

**ParishSOFT®** | **Accounting**

**Ledger & Payables Training**  
Archdiocese of Washington

# ParishSOFT® | Accounting

## ParishSOFT Accounting: Ledger and Payables Training Guide

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## **Introduction**

ParishSOFT Ledger & Payables brings you a powerful, fully featured fund accounting system with the freedom of anytime, anywhere access, and the peace and security of tracking all users of the system.

The ParishSOFT Accounting Suite of modules includes Ledger & Payables, Payroll, and Accounts Receivable, with additional modules Fixed Assets, Ledger Report Writer, and Purchase Order.

## **Closed Accounting System**

Ledger and Payables complies with Financial Accounting Standards Board (FASB) requirements for closed accounting systems to help you safeguard your financials. No edits will be allowed to saved entries in a closed period, and changes to entries are tracked in a log file.

While you cannot make changes to a closed accounting period, you can continue to work in future fiscal accounting months. This grace period allows you to wait for all bank statements and transactions for the current fiscal month that don't appear until the next fiscal month, before closing the month.

## **Reporting**

Ledger and Payables offers full reporting on historical data for *all* prior years, so you can quickly access the records you need at any time. You can even work in next year's file without having to close the current year. Its web-browser interface makes it easy for anyone in your organization to use. Any time you need to see what makes up any number from the financial report, just double-click and view the transactions—no lengthy searching is required.

## **Training Guide**

The examples shown in this document use demonstration data and do not represent the actual records of any organization or diocese.

## **Functionality and Privileges**

Because this guide covers functionality for both standalone organization accounting systems and those hosted by parent organizations, some of the options illustrated may not be available to you. Login-based system privilege settings may also render certain functions unavailable to your user account. Ledger and Payables provides four different system privilege levels: diocesan administrator, diocesan user, organization administrator, and organization user. The organization administrator can do a journal entry to a closed month and can extend that capability to other users as necessary.

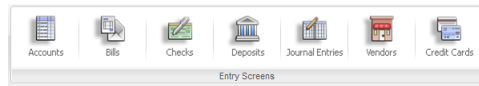
Please contact your organization's Ledger and Payables administrator to request additional system privileges.

## Navigation

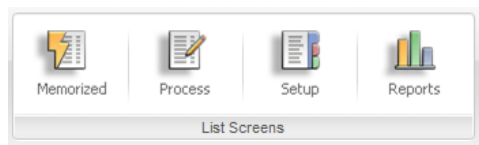
The upper right side of the screen shows your login information, diocese, organization name, and current fiscal month and year.



Navigation icons for Accounts, Bills, Checks, Deposits, Journal Entries, Vendors and Credit Cards are available on the left side of the screen and provide fast, easy access to the data entry screens.



On the right side of the screen are icons for Memorized transactions, Process functions (i.e., Beginning Balance, Bank Reconciliation, Budget, and End of Month), Setup (i.e., Check Layout, Funds, Projects, User Options, Vendor Terms, and Vendor Types), and Reports. Click with your mouse to open any data entry or list screen.



The dashboard below provides real time data for items such as bills to pay, memorized transactions, etc., a true dashboard of the financial information that is most vital to your office.

August, 2018, Year: January -December 2018, Accrual

Bank/AP Balances		Bills To Pay			Support & Services
Cash, Checking Account-General:	21,904.92	Due Date	Vendor	Amount	866.930.4774
1101.00P		4/7/2018	ADT Security Services	250.00	<a href="#">Email a support question</a>
Cash, Checking Acct-Restricted:	2,588.00	5/4/2018	ACE Rentals	150.00	<a href="#">Order Checks or Tax Forms</a>
1103.00P		5/5/2018	Sprint	127.60	<a href="#">Release Notes</a>
Accounts Payable: 2100.00P	17,559.69	8/10/2018	Publishing & Communications	87.29	<a href="#">User Guide</a> <a href="#">Videos</a>
		8/10/2018	Liquori Publications	279.00	<a href="#">Online Help Articles</a>
		8/11/2018	Ann Birmingham-stipend	5.00	<a href="#">Browser Information</a>
Memorized Transactions		News			Messages
Next Date	Type	Vendor/Desc	Amount	ParishSOFT Accounting Release	
8/1/2018	Bill	ADT Security Services / Monthly Bill	250.00	Training Evaluation Form	
				ParishSOFT Accounting End of Fiscal Year Video	
				Log into Parishsoft.com to sign up for the release seminar.	

The website and telephone number of ParishSOFT Support is found directly under the data entry and list icons, as well as links to emailing a support question, viewing and printing the user's guide and any release notes related to recent updates.

## Entering Vendors

### Add New Vendor

To add a new vendor, click the **Vendors** icon.



We are going to enter **Your City** as a Vendor so we can pay our Water and Trash Bill

1. **Vendor Name (required)** – Enter Your City Name
2. **Check Name (required)** - Enter Your City Name
3. **Vendor Code** – Leave Blank
4. **Address** – 1 Main St
5. **City** – Your City
6. **State/Province** – Your State/Province
7. **ZIP Code** – Your Zip Code
8. **Account Number** – 123456789  
*This is the Account Number the Vendor has listed on the bill, not your internal GL account*

Vendor Name:	<input type="text" value="Your City"/>
Check Name:	<input type="text" value="Your City"/>
Vendor Code:	<input type="text"/>
Address:	<input type="text" value="1 Main St"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Your City"/>
State:	<input type="text" value="Your State"/>
Zip Code:	<input type="text" value="Your Zip"/>
Country:	<input type="text"/>
Account Number:	<input type="text" value="123456789"/>

Click the **Submit** button to save the record.

The Vendor's name will now be available from the Vendor lookup tables in the software.

**Tip:** The **Account Distribution, 1099/Checks,** and **Credit/Notes** options at the top of your Vendor screen will be dimmed/unavailable until you have clicked **Submit** to save the new vendor record.

Notes:

## Vendor Account Distribution

To save data entry time, you can use ParishSOFT's Vendor Account Distribution feature. This will allow you to enter the Expense, Liability, and/or Dedicated Accounts you normally use when paying this vendor's bills.



- Click **Account Distribution**.
- Select **Amount**
  - **The amount** will automatically fill in a specific dollar amount or a 0 when a bill is created for the Vendor. You can change the amount if needed on the bill.
- Select the Distribution Method of **Amount**
- Enter the **Accounts**  
**604.000960 Utilities – Other E-1-60-604-000**  
**606.000P60 Repairs E-1-60-604-000**

**ParishSOFT Hint:**  
 We do not use punctuation like \$ or % in ParishSOFT. Enter all numbers in a XX.XX format.

Use **0.00** for the Amount on each account.

Vendor Distribution				
Your City				
General	Account Distribution	1099/Checks	Comment	
Distribution Method: <input style="width: 100%;" type="text" value="Amount"/>				
#	Account		Amount	
✘ 1	604.000960 Utilities – Other E-1-60-604-000	▼	0.00	
✘ 2	606.000P60 Repairs E-1-60-604-000	▼	0.00	
✘ 3		▼		
			<b>Total:</b>	<b>0.00</b>
<a href="#">More Lines</a>				
		<input type="button" value="Submit"/>	<input type="button" value="Delete Vendor"/>	

- Click the **Submit** button to save the account distribution information to the vendor record.

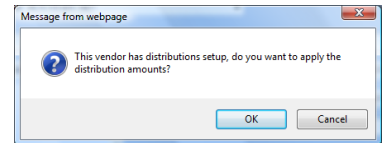
**REFERENCE ONLY**

- **Percentage** – Must Equal 100 and will distribute the bill amount

Vendor Distribution			
Your City			
General	Account Distribution	1099/Checks	Comment
Distribution Method: <b>Percent</b>			
#	Account		Percent
X 1	E-1-60-604-000, Utilities--Other, 604.000P60		75.00
X 2	E-1-60-606-000, Repairs, 606.000P60		25.00
X 3			
Total:			100.00
<a href="#">More Lines</a>			
<input type="button" value="Submit"/>		<input type="button" value="Delete Vendor"/>	

Each time you enter this vendor on a new bill, you will be asked if you wish to apply the distribution options to the bill. Click **OK** to apply the distribution or click **Cancel** to add a bill without the distribution accounts.

Once the accounts are listed on the bill entry window, you can choose to use the distribution as is, or manually change accounts as needed!



Notes:

## Vendor 1099/Checks

Use the **1099/Checks** tab to mark vendors for year-end 1099s, set printing options for a specific vendor, or to create a 1099 form.

### Check Printing Options

Vendor checks can be printed separately for each bill by marking the 'Always print a separate check for each bill' checkbox; otherwise, multiple bills for the same vendor paid at the same time will combine on one check.

If you have more than 10 bill items on a bill, they can be combined into one check if the 'Print only one check if there are over 10 bill items' checkbox is marked; otherwise, you will get a separate check for every 10 bill items.

### 1099 Information

Non-Incorporated Vendors to whom you have paid over \$600 in the calendar year for goods or services must receive a 1099 from your organization. We recommend you have your vendors provide you with a W-9 form prior to contracting work.

When you check the **Print 1099** box, the system will recognize and track all payments made to this vendor to run 1099s at year-end. x

The screenshot shows the 'Vendor 1099/Checks' form for 'Your City'. It has tabs for 'General', 'Account Distribution', '1099/Checks', and 'Comment'. The '1099/Checks' tab is active, showing 'Check Printing Options' with checkboxes for 'Always print a separate check for each bill' (unchecked) and 'Print only one check if there are over 10 bill items' (checked). There is a 'Default Check Memo' text box. Below is the '1099 Information' section with a 'Print 1099 for this vendor' checkbox (unchecked), a '1099 Vendor Name' field containing 'Your City', a 'Tax ID' field, and a 'Print In 1099 Box' dropdown menu set to 'Box 7 Non Emp Comp'. At the bottom is an 'Adjusting Entries' table with columns for '#', 'Year', 'Adjustment Amount', and '1099 Amount'. The table contains two rows: row 1 for year 2018 with 0.00 in both columns, and row 2 for year 2019 with 0.00 in both columns. Row 2 is highlighted in blue.

#	Year	Adjustment Amount	1099 Amount
1	2018	0.00	0.00
2	2019	0.00	0.00

You can enter a Check Memo that will default in the memo line of each check you write to this vendor. It CAN be edited on individual checks as needed.

You can enter an Adjustment amount for the starting calendar year, if needed, should you record payments to the vendor outside of ParishSOFT Accounting.

The screenshot shows a table of vendor transactions. The columns are '#', 'Account', 'Amount', 'Comment', 'Paid', 'Project', and '1099'. There are three rows. The first two rows have a red 'X' in the first column. The first row has account '5382: Church Water, Sewer and Garbag E-1-00' and amount 375.00. The second row has account '5404: Rectory Water, Sewer and Garba E-1-00' and amount 125.00. The third row is empty. The '1099' column has checkboxes, with the first two rows checked. A 'Total: 500.00' is shown at the bottom.

#	Account	Amount	Comment	Paid	Project	1099
X 1	5382: Church Water, Sewer and Garbag E-1-00	375.00		N		<input checked="" type="checkbox"/>
X 2	5404: Rectory Water, Sewer and Garba E-1-00	125.00		N		<input checked="" type="checkbox"/>
X 3						<input type="checkbox"/>

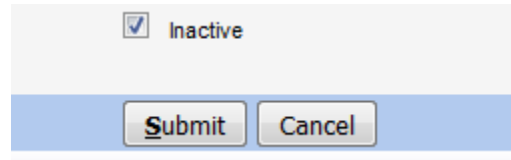
Total: 500.00

You can flag a 1099 Vendor on the fly by checking the 1099 box. All previous transactions for this vendor will be included in their 1099. For 1099 Vendors already flagged, you can remove the checkmark at 1099 if this item should not be included in the 1099 calculation (i.e. Reimbursements).

