Editing postings in Committed or Open Batches

Editing postings in committed or open batches can be done in a couple of ways in ParishSOFT, depending on what needs to be edited. The following will break down the different types of edits that may need to occur on postings.

Editing amount of posting, dates of posting, and funds it’s posted to:

1) First, log into Connect Now and you will be at your typical homescreen:

2) Next, click on Offering and then on Contribution List in the blue bar beneath the main Offering tab. Your screen will be similar to below:

3) Search for your contribution, be entering in the start and end date for when the contribution was actually posted. If you’re unsure of when the contribution was posted, go to the Batches area, select the batch you created, then click on the Reports < View Batch Detail report as seen below:
4) In the screen shot below, we can see that the batch name in the example was: 05-01-2017 (indicating that most of the postings should be that date) In the contributions posted, we can see that one was posted under the date of: 05-04-2017 When searching in our Contribution List area, we would need to search under 05-04-2017 in order to find this contribution that was posted in error and correct/adjust the date.

5) Back in the Contribution List area, we will enter in our criteria to find out postings. In the example above, we’re entering in 05-04-2017 to find this contribution that was misdated in its batch. After entering the date, click the View Contributions button to only see that date range, as seen below:
6) In the example above, I can restrict the view, by typing in the name of the batch that was in my example: 05-01-2017

7) Next, select your contribution, by clicking the box to the left of the posting date, then click the edit icon seen below:
8) If there is just one contribution you’ve selected, you’ll see the screen similar to the one below. Click the Posting date and change it to what you want/what it’s supposed to be. (in this case: 5/1/2017) Put in a Reason in the field, as indicated below, then click the Save button.

9) You will have a message indicating that it was changed, as seen below:

10) Click Close and you’ll be back in your Contribution List search area. In the example below, note that there isn’t anything else that “fulfills” my search, which is why there are no contributions listed.
11) There may be times when you’ve selected multiple contributions to edit, as seen below:

12) After clicking the Edit icon, you will see a multiple contribution change screen, like the one seen below:

13) Please note that the edits will allow you to change either the posting date, the payment type, the fund, the memo, or the batch.

14) Unselect what you do not want to change, edit the areas that are check-marked to make your change, put in a reason, then click **Save.**
Editing the family or member a contribution was posted to:

15) In the **Offering** tab, under the **Contribution List** area, as seen below, find the particular family/member that the contribution was posted to. Select that contribution, as seen below:

![Contribution List](image)

16) This contribution area does not allow you to re-post to a new member, but it does allow you to remove the contribution from the family that you posted to in error. (as long as the batch is either Committed or Open) Click the trash can icon, indicated below, to delete the posting you have selected:
17) You will get a warning asking for verification that you wish to delete the contribution/s you’ve selected. Click **Delete** to confirm removing them from the system.

18) You will receive a confirmation message that it was deleted, similar to the one below:

19) Click **OK** and the contribution list will refresh.

**Reposting into a committed batch after removing a posting in error**

You may notice that once a batch is committed, from the Quick Entry posting screen, we can’t pull it back up in that screen. Therefore, whenever we have to edit contributions after a batch is committed, we will need to go to the Detailed Posting screens.

20) Under the **Offering** tab, select the **Posting** area in blue and select **Detailed Posting** as seen in the options below:
21) Your screen should refresh as seen below:

22) Note, that after selecting your existing **Batch**, the **Batch Information**, seen circled below, will reflect your batch totals and the overall balance. Next, select the **Fund** and also verify the **Payment Type**.
23) Finally, check the **Posting Date** area seen below and change it to reflect the date of your batch.

24) Please note that there is a **Posting Options** area on the right side of the screen (in a highlighted box) which specifies how you will enter in the family. Either **Input by**: (Family) Name or Envelope Number.

25) In the example above, we need to make up for the accidental postings, correcting the $10 posting and applying it to the Yang, Bob and Sue family. Since the **Input**
by area is already listing Name, we type in the name into the appropriate box and select the correct family from the drop down list.

26) After typing the correct amount, check number and any memo if needed, click the Save button. The screen will refresh and you will see your posting under the Last Contribution Posted area.

27) In the example below, we reposted to our batch the amount we removed from the batch by deleting the family and now the balance is at zero. (seen below)
28) We’re all done with our postings, and can get out of this screen, go back to the **Batches** area and reprint reports from there, or the **Contribution List** if needed. (just like at the end of posting in our Quick Entry posting)