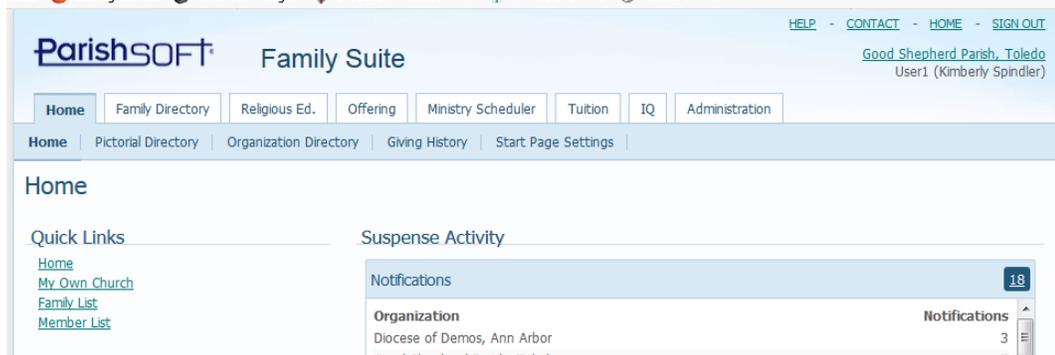


Editing postings in Committed or Open Batches

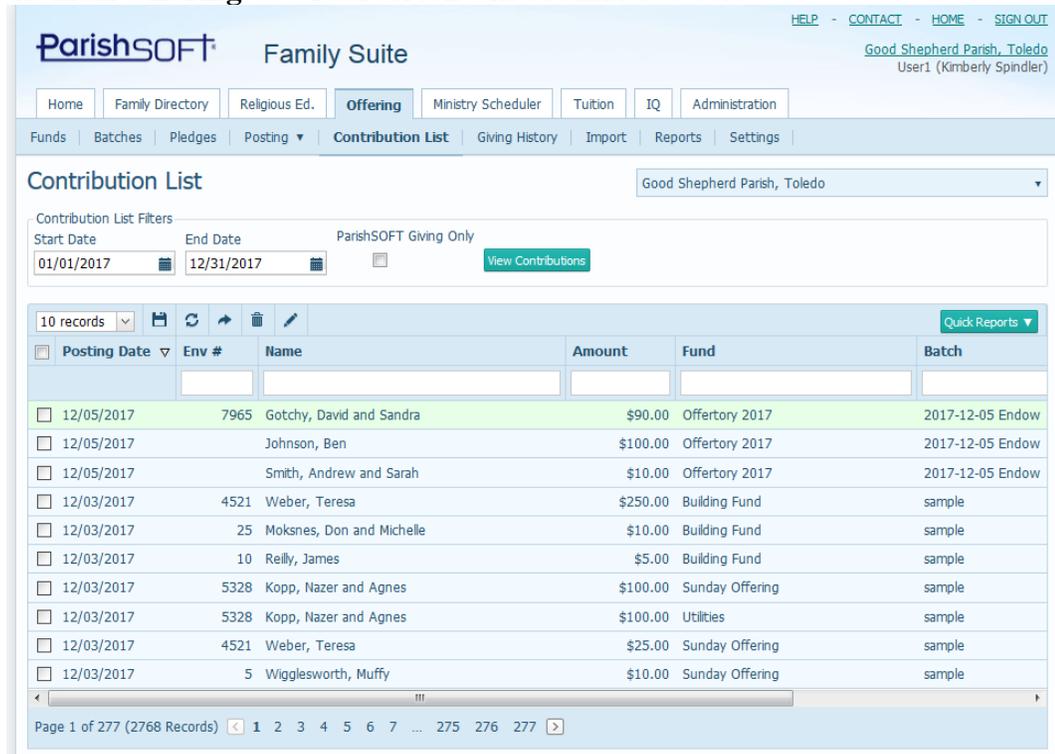
Editing postings in committed or open batches can be done in a couple of ways in ParishSOFT, depending on what needs to be edited. The following will break down the different types of edits that may need to occur on postings.

