Creating and Posting Offertory Batches – Quick Entry Method

Entering contributions by batches in Connect Now is easier if you organize your contributions by fund prior to entering them in. It does require you to have an overall “total” for the “batch” which you expect to post. With these pieces of information, please follow the steps below to enter in a batch with the Quick Entry method below:

1) First, log into ParishSOFT and you will be at your typical home screen:

![ParishSOFT Home Screen]

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

![ParishSOFT Batches Tab]

3) Next click the Add Batch area listed below the Batch Management title seen in the screen shot below:
4) The **Create New Batch** screen will appear similar to the screen below:

![Create New Batch Screen](image)

In the screen above you will enter in the details of your batch. Required fields are indicated by the red asterisk.

5) In the **Batch Description** field enter a name that will help you and others easily identify these contributions. We suggest using a date in this field to convey when the contributions were collected. Ex: 2016-12-04 Offertory (to convey 2016’s the year, December is the month and this is the posting for the 4th of the month)

6) In the **Fund** field, select the main fund we’ll use for this batch (for the majority of the contributions). You can have multiple funds in the batch, this is just a listing of one of them in the batch.

7) The date opened field is the date you created the batch.

8) In the **Cash Total** field enter in the total dollar amount of the contributions listed on your cash counting sheet or that you added up earlier and expect to enter into the system. (As you enter in each contribution in the posting area, the Cash Balance amount will decrease to indicate the total contributions you’ve entered into the batch.)

9) In the **Batch Type**, select the **Quick Entry Posting** option as seen below:

![Quick Entry Posting](image)

10) Click **Add Batch** when all is correct. You will get a confirmation screen that your batch is created, as seen below. Click **Close** to close the window and move
to the next step in the contribution posting process. *(Note: DO NOT click Close Batch, as that button is for after all your postings are complete.)*

11) You will be back at the **Batch Management** screen, click the drop down arrow to the right of the **Open** area, underneath the **Status** column, as seen below:

![Batch Management Screen](image)

12) You will now see your newly entered batch in the list of batches:

![Batch List Screen](image)

13) To post contributions to this batch, click on the **Posting** area below the **Offertory** tab, then select the **Quick Entry Posting** option in the dropdown.
14) The **Quick Entry Posting** screen will show similar to the one below:

![Quick Entry Posting Screen](image1.png)

15) Select your batch by clicking the radial button next to it, then click the area that says: **Launch Quick Entry Contribution Posting Page** button, as seen below:

![Launch Quick Entry Posting](image2.png)

16) You may get a warning about the redesign of the screen, which is a reminder that you can close out of this screen at any time.

![Warning about Redesign](image3.png)

   - Click the **Hide this tip once** until you’re comfortable with it’s information and want to hide it forever.

17) The **Quick Entry Posting** screen will show, similar to the screen below:
18) Make sure your batch is selected, in the upper right corner and verify your Default Posting data. Whatever default fund, date and type is what will apply to the postings as you enter them into the area below.

19) Please check and change the Default Posting Date to correctly reflect the date which is on the description of your batch. (circled below) In the example above, since our batch was for the past Sunday, 12-4-2016, we’ll adjust the date in the default posting data area to reflect 12-4-16 instead of the 7\textsuperscript{th}, which is when we’re entering the information into our system.

20) Next, please note that there is a section on the right that lists the Options and Filters. This is where you can set and change your preferences for posting batches. (seen below)

21) Under the Options and Filters screen, you can select additional fields to add into your quick posting screen: Check, or Memo, if you use these often. It will also
allow you to specify if you wish to see more than the envelope number when posting. The settings below are common for quick entry. (posting just envelope number and amount)

22) After checking your **Options and Filters**, back on the main screen, enter in your first envelope number, then hit the **Enter** key, enter in the amount and repeat the process for the donations in front of you. 

(Please note that a family name will appear after entering in the amount of the line. Likewise, a family must already have an envelope number in the Family Directory in order for them to show up via the envelope number. You can always switch your Lookup method to family last name and enter in a family via their last name if they don’t have an envelope number.)

23) After posting a number of entries, your screen may appear similar to below:

24) If you make a posting in error, you will see a red warning; similar to what is seen below. Go back to that line, correct the envelope number, and then keep going.
25) If you wish to change the “default” fund you are posting to, part way through entering in the donations, you can do so by scrolling back up to the Default Posting Area and under the Fund click the dropdown area to select the new fund name. All the donations entered after this point in the entry lines below, will be posted to the new fund.
26) If you wish to double check that a line is posted correctly, then click on the wheel to the right of the family’s name, on the right side of the screen.

27) It will show you the default for the posting line.

