Ask the Expert

November 5, 2020

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Hello!

Cristina Pepper

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

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Accounting & Family Suite

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Agenda

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

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Accounting

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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?

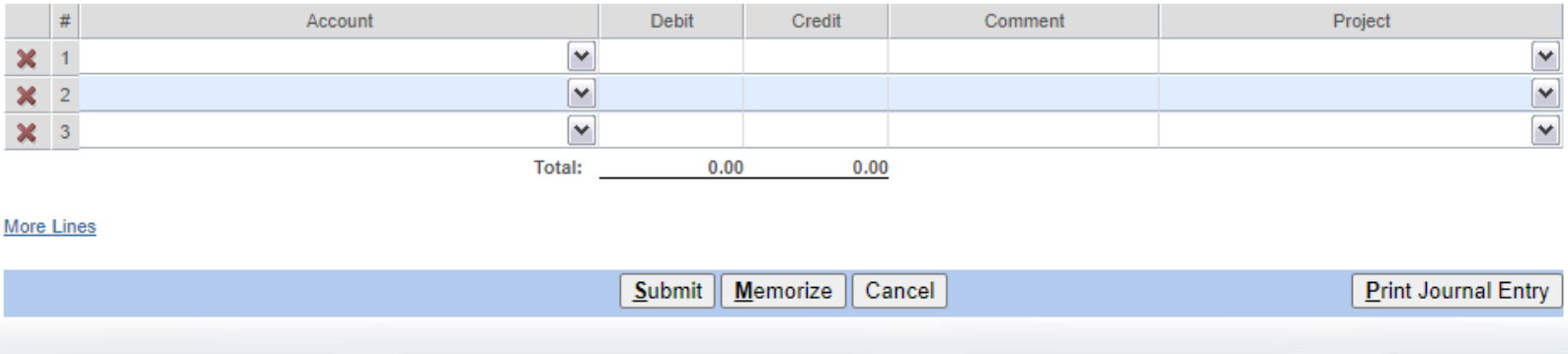
Memorized Bill Transactions

Sort List By: Next Date

#	Delete	Description	Next Date	Final Date	Vendor	Frequency	Amount
1	☐	Diocese	11/7/2020	1/1/2900	Diocese	Monthly	550.00
2	☐	Cell Phone Bill	11/8/2020	1/1/2900	Verizon Wireless	Monthly	154.23
3	☐	Federal witholding	11/28/2020	1/1/2900	Payroll Vendor	Monthly	25.00
4	☐	Miscellaneous bills	11/28/2020	1/1/2900	Ace Hardware	Monthly	234.00
5	☐	Miscellaneous bills	11/28/2020	1/1/2900	Ace Hardware	Monthly	354.23
6	☐	Monthly Charges	11/28/2020	1/1/2900	Ann Arbor	Monthly	0.00
7	☐	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					
✖	2					
✖	3					
		Total:	0.00	0.00		

More Lines

Submit | Memorize | Cancel | Print Journal Entry

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Accounting Questions

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

Family Suite

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Family Suite Questions

- What other software can merge with ParishSOFT?

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Family Suite - Reports

- How to: printing Family Records other than exporting.

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Family Suite - Reports

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

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Family Suite - Reports

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

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Family Suite - Reports

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

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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.

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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?

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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?

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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.

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Family Suite - Offering

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

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Family Suite - Offering

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

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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

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Family Suite - MOC

- Online registration options.

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Family Suite - Notes

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

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Family Suite – Ministry Scheduler

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

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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.

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Resources

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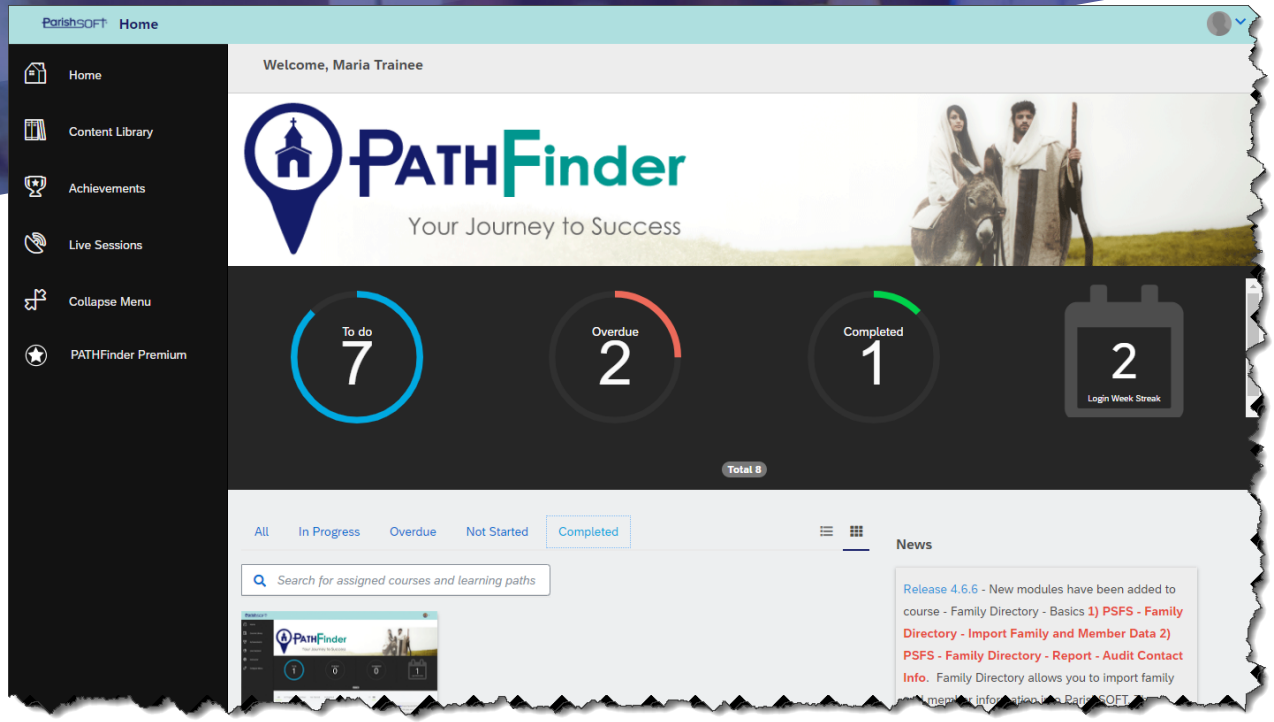
PATHFinder



