

ParishSoft – ConnectNow Accounting

Follow-up Training & Support - Session 1

1. **Verify email address** – click on name on upper right hand corner and verify your email address is correct
2. **Add account number** – go to Chart of Accounts and add account *4012.00#GA – Diocesan Subsidy*. This account will be used to record the amount of the ParishSoft support fee.
3. **Setting up bank reconciliation** – all outstanding items on your June bank rec will need to be entered into the system. Any outstanding items that may need to be voided should be done in June. You will need to create pseudo checks and deposits.
 - a. **Creating pseudo checks** – use BILLS to enter outstanding checks, create a bill for the vendor, use 07/01/2015 as Invoice Date and **SAME SHORTCUT NUMBER AS YOUR BANK/ASSET ACCOUNT** for the distribution account (use *1002.00?-Cash in Bank – Operating* for the operating account), enter amount of check, add comment “prior year o/s item”, click Assign Check Number, select bank account, assign check number and use 07/01/2015 for the date, Save and Submit.
 - b. **Creating pseudo deposits** – use DEPOSITS to enter outstanding deposits, choose correct bank account, use 07/01/2015 for the date, **SAME SHORTCUT NUMBER AS YOUR BANK/ASSET ACCOUNT** for the distribution account (use *1002.00?-Cash in Bank – Operating* for the operating account), enter amount of deposit, add comment “prior year o/s item” and Submit.
4. **Entering budgets** – to enter budget use PROCESS and select Next Year Budget. You can use filters to work on specific accounts.
5. **Payroll**
 - a. **Entering start-up totals for employees** – use SETUP, select Start-up Employee Totals, enter date of 06/30/2015, select employee from list on left-hand side.
 - i. **Entering Start-up Gross Wages** – enter taxable amounts for each wage type. Keep in mind that pre-tax insurance and 403B deductions affect these amounts
 - ii. **Entering start-up deductions/benefits** – enter the amount of the deduction/benefit for the employee for the first six months.
 - b. **Tax report & payment distribution** – at each payroll the tax expense for the employer is recognized, therefore, all taxes are paid from the liability accounts
 - c. **Payment distribution to vendors for benefits and deductions** – at each payroll the employer expense for the benefit is recognized, therefore, payments to vendors will be made from the liability accounts. An exception will be health benefits for religious order sisters and priests who are paid through bills.
6. **Ledgers & Payables**
 - a. **Entering 1099 startup balances** – use VENDORS, select vendor, click on 1099/Checks enter amount for first six months under 2015 adjusting amount.

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- b. **Voiding checks** – Find check, click Void, enter void date, if you still need to pay bill check the box for Make a new copy of the original bill for repayment.
 - c. **Naming custodian, fundraising & non fundraising accounts** – use ACCOUNTS, find account, and add account description.
 - d. **Bills** – enter all bills into system regularly
 - e. **Deposits** – enter deposits timely
- 7. **Bank reconciliation for July** – use PROCESS, select Bank Reconciliation, select bank account, enter statement date and ending balance. You may also enter service charges and interest on this screen. Submit. You can begin checking off items from your bank statement. Remember to submit to save any changes.
 - 8. **Financials** – by month end you will be able to see a memorized report group named Finance Office which will run reports using a format similar to what you have received from us
 - 9. Schools – FACTS
 - 10. General concerns