PARISH ADMINISTRATION AND COMMUNICATION SYSTEM (PACS)

PACS IN EVERYDAY PARISH LIFE

Archdiocese of Canberra & Goulburn

(v42054)

(updated Sept 2019)

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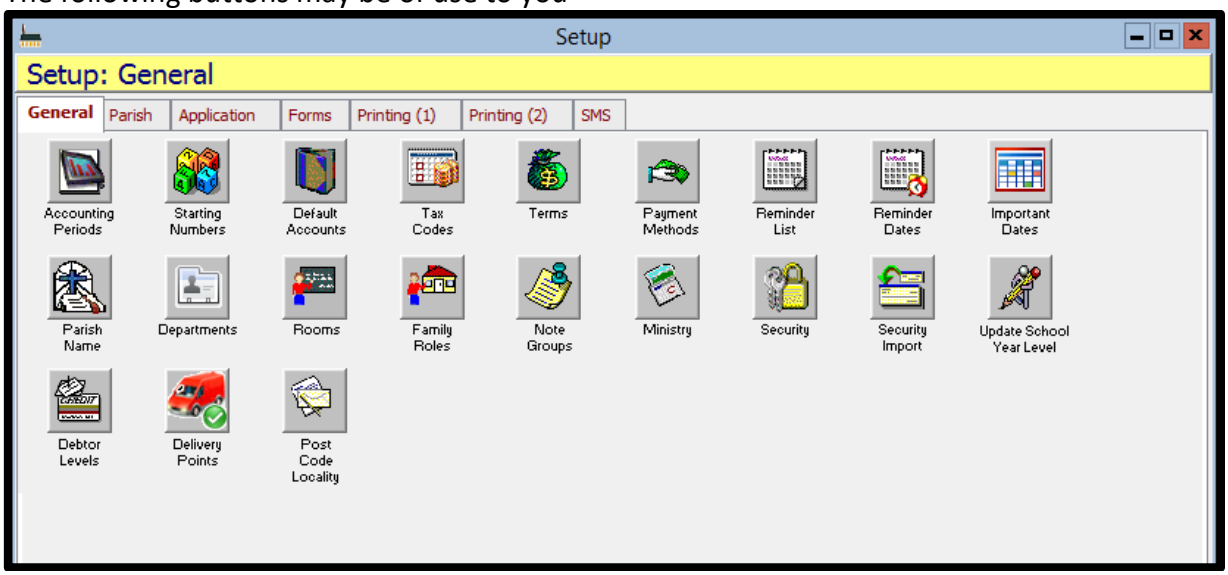
1. BASIC SETUP IN MAINTENANCE

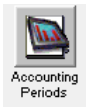
1.1. SETUP

Below is a list of the tabs that appear under MAINTENANCE>SETUP.

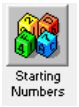
1.1.1. GENERAL TAB

The following buttons may be of use to you

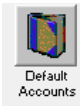




Accounting Periods — Shows you how many accounting periods you have had on PACS, with the last one being the current year you are in.

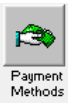


Starting Numbers — Under the **Parish** Tab you can reset your registers numbers – **YOU MUST MANUALLY RESET THIS EACH YEAR**. Start on zero ie. In the field type in the format "Year/0000" eg. 2019/0000. This ensures that the first record will be numbered '1'. It is important to put the year in as this helps generate the annual statistics required for the registers at the end of each calendar year.
Under the **Banking** Tab – Reset your last cheque number so that PACS will automatically generate the correct NEXT cheque number when you write a cheque. Simply type it in the field. Eg. If the next cheque number you want to use is 234400 then type in the field 234399.

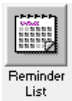


Default Accounts — Default Chart of Account Settings. These come pre-set for the Archdiocese.

Tax Codes — Lists the tax codes available in your PACS



Payment Methods — Lists the different payments methods in PACS ie. Cash, Cheque, Direct Debit, Credit Card. For Direct Debit please use method as Cash. This will ensure you can enter the Direct Debit entries from your bank statement without additional fields popping up requesting more information.



Reminder List — Reveals your Reminder List

Reminder Dates

Choose/remove dates to your Reminder List. To do this you need move the event up from the Available Events to the Selected Events or vice versa. Click or highlight the event required, drag, and drop in the appropriate box – amend as required.

Important Dates

You can add important dates to your reminder list. Click Add to input your new date. Type in the Description and then add your date to the Date field. Make sure you tick Make Available to Reminder List Dates and SAVE.

Parish Name

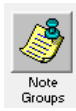
You can Add or Edit details of parishes – this is where you can add parish email addresses in order to email Register Notifications. The Parish Filter List enables you to search for the parish you require. Type the name of the Parish or a key word from the Parish's name to search and press enter. For Ie. Type 'woden' and press enter. Both North and South Woden Parishes will appear in the list. Now you can edit or add the details you require. Click on the Address button to format the address correctly.
To add an email address for a Parish - Click the down arrow at the end of the phone field. Click the Add button and you will see Fax, Email, Web, Other fields appear. You can fill in the appropriate information. Notification Correspondence Method– choose either Mail, Email or Fax. This sets the default of how you can send Register Notifications to that parish from PACS. Ie. You must have email address of the parish entered in the phone field above to be able to set this to Email. – CORRESPONDENCE VIA EMAIL IS HIGHLY RECOMMENDED.

Departments

Departments can be created to identify expenses under the same GL code for different purposes Ie. Electricity bills for 3 different churches in the same parish. Also useful to group together expenses from different GL codes for a particular purpose eg. If you have project which you expect to have invoices under multiple GL codes, you can view the total expenditure for the project.

Family Roles

You can add to this list to tailor to your parish. Click Add Fill in Description field, then nominate their Role Type and SAVE.



Note Groups

This is the facility to activate notes within PACS. There are several different types of Notes. Ie General, System, Medical, Conversion, Confidential, Email, SMS. The default will be to General Notes. Click the Make Available Everywhere button and this opens the Available In screen. You can change Availability by clicking on the Availability button which gives access to all parts of PACS. This may be necessary if you want to limit the availability of those who can access the notes. Click SAVE when appropriate. You can also assign a colour, picture (and Flash picture) to the notes. This means that when there is a note in a record the designated picture will flash to highlight that there is a note available.

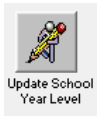
Ministry

You can add/delete ministries to tailor to your parish. Click Add and in the Name field type the new ministry then SAVE. It is not necessary to fill in the rest of the fields, however, it may be helpful if you have more than one church/parish to fill in the Default location & Responsible staff fields. The Description field is for any extra notes you may wish to make. (see Section 7. for further information on Ministries)

Security

Activates access levels for different members of staff. You first need to set up who in the parish requires access – see Section 1.4. - Access Levels. Once this has been set up, security can be assigned to each name. Choose the name by clicking on the drop down arrow in the Access Level field. Tick the box next to Security is OFF, this will turn the Security to ON. The areas in PACS which can have security set appear in the Left-hand box. Double clicking the box with the cross beside each title will expand the item to make visible all items. To assign a level of security put a tick in the box on the Right-hand side of the screen. NB. Tick = access; a blank box= no access. Once you have completed

assigning security for the particular user, SAVE. You can then Preview/Print to produce a report listing the security assigned to each user.

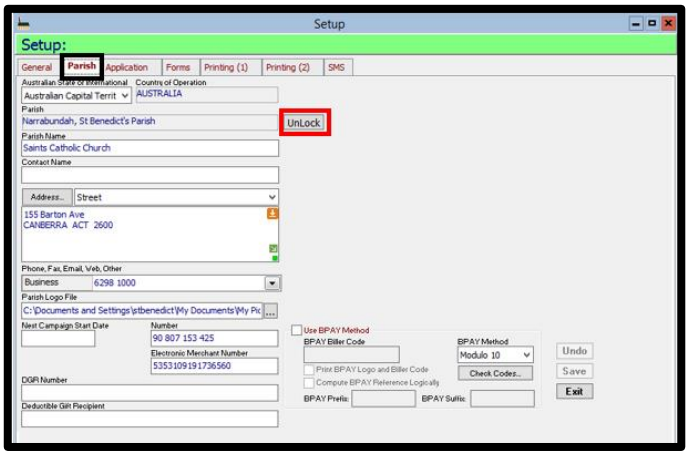


Update School Year

PACS offers the ability to update the school year of attendance for school age children of parishioners. The school and year level fields are found in MORE tab in the Member's card. Each year the school level can be updated. Ie. From Kinder, Year 1 to Year 12. It is important, however, to make sure that the year list in the member card is arranged/input in numerical order. Eg. K 1 2 3 4 5 6 7 8 9 10 11 12. This is because PACS will shift the year level to the next named level in the list. To input the school levels Go to PEOPLE>MEMBERS, Click on the More Tab, Go to the Year field and right click the mouse, Select Edit Items. Click ADD and enter the school year then SAVE. Continue to do this until all year levels have been entered.

To update the school year level – from the drop down menu choose the year, then click RUN, then YES to the warning or NO if you choose not to go ahead with the update.

1.1.2. PARISH TAB

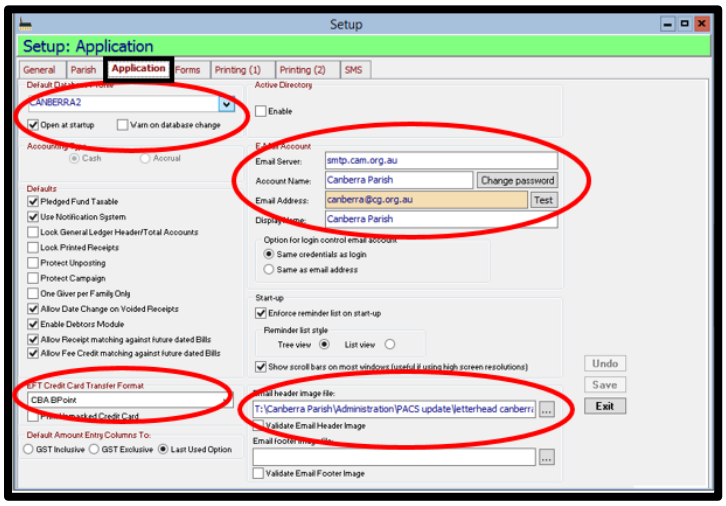


Set up information about your Parish.
Make sure Name and Contact Details fields are entered.
An Unlock button has been added to allow for the situation where the parish name needs to be changed (ie parish merger etc). The Unlock password is available from the CAM Service Desk.
Under the Parish Logo File field you can import a graphic or .jpg file of your parish logo and it will appear on Receipts, Register Certificates, Notifications etc.
The Parish ABN should be entered in the Number field so that the BAS can be produced.

1.1.3. APPLICATION TAB

Default Database profile –if you have more than one account on PACS, choose the Church account and tick Open at Startup. This means that PACS will automatically default to opening this account. You will have to select other databases first to open them.

Defaults – these are automatically set by the Archdiocese. Please ensure that the One Giver per Family box is **NOT** ticked. And Allow Date change on Voided Receipts **IS** ticked.



EFT Credit Card Transfer format – Choose CBA BPOINT as we bank with the Commonwealth Bank BPOINT for Credit card transactions and this is the transfer format required to export to BPOINT directly from PACS.

Set up Email Account –

Email Account
Email Server: outgoing mail server address ie. smtp.cam.org.au
Account Name: Parish Name ie. Campbell Parish
Email Address : parishname@cg.org.au ie campbell@cg.org.au
If password protected hit CHANGE PASSWORD and enter password in the field

You may also have to go to MAINTENANCE>LOGIN CONTROL
And set up the Email address section there
Enter email Address
Account Name (usually the email address again)
And Enter the password in CHANGE PASSWORD

Start- Up– Place a TICK in the box to ensure that Reminder List always appears when opening PACS. You can also choose the style of the Reminder List – place the bullet in the style required either Tree View or List View

Show Scroll Bars on Most windows – ensure that this box **IS** ticked as it is easier to view all the available information.

Email Header Image File – To insert an image as your header in the body of an email, select the image needed by clicking on the button with three dots, search your T drive and select image. This will now appear at the head of each email you send from PACS. It will only appear for the recipient, you will not be able to see the image when you are creating the email. To send an email, see Email Centre Section 5.2.

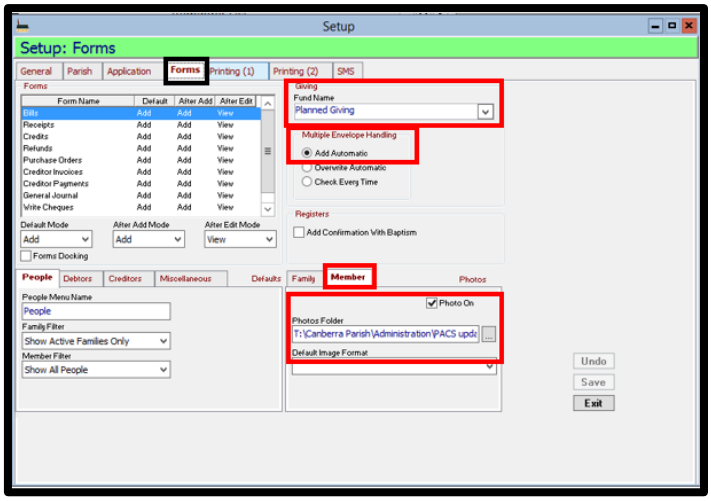
Email Footer Image File – It is not possible to add a signature block to emails so a good place to add a signature block is in the footer.

To insert a signature block as your footer in the body of an email, create a signature block in word with your details and the Parish Logo. By using Snipping Tool (a program that can select an area on the screen and convert it to .jpeg. You are access Snipping tool by clicking on the home button and start typing "Snipping" then the program will appear in the dropdown list. Save the snip as a .jpeg or .bmp). Select the image needed by clicking on the button with three dots, search your T drive and select image. This will now appear at the foot of each email you send from PACS. It will only appear for the recipient, you will not be able to see the image when you are creating the email.
To send an email, see Email Centre Section 5.2.

1.1.4. FORMS TAB

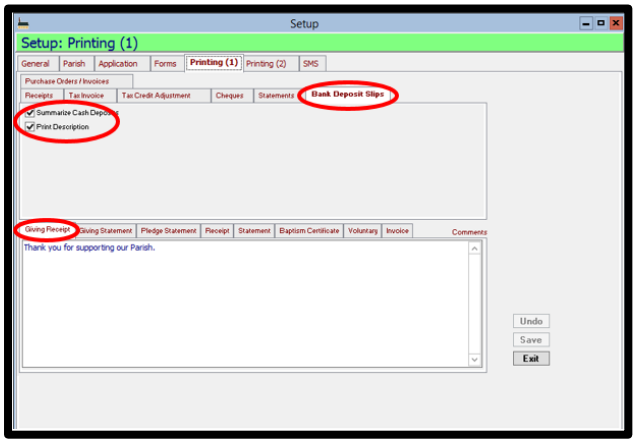
Giving The default fund name should always be Planned Giving.

Multiple Envelope Handling – Add Automatic should be selected as this ensures that if more than one of the same envelope number is added on the same date PACS will automatically add these together.



If you are using the Photo tab in PEOPLE>MEMBERS to store a photo, or scanned document (in photo format ie. .jpeg or pdf), ensure that the Photo On is ticked and the default destination for all photos is stored in the Photo's Folder field. This is important if you are storing scanned information for eg. Working With Children/Vulnerable People Checks. (see Section 9. – IPSS and Child Safety Regulations) and baptism certificates for Sacramental Programs (see Sections 8.2 Confirmation Register and 8.5. Other Sacramental Registers)

1.1.5. PRINTING (1) TAB



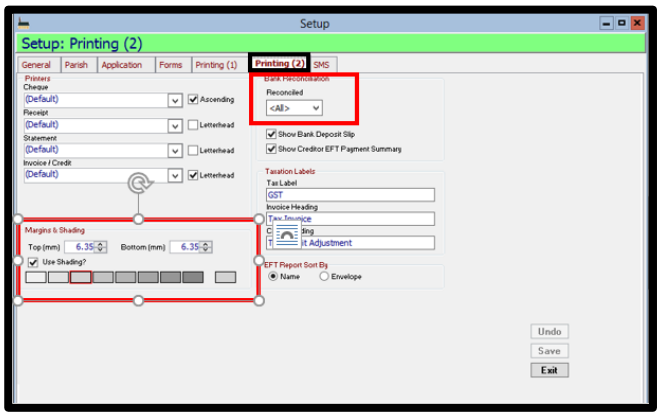
Bank Deposit Slip Sub Tab. Example of the
Place a tick in the Summarize Cash Deposits if you want to print the Bank Deposit slip and only have shown a total amount banked.

Place a tick in the Print Description field if you want to print out the Bank Deposit Slip containing the comment that was entered into the Description field on Bank Deposit slip.

Under the sub tabs there is a comment section for various comments to appear on printed documents. In Giving Receipts or Giving Statements Tab you can add a personalised comment to your Planned Giving Receipts/Statement. Tabs such as Receipt or Statement have a Comments button in the middle of the page. The comment that you write in a Sundry receipt or Statement will

appear on the print out as long as the box Include Receipt Specific Comment on Report is ticked. This is important if you wish to produce a Receipt to a person directly from PACS rather than use a cash receipt book.

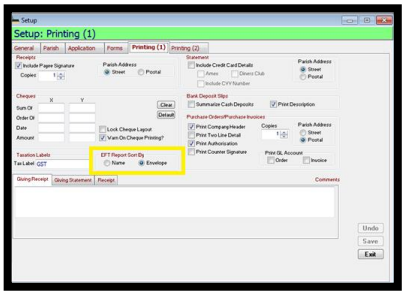
1.1.6. PRINTING (2) TAB

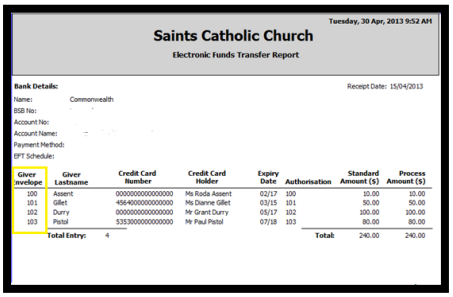


Please ensure Default for Bank Reconciliation is re-set the from No to All
By leaving it on the default of No you only print out items that have not been reconciled for the month.
The **All** default will print out **ALL items reconciled and unreconciled** for the month.
It will also show any **variance** on the Bank Reconciliation report. The Variance should be Zero. You may get a variance if your Reconciliation date is incorrect, or you have a previous Reconciliation that has not reconciled to Zero.

Margins and Shading Here you can adjust your margins and control shading or omit it completely (by taking the tick off) on your printouts.

PRINTING EFT REPORTS



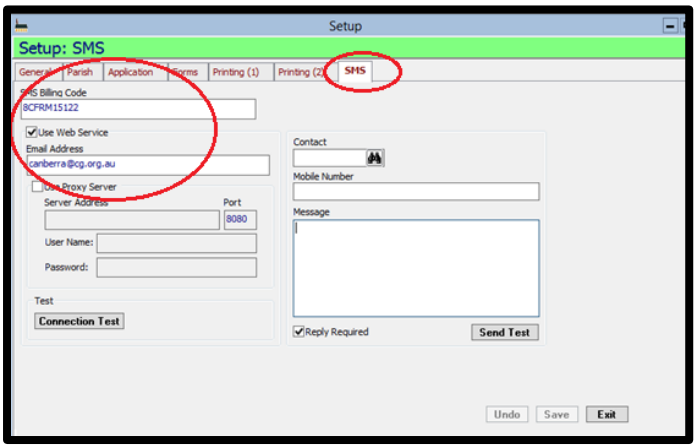


EFT reports can be printed either in Alphabetical order or Envelope number. The default you would prefer can be set by going to MAINTENANCE>SETUP PRINTING(2)
EFT Report Sort by

For Envelope Order, select Envelope and SAVE
And reports will be printed in envelope order.

Or for Alphabetical Order
EFT Report Sort by
select Name and SAVE

1.1.7. SMS TAB

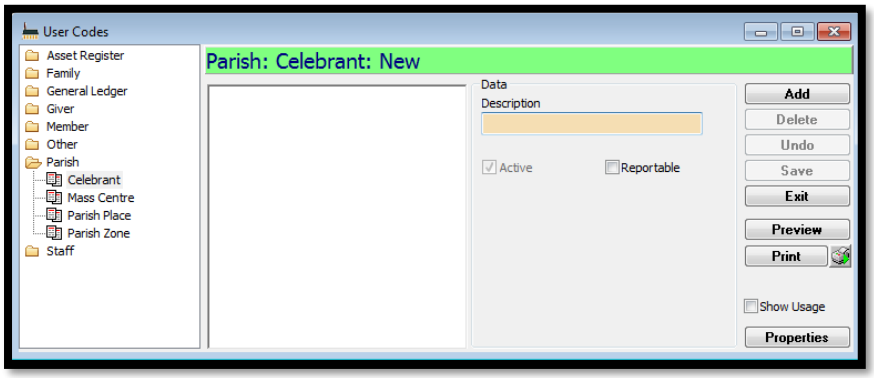


If you wish to utilise the SMS facility In PACS it is important to activate this by entering the SMS Billing Code. Please speak to the Parish Support Manager if you wish to obtain a SMS Billing Code to use this function in PACS.
Also ensure that you place a tick in the Use Web Service and enter your parish email address in the Email address field.
To test this facility enter the details for a test SMS into Mobile Number field, and enter a message in the message box. For example, place your own mobile number in the field and in the Message field type the word test then press the Send Test button

Replies to the SMS can be found in PEOPLE>SMS REPLIES

1.2. USER CODES

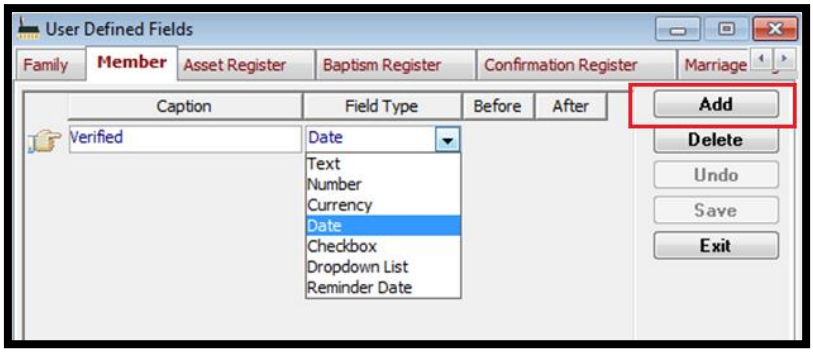
User Codes enables you to tailor the database fields for your particular parish/s. Once you select User Codes from the drop down menu under Maintenance, you will see a list of yellow folders pertaining to different parts of the database. For example if you click on the folder next to the word Parish – a further drop down list appears: Celebrant, Mass Centre, Parish Place, Parish Zone. If you select the word Celebrant the right-hand side of the screen will list the celebrants in your database. Here you can add new parish priests or clergy. You can also make them inactive from your main list by unticking the active box.



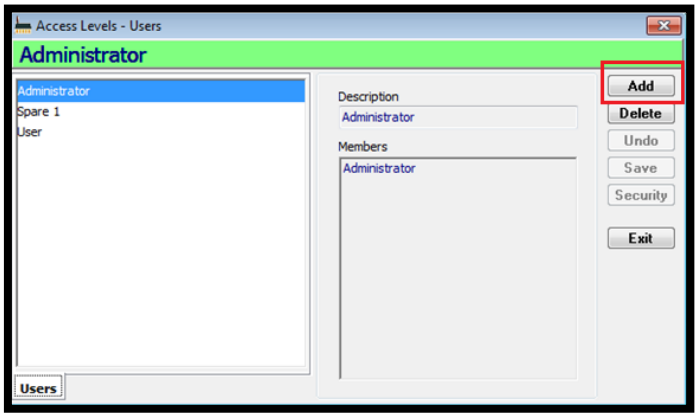
A short cut to all user codes is to right click the mouse in most fields in your database, then choose Edit Items, this will then allow you to add/edit for that field.

1.3. USER DEFINED CODES

Here you can add fields to customise your own reports. Fields may be added to different parts of the database. Select the Add button and a field will appear under the Caption Heading and Field Type. Enter the name in the field you wish to add under the Caption Heading and select the type of field from the drop down menu – ie. Text, number, currency, etc. The example shown on the right, is adding date field to a Member's Record. It is being titled "Verified" and the type of information that will be recorded in this field will be a date. This field is being added to record information for Working With Children Checks for NSW as the current version of PACS did not include this MORE tab in the member's record.

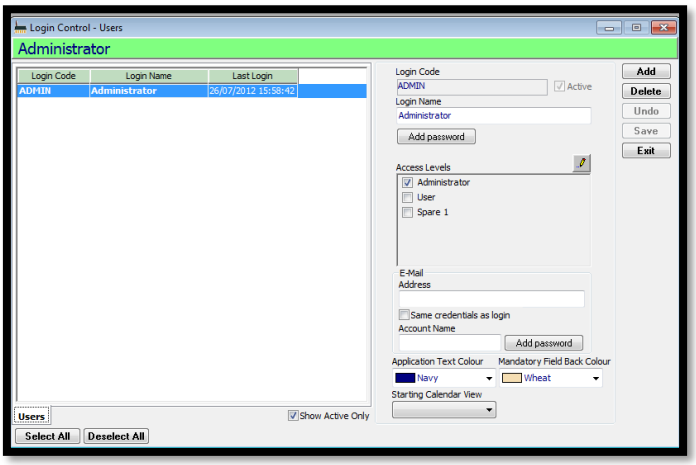


1.4. ACCESS LEVELS



Here you can set up a list of people who use PACS in your parish. This must be done *before* setting any security levels for certain parts of the database ie. Financials, giving, etc. To add a person, click on Add and type their name in the Description field. SAVE. The name appears on the left hand side. Continue to add all users. Once all are saved, EXIT

1.5. LOGIN CONTROL

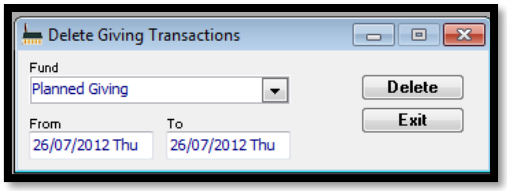


Here you can make PACS password protected for each user:
Click Add then enter a Login Code (ie. This might be the users name or initials). Then add the users name in the Login Name field. Click the Add Password button, type in the Users agreed password in the field, then retype it in the confirmed field. You can opt to have NO PASSWORD, so skip this step for Add Password. Next, select from the Access level – Administrator will give access to all the database.