Editing amount of posting, dates of posting, and funds it's posted to:

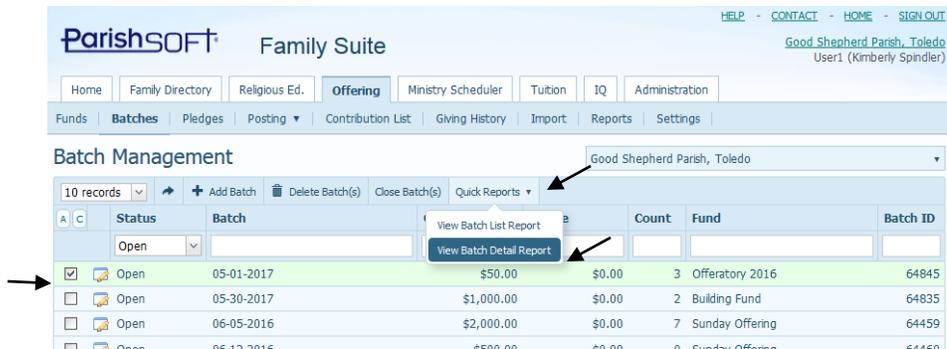
- 1) First, log into **ParishSOFT** and you will be at your typical homescreen:



- 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:



- 4) In the screen shot below, please note 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 as that is it's posted date. (not the 05-01-2017 date).

Page 1 of 1 PDF

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 misdaded 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 End Date 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, you can restrict the information being shown to only your batch, by typing the name in the exact way it appears, in the batch search field, 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 End Date 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

- 7) Next, select your contribution, by clicking the box to the left of the posting date, to select that line. Finally, click the Edit Contributions icon, 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 End Date 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 selected, you'll see an edit screen similar to the one below. Change what is needed, but a **Reason** in the box indicated below, and click **Save** to finish the edit. (as seen below the date will change to: 5/1/2017)

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 also see a green edit bar, indicated below, that your edit was successful.

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)

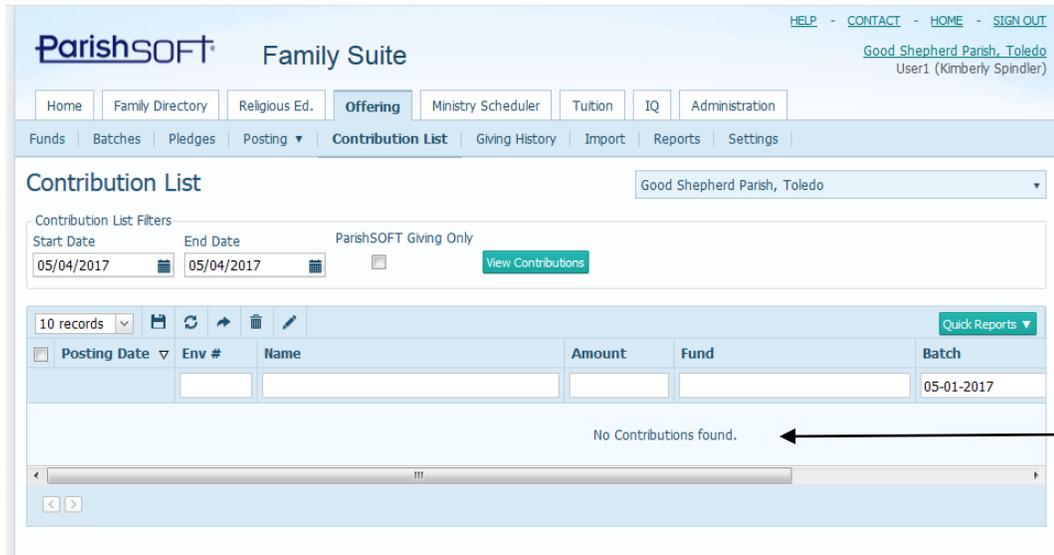
Audit Data

Reason * (180 characters left)

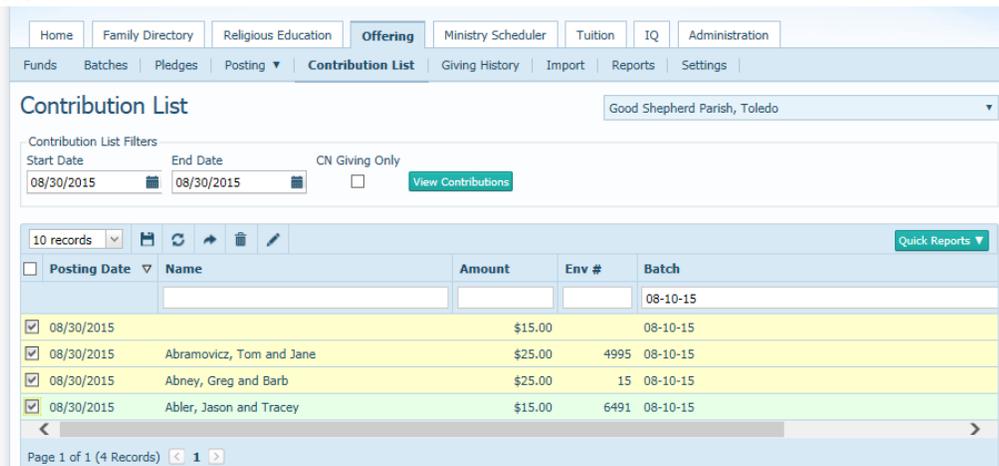
correct posting date

Save Close

- 10) Click **Close** and you should be back in the **Contribution List** area. In the example below, if there is nothing that fulfills the search, you will see no contributions.



