

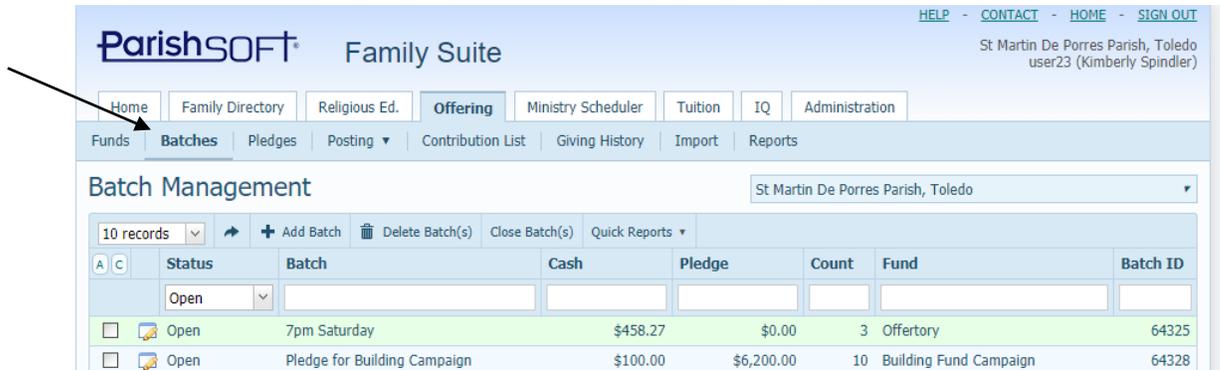
Creating and Posting Offertory Batches –Detailed method

Entering contributions by batches in ParishSOFT through Detailed method should primarily be used when you CAN'T use the Quick Entry method. Normally, when you have to adjust an existing closed batch or when you need to make a correction batch. This is the only area in ParishSOFT where you can currently enter in negative amounts.

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

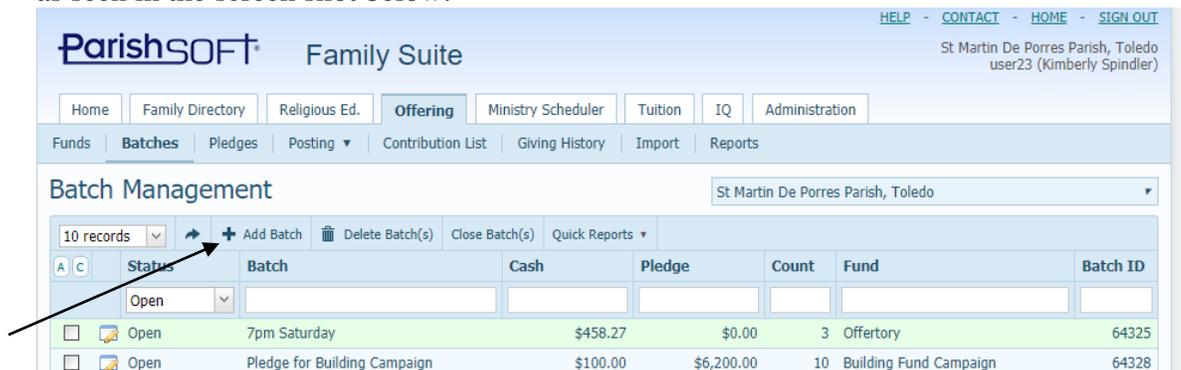


- 2) Next, click on **Offering** and then on **Batches** in the upper tabs. Your screen will be similar to below:



Status	Batch	Cash	Pledge	Count	Fund	Batch ID
Open						
Open	7pm Saturday	\$458.27	\$0.00	3	Offertory	64325
Open	Pledge for Building Campaign	\$100.00	\$6,200.00	10	Building Fund Campaign	64328

- 3) Next click the **Add Batch** area listed in blue below the **Batch Management** title as seen in the screen shot below:



