

Census and Giving End of Year Reports

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Catholic Diocese of Sioux Falls



IRS Publications

<http://www.irs.gov/pub/irs-pdf/p1771.pdf>

Publication 1771

A donor cannot claim a tax deduction for any contribution of cash, a check or other monetary gift unless the donor maintains a record of the contribution in the form of either a bank record (such as a cancelled check) or a written communication from the charity (such as a receipt or letter) showing the name of the charity, the date of the contribution, and the amount of the contribution.



Preparing your Database

- IRS Requirements continue to change, plan on sending EOY statements to EVERYONE who has contributed.
- End of Year statements can also be used as a solicitation of additional gifts and not just run at “End of Year”.
- Be aware that postal regulations require first class mailing of Tax Statements.

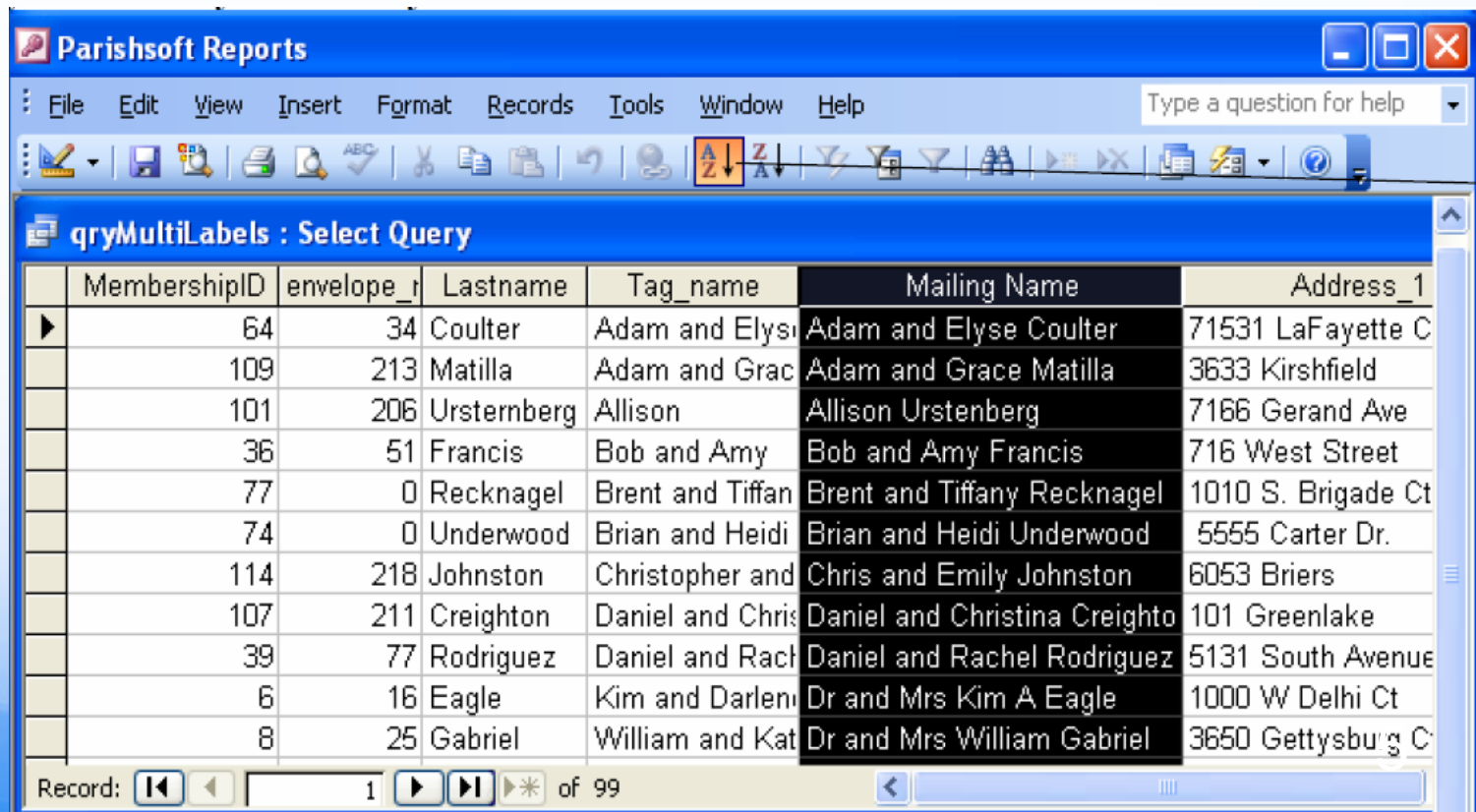


Audit Family Data Desktop

- Statements will NOT print if you are missing a mailing address, zip code, last name.
 - Reports > ParishSOFT Reports
 - Census Menu > Family Filtering and Sorting
 - Set Filters to
 - Registered? = Both
 - Envelopes? = Both
 - Click on Show Results

Audit Family Data Desktop

- Sort by each column heading searching for null values
- Correct problem records



