ParishSOFT Accounting

Pastors User Guide

Parish and School Financial Operations September 2018

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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.

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System Access

- The ParishSOFT Accounting system resides in the cloud at <u>https://washington.parishsoftaccounting.com</u>
- 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.

Reports

Select the Ledger and Payables tab then click 1.

Accounts Bis	0.	ds Deg	in a second	Journe	Lentries Vendors	Credt Cards	1	tenoried Process Setup Report	10
				Septembe	r, 2017, Year: July 201	17-June 2018, Ac	crual		-
Bani	kiAP Balances	5			Bills To Par	y		Support & Services	
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				Annual Re	port procedure				
			ADW addendum for contracted bookkeeping						
				New Anti	usi Report template				
			~	1000 COLUM	10000 Per 0100500000		Y		1

Standard Reports	
▷ Transactions	
Statements	
▷ Accounts	
▷ Vendors	
▷ Budget/History	
▷ Analytic Reports	

2. Click Statements

3. Select Statement of Financial Position

Standard Reports

⊳ Tra	nsactions
∀ Sta	tements
	Statement of Financial Position
	Statement of Activities
	Dedicated Accounts

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

Report as of month ending: August v duri	ng fiscal year ending: 6/30/2019 - Current Fis	fiscal Year 🗸 🧹				
1: Parish A 2: School						
Statement of Financial Position Account Dimension Cost Center X Account	x Filters					
0: Balance Sheet A 101: Petry Cash 110: Checking Account 115: Savings Account 120: C.D.'s, Money Market, 131: Investment Accounts 125: Stock	elc.			5	i	
I						
6. Click Previe	w Report to	view tł	ne report i	n the		
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6. Click Previe Report Viewer.	w Report to	view th	ne report i Reset Criteria	n the Cancel		

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

> ** 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: Year to Date Last Year 🗸 ** Define Report Group Sections & Sorting

Group Section 1: Cost Center V Print Sub-Headings & Sub-Totals Group Section 2: [Unused] V Print Sub-Headings & Sub-Totals Group Section 3: [Unused] 🗸 🗹 Print Sub-Headings & Sub-Totals

Current Period Changes to Net Assets Subtotal: [Unused] v

Detail Section Sort: Account Code v

** Report Forma Detail O Summary

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.

Church Manager	r Ledger and	Payables Le	dger	Report Wri	iter	Manager		
Accounts	Bills	Checks Dep	Dosits	Journa	I Entries Vendors	Credit Cards	ľv	Memorized Process Setup Reports
Entry Screens List Screens				List Screens				
				Contombo	r 2047 Voor July 204	7 June 2049, Acer	ual	1
	Bank/AP Balan	ces		Septembe	Bills To Pay	-Julie 2016, ACCI	uai	Support & Services
Capital One-Che	ecking 1995:	<u>19,046.48</u>	^	Due Date	Vendor	Amount	^	866.930.4774
Capital One-Cap 115.000P00). Campaign 1987:	645,839.20		<u>6/30/2018</u>	Archdiocese of Washington	<u>5,091.51</u>		Email a support question Order Checks or Tax Forms
Accounts Payat	ble: 220.000P00	<u>80,935.21</u>		<u>6/30/2018</u>	Archdiocese of Washington	<u>1,272.88</u>		Release Notes User Guide Videos
264.000P00	ssment Payable.	<u>10,084.24</u>		6/30/2018	NCAS, Inc.	22,548.50		Online Help Articles
Education Asse	ssment Payable:	2,521.06	~	6/30/2018	Archdiocese of	<u>3,370.00</u>	~	Browser Information
I	Memorized Transa	actions			News			Messages
Next Date Ty	ype Vendor/De	sc Amount		Parish Acc Bookkeepe Now with 2019 Natio Annual Re	<u>xounting Manual</u> <u>xr Playbook</u> clergy comp.: 2019 Budget nal Collections schedule port procedure	<u>Considerations</u>	C .	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
			~	ADW adde New: Anni New: Book	ndum for contracted book ual Report template keeper self-assessment	<u>keeping</u>		



to display the report menus



2. Click Statements

Standard Reports



Memorized Report Groups

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

- > Monthly Reconciliation Reports
- ▷ Monthly Financial Statements

3. Click Statement of Activities

Standard Reports



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 endings 6/30/2018 - Current Fiscal Year

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



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



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	\bigcirc
Column 2:	Current Month Budget	V
Column 3:	YTD Actual	\vee
Column 4:	YTD Budget	\vee
Column 5:	Annual Budget	\vee
Column 6:	YTD Last Year	\vee
Includi	ng more than 6 columns will produce a Landscape report	
Column 7:	Blank Column	V
Column 8:	Blank Column	V
Column 9:	Blank Column	V

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.