- 4) The **Create New Batch** screen will appear similar to the screen below:

The screenshot shows the 'Create new batch' form with the following fields and values:

- Batch Description*:
- Fund*: Adult Ed Donations
- Status: Open
- Cash Total*: \$ 0.00
- Date Opened*: 3/6/2020
- Date Closed:
- Cash Balance: \$ 0.00
- Pledge Total: \$ 0.00
- Transaction Count: 0
- Batch Type*:
- Pledge Balance: \$ 0.00
- Batch Owner: Spindler, Kimberly
- Comment:

Buttons: Add Batch, Cancel

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, and adding a description to convey the correction or adjustment that is happening. Ex: 2020-08-15 Offertory Adjustment
- 6) In the **Fund** field, select the fund used by the majority of the contributions for this batch. (you can change the fund for individual contributions later during the entry process)

The screenshot shows the 'Create new batch' form with the following fields and values:

- Batch Description*: 2020-08-15 Offertory Adjustr
- Fund*: Offertory
- Status: Open
- Cash Total*: \$ 0.00
- Date Opened*: 3/6/2020
- Date Closed:
- Cash Balance: \$ 0.00
- Pledge Total: \$ 0.00
- Transaction Count: 0
- Batch Type*:
- Pledge Balance: \$ 0.00
- Batch Owner: Spindler, Kimberly
- Comment:

Buttons: Add Batch, Cancel

- 7) The date opened field is the date you created the batch. (No need to adjust, and it can be different than the date expressed in the batch's name.)
- 8) In the **Cash Total** field enter in the total dollar amount of the contributions you added up. This may be zero, if you are doing a correction batch.
- 9) In the **Batch Type**, select the **Detailed Posting** option under the dropdown. Similar to the screen seen below:

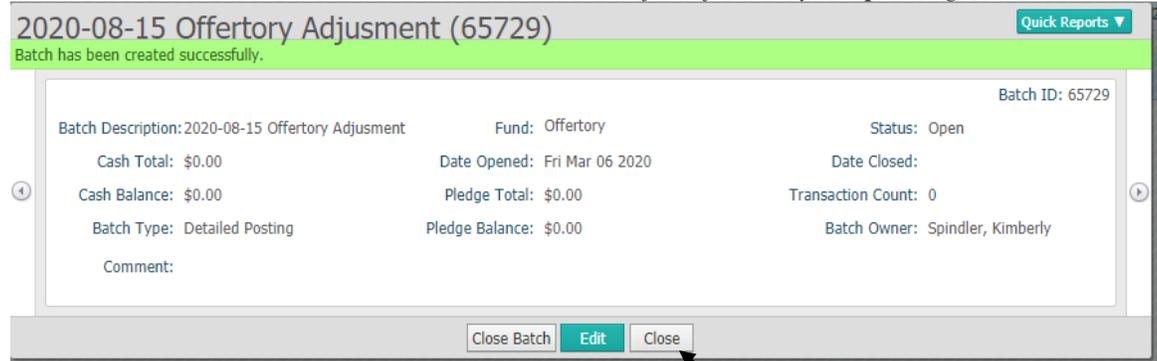
The screenshot shows the 'Create new batch' form with the following fields and values:

- Batch Description*: 2020-08-15 Offertory Adjustr
- Fund*: Offertory
- Status: Open
- Cash Total*: \$ 0.00
- Date Opened*: 3/6/2020
- Date Closed:
- Cash Balance: \$ 0.00
- Pledge Total: \$ 0.00
- Transaction Count: 0
- Batch Type*: Detailed Posting
- Pledge Balance: \$ 0.00
- Batch Owner: Spindler, Kimberly
- Comment:

Buttons: Add Batch, Cancel

- 10) Click **Add Batch** when finished entering in the essential information for your batch. The screen success message will display, as seen below. Click **Close** to

