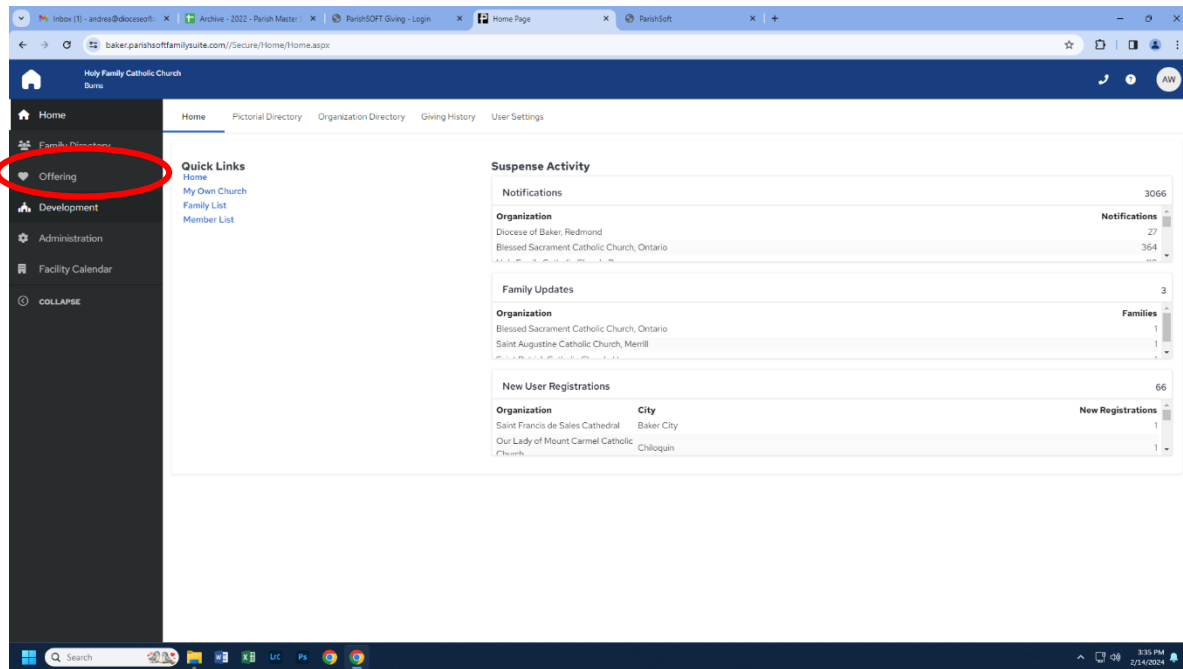
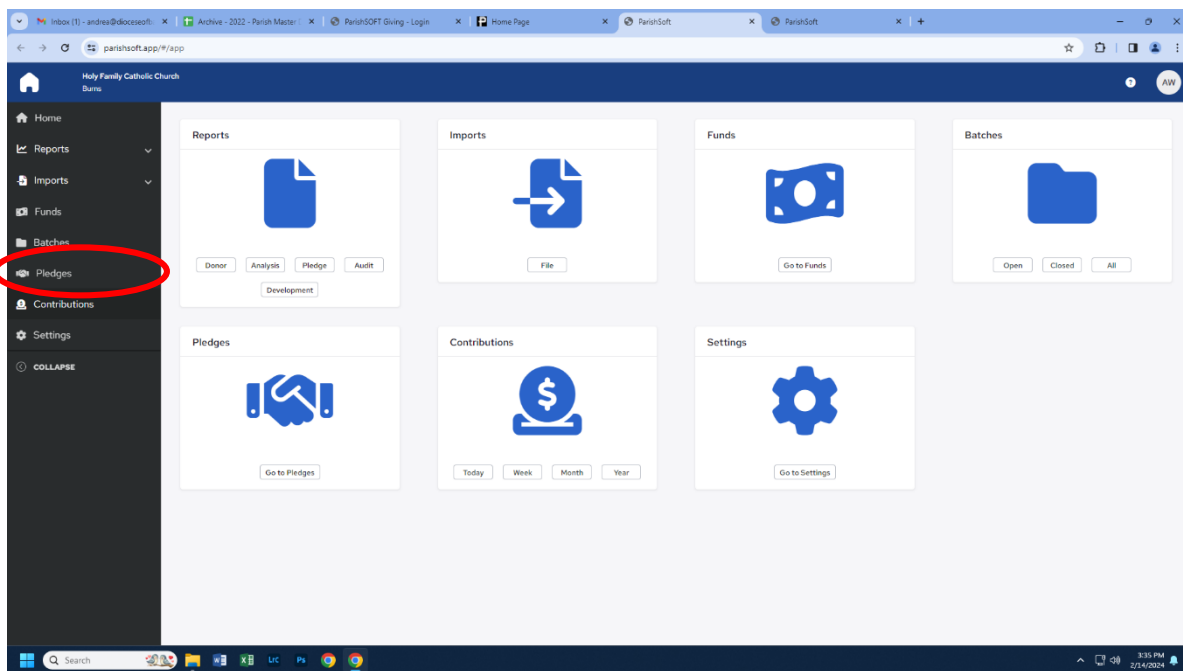


