

ParishSOFT® | Accounting

# Ledger & Payables

USER GUIDE

# ParishSOFT Accounting Ledger and Payables User Guide

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# Chapter 1

## Introduction

### Introduction to ParishSOFT Ledger and Payables

ParishSOFT's ParishSOFT Ledger and Payables brings you a powerful, fully featured accounting system with the freedom of anytime, anywhere access, and the peace and security of tracking all users of the system.

As an online application, Ledger and Payables is the ideal solution for all churches, whether their accounting systems stand alone or are connected to a higher-level organization's financials. For those churches that must compile reports for their higher-level organizations, Ledger and Payables can greatly reduce the hours spent compiling reports and tying out financials from separate accounting systems.

Your business manager or administrator will appreciate using the powerful Dashboard summary of live activity to quickly identify problems and make adjustments. Its secure, web-browser interface is easy for anyone in your organization to use. In addition, seamless integration of records from ParishSOFT's Offering and Pledges Module is available.

The ParishSOFT Accounting family includes Ledger and Payables, Payroll, Accounts Receivable, and an upcoming module, Ledger Report Writer.

### Closed Accounting System

Ledger and Payables complies with Financial Accounting Standards Board (FASB) requirements for closed accounting systems to help you safeguard your financials. No edits are allowed to saved entries in a closed period, and changes to entries are tracked in a log file. See "Functionality and Privileges" on page 2 for more information.

### Reporting

Ledger and Payables offers full reporting on historical data for all prior years, so you can quickly access the records you need at any time. You can even work in next year's file without having to close the prior year.

Its web-browser interface makes it easy for anyone in your organization to use. Any time you need to see what makes up any number from the financial report, just double-click and view the transactions—no lengthy searching is required.

### Hosting

ParishSOFT hosts your data for you. This enables ParishSOFT to update and backup your system automatically.

## User Checklist

Before you can access records on the ParishSOFT Accounting Ledger and Payables website, you need the following:

- Your organization's secure web address
- A valid login (that is, a correct username and password).

## Training

ParishSOFT offers training services in these convenient formats:

- Online: PATHFinder, ParishSOFT's Learning Management System (LMS), is a training resource that consists of over 100 training courses to help staff learn to use ParishSOFT software. Your staff can complete courses based on their individual needs at a time and pace that fits their schedules. Content is available for parish and diocesan users of Family Suite, Accounting, and Giving. Basic training courses are included with your organization's annual software licensing, so there is no added cost to you to use this tool. To find out more about PATHFinder LMS, go to:

<https://www.parishsoft.com/training/pathfinder/>

- Custom virtual classroom: for a fee, an experienced ParishSOFT instructor will work with your organization to identify areas your staff needs training in. The instructor will then deliver training that your staff can participate in remotely from the comfort of their own homes or offices. Training is generally held in two-hour blocks and uses a demo data set to maximize learning. For information on our custom virtual classroom training services, go to:

<https://www.parishsoft.com/training/training-services/>

- On-site: for a fee, an experienced ParishSOFT instructor will work with your organization to customize an on-site training agenda that meets the specific needs of your staff. The instructor will then come to your location to deliver training in person. Staff enjoy a participatory, hands-on experience using and learning ParishSOFT software. For information on our on-site training services, go to:

<https://www.parishsoft.com/training/training-services/>

## Functionality and Privileges

Because this guide covers functionality for both standalone accounting systems and those hosted by higher-level organizations, some of the options illustrated may not be available to you. Login-based system privilege settings may also render certain functions unavailable to your user account.

Ledger and Payables provides five different system privilege levels: diocesan administrator, diocesan user, consolidation user, church administrator, and church user. The diocesan administrator can do a journal entry to a closed month and can extend that capability to other users as necessary (if hosted by a higher-level organization, permission must first be granted at the consolidation level).

Contact your organization's Ledger and Payables administrator to request additional system privileges.

## Data Conversions

Some churches that use Ledger and Payables choose to have ParishSOFT convert their old accounting data in order to get started right away without re-keying any historical records. If your church wants to request a data conversion, contact our team of experts at [support@parishsoft.com](mailto:support@parishsoft.com) or 866-930-4774 x2.

## Cash or Accrual?

The ParishSOFT Accounting system allows you to set up your accounting system using either cash or accrual accounting methods.

- Cash Accounting: recognizes both income and expenses at the time when money is received or paid.
- Accrual Accounting: recognizes income at the time money is earned and expenses at the time they are incurred, even though they may not yet have been received or actually paid in cash.

If your higher-level organization requires and requests a specific accounting method, the ParishSOFT Accounting system will be configured as requested by your higher-level organization. If your data is being converted from another application, the accounting method will be converted as well.

If you are not converting your data and your higher-level organization does not require a specific accounting method, be sure to inform your account representative which accounting method you prefer. Systems are configured for cash accounting if no method is specified.

## System Requirements

- Internet Connection
- Internet Browser:

 Microsoft Edge 41.16299.15.0 HTML 16.16299

 Firefox and Firefox Quantum, Version 40.0 or higher for MAC and PC

*Note*

*In November 2017, Mozilla published an update to the Firefox browser, named Firefox Quantum.*

 Chrome, Version 62.0 or higher

 Safari, Version 9.0 or higher

- Acrobat Reader X or higher
- Cookies and Java Script must be enabled on your PC. For details, see "Enabling Cookies and Activating JavaScript" on page 9.
- Pop-ups must be allowed from the ParishSOFT Accounting site. See "Allowing Pop-Up Windows and Menus" on page 9 for details.

For the latest information about recommended settings and tips for using various browsers, refer to the **Browser Information** page. To view this page, click the [Browser Information](#) link, which is located in the **Support & Services** section on the Ledger and Payables dashboard.

## Automatic Logoff of Inactive User Sessions

For security purposes, a user's session logs off after 45 minutes of inactivity. The system defines an inactive user as one who has not performed any of the following actions during the 45-minute time period:

- Submitted or saved a transaction
- Refreshed the page
- Navigated to another page in the application

If the user is in the middle of entering a transaction, the user's session does not log off. After the user submits or saves the transaction, or after the user refreshes or leaves the page, the user's session then logs off.

After a user is logged off, the system displays the following message: `Logged off due to inactivity`

To log in again, the user must re-enter his or her login credentials.

## Contacting Us

If you have questions about ParishSOFT Accounting or need support while using the application, use any of the following methods to contact us:

Web	<a href="http://www.parishsoft.com">www.parishsoft.com</a>
Email	<a href="mailto:info@parishsoft.com">info@parishsoft.com</a> <a href="mailto:support@parishsoft.com">support@parishsoft.com</a>
Phone	(734) 205-1000 (main) (866) 930-4774 (support)
Fax	(734) 205-1011

## About This Guide

This guide documents the features and functionality of the Ledger and Payables application using simple, task-based instructions to show you how to use features that help you efficiently manage your chart of accounts, track and pay bills, issue checks, record deposits, make journal entries, and much more.

The examples shown in this manual use demonstration data and do not represent the actual records of any organization.

## Logging In to ParishSOFT Accounting

The ParishSOFT Ledger and Payables module is available from any supported Web browser to users with valid login credentials. You can log in using your ParishSOFT Accounting credentials or log in using a Ministry ID account, which lets you use one set of login credentials to access multiple ParishSOFT products that are configured for single-sign on.

*Note*

*To log in to ParishSOFT Accounting, you must use a supported Web browser. See "System Requirements" on page 3 for the list of compatible Web browsers.*

## Logging In with Your ParishSOFT Accounting Credentials

*Note*

*Have your login credentials (your username and password) ready. These credentials are provided by your organization's ParishSOFT Accounting church administrator.*

1. Open your Web browser.
2. Type your secure ParishSOFT http address in your browser's address line. Then, press **Enter**.

The ParishSOFT Accounting **Login** page is displayed:

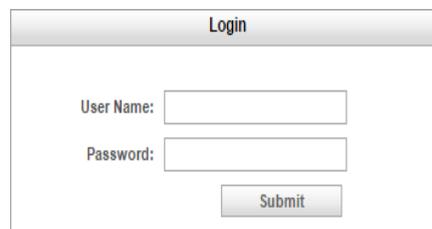


Figure 1. ParishSOFT Accounting Login Page

3. (optional) Add the website to your list of frequently visited sites. Follow your browser's instructions for bookmarking a website.

4. To log in, complete the following:
  - a. Type your username and password in the designated fields.
  - b. Click .

The ParishSOFT Accounting Home page is displayed. In the upper-right corner of the page, your login information, parent organization, and church name are shown. Under your login information, a row of tabs is arranged. Each tab provides access to a specific ParishSOFT Accounting module.

*Note*

*You see only those tabs for modules licensed by your church and for the system privileges allowed by your login credentials.*

## Logging In with Your MinistryID Credentials

Ministry ID is a single sign-on solution that enables you to access multiple ParishSOFT products, such as ParishSOFT Family Suite and ParishSOFT Giving, using one set of login credentials. Single sign-on with MinistryID is available only for ParishSOFT products displaying this MinistryID logo:



To log in using MinistryID, you must first create a MinistryID account. Then, for each ParishSOFT product you want to access using single sign-on, you must configure your existing login credentials to link to your MinistryID account. The following sections show you how to configure ParishSOFT Accounting to use MinistryID and how to log in using your MinistryID credentials.

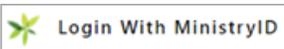
## Configuring ParishSOFT Accounting for Single Sign-On with MinistryID



**Configuring ParishSOFT Accounting for single sign-on access with MinistryID is optional. If preferred, you can skip these instructions and continue signing in to ParishSOFT Accounting using your existing username and password. For instructions, see “Logging In with Your ParishSOFT Accounting Credentials” on page 5.**

**If you decide to configure ParishSOFT Accounting for single sign-on access with MinistryID, follow the steps below. Note that you must have an existing ParishSOFT Accounting user account. During the configuration process, you will be prompted to verify your identity by entering the username and password for that account.**

To configure ParishSOFT Accounting for single sign-on, complete the following:

1. Open a browser and enter the URL for ParishSOFT Accounting.
2. On the Login page, click  to open the **Ministry ID** login page.

3. Do one of the following:

- If you already have a MinistryID account, you must link it to your ParishSOFT Accounting user account. To do this, complete the following:

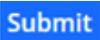
- a. Enter the email address and password for your MinistryID account. Then, click .
- b. Enter your ParishSOFT Accounting username and password. Then, click .

The system verifies your identity and then displays a message to inform you that your ParishSOFT Accounting credentials were successfully linked to your MinistryID account.

- c. Click **Done** to dismiss the message.

- If you do not have a MinistryID account, follow these steps to create one and link it to your ParishSOFT Accounting user account:

- a. Click this link at the bottom of the page: [Create account](#).
- b. Enter your email address. Then, enter and confirm the password you want to use for your MinistryID account.

- c. Click  to create the account.

- d. Enter your ParishSOFT Accounting username and password. Then, click  to connect the credentials to MinistryID account you just created.

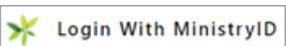
The system verifies your identity and then displays a message to inform you that your ParishSOFT Accounting credentials were successfully linked to your new MinistryID account.

- e. Click **Done** to dismiss the message.

You can now use your MinistryID credentials to sign in to ParishSOFT Accounting and all other ParishSOFT products that are configured to use single sign-on access with MinistryID.

### Logging In to ParishSOFT Accounting with MinistryID

1. Open a browser and enter the URL for ParishSOFT Accounting.

2. Click .

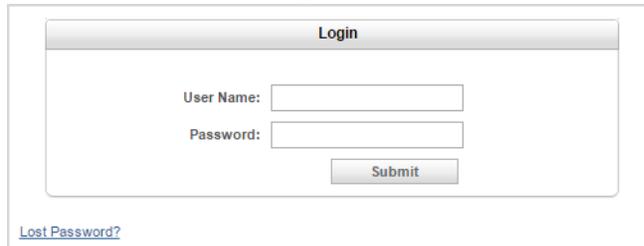
3. Enter your MinistryID username and password. Then, click .

You can now use your MinistryID to log in to ParishSOFT Accounting and easily log in to each of the ParishSOFT products your organization is licensed to use that are also set up to use single sign-on access with MinistryID.

## Recovering a Forgotten Password

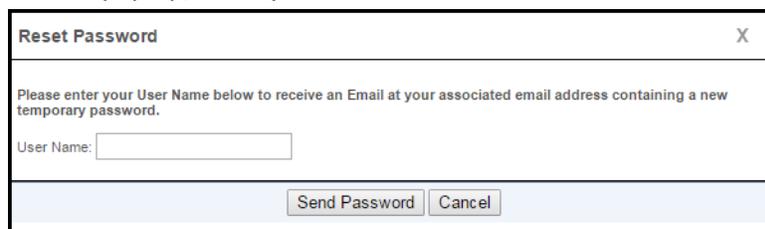
If you forget your password, follow these steps:

1. Click the Lost Password link below the login fields.



The screenshot shows a 'Login' window with two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a 'Submit' button. At the bottom left of the window, there is a blue hyperlink labeled 'Lost Password?'.

2. In the Reset Password pop up, enter your user name in the User Name field.



The screenshot shows a 'Reset Password' pop-up window. It contains the text: 'Please enter your User Name below to receive an Email at your associated email address containing a new temporary password.' Below this text is a 'User Name:' input field. At the bottom of the window are two buttons: 'Send Password' and 'Cancel'.

3. Click  .

The **ParishSOFT Accounting** system will send a new temporary password to the email address associated with the user name entered.

4. Log in with your temporary password.

The system will prompt you to change the temporary password after you log in.

## Changing Your Password

You can change your own password by accessing your personal user profile.

1. Log in the ParishSOFT Accounting website. See "Logging In to ParishSOFT Accounting" on page 5 for instructions.
2. In the upper-right under the  **HOME** button, click your username link.  
Your personal user profile opens.
3. In the **Password Management** section, type your current password and a new password.
4. In the **Confirm the New Password** field, re-type your new password.
5. Click  .
6. Click  .

Your password is now changed.

## Allowing Pop-Up Windows and Menus

Pop-up windows (or menus) are special types of windows that display when you click a button or select an option with the mouse. They give you quick access to the application's functions. To use the ParishSOFT Accounting website, you must allow pop-up windows and menus to display. If they cannot display, you may have trouble viewing pages or using certain features in the application.

By default, some browsers block pop-up windows. All browsers, however, contain an option that enables you to control whether or not pop-up windows can display. If you receive a message to inform you that pop-up windows are blocked, you must change the browser's pop-up window's setting to allow them. To find out how to allow pop-up windows to display in your browser, consult your browser's Help.

## Enabling Cookies and Activating JavaScript

You must enable cookies and activate JavaScript on your computer. Failure to do so can cause the application not to function correctly and can prevent you from being able to use certain features. JavaScript enhances the way functions, such as menus, forms, and buttons, work thereby providing a more enjoyable experience.

If the website reports that cookies are blocked, you need to unblock them. If, for some reason, JavaScript is disabled, you must enable your browser to use it. See your browser's Help for instructions.

## Bookmarking the ParishSOFT Accounting Website

Instead of memorizing the address of the ParishSOFT Accounting website, you can use a bookmark to save the page so that the next time all you have to do is choose the page from the bookmarks menu. Most browsers provide several ways to bookmark a page. See your browser's Help for instructions.

## Navigating the System

After logging in to the Ledger and Payables module, users see the **Ledger and Payables** main page (Figure 3).

The main page includes a row of main navigation buttons across the top and the Ledger and Payables dashboard. The upper-right portion of the main page also shows your login information, higher-level organization, and church name.

*Note*

*Users with certain administrator privileges see additional tabs on the main page.*

## Main Navigation Buttons

The main navigation buttons (for example, **Accounts**, **Bills**, **Checks**, **Vendors**, **Process**, **Setup**, and **Reports**) are aligned across the top of the module. These buttons provide quick and easy access to areas of the application where you can manage everyday tasks.

As shown in Figure 2, clicking a navigation button displays a menu or opens a data entry or information page.

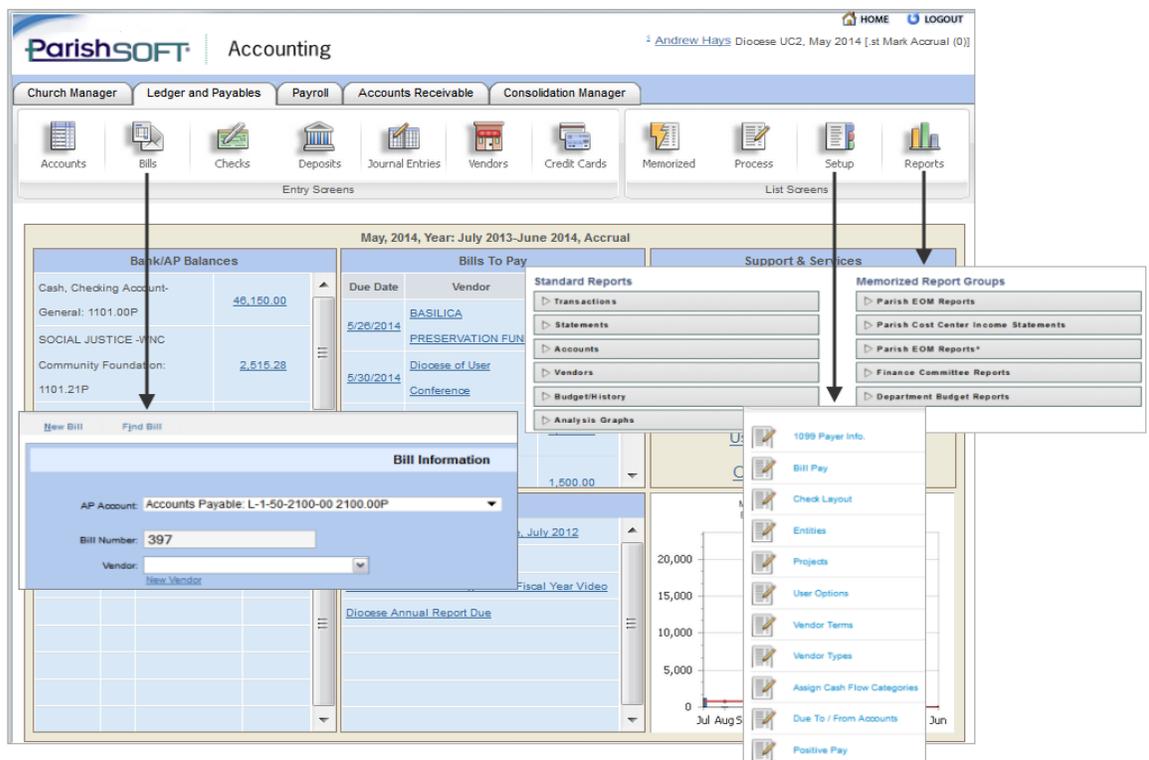


Figure 2. Navigation Buttons

## Ledger and Payables Dashboard

The dashboard (Figure 3) is located under the row of navigation buttons. The dashboard provides real-time information, such as bank/AP balances and upcoming bills due for payment.

Each dashboard panel has a specific focus. The **Support & Services** panel, for example, contains important links to videos and online Help articles to help you learn to use the application, while the **Memorized Transactions** panel gives you a quick view of transactions that are due for creation. A special financial data chart gives you at-a-glance views at the financials most vital to your office. The **News** and **Messages** panels provide you with the latest information from your higher-level organization (if you are a consolidating organization) as well as updates from ParishSOFT. In the **News** panel, you can find links to blogs, posts, and relevant content on external web pages. In the **Messages** panel, you can see recent messages and announcements sent to your organization from the diocese and ParishSOFT personnel.

Note that because certain panels contain sensitive information, permissions are required to view their content.

The screenshot shows the ParishSOFT Accounting interface. At the top right, there are 'HOME' and 'LOGOUT' buttons. Below them, the user is identified as 'Diocese UIC2 August 2017 [St Christopher (0)]'. A navigation bar includes 'Church Manager', 'Ledger and Payables', 'Payroll', 'Fixed Assets', 'Accounts Receivable', 'Ledger Report Writer', and 'Consolidation Manager'. Below this is a row of icons for 'Accounts', 'Bills', 'Checks', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. The main dashboard area is titled 'August, 2017, Year: January -December 2017, Accrual' and contains six panels: 'Bank/AP Balances', 'Bills To Pay', 'Support & Services', 'Memorized Transactions', 'News', and 'Messages'. Annotations with arrows point to the 'HOME' and 'LOGOUT' buttons, the user information, and the 'Support & Services' panel.

Figure 3. Ledger and Payables Main Page

## Helpful Suggestions for Data Entry

The following tips and shortcuts can help speed data entry and reduce the likelihood of errors.

### Tips

 When selecting an account, type the first few characters of the description, code or shortcut. Press the Up or Down Arrow key to highlight the account. Press the **Tab** key to both select the account and to move the cursor to the next data entry field.

 You can specify your preference for how accounts are displayed in the Account lists: by code, description, or shortcut. See "Setting Up User Preferences and Default Accounts" on page 19 for instructions.

 For amounts with no cents, type the place value only. Then, press the **Tab** key to advance to the next field. The system automatically enters the cents value (\$.00) for you.

 In any list, you can jump directly to an item by typing the first few characters of its name or description. For example, when using the **Quick Find** list for vendors, you can quickly locate a vendor whose name starts with "Tr", by typing the letters "tr" in the blank field. The list jumps to the names of vendors that begin with the letters "tr". You can then select the vendor you want.

### Keyboard Shortcuts

To save you time and to enable you to work less with the mouse, the application supports the use of keyboard shortcuts ("hot keys"). The keyboard shortcuts are active on all transaction pages and for the various search functions within modules. The shortcuts are assigned to commonly performed actions.

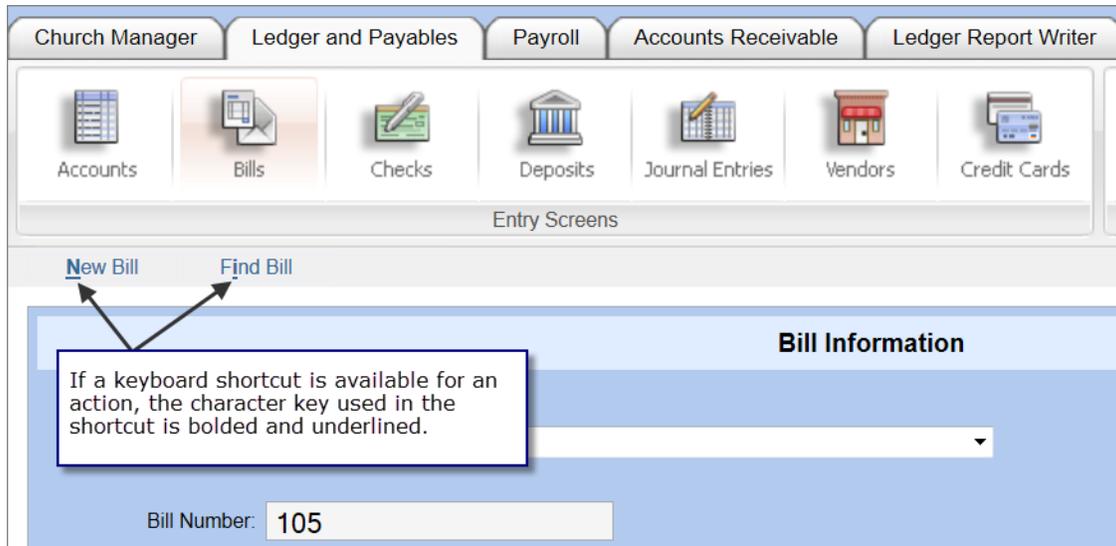
If you enter data regularly, we recommend that you learn the keyboard shortcuts because they can help you enter data more quickly and efficiently.

#### **IMPORTANT NOTE FOR SAFARI USERS**

**Not all keyboard shortcuts are compatible in the Safari browser. We recommend that Safari users continue using the mouse or the Tab or Enter key.**

To use a shortcut, press and hold the **Alt** key, and then press the indicated character key (see the shortcut key assignments in Table 1.

Note that if a shortcut is available for an action, the indicated character key is bolded and underlined on the interface, as shown in the following illustration of the **Bill Information** page in Ledger and Payables.

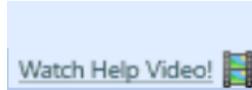


**Table 1. Keyboard Shortcuts**

To Do This:	Press This Key Combination
<b>S</b> ubmit	Alt-s
<b>M</b> emorize	Alt-m
More <b>L</b> ines	Alt-l
<b>N</b> ew	Alt-n
<b>F</b> ind	Alt-i
<b>P</b> rint	Alt-p
Assign a check number (on <b>B</b> ills page)	Alt-g
Chart of Accounts (Add Sub-Accounts) (Accounts page)	Alt-r
Group Type and Sub-Group pages ( <b>R</b> eturn to Groups) ( <b>R</b> eturn to Group Type)	Alt-r

## Getting Video Help

The ParishSOFT Accounting website is designed to be easy to use. If you have a question, an instructional video may be available. If video help is available for a feature, this video link is displayed:



Simply click the [Watch Help Video!](#) link to start the video.

## Logging Out of ParishSOFT Accounting

To protect your financial information, log out of the ParishSOFT Accounting website when you are finished working in the Ledger and Payables module or if you need to leave your computer unattended.

*Note*

*If the system detects no activity for 45 minutes, you will be automatically logged out. See "Automatic Logoff of Inactive User Sessions" on page 4 for more details.*

To log out, click  **LOGOUT** . This button is located in the upper-right corner of your Ledger and Payables browser window.

# Chapter 2

## Setting Up Projects, Preferences, and Vendor Information

### Introduction

Your workflow for recurring tasks, such as entering bills and making deposits, can be faster and easier to implement if you do some initial setup. This chapter covers the setup tasks that you may want to complete before using certain features in ParishSOFT Ledger and Payables.

### Creating Project Groups and Projects

Project groups and projects allow you to connect specific bills, deposits, and journal entries together to allow for easy reporting on special events such as a festival, craft show, or fundraiser. Projects allow you to track ledger and payables for specific events without cluttering your chart of accounts with redundant accounts. Project Groups allow you to group multiple projects together for reporting purposes, for example when you need to report on all festivals put on by your organization.

### Creating Project Groups

All Projects must belong to a Project Group. Therefore, we recommend you create your Project Groups before creating your Projects.

To create a Project Group:



1. Click  .
2. Click [Project Groups](#) to display the **Project Group** setup page (Figure 4):

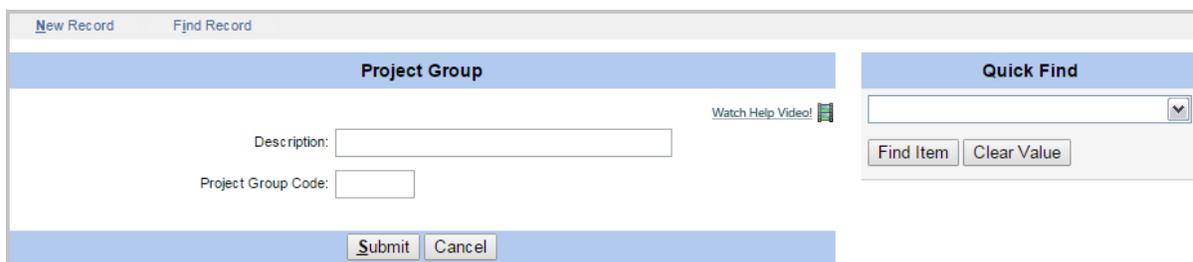
A screenshot of a web application interface for creating a Project Group. The page has a light blue header with "New Record" and "Find Record" links. Below the header, the main content area is titled "Project Group". On the left, there are two input fields: "Description:" and "Project Group Code:". To the right of the "Description:" field is a "Watch Help Video!" link with a play button icon. On the right side of the page, there is a "Quick Find" section with a search input field, a dropdown arrow, and two buttons: "Find Item" and "Clear Value". At the bottom of the form, there are "Submit" and "Cancel" buttons.

Figure 4. Project Groups Setup

3. Do the following:
  - a. In the **Description** field, type a description for the project group.
  - b. In the **Project Group Code** field, type the project group code.

The project group code is intended for use with the Consolidation Manager Transaction Import Feature. The code uniquely identifies the project group to your organization. Supplying this code is optional, but if you create a code, it must be unique to the organization. The code can contain a mix of alphabetic and numeric characters, but the length is limited to 20 characters.

- c. Click .

## Creating a Project

To create a Project:

1. Click .
2. Click [Projects](#) to display the **Project** setup (Figure 5):

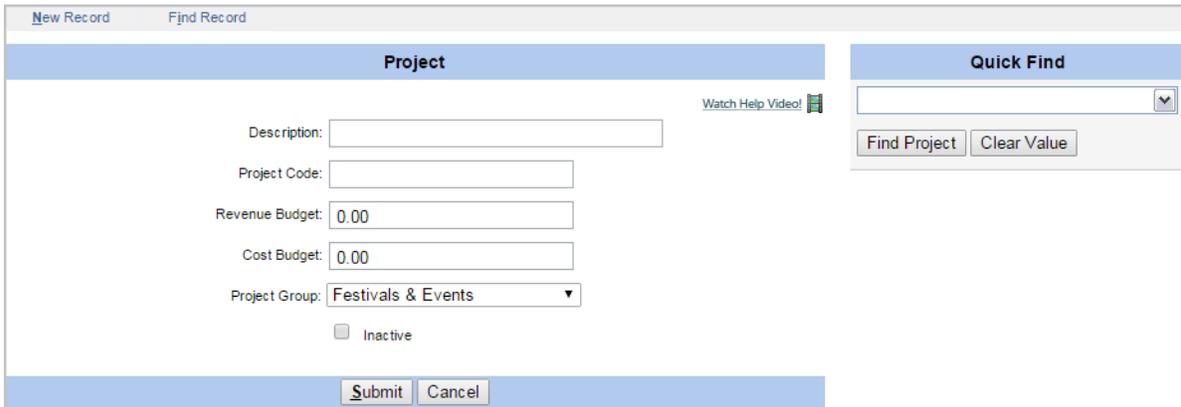


Figure 5. Project Setup

3. Do the following:
  - a. In the **Description** field, type a description for the project.
  - b. In the **Project Code** field, type the project code.

The project code is intended for use with the Consolidation Manager Transaction Import Feature. The code uniquely identifies the project to your organization. Supplying this code is optional, but if you create a code, it must be unique to the organization. The code can contain a mix of alphabetic and numeric characters, but the length is limited to 20 characters. If the project has a budget, type the numbers in the **Revenue** and **Cost Budget** fields.

4. In the **Project Group** field, select the group for this project.

The default entry for all projects is **Miscellaneous**.

5. Click .

## Managing Project Groups and Projects

This section shows you how to find project groups and projects. It also shows you how to remove project groups and projects from your system.

### Finding a Project Group

There are two methods for finding project groups that are entered into your system: the **Quick Find** list and the **Find Record** link. Both methods are located on the **Project Group** setup page (Figure 4 on page 15). To find a project group:



1. Click .
2. Click [Project Groups](#) to display the **Project Groups** page.
3. Do one of the following:

- To find the project group using the **Quick Find** list:
  - a. Search for the project group in the **Quick Find** list.
  - b. Click .Information for the project group is displayed.
- To find the project group using the **Find Record** link:
  - a. Click the **Find Record** link or press **Alt+I** to display the **Project Group Search** page (Figure 6).

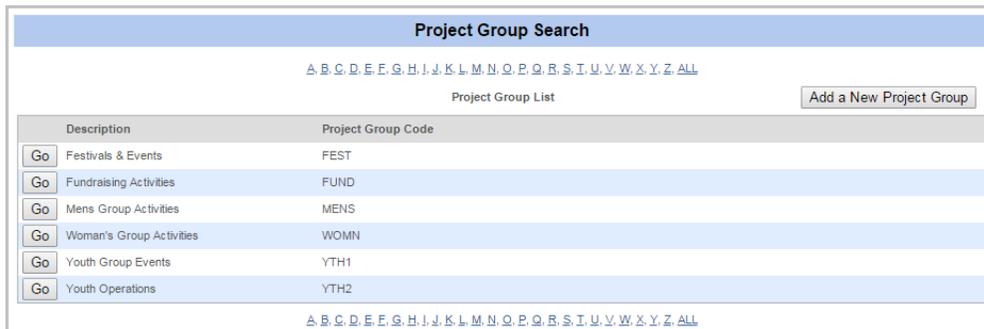


Figure 6. Project Group Search Page

- b. Click  to select the project group.  
Information for the project group is displayed.

## Deleting a Project Group

You can delete a project group only if there are no projects assigned to it. The  button is not visible if the selected project group has a project assigned to it.

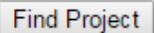
1. Complete Steps 1 - 4 under "Finding a Project Group".
2. Click .

The project group is removed from your system.

## Finding a Project

There are two methods for finding projects that are entered into your system: the **Quick Find** list and the **Find Record** link. Both methods are located on the **Project** page (Figure 5 on page 16).

To find a project on the **Project** page:

1. Click .
2. Click [Projects](#) to display the **Project** page.
3. Do one of the following:
  - To find the project using the **Quick Find** list:
    - a. Search for the project in the **Quick Find** list.
    - b. Click .

Information for the project is displayed.

- To find the project using the **Find Record** link:
  - a. Click the **Find Record** link or press **Alt+I** to display the **Project Search** page(Figure 7).

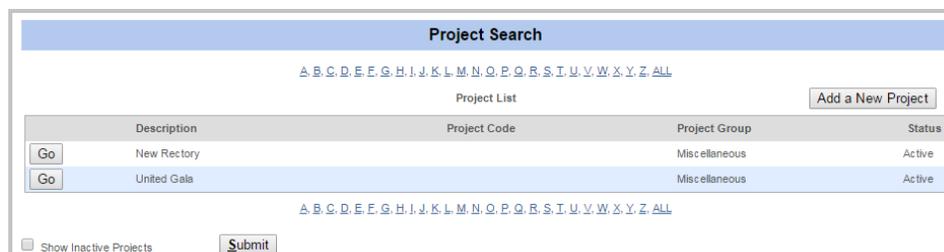


Figure 7. Project Search Page

- b. Click  to select the project.  
Information for the project is displayed.

## Deleting a Project

You can delete a project only if it has no activity. The  button is not visible if the selected project has any activity associated with it.

1. Complete Steps 1 - 4 under "Finding a Project".
2. Click .

The project is removed from your system.

## Setting Up User Preferences and Default Accounts

The following instructions show you how to set preferences that affect the way elements of the application's user interface are presented to you. For example, you can configure your preference for the account format, which is the way in which information for accounts is presented in the Account lists throughout the application. You can also set up which accounts display by default in those lists.

1. Click .
2. Click [User Options](#) to display the **User Options** setup (Figure 8):

### Note

The following illustration shows the setup for an accrual system. The options in the **Default Accounts** section vary depending on the accounting system you are using.

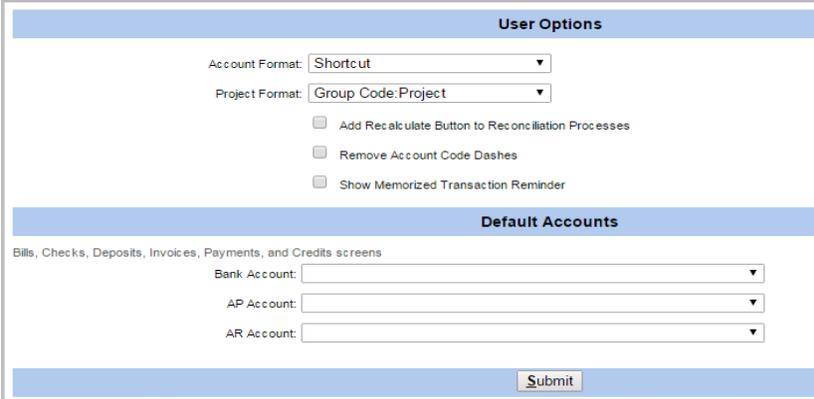


Figure 8. Account Format and Default Accounts Setup

3. In the **User Options** group, select preferences for any of the following:

- **Account Format** list

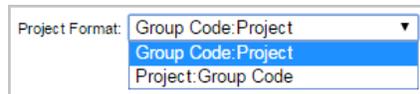
From the list, select your preference for how accounts should be displayed in Account lookup lists throughout the application. You can choose to show accounts by code, description, or shortcut.

After you save your selection, it appears first when the system displays the account name in an Account list. As shown in the following illustration, if you select **code**, the account code appears as the first element in the account name:



- **Project Format** list

Select your preference for the order in which project information displays in the **Project** field during new transaction entry in the **Bills** and **Deposits** processes.



The **Group Code:Project** option prints the project's group code first, followed by the project's name. The **Project:Group Code** option prints the project's name first, followed by the project's group code.

- **Add the Recalculate Button to Reconciliation Processes** option

If your bank reconciliation or credit card reconciliation contains more than 300 transactions per month, you may find it beneficial to check this option to turn off the instant recalculation function.

If you turn off the option, the system can process the reconciliations faster. When you are ready to update the system, you can manually reconcile by clicking the **Recalculate** button.

- **Remove the Account Code Dashes** option

*Note*

*Checking this box can help speed data entry because fewer keystrokes are necessary.*

If you set your user preference to display accounts by code (see the **Account Format** option earlier in this list), check this box if you do not want to have to type dashes between account segments.

- **Show Memorized Transaction Reminder** option

Check this box if you want a reminder message for memorized transactions to display after you log into ParishSOFT Ledger & Payables. The message lets you know when transactions are due for creation.

4. In the **Default Accounts** group, select the default accounts that the system should display on the **Bills, Checks, Deposits, Invoices, Payments, and Credit Memos** pages.

*Note*

*If you set up a default account, when you first display a transaction page (for example, **Bill Information**), the application always pre-selects the account you specify as the default choice—unless you change it. You can change it in one of two ways: by specifying a different account in the setup or by selecting a different account from the account list on a transaction page. Be aware that after you select a different account, the system shows that account first in the list. In other words, the system always pre-selects the last account you used.*

*If you do not specify a default account in this setup, the application organizes the accounts in the list in alphanumeric order and pre-selects the first account according to that scheme.*

The default accounts setup varies depending on the type of accounting system you are using.

Do one of the following:

- If you are using a cash system, select the default bank account from the **Bank Account** list, as shown in Figure 9:

The screenshot shows a web interface with two main sections. The top section, titled "User Options", contains two dropdown menus: "Account Format" set to "Shortcut" and "Project Format" set to "Group Code:Project". Below these are three unchecked checkboxes: "Add Recalculate Button to Reconciliation Processes", "Remove Account Code Dashes", and "Show Memorized Transaction Reminder". The bottom section, titled "Default Accounts", is for "Bills, Checks, Deposits, Invoices, Payments, and Credits screens" and features a "Bank Account" dropdown menu currently set to "Cash, Checking Account-General: A-1-10-1101-00 1101.00P". A "Submit" button is located at the bottom right of the form.

Figure 9. Default Bank Account Setup: Cash System

The selected account is displayed as the default in the **Bank Account** list for **Bills, Checks, and Deposits**.

- If you are using an accrual system, select the default bank account, the default AP Account, and the default AR Account, as shown in Figure 10:

**User Options**

Account Format:

Project Format:

Add Recalculate Button to Reconciliation Processes

Remove Account Code Dashes

Show Memorized Transaction Reminder

**Default Accounts**

Bills, Checks, Deposits, Invoices, Payments, and Credits screens

Bank Account:

AP Account:

AR Account:

Figure 10. Default Bank Account Setup: Accrual System

The selected bank account is displayed as the default in the **Bank Account** list for **Deposits** and **Checks**. The AP account is displayed as the default in the **AP Account** list for **Bills**. The AR account is displayed as the default in the **AR Account** list for **Invoices** and **Credit Memos**.

- If you are using the Primary and Subsidiary accounting, select the default primary account, as shown in Figure 11:

**User Options**

Account Format:

Project Format:

Add Recalculate Button to Reconciliation Processes

Remove Account Code Dashes

Show Memorized Transaction Reminder

**Default Accounts**

Bills, Checks, Deposits, Invoices, Payments, and Credits screens

Primary Account:

Figure 11. Default Bank Account Setup: Primary and Subsidiary Accounting

The selected account is displayed as the default on **Bills, Checks, Deposits, Invoices, Payments, and Credit Memos** pages.

5. Click  to save the setup.

## Setting Up Your Organization's ACH Bank Account

If you plan to pay vendors using Direct Deposit, you must set up the bank account from which payments will be transferred electronically to the vendor's bank account. You can set up as many ACH bank accounts as needed. The following procedure shows you how.

### Notes

*To set up your organization's ACH bank account, you must have Read and Allow/Write permissions for Account ACH assigned to your login credentials. (The Account ACH permission setting is shown in the list in Figure 84 on page 254). If you are a Church Administrator, the permissions required to set up vendor ACH bank accounts are already assigned to your role.*

*Each vendor that you want to pay through direct deposit payments must have a bank account set up to receive payments. For instructions on setting up the vendor's bank account, see "Recording Information About a Vendor " on page 78.*

1. Click  to open the **Setup** page.
2. Select  **Account ACH Settings**.
3. Select the ACH account from the **Account** dropdown list. Then, enter the bank's information into the remaining fields in the form.
4. Click .

The organization's bank account is now set up to transfer payments electronically to a vendor's ACH bank account.

## Changing the Name of a Primary Bank Account

If desired, users of the Primary and Subsidiary Bank Account feature can change the name of the primary bank account. Here's how:

1. Click  .
2. Select  [Primary and Subsidiary Accounts](#) to open the **Primary and Subsidiary Bank Account Setup** page.
3. In the **Primary Bank Account** dropdown list, select the name of the bank account whose name you want to change.
4. Click  to open the **Rename Primary Bank Account** window (Figure 12). For example:



Figure 12. Rename Primary Bank Account Window

5. In the **Primary Bank Account Name** field, type the new name of the primary bank account.
6. Click  to save the change.

The name of the primary bank account is updated in the Primary Bank Account dropdown list.

## Setting Up Vendor Payment Terms

This section shows you how to set up vendor payment terms in your system. A vendor term represents a condition of payment (for example, Net 30 and Due Upon Receipt). Each term that you add in this setup is available for selection when you specify payment terms for a new vendor or when you need to change payment terms for an existing vendor.

*Note*

*A vendor's payment terms are also available from the **Quick Find** list on the **Vendor Terms** setup page and on the **Bill Information** page (where you can change the default payment terms for a vendor, including the due date, discount date, and terms, to meet the specifics of the bill).*

An advantage of setting up vendor payment terms now is that, when entering bills, you can select the terms you want from the **Terms** list, thus saving time and reducing errors.

To set up the payment terms for a vendor, complete the following:

1. Click  .

2. Select  **Vendor Terms** to display the **Vendor Terms** setup (Figure 13):

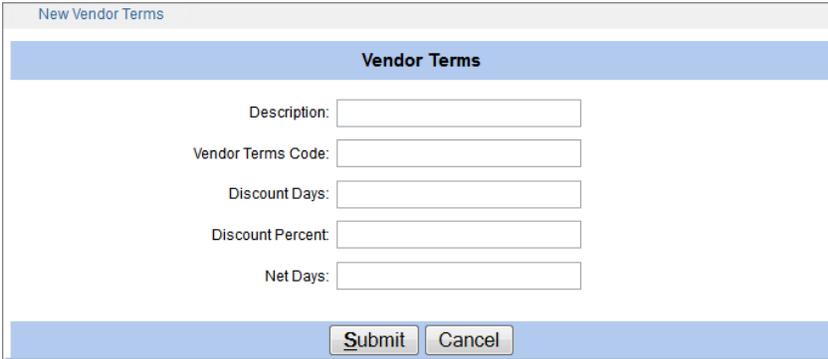


Figure 13. Vendor Terms Setup

3. Do the following:
  - a. In the **Description** field, type a description of the payment terms (for example, NET 30 or Discount 2%).

- b. In the **Vendor Terms Code** field, type a vendor terms code that uniquely identifies the vendor terms to your organization. Supplying the code is optional, but if you create one, it must be unique to the organization. The code can contain a mix of alphabetic and numeric characters, but the length is limited to 20 characters.

*Note*

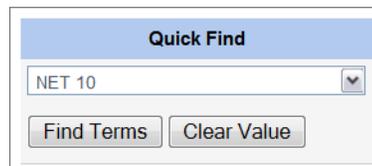
*The **Vendor Terms Code** field is intended for use with the Consolidation Manager Transaction Import feature.*

- c. As needed, complete the setup by specifying discount days, a discount percent, and net days.
4. Click  to save the information.

## Finding a Vendor Term

To look up the details of any vendor's terms:

1. Click  .
2. Select  **Vendor Terms** to display the Vendor Terms setup.
3. In the **Quick Find** list, select the desired vendor term:



4. Click  .

The **Vendor Terms** fields display values for **Description**, **Vendor Terms Code**, **Discount Days**, **Discount Percent**, and **Net Days**, if specified.

*Note*

*The vendor terms code applies to transaction imports only and is used by a higher-level organization.*

## Editing a Vendor Term

1. To edit a vendor term, complete Steps 1 - 4 under "Finding a Vendor Term".
2. Click inside the field and type the new value.
3. Click  to save your changes.

## Setting Up Vendor Types

Vendor types are categories that you can assign vendors in your system to. Vendors for whom you assign a type can then be organized for reporting purposes and searches.

1. Click  .

2. Select  **Vendor Types** to display the **Vendor Types** setup (Figure 14):

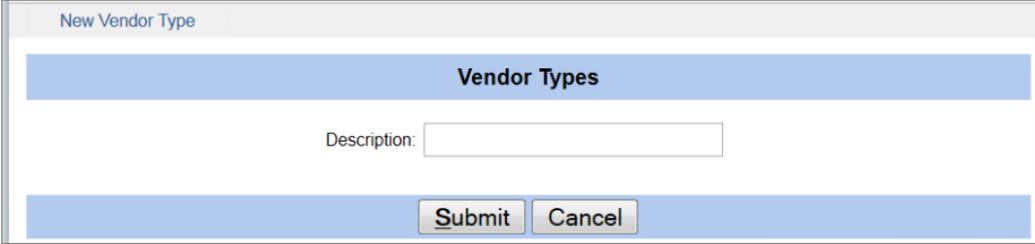


Figure 14. Vendor Types Setup

3. In the **Description** field, type a description of the vendor (for example, 1099 Contractors, Snow Removal, Advertising).
4. Click  .

The description appears in the **Quick Find** list on the right side of the **Vendor Types** setup page.

The vendor type is also available for selection from the **Type** list when you add a new vendor or edit an existing vendor's information. It is also available as a filter (**Vendor Type**) in the configuration for vendor reports.



# Chapter 3

## Creating and Managing Your Chart of Accounts

### Managing a Chart of Accounts

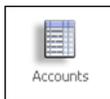
A chart of accounts can be managed in several ways, including the following:

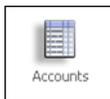
- Built and managed by your higher-level organization, with the ability for your organization to activate accounts for usage from your higher-level organization's standardized chart of accounts. In this configuration, the entire organization uses accounts from a common database.
- Built and managed by your organization.
- Built and managed primarily by your higher-level organization, with the option to create accounts at the local organization's level, if permitted to add accounts by the higher-level organization.

### Selecting Accounts and Adding Sub-Accounts

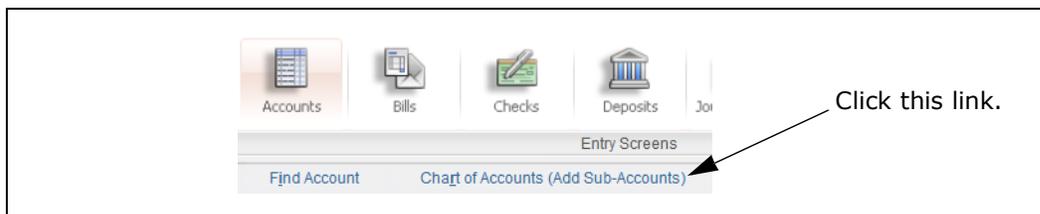
If your higher-level organization manages your chart of accounts, you do not need to build a chart of accounts. Instead, you can select the accounts that your organization uses from the list of higher-level organization's accounts. This selection process lets you activate just the accounts you need, without having to navigate through the lengthy chart of accounts of the higher-level organization when doing data entry.

1. Log in to Ledger and Payables.



2. Click  .

3. Click the **Chart of Accounts (Add Sub-Accounts)** link:



4. Select the **Account Type**, **Entity** and various **Levels**. Then, click .

5. Check the boxes to indicate the accounts you want to add to your list of accounts. If no box is shown, the account has already been added to your organization's list of accounts:

6. To add additional accounts or to change the name of the account, click [Add Sub-Account](#) link under the account listed.
7. Change the **Description** and **Shortcut Number** to follow your Diocesan shortcut number rules.

8. Click .

The accounts are now available in your organization's **Quick Find** list, located on the right side of the **Account Information** page.

*Note*

*For data sets that have 1500 or more accounts activated, the application initially loads no accounts into the list. After you type at least two characters into the search field, the application filters your entire chart of accounts and loads only those accounts that match the characters you typed. The field accepts alphabetic characters to enable you to search by description as well as numeric characters to enable you to search by the full account code or the shortcut. This process speeds up the opening of the window if you have a large number of activated accounts.*



## Building Your Chart of Accounts

A Charts of Accounts is essentially a listing of the various categories for income, expenses, asset, and liabilities associated with the finances of an organization. While the exact configuration of the line items on a Chart of Accounts may vary slightly from one entity to another, there are a few basic categories that are found in just about every accounting ledger.

If your organization is not associated with a higher-level organization that has mandated you use a standard chart of accounts, and if you did not convert your previous application data into ParishSOFT Ledger & Payables, you need to design your own Chart of Accounts.

If you have not previously designed a chart of accounts, start by reviewing the Statement of Activities (Income Statement or Profit & Loss Statement), the Statement of Financial Position (Balance Sheet), and the detailed Trial Balance report from your old system. These reports usually contain all of the information you need.

Before you can enter your accounts, you must first review and design the account code dimensions, account type, entities, levels, and sub-accounts.

Figure 15 shows you examples of account codes:

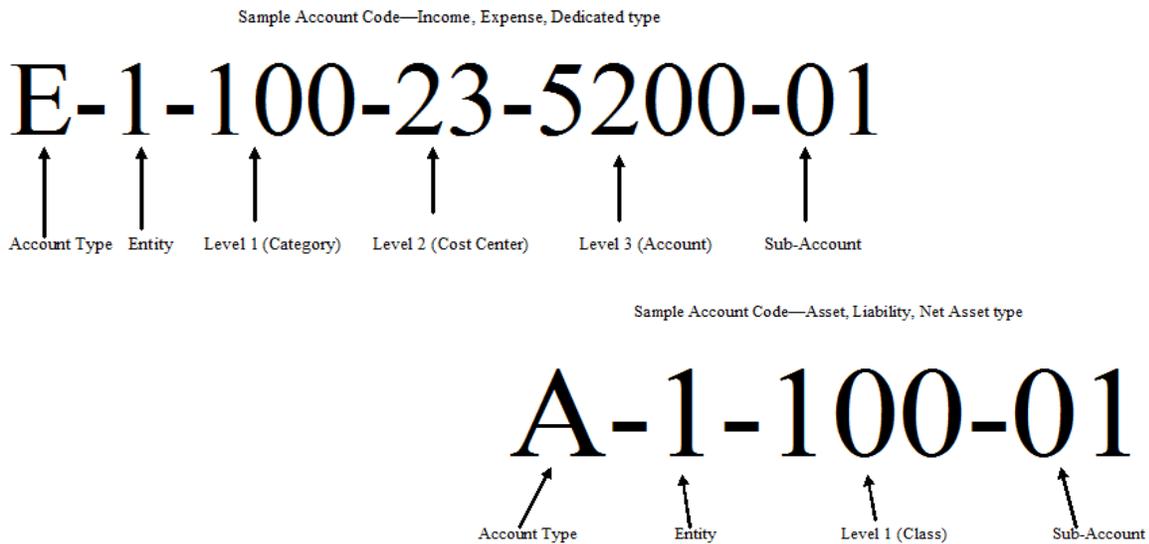


Figure 15. Examples of Account Codes

## Components of a Chart of Accounts

This section provides an overview of the components in a Chart of Accounts.

### Account Types

The account type identifies the type of account you are working with. There are six types of accounts:

- Asset – What I have.
- Liability – What I owe.
- Income – What I have gained/new money.
- Expense – What I have spent.
- Net Asset – What my balance is (Asset minus Liability).
- Dedicated – What is restricted money (received for a defined purpose).

## Entities

An entity refers to the various standalone groups that operate within your overall organization. Each entity you create has its own chart of accounts, which includes Assets and Net Assets, and may include the following: Income, Expense, Liability and Dedicated (Restricted) Accounts. For example, you may want to create an entity for groups like the following:

- Church Operations
- School
- Daycare
- Cemetery

For instructions on setting up entities, see "Setting Up Entities (for Standalone Organizations Only)" on page 36.

## Levels

ParishSOFT Accounting utilizes a multi-level account code structure that supports multiple entities, levels (such as, categories or cost centers), and accounts. These relationships are easy to define and flexible enough to allow the organization to modify or expand the account structure as needed. With the multi-level account code structure, the organization can report on any level of the organization as desired.

The screenshot displays two configuration panels for account code structure. The top panel, titled "Asset, Liability, and Net Asset", includes:

- Level 1: Text box containing "Class", Digits: 2 (dropdown), and a "Define Levels" button.
- Level 2: Empty text box, Digits: 0 (dropdown), and a "Define Levels" button.
- Level 3: Empty text box.
- Level 4: Empty text box.
- Level 5: Empty text box.
- Sequence Digits: 2 (dropdown).

The bottom panel, titled "Income, Expense, and Dedicated", includes:

- Level 1: Text box containing "Category", Digits: 3 (dropdown), and a "Define Levels" button.
- Level 2: Text box containing "Cost Center", Digits: 3 (dropdown), and a "Define Levels" button.
- Level 3: Text box containing "Account", Digits: 4 (dropdown), and a "Define Levels" button.
- Level 4: Empty text box, Digits: 0 (dropdown), and a "Define Levels" button.
- Level 5: Empty text box, Digits: 0 (dropdown), and a "Define Levels" button.
- Sub-Account Digits: 2 (dropdown).

Figure 16. ParishSOFT Accounting Provides a Multi-level Account Code Structure

As you review the Income Statement and Balance Sheet from your previous application, look at how the various accounts are grouped together. When you define the levels, you are determining how each account is grouped and sub-totaled. Think of a level as a "group header".

<b>Income Statement -</b>		
	March Actual	March Budget
<b>Income:</b>		
<i>Church Operations</i>		
<b>Regular Offerings</b>		
400 Envelope- Adults	4,740.00	10,000.00
401 Envelope Offering - Youth	153.25	500.00
402 Plate Offering	213.00	400.00
Regular Offerings	<u>5,106.25</u>	<u>10,900.00</u>
<b>Special Income</b>		
410 Special Gifts	750.00	2,000.00
411 Visitor Contributions	390.00	1,000.00
412 Interest - Savings	41.37	100.00
Special Income	<u>1,181.37</u>	<u>3,100.00</u>
<i>Church Operations</i>	<u>6,287.62</u>	<u>14,000.00</u>
<i>School</i>		
<b>School Income</b>		
420 School Tuition	100.00	4,000.00
421 School Room & Hall Rental	225.00	1,000.00
422 Book Store Income	0.00	700.00
School Income	<u>325.00</u>	<u>5,700.00</u>
<i>Day Care Ministry</i>		
<b>Child Care</b>		
440 Child Care Fees	1,574.00	3,000.00
441 Registration & Supplies Fees	285.75	500.00
442 Scholarship Fund Earnings	0.00	1,000.00
Child Care	<u>1,859.75</u>	<u>4,500.00</u>
<b>Total Income</b>	<u>8,472.37</u>	<u>24,200.00</u>
<b>Expense:</b>		
<i>Church Operations</i>		
<b>Personnel</b>		
600 Pastoral Salaries	(2,000.00)	3,000.00
601 Staff Salaries	0.00	5,000.00

Figure 17. Example of an Income Statement from a Small Organization

While you can have up to five levels of grouping, you are not required to use all five. If you are a small organization with a limited Chart of Accounts, you can use a single level for the natural account.

Larger organizations with more complex chart of accounts may choose to use multiple levels (for example, cost centers, departments, categories, and title accounts) when defining your chart of accounts.

<b>Income Statement</b>		
	March Actual	March Budget
<b>Income:</b>		
<i>Church Operations</i>		
<b>Regular Offerings</b>		
<b>Miscellaneous</b>		
402 Plate Offering	213.00	400.00
<b>Regular Income</b>		
400 Envelope- Adults	4,740.00	10,000.00
401 Envelope Offering - Youth	153.25	500.00
Regular Income	<u>4,893.25</u>	<u>10,500.00</u>
Regular Offerings	<u>5,106.25</u>	<u>10,900.00</u>
<b>Special Income</b>		
<b>Miscellaneous</b>		
411 Visitor Contributions	390.00	1,000.00
<b>Regular Income</b>		
412 Interest - Savings	41.37	100.00
<b>Special Income</b>		
410 Special Gifts	750.00	2,000.00
Special Income	<u>1,181.37</u>	<u>3,100.00</u>
<i>Church Operations</i>	<u>6,287.62</u>	<u>14,000.00</u>
<i>School</i>		
<b>School Income</b>		
<b>Miscellaneous</b>		
420 School Tuition	100.00	4,000.00
421 School Room & Hall Rental	225.00	1,000.00
422 Book Store Income	0.00	700.00
Miscellaneous	<u>325.00</u>	<u>5,700.00</u>

Figure 18. Example of a Multi-level Income Statement from a Larger Organization

## Sub-accounts and Sub-Account Numbers

If you have a single account that needs to be broken into multiple concepts for recording and reporting purposes, dividing it into several smaller accounts can make it more manageable. These concepts grouped under the larger account are called sub-accounts. Sub-accounts let you track related income, expenses, assets, and liabilities independently but still keep them under a parent account. Creating sub-accounts can help you organize your accounts. A utility account can serve as a helpful example. You can create sub-accounts for electric, water, and gas to review transactions and summary information.

A sub-account number simply keeps the longer account code unique if you have several similar account codes.

## Shortcut Numbers

The purpose of the longer account codes is to give you control over how each account is sorted and filtered on your financial statements. However, using the longer account codes for data entry can be cumbersome, as illustrated by this long-code example:

E-1-10-6000-00

The shortcut number is an easy reference number for each of the accounts in your Chart of Accounts. If you used shortcut numbers or shorter account numbers in your previous application, you can choose to re-use those shortcut account numbers when setting up your Chart of Accounts.

If you have never used shortcut numbers before, you may want to keep your shortcut numbers within certain ranges. By using easy-to-remember shortcut numbers, you can increase the ease and speed of data entry. Table 2 shows you sample ranges for a shortcut numbering scheme. To be useful, your shortcut numbers must have a logical connection to your long account codes. Shortcut numbers can consist of a combination of alphabetic and numeric characters and are limited to 20 characters.