Parishsoft Reports

File Edit View Insert Format Records Tools Window Help

Type a question for help

qryMultiLabels : Select Query

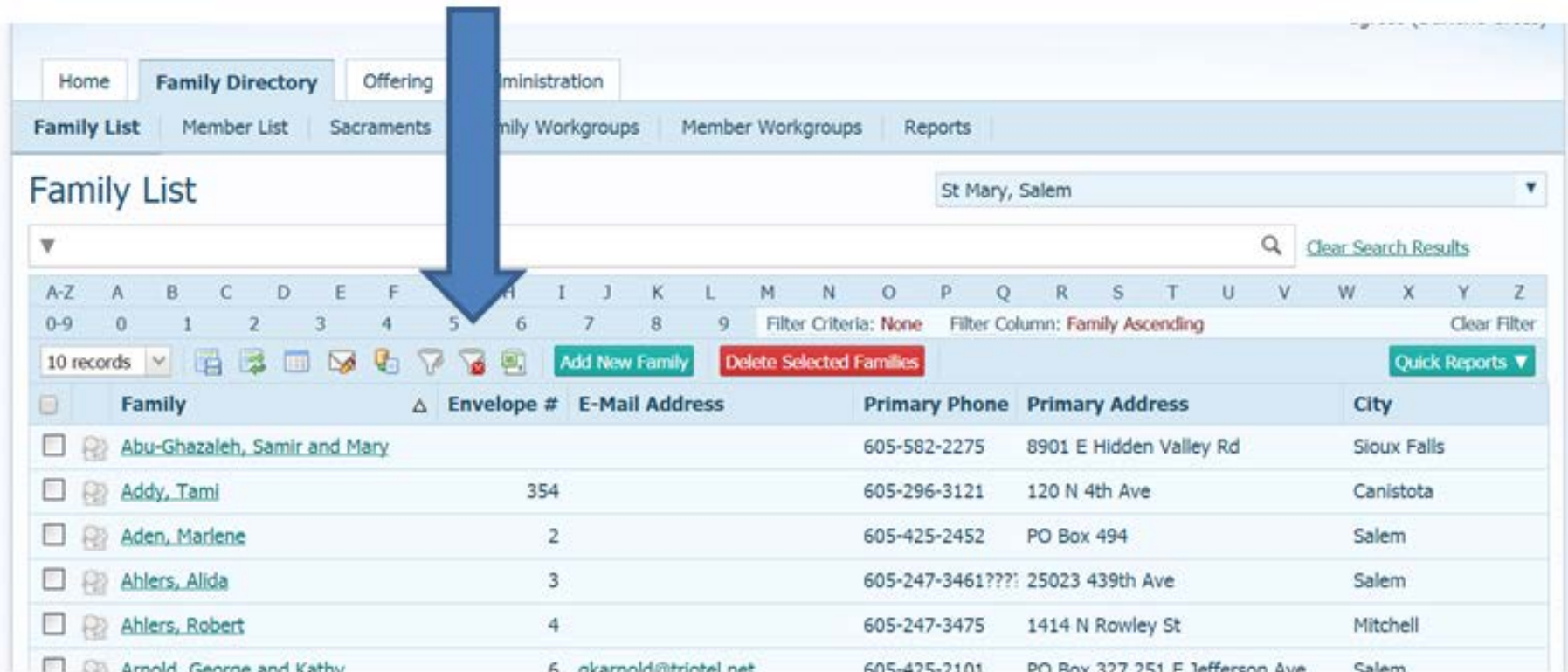
	MembershipID	envelope_n	Lastname	Tag_name	Mailing Name	Address_1
▶	64	34	Coulter	Adam and Elyse	Adam and Elyse Coulter	71531 LaFayette C
	109	213	Matilla	Adam and Grace	Adam and Grace Matilla	3633 Kirshfield
	101	206	Ursternberg	Allison	Allison Ursternberg	7166 Gerand Ave
	36	51	Francis	Bob and Amy	Bob and Amy Francis	716 West Street
	77	0	Recknagel	Brent and Tiffany	Brent and Tiffany Recknagel	1010 S. Brigade Ct
	74	0	Underwood	Brian and Heidi	Brian and Heidi Underwood	5555 Carter Dr.
	114	218	Johnston	Christopher and	Chris and Emily Johnston	6053 Briers
	107	211	Creighton	Daniel and Chris	Daniel and Christina Creighton	101 Greenlake
	39	77	Rodriguez	Daniel and Rachel	Daniel and Rachel Rodriguez	5131 South Avenue
	6	16	Eagle	Kim and Darlene	Dr and Mrs Kim A Eagle	1000 W Delhi Ct
	8	25	Gabriel	William and Kat	Dr and Mrs William Gabriel	3650 Gettysburg C

Record: 1 of 99

Audit Family Data

ConnectNow Family Suite

- Remove any Applied Filter



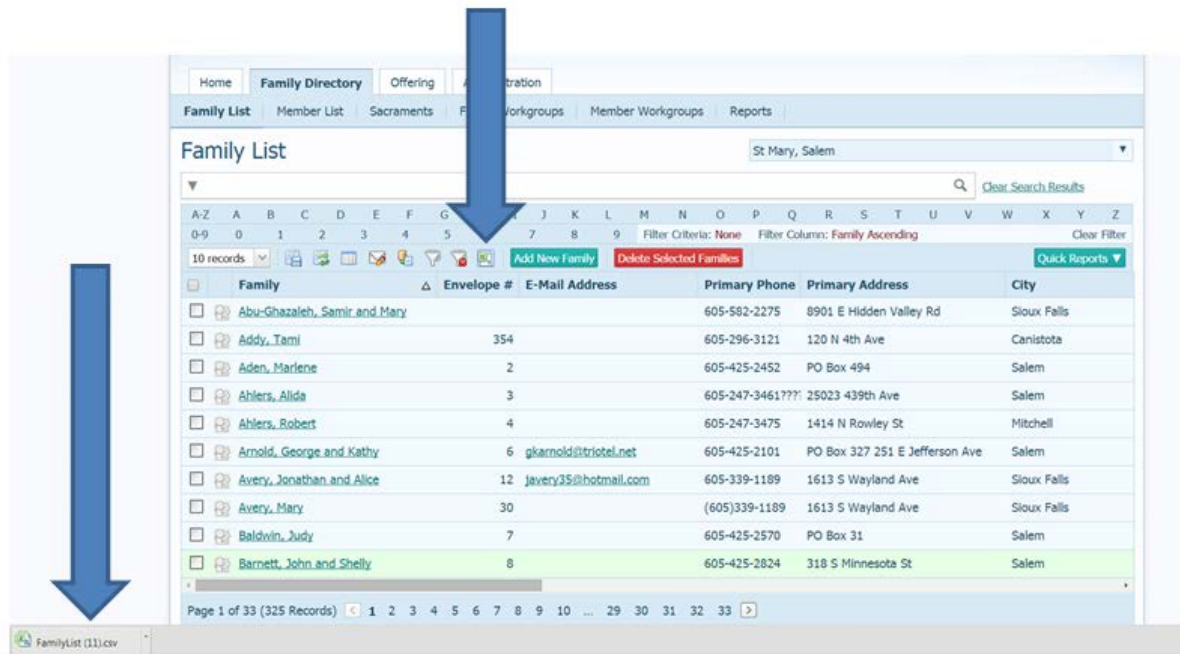
The screenshot displays the 'Family List' interface in the ConnectNow Family Suite. The interface includes a navigation menu with 'Home', 'Family Directory', 'Offering', and 'Administration'. Below this is a secondary menu with 'Family List', 'Member List', 'Sacraments', 'Family Workgroups', 'Member Workgroups', and 'Reports'. The main content area shows a search bar with 'St Mary, Salem' and a 'Clear Search Results' link. A large blue arrow points to the filter criteria area, which shows 'Filter Criteria: None' and 'Filter Column: Family Ascending'. Below the filter area is a toolbar with '10 records', various icons, 'Add New Family', 'Delete Selected Families', and 'Quick Reports'. The main table lists family records with columns for Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, and City.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
Abu-Ghazaleh, Samir and Mary			605-582-2275	8901 E Hidden Valley Rd	Sioux Falls
Addy, Tami	354		605-296-3121	120 N 4th Ave	Canistota
Aden, Marlene	2		605-425-2452	PO Box 494	Salem
Ahlers, Alida	3		605-247-3461????	25023 439th Ave	Salem
Ahlers, Robert	4		605-247-3475	1414 N Rowley St	Mitchell
Arnold, George and Kathy	6	gkarnold@trinet.net	605-425-2101	PO Box 327 251 E Jefferson Ave	Salem

Audit Family Data

ConnectNow Family Suite

- Click on the Export to CSV icon
- Notice the file downloaded to the lower left corner of your screen



The screenshot displays the 'Family List' interface in the ConnectNow Family Suite. The interface includes a navigation menu at the top with options like 'Home', 'Family Directory', 'Offering', and 'Registration'. Below the menu, there are tabs for 'Family List', 'Member List', 'Sacraments', 'Family Workgroups', 'Member Workgroups', and 'Reports'. The main content area shows a table of family records with columns for 'Family', 'Envelope #', 'E-Mail Address', 'Primary Phone', 'Primary Address', and 'City'. A search bar is located at the top right of the table area. A blue arrow points to the 'Export to CSV' icon in the table's toolbar. Another blue arrow points to the file download notification in the bottom left corner, which shows a file named 'FamilyList (11).csv'.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
Abu-Ghazaleh, Samir and Mary			605-582-2275	8901 E Hidden Valley Rd	Sioux Falls
Addy, Tami	354		605-296-3121	120 N 4th Ave	Canistota
Aden, Marlene	2		605-425-2452	PO Box 494	Salem
Ahlers, Alida	3		605-247-3461????	25023 439th Ave	Salem
Ahlers, Robert	4		605-247-3475	1414 N Rowley St	Mitchell
Arnold, George and Kathy	6	gkarnold@triotel.net	605-425-2101	PO Box 327 251 E Jefferson Ave	Salem
Avery, Jonathan and Alice	12	javery35@hotmail.com	605-339-1189	1613 S Wayland Ave	Sioux Falls
Avery, Mary	30		(605)339-1189	1613 S Wayland Ave	Sioux Falls
Baldwin, Judy	7		605-425-2570	PO Box 31	Salem
Barnett, John and Shelly	8		605-425-2824	318 S Minnesota St	Salem

Audit Family Data

ConnectNow Family Suite

- Double click on the downloaded excel sheet to open in Excel.

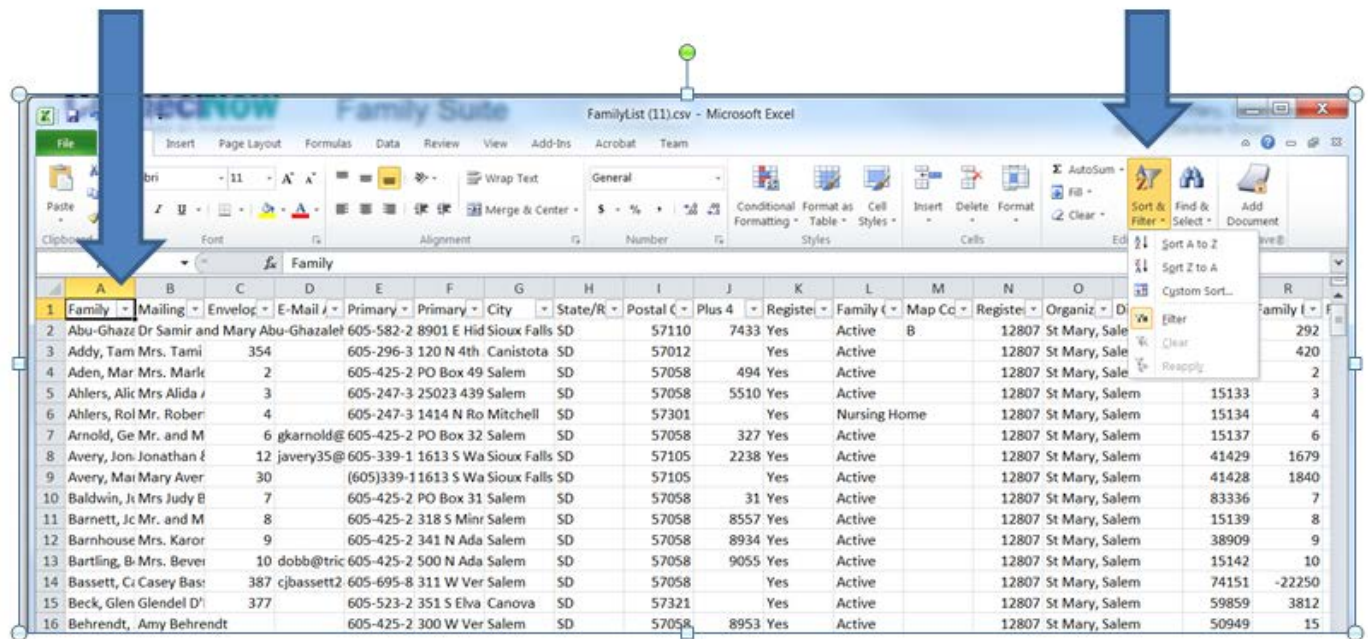
The screenshot displays the 'Family List' page in the ConnectNow Family Suite. The page includes a navigation menu with options like 'Home', 'Family Directory', 'Offering', and 'Administration'. Below the navigation, there are tabs for 'Family List', 'Member List', 'Sacraments', 'Workgroups', and 'Reports'. The main content area shows a table of family records for 'St Mary, Salem'. The table has columns for 'Family', 'Envelope #', 'E-Mail Address', 'Primary Phone', 'Primary Address', and 'City'. A blue arrow points from the 'Download' icon in the table's toolbar to the 'FamilyList (1).csv' file in the Windows taskbar at the bottom.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
Abu-Ghazaleh, Samir and Mary			605-582-2275	8901 E Hidden Valley Rd	Sioux Falls
Addy, Tami	354		605-296-3121	120 N 4th Ave	Canistota
Aden, Marlene	2		605-425-2452	PO Box 494	Salem
Ahlers, Alida	3		605-247-3461????	25023 439th Ave	Salem
Ahlers, Robert	4		605-247-3475	1414 N Rowley St	Mitchell
Arnold, George and Kathy	6	gkarnold@triotel.net	605-425-2101	PO Box 327 251 E Jefferson Ave	Salem
Avery, Jonathan and Alice	12	javery35@hotmail.com	605-339-1189	1613 S Wayland Ave	Sioux Falls
Avery, Mary	30		(605)339-1189	1613 S Wayland Ave	Sioux Falls
Baldwin, Judy	7		605-425-2570	PO Box 31	Salem
Barnett, John and Shelly	8		605-425-2824	318 S Minnesota St	Salem

Audit Family Data

ConnectNow Family Suite

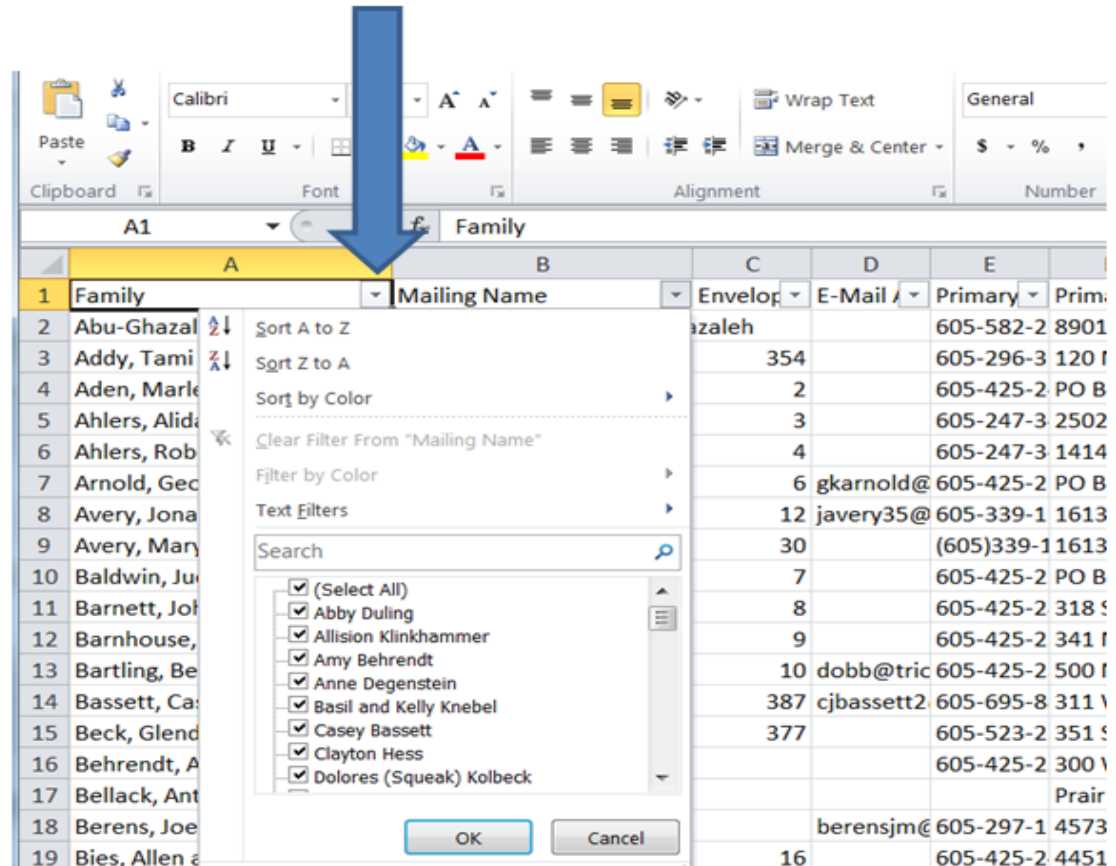
- In Excel, click on Sort and Filter; Filter. Each column in your spreadsheet will not have a drop down box after it.



Audit Family Data

ConnectNow Family Suite

- Review and correct any blanks for Mailing Name, Primary Address, City, State/Region, Postal Code



The screenshot shows an Excel spreadsheet with a table of family data. The table has columns for Family, Mailing Name, Envelopes, E-Mail, Primary Address, and Primary City. A filter dropdown menu is open over the 'Mailing Name' column, showing a list of names with checkboxes. A blue arrow points to the filter dropdown.

Family	Mailing Name	Envelopes	E-Mail	Primary Address	Primary City
1	Family				
2	Abu-Ghazal			605-582-2 8901	
3	Addy, Tami	354		605-296-3 120 I	
4	Aden, Marle	2		605-425-2 PO B	
5	Ahlers, Alid	3		605-247-3 2502	
6	Ahlers, Rob	4		605-247-3 1414	
7	Arnold, Gec	6	gkarnold@	605-425-2 PO B	
8	Avery, Jona	12	javery35@	605-339-1 1613	
9	Avery, Mary	30		(605)339-1 1613	
10	Baldwin, Ju	7		605-425-2 PO B	
11	Barnett, Joh	8		605-425-2 318 5	
12	Barnhouse,	9		605-425-2 341 I	
13	Bartling, Be	10	dobb@tric	605-425-2 500 I	
14	Bassett, Ca	387	cjbassett2	605-695-8 311 \	
15	Beck, Glend	377		605-523-2 351 5	
16	Behrendt, A			605-425-2 300 \	
17	Bellack, Ant				Prair
18	Berens, Joe		berensjm@	605-297-1 4573	
19	Bies, Allen e	16		605-425-2 4451	

Audit Funds

- Only Funds that have *Tax Deduct* checked should be included in your Statement. Review these funds for spelling errors and accuracy in *Tax Deduct* field.

