

# Importing and Exporting in ParishSOFT Accounting

Karen Kasenow-Johnson  
ParishSOFT



**ParishSOFT®**  
Celebrating 20 Years of Service

# What we will cover...

- Overview
- Organizational Imports
- Consolidation Manager

# What is importing?

- The ability to bring a file from CSV/Excel into ParishSOFT Accounting



# Why is importing more efficient?

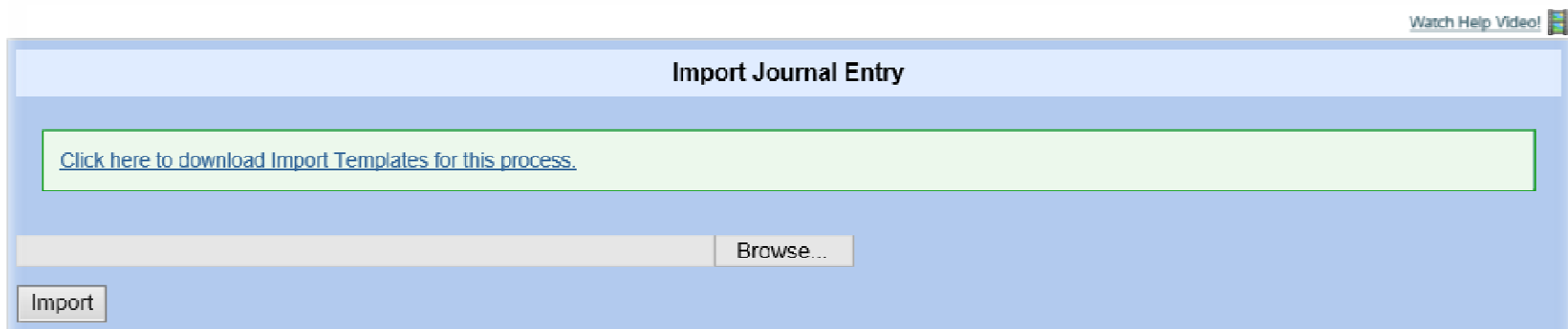
- Simplify creating transactions
- Automate outside payroll importing
- Reduce errors
- Enter multiple transactions at a time





# Importing Templates

- Excel templates
  - Ledgers and Payable
    - Process
      - Import Journal Entry, Deposit, Payroll, Vendor



The screenshot shows a web interface titled "Import Journal Entry". At the top right, there is a link "Watch Help Video!". Below the title, there is a green box containing the text "Click here to download Import Templates for this process." with a blue underlined link. Below this, there is a file upload area with a "Browse..." button. At the bottom left, there is an "Import" button.

# Journal Entry Template

Attachment42.aspx [Read-Only] - Ex

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number

Account Shortcut

Date of Journal Entry

	A	B	C	D	E	F
1	4000.00.10CHU	6/15/2017	62.34	Reclass Coffee and Donuts from Offertory		1
2	4035.00.10CHU	6/15/2017	-62.34	Reclass Coffee and Donuts from Offertory		1
3	5350.00.10DEV	6/30/2017	47.25	Correct Payroll 06/30/2017	Fest	2
4	5360.00.10DEV	6/30/2017	-47.25	Correct Payroll 06/30/2017	Fest	2
5						

Amounts

Comments

Project Code

Transaction No.

Project

Description: Festival

Project Code: Fest

Revenue Budget: 20000.00

Cost Budget: 3000.00

ParishSOFT®  
Celebrating 20 Years of Service

# Deposit Template

Attachment41.aspx [Read-Only]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Paste Clipboard Font Alignment Number

Calibri 11 A A B I U Wrap Text Merge & Center General \$ % ,

B9

	A	B	C	D	E	F	G
1	4000.00.10CHU	6/5/2017	88.88	Offertory 06/04/2017		1	1010.00.PAR
2	4035.00.10CHU	6/5/2017	37.66	Donuts 06/04/2017		1	1010.00.PAR
3	4155.00.10DEV	6/15/2017	224.88	Festival Donation	Fest	2	1011.00.PAR
4	4211.00DEV	6/15/2017	25.52	Festival Food Sales	Fest	2	1011.00.PAR
5	4170.00.20STUDATHL	6/30/2017	350.75	Basketball	BB	3	1010.00.PAR
6							

Account Shortcut

Date of Journal Entry

Amounts

Comments

Project

Project Code

Bank Account Shortcut

Transaction No.

