# Preparing a Cost Share Bill for a Sister Parish in ParishSoft ConnectNow Accounting

Many parishes are part of a parish cluster, where two or three parishes share the costs for specific things, like the rectory and priest salary. Usually, at the end of the month, the parish that pays the bills up front prepares a bill to send to its sister parishes for reimbursement. If you are following the setups presented in previous parish post, "How to Use Cost Share Account Distributions," then the steps in this post will help you create a bill in the ConnectNow Accounting Software.

1. Once all the entries for the month have been entered, click on the "Ledger and Payables" tab, then click on the "Reports" button.
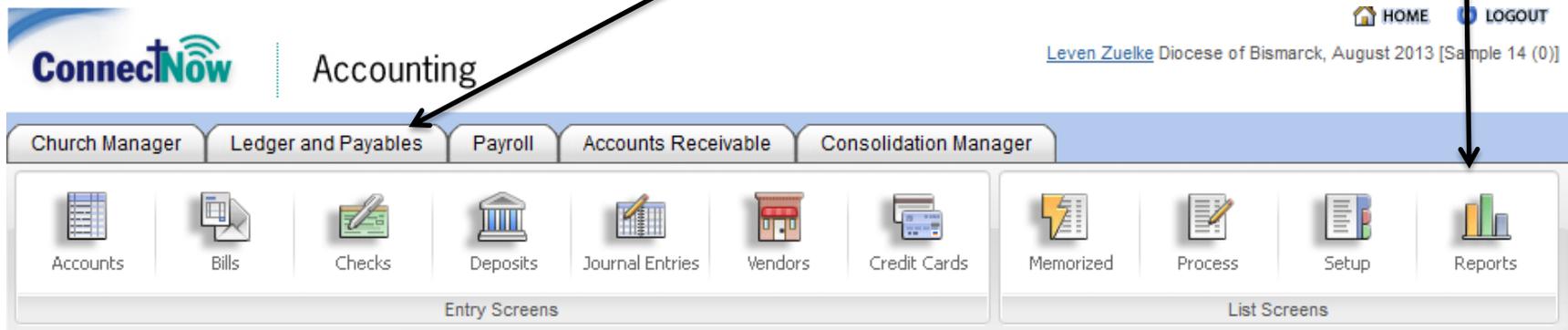
2.  Click on the "Accounts" bar and then click the "Account Audit" bar.

**Standard Reports**

| ▷ Transactions |
| ▷ Statements |
| ▽ Accounts |

- Account Audit
- Account Balance
- List
- Beginning Balance
- Available Account List
- Account Dimension Codes
- Account Inquiry

| ▷ Vendors |
| ▷ Budget/History |
| ▷ Analysis Graphs |

3. Make sure that the date range is correctly selected. If you do not select the correct date range, this report will not show you the correct information. Click the "Account" field and click the receivable account for the parish you are billing. When finished, click "Preview Report."

4. When you preview the report, you will get a report similar to the one below. The report below has had a few bills loaded into the system and a payroll has been run. If this report works for you, you can click the print button. If you wish to edit the format, you can save it as a Csv and then save it. This will open up this data in an excel document, where you may make edits to the format.



## Sample 14

## Account Audit
August 2013

| | | | Beginning Balance | Ending Balance | Vendor/Customer | Check |
|---|---|---|---|---|---|---|
| **1410.01P  Sister Parish A Receivable  A-1-30-1410-01** | | | | | | |
| Paid Bill | 4 | 08/01/2013 | 125.00 Electricity | | Electric Company | 1000 |
| Paid Bill | 5 | 08/01/2013 | 20.00 Pastor's Grocery | | Grocery Store | 1001 |
| Paid Bill | 6 | 08/01/2013 | 10.00 Crosses | | Religious Item Store | 1002 |
| Paid Bill | 7 | 08/01/2013 | 30.00 Water | | Water Company | 1003 |
| PayCheck | 1004 | 08/14/2013 | 500.00 | | Payroll | 1004 |
| PayCheck | 1004 | 08/14/2013 | 20.00 | | Payroll | 1004 |
| PayCheck | 1004 | 08/14/2013 | 128.12 | | Payroll | 1004 |
| **Net Total for Period** | | | 833.12 | 0.00 | 833.12 | |

Total Debits: 833.12          Total Credits: 0.00

5. Repeat steps 1-5 for each parish you share costs with.

6. You may have noticed in the previous report that the item for payroll has no detail.  Your parish may want more detail with the payroll.  If this is the case, click on the "Payroll" tab and click the "Reports" button.

7. Click on the "Paycycle" bar and then click on the "Ledger Distribution" bar.

**Standard Reports**

▽ **Paycycle**

Current Earnings

Payroll Summary

Taxable Wages

Ledger Distribution

Pay Distribution

Detailed Deductions

Retirement Wages

Paycheck Register

Paycheck Stub

▷ **Employee**

▷ **End of Period**

▷ **Federal**

▷ **State and Local**

▷ **Finance**

8. In the payroll field, make sure that the correct payroll process is selected. After you are finished, click "Preview Report."

**Payroll**

| 2 - 08/14/2013 - August Payroll | X |
|---|---|
| 1 - 06/25/2013 - Acc | |

| Preview Report | View PDF | Memorize Report | Reset Criteria | Cancel |
|---|---|---|---|---|

9. You will receive a report that has many numbers.  Find the receivable account that is used for the parish you are cost sharing with.  As you can see, now you have more detail to what these payroll items are for.  You can copy and paste this information into excel or you can repeat step 4.
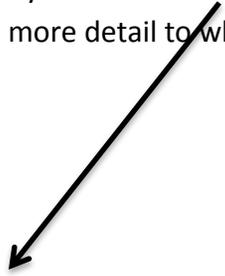
**1410.01P  Sister Parish A Receivable  A-1-30-1410-01**

| | | | | | | |
|---|---|---|---|---|---|---|
| Priest, Father | | | 500.00 | 0.00 | Wage | 2 - August Payroll | 08/14/2013 |
| Priest, Father | 11 | 401(k) Employer B | 20.00 | 0.00 | Benefit | 2 - August Payroll | 08/14/2013 |
| Priest, Father | 12 | Health Care Benefit | 128.12 | 0.00 | Benefit | 2 - August Payroll | 08/14/2013 |
| | | | 648.12 | 0.00 | | | |

10. Repeat steps 6-9 for each parish you are cost sharing with.