Г	** Report Format
K	Detail
	O Summary

9. Select those that you want to apply

_	** Report Options	
	heport 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.



** 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.





3. Click Accounts

Standard Reports	Memorized Report Groups
▷ Transactions	EOM Reports
▷ Statements	> Income by Cost Center Reports
Accounts	▷ Finance Committee
▷ Vendors	> Youth Director
▷ Budget/History	
▷ Analytic Reports	

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.

-

	👩 Accoun	ts > Account	Audit :: Configure R	eport		
Г	Date Range					
	O Last Month	O Last Quarter	O Fiscal Year to Date	O Next Fiscal Year	Start Date:	End Date:
(This Month	O This Quarter	O Last Fiscal Year	O Custom Date Range Specified		
	O Next Month	O Next Quarter	O Last Fiscal Year to Date			

6. Click the Down Arrow button to select Account Code



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



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.

Church Mana	ger 🚺	Ledger and	Payables Le	dger	Report Wr	iter Consolidation I	Manager		
Accounts	B	lls o	Thecks Dep	osits	Journa	l Entries Vendors	Credit Cards	P	Memorized Process Setup Reports
			Entry S	Scree	ns				List Screens
					Septembe	er. 2017. Year: July 2017	-June 2018, Acc	rual	
	Ba	ank/AP Balan	ces			Bills To Pay			Support & Services
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Capital One-C 115.000P00	Cap. Cam	ıpaign 1987:	645,839.20		<u>6/30/2018</u>	Archdiocese of Washington	<u>5,091.51</u>		Order Checks or Tax Forms
Accounts Pay	yable: 22	20.000P00	<u>80,935.21</u>		<u>6/30/2018</u>	Archdiocese of Washington	<u>1,272.88</u>		Release Notes User Guide Videos
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	Memo	orized Transa	actions			News			Messages
Next Date	Туре	Vendor/De	sc Amount	î	Parish Acc	counting Manual er Playbook		Â	July 18th at 2pm: bookkeeper call-in meeting:
					Now with	clergy comp.: 2019 Budget	<u>Considerations</u>		Bookkeeper meetings: August 14th So. MD and August 16th DC area
					Annual Re	port procedure			
					ADW adde	endum for contracted bookk	eeping		
				~	New: Book	keeper self-assessment		~	~

Accounts Bills Checks Deposits Journal Entries Vendors Credit Cards Memorized Process Setur	2. Click	Reports								
	Accounts	Bills Chec	Deposits	Journal Entries	Vendors	Credit Cards	Memorized	Process	Setup	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

⊳ Tra	n saction s
⊳ Sta	tements
	ounts
⊽ Ve	ndors
	Vendor Audit
	Basic List
	Detailed List
	Telephone List (2 column)
	Labels
	Terms
	1099 - Misc
Bu	lget/History
⊳ An	alytic Reports

Memorized Report Groups

Conversion Verification

Financial

▷ End of Month Reports

> Annual Report - (do not change set up)

5. Select one of the Date Range options.

	Date Range					
<	O Last Month This Month Next Month	O Last Quarter O This Quarter O Next Quarter	O Fiscal Year to Date O Last Fiscal Year O Last Fiscal Year to Date	O Next Fiscal Year O Custom Date Range Specified	Start Date:	End Date:

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

Vendor 4imprint, Inc. A G Fiorill Printing, Inc A Simple House Abel Indutries, Inc. ACFEA Ackerman, Rachel	× ×					
7. Click Preview Report	to view the repo	rt in the Repor	t Viewer.	Cancel		
To select multiple items on controls that allow it, u ** Changes to these options are saved when the	use ctrl-click e report is previewed.	incline incline	Resetentena	Current		
					22	

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.