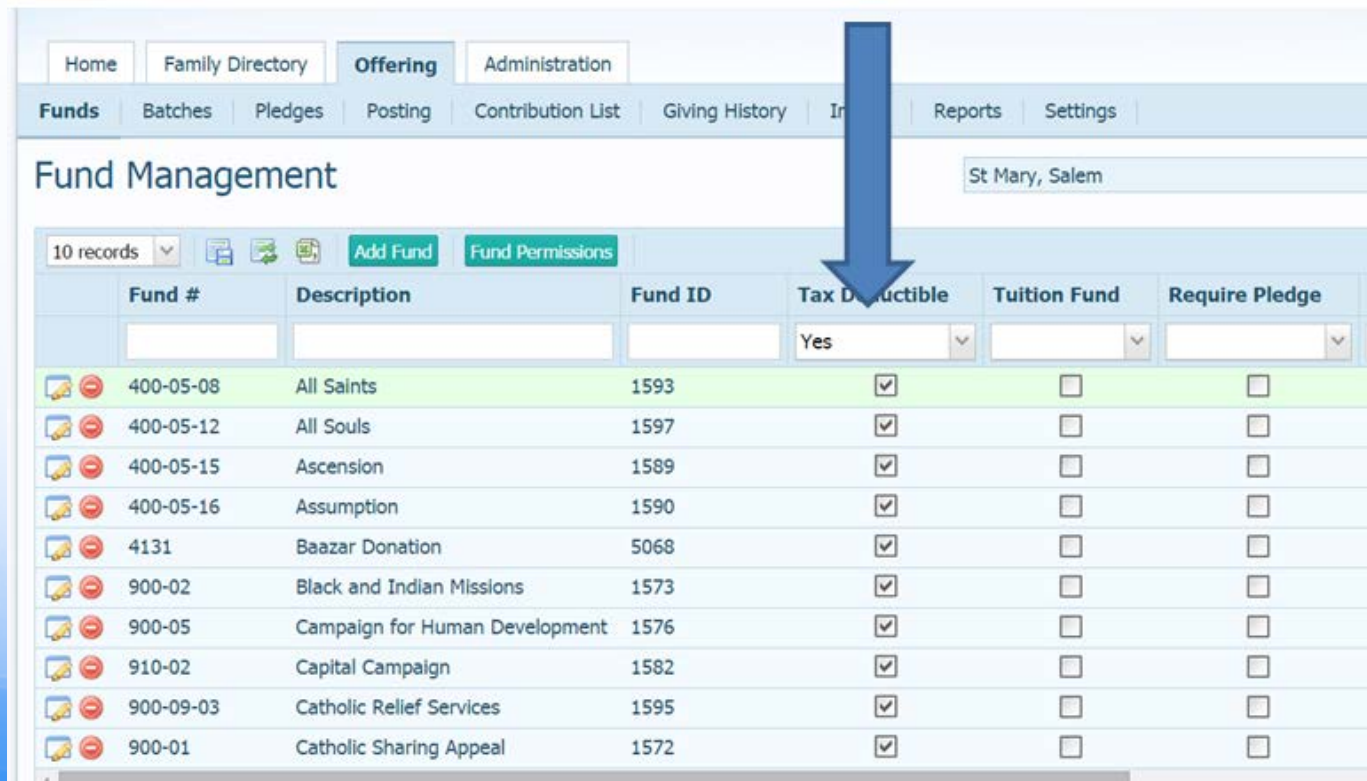
The screenshot shows a software window titled "Funds" with a blue header. The window is divided into several sections:

- Fund Details:** Contains input fields for "Account Number" (10-11-11) and "Diocesan Acct #". Below these is a "Fund Description" field containing "Envelope Loose" and a checked checkbox for "Tax Deduct".
- Select Bank Account for Online Banking:** Features a dropdown menu for "Parish Bank Account" set to "None", and buttons for "Add Bank Account" and "Edit Bank Account".
- Chart Of Account Funds:** A table listing various funds with columns for Chart of Acct. #, Fund Description, Bank Acct. #, Tax Deduct, Diocesan Acct #, and COA #.
- Bottom Panel:** Includes buttons for "Add", "Update", "Delete", "Refresh Views", and "Close".

Chart of Acct. #	Fund Description	Bank Acct. #	Tax Deduct	Diocesan Acct #	COA #
10-11-07	Immaculate Conception		Yes		9
99-100	New Years Day		No		10
10-11-09	Palm Sunday		Yes		11
10-11-10	Thanksgiving		Yes		12
10-11-11	Envelope Loose		Yes		13
10-11-14	Sacrificial Giving		Yes		16
10-13-00	Christmas		Yes		17
10-13-01	Easter		Yes		18

Audit Funds

- Only Funds that have *Tax Deduct* checked should be included in your Statement. Review these funds for spelling errors and accuracy in *Tax Deduct* field.
- Funds, Filter on Tax Deductible=Yes



Home Family Directory **Offering** Administration

Funds Batches Pledges Posting Contribution List Giving History In Reports Settings

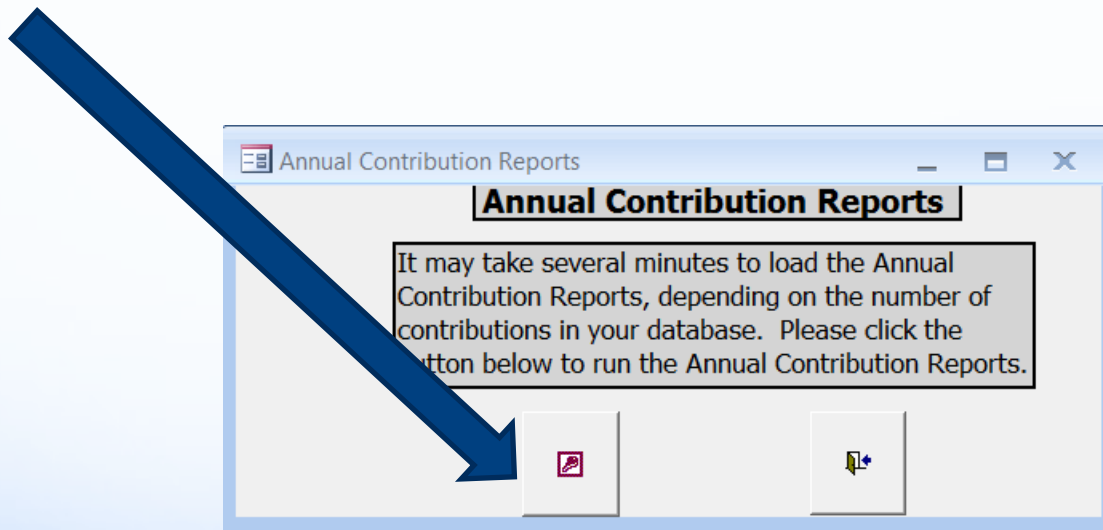
Fund Management St Mary, Salem

10 records Add Fund Fund Permissions

Fund #	Description	Fund ID	Tax Deductible	Tuition Fund	Require Pledge
400-05-08	All Saints	1593	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400-05-12	All Souls	1597	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400-05-15	Ascension	1589	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400-05-16	Assumption	1590	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4131	Bazaar Donation	5068	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-02	Black and Indian Missions	1573	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-05	Campaign for Human Development	1576	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
910-02	Capital Campaign	1582	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-09-03	Catholic Relief Services	1595	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-01	Catholic Sharing Appeal	1572	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contribution Reports

- Click on ParishSOFT Reports > Contribution Reports Menu > Periodic Contribution Reports. Click on the KEY button to run Periodic Contribution Reports.