**Table 2: Generally Accepted Accounting Numbers for Different Types of Accounts**

Type of Account	From	To
Asset	1000	1999
Liability	2000	2999
Net Asset	3000	3999
Income	4000	5999
Expense	6000	8999
Dedicated	9000	9999

## Getting Help with a Conversion

ParishSOFT can convert an existing Chart of Accounts from QuickBooks<sup>®</sup>, LOGOS, and Church Management Solutions (CMS) applications. We can also assist you with loading your chart of accounts. Contact [support@parishsoft.com](mailto:support@parishsoft.com) or (866) 930-4774 for assistance.

## Setting Up Entities (for Standalone Organizations Only)

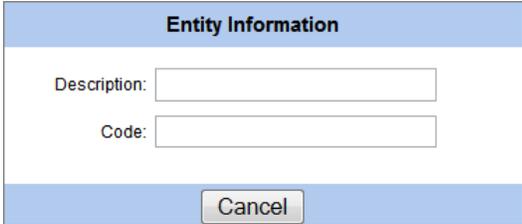
An entity refers to the various areas you have that operate within your overall organization. Each entity you create has its own chart of accounts, which include Assets, Liabilities, and Net Assets, and may include: Income, Expense, and Dedicated Accounts. For example, you may want to include an entity for:

- Church Operations
- School
- Daycare
- Cemetery

The entity setup lets you define the name and code number of each entity. This option is available only if you have no higher-level organization managing your Chart of Accounts.

1. Click  .

2. Click [Entities](#) to display the **Entity Information** setup (Figure 19):



The dialog box titled "Entity Information" has a blue header bar. Below the header, there are two text input fields: "Description:" followed by a white box, and "Code:" followed by a white box. At the bottom of the dialog, there is a "Cancel" button.

Figure 19. Entity Information Setup

3. Type a description and a code for the entity in the designated fields.
4. Click  to save.

Entities that you add to your system can be assigned to specific accounts.

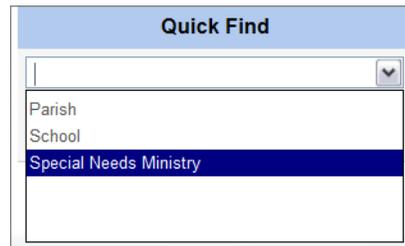
## Finding and Viewing Entity Details

To look up the details of any entity added to your system:

1. Click  .

2. Click [Entities](#) to display the **Entity Information** setup (Figure 19).

3. Select the desired option from the **Quick Find** list. For example:



The image shows a 'Quick Find' dropdown menu. The title 'Quick Find' is at the top. Below it is a search input field. A list of options is displayed below the input field: 'Parish', 'School', and 'Special Needs Ministry'. The 'Special Needs Ministry' option is highlighted with a blue background.

4. Click  .

The entity's description and code are displayed.

## Editing an Entity

### Note

*If you are a consolidating organization, you must be permitted to edit an entity, based upon your higher-level organization's rules.*

1. Complete Steps 1 - 4 under "Finding and Viewing Entity Details" on page 36.
2. Change the description or code as necessary.
3. Click  to save.

## Defining Account Code Levels (for standalone organizations only)

The Account Code Levels setup lets you define up to five levels within your Chart of Accounts. This option is available only if a higher-level organization is not managing your Chart of Accounts.



1. Click  .
2. Click [Define Account Code Levels](#) to display the **Define Account Code Levels** setup.

3. Under **All Accounts**, select the desired number of digits for the Entity from the **Entity Digits** list. Five options are available: 0 through 4.

*Note*

*Most organizations find that one digit in this field is sufficient. If you find that you exceed nine entities, you can change the **Entity Digits** value at any time.*

Define Account Code Levels	
All Accounts	
Account Type: A=Assets, L=Liabilities, N=Net Assets, I=Income, E=Expense, D=Dedicated	
Entity Digits:	1 ▼

### Defining Levels for Asset, Liability and Net Assets

Within your chart of accounts, you need to define the levels of your Assets, Liabilities and Net Assets. The levels that you assign determine the sort and sub-total on your Statement of Financial Position (Balance Sheet) report.



1. Click .
2. Click [Define Account Code Levels](#) to display the **Define Account Code Levels** setup. Under the **Asset, Liability, Net Asset** section, in the first field, type a description. Choose the desired number of digits for each level for your Asset, Liability, and Net Assets.

*Note*

*Most organizations find that a single level with three or four digits is sufficient under the Asset, Liability, and Net Asset section. The most common term used in this section is main account or natural account.*

3. Select the desired number from the **Sub-Accounts Digits** list. We recommend two digits.
4. Click  to save.

5. Click **Define Levels** for Level 1 in the **Asset, Liability** and **Net Asset** section.

The screenshot shows a window titled "Asset, Liability, and Net Asset". It contains five rows for defining levels. Each row has a "Level" label, a text input field, a "Digits" dropdown menu, and a "Define Levels" button. Level 1 is pre-filled with "Natural Account" and "3" digits. Levels 2 through 5 are empty. Below the levels is a "Sub-Account Digits" dropdown menu set to "2". An arrow points to the "Define Levels" button for Level 1 with the text "Click this button."

The **Level Information** setup is displayed:

The screenshot shows a dialog box titled "Level Information" with a blue header. It contains two text input fields: "Description:" and "Code:". At the bottom, there are two buttons: "Submit" and "Cancel".

6. Type a description and code for the level. Then, click **Submit**.

## Asset, Liability and Level 1 Examples

Table 3 provides examples of Level 1 descriptions for the Asset, Liability, and Net Asset sections. For ease of reference, the codes are color-coded as follows:

- Asset: **green text**.
- Liability: **red text**.
- Net Asset: **blue text**.

**Table 3: Level 1 Descriptions for Asset, Liability, and Net Asset Accounts**

Code	Description
<b>Asset</b>	
1000	Checking and Petty Cash
1050	Savings and Investments
1200	Receivables
1250	Vehicles and Equipment
1300	Land and Buildings
<b>Liability</b>	
2000	Accounts Payable
2050	Payroll Withholdings
2100	Credit Cards
2500	Mortgage and Loans
<b>Net Asset</b>	
3000	Net Asset - Equity

## Defining Levels for Income, Expense, and Dedicated Accounts

Within your chart of accounts, you need to define the levels of your Income, Expense and Dedicated Account types. The levels that you assign will be what determines the sort and sub-total on your Statement of Activities (Income Statement or Profit & Loss Statement) report.

1. Under the Income, Expense, and Dedicated section, type a **Description** and choose the desired number of **Digits** for each Level for your Asset, Liability, and s.

Most organizations find that they would like two or more levels of sorting capabilities for the Income and Expense Accounts. The most common terms are:

- Level 1 = Category or Title Account (two digits).
- Level 2 = Cost Center or Department (two digits).
- Level 3 = Account (four digits).

2. Select the desired number from the **Sub-Accounts Digits** field. Two digits are recommended.

3. Click  to save.

4. Click  for Level 1 in the **Income, Expense** and **Dedicated** section.

The **Level Information** setup is displayed.

5. Type the description and code for the level. For example:

Level Information	
Description:	<input type="text" value="Ministry and Liturgy"/>
Code:	<input type="text" value="30"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

6. Click  to save.

## Income, Expense and Dedicated Account Level Examples

The following tables provide examples of tri-level account structure codes for Income, Expense, and Dedicated Account types. For ease of reference, the codes are color-coded as follows:

- Income: **green text**.
- Expense: **red text**.
- Dedicated: **blue text**.

*Note*

*In the following tables, Category and Cost Center are used as examples of levels. Your own levels will vary depending on your organization's needs.*

**Table 4: Level 1 - Category**

Code	Description
01	General
02	Ministry and Liturgy
03	Religious Education
04	Charity and Outreach
05	Preschool and Daycare
06	Cemetery/Columbarium
07	Other Programs
08	Facilities
09	General and Administrative
10	Endowments
11	Capital
12	School
13	Restricted Donations

**Table 5: Level 2 - Cost Center**

Code	Description
01	General Church Revenue
02	Liturgy
03	Music
04	Evangelization

**Table 5: Level 2 - Cost Center (Continued)**

<b>Code</b>	<b>Description</b>
05	Family Life
06	Stewardship
07	Hispanic Ministry
8	Religious Articles for Sale
9	Ministry and Liturgy General
10	Children’s Religious Ed
11	Youth Religious Ed
12	Adult Religious Ed
13	Youth Ministry
14	Community Life
15	Nurse Program
16	Charity General
17	Preschool
18	Daycare
19	Cemetery
20	Columbarium
21	Other Programs General
22	Facility Expense – Church
23	Facility Expense – Rectory
24	Facility Expense – General
25	Finance Administration
26	General and Administration
27	Endowment Gains/Losses
28	School – General
29	School – Administration
30	School – Facilities
31	School – Cafeteria
32	School – Programs
33	Restricted Donations

**Table 6: Level 3 - Account**

<b>Code</b>	<b>Description</b>
4101	Offertory
4102	Sacramental Offerings
4103	Donations, General
4104	Donations, In Kind
4115	Bequests, Unrestricted
4121	Subsidies, Diocesan
4122	Subsidies, Non Diocesan
4131	Poor Box Receipts
4132	Votive Lamp Offerings
4141	Fundraising Activity Revenue
4142	Fundraising Activity Expense
4145	Tuition and Fees – School
4147	Tuition Assistance
4150	Fees – Religious Education
4152	Fees – Daycare
4153	Fees – Preschool
4154	Fees – Cemetery Income
4155	Fees – Cemetery Perpetual Care Income
4156	Fees – Columbarium Income
4158	Product Sales Income
4160	Rental Income
4170	Interest Income
4190	Gain/Loss Disposal of Assets
4199	Other Income
4200	Capital/Facilities Fund General
4201	Debt Reduction Collection
4300	Gain/Loss on Endowments

**Table 6: Level 3 - Account (Continued)**

Code	Description
5110	Clergy Compensation
5111	Clergy Health Ins and Expenses
5113	Clergy 403b Expense
5114	Extra Clergy Compensation
5120	Lay Employees – Salaries
5121	Lay Employees – Payroll Taxes
5122	Lay Employees – Health Insurance
5123	Lay Employees – Retirement
5130	Depreciation
5133	Equipment & Furnishings
5134	Equipment Repairs & Servicing
5137	Building Repairs, Maintenance, Improvements
5138	Janitorial Service & Supplies
5139	Grounds Maintenance
5140	Property/Liability Insurance
5141	Property Tax
5142	Building Rent
5143	Electricity
5144	Heat
5145	Water & Sewer
5146	Telephone/Internet/Cable TV
5147	Events/Programs
5148	Program Supplies
5149	Curriculum/Instructional Supplies
5150	Vehicle Lease/Maint Expense
5151	Mileage Reimbursement
5152	Travel & Meal Expense
5153	Professional Services
5154	Religious Supplies

**Table 6: Level 3 - Account (Continued)**

<b>Code</b>	<b>Description</b>
5155	Collection Envelopes
5156	Office Supplies
5157	Postage
5158	Copying
5159	Communication
5160	Bank Charges
5161	Small Office Equip & Furniture
5162	Computers & Peripheral Equipment
5163	Professional Development
5164	Books, Periodicals & Subscriptions
5165	Interest Expense
5166	Miscellaneous
5201	Charity
8000	Donations, Restricted
8100	Restricted Donations Expended
9800	Bequests, Restricted

## Adding a New Account

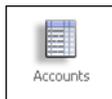
The process of adding a new account varies depending upon whether your organization is connected to a higher-level organization or whether your organization is a standalone organization. Follow the instructions that fit your particular circumstance.

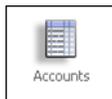
### Organizations Consolidating to a Higher-Level Organization

If your accounting system is connected to a higher-level organization, your ability to add new accounts may be restricted by that higher-level organization. Some higher-level organizations allow local organizations to add sub-accounts; others maintain exclusive rights over accounts. If your organization is in either of these categories, contact your higher-level organization to request that a new account be added.

### Standalone Organizations

If your organization uses a standalone chart of accounts, you can use the following procedure to add a new account.



1. Click  to display the Account Information page (Figure 20):

The screenshot shows the 'Account Information' page for 'Donations, General: I-1-00-00-4105-00 4105.00REV'. The 'Definition' tab is active. The form contains the following fields:

- Description: Donations, General
- Account Type: Income
- Shortcut: 4105.00REV
- Entity: 1: Church
- Category: 0: General Parish Revenue
- Cost Center: 0: General Parish Revenue
- Account: 4105: Donations, General
- Sub-Account: 0
- Balance: 0.00
- Archive Account

A 'Submit' button is located at the bottom of the form.

Figure 20. Account Information Page

By default, the **Definition** window (shown in Figure 20) is displayed.

2. Click [New Account](#).
3. In the **Description** field, type a description for the account (for example, Lakewood Bank - Church).
4. From the **Account Type** list, select the type of account from the list (for example, Asset).

The **Account Information** form refreshes. The fields displayed vary depending on the type of account you selected from the **Account Type** dropdown list.

5. Complete the remaining fields in the form to specify details for the account you are adding. For descriptions of the fields, refer to Table 7.
6. Click  to save.

Your new account is now ready for transactions.

**Table 7: Descriptions of the Fields on the Account Information Page**

Account Information	
Field	Description
<b>Description</b>	Unique name, title, or statement that describes the purpose of the account.
<b>Account Type</b>	Category to which the account belongs. Select one: Asset, Liability, Net Asset, Income, or Expense.
<b>Shortcut</b>	Often called an "alias." A short account number or code assigned to the account that identifies it for easy reference.  The shortcut number must have a logical connection to the longer account code it is associated with. Can consist of a combination of alpha-numeric characters.
<b>Entity</b>	Standalone group or business unit in the overall organization that uses the account. For example: Church Operations.
<b>Level 1</b>	Custom name given to a segment or group (for example, a department or cost center) in the chart of accounts. Used to organize the chart of accounts into meaningful sections for reporting purposes only. Also includes a Natural Account. You can have up to five levels.
<b>Level 2</b>	Custom name given to a segment or group in the chart of accounts (for example, a department or cost center). Used to organize the chart of accounts into meaningful sections for reporting purposes only. Also includes a Natural Account. You can have up to five levels.
<b>Level 3</b>	Custom name given to a segment or group (for example, a department or cost center) in the chart of accounts. Used to organize the chart of accounts into meaningful sections for reporting purposes only. Also includes a Natural Account. You can have up to five levels.
<b>Level 4</b>	Custom name given to a segment or group (for example, a department or cost center) in the chart of accounts. Used to organize the chart of accounts into meaningful sections for reporting purposes only. Also includes a Natural Account. You can have up to five levels.
<b>Level 5</b>	Custom name given to a segment or group (for example, a department or cost center) in the chart of accounts. Used to organize the chart of accounts into meaningful sections for reporting purposes only. Also includes a Natural Account. You can use up to five levels.

**Table 7: Descriptions of the Fields on the Account Information Page (Continued)**

Account Information	
<b>Natural Account</b>	Select the natural account. Also called a "main account." A natural account is a user-defined account created for the activities associated with the accounting entity that captures data at the transaction level.
<b>Sub-Account</b>	Name of a subordinate or secondary account linked to the main account. This is the last field of the account code. The <b>Sub-Account</b> field allows you to make the account unique if you have two accounts with the same type, entity, and levels.  <i>Note</i>  <i>In reports, sub-accounts are not filter options so you cannot sort on sub-accounts.</i>
<b>Account Restriction</b>	Type of donor restriction imposed. Select one option:  <i>Note</i>  <i>The <b>Account Restriction</b> options were recently changed to reflect a new FASB standard that goes into effect for fiscal years beginning after 12/15/2017. The new standard is designed to simplify the classification of net assets and the presentation of information in financial statements. To help you prepare for this change, the options are slightly reworded to reflect the new standard yet maintain the terminology (shown in parentheses) associated with the former standard that you are familiar with.</i>  <ul style="list-style-type: none"> <li>• <b>Without Donor Restrictions:</b> equates to the old standard accounting Unrestricted category.</li> <li>• <b>With Donor Restrictions (Temp):</b> equates to the old standard accounting Temporarily Restricted category.</li> <li>• <b>With Donor Restrictions (Perm):</b> equates to the old standard accounting Permanently Restricted category.</li> </ul>
Additional Asset Information	
<b>Bank Account</b>	Select the checkbox to make the account available to print checks and for the system's bank reconciliation process. Includes <b>Service Charge Account</b> and <b>Interest Account</b> options (these can be revenue, expense, or dedicated accounts), and a <b>Check Ceiling Number</b> field.
<b>Accounts Receivable</b>	Select the checkbox to make the account available in the Accounts Receivable system.
Additional Liability Information	
<b>Accounts Payable</b>	Select the checkbox to make the account available in the Accounts Payable system.

**Table 7: Descriptions of the Fields on the Account Information Page (Continued)**

Account Information	
<b>Credit Card</b>	Select the checkbox to make the account available for credit card transactions.
Transaction Entry Default Information	
<b>Subsidiary Bank Default</b>	Select the default subsidiary bank account (if using the Primary and Subsidiary Bank Account feature).

### Check Number Ceiling

The **Check Number Ceiling** (used only for Assets flagged as Bank Accounts) lets you adjust your check numbers to mirror any change in the check numbers you use for each account (for example, if your organization transitioned to a new system using lower check numbers).

The ParishSOFT Accounting system increments your next check numbers based on the value in this field, ignoring any previously issued checks with numbers above the ceiling value. This option is available for each Bank Account in your system.

### Account Information Views

Account Information opens to the **Definition** view by default. When you add a new account, the **Budget** (applicable only to Income and Expense accounts), **History**, and **Comments** links are not available (dimmed) until you save the new account record. After you save the record, you can click any of these links to view account information.

For example, click **Budget** to see the budget view:

Account Budget						
Janitorial Services & Supplies: E-1-08-51-5138-00 5138.00FCH						
Definition	Budget		History	Comments		Attachments
Month	11-12	12-13	12-13 Budget	13-14	13-14 Budget	14-15 Budget
July	1000.00	1000.00	0.00	1000.00	0.00	0.00
August	1000.00	1000.00	0.00	1000.00	0.00	0.00
September	1000.00	1000.00	0.00	1000.00	0.00	0.00
October	1000.00	1000.00	0.00	1000.00	0.00	0.00
November	1000.00	1000.00	0.00	1000.00	0.00	0.00
December	1000.00	1000.00	0.00	1000.00	0.00	0.00
January	1000.00	1000.00	0.00	1000.00	0.00	0.00
February	1000.00	1000.00	0.00	1000.00	0.00	0.00
March	1000.00	1000.00	0.00	1000.00	0.00	0.00
April	1000.00	1000.00	0.00	1000.00	0.00	0.00
May	1000.00	1000.00	0.00	1000.00	0.00	0.00
June	1000.00	1000.00	0.00	1000.00	0.00	0.00

Click **History** to see the history view:

Account History				
Janitorial Services & Supplies: E-1-08-51-5138-00 5138.00FCH				
Definition	Budget	History	Comments	Attachments
Month	11-12	12-13	13-14	13-14 Budget
July	1000.00	700.00	1000.00	0.00
August	1000.00	700.00	1000.00	0.00
September	1000.00	700.00	1000.00	0.00
October	1000.00	700.00	1000.00	0.00
November	1000.00	700.00	1000.00	0.00
December	1000.00	700.00	1000.00	0.00
January	1000.00	700.00	1000.00	0.00
February	1000.00	700.00	1000.00	0.00
March	1000.00	700.00	1000.00	0.00
April	1000.00	700.00	1000.00	0.00
May	1000.00	700.00	1000.00	0.00
June	1000.00	700.00	1000.00	0.00

Click **Comments** to view comments for the account:

Account Comments				
Weekly Collections: I-1-010-4111-00 1411100				
Definition	Budget	History	Comments	Attachments
<p>Comments: This is the comment area  </p>				

Click **Attachments** to view attachments currently linked to the account and to add new attachments:

Account Attachments				
:				
Definition	Budget	History	Comments	Attachments
<b>Add Attachments</b>				
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Import"/>				
<b>View/Delete Attachments</b>				
	File Name	Uploaded By	Uploaded Date	
<input type="button" value="View"/>	2020_Jan_World Central Kitchen.docx	ParishSOFTSupport	01/21/2021	<input type="button" value="Delete"/>
<input type="button" value="View"/>	2020_March_Salvation Army.docx	ParishSOFTSupport	3/11/2021	<input type="button" value="Delete"/>

## Adding and Deleting Attachments to an Account

Each account in your system has an Attachment area where you can import related documents (for example, bank statements used to reconcile, loan forms and agreements, and bills of sale) and attach them to the account record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

### Adding an Account Attachment



1. Click  to display the **Account Information** page.
2. Find the account. If you need instructions, see "Finding an Account" on page 54.
3. To attach a file, complete the following:
  - a. At the top of the account record, click .

The **Account Attachments** page (Figure 21) is displayed:

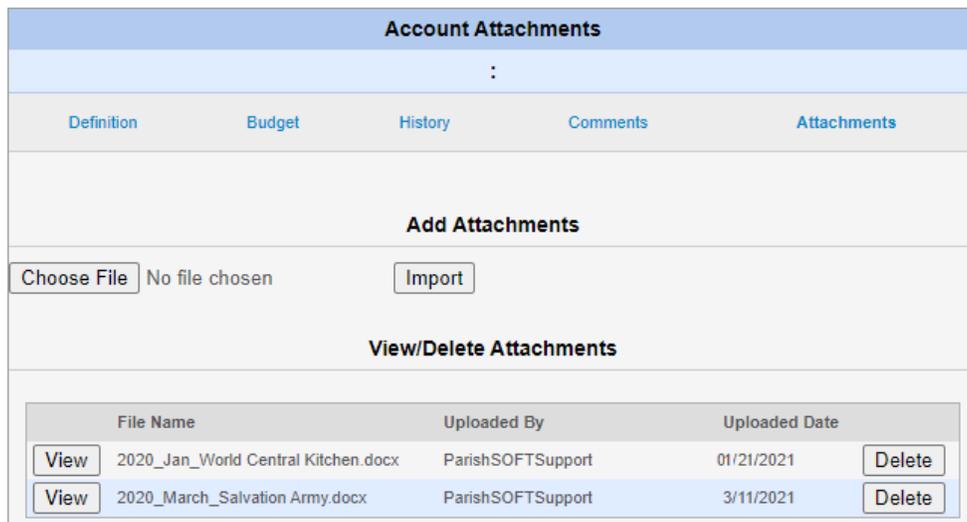
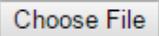
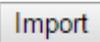


Figure 21. Account Attachments Page

- b. Click . Then, follow your browser's procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click .

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

*Note*

*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete the file, if desired, from your local computer.*

4. To view the contents of the attachment, click .

The file is downloaded to your computer's default download location where you can now open it.

## Deleting an Account Attachment



1. Click  to display the **Account Information** page.
2. Find the account. If you need instructions, see "Finding an Account" on page 54.

3. At the top of the account record, click .

The list of attachments linked to the account is displayed.

4. To the right of the attachment you want to delete, click .

## Archiving an Account

If you are no longer using an account, you can archive it.

*Note*

*If an account has a budget in the current or future year, the system does not allow you to archive it. If the account has a budget in closed years, you are permitted to archive it.*

1. Locate the account using the **Quick Find**.
2. Click  to view the account details.
3. Check the **Archive Account** box.
4. Click  to archive the account.

An archived account remains in the **Quick Find** list (to enable historical reporting and for research purposes). However, the account is no longer available for transaction entry. If desired, you can choose not to include archived accounts in your reports and statements.

## Finding an Account

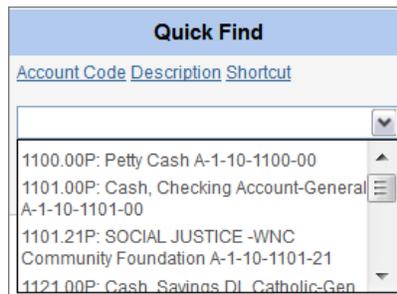
**Quick Find** makes it easy to locate the account you need because you can customize the list view by Account Code, Description, or Shortcut.

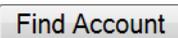


1. From your main Ledger and Payables tab, click .
2. To find an account:
  - a. At the top of the **Quick Find** section, select one of these options to determine how accounts are sorted in the **Quick Find** list: **Account Code**, **Description**, or **Shortcut**.
  - b. Click Down Arrow button to display the list of accounts. For example:

### *Note*

*For data sets that have 1500 or more accounts, the application initially loads no accounts into the list. After you type at least two characters into the search field, the application filters your entire chart of accounts and loads only those accounts that match the characters you typed. The field accepts alphabetic characters to enable you to search by description as well as numeric characters to enable you to search by the full account code or the shortcut.*



- c. Select the desired account.
3. Click  to view the details for the account.

## Changing the Sort Option for Quick Find

To change the sorting options in Quick Find, click [Account Code](#), [Description](#), or [Shortcut](#) to sort the list of accounts by that option.

The accounts shown in the following illustration are sorted in account code order:



The next illustration shows accounts sorted in description order:



## Deleting an Account

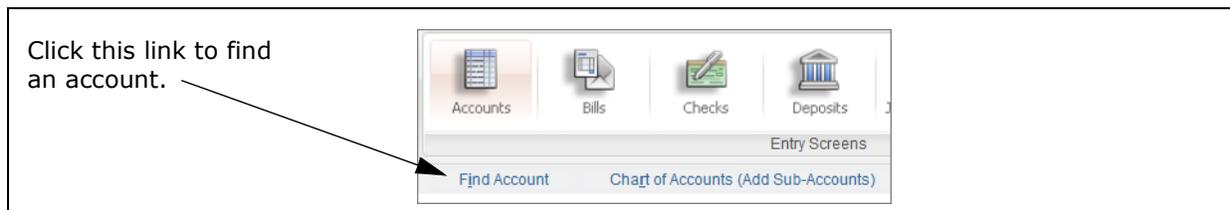
After you find and view the account record using the procedure given under "Finding an Account" on page 54, you can choose to delete an account that has not been used.

Accounts with transactions cannot be deleted but can be archived. See "Adding and Deleting Attachments to an Account" on page 52 for instructions on archiving an account.

## Finding a Record in the Entire List of Accounts

The full account list view displays the same description, account code, and shortcut as the Quick Find in a larger list view.

1. To view the full list of accounts, click the [Find Account](#) link.



The **Account Search** list is displayed:

Account Search			
<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a> <a href="#">ALL</a>			
Account List			
	Description	Account Code	Shortcut Number
<input type="button" value="Go"/>	Petty Cash	A-1-10-1100-00	1100.00P
<input type="button" value="Go"/>	Cash, Checking Account-General	A-1-10-1101-00	1101.00P
<input type="button" value="Go"/>	SOCIAL JUSTICE -WNC Community Foundation	A-1-10-1101-21	1101.21P
<input type="button" value="Go"/>	Cash, Savings DL Catholic-Gen	A-1-15-1121-00	1121.00P
<input type="button" value="Go"/>	Endowments Diocesan Foundation	A-1-20-1140-00	1140.00P
<input type="button" value="Go"/>	Receivables	A-1-30-1201-00	1201.00P
<input type="button" value="Go"/>	Sales Tax Refundable	A-1-30-1210-00	1210.00P
<input type="button" value="Go"/>	Other Assets	A-1-30-1290-00	1290.00P
<input type="button" value="Go"/>	Land	A-1-40-1510-00	1510.00P

2. Scroll through the alphanumeric list to locate the account you need, or click the alphanumeric shortcut options at the top to advance to the first occurrence of the letter or number that you select.
3. When you find the account you need, click  to view the full account details.

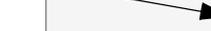
## Designating an Asset Account as a Bank Account

While you may create multiple Asset accounts in your Chart of Accounts, not all Asset accounts are Bank Accounts. You need to indicate which of your Asset accounts are bank accounts.

This designation makes only the appropriate accounts available for bill payment and check posting.



1. Click .
2. Locate the account using **Quick Find**.
3. Click  to view the account details.
4. In the **Additional Asset Information** section, check the **Bank Account** box.

Select this checkbox 

**Additional Asset Information**

Bank Account

Service Charge Account: 5153.00GAG: Professional Services E-1-10-69-5153-C

Interest Account: 4170.00REV: INTEREST INCOME I-1-00-00-4170-00

Check Number Ceiling:

Accounts Receivable

5. In the **Service Charge Account** list, select the expense account you created for bank charges. This field is required for bank reconciliation processing.
6. In the **Interest Income** list, select the income account you created for interest income. This field is required for bank reconciliation processing.
7. Click .

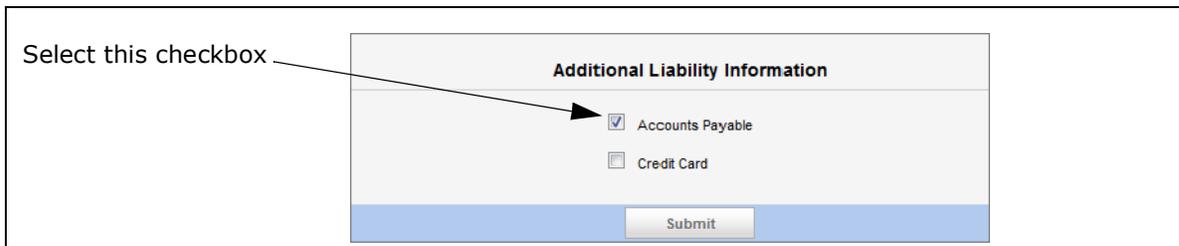
The accounts are now available from the Bank Account lookup on the Bills, Checks, Deposits, and Bank Reconciliation pages.

## Designating Accounts for Accounts Payable (Accrual Systems only)

For organizations using an Accrual Method, you must designate any Accounts Payable accounts to populate the AP Account lookup on the **Bill Information** page (this step is not necessary if using a Cash Method).

This designation makes only the appropriate accounts available for bill payment and check posting.

1. Locate the account using **Quick Find**.
2. Click  to view the account details.
3. In the **Additional Liability Information** section, check the **Accounts Payable** box.



4. Click .

The accounts are now available from the **AP Account** list on the **Bill Information** page. For example:

**Bill Information**

AP Account: Accounts Payable: L-1-50-2100-00 2100.00P

Bill Number: 397

The image shows a screenshot of a software interface. At the top, it says "Bill Information". Below that, there is a dropdown menu for "AP Account" with the selected value "Accounts Payable: L-1-50-2100-00 2100.00P". Below the dropdown is a text input field for "Bill Number" with the value "397".

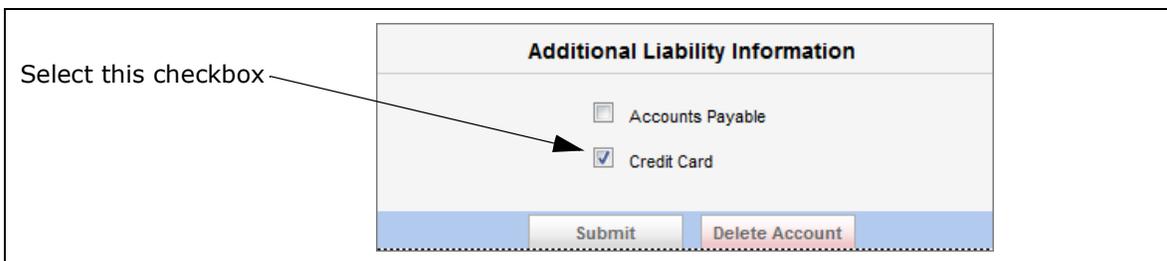
## Designating a Liability Account for Credit Card Transactions

If you would like to use the Credit Card Transaction feature, you must designate at least one Liability Account for your credit cards.

Create one Liability Account for each credit card where the bill you receive each month is separate, or the transactions are separated out on the bill.

This designation makes only the appropriate accounts available for credit card transaction entry.

1. Locate the account using **Quick Find**.
2. Click  to view the full account details.
3. In the **Additional Liability Information** section, check the **Credit Card** box:



Select this checkbox

**Additional Liability Information**

Accounts Payable

Credit Card

4. Click .

The accounts are now available from the **Account** list on the **Charge Information** page.

## Designating a Release Account for GAAP Compliance Functionality

The **Account Restriction** field is available on the **Account Information** page if the GAAP Compliance Function is enabled for your system. The **Account Restriction** setting designates an account as a "GAAP Release Account." See "Using the GAAP Compliance Feature" on page 277.

*Note*

*The **Account Restriction** options were recently changed to reflect a new FASB standard that goes into effect for fiscal years beginning after 12/15/2017. The new standard is designed to simplify the classification of net assets and the presentation of information in financial statements. To help you prepare for this change, the options are slightly reworded to reflect the new standard yet maintain the terminology (shown in parentheses) associated with the former standard that you are familiar with.*

The screenshot shows the 'Account Information' page for 'Perpetual Care Fund Income: D-1-090-0090-04 8500.04'. The 'Account Restriction' dropdown menu is open, showing three options: 'Without Donor Restrictions', 'With Donor Restrictions (Temp)', and 'With Donor Restrictions (Perm)'. An arrow points from the explanatory text to the 'With Donor Restrictions (Temp)' option.

Wording of the **Account Restriction** options was changed to reflect both the new and former FASB terminology used to categorize income and expenses.

## Setting a Beginning Balance

If you did not have a comprehensive conversion from your previous application, you need to enter beginning balances for your asset, liability, net asset, and dedicated accounts. Beginning balances are not applicable to income and expense accounts.

### Gathering Information

We recommend you take the Statement of Financial Position (Balance Sheet) as of the last day of your previous fiscal year from your previous application and use this as your base when entering beginning balances.

Review the list of accounts and enter the amounts in the appropriate **Debit** or **Credit** column in the Ledger and Payables. Table 8 is provided to help you determine whether you should enter a debit or credit.

Use the Statement of Financial Position as your base when entering beginning balances. →

		Balance as of 12/31/
<b>Assets:</b>		
<i>Checking &amp; Petty Cash</i>		
100 Lakewood Bank - Church	10,003.05	
102 Petty Cash	90.50	
104 T Roll & Price	0.00	
101 Shorewood Checking-Child Care	3,871.20	
		23,864.75
<i>Savings &amp; Investments</i>		
101 Lakewood Bank - Savings	25,642.78	
110 Prudential Bache	223,444.25	
		249,087.03
<i>Land &amp; Buildings</i>		
111 Land & Parking Lot	345,000.00	
112 Church Building	1,250,000.00	
113 Child Care Building	255,000.00	
		1,850,000.00
<b>Total Assets:</b>		2,122,851.78

Figure 22. Example of a Statement of Financial Position

**Table 8: Debits and Credits**

Account Type	Typical Balance	Debit Effect	Credit Effect
Asset	Debit	+ Increase	- Decrease
Liability	Credit	- Decrease	+ Increase
Net Asset	Credit	- Decrease	+ Increase
Dedicated	Credit	- Decrease	+ Increase

## Creating a Beginning Balance Entry

Like a journal entry, your beginning balance entries must balance before the system can accept them.



1. Click .
2. Click [Beginning Balance](#) to display the **Beginning Balance Information** page.
3. The system automatically supplies a number for the entry and the date. In the **Comment** field, type a comment, such as "Beginning Balance."
4. Using your old Balance Sheet/Statement of Financial Position, enter the accounts and the debit or credit amount for each asset, liability and dedicated account listed on the Statement of Financial Position report from your old system (see Figure 22 on page 60).

The counter-account or balancing offset is the for each entity.

Beginning Balance Information					
Number: 1		Date: 01/01/XXXX			
Comment:					
#	Account	Debit	Credit	Comment	Project
1	100: Lakewood Bank - Church A-1-02599-01	19903.05	0.00		
2	102: Petty Cash A-1-005-02	90.50	0.00		
3	101: Shorewood Checking-Child Care A-1-005-	3871.20	0.00		
4	103: Lakewood Bank - Savings A-1-010-01	25642.78	0.00		
5	110: Prudential Bache A-1-010-02	223444.25	0.00		
6	111: Land and Parking Lot A-2-030-01	345000.00	0.00		
7	112: Church Building A-2-030-02	1250000.00	0.00		
8	113: Child Care Building A-2-030-03	255000.00	0.00		
9	200: Payroll W/H - FICA L-1-055-01	321.30	0.00		
10	201: Payroll W/H - Federal L-1-055-02	268.88	0.00		
11	202: Payroll W/H - State L-1-055-03	90.00	0.00		
12	210: VISA Credit Card - Pastor L-1-055-04	0.00	125.03		
13	220: Church Mortgage L-2-060-01	0.00	120000.00		
14	300: Net Assets - Operations N-1-01	0.00	24850.60		
15	301: Net Assets - Physical Plant N-2-090-01	0.00	1730000.00		
16	302: Net Asset - Child Care N-3-090-01	0.00	1280.40		
17	900: Memorials D-1-090-01-01	0.00	2250.00		
18	901: Pastor's Benevolence D-1-090-01-02	0.00	2605.50		
19	920: Building Endowment Fund D-2-094-01-01	0.00	223444.25		
20	300: Net Assets - Operations N-1-01	0.00	19076.18		
Total:		2,123,631.96	2,123,631.96		

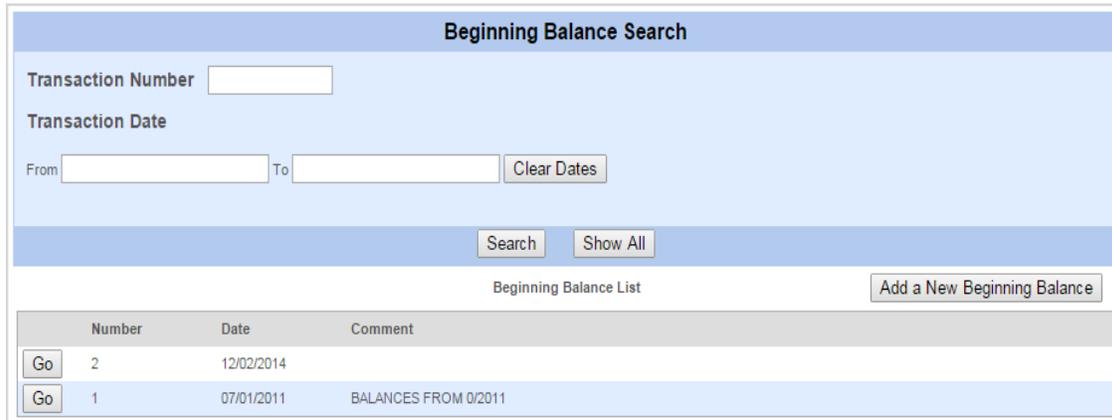
[More Lines](#)

5. Click to save your entries.

## Finding and Viewing a Beginning Balance Entry

You can view the details of any beginning balance entries that were added to your system. You cannot change or delete a beginning balance entry from a closed period.

1. Click .
2. Click [Beginning Balance](#).
3. At the top of the page, click [Find Balance](#) to display the **Beginning Balance Search** page (Figure 23).



Beginning Balance Search			
Transaction Number <input type="text"/>			
Transaction Date			
From	<input type="text"/>	To	<input type="text"/>
<input type="button" value="Clear Dates"/>			
<input type="button" value="Search"/>		<input type="button" value="Show All"/>	
Beginning Balance List			<input type="button" value="Add a New Beginning Balance"/>
Number	Date	Comment	
<input type="button" value="Go"/>	2	12/02/2014	
<input type="button" value="Go"/>	1	07/01/2011	BALANCES FROM 0/2011

Figure 23. Beginning Balance Search Page

Beginning balance entries are listed at the bottom of the page. The entries are listed in numerical order, with the most recent entry at the top of the list.

4. Locate the entry you want to view and click .

## Editing a Beginning Balance Entry

*Note*

*You cannot edit a beginning balance from a prior accounting period.*

1. Complete Steps 1 - 4 under "Finding and Viewing a Beginning Balance Entry".
2. Make the desired changes.
3. Click  to save your changes.

## Deleting a Beginning Balance Entry

*Note*

*You cannot delete a beginning balance from a prior accounting period.*

1. Complete Steps 1 - 4 under "Finding and Viewing a Beginning Balance Entry".
2. To remove a beginning balance entry, click .



# Chapter 4

## Managing Vendors

### Introduction

Vendors or suppliers are a source for bills and a destination for bill payments. This chapter shows you how to manage your vendors. Topics include how to do the following tasks:

- Add a new vendor record
- Find a vendor in your system
- Make changes to a vendor record
- Set up account distributions for a vendor
- Specify default printing preferences for checks
- Set up a 1099
- Add comments to vendor record
- Delete a vendor record
- Merge two vendor records
- Import vendor records
- Inactivate vendors as a group and individually
- “Forget” vendor records

### Adding a New Vendor

You can add a new vendor in these areas of the application:

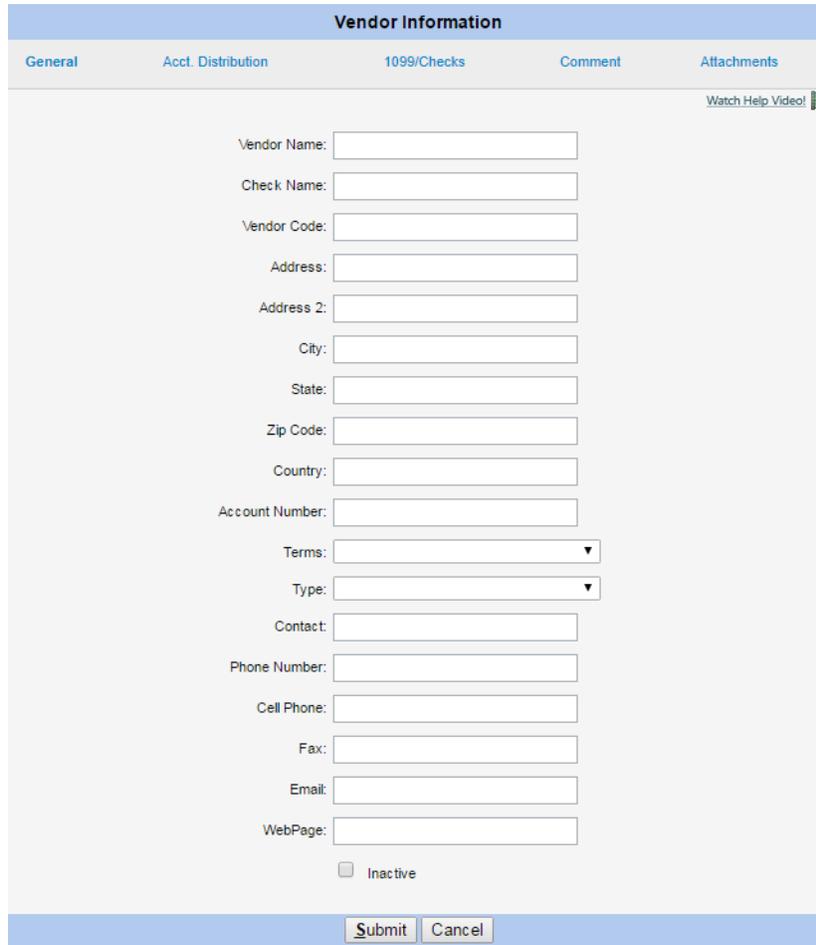
- On the main **Vendor Information** page.
- On the fly as you enter bills on the **Bill Information** page.
- On the **Charge Information** page.

If you converted your data from a previous system, ParishSOFT recommends that you enter your core vendors (those who you pay on a monthly basis) into the system as new vendors. You can enter vendors that you pay less frequently on-the-fly as you enter bills into the system. Instructions for both methods are provided in this section.

## Adding a Vendor on the Vendor Information Page

When you add a vendor, you can enter basic information about the vendor, including the name, address, and contact numbers. The following procedure shows you how to add this information in your system.

1. Click  to display the **Vendor Information** page (Figure 24):



**Vendor Information**

General    Acct. Distribution    1099/Checks    Comment    Attachments

[Watch Help Video!](#)

Vendor Name:

Check Name:

Vendor Code:

Address:

Address 2:

City:

State:

Zip Code:

Country:

Account Number:

Terms:

Type:

Contact:

Phone Number:

Cell Phone:

Fax:

Email:

WebPage:

Inactive

Figure 24. Vendor Information Page

2. Search your system to locate the name of the vendor you want to add.

*Note*

*Before you add a new vendor, you should conduct a search to verify that the vendor is not already set up in your system. An initial search helps to ensure that you do not create duplicate vendor records in your database.*

Complete the following:

- a. In the **Quick Find** list, click the Down Arrow button to display the current list of vendors. Alternatively, type the first few letters of the vendor’s name to view a list of possible name matches.
- b. Look for the vendor in the displayed list. Then, do the following:
  - If you find the vendor’s name, the vendor is already in the system. If desired, click  to view details in the vendor’s record. If you need to add information to the record, go to Step 3. If the record is complete, you are done.
  - If the vendor’s name is not in the list, the vendor is not in the system. Add the vendor’s information. Go to Step 3.
3. Complete the fields on the **Vendor Information** page as necessary. Refer to Table 9 for descriptions.
4. Click  to save the record.

The vendor’s name is now available in all of the application’s Vendor lists.

*Note*

*If you want to create another vendor record, press this keyboard combination **Alt-n** (while an existing vendor’s record is open) to open a new, blank **Vendor Information** form.*

**Table 9: Descriptions of the Fields on the Vendor Information Page**

Field	Description
<b>Vendor Name</b>	(required) Name of the vendor. Must be unique.
<b>Check Name</b>	(required) This field automatically populates based on the name of the vendor. If the vendor requires a different name on the printed check, type the name as you want it to appear on your printed checks.
<b>Vendor Code</b>	Unique code that identifies the vendor to your organization. The code can contain a mix of alphabetic and numeric characters but is limited to 20 characters. The code is used for diocesan transaction imports only.
<b>Address, Address 2, City, State, ZIP Code, and Country</b>	Vendor’s complete mailing address.

**Table 9: Descriptions of the Fields on the Vendor Information Page (Continued)**

Field	Description
<b>Account Number</b>	Vendor’s account number for your organization’s account. This account number prints on the check stub.
<b>Terms</b>	If you specify vendor payment terms (see page 25), those terms are available for selection from this list. Selecting terms for a vendor automatically populates the <b>Due Date</b> and <b>Discount Date</b> on any bills entered for this vendor.
<b>Type</b>	If you specify vendor types, (see page 27), those options are available for selection from this list.
<b>Contact, Phone Number, Cell Phone, Fax, Email</b>	Details for the primary contact person within the vendor’s business organization.
<b>WebPage</b>	Vendor’s website.
<b>Inactive</b>	Select this box to mark a vendor as inactive. Inactive vendors do not appear in <b>Vendor</b> fields such as on the <b>Bill Information</b> page or in the <b>Quick Find</b> field on the <b>Vendor Information</b> page.

## Adding a Vendor from the Bill Information Page

You can add a vendor on-the-fly when adding a bill to your system. To do this:



1. Click  to open the **Bill Information** page:

2. Click the [New Vendor](#) link to display the **New Vendor** setup (Figure 25):

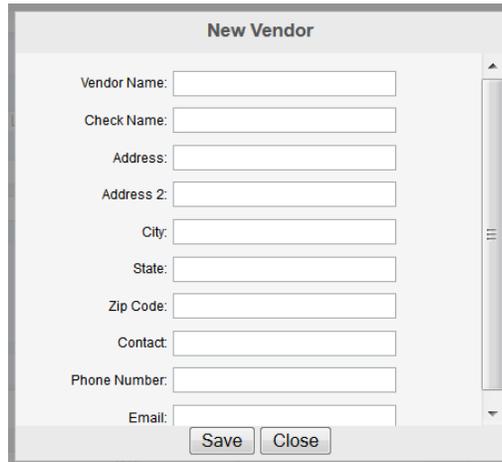


Figure 25. New Vendor Setup

3. Complete the **New Vendor** setup. See Table 9 on page 67 for field descriptions.
4. Click .

The current bill information is updated with the vendor's information, and the vendor is added to your system.

## Adding a Vendor from the Charge Information Page

You can add a vendor record on the fly to Ledger and Payables from the **Charge Information** page. Here's how:



1. Click  to display the **Charge Information** page.
2. Click the [New Vendor](#) link to display the **New Vendor** setup (Figure 25).
3. Complete the **New Vendor** setup. See Table 9 on page 67 for field descriptions.
4. Click  to add the new vendor's record to your system.

## Finding a Vendor

You can find a vendor in your system in two areas of the application:

- On the **Vendor Information** page
- On the **Bill Information** page

The two methods of finding a vendor are described in the following sections.

### Finding a Vendor on the Vendor Information Page

Use either of the following methods to find a vendor.

#### Method 1

1. On the **Vendor Information** page (see Figure 24 on page 66), do one of the following:
  - Click the **Quick Find** Down Arrow button to display the list of vendors.
  - Type the first few letters of the vendor's name in the **Quick Find** field to jump to names in the list that match the letters you typed.
2. Select the vendor. Then, click  to view the vendor's record.

#### Method 2

1. On the **Vendor Information** page (see Figure 24 on page 66), click [Find Vendor](#).  
A list of all the vendor records in your system is displayed.
2. Use the alphanumeric filters at the top or bottom of the vendor list to view a specific group of vendors (for example, all vendors whose name begins with "G").
3. Next to the desired record, click  to open and view the vendor's record.

### Finding a Vendor on the Bill Information Page



1. Click  to display the **Bill Information** page, do one of the following:
  - Click the **Quick Find** Down Arrow button to display the list of vendors.
  - Type the first few letters of the vendor's name in the **Quick Find** field to jump to names in the list that match the letters you typed.
2. Select the vendor.

Details from the selected vendor's record populate the fields on the **Bill Information** page.

## Editing a Vendor's Record

To edit a vendor's record:

1. Find the vendor's record using the instructions under "Finding a Vendor" on page 70.
2. Edit any of the fields in the selected vendor's record as needed. See Table 9 on page 67 for descriptions of the fields in the vendor record.
3. Click  to save the changes.

## Adding and Deleting Attachments to a Vendor's Record

Each vendor's record in your system has an Attachment area where you can import related documents (for example, contracts, receipts for services and materials, and tax documents) and attach them to the record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

### Adding a Vendor Attachment



1. Click  to display the **Vendor Information** page.
2. Find the vendor's record. If you need instructions for finding one, see "Finding a Vendor" on page 70.
3. Click  to view the vendor's record.
4. To attach a file, complete the following:
  - a. At the top of the vendor's record, click the [Attachments](#) button.

The **Vendor Attachments** page (Figure 26) is displayed:

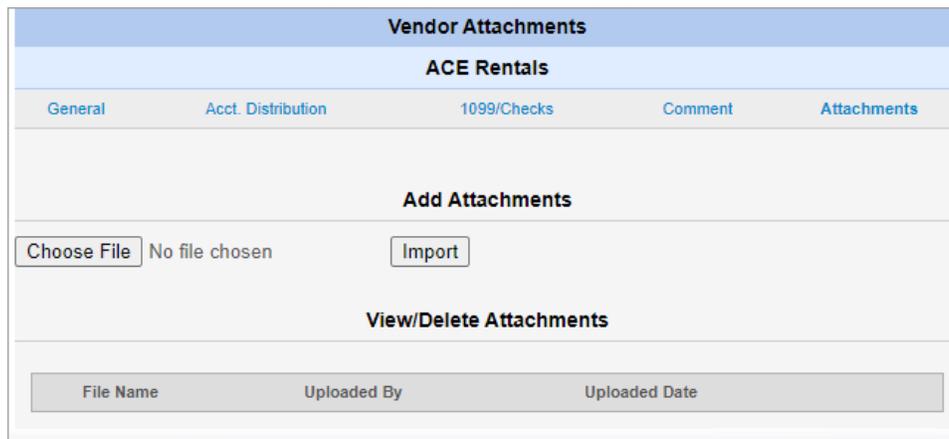
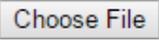
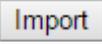


Figure 26. Vendor Attachments Page

- b. Click . Then, follow your browser's procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click .

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

*Note*

*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete the file, if desired, from your local computer.*

5. To view the contents of the attachment, click .

The file is downloaded to your computer's default download location where you can now open it.

## Deleting a Vendor Attachment



1. Click  to display the **Vendor Information** page.
2. Find the vendor's record. If you need instructions for finding one, see "Finding a Vendor" on page 70.
3. Click  to view the vendor's record.
4. At the top of the vendor's record, click the [Attachments](#) button.

The list of attachments currently linked to the account is displayed.

5. To the right of the attachment you want to delete, click .

## Setting Up Account Distributions

You can save data entry time by setting and saving account distribution options in each vendor's record. The Vendor Account Distribution automatically displays the Expense, Liability, or Dedicated accounts normally used by a vendor. You can then apply (or opt not to apply) them to bills entered for that vendor. To set up distribution options for a vendor, complete the following steps:



1. Click  to display the **Vendor Information** page (see Figure 24 on page 66).
2. In the **Quick Find** list, select the desired vendor. Then, click  to display the record.
3. At the top of the **Vendor Information** page, click the [Acct Distribution](#) button.

The **Vendor Distribution** page is displayed (Figure 27):

Vendor Distribution		
AT&T		
General	Acct. Distribution	1099/Checks
Comment	Attachments	
Distribution Method: Percent		
#	Account	Percent
1	5208: Telephone E-1-001-001-055-09	75.00
2	5209: Cable and Internet E-1-001-001-055-10	25.00
3		
Total:		100.00
<a href="#">More Lines</a>		
<input type="button" value="Submit"/>		

Figure 27. Vendor Distribution Page

4. In the **Distribution Method** list, select one of these options: **Percent** or **Amount**.

*Note*

*If you choose the **Percent** option, the distribution total must equal 100.00.*

5. In Row 1, click inside the **Account** field. Select the first account, and then enter the amount or percent of the distribution in the **Percent** or **Amount** field.
6. If necessary, in Row 2 click inside the **Account** field. Select the second account, and then enter the amount or percent of the distribution in the **Percent** or **Amount** field.
7. Add additional accounts and amounts or percents as needed.

*Note*

*If you need to add more than three accounts, click the [More Lines](#) link to add two more lines.*

8. Click  to save the account distribution information to the vendor record.

Each time you enter a new bill for a vendor that has an account distribution, you will be asked if you want to apply the distribution options to the bill.

## Specifying Printing Preferences for Checks Issued to a Vendor

Multiple bills for a single vendor are typically combined into one check. If you prefer, you can have separate checks print for a given vendor. This section shows you how to specify your printing preferences for checks you issue to a given vendor.



1. Click  to display the **Vendor Information** page.
2. In the **Quick Find** list, select the desired vendor. Then, click  to display the selected vendor's record.
3. At the top of the **Vendor Information** page, click the [1099/Checks](#) button.

The **Vendor 1099/Checks** page is displayed (Figure 28):

### Note

*If you do not have permission to view the vendor's social security number, the value in the **Tax ID** field is masked, and you see the last four digits only. Permission to view the entire social security number is set on the **Permissions** page for Ledger and Payables in the Church Manager module. For details, see "Limiting a Church User's Account Access by Entity" on page 252.*

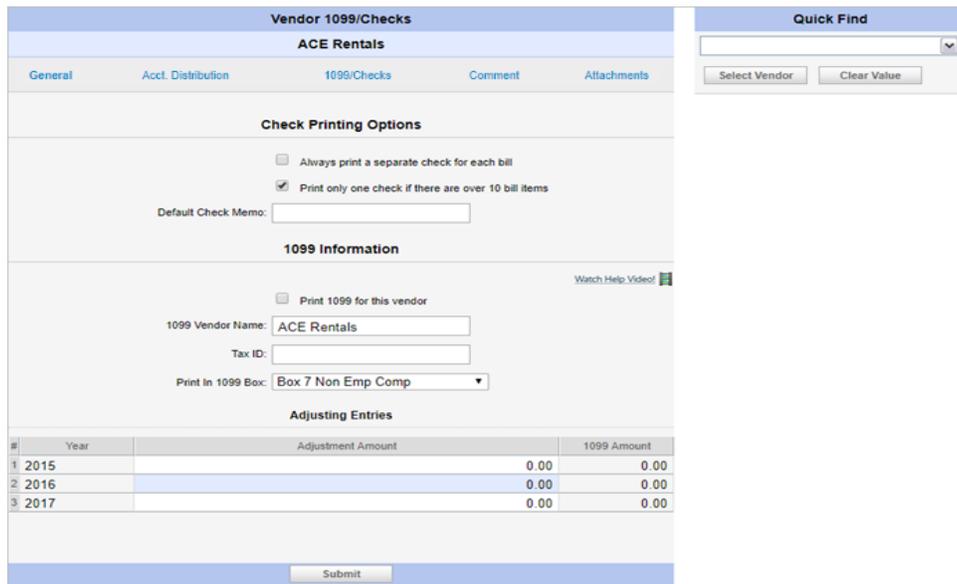
A screenshot of the "Vendor 1099/Checks" page for "ACE Rentals". The page has a blue header with the vendor name and a "Quick Find" sidebar on the right. The main content area has tabs for "General", "Acct. Distribution", "1099/Checks", "Comment", and "Attachments". The "1099/Checks" tab is active. Under "Check Printing Options", there are two checkboxes: "Always print a separate check for each bill" (unchecked) and "Print only one check if there are over 10 bill items" (checked). Below is a "Default Check Memo" field. Under "1099 Information", there is a checkbox for "Print 1099 for this vendor" (unchecked), a "1099 Vendor Name" field with "ACE Rentals", a "Tax ID" field, and a "Print In 1099 Box" dropdown menu set to "Box 7 Non Emp Comp". At the bottom, there is an "Adjusting Entries" table with columns for "#", "Year", "Adjustment Amount", and "1099 Amount". The table has three rows for years 2015, 2016, and 2017, all with 0.00 in both adjustment and 1099 amount columns. A "Submit" button is at the bottom center.

Figure 28. Vendor 1099/Checks Page

- The **Check Printing Options** section lets you indicate how checks should be issued to this vendor. Select one, both, or neither of the following options:
  - **Always print a separate check for each bill**
  - **Print only one check if there are over 10 bill items**
- Click  to save the information.

## Specifying Default Text for the Check Memo

This procedure shows you how to create text that appears in the memo field on all checks issued to a given vendor. If you prefer to individually add memo text to your checks, you can add that information when you do a check run. See "Printing Checks" on page 97 for details.



- Click  to display the **Vendor Information** page.
- In the **Quick Find** list, select the desired vendor. Then, click  to display the selected vendor's record.
- At the top of the **Vendor Information** page, click the [1099/Checks](#) button.

The **Vendor 1099/Checks** page (Figure 28) is displayed.

- In the **Default Check Memo** field, type the information you want displayed in the check memo field on all checks to this vendor. The maximum number of characters allowed in the field is 50.

### *Note*

*Even if you specify the default text here in this setup, you can edit the text later when you do a check run. See "Printing Checks" on page 97 for details.*

- Click  to save the information.

## Setting Up to Print 1099 Forms for a Vendor

Non-Incorporated vendors to whom you have paid over \$600.00 in a calendar year for services, products related to that service, and other income payments must receive a 1099 from your organization. This procedure shows you how to set up a vendor to receive a 1099.



