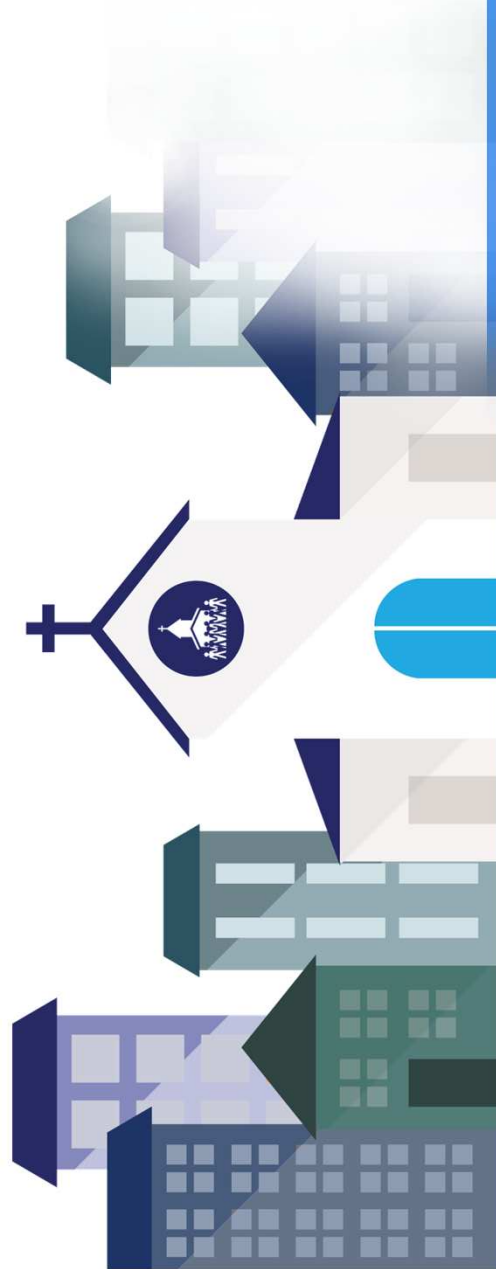


Tips and Tricks in ParishSOFT Accounting

Karen Kasenow-Johnson
ParishSOFT



ParishSOFT®
Celebrating 20 Years of Service

Today's Presentation

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

Tips to Increase Proficiency

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

Messages

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

July, 2015, Year: July 2015-June 2016, Accrual									
Bank/AP Balances			Bills To Pay			Support & Services			
Cash, Checking Account-General: 1101.00P		8,901.50	Due Date	Vendor	Amount	Email a support question Order Checks or Tax Forms Release Notes New! User Guide Videos Online Help Articles Browser Information			
Cash, Checking Acct-Designated: 1102.00P		0.00	9/27/2015	Bend City Water and Trash	500.00				
Accounts Payable: 2100.00P		153.00	9/27/2015	Oasis Inn	28.00				
						Messages			
						There will be an update released on 8/31/2017			
						Log into Parishsoft.com to sign up for the release seminar.			
Memorized Transactions			News						
Next Date	Type	Vendor/Desc	Amount	ConnectNow Accounting Release					
9/28/2015	Bill	Verizon Wireless / Cell Phone Bill	154.23	Training Evaluation Form					
				ConnectNow Accounting End of Fiscal Year Video					

Message section on dashboard

ParishSOFT Sends

- Updates
- Issues

Diocese Sends

- Financials Due
- End of Year
- Announcements

Example News

News
CALENDAR YEAR-END RESOURCES
(1) Set up W-2s & Electronically File W-2s (Optional)
(2) 1099/1096 Reporting (Calendar Year-End)
(3) W-2 Employee or 1099 Contractor?
(4) W2, W3 & 1099 Alignment

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User & Keyboard Options

User Options

User Options

Account Format:

Project Format:

☒ Add Recalculate Button to Reconciliation Processes

☒ Remove Account Code Dashes

☒ Show Memorized Transaction Reminder

Default Accounts

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

Bank Account:

AP Account:

AR Account:

Default Payroll Bank Account

Payroll Bank Account:

Submit

Hot Keys

ConnectNow Hint:

You can use the Hot Keys for quick entry.

