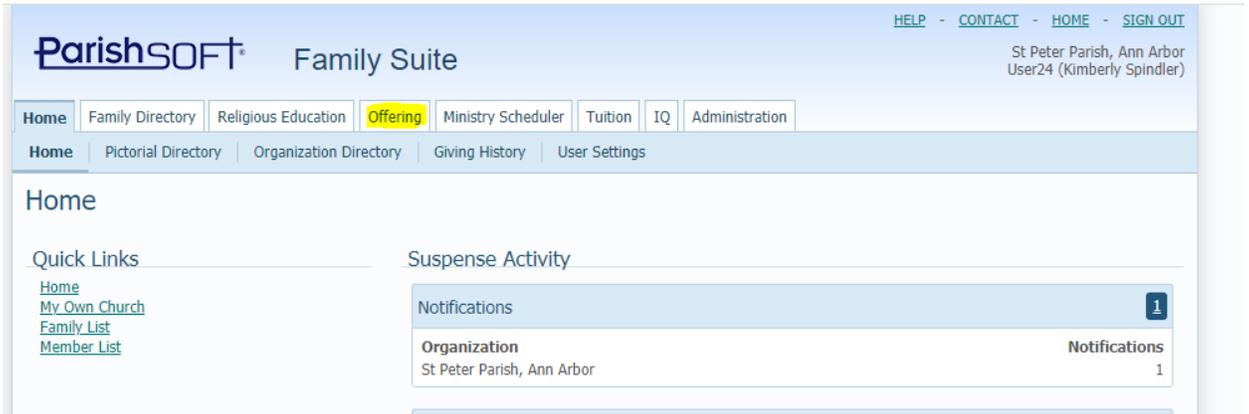


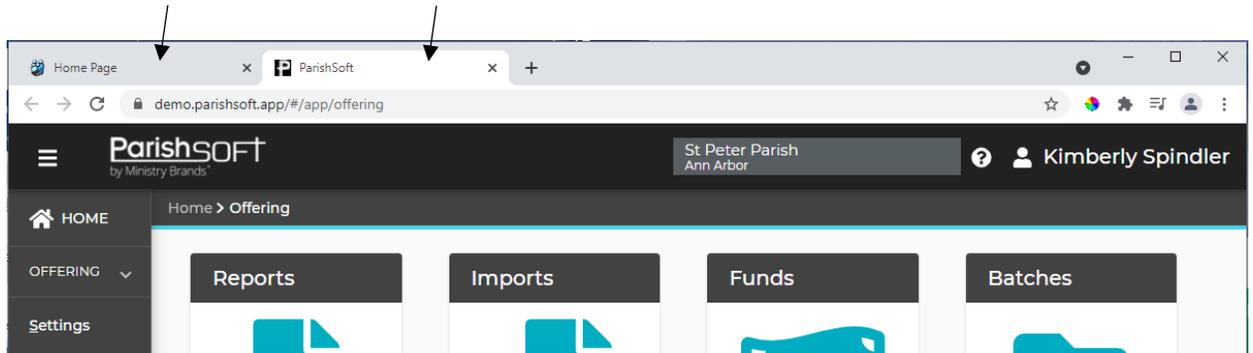
Posting Offertory Donations in Batches in ParishSOFT

The following document describes how to post offertory in the new Offertory Module in ParishSOFT. As of Aug 21st, 2021 the Offertory module will show the updated screens below.