It is a good idea to also enter the email address of the parish, tick the box Same credentials as login this way there will be no confusion when trying to send emails out of PACS. SAVE then EXIT.

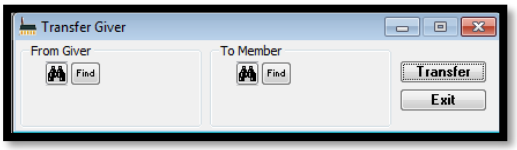
All Users will now need to enter their login control and password (if selected) at start up to access PACS

1.6. DELETE GIVING TRANSACTIONS



This feature allows you to delete unposted planned giving recording for a particular week/s. Select the From and To dates. Click on Delete then YES to the warning or NO if you choose not to go ahead with the deletion.

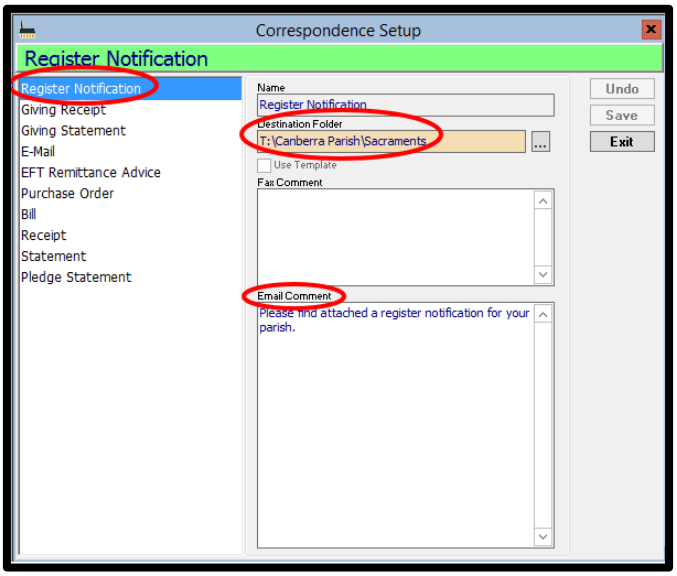
1.7. TRANSFER GIVER



This feature allows you to transfer the planned giving records from one member to another – eg. in the case of a husband's death, the giving can then be transferred to his wife if she wishes to continue to contribute to the planned giving program. Select the binoculars or the Find button in the From Giver field and from there select the current person in the planned giving program. Next select the binoculars or the Find button in the To Member field and select the member the giving will be transferred to. Once both names have been select, click the Transfer button. The giving records will now be transferred to the new member.

1.8. CORRESPONDENCE

This feature deals with all email correspondence. To save all notifications, receipts/statements etc, there has to be a default destination folder entered. This is done through the SETUP. To send all emails, you go to the QUEUE.

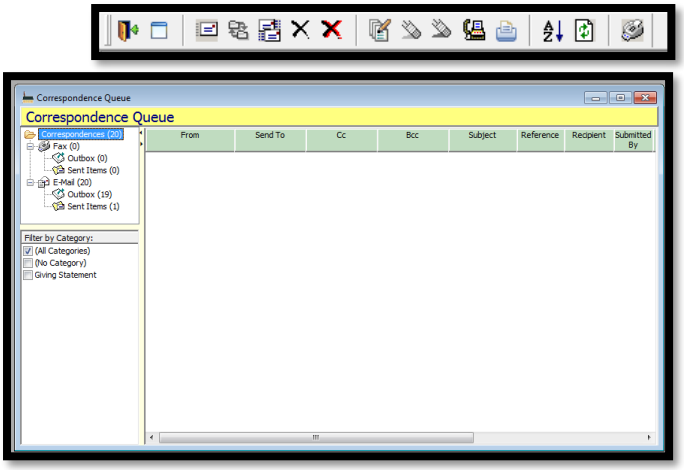


SET UP

Highlight the appropriate Correspondence – ie. Register Notification, Giving Receipt etc. To choose the destination click on the button

You will then be able to browse your computer for where you want to save the files. Find an appropriate folder on the T drive

Fax Comment & Email Comment fields – here you are able to put a generic comment as a cover sheet to all emails/fax's for that particular correspondence. Eg. In the Register Notification you may wish to put in the Email Comment field "*Please find attached a notification for entering into your parish registers*"



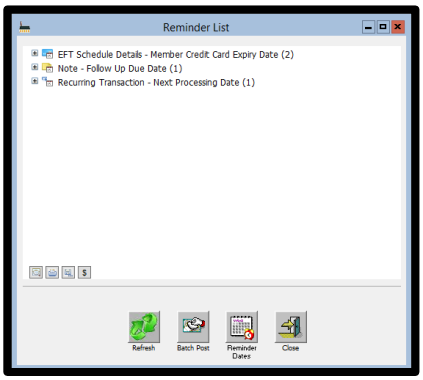
QUEUE

Once emails have been submitted they are sent to the Queue. Here you are able to send them either individually or all at once. Select the appropriate Outbox. The number next to the Outbox indicates the number of correspondences to be sent. Once the Outbox has been selected, a list of the correspondence appears. Highlight line (to send individually) and use the Tool bar at the top of the screen to Send, Send All, Send Again, Delete etc Tip: Hover the mouse over each icon and a description will appear.

Note: If you have many emails to be sent at once (ie. Planned Giving Receipts) it is a good idea to send approximately 7-10 of them at a time rather than the bulk at once. This way there won't be a backlog in the system and the emails will get through with a lot less trouble. To do this Hold down the SHIFT key and select the emails with the down arrow or mouse until you have selected 7-10 of them. They will be highlighted in BLUE, then select the SEND button.

1.9. REMINDER LIST

Displays the items on your reminder list. If you do not wish the Reminder List to show each time you open PACS, UNTICK the box Enforce Reminder List on Startup in the MAINTENANCE>SET UP under the Application tab.

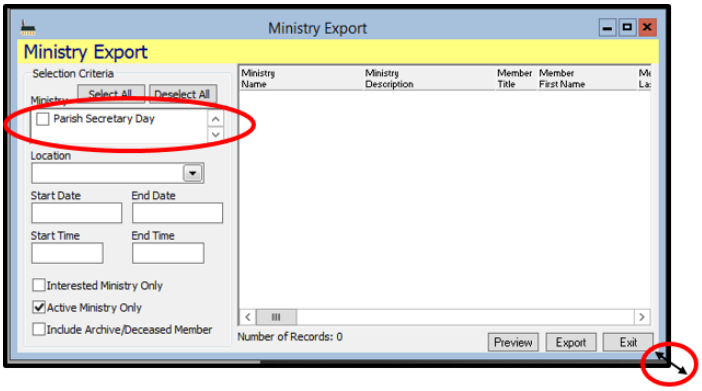


1.10. CLOSE FINANCIAL YEAR

Please note this process is actioned **ONLY** by the Archdiocesan Audit Team after the annual Parish Audit.

2. TROUBLESHOOTING

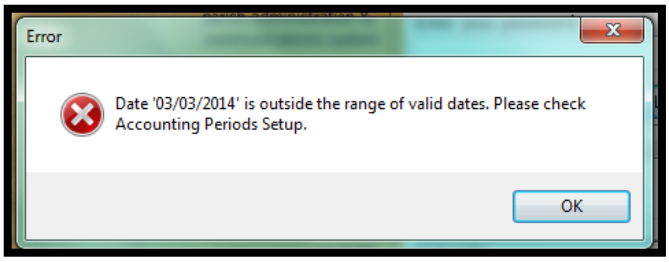
2.1. INFORMATION NOT APPEARING IN FIELD BOX



If the information in a field/text box is not appearing in its entirety, or the field box opens without the drop down list, just scrolling arrows, you can expand the box by clicking on and dragging the right bottom corner of the box. This will expand the box and allow you to see all fields within the box.

If the box is unable to expand, you will need to use the scroll bar on the right hand side of the screen to view all of the information.

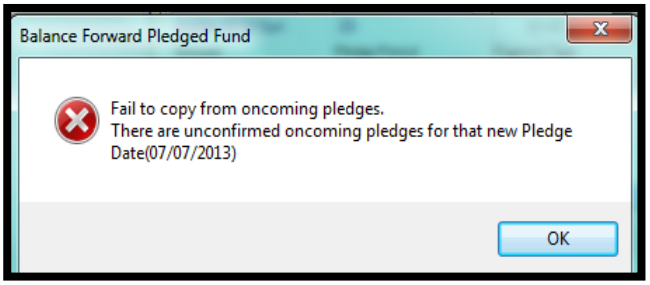
2.2. OUTSIDE RANGE OF VALID DATES



This message will appear at the beginning of a new year if the current year you are working in is more than one year past.

For example if your current year in PACS is 2017 and this message occurs in 2019, you will need to close the 2017 year before any new data can be entered into Sundry Receipts or Make Withdrawals/Write cheques. Contact Parish Support Manager for assistance.

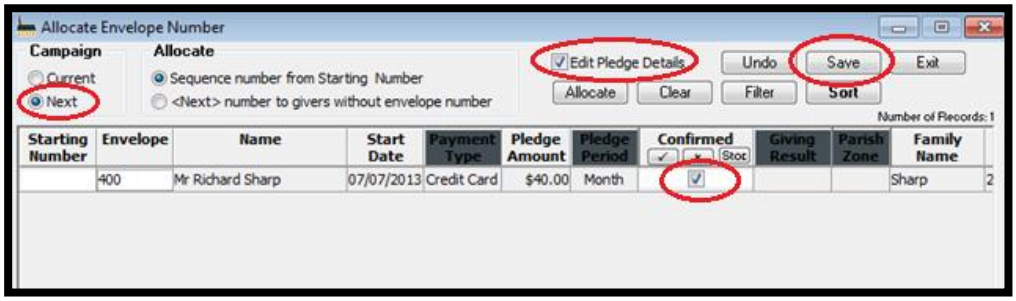
2.3. FAIL TO COPY FROM ONCOMING PLEDES



This message will appear if oncoming pledges have been entered and a tick has not been placed in the Confirmed Box.

To rectify this, go to

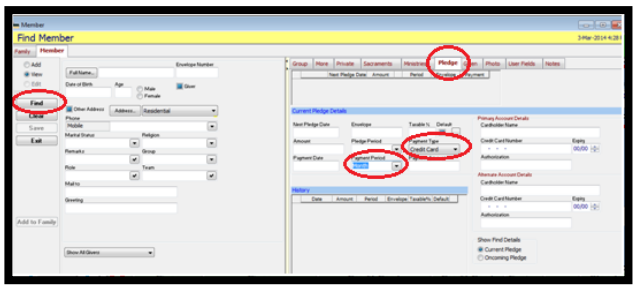
GIVING>ALLOCATION OF ENVELOPES



Under Campaign, Choose Next. If there are multiple entries, rather than scrolling through, click Filter, use the dropdown boxes to enter the command "Confirmed equals N"
All unconfirmed Pledges will appear.
Place a TICK in the box next to Edit Pledge Details
Then place a TICK next to each giver in the box under the Confirmed Column.
SAVE

You will now be able to Balance Forward successfully and your oncoming pledge details will now take effect.

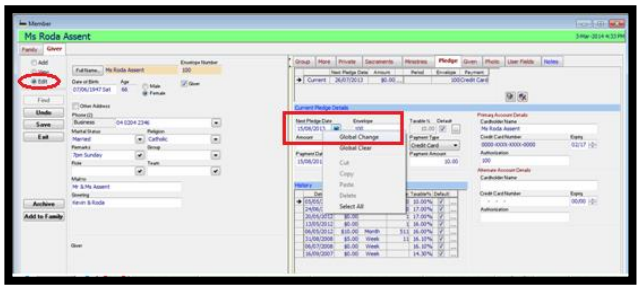
2.4. GLOBAL CHANGE



Eg. If you wanted to change all the pledge dates for those giving by CC. Rather than changing every person's pledge date, do the following:

GIVING>GIVERS
Pledge Tab
Payment Period (month)
Payment Type (CC)

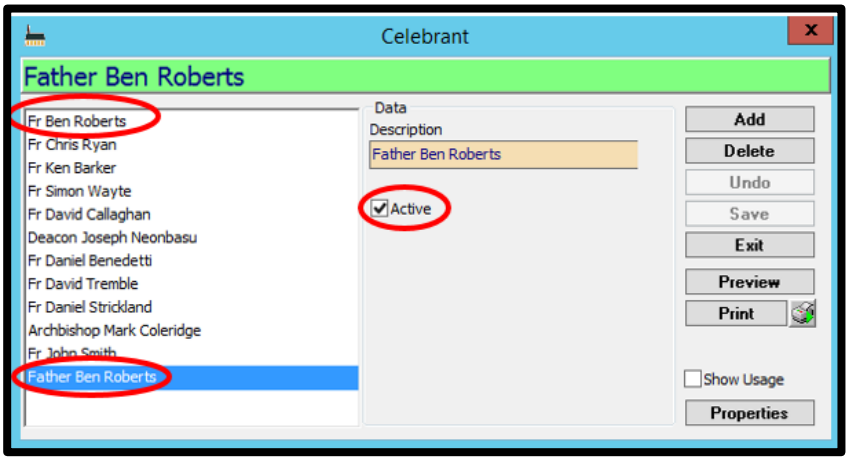
Choose Find (check the bottom right hand corner of the screen and it will tell you how many givers you have – that is how you know it is correct)
Go to Edit
Choose Next Pledge Date – make your date change then right click the mouse and choose Global Change.
You will then be prompted with the screen "This action will apply the new value for the current field to all selected records"
Select Apply or Cancel as appropriate



If you choose Apply, all records will be changed to reflect your date change. Do the same for Payment Date.

2.5. REMOVE DUPLICATES FROM DROP DOWN LISTS

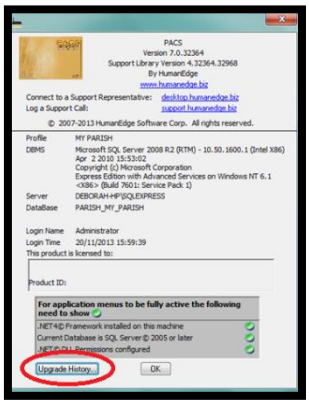
In drop down lists that are created by the User, there are usually duplicates in the data. For example, in the Celebrant drop down list in Registers, there could be Fr J Smith, Father John Smith, Fr John Smith – all relating to the one priest.
To save time scrolling through the list and also maintaining a standard name to choose, you can make the 'duplicate' names inactive by doing the following:



Access the necessary area in PACS, e.g. REGISTER>BAPTISM REGISTER, right click on Celebrant and choose Edit Items. A list of the selections available will appear. Choose the record you would like to remove from the choices, and take the **tick off** Active. Click SAVE. Go through the list and do that for all duplicates.

This will save across all registers with a Celebrant field.

3. MISCELLANEOUS FEATURES

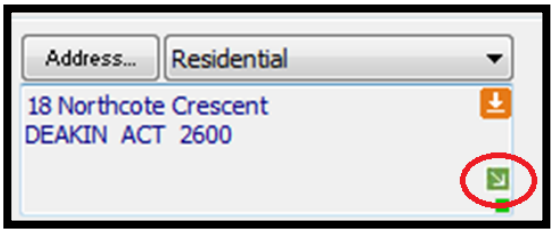


3.1. UPGRADE HISTORY

This gives you the ability to view when PACS was upgraded. Go to SUPPORT>ABOUT and click UPGRADE HISTORY to view the upgrade details. It lists the date & time of the upgrade, the build and version details.

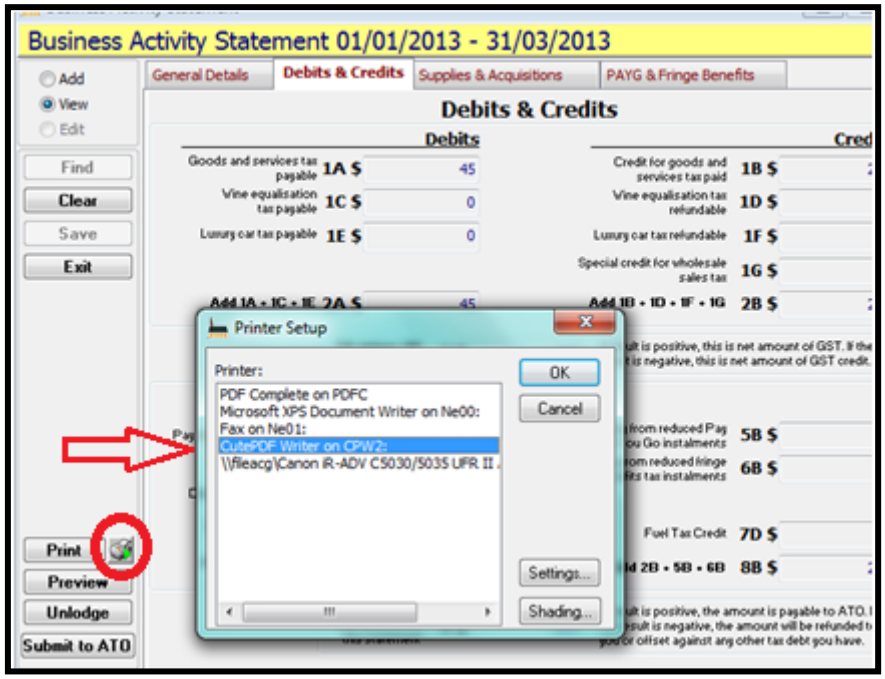
3.2. GOOGLE MAPS

PACS has the ability to launch Google Maps from the address screen. The feature requires internet access. It enables you to view the map location & street view for the address. Click on the green arrow button in the bottom right hand corner of the address button to activate this feature.



3.3. SAVE PDF COPY OF REPORTS

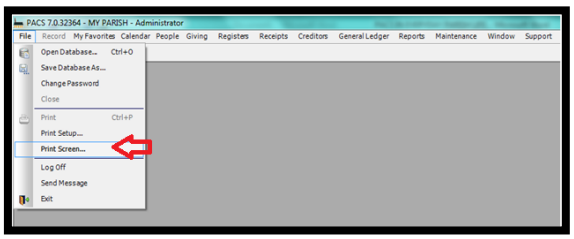
Make sure a PDF program is installed on your computer. If not – google CutePDF and follow the prompts to install.



To save a report as a PDF, e.g. BAS, Select the Printer Icon next to the Print Button, a window will appear with a list of printer options, select your PDF printer ie. CutePDF Writer – select OK
This will take you back the original report screen, click Print. A Save As dialogue box will appear and save the report to your T DRIVE. (name it something like ParishNameSepBAS18 – to easily identify your document)

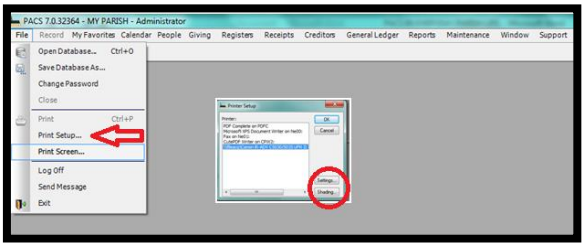
You can now email this report to recipients such as Finance Councils, etc

3.4. PRINT SCREEN



Open PACS to the screen you wish to print. Go to FILE>PRINT SCREEN, the select your Printer and PRINT.

3.5. PRINT SET UP



To Set Defaults for Printers,
FILE>PRINT SETUP,
Select the SETTINGS button,
Select your PRINTER on the list,
Select the SETUP button. The Printer Properties screen is displayed.
Make the required changes to your printer properties (ie. Adjust the layout etc)

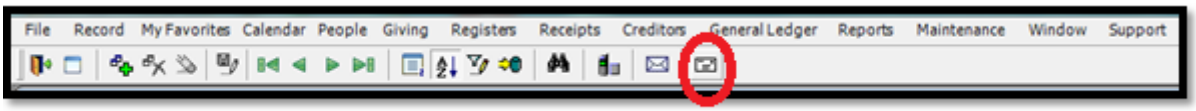
To adjust the printing margins within PACS for printing labels etc
FILE>PRINT SETUP
Highlight your printer and select the SHADING button and adjust the top margin as necessary.
An alternate way is to go through MAINTENANCE>SETUP PRINTING (2) TAB under Margins and Shadings section, adjust the top margin as necessary.

3.6. PRINT ENVELOPES

This function is dependent on the setup of your printer.

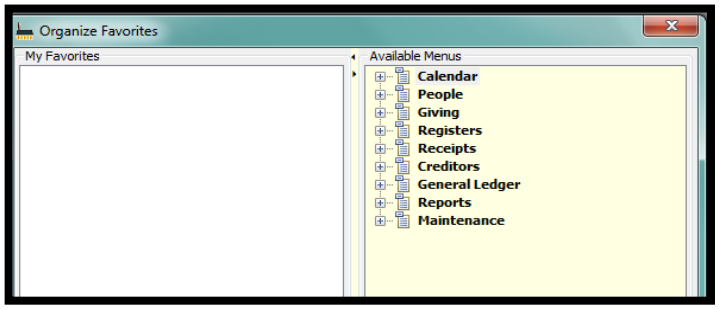
The ability to print an envelope for a single family or a member is available. An envelope print option has been added to the Family and Member screens. The envelope print option is set to print a DL size envelope. This enables you to quickly print an envelope.

PEOPLE>FAMILIES (or MEMBER). Find the family or person.
Click on the ENVELOPE PRINT icon on the tool bar (circled below)



The ENVELOPE PRINT screen will be displayed with the address details. You can modify the address in this form if required. Note, however, that any changes you make in the Envelope Print screen will not be saved on the family or member's record.
Select PRINT to print the address onto a DL sized envelope.

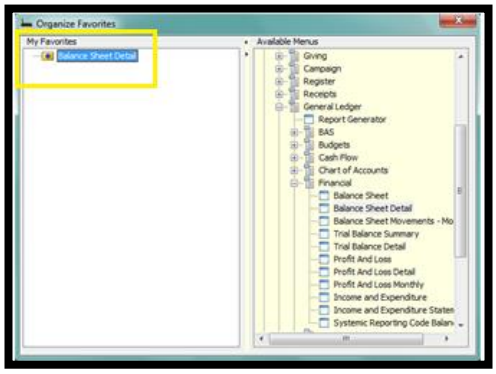
3.7. MY FAVOURITES



My Favourites is a short cut to the areas in PACS that you use the most.
To set up
Click on MY FAVOURITES>ORGANISE FAVOURITES

The screen to the right will appear. Under Available Menu, expand the Heading you require by clicking on the cr next to the Heading.
Continue to do this until you have found the area you require.

For Example. If you wanted to save the Balance Sheet Report in My Favourites.



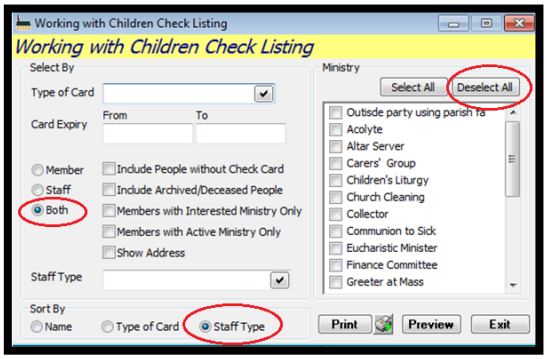
Find it under REPORTS>GENERAL LEDGER>FINANCIAL>BALANCE SHEET DETAIL
Now DRAG it over and DROP it on the Left Hand Side under My Favourites. (see below)
To Remove a listing from My Favourites, simply DRAG from My Favourites and DROP back to Available Menus.
There are many financial reports you can generate in PACS, here are a few helpful and commonly used report used in our Archdioceses.

- Balance Sheet Detail
- Income and Expenditure
- GL by Account
- GL by Transactions.

3.8. EXPORT REPORTING

Reports generated can be exported to Excel spreadsheets so they can be manipulated and tailored as needed.

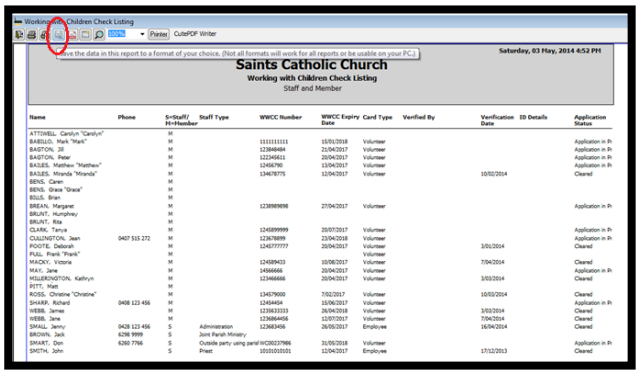
The example below is using WWVP or WWCC (See Section 9.1.- Working with Children & Vulnerable People for details on WWVP/WWCC)



Go to REPORTS>MEMBER>WORKING WITH CHILDREN CHECK LISTING
Ensure the following fields are left **blank**

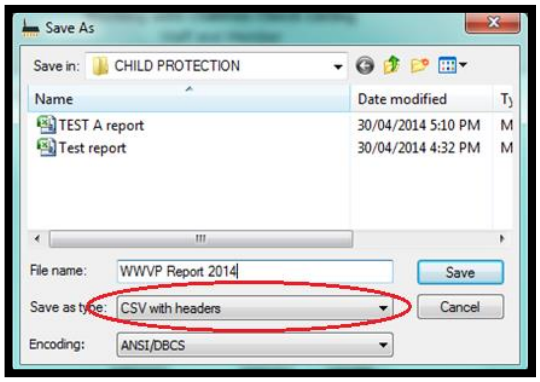
- Type of Card
- Card Expiry Dates
- All boxes that can be ticked

Select Both
Sort by Staff Type or Type of Card
Click on Deselect All (this way it will pick up everyone required)
PREVIEW



Create a report.
Select the fourth Icon from the left at the top of the screen (see below) - if you hover your mouse over it states "Save the data in this report to a format of your choice"

Click on this Icon and the following screen will appear – fill in the following:
Save In: Choose an appropriate folder in your Documents to save the document.
File Name: Enter an appropriate name for the report (ie WWVP Report 2014)
Save as type: CSV with headers - use the drop down menu and choose this type **VERY MPORTANT**
Encoding: ANSI/DBCS
SAVE
This file will be saved as an Excel file



You can now manipulate the Excel document as required.