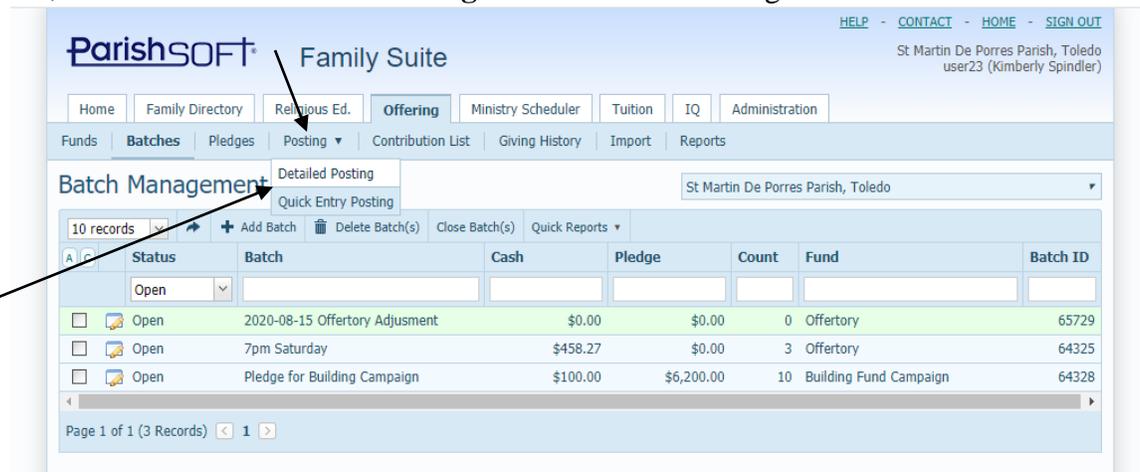
close the window and move to the next step in the contribution posting process.
 (Note: Do not click Close Batch, as that button is for after all your postings)



11) You will be back at the **Batch Management** screen and will see your newly entered batch in the list of batches:



12) To post contributions to this batch, click on the **Posting** area below the **Offering** tab, then select the **Detailed Posting** which we will be using for this batch.



13) The **Contribution Posting** area will show former data used in your previous posting sessions, so the data will need to be changed first thing in the **Default**

Posting Data area seen below. Click on the arrow to the right of the batch description to select the batch you created.

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

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

Detailed Posting St Martin De Porres Parish, Toledo

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 192.63	\$ 0.00	5
Balance: \$ 37.63	\$ 0.00	

Posting Filters

Family Registration Status: Both
Family Group: All Groups

Default Posting Data

Batch: Offertory 7-7-2013 (641) Fund: None Payment Type: Cash

Input For: Family Input By: Name

Posting

Posting Date: 02/05/2020 Pledge: []

Post To: [] ID: []

Env #: [] Amount: \$ 0.00 Check Number: []

Memo: []

Last Contribution Posted

Date	Donor	Env #	Amount

Save Clear

14) The screen should refresh with your batch information now filled into the **Batch Information** area listed above the batch name. The Fund field to the right of the batch name will also auto fill with the default fund you selected for your batch.

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

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

Detailed Posting St Martin De Porres Parish, Toledo

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 0.00	\$ 0.00	0
Balance: \$ 0.00	\$ 0.00	

Posting Filters

Family Registration Status: Both
Family Group: All Groups

Default Posting Data

Batch: 2020-08-15 Offertory Ad Fund: Offertory Payment Type: Cash

Input For: Family Input By: Name

Posting

Post to Preview

15) Next, under the **Posting Filters** area, make sure the **Family Registration Status** is **Both** and the **Family Group** is set to **All Groups**. So you can see all families

entered into your system and post to whomever you need to.

