# ParishSOF<sup>†</sup> Accounting

## Ledger & Payables USER GUIDE

ParishSOFT Accounting Ledger and Payables User Guide

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## ParishSOFt®

3767 Ranchero Drive Suite 100 Ann Arbor, MI 48108

Web	www.parishsoft.com
Email	info@parishsoft.com support@parishsoft.com
Phone	(734) 205-1000 (main) (866) 930-4774 (support)
Fax	(734) 205-1011

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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 classes in two convenient formats: virtual classroom and on site. Each class is taught by an experienced ParishSOFT instructor and conducted in a hands-on format that is designed to help you get comfortable with the Ledger and Payables software quickly.

#### **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 <a href="mailto:support@parishsoft.com">support@parishsoft.com</a> 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 requiring 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:



C 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

Internet Explorer, Version 9.0, 10.0, and 11.0

Note

If your browser is IE10 or IE11, when you display the ParishSOFT Accounting website, a message may appear to inform you that the browser is not compatible with the site. To resolve this error message, you must change the browser's setting to Compatibility View. If you need instructions for changing to Compatibility View, consult the Internet Explorer Help.

🧐 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 6.
- Pop-ups must be allowed from the ParishSOFT Accounting site. See "Allowing Pop-Up Windows and • Menus" on page 6 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	www.parishsoft.com
Email	info@parishsoft.com support@parishsoft.com
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

- 1. Open your web browser application (for example, Mozilla Firefox or Internet Explorer).
- 2. In the browser's address field, type your Ledger and Payables secure (https) address.
- 3. Type the login credentials (username and password) provided by your organization administrator.
- 4. Click **Submit** to display the website's Home page.

#### Forgot Password

If you forget your password, follow these steps:

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

	Login
User Name:	
Password:	Submit

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

Reset Password	Х
Please enter your User Name below to receive an Email at your associated email address containing a new temporary password. User Name:	1
Send Password Cancel	

3. Click Send Password

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" on page 4 for instructions.
- 2. In the upper-right under the **MOME** 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 Change Password
- 6. Click Submit .

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 for 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 2).

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 1, clicking a navigation button displays a menu or opens a data entry or information page.

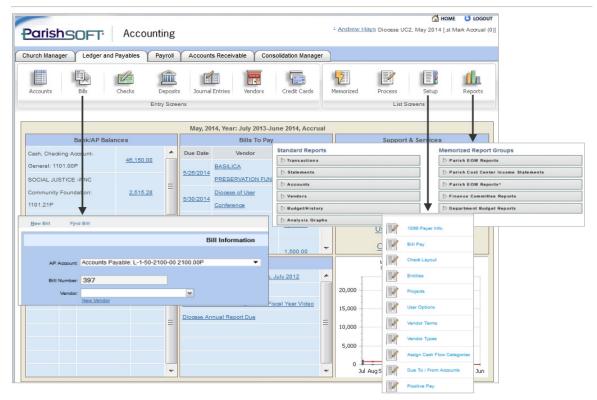


Figure 1. Navigation Buttons

#### Ledger and Payables Dashboard

The dashboard (Figure 2) is located under the row of navigation buttons. The dashboard provides realtime 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.

#### ParishSOFT Accounting

Ledger and Payables User Guide

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

ParishSOFT A	ccounting				Diocese UC2. August 2017 [.st Christopher (	
Church Manager Cledger and F Ledger and F Accounts Bills C	Payroll Payroll Checks Deposit Entry Scre	ts Journal B			Report Writer Consolidation Manager	Logged-in user, higher- level organization, logged in user's organization
		August, 201	7, Year: January -Decem	ber 2017. Accru		
Bank/AP Balan	ces		Bills To Pay		Support & Services	Dashboard
Cash, Checking Account-General: 1101.00P	944.172.61	Due Date	Vendor ABC Forms & Supply	Amount 525.00	866.930.4774	Dashboard
Cash, Checking Acct-Restricted: 1103.00P	2.588.00				Email a support question Order Checks or Tax Forms Release Notes	
US Bank: 1202.00P	<u>-7.224.27</u>				User Guide Videos	
Accounts Payable: 2100.00P	0.00				Online Help Articles	
Other Current Liabilities: 2400.00P 0.00			Browser Information			
Memorized Transa	ctions		News		Messages	
Next Date Type Vendor/De	c Amount	ConnectNow	Accounting Release		There will be an update released on 8/31/2017	
		Training Eva	luation Form		Log into Parishsoft.com to sign up for the release	
		ConnectNow	Accounting End of Fiscal Y	<u>ear Video</u>	seminar.	



## 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 User Preferences and Default Accounts" on page 15 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.

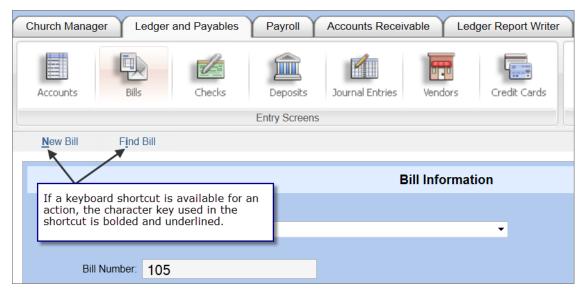
If you enter data regularly, we recommend that you learn the keyboard shortcuts because they can help you enter data more quickly and efficiently.



## 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.



To Do This:	Press This Key Combination
<u>S</u> ubmit	Alt-s
Memorize	Alt-m
More <u>L</u> ines	Alt-I
New	Alt-n
Find	Alt-i
<u>P</u> rint	Alt-p

To Do This:	Press This Key Combination
Assi <b>g</b> n a check number (on <b>Bills</b> page)	Alt-g
Cha <u>r</u> t of Accounts	Alt-r
(Add Sub-Accounts)	
(Accounts page)	
Group Type and Sub-Group pages	Alt-r
( <b>R</b> eturn to Groups)	
( <b>R</b> eturn to Group Type)	

#### Table 1. Keyboard Shortcuts (Continued)

## 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:

Watch Help Video! 📘

Simply click the **<u>Watch Help Video!</u>** link to start the video.

## Logging Out

To protect your financial information, log out of the Ledger and Payables website when you are finished working in the system 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 U 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:



2. Click **Project Groups** to display the **Project Group** setup page (Figure 3):

New Record	Find Record		
	Project Group		Quick Find
	Description:	Watch Help Video!	Find Item Clear Value
	<u>Submit</u> Cancel		

Figure 3. 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 Submit

## Creating a Project

To create a Project:



2. Click **Projects** to display the **Project** setup (Figure 4):

New Record Find Record			
	Project		Quick Find
		Watch Help Video!	
Description			Find Project Clear Value
Project Code			
Revenue Budget	0.00		
Cost Budget	0.00		
Project Group	Festivals & Events		
	Inactive		
	<u>Submit</u> Cancel		



- 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 Submit .

## 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 3 on page 11). To find a project group:



- 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 Find Item

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 5).

Project Group Search				
A. B. C. D. E. F. G. H. J. J. K. L. M. N. Q. P. Q. R. S. I. U. V. W. X. Y. Z. ALL         Project Group List				
Description	Project Group Code			
Go Festivals & Events	FEST			
Go Fundraising Activities	FUND			
Go Mens Group Activities	MENS			
Go Woman's Group Activities	WOMN			
Go Youth Group Events	YTH1			
Go Youth Operations	YTH2			
	<u>A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, ALL</u>			

#### Figure 5. Project Group Search Page

b. Click Go 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 Delete 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 Delete

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 4 on page 12).

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



- 1. Click
- 2. Click **<u>Projects</u>** 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 Find Project .

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 6).

			Project Search		
		<u>A</u> , <u>B</u> , <u>C</u> , <u>E</u>	2, E, E, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, Project List	<u>X, Y, Z, ALL</u>	Add a New Project
	Description		Project Code	Project Group	Status
Go	New Rectory			Miscellaneous	Active
Go	United Gala			Miscellaneous	Active
			0, <u>E</u> , F, G, H, J, J, K, <u>L</u> , <u>M</u> , <u>N</u> , O, <u>P</u> , Q, <u>R</u> , <u>S</u> , <u>T</u> , <u>U</u> , <u>V</u> , <u>W</u> ,	X, Y, Z, <u>ALL</u>	
Show Inact	ive Projects	<u>S</u> ubmit			

Figure 6. Project Search Page

b. Click Go 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 Delete 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 Delete

The project is removed from your system.

## Setting 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.



2. Click <u>User Options</u> to display the **User Options** setup (Figure 7):

#### 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.

	User Options
Account Format: Project Format:	Shortcut     •       Group Code:Project     •       Add Recalculate Button to Reconciliation Processes       Remove Account Code Dashes       Show Memorized Transaction Reminder
	Default Accounts
Bills, Checks, Deposits, Invoices, Payments, and Cr	redits screens
Bank Account: [	▼
AP Account: [	T
AR Account: [	T
	Submit

Figure 7. Account Format and Default Accounts Setup

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

#### • Account Format list

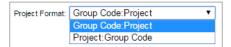
From the list, select your preference for how accounts should be displayed in Account lookup lists throughout the application. You can choose to show accounts by code, description, or shortcut.

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 8:

	User Options		
Account Format: Project Format:			
Default Accounts			
Bills, Checks, Deposits, Invoices, Payments, and Cre Bank Account:	Cash, Checking Account-General: A-1-10-1101-00 1101.00P		
	<u>S</u> ubmit		

Figure 8. Default Bank Account Setup: Cash System

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

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• 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 9:

	User Options			
Account Format: Project Format:	Shortcut     ▼       Group Code:Project     ▼       ✓     Add Recalculate Button to Reconciliation Processes       ■     Remove Account Code Dashes       ■     Show Memorized Transaction Reminder			
	Default Accounts			
Bills, Checks, Deposits, Invoices, Payments, and Cr	edits screens			
Bank Account:	Cash, Checking Account-General: A-1-10-1101-00 1101.00P			
AP Account:	Accounts Payable: L-1-50-2100-00 2100.00P			
AR Account:	AR: A-1-30-1201-02 1001.99			
	Submit			

Figure 9. 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 10:

	User Options
Account Format: Project Format:	
	Default Accounts
Bills, Checks, Deposits, Invoices, Payments, and Cr Primary Account: [	edits screens
	<u>S</u> ubmit

Figure 10. 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 Submit to save the setup.

## 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 Setup
- 2. Click <u>Primary and Subsidiary Accounts</u> to display 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 **Rename** to open the **Rename Primary Bank Account** window (Figure 11). For example:

Rename	Primar	y Bank Account
Primary Bank Account Name:	Chase	
	Save	Close

#### Figure 11. Rename Primary Bank Account Window

- 5. In the **Primary Bank Account Name** field, type the new name of the primary bank account.
- 6. Click Save 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 Setup .
- 2. Click <u>Vendor Terms</u> to display the **Vendor Terms** setup (Figure 12):

New Vendor Terms		
	Vendor Terms	
Description:		
Vendor Terms Code:		]
Discount Days:		]
Discount Percent:		
Net Days:		
	Submit Cancel	

Figure 12. 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 **Submit** to save the information.

# Finding a Vendor Term

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



- 2. Select Vendor Terms.
- 3. In the **Quick Find** list, select the desired vendor term:

Quick Find	
NET 10	~
Find Terms Clear Value	

4. Click Find Terms .

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 **Submit** to save your changes.

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# 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.

		Idula
1.	Click	Setup

2. Click <u>Vendor Types</u> to display the **Vendor Types** setup (Figure 13):

New Vendor Type	
Vendor Types	
Description:	
Submit Cancel	

Figure 13. Vendor Types Setup

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

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.

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



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

	Chart of Accounts
Account Type Asset	Search Show All
Entity	
2: School	•
Class:	
10: Operating Cash	▼
Account:	
	<b>▼</b>
Description	
	•

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:

Asset Operating Cas Cash, Check	h king Account-General
	A-2-10-1101-00, Cash, Checking Account-General, 1101.00S
	Add Sub-Account
Petty Cash	
-	A-2-10-1100-00, Petty Cash, 1100.00S
	Add Sub-Account
	Submit Cancel

- 6. To add additional accounts or to change the name of the account, click <u>Add Sub-Account</u> link under the account listed.
- 7. Change the **Description** and **Shortcut Number** to follow your Diocesan shortcut number rules.

	Add Sub Account		
Account Type:	Asset	<b>T</b>	
Entity:	2: School	•	
Class:	10: Operating Cash	▼	
Account:	1101: Cash, Checking Account	-	
Description:			
Shortcut:	1		
Sub-Account:	1		
	<u>S</u> ubmit Cancel		

8. Click Submit .

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.

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Figure 14 shows you examples of account codes:



Sample Account Code—Asset, Liability, Net Asset type

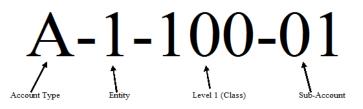


Figure 14. Examples of Account Codes

# 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 30.

#### 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.

	Asset, Liability,	and Net As	set		
Level 1:	Class DI	gits: 2 💌	Define Levels		
Level 2:		igits: 0 🔻	Define Levels		
Level 3:			Income, Expe	nse, and Dedica	ted
Level 4:		Level 1:	Category	Digits: 3 👻	Define Levels
Level 5:		Level 2:	Cost Center	Digits: 3 💌	Define Levels
Sequence Digits:	2 🔻	Level 3:	Account	Digits: 4 👻	Define Levels
		Level 4:		Digits: 0 👻	Define Levels
		Level 5:		Digits: 0 🗸	Define Levels
	Sub-	Account Digits:	2 🔹		

Figure 15. ParishSOFT Accounting Provides a Multi-level Account Code Structure

#### ParishSOFT Accounting

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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".

