

Removing Older Financial History

As we migrate to our new system, we have an opportunity to take some time to clean out some of our legacy information. According to Archdiocesan archival policies, it is acceptable to remove financial giving history for 2013 and earlier. The following instructions will walk you through the process of:

- Removing Fund “Periods” that are 2015 and earlier, and
- Consolidating fund history in fund periods from 2016 through 2018

For our examples, we will be working in Fund 1, which is typically associated with ‘Stewardship’. You will want to do the following steps for each of your funds. It would be helpful for you to be sure that you have a current backup of your PDS data prior to completing this deletion process. To do this, click on Backup/Restore | Backup Current Data | Select Your Location and choose Backup.

Step 1 – Remove Fund Periods 2013 and earlier:

Select: Administration | Fund Setup

The program should default to Fund 1, but as you work through other fund #'s, you will use the arrows to move between funds:




We will be working in the top RIGHT corner of the fund setup screen. Please be sure you are using the icons just underneath words “Fund Periods” and not in the Delete Fund area:

Fund Periods			
Year	Starting	Ending	Goal
22	01/2022	12/2022	
21	01/2021	12/2021	
20	01/2020	12/2020	\$838,100.00
19	01/2019	12/2019	\$825,000.00
18	01/2018	12/2018	\$825,000.00

Buttons: Combine, Add to Fams

To begin, use the elevator bar to the right of the fund periods to scroll down to see the oldest fund period. In our example, that fund period is 11, but has fund history in it from 2000 to 2011:

Year	Starting	Ending	Goal
15	01/2015	12/2015	\$500,000.00
14	01/2014	12/2014	\$500,000.00
13	01/2013	12/2013	
12	01/2012	12/2012	
11	01/2000	12/2011	

Click on the red dash icon to begin the deletion process - 

This will bring up a window with all your fund periods listed. If you are in a large parish database, I suggest deleting one fund period at a time. If you're in a smaller database, feel free to select multiple fund periods. In our example, we will mark of the fund periods in Fund 1 that we plan on deleting:

Mark the Fund Periods to Delete	Fund	Year	Starting	Ending
<input type="checkbox"/>	1	23	01/2023	12/2023
<input type="checkbox"/>	1	22	01/2022	12/2022
<input type="checkbox"/>	1	21	01/2021	12/2021
<input type="checkbox"/>	1	20	01/2020	12/2020
<input type="checkbox"/>	1	19	01/2019	12/2019
<input type="checkbox"/>	1	18	01/2018	12/2018
<input type="checkbox"/>	1	17	01/2017	12/2017
<input type="checkbox"/>	1	16	01/2016	12/2016
<input checked="" type="checkbox"/>	1	15	01/2015	12/2015
<input checked="" type="checkbox"/>	1	14	01/2014	12/2014
<input checked="" type="checkbox"/>	1	13	01/2013	12/2013
<input checked="" type="checkbox"/>	1	12	01/2012	12/2012
<input checked="" type="checkbox"/>	1	11	01/2011	12/2011
<input checked="" type="checkbox"/>	1	10	01/2010	12/2010
<input checked="" type="checkbox"/>	1	09	01/2009	12/2009
<input checked="" type="checkbox"/>	1	08	01/2008	12/2008
<input checked="" type="checkbox"/>	1	07	01/2007	12/2007
<input checked="" type="checkbox"/>	1	06	01/2006	12/2006

Buttons: Mark All, Clear All, Delete/OK, Cancel

And, then click Delete/OK and confirm with a 'Yes' response when prompted:

Confirm

This will remove the marked periods from the setup window and from any family fund window using the periods. Continue?

Yes No

After Fund 1 fund period deletion is complete, move on to Step 2 of the instructions. You will return to Steps 1 & 2 again as you move through all your Funds.

Step 2 – Consolidating fund history in fund periods from 2014 through 2018:

Select: Administration | Fund Setup

The program should default to Fund 1, but as you work through other fund #'s, you will use the arrows to move between funds:



Click on CONSOLIDATE AMOUNTS on the left side menu. Select 'Yearly Totals' and check the fund periods from 2018 and older. This is at your discretion, and you can include more current periods in the process. This step consolidates all entries in a fund period to one line of history. This will make our migration process much easier:

Consolidate Fund Amounts

This process consolidates amounts within a fund period into monthly, quarterly, or yearly totals. This reduces the number of entries in the family's fund history window.

Consolidate Amounts Into:

- Monthly Totals
- Quarterly Totals
- Yearly Totals

Select the Periods to Consolidate	Fund	Year	Starting	Ending
<input type="checkbox"/>	1	23	01/2023	12/2023
<input type="checkbox"/>	1	22	01/2022	12/2022
<input type="checkbox"/>	1	21	01/2021	12/2021
<input type="checkbox"/>	1	20	01/2020	12/2020
<input type="checkbox"/>	1	19	01/2019	12/2019
<input checked="" type="checkbox"/>	1	18	01/2018	12/2018
<input checked="" type="checkbox"/>	1	17	01/2017	12/2017
<input checked="" type="checkbox"/>	1	16	01/2016	12/2016

Click Consolidate/OK when ready and then close the process.

Then, repeat Steps 1 & 2 for all your Funds.