ParishSOFT Family Suite Contribution Summary Reports

Updated March 25, 2022 to include Isadore Offering in PSFS

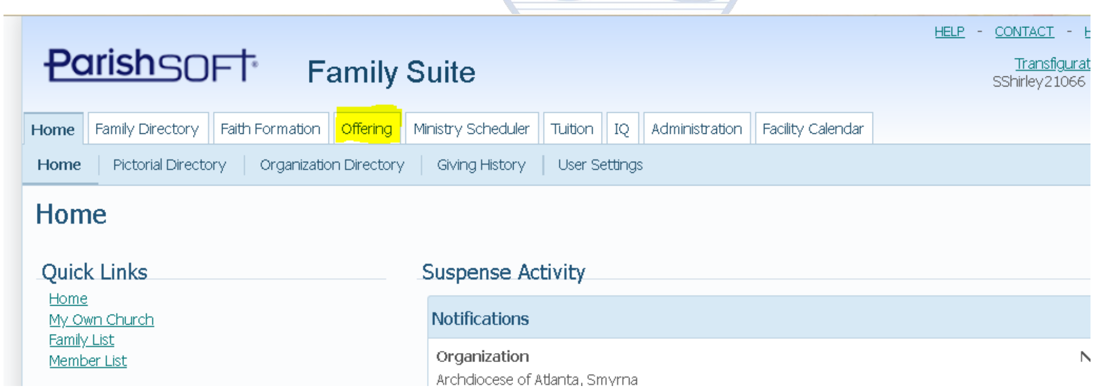
This document has been compiled by the Finance Office / Parish Support to assist those parishes preparing for internal audits or wishing to view a summary of contribution data by date or by fund. Included are step-by-step instructions for compiling summary contribution data from ParishSOFT Family Suite.

From ParishSOFT Family Suite (PSFS)

Archdiocesan internal auditors generally require a summary of Fiscal Year-to-Date contributions through a given date range. For example, the auditor may request a summary of Offertory contributions through May 30, 2019. In this case, the date range needed is July 1, 2018 – May 31, 2019.

While it is possible to look at only one or two funds, it is strongly recommended that the parish pull the detail for **all** Contribution Funds and review the summary detail. Any misapplied contributions will be easily identified through this review. An example of a misapplied contribution could include Offertory postings for January 2019 that were incorrectly posted to the Offertory 2018 fund (see step 16 for an example of a misapplied contribution).

1. Begin by logging in to ParishSOFT Family Suite - PSFS and selecting the **Offering** tab. For the new (2022) Isadore Offering module, Offering will open in a new browser tab (make certain you browser allows pop-ups).



