Archdiocese of Washington

FY 2024 Annual Report Instructions

Overview

The FY 2024 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 9

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

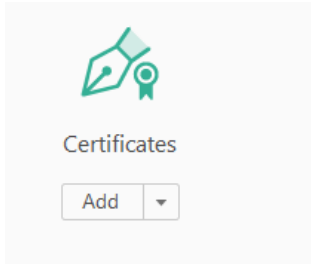**How to use Adobe Acrobat to Assemble the Parish Annual Report**

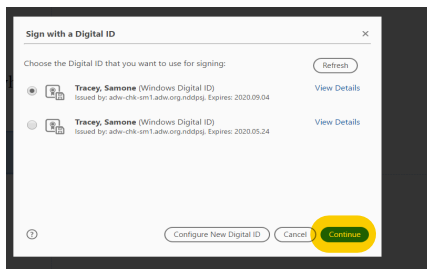# Sign PDF with certificate signature

1. Click Tools and certificate

2. Click digitally sign
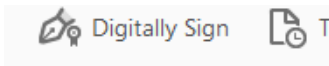
3. Select Digital ID. Click continue

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.

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

**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:
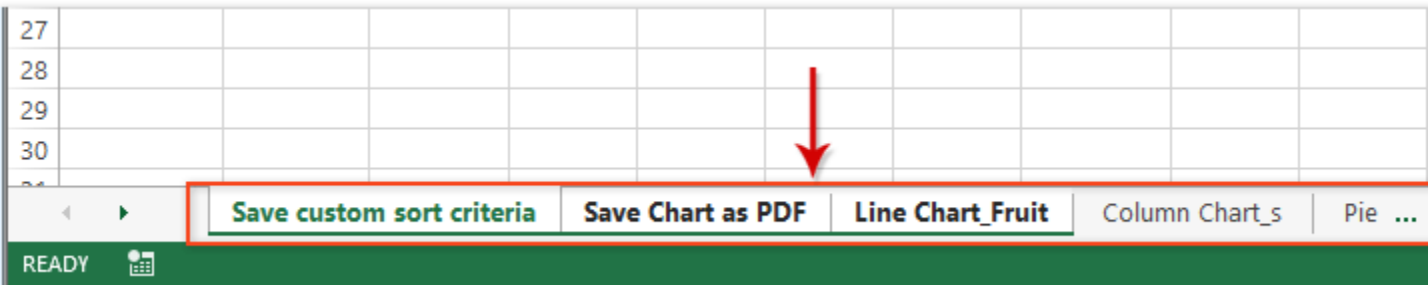

Notes:
(1) Holding the **Ctrl** key, you can select multiple nonadjacent worksheets in the Sheet Tab bar by selecting them one by one.
(2) Holding the **Shift** key, you can select multiple adjacent worksheets in the Sheet Tab bar by selecting the first one and the last one.

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:
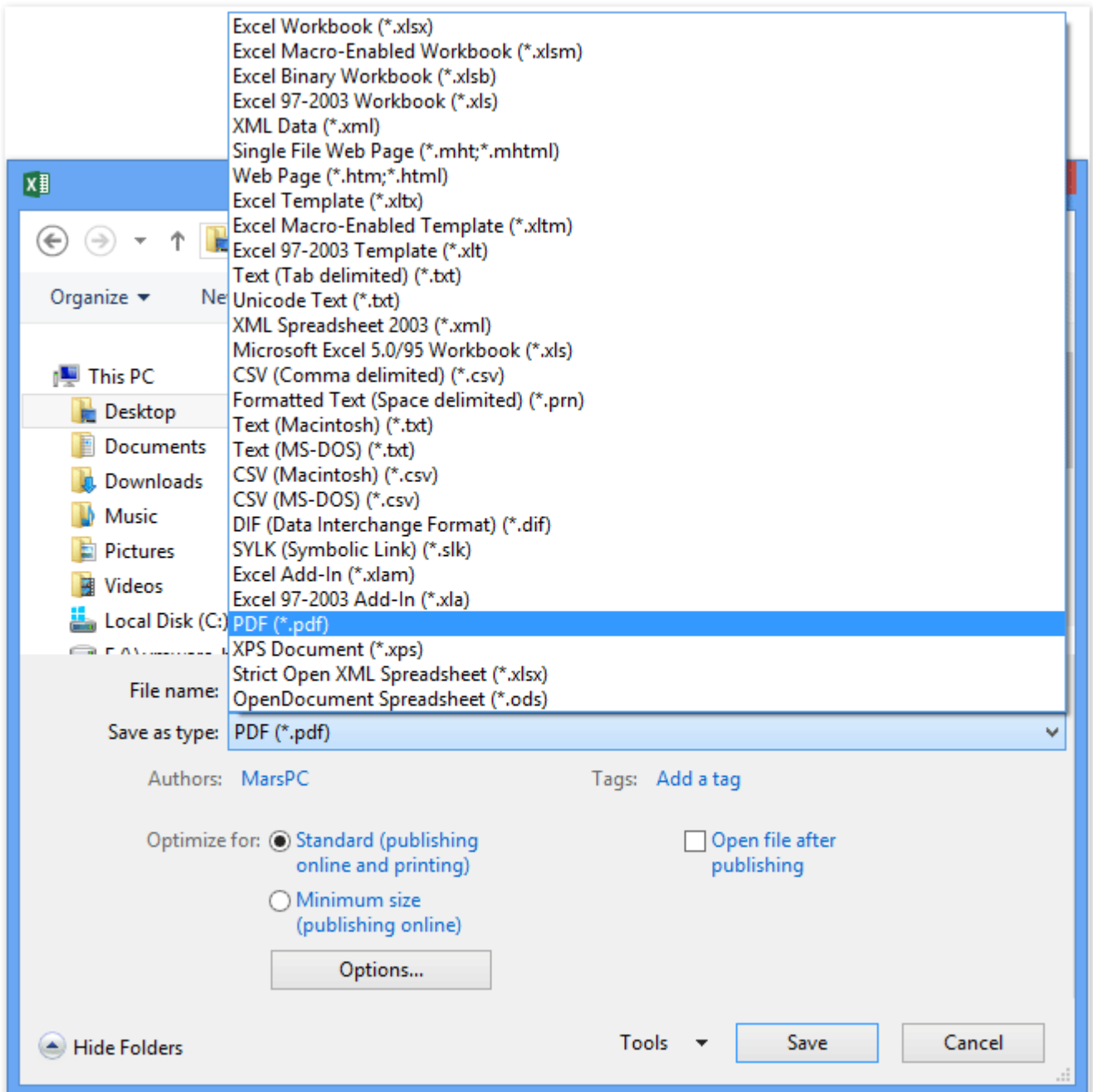
4. Click the **Save** button.

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