

Ask the Expert

November 5, 2020

Hello!



Cristina Pepper

I am your speaker today for this session. You can reach me at training@parishsoft.com.

Accounting & Family Suite

Agenda

- Questions submitted during registration
- Additional question and answer time
- Resources
- Tips and tricks

Accounting

Accounting Questions

- How to record restricted income/expense so that they appear on the income statement?

Accounting Questions

- Can you change Memorized Transactions so they can be edited instead of needing to create a new one when any part changes?

Memorized Bill Transactions

Sort List By:

Next Date

| # | Delete | Description | Next Date | Final Date | Vendor | Frequency | Amount |
|---|--------------------------|---------------------|------------|------------|------------------|-----------|--------|
| 1 | <input type="checkbox"/> | Diocese | 11/7/2020 | 1/1/2900 | Diocese | Monthly | 550.00 |
| 2 | <input type="checkbox"/> | Cell Phone Bill | 11/8/2020 | 1/1/2900 | Verizon Wireless | Monthly | 154.23 |
| 3 | <input type="checkbox"/> | Federal withholding | 11/28/2020 | 1/1/2900 | Payroll Vendor | Monthly | 25.00 |
| 4 | <input type="checkbox"/> | Miscellaneous bills | 11/28/2020 | 1/1/2900 | Ace Hardware | Monthly | 234.00 |
| 5 | <input type="checkbox"/> | Miscellaneous bills | 11/28/2020 | 1/1/2900 | Ace Hardware | Monthly | 354.23 |
| 6 | <input type="checkbox"/> | Monthly Charges | 11/28/2020 | 1/1/2900 | Ann Arbor | Monthly | 0.00 |
| 7 | <input type="checkbox"/> | Phone bill | 11/28/2020 | 1/1/2900 | Verizon Wireless | Monthly | 200.00 |

Accounting Questions

■ Correcting items in a closed -out month

| | # | Account | Debit | Credit | Comment | Project |
|--------|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| ✗ | 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ✗ | 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ✗ | 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total: | | | 0.00 | 0.00 | | |

[More Lines](#)

Accounting Questions

- Can Online Giving funds imported into PSFS be "imported" into PS Accounting?

Family Suite

Family Suite Questions

■ What other software can merge with ParishSOFT?

Family Suite - Reports

■ How to: printing Family Records other than exporting.

Family Suite - Reports

- How can I print a family address book which includes all family members, their ages, cell phone numbers and email addresses?

Family Suite - Reports

- Interested in pulling reports from the Family Suite database based.
 - Pull parishioners by age
 - Non-givers

Family Suite - Reports

- Can you change reports to show separate columns
First Name & Last Names simplifying report use for all
staff needs?

Family Suite - Reports

- How can I manage the mailing list labels to print specific families, i.e. registered and active or selected other lists.

Family Suite - Sacrament

- At times I have been unable to find a family. I am unable to add that child's sacrament to the database.

Family Suite - Sacraments

- What is the easiest way to create a sacrament and print it that would be for family suite.

Family Suite - Sacraments

- How do I enter sacraments received if family is not registered in our parish?

Family Suite - Admin

- Is it possible to be able to enter the name of a non - diocesan priest?

Family Suite - Offering

- How do I deal with one-time contributors who are not in my parish and for whom I only have a name?

Family Suite - Offering

- Customized reports and how we to get information to correct an error in posting to a parishioner's contribution to an incorrect fund.

Family Suite - Offering

- How do you create customized reports? Example -List of donation totals per parishioner?

Family Suite - Offering

- How to merge fund accounts. How to inactivate fund accounts.

Family Suite - MOC

- How can a PDF list of names be sent to the family members list to update and create new member information?
- How to create a Parish Census?
 - End goal
 - Communication methods

Family Suite - MOC

■ Online registration options.

Family Suite - Notes

- What is best way to use ParishSOFT as a CRM -like system for parishioners; like Salesforce but for parish stewardship 3x?

