

Tips and Tricks in ParishSOFT Accounting

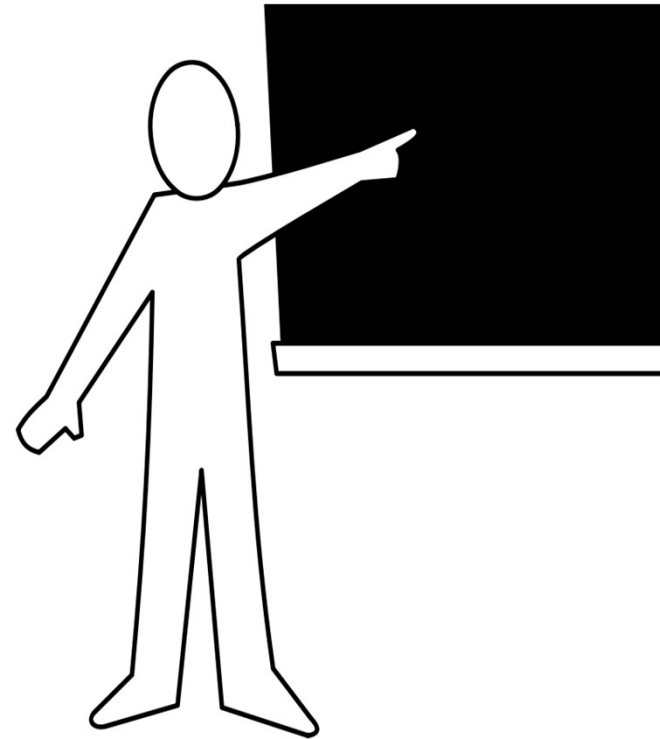
Joe Slomiany
ParishSOFT



ParishSOFT[®]
Celebrating 20 Years of Service

Today's Presentation

- Share best practices
- Learn new features
- Emphasize less utilized features
- Open Discussion & Sharing of Ideas



Tips to Increase Proficiency

1. Messages
2. User & Keyboard Options
3. Training Resources
4. Vendors
5. Checks
6. Memorized Transactions
7. Budgets
8. Reports
9. Imports



Messages

Dashboard's New Look

Entry Screens

List Screens

July, 2015, Year: July 2015-June 2016, Accrual

Bank/AP Balances		Bills To Pay			Support & Services
Cash, Checking Account-General:	8,901.50	Due Date	Vendor	Amount	866.930.4774 Email a support question Order Checks or Tax Forms Release Notes New! User Guide Videos Online Help Articles Browser Information
1101.00P		9/27/2015	Bend City Water and Trash	500.00	
Cash, Checking Acct-Designated:	0.00	9/27/2015	Oasis Inn	28.00	
1102.00P					
Accounts Payable: 2100.00P	153.00				

Memorized Transactions				News	Messages
Next Date	Type	Vendor/Desc	Amount	ConnectNow Accounting Release Training Evaluation Form ConnectNow Accounting End of Fiscal Year Video	
9/28/2015	Bill	Verizon Wireless / Cell Phone Bill	154.23		
				There will be an update released on 8/31/2017 Log into Parishsoft.com to sign up for the release seminar.	

Message section on dashboard

ParishSOFT Sends

- Updates
- Issues

Diocese Sends

- Financials Due
- End of Year
- Announcements

User & Keyboard Options

User Options

User Options

Account Format:

Project Format:

- Add Recalculate Button to Reconciliation Processes
- Remove Account Code Dashes
- Show Memorized Transaction Reminder

Default Accounts

Bills, Checks, Deposits, Invoices, Payments, and Credits screens

Bank Account:

AP Account:

AR Account:

Default Payroll Bank Account

Payroll Bank Account:

Hot Keys

ConnectNow Hint:

You can use the Hot Keys for quick entry.

Alt+S Submit
Alt+M Memorize
Alt+I Find
Alt+L More Lines

To Do This:	Press This Key Combination
S ubmit	Alt-s
M emorize	Alt-m
More L ines	Alt-l
N ew	Alt-n
F ind	Alt-i
P rint	Alt-p

Training Resources

Accounting Training Resources

<https://parishsoft.com/training/>



PARISHSOFT TRAINING

ParishSOFT Accounting

ParishSOFT Family Suite

ParishSOFT Diocesan Suite

ParishSOFT Giving

ParishSOFT Training

**Spend more time on people, programs, and ministry —
ParishSOFT will take care of the training details!**

ParishSOFT software solutions have modern, intuitive interfaces that make them easy for everyone to use, from staff to parishioners. Plus, they're packed with features specific to the needs of the Catholic organization. While any of these products can be used on their own, they can also shine as part of a fully integrated suite!

