

ParishSOFT Accounting March 2018 Release Notes

These release notes inform you of new features, enhancements, and changes made in the March 2018 release of ParishSOFT Accounting.

Browser Compatibility

ParishSOFT Accounting supports the following browsers only:

-  Internet Explorer, Version 9.0, 10.0, 11.0.

Note

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

-  Microsoft Edge 41.16299.15.0 HTML 16.16299
-  Firefox:
 - ❖ For PC, Version 40.0 or higher
 - ❖ For MAC, Version 40.0 or higher
-  Safari, Version 9.0 or higher
-  Chrome, Version 62.0 or higher

Additional Information

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



System-Wide Updates

ConnectNow Name and Logo Retired

We spent the past few months evaluating the ConnectNow name and logo and, as a result of our review, we decided to retire them.

To maintain consistency with our company name and heritage and to emphasize our mission to provide technology solutions that meet the unique challenges of Catholic parishes and dioceses, we made the logical choice to use the ParishSOFT name and logo. The ParishSOFT name and logo will appear on our Accounting website and, in the near future, on all company communication, promotional, marketing, and training materials.

Updates and Enhancements by Module

Ledger and Payables



Accounts

Cursor Focus of the Alt-N Keyboard Shortcut Changed

Previously when adding a new account, pressing **Alt-N** on the keyboard moved the cursor to the **Quick Find** field. To help speed navigation through the **Account Information** form, we changed the cursor focus of the **Alt-N** shortcut to the **Description** field.



Bills

Performance Improvements Made to Bill Information Page

Users reported that the **Bill Information** page was sometimes slow to load. We made performance improvements to make the page load faster and to improve the overall speed of specific processes on the page.



Checks

Shortcut Number Field on the Check Stub Widened

We widened the **Shortcut Number** field on the check stub to enable it to accommodate long shortcut numbers.

Vendor's Name Now Appears in Bold Type on the Check Stub

The vendor's name on the check stub now appears in bold type to make it easier to see.



Process

Vendor Import Utility Added

We added a vendor import utility that enables you to bring vendor records into your ParishSOFT Accounting system. You can use this utility to bulk-add new vendor records at once or to update individual vendor records in your database.

IMPORTANT

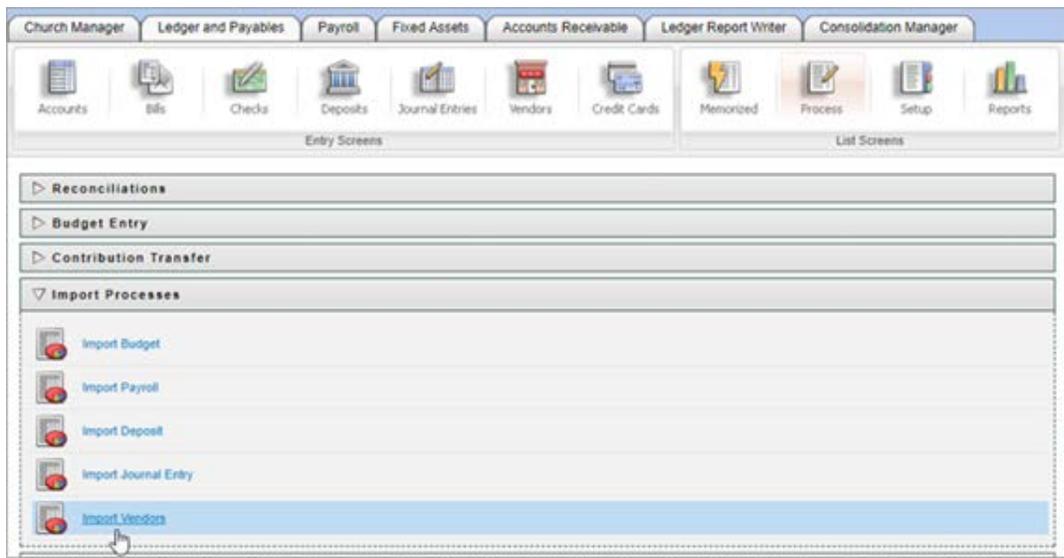
If you include a large number of vendor records in the import file, the system may be very slow to open the Bill Information page. To obtain the best page load speed, limit the records in the import file to include only those vendors for which you need to enter transactions.

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

To access the import template and instructions:



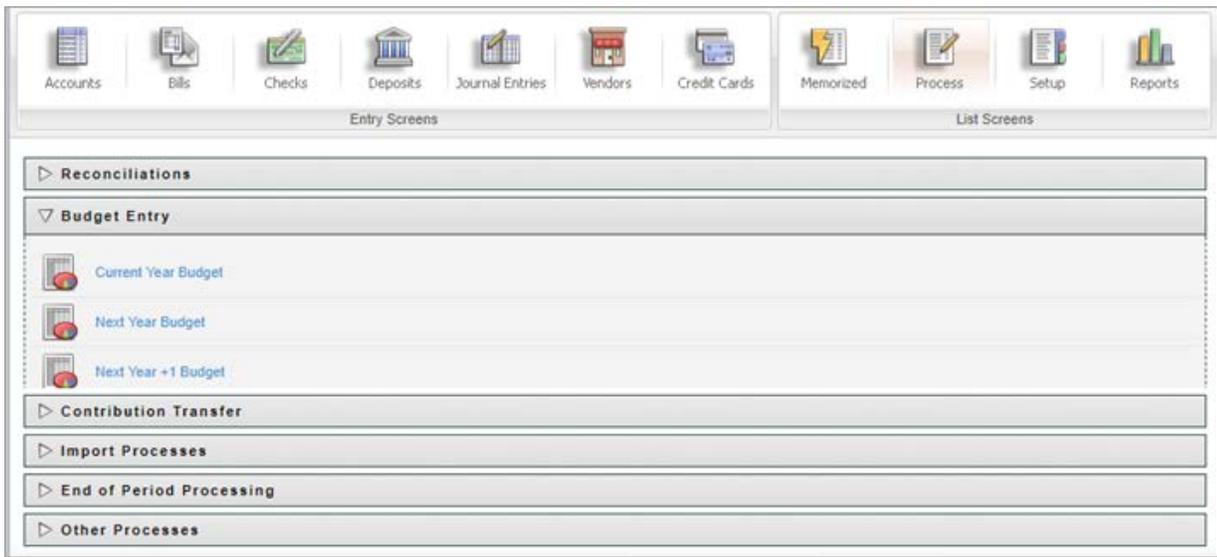
1. Click .
2. Open the **Import Processes** group. Select the  [Import Vendors](#) link:



3. On the **Import Vendors** page, do the following:
 - Select the link to view import instructions.
 - Select the link to download the import template.

Process Menu Items Now Organized into Labeled Groups

We determined that the **Process** menu had grown too long, which sometimes made it difficult for users to find the process they were looking for. To improve findability, we organized related processes into six main groups, as shown in the following illustration:



To find a process, click the group heading. As shown in the previous illustration, clicking **Budget Entry** opens the group to show the specific processes within the group.

Vendor Inactivation Process Added

For organizations with a large number of inactive vendors, we added a bulk inactivation process that enables users to flag 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 those vendors from your active vendor lists and filters. The inactivation process declutters those lists, which can greatly improve the speed of the vendor search and select process.

Note

You can re-activate an inactive vendor. Consult the Ledger and Payables User Guide for instructions.

To inactivate multiple vendor records:

1. Click .

2. Open the **Other Processes** group. Select the  [Inactivate Vendors](#) link, as shown below:



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

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

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

 **Important**

If you determine that several vendors in the list should not be inactivated, proceed with the inactivation of those vendors. You can then re-activate them individually. Consult the Ledger and Payables User Guide for instructions on how to re-activate an inactive vendor.

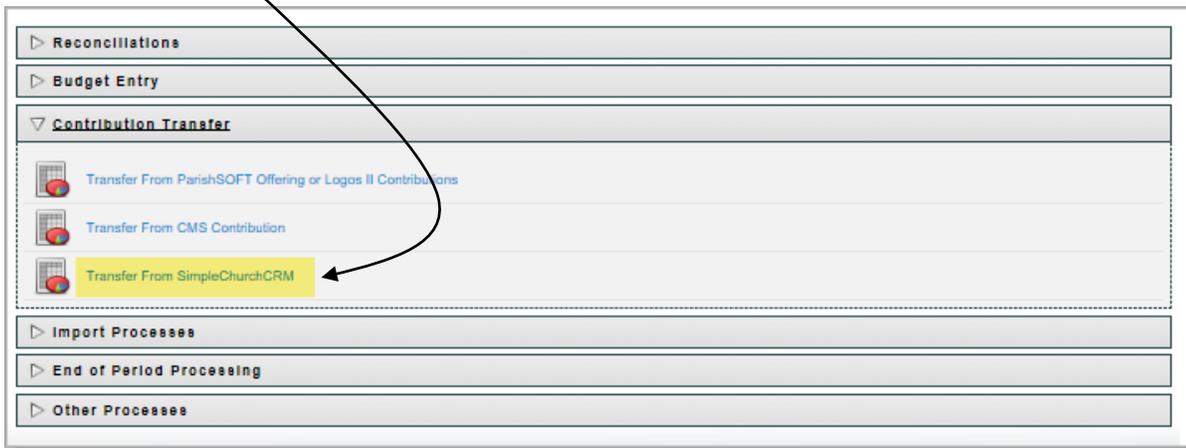
- If the list is acceptable, click .

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

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

Contribution Transfer Process Added

As shown in the following illustration, we added a new process to the **Contribution Transfer** group that enables you to import contributions from SimpleChurchCRM into ParishSOFT Accounting as deposit transactions.



If you need instructions for exporting contribution files from SimpleChurchCRM, contact SimpleChurchCRM Support staff.

Be aware that the first time you import a contribution file from SimpleChurchCRM into ParishSOFT Accounting, you will need to map charts of accounts so that the account numbers in the two systems match exactly. Mapping is not required for subsequent imports unless you add a new account to the import file. In such instances, a pop-up window is displayed that steps you through the mapping process. You can find instructions for the contribution transfer process from SimpleChurchCRM in the *Ledger and Payables User Guide*.



