

ParishSOFT Accounting

Pastors User Guide

Table of Contents

Parish financial reports are produced on a monthly basis by the parish bookkeeper.

This guide is designed to help Pastors run their own reports, as needed, to help answer key questions about the parish financial condition.

- **Statement of Financial Position** 4-5
What is our cash balance? What bills are unpaid?
- **Statement of Activities** 6-12
What are our actual expenses vs. budget? Vs last year?
- **Account Audit Report** 13-17
What detail is recorded in this account?
- **Vendor Audit Report** 18-22
How much did we pay this vendor?
- **Export a vendor list in dollar order** 23-33
How much do we spend on vendors, sorted high to low?
- **Bank Reconciliation Report** 34-39
Are all banking transactions correctly recorded in our records?

System Access

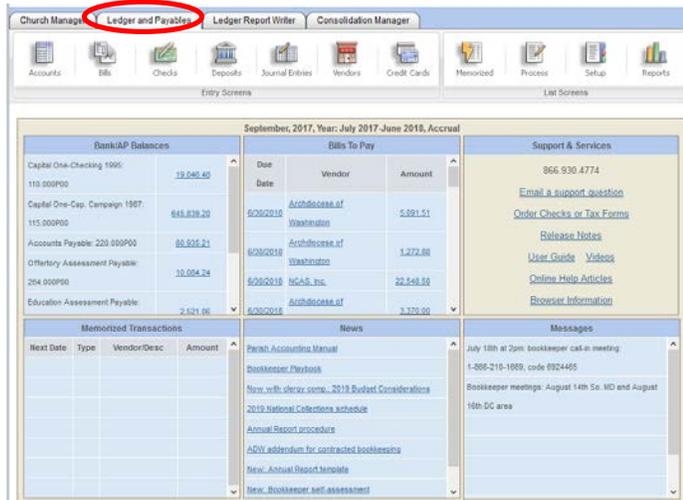
- ▶ The ParishSOFT Accounting system resides in the cloud at <https://washington.parishsoftaccounting.com>
- ▶ Each Pastor (and Administrator) has a user log-on which generally follows the pattern: LastnameFirstInitial123 (where 123 is the parish number). Passwords are assigned to each user by ADW IT.
- ▶ At the first log-in, the system will require the user to change the password.
- ▶ Forgotten passwords can be re-set, upon request, by emailing WilsonR@adw.org.

Statement of Financial Position

This report shows the assets of the parish (cash, investments, fixed assets, etc.) and the liabilities (unpaid bills to vendors, etc.)

The report also shows Restricted and Endowment Fund balances.

1. Select the Ledger and Payables tab then click



The screenshot shows the software interface with the 'Ledger and Payables' tab selected and circled in red. The interface includes a navigation bar with icons for Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards, Memorized, Process, Setup, and Reports. Below the navigation bar, there are several data tables: 'Bank/AP Balances', 'Bills To Pay', 'Support & Services', 'Memorized Transactions', 'News', and 'Messages'.

2. Click Statements

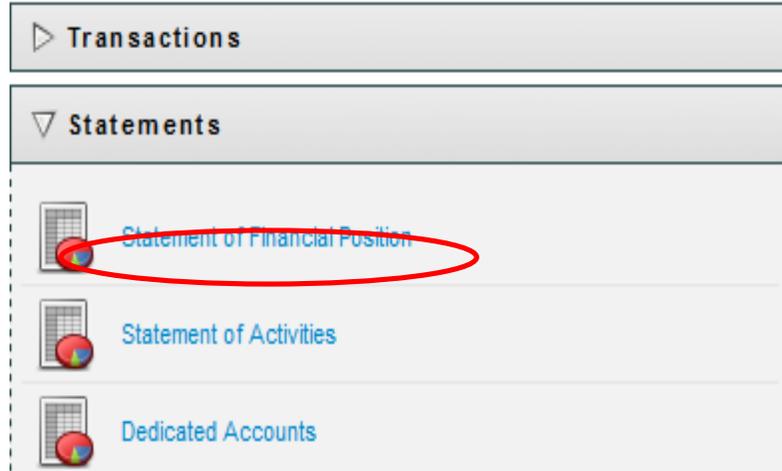
Standard Reports



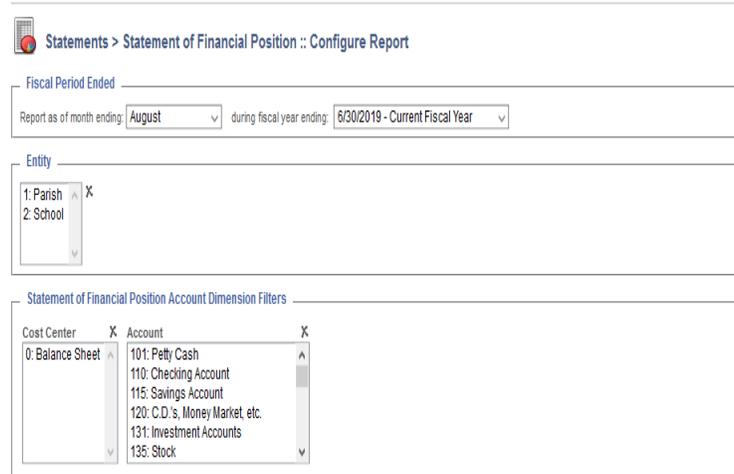
The screenshot shows a list of standard reports with 'Statements' highlighted by a red circle. The reports listed are: Transactions, Statements, Accounts, Vendors, Budget/History, and Analytic Reports.

3. Select Statement of Financial Position

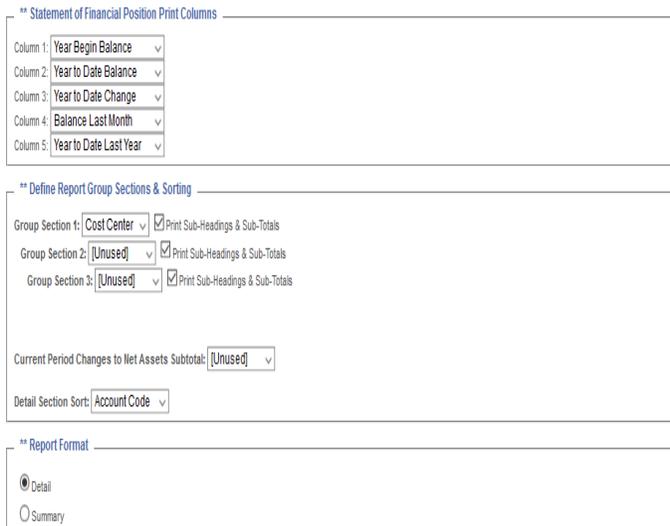
Standard Reports



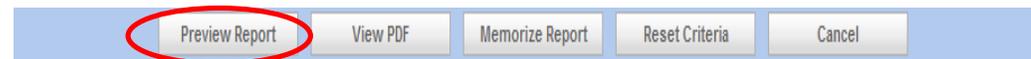
4. Select an entity. (By default, all entities are selected.)



