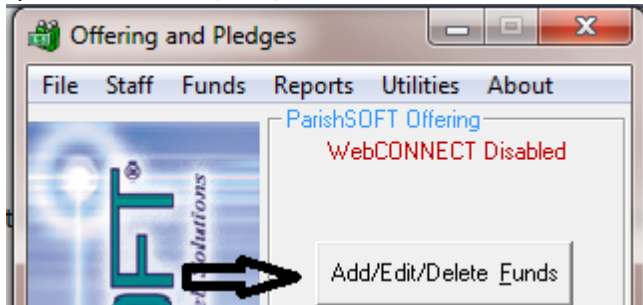
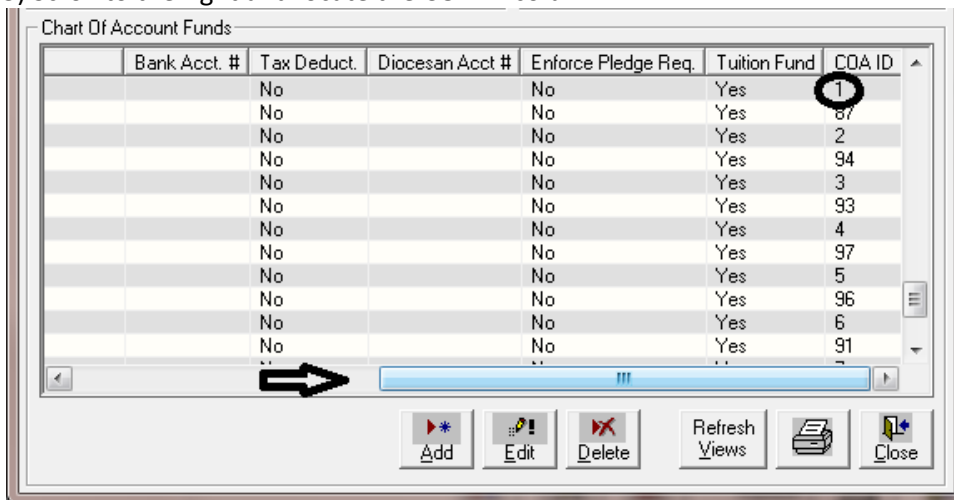


How To properly export contributions from Online Giving for importing into Parishsoft

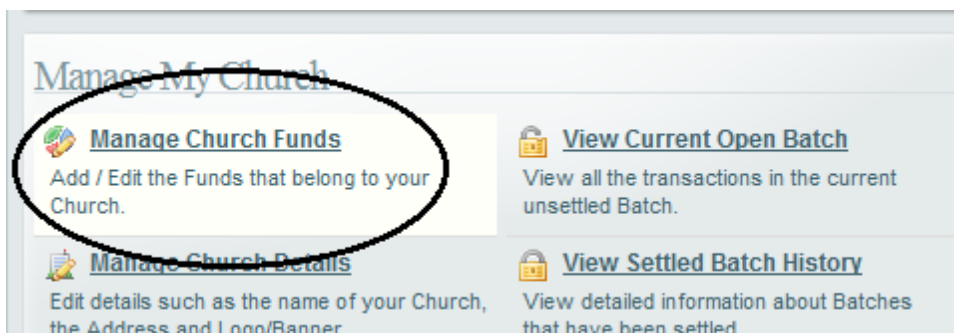
- 1) Log into your offerings module
- 2) Select the add/edit/delete funds button



- 3) Scroll to the right and locate the COA ID column



- 4) Log into Online Giving and select manage Church Funds



5) Put the COA ID from Offerings module into the Corresponding fund's account # field

6) Go back into the family directory and obtain each online givers envelope # from the family information screen in parishsoft.

