

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



**ParishSOFT Accounting Revenue Reconciliation Process and Reports**

October 2022

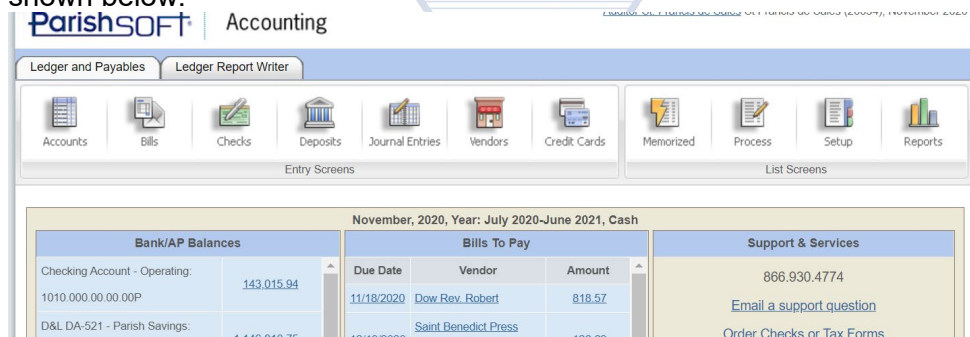
This document has been compiled by an Internal Auditor to assist parishes in the revenue reconciliation process. Included are step-by-step instructions for pulling the Parishsoft Accounting Reports for comparison to the summary contribution data from ParishSOFT Family Suite. **NOTE:** In order to make the reconciliation process easier, we **highly recommend** that the location **match the funds names in PSFS to the liability and revenue account names in PSA**. An example would include using 2020 Offertory and 2020 Offertory OLG, separating the offertory and online giving in two different accounting ledger accounts and two different fund accounts. See [PSFS Contribution Summary Report – Isadore Update 3.25.2022](#)

**Pulling Reports From ParishSOFT Accounting (PSA)**

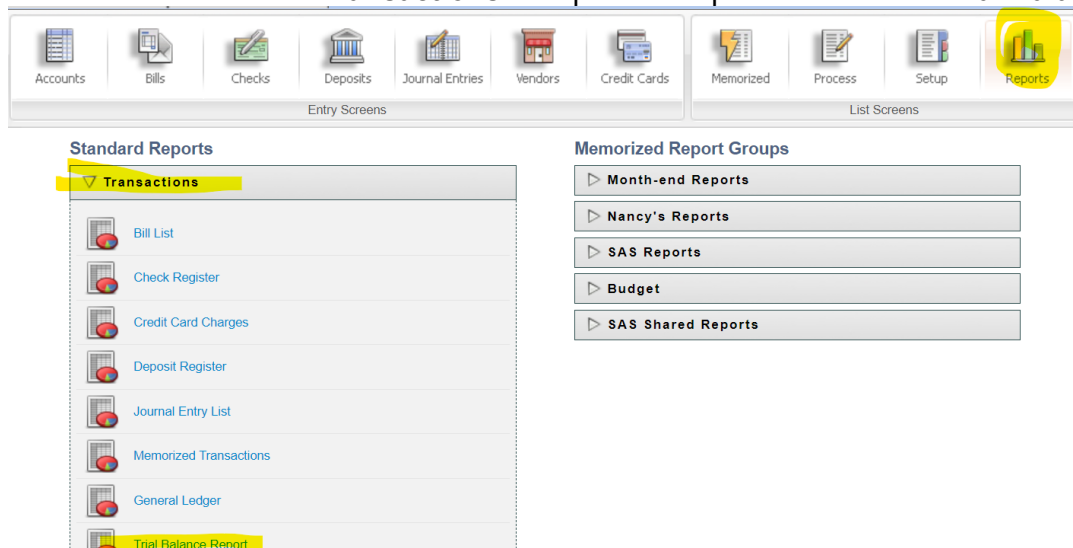
A reconciliation between PSA and PSFS is required to ensure accuracy, completeness, and transparency of financial statements. Additionally, Archdiocesan Best Practice requires donation/revenue reconciliations and we recommend using a summary of Fiscal Year-to-Date contributions through a given date range report from PSFS and PSA. For example, the auditor may request a summary of contributions through December 2020. In this case, the date range needed is July 1, 2020 – December 31, 2020.