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

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

Detailed Posting St Martin De Porres Parish, Toledo

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 0.00	\$ 0.00	0
Balance: \$ 0.00	\$ 0.00	

Posting Filters

Family Registration Status: Both

Family Group: All Groups

Default Posting Data

Batch: 2020-08-15 Offertory Ad Fund: Offertory Payment Type: Cash

Posting Options

Input For: Family Input By: Name

Posting Post to Preview

*(Please note that a family must already exist in the **Family Directory** in order to post contributions to that family. You cannot add new families or individuals within the contribution posting screen.)*

- 16) Go to the **Posting Options** area to define how you will post in this screen, typically you will **Input for: Family** and ONLY adjust the **Input By:** to select either by **Envelope number** or **Name**:

ParishSOFT® Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

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

Detailed Posting St Martin De Porres Parish, Toledo

Batch Information

Cash:	Pledges:	Transaction Count:
Total: \$ 0.00	\$ 0.00	0
Balance: \$ 0.00	\$ 0.00	

Posting Filters

Family Registration Status: Both

Family Group: All Groups

Default Posting Data

Batch: 2020-08-15 Offertory Ad Fund: Offertory Payment Type: Cash

Posting Options

Input For: Family Input By: Name

Posting Post to Preview

- 17) Now we are ready to enter in contributions. Under the **Posting** area seen below, highlight and change the date to the correct date for the postings in this batch. (typically the same date as in the batch name)

ParishSOFT® Family Suite St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

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

Detailed Posting

St Martin De Porres Parish, Toledo

Batch Information

Cash: Pledges: Transaction Count:

Total: \$ 0.00 \$ 0.00 0

Balance: \$ 0.00 \$ 0.00

Posting Filters

Family Registration Status: Both

Family Group: All Groups

Default Posting Data

Batch: Fund: Payment Type:

2020-08-15 Offertory Ad Offertory Cash

Posting Options

Input For: Input By:

Family Name

Posting

Posting Date: Pledge:

02/05/2020

Post To: ID:

Env #: Amount: Check Number:

\$ 0.00

Memo:

Last Contribution Posted

Date	Donor	Env #	Amount

Save Clear

Post to Preview

Envelope Number: 0

Name:

Family or Member ID:

Address 1:

Address 2:

City:

State:

Postal Code:

[View Giving History](#)

18) In the example below, we will use the family's last name to enter in the family's contribution. Enter the start of the last name, in the **Post To:** field and you will see the options for families show up in a searching bubble, as seen below:

Detailed Posting St Martin De Porres Parish, Toledo

Batch Information

Cash: Pledges: Transaction Count:

Total: \$ 0.00 \$ 0.00 0

Balance: \$ 0.00 \$ 0.00

Posting Filters

Family Registration Status: Both

Family Group: All Groups

Default Posting Data

Batch: Fund: Payment Type:

2020-08-15 Offertory Ad Offertory Cash

Posting Options

Input For: Input By:

Family Name

Posting

Posting Date: Pledge:

02/05/2020

Post To: ID:

Smith

Env #	Last Name	First Name	Address 1	ID
8265	Smith	Cory	4116 Royer Rd Apt 7	473076
	Smith	Daniel and Victoria	3646 Grantley Rd	473169
855	Smith	Dave and Nancy	6901 Nightingale Dr	470777
	Smith	David		474396
	Smith	Heidi		476432
5465	Smith	Jeanne	4049 Newcastle Dr	471857
	Smith	John and Jane	123 Main St.	470571

Post to Preview

Envelope Number: 0

Name:

Family or Member ID:

Address 1:

[View Giving History](#)

Select the correct family to post to, and the name will fill in on the right side, indicating the system is ready to post to that family.

19) Please note, if a family has a corresponding pledge for this fund, the information will appear in the circled area below.

20) Next, enter the amount of the donation, hit Enter (or Tab). Enter the check number if applicable, hit Enter (or Tab). Enter any Memo information if applicable, hit Enter (or Tab) When everything looks correct click the **Save** area.