401         Envelope Offering - Youth         153.25           402         Plate Offering - Z13.00         Regular Offering - Z13.00           Regular Offering - S106.25         10           Special Income         410 Special Gifts         750.00         2           411         Visitor Contributions         390.00         1           412         Interest - Saving - Altar         Special Income         413.7         3           Church Operations         6,287.62         14           School         Income         420         School Income         421           420         School Income         0.00         421         School Income         0.00           421         School Income         0.00         5         5         0           5         School Income         0.00         5         5         14           422         School Rom & Hall Rental         225.00         5         5           Day Care Musitry         Child Care         440         1,859.75         4           421         School Income         1,859.75         4         1,859.75         4           Child Care         1,402         School Store Income         1,859.75         4         2			ıt -	Income Statem
Income:         Church Operations           Church Operations         Church Operations           400 Envelope Adults         4,740.00         10           401 Envelope Offering - Youth         153.25         10           402 Plate Offering - Youth         153.25         10           Special Income         213.00         10           410 Special Grifts         750.00         2           410 Special Grifts         750.00         2           411 Visitor Contributions         390.00         1           412 Interest - Savings         41.37         3           Church Operations         6.287.62         14           School Income         0.00         4           421 School Store Income         0.00         4           422 Book Store Income         0.00         2           School Income         0.00         5           Day Care Ministry         1         1.574.00         3           440 Child Care Fees         1.574.00         3         44           Add Registration & Supplies Fees         285.75         44         2         5.10           401 Child Care Fees         1.574.00         3         1         1           Child Care         <	March			
Charch Operations           Regular Offerings         400 Envelope Offering - Touth         153.25           402 Piale Offering         213.00	Budget	Actual		
Regular Offerings         4/40.00         10           400 Envelope- Adults         4/740.00         10           401 Envelope Offering - Youth         153.25         10           402 Envelope- Adults         213.00         10           Regular Offering - Stote         5,106.25         10           Special Income           410 Special Gifts         750.00         2           411 Visitor Contributions         390.00         1           412 Interest - Savings         41.37         3           Church Operations         6,287.62         14           School         School         100.00         4           420 School Turtion         100.00         4         421 School Room & Hall Rental         225.00         1           422 Book Store Income         0.00         School Income         0.00         1           422 Book Store Income         0.00         1         325.00         5           Day Care Minitry         Child Care         1,574.00         3           440 Child Care Fees         1,574.00         3         441         Registration & Supplies Fees         285.75         442         Scholarship Fund Earnings         0.00         1         1,559.75         4				
400         Envelope         Adults         4,740.00         100           401         Envelope         Offering         213.00         100           402         Plate Offering         213.00         100         100           Regular Offering         213.00         100         100         100           Special Lacome         Regular Offerings         5,106.25         100           410         Special Gifts         750.00         2           411         Visitor Contributions         390.00         1           412         Interest - Savings         41.37         3           Church Operations         6,287.62         14           School Income         25.00         1           School Income         325.00         5           School Income         0.00         4           421         School Churche         325.00         5           Day Care Ministry         School Income         325.00         5           Day Care Ministry         Child Care         1,574.00         3           441         Registration & Supplies Fees         28.57.5         442         Schol Roter         1,859.75         4           Child Care         1,85			h Operations	
401         Envelope Offering - Youth         153.25           402         Plate Offering - Xouth         153.25           402         Plate Offering - Xouth         153.25           402         Plate Offering - Xouth         5106.25         10           Regular Offering - Xouth         5106.25         10           9pecial Income         410         Special Contributions         390.00         1           411         Vinter Contributions         390.00         1         413.37         3           Church Operations         6,287.62         14         5         5         6           School Income         420         School Income         0.00         4         421         School Income         0.00         4           420         School Income         0.00         5         5         0         5           420         School Income         0.00         5         5         0         5           Day Care Minitry         Child Care         1,574.00         3         441         Registration & Supplies Fees         25.75         4           Child Care         1,559.75         4         Child Care         1,559.75         4           Church Operations:				
402         Plate Offering         213.00           Regular Offerings         5,106.25         10           Special Income         410         Special Gifts         750.00         2           411         Vistor Contributions         390.00         1         413.77         3           411         Interest - Savings         41.37         3         6         6.287.62         14           School Operations         6.287.62         14         2         5.000         42         School Tuition         100.00         4         421         School Tuition         100.00         4         422         Book Store Income         0.00         5	0,000.00			
Regular Offerings         5,106.25         10           410 Special Gifts         750.00         2           411 Visitor Contributions         390.00         1           412 Interest - Savings         413.7         3           Church Operations         6.287.62         14           School Income         1.181.37         3           Church Operations         6.287.62         14           School Income         420         School Room           420 School Tuttion         100.00         4           421 School Roome         0.00         3           422 Book Store Income         0.00         5           Dog Care Minitry         Child Care         1.574.00         3           441 Registration & Supplies Fees         1.574.00         3         442           Ath Registration & Supplies Fees         1.557.5         4         442         Child Care         1.557.5         4           Child Care         1.557.5         4         Child Care         1.557.5         4           Church Operations:         Expense:         Church Operations:         2         600 Pastoral Statries         (2,000.00)         3	500.00		- Youth	
Special Income         410 Special Gifts         750.00         21           410 Special Gifts         390.00         1           411 Visitor Contributions         390.00         1           412 Interest - Savings         Special Income         41.37           Special Income         11.81.37         3           Church Operations         6,287.62         14           School Income         400.00         4           420 School Trution         100.00         4           421 School Room & Hall Rental         225.00         1           422 Book Store Income         0.00         3           School Income         0.00         5           Day Care Ministry         325.00         5           Child Care         1,859.75         4           440 Child Care Fees         1,574.00         3           441 Registration & Supplies Fees         285.75         4           420 Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         4           Church Operations:         2         2           Church Operations:         2         2           Church Operations:         (2,000.00)         3	400.00			
10         Special Gifts         750.00         2           411         Visitor Contributions         390.00         1           412         Interest - Savings         41.37         3           Special Income         1,181.37         3           Church Operation         6,287.62         14           Att Dependion         6,287.62         14           School Income         5chool         3           School Income         6,287.62         14           420         School Operation         6,287.62         14           420         School Income         6,287.62         14           420         School Income         6,287.62         14           420         School Tuition         100.00         4           421         School Toution         225.00         5           School Income         0.00         1         1,574.00         3           20% Child Care         1,574.00         3         1,575         4           440         Child Care         1,859.75         4         1,859.75         4            1,859.75         4         1,859.75         4            1,859.75<	),900.00	5,106.25	alar Offerings	
411         Visitor Contributions         390.00         1           412         Interest - Savings         41.37         3           Special Income         1.181.37         3           Church Operations         6.287.62         14           School         School         5           School Income         100.00         421           420         School Room & Hall Rental         225.00         1           421         School Room & Hall Rental         225.00         1           422         Book Store Income         0.00         5           A22         Book Store Income         0.00         5           Day Care Minitry         Child Care         1.574.00         3           Child Care Fees         1.574.00         3         441           A421 Scholarship Fund Earnings         0.00         1         Child Care         1.559.75         4           Child Care         1.559.75         4         Child Care         1.559.75         4           Church Operations         Expense:         Church Operations         2         Church Operations           Personnel         600 Pastoral Slataries         (2,000.00)         3         3				
412         Interest - Savings         41.37           Special Income         1,181.37         3           Church Operations         6,287.62         14           School         School         5           School Income         20         5           420         School Tuition         100.00         4           421         School Tuition         100.00         4           422         Book Store Income         0.00         1           422         Book Store Income         0.00         5           Day Care Ministry         School Income         325.00         5           Day Care Ministry         Child Care         1,859.75         4           440         Child Care         1,859.75         4           Child Care         1,859.75         4         1,859.75         4           Child Care         1,859.75         2         2         2           Expense:         Church Operations:         2         2           Church Operations:         Fersonnel         600 Pastoral Statries         (2,000.00)         3	2,000.00	750.00		410 Special Gifts
Special Income         1,181.37         3           Church Operations         6,287,62         14           School         School         42           School Income         100,00         4           420 School Tuttion         100,00         4           421 School Room & Hall Rental         225,00         1           422 Book Store Income         0,00         3           Day Care Ministry         Child Care         325,00         5           Day Care Ministry         25,05         3         441         Registration & Supplies Fees         285,75         4           440 Child Care Fees         1,574,00         3         442         School Roome         0,00         1           Child Care         Child Care         1,4557,75         4         4         Child Care         1,4557,75         4           Church Operations           Expense:         Church Operations         2         2         2         2           Church Operations         (2,000,00)         3         3         3	1,000.00	390.00	ns	411 Visitor Contrib
Church Operations:         6,287,62         14           School         Sc	100.00	41.37		412 Interest - Savin
School         School           School Income         100.00         4           420         School Tution         125.00         4           421         School Tution         225.00         5           325.00         School Income         325.00         5           Day Care Ministry         Day Care Ministry         5           Child Care         1,574.00         3           441         Repistration & Supplies Fees         285.75           442         Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         4         2           Expense:         Chird Care         8.472.37         2           Church Operations:         Church Operations:         2	3,100.00	1,181.37	pecial Income	
School         School           420         School Tuition         100.00         4           421         School Toution         225.00         1           422         Book Store Income         0.00         325.00         5           Day Care Ministry         School Income         325.00         5           Day Care Ministry         Day Care Ministry         3         3           Child Care         440         Child Care Fees         287.75         3           441         Registration & Supplies Fees         287.75         4           Child Care         1,859.75         4         1,859.75         4           Child Care         Expense:         2         2         2           Child Care         Child Care         8,472.37         2         2           Church Operation:         Church Operation:         2         2         2	1.000.00	6.287.62	h Operations	C
420         School Tuition         100.00         44           421         School Room & Hall Rental         225.00         1           422         Book Store Income         0.00         1           Day Care Ministry         Day Care Ministry         3           441         Rejastration & Supplies Fees         285.75         4           442         Scholarsing Fund Earnings         0.00         1           Child Care         1,859.75         4           423         Scholarsing Fund Earnings         0.00         1           Child Care         1,859.75         4         2           Child Care         8.472.37         2         2           Chinck Operations         Expense:         Chinck Operations         2			-	
421         School Room & Hall Rental         225.00         1           422         Book Store Income         0.00         5           Day Care Ministry         Day Care Ministry         5           Child Care         440         Child Care Fees         1,574.00         3           441         Registration & Supplies Fees         285.75         44           442         Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         4           Total Income           Expense:         Church Operations           Personnel         600         Pastoral Salaries         (2,000.00)         3				SchoolIncome
421         School Room & Hall Rental         225 00         1           422         Book Stors Income         0.00         325.00         5           Day Care Ministry         Day Care Ministry         5         5           Child Care         440         Child Care Fees         1,574.00         3           441         Registration & Supplies Fees         285.75         442         Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         44         Child Care         1,859.75         4           Child Care         Expense:         Church Operations         2         2           Expensei         Church Operations         2         2         2	4,000.00	100.00		420 School Tuition
School Income Day Care Ministry         325.00         5           Child Care         Day Care Ministry         5           440 Child Care Fees         1,574.00         3           441 Registration & Supplies Fees         285.75         3           442 Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         4           Total Income         8.472.37           Expense:         Church Operations         2           Church Operations         Personnel         600 Pastoral Salaries         (2,000.00)	1,000.00	225.00	ll Rental	421 School Room &
Day Care Ministry           Child Care         440 Child Care Fees         1,574,00         3           441 Registration & Supplies Fees         285,75         442 Scholarship Fund Eamings         0.00         1           Child Care         I,639,75         44         1,859,75         4           Child Care         I,639,75         4         2           Charl Income         8,472,37         2           Expense:         Church Operations         2           Personel         600 Pastoral Salaries         (2,000,00)         3	700.00	0.00		422 Book Store Inc
Day Care Ministry           Child Care           440 Child Care Fees         1,574,00           441 Registration & Supplies Fees         285.75           442 Scholarship Fund Earnings         0.00         1           Child Care         1,839.75         4           Total Income         8,472.37         2           Expense:         Church Operations         2           Church Operations         9         3	5,700.00	325.00	chool Income	
Child Care         1,574,00         3           441 Registration & Supplies Fees         285.75         4           441 Registration & Child Care         285.75         4           422 Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         4           Total Income         8.472.37           Expense:           Church Operations           Personnel           600 Pastoral Salaries         (2,000.00)         3	,		Care Ministry	I
440         Child Care Fees         1,574,00         3           441         Registration & Supplies Fees         285,75         4           442         Scholarship Fund Earnings         0.00         1           Child Care         1,859,75         4           Total Income <u>Expense:</u> Chirch Operations           Persoanel         600         Pastoral Salaries         (2,000.00)         3				
441         Registration & Supplies Fees         285.75           442         Scholarship Fund Earnings         0.00         1           Child Care         1,859.75         4           Total Income           Expense:         Church Operations           Church Operations         Personnel           600         Pastoral Salaries	3.000.00	1.574.00		
442 Scholarship Fund Earnings 0.00 1 Child Care 1,559.75 4 Total Income 8,472.37 2 Expense: Church Operations Personnel 600 Pastoral Salaries (2,000.00) 3	500.00		plies Fees	
Child Care 1,859.75 4 Total Income <u>8,472.37</u> 2 Expense: Church Operations Personnel 600 Pastoral Salaries (2,000.00) 3	1,000.00	0.00		
Expense: Church Operations Personnel 600 Pastoral Salaries (2,000.00) 3	,500.00	1,859.75	Child Care	
Church Operations Personnel 600 Pastoral Salaries (2,000.00) 3	4,200.00	8,472.37	al Income	:
Church Operations Personnel 600 Pastoral Salaries (2,000.00) 3			mansa	
Personnel 600 Pastoral Salaries (2,000.00) 3				C
600 Pastoral Salaries (2,000.00) 3			n Operations	
(-,/	3.000.00	2 000 000		
601 Staff Salaries 0.00 5	5,000.00			601 Staff Salaries
UVI Starl Salaries 0.00 3	1,000.00	0.00		our starr salaries

Figure 16. 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.

In a series Official series		
Income Statement		
	March	March
	Actual	Budget
Income:		
Church Operations		
Regular Offerings		
Miscellaneous		
402 Plate Offering	213.00	400.00
Regular Income		
400 Envelope- Adults	4,740.00	10,000.00
401 Envelope Offering - Youth	153.25	500.00
Regular Income	4,893.25	10,500.00
Regular Offerings	5,106.25	10,900.00
SpecialIncome		
Miscellaneous		
411 Visitor Contributions	390.00	1,000.00
Regular Income	41.37	100.00
412 Interest - Savings Special Income	41.57	100.00
410 Special Gifts	750.00	2,000.00
Special Income	1.181.37	3,100.00
	6,287.62	14,000.00
Church Operations	0,287.02	14,000.00
School		
SchoolIncome		
Miscellaneous		
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	325.00	5,700.00

Figure 17. 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 reuse 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.

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

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

# 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 <u>support@parishsoft.com</u> 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.



2. Click Entities to display the Entity Information setup (Figure 18):

	Entity Information
Description:	
Code:	
	Cancel
	Cancer

Figure 18. Entity Information Setup

- 3. Type a description and a code for the entity in the designated fields.
- 4. Click Submit 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 Setup
- 2. Click Entities to display the Entity Information setup (Figure 18).

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

	Quick Find	
		~
Parish		
School		
Special Nee	eds Ministry	

#### 4. Click Find Entity

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 30.
- 2. Change the description or code as necessary.
- 3. Click Submit 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.



2. Click <u>Define Account Code Levels</u> to display the **Define Account Code Levels** setup.

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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	Setup

 Click <u>Define Account Code Levels</u> 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 Submit to save.

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

	Asset, Liat	oility, and Net Ass	et	Click this button.
Level 1:	Natural Account	Digits: 3 🔻	Define Levels	
Level 2:		Digits: 0 🔻	Define Levels	
Level 3:		Digits: 0 🔻	Define Levels	
Level 4:		Digits: 0 -	Define Levels	
Level 5:		Digits: 0 -	Define Levels	
Sub-Account Digits:	2 🔻			

The **Level Information** setup is displayed:

Level Information		
Description:		
Code:		
Submit	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
	Asset
1000	Checking and Petty Cash
1050	Savings and Investments
1200	Receivables
1250	Vehicles and Equipment
1300	Land and Buildings
	Liability
2000	Accounts Payable
2050	Payroll Withholdings
2100	Credit Cards
2500	Mortgage and Loans
	Net Asset
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 Submit to save.
- 4. Click **Define Levels** 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:	Ministry a	and Liturgy
Code:	30	
Sut	omit	Cancel

6. Click Submit 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.

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 4	4: L	.evel	1 -	Category
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#### Table 5: Level 2 - Cost Center

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

Code	Description
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 5: Level 2 - Cost Center (Continued)

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Code	Description
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

Carla	Description
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)

Code	Description
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

 Table 6: Level 3 - Account (Continued)

# 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.

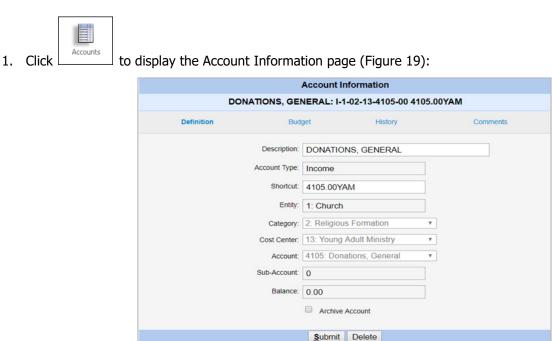


Figure 19. Account Information Page

By default, the **Definition** window (shown in Figure 19) 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.

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- 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 Submit 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
Description	Unique name, title, or statement that describes the purpose of the account.
Account Type	Category to which the account belongs. Select one: Asset, Liability, Net Asset, Income, or Expense.
Shortcut	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.
Entity	Standalone group or business unit in the overall organization that uses the account. For example: Church Operations.
Level 1	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.
Level 2	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.
Level 3	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.
Level 4	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.
Level 5	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.

	Account Information
Natural Account	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.
Sub-Account	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.
	Note
	<i>In reports, sub-accounts are not filter options so you cannot sort on sub-accounts.</i>
Account Restriction	Type of donor restriction imposed. Select one option:
	Note
	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.
	• Without Donor Restrictions: equates to the old standard accounting Unrestricted category.
	• With Donor Restrictions (Temp): equates to the old stan- dard accounting Temporarily Restricted category.
	• With Donor Restrictions (Perm): equates to the old stan- dard accounting Permanently Restricted category.
	Additional Asset Information
Bank Account	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.
Accounts Receivable	Select the checkbox to make the account available in the Accounts Receivable system.
	Additional Liability Information
Accounts Payable	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)

3

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

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

#### **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.

#### About the Account Information Views

Account Information opens to the **Definition** view by default. When you add a new account, the **Bud-get** (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 Bud	get		
	Janitoria	I Services & S	upplies: E-1-0	8-51-5138-00 8	5138.00FCH	
Defir	nition	Budget		History	Comm	nents
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
			<u>S</u> ubmit			

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

Account History						
	Janitorial Services	& Supplies: E-1-08-	51-5138-00 5138.00F	сн		
Definit	ion Bud	lget His	story	Comments		
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:

	Accou	Int Comments	
	Weekly Collection	s: I-1-010-4111-00 14	11100
Definition	Budget	History	Comments
Comments:	This is the comment area	I	
		Submit	

## 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 Find Account to view the full account details.
- 3. Check the **Archive Account** box.
- 4. Click **Submit** 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.

# ParishSOFT Accounting

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### 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: <u>Account Code</u>, <u>Description</u>, or <u>Shortcut</u>.
  - 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 Find Account to view the details for the account.

# Changing the Sort Option for Quick Find

To change the sorting options in Quick Find, click <u>Account Code</u>, <u>Description</u>, or <u>Shortcut</u> to sort the list of accounts by that option.

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

Quick Find	
Account Code Description Shortcut	
	~
A-1-10-1100-00: Petty Cash 1100.00P	
A-1-10-1101-00: Cash, Checking Account- General 1101.00P	Ξ
A-1-10-1101-21: SOCIAL JUSTICE -WNC Community Foundation 1101.21P	
A-1-15-1121-00: Cash, Savings DL	Ψ.

The next illustration shows accounts sorted in description order:

Quick Find	
Account Code Description Shortcut	
	~
403 Match: L-1-50-2110-14 2110.14P	
403(b) Contributions Withheld: L-1-50-2110-11 2110.11P	Ħ
403(b) Match Expense: E-1-08-51-5127- 5127.02FCH	02
403(b) Match Expense: E-1-08-54-5127-	02 🔻

# **Deleting an Account**

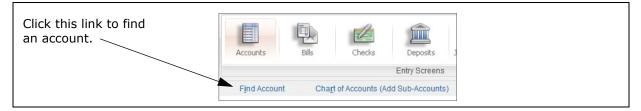
After you find and view the account record using the procedure given under "Finding an Account" on page 46, you can choose to delete an account that has not been used.

Accounts with transactions cannot be deleted but can be archived. See "Archiving an Account" on page 45 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 **<u>Find Account</u>** link.



#### The Account Search list is displayed:

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



- 2. Locate the account using **Quick Find**.
- 3. Click Find Account 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
		<u>Submit</u>

- 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 Submit.

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 Find Account to view the account details.
- 3. In the Additional Liability Information section, check the Accounts Payable box.

Select this checkbox	Additional Liability Information
	Accounts Payable     Credit Card
	Submit

4. Click Submit .

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			

# 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 Find Account 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				
	Submit Delete Account				

4. Click Submit

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 244.

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.

	Account Information			
Perpetual Care F	und Income: D-1-090-0090-	04 8500.0	14	
Definition Bud	get History		Comments	
Description:	Perpetual Care Fund Income			
Account Type:	Dedicated	~		
Shortcut:	8500.04			
Entity:	1: Church Operations	~		
Department:	90: Non-Budgeted Gifts	~		
Natural Account:	90: Dedicated Funds	~		
Sub-Account:	4			
Account Restriction:	Without Donor Restrictions With Donor Restrictions (Terr With Donor Restrictions (Perm		•	<ul> <li>Wording of the Account Restric- tion options was changed to</li> </ul>
Balance:	0.00			reflect both the new and former
	Archive Account			FASB terminology used to
Transact	ion Entry Default Informati	on		categorize income and expense
Subsidiary Bank Default:			~	
	Submit			

# 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.

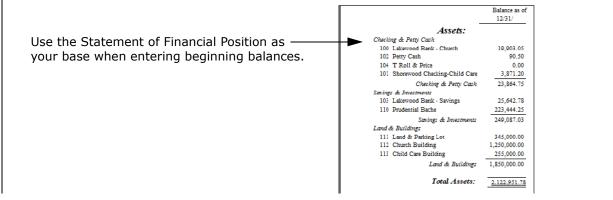
# **Gathering Information**

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.

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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.



#### Figure 20. 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.



- 2. Click <u>Beginning Balance</u> 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 20 on page 52).

				Beginning	Balance Inform	mation			
	Number: Comment:	1				Date:	01/01/XXXX	]	
#		Account		Debit	Credit	Cor	nment	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	d Checking-Child Care A-1-00	5-~	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 F	Parking Lot A-2-030-01	~	345000.00	0.00				~
7	112: Church Bui	ilding 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	I - FICA L-1-055-01	~	321.30	0.00			 	~
10	201: Payroll W/H	I - Federal L-1-055-02	~	268.88	0.00				~
11	202: Payroll W/H	I - State L-1-055-03	~	90.00	0.00			 	~
12	210: VISA Credit	t Card - Pastor L-1-055-04	~	0.00	125.03				~
13	220: Church Mo	rtgage L-2-060-01	~	0.00	120000.00			 	~
14	300: Net Assets	- Operations N-1-01	~	0.00	24850.60				~
15		- Physical Plant N-2-090-01	~	0.00	1730000.00			 	~
16		Child Care N-3-090-01	~	0.00	1280.40				~
17	900: Memorials		~	0.00	2250.00				~
18		enevolence D-1-090-01-02	~	0.00	2605.50				~
19		ndowment Fund D-2-094-01-0		0.00	223444.25				~
20	300: Net Assets	- Operations N-1-01	~	0.00	19076.18				~
More	Lines	т	otal:	2,123,631.96	2,123,631.96				
				Submit	Cano	el			

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

5. Click Submit 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.



- 2. Click <u>Beginning Balance</u>.
- 3. At the top of the page, click <u>Find Balance</u> to display the **Beginning Balance Search** page (Figure 21).

Beginning Balance Search						
Trans	action Number					
Trans	action Date					
From		То	Clear Dates			
			Search Show All			
			Beginning Balance List	Add a New Beginning Balance		
	Number	Date	Comment			
Go	2	12/02/2014				
Go	1	07/01/2011	BALANCES FROM 0/2011			

#### Figure 21. 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 Go

# 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 **Submit** 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 Delete.

# 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.

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## 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	Vendors	to display th	e <b>Vendor I</b>	nform	<b>ation</b> page	(Figure 2	2):
					Vendor Inf	formation		
			General	Acct. Distribut	ion	1099/Che	cks	Comment
								Watch Help Video!
				Vendor Name:				
				Check Name:				
				Vendor Code:				
				Address:				
				Address 2:				
				City:				
				State:				
				Zip Code:				
				Country:				
				Account Number:				
				Terms:			¥	
				Туре:			¥	
				Contact:				
				Phone Number:				
				Cell Phone:				
				Fax:				
				Email:				
				WebPage:				
					Inactive			
					<u>S</u> ubmit	Cancel		

Figure 22. 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

**Find Vendor** 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 Submit 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.

Field	Description
Vendor Name	(required) Name of the vendor. Must be unique.
Check Name	(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.
Vendor Code	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.
Address, Address 2, City, State, ZIP Code, and Country	Vendor's complete mailing address.

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

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

Field	Description
Account Number	Vendor's account number for your organization's account. This account number prints on the check stub.
Terms	If you specify vendor payment terms (see page 20), those terms are available for selection from this list. Selecting terms for a vendor auto- matically populates the <b>Due Date</b> and <b>Discount Date</b> on any bills entered for this vendor.
Туре	If you specify vendor types, (see page 22), those options are available for selection from this list.
Contact, Phone Number, Cell Phone, Fax, Email	Details for the primary contact person within the vendor's business organization.
WebPage	Vendor's website.
Inactive	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:

		Bill Info	ormation				
						Watch Help Vide	eo! 📘
AP Account:	Accounts Payable: L-1-50-2100-	00 2100.00P	•	Balance:	4,984.55		
Bill Number:	397			Invoice Number:			
Vendor:		~		Invoice Date:	05/23/2014		
	New Vendor			Due Date:	06/22/2014		
		<b>^</b>			00/22/2014		
				Discount Date:			
		-		Terms:			•
ssign Check Num	ber						

2. Click the <u>New Vendor</u> link to display the **New Vendor** setup (Figure 23):

	New Vendor		٦
Vendor Name:		] [	
Check Name:		]	5
Address:		]	
Address 2:		]	
City:		] :	=
State:		]	
Zip Code:		]	
Contact:		]	
Phone Number:			
Email:		·	-
	Save Close		

Figure 23. New Vendor Setup

- 3. Complete the **New Vendor** setup. See Table 9 on page 59 for field descriptions.
- 4. Click Save .