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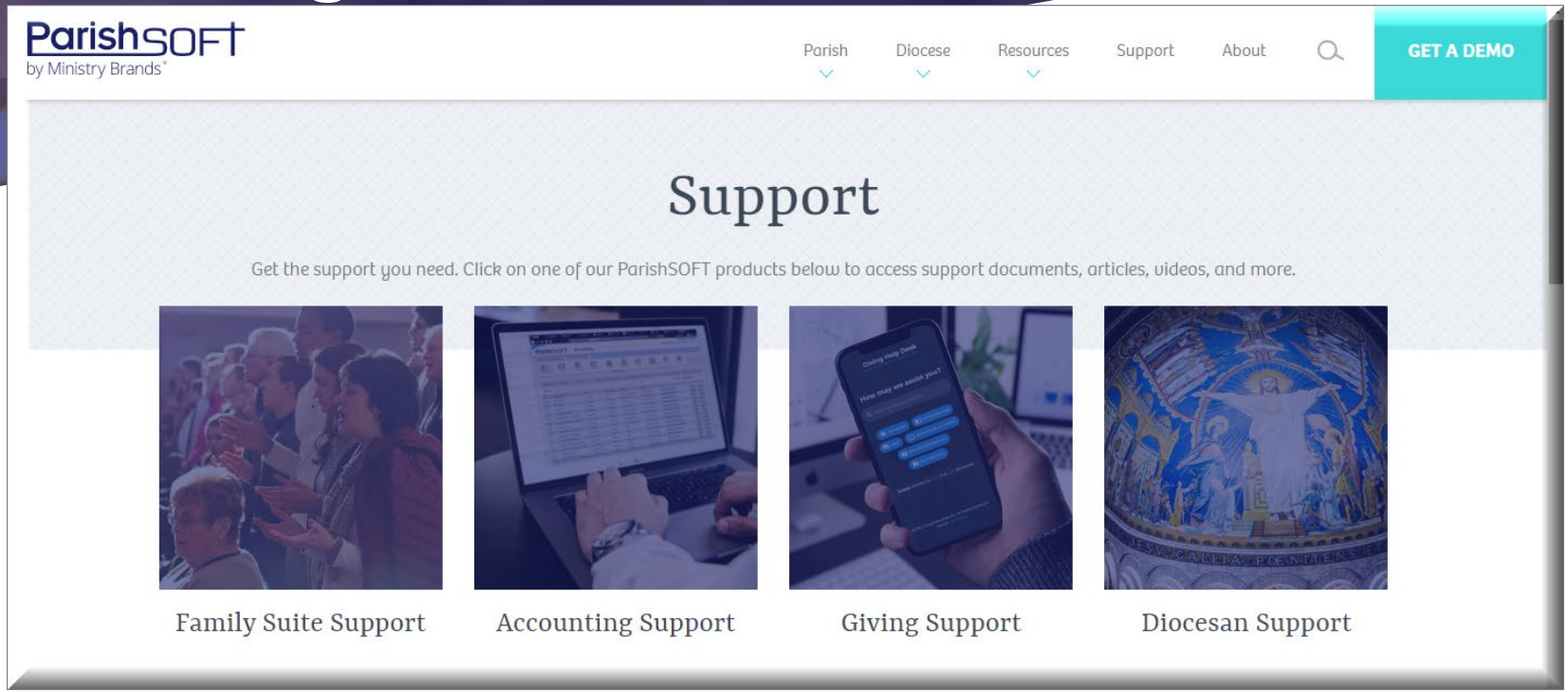
Knowledge Base



https://www.parishsoft.com/support/

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Accounting Tips & Tricks

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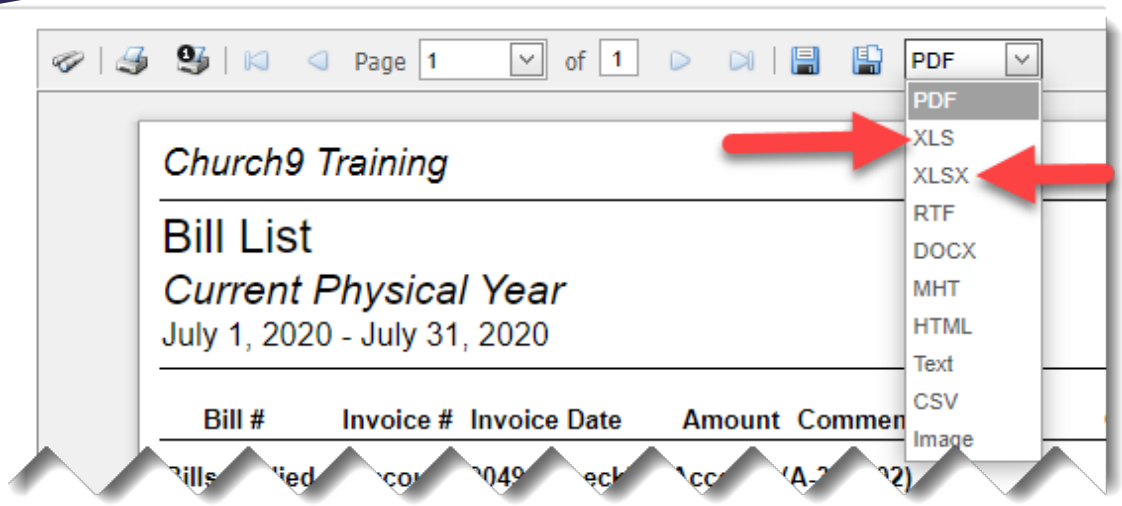
Downloading Reports

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



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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

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Thanks!

Any questions for me, Cristina Pepper?

You can find me at:

866-930-4774 x 4 or

training@parishsoft.com

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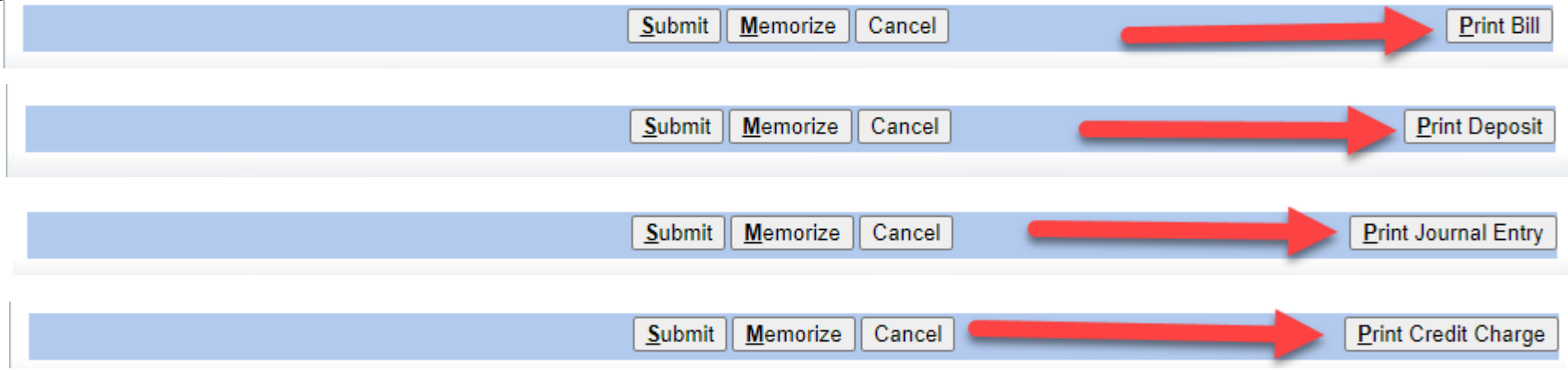
Print Options



