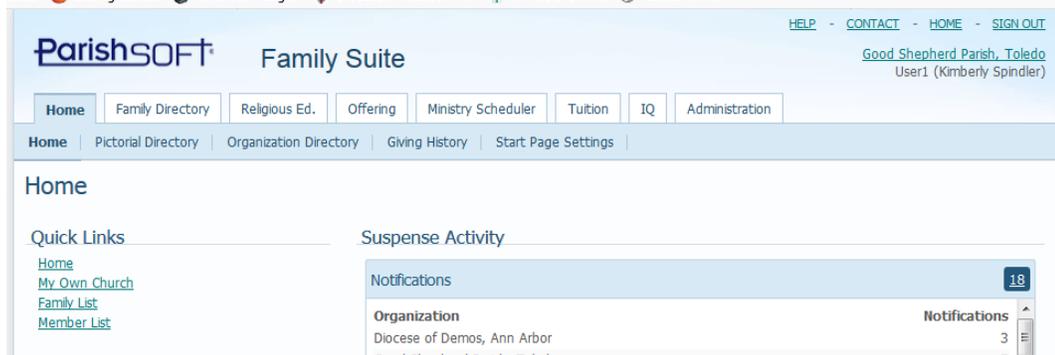


Editing postings in Committed or Open Batches

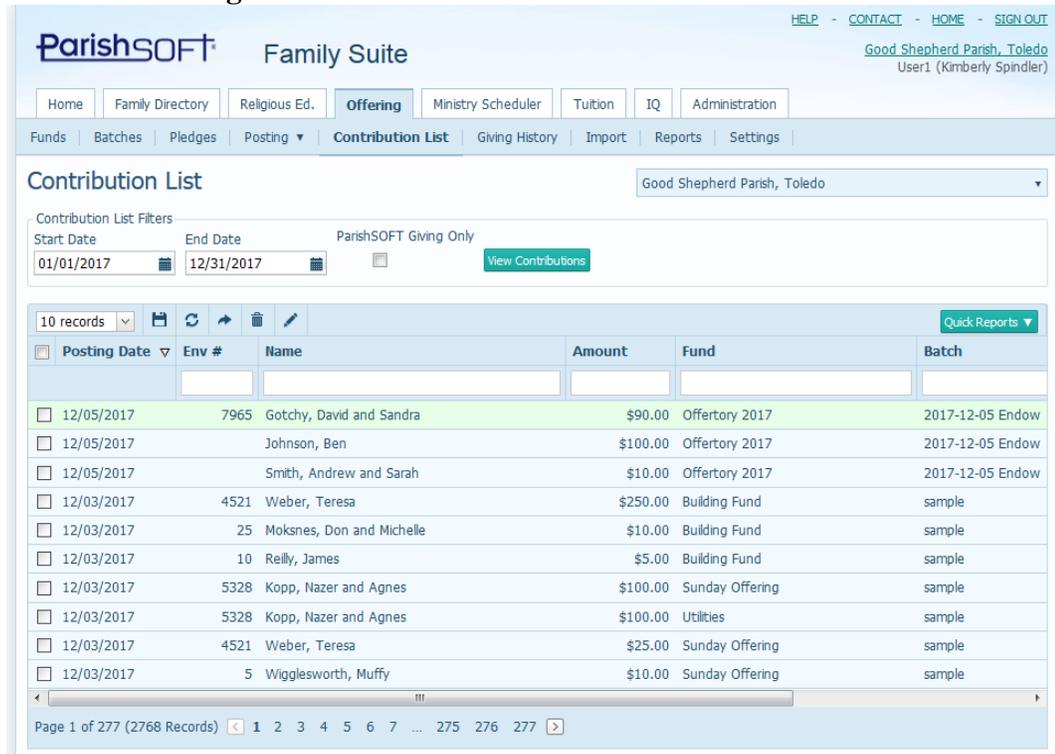
Editing postings in committed or open batches can be done in a couple of ways in ParishSOFT, depending on what needs to be edited. The following will break down the different types of edits that may need to occur on postings.

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, by 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:

ParishSOFT Family Suite

Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Home Family Directory Religious Ed. **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	Amount	Count	Fund	Batch ID
<input checked="" type="checkbox"/>		Open	05-01-2017	\$50.00	\$0.00	3 Offeratory 2016	64845
<input type="checkbox"/>		Open	05-30-2017	\$1,000.00	\$0.00	2 Building Fund	64835
<input type="checkbox"/>		Open	06-05-2016	\$2,000.00	\$0.00	7 Sunday Offering	64459
<input type="checkbox"/>		Open	06-12-2016	\$500.00	\$0.00	0 Sunday Offering	64460
<input type="checkbox"/>		Open	06282017	\$1,500.00	\$0.00	0 Offeratory 2017	64935

- 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.