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 <u>credit Cards</u> to display the **Charge Information** page.
- 2. Click the <u>New Vendor</u> link to display the **New Vendor** setup (Figure 23).
- 3. Complete the **New Vendor** setup. See Table 9 on page 59 for field descriptions.
- 4. Click Save 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 22 on page 58), 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 **Find Vendor** to view the vendor's record.

### Method 2

1. On the **Vendor Information** page (see Figure 22 on page 58), click <u>Find Record</u>.

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 Go to open and view the vendor's record.

## Finding a Vendor on the Bill Information Page



- 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 62.
- 2. Edit any of the fields in the selected vendor's record as needed. See Table 9 on page 59 for descriptions of the fields in the vendor record.
- 3. Click **Submit** to save the changes.

## 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:



Click

1.

to display the **Vendor Information** page (see Figure 22 on page 58).

- 2. In the **Quick Find** list, select the desired vendor. Then, click **Find Vendor** to display the selected vendor's record.
- 3. At the top of the **Vendor Information** page, click the <u>Account Distribution</u> link.

The **Vendor Distribution** page is displayed (Figure 24):

		Vendor Distribution		
		AT&T		
	Gener	al Account Distribution	1099/Checks	Comment
D	istribu	ion 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
More L	ines			
		Submit		

Figure 24. 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 <u>More Lines</u> link to add two more lines.

8. Click Submit 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 Vendors to display the **Vendor Information** page.

- 2. In the **Quick Find** list, select the desired vendor. Then, click Find Vendor to display the selected vendor's record.
- 3. At the top of the **Vendor Information** page, click the <u>1099/Checks</u> link.

		Vendor 1099/Checks			Qu	ick Find
		ACE Rentals				~
General	Account Distrib	ution 1099/Check	5	Comment	Select Vendor	Clear Value
	c	heck Printing Options				
	Default Check Memo:	Always print a separate check for ex  Always print a separate check if there are ove  Print only one check if there are ove  1099 Information				
	1099 Vendor Name: Tax ID:	Print 1099 for this vendor		Watch Help Video!		
		Box 7 Non Emp Comp				
# Year		Adjustment Amount		1099 Amount		
1 2015			0.00	0.00		
2 2016			0.00	0.00		
3 2017			0.00	0.00		

The Vendor 1099/Checks page is displayed (Figure 25):

Figure 25. Vendor 1099/Checks Page

- 4. In the **Check Printing Options** section, check the box that matches your preference for issuing checks to this vendor:
  - Always print a separate check for each bill.

OR

- Print only one check if there are over 10 bill items.
- 5. Click Submit 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 85 for details.



1. Click

to display the **Vendor Information** page.

- 2. In the **Quick Find** list, select the desired vendor. Then, click **Find Vendor** to display the selected vendor's record.
- 3. At the top of the **Vendor Information** page, click the <u>1099/Checks</u> link.

The Vendor 1099/Checks page (Figure 25) is displayed.

4. 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 85 for details.

5. Click Submit to save the information.

## Setting Up Print 1099 Forms for a Vendor

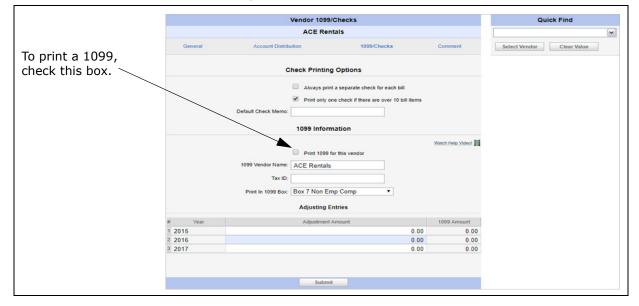
Non-Incorporated vendors to whom you have paid over \$600.00 in a calendar year for services, products related to that service, and other income payments must receive a 1099 from your organization. This procedure shows you how to set up a vendor to receive a 1099.



- 2. In the **Quick Find** list, select the desired vendor. Then, click Find Vendor to display the vendor's record.
- 3. At the top of the **Vendor Information** page, click the <u>1099/Checks</u> link.

The **Vendor 1099/Checks** page (Figure 25) is displayed.

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



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.
- 7. 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.

8. 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.

9. Click Submit to save.

You can print 1099s for vendors from the **Reports** page. For details, see "Printing 1099s" on page 206.

## **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:



to display the **Vendor Information** page.

- 2. In the **Quick Find** list, select the desired vendor. Then, click Find Vendor to display the selected vendor's record.
- 3. At the top of the **Vendor Information** page, click the <u>Comment</u> link.

The Vendor Comments page (Figure 26) is displayed.

	Vendor Comments							
	AT & T							
General	Account Distribution 1099/Checks Comment							
	Comments							
	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.							
	Submit							

Figure 26. Vendor Comments

- 4. Type your notes in the **Comments** field.
- 5. Click Submit 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 Find Vendor to display the selected vendor's record.
- 3. To delete a vendor from the database, click Delete.

## 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:



- 2. Open the **Other Processes** group.
- 3. Select the Merge Vendors link to display the Merge Vendors page (Figure 27).

		Merge Vendors		
This process merges v deleted when the merge		/endor'. This is commonly used when dupi	icate vendors exist. The 'From Vendor' has the option of being	J
From Vendor:		To \/endor:		
	Delete 'From Vendor' after Merge is complete		Ÿ	
		<u>Submit</u> Cancel		

Figure 27. 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 Submit .

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.

Import Vendors link.

To access the import template and instructions:



- 1. Click Process
- 2. Open the **Import Processes** group. Then, select the



- 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 73 for instructions.

To inactivate a group of vendor records:



- 1. Click Process
- 2. Open the **Other Processes** group. Then, select the **Imactivate Vendors** link, as shown in the following illustration:

Ledger and Payables	Payroll	Fixed Assets	Accounts R	leceivable Y Le	edger Report Writer	Consolid	lation Manager	
Bils Checks	Deposits	Journal Entries	Vendors	Credit Cards	Memorized	Process	Setup	Reports
	Entry Screens					List Se	reens	
tions								
ry								
n Transfer								
cesses								
adget								
nyroll								
nposit								
urnal Entry								
	Ions ry n Transfer cesses dget yvel	Ions Try Transfer Tesses Topol Try Transfer Tesses Topol Try Transfer Tesses Topol Try Transfer Tesses Topol Try Transfer Transfer Try	Ions  ry n Transfer  cesses  dget  gost	Image: Checks     Imag	Image: Second	Image: Series     Image: Series     Image: Series     Image: Series     Image: Series       Ions     Image: Series     Image: Series     Image: Series     Image: Series       Ions     Image: Ser	Image: Checks     Imag	Image: Second secon

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

4. Click Inactivate Vendors List

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 73 for instructions on how to re-activate an inactive vendor.

• If the list is acceptable, click Submit

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:



- Click Vendors
- 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 Go 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 Vendors
- 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 Submit

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 Go 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 Submit

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.

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



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



- 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.



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.



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 190) under Standard Reports.

# 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 260

# Creating a Bill

					Bill Ir	nformation				
									Watch Help V	ideo!
		AP Account:	Accounts Payable: L-1-50-2100-0	0 2100	.00P	۲	Balance:	0.00		
		Bill Number:	126				Invoice Number:			
		Vendor:		ĺ	~		Invoice Date:	03/03/2016		
			New Vendor		<b>^</b>		Due Date:	04/02/2016		
							Discount Date:			
					<b>.</b>		Terms:			•
		Comment:								
		~								
-	Assign	Check Numbe	<u>11</u>							
	#		Account		Amount	Comment	Paid	Project		10
×	1			~				,	~	C
	2			~					~	
×				~					~	C



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 <u>New Vendor</u> 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:

This vendor has distributions setup, do you want to apply the distribution amounts?
OK Cancel

Click to apply the distribution amounts. The accounts are listed on the **Bill Infor-mation** 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 20.
- 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 20.
- 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 244 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 User Preferences and Default Accounts" on page 15.

- 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 11.

- 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.
- To add more line items to the bill form, press the **Tab** key to advance to the <u>More Lines</u> link and press Enter. Two more lines are added to the bill.
- 7. Click Submit to save the bill and place it in the queue for payment by check.

## Finding a Bill



to display the **Bill Information** page (Figure 28).

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 Search

Note

To find a bill by check number, use the procedure under "Finding Checks and Viewing Transaction Details" on page 91.

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



to display the **Bill Information** page (Figure 28).

- 2. Find the bill. If you need instructions, see "Finding a Bill" on page 77.
- 3. Click Go to view the bill in detail.
- 4. 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 <u>More Lines</u> link.

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

5. Click **Submit** to save your changes.

### Deleting a Line Item

To delete an individual line item from a bill, click the red  $\mathbf{X}$  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:

1.



to display the **Bill Information** page (Figure 28).

- 2. Find the bill you want to delete. If you need instructions, see "Finding a Bill" on page 77.
- 3. Click Go to view the bill in detail.
- 4. Confirm that the bill is the one you want to delete. Then, click Delete .
- 5. Click OK to confirm the deletion or Cancel 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.



to display the **Bill Information** page (Figure 28).

- 2. Find the bill. If you need instructions, see "Finding a Bill" on page 77.
- 3. Click **Go** to view the bill in detail.
- 4. Click Void to void the bill.

See also, "Managing Bills, Deposits, and Checks with GAAP Compliance" on page 260, for information on voiding bills with an **Associated Journal Entry Number.** 

# Paying a Bill On-the-Fly

To pay a bill immediately, add the bill as usual, using the instructions provided on page 75.



- 1. Click to display the **Create Checks** page (see Figure 31 on page 85).
- 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 Print Checks
  - If using Bill Pay, click Preview Checks .

# Recording a Manual or Electronic Check



1. Click to display the **Bill Information** page (Figure 28).

- 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 Save 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.

g Account-General: A-1-10-1101-00 11(

c. Click **Save** 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 Submit to save the transaction.

See "Recording Handwritten or Electronic Checks" on page 89 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 28).

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 Memorize to display the Memorize This Transaction setup:

Me	emorize This Transaction
Description:	
Frequency:	Monthly
Semi-Monthly First Day:	
	6/1/2014
Final Date:	
	Use zero amounts on future transactions?
	Submit Cancel

Figure 29. 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 transac-tions** box unchecked.
- 10. Click Submit 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. This section shows you how to do the following:

- Customize
- Print checks
- Record handwritten and electronic checks
- Make partial bill payments
- Pay bills electronically
- Find paid checks
- Void checks
- Spoil checks

## **Customizing Check Layouts**

Ledger and Payables lets you customize the layout of the checks that you plan to print. You can customize the layout by account, so you can print check fields in exactly the right position on your check forms.



2. Click <u>Check Layout</u> to display the **Setup Check Layout for Bank Accounts** (Figure 30):

Setup Check Layout for Bank Accounts										
Bank Account Cash, Checking Account-General: A-1-10-1101-00 1101.00P										
Check Field Position Adjustments - 1/100 Inch Increments Check Page Layout Options										
	Left / Right	Up / Down	Check Format Stub-Stub-Check							
Check Date	42	-26 🖑 🛧	Print Check ≢ On Check Yes ▼							
Check Amount	40 🗇 🖈	-26 🔻 🗄	Print Check Payee Yes •							
Check Number	42 🗇 🏟	-20 🔻 🏠	Print Account Name and No •							
Check Amount (Words)	-70 🗇 🏟	-3 🗣 🏠	Print Account Name and Yes  Yes							
Check Payee	-5	-15 🗣 🏠	Overall Page Adjustments							
Check Memo	0 🗇 🔶	-40 🖑 👍	Left Right							
Payee Name/Address	-50 🗇 🔶	-15 🖑 🏠	Margins 0 💠 🔶 0							
			Section 1 Section 2 Section 3							
			Section Divider 0 🗣 🏠 0 🗣 🚹 -60 🗣 🏠							
	Save Settings Print Test Check Cancel									

Figure 30. Check Layout Setup

### ParishSOFT Accounting

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- 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-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 Save Settings 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 **Print Test Check** to check the alignment of the current settings.

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

10. Click Save Settings 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 6 for details.

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

To order new checks, go to <u>www.parishsoftforms.com</u>. Then, revert all numbers in the Check Layout to zero. The default check layout settings match the checks ordered through that site.

## **Printing Checks**



# 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 Checks to display the **Create Checks** page:

				Create Checks						
								Watch Help Video!		
	Bank Accoun	Cash, Checking Account-Gener	ral: A-1-10-1	101-00 1101.00P	-	•	Balance:	48,018.54		
	Check Date	: 03/05/2014					w Unpaid Bills			
Be	Beginning Check Number: 11344					۰	All			
	Tota	l: 300.00					Due on or before			
						L OP	uate			
#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay		
1	3/29/2014	AT & T	<u>384</u>	3/4/2014		300.00	300.00	Edit		
Dese	eselect All Select All									
		Se	lected Bills	List Print C	hecks Cancel	]				

### Figure 31. 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 **Update** 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 <u>Select All</u> link in the lower right.
- 6. (optional) Click Selected Bills List to print a list of bills to be paid and reviewed.
- 7. Click **Print Checks** to display the **Create Checks** page where you can view the data that will print on the checks for the selected bills. For example:

Ban	nk Account:	Cash, Checking A	ccount-General: A-1-10-1101-00 1101.	00P	Balan	48,018.54
						,
	Vendor:	AT & T P O BOX 105626	2		Check N	lumber: 11344
		ATLANTA, GA 30				Date: 03/05/2014
			-		۵	mount: 300.00
Default (	Check Memo:	Acct #567234890				
# Bil	ll Invoid	e 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 65), the text appears in the **Default Check Memo** field.

- 9. Do the following:
  - If you want to change the memo text, click **Create Checks** to display the **Print Checks** page (Figure 32).
  - If all information appears correct, click **Create Checks** to display the **Print Checks** page (Figure 32).
  - 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.

	Print Checks									
	Bank Account: Cash, Checking Account-General: A-1-10-1101-00 1101.00P									
#		Number Date		Vendor	Memo	Amount 300.00				
1	V	11344 3/5/2014		AT & T	Acct	#567234890 add information				
				Print Selected						

#### Figure 32. 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 OK to renumber the following checks accordingly, or select Cancel 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 Print Selected

The Print window opens to display your check information.

		11344
Three Hundred Dollars and Zero Cents	03/05/2014	
AT & T		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.

The print verification window is displayed.

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: 11347 ▼
I didn't print any checks.
Submit

- 15. Go to the printer and ensure all of your checks printed correctly. Then, check one of these options:
  - If all checks printed correctly, check **Yes, I clicked the Print icon and Check(s) printed correctly**. Then, click **Submit**.
  - If some checks printed correctly and some did not (for example, if you ran out of ink or if the printer jammed), check **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 Submit

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), choose the option **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 6 for information.

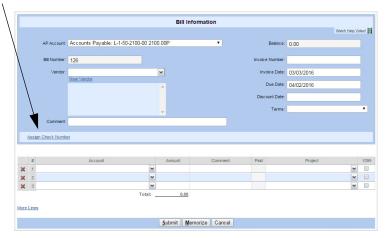
## **Recording Handwritten or Electronic Checks**

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



#### \_\_\_\_ to display the **Bill Information** page.

- 2. Add the bill. For instructions, see "Creating a Bill" on page 75.
- 3. Click the <u>Assign Check Number</u> link.



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

Note

If you make an entry error, click the Assign Check Number link again and make any corrections, or

click Clear Check to remove the check record from this bill.

- If you are using an accrual system, provide the check information (bank account, the 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.

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

- 5. Click Save .
- 6. Click **Submit** 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 Checks to display the **Create Checks** page:

				Create Checks	;			
								Watch Help Video!
	Bank Accoun	Cash, Checking Account-Gen	eral: A-1-10-1	101-00 1101.00P	•	•	Balance:	48,018.54
	Check Date: 03/05/2014					Sho	w Unpaid Bills	
Beg	inning Check Numbe	11344				•	All	
	Tota	l: 300.00					Due on or before date	
#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	1 3/29/2014 AT & T		<u>384</u>	3/4/2014		300.00	300.00	Edit
Desel	ect All Select All							
		S	elected Bills	List <u>P</u> rint C	hecks Cancel			

- 2. Select the bank account. Type the check date and the beginning check number.
- 3. Click Edit in the line item containing the bill information.

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amou	nt	Pay Amount	t Pay		
1	10/20/ XXXX	AT&T	<u>185</u>	9/20/2011		300.0	300.00			Save	,
	Account Description								Pay Amou	nt	Pay
	Cable and Internet							75.00	0	.00	
	Telephone								225	5.00	<b>V</b>

4. 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.

- 5. Click Save to save the revised pay amount and close the line item's edit fields.
- 6. Update any other information for this check run.
- 7. Click Submit .

See "Printing Checks" on page 85 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.



- 1. Click **Checks** to display the **Create Checks** page.
- 2. Click the <u>Find Check</u> link.

The Check Search page (Figure 33) is displayed:

Check Search									
Transaction Num	ber								
		Transact	tion Date						
account		From	То		Clear Dates				
vendor		<ul> <li>Transact</li> </ul>	tion Amount						
fiscal year		From	То		Clear Amounts				
			Search Show All						
			Check List						
Date	Number	Account	Vendor	Amount	Cleared Date Void Date	Bill Pay			
Go 08/10/2015	9724	Cash, Checking Account-	ADT Security Services	500.00	11/30/2015	N			
		General	-						
Go 08/10/2015	9723	Cash, Checking Account-	Steve's Bus Service	423.25	11/30/2015	N			
		General							

#### Figure 33. 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 Show All 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 Search .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 Go.

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 Cancel

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 91 and complete Steps 1 4.
- 2. On the **Check Information** page, click **Void** to display the following:

Enter Void Date							
Void Date:	9/20/XXXX						
	Make a new copy of the original bill for repayment						
2							
	Save Close						

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



#### 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:

Check Information - VOID											
		Bank Account:	Parish		]	Balance:	2746.39				
		Vendor:	AT&T P.O. Box 91 Seattle, MN	154 98111-9254		Check	Number:	7572 9/20/xxxx			
					.ii		Amount:	300.00			
			Three Hur	ndred Dollars and Ze	ro Cents						
ŧ	Bill	Invoice	Invoice Date	Description	Account Code	Amount		Comment			
	185	XXXX	9/21/ XXXX	Telephone	F-1-001-001-055-09	225.00					
1		XXXX	9/21/2222	Cable and Internet	E-1-001-001-055-10	75.00					

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



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	Cor	mment		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			4	
3	5209: Cable and Internet E-1-001-001-0055-10	) 🔽	0.00	75.00	Void Check	7572			V	
		Total:	300.00	300.00						
				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 93.

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 91 and complete Steps 1 4.
- 2. On the **Check Information** page, click Delete.
- 3. When prompted, click or 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 ParishSOFTParishSOFT Accounting 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 93 for instructions.

To spoil a check:



- 2. Open the **Other Processes** group.
- 3. Click this link to display the **Spoiled Checks** page:



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.

	Spoiled Checks	
		Watch Help Video!
Bank Account:	Cash, Checking Account-General: A-1-10-1101-00 1101.00P	
Spoiled Date:	11/17/2015	
Reason:		
	Spoiled Check Number Range	
From:		
Through:		
	<u>S</u> ubmit Cancel	

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

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- 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 Submit

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.

# **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.



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

#### 3. Select <u>Change Check Numbers</u> 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 Submit .

## 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

3.

- Click \_\_\_\_\_\_\_ to display the **Organization Options** page.
- Scroll down to the **Positive Pay** section and select the **Enable Positive Pay** checkbox, as shown in Figure 34:

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.