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

To Do This:	Press This Key Combination
<u>S</u> ubmit	Alt-s
M emorize	Alt-m
M <u>o</u> re <u>L</u> ines	Alt-l
N <u>e</u> w	Alt-n
F <u>i</u> nd	Alt-i
P <u>r</u> int	Alt-p

Training Resources

Accounting Training Resources

- <http://help.parishsoft.com/training/>



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Connecting People and the Church



Home

Training

End-Of-Year

Support

Videos

Knowledge Base

Training

VIDEO Lessons

Review training lessons on your own schedule. As you're working through a task, you can watch, pause, and re-watch the video lesson as needed.

[VIEW VIDEOS](#)

VIRTUAL Classroom

Join other parish staff and a ParishSOFT trainer in an online classroom. During the class, you'll use your own computer and interact with the software as you learn.

[REGISTER](#)
[Class Descriptions](#)
[CNFS Virtual Training Dates](#)
[CN Accounting Virtual Training Dates](#)

OnSite Training

Let a ParishSOFT instructor come to you! Get live training with your team and in your own office. You'll benefit from sessions specifically geared for your group.

[LEARN MORE](#)

Video Help

Find short, task-based videos under the Video Help links on our Support page. Videos are also available in the Online Help within our ConnectNow products.

[Browse Video Help](#)

Knowledgebase

If you have just one or two specific questions, you may not need to attend a training session or call support. Visit the KB, and see if your question has already been answered!

[Go To Knowledgebase](#)

Looking for a Demo?

A ParishSOFT Demo is the best way to get an overview of a product you don't own yet. See the product's key features, and ask questions in an interactive webinar.

[Visit Demos Page](#)

Evaluation: [Virtual Classroom](#)

Evaluation: [Onsite Training](#)

Evaluation: [Virtual Classroom](#)

Evaluation: [Onsite Training](#)

Vendors

1099 Name Added

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

ConnectNow Accounting – Release Informational Webinar

Vendors

New! 1099 Vendor Name Added

The screenshot shows the 'Vendors' page in ConnectNow Accounting. The '1099 Information' section is highlighted, and a red arrow points to the '1099 Vendor Name' field, which contains 'ABC Forms & Supply'. The 'Tax ID' field contains '12324554'. The 'Print in 1099 Box' dropdown is set to 'Box 7 Non Emp Corp'. The 'Adjusting Entries' table shows 'Adjustment Amount' and 'Gross Amount' for 2016 and 2017, both with values of 0.00. The 'Default Check Memo' field is empty. The 'Check Printing Options' section has two checkboxes: 'Always print a separate check for each bill' (unchecked) and 'Print only one check if there are over 10 bill items' (checked). The 'Vendor 1099 Checks' section shows 'ABC Forms & Supply' and '1099 Checks'. The 'Comment' field is empty. The 'Print 1099 for this vendor' checkbox is checked. The 'Print 1099 Vendor' button is visible at the bottom right.

