# ParishSOFT | Offering

#### Fund Management and Permissions exercise

- 1. Click Fund Management
  - a. Click on Add Fund
    - i. Fund number: 10-19-99
    - ii. Description Festival
    - iii. Click the Add Fund button
    - iv. Click Close on Fund details screen

#### 2. Click Fund Permissions

- a. Manage by Fund (default)
  - i. Select Festival fund
    - 1. Click Select All
    - 2. Click Save
    - 3. Click Ok
- b. Select Manage by Member
  - i. Select the top member
  - ii. Click Close
- 3. Edit Fund
  - a. Click on the Edit Icon to the left of Holy Days Special Collections
    - i. Click Edit
    - ii. Remove everything after Holy Days
    - iii. Click Save
    - iv. Click Close

# **Batches and Contributions exercise**

#### **Creating batches**

- 1. Add a Quick Entry batch
  - a. Batch Description "Last Sunday's Date 9am Sunday"
  - b. Fund Offertory
  - c. Date Opened Today's Date
  - d. Set the Cash total 550
  - e. Batch Type to be Quick Entry Posting
  - f. Click Add Batch
  - g. **Close** the batch details screen
- 2. Add a Detailed batch
  - a. Batch Description "Last Sunday's Date 11am Sunday"
  - b. Fund Offertory
  - c. Date Opened Today's Date
  - d. Set the Cash total **550**
  - e. Batch Type to be Detailed Posting
  - f. Click Add Batch
  - g. Close the batch details screen

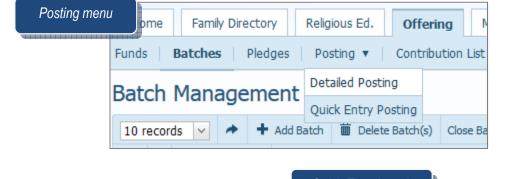
- 3. Add a correction batch
  - a. Add Batch
  - b. Batch Description "Last Sunday's Date Correction"
  - c. Choose the Fund of **Offertory**
  - d. Date Opened Today's Date
  - e. Set the Cash total (-50.00)
  - f. Batch Type to be Detailed Posting
  - g. Click Add Batch
  - h. Close the batch details screen.

#### If you don't see your batch, check the status as shown below.

Funds Batches Pledges Posting V Contribution List Online Giving Giving History Import Reports												
Batch Management Cathedral of San Demo, Ann Arbor												
10 records 🖌 🛧 🕂 Add Batch 🛍 Delete Batch(s) Close Batch(s) Quick Repo						Quick Reports	•					
A	C	Status △	Batch			Cash	ı	Pledge		Count	Fund	Batch II
		Open 🗸										
		Open	Building Campaign			\$0.00		\$300.00	2	Building Fund Campaign	6415	
		Closed	Offertory	Pledge			\$0.00	\$10	,400.00	10	Offertory	6405
٠		Quick Entry			m							
Page 1 of Committed All												

# Stop and wait for instructor

#### Batch Entry Quick Entry posting



(	Quic	k Entry Batch Details		Quick	Quick Entry launch				
	2 Clear Batch 🛃 Launch Quick Entry Contribution Posting Page						Quick Reports 🔻		
	Batch		Total Entered	Balance	Count	Updated			
	Second Collection from last weekend		\$0.00	\$760.00	0	1/1/2017			

Quick Er	ntry Contrib	ution Posting	Quick Entry Posting page	×
Batch In	formation	[	2016-12-31 Sunday Collection (64211)	•
<b>Total</b> \$600.00	<b>Balance</b> \$0.00	Transactions 7 transaction(s) - ✓ 7 valid - 🗙 0 invalid - 🏨 7 fam	ily - 🤰 0 member	
Default P	osting Data		🔅 Options a	nd Filters
Fund Offe	rtory	▼ Date 1/30/2017 🛗 Type	Check 🔻	
Posting				
Env #	Amount S	tatus		
8650	50	Schultz, Chris and Denise (4838 N Arvilla Dr)		۵. 🛍
3890	15 🗸	Peterson, Loren (4638 Tamworth Rd)		✿。 🛍
2495	40 🗸	Barkley, Randy and Debra (2315 Castlewood Dr)		۵. 🛍
5237	75	Meber, Jim and Kris (5320 Carlingfort Dr)		۵. 🛍
1687	100 🗸	Davis, Dale (8087 Sundon Dr)		۵. 🛱
6332	20	▶ Jt Miler. Christopher and Erica (7135 Cloister Rd)		<b>\$</b> . m̂
		You have completed the batch. Click h	ere to Commit. Cose	

#### To add additional fields, click Options and Filters.

Note: You can add the filters or remove them at any time. If you entered information in the system will save it. See next page for what filters you can add/remove.