5. Click Submit 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 Setup . Then, select the **Positive Pay** link.

	The octup i oblicite i dy for bank Accounts page (Figure 55) is displayed.									
	Setup Positive Pay for Bank Accounts									
	Bank Account Cash, Checking Account-General: A-1-10-1101-00 1101.00P									
	Banks Supported: JPMorgan Chase & Co.									
Expo	rt as: © Comma Delimited	Fixed width Order	Justification		Padding	Max Length	Field Details			
<b>V</b>	Account Number	2	🔘 Left 🖲	Right	0	17	Bank Acct #			
<b>V</b>	Check Number	3	🔘 Left 🍳	Right	0	10				
<b>V</b>	Check Date	4	🖲 Left 🔘	Right		6	MMDDYY -			
<b>V</b>	Check Amount	5	🔘 Left 🍳	Right	0	11	No Implied Decimal			
<b>V</b>	Transaction Indicator	1	🖲 Left 🔘	Right		1	Issues: I Voids: V			
<b>V</b>	Additional Data	6	🖲 Left 🔘	Right		30				
<b>V</b>	Payee Line 1	7	🖲 Left 🔘	Right		40				
<b>V</b>	Payee Line 2	8	🖲 Left 🔘	Right		40				
				Save Settings	Cancel					

#### The Setup Positive Pay for Bank Accounts page (Figure 35) is displayed:

#### Figure 35. 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 Save Settings to save the setup.

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

Record Type	Description
Field	Note
	<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>
	Account Number: the number associated with the account.
	Check Number: the number associated with the check.
	Check Date: date the check was issued.
	Check Amount: amount of the check.
	• <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).
	Additional Data: additional information.
	Payee Line 1: name of the payee.
	• <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.
	• Additional Data: optional field that is used to enter specific information which will be automatically included in every Positive Pay file. Only available if JPMorgan Chase & Co. or Custom is selected.
	<ul> <li>Routing Number: routing number of your bank. Only available if JPMorgan Chase &amp; Co., Wells Fargo, or Bank of America is selected.</li> </ul>
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:
	Left: flush left
	Right: flush right

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Record Type	Description						
Padding	Specify how the unused portion of a field should be filled:						
	• If you enter a zero, the unused portion of the field is filled with zero						
	• If you leave the field blank, the unused portion of the field is filled with spaces.						
Max Length	The maximum number of characters allowed for the field.						

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

### 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.



- 3. Open the **Other Processes** group.
- 4. Select the <u>Positive Pay Export</u> link to display the **Filter Positive Pay for Bank Accounts** page (Figure 36):

	Filter Positive Pay for Bank Accounts
Bank Account	*
By Check Number	By Date
Starting Check:	Starting Date:
Ending Check:	Ending Date:
	Submit Cancel

Figure 36. Filter Positive Pay for Bank Accounts

5. From the **Bank Account** list, select the bank account.

- 6. 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.
- 7. Click Submit to create the file.
- 8. 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

- <sup>options</sup> to display the **Organization Options** page.
- 4. 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								
Date Entry Warning								
Warn entry of transaction dates more than 2 months beyond the current month end date.								
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.								
Banking Options								
Primary and Subsidiary Bank Accounts								
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.								
Bill Pay								
Uli Fay								
Enable Bill Pay								
Bill Pay allows the user to utilize JPMorgan Chase & Co. to print the checks for them. This process creates a file to send to JPMorgan Chase & Co An account with JPMorgan Chase & Co. is required. Setup is available at Setup. Bill Pay.								

Figure 37. Organization Options Page: Enable Bill Pay Option

5. Click **Submit** 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

<sup>Setup</sup>. On the **Setup** page, select <u>Bill Pay</u>.

Note

The **Bill Pay** option is available only if the feature is activated. See "Enabling Bill Pay " on page 104 for details.

The Setup Bill Pay page (Figure 38) is displayed:

Setup Bill Pay		
Bill Pay Account List		
Bank Account	Bill Pay Ena	bled
Cash, Checking Account-General: A-1-10-1101-00 1101.00P	Υ	Edit
SOCIAL JUSTICE -WNC Community Foundation: A-1-10-1101-21 1101.21P	N	Edit
Close		

#### Figure 38. 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 Edit for the bank account you want to set up to use the Bill Pay feature.

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

Bill Pa	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 Chaes & 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:	123456789							
Bank Account Number:	9998877665							
Starting Check Number:	100000							
Ending Check Number:	999999							
Form Code:								
If you are utilizing pre-printed checks for the sam pre-printed checks so that they do not conflict no	e bank account as Bill Pay, please make sure that the Bill Pay check range is substantially longer (larger number) than your w or in the future.							
	<u>Submit</u> Cancel							

- 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 Submit 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 Checks 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.

					Create Chec	ks			
						~			Watch Help Video!
Pa	Payment Options Checks								
	Bank Ac	count:	Select an account				•	Balance:	0.00
Check Date: 05/30/2014							Show Unpaid Bills		
Be	Beginning Check Number:					Due on or before			
		Total:	0.00					Update	
#	Due Date		Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	5/30/2014	Die	cese of User Confe	<u>394</u>	5/1/2014		1500.00	0.00	Edit
2	5/30/2014	Die	cese of User Confe	<u>395</u>	5/1/2014		1500.00	0.00	Edit
3	5/30/2014	Die	ocese of User Confe	<u>396</u>	5/1/2014		1500.00	0.00	Edit
4	6/10/2014	AD	T SECURITY SER	390	5/11/2014		250.00	0.00	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.

				Create Chec	ks			
								Watch Help Video!
Pa	yment Options	Ch	ecks	(	Bill Pay			
	Bank Accor	Int: Select an account Select an account				•	Balance:	0.00
	Check D	ate: Cash, Checking Account-Ge	neral: A-1-	10-1101-00 1101	.00P		Show Unpaid Bills	
Be	eginning Check Num!	per:					Due on or befo	re
	To	tal: 0.00					Update	
#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1	5/30/2014	Diocese of User Confe	<u>394</u>	5/1/2014		1500.00	0.00	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:

	Create Checks									
								Watch Help Video!		
Pa	yment Options	C	Checks	(	Bill Pay					
	Bank Ac	count Select an account				•	Balance:	0.00		
Be	Check eginning Check Nu	Date: 05/30/2014 mber: Total: 1,750.00					Show Unpaid Bills All Due on or befor Update			
#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay		
1	5/30/2014	Diocese of User Confe	<u>394</u>	5/1/2014		1500.00	1500.00	Edit		
2	5/30/2014	Diocese of User Confe	<u>395</u>	5/1/2014		1500.00	0.00	Edit		
3	5/30/2014	Diocese of User Confe	396	5/1/2014		1500.00	0.00	Edit		
								Edit		

You cannot select zero dollar checks.

Note

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 Preview Checks
  - To make a partial payment for a bill:
    - a. In the **Pay** column for the bill, click  $\boxed{\text{Edit}}$ .
    - b. Edit the **Pay Amount** field to show the amount to be paid. Then, click Save.

The **Pay Amount** field shows the partial payment amount.

c. Click Preview Checks

The selected checks are displayed. For example:

	Create Checks								
	Bank /	Account: Ca	ash, Checking	Account-General: A-1-10-11	01-00 1101.00P	]	Balance:	45,850.00	
		neck Number: Date: Amount:	100007 05/30/2014 250.00						
				Two Hundred Fifty Dolla	rs and Zero Cents				
D	efault Chec	k Memo:							
#	Bill	Invoice	Invoice Date	Description	Account Code	Amount	C	comment	
1	390		5/11/2014	Bldg Repairs, Maint & Improv	vmts E-1-08-59-513	250.00			
	Vendor:     User Conference     Check Number:     100008       ATTN Advancement     Date:     05/30/2014       825 Victors Way     Date:     1500.00       Ann Arbor, MI 48108								
D	efault Chec	k Memo:		One Thousand Five Hun	ureu Donars anu zero Co	9015			
#	Bill	Invoice	Invoice Date	Description	Account Code	Amount	C	omment	
1	394	May	5/1/2014	Charity	E-1-03-29-520	1500.00	Protecting	God's Children	
				ĨG	reate File				

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- 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 <u>Checks</u> 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:

I 3 9 1 10	Page 1	of 1		Text 🗸	
FILHDRPWS 123456789	05/30/20141811				
PMTHDRUSPS AP6 05/30/2014	250.009998877665	100007			
PAYENMADT SECURITY SERVICES		5345			
PYEADDP O BOX 371967					
ADDPYE					
PYEPOSPITTSBURGH	PA	15250 7			
RMTDTL		05/11/2014	250.00	250.00	0.0
PMTHDRUSPS AP6 05/30/2014	1500.009998877665	100008			
PAYENMUser Conference		5726			
PYEADDATTN Advancement	825 Victors Way				
ADDPYE					
PYEPOSAnn Arbor	MI Protecting God's Children	48108 05/01/2014	USA		
RMTDTLMay			1500.00	1500.00	0.0

- 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 Checks to display the **Create Checks** page (Figure 39).
- 2. Select the Find Check link:

A	ccounts E		Checks I	Deposits	Journal Entr	ies Vendors	Credit Cards	Memorized		ietup	Report
/	$\frown$		Ent	y Screens					List Screens		
F	Find Check	Print (	Checks Bill Pa	y History							
						Create Chec	ks				
										Wa	tch Help Video
Pa	vment Options			● Che	cks	(	Bill Pay				
	Bank Ac	count	Select an account					•	Balance:		0.00
	Check	Date:	05/31/2014						Show Unpaid Bills		
Be	ginning Check Nu	mber:							All     Due on or bef		
		Total:	0.00						Update	Ле	
#	Due Date		Vendor		Bill No.	Invoice Date	Discount Date	Amount	Pay Amount		Pay
1	5/30/2014	Dic	cese of User Cor	nf€	395	5/1/2014		1500.00	0.00		Edit
2	5/30/2014	Dic	cese of User Cor	nfe	<u>396</u>	5/1/2014		1500.00	0.00		Edit
3	6/24/2014	BA	SILICA PRESER	Vi	<u>392</u>	5/25/2014		300.00	0.00		Edit
4	6/25/2014	AD	T SECURITY SE	R'	<u>393</u>	5/26/2014		250.00	0.00		Edit
1 2 3 4	5/30/2014 6/24/2014	Dic BA AD	ocese of User Cor SILICA PRESER	nfe V/	<u>396</u> <u>392</u>	5/1/2014 5/25/2014		1500.00 300.00	0.00		]

#### Figure 39. 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 91.)

If the check was paid using the Bill Pay feature, the letter **Y** is shown in the **Bill Pay** column.

### Viewing Bill Pay History

the

- 1. Click Checks to display the **Create Checks** page.
- 2. Select the **Bill Pay History** link, as shown in this illustration:

			er and Payables Y Payroll Y			nsolidation Manag				
	ounts Bi	ls	Checks Deposits	Journal Entr	ies Vendors	Credit Cards	Memorized		ietup	Report
			Entry Screens					List Screens		
Fj	nd Check	Print (	Checks Bill Pay History							
			$\sim$		Create Chec	ks				
									Wa	tch Help Video
Pay	ment Options		() c	hecks		Bill Pay				
	Bank Ac	count	Select an account				•	Balance:		0.00
								Show Unpaid Bills		
	Check	Date:	05/31/2014					All		
Beg	inning Check Nu	mber:						O Due on or befo	ore	
		Total:	0.00					Update		
#	Due Date		Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount		Pay
1	5/30/2014	Dic	cese of User Conf€	395	5/1/2014		1500.00	0.00		Edit
	5/30/2014	Dic	cese of User Confe	396	5/1/2014		1500.00	0.00		Edit
	0/00/2014				5/25/2014		300.00	0.00		Edit
2	6/24/2014	BA	SILICA PRESERV/	392	5/25/2014					

#### Figure 40. Bill Pay History Link on the Create Checks Page

Links to previously uploaded Bill Pay files are displayed. For example:

Church Manager Ledger and Payables	ager						
Accounts Bills Checks	Deposits Journal Entries Vendors Credit Cards	Memorized Process Setup Reports					
	Entry Screens						
	Select an existing Bill Pay for export						
	7/13/2013 - Cash, Checking Account-General, 3 checks totaling 495.65						
	7/2/2013 - Cash, Checking Account-General, 1 check totaling 500.00						

- 3. Select the desired link to view the file in the Report Viewer.
- 4. If desired, you can click the Export button 🔚 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 93.

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 Credit Cards to display the **Charge Information** page (Figure 41):

	Charge Information										
							Watch Help Video!				
		Accoun	t American Express - Admin: L-1-50-210	02-05 2099.00	٣						
		Charge Numbe	. 20			Date:	03/03/2016				
		Vendo	c 🔹			Authorization:					
		Commen	t								
					4						
	#		Account	Amount		Comment	Project				
×	1			~							
×	2			~							
×	3			~							
			Tota	l:0.00							
lore	Lin	~~									
viole		63									
				Submit Memo	orize Canc	el					

Figure 41. Charge Information Page

2. Select the account from the **Account** list.

Note

See "Designating a Liability Account for Credit Card Transactions" on page 50 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).

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- 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

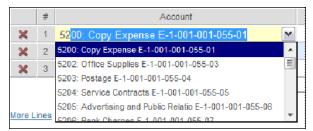
After a charge in a GAAP system is submitted, the system automatically creates a journal entry for the transaction and assigns it a unique reference number. When the charge record is retrieved, it contains a link to the journal entry. You can click this link to view the view the journal entry details.

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 User Preferences and Default Accounts" on page 15.

- 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 11.

- 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 Submit 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 146.

# **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:



- 2. Open the **Reconciliations** group.
- 3. Click Credit Card Reconciliation.

The Credit Card Statement Information page (Figure 42) is displayed.

Credit Card Statement Information								
		Watch Help Video!						
Credit Card Account:	Select an Account	•						
Statement Date:	08/19/2015							
Ending Balance:	0.00							
<u>S</u> i	ubmit Cancel							

Figure 42. 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**.

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6. Click Submit

#### The **Reconcile Credit Card Account** page (Figure 43) is displayed.

					Reconcile	Credit Card Account			
							W	atch Help Video! 📘	
	Credit Card Account:	American E	xpress -	Admin	Balance:	3944.21	Statement Date: 8/	10/2015	
#	Туре	Number	Cleared	Date	Amount	Vendor/Comment	Cleared Charges	3,721.71	
1	Charge	8		7/15/2015	575.00	Steve's Bus Service			
2	Charge	9	1	7/17/2015	27.25	Misc Food and Fuel	Cleared Checks	0.00	
3	Charge	10		7/3/2015	1350.25	Best Buy	Cleared Other	0.00	
4	Charge	11	<b></b>	7/3/2015	725.00	RP Heating & Cooling			
5	Charge	12		7/22/2015	399.00	Verizon Wireless	Ending Balance	3721.71	
6	Charge	13		7/22/2015	645.21	Lowe's	Outstanding Charges +	222.50	
7	Charge	14		7/16/2015	50.00	American Express	Outstanding Charges +	222.50	
8	Charge	15		7/28/2015	172.50	Forms & Supply	Outstanding Checks -	0.00	
	Charge	17		7/29/2015	0.00	Forms & Supply	Outstanding Other +-	0.00	
lese	elect All <u>Select All</u>						Reconciled Balance	3,944.21	
							System Balance	3,944.21	
							Difference	0.00	
Cancel Reopen									

Figure 43. Reconcile Credit Card Account Page

- 7. 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 Clear Range to display the following:

	to display the following:	

Clear Charge Number Range
From Charge Number:
Submit Close

Then, specify the range of charges to clear, and then click Submit

The system automatically clears the checks within the range you specified and returns you to the Credit Card Reconciliation page.

8. Click Submit 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 119 to locate a statement you saved.

When the value for **Difference** reaches zero, the credit card statement can be reconciled.

9. Click Reconcile

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.

10. Do one of the following:

- Click \_\_\_\_\_ to close and lock the reconciliation.
- Click Cancel to save the reconciliation for future editing.

If desired, you can run a **Credit Card Reconciliation Report**. For instructions, see "Creating a Reconciliation Report" on page 121.

### 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.

- 2. Open the **Reconciliations** group.
- 3. Click Bank Reconciliation to display a list similar to the following:

Se	lect an Existing Credit Card Statement or Click New to Create One
1	Create a New Statement
1	8/30/2015 - Credit Card Payable - Alpha:2102.01N
1	7/31/2015 - Credit Card Payable - Alpha::1101.21P

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- 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 Submit .

### **Reconciled Accounts**

Figure 44 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.

	Reconcile Credit Card Account - Reconciled									
								W	/atch Help Video!	
	Credit Card Account:	American E	xpress -	Admin	Balance:		3944.21	Statement Date: 8	/10/2015	
#	Туре	Number	Cleared	Date	Amo	unt	Vendor/Comment			
1	Charge	8		7/15/201	15 (	575.00	Steve's Bus Service	Cleared Charges	3,721.71	
2	Charge	9		7/17/201	15	27.25	Misc Food and Fuel	Cleared Checks	0.00	
3	Charge	10	<b>v</b>	7/3/201	15 13	350.25	Best Buy	Cleared Other	0.00	
4	Charge	11	<b>v</b>	7/3/201	15 7	725.00	RP Heating & Cooling			
5	Charge	12	1	7/22/201	15 3	399.00	Verizon Wireless	Ending Balance	3721.71	
6	Charge	13	<b>v</b>	7/22/201			Lowe's	Outstanding Charges +	222.50	
7	Charge	14		7/16/201			American Express			
8	Charge	15		7/28/201			Forms & Supply	Outstanding Checks -	0.00	
9	Charge	17		7/29/201	15	0.00	Forms & Supply	Outstanding Other +-	0.00	
Dese	elect All <u>Select All</u>							Reconciled Balance	3,944.21	
								System Balance	3,944.21	
	Difference 0.00									
						Car	ncel Reopen			

Figure 44. Reconciled Credit Card Account

### Creating a Reconciliation Report

The following procedure show you how to create a credit card reconciliation report. You can create this report for reconciled credit card accounts at any time—even for accounts reconciled in prior periods.



2. Open the **Transactions** group. Select this link:

Credit Card Reconciliation Report.

3. 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								
** Report Subtitle								
Preview Report         View PDF         Memorize Report         Reset Criteria         Cancel           To select multiple items on controls that allow it, use ctri-click         ** Changes to these options are saved when the report is previewed.         ************************************								

- 4. If desired, provide a subtitle for the report.
- 5. Click Preview Report to display the report in the Report Viewer.
- 6. If desired, print the report.

You can attach the report to your credit card statement and file it with your credit card account records.

## Paying a Credit Card Bill

After reconciling a credit card statement create a bill to the credit card company vendor. Select the credit card Liability account for the bill item. Type the amount that you want to pay.

As you enter data for the credit card transaction, 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
- Import Deposit Transactions

# **Entering a Deposit**

Record a deposit in your Ledger and Payables application using the following procedure.

			Deposit Ir	formation		
						Watch Help Video!
	Bank Account:	Cash, Checking Account-Ge	neral: A-1-10-1101-00 1101.	00P 🔻	Total: 0.0	0
	Deposit Number:	20	_		Date: 03/	02/2010
	Deposit Number.	20			Date. 03/	03/2016
	Comment:					
	#	Account	Amount	Comme	ent	Project
			~			
×						
X X	1		<b>v</b>			
	1 2					
×	1 2		M			

Figure 45. 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 244 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 11.

 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 **Submit**.

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 Counter's 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 46):

	Deposit Search									
Transaction Number										
	Trans	action Date								
	From 9	/9/1979	то 1/1/2017		Clear Dates					
account		action Amount								
	From		То		Clear Amounts					
		Search	Show All							
		Depo	osit List		Add a New Deposit					
Number Date	Amount	Account		Cleared Date						
Go 27 04/04/2016	1785	.00 Cash, Checking	Account-General							
Go 26 03/04/2016	1500	.50 Cash, Checking	Account-General	03/31/2016						

#### Figure 46. 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 Show All 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	Search	].	
-------------	--------	----	--

4. To view the details for the deposit, click Go.

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 125 to locate the deposit you want to edit.
- 2. On the **Deposit Information** page (Figure 45), 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 Delete .
  - Add more line items. To do this, click the <u>More Lines</u> link.
- 3. Click Submit 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.

# **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 125 to locate the deposit you want to delete.
- 2. To delete the deposit, click Delete

# **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 Process				
	1.	Click	Process	

2. Open the Import Processes group. Then, click this link: Marthead 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.

Import Deposit						
Click here to download Import Templates for this process.						
Choose File No file chosen						
Import						

Figure 47. 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.