While it is possible to look at only one or two funds, it is strongly recommended that the parish pull the detail for **all** donations (second collections and mass stipends recorded in exchange accounts and offertory, building fund, votive candle, flower, etc. donations on the Statement of Activities. Any misapplied contributions will be easily identified through this review. An example of a misapplied contribution could include Offertory postings for July 2020 that were incorrectly posted to the Offertory 2019 fund (see step 15 for an example of a misapplied contribution).

1. Begin by logging in to ParishSOFT Accounting - PSA and selecting the **Reports Tab**, as shown below.



- Press the arrow next to **Transactions** to expand the options and select **Trial Balance Report**.



- Enter the **custom date** you wish (example is July 1, 2020- Dec 31, 2020). Next under the **Statement of Financial Position Account Dimension Filters** under Natural Account, select account 2080: Mass Stipends with your mouse, hold the shift key and scroll down and select 2974: Archdiocesan St Vincent De Paul. You may need to include the annual appeal liability account (if used) or start with the exchange account 2940 (generally used by SAS for Archbishop Annual Appeal funds received by the parish that need to be remitted to AoA). If you mess up your account selection, just clear those selected by clicking the X next to Natural Account.

**Transactions > Trial Balance Report :: Configure Report**

**Date Range**

☐ Last Month    ☐ Last Quarter    ☐ Current Fiscal Year    ☐ Last Fiscal Year to Date    ☐ Start Date: 7/1/20    ☐ End Date: 12/31/20  
☐ This Month    ☐ This Quarter    ☐ Current Fiscal Year to Date    ☐ Next Fiscal Year  
☐ Next Month    ☐ Next Quarter    ☐ Last Fiscal Year    ☒ Custom Date Range Specified

**Entity**

1: Parish X

**Statement of Financial Position Account Dimension Filters**

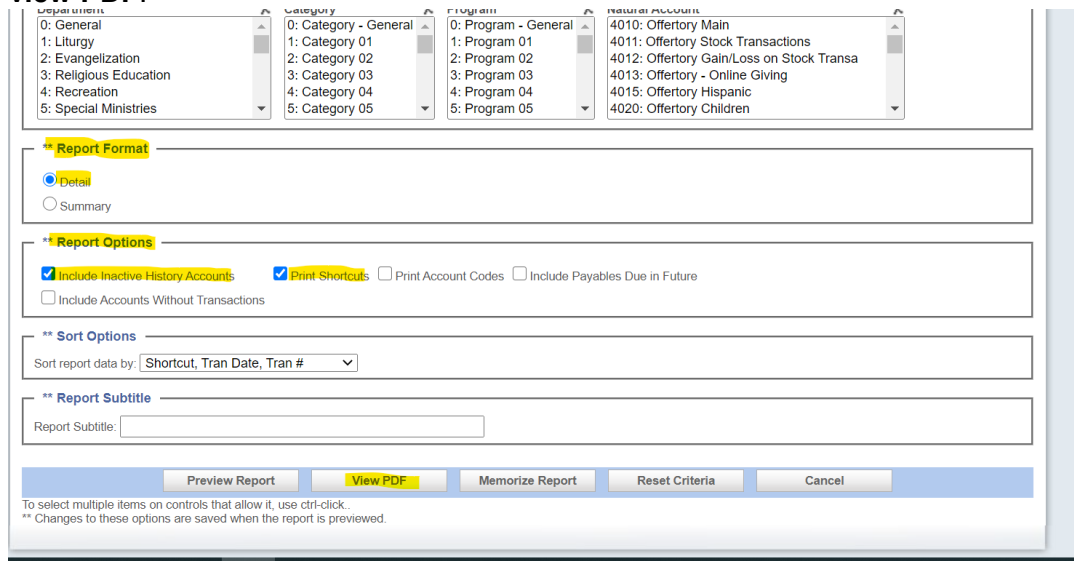
Department	Category	Program	Natural Account
0: General	0: Category - General	0: Program - General	2972: Reimbursement Fund for the Religious Ex
1: Liturgy	1: Category 01	1: Program 01	2973: Archdiocesan Hispanic Ministries Ex
2: Evangelization	2: Category 02	2: Program 02	2974: Archdiocesan St. Vincent De Paul Ex
3: Religious Education	3: Category 03	3: Program 03	2980: Due To School
4: Recreation	4: Category 04	4: Program 04	2985: Due To Parish
5: Special Ministries	5: Category 05	5: Program 05	2990: Due to Archdiocese

