

ParishSoft – ConnectNow Accounting

Follow-up Training & Support - Session 2

1. PAYROLL

A. Payroll Setup

i. Pay Groups

1. Monthly – Clergy, Religious, Teachers (paid on last day of the month)
2. Biweekly – all other lay employees

ii. Pay Items – add the following pay items

1. Overtime
2. Bonus
3. PTO
4. Other paid leave
5. Sick (only schools)

iii. Deductions/Benefits & Account Distributions

1. Any time you add a deduction or benefit you will need to update your account distributions for all pay accounts

iv. Start-up totals

1. Use 06/30/2015 as your startup date
2. Once you have all your start-up totals in you can go to **Forms > 941 >** Calendar year = 2015, select Second Quarter and run a report. The amounts showing on this report must match with the total of the amounts of your first and second quarter reports.

v. Job Category – add categories

vi. Personal Time

1. PTO
2. Other Paid Leave
3. Sick (only schools)

B. Employee Setup

i. Custom Info -- this information needs to be added to all employees

ii. Deductions/Benefits

1. Insurance – correct benefit amount
2. 403B – need to show both benefit & deduction

iii. Personal

1. PTO set up balances forward and earned per payroll
2. PTO will automatically add the earned
3. Manually enter time used for PTO, Other or Sick
4. System will show a message when available is over the limit but will continue to accrue. You will need to manually make the adjustment. Run report regularly to review time. **Reports > Employee > Personal Time**, select fiscal year and month, select month to date and run report.

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- C. Payroll
 - i. Timecard should include distribution of hours paid for
 - 1. PTO
 - 2. Other paid leave
 - 3. Overtime
 - 4. Bonus
- D. Other payroll issues and concerns

2. LEDGERS & PAYABLES

- A. Vendor codes
 - i. Diocese of El Paso – DOEP
 - ii. Diocese of El Paso Investment Trust – DOEPIT
 - iii. Diocese of El Paso Insurance Fund – DOEPINS
 - iv. Healthscope – HSB
 - v. Catholic Mutual Group – CMG
- B. Bank reconciliation
 - i. Beginning balances for bank accounts
 - ii. Reports
 - 1. **Reports > Transactions > Account Reconciliation Report** – this report must show that it is reconciled, there is a zero difference. It must be signed and dated by the preparer and a second person responsible for reviewing the bank reconciliation.
 - 2. Copy of bank statement
- C. Reports
 - i. Statement of Financial Position (Balance Sheet)
 - ii. Statement of Activities
 - iii. Statement of Activities Summary by Category
 - iv. Bank Reconciliation Report

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3. **FACTS**

- A. Daily entry of payments received at school for FACTS activity. Use account 1031 -FACTS Clearing Payments at School for these payments.
- B. Weekly G/L Journal entry for 2015-16 FACTS activity
- C. Monthly AR Outstanding balance reconciliation.