

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.

ParishSOFT® Connecting People and the Church

Welcome - Log In Below

Your browser session expired.

Username:

Password:

[New User?](#) [Lost password?](#)

For security purposes - we only support the following browsers
IE 9.0+, Edge, Chrome, Firefox and Safari.
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

ParishSOFT® Family Suite

Home | Diocesan Development

Home | Pictorial Directory | Organization Directory | Start Page Settings

Home

Quick Links

[Home](#)

[My Own Church](#)

Home | Census | **Diocesan Development**

Parish Reports | Donor Reports | Online Giving Mgmt

Parish Reports

Select a Fund

APA 2016

Select a Report

Parish Master Report

Parish Roster

Group Sorting
No group sorting available for this report.

Detail Sorting
No detail sorting available for this report.

Organization Name Format
Organization Name, City

Sub Reports

Refund Details Givers Non-Givers

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.

The screenshot shows a web interface for "Diocesan Development" with a navigation menu including "Home", "Census", "Parish Reports", "Donor Reports", and "Online Giving Mgmt". The "Parish Reports" section is active, displaying "Parish Reports" and "APA 2016". Below this, there is a "Select a Report" section with options for "Parish Master Report" and "Parish Roster". On the right side, there are settings for "Group Sorting", "Detail Sorting", "Organization Name Format" (set to "Organization Name, City"), and "Sub Reports" (with checkboxes for "Refund Details", "Givers", and "Non-Givers"). Red arrows from the instructions on the left point to the "Parish Reports" tab, the "APA 2016" selection, the "Parish Roster" option, and the "Givers" and "Non-Givers" checkboxes.

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.