Options and	d Filters		
Family / Mer	nber Lookup	Option	ns and Filters
Select which looku	p fields will be visible on each line item		
Lookup By	Envelope Number	<b>v</b>	
1	Envelope Number		
Additional F	Last Name (Family & Member)		
Removing additio The field is only r	Both	emove the field from the posting page	e.
Check Nur Memo	nber		
Posting Filte	rs		
Family Reg. Sta	atus Both	T	
Family Gr	oup All Groups	•	
	Save	cel	

### Quick Entry posting exercise

- 1. Entering data
  - a. From the Offering tab click Posting
  - b. Click Quick Entry Posting
  - c. Find the batch you created, click on the radio button to the left of the batch
  - d. Click Launch Quick Entry Contribution Posting Page
  - e. Click Hide this tip forever
  - f. Add additional fields
    - i. Click on Options and Filters
    - ii. Choose Both
    - iii. Check box left of Number
    - iv. Check box left of Memo
    - v. Click Save
  - g. Enter the following in the Env# field
    - i. Env #1129 A:50
    - ii. Env #5314 A:50 (error) revise to 5317
    - iii. Env #1368 A:50
    - iv. Env #1299 A:50
    - v. Env #3330 A:50 Building Fund (note: pledge)
  - h. Posting (One check to 2 funds)
    - i. Env #884 A:50 check 3578
    - ii. Env #884 A:50 check 3578
      - 1. Edit the **Fund** by clicking on Gear
      - 2. Change to Holy Days
    - iii. Env #4249 A:50 check 3241
    - iv. Env #4249 A:50 check 3241-Prayer Candles to note field

Q.

Q.

- 1. Edit the Fund by clicking on Gear
- 2. Change to Prayer Candles
- 2. Adding contributions by last name instead of envelope number
  - a. Go to Quick Entry posting and open your 9 am batch
    - b. Search Last Name Simpleton
      - i. Click on Stanley and Sally (family)
      - ii. Amount 50
      - iii. Check **# 136**
    - c. Search Last Name Cash
      - i. Click on Loose Cash
      - ii. Amount **50**
    - d. Click on Options and Filters
    - e. To remove the check # field
      - i. Click on Options and Filters
      - ii. Mark the box for Check #
- 3. **Commit** the batch
  - a. Click on You have completed the batch. Click here to Commit
  - b. Click Commit Batch
  - c. Run a report if necessary, then close the batch
- 4. Reports from Quick Entry
  - a. Click the radio button to the left of your 9am batch in the Batches screen
  - b. Click Quick Reports
  - c. Click View Quick Entry Batch Report
- 4 |Page

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- 5. Additional reports
  - a. Contribution List
  - b. Batch Detail
  - c. Batch Summary

Note: You will not find your Quick Entry batch details until you have committed the batch.

#### Stop and wait for instructor

### **Detailed posting exercise**

Default Posting Da	ata					
Batch:	Fund:			Payment Type:		Choose the batch
YYYY-MM-DD 11 AM Su	✓ Offertory		$\sim$	Cash	~	
None						
E Building Campaign (641	157)					
Contribution Import 013	3117_1200 (6430	5)				
Offertory Pledge (64054	4)					
YYYY-MM-DD 11 AM Su	-				$\sim$	
Death Ter				TD.		
	Detailed Posting				Cathedral of San	Demo, Ann Arbor
	-					Jenio, Ann Alboi
E	Batch Information	Diadaaa.		Transation County	Posting Filters	
	Cash: Total: \$550.00	Pledges:		Transaction Count:	Family Registration Statu Family Grou	
Detailed posting scree	en \$ 550.00	\$0.00			ranny Grou	P: All Groups
	Default Posting Data				Posting Options	
	-	und:	F	Payment Type:	Input For:	Input By:
	YYYY-MM-DD 11 AM Sur ~	Offertory	~	Cash 🗸	Family	V Name V
E	Posting				Post to Preview	
[	Posting Date: Pled	ge:			Envelope Numbe	er: 0
	10/18/2017			~	Nam	
	Post To:			ID:	Family or Member II	
			_		Address Address	
	100000000	mount: ; 0.00		Check Number:	Cit	
I	Memo:				Stat	
					Postal Cod	e:
Last Contribution Posted Date Donor Env #				11		View Giving History
				nv # Amount		
				Save	ar	