5. Click the Down Arrow to display a list of options. Then, select the information you want to display in that columns of the report.



6. Click **Preview Report** to view the report in the Report Viewer.



Statement of Activities

- ▶ Statement of Activities is also known as the Income Statement or the Profit & Loss.
- ▶ The two main sections to a statement of activities are revenue and expenses.
- ▶ Statement of activities summarizes what happened during a month, quarter, or complete year.
- ▶ It also shows the net profit or loss that the parish incurred over a specific period.

How to run Statement of Activities Report?

1. Select the Ledger and Payables tab.

The screenshot shows the Church Manager software interface. The top navigation bar has four tabs: 'Church Manager', 'Ledger and Payables', 'Ledger Report Writer', and 'Consolidation Manager'. The 'Ledger and Payables' tab is highlighted with a red circle. Below the navigation bar are two groups of icons: 'Entry Screens' (Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards) and 'List Screens' (Memorized, Process, Setup, Reports).

The main content area is titled 'September, 2017, Year: July 2017-June 2018, Accrual' and is divided into several sections:

- Bank/AP Balances:**

Capital One-Checking 1995: 110.000P00	19,046.48
Capital One-Cap. Campaign 1987: 115.000P00	645,839.20
Accounts Payable: 220.000P00	80,935.21
Offeratory Assessment Payable: 264.000P00	10,084.24
Education Assessment Payable:	2,521.06
- Bills To Pay:**

Due Date	Vendor	Amount
6/30/2018	Archdiocese of Washington	5,091.51
6/30/2018	Archdiocese of Washington	1,272.88
6/30/2018	NCAS, Inc.	22,548.50
6/30/2018	Archdiocese of Washington	3,370.00
- Support & Services:**

866.930.4774

[Email a support question](#)

[Order Checks or Tax Forms](#)

[Release Notes](#)

[User Guide](#) [Videos](#)

[Online Help Articles](#)

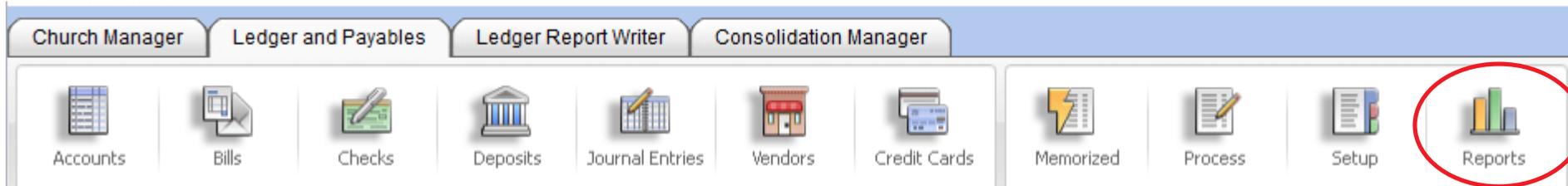
[Browser Information](#)
- Memorized Transactions:**

Next Date	Type	Vendor/Desc	Amount
- News:**
 - [Parish Accounting Manual](#)
 - [Bookkeeper Playbook](#)
 - [Now with clergy comp.: 2019 Budget Considerations](#)
 - [2019 National Collections schedule](#)
 - [Annual Report procedure](#)
 - [ADW addendum for contracted bookkeeping](#)
 - [New: Annual Report template](#)
 - [New: Bookkeeper self-assessment](#)
- Messages:**

July 18th at 2pm: bookkeeper call-in meeting:
1-866-210-1669, code 6924465

Bookkeeper meetings: August 14th So. MD and August 16th DC area

1. Click  to display the report menus



2. Click Statements

Standard Reports

▷ Transactions

▷ Statements

▷ Accounts

▷ Vendors

▷ Budget/History

▷ Analytic Reports

Memorized Report Groups

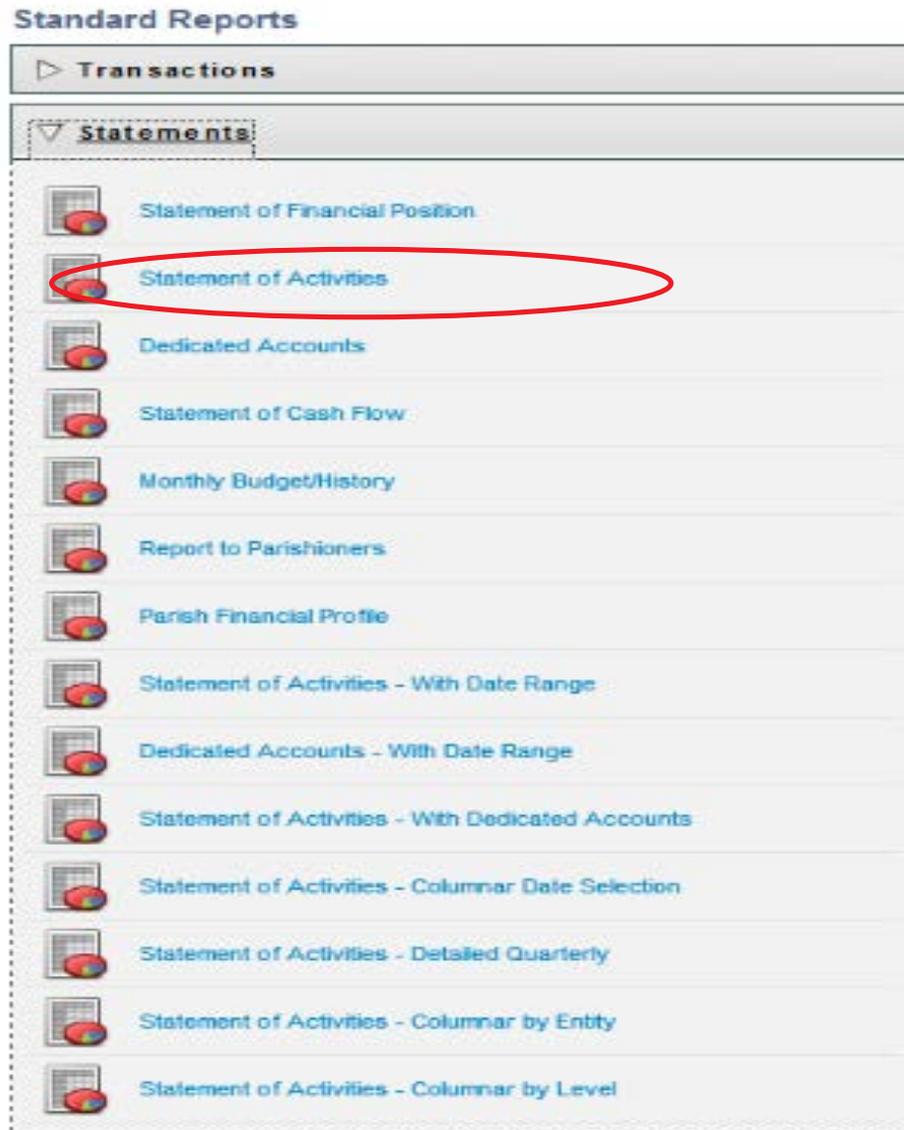
▷ Conversion Verification

▷ Annual Report (Do not change set up)