**Activity Account Dimension Filters**

Department	Category	Program	Natural Account
0: General	0: Category - General	0: Program - General	4010: Offertory Main
1: Liturgy	1: Category 01	1: Program 01	4011: Offertory Stock Transactions
2: Evangelization	2: Category 02	2: Program 02	4012: Offertory Gain/Loss on Stock Transa

Control & Shift when you select the 1<sup>st</sup> account and last and all accounts in between will be selected.

4. At the bottom of the configure report page, for **report format**, be sure to **select detail** and for the **report options** include **inactive history accounts** and **print shortcuts**. Then select **view PDF**.



5. PSA will generate a new tab with the detail in a PDF. **Save the PDF** for the report just created of **liabilities accounts**. This report could be 5 pages or 40 pages depending on the parish size and number of weeks the donations are received for the various collections. Details on how to reconcile this information to the PSFS excel follow.

## Trial Balance Report

July 1, 2020 - December 31, 2020

Account Shortcut and Description			Beginning Balance	Debits	Credits	Balance	Net Change
<b>Liabilities</b>							
2080.000.00.00.00P Mass Stipends Payable			933.55	5,609.00	5,879.00	1,203.55	270.00
						933.55	
07/03/20 Dep	613			0.00	160.00	1,093.55	
07/09/20 Paid Bill	5101 DeGuzman Rev Joseph			240.00	0.00	853.55	
07/09/20 Paid Bill	5102 Kloster Rev Donald			10.00	0.00	843.55	
07/09/20 Paid Bill	5103 Pregnancy Aid Clinic			20.00	0.00	823.55	
07/10/20 Dep	614			0.00	20.00	843.55	
07/16/20 Dep	615			0.00	40.00	883.55	
07/27/20 Dep	617			0.00	100.00	983.55	
07/30/20 Dep	618			0.00	260.00	1,243.55	
08/06/20 Dep	621			0.00	60.00	1,303.55	
08/06/20 Paid Bill	5136 Pregnancy Aid Clinic			30.00	0.00	1,273.55	
08/06/20 Paid Bill	5138 Smith Rev James			275.00	0.00	998.55	
08/13/20 Dep	622			0.00	150.00	1,148.55	
08/13/20 Paid Bill	5142 Smith Rev James			290.00	0.00	858.55	
08/27/20 Dep	624			0.00	215.00	1,073.55	
08/27/20 Dep	625			0.00	100.00	1,173.55	
09/03/20 Paid Bill	5170 Dow Rev. Robert			285.00	0.00	888.55	
09/03/20 Paid Bill	5173 Pregnancy Aid Clinic			40.00	0.00	848.55	

6. To pull the **revenue accounts**, repeat steps 1 – 3, but this time on the **Trial Balance Report Configuration**, select the **Activity Account Dimension Filters** and select account 4010: Offertory to 4320: Columbarium/Cemetery or you can just stop at the last 4XXX account to generate the **revenue PDF**. **NOTE: YOU CAN'T PULL DIMENSION FILTERS ON BOTH STATEMENT OF FINACIAL POSITION AND ACTIVITY ACCOUNTS AT THE SAME TIME AS THE REPORT WILL GENERATE NOTHING.**