Church Mana	ger 🌾	Ledger and	Payables Leo	dger	Report Wri	iter Consolidation	Manager			
Accounts	Ē		Checks Dep	osits	Journa	l Entries Vendors	Credit Cards	ľ	Temorized Process Setup Report	l ts
			Entry S	cree	ens				List Screens	
	R	ank/AD Balan	200		Septembe	er, 2017, Year: July 201 Bills To Pay	7-June 2018, Acc	rual	Sunnort & Services	
Capital One-0	Checking	1995:	<u>19,046.48</u>	^	Due Date	Vendor	Amount	^	866.930.4774	
Capital One-0 115.000P00	Cap. Carr	npaign 1987:	645,839.20		<u>6/30/2018</u>	<u>Archdiocese of</u> <u>Washington</u>	<u>5,091.51</u>		<u>Email a support question</u> Order Checks or Tax Forms	
Accounts Pa	yable: 22 sessmer	20.000P00 nt Pavable:	<u>80,935.21</u>		<u>6/30/2018</u>	Archdiocese of Washington	<u>1,272.88</u>		Release Notes User Guide <u>Videos</u>	
264.000P00			<u>10,084.24</u>		<u>6/30/2018</u>	NCAS, Inc.	22,548.50		Online Help Articles	
Education As	sessme	nt Payable:	2,521.06	~	<u>6/30/2018</u>	Archdiocese of	<u>3,370.00</u>	~	Browser Information	
	Mem	orized Transa	actions			News			Messages	
Next Date	Туре	Vendor/De	sc Amount	^	Parish Acc	counting Manual er Playbook		^	July 18th at 2pm: bookkeeper call-in meeting: 1-866-210-1669, code 6924465	^
					Now with	clergy comp.: 2019 Budge	t Considerations		Bookkeeper meetings: August 14th So. MD and August 16th DC area	
					Annual Rep	port procedure				
					ADW adde	ndum for contracted book	keeping			
					New: Annu	ual Report template				
				~	New: Book	keeper self-assessment		~		~



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

▷ Statements ▷ Accounts **∀** Vendors 6 Vendor Audit Basic List Detailed List Telephone List (2 column) G C Labels Terms 1099 - Misc G 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	
1 800 Got Junk * 3-L Bus Service * 40 Days for Life * 4Wall Entertainment * 501 Auctions LLC * A Cleaning Service *	
6. 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. 7 Click the Down Arrow to display a list of options. Then, soloct Cay	
 ✓ I Government of the select CSV. ✓ I Government of B5 ✓ I Government of B5 ✓ I Government of B5 	
St. Mary Basic List	

8. Click Save



Machinatan DC 20002

10. Click Save File. Then, select OK



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.

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14280 PARK MEADOW DRIVE	Fax:																									
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14. Select the Data tab, then click the sort command

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

Sort		? ×
*A↓ Add Level X Delete Level	E Copy Level	ns My data has <u>h</u> eaders
Column	Sort On	Order
Sort by Column F	Values 🗸	Largest to Smallest 🗸 🗸
		OK Cancel

16. From the Sort on dropdown, select Values.

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

Sort					?	х
* <u>A</u> ↓ <u>A</u> dd Lo	evel X Delete Level	E Copy Level	Options	My data	a has <u>h</u> e	aders
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18. The data in the spreadsheet will be organized in dollar order from high to low.