## Vendor Inactivation

Vendors that you no longer use or who are “one-time” vendors can be marked as inactive. This will keep them from displaying on Bill and Vendor screens without changing any transaction information for the inactive vendor. Inactivating Vendors only removes the vendor from the vendor search fields or screens and will not change your Statement of Activities, Project Report or any other financial report where they are essential to the accuracy of the totals.

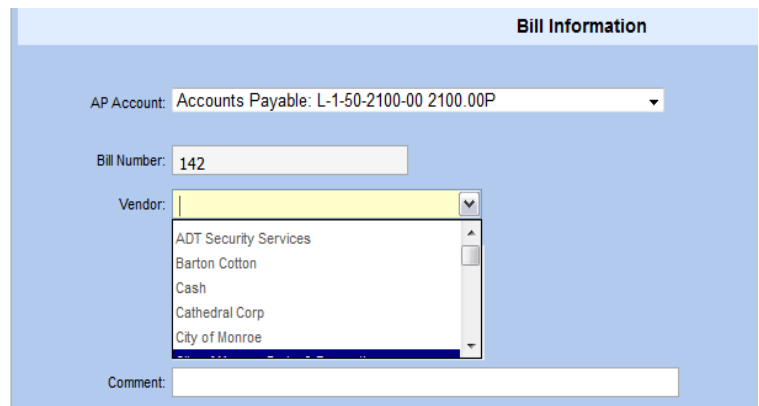
You can mark a Vendor as inactive.



A screenshot of a form with a checked checkbox labeled "Inactive". Below the checkbox are two buttons: "Submit" and "Cancel".

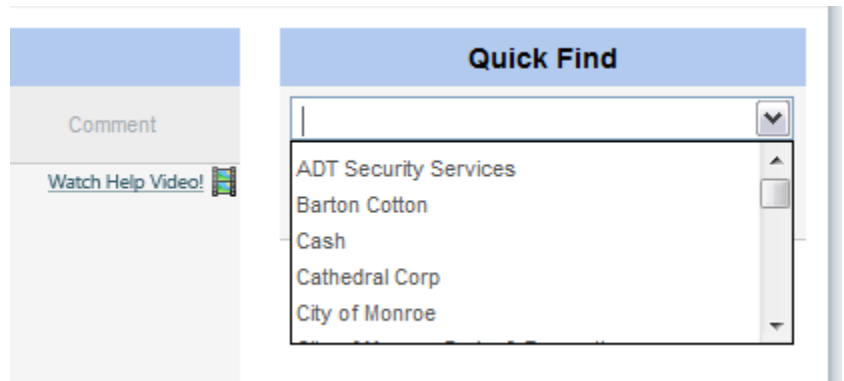
That Vendor will **not** show on the following screens.

### Bill Entry



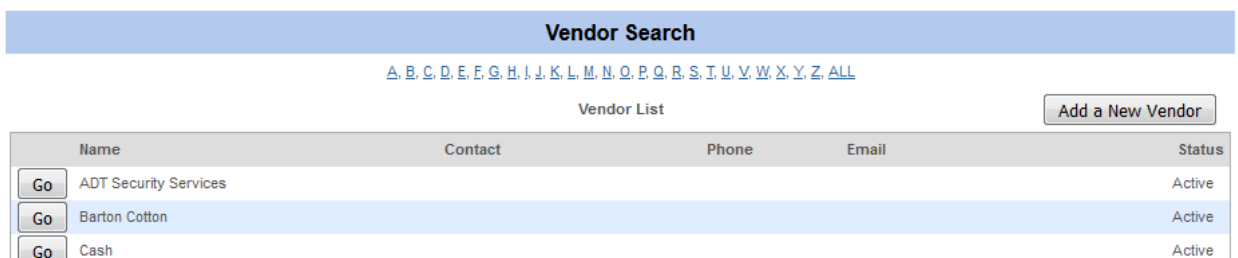
A screenshot of the "Bill Information" form. It includes fields for "AP Account" (Accounts Payable: L-1-50-2100-00 2100.00P), "Bill Number" (142), and a "Vendor" dropdown menu. The dropdown menu is open, showing a list of vendors: ADT Security Services, Barton Cotton, Cash, Cathedral Corp, and City of Monroe. A "Comment" field is also visible at the bottom.

### Quick Find



A screenshot of the "Quick Find" search interface. It shows a search box with a dropdown arrow and a list of vendors: ADT Security Services, Barton Cotton, Cash, Cathedral Corp, and City of Monroe. To the left of the search box is a "Comment" field and a "Watch Help Video!" link with a video icon.

### Vendor List (Find Vendor)



A screenshot of the "Vendor Search" page. It features a navigation bar with "Vendor Search" and a list of letters (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, ALL). Below the navigation bar is a "Vendor List" table with columns for Name, Contact, Phone, Email, and Status. There is an "Add a New Vendor" button in the top right corner.

Name	Contact	Phone	Email	Status
<input type="button" value="Go"/> ADT Security Services				Active
<input type="button" value="Go"/> Barton Cotton				Active
<input type="button" value="Go"/> Cash				Active

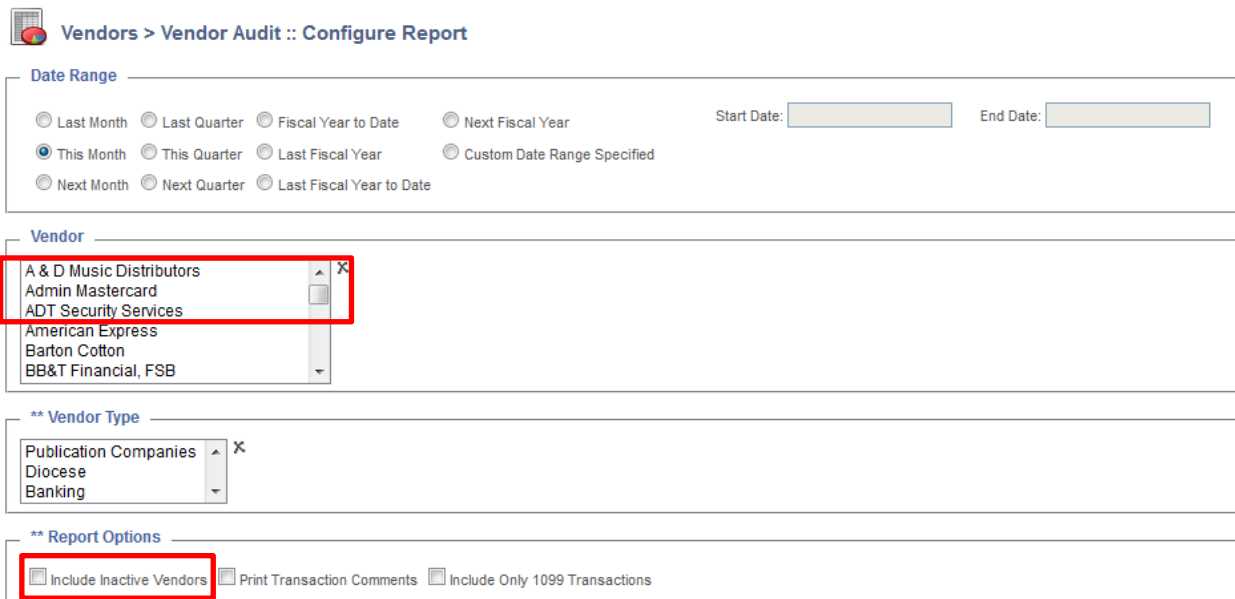
You will have the option to show Inactive Vendors in the vendor list by checking the **Show Inactive Vendors** checkbox.

Show Inactive Vendors

Vendors will show with a status of **Inactive**.

Vendor Search					
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, ALL					
Vendor List					<input type="button" value="Add a New Vendor"/>
Name	Contact	Phone	Email	Status	
<input type="button" value="Go"/> A & D Music Distributors				Inactive	
<input type="button" value="Go"/> Admin Mastercard				Inactive	
<input type="button" value="Go"/> ADT Security Services				Active	

The Vendor Audit Report will list the vendors and you can choose if you want inactive vendors included.



**Vendors > Vendor Audit :: Configure Report**

**Date Range**

Last Month  Last Quarter  Fiscal Year to Date  Next Fiscal Year  This Month  This Quarter  Last Fiscal Year  Custom Date Range Specified  Next Month  Next Quarter  Last Fiscal Year to Date

Start Date:  End Date:

**Vendor**

A & D Music Distributors  
Admin Mastercard  
ADT Security Services  
American Express  
Barton Cotton  
BB&T Financial, FSB

**\*\* Vendor Type**

Publication Companies  
Diocese  
Banking

**\*\* Report Options**

Include Inactive Vendors  Print Transaction Comments  Include Only 1099 Transactions

**The transaction data remains unaltered.** All reports and balances will remain the same no matter the status of the Vendor.

.St Christopher

## Bill List

1 January 2016 - 29 February 2016

Drag the cursor arc  
want to capture.

Bill #	Invoice #	Invoice Date	Amount	Comment/Project	Check# / Date	Acct Code
<b>Bills applied to account: 2100.00P - Accounts Payable (L-1-50-2100-00)</b>						
<b>A &amp; D Music Distributors</b>						
136		12/03/2015	Due: 01/02/2016			
	5130.00FCH	Depreciation Expense	125.00			E-1-08-51-5130-00
<b>Total for Bill 136:</b>			125.00			
<b>Admin Mastercard</b>						
120		12/09/2015	Due: 01/08/2016	Security Improvements		
	5135.00FCH	Equipment Rent	500.00	Security Cameras FEST:Spring Festival	22244 02/16/2016	E-1-08-51-5135-00
<b>Total for Bill 120:</b>			500.00			

### Merging Vendors

This process takes two Vendors and makes them one. It is normally used when you have duplicate Vendors and need to consolidate them into one vendor.

Go to **Process, Other Processes**, then **Merge Vendors**

You will see the following screen:

**Merge Vendors**

Watch Help Video!

This process merges vendor information from the 'From Vendor' into the 'To Vendor'. This is commonly used when duplicate vendors exist. The 'From Vendor' has the option of being deleted when the merge process is complete.

From Vendor: Forms & Supply

To Vendor: ABC Forms & Supply

Delete 'From Vendor' after Merge is complete

Submit Cancel

The From Vendor is the vendor you plan to transfer all transactions from and the To vendor will show all those transactions as its own after the transfer. So in the example above, once we click Submit, all the transactions from Forms & Supply will be merged with and become attributed to ABC Forms & Supply.

**Please be aware that these transactions cannot be undone so take your time making this decision.** If you are sure the vendors are duplicates, feel free to merge them. **If you are hesitant in your decision, before merging the two, simply make the questionable Vendor inactive until, you are positive.**

## Activity 1

Create New Vendor with the following Data:

- **Vendor Name:** ABC Computing
- **Vendor Address:** 121 Byte Avenue. Novato, CA 94947
- **Account Distributions: Percent**
  - 773.000P80 Furnishing and Equip E-1-80-773-00 (50)
  - 551.000P50 Printing E-1-50-551-000 (50)
- **1099/Checks:** Check Box for Yes
- **Adjusting Entries:** Current Year: 786.00

## Activity 2

Find Vendor

- **Vendor Name:** Oasis Inn

and update the following data:

- **Account Distributions: Percent**
  - 799.000P35 Miscellaneous E-1-35-799-00 (100)

Notes:

## Projects

You can create projects and associate specific line items of bills, deposits, credit card charges and journal entries with those projects to allow for easy reporting. Examples of projects are Spring Festival, Spaghetti Dinners, Ski Trip, Mission Trip and Golf Outings. Projects allow you to track revenue and expenses without having to create a new account for every special event or program.

### Set Up Project Groups

Project Group Codes allow a fast and easy way to group Projects together to provide even easier reporting. Using Project Group Codes allows better accuracy when choosing Projects in a report or transaction.



Click **Setup**

Then click **Project Groups**

Type the Description: **Festivals and Events**

Project Group Code: **FEST**

Click **Submit**

**Project Group**

Description:

Project Group Code:

Type the Description: **Youth Events**

Project Group Code: **YTH1**

Click **Submit**

**Project Group**

Description:

Project Group Code:

Type the Description: **Youth Operations**

Project Group Code: **YTH2**

Click **Submit**

**Project Group**

Description:

Project Group Code:

## Set Up Projects

1. Click the **Setup** button, and click **Projects**
2. Type the **Description** "Spring Festival" for the project
3. Leave **Project Code** blank
4. Enter the **Revenue Budget** for the Project: \$0.00
5. Enter the **Cost Budget** for the Project: \$0.00
6. The Project Group is **Festivals & Events**
7. Click **Submit**.

Project

**Description:**

**Project Code:**

**Revenue Budget:**

**Cost Budget:**

**Project Group:**  ▼

Inactive

This an **example** of how you use Projects on a Bill

Amount	Comment	Paid	Project	1099
250.00	Deposit on Van		YTH1:Mission Trip	<input type="checkbox"/>
173.25	Delivery of Chairs		FEST:Spring Festival	<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total:</b>			<b>423.25</b>	

When you are entering transactions that have to do with this project you will add it to the transaction

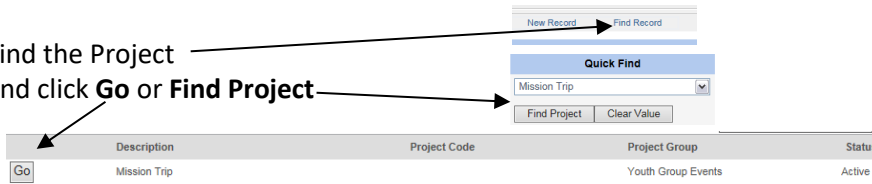
Date	Type	Tr #	Amount	Account	Vendor	Comment
<b>Project Group: Festivals &amp; Events</b>						
Project: Spring Festival						
Revenue						
07/23/15	Deposit	10	250.00	4103.00FGN Special Purpose Collection		
07/23/15	Deposit	10	450.00	4103.00FGN Special Purpose Collection		
Cost						
07/23/15	Bill	94	173.25	5147.00OPP Program/Event Expense	Steve's Bus Service	Delivery of Chairs
<b>Total Revenue:</b>			<b>700.00</b>	<b>Revenue Budget:</b>	<b>0.00</b>	<b>Revenue Difference:</b> 700.00
<b>Total Cost:</b>			<b>173.25</b>	<b>Cost Budget:</b>	<b>0.00</b>	<b>Cost Difference:</b> 173.25
			<b>526.75</b>	<b>0.00</b>	<b>526.75</b>	
<b>Festivals &amp; Events Project Group Totals</b>						
<b>Total Revenue:</b>			<b>700.00</b>	<b>Revenue Budget:</b>	<b>0.00</b>	<b>Revenue Difference:</b> 700.00
<b>Total Cost:</b>			<b>173.25</b>	<b>Cost Budget:</b>	<b>0.00</b>	<b>Cost Difference:</b> 173.25
			<b>526.75</b>	<b>0.00</b>	<b>526.75</b>	
<b>Project Group: Youth Group Events</b>						
Project: Mission Trip						
Revenue						
07/06/15	Deposit	8	1,850.00	4141.00LIT Fundraising Activity Revenue		
07/17/15	Journal Entry	36	(350.00)	4141.00EVA Fundraising Activity Revenue		Incorrect Deposit 4
07/23/15	Deposit	10	175.00	4103.00FGN Special Purpose Collection		
Cost						
07/23/15	Bill	94	250.00	5147.00OPP Program/Event Expense	Steve's Bus Service	Deposit on Van
<b>Total Revenue:</b>			<b>1,675.00</b>	<b>Revenue Budget:</b>	<b>1,200.00</b>	<b>Revenue Difference:</b> 475.00
<b>Total Cost:</b>			<b>250.00</b>	<b>Cost Budget:</b>	<b>0.00</b>	<b>Cost Difference:</b> 250.00
			<b>1,425.00</b>	<b>1,200.00</b>	<b>225.00</b>	

**You can Budget the project and report on the success of your project!**

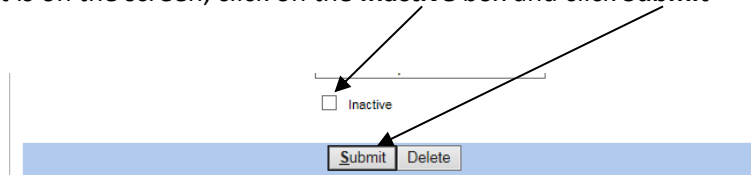
**Inactivating a Project**

When you have completed using a Project you can mark it as “Inactive.”

1. Click on **Setup**
2. Click on **Projects**
3. Find the Project and click **Go** or **Find Project**



4. Once the Project is on the screen, click on the **Inactive** box and click **Submit**



**Activity 1**

Enter the following Projects

- |                                 |                          |                          |   |
|---------------------------------|--------------------------|--------------------------|---|
| 1. <b>Project:</b> Ski Trip     | <b>Rev. Budget:</b> 2800 | <b>Cost Budget:</b> 0.00 | <b>Project Group Code:</b> Youth Group Events |
| 2. <b>Project:</b> Mission Trip | <b>Rev. Budget:</b> 0.00 | <b>Cost Budget:</b> 0.00 | <b>Project Group Code:</b> Youth Group Events |
| 3. <b>Project:</b> Youth Comm   | <b>Rev. Budget:</b> 0.00 | <b>Cost Budget:</b> 1275 | <b>Project Group Code:</b> Youth Operations   |

Notes:

## Bills

### Standard Bill

Each time you need to print a check, or record a manual or an electronic funds transfer, you must first enter the information for the bill.

1. Click **Bills** from the dashboard, then choose “**New Bill.**”
2. Choose your **Accounts Payable** or 0101.000.10 (**Cash Basis**).
3. Use the drop-down list to select the Verizon Wireless vendor.
  - Type a “V” to quickly drop down to Verizon.
4. Enter the following Bill information.
  - a) **Invoice Number:** 555-55555
  - b) **Invoice Date:** Today’s Date
  - c) **Expense Account:** **553.000P50 Telephone E-50-553-000**
  - d) **Amount of Bill:** 154.23
  - e) **Project:** Youth Comm



**ParishSOFT Hint:**  
You can use the Hot Keys for quick entry.

**Alt+S** Submit  
**Alt+M** Memorize  
**Alt+I** Find  
**Alt+L** More Lines  
**Alt+N** New

**Submit** **Memorize** **Delete**

**NOTE:** Bills that are paid on a regular basis can be **Memorized**. You can create multiple Memorized transactions each month with just a few clicks.

### Memorize a Bill

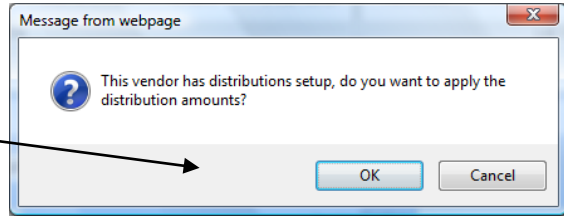
Bills that are paid on a regular basis can be memorized by creating a bill template that may be used later to create a new bill transaction.

1. On your Verizon Wireless Bill, click the **Memorize** button
2. Enter the following:
  - **Description:** Cell Phone Bill
  - **Frequency:** Monthly
3. Don’t check the box at “Use zero amounts on future transactions?”
  - This is only used if the amount of the bill changes each month.
4. Click “**Submit.**” Later in this guide you will be instructed how to process memorized transactions.

A screenshot of a software dialog box titled "Memorize This Transaction". It contains several input fields: "Description" with the text "Cell Phone Bill" and a close button (x); "Frequency" with a dropdown menu set to "Monthly"; "Semi-Monthly First Day" with a dropdown menu set to "1"; "Next Date" with a text field containing "9/8/2014"; and "Final Date" with an empty text field. At the bottom, there is a checkbox labeled "Use zero amounts on future transactions?" which is unchecked. Below the checkbox are two buttons: "Submit" and "Cancel".

**Now we will create a Bill for a vendor with Account Distributions.**

1. Click **Bills**, then **New Bill**.
2. Choose your **Accounts Payable** or **110.00P00 Checking Account**
3. Click the dropdown to select our Vendor – **Your City**
4. When you are asked to apply the distributions already set up for this vendor, choose – **OK**



5. The Bill will come up with 0.00 in the Amounts and we need to split up the amount of **\$500** Between the 2 accounts.

**Account:** 604.000960 Utilities – Other E-1-60-604-000  
**Amount:** 375.00

**Account:** 606.000P60 Repairs E-1-60-604-000  
**Amount:** 125.00

6. You can use the automatic distribution or change the bill to any expense accounts you want to use.
7. When the bill is ready to complete, hit **Submit** to finish the bill creation.

**Create a Bill for a *New Vendor*.**

1. This Vendor is not in the system yet. To add them on the fly, click the **New Vendor** link.



2. The window opens to enter the Vendor information

**Name:**

Advance Organization Publications  
4150 19th Avenue  
Chicago, IL 60812

A screenshot of a 'New Vendor' form. The form has a title bar with 'New Vendor' and a menu bar with 'File', 'Journal Entries', 'Vendors', 'Clear Cards', and 'Remember'. The form contains the following fields: 'Vendor Name' (Advance Organization Publicatic), 'Check Name' (AOP), 'Address' (4150 19th Avenue), 'Address 2' (empty), 'City' (Chicago), 'State' (IL), 'Zip Code' (60812), 'Contact' (empty), and 'Phone Number' (empty). At the bottom are 'Save' and 'Close' buttons.

3. After entering the vendor, Click **Save**

4. **Enter** the following bill information:

**Invoice Date:** Today's Date

**Invoice Number:** 1234567

**Expense Account:** 556.000P50 Books, Periodicals Subscriptions E-1-50-556-000

**Amount of Bill:** 50.84

5. Enter the comment, **Brochures**; this comment will print on the check stub.
6. Choose the Project **Spring Festival**.
7. Click **Submit** when completed.

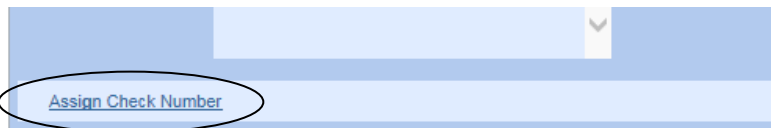
Notes:

## Bill for a Manual Check, Online or Electronic Payment

Let's say you ordered a dozen pizzas from Oasis for Youth Education's Summer Blitz and you wrote out a manual check.