4: Recreation  
5: Special Ministries

4: Category 04  
5: Category 05

4: Program 04  
5: Program 05

2985: Due to Parish  
2990: Due to Archdiocese  
2999: Net Assets

**Activity Account Dimension Filters**

Department	Category	Program	Natural Account
0: General	0: Category - General	0: Program - General	4010: Offertory Main
1: Liturgy	1: Category 01	1: Program 01	4011: Offertory Stock Transactions
2: Evangelization	2: Category 02	2: Program 02	4012: Offertory Gain/Loss on Stock Transa
3: Religious Education	3: Category 03	3: Program 03	4013: Offertory - Online Giving
4: Recreation	4: Category 04	4: Program 04	4015: Offertory Hispanic
5: Special Ministries	5: Category 05	5: Program 05	4020: Offertory Children

**\*\* Report Format**

☒ Detail  
☐ Summary

**\*\* Report Options**

☒ Include Inactive History Accounts ☒ Print Shortcuts ☐ Print Account Codes ☐ Include Payables Due in Future  
☐ Include Accounts Without Transactions

**\*\* Sort Options**

Sort report data by:

**\*\* Report Subtitle**

Report Subtitle:

To select multiple items on controls that allow it, use ctrl-click.

7. Again, PSA will generate a new tab with the detail in a PDF. **Save the PDF** for the report just created of **revenue accounts**. This report could be 5 pages or 40 pages depending on the parish size and the timeframe Details on how to reconcile this information to the PSFS excel follow.

## Trial Balance Report

July 1, 2020 - December 31, 2020

Account Shortcut and Description	Beginning Balance	Debits	Credits	Balance	Net Change
<b>Income</b>					
4010.000.00.00.00P Offertory Main	0.00	0.00	298,338.31	298,338.31	298,338.31
				0.00	
07/03/20 Dep 613		0.00	6,650.50	6,650.50	
07/10/20 Dep 614		0.00	4,100.00	10,750.50	
07/16/20 Dep 615		0.00	1,027.80	11,778.30	
07/16/20 Dep 615		0.00	2,489.00	14,267.30	
07/16/20 Dep 615		0.00	523.00	14,790.30	
07/27/20 Dep 617		0.00	48,975.07	63,765.37	
07/30/20 Dep 618		0.00	7,482.10	71,247.47	

## Reconciling Reports From ParishSOFT Accounting (PSA) to ParishSOFT Family Suite (PSFS)

1. We recommend starting with the liability/2<sup>nd</sup> collections on the Statement of Financial Position first as donations to these funds are generally less and easier to reconcile. The first step is to match your liability accounts per PSA to the fund accounts in PSFS. If accounts are not used consistently between the systems, it makes reconciling more difficult. **We recommend changing your fund names in PSFS to match PSA or adding accounts in PSA to match your fund names from PSFS.** The PSA report was pulled by going into Reports -> Statements -> Statement of Financial Position -> selecting December 2020 and filtering on just the liability accounts (2000) series (**DON'T** suppress zeros in the options). Below is an example of PSA liability versus the PSFS 2<sup>nd</sup> collections for a location.

