

# How to setup a Diocesan account in ParishSoft

The screenshot displays the ParishSoft Accounting interface. At the top, the 'ConnectNow' logo is on the left, and 'HOME' and 'LOGOUT' links are on the right. The user is logged in as 'Leven Zuelke' for the 'Diocese of Bismarck, October 2013 [Sample 14 (0)]'. The main navigation bar includes 'Church Manager', 'Ledger and Payables', 'Payroll', 'Accounts Receivable', and 'Consolidation Manager'. Below this, there are two groups of icons: 'Entry Screens' (Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards) and 'List Screens' (Memorized, Process, Setup, Reports). The 'Accounts' icon is highlighted with a red '2'. Below the navigation bar, the 'Find Account' section is active, with a red '3' next to the 'Chart of Accounts (Add Sub-Accounts)' link. The main content area is divided into two panels: 'Account Information' and 'Quick Find'. The 'Account Information' panel shows the details for a 'Checking account : A-1-10-1110-00 1110.00P'. The fields are as follows:

Definition	Budget	History	Comments
Description:	Checking account		
Account Type:	Asset		
Shortcut:	1110.00P		
Entity:	1: Parish		
Level1:	10: Cash		
Natural Account:	1110: Checking account		
Sub-Account:	0		
Annual Report Code:	training		

The 'Quick Find' panel on the right has a search box with a dropdown arrow and two buttons: 'Find Account' and 'Clear Value'.

1. Go into the Ledgers and Payables Tab
2. Click on the Accounts icon
3. Click on "Chart of Accounts (Add Sub-Accounts)"

ConnectNow | Accounting HOME LOGOUT  
Leven Zuelke Diocese of Bismarck, June 2013 [Sample 10 (0)]

Church Manager | Ledger and Payables | Payroll | Accounts Receivable | Consolidation Manager

Accounts | Bills | Checks | Deposits | Journal Entries | Vendors | Credit Cards | Memorized | Process | Setup | Reports

Entry Screens | List Screens

### Chart of Accounts

Account Type  
 4 Dedicated 8 Search Show All

Entity  
 5 1: Parish

Department:  
 6 1: General Administration

Natural Account:  
 7 8171: Stole Fees

Description

1 records returned

**Dedicated**  
 General Administration  
 Stole Fees

9  D-1-01-8171-00, Stole Fees, 8171.00PAD  
[Add Sub-Account](#)

10 Submit Cancel

4. Choose the Account Type that you want to use. For this example we will setup the Diocesan Stole Fees Dedicated account. The account type that you want here is "Dedicated"
5. Select the entity that the account belongs to. "Parish" is the entity that we would want here.
6. Choose the Department that the account will be under. We will use "General Administration"
7. Select the "Natural Account" that is needed. "8171: Stole Fees" is what we will use
8. Click the Search button and you should now see the Diocese Account available for you to select
9. Click the little check box that is near the account number
10. Click submit

Your account has been setup and ParishSoft will take you back to this screen:

The screenshot shows the ParishSoft Accounting interface. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' links. Below this is a header for 'ConnectNow Accounting' and a user profile for 'Leven Zuelke Diocese of Bismarck, October 2013 [Sample 14 (0)]'. The main menu includes 'Church Manager', 'Ledger and Payables', 'Payroll', 'Accounts Receivable', and 'Consolidation Manager'. Below the menu are icons for 'Accounts', 'Bills', 'Checks', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. The 'Entry Screens' section contains 'Find Account' and 'Chart of Accounts (Add Sub-Accounts)'. The 'List Screens' section is empty. The 'Account Information' section displays details for 'Checking account : A-1-10-1110-00 1110.00P'. The 'Quick Find' section has a search box and 'Find Account' and 'Clear Value' buttons.

Definition	Budget	History	Comments
Description: Checking account			
Account Type: Asset			
Shortcut: 1110.00P			
Entity: 1: Parish			
Level: 10: Cash			
Natural Account: 1110: Checking account			
Sub-Account: 0			
Annual Report Code: training			

It is a good practice to validate that your account is in your system and ready for you to select and use. Next we will use the Quick Find feature to see if the account was set up.