Zendesk Knowledgebase Articles

<https://support.parishsoft.com>

How can we help?

| Type topic in this area to search our knowledge base!



Training Videos



Release Notes



Status Page



Forums



ParishSOFT Family Suite (PSFS)



ParishSOFT Accounting (PSA)



Diocesan Products



Desktop Family Suite



How to use the Support Center



Logos Products

PROMOTED ARTICLES

PSFS Family Directory - Family List: How to reassign or delete a family envelope number

How to reassign or delete a family envelope number Go to the Family List in the Family Directory...

PSFS Family Directory - Family List: How to add an unregistered copy of a family record

How to add an unregistered copy of a family record Also described as 'How to add a visiting famil...

PSFS Administration - Bookmark: How to update your browser bookmark for the new ParishSOFT web address (URL)

How to update your browser bookmark for the new ParishSOFT web address To bookmark your new Famil...

PSFSv Offering - Posting: How to edit contributions in a closed

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Vendors

1099 Name Added

For 1099 vendors, you can now use a name other than the 'Check Name' on the vendor's 1099.

ConnectNow Accounting – Release Informational Webinar

Vendors

New! 1099 Vendor Name Added

Vendor 1099/Checks
ABC Forms & Supply

General Account Distribution 1099/Checks Comment

Check Printing Options

Always print a separate check for each bill
 Print only one check if there are over 10 bill items

Default Check Memo

1099 Information

Print 1099 for this vendor

1099 Vendor Name:

Tax ID:


Print in 1099 Box:

Adjusting Entries

#	Year	Adjustment Amount	1099 Amount
1	2016		0.00
2	2017		0.00

Submit

Vendor Distributions



Accounting

[HOME](#) [LOGOUT](#)
Support Admin Diocese of Demo, August 2015 [st. Joseph S (0)]

Church Manager
Ledger and Payables
Payroll
Fixed Assets
Accounts Receivable
Ledger Report Writer
Consolidation Manager

Accounts

Bills

Checks

Deposits

Journal Entries

Vendors

Credit Cards

Entry Screens

Memorized

Process

Setup

Reports

List Screens

[New Vendor](#)
[Find Vendor](#)

✓ Changes submitted! 8/21/2015 10:45:33 AM

Vendor Distribution

Waste Management

General
Account Distribution
1099/Checks
Comment

Distribution Method:

	#	Account		Amount
✗	1	512.00CEAD: Contracted services E-05-30-512-00	▼	0.00
✗	2		▼	
✗	3		▼	
Total:				0.00

[More Lines](#)


Quick Find

Find Vendor

Clear Value

Submit

Vendor Distributions Continued


Accounting

[HOME](#)
[LOGOUT](#)

[Support Admin](#) Diocese of Demo, August 2015 [st. Joseph S (0)]

Church Manager | Ledger and Payables | Payroll | Fixed Assets | Accounts Receivable | Ledger Report Writer | Consolidation Manager

Entry Screens

Accounts

Bills

Checks

Deposits

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Reports

[New Vendor](#) [Find Vendor](#)

Vendor Distribution

A&D Music Distributors

General
Account Distribution
1099/Checks
Comment

Distribution Method: Percent

	#	Account		Percent
✘	1	512.00CHWOR: Contracted services E-01-36-512-00	▼	100.00
✘	2		▼	
✘	3		▼	
Total:				100.00

[More Lines](#)

Quick Find

Inactivating Vendors

- Cleaning up your vendors can improve program performance
- Vendors can be made inactive individually in the vendor area
- Inactive vendors can be made active again in find vendors area



Email:

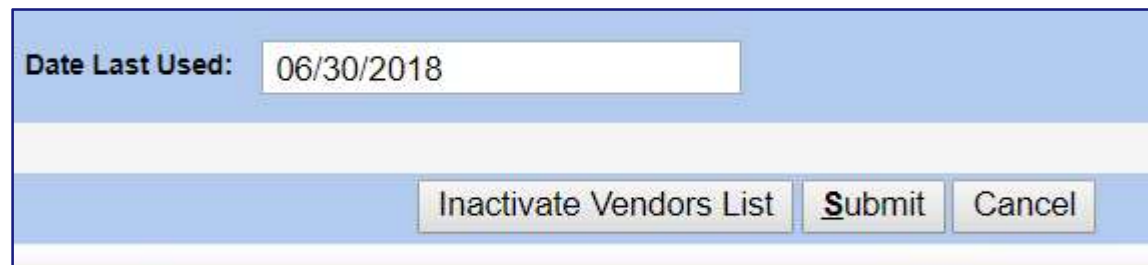
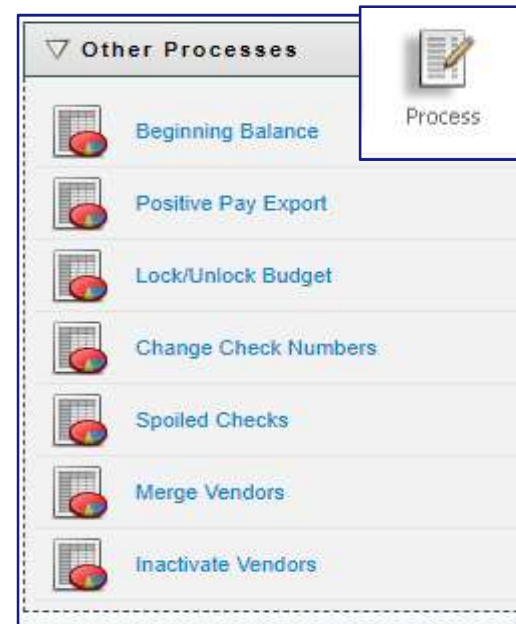
WebPage:

Inactive

Show Inactive Vendors

Inactivating Vendors

- You are also able to deactivate a group of vendors by their date last used.



A screenshot of a form titled "Inactivate Vendors". The form has a light blue header and footer. The main area is white. At the top, there is a label "Date Last Used:" followed by a text input field containing "06/30/2018". Below the input field is a horizontal line. At the bottom, there are three buttons: "Inactivate Vendors List", "Submit", and "Cancel".

Checks

Change Check Numbers During Printing

Print Checks

You may edit any check Number shown below

Bank Account: Checking Account: A-1-00101000-00 1000.00CS

#	Number	Date	Vendor	Memo	Amount
1	1051	5/2/2017	Best Buy	Type over check number change	150.00

Print Selected

- Simply type over the check number to change it. You can add Alpha Characters also.

Check Layout: Print options added

Setup Check Layout for Bank Accounts

Bank Account:

Check Field Position Adjustments - 1/100 Inch Increments		
	Left / Right	Up / Down
Check Date	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Amount	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Number	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Amount (Words)	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Payee	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Memo	<input type="text" value="0"/>	<input type="text" value="0"/>
Payee Name/Address	<input type="text" value="0"/>	<input type="text" value="0"/>

Check Page Layout Options	
Check Format	<input type="text" value="Check-Stub-Stub"/>
Print Check # On Check	<input type="text" value="No"/>
Print Check Payee	<input type="text" value="No"/>
Print Account Name and Shortcut on Upper Stub	<input type="text" value="No"/> <input type="button" value="No"/> <input type="button" value="Yes"/>
Print Account Name and Shortcut on Lower Stub	<input type="text" value="No"/> <input type="button" value="No"/> <input type="button" value="Yes"/>

Overall Page Adjustments			
	Left	Right	
Margins	<input type="text" value="0"/>	<input type="text" value="0"/>	
	Section 1	Section 2	Section 3
Section Divider	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Memorized Transactions

Memorized Transactions

Create Transactions as of a Date

Watch Help Video!

Create Transactions as of: 10/31/2015

Submit Cancel

HOME LOGOUT
2 [st Luke Cash (0)]

Memorized

Church Manager Ledger and Payables Payroll Fixed Assets Accounts Receivable Ledger Report Writer Consolidation Manager

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

Entry Screens List Screens

Create From Memorized Transactions

Create Memorized Transactions as of: 10/31/2015

Watch Help Video!

