

Import Process in ParishSOFT for the Diocese of Rockford

BEFORE DOING THIS PROCESS, MAKE SURE TO **BACKUP** YOUR ParishSOFT DATA.

ALSO, BE SURE TO SET UP THE FOLLOWING 4 FUNDS, NAMED EXACTLY AS LISTED:

DIOCESAN STEWARDSHIP

INTERNATIONAL APPEAL

NATIONAL APPEAL

MISSION APPEAL

1. Save the file that the diocese will be emailing you to a location you will remember (ex. on your desktop).
2. Open up the Family Directory icon.
3. In the top menu of Family Directory, select “Utilities” & then choose “Import Contributions.”
4. Click the “Browse” button and find the file you saved from the diocese (probably stored on your desktop).
5. Click “Import File” and all of the contribution records the diocese recorded for your families will be stored in ParishSOFT & you are ready to run your end of year statements.

For any questions, please feel free to contact ParishSOFT Support at 866-930-4774 x2, then x1.

We are available Monday through Friday from 9am – 7pm ET.