

Archdiocese of Washington
FY 2023 Annual Report Instructions

Overview

The FY 2023 Annual Report consists of four parts:

- Section One – A fillable Adobe Acrobat document with the Table of Contents, Finance Council signatures, and Internal Control Questionnaire
- Section Two – Financial Statements produced from ParishSoft Accounting
- Section Three – Supporting schedules completed in the Excel workbook (or other sources, as indicated)

Sections One, Two and Three are due on or before August 11

- Section Four – Parishioner annual report due on or before September 30

How to use Adobe Acrobat to Assemble the Parish Annual Report

How to Digitally Sign a PDF document.....Page 2

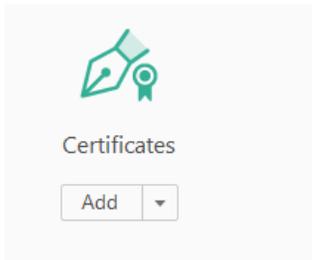
How to save a ParishSoft Accounting report as an Adobe Acrobat document.....Page 3

How to Save Multiple Excel Worksheets into one PDF document.....Pages 4-8

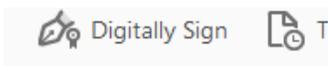
How to Combine Multiple Documents into one PDF document.....Pages 9-12

Sign PDF with certificate signature

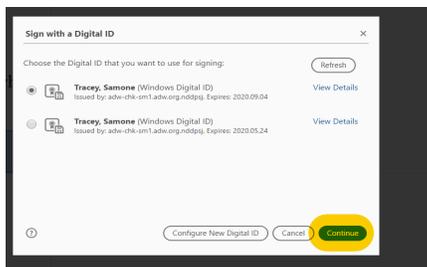
1. Click Tools and certificate



2. Click digitally sign



3. Select Digital ID. Click continue



4. Click Sign. (You will be prompted to save the document with your new signature) Your signature should resemble the example below.

Please sign below.

Tracey, Samone  Digitally signed by Tracey, Samone
Date: 2020.05.04 12:30:49 -04'00'

How to save a ParishSoft Accounting report as an Adobe Acrobat document

The screenshot shows the ParishSoft Accounting interface. At the top, there are navigation tabs for Church Manager, Ledger and Payables, Ledger Report Writer, and Consolidation Manager. Below these are icons for various accounting functions: Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards, Memorized, Process, Setup, and Reports. A toolbar at the bottom of the interface contains navigation and action icons, with a red box highlighting the PDF export icon and a dropdown menu labeled 'Pdf'. The main content area displays a 'Statement of Financial Position' for June 30, 2020, with a table showing assets and their balances.

	Year Begin Balance	Year to Date Balance	Year to Date Change
Assets			
Balance Sheet			
Checking Account			
110.001P00 Capital One Operating Account	248,760.59	293,140.54	44,379.95
Savings Account			
115.001P00 Capital One Money Market	13,838.67	13,951.07	112.40
Investment Accounts			
131.000P00 Bank of America Stock	5,937.60	4,420.17	(1,517.43)
131.001P00 IBM Stock	480.08	999.20	519.12
Investment Accounts Totals:	6,417.68	5,419.37	(998.31)

How To Save Multiple Worksheets/Workbooks As PDF File In Excel?

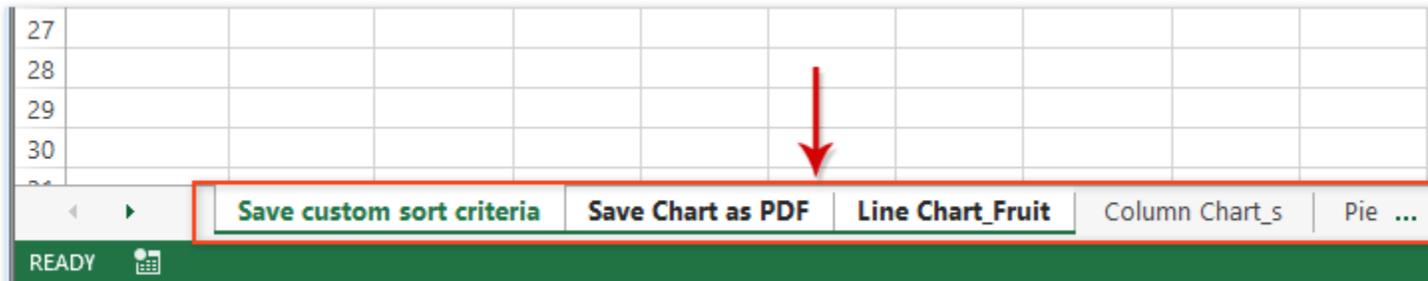
We can save a worksheet as a separate PDF file easily with the **Save As** feature in Excel, but how about saving multiple worksheets as a separate PDF file in Excel? And what if batch saving multiple worksheets as many separate PDF files quickly in Excel? The following methods will help you solve them.