1. Click .
2. In the **Quick Find** list, select the desired vendor. Then, click to display the vendor's record.
3. At the top of the **Vendor Information** page, click the [1099/Checks](#) button.

The **Vendor 1099/Checks** page (Figure 28) is displayed.

4. In the **1099 Information** section, check the **Print 1099 for this vendor** box:

To print a 1099, check this box.

The screenshot shows the 'Vendor 1099/Checks' page for 'ACE Rentals'. The '1099 Information' section has the 'Print 1099 for this vendor' checkbox checked. The '1099 Vendor Name' field contains 'ACE Rentals', the 'Tax ID' field is empty, and the 'Print In 1099 Box' dropdown is set to 'Box 7 Non Emp Comp'. Below this is an 'Adjusting Entries' table with columns for '#', 'Year', 'Adjustment Amount', and '1099 Amount'. The table contains three rows for years 2015, 2016, and 2017, all with 0.00 in both the Adjustment Amount and 1099 Amount columns. A 'Submit' button is at the bottom.

#	Year	Adjustment Amount	1099 Amount
1	2015	0.00	0.00
2	2016	0.00	0.00
3	2017	0.00	0.00

Checking the **Print 1099** box causes the system to retroactively set prior transactions posted during the current year to 1099 status. The system also automatically marks all future transaction as 1099 transactions so that the 1099 for this vendor is accurate at the end of the year.

5. In the **1099 Vendor Name** field, type the name that should appear on the vendor's 1099 form.
6. In the **Tax ID** field, type the vendor's tax ID number.

### Note

*If you enter the vendor's social security number in the field, it will display as masked, meaning only the last four digits are visible. Permission to view the entire social security number is set on the **Permissions** page in the Church Manager module. For details, see "Limiting a Church User's Account Access by Entity" on page 252.*

- From the **Print in 1099** list, select 1099 box to use.

*Note*

**Box 7 Non Emp Comp** is the default option. You can choose a different option if you need to.

- Enter an adjustment amount.

You can also enter an adjustment amount for the year, if necessary, to record any payments made to the vendor outside of the ParishSOFT Accounting system.

*Note*

Your 1099 amounts can be adjusted by line item on the **Bill Information** screen, so you can easily exclude non-1099 items, such as reimbursements, from the 1099 totals.

- Click  to save.

You can print 1099s for vendors from the **Reports** page. For details, see "Printing 1099s" on page 236.

## Setting Up a Vendor's ACH Bank Account

This procedure shows you how to set up a vendor's bank account to receive Direct Deposit payments from your organization's bank account.

*Note*

To set up a vendor's ACH bank account, you must have **Read** and **Allow/Write** settings for the **Check ACH** permission assigned to your login credentials. (The **Check ACH** permission setting is shown in the list in Figure 84 on page 254). If you are a Church Administrator, the permissions required to set up vendor ACH bank accounts are already assigned to your role.



- Click  to open the **Vendors** page.
- In **Quick Find** dropdown list, select the vendor's name. Then, click  to open the **Vendor Information** page.
- At the top of the vendor's profile, click  to open the **Vendor Direct Deposit** page.
- Select the **ACH File** option. Then, enter the vendor's ACH bank account details into the form.
- Click  to save.

The vendor's bank account is now set up to receive payments from your organization's ACH bank account. Your organization must have a bank account set up to transfer payments electronically to vendors. For instructions on setting up the organization's ACH bank account, see "Changing the Name of a Primary Bank Account" on page 24

## Recording Information About a Vendor

The **Comments** feature enables you to record information specific to a vendor in your database. This information does not print on the check or check stub. It is simply available for your reference.

To add a comment:



1. Click  to display the **Vendor Information** page.
2. In the **Quick Find** list, select the desired vendor. Then, click  to display the selected vendor's record.
3. At the top of the **Vendor Information** page, click the [Comment](#) button.

The **Vendor Comments** page (Figure 29) is displayed.

The screenshot shows a web interface for "Vendor Comments". At the top, there is a blue header with the text "Vendor Comments". Below this is a sub-header "AT & T". A navigation bar contains five tabs: "General", "Acct. Distribution", "1099/Checks", "Comment", and "Attachments". The "Comment" tab is selected. Below the navigation bar is a section titled "Comments" which contains a large text area with the following text: "Use the Comments field to record information about a vendor in your database. The information you put in this field does not appear on the printed check or check stub." At the bottom of the page is a "Submit" button.

Figure 29. Vendor Comments

4. Type your notes in the **Comments** field. Then, click  to save.

## Deleting a Vendor

You can delete a vendor for which you have no transactions.



1. Click  to display the **Vendor Information** page.
2. In the **Quick Find** list, select the desired vendor. Then, click  to display the selected vendor's record.
3. To delete a vendor from the database, click .

## Merging Vendor Records

Occasionally, you may have two records that you accidentally created for the same vendor. One method you can use to clean up your database is to merge the two records. The merge process takes information from one vendor record and moves it into another vendor record. As part of the process, you can choose to delete the unwanted vendor record after the merge is completed.

To merge two vendor records, complete the following steps:

1. Click  .
2. Open the **Other Processes** group.
3. Select the [Merge Vendors](#) link to display the **Merge Vendors** page (Figure 30).

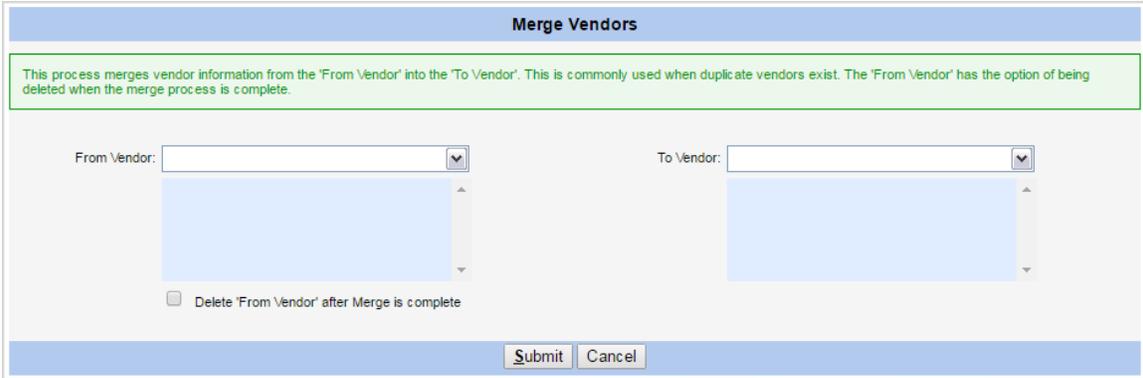


Figure 30. Merge Vendors Page

4. Select the vendor record you want to transfer information from in the **From Vendor** dropdown list.

*Note*

*This is the record you do not want to keep. You are going to move all information from this record into the record you want to keep.*

The vendor address of the selected vendor displays below the **From Vendor** field, to help you confirm you have the correct vendor selected.

5. If desired, select the **Delete 'From Vendor' after Merge is complete** checkbox to remove the **From Vendor** record as part of the merge process.

*Note:*

*If you do not select the checkbox to get rid of the **From Vendor** record, the system keeps the record in your database after the merge.*

6. Select the vendor record you want to transfer information to in the **To Vendor** dropdown list.

The vendor address of the selected vendor displays below the **To Vendor** field to help you confirm you have the correct vendor selected.

7. Click .

The merge process does the following:

- Moves all bill, check, and credit card information from the **From Vendor** record to the **To Vendor** record. For reporting purposes, the system retains the vendor name originally used on all transactions.
- Selects the **Print 1099 for this vendor** checkbox in the record of the **To Vendor**, if this checkbox is selected in the record of the **From Vendor**. The system does not transfer the remaining profile information from the record of the **From Vendor** to the record of the **To Vendor**.
- Deletes the **Distribution** data, if specified, from the record of the **From Vendor**.
- Deletes the **From Vendor** record, if the user selected the **Delete 'From Vendor' after Merge is complete** checkbox.
- Creates an **Audit** log entry to record the change.

## Importing Vendor Records

Use the Vendor Import utility to bring existing vendor records into your ParishSOFT Accounting system. You can bulk-add new vendor records at once or use the utility to update individual vendor records you already have in your database.



**If you include a large number of vendor records in the import file, the system may be slow to open the Bill Information page. To obtain optimal page load speed, limit the import file to include only those vendors for which you need to enter transactions.**

A specially formatted vendor template file is provided along with step-by-step instructions to complete the import. We recommend that you use the template to help ensure a successful import.

To access the import template and instructions:



1. Click .
2. Open the **Import Processes** group. Then, select the  **Import Vendors** link.
3. On the **Import Vendors** page, do the following:
  - Select the link to view import instructions.
  - Select the link to download the import template to your computer.

## Inactivating a Group of Vendors

If you have a large number of inactive vendors (those you no longer do business with), you can make them inactive. The inactivation process lets you flag any vendors that have not been used in a transaction since a given date as inactive. Note that this process does not remove inactive vendors from your database. It simply removes them from your active vendor lists and filters. The inactivation process de-clutters those lists, which can greatly improve your ability to search for and select vendors.

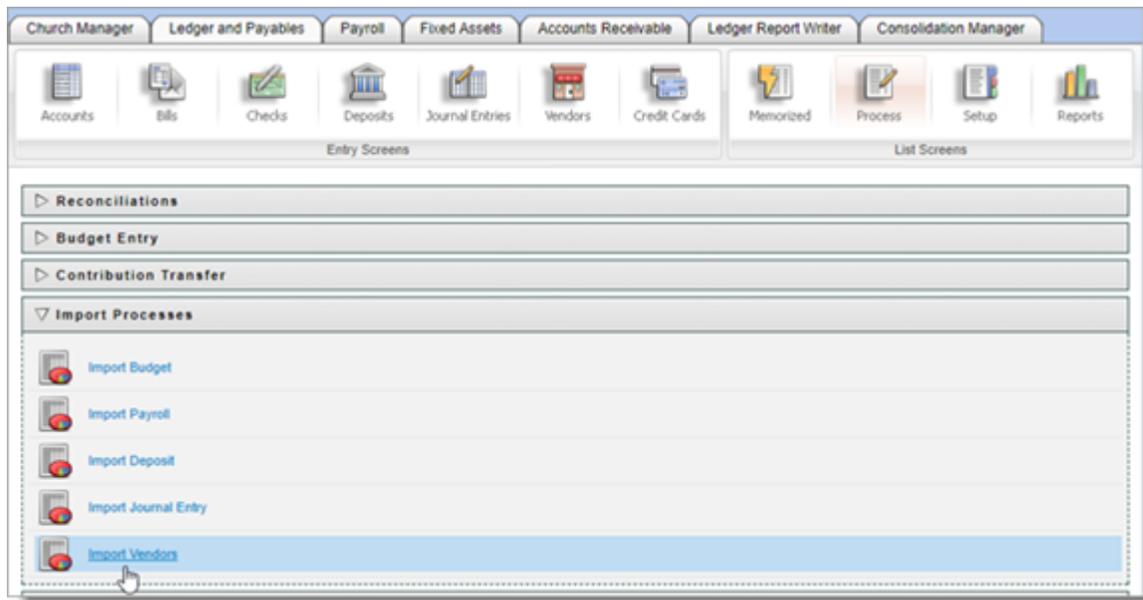
*Note*

*At any time, you can re-activate a vendor you flagged as inactive. See "Reactivating an Inactive Vendor" on page 83 for instructions.*

To inactivate a group of vendor records:

1. Click .

2. Open the **Other Processes** group. Then, select the  [Inactivate Vendors](#) link, as shown in the following illustration:



3. Click inside the **Date Last Used** field and select the date of the last transaction from the calendar.
4. Click .

The system generates an **Inactive Vendor List** report. This report shows the names of vendors with no transactions since the date you specified.

5. Review the list. Then, do one of the following:



**IMPORTANT**

**If you determine that several vendors in the list should not be inactivated, proceed with the inactivation of those vendors. You can then re-activate them individually. See "Reactivating an Inactive Vendor" on page 83 for instructions on how to re-activate an inactive vendor.**

- If the list is acceptable, click .

The system inactivates all vendors in the list. These vendors no longer appear in vendor selection lists and filters.

- If the list is not acceptable, repeat Steps 3 – 5 until you have an acceptable list.

## Making a Vendor Inactive

If you have a vendor that you no longer do business with, you can make the vendor inactive. When you make a vendor inactive, the vendor remains in your database but the name no longer appears in lists and filters throughout the application.

If you need to make a vendor inactive, follow these steps:



1. Click .

2. Select the **Find Vendor** link.

The system displays the **Vendor Search** page. The list shows your active vendors.

3. Find the vendor whose status you want to change to inactive. Then, click  to the left of the vendor's name.

The vendor's record is displayed.

4. Scroll down to the bottom of the page.

5. Select the **Inactive** checkbox. Then, click .

The vendor's status is now changed to **Inactive**.

## Reactivating an Inactive Vendor

If you need to make a vendor active again, follow these steps:



1. Click .
2. Select the [Find Vendor](#) link.

The system displays the **Vendor Search** page. The list shows active vendors only.

3. Scroll down to bottom of the page.
4. Select the **Show Inactive Vendors** checkbox. Then, click .

The list updates to show both active and inactive vendors. The **Status** column shows each vendor's status as **Active** or **Inactive**.

5. Find the vendor whose status you want to change to active. Then, click  to the left of the vendor's name.

The vendor's record is displayed.

6. Scroll down to the bottom of the page. The **Inactive** checkbox is selected to indicate that the vendor's status is currently inactive.
7. Select the **Inactive** checkbox to remove the checkmark. Then, click .

The vendor's status is now changed to **Active**.

## Forgetting a Vendor Record

### Note

*Only users with Church Admin or Dio Admin permissions can use the Forget Vendor feature.*

*The Forget Vendor feature is available only if GDPR processes are enabled by your diocese.*

On May 25, 2018 the European Union's General Data Protection Regulation (GDPR) went into full effect. GDPR is a European regulation that addresses data protection and privacy for individuals located in and outside of the European Union.

GDPR legislation governs the collection, processing, and storage of personal data of individuals. One GDPR directive, the "Right to Be Forgotten", strengthens individuals' privacy rights by allowing them to request that organizations remove their personal data. In GDPR terms, personal data is any information that specifically identifies the individual, such as his or her name, address, and phone number.

If a vendor asks to have their personal data removed, do the following:



### IMPORTANT

**You cannot remove personally identifying data for any vendor with a transaction balance or for any vendor receiving a 1099 in the current year.**

1. Click  .
2. Open the **Other Processes** group.
3. Select  [Forget Vendor](#).
4. In the **Forget Vendor** dropdown list, select the vendor whose data you want to remove.



### WARNING

**You are about to permanently remove the selected vendor's personally identifying information from your database. Before proceeding, verify that you selected the right vendor. After you click the Submit button, the vendor's personal information will be removed from your database and can no longer be retrieved.**

5. Click .

In compliance with GDPR data privacy regulations, all personally identifying information is removed from the vendor's record. To protect the vendor's identity, the **Name** field in the vendor's record now shows "GDPR."

If desired, you can run a Forgotten Vendor List report to verify that the vendor's personal information was removed. You can find this report in the **Vendors** group (see "Vendors" on page 218) in the **Standard Reports** section.

# Chapter 5

## Entering Bills

### Introduction

The Ledger and Payables system makes it easy for you to enter bills for expenses into your system. This chapter shows you how to create a bill and do the following tasks related to managing bills in your system:

- Find a bill
- Edit a bill
- Void a bill
- Pay a bill on-the-fly
- Record a bill paid by a handwritten check or electronic payment
- Memorize a recurring bill to make regular scheduled payments without having to repeat data entry
- See also, "Managing Bills, Deposits, and Checks with GAAP Compliance" on page 293

### Creating a Bill

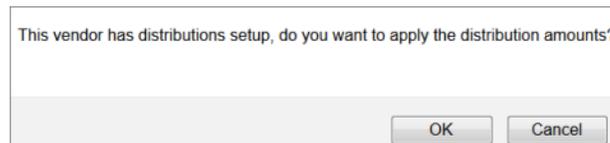
1. Click  to display the **Bill Information** page (Figure 31):

#	Account	Amount	Comment	Paid	Project	1099
X 1						
X 2						
X 3						

Figure 31. Bill Information Page

The system opens a new bill record and generates a unique bill number for the bill, which is displayed in the **Bill Number** field.

2. Select the account from which the payment will be debited:
  - For cash method systems, choose the bank account.
  - For accrual method systems, choose an AP Account.
  - For primary cash accrual systems, select the primary account.
3. Press the **Tab** key to move through the form fields at the top of the screen, populating the following items as appropriate:
  - a. **Vendor:** select from list or click **New Vendor** to add a new vendor to your system. After the vendor is selected, the vendor's address is displayed. If the vendor has distribution amounts, a message is displayed, prompting you to apply them to this bill:



Click  to apply the distribution amounts. The accounts are listed on the **Bill Information** page. You can edit or delete them as necessary.

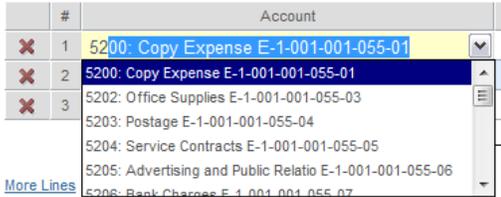
- b. **Invoice Number:** type the vendor's invoice number.

*Note*

*If the vendor has a duplicate invoice number already entered in the system, you will receive a warning allowing you to continue or cancel the bill.*

- c. **Invoice Date:** defaults to today's date. If you need to change the date, type the new date in mm/dd/yyyy format or click in the field and select the date from the displayed calendar.
    - d. **Actual Invoice Date** (this feature is for accrual-basis accounting systems only and must be turned on by a user with access to the options in Church Manager): defaults to the Invoice date. If you need to change the date to show the actual date on the invoice, type the new date in mm/dd/yyyy format or click in the field and select the date from the displayed calendar.
    - e. **Due Date:** type the invoice due date in mm/dd/yyyy format or click inside the field and select the date from the displayed calendar. Use the due date to schedule an item for payment. If terms are set up for this vendor, the due date defaults to the Net Days from the invoice date. If no terms are set up for this vendor, the system defaults to Net 30 days. For information on terms, "Setting Up Vendor Payment Terms" on page 25.
    - f. **Discount Date:** type the vendor's discount date. If terms are set up for this vendor, the discount date defaults to the number of discount days from the invoice date. The discount percentage can be defined in the Vendor Terms setup. For details, see "Setting Up Vendor Payment Terms" on page 25.
    - g. **Comment:** type a comment that describes the bill. The comment prints on reports to help you identify specific bills.

4. Enter the individual line items for the bill, designating the following:
  - a. **Account Restriction:** this field is visible only if your organization is using the GAAP Compliance Function. For a restricted expense, choose **With Donor Restrictions (Temp)** or **With Donor Restrictions (Perm)**, as appropriate. See "Using the GAAP Compliance Feature" on page 277 for details.
  - b. **Account:** select the appropriate Expense, Liability or Dedicated Account. Type the first few characters to filter your account list.



Accounts in this list are sorted according to your account settings. To change these settings, see "Setting Up User Preferences and Default Accounts" on page 19.

- c. **Amount:** type the dollar amount in xxx or xxx.00 format. The cents value defaults to .00 if you do not type a decimal value.
    - d. **Comment:** type a comment for the line item. The comment appears on the check stub.
    - e. If the line item applies to a project, select the project name from the **Project** list.
- Note*
- To set up a new project, see "Creating Project Groups and Projects" on page 15.*
- f. Check the **1099** box for any items that should be included on a vendor's 1099 tax form. Leave the box unchecked for items such as reimbursements, which should not be included on a 1099.
  5. To add another line item, press the **Tab** key to move your cursor to the next line. Repeat steps 4a – 4e.
  6. To add more line items to the bill form, press the **Tab** key to advance to the [More Lines](#) link and press **Enter**. Two more lines are added to the bill.
  7. Click  to save the bill and place it in the queue for payment by check.

## Finding a Bill



1. Click  to display the **Bill Information** page (Figure 31).
2. Click the [Find Bill](#) link.

A list of all bills is displayed. The most current bills appear at the top of the list.

In the **Unpaid** column, bills yet to be paid show their status as **Unpaid**. Partially paid bills show their status as **Partial**.

3. To find a bill, type the bill number in the **Transaction Number** field. Then, click  .

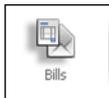
### *Note*

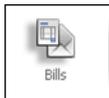
*To find a bill by check number, use the procedure under "Finding Checks and Viewing Transaction Details" on page 103.*

4. Select one or more of the following filters: **account**, **vendor**, and **fiscal year**. Then, click  to find all of the bills associated with your filter criteria.
5. To view any bill in detail, click  to the left of the bill entry.
6. To reset your search criteria, click  to return to the complete list of bills.

## Editing a Bill

If using a cash method, you can edit any bill that has not been paid. If using an Accrual Method, you can edit any bill in the current or future fiscal month that has not been paid. For paid bills or any bills in a prior period, you can edit the **Comment** and **Project** fields only.



1. Click  to display the **Bill Information** page (Figure 31).
2. Find the bill. If you need instructions on how to find one, see "Finding a Bill" on page 88.
3. Click  to view the bill in detail.

- Edit the bill as needed.

*Note*

To remove a line item, click the red **X** in the row containing the line item. To add more line items, click the [More Lines](#) link.

#	Account	Amount
 1	5201.00CHR: Charity E-1-03-29-5201-00	1500.00
 2		
 3		
Total:		1,500.00

- Click  to save your changes.

## Deleting a Line Item

To delete an individual line item from a bill, click the red **X** in that row.

## Adding More Line Items

To add more line items, click the [More Lines](#) link.

## Deleting a Bill

If you are using cash method and enter a bill by mistake, you can delete the bill from the list at any time as long as the bill has not been paid. If you are using an accrual method, you can delete an unpaid bill that is dated within your current or future fiscal month.

To delete a bill:



- Click  to display the **Bill Information** page (Figure 31).
- Find the bill you want to delete. If you need instructions on how to find one, see "Finding a Bill" on page 88.
- Click  to view the bill in detail.
- Confirm that the bill is the one you want to delete. Then, click .
- Click  to confirm the deletion or  if the record for the bill should remain in the database.

## Voiding a Bill

If using an accrual method, you cannot delete a bill from a closed fiscal month. However, you can void the bill. Voiding the bill automatically creates a Journal Entry that reverses the effect of the bill.



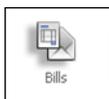
1. Click  to display the **Bill Information** page (Figure 31).
2. Find the bill. If you need instructions on how to find one, see "Finding a Bill" on page 88.
3. Click  to view the bill in detail.
4. Click  to void the bill.

See also, "Managing Bills, Deposits, and Checks with GAAP Compliance" on page 293, for information on voiding bills with an **Associated Journal Entry Number**.

## Adding and Deleting Attachments to a Bill

Each bill in your system has an Attachment area where you can import related documents (for example, receipts, invoices, and copies of checks) and attach them to the bill record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

### Adding a Bill Attachment



1. Click  to display the **Bill Information** page (Figure 31).
2. Find the bill. If you need instructions on how to find one, see "Finding a Bill" on page 88.
3. Click  to view the bill details.
4. To attach a file, complete the following:
  - a. In the lower right, click .

The **Bill Attachments** page (Figure 32) is displayed:

Figure 32. Bill Attachments Page

- b. Click  . Then, follow your browser’s procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click  .

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

*Note*

*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete it, if desired, from your local computer.*

5. To view the contents of the attachment, click  .

The file is downloaded to your computer’s default download location where you can now open it.

## Deleting a Bill Attachment



1. Click  display the **Bill Information** page.
2. Find the bill. If you need instructions on how to find one, see “Finding a Bill” on page 88.

3. Click  to view the bill in detail.

4. In the lower right, click .

The list of attachments linked to the bill is displayed.

5. To the right of the attachment you want to delete, click .

## Printing the Transaction Details for a Bill

To print the transactions associated with a specific bill, complete the following:



1. Click  to display the **Bill Information** page (Figure 31).

2. Find the bill. If you need instructions on how to find one, see "Finding a Bill" on page 88.

3. At the bottom of the **Bill Information** page, click .

4. Follow your browser's procedures for opening and printing the report.

## Paying a Bill On-the-Fly

To pay a bill immediately, add the bill as usual, using the instructions provided on page 85.



1. Click  to display the **Create Checks** page (see Figure 35 on page 97).

2. Specify details for the check:

- Select a payment method option (check or bill pay).
- Select the bank account or primary account.
- Specify or accept today's date as the check date.
- Specify the beginning check number.

### *Note*

*For information on checks, see Chapter 6: "Creating and Printing Checks".*

3. In the lower section of the page, check the **Pay** box for each item that you want to pay now.

4. Do one of the following:

- If printing paper checks, click .
- If using Bill Pay, click .

## Recording a Manual or Electronic Check



1. Click  to display the **Bill Information** page (Figure 31).
2. Choose one of the following methods to record the check:
  - If the vendor was paid with a handwritten or electronic check, complete these steps:
    - a. Click [Assign Check Number](#).
    - b. If the bill was paid by a manual check, select the **Bank Account** (if Accrual).
    - c. The check number defaults to the next available number. If necessary, type a new check number in the **Check Number** field.
    - d. The check date defaults to today's date. If necessary, type a new date in the **Check Date** field or click in the field and select a date from the displayed calendar.
    - e. Click  to return to the **Bill Information** page.

OR

- If the bill was paid electronically, complete these steps:
  - a. Click [Assign Check Number](#).
  - b. In the **Check Number** field, type a check number that begins with "EFT" or "ACH" along with the confirmation number provided at the time of the transfer by the bank or vendor.

- c. Click  to return to the **Bill Information** page.

### Notes

*Checks that begin with alpha characters do not affect the next available check number feature.*

*If you find that you made an entry error, you can click the **Assign Check Number** link again and make any corrections, or click **Clear Check** to remove the check record from this bill.*

3. Click  to save the transaction.

See "Recording Handwritten or Electronic Checks" on page 101 for more information.

## Memorizing a Bill

You can memorize a new bill or a bill that you created previously.



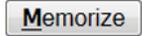
1. Click  to display the **Bill Information** page (Figure 31).
2. To memorize a bill, find and view an existing bill record, or create a new record for the bill that you want to memorize.
3. Click  to display the **Memorize This Transaction** setup:

Figure 33. Memorize This Transaction Setup

4. Type a unique description for the bill.
5. Select a frequency value (for example, Monthly) from the **Frequency** list.
6. If using a Semi-Monthly Frequency, select the first day the bill is due in the month from the **Semi-Monthly First Day** list.

The system automatically calculates 15 days from that date for the second due date in the month.

7. In the **Next Date** field, indicate when the next bill should be placed into the queue for processing.
8. In the **Final Date** field, specify when the last memorized bill should be processed (for example, the last payment date of a loan). If the payment period is indefinite, you can leave this field empty to continue recurring bills with no end date.
9. Do one of the following:
  - If the bill amount will vary from one period to the next, check the **Use zero amounts on future transactions** box.
  - If the amount will be the same each time, leave the **Use zero amounts on future transactions** box unchecked.

10. Click  to memorize and save the bill.

# Chapter 6

## Creating and Printing Checks

### Introduction

ParishSOFT Accounting provides everything you need to pay your bills by check and access your check records. In this chapter, you learn how to do the following:

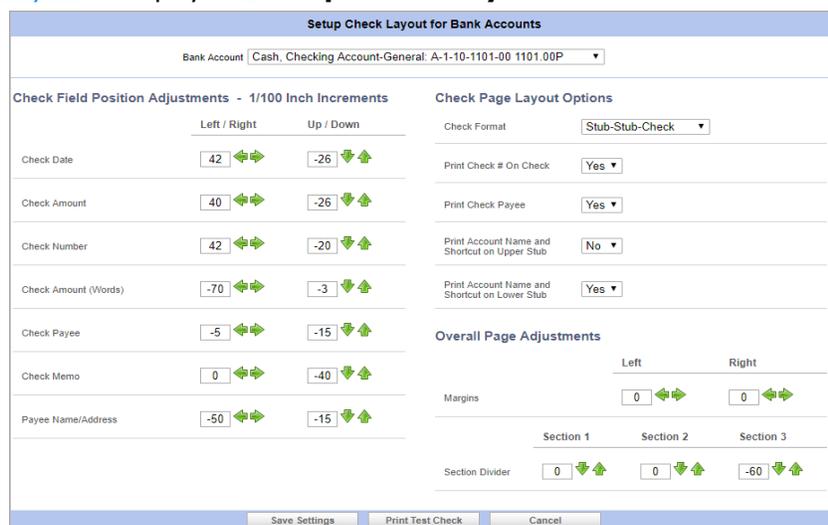
- Customize check layouts
- Print checks
- Record handwritten and electronic checks
- Make partial bill payments
- Pay bills using Direct Deposit
- Pay bills electronically
- Void checks
- Spoil checks

### Customizing Check Layouts

You can customize check layouts by account so that check fields are printed in the right position on your check forms.



1. Click .
2. Click [Check Layout](#) to display the **Setup Check Layout for Bank Accounts** (Figure 34):



The screenshot shows the 'Setup Check Layout for Bank Accounts' window. At the top, it displays the 'Bank Account' as 'Cash, Checking Account-General: A-1-10-1101-00 1101.00P'. The window is divided into several sections:

- Check Field Position Adjustments - 1/100 Inch Increments:** This section has two columns: 'Left / Right' and 'Up / Down'. Each row contains a text input field, a left arrow, a right arrow, a text input field, a down arrow, and an up arrow. The rows are: Check Date (42, -26), Check Amount (40, -26), Check Number (42, -20), Check Amount (Words) (-70, -3), Check Payee (-5, -15), Check Memo (0, -40), and Payee Name/Address (-50, -15).
- Check Page Layout Options:** This section contains four rows, each with a label and a dropdown menu: Check Format (Stub-Stub-Check), Print Check # On Check (Yes), Print Check Payee (Yes), and two rows for Print Account Name and Shortcut on Upper/Lower Stub (No/Yes).
- Overall Page Adjustments:** This section has two columns: 'Left' and 'Right'. It includes a 'Margins' row with two input fields (0, 0) and a 'Section Divider' row with three input fields (0, 0, -60).

At the bottom of the window, there are three buttons: 'Save Settings', 'Print Test Check', and 'Cancel'.

Figure 34. Check Layout Setup

3. In the **Bank Account** dropdown list, select the desired bank account.
4. Using the arrows as a visual guide, nudge the check field positions left or right and up or down.

*Note*

*Adjustments are made in increments of 1/100 of an inch. To move ¼ inch, enter 25; to move ½ inch, enter 50; to move 1 inch, enter 100.*

5. In the **Check Page Layout Options** group, complete the following:
  - a. In the **Check Format** dropdown list, select the check format as one of the following: **Stub-Stub-Check**, **Check-Stub-Stub**, **Stub-Check-Stub**, or **Check-Check-Check**.
  - b. In the **Print Check # on Check** dropdown list, specify to print (**Yes**) or not to print (**No**) the check number on your checks.
  - c. In the **Print Check Payee** dropdown list, specify whether to print (**Yes**) or not to print (**No**) the name of the payee on your checks.
  - d. Specify whether include the account name and shortcut numbers on your checks and where to print this information. The available options give you flexibility regarding placement of this information:
    - Upper stub only: select **Yes** to print on upper stub and **No** to print on lower stub.
    - Lower stub only: select **No** to print on upper stub and **Yes** to print on lower stub.
    - Neither the upper or lower stub: leave both options set to **No** (the default).
    - Both the upper and lower stubs: select **Yes** to print on upper stub and **Yes** to print on lower stub.
6. If desired, make adjustments to the overall page by adjusting margins and dividers for the three sections of the check.
7. Click  to save the check layout for the selected bank account.

*Note*

*You must click **Save Settings** before clicking **Print Test Check** or the system will revert to your previous settings.*

8. Click  to check the alignment of the current settings.

9. Make the desired check field and page adjustments. Then, print additional test checks as needed.

10. Click  to save the check layout for the selected bank account.

*Note*

*To print checks, you must allow pop ups for the website. If the system displays a message to inform you that pop-up windows are blocked for this site, you must enable pop-up windows. See "Allowing Pop-Up Windows and Menus" on page 9 for details.*

Use the Check Layout feature to accommodate for your existing check stock.

To order new checks, go to [www.parishsoftforms.com](http://www.parishsoftforms.com). Then, revert all numbers in the Check Layout to zero. The default check layout settings match the checks ordered through that site.

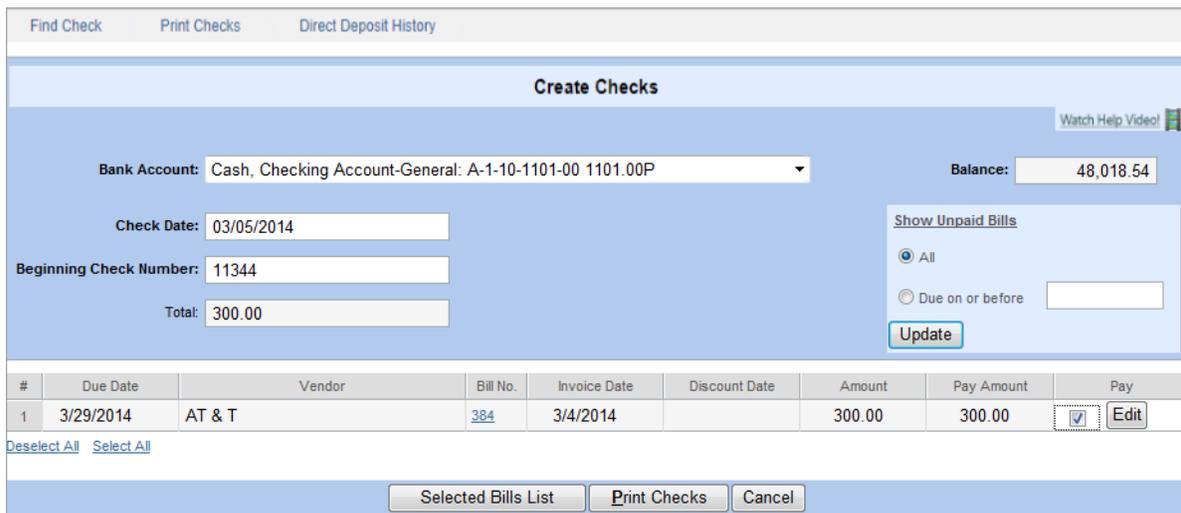
## Printing Checks

 **IMPORTANT**

**If your organization uses manual checks only, you can skip the instructions in this section. Instead, go to the Bill Information page and assign check numbers.**

You can print a check for any unpaid bill in your database. Choose to pay all bills, pay by a specific due date, or pay just certain bills that you select. Just choose the bills you wish to place in the check queue and create checks using the following procedure.

1. Click  to display the **Create Checks** page:



#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	3/29/2014	AT & T	384	3/4/2014		300.00	300.00	<input checked="" type="checkbox"/> Edit

Figure 35. Create Checks Page

2. From the **Bank Account** list select the bank account.

3. Type date in the **Check Date** field and specify the starting number in the **Beginning Check Number** field.

The system calculates the total for you and displays the bank account balance. If you are using an accrual method, by default, the system displays all unpaid bills. If you are using a cash method, the system displays only those bills associated with the selected bank account are displayed.

4. If your list of bills is long, filter the view by clicking the **Due on or before** option, selecting desired due date from the calendar, and then clicking the  to refresh the list of bills.
5. In the **Pay** column, check the **Pay** box next to each bill that you want to pay. If you want to select all of the bills, click the [Select All](#) link in the lower right.
6. (optional) Click  to print a list of bills to be paid and reviewed.
7. Click  to display the **Create Checks** page where you can view the data that will print on the checks for the selected bills. For example:

**Create Checks**

Bank Account:

Balance:

Vendor: AT & T  
P O BOX 1056262  
ATLANTA, GA 30348 5262

Check Number:

Date:

Amount:

*Three Hundred Dollars and Zero Cents.....*

Default Check Memo:

#	Bill	Invoice	Invoice Date	Description	Account Code	Amount	Comment
1	384	456	3/4/2014	Telephone/Internet/Cable TV	E-1-08-59-5146-00	300.00	

8. Review the information on the checks.

If you created default memo text (as described under "Specifying Default Text for the Check Memo" on page 75), the text appears in the **Default Check Memo** field.

9. Do the following:

- If you want to change the memo text, click  to display the **Print Checks** page (Figure 36).
- If all information appears correct, click  to display the **Print Checks** page (Figure 36).
- If you find an entry error, go to the **Bill Information** page, locate the bill, and correct it. Then, return to this procedure, starting at Step 1 to print the check.

#	Number	Date	Vendor	Memo	Amount
1	11344	3/5/2014	AT & T	Acct #567234890 add information	300.00

Figure 36. Print Checks Page

The **Print Checks** view displays checks that are ready to be printed.

10. (Optional) Change the check number by clicking inside the **Number** field and typing a new number.

The system displays the this message: Do you want to re-sequence all check numbers after this check?

11. Select  to renumber the following checks accordingly, or select  to only change the current check number.

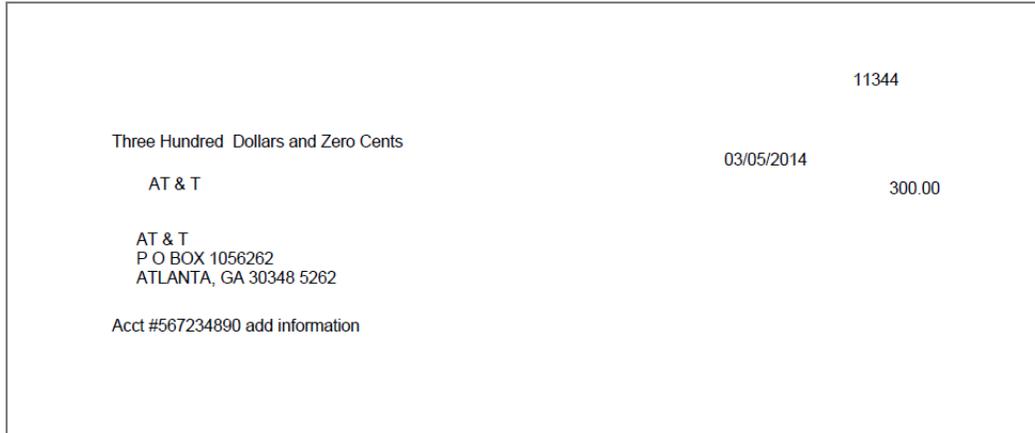
12. (Optional) Add a memo or change the current memo text. To do this, click inside the **Memo** field and type the desired text.

*Note*

*The maximum number of characters allowed in the **Memo** field is 50.*

13. To print selected checks, click .

The Print window opens to display your check information.



11344

Three Hundred Dollars and Zero Cents

AT & T

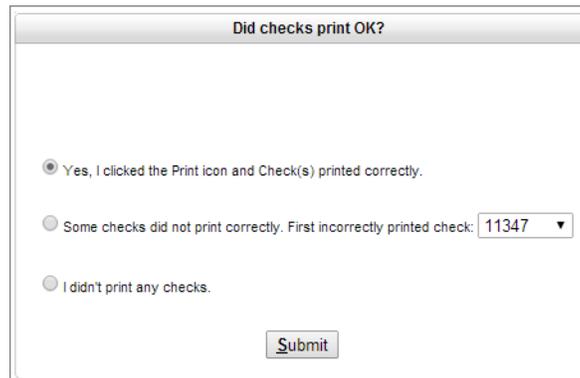
03/05/2014

300.00

AT & T  
P O BOX 1056262  
ATLANTA, GA 30348 5262

Acct #567234890 add information

14. Click  (printer icon) or press **Ctrl+P** to print to open the print verification window:



Did checks print OK?

Yes, I clicked the Print icon and Check(s) printed correctly.

Some checks did not print correctly. First incorrectly printed check:

I didn't print any checks.

15. Go to the printer and ensure all of your checks printed correctly. Then, check one of these options:

- If all checks printed correctly, select **Yes, I clicked the Print icon and Check(s) printed correctly**. Then, click .
- If some checks printed correctly and some did not (for example, if you ran out of ink or if the printer jammed), select **Some checks did not print correctly**. In the **First incorrectly printed check** box, select the check number of the first check that did not print correctly. Then, click .

The system returns you to the **Print Checks** page where you can change the check numbers and reprint the checks.

- If the printer did not print any checks (for example, if you selected the wrong printer or forgot to put checks in printer), select **I didn't print any checks**. Then, click Submit.

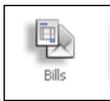
The system returns you to the **Print Checks** page where you can change the check numbers and reprint the checks.

*Note*

*You may receive a message that pop-up windows are blocked for this site. To print checks, pop-ups must be enabled. See "Allowing Pop-Up Windows and Menus" on page 9 for information.*

## Recording Handwritten or Electronic Checks

You can record a handwritten check or electronic payment to mark a bill paid.



1. Click  to display the **Bill Information** page.
2. Add the bill. For instructions, see "Creating a Bill" on page 85.
3. Click the [Assign Check Number](#) link.

**Bill Information** Watch Help Video!

AP Account:  Balance:

Bill Number:  Invoice Number:

Vendor:  Invoice Date:

Due Date:

Discount Date:

Terms:

Comment:

[Assign Check Number](#)

#	Account	Amount	Comment	Paid	Project	1099
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Total:		<input type="text" value="0.00"/>				

[More Lines](#)

4. In the **Enter Check Information** window, do the following:

*Notes*

- If you make an entry error, click the [Assign Check Number](#) link again and make the necessary corrections, or click  to remove the check record from the bill.
- Checks that begin with alpha characters do not affect the next available check number feature.
- If you are using an accrual system, provide the check information (bank account, check number, and check date).
- If the bill was paid electronically, type a check number in the **Check Number** field that begins with ETF or ACH along with the confirmation number provided for the transfer.

5. Click .

6. Click  to save the transaction.

The **Bill Information** window now displays the check number and check date. The information in the **Paid** changes from **N** (for No) to **Y** (for Yes).

If the bill and payment are recurring transactions, you can Memorize the bill and check to post them each month without the repeated data entry. See Chapter 10: "Memorizing Transactions" for details.

## Making a Partial Bill Payment



1. Click  to display the **Create Checks** page:

The screenshot shows the "Create Checks" window. At the top, there are tabs for "Find Check", "Print Checks", and "Direct Deposit History". The main area is titled "Create Checks" and includes a "Watch Help Video" link. The "Bank Account" is set to "Cash, Checking Account-General: A-1-10-1101-00 1101.00P" with a "Balance" of 48,018.54. The "Check Date" is 03/05/2014, and the "Beginning Check Number" is 11344. The "Total" is 300.00. There is a "Show Unpaid Bills" section with radio buttons for "All" (selected) and "Due on or before" (with a date field). An "Update" button is below. A table lists bills with columns: #, Due Date, Vendor, Bill No., Invoice Date, Discount Date, Amount, Pay Amount, and Pay. The first row shows bill #1, due 3/29/2014, vendor AT & T, bill #384, invoice date 3/4/2014, amount 300.00, pay amount 300.00, and a checked "Pay" box with an "Edit" button. Below the table are "Deselect All" and "Select All" links. At the bottom are buttons for "Selected Bills List", "Print Checks", and "Cancel".

2. Select the bank account. Type the check date and the beginning check number.

- Click  in the line item containing the bill information.

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	10/20/XXXX	AT&T	185	9/20/2011		300.00	225.00	<input checked="" type="checkbox"/> <input type="button" value="Save"/>
Account Description						Balance	Pay Amount	Pay
Cable and Internet						75.00	0.00	<input type="checkbox"/>
Telephone						225.00	225.00	<input checked="" type="checkbox"/>

- In the **Pay Amount** field that displays under the bill's line item, type the amount. Or, check the box next to the items on the bill you want to pay.
- Click  to save the revised pay amount and close the line item's edit fields.
- Update any other information for this check run.
- Click .

See "Printing Checks" on page 97 for information on creating checks from Ledger and Payables.

## Finding Checks and Viewing Transaction Details

You can look up and view the transaction detail for any check recorded in your ParishSOFT Ledger and Payables system.

- Click  .
- At the top of the Create Checks page, click the [Find Check](#) link.

The **Check Search** page (Figure 37) is displayed:

Check Search

Transaction Number

account...

vendor...

fiscal year...

**Transaction Date**

From  To

**Transaction Amount**

From  To

Check List

	Date	Number	Account	Vendor	Amount	Cleared Date	Void Date	Bill Pay
<input type="button" value="Go"/>	08/10/2015	9724	Cash, Checking Account-General	ADT Security Services	500.00	11/30/2015		N
<input type="button" value="Go"/>	08/10/2015	9723	Cash, Checking Account-General	Steve's Bus Service	423.25	11/30/2015		N

Figure 37. Check Search Page

The bottom of the page shows you a list of checks ordered by check number. Checks that were cleared on a bank reconciliation show a date in the **Cleared Date** column. Voided checks show a date in the **Void Date** column.

3. Use any of the following methods to locate a check:

*Note*

To reset your search criteria, click  to re-display all checks.

- To locate a check by check number, type the number in the **Transaction Number** field.
- To find all of the checks associated with a given bank account, select the bank account from the **Account** list.
- To find all of the checks associated with a given vendor, select the vendor from the **Vendor** list.
- To find all of the checks associated with a given fiscal year, select the fiscal year from the **Fiscal Year** list.
- To find all checks issued within a certain date range, click inside the **From** and **To** fields under **Transaction Date** and respectively select a date for the beginning and the end of the range.
- To find all checks within a range of amounts, click inside the **From** and **To** fields under **Transaction Amount** and respectively specify an amount for the lower and upper limit of the range.

Then, click . A list of checks matching your search criteria is displayed in the check list at the bottom of the page.

4. To view any bill in detail, click .

Details for the check are displayed on the **Check Information** page. Account and balance information are shown at the top of the page.

Complete information for the check, including the associated bill number and account code are provided. Clicking the bill number in the **Bill** column takes you to the **Bill Information** page where you can view details for the bill.

Click  to exit the **Bill Information** page and return to the **Check Search** page.

If you need to void the check, see "Voiding a Check", which follows, for instructions.

## Voiding a Check

1. Find the check you want to void. If you need instructions for finding a check, go to "Finding Checks and Viewing Transaction Details" on page 103 and complete Steps 1 - 4.
2. On the **Check Information** page, click **Void** to display the following:

3. In the **Void Date** field, type the date you are voiding the check.

**! IMPORTANT**

**The void date must be in the current or future fiscal month.**

The system creates a journal entry to reverse the effect of the check. The date you specify as the void date is recorded in the journal entry.

4. If you want to issue a replacement check, check this box: **Make a new copy of the original bill for repayment.**
5. Click **Save**.

The original bill and check information remain in your system, but the check is now flagged as voided on the **Check Register**, **Check Information**, and **Bill Information** pages. For example:

#	Bill	Invoice	Invoice Date	Description	Account Code	Amount	Comment
1	185	XXXX	9/21/XXXX	Telephone	F-1-001-001-055-09	225.00	
2	185	XXXX	9/23/XXXX	Cable and Internet	E-1-001-001-055-10	75.00	

The system creates a journal entry for the voided check. For example:

 **IMPORTANT**

**Do not delete the journal entry the system creates for the voided check. The journal entry is the reversing transaction that represents the voided check.**

Journal Entry Information					
Entry Number:	73	Date:	9/20/XXXX		
Comment:	Void Check 7572				
#	Account	Debit	Credit	Comment	Project
1	101: Parish A-1-11-01	300.00	0.00	Void Check 7572	
2	5208: Telephone E-1-001-001-0055-09	0.00	225.00	Void Check 7572	
3	5209: Cable and Internet E-1-001-001-0055-10	0.00	75.00	Void Check 7572	
Total:		300.00	300.00		
<input type="button" value="Memorize"/>					

## Deleting a Check

Depending on the configuration of your system, certain users may be granted the privilege to delete checks from the Ledger and Payables system. Deleting a check removes the check from the system, sets the status of the original bill to "Unpaid", and allows you to reuse the check number.

The Delete Checks feature is available only if enabled by the higher-level organization (this is done in Consolidation Manager). While this feature may be available in your system, we discourage its use and recommend voiding a check instead. Voiding is a better practice because it creates reversing journal entries for the accounts. For instructions on voiding a check, see "Voiding a Check" on page 105.

Be aware that you cannot delete a check from a closed period or a check that has been marked as "cleared" on a Bank Reconciliation.

If your Ledger and Payables system is connected with a higher-level organization, that organization has the ability to allow or prohibit this functionality for all organizations. This control enables the higher-level organization to maintain consistent accounting standards for each entity. Contact your higher-level organization to request they temporarily turn on this feature if needed.

If your account has Delete privileges, you can delete a check from the system using the following steps.

1. Find the check you want to delete. If you need instructions for finding a check, go to "Finding Checks and Viewing Transaction Details" on page 103 and complete Steps 1 - 4.
2. On the **Check Information** page, click .
3. When prompted, click  to delete the check from the system.

## Spoiling a Check

Depending on the configuration of your system, certain users may be granted the privilege to spoil checks created in the Ledger and Payables system. At times, a check may become damaged in some way so that it cannot be positively identified or used by any of the ParishSOFT Accounting check printing processes. In these cases, you should spoil the check. The following restrictions apply:

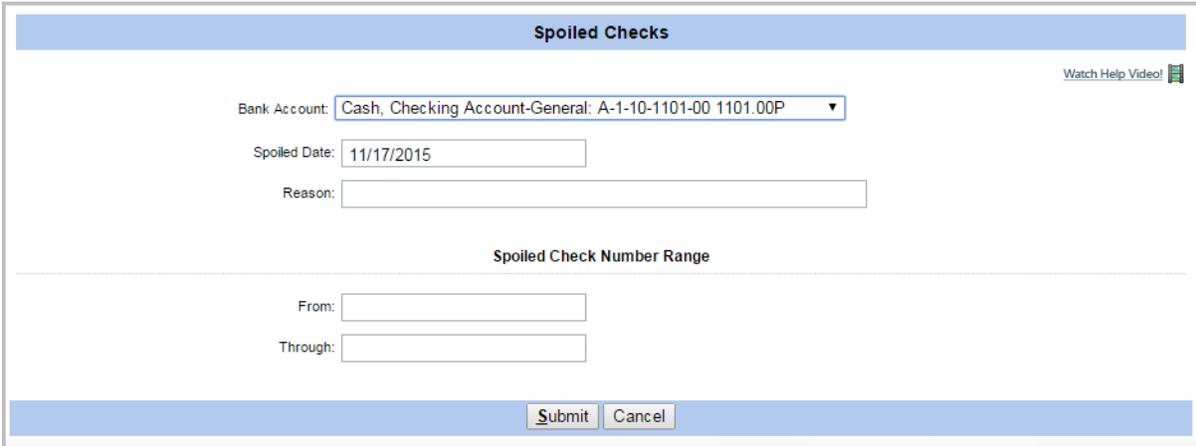
- You must have the appropriate user, account access, and entity-level permissions tied to your login credentials to record a check as spoiled.
- You cannot spoil a check that was previously printed. If a check becomes damaged after printing, you can void it. See "Voiding a Check" on page 105 for instructions.

To spoil a check:

1. Click .
2. Open the **Other Processes** group.
3. Click this link to display the **Spoiled Checks** page:  [Spoiled Checks](#).

*Note*

*The **Spoiled Checks** link is visible only if the feature is enabled by the higher-level organization (this is done in Consolidation Manager) and if you have the appropriate user permissions assigned to your login credentials to make such a change.*



4. From the **Bank Account** list, select the bank account from which the check was issued.

5. By default, the **Spoiled Date** field shows today's date. Enter the date the check was damaged in this field.
6. (Required) In the **Reason** field, type an explanation for spoiling the check.

*Note*

*The explanation you supply appears in the **Spoiled Check Register** report.*

7. In the **Spoiled Check Number Range** section, enter the number of the spoiled check. Do the following:
  - If you are spoiling a single check, enter the same number in the **From** and **Through** fields.
  - If you are spoiling a series of checks, enter the number of the first check in the **From** field and the number of the last check in the **Through** field.

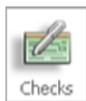
8. Click  .

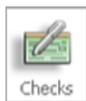
Information about the spoiled check is added to the **Spoiled Check Register** report. This report provides details about each spoiled check, including the check number and bank account, the date it was spoiled, and the reason provided for spoiling it. You can find this report on the **Reports** page in the **Transactions** group and print it, if desired.

## Adding and Deleting Attachments to a Check

Each check in your system has an Attachment area where you can import related documents (for example, receipts, invoices, and copies of checks) and attach them to the check record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

### Adding a Check Attachment



1. Click  to display the **Create Checks** page (Figure 35).
2. Find the check. If you need instructions on how to find one, see "Finding Checks and Viewing Transaction Details" on page 103.
3. Click  to view the check in detail.

4. To attach a file, complete the following:

- a. In the lower right, click **Attachments**.

The **Check Attachments** page is displayed (Figure 38):

Check Attachments		
Check Number: 3770	Check Date: 10/7/2019	
Add Attachments		
Choose File	No file chosen	Import
View/Delete Attachments		
File Name	Uploaded By	Uploaded Date

Figure 38. Check Attachments Page

- b. Click **Choose File**. Then, follow your browser's procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click **Import**.

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

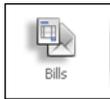
*Note*

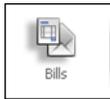
*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete it, if desired, from your local computer.*

5. To view the contents of the attachment, click **View**.

The file is downloaded to your computer's default download location where you can now open it.

## Deleting a Check Attachment



1. Click  to display the **Bill Information** page.
2. Find the check. If you need instructions on how to find one, see "Finding Checks and Viewing Transaction Details" on page 103.
3. Click  to display the check details.
4. In the lower right, click .

The list of attachments linked to the check is displayed.

5. To the right of the attachment you want to delete, click .

## Changing Check Numbers

If your Ledger and Payables system is connected with a higher-level organization, the Change Check Numbers feature is available only if enabled by that organization (the option is activated in Consolidation Manager). If your organization needs to change check numbers, contact your higher-level organization to request they temporarily turn on this feature.

Additionally, depending on the configuration of your system, certain users may be granted privileges to change check numbers that were incorrectly recorded due to a data entry error or printer issue. Even with the appropriate permissions, you cannot change a check number that has been cleared through the bank reconciliation process.



1. Click .
2. Open the **Other Processes** group.

3. Select [Change Check Numbers](#) to display the **Change Check Numbers** page.

*Note*

The **Change Check Numbers** option is visible only if the feature is enabled by the higher-level organization (this is done in Consolidation Manager) and if you have the appropriate user permissions assigned to your login credentials to make such a change.

Change Check Numbers						
Bank Account: Cash, Checking Account-General: A-1-10-1101-00 1101.00P ▼						
#	Vendor/Employee Name	Check Date	Amount	Check Number	New Check Number	Check Type
1	ACE Rentals	7/27/2016	725.00	200000	200000	Ledger
2	Joe's Septic Service	7/27/2016	58.00	200001	200001	Ledger
3	Karen's Cupcakes	7/27/2016	385.50	200002	200002	Ledger
4	Sprint	7/27/2016	127.60	200003	200003	Ledger
5	Timewarner Cable	7/27/2016	402.60	200004	200004	Ledger
6	NC Pest Management	1/22/2016	400.00	22233	22233	Ledger
7	Smith, John	1/29/2016	1784.17	22234	22234	Payroll
8	Sydney, Joseph	1/29/2016	1588.95	22235	22235	Payroll
9	Smith, John	2/15/2016	1784.17	22236	22236	Payroll
10	Sydney, Joseph	2/15/2016	1588.95	22237	22237	Payroll

4. From the **Bank Account** list, select the bank account from which the checks were issued.
5. Scroll down to the incorrect line item that contains the incorrect check number. In the **New Check Number** column, type the correct number for the check.
6. Click .

## Using Direct Deposit to Pay Vendor Bills

Direct Deposit is a safe and convenient way to pay vendor bills. The information in this section guides you through the process of setting up your system to send payments electronically to vendors through an ACH transfer.

### Before You Begin

Before you can make bill payments using Direct Deposit, the following tasks must be completed:

- Activate the Vendor Direct Deposit feature
 

If your organization is affiliated with a diocese, the Vendor Direct Deposit feature must first be activated at the Consolidation Manager level. If the feature has not been activated and your organization wants to use it, contact your diocesan administrator for assistance.

If your organization is not affiliated with a diocese, activation is not required. The Vendor Direct Deposit feature is already activated and available for your organization to use.

- Set up the organization's ACH bank account  
The ACH bank account that your organization will use make electronic bill payments must be set up to perform ACH transfers. For instructions, see "Changing the Name of a Primary Bank Account" on page 24.
- Set up each vendor's ACH bank account  
Each vendor's ACH bank account that will receive electronic bill payments must be set up to accept ACH deposits. For instructions, see "Recording Information About a Vendor " on page 78.

After these tasks are completed, you can do the following:

- Create a prenote file and submit it to your bank.  
If your bank requires you to create and submit a prenote file, follow the instructions under "Creating a Prenote File", which follows.
- Create ACH files and send them to your bank for processing. Follow the instructions under "Creating an ACH File" on page 113.

## Creating a Prenote File

A pre-note or pre-notification file is a zero-dollar test file sent to your organization's bank to ensure that direct deposit information is set up accurately for a vendor. Some banks require you to prenote at least 10 days before the first direct deposit and any time you make a change to direct deposit information. If your bank requires it, you must go through the prenote process before being allowed to transmit real deposits. The following instructions show you how to create a prenote for vendor direct deposit.

1. Open **Ledger and Payables**.

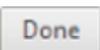


2. Click  to open the **Setup** page.

3. Select **Prenote Vendors**.

4. In the **Bank Account** dropdown list, select the ACH bank account used for vendor direct deposit.

5. Select the vendors to prenote. Then, click  to generate the file.

6. In the Print window, click  (Export) to save the file to your computer. Then, click  to exit the Print window.

7. Follow your bank's instructions for uploading a prenote file.

The prenote process takes several days. The bank will notify you if the prenote file is accepted or not.

- For tracking and verification purposes, we recommend that you record the date the prenote was accepted in each vendor's record. If you want to record the date, do the following:



- Click .
- In the **Quick Find** dropdown list, select the desired vendor. Then, click to display the vendor's record.
- In the vendor's record, click to display the direct deposit information.
- Click in the **Prenote Date** field and select the date from the displayed calendar.
- Click to save the date.

## Creating an ACH File

To pay bills through Direct Deposit, you must create an ACH file and then send that file to your bank. Follow these steps:

### Notes

To create an ACH file, you must have **Read** and **Allow/Write** permissions for **Check ACH**. Permission settings for **Check ACH** are shown in the list in Figure 84 on page 254. If you do not have the necessary permissions to create an ACH file, contact your Church Administrator for assistance.

If you are a Church Administrator, the permissions required to create an ACH file are already assigned to your role.

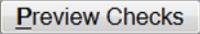


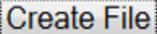
- Click to display the **Create Checks** page (Figure 35).
- Select the **Direct Deposit** option. Then, in the **Bank Account** dropdown list, select the bank account set up to do ACH transfers. This account must already be set up as an ACH bank account. If you need instructions, see "Recording Information About a Vendor " on page 78.
- Today's date is displayed in the **Check Date** field. If you want to use a different date, click in the field and select the desired date from the displayed calendar.