Searching Offertory by DUID Number

At your Home screen in ParishSOFT Family Suite, choose “Development” on the left side of the screen



Then, choose Contributions from the menu on the left side of the screen



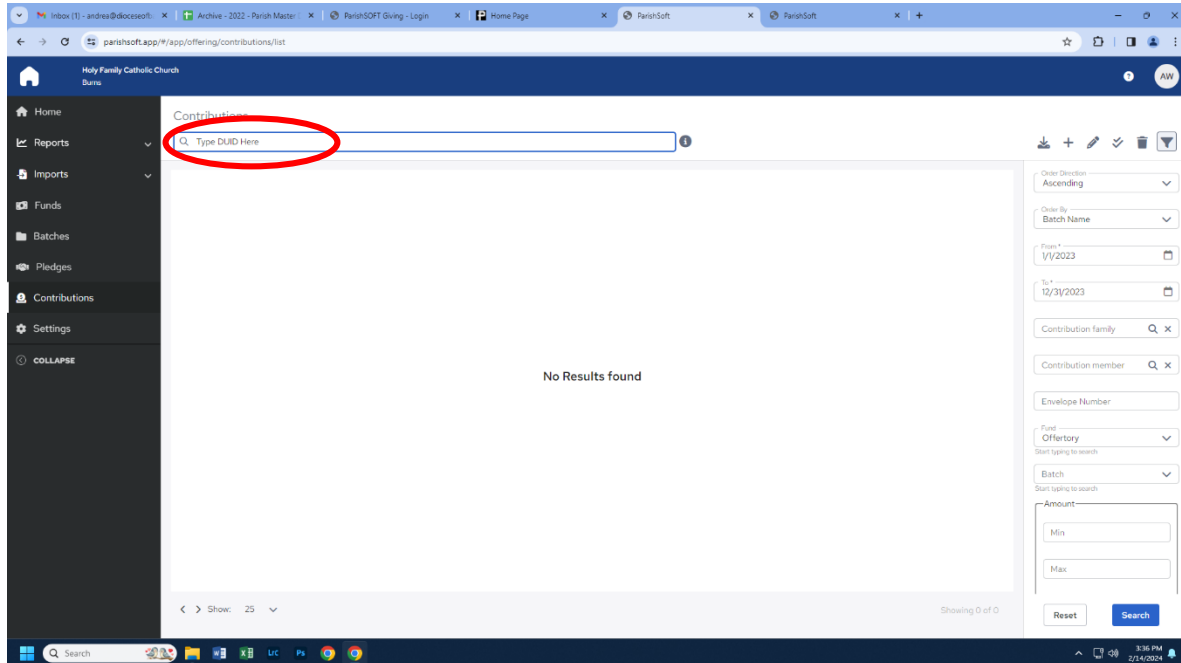
Now, working from the menu on the right side of your screen, fill in the “to” and “from” dates to set your date range parameters

The screenshot shows the ParishSoft web application interface for the Holy Family Catholic Church. The main content area displays "No Results found". The right-hand sidebar contains search filters. The "From" date is set to 1/1/2023 and the "To" date is set to 12/31/2023. The "Fund" dropdown menu is set to "Offertory". The "Amount" section has "Min" and "Max" input fields. The "Reset" and "Search" buttons are at the bottom of the sidebar.