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2 A & L FLOORS, INC.	Voice: (301) 9	348-591	420	5,295.20																			
3 A CHILDSUPPLY, INC	Voice:		101	1,590.05																			
4 A PLUS EXPRESS PRINTING, IN	C Voice: (202)	332-429	84	4,289.20																			
5 ASCD	Voice:		83	8,520.00																			
6 A.R.E. Fire Protection Service	s, Voice:		71	7,738.86																			
7 AAA MID ATLANTIC	Voice:		60	1,886.43																			
B ABBEY PRESS COMPANIES	Voice: (812) 1	157-822	51	7,419.48																			
9 abc distributing, inc	Voice:		51	3,145.11																			
10 ABC SCHOOL SUPPLY, INC	Voice:		45	9,556.40																			
11 Able and Ready Plumbing	Voice: (301) :	277-747	1	5,729.57																			
12 ACADEMIC BOOK SERVICES, II	Vi Voice: (800)	142-344	33	2,300.00																			
13 ACE ELECTRIC SUPPLY	Voice: (202) 3	232-412	25	9,225.91																			
14 ACN Communications Service	s Voice:		23	2,351.60																			
15 ADDISON WESLEY LONGMAN	Voice:		21	1,743.84																			
16 ADKO Associates, Inc	Voice: (410) :	298-250	20	0,959.25																			
17 ADMIRAL MINKOFF WINDOW	C Voice: (202) 5	529-782	19	9,048.18																			
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19 Advantage Technical Services	Voice:	concerno de	15	7,795.40																			
20 ADVENTURES WITH ROBOTS	Voice:		11	7,285.50																			
21 AKJ BOOK FARE, Inc	Voice: (301) 3	770-403	16	5,816.88																			
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23 Akram,Shama	Voice:		1	3,921.11																			
24 Alex Davis	Voice:		1	3.849.61																			
25 Alfaro, Nicholas	Voice:		11	3.163.74																			
26 Alison's Montessori	Voice: (201) (\$31-000	11	8,082.86																			
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28 ALTAR BREAD DEPARTMENT	Voice:		1	2.024.09																			
29 Always In Service	Voice:		10	3.823.48																			
30 Amaya, Velma	Voice:		10	0.566.75																			
IL AMC THEATRE	Voice:		-	3.349.86																			
12 AMERICAN ACADEMIC SUPPL	E Voice: (800)	125-911		80.009.98																			
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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.

Church Manager Ledger and Payables Ledger Report Writer Consolidation Manager														
Accounts		Bills	Checks Dep	osits	Journa	I Entries Vendors	Credit Cards	Memorized Process Setup Reports						
	Entry Screens List Screens													
Sontombor 2047 Year July 2017 June 2019 Accrual														
Bank/AP Balances Bills To Pay Support & Services														
Capital One-0	2apital One-Checking 1995: 110.000P00			^	Due Date	Vendor	Amount	î	866.930.4774					
Capital One-0 115.000P00	Capital One-Cap. Campaign 1987: <u>645,839.20</u> 115.000P00			<u>6/30/2018</u>	Archdiocese of Washington	<u>5,091.51</u>		Order Checks or Tax Forms						
Accounts Payable: 220.000P00 80,935.21				<u>6/30/2018</u>	Archdiocese of	<u>1,272.88</u>		Release Notes User Guide Videos						
264.000P00	264.000P00				<u>6/30/2018</u>	NCAS, Inc.	22,548.50		Online Help Articles					
Education As	Education Assessment Payable: 2,521.06			~	<u>6/30/2018</u>	Archdiocese of	Browser Information							
	Mem	orized Transa	actions		News				Messages					
Next Date	Туре	Vendor/De	sc Amount	^	Parish Acc	counting Manual		^	July 18th at 2pm: bookkeeper call-in meeting:					
					Bookkeepe	er Playbook			1-866-210-1669, code 6924465					
					Now with	clergy comp.: 2019 Budget	Considerations		Bookkeeper meetings: August 14th So. MD and August					
					2019 Natio	nal Collections schedule			16th DC area					
					Annual Re	port procedure								
					ADW adde	ndum for contracted bookk	eeping							
					New: Anni	ual Report template								
					¥	~								



3. Click Transactions

Standard Reports	Memorized Report Groups					
▷ Transactions	EOM Reports					
▷ Statements	▷ Income by Cost Center Reports					
▷ Accounts	▷ Finance Committee					
▷ Vendors	> Youth Director					
▷ Budget/History						
▷ Analytic Reports						

4. Click Bank Reconciliation Report





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

Bank Reconciliation	I
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)	
Click Preview Report to display the report in the Report Viewer	
* Report Subtitle	
Preview Report View PDF Memorize Report Reset Criteria Cancel elect multiple items on controls that allow it, use ctri-click anges to these options are saved when the report is previewed. Ferrificial controls Cancel	
Preview Report View PDF Memorize Report Reset Criteria Cancel elect multiple items on controls that allow it, use ctrl-click anges to these options are saved when the report is previewed. Image: Cancel Image: Cancel	

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.

