

ParishSOFT Accounting September 2021 Release Notes

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

Browser Compatibility

ParishSOFT Accounting supports the following browsers only:

-  Internet Explorer, Version 9.0, 10.0, 11.0.

Note

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

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

Additional Information

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



refer

What's New

Use Direct Deposit to Pay Vendor Bills in Ledger & Payables

With our new Vendor Direct Deposit feature added in this release, you can now avoid the hassle of printing and mailing checks to pay bills from vendors. You can use Vendor Direct Deposit to make a one-time bill payment to a new vendor or regular payments to frequently used vendors. After you set up the direct deposit feature, you have the option to pay vendor bills by check or through direct deposit.

The sections below show you how to set up Vendor Direct Deposit and how to generate an ACH file to send to your bank. The ACH file includes amounts that should be withdrawn from your organization's bank account and deposited into each listed vendor's bank account.

Setting Up Vendor Direct Deposit

Follow these four simple steps to set up your system to use Vendor Direct Deposit.

Step 1. Activate the Vendor Direct Deposit Feature

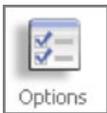


IMPORTANT

If your organization is not affiliated with a diocese, the Vendor Direct Deposit feature is activated by default. You can skip this step.

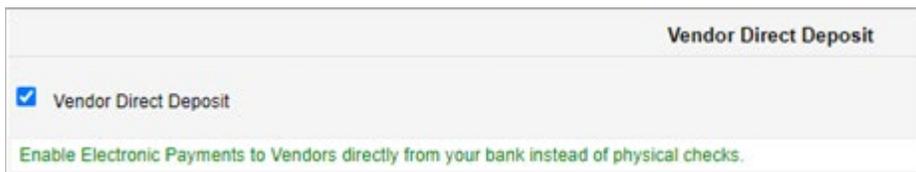
The Vendor Direct Deposit feature must be activated at the Consolidation Manager level before organizations can use it. Once activated, the feature is available to all organizations in a diocese that choose to use it.

1. Open **Consolidation Manager**.



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

3. Scroll down to the **Vendor Direct Deposit** section. Then, select the **Vendor Direct Deposit** checkbox as shown below:



4. Click **Submit**.

The Vendor Direct Deposit feature is now activated for all organizations within the diocese.

Step 2. Grant User Permissions



IMPORTANT

If the users who set up and process direct deposit payments are assigned the Church Administrator role, skip this step. By default, Church Administrator users have all possible permissions.

Permissions settings within Vendor Direct Deposit define exactly what elements users can access and what actions they are authorized to perform. Depending on your how job duties in your organization are divided, a single user can be granted all Vendor Direct Deposit permissions. Alternatively, for security purposes, these permissions can be independently assigned to different users. The following permissions control the Vendor Direct Deposit feature:

- **ACH Account:** enables a user to set up the organization's ACH bank account. This bank account sends funds to be electronically deposited into a vendor's bank account to pay bills.
- **Check ACH:** enables the user to process direct deposit payments to vendors.
- **Vendor Direct Deposit:** enables the user to set up the vendor's ACH bank account. This bank account receives funds electronically sent from the organization's bank.

Before you grant permissions to a user, carefully evaluate the tasks the user needs to do to carry out their duties and then assign permissions accordingly.



1. Open **Church Manager**. Then, click .
2. To give a user permission to set up the organization's ACH bank account, complete the following:
 - a) In **Quick Find** dropdown list, find the user's name. Click to open their Permissions page.
 - b) In the **Ledger and Payables** group, find the **Account ACH** item. Then, select the **Read** and **Allow/Write** checkboxes. If you also want to allow this user permission to delete the organization's ACH bank account details, select the **Delete** checkbox. Otherwise, leave it deselected (unchecked).
3. To give a user permission to set up vendor ACH bank accounts, complete the following:
 - a) In **Quick Find** dropdown list, find the user's name. Click to open their Permissions page.
 - b) In the **Ledger and Payables** group, find the **Check ACH** item. Then, select the **Read** and **Allow/Write** checkboxes. If you also want to allow this user permission to delete the vendor's ACH bank account details, select the **Delete** checkbox. Otherwise, leave it deselected (unchecked).
4. To give a user permission process direct deposit payments to vendors, complete the following:
 - a) In **Quick Find** dropdown list, find the user's name. Click to open their Permissions page.
 - b) In the **Ledger and Payables** group, find the **Vendor Direct Deposit** item. Then, select the **Read** and **Allow/Write** checkboxes.
5. Click to save your permission settings.

