APA Reports through ParishSoft

Parish Summary updates are emailed weekly through the APA Messenger. If you are not currently receiving this communication, please email Michelle Mesiano at mnm@dosp.org and you will be added to the distribution list.

Detail Donor and *Parish Roster Reports* are available in real time through ParishSoft Family Suite at https://stpetersburg.parishsoftfamilysuite.com/. When converted into an Excel spreadsheet, you are able to maximize your opportunities to say thank you or invite your parishioners to give to the Annual Pastoral Appeal through parish level communications. If you have any questions or need assistance with Family Suite, please contact Ray Miller at rnm@dosp.org.

PLEASE NOTE: for full download function, use Mozilla Firefox as your Internet browser.

A Family Suite log-in is required to gain access to reports. *This is only given through Pastor permission.*

Once you log-in, select the "Diocesan Development" tab

For DETAIL DONOR REPORTS:

1-Select the "Parish Report" tab

2-Select a Fund (which APA year do you want a report for? 2016, 2015, 2014, etc.)

3-Select "Parish Master Report" from the list

4-Remove the "checks" from the "Refund Details" and "Non-Givers" boxes. **This means a check mark should be in place for "Givers" ONLY.**

5-Push the "Download PDF" button at the bottom of the screen.

2021 Annual Pastoral Appeal
Parish Materials & Resources

For PARISH ROSTER REPORTS:

1-Select the "Parish Report" tab

2-Select a Fund (which APA year do you want a report for? 2016, 2015, 2014, etc.)

3-Select "Parish Roster" from the list

4-Make sure checks appear in both "Givers" and "Non-Givers" boxes.

5-Push the "Download PDF" button at the bottom of the screen.

Home   Census   **Diocesan Development**

Parish Reports   Donor Reports   Online Giving Mgmt

Parish Reports

Select a Fund

APA 2016

Select a Report

Group Sorting
No group sorting available for this report.

Detail Sorting
No detail sorting available for this report.

Parish Master Report
Parish Roster

Organization Name Format
Organization Name, City

Sub Reports
☐ Refund Details   ☑ Givers   ☐ Non-Givers

Through ParishSoft Family Suite you can also access your parish roster, convert it into an Excel spreadsheet and sort it different ways in order to maximize your opportunities to say "thank you" or invite your parishioners to give to the Annual Pastoral Appeal.

For any other specialized reporting, please contact Kathy King at kck@dosp.org.