How to setup a Diocesan account in ParishSoft

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

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

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

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

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

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:

Your account is now setup!

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

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

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 is 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:

Your account is now setup.