Posting Offertory Donations in Batches in ParishSOFT

The following document describes how to post offertory in the new Offertory Module in ParishSOFT. As of Aug 21st, 2021 the Offertory module will show the updated screens below.

1) After logging into ParishSOFT, you will see a screen below. Click on the **Offering** tab, seen highlighted below.

![Offering tab highlighted](image1)

2) If the screen does not change, enable the popup blockers in your internet browser and then click on the tab again for it to be viewable. You should see a screen similar to below, where you now have two internet browser tabs available (you can toggle back and forth between the two if needed)

![Two internet browser tabs](image2)

3) The screen above is the “Card” view. You can click either on the descriptions under each section to accomplish the function you need, or you can use the menu in the left side.

![Card view](image3)
4) To post offertory donations, we will first create a batch, which accounts for the date we received donations and the overall batch/deposit amount that we anticipate posting into the system at this time. The batches can include multiple funds.

5) Click the Batches label on the left hand side, as seen below. Then click the plus sign (+) to add a batch, indicated below.

6) Select a main fund, which you will use in this batch, along with filling in the name of the batch, in the recommended format: YY-MM-DD along with the default contribution date and amount of the batch. (highlighted fields in the below are the required fields to enter)

7) Please note, for this particular batch, you can also change the default settings (set by your Administrator at the parish level) for this particular batch, below the Default Contribution Date, as seen highlighted below:
8) When the setup is complete, click the Save icon in the upper right corner, as seen below: You will see a popup that the batch was saved.

9) Next, a new icon will appear in the upper right, that is a postings icon, which we will select in order to start in on posting donations in this batch.

10) After clicking the postings, you will see a screen similar to below, where your defaults are listed on the left side and where to post is in the main screen.
11) Please note that on the upper right side, are multiple icons. The batch information/defaults that you just created can be opened back up, by clicking on the Batch Details icon highlighted below:

And then you will see the same header.

Or, going back to the posting details by clicking back on the posting icons as seen below:

The Batch Details icon below allows hide the Defaults area on the postings screen to be closed. Seen below:
The defaults are no longer on the right side, in the posting area, but can be re-pulled/shown by clicking back on the **Hide/Show Sidebar** icon seen below.

12) Start posting by entering in the Env# or Family Name, then amount. You will be using the Enter key to move around this screen. (or the Tab) After you click Enter multiple times, it will automatically save the posting and show it in the list at the bottom of the screen, as seen in the image below.

13) If you enter in a family last name, in the search screen, to find a family, you will see a listing similar to below:
Click the correct family’s last name to select it, then enter in their donation amount, click Enter and save the family’s donation.

14) Enter in all your donations, until the batch amount at the top matches the amount you said the batch would be, as seen in the image below.

15) Please note that any donation can be edited by adjusting the one specific line, as you are entering them:
   a) Changing the donation when you enter it in, by finding your family, then clicking the Change This Entry seen in the image below.
b) This will pull up the defaults for just this donation, as seen below, and allow you to select something different, without changing your default settings. Change your fund, date, etc., then click **Confirm**.

![Batch Contribution Details](image1)

Or, you can change the defaults on the right side to the new fund, then change it back:

![Batch Details](image2)

16) When you batch is balanced, you put it first in Review, then Close the batch. (**Closing the batch, in the new Offertory is the equivalent to Committing the batch in the older ParishSOFT Offertory.**) The review icon is seen below:

![Batch Review](image3)

Click Yes on the message below to move your batch into the Review status.
17) If you wish another to review your batch, for errors, now is the time to let them know. Otherwise, you next want to Close your batch, by clicking the checkmark icon seen below to close your batch and follow the prompt.

18) You will receive a confirmation that the batch was closed.

19) To pull a report to give your accounting individual, to prove your postings, click the Export icon in the upper right corner, while your batch is still listed.

**Printing Posting Reports**

A) There are two options to Print a report, first is to select the PDF version, which is seen below, which shows you a summary of pledges, and then contributions. The second page and on, which is seen below, shows the individual donations with the bottom being a summary of the funds and the overall donations for the batch.
B) Second, on the download icon you can instead select Excel which will export more information and show it in an Excel document at the bottom of your web browser. Opening this summary will show a Batch summary, and clicking on the Contributions worksheet will show contributions and an overall summary at the bottom of the listed contributions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Check #</th>
<th>Env #</th>
<th>Donor</th>
<th>Fund</th>
<th>Type</th>
<th>Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2021</td>
<td>$500.56</td>
<td>9994</td>
<td></td>
<td>Cash, Lowe</td>
<td>Offertory</td>
<td>Cash</td>
<td>Unspecified</td>
</tr>
<tr>
<td>8/15/2021</td>
<td>$400.00</td>
<td>1000</td>
<td></td>
<td>Allen, Paul and</td>
<td>Offertory</td>
<td>Cash</td>
<td>Unspecified</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Andrew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/15/2021</td>
<td>$500.00</td>
<td>3721</td>
<td></td>
<td>Johnson, Michael</td>
<td>Offertory</td>
<td>Cash</td>
<td>Unspecified</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&amp; Deborah</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/15/2021</td>
<td>$100.00</td>
<td>1015</td>
<td></td>
<td>Smith, John</td>
<td>Offertory</td>
<td>Cash</td>
<td>Unspecified</td>
</tr>
<tr>
<td>8/15/2021</td>
<td>$200.00</td>
<td>1000</td>
<td></td>
<td>Allen, Paul and</td>
<td>Offertory</td>
<td>Cash</td>
<td>Unspecified</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Andrew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/15/2021</td>
<td>$25.00</td>
<td>101</td>
<td></td>
<td>Skokie, Frederick</td>
<td>Offertory</td>
<td>Cash</td>
<td>Unspecified</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>and Joy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contributions Summary

<table>
<thead>
<tr>
<th>Fund</th>
<th>Contribution Total</th>
<th>Paid Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offertory</td>
<td>$2,175.55</td>
<td>6</td>
</tr>
</tbody>
</table>

Total $2,175.55

Posted $2,175.55

Balance $0.00

a. Scrolling to the bottom of the Contributions worksheet, you will see the summary including a total posted to each fund.
b. Either save and send the Excel document to your accounting individual/team or print off the summary if you wish and save the electronic format.

c. To print just the Contribution Summary section, highlight the section only with your mouse, to print. Under the Page Layout tab, select Print Area and Set Print Area, then click the print icon like normal to print just that highlighted section.
20) If you exit out of a batch and wish to find it again, after logging into the Offering area, click on Batches on the left side. You should see a list of batches and search for your batch with the filters on your right side, or select it from the most recent batches shown in the system. This is also where you can see your Batch ID number, if you wish to enter/record that on your reports.