- **Save multiple worksheets as a single PDF file**
- **Save multiple worksheets as many separate PDF files**

Save Multiple Worksheets As A Single PDF File

This method is talking about saving multiple worksheets as a single PDF file in Excel. Please do as follows:

1. Open the workbook whose worksheets you will save as single PDF file, and select these worksheets in the Sheet Tab bar simultaneously. See screenshot:



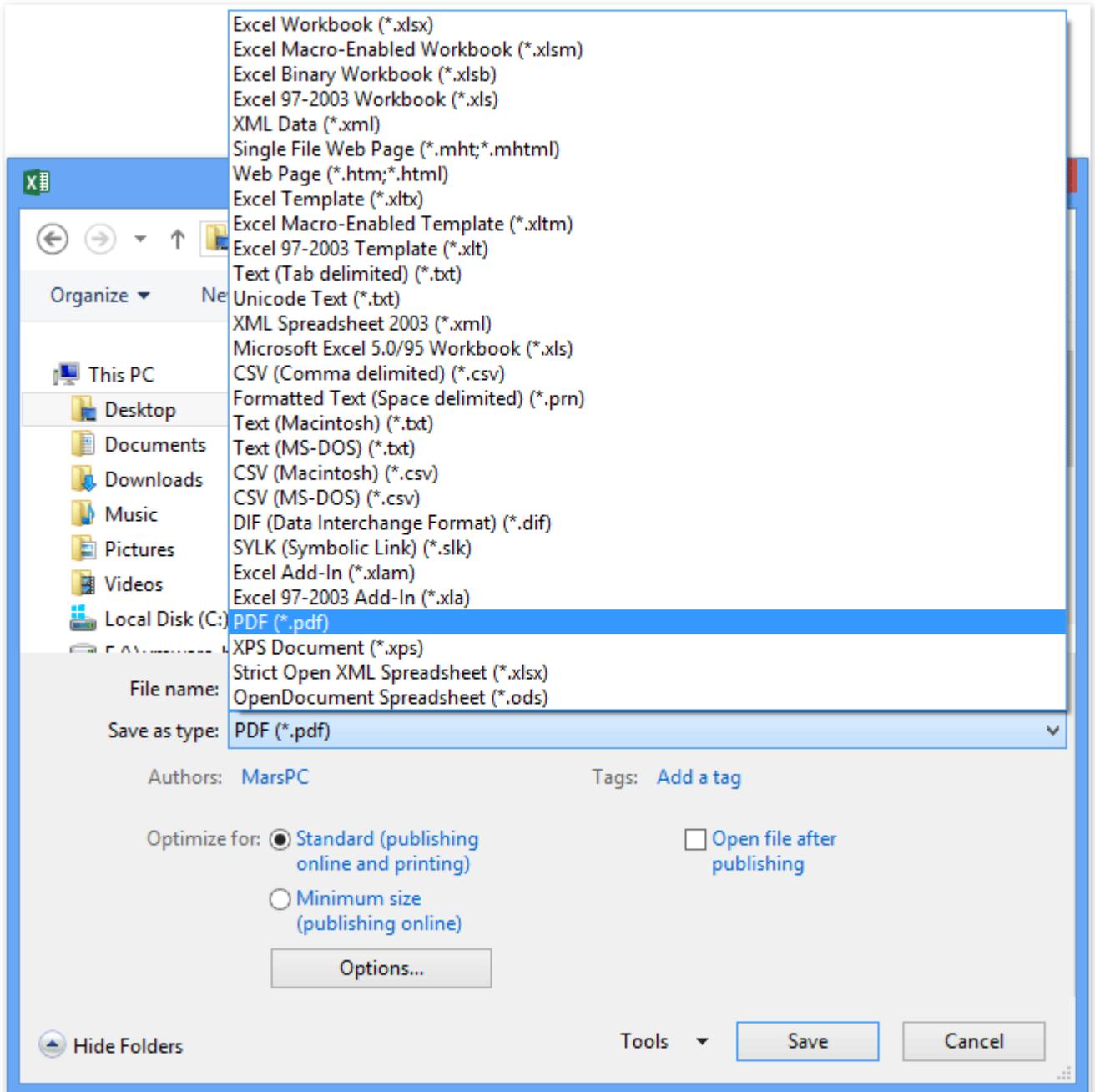
Notes:

- (1) Holding the **Ctrl** key, you can select multiple nonadjacent worksheets in the Sheet Tab bar by selecting them one by one.
- (2) Holding the **Shift** key, you can select multiple adjacent worksheets in the Sheet Tab bar by selecting the first one and the last one.

2. Click the **File** (or Office button) > **Save As**.

3. In the opening Save As dialog box, select the destination folder you will save the PDF file into, type a name for the new PDF file into the **File name** box, and select the **PDF**

(*.pdf) from the **Save as type** drop down list. See screenshot:



4. Click the **Save** button.

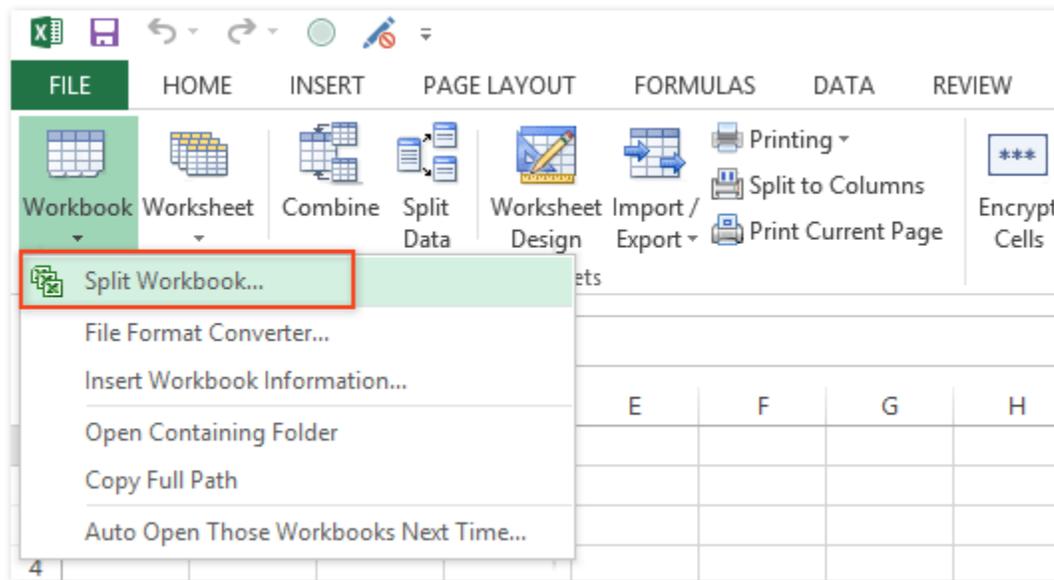
So far, all selected worksheets are saved into one PDF file, and each worksheet stays in a separate page.

Save Multiple Worksheets As Many Separate PDF Files

Sometimes, you may want to save multiple worksheets as many separate PDF files in Excel. Apart from repeating save each worksheet as a separate PDF file, Kutools for Excel's **Split Workbook** utility can help you get it done with only several clicks in Excel.

Kutools for Excel - Includes more than 300 handy tools for Excel. Full feature free trial 30-day, no credit card required! [Get It Now](#)

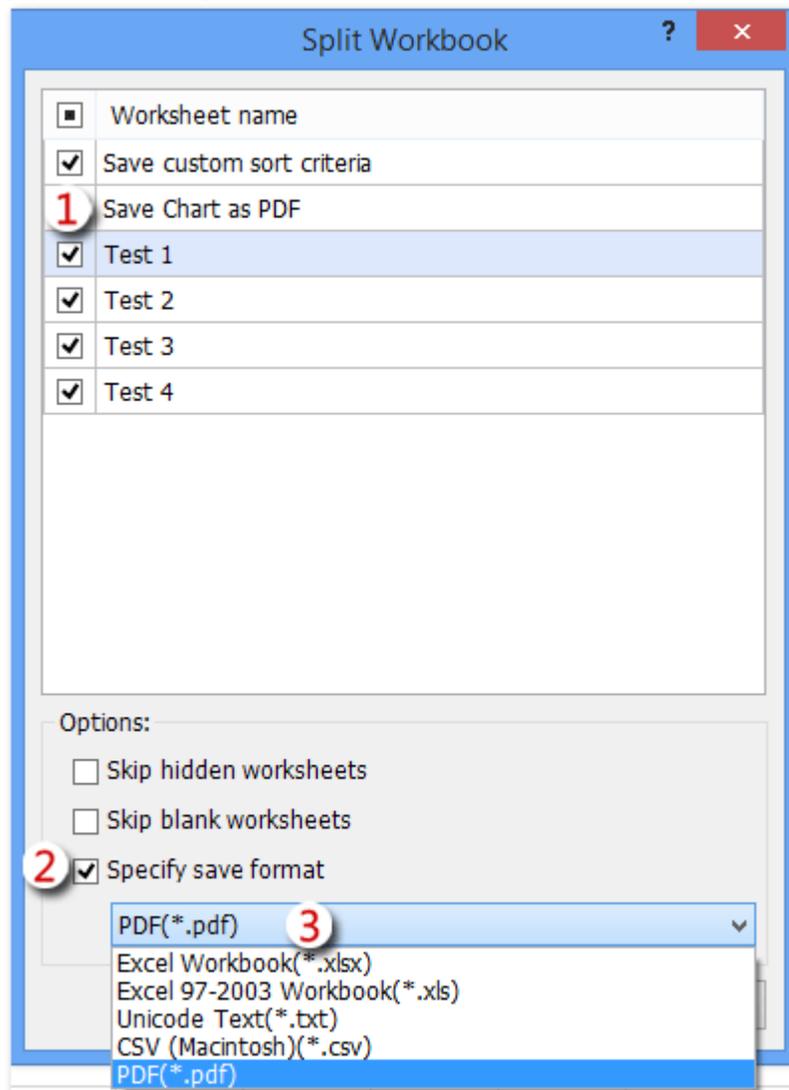
1. Open the workbook whose worksheets you will save as separate PDF files, and click **Kutools Plus > Workbook > Split Workbook**.



2. In the Split Workbook dialog box, please do as follows:

- (1) In the **worksheet name** section, please check the worksheets that you will save as separate PDF files;
- (2) Check the **Specify save format** option;
- (3) Click the drop down list under **Specify save format** option, and select **PDF (*.pdf)** from it. See screenshot:

(4) Click the **Split** button.