Family Suite – Ministry Scheduler

- The family suite has a program to schedule our Sunday ministers and send out an email and respond?

Family Suite - Merge

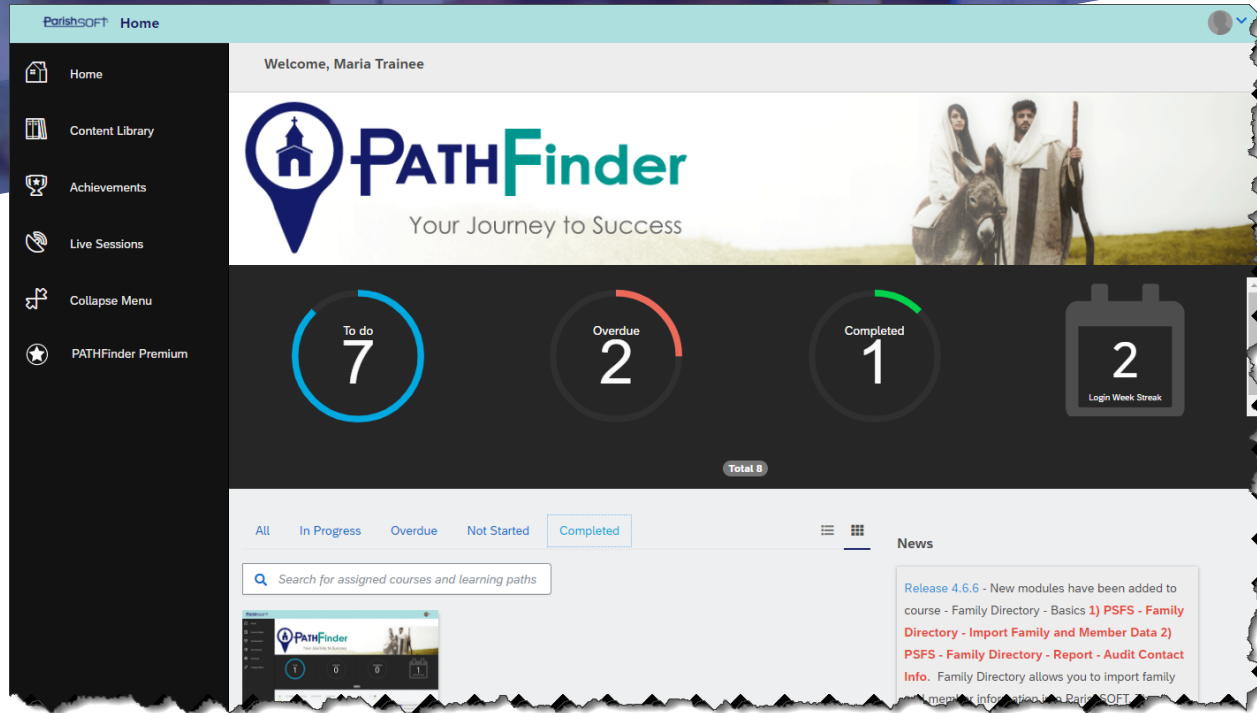
- Is there a method to delete duplicate entries? I read the latest “How to merge duplicate family records,” but I hesitate to try it because I am not sure how to determine which DUID should be the master.

Family Suite - IQ

■ IQ accuracy.

Resources

PATHFinder



training@parishsoft.com

Knowledge Base

ParishSOFT
by Ministry Brands®

Parish
▼

Diocese
▼

Resources
▼

Support

About



GET A DEMO

Support

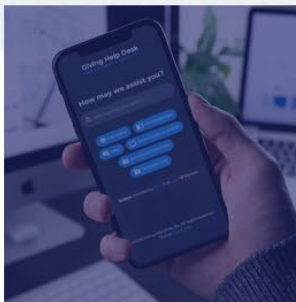
Get the support you need. Click on one of our ParishSOFT products below to access support documents, articles, videos, and more.