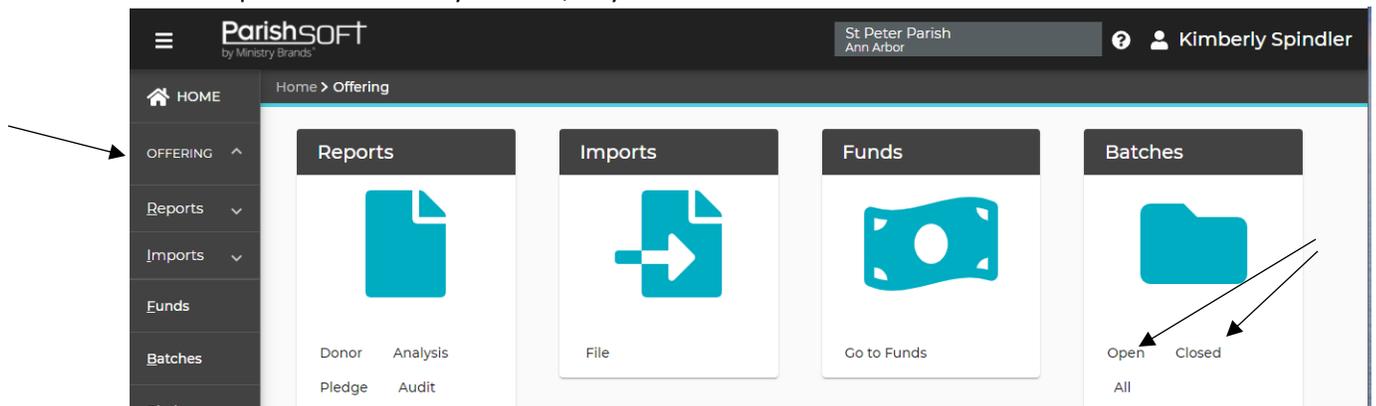
- 1) After logging into ParishSOFT, you will see a screen below. Click on the **Offering** tab, seen highlighted below.



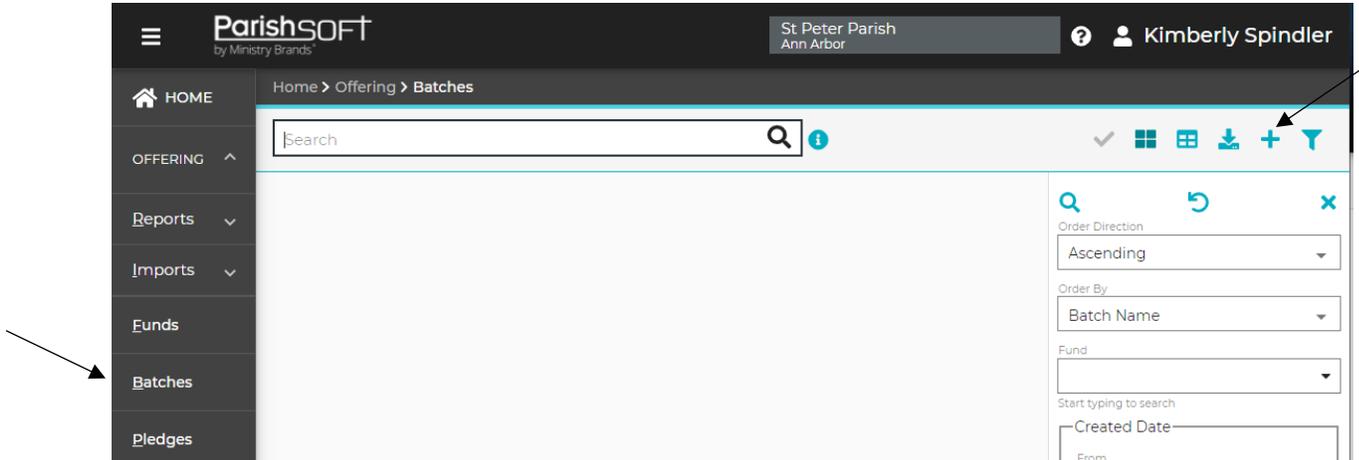
- 2) If the screen does not change, enable the popup blockers in your internet browser and then click on the tab again for it to be viewable. You should see a screen similar to below, where you now have two internet browser tabs available (you can toggle back and forth between the two if needed)



- 3) The screen above is the "Card" view. You can click either on the descriptions under each section to accomplish the function you need, or you can use the menu in the left side.



- 4) To post offertory donations, we will first create a batch, which accounts for the date we received donations and the overall batch/deposit amount that we anticipate posting into the system at this time. The batches can include multiple funds.
- 5) Click the **Batches** label on the left hand side, as seen below. Then click the plus sign (+) to add a batch, indicated below.