Default Posting Data

Batch: 2020-08-15 Offertory Ad Fund: Offertory Payment Type: Cash

Posting Options

Input For: Family Input By: Name

Posting

Posting Date: 02/05/2020 Pledge: []

Post To: Smith ID: 470777

Env #: 855 Amount: \$-25.00 Check Number: []

Memo: []

Last Contribution Posted

Date	Donor	Env #	Amount

Save Clear

Post to Preview

Envelope Number: 855

Name: Smith, Dave and Nancy

Family or Member ID: 470777

Address 1: 6901 Nightingale Dr

Address 2: []

City: Ann Arbor

State: MI

Postal Code: 48108

[View Giving History](#)

21) Your screen will refresh and you will see the **Last Contribution Posted** will show the family you just entered in, as seen below:

Default Posting Data

Batch: 2020-08-15 Offertory Ad Fund: Offertory Payment Type: Cash

Posting Options

Input For: Family Input By: Name

Posting

Posting Date: 02/05/2020 Pledge: []

Post To: [] ID: []

Env #: [] Amount: \$-25.00 Check Number: []

Memo: []

Last Contribution Posted

Date	Donor	Env #	Amount
2/5/2020	Smith, Dave and Nancy	855	(\$25.00)

Save Clear

Post to Preview

Envelope Number: 0

Name: []

Family or Member ID: []

Address 1: []

Address 2: []

City: []

State: []

Postal Code: []

[View Giving History](#)

22) When all the contributions have been entered, the Batch information area should show a **Balance** of zero, as seen below:

Home Family Directory Faith Formation **Offering** Ministry Scheduler Tuition

Funds Batches Pledges **Posting** Contribution List Giving History Import

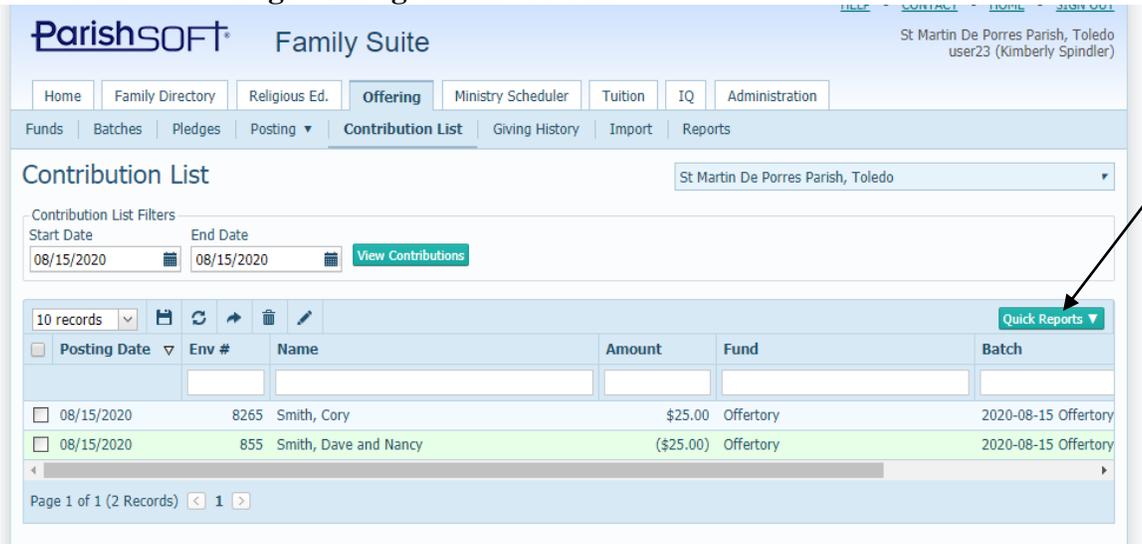
Detailed Posting

Batch Information

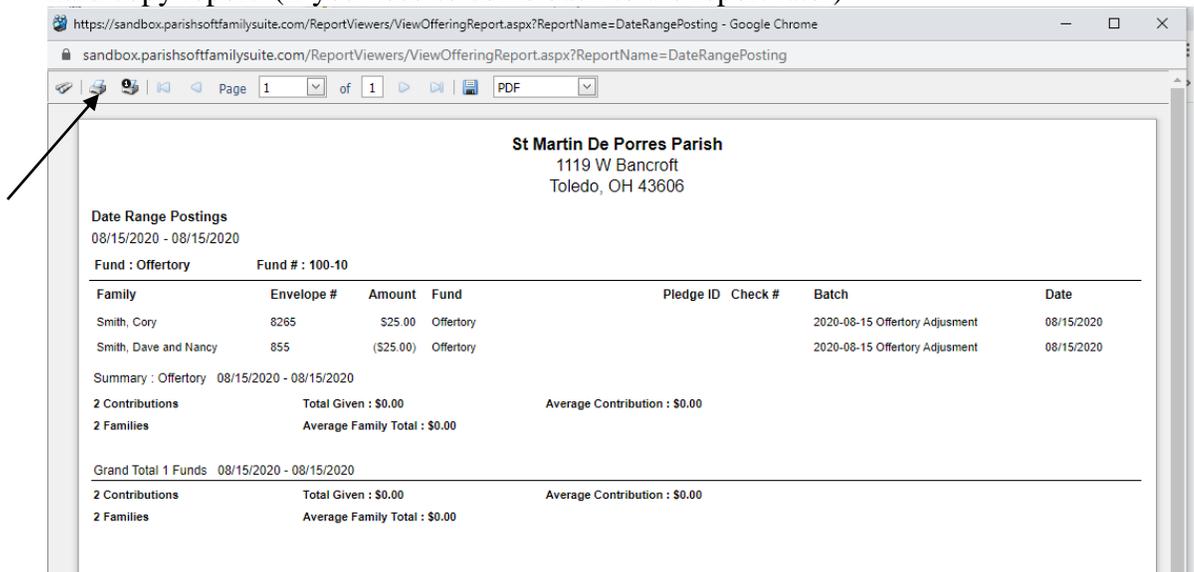
	Cash:	Pledges:	Transaction Count:
Total:	\$1,020.00	\$0.00	2
Balance:	\$0.00	\$0.00	

Posti Family

- 23) After entering your batch so that the batch total balances, go to **Offering** then **Contribution List** where we will print off a date range contribution report that should match your deposit slip.
- 24) Enter in the date range for your batch (your posting date), then click on **View Contributions**. Next, under the section on the right, click on **Quick Reports** then **View Date Range Postings** as seen below:



- 25) You will have a new popup window with the report showing what was entered on that date, which should correspond to what was entered into your batch. It will group all the contributions per fund, then alphabetically per the family name. This way, it will be easier to “find” information if you need to look at with the hard copy report. (if you need to come back to the report later)



- 26) Print your report, by clicking the printer icon, indicated above. Close the print preview window by clicking the X in the upper right corner.
- 27) Next, to close the batch, if finished with the edits, go to the **Batches** area under the **Offering** tab. Your screen will be similar to the one below

ParishSOFT Family Suite

St Martin De Porres Parish, Toledo
user23 (Kimberly Spindler)

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

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

Batch Management

St Martin De Porres Parish, Toledo

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

A	C	Status	Batch	Cash	Pledge	Count	Fund	Batch ID
<input type="checkbox"/>		Open						
<input checked="" type="checkbox"/>		Open	2020-08-15 Offertory Adjusment	\$0.00	\$0.00	2	Offertory	65729
<input type="checkbox"/>		Open	7pm Saturday	\$458.27	\$0.00	3	Offertory	64325
<input type="checkbox"/>		Open	Pledge for Building Campaign	\$100.00	\$6,200.00	10	Building Fund Campaign	64328

Page 1 of 1 (3 Records) 1

- 28) Select the batch, by clicking the box on the left side of the line, then click the **Close Batch** icon, seen above. (You may wish to leave a couple batches open in the beginning when first learning the system. You will NOT be able to adjust any contributions, names, dates, etc. if you close the batch.)