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Integrations

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Bringing it all together

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

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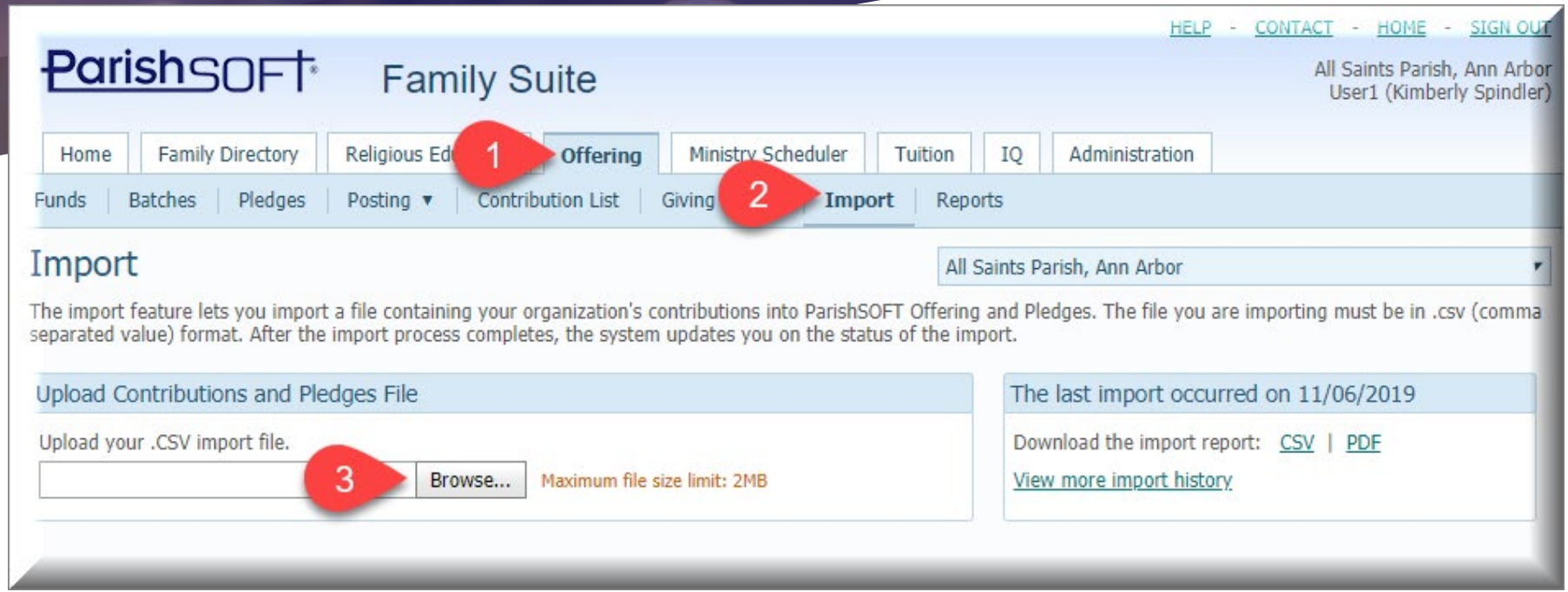
Family Suite



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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	
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	Contribution Data
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

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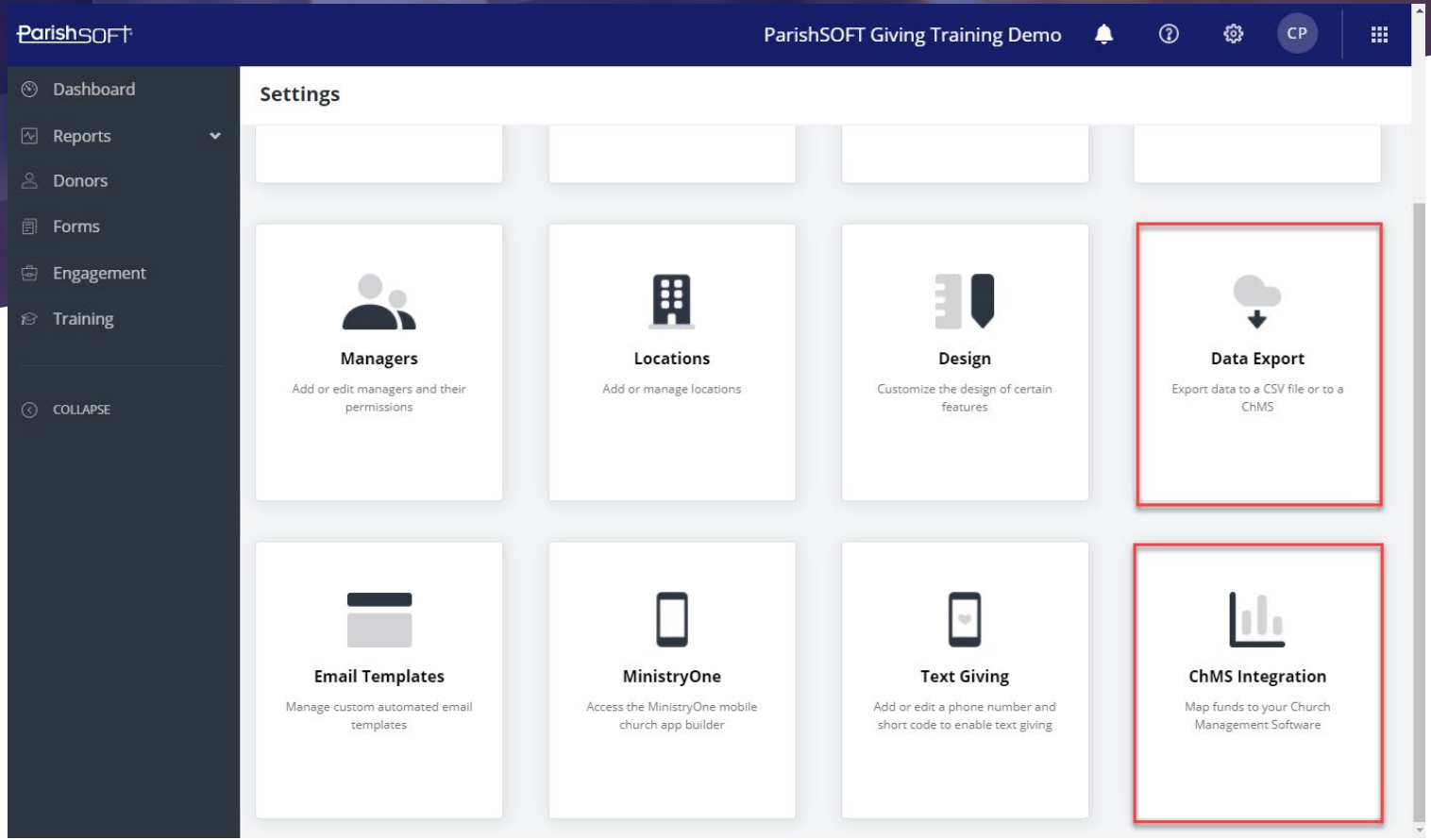
Giving



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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

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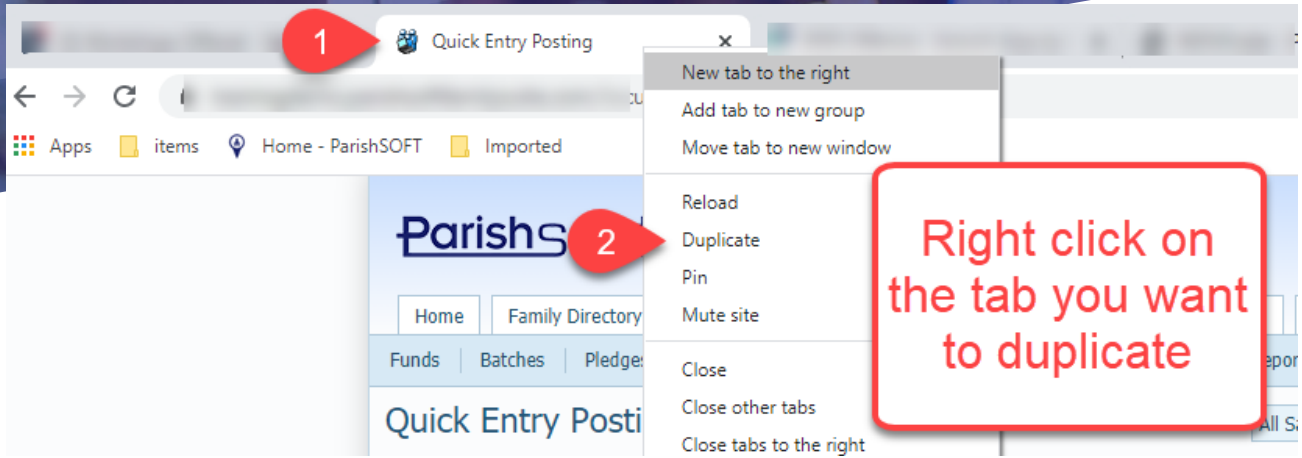
Duplicate Tabs in Family Suite



Or

Alt +D followed by Alt + Enter

Or

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

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Import Contact Information

- Family
- Member
- Permissions

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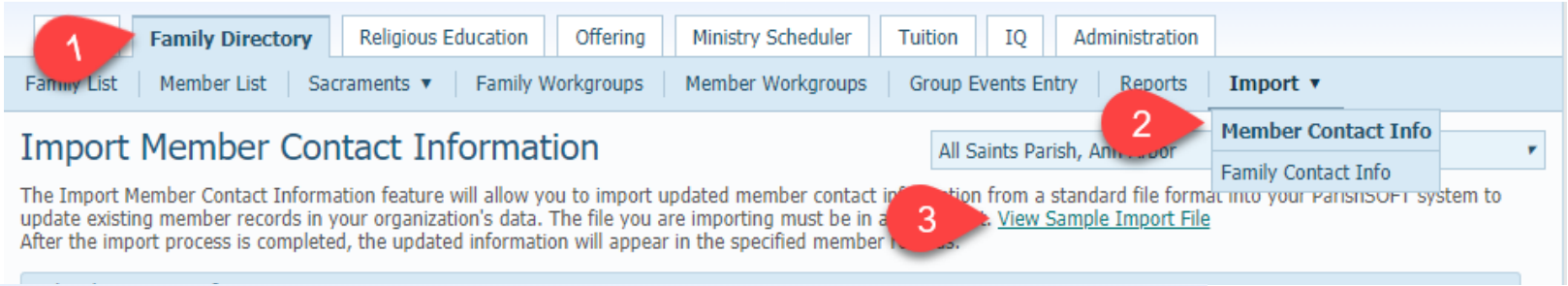
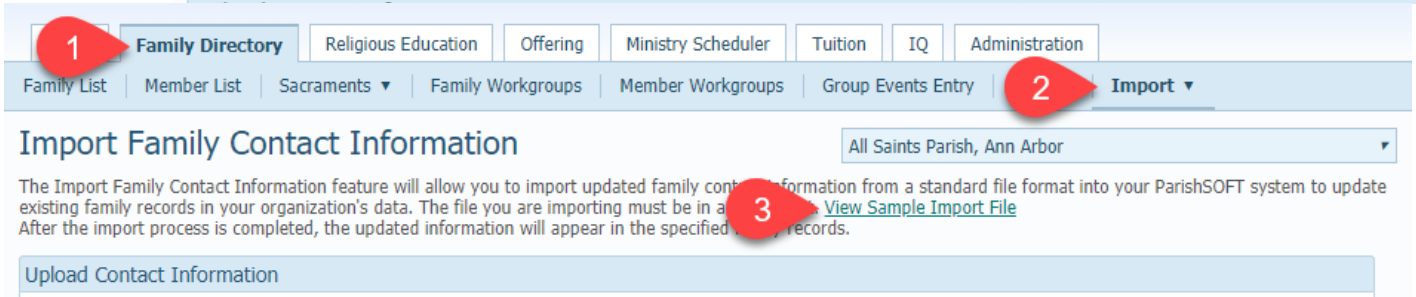
Family & Member List Import File





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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

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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