3.9. EXPORTING ENHANCED REPORT

Enhanced reports can be used to create specialised reports, these can be manipulated or tailored to your requirements or created to include fields that do not have specific reports under the Reports tab.

An example of this is:
PEOPLE>EXPORT>ENHANCED EXPORT
For a Family Report
place an x next to the Family Folder, and click on Folder to open. Deselect headings that you do not want, then choose Preview. You can then right click the mouse on the first column and choose sort ascending for an alphabetical listing. You can also drag the columns and place in order you want. You can then Export to Excel.
For more detail on Enhanced reporting see Section 8.5.3. Enhanced Report for Sign in Sheets.

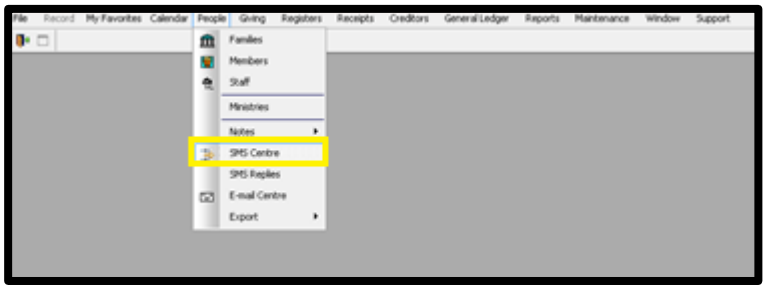
4. SMS

Setting up and using the SMS function in PACS provides a 'one stop shop' for consolidating Parishioner contact information. Staff and clergy in the parish office can update and work off one list of contacts.

Highlights of using SMS:

- For groups, ministries, and committees to send messages confirming training, notifying groups of special functions or general communication.
- For Planned Givers to send messages relating to particular types of giving. EG an email only going out to Givers contributing via Credit Card "there will be an outage on our BPoint facility this week therefore your giving will be processed on the 20th of the month, instead of the usual 15th."
- For Parish Priests and the Parish to remain connected with families who had a child baptised, or contacting families for special events.
- Copies of the SMS can be saved against the member you send the message to. This is extremely important for Audit purposes and accountability.

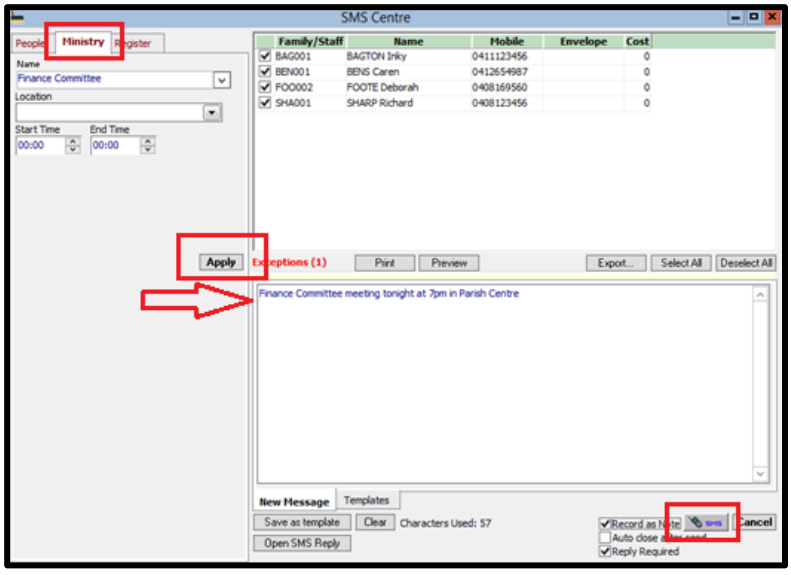
4.1. SMS CENTRE



PEOPLE>SMS CENTRE

If your SMS Centre is set up in PACS (see Section 1.1.7. - SMS Tab) the email centre can be an efficient way of sending messages to parishioners, ministry groups, givers etc

Example:
In the Ministry Tab, select the Ministry from the drop down menu under the Name field and choose the Ministry you want to contact. Then Click the Apply button. The Right Hand Side of the Screen will then be populated with all the people in that Ministry with mobile phone numbers. (if you only want certain people from that list, click the Deselect All button and then manually go through the list and tick the appropriate people).



Fill in the New Message with the text you want to send.

If you wish to save this as a Template for use again, click on Save as Template and a template will automatically be created for use again. You can name of the Template that is appropriate for use again. Eg PFC reminder
The tick boxes next to the SMS button

- tick the Record as Note box to record the SMS as a note against the member you are sending the SMS to
- Auto close – if you want the box to close after the SMS is sent AND
- Reply required - this function is not active

Ensure you sign off your texts from your Parish Name as each text is sent from a different mobile phone number – this will help identify who the text is from. Also include "please do not respond to this message" if you do not want replies to your SMS.

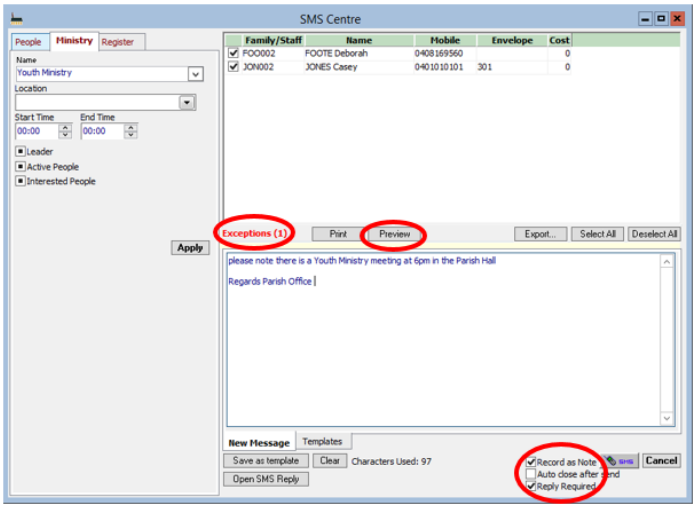
Please note the "Total Cost is 1" means 1 unit of payment has been charged against the Melbourne Archdiocese according to the agreement set in place with our Archdiocese.

Next click SMS. The following message will appear, If you agree, click OK.

4.1.1. SMS EXCEPTIONS

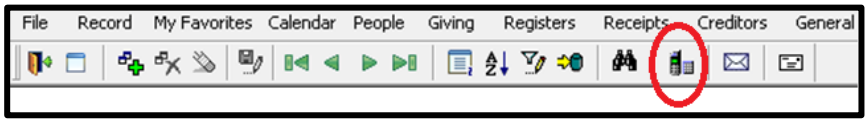
Sometimes, under the generated list in SMS Centre, if the people listed do not have mobile numbers recorded in the records, red Exceptions with a number can appear. This example shows Exceptions (1) which indicates 1 person in the Youth Ministry that does not have SMS. Click on the Preview or Print button for details of these people.

Important: The Exceptions report can be used to contact the members/people and collect missing email address or to update the members' records.

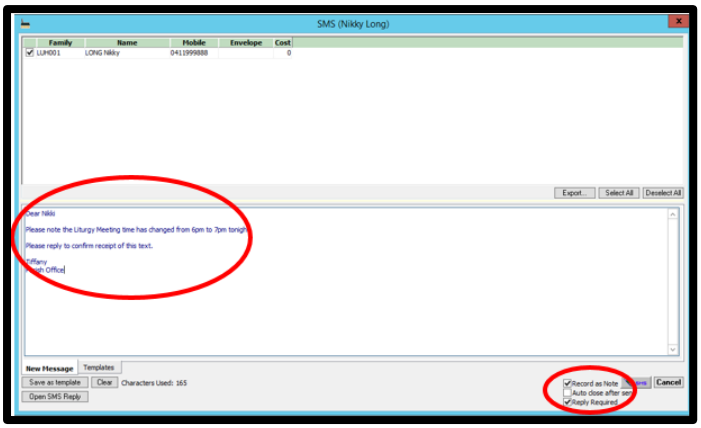


4.2. SEND AN SMS to an INDIVIDUAL MEMBER

The ability to send an SMS to a member is available from the Member Record. Any reply received from the member can be found in the PEOPLE>SMS REPLIES.

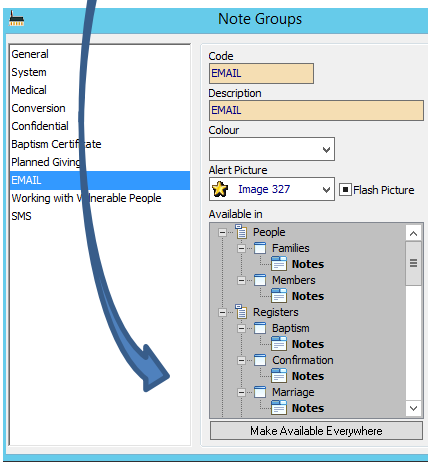


PEOPLE>MEMBER
Find and select the required member.
Click on the SMS Icon on the tool bar (circled in tool bar). An SMS screen will be displayed. Enter your message in the Message field. Ensure you type who the message if from (and your Parish Name) as the mobile number will not identify the Parish as the sender.

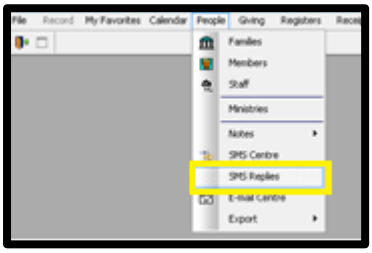


There are 3 tick boxes In the bottom right of the screen. It is recommended that you tick Record as Note and the text will be recorded against the Member's file as a Note. The Reply Required tick does not seem to have any effect on the message or reply.
To send the message, press the SMS button. You will get a message to say the SMS has been successfully sent.

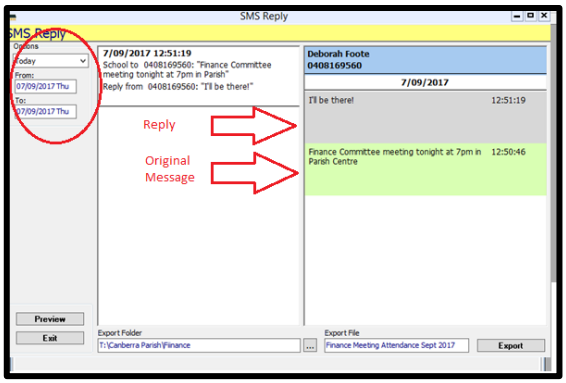
To save a note against the member's information on PACS, ensure the Note Group is set to "Make available everywhere" See Section 10.6.



4.3. SMS REPLIES



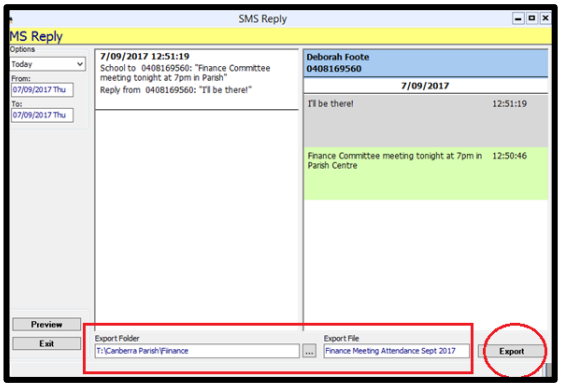
If you have requested a reply to your SMS message, replies can be found in PEOPLE>SMS REPLIES



Here you can view different messages by changing the date selected dates by the drop down Options Menu – ie today, this week etc. Click Preview

Each message will be listed on the left, click on each message to see the conversation (sent and reply) on the right side of the screen. The Original message sent will be displayed at the bottom highlighted in green, and the conversation will be above it.

You can export a list of all replies to excel – particularly useful if you are sending many SMS messages or bulk SMS requiring a reply.



To Export the message and replies, in the Export Folder choose an appropriate folder to export the document to. Give the file a name – enter this into Export File, then Press Export. You will then get a small window saying the Export was successful. Go to Excel and open the file.

5. EMAILS

Sending emails from PACS can be a useful and simple way to stay in touch or share information. It can benefit the people responsible for:

- Planned Giving
- Parish Registers
- Sacramental Database
- Maintaining a central contact database

Setting up and using the email function in PACS provides a 'one stop shop' for consolidating Parishioner contact information. Staff and clergy in the parish office can update and work off one list of contacts.

Highlights of using email:

- For groups, ministries to committees to send out minutes, confirming training and updating policies and procedures, notifying groups of special functions or general communication.
- For Planned Givers to send out giving receipts, messages relating to particular types of giving. EG an email only going out to Givers contributing via Credit Card "there will be an outage on our BPoint facility this week therefore your giving will be processed on the 20th of the month, instead of the usual 15th."
- For Parish Register notifications to be sent out to the "Parish of Register". This will save your Parish money and time, not having to buy stamps, envelopes, etc and then posting them!
- For Parish Priests and the Parish to remain connected with families who had a child baptised, or contacting families for special events.
- Copies of the Email can be saved against the member you send the email to. This is extremely important for Audit purposes and accountability.

Standard practices when sending bulk emails is to use the BCC (Blind carbon copy) address option. When sending to a Ministry group, CC (carbon copy) can be used.

The emails sent from PACS do not identify the sender by Parish Name. They will have "PACS Sender" or "Administrator" as the sender. Therefore it is important to identify yourself in the body of the email and regularly remind Parishioners to make sure that PACS Sender is on their Safe Senders List so the emails do not end up in the email junk folder!

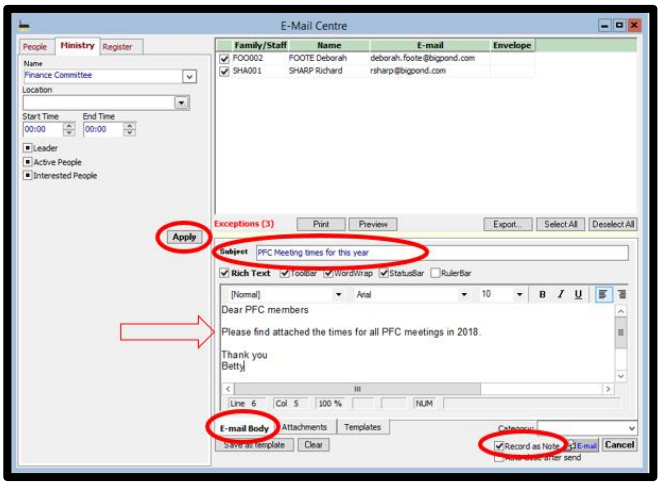
5.1. CORRESPONDENCE SET UP

To set up and save all notifications, receipts/statements etc, there has to be a default destination folder entered. This is done through CORRESPONDENCE>SETUP. You can also set up a general comment to appear in the body of the email for each of the Register Notification types. See Section 1.8. – Correspondence, for details.

5.2. EMAIL CENTRE

PEOPLE>EMAIL CENTRE

If your email is set up in PACS (see Section 1.1.3. Application Tab) the email centre can be an efficient way of sending bulk messages to parishioners, ministry groups, givers etc. You can also send attachments with your email such as rosters, forms, etc.



Messages can also be saved as templates to be used in the future.
There are 3 tabs to choose from –
People – send to selected members or givers
Ministry – bulk message to entire Ministries
Register –Baptism, Confirmation, Death, Marriage

(If you wish to send an email to Sacraments such as Fist Reconciliation and First Holy Communion, see Section 8.5.4. Other Sacraments)

Example:
In the People Tab, tick the appropriate fields that you require ie. Active People Only & Members. Then Click the Apply button. The Right Hand Side of the Screen will then be populated with all the email addresses in your database that apply. (if you only

want certain people from that list, click the Deselect All button and then manually go through the list and tick the appropriate people).

Fill in the Subject Field as you would a general email. Enter the body of the text in the field below the Subject Field.

In the People tab only, you can use the Merge fields on the left hand side. To use them in the body of the message, Double click on the merge field you require and it will be inserted in the body of the email. This will help to personalise each email you send.

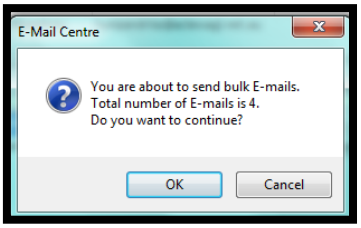
Click on the Attachments Tab if you need to attach a document, spreadsheet, etc, select ADD and the browse for the required document and click Open so it can be attached. Repeat this for the required number of documents you wish to send.

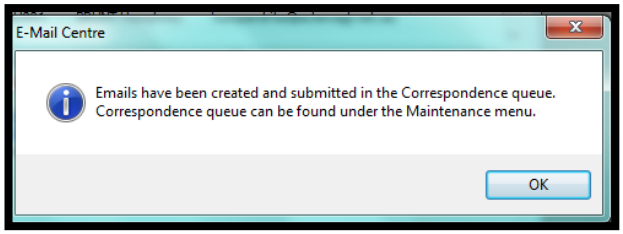
If you wish to save this as a Template for use again, once you have completed typing the message click on Save as Template and a template will automatically be created for use again with the Subject Heading as the name of the Template. If your template has any documents attached, they will be attached to any subsequent uses of the template.

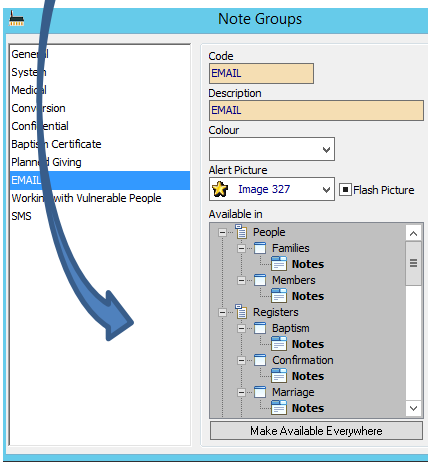
To save the email against the member's information, tick Record as Note (Recommended) in the bottom right of the field box. Once you are ready to send, click Email

To save a note against the member's information on PACS, ensure the Note Group is set to "Make available everywhere" See Section 10.6.

The following messages (or similar) will appear in order. If you agree, click OK.





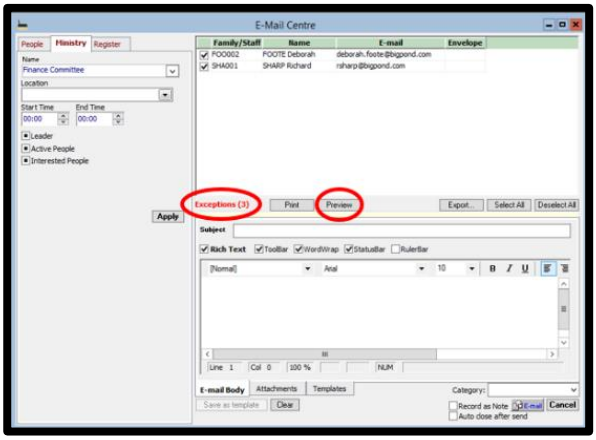


Now go into MAINTENANCE>CORRESPONDENCE>QUEUE
If you click on your Outbox, the message will be waiting to be sent. Send the message by clicking on the Send button (circled in the toolbar below) See Section 1.8. Correspondence for details on the Correspondence Queue.

5.2.1. EMAIL EXCEPTIONS

Sometimes under the generated list in Email Centre, if the people listed do not have mobile numbers recorded in the records, a red Exceptions with a number can appear, this example shows Exceptions (3). This indicates that there are 3 people in the Finance Committee that does not have SMS. Click on the Preview or Print button for details of these people.

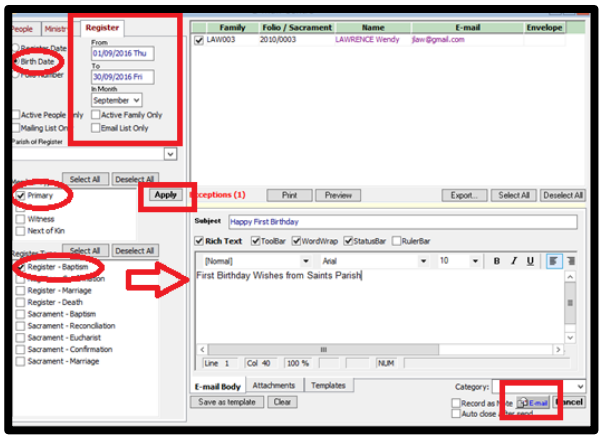
Important: The Exceptions report can be used to contact the members/people and collect missing email address or to update the members' records.



5.3. SEND AN EMAIL for REGISTER Celebrations/Anniversaries

The Email Centre has also been enhanced to enable the parish to email families and members based on the Baptism, Confirmation, Marriage & Death Registers and the Other Sacrament records. It makes it convenient to communicate

- Birthday wishes to children following Baptism
- Anniversary message for Marriages
- Memorial message for next of kin
- Information or invitations
- Sacramental Program details to candidates

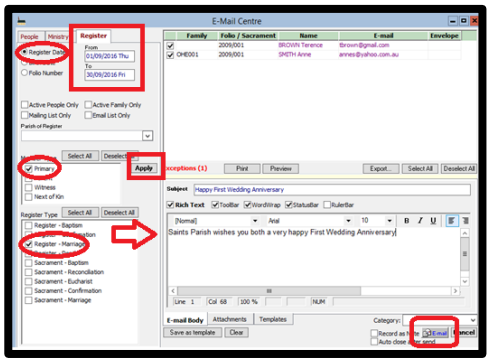


Ensure that the email field in each of the Registers has been entered, and if the family is in your database ensure that a tick has been placed in the Email List box in PEOPLE>MEMBER>GROUP TAB
In the EMAIL CENTRE there are three ways to select a range of register records: Register Date, Birth Date or Folio Number.

Two examples are below

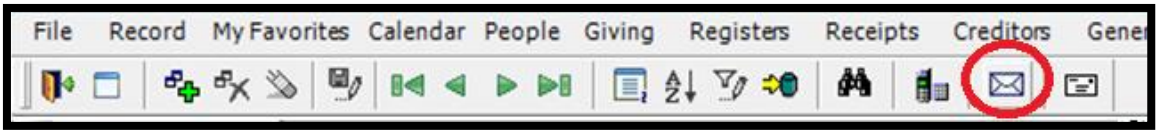
1. To send first birthday wishes to Baptism candidates: sort by Birth Date, then enter the month in for the year prior ie 1/9/16-30/9/16 and use the drop down menu and choose September. Choose who you would like the email to be addressed to under the Member Type Header, and from which Register. Press the APPLY button.
   Type your Heading in the Subject field and message in the text box. Next click EMAIL
   Now go to MAINTENANCE>CORRESPONDENCE>QUEUE
   Click on the Outbox and the message will be ready to send
2. To send Anniversary wishes to a married couple on their First Wedding Anniversary: sort by Register Date, enter the month or date of the previous year. Choose who you would like the email to be addressed to under the Member Type Header, and from which Register. Press the APPLY button
   Type your Heading in the Subject field and message in the text box. Next click EMAIL

   Now go to MAINTENANCE>CORRESPONDENCE>QUEUE
   Click on the Outbox and the message will be ready to send



5.4. SEND AN EMAIL to an INDIVIDUAL MEMBER

The ability to send an email to a member is also available from the Member Record.



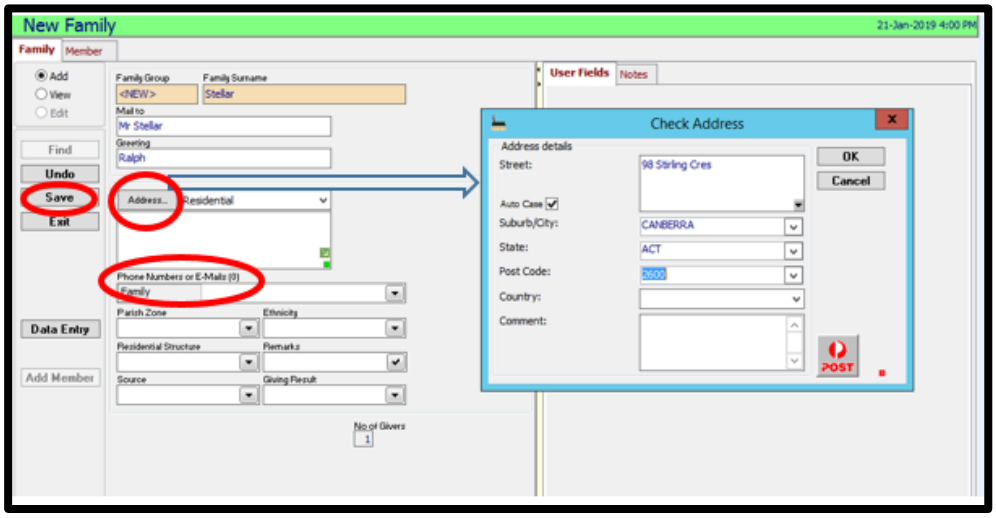
PEOPLE>MEMBER Find and select the member.
Click on the EMAIL Icon on the tool bar (circled above). The email screen will be displayed. Enter a subject heading and write the body of the email. Add Attachment if required. When finished select Email. Now go to MAINTENANCE>CORRESPONDENCE>QUEUE and send email.