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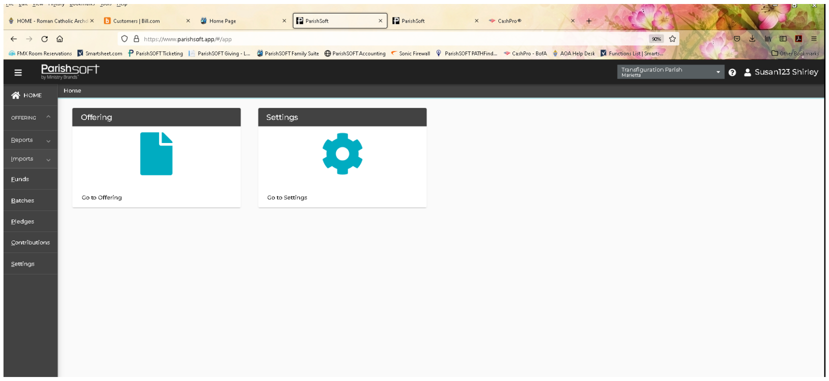
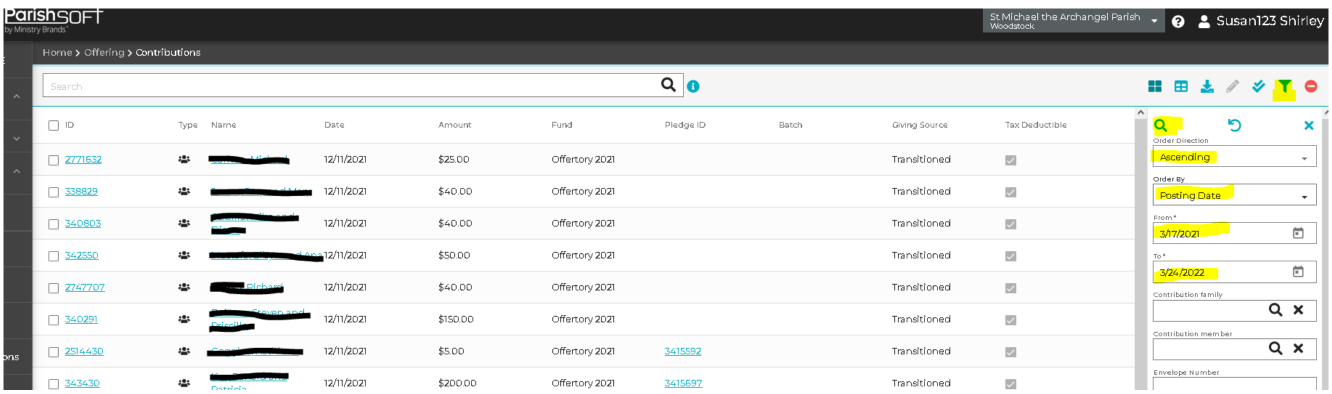
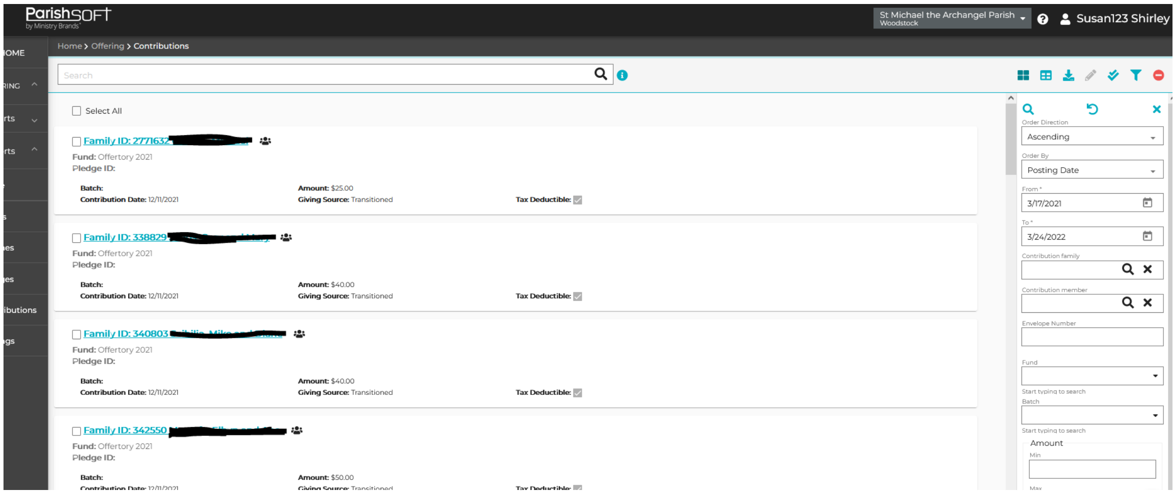


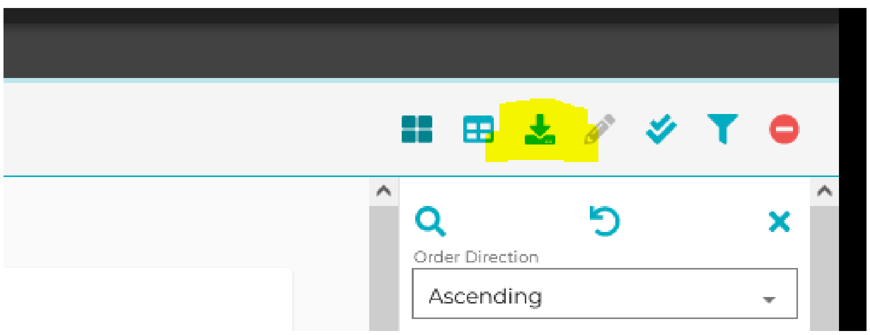
2. Next, navigate to the Contributions List. Here you will set the filters for the date range and sort order required for your summary. Please note, your batches must be closed for contributions to display on the Contribution List. See example, below:



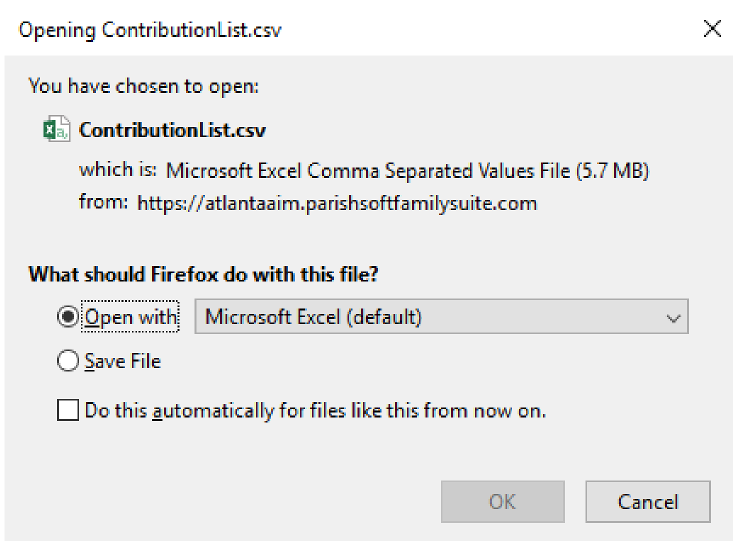
3. Once you have selected the appropriate search criteria, the magnifying glass icon will allow your data to be displayed on the screen. You may view the data in two different formats, the sample above is the list format, the sample below is card format. We generally use the list format for our exports. Our date range for summary details usually begins with the start of the current fiscal year, July 1, 20XX. Remember that contributions will not display until your batch is closed.



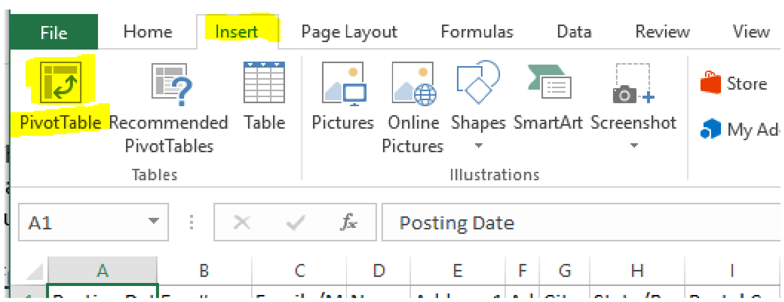
4. Use the Export List icon – to push all data to Microsoft Excel.



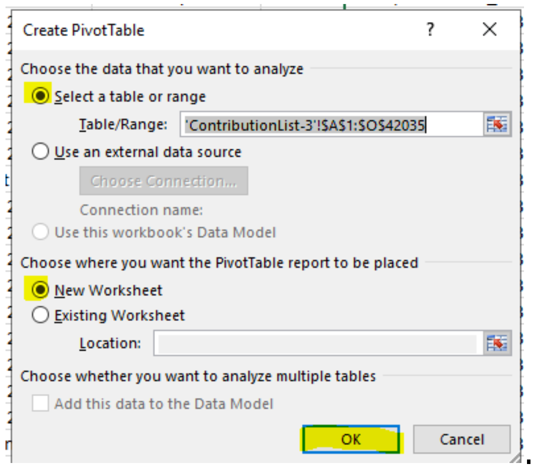
5. Depending on the configuration of your computer, you will be prompted to either open the file with Microsoft Excel, or save the file to your computer and then open it with Microsoft Excel. Please note that the file will be in a .csv format (comma separated value) and can be read by Excel.



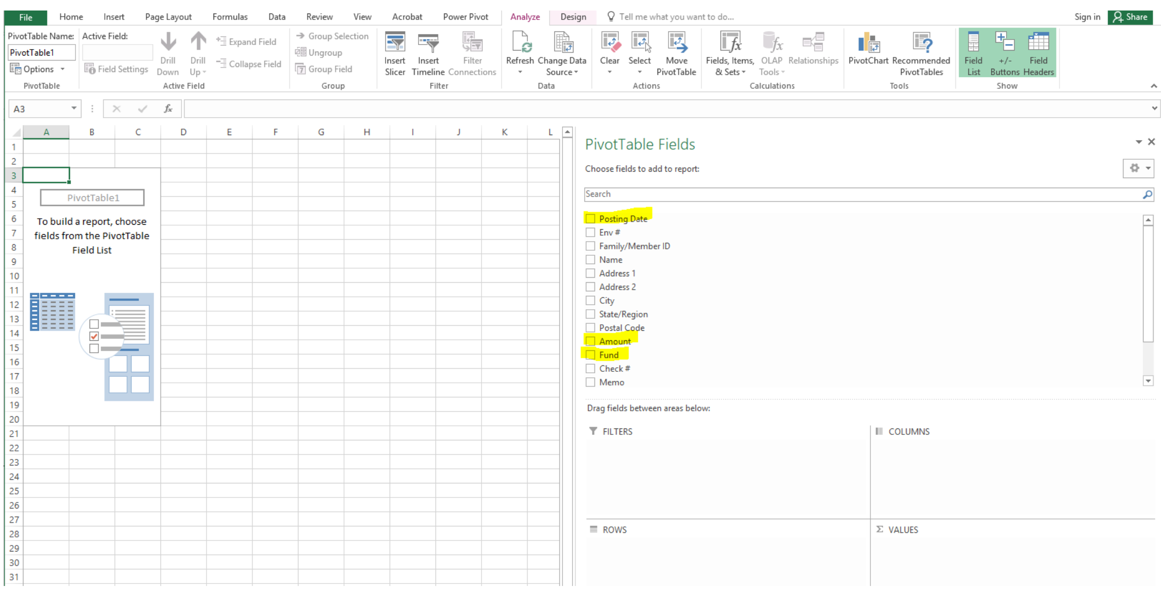
6. Once your file is open in Excel, please **save the file as a Microsoft Excel workbook format** (either .xls or .xlsx). Saving the file as an Excel workbook will enable the Pivot Table functions needed to compile your data.
7. The cursor on the Excel sheet should remain in the first row and column – cell A1.
8. Next, from the top menu bar in Excel select **Insert/Pivot Table.**