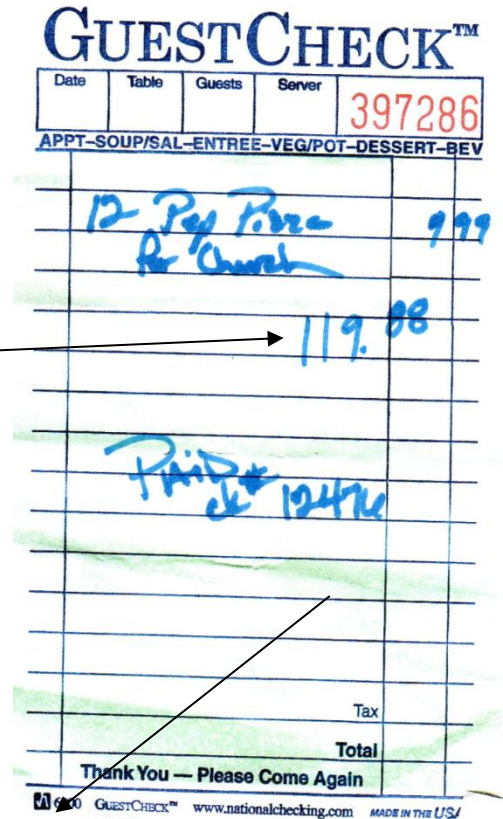
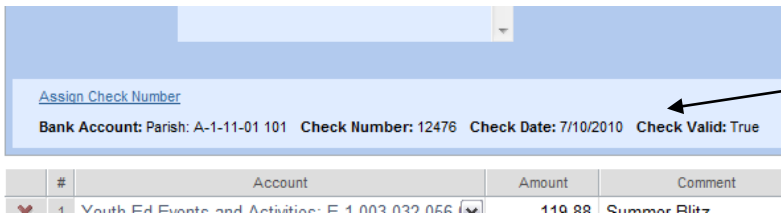
1. Find the Vendor Oasis Inn and enter the date of the check as the **Invoice Date**.  
Enter **Invoice Number** 397286.
2. Enter the Account
  - **799.000P35 Miscellaneous E-1-35-799-00**

and enter the amount of the check in the Amount column.
3. You can enter **Summer Blitz** in the **Comments**.
4. Click the **Assign Check Number** link.



#	Account	Amount
1	562.00P50: Travel & Transportation E-1-50-562-0	119.88
2		

5. Enter the **Check Number (12476)** you used when you created the manual check, and the **Check Date (Today's Date)**, and click Save.



**TIP:** The check information now displays on the bill window and this bill will not appear when printing checks.

You can also use this process to assign an electronic check number if you paid the bill online.

Simply enter a check number that begins with ETF, ACH or E and use the Transfer Confirmation Number provided by the vendor or a representation of the date (EFTYearMonthDay).

**Enter Check Information**

Bank Account:

Check Number:

Check Date:

**TIP:** Checks that begin with alpha characters do not affect the next available check number feature.

## Activity 1

Create Bills (edit if needed) and Assign Manual Check Number when indicated.

Bank Account to Use for Assigning Check Numbers: **0101.000.10 General Checking Account A-10-10-0100-0101-000**

### • ABC Computing

- **Invoice Number:** 98-7654 **AMT:**275.00
- **Expense & AMT:** Use the Distribution you set up for this Vendor.

If they don't come up automatically use:

- **773.000P80 Furnishing and Equip (50)**

**Amt:** 137.50

### • 551.000P50 Printing E-1-50-551-000 (50)

**AMT:** 137.50

- **Project:** Youth Comm

### • Oasis Inn

- **Invoice Number:** 397290
- **Expense & AMT:** **5676.03 Youth Events and Activities E-1-003-032-0056-03** **AMT:** 28.00

- **Project:** Spring Festival
- **Check Number** 12474

### • Advance Organization Publications

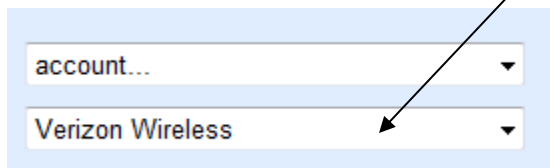
- **Invoice Number:** 1234567 (*note message regarding invoice number **after** you click Submit*)
- **Expense & AMT:** **556.000P50 Books, Periodicals Subscriptions E-1-50-556-000** **AMT:** 250.00

### • 539.000P50 Supplies & Materials E01-50-539-000 **AMT:** 250.00

- **Project:** Mission Trip
- **Check Number** Create EFT Check Number


## Find a Bill

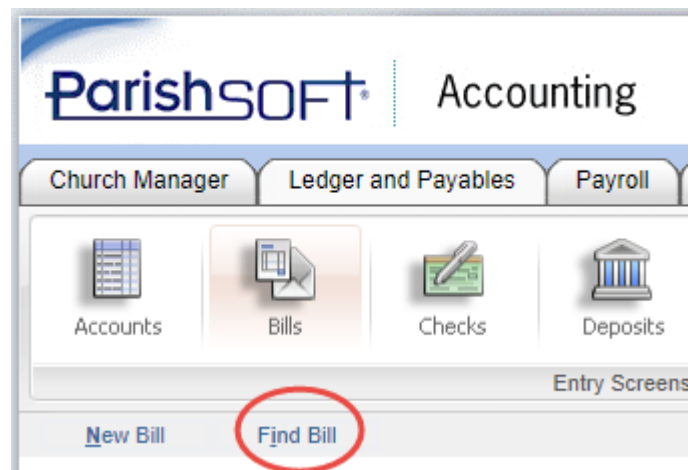
1. Click the Find Bill link on the Bill Entry Screen
2. Search for the bill by Vendor
3. Choose Verizon Wireless from the dropdown menu



A screenshot of a software interface showing a dropdown menu. The top part of the menu is highlighted in light blue and contains the text 'account...'. Below it, the dropdown is open, showing 'Verizon Wireless' as the selected option. An arrow points from the text 'Choose Verizon Wireless from the dropdown menu' to the 'Verizon Wireless' option.

4. Click **Search**

5. Click the  button next to the Verizon Wireless Bill we just created.



## Checks

### Check Layout

Before we begin our check creation process, we will need to make sure that our checks will print correctly from the system.

1. To set up your checks, click the **Setup** icon on your Ledger & Payables navigation bar and choose **Check Layout**.
2. Select the **Bank Account** for the checks you'd like to set up.
3. Choose the option for the check stock you currently use.
  - We will go with the **Check-Stub-Stub**



4. Click the Print Test Check button at the bottom of the display to print a test check on blank paper.
5. Once the check has been adjusted, click **Save Settings** and the system will store your adjustments.

Recommended check forms are available at [ParahSOFTforms.com](http://ParahSOFTforms.com)

### Setup Check Layout for Bank Accounts

Bank Account: Building: A-3-11-01 104

Check Field Position	Left / Right	Up / Down	Check Page Layout Options	
Check Date	0	0	Check Format: Check-Stub-Stub	
Check Amount	0	0	Print Check # On Check: No	
Check Number	0	0	Print Check Payee: No	
Check Amount (Words)	0	0	Overall Page Adjustments	
Check Payee	0	0		Margins: Left 0, Right 0
Check Memo	0	0		Section 1 0, Section 2 0, Section 3 0
Payee Name/Address	0	0	Section Divider: 0, 0, 0	

Save Settings | Print Test Check | Cancel

You will need to be sure you have Adobe Reader installed, and since all reports are printed in a separate window/tab, be sure you have allowed pop-ups for this site



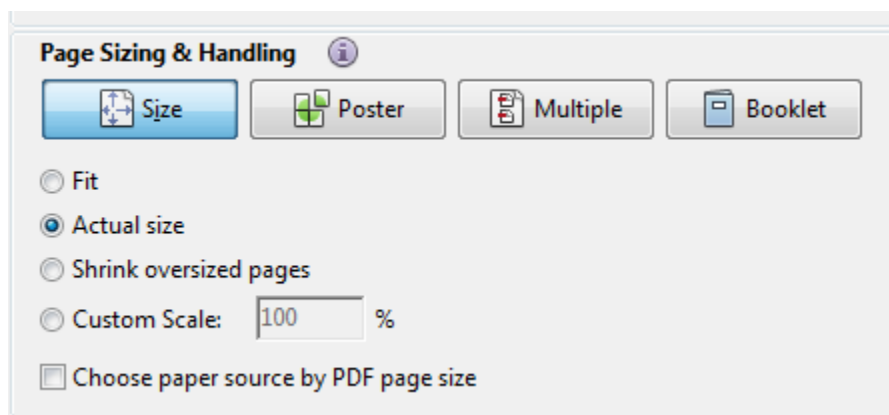
If, when you print the first time, you see that the pop-ups are blocked, click the Options for this Site button and choose **Always Allow** then attempt to print the report again.

After clicking Print on the test check. The menu will come up that has this information.

## ALWAYS

Make sure this is set to "Actual Size"

Check it **EVERY** time you print any checks, test or real.



## Printing Checks

Now, we will print checks for the bills we just entered.

**TIP:** If your church only uses **Manual Checks**, you can assign the check number directly on the Bill Entry Screen and you will not be required to go through this process to assign check numbers.

1. Click **Checks**, select the **Bank Account** – General Checking Account 1100.01.
  - Accrual Based – Select the Bills to Pay
  - Cash Based – After choosing Bank Account, all Bills associated with that bank account will be on screen
2. Enter the **Check Date** and verify the **Beginning Check Number** (you may edit this number if needed).
3. Place a checkmark in the **Pay** column to pay the bill.

#	Due Date	Vendor	Bill No.	Invoice Date	Discount Date	Amount	Pay Amount	Pay
1		ABC Computing		3/26/2014		257.00	0.00	<input checked="" type="checkbox"/> Edit
2		Advance Church Publicatio		3/26/2014		50.84	0.00	<input checked="" type="checkbox"/> Edit
3		Your City		3/26/2014		500.00	0.00	<input checked="" type="checkbox"/> Edit
4		Verizon Wireless		3/26/2014		154.23	0.00	<input checked="" type="checkbox"/> Edit

4. We are only going to pay a portion of the City Water and Trash Bill. To do that we click the **Edit** button.

Account Description	Balance	Pay Amount	Pay
<b>604.000960 Utilities – Other E-1-60-604-000</b>	375.00	375.00	<input checked="" type="checkbox"/>
<b>606.000P60 Repairs E-1-60-604-000</b>	125.00	0.00	<input type="checkbox"/>

We will uncheck the **606.000P60 Repairs E-1-60-604-000** for \$125.00 item on the bill.

5. Then click **Save**.

Balance	Pay Amount	Pay
375.00	375.00	<input checked="" type="checkbox"/>
125.00	0.00	<input type="checkbox"/>

6. Click **Print Checks**.

**TIP:** The system will hold the unpaid portion of the bill to be paid at a later date.

- Review the checks listed for accuracy and click **Create Checks**.
- Review the Check Number, Vendor and Dollar Amount.

**TIP:** You can edit the check memo on this page as well.

	Number	Date	Vendor	Memo	Amount
<input checked="" type="checkbox"/>			ABC Computing		
<input checked="" type="checkbox"/>			Advance Church Publications		
<input checked="" type="checkbox"/>			<b>Your City</b>		
<input checked="" type="checkbox"/>			Verizon Wireless		

- Click **Print Selected**.
- The check will display in a PDF window, allowing you to review.

You will need to be sure you have the Adobe Reader X or above installed, and since all reports are printed in a separate window/tab, be sure you have allowed pop-ups for this site.



If, when you print the first time, you see that the pop-ups are blocked, click the Options for this Site button and choose **Always Allow** and attempt to print the checks again.

- Click the **Print** button located at the bottom of the window (put your mouse there and it will fade in).



- Or hit F8 on your keyboard and choose the **Print** button.



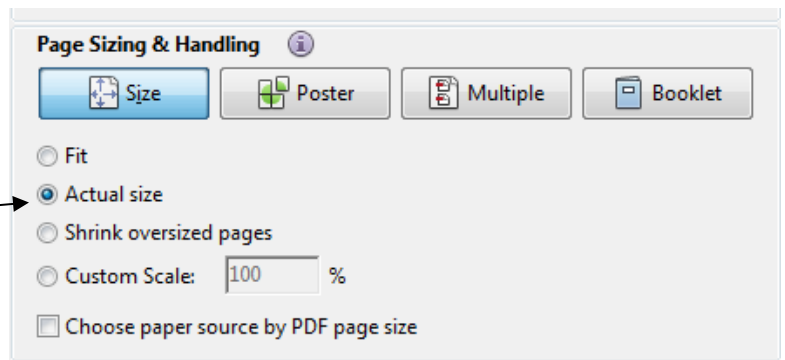
- Close the Check Print Preview screen.