- 6) Select a main fund, which you will use in this batch, along with filling in the name of the batch, in the recommended format: YY-MM-DD along with the default contribution date and amount of the batch. (highlighted fields in the below are the required fields to enter)

The screenshot shows the 'Add Batch' form. The form is divided into several sections:

- Organization:** Text field containing 'St Peter Parish'.
- Fund*:** Dropdown menu with 'Offertory' selected. The asterisk indicates this is a required field.
- Created:** Text field containing '8/20/21 13:08 PM'.
- Description*:** Text field containing '2021-08-15 Offertory'. The asterisk indicates this is a required field.
- Status:** Empty text field.
- Default Contribution Date*:** Text field containing '8/15/2021' with a calendar icon. The asterisk indicates this is a required field.
- Closed Date:** Empty text field.
- Giving Source:** Empty text field.
- Comments:** Empty text area.
- Summary Fields:**
 - Pledge Count:** 0 of [input field]
 - Pledge Amount:** \$0.00 of [input field with '0']
 - Contribution Count:** 0 of [input field]
 - Contribution Amount:** \$0.00 of [input field with '2175.55']

- 7) Please note, for this particular batch, you can also change the default settings (set by your Administrator at the parish level) for this particular batch, below the **Default Contribution Date**, as seen highlighted below:

Default Contribution Date * 8/15/2021  Closed Date

Giving Source

Display Check Number in Posting

Display Memo in Posting

Batch uses pledges 

Default Contribution Type *
Cash (unspecified) 

Start typing to search

Default Family Lookup
Envelope Number & Family Name 

Comments



- 8) When the setup is complete, click the Save icon in the upper right corner, as seen below: You will see a popup that the batch was saved.

Organization: St Peter Parish **Pledge Count:** 0 of

Fund *: Offertory **Pledge Amount:** \$0.00 of

Created: 8/20/21 13:08 PM **Contribution Count:** 0 of

Description *: 2021-08-15 Offertory **Contribution Amount:** \$0.00 of

Status:

Default Contribution Date * 8/15/2021  Closed Date

Giving Source

Comments

- 9) Next, a new icon will appear in the upper right, that is a postings icon, which we will select in order to start in on posting donations in this batch.

Organization: St Peter Parish **Pledge Count:** 0 of

Fund *: Offertory **Pledge Amount:** \$0.00 of

Batch Id: 3418 **Contribution Count:** 0 of

Description *: 2021-08-15 Offertory **Contribution Amount:** \$0.00 of

Created:

- 10) After clicking the postings, you will see a screen similar to below, where your defaults are listed on the left side and where to post is in the main screen.

Batch 2021-08-15 Offertory - Open

Contributions	Count	0 / 0	Pledges	Count	0 / 0
	Amount	\$0.00 / \$2,175.55		Amount	\$0.00 / \$0.00

Contributions Pledges

Env #* Family Name Amount* Ck # Save Cancel

Donor Info: Fund: Offertory Tax Deductible? Contribution Type: Cash (unspecified) Date: 08/15/2021 Change This Entry

<input type="checkbox"/>	Donor Type	Envelope #	Name	Amount	Ck #	Memo	Pledge

Defaults

Fund: Offertory

Contribution Type: Cash (unspecified)

Contribution Date: 8/15/2021

Default Donor Lookup: Envelope Number & Famil...

Display Memo

Display Check Number

11) Please note that on the upper right side, are multiple icons. The batch information/defaults that you just created can be opened back up, by clicking on the Batch Details icon highlighted below:

Batch 2021-08-15 Offertory - Open

Contributions	Count	0 / 0	Pledges	Count	0 / 0
	Amount	\$0.00 / \$2,175.55		Amount	\$0.00 / \$0.00

Contributions Pledges

Defaults

Fund

And then you will see the same header.

Organization: St Peter Parish Pledge Count: 0 of

Fund*: Offertory Pledge Amount: \$0.00 of 0

Batch Id: 3418 Contribution Count: 0 of

Or, going back to the posting details by clicking back on the posting icons as seen below:

Organization: St Peter Parish Pledge Count: 0 of

Fund*: Offertory Pledge Amount: \$0.00 of 0

The **Batch Details** icon below allows hide the Defaults area on the postings screen to be closed. Seen below:

Batch 2021-08-15 Offertory - Open

The defaults are no longer on the right side, in the posting area, but can be re-pulled/shown by clicking back on the **Hide/Show Sidebar** icon seen below.