▷ Monthly Reconciliation Reports

▷ Monthly Financial Statements

3. Click Statement of Activities



4. Select fiscal month and year you want to report on.

 **Statements > Statement of Activities :: Configure Report**

Fiscal Period Ended

Report as of month ending **June** during fiscal year ending **6/30/2018 - Current Fiscal Year**

5. Select an entity. (By default, all entities are selected.)

Entity

1: Parish X
2: School

6. Select an account. (By default, all accounts are included.)

Activity Account Dimension Filters

Cost Center	Account
1: Collections	401: Offertory Collections
2: Other Revenues	402: Collections at Devotions
10: Parish Life and Worship	403: Christmas Collections
20: Rectory and Parish Clergy	404: Easter Collections
30: Religious Education	405: Building Fund (Exempt)
35: Youth Ministry/Athletics	406: Debt Reduction (Exempt)

7. Click the Down Arrow to display a list of options. Then, select the information you want to display in that columns of the report.

**** Statement of Activity Print Columns**

Column 1:	Current Month Actual	▼
Column 2:	Current Month Budget	▼
Column 3:	YTD Actual	▼
Column 4:	YTD Budget	▼
Column 5:	Annual Budget	▼
Column 6:	YTD Last Year	▼
----Including more than 6 columns will produce a Landscape report----		
Column 7:	Blank Column	▼
Column 8:	Blank Column	▼
Column 9:	Blank Column	▼

Hint: these custom column choices allow for a comparison of various time periods as well as actual to budget.

8. Select the desired option for Report Format.

**** Report Format**

Detail

Summary

9. Select those that you want to apply

**** Report Options**

Include Inactive History Accounts Show Numbers Without Cents Print Account Codes Show Dimension Codes

Suppress Zero Accounts Print Shortcuts

11. Click **Preview Report** to view the report in the Report Viewer.

Preview Report **View PDF** **Memorize Report** **Reset Criteria** **Cancel**

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

** Changes to these options are saved when the report is previewed.

The report can then be printed and/or saved.

Account Audit Report

- ▶ Shows all of the detailed entries to a selected general ledger account.
- ▶ Answers the question – what is recorded in this account?
- ▶ Helps spot out-of-control spending so curtailments can be made to improve the parish financial health.
- ▶ Can prove whether a revenue account is made up of actual cash deposits or just journal entries.

How to run Account Audit Report?

1. Select the Ledger and Payables tab.

The screenshot displays the Church Manager software interface. At the top, there are four tabs: "Church Manager", "Ledger and Payables" (which is circled in red), "Ledger Report Writer", and "Consolidation Manager". Below the tabs are two rows of icons. The first row, labeled "Entry Screens", includes icons for Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, and Credit Cards. The second row, labeled "List Screens", includes icons for Memorized, Process, Setup, and Reports.

The main content area is titled "September, 2017, Year: July 2017-June 2018, Accrual" and is divided into several sections:

- Bank/AP Balances:** A table showing balances for various accounts.
- Bills To Pay:** A table listing bills with columns for Due Date, Vendor, and Amount.
- Support & Services:** A section with contact information and links for support, including "Email a support question", "Order Checks or Tax Forms", "Release Notes", "User Guide Videos", "Online Help Articles", and "Browser Information".
- Memorized Transactions:** A table with columns for Next Date, Type, Vendor/Desc, and Amount.
- News:** A list of news items with links, such as "Parish Accounting Manual", "Bookkeeper Playbook", and "2019 National Collections schedule".
- Messages:** A list of messages, including "July 18th at 2pm: bookkeeper call-in meeting:" and "Bookkeeper meetings: August 14th So. MD and August 16th DC area".

2. Click



3. Click Accounts



4. Select Account Audit

Standard Reports

- ▷ Transactions
- ▷ Statements
- ▽ Accounts
 - Account Audit
 - Account Balance
 - List
 - Beginning Balance
 - Available Account List
 - Account Dimension Codes
 - Account Inquiry
- ▷ Vendors
- ▷ Budget/History
- ▷ Analytic Reports

Memorized Report Groups

- ▷ Conversion Verification
- ▷ Financials
- ▷ Annual Report (Do not change set up)

5. Select one of the Date Range options.

 Accounts > Account Audit :: Configure Report

Date Range

Last Month Last Quarter Fiscal Year to Date Next Fiscal Year Start Date: End Date:

This Month This Quarter Last Fiscal Year Custom Date Range Specified

Next Month Next Quarter Last Fiscal Year to Date

6. Click the Down Arrow button to select Account Code

Account

 Select Account By: [Account Code](#) [Description](#) [Shortcut](#) | [Clear Account Selection](#)

008: Description of the checking account A-1-00-110-008

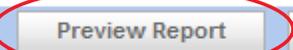
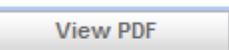
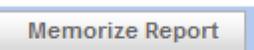
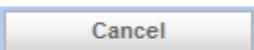
1: Parish Debt Reduction L-1-00-291-006

110.000P00: Checking Account A-1-00-110-000

110.000S00: Capital One School -0948 A-2-00-110-000

110.001P00: Capital One Operating Checking A-1-00-110-001

7. Click  to view the report in the Report Viewer.

To select multiple items on controls that allow it, use ctrl-click.
** Changes to these options are saved when the report is previewed.

Vendor Audit Report

- ▶ Shows the dollar amounts that have been paid to the vendor in the specified time period.
- ▶ Shows the date a vendor or service provider invoice is entered and the date the invoice is paid.
- ▶ Shows what has already been paid and what remains open for payment for the month.

How to run Vendor Audit Report?

1. Select the Ledger and Payables tab.

The screenshot shows the Church Manager software interface. At the top, there are four tabs: "Church Manager", "Ledger and Payables" (which is circled in red), "Ledger Report Writer", and "Consolidation Manager". Below the tabs is a navigation bar with icons for "Accounts", "Bills", "Checks", "Deposits", "Journal Entries", "Vendors", "Credit Cards", "Memorized", "Process", "Setup", and "Reports". The main content area is titled "September, 2017, Year: July 2017-June 2018, Accrual" and is divided into several sections:

- Bank/AP Balances:** A table with columns for account name and amount.
- Bills To Pay:** A table with columns for Due Date, Vendor, and Amount.
- Support & Services:** A section with a total amount and several links: "Email a support question", "Order Checks or Tax Forms", "Release Notes", "User Guide Videos", "Online Help Articles", and "Browser Information".
- Memorized Transactions:** A table with columns for Next Date, Type, Vendor/Desc, and Amount.
- News:** A list of links including "Parish Accounting Manual", "Bookkeeper Playbook", "Now with clergy comp.: 2019 Budget Considerations", "2019 National Collections schedule", "Annual Report procedure", "ADW addendum for contracted bookkeeping", "New: Annual Report template", and "New: Bookkeeper self-assessment".
- Messages:** A list of messages including "July 18th at 2pm: bookkeeper call-in meeting: 1-866-210-1669, code 6924465" and "Bookkeeper meetings: August 14th So. MD and August 16th DC area".

