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

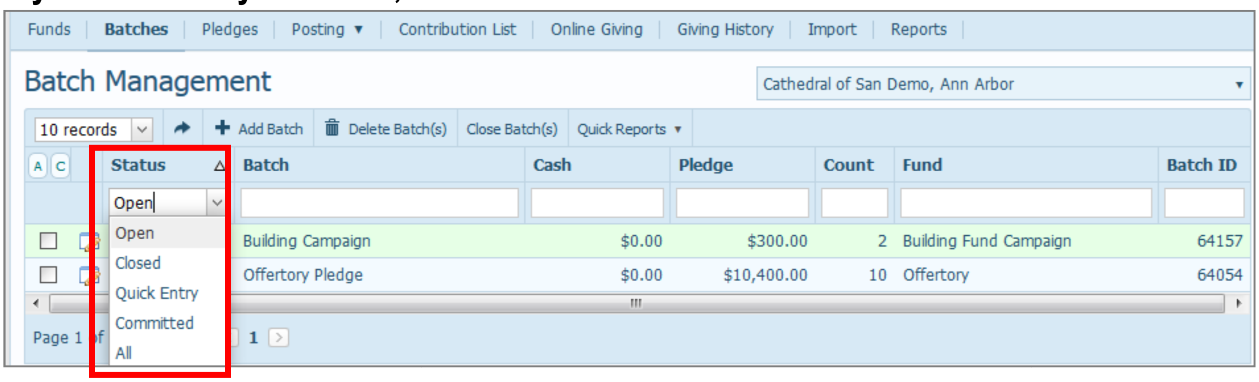
Creating batches

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

3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com

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.

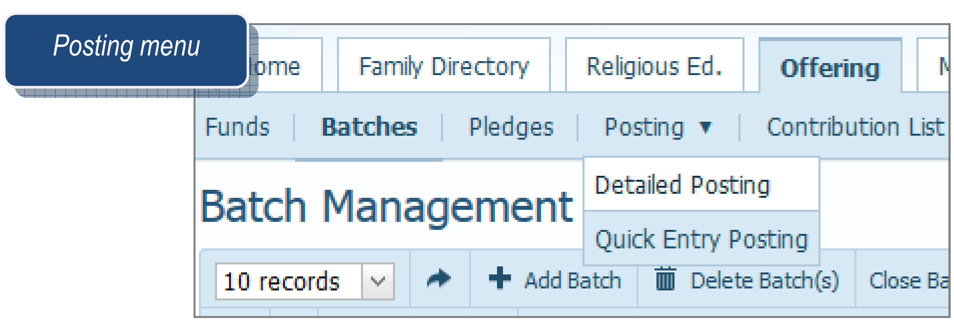
If you don't see your batch, check the status as shown below.

