ParishSOFT | Accounting
A Part of the Ministry Brands® Family

ParishSOFT Accounting March 2021 Release Notes

These release notes inform you of new features, enhancements, and changes made in the March 2021 release of ParishSOFT Accounting.

Browser Compatibility

ParishSOFT Accounting supports the following browsers only:

- Internet Explorer, Version 9.0, 10.0, 11.0.

> *Note*
>
> *If your browser is IE 10 or IE 11, when you display the ParishSOFT Accounting website, a message appears to inform you that the browser is not compatible with the site. To resolve this error message, turn on the browser's setting to Compatibility View.*

- Microsoft Edge 41.16299.15.0 HTML 16.16299

- Firefox:

  ❖ For PC, Version 40.0 or higher

  ❖ For MAC, Version 40.0 or higher

- Safari, Version 9.0 or higher

- Chrome, Version 62.0 or higher

Additional Information

For information about recommended settings, IE's Compatibility View, and tips for using the various browsers, refer to our **Browser Information** page. To view this page, click the Browser Information link, located in the **Support & Services** section on your dashboard.

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What's New

Attaching Documents to Your ParishSOFT Accounting Records

No more stacks of paper and file folders overflowing with statements, bills and purchase receipts, estimates, contracts, invoices, tax documents, and bank reconciliations. And no more time wasted looking for lost receipts! You can now import documents containing necessary backup paperwork and attach them to related records in your ParishSOFT Accounting system. After attaching a document, you and others (with the appropriate permissions) can instantly locate and view it. And, it is now safely stored online, so you get rid of those piles of paper and never worry about a lost receipt again.

Attachment File Types

ParishSOFT Accounting lets you use any file type as an attachment. The more commonly used document file types include but are not limited to: .doc and .docx, .pdf, .txt, .xls and .xlsx, and .csv. You can also import scanned images and photos of the following type: .gif, .jpg, .tiff, .bmp, and .png, to name a few.

Before You Begin

Before starting, put the files on your computer and know where they are located.

Adding an Attachment

The types of records you can add an attachment to are listed below:

- Ledger & Payables: **Accounts**, **Bills**, **Checks**, **Deposits**, **Credit Cards**, **Journal Entries**, and **Vendors**
- Payroll: **Employees**
- Fixed Assets: **Assets**
- Purchase Order: **Purchase Orders**
- Accounts Receivable: **Invoices**, **Credits**, **Payments**, and **Customers**

Follow these steps:

1. Open the module. Open the desired page.

2. Find an existing record or create a new one.

3. To attach a file, complete the following:

<div align="center">

Notes

</div>

*The location of the **Attachments** button varies depending on record type. You can find this button either at the top or bottom of a record.*

If you are creating a new record, the Attachments button is not available until the record is saved.

a) Click **Attachments**.

   The attachment page for the transaction is displayed.

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.

4. 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.

Church Manager

Permissions

Permissions Added to Control Users Ability to View the Full Social Security Number

In this release, we added additional safeguards to prevent unauthorized user access to personally identifiable information in our Accounting modules. Specifically, the Church User's ability to view the full social security number in the **Ledger and Payables** and **Payroll** modules is now controlled by user-based permissions, added to the **Permissions** page.

Note

Users assigned the role of Church Administrator are not affected by the new permission settings described below. By default, Church Administrators have access to the full social security number.

- Ledger and Payables

A new permission option, labeled **View Full SSN/Print 1099s**, was added to the **Ledger and Payables** group in each user's profile. For all new and existing Church Users, the option is disabled by default as shown in the illustration below. In the disabled state, the vendor's social security number is masked, allowing the user to see the last four digits (SSN4) only in the **Tax ID** field on the **Vendor 1099/Checks** page. Permission to preview and print 1099s is not allowed.

Vendor Types		☑	☑	☑
Vendor Import			☑	
View Full SSN/Print 1099s			☐	

When the **View Full SSN/Print 1099s** option is enabled, the user is allowed to see the full social security number in the **Tax ID** field in the **Vendor 1099/Checks** page. Permission to preview and print 1099s is allowed.

In all other areas of Ledger and Payables, the social security number, where displayed, is masked, so users only see the last four digits whether or not **View Full SSN/Print 1099s** option is enabled.

- Payroll

  A new permission option, labeled **View Full SSN,** was added to the **Payroll** group in each user's profile. For all new and existing Church Users, the option is disabled by default as shown in the illustration below. In the disabled state, the employee's social security number is masked, allowing the user to see the last four digits only in employee records and in all reports (except the W-2).

Timecard	☑	☐	☐
View Full SSN		☐	
W2 Setup	☑	☐	☐

- When the **View Full SSN** option is enabled, the user is allowed to see the full social security number in employee records.

Options

Support Added for Configuring the Date Format for Canadian Checks

The **Enable Canadian Cheque Date** section, added to the bottom of the **Options** page, is shown below. This section provides options used to configure the date format on Canadian checks.

Descriptions of the options are provided below:

- **Enable Canadian Cheque Date**: selecting this option enables you to use one of the Canadian date formats (see next item in this list) accepted by the Canadian Payments Association on checks.