Description: Festival

Project Code: Fest

Revenue Budget: 20000.00

Cost Budget: 3000.00

**ParishSOFT®**  
Celebrating 20 Years of Service



# Payroll Template

Account Shortcut

Amounts

Comments

Date of Payroll

	A	B	C	D	E
1	5005.00.30.450SADM	7/14/2017	2841.62	June 14 2017 Payroll	
2	5005.00.30.450INSTR	7/14/2017	1652.96	June 14 2017 Payroll	
3	5005.00.30.450INSTR	7/14/2017	0	June 14 2017 Payroll	
4	5005.01.30.450INSTR	7/14/2017	0	June 14 2017 Payroll	
5	5005.00.30.450SMAIN	7/14/2017	1360	June 14 2017 Payroll	
6	5005.00.30.450EDP	7/14/2017	0	June 14 2017 Payroll	
7	2100.00.EL	7/14/2017	-81.78	June 14 2017 Payroll	
8	2106.02.EL	7/14/2017	0	June 14 2017 Payroll	
9	5143.00.30.450SADM	7/14/2017	-45	June 14 2017 Payroll	
10	2106.01.EL	7/14/2017	-34.98	June 14 2017 Payroll	
11	5140.00.30.450SADM	7/14/2017	441.76	June 14 2017 Payroll	
12	5550.01.30.400SADM	7/14/2017	96.93	June 14 2017 Payroll	
13	1010.00.EL	7/14/2017	-96.93	June 14 2017 Payroll	
14	1010.00.EL	7/14/2017	-3567.37	June 14 2017 Payroll	
15	1010.00.EL	7/14/2017	-1226.03	June 14 2017 Payroll	
16	1010.00.EL	7/14/2017	-1341.18	June 14 2017 Payroll	
17					

# Vendor Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Vendor Name (required)	Check Name (if different from vendor name)	Address Line 1	Address Line 2	City	State	Country	ZipCode	Account Number	Contact	Phone Number	CellPhone	Fax	Email	Ta
2															
3															
4															

Vendor Name (required)  
 Check Name (If different from  
 vendor name)  
 Address Line 1  
 Address Line 2  
 City  
 State  
 Country  
 Zip Code

Account Number  
 Contact  
 Phone Number  
 Cell Phone  
 Fax  
 Email  
 Tax ID  
 1099 Flag (TRUE or FALSE)

# Fixed Asset Template

	A	B	C	D	E	F	G	H
1	Asset Name	Description	Asset ID	Asset Category	Entity	Date Acquired	Cost	
2								
3								
4								
5								
6								

Asset Name

Description

Asset ID

Asset Category

Entity

Date Acquired

Cost

# Tips for Importing

- Journal Entry and Payroll Import make sure amount column totals zero
- Make sure formatting of the columns has not changed
- There are no “,” in the file
- Save file as a .csv

- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Publish
- Close
- Account
- Options

Attachment42.aspx [Read-Only] - Excel

Save As

← → ↕ ↗

ACCOUNTING (\\DIOFS... > Cathedral

Search Cathedral

Organize ▾ New folder

Documents

Downloads

Music

Pictures

Videos

Local Disk (C:)

STORE N GO (F:)

tiffany (\\DIOFS1\

DATA (\\DIOFS1) (

ACCOUNTING (\\

Name	Date modified	Type
Credit Card Bills	7/3/2017 2:09 PM	File folder
2015-2016 Trial Bal.csv	10/31/2016 12:56 ...	Microsoft Excel

File name: journalentryimport.csv

Save as type: CSV (Comma delimited) (\*.csv)

Authors: Tiffany Martin Tags: Add a tag

Hide Folders Tools Save Cancel

Microsoft Excel

i

Some features in your workbook might be lost if you save it as CSV (Comma delimited).