- 4. If desired, change the file name of the template to a name that is meaningful to you. Save the file.
- 5. Open the saved template file in Excel. For example:

	Α	В	С	D	Е	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

- 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, Transaction Number, and Bank/Subsidiary Bank shortcut. All fields are required except for Comment and Project Code.



# 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.
- 7. Save the file.

You can now import the transactions in the file. For instructions, see "Importing Deposit Transactions" on page 129.

#### **Importing Deposit Transactions**

The following steps show you how to import a prepared file of deposit transactions.



- 2. Open the **Import Processes** group. Then, click link:
- 3. 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.

The Date is 1/12/2016. Click the button below to create transactions.							
Create Deposit							
Create Transactions							

If the import process cannot validate the file, displays a failure message and provides the reason for the failure.

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- 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:

	Deposit Information									
							Watch Help Video!			
		Bank Account:	Cash, Checking Account-General: A-1-1	10-1101-00 1101	00P 🔻	Tota	l: 20.00			
	[	Deposit Number:	22			Date	1/12/2016			
		Comment:	Imported Deposit							
	#		Account	Amount		Comment	Project			
×	1	1202.00P: Pre	epaid Expenses & Deposits A-1-30-12	20.00						
×	2		· · · · · · · · · · · · · · · · · · ·	·						
×	3		~	•			(			
	-		Total:	20.00						

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.

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

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# Adding a Journal Entry

To add a journal entry:

M

1. Click Journal Entries to display the Journal Entry Information page (Figure 48):

					Journal E	ntry Informa	tion			
	Entry Number: 7		74		Date: 9/20/XXXX					
		Comment:	Correct Check #7571							
	#		Account		Debit	Credit	Comm	ient	Project	
×	1	5243: Repair	rs and Maintenance E-1-001	-001-057 💌	0.00	150.00	Used wrong a	cct on chec		~
×	2	5246: Groun	ds E-1-001-00 <b>1</b> -057-07	~	150.00	0.00	Used wrong a	cct on chec		~
×	3			~						~
				Total:	150.00	150.00	)			
More	Lines									
				Subm	nit N	lemorize	Cancel			

#### Figure 48. 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 Submit 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 244.

# 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 49):

			Journal Entry Search						
Transaction Number									
Transaction Date									
From		То	Clear Dates						
			Search Show All						
1, <u>2</u> , <u>3</u> , <u>4</u> ;	<u>&gt;&gt;&gt;</u>								
			Journal Entry List	Add a New Journal Entry					
	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 49. Journal Entry Search Page

This pages 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 Show All to re-display all journal entries.

- To locate a journal entry by number, type the number in the Transaction Number field.
   Then, click Search.
- 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 Search.

A list of journal entries matching your search criteria is displayed in the **Journal Entry List** at the bottom of the page.

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3. To view any journal entry in detail, click <u>Go</u> to display the **Journal Entry Information** page:

	Journal Entry Information									
	E	intry Number:	74				Date: 9/20/XXXX			
		Comment	Correct Check #7571							
	#		Account		Debit	Credit	Comment		Project	
×	1	5243: Repa	irs and Maintenance E-1-001	-001-057 💌	0.00	150.00	Used wrong acct on che	с		~
×	2	5246: Grou	nds E-1-001-001-057-07	~	150.00	0.00	Used wrong acct on che	с		~
×	3			~						~
				Total:	150.00	150.00				
More I	Lines									
				Submi	t Me	emorize	Cancel			

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 133 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 <u>More Lines</u> link.
- 3. Click Submit 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 <u>More Lines</u> 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 263.)

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 133 to locate the journal entry you want to delete.
- 2. Click Delete .
- 3. Click OK

The journal entry is permanently removed from your Ledger and Payables system.

### 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.

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To create a reversing journal entry:

- 1. Follow steps 1 4 under "Adding a Journal Entry" on page 132.
- 2. Check the **Insert Reversing Journal Entry** box.

	Journal Entry Information							
				Watch Help Video!				
Entry Number:	53	Date:	01/04/2016					
Comment:			Insert Reversing Journal Entry					

3. Click **Submit** to save the journal entry.

The journal entry is saved, and the reversing journal entry is displayed.

	Journal Entry Information										
								Watch Help Video!			
		Entry Number:	52			Date: 1/1/2016					
	Comment: Reversing Journal Entry 51										
	Ass	ociated Reversing	g Journal Entry Number: <u>51</u>								
	#		Account	Debit	Credit	Comment	Proje	ect			
×	1	4141.00EVA:	Fundraising Activity Revenue I-1	-01 🕶 0.00	200.00	Correction	FEST:Spring Festiva	l 🖌			
×	2	4105.00EVA:	DONATIONS, GENERAL I-1-01-	03 🖌 200.00	0.00	Correction	FEST:Spring Festiva	al 💌			
×	3			<b>~</b>				~			

- 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, Parish-SOFT 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 137.

#### 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:



2. Open the **Import Processes** group. Then, click this link: Link the <u>Import Payroll</u>.

The **Import Payroll** page (Figure 50) 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**.

	Import Payroll
Click here to download Import Templates for this process.	
Browse No file selected.	

Figure 50. 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:

	٨	D	<u> </u>
	A	B 12/21/2012	22002.0
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
	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	5100.00M	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 140.

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# 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.



2. Open the **Import Processes** group. Then, click this link: Mart Payroll.

The **Import Payroll** page (see Figure 50) 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 <u>Import</u> 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: Create Journal Entry.
  - 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: 143 Comment: Imported Payroll: 08/31/14			Date: 8/31/2014					
	#	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		×				
x	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		<b>~</b>				
x	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 51	1500.00	0.00		<b>~</b>				
×	7	E-1-01-09-5110-00: Priests Compensation 5110.0	4200.00	0.00		<b>M</b>				
		Total:	5,784.00	5,784.00						
More	More Lines									
			Submit Me	emorize De	elete					



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.
- 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 Submit 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.



2. Open the **Import Processes** group. Then, click this link: Model Import Journal Entry.

The **Import Journal Entry** page is displayed. (Figure 3):

Import Journal Entry
Click here to download Import Templates for this process.
Browse No file selected.
Import

#### Figure 52. 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.

	А	В	С
	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.



# 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



2. Open the **Import Processes** group. Then, click this link: Month <u>Import Journal Entry</u>.

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 Import 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: **Create Journal Entry**.
- 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 Create Journal Entry to create a journal entry.

The system creates the journal entry and displays it on the **Journal Entry Information** page, as shown in Figure 53:

Journal Entry Information							
		Entry Number:	142			Date: 9/30/2014	
		Comment:					
	#		Account	Debit	Credit	Comment	Project
×	1	I-1-03-29-410	3-00: Special Purpose Collection 41	0.00	3378.95		~
×	2	I-1-03-29-410	5-00: Donations, General 4105.00C	2492.96	0.00		~
×	3	I-1-10-61-410	5-00: Donations, General 4105.00C	841.22	0.00		~
×	4	I-1-09-60-410	5-00: Donations, General 4105.00D	44.77	0.00		~
			Total:	3,378.95	3,378.95		
lore	Lin						
ore	Line	13					
				Submit Me	emorize D	elete	

Figure 53. 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.
- 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 **Submit** 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 54):

М	emorize This Transaction
Description:	
Frequency:	Monthly
Semi-Monthly First Day:	1 🔹
Next Date:	6/1/2014
Final Date:	
	Use zero amounts on future transactions?
	Submit Cancel

#### Figure: 54. 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, Biweekly, 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 Memorized to display the menu of memorized transactions:

Memorized Bills
Memorized Credit Cards
Memorized Deposits
Memorized Journal Entries
Create From 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:

Dele	le Description		Next Date	Final Date	Vendor	Frequency	Amount
	Cupcakes	5	4/6/2018	1/1/2900	Karen's Cupcakes	Monthly	385.50
	Septic Cleaning		4/6/2018	1/1/2900	Joe's Septic Service	Monthly	58.0
	Internet / Cable/ Phone		4/7/2018	1/1/2900	Timewarner Cable	Monthly	402.60
	Rental		4/7/2018	1/1/2900	ACE Rentals	Monthly	725.00
	Weekly security		4/11/2018	1/1/2900	ADT Security Services	Weekly	250.00
8	Monthly festival prof fees		5/4/2018	1/1/2900	ACE Rentals	Monthly	150.0
	Cell Phone - Admin		5/5/2018	1/1/2900	Sprint	Monthly	127.60
	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 **Submit** to save your changes.

# Deleting a Memorized Transaction

#### Å 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 Submit to save the change or click Cancel 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 Memorized 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:

Crea	Create Transactions as of a Date						е
Create Transactions as of:	eate Transactions as of: 10/31/2011						
	Clear		Clo				
Г	<pr< td=""><td>ev</td><td>Т</td><td>oday</td><td></td><td>Ne</td><td>ext&gt;</td></pr<>	ev	Т	oday		Ne	ext>
	0	ctob	ber	-	20	11	•
	Su	Мо	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 Submit .

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	Туре	Description	Vendor/Account	Next Date	Final Date	Frequency	Amount		
1	1	Bill	Pastors Cell Phone Bill	AT&T	10/20/XXXX	1/1/2900	Monthly	0.00		
2	<b>v</b>	Bill	State Income Tax	SD Department of Revenue and Re	10/31/XXXX	1/1/2900	Monthly	0.00		
3	<b>V</b>	Bill	Fed Income Tax	US Treasury	10/31/XXXX	1/1/2900	Monthly	0.00		
4	<b>V</b>	Deposit	Weekly Counter Sheet 8:00 Mass	Building	9/25/XXXX	1/1/2900	Weekly	0.00		
5	<b>V</b>	Deposit	Weekly Counter Sheet 10:30 Mass	Building	9/25/XXXX	1/1/2900	Weekly	0.00		
6	1	Deposit	Online Giving Offerings	Building	10/31/XXXX	1/1/2900	Monthly	4.00		
Des	elect All	Select All	· · · · · · · · · · · · · · · · · · ·							
				Submit Cancel						

- 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 Submit to create the new entries.
- To view your transactions, go to the Bill Information, Deposit Information, Journal Entry Information, or Charge Information page. Click the respective <u>Find</u> 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:

- 1. Find the new entry.
- 2. On the transaction's Search page, click Go for the desired transaction.

Bill Search									
Transaction Numb	ber								
				Search Show All					
account		•							
vendor		•							
1, <u>2 ≥ ≫</u>									
			Bill List			Add a New Bill			
Number	Due Date	Invoice Date	Account	Vendor	Amount	Unpaid			
Go 188	10/30/XXXX	09/30/XXXX	Vendors Payable	Herb Waltz	400.00	Unpaid			
Go 187	10/20/00000	09/20/XXXXX	Vendors Payable	City Glass and Glazing, Inc.	150.00	Unpaid			
Go 186	10/20/XXXX	09/20/XXXX	Vendors Payable	Herb Waltz	350.00	Unpaid			
Go 185	10/20/200000	09/20/XXXX	Vendors Payable	AT&T	300.00	Usesid			

- 3. If necessary, edit the transaction details.
- 4. Click **Submit** 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	
×	1	5208: Telephone E-1-001-001-055-09	*	225.00	
×	2	5209: Cable and Internet E-1-001-001-055-10	~	75.00	
×	3		~		
		١	otal:	300.00	

5. Add the proper amounts to the item as needed. Then, click **Submit** 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.

#### ParishSOFT Accounting

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Using our purchasing example, the Journal Entries for the account the transaction look like those shown in Table 12:

Account	Debit	Credit
Accounts Payable		400
Entity #1 Expense Account (for supplies)	150	
Entity #2 Expense Account (for supplies)	250	

Table 12: Journal Entries for Due To/From Example

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 41.

### 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-
- 3. Click options to display the **Organization Options** page.
- 4. Select the Enable Due To/From Entity Processing box, as shown in Figure 55:

Due To / From
✓ Enable Due To / From Entity Processing
Due To / From option will allow you to select one account per entity to track the difference in credits vs. debits for that entity when entering transactions (Bills, Deposits, Journal Entries, Invoices, Credit Memos) to multiple entities. This account can either be an Asset account or Liability account. Setup is available at Setup, Due To / From Accounts, Unchecking this box (disabling the Due To / From) will automatically clear the accounts in the Due To / From Accounts screen.

Figure 55. Organization Options Page: Enable Due To/From Entity Processing Option

5. Click Submit .

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  $\bigcirc$  to dismiss the message.
- 3. Select the Ledger and Payables tab.



- 4. Click <u>Setup</u> to display the **Setup** page:
- 5. Select the <u>Due To/From Accounts</u> option.

The **Due To/From Accounts** page (Figure 56) is displayed:

	Due To / From Accounts								
				Watch Help Video!					
			Entity List						
	Entity	Description	Due To / From Account						
Go	1	Parish	2100.01PPA: Due To/From L-1-50-2100-01						
Go	2	School	210002SPA: Due To/From L-2-50-2100-02						
Go	3	Special Needs Ministry	2100.03MPA: Due To/From L-3-50-2100-03						
			Close						

#### Figure 56. 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 Go.

The **Due To/From Entity Information** page for the selected entity is displayed. In Figure 57, the School entity is selected.

	Due To / From Entity Information
Entity Name:	School
Entity Number:	2
Due To / From Account:	Select an Account
	Select an Account
	1520.00S: Buildings A-2-40-1520-00 1521.00S: Building Improvements A-2-40-1521-00
	1540.00S: Equipment A-2-40-1540-00
	210002SPA: Due To/From L-2-50-2100-02
	2220.00S: Accrued Payroll-12Mth Teachers L-2-55-2220-00
	2400.00S: Other Current Liabilities L-2-60-2400-00
	2520.00S: Notes Payable-Diocese L-2-65-2520-00
	2540.00S: Notes Payable-Bank L-2-65-2540-00

#### Figure 57. 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 Submit 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 156.