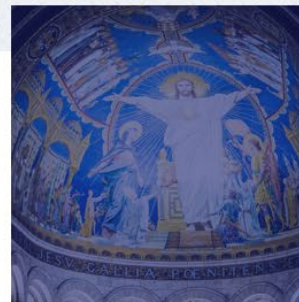
Family Suite Support



Accounting Support



Giving Support

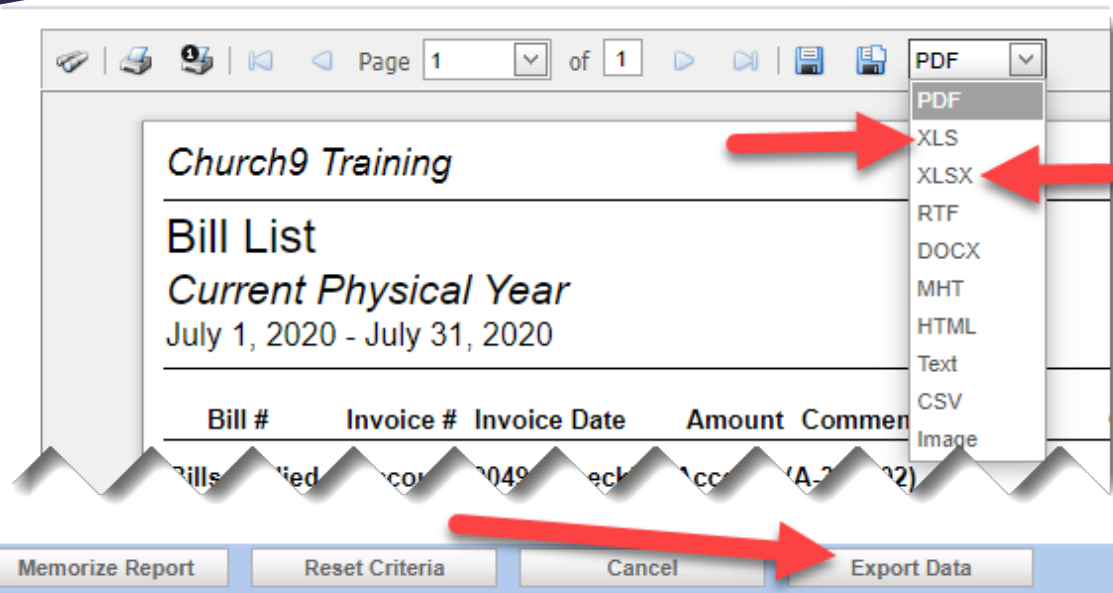


Diocesan Support

Accounting Tips & Tricks

Downloading Reports

■ *What is the best format for downloading reports into Excel to avoid the strange formatting issues?*



To select multiple items on controls that allow it, use ctrl-click..

** Changes to these options are saved when the report is previewed.

Reports Containing Export Data

Transactions

Bill List

Check Register

Credit Card Charges

Deposit Register

Journal Entry List

General Ledger

Project Report

Statements

Statement of Activities

Accounts

List

Vendors

Vendor Audit

Basic List

Thanks!



Any questions for me, Cristina Pepper?

You can find me at:

866-930-4774 x 4 or
training@parishsoft.com

Print Options

Submit Memorize Cancel

Print Bill

Submit Memorize Cancel

Print Deposit

Submit Memorize Cancel

Print Journal Entry

Submit Memorize Cancel

Print Credit Charge

Integrations

Bringing it all together

- *ParishSOFT Accounting*
- *ParishSOFT Family Suite*
- *ParishSOFT Giving*

Family Suite

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

All Saints Parish, Ann Arbor
User1 (Kimberly Spindler)

Home | Family Directory | Religious Ed | **1 Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting ▼ | Contribution List | Giving | **2 Import** | Reports

Import

All Saints Parish, Ann Arbor ▼

The import feature lets you import a file containing your organization's contributions into ParishSOFT Offering and Pledges. The file you are importing must be in .csv (comma separated value) format. After the import process completes, the system updates you on the status of the import.