#### 1. Entering Data

- a. From the Offering Tab click Posting
- b. Click Detailed Posting
- c. Set the Default Posting Data to "Last Sunday's Date 11am Sunday"

- d. Fund Offertory (Fund will default to the fund you chose when you created the batch.)
- e. Date- \*Last Sunday's Date\*
- f. Payment Type Check or Cash
- g. Options and Filters
  - i. Lookup by Envelope number
  - ii. Posting Filters- Both and All Groups
- h. Posting:
  - i. EN: 1129 A:50
  - ii. EN: 5314 A:50 (error, change to 5317)
  - iii. EN: 1368 A:50
  - iv. EN: 1299 A:50
- i. Posting (One check to 2 funds)
  - i. Env#: 884 A:50 check 3578
  - ii. Click Save
  - iii. Env#: 884 A:50 check 3578
  - iv. Scroll up to the Fund and change to Holy Days
  - v. Click Save
    - a. Change Fund to Offering
- 2. Search by last name
  - a. Search Last Name **Simpleton** 
    - i. Click on Stanley and Sally
    - ii. Amount 50
    - iii. Search by Last name Cash
    - iv. Click on Loose Cash family
    - v. Amount **50**

#### Stop and wait for instructor

### **Contribution List Exercise**

Γ	- Contribution List Filters -	Qui	ck end y Posung			
	Start Date	End Date				
	01/01/2013	10/18/2017	View Contributions			
	10 records 🖂 💾	S 🔺 🕯	ī /			Quick Reports 🔻
	■ Posting Date マ	Env #	Name	Amount	Fund	Batch
	07/03/2017	884	Mueller, Eric and Rebecca	\$370.00	Offertory	Contribution Import (
	07/03/2017	1129	Adams, Todd and Jane	\$770.00	Offertory	Contribution Import (

Oops, we made a mistake! How we can correct a posting amount, fund, batch or date?

- 1. Click on Contribution List
- 2. Start Date enter a date
- 3. End Date enter a date
- 4. Click View Contributions
- 5. Edit Envelope **1129** and amount of **50** 
  - a. Fund Christmas Flowers
    - b. Reason Wrong Fund
    - c. Save

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#### **Closing a batch exercise**

- 1. From the Offering tab click Batches
- 2. Click the Edit icon 🧖 to the left of the batch "Last Sunday's Date 11am Sunday"
- 3. Update your Cash total to reflect the actual amount entered
- 4. Enter Reason: updated cash total
- 5. Click Save
- 6. Click Close Batch

#### **Correction Batch**

- 1) We created our batch earlier. Click **Posting**
- 2) Click Detailed Posting
- 3) Select the batch Last Sunday's Date Correction Batch
- 4) Fund will default to Offertory
- 5) Check your date
- 6) Posted to wrong Fund
  - a) Enter Envelope 1129
  - b) Date: Same as original posting
  - c) Amount -50.00
  - d) Save
  - e) Enter Envelope **1129**
  - f) Date: Same as original posting
  - g) Amount **50.00**
  - h) Fund: Christmas Flowers
  - i) Save
- 7) Bounced Check
  - a) Enter Envelope #5317
  - b) Date: Same as original posting date
  - c) Amount **50**
  - d) Make sure fund is the same as original fund
  - e) In Comment field type: NSF
  - f) Save
- 8) The batch is now balanced and can be closed

#### **Extra Envelope Numbers**

- 6491
- 2495
- 7369
- 1687
- 3890
- 8650

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- 855
- 4249
- 1770
- 5237
- 3277

# **Reports**

a) Audit- Administrators will only ones who see this

- i) By Type
- ii) By User
  - (1) Check the boxes beside the type of changes you need to see. Can select all three if needed.
  - (2) Enter the date range for when changes were made.
  - (3) Can select specific funds or view all. Clicking on specific funds will cause list of funds to appear allowing you to choose the funds you need.
  - (4) Click View Report to see any changes made to the batches/contributions/pledges that meet the filter criteria you set.