## 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:

```
Assets = Liabilities + 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 Submit.

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.



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		
		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.

Bank St	atement Information
Bank Account:	Parish: A-1-11-01 101 -
Statement Date:	09/30/XXXX
Ending Balance:	2746.39
Service Charge:	25.00
Interest Income:	1.25
Subm	it Cancel

#### 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



- 2. Open the **Reconciliations** group.
- 3. Select Bank Reconciliation.
- 4. Select Create a New Statement.

The Bank Statement Information page (Figure 58) is displayed:

Bank Statement Information								
		Watch Help Video!						
Primary Account:	Select an Account	•						
Statement Date:	07/27/2014							
Ending Balance:	0.00							
Service Charge:	0.00							
Interest Income:	0.00							
Subsidiary Bank Offset Account:		•						
<u>S</u> u	bmit Cancel							

Figure 58. 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:

	Park Association	0.1.01.11				075005-55		Statement Date:	0/04/00	10
	Bank Account:	Cash, Checkin	g Accoun	t-Gene Bal	ance:	275862.37		Statement Date:	3/31/20	16
								Sort List By:	Туре	•
#	Туре	Number	Cleared	Date	Amount	√endor/Employee	e/Comment	Cleared Che	cks	17.105.0
1	Check	22233		1/22/2016	6 400.00	Carolina Pest Manag	gement			,
2	Check	22238		2/4/2016	550.00	Barton Cotton		Cleared Dep	osits	6,601.4
3	Check	22239		2/4/2016	4253.15	Best Buy		Cleared Othe	er	0.0
4	Check	22240		2/4/2016	600.00	Deacon Pedro Reye	s			
5	Check	22241		2/4/2016	303.85	Sprint		Ending Bala	nce	0.0
6	Check	22242		2/4/2016	6 402.60	Timewarner Cable		Consider Ober		
7	Check	22244		2/16/2016	500.00	ADT Security Servic	es	Service Char	ge	0.0
8	Check	22249		2/22/2016	6 785.25	American Express		Interest Inco	me	0.0
9	Check	22250		2/22/2016	6 250.00	Enquirer Journal		Outstanding	Checks -	5,597.7
10	Check	22251		2/22/2016	1478.59	Forms & Supply		Outstanding Checks -		5,597.7
11	Deposit	17		2/5/2016	6 450.00	Youth Fishing Trip		Outstanding	Deposits +	7,686.9
12	Deposit	20	<b></b>	1/12/2016	6151.42	Imported Deposit		Outstanding	Other +-	5,247.2
13	Deposit	22		1/12/2016	5 20.00	Imported Deposit				
14	Deposit	23		2/26/2016	5 15.00			Reconciled E	Balance	7,336.4
15	Deposit	24		1/12/2016	6151.42	Imported Deposit		System Bala	nce	275,862.3
16	Deposit	26		3/4/2016	5 1500.50	Main Comment		P.144		
17	Journal	62		11/1/2015	-25.00			Difference		-268,525.9
18	Journal	63		12/1/2015	5 25.00	Plus				
19	Journal	82		2/12/2016	5247.25					
20	Paycheck	22234		1/29/2016	5 1784.17	Payroll				
21	Paycheck	22235		1/29/2016	5 1588.95	Payroll				
22	Paycheck	22236		2/15/2016	5 1784.17	Payroll				
23	Paycheck	22237		2/15/2016	1588.95	Payroll				
24	Paycheck	22243		2/5/2016	6 1658.87	Payroll				
25	Paycheck	22248		2/5/2016	5 1557.70	Payroll				
26	Paycheck	22252		2/29/2016	6 1658.87	Payroll				
27	Paycheck	22253		2/29/2016	5 1557.70	Payroll				

- 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.

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• To clear a range of checks, click Clear Range to display the following:

	Cle	ear Check	Number Ra	nge	
From Check Number: 7	506				
Through Check Number	7572				
		Submit	Close		

Specify the range of checks to clear, and then click Submit.

The system automatically clears the checks within the range you specified and returns you to the **Bank Reconciliation** page.

9. Click Submit 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 163 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 Reconcile

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 <u>ok</u> to close and lock the reconciliation.
  - Click Cancel to save the reconciliation for future editing.

If desired, you can run an Account Reconciliation Report. For instructions, see "Creating a Reconciliation Report" on page 164.

#### Viewing and Editing a Bank Reconciliation Statement

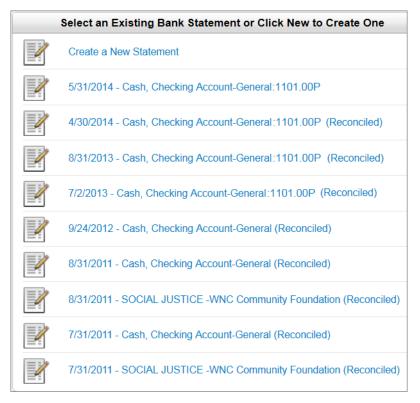
Use the following procedure to view any reconciliation statement and to make changes to any non-reconciled bank statement.



- 2. Open the **Reconciliations** group.
- 3. Select <u>Bank Reconciliation</u> to display a list similar to the following:

Note

This Bank Reconciliation list displays only those accounts you have permission to access.



- 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 Submit .

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#### **Reconciled Accounts**

Figure 59 shows an example of a reconciled bank 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.

	Reconcile Bank Account - Reconciled										
	Watch Help Video!										
	Bank Account:         Cash, Checking Account-Gene         Balance:         279004.60         Statement Date:         11/30/2015										
	Sort List By: Type										
#	Туре	Number	Cleared	Date	Amount	Vendor/Employee/Comment	Cleared Checks	30,412.30			
1	Check	9711	<b></b>	12/2/2014	2.00	Diamond Springs					
2	Check	9712	<b></b>	12/2/2014	50.00	Barton Cotton	Cleared Deposits	32,766.00			
3	Check	9713	<b></b>	12/2/2014	100.00	Barton Cotton	Cleared Other	-406,676.39			
4	Check	9714	1	5/20/2015	9351.32	Best Buy		· · · · · · · · · · · · · · · · · · ·			
5	Check	9715		7/1/2015	500.00	ADT Security Services	Ending Balance	279029.60			
6	Check	9716		7/17/2015	350.00	Big Mountain Rentals	Outstanding Checks -				
7	Check	9717		7/27/2015	2712.59	Admin Mastercard	Outstanding Checks -	0.00			
8	Check	9720		12/2/2014	50.00	ADT Security Services	Outstanding Deposits +	0.00			
9	Check	9722		8/10/2015	127.60	Sprint	Outstanding Other +-	-25.00			
10	Check	9723	<b></b>	8/10/2015	423.25	Steve's Bus Service	Outstanding Other 1-	-25.00			
11	Check	9724	<ul> <li>Image: A start of the start of</li></ul>	8/10/2015	500.00	ADT Security Services	Reconciled Balance	279,004.60			
12	Check	11113		8/31/2015	50.00	ADT Security Services	System Balance	279,004.60			
13	Check	11114	<b>v</b>	8/31/2015	750.00	Big Mountain Rentals					
14	Check	11115		8/31/2015	402.60	Timewarner Cable	Difference	0.00			

#### Figure 59. Reconciled Bank Account

#### Creating a Reconciliation Report

The following procedure show you how to create a bank account reconciliation report. You can create this report for reconciled accounts at any time—even for accounts reconciled in prior periods.



2. Select Transactions and then Bank Account Reconciliation Report.

3. 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 Sublue
Report Sublitle:
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.

- 4. If desired, provide a subtitle for the report.
- 5. Click Preview Report to display the report in the Report Viewer.
- 6. If desired, print the report.

You can attach the report to your bank statement and file it with your bank account records.

## 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

<b>⊽</b> Tra	ansactions
	Bil List
	Check Register
	Credit Card Charges
	Deposit Register
	Journal Entry List
	Memorized Transactions
	General Ledger

### **Statements**

- Statement of Financial Position (Balance Sheet)
- Statement of Activities (Income Statement or Profit & Loss)
- Dedicated Accounts

Standa	ard Reports							
⊳ Tr	▷ Transactions							
⊽ sta	atements							
	Statement of Financial Position							
	Statement of Activities							
	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 200 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 159), you can close the month. Follow these steps to close a month:



- 2. Open the End of Period Processing group.
- 3. Select End of Month to display the following:

	End of Month
Т	he current month is: May 2014
	<u>Submit</u> Cancel

The current month shown is the month that you are about to close.

- 4. Do one of the following:
  - Click Submit to proceed with closing the month. Then, click ok to confirm.
     The current month updates to the month that follows the one that you just closed.
  - Click Cancel 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 193.

### 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).

Standa	ard Reports					
D Tra	> Transactions					
⊽ Sta	atements					
	Statement of Financial Position					
	Statement of Activities					
	Dedicated Accounts					
	Statement of Cash Flow					
	Monthly Budget/History					
	Report to Parishioners					
	Parish Financial Profile					
	Statement of Activities - With Date Range					
	Dedicated Accounts - With Date Range					
	Statement of Activities - With Dedicated Accounts					
	Statement of Activities - Columnar Date Selection					
	Statement of Activities - Detailed Quarterly					
	Statement of Activities - Columnar by Entity					
	Statement of Activities - Columnar by Level					
	Project Summary					

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 200 for more information.

⊽Tra	ansactions
	Bil List
	Check Register
	Credit Card Charges
	Deposit Register
	Journal Entry List
	Memorized Transactions
	General Ledger

## 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.



- 2. Open the End of Period Processing group.
- 3. Select End of Year to display the following:

curre	nt month is	: June XXXX	
			Entity List
	Entity	Description	Net Asset Account
Go	1	Church	Fund Balance: N-1-31-3100-00 3100CH
Go	2	Religious Education	Fund Balance: N-2-31-3100-00 3100RE
Go	3	School	Fund Balance: N-3-31-3100-00 3100SC
Go	5	Organizations	Fund Balance: N-5-31-3100-00 31000RG

- 4. Do the following:
  - If you have more than one Net Asset account for an entity, click <u>Go</u>. 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 Submit .

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 173 for details).



- 2. Open the **Budget Entry** group.
- 3. Select the <u>Current Year Budget</u> option to display the **Account Budget Filter** (Figure 60):

			Account Budget Filter		
A	count Type	- Sea	rch Show All		
	Entity				
	1: Parish	-			
	Category:				
	2: Religious Formation	•			
	Cost Center:	-			
	Account:				
		•			
	Description				
		•			
2	records returned				
			Current Year Budget		
_				Clear Current	Year's Budget
	Current Year Budget entered here		months. To edit those monthly		Year's Budget
	ounts, press the "Edit Months" but				
ar	iouna, provo ne can mentra ou	lon.			t Year's Actual
ar					
ar	anna, proo na conmana po		Change by	Same as Las	
ar		um.	Change by Account Budgets	Same as Las	t Year's Actual
ar	Account Code	Shortcut Number		Same as Las	t Year's Actual
			Account Budgets	Same as Las	t Year's Actual
#	Account Code	Shortcut Number	Account Budgets Description	Same as Las	t Year's Actual Calc Change!
# 1	Account Code 1-1-02-12-4157-00	Shortcut Number 4157.00YTH	Account Budgets Description Fees-Parish Events/Programs	Same as Las	t Year's Actual Calc Change! ear Budget Edit Months
# 1 2	Account Code I-1-02-12-4157-00 I-1-02-13-4157-00	Shortcut Number 4157.00YTH 4157.00YAM	Account Budgets Description Fees-Parish Events/Programs Fees-Parish Events/Programs	Same as Las	t Year's Actual Calc Change! ear Budget Edit Months Edit Months
# 1 2 3	Account Code I-1-02-12-4157-00 I-1-02-13-4157-00 I-1-02-19-4157-00	Shortcut Number 4157.00YTH 4157.00YAM 4157.00FFG	Account Budgets Description Fees-Parish Events/Programs Fees-Parish Events/Programs Fees-Parish Events/Programs	Same as Las           percent         Current Ye           0.00         0.00           0.588.83         3588.83	t Year's Actual Calc Change! Edit Months Edit Months Edit Months
# 1 2 3 4	Account Code I-1-02-12-4157-00 I-1-02-13-4157-00 I-1-02-19-4157-00 E-1-02-12-5148-00	Shortcut Number           4157.00YTH           4157.00YAM           4157.00FFG           5148.00YTH	Account Budgets Description Fees-Parish Events/Programs Fees-Parish Events/Programs Program Supplies	Same as Las	t Year's Actual Calc Change! Edit Months Edit Months Edit Months Edit Months
# 1 2 3 4 5	Account Code I-1-02-12-4157-00 I-1-02-13-4157-00 I-1-02-19-4157-00 E-1-02-12-5148-00 E-1-02-12-5170-00	Shortcut Number           4157.00YTH           4157.00YAM           4157.00FFG           5148.00YTH           5170.00YTH	Account Budgets	Same as Las	t Year's Actual Calc Change! Ear Budget Edit Months Edit Months Edit Months Edit Months Edit Months
# 1 2 3 4 5 6	Account Code 1-1-02-12-4157-00 1-1-02-13-4157-00 1-1-02-19-4157-00 E-1-02-12-5148-00 E-1-02-12-5170-00 E-1-02-12-5199-00	Shortcut Number           4157.00YTH           4157.00YAM           4157.00FFG           5148.00YTH           5170.00YTH           5199.00YTH	Account Budgets	Same as Las	t Year's Actual Calc Changel Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months
# 1 2 3 4 5 6 7	Account Code I-1-02-12-4157-00 I-1-02-13-4157-00 E-1-02-13-4157-00 E-1-02-12-5148-00 E-1-02-12-5170-00 E-1-02-12-5199-00 E-1-02-13-5148-00	Shortcut Number           4157.00YTH           4157.00YAM           4157.00FFG           5148.00YTH           5170.00YTH           5199.00YTH           5148.00YAM	Account Budgets	Same as Las	t Year's Actual Calc Changel Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months
# 1 2 3 4 5 6 7 8	Account Code I-1-02-12-4157-00 I-1-02-13-4157-00 I-1-02-13-4157-00 E-1-02-12-5148-00 E-1-02-12-5170-00 E-1-02-12-5199-00 E-1-02-13-5199-00	Shortcut Number           4157.00YTH           4157.00YAM           4157.00FFG           5148.00YTH           5170.00YTH           5199.00YTH           5148.00YAM           5199.00YAM	Account Budgets	Same as Las	t Year's Actual Calc Changel Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months
# 1 2 3 4 5 6 7 8 9	Account Code 1-1-02-12-4157-00 1-1-02-13-4157-00 1-1-02-13-4157-00 E-1-02-12-5148-00 E-1-02-12-5199-00 E-1-02-13-5148-00 E-1-02-13-5199-00 E-1-02-13-5199-00 E-1-02-18-5148-00	Shortcut Number           4157.00YTH           4157.00YAM           4157.00FFG           5148.00YTH           5199.00YTH           5148.00YAM           5199.00YTH           5148.00YAM           5199.00YTH           5148.00YAM           5199.00YTH	Account Budgets	Same as Las           percent           Current Yr           0.00           0.00           3588.83           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00	t Year's Actual Calc Changel Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months Edit Months

### Figure 60. Account Budget Filter

The system lists all income and expense accounts.

4. 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	)	4101.00RE\	/	OFFERTORY 141333.33 Close							
	Jul	Aug	Sep	Oct	Nov	/ Dec Jan Feb Mar Apr May				Jun			
11	777.78	11777.78	11777.78	11777.78	11777.78	11777.78	11777.75	11777.78	11777.78	11777.78	11777.	78 11	777.78

- 5. To edit the monthly amounts, click Edit Months and type the new values.
- 6. Click **Submit** 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 Reports

- 2. Under Standard Reports, select Budget History. Then select Monthly Budget/History.
- 3. Click Preview Report 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.

- (Optional) If you want to filter this report by entity or level, select the options you need and then click the Preview Report.
- 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	Reports

- 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 Preview Report .
  - To view your budget worksheet for a specific entity or level, select the options you need, and then click <a href="Preview Report">Preview Report</a>

Following is an example of a budget worksheet for a specific entity:

Budget Worksheet						
	Two Years Ago Actual	Last Year Actual	Current Year Actual Y	Current ear Budget	Next Year Budget	Next Year Revisions
Income						
Church						
Collections						
Weekly Collections						
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	
Holy Day Collections						
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	
Easter Collection						
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	
Christmas Collection						
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 61. Example of a Budget Worksheet for an Entity

4. To print the report, click  $\square$  (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 13-172) and/or the Budget Worksheet (see page 13-173) 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.

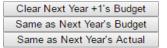
### Next Year Budget Options



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



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.



- 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 175 for descriptions of these buttons.)

A message is displayed asking you to confirm your selection.



- 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 178.

OR

• Change amounts by a percentage. For instructions, go to "Changing Budget Amounts by Percentage" on page 177.

## 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	1	percent	Calc Change!
			Account	Budgets			
#	Account Code	Shortcut Number		Description		Next Ye	ar Budget
1	I-1-010-4111-00	1411100	Weekly Collections			555000.00	Edit Months
2	I-1-010-4112-01	1411201	Assumption			2546.00	Edit Months
3	I-1-010-4112-02	1411202	All Saints Day			0.00	Edit Months

2. Click Calc Change!

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:

	Account Budgets						
#	Account Code	Shortcut Number	Description	Next Yes	ar Budget		
1	I-1-010-4111-00	1411100	Weekly Collections	560556.00	Edit Months		
2	I-1-010-4112-01	1411201	Assumption	2570.00	Edit Months		
3	I-1-010-4112-02	1411202	All Saints Day	0.00	Edit Months		

3. Click **Submit** to save the changes.

### Note

#### Any accounts with a \$0.00 amount remain at \$0.00.

## **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	
1.	Click	Process	

- 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 Edit M	onths		
73 E-1-205	-5251-02	1525102	Books and Supplies	0.00 Edit Months
V	The system of	displays Ju	ly-June monthly budget amounts for the select	ted account.

b. Click into the month you wish to edit and type the new amount.

For example:

73	E-1-205	-5251-02	15	25102	Books and S	Books and Supplies				3	3000.00 Close		
	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 **Submit** 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.

- 2. Open the **Other Processes** group.
- 3. Select Lock/Unlock Budget to display the list of budgets you can lock, as shown in Figure 62:



Figure 62. 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.

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5. Click **Submit** 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 62).

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 **Submit** 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.

- 2. Open the **Contribution Transfer** group.
- 3. Select <u>Transfer from ParishSOFT Offering or Logos II Contributions</u> 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.

	Import Contributions File
Choose File No file chosen	
Import	

- 4. Click Choose File or Browse...
- 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.

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6. Click Import

	Accounts Bills Checks	Deposits Journal E	Intries Vendors	Credit Cards	Memorized	Process	Setup	Reports
		Entry Screens				List S	creens	
	Parishsoft funds must be associated with an accou					Account		
#	PSFundDescription	PSCOAID	PSAccount			Account		
				I-1-020-4312-0	0: Mass Offerin			(
	PSFundDescription	PSCOAID	PSAccount	-	0: Mass Offerin 10: Authorized (	ngs 1431200	ign 1461000	
	PSFundDescription All Souls	PSCOAID 4	PSAccount 10-11-02	I-1-040-4610-0		ngs 1431200 Capital Campa		

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. For example:

		Transfer Contribu	tions	
	Bar	nk Account: LITURGY ACCT: A-1-110-1113-01 1111301	•	
	#	Posting Date	Total Deposit	Selected?
×	1	9/20/ XXXX	650.00	<b>~</b>
×	2	9/20/ XXXX	1200.00	✓
×	3	9/20/ XXXX	750.00	
×	4	9/20/ XXXX	0.00	<b>V</b>
×	5	9/20/ XXXX	95.00	
×	6	10/20/XXXX	45.00	<b>V</b>
×	7	10/20/ XXXX	50.00	<b>~</b>
×	8	10/20/ XXXX	1908.00	<b>~</b>
×	9	10/20/ XXXX	110.00	<b>V</b>
		Submit	Clear	

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 CMS Contributions**

1.	Click	Process

- 2. Open the **Contribution Transfer** group.
- 3. Select <u>Transfer from CMS Contributions</u> 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.

	Import Contributions File
Choose File No file chosen	
Import	

- 4. Click Choose File or Browse....
- 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:

	kccounts Bills Checks	Deposits Journal En		Credit Cards	Memorized	Process	Setup	Reports
	En	try Screens				List Scr	reens	
	rishsoft funds must be associated with an account		· · · · · · · · · · · · · · · · · · ·			Account		
Par #	PSFundDescription	PSCOAID	PSAccount	11.020.4312.0	10: Maco Offering	Account		6
	PSFundDescription All Souls	PSCOAID	PSAccount 10-11-02	-	00: Mass Offering	gs 1431200	- 4464000	
	PSFundDescription All Souls Bishops Overseas Appeal	PSCOAID	PSAccount 10-11-02 30-30-05	I-1-040-4610-	00: Authorized Ca	gs 1431200 apital Campaig	/	6
	PSFundDescription All Souls	PSCOAID	PSAccount 10-11-02	I-1-040-4610-		gs 1431200 apital Campaig	/	6

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 Process
- 2. Open the **Contribution Transfer** group.
- 3. Select <u>Transfer from SimpleChurchCRM</u> 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.

	Import Contributions File
Choose File No file chosen	
Import	

- 4. Click Choose File or Browse...
- 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 **Import** to display the following:

Ch	urch Manager Y Ledger and Payables	Payroll						
	Accounts Bills Checks	Deposits Journal 6		Credit Cards	Memorized	Process	Setup	Reports
		Entry Screens				List S	creens	
¥ Pa	arishsoft funds must be associated with an acc	ount before completing the i	mport.					
#	PSFundDescription	PSCOAID	PSAccount			Account		
1	All Souls	4	10-11-02	I-1-020-4312-0	0: Mass Offerin	ngs 1431200		~
-								
2	Bishops Overseas Appeal	39	30-30-05	I-1-040-4610-0	0: Authorized C	Capital Campa	ign 1461000	~
2	Bishops Overseas Appeal Offertory	39 1	30-30-05 10-11		00: Authorized 0 00: Weekly Coll		~	×
-		39 1 57					~	
-	Offertory	1	10-11				~	

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. For example:

	Bank Ac	count: LITURGY ACCT: A-1-110-1113-01 1111301	~	
	#	Posting Date	Total Deposit	Selected?
×	1	9/20/ XXXX	650.00	<b>v</b>
×	2	9/20/ >>>>>	1200.00	<ul><li>✓</li></ul>
×	3	9/20/ XXXX	750.00	<b>v</b>
×	4	9/20/ >>>>>	0.00	<b>V</b>
×	5	9/20/ XXXX	95.00	<b>v</b>
×	6	10/20/XXXX	45.00	<b>V</b>
×	7	10/20/ XXXX	50.00	<b>V</b>
×	8	10/20/>>>>>	1908.00	<b>V</b>
×	9	10/20/ XXXX	110.00	

- 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!

# 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 Reports

The **Standard Reports** and **Memorized Reports Groups** page (Figure 63) 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.

Standard Reports	Memorized Report Groups
> Transactions	▷ EOM Reports
▷ Statements	▷ Income by Cost Center Reports
▷ Accounts	▷ Finance Committee
▷ Vendors	> Youth Director
▷ Budget/History	
> Analytic Reports	

### Figure 63. 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 193.

# Standard Reports

As shown in Figure 63, standard reports are organized into the following categories:

- Transactions
- Statements
- Accounts
- Vendors
- Budget/History
- Analytic Reports