Batch: 2021-08-15 Offertory - Open

Contributions Count: 0/0 Amount: \$0.00 / \$2,175.55 | Pledges Count: 0/0 Amount: \$0.00 / \$0.00

Env #* Family Name Amount* Ck # Memo

Donor Info: Fund: Offertory Tax Deductible?: Contribution Type: Cash (unspecified) Date: 08/15/2021

Change This Entry

Save Cancel

12) Start posting by entering in the Env# or Family Name, then amount. You will be using the Enter key to move around this screen. (or the Tab) After you click Enter multiple times, it will automatically save the posting and show it in the list at the bottom of the screen, as seen in the image below.

Batch: 2021-08-15 Offertory - Open

Contributions Count: 1/0 Amount: \$25.00 / \$2,175.55 | Pledges Count: 0/0 Amount: \$0.00 / \$0.00

Env #* Family Name Amount* Pledge

Donor Info: Fund: Offertory Tax Deductible?: Contribution Type: Cash (unspecified) Date: 08/15/2021

Change This Entry

<input type="checkbox"/>	Donor Type	Envelope #	Name	Amount	Pledge	Fund	Tax Deductible?	Contribution Type	Contribution Date	Initial Contribut
<input checked="" type="checkbox"/>		101	Koskey, Frederick and Joean	\$25.00	<input type="checkbox"/>	Offertory	<input checked="" type="checkbox"/>	Cash (unspecified)	08/15/2021	<input type="checkbox"/>

13) If you enter in a family last name, in the search screen, to find a family, you will see a listing similar to below:

Directory Search

Search for:

Env #	Last Name	First Name	Address	City	State	Postal Code	Phone	Email
855	Smith	Dave and Nancy	2851 E Michigan Ave	Ypsilanti	MI	48198	734-555-1454	DaveSmith@demo.c
1015	Smith	John	27 North Ave	Ann Arbor	MI	48108	555-666-9999	smith@demoemail
8275	Smith	John and	3325 Washtenaw	Ann Arbor	MI	48104	734-975-2666	smithfamily@parish

Items per page: 25 1 - 5 of 5

Close

Click the correct family's last name to select it, then enter in their donation amount, click Enter and save the family's donation.

- 14) Enter in all your donations, until the batch amount at the top matches the amount you said the batch would be, as seen in the image below.

Batch: 2021-08-15 Offertory - Open

Contributions Count: 6 / 0
Amount: \$2,175.55 / \$2,175.55

Pledges Count: 0 / 0
Amount: \$0.00 / \$0.00

Env #* | Family Name | Amount* | Pledge

Save Cancel

Donor Info: Fund: Offertory
Tax Deductible?:
Contribution Type: Cash (unspecified)
Date: 08/15/2021
Change This Entry

<input type="checkbox"/>	Donor Type	Envelope #	Name	Amount	Pledge	Fund	Tax Deductible?	Con Type
<input type="checkbox"/>		9999	Cash, Loose	\$50.55	<input type="checkbox"/>	Offertory	<input checked="" type="checkbox"/>	Cas (un
<input type="checkbox"/>		1000	Allen, Paul and Andrea Johnson,	\$900.00	<input type="checkbox"/>	Offertory	<input checked="" type="checkbox"/>	Cas (un

Defaults

Fund: Offertory

Contribution Type: Cash (unspecified)

Contribution Date: 8/15/2021

Default Donor Lookup: Envelope Number & Famil...

Display Memo
 Display Check Number

- 15) Please note that any donation can be edited by adjusting the one specific line, as you are entering them:

- a) Changing the donation when you enter it in, by finding your family, then clicking the **Change This Entry** seen in the image below.

Contributions Pledges

Env #* Family Name Amount* Pledge

Allen, Paul and An 900

Donor Info: Paul and Andrea
 Allen (545-2323)
 3 Jackson Blvd
 Ann Arbor, MI 48108

Fund: Offertory
 Tax Deductible?:
 Contribution Type: Cash (unspecified)
 Date: 08/15/2021

Change This Entry

Save Cancel

b) This will pull up the defaults for just this donation, as seen below, and allow you to select something different, without changing your default settings. Change your fund, date, etc., then click **Confirm**.

Batch Contribution Details

Building Fund Campaign

Start typing to search

Tax Deductible?