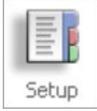
Step 3. Set Up the Organization's ACH Bank Account

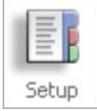
Notes

*You must have **ACH Account** permissions to perform this task. For details, see "Step 2. Grant User Permissions" on page 3.*

You can set up as many bank accounts as needed for direct deposit.

1. Open **Ledger and Payables**.



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

3. Select  [Account ACH Settings](#).

4. Select the ACH account from the Account dropdown list. Then, enter information into the remaining fields in the form.

5. Click .

The selected account is now set up to send payments electronically through direct deposit.

Step 4. Set Up the Vendor's ACH Bank Account

For each vendor that you want to set up to receive electronic payments, complete the following:

Note

*You must have **Vendor Direct Deposit** permissions to perform this task. For details, see "Step 2. Grant User Permissions" on page 3.*

1. Open **Ledger and Payables**.



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

3. In **Quick Find** dropdown list, select the vendor's name. Click  to open the **Vendor Information** page.

4. At the top of the vendor's profile, click  to open the **Vendor Direct Deposit** page.

5. Select the **ACH File** option. Then, enter the vendor's ACH bank account details into the form.

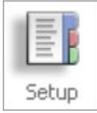
6. Click  to save.

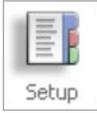
You have completed the setup for the Vendor Direct Deposit feature. You can create ACH files to pay bills from vendors you set up for direct deposit.

Creating a Prenote File

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

1. Open **Ledger and Payables**.



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

3. Select  [Prenote Vendors](#).

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

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

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

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

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

8. For tracking and verification purposes, we recommend that you record the date the prenote was authorized into each vendor's record. If you want to record the date:



- a) Click .

- a) In the **Quick Find** dropdown list, select the desired vendor. Then, click .

- b) In the vendor's record, click  to display the direct deposit information.

- c) Click in the **Prenote Date** field and select the date from the displayed calendar.

- d) Click  to save the date.

Creating an ACH File

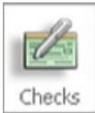
The ACH file is the direct deposit file that contains all of the payments that will be withdrawn from your organization's back account. The following steps show you how to create the file. After you create the file, you can upload it to your bank for processing.

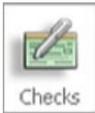
Notes

*You must have **Check ACH** permissions to perform this task. For details, see "Step 2. Grant User Permissions" on page 3.*

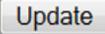
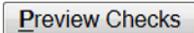
Your organization must be set up to use the Vendor Direct Deposit feature. For setup instructions, see "Setting Up Vendor Direct Deposit" on page 2.

1. Open **Ledger and Payables**.



2. Click  to open the **Create Checks** page.
3. Select the **Direct Deposit** option. Then, from the **Bank Account** dropdown list, select the bank account you set up to do ACH transfers.
4. Today's date is displayed in the **Check Date** field. If you want to use a different date, click in the field and select the desired date from the displayed calendar.

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

5. If your list of bills is long, filter the view by clicking the **Due on or before** option. Select the desired due date from the calendar, and then click  to refresh the list.
6. In the **Pay** column, select the **Pay** checkbox for each bill you want to pay. To pay them all, click the [Select All](#) link.
7. Click  to view a list checks to be paid.
8. When ready to pay the bill, click .

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

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

Uploading the ACH File to Your Bank

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

Recreating an ACH File for Direct Deposit

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



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

The screenshot shows the 'Create Checks' interface. At the top, there are three tabs: 'Find Check', 'Print Checks', and 'Direct Deposit History'. A red arrow points to the 'Direct Deposit History' tab. Below the tabs, the page title is 'Create Checks'. There are several input fields: 'Bank Account' (Cash, Checking Account-General: A-1-10-1101-00 1101.00P), 'Check Date' (03/05/2014), 'Beginning Check Number' (11344), and 'Total' (300.00). On the right, there is a 'Balance' field (48,018.54) and a 'Show Unpaid Bills' section with radio buttons for 'All' (selected) and 'Due on or before'. An 'Update' button is located below the 'Show Unpaid Bills' section. At the bottom, there is a table with columns: #, Due Date, Vendor, Bill No., Invoice Date, Discount Date, Amount, Pay Amount, and Pay. The table contains one row with the following data: # 1, Due Date 3/29/2014, Vendor AT & T, Bill No. 384, Invoice Date 3/4/2014, Amount 300.00, Pay Amount 300.00, and Pay (checked). Below the table are buttons for 'Selected Bills List', 'Print Checks', and 'Cancel'.

A list of previously created ACH files is displayed.

3. Select the file you want to recreate.

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

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

Viewing Direct Deposit Payments

The **Check Register** report includes all payments made to vendors through direct deposits. You can find this report in the **Transactions** group in the **Standard Reports** section in **Ledger and Payables**.