Reports

Option Added to Print Project Name on Check Register Detail Report

As shown in the following illustration, we added the **Print Project Name** option to the report configuration for the Check Register report. Select this option to print the name of the project on the report. Note that the **Detail** option (in the **Report Format** section) must also be selected for the project name to print on the report.

Transactions > Check Register :: Configure Report

**** Date Range: Check Date**

Last Month Last Quarter Fiscal Year to Date Next Fiscal Year
 This Month This Quarter Last Fiscal Year Custom Date Range Specified

Start Date: 5/9/2017 12:00:00 AM End Date: 5/9/2017 12:00:00 AM

**** Check Number Range**

Check Numbers: Start Value: End Value:

**** Bank Account**

1101.00P Cash, Checking Account-General: A-1-10-1101-00 X
1202.00P US Bank: A-1-30-1102-00
1103.00P Cash, Checking Acct-Restricted: A-1-15-1103-00

**** Report Format**

Detail Summary

**** Report Options**

Show Only Void Checks Print Project Name

**** Report Subtitle**

Report Subtitle:

Preview Report View PDF Memorize Report Delete Report Cancel



Employees

Duplicate Detection Feature for Social Security Numbers Added

To prevent unintended entry of duplicate social security numbers, the system now verifies that any number entered into the **Social Security Nbr** field in the employee record does not already exist in the database. A duplicate entry causes the system to issue a warning message to the user requesting that the number be changed. The system does not save duplicate social security numbers. This update was made to ensure that—per IRS requirements—only one W-2 is printed for each employee.



Forms

941 Form Updated to 2018 Version

We updated the 941 – Employer's Quarterly Federal Tax Return and the Schedule B (Form 941) to the 2018 version.



Fixed Assets

Asset ID Field Added

As shown in the following illustration, we added an **Asset ID** field to **Fixed Asset Information** page.

The screenshot shows the 'Fixed Asset Information' page with tabs for General, Repairs, Notes, Warranty, Insurance, and Com. The 'General' tab is active. The form contains the following fields:

- Asset Name:
- Description:
- Asset ID: (highlighted in yellow)
- Asset Category:
- Assigned To:
- Entity:

An arrow points from the text on the right to the Asset ID field.

The new **Asset ID** field lets you assign each asset in your system a unique number. The asset ID can be up to 20 characters long and contain a mix of numbers and letters.

The asset ID is a unique identification code that represents the asset and identifies it throughout your accounting system. For ease of tracking, reporting, and data selection, we recommend that you assign each asset in your inventory an ID number.

To ensure that an asset is properly tracked, make sure that the ID number you assign is unique. The **Asset ID** field allows a maximum of 20 alphanumeric characters.



Process

Fixed Asset Import Utility Added

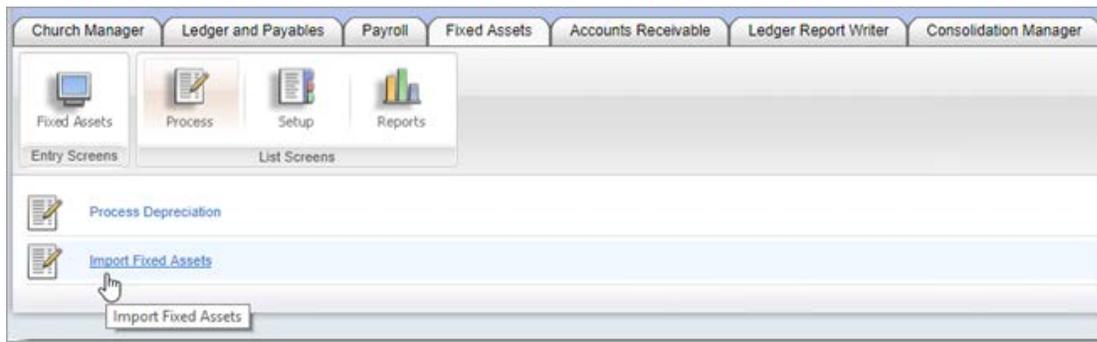
We added a fixed assets data import utility that enables you to bring fixed asset records into your ParishSOFT Accounting system. You can use this utility to bulk-add multiple asset records simultaneously or to update individual fixed asset records in your database.

A specially formatted fixed assets template file is provided along with import instructions. We recommend that you use the template to ensure that your fixed assets data imports successfully.

To access the import template and instructions:



1. Click .
2. Select the [Import Fixed Assets](#) link, shown in the following illustration:



3. On the **Import Fixed Assets** page, do one of the following:
 - Select the link to view import instructions.
 - Select the link to download the import template.

Resolved Issues

Ledger and Payables

Dashboard

Primary/Subsidiary Account Balance Links Now Working As Expected

Previously for organizations using Primary/Subsidiary accounting, the account balance links in the **Bank/AP Balances** section of the dashboard were not working. We resolved this issue, and the links, as expected, now open a Primary Account Balance report.