- **Canadian Cheque Date Format**: after you select the **Enable Canadian Cheque Date** option (see previous item in this list), this dropdown list of date format options displayed:

  From the list, select the format you want to use when printing dates on checks. When you print checks, the system will print the date in the date format you choose and show that format directly under each number in the check date.

- **Print DATE label on cheque**: select the checkbox if you want to print a date label to the left of the check date. If your check blanks have a date label printed on them, leave the checkbox deselected.

When done, click Submit to save your selections.

Accounts

Added the Ability to Import Attachments to Accounts

You can now upload attachments and link them to an account in your Ledger and Payables system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Bills, Checks, Deposits, Journal Entries, and Credit Cards

Added the Ability to Import Attachments to Transactions

You can now upload attachments and link them to a bills, checks, deposits, journal entries, and credit card transactions in your Ledger and Payables system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Vendors

Permissions Now Control Visibility of Full Social Security Number in Vendor Records

Church Users must now be granted specific permission to view the full social security number in vendor records.

- If granted permission, the user sees the full social security number in the **Tax ID** field in the **Vendor 1099/Checks** page. The user can also preview and print vendor 1099s.

- If the user is not granted permission, the system displays the last for digits of the social security number (SSN4) only in the **Tax ID** field in the **Vendor 1099/Checks** page. The user cannot preview or print 1099s.

For information about how and where this permission is set, see "Permissions Added to Control Users Ability to View the Full Social Security Number."

Added the Ability to Import Attachments to Vendor Profiles

You can now upload attachments (for example, contracts and receipts for services and materials) and link them to a vendor profile in your Ledger and Payables system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Setup

Print Test Check Function Shows the Organization's Selected Canadian Date Format

If your organization enabled the **Canadian Cheque Date** option in the Church Manager module and specified a format for the check date, (for details, see "Support Added for Configuring the Date Format for Canadian Checks"), the print test check function shows the selected Canadian check format.

Employees

Permissions Now Control Visibility of Full Social Security Number in Employee Records

Church Users must now be granted specific permission to view the full social security number in employee records.

- If granted permission, the user sees the full social security number in employee records. The user can also preview and print W-2s.

- If the user is not granted permission, the system displays the last for digits of the social security number (SSN4) only in employee records. The user cannot preview or print W-2s.

For information about how and where this permission is set, see "Permissions Added to Control Users Ability to View the Full Social Security Number."

Added the Ability to Import Attachments to Employee Profiles

You can now upload attachments (for example, performance appraisals and W-2 forms) and link them to an employee's profile in your Payroll system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Forms

IRS Form 941 Updated

Form 941, Employer's Quarterly Federal Tax Return, was updated to accommodate changes made by the IRS for 2021 first-quarter reporting of payroll tax.

Fixed Assets

Added the Ability to Import Attachments to Fixed Assets Records

You can now upload attachments (for example, insurance policies and an appraisals) and link them to fixed asset records in your Fixed Assets system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Purchase Orders

Added the Ability to Import Attachments to Purchase Order Records

You can now upload attachments (for example, purchase approvals and requests for quotes) and link them to purchase order records in your Purchase Orders system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Invoices, Payments, Credits, Customers

Added Ability to Import Attachments to Invoice, Payment, Credit, and Customer Records

You can now upload attachments (for example, invoices and customer contracts) and link them to your invoice, payment, credit, and customer records in your Accounts Receivable system. For details, see "Attaching Documents to Your ParishSOFT Accounting Records."

Reports

Added the Ability to Export Data from the Aging Detail By Period Report

You can now export data from the **Aging Detail By Period** report to an Excel file. After configuring the report, export the data by clicking the **Export Data** button in the lower-right corner of the report setup.

Aging Report by Customer Added

As shown below, the **Standard Reports** group now features an **Aging By Customer** report:

This report helps you track the status of the invoices in your system by their status (not due and overdue). You can see which customers in your system have outstanding balances, how much they owe, and how many days they are past due.

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You can set up the report to create a **Detail** or **Summary** version.

- Based on the **Aging Date** specified, the **Detail** version lists all invoices and credit memos having a balance on the date selected in the report setup. This version provides breakdown of balances grouped by customer name according to the following aging periods:

    ❖ **Current**: as of the date selected, shows open—but not yet due—balances. This group includes unpaid invoices and unused credit memos.

    ❖ **1-30**: as of the date selected, shows balances that are between 1 and 30 days past due.

    ❖ **31-60**: as of the date selected, shows balances that are between 31 and 60 days past due.

    ❖ **61-90:** as of the date selected, shows balances that are between 61 and 90 days past due.

    ❖ **>90**: as of the date selected, shows balances that are more than 90 days past due.

- Based on the **Aging Date** specified, the **Summary** version shows the total open balance per customer and a total open balance for each of the five aging periods (listed above).

If desired, you can export data from **A/R Aging By Customer** report to an Excel file. To export a report, click the **Export Data** button in the lower-right corner of the report setup.

| Preview Report | View PDF | Memorize Report | Reset Criteria | Cancel | Export Data |