Good Shepherd Parish
550 Clark St.
Toledo, OH 43601

Batch Detail for **05-01-2017 (64845)**
Date Range: 05/04/2017 - (no max)
Batch ID: 64845

Pledges (0)

Start Date	End Date	Total Pledged	Balance	Contribution Type	Family	Envelope #	Fund

Contributions (3)

Date	Amount	Contribution Type	Check #	Family	Envelope #	Fund	Comment
2017-05-01	\$15.00	Cash (unspecified)		Loose, Cash		Offeratory 2016	
2017-05-01	\$25.00	Check	2003	Patton, Scott and Janice		Offeratory 2016	
2017-05-04	\$10.00	Cash (unspecified)		Loose, Cash		Special Collection	

Summary

	Pledges	Contributions	Transactions
Total	\$0.00	\$50.00	3
Posted	\$0.00	\$50.00	3
Balance	\$0.00	\$0.00	0

- 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:

ParishSOFT[®] Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting ▾ | **Contribution List** | Giving History | Import | Reports | Settings

Contribution List Good Shepherd Parish, Toledo ▾

Contribution List Filters
 Start Date: 05/04/2017 | End Date: 05/04/2017 | ParishSOFT Giving Only: [View Contributions](#)

10 records ▾ | [Quick Reports ▾](#)

Posting Date	Env #	Name	Amount	Fund	Batch
<input type="checkbox"/> 05/04/2017		Loose, Cash	\$10.00	Special Collection	05-01-2017

Page 1 of 1 (1 Records) < 1 >

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

ParishSOFT[®] Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting ▾ | **Contribution List** | Giving History | Import | Reports | Settings

Contribution List Good Shepherd Parish, Toledo ▾

Contribution List Filters
 Start Date: 05/04/2017 | End Date: 05/04/2017 | ParishSOFT Giving Only: [View Contributions](#)

10 records ▾ | [Quick Reports ▾](#)

Posting Date	Env #	Name	Amount	Fund	Batch
<input type="checkbox"/> 05/04/2017		Loose, Cash	\$10.00	Special Collection	05-01-2017

Page 1 of 1 (1 Records) < 1 >

7) Next, select your contribution, by clicking the box to the left of the posting date, then click the edit icon seen below:

ParishSOFT[®] Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting ▾ | **Contribution List** | Giving History | Import | Reports | Settings

Contribution List Good Shepherd Parish, Toledo ▾

Contribution List Filters
 Start Date: 05/04/2017 | End Date: 05/04/2017 | ParishSOFT Giving Only: [View Contributions](#)

10 records ▾ | [Quick Reports ▾](#)

Posting Date	Env #	Name	Amount	Fund	Batch
<input checked="" type="checkbox"/> 05/04/2017		Loose, Cash	\$10.00	Special Collection	05-01-2017

Page 1 of 1 (1 Records) < 1 >

- 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.

Edit Contribution (18455968)

Donor Record

Env #	Name	Address 1	Family/Member ID
0	Cash Loose	825 Victors Way	443262

Contribution Record

Batch * 05-01-2017 Fund * Special Collection Payment Type * Cash

Posting Date * 05/04/2017 Pledge

Amount * \$10.00 Check Number

Memo (1000 characters left)

Audit Data

Reason * (200 characters left)

Save Close

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

Edit Contribution (18455968)

Contribution record updated.

Donor Record

Env #	Name	Address 1	Family/Member ID
0	Cash Loose	825 Victors Way	443262

Contribution Record

Batch * 05-01-2017 Fund * Special Collection Payment Type * Cash

Posting Date * 05/01/2017 Pledge

Amount * \$10.00 Check Number

Memo (1000 characters left)