### Statement of Financial Position

December 31, 2020

	Year to Date Balance	Year Begin Balance	Year to Date Change	Year to Date Last Year	Change From Last Year
<b>Liabilities</b>					
<b>General</b>					
2080.000.00.00.00P Mass Stipends Payable	1,203.55	933.55	270.00	4,529.55	(3,326.00)
2940.000.00.00.00P Other Exchange	376.24	0.00	376.24	0.00	376.24
2940.000.00.00.01P Other Exchange - SECS Bookstore	2,411.09	0.00	2,411.09	2,328.31	82.78
2940.000.00.00.02P Other Exchange - FSSP Seminary B	1,982.09	971.00	1,011.09	1,285.00	697.09
2940.000.00.00.03P Other Exchange - Retreats	0.00	0.00	0.00	0.00	0.00
2951.000.00.00.00P Catholic Relief Services Exchange	0.00	0.00	0.00	0.00	0.00
2952.000.00.00.00P Black & Indian Mission Exchange	0.00	0.00	0.00	0.00	0.00
2953.000.00.00.00P Campaign for Human Development	0.00	0.00	0.00	0.00	0.00
2954.000.00.00.00P Archdiocese for the Military Services	0.00	0.00	0.00	0.00	0.00
2955.000.00.00.00P Catholic Communications Exchange	0.00	0.00	0.00	0.00	0.00
2956.000.00.00.00P Catholic Home Mission Exchange	0.00	0.00	0.00	0.00	0.00
2957.000.00.00.00P Catholic University of America Exch	0.00	0.00	0.00	0.00	0.00
2958.000.00.00.00P Catholic Charities	0.00	0.00	0.00	0.00	0.00
2959.000.00.00.00P Church in Central and Eastern Europ	0.00	0.00	0.00	5.00	(5.00)
2960.000.00.00.00P Disaster Relief Exchange	0.00	0.00	0.00	0.00	0.00
2961.000.00.00.00P Easter Archdiocesan Seminarians E	0.00	0.00	0.00	0.00	0.00
2962.000.00.00.00P Fall Archdiocesan Seminarians Exch	0.00	0.00	0.00	0.00	0.00
2963.000.00.00.00P Holy Land Exchange	0.00	0.00	0.00	0.00	0.00
2964.000.00.00.00P Church in Latin America Exchange	0.00	0.00	0.00	0.00	0.00
2965.000.00.00.00P Rice Bowl Exchange	0.00	0.00	0.00	0.00	0.00
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Sum of Amount																
	American Bishop's Overseas Appeal	Archdiocese n Seminarians	Catholic Charities	Catholic University of America	FSSP Charitable assistance	FSSP Seminary Burse	Juventutem Event Payments	Mass Stipends	Mass stipends - All Souls	Mission Cooperative Program	Parish Event Payment	Peters Pence Religious	Retirement Fund for SECS Bookstore	St. Vincent de Paul Society	World Mission Sunday Gr	
Row Labels																
Jul						315	202	420		95	616	70	673.17			
Aug	262					425	210	885					1177.58			
Sep				104.25		280.09		425			528		1232.55	442		
Oct						220		340					850.46	100	334	
Nov		330				1127		500	2939				1273.99			
Dec			1033.11		2000	355		560					1144.1			
Grand Total	262	330	1033.11	104.25	2000	2722.09	412	3130	2939	95	1144	70	280	6351.85	542	334

Notice that **Mass stipends** payable in PSA includes the **Mass Stipends All Souls** in PSFS. Also, Seminarian collections are recorded separately in PSA, but are recorded in one fund in PSFS. **American Bishop Overseas Appeal** and **Charitable Assistance** are not in PSA so you have to identify where these items were recorded in PSA in order to reconcile them. Also, **Parish Event Payment** could be recorded under other exchange retreats or it could be included in revenue. In the above example, many of the 2<sup>nd</sup> collection accounts in PSA are not in PSFS as the collections are annual collections and only show in the PSFS if collected during the period selected (this was 6 months – July through December). We can't use the Statement of Financial position to reconcile as 2<sup>nd</sup> collections are received and paid out of the same PSA account resulting in a zero balance. **If you need assistance adding or deleting PSFS funds or adding accounts in PSA to make reconciling easier, contact Susan Shirley (sshirley@archatl.com).**

- Using the PSA Trial Balance report on Liabilities we created, compare the detail of credits in the liability to the same fund in PSFS excel pivot. An example is shown below:

#### Trial Balance Report

July 1, 2020 - December 31, 2020

Account Shortcut and Description	Beginning Balance	Debits	Credits	Balance	Net Change
<b>Liabilities</b>					
2971.000.00.00P Peter's Pence Exchange	0.00	280.00	280.00	0.00	0.00
07/03/20 Dep 613		0.00	210.00	210.00	
07/10/20 Dep 614		0.00	20.00	230.00	
07/27/20 Dep 617		0.00	50.00	280.00	
09/03/20 Paid Bill 5177 Archdiocese of Atlanta		280.00	0.00	0.00	
2972.000.00.00P Retirement Fund for the Religious E	0.00	0.00	280.00	280.00	280.00
12/15/20 Dep 654		0.00	260.00	260.00	
12/23/20 Dep 655		0.00	20.00	280.00	
2973.000.00.00P Archdiocesan Hispanic Ministries Ex	0.00	0.00	0.00	0.00	0.00
2974.000.00.00P Archdiocesan St. Vincent De Paul Ex	0.00	542.00	542.00	0.00	0.00
09/25/20 Dep 632		0.00	367.00	367.00	
10/03/20 Dep 635		0.00	75.00	442.00	
10/08/20 Paid Bill 5210 Archdiocese of Atlanta		367.00	0.00	75.00	
10/10/20 Dep 636		0.00	100.00	175.00	
11/05/20 Paid Bill 5232 Archdiocese of Atlanta		175.00	0.00	0.00	

	A	R	S	U
			Retirement	
		Peters Pence	Fund for Religious	St. Vincent de Paul Society
4 Row Labels				
5 Jul		70		
6 Aug				
7 Sep				442
8 Oct				100
9 Nov				
10 Dec			280	
11 Grand Total		70	280	542

You will notice that two of three in the sample match, but one doesn't – **Peters Pence**. In reviewing the PSA report, you notice the deposit on 7/3 for \$210, which is probably a timing difference as you record donations on date received in PSFS and on the date the bank deposit clears in PSA. You can confirm this by looking at donations in PSFS in June to see if any



were made at the end of June. See below where we confirm the \$210 is a timing difference as the funds were recorded on June 28, 2020 in PSFS. When timing differences occur, you just need to note that as the reason for the variance, but nothing needs to be corrected.

3	Sum of Amount	
4	Row Labels	Peters Pence
5	⊕ Jan	
6	⊕ Feb	
7	⊕ Mar	
8	⊕ Apr	
9	⊕ May	
10	⊖ Jun	
35	26-Jun	
36	27-Jun	
37	28-Jun	210
38	29-Jun	
39	30-Jun	
40	⊕ Jul	70
41	⊕ Aug	
42	⊕ Sep	
43	⊕ Oct	
44	⊕ Nov	
45	⊕ Dec	
46	Grand Total	280

The first step is to match your revenue accounts per PSA to the fund accounts in PSFS. If accounts are not used consistently between the systems, it makes reconciling more difficult. **We recommend changing your fund names in PSFS to match PSA or adding accounts in PSA to match your fund names from PSFS. We highly recommend that offertory and online giving offertory should be recorded in separate funds in PSFS and separate accounts in PSA.** Thus, Offertory 2021 and OLG Offertory 2021 should be included in PSFS. PSA should have offertory account 4010 and offertory – online giving 4013 and should be used appropriately.

3.

### Statement of Activities

December 31, 2020

Account Shortcut and Description	YTD Actual	YTD Budget	YTD Budget vs. YTD Actual
<b>Income</b>			
<b>General</b>			
4010.000.00.00.00P Offertory Main	298,338.31	164,436.48	133,901.83
4013.000.00.00.00P Offertory - Online Giving	0.00	0.00	0.00
4025.000.00.00.00P Other Parish Collections	0.00	0.00	0.00

4. Below is an example of PSA revenue versus the PSFS revenue for a location. You will notice the **funds in red** in PSFS are not in PSA and you will also note that **Donations** in PSA are not in PSFS. As a result, we must work to figure out where these donations are being recorded in the other system. *Keep in mind that PSA is reconciled to the bank account and therefore total deposits are correct, but may not have been recorded to the correct PSA account*

### Statement of Activities

December 31, 2020.