After clicking Print on the check. The menu will come up that has this information.

## ALWAYS

Make sure this is set to "Actual Size"

Check it **EVERY** time you print any checks, test or real.



Notes:

14. If *all* the checks printed successfully, in this case we will assume “yes.”

The dialog box has a title bar that says "Did checks print OK?". It contains three radio button options: "Yes, I clicked the Print icon and Check(s) printed correctly." (which is selected), "Some checks did not print correctly. First incorrectly printed check:" followed by a dropdown menu showing "12477", and "I didn't print any checks.". At the bottom center is a "Submit" button.

15. When you have confirmed the checks printed correctly, they are considered printed.

**TIP:** If *NONE* of the checks printed successfully (printer ran out of ink, etc.), choose “I didn’t print any checks” and you will return to the check printing screen.

**TIP:** If only *SOME* of the checks printed successfully and some did not (printer jammed, grabbed two checks, etc.) check the “Some Checks did not print correctly, First Incorrect check” and put the number of the first incorrect check. Click **Submit**.

You will return to the check printing screen and you can attempt printing again.

### Voiding Checks

1. Click **Checks** icon on your Ledger & Payables navigation bar.
2. Select the **Find Checks** link.
3. Click the **Go** button next to the Oasis Inn Check for \$28.
4. Click the **Void Check** button at the bottom of the display.
5. Enter the **Void Date – First Day of Next Month**.  
*Always watch the date on a Voided Check.*

The dialog box is titled "Enter Void Date". It has a text input field for "Void Date:" containing "8/13/2014". Below the input field are "Clear" and "Close" buttons. A calendar is displayed with "August" and "2014" selected. The calendar shows the days of the month, with the 13th highlighted. Below the calendar are "Save" and "Close" buttons. To the right of the calendar, there is a checkbox labeled "bill for repayment".

Click on the Calendar to select date.

6. Click **Save**.





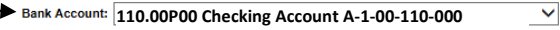


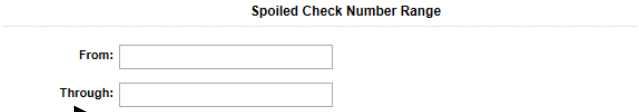
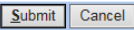
**TIP:** If you need to re-issue a check for this bill, click the checkbox at *Make a new copy of the original bill for repayment*.

This is a smaller version of the "Enter Void Date" dialog box. The "Void Date:" field contains "08/13/2014". The checkbox "Make a new copy of the original bill for repayment" is checked.

7. A Journal Entry reversing the effect of the check will be automatically created on the date of the void and the original bill and check number will remain in the system for audit purposes.

## Spoiling a Check


Sometimes bad things happen to good checks. They can get jammed in a printer and destroyed, emails can get accidentally printed on them, or other office mishaps can occur. You need to account for ALL of your checks and you can use this process to mark these checks as spoiled and keep the integrity of your accounting system.

1. Click on **Process**  **then go to Other Processes**  

2. Choose **Spoiled Checks**  **Spoiled Checks**  

3. Choose your bank account 
4. Choose the date to associate with the checks 
5. You will need to give a reason for spoiling the checks **(required)** 
6. Enter the range of check numbers   
 (If only spoiling one check, repeat the number) 
7. Click **Submit**

Check List

Date	Number	Account	Vendor	Amount	Cleared Date	Void Date	Bill Pay
<input type="checkbox"/> Go 01/29/2016	10	Non Operating Checking Account					N

Message from webpage

 The check number 10 has been recorded as a spoiled check.  
 Spoiled Date: 01/29/2016  
 Reason: Destroyed by Printer

The checks will be listed with other checks, but the information when viewing them will be different. You will see the check number and how it was spoiled.

The checks will not be part of your bank reconciliation.

## Deposits

### Entering Deposits

We are going to enter a deposit for Income or Money received.



1. Click the **Deposits** icon on your Ledger & Payables navigation bar.
2. Select the **Bank Account 110.000P00 Checking Account A-1-00-110-000**
3. Enter the **Date** of Today's Date.
4. ParishSOFT will automatically insert a unique **Deposit Number** for you.
5. Enter the **Income** or **Dedicated Accounts** and enter the **Amount** of the deposit for that account.
  - **Income Account: 401.000P01 Offertory Collections I-1-01-401-000** Amount = **\$5296.12**
  - **Account: 409.000P02 Contributions & Donations I-1-02-409-000** Amount = **\$575.00**

Deposit Information				
Bank Account:	110.000P00 Checking Account – A-1-00-110-000			
Deposit Number:		Date:	Today's Date	
#	Account	Amount	Comment	Project
✘ 1	401.000P01 Offertory Collections I-1-01-401-000	5296.12		
✘ 2	409.000P02 Contributions and Donations I-1-02-	575.00		Spring Festival
✘ 3				
Total:		5,871.12		

[More Lines](#)

Submit Memorize Delete

6. The Second line of our deposit we want to assign a Project Code called **“Spring Festival.”**
7. Click **Submit**.

### ParishSOFT Hint:

**Do NOT use a single Deposit or Bill to transfer funds from one Bank Account to another. Use a Journal Entry or a combination of a Bill and a Deposit.**

## Activity 1

Create 1 Deposit for – 110.000P00 Checking Account A-1-00-110-000

### Line 1

- **Income Account:** 401.000P01 Offertory Collections I-1-01-401-000
- **Amount:** \$4230.00
- **Project:** Youth Comm

### Line 2

- **Income Account:** 409.000P02 Contributions & Donations I-1-02-409-000
- **Amount:** \$175.00
- **Project:** Spring Festival

### Line 3

- **Income Account:** 409.000P02 Contributions & Donations I-1-02-409-000
- **Amount:** \$125.08
- **Project:** Mission Trip

**Submit**

Notes:

## Journal Entries

### Entering Journal Entries

We are going to enter Journal Entries to practice their application and execution.

First, we need to correct a Deposit.

- **Incorrect:** Account: **409.000P02 Contributions & Donations I-1-02-409-000** Amount: **\$500**
- **Correct:** Account: **401.000P01 Offertory Collections I-1-01-401-000** Amount: **\$500**

1. Click the Journal Entries icon on your Ledger & Payables navigation bar.



Journal Entries

2. On the first line we **Debit the *Incorrect* Income Account**  
**409.000P02 Contributions & Donations I-1-02-409-000**                      **\$500.00**

3. On the second line we **Credit the *Correct* Income Account**  
**401.000P01 Offertory Collections I-1-01-401-000**                      **\$500**

4. Click **Submit**.

**TIP:** Journal Entries MUST have equal Debit and Credit totals in order to be submitted.

### ParishSOFT Accounting Hint:

You have the ability to edit a few of the fields on each line item of a Paid Bill, Deposit and Journal Entry.

The fields are:

- Comment
- Project
- 1099

If you need to make changes, look up the transaction. Change anything in these 3 fields and click the Submit button at the bottom of the page.

### ParishSOFT Hint:

Keep this chart to help you with Journal Entries

Account Type	Typical Balance	Debit Effect	Credit Effect
Asset	Debit	+ Increase	- Decrease
Liability	Credit	- Decrease	+ Increase
Net Asset	Credit	- Decrease	+ Increase
Income	Credit	- Decrease	+ Increase
Expense	Debit	+ Increase	- Decrease
Dedicated	Credit	- Decrease	+ Increase

## Bank Reconciliation

Before closing each month, we recommend that you reconcile your bank statement with the information entered in the ParishSOFT Ledger & Payables System.

1. To begin a new Bank Reconciliation, click the **Process** icon.
2. Select Bank Reconciliation and click **Create a New Statement**.
3. Enter the Bank Statement Information.



- **Bank Account:** 1101.01 Operating Checking Account A-1-11-01
- **Statement Date:** Last Day of Current Month
- **Ending Balance:** 8901.50
- **Service Charge:** 25.00
- **Interest Income:** 0.25

**TIP: Always** check the date on your bank statement when creating a Bank Reconciliation.

4. Click Submit

### Bank Statement Information

**Bank Account:** 110.000P00 Checking Account – A-1-00-110-000

**Statement Date:** Statement Ending Date

**Ending Balance:** 8901.50

**Service Charge:** 25.00

**Interest Income:** 0.25

**TIP:** When you entered your Bank Account, you were prompted to insert the Interest Income and Service Charge Expense Account for the bank. The system will create an automatic Journal Entry recording any interest income earned or bank service charge incurred.

**TIP:** When you click submit on a bank reconciliation the bank reconciliation report is available

5. Clear the transactions shown on your bank statement.
6. When the Difference is zero, you're balanced! The Submit button changes to Reconcile. Clicking that will close your reconciliation.
7. If you have a difference after you have completed marking all the items found on your bank statement, or just need to stop, you may click **Submit** to save your work and then come back to continue this process later.
8. When the Bank Reconciliation is complete, click the **Reports** icon on your Ledger & Payables navigation bar and select Transactions. Choose the Account Reconciliation Report.
9. Print this report and attach it to your Bank Statement to file with your records.



## End of Month Process

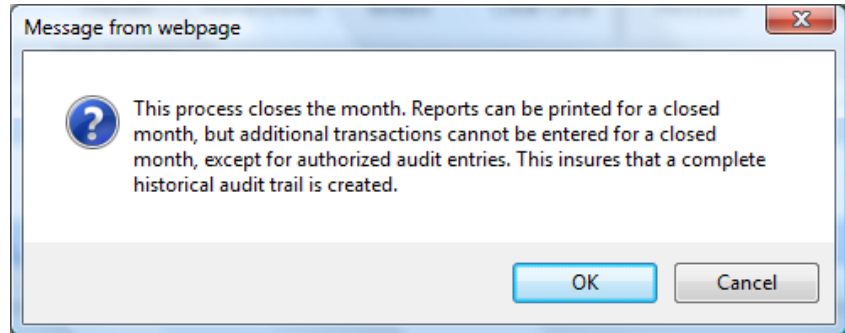
Monthly closings are required and will ensure that your annual reports are correct. Before you begin closing a period, ensure that all transactions for the period you are closing have been entered, and all monthly reports are printed and verified for accuracy.

Once a period is closed, no corrections to records in the closed period are permitted.

- To end the month, click the **Process** icon on your Ledger & Payables navigation bar and choose End of Month.



- Click **Submit**.
- Click **OK**

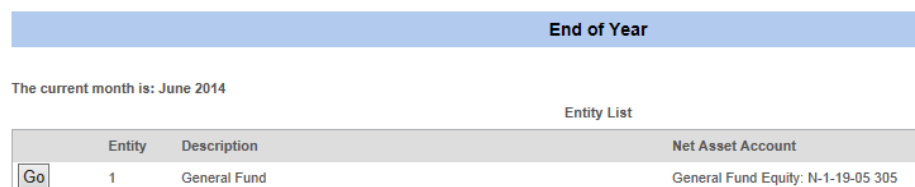


## End of Year Process

### Close a Fiscal Year

The End-of-Year process will close the fiscal year. Before closing the year, make sure all transactions have been entered and are accurate.

1. You will need to have a Net Asset Account for each Entity you used during the year.
2. It will also zero all Income and Expense accounts, and their difference will be transferred to the selected Net Asset account.
3. Reports can be printed for a prior fiscal year, but additional transactions *cannot* be entered for a prior fiscal year, except for authorized audit entries.
4. This ensures that a complete historical audit trail is created.
5. Click the **Process** icon.
6. Select **End of Year**.
7. The Net Assets should be listed next to each Entity.



- If each Entity has a Net Asset, then you click Submit and then OK.
- If you get the following message:

All entities must have a net asset account associated with them before continuing.

The current month is: June 2014

Entity List

	Entity	Description	Net Asset Account
<input type="button" value="Go"/>	1	General Fund	General Fund Equity:
<input type="button" value="Go"/>	5	School	

- You will need to activate or create a Net Asset Account for that Entity.
- After that is done, go back into "Process" and "End of Year."
- Click "Go" next to Entity missing the Net Asset Account.
- Pick the account you will use.

**End of Year Entity Information**

Entity Name:

Entity Number:

Net Asset Account:

- Click **Submit**.
- Continue through the End of Year Screens.

## Reporting

### Report Setup

The reports available in ParishSOFT Accounting are easy to use, yet comprehensive. You will need to be sure you have the Adobe Reader X or higher installed.

1. To print Reports, click the **Reports** icon on your Ledger & Payables navigation bar.
2. Standard Reports are grouped together by report type; Transactions, Statements, Accounts, Vendors, Budget/History and Analysis Graphs.
3. Click the button next to **Transactions**.
4. Click on **Bill List**.
5. Report selection displays are similar for all standard reports and the date range options are based on your current accounting period.

Standard Reports

- ▷ Transactions
- ▷ Statements
- ▷ Accounts
- ▷ Vendors
- ▷ Budget/History
- ▷ Analysis Graphs

Date Range

Last Month  Last Quarter  Fiscal Year to Date  Next Fiscal Year

This Month  This Quarter  Last Fiscal Year  Custom Date Range Specified

Next Month  Next Quarter  Last Fiscal Year to Date



Start Date:  End Date:

Fiscal Period Ended

Report as of month ending:  during fiscal year ending:

or

6. When there are choices like **"This Month"** or **"Year To Date"**, that is determined by your current month found on the front page or always in the top right corner of the screen.

 HOME  LOGOUT

[Test User](#) TrainingOrg001 (0), July 2023

7. If the preset date selections do not fit your reporting requirements, Good News! You have the **Custom Date Range** field. You can enter **ANY** two dates and as long as there is data in ParishSOFT Accounting, you will get the results you need.....

Next Fiscal Year

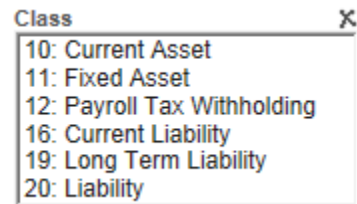
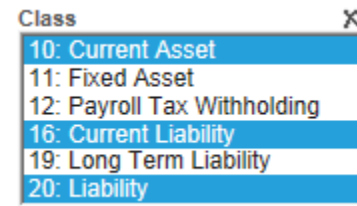
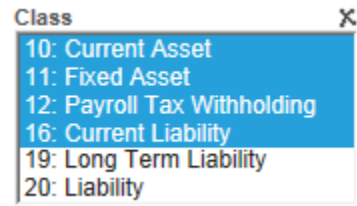
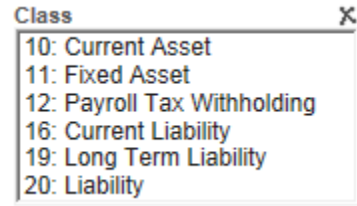
Custom Date Range Specified

Start Date:  End Date:

## Report Filtering

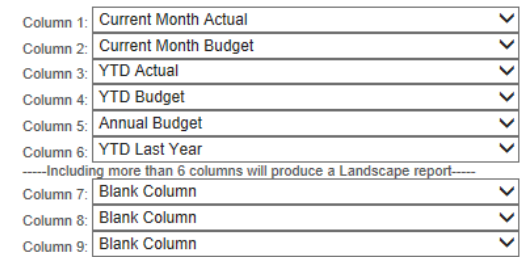
When you want to filter your report results, you will use these scroll boxes. They will all function the same way.

- **Selecting Nothing, Selects Everything** – You do not need to change anything if you want to include all selections.
- **To Select a Range of Options** – Click on the first one and then hold down the **Shift** key on your keyboard and click the last one in the range you want selected.
- **To Select Specific Options** (not in order) – Hold down the **Ctrl** key and select the options you want. You can also deselect any you chose in error the same way.
- **To clear all selections and begin again** – Click the “X”



## Columns and Sorting

- Click the dropdowns to select the columns you need for your report.
- There is an option for Blank Column.
- Sorting can be customized to match your needs.
  - You have selections available based on the construction of your account codes.



### \*\* Define Report Group Sections & Sorting



## Report Options

There are options you can choose from for every report.



**\*\* Report Options**

- Include Inactive History Accounts
- Print Account Codes
- Suppress Zero Accounts
- Show Numbers Without Cents
- Print Shortcuts

If you are running the same report for different departments or people, you can distinguish them from one another by using the "Report Subtitle" feature. This will show below the Standard report title.

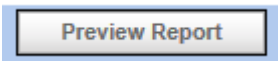
**\*\* Report Subtitle**  
 Report Subtitle:

Statement of Financial Position  
*Endowment Committee*

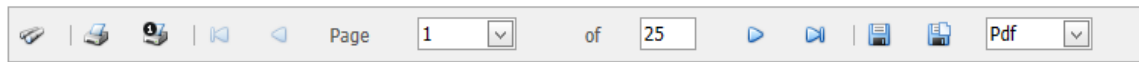
**ParishSOFT Hint:**

When running any historical report, whether it is last month or 2 years ago, ALWAYS choose Include Inactive History Accounts. You can Suppress Zero Accounts to keep only relevant accounts in your report.

**Report Navigation**

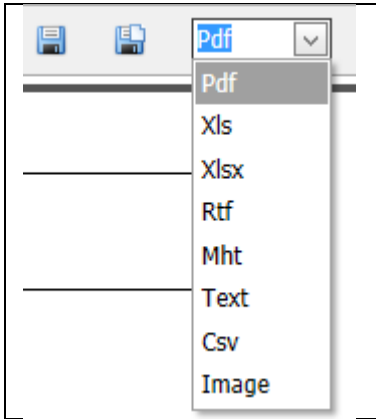


After you click Preview Report the reports will calculate and a preview will display. This bar is on the top of the report.



	<b>Find or Search</b> – Allows you to scan the report for words or numbers.
	<b>Print</b> – This is the only print button you should use.
	<b>Print This Page</b> – Prints only the page you are on.
	<b>Navigation</b> – First Page or Previous Page
	<b>Jump to Any Page</b>
	<b>Navigation</b> – Forward a Page or Last Page

**Important ParishSOFT Feature:** When viewing reports, any time your mouse goes over a transaction or calculated balance, the cursor will change to a hyperlink. Clicking will take you to that transaction or automatically run a report that shows you how that balance was calculated.

	<h3>Exporting Reports</h3> <p>All reports in ParishSOFT Accounting can be exported. These are the most popular formats:</p> <p><b>PDF</b> – Adobe PDF, the engine is built in so no other apps required <b>Xls</b> – MS Excel version 2003 and before <b>Xlsx</b> – Version 2007 and later <b>Csv</b> – Comma Delimited Format – Column data friendly</p>
---	---

### Month/Year End Reports

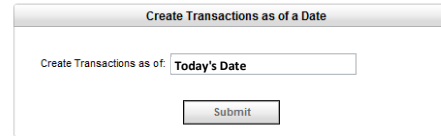
The following list of reports is considered “standard” for month-end printing. You can choose the reports that best suit your needs.

- Bill List
- Check Register
- Deposit Register
- Journal Entry List
- Statement of Activities - (If GAAP Compliant, then use the GAAP Compliant Statements)
- Statement of Financial Position- (Same as Above)
- Statement of Dedicated Accounts

## Memorized Transactions

At the beginning of each month or week, you'll want to run the Memorized Transactions process to create any transactions that have a Next Date within that period.

1. Click the **Memorized** icon on your Ledger & Payables navigation bar.
2. Click the **Create from Memorized Transactions** link.
3. Enter the **Date** in the Create Transactions as of field and click **Submit**. This will generate a list of all memorized transactions that have a 'next' date on or before the date you entered.



4. Review the list of memorized transactions due by the due date you entered. If you do not want to create a particular transaction, remove the checkmark in the **Create** column.
5. Click the **Submit** button.

All memorized bills, deposits, credit cards and journal entries you've selected are now created. You can edit any of the memorized transactions as needed by pulling up in each one up respective transaction area of ParishSOFT Accounting.

Once a memorized bill has been created through this process, it can now be paid as usual through the Create Checks process.

### Editing Memorized Transactions

1. Click the **Memorized** icon on your Ledger & Payables navigation bar.
2. Click the **Memorized Bills, Memorized Credit Cards, Memorized Deposits, or Memorized Journal Entries** link.
3. You may delete the memorized transaction template by clicking the checkbox in the **Delete** column next to the transaction you no longer need. Then click the **Delete** button.
4. You may edit the **Next Date** or **Final Date** if desired.
5. Click **Submit** and delete the original memorized transaction template.



Memorized Bills



Memorized Credit Cards



Memorized Deposits




Memorized Journal Entries



Create From Memorized Transactions

**TIP:** If you need to change other elements about a Memorized Transaction (Vendor, Account, Amount, etc) you must re-memorize the transaction and delete the original memorized transaction.

## Budget Entry

- To enter/edit Budget information, click the **Process** icon on your Ledger & Payables navigation bar and choose either **Current Year Budget** or **Next Year's Budget**. The budget year is determined by your current fiscal period in ParishSOFT Accounting.
 
- To save yourself some time, you may choose to have the system insert the budget figures for you, then simply edit the items that have changed. Your options are:
  - Clear Current Year's Budget
  - Same as Last Year's Budget
  - Same as Last Year's Actual
  - You can even choose to insert a percentage and have the system automatically update the entire budget!

- Use the **Monthly Budget/History Report** and/or the **Budget Worksheet** from the standard report menu to help you determine which starting point will work best for your budget and what your new budget amounts should be.
- After you have completed your budget entries, run the Monthly Budget/History Report again and review your information to check your numbers.

### Standard Reports

▷ Transactions
▷ Statements
▷ Accounts
▷ Vendors
▽ Budget/History
Budget Worksheet
Monthly Budget/History
▷ Analysis Graphs

**Account Budget Filter**

Account Type:  Search

Entity:

Program:

Sub-Program:

Category:

Description:

**NOTE:** You can filter which accounts you want to edit by using the budget filter. You can edit by Type, Level or Category

**Current Year Budget**

A Current Year Budget entered here will be equally divided into twelve months. To edit those monthly amounts, press the "Edit Months" button.

Change by  percent

**Account Budgets**

#	Account Code	Shortcut Number	Description	Current Year Budget											
1	I-1-001-001-040-01	4111	Envelopes-Adult	200000.00 <input type="button" value="Close"/>											
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
				16666.67	16666.67	16666.67	16666.67	16666.67	16666.67	16666.63	16666.67	16666.67	16666.67	16666.67	16666.67
2	I-1-001-001-040-04	4114	Loose Collections	1524.00 <input type="button" value="Edit Months"/>											
3	I-1-001-001-040-05	4115	Holy Days	750.00 <input type="button" value="Edit Months"/>											
4	I-1-001-001-040-06	4116	Special, Maintenance, Fuel, et	550.00 <input type="button" value="Edit Months"/>											
5	I-1-001-001-041-01	4120	Stipends	785.25 <input type="button" value="Edit Months"/>											
6	I-1-001-001-042-04	4134	Special Events	874.00 <input type="button" value="Edit Months"/>											
7	I-1-001-001-043-01	4140	Interest Income	987.00 <input type="button" value="Edit Months"/>											
8	I-1-001-001-043-04	4143	Endowment Income	1500.00 <input type="button" value="Edit Months"/>											
9	I-1-001-001-044-02	4224	Book Fees	525.00 <input type="button" value="Edit Months"/>											
10	I-1-001-001-044-04	4222	Tuition Assistance	696.00 <input type="button" value="Edit Months"/>											
11	I-1-001-001-046-01	4260	Religious Goods Sales	375.00 <input type="button" value="Edit Months"/>											

## Edit Budget Amounts

You can view and edit the annual or monthly budget amounts for each month of the year. The system lets you edit budget amounts in either your Current Year or Next Year budget. For example, if you know that your costs for *Books and Supplies* are expected to increase in July and August, when you'll be purchasing new items for the school year, you can edit those months to reflect the planned expenses in your budget.