6. MEMBERS/FAMILIES

6.1. ADDING A NEW FAMILY/MEMBER

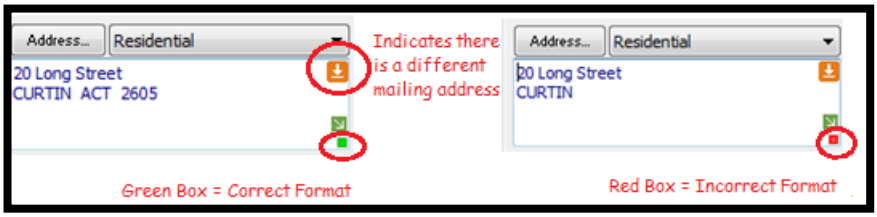
How to add in New Family & members

THIS IS A **3 STEP** PROCESS



1. PEOPLE>FAMILIES Select the **ADD** button
   Fill in the following fields
   Family Surname
   Address (click on the Address button to correctly format) – put Residential address in each of the allocated fields, then select OK. The drop down menus at the end of each field can be used also to help populate the field. If different postal address, use drop down menu next to the address button and select Mail, again select the Address button and amend the address to the mailing address, then select OK. *(if Res. Address is same as postal address after you hit SAVE PACS automatically saves this as the postal address)*

Please Note: the symbol at the end of the address field indicates if there is a separate mailing address. A Green box in the far right corner indicates that the address is formatted correctly – this means all the fields have been filled in correctly.



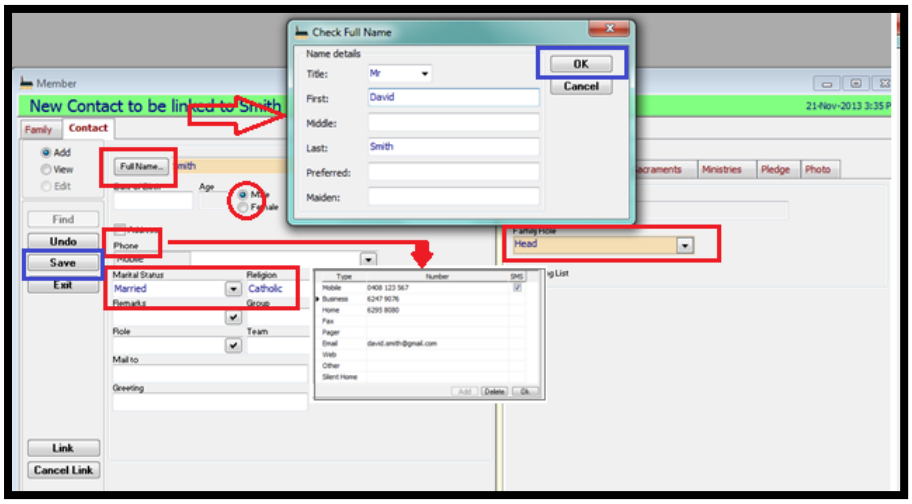
Phone number (if silent number use drop down menu at the end of the field, choose ADD to bring up the silent field)
& **SAVE**
These details are common to all members in the family.

(WAIT for PACS)

Important: The "Phone Number or Emails" title says you can enter an Email address in this field but if you do, the email address is not accessible from the Email Centre to send emails. It is purely for storing information. It is recommended that you save the email against the member.

2. Now you are able to enter each member of the family. To do this fill out the form for each person –

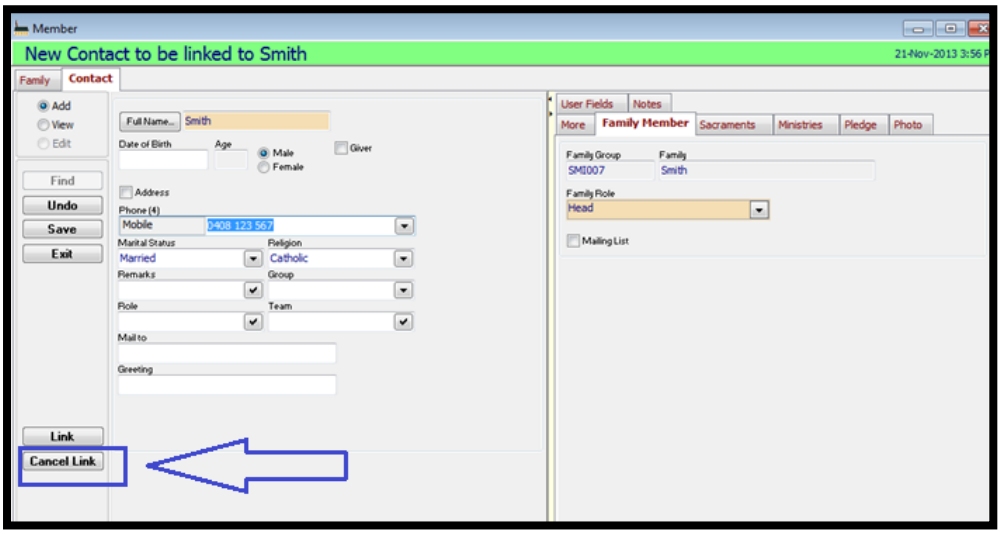
   Use the Full Name button to correctly format, fill in each of the fields that are known then select OK. By using the Title field (ie. Selecting a salutation) the Gender is automatically populated. If you do not select anything from the drop down menu in the title field, you will have to select Male or Female – PACS will remind you if you forget.



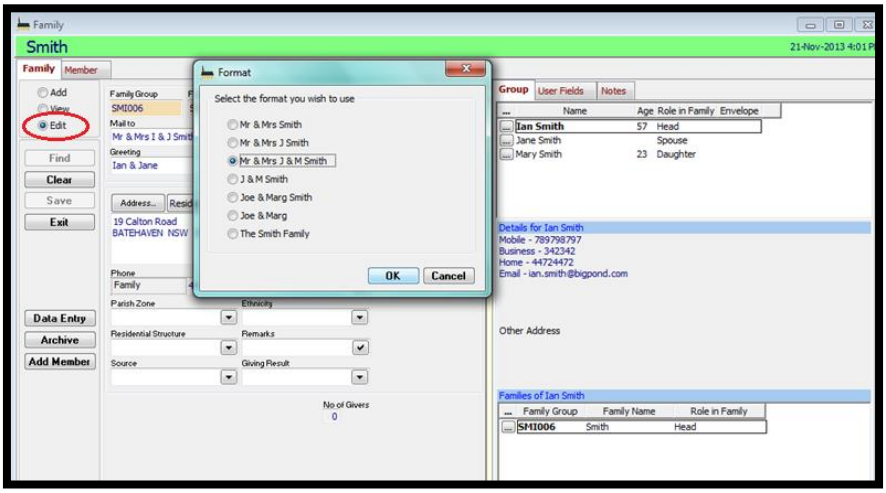
Phone Use the drop down menu at the end of this field, click on the ADD button 9 times and fields for numerous contact details will appear. Ie. Mobile, email, business phone etc. Fill in as many fields as known.
Fill in all other known fields ie Marital Status, Religion and also the Role within the family - then choose **SAVE.**
This must be done for each member of the family

After the last member of the family is inputted, select **SAVE** then choose **CANCEL LINK** **(very important - don't forget!)**

If you don't do this step, all parishioners you add after this record will belong to the one (big) family.



3. This will then take you back to the FAMILY TAB. You will see that all family members have been listed on the right hand side of the record. It is important to populate the Mail to and Greeting fields.
Select the EDIT mode
Right click the mouse in Mail to and Greeting fields and choose the appropriate format for each - this is an important last step to finish the Family File. Then SAVE. The family record is now complete.



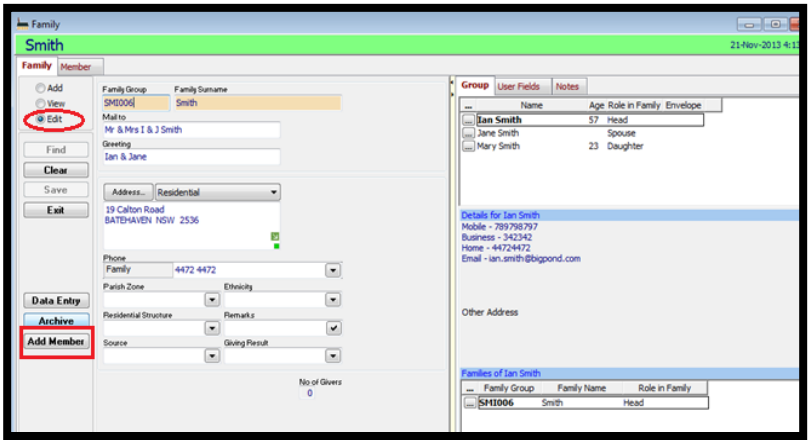
6.2. ADDING A MEMBER TO AN EXISTING FAMILY

Go to PEOPLE>FAMILIES

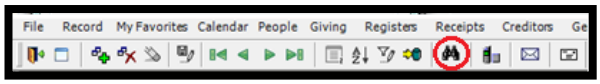
Use the binoculars on the tool bar on the Family Search to find the Family.

Click on appropriate letter of surname or start typing in the Search for field in the lookup, the list will automatically filter, then double click on the name when it is found

Go into EDIT mode, then choose the ADD MEMBER button. Add the details for the new member (as per Step No. 2 above),
SAVE, then select
CANCEL LINK **Again very important step!**



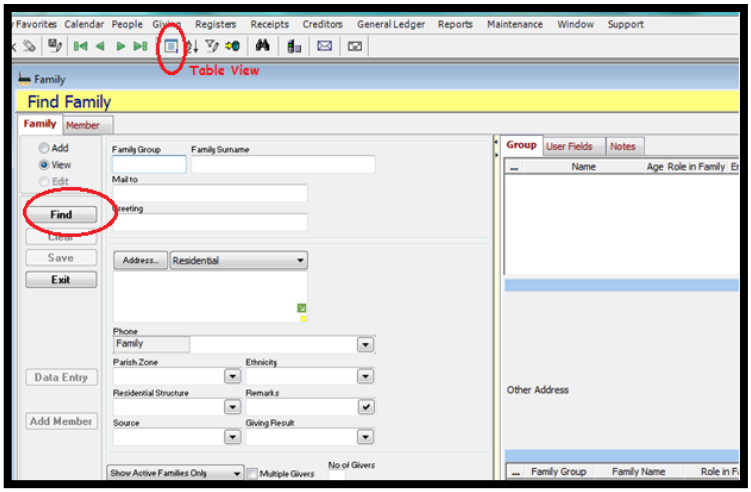
6.3. SEARCHING FOR FAMILY & MEMBERS



Use Binoculars on the tool bar, Click on appropriate letter of surname, or start typing in the Search for field in the lookup, the list will automatically filter then double click on the name when it is found.

OR SEARCH via the following

In FAMILY TAB – Type **Surname** then click the button, then choose TABLE VIEW this will display if there is more than one family with the same surname.

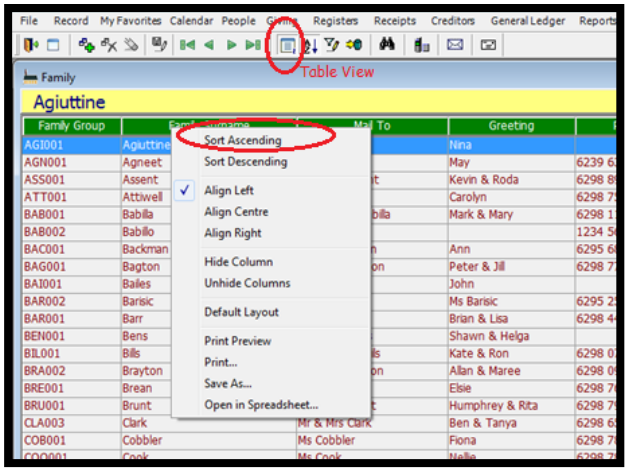


Or to Find families in a **Particular street**, hit the address button type *street name* Ie. *Smith* in the Street field, click OK then FIND button. Then Hit Table View This will list all street types with Smith ie. Smith Street, Smith Place, Smith Crescent etc

Or to find families by **Suburb** : Choose ADDRESS button, type the Suburb in the Suburb field, select OK then click FIND, then Table View

In MEMBER TAB – Find a **Member's First Name** Type First Name <space>* ie. Mary * then FIND, then choose TABLE VIEW

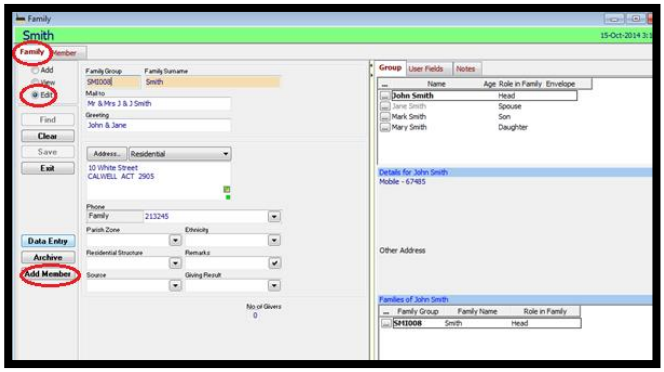
6.4. SORT THE DATABASE ALPHABETICALLY



PEOPLE>FAMILIES
Select Find
Select Table View – right click mouse on Family Surname & choose Sort Ascending
Using the Table View icon you can now toggle between this view and the form view. On exiting, choose Save this format if you would like to keep it.

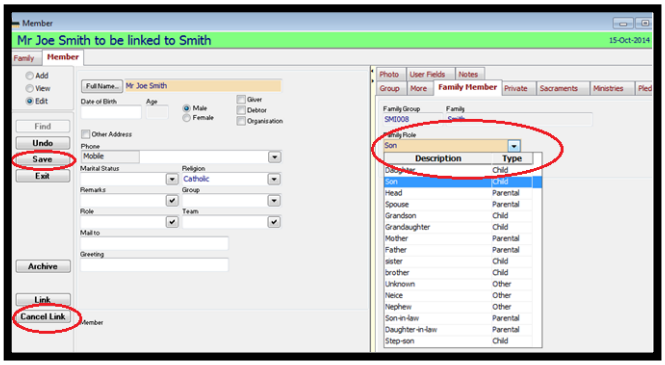
Please note that this is not a report, only a view, so the table view cannot be modified or changed, you can only change the view as mentioned above.

6.5. HOW TO LINK AN EXISTING MEMBER TO AN EXISTING FAMILY



Go to the Family you want to link the person to – PEOPLE>FAMILIES

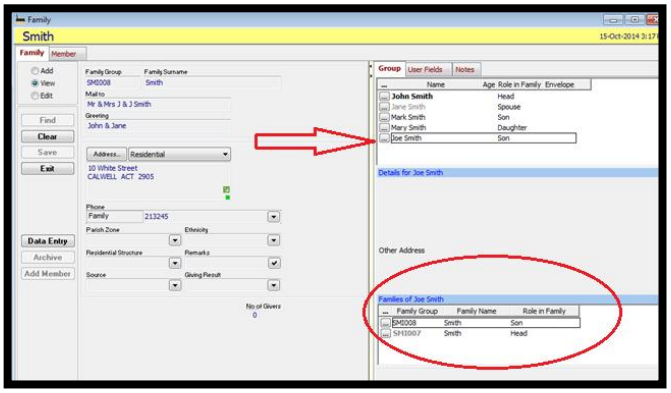
Then go to the Binoculars and find the Family and double click with your mouse to select.
Go to EDIT mode
Click the ADD MEMBER button on the bottom left hand of the screen



NOW Click on the BINOCULARS and find the person you want to link to the Family. Double click your mouse on the name to select them.
NOW choose their FAMILY ROLE (ie. Son, daughter, child etc)
SAVE and CANCEL LINK

The member is now linked to the family.

6.6. LINKING EXISTING MEMBER TO A NEW FAMILY



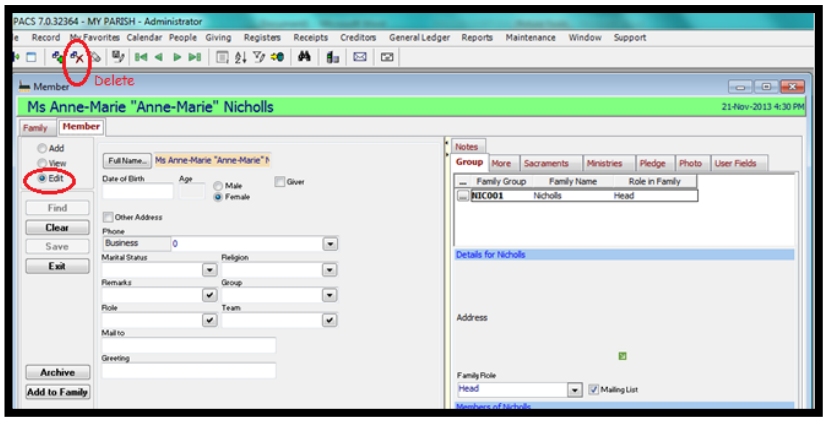
If an existing member of a family, eg daughter in a family, gets married and is creating a family of her own with her new husband (not a parishioner), the member can belong to 2 families.
In PEOPLE>FAMILIES, create a new family, and add the husband as a member. When it is time to add the wife, click on the binoculars to select her name from the existing member's list and amend her surname to include her married name (if applicable). Change her Family Role to Spouse. SAVE
Her name will now appear under both families.

6.7. HOW TO DELETE A MEMBER

> ***Deleting is permanent*** *It is recommended that you Archive a Family/Member rather than deleting. (see below)*
> *The usual reason for deleting a family or member is if there is a duplicate in the system.*

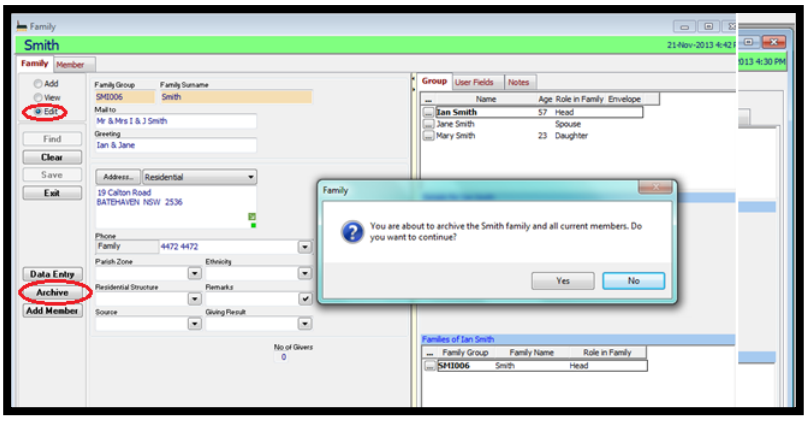
Find the member you wish to delete.
Select the EDIT mode
The DELETE button will then become active by becoming Red in colour

It is important to delete Each member of a family first then go back to the Family tab and delete the Family Record. **(Remember Members first & then Family).**

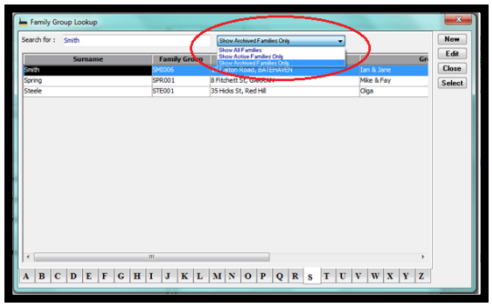


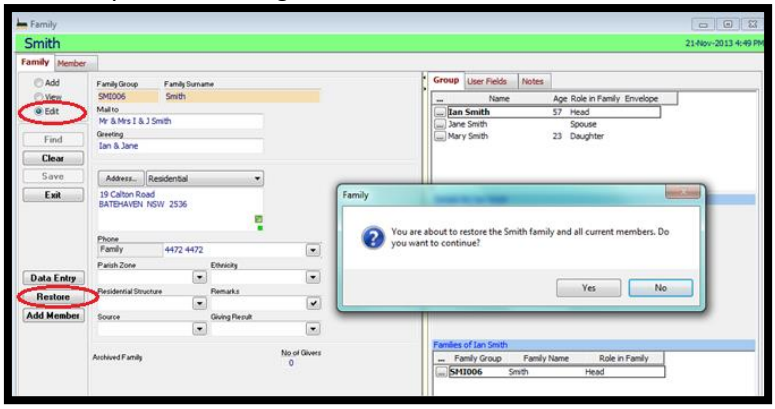
6.8. HOW TO ARCHIVE A MEMBER & BRING THEM BACK

Find the Family or Member
Select the EDIT mode in FAMILY Tab,
Select the ARCHIVE Button on the left hand side. PACS will prompt you that you are about to archive the family and all the members in it. Choose OK to continue.



To restore a family back into the database if they return to the parish, Go to
PEOPLE>FAMILIES
Click on the binoculars button on the tool bar, at the top of that screen will be a drop down menu. The default is Show Active Families only,
Click on the down arrow to drop down the choices, choose
Show Archived Families Only,
type the family Surname in the Search For field or click on the appropriate letter of the Surname along the alphabet. Select the family by double clicking.





When the family record appears,
select EDIT mode, select RESTORE Button on the left hand side. PACS will prompt you that you are about to restore the family and all members in it.
To continue press OK.

6.9. REPORTS/FAMILY

Under REPORTS>FAMILY tab, you can generate a range of reports for comparing and collating information on families, age groups and create mailing labels. This can be useful to compare information of families to check for duplicates, planning for parish pastoral councils, etc.

- **Family Member Statistics Report** – This report enables you to view the number of members, male, female members and families by a number of criteria.
  REPORTS>FAMILY>FAMILY MEMBER STATISTICS Tick the options you wish to print on the report
  Select a GROUP BY option for the report
  Select what options you wish to include in the report by placing ticks in the boxes.
  Select the type of GRAPH you want displayed using the drop down arrow
  Select the VALUE BY either Member, Sex or Family
  PREVIEW/PRINT

- **Family Member List** – This report includes the following details for the members: Full Family information including address & phone. Each member of the family are detailed by Title, Preferred Name, Language Background, Occupation, Any remarks that are recorded on the members record, Sacraments the member has received, Ministries the member is involved in, The members phone numbers, and whether they are Active or Inactive.
  REPORTS>FAMILY>FAMILY MEMBER LIST
  Select what options you wish to include in the report by placing ticks in the boxes.
  If you leave the Start & End fields blank, all families in your database will be included.
  PREVIEW/PRINT

- **Age List** Generates a report detailing age groups in the parish
  REPORTS>FAMILY>AGE LIST
  In the Select by field insert the ages you wish to view
  Leaving the Religion field blank will include all religions in the report
  Under Option, select required fields by placing ticks in the boxes
  PREVIEW/PRINT

- **Age Census** Generate a report of the number of people in the parish within age brackets of 5 years, starting 0-5 yrs
  REPORTS>FAMILY>AGE CENSUS
  Under Status tick the appropriate boxes
  Leaving the Religion field blank will include all religions in the report
  PREVIEW/PRINT

- **Mailing Labels** – This is an available option, dependent on your printer settings. Please use email where possible.
  If you wanted to print labels out for a mail out to those in a certain ministry –
  Select by Member Labels, then Option tick Show Active Only & Show Members with Ministries Only; Deselect All and choose ministries required; Choose label size
  PREVIEW/PRINT if correct

- **Families Residential Address** Generates a report with Family Surname, Address & Phone number

6.10. REPORTS/MEMBER

- **Ministry Checklist** see Section 7.8. for detailed Reporting for Ministries

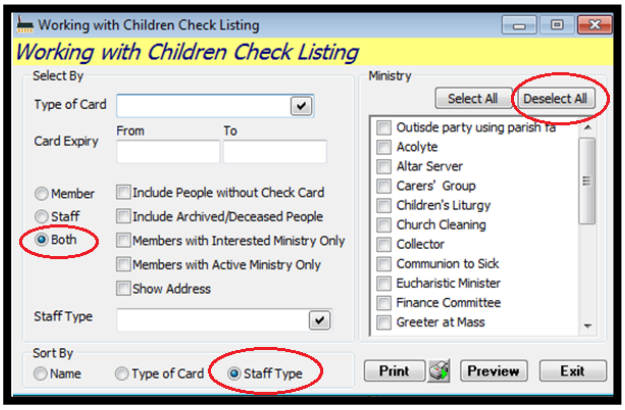
- **Working with Children Checklist** see Section 9. for detailed Working With Children information & set up in PACS

  For Reports

  Go to REPORT>MEMBER>WORKING WITH CHILDREN CHECK LISTING

  Ensure the following fields are left blank

  - Type of Card
  - Card Expiry Dates
  - All boxes that can be ticked
  - Select Both
  - Sort by Staff Type or Type of Card
  - Click on DeSelect All (that way it will pick up everyone required)
  - PREVIEW

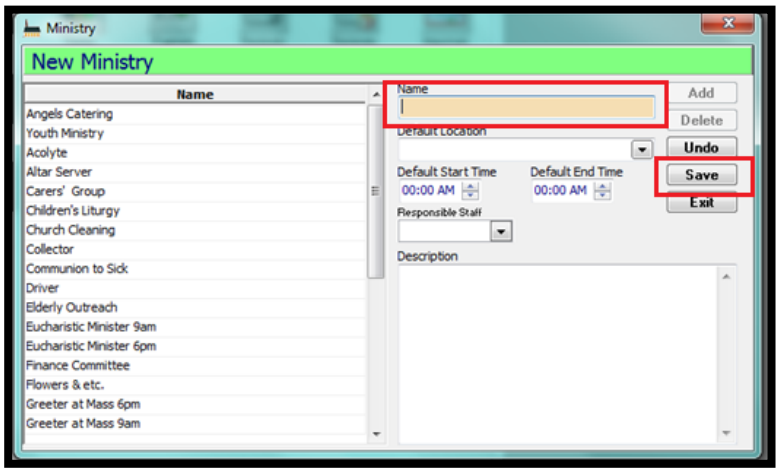


7. MINISTRIES

Ministries section in PACS is a great place to collate and store information about the ministries and groups in your Parish. If this information is stored in PACS, and updated accordingly, it can be used to create contact lists, email out rosters, etc. First of all look at your all the different ministries you have in your parish. A good way to do this is to look at your Parish Census or rosters for Parish activities. From the list, see what you may like to add or create to tailor your PACS database to your parish. For example if you wanted to nominate a ministry for Eucharistic Ministers for each Mass in your parish you can create a Ministry for each.

7.1. CREATE MINISTRIES

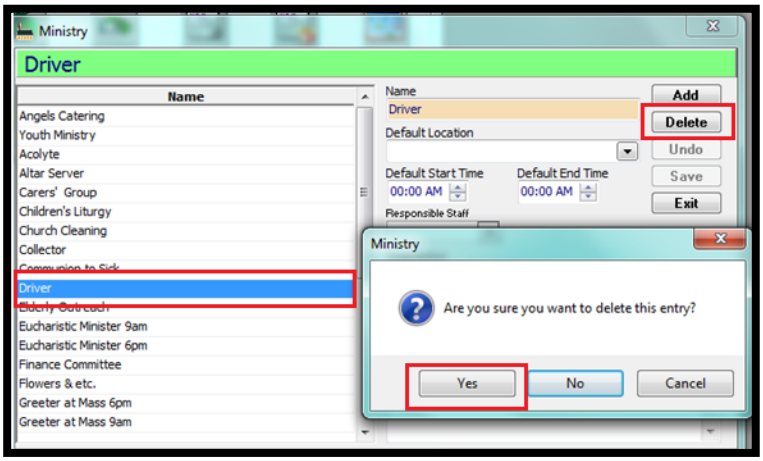
MAINTENANCE>SETUP>MINISTRY



You can add/delete ministries to tailor to your parish.
Select ADD
type the new ministry in the NAME field
SAVE.
It is not necessary to fill in the rest of the fields, however, it may be helpful if you have more than one church/parish to fill in the Default location & Responsible staff fields. The Description field is for any extra notes you may wish to make.

7.2. DELETE MINISTRIES

MAINTENANCE>SETUP>MINISTRY

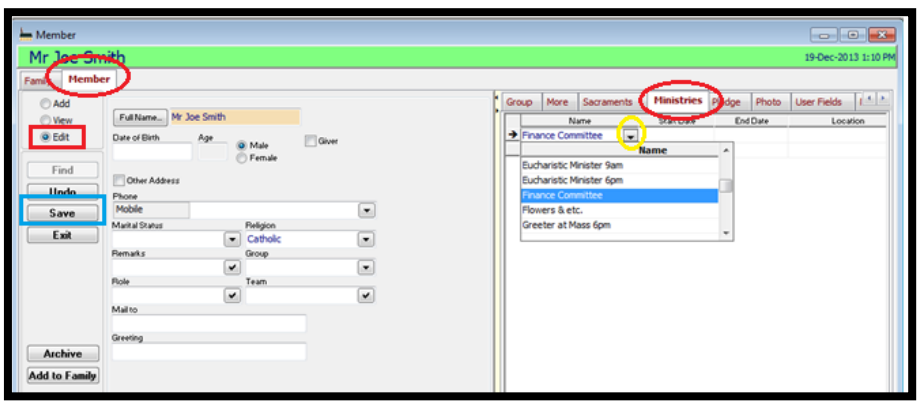


Ensure there are no members allocated to the ministry you wish to delete (see Section 7.5. Remove all people from a Ministry or multiple Ministries)

Highlight the ministry you wish to delete
Select DELETE
PACS will prompt you with Are you sure you want to delete this entry
Choose YES or NO

7.3. ADDING MINISTRY INFORMATION TO INDIVIDUAL MEMBER RECORDS

PEOPLE>MEMBERS

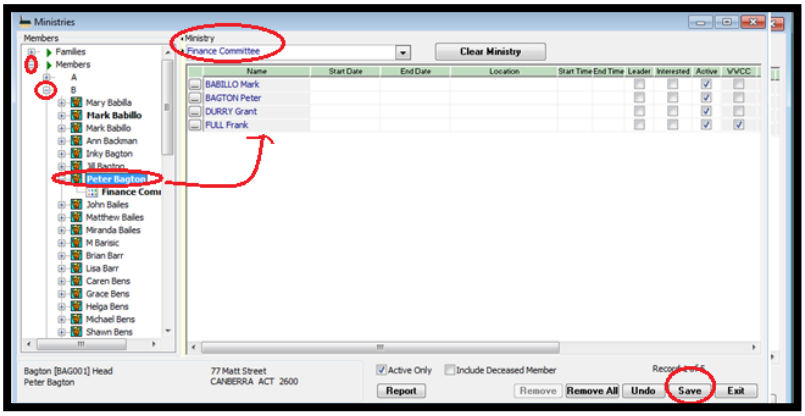


Find the member by going to binoculars,
Click on appropriate letter of surname or start typing in the Search for field in the lookup, the list will automatically filter, then double click on the name when it is found or choose SELECT
Once the members details are in front of you choose the EDIT mode
Choose the MINISTRIES Tab on the right hand side
Click the mouse in the NAME column and a list of all the ministries will drop down. Choose the appropriate ministry and fill all other columns in as you see fit.
SAVE

OR Another way to add people to Ministries, especially useful when adding a whole list of people to Ministries (Eg. when initially creating a Ministry)

7.4. ADDING PEOPLE TO MINISTRIES

PEOPLE>MINISTRIES

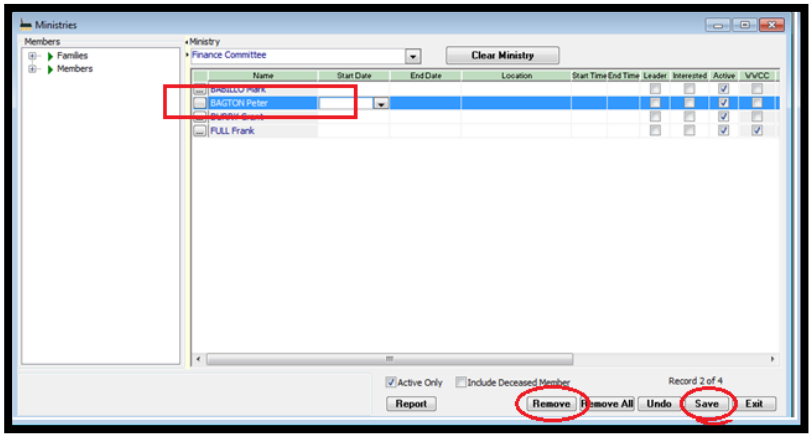


To add people to a particular ministry, choose the drop down menu under MINISTRY at the top of the screen. Choose the appropriate ministry and a list of all people involved in that ministry will appear underneath.

Click on the + next to Members in the Members/Staff field, and an alphabet appears. Choose the surname of the member by clicking on the + of the appropriate first letter of their surname.
Here will list every member with the surname starting with that letter. By clicking on the + next to each member you can see what ministry they are already involved in,
To add them to the chosen Ministry, DRAG the name and DROP it on the right hand side of the screen
To add other members to this chosen ministry, Repeat, then SAVE.

7.5. DELETING PEOPLE FROM MINISTRIES

PEOPLE>MINISTRIES



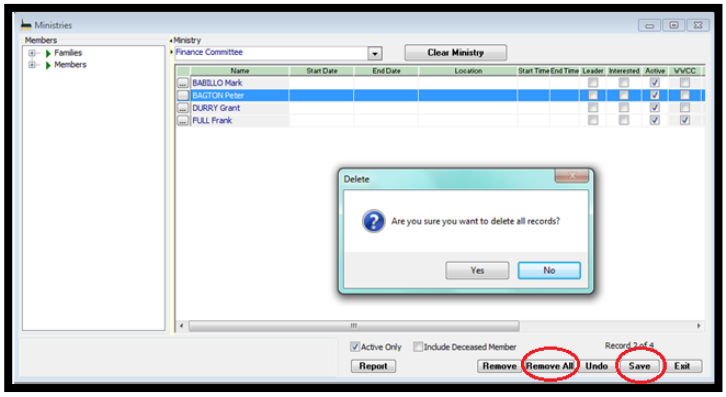
Choose the drop down menu under MINISTRY at the top of the screen. Choose the appropriate ministry and a list of all people involved in that ministry will appear underneath.

HIGHLIGHT the person you want to remove and select the REMOVE button. PACS will prompt you with Are you sure you want to delete this record
By selecting YES this will automatically remove them from that ministry
SAVE

OR Alternatively highlight the name and DRAG and DROP the person's name off to the left hand side of the screen

7.6. TO REMOVE ALL PEOPLE FROM A MINISTRY

PEOPLE>MINISTRIES

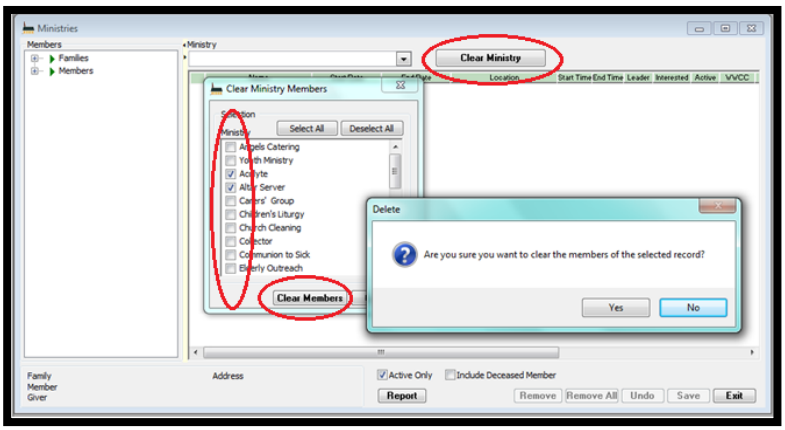


Choose the drop down menu under MINISTRY at the top of the screen. Choose the appropriate ministry and a list of all people involved in that ministry will appear underneath.
Click on REMOVE ALL
PACS will prompt you with "Are you sure you want to delete all records" by selecting YES, you will remove all people from that ministry.
SAVE

7.7. REMOVING ALL PEOPLE FROM ONE OR MULTIPLE MINISTRIES

PEOPLE>MINISTRIES

Select the CLEAR MINISTRY button
Another window will appear – Place a tick in the box next to the Ministries you wish to clear all members from.
Select CLEAR MEMBERS
PACS will then prompt you with "Are you sure you want to clear the members of the selected record" by selecting YES all people will be removed from these ministries



7.8. REPORT OF MINISTRY INVOLVEMENT

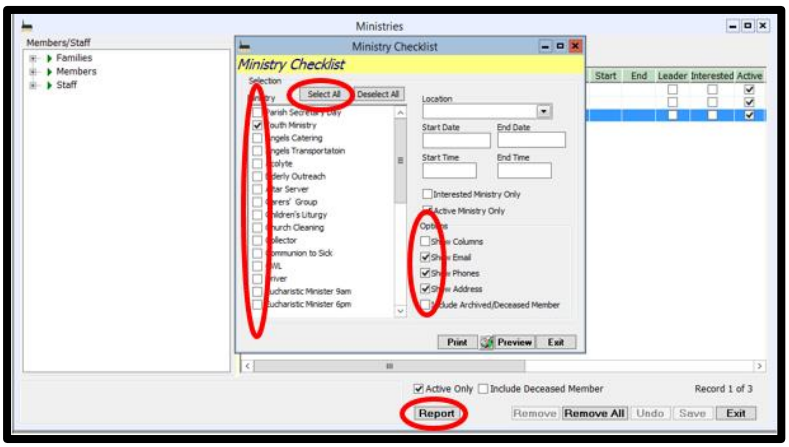
PEOPLE>MINISTRIES

Select REPORT

Tick the boxes of the ministries you would like choose, or alternatively choose the SELECT ALL button to select every ministry. It is a good idea to also tick Show Columns/Email/Phone/Address in the Options box, then click PREVIEW/PRINT

OR to get the same report, you can go to the Reports Menu

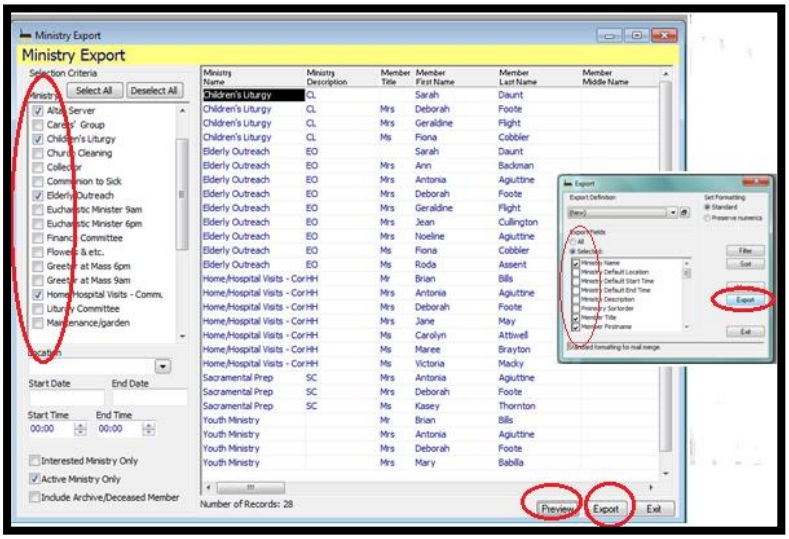
REPORTS>MEMBER>MINISTRY CHECKLIST



7.9. ADVANCED MINISTRY REPORTING (or CUSTOMISIMG REPORTS)

PEOPLE>EXPORT>MINISTRY EXPORT

Select the Ministries you wish to report on by placing a tick in the boxes next to the name of the ministry – alternatively click on the Select All button if you wish to have all ministries included.
Select PREVIEW
The right hand side of the screen will now be populated with details of members from included ministries.
Select EXPORT
A new screen will appear
You are then able to choose the details/fields that you want to export by placing a tick in the box next to the Export fields ie. Ministry Name, Member First Name, contact nos. etc , the Export Definition will be New if this is the first time you have exported this Ministry.



Select EXPORT and you choose where you want the file to be saved and name the file. Export is now finished and saved in Excel.

You will be asked if you want to save this export as a template in PACS. If yes, Save a name that is appropriate ie WWCC Ministries. The next time you would like to generate the same report, instead of choosing all the export fields, select the name of the Export from the Export Definition Drop down menu, and the report will be ready to Export.

8. REGISTERS

Important notes for Registers:

- Use the **buttons** in the Registers to correctly fill in/format the fields ie.

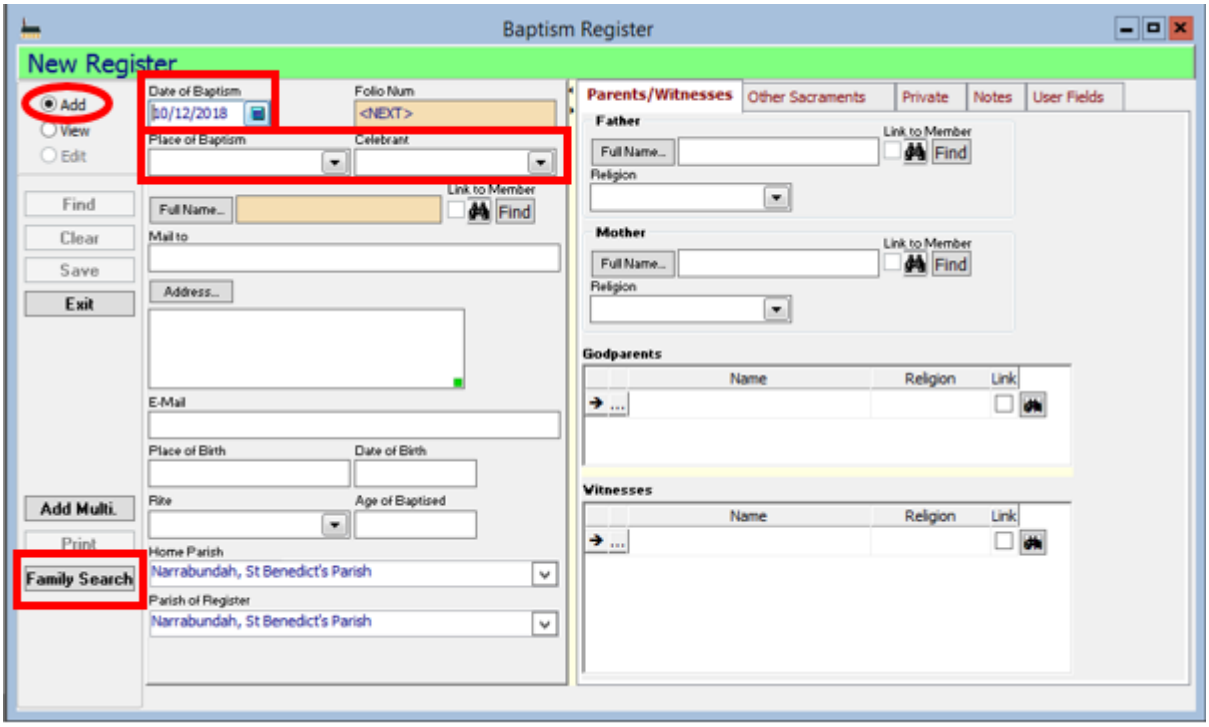
- If the family is already recorded in the Family database, add the child as a member to the Family Record first (see Section 6.2.- Adding a member to an Existing Family) so the sacrament can be linked to the member record – ie the information entered in the registers will be reflected back in the Members Record under the Sacrament Tab. This is done by linking the member. (see below)
- If Family is not in the database BUT part of your parish, add the family and members (eg father, mother and child) to the database FIRST before you fill in the Register.
- If Family is not in your parish and does not need to be in your family database, then fill in all fields in the Register's manually.

8.1. BAPTISM REGISTER

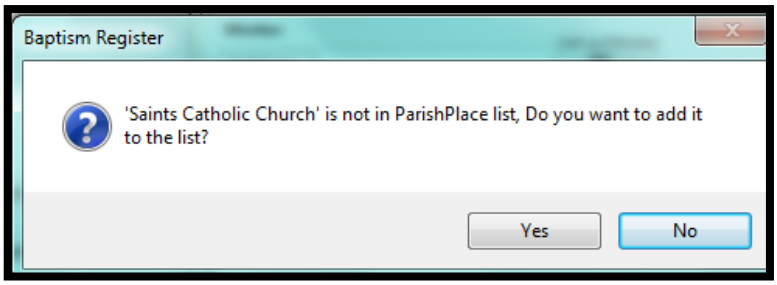
Go to REGISTERS>BAPTISM REGISTER

Ensure you are in the ADD mode

8.1.1. FAMILY IS IN THE PACS DATABASE (INCLUDING THE NEW CHILD)



Enter
Date of Baptism
Place of Baptism Click on the drop down menu at the end of the field and choose the appropriate place from the list. If the Church/Chapel is not on the list, you can



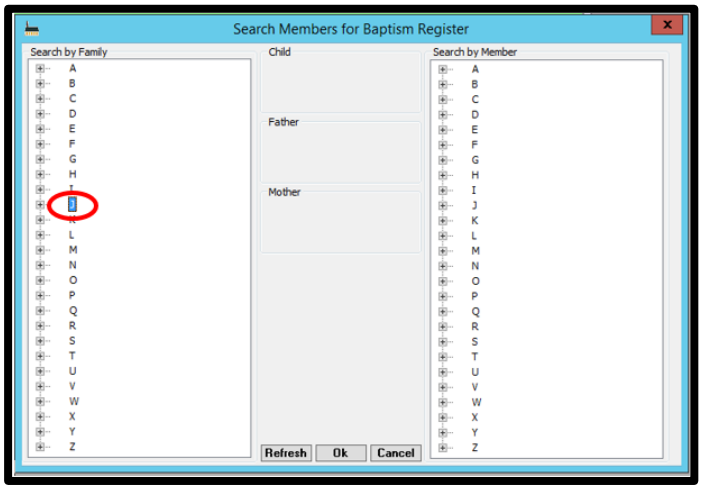
Type in the name of the Church/Chapel. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to choose from.

Celebrant As for the Place of Baptism field above, click on the drop down menu at the end of the celebrant field and choose from the list. If the

BE AWARE OF DUPLICATES – always check the dropdown menu first, as you may end up with numerous entries for the same person/Church Eg. Fr J Smith, Father John Smith, Fr John Smith, etc. Please see Section 2.5. Remove Duplication from Drop Down Lists to remove current duplicates.

name of the celebrant does not appear in the drop down list, you can Type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Celebrants to choose from.

Click on the Family Search button, the following screen will appear

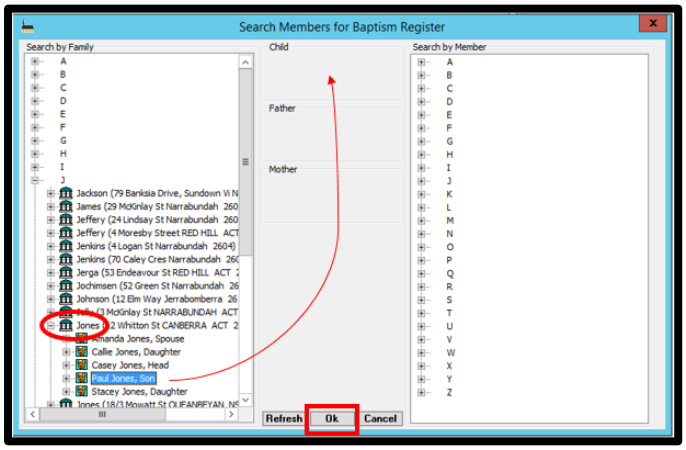


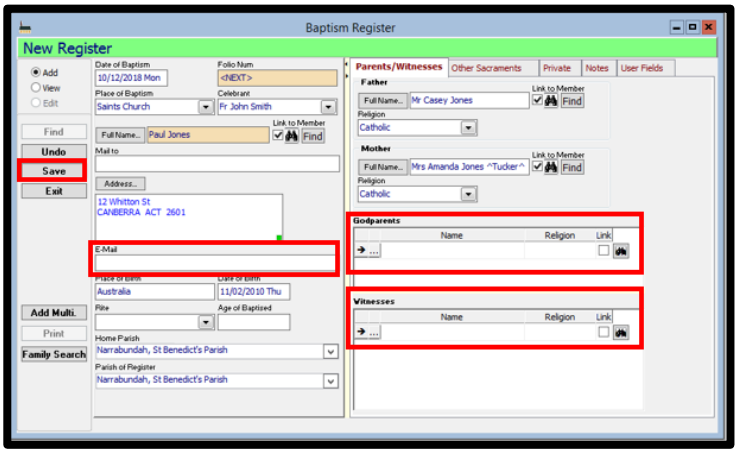
Click on the box next to the first letter of the Surname and all Surnames beginning with that letter will appear. Next click on the box next to the Surname that you require

Ie. The example is the Surname: Jones

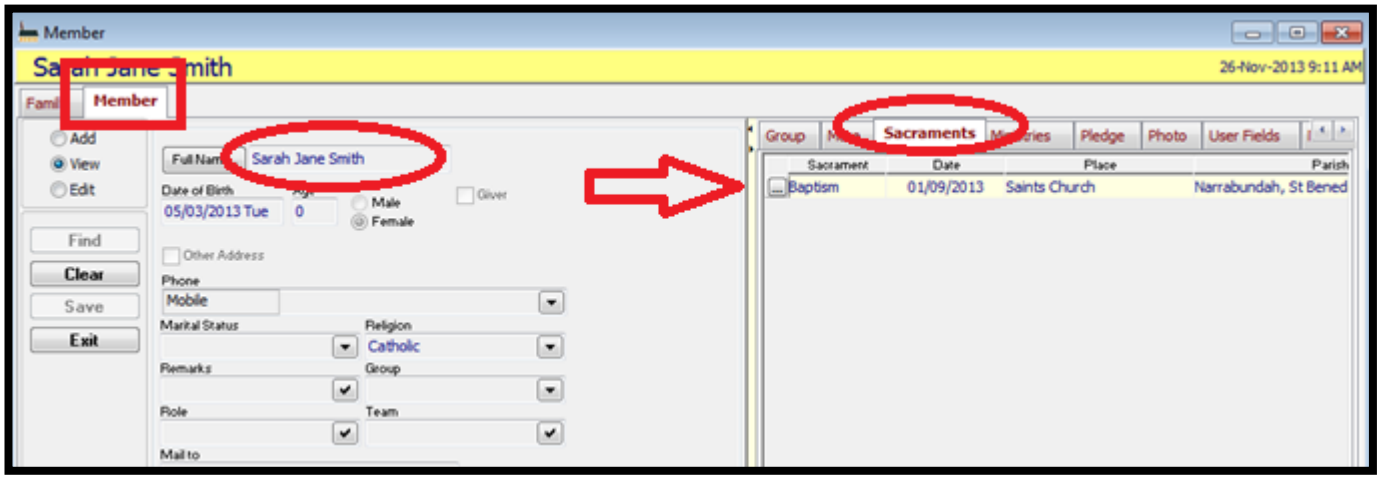
All members of the Jones Family Appear.
Drag the child's name up to the middle of the screen and drop it in the Child field, the mother and father's name will then be populated into the fields below.
Select OK

You will notice that the majority of the fields in the Baptism register have now been populated with the correct information. (Please note the email field does not self-populate, you will need to enter it in)
If the family lives in your parish, the Home Parish and the Parish of Register will be the same. Now all you need to do is enter the email, Godparents and/or Witnesses names and SAVE. PACS will automatically generate a Folio number (see Section 1.1.1. General Tab under Starting Numbers for setting starting numbers for registers each calendar year)





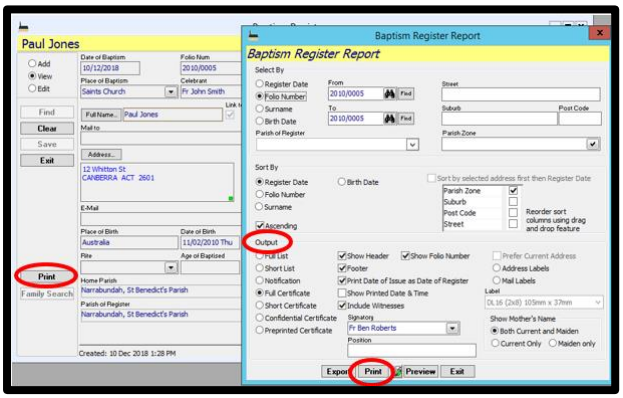
If you go back to the member's record (ie. The child's record in the Family Database PEOPLE>FAMILIES, Find the family, double click the mouse on the child's name on the right hand side of the screen, the member's record will now be displayed) You will note that there a link to the Record under the Sacraments tab. (see below)



If there are multiple members of the one family being baptised on the same day, see Section 8.2.7. - ADD MULTI Function under the Confirmation heading.