Do you want to keep using that format?

Yes

No

Help

# Importing Journal Entries, Deposit or Payroll

- Ledgers and Payables
  - Process
    - Import Journal Entry
    - Import Deposit
    - Import Payroll

# Import Journal Entry

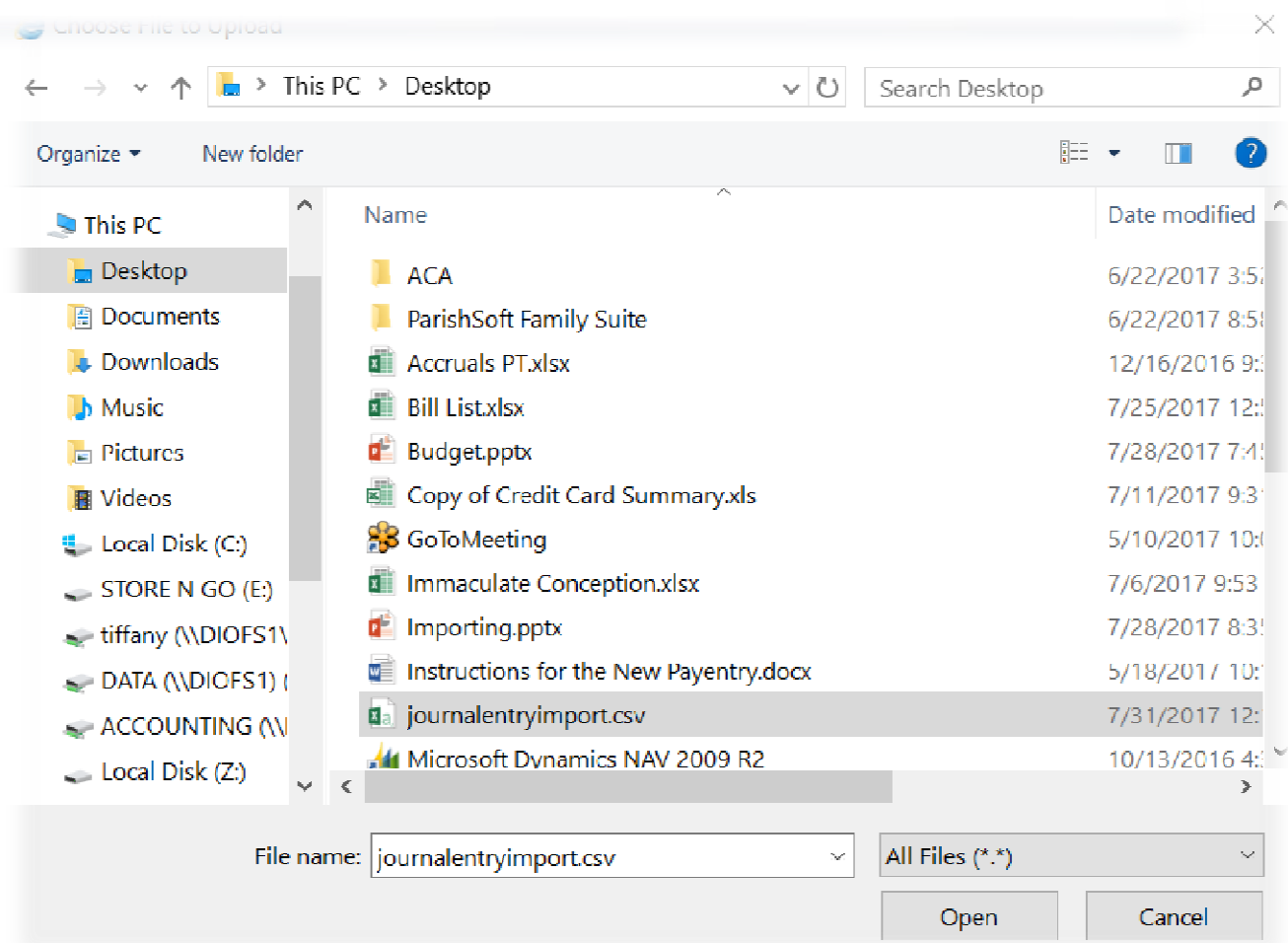
Watch Help Video!

