



Memo

Date: January 9, 2018
To: Pastors, Business Managers, ParishSOFT Administrators and Bookkeepers
From: Susan Shirley, Parish Systems Administrator, Office of Finance
Re: ParishSOFT End of Year Contribution Statements

It is time to begin planning the print and distribution of contribution statements (end of year statements for tax purposes) for your parish families.

There are several video lessons by ParishSOFT that provide helpful and easy to understand information about this process. The training videos are [online](#) and arranged by product – ConnectNOW Family Suite, ParishSOFT Desktop and ConnectNOW Accounting.

While the instructions are very accurate and complete, you may notice reference to certain procedures the Archdiocese of Atlanta has standardized that may not be standard in other dioceses. For example, the training videos will mention that it is not critical to close your batches after posting – this is *correct*, but not *complete* information. Indeed, your statement will print if the batches are not closed, but the standard procedure in our archdiocese is to close balanced batches as soon as possible to protect the integrity of the data.

It is highly recommended that you review the online information and register for upcoming webinars to help you understand this process.

Before Printing Statements:

1. Audit Funds - Ensure that all of your funds in ParishSOFT are coded correctly regarding tax exemption status. Please remember that funds such as Mass stipends, Christmas or Easter flowers, All Souls Novena, Georgia Bulletin donations, etc. *ARE* tax deductible. The Peter's Pence collection and distributed funds from a foundation, 401(k), IRA and matching contributions are *NOT* tax deductible by the individual donor.

2. Audit Mailing Information - Make sure that you don't have any missing data (addresses, mailing names, zip codes) by exporting your family list to an Excel spreadsheet and looking for any blank or improperly formatted fields. Pay close attention to the following fields as they are the ones used to fill in the address block on the mail merge that creates the statements – mailing name, primary address, city, state, and postal code. The post office is less likely to declare a piece of mail “undeliverable” if you have the proper abbreviations for street names (with no punctuation marks). For more information about properly formatted addresses, please visit www.usps.com and search under “street suffixes.”
3. Work with your pastor and/or business manager to agree to the text for the statements. This message usually includes a “thank you” to the donors for supporting the work of the church and allows for up to 1,500 characters of text.
4. Obtain a digital signature from your pastor, if you choose. We recommend that this signature not be a perfect replica of the signature they use to sign checks. For instance, instead of “Very Rev. James R. Smith, OFM,” it might just read “Fr. Jim.”
5. Determine whether your pastor wishes to sign or write individual notes on any of the statements. At some parishes, the pastor chooses to include a note on all statements or on certain top givers. His decision will determine your print order in case you need to group the statements by contribution amount.
6. Make sure that all contributions received in 2017 are completely posted to the donor's record.

Please see the attached instructions. For any accounting questions, especially regarding employment status (1099 vs. W-2), please contact the Office of Finance.

Your parish is either working in ConnectNOW Family Suite or ParishSOFT Desktop.

If you are on ParishSOFT Desktop, your login will look like this:



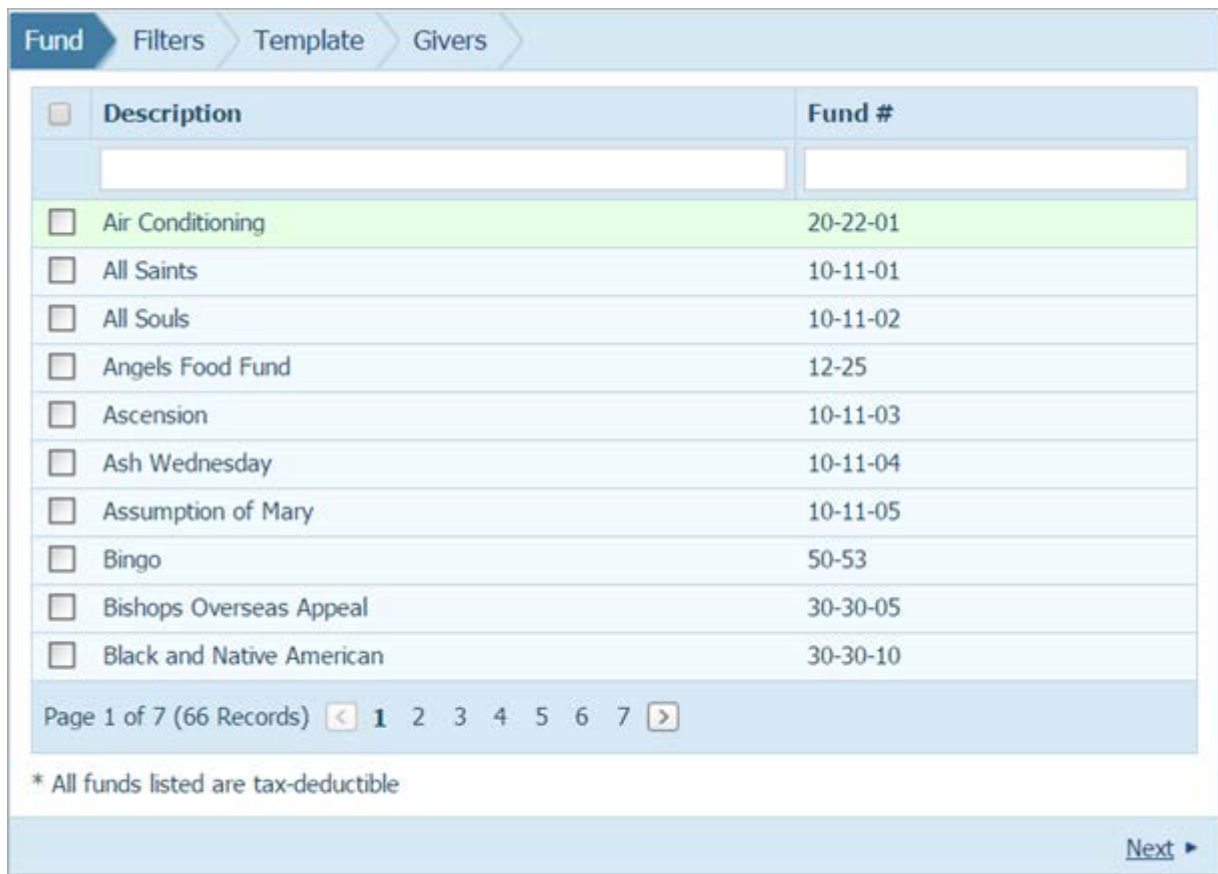
If you are on ConnectNOW Family Suite, your login will look like this:



Instructions for BOTH systems are shown below, ConnectNOW Family Suite beginning on page 4 and ParishSOFT Desktop beginning on page 9.

How to print detailed periodic contribution statements in ConnectNOW Family Suite:

1. Log in to ConnectNow Family Suite.
2. Select the Offering tab to open the Offering module.
3. Click **Reports** to display the Offering Reports page.
4. If you manage several organizations, select the desired organization from the Organization list.
5. Under Select Report, select Contributions from the Category list. Then, select Statements from the Report list.
6. The Report Wizard presents a tabbed interface that guides you through the process of creating contributions statements. Complete the following:
 1. On the Fund tab, select the desired funds:



2. Select the Filters tab. Then, select the desired filters (for example, the date range, type of report, membership types) to set up the report.