	Value	Adjustment Amount	Gross Amount
2016		0.00	0.00
2017		0.00	0.00

Vendor Distributions



Accounting

HOME

LOGOUT

Support Admin

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

Church Manager

Ledger and Payables

Payroll

Fixed Assets

Accounts Receivable

Ledger Report Writer

Consolidation Manager

Accounts

Bills

Checks

Deposits

Journal Entries

Vendors

Credit Cards

Memorized

Process

Setup

Reports

Entry Screens

List Screens

New Vendor

Find Vendor

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

Vendor Distribution

Waste Management

General

Account Distribution

1099/Checks

Comment

Distribution Method: Amount

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

More Lines

Submit

Quick Find

Find Vendor

Clear Value

Vendor Distributions Continued

Accounting

HOME LOGOUT

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

Church Manager

Ledger and Payables

Payroll

Fixed Assets

Accounts Receivable

Ledger Report Writer

Consolidation Manager

Accounts

Bills

Checks

Deposits

Journal Entries

Vendors

Credit Cards

Memorized

Process

Setup

Reports

Entry Screens

List Screens

New Vendor

Find Vendor

Vendor Distribution

A&D Music Distributors

General

Account Distribution

1099/Checks

Comment

Distribution Method: Percent

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

More Lines

Submit

Quick Find

Find Vendor

Clear Value

Vendor Bulk Inactivate

Church Manager	Ledger and Payables	Payroll	Fixed Assets	Accounts Receivable	Ledger Report Writer	Consolidation Manager
Accounts	Bills	Checks	Deposits	Journal Entries	Vendors	Credit Cards
				Memorized	Process	Setup
						Reports
Entry Screens						
> Reconciliations > Budget Entry > Contribution Transfer > Import Processes > End of Period Processing > Other Processes						
List Screens						
Beginning Balance Positive Pay Export Lock/Unlock Budget Change Check Numbers Spoiled Checks Merge Vendors Inactivate Vendors						

Church Manager	Ledger and Payables	Payroll	Fixed Assets	Accounts Receivable	Ledger Report Writer	Consolidation Manager
Accounts	Bills	Checks	Deposits	Journal Entries	Vendors	Credit Cards
				Memorized	Process	Setup
						Reports
Entry Screens						
This process marks vendors as Inactive if they have not been used in a transaction since the date entered in the 'Date Last Used' field. When entering a new bill or credit charge, the Vendor drop-down field will only display the Active vendors, so marking vendors inactive that are not likely to be used will make it more efficient to select a vendor. You can always edit a vendor from the Vendor icon if you need to make it active again. It is highly recommended that you select the Date Last Used and then click the Inactivate Vendors List to preview the list of vendors that will be Inactivated. When you are satisfied with your selections you can click the Submit button to deactivate the vendors.						
Date Last Used: 12/31/2014 Inactivate Vendors List Submit Cancel						

Checks

Change Check Numbers During Printing



Print Checks

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

You may edit any check Number shown below

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

Print Selected

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

Check Layout: Print options added

Setup Check Layout for Bank Accounts			
Bank Account		US Bank: A-1-30-1202-00 1202 00P	
Check Field Position Adjustments - 1/100 Inch Increments			
	Left / Right	Up / Down	
Check Date	0	0	
Check Amount	0	0	
Check Number	0	0	
Check Amount (Words)	0	0	
Check Payee	0	0	
Check Memo	0	0	
Payee Name/Address	0	0	
Check Page Layout Options			
Check Format	Check-Stub-Stub		
Print Check # On Check	No		
Print Check Payee	No		
Print Account Name and Shortcut on Upper Stub	No		
Print Account Name and Shortcut on Lower Stub	No		
Overall Page Adjustments			
	Left	Right	
Margins	0	0	
Section Divider	0	0	0
Section 1	0	0	0
Section 2	0	0	0
Section 3	0	0	0
Save Settings			
Print Test Check			
Cancel			

Memorized Transactions

Create Transactions as of a Date

Watch Help Video!

Create Transactions as of:

Memorized

Church Manager

- Accounts
- Bills
- Checks
- Deposits
- Journal Entries
- Vendors
- Credit Cards

Ledger and Payables

- Payroll
- Fixed Assets
- Accounts Receivable
- Ledger Report Writer
- Consolidation Manager

Entry Screens

- Accounts
- Bills
- Checks
- Deposits
- Journal Entries
- Vendors
- Credit Cards

List Screens

- Memorized
- Process
- Setup
- Reports

Create From Memorized Transactions

Create Memorized Transactions as of: 10/31/2015

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

Deselect All Select All

Watch Help Video!