Upload Contributions and Pledges File

Upload your .CSV import file.

3 Browse... Maximum file size limit: 2MB

The last import occurred on 11/06/2019

Download the import report: [CSV](#) | [PDF](#)

[View more import history](#)

Offertory Import

Import File Example

The following illustration shows you an example of an import file containing contribution data from non-ParishSOFT systems. Note that the first row contains **header information**. The remaining rows in the file contain **contribution data** in the imported records:

| | A | B | C | D | E | F | G | H | I | J | K | L | |
|----|---|-------|-----|----------|-------|---|--------|------|--------|-------|--------|---|-------------------|
| 1 | H | 25910 | 2 | | | | | | | | | | Header |
| 2 | C | 282 | 50 | 9/1/2014 | 14923 | 1 | Cash | Memo | 414999 | 78945 | 7923 | 0 | |
| 3 | C | 282 | 50 | 9/2/2014 | 14923 | 2 | Cash | Memo | 415242 | 78946 | 51445 | 0 | Contribution Data |
| 4 | C | 282 | 50 | 9/3/2014 | 14923 | 3 | Cash | Memo | 414789 | 78947 | 78173a | 0 | |
| 5 | C | 282 | 50 | 9/4/2014 | 14923 | 4 | Cash | Memo | 458942 | 47948 | 138384 | 0 | |
| 6 | C | 595 | 150 | 9/5/2014 | 14923 | 5 | Credit | Memo | 414598 | 78956 | 56795r | 0 | |
| 7 | C | 595 | 150 | 9/6/2014 | 14922 | 6 | Credit | Memo | 414242 | 87923 | 109665 | 0 | |
| 8 | C | 744 | 150 | 9/7/2014 | 14922 | 7 | Credit | Memo | 417142 | 78965 | 125327 | 0 | |
| 9 | C | 744 | 225 | 9/8/2014 | 14922 | 8 | Check | Memo | 401342 | 94953 | 58093 | 0 | |
| 10 | C | 744 | 225 | 9/9/2014 | 14934 | 9 | Check | Memo | 412192 | 15467 | 7650sj | 1 | |

<https://support.parishsoft.com/hc/en-us/articles/360001346091-PSFS-Offering-Import-How-to-format-a-contribution-import-file-#A2>

Top

Giving

ParishSOFT

ParishSOFT Giving Training Demo

Dashboard

Reports

Donors


Forms

Engagement

Training


COLLAPSE

Settings




Managers

Add or edit managers and their permissions




Locations

Add or manage locations




Design

Customize the design of certain features




Data Export

Export data to a CSV file or to a ChMS




Email Templates

Manage custom automated email templates




MinistryOne

Access the MinistryOne mobile church app builder



Text Giving

Add or edit a phone number and short code to enable text giving



ChMS Integration

Map funds to your Church Management Software

ParishSOFT / ParishSOFT Accounting (PSA) / PSA: Ledger & Payables (13 Sub-Sections) / Transaction Entry: Bills, Deposits, Journal Entries, and Memorized Transactions / Deposits

PSA L&P - Integration: How to record deposits through integration



Bethany Sponseller

Last Updated March 25, 2020 10:12

Follow

How to record deposits through integration

The Offering Module in the Family Suite can be **integrated** with Accounting. When Integration is turned on, posting an Offering Batch automatically creates a deposit in Accounting, Ledger & Payables. To turn on Integration, contact the Family Suite, Offering Support Team: 877-930-4774 Options 2, 1, 1.

