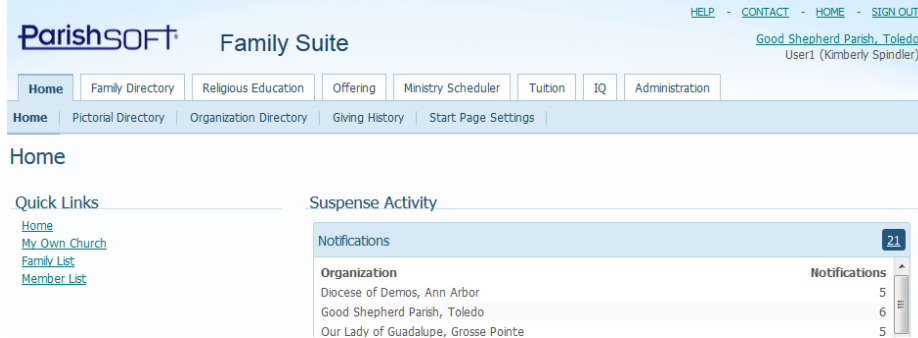


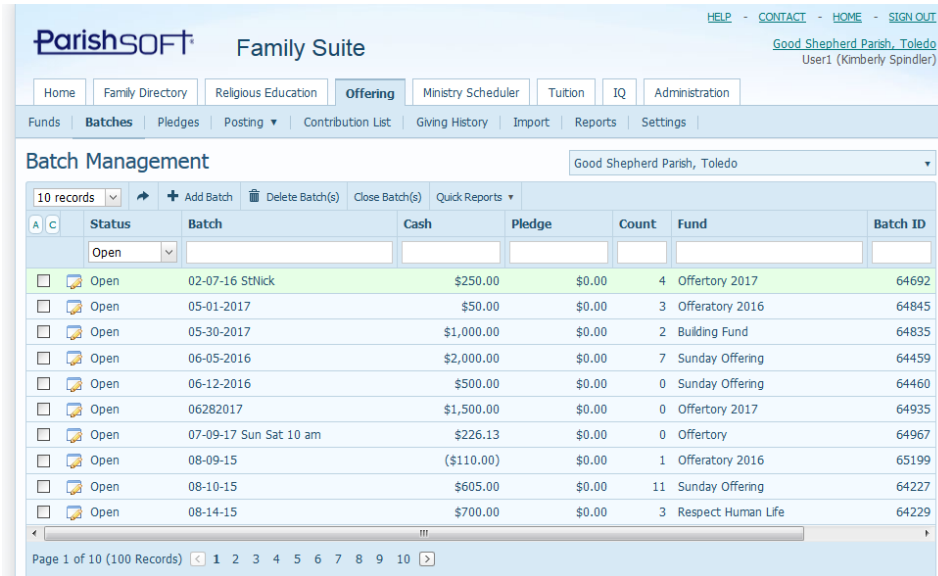
Changing Batch Amounts

If you wish to change the overall amount of a batch, which you have created in ParishSOFT, please follow the steps below.

- 1) First, log into **ParishSOFT** and you will be at your typical homescreen:



- 2) Next, click on **Offering** and then on **Batches** in the upper tabs. Your screen will be similar to below:



Status	Batch	Cash	Pledge	Count	Fund	Batch ID
Open						
Open	02-07-16 StNick	\$250.00	\$0.00	4	Offeratory 2017	64692
Open	05-01-2017	\$50.00	\$0.00	3	Offeratory 2016	64845
Open	05-30-2017	\$1,000.00	\$0.00	2	Building Fund	64835
Open	06-05-2016	\$2,000.00	\$0.00	7	Sunday Offering	64459
Open	06-12-2016	\$500.00	\$0.00	0	Sunday Offering	64460
Open	06282017	\$1,500.00	\$0.00	0	Offeratory 2017	64935
Open	07-09-17 Sun Sat 10 am	\$226.13	\$0.00	0	Offeratory	64967
Open	08-09-15	(\$110.00)	\$0.00	1	Offeratory 2016	65199
Open	08-10-15	\$605.00	\$0.00	11	Sunday Offering	64227
Open	08-14-15	\$700.00	\$0.00	3	Respect Human Life	64229

- 3) Find the batch you wish to correct. Click “edit batch” button in front of the batch description you wish to adjust.



- 4) The batch description will open (similar to the screen where you entered in the batch) as seen below.

02-07-16 StNick (64692) Quick Reports ▼

Batch ID: 64692

Batch Description: 02-07-16 StNick Fund: Offertory 2017 Status: Open

Bank Account: A-01-15-101-00 Check Date Opened: Mon Jan 30 2017 Date Closed:

Cash Total: \$250.00 Pledge Total: \$0.00 Transaction Count: 4

Cash Balance: \$0.00 Pledge Balance: \$0.00 Batch Owner: Spindler, Kimberly

Batch Type: Detailed Posting Deposit Date:

Comment:

Close Batch Edit Close

5) Click the **Edit** button and the screen will then show in the edit format as seen below.

02-07-16 StNick (64692) Batch ID: 64692

Batch Description*: 02-07-16 StNick Fund*: Offertory 2017 Status: Open

Bank Account*: A-01-15-101-00 Check Date Opened*: 1/30/2017 Date Closed:

Cash Total*: \$ 250.00 Pledge Total: \$ 0.00 Transaction Count: 4

Cash Balance: \$ 0.00 Pledge Balance: \$ 0.00 Batch Owner: Spindler, Kimberly

Batch Type*: Detailed Posting Deposit Date:

Comment:

Reason*:

Save Cancel

6) Adjust the amount, description, date, etc and enter in a reason in the **Reason** box, then click the **Save** button.

7) You will see a confirmation that the adjustment was made, similar to below:

2017-01-15 Offertory (64692) Quick Reports ▼

Batch has been updated successfully.

Batch ID: 64692

Batch Description: 2017-01-15 Offertory Fund: Offertory 2017 Status: Open

Bank Account: A-01-15-101-00 Check Date Opened: Sun Jan 15 2017 Date Closed:

Cash Total: \$250.00 Pledge Total: \$0.00 Transaction Count: 4

Cash Balance: \$0.00 Pledge Balance: \$0.00 Batch Owner: Spindler, Kimberly

Batch Type: Detailed Posting Deposit Date:

Comment:

Close Batch Edit Close

8) Hit **Close**. Your batch will not be adjusted in the main screen to reflect the new changes:

ParishSOFT Family Suite HELP - CONTACT - HOME - SIGN OUT

Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Home Family Directory Religious Education **Offering** Ministry Scheduler Tuition IQ Administration

Funds Batches Pledges Posting Contribution List Giving History Import Reports Settings

Batch Management Good Shepherd Parish, Toledo

10 records ▼ + Add Batch Delete Batch(s) Close Batch(s) Quick Reports ▼

A	C	Status	Batch	Cash	Pledge	Count	Fund	Batch ID
		Open	2017					
<input type="checkbox"/>		Open	2017-01-15 Offertory	\$250.00	\$0.00	4	Offertory 2017	64692
<input type="checkbox"/>		Open	2017	\$30.00	\$0.00	1	Loose collection	64866
<input type="checkbox"/>		Open	2017 Sacrificial Giving	\$20,555.00	\$0.00	0	Offertory 2017	64923
<input type="checkbox"/>		Open	2017-06-04	\$189.00	\$0.00	6	Offertory	64933
<input type="checkbox"/>		Open	2017 CSFA 1	\$500.00	\$1,500.00	2	CSFA 2017	64975