Complete the following steps to edit budget amounts.

1. Click the **Process** icon.



2. Click either the **Current Year Budget** or **Next Year Budget** option, depending on which year you wish to edit. The system will list all income and expense accounts.



3. Filter the Accounts you want to work with →

4. Locate the line item you wish to edit.
5. To edit the annual amount, enter the new amount into the **Next Year Budget** or **Current Year Budget** field. This will initially divide evenly over the months.
6. To edit monthly amounts, click its **Edit Months** button.

- a. The system will display the monthly budget amounts for the selected account.
- b. Click into the month you wish to edit and type the new amount.

#	Account Code	Shortcut Number	Description	Current Year Budget								
1	I-1-001-001-040-01	4111	Envelopes-Adult	200000.00 <input type="button" value="Close"/>								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	16666.67	16666.67	16666.67	16666.67	16666.67	16666.67	16666.63	16666.67	16666.67	16666.67	16666.67	16666.67

7. Click **Close** and then **Submit** button at the bottom of the screen to save your changes.

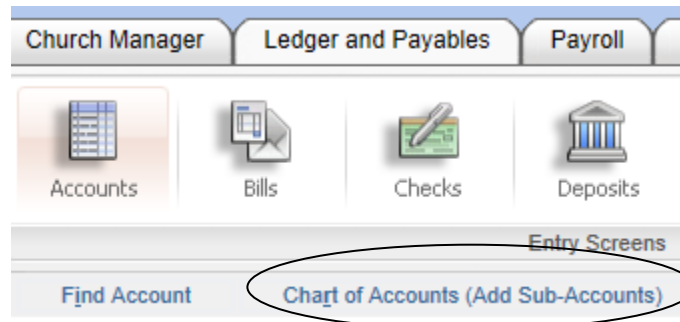
## Account Activation

Your managing-level organization has provided you with a full standardized Chart of Accounts. These accounts need to be activated in your ParishSOFT Accounting system, so they are ready to use.

1. Click on the **Accounts** Icon



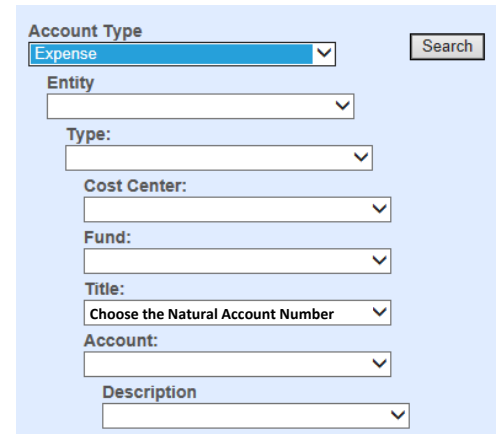
2. When in the **New Account** Screen, click the **Chart of Accounts (Add Sub-Account)** link.



3. Find the Account Type **Expenses** the Entity and the Natural Account, and then click **Search**.
  - The items without a checkbox have already been activated.
  - The items with a checkbox have not yet been activated.

Check the box at **557.000P50 Software/Website E-1-50-557-000** insert into your organization's' Chart of Accounts.

4. Click **Submit**.



Account Type

Expense

Entity

Type:

Cost Center:

Fund:

Title:

Account:

Description

### Activity 1

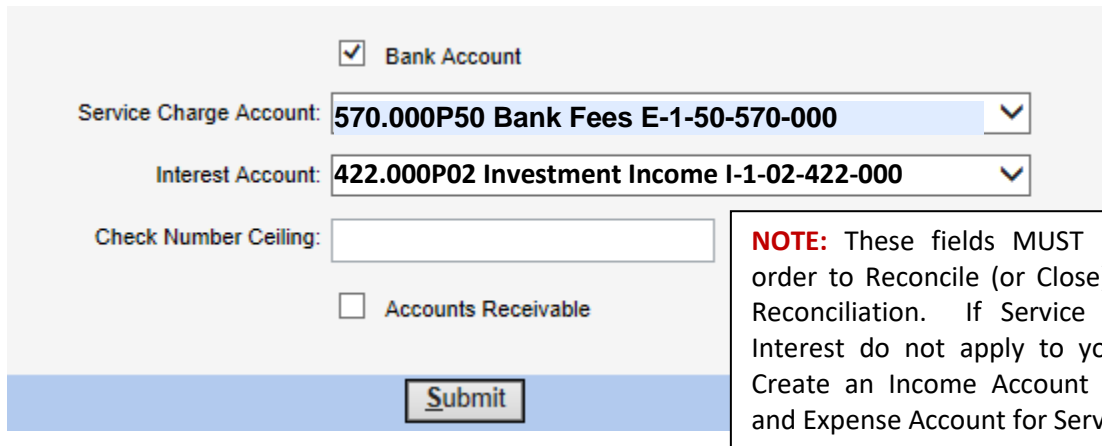
Add the following accounts:

- **570.000P50 Bank Fees E-1-50-570-00**
- **569.000P50 Donation Processing Fees E-1-50-569-000**
- **410.000P02 Poor Box Offerings I-1-02-412-000**

## Sub-Account Entry

Depending on your managing organization's parameters, you may be allowed to add sub-accounts to your system, should you need more specific accounts for your organization.

1. Click the **Chart of Accounts (Add Sub-Accounts)** link.
2. Choose the Account Type of **Asset**, and the Natural Account; then click **Search**.
3. **Highlight and copy or write down the Shortcut:** 0110.000P00
  1. Click the **Add Sub-Account** link under 110.000P00 Checking Account A-1-00-110-000
  2. Shortcut Numbers should follow your Chart of Accounts format. Please refer to your Getting Started Guide for more information on shortcuts.
  3. Change the digits **after** the period ( . ) to match the **Sub-Account** number.
4. Click **Submit**.
5. In this case, we are adding a new sub-account for a bank account. Therefore, you need to fill out additional asset information and then click **Submit**.



Bank Account

Service Charge Account: **570.000P50 Bank Fees E-1-50-570-000**

Interest Account: **422.000P02 Investment Income I-1-02-422-000**

Check Number Ceiling:

Accounts Receivable

**Submit**

**NOTE:** These fields MUST be filled in order to Reconcile (or Close) your Bank Reconciliation. If Service Charges or Interest do not apply to you, you can Create an Income Account for interest and Expense Account for Service charges.

When you check Bank Account, new fields will display allowing you to add the accounts for bank services charges, interest income, and check number ceiling. Insert the Service Charge Account 570.000P50Bank Fees E-1-50-570-000 and Interest Income Account **422.000P02 Investment Income I-1-02-422-000**. and Service Charge Expense Account.

When you complete a Bank Reconciliation, the system will use these associated accounts to create an automatic Journal Entry recording any interest income earned or bank service charge incurred.

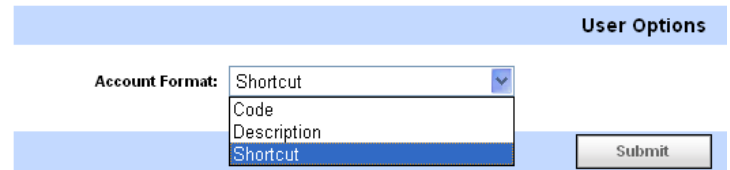
**Check Number Ceiling** – Controls the next check number generated when you go to print checks.

## System Setup

### Set User Options

In the user options you can configure your preference for the account format, which is the way in which information for accounts is presented in the account lists throughout the application. You can also set up which accounts display by default in those lists. User options are setup separately for each user.

1. Click the **Setup** button and choose **User Options**.
2. Choose **Code, Description, or Shortcut** under the **Account Format** lookup and click **Submit**.



The screenshot shows a 'User Options' form. The 'Account Format' dropdown menu is open, showing three options: 'Shortcut' (selected), 'Code', and 'Description'. A 'Submit' button is located to the right of the dropdown.

### Example of the output depending on which format option you select.

#### Description:

	#	Account	
✘	1	Flower Purchases: E-1-20-07-100 5009	▼
✘	2		▼

#### Shortcut:

	#	Account	
✘	1	5009: Flower Purchases E-1-20-07-100	▼
?	2		▼

#### Code:

	#	Account	
✘	1	E-1-20-07-100: Flower Purchases 5009	▼
✘	2		▼

3. By default, the Bank Reconciliation recalculates each time an item is marked as cleared. If your organization has many transactions in your monthly Bank Reconciliation, you may choose the **Add Recalculate Button to Bank Reconciliation**. This will speed up the process for Bank Reconciliations and delays the calculation until you are ready to click the button.
4. If you selected the Account Format option of Code in User Options (See #2), you can **Remove the Account Code Dashes** for easier entry.
5. You can choose to turn on a **Memorized Transaction Reminder** which will remind you each time you log in if you have Memorized Transactions that need to be processed. **(Recommended)**

6. You can choose your Default Bank Account that will come up the first time you go to enter Bills, Deposits or Journal Entries. Accrual accounting systems will also set a default A/P Account for Bills. After the first time in checks or deposits, the default account will be the last one used until you log out and back in.

**Default Accounts**

Bills, Checks and Deposits screens

Bank Account:

AP Account:

## Project Format

Here is the place where you can set entry defaults for using projects. You can enter by group code, then project.

**User Options**

Account Format:

Project Format:

Add Recalculate Button to Reconciliation Processes

Remove Account Code Dashes

Show Memorized Transaction Reminder

---

Or

Project, then Group Code

**User Options**

Account Format:

Project Format:

Add Recalculate Button to Reconciliation Processes

Remove Account Code Dashes

Show Memorized Transaction Reminder

## Set Up Vendor Terms

Vendor Terms, when attached to a vendor, will automatically populate any bills with a Due Date that is calculated from the Invoice Date + Net Days.

1. Click the **Setup** button and click **Vendor Terms**.



Once you add a vendor term for each vendor, ParishSOFT Accounting will automatically insert the **Due Date** and **Discount Date** when you create a bill for that vendor.

Vendor Terms	
Description:	<input type="text" value="Net 15"/>
Vendor Terms Code:	<input type="text"/>
Discount Days:	<input type="text" value="0"/>
Discount Percent:	<input type="text" value="0"/>
Net Days:	<input type="text" value="15"/>
<input type="button" value="Submit"/> <input type="button" value="Delete"/>	

**Tip:** "Vendor Terms Code" is defined when used by a Consolidation Manager feature only.

**Activity 1**  
Enter the following Vendor Terms

- **Description** – Net 15
- **Vendor Terms Code** – Leave Blank
- **Disc. Days** – 0
- **Disc %** - 0
- **Net Days** – 15

**Activity 2**  
Enter the following Vendor Terms

- **Description** – Due Upon Receipt
- **Vendor Terms Code** – Leave Blank
- **Disc. Days** – 0
- **Disc %** - 0
- **Net Days** – 0

## Set Up Vendor Types

Vendor Types are categories that you can associate with each vendor record that you set up in your system. Vendors with assigned types can be organized for reporting and searches.



1. Click the **Setup** button and click **Vendor Types**.
2. Enter the **Description** "Utilities."

**Vendor Types**

Description:

## Importing a Payroll

You can import a payroll text file (for example, from IOI, Paycheck, or ADP) and import the data from the file into a journal entry. The journal entry will credit a bank account and debit the salary/wages account.