GODPARENTS/WITNESSES FOR BAPTISMS – Please ONLY record a baptised Catholic as a 'Godparent', any other denomination needs to appear as a 'Witness'. (Cannon Law 874)

8.1.2. PRINT A BAPTISM CERTIFICATE



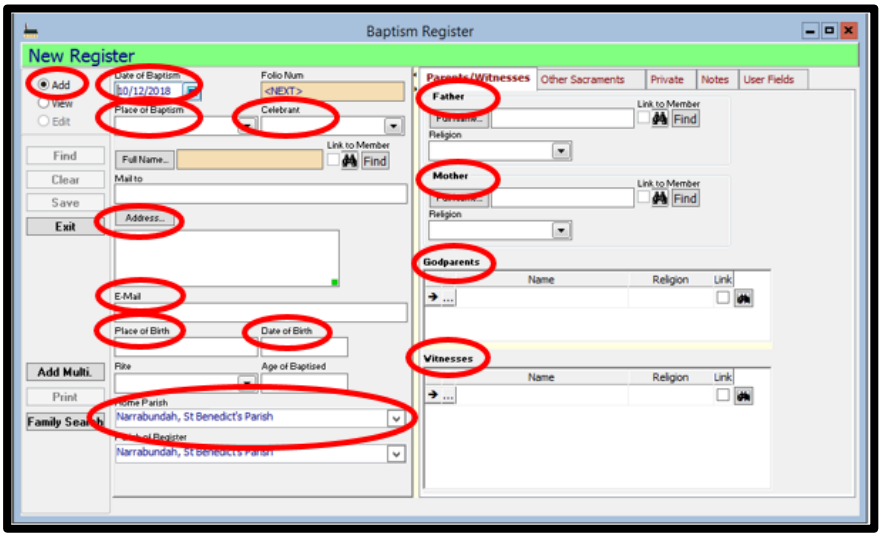
After saving the baptism record in the register, you can print a Baptism certificate from PACS.

Select the Print button on the left hand of the screen
Under the Output heading you can customise the printing of the certificate by placing ticks in the boxes you require ie. Short Certificate, Full Certificate etc. Ensure you tick Include Witnesses to include both Godparents and Witnesses. Also tick Both Current and Maiden under Show Mother's Name.
PREVIEW and/or PRINT

8.1.3. THE FAMILY IS NOT PART OF YOUR PARISH

In the ADD mode
Enter manually into each field
Date of Baptism
Place of Baptism Click on the drop down menu at the end of the field and choose the appropriate place from the list. If the Church/Chapel is not on the list, you can Type in the name of the Church/Chapel. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to choose from.
Celebrant : As for the Place of Baptism field above, click on the drop down menu at the end of the celebrant field and choose from the list. If the name of the celebrant does not appear in the drop down list, you can Type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Celebrants to choose from.
Full Name Click on the Full Name button to correctly format
Address Click on the Address button to correctly format the address
Place of Birth
Email
Date of Birth
Home Parish Use the drop down menu at the end of the field or type the name of the parish where the family reside
Father's Full Name Click on the Full Name button to correctly format
Mother's Full Name Click on the Full Name button to correctly format
Godparents and or Witness Name
SAVE

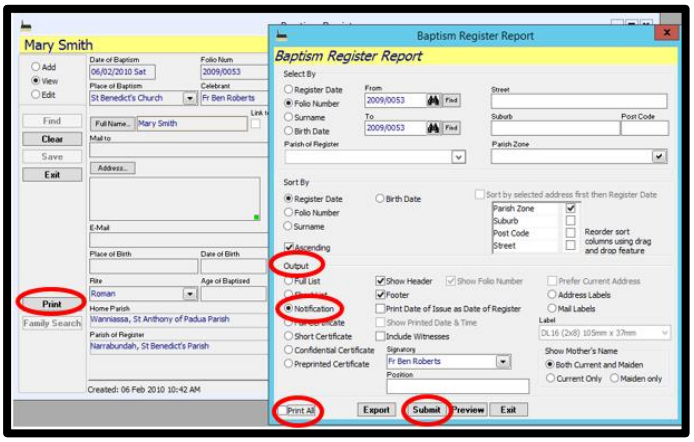
BE AWARE OF DUPLICATES – always check the dropdown menu first, as you may end up with numerous entries for the same person/Church Eg. Fr J Smith, Father John Smith, Fr John Smith, etc. Please see Section 2.5. Remove Duplication from Drop Down Lists to remove current duplicates.



GODPARENTS/WITNESSES FOR BAPTISMS – Please ONLY record a baptised Catholic as a 'Godparent', any other denomination needs to appear as a 'Witness'. (Cannon Law 874)

The certificate can now be printed (see above) and a notification must be sent to the parish where the family resides. This is covered in the Section below.

8.1.4. SEND A NOTIFICATION OF BAPTISM TO ANOTHER PARISH

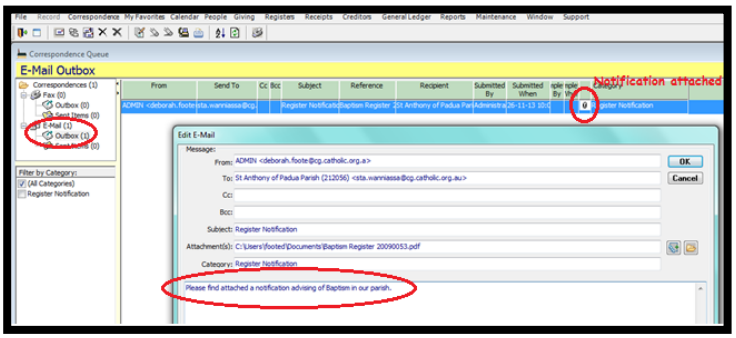


The notification can be sent via email (preferred) OR it can be printed and sent via post to the parish.

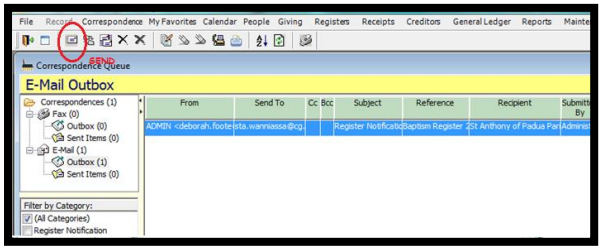
TO SEND NOTIFICATION VIA EMAIL FROM PACS

PLEASE NOTE: Ensure that your PACS email facility has been set up (See Section 5. Emails) and that the email address for the parish you are sending the notification is also entered in PACS (see Section 1.1.1. under Parish Name icon).

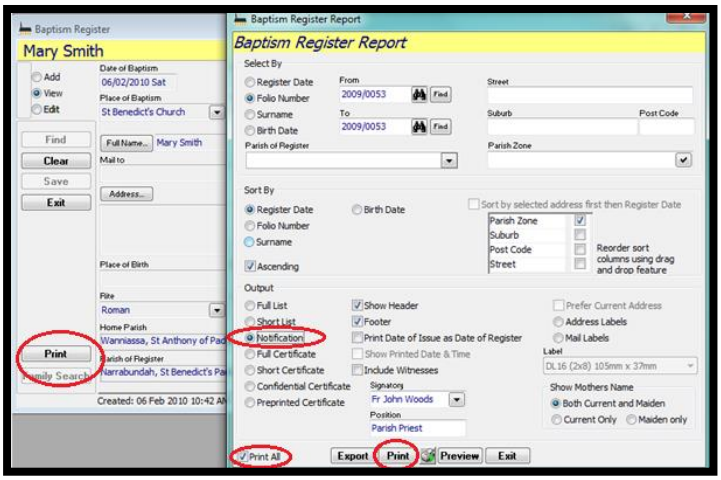
Select PRINT from left hand side of record.
A new screen will appear.
Under OUPUT, select Notification
Remove the tick in PRINT ALL box, now select SUBMIT



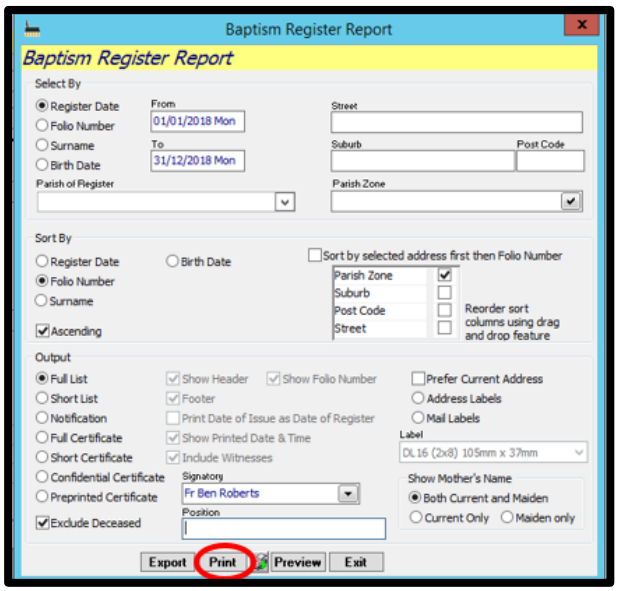
The Notification will be submitted to the Email Queue.
Go to MAINTENANCE>CORRESPONDENCE>QUEUE
Click on Outbox under the Email Heading
Click on the email to be sent – this will be highlighted in blue
To add a personalized message, double click on the blue highlighted line to open the body of the email
You will be able to enter a message,
Select OK
Press SEND (this is the icon on the toolbar highlighted below) If you hover your mouse over each icon, an explanation will appear.



TO PRINT OFF NOTIFICATION
Select PRINT from left hand side of record.
A new screen will appear.
Under OUPUT, select Notification
Ensure there is a tick in PRINT ALL box, now select PRINT.



8.1.5. PRINT OUT A BAPTISM REPORT



REPORTS>REGISTERS>BAPTISM
Select by : Register Date
Enter Dates : From & To ie For the month of July 2018 From 01/07/2018 To 31/07/2018
Sort by : Folio Nunber
Output: Full List
Show Mothers Name: Both Current & Maiden
PREVIEW AND/OR PRINT

This can be pasted into your Baptism Register as a true copy of the Baptisms for the particular period.

8.2. CONFIRMATION REGISTER

Once your Parish holds the Sacrament of Confirmation, you need to enter the candidates into the Confirmation Register.

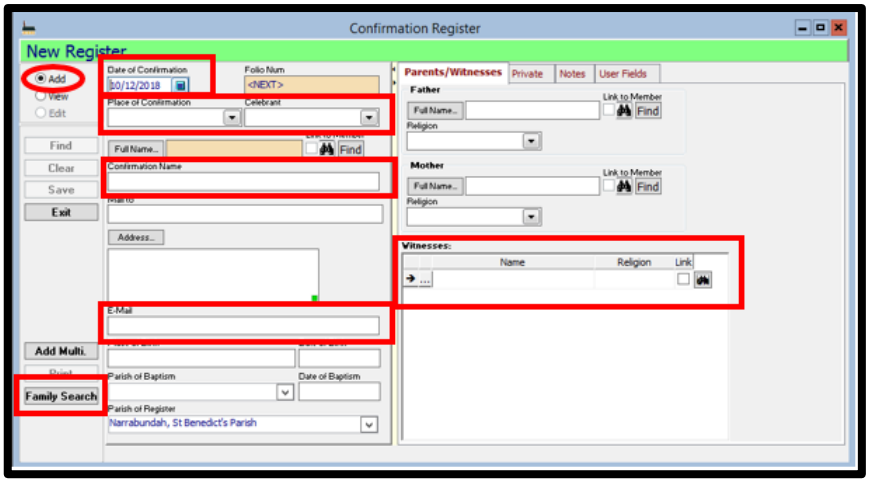
Candidates can be entered in individually, in Alphabetical order to match the Physical Confirmation Registers (hard copy books stored in your parish) If the candidate is already a member of the parish (ie. In the Family Database) you can enter as below, if the family is not part of your parish, see Section 8.2.2.

You are also able to store all your Parish Sacraments, including First Reconciliation and First Holy Communion, in PACS, where you will be able to generate sign in sheets, send group SMS and Emails, store baptism certificates, etc. For this option, refer to Other Sacraments, Section 8.5.

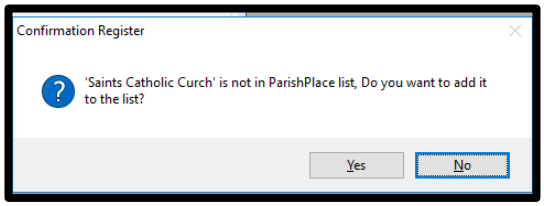
8.2.1. FAMILY IS PART OF THE PARISH

REGISTERS>CONFIRMATION REGISTER

Ensure you are in the ADD mode



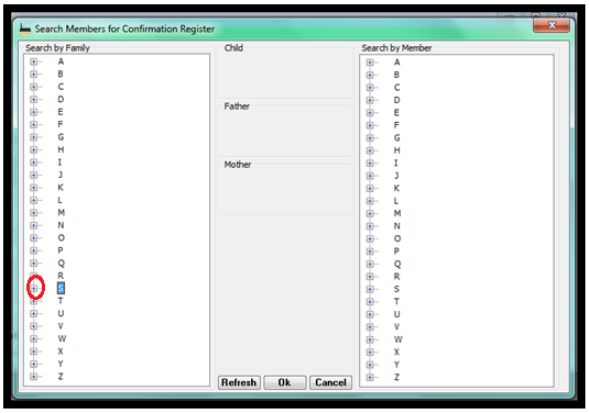
Enter
Date of Confirmation



Place of Confirmation Click on the drop down menu at the end of the field and choose the appropriate place from the list. If the Church/Chapel is not on the list, you can Type in the name of the Church/Chapel. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to choose from.

Celebrant As for the Place of Confirmation field above, click on the drop down menu at the end of the celebrant field and choose from the list. If the name of the celebrant does not appear in the drop down list, you can Type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Celebrants to choose from.

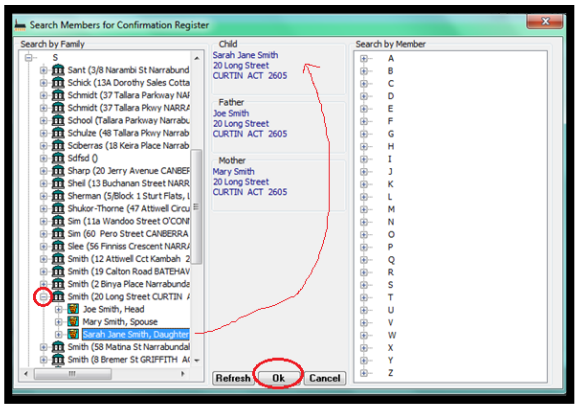
BE AWARE OF DUPLICATES – always check the dropdown menu first, as you may end up with numerous entries for the same person/Church Eg. Fr J Smith, Father John Smith, Fr John Smith, etc. Please see Section 2.5. Remove Duplication from Drop Down Lists to remove current duplicates.



Click on the FAMILY SEARCH button, the following screen will appear

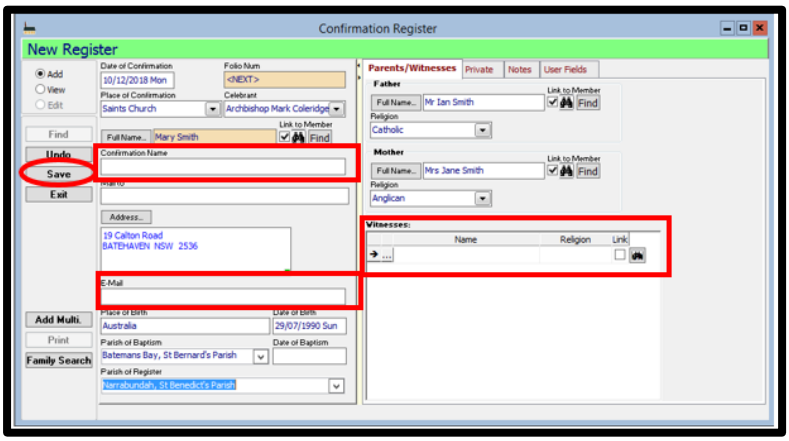
Click on the box next to the letter of the Surname and all Surnames beginning with that letter will appear. Next click on the box next to the Surname that you require

Ie. The example is the Surname Smith



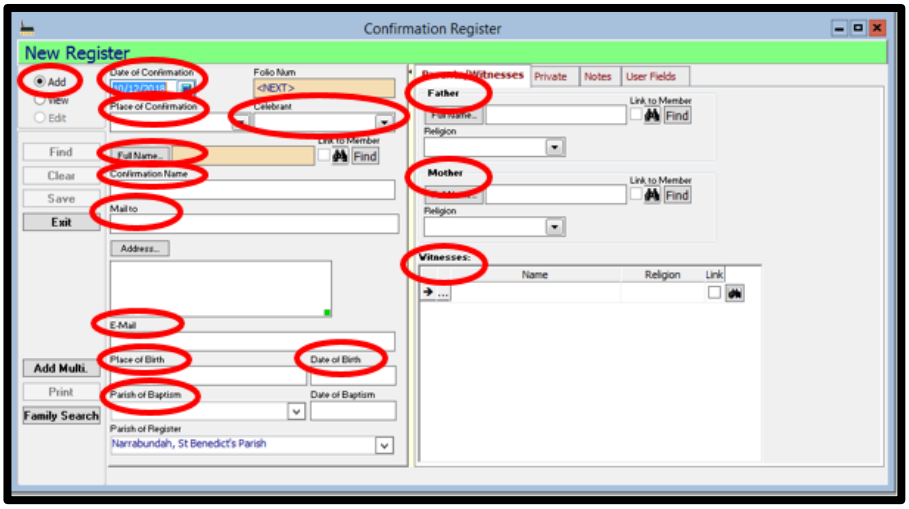
All members of the Smith Family Appear.
Drag the child's name up to the middle of the screen and drop it in the Child field, the mother and father's name will then be populated into the fields below.
Select OK

You will notice that the majority of the fields in the Confirmation register have now been populated with the correct information. If the family lives in your parish the Home Parish and the Parish of Register will be the same. Now all you need to do is enter the
Confirmation Name and
Email and
Witnesses Name and
SAVE.
PACS will automatically generate a Folio number (see Section 1.1.1. Starting Numbers icon).



8.2.2. FAMILY IS NOT PART OF YOUR PARISH

REGISTERS>CONFIRMATION REGISTER



Ensure you are in the ADD mode
Enter manually into each field

Date of Confirmation
Place of Confirmation Click on the drop down menu at the end of the field and choose the appropriate place from the list. If the Church/Chapel is not on the list, you can Type in the name of the Church/Chapel. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to choose from.

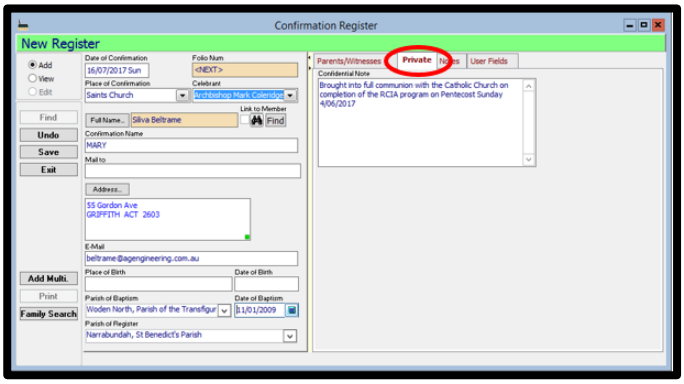
Celebrant As for the Place of Confirmation field above, click on the drop down menu at the end of the celebrant field and choose from the list.
If the name of the celebrant does not appear in the drop down list, you can Type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Celebrants to choose from.

BE AWARE OF DUPLICATES – always check the dropdown menu first, as you may end up with numerous entries for the same person/Church Eg. Fr J Smith, Father John Smith, Fr John Smith, etc. Please see Section 2.5. Remove Duplication from Drop Down Lists to remove current duplicates.

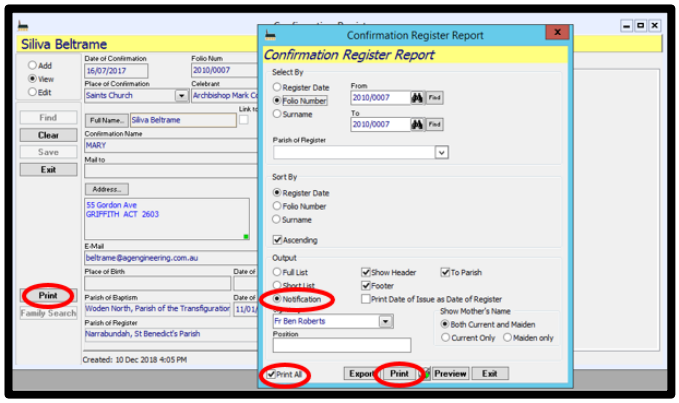
Address Click on the Address button to correctly format the address
Place of Birth
Email
Date of Birth
Parish of Baptism Use the drop down menu at the end of the field or type the name of the parish where the candidate was baptised.
Father's Full Name Click on the Full Name button to correctly format
Mother's Full Name Click on the Full Name button to correctly format
Witness Enter the name of the Candidate's Sponsor
SAVE

8.2.3. RCIA CANDIDATES

For RCIA candidates use the Private Tab to furnish full details of Reception to the Catholic Church, including the date and by whom. You can attach a copy of their original baptism certificate to their records. (See Section 10.4. Linking documents to Notes).



8.2.4. SEND A NOTIFICATION OF CONFIRMATION TO ANOTHER PARISH



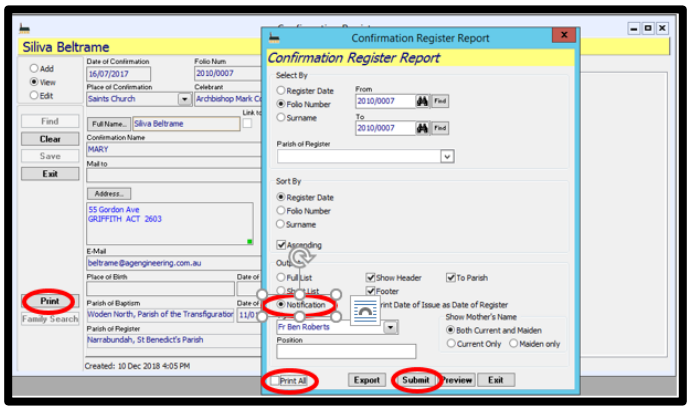
The notification can be printed off and sent via post to the parish, OR it can be sent via email (email preferred).

TO PRINT OFF NOTIFICATION
Select PRINT from left hand side of record.
A new screen will appear.
Under OUPUT, select Notification
Ensure there is a tick in PRINT ALL box, now select PRINT

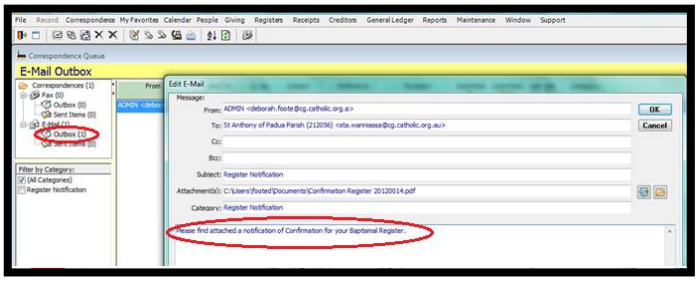
8.2.5. SEND NOTIFICATION VIA EMAIL FROM PACS

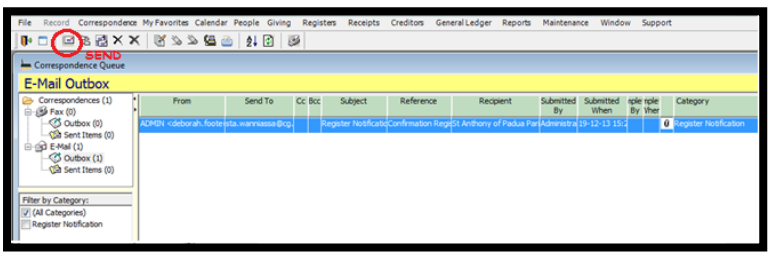
PLEASE NOTE: Ensure that your PACS email facility has been set up (see Section 5. Emails) and that the email address for the parish you are sending the notification is also entered in PACS (see Section 1.1.1. General Tab under Parish Name icon).