The system calculates the total number of bills and displays the bank account balance. If you are using an accrual method, by default, the system displays all unpaid bills. If you are using a cash method, the system displays only those bills associated with the selected bank account.

- If your list of bills is long, filter the view by clicking the **Due on or before** option. Select the desired due date from the calendar, and then click to refresh the list.

5. In the **Pay** column, select the **Pay** checkbox for each bill you want to pay. To pay them all, click the [Select All](#) link.

6. Click  to view a list checks to be paid.

7. When ready to pay bills, click .

The system generates an ACH file and records all bills listed in the file as "paid."

8. In the Print window, click  (Export) to save the generated ACH file to your computer. Then, click  to exit the window.

## Uploading an ACH File to Your Bank

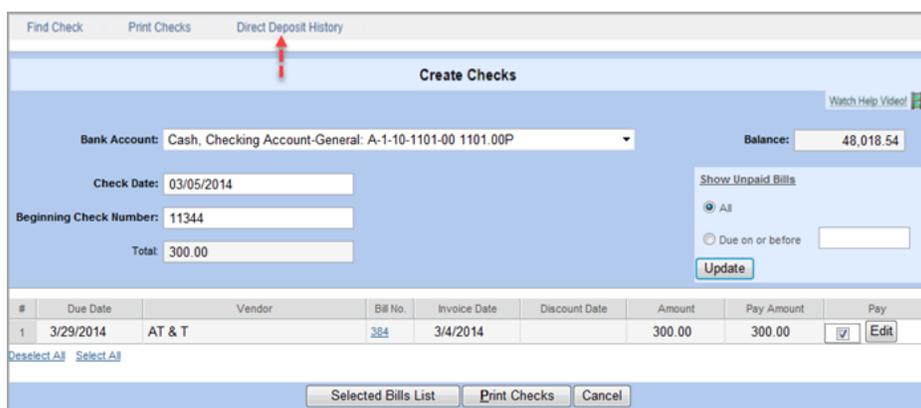
1. Locate the ACH file on your computer. If desired, change file name to something more meaningful to you.
2. Each bank's process for uploading ACH files is different. Follow your bank's instructions for uploading the file.

## Recreating an ACH File for Direct Deposit

If you ever need to recreate an ACH file, do the following:



1. Click .
2. At the top of the **Create Checks** page, select the [Direct Deposit History](#) link, shown below:



The screenshot shows the 'Create Checks' interface. At the top, there are three tabs: 'Find Check', 'Print Checks', and 'Direct Deposit History'. A red arrow points to the 'Direct Deposit History' tab. Below the tabs, the 'Create Checks' form is visible. It includes a 'Bank Account' dropdown menu set to 'Cash, Checking Account-General: A-1-10-1101-00 1101.00P', a 'Balance' field showing '48,018.54', a 'Check Date' field with '03/05/2014', a 'Beginning Check Number' field with '11344', and a 'Total' field with '300.00'. There is also a 'Show Unpaid Bills' section with radio buttons for 'All' (selected) and 'Due on or before', and an 'Update' button. Below the form is a table with columns: '#', 'Due Date', 'Vendor', 'Bill No.', 'Invoice Date', 'Discount Date', 'Amount', 'Pay Amount', and 'Pay'. The table contains one row with the following data: '# 1', 'Due Date 3/29/2014', 'Vendor AT & T', 'Bill No. 284', 'Invoice Date 3/4/2014', 'Discount Date', 'Amount 300.00', 'Pay Amount 300.00', and 'Pay' with a checked checkbox and an 'Edit' button. At the bottom of the table are links for 'Deselect All' and 'Select All'. Below the table are buttons for 'Selected Bills List', 'Print Checks', and 'Cancel'.

A list of previously created ACH files is displayed.

3. Select the file you want to recreate.

The Print window opens to display the selected file's details.

4. Click  (Export) to recreate the file and save it to your computer. Then, click  to exit the Print window.
5. If necessary, rename the file and upload it to your bank.

## Viewing Direct Deposit Payments

The **Check Register** report includes all payments made to vendors through Direct Deposit. You can find this report in the **Transactions** group in the **Standard Reports** section.

## Using Positive Pay

Positive Pay is an automated check matching service offered by most commercial U.S. banks to help deter check fraud. ParishSOFT Accounting now offers support for Positive Pay to enable your organization to implement Positive Pay with their banks. Using this service, an organization can monitor checks processed for payment against its accounts to ensure that only authorized checks are paid.

## How Does Positive Pay Protection Work?

Positive Pay uses a matching and validation process to protect your organization from paying unauthorized checks. After you set up this feature, the verification process is simple. You continue writing checks as you typically do. Each day that you write checks, Positive Pay requires you to send a check issue file to the bank. This file lists all of your written checks, and for each check includes the check number, account number, issue date, and dollar amount. The payee's name is sometimes included, but payee information is not required for validation.

The bank keeps your file and uses it to verify checks written against your account. Specifically, when the actual paper checks are presented at the bank for payment, they are matched against the checks in your file. If there is a discrepancy between the presented check and the information in your file, the bank flags the check as an exception. The bank then sends a scanned image of the check back to you for review. After reviewing the item, you must instruct the bank to either pay or return the check.

### *Note*

*Any check you want returned should be entered as a voided check in your ParishSOFT Accounting system.*

Your workflow begins with sending your check file to the bank and then ends when you pay the check or when you inform the bank that the check should be returned.

## Before You Begin

Every bank's process for handling Positive Pay is different. Before setting up your ParishSOFT Accounting system to use Positive Pay, do the following:

1. Most banks do, but you should contact your bank to ensure that they offer Positive Pay. You need to sign up for the service and pay the fee.
2. Obtain the bank's file format specifications for the check issue file.

### *Note*

*Most banks have service guide that explains their guidelines and procedures and contains their format specifications for the check issue file. You will need these specifications to complete the initial file setup.*

3. Obtain procedures for submitting the check issue file from your bank. Typically, banks require you to log in to their Web site and upload the check issue over a secure Internet connection.

## Overview of the Steps for Implementing Positive Pay

To implement Positive Pay, you must follow these four main steps:

1. Enable Positive Pay for your organization.
2. Set up Positive Pay.
3. Create and save a check issue file.
4. On the days you write checks, submit the check issue file to your bank. This file contains a list of all the checks you issued for a certain date or date range.

The following sections show you how to complete each step in the process.

### Step 1: Enable Positive Pay for Your Organization

To use **Positive Pay**, you must enable the **Positive Pay** option. Complete the following:

1. Log in to your organization.
2. Select the **Church Manager** tab.

3. Click  to display the **Organization Options** page.

4. Scroll down to the **Positive Pay** section and select the **Enable Positive Pay** checkbox, as shown in Figure 39:

Positive Pay

---

Enable Positive Pay

Positive Pay is an automated fraud detection tool offered by the Cash Management Department of most banks. In its simplest form, it is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously issued by the organization. All three components of the check must match exactly or it will not pay. There exists default templates following the JPMorgan Chase & Co., Wells Fargo, and Bank of America formats as well as a Custom template to utilize for other banks which should be approved by the banking facility to verify it will work with their facility. [Setup is available at Setup Positive Pay.](#)

Figure 39. Organization Options Page: Enable Positive Pay

5. Click  to save the setting.

You can now set up the check issue file for Positive Pay.

## Step 2: Set up Positive Pay

The setup entails configuring a template for Positive Pay. The template is a re-usable file that contains your check data. You will set up the file to meet your bank's requirements for the exact content and layout of information in the check file is sent to the bank. (The bank requires the file to be in a specific format so that checks are written consistently.)

If your bank is J.P. Morgan Chase, Wells Fargo, or Bank of America, minimal setup is required. The Positive Pay process includes templates that match the specifications of these banks. The contents and format of the templates were tested and verified to comply with their check issue file specifications. If you use a different bank, you will need to set up the file match your bank's requirements and test the file first to ensure that can be processed without errors.

You can set up Positive Pay in the Payroll or in the Ledger and Payables module.

1. Do one of the following:
  - Select the **Ledger and Payables** tab.
  - Select the **Payroll** tab.



2. Click . Then, select the [Positive Pay](#) link.

The **Setup Positive Pay for Bank Accounts** page (Figure 40) is displayed:

Figure 40. Setup Positive Pay for Bank Accounts

This page contains the specifications for the template. See Table 10 for details.

3. From the **Bank Account** list, select the bank account you will issue checks from.
4. From the **Banks Supported** list, select one of the following options:
  - **Custom**: select this option if your bank is not J.P. Morgan Chase, Wells Fargo, or Bank of America.
  - **JPMorgan Chase & Co.** (the default): select this option if your bank is J.P. Morgan Chase.
  - **Wells Fargo**: select this option if your bank is Wells Fargo.
  - **Bank of America**: select this option if your bank is Bank of America.
5. Do one of the following:
  - If you selected **JPMorgan Chase & Co.**, Wells Fargo, or Bank of America, skip to Step 7.
  - If you selected **Custom**, go to Step 6.

6. Per your bank’s specifications, do the following:
  - a. Select the format of the check issue file:
    - **Comma Delimited** (also referred to as comma-separated and abbreviated as csv).
    - **Fixed width.**
  - b. Select the fields to include in the check issue file. These fields contain basic information about issued checks. See Table 10 for field descriptions. Follow the bank’s requirements.
  - c. From the date list, select the format for the date.
  - d. Select an option to specify the decimal position: **No Implied Decimal** or **Implied Decimal**.
7. In the **Bank Acct#** field, type the bank account number of the bank you selected in Step 3.
8. In the **Routing #** field, type the nine-digit routing number that identifies the financial institution.
9. Click  to save the setup.

**Table 10: Descriptions of the Fields in the Check Issue File**

Record Type	Description
Field	<p style="text-align: center;"><i>Note</i></p> <p><i>By default, the check boxes for all eight fields are selected to indicate that they should all be included in the check issue file. Deselect the fields that your bank does not require:</i></p> <ul style="list-style-type: none"> <li>• <b>Account Number:</b> the number associated with the account.</li> <li>• <b>Check Number:</b> the number associated with the check.</li> <li>• <b>Check Date:</b> date the check was issued.</li> <li>• <b>Check Amount:</b> amount of the check.</li> <li>• <b>Transaction Indicator:</b> a code that indicates the status of the transaction as <b>I</b> (issued) or <b>V</b> (voided or canceled).</li> <li>• <b>Additional Data:</b> additional information.</li> <li>• <b>Payee Line 1:</b> name of the payee.</li> <li>• <b>Payee Line 2:</b> optional payee field that is used to identify the payee. Only available if <b>JPMorgan Chase &amp; Co.</b> is selected.</li> <li>• <b>Additional Data:</b> optional field that is used to enter specific information which will be automatically included in every Positive Pay file. Only available if <b>JPMorgan Chase &amp; Co.</b> or <b>Custom</b> is selected.</li> <li>• <b>Routing Number:</b> routing number of your bank. Only available if <b>JPMorgan Chase &amp; Co., Wells Fargo, or Bank of America</b> is selected.</li> </ul>

**Table 10: Descriptions of the Fields in the Check Issue File (Continued)**

<b>Record Type</b>	<b>Description</b>
Order	Specify the order in which the fields are listed in the export file. Enter a value between 1 and 8. No duplicates are allowed.
Justification	Select how the information in the field should be aligned on the check: <ul style="list-style-type: none"><li>• Left: flush left</li><li>• Right: flush right</li></ul>
Padding	Specify how the unused portion of a field should be filled: <ul style="list-style-type: none"><li>• If you enter a zero, the unused portion of the field is filled with zeros (0s).</li><li>• If you leave the field blank, the unused portion of the field is filled with spaces.</li></ul>
Max Length	The maximum number of characters allowed for the field.

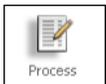
### Step 3. Create and Save a Check Issue File

Depending on which module you are licensed to use, you can create your check issue file either from Ledger and Payables or the Payroll module.

*Note*

*This procedure assumes that you have completed the setup for Positive Pay.*

1. Do one of the following:
  - Select the **Ledger and Payables** tab.
  - Select the **Payroll** tab.



2. Click .
3. Open the **Other Processes** group.

- Select the [Positive Pay Export](#) link to display the **Filter Positive Pay for Bank Accounts** page (Figure 41):

Figure 41. Filter Positive Pay for Bank Accounts

- In the **Bank Account** list, select the bank account.
- Do one of the following:
  - If the entries in the check file are to be processed by check number, select **By Check Number** and then specify the check number range by typing the beginning and ending check numbers.

 **WARNING**

**The By Check Number option requires that all checks in the range have check numbers consisting of numeric characters only. An alphabetic character in any one of the checks in the range will produce an error. If you want to transmit a check that contains alphabetic characters in its check number, enter the check by itself in the check issue file. Select By Check Number and then enter the same check number in the Starting Check and Ending Check fields.**

- If the entries in the check file are to be processed by date, select **By Date**. Then, select a date from the calendar displayed in both the **Starting Date** and **Ending Date** fields.
- Click  to create the file.
  - Save the file to your PC or laptop.

#### Step 4. Submit the Check Issue File

Follow your bank's procedure for submitting the check issue file. If you are using a bank other than J.P. Morgan Chase or Wells Fargo, your bank may ask you to submit test files to ensure that your check issue files can be processed without formatting errors. After your test files transmit successfully, you will be ready to begin transmission of live check issue files.

## Using Bill Pay

The Bill Pay feature enables you to pay bills electronically. Bill Pay is used by many banks and financial institutions and businesses to manage their billing and settle payments for goods and services. It is a convenient, secure, and efficient process that replaces physical check writing with electronic checks that are written by the bank.

### Overview

In ParishSOFT Accounting, the Bill Pay feature uses the services of JPMorgan/Chase & Co. The process entails the creation of an electronic file that contains the details of the transaction. This file is sent to JPMorgan/Chase for processing. Bill Pay files are proprietary to each financial institute. ParishSOFT Accounting uses the JPMorgan/Chase Bill Pay process template. To use Bill Pay, you will either need to create an account at JPMorgan/Chase or supply a copy of the Chase template to your financial institution to determine if that template is acceptable.

You must activate the Bill Pay feature before you can use it. Activation is simple. However, depending on the type of organization you are in, activation is a one- or two-step process. After you activate the feature, you can set up Bill Pay and use it to manage your organization's billing.

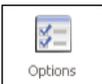
The **Checks** page is where you enter information that is converted into an electronic payment. The check writing process is similar to the method you use when creating checks in ParishSOFT Accounting except that you must let the system know whether you want to generate an electronic check using Bill Pay or print a physical check using the standard process.

The system keeps track of your checks, showing you which ones are paid using the Bill Pay process and which ones are not. The system assigns check numbers that are included in the file that is sent to the bank. The ParishSOFT Accounting system also creates a file that you can save to your system and then upload to your financial institution. Just in case a problem arises, a history file is also created that you can send to your financial institution to help resolve any disputes.

The Bill Pay service is available for bill payments only. You cannot use Bill Pay to create payroll checks.

### Enabling Bill Pay

1. Log in to your organization.
2. Select the **Church Manager** tab.

3. Click  to display the **Organization Options** page.

- In the **Bill Pay** section, select the **Enable Bill Pay** option:

*Note*

*For consolidating organizations, the **Enable Bill Pay** option is visible only if the Bill Pay feature is enabled by the higher-level organization. Additionally, the option is visible only to users whose role permissions are set to Church Administrator, Consolidation User, Diocesan User, or Diocesan Administrator. If you do not see the option, contact your higher-level organization or ParishSOFT Technical Support for help.*

Organization Options
<b>Date Entry Warning</b>
Warn entry of transaction dates more than <input type="text" value="2"/> months beyond the current month end date.
<small>Warn users they have entered a date beyond the specified number of months above to prevent the entry of an incorrect date. Leave blank to never display a warning.</small>
<b>Banking Options</b>
<input type="checkbox"/> Primary and Subsidiary Bank Accounts
<small>Implement single, actual bank accounts (Primary) made up of multiple Chart of Account bank accounts (Subsidiary). Reconciliation is performed on Primary bank accounts. This feature can only be undone by ConnectNow Accounting Support.</small>
<b>Bill Pay</b>
<input checked="" type="checkbox"/> Enable Bill Pay
<small>Bill Pay allows the user to utilize JPMorgan Chase &amp; Co. to print the checks for them. This process creates a file to send to JPMorgan Chase &amp; Co. An account with JPMorgan Chase &amp; Co. is required. <a href="#">Setup is available at Setup, Bill Pay.</a></small>

Figure 42. Organization Options Page: Enable Bill Pay Option

- Click  to enable Bill Pay for organizations in your district.

Now that the Bill Pay feature is enabled, you can set it up. See "Setting Up Bill Pay " for instructions.

## Setting Up Bill Pay

1. Do one of the following:

- On the **Organization Options** page, select this link in the **Bill Pay** description:  
[Setup is available at Setup, Billpay.](#)



- Select the **Ledge & Payables tab**. Then, click . On the **Setup** page, select [Bill Pay](#).

### Note

*The **Bill Pay** option is available only if the feature is activated. See "Enabling Bill Pay" on page 122 for details.*

The **Setup Bill Pay** page (Figure 43) is displayed:

The screenshot shows a web interface titled "Setup Bill Pay". Below the title is a "Bill Pay Account List" table. The table has two columns: "Bank Account" and "Bill Pay Enabled". There are two rows of data. The first row shows "Cash, Checking Account-General: A-1-10-1101-00 1101.00P" with "Y" in the "Bill Pay Enabled" column and an "Edit" button. The second row shows "SOCIAL JUSTICE -WNC Community Foundation: A-1-10-1101-21 1101.21P" with "N" in the "Bill Pay Enabled" column and an "Edit" button. At the bottom of the page is a "Close" button.

Bank Account	Bill Pay Enabled	
Cash, Checking Account-General: A-1-10-1101-00 1101.00P	Y	Edit
SOCIAL JUSTICE -WNC Community Foundation: A-1-10-1101-21 1101.21P	N	Edit

Figure 43. Setup Bill Pay Page

A list of bank accounts available in your system is displayed. (These are accounts in your organization's Chart of Accounts that are identified as bank accounts on the **Accounts** page). In the **Bill Pay Enabled** column on the right, the system identifies whether or not the account is currently set up as a Bill Pay account (**Y**=yes; **N**=no).

The list also includes a primary bank account if the Primary/Subsidiary process is set up for your organization. Archived accounts are not included in this list.

2. Click  for the bank account you want to set up to use the Bill Pay feature.

The selected bank account's information is displayed, as shown in this illustration:

**Bill Pay Account: Cash, Checking Account-General: A-1-10-1101-00 1101.00P**

Enable Bill Pay

(Enabling Bill Pay will allow the bank account to process a file in the Check Screen rather than print checks. This file will then be uploaded to the customer's bank portal where the bank will print the checks. JPMorgan Chase & Co. is the format of Bill Pay and an account with this financial institute will be required to upload the file.) Note: Enable Bill Pay is the same purpose as Active (if unchecked – it will be inactive)

Customer ID:

Bank Account Number:

Starting Check Number:

Ending Check Number:

Form Code:

If you are utilizing pre-printed checks for the same bank account as Bill Pay, please make sure that the Bill Pay check range is substantially longer (larger number) than your pre-printed checks so that they do not conflict now or in the future.

3. Do the following:

- a. Select the **Enable Bill Pay** checkbox to set up the account to use the Bill Pay feature.

Checking this option directs the bank account to generate a file for uploading rather than printing a check from the **Checks** page.

- b. In the **Customer ID** field, type the customer ID.

This is the bank's customer ID for your organization. This field accepts a maximum of 32 alphanumeric characters.

- c. In the **Bank Account Number** field, type the account number.

This field accepts a maximum of 17 numeric characters.

- d. In the **Starting Check Number** field, type the starting check number. In the **Ending Check Number** field, type the ending check number.

The system does the following:

- Validates that no checks exist within the range you specify between the starting and ending check numbers. Then, blocks non-Bill Pay checks from using numbers in the sequence.
- Validates that the starting and ending range are numeric numbers only and that no zero check number was specified.

*Note*

*Check numbers must be unique. Therefore, we strongly recommend that you enter a check sequence with a number starting significantly higher than the numbers you use for your pre-printed checks so that the numbers do not conflict now or in the future. You can change the ending number of the range later, if necessary, and the system will validate your check sequence again.*

4. Click  to save.

*Notes*

*You can add multiple Bill Pay accounts.*

*Setup activities are added to the Audit Trail.*

*You can de-select a bank account as a Bill Pay account. Doing so prevents the Bill Pay feature from being available on the **Checks** page for that account.*

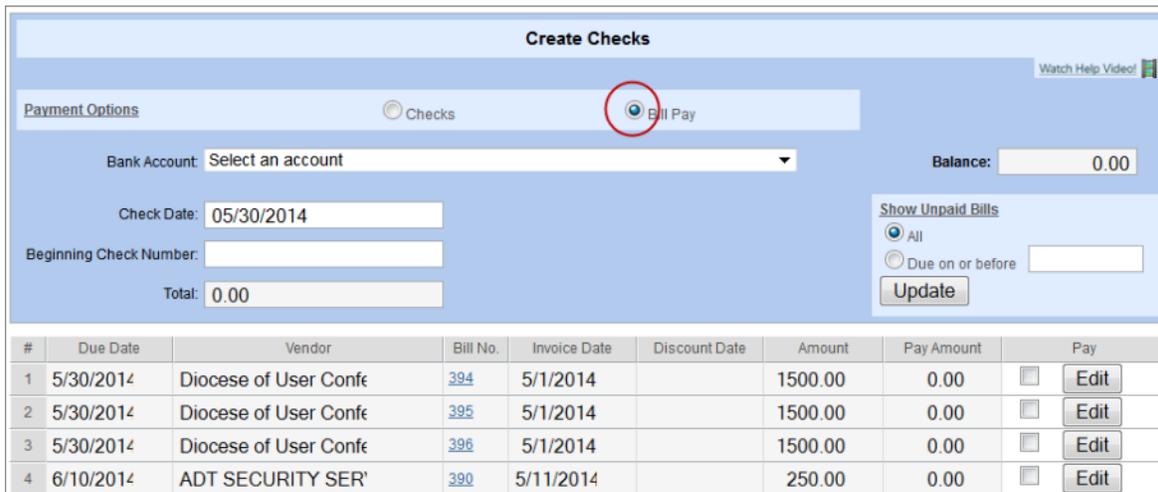
## Creating a Bill Pay Check



1. Click  to display the **Create Checks** page.
2. In the **Payment Options** section, select the **Bill Pay** option, as shown in the following illustration:

*Note*

*When you first display this page, the system defaults to the **Checks** option or to the previously selected payment option.*

A screenshot of the "Create Checks" web application interface. The "Payment Options" section at the top has two radio buttons: "Checks" and "Bill Pay". The "Bill Pay" radio button is selected and circled in red. Below this, there is a "Bank Account" dropdown menu with the text "Select an account", a "Balance" field showing "0.00", a "Check Date" field with "05/30/2014", a "Beginning Check Number" field, and a "Total" field with "0.00". On the right side, there is a "Show Unpaid Bills" section with radio buttons for "All" (selected) and "Due on or before" followed by a date field, and an "Update" button. At the bottom, there is a table with columns: #, Due Date, Vendor, Bill No., Invoice Date, Discount Date, Amount, Pay Amount, and Pay. The table contains four rows of data, each with an "Edit" button in the "Pay" column.

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	5/30/2014	Diocese of User Confe	<a href="#">394</a>	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
2	5/30/2014	Diocese of User Confe	<a href="#">395</a>	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
3	5/30/2014	Diocese of User Confe	<a href="#">396</a>	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
4	6/10/2014	ADT SECURITY SER'	<a href="#">390</a>	5/11/2014		250.00	0.00	<input type="checkbox"/> Edit

3. From the **Bank Account** list, select the desired bank account.

For example:

*Note*

*Only bank accounts set up as Bill Pay accounts are shown in this list.*

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	5/30/2014	Diocese of User Conf	394	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit

In the **Beginning Check Number** field, the system displays the check number for the check you are creating. Bills to be paid are listed at the bottom of the page.

4. Select the bills to be paid by selecting the checkbox for the bill in the **Pay** column.

For example:

*Note*

*You cannot select zero dollar checks.*

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	5/30/2014	Diocese of User Conf	394	5/1/2014		1500.00	1500.00	<input checked="" type="checkbox"/> Edit
2	5/30/2014	Diocese of User Conf	395	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
3	5/30/2014	Diocese of User Conf	396	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
4	6/10/2014	ADT SECURITY SER'	390	5/11/2014		250.00	250.00	<input checked="" type="checkbox"/> Edit

The total dollar amount of the bills selected is shown in the **Total** field.

5. Do one of the following:

- To pay all selected bills in their entirety, click .
- To make a partial payment for a bill:
  - a. In the **Pay** column for the bill, click .
  - b. Edit the **Pay Amount** field to show the amount to be paid. Then, click .

The **Pay Amount** field shows the partial payment amount.

  - c. Click .

The selected checks are displayed. For example:

Create Checks							
Bank Account: <input type="text" value="Cash, Checking Account-General: A-1-10-1101-00 1101.00P"/>						Balance: <input type="text" value="45,850.00"/>	
Vendor: ADT SECURITY SERVICES P O BOX 371967 PITTSBURGH, PA 15250 7967				Check Number: 100007 Date: 05/30/2014 Amount: 250.00			
..... <i>Two Hundred Fifty Dollars and Zero Cents</i> ..... .....							
Default Check Memo:							
#	Bill	Invoice	Invoice Date	Description	Account Code	Amount	Comment
1	390		5/11/2014	Bldg Repairs, Maint & Improvmts	E-1-08-59-513	250.00	
Vendor: User Conference ATTN Advancement 825 Victors Way Ann Arbor, MI 48108				Check Number: 100008 Date: 05/30/2014 Amount: 1500.00			
..... <i>One Thousand Five Hundred Dollars and Zero Cents</i> ..... .....							
Default Check Memo:							
#	Bill	Invoice	Invoice Date	Description	Account Code	Amount	Comment
1	394	May	5/1/2014	Charity	E-1-03-29-520	1500.00	Protecting God's Children
<input type="button" value="Create File"/>							

6. Preview your checks to make sure that the amounts are correct. Then, one of the following:

- If all check amounts are correct, click **Create File** .



- If any check amount is not correct, click **Checks** to return to the **Create Checks** page and edit the amount. Return to this procedure starting at Step 6.

A preview of the Bill Pay file is displayed in the Report Viewer. The following illustration shows you an example of the contents of the Bill Pay file:

To create the Bill Pay file, click the (export) button on the toolbar below and save with a new file name. When completed click the Done button at the bottom.

Page 1 of 1
Text

FILHDRFWS	123456789		05/30/20141811					
PMTHDRUSPS	AP6	05/30/2014	250.009998877665	100007				
PAYENMADT	SECURITY SERVICES				5345			
PYEADDP	O BOX 371967							
ADDPYE								
PYEPOSPITTSBURGH		PA			15250	7967USA		
RMTDIL				05/11/2014	250.00	250.00	0.00	
PMTHDRUSPS	AP6	05/30/2014	1500.009998877665	100008				
PAYENM	User Conference				5726			
PYEADDAITN	Advancement		825 Victors Way					
ADDPYE								
PYEPOSA	Ann Arbor	MI		48108	USA			
RMTDIL	May	Protecting God's Children	05/01/2014	1500.00	1500.00	0.00		
FILTRL14								

7. Click (Export button) on the toolbar at the top of the viewer. In the **Save As** dialog box, rename the file and then save it to your local computer or server.

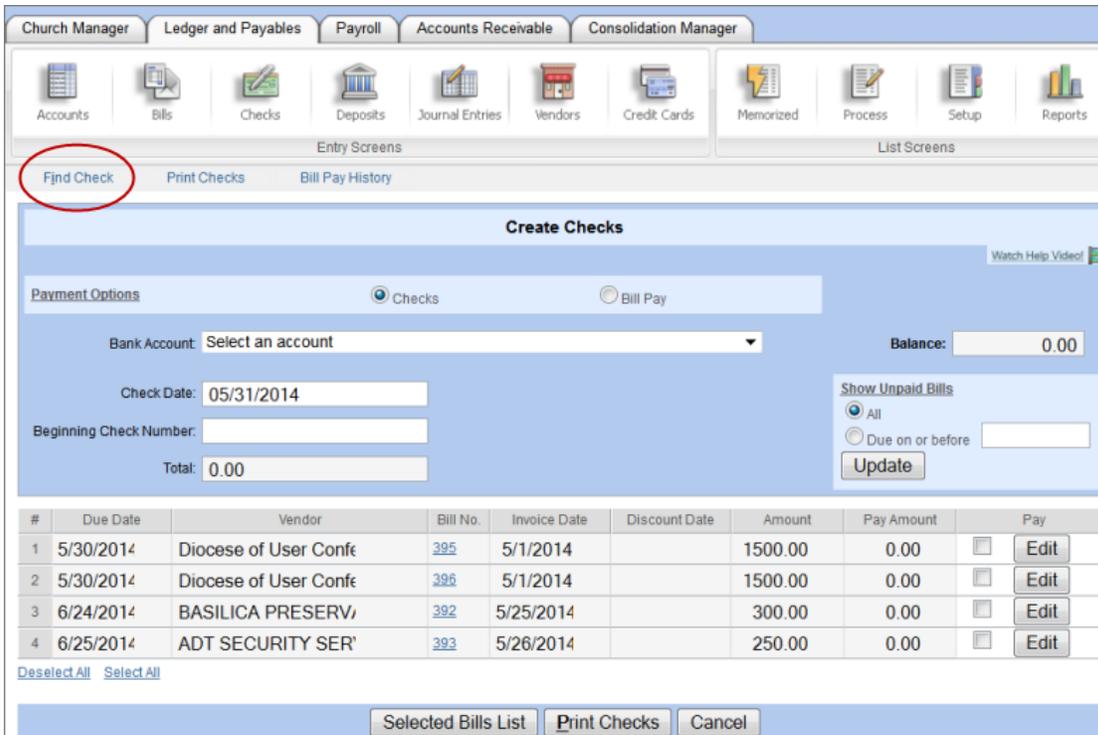
8. Click **Done** .

The system uploads the saved file to the JPMorgan/Chase website that was set up for you to use Bill Pay.

## Finding a Bill Pay Check

To locate a check that was paid using the Bill Pay service, do the following:

1. Click  to display the **Create Checks** page (Figure 44).
2. Select the **Find Check** link:



The screenshot shows the 'Create Checks' page with the following details:

- Navigation tabs: Church Manager, Ledger and Payables, Payroll, Accounts Receivable, Consolidation Manager
- Icons: Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards, Memorized, Process, Setup, Reports
- Entry Screens: Find Check (circled), Print Checks, Bill Pay History
- List Screens: (empty)
- Payment Options:  Checks,  Bill Pay
- Bank Account: Select an account
- Check Date: 05/31/2014
- Beginning Check Number: (empty)
- Total: 0.00
- Balance: 0.00
- Show Unpaid Bills:  All,  Due on or before (empty)
- Update button
- Table of bills:

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	5/30/2014	Diocese of User Confe	<a href="#">395</a>	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
2	5/30/2014	Diocese of User Confe	<a href="#">396</a>	5/1/2014		1500.00	0.00	<input type="checkbox"/> Edit
3	6/24/2014	BASILICA PRESERV	<a href="#">392</a>	5/25/2014		300.00	0.00	<input type="checkbox"/> Edit
4	6/25/2014	ADT SECURITY SER'	<a href="#">393</a>	5/26/2014		250.00	0.00	<input type="checkbox"/> Edit

Buttons: Deselect All, Select All, Selected Bills List, Print Checks, Cancel

Figure 44. Find Check Link on Create Checks Page

The **Check Search** page is displayed. This page includes a column labeled **Bill Pay**, which lets you know which checks were paid using the Bill Pay service.

3. Find the check. (If you need instructions, see "Finding Checks and Viewing Transaction Details" on page 103.)

If the check was paid using the Bill Pay feature, the letter **Y** is shown in the **Bill Pay** column.

## Viewing Bill Pay History



1. Click **Checks** to display the **Create Checks** page.
2. Select the **Bill Pay History** link, as shown in this illustration:

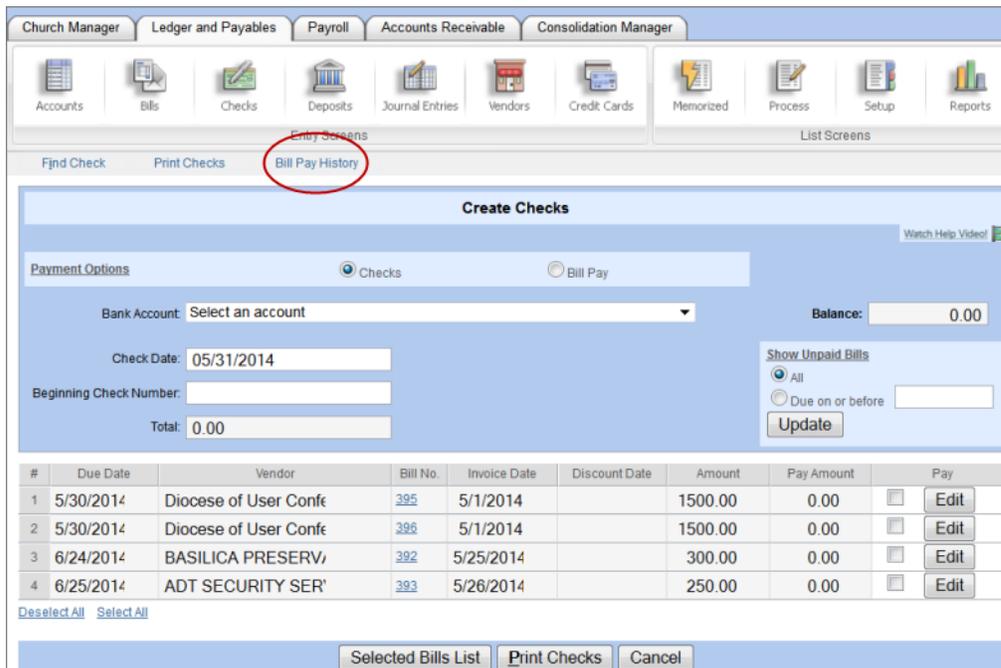
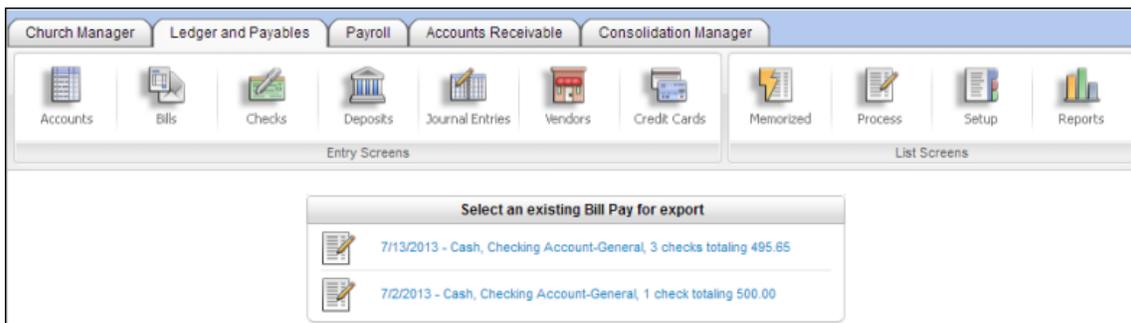


Figure 45. Bill Pay History Link on the Create Checks Page

Links to previously uploaded Bill Pay files are displayed. For example:



3. Select the desired link to view the file in the Report Viewer.
4. If desired, you can click (Export) to export the file and resend it to the bank.

## Voiding a Bill Pay Check

If a bill pay check is not approved by the bank, you must void the check in the ParishSOFT Accounting system. Follow the same process that you use to void a physical check. For instructions on voiding a check, see "Voiding a Check" on page 105.

If the electronic file is rejected by the bank, you must void all checks in the file. The bank sends you immediate confirmation so you will quickly be informed if any issue occurred at the bank level.





# Chapter 7

## Recording Credit Card Transactions

### Introduction

The Credit Card transaction area provides a place for you to enter the purchases that you make using a credit card and reconcile charges with each monthly statement.

### Recording Credit Card Transactions

While you may be currently recording your credit card transactions as a single bill to your credit card company (for example, Visa and MasterCard), ParishSOFT recommends you now use the Credit Card transaction area because it enables you to keep more accurate records and retain the vendor association for each transaction.

Credit Card transactions are included both in the 1099 calculation for 1099 Vendors and in Vendor Audit reports.



1. Click  to display the **Charge Information** page (Figure 46):

The screenshot shows the "Charge Information" page in a software application. At the top, there is a "Watch Help Video!" link. Below that, there are several input fields: "Account" (a dropdown menu showing "American Express - Admin: L-1-50-2102-05 2099.00"), "Charge Number" (a text box with "20"), "Date" (a text box with "03/03/2016"), "Vendor" (a dropdown menu), and "Authorization" (a text box). There is also a "Comment" text box. Below these fields is a table with columns: "#", "Account", "Amount", "Comment", and "Project". The table has three rows, each with a red 'X' icon in the first column. The "Total:" field at the bottom of the table shows "0.00". At the bottom of the page, there are buttons for "Submit", "Memorize", "Cancel", and "Print Credit Charge".

Figure 46. Charge Information Page

2. Select the account from the **Account** list.

#### Note

See "Designating a Liability Account for Credit Card Transactions" on page 58 for information on setting up credit card accounts. Note that you must check the **Credit Card** box to enable a liability account to display in the **Account** list.

3. Select the name of the vendor (that is, the name of the retailer or business that was paid by credit card).

4. In the **Date** field, type the date to post to or select the date from the displayed calendar.
5. In the **Authorization** field, type the name of the individual who authorized the purchase.
6. In the **Comment field**, type a description of the credit card transaction. The comment prints on reports and helps you identify specific credit card transactions.
7. (GAAP Systems Only) In the **Account Restriction** dropdown list, select the type of restriction (for example, **With Donor Restrictions (Temp)**) to apply to credit charges.

*Note*

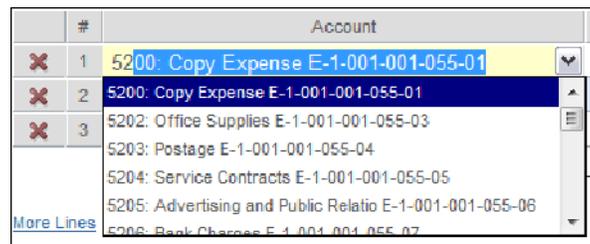
*After a charge in a GAAP system is submitted, the system automatically creates a journal entry for the transaction and assigns it a unique reference number. When the charge record is retrieved, it contains a link to the journal entry. You can click this link to view the view the journal entry details.*

8. Enter the individual line items for the bill. Provide the following:

*Note*

*Press the **Tab** key to advance from one field to the next.*

- a. **Account:** select the appropriate Expense, Liability or Dedicated Account. Type the first few characters to filter to your account.



Accounts in this list are sorted according to your default account settings. To change these settings, see "Setting Up User Preferences and Default Accounts" on page 19.

- b. **Amount:** type the dollar amount in xxx or xxx.00 format. Cents default to .00 if you do not type a decimal value.
- c. **Comment:** type a comment for the line item. The comment appears on the check stub.
- d. **Project:** if the line item applies to a project, choose the project name. To set up a new project, see "Creating Project Groups and Projects" on page 15.

9. To add another line item, press the **Tab** key to move your cursor into the next line and repeat steps 4a – 4d.
10. To add more line items to the credit card transaction form, press the **Tab** key to advance to the **More Lines** link. Then, press **Enter** to add two line items to the credit card transaction.
11. Click  to save the credit card transaction.

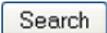
You can also “memorize” a recurring credit card transaction to post a recurring entry without manually entering all of the data again. For information on memorizing credit card transactions, see “Memorizing a Transaction” on page 174.

## Finding a Charge Record



1. Click  to display the **Charge Information** page (Figure 46 on page 135).
2. Click the [Find Charge](#) link.

The **Credit Card Search** page is displayed.

3. Enter your search criteria into one or more of the search fields. Then, click .

A list of charge records is displayed.

4. To view the details for a specific charge record, click this button to the left of the record: .

A list of transactions associated with the selected record is displayed.

## Adding and Deleting Credit Card Attachments

Each credit card in your system has an Attachment area where you can import related documents (for example, credit card statements, receipts, and copies of checks) and attach them to the record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

### Adding an Attachment to a Credit Card



1. Click  to display the **Charge Information** page.
2. Locate the credit card record. If you need instructions, see “Finding a Charge Record” on page 137.
3. At the bottom of the **Credit Card Search** page, click  to view the charge details.

4. To attach a file, complete the following:

- a. In the lower right, click **Attachments**.

The **Charge Attachments** page (Figure 47) is displayed:

Charge Attachments		
Charge Number: 21	Charge Date: 8/28/2019	
Add Attachments		
Choose File	No file chosen	Import
View/Delete Attachments		
File Name	Uploaded By	Uploaded Date

Figure 47. Charge Attachments Page

- b. Click **Choose File**. Then, follow your browser's procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click **Import**.

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

*Note*

*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete the file, if desired, from your local computer.*

5. To view the contents of the attachment, click **View**.

The file is downloaded to your computer's default download location where you can now open it.

## Deleting a Credit Card Attachment



1. Click  to display the **Charge Information** page.
2. Locate the credit card record. If you need instructions, see "Finding a Charge Record" on page 137.  
The **Credit Card Search** page is displayed.
3. At the bottom of the Credit Card Search page, click  to view the charge details.
4. In the lower right, click .
5. To the right of the attachment you want to delete, click .

## Printing Transaction Details for a Credit Card Charge

You can print a report containing the transaction details for a selected credit card charge.



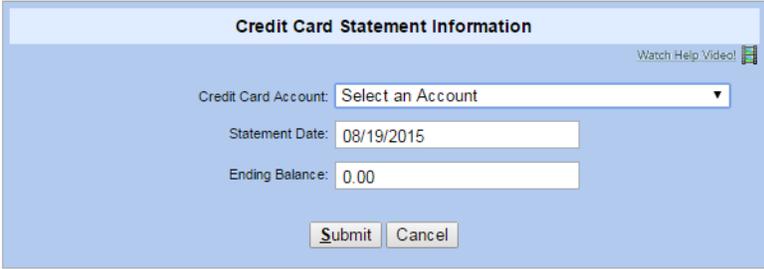
1. Click  to display the **Charge Information** page (Figure 46 on page 135).
2. Find the charge record. If you need instructions on how to find one, see "Finding a Charge Record".
3. On the **Charge Information** page, click .
4. Follow your browser's procedures to print the report.

## Reconciling Your Credit Card Statement

When you receive your monthly credit card statement, you can compare the charges on the statement with those you already entered into the Ledger and Payables system. You can view the charges in your system by creating a Credit Card Transaction report. To do this:

1. Click .
2. Open the **Reconciliations** group.
3. Click  [Credit Card Reconciliation](#).

The **Credit Card Statement Information** page (Figure 48) is displayed.



**Credit Card Statement Information** [Watch Help Video!](#)

Credit Card Account:

Statement Date:

Ending Balance:

Figure 48. Credit Card Statement Information Page

4. In the **Credit Card Account** list select the credit card account.
5. Supply the **Statement Date** and **Ending Balance**.

6. Click .

The **Reconcile Credit Card Account** page (Figure 49) is displayed.

**Reconcile Credit Card Account**

Credit Card Account:  Balance:  Statement Date:  Sort List By:

#	Type	Number	Cleared	Date	Amount	Vendor/Comment
1	Journal	23	<input type="checkbox"/>	8/10/2012	200.00	
2	Journal	23	<input type="checkbox"/>	8/10/2012	300.00	
3	Journal	23	<input type="checkbox"/>	8/10/2012	10.00	

[Deselect All](#) [Select All](#)

Cleared Charges	<input type="text" value="0.00"/>
Cleared Checks	<input type="text" value="0.00"/>
Cleared Other	<input type="text" value="0.00"/>
Ending Balance	<input type="text" value="35525.00"/>
Outstanding Charges +	<input type="text" value="0.00"/>
Outstanding Checks -	<input type="text" value="0.00"/>
Outstanding Other +-	<input type="text" value="510.00"/>
Reconciled Balance	<input type="text" value="36,035.00"/>
System Balance	<input type="text" value="635.00"/>
Difference	<input type="text" value="35,400.00"/>

Figure 49. Reconcile Credit Card Account Page

7. If you need to locate a specific transaction, use the **Sort List By** dropdown list to sort the transactions in the list by the value of a column. You can sort the list by transaction type (for example, Charge), number, date, or vendor/comment.

To apply a sort, select the desired column from the **Sort List By** dropdown list in the top right. The transactions are sorted in ascending order by the value in the column.

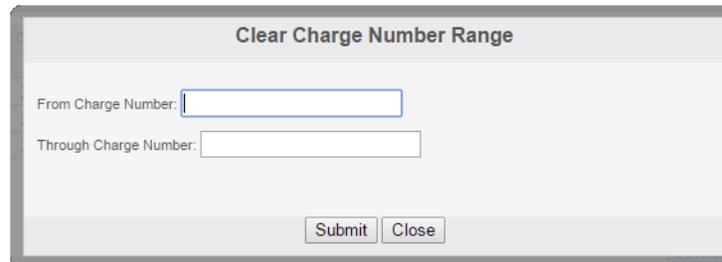
8. Do one or more of the following:

- Mark each charge that appears on the statement as “cleared” by checking the item’s **Cleared** box.

*Note*

*After you mark a transaction “cleared”, you are limited to editing its **Comment** and **Project** fields on the transaction pages.*

- To clear a range of charges, click  to display the following:



Then, specify the range of charges to clear, and then click .

The system automatically clears the checks within the range you specified and returns you to the **Credit Card Reconciliation** page.

9. Click  to save your work.

*Notes*

*If you are interrupted while reconciling, click **Submit** to save your work. (Clicking **Cancel** exits the page without saving your work.) When you return later to continue working on the statement, all of your work is saved. Follow the instructions under “Viewing and Editing a Credit Card Reconciliation Statement” on page 143 to locate a statement you saved.*

When the value for **Difference** reaches zero, the credit card statement can be reconciled.

10. Click .

The system displays a message to inform you that you can now lock and close the reconciliation or save it so that you can continue working on it later.

11. Do one of the following:

- Click  to close and lock the reconciliation.
- Click  to save the reconciliation for future editing.

If desired, you can print a **Credit Card Reconciliation Report**. For instructions, see “Printing a Credit Card Reconciliation Report” on page 144.

## Viewing and Editing a Credit Card Reconciliation Statement

Use the following procedure to view any credit card reconciliation statement and to make changes to any non-reconciled statement.

1. Click  .

2. Open the **Reconciliations** group.

3. Click  [Credit Card Reconciliation](#) to display a list similar to the following:

Select an Existing Credit Card Statement or Click New to Create One

	<a href="#">Create a New Statement</a>
	<a href="#">8/30/2015 - Credit Card Payable - Alpha:2102.01N</a>
	<a href="#">7/31/2015 - Credit Card Payable - Alpha:1101.21P</a>

4. Select the name of the statement you want to view.
5. Edit any details as needed.

*Note*

*Only the **Comment** and **Project** fields can be edited for reconciled credit card transactions.*

6. When done, click  .

## Reconciled Credit Card Accounts

Figure 50 shows an example of a reconciled credit card account. Note that after an account is reconciled, the system displays its status as "**Reconciled**", and the **Difference** field displays \$0.00. You can make no additional changes to a reconciled account.

#	Type	Number	Cleared	Date	Amount	Vendor/Comment
1	Charge	1	<input checked="" type="checkbox"/>	7/17/2015	852.00	Best Buy
2	Charge	2	<input checked="" type="checkbox"/>	7/17/2015	750.00	Steve's Bus Service
3	Charge	3	<input checked="" type="checkbox"/>	7/2/2015	17.42	Admin Mastercard
4	Charge	4	<input checked="" type="checkbox"/>	7/17/2015	299.00	Verizon Wireless
5	Charge	5	<input checked="" type="checkbox"/>	7/17/2015	37.50	Misc Fuel
6	Charge	6	<input checked="" type="checkbox"/>	7/17/2015	75.67	Misc Food
7	Charge	7	<input checked="" type="checkbox"/>	7/17/2015	350.00	Lowe's
8	Charge	20	<input checked="" type="checkbox"/>	7/13/2018	11.00	Al's Toy Barn
9	Check	22249	<input checked="" type="checkbox"/>	2/22/2016	785.25	Admin Mastercard
10	Check	22259	<input checked="" type="checkbox"/>	1/28/2016	545.00	Admin Mastercard
11	Check	22260	<input checked="" type="checkbox"/>	2/18/2016	698.67	Admin Mastercard

Cleared Charges	2,392.59
Cleared Checks	2,028.92
Cleared Other	0.00
Ending Balance	363.67
Outstanding Charges +	0.00
Outstanding Checks -	0.00
Outstanding Other +/-	0.00
Reconciled Balance	363.67
System Balance	363.67
Difference	0.00

Figure 50. Reconciled Credit Card Account

## Printing a Credit Card Reconciliation Report

You can print a report itemizing the charges and showing the balances on the account you are reconciling. You can print this report for current and past reconciliations.

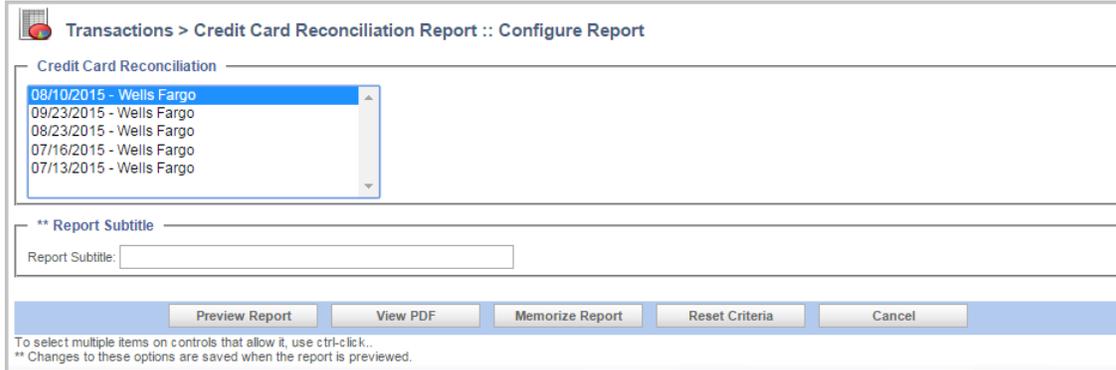
You can print a credit card reconciliation report from the **Reports** module and from the **Process** module. Instructions for printing in both modules are provided in the following sections.

### Printing a Credit Card Reconciliation Report from the Reports Module

1. Click  .

2. Open the **Transactions** group. Select this link:  [Credit Card Reconciliation Report](#).

- In the **Credit Card Reconciliation** list, select the account for which you want to create a report.



Transactions > Credit Card Reconciliation Report :: Configure Report

Credit Card Reconciliation

- 08/10/2015 - Wells Fargo
- 09/23/2015 - Wells Fargo
- 08/23/2015 - Wells Fargo
- 07/16/2015 - Wells Fargo
- 07/13/2015 - Wells Fargo

\*\* Report Subtitle

Report Subtitle:

Preview Report View PDF Memorize Report Reset Criteria Cancel

To select multiple items on controls that allow it, use ctrl-click.  
\*\* Changes to these options are saved when the report is previewed.

- If desired, provide a subtitle for the report.
- Click  to view the contents of the report in the Report Viewer.
- Click the print button in the toolbar to print the report.

You can attach the report to your credit card statement and file it with your credit card account records.

### Printing a Credit Card Reconciliation Report from the Process Module

- Click .
- Open the **Reconciliations** group. Then, select the  [Credit Card Reconciliation](#) option.
- Select the desired statement.
- At the bottom of the **Reconcile Credit Card Account** page, click .
- Follow your browser's procedures for printing the report.

### Paying a Credit Card Bill

After reconciling a credit card statement, create a bill to the credit card company vendor. To do this:

- Select the credit card Liability account for the bill item.
- Type the amount that you want to pay.
- Enter data for the credit card transaction. As you do this, the system automatically credits (increases) the Liability account.

When you pay the bill and use the Liability account, the system automatically debits (decreases) the Liability account.



# Chapter 8

## Processing Deposits

### Introduction

The **Deposits** area of the application is where you enter and maintain deposits made to bank accounts. If you are using ParishSOFT's Offering & Pledges module, your deposit amounts are summaries of the detailed postings that you enter for each contributing family.

Enter deposits in the current or future accounting months using single or multiple line items (to distribute a deposit among two or more accounts). The Ledger and Payables application assigns a unique, sequential deposit number to each deposit transaction.

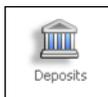
This chapter shows you how to do the following:

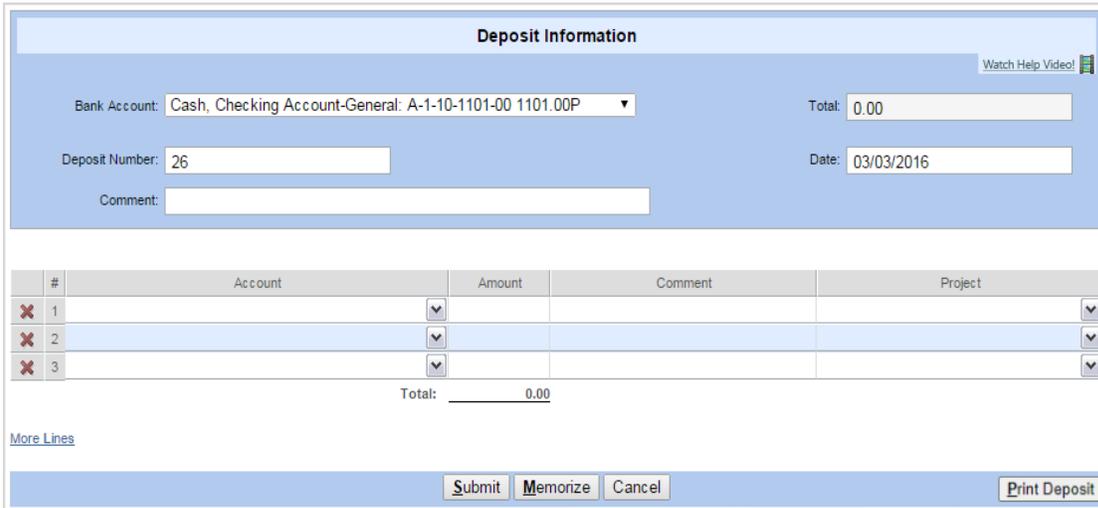
- Enter a deposit
- Find and view a deposit
- Edit deposit information
- Delete a deposit
- Print deposit details
- Import Deposit Transactions

### Entering a Deposit

Record a deposit in your Ledger and Payables application using the following procedure.



1. Click  to display the **Deposit Information** page (Figure 51):



The screenshot shows the "Deposit Information" page. At the top, there is a "Watch Help Video!" link. Below that, the "Bank Account" is set to "Cash, Checking Account-General: A-1-10-1101-00 1101.00P". The "Total" is 0.00. The "Deposit Number" is 26 and the "Date" is 03/03/2016. There is a "Comment" field. Below this is a table with columns: #, Account, Amount, Comment, and Project. The table has three rows, each with a red 'X' icon in the first column. The "Total" at the bottom of the table is 0.00. There is a "More Lines" link. At the bottom, there are buttons for "Submit", "Memorize", "Cancel", and "Print Deposit".

#	Account	Amount	Comment	Project
1				
2				
3				

Figure 51. Deposit Information Page

2. Choose the bank account from the **Bank Account** list.

The system automatically adds the deposit number and date to the **Deposit Number** and **Date** fields.

3. Change date to the actual date of the deposit.
4. Enter a **Comment** that describes the deposit. The comment prints on reports and helps you identify specific deposits.
5. In the first row in the list view, choose the account from the **Income, Restricted Income, or Dedicated Account** list.

*Note*

*If your organization uses the GAAP Compliance option, deposits of restricted funds should be posted to the appropriate **Restricted Income Account**. See "Using the GAAP Compliance Feature" on page 277 for more information.*

6. Type the amount.
7. If the deposit includes amounts from one or more other accounts, press the **Tab** key to advance to the next row. Repeat Steps 4 and 5.

The system automatically calculates the total in the **Total** field.

8. If the line item applies to a project, select the name of the project.

*Note*

*If you need set up a new project, see "Creating Project Groups and Projects" on page 15.*

9. To add more line items to the deposit form, press the **Tab** key to advance to the [More Lines](#) link. Press **Enter**.

Two lines are added to the deposit transaction.

10. When you finish entering line items, click .

You can memorize a recurring deposit (for example, rental fees for buildings or classrooms) to post the deposit each month without the repeated data entry.

If you have a standard Counter's Sheet, listing your standard accounts contributed with their totals, you may want to memorize the sheet using zero amounts on future transactions. Then each week, you can create that memorized deposit and enter the amounts.

Memorizing deposits is also a time saver if you utilize Online Giving. For information on memorizing transactions, see Chapter 10: "Memorizing Transactions".

## Finding and Viewing a Deposit

View the details of any deposit in your Ledger and Payables application using the following procedure.



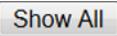
1. Click  to display the **Deposit Information** page.
2. Click the [Find Deposit](#) link to display the **Deposit Search** page (Figure 52):

Figure 52. Deposit Search Page

The list of all deposits display by deposit number. Deposits that were cleared on a Bank Reconciliation show a date in the **Cleared** column.

3. Use any of the following methods to find a deposit:

*Note*

To reset your search criteria, click  to redisplay all deposits.

- Enter the deposit number in the **Transaction Number** field.
- Select a bank account or primary account in the **account** field.
- Specify a deposit date range in the **Transaction Date** fields to find all deposits recorded within that date range.
- Specify an amount range in the **Transaction Amount** fields to find all amounts within that range.

Then, click .

4. To view the details for the deposit, click .

The **Deposit Information** page is displayed. This page shows information for the deposit, including the bank account, the deposit number, total amount of the deposit and the date. Details also include the name of projects associated with line items in the deposit and any notes recorded for those line items. You can also see a line-item breakout of deposit accounts and deposit totals.

## Editing Deposit Information

You can edit a deposit dated in the current or future fiscal month.

### *Note*

*You can only edit the **Comment** and **Project** fields for a deposit that is marked as cleared on a bank reconciliation or a deposit that has a date from a prior fiscal month.*

1. Use the procedure under "Finding and Viewing a Deposit" on page 149 to locate the deposit you want to edit.
2. On the **Deposit Information** page (Figure 51), make any of following changes to a deposit:
  - Change the bank account. To do this, select a different account from the **Bank Account** list.
  - Edit the deposit date. To do this, click inside the **Date** field and select a new date from the calendar.
  - Delete a line item. To do this, click the red **X** in the row containing the line item.
  - Correct a deposit amount. To do this, click inside the **Amount** field for a line item and change the amount.
  - Add a comment. To do this, click inside the **Comment** field for a line item and type your notes.
  - Specify a project name. To do this, click inside the **Project** field for a line item and select a project.
  - Delete the deposit. To do this, click .
  - Add more line items. To do this, click the [More Lines](#) link.
3. Click  to save any changes.