Date Range

- Select the Beginning and Ending dates. For annual contribution records, set the dates to 1/1/2014 – 12/31/2014
- The Date Range works **ONLY with the contributions.** **Pledge records** ignore the date range and use the life of the pledge.



Periodic Contribution Statements v4.1.15

Filters

Period ▶ Beginning: Ending:

Registered
 Non-Registered
 Both

Only Contributors
 Only Non-Contributors

Annual Contribution ▶ Min: Max:

Everyone

Registration

- Choose **Registered, Not Registered, or Both.**
- Choose **Everyone to pull contribution records for every family.**
- Choose **Only this Family and then select one family name.**

Registered
 Non-Registered
 Both

Only Contributors
 Only Non-Contributors

Annual Contribution ▶ Min: Max:

Everyone
 Only This Family:
 Only This Member:

Contribution Level

- Choose **Only Contributors, Only Non-Contributors, or leave both boxes** unchecked to get records for both contributors and non-contributors.
- Check the box for **Contributors Only** to automatically populate the **Annual Contribution Min[imum]** with **\$.01**. **No Max[imum] amount value** defaults.
- Check the box for **Only Non-Contributors** to automatically populate the **Annual Contribution Min and Max fields** with **\$0.00**.
- Enter specific **Min and Max** amounts if you wish to send different letters to those families who give at different monetary ranges.



Select Funds

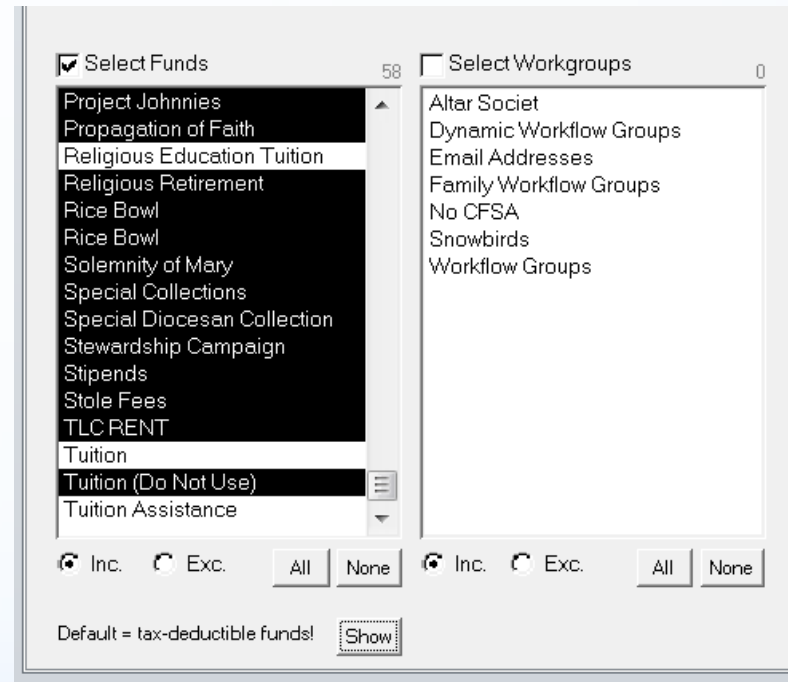
- Click button Show after Default=tax-deductible funds!
- This is not necessary to click the Show button as by Default, Tax Deductible funds are already selected.

The screenshot shows a software window with two main sections: 'Select Funds' and 'Select Workgroups'. The 'Select Funds' section has a checked checkbox and a count of 58. It contains a list of funds, with 'Religious Education Tuition' highlighted. The 'Select Workgroups' section has an unchecked checkbox and a count of 0. It contains a list of workgroups, with 'Altar Societ' at the top. At the bottom of the window, there are radio buttons for 'Inc.' and 'Exc.', 'All' and 'None' buttons for both sections, and a 'Show' button. A status bar at the bottom left reads 'Default = tax-deductible funds!'.

Section	Count	Item
Select Funds	58	Project Johnnies
		Propagation of Faith
		Religious Education Tuition
		Religious Retirement
		Rice Bowl
		Rice Bowl
		Solemnity of Mary
		Special Collections
		Special Diocesan Collection
		Stewardship Campaign
		Stipends
		Stole Fees
		TLC RENT
		Tuition
Tuition (Do Not Use)		
Tuition Assistance		
Select Workgroups	0	Altar Societ
		Dynamic Workflow Groups
		Email Addresses
		Family Workflow Groups
		No CFSA
		Snowbirds
Workflow Groups		

Select Workgroups

- You can choose one or more Family Workgroups for your report—just click to select!
- This feature is ideal for parishes with very specific contribution reporting needs.
- For example, report on families with children enrolled in school to verify a specific tithing amount and determine appropriate discounts on school tuition.



Print Options

- Select Body of Statement
 - Enter text for statement, please make it short and sweet.
 - Select a sort order, be sure this matches any labels you would generate
 - Un-check Honor 'Do Not Send Mail' Requests
 - Check Include IRS Disclaimer in footer

Print Options

Select Body of Statement

Sort By: Last, First

Detail Stmt Columns: 2 3

Print in batches of: All

Rpt Header Colors: - Click -

Show Pledge Info

Honor 'Do Not Send Mail' Requests

Include IRS Disclaimer in footer

Show Pledge Info

- Pledge records will print for the **Selected Funds**.
- • Pledge records that display on your statements are for the **LIFE OF THE PLEDGE**
- • If you have created any **\$0 dollar pledges** for your selected funds, these pledge records **WILL** appear on your statements

Total Pledge History					
Pledge Start Date	Account	% Complete	Total Pledged	Total Paid	Balance
1/1/2006	CFSA-2006	100.0	\$3,000.00	\$3,000.00	\$0.00
5/1/2001	Christian Life Ctr	100.0	\$6,500.00	\$6,500.00	\$0.00
1/1/2005	Share Pledge	+100.0	\$10,000.00	\$14,000.00	(\$4,000.00)
1/1/2005	CFSA-2005	100.0	\$2,000.00	\$2,000.00	\$0.00
	CFSA-2004	0.0	\$1,000.00	\$0.00	\$1,000.00
2/17/2007	CFSA-2007	100.0	\$5,000.00	\$5,000.00	\$0.00
2/3/2008	CFSA-2008	100.0	\$5,000.00	\$5,000.00	\$0.00
3/1/2009	CFSA-2009	100.0	\$5,000.00	\$5,000.00	\$0.00
2/1/2010	Debt Retirement-Living In The Sp	100.0	\$5,000.00	\$5,000.00	\$0.00
2/28/2010	CFSA 2010	100.0	\$5,000.00	\$5,000.00	\$0.00

Output

- Recalculate Button
 - A yellow caution bar appears if changes were made in your selection
 - Click on Recalculate
 - Click on Detail Family Stmt
 - Detail Family Stmt is the **REQUIRED** statement format for the IRS
 - Print Statements

Output

Recalculate needed.