Select PRINT from left hand side of record.
A new screen will appear.
Under OUPUT, select Notification
Remove the tick in PRINT ALL box, now select SUBMIT

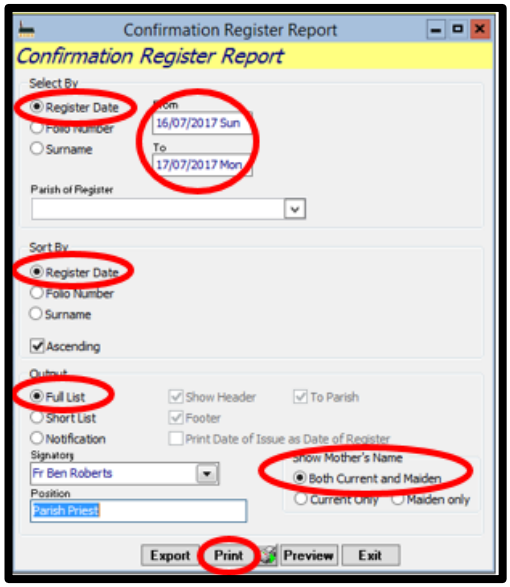


The Notification will be submitted to the Email Queue.
Go to MAINTENANCE>CORRESPONDENCE>QUEUE
Click on Outbox under the Email Heading
Click on the email to be sent – this will be highlighted in blue
To add a personalised message, double click on the blue highlighted line and enter a message
Select OK
Press SEND (this is the icon on the toolbar highlighted below) If you hover your mouse over each icon, an explanation will appear.





8.2.6. PRINT OUT A CONFIRMATION REPORT



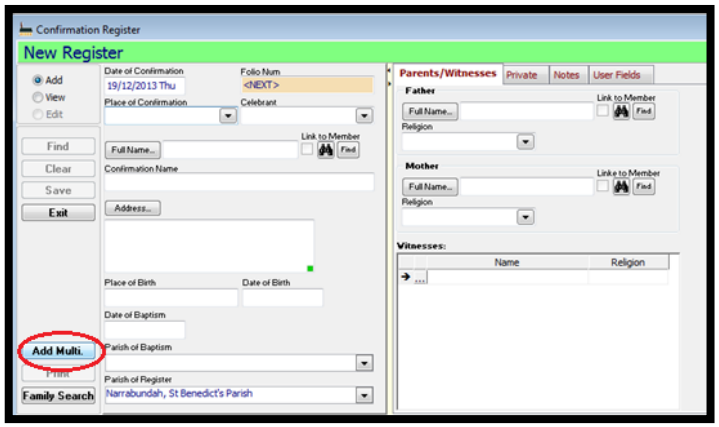
REPORTS>REGISTERS>CONFIRMATION
Select by : Register Date
Enter Dates : From & To i.e: dates of Confirmation 01/07/2017 To 31/07/2017
Sort by : Register Date
Output: Full List
Show Mother's Name: Both Current and Maiden
PREVIEW AND/OR PRINT

This can be pasted into your Confirmation Register as a true copy of the Confirmations for the particular period.

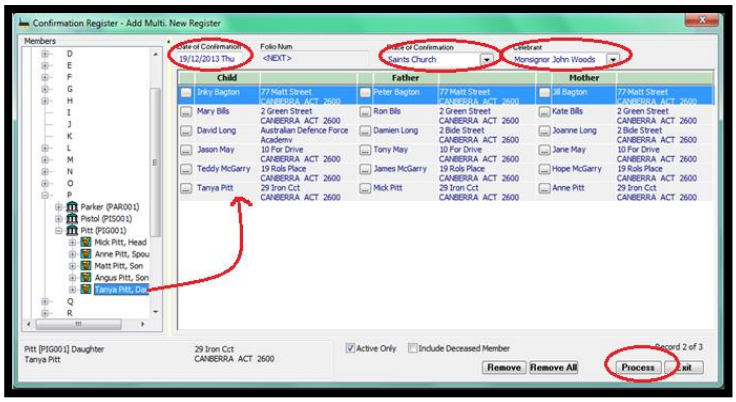
8.2.7. 'ADD MULTI' FUNCTION

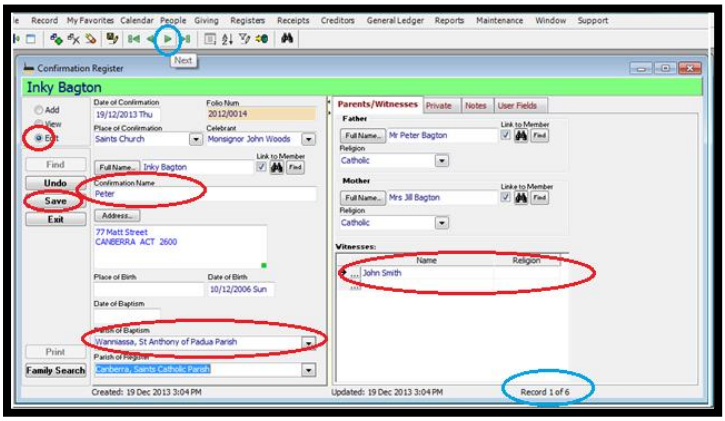
This function can also be used for adding multiple children in a family being baptised. Here we are using it for registering Confirmation. Please note the children/people to be registered must first be entered in your Family Database.

Go to **REGISTERS** -> Choose the one that you require - **CONFIRMATION OR BAPTISM**
You will already be in the **ADD** mode
Click **ADD MULTI**



Fill in the **DATE, PLACE** and **CELEBRANT**
Now on the left-hand side of the screen under Family or Member click on the **box** next to the appropriate letter of the surname. When the child/person's name appears, **DRAG AND DROP** it to the right hand side of the screen. You will see that the fields Child, Mother, Father will be filled in automatically. Continue to do this until all the children/people you require to be registered have been dragged and dropped to the right. Then **PROCESS**.
All the details will be entered into the Register.
Exit the current screen



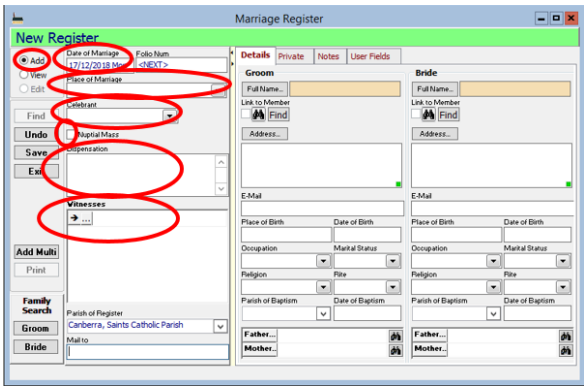


PACS will now take you back to the Registering screen. At the bottom right hand side of the screen, there will be note that this is first record in the number that you have processed. ie "Record 1 of 6".

Now all you have to do is Go to EDIT mode
enter the CONFIRMATION NAME, PLACE OF BAPTISM and SPONSOR/GODPARENT into each record.
SAVE
using the green arrows on the tool bar at the top of the screen, click once to go the next record and repeat the above until all records have been completed.

8.3. MARRIAGE REGISTER

Go to REGISTERS>MARRIAGE REGISTER



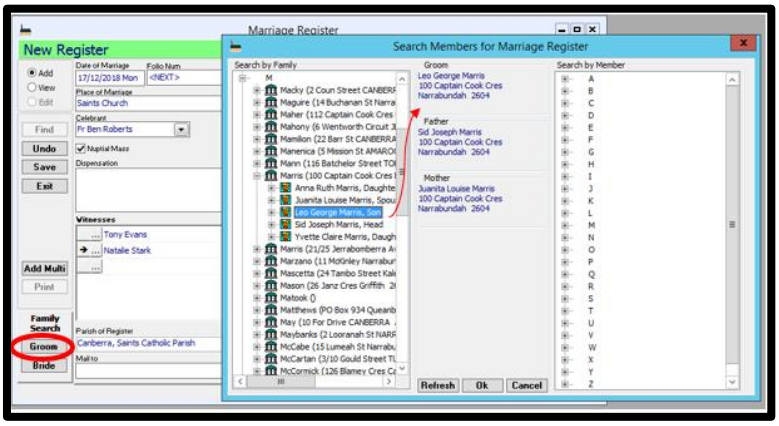
Ensure you are in the ADD mode
Enter the DATE OF MARRIAGE,
Place of Marriage: Click on the drop down menu at the end of the field and choose the appropriate place from the list. If the Church/Chapel is not on the list, you can Type in the name of the Church/Chapel. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to choose from.
Celebrant : As for the Place of Marriage field above, click on the drop down menu at the end of the celebrant field and choose from the list. If the name of the celebrant does not appear in the drop down list, you can type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Celebrants to choose from.

If the service was a Nuptial Mass Place a tick in the box next to Nuptial Mass
Enter any DISPENSATIONS in the field
Add the names of both the Bride and Groom's WITNESSES.

8.3.1. ONE OR BOTH OF THE FAMILIES ARE ALREADY IN THE PACS DATABASE

There are a couple of ways to enter the data

1. By clicking on the Binoculars next to each name, you can select the member in your database. This links the record to that member. OR
2. Select the appropriate Bride or Groom button at the left hand side of the screen



Click on the box next to the letter of the Surname and all Surnames beginning with that letter will appear. Next click on the box next to the Surname that you require

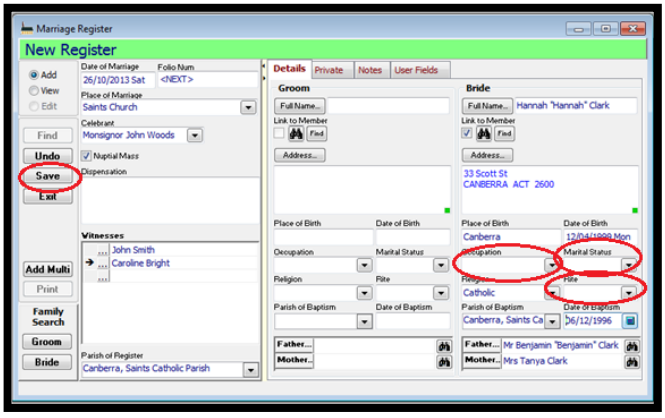
Drag the Bride/Groom's name up to the middle of the screen and drop it in the appropriate Bride/Groom field, the mother and father's name will then be populated into the fields below.
Select OK

Now go back and manually enter information in any of the fields that still need to be populated.

When all information for both Bride and Groom is entered SAVE.

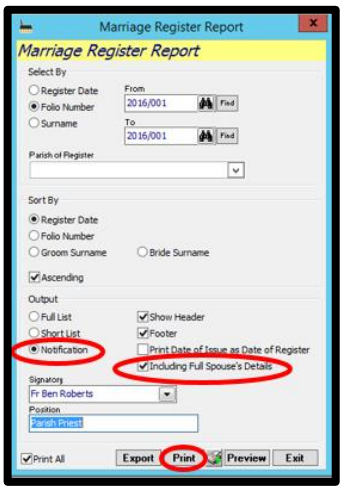
Note: Any other information on the Wedding Papers that needs to be entered, ie. Note from parish Priest can be entered under the PRIVATE tab

8.3.2. FAMILY/IES ARE NOT PART OF YOUR PARISH



Each field will need to be filled out for both Groom & Bride
Full Name
Address
Email
Place of Birth & Date of Birth
Occupation & Marital Status
Religion
Place of Baptism & Date of Baptism – ONLY IF CATHOLIC
SAVE
A Notification now needs to be printed to send via mail to the baptismal place of each Catholic party. (see below)

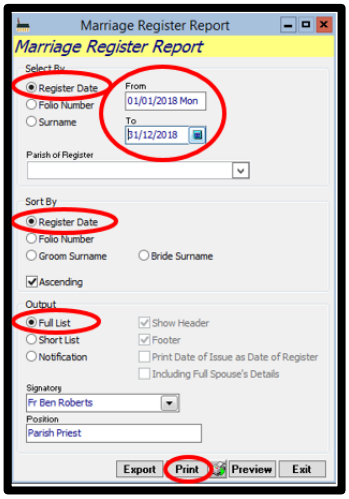
8.3.3. SEND A NOTIFICATION OF MARRIAGE TO ANOTHER PARISH



Marriage Notification must be sent via postal mail. All other Sacrament notifications can be emailed but Marriage Notifications MUST be posted so the recipient Parish can stamp it with their Parish Seal and return it to you. The returned notification needs to be filed with the Marriage Papers.

TO PRINT OFF NOTIFICATION
Select PRINT from left hand side of record.
A new screen will appear.
Under OUPUT, select Notification
Ensure the box Including Full Spouse's details is ticked
Ensure there is a tick in PRINT ALL box, now select
PRINT

8.3.4. PRINT OUT A MARRIAGE REGISTER REPORT



REPORTS>REGISTERS>MARRIAGE
Select by : Register Date
Enter Dates : From & To ie Dates of Marriages required 01/01/2018 To 31/12/2018
Sort by : Register Date
Output: Full List
PREVIEW AND/OR PRINT

This can be pasted into your Marriage Register as a true copy of the Marriages for the particular period.

8.4. DEATH REGISTER

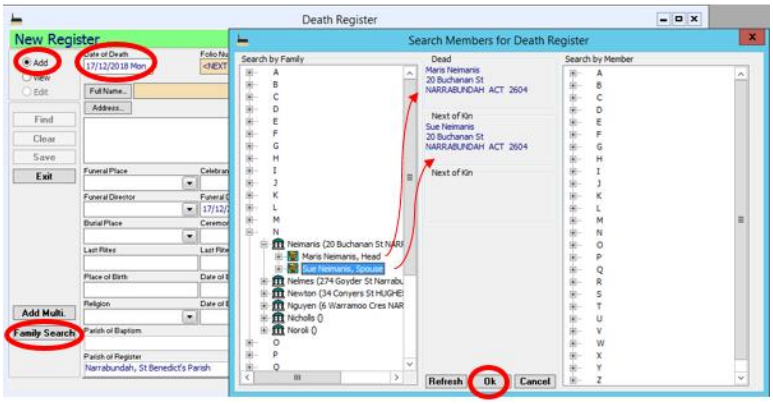
REMEMBER: If a member is in your Database AND is A GIVER you must

1. TRANSFER GIVING to another person (if applicable) before you register them in the Death register
   MAINTENANCE>TRANSFER GIVER,
   From Giver : Click on the binoculars to find the deceased giver, double click on their name to select
   To Member : Click on the binoculars to find the person to transfer the PG number (ie. The spouse)
   Select TRANSFER
   The records will now be transferred to the new person and you can register the death.

2. If a Giver Dies and they are a single person, before you register their death details, change their PG No. to a 0 first, then register death. Leave the tick on GIVER in case you need to produce a tax receipt for the estate at a later date. Changing to 0 also allows you to use the allocated planned giving number again in PACS.

8.4.1. REGISTER A DEATH IF PARISHIONER IS IN THE DATABASE

Go to REGISTERS>DEATH REGISTER In the ADD mode
There are a couple of ways to enter the data



1. By clicking on the Binoculars next to the name you can select the member that is part of the database. This links the record to that member. OR
2. Select the appropriate Deceased Member and their Next of Kin, click FAMILY SEARCH

Click on the box next to the letter of the Surname and all Surnames beginning with that letter will appear. Next click on the box next to the Surname that you require

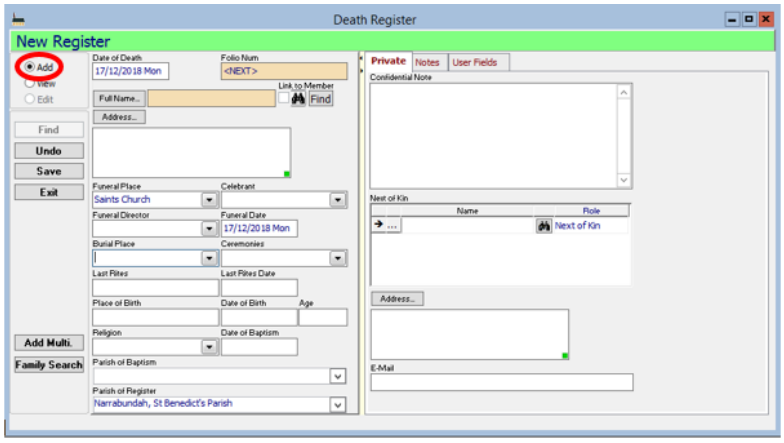
Drag the Deceased Member's name up to the middle of the screen and drop it in the appropriate DEAD field. You will need to repeat the process of drag and drop for the Next of Kin if they are listed in PACS. If the Next of Kin is not listed, enter manually once you have selected OK.

Now manually enter information in any of the fields that still need to be populated.

When all information for the Funeral and Date and Place of Death, etc is entered select SAVE.

8.4.2. REGISTER A DEATH IF THE PERSON IS NOT PART OF YOUR PARISH

REGISTERS>DEATH REGISTER



Ensure you are in the ADD mode, manually enter

Date of Death
Full Name Click on the Full Name button to correctly format
Address Click on the Address button to correctly format the address
Funeral Place Click on the drop down menu at the end of the field and choose the appropriate place from the list. If the Church/Chapel is not on the list, you can Type in the name of the Church/Chapel. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to

choose from. IF the funeral was a graveside service, at eg. Woden Cemetery, the Funeral Place and Burial Place will both be listed as "Woden Cemetery".

BE AWARE OF DUPLICATES – always check the dropdown menu first, as you may end up with numerous entries for the same person/Church Eg. Fr J Smith, Father John Smith, Fr John Smith, etc. Please see Section 2.5. Remove Duplication from Drop Down Lists to remove current duplicates.

Celebrant As for the Funeral Place above, click on the drop down menu at the end of the celebrant field and choose from the list. If the name of the celebrant does not appear in the drop down list, you can Type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Celebrants to choose from.
Funeral Director Again, click on the drop down menu at the end of the Funeral Director field and choose from the list. If the name does not appear in the drop down list, you can Type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of Funeral Directors to choose from.
Funeral Date
Burial Place Click on the drop down menu at the end of the Burial Place field and choose from the list. If the Cemetery/Crematorium does not appear in the drop down list, you can type it in. As it is the first time it has been entered in PACS, you will be asked if you want to keep it and add it to the list of places to choose from.
Ceremonies Click on the drop down menu at the end of the Ceremonies field and choose from the list. The recommended fields are: Funeral (Requiem) Mass, Chapel/Church Prayers, Graveside Service and Crematorium Service
Place of Birth & Date of Birth
Age Age field will automatically populate when Date of Birth is entered.
Religion If applicable, click on the drop down menu at the end of the Religion field and choose from the list. Otherwise leave blank.
Next of Kin
Address Click on the Address button to correctly format the address of the Next of Kin
Email Email address of the Next of Kin if applicable
Note: Any other information on the Funeral Papers that needs to be entered, ie. Note from Parish Priest can be entered under the Confidential Notes
SAVE

8.5. OTHER SACRAMENTAL REGISTERS

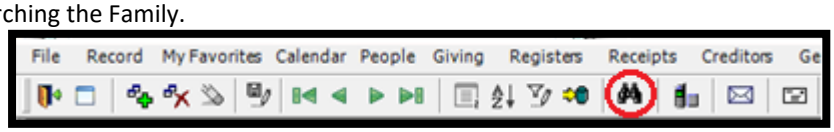
REGISTER>OTHER SACRAMENTS This register can be used to enter and store details relating to all other Sacraments received in the Parish. First Reconciliation and First Holy Communion "FHC" (or First Eucharist) can be entered. It may seem to be a labourious task to begin with, but the information for the first Sacrament, such as First Reconciliation, can be used for subsequent Sacraments for that Candidate. Eg. Diana Sergi who attends the local Catholic Primary School received First Reconciliation in the Parish in 2015, her same member record can be used and updated for her FHC in 2016 and again in 2018 for Confirmation.

The information stored in PACS can be used for Sacrament related group emails and SMS, export lists to Excel to generate attendance sheets & Mass lists.

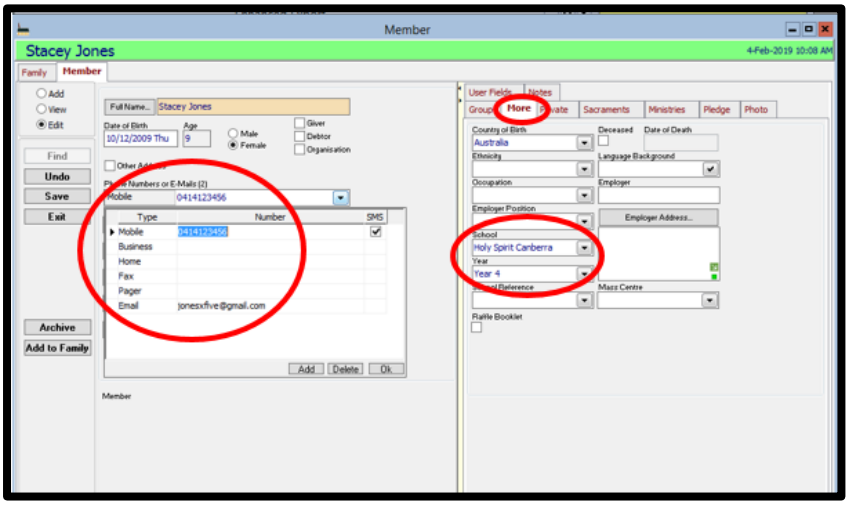
As of the timing of this version of the PACS manual, you will need to create a Ministry list (as PACS does not currently have the capability to send emails and SMS from the Other Sacrament register).

8.5.1. ENROLMENT DETAILS IN PACS

Once you have received all enrolment details for the candidates of your sacrament, you need to enter the Family into PACS. First, check if the family already exist in PACS by searching the Family.
PEOPLE>FAMILIES Use Binoculars on the tool bar, Click on appropriate letter of surname, or start typing in the Search for field in the lookup, the list will automatically filter then double click on the name when it is found.



If the family does not appear in PACS, click on ADD and add parent/s details (for details see Section 6.1.). Ensure you add the parent/s' mobile and emails as you can use them to send emails and SMS to parents for reminders, info etc.



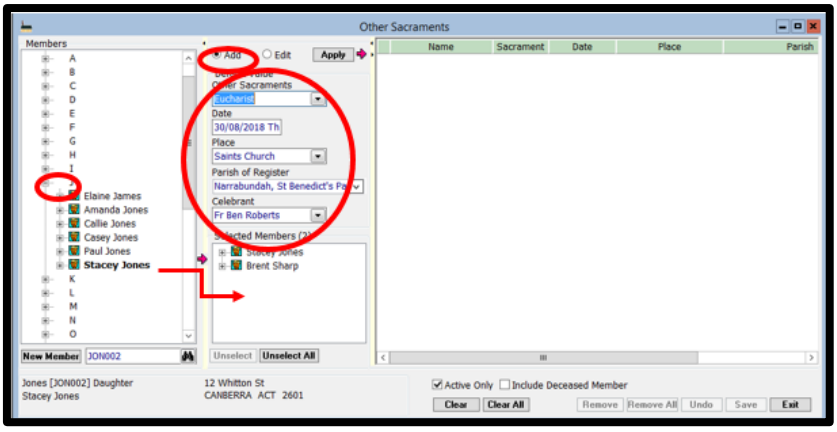
When adding the child who has enrolled in the sacrament, ensure you add the main email address and mobile for parent into the child's record. Also add their School details under the More tab. This assists with reporting.

8.5.2. ADDING MINISTRY/SACRAMENT REGISTERS

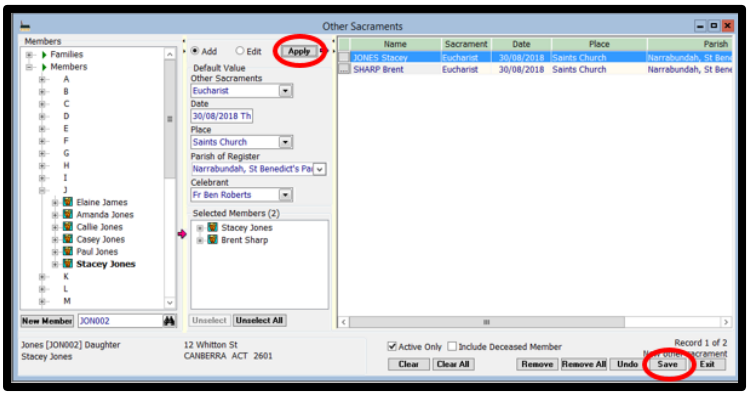
Once you have completed adding all the sacramental candidates, you can create a Sacrament register (once generated will appear under the Sacrament tab in the candidates' records) and a Ministry list (which will enable you to email/SMS the family) for the Sacrament.

Create a Ministry list – See Section 7.1 MAINTENANCE>SETUP>MINISTRY
Once a Ministry list is complete with all candidates, the Ministry information will appear on the Candidates' PEOPLE>MEMBERS page.

Create a Sacrament list – REGISTERS>OTHER SACRAMENTS In Add mode, add in the details of the Sacrament. In this example, we are entering details for Eucharist held at Saints Church on 30/08/18 celebrated by Fr Ben Roberts. To select candidates, click on + next to Members on the left side of the screen, and find each candidate alphabetically by expanding the alphabet fields. Drag and drop each candidate into the Selected Members Area. Once you have added all candidates, click Apply. All the candidates will be displayed on the right side of the screen.
Then Save



The details of the Sacrament will now appear under the Sacraments Tab in each of the candidates' PEOPLE>MEMBERS page.

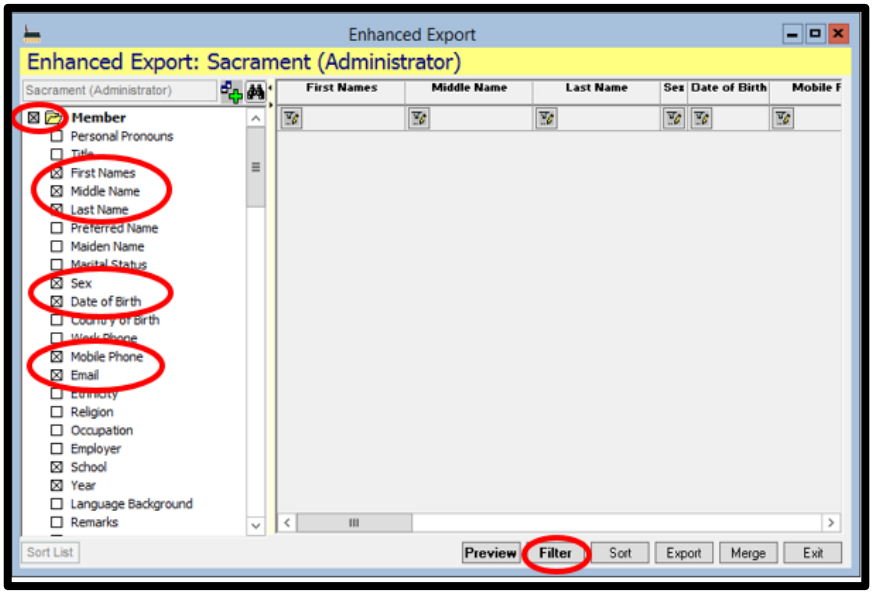


8.5.3. ENHANCED REPORT FOR SIGN IN SHEETS

You can create a tailored enhanced report for the Sacrament which can be used for sign in sheets, reports for Sacramental Coordinators/Priests, or to save and include in the Parish records once the Sacrament has concluded.