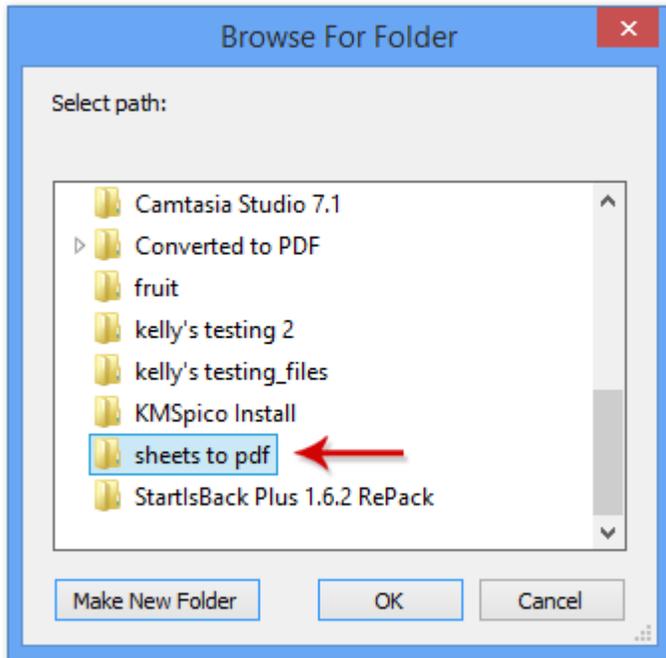


Notes:

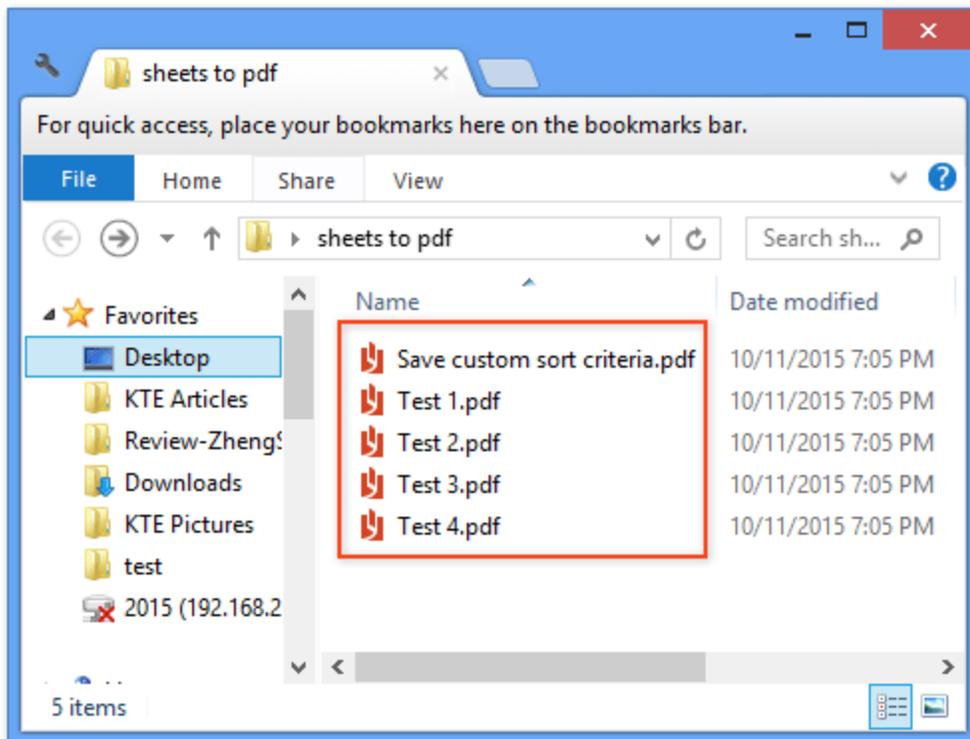
(1) The **Skip hidden worksheets** option will prevent from splitting hidden worksheets and saving as separate files.

(2) The **Skip blank worksheets** option will prevent from splitting blank worksheets and saving as separate files.

3. In the opening Browse For Folder dialog box, select the destination folder you will save the PDF files into, and click the **OK** button.



So far all selected worksheets are saved as separate PDF files in the specified destination folder, and each PDF is named with corresponding worksheet name. See screenshot:





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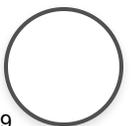
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How to rearrange pages in a PDF:

1. Open the **“Organize Pages”** tool from the top menu or the right pane (Tools > Organize Pages)
2. Select one or more page thumbnails (page numbers are underneath). Use Shift to select a page range.
3. **Do one of the following:**
 - Drag and drop pages to reorder PDF pages how you want.
 - Copy a page by clicking a thumbnail and using Ctrl+drag to drop it to a second location.
4. **Save your file.** Select a folder or click “Choose a Different Folder” and navigate to the folder you want. Name your document and click “Save.”





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