### Import Journal Entry

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

Browse...

Import



# Import Journal Entry

**Import Journal Entry**

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

C:\Users\tiffany\Desktop\journalentryimport.csv


[Watch Help Video!](#) 

2 transaction(s) to be created. Click the button below to create transactions.

**Create Journal Entry**




# Import Journal Entry

[Watch Help Video!](#) 

An Account with the Shortcut 4001.00.10CHU does not exist or has been archived. The transactions cannot be created.

Create Journal Entry

Cancel


[Watch Help Video!](#) 

Total debits do not equal total credits for Transaction Number 1. No transactions have been created..

Create Journal Entry

Cancel

### Journal Entry Information










[Watch Help Video!](#) 

Entry Number:

Date:

Comment:

☐ Insert Reversing Journal Entry

	#	Account	Debit	Credit	Comment	Project
	1	4000.00.10CHU: Offertory I-10-105-100-4000-00 	62.34	0.00	Reclass Coffee and Donuts	
	2	4035.00.10CHU: Coffee & Donuts I-10-105-100-4 	0.00	62.34	Reclass Coffee and Donuts	
	3					
Total:			62.34	62.34		


[More Lines](#)

### Journal Entry Information










[Watch Help Video!](#) 

Entry Number:

Date:

Comment:  

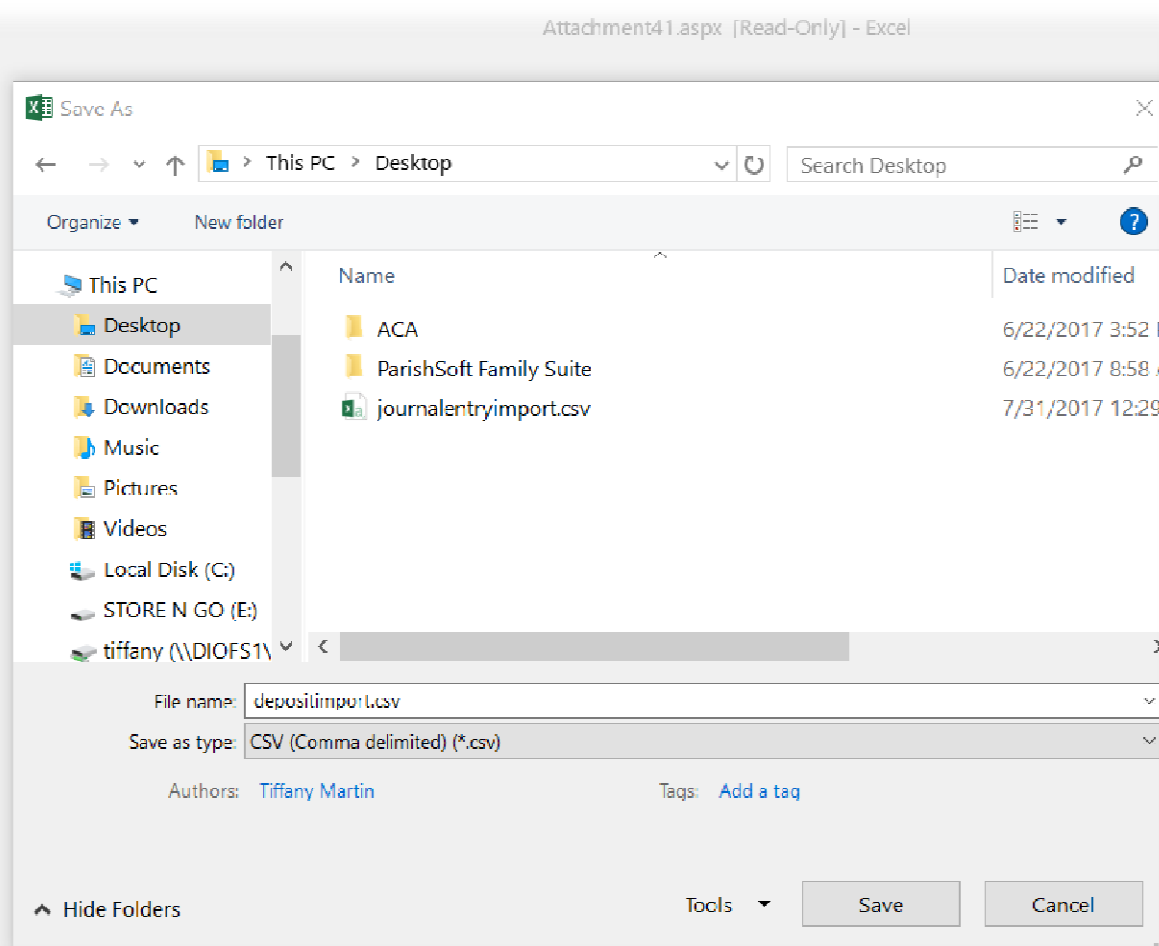
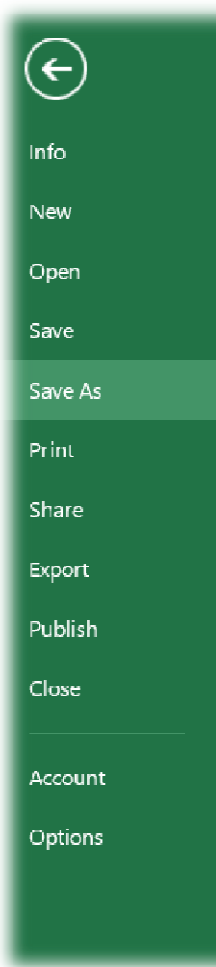
☐ Insert Reversing Journal Entry