## Deleting a Line Item from a Deposit

To delete an individual line item from a deposit, click the red **X** in that row.

## Adding More Line Items

To add more line items, click the [More Lines](#) link.

## Adding and Deleting Attachments to a Deposit

Each deposit in your system has an Attachment area where you can import related documents (for example, copies of checks and bank statements) and attach them to the deposit record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

### Adding a Deposit Attachment



1. Click  to display the **Deposit Information** page.
2. Find the deposit. If you need instructions on how to find one, see “Finding and Viewing a Deposit” on page 149.
3. To attach a file, complete the following:
  - a. In the lower right, click .

The **Deposit Attachments** page (Figure 53) is displayed:

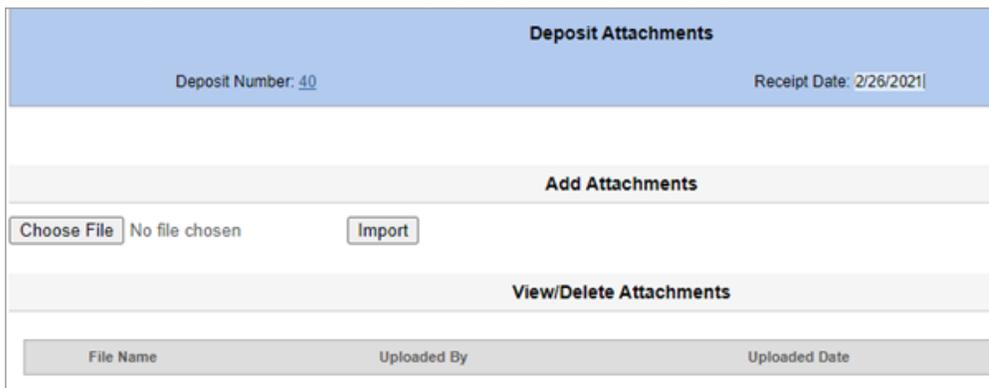


Figure 53. Deposit Attachments Page

- b. Click . Then, follow your browser’s procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click .

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

*Note*

*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete it, if desired, from your local computer.*

4. To view the contents of the attachment, click .

The file is downloaded to your computer's default download location where you can now open it.

## Deleting a Deposit Attachment



1. Click  to display the **Deposit Information** page.
2. Find the deposit. If you need instructions on how to find one, see "Finding and Viewing a Deposit" on page 149.
3. In the lower right, click .

The list of attachments linked to the deposit is displayed.

4. To the right of the attachment you want to delete, click .

## Deleting a Deposit

You can delete a deposit dated in the current or future fiscal month.

### *Note*

*You cannot edit a deposit that is marked as cleared on a bank reconciliation or a deposit that has a date from a prior fiscal month*

1. Use the procedure under "Finding and Viewing a Deposit" on page 149 to locate the deposit you want to delete.
2. To delete the deposit, click .

## Printing the Transaction Details for a Deposit

1. Use the procedure under "Finding and Viewing a Deposit" on page 149 to locate the deposit whose details you want to print.
2. At the bottom of the **Deposit Information** page, click .
3. Follow your browser's procedures for opening and printing the report.

## Importing Deposit Transactions

You can import deposit transactions into ParishSOFT Accounting rather than entering them individually into the system. Within a single import file, you can import a single deposit transaction, multiple deposit transactions, and deposit transactions for a single date or range of dates. For each transaction number within the import file, the system creates a new deposit.

ParishSOFT Accounting provides a sample deposit import template file to help you format the data in your import file correctly.

This section first shows you how to download and modify the template to meet your needs. Then, you learn how to import deposit transactions in the template into your system.

### Downloading and Modifying a Deposit Transaction Import Template

ParishSOFT Accounting provides a deposit import file template that you can edit and reuse. The following instructions show you how to download the template and how to modify it to meet your needs.

1. Click  .

2. Open the Import Processes group. Then, click this link:  [Import Deposit](#).

The **Import Deposit** page (Figure 3) is displayed:

*Note*

*The page you see may look slightly different from the one shown below. The label on the find file button is set by the browser you are using. For example, in Edge and Firefox the button is labeled **Browse**, and in Chrome (shown below) it is labeled **Choose File**.*



Figure 54. Import Deposit Page

3. Click the download Import Templates link. Then, follow your browser's procedure for downloading a file.

*Note*

*The method used to download a file varies depending on the browser you are using. For example, Firefox opens a window that prompts you to tell it what to do with the file while Chrome downloads the file directly to your computer.*

- If desired, change the file name of the template to a name that is meaningful to you. Save the file.
- Open the saved template file in Excel. For example:

	A	B	C	D	E	F	G
1	1400	1/12/2016	88.88	type in a comment here		1	1106
2	1405	1/12/2016	37.66			1	1106
3	1408	1/12/2016	224.88			1	1106
4	1410	1/18/2016	9	another deposit	h2h	2	1104

- Edit the file using your own data according to these requirements:
  - For each deposit transaction, add the Account shortcut, Date, Amount, Comment, Project Code, Transaction Number, and Bank/Subsidiary Bank shortcut. All fields are required except for Comment and Project Code.

 **IMPORTANT**

**Do not change the order of fields in the template file. Changing the field order will result in a failed import.**

- For organizations using the Primary and Subsidiary Bank Accounts feature, the import file is limited to one primary account. Deposit transactions for primary accounts must specify the subsidiary bank account as the bank account.
- Save the file.

You can now import the transactions in the file. For instructions, see "Importing Deposit Transactions" on page 154.

## Importing Deposit Transactions

The following steps show you how to import a prepared file of deposit transactions.

- Click  .

- Open the **Import Processes** group. Then, click link:  [Import Deposit](#).
- On the **Import Deposit** page, find the file you want to import and upload it.

*Note*

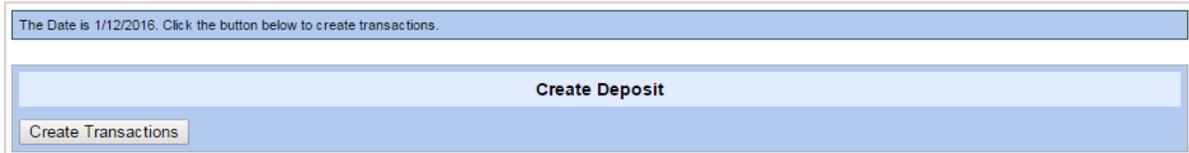
*The label on the find file button is set by the browser you are using. For example, in Edge and Firefox the button is labeled **Browse**, and in Chrome it is labeled **Choose File**.*

You return to the **Import Deposit** page. The name of the uploaded file is displayed at the bottom of the page.

4. Click **Import** to bring the file into ParishSOFT Accounting.

The system does the following:

- If the import process validates the file successfully, displays the current date at the top of the page this button: **Create Transactions**.

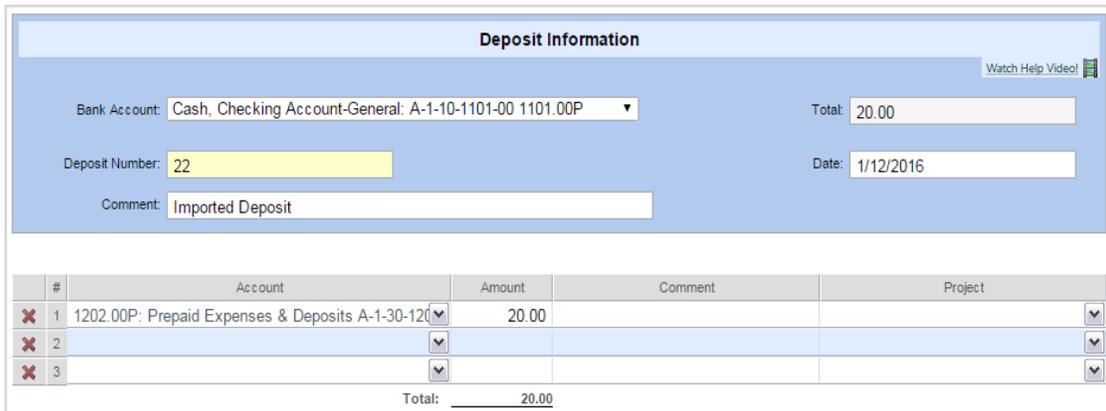


- If the import process cannot validate the file, displays a failure message and provides the reason for the failure.

5. Do one of the following:

- If the import was a success, click **Create Transactions** to create deposit transactions.

The system creates the deposit and displays it on the **Deposit Information** page. For example:



OR

- If the import process cannot validate the file, troubleshoot the file using the reason provided in the message as a guide. Correct the errors in the file, save the file, and then re-import it into the system.



# Chapter 9

## Recording Journal Entries

### Introduction

Use the **Journal Entry Information** page to enter all miscellaneous account transactions required to transfer monies from one account to another, make funds transfers, correct mistakes, and record adjustments. Journal Entries can be used for any item not readily handled by a bill, check, or deposit.

Journal entries must balance in order to post, so your total debit amount must be equal to the total credit amount. This chapter shows you how to add, edit, and delete journal entries.

### Debits and Credits

ParishSOFT Ledger and Payables supports the entry of debits and credits (pluses and minuses) to affect account balances. The effect of a debit or credit on a specific account type is shown in Table 11.

**Table 11: Effect of Debits and Credits on Various Types of Accounts**

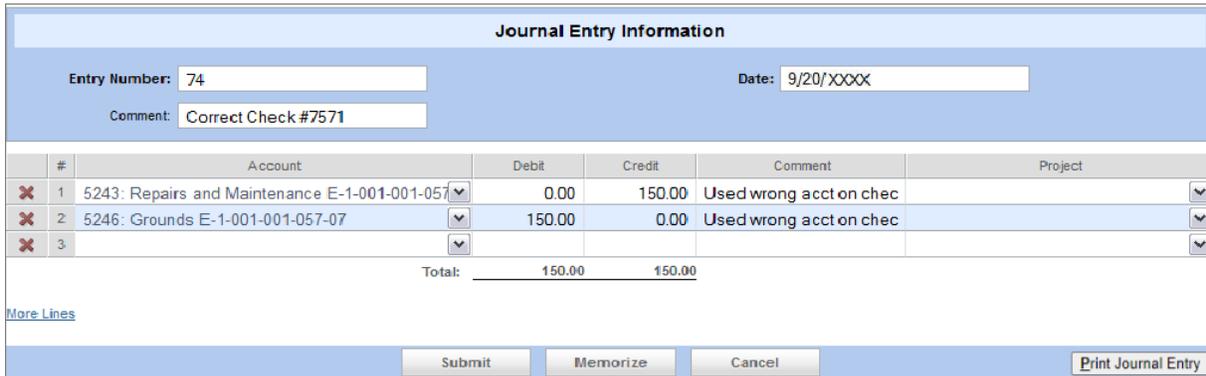
Account Type	Typical Account	Typical Balance	Debit Effect	Credit Effect
Asset	Checking Account	Debit	+ Increase	- Decrease
Liability	Mortgage	Credit	- Decrease	+ Increase
Net Asset	Equity	Credit	- Decrease	+ Increase
Income	Weekly Offerings	Credit	- Decrease	+ Increase
Expense	Telephone Charges	Debit	+ Increase	- Decrease
Dedicated	Memorial Fund	Credit	- Decrease	+ Increase

## Adding a Journal Entry

To add a journal entry:



1. Click  to display the **Journal Entry Information** page (Figure 55):



The screenshot shows the 'Journal Entry Information' page. At the top, there are fields for 'Entry Number' (74), 'Date' (9/20/XXXX), and 'Comment' (Correct Check #7571). Below this is a table with columns for '#', 'Account', 'Debit', 'Credit', 'Comment', and 'Project'. The table contains three lines: Line 1 with account '5243: Repairs and Maintenance E-1-001-001-057', Line 2 with account '5246: Grounds E-1-001-001-057-07', and Line 3 which is empty. The 'Debit' column shows 0.00 for Line 1 and 150.00 for Line 2. The 'Credit' column shows 150.00 for Line 1 and 0.00 for Line 2. The 'Comment' column contains 'Used wrong acct on chec' for both Line 1 and Line 2. A 'Total' row at the bottom shows 150.00 for Debit and 150.00 for Credit. At the bottom of the page are buttons for 'Submit', 'Memorize', 'Cancel', and 'Print Journal Entry'.

#	Account	Debit	Credit	Comment	Project
1	5243: Repairs and Maintenance E-1-001-001-057	0.00	150.00	Used wrong acct on chec	
2	5246: Grounds E-1-001-001-057-07	150.00	0.00	Used wrong acct on chec	
3					
Total:		150.00	150.00		

Figure 55. Journal Entry Information Page

The system automatically adds a number for the journal entry number and today's date.

2. In the **Comment** field, type a comment for the entire journal entry.

*Note*

*Individual line item comments that you add to the journal entry appear on your detailed drill-down reports.*

3. For the first line item of the journal entry (Line 1), select an account from the **Account** list.
4. Press the **Tab** key. Then, do the following:
  - a. Type the amount of the debit or credit.
  - b. Add a line item comment in the **Comment** field.
  - c. From the **Project** list, choose a project, if applicable.
  - d. Press the **Tab** key. Then, repeat Steps 4a - 4c for each remaining line item of the journal entry.

*Note*

*To add more lines to the journal entry form, select the [More Lines](#) link.*

After you finish adding the entry, the total amount in the **Debit** column equals the total amount in the **Credit** column.

5. Click  to post the transaction.

You can also "memorize" a recurring journal entry to post a recurring entry without manually entering all of the data again. For information on memorizing journal entries, see Chapter 10.

## Automating Journal Entries with GAAP Compliance

With the optional GAAP Compliance Function, submitted bills that have the **Account Restriction** type set to **With Donor Restrictions (Temp)** or **With Donor Restrictions (Perm)** create automatic journal entries that transfer the expenses to the appropriate Income Release Account. For more information, see "Using the GAAP Compliance Feature" on page 277.

### Finding and Viewing a Journal Entry

Use the following procedure to display the journal entry lists and view the details of any journal entry in your system.

1. Click the [Find Journal Entry](#) link to open the **Journal Entry Search** page (Figure 56):

Number	Date	Comment
Go 83	02/01/2016	Incorrect Deposit 5
Go 82	02/12/2016	Administrator's Phone depreciated on 8/31/2015

Figure 56. Journal Entry Search Page

This page lists all of the journal entries in your system. The entries are listed in numeric and date order.

2. Use any of the following methods to locate a journal entry:

*Note*

To reset your search criteria, click  to re-display all journal entries.

- To locate a journal entry by number, type the number in the **Transaction Number** field. Then, click .
- To find all journal entries created within a certain date range, click inside the **From** and **To** fields under **Transaction Date** and select the date range from the calendar. Then, click .

A list of journal entries matching your search criteria is displayed in the **Journal Entry List** at the bottom of the page.

3. To view any journal entry in detail, click  to display the **Journal Entry Information** page:

Journal Entry Information						
Entry Number: 74		Date: 9/20/XXXX				
Comment: Correct Check #7571						
#	Account	Debit	Credit	Comment	Project	
✘ 1	5243: Repairs and Maintenance E-1-001-001-057	0.00	150.00	Used wrong acct on chec		
✘ 2	5246: Grounds E-1-001-001-057-07	150.00	0.00	Used wrong acct on chec		
✘ 3						
Total:		150.00	150.00			
<a href="#">More Lines</a>						
<input type="button" value="Submit"/>		<input type="button" value="Memorize"/>		<input type="button" value="Cancel"/>		<input type="button" value="Print Journal Entry"/>

The number of the journal entry is shown at the top of the page along with the date the journal entry was created. Individual line items within the journal entry are provided at the bottom. Details include name of the account, debit and credit amounts, a comment, and the name of the project.

## Editing Journal Entry Information

You can make changes to the line items in a journal entry as long as the entry is in an open month. You can only edit the **Comment** and **Project** fields for journal entries in closed months.

1. Use the procedure under "Finding and Viewing a Journal Entry" on page 159 to locate the journal entry you want to edit.
2. On the **Journal Entry Information** page, make any of the following changes to a journal entry:
  - Change the date. To do this, click inside the **Date** field and select a date from the calendar.
  - Delete a line item. To do this, click the red **X** in the row containing the line item.
  - Correct debit and credit line item amounts. To do this, click inside the **Debit** and **Credit** fields for a line item and change the amount.
  - Add a comment. To do this, click inside the **Comment** field for a line item and type your notes.
  - Specify a project name. To do this, click inside the **Project** field for a line item and select a project.
  - Add more line items. To do this, click the [More Lines](#) link.
3. Click  to save any changes.

## Deleting a Line Item from a Journal Entry

To delete an individual line item from a journal entry, click the red **X** in that row.

## Adding More Line Items

To add more line items, click the [More Lines](#) link.

## Deleting a Journal Entry

### Notes

*You cannot delete a journal entry for a closed month.*

*Do not delete a journal entry that has an **Associated Bill Number**. Instead, void the Associated Bill and, as part of your system's GAAP Compliance functionality, the reversing journal entry will be created automatically (see "Voiding a Restricted Bill or Check" on page 296.)*

*A deleted journal entry is permanently removed from the system. You cannot recover a deleted journal entry.*

1. Use the procedure under "Finding and Viewing a Journal Entry" on page 159 to locate the journal entry you want to delete.
2. Click .
3. Click .

The journal entry is permanently removed from your Ledger and Payables system.

## Adding and Deleting Attachments to a Journal Entry

Each journal entry in your system has an Attachment area where you can import related documents (for example, a spreadsheet that supports how values in the journal entry were derived) and attach them to the record. After you attach a document, you and others (with the appropriate permissions) can easily find it and view it. The document is safely stored in your system so after attaching it, you can get rid of paper copies and/or stored files on your computer.

## Adding a Journal Entry Attachment



1. Click  to display the **Journal Entry Information** page (Figure 55).
2. Find the journal entry. If you need instructions on how to find one, see "Finding and Viewing a Journal Entry" on page 159.
3. Click  to view the journal entry details.

4. To attach a file, complete the following:

- a. In the lower right, click **Attachments**.

The **Journal Attachments** page (Figure 57) is displayed:

Journal Entry Attachments		
Journal Entry Number: 96	Journal Entry Date: 9/5/2018	
Add Attachments		
Choose File	No file chosen	Import
View/Delete Attachments		
File Name	Uploaded By	Uploaded Date

Figure 57. Journal Entry Attachments Page

- b. Click **Choose File**. Then, follow your browser's procedure for uploading a file.

The name of the uploaded file is displayed to the right of the **Choose File** button.

- c. Click **Import**.

The file is now attached to the record and stored in the ParishSOFT Accounting system. The name of the file appears in the **View/Delete Attachments** list.

*Note*

*After the attachment is uploaded and stored in ParishSOFT Accounting, you can delete it, if desired, from your local computer.*

5. To view the contents of the attachment, click **View**.

The file is downloaded to your computer's default download location where you can now open it.

## Deleting a Journal Entry Attachment



1. Click  to display the **Journal Information** page.
2. Find the journal entry. If you need instructions on how to find one, see "Finding and Viewing a Journal Entry" on page 159.
3. Click  to view the journal entry's details.
4. In the lower right, click .

The list of attachments currently linked to the journal entry is displayed.

5. To the right of the attachment you want to delete, click .

## Printing the Transaction Details for a Journal Entry

You can print a report containing details for transactions recorded through a journal entry. Here's how:

1. Follow the steps under "Finding and Viewing a Journal Entry" on page 159 to locate the journal entry whose transaction details you want to print.
2. At the bottom of the **Journal Entry Information** page, click .
3. Follow your browser's procedures for printing the report.

## Creating a Reversing Journal Entry

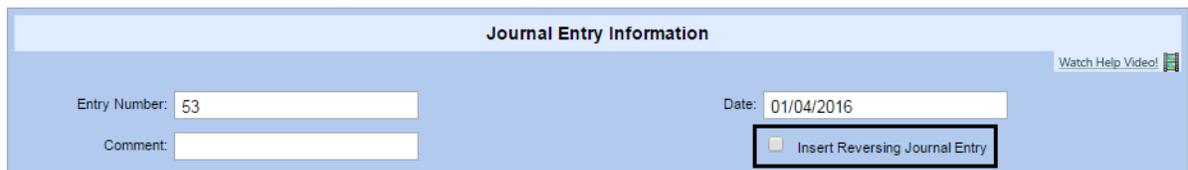
In **ParishSOFT Accounting**, you can create a reversing journal entries to make a month-end or year-end adjustment. For example, you may not have received an invoice but need the amount of the invoice to show in your **Statement of Activities** report. By creating a reversing journal entry, you can record the amount of the invoice in this month and automatically reverse the amount the following month. Then, when the invoice is actually received, you can enter it as you normally would.

To create a reversing journal entry, you create a normal journal entry and check the box to insert a reversing journal entry at the same time (see instructions that follow). The line-item details in the reversing journal entry match the line item details of the original journal entry, but the credit and debit amounts are reversed. So, in the reversing journal entry, the accounts and project information for each line item match those fields in the original journal entry, but the credit amounts in the original are now debit amounts in the reversal. The debit amounts in the original are now credit amounts in the reversal. The entry in the **Comment** field defaults to *Reversing Journal Entry*.

The reversing journal entry is linked to the original journal entry, so that you can see which journal entry is tied to which reversing journal entry and quickly view the details for each.

To create a reversing journal entry:

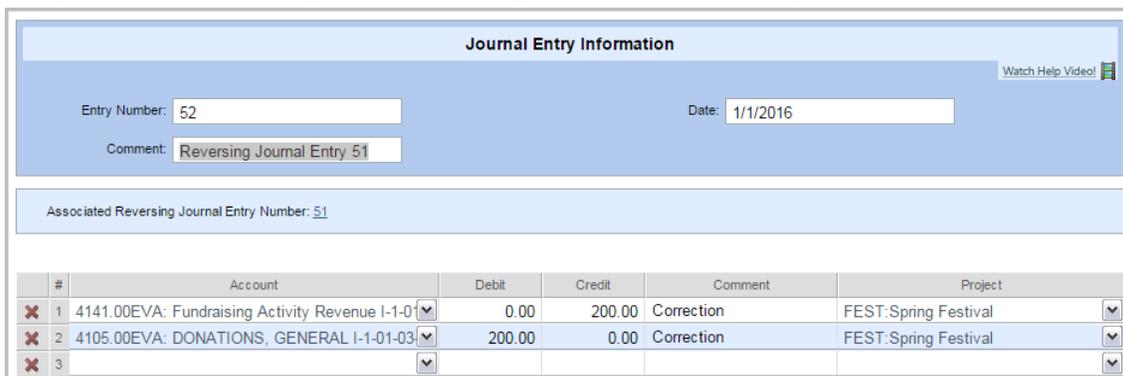
1. Follow steps 1 - 4 under "Adding a Journal Entry" on page 158.
2. Check the **Insert Reversing Journal Entry** box.



The screenshot shows the "Journal Entry Information" form. The "Entry Number" field contains "53" and the "Date" field contains "01/04/2016". The "Comment" field is empty. A checkbox labeled "Insert Reversing Journal Entry" is checked and highlighted with a red box. A "Watch Help Video!" link is visible in the top right corner.

3. Click **Submit** to save the journal entry.

The journal entry is saved, and the reversing journal entry is displayed.



The screenshot shows the "Journal Entry Information" form for a reversing journal entry. The "Entry Number" field contains "52" and the "Date" field contains "1/1/2016". The "Comment" field contains "Reversing Journal Entry 51". Below the form, a section labeled "Associated Reversing Journal Entry Number: 51" is displayed. A table shows the journal entry details:

#	Account	Debit	Credit	Comment	Project
1	4141.00EVA: Fundraising Activity Revenue I-1-0	0.00	200.00	Correction	FEST:Spring Festival
2	4105.00EVA: DONATIONS, GENERAL I-1-01-03	200.00	0.00	Correction	FEST:Spring Festival
3					

4. (Optional) Edit the reversing journal entry, if necessary.
5. Click **Submit** to save the reversing journal entry.

## Importing Payroll Data as a Journal Entry

This section shows you how to import a file containing payroll data into your ParishSOFT Accounting system as a journal entry.

### Before You Begin

If you are outsourcing your Payroll (for example, ADP, IOI, or PayChex) and not using the ParishSOFT Payroll System, contact your payroll vendor and ask them to prepare a file in Comma Separated Value (.csv) format that contains your payroll information. The file must include the following information in the specified order:

1. Shortcut number
2. Date
3. Amount
4. Comment (Optional)

Amounts can be positive or negative. Credit amounts must be preceded by a minus sign. A decimal point and two decimal places are allowed, but a comma should not be inserted as a thousands separator.

If you are not outsourcing your payroll and want to create and import your own payroll data file, ParishSOFT Accounting provides a template that you can edit and use to import your data. For instructions, see "Downloading and Modifying a Payroll Import Template" on page 165.

### Downloading and Modifying a Payroll Import Template

ParishSOFT Accounting provides a sample template file to help you format your payroll data so that the file correctly imports into the system.

To locate the template and prepare the data file, complete the following:

1. Click  .
2. Open the **Import Processes** group. Then, click this link:  [Import Payroll](#).

The **Import Payroll** page (Figure 58) is displayed:

*Note*

*The page you see may look slightly different from the one shown below. The label on the find file button is set by the browser you are using. For example, in Edge and Firefox the button is labeled **Browse**, and in Chrome (shown below) it is labeled **Choose File**.*

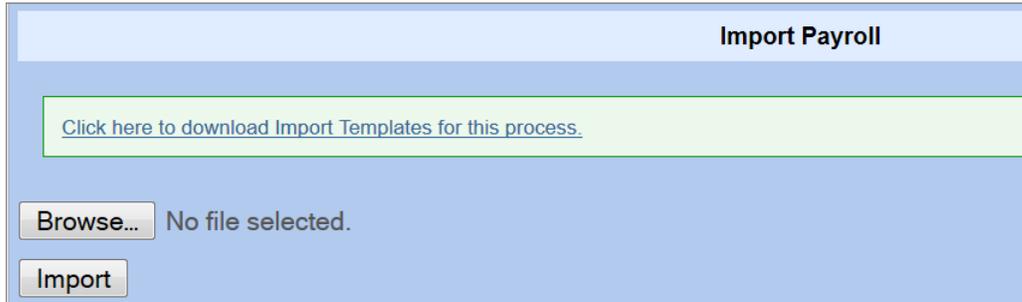


Figure 58. Import Payroll Page

3. Click the download Import Templates link. Then, follow your browser's procedure for downloading a file.

*Note*

*The method used to download a file varies depending on the browser you are using. For example, Firefox opens a window that prompts you to tell it what to do with the file while Chrome downloads the file directly to your computer.*

4. If desired, change the file name of the template to a name that is meaningful to you. Save the file with a **.csv** extension and make a note of where you save it.

5. Open the saved file in Excel. For example:

	A	B	C
1	1030.04P	12/31/2013	-23903.8
2	2090.01P	12/31/2013	-3245
3	2090.02P	12/31/2013	-996
4	2090.03P	12/31/2013	-3242
5	2090.04P	12/31/2013	-758.22
6	2090.06P	12/31/2013	-1150
7	2090.07P	12/31/2013	-100
8	2090.08P	12/31/2013	-691.8
9	5010.00GE	12/31/2013	5309
10	5020.00GE	12/31/2013	1900
11	5030.00AE	12/31/2013	4062.5
12	5030.00CF	12/31/2013	2050
13	5030.00YT	12/31/2013	2550
14	5040.00FF	12/31/2013	720
15	5040.00GE	12/31/2013	13277.5
16	5045.00MI	12/31/2013	2217.75
17	5100.00AE	12/31/2013	284.78
18	5100.00CF	12/31/2013	149.18
19	5100.00FF	12/31/2013	55.08
20	5100.00GE	12/31/2013	1146.34
21	5100.00MI	12/31/2013	169.66
22	5100.00YT	12/31/2013	195.07

6. Edit the file using your own data according to these requirements:

- Include the shortcut number, date, and amount—in that order.

 **IMPORTANT**

**Do not change the order of fields in the template file. Changing the field order will result in a failed import.**

- Enter both positive and negative amounts. A decimal point and two decimal places are allowed.
- Precede all credit amounts with a minus sign.
- Ensure that the Amount column totals zero (0).
- Do not insert a comma as a thousands separator.

7. Save the file.

You can now import the payroll data file into your ParishSOFT Accounting system. For instructions, see "Importing a Payroll Data File" on page 168.

## Importing a Payroll Data File

The following instructions assume that you have a payroll data file on your hard drive and that the import file is a properly formatted **.csv** file. After you import the file, the system creates a journal entry.

1. Click  .

2. Open the **Import Processes** group. Then, click this link:  [Import Payroll](#).

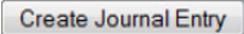
The **Import Payroll** page (see Figure 58) is displayed.

3. Find the file you want to import and upload it.

### *Note*

*The label on the find file button is set by the browser you are using. For example, in Edge and Firefox the button is labeled **Browse**, and in Chrome it is labeled **Choose File**.*

You return to the **Import Payroll** page. The name of the uploaded file is displayed at the bottom of the page.

4. Click  to bring the file into the ParishSOFT Accounting application.
  - If the system validates the file successfully, it displays the payroll date in **MM/DD/YYYY** format at the top of the page. This button is also displayed: .
  - If the system cannot validate the file, it displays a message to inform you that it cannot create a journal entry for the payroll and provides a reason for the failure.

5. Do one of the following:

- If the **Create Journal Entry button** is displayed, click it.

The system creates the journal entry and displays it to you on the Journal Entry Information page, as shown in Figure :

Journal Entry Information						
Entry Number:	<input type="text" value="143"/>		Date:	<input type="text" value="8/31/2014"/>		
Comment:	<input type="text" value="Imported Payroll: 08/31/14"/>					
#	Account	Debit	Credit	Comment	Project	
✘	1 A-1-10-1101-00: Cash, Checking Account-Genera	0.00	5235.05			▼
✘	2 L-1-50-2110-11: 403(b) Contributions Withheld 21	0.00	168.00			▼
✘	3 L-1-50-2110-14: 403 Match 2110.14P	0.00	84.00			▼
✘	4 L-1-50-2110-25: Health Insurance Premiums With	0.00	296.95			▼
✘	5 E-1-01-09-5113-00: Priest 403(b) Expense 5113.0	84.00	0.00			▼
✘	6 E-1-01-09-5110-21: Priest Housing Allowance 511	1500.00	0.00			▼
✘	7 E-1-01-09-5110-00: Priests Compensation 5110.0	4200.00	0.00			▼
Total:		5,784.00	5,784.00			
<a href="#">More Lines</a>						
<input type="button" value="Submit"/> <input type="button" value="Memorize"/> <input type="button" value="Delete"/>						

Figure 59. Journal Entry Information Page: Imported Payroll Data

Complete the following:

- o Make sure that the **Date** field shows the correct payroll date.
- o Review the line items and reconcile them with the information in the imported payroll file.
- o Check that the **Comment** field displays the following: **Imported Payroll: MM/DD/YYYY.**

After you verify that the information in the journal entry is correct, click  to save it.

OR

- If the system cannot validate the file, troubleshoot the file using the reason provided in the message as a guide. Correct the file, save it, and then re-import it into the system.

## Importing Journal Entries

You can import journal entries into ParishSOFT Accounting rather than entering them individually into the system. You can import journal entries for a single date or a range of dates. The date of the first line item for a transaction determines the transaction's date.

ParishSOFT Accounting provides a sample journal entry template file to help you format the data in a file correctly.

This section shows you how to download and modify the template to meet your needs and how to import journal entries into your system.

### Downloading and Modifying a Journal Entry Import Template

ParishSOFT Accounting has a journal entry template that you can edit and reuse. The following instructions show you how to locate the template and how to modify it to meet your needs.

1. Click .

2. Open the **Import Processes** group. Then, click this link:  [Import Journal Entry](#).

The **Import Journal Entry** page is displayed. (Figure 3):



Figure 60. Import Journal Entry Page

3. Click the download Import Templates link. Then, follow your browser's procedure for downloading a file.

*Note*

*The method used to download a file varies depending on the browser you are using. For example, Firefox opens a window that prompts you to tell it what to do with the file while Chrome downloads the file directly to your computer.*

4. If desired, change the file name of the template to a name that is meaningful to you. Save the file and make a note of where you save it.

5. Open the template file in Excel.

	A	B	C
1	1030.04P	12/31/2013	-23903.8
2	2090.01P	12/31/2013	-3245
3	5010.00GE	12/31/2013	23903.84
4	5020.00GE	12/31/2013	3245

6. Edit the file using your own data according to these requirements:

- For each deposit transaction, add the Account shortcut, Date, Amount, Comment, Project Code, and Transaction Number. All fields are required except for Comment and Project Code.

 **IMPORTANT**

**Do not change the order of fields in the template file. Changing the field order will result in a failed import.**

- Enter both positive and negative amounts. A decimal point and two decimal places are allowed.
- Precede all credit amounts with a minus sign.
- Ensure that the Amount column totals zero (0).
- Do not insert a comma as a thousands separator.
- Do not include journal entries for archived accounts.

7. Save the file.

You can now import the journal entry into your ParishSOFT Accounting system. For instructions, see the next section, "Importing a Journal Entry".

### Importing a Journal Entry

1. Click .

2. Open the **Import Processes** group. Then, click this link:  [Import Journal Entry](#).

The **Import Journal Entry** page (see Figure 3) is displayed.

3. Find the file you want to import and upload it.

*Note*

*The label on the find file button is set by the browser you are using. For example, in Edge and Firefox the button is labeled **Browse**, and in Chrome it is labeled **Choose File**.*

You return to the **Import Journal Entry** page. The name of the uploaded file is displayed at the bottom of the page.

4. Click  to bring the file into the ParishSOFT Accounting application.
  - If the system validates the file successfully, it displays the date in **MM/DD/YYYY** format at the top of the page. This button is also displayed: .
  - If the system cannot validate the file, it displays a message to inform you that it could not create a journal entry and provides a reason for the failure.
5. Do one of the following:
  - Click  to create a journal entry.

The system creates the journal entry and displays it on the **Journal Entry Information** page, as shown in Figure 61:

The screenshot shows the 'Journal Entry Information' page. At the top, there are fields for 'Entry Number: 142' and 'Date: 9/30/2014'. Below these is a 'Comment' field. The main part of the page is a table with columns: #, Account, Debit, Credit, Comment, and Project. There are four lines of data, each with a red 'X' icon in the first column. The total row shows a debit of 3,378.95 and a credit of 3,378.95. At the bottom, there are buttons for 'Submit', 'Memorize', and 'Delete'.

#	Account	Debit	Credit	Comment	Project
1	1-1-03-29-4103-00: Special Purpose Collection 41	0.00	3378.95		
2	1-1-03-29-4105-00: Donations, General 4105.00C	2492.96	0.00		
3	1-1-10-61-4105-00: Donations, General 4105.00C	841.22	0.00		
4	1-1-09-60-4105-00: Donations, General 4105.00D	44.77	0.00		
Total:		3,378.95	3,378.95		

Figure 61. Journal Entry Information Page: Imported Journal Entry

Complete the following:

1. Verify that the information in the **Date** field matches the date in the import file.
2. Review the line items and reconcile them with the information in the imported file. Specifically, verify that all negative amounts from the file are contained in the **Credit** column and all positive amounts are in the **Debit** column.

If the information is correct, click  to save the journal entry.

OR

- If the system cannot validate the file, troubleshoot the file using the reason provided in the message as a guide. Correct the file, and then re-import it into the system.

# Chapter 10

## Memorizing Transactions

### Introduction

Use the Memorize feature to create a library of recurring bills, credit card transactions, deposits, and journal entries that you can use again and again—without having to manually do the data entry each time.

Memorized transactions can save you time in processing regular utility, vehicle lease, and rent bills; as well as regular journal entries like typical account transfers, and any other item that you handle on a regular basis.

This chapter shows you how to perform these tasks:

- Memorize a Transaction
- View and Edit Memorized Transactions
- Delete a Transaction
- Create New Transaction Entries from Memorized Transactions
- View and Edit New Transaction Entries Created from Memorized Transactions

### Restrictions on Memorizing Transactions

As a security measure, you cannot do the following:

- Memorize any transaction that includes an archived account.
- Process any memorized transaction that includes an archived account.

Additionally, if you are a user in a diocese for which the **Hide Net Assets** option is enabled, you cannot perform these tasks:

- Memorize any transaction that includes a Net Asset account.
- Process any memorized transaction that includes a Net Asset account.

And, if you are a user in a diocese for which the **GAAP Compliance Function** is enabled, you cannot:

- Memorize any transaction that includes a Dedicated account.
- Run any previously created memorized transaction that includes a Dedicated account.

## Memorizing a Transaction

You can memorize a new transaction or a transaction that you created previously.

1. Open the existing transaction record or create a new record for the bill, deposit, journal entry, or credit card item that you wish to memorize.
2. Click **Memorize** to display the **Memorize Transaction** setup (Figure 62):

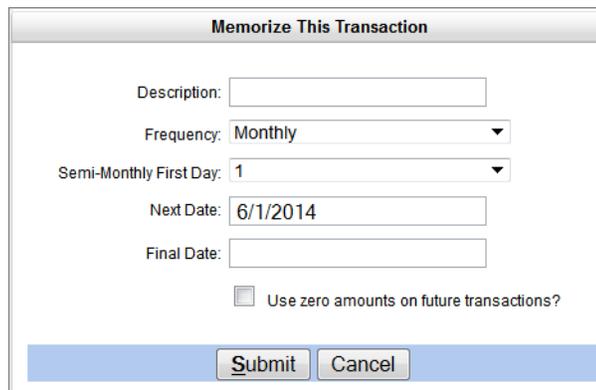


Figure: 62. Memorize Transaction Setup

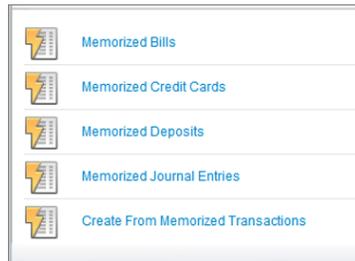
3. Type a unique description for the transaction in the **Description** field.
4. Select the frequency of the transaction from the **Frequency** list (that is, Annually, Bi-weekly, Monthly, Semi-Annually, Semi-Monthly, Quarterly, or Weekly).
5. If you select Semi-Monthly, from the **Semi-Monthly First Day** list, select the first day the bill is due in the month, and the system will automatically calculate 15 days from that date for the second due date in the month.
6. Click inside the **Next Date** field, and from the displayed calendar select the next date to indicate when the next transaction should be placed into the queue for processing.
7. Specify the final date to indicate when the last memorized transaction should be processed (for example, the last payment date of a loan). If the payment period is indefinite, you may leave this field empty to continue recurring transactions with no end date.
8. Do one of the following:
  - If the transaction amount will vary from one period to the next, check the box labeled **Use zero amounts on future transactions**.
  - If the amount will be the same each time, leave this box unchecked.
9. Click **Submit** to memorize and save the transaction.

## Viewing and Editing Memorized Transactions

To view all memorized transactions:



1. Click  to display the menu of memorized transactions:



2. Select the type of transactions you want to view.

For example, if you select [Memorized Bills](#), a list of transactions similar to the following is displayed:

Memorized Bill Transactions							
Sort List By: <input type="text" value="Next Date"/>							
#	Delete	Description	Next Date	Final Date	Vendor	Frequency	Amount
1	<input type="checkbox"/>	Cupcakes	4/6/2018	1/1/2900	Karen's Cupcakes	Monthly	385.50
2	<input type="checkbox"/>	Septic Cleaning	4/6/2018	1/1/2900	Joe's Septic Service	Monthly	58.00
3	<input type="checkbox"/>	Internet / Cable/ Phone	4/7/2018	1/1/2900	Timewarner Cable	Monthly	402.60
4	<input type="checkbox"/>	Rental	4/7/2018	1/1/2900	ACE Rentals	Monthly	725.00
5	<input type="checkbox"/>	Weekly security	4/11/2018	1/1/2900	ADT Security Services	Weekly	250.00
6	<input type="checkbox"/>	Monthly festival prof fees	5/4/2018	1/1/2900	ACE Rentals	Monthly	150.00
7	<input type="checkbox"/>	Cell Phone - Admin	5/5/2018	1/1/2900	Sprint	Monthly	127.60
8	<input type="checkbox"/>	Monthly Bill	8/1/2018	1/1/2900	ADT Security Services	Monthly	250.00

3. When working with grids of memorized transactions, you can quickly reorder the entries based on a specific column's data. To apply a sort, simply select the desired column from the **Sort By List** dropdown list, located in the upper left.
4. To edit a memorized transaction, complete the following:
  - a. Click inside any of the following fields and make the desired change:

*Note*

*Edits are not permitted in the **Vendor, Frequency, or Amount** fields.*

- Description
- Next Date
- Final Date

- b. Click the  to save your changes.

## Deleting a Memorized Transaction



### WARNING

**Deletes are not recoverable and the system will not ask you if you are sure you wish to remove the selected item prior to deleting the record.**

To remove a line item from the list of memorized transactions:

1. Click the red **X** in the row containing the line item.
2. Click  to save the change or click  to exit without saving the change.

## Creating New Transaction Entries from Memorized Transactions

This process automatically creates new transactions as entries into your Ledger and Payables system as of the date that you specify. You will want to schedule this process to match the frequency of your memorized transactions. For example, if you set up your weekly Offertory deposit as a memorized transaction, you will want to process memorized transactions on a weekly basis.

Complete the following steps to process your memorized transactions.



1. Click  to display the menu of memorized transactions:
2. Select [Create From Memorized Transactions](#).
3. Click inside the **Create transactions as of** field and select a date from the calendar.  
For example:

Create Transactions as of a Date

Create Transactions as of: 10/31/2011

Clear Close

<Prev Today Next>

October 2011

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4. Click .

The system finds and retrieves transactions that have a **Next Date** set prior to or equal to the "as of" date you selected. The **Create** box is checked by default for all transactions.

Create From Memorized Transactions								
Create Memorized Transactions as of: 10/31/2011								
#	Create	Type	Description	Vendor/Account	Next Date	Final Date	Frequency	Amount
1	<input checked="" type="checkbox"/>	Bill	Pastors Cell Phone Bill	AT&T	10/20/XXXX	1/1/2900	Monthly	0.00
2	<input checked="" type="checkbox"/>	Bill	State Income Tax	SD Department of Revenue and Re	10/31/XXXX	1/1/2900	Monthly	0.00
3	<input checked="" type="checkbox"/>	Bill	Fed Income Tax	US Treasury	10/31/XXXX	1/1/2900	Monthly	0.00
4	<input checked="" type="checkbox"/>	Deposit	Weekly Counter Sheet 8:00 Mass	Building	9/25/XXXX	1/1/2900	Weekly	0.00
5	<input checked="" type="checkbox"/>	Deposit	Weekly Counter Sheet 10:30 Mass	Building	9/25/XXXX	1/1/2900	Weekly	0.00
6	<input checked="" type="checkbox"/>	Deposit	Online Giving Offerings	Building	10/31/XXXX	1/1/2900	Monthly	4.00

[Deselect All](#) [Select All](#)

5. If you need to omit any items, deselect the **Create** checkbox or click the **Deselect All** link to deselect all **Create** checkboxes.
6. Click  to create the new entries.
7. To view your transactions, go to the **Bill Information**, **Deposit Information**, **Journal Entry Information**, or **Charge Information page**. Click the respective [Find](#) link to locate the transactions.

## Viewing and Editing Entries Created from Memorized Transactions

This section shows examples of new bills that were created from memorized transactions. Similar lists are available for any deposits, credit cards, and journal entries created from memorized transactions.

To view the details of any transaction:

- Find the new entry.
- On the transaction's Search page, click  for the desired transaction.

Bill Search							
Transaction Number							
<input type="text"/>					<input type="button" value="Search"/>	<input type="button" value="Show All"/>	
account...							
vendor...							
1, 2 >>							
Bill List							<input type="button" value="Add a New Bill"/>
	Number	Due Date	Invoice Date	Account	Vendor	Amount	Unpaid
<input type="button" value="Go"/>	188	10/30/XXXX	09/30/XXXX	Vendors Payable	Herb Waltz	400.00	Unpaid
<input type="button" value="Go"/>	187	10/20/XXXX	09/20/XXXX	Vendors Payable	City Glass and Glazing, Inc.	150.00	Unpaid
<input type="button" value="Go"/>	186	10/20/XXXX	09/20/XXXX	Vendors Payable	Herb Waltz	350.00	Unpaid
<input type="button" value="Go"/>	185	10/20/XXXX	09/20/XXXX	Vendors Payable	AT&T	300.00	Unpaid

3. If necessary, edit the transaction details.
4. Click  to move the transaction processing to the next stage.

Transactions memorized with a zero amount create new entries with a \$0.00 amount in the information detail for the bill, deposit, journal entry, or credit card.

#	Account	Amount
<input type="checkbox"/>	1 5208: Telephone E-1-001-001-055-09	225.00
<input type="checkbox"/>	2 5209: Cable and Internet E-1-001-001-055-10	75.00
<input type="checkbox"/>	3	
Total:		300.00

5. Add the proper amounts to the item as needed. Then, click  to save.

# Chapter 11

## Creating Due To/From Accounts

### Introduction

The Due To/From Accounts accounting feature in the Ledger and Payables module provides a means for you to record transactions between entities in your organization, whereby you can track debits and credits and keep them constantly in balance. Whenever a transaction occurs between entities, the system automatically creates a counter entry in the each entity's Due To/From account so that the debit and credit for each entity are always equal. When transaction entries in the accounts are consolidated, the amount always equals \$0.00.

The Due To/From accounting feature offers all users the advantage of being able to keep finances for each entity separate from one another and properly balanced with independent Statements of Financial Position. Users can easily reconcile which accounts money is due to and due from. Users who have been using ParishSOFT Accounting for years can simply activate the feature, set up the accounts, and then for each entity instantly create a Statement of Financial Position, which displays the correct credit or debit due to/ due from balance.

### Due To/From Example

The following example illustrates a common accounting transaction that can take advantage of the Due To/From accounting feature:

*A church purchases \$400 worth of office supplies for itself (Entity #1) and the school (Entity #2). The church pays for these supplies out of the church checking account, but because the school is responsible for a portion of the expenditure, the church expenses \$250 to the school. The net effect is that the school (Entity #2) owes \$250 to the church (Entity #1).*

An essential feature of Due To /From accounting is that the debits and credits in cross-entity transactions are continuously tracked and kept in balance. To track respective balances, each entity must have its own Due To/From account. The system can then automatically keep track of all cross-entity transactions to reconcile which accounts money is due to and due from. When Statements of Financial Position are created for both entities, the accounts always show as balanced.

Using our purchasing example, the Journal Entries for the account the transaction look like those shown in Table 12:

**Table 12: Journal Entries for Due To/From Example**

Account	Debit	Credit
Accounts Payable		400
Entity #1 Expense Account (for supplies)	150	
Entity #2 Expense Account (for supplies)	250	

The Journal Entries show the transaction as balanced. However, the entities themselves are not. As shown in Table 13, the Due To/From accounting corrects this by tracking the details of the transaction and recording the portion of the expense Entity #2 is responsible for; that is, the amount that Entity #2 owes Entity #1.

**Table 13: Due To/From Accounting Details for Journal Entry Example**

Account Activity	Due To/From	Debit	Credit
Entity #1 Due To/From Account (typically an Asset account)	Owed by Entity #2 to Entity #1	250.00	
Entity #2 Due To/From Account (typically a Liability account)	Owed to Entity #1 from Entity #2		250.00

Note the counter entries in the Due To/From accounts and that these entries are balanced (total 0).

*Note*

*The Due To/From accounts feature automatically handles the booking to each Due To/From account in the background so that when a Statement of Financial Position is created, it always shows as balanced. This automation allows you to always show your Statements as balanced.*

When the church pays the bill out of its checking account, the transaction is posted to the account as shown in Table 14:

**Table 14: Due To/From Transaction Postings for Journal Entry Example**

Account Activity	Debit	Credit
Entity #1 Checking Account		400.00
Entity #1 Accounts Payable	400.00	

## Due To/From Accounting Permissions

To activate the Due To/From Accounting feature, you must be assigned Church Administrator, Consolidation User, or Diocesan Administrator privileges.

User permissions in ParishSOFT Accounting are in effect for all pages and reports in the application unless otherwise noted.

## Setting Up Due To/From Accounting

Complete Steps 1 - 3 to set up the Due To/From accounting feature.

### Step 1: Create a Due To/From Account or Designate an Existing Account

For each entity in your organization that uses Due To/From accounting, do one of the following:

- Create a new account to serve as the Due To/From account.
- Designate an existing account in your Chart of Accounts to serve as the Due To/From account.

Keep the following information in mind:

- Each entity is allowed only one account to be used for tracking its respective transactions as credits and debits. This account must be reserved for exclusive use by Due To/From accounting.
- The Due To/From account can either be an Asset account or a Liability account. Typically, an Asset account is created for the entity that runs a debit balance (for example, the main church entity), and a Liability account is created for each entity that runs a credit balance.
- If you choose to designate an existing account as the Due To/From account, the account must not have any transactions associated it.

*Note*

*For this reason, Due To/From accounts do not appear on any of the dropdown lists on the ParishSOFT Accounting transaction pages; that is, Bills, Deposits, Journal Entries, Invoices, and Credit Memos.*

If you need instructions for creating an account, see "Adding a New Account" on page 47.

## Step 2: Activate the Due To/From Feature

If you determine that one of your organizations should use the Due To/From accounting feature, you must individually activate the feature for each organization. Follow these steps:

*Note*

*To enable this feature, you must be assigned Church Administrator, Consolidation User, or Diocesan Administrator privileges.*

1. Log in to the desired organization.
2. Select the **Church Manager** tab.



3. Click  to display the **Organization Options** page.
4. Select the **Enable Due To/From Entity Processing** box, as shown in Figure 63:

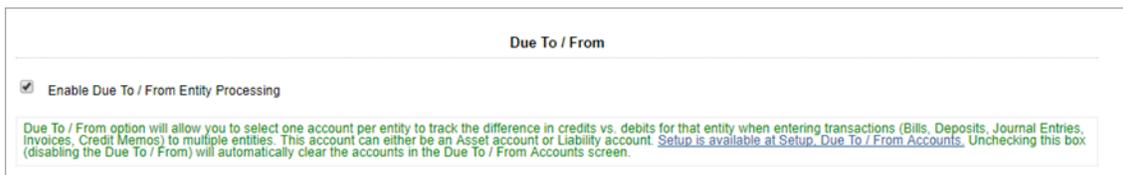


Figure 63. Organization Options Page: Enable Due To/From Entity Processing Option

5. Click .

The feature is now activated for the selected organization.

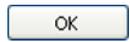
6. Repeat Steps 1- 5 for each organization you want to allow to use the feature.

## Step 3: Define the Due To/From Accounts

This section shows you how to define the account that serves as the Due To/From account for the main organization entity (the account that runs the debit balance) and an account for each entity (that runs the credit balance).

1. Log in the desired organization.

If the system finds no Due To/From accounts defined, it displays a message advising you to define a Due To/From account.

2. Click  to dismiss the message.
3. Select the **Ledger and Payables** tab.



4. Click  to display the **Setup** page:
5. Select the [Due To/From Accounts](#) option.

The **Due To/From Accounts** page (Figure 64) is displayed:

Due To / From Accounts			
<a href="#">Watch Help Video!</a>			
Entity List			
	Entity	Description	Due To / From Account
<input type="button" value="Go"/>	1	Parish	2100.01PPA: Due To/From L-1-50-2100-01
<input type="button" value="Go"/>	2	School	210002SPA: Due To/From L-2-50-2100-02
<input type="button" value="Go"/>	3	Special Needs Ministry	2100.03MPA: Due To/From L-3-50-2100-03

Figure 64. Due To/ From Accounts Page

This page lists the entities in the organization that have Due To/From accounts.

6. You must select one account per entity to be able to track credits and debits for that entity. To do this, complete the following:
  - a. To the left of the entity you want to specify a Due To/From account for, click .

The **Due To/From Entity Information** page for the selected entity is displayed. In Figure 65, the School entity is selected.

Due To / From Entity Information	
Entity Name:	<input type="text" value="School"/>
Entity Number:	<input type="text" value="2"/>
Due To / From Account:	<input type="text" value="Select an Account"/> <ul style="list-style-type: none"> <li>Select an Account</li> <li>1520.00S: Buildings A-2-40-1520-00</li> <li>1521.00S: Building Improvements A-2-40-1521-00</li> <li>1540.00S: Equipment A-2-40-1540-00</li> <li>210002SPA: Due To/From L-2-50-2100-02</li> <li>2220.00S: Accrued Payroll-12Mth Teachers L-2-55-2220-00</li> <li>2400.00S: Other Current Liabilities L-2-60-2400-00</li> <li>2520.00S: Notes Payable-Diocese L-2-65-2520-00</li> <li>2540.00S: Notes Payable-Bank L-2-65-2540-00</li> </ul>

Figure 65. Due To /From Entity Information Page

- b. From the **Due To/From Account** list, select the entity's Due To/From account.

*Note*

*The only accounts listed are those that have no transactions associated with them.*

The account you selected is displayed in the **Due To/From Account** field.

- c. Click  to save your selection.
- d. Repeat Steps 6a - 6c until you specify accounts for each entity that uses Due To/From accounting.

Setup is complete. The Due To/From account balances are now automatically maintained by the application.

To view Due To/From transactions and balances, you can run a Statement of Financial Position for an entity. See "Statement of Financial Position" on page 184.

## How the Application Processes Due To/From Transactions

You do not have to have Due To/From accounts defined to enter transactions. However, the system checks to make sure that the accounts are defined for each entity before it generates a Statement of Financial Position.

When the system calculates a Due To/From balance for an entity's account, it starts by summing each transaction against the account (in much the same way that it calculates other account balances). However, the Due To/From process also entails summing the total debits and the total credits for the account and then adding the result to the account balance.

## Statement of Financial Position

When you configure a Statement of Financial Position for a single entity (by selecting the name of one entity from the Entity filter) and then preview the report, the statement will show a balanced accounting equation. That is:

$$\text{Assets} = \text{Liabilities} + \text{Net Assets}$$

When you configure a Statement of Financial Position for all entities (by selecting the names of all entities entity from the Entity filter) and then preview the report, the net effect of the Due To/From accounts will equal 0.

## Deactivating the Due To/From Accounting Feature

If you decide that you want an organization to discontinue use of the Due To / From accounting feature, you can deactivate it. Complete the following:

1. Log in to the desired organization.
2. Select the **Church Manager** tab.



3. Click  to display the **Organization Options** page.

4. To deactivate the feature, deselect the **Enable Due To/From Entity Processing** option.
5. Click .

The feature is now de-activated for the selected organization.

6. Repeat Steps 1 - 5 for each organization for which you want to discontinue use of this feature.

## Due To/From Audit Report

The audit report includes a history of information about changes made to the data within Due To/From accounting. The report contains the following information:

- The date when the Due To/From option is activated or deactivated and the name of the individual who performed the action.
- The date when a Due To/From account was set up, changed, or deleted, and the name of the individual who performed the action.



# Chapter 12

## Performing End-of-Period Processing

### About End-of-Period Processing

Use the end-of-year process to close a fiscal year. Use the end-of-month processes to close a month. Monthly closings are required and will ensure that your annual reports are correct. Before you begin closing a period, ensure that all transactions for the period you are closing are entered and imported from the ParishSOFT Offering & Pledges module (see Chapter 14: "Importing Contributions").

After a period is closed, no adjustments to records in the closed period are permitted. Corrections to any errors in journal entries, deposits, or credit card items must be made by journal entry. In a cash method accounting system, bills that have not been paid are not included in month end closing and can be changed or paid at any time. In an accrual method system, bills that have not been paid are included in month end closing and cannot be changed, but can be voided.

This chapter shows how to perform the following tasks:

- Reconcile bank accounts
- Produce end-of-month reports
- Close a month
- Close a fiscal year

### Reconciling Bank Accounts

Before you close each month, we recommend reconciling your bank statement with the income and expenses records in the Ledger and Payables system. This helps ensure that you haven't missed a transaction and verifies that your bank's information is correct.

Ledger and Payables offers a Bank Reconciliation, which displays all checks, deposits and journal entries that have not yet been marked as "Reconciled" in the system.

Each account must be selected as a "Bank Account" in the Ledger and Payables system to be available for reconciliation. For each bank account, the Interest account and the Service Charge account are available for selection. You can choose from revenue, expense, and dedicated account types.



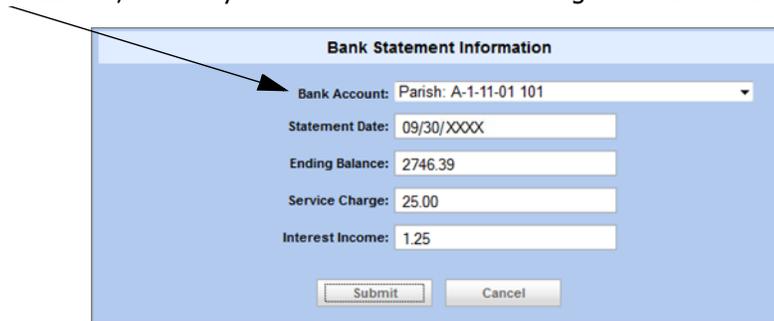
#### IMPORTANT

**Entity permissions are applied to the Interest Account and Service Charge Account dropdown lists to restrict which accounts you are allowed to select.**

Select the Bank Account option.

Additional Asset Information	
<input checked="" type="checkbox"/>	Bank Account
Interest Account:	Interest Income: I-1-035-4510-10
Service Charge Account:	Bank/Credit Card Charges: E-1:
Check Number Ceiling:	6000

Selecting the **Bank Account** box on the **Account Information** page makes the account available in the **Bank Account** list, so that you can select it when creating a new Bank Reconciliation statement.



The screenshot shows a form titled "Bank Statement Information". It contains the following fields: "Bank Account" (dropdown menu showing "Parish: A-1-11-01 101"), "Statement Date" (text box with "09/30/XXXX"), "Ending Balance" (text box with "2746.39"), "Service Charge" (text box with "25.00"), and "Interest Income" (text box with "1.25"). At the bottom are "Submit" and "Cancel" buttons. An arrow points from the text above to the "Bank Account" dropdown menu.