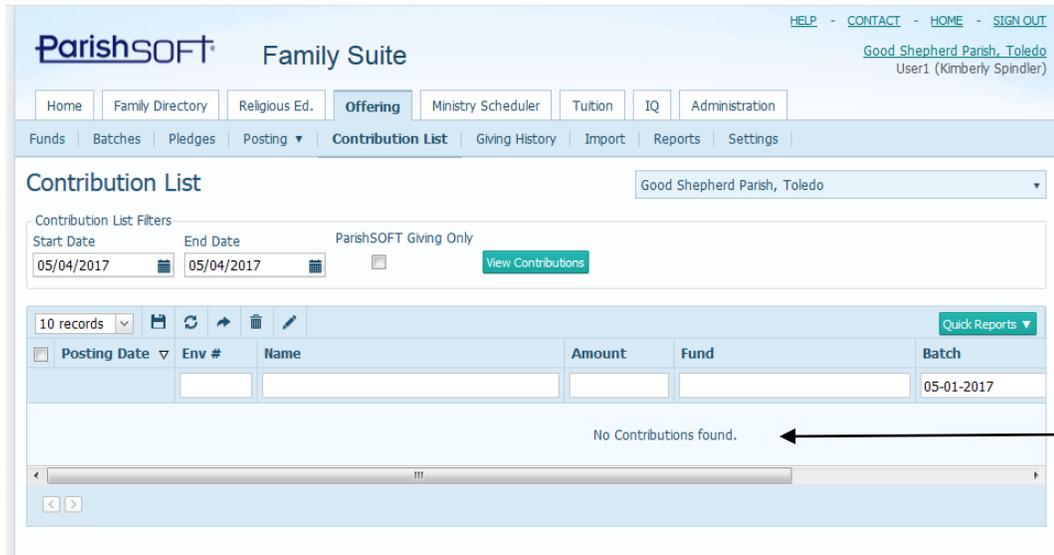
Audit Data

Reason * (180 characters left)

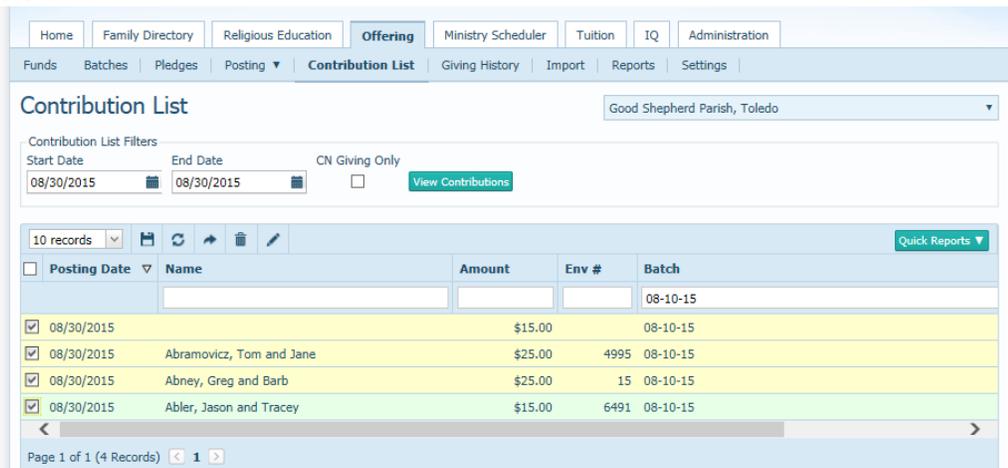
correct posting date

Save Close

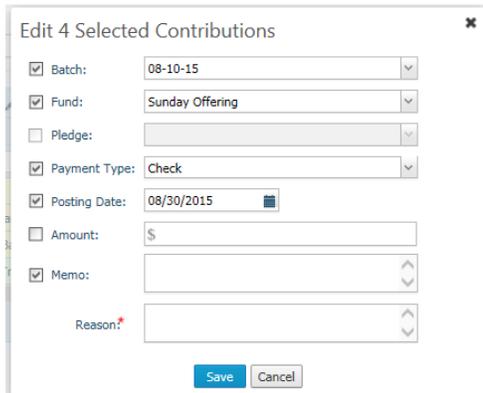
- 10) Click **Close** and you'll be back in your Contribution List search area. In the example below, note that there isn't anything else that "fulfills" my search, which is why there are no contributions listed.



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**.