	#	Account	Debit	Credit	Comment	Project
	1	5350.00.10DEV: Printing - External E-10-150-000 	47.25	0.00	Correct Payroll 06/30/2017	FUND:Festival 
	2	5360.00.10DEV: Postage E-10-150-000-5360-00 	0.00	47.25	Correct Payroll 06/30/2017	FUND:Festival 
	3					
Total:			47.25	47.25		

[More Lines](#)

# Importing Deposits

- Simplify weekly giving input
- Automate process
- Reduce errors
- Enter multiple deposits at a time



# Importing Deposits

Microsoft Excel



Some features in your workbook might be lost if you save it as CSV (Comma delimited).  
Do you want to keep using that format?

Yes

No

Help

# Importing Deposits

- Ledgers and Payables
- Process
- Import Deposit

# Importing Deposits

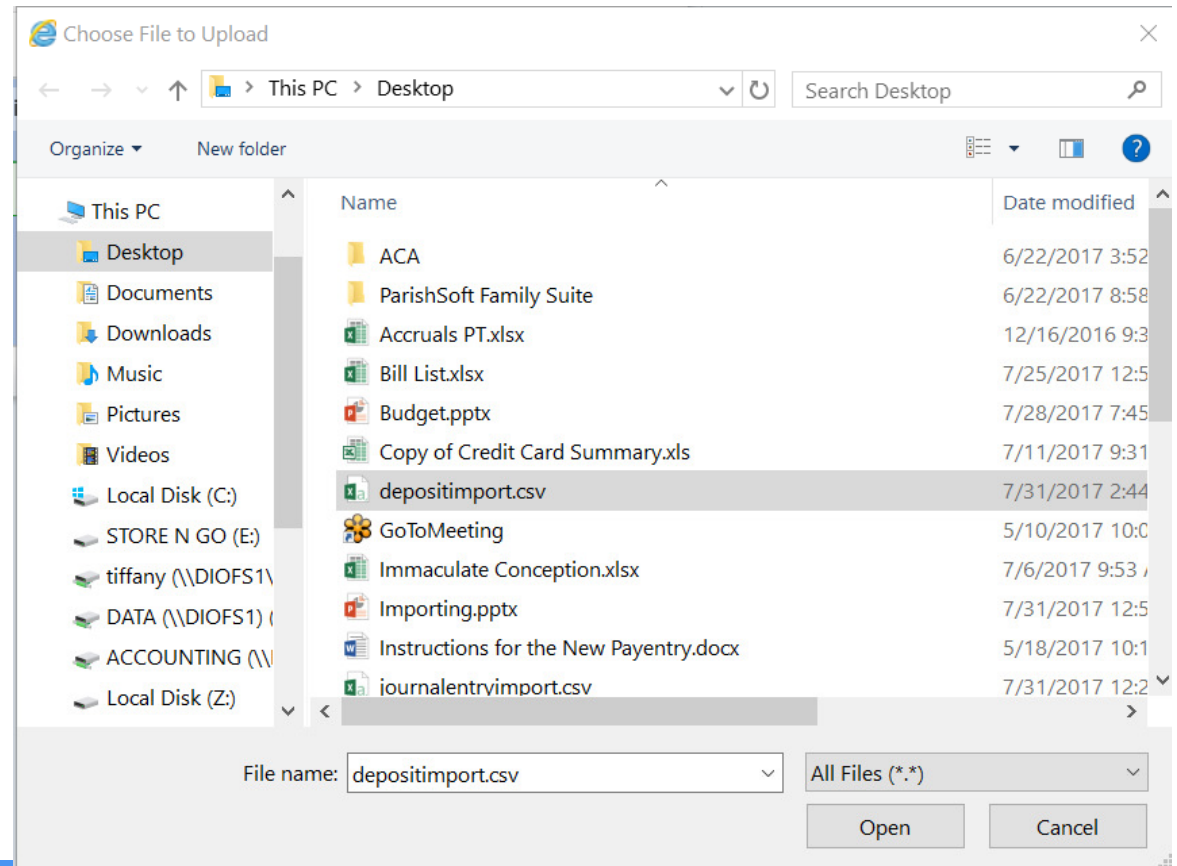
Watch Help Video!

### Import Deposit

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

Browse...

Import



# Importing Payroll

[Watch Help Video!](#)

**Import Payroll**

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

No file chosen

# Importing 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



# Importing Fixed Assets

The screenshot shows the ParishSoft software interface. At the top, there is a navigation bar with tabs for Church Manager, Ledger and Payables, Payroll, Fixed Assets, Accounts Receivable, and Ledger Report Writer. Below this, a sub-menu for Fixed Assets includes icons for Fixed Assets, Process, Setup, and Reports, with labels 'Entry Screens' and 'List Screens' underneath. The main content area is titled 'Import Fixed Assets' and contains two green-bordered boxes with links: 'Click here to view Fixed Asset Import Instructions.' and 'Click here to download Fixed Assets Import Template.' At the bottom, there is a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Import' button.

Church Manager Ledger and Payables Payroll Fixed Assets Accounts Receivable Ledger Report Writer

Fixed Assets Process Setup Reports

Entry Screens List Screens

**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

# Consolidation Manager Imports

# Consolidation Manager Transaction Import

- Consolidation Manager users only
- Ability to import standard transactions for bills, deposits, and journal entries and push the transaction out to each organization as a bill, deposit or journal entry

# Consolidation Manager

## Chart of Accounts Import

- Consolidation Manager users only
- Ability to add a department to your standard chart of accounts and activate each account in every organization

# QUESTIONS?

**ParishSOFT®**  
Celebrating 20 Years of Service

# Thank you!

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

**Karen Kasenow-Johnson**  
**ParishSOFT**



**ParishSOFT®**  
Celebrating 20 Years of Service