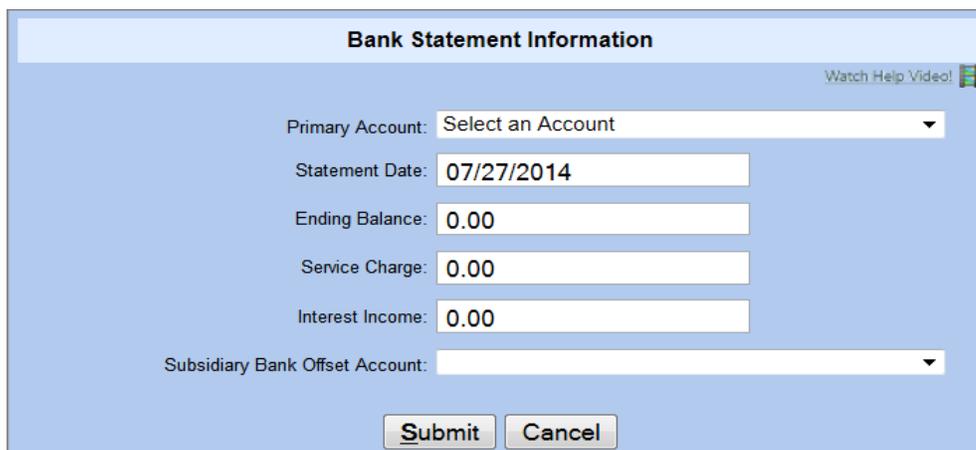
## First Reconciliation After a New Data Conversion

If you have had a comprehensive data conversion, you will notice several Journal Entries marked "**From Account History**" on your first reconciliation statement. You must mark all of these entries as "cleared" on the first bank reconciliation you complete in the new system.

## Reconciling a New Bank Statement

1. Click  .
2. Open the **Reconciliations** group.
3. Select [Bank Reconciliation](#).
4. Select  [Create a New Statement](#).

The **Bank Statement Information** page (Figure 66) is displayed:



The screenshot shows the "Bank Statement Information" form. It includes a "Watch Help Video!" link in the top right. The fields are: "Primary Account" (dropdown menu showing "Select an Account"), "Statement Date" (text box with "07/27/2014"), "Ending Balance" (text box with "0.00"), "Service Charge" (text box with "0.00"), "Interest Income" (text box with "0.00"), and "Subsidiary Bank Offset Account" (dropdown menu). At the bottom are "Submit" and "Cancel" buttons.

Figure 66. Bank Statement Information Page

5. In the **Bank Account** list select the bank account.
6. Supply the statement date, ending balance, service charge, and interest income.

The system automatically creates a Journal Entry recording the interest income and bank service charges when it completes the reconciliation. Therefore, you do not need to manually record this information.

7. Click Submit to open the statement. For example:

**Reconcile Bank Account**

Bank Account: Cash, Checking Account-Gen

Balance: 275862.37

Statement Date: 3/31/2016

Sort List By: Type

#	Type	Number	Cleared	Date	Amount	Vendor/Employee/Comment
1	Check	22233	<input checked="" type="checkbox"/>	1/22/2016	400.00	Carolina Pest Management
2	Check	22238	<input checked="" type="checkbox"/>	2/4/2016	550.00	Barton Cotton
3	Check	22239	<input checked="" type="checkbox"/>	2/4/2016	4253.15	Best Buy
4	Check	22240	<input checked="" type="checkbox"/>	2/4/2016	600.00	Deacon Pedro Reyes
5	Check	22241	<input checked="" type="checkbox"/>	2/4/2016	303.85	Sprint
6	Check	22242	<input type="checkbox"/>	2/4/2016	402.60	Timewarner Cable
7	Check	22244	<input type="checkbox"/>	2/16/2016	500.00	ADT Security Services
8	Check	22249	<input checked="" type="checkbox"/>	2/22/2016	785.25	American Express
9	Check	22250	<input checked="" type="checkbox"/>	2/22/2016	250.00	Enquirer Journal
10	Check	22251	<input type="checkbox"/>	2/22/2016	1478.59	Forms & Supply
11	Deposit	17	<input checked="" type="checkbox"/>	2/5/2016	450.00	Youth Fishing Trip
12	Deposit	20	<input checked="" type="checkbox"/>	1/12/2016	6151.42	Imported Deposit
13	Deposit	22	<input type="checkbox"/>	1/12/2016	20.00	Imported Deposit
14	Deposit	23	<input type="checkbox"/>	2/26/2016	15.00	
15	Deposit	24	<input type="checkbox"/>	1/12/2016	6151.42	Imported Deposit
16	Deposit	26	<input type="checkbox"/>	3/4/2016	1500.50	Main Comment
17	Journal	62	<input type="checkbox"/>	11/1/2015	-25.00	
18	Journal	63	<input type="checkbox"/>	12/1/2015	25.00	Plus
19	Journal	82	<input type="checkbox"/>	2/12/2016	5247.25	
20	Paycheck	22234	<input checked="" type="checkbox"/>	1/29/2016	1784.17	Payroll
21	Paycheck	22235	<input checked="" type="checkbox"/>	1/29/2016	1588.95	Payroll
22	Paycheck	22236	<input checked="" type="checkbox"/>	2/15/2016	1784.17	Payroll
23	Paycheck	22237	<input checked="" type="checkbox"/>	2/15/2016	1588.95	Payroll
24	Paycheck	22243	<input checked="" type="checkbox"/>	2/5/2016	1658.87	Payroll
25	Paycheck	22248	<input checked="" type="checkbox"/>	2/5/2016	1557.70	Payroll
26	Paycheck	22252	<input type="checkbox"/>	2/29/2016	1658.87	Payroll
27	Paycheck	22253	<input type="checkbox"/>	2/29/2016	1557.70	Payroll

Cleared Checks	17,105.06
Cleared Deposits	6,601.42
Cleared Other	0.00
Ending Balance	0.00
Service Charge	0.00
Interest Income	0.00
Outstanding Checks -	5,597.76
Outstanding Deposits +	7,686.92
Outstanding Other +-	5,247.25
Reconciled Balance	7,336.41
System Balance	275,862.37
Difference	-268,525.96

Deselect All   Select All

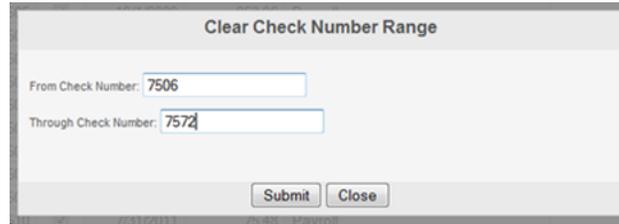
Submit
Clear Range
Delete
Cancel
Reopen

8. Do one or a combination of the following:
  - Mark each check and deposit that appears on the bank statement as "cleared" by checking the item's **Cleared** box, or click the **Select All** link to mark every **Cleared** box.

*Note*

*After you mark a transaction "cleared", you cannot make additional edits to it on the transaction pages.*

- To clear a range of checks, click  to display the following:



Specify the range of checks to clear, and then click .

The system automatically clears the checks within the range you specified and returns you to the **Bank Reconciliation** page.

9. Click  to save your work.

#### *Notes*

*In a busy church office, chances are high that you'll be interrupted while reconciling a bank statement. If you are interrupted, simply click **Submit** to save your work. (Clicking **Cancel** exits the page without saving your work.) When you return later to continue working on the statement, all of your work is saved. Follow the instructions under "Viewing and Editing a Bank Reconciliation Statement" on page 191 to locate a statement you saved.*

When the value for **Difference** reaches zero, the bank statement is successfully reconciled. The label on the **Submit** button automatically changes to **Reconcile**.

10. Click .

The system displays a message to inform you that you can now lock and close the reconciliation or save it so that you can continue working on it later.

11. Do one of the following:

- Click  to close and lock the reconciliation.
- Click  to save the reconciliation for future editing.

If desired, you can run an Account Reconciliation Report. For instructions, see "Printing a Bank Account Reconciliation Report" on page 192.

## Viewing and Editing a Bank Reconciliation Statement

Use the following procedure to view any reconciliation statement and to make changes to any non-reconciled bank statement.

1. Click  .

2. Open the **Reconciliations** group.

3. Select  [Bank Reconciliation](#) to display a list similar to the following:

*Note*

*This Bank Reconciliation list displays only those accounts you have permission to access.*

Select an Existing Bank Statement or Click New to Create One	
	<a href="#">Create a New Statement</a>
	<a href="#">5/31/2014 - Cash, Checking Account-General:1101.00P</a>
	<a href="#">4/30/2014 - Cash, Checking Account-General:1101.00P (Reconciled)</a>
	<a href="#">8/31/2013 - Cash, Checking Account-General:1101.00P (Reconciled)</a>
	<a href="#">7/2/2013 - Cash, Checking Account-General:1101.00P (Reconciled)</a>
	<a href="#">9/24/2012 - Cash, Checking Account-General (Reconciled)</a>
	<a href="#">8/31/2011 - Cash, Checking Account-General (Reconciled)</a>
	<a href="#">8/31/2011 - SOCIAL JUSTICE -WNC Community Foundation (Reconciled)</a>
	<a href="#">7/31/2011 - Cash, Checking Account-General (Reconciled)</a>
	<a href="#">7/31/2011 - SOCIAL JUSTICE -WNC Community Foundation (Reconciled)</a>

4. Select the name of the statement you want to view.
5. Edit any details as needed.

*Note*

*You cannot edit a reconciled bank statement.*

6. When done, click  .

## Reconciled Bank Statements

Figure 67 shows an example of a reconciled bank statement. Note that after a statement is reconciled, the system displays its status as **"Reconciled"** and the **Difference** field displays \$0.00. After a bank account is reconciled, you can make no additional changes to it.

Reconcile Bank Account - Reconciled						
Bank Account:		Cash, Checking Account-Gene		Balance:	279004.60	
				Statement Date:	11/30/2015	
				Sort List By:	Type	
#	Type	Number	Cleared	Date	Amount	Vendor/Employee/Comment
1	Check	9711	<input checked="" type="checkbox"/>	12/2/2014	2.00	Diamond Springs
2	Check	9712	<input checked="" type="checkbox"/>	12/2/2014	50.00	Barton Cotton
3	Check	9713	<input checked="" type="checkbox"/>	12/2/2014	100.00	Barton Cotton
4	Check	9714	<input checked="" type="checkbox"/>	5/20/2015	9351.32	Best Buy
5	Check	9715	<input checked="" type="checkbox"/>	7/1/2015	500.00	ADT Security Services
6	Check	9716	<input checked="" type="checkbox"/>	7/17/2015	350.00	Big Mountain Rentals
7	Check	9717	<input checked="" type="checkbox"/>	7/27/2015	2712.59	Admin Mastercard
8	Check	9720	<input checked="" type="checkbox"/>	12/2/2014	50.00	ADT Security Services
9	Check	9722	<input checked="" type="checkbox"/>	8/10/2015	127.60	Sprint
10	Check	9723	<input checked="" type="checkbox"/>	8/10/2015	423.25	Steve's Bus Service
11	Check	9724	<input checked="" type="checkbox"/>	8/10/2015	500.00	ADT Security Services
12	Check	11113	<input checked="" type="checkbox"/>	8/31/2015	50.00	ADT Security Services
13	Check	11114	<input checked="" type="checkbox"/>	8/31/2015	750.00	Big Mountain Rentals
14	Check	11115	<input checked="" type="checkbox"/>	8/31/2015	402.60	Timewarner Cable

Cleared Checks	30,412.30
Cleared Deposits	32,766.00
Cleared Other	-406,676.39
Ending Balance	279029.60
Outstanding Checks -	0.00
Outstanding Deposits +	0.00
Outstanding Other +/-	-25.00
Reconciled Balance	279,004.60
System Balance	279,004.60
Difference	0.00

Figure 67. Reconciled Bank Statement

## Printing a Bank Account Reconciliation Report

The following procedure shows you how to print a report itemizing the transactions and showing the balances on a bank reconciliation. You can print this report for current and past reconciliations.

You can print this report from the **Reports** module and from the **Process** module. The two methods are documented in the following sections.

### Printing a Bank Reconciliation Report from the Reports Module

1. Click  .

2. Open the **Transactions** group. Then, select the  [Bank Account Reconciliation Report](#) option.

- In the **Bank Reconciliation** list, select the account for which you want to create a report.

**Transactions > Account Reconciliation Report :: Configure Report**

**Bank Reconciliation**

- 05/31/2014 - Cash, Checking Account-General (1101.00P) - Not Reconciled
- 04/30/2014 - Cash, Checking Account-General (1101.00P)
- 08/31/2013 - Cash, Checking Account-General (1101.00P)
- 07/02/2013 - Cash, Checking Account-General (1101.00P)
- 09/24/2012 - Cash, Checking Account-General (1101.00P)
- 08/31/2011 - Cash, Checking Account-General (1101.00P)

**\*\* Report Subtitle**

Report Subtitle:

To select multiple items on controls that allow it, use ctrl-click.  
\*\* Changes to these options are saved when the report is previewed.

- If desired, provide a subtitle for the report.
- Click  to display the report in the Report Viewer.
- If desired, print the report.

You can attach the report to your bank statement and file it with your bank account records.

### Printing a Bank Reconciliation Report from the Process Module

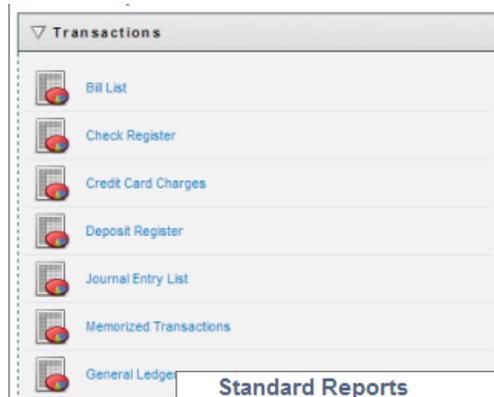
- Click  .
- Open the **Reconciliations** group. Then, select the  [Bank Reconciliation](#) option.
- Select the desired reconciled statement.
- At the bottom of the **Reconcile Bank Account - Reconciled** page, click .
- Follow your browser's procedures for viewing and printing the reconciliation report.

## End-of-Month Reports

Before you close a month, print the following reports in the **Transactions** and **Statements** groups. Use the reports to verify that all of the month's transactions were entered correctly:

### Transactions

- Bill List
- Check Register
- Credit Card Charges
- Deposit Register
- Journal Entry List
- General Ledger



### Statements

- Statement of Financial Position (Balance Sheet)
- Statement of Activities (Income Statement or Profit & Loss)
- Dedicated Accounts



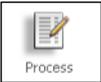
If you have not previously done so, create a Memorized Report Group of your standard End of Month Reports for your finance committee or any other organizations requesting reports for their department. See "Memorized Report Groups" on page 228 for more information.

## Closing a Month

The end-of-month processing posts all transactions dated for the current month to the designated vendors and accounts. It also closes the month to additional transactions and creates a complete historical audit trail. That is, no adjustments to records in a closed period are permitted—any corrections must be made by journal entry.

Monthly closings are required and ensure that your annual reports are correct.

After you enter all transactions for the period and reconcile those transactions (see "Reconciling Bank Accounts" on page 187), you can close the month. Follow these steps to close a month:

1. Click  .

2. Open the **End of Period Processing** group.

3. Select  [End of Month](#) to display the following:



The dialog box titled "End of Month" displays the text "The current month is: May 2014" and contains two buttons: "Submit" and "Cancel".

The current month shown is the month that you are about to close.

4. Do one of the following:
- Click  to proceed with closing the month. Then, click  to confirm.  
The current month updates to the month that follows the one that you just closed.
  - Click  to exit without closing the month.

## End-of-Fiscal-Year Reports

Before you close the fiscal year, print the following reports from the **Transactions** and **Statements** groups and use them to verify that all of the year's transactions are entered correctly. For information about report options, see "Report Configuration and Filter Options" on page 221.

### Transactions

- Bill List
- Check Register
- Credit Card Charges
- Deposit Register
- Journal Entry List
- General Ledger



### Statements

- Statement of Financial Position (Balance Sheet) for each Entity Statement of Financial Position (Balance Sheet) for all Entities.
- Statement of Activities (Income Statement or Profit & Loss) for each Entity
- Statement of Activities (Income Statement or Profit & Loss) for all Entities.

- Dedicated Accounts. (if using Dedicated Accounts in the system).



If you have not previously done so, create a Memorized Report Group of your standard End of Fiscal Year Reports for your finance committee or any other organizations requesting reports for their department. See “Memorized Report Groups” on page 228 for more information.

## Closing a Fiscal Year

The End-of-Year process closes the fiscal year. This process also zeros out all Income and Expense accounts, and their difference is transferred to the selected Net Asset account.

Reports can be printed for a prior fiscal year, but additional transactions cannot be entered for a prior fiscal year, except for authorized audit entries. This ensures that a complete historical audit trail is created.



1. Click  .
2. Open the **End of Period Processing** group.

3. Select  [End of Year](#) to display the following:

**End of Year**

The current month is: June XXXX

Entity List

	Entity	Description	Net Asset Account
<input type="button" value="Go"/>	1	Church	Fund Balance: N-1-31-3100-00 3100CH
<input type="button" value="Go"/>	2	Religious Education	Fund Balance: N-2-31-3100-00 3100RE
<input type="button" value="Go"/>	3	School	Fund Balance: N-3-31-3100-00 3100SC
<input type="button" value="Go"/>	5	Organizations	Fund Balance: N-5-31-3100-00 3100ORG

4. Do the following:
- If you have more than one Net Asset account for an entity, click . Then, select the appropriate Net Asset account for each entity listed.
  - If you have a single Net Asset account for each entity, do nothing. The system automatically selects the Net Asset accounts.
5. Click .
6. Follow any system prompts to submit your closing.

The Year End Process advances the following values in your system:

- Year Beginning Balance
- Year Ending Balance
- Month Balance
- Fiscal Month Balance
- Month Beginning Balance
- Month Ending Balance

The Income and Expense accounts are zeroed out. If you entered a next year budget, those figures transfer over as the current year's budget.



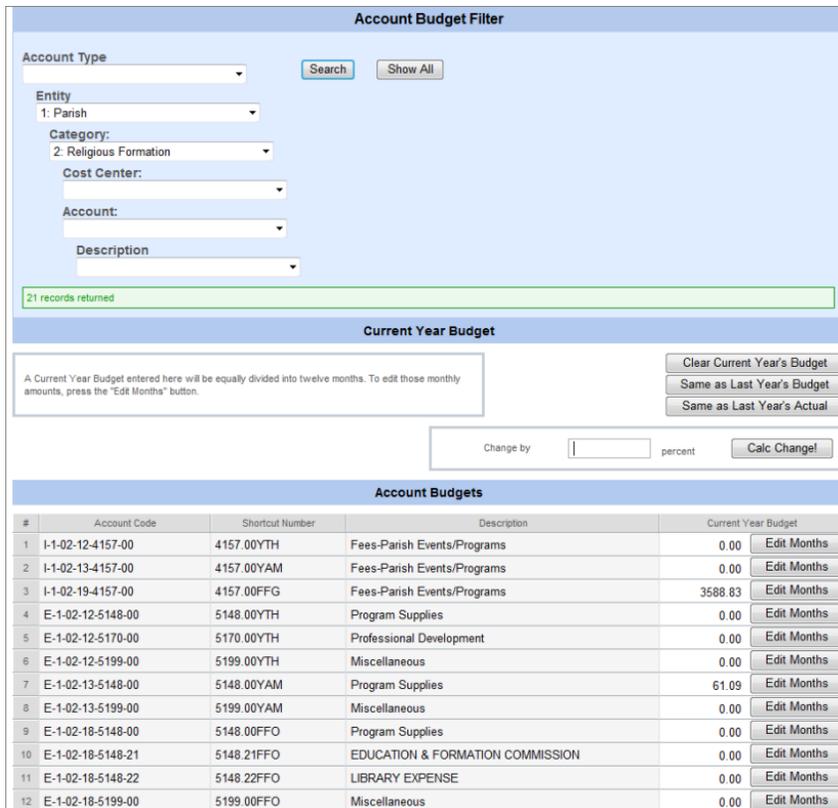
# Chapter 13

## Managing Budgets

### Creating Your First Budget

If this is your first year using the ParishSOFT Ledger and Payables system, enter your current year budget numbers. You can enter numbers directly into the system, or, if you prefer to print a budget worksheet report, click **Reports > Budget History > Budget Worksheet** (see "Running a Budget Worksheet Report" on page 201 for details).

1. Click  .
2. Open the **Budget Entry** group.
3. Select the [Current Year Budget](#) option to display the **Account Budget Filter** (Figure 68):



#	Account Code	Shortcut Number	Description	Current Year Budget
1	I-1-02-12-4157-00	4157.00YTH	Fees-Parish Events/Programs	0.00
2	I-1-02-13-4157-00	4157.00YAM	Fees-Parish Events/Programs	0.00
3	I-1-02-19-4157-00	4157.00FFG	Fees-Parish Events/Programs	3588.83
4	E-1-02-12-5148-00	5148.00YTH	Program Supplies	0.00
5	E-1-02-12-5170-00	5170.00YTH	Professional Development	0.00
6	E-1-02-12-5199-00	5199.00YTH	Miscellaneous	0.00
7	E-1-02-13-5148-00	5148.00YAM	Program Supplies	61.09
8	E-1-02-13-5199-00	5199.00YAM	Miscellaneous	0.00
9	E-1-02-18-5148-00	5148.00FFO	Program Supplies	0.00
10	E-1-02-18-5148-21	5148.21FFO	EDUCATION & FORMATION COMMISSION	0.00
11	E-1-02-18-5148-22	5148.22FFO	LIBRARY EXPENSE	0.00
12	E-1-02-18-5199-00	5199.00FFO	Miscellaneous	0.00

Figure 68. Account Budget Filter

The system lists all income and expense accounts.

- To edit any budget amount, click inside the field in the **Current Year Budget** column, type the dollar amount, and then press **Enter**.

The system automatically divides the total amount by 12 and inserts the result into each month of the fiscal year. For example:

Account Budgets												
#	Account Code		Shortcut Number		Description						Current Year Budget	
1	I-1-00-00-4101-00		4101.00REV		OFFERTORY						141333.33	<input type="button" value="Close"/>
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	11777.78	11777.78	11777.78	11777.78	11777.78	11777.78	11777.75	11777.78	11777.78	11777.78	11777.78	11777.78

- To edit the monthly amounts, click  and type the new values.
- Click  to save your changes.

## Doing Subsequent Annual Budgets

Ledger & Payables offers several ways to quickly do your subsequent annual budgets. The method you choose depends on the financial circumstances of your individual church, so we provide a Monthly Budget/History Report to help you determine which option works best for your budget.

## Running a Monthly Budget/History Report

Many users find it helpful to use their Monthly Budget/History Report for all accounts as a starting point in their budgeting process. You can choose to print from the following information for each income and expense account:

- Proposed Budget (work area is available to write in numbers for next year)
- Next Year Budget
- Next Year +1 Budget
- Current Year Budget
- Current Year Actual
- Last Year Budget
- Last Year Actual
- Two Years Ago Actual

To run this report, complete the following steps.

1. Click  .
2. Under **Standard Reports**, select **Budget History**. Then select [Monthly Budget/History](#).
3. Click  to view your Monthly Budget/History report for all entities and levels.

*Note*

*For a full-scoped budget review, we recommend that you view all entities and levels.*

4. (Optional) If you want to filter this report by entity or level, select the options you need and then click the  .
5. Click  (Printer icon) to print your report.
6. Review the information on the report to determine whether to use last year's budgeted or actual numbers, whether to increase or decrease your budgeted amounts from the prior year by a fixed percentage, or whether to edit the amounts manually.

## Running a Budget Worksheet Report

The Budget Worksheet report offers a printed working copy of your budget. If necessary, you can filter this report by entity and level. For example, if your religious education director needs to review and determine budget numbers for next year, you can filter this report to include only the accounts he or she needs to review. Print the report, distribute it to the appropriate staff or finance committee members, and when they return their budget numbers, you can enter them into your budget in the Ledger and Payables system.

The Budget Worksheet report lists the following information for each income and expense account:

- Two Years Ago Actual
- Last Year Actual
- Current Year Actual
- Current Year Budget
- Next Year Budget
- Next Year Revisions (work area is available to write in numbers for next year)

To run this report, complete the following steps:

1. Click  .
2. Under **Standard Reports**, select **Budget/History**. Then select [Budget Worksheet](#).
3. Do one of the following:
  - To view your budget worksheet for all entities and levels, click  .
  - To view your budget worksheet for a specific entity or level, select the options you need, and then click  .

Following is an example of a budget worksheet for a specific entity:

<b>Budget Worksheet</b>						
	<u>Two Years</u>	<u>Last Year</u>	<u>Current</u>	<u>Current</u>	<u>Next Year</u>	<u>Next Year</u>
	<u>Ago Actual</u>	<u>Actual</u>	<u>Year Actual</u>	<u>Year Budget</u>	<u>Budget</u>	<u>Revisions</u>
<b>Income</b>						
<i>Church</i>						
<b>Collections</b>						
<b>Weekly Collections</b>						
1411100 Weekly Collections	0.00	554,291.75	95,381.50	555,000.00	0.00	_____
Weekly Collections Totals:	0.00	554,291.75	95,381.50	555,000.00	0.00	_____
<b>Holy Day Collections</b>						
1411201 Assumption	0.00	2,472.00	0.00	2,546.00	0.00	_____
1411202 All Saints Day	0.00	0.00	0.00	0.00	0.00	_____
1411203 Immaculate Conception	0.00	2,949.00	0.00	3,000.00	0.00	_____
1411204 Mary Mother of God (New Year)	0.00	3,773.00	0.00	0.00	0.00	_____
1411207 Ascension Thursday	0.00	0.00	0.00	0.00	0.00	_____
Holy Day Collections Totals:	0.00	9,194.00	0.00	5,546.00	0.00	_____
<b>Easter Collection</b>						
1411300 Easter Collection	0.00	39,369.00	0.00	39,000.00	0.00	_____
Easter Collection Totals:	0.00	39,369.00	0.00	39,000.00	0.00	_____
<b>Christmas Collection</b>						
1411400 Christmas Collection	0.00	55,319.00	0.00	56,500.00	0.00	_____
Christmas Collection Totals:	0.00	55,319.00	0.00	56,500.00	0.00	_____

Figure 69. Example of a Budget Worksheet for an Entity

4. To print the report, click  (Printer icon).

*Note*

*Depending on the browser you are using, the Printer icon may look different from that shown in Step 4.*

5. Review the information on the report to determine whether to use last year's budgeted or actual numbers, whether to increase or decrease your budgeted amounts from the prior year by a fixed percentage, or whether to edit the amounts manually.

## Determining the Best Starting Point for Your Budget

The method you choose as your starting point depends on the financial circumstances of your individual church. We recommend running the Monthly Budget/History Report (see page 13-200) and/or the Budget Worksheet (see page 13-201) to help you determine which starting point will work best for your budget:

### Current Year Budget Options

Clear Current Year's Budget
Same as Last Year's Budget
Same as Last Year's Actual

If you are working the Current Year Budget, you have three options available:

- **Clear Current Year's Budget:** resets all budget values for all accounts to zero.
- **Same as Last Year's Budget:** uses last year's budget as the starting point for the budget.
- **Same as Last Year's Actuals:** uses last year's actuals as the starting point for the budget.

### Next Year Budget Options

Clear Next Year's Budget
Same as Current Year's Budget
Same as Current Year's Actuals

If you are working the Next Year Budget, you have these options available:

- **Clear Next Year's Budget:** resets all budget values for all accounts to zero.
- **Same as Current Year's Budget:** uses the current year's budget as the starting point for the budget.
- **Same as Current Year's Actuals:** uses the current year's actuals as the starting point for the budget.

### Next Year +1 Budget Options

Clear Next Year +1's Budget
Same as Next Year's Budget
Same as Next Year's Actual

If you are working the Next Year +1 Budget, you have these options available:

- **Clear Next Year +1's Budget:** resets all budget values for all accounts to zero.
- **Same as Next Year's Budget:** uses next year's budget as the starting point for the budget.
- **Same as Next Year's Actuals:** uses next year's actuals as the starting point for the budget.

## Choosing a Starting Point

Once you choose a starting point, you can edit any annual or monthly budget amounts as needed. Alternatively, you can choose to enter all of your new budget numbers without using any prior data as a starting point. Complete the following steps.



1. Click  .
2. Open the **Budget Entry** group.
3. Depending on whether you are budgeting for the current year or next year, select one of these options:
  - Current Year Budget
  - Next Year Budget
  - Next Year +1 Budget

The system lists all of the income and expense accounts.

4. To populate the budget fields for the selected year with the dollar amounts from your selected starting point, click one of the **Same as** buttons. (See "Current Year Budget Options" , "Next Year Budget Options" and "Next Year +1 Budget Options" on page 203 for descriptions of these buttons.)

A message is displayed asking you to confirm your selection.

5. Click  .
6. To make changes to budget amounts, do one of the following:
  - Edit annual or monthly amounts as desired. For instructions, go to Step 3 under "Editing Budget Amounts" on page 206.OR
  - Change amounts by a percentage. For instructions, go to "Changing Budget Amounts by Percentage" on page 205.

## Changing Budget Amounts by Percentage

You can adjust your existing budget amounts for the selected year by a fixed positive or negative percentage. The following procedure shows you how.

1. In the **Change by \_ percent** field, type the desired percentage as a negative or positive value.

In the following illustration, the percentage increase is set to 1:

Change by <input style="width: 50px;" type="text" value="1"/> percent <input type="button" value="Calc Change!"/>				
Account Budgets				
#	Account Code	Shortcut Number	Description	Next Year Budget
1	I-1-010-4111-00	1411100	Weekly Collections	555000.00 <input type="button" value="Edit Months"/>
2	I-1-010-4112-01	1411201	Assumption	2546.00 <input type="button" value="Edit Months"/>
3	I-1-010-4112-02	1411202	All Saints Day	0.00 <input type="button" value="Edit Months"/>

2. Click  .

The system updates the budgeted amounts for all accounts by the percentage value you specified. It may take several seconds for the system to complete the calculation. After the completing the calculation the system displays updated amounts.

In the following example, you can see that the 1% change specified earlier is reflected in the new amounts for each account:

*Note*

*Any accounts with a \$0.00 amount remain at \$0.00.*

Account Budgets				
#	Account Code	Shortcut Number	Description	Next Year Budget
1	I-1-010-4111-00	1411100	Weekly Collections	560556.00 <input type="button" value="Edit Months"/>
2	I-1-010-4112-01	1411201	Assumption	2570.00 <input type="button" value="Edit Months"/>
3	I-1-010-4112-02	1411202	All Saints Day	0.00 <input type="button" value="Edit Months"/>

3. Click  to save the changes.

## Editing Budget Amounts

You can view and edit the annual or monthly budget amounts for each month of the year. The system lets you edit budget amounts in either your Current Year, Next Year, or Next Year +1 budget.

### Note

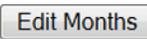
*The system does not allow a locked budget to be edited. The Submit button is not available.*



1. Click  .
2. Open the **Budget Entry** group.
3. Depending on whether you are budgeting for the current year or next year, select one of these options:
  - Current Year Budget
  - Next Year Budget
  - Next Year +1 Budget

The system lists all of the income and expense accounts.

4. Locate the line item you want to edit. Then, do one of the following:
  - To edit the annual amount, enter the new amount into the **Next Year Budget, Next Year +1 Budget, or Current Year Budget** field.
  - To edit monthly amounts, complete these steps:

- a. Click  .

73	E-1-205-5251-02	1525102	Books and Supplies	0.00	
----	-----------------	---------	--------------------	------	---

The system displays July-June monthly budget amounts for the selected account.

- b. Click into the month you wish to edit and type the new amount.

For example:

73	E-1-205-5251-02	1525102	Books and Supplies	3000.00							
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
3000.00	2500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The system recalculates your annual budget amount automatically to reflect your change.

5. Click  to save your changes.

## Locking and Unlocking Budgets

The system gives users with the appropriate permissions the ability to lock and unlock budgets. The benefit of locking a budget is to ensure that users cannot make changes to the budget's most recent values. However, if an error is discovered in a locked budget, it can be unlocked so that the necessary corrections can be made. The system allows budgets to be locked and unlocked at any time.

### Note

*You must have the required permission to lock and unlock budgets. Permission to perform these tasks is assigned by a Consolidation Manager user. If you believe you should have this permission, contact your diocese for assistance.*

## Locking a Budget



**Locking the budget prevents changes (imports and edits) to the budget during the selected year.**



1. Click  .
2. Open the **Other Processes** group.
3. Select **Lock/Unlock Budget** to display the list of budgets you can lock, as shown in Figure 70:



Figure 70. Lock/Unlock Budgets

4. You can lock one or more of the listed budgets. To lock a budget, select its checkbox.

### Note

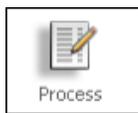
*To undo a selection, simply select the checkbox again to remove the checkmark.*

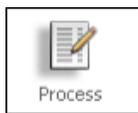
5. Click  to lock the selected budgets.

Be aware that locking a budget affects both the budget entry and budget import processes. Be aware of the following changes after a budget is locked:

- The system does not allow the locked budget to be edited. To prevent changes, the **Submit** button is not available.
- The system blocks the import of data into a locked budget. If an attempt is made to import data, the system displays a message to inform you that the import failed because the budget is locked.

## Unlocking a Budget



1. Click .
2. Open the **Other Processes** group.
3. Select **Lock/Unlock Budget** to display the list of budgets (refer to Figure 70).

If a budget is locked, you will see checkmark in the box to its left.

4. To unlock a budget, select the checkbox to remove the checkmark.
5. Click  to save the change.

The system unlocks the selected budgets so that you can now make changes to them.

# Chapter 14

## Importing Contributions

### Introduction

This chapter provides instructions for importing contributions that are posted in the ParishSOFT desktop Offering & Pledges application, LOGOS II, CMS, and Simple Church CRM into the ParishSOFT Ledger and Payables system.

We recommend that you import your contributions once per week, or, at a minimum, once each month—before you close your month.

### Importing ParishSOFT Offering or LOGOS II Contributions

1. Click  .
2. Open the **Contribution Transfer** group.
3. Select [Transfer from ParishSOFT Offering or Logos II Contributions](#) to display the **Import Contributions File** page:

*Note*

*The button label for choosing files on your computer may differ from the one shown in the following illustration. The label varies depending on the browser you are using.*



4. Click  or  .
5. Navigate to the location where you saved the exported **.txt** file. Open the file.

The name of the file is displayed next to the **Choose File** or **Browse** button.

**ParishSOFT Accounting**  
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6. Click .

#	PSFundDescription	PSCOVID	PSAccount	Account
1	All Souls	4	10-11-02	I-1-020-4312-00: Mass Offerings 1431200
2	Bishops Overseas Appeal	39	30-30-05	I-1-040-4610-00: Authorized Capital Campaign 1461000
3	Offertory	1	10-11	I-1-010-4111-00: Weekly Collections 1411100
4	School Endowment	57	510-513	

7. For each line item, map the description in the **PSFundDescription** column with an account in your chart of accounts.

*Note*

*Your mappings are saved so the next time you import, you do not need to repeat this step.*

8. Click  to display the **Transfer Contributions** page. For example:

#	Posting Date	Total Deposit	Selected?
1	9/20/XXXX	650.00	<input checked="" type="checkbox"/>
2	9/20/XXXX	1200.00	<input checked="" type="checkbox"/>
3	9/20/XXXX	750.00	<input checked="" type="checkbox"/>
4	9/20/XXXX	0.00	<input checked="" type="checkbox"/>
5	9/20/XXXX	95.00	<input checked="" type="checkbox"/>
6	10/20/XXXX	45.00	<input checked="" type="checkbox"/>
7	10/20/XXXX	50.00	<input checked="" type="checkbox"/>
8	10/20/XXXX	1908.00	<input checked="" type="checkbox"/>
9	10/20/XXXX	110.00	<input checked="" type="checkbox"/>

9. Select the **Selected?** checkbox for each line item. Then, click .

10. The system processes the import and does the following:

- If the system detects any posting dates prior to the current period, it displays a message requesting that you change the posting date for those transactions. To change a date:
  - a. Click inside the **Posting Date** field.
  - b. Select a date from the calendar.
  - c. Click  to proceed with the import.
- If the system successfully completes the export, it displays this message along with the date and time of the import: `Records have been imported!`

## Importing CMS Contributions



1. Click .
2. Open the **Contribution Transfer** group.
3. Select [Transfer from CMS Contributions](#) to display the **Import Contributions File** page:

*Note*

*The button label for choosing files on your computer may differ from the one shown in the following illustration. The label varies depending on the browser you are using.*



4. Click  or .
5. Navigate to the location where you saved the exported **.txt** file. Open the file.  
The name of the file is displayed next to the **Choose File** or **Browse** button.

6. Click **Import** to display the following:

#	PSFundDescription	PSCOVID	PSAccount	Account
1	All Souls	4	10-11-02	I-1-020-4312-00: Mass Offerings 1431200
2	Bishops Overseas Appeal	39	30-30-05	I-1-040-4610-00: Authorized Capital Campaign 1461000
3	Offertory	1	10-11	I-1-010-4111-00: Weekly Collections 1411100
4	School Endowment	57	510-513	

7. For each line item, map the description in the **PSFundDescription** column with an account in your chart of accounts.

*Note*

*Your mappings are saved so the next time you import, you do not need to repeat this step.*

8. Click **Submit** to display the **Transfer Contributions** page.

9. Select the **Selected?** checkbox for each line item. Then, click **Submit**.

10. The system processes the import and does the following:

- If the system detects any posting dates prior to the current period, it displays a message requesting that you change the posting date for those transactions. To change a date:
  - a. Click inside the **Posting Date** field.
  - b. Select a date from the calendar.
  - c. Click **Submit** to proceed with the import.
- If the system successfully completes the export, it displays this message along with the date and time of the import: `Records have been imported!`

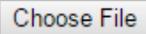
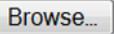
## Importing SimpleChurch CRM Contributions

1. Click  .
2. Open the **Contribution Transfer** group.
3. Select [Transfer from SimpleChurchCRM](#) to display the **Import Contribution File** page:

*Note*

*The button label for choosing files on your computer may differ from the one shown in the following illustration. The label varies depending on the browser you are using.*



4. Click  or  .
5. Navigate to the location where you saved the exported **.csv** file. Open the file.  
 The name of the file is displayed next to the **Choose File** or **Browse** button.
6. Click  to display the following:

#	PSFundDescription	PSCOAID	PSAccount	Account
1	All Souls	4	10-11-02	I-1-020-4312-00: Mass Offerings 1431200
2	Bishops Overseas Appeal	39	30-30-05	I-1-040-4610-00: Authorized Capital Campaign 1461000
3	Offertory	1	10-11	I-1-010-4111-00: Weekly Collections 1411100
4	School Endowment	57	510-513	

7. For each line item, map the description in the **PSFundDescription** column with an account in your chart of accounts.

*Note*

*Your mappings are saved so the next time you import, you do not need to repeat this step.*

8. Click  to display the **Transfer Contributions** page. For example:

Transfer Contributions				
Bank Account: <input type="text" value="LITURGY ACCT: A-1-110-1113-01 1111301"/>				
	#	Posting Date	Total Deposit	Selected?
✘	1	9/20/XXXX	650.00	<input checked="" type="checkbox"/>
✘	2	9/20/XXXX	1200.00	<input checked="" type="checkbox"/>
✘	3	9/20/XXXX	750.00	<input checked="" type="checkbox"/>
✘	4	9/20/XXXX	0.00	<input checked="" type="checkbox"/>
✘	5	9/20/XXXX	95.00	<input checked="" type="checkbox"/>
✘	6	10/20/XXXX	45.00	<input checked="" type="checkbox"/>
✘	7	10/20/XXXX	50.00	<input checked="" type="checkbox"/>
✘	8	10/20/XXXX	1908.00	<input checked="" type="checkbox"/>
✘	9	10/20/XXXX	110.00	<input checked="" type="checkbox"/>

9. Select the **Selected?** checkbox for each line item. Then, click .

10. The system processes the import and does the following:

- If the system detects any posting dates prior to the current period, it displays a message requesting that you change the posting date for those transactions. To change a date:
  - a. Click inside the **Posting Date** field.
  - b. Select a date from the calendar.
  - c. Click  to proceed with the import.
- If the system successfully completes the export, it displays this message along with the date and time of the import: `Records have been imported!`

# Chapter 15

## Creating Reports

### Introduction

The ParishSOFT Accounting Ledger and Payables system offers a complete selection of standard reports. This chapter introduces you to the types of reports available and shows you how to set up and create a custom report based on the information you need to know. You can save the report you create as well as assign it to a memorized group for reuse.

### Viewing Reports

1. Select the **Ledger and Payables** tab.



2. Click .

The **Standard Reports** and **Memorized Reports Groups** page (Figure 71) is displayed:

*Note*

*Memorized reports are unique to the organization so no reports are listed in the Memorized Report Groups section until you create them.*

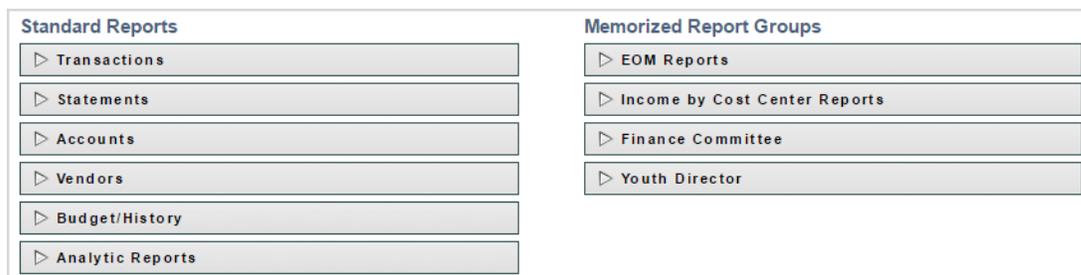


Figure 71. Standard and Memorized Report Groups

3. Click a category heading to view a list of reports in the group. Then, select the desired report to open the report configuration. For descriptions of the configuration options, see "Report Configuration and Filter Options" on page 221.

## Standard Reports

As shown in Figure 71, standard reports are organized into the following categories:

- Transactions
- Statements
- Accounts
- Vendors
- Budget/History
- Analytic Reports

## Transactions

Figure 72 shows the reports in the **Transactions** group:



Figure 72. Reports in the Transactions Group

## Statements

Figure 73 shows the reports in the **Statements** group:

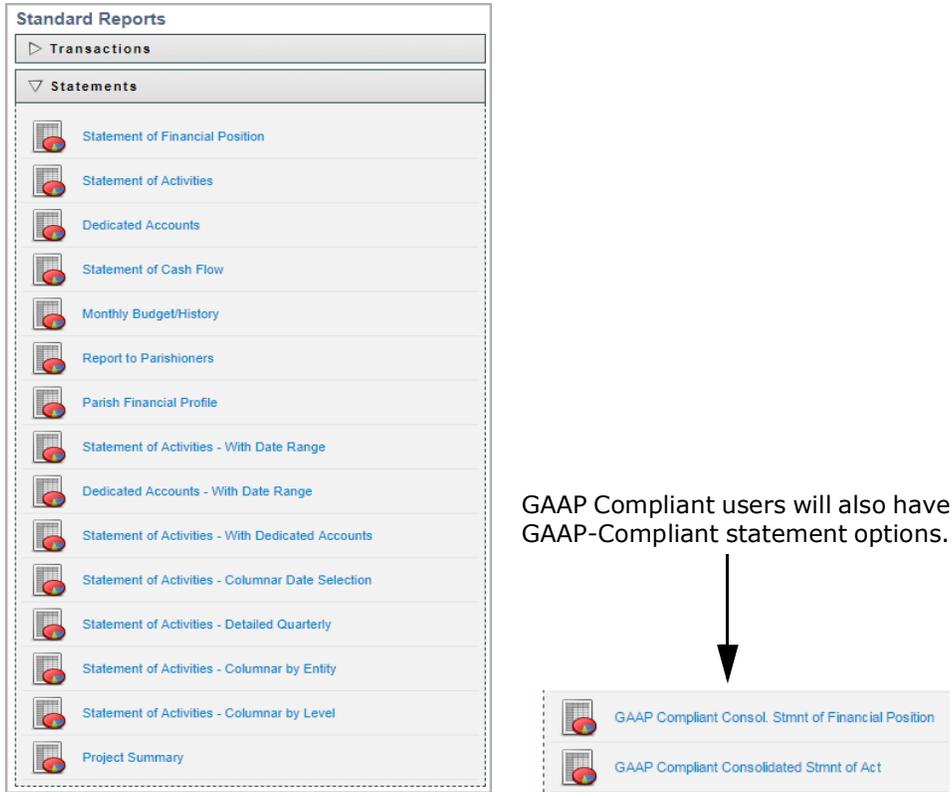


Figure 73. Reports in the Statements Group

## Accounts

Figure 74 shows the reports in the **Accounts** group:

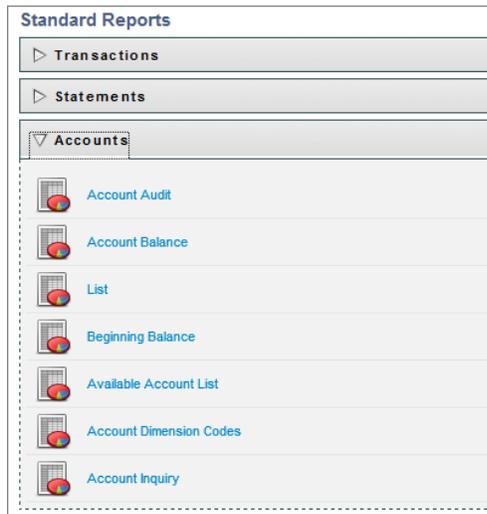


Figure 74. Reports in the Accounts Groups

## Vendors

Figure 75 shows the reports in the **Vendors** group:

*Note*

*The Forgotten Vendor List report is available only if GDPR processes are enabled in the Consolidation Manager module.*

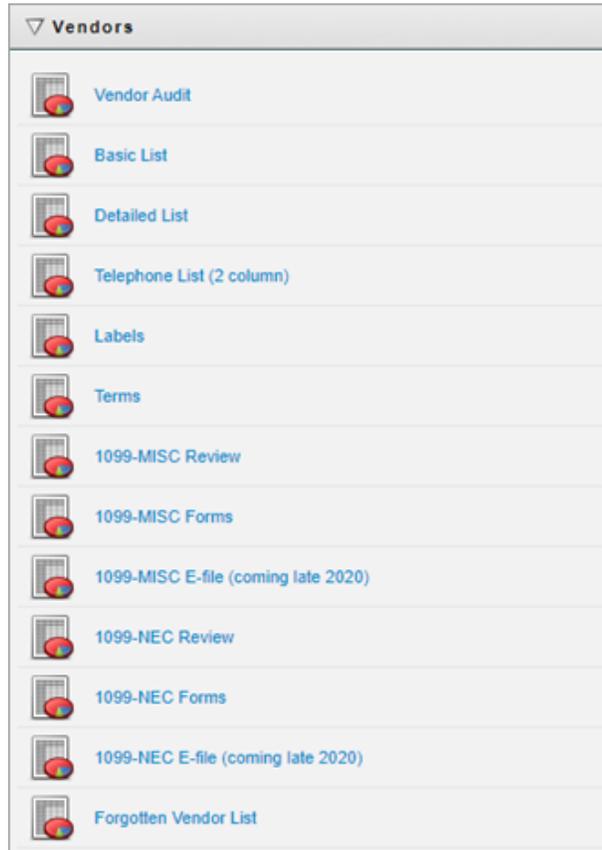


Figure 75. Reports in the Vendors Group

## Budget/History

The following illustration shows a list of reports in the **Budget/History** group:

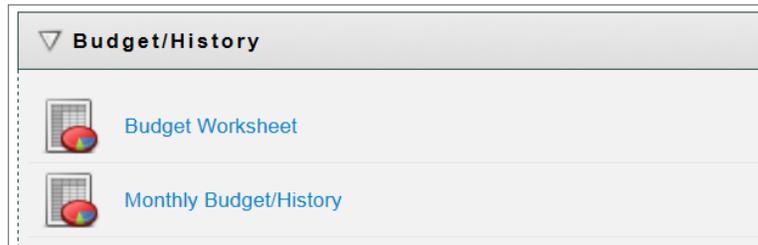


Figure 76. Reports in the Budget/History Group

## Analytic Reports

Figure 77 shows a list of reports in the **Analytic Reports** group:



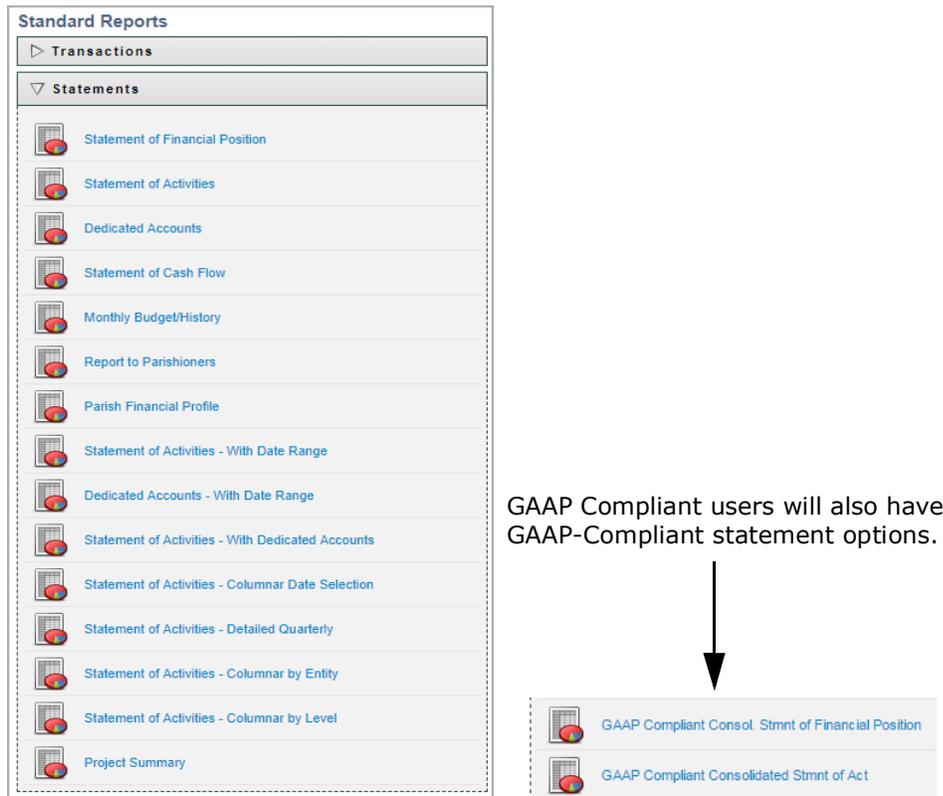
Figure 77. Reports in the Analytic Reports Group

## Configuring a Report



1. Click  to display the report menus (Figure 71).
2. From the **Standard Reports** menu, select the report group to view a list of its reports.

For example, selecting the **Statements** group displays the following:



3. Select the desired report to display its configuration page.
4. Configure the report as needed. See "Report Configuration and Filter Options" on page 221, for descriptions of the report configuration options.
5. Do one of the following:
  - Click  to view the report in the Report Viewer. For details, see "Report Viewer" on page 227.
  - Click  to create a PDF version of the report. You can then print or download the report.
  - Click  to save your configuration in a memorized report. See "Memorizing a Report" on page 228 for details.

## Report Configuration and Filter Options

This section describes the report configuration and filter options available.

### Date Options

Standard reports default to the current fiscal month and year. You can, however, create reports for any time frame you need.

To verify your current fiscal month and year, look on the Ledger and Payables dashboard. You can also find this information under the  **HOME** and  **LOGOUT** buttons in the upper right corner of the Parish-SOFT Accounting Home page:



### Standard Statement Reports and All Other Reports

Standard Statement reports let you specify the fiscal month and year you want to report on:

**Fiscal Period Ended**

Report as of month ending: May during fiscal year ending: 6/30/2014 - Current Fiscal Year

All reports other reports allow you to configure the date by selecting one of the **Date Range** options, shown in the following illustration:

**Date Range**

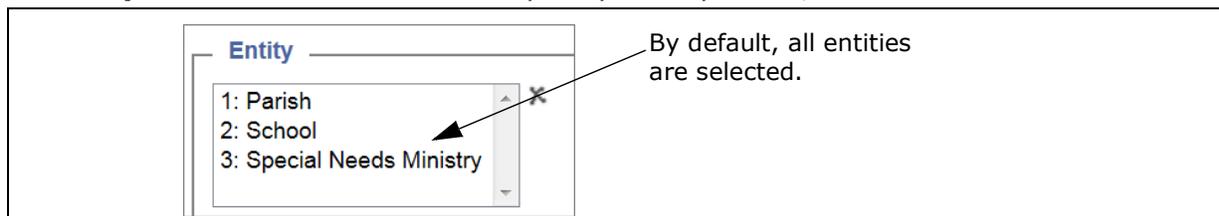
Last Month     Last Quarter     Current Fiscal Year     Last Fiscal Year to Date    Start Date:     End Date:   
 This Month     This Quarter     Current Fiscal Year to Date     Next Fiscal Year  
 Next Month     Next Quarter     Last Fiscal Year     Custom Date Range Specified

The **Date Range** option you select applies to the columns you choose when setting up your report.

### Entity Options

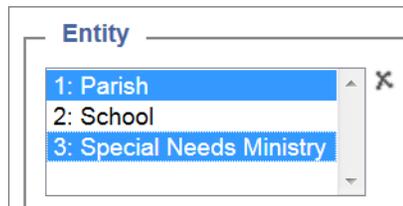
You can create a single report for one entity or you can consolidate multiple entities into one report.

The **Entity** list contains all of the entities in your system. By default, all entities are selected.



If you want to include just one entity in the report, select it from the list. The entity is highlighted in blue to mark its selection.

If you want to include more than one entity in the report, press and hold the **Ctrl** key while selecting the desired entities. Each entity is highlighted in blue to mark its selection, as this illustration shows:

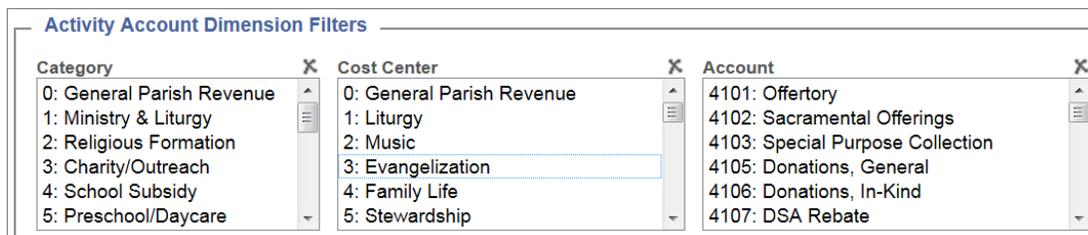


To clear your individual selections, click the **X** in the upper-right corner. After you clear them, the blue highlighting disappears. The list returns to the default state, in which all entities are selected.

## Level Options

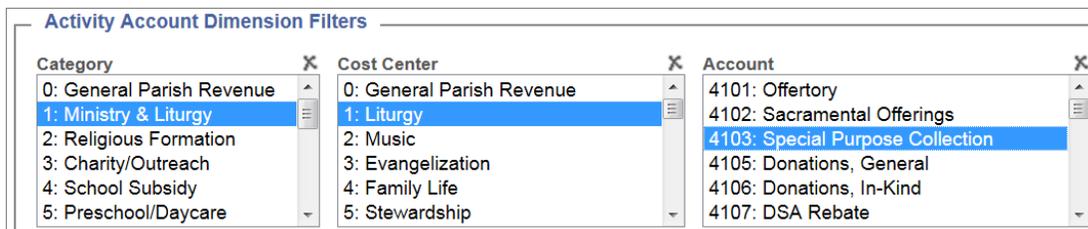
Many reports allow you to select the various levels built in your Chart of Accounts. These options enable you to report on certain departments or cost centers in your church.

By default, all entities are included.



If you want to include just one entity in the report, select it. The entity is highlighted in blue to mark its selection.

If you want to include more than one entity in the report, press and hold the **Ctrl** key while selecting the desired entities. Each entity is highlighted in blue to mark its selection, as this illustration shows:



To clear your individual selections, click the **X** in the upper-right corner. After you clear them, the blue highlighting disappears. The list returns to the default state, in which all entities are selected.

## Print Columns

The GAAP Compliant and standard Statements of Activity and Statements of Financial Position allow you to define the information you want to print in specific columns in the reports.

Click the Down Arrow to display a list of options. Then, select the information you want to display in that column of the report.

The screenshot displays two main configuration panels:

- \*\* Statement of Activity Print Columns**: A list of columns with dropdown menus. Column 7 is currently set to 'Blank Column'. A dropdown arrow is shown next to it.
- \*\* Statement of Financial Position Print Columns**: A list of columns. Column 5 is currently set to 'Year to Date Last Year'. A dropdown menu is open, showing a list of options including 'Year to Date Last Year' (which is highlighted).
- \*\* GAAP Compliant Statement of Activity Print Group Columns**: A list of columns. Column 2 is currently set to 'Blank Column'. A dropdown arrow is shown next to it.
- \*\* Define Report Group Sections & Sorting**: A section for defining report groups and sorting options.

Click the Down Arrow button for each number column and select the information you want to see in that column in the report.

## Group Section and Sorting Options

For the Statement of Activity and Statement of Financial Position reports, you can define up to four report groups and you can determine how the information within the groups is sorted. You can also choose to include subheadings and sub-totals for the groups. You define the setup in the **Define Report Group Sections & Sorting** group:

The screenshot shows the configuration for report group sections and sorting:

- Group Section 1:** Category  Print Sub-Headings & Sub-Totals
- Group Section 2:** [Unused]  Print Sub-Headings & Sub-Totals
- Group Section 3:** [Unused]  Print Sub-Headings & Sub-Totals
- Group Section 4:** [Unused]  Print Sub-Headings & Sub-Totals
- Detail Section Sort:** Account Code

To select report sections, click the Down Arrow button and select the type of group. Then, from the Detail Section Sort list, select how you want to sort the information within each of the groups. If you want to include subheadings and sub-totals for a group, check the print **Sub-Headings & Sub-Totals** box.

## Report Format Options

For the Statement of Activity and Statement of Financial Position reports, you can create a summary version and a detail version. The summary version includes only the totals based on your group section selections (see "Group Section and Sorting Options"). The detail version shows each account listed in your Chart of Accounts. To create either version, select the desired option for **Report Format**:



## Report Printing Options

The Statement of Activity and Statement of Financial Position reports offer a number of printing options that let you determine what to print:

### *Note*

*The options available depend on the type of report you are printing.*

- **Include Inactive History Accounts:** only accounts marked **Inactive** are displayed.
- **Show Numbers Without Cents:** shows dollar values only. Cents are rounded to the nearest dollar.
- **Temp/Perm Restriction Format:** specifies the terminology used for category labels in reports used to classify income and expense (GAAP) or net assets (Dedicated Accounts).
  - o By default, this option is deselected (unchecked). If you want to use the latest FASB standard accounting terminology, which categorizes net assets in your reports into two categories (see note below), leave the option deselected.
  - o If you want to use the former FASB standard accounting terminology, which categorizes net assets in your reports into three categories (see note below), select the option.