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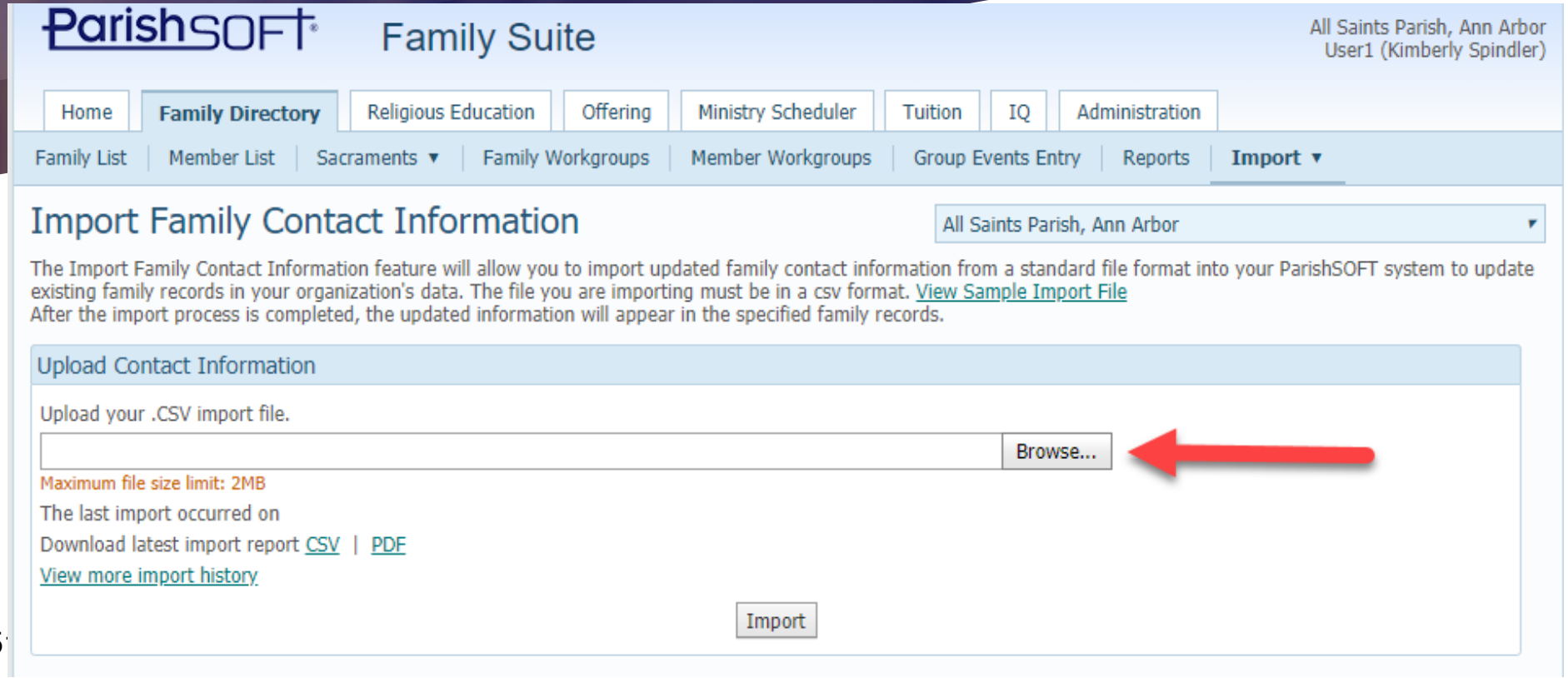
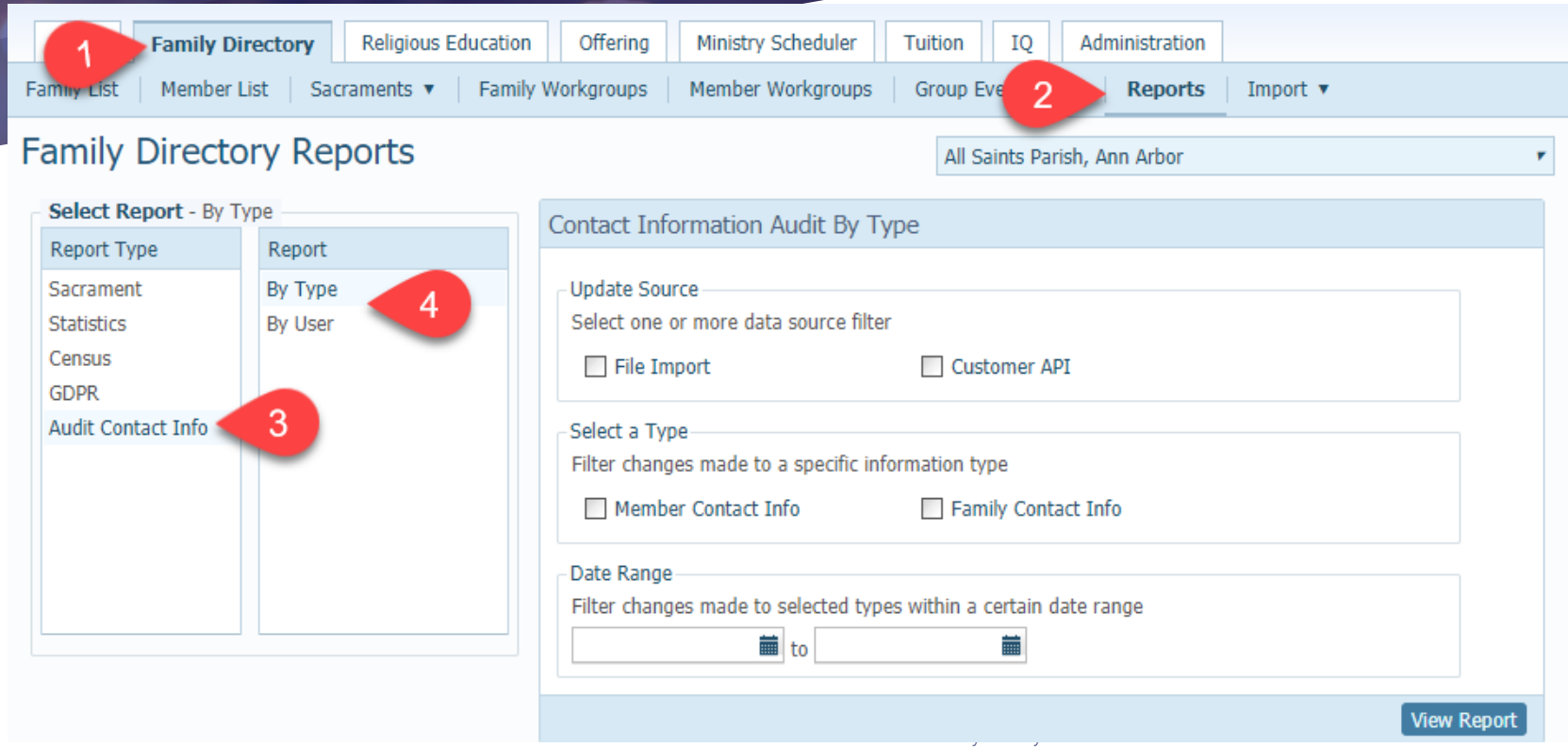
Import