Account Shortcut and Description	YTD Actual	YTD Budget	YTD
<b>Income</b>			
<b>General</b>			
4010.000.00.00.00P Offertory Main	298,338.31	164,436.48	133
4013.000.00.00.00P Offertory - Online Giving	0.00	0.00	
4030.000.00.00.00P Donations	2,425.00	4,500.00	(2,
4050.000.00.00.00P Interest Income D&L DA-5	3,588.78	7,615.02	(4,
4151.000.00.00.00P Votive Candle Income	4,855.21	3,495.00	1
4152.000.00.00.00P Other Income	299.17	450.00	(
4200.000.00.00.00P Altar Flowers	808.00	0.00	
4300.000.00.00.00P Building Fund	0.00	0.00	
4400.000.00.00.00P AAA Refund	34,213.50	60,000.00	(25,
4750.000.00.33.00P PPP Loan Forgiveness Inc	18,791.24	0.00	18
General Totals:	363,319.21	240,496.50	122
Income Totals:	363,319.21	240,496.50	122

### Expense

Sum of Amount		Column Labels									
		Altar Server- Choir Stipend for Requiem or Wedding	Archbp Annual Appeal Rebate	Candle Money	Charitable assistance	Juventutem Event Payments	Offertory 2020	Parish Event Payment	SECS Bookstore	Grand Total	
Row Labels											
Jul			4995	451.7		202	77072.35	616	673.17	84910.22	
Aug		100	6880.5	618	75	210	43088.84		1177.58	53721.92	
Sep				1181			31809.79	528	1232.55	36002.68	
Oct			9939.6	826			40945.75		850.46	53555.81	
Nov			6237	589	95		42438.5		1273.99	55529.49	
Dec		0	9995.4	726.51	2000	660	69002.73		1144.1	85756.85	
Grand Total		100	38047.5	4392.21	2000	830	412	304357.96	1144	6351.85	369476.97

5. When reconciling the PSA Revenue Trial Balance Report to the PSFS excel, I recommend starting with the accounts with less funds as they are easier to reconcile and work your way up to offertory. Thus, we will look at candle donations. Below is the detail from PSA on candle donations. You will notice candle funds in the two systems don't match. Votive candle per PSA shows \$4,855.21 and \$4,392.21 per PSFS. It is time to dig through the details. The PSA candle detail is below. You will notice the **yellow items** are a **timing difference**, but the **blue deposit DOESN'T Match** the PSFS detail that was expanded to see each deposit (some rows with nothing were hidden to easier fit in this narrative).



July 1, 2020 - December 31, 2020

Account Shortcut and Description	Beginning Balance	Debits	Credits	Balance		
Income						
4151.000.00.00.00P Votive Candle Income	0.00	0.00	4,855.21	4,855.21		
				0.00		
07/03/20 Dep 613		0.00	393.00	393.00		
07/10/20 Dep 614		0.00	80.00	473.00		
07/16/20 Dep 615		0.00	66.70	539.70		
07/27/20 Dep 617		0.00	92.00	631.70		
07/30/20 Dep 618		0.00	213.00	844.70		
08/06/20 Dep 621		0.00	162.00	1,006.70		
08/13/20 Dep 622		0.00	125.00	1,131.70		
08/27/20 Dep 624		0.00	194.00	1,325.70		
08/27/20 Dep 625		0.00	124.00	1,449.70		
09/04/20 Dep 628		0.00	175.00	1,624.70		
09/14/20 Dep 629		0.00	189.00	1,813.70		
09/17/20 Dep 631		0.00	748.00	2,561.70		
10/03/20 Dep 635		0.00	244.00	2,805.70		
10/10/20 Dep 636		0.00	233.00	3,038.70		
10/15/20 Dep 638		0.00	228.00	3,266.70		
10/23/20 Dep 639		0.00	215.00	3,481.70		
10/30/20 Dep 640		0.00	150.00	3,631.70		
11/09/20 Dep 643		0.00	228.00	3,859.70		
11/13/20 Dep 645		0.00	153.00	4,012.70		
11/20/20 Dep 646		0.00	117.00	4,129.70		
11/24/20 Dep 647		0.00	91.00	4,220.70		
12/09/20 Dep 653		0.00	292.26	4,512.96		
12/15/20 Dep 654		0.00	166.50	4,679.46		
12/23/20 Dep 655		0.00	175.75	4,855.21		
Total Income:			4,855.21	4,855.21		

