

## ParishSOFT Accounting March 2020 Release Notes

These release notes inform you of new features, enhancements, and changes made in the March 2020 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.



# What's New

## Ledger and Payables



### Setup

#### Added Ability to Change the Name of a Primary Bank Account

Users of the Primary and Subsidiary Bank Account feature can now change the name of the primary bank account. Here's how:



1. Click .
2. Select **Primary and Subsidiary Bank Accounts**.
3. In the **Primary Bank Account** dropdown list, select the primary bank account whose name you want to change.
4. Click  to open the **Rename Primary Bank Account** window. For example:

A dialog box titled "Rename Primary Bank Account". It contains a text input field labeled "Primary Bank Account Name:" with the text "Chase" entered. Below the input field are two buttons: "Save" and "Close".

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

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



## Process

### Added Ability to Save Bank and Credit Card Reconciliations for Future Editing

Previously in the reconciliation process when the **Difference** field showed **0.00**, no option was available to enable users to save the reconciliation and return later to finalize (submit) it. We recognize that even though the system shows a zero difference for a reconciliation, there are times when users want to wait for additional transactions to clear before finalizing (closing and locking) it.

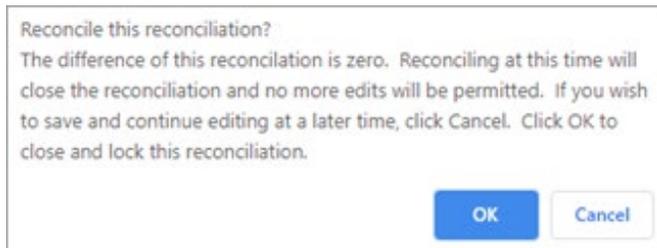
To address this need to keep a reconciliation open for editing until you are ready to finalize it, we revised the reconciliation process. Following is an explanation of the revised process:

1. Clear transactions until the reconciliation shows **0.00** in the **Difference** field.

The label on the **Submit** button changes to **Reconcile**.

2. Click .

The system displays this new message:



3. Do one of the following:

- If you are ready to finalize the reconciliation, click .

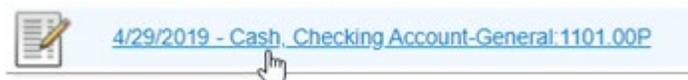
The system locks the reconciliation and prevents future changes to it. In the list of reconciliations, the system marks the status of the reconciliation as Reconciled:



- If you are not ready to finalize the reconciliation, click .

The system saves the reconciliation and allows you to make future changes.

When you are ready to resume work, as shown below, select the link for the reconciliation to reopen it:





Forms

## Forms

### Form 941 and Schedule B (Form 941) Updated to 2020

The following forms have been updated to the year 2020:

- IRS Form 941- Employer's Quarterly Federal Tax Return
- Schedule B that accompanies Form 941 for reporting payroll taxes and adjustments



Payments

## Payments

### Users Can Now Select Any Account for Credit Memo Overpayments

Previously when applying an overpayment to a credit memo, users could only select Income and Dedicated accounts from the **Account** dropdown list. Now, when selecting an account, users can select any account to apply a credit memo to.

Apply Overpayment to Credit Memo

Account selection is required to continue.

Product/Service:

Account:

AR Account:

The Accounts dropdown list now includes all accounts so you can now choose any account to apply credit memos to.

## Added the Ability to Print the Format of a Report

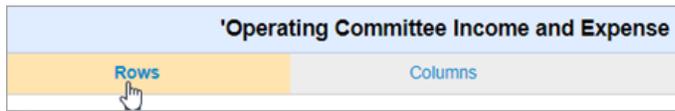
Reports in the Statements of Activity and Statements of Financial Position groups now feature a **Print Format** button. This button enables you to obtain a detailed look at the styles and formatting currently applied to the rows, columns, and content of a report. You can use this information to change the appearance of a report.

## Added Ability to Copy Rows in an Existing Report

Do you ever need to copy the content of a single row or multiple rows in one section of a report to another section of a report? To avoid having to manually re-enter that content, you can now use the new Copy Rows feature. This feature was added to reports in both the Statements of Activity and Statements of Financial Reports groups.

Follow these steps to copy row in a report:

1. Open the desired report in the Statements of Activity or Statements of Financial Position group.
2. At the top of the report, select the **Rows** tab, as shown below:



3. To copy rows, complete the following:
  - a) At the bottom of the **Rows** tab, click **Copy Rows**.
  - b) In the **Copy Rows** window, do the following:
    - Specify the range of the rows you want to copy by entering the number of the first row in the **Starting Line #** field and the number of the last row in the **Ending Line #** field. If you want to copy one row only, enter the same number in both fields.
    - Specify where the row or range of rows should be copied by entering the line number in the **Insert After Line #** field.
  - c) Click **Save**.

The system copies the rows after the line number you specified.

