

PDS Ledger: Financial Report Worksheet

Downloading Guide

Last update: 8/16/2023

Worksheet version 8.0

PDS Ledger version 10.0 and later

Before you begin, please print this document for reference as you work through the steps outlined below.

The steps outlined below were written for Microsoft Windows 11 operating system and Microsoft Edge. If you are using a different operating system or a different Internet browser the prompts displayed to you may vary.

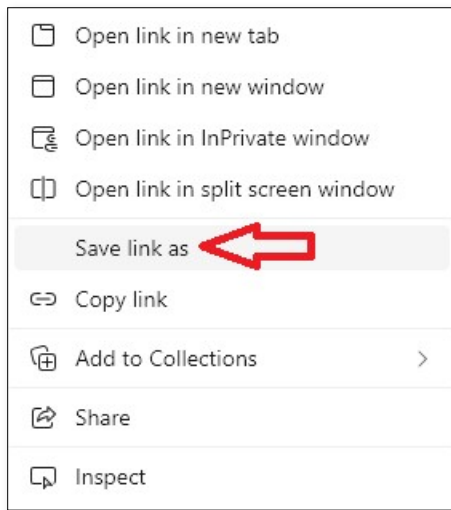
The installation of the PDS Ledger – Financial Report Worksheet consists of several steps. The steps below are to download and install an *installation folder* on your computer that will contain all the necessary files to install the Worksheet into PDS Ledger. The steps should take less than five minutes to complete. If at any time you are not able to complete these steps, please feel free to contact Diocesan Computer Services at 716-847-8777.

Download the Financial Report Worksheet Installation File on your computer:

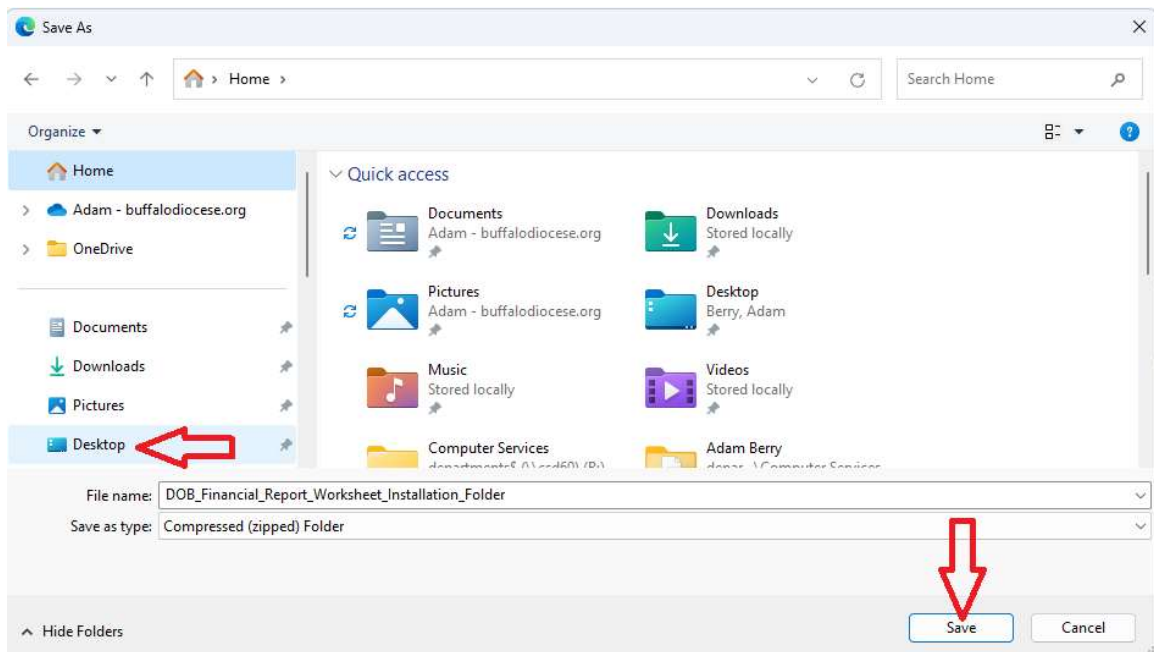
1. Go to the Computer Services webpage:
<https://www.buffalodiocese.org/computer-services/>
2. Locate the PDS Ledger section.
3. In that section, look for the Financial Report Worksheet bullet point.
4. Right-click on the Financial Report Worksheet .zip File link.

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5. Click on “Save link as”. A dialog will be displayed allowing you to select the location to save the file.



6. Locate your computer’s **Desktop** and select it by clicking once.



7. Click “Save” in the lower-right corner of the dialog box. You may receive a message that the file already exists. Click “Yes” to replace the existing file.

The .zip file named “DOB_Financial_Report_Worksheet_Installation_Folder” is downloaded to your computer; this should take only a few seconds.

8. Go to your computer's Desktop.
9. Double-click on the "DOB_Financial_Report_Worksheet_Installation_Folder" .zip file. A Windows File Explorer window should open.
10. In that window, right-click on the "DOB_Financial_Report_Worksheet_Installation_Folder" folder.
11. Click on Copy.
12. Go to your computer's Desktop.
13. Right-click on an open area of your Desktop.
14. Click on Paste (or use keyboard shortcut: Ctrl + v)
15. Double-click on the "DOB_Financial_Report_Worksheet_Installation_Folder" folder on your Desktop. That folder will contain several files, including a Ledger Financial Report Worksheet User Guide.
16. Double-click on the Ledger – Financial Report Worksheet User Guide to open it.

It is recommended that you print the User Guide (approximately 33 pages).

If the User Guide is not found please contact Diocesan Computer Services Department for assistance (716-847-8777).

At this point you can close this document as you have completed the download of the PDS Ledger – Financial Report Worksheet Installation Folder. Please reference the User Guide for further information on how to install and use the Worksheet in PDS Ledger. The User Guide is located in the "DOB_Financial_Report_Worksheet_Installation_Folder" located on your computer's Desktop.