2. Click



Reports



3. Click Vendors

Standard Reports

▷ Transactions

▷ Statements

▷ Accounts

▷ Vendors

▷ Budget/History

▷ Analytic Reports

Memorized Report Groups

▷ Conversion Verification

▷ Financials

▷ Annual Report (Do not change set up)

4. Select Vendor Audit

The screenshot displays a software interface with two main sections: **Standard Reports** and **Memorized Report Groups**.

Standard Reports includes the following items:

- ▷ Transactions
- ▷ Statements
- ▷ Accounts
- ▽ Vendors
 - Vendor Audit (highlighted with a red circle)
 - Basic List
 - Detailed List
 - Telephone List (2 column)
 - Labels
 - Terms
 - 1099 - Misc
- ▷ Budget/History
- ▷ Analytic Reports

Memorized Report Groups includes the following items:

- ▷ Conversion Verification
- ▷ Financial
- ▷ End of Month Reports
- ▷ Annual Report - (do not change set up)

5. Select one of the Date Range options.

Date Range

Last Month Last Quarter Fiscal Year to Date Next Fiscal Year Start Date: End Date:

This Month This Quarter Last Fiscal Year Custom Date Range Specified

Next Month Next Quarter Last Fiscal Year to Date

6. Select a vendor. (By default, all vendors are included.)

Vendor

4imprint, Inc.

A G Fiorilli Printing, Inc.

A Simple House

Abel Industries, Inc.

ACFEA

Ackerman, Rachel

7. Click to view the report in the Report Viewer.

To select multiple items on controls that allow it, use ctrl-click.
** Changes to these options are saved when the report is previewed.

Vendor List Report

- ▶ Shows all vendor records that have been entered into the database.
- ▶ Sort by Vendor Name, Vendor Balance and Vendor phone number.
- ▶ Answers the question - to which of our vendors do we pay the most money?

How to export vendor list and sort by dollar amount?

1. Select the Ledger and Payables tab.

The screenshot shows the Church Manager software interface. The 'Ledger and Payables' tab is selected and circled in red. Below the navigation bar are two groups of icons: 'Entry Screens' (Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards) and 'List Screens' (Memorized, Process, Setup, Reports). The main content area is titled 'September, 2017, Year: July 2017-June 2018, Accrual' and contains several panels:

- Bank/AP Balances:** A table with columns for account name and amount.
- Bills To Pay:** A table with columns for Due Date, Vendor, and Amount.
- Support & Services:** A panel with contact information and links.
- Memorized Transactions:** A table with columns for Next Date, Type, Vendor/Desc, and Amount.
- News:** A list of news items with links.
- Messages:** A list of messages.

Bank/AP Balances	
Capital One-Checking 1995: 110.000P00	19,046.48
Capital One-Cap. Campaign 1987: 115.000P00	645,839.20
Accounts Payable: 220.000P00	80,935.21
Offertory Assessment Payable: 264.000P00	10,084.24
Education Assessment Payable:	2,521.06

Bills To Pay		
Due Date	Vendor	Amount
6/30/2018	Archdiocese of Washington	5,091.51
6/30/2018	Archdiocese of Washington	1,272.88
6/30/2018	NCAS, Inc.	22,548.50
6/30/2018	Archdiocese of Washington	3,370.00

Memorized Transactions			
Next Date	Type	Vendor/Desc	Amount

News	
Parish Accounting Manual	
Bookkeeper Playbook	
Now with clergy comp.: 2019 Budget Considerations	
2019 National Collections schedule	
Annual Report procedure	
ADW addendum for contracted bookkeeping	
New: Annual Report template	
New: Bookkeeper self-assessment	

Messages	
July 18th at 2pm: bookkeeper call-in meeting: 1-866-210-1669, code 6924465	
Bookkeeper meetings: August 14th So. MD and August 16th DC area	

2. Click



3. Click Vendors

Standard Reports

▷ Transactions

▷ Statements

▷ Accounts

▷ Vendors

▷ Budget/History

▷ Analytic Reports

Memorized Report Groups

▷ Conversion Verification

▷ Financials

▷ Annual Report (Do not change set up)

4. Select Basic List.

Standard Reports

▷ Transactions

▷ Statements

▷ Accounts

▽ Vendors

 Vendor Audit

 Basic List

 Detailed List

 Telephone List (2 column)

 Labels

 Terms

 1099 - Misc

▷ Budget/History

▷ Analytic Reports

Memorized Report Groups

▷ Conversion Verification

▷ Annual Report (Do not change set up)

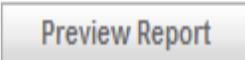
5. Select a vendor. (By default, all vendors are included.)

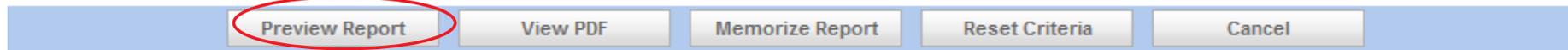


Vendors > Basic List :: Configure Report

Vendor

- 1 800 Got Junk
- 3-L Bus Service
- 40 Days for Life
- 4Wall Entertainment
- 501 Auctions LLC
- A Cleaning Service

6. Click  to view the report in the Report Viewer.

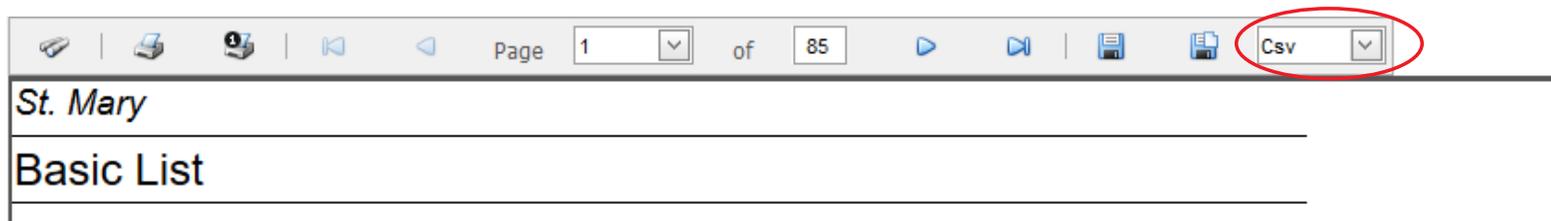


Preview Report View PDF Memorize Report Reset Criteria Cancel

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

** Changes to these options are saved when the report is previewed.

7. Click the Down Arrow to display a list of options. Then, select Csv.



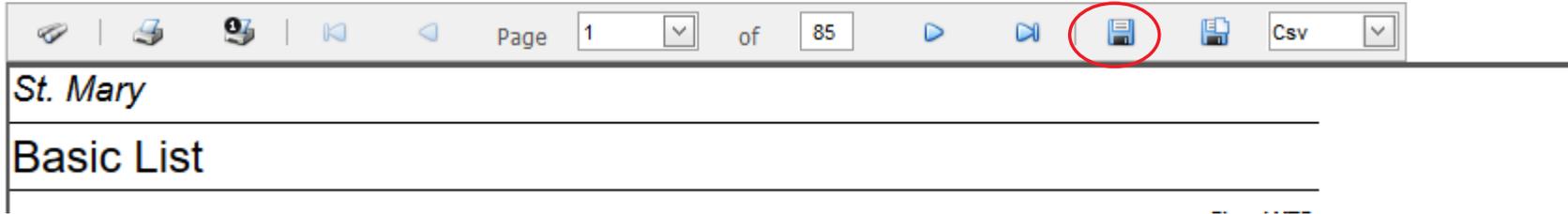
Page 1 of 85

Csv

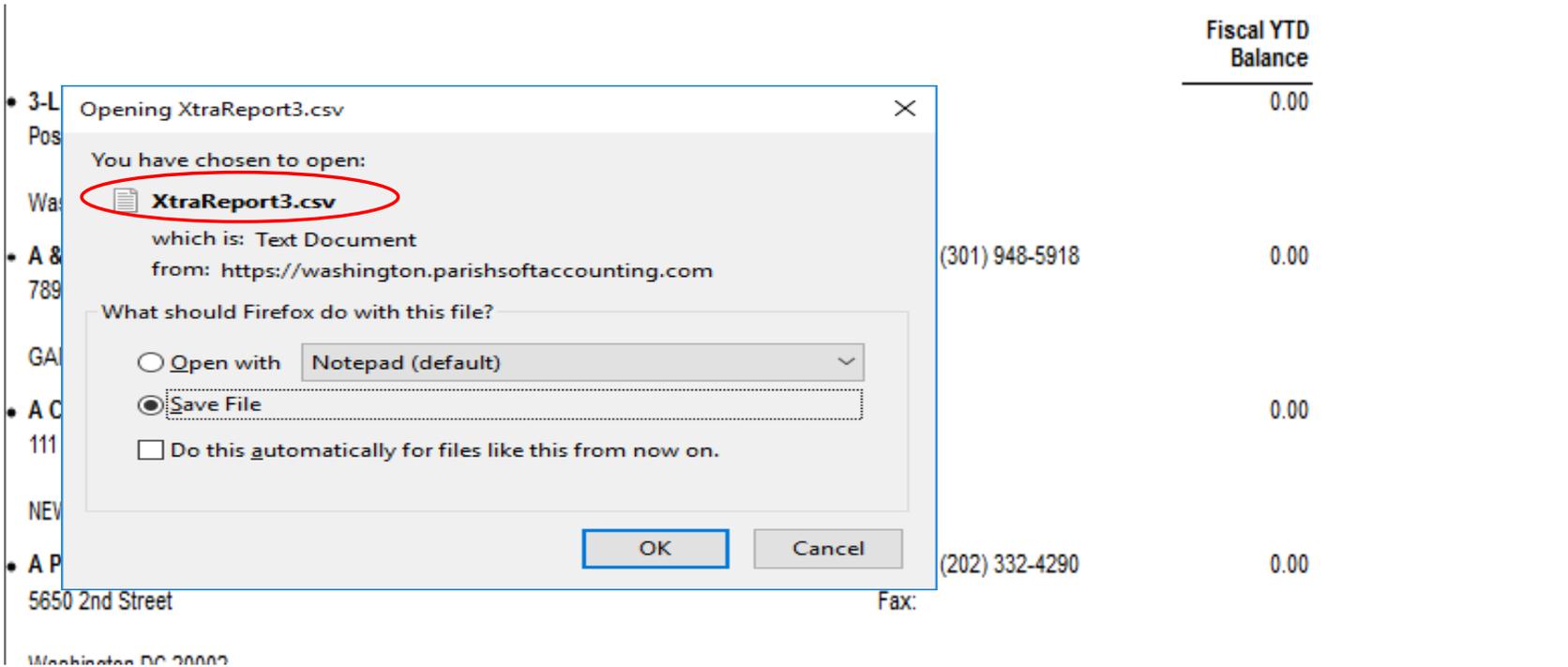
St. Mary

Basic List

8. Click Save



9. Write the name of the File.



10. Click Save File. Then, select OK

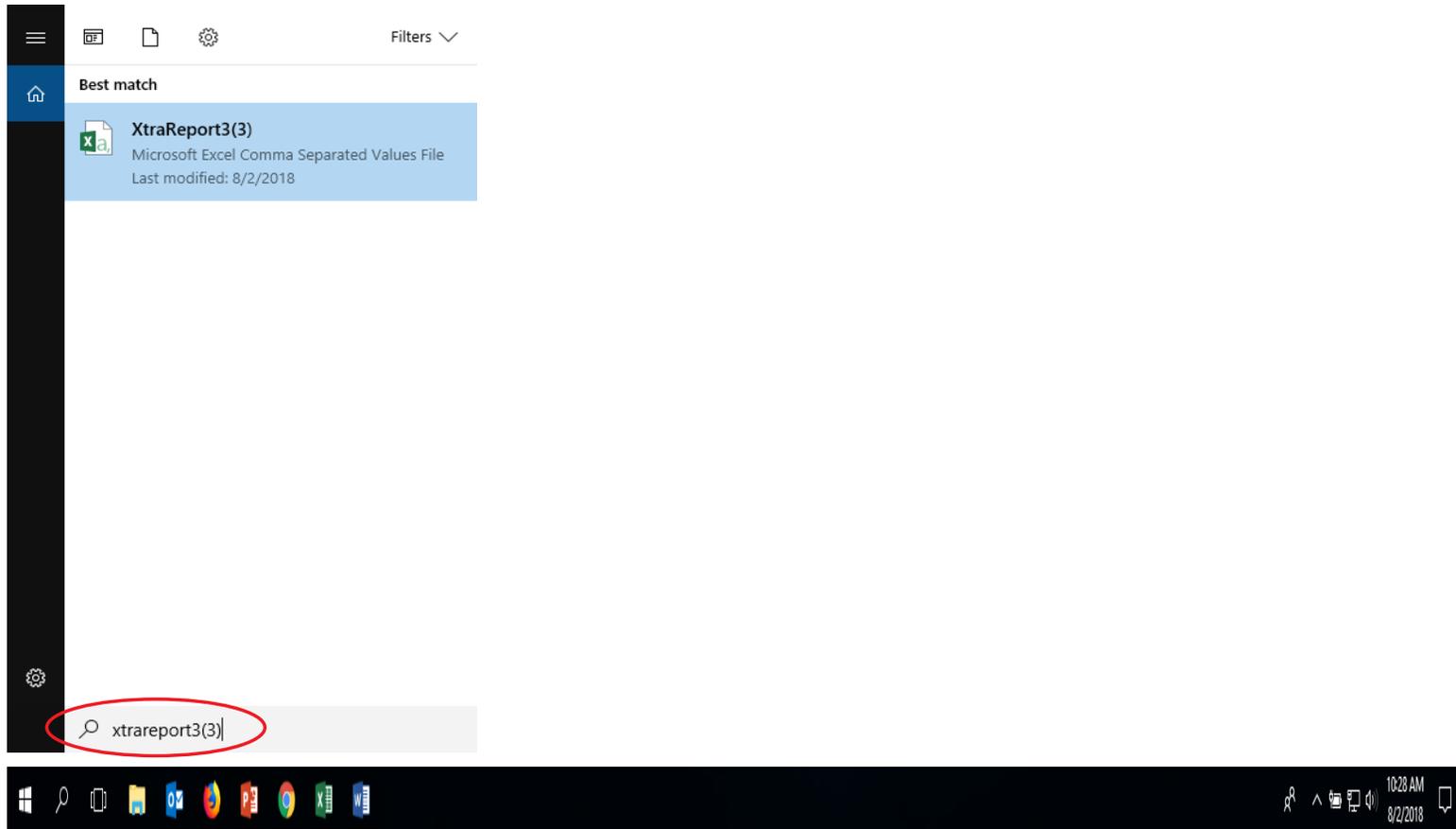
The screenshot shows a file opening dialog box titled "Opening XtraReport3.csv". The dialog contains the following text: "You have chosen to open: XtraReport3.csv which is: Text Document from: https://washington.parishsoftaccounting.com". Below this, it asks "What should Firefox do with this file?" and provides three options: "Open with Notepad (default)", "Save File" (which is selected and circled in red), and "Do this automatically for files like this from now on." (unchecked). At the bottom of the dialog, the "OK" button is circled in red. The background of the screenshot shows a list of items on the left and a table on the right.