This Help Article will explain:

- How to [Map your Revenue Accounts](#) in the Offering Module
- How to [Map each Batch to the Deposit Bank Account](#)
- What to do if a [Revenue Account was Mapped Incorrectly](#) and the Offering Batch was Closed
- What to do if the [Batch was Mapped to the wrong Bank Account](#) and the Offering Batch was Closed
- When the [Deposit will be Posted in Accounting](#)
- What the [Deposit looks like in Accounting](#)
- What happens when you receive an error when closing an Offering Batch and how to [set up the Offering Module to ensure the Offering Batch does not close unless a Deposit is recorded in Accounting](#).

RELATED ARTICLES

[PSA L&P - Bank Reconciliation: How to remove very old transactions from bank reconciliation](#)

[PSFS Offering - Batches: How to apply column filters to a list](#)

[PSA Getting Started - Forms, Checks, and PDF Reports: How to set up the software for printing](#)

[PSA L&P - Moving Money: How to move money from Bank Account A to Bank Account B \(two options\)](#)

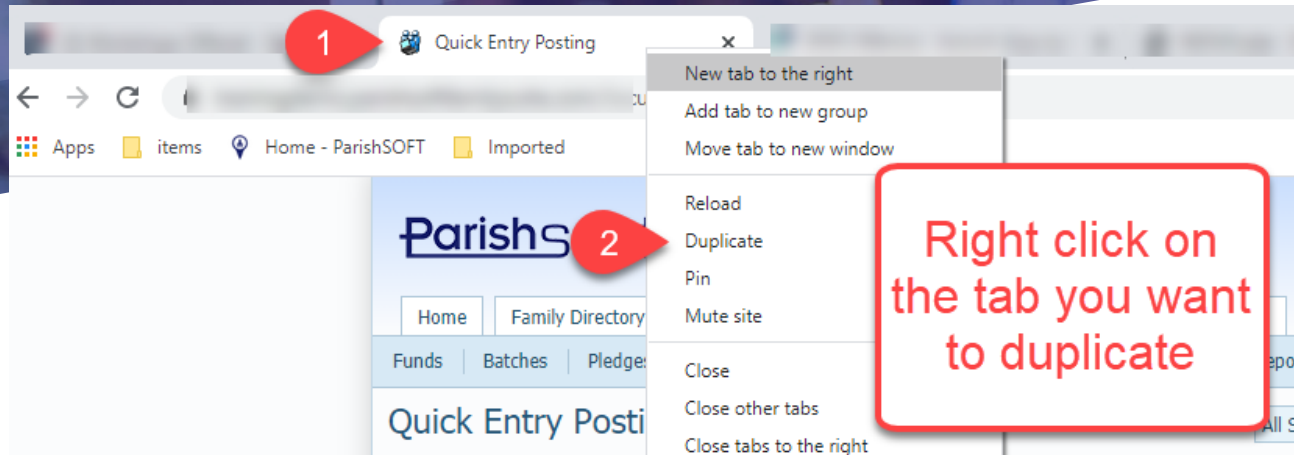
[PSA L&P - Due To/From: About the Due-To/From Feature \(FAQ\)](#)

Search



Family Suite Tips & Tricks

Duplicate Tabs in Family Suite



Or

Alt +D followed by Alt + Enter

Or

Safari: Hit the combo: ⌘ Command + L followed by ⌘ Command + ↵ Return.

Import Contact Information

- Family
- Member
- Permissions

Family & Member List Import File

1. Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Family List | Member List | Sacraments ▼ | Family Workgroups | Member Workgroups | Group Events Entry | Reports | **Import ▼**

2. Member Contact Info (dropdown menu)
Family Contact Info

Import Member Contact Information

All Saints Parish, Ann Arbor

3. The Import Member Contact Information feature will allow you to import updated member contact information from a standard file format into your ParishSOFT system to update existing member records in your organization's data. The file you are importing must be in a .csv format. [View Sample Import File](#)

After the import process is completed, the updated information will appear in the specified member records.

1. Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Family List | Member List | Sacraments ▼ | Family Workgroups | Member Workgroups | Group Events Entry | **Import ▼**

Import Family Contact Information

All Saints Parish, Ann Arbor

3. The Import Family Contact Information feature will allow you to import updated family contact information from a standard file format into your ParishSOFT system to update existing family records in your organization's data. The file you are importing must be in a .csv format. [View Sample Import File](#)

After the import process is completed, the updated information will appear in the specified family records.

Upload Contact Information

Family List

What can be updated?

- Family Last Name, Family First Names
- Family Email address
- Family Primary Phone, Family Emergency Phone
- Family Home Address 1, Family Home Address 2, Family Home City, Family Home State, Family Home Postal Code, Family Home Postal Code Plus 4, Family Home Address Country. The same items for Family Mailing Address.
- Family Home Address Phone

Member List

What can be updated?

- Member's First Name, Nick Name, Middle Name, Last Name, Maiden Name
- Member's Gender (Male, Female, Unknown)
- Member Birth Date & Member Date of Death
- Member Language
- Member Email Address
- Member Home Phone, Cell Phone, Work Phone, Member Pager, Member Fax

Import

ParishSOFT®

Family Suite

All Saints Parish, Ann Arbor
User1 (Kimberly Spindler)

Home Family Directory Religious Education Offering Ministry Scheduler Tuition IQ Administration

Family List Member List Sacraments ▼ Family Workgroups Member Workgroups Group Events Entry Reports Import ▼

Import Family Contact Information

All Saints Parish, Ann Arbor ▼

The Import Family Contact Information feature will allow you to import updated family contact information from a standard file format into your ParishSOFT system to update existing family records in your organization's data. The file you are importing must be in a csv format. [View Sample Import File](#)
After the import process is completed, the updated information will appear in the specified family records.

Upload Contact Information

Upload your .CSV import file.

Browse...

Maximum file size limit: 2MB

The last import occurred on

Download latest import report [CSV](#) | [PDF](#)

[View more import history.](#)

Import



Reports

The screenshot shows the 'Family Directory Reports' page. At the top, there is a navigation bar with tabs: 'Family Directory' (marked with a red callout 1), 'Religious Education', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Below this is a sub-navigation bar with tabs: 'Family List', 'Member List', 'Sacraments', 'Family Workgroups', 'Member Workgroups', 'Group Events', 'Reports' (marked with a red callout 2), and 'Import'. The main heading is 'Family Directory Reports'. On the right, there is a dropdown menu showing 'All Saints Parish, Ann Arbor'. On the left, under 'Select Report - By Type', there is a table with two columns: 'Report Type' and 'Report'. The 'Report Type' column lists 'Sacrament', 'Statistics', 'Census', 'GDPR', and 'Audit Contact Info' (marked with a red callout 3). The 'Report' column lists 'By Type' (marked with a red callout 4) and 'By User'. On the right, under 'Contact Information Audit By Type', there are three sections: 'Update Source' with checkboxes for 'File Import' and 'Customer API'; 'Select a Type' with checkboxes for 'Member Contact Info' and 'Family Contact Info'; and 'Date Range' with a date picker showing a range from [] to []. At the bottom right, there is a 'View Report' button.

1 **Family Directory** Religious Education Offering Ministry Scheduler Tuition IQ Administration

Family List Member List Sacraments Family Workgroups Member Workgroups Group Events **2 Reports** Import

Family Directory Reports

All Saints Parish, Ann Arbor

Select Report - By Type

| Report Type | Report |
|--------------------|---------|
| Sacrament | By Type |
| Statistics | By User |
| Census | |
| GDPR | |
| Audit Contact Info | |

Contact Information Audit By Type

Update Source
Select one or more data source filter

☐ File Import ☐ Customer API

Select a Type
Filter changes made to a specific information type

☐ Member Contact Info ☐ Family Contact Info

Date Range
Filter changes made to selected types within a certain date range

[] to []


View Report

Life Events

Steve Spielberg

Family Details Member Details (2) ▼

Steven Kate Add Import



MemberDUID 1011175

Special Needs ☐

Gender:* Male

Title: Mr.