### *Note*

*If you copy a row by mistake, you can remove it by selecting it and then clicking **Delete Row**.*

## Added Ability to Create Reports with Custom Date Ranges

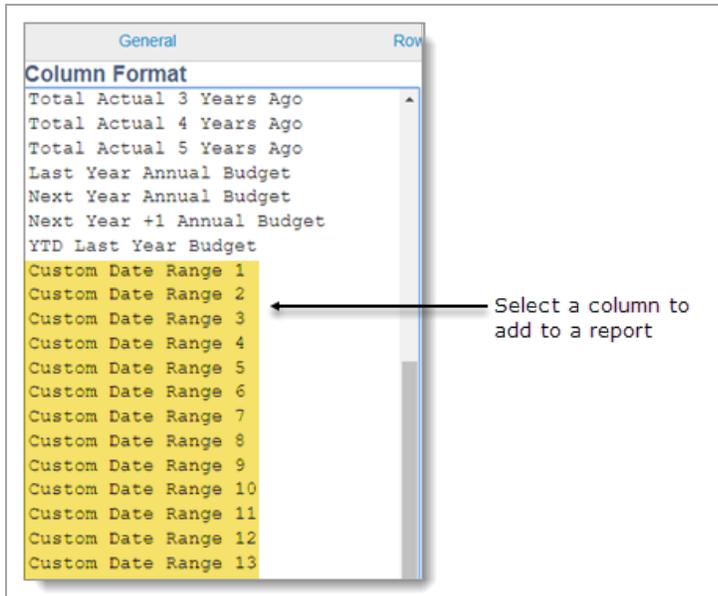
The setup for reports in the Statements of Activity and Statements of Financial Position groups now provides options that let you specify custom date ranges and add them as columns to existing reports or newly created ones. This new feature enables you to meet your organization's unique business needs by generating reports for specific date ranges.

To add custom date ranges to a report, complete the following:

1. Select **New Report** or open an existing Statement of Activity or Statement of Financial Position report.
2. Select the **Columns** tab, as shown below:



The 13 new custom date range options are listed in the **Column Format** group, as shown below:



3. For each custom date range column you want to add to the report, complete the following:
  - a) In the **Column Format** list, select a **Custom Date Range** option. Then, click **Add Column**.

The **Add Custom Date Range** window opens. For example:

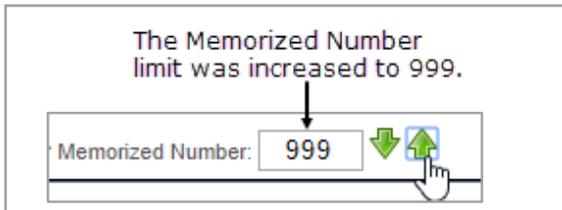


- b) In the **Text** field, type a name for the column.

- c) Specify the beginning and ending dates of the reporting period in the **Start Date** and **End Date** fields, respectively.
- d) If you are generating a Statement of Activities report, select one of these options:
- **Actual:** prints actual change in the account balance between the start and end dates specified.
  - **Budget:** prints the budget change for the account between the start and end dates specified.
- e) The **Print** checkbox determines whether the column prints on the report. If you do not want the column to print (to save space), deselect the checkbox.
4. Click  to add the column to the report.

### Limit on Memorized Numbers Increased

Previously, when assigning a memorized number to rows in a report, users select a number higher than 30. As shown in the following illustration, the limit for memorized numbers was increased to 999:



## Resolved Issues

### Consolidation Manager

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#### Accounts

### Archive Process Not Pushing Archived Accounts to Parishes

Previously, when an account was archived at the Consolidation Manager level, parishes were not made aware of the change. We resolved this issue. When the diocese archives an account, the status “archived” appears for the account in the parishes’ chart of accounts.

### Church Manager

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#### Permissions

### Permission Setting for Purchase Order Module Not Working As Expected

Previously when the permission setting (the **show** option), which controls access to the Purchase Order module, was disabled, church users were able to see the **Purchase Order** tab and access the module. We corrected this issue. The module permission setting now works as expected.

### Ledger and Payables

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#### Bills

### Bill Total Not Updated After a Line Item Is Deleted

Previously after the user deleted a line item from a bill, the **Total** fields on the **Bill Information** page failed to update and show the correct amount. The fields were updated only after the user clicked **Submit**. We fixed this issue. When the user deletes a line item from a bill, the **Total** fields are now immediately updated to show the bill amount.



## Vendors

### Credit Card Charges Appearing on Vendor's 1099 Form

We resolved an issue that caused payments made by credit card to appear on a vendor's 1099 form if the **Print 1099 for this Vendor** checkbox was selected (on the **1099/Checks** tab) in the vendor's record. The system no longer accumulates credit card charges on the vendor's 1099.

### Vendor's Name Printed on 1099 Form Sometimes Inconsistent

Users reported that the name printed on a vendor's 1099 form sometimes differed from the name appearing in the 1099 **Vendor Name** field on the **1099/Checks** page. This issue was corrected.



## Deposits

### Deposit Total Not Updated After a Line Item Is Deleted

Previously after the user deleted a line item from a deposit, the **Total** fields on the **Deposit Information** page failed to update and show the correct amount. The fields were updated only after the user clicked **Submit**. We fixed this issue. When the user deletes a line item from a deposit, the **Total** fields are now immediately updated to show the deposit amount.

## Purchase Order

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## Purchase Orders

### System Cannot Print Purchase Orders from a Closed Period

Previously when users tried to print a purchase order from a closed month, the system displayed this error:

 **Cannot use a date before the current month!**

We fixed this issue. Users can now successfully print purchase orders from any month, including those from a prior or closed month.