

END-OF-YEAR PROCESS

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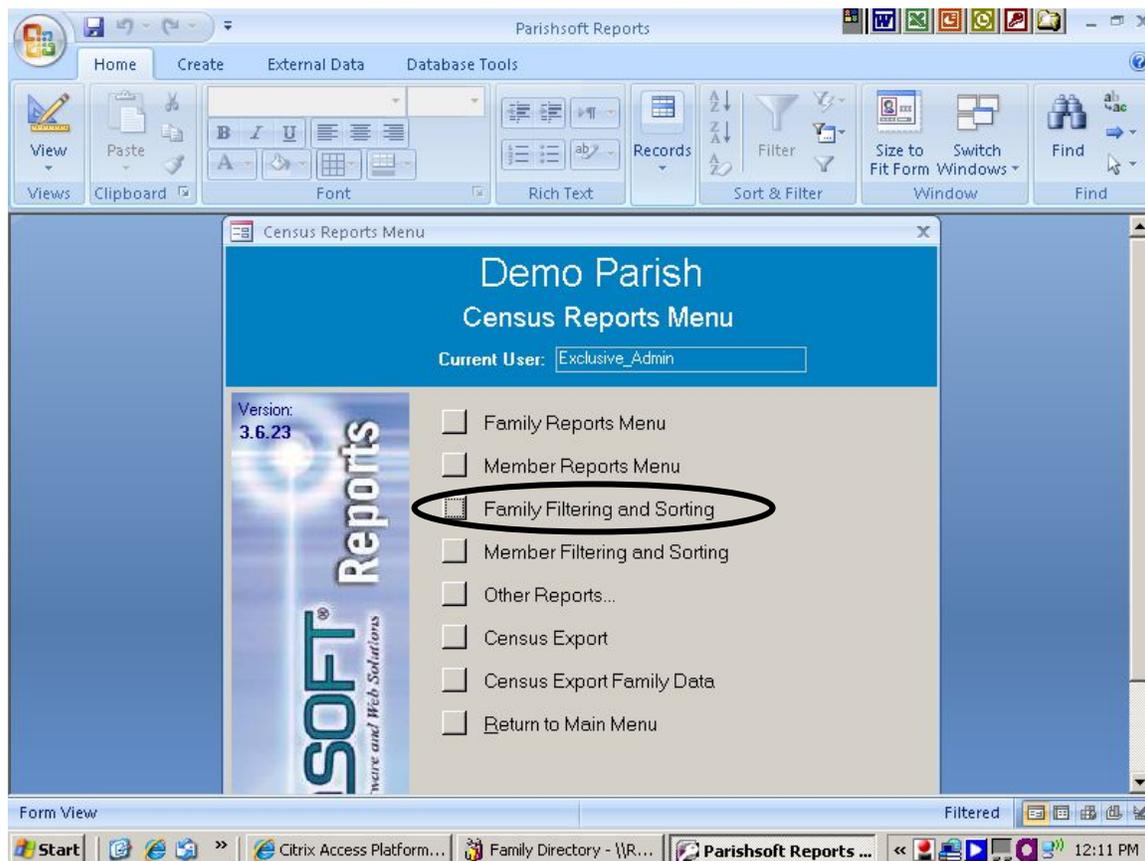
ParishSoft

- I. Begin the process a day or two ahead of time by following procedures II. – IV.
- II. Post all Contributions for Calendar Year 20XX
 - a. Do Not include donations received after 12/31/20XX.
 - a. Parish statements are now required documentation for IRS purposes.
 - b. Donations that were made for over \$250 in one payment will be denied by the IRS without timely detailed statements provided by the parish.
 1. Details need to include the date received, the check number and the amount.
 - c. Donations postmarked by 12/31/20XX should be posted in that year.
 1. Post as a separate batch.
 2. Create a separate bank deposit.
- III. Balance PS Contribution Postings to Mass Collection postings in the GL.
 - a. Post all deposits into the General Ledger.
 - b. Print out the total postings to all #402 Parish Support accounts from 1/1/20XX through 12/31/20XX.
 - c. If loose collections are not posted into ParishSoft, then they should be deducted from the Parish Support account amount.
 - d. Print out total postings to all other parish GL revenue account postings for the year. (260, 290, 450, 451) (Building Fund, Burn the Mortgage, Diocesan Collections). Deduct loose collections.

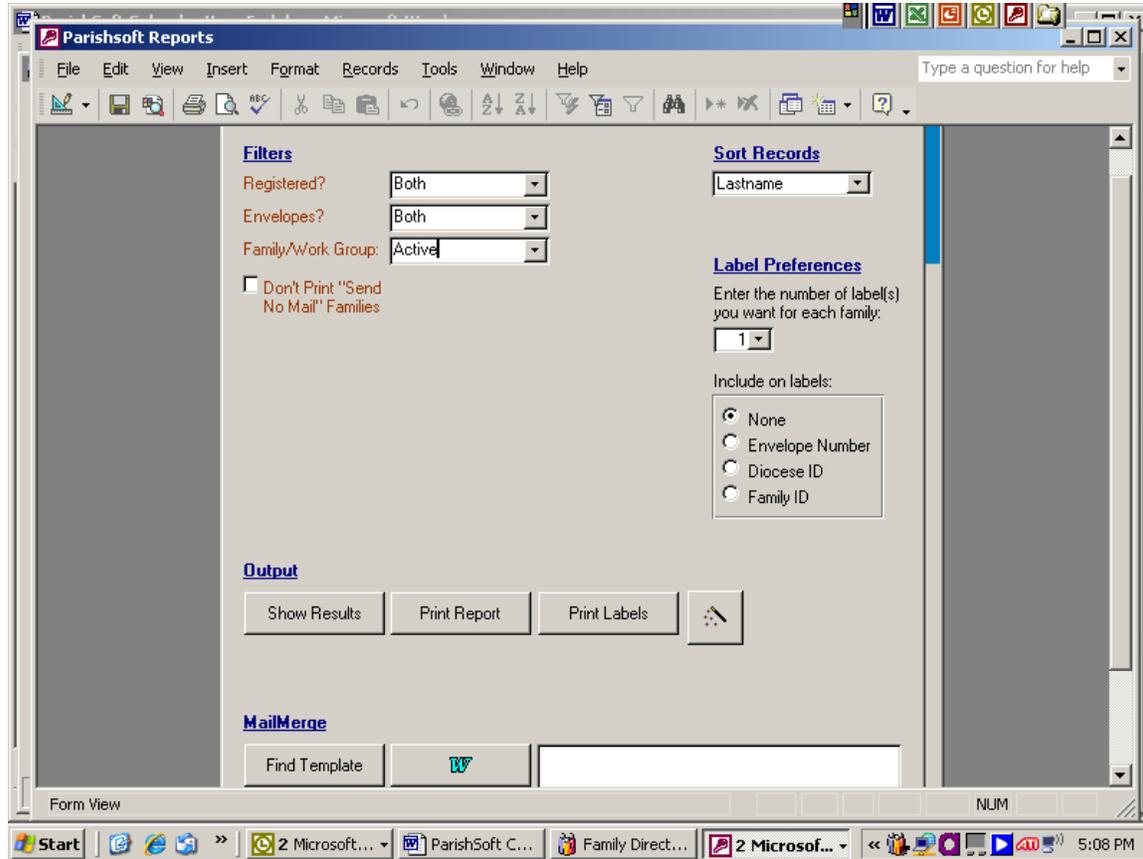
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IV. Audit Family Information

- a. Arrange to have all other users out of ParishSoft and have them remain out of the program until you have completed the following steps.
- b. Verify that all other users are out of ParishSoft.
- c. In the Family Directory Module go to the Reports Menu
 - a. Select ParishSoft Reports
 1. Select the “Census” button.
 2. Select “Family Filtering and Sorting” from the Census Menu.