The screenshot shows the ParishSoft Accounting interface. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' links. Below this is a header for 'ConnectNow Accounting' and a user profile for 'Leven Zuelke Diocese of Bismarck, June 2013 [Sample 10 (0)]'. The main menu includes 'Church Manager', 'Ledger and Payables', 'Payroll', 'Accounts Receivable', and 'Consolidation Manager'. Below the menu are icons for 'Accounts', 'Bills', 'Checks', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. The 'Entry Screens' section contains 'Find Account' and 'Chart of Accounts (Add Sub-Accounts)'. The 'List Screens' section is empty. The 'Account Information' section displays details for 'Stole Fees: D-1-01-8171-00 8171.00PAD'. The 'Quick Find' section has a search box with '8171.00PAD: Stole Fees D-1-01-8171-' selected and 'Find Account' and 'Clear Value' buttons. Red numbers '11' and '12' are overlaid on the search box and 'Find Account' button respectively.

Definition	Budget	History	Comments
Description: Stole Fees			
Account Type: Dedicated			
Shortcut: 8171.00PAD			
Entity: 1: Parish			
Department: 1: General Administration			
Natural Account: 8171: Stole Fees			
Sub-Account: 0			
Annual Report Code:			
Account Restriction: Unrestricted			
Balance: 0.00			
<input type="checkbox"/> Archive Account			

11. Type in the account that you just created in the Quick Find on the right hand side of the screen
12. Click Find Account; Your account should show up now

## How to setup a Sub-Account: Asset and Liability Accounts

The screenshot displays the ConnectNow Accounting software interface. At the top, the logo "ConnectNow" is visible on the left, and "Accounting" is centered. On the right, there are links for "HOME" and "LOGOUT", and a user information string: "Leven Zuelke Diocese of Bismarck, October 2013 [Sample 14 (0)]".

Below the header, there is a navigation bar with tabs: "Church Manager", "Ledger and Payables", "Payroll", "Accounts Receivable", and "Consolidation Manager". The "Ledger and Payables" tab is selected and marked with a red "1".

Underneath the navigation bar, there are two groups of icons. The "Entry Screens" group includes: "Accounts" (marked with a red "2"), "Bills", "Checks", "Deposits", "Journal Entries", "Vendors", and "Credit Cards". The "List Screens" group includes: "Memorized", "Process", "Setup", and "Reports".

Below the icons, there is a "Find Account" section with a red "3" and the text "Chart of Accounts (Add Sub-Accounts)".

The main content area is divided into two panels. The left panel, titled "Account Information", shows details for a "Checking account : A-1-10-1110-00 1110.00P". It has a table with columns: "Definition", "Budget", "History", and "Comments". Below the table, there are several input fields:

- Description: Checking account
- Account Type: Asset
- Shortcut: 1110.00P
- Entity: 1: Parish
- Level1: 10: Cash
- Natural Account: 1110: Checking account
- Sub-Account: 0
- Annual Report Code: training

The right panel, titled "Quick Find", has a search box with a dropdown arrow and two buttons: "Find Account" and "Clear Value".

1. Go into the Ledgers and Payables Tab
2. Click on the Accounts icon
3. Click on "Chart of Accounts (Add Sub-Accounts)"

ConnectNow | Accounting HOME LOGOUT  
Leven Zuelke Diocese of Bismarck, June 2013 [Sample 10 (0)]

Church Manager | Ledger and Payables | Payroll | Accounts Receivable | Consolidation Manager

Accounts | Bills | Checks | Deposits | Journal Entries | Vendors | Credit Cards | Memorized | Process | Setup | Reports

Entry Screens | List Screens

### Chart of Accounts

Account Type: **4** Asset **8** Search Show All

Entity: **5** 5: Alter Society/Guild

Level1: **6** 20: Savings & Investments

Natural Account: **7** 1220: Savings/CD - Expansion D & L Fi

Description: \_\_\_\_\_

1 records returned

**Asset**  
Savings & Investments  
Savings/CD - Expansion D & L Fund-Un  
 A-5-20-1220-00, Savings/CD - Expansion D & L Fund-Un, 1220.00AS  
**9** [Add Sub-Account](#)