Recalculate Display Results

Sum by Fund
Total Contrib

Statements:

- Detail Family Stmt
- Detail Family by Member Stmt
- Detail Member Stmt
- Summary Family Stmt
- Summary Family by Member Stmt

Print Statement

Reports:

- Mailing Labels: Families
- Mailing Labels: Individual Members
- Family Report
- Monthly Report
- Pastor Report

Print Report

? ↻

Contribution Statement

St Mary Parish
 340 N Idaho Ave
 Salem, SD 57058
 September 8, 2014

Contributions
Detail Family Statement
 Reporting Period: 1/1/2014 to 12/31/2014

M
 L
 C

Dear Tami,

Thanks for Tution

Envelope Number: 354
Membership Date: 1/31/2008

Date	Memo	Check#	Amount	Fund	Date	Memo	Check#	Amount	Fund	Date	Memo	Check#	Amount	Fund
01/06/14			\$2.00	Initial Offering 2	01/06/14			\$20.00	Envelope-s-Adult	01/13/14			\$20.00	Envelope-s-Adul
01/27/14			\$20.00	Envelope-s-Adult	02/10/14			\$15.00	Envelope-s-Adult	02/18/14			\$20.00	Envelope-s-Adul
02/18/14			\$20.00	Envelope-s-Adult	03/10/14			\$20.00	Envelope-s-Adult	03/11/14		2675	\$100.00	Catholic Sharing
03/25/14			\$20.00	Envelope-s-Adult	04/07/14			\$20.00	Envelope-s-Adult	04/14/14			\$20.00	Envelope-s-Adul
04/22/14			\$20.00	Holy Land	04/22/14			\$20.00	Envelope-s-Adult	04/28/14			\$20.00	Envelope-s-Adul
05/05/14			\$20.00	Envelope-s-Adult	05/12/14			\$20.00	Envelope-s-Adult	05/19/14			\$20.00	Envelope-s-Adul



CN Family Suite

- Offering, Reports, Contributions, Contribution Statements

The screenshot displays the ConnectNow Family Suite interface. At the top left is the logo for ConnectNow, powered by ParishSoft. The main navigation bar includes 'Home', 'Family Directory', 'Offering', and 'Administration'. Below this is a secondary navigation bar with 'Funds', 'Batches', 'Pledges', 'Posting', 'Contribution List', 'Giving History', 'Import', 'Reports', and 'Settings'. The 'Offering Reports' section is active, showing a dropdown menu for 'Select Report' with options: 'Category', 'Contributions', 'Pledges', 'Batches', and 'Audit'. A secondary dropdown for 'Report' shows 'Contribution Statements' and 'Postings'. A table of funds is displayed with columns for 'Fund #', 'Description', and 'Fund #'. The 'All Saints' fund is highlighted in green.

Fund #	Description	Fund #
400-05-08	All Saints	400-05-08
400-05-12	All Souls	400-05-12
400-05-15	Ascension	400-05-15
400-05-16	Assumption	400-05-16
4131	Bazaar Donation	4131
900-02	Black and Indian Missions	900-02

CN Family Suite

- Wizard steps, first is Funds
- Note * all funds listed are tax-deductible

Fund Filters Template Givers

<input type="checkbox"/>	Description	Fund #
<input type="checkbox"/>		
<input type="checkbox"/>	All Saints	400-05-08
<input type="checkbox"/>	All Souls	400-05-12
<input type="checkbox"/>	Ascension	400-05-15
<input type="checkbox"/>	Assumption	400-05-16
<input type="checkbox"/>	Bazaar Donation	4131
<input type="checkbox"/>	Black and Indian Missions	900-02
<input type="checkbox"/>	Campaign for Human Development	900-05
<input type="checkbox"/>	Capital Campaign	910-02
<input type="checkbox"/>	Catholic Relief Services	900-09-03
<input type="checkbox"/>	Catholic Sharing Appeal	900-01

Page 1 of 6 (58 Records) < 1 2 3 4 5 6 >

* All funds listed are tax-deductible

Next

View Statements



CN Family Suite

- Check box next to Description to select ALL funds on this page
- Click on Select All 58 Records
- Click Next



The screenshot shows the 'Fund' tab selected in the navigation menu. Below the menu, a yellow banner states: 'All 10 records on this page are selected. [Select all 58 records](#)'. A blue arrow points to the 'Select all 58 records' link. Below the banner is a table with two columns: 'Description' and 'Fund #'. The first row is a header with a checked checkbox. The following ten rows are data rows, each with a checked checkbox, a description, and a fund number. A blue arrow points to the first checked checkbox in the table. At the bottom of the table, there is a pagination control showing 'Page 1 of 6 (58 Records)' and a set of navigation buttons (1, 2, 3, 4, 5, 6) with left and right arrows.

<input checked="" type="checkbox"/>	Description	Fund #
<input checked="" type="checkbox"/>	All Saints	400-05-08
<input checked="" type="checkbox"/>	All Souls	400-05-12
<input checked="" type="checkbox"/>	Ascension	400-05-15
<input checked="" type="checkbox"/>	Assumption	400-05-16
<input checked="" type="checkbox"/>	Bazaar Donation	4131
<input checked="" type="checkbox"/>	Black and Indian Missions	900-02
<input checked="" type="checkbox"/>	Campaign for Human Development	900-05
<input checked="" type="checkbox"/>	Capital Campaign	910-02
<input checked="" type="checkbox"/>	Catholic Relief Services	900-09-03
<input checked="" type="checkbox"/>	Catholic Sharing Appeal	900-01

Page 1 of 6 (58 Records) < 1 2 3 4 5 6 >

* All funds listed are tax-deductible



CN Family Suite

- Filters

- Enter a beginning and ending date for this reporting year
- Enter .01 in the Minimum and 1000000 in Maximum columns.
- Family Filters (Both, All Groups, All Groups)
- Click Next

Fund **Filters** Template Givers

Contribution Dates

1/1/2014  to 12/31/2014 

Range of Contributions

Minimum: \$

Maximum: \$

Family Filters

Registration Status: Both

Family Group: All Groups

Family Work Groups: All Groups

Previous Next View Statements

CN Family Suite

- Template
 - Create a short letter to include in the body of statement for you Contribution Statements
 - From drop down, click on (New Template)

Fund > Filters > **Template** > Givers

Body of Statement
Include a customized message in your statements. You may create a new message template by choosing (New Template) or edit an existing template. Template is limited to 1500 characters.