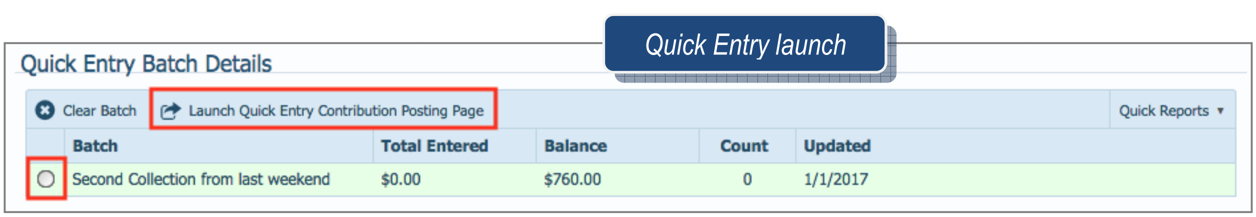


<u>Stop and wait for instructor</u>

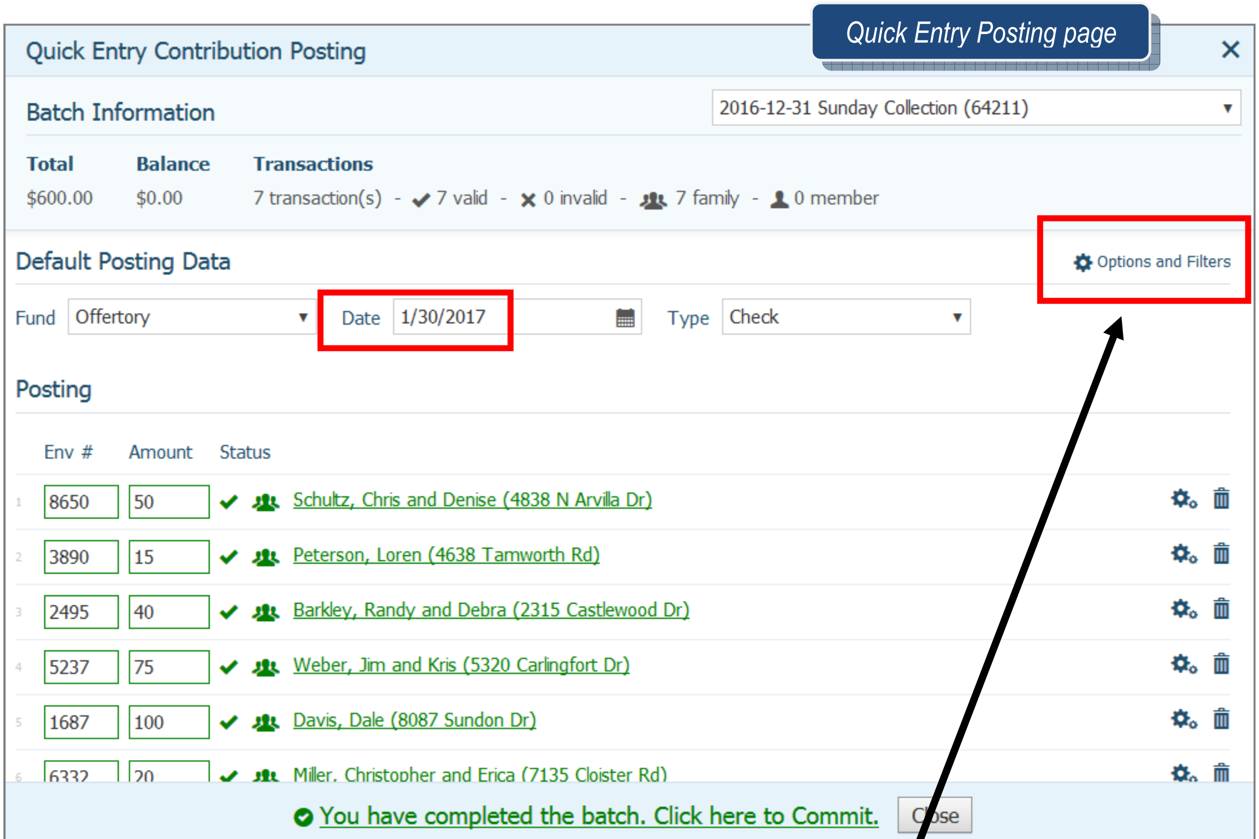
Batch Entry

Quick Entry posting



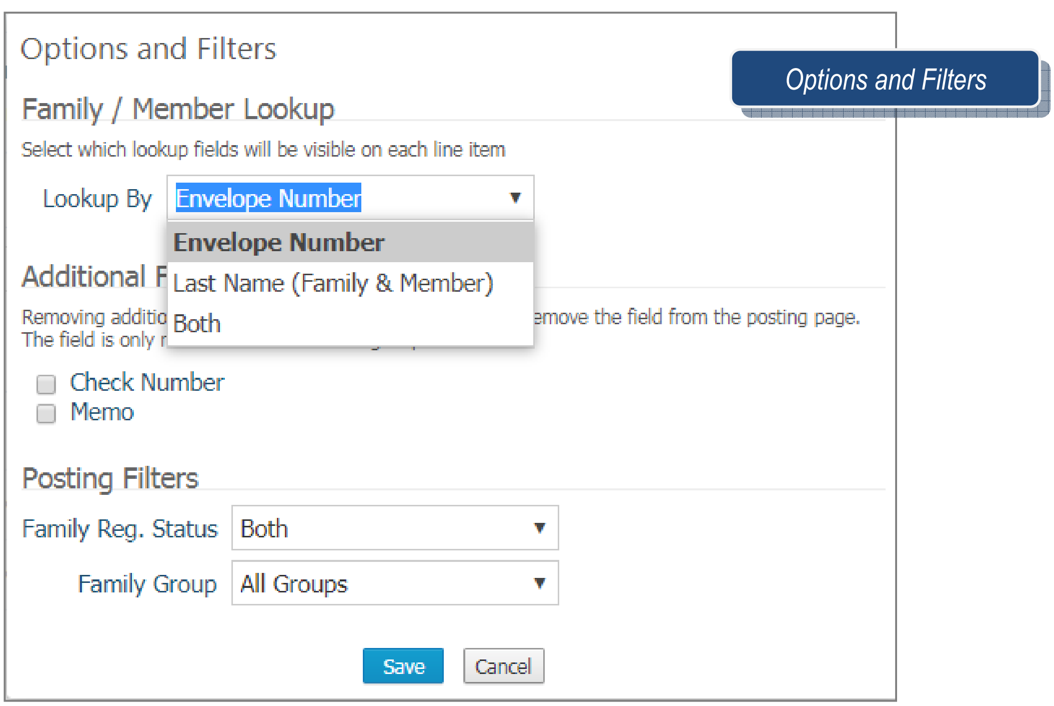


3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com



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.



3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com

Quick Entry posting exercise

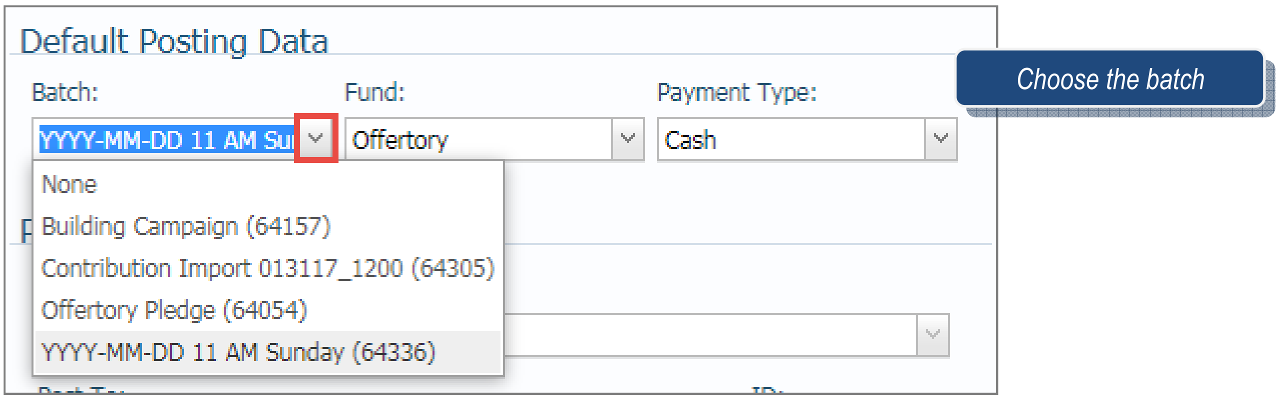
1. Entering data
    a. From the Offering tab click **Posting**
    b. Click **Quick Entry Posting**
    c. Find the batch you created, click on the radio button to the left of the batch
    d. Click **Launch Quick Entry Contribution Posting Page**
    e. Click **Hide this tip forever**
    f. Add additional 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
            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**