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- b. Under Filters select “Both” , “Both” and “Active” as shown above.
- c. Sort by “Last Name”
- d. Include on Labels must be None.
- e. Output may be printed to the screen by clicking on Show Results.
- f. Then Right click on the Mailing Name column to re-sort in Ascending order.
 1. This will bring all blanks to the top of the report.
 2. Print out the pages with blank entries on them by selecting to print page 1 to page (xx). (xx is a guess at how many pages of blank entries you may have.)
- g. Then perform the same sort for Zip Codes.
- h. Close the window. Close Access.
- i. Make corrections and then repeat the directions and re-print the report preview to verify that all records are complete. (no blank fields).

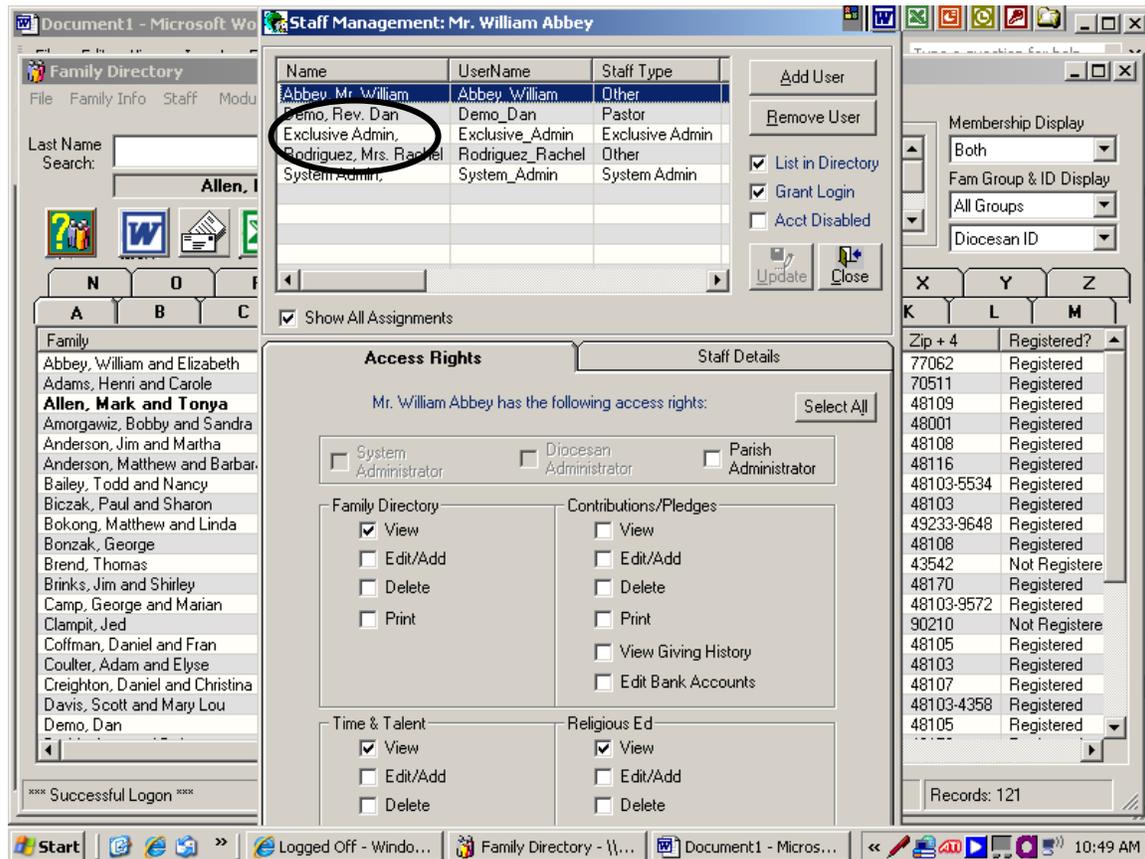
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Members	envelope_num	Lastname	Tag_name	Mailing Name	Address_1	Address_2
134	27	Verstegen	Roy		5678 Danceland Ave	
64	34	Coulter	Adam and Elys	Adam and Elyse Coulter	71531 LaFayette Circle	
109	213	Matilla	Adam and Grac	Adam and Grace Matilla	3633 Kirshfield	
101	206	Ursternberg	Allison	Allison Ursternberg	7966 Gerand Ave	Apt 34
36	51	Francis	Bob and Amy	Bob and Amy Francis	716 West Street	
77	0	Recknagel	Brent and Tiffan	Brent and Tiffany Recknagel	1010 S. Brigade Ct	
74	0	Underwood	Brian and Heidi	Brian and Heidi Underwood	5555 Carter Dr.	
114	218	Johnston	Christopher and	Chris and Emily Johnston	6053 Briers	
107	211	Creighton	Daniel and Chris	Daniel and Christina Creight	101 Greenlake	
39	77	Rodriguez	Daniel and Ract	Daniel and Rachel Rodriguez	5520 Glendale Ave	
126	28	Coffman	Daniel and Fran	Daniel Coffman and Fran Dra	3293 S Ridgeside Cir	
6	16	Eagle	Kim and Darlen	Dr and Mrs Kim A Eagle	1000 W Delhi Ct	
8	25	Gabriel	William and Kat	Dr and Mrs William Gabriel	3650 Gettysburg Ct	
124	36	Silver	Jordan and Ingri	Drs. Jordan and Ingrid Silver	3900 Parkwood	
130	30	Streeter	Stanley and Arr	Drs. Stanley Streeter	110009 Plum Hollow Drive	
79	0	Torres	Enrico and Vale	Enrico and Valencéa Torres	7315 West M-31	
37	0	Vanderleest	Fred and Arlene	Fred and Arlene Vanderleest	1235 Vandertraat St.	
105	209	Trearsham	Gerald and Hen	Gerald and Henrietta Trearsh	6363 Killington	
110	214	Kendall	Gregory and Ca	Gregory and Catherine Kenda	3116 Handel Circle	
127		Gladden	Harry and Heath	Harry and Heather Gladden	39202 Fairway Ct	
138		Smith	Head Household	Head Household Smith	123 Our Road	
103	207	Dwight	Helene	Helene Dwight	755 Trinity Circle	

- d. Print out the first page(s) of the report wherever you come across blank data.
- e. Close the report and return to the Family Directory.
- f. Research and make corrections to these families as necessary in ParishSoft .
 - a. See the Auto-Fill feature below to allow the system to fill in Mailing Names.

