

Diocese of Sioux Falls is utilizing ParishSOFT for parish management. This newsletter will 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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Catholic Diocese of S



Family Suite

EOY Filters - Printer Set Up - Browser Clearing

This is a miscellaneous Tips and Tricks newsletter regarding some issues encountered with CN EOY Statements, Printing and Posting.

EOY Statements

Browser Cache Clearing

The screenshot shows the 'Filters' tab in the ParishSOFT interface. The 'Contribution Dates' are set from 1/1/2014 to 12/31/2014. Under 'Type of Report', 'Detail' is selected. Under 'Report Content', 'Family' is selected. In the 'Range of Contributions' section, the 'Minimum' is set to \$-1000000.00 and the 'Maximum' is \$1000000.00. In the 'Membership Filters' section, 'Family Registration' is set to 'Registered', 'Family Group' is 'Active', 'Family Workgroups' is 'All Groups', and 'Member Workgroups' is 'All Groups'. Navigation buttons at the bottom include 'Previous', 'Next', and 'View Statements'. Three blue arrows with numbers 1, 2, and 3 point to the 'Filters' tab, the 'Minimum' field, and the 'Registered' dropdown respectively.

1. End of Year Statement, second tab is the Filters Tab.
2. In order for statements to display ALL amounts correctly for a Detail letter, you will need to enter a Minimum of a NEGATIVE number to capture any adjusting entries you may have made through out the year.
3. I would suggest a different letter for Registered Families vs Unregistered Families.

Printer Settings on EOY statements



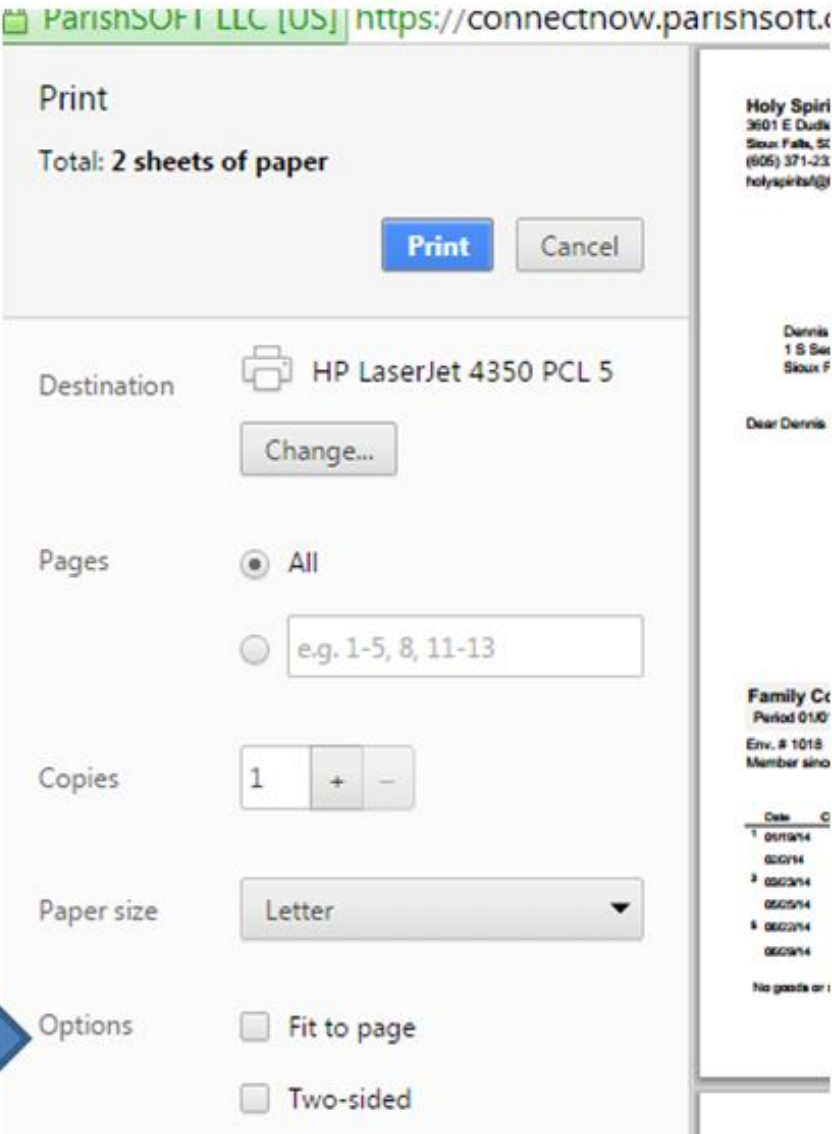
1.