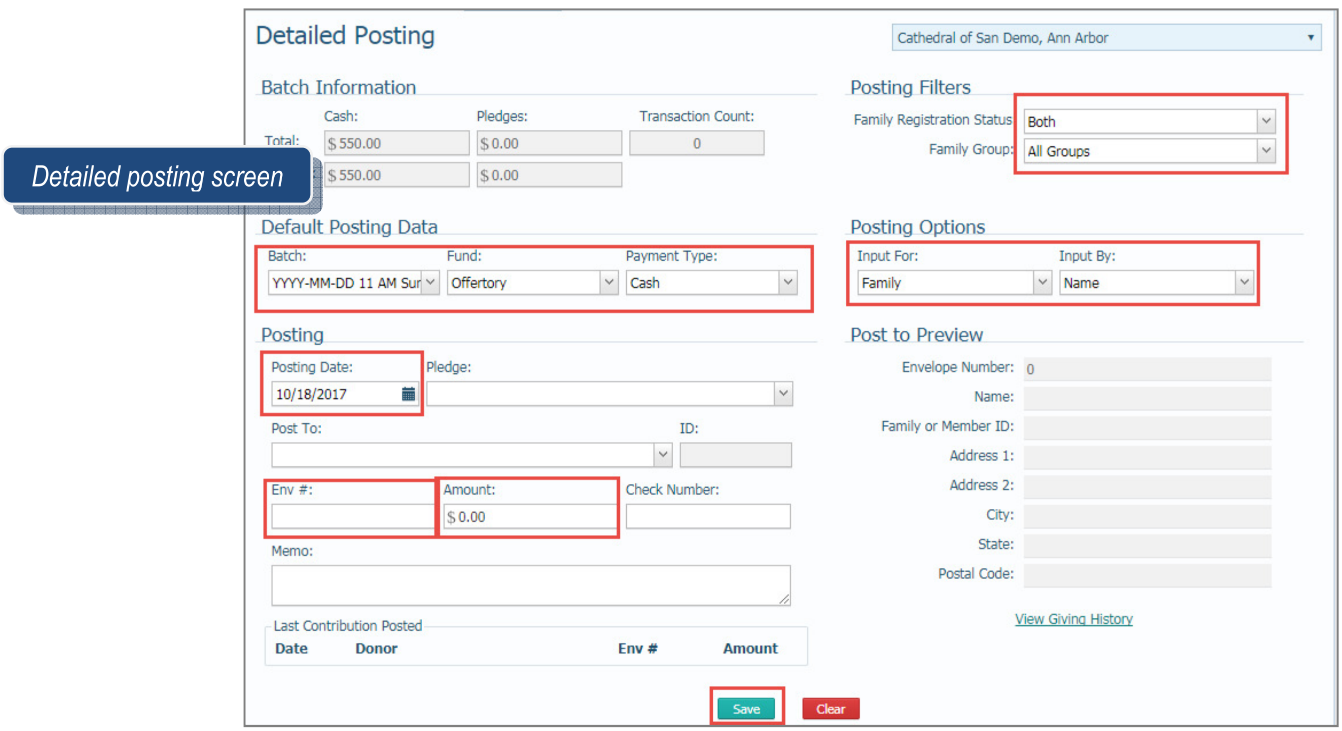
5. Additional reports
    a. Contribution List
    b. Batch Detail
    c. Batch Summary

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

<u>Stop and wait for instructor</u>

Detailed posting exercise





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**"

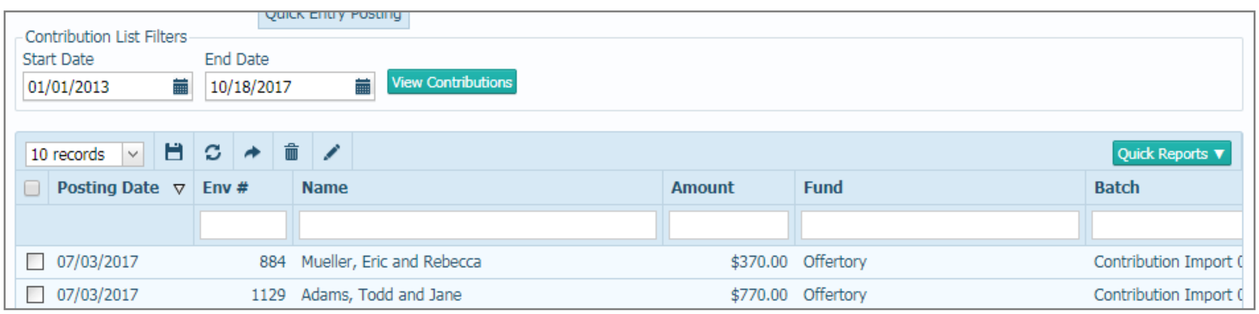
3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com

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**

<u>Stop and wait for instructor</u>

Contribution List Exercise



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

3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com

Stop and Wait for Instructor

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
- 855
- 4249
- 1770
- 5237
- 3277

Stop and Wait for Instructor

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**
   i) 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
            (ii) 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
         (j) 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

3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com

(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.

3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com

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 number?
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 have it offset with the original incorrect amount
- Make sure your Funds are created appropriately if they're Tax Deductible

ANSWER KEY

1. For Quick Entry, click the trash can next to line item. For Detailed, go into the Contribution List, mark it and remove.
2. 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.
4. Only in Detailed batches 5. In a correction batch, to offset a previous problem contribution 6. Mark boxes next to each

3767 Ranchero Drive, Suite 100 | Ann Arbor, MI 48108 | Toll Free 866.930.4774 | Fax 734.205.1011
www.parishsoft.com