#### b) Contribution Reports

#### Contribution Statements:

- (1) Funds:
  - (a) You must select at least one fund. You can use the checkbox beside **Description** to select all. Click Next when done.
- (2) Options:
  - (a) Report Format
    - (i) **Detail** lists individual contributions
    - (ii) Summary shows total contribution fund
  - (b) Delivery Format
    - (i) Paper Statements
    - Electronic Statements- This allows your MOC to Download their Statements in MOC.
  - (c) Sorting- This allow you to choose how the report will sort the contributions
  - (d) Date Select date range to include contributions by either typing in the date or using the calendar icon.
  - (e) Amount allows you to set Total(sum) min/max amount given for the selected date range
  - (f) Include \$0 contributions will allow you to including contributions you posted as \$0.
  - (g) Membership Filters allow you to filter for specific groups of people based on Registration status, Family Group status, and Family/Member Workgroups
  - (h) "Givers" filters allow you to choose which givers you want to see in your results:
    - (i) Show Filter Those who meet the filters you set on right
    - (ii) Show All givers and non-givers who meet the filters
    - (iii) Show All Except Filtered Givers All except those who meet the filters you set
    - (iv) Show Non-Givers
  - (i) Contribution Source
    - (i) Family gives family contrib. info
    - (ii) Member gives individual member contrib. info
  - (i) Include Member contributions will allow you to add contributions that were posted to member records on the family statements to get one statement. Electronic Statements-
    - (i) This will allow you to include in your list of givers the people have downloaded their statements or uncheck to not include them.
- (3) Click Next when done.
- (4) Template:
  - (a) Statement Date

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- (b) Body of Statement Space is provided on the statements for a short note from the pastor. Body will need to be saved in order to print on the statements. *Note: Add a sentence or two to see what it looks like.*
- (c) Signature- Allows you to add a picture of the pastor's signature to the letter. For more information go to:

http://help.parishsoft.com/eoy/cn-family-suite.htm and view option #4.

- (d) Printed Name allows you to have a pastor's name be printed under the signature
- (5) Click **Next** when done.
- (6) Givers:
  - (a) On givers screen, you can choose individual statements to print by checking box beside person's name.
  - (b) Check the box beside Family Name to select all.
  - (c) Click View Statements to generate statements for givers selected. Click Print Labels to generate labels for givers selected.
- (7) Tip: Statements print in alpha order.
- ii) **Contribution Summary**: Prints a summary by family of overall amount given to funds selected (gives one total per family)
  - (1) Funds:
    - (a) Must select at least one fund. Can use the checkbox beside Description to select all. Click **Next** when done.
  - (2) Filters:
    - (a) Select date range by either typing in the date or using the calendar icon
    - (b) Total Given allows you to set overall min/max amount given for the selected date range
    - (c) Include \$0 contributions will allow you to including contributions you posted as \$0.
    - (d) "Include Non-Givers" checkbox gives you the option to include those who have not contributed during the date range you selected.
    - (e) Membership Filters allow you to filter for specific groups of people based on Registration status, Family Group status, and Family Workgroups
  - (3) Click **Next** when done.
  - (4) Givers:
    - (a) On givers screen, can choose individual statements to print by checking box beside person's name.
    - (b) Check the box beside Family Name to select all.
    - (c) Click Print Report to see list of families and their total contribution amount.

### **QUESTIONS FROM CLASS**

- 1. How do I delete a posting?
- 2. How do I see fields such as Last Name or Check number?
- 3. What happens to contributions if I don't commit the batch?
- 4. Where can I post a negative number?
- 5. Why would I want to post a negative
- 6. How do I close more than one batch at a time?

## **TIPS & TRICKS**

- When using additional fields in Quick Entry like Check # or Memo, realize that you will need to click Tab or Enter more times to save down to the next line
- Detailed batches are the only type that can be used for corrections
- Be sure to backdate a correction line item to
- Make sure your Funds are created appropriately if they're Tax Deductible

#### **ANSWER KEY**

- For Quick Entry, click the trash can next to line item. For Detailed, go into the Contribution List, mark it and remove.
   In Quick Entry, click on the Options and Filters link, then check the boxes 3. They will stay in the batch and not post to families.
   Only in Detailed batches 5. In a correction batch, to offset a previous problem contribution 6. Mark boxes next to each