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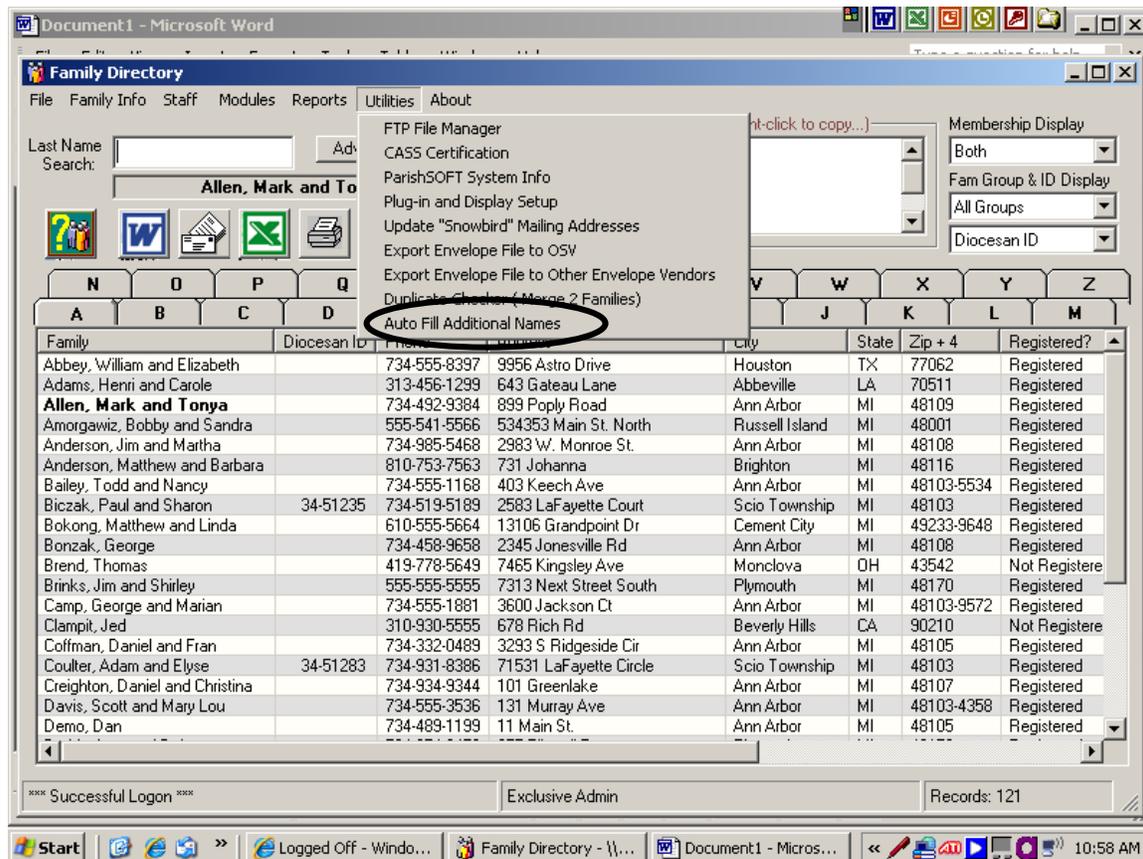
- V. Log in to ParishSoft as Exclusive Administrator.
 - a. You must select the name “Exclusive Administrator”.
 - b. This comes pre-set in the software.
 - c. Change the password once you have logged in for the first time.



Note: Do not change any of the Access Rights or Staff Details.

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- VI. Verify Name Fields
- Make sure you identify blank data fields before you generate a mailing for your contribution statements.
 - Formal Names, Formal Salutation, Informal Salutation should be populated.
 - To help, the system is able to fill in the informal salutation from the member “Goes By” name.
 - From the Family Directory Select Utilities then Auto Fill Additional Names.

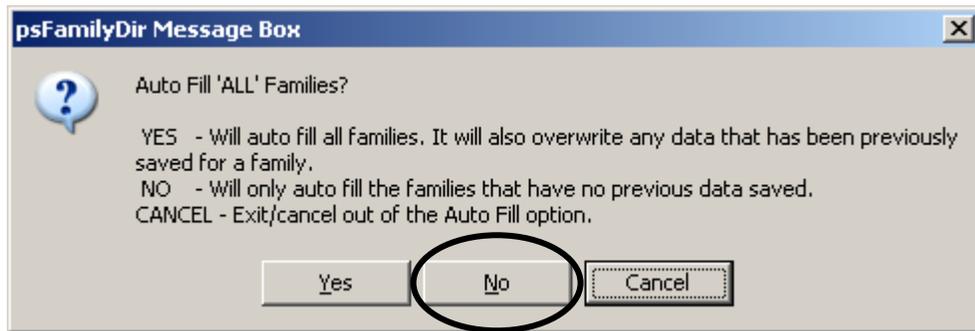


Note: If you are not logged in as the Exclusive Administrator you will not see this selection.
Reminder: No one else may be in the system during these processes.

The Auto Fill may use the word “and” instead of the “&” symbol that we are using as a standard in the Diocese – you will have to make these corrections manually.

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- c. Respond “Yes” when asked if you are sure you want to Autofill.
- d. You will get the following Message Box:



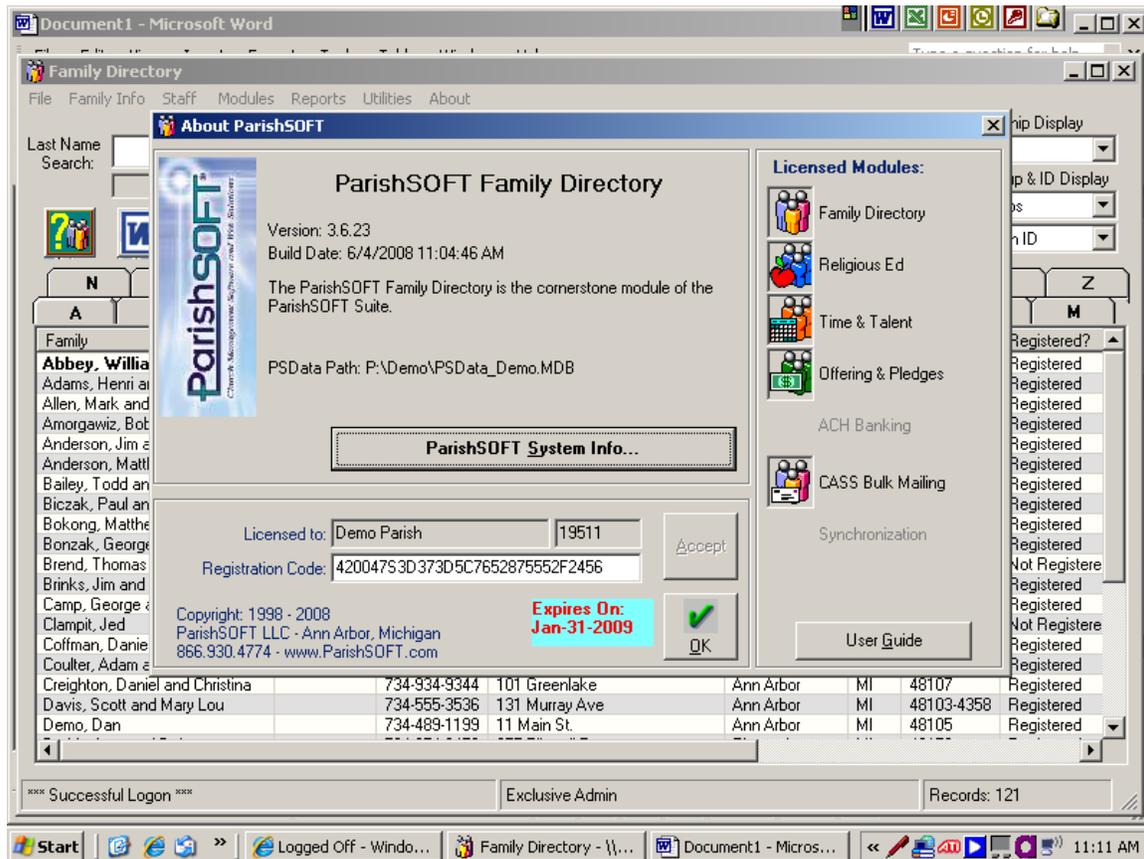
When this Message Box opens – select NO.

