

World Mission Sunday Report directly from ParishSOFT

Use ParishSOFT Contribution List to generate the World Mission Sunday donor list. Navigate to the Offering tab (1) and below that, select Contribution List (2). Enter Start Date and End Date in the Contribution List Filters section (3). Next, position the cursor and enter the first few letters of the appropriate Fund name in the input box below Fund, in the example below the parish Fund name is World Mission Sunday (4). A listing of contributions will be returned by the software. To export the listing choose the Export List, a right facing arrow icon (5). This will download a CSV file of your donors. You can open the file, check it for accuracy and then email it as an attachment to [Marga Apel](mailto:Marga.Apel) in the Mission Office.

The screenshot shows the ParishSOFT Family Suite interface. The 'Offering' tab is selected (1). Below it, the 'Contribution List' option is chosen (2). The 'Contribution List Filters' section is visible (3), with 'Start Date' set to 07/01/2018 and 'End Date' set to 12/01/2018. The 'Fund' dropdown menu is open, showing 'world' selected (4). The 'Export List' icon (a right-facing arrow) is highlighted (5). The table below shows a single record for a contribution of \$10.00 to 'World Mission Sunday' on 2018Nov04.

Posting Date	En	Name	Amount	Fund	Batch
11/04/2018		503 Cash, Loose (63626)	\$10.00	World Mission Sunday	2018Nov04

The only donor information to be forwarded includes name, address, and donation amount. Other contact information may be deleted from the emailed report.

Thank you.