

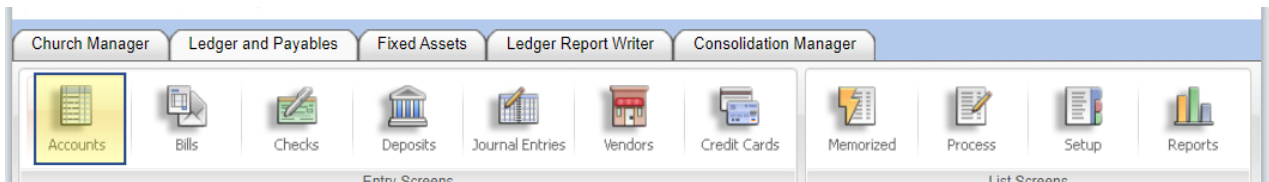
Office of Parish Finance Parish Bulletin

TOPIC

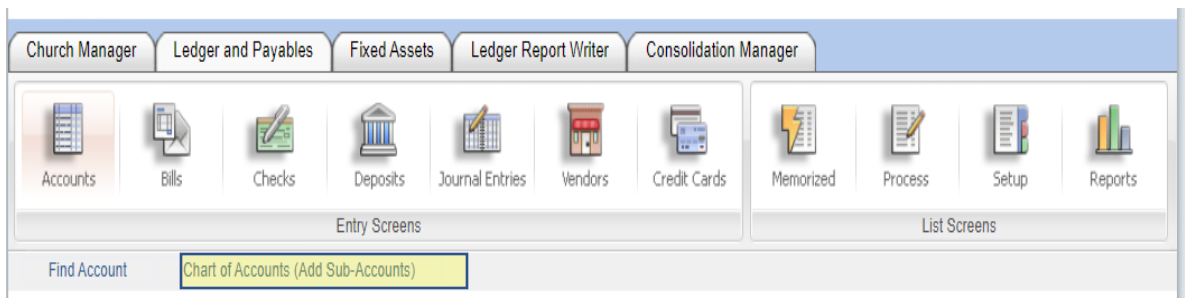
Activating a new GL Account in Parishsoft

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

Search

Show All

Entity

101: General

Fund:

Category:

Class:

Sub-Class:

Natural Account:

2012: Payroll Clearing Account

Description

1 records returned

Liability

Unrestricted

Current Liabilities

Payables

Payroll Liabilities

Payroll Clearing Account

☐ L-101-00-5-50-50-2012-00, 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.