The process may take several minutes to complete.

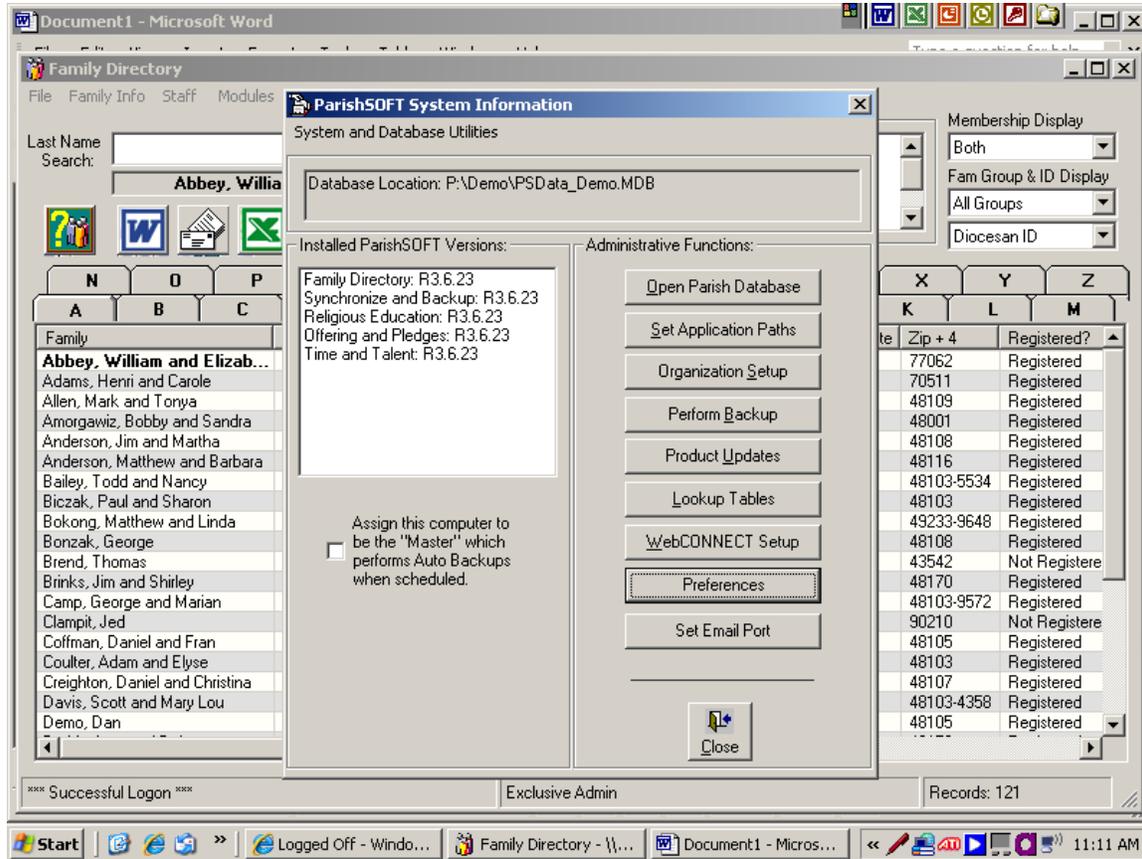
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VII. Set Mailing Name Preferences

- a. Verify universal default sorting preferences.
 - i. At the main menu click on the “About” Menu.
 - ii. Select ParishSoft System Information

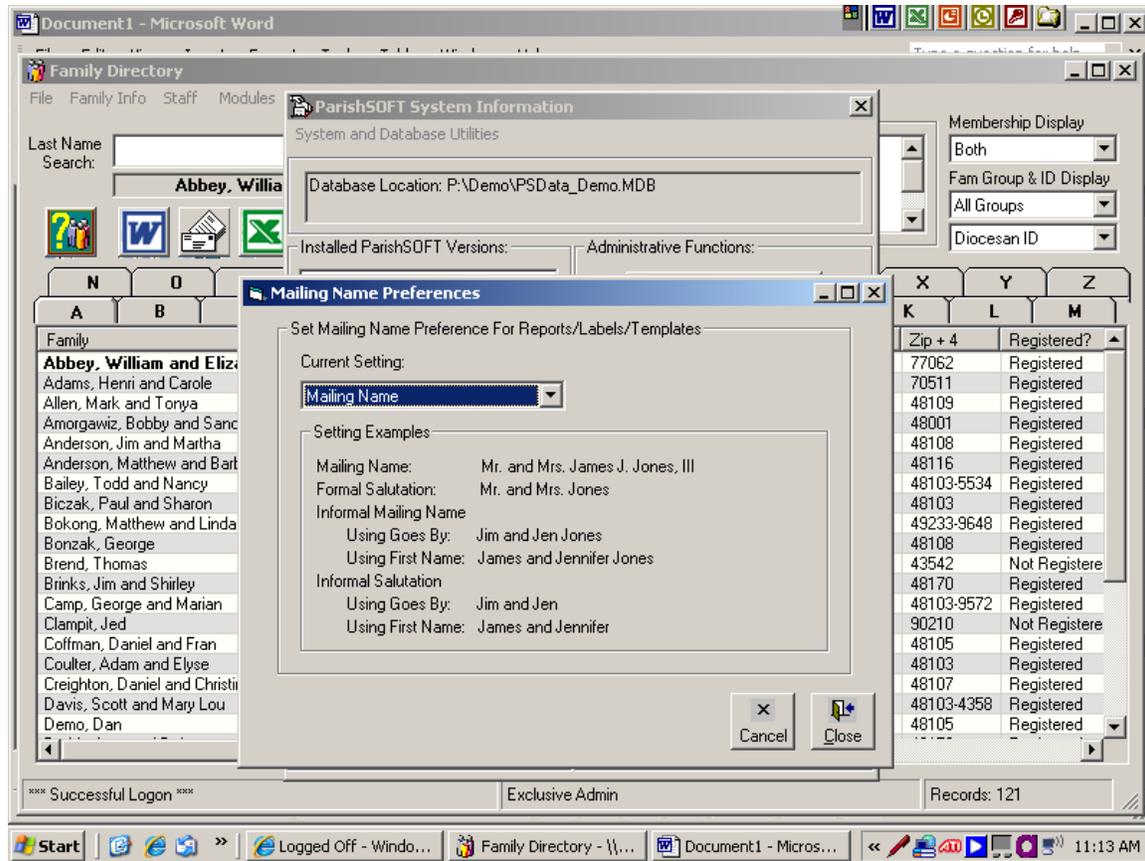


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- Select "Preferences" under the "Administrative Functions" side of the window.
- In the Current Settings field change "Mailing Names".
- Select the name that you wish to use for end-of-year mailings such as contribution reports. Informal names are most often used for invitations to the parish picnic, etc. Formal names and salutations are appropriate for Year End Contribution Reports.