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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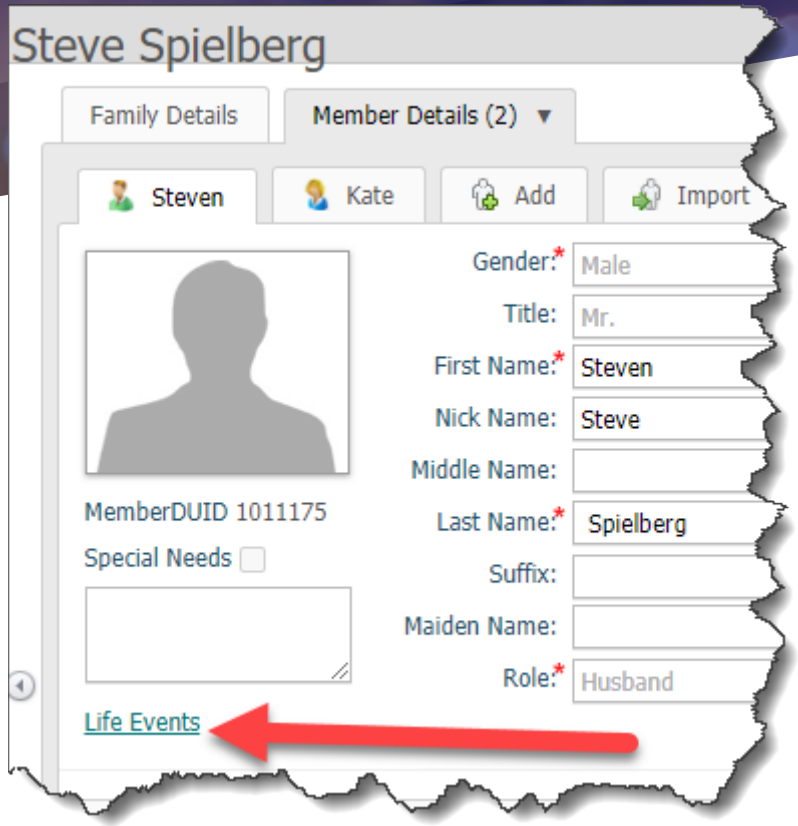
Family Directory
Religious Education
Offering
Ministry Scheduler
Tuition
IQ
Administration
Family List
Member List
Sacraments
Family Workgroups
Member Workgroups
Group Eve
2
Reports
Import
Family Directory Reports
All Saints Parish, Ann Arbor
Select Report - By Type
Report Type
Sacrament
Statistics
Census
GDPR
Audit Contact Info
3
Report
By Type
By User
4
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



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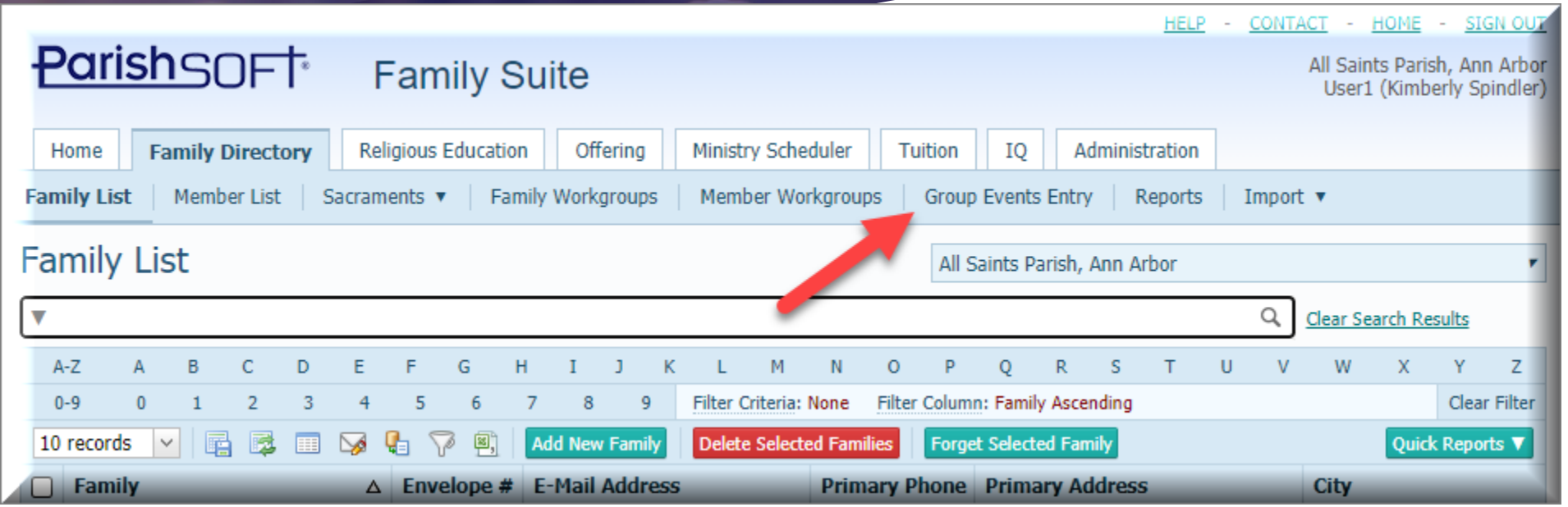
Group Event Entry



