

# ParishSOFT Accounting Ledger & Payables Standard Reports Overview

Joe Slomiany  
ParishSOFT



**ParishSOFT**<sup>®</sup>  
Celebrating 20 Years of Service

# Today's Agenda

- Dashboard
- Find screen
- Reports
- Configuration
- Memorization



# DASHBOARD

November, 2017, Year: January -December 2017, Accrual

Bank/AP Balances		Bills To Pay			Support & Services
Cash in Bank-Parish : 1110CH	<a href="#">33,485.23</a>	Due Date	Vendor	Amount	<a href="#">866.930.4774</a>
Cash in Bank-Parish: 1110SC	<a href="#">2,846.63</a>	12/8/2017	<a href="#">A Plus Lawn Care</a>	100.00	<a href="#">Email a support question</a>
Asset Test Account: 1115CH.01	<a href="#">6,601.94</a>	12/14/2017	<a href="#">AAA Church Publications</a>	35.00	<a href="#">Order Checks or Tax Forms</a>
Cash in Bank-Organizations : 1120CH	<a href="#">885,536.11</a>	12/15/2017	<a href="#">AAVendorPercent</a>	60.00	<a href="#">Release Notes</a>
Diocesan Deposit Account: 1200CH	<a href="#">6,480.63</a>	12/17/2017	<a href="#">AAVendorAmount</a>	30.00	<a href="#">User Guide</a> <a href="#">Videos</a>
Accounts Payable 1: 20001CH	<a href="#">-1,236.28</a>	12/18/2017	<a href="#">AAVendorPercent</a>	100.00	<a href="#">Online Help Articles</a>
		12/20/2017	<a href="#">AAVendor1099No</a>	10.00	<a href="#">Browser Information</a>
		12/21/2017	<a href="#">AAVendorWithTerm</a>	55.00	
Memorized Transactions		News			Messages
Next Date	Type	Vendor/Desc	Amount		
				<a href="#">a test</a>	
				<a href="#">IE - Only secure message</a>	
				<a href="#">Processing Diocesan Payments</a>	
				<a href="#">2012 - 2013 ANNUAL REPORT FORM</a>	

- Bank Balance
- Bills to Pay
- News and Messages
- Reports

# FIND SCREEN

**Bill Search**

Transaction Number

Transaction Date  
From  To

Transaction Amount  
From  To

account...   
 vendor...   
 fiscal year...

[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](#), [32](#), [33](#), [34](#), [35](#), [36](#), [37](#), [38](#), [39](#), [40](#), [41](#), [42](#), [43](#), [44](#), [45](#), [46](#), [47](#), [48](#), [49](#), [50](#), [51](#), [52](#), [53](#), [54](#), [55](#), [56](#), [57](#), [58](#), [59](#), [60](#), [61](#), [62](#), [63](#), [64](#), [65](#), [66](#), [67](#), [68](#), [69](#), [70](#), [71](#), [72](#), [73](#), [74](#), [75](#), [76](#), [77](#), [78](#), [79](#), [80](#), [81](#), [82](#)
> >>

Bill List

	Number	Due Date	Invoice Date	Account	Vendor	Amount	Unpaid
<input type="button" value="Go"/>	9909	12/20/2017	11/20/2017	Accounts Payable	AAA Appliance Service Center	55.00	
<input type="button" value="Go"/>	9908	03/09/2018	02/07/2018	Accounts Payable	AAVendor1099No	43.00	Unpaid
<input type="button" value="Go"/>	9907	12/28/2017	11/28/2017	Accounts Payable	AAVendorAmount	30.00	Unpaid
<input type="button" value="Go"/>	9906	12/21/2017	11/21/2017	Accounts Payable	AAVendorWithTerm	55.00	Unpaid
<input type="button" value="Go"/>	9905	12/22/2017	11/22/2017	Accounts Payable	AAVendor1099No	10.00	Unpaid

- Purpose
- Bills
- Deposits
- Checks
- Journal Entries

# REPORTS

## Standard Reports

▷ Transactions

▷ Statements

▷ Accounts

▷ Vendors

▷ Budget/History

▷ Analytic Reports



# Transaction Reports

- Check Register
- Bill List
- Deposit Register
- Credit Card Charges
- General Ledger
- Trial Balance Report
- Project Report
- A/P Aging Detail by Period
- Bank Reconciliation / Credit Card Reconciliation



# Statements

- Statement of Financial Positions
- Statement of Activities
- Monthly Budget/History
- Statement of Activities – Columnar Date Selection
- Statement of Activities – Columnar by Entity and by Level

# Accounts

- Account Audit
- Account Balance
  - Great report for investigation of a single account
- Available Account List
  - What's available to bring in from the full chart



# Vendors

- Vendor Audit
- Detail List
- 1099-Misc
  - Run your 1099s/1096



# Budget/History

- Budget Worksheet
- Monthly Budget/History  
(identical to the  
Statement report)



# Analytic Reports

- Non-Reconciled Bank Accounts or Credit Card Accounts
- Negative Bank Accounts
- Checks Exceeding Specific Amount



# Report Configuration



Statements > Statement of Financial Position :: Configure Report

## Fiscal Period Ended

Report as of month ending:  during fiscal year ending:

## Entity

- 1: Parish
- 2: School

## Statement of Financial Position Account Dimension Filters

Department	<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Program	<input checked="" type="checkbox"/>	Natural Account	<input checked="" type="checkbox"/>
0: General	<input type="checkbox"/>	0: Category - General	<input type="checkbox"/>	0: Program - General	<input type="checkbox"/>	1010: Checking Account - Operating	<input type="checkbox"/>
1: Liturgy	<input type="checkbox"/>	1: Category 01	<input type="checkbox"/>	1: Program 01	<input type="checkbox"/>	1011: Checking Account - School	<input type="checkbox"/>
2: Evangelization	<input type="checkbox"/>	2: Category 02	<input type="checkbox"/>	2: Program 02	<input type="checkbox"/>	1012: Checking Account	<input type="checkbox"/>
3: Religious Education	<input type="checkbox"/>	3: Category 03	<input type="checkbox"/>	3: Program 03	<input type="checkbox"/>	1013: Checking Account	<input type="checkbox"/>
4: Recreation	<input type="checkbox"/>	4: Category 04	<input type="checkbox"/>	4: Program 04	<input type="checkbox"/>	1014: Checking Account	<input type="checkbox"/>
5: Special Ministries	<input type="checkbox"/>	5: Category 05	<input type="checkbox"/>	5: Program 05	<input type="checkbox"/>	1015: Checking Account	<input type="checkbox"/>

# Report Configuration



Transactions > Bill List :: Configure Report

**Bill Date Range**

Filter on Date:

Invoice Date  Due Date

Date Range

Last Month  Last Quarter  Fiscal Year to Date  Next Fiscal Year

This Month  This Quarter  Last Fiscal Year  Custom Date Range Specified

Next Month  Next Quarter  Last Fiscal Year to Date

Start Date:

End Date:

Bill Payment Status:

All  Paid  Unpaid

# Report Configuration

## \*\* Statement of Financial Position Print Columns

Column 1:	Year Begin Balance	▼
Column 2:	Year to Date Balance	▼
Column 3:	Year to Date Change	▼
Column 4:	Balance Last Month	▼
Column 5:	This Month Change	▼

## \*\* Define Report Group Sections & Sorting

Group Section 1:	Department	▼	<input checked="" type="checkbox"/> Print Sub-Headings & Sub-Totals
Group Section 2:	[Unused]	▼	<input checked="" type="checkbox"/> Print Sub-Headings & Sub-Totals
Group Section 3:	[Unused]	▼	<input checked="" type="checkbox"/> Print Sub-Headings & Sub-Totals
Group Section 4:	[Unused]	▼	<input checked="" type="checkbox"/> Print Sub-Headings & Sub-Totals
Group Section 5:	[Unused]	▼	<input checked="" type="checkbox"/> Print Sub-Headings & Sub-Totals
Current Period Changes to Net Assets Subtotal:	[Unused]	▼	
Detail Section Sort:	Account Code	▼	

# Report Configuration

## \*\* Report Format

- Detail  
 Summary

## \*\* Report Options

- Include Inactive History Accounts    Print Account Codes    Show Numbers Without Cents    Temp/Perm Restriction Format  
 Print Shortcuts    Suppress Zero Accounts    Show Dimension Codes

## \*\* Font Size

Font Size:  ▼

## \*\* Report Subtitle

Report Subtitle:

## \*\* Report Notes

# Memorized Report Groups

- Common Report Groups
  - Statements
  - Departmental or by Entity
  - Religious Education
  - Diocesan period ending
  - Budgets
  - Other?



# Memorized Report Groups

**Memorized Report Groups**

- ▷ Monthly Reports
- ▷ Budget Reports
- ▷ Diocesan Monthly Reports
- ▽ Monthly Finance Meeting
  -  Finance Commitee SOA
  -  Finance Commitee SOFP
  -  Monthly Statement of Activities
  -  SOA For Finance

<< Preview All Reports >>

<< View PDF >>

<< Rename Group >>

<< Replicate Group >>

# QUESTIONS?

ParishSOFT®  
Celebrating 20 Years of Service



# Thank you!

Joe Slomiany  
ParishSOFT



**ParishSOFT®**  
Celebrating 20 Years of Service