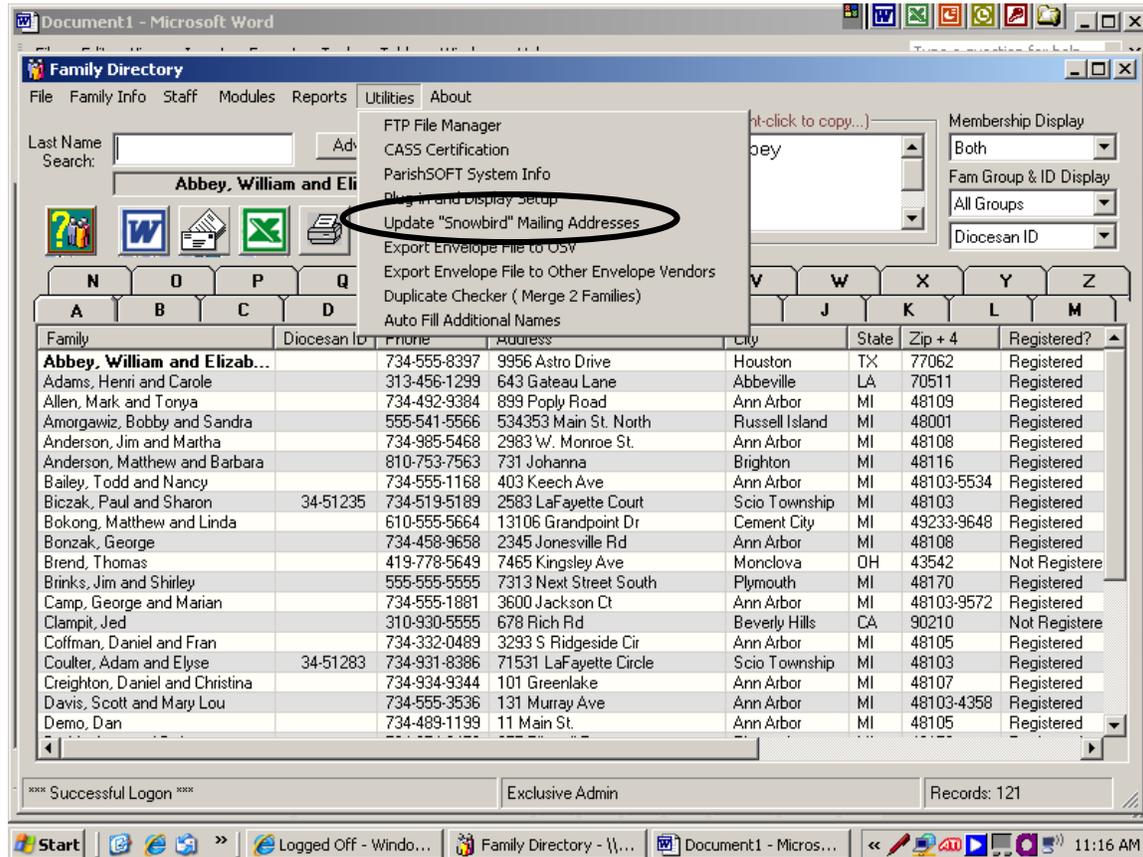
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Note: Close out of all windows by clicking on the Close buttons.

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- VIII. Verify that your Snowbird addresses are updated then make sure that the addresses are activated for your year-end reporting.
- From the Family Directory select Utilities.
 - From the Utilities menu select Update "Snowbird" Mailing Addresses.



- The following Message boxes will appear.
- Click on Yes.
- Then click on OK.



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IX. Verify Contributions

- a. From the Modules menu select Offering.
- b. At the Offering and Pledges menu click on the Add/Edit/Delete Funds button.
- c. At the “Funds” window in the “Chart of Account Funds” section Right click on the “Tax Deduct” Column heading.
 - a. This will sort the Funds by tax deductible status.
 - b. Verify the settings for all funds to make sure that tax deductible funds are the only ones marked “Yes”.

Fund Details

Account Number: 70-75-2007 Diocesan Acct #: []

Enforce Pledge Requirement

Fund Description: Rel Ed Tuition 2007 Tax Deduct

Select Bank Account for Online Banking

Parish Bank Account: [None]

Chart Of Account Funds

Chart of Acct. #	Fund Description	Bank Acct. #	Tax Deduct.	Diocesan Acct #	Enforc
70-75-03	Reconciliation Prep Fees		No		No
70-75-04	Baptism Prep Fees		No		No
70-75-05	First Communion Prep Fees		No		No
70-75-06	Marriage Prep Fees		No		No
70-75-2006	Rel Ed Tuition 2006		No		No
70-75-2007	Rel Ed Tuition 2007		No		No
10-11	Offertory		Yes		No
10-11-00	Holy Day		Yes		No
10-11-01	All Saints		Yes		No
10-11-02	All Souls		Yes		No

Buttons: Add, Edit, Delete, Refresh Views, Print, Close

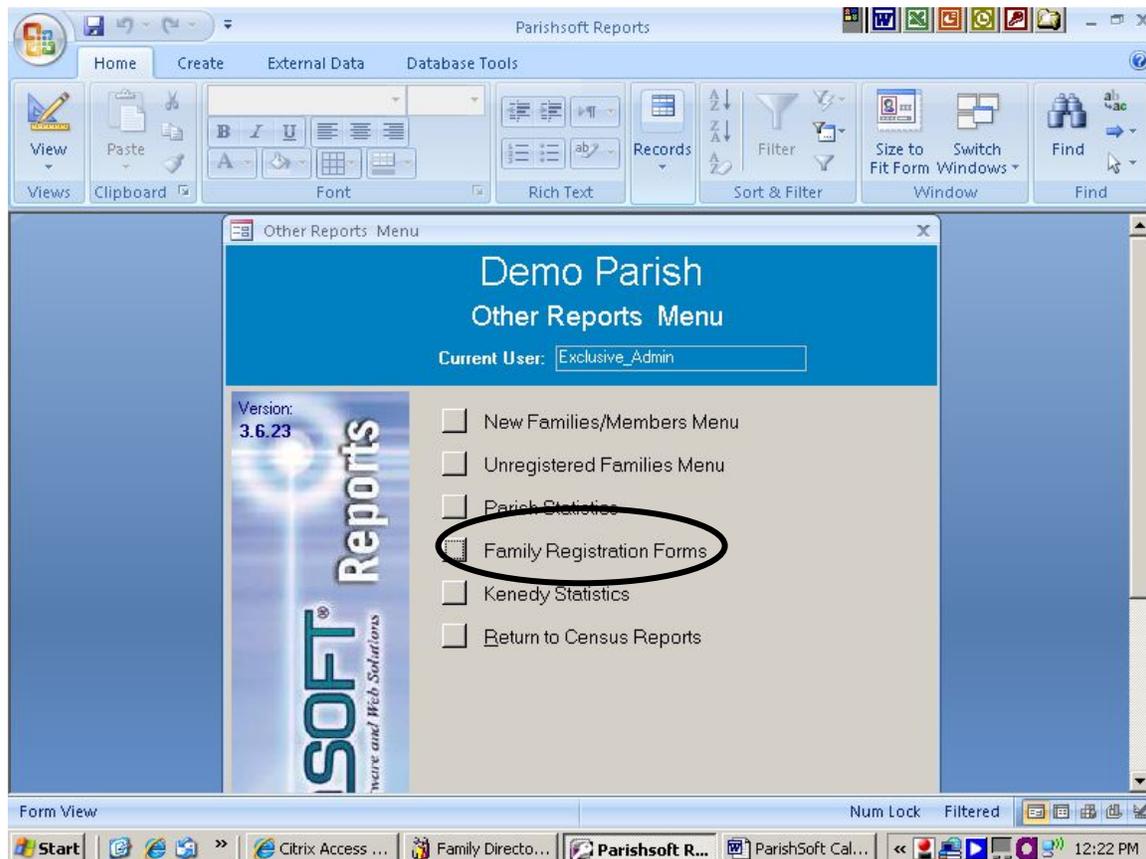
- d. Click on the Edit button to access a Fund to correct the tax deductible status of each fund.
- e. Caution: Be very careful not to Delete funds at this time.
- f. Close using the Close button provided on each window.