Edit 3 Selected Contributions

Batch: 08-10-15

Fund: Offertory 2015

Pledge:

Payment Type: Check

Posting Date: 08/10/2015

Amount: \$

Memo:

Reason: Editing fund and posting date

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:

ParishSOFT Family Suite

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting | **Contribution List** | Giving History | Import | Reports | Settings

Contribution List

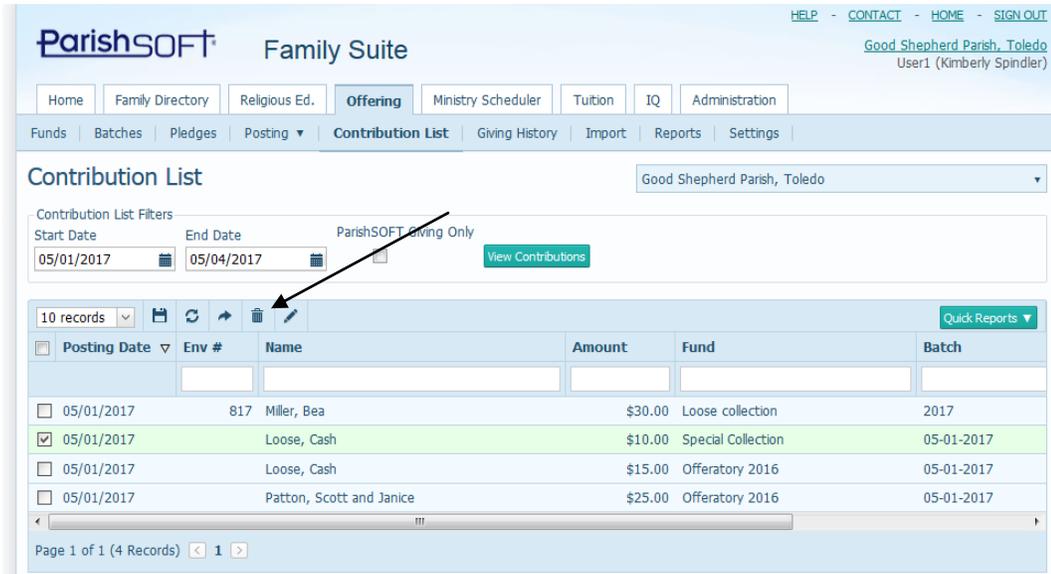
Contribution List Filters

Start Date: 05/01/2017 | End Date: 05/04/2017 | ParishSOFT Giving Only: |

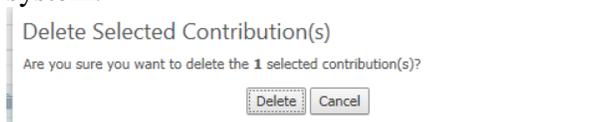
Posting Date	Env #	Name	Amount	Fund	Batch
<input type="checkbox"/> 05/01/2017	817	Miller, Bea	\$30.00	Loose collection	2017
<input checked="" type="checkbox"/> 05/01/2017		Loose, Cash	\$10.00	Special Collection	05-01-2017
<input type="checkbox"/> 05/01/2017		Loose, Cash	\$15.00	Offeratory 2016	05-01-2017
<input type="checkbox"/> 05/01/2017		Patton, Scott and Janice	\$25.00	Offeratory 2016	05-01-2017

Page 1 of 1 (4 Records) | 1

- 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:

ParishSOFT Family Suite

Home Family Directory Religious Ed. **Offering** Ministry Scheduler Tuition IQ Administration

Funds Batches Pledges Posting Contribution List Giving History Import Reports Settings

Contribution List Detailed Posting Quick Entry Posting Good Shepherd Parish, Toledo

Contribution List Filters
 Start Date: 05/01/2017 End Date: 05/04/2017 ParishSOFT Giving Only View Contributions

Posting Date	Env #	Name	Amount	Fund	Batch
05/01/2017	817	Miller, Bea	\$30.00	Loose collection	2017
05/01/2017		Loose, Cash	\$15.00	Offeratory 2016	05-01-2017
05/01/2017		Patton, Scott and Janice	\$25.00	Offeratory 2016	05-01-2017

Page 1 of 1 (3 Records) 1

21) Your screen should refresh as seen below:

ParishSOFT Family Suite

Home Family Directory Religious Ed. **Offering** Ministry Scheduler Tuition IQ Administration

Funds Batches Pledges Posting Contribution List Giving History Import Reports Settings

Detailed Posting Good Shepherd Parish, Toledo

Batch Information

Cash: Total: \$4500.00 Pledges: \$0.00 Transaction Count: 8 Balance: \$3570.00

Posting Filters

Family Registration Status: Both Family Group: All Groups

Default Posting Data

Batch: 5-10-16 Sunday (6444) Fund: Sunday Offering Payment Type: Check

Posting Options

Input For: Family Input By: Name

Posting

Posting Date: 02/05/2017 Pledge: Post To: ID: Env #: Amount: \$500.00 Check Number: Memo:

Post to Preview

Envelope Number: 0 Name: Family or Member ID: Address 1: Address 2: City: State: Postal Code: View Giving History

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**.