Contribution Type
 Cash (unspecified)

Contribution Date
 8/15/2021

Cancel Confirm

c) Or, you can change the defaults on the right side to the new fund, then change it back:

Batch 2021-08-15 Offertory - Open

Contributions	Count	6 / 0	Pledges	Count	0 / 0
	Amount	\$2,175.55 / \$2,175.55		Amount	\$0.00 / \$0.00

Contributions Pledges

Env #* Family Name Amount* Pledge

Donor Info: Fund: Building Fund Campaign
 Tax Deductible?:
 Contribution Type: Cash (unspecified)

Change This Entry

Save Cancel

Defaults

Fund: Building Fund Campaign

Contribution Type: Cash (unspecified)

Contribution Date

16) When you batch is balanced, you put it first in Review, then Close the batch. (Closing the batch, in the new Offertory is the equivalent to Committing the batch in the older ParishSOFT Offertory.) The review icon is seen below:

Batch 2021-08-15 Offertory - Open

Contributions	Count	6 / 0	Pledges	Count	0 / 0
	Amount	\$2,175.55 / \$2,175.55		Amount	\$0.00 / \$0.00

Review icon highlighted

Click Yes on the message below to move your batch into the Review status.

Move Batch to Review Status?

Are you sure you want to move this batch to review status?

No Yes

- 17) If you wish another to review your batch, for errors, now is the time to let them know. Otherwise, you next want to Close your batch, by clicking the checkmark icon seen below to close your batch and follow the prompt.

Batch 2021-08-15 Offertory - Review					
Contributions	Count	6 / 0	Pledges	Count	0 / 0
	Amount	\$2,175.55 / \$2,175.55		Amount	\$0.00 / \$0.00

- 18) You will receive a confirmation that the batch was closed.

Closing Batch: 2021-08-15 Offertory



Closing batch. Please wait...



Batch closed!

- 19) To pull a report to give your accounting individual, to prove your postings, click the Export icon in the upper right corner, while your batch is still listed.

Batch 2021-08-15 Offertory - Closed								
Contributions	Count	6 / 0	Pledges	Count	0 / 0			
	Amount	\$2,175.55 / \$2,175.55		Amount	\$0.00 / \$0.00			
Contributions			Pledges					
Contribution ID	Type	Envelope #	Last Name	First Name	Amount	Fund	Tax Deductible?	Contribution Date
81412		101	Koskey	Frederick and Joean	\$25.00	Offertory	<input checked="" type="checkbox"/>	08/15/2021
81413		1000	Allen	Paul and Andrea	\$200.00	Offertory	<input checked="" type="checkbox"/>	08/15/2021
81414		1015	Smith	John	\$500.00	Offertory	<input checked="" type="checkbox"/>	08/15/2021

Printing Posting Reports-

- A) There are two options to Print a report, first is to select the PDF version, which is seen below, which shows you a summary of pledges, and then contributions. The second page and on, which is seen below, shows the individual donations with the bottom being a summary of the funds and the overall donations for the batch.

Batch Postings List Export

St Peter Parish
3767 Ranchero Drive
Ann Arbor, MI 48108

Batch Description: 2021-08-15 Offertory

Batch Status: Closed

Batch ID: 3418

Contributions (6)

Date	Amount	Check #	Env #	Donor	Fund	Type	Memo
8/15/2021	\$50.55		9999	Cash, Loose	Offertory	Cash (unspecified)	
8/15/2021	\$900.00		1000	Allen, Paul and Andrea	Offertory	Cash (unspecified)	
8/15/2021	\$500.00		3721	Johnson, Michael & Deborah	Offertory	Cash (unspecified)	
8/15/2021	\$500.00		1015	Smith, John	Offertory	Cash (unspecified)	
8/15/2021	\$200.00		1000	Allen, Paul and Andrea	Offertory	Cash (unspecified)	
8/15/2021	\$25.00		101	Koskey, Frederick and Joean	Offertory	Cash (unspecified)	

Contributions Summary

Fund	Contribution Total	Paid Count
Offertory	\$2,175.55	6
Total	\$2,175.55	
Posted	\$2,175.55	6
Balance	\$0.00	-6

- B) Second, on the download icon you can instead select Excel which will export more information and show it in an Excel document at the bottom of your web browser. Opening this summary will show a Batch summary, and clicking on the Contributions worksheet will show contributions and an overall summary at the bottom of the listed contributions.