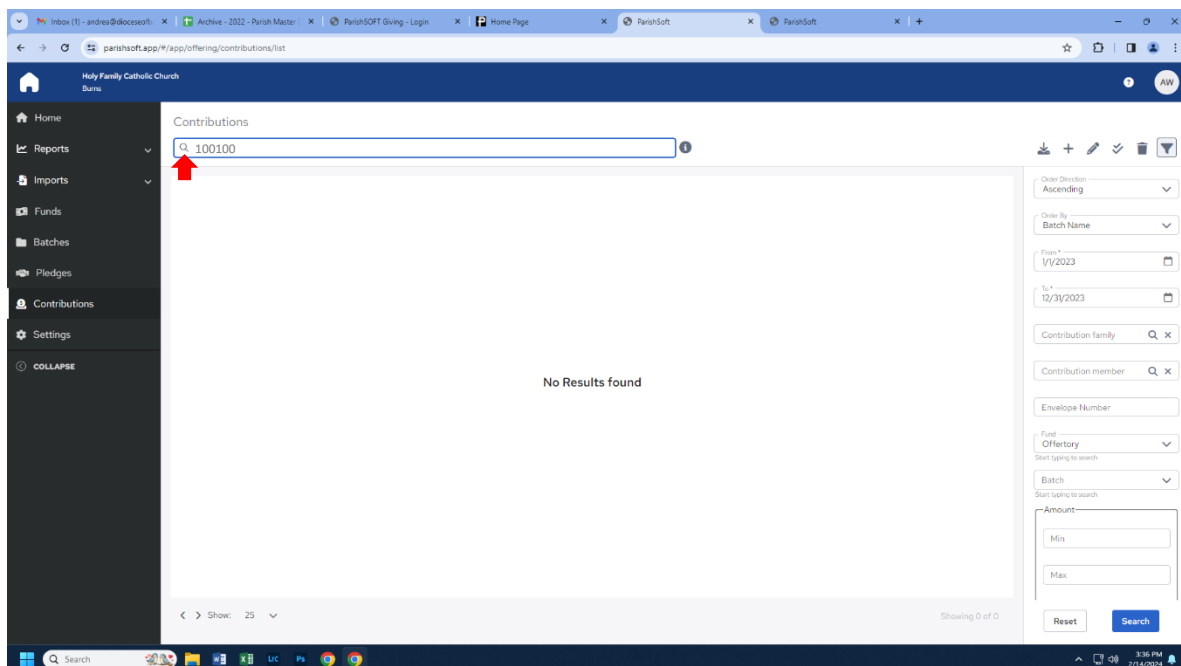
Next, select the fund you want to search in. For this scenario, we are searching the “Offertory” fund

This screenshot is identical to the one above, showing the same search filters. The "Fund" dropdown menu is highlighted with a red circle, indicating the selection of the "Offertory" fund.

Next, you will see a search box at the top of your screen. This is where you will enter your search criteria (we are using the DUID number)



When you have entered the DUID, you can use your mouse to click the magnifying glass icon, or hit ENTER



WooHoo!! Your screen will populate with your search results!

parishsoft.app/#/app/offering/contributions/list

Home

Reports

Imports

Funds

Batches

Pledges

Contributions

Settings

COLLAPSE

Contributions

100100

	Env No	Type	Name	Posting Date	Amount	Fund	Pledge ID	Batch	Giving Source	Tax Deduct
	85	Test, Testing		04/09/2023	\$20.00	Offertory		Easter Sund	Manual Entry	✓
	85	Test, Testing		04/16/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		06/18/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		11/26/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		03/05/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		01/01/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		07/02/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		01/15/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		01/22/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		01/29/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		02/05/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓
	85	Test, Testing		02/12/2023	\$20.00	Offertory		Sunday Mas	Manual Entry	✓

Showing 1 - 25 of 48

Order Direction
Ascending

Order By
Batch Name

From
1/1/2023

To
12/31/2023

Contribution family

Contribution member

Envelope Number

Fund
Offertory

Batch

Amount
Min
Max

Reset

Search