First Name:* Steven

Nick Name: Steve

Middle Name:

Last Name:* Spielberg

Suffix:

Maiden Name:

Role:* Husband

[Life Events](#)



This Photo by Unknown Author is licensed under CC BY-SA-NC

Group Event Entry

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

All Saints Parish, Ann Arbor
User1 (Kimberly Spindler)

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Family List | Member List | Sacraments ▼ | Family Workgroups | Member Workgroups | **Group Events Entry** | Reports | Import ▼

Family List

All Saints Parish, Ann Arbor

▼ [Search] Clear Search Results

A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: None Filter Column: Family Ascending Clear Filter

10 records ▼ [Icons] Add New Family Delete Selected Families Forget Selected Family Quick Reports ▼

| <input type="checkbox"/> | Family | Envelope # | E-Mail Address | Primary Phone | Primary Address | City |
|--------------------------|--------|------------|----------------|---------------|-----------------|------|
|--------------------------|--------|------------|----------------|---------------|-----------------|------|

1

Family Directory

Religious Education

Offering

Ministry Scheduler

Tuition

IQ

Administration

Family List

Member List

Sacraments ▾

Family Workgroups

Member Workgroups

2

Group Events Entry

Reports

Import ▾

Group Events Entry

All Saints Parish, Ann Arbor ▾

Please search for members for whom you'd like to add/edit Event data.

Step 1: Member Search

Registration Family Group Member Status Term Class Grade Age

Registered ▾ ▾ ▾ ▾ ▾ ▾ From: ▾ To: ▾

Search

Clear

Step 2: Select Members

Member Records

| + | Last Name | First Name | Age |
|-------------------------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> | Spielberg | Steven | |
| <input checked="" type="checkbox"/> | Abler | Griffin | 16 |
| <input checked="" type="checkbox"/> | Abler | Jason | 39 |
| <input checked="" type="checkbox"/> | Abler | Parker | 12 |
| <input checked="" type="checkbox"/> | Abler | Spencer | 11 |
| <input checked="" type="checkbox"/> | Abler | Tracey | 38 |
| <input checked="" type="checkbox"/> | Adams | Benjamin | 20 |
| <input checked="" type="checkbox"/> | Adams | Jane | 41 |
| <input checked="" type="checkbox"/> | Adams | Maria | 16 |
| <input checked="" type="checkbox"/> | Adams | Todd | 40 |

1 of 13 (324 Members) < 1 2 3 4 ... 12 13 >

Selected Members

| | Last Name | First Name | Age |
|---|---|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| i | <p>How Do I Add Members? Select members by clicking the + button from within the members grid to the left. After you have completed all selections, fill in the "Event Information" section and click the "Save" button at the bottom of the page.</p> | | |

Total Members: 0

Step 3: Enter Event Information

Check the checkbox next to the fields you wish to update.

Event Category Event Completed Start Date End Date Place Title Hours Verified By Comment

▾ ▾ ☐ ☐

Note: Any fields updated here will overwrite previous data for selected members.

Save

Cancel

Adding Event Categories

Home Family Directory Religious Education Offering Ministry Scheduler Tuition **Administration**

Suspensions **Lookups** System Setup Organizations Manage Staff Module Settings Utilities Merge Notifications

Lookup Management

All Saints Parish, Ann Arbor

Tables

- Family Directory
 - Career Types
 - Celebrants
 - Ethnic Background
 - Event Category**
 - Events
 - Faith of Baptism
 - Family Group
 - Language
 - Member Education Level
 - Member Strengths
 - Religion
 - School
 - Solicitation Group
 - Suffix
 - Title
- Religious Education
 - Buildings

Event Category

A class of events. Each event will be part of an event category.