#	Create	Type	Description	Vendor/Account	Next Date	Final Date	Frequency	Amount
1	<input checked="" type="checkbox"/>	Bill	St Lucien Allocations	St Lucien Catholic Church	10/31/2015	1/1/2900	Monthly	3776.95
2	<input checked="" type="checkbox"/>	Bill	Church Phone Bill	AT & T	10/31/2015	1/1/2900	Monthly	0.00
3	<input checked="" type="checkbox"/>	Bill	monthly att bill	AT&T Advertising Solutions	10/31/2015	1/1/2900	Monthly	100.00
4	<input checked="" type="checkbox"/>	Deposit	Special Deposit	Wachovia Bank	10/31/2015	1/1/2900	Monthly	7759.68

Deselect All Select All

Submit Cancel

- Memorized Process at a glance

Memorized VS Vendor Distributions

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

Entry Screens List Screens

Create From Memorized Transactions
Create Memorized Transactions as of: 10/31/2015

#	Create	Type	Description	Vendor/Account	Next Date	Final Date	Frequency	Amount
1	<input checked="" type="checkbox"/>	Bill	ACS	ACS Technologies	10/15/2015	1/1/2900	Monthly	182.00
2	<input checked="" type="checkbox"/>	Bill	AT&T	AT&T	10/15/2015	1/1/2900	Monthly	0.00
3	<input checked="" type="checkbox"/>	Bill	AT&T Parish Center	AT&T	10/15/2015	1/1/2900	Monthly	0.00
4	<input checked="" type="checkbox"/>	Bill	Comcast	Comcast	10/15/2015	1/1/2900	Monthly	83.05
5	<input checked="" type="checkbox"/>	Bill	Faith Magazine	Diocese of Grand Rapids	10/15/2015	1/1/2900	Monthly	0.00
6	<input checked="" type="checkbox"/>	Bill	Clergy Health/Dental	Diocese of Grand Rapids	10/15/2015	1/1/2900	Monthly	706.00
7	<input checked="" type="checkbox"/>	Bill	Grattan Sewer	Grattan Sanitary Sewer	10/15/2015	1/1/2900	Quarterly	1240.00
8	<input checked="" type="checkbox"/>	Bill	Grattan Assessment	Grattan Township	10/15/2015	1/1/2900	Annually	1000.00
9	<input checked="" type="checkbox"/>	Bill	Clergy Staff Development	Mark Peacock	10/15/2015	1/1/2900	Monthly	40.00
10	<input checked="" type="checkbox"/>	Bill	Miner	Miner Supply Company, Inc*	10/15/2015	1/1/2900	Monthly	0.00
11	<input checked="" type="checkbox"/>	Bill	pair network	pair network	10/15/2015	1/1/2900	Monthly	17.95
12	<input checked="" type="checkbox"/>	Bill	Waste Management	Waste Management	10/15/2015	1/1/2900	Monthly	0.00
13	<input checked="" type="checkbox"/>	Bill	Flex Benefit	Michigan Catholic Conference	10/15/2015	1/1/2900	Monthly	211.00
14	<input checked="" type="checkbox"/>	Bill	Health/Dental 1	Michigan Catholic Conference	10/15/2015	1/1/2900	Monthly	4582.17
15	<input checked="" type="checkbox"/>	Bill	Health/Dental 2	Michigan Catholic Conference	10/15/2015	1/1/2900	Monthly	2301.93
16	<input checked="" type="checkbox"/>	Bill	Priest Auto	Michigan Catholic Conference	10/15/2015	1/1/2900	Quarterly	495.00
17	<input checked="" type="checkbox"/>	Bill	Priest Retirement	Michigan Catholic Conference	10/15/2015	1/1/2900	Quarterly	1791.02
18	<input checked="" type="checkbox"/>	Bill	Short-term Disability	Michigan Catholic Conference	10/15/2015	1/1/2900	Monthly	87.59
19	<input checked="" type="checkbox"/>	Bill	Group Life	Michigan Catholic Conference	10/15/2015	1/1/2900	Monthly	127.68
20	<input checked="" type="checkbox"/>	Bill	Liability Insurance	Michigan Catholic Conference	10/15/2015	1/1/2900	Quarterly	12863.71
21	<input checked="" type="checkbox"/>	Bill	Pledge	Diocese of GR	10/15/2015	1/1/2900	Monthly	1000.00
22	<input checked="" type="checkbox"/>	Bill	Wells Fargo	Wells Fargo Financial Leasing	10/15/2015	1/1/2900	Monthly	232.19
23	<input checked="" type="checkbox"/>	Bill	Our Sunday Visitor	Our Sunday Visitor	10/15/2015	1/1/2900	Monthly	273.10
24	<input checked="" type="checkbox"/>	Bill	Unemployment	Michigan Catholic Conference	10/15/2015	1/1/2900	Monthly	1149.46
25	<input checked="" type="checkbox"/>	Bill	Consumer Energy	Consumers Energy	10/15/2015	1/1/2900	Monthly	0.00
26	<input checked="" type="checkbox"/>	Bill	Lay Retirement	Michigan Catholic Conference	10/15/2015	1/1/2900	Quarterly	0.00
27	<input checked="" type="checkbox"/>	Deposit	Weekly Offering	Checking account	10/15/2015	1/1/2900	Weekly	0.00
28	<input checked="" type="checkbox"/>	Journal	Diocese D & L		10/15/2015	1/1/2900	Monthly	0.00
29	<input checked="" type="checkbox"/>	Journal	A/R Summary		10/15/2015	1/1/2900	Weekly	0.00
30	<input checked="" type="checkbox"/>	Journal	Subsidy		10/15/2015	1/1/2900	Monthly	0.00
31	<input checked="" type="checkbox"/>	Journal	Payroll		10/15/2015	1/1/2900	Bi-Weekly	0.00