28) If you accidentally enter in a posting that you do NOT want, go to the right of the posting line and click the Trash can icon to delete the line. (seen below)

29) When you have finished entering in all the total donations, you will see a screen similar to the one below. Note that the: You have completed the Batch. Click here to commit link is now in showing in green in the area on the bottom. (your batch Balance is also now listed at $0, meaning what you anticipated and what you posted matches)
Note: it is good to double check and verify that most of the people you are posting to are families in the system. The area to the right of the **Balance** will show what type of families/members you posted to and how many, as seen below.

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30) Click the link that says: **You have completed the batch. Click here to commit.** If the batch doesn’t balance, or you need to correct something, you can close the screen without committing the batch. (by clicking the grey X at the top of the screen) **Please note, you must commit the batch, in order to post the contributions to the families.**

31) You will see a **Commit Batch** screen and on that screen you will then click **Commit Batch** button to finalize the batch.
32) Next, you will receive a confirmation that you’ve committed your batch. Click the Close button. (seen below)

When first learning the system, you will want to hold off of from using the Close Batch button, till you are used to posting, the funds and the dates. After clicking the Close Batch there can be no edits to a batch or any of its postings. (unless you post a negative to reverse each posting.)

Printing Reports-

1) To print a report of your batch by the date of your contributions that were posted, grouped by the fund, please click the Contribution List option in the area below the Offering tab. (seen below)

2) Enter in the date range for your postings, then click the View Contributions button.
3) The screen will refresh with all the donations within that posting date:

4) Please double check that the report is organized by “Name” by clicking on the header where it says Name as seen below. You should see an arrow pointing up that indicates that the screen is now organized alphabetically A to Z via the donors names. (the donor report will still group everything per the funds)
5) Likewise, one additional area to note, if there is more than one batch on this date, AND you only want to print a specific batch, you will want to enter in the batch name in the white box, as seen below, under the Batch header, to add another filter/restriction to our report.

In the example below, there is only 11 postings in our batch. After entering in the batch name (exactly how it’s typed in), we see this restricted information, as seen below.

6) Click on the Quick Reports < View Date Range Postings you should see a report with a total for our batch for this date.

7) You will see a report (a popup window, please check that these are OK to show for this website) that will group all the donations listed first via their fund, then alphabetically by family last name, for ease of reference in the future. Please also
note that the totals for each fund along with the fund name are shown at the bottom of each section. (seen highlighted below)

Please note, that if you have multiple batches on that date range, and do NOT restrict the report by the batch name, you will see any/all postings on the date range you’ve selected. (In the image above, they were trying to find all donations across all batches on that posting date)

8) Click the icon in the upper left corner to print the document.

9) To save the document as a PDF, click on the Save icon indicated below to the left of the document type that you are saving:
10) Depending on your internet browser, you should get a popup or document notification asking you what to do with the PDF file. Click Open. If given the options, as seen below, open the document in Adobe Acrobat reader then save it into a permanent location on your computer.

Printing Batch reports before Committing:

After working on your batch in Quick Entry, if you can’t figure out an error, you may want to print a paper report to double check your work. Please follow the steps below to print off that report.

1) If you close out of the Quick Entry screen and need a report of your current listing of postings, in order to find an error, you will see the batches in order on the main Quick Entry posting batch detail area seen below:
2) Click on the radial button to the left of your batch and then click the **Quick Reports** area (indicated above) and the **View Batch Detail Reports** options below to see a report similar to what is shown below: (this report shows the contributions in the order they were entered)

3) In the upper left corner, click the print icon to print off your report.
**Printing Batch reports after committing your batch:**
There may be times when you want to print the batch, without using the Contribution List view. This will print a batch report without summing the funds, in a more condensed report. This will also print the lines in the order they were entered into the system. Please follow the steps below if you’d like to print this type of report.

4) If you wish to print a listing of just your particular batch, click on the **Batches** area below the **Offering** tab, then search for your batch by clicking on the options under the **Status** header and selecting: **Committed**. (seen below)

5) To print a detailed report of the donations of the batch here, click the box to the left of your batch to select it, then click the **Quick Report** icon and the **Print Detailed Report** option. (seen below)

6) You will see a print scree for JUST this batch’s donations, listed in the order that they were entered in:
7) To print the report, again, click the printer icon in the upper left corner.

Closing a batch
If you have multiple users in the system, you may wish to close your batches after reviewing their posting dates, their funds posted to, etc. If you close a batch it can NEVER be re-opened or edited without putting in a negative posting to correct the posting which is in error.

8) To close a batch, go to the **Batches** area under the main **Offering** tab. Select the batch you wish to close, by changing the Status area’s dropdown selection and searching for the batch:
9) Select the batch and click the **Close Batch** button seen below.

10) You will get a message asking if you want to close the batch, as seen below:

11) Click **OK** to confirm the close, a status window will confirm that the batch was closed. (If for any reason you feel you would wish to adjust either the batch information, dates or posted amounts, wait to close the batch.)