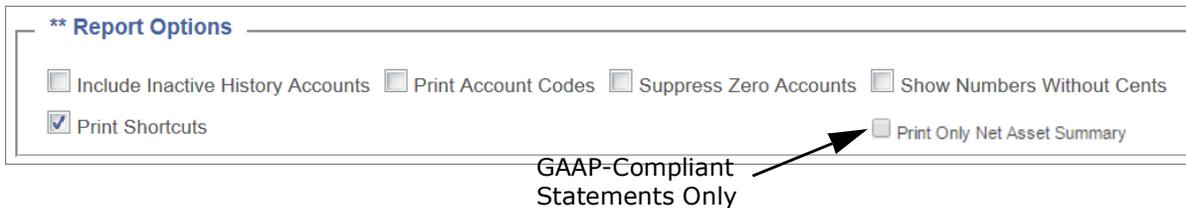
### *Note*

*In 2016, the Financial Accounting Standards Board (FASB) issued a new accounting standard for non-profit organizations that goes into effect for fiscal years beginning after 12/15/2017. The new standard is designed to simplify the classification of net assets and the presentation of information in financial statements. In the new standard, the FASB eliminated the Unrestricted, Temporarily Restricted, and Permanently Restricted categories and replaced them with these two categories: With Donor Restrictions and Without Donor Restrictions.*

*The **Temp/Perm Restriction Format** was added as a report option to help prepare you for the FASB changes. Leaving the option deselected allows you to generate official reports using the new FASB terminology for category labels. Selecting the option lets you generate unofficial (for internal use) reports using the older FASB terminology for category labels.*

- **Print Account Codes:** prints the long account code.
- **Show Dimension Codes:** prints codes for dimension types.
- **Suppress Zero Accounts:** does not display accounts with zero activity.
- **Print Shortcuts:** prints the account shortcut number.
- **Print Only Net Asset Summary:** for GAAP Compliance Function users, prints End-of-Period Net Asset Summary for unrestricted and restricted (both temporary and permanent) accounts and omits detail and subtotals for Net Asset Accounts and Current Period Changes to Net Assets.

These options are located in the **Report Options** group. Select those that you want to apply:



The Project Report also offers several additional printing options that let you determine what to print:

- **Include Inactive Projects:** includes inactive projects in the report.
- **Group By Project Group:** organizes the report by project groups. Each group section prints a project group subheading and a project group subtotal.
- **Print Transaction Comments:** allows you to print header-level comments, which are entered when creating bills, deposits, and credit card transactions, on the **Memorized Transactions** and **Vendor Audit** reports.
- **Project Group:** allows you to filter the report by project groups. By default, all projects are selected. If you want to include just one project in the report, select it from the list. The project is highlighted in blue to mark its selection. If you want to include more than one project in the report, press and hold the **Ctrl** key while selecting the desired projects.
- **Report Format:** allows you to print either detail information or summary information for each transaction. Each transaction detail section is separated by **Revenue** and **Cost**, with a subheading and subtotal for each.



- **Font Size:** allows you to decrease the font size for the amount fields in most statement reports from the default 8.25 pt to 7.75 pt. By selecting the smaller font size option, larger negative amounts can fit on the report. All statement reports that include the **Font Size** option can accommodate up to \$-9,000,000.00 amounts when the smaller font size is selected. Some statement reports can accommodate up to \$-99,000,000.00 amounts when the smaller font size is selected.



The Check Register report provides these special options:

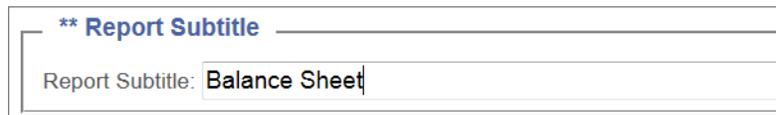
- **Show Only Voided Checks:** lets you generate a report that shows voided checks only.
- **Print Project Name:** lets you include the name of the project name on the report. Note this option applies to the Detail version of the report only. Therefore, the Detail option (in the Report Format section) must also be selected.

## Report Subtitle

All reports in the ParishSOFT Accounting system comply with all FASB rules for non-profit reporting. This means that what is known in the corporate world as a "Balance Sheet" is called a "Statement of Financial Position" report in the church world.

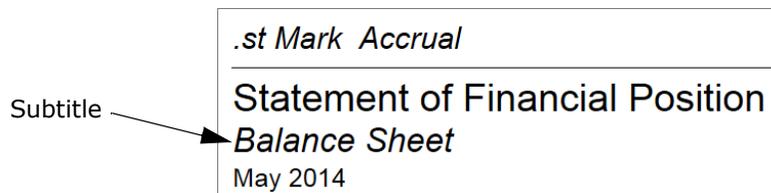
If you find that your Finance committee is made up of local business people and not accountants, you may choose to add a report subtitle to your statements to make it easier on your Finance committee. The reports are still in compliance. You are simply adding an additional sub-title.

The report subtitle is configured in the **Report Subtitle** group. Simply type the text you want to appear in the report's subtitle in the field:



The image shows a screenshot of a software configuration window. At the top, there is a label **\*\* Report Subtitle** followed by a horizontal line. Below this, there is a text input field with the label "Report Subtitle:" and the text "Balance Sheet" entered inside it.

The subtitle appears under the main title of the report. For example:



## Report Notes

**Report Notes** is available for the following reports only:

- Statement of Financial Position
- Statement of Activities
- GAAP Compliant Statement of Financial Position
- GAAP Compliant Statement of Activities

As shown in the following illustration, **Report Notes** is a text field where you can type comments or information about the report:

The screenshot shows a configuration window with two sections. The top section is labeled '\*\* Report Subtitle' and contains a text input field with the label 'Report Subtitle:'. The bottom section is labeled '\*\* Report Notes' and contains a larger text area with the text 'This is a test of the report notes.' inside it.

After you generate a report, your comments appear in the **Notes** section on the last page of the report.

## Resetting Report Criteria

To reset all report configuration and filter options back to their original (default) settings,

click  .

## Report Viewer

After you configure a report you can click  to view the report in the Report Viewer. Figure 78 shows you an example of a report displayed in the Report Viewer:

The screenshot shows the Report Viewer interface. At the top, there is a toolbar with various icons and a 'Pdf' dropdown menu. Below the toolbar, the report content is displayed. The report title is 'Diocese UC2' and the subtitle is 'Statement of Activities January 2014'. The report contains a table with financial data for various parishes.

	Current Month Actual	Current Month Budget	YTD Actual	YTD Budget	Annual Budget	YTD Last Year
<b>Income</b>						
<b>Parish</b>						
.St John P/S Accrual, Ann Arbor 60 Total:	0.00	0.00	0.00	0.00	0.00	175.54
.St Luke Cash, Ann Arbor 101 Total:	0.00	0.00	0.00	0.00	0.00	1,415.00
.St Mark Accrual, Ann Arbor 27 Total:	0.00	0.00	21,609.64	3,625.83	3,625.83	75,386.23
.St Matthew P/S Accrual, Ann Arbor 83 Total:	0.00	0.00	0.00	0.00	0.00	40.00

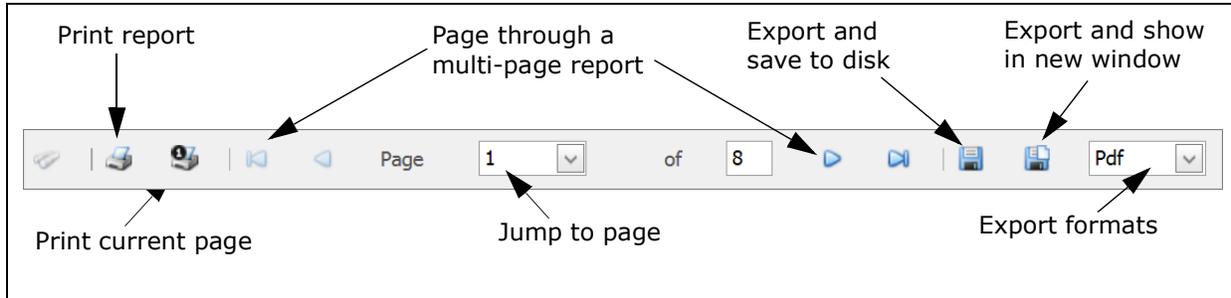
A toolbar is located at the top and bottom of the Report Viewer. The toolbar contains buttons for interacting with the displayed report.

**Figure 78. Report Viewer**

A toolbar is located at the top and bottom of the Report Viewer. The toolbar contains buttons that let you perform report-related functions, such as printing, saving, and exporting the report to other applications. To view the function of a toolbar button, position your mouse over the button to display its tooltip, as shown in this illustration.



Figure 79 provides descriptions of the toolbar buttons:



**Figure 79. Descriptions of the Report Viewer Toolbar Buttons**

## Memorized Report Groups

Any Ledger and Payables report groups that your church staff has memorized are listed in the **Memorized Report Groups** section.

### Memorizing a Report

The Memorize Report feature lets you save a report with any special selections and filters that you applied. To memorize a report, complete the following steps.

1. Select your report and set it up by applying report options and filters.
2. Click **Memorize Report** to display the following:

**Enter Name and Group for Memorized Report:** X

---

Memorized Report Name:

---

Choose Existing Group:

OR

Enter New Group Name:

---

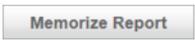
**Memorize Report**

3. In the **Memorized Report Name** field, type a name for your report.
4. Do one of the following:
  - If you already created a group to which you can assign this report, select it from the **Choose Existing Group** list.

*Note:*

*We recommend that you do not add more than 15 reports to **Memorized Report Group**. Printing a **Memorized Report Group** that contains more than 15 reports can potentially fail due to the amount of memory the system needs to print that many reports.*

OR

- If you need to create a new group, type the name of the group in the **Enter New Group Name** field.
5. Click  .

The report is added to the **Memorized Report Groups** menu on the **Reports** page.

## Printing a Memorized Report Group



1. Click  .

The **Standard Reports** and **Memorized Reports Groups** page is displayed.

2. In the **Memorized Report Groups** section, select the group you want to print.
3. Click **<< Preview All Reports >>** to view and print all of the reports in the group.

*Note:*

***Memorized Report Groups** that contain more than 15 reports may encounter printing issues. We recommend you limit your **Memorized Report Groups** to 15 reports or less, to ensure your computer has enough system memory to print all the reports in the group.*

## Renaming a Memorized Report



1. Click .

The **Standard Reports** and **Memorized Reports Groups** page is displayed.

2. In the **Memorized Report Groups** section, select the group you want to rename.
3. Click << **Rename Group** >> to display the following:

Rename Group:	X
New Group Name:	
<input type="text"/>	
<input type="button" value="Rename Group"/>	

4. In the **New Group Name** field, type the new name for the group. Then, click .

You return to the main Reports page. The name you specified is now the new name for the group.

## Editing Memorized Reports



1. Click .

The **Standard Reports** and **Memorized Reports Groups** page (Figure 71 on page 215) is displayed.

2. In the **Memorized Report Groups** section, select the group containing the report you want to edit. Then, select the report to open the configuration page.
3. Edit the configuration as necessary.
4. Click .
5. In the **Memorized Report Name** field, type a name for your report.

6. Do one of the following:
  - If you already created a group to which you can assign this report, select it from the **Choose Existing Group** list.
  - If you need to create a new group, type the name of the group in the **Enter New Group Name** field.

7. Click  .

The edited report is added to the **Memorized Report Groups** menu on the **Reports** page.

## Exporting Report Data

You have two options for exporting data in a report:

- **Format-based:** this option concentrates on formatting the data, allowing you to export to eight supported file formats. The exported data is displayed in the report viewer with formatting and layout applied to create reports that are sufficiently easy to read but not ideal for data analysis.
- **Raw data-based:** this option concentrates on the report's raw data (the underlying data used to create the report) to an Excel file. The exported data is has no special formatting applied, which makes it more useful for data analysis.

## Format-Based Exports

When formatting is needed, select one of these format-based export options:

- **PDF:** (Portable Data File) Defaults to Adobe Reader (report may not be edited in a PDF format)
- **XLS:** Defaults to Microsoft Excel
- **XLSX:** Microsoft Excel Open XML Spreadsheet
- **RTF:** (Rich Text Format) Defaults to Microsoft Word
- **MHT:** (MIME HTML) Defaults to Microsoft Internet Explorer
- **Text:** Defaults to Notepad
- **CSV:** (Comma Separated Value) Defaults to Microsoft Excel
- **Image:** Defaults to PNG Image reader

For many users, these options offer valuable, actionable information in a summarized and pre-formatted report that matches the original report. The report can be quickly generated, viewed, edited, and emailed as needed.

To export data into a formatted report, do the following:

1. Click  .

The **Standard Reports** and **Memorized Reports Groups** page (Figure 71 on page 215) is displayed.

2. In the **Standard Reports** group, select the desired report. Then, configure the report as needed.

3. Click  .

4. In the toolbar at the top or bottom of the report, click the Down Arrow in the report format list, shown in the illustration below. Then, select the desired export option:



5. Do one of the following:

- To export the formatted report directly to your hard drive, click  (Export and Save). Then, save the file.
- To export the formatted report and open it in a separate window, click  (Export and Open).

## Raw Data-Based Exports

For some users—especially those who need to analyze and modify a report’s data—the **XLS** and **XLSX** export options (see previous section) generate formatted output that, while useful, does not provide access to the full scope of the report’s data. As the name implies, a raw data export does not format the data. Users can work directly with the data as desired and modify it to extract the information needed for analysis, deeper insights, and custom reporting.

### IMPORTANT

**The raw data export feature is available only for certain reports. If you see the Export Data button at the bottom of a report’s configuration page, the report’s raw data can be exported.**

To export a report’s raw data, do the following:

1. Click  .

The **Standard Reports** and **Memorized Reports Groups** page (Figure 71 on page 215) is displayed.

2. In the **Standard Reports** section, select the desired report. Then, configure the report as needed.

3. Click  .

The system exports the raw data to a **.xlsx** file and downloads the file to your computer.

## Vendor 1099s

At the end of each Calendar Year, you must print a 1099 for each non-incorporated Vendor that you paid \$600 for services and products relating to that service. This section shows you how to set up and print a vendor’s 1099.

### Setting Up 1099 Payer Information

First time users of Ledger & Payables must set up their 1099 Payer Information prior to printing the 1099’s.

1. Click  .

2. Select [1099 Payer Info](#) to display the **1099 Payer Info** setup (Figure 80):

1099 Payer Info.	
General	ACH Info
Employer Name: <input type="text" value="St Mark Catholic Church"/>	Immediate Destination: <input type="text" value="123456789"/>
Address: <input type="text" value="1234 Main Street"/>	Immediate Origin: <input type="text" value="123456789"/>
Address 2: <input type="text"/>	Immediate Destination Name: <input type="text" value="Bank Name"/>
City: <input type="text" value="Anywhere"/>	Immediate Origin Name: <input type="text" value="St Mark Church"/>
State: <input type="text" value="NC"/>	Originating DFI Identification: <input type="text" value="12345678"/>
Zip Code: <input type="text" value="12345"/>	Account Number: <input type="text" value="987654312"/>
Phone Number: <input type="text" value="555-555-5555"/>	Batch Number: <input type="text" value="7"/>
Tax IDs	Contact Info
Kind of Employer: <input type="radio"/> None apply <input checked="" type="radio"/> 501c non-govt. <input type="radio"/> State/local non-501c <input type="radio"/> State/local 501c <input type="radio"/> Federal gov.	Contact Name: <input type="text"/>
Federal Tax ID: <input type="text" value="36-3720720"/>	Contact Phone: <input type="text"/>
State 1: <input type="text" value="IL"/> <input type="text" value="2243-2035"/>	Contact Fax: <input type="text"/>
State 2: <input type="text"/>	Contact Email: <input type="text"/>
State 3: <input type="text"/>	
State 4: <input type="text"/>	
Local 1: <input type="text"/>	
Local 2: <input type="text"/>	
Local 3: <input type="text"/>	
Local 4: <input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 80. 1099 Payer Info Setup

3. In the **General** section, specify the name of the employer (the church) and address.



**CAUTION**

**Do not complete both Address fields if you plan to print a 1099 4-Up Blank form and want the employer's telephone number to appear on the form. Due to space limitations, the form cannot accommodate the employer's phone number if you have information in both of the employer's Address fields. If you need the phone number to appear on the form, remove information from one of the fields.**

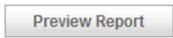
4. In the **Tax ID** section, type the Federal tax and State tax ID numbers.
5. Click .

This information is shared with the ParishSOFT Payroll system. It is not necessary to enter the ACH information or contact information for a 1099. If you use the ParishSOFT Payroll system, this information may already be in your system.

## Reviewing 1099s

Prior to printing a vendor's 1099, it is recommended you print and review the Vendor Audit for accuracy. You need to confirm that you have all of the appropriate vendors listed and that all of the transactions listed are 1099 worthy.



1. Click  .
2. Select **Vendors**. Then, select [Vendor Audit](#).
3. In the **Date Range** section, select **Custom Date Range Specified**. In the Start Date field, select **January 1**, and in the End Date field, select **December 31** of the year you are reporting.
4. In the **Report Options** section, select **Include Only 1099 Transactions**.
5. Click  .

The report list the vendors marked as 1099 vendors and the transactions as 1099 transactions.

6. If you find that you are missing a vendor on this list, go back to that vendor and review the **1099/Checks** tab to ensure the vendor is correctly marked as a 1099 vendor (see "Setting Up to Print 1099 Forms for a Vendor" on page 76).

## Editing 1099-MISC and 1099-NEC Forms

If your organization needs to generate 1099s for vendors with amounts in additional boxes, you can edit the 1099-MISC and 1099-NEC forms as needed. To do this:



1. Click  . Then, open the **Other Processes** group.
2. Select one of the following links to open the **Edit Vendor** form:
  - [Calculate/Edit 1099-MISC](#)
  - [Calculate/Edit 1099-NEC](#)
3. In the Year dropdown list, select the year.
4. In the Vendor dropdown list, select the vendor.

### Note

*The Vendor list includes only those vendors that have accumulated 1099 amounts of at least \$600.00.*

6. Edit the fields in the form as necessary.
7. Click  to save your changes.

## Printing 1099s

There are several 1099 reports available for print. When you are ready to print, use one of the procedures in this section.

### *Notes*

*If you need pre-printed 1099-MISC or 1099-NEC forms for your printer, you can obtain them at [www.parishsoftforms.com](http://www.parishsoftforms.com) or [www.irs.gov](http://www.irs.gov).*

### 1099-MISC Review Report

The 1099-MISC report shows the total number of 1099 vendors and the total dollar amount paid in the selected calendar year to individuals that used Form 1099 to report income. If using pre-printed 1099 forms, organizations can use the information in the report to determine the number of forms to order.

To generate a **1099-MISC Review** report, complete the following:



1. Click  .
2. In the **Standard Reports** section, open the **Vendors** group.
3. Select the [1099-Misc Review](#) option.
4. Select the calendar year you are reporting on.
5. Select the vendors and specify the vendor type.
6. If desired, enter a subtitle for the report.
7. Click  to view the report in the Report Viewer.
  - For the years prior to 2020, the vendors listed in the report meet these conditions:
    - o Have the **Print 1099 for this Vendor** option enabled in their vendor record.
    - o Were paid \$600.00 or more in the selected calendar year.
  - For the year 2020 and beyond, the vendors listed in the report meet these conditions:
    - o Have the **Print 1099 for this Vendor** checkbox is selected in their vendor record.
    - o Were paid \$600.00 or more in the selected calendar year.
    - o Do not have the **Non Emp Comp** option selected in the **Print in 1099 Box** dropdown list in their vendor record.

## 1099-MISC Forms Report

The 1099-MISC is used to report non-employee compensation.



1. Click  .
2. In the **Standard Reports** section, open the **Vendors** group.
3. Select the [1099 - Misc Forms](#) option.
4. Select the calendar year you are reporting on.
5. Select the vendors and specify the vendor type.
6. In the **Form Name** section, select the type of form you want to use.
7. If necessary, adjust the alignment settings for printing onto form paper. The form is moved in 1/100-inch increments.
8. Click  to view the report in the Report Viewer.

### Note

*If you are printing a 1099 4-Up Blank form and the employer's telephone number fails to appear on the form, you need to edit the 1099 Payer Info form to remove information from one of the **Address** fields. Due to space limitations, the form cannot accommodate the employer's phone number if both fields contain information. To edit the form, see "Setting Up 1099 Payer Information" on page 233.*

## 1099-NEC Review Report

The 1099-NEC Review report can help you determine the number of 1099-NEC forms to order (if using pre-printed forms). You can also run the report and use it to check for errors prior to e-filing the forms.



1. Click  .
2. In the **Standard Reports** section, open the **Vendors** group.
3. Select the [1099-NEC Review](#) option.
4. Select the calendar year you are reporting on.
5. Do one of the following:
  - If running the report for all vendors in your system that are marked as receiving a 1099, skip to Step 6. Only vendors needing a 1099 will be included in the report.
  - If running the report for specific vendors, select the desired vendors and/or specify the vendor type.

6. Click  to view the report in the Report Viewer.

For the year 2020, the vendors listed in the report meet these conditions:

- Were paid \$600.00 or more in the selected calendar year.
- Have the **Print 1099 for this Vendor** checkbox is selected in their vendor record.
- Have the **Non Emp Comp** option selected in the **Print in 1099 Box** dropdown list in their vendor record.

## 1099-NEC Forms Report

Beginning in 2020, the IRS is requiring employers to use Form 1099-NEC to separately report non-employee compensation from other 1099-MISC income.

To generate a 1099-NEC report:



1. Click  .
2. In the **Standard Reports** section, open the **Vendors** group.
3. Select the [1099 - NEC Forms](#) option.
4. Select the calendar year you are reporting on.
5. Select the vendors and specify the vendor type.
6. In the **Form Name** section, select type of form you want to use.
7. If necessary, adjust the alignment settings for printing onto form paper. The form is moved in 1/100-inch increments.
8. Click  to view the report in the Report Viewer.

### *Note*

*If you are printing a 1099 4-Up Blank form and the employer's telephone number fails to appear on the form, you need to edit the 1099 Payer Info form to remove information from one of the **Address** fields. Due to space limitations, the form cannot accommodate the employer's phone number if both fields contain information. To edit the form, see "Setting Up 1099 Payer Information" on page 233.*

# Chapter 16

## Integrating with Other Applications

### TADS

ParishSOFT Accounting integrates with TADS by Community Brands to automatically bring tuition billing and payments from the TADS system into Ledger and Payables. The payments show up as journal entries in Ledger and Payables. Payment transfers occur each evening, bringing in information from TADS that is ready to be processed.

After the transfer, a message is displayed on the Ledger and Payables dashboard notifying you that a journal entry was created. The message provides instructions for how to view the entry. Note that the message appears only once. Click  to dismiss it.

To view journal entries, click this link at the top of the **Journal Entry Information** page:  
[Find Journal Entry](#).

For information on TAD services, visit their website at: <http://www.tads.com/>.

### Smart Tuition

ParishSOFT Accounting integrates with Smart Tuition to automatically bring tuition billing and payments from the Smart Tuition system into Ledger and Payables. The payments show up as journal entries in Ledger and Payables. Payment transfers occurs each evening, bringing in information from Smart Tuition that is ready to be processed.

After the transfer, a message is displayed on the Ledger and Payables dashboard notifying you that a journal entry was created. The message provides instructions for how to view the entry. Note that the message appears only once. Click  to dismiss it.

To view journal entries, click this link at the top of the **Journal Entry Information** page:  
[Find Journal Entry](#).

For information on Smart Tuition services, visit their website at: <http://www.smarttuition.com/>.



# Chapter 17

## Managing the System and User Accounts

### Introduction

As an administrator, you perform the primary user management and security tasks for the ParishSOFT Accounting system. Typical responsibilities include managing user access and permissions, viewing transaction histories in audit trail records, and setting up various features and banking options. This chapter covers the typical tasks that you need to perform in your administrator role either as an administrator of a standalone organization or an organization granted permission by a higher-level organization to perform these tasks.

### Managing Users

This section shows you how to add new user accounts, reset passwords, and deactivate user accounts.

### Adding a New User

1. Select the **Church Manager** tab.
2. Click **Add a New User** to display the **User Information** page (Figure 81):

The screenshot shows the 'User Information' page with the following fields and options:

- User Name:
- Password:
- Confirm Password:
- First Name:
- Last Name:
- Email:
- Role:
- Force Immediate Password Change:
- Force Periodic Password Change:
- Active:

At the bottom, there is a 'Password Management' section with a 'Reset Password' button, and 'Submit' and 'Cancel' buttons.

Figure 81. User Information Page

3. Do the following:

- a. In the **User Name**, **Password**, and **Confirm Password** fields, type the required information.

Passwords must be between 8 and 12 characters and contain at least one letter and one number.

- b. In the **First Name** and **Last Name** fields, type the user's first and last name, respectively.
- c. In **Email** field, type user's email address.

The email address is used to contact the user when updates and system maintenance tasks are scheduled. This field is required so that various communications (for example, updates and information from the higher-level organization) can be sent to all users of the ParishSOFT Accounting system.

- d. From the **Role** list, select the user's role: **Church User** or **Church Administrator**.
- e. If you select **Church User**, the **Permissions Template** field displays.



The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Role:' and has 'Church User' selected. The second dropdown is labeled 'Permissions Template:' and has 'No Template - Customizable Permissions' selected.

Select the appropriate **Permissions Template** for this user. If you select **No Template - Customizable Permissions**, the permissions for this user must be manually configured. See "Limiting a Church User's Account Access by Entity" on page 252.

*Notes*

*Users with a Role of Church Administrator cannot have a Permissions Template applied, as these users automatically have permission to access all functionality for their organization.*

*Permission Templates are created within the Consolidation Manager.*

- f. If you want to force the user to change the password at their first login, check the **Force Immediate Password Change** box.

The system prompts the user for a new password the first time he or she logs in.

- g. If you want to force the user to change their password on an ongoing basis, select the desired frequency option in the **Force Periodic Password Change** dropdown list.

*Note*

*The options available for selection depend on the default password expiration frequency set in the Consolidation Manager module.*

- h. The **Active** box is checked by default to activate the user's account.

4. Click  to save.

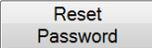
## Resetting a User's Password

You can reset passwords for users who forget their passwords. The passwords you assign are temporary. After a user logs in with the temporary password, the system prompts the user to change it.

To reset a password:

1. Select the **Church Manager** tab.
2. Next to the name of the user whose password you want to change, click .

The user's account is displayed.

3. In the **Password Management** section, click, .

The system displays a system-generated password. This is a temporary password.

4. Write down the password. Then, click .
5. Give the temporary password to the user.

After logging in, the user is prompted to change the temporary password.

## Deactivating a User's Account

Deactivating a user's account disables access to the account so that it can no longer be used.

To deactivate an account:

1. Select the **Church Manager** tab.
2. Next to the name of the user whose account you want to deactivate, click .
3. At the bottom of the **Registered Users** section, uncheck the **Active** box.
4. Click  to save the change.

The system deactivates the user's account. In the **Login User List** (on the **Users** page), the status in the **Active** column for the user's account changes to **False**.

### *Note*

*Only users with an account status set to **True** in the **Active** column can log in to Ledger and Payables.*

## Understanding Entity-Level Permissions

Your organization's sensitive financial information must be kept confidential and closely protected from unauthorized access, modification, and disclosure. However, users of your accounting system need visibility and access to the accounts and data they work with so that they can accomplish tasks within the scope of their work responsibilities. One of the administrator's responsibilities is to appropriately safeguard data yet give users sufficient access to accounts and reports and to be able to process transactions to effectively do their jobs.

To enable users to perform their assigned duties yet not expose them to data they should not see, ParishSOFT Accounting provides an entity-level permissions framework. This solution enables you to assign permissions that control and manage access to your data. Entity permissions are activated at two levels: Level 1 and Level 2.

### Level 1 Entity-Level Permissions

If your church is connected to a higher-level organization, the higher-level organization has the ability to globally allow or prohibit entity-level permissions for organizations in its database to maintain consistent accounting standards for each entity. Level 1 entity-level permissions limits line-item account access throughout most of the system, including all transaction and reporting.

*Note*

*Entity-level permissions are not enforced for budgets and beginning balances or within the Payroll module.*

### Turning On Level 1 Entity Permissions

Level 1 entity permissions must be turned on (in Consolidation Manager) by your higher-level organization. Contact your higher-level organization to request activation, if needed.

### Level 2 Entity-Level Permissions

After the higher-level organization activates Level 1 entity-level permissions, a second level of permissions can be activated to enforce entity-level restrictions that restrict which accounts the user is allowed to access from lists in the header (top) portion and in line-item entries on transaction pages (for example, Bills and Deposits). This second level of restrictions applies to bank accounts, primary accounts, credit card accounts, AR Accounts, and subsidiary accounts and restricts the user's ability to view certain dashboard panels.

## Understanding the Effects of Level 2 Entity Permissions

The **Entry Level Restriction** option controls user access to accounts shown in the header (top) portion on transaction pages in Ledger and Payables and in **Accounts Receivable**. This section describes the differing effect each setting (On/Off) has on the transaction pages in the two modules:

- Bills
- Checks
- Deposits
- Credit Cards
- Ledger & Payables Dashboard
- Bank Reconciliation
- Invoices
- Payments
- Credits
- Accounts Receivable Dashboard

### *Bills*

#### **Standard Accrual**

- **Off** (not checked; the default): in the **AP Account** list, the logged-in user has access to all AP Accounts.
- **On** (checked): in the **AP Account** list, the logged-in user has access only to AP Accounts that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

#### **Standard Cash**

- **Off** (not checked; the default): in the **Bank Account** list, the logged-in user has access to all bank accounts.
- **On** (checked): in the **Bank Account** list, the logged-in user has access only to bank accounts that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

### **Primary/Subsidiary Accrual and Cash**

- **Off** (not checked):
  - o In the **Primary Account** list, the logged-in user has access to all primary bank accounts.
  - o (applies to Primary Cash and Primary Accrual) In the **Subsidiary Bank Account** list, the logged-in user's access is limited to subsidiary bank accounts associated with the primary account.
  - o (applies to Primary Accrual) In the **Subsidiary AP Account** list, the logged-in user has access to all subsidiary AP accounts.
- **On** (checked):
  - o In the **Primary Account** list, the logged-in user has access only to the primary bank accounts that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.
  - o (applies to Primary Cash and Primary Accrual) In the **Subsidiary Bank Account** list, the logged-in user sees only those subsidiary bank accounts allowed by his or her entity-level permissions.
  - o (applies to Primary Accrual) In the **Subsidiary AP Account** list, the logged-in user sees only those subsidiary AP bank accounts allowed by his or her entity-level permissions.

### *Checks*

#### **Standard Accrual and Cash Accounting Systems**

- **Off** (not checked): in the **Bank Account** list, the logged-in user has access to all bank accounts.
- **On** (checked): in the **Bank Account** list, the logged-in user has access only to bank accounts that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

#### *Note*

*If unprinted checks exist when the option is turned on, the user sees only the unprinted checks assigned to bank accounts that are within his or her permitted entities.*

#### **Primary/Subsidiary Accrual and Cash Systems**

- **Off** (not checked; the default): in the **Primary Account** list, the logged-in user has access to all primary bank accounts.
- **On** (checked): in the **Primary Account** list, the logged-in user has access only to the primary bank accounts that have an associated subsidiary account that is within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

## Deposits

### Standard Accrual and Cash Systems

- **Off** (not checked; the default): in the **Bank Account** list, the logged-in user has access to all bank accounts.
- **On** (checked): in the **Bank Account** list, the logged-in user has access only to bank accounts that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

### Primary/Subsidiary Accrual and Cash Systems

- **Off** (not checked; the default):
  - In the **Primary Account** list, the logged-in user sees all primary bank accounts.
  - In the **Subsidiary Bank Account** list, the logged-in user's access is limited to subsidiary bank accounts associated with the primary account.
- **On** (checked):
  - In the **Primary Account** list, the logged-in user has access only to the primary accounts that have a subsidiary account within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.
  - In the **Subsidiary Bank Account** list, the logged-in user sees only those subsidiary bank accounts allowed by his or her entity-level permissions.

## Credit Cards

- **Off** (not checked; the default): in the **Account** list, the logged-in user has access to all credit card liability accounts.
- **On** (checked): in the **Account** list, the logged-in user has access only to the credit card liability accounts that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

## Ledger & Payables Dashboard

- **Off** (not checked): the logged-in user has access to all accounts with the Bank/AP Balances panel. Level 1 permissions are applied to the Bills to Pay, Memorized Transactions, and the Monthly Expense and Budget graph panels.
- **On** (checked): the following rules apply for standard accrual and cash-basis systems:
  - Bank/AP: displays balances according to the logged-in user's entity permissions.
  - Bills to Pay: the only bills shown are those allowed by Level 1 and Level 2 permissions. As applicable, the system evaluates bank accounts and line-item accounts to determine which bills the user sees.
  - Memorized: the only entries shown are those allowed by Level 1 and Level 2 permissions. As applicable, the system evaluates bank accounts and line-item accounts to determine which memorized entries the user sees.
  - Graph: reflects only accounts that the logged-in user has permissions to.

- **On** (checked): the following rules apply for Primary/Subsidiary accrual and cash-basis systems:
  - o Bank/AP: displays no information.
  - o Bills to Pay: the only bills shown are those allowed by Level 1 and Level 2 permissions. As applicable, the system evaluates the primary bank account, subsidiary bank account, and subsidiary AP account as well as line-item accounts to determine which bills the user sees.
  - o Memorized: the only entries shown are those allowed by Level 1 and Level 2 permissions. As applicable, the system evaluates the primary bank account, subsidiary bank account, and subsidiary AP account as well as line-item accounts to determine which entries the user sees.
  - o Graph: reflects information only for accounts the logged-in user has permissions to.

### *Bank Reconciliation*

- **Off** (not checked; the default): in the **Bank Reconciliation Statement** list, the logged-in user has access to all bank reconciliations.
- **On** (checked): in the **Bank Reconciliation Statement** list, the logged-in user has access only to bank reconciliations that are within his or her permitted entities as defined by the Chart of Accounts and permissions set on their **Permissions** page.

### *Invoices*

#### **Standard Accrual**

- **Off** (not checked; the default): in the **Account** list and the **Sales Tax** list, the logged-in user has access to any permitted entity accounts.
- **On** (checked): in the **AR Account** list, the **Account** list, and the **Sales Tax** list, the logged-in user has access only to accounts that are within his or her permitted entities as defined by the chart of accounts.

#### **Standard Cash**

- **Off** (not checked; the default) and **On** (checked): in the **Account** list and the **Sales Tax** list, the logged-in user has access to any permitted entity accounts.

#### **Primary/Subsidiary Accrual and Cash**

- **Off** (not checked; the default): in the **Account** list and the **Sales Tax** list, the logged-in user has access to any permitted entity accounts.
- **On** (checked): in the **Primary Account** list, the **Account** list, the **Subsidiary Bank Account** list, the **Subsidiary AR Account** list (accrual only), and the **Sales Tax** list, the logged-in user has access only to the accounts that are within his or her permitted entities as defined by the chart of accounts.

## Payments

### Standard Accrual and Standard Cash

- **Off** (not checked; the default): the list of invoices for the selected customer is filtered based upon the line item account(s) and the sales tax liability account.
- **On** (checked): the list of invoices is filtered for the selected customer based upon the AR account, the line item account(s), and the sales tax liability account.

### Primary/Subsidiary Accrual and Cash

- **Off** (not checked; the default): the list of invoices for the selected customer is filtered based upon the line item account(s) and the sales tax liability account. In the **Primary Account** list, the logged-in user has access to all primary accounts and subsidiary bank accounts.
- **On** (checked): the list of invoices is filtered for the selected customer based upon the primary account, the subsidiary bank account, the subsidiary AR account, the line item account(s), and the sales tax liability account.

In the **Primary Account** list, the logged in user has access only to the primary bank accounts with associated subsidiary bank accounts that are within his or her permitted entities as defined by the chart of accounts.

## Credits

### Standard Accrual

- **Off** (not checked; the default): in the **Account** list and the **Sales Tax** list, the logged-in user has access to all permitted entity accounts.
- **On** (checked): in the **AR Account** list, the **Account** list, and the **Sales Tax** list, the logged-in user has access only to accounts that are within his or her permitted entities as defined by the chart of accounts.

### Standard Cash

- **Off** (not checked; the default) and **On** (checked): in the **Account** list and the **Sales Tax** list, the logged-in user has access to all permitted entity accounts.

### Primary/Subsidiary Accrual and Cash

- **Off** (not checked; the default): in the **Account** list and the **Sales Tax** list, the logged-in user has access to all permitted entity accounts.
- **On** (checked): in the **Primary Account** list, the **Account** list, the **Subsidiary Bank Account** list, the **Subsidiary AR Account** list (accrual only), and the **Sales Tax** list, the logged-in user has access only to the accounts that are within his or her permitted entities as defined by the chart of accounts.

## Accounts Receivable Dashboard

### Enter Payment Panel

- **Off** (not checked; the default): the list of invoices for the selected customer is filtered based upon the line item account(s) and the sales tax liability account.
- **On** (checked): the list of invoices is filtered for the selected customer based upon the AR account, the line item account(s), and the sales tax liability account.

### Open Invoice Aging Panel

- **Off** (not checked; the default): the logged in user sees aging totals based on all permitted entity accounts.
- **On** (checked): the logged in user sees aging totals based on accounts that are within his or her permitted entities as defined by the chart of accounts.

### Memorized Transactions Panel

- **Off** (not checked; the default): the list of invoices for the selected customer is filtered based upon the line item account(s) and the sales tax liability account.
- **On** (checked): the list of invoices is filtered for the selected customer based upon the AR account, the line item account(s), and the sales tax liability account.

## Turning On Entity-Level Restrictions

1. Select the **Church Manager** tab.



2. Click  to display the **Organization Options** page.
3. Scroll down to the **Permissions Options** section, as shown in Figure 82:



Figure 82. Organization Options Page: Entity Level Restrictions Option

This **Entity Level Restrictions** option has two settings.

- **Off** (not checked; the default)

Entity-level restrictions are not enforced within the Bank/AP Balances panel of the Ledger and Payables dashboard or on any of the accounts in the header (top) portion of these transaction pages: **Bills, Checks, Deposits, Credit Cards, Invoices, Payments, and Credits.**

The logged-in user has access to all accounts in the account list shown in the header (top) portion of a transaction page. The system follows the accrual or cash-basis determinations for the page as well as those for standard accounting or Primary/Subsidiary accounting.

- **On** (checked)

Enforces entity-level restrictions on all accounts both within the header (top) portion and line-item sections of transaction pages, according to the user’s permission settings. The user’s permission settings also control which areas of the dashboard he or she is allowed to view.

The logged-in user can view and select only those accounts associated with the entities he or she has permission to access. The system filters the account list shown in the header (top) portion of a transaction page, showing only those accounts within the logged-in user’s entity permissions. For example:

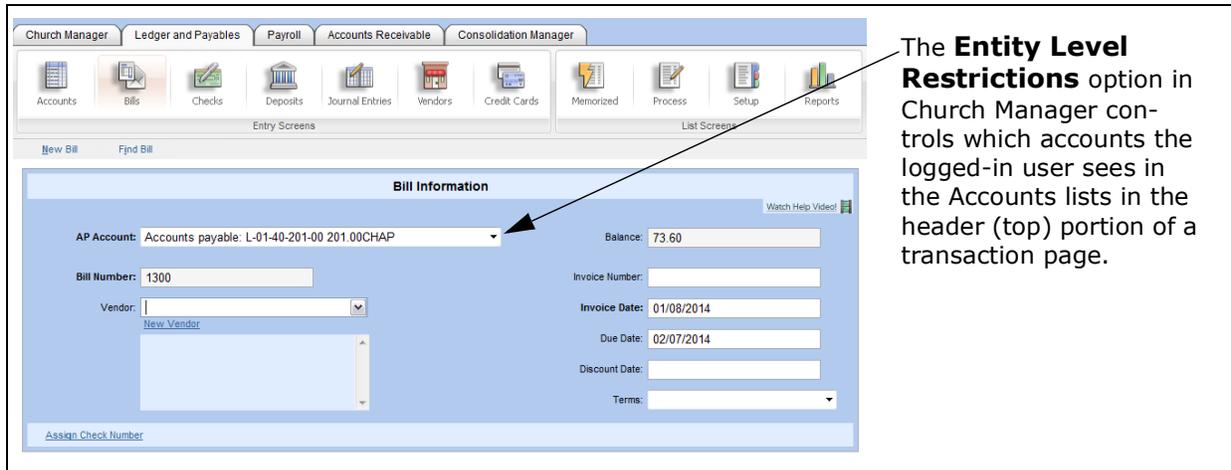


Figure 83. Example of Accounts List in Header (Top) Portion of the Bills Page

4. To turn on the option, check the **Entity Level Restrictions** box.
5. Click  to save your selection.

The system is updated with the change. An audit trail is created to identify who made the change and to indicate when it was made.

## Limiting a Church User's Account Access by Entity

You can limit the access of each user whose role is set to **Church User** to the accounts for each entity. When you make a selection by entity, the user cannot view transactions that do not contain their permitted entities.

Individuals assigned the role of **Church Administrator** have complete access to all areas and features in the ParishSOFT Accounting system. For users in the **Church Administrator** role, there is no management of permissions. Therefore, we recommend that you limit the number of users assigned the role of **Church Administrator** to one or two individuals in your organization.

The Church Administrator can control the permissions of individuals assigned the role of **Church User**. Permissions settings limit **Church User** access and data processing capabilities to specific areas and features in the Ledger and Payables system. These limits can be set by applying a **Permission Template** to a **Church User** profile (see **Step 3-e** on page 242) or by manually configuring the permission settings for a specific user.

To limit a Church User's permissions by manually configuring the permission settings for a specific user:

1. Log in to the organization.



2. Select the **Church Manager** tab. Then, click .
3. The **Quick Find** list contains the names of users assigned the role of Church User. To find the user whose permissions you want to change, do one of the following:
  - Click the Down Arrow button to display the list of church users. Select the user whose permissions you want to assign. Then, click .
  - In the blank field, type the first few letters of the user's last name to view names that match the letters you typed. Select the user whose permissions you want to assign. Then, click .

The selected user's current permissions settings are displayed.

### *Note*

*Users who are assigned to a **Permission Template** will list that template at the top, along with the following message:*



### **WARNING**

**Permissions cannot be edited.**

4. By default, the Church User has complete access to each licensed module. To limit the user's access to a specific module and to assign permissions within an unrestricted module, do the following:

- a. For any module that you want to restrict access, deselect the (**show**) box.

For example, if you want the user to see the **Ledger and Payables** module but not the **Payroll** module, deselect the (**show**) box for **Payroll**. The **Payroll** tab will not be visible to the user when he or she logs in. Therefore, the user cannot access any elements within the module.

- b. Within each module that has the (**show**) box selected, you can grant these specific permissions for areas and features:

*Note*

*You must select the module's (**show**) box before selecting permissions.*

- **Read:** allows the user to view information in the area.
- **Allow/Write:** allows the user to add new or change (edit) existing data for the area.
- **Delete:** allows the user to remove the item in its entirety.

- c. To grant permissions, use one or a combination of the following methods:

- To grant permissions to all areas listed, click [Select All](#).

The system checks all of the boxes.

*Note*

*To deselect all of the boxes, click [Deselect All](#).*

- To select specific permissions for an area, select the permission's check box.
- To select specific permissions, click [Select All](#) to check all of the boxes. Then, deselect those permissions (check the box to remove the check mark) that you do not want to grant.

5. Click  to save changes.

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In Figure 84, the user has access to Ledger and Payables. The selected **show** checkbox to the right of the module's name grants access to the module. Note that the **Read** box is selected for all areas, which means the user is permitted to view all areas in Ledger and Payables. She can print whatever reports she wants, create budgets, and write checks. However, she cannot edit or delete any other data in the system, and she cannot view full social security numbers in vendor profiles.

Ledger And Payables <input checked="" type="checkbox"/> (show) <a href="#">Select All</a> <a href="#">Deselect All</a>			
Area	Read	Allow/Write	Delete
Accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account ACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Code Levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign Cash Flow Categories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Reconciliation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beginning Balances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budgets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check Layout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Printing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check ACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Renumber	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Cards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Card Import		<input type="checkbox"/>	
Credit Card Reconciliation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deposits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deposit Import		<input type="checkbox"/>	
End of Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inactivate Vendors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journal Entry Import		<input type="checkbox"/>	
Memorized Transactions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merge Vendors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payer Info - 1099	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Import		<input type="checkbox"/>	
Prior Period Adjustments		<input type="checkbox"/>	
Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoiled Checks		<input type="checkbox"/>	
User Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Direct Deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Terms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Types	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Import		<input type="checkbox"/>	
View Full SSN/Print 1099s		<input type="checkbox"/>	

Figure 84. User Permission Settings: Ledger and Payables

## Disabling the Beginning Balance Feature

The **Beginning Balance** option is set by the higher-level organization administrator on an organization-by-organization basis. By default, the feature is enabled for all organizations. If you need to disable the **Beginning Balance** feature for a specific organization, do the following:

1. Log in to the organization.
2. Select the **Church Manager** tab.



3. Click  to display the **Organization Options** page.
4. In the **Beginning Balance** section, select the **Disable Beginning Balance** option, as shown in Figure 85.

*Note*

*This option is not visible to users assigned the role of Church Administrator.*



Figure 85. Organization Options Page: Disable Beginning Balance

5. Click  .

The feature is now disabled for the organization.

## Auditing Transactions

ParishSOFT Accounting offers a complete Audit trail of your system, including the ability to filter for the specific item in which you are inquiring.



1. On the **Church Manager** tab, click  .

The items at the bottom of the page are listed in reverse chronological order (most recent dates first) by **Date** followed by **AuditID** in ascending order. By default, the page displays 100 records at a time.

### *Note*

*Be aware that the **AuditID** is a system-generated tag, assigned when an audit record is created. In the grid, they are listed in numeric order, which represents the order in which the entries were created. During audit log analysis, this ID can help you retrace specific events or actions, especially those occurring on the same date.*

2. To locate a transaction, specify your search criteria by doing the following:
  - From the **Users** list, select the name of the user or leave the field set to **All Users**.
  - Select a specific area or leave the field set to **All Areas**.
  - Specify a date range in the **From - To** fields under **Audit Date**.
  - Specify the transaction number and name (data that is provided within the associated column of the Audit list) or leave blank.
3. Click  to display records matching your search criteria.

The lower portion of the page shows details for the transaction, including the date, the name of the user who performed it, and the action (for example, a deletion).

4. To view additional information for an activity or transaction, click  .

### *Note*

*Click **Collapse** to hide the details.*

5. To print an audit report, click  . Then, click  (printer icon).

## Using the Primary and Subsidiary Bank Account Feature

The Primary and Subsidiary Bank Account feature enables you to maintain multiple asset (bank) accounts in your Chart of Accounts to differentiate funds or amounts yet attach those internal bank accounts to a single bank account established at a banking institution.

### Understanding Primary and Subsidiary Bank Accounts

The relationship between the Primary and Subsidiary Bank accounts is hierarchical, as shown in Figure 86:

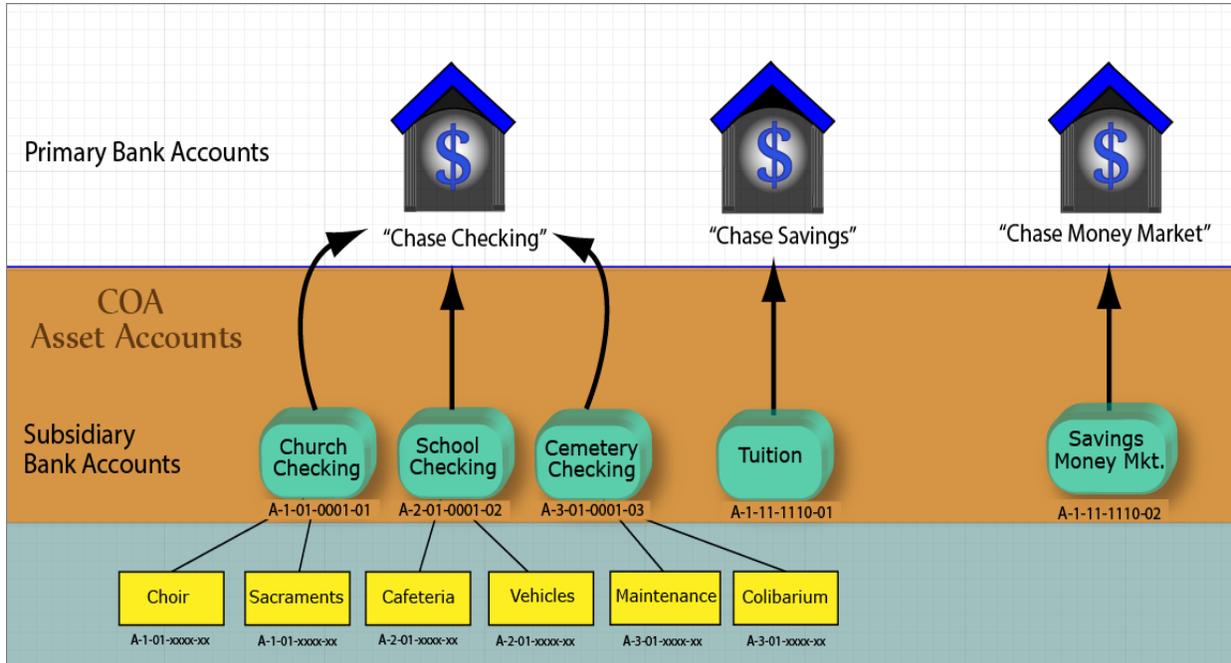


Figure 86. Diagram of the Relationship between Primary and Subsidiary Bank Accounts

Primary bank accounts are defined as physical bank accounts established at a banking institution (for example, "Chase Checking"). All of the organization's external disbursements are processed through a primary bank account. For example, all bills generated by departments and cost centers are paid by checks issued from a primary bank account. In addition, bank reconciliations are performed only on a primary bank account.

Subsidiary bank accounts, on the other hand, are specific asset accounts in your COA that are set up as "bank" accounts (the Bank Account option is checked in the account setup). These accounts are subsidiary (subordinate) in function to a primary account because they cannot exist independently; they must be linked or assigned to a primary bank account. Subsidiary bank accounts enable you to separately track funds for various organizational entities and associate billing charges so that you can better understand your cash flow and expenditures. The setup details are presented later in this document, but they entail identifying all of your primary bank accounts and designating which bank accounts in your COA function as their respective subsidiaries.

In addition, subsidiary bank accounts are listed in your organization's COA. Each subsidiary bank account, therefore, has a COA number (see Figure 1). Subsidiary bank accounts can be comprised of a single entity (for example, "Sacraments" and "Daycare"), department (for example, "Choir" and "Education"), or cost center (for example, "Cafeteria" and "Mortgage"). Every entity, department, and cost center is assigned a COA number.

You can have more than one primary bank account in your accounting system. However, each primary account must have at least one subsidiary bank account linked to it, and every subsidiary account must be linked to a primary account. (A primary account that is not linked to a subsidiary account cannot be used in the Bills and Deposit Entry functions of the application.) Unlike its linked subsidiary accounts, a primary bank account is external to your accounting system; therefore, it is not listed in your COA and has no assigned COA number. Primary bank accounts are distinguished by a user-assigned name (for example, "Chase Checking").

Finally, all transactions (debits and credits) within your accounting system are applied directly against the subsidiary bank accounts-not against the primary bank account(s). When you perform a transaction, such as entering a bill or making a deposit, you must select both the primary account and the appropriate subsidiary bank account so that the application knows which subsidiary bank account to apply the transaction against. The combined total of individual subsidiary bank account balances matches the balance in the primary bank account to which they are linked. The subsidiary bank accounts provide the detail to support the primary account's balance. For example, if the primary account shows a \$5000 balance, when you add up its subsidiary bank account balances, you will find that they add up to \$5000.

## Globally Activating the Primary and Subsidiary Bank Account Feature

If you are a consolidating organization, a higher-level administrator must globally activate the Primary and Subsidiary Account feature before you can use it. Contact the higher-level organization to discuss activation of this feature.

If you are a standalone organization, contact ParishSOFT Technical Support for assistance with activating the feature. See "Contacting Us" on page 4 for details.

## Setting Up a Primary Bank Account with Subsidiary Bank Accounts

The instructions in this section show you how to set up your system to use the Primary and Subsidiary Bank Account feature.

### Before You Begin

Before transitioning your ParishSOFT Accounting system to use the Primary and Subsidiary Bank Accounts feature, you need to make modifications to your current system to ensure that all of your bank accounts are included and correctly associated. Two methods are presented in this section. Use the method that fits your organization type.

## Organizations Consolidating to a Higher-Level Organization

*Note*

*If your organization is a standalone organization, go to "Standalone Organizations or Organizations Allowed to Add Sub-Accounts" on page 262.*

If your organization consolidates to a higher-level organization that allows you to add sub-accounts only, complete these steps:

### *Step 1: Select or Add Subsidiary Bank Accounts to Your Accounting System*

If you already have asset (bank) accounts in your Chart of Accounts, you can use the Search function to locate and then select them to bring them into your system where they will function as subsidiary accounts. If you do not already have asset accounts, you will have to add them to your system. Choose one of the following methods:

- To select an existing asset (bank) account and bring it into your Chart of Accounts:
  1. Select the **Ledger and Payables** tab.



2. Click .
3. Select the link [Chart of Accounts \(Add Sub-Accounts\)](#).

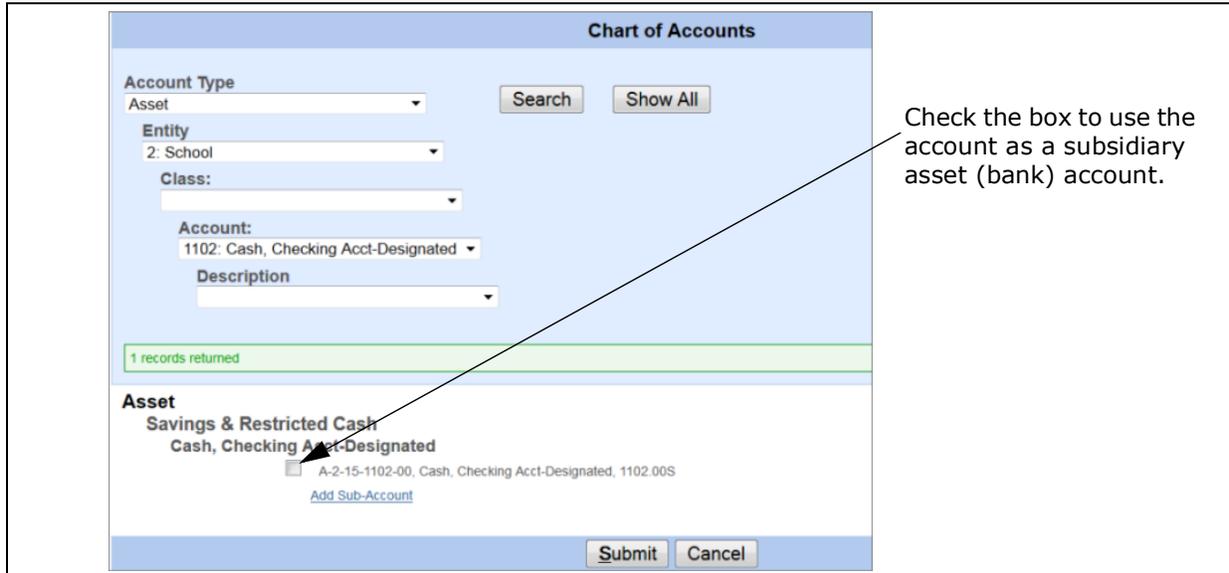
The **Chart of Accounts** window (Figure 87) is displayed:

Figure 87. Chart of Accounts Window

4. Find the account by completing these steps:
  - a. For **Account Type**, select **Asset**.
  - b. From the **Entity** list, select the entity.
  - c. Select any other account level.
  - d. Click .

Results matching your search input are displayed.

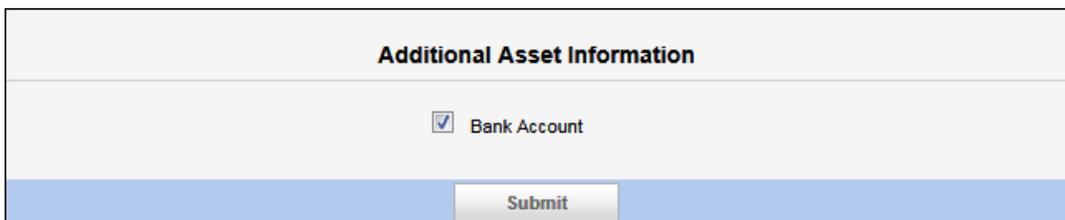
- At the bottom of the window, check the box next to each account that you want to use as a subsidiary bank account.



- Click **Submit**.

The **Account Information** page is displayed. Each account is brought into your system and has a unique accounting code to identify it in your Chart of Accounts.

- If the account is not displayed, use the **Quick Find** search on the **Account Information** page to locate the account.
- In the **Additional Asset Information** section, check the **Bank Account** option:



- Repeat Steps 3-8 for each account that you want to select and bring in to your system as a subsidiary bank account.

- To add a new asset (bank) account to your Chart of Accounts:
  1. Select the **Ledger and Payables** tab.



2. Click .
3. Select the link [Chart of Accounts \(Add Sub-Accounts\)](#).

The **Chart of Accounts** window (Figure 87) is displayed.

4. Find the account by completing these steps:
  - a. From the **Account Type** list, select **Asset**.
  - b. From the **Entity** list, select the entity.
  - c. Select any other account level.
  - d. Click .

Results matching your search input are displayed.

5. As shown in the following illustration, do one of the following:
  - Check the box for the account you want.
  - OR
  - Select the account you want to add the sub-account to. Then, select the [Add Sub- Account](#) link.

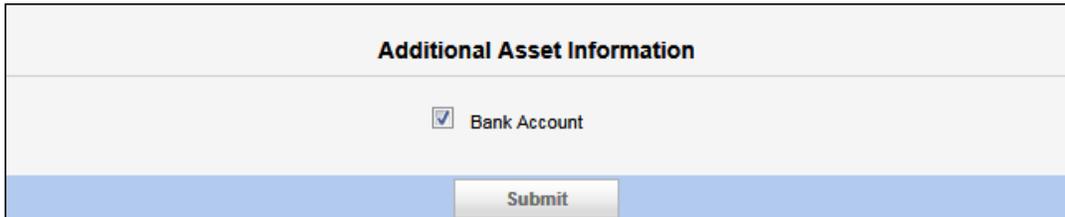
The screenshot shows the "Chart of Accounts" window. At the top, there are search filters: "Account Type" set to "Asset", "Entity" set to "2: School", "Class" (empty), "Account" set to "1102: Cash, Checking Acct-Designated", and "Description" (empty). There are "Search" and "Show All" buttons. Below the filters, it says "1 records returned". The main area shows a table with one record: "Savings & Restricted Cash" / "Cash, Checking Acct-Designated" with a checkbox and the ID "A-2-15-1102-00, Cash, Checking Acct-Designated, 1102.00S". Below the record is a link "Add Sub-Account". At the bottom are "Submit" and "Cancel" buttons. Two arrows point from the text on the right to the checkbox and the "Add Sub-Account" link.