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

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

Cancel

Projects

Projects

New RecordFind Record

Project

Watch Help Video

Description:Youth Mission Trip

Project Code:

Revenue Budget:1600.00

Cost Budget:800.00

Project Group:Youth Group

☐ Inactive

Submit

#	Account	Amount	Comment	Paid	Project	1099
✕ 1	5147.00OPP: Program/Event Expense E-1-07-49	250.00	Deposit on Van		YTH1:Mission Trip	▼
✕ 2	5147.00OPP: Program/Event Expense E-1-07-49	173.25	Delivery of Chairs		FEST:Spring Festival	▼
✕ 3						▼
Total:		423.25				

Project Reports

Date	Type	Tr #	Amount	Account	Vendor	Comment
Project Group: Festivals & Events						
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
Total Revenue:			700.00	Revenue Budget:	0.00	Revenue Difference: 700.00
Total Cost:			173.25	Cost Budget:	0.00	Cost Difference: 173.25
			526.75			526.75
Festivals & Events Project Group Totals						
Total Revenue:			700.00	Revenue Budget:	0.00	Revenue Difference: 700.00
Total Cost:			173.25	Cost Budget:	0.00	Cost Difference: 173.25
			526.75			526.75
Project Group: Youth Group Events						
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
Total Revenue:			1,675.00	Revenue Budget:	1,200.00	Revenue Difference: 475.00
Total Cost:			250.00	Cost Budget:	0.00	Cost Difference: 250.00
			1,425.00			225.00

Budgets

Budgets

- Budgets for Current Year, Next Year, Next Year +1
- Export / Import Budgets

Add Ability to Lock the Budget

Lock/Unlock Budgets

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

☐ Lock Last Year Budget

☐ Lock Current Year Budget

☐ Lock Next Year Budget

☐ Lock Next Year +1 Budget

Submit

Cancel

Reports

				Page	1	of	2		
First Accrual Church of Jim									
Account Balance									
1 January 2014 - 31 January 2014									
Date	Type	Num	Vendor/Customer	Debits	Credits	Balance	CLR	Comment	
210010800 Cash Bank				A-1-183-073					
01/01/14	Chk	5804	Diana Bouz*	0.00	259.63	62,515.19			
01/02/14	Chk	122014	Bank Card	0.00	29.90	62,255.56	Yes		
01/03/14	Chk	1314	Bank Card	0.00	22.95	62,202.71	Yes		
01/03/14	Chk	132014	ADP	0.00	99.03	62,103.68	Yes		
01/08/14	Chk	1082014	ADP	0.00	7,509.57	54,594.11	Yes		
01/08/14	Chk	182014	ADP	0.00	23,047.03	31,547.08	Yes		
01/08/14	Dep	357		7,899.60	0.00	39,446.68	Yes	Quad Donation	
01/08/14	Dep	358		540.00	0.00	39,986.68	Yes		
01/08/14	Dep	359		1,344.00	0.00	41,330.68	Yes		
01/08/14	Dep	360		195.00	0.00	41,525.68	Yes		
01/08/14	Dep	1283	Bank of America	25.00	0.00	41,550.68	Yes		
01/09/14	Chk	5015	Pai Johansen	0.00	1,500.00	40,050.68	Yes		
01/10/14	Chk	6551	SCE	0.00	1,401.24	38,649.44	Yes		
01/10/14	Dep	224		0.00	1,438.01	37,211.43	Yes		
01/10/14	JE	99		32,772.03	0.00	69,983.46	Yes	FACTS Deposit	
01/10/14	JE	99		0.00	744.00	69,239.46	Yes	Returned Check	
01/13/14	Chk	1132014	RETA RCALA	0.00	12.00	69,227.46	Yes	NSF Fee	
01/13/14	Dep	218		850.00	0.00	50,844.20	Yes		
01/13/14	Dep	218		158.00	0.00	51,694.20	Yes	Buck a shoe	
01/13/14	Dep	218		4,080.00	0.00	51,852.20	Yes	Chinese Students	
01/13/14	Dep	218		103.75	0.00	55,932.20	Yes		
01/13/14	Dep	218		1,462.00	0.00	56,035.95	Yes		
01/13/14	Dep	219		2,022.50	0.00	57,497.95	Yes	Bingo	
01/17/14	Chk	1172014	ADP	0.00	85.19	59,520.45	Yes		
						59,435.26	Yes		

