

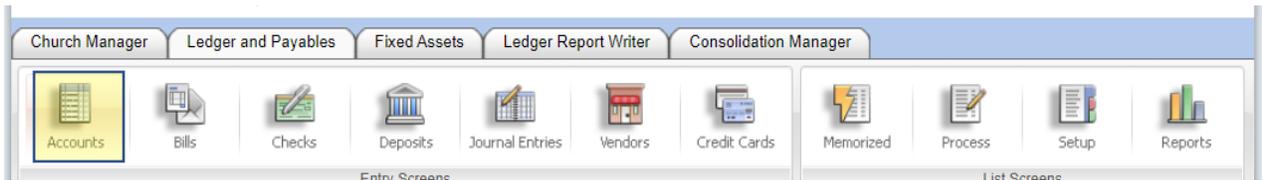
Office of Parish Finance Parish Bulletin

TOPIC

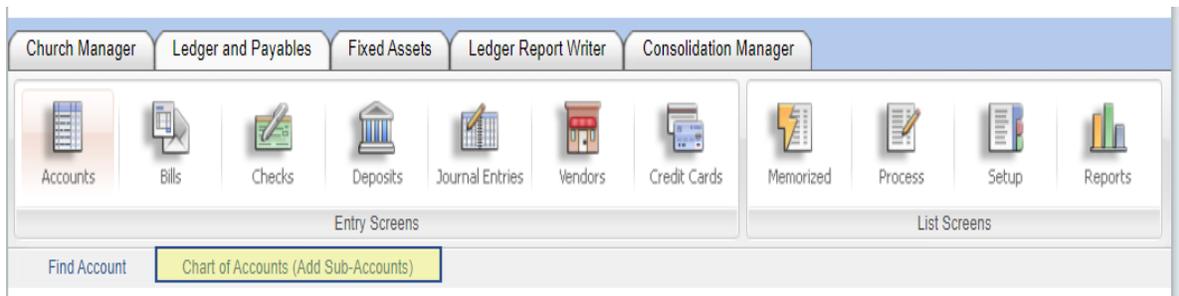
Activating a new GL Account in Parishsoft

There is a complete chart of accounts in Parishsoft. Your Parish has a set of accounts they use. Occasions may occur when you have the need to activate a new account. Below are the instructions.

1. Log into Parish Soft.
2. Select accounts on the top tool bar.



3. Select Chart of Accounts (Add Sub-accounts) from the grey bar above Account information.



4. From the Account Type drop down choose the type of account you are setting up. In this example we will use a liability account.
 - a. Account Type: Liability.
 - b. Entity: General.
 - c. Fund: Left blank.
 - d. Category: Left blank.
 - e. Class: Left blank.
 - f. Sub-Class: Left blank.
 - g. Natural Account: Because we know the account number, in this case we are using 2012.00GEN, you will just start typing in the account. It will pop up highlighted so you can select it. (If you do not know the account number you want to use, you can select the drop down and all the account numbers will be available.)
 - h. Description: Left blank.
 - i. Select Search

Church Manager | Ledger and Payables | Fixed Assets | Ledger Report Writer | Consolidation Manager

Accounts | Bills | Checks | Deposits | Journal Entries | Vendors | Credit Cards | Memorized | Process | Setup | Reports

Entry Screens | List Screens

Chart of Accounts

Account Type: Liability

Entity: 101: General

Fund: []

Category: []

Class: []

Sub-Class: []

Natural Account: 2012: Payroll Clearing Account

Description: []

Search Show All

5. You will now see the account number at the bottom with a box next to it. Select that box.

Chart of Accounts

Account Type: Liability

Entity: 101: General

Fund: []

Category: []

Class: []

Sub-Class: []

Natural Account: 2012: Payroll Clearing Account

Description: []

Search Show All

1 records returned

Liability

- Unrestricted
 - Current Liabilities
 - Payables
 - Payroll Liabilities
 - Payroll Clearing Account
 - L-101-00-5-50-2012-00, Payroll Clearing Account, 2012.00GEN

Submit Cancel

6. Choose Submit at the bottom of the page and that account will now be set up.

Although some boxes were left blank in this example, you can search for an account using any of the boxes in the chart of accounts, such as Fund, Class, etc.

Remember if the account you are activating needs to be set up in more than one department (income and expense) or more than one entity, you will need to activate them in each.