Family Suite Contribution Reporting for Accounting Staff

Cristina Dargis ParishSOFT





Today's Agenda

- Best Practices
 - Batches
 - Correction Batches
- Accounting
 - Income account balance
 - Funds should match
- Leveraging the data
 - Giving trends for budgeting
 - Online Giving



Best Practices



Batches

- Why use batches?
- When not to use a batch
- Correction batches
- When should we close a batch?
- Diocese or church policy
- Pledges



Accounting



Income Account Balance

Account Balance

1 January 2017 - 31 December 2017

Date	Тур	e Num Vendor/Customer	Debits	Credits	Balance	CLR	Comment
1000.0	0CS	Checking Account A-1-0010-00	A-1-00101	000-00			-
					114,613.08	1	
01/01/17	Dep	77	4,029.00	0.00	118,642.08	No	Contribution Program - Batch: 931, Fund:2017-General Fund
01/01/17	Dep	77	15.00	0.00	118,657.08	No	Contribution Program - Batch: 931, Fund: Christian Education
01/04/17	Chk	1039 Best Buy	0.00	1,000.00	117,657.08	No	
01/04/17	Chk	1040 Comrun LLC	0.00	550.00	117,107.08	No	
01/04/17	Chk	1041 Vendor	0.00	7,500.00	109,607.08	No	



Deposit Register

Deposit Register
1 January 2017 - 31 December 2017

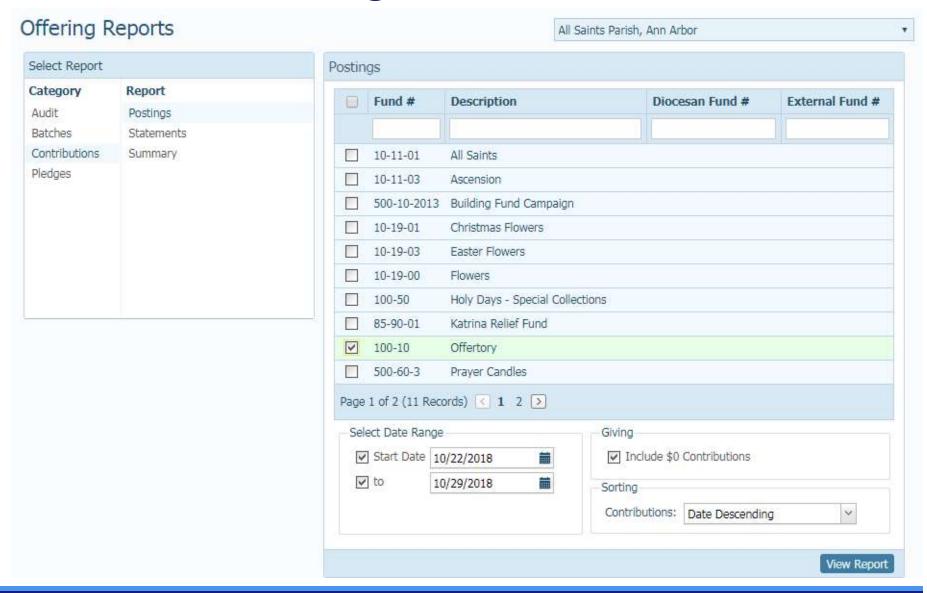
Dep#	Date Account	Amo	ount Comment	Cleared	Account Code
eposits	to Account: 1000.00CS - 0	Checking Accoun	t A-1-0010-00 (A-1-00101000-00)		
	Total Deposit:	0.00			
58	03/22/2017		Π		
Donations General		200.00	Contribution Program - Batch: 2906, Fund:Wednesday Speaker	I-1-0010	-4030-00
	Total Deposit:	200.00			
77	01/01/2017				
Offertory Collections		4,029.00	Contribution Program - Batch: 921, Fund:2017-General Fund	I-1-0010	-4000-00
General Income		15.00	Contribution Program - Batch: 931, Fund:Christian Education	I-1-0010	-4030-01
	Total Deposit:	4,044.00			
78	03/01/2017				
Donation	s General	50.00	Contribution Program: Wednesday Speaker	I-1-0010	-4030-00
	Total Deposit:	50.00			



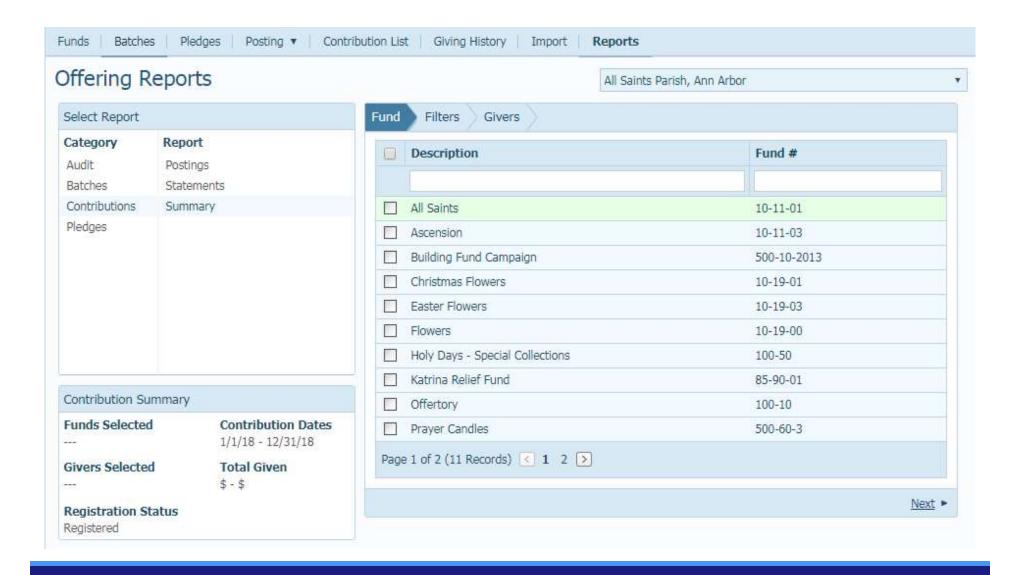
Leveraging Your Data



Contribution Posting



Contributions Summary



Offering Reports

- Results Column
 - Funds>Description
 - Families (or Contributions)>Family DUID
 - Click on the **f** and select Count
 - Contributions >Payment Amount
 - Click on the **f** and select Sum
 - Families>Owner Organization>Organization ID
- Query Conditions
 - Contributions>Payment Date
 - Click on 00:00:00 and select 1/1/2015
 - click on second 00:00:00 and select today's date
- Save As
 - Name: Contributions by Fund from 2015-Now
 - Tag: Contributions



QUESTIONS?



Thank you!

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