ParishSOFT LLC [US] https://connectnow.parishsoft.com/siouxfalls/ViewC

Page 1 of 2

Holy Spirit

1. On the View Statements screen, click on the Print icon to see your Print




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

Print

Total: 2 sheets of paper

Print Cancel

Destination  HP LaserJet 4350 PCL 5

Change...

Pages All

e.g. 1-5, 8, 11-13

Copies 1 + -

Paper size Letter

Options Fit to page

Two-sided

Holy Spirit
3601 E Dudka
Sioux Falls, SD
(605) 371-2333
holyspirits@

Dennis
1 S Sec
Sioux F

Dear Dennis

Family Co
Period 01/0
Env. # 1018
Member sino

Date	C
01/01/14	
02/01/14	
03/01/14	
04/01/14	
05/01/14	
06/01/14	
07/01/14	

No goods or 1

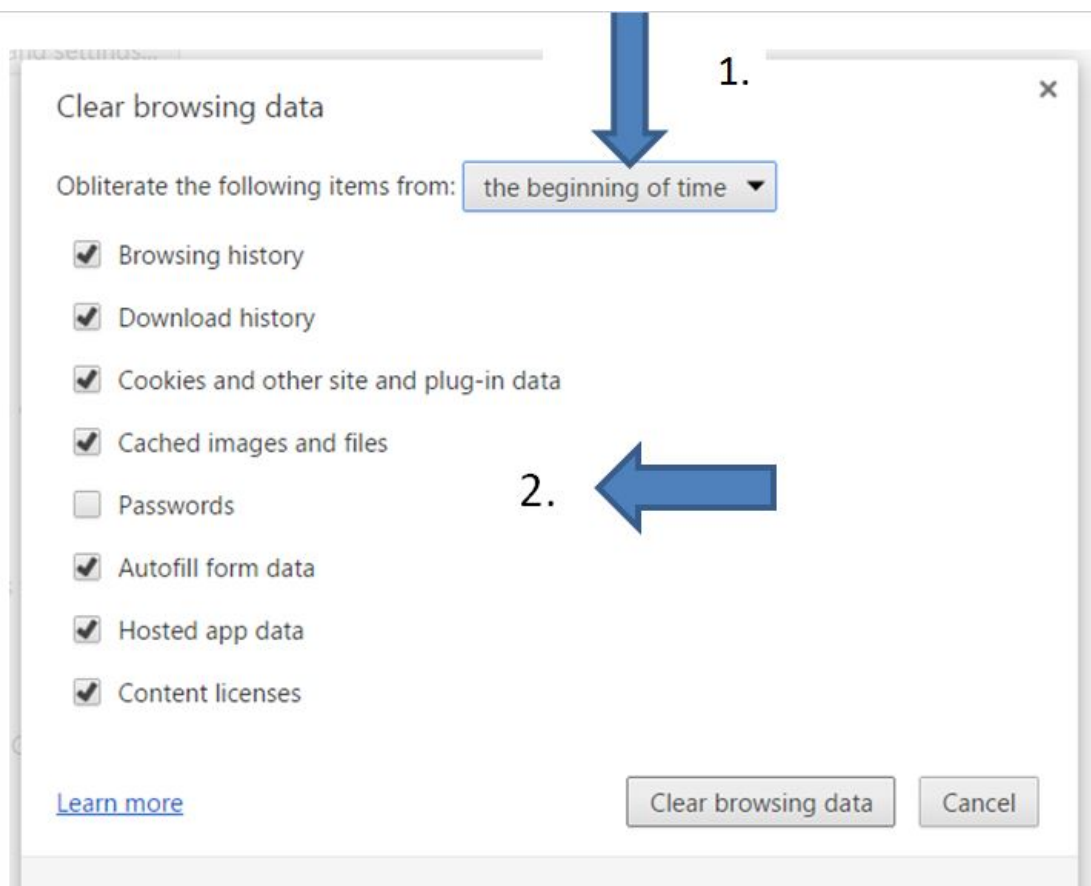
1.

1. Be sure that Fit to page is UNCHECKED in order to fit in a number 10 window envelope.

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Clearing browsing cache helps improve posting time and funds stop switching when you leave the page.

Delete all your data

1. Click the Chrome menu  on the browser toolbar.
2. Select **Tools**.
3. Select **Clear browsing data**.
4. In the dialog that appears, select the checkboxes for the types of information that you want to remove.

5. Use the menu at the top to select the amount of data that you want to delete.
Select **beginning of time** to delete everything.
6. Click **Clear browsing data**.