Consolidation Manager



Reports

Added Ability to Export Data in Consolidated Statement of Financial Position Reports

You can now export data from a Consolidated **Statement of Financial Position** report to an Excel file. To export a report, click the **Export Data** button in the lower-right corner of the report setup:



Ledger and Payables



Setup

Added the Ability to Set Up and Use Multiple Bank Accounts for Direct Deposit

Per customer request, we added the ability to set up and use multiple accounts to process payroll direct deposit for employees and/or bill payments to vendors. For each bank account you want to use for direct deposit, you need to enter bank account information. To set up the bank accounts, follow the instructions under "Step 3. Set Up the Organization's ACH Bank Account" on page 4.



Reports

Added Ability to Export Data in Statement of Financial Position Reports

You can now export data from **Statement of Financial Position** report to an Excel file. To export a report, click the **Export Data** button in the lower-right corner of the report setup:





Setup

Kind of Payer Options Added to Employer Information Setup

We added **Kind of Payer** options to the **Tax IDs** section on the **Employer Information** setup page:

Tax IDs

Kind of Employer: None apply 501c non-govt. State/local non-501c
 State/local 501c Federal govt.

Kind of Payer: 941 944

These options let you identify the kind of payer for Forms W-2 and W-3:

- **941** (the default): Form 941, Employer's Quarterly Federal Tax Return.
- **944**: Form 944, Employer's Annual Federal Tax Return.

ACH Info Section Removed from Employer Information Setup

We removed the **ACH Info** section from the **Employer Information** page and moved the ACH bank account setup to the Ledger & Payables module. If you need to set up a bank account or change information for an existing ACH bank account, follow these steps:

Notes

*You must have **ACH Account** permissions to perform this task. For details, see "Step 2. Grant User Permissions" on page 3.*

You can set up as many bank accounts as needed to handle direct deposit.

1. Open **Ledger and Payables**.



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

3. Select  [Account ACH Settings](#).

4. Select the bank account from the Account dropdown list. Then, enter information into the remaining fields in the form.

5. Click .

The selected account is now set up to handle direct deposit transfers for employee payroll.

Added the Ability to Set Up and Use Multiple Bank Accounts for Payroll Direct Deposit

Previously, the **Payroll** application allowed only one bank account for employee direct deposit. Per customer request, we added the ability to set up and use more than one account for processing employee payroll through direct deposit.



IMPORTANT

If your organization has an existing bank account set up for payroll direct deposit, no setup is required. The system continues to recognize and use that account for employee direct deposit.

- If your organization wants to use more than one bank account for employee direct deposit, you must individually set up each account as an ACH account. The ACH bank account setup, previously done in Payroll, is now done in the Ledger and Payables module. You can find setup instructions under “Step 3. Set Up the Organization’s ACH Bank Account” on page 4.
- If your organization needs to change the details of a bank account that is currently used to process payroll direct deposit, follow the instructions under “Step 3. Set Up the Organization’s ACH Bank Account” on page 4 to edit and save the bank details.

Resolved Issues

Consolidation Manager



Reports

Fixed: Date Range Filters Confusing and Return Unexpected Results

Users reported experiencing confusion and getting unexpected results when applying the **Fiscal Period Ended** and **Accumulation Period** filters to data in the following Payroll reports:

- **Consolidated Accumulations**
- **Consolidated Taxable Pay and Withheld**
- **Consolidated Payroll Check Summary**

To help ensure that users obtain expected results, we removed these confusing filters and replaced them with the simpler **Date Range** selector, shown below:

Date Range

Start Date: 01/01/2019	End Date: 12/31/2019
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Reports

Fixed: Bad Page Break in Check Register Report Causes Missing Header Information

We corrected the page break problem in the **Check Register** report that caused part of the check header information to be cut off when printed.



Payroll Process

Fixed: Calculation of Employee Personal Time Accrual Incorrect

We resolved the issue that caused employee personal time accruals to be incorrectly calculated.



Reports

Fixed: Date Range Filters Confuse and Return Unexpected Results

Users reported experiencing confusion and getting unexpected results when applying the **Fiscal Period Ended** and **Accumulation Period** filters to data in the following reports:

- End of Period
 - ❖ **Taxable Pay and Withheld**
 - ❖ **Retirement Accumulations**
- Employee
 - ❖ **Personal Time**
- State and Local
 - ❖ **State Accumulations**
 - ❖ **Local Accumulations**

To help ensure that users obtain expected results, we removed these confusing filters and replaced them with the simpler **Date Range** selector, shown below:

Date Range

Start Date: 01/01/2019	End Date: 12/31/2019
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