Submit Cancel

4. Choose the Account Type that you want to use. For this example we will setup an Alter Society/Guild Unrestricted Expansion Fund account. The account type that you want here is "Asset"
5. Select the entity that the account belongs to. "Alter Society/Guild" is the entity that we would want here.
6. Choose the Level that the account will be under. We will use "20 Savings & Investments"
7. Select the "Natural Account" that is needed. "1220: Savings/CD – Expansion D & L Funds-Un" is what we will use
8. Click the Search button **and you should now see the Diocese Account available for you to create a sub account.**
9. Click on "Add Sub Account" which is under the account that you want

The screenshot shows the 'Add Sub Account' form in the ConnectNow Accounting software. The form is titled 'Add Sub Account' and contains the following fields:

- Account Type:** Asset (dropdown menu)
- Entity:** 5: Alter Society/Guild (dropdown menu)
- Level:** 20: Savings & Investments (dropdown menu)
- Natural Account:** 1220: Savings/CD - Expansion I (dropdown menu)
- 10 Description:** AS Expansion Fund CD (text input field)
- 11 Shortcut:** 1220.01AS (text input field)
- Sub-Account:** 1 (text input field)
- 12 Submit** and **Cancel** buttons

10. In the Description Box, type the description/name that you want to call the account. Here I used "AS Expansion Fund CD"

11. Now you will need to add a shortcut to your account which is important but can be tricky so you need to be careful. The shortcut consists of the Natural Account (1220), a point/period (.), the Sub-Account number that it is (01) (you always need two numbers for the sub-account), and the Entity that the account belongs to (AS for Alter Society, P for Parish, C for Cemetery, S for School). Now your shortcut should look like "1220.01AS" (Important: this format is for Asset and Liability accounts – Income, Expense, and Dedicated accounts use department as part of their format.)

12. Click Submit

ParishSoft will take you to this screen:

The screenshot displays the ConnectNow Accounting software interface. At the top, there is a navigation bar with the ConnectNow logo and the word 'Accounting'. To the right, there are links for 'HOME' and 'LOGOUT', and a user information string: 'Leven Zuelke Diocese of Bismarck, June 2013 [Sample 10 (0)]'. Below the navigation bar is a menu with tabs for 'Church Manager', 'Ledger and Payables', 'Payroll', 'Accounts Receivable', and 'Consolidation Manager'. A toolbar contains icons for 'Accounts', 'Bills', 'Checks', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. Below the toolbar are two sections: 'Entry Screens' with 'Find Account' and 'Chart of Accounts (Add Sub-Accounts)', and 'List Screens'.

The main content area is divided into two panels. The left panel, titled 'Account Information', shows the details for the account 'AS Expansion Fund CD: A-5-20-1220-01 1220.01AS'. It has tabs for 'Definition', 'Budget', 'History', and 'Comments'. The 'Definition' tab is active, showing the following fields:

- Description: AS Expansion Fund CD
- Account Type: Asset
- Shortcut: 1220.01AS
- Entity: 5: Alter Society/Guild
- Level: 20: Savings & Investments
- Natural Account: 1220: Savings/CD - Expansion I
- Sub-Account: 1
- Annual Report Code: (empty)
- Balance: 0.00

There is an 'Archive Account' checkbox which is unchecked. Below this is the 'Additional Asset Information' section with two checkboxes: 'Bank Account' and 'Accounts Receivable', both of which are unchecked. At the bottom of the panel are 'Submit' and 'Delete' buttons.

The right panel, titled 'Quick Find', has a search area with a dropdown menu for 'Account Code Description Shortcut' and a search input field. Below the search area are 'Find Account' and 'Clear Value' buttons.

Your account is now setup!

# How to setup a Sub-Account: Dedicated, Expense, and Income accounts

The screenshot shows the ConnectNow Accounting software interface. At the top, there is a navigation bar with tabs for Church Manager, Ledger and Payables, Payroll, Accounts Receivable, and Consolidation Manager. Below the navigation bar is a toolbar with icons for Accounts, Bills, Checks, Deposits, Journal Entries, Vendors, Credit Cards, Memorized, Process, Setup, and Reports. The main content area displays 'Account Information' for a 'Checking account : A-1-10-1110-00 1110.00P'. The account details include: Description: Checking account, Account Type: Asset, Shortcut: 1110.00P, Entity: 1: Parish, Level1: 10: Cash, Natural Account: 1110: Checking account, Sub-Account: 0, and Annual Report Code: training. A 'Quick Find' section on the right has a search box and 'Find Account' and 'Clear Value' buttons.