The screenshot shows the 'Filters' tab of a software interface. The navigation bar at the top includes 'Fund', 'Filters', 'Template', and 'Givers'. The 'Filters' section is active and contains several sub-sections:

- Contribution Dates:** A date range from 1/1/2015 to 12/31/2015.
- Type of Report:** Radio buttons for 'Summary' (selected) and 'Detail' (indicated by a blue arrow).
- Report Content:** Radio buttons for 'Family' (selected) and 'Member'.
- Givers:** Radio buttons for 'Show filtered givers' (selected), 'Show all', 'Show all except filtered givers', and 'Show non-givers'.
- Membership Filters:** Dropdown menus for 'Family Registration' (Both), 'Family Group' (Active), 'Family Workgroups' (All Groups), and 'Member Workgroups' (All Groups).
- Electronic Statements:** A checked checkbox for 'Include givers who have opened electronic statements'.
- Total Given:** Input fields for 'Minimum' and 'Maximum' (both with '\$' symbols), and checkboxes for 'Include \$0 Contributions' and 'Include Member Contributions'.
- Sorting:** A dropdown menu for 'Totals' set to 'Fund Alpha Ascending'.

At the bottom right, there are 'Previous' and 'Next' navigation buttons.

We will be using the **Detail** type of report for all givers. Some frequent givers may have statements that print on two pages. This will mean only one report per family. We will no longer print the \$250 statements as the details included here will suffice for IRS records.

3. Select the Template tab.

On this tab, you can create a customized message to accompany your statements. You can also add a signature image to your statements. Each of these tasks is optional.

Although a customized message and signature typically go together, you can choose to include one without choosing to include the other.

If you are adding a signature image, you must have the file on your local hard drive that contains the image of the signature you want to use.

Fund Options **Template** Givers

Statement Dates

Statement Date ⓘ
11/17/2016

Body of Statement
Include a customized message in your statements. You may create a new message template by choosing (New Template) or edit an existing template. Template is limited to 1500 characters.
(None)

Signature
Add a signature to your statements.
(None)

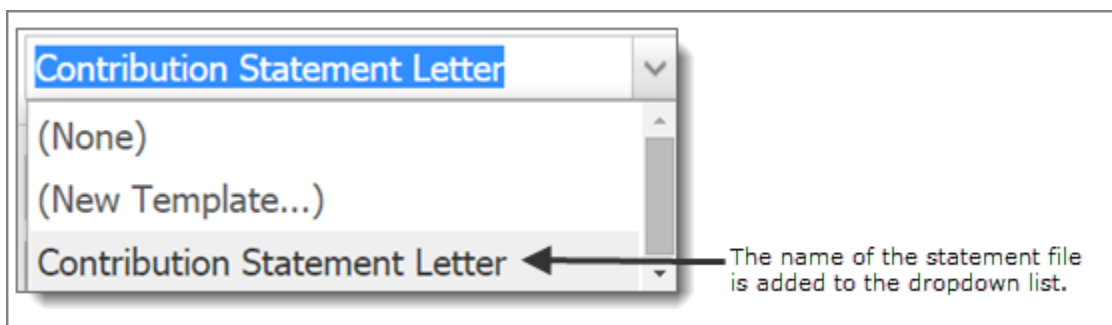
Printed Name
Add a printed name below the body and signature
(None)

◀ Previous Next



If you want to include a statement or message, choose one of these four options:

- Create a customized message.

To do this, under Body of Statement, click . From the dropdown list, select (New Template...). In the text field, type the text of your message and apply the desired formatting (for example, select a font and font size). When done, click inside the text field to the left of the Save button (), type a name for the file, and then click to save it. The name of the statement file is added to the dropdown list, as shown in the following illustration:





- Use a previously created customized message.

To do this, under Body of Statement, click . From the dropdown list, select the name of a previously saved message file. The text of the message appears in the text field. If desired, you can edit the message and re-save it under the same or a different name or you can remove it from the dropdown list by clicking .

- Add a new signature image to your statements.


You can add a signature image only if you already created and saved a signature image file on your computer.

To do this, under Signature, click . From the dropdown list, select (New Signature...). Then, click and locate the signature file on your local hard drive. Select the file, and then click . The application uploads the image and displays it in the Image Preview box. Finally, click inside the text field, type a name for the file, and then click . The name of the file is added to the dropdown list, as shown in the following illustration.



Each time you save a signature file, the application adds the file name to the Signature dropdown list. You can add up to five file names to the list.