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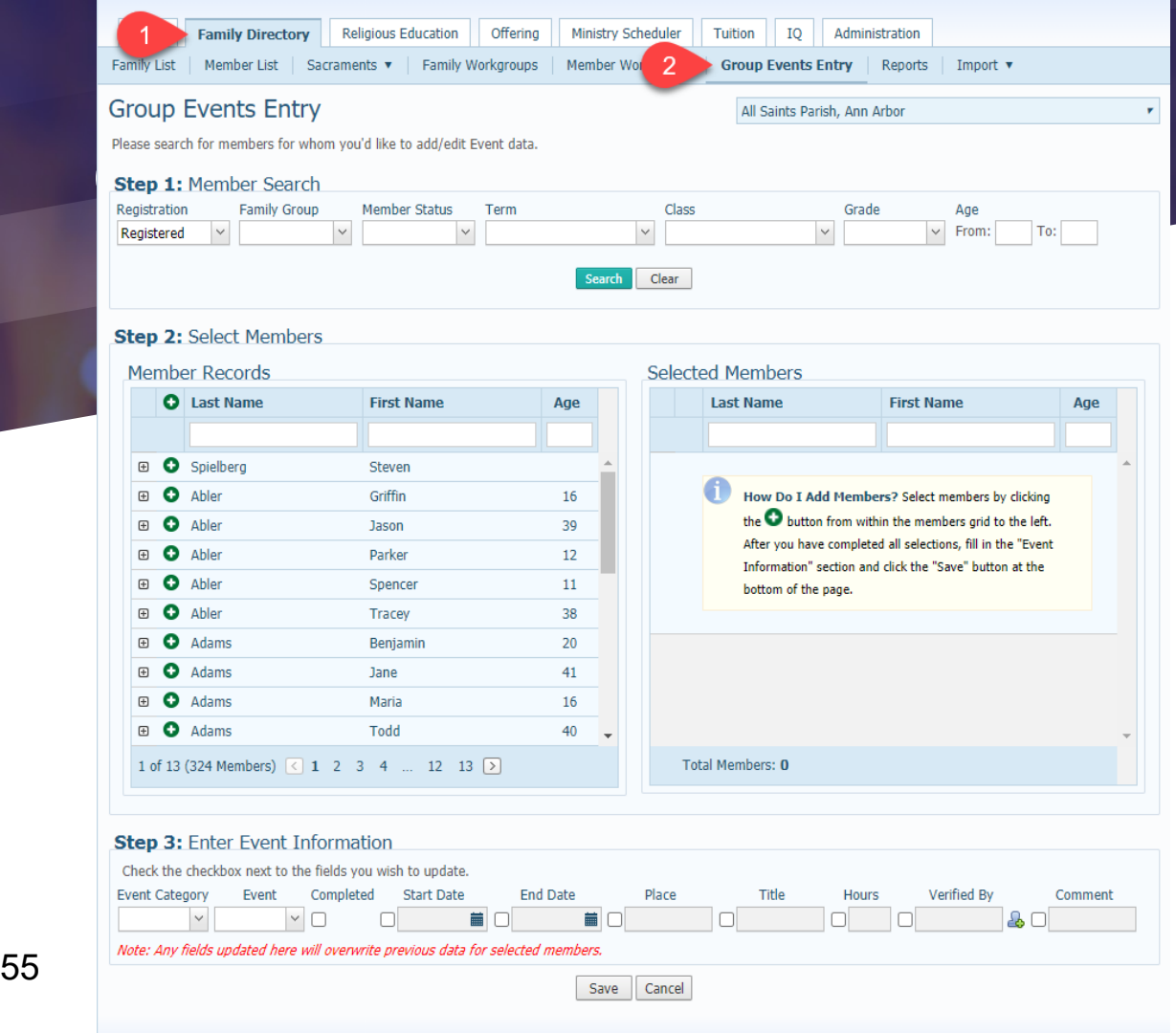

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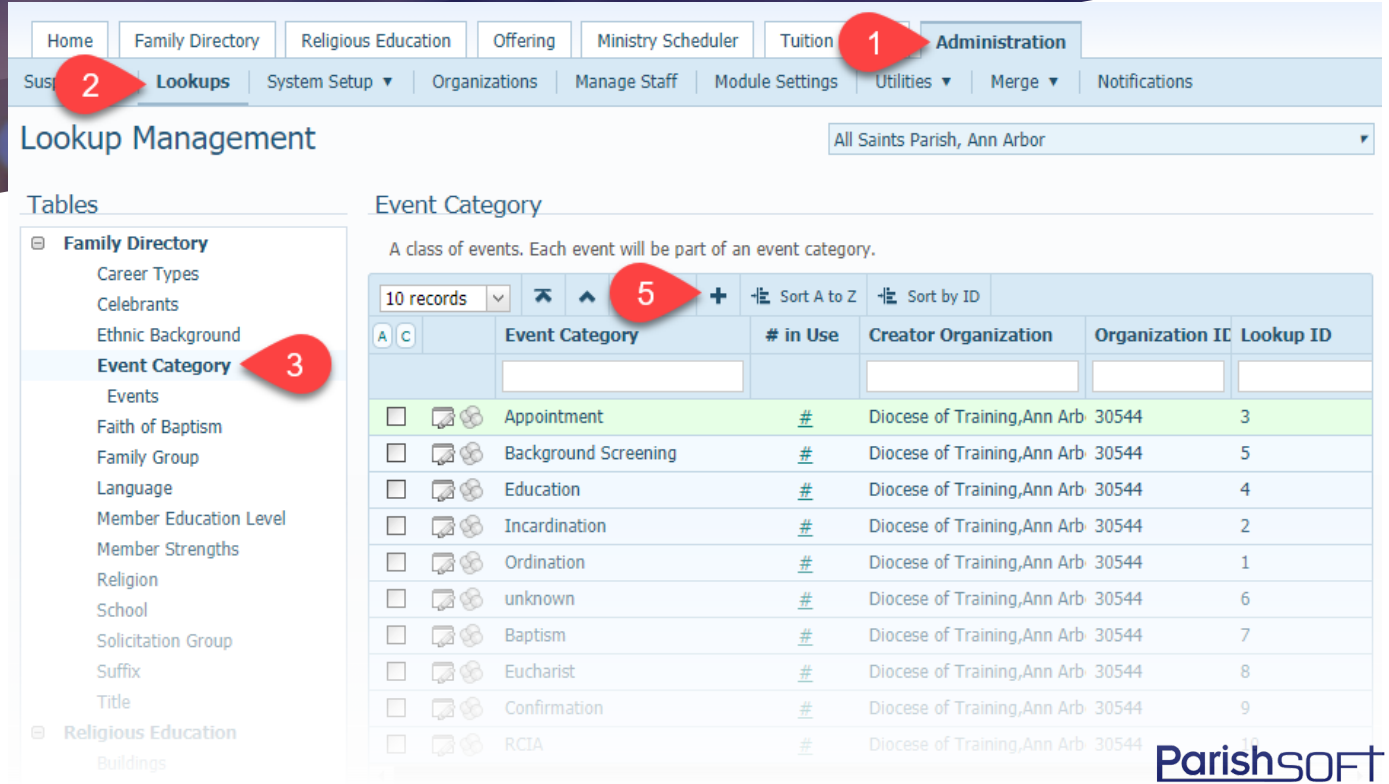
Adding Event Categories