	Fiscal YTD Balance
• 3-L Bus Post Off	0.00
Washing	
• A & L FL 7895-P O	0.00
GAITHER	
• A CHILD 111 MAD	0.00
NEW YO	
• A PLUS 5650 2nd Street	0.00
Washington DC 20002	

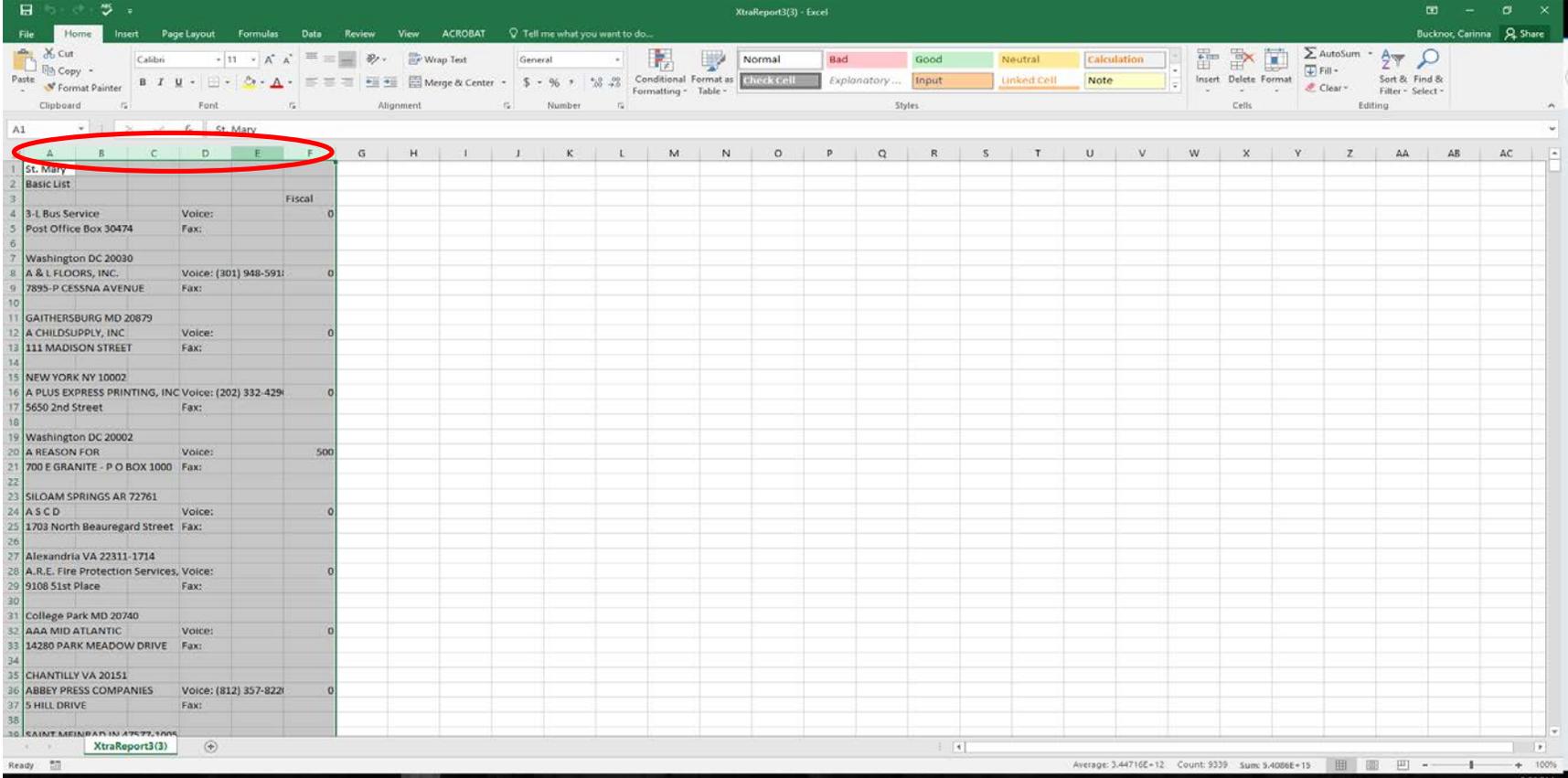
11. Click the search windows icon



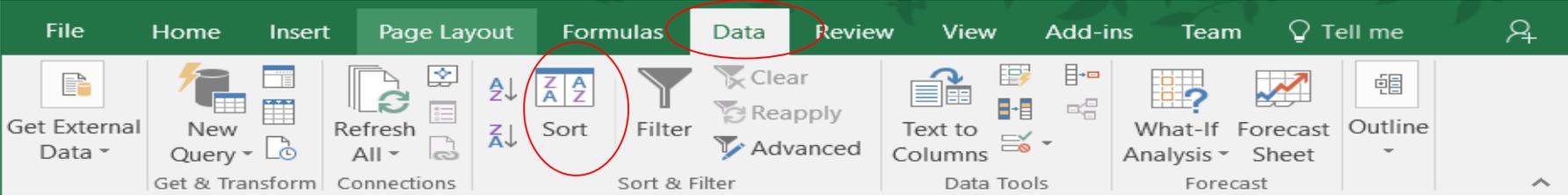
12. Enter the name of the file. Then, select your file name.