- Add a previously saved signature image to your statements.

To do this, under Signature, click . From the dropdown list, select the signature file. The application uploads the image in the file and displays it in the Image Preview box.


- d. Select the Givers tab. From the list, select the names of givers for whom you are preparing statements.

To select all givers on Page 1, select the checkbox in the header (to the left of Family Name). To select all givers on all pages, select the Select All # Records link that appears in the highlighted area under tabs.

| Fund > Filters > Template > Givers | | | | |
|---|----------------------------|----------------------|-------|------------|
| <input type="checkbox"/> | Family Name | Primary Address | Env # | # of Funds |
| <input type="checkbox"/> | Aalanda, Thomas | 2516 Aldringham Rd | 303 | 1 |
| <input type="checkbox"/> | Adrian, James and Victoria | 1038 Hialea Court | 311 | 1 |
| <input type="checkbox"/> | Abanto, Donnell and Jule | 216 Torrington Drive | 315 | 1 |
| <input type="checkbox"/> | Babel, James and Maureen | 1203 Harrow Road | 29 | 2 |

7. Click **View Statements** to generate your statements.

Step 6. Print, View and Save the Statements

After you click **View Statements**, the statements you created are shown in the Report Viewer. You should save this file using the  icon at the top right hand side of the report viewer (pdf format recommended). Once saved and reviewed, the file is ready to print. The statements are formatted.

How to print detailed periodic contribution statements in ParishSOFT Desktop:

1. Login to ParishSOFT and select **Reports** and then select **ParishSOFT Reports**.
2. When the reports open, select **Contribution Reports Menu**
3. Select **Periodic Contribution Statements**.
4. Click on the button with the purple access key icon.
5. Select your *Filters*:
 - a. **Period**: set your date range: January 01, 2017 through December 31, 2017.

- b. Select **Both** for the registration status (you should provide a statement for anyone who has given money to the parish, not just registered parishioners).
 - c. Check **Only Contributors**.
 - d. **Annual Contribution**: leave the default of \$0.01 for the **Minimum** range and leave the **Max** field blank.
 - e. Select **Everyone**.
 - f. With the radio button for **Inc** chosen, select **Show** to highlight all of the funds that you have noted to be tax deductible and review to ensure the correct funds are included.
6. **Select Body of Statement** – this will allow you to type a personalized letter from the pastor.
 - a. Ensure that the correct name of the form you wish to work with appears in the **edit body of form to edit** field (use the drop down arrow to see your choice of forms).
 - b. **Type** the message in the white text area below.
 - c. Click the Save icon and exit by using the **Door** button.
7. Leave the **Honor ‘Do Not Send Mail’ Requests** checkbox unchecked.
8. Leave the **Include IRS Disclaimer in footer box** checked.
9. Select **Recalculate**.
10. Under the section for Statements, click on **Detail Family Statement** and then the **Print Stmt.** button.
11. Please save your statements to your local hard drive (pdf format recommended).
12. Your statements are now ready to be sent to the printer!

HINT: If you have a large quantity to print, depending on the capacity of your printer, you may want to print the statements in batches.

Additional Preparation for the New Year: December is also a good time to prepare for 2018 –

1. Add a new fund – **Offertory 2018** (tax deductible) and make sure to update your online giving with the proper Fund DUID (ConnectNOW Family Suite) or Fund ID (ParishSOFT Desktop). Also, remember that you will need to grant user permissions for any newly created funds.

2. Create a new Loose Cash household record. This “household” should be unregistered, contributor only and should have an envelope number (for ease in posting). Creating a new Loose Cash record each year will speed up your posting. You can call this one Loose (first name) Cash 2018 (last name) or get creative with Ms. Lucy Cache or Mr. Louis Cash.

For questions or more information, please contact:

- ParishSOFT Support, 866-930-4774, support@parishsoft.com
- Patrick Warner, pwarner@archatl.com, 404-920-7410
- Michael Warren, mwarren@archatl.com, 404-920-7411