The file should be a CSV and should be the following format:

Shortcut, Date, Dollar Amount (No \$, and + for **Increase** and - for **Decrease**), Comment (No Commas)

Total must equal zero

Example:

```
1030.04P,12/31/2013,-23903.84,,  
2090.01P,12/31/2013,-3245.00, Steves Check 14825  
2090.02P,12/31/2013,-996.00,Marys Check 14825  
2090.03P,12/31/2013,-3242.00,,  
2090.04P,12/31/2013,-758.22,,  
2090.06P,12/31/2013,11150.00,,  
2090.07P,12/31/2013,10150.00,,|
```

### File Import

1. Click **Process**.
2. Select the **Import Payroll** option.
3. Click **Browse** and then navigate to the payroll file provided by your payroll provider which you should have saved to your local hard drive. Select the file and then click **Open**.
4. Click **Import** to bring the file into the application. If the file validates successfully, the payroll date is displayed. You will also see the **Create Payroll Journal Entry** button.
5. Click **Create Payroll Journal Entry**.

A journal entry matching the contents of the text file is created and displayed.

## Credit Cards

### Set up a Credit Card Account

Before you can begin recording Credit Card transactions, you must first designate a Liability account as a Credit Card.

1. To set up the credit card account, click the **Accounts** icon on your Ledger & Payables navigation bar. Using Quick Find, find the credit card account. If the account is not set up yet, add the credit card account from the full Chart of Accounts or create a new Liability account for the Credit Card.



2. Click the checkbox for Credit Card at the bottom of the Account Definition display and click **Submit**.
3. To add a new Credit Card Entry, click the Credit Cards icon on the Ledger & Payables bar.



4. Choose the appropriate **Credit Card Account** for the charge incurred and select the **Vendor** and **Date** of the transaction. You can also enter an **Authorization** code for each Credit Card transaction.
5. Enter the **Account, Amount, Comment** and **Project** (if desired) and click **Submit**.

#	Account	Amount	Comment	Project
X 1	Youth Ed Audio-Visual: E-1-003-032-056-02 5675	200.00	Projection TV	Spring Festival
X 2				
X 3				
		Total:	200.00	

### Reconciling Credit Cards

At the end of the month, you will receive a credit card statement from the Credit Card Company. You can reconcile the charges you've already entered.

Click **Process**.

Click **Credit Card Reconciliation**.

Click **Create a New Statement**.

Enter the appropriate information.

**Remember** – The Statement Date is the ending date on your credit card statement, **NOT** today's date.

Clear all items that match what is on your statement.

**Reconcile Credit Card Account**

[Watch Help Video!](#)

Credit Card Account: 
Balance: 
Statement Date:

#	Type	Number	Cleared	Date	Amount	Vendor/Comment
1	Charge	8	<input checked="" type="checkbox"/>	7/15/2015	575.00	Steve's Bus Service
2	Charge	9	<input checked="" type="checkbox"/>	7/17/2015	27.25	Misc Food and Fuel
3	Charge	10	<input checked="" type="checkbox"/>	7/3/2015	1350.25	Best Buy
4	Charge	11	<input checked="" type="checkbox"/>	7/3/2015	725.00	RP Heating & Cooling
5	Charge	12	<input checked="" type="checkbox"/>	7/22/2015	399.00	Verizon Wireless
6	Charge	13	<input checked="" type="checkbox"/>	7/22/2015	645.21	Lowe's
7	Charge	14	<input checked="" type="checkbox"/>	7/16/2015	50.00	American Express
8	Charge	15	<input type="checkbox"/>	7/28/2015	172.50	Forms & Supply
9	Charge	17	<input type="checkbox"/>	7/29/2015	0.00	Forms & Supply

[Deselect All](#) [Select All](#)

Cleared Charges	3,771.71
Cleared Checks	0.00
Cleared Other	0.00
Ending Balance	3771.71
Outstanding Charges +	172.50
Outstanding Checks -	0.00
Outstanding Other +/-	0.00
Reconciled Balance	3,944.21
System Balance	3,944.21
Difference	0.00

Reconcile Clear Range Delete Cancel

When you are finished you should have a difference of "0."

You can click "**Reconcile**" to close that reconciliation.

If the difference is not "0," click "**Submit**" to save your work and research what needs to be fixed.

You can go back and clear or unclear whatever needs to be done to get your difference to "0."

You can also go to Reports – Transaction – Credit Card Reconciliation.

**ParishSOFT Hint:**  
**You need to do your credit card reconciliation before creating the bill that you will use to pay off the credit card and make sure the bill is dated after the credit card reconciliation date.**

**Pay your Credit Card Bill**

Click **Bills**.

Create a Bill for your Credit Card vendor.

Use your Credit Card Liability in the line item of the bill.

#	Account	Amount	
✘ 1	2099.00: American Express - Admin L-1-50-2102-▼	3771.71 ✘	
✘ 2	▼		
✘ 3	▼		

Print the check or if paid electronically, assign the alpha-numerical check number.

## Beginning Balances

### Entering Beginning Balances



1. Click the **Process** button.
2. Choose **Other Processes**
3. **Choose Beginning Balance Information.**
4. Enter the first day of your current fiscal year in the **Date** field.
5. We are going to increase the balances of our Building Asset Account and the Net Asset Account:
  - Choose Account:
    - 1100.1 Operating Checking Account A-1-1100-01**
      - Debit (Increase) by \$10,000
  - Choose Account:
    - 3000.1BLD Net Assets Building: N-3-3000-01**
      - Credit (Increase) by \$10,000
6. This will add the \$10,000 balance to your **1101.1**.

**Beginning Balance Information**

Watch Help Video!

Number:  Date:

Comment:

#	Account	Debit	Credit	Comment	Project
✘ 1	1100.1: Operating Checking Account A-1-1100-01	0.00	10000.00		
✘ 2	3000.1BLD: Net Assets - Building N-3-3000-01	10000.00	0.00		
✘ 3					
Total:		10,000.00	10,000.00		

7. Click **Submit** when complete. Your entry should match the example below.
8. If you have questions about the effect of a Credit or Debit on your balances, refer to the following chart to verify your entry is correct.

Account Type	Example	Typical Balance	Debit Effect	Credit Effect
<b>Asset</b>	Checking	<b>Debit</b>	<b>+ Increase</b>	<b>- Decrease</b>
<b>Liability</b>	Mortgage	<b>Credit</b>	<b>- Decrease</b>	<b>+ Increase</b>
<b>Net Asset</b>	Equity	<b>Credit</b>	<b>- Decrease</b>	<b>+ Increase</b>
<b>Dedicated</b>	Scholarship	<b>Credit</b>	<b>- Decrease</b>	<b>+ Increase</b>

## Accounting Information

### Cash or Accrual?

ParishSOFT Accounting allows you to enter payable information for both Cash and Accrual Accounting Methods.

- **Cash Accounting** method recognizes both income and expenses at the time when money is received or paid.
- **Accrual Accounting** method recognizes income at the time money is earned and expenses at the time they are incurred even though they may not yet have been received or actually paid in cash.

If your parent organization requires either Cash or Accrual accounting method, your system will be set as requested by your parent organization.

If you are not converting your data and your parent organization has not made any requirements, be sure to inform your Sales Representative which accounting method you prefer. If not otherwise designated, the default accounting method will be Cash.

### Reporting Designated and Restricted Funds

ParishSOFT Ledger and Payables is specifically designed for non-profit organizations, so it records and reports designated and restricted funds properly, while other commercial accounting applications simply do not have this capability. ParishSOFT uses a feature called dedicated fund accounts to record those transactions.

Dedicated (Restricted) accounts provide monthly and year-to-date totals for income and expenses without affecting the general operating budget. The beginning and current balance of dedicated fund accounts are automatically recorded in Net Assets on the Statement of Financial Position.

To meet the reporting requirements of FASB 117, Financial Statements of Not-for-Profit Organizations. Dedicated (Restricted) fund accounts are also put into groups (Levels) and the Financial Position groups of Unrestricted (Designated), Temporarily Restricted, or Permanently Restricted funds.

For example, assume that contributions are collected to support a specific mission. When the contributions are received, they are deposited into the organization's checking account. This is recorded as a bank deposit with the income reported to the mission support dedicated fund account. This account will have a current month's income and balance equal to the contributions received.

#	Account	Amount	Comment	Project
1	Envelopes-Adult: 1-1-001-001-040-01 4111	1590.00		
2	Envelopes-Children: 1-1-001-001-040-03 4113	23.50		
3	Foreign Missions: D-1-091-001-090-06 9006	500.00		
Total:		2,113.50		

**Bill Information**

Bank Account: Parish - Home/Federal: A-1-11-01 101      Balance: 90,578.44

Bill Number: 399      Invoice Number:

Vendor: Abbot Travel      Invoice Date: 3/24/2010

Abbot Travel  
100 N. Wisconsin Ave.  
Levee Wobegon, WI 53104      Due Date: 4/23/2010

Check Number:      Check Date: 3/24/2010

2009110556

#	Account	Amount	Comment	Paid	Project
1	Foreign Missions: D-1-091-091-090-05 9006	1,625.00		Y	
2					
3					
Total:		1,625.00			

Mark Lines

Memorize

Assume that a payment is made to that mission via a check. This is recorded as a bill with an expense to the mission support dedicated fund account. The checking account balance will be reduced by the check amount when the bill is paid using the cash accounting method.

**St Matthew**  
**Dedicated Accounts**  
March 2010

Account Shortcut and Description	Beginning Balance	Month Credits	Month Debits	YTD Credits	YTD Debits	Ending Balance
<b>Parish Operations</b>						
<b>Temporarily Restricted</b>						
<b>General</b>						
9001 Catholic Family Sharing Appeal	0.00	0.00	0.00	12,572.50	0.00	12,572.50
9002 Home Mission	25.00	200.00	0.00	200.00	0.00	225.00
9003 Holy Father	3,064.13	0.00	0.00	84.00	0.00	3,148.13
9004 Holy Land	0.00	0.00	0.00	0.00	0.00	0.00
9006 Foreign Missions	0.00	500.00	1,625.00	4,603.00	1,625.00	2,978.00
9008 Rice Bowl	0.00	0.00	0.00	0.00	0.00	0.00
9012 Special Collection	0.00	0.00	0.00	0.00	0.00	0.00
9101 CFSA Next Year	0.00	0.00	0.00	0.00	0.00	0.00
9013 Stewardship Campaign	147,549.37	0.00	0.00	0.00	0.00	147,549.37
General Totals:	150,638.50	700.00	1,625.00	17,459.50	1,625.00	166,473.00
Temporarily Restricted Totals:	150,638.50	700.00	1,625.00	17,459.50	1,625.00	166,473.00
Parish Operations Totals:	150,638.50	700.00	1,625.00	17,459.50	1,625.00	166,473.00

Under the Statements section of Reports, choose the Statement of Dedicated Accounts to view the beginning balance, current month receipts and expenses, year to date receipts and expenses and the ending balance for the dedicated accounts.

The mission support balance will be reduced and the Unrestricted, Temporarily Restricted, or

Permanently Restricted summary on the Statement of Financial Position will also be reduced.

**Unrestricted (Designated)** – Are funds designated by the organization with no donor-imposed restrictions, example family ministries, memorials and weddings.

**Temporarily Restricted** – Are funds restricted until the time of its intended use or until the activity is completed, example building fund, choir robes and missions. Once the time restriction has expired or activity has been completed, the funds held may be released to general operating.

**Permanently Restricted** – Are donor imposed permanently restricted for an ongoing specific use, example endowments, scholarships, and foundations. You may use the investment income but not the principal.

The amount of mission support received and paid out can be displayed at any time, the organization budget has not been affected by these funds, and the Statement of Financial Position report is correct.

The same procedures would be used to record transactions for contributions and payments for other specific purposes such as choir robes, building funds, youth trips, collections for others, etc.