Select the checkbox to use the account as a subsidiary asset (bank) account.  
OR  
Select [Add Sub-Account](#).

6. Click  to add the account.

The account is now in your system and has a unique accounting code to identify it in your Chart of Accounts.

7. In the **Additional Asset Information** section at the bottom of the window, select the **Bank Account** option:



8. Repeat Steps 3-7 for each account that you want to add.

### *Step 2: (Current ParishSOFT Accounting Users Only) Close Bills and Book a Journal Entry*

If you are a current user of the ParishSOFT Accounting application, we strongly recommend that you do the following:

- Close (pay) as many open bills as possible before you activate the Primary and Subsidiary Bank Accounts feature.
- Book a Journal Entry.

If you have been putting all of your money into a single bank account, book a Journal Entry to move the money from that account and distribute the money into the appropriate subsidiary accounts in your Chart of Accounts.

### **Standalone Organizations or Organizations Allowed to Add Sub-Accounts**

If you are an individual organization that uses a standalone chart of accounts or an organization whose higher-level organization allows you to add sub-accounts, complete the following steps:

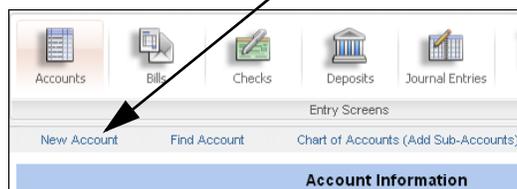
#### *Step 1: Add Subsidiary Bank Accounts to Your Accounting System*

For each subsidiary bank account that you want to add, do the following:

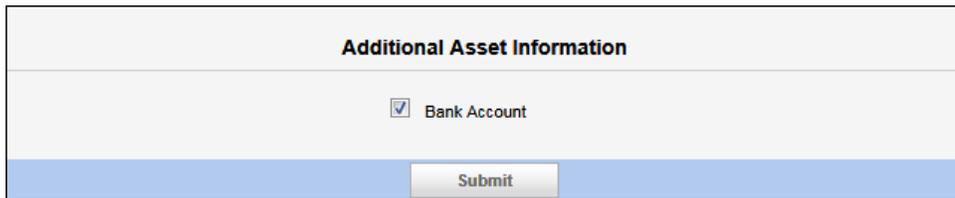
1. Click  .

The **Account Information** window is displayed.

2. In the upper-left portion of the window, click **New Account**:



3. For the new account, do the following:
  - a. In the **Description** field, type a description for the account.
  - b. From the **Account Type** list box, select **Asset**.
  - c. Enter a value in the **Shortcut** field.
  - d. From the **Entity** list, select the entity.
  - e. Define all of the other account code levels provided.
  - f. Under **Additional Asset Information**, select the **Bank Account** option:



**Additional Asset Information**

Bank Account

Three additional asset information fields (**Interest Account**, **Service Charge Account**, and **Check Number Ceiling**) are automatically displayed.

- g. For now, do not complete the three asset information fields.

These fields must be associated with the correct primary bank account. You will be prompted to specify these items later when you set up the associations between your primary and subsidiary accounts.

4. Click  to save the account.

### *Step 2: Close Bills and Book a Journal Entry (Current ParishSOFT Accounting Users Only)*

If you are a current user of the ParishSOFT Accounting application, we strongly recommend that you do the following:

- Close (pay) as many open bills as possible before you activate the Primary and Subsidiary Bank Accounts option.
- Book a Journal Entry.

If you have been putting all of your money into a single bank account, book a Journal Entry to move the money from that account and distribute the money into the appropriate subsidiary bank accounts in your Chart of Accounts.

## Enabling the Primary and Subsidiary Bank Accounts Option

If you are a consolidating organization, the option to enable your organization to use the Primary and Subsidiary Bank Accounts feature must be set by the higher-level organization. Contact your higher-level organization to request activation.

If you are a standalone organization, contact ParishSOFT Technical Support for assistance with activating the feature. See "Contacting Us" on page 4 for details.



### WARNING

**After the higher-level organization enables the Primary and Subsidiary Bank Accounts option, you must immediately start the process to set up your ParishSOFT Accounting system to use the feature. You must start and complete the setup in a single session. Allow yourself enough time to ensure that you can complete the entire setup without interruption.**

## Setting Up Your ParishSOFT Accounting System

Complete all of the steps in this section to set up your ParishSOFT Accounting System to use the Primary and Subsidiary Bank Accounts process.

### Step 1: Add a Primary Bank Account

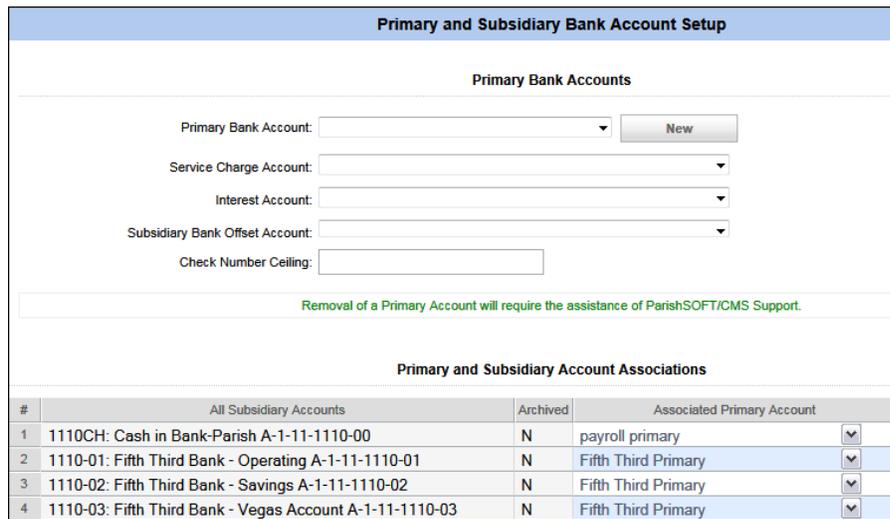
- a. Select the **Ledger and Payables** tab.



- b. Click  .

- c. Select **Setup Primary and Subsidiary Bank Accounts**.

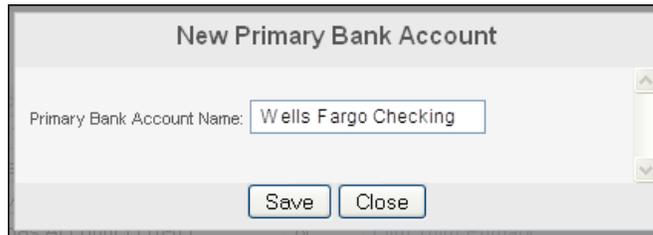
The **Primary and Subsidiary Bank Account Setup** window (Figure 88) is displayed:



#	All Subsidiary Accounts	Archived	Associated Primary Account
1	1110CH: Cash in Bank-Parish A-1-11-1110-00	N	payroll primary
2	1110-01: Fifth Third Bank - Operating A-1-11-1110-01	N	Fifth Third Primary
3	1110-02: Fifth Third Bank - Savings A-1-11-1110-02	N	Fifth Third Primary
4	1110-03: Fifth Third Bank - Vegas Account A-1-11-1110-03	N	Fifth Third Primary

Figure 88. Primary and Subsidiary Bank Account Setup Window

- d. Click  to display the **New Primary Bank Account** window:



- e. In the **Primary Bank Account Name** field, type a name for the primary bank account.
- f. Click  to save the account in your system.

The account name is now added to primary bank account lists throughout the application.

*Note*

*If you ever need to change the name of the primary account, see "Changing the Name of a Primary Bank Account" on page 24.*

The **Primary and Subsidiary Bank Account Setup** window (Figure 88) is displayed.

- g. Do one of the following:
- If you have another primary bank account to add, repeat Steps 1d- 1f for each physical bank account in your system, including those associated with only one Asset account (for example, "School" or "Cemetery").

*Note*

*Remember that every primary bank account must have at least one subsidiary account assigned to it. You will assign subsidiary accounts to primary bank accounts in Step 2.*

- If you are finished adding accounts, proceed to Step 2.

### *Step 2: Assign Each Subsidiary Account to the Respective Primary Bank Account*

Complete Steps 2a-2b in this section as many times as necessary to associate the two types of accounts:

*Note*

*Every subsidiary bank account must be assigned to a primary bank account.*

- a. In the **Primary and Subsidiary Account Associations** section at the bottom of the window (see Figure 88), select the appropriate primary account for each subsidiary account from the **Associated Primary Account** list.
- b. Click .

**Step 3: Select Administrative and Offset Subsidiary Bank Accounts**

- a. At the top of the **Primary and Subsidiary Bank Account Setup** window (Figure 88), select the desired primary bank account.
- b. In the **Service Charge Account** field and in the **Interest Account** field, select the appropriate account for the primary bank account you selected.

These accounts will be used as the defaults for the bank reconciliation.

- c. In **Subsidiary Bank Offset Account** field, select the subsidiary account that you want to use as the offset account for the service charge and interest income.

The offset account is used to reconcile the selected primary bank account (for automatic Journal Entry, for the bank's service charges, and for interest income).

- d. In the **Check Number Ceiling** field, enter the maximum check number for the account.

- e. Click  .

**Step 4: Process Unpaid Bills and Memorized Bills**

If you have open bills and/or memorized bills in your database, the application displays them to you and prompts you to associate each bill with a primary and subsidiary bank account and, if accrual, with an A/P Account. Figure 89 shows you an example of the **Process Unpaid Bills** window, which is displayed if your organization has open bills. Similarly, if you have memorized bills in your system, the application displays the **Process Memorized Bills** window. Before proceeding, you must associate each of the listed bills with a primary bank account and a subsidiary bank account and, if accrual, with an A/P Account.



**IMPORTANT**

**You cannot enter a bill or deposit, create a check, or open any process until you associate each of the unpaid bills in your database with a primary and subsidiary bank account and, if accrual, with an A/P Account.**

Process Unpaid Bills						
You must select a primary account and a subsidiary bank account for each unpaid bill before you will be able to enter a bill or deposit, create a check, or open any processes.						
Primary Account: <input type="text" value="Select a primary account"/>						
#	Bill Number	Invoice #	Invoice Date	Vendor Name	Expense Account	Amount
Subsidiary Bank Account						
1	447		6/8/2011	Oblates of St Francis de Sales-Vince	5110.00MIN PRIESTS COMPENSATION: E-1-01-09-511	2435.00
2	447		6/8/2011	Oblates of St Francis de Sales-Vince	5150.00MIN VEHICLE LEASE & MAINTENANCE EXPEI	450.00
3	449		6/8/2011	Oblates of St. Francis de Sales-Joe	5110.00MIN PRIESTS COMPENSATION: E-1-01-09-511	1445.00
4	453	453	6/16/2011	AC Corporation	4 testExp2Barchive: E-1-03-21-5156-21	453.53
5	454	454	6/16/2011	Zoll Medical Corporation	5139.00COL GROUNDS MAINTENANCE: E-1-06-38-512	454.54
6	455	455	6/16/2011	AAA Roofing - School	5139.00COL GROUNDS MAINTENANCE: E-1-06-38-512	85.55

Figure 89. Process Unpaid Bills Window

To process any unpaid or memorized bills, do the following:

- To process unpaid bills:
  1. From the **Primary Account** list (Figure 89), select the primary account.
  2. Select the subsidiary account for each of the bill's line items that belong to the selected primary account.
  3. Click  to save the information.
  4. If your organization has multiple primary accounts, repeat Steps 1 - 3 for each primary account.

If you also have memorized bills, the **Process Memorized Bills** window is displayed next.

- To process memorized bills:
  1. Select the primary account from the **Primary Account** list.
  2. Select the subsidiary account for each memorized bill's line items.
  3. Click  to save the information.
  4. If your organization has multiple primary accounts, repeat Steps 1 - 3 for each primary account.

You can now access the **Bills**, **Checks**, and **Deposit** areas of the application.

You have completed the main setup. You can now do any of the following:

- Complete these optional setup tasks:
  - o If you want to assign a default subsidiary bank account, or, where applicable, a subsidiary AP account, to the Income, Expense and Dedicated accounts in your system, go to Step 5.
  - o If you want to input vendor distributions or update existing vendor distributions, go to Step 6.
- Log out of the application. To do this, click  LOGOUT .
- Perform these other Ledger and Payables tasks in the application:
  - o Enter bills. Go to "Entering Bills" on page 269.
  - o Enter deposits. Go to "Entering Deposits" on page 273.
  - o Reconcile a bank statement for a primary bank account. Go to "Reconciling Your Primary Bank Account" on page 274.

*(Optional) Step 5: Assign a Default Subsidiary Bank Account and A/P Account (Where Applicable) to the Income, Expense, and Dedicated Accounts in your System*

Complete this step for each of the following account types: Income, Expense, and Dedicated.

*Note*

*If you take the time now to specify a default subsidiary bank account for each Income, Expense, and Dedicated account in your system, you can save yourself time when doing future data entry work. For example, whenever you use a Bills or Deposit function, the default subsidiary bank account you specify in this procedure is automatically displayed.*

- a. Select the **Ledger and Payables** tab.



- b. Click .

- c. In the **Quick Find** section, select the desired account from the list. Click .

Details for the account you selected are displayed in the left pane under **Account Information**.

- d. From the **Subsidiary Bank Default** box, select the subsidiary bank account that you want to use as the default for the type of account that appears in the **Account Type** list box (for example, Income, Expense, or Dedicated).
- e. (Accrual-basis accounting systems only) From the **Accounts Payable Default** list, select an accounts payable account.
- f. Click  to save your selection.

*(Optional) Step 6: Input or Update Vendor Distributions*

*Note*

*The **Print Expense Distribution** option in the configuration for the **Detailed List** report for vendors (**Reports > Standard Reports > Vendors > Detailed List**) enables you to identify existing vendors with account distributions.*

- a. Select the **Ledger and Payables** tab.

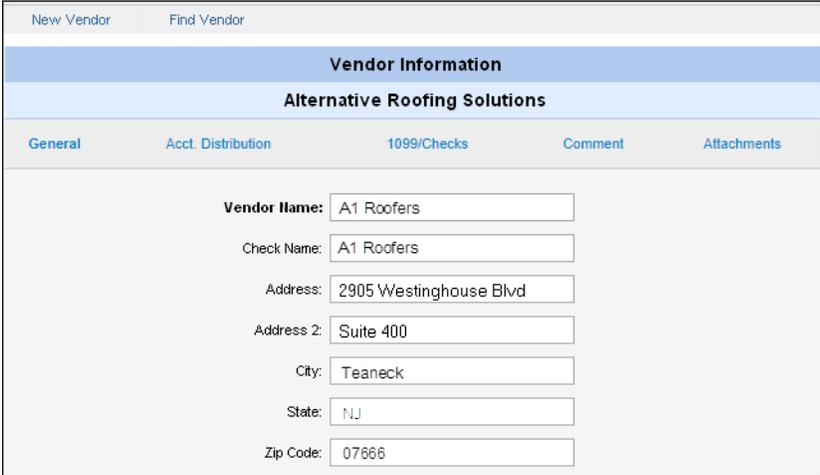


- b. Click .

- c. In the **Quick Find** list, select the desired vendor. Then, click .

The vendor's information is displayed in the left pane.

- d. Above the vendor's name, click the **Acct Distribution** button:



The screenshot shows a web application interface for managing vendor information. At the top, there are links for 'New Vendor' and 'Find Vendor'. Below this is a header section with 'Vendor Information' and 'Alternative Roofing Solutions'. A navigation bar contains tabs: 'General', 'Acct. Distribution', '1099/Checks', 'Comment', and 'Attachments'. The 'Acct. Distribution' tab is active. The main form area contains the following fields:

- Vendor Name: A1 Roofers
- Check Name: A1 Roofers
- Address: 2905 Westinghouse Blvd
- Address 2: Suite 400
- City: Teaneck
- State: NJ
- Zip Code: 07666

- e. In the **Vendor Distribution** window, select a distribution account.

*Note*

*If the organization is on an accrual system, default accounts payable and subsidiary bank accounts are required for the distribution account. If the organization is on a cash system, a default subsidiary bank account is required for the distribution account. A message is displayed to let you know if default accounts are not defined.*

## Entering Bills

For each bill that you want to enter, complete the following:

1. Select the **Ledger and Payables** tab.

2. Click  .

The **Bill Information** page (Figure 90) is displayed:

The screenshot shows the 'Bill Information' page. At the top, there are links for 'New Bill' and 'Find Bill'. The main section is titled 'Bill Information' and includes a 'Watch Help Video!' link. The 'Primary Account' is set to 'Wells Fargo'. The 'Balance' is 221,944.50. The 'Bill Number' is 155. The 'Vendor' field is empty with a 'New Vendor' link below it. The 'Invoice Number' is empty. The 'Invoice Date' is 06/25/2014. The 'Due Date' is 07/25/2014. The 'Discount Date' is empty. The 'Terms' field is empty. Below these fields is an 'Assign Check Number' link. The table below has columns: #, Account, Amount, Comment, Paid, and Project. The table contains three rows with red 'X' marks in the # column. The 'Total' is 0.00. At the bottom, there are buttons for 'Submit', 'Memorize', and 'Cancel'.

Figure 90. Bill Information Page

The **Primary Account** field shows the default primary account if you defined one in the default account setup. If you did not define a default primary account, primary accounts are listed in alphabetic order.

*Note*

*If you want to define a default primary account, see "Setting Up User Preferences and Default Accounts" on page 19).*

3. If necessary, select a primary account.
4. Select the vendor from the **Vendor** list. Then, enter the invoice number, the invoice date, and the due date for the bill.

5. Do one of the following:

- If you already specified an account distribution for the vendor, the application automatically fills in the account information field at the bottom of the window. Go to Step 6.

*Note*

*If a distribution account is utilized from the vendor and the default subsidiary account you select for distribution is not associated with the primary bank account you selected for the bill, the distribution option is not displayed. You must enter all information manually.*

OR

- If you did not set up an account distribution for the vendor, select the appropriate Expense accounts for the bill.

*Note*

*If the default subsidiary bank account for the Expense account you select for the line item is not assigned to the primary bank account you selected for the bill, no default accounts are listed at the bottom of the window. If you see no accounts, you must select a subsidiary bank account. The account you select must be assigned to the primary bank account you selected for the bill. To assign a subsidiary bank account, see "(Optional) Step 5: Assign a Default Subsidiary Bank Account and A/P Account (Where Applicable) to the Income, Expense, and Dedicated Accounts in your System" on page 268.*

6. Enter the amount of the bill. If applicable, enter information in the **Comment, Paid, Project,** and **1099** fields.

7. Enter the second row for the line item. Then, do one of the following:

- Accept the defaults.

OR

- Select the subsidiary bank account and the subsidiary AP account from the list (for Primary Accrual).

8. Do one of the following:

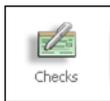
- If you are printing checks, click  to save the bill. Then, go to "Creating Checks" on page 272.

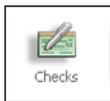
OR

- If you are issuing a manual check or need to record an electronic bill payment, complete these steps:
  - a. Select the link [Assign Check Number](#).
  - b. In the **Check Information** window, enter the check number (or EFT number) and a date for the check.
  - c. Click .
  - d. Click  to enter the bill.

## Creating Checks

1. Select the **Ledger and Payables** tab.



2. Click .

3. In the **Create Checks** window, from the Primary Account list select the primary account.

4. Choose the appropriate payment option:

- **Checks:** to pay by check.
- **Bill Pay:** to use Bill Pay. This option requires that the Bill Pay feature is enabled for your organization and set up for this primary account.

5. Verify that the check date and beginning check number are correct.

6. Select bills from the list.

7. Do one of the following:

- If printing checks:
  - a. Click  .
  - b. Click  .
  - c. To print, select the checks and then click  .
- If using Bill Pay:
  - a. Click  .
  - b. Click  .
  - c. Click  to export checks for Bill Pay.

## Entering Deposits

1. Select the **Ledger and Payables** tab.



2. Click  .

The **Deposit Information** page (Figure 91) is displayed:

[New Deposit](#)    [Find Deposit](#)

---

**Deposit Information**

[Watch Help Video!](#)

Primary Account:       Total:

Deposit Number:       Date:

#	Account	Amount	Comment	Project
Subsidiary Bank Account				
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Total:		<input type="text" value="0.00"/>		

[More Lines](#)

Figure 91. Deposit Information Page

The **Primary Account** field shows the default primary account, if it is set up. If you did not define a default primary account, primary accounts are listed in alphabetic order.

*Note*

*If you want to define a primary account, see "Setting Up User Preferences and Default Accounts" on page 19*

3. If necessary, select a primary account.
4. In the **Deposit Information** window, do the following:
  - a. Enter the date of the deposit.
  - b. Select the account for the deposit activity and enter the amount.
  - c. If applicable, enter information in the **Comment** and **Project** fields.
5. Do one of the following:
  - If you already defined the default subsidiary bank account for this Income/Dedicated account, the application automatically fills in the subsidiary bank account information field for the line item. Go to Step 6.

*Note*

*If you previously specified a default subsidiary bank account for the selected account in the line item, the subsidiary bank account information field is automatically filled in. The subsidiary bank account must be associated with the primary bank account for this to happen automatically. If the subsidiary account is not associated with the primary account, no account is displayed. You must choose one from the list.*

- If you did not specify the default subsidiary bank account for this Income/Dedicated account, select it from the **Subsidiary Bank Account** list in the second entry line for the item.

6. Click  .

## Reconciling Your Primary Bank Account

*Note*

*You must complete all bank reconciliations for pre-existing subsidiary bank accounts before creating a new statement for that subsidiary bank account's primary account.*

Bank reconciliation is performed on your primary bank account. To reconcile, follow these steps:

1. Select the **Ledger and Payables** tab.

2. Click  .

3. Select the link [Bank Reconciliation](#).
4. Do one of the following:
  - Select the link [Create a New Statement](#).
  - Select a previous statement that is not reconciled.

The **Bank Statement Information** window (Figure 92) is displayed:

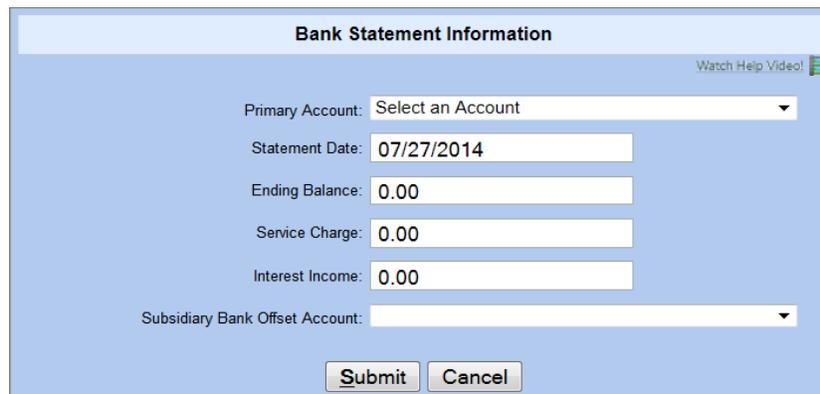


Figure 92. Bank Statement Information Window

5. From the **Primary Account** list, select the primary account.
6. Enter the statement date, the ending balance, service charge, and interest income amount, as applicable.
7. If you did not specify a subsidiary bank offset account (in Step 3c on page 266), select an account from the **Subsidiary Bank Offset Account** list.

The account you select is the Asset account that the application uses when creating an automatic Journal Entry for interest and bank service charge amounts.

8. Click .

All transactions associated with this primary bank account (regardless of the subsidiary account used in the Bill and Deposit entries) are displayed.

9. Reconcile your bank accounts as you typically do.

## Viewing Transaction Activity for Primary and Subsidiary Bank Accounts

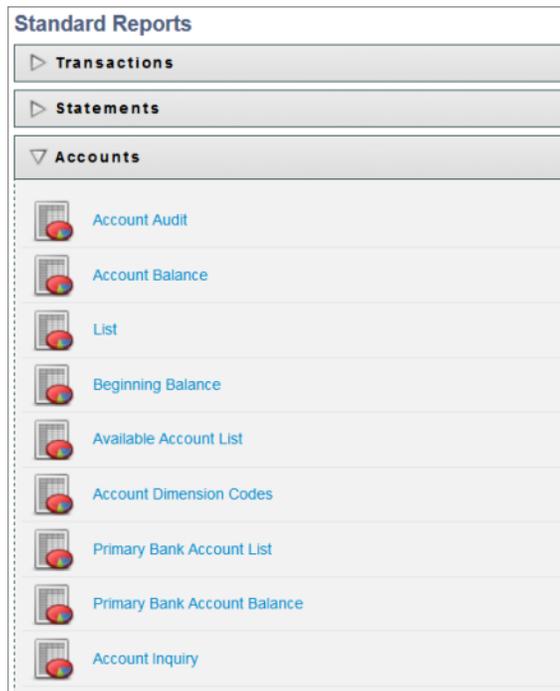
The Reports area contains two reports that enable you to view transaction activity and balance information for your primary and subsidiary bank accounts:

- **Primary Bank Account List**  
For the selected fiscal period and primary accounts, this report provides account balance information for each primary bank account and its subsidiary bank accounts.
- **Primary Bank Account Balance**  
For the selected date range and primary account, this report provides debit and credit details by transaction date, transaction type, and transaction number along with a running balance for the account. If the **Print Subsidiary Accounts** option is selected, the report provides a secondary detail line that shows the subsidiary bank account's long code and account name.

To access these reports:



1. Click .
2. In the **Standard Reports** group, select **Accounts** open the list of reports in the **Accounts** group:



3. Select the desired report from the list to display its configuration page.
4. Configure the report as desired.
5. Do one of the following:
  - To view a PDF of the report, click  .
  - To view the report in the Report Viewer, click  .

## Using the GAAP Compliance Feature

The GAAP Compliance feature enables you to maintain specific, designated accounts (funds) to track restricted monies in accordance with Generally Accepted Accounting Principles (GAAP). GAAP Compliance is an option that authorized administrators can activate for their ParishSOFT Accounting database(s) using the accrual method of accounting.

### Understanding How GAAP Compliant Accounts Work

ParishSOFT Accounting's GAAP Compliance functionality differs significantly from "Dedicated Accounts," which track the balance remaining after expenses in a given fund but do not provide a way for expenses posted to that Dedicated Account to be shown in the Statement of Activities report. With GAAP Compliance, revenue for restricted accounts is posted to Income Accounts, and bills are posted to Expense Accounts as usual. What's special is that when the bill amount is submitted in the system, ParishSOFT Accounting automatically posts a journal entry that books the expense to the appropriate Income "Release Account" for that entity.

The automated journal entries are generated on an ongoing basis following a one-time, initial administrative process during which Income Release Accounts are defined for all three account restriction types—Without Donor Restrictions, With Donor Restrictions (Temp), With Donor Restrictions (Perm)—and for all entities that include Income or Expense Accounts. Expense Accounts are then mapped to the proper Release Accounts via the **Account Restriction** setting (also a one-time setup), so the restricted expenses are recognized properly as expenses in the Statement of Activities, as GAAP compliance requires, and they are properly designated as either restricted or unrestricted funds. In ParishSOFT Accounting, GAAP Compliance is designed to help organizations achieve GAAP-compliant accounting practices and reporting, while automating the day-to-day work in a highly streamlined process.

## Account Restriction Type Definitions

### Note

*The **Account Restriction** options were recently changed to reflect a new FASB standard that goes into effect for fiscal years beginning after 12/15/2017. The new standard is designed to simplify the classification of net assets and the presentation of information in financial statements. To help you prepare for this change, the options are slightly reworded to reflect the new standard yet maintain the terminology (shown in parentheses) associated with the former standard that you are familiar with.*

- **Without Donor Restrictions**

Equates to the old standard accounting Unrestricted category. Monies in funds without donor restrictions are not designated for a specific purpose and may be allocated for any purpose your governing financial body deems appropriate.

- **With Donor Restrictions (Temp)**

Equates to the old standard accounting Temporarily Restricted category. Monies in funds with donor restrictions are given to an organization for a specific purpose with time or condition stipulations. For example, a donor may give money to purchase new equipment for the youth group's mission trip, but the money must be spent by December 31 and can be spent only if 25 volunteers sign up for the trip. The money is available for the designated expenses only if the stipulations are met.

- **With Donor Restrictions (Perm)**

Equates to the old standard accounting Permanently Restricted category. Monies in funds with donor restrictions are given with the stipulation that the organization must maintain the net assets in perpetuity, spending the interest earned but not the principal. A donor may also stipulate how the organization may spend the principal. For example, an endowment to a scholarship fund would need to be disbursed from interest earnings in the form of educational scholarships. Financial statements would need to show that the original endowment principal remains intact, while interest earned could be allocated to a temporarily restricted fund from which expenses for scholarship awards are booked.

After individual organizations define income release accounts for all three restriction types for all entities that include income or expense accounts, money coming into your organization will be booked through revenue accounts.

## Conditions for the GAAP Compliance Option

GAAP Compliance options are conditionally available at two levels:

- Individual organization, for both standalone and consolidated group implementations of ParishSOFT Accounting
- Consolidating parent (higher-level) organization using Consolidation Manager

For individual organizations using ParishSOFT Accounting as a standalone system (that is, not consolidating financial records with a parent organization), the Accounting Method must be set to "Accrual" in order for the GAAP Compliance option to be available. For individual organizations using ParishSOFT Accounting as part of a consolidation with a parent or higher-level organization, the Accounting Methods must be set to "Accrual" at both the consolidating parent organization level as well as the individual organization level in order for the GAAP Compliance option to be visible at the individual organization level. GAAP Compliance will not display as an available option if the Accounting Method is set to "Cash."

For all users, enabling GAAP Compliance should be considered a permanent change for an organization. Once activated, users are not permitted to “turn off” the GAAP Compliance option. Users who wish to return their databases to a non-GAAP status will need to contact customer service (fees may apply).

### Impact on Dedicated Accounts

Enabling the GAAP Compliance option within an individual ParishSOFT Accounting database makes all “Dedicated Accounts” unavailable for transaction entry. Once GAAP Compliance is “turned on,” your organization will no longer be able to designate any fund within the chart of accounts as a “Dedicated Account.”

If your organization has active Dedicated Accounts (the **Statement of Dedicated Accounts** report will provide you a list of accounts and balances), ParishSOFT Accounting will require you to archive all of those Dedicated Accounts before it will allow you to enable GAAP Compliance functionality. Accounts must be at a \$0 balance before you can archive them. See “Step 2: Transfer Balances and Archive Dedicated Accounts” on page 286 for guidance on journal entries and other tasks you’ll need to complete.

### GAAP in Consolidated Group Implementations

For consolidated group implementation of ParishSOFT Accounting, we recommend that all organizations activate the GAAP Compliance Function to streamline reporting at the consolidating organization level. The system, however, allows for a mixture of GAAP and non-GAAP organizations within the database. For example, you may have some churches or schools “turn on” GAAP Compliance, while others do not. Individual organizations are not impacted by the GAAP- or non-GAAP status of any other organization within the consolidated group.

For the consolidating parent or higher-level organization, having such a mix would affect the way you run consolidated reports. See “Reporting with GAAP Compliance” on page 279.

## Reporting with GAAP Compliance

### Consolidation-Level Reporting

GAAP Compliance Consolidation Manager users will find that their statement options now provide a **GAAP Compliant Consolidated Statement of Financial Position** and **GAAP Compliant Consolidated Statement of Activities**.

If you need to produce consolidated reporting for a mix of GAAP-Compliant and non-GAAP organizations, you’ll need to run the GAAP Compliant Statements of Financial Position and/or Activity for those organizations that are GAAP-Compliant and then run the standard Statements of Financial Position and Activities for those organizations that are not using the GAAP Compliance Function.

To access these statements:

1. Click  .

2. In the **Standard Reports** group, select **Statements** to open the list of reports in the **Statements** group.

3. Scroll to the bottom to locate the GAAP Compliant statements.



## Organization-Level Reporting

For individual organizations, activating the GAAP Compliance feature enables the new **GAAP Compliant Statement of Activities** and **GAAP Compliant Statement of Financial Position** reports.



The GAAP Compliant Statement of Activities is a landscape-format report that offer a choice of two primary column options, such as YTD Actual or YTD Budget. The system will produce a statement with four secondary columns under each primary column selection:

- Without Donor Restrictions
- With Donor Restrictions (Temp)
- With Donor Restrictions (Perm)
- Total

See "Print Columns" on page 223 for more on column options.

GAAP Compliant individual organizations will no longer see a "Dedicated Accounts" section in their Statement of Financial Position because their Dedicated Accounts will have been archived to enable the GAAP option.

## Activating the GAAP Compliance Feature

### Before You Begin

Before transitioning your ParishSOFT Accounting system to use the GAAP Compliance feature, you need to understand the following requirements and permanent nature of the change.

- GAAP Compliance is a permanent change for your organization that enables new system-wide functionality and changes to reports. GAAP Compliance activation cannot be reversed by any administrative-level user.
- The system requires that all "Dedicated Accounts" be archived (and at \$0 balances) before you can enable GAAP Compliance. Once GAAP Compliance is enabled, Dedicated Accounts will no longer be available for transaction posting.
- The ParishSOFT customer service team can reverse the change for your ParishSOFT Accounting system if necessary. Due to the staff time required to restore an organization to non-GAAP status, a professional services fee may apply.

## Permissions Required to Activate GAAP Compliance and Set Up Release Accounts

Users with “Church Administrator” and higher roles are permitted to activate GAAP Compliance within the Church Manager and set up Release Accounts for their ParishSOFT Accounting databases. If your organization is part of a consolidated group implementation, the ability of the Church Administrator to add or modify accounts will depend upon the controls put into place by your consolidating parent organization. All users with Consolidation privileges are permitted to activate GAAP Compliance and set up Release Accounts at through the Consolidation Manager for any individual organization.

## Process Overview

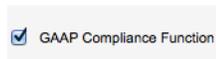
Getting started with GAAP Compliance is a one-time setup that involves specific tasks for Church Administrator or Higher Level User. The order of tasks varies depending upon whether your organization uses Dedicated Accounts (your Dedicated Accounts report will identify them for you) and whether you are part of a consolidated group implementation. Choose the setup process that’s appropriate for your organization:

- GAAP Compliance Setup for Consolidation Manager Users, see page 281.
- GAAP Compliance Setup for Organizations without Dedicated Accounts, see page 282.
- GAAP Compliance Setup for Organizations with Dedicated Accounts, see page 284.

## GAAP Compliance Setup for Consolidation Manager Users

Consolidation Manager users need to activate the GAAP Compliance option from Consolidation Manager in order to make it available for individual consolidating organizations.

1. In Consolidation Manager, click  .
2. Scroll down to the **GAAP Compliance Options** section at the bottom of the **Options** page.
3. Select the **GAAP Compliance Function** checkbox to enable GAAP Compliance as an option for eligible organizations.



4. Click  .

This setting makes GAAP Compliance an option for any individual organization that is using the Accrual Accounting Method. Once enabled at the Consolidation level, users with Church Administrator permissions or higher can activate GAAP Compliance for the organizations they manage. Enabling GAAP Compliance at the Consolidation level does not activate the GAAP Compliance function for any individual organization.

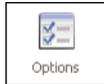
Consolidation users can, of course, assist or perform GAAP Compliance setup tasks for individual organizations with and without Dedicated Accounts.

## GAAP Compliance Setup for Organizations without Dedicated Accounts

Organizations that do not have active Dedicated Accounts can use the following process to set up GAAP Compliance.

### Activating the GAAP Compliance Function

1. Select the **Church Manager** tab.



2. Select  to display the **Organization Options** page.

Scroll down to the **GAAP Compliance Options** section.

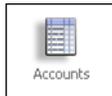
3. Select the GAAP Compliance Function checkbox to activate GAAP Compliance for the selected organization.

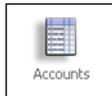
4. Click .

5. Go to "Setting Up Restricted and Unrestricted Income Release Accounts" on page 282.

### Setting Up Restricted and Unrestricted Income Release Accounts

GAAP Release Accounts are mapped to expense accounts by account entity. The system reads the entity mapping and the Account Restriction type to determine which account should be used in the journal entry that releases income from restricted or unrestricted funds upon submission of a bill. For each entity, complete the following steps to set up your unrestricted and restricted GAAP Release Accounts.



1. Click  to display the **Account Information** page.

2. Select .

3. Enter the **Description, Account Type, and Shortcut.**

- Select the **Entity** (for example, church, school, cemetery).
- Select the **Cost Center** (required for Income accounts but not for Net Asset Accounts), **Category**, **Account**, and **Sub-Account**.

**Full Chart Of Accounts: Fundraiser-Restricted 8**

Description:

Account Type:

Shortcut:

Entity:

Cost Center:

Category:

Account:

Sub-Account:

Account Restriction:

Archive Account

- From the **Account Restriction** dropdown list, one of these restriction types for the account:

*Notes*

*For guidance with selecting the appropriate restriction type, see "Account Restriction Type Definitions" on page 278.*

*The **Account Restriction** field is available on the **Account Information** page after the **GAAP Compliance Function** is enabled for your system. The **Account Restriction** setting designates an account as a "GAAP Release Account."*

- **Without Donor Restrictions**
- **With Donor Restrictions (Temp)**
- **With Donor Restrictions (Perm)**

- Click  to save.
- For each entity (for example, church, school, cemetery), repeat Steps 2 - 7 to add the Income Release Accounts you need.

You can view a complete list of your GAAP Release Accounts from your **Setup** menu's **GAAP Release Accounts** link. See "Viewing a List of GAAP Release Accounts" on page 292 for more information.

### *Setting Up Projects to Maintain Balances for Restricted Accounts (Optional)*

The GAAP Compliance process routes transactions through income and expense accounts. If you wish to keep track of balances for any of your restricted accounts, set up a Project for each account you wish to track. Then select that project when posting any income, expenses, and journal entries to keep your ongoing fund balance up to date.



1. Click .
2. Click [Projects](#) to display the **Project** setup (Figure 94 on page 288).
3. Enter the fund name as the **Description** and add any other applicable project details.

We recommend titling Projects with a Description that enables your restricted and unrestricted account projects to display grouped together in alphabetized lists.

4. Click .

For more information, see "Creating Project Groups and Projects" on page 15.

### **Using GAAP with your Bills, Deposits, and Checks**

With your initial setup complete, you can now process transactions as usual and let the automated GAAP Compliance functions work for your organization. See "Managing Bills, Deposits, and Checks with GAAP Compliance" on page 293.

### **GAAP Compliance Setup for Organizations with Dedicated Accounts**

For Dedicated Account users, the initial GAAP Compliance Setup process comprises the following four steps that must be completed sequentially:

- "Step 1: Set Up Restricted and Unrestricted Release Accounts" on page 285.
- "Step 2: Transfer Balances and Archive Dedicated Accounts" on page 286.
- "Step 3: Activate the GAAP Compliance Function" on page 290.
- "Step 4: Set Release Account Restriction Option" on page 290.

## Step 1: Set Up Restricted and Unrestricted Release Accounts

### Note

*If your accounting system is connected to a higher-level organization, your ability to add new accounts may be restricted by that higher-level organization. Some higher-level organizations allow local organizations to add sub-accounts; others maintain exclusive rights over accounts. If your organization is in either of these categories, contact your higher-level organization to request that a new account be added.*

Dedicated Account users will need to establish their Release Accounts and archive Dedicated Accounts before they can activate the GAAP Compliance Function. Once those steps are complete, you'll return to the Accounts Page to designate the appropriate GAAP Account Restriction type for each Release Account.

GAAP Release Accounts are mapped to expense accounts by account entity. The system reads the entity mapping and the Account Restriction type to determine which account should be used in the journal entry that releases income from restricted or unrestricted funds upon submission of a bill.

For each entity, complete the following steps to set up your unrestricted and restricted GAAP Release Accounts.



1. Click  to display the **Account Information** page.
2. Select .
3. Enter the **Description**, **Account Type**, and **Shortcut**.
4. Select the **Entity** (for example, church, school, cemetery).
5. Select the **Cost Center** (required for Income accounts but not for Net Asset Accounts), **Category**, **Account**, and **Sub-Account**.

**Full Chart Of Accounts: Fundraiser-Restricted 8**

Description:

Account Type:

Shortcut:

Entity:

Cost Center:

Category:

Account:

Sub-Account:

Archive Account

*Note*

*The **Account Restriction** field is available on the **Account Information** page after the **GAAP Compliance Function** is enabled for your system. The **Account Restriction** setting designates an account as a "GAAP Release Account."*

6. Click  to save.
7. Repeat steps 2 through 6 to add the Income Release Accounts you need for each Entity (for example, church, school, cemetery).

When your Income Release Accounts are added, close your Dedicated Accounts by completing "Step 2: Transfer Balances and Archive Dedicated Accounts" on page 286.

## Step 2: Transfer Balances and Archive Dedicated Accounts

Your Dedicated Accounts need to have a \$0 balance before you can archive them. Complete the following procedures to run a **Dedicated Accounts Report**, transfer any balances to the appropriate accounts, and then archive each Dedicated Account. While the accounting decisions you make are unique to your organization, we recommend the following guidelines:

- For Dedicated Accounts holding income from the previous fiscal year, transfer those dollars to a Restricted Net Asset Account.
- For Dedicated Account balances from the current fiscal year, transfer those dollars to a Restricted Income or Restricted Income Release Account.

*Note*

*If your accounting system is connected to a higher-level organization, your ability to add new accounts may be restricted by that higher-level organization. Some higher-level organizations allow local organizations to add sub-accounts; others maintain exclusive rights over accounts. If your organization is in either of these categories, contact your higher-level organization to request that a new account be added or that they make Net Asset Accounts visible (to do this, select the Hide Net Asset Accounts checkbox from the Consolidation Manager's **Options** page).*

### Step 2a: Run the Dedicated Accounts Report

This report lists all the Dedicated Accounts and balances as of your selected fiscal period and prepares you for the journal entries needed before these accounts can be archived.



1. Click  .
2. Select **Statements**.
3. Select  **Dedicated Accounts** to open the report configuration page.

4. Set any desired report options.

5. Click  .

The **Dedicated Accounts Report** (similar to the one shown in Figure 93) is displayed. The report lists each Dedicated Account and its ending balance.

Dedicated Accounts						
February 2017						
Account Shortcut and Description	Beginning Balance	Month Credits	Month Debits	YTD Credits	YTD Debits	Ending Balance
<b>With Donor Restrictions</b>						
9000CH Temp. Restricted	1.00	0.00	0.00	0.00	0.00	1.00
90001CH Church Restricted Fund	(9,089,875.79)	0.00	0.00	0.00	0.00	(9,089,875.79)
90002CH Flowers	100.00	0.00	0.00	0.00	0.00	100.00
90003CH Pastor's Discretionary	(131.61)	0.00	0.00	0.00	0.00	(131.61)
90004CH Crisis Fund	980.00	0.00	0.00	0.00	0.00	980.00
9010CH Temp. Restricted Orgs	36.00	0.00	0.00	0.00	0.00	36.00
90101CH Restricted Funds - Men's Group	4,186.21	0.00	0.00	0.00	0.00	4,186.21
90102CH Restricted Funds - Philippine	1,395.46	0.00	0.00	0.00	0.00	1,395.46
9100CH Permanently Restricted	1,376,967.70	0.00	0.00	0.00	0.00	1,376,967.70
9000RE Temp. Restricted	239.53	0.00	0.00	0.00	0.00	239.53
90001RE Youth Ministry Scholarship	9,000,000.00	0.00	0.00	0.00	0.00	9,000,000.00
90003RE Youth Ministry Teen Events	0.00	0.00	0.00	0.00	0.00	0.00
9010RE Temp. Restricted Orgs	0.00	0.00	0.00	0.00	0.00	0.00
9000SC Temp. Restricted	0.00	0.00	0.00	0.00	0.00	0.00
90001SC Hot Lunch	0.00	0.00	0.00	0.00	0.00	0.00
90002SC Graduation Fees	205.42	0.00	0.00	0.00	0.00	205.42
90003SC Safety Grant	0.00	0.00	0.00	0.00	0.00	0.00
90004SC Booster Club	0.00	0.00	0.00	0.00	0.00	0.00
90005SC Student Services	(113.80)	0.00	0.00	0.00	0.00	(113.80)
90007SC School Supplies	0.00	0.00	0.00	0.00	0.00	0.00
9010SC Temp. Restricted Orgs	0.00	0.00	0.00	0.00	0.00	0.00
90101SC Restricted Funds - Tuition Ass	14,021.99	0.00	0.00	0.00	0.00	14,021.99
90102SC Restricted Funds - Spiritwear	244.68	0.00	0.00	0.00	0.00	244.68
90103SC Restricted Funds - Children's	75.62	0.00	0.00	0.00	0.00	75.62
90104SC Region II Principals' Cluster	0.00	0.00	0.00	0.00	0.00	0.00
90105SC Athletic Department	17,528.95	0.00	0.00	0.00	0.00	17,528.95
90106SC Fine Arts Department	0.00	0.00	0.00	0.00	0.00	0.00
9100SC Permanently Restricted	0.00	0.00	0.00	0.00	0.00	0.00
<b>With Donor Restrictions Totals:</b>	<b>1,325,861.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,325,861.36</b>
<b>Without Donor Restrictions</b>						
90103CH PADS Donations	0.00	0.00	0.00	0.00	0.00	0.00
90104CH SMG Choir Account	1,720.27	0.00	0.00	0.00	0.00	1,720.27
90006SC School Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00
90008SC Athletic Uniforms	507.50	0.00	0.00	0.00	0.00	507.50
<b>Without Donor Restrictions Totals:</b>	<b>2,227.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,227.77</b>
<b>Total for selected dedicated accounts:</b>	<b>1,328,089.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,328,089.13</b>

Figure 93. Dedicated Accounts Example Report

***(Optional) Step 2b: Set Up Projects Needed to Continue Tracking Dedicated Fund Balances***

The GAAP Compliance process routes transactions through income and expense accounts. Therefore, with the absence of Dedicated Accounts to track balances for each fund, you may want to use Projects on your new restricted accounts to maintain that level of reporting to which your organization has become accustomed. When posting any income, expenses, and journal entries, simply select the project to ensure the fund balance is always up to date.



1. Click .
2. Click [Projects](#) to display the **Project** setup (Figure 94):

A screenshot of the "Project" setup form in a software application. The form has a title bar with "New Record" and "Find Record" buttons. The main area is titled "Project" and contains several input fields: "Description", "Project Code", "Revenue Budget" (set to 0.00), "Cost Budget" (set to 0.00), and "Project Group" (a dropdown menu currently showing "Festivals & Events"). There is also an "Inactive" checkbox. To the right, there is a "Quick Find" section with a search box and "Find Project" and "Clear Value" buttons. At the bottom, there are "Submit" and "Cancel" buttons.

Figure 94. Project Setup

3. Enter the Dedicated Fund name as the **Description** and add any other applicable project details.

We recommend you title projects with a description that enables your restricted and unrestricted account projects to display grouped together in alphabetized lists (for example, titling two projects as "RT-Roof" and "RT-Stage" keeps these two projects grouped together in your lists.).

4. Click  to save the project.

For more information on how to create projects, see "Creating Project Groups and Projects" on page 15.

*Step 2c: Post Journal Entries to Transfer Dedicated Account Balances*



1. Click to display the **Journal Entry Information** page (Figure 95):

**Journal Entry Information**

Entry Number:  Date:

Comment:

#	Account	Debit	Credit	Comment	Project
✖ 1	900001SC: ASCA School Store D-3-95-90-9000-0	480.23	0.00		ASCA School Store
✖ 2	3100SC: Fund Balance N-3-31-3100-00	0.00	480.23		ASCA School Store
✖ 3					
Total:		480.23	480.23		

Figure 95. Journal Entry Information Page

2. Submit your journal entries to transfer the Dedicated Account fund balances to the appropriate accounts per your organization practices and affiliate the journal entry line items with a project, if desired.
3. Run the **Dedicated Accounts Report** again to ensure all balances are set to \$0 (see page 286).

For more information on journal entries, see "Adding a Journal Entry" on page 158.

*Step 2d: Archive Dedicated Accounts*

After your Dedicated Accounts have \$0 balances, you must archive the accounts. Then, you can enable the GAAP Compliance Function for your system.

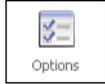
To archive a Dedicated Account:

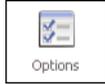
1. Locate the Dedicated Account using the **Quick Find**.
2. Click to view the full account details.
3. Select the **Archive Account** checkbox.
4. Click to archive the account.

The account remains in the **Quick Find** list (to enable historical reporting and for research purposes). Archived accounts, however, are no longer available for transaction entry. If desired, you can choose not to include archived accounts in your reports and statements. Dedicated Accounts are not included in GAAP Compliant statements.

### Step 3: Activate the GAAP Compliance Function

1. Select the **Church Manager** tab.



2. Select  to display the **Organization Options** page.

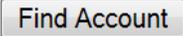
Scroll down to the **GAAP Compliance Options** section.

3. Select the **GAAP Compliance Function** checkbox to activate GAAP Compliance for the selected organization.

4. Click  .

### Step 4: Set Release Account Restriction Option

After the GAAP Compliance function is activated (Dedicated Accounts are closed and the **GAAP Compliance Function** checkbox is selected), the **Account Information** page displays the **Account Restriction** option. For each restricted and unrestricted Release Account, complete the following:

1. Locate the Release Account using the **Quick Find** search.
2. Click  to view the full details for the account.
3. In the **Account Restriction** dropdown list, select one of these restriction types for the account:

*Note*

*For guidance with selecting the appropriate restriction type for the account, see "Account Restriction Type Definitions" on page 278.*

- **Without Donor Restrictions**
- **With Donor Restrictions (Temp)**
- **With Donor Restrictions (Perm)**

The selected **Account Restriction** type tells the system to use this Release Account for the automated journal entries whenever expenses of the selected Account Restriction type and Entity are submitted on the **Bill Information** page.

**Full Chart Of Accounts: Fundraiser-Restricted 8**

Description: Fundraiser-Restricted 8

Account Type: Income ▼

Shortcut: 5448CHAD

Entity: Church ▼

Cost Center: 10: ADMINISTRATION ▼

Category: 54: Fundraisers-Restricted ▼

Account: 5448: 5448 Fundraiser-Restricted ▼

Sub-Account: 0

Account Restriction: Without Donor Restrictions ▼

Archive Account

4. Click  to save.
5. For each Entity (for example, church, school, and cemetery), repeat Steps 2 - 4 to set an Account Restriction type for each Release Account.

## Viewing a List of GAAP Release Accounts

The GAAP Release Accounts link under your Setup menu provides a read-only list of the restricted and unrestricted release accounts set up for each entity.

To view your list of GAAP Release Accounts, follow these steps:

1. Click  .
2. Select  [GAAP Release Accounts](#) .

The **GAAP Release Accounts** page (Figure 96) opens:

GAAP Release Accounts			
Entity	Description	Account Restriction	Net Asset Release Account
1	<a href="#">Church</a>	<a href="#">Without Donor Restrictions</a>	<a href="#">9900.01: Parish GAAP Release - Unrestricted I-1-98-97-9900-01</a>
1	<a href="#">Church</a>	<a href="#">With Donor Restrictions (Temp)</a>	<a href="#">9900.03: Parish GAAP Release - Temp Restricted I-1-98-97-9900-03</a>
1	<a href="#">Church</a>	<a href="#">With Donor Restrictions (Perm)</a>	<a href="#">9900.02: Parish GAAP Release - Perm Restricted I-1-98-97-9900-02</a>

[Close](#)

Figure 96. Read-only List of GAAP Release Accounts

## Managing Bills, Deposits, and Checks with GAAP Compliance

After the GAAP setup is complete, individuals with user-level permissions can enter deposits, bills, and create checks as usual, choosing the proper restricted designation.

GAAP Release Accounts are mapped to expense accounts by account entity. The system reads the entity mapping and the Account Restriction type to determine which account should be used in the journal entry that releases income from restricted or unrestricted funds upon submission of a bill. Complete the following steps to set up your unrestricted, temporarily restricted, and permanently restricted GAAP Release Accounts for each entity.

### Entering a Restricted Bill



1. Click  to display the **Bill Information** page.
2. In **Account Restriction** dropdown list (Figure 97), select one of these options:

*Note*

*For proper GAAP Compliance functionality and proper mapping of expenses to release accounts where appropriate for the automated journal, you must select an Account Restriction option.*

- **With Donor Restrictions (Temp):** this option equates to the old standard accounting Temporarily Restricted category.
- **With Donor Restrictions (Perm):** this option equates to the old standard accounting Permanently Restricted category.

Bill Information Watch Help Video!

AP Account: Accounts Payable E1: L-1-20-2000-00 2000CH

Bill Number: 4318

Vendor: AB Pipe Organ Service  
New Vendor

AB Pipe Organ Service  
 825 Victors Way  
 #200  
 Ann Arbor, MI 48108

[Assign Check Number](#)

Balance: 12,203.03

Invoice Number:

Invoice Date: 12/13/2014

Due Date: 12/13/2014

Discount Date:

Terms: Due on Receipt

Account Restriction: Without Donor Restrictions

Associated Journal Entry Number:

#	Account	Amount	Comment	Paid	Project	1099
✘ 1	6595CHAD: Supplies-Other E-1-10-65-6595-00	5,000.00				<input checked="" type="checkbox"/>
✘ 2						<input type="checkbox"/>
✘ 3						<input type="checkbox"/>
Total:		5,000.00				

[More Lines](#)

Submit
Memorize
Cancel

Figure 97. Restricted Bill Information Page with GAAP Account Restriction Field

3. Select the appropriate expense account from the **Account** dropdown list.
4. Enter the amount of the bill.
5. In the **Project** dropdown list, select a project, if applicable.
6. Click .

For more information about bills, see "Creating a Bill" on page 85.

### Submitting the Journal Entry Automatically Created from Bill

Submitting a bill with an Account Restriction type set to **With Donor Restrictions (Temp)** or **With Donor Restrictions (Perm)** results in the automated creation and submission of a journal entry that transfers the expense to the appropriate Income Release Account, as specified in your Expense Account to GAAP Release Account mapping. After you click the **Submit** button on the **Bill Information** page, the system displays the **Journal Entry Information** page.

At the top of the **Journal Entry Information** page, the system displays this message: *Journal Entry created from Bill!* The bill number is displayed in **Associated Bill Number** field is displayed and linked. Click the bill number link to open the original bill. (Figure 98).

✔ Journal Entry created from Bill! 12/13/2014 1:22:41 PM

Journal Entry Information

Entry Number:  Date:

Comment:

Associated Bill Number: [4318](#)

#	Account	Debit	Credit	Comment	Project
✘ 1	5090CHAD: UClearing/Unclassified (Rev.) I-1-10- <input type="text"/>	0.00	5000.00	Bill 4318	<input type="text"/>
✘ 2	5090CHAE: TClearing/Unclassified (Rev.) I-1-14- <input type="text"/>	5000.00	0.00	Bill 4318	<input type="text"/>
✘ 3	<input type="text"/>				<input type="text"/>
Total:		5,000.00	5,000.00		

[More Lines](#)

Figure 98. Journal Entry Automatically Created from Restricted Account Bill

Likewise, the **Bill Information** page displays the linked journal entry number in the **Associated Journal Entry Number** field (see Figure 99). Click the journal entry number to open the journal entry.

**Bill Information**

[Watch Help Video!](#)

AP Account: Accounts Payable E1: L-1-20-2000-00 2000CH

Bill Number: 4318

Vendor: AB Pipe Organ Service  
New Vendor  
AB Pipe Organ Service  
825 Victors Way  
#200  
Ann Arbor, MI 48108

Balance: 17,203.03

Invoice Number:

Invoice Date: 12/13/2014

Due Date: 12/13/2014

Discount Date:

Terms: Due on Receipt

[Assign Check Number](#)

Account Restriction: Without Donor Restrictions

Associated Journal Entry Number: [873](#)

#	Account	Amount	Comment	Paid	Project	1099
✖ 1	6595CHAD: Supplies-Other E-1-10-65-6595-00	5000.00		N		<input checked="" type="checkbox"/>
✖ 2						<input type="checkbox"/>
✖ 3						<input type="checkbox"/>
Total:		5,000.00				

Figure 99. Bill Information Page with Associated Journal Entry Number

For more information on journal entries, see “Adding a Journal Entry” on page 158.

### Entering a Deposit to a Restricted Account



1. Click  to display the **Deposit Information** page (Figure 100).
2. Select the bank account.
3. Select the appropriate restricted income account.

- In the **Amount** field, enter the amount.
- If desired, add a comment and specify the project.

**Deposit Information**

Bank Account:

Deposit Number:

Total:

Date:

[Watch Help Video!](#)

#	Account	Amount	Comment	Project
✕ 1	5310CHPROJ: Restricted Donations-Other I-1-17-53	1200.00		MEM Steve Jones
✕ 2				
✕ 3				
<b>Total:</b>		<b>1,200.00</b>		

[More Lines](#)

**Figure 100. Deposit Information Page**

- Click .

For more information about deposits, see "Entering a Deposit" on page 147.

### Voiding a Restricted Bill or Check

Voiding a bill for a restricted expense results in the automatic creation and submission of a reversing journal entry. Voiding a check for a restricted expense voids the bill and also results in the automatic creation and submission of a reversing journal entry. The system displays a message at the top of the page to let you know that a reverse journal entry was submitted (see Figure 101).

✔ Reverse Journal Entry created from associated Bill! 12/13/2014 2:17:49 PM

**Check Search**

Transaction Number

fiscal year...

**Transaction Date**

From  To

Check List

Date	Number	Account	Vendor	Amount	Cleared Date	Void Date	Bill Pay
<input type="button" value="Go"/>	12/13/2014	19937	Cash in Bank-Parish	AB Pipe Organ Service	5000.00	12/13/2014	N

**Figure 101. Reverse Journal Entry Automatically Created with Voided Check or Bill**

The reversing journal entry is automatically assigned the next sequential journal entry number, and the comment field automatically populates to reference the number of the original journal entry being reversed (Figure 102).

Journal Entry Information						
Entry Number:	875		Date:	12/13/2014		
Comment:	Reversing Journal Entry 873					

#	Account	Debit	Credit	Comment	Project	
✘ 1	5090CHAD: UClearing/Unclassified (Rev.) I-1-10-	5000.00	0.00	Reversing Journal Entry 8		
✘ 2	5090CHAE: TClearing/Unclassified (Rev.) I-1-14-	0.00	5000.00	Reversing Journal Entry 8		
✘ 3						
Total:		5,000.00	5,000.00			

Figure 102. Reverse Journal Entry Detail

### Deleting a Journal Entry



**WARNING**

**Do not delete a journal entry. The system allows authorized users to delete journal entries automatically created upon submission of a restricted account bill, but deleting the journal entry does not delete the affiliated bill.**

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