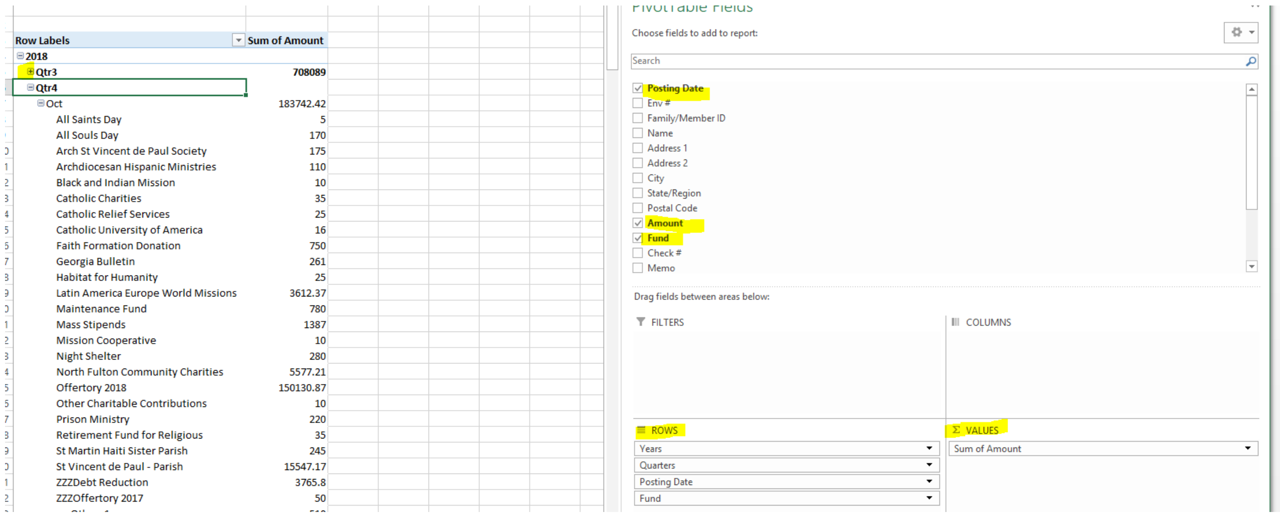
9. Use the default recommendations for data range and opening the pivot table on a new worksheet, by choosing OK.