Detailed Posting Good Shepherd Parish, Toledo

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 50.00	\$ 0.00	2
Balance: \$ 10.00	\$ 0.00	

Posting Filters

Family Registration Status: Both
Family Group: All Groups

Default Posting Data

Batch: 05-01-2017 (64845) Fund: Offeratory 2016 Payment Type: Check

Posting

Posting Date: 02/05/2017 Pledge:

Post To: ID:

Env #: Amount: Check Number:

Posting Options

Input For: Family Input By: Name

Post to Preview

Envelope Number: 0
Name:
Family or Member ID:
Address 1:
Address 2:
City:

23) Finally, check the **Posting Date** area seen below and change it to reflect the date of your batch.

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 50.00	\$ 0.00	2
Balance: \$ 10.00	\$ 0.00	

Default Posting Data

Batch: 05-01-2017 (64845) Fund: Offeratory 2016 Payment Type: Check

Posting

Posting Date: 02/05/2017 Pledge:

Post To: ID:

Env #: Amount: \$ 500.00 Check Number:

Posting Options

Input For: Family Input By: Name

Post to Preview

Envelope Number: 0
Name:
Family or Member ID:
Address 1:
Address 2:
City:

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.

Default Posting Data

Batch: 05-01-2017 (64845) Fund: Offeratory 2016 Payment Type: Check

Posting Options

Input For: Family **Input By: Name**

Posting

Posting Date: 02/05/2017 Pledge:

Post To: ID:

Env #: Amount: \$ 500.00 Check Number:

Memo:

Post to Preview

Envelope Number: 0
Name:
Family or Member ID:
Address 1:
Address 2:
City:
State:
Postal Code:

[View Giving History](#)

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.

ParishSOFT Family Suite

Home | Family Directory | Religious Ed. | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | **Posting** | Contribution List | Giving History | Import | Reports | Settings

Detailed Posting Good Shepherd Parish, Toledo

Batch Information

Cash: Total: \$ 50.00 Balance: \$ 10.00

Pledges: Total: \$ 0.00 Balance: \$ 0.00

Transaction Count: 2

Posting Filters

Family Registration Status: Both

Family Group: All Groups

Default Posting Data

Batch: 05-01-2017 (64845) Fund: Offertory 2017 Payment Type: Check

Posting Options

Input For: Family Input By: Name

Posting

Posting Date: 05/01/2017 Pledge:

Post To: Yang ID: 290004

Env #	Last Name	First Name	Address 1	ID
	Yang	Alex	2350 Chancery Rd	293664
100	Yang	Bob and Sue	9561 Arbor Mist Ct	290004
681	Yang	David and Julie	5903 Needle Rock Ct	290133
	Yang	Raymond and Michele	8651 Jackman Rd	290121
165	Yang	Robert	5826 Comet Ave	290019

Post to Preview

Envelope Number: 100

Name: Yang, Bob and Sue

Family or Member ID: 290004

Address 1: 9561 Arbor Mist Ct

[View Giving History](#)

Last Contribution Posted

Date	Donor	Env #	Amount
05/01/2017	Yang, Bob and Sue	100	\$ 10.00

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.

Posting

Posting Date: 05/01/2017 Pledge:

Post To: ID:

Env #: Amount: \$ 10.00 Check Number:

Memo:

Post to Preview

Envelope Number: 0

Name:

Family or Member ID:

Address 1:

Address 2:

City:

State:

Postal Code:

[View Giving History](#)

Last Contribution Posted

Date	Donor	Env #	Amount
5/1/2017	Yang, Bob and Sue	100	\$10.00

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)

Good Shepherd Parish, Toledo

Detailed Posting

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 50.00	\$ 0.00	3
Balance: \$ 0.00	\$ 0.00	

Posting Filters

Family Registration Status:

Family Group:

Default Posting Data

Batch: Fund: Payment Type:

Input For: Input By:

Posting

Posting Date: Pledge:

Post To: ID:

Env #: Amount: Check Number:

Memo:

Post to Preview

Envelope Number:

Name:

Family or Member ID:

Address 1:

Address 2:

City:

State:

Postal Code:

[View Giving History](#)

Last Contribution Posted

Date	Donor	Env #	Amount
5/1/2017	Yang, Bob and Sue	100	\$10.00

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)