You will notice you can reconcile by taking PSA total **\$4,855.21** – **393.00** + **92.00** (timing differences) – **162.00** (items that may be miss-recorded and need investigation) = **\$4,392.21**

- When researching the deposit in PSA, we find the **deposit 621** that does not match to identify what was recorded by going to the deposit tab, find deposit, and entering the deposit number on the difference from the above PSA candle detail report. In reviewing, we notice that mass stipends were \$60, and FSSP of \$165 will help us identify where the variance was recorded in PSFS.

Accounts Bills Checks Deposits Journal Entries Vendors Credit Cards Memorized Process Setup Reports

Find Deposit

This Deposit is from a prior accounting period and cannot be edited.

Deposit Information

Bank Account: Checking Account - Operating: A-1-000-00-00-1010-00 1010.000. Total: 7191.48

Deposit Number: 621 Date: 8/6/2020

Comment:

#	Account	Amount	Comment	Project
1	4151.000.00.00.00P: Votive Candle Income I-1-000-00-	162.00	Candles	
2	4010.000.00.00.00P: Offertory Main I-1-000-00-00-401	6804.48	Offertory	
3	2080.000.00.00.00P: Mass Stipends Payable L-1-000-0-	60.00	Mass Intentions	
4	2940.000.00.00.02P: Other Exchange - FSSP Seminar	165.00	FSSP	
Total:		7,191.48		

Print Detail

7. In looking through the August donations in PSFS, we notice the \$162 that was recorded to candle donations in PSA was recorded to American Bishop's Overseas Appeal. The next step is to pull the count sheets from the 8/2/2020 count to confirm how the \$162 should be recorded. Once identified, a correction to PSFS or PSA should be made.

Sum of Amount Column Label	Altar Server- Choir Stipend for Requiem or Wedding	American Bishop's Overseas Appeal	Archbp Annual Appeal Rebate	Archdioces an Seminarian Candle Money	Catholic Charities	Catholic University of America	Charitable assistance	Flowers	FSSP Seminary Burse	Juventutem Event Payments	Mass stipends - All Souls	Mission Cooperative Program	Offertory 2020	Parish Event Payment	Pe
Jul			4995		451.7				315	202	420	95	77072.35	616	
Aug															
1-Aug														260	
2-Aug		162							165		60		8109.48		
3-Aug														765	
4-Aug														240	
5-Aug														78	
6-Aug														170	
7-Aug														217	
8-Aug														100	
9-Aug					125				160	210	150		5628.17	315	
10-Aug														200	
11-Aug														243	
12-Aug														315	
13-Aug														130	
14-Aug														1290	
15-Aug														8724.07	
16-Aug					194			75	100		215			545	
17-Aug														200	
18-Aug														739	
20-Aug														210	
21-Aug														7022.05	
23-Aug					124						100			665	
24-Aug														105.07	
26-Aug														162	
27-Aug														50	
28-Aug														725	
29-Aug														5541	
30-Aug	100	100	6880.5		175						360			340	
31-Aug															
Sep					1181		104.25		280.09		425		31809.79	528	
Oct			9939.6		826				220		340		40945.75		
Nov			6237	330	589			95	1127		500	2939	42438.5		
Dec	0		9995.4		726.51	1033.11	2000	660	355		560		69002.73		
Grand Total	100	262	38047.5	330	4392.21	1033.11	104.25	2000	830	2722.09	412	3130	2939	95	304357.96

8. You will also notice that the offertory donation in PSFS for 8/2/20 for \$8109.48 didn't match the offertory deposit 621 from PSA of \$6804.48 due to online giving. By recording everything in the same fund and account, reconciling offertory becomes almost impossible.

Should you have any questions about compiling PSA reports, reconciling donations, PSFS, PSA, these reports or using other Pivot Table features, please contact Susan Shirley, [ssshirley@archatl.com](mailto:ssshirley@archatl.com) or 404-920-7408.