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Exporting Reports

Preview Report

View PDF

Memorize Report

Reset Criteria

Cancel

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



pdf

▼

pdf

Xls

Xlsx

Rtf

Mht

Text

Csv

Image

Memorized Reporting Groups

Memorized Report Groups	
▽ Parish EOM Reports	
	Income Statement by Category and Cost Center
	Income Stmt by Account (all Cost Ctrs combined)
	Standard Balance Sheet
	Restricted/Dedicated Rollforward
	Statement of Activities - School
<< Preview All Reports >>	
<< View PDF >>	
<< Rename Group >>	
<< Replicate Group >>	
▷ Parish Cost Center Income Statements	
▷ DRE Monthly Report	
▷ End of Fiscal Year Reports	
▷ Parish EOM Reports*	

Reports: Notes Field Added To Several Statements

** Report Notes



Preview Report

View PDF

Memorize Report

Reset Criteria

Cancel

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

GAAP Reporting

- Report option for printing or not printing the temp/perm restriction



** Report Options

- ☐ Include Inactive History Accounts
- ☐ Print Account Codes
- ☐ Show Numbers Without Cents
- ☒ Temp/Perm Restriction Format
- ☒ Print Shortcuts
- ☐ Suppress Zero Accounts
- ☐ Show Dimension Codes

Imports

What Can I Import?

	Import Budget
	Import Payroll
	Import Deposit
	Import Journal Entry

Import Journal Entry

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

Browse... No file selected.

Import

Journal Entry Import Example

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

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

New Imports

- Vendors

Import Vendors

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

Choose File

No file chosen

Import

- Fixed Assets

Import Fixed Assets

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

Choose File

No file chosen

Import

IDEAS TO SHARE?

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QUESTIONS?

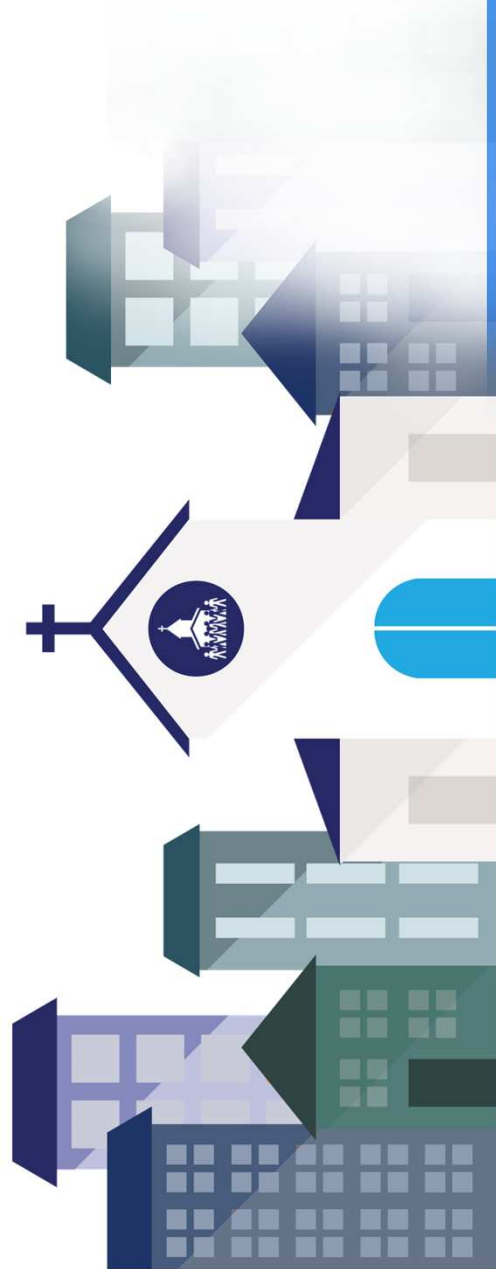
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Thank you!

Evaluation: <https://www.parishsoft.com/2018-roadshows/evals/>

Karen Kasenow-Johnson ParishSOFT



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