

# Parish Master Report Instructions

## To view the reports:

1. Log into ConnectNow
2. Click on the Diocesan Development tab
3. Click on the **Parish Reports** tab
4. Select Report – **Parish Master Report**
5. Change the **Organization Name** format to City, Organization Name
6. Highlight your **Organization** name (you can automatically sort by parish name by double clicking on “organization” or by city by double clicking on “city.”)
7. UNCHECK the **End Date** – this will give you the most current information.
8. Click on Download PDF

The screenshot shows the ConnectNow Diocesan Suite interface. At the top, there are navigation tabs: Home, Census, Diocesan Development (highlighted with #2), IQ, and Administration. Below these are sub-tabs: Parish Reports (highlighted with #3), Donor Reports, Online Giving Mgmt, Imports, Funds, and Administration. The main content area is titled "Parish Reports" and includes a "Select a Fund" dropdown menu set to "Annual Catholic Appeal 2017". Under "Select a Report", there is a list of reports: All Parishes Summary, Parish Date Over Goal, Parish Master Report (highlighted with #4), and Revenue Projection. To the right, there are sorting options: "Group Sorting" (No group sorting available), "Detail Sorting" (No detail sorting available), and "Organization Name Format" (set to "City, Organization Name", highlighted with #5). Below these are "Sub Reports" checkboxes for Refund Details (checked), Givers (checked), and Non-Givers (unchecked). A table titled "Select one or more Organization (0 of 124 selected)" is shown, with columns for Organization, City, LocalOrgID, Vicariate, and Region. The table contains five rows of data, with the first row "All Saints Parish" highlighted (pointed to by #6). At the bottom, there is a "Select Date" section with an unchecked checkbox for "End Date: No End Date" (pointed to by #7). Finally, there are two buttons: "Download PDF" (pointed to by #8) and "Download CSV".

Organization	City	LocalOrgID	Vicariate	Region
All Saints Parish	Rossford	4223	Saint Katharine Dre	
All Saints Parish	New Riegel	22064	Precious Blood of Ji	
Christ The King Parish	Toledo	2132	Saint Agnes	
Corpus Christi Toledo University Parish	Toledo	18241	Saint Agnes	
Divine Mercy	Paulding	23264	Saint Maximilian Koll	

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9. When the following box opens – you can choose to **Open** or **Save** the file.

