**Offering Settings**

The following settings can be adjusted and set by parish, for the users in the ParishSOFT system. Only Administrators can adjust these settings, and any specific batch, can be adjusted by a specific user. These are the default settings for your parish.

Under the Offering screen, click the Settings area, indicated below and you will see a screen similar to below:

Within the options above, the following areas will typically be designated/edited by our Diocesan parishes:

**Primary Family or Member Identifier for Imports**- usually select/leave as Envelope Number

**Enable Integration with Online Giving**- this allows for the system to enable imports from different programs like WeShare, Vanco, etc. Usually you will want this checked if you have an online giving vendor.

Batch Posting –Use Pledges by Default –Usually we always want our contributions to be credited to a pledge, so leave this checkmarked.

Batch Posting- Enable Check # field by default- Keep this checked if you enter in check numbers
Batch Posting - Enable Memo field by default: Keep this checked if you enter in lots of memos. (you can always turn this on, within a batch, when you need to show your memos...remember, this is just the default for most of your donations posted.)

Batch Posting - Default Contributions Default Family Lookup: Select whatever you MOSTLY do for your parish as the default, keeping in mind that you can change it per batch, or mid-way through a batch.

This is what the Diocese would suggest, as a starter for your defaults: