**World Mission Sunday Report directly from ParishSOFT**

 How to 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). Please note: the date range will depend on when you last disbursed WMS funds to the Mission Office, ending on the present date (or the end of the fiscal year, if closing those books).

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 in the Mission Office (mapel@diolc.org)

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



**Thank you and God bless you for your extra time and efforts for the Missions! It is deeply appreciated.**