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- X. At the Offerings and Pledges menu select the Post Contribution button.
- Verify the last date posted was 12/31/20XX from this Message Box then Cancel.



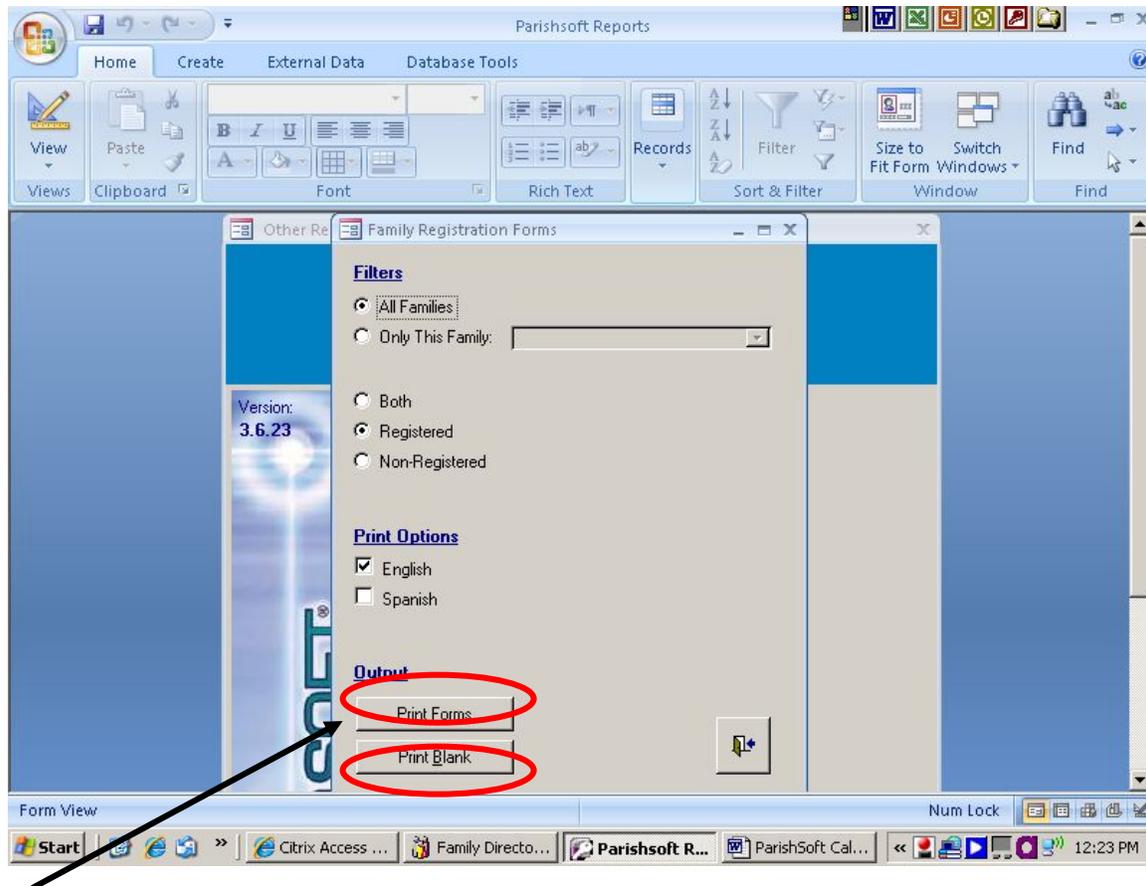
- Close all windows and return to the Family Directory.
- Optional but recommended:
 - While still in the Census Reports Menu select Other Reports.
 - From the Other Reports menu select "Family Registration Forms"



- Print out registration forms for all families to receive with their giving records. Ask the families to return the forms with any needed corrections.
 - The print button is located under the Output section.

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2. Print out blank registration forms to hand out to newly registered families.

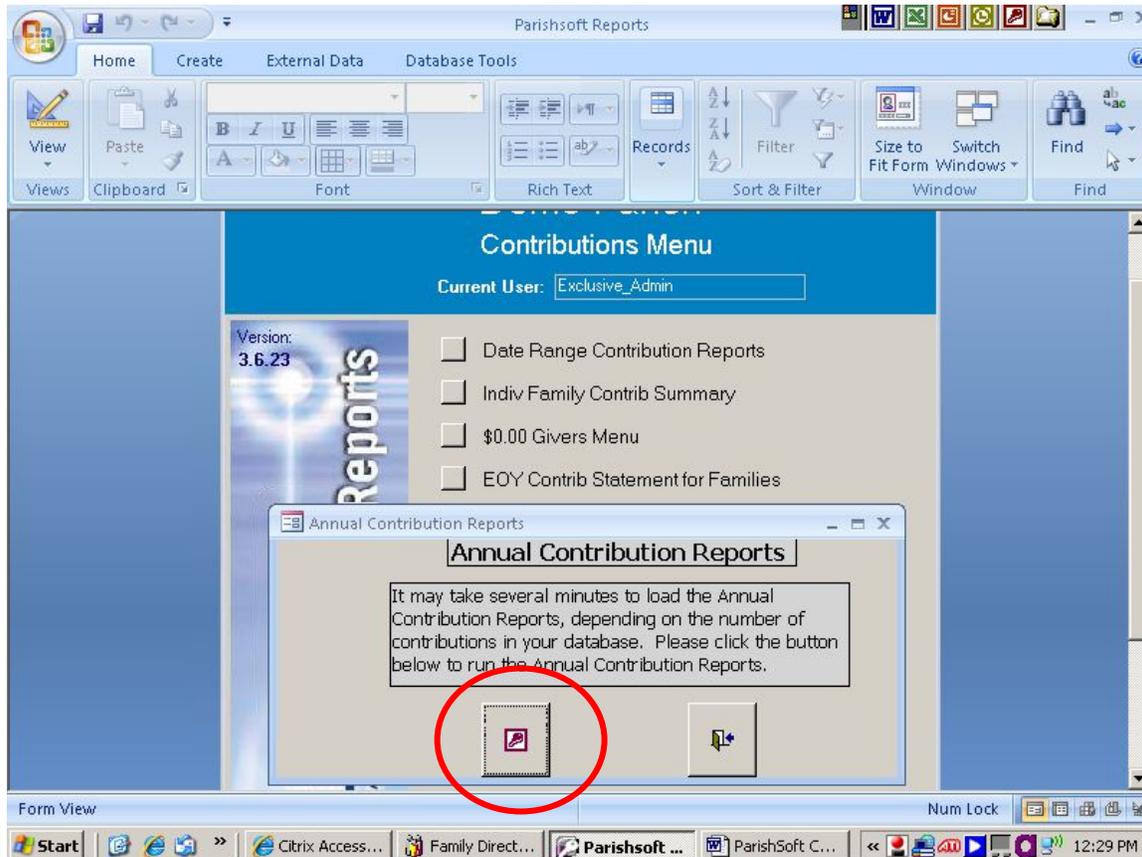


The print button is located under the Output section as the second item

Note: If your printer is capable of printing on both sides of a page, you may select to print in both English and Spanish if your parish has an Hispanic population. The program will print English on one side and then Spanish on the other. Then a family may complete either side of the form that is appropriate for them.

