

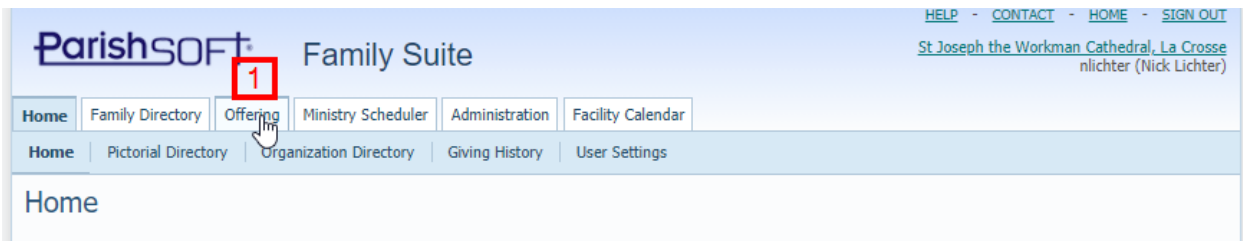
Pastors: Please share this information with your parish secretary/bookkeeper(s)

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

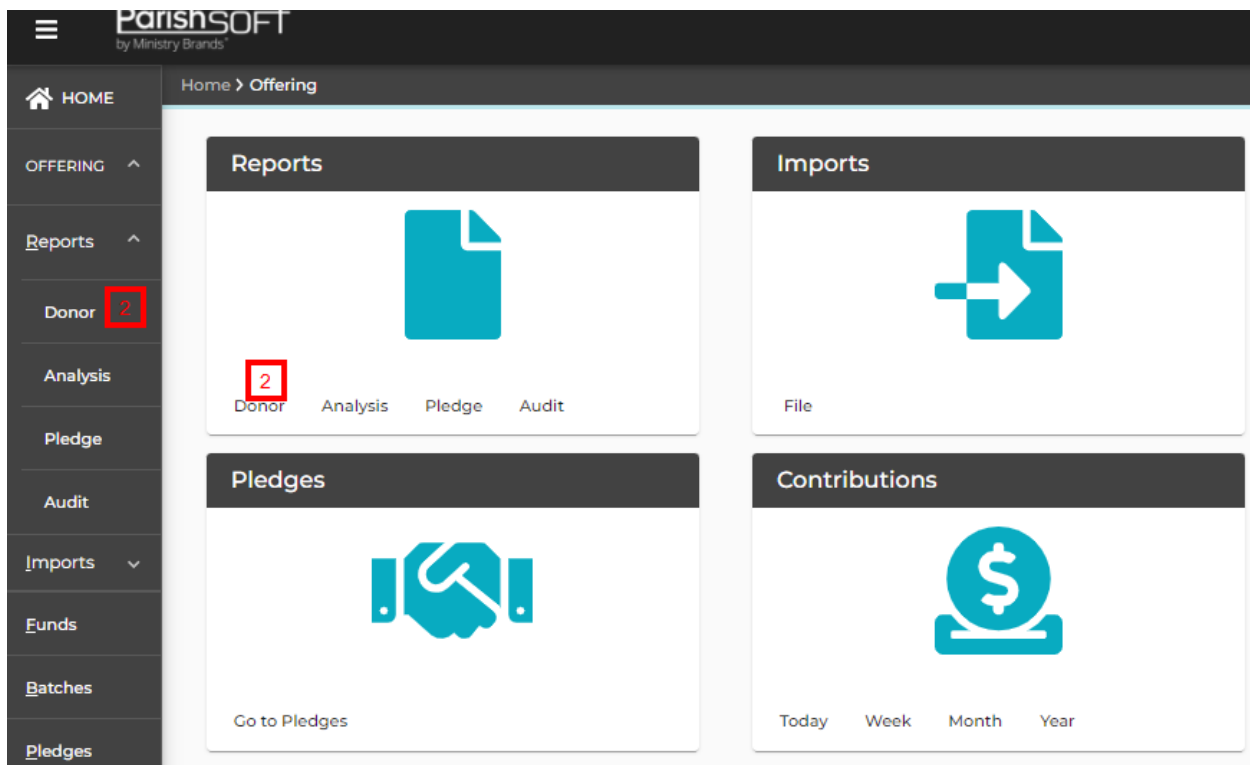
World Mission Sunday Report directly from ParishSOFT

How to use ParishSOFT Contribution List to generate the World Mission Sunday donor list

Navigate to and click on the **Offering** tab (1).



A new window opens displaying the Offering tiles, and on the left column a nested menu of navigation choices. Select Reports, or Reports -> Donor (2).



Choose the Contribution Detail Statement Report (3) from the Select a Donor Report dropdown box. Enter **Start Date 7-1-2023** and **End Date 12-31-2023** (4). 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 calendar year).

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Donor Reports

Select a Donor Report
Contribution Detail Statement Report 3

Run Report For
Families

All Families
 Only Selected Families
 Family Id

Include Donors with My Own Church

Minimum Amount
\$

Maximum Amount
\$

Start Date *
7/1/2023 4

End Date *
12/31/2023

Print Statement Labels

Signature
Letterhead
Use Organization Name and Add...
Body of Statement
2022 Yearly Tithing Statement
Printed Name
Report Type
All Details
Family Registration *
Both
Family Workgroup

Select One or more Funds

Fund Name	Fund ID
<input type="checkbox"/> Military Chaplaincy Collection #241017	4664
<input type="checkbox"/> Misc Contribution Income #4125	1299
<input type="checkbox"/> Mission Co-op #241006	1306
<input type="checkbox"/> Mission Co-op Casa Hogar #241002	4027
<input checked="" type="checkbox"/> 5 Mission Sunday POF #241005	1303
<input type="checkbox"/> New Years Offertory #4110	1291
<input type="checkbox"/> OLG Charitable Works - Front Door Ministry 4225	3826
<input type="checkbox"/> OLG Church Parish Support Offertory 4110	3827
<input type="checkbox"/> OLG Special Gifts Unrestricted 4210	1370
<input type="checkbox"/> Palm Sunday Offertory #4110	4578

Select One or more Family Groups

Name
<input checked="" type="checkbox"/> 6 Name
<input checked="" type="checkbox"/> Active
<input checked="" type="checkbox"/> Inactive
<input checked="" type="checkbox"/> School Only
<input checked="" type="checkbox"/> Religious Ed Only
<input checked="" type="checkbox"/> Moved
<input checked="" type="checkbox"/> Contributor Only
<input checked="" type="checkbox"/> Sacrament Only
<input checked="" type="checkbox"/> Deceased
<input checked="" type="checkbox"/> Staff Only

Next, scroll through the **Funds** column and toggle the checkbox for **Mission Sunday** (5). In the Family Group column toggle the checkbox for **Name** (6) to select all of the Family Groups.

To export and download the listing choose the **Export** icon (7) in the top left corner of the screen.



This will download an Excel or PDF 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)

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