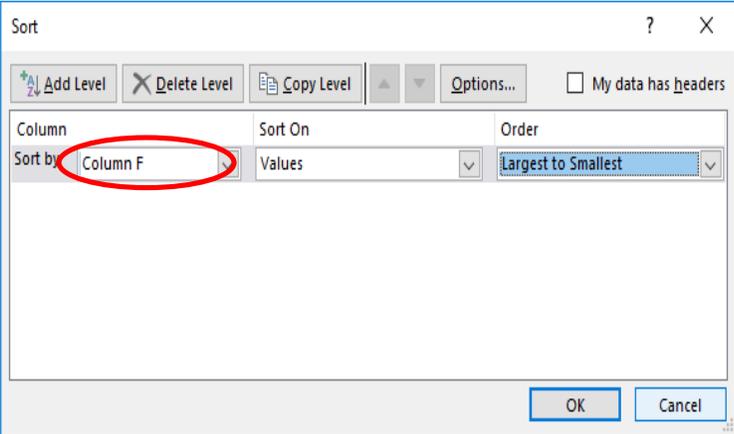
13. Select the range of cells.



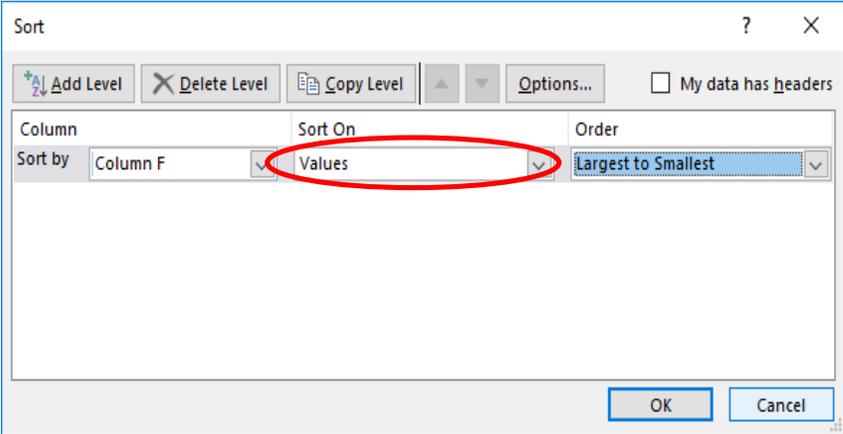
14. Select the Data tab, then click the sort command



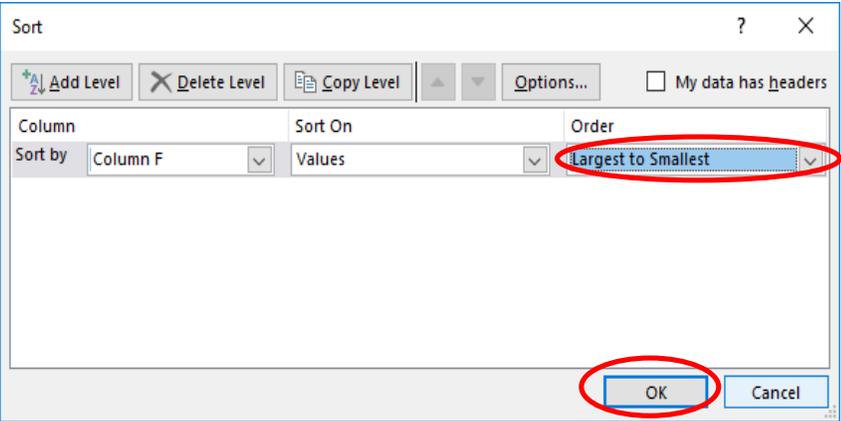
15. From the Sort by dropdown, select column F.



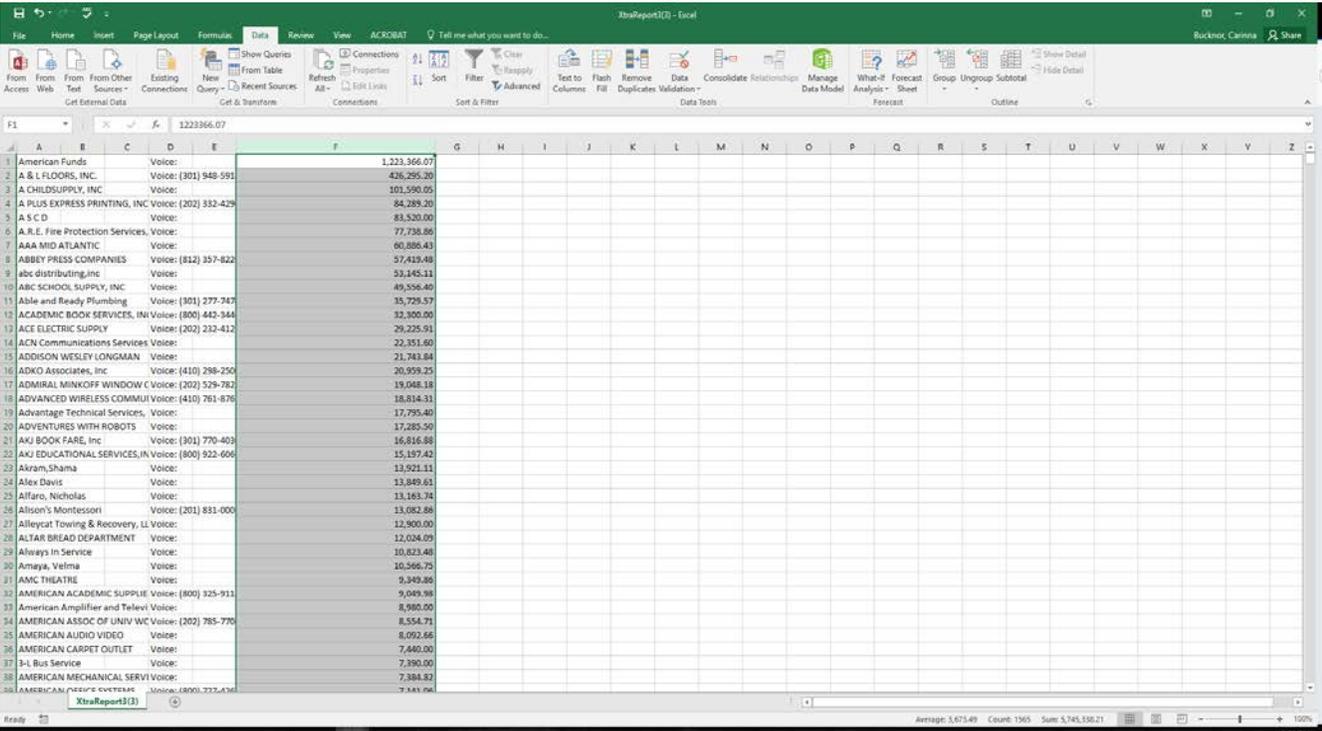
16. From the Sort on dropdown, select Values.



17. From the Order dropdown, select Largest to Smallest. Then click OK



18. The data in the spreadsheet will be organized in dollar order from high to low.



Bank Reconciliation

- ▶ Shows the amount of cash per the bank statement less checks written before month end that did not clear before month end and plus deposits in transit at month end.
- ▶ Shows how much cash you actually have available to spend (bank balance less uncleared checks and deposits).
- ▶ Shows whether the reconciliation was completed on a timely basis each month (should be completed within several weeks after month end)

How to run Bank Reconciliation Report?