### Transactions

Figure 64 shows the reports in the **Transactions** group:





### **Statements**

Figure 65 shows the reports in the **Statements** group:

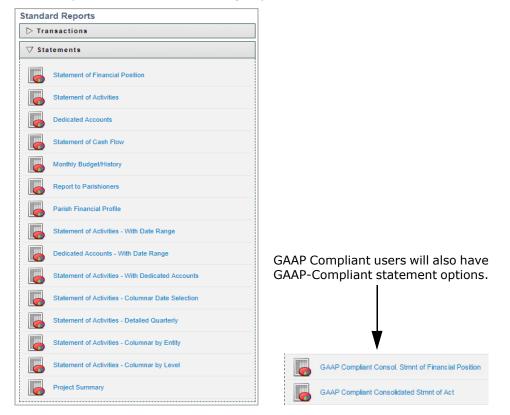


Figure 65. Reports in the Statements Group

### Accounts

Figure 66 shows the reports in the **Accounts** group:

Standa	Standard Reports									
⊳ Tra	ansactions									
⊳ Sta	▷ Statements									
\\ \\ Ac	counts									
	Account Audit									
	Account Balance									
	List									
	Beginning Balance									
	Available Account List									
	Account Dimension Codes									
	Account Inquiry									

Figure 66. Reports in the Accounts Groups

Ledger and Payables User Guide

### Vendors

Figure 67 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.

\\ \ Ve	ndors
	Vendor Audit
	Basic List
	Detailed List
	Telephone List (2 column)
	Labels
	Terms
	1099 - Misc
	Forgotten Vendor List

Figure 67. Reports in the Vendors Group

### Budget/History

The following illustration shows a list of reports in the **Budget/History** group:



Figure 68. Reports in the Budget/History Group

## Analytic Reports

Figure 69 shows a list of reports in the **Analytic Reports** group:





## Configuring a Report



- 1. Click Reports to display the report menus (Figure 63).
- 2. From the **Standard Reports** menu, select the report group to view a list of its reports.

Standa	ard Reports	
D Tra	ansactions	
⊽ Sta	atements	
	Statement of Financial Position	
	Statement of Activities	
	Dedicated Accounts	
	Statement of Cash Flow	
	Monthly Budget/History	
	Report to Parishioners	
	Parish Financial Profile	
	Statement of Activities - With Date Range	
	Dedicated Accounts - With Date Range	GAAP Compliant users will also have
	Statement of Activities - With Dedicated Accounts	GAAP-Compliant statement options.
	Statement of Activities - Columnar Date Selection	
	Statement of Activities - Detailed Quarterly	
	Statement of Activities - Columnar by Entity	▼
	Statement of Activities - Columnar by Level	GAAP Compliant Consol. Stmnt of Financial Position
	Project Summary	GAAP Compliant Consolidated Stmnt of Act
L		

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 193, for descriptions of the report configuration options.
- 5. Do one of the following:
  - Click Preview Report to view the report in the Report Viewer. For details, see "Report Viewer" on page 199.
  - Click View PDF to create a PDF version of the report. You can then print or download the report.
  - Click Memorize Report to save your configuration in a memorized report. See "Memorizing a Report" on page 200 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 **MOME** and **ULOGOUT** 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:	Мау	•	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:

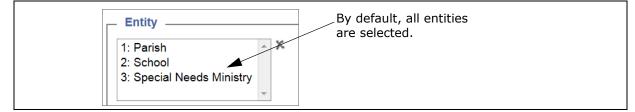
Г	- Date Range ———					7
	Last Month Quarter	st O Current Fiscal Year	Clast Fiscal Year to Date	Start Date:	End Date:	
	This Month Quarter	is Ourrent Fiscal Year to r Date	O Next Fiscal Year			
	Next Next Quarter		Custom Date Range Specified			

The Date Range option you select applies to the columns you choose when setting up your report.

### **Entity Options**

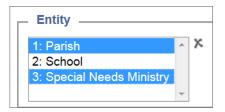
You can create a single report for one entity or you can consolidate multiple entities into one report.

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.

Category	x	Cost Center	x	Account	X
0: General Parish Revenue		0: General Parish Revenue		4101: Offertory	-
1: Ministry & Liturgy	=	1: Liturgy	=	4102: Sacramental Offerings	Ξ
2: Religious Formation		2: Music		4103: Special Purpose Collection	
3: Charity/Outreach		3: Evangelization		4105: Donations, General	
4: School Subsidy		4: Family Life		4106: Donations, In-Kind	
5: Preschool/Daycare	-	5: Stewardship	-	4107: DSA Rebate	-

If you want to include just one entity in the report, select it. The entity is highlighted in blue to mark its selection.

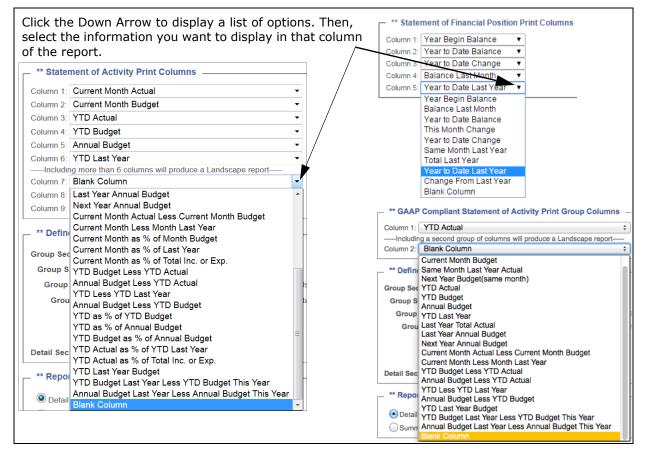
If you want to include more than one entity in the report, press and hold the **Ctrl** key while selecting the desired entities. Each entity is highlighted in blue to mark its selection, as this illustration shows:

Activity Account Dimensi	on Fi	Iters			
Category	x	Cost Center	x	Account	x
0: General Parish Revenue		0: General Parish Revenue		4101: Offertory	
1: Ministry & Liturgy	Ξ	1: Liturgy	Ξ	4102: Sacramental Offerings	=
2: Religious Formation		2: Music		4103: Special Purpose Collection	
3: Charity/Outreach		3: Evangelization		4105: Donations, General	
4: School Subsidy		4: Family Life		4106: Donations, In-Kind	
5: Preschool/Daycare	-	5: Stewardship	-	4107: DSA Rebate	-

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 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:

- ** Define Report Group Sections & Sorting
Group Section 1: Category 🔹 🗹 Print Sub-Headings & Sub-Totals
Group Section 2: [Unused] - Int 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).
  - 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.

** Font Size						
Font Size:	Arial, 8.25pt	•				
L	Arial, 8.25pt	-				
	Arial, 7.75pt					

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**

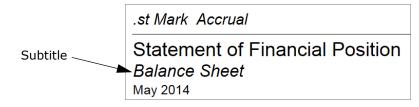
All reports in the ParishSOFT Accounting system comply with all FASB rules for non-profit reporting. This means that what is known in the corporate world as a "Balance Sheet" is called a "Statement of Financial Position" report in the church world.

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 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:

** Report Subtitle Report Subtitie					
- ** Report Notes	This is a test of the report notes.	ß			

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 Reset Criteria

### **Report Viewer**

After you configure a report you can click Preview Report to view the report in the Report Viewer. Figure 70 shows you an example of a report displayed in the Report Viewer:

Diocese UC2							A toolbar is located a the top and bottom of
Statement of Activities January 2014							the Report Viewer. T toolbar contains but
							for interacting with t displayed report.
Income	Current Month Actual	Current Month Budget	YTD Actual	YTD Budget	Annual Budget	YTD Last Year	displayed report.
Parish	Month Actual	Month Budget			Budget	Year	
		Month	YTD Actual 0.00	YTD Budget			
Parish .St John P/S Accrual, Ann Arbor 60 Total:	Month Actual	Month Budget	0.00	0.00	Budget 0.00	Year 175.54	

Figure 70. 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.

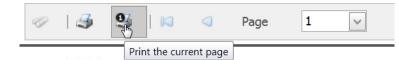
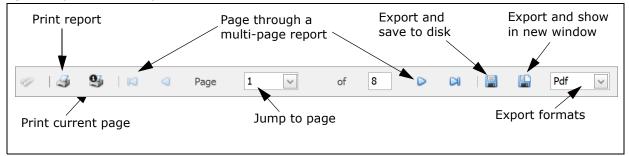


Figure 71 provides descriptions of the toolbar buttons:



### Figure 71. 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.

-		
,		
<b>/</b> .	Click	

Memorize Report to display the following:

Enter Name and Group for Memorized Report:	Х
Memorized Report Name:	
Choose Existing Group: Parish EOM Reports	
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 Memorize Report

The report is added to the **Memorized Report Groups** menu on the **Reports** page.

### Printing a Memorized Report Group



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



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:		Х
New Group Name:		
	Rename Group	

4. In the **New Group Name** field, type the new name for the group. Then, click Rename Group.

You return to the main Reports page. The name you specified is now the new name for the group.

# **Editing Memorized Reports**



The Standard Reports and Memorized Reports Groups page (Figure 63 on page 187) 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 Memorize Report
- 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 Memorize Report

The edited report is added to the **Memorized Report Groups** menu on the **Reports** page.

# **Exporting Reports**

All reports can be exported from ParishSOFT Accounting into various report types. The exported reports can then be viewed, edited and emailed as needed.

1. Select the report you would like to export and make any selections as needed, then

click Preview Report

2. In the toolbar at the top or bottom of the report, click the Down Arrow in the report format list. Then, select the one of the format options:

1	- 4	9		Page	1	~	of	2			<mark>Pdf</mark> ✓ Pdf
											Xls
											· Xlsx
											Rtf
											Mht
											Text
											· Csv
											Image

- **PDF**: (Portable Data File) Defaults to Adobe Reader (report may not be edited in a PDF format)
- **XLS**: Defaults to Microsoft Excel
- 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
- 3. Do one of the following:
  - To export directly to your hard drive, click 📓 (Export and Save). Then, save the file.
  - To export the report and open it in a new window, click 🔛 (Export and Open).

# 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.



2. Select <u>1099 Payer Info</u> to display the **1099 Payer Info** setup (Figure 72):

		1099 Payer Info.	
	General		ACH Info
			Watch Help Video!
Employer Name	St Mark Catholic Church	Immediate Destination:	123456789
Address	1234 Main Street	Immediate Origin:	123456789
Address 2	E	Immediate Destination Name:	Bank Name
Cit	Anywhere	Immediate Origin Name:	St Mark Church
State	E NC	Originating DFI Identification:	12345678
Zip Code	12345	Account Number:	987654312
Phone Number	555-555-5555	Batch Number:	7
	Tax IDs		Contact Info
	StateRocal 501c     Federal govt.     36-3720720  2243-2035	Contact Phone: Contact Fax Contact Email:	
		Submit Cancel	

Figure 72. 1099 Payer Info Setup

3. In the **General** section, type the name of the employer (the church) and address.

- 4. In the **Tax ID** section, type the Federal tax and State tax ID numbers.
- 5. Click Submit.

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.



- 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 Preview Report

The report list the vendors marked as 1099 vendors and the transactions as 1099 transactions.

 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 Print 1099 Forms for a Vendor" on page 66). Ledger and Payables User Guide

# Printing 1099s

After you review the Vendor Audit for accuracy, you can print the 1099s.



- 2. Select **Vendors**. Then, select <u>1099 Misc</u>.
- 3. Select the calendar year you are reporting on.
- 4. In the Form Name section, select the form you want to use.

You can obtain these forms at www.irs.gov or www.parishsoftforms.com:

- 1099 4-Up Blank Paper: vendor copy, printed on pre-perforated form using black ink.
- 1099 2-Up Preprinted Paper: IRS Copy A (red form)
- 1096 Preprinted: IRS Summary (red form)
- 5. Click Preview Report to view the report in the Report Viewer. For example:

		1		
1 Rents	4 Fed. income tax withheld	1 Rents	4 Fed. income tax withheld	Instructions for Recipient Recipient's identification number. For your protection, this term may show only the last two rights of your social receipt number (BR), indicate large with facility number (PR), enclosed in the story is identification number (AR). Notice is the story of the story
2 Royalties	5 Fishing boat proceeds	2 Royalties	5 Fishing boat proceeds	reported your complete identification number to the IRS and, where applicable, to state and/or local governments. ACCOUNT NUMBER. May show an account or other unique number the payer assigned
3 Other income	6 Med. & health care pymts.	3 Other income	6 Med. & health care pymts.	to distinguish your account. Amounts shown may be subject to self-employment (SE) tax if you retincers from asta-project as \$400 per mean, you must like a stam and served your SE taxes Schools (SE (Jean 1000)) See Tab. 334 for mean information. If no income an
ST MARK CATHOLIC 1234 MAIN STREET ANYWHERE NC 1234	CHURCH	ST MARK CATHOLIC 1234 MAIN STREET ANYWHERE NC 12345	CHURCH	accil asorby and Madaana toans ware without protopy on set of moduling these permets as a from 1000 Gay from 1000-0000 (19)), individual and an aporthase aportantia in the local "instructions on this appa, Dopposition, fouriaries or parametrism and moduli the anomal and apparties of the initian structure. FORM 1000-MISS C INCOMPOSITION from the structure of the appartment of the anomal and the appartment of the initian structure.
(55	5) 555-5555	(55	5) 555-5555	BOX 1. Report rents from real estate on Schedule 5 (form 1040). However, report rents on Schedule C (form 1040) if you provided significant services to the tenant, sold real estate as a
PAYER'S federal ID number 36-3720720	CORRECTED (if checked)	PAYER'S federal ID number 36-3720720	CORRECTED (if checked)	business, or ranked personal property was a business. BOX 2. Report royaties from oil, gas, or mineral properties, copyrights, and patents on Schedule 5 (from 1040). However, report payments for a working interest as explained in the
7 Nonemployee compensatio 1215.65	N 8 Substitute pyrrts, in lieu of dividends/int	7 Nonemployee compensation 1215.65	8 Substitute pyrrts, in lieu of childends, lint.	box 7 instructions. For royatias on timber, cost, and iron one, are Pub. 544. BOX 3. Generative, report this amount on "Other income" line of Porm 1040 (or Porm 1040 HT) & identify payment. The amount shown may be payments modeled as beneficiary of a desease employee, prices assess: broadle demages, Indian gaming ports, a orther totable income. See
Payer made direct sales of \$5,000 or more of consumer products to a lower frequent for mease	10 Crop insurance proceeds	Payer made direct sales of \$2.000     or more of consumer products     to a lower (recipient) for resale	10 Crop insurance proceeds	Fub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040). BOX 4. Shows backup withholding or withholding on Indian gaving profits. Gamesik, payer must backup withhold it roughling that furnish researce identification numbers. San Porm W-9
11 Foreign tax paid	12 Persign country or U.S. possession	11 Foreign tax paid	12 Pereign country or U.S. possession	5. Pub. 355 for more information. Report this around on your income two return as two withheld. BOX 5. An around in this box maars the fairing boat operator considers you as themployed. Report this amount on Schedule 0 (from 1040). See Pub. 234.
13 Eccess golden perschute payments	14 Gross proceeds paid to an attorney	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney	BOX 6. Perindividuals, report of Schedule O (Ferm 1040). BOX 7. Shows nonemployee compareation, if you are in the factor of business of catching facts boy 7 new how seek your acceledator and of fact, if the arrow in this board 50 income.
RECIPIENTS ID number	Account number (see inst.)	RECIPIENT'S ID number	Account number (see inst.)	the term instance of Ferm W-3 because the payer old not consister you an employee and old not withhold income teor coalel ascurity and Nacianes teor. Typus believe yours as an employee and service get the payer to consist this form, report the amount from beir 7 on Ferm 10400, for 7 (or Ferm 104000), in all, Your mark also complete form \$1040 and teach its your return.
15a Section 409A deferrals		15a Section 409A deferrals		If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040. (ine 21 (or Form 1040NF) (ine 21).
ACE HARDWARE 812 MERRIMON AVE ASHEVILLE NC 288	04	ACE HARDWARE 812 MERRIMON AVE ASHEVILLE NC 2880	04	BOX 8, zhow substable payment in feu of shiden to research interact residual tryper totekno reput bandar as a multi of a land or pour assurials. Report of the "Other interact into of term 10.40 (or Form 10.41%). BOX 9, the toteknown into a few 10.40 (or Form 10.41%). BOX 9, the toteknows 8,000 cm res of tables of toteknown products was pict to you on a buywell, dependencemption, or other basis. A software under not two to be shown. Generally, negative proceed response that the approximation of tables (2 from 10.40%).
				BOX 10. Report this amount on Schedule F (Form 1040). BOX 11. Shows the foreign tex that you may be able to claim as a deduction or a credit
RECIPIENTS name address, country, and 2 15b Section 40BA income	er er renege posse code	15b Section 409A income	r vr wreign postal code	on Form 1040. See the Form 1040 instructions. BOX 12. Shows the country or U.S. possession to which the foreign tex was peid.
16 State tax withheid	17 State/Payer's state no.	16 State tax withheld	17 State/Payer's state no.	BOX 12. Shows the country of U.S. possession to which the towers that was paid. BOX 13. Shows your total companiation of excess golden parechus payments subject to a 20% access tax. See the Porm 1040 jor form 1040 km instructions drive there to report.
	IL/22432035		IL/22432035	to A 20% solute two. See the Porm 10-00 [or form 10-00 [07] instructions for where to report. BOX 14. Shows, groups processing pairs to an attempty in connection with legal services. Report only the texable series in soome on your return. BOX 153. May show convert year series that as a nonemployee under a non-auffied
18 State income		18 State income		DOX: 10:00, which be consistently an advertise to a network plan total in the documentation (NOC) plan that is advertise to the equivariant of advection 40:00, plan any sentings to current and prior year advertise. BOX: 15:00, before income an encomplayer under an NGOD plan that does not meet the requirements of section 40:00. This amount is also included in both 7 as non-prior plan company.

# 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 mes-

sage appears only once. Click or to dismiss it.

To view journal entries, click this link a the top of the **Journal Entry Information** page: <u>Find Journal Entry</u>.

For information on TAD services, visit their website at: <u>http://www.tads.com/</u>.

# **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 mes-

sage appears only once. Click or dismiss it.

To view journal entries, click this link a the top of the **Journal Entry Information** page: <u>Find Journal Entry</u>.

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 73):

	User Information
User Name:	
Password:	
Confirm Password:	
First Name:	
Last Name:	
Email:	
Role:	Church Administrator
Force Immediate Password Change:	
Force Periodic Password Change:	Never •
Active:	۲
	Password Management
	Reset Password
	INSSELF d55W0IU
	<u>Submit</u> Cancel

Figure 73. 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.

Role:	Church User 🔹
Permissions Template:	No Template - Customizable Permissions

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 219.

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 Submit 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 Go.

The user's account is displayed.

3. In the **Password Management** section, click, Password

The system displays a system-generated password. This is a temporary password.

- 4. Write down the password. Then, click Submit .
- 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 Go.

The user's account is displayed.

- 3. At the bottom of the **Registered Users** section, uncheck the **Active** box.
- 4. Click **Submit** 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, Parish-SOFT 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.
  - (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):
  - 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.
  - (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):
  - o In the **Primary Account** list, the logged-in user sees all primary bank accounts.
  - o 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.
  - o 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:
  - o 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.
  - o 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.
  - o 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 74:

Entity Level Restrictions
Entity Level Restrictions: If this box is checked then in Ledger & Payables the Bills, Checks, Deposits, and Credit Card screens will allow the user to view and select only those account at the beginning pull down at the top of the screen that contain the entity they have permissions to. If the box is unchecked, the user will see All of the accounts that pertain to the associated screen.

#### Figure 74. 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:

hurch Manager     Ledger and Payables     Payroll     Accounts Receive       Image: Accounts     Image: Accounts     Image: Accounts     Image: Accounts       Accounts     Image: Account	able Y Consolidation Manager	The Entity Level Restrictions option in Church Manager con-
New Bill Find Bill		trols which accounts the
Bill	Information	logged-in user sees in the Accounts lists in the
AP Account: Accounts payable: L-01-40-201-00 201.00CHAP	Balance: 73.60	header (top) portion of transaction page.
Bill Number: 1300	Invoice Number:	
Vendor: New Vendor	Invoice Date: 01/08/2014	
·	Due Date: 02/07/2014	
	Discount Date:	
• •	Terms:	<b>•</b>

Figure 75. 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 Submit 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 S**tep 3-e** on page 210) or by manually configuring the permission settings for a specific user.

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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 Permissions
- 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 permis-

sions you want to assign. Then, click Select Person .

• 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 Select Person

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:



#### 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 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 <u>Select All</u>. The system checks all of the boxes.

Note

#### To uncheck 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 Submit to save changes.

In the following illustration, the user has access to Ledger and Payables. The checked (**show**) box grants this access. In addition, she can view all areas in Ledger and Payables. Note the **Read** box is checked for all areas. She can print whatever reports she wants and create budgets. However, she cannot edit or delete any other data in the system.

Karen Lynn Perm	issions			
Ledger And Payables 🧭 (show) Select All Deselect All				
	Read	Allow/Write	Delete	
Accounts	V	Allow/write	Delete	
Accounts	<ul> <li>Image: A start of the start of</li></ul>			
Account Levels	<ul> <li>✓</li> </ul>			
Assign Cash Flow Categories	<ul> <li>Image: A start of the start of</li></ul>			
Bank Reconciliation	<ul> <li>Image: A start of the start of</li></ul>			
	<ul> <li>Image: A start of the start of</li></ul>			
Beginning Balances Bills	<ul> <li>✓</li> </ul>			
	<ul> <li>Image: A start of the start of</li></ul>			
Budgets	_	_		
Checks				
Check Layout				
Check Printing				
Check Renumber	Image: A start of the start			
Credit Cards	<b></b>			
Credit Card Import			_	
Credit Card Reconciliation	Image: A start and a start			
Deposits	<b></b>			
Deposit Import				
End of Period				
Entities				
Journal Entries				
Journal Entry Import				
Memorized Transactions	<b>A</b>			
Merge Vendors	<b>~</b>			
Pay Bill	<b>v</b>			
Payer Info - 1099	<b>A</b>			
Payroll Import				
Prior Period Adjustments				
Projects				
Reports				
Spoiled Checks				
Jser Options	<b>~</b>			
/endor	1			
/endor Terms	<b>\$</b>			
/endor Types	1			

