

## How to run the ABA Parish Master Report

1. Sign in to ParishSoft Family Suite, and click on the **Diocesan Development** tab
2. Under Reports, click on **Parish**
3. From the drop-down, select this year's appeal.
4. Select **Parish Master** from the next drop-down box
5. Check the following 3 boxes:
  - Include Refund Details
  - Include Givers
  - Include Non-Givers
6. **Uncheck** these 2 boxes:
  - Include Start Date
  - Include End Date
7. Click blue download icon in upper right, and select pdf or excel