(New Template...)

(None)

(New Template...)

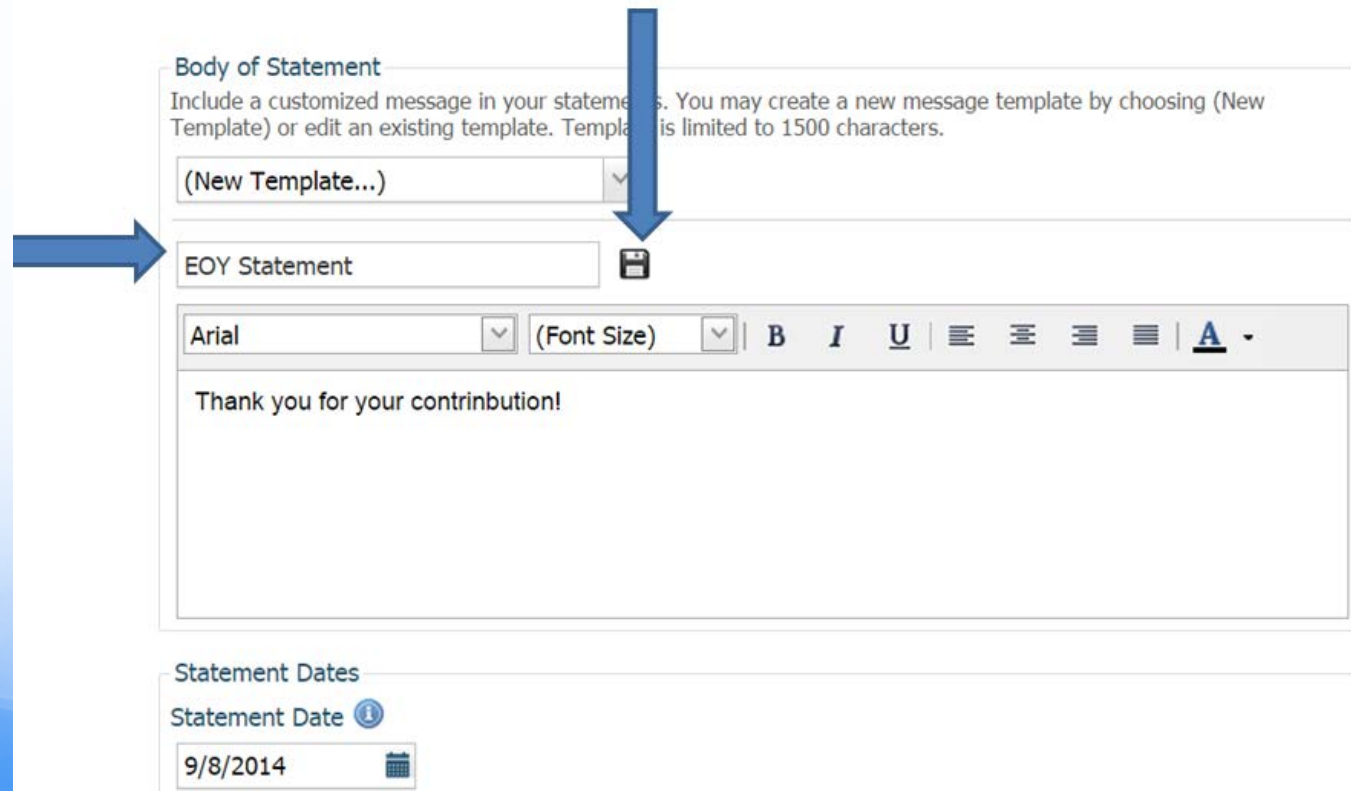
Arial (Font Size) **B** *I* U | [List Icon] [List Icon] [List Icon] [List Icon] | A

Statement Dates
Statement Date ⓘ
9/8/2014 [Calendar Icon]

Previous Next View Statements

CN Family Suite


- Template
 - Give the Template a name.
 - Enter your statement.
 - Click on the Save icon.
 - Click Next.







Body of Statement

Include a customized message in your statements. You may create a new message template by choosing (New Template) or edit an existing template. Template is limited to 1500 characters.


(New Template...)


EOY Statement 

Arial (Font Size) **B** *I* U |     | A -

Thank you for your contribution!

Statement Dates

Statement Date 

9/8/2014 

CN Family Suite

- Givers
 - All persons with giving for date range and funds will appear in the list.
 - Filter on the name if you wish to print just one letter.
 - Click on View Statements.

Fund > Filters > Template > **Givers**

<input type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input type="checkbox"/>				
<input type="checkbox"/>	Addy	th Ave	354	1
<input type="checkbox"/>	Ader	494	2	1
<input type="checkbox"/>	Ahle	39th Ave	3	1
<input type="checkbox"/>	Arnc	327 251 E Jefferson	6	1
<input type="checkbox"/>	Aver	Wayland Ave	12	1
<input type="checkbox"/>	Aver	Wayland Ave	30	1
<input type="checkbox"/>	Bald	31	7	1
<input type="checkbox"/>	Barn	Minnesota St	8	1
<input type="checkbox"/>	Barn	dams St	9	1
<input type="checkbox"/>	Bart	dams St	10	1

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- Statements
 - Be sure you do not have a pop-up blocker for this site
 - PDF forms will appear
 - Formatted to fit in a Window envelope.

Fund > Filters > Template > **Givers**

<input type="checkbox"/>	Family Name	Primary Address	Env #	# of Funds
<input type="checkbox"/>				
<input type="checkbox"/>	Addy,	Ave	354	1
<input type="checkbox"/>	Aden,	4	2	1
<input type="checkbox"/>	Ahlers	ch Ave	3	1
<input type="checkbox"/>	Arnol	7 251 E Jefferson	6	1
<input type="checkbox"/>	Avery	yland Ave	12	1
<input type="checkbox"/>	Avery	yland Ave	30	1
<input type="checkbox"/>	Baldw		7	1
<input type="checkbox"/>	Barne	nesota St	8	1
<input type="checkbox"/>	Barnh	ns St	9	1
<input type="checkbox"/>	Bartli	ns St	10	1

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- Statements
 - PDF preview with paging and printing features are available
 - Print with NO special formatting
 - You can save to RTF and edit individual statements



St Mary
PO Box 308
Salem, SD 57058

 hy Magee
e
Canistota, SD 57012

Dear Thomas and Kathy Magee:
Thank you for your contribution!

Questions?