1. Select the Ledger and Payables tab.

The screenshot displays the Church Manager software interface. The top navigation bar includes tabs for "Church Manager", "Ledger and Payables", "Ledger Report Writer" (highlighted with a red circle), and "Consolidation Manager". Below the navigation bar are two groups of icons: "Entry Screens" (Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards) and "List Screens" (Memorized, Process, Setup, Reports).

The main content area is titled "September, 2017, Year: July 2017-June 2018, Accrual" and is divided into several sections:

- Bank/AP Balances:** A table showing balances for various accounts.
- Bills To Pay:** A table listing bills with due dates, vendors, and amounts.
- Support & Services:** A section with a phone number and several links.
- Memorized Transactions:** An empty table with columns for Next Date, Type, Vendor/Disc, and Amount.
- News:** A list of news items with links.
- Messages:** A list of messages with text content.

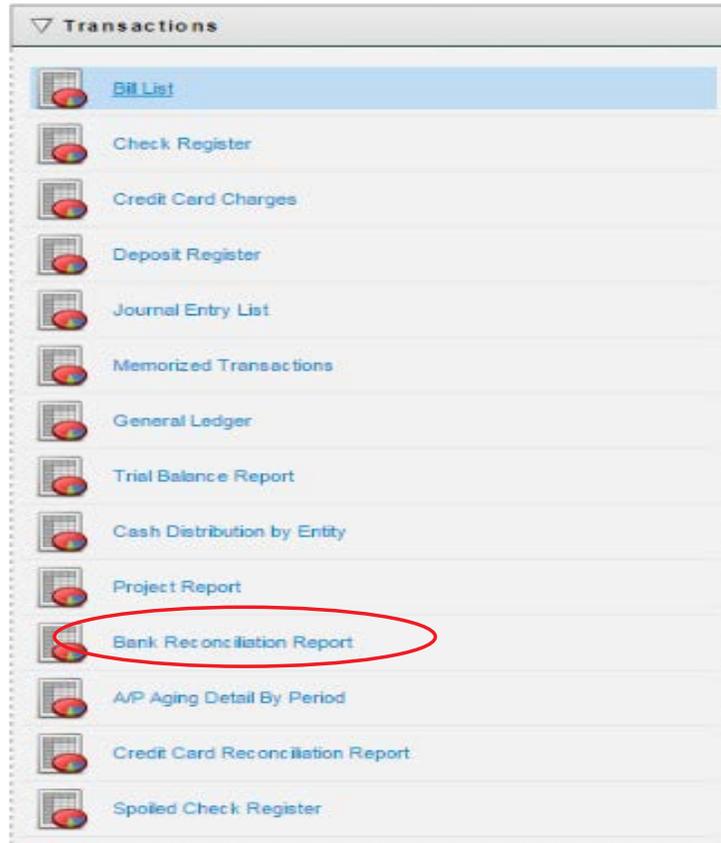
2. Click



3. Click Transactions



4. Click Bank Reconciliation Report



5. Select the name of the statement you want to view.

 Transactions > Bank Reconciliation Report :: Configure Report

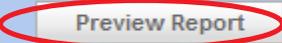
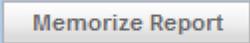
Bank Reconciliation

- 07/31/2018 - Parish Main Checking (110.000P00)
- 07/17/2018 - Parish Main Checking (110.000P00)
- 07/09/2018 - Parish Main Checking (110.000P00)
- 06/30/2018 - Parish Main Checking (110.000P00)
- 06/27/2018 - Parish Main Checking (110.000P00)
- 06/14/2018 - Parish Main Checking (110.000P00)

6. Click  to display the report in the Report Viewer

**** Report Subtitle**

Report Subtitle:

To select multiple items on controls that allow it, use ctrl-click.
** Changes to these options are saved when the report is previewed.

7. If desired, print the report.

Bank Reconciliation Report				
3/31/2016 Capital One Operating Checking A-1-00-110-001				
	Number	Date	Amount	Vendor / Comment
Cleared Transactions				
Cleared Checks				
	1668	03/28/2016	200.00	Cummings, Hal
	1670	03/10/2016	555.04	COSTCO WHOLESALE
	1672	03/15/2016	201.25	Hill, Sylvia
	1673	03/23/2016	425.00	Sands, Art
	1674	03/07/2016	1,362.86	Donegan, Thomas
	1675	03/22/2016	735.00	POSTMASTER
	1676	03/28/2016	1,504.05	Clower, Doreen
	6457	12/31/2015	87.14	PAYROLL VENDOR
	6493	01/15/2016	273.35	PAYROLL VENDOR
	6548	01/29/2016	45.42	PAYROLL VENDOR
	6566	01/29/2016	575.11	PAYROLL VENDOR
	6572	01/29/2016	131.88	PAYROLL VENDOR
	6622-2	03/02/2016	45.68	PAYROLL VENDOR
	6638	02/12/2016	442.61	PAYROLL VENDOR
	6644	02/12/2016	101.49	PAYROLL VENDOR
	6645	02/12/2016	132.82	PAYROLL VENDOR
	6669	02/12/2016	438.96	PAYROLL VENDOR
	6672	02/12/2016	1,077.55	PAYROLL VENDOR
	6680	02/26/2016	840.89	PAYROLL VENDOR
	6683	02/26/2016	178.45	PAYROLL VENDOR
	6685	02/26/2016	739.84	PAYROLL VENDOR
	6688	02/26/2016	172.79	PAYROLL VENDOR
	6689	02/26/2016	577.17	PAYROLL VENDOR
	6690	02/26/2016	46.75	PAYROLL VENDOR
	6692	02/26/2016	702.20	PAYROLL VENDOR
	6694	02/26/2016	45.43	PAYROLL VENDOR
	6695	02/26/2016	581.31	PAYROLL VENDOR
	6697	02/26/2016	585.51	PAYROLL VENDOR
	6702	02/26/2016	398.07	PAYROLL VENDOR
	6703	02/26/2016	262.23	PAYROLL VENDOR
	6704	02/26/2016	450.68	PAYROLL VENDOR
	6709	02/26/2016	265.54	PAYROLL VENDOR
	6710	02/26/2016	647.31	PAYROLL VENDOR
	6711	02/26/2016	397.56	PAYROLL VENDOR
	6716	02/26/2016	116.11	PAYROLL VENDOR
	6717	02/26/2016	216.65	PAYROLL VENDOR
	6725	02/26/2016	1,391.22	PAYROLL VENDOR
	6726	02/26/2016	1,416.27	PAYROLL VENDOR
	6727	02/26/2016	1,166.70	PAYROLL VENDOR
	6729	02/26/2016	1,093.76	PAYROLL VENDOR
	6733	02/26/2016	572.57	PAYROLL VENDOR
	6737	03/01/2016	670.56	PAYROLL VENDOR

Hint: Uncleared checks and deposits should be dated within the last few weeks of the month.

Older items should be researched and explained by the bookkeeper.