# Disabling the Beginning Balance Feature

The **Beginning Balance** option is set by the higher-level organization administrator on an organizationby-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 76.

Note

This option is not visible to users assigned the role of Church Administrator.

Disable Beginning Balance	
Checking this box will disable the Beginning Balance entry page for this organization.	

#### Figure 76. Organization Options Page: Disable Beginning Balance

5. Click Submit

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 Audi

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 Search 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 Expand.

Note

#### Click **Collapse** to hide the details.

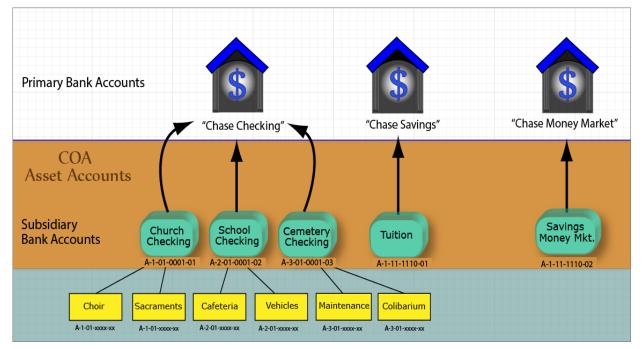
5. To print an audit report, click Preview Report . Then, click (printer icon).

# 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 77:



#### Figure 77. 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 229.

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.



3. Select the link Chart of Accounts (Add Sub-Accounts).

The **Chart of Accounts** window (Figure 78) is displayed:

	Chart of Accounts
Account Type Asset	Search Show All
Entity 2: School	•
Class: 10: Operating Cash	<b>•</b>
Account:	<b>•</b>
Description	

Figure 78. 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 Search

Results matching your search input are displayed.

5. At the bottom of the window, check the box next to each account that you want to use as a subsidiary bank account.

	Chart of Accounts	
Account Type Asset • Entity 2: School • Class: Account: 1102: Cash, Checking Acct-Designated • Description	Search Show All	Check the box to use the account as a subsidiary asset (bank) account.
1 records returned Asset Savings & Restricted Cash Cash, Checking Aret Designated A-2-15-1102-00, Cash, Che Add Sub-Account	scking Acct-Designated, 1102.00S	

6. 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.

- 7. If the account is not displayed, use the **Quick Find** search on the **Account Information** page to locate the account.
- 8. In the Additional Asset Information section, check the Bank Account option:

Additional Asset Information			
Bank Account			
Submit			

9. 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.



3. Select the link Chart of Accounts (Add Sub-Accounts).

The **Chart of Accounts** window (Figure 78) is displayed.

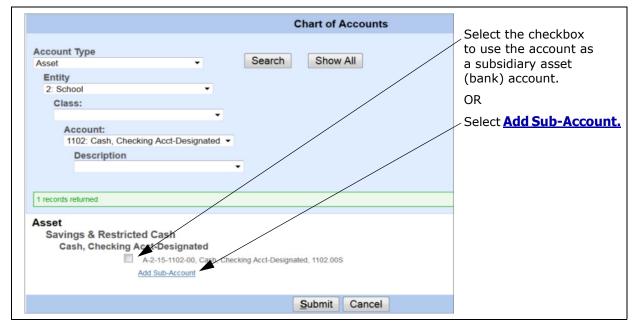
- 4. Find the account by completing these steps:
  - a. From the **Account Type** list, select **Asset**.
  - b. From the **Entity** list, select the entity.
  - c. Select any other account level.
  - d. Click Search .

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.



6. Click **Submit** 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:

Additional Asset Information
Bank Account
Submit

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	Accounts	

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		
Submit		

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 Submit 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.



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.



c. Select Setup Primary and Subsidiary Bank Accounts.

The Primary and Subsidiary Bank Account Setup window (Figure 79) is displayed:

	Primary and Subsidiary Bank Account Setup				
	Primary Bank Accounts				
	Primary Bank Account:			• New	
	Service Charge Account:			•	
	Interest Account:			•	
	Subsidiary Bank Offset Account:			•	
	Check Number Ceiling:				
	Re	moval of a Primary Account will re	quire the a	ssistance of ParishSOFT/CMS Suppo	ırt.
	Primary and Subsidiary Account Associations				
#	All Subsidiary Acco	ounts	Archived	Associated Primary Acc	ount
1	1110CH: Cash in Bank-Parish A-1-11-1110-00			payroll primary	~
2	1110-01: Fifth Third Bank - Operating A-1-11-1110-01			Fifth Third Primary	~
3	1110-02: Fifth Third Bank - Savings A-1-11-1110-02			Fifth Third Primary	~
4	1110-03: Fifth Third Bank - Vegas Acco	ount A-1-11-1110-03	Ν	Fifth Third Primary	~

Figure 79. Primary and Subsidiary Bank Account Setup Window

d. Click **I**lew to display the **New Primary Bank Account** window:

New Primary Bank Account	
Primary Bank Account Name: Wells Fargo Checking	~
Save Close	~

- e. In the **Primary Bank Account Name** field, type a name for the primary bank account.
- f. Click Save 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 19.

The **Primary and Subsidiary Bank Account Setup** window (Figure 79) 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 79), select the appropriate primary account for each subsidiary account from the **Associated Primary Account** list.
- b. Click Submit

#### Step 3: Select Administrative and Offset Subsidiary Bank Accounts

- a. At the top of the **Primary and Subsidiary Bank Account Setup** window (Figure 79), 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 Submit

### 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 80 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.



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							
Y	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 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	
1	l l l l l l l l l l l l l l l l l l l				~			
2	447		6/8/2011	Oblates of St Francis de Sales-Vince		5150.00MIN VEHICLE LEASE & MAINTENANCE EXPEI	450.00	
2					•			
3	449		6/8/2011	Oblates of St. Francis de Sales-Joe		5110.00MIN PRIESTS COMPENSATION: E-1-01-09-511	1445.00	
3					•			
	453	453	6/16/2011	AC Corporation		4 testExp2Barchive: E-1-03-21-5156-21	453.53	
4					•			
5	454	454	6/16/2011	Zoll Medical Corporation		5139.00COL GROUNDS MAINTENANCE: E-1-06-38-513	454.54	
5					~			
6	455	455	6/16/2011	AAA Roofing - School		5139.00COL GROUNDS MAINTENANCE: E-1-06-38-513	85.55	

Figure 80. 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 80), 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 **Submit** 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 Submit to save the information.
  - 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 U LOGOUT.
- Perform these other Ledger and Payables tasks in the application:
  - o Enter bills. Go to "Entering Bills" on page 236.
  - o Enter deposits. Go to "Entering Deposits" on page 240.
  - o Reconcile a bank statement for a primary bank account. Go to "Reconciling Your Primary Bank Account" on page 241.

(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.



c. In the **Quick Find** section, select the desired account from the list. Click Select Account .

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 Submit 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.



c. In the **Quick Find** list, select the desired vendor. Then, click Find Vendor

The vendor's information is displayed in the left pane.

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d. Above the vendor's name, click the Account Distribution button:

New Vendor Find Vendor				
	Vendor Information			
Alternative Roofing Solutions				
General Account Distribution 1099/Checks Comment				
Vendor Nar	me: A1 Roofers			
Check Na	ime: A1 Roofers			
Addre	2905 Westinghouse Blvd			
Addres	s 2: Suite 400			
	City: Teaneck			
st	ate: NJ			
Zip Co	ode: 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.



H

Find Bill <u>N</u>ew Bill Bill Information Primary Account: Wells Fargo . Balance: 221,944.50 er: 155 ce Date: 06/25/2014 ~ Due Date: 07/25/2014 nt Date Assign Check Number Account Paid Project ۲ ~ × ~ ~ × 2 -~ × ~ Total: 0.00 More Lines Submit Memorize Cancel

The **Bill Information** page (Figure 81) is displayed:

#### Figure 81. 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 User Preferences and Default Accounts" on page 15).

- 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 235.

- 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 Submit to save the bill. Then, go to "Creating Checks" on page 239.

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 Save .
  - d. Click Submit to enter the bill.

### **Creating Checks**

1. Select the Ledger and Payables tab.



- 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.

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- 7. Do one of the following:
  - If printing checks:
    - a. Click Print Checks
    - b. Click Create Checks
    - c. To print, select the checks and then click Print Selected
  - If using Bill Pay:
    - a. Click Preview Checks
    - b. Click Create File .
    - c. Click Export File to export checks for Bill Pay.

### **Entering Deposits**

1. Select the Ledger and Payables tab.



#### The **Deposit Information** page (Figure 82) is displayed:

				Deposit Inform	nation			
				Deposit mom	lation			
							Watch Help 1	video!
	1	Primary Account:	Wells Fargo		-	Total:	0.00	
		Deposit Number:	41			Date:	06/25/2014	
	#		Account	Amount	Comment		Project	
				Subsidiary Ba	ank Account			
				~				[
×	1							
×	0			~				(
~	2							
×	3			~				
^	3							
			т	otal: 0.00				
ore L	ine	es						

Figure 82. 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 User Preferences and Default Accounts" on page 15

- 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 Submit

### **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.



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- 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 83) is displayed:

Bank Statement Information							
		Watch Help Video!					
Primary Account:	Select an Account	•					
Statement Date:	07/27/2014						
Ending Balance:	0.00						
Service Charge:	0.00						
Interest Income:	0.00						
Subsidiary Bank Offset Account:		•					
<u>S</u> ul	bmit Cancel						

Figure 83. 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 233), 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 Submit .

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 Reports
- 2. In the **Standard Reports** group, select **Accounts** open the list of reports in the **Accounts** group:

Standa	Standard Reports								
D Tra	<ul> <li>&gt; Transactions</li> <li>&gt; Statements</li> <li>&gt; Accounts</li> </ul>								
⊳ Sta									
<b>∀</b> Ac									
	Account Audit								
	Account Balance								
	List								
	Beginning Balance								
	Available Account List								
	Account Dimension Codes								
	Primary Bank Account List								
	Primary Bank Account Balance								
	Account Inquiry								

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- 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 View PDF.
  - To view the report in the Report Viewer, click
     Preview Report

# 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 entitles 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 entitles 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 253 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 246.

# 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:



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 195 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 248.
- GAAP Compliance Setup for Organizations without Dedicated Accounts, see page 249.
- GAAP Compliance Setup for Organizations with Dedicated Accounts, see page 251.

### GAAP Compliance Setup for Consolidation Manager Users

3-

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 Options
- 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.

GAAP Compliance Function

4. Click Submit .

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.

	-	
1	-	
1	- 1	
<b>.</b>	-	

2. Select <u>options</u> 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 Submit .
- 5. Go to "Setting Up Restricted and Unrestricted Income Release Accounts" on page 249.

#### 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.



to display the **Account Information** page.

- 2. Select <sup>New Account</sup>.
- 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:	Fundraiser-Restricted 8
Account Type:	Income •
Shortcut:	5448CHAD
Entity:	Church •
Cost Center:	10: ADMINISTRATION
Category:	54: Fundraisers-Restricted
Account:	5448: 5448 Fundraiser-Restricte 🔻
Sub-Account:	0
Account Restriction:	Without Donor Restrictions
	Archive Account
	<u>S</u> ubmit

6. 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 245.

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)
- 7. Click Submit to save.
- 8. 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 259 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.



Click Setup

1

- 2. Click Projects to display the Project setup (Figure 85 on page 255).
- 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 Submit .

For more information, see "Creating Project Groups and Projects" on page 11.

#### 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 260.

# 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 252.
- "Step 2: Transfer Balances and Archive Dedicated Accounts" on page 253.
- "Step 3: Activate the GAAP Compliance Function" on page 257.
- "Step 4: Set Release Account Restriction Option" on page 257.

#### 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.

Ad	counts

to display the **Account Information** page.

2. Select <sup>New Account</sup>.

1. Click

- 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**.

<u>Submit</u>

	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-Restrict∈ ▼
Sub-Account:	0
	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 Submit 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 253.

#### 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.



- 2. Select Statements.
- 3. Select Dedicated Accounts to open the report configuration page.

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#### 4. Set any desired report options.

5. Click Preview Report

The **Dedicated Accounts Report** (similar to the one shown in Figure 84) is displayed. The report lists each Dedicated Account and its ending balance.

Account Shortcut and Description	Beginning Balance	Month Credits	Month Debits	YTD Credits	YTD Debits	Ending Balance
With Donor Restrictions						
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
010RE 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
With Donor Restrictions Totals:	1,325,861.36	0.00	0.00	0.00	0.00	1,325,861.36
Without Donor Restrictions						
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
Without Donor Restrictions Totals:	2,227.77	0.00	0.00	0.00	0.00	2,227.77
Total for selected dedicated accounts:	1.328.089.13	0.00	0.00	0.00	0.00	1.328.089.13

Figure 84. 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 Setup .
- 2. Click **Projects** to display the **Project** setup (Figure 85):

New Record	Find Record				
		Project			Quick Find
				Watch Help Video!	×
	Description				Find Project Clear Value
	Project Code:				
	Revenue Budget	0.00			
	Cost Budget	0.00			
	Project Group:	Festivals & Events	۲		
		hactive			
		<u>Submit</u> Cancel			

Figure 85. 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 Submit to save the project.

For more information on how to create projects, see "Creating Project Groups and Projects" on page 11.

### Step 2c: Post Journal Entries to Transfer Dedicated Account Balances

1. Click Journal Entry Information page (Figure 86):

	Journal Entry Information								
		Entry Number: 546 Comment: Archive Dedicated Account			Date: 12/12/2014				
	#	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	~							
	_	2							

#### Figure 86. 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 253).

For more information on journal entries, see "Adding a Journal Entry" on page 132.

### 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 Find Account to view the full account details.
- 3. Select the **Archive Account** checkbox.
- 4. Click Submit 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 options 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 Submit .

#### 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 Find Account to view the full details for the account.
- 3. In the **Account Restriction** dropdown list, **s**elect 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 245.* 

- 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 Accoun	ts: 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-Restricte	. •
Sub-Account:	0	
Account Restriction:	Without Donor Restrictions	¥
	Archive Account	
		<u>S</u> ubmit

- 4. Click Submit 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

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:



2. Select

#### The GAAP Release Accounts page (Figure 87) opens:

	GAAP Release Accounts									
			Watch Help Video!							
Entity	Description	Account Restriction	Net Asset Release Account							
1	Church	Without Donor Restrictions	9900.01: Parish GAAP Release - Unrestricted I-1-98-97-9900-01							
1	Church	With Donor Restrictions (Temp)	9900.03: Parish GAAP Release - Temp Restricted I-1-98-97-9900-03							
1	Church	With Donor Restrictions (Perm)	9900.02: Parish GAAP Release - Perm Restricted I-1-98-97-9900-02							
		Close								

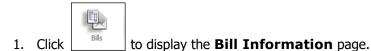
Figure 87. Read-only List of GAAP Release Accounts

# 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



2. In Account Restriction dropdown list (Figure 88), 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 Info	mation			_	
							Watch Help Vi	ideo!
AP Account:	Accounts Payable E1: L-1-20-2000	0-00 200	0CH		Balance:	12,203.03		
Bill Number:	4318				Invoice Number:			
Vendor:		~			Invoice Date:	12/13/2014		
					Due Date:	12/13/2014		
	825 Victors Way	î				121012014		
	Ann Arbor, MI 48108				Discount Date:			
					Terms:	Due on Receipt		۲
count Restriction:	Without Donor Restrictions	1		Associated Journa	I Entry Number:			
count Restriction:	Without Donor Restrictions	)		Associated Journa	I Entry Number:			
count Restriction:	Without Donor Restrictions	)		Associated Journa	I Entry Number:			
count Restriction:	Without Donor Restrictions		Amount	Associated Journa	I Entry Number: Paid	Project		109
r			Amount 5000.00			Project	×	
6595CHAD: 3	Account	× ×				Project	~	109
6595CHAD: 1	Account	> > >				Project		
	Bill Number: Vendor:	Bill Number: 4318 Vendor: AB Pipe Organ Service New Vendor AB Pipe Organ Service 825 Victors Way #200	Bill Number: 4318 Vendor: AB Pipe Organ Service New Vendor AB Pipe Organ Service 825 Victors Way #200 Ann Arbor, MI 48108	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 625 Victors Way #200 Ann Arbor, MI 48108	Bill Number: 4318 Vendor: AB Pipe Organ Service New Vendor AB Pipe Organ Service 825 Victors Way #200 Ann Arbor, MI 48108	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 B25 Victors Way #200 Ann Arbor, MI 48108  Terms:	AP Account: Accounts Payable E1: L-1-20-2000-00 2000CH   Balance: 12,203.03  Bill Number: 4318  Vendor: AB Pipe Organ Service New Vendor AB Pipe Organ Service S25 Victors Way #200 Ann Arbor, MI 48108  Unumber: 12/13/2014  Discount Date: 12/13/2014  Terms: Due on Receipt	AP Account     Accounts Payable E1: L-1-20-2000-00 2000CH <ul> <li>Balance:</li> <li>12,203.03</li> <li>Bill Number:</li> <li>4318</li> <li>Invoice Number:</li> <li>Invoice Number:</li> <li>Invoice Number:</li> <li>Invoice Number:</li> <li>Invoice Number:</li> <li>Invoice Date:</li> <li>12/13/2014</li> <li>Due Date:</li> <li>12/13/2014</li> <li>Discount Date:</li> <li>Terms:</li> <li>Due on Receipt</li> <li>Invoice Number:</li> <li>Invoice Number:</li> <li>Invoice Date:</li> <li>Invoice Number:</li> <li>Invoice Date:</li> <li>I2/13/2014</li> <li>Discount Date:</li> <li>Terms:</li> <li>Due on Receipt</li> <li>Invoice Number:</li> <li>Invoice Date:</li> <li>I2/13/2014</li> <li>Invoice Date:</li></ul>

Figure 88. 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 Submit .

For more information about bills, see "Creating a Bill" on page 75.

#### 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 89).

Journal Entry created from Bill 12/13/2014 1:22:41 PM												
	Journal Entry Information											
	Entry Number: 873 Date: 12/13/2014 Comment: Bill 4318											
	4	sso	ciated Bill Number: <u>4318</u>									
		#	Account	Debit	Credit	Comment	Project					
	×	1	5090CHAD: UClearing/Unclassified (Rev.) I-1-10-[🗙	0.00	5000.00	Bill 4318	▼					
	×	2	5090CHAE: TClearing/Unclassified (Rev.) I-1-14-💌	5000.00	0.00	Bill 4318	▼					
	×	3	~				~					
			Total:	5,000.00	5,000.00		·					
More Lines           More Lines           Submit         Memorize         Delete												

Figure 89. Journal Entry Automatically Created from Restricted Account Bill

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Likewise, the **Bill Information** page displays the linked journal entry number in the **Associated Journal Entry Number** field (see Figure 90). Click the journal entry number to open the journal entry.

Bill Information											
						Watch Help Vie	deo! 📘				
AP Account:	Accounts Payable E1: L-1-20-2000-0	00 2000CH	T	Balance:	17,203.03						
Bill Number:	4318			Invoice Number:							
Vendor:	AB Pipe Organ Service	¥		Invoice Date:	12/13/2014						
	New Vendor AB Pipe Organ Service 825 Victors Way	*		Due Date:	12/13/2014						
	#200 Ann Arbor, MI 48108			Discount Date:							
		-		Terms:	Due on Receipt		T				
Assign Check Numb	Assign Check Number										
Account Restriction: Without Donor Restrictions   Account Restriction: Without Donor Restrictions											
#	Account	Amount	Comment	Paid	Project		1099				

~	

5000.00

Total: 5,000.00

~

#### Figure 90. Bill Information Page with Associated Journal Entry Number

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For more information on journal entries, see "Adding a Journal Entry" on page 132.

#### Entering a Deposit to a Restricted Account



X 1 6595CHAD: Supplies-Other E-1-10-65-6595-00

2

🗙 З

1. Click to display the **Deposit Information** page (Figure 91).

- 2. Select the bank account.
- 3. Select the appropriate restricted income account.

- 4. In the **Amount** field, enter the amount.
- 5. If desired, add a comment and specify the project.

Deposit Information										
Watch Help Video!										
		Bank Account:	Cash in Bank School: A-3-11-11	10-01 111	1001SC	T	Тс	tal: 1200.00		
	[	Deposit Number:	1540				Da	ate: 12/13/2014		
	#		Account		Amount		Comment	Projec	t	
×	1	5310CHPRO	J: Restricted Donations-Other I-1-	17-53 💌	1200.00			MEM Steve Jones	~	
×	2			~					~	
×	3			~					~	
Total:1,200.00										
More Lines										
Submit Memorize Cancel										

#### Figure 91. Deposit Information Page

6. Click Submit .

For more information about deposits, see "Entering a Deposit" on page 123.

#### 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 92).

Reverse Journal Entry c	reated from associ	iated Bill! 12/13/2014 2:17:49 F	PM				
			Check Search	ř.			
Transaction Number							
				Search Show A	1		
AB Pipe Organ Se	nico	Transa	ction Date				
fiscal year	TVICE	From 12/	10/2014	то 12/13/2014	Clear [	Dates	
			Check List				
Date	Number	Account	Vendor	Amount	Cleared Date	Void Date	Bill Pay
Go 12/13/2014	19937	Cash in Bank-Parish	AB Pipe Organ Service	5000.00		12/13/2014	N

Figure 92. Reverse Journal Entry Automatically Created with Voided Check or Bill

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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 93).

	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 93. 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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