	A	B	C	D	E
1	Batch Postings List Export				
2	St Peter Parish				
3	3767 Ranchero Drive				
4	Ann Arbor, MI 48108				
5	Batch Description: Contribution Import				
6	Batch Status: Closed				
7	Batch ID: 3410				
8	Summary				
9		Pledges	Contributions	Pledge Count	Paid Count
10	Total	\$0.00	\$29,975.00	0	594
11	Posted		\$29,975.00	0	594
12	Balance	\$0.00	\$0.00	0	0
13					
14					
15					
16					

Ready

- a. Scrolling to the bottom of the Contributions worksheet, you will see the summary including a total posted to each fund.

	A	B	C	D	E	F	G	H	I
596	1/6/2019	\$50.00	Cash (unspecified)	100	1129	Adams	Todd and Jane	Offertory	Cash (unspecified)
597	1/6/2019	\$50.00	Cash (unspecified)	1000	6491	Abler	Jason and Tracey	Offertory	Cash (unspecified)
598	1/6/2019	\$50.00	Cash (unspecified)	100	101	Koskey	Frederick and Joean	Offertory	Cash (unspecified)
599									
600	Contributions Summary								
601	Fund	Contribution Total	Paid Count						
602	Prayer Candles	\$550.00	11						
	Holy Days - Special	\$275.00	11						
603	Collections								
604	Flowers	\$550.00	11						
605	Easter Flowers	\$1,100.00	11						
606	Offertory	\$27,500.00	550						
607									
608	Total	\$29,975.00	594						
609	Posted	\$29,975.00	594						
610	Balance	\$0.00	0						
613									

- Either save and send the Excel document to your accounting individual/team or print off the summary if you wish and save the electronic format.
- To print just the Contribution Summary section, highlight the section only with your mouse, to print. Under the **Page Layout** tab, select **Print Area** and **Set Print Area**, then click the print icon like normal to print just that highlighted section.

The screenshot shows the Microsoft Excel interface with the 'Page Layout' tab selected. The 'Print Area' dropdown menu is open, showing options for 'Print Area', 'Set Print Area', and 'Clear Print Area'. The 'Contributions Summary' section of the spreadsheet, starting from row 600, is highlighted with a green border. The spreadsheet data is as follows:

	A	B	C	D	E	F
596	1/6/2019	\$50.00	Cash (unspecified)	100	1129	Adams
597	1/6/2019	\$50.00	Cash (unspecified)	1000	6491	Abler
598	1/6/2019	\$50.00	Cash (unspecified)	100	101	Koskey
599						
600	Contributions Summary					
601	Fund	Contribution Total	Paid Count			
602	Prayer Candles	\$550.00	11			
	Holy Days - Special	\$275.00	11			
603	Collections					
604	Flowers	\$550.00	11			
605	Easter Flowers	\$1,100.00	11			
606	Offertory	\$27,500.00	550			
607						
608	Total	\$29,975.00	594			
609	Posted	\$29,975.00	594			
610	Balance	\$0.00	0			

20) If you exit out of a batch and wish to find it again, after logging into the Offering area, click on Batches on the left side. You should see a list of batches and search for you batch with the filters on your right side, or select it from the most recent batches shown in the system. This is also where you can see your Batch ID number, if you wish to enter/record that on your reports.

The screenshot shows the ParishSOFT interface for St Peter Parish Ann Arbor, accessed by Kimberly Spindler. The user is in the 'Offering > Batches' section. The left sidebar contains navigation links: HOME, OFFERING, Reports, Imports, Funds, Batches, Pledges, Contributions, and Settings. The main area displays a list of batches with the following details:

Batch ID	Fund	Status	Giving Source	Entry	Pledge Count	Pledge Total	Contribution Count	Contribution Total	Created	Closed
ID: 3418 - 2021-08-15 Offertory	Offertory	Closed	Manual	Entry	--	\$0.00	--	\$2,175.55	08/20/2021	08/20/2021
ID: 3410 - Contribution Import 110719_1510	Offertory	Closed	Manual	Entry	0	\$0.00	594	\$29,975.00	11/07/2019	04/19/2021

Each batch entry includes buttons for 'Postings', 'Export', and 'Delete'. A search bar at the top allows for finding specific batches. On the right, a filter panel includes options for 'Order Direction' (Descending), 'Order By' (Created Date), 'Fund', and 'Status' (Any). Date range filters for 'Created Date' are also available.