1. Go into the Ledgers and Payables Tab
2. Click on the Accounts icon
3. Click on "Chart of Accounts (Add Sub-Accounts)"

ConnectNow | Accounting HOME LOGOUT  
Leven Zuelke Diocese of Bismarck, June 2013 [Sample 10 (0)]

Church Manager | Ledger and Payables | Payroll | Accounts Receivable | Consolidation Manager

Accounts | Bills | Checks | Deposits | Journal Entries | Vendors | Credit Cards | Memorized | Process | Setup | Reports

Entry Screens | List Screens

### Chart of Accounts

Account Type  
 4 Expense 8 Search Show All

Entity  
 5 1: Parish

Department:  
 6 1: General Administration

Natural Account:  
 7 5100: Conferences / Seminars / Works

Description

1 records returned

**Expense**  
 General Administration  
 Conferences / Seminars / Workshops  
 E-1-01-5100-00, Conferences / Seminars / Workshops, 5100.00PAD  
 9 [Add Sub-Account](#)

Submit Cancel

4. Choose the Account Type that you want to use. For this example we will setup a Diocese Clergy Conference expense account. The account type that you want here is "Expense"
5. Select the entity that the account belongs to. "Parish" is the entity that we would want here.
6. Choose the Department that the account will be under. We will use "General Administration"
7. Select the "Natural Account" that is needed. "5100: Conferences / Seminars / Workshops" is what we will use
8. Click the Search button and you should now see the Diocese Account available for you to create a sub account.
9. Click on "Add Sub Account" which is under the account that you want

10. In the Description Box, type the description/name that you want to call the account. Here I used "Diocese Clergy Conference"

13. **Now you will need to add a shortcut to your account which is important but can be tricky so you need to be careful.** The shortcut consists of the Natural Account (5100), a point/period (.), the Sub-Account number that it is (01) (you always need two numbers for the sub-account), the Entity that the account belongs to (AS for Alter Society, P for Parish, C for Cemetery, S for School), and the Department that it belongs to (AD for General Administration, OUT for Outreach, LIT for Liturgy Worship, BLD for Buildings and Grounds, AFF for Adult Family Faith Formation, RED for Religious Education, and YMIN for Youth Ministry) . Now your shortcut should look like "5100.01PAD" **(Important: this format is for Income, Expense, and Dedicated accounts - Asset and Liability accounts do not use department as part of their format.)**

11.

12. Click Submit

ParishSoft will bring you to this screen:

The screenshot displays the ConnectNow Accounting software interface. At the top, the logo 'ConnectNow' is visible on the left, and 'Accounting' is centered. On the right, there are links for 'HOME' and 'LOGOUT', and a user information string: 'Levyn Zwick Diocese of Bismarck, June 2013 [Sample 10 (0)]'. Below the header is a navigation bar with tabs for 'Church Manager', 'Ledger and Payables', 'Payroll', 'Accounts Receivable', and 'Consolidation Manager'. A main menu contains icons for 'Accounts', 'Bills', 'Checks', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. Underneath are 'Entry Screens' (Find Account, Chart of Accounts) and 'List Screens'. The main content area is titled 'Account Information' and shows details for 'Diocese Clergy Conference: E-1-01-5100-01 5100.01PAD'. It includes tabs for 'Definition', 'Budget', 'History', and 'Comments'. The 'Definition' tab is active, showing fields for Description, Account Type (Expense), Shortcut (5100.01PAD), Entity (1: Parish), Department (1: General Administration), Natural Account (5100: Conferences / Seminars), Sub-Account (1), Annual Report Code, and Balance (0.00). There is an 'Archive Account' checkbox and 'Submit' and 'Delete' buttons at the bottom. To the right is a 'Quick Find' section with a search input field and 'Find Account' and 'Clear Value' buttons.

Your account is now setup.