10 records

Sort A to Z Sort by ID

| A | C | Event Category | # in Use | Creator Organization | Organization ID | Lookup ID |
|--------------------------|---|----------------------|----------|-----------------------------|----------------------|----------------------|
| <input type="checkbox"/> | | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | | Appointment | # | Diocese of Training,Ann Arb | 30544 | 3 |
| <input type="checkbox"/> | | Background Screening | # | Diocese of Training,Ann Arb | 30544 | 5 |
| <input type="checkbox"/> | | Education | # | Diocese of Training,Ann Arb | 30544 | 4 |
| <input type="checkbox"/> | | Incardination | # | Diocese of Training,Ann Arb | 30544 | 2 |
| <input type="checkbox"/> | | Ordination | # | Diocese of Training,Ann Arb | 30544 | 1 |
| <input type="checkbox"/> | | unknown | # | Diocese of Training,Ann Arb | 30544 | 6 |
| <input type="checkbox"/> | | Baptism | # | Diocese of Training,Ann Arb | 30544 | 7 |
| <input type="checkbox"/> | | Eucharist | # | Diocese of Training,Ann Arb | 30544 | 8 |
| <input type="checkbox"/> | | Confirmation | # | Diocese of Training,Ann Arb | 30544 | 9 |
| <input type="checkbox"/> | | RCIA | # | Diocese of Training,Ann Arb | 30544 | 10 |

Quick Entry Posting

The screenshot shows the 'Quick Entry Posting' page in a web application. The interface includes a top navigation bar with tabs like 'Home', 'Family Directory', 'Religious Education', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Below this is a sub-navigation bar with 'Funds', 'Batches', 'Posting' (highlighted with a red callout 2), 'Contribution List', 'Giving History', 'Import', and 'Reports'. The main heading is 'Quick Entry Posting' with a dropdown for 'All Saints Parish, Ann Arbor'. Below the heading is a section titled 'Quick Entry Batch Details'. This section contains two buttons: 'Clear Batch' and 'Launch Quick Entry Contribution Posting Page' (highlighted with a red callout 4). Below the buttons is a table with columns: 'Batch', 'Total Entered', 'Balance', 'Count', and 'Updated'. The table lists two batches: '2017-05-28 Offertory' and 'Second Collection from Last Weekend'. A red callout 3 points to the radio button next to the first batch. A red callout 1 points to the 'Religious Education' tab in the top navigation bar.

1

2

3

4

Home | Family Directory | Religious Education | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | **Posting** | Contribution List | Giving History | Import | Reports

Quick Entry Posting

All Saints Parish, Ann Arbor

Quick Entry Batch Details

| Batch | Total Entered | Balance | Count | Updated |
|---|---------------|------------|-------|-----------|
| <input type="radio"/> 2017-05-28 Offertory | \$660.00 | (\$160.00) | 14 | 6/1/2017 |
| <input type="radio"/> Second Collection from Last Weekend | \$0.00 | \$760.00 | 0 | 9/15/2017 |

The Total Entered and Count include only transactions entered in the Quick Entry posting page, for batches that are not yet committed. Transactions entered in the Standard posting page are not represented in these totals.

Quick Entry Screen

Quick Entry Contribution Posting

Batch Information

Second Collection from Last Weekend (3029)

Total

Balance

Transactions

\$760.00

\$760.00

0 transaction(s) - ✓ 0 valid - ✗ 0 invalid - 👤 0 family - 👤 0 member

Default Posting Data

Fund

Retired Religious

Date

10/13/2020

Type

Check

Options and Filters

Posting

| Env # | Amount | Status |
|-------|--------|--|
| 1 | | <div>Lookup a family/member and enter amount</div> |
| 2 | | <div>Lookup a family/member and enter amount</div> |

You can Commit when your batch is balanced.

Close