge Wood		Ann Arbor	MI	48108	\$25.00	Offertory 2013
4/14/2013	1129	380422 Adams, To	6059 Needle Rock Ct		Ann Arbor	MI	48108	\$20.00	Offertory 2013
4/14/2013	4249	381147 Spindler, R	5046 Planet Ave		Ann Arbor	MI	48108	\$25.00	Offertory 2013
								\$630.00	Offertory 2013 Total
								\$1,080.00	Grand Total

Your report will be displayed with subtotals breaking on the Funds.
 This report should match your batch and deposits for the day.

1.



	1	2	3	J	K
	1			Amount	Fund
+	4			\$450.00	Building Fund Campaign Total
+	16			\$630.00	Offertory 2013 Total
-	17			\$1,080.00	Grand Total
	18				
	19				

Click on the number 2 in the column header. This will suppress the other rows giving you just the subtotals.
 If a fund appears more than once in your summary report, you need to sort your sheet first. Simply select the entire sheet again, click on Sort, and grab the Fund column to sort by.

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