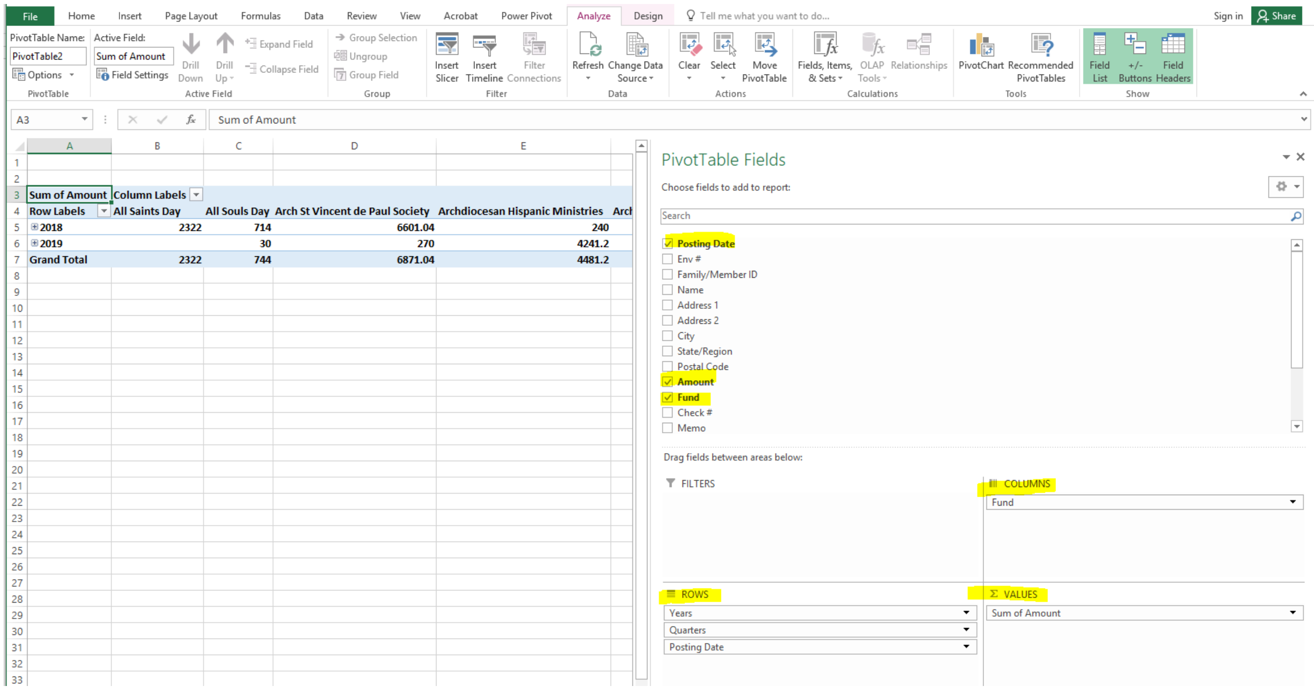
10. Excel will then open the new page where you may now choose the options for the Pivot Table.



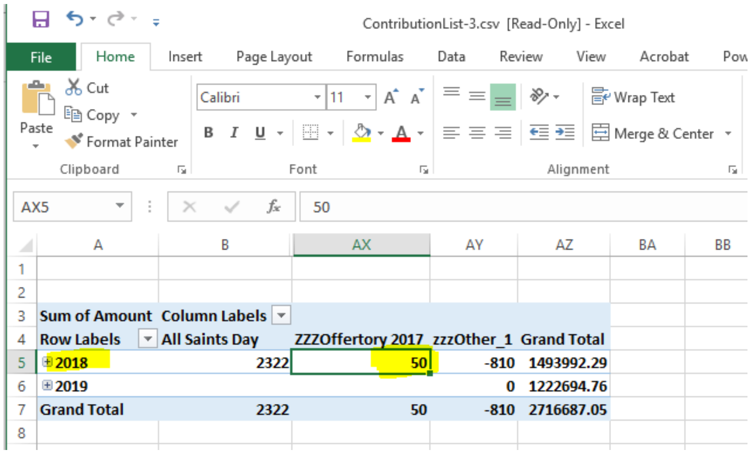
11. For the first sheet, please pull the Pivot Table Field labeled **Posting Date** into the **Rows** box at the bottom right-hand side of your sheet. Pull the **Funds** field directly below the Posting Date in the **Rows** box and, lastly, pull the **Amount** field into the **Values** box. Your table should now look like the example below. Clicking on the plus sign located on the left hand side of the date listing in Row Labels will expand the selection to show all of the detail associated with this summary.



12. Please save your sheet and rename the current (Pivot Table) worksheet to **"By Date"**.
13. Next, navigate back to your initial sheet in the workbook (usually titled ContributionList…). Your cursor should still be in the A1 position. Now, choose **Insert/Pivot Table** once again (as detailed in steps 7 & 8).
14. This time your Pivot Table options should be arranged with **Posting Date** in the **Rows** box, **Fund** in the **Columns** box and **Amount** in the **Values** box, as shown below.



15. This new sheet should be renamed "By Fund". In comparing the two different views you will notice that the "By Date" worksheet should correspond with your bank deposits, and the "By Fund" worksheet will allow you to examine cumulative contributions by fund.
16. As you review the sheets, it will be easy to locate any misapplied contributions. Once common example is when January contributions are incorrectly posted to the prior year Offertory fund. The example, shown below, demonstrates an instance where $50 was posted in January 2018 to the Offertory 2017 fund.



17. Remember to save your file one last time and add any header information you may require (suggested Parish Name and Date range).

Should you have any questions about compiling this report or using other Pivot Table features, please contact Susan Shirley, ssshirley@archatl.com or 404-920-7408.

Updated 03/22/2022