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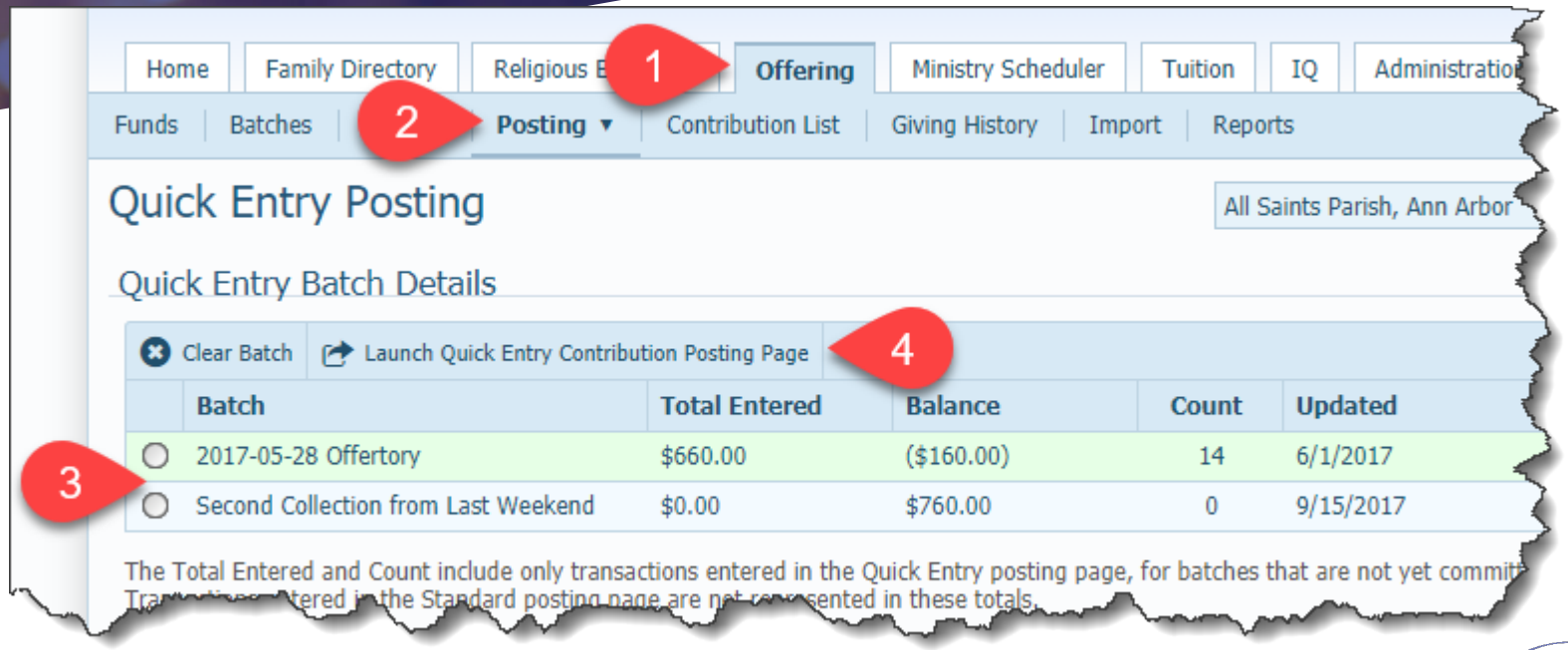
Quick Entry Posting



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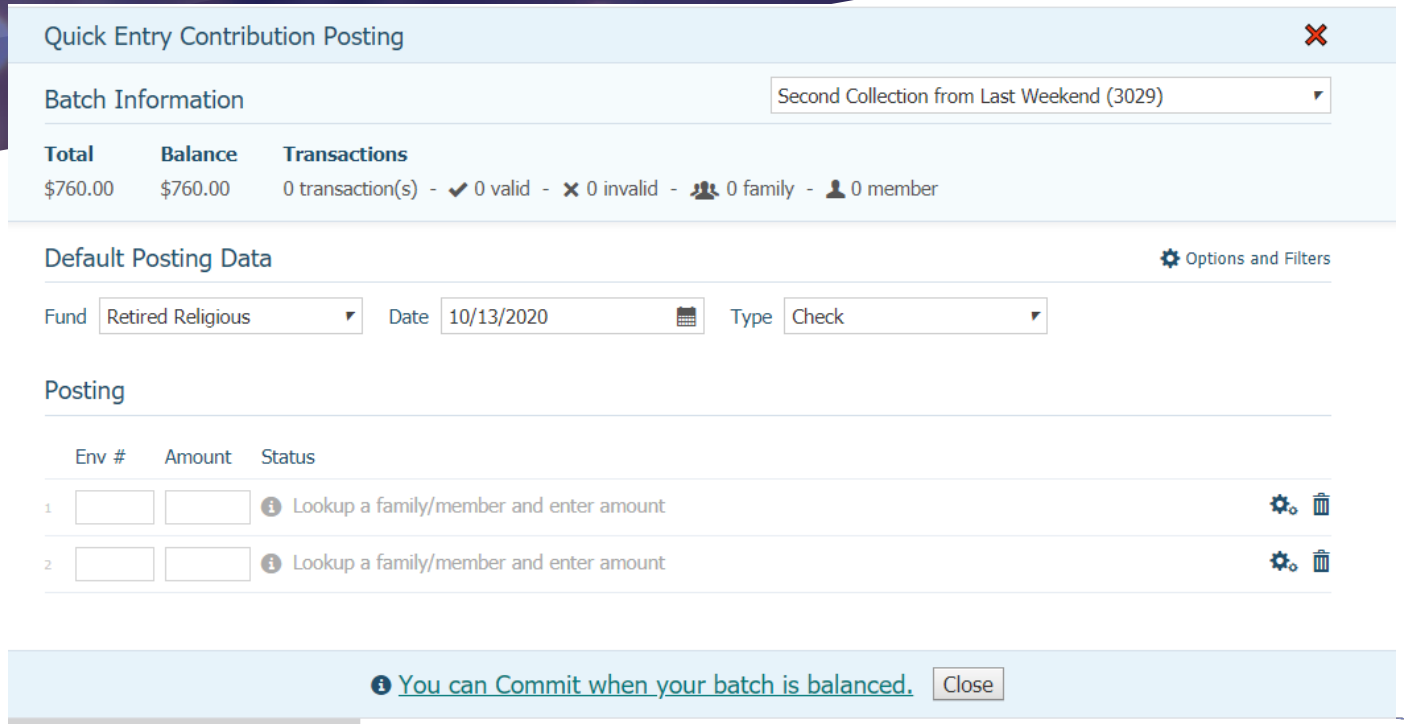
Quick Entry Screen



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