Submit Cancel

Budgets

Add Ability to Lock the Budget

Lock/Unlock Budgets

Locking the Budget will prevent any edits or imports of budgets for the selected year. This is commonly used when the budget has been finalized.

- Lock Last Year Budget
- Lock Current Year Budget
- Lock Next Year Budget
- Lock Next Year +1 Budget

Export and Import Budget

Total Income Budget	0.00
Total Expense Budget	0.00
Total Income-Expense Budget	0.00

Submit Cancel Export

Export Options

Which column structure would you like?:

What dollar amount should show?:

Create Export Close

Import Processes

 Import Budget

Account Shortcut	Account Description	JUL	AUG	SEP	OCT
4010.000.00.00.00P	Offertory Main	0	0	0	0
4011.000.00.00.00P	Offertory Stock Transactions	0	0	0	0
4012.000.00.00.00P	Offertory Gain/Loss on Stock Transa	0	0	0	0
4013.000.00.00.00P	Offertory - Online Giving	0	0	0	0
4025.000.00.00.00P	Other Parish Collections	0	0	0	0

Reports

Find or CTRL + F

217

Page 1 of 2 Pdf

First Accrual Church of Jim

Account Balance
1 January 2014 - 31 January 2014

Date	Type	Num	Vendor/Customer	Debits	Credits	Balance	CLR	Comment
210010800	Cash Bank			A-1-183-073		62,515.19		
01/01/14	Chk	5804	Diana Bouz*	0.00	259.63	62,255.56	Yes	
01/02/14	Chk	122014	Bank Card	0.00	29.90	62,225.66	Yes	
01/03/14	Chk	1314	Bank Card	0.00	22.95	62,202.71	Yes	
01/03/14	Chk	132014	ADP	0.00	99.03	62,103.68	Yes	
01/08/14	Chk	1082014	ADP	0.00	7,509.57	54,594.11	Yes	
01/08/14	Chk	182014	ADP	0.00	23,047.03	31,547.08	Yes	
01/08/14	Dep	217		7,899.60	0.00	39,446.68	Yes	
01/08/14	Dep	217		540.00	0.00	39,986.68	Yes	Quad Donation
01/08/14	Dep	217		1,344.00	0.00	41,330.68	Yes	
01/08/14	Dep	217		195.00	0.00	41,525.68	Yes	
01/08/14	Dep	217		25.00	0.00	41,550.68	Yes	
01/09/14	Chk	1263	Bank of America	0.00	1,500.00	40,050.68	Yes	
01/09/14	Chk	5815	Pat Johansen	0.00	1,401.24	38,649.44	Yes	
01/10/14	Chk	8551	SCE	0.00	1,438.01	37,211.43	Yes	
01/10/14	Dep	224		32,772.03	0.00	69,983.46	Yes	FACTS Deposit
01/10/14	JE	99		0.00	744.00	69,239.46	Yes	Returned Check
01/10/14	JE	99		0.00	12.00	69,227.46	Yes	NSF Fee
01/13/14	Chk	1132014	RETA RCALA	0.00	18,383.26	50,844.20	Yes	
01/13/14	Dep	218		850.00	0.00	51,694.20	Yes	
01/13/14	Dep	218		158.00	0.00	51,852.20	Yes	Buck a shoe
01/13/14	Dep	218		4,080.00	0.00	55,932.20	Yes	Chinese Students
01/13/14	Dep	218		103.75	0.00	56,035.95	Yes	
01/13/14	Dep	218		1,462.00	0.00	57,497.95	Yes	
01/13/14	Dep	219		2,022.50	0.00	59,520.45	Yes	Bingo
01/17/14	Chk	1172014	ADP	0.00	85.19	59,435.26	Yes	