7) go to the View Online Givers page

8) Match up Online Givers with their ParishSOFT envelope# check the ver box and click on save.

| Env # | Ver | First Name | Last Name | Address | Phone # | Signup Date | Managed | Details |
|-------|-------------------------------------|------------|------------|-----------------|----------------|-------------|---------|---------|
| 357 | <input checked="" type="checkbox"/> | Fred | Flintstone | 6048 Falcon St | (805) 650-3775 | 11/24/09 | | |
| 222 | <input checked="" type="checkbox"/> | PS | Giver | 825 Victors Way | | 03/12/09 | | |

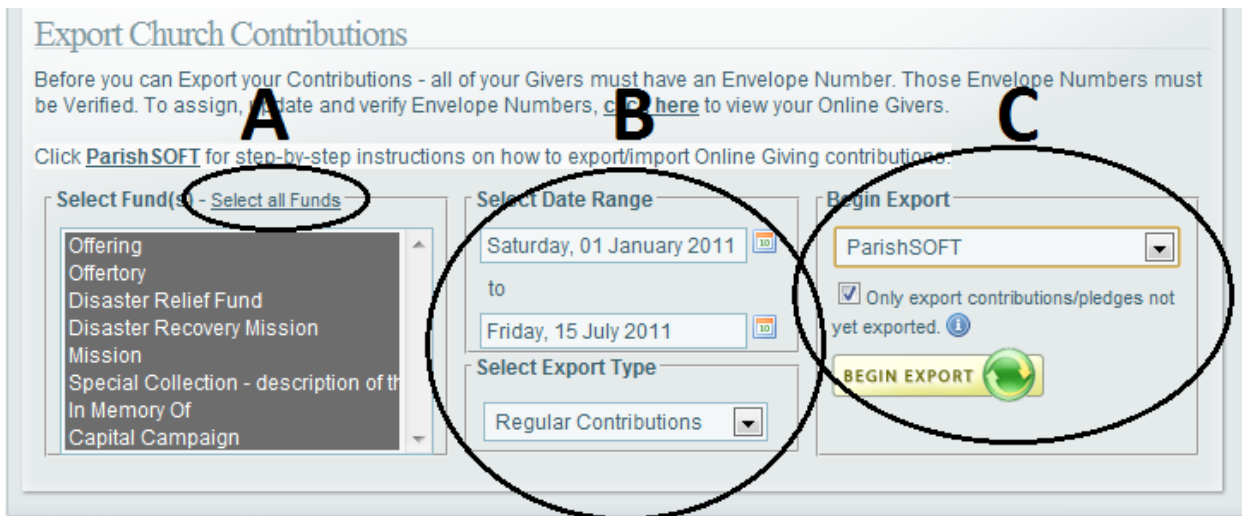
← 1 → SAVE CANCEL

9) From the manage my church screen select the Export contributions

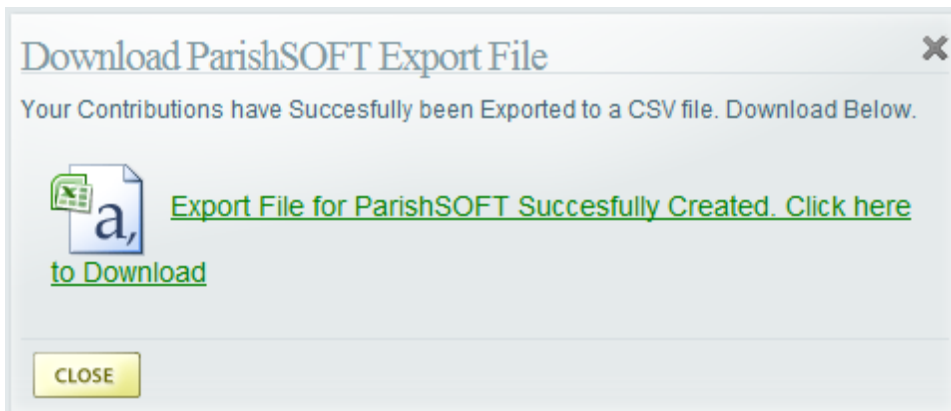


10) From the export contributions screen you will need to:

- A. Select your funds
- B. Set your date range
- C. Select proper template and Click on BEGIN EXPORT



11) Click on the download link



12) Export is completed goto page 102 in the offering user guide and follow the import from lockbox instructions to import your contributions