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 edit screen, like the one below:

Edit 4 Selected Contributions

Batch: 08-10-15

Fund: Sunday Offering

Pledge:

Payment Type: Check

Posting Date: 08/30/2015

Amount: \$

Memo:

Reason:

Save Cancel

13) Un-check only those fields you will be changing. Edit the areas that are check-marked with your change, fill in a brief message in the **Reason** field and then click **Save**.

Batch: 08-10-15
 Fund: Offeratory 2015
 Pledge:
 Payment Type: Check
 Posting Date: 08/10/2015
 Amount: \$
 Memo:
 Reason: Editing fund and posting date

Note: If you parish has pledges on the contributions you need to edit, do NOT change multiple contributions at once. Please change them one by one, so you can preserve the pledge information, which will be automatically disconnected, if you edit funds with pledges in bulk.

Editing the family or member a contribution was posted to:

- 14) 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
 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 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

- 15) 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:

16) You should see warning similar to below, to verify your deletion prior to the actual removal of the posting. Click **Delete** to confirm removing the donation from the system.

17) You will also see a confirmation the delete happened. Click **OK** and the contribution list will refresh.

Reposting into a committed batch after removing a posting in error

You can only add to an open or committed batch through the Detailed Posting screens, as outlined below.

18) Under the **Offering** tab, select the **Posting** area in blue and select **Detailed Posting** as seen in the options below:

19) 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

Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Detailed Posting

Good Shepherd Parish, Toledo

Batch Information

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

Posting Filters

Family Registration Status: Both
Family Group: All Groups

Default Posting Data

Batch: 5-10-16 Sunday (64445) | Fund: Sunday Offering | Payment Type: Check

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](#)

20) Note, that after selecting your existing **Batch**, under the **Default Posting Data** area, highlighted below, the **Batch Information**, circled below, will update to reflect your batch totals and the overall balance. Next, select the correct **Fund** and also verify the **Payment Type**, under the **Default Posting Data** as indicated below.

Good Shepherd Parish, Toledo

Detailed Posting

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

Input For: Family | Input By: Name

Posting

Posting Date: 02/05/2017 | Pledge: []

Post To: [] | ID: []

Env #: [] | Amount: [] | Check Number: []

Post to Preview

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

21) To complete the posting, check the **Posting Date** and update it to the correct date, as seen below.

The screenshot shows a software interface with several sections:

- Batch Information:** Cash: \$50.00, Pledges: \$0.00, Transaction Count: 2. Balance: \$10.00, Pledges: \$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 Options:** Input For: Family, Input By: Name.
- Posting:** Posting Date: 02/05/2017 (highlighted with an arrow), Pledge: [empty], Post To: [empty], ID: [empty], Env #: [empty], Amount: \$500.00, Check Number: [empty].
- Post to Preview:** Envelope Number: 0, Name: [empty], Family or Member ID: [empty], Address 1: [empty], Address 2: [empty], City: [empty].

Note: that there is a Posting Options area on the right side of the screen (in a highlighted box below) which specifies how you will enter in the family. Either Input by: (Family) Name or Envelope Number. Please set this correctly prior to continuing your posting.

This screenshot highlights specific areas of the interface:

- A box labeled "Used for typing family name" points to the "Post To" field in the "Posting" section.
- A box labeled "Used for typing envelope #" points to the "Env #" field in the "Posting" section.
- A yellow box highlights the "Input By" dropdown menu in the "Posting Options" section, which is currently set to "Name".

22) In the example above, correct the accidental \$10 posting and applying it to the correct donor, the Bob and Sue Yang 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. Please note the name also fills in on the right side, as indicated below.

HELP - CONTACT - HOME - SIG
Good Shepherd Parish, T
User1 (Kimberly Spi

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

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: 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

Last Contribution Posted

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

23) 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:
 Last Contribution Posted

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

Post to Preview

Envelope Number: 0
 Name:
 Family or Member ID:
 Address 1:
 Address 2:
 City:
 State:
 Postal Code:
[View Giving History](#)

24) In the example below, we can note that the batch is now corrected, and 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	

Default Posting Data

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

Posting

Posting Date: 05/01/2017

Post To: ID:

Env #: Amount: \$ 10.00 Check Number:

Memo:

Posting Filters

Family Registration Status: Both

Family Group: All Groups

Posting Options

Input For: Family Input By: Name

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

25) After finishing our corrections, go back to the **Batches** area and reprint reports from there, or the **Contribution List** if needed and file with the original report to show the adjustment was made.