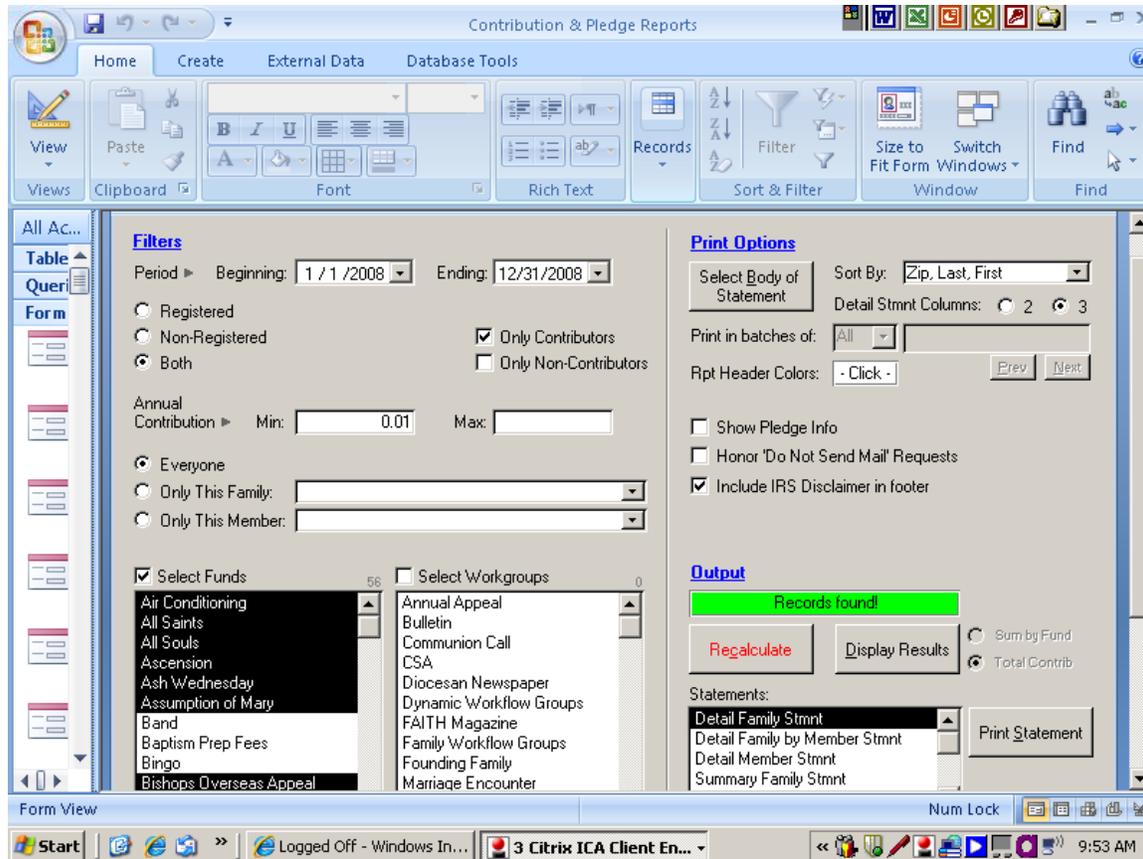
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- XI. Return to the Main Reports Menu
- Select the Contribution Reports Menu.
 - Select the EOY Contrib Statement for Families button.



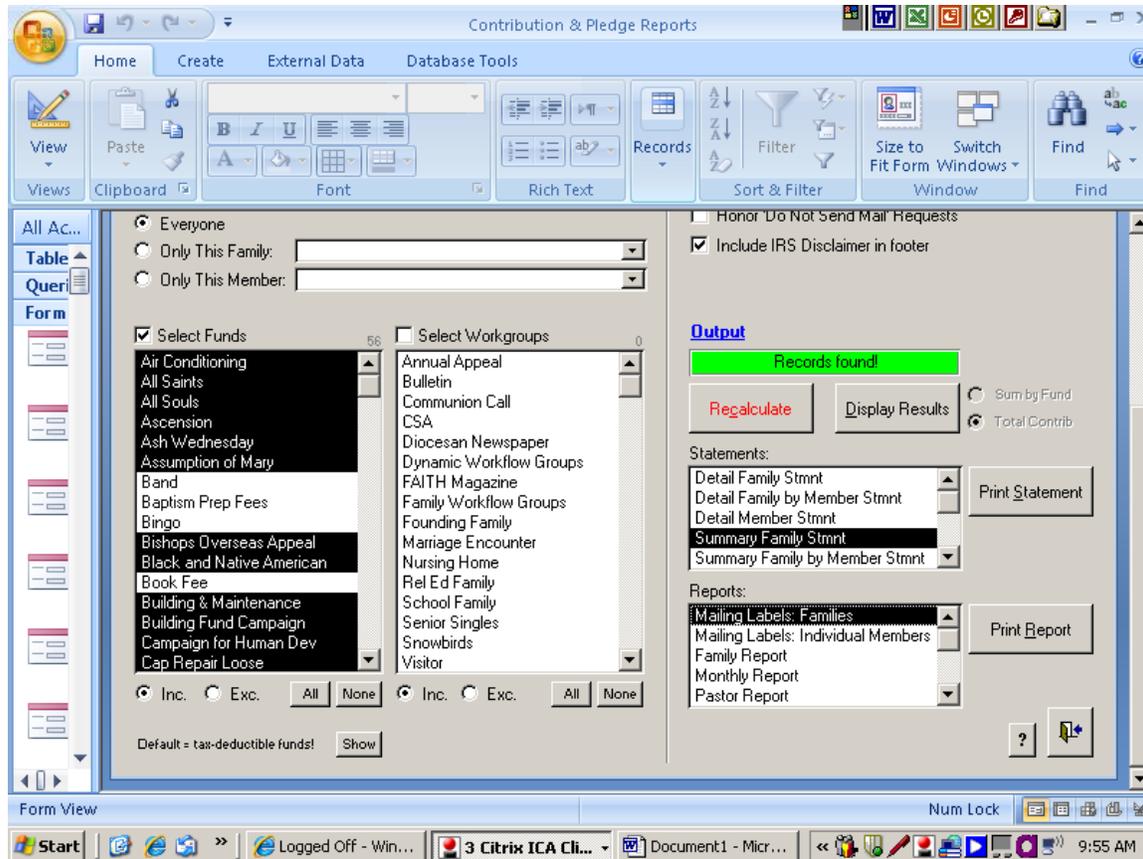
- When you receive the Message Box for “Annual Contribution Reports” (shown above) you must click on the purple Access Key button on the Left. This updates the Access report database.
 - If you do not wish to update the database at this time you may click on the Close button on the Right; however, you will not be allowed to process any further without running this process.
- XII. The Periodic Contribution Statement window is large and may not display completely on your computer. Please use the scrolling bars to view the entire window. The window is presented in the next two pictures:

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- a. This window may be used to print out end-of-period or end-of-year reports for parish members.
- b. Filtering:
 - i. Use the left side of the page to determine who or what group of parishioners will receive your mailing.
 - a. You can select all tax deductible funds or hold the control key down to select only specific funds when you put a check mark in the Select Funds box.
 - b. You can select specific Workgroups when you put a check mark in the Select Workgroups box.
 - c. Both can be used to limit a report for only a particular Workgroup regarding a particular Fund (RE Fees paid by RE Families within a particular month).
 - d. You may choose to select to include OR exclude highlighted workgroups/funds.
 - e. NOTE: The default is all tax-deductible funds.

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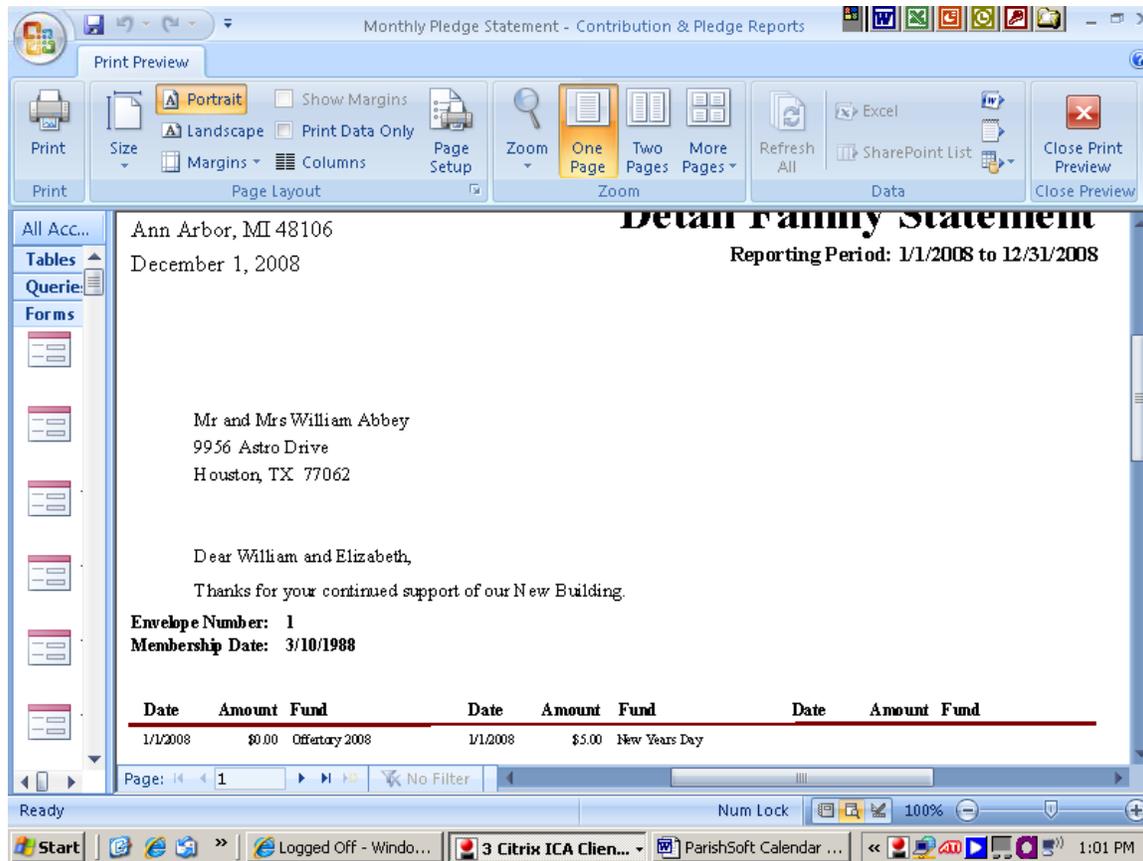


ii. Print Options:

- a. You may select a letter template or modify one of the templates that already exists by clicking on the “Select Body” button.
- b. Please note that your changes to the templates may not be saved, as others may need to utilize the template.
- c. Select a sort option from the drop down menu.
- d. Do not select to “print in batches”, instead use your printer’s print options to print pages 1-50, then 51-100, etc.
- e. If you want to use a color printer, you may select your printing choices based upon a record’s color.
- f. Detail information may be printed in either 2 columns or 3 columns of data on the page. The three columns produce shorter reports however the 2 column information is easier to read.
- g. To mail to all parishioners, do NOT put a check mark in the “honor do not send mail” requests.
- h. Mark to include the IRS disclaimer in the footnote if no items or services were received for these donations.
 - i. The giving statements are formatted to work with #10 Window Envelopes.
 - j. The labels are formatted for Avery 5160 Labels and will print in the same order as the statements.
- k. You must select “Recalculate” before reports will be generated.

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- iii. If you have selected a workgroup or fund that does not contain any records a notice will be displayed. Otherwise a Records Found Green Box is displayed.



Note: All reports print to the screen first.

- XIII. Pledge information does not follow the date range or the calendar year.
- It is specific to the individual pledge year.
 - Above is an example of a Detailed Family Statement with 3 columns of data.
 - Recommended - using 2 columns to make the report easier to read.
 - Do not use the "Print in Batches" option.
 - Print all reports and use the Access Print Window > Print Range > Print options to print page 1-50, 51 – 100, etc.

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XIV. Pastor Report

- a. Under the Annual Contributions Reports you will find an option to print the Pastor Report.
- b. The Pastor Report gives summary information for a quick review of Parishioner Envelope giving.
 - i. The report would be appropriate for pastors, parish directors and stewardship chairpersons.

Report Pastor Report - Contribution & Pledge Reports

Home Create External Data Database Tools

View Paste Font Rich Text Records Sort & Filter Window Find

Demo Parish Pastor Report

Reporting Period: 1/1/2008 to 12/31/2008
Registered, All families
Annual Contribution Min: \$0.01, (no Max given)
Tax-Deductible Funds Only!
No Workgroups Selected

Env	Last Name	Name (s)	Address	City	Zip	Phone(H)
1	Abbey	William and Elizabeth	9956 Astro Drive	Houston	77062	734-555-8397
38	Anderson	Jim and Martha	2983 W. Monroe St.	Ann Arbor	48108	734-985-5468
19	Bailey	Todd and Nancy	403 Keech Ave	Ann Arbor	48103-5534	734-555-1168
0	Brinks	Jim and Shirley	7313 Next Street South	Plymouth	48170	555-555-5555
12	Harris	Ralph and Martha	313 Strawberry Lake	Ann Arbor	48108	734-555-8584
81	Hunt	Jim	113137 US 15 South	Kawkwawlin	48631	555-555-5554
44	Nowka	Alan and Melinda	58394 Keech Street	Ann Arbor	48103	734-996-0930
7	Owen	Robert and Susan	1311 Oakley Street	Ann Arbor	48103	734-555-6931
4	Young	Mark	3115 Weston Place	Ann Arbor	48105	734-555-9609

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The report prints in landscape and must be viewed on the screen in two parts. Please see the next page for the contribution information that is displayed. The amounts on this report are also controlled by the selections made in the Select Funds part of the window. (Note that the parameters used for the report print in the upper left corner of the report.)

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Report Pastor Report - Contribution & Pledge Reports

Print Preview

Print, Size, Landscape, Margins, Columns, Page Setup, Zoom, One Page, Two Pages, More Pages, Refresh All, SharePoint List, Data, Close Print Preview, Close Preview

Address	City	Zip	Phone(H)	Total Contributions for Reporting Period
9956 Astro Drive	Houston	77062	734-555-8397	\$5.00
2983 W. Monroe St.	Ann Arbor	48108	734-985-5468	\$20.00
403 Keesch Ave	Ann Arbor	48103-5534	734-555-1168	\$5.00
7313 Next Street South	Plymouth	48170	555-555-5555	\$2.00
313 Strawberry Lake	Ann Arbor	48108	734-555-8384	\$2.00
113137 US 15 South	Kawkawlin	48631	555-555-5554	\$5.00
58394 Keesch Street	Ann Arbor	48103	734-996-0930	\$168.50
1311 Oakley Street	Ann Arbor	48103	734-555-6931	\$1.00
3115 Weston Place	Ann Arbor	48105	734-555-9609	\$10.00
				\$218.50

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