Highlight All Match Case 1 of 5 matches

- Preview Report then Press CTRL + F
- Works in Adobe Reader as well, Using View PDF

Exporting Reports






Preview Report
View PDF
Memorize Report
Reset Criteria
Cancel

6		Current M	Current M	YTD Actua	YTD Budget
7	Account Shortcut and Description				
8	Income				
9	General & Administration				
10	4000.00GA Offertory Collectio	2,200.00	833.33	10,900.00	10,000.00
11	I-1-10-4000-00				
12	4030.00GA Donations Genera	0	41.67	500	500
13	I-1-10-4030-00				
14	4050.00GA Subsidies	0	250	0	3,000.00
15	I-1-10-4050-00				
16	4060.00GA Fundraising Activit	0	41.67	-500	500
17	I-1-10-4060-00				
18	4110.00GA Rental Income	0	333.33	0	4,000.00
19	I-1-10-4110-00				
20	4120.00GA Interest Income	5	0	5	0
21	I-1-10-4120-00				
22	4130.00GA Operating Income	0	0	0	0
23	I-1-10-4130-00				
24	4120.00GA.S Interest Income	0	0	0	0
25	I-2-10-4120-01				

Memorized Reporting Groups

Memorized Report Groups

▼ **Parish EOM Reports**

-  Income Statement by Category and Cost Center
-  Income Stmt by Account (all Cost Ctrs combined)
-  Standard Balance Sheet
-  Restricted/Dedicated Rollforward
-  Statement of Activities - School

<< Preview All Reports >>

<< View PDF >>

<< Rename Group >>

<< Replicate Group >>

▷ **Parish Cost Center Income Statements**

▷ **DRE Monthly Report**

▷ **End of Fiscal Year Reports**

▷ **Parish EOM Reports***

Imports

What Can I Import?

-  [Import Budget](#)
-  [Import Payroll](#)
-  [Import Deposit](#)
-  [Import Journal Entry](#)

Import Journal Entry

[Click here to download Import Templates for this process.](#)

No file selected.

Journal Entry Import Example

Format must be csv file with ShortcutNumber, Date, Amount, Comment, Project Code, Transaction Number. In that order. Use negative numbers for credit amounts. Total of Amount column must be zero. Transaction Number must be an integer number. File Format: Shortcut Number Date Amount (negative for credit, positive debit) Comment (optional. maybe blank but comma needed to separate fields) Project Code (optional. maybe blank but comma needed to separate fields) Transaction Number (1,2,3 etc. for each journal entry)

1	4105.00COL	1/12/2016	-88.88			1
2	4300.00END	1/12/2016	88.88	type in your comment here		1
3	4199.00REV	1/18/2016	-9	credit		2
4	4142.00SCG	1/18/2016	9	debit	<u>Project Code</u>	2

Imports

- Vendors

Import Vendors

[Click here to view Import Instructions for this process.](#)
[Click here to download an Import Template.](#)

Choose File No file chosen Import

- Fixed Assets

Import Fixed Assets

[Click here to view Fixed Asset Import Instructions.](#)
[Click here to download Fixed Assets Import Template.](#)

Choose File No file chosen Import

QUESTIONS?

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Thank you!

Joe Slomiany
ParishSOFT



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