PEOPLE>EXPORT>ENHANCED REPORT

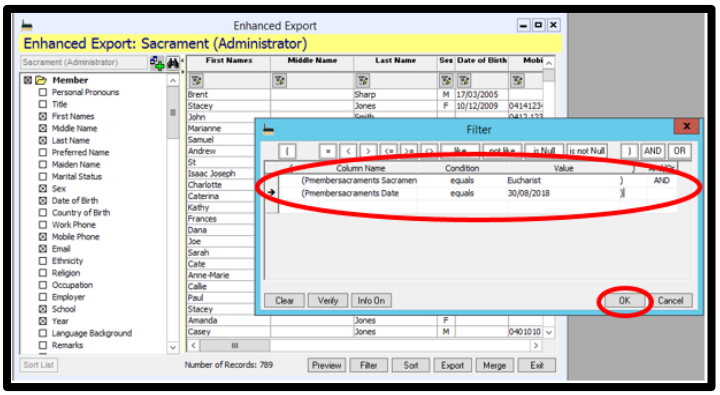
You will need to identify what reportable items you would like included in your report. For the example given below, we have chosen the following items:
In the MEMBER folder –
First Name
Middle Name
Last Name
Sex
Date of Birth
Mobile Phone
Email
School
Year
Date of Baptism
Home address 1, 2, 3 and postcode



In the FAMILY folder –
Parish Zone

In the SACRAMENTS folder –
Sacraments
Date

Click Preview, this report has called up every members record ever entered in PACS with these details. So to refine your search, click Filter. You will see the screen below.



To refine your search to just the Sacrament you want, enter the Parameters you wish to search for. In our example we are reporting on the Eucharist held in Saints Church on 30/08/2018. Using the buttons at the top of the box or the drop boxes in the fields or typing the correct words (be careful you type the wording exactly as it is entered in your fields) For this example, we can search for:

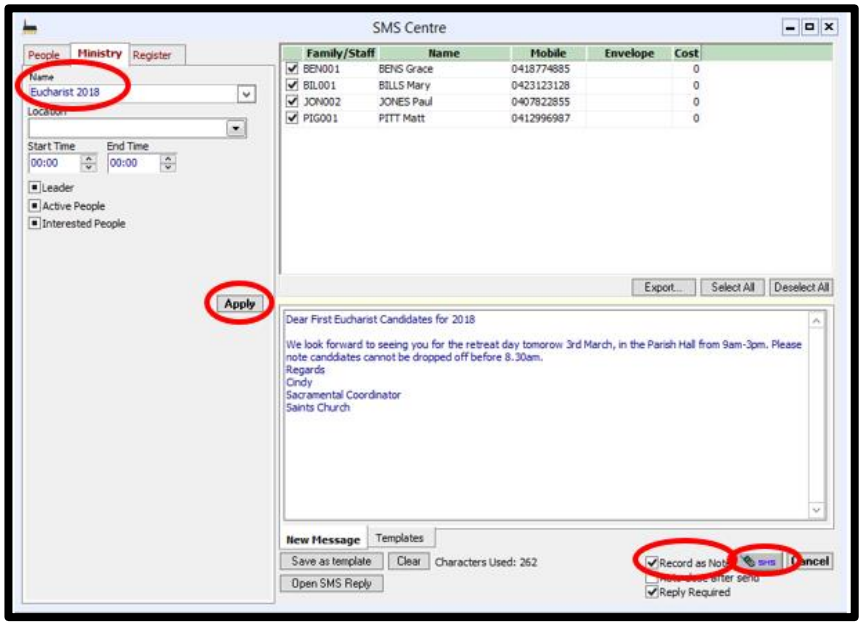
(Pmembersacraments Sacraments equals Eucharist)
AND
(Pmembersacraments Date equals 30/08/2018)
Click OK

This will now display the complete list of the members you have included in your Sacrament. To export the list into an Excel spreadsheet click Export. You will need to save the spreadsheet in a relevant folder on your T Drive, ensure the Save As Type is Excel with Headers. A dialogue box will appear stating "Export Finished! Do you want to save this export as a New Template?" Click yes and name the report "Eucharist 2018" or something relevant to the search so you can use again. This will save the filter and the search parameters. You can amend the filter parameters as you need for future sacraments.

8.5.4. SENDING EMAIL/SMS TO SACRAMENTAL CANDIDATES

To send an email or SMS to the Sacramental Candidates with reminders, information, etc, you must first create the Ministry list of all candidates, as mentioned above in Section 8.5.2.

SMS, go into PEOPLE>SMS CENTRE and select the Ministry tab. Under Name, select the name of the Ministry you have created, eg Eucharist 2018. Then click the Apply button. The right hand side of the screen will be populated with all the people in that Ministry with mobile phone numbers. (if you only want certain people from that list, click the Deselect All button and then manually go through the list and tick the appropriate people).



Fill in the New Message with the text you want to send.

If you wish to save this as a Template for use again, click on Save as Template and a template will automatically be created for use again. You can name the Template so that is appropriate for use again. Eg Eucharist retreat
Then tick boxes next to the SMS button

- tick the Record as Note box to record the SMS as a note against the member you are sending the SMS to
- Auto close – if you want the box to close after the SMS is sent AND
- Reply required - this function is not active

Ensure you sign off your texts from your Parish Name as each text is sent from a different mobile phone number – this will help identify who the text is from. Also include "please do not respond to this message" if you do not want replies to your SMS.

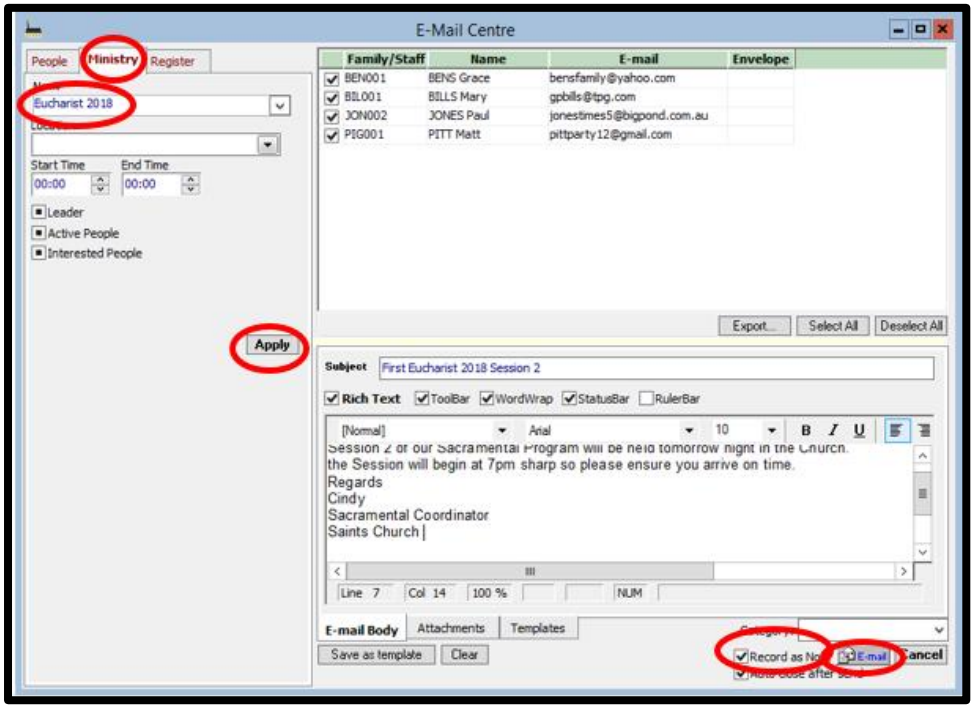
Next click SMS. A pop up SMS Centre message will appear stating you are about to send SMS messages with a cost of credits (this is included in the costings for the Archdiocese), click OK.

For more information about SMS, see Section 4. SMS.

EMAIL, go to PEOPLE>EMAIL CENTRE and select the Ministry tab. Under Name, select the name of the Ministry you have created, eg Eucharist 2018. Then click the Apply button. The right hand side of the screen will be populated with all the email addresses of your candidates.

Fill in the Subject Field as you would a general email. Enter the body of the email in the field below the Subject Field.

Click on the Attachments Tab if you need to attach a document, spreadsheet, etc, select ADD and then browse for the required document and click Open so it can be attached. Repeat this for the required number of documents you wish to send.



If you wish to save this as a Template for use again, once you have completed typing the message click on Save as Template and a template will automatically be created for use again with the Subject Heading as the name of the Template. If your template has any documents attached, they will be attached to any subsequent uses of the template.

To save the email against the member's information, tick Record as Note (Recommended) in the bottom right of the field box. Once you are ready to send, click Email

The pop up E-mail Centre message will appear stating you are about to send Email messages and that they have been created and submitted in the Correspondence queue. click OK on both.

For more information about E-mail, see Section 5. E-mail Centre.

Now go into MAINTENANCE>CORRESPONDENCE>QUEUE
If you click on your Outbox, the messages will be waiting to be sent. Send the messages by clicking on the Send All button (circled in the toolbar below) See Section 1.8. Correspondence for details on the Correspondence Queue.

9. IPSS AND CHILD SAFETY REGULATIONS

9.1. WORKING WITH CHILDREN & VULNERABLE PEOPLE

The Institute of Professional Standards and Safeguarding (IPSS) Office is the point of contact for compliance, professional development, and reporting safeguarding issues in our Archdiocese. They maintain an Archdiocesan wide database and they have oversight to monitor Parish compliance with this legislation. Any queries please email ipss@cg.org.au

9.1.1. WWVP AUDIT

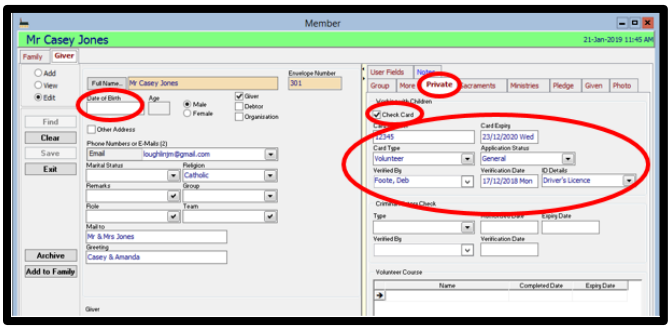
Once a year IPSS office will email out an Excel spreadsheet to each Parish, reporting on existing WWVP/WWCC members.

The Parish is responsible for keeping WWVP/WWCC records complete and updated. It is very important to do this as there are civil penalties for failing to comply with the legislation. The parish must identify parishioners (members) that need to be registered (see Appendix B WWVP/WWCC POSITIONS IN THE PARISH), send out correspondence to members asking for compliance, take details and record information in PACS relating to the WWVP/WWCC. The Parish maintains the register in PACS, ensuring they request the information from new members and remove people who no longer meet the requirements. The Parish is also responsible for replying to IPSS annual audit and sending in documentation on any new members as they join the parish.

9.1.2. RECORD WWVP/WWC IN PACS

Once you have taken a photocopy of the front and back of the WWVP Card or email of the WWCC from the parishioner you will need to record this information in PACS. In a Member's record there are fields for recording the WWVP/WWCC information.

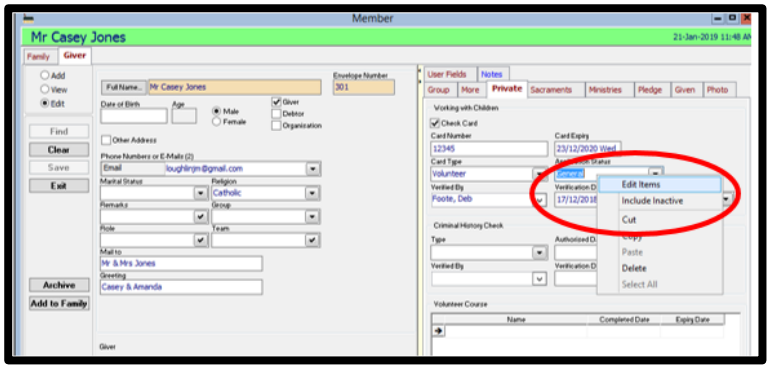
Go to PEOPLE>MEMBERS
Find the appropriate member using the binocular tool

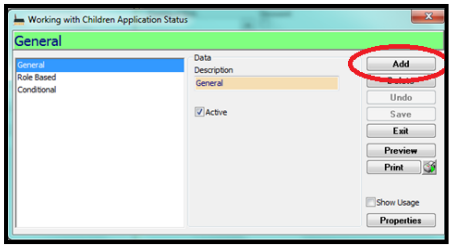


Go into Edit mode and click on the Private tab
Place a tick in the box next to Check Card
Fill in the following fields *when details are available* -
Date of Birth – enter the member's date of birth
Card No.: this is the Working With Children Check Number or Working with Vulnerable People Number
Card Expiry: enter the expiry date
Card Type: Choose Volunteer

FOR ACT PARISHES

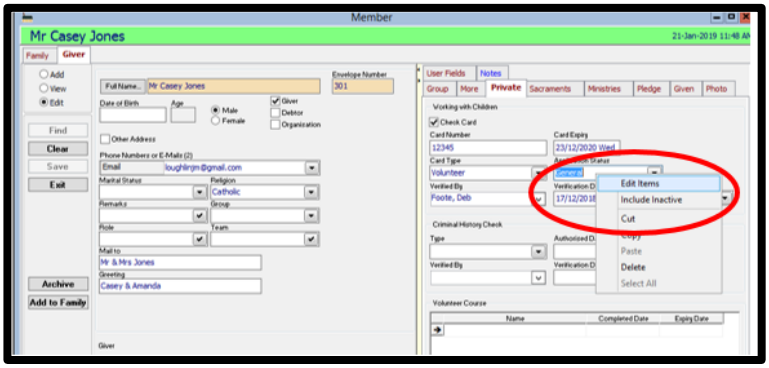
The Application Status field will need populated with choices if no choices are available. Right click with your mouse in this field and choose Edit items Then Select ADD
type in General in the Description field, then select Save, Repeat this by selecting ADD, type in Role Based in the Description field, then select Save. Lastly, repeat again, selecting ADD, type in Conditional in the Description field, then select SAVE





Then go to User Fields Tab and enter the Alpha Number. This number appears vertically along the left hand of the photo on the WWVP card.

ACT Parishes are required to email a copy of the WWVP (front and back) to ipss@cg.org.au whenever a card has been received.



FOR NSW PARISHES

Application Status: In the first instance, you will enter Application in Progress, when the check has been verified, come back and edit the record to change the status to Cleared

NB. The Application Status field will need to be populated with choices if no choices are available. Right click with your mouse in this field and choose Edit items Then Select Add and type in Application in Progress in the Description field, then select SAVE, Repeat this by selecting ADD, type in Cleared in the Description field, then select SAVE. Exit from this screen and you can now choose these options in the Application Status field.

After recording Application in Progress against a member's record, the next step involves the application number to be verified by the employer. Our Archdiocese will process these verifications to alleviate parish secretaries of this extra work. Copies of the email from the RTA need to be forwarded by email to

Institute for Professional Standards and Safeguarding (IPSS)
Email: ipss@cg.org.au

Once verified the IPSS will advise the parish of the application status. The member's record will need to updated in PACS to reflect this ie. The status should be changed to Cleared. If the verification process finds the status to be other than a Cleared status, the Parish Priest will be informed and asked to remove the person from that particular ministry or activity. IPSS will also send the date the check was verified. This date needs to be entered in the Verification Date Field. The Verified By field, choose Archdiocese.

9.1.3. ATTACH A COPY OF WWVP CARD/PDF TO PACS

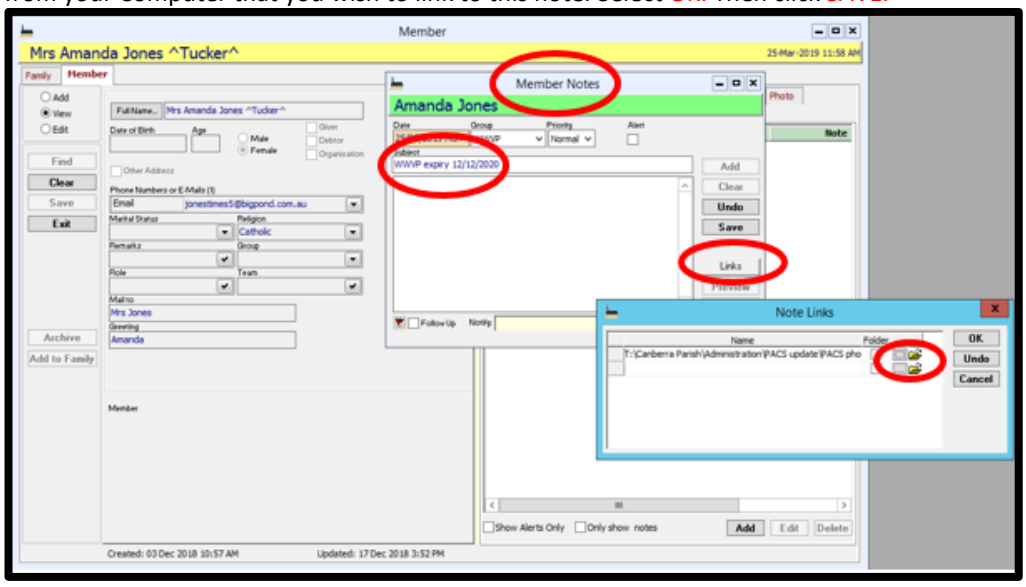
It is recommended to save a copy WWVP Card or email from IPSS verification against the member's information in PACS. You can do this be attaching the document to a note in PACS.

In the example below, a note has been created attached to a parishioner with a WWVP Card. The Note Group is WWVP. You can also attach a saved email or PDF for NSW parishes.

The Subject of the note contains the expiry date of the WWVP for quick easy reference from the note screen. To link the copy of the WWVP you have electronically on file, click on the LINKS button at the right. The Note Links screen below will appear.

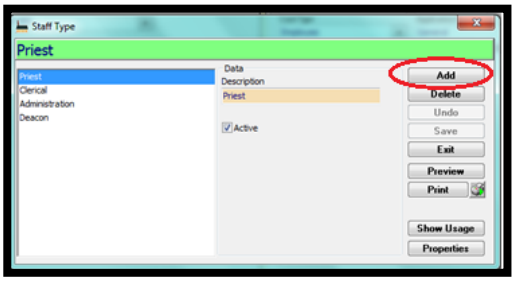
Never delete an expired WWVP Card from PACS or your T drive. Always keep copies for Audit purposes.

Click on the ... three dots enclosed in the square as circled above and select the document from your Computer that you wish to link to this note. Select OK. Then click SAVE.

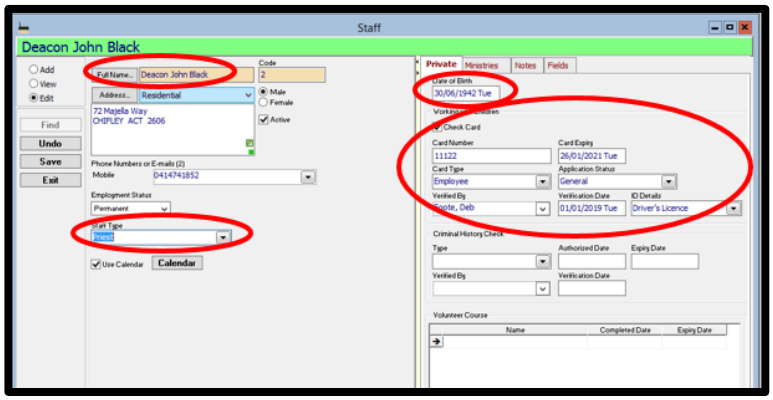


9.1.4. RECORDING STAFF (OR OTHER PARTIES) WHO HOLD WWCC/WWVP CARDS

You need to include in your report people who hold a WWCC/WWVP but would not ordinarily be part of your parish database. Eg. The parish priest, a paid sacramental co-ordinator or parish staff that are not parishioners, Youth Minister or even a third party/ies that you do not want in your parishioner database.



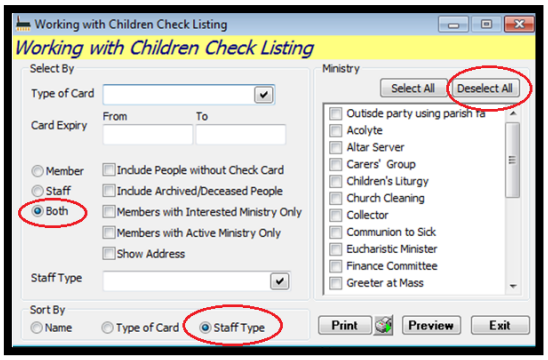
PEOPLE>STAFF
In the ADD mode
Enter Name in the Full Name field
Enter contact details (if necessary) in both address and phone fields
Enter the employment status: Permanent, Casual or Temporary
To populate the Staff Type field with your choice
Right click with your mouse in this field
and choose Edit items Then Select Add and type in (eg) Priest in the description field, then select SAVE,
Repeat this by selecting ADD, and continue to type in your next choice of staff type.
SAVE
Place a tick in the in the Check Card box if the person requires a WWCC card.



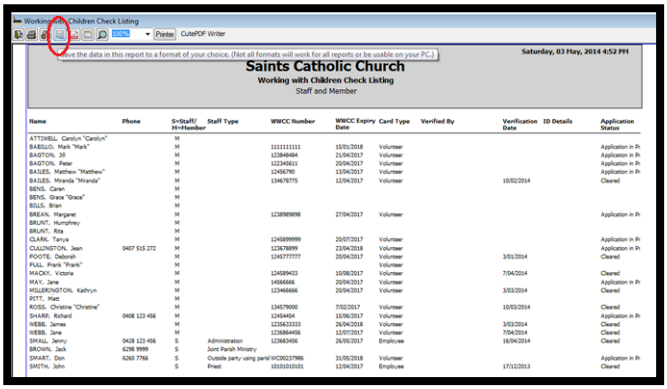
When details have been provided enter details for –
Date of Birth
Card No.
Card Expiry
Card Type
Application Status
SAVE

9.1.5. GENERATE A REPORT IN PACS – NSW PARISHES

A report can be used to identify expiring WWCC. It can also be used as a checking tool to identify members that may not need to be on the list anymore (left Parish), or members that need to be added (new on an Acolyte roster).



Go to REPORTS>MEMBER>WORKING WITH CHILDREN CHECK LISTING
Ensure the following fields are left **blank**
Type of Card
Card Expiry Dates
All boxes that can be ticked
Select Both
Sort by Staff Type or Type of Card
Click on Deselect All (this way it will pick up everyone required)
PREVIEW



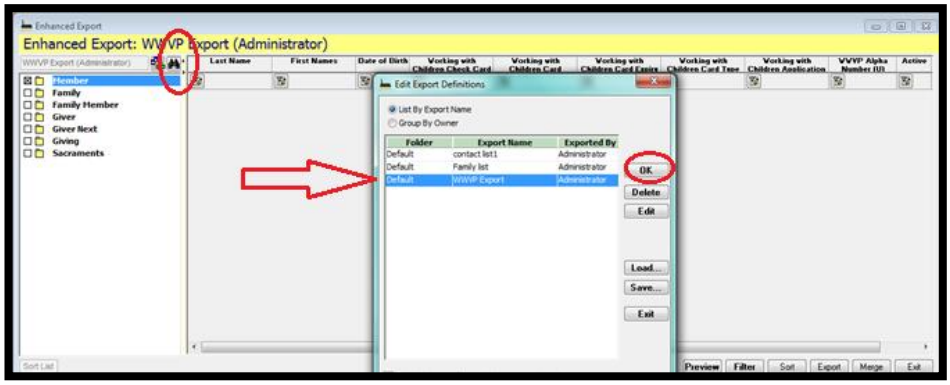
9.1.6. GENERATE A REPORT IN PACS – ACT PARISHES

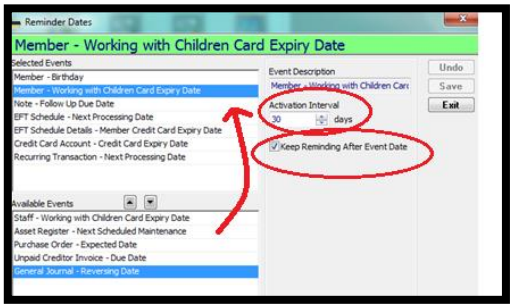
To produce the report

1. Go to PEOPLE>EXPORT>ENHANCED EXPORT
2. Click on the BINOCULARS (see diagram below) to search for any saved Export Reports. A screen will appear with all your saved Templates. Highlight the report you require – ie WWVP Export and select OK. (If you do not have a template saved, contact the Parish Support Manager for instructions)
3. All the fields you require will appear.
4. Select PREVIEW, then EXPORT.
5. The report will be opened up in Excel. Please name it in the following format – Parish Suburb Name, WWCC, Month, Year eg. Watson Parish WWCC August 20XX.

6. Compare your report with the Report sent from IPSS. Make sure you save the IPSS report to your T drive and update the IPSS report.
   You are required for each worker to nominate (via a dropdown menu) in the Column headed *Active/Inactive* as to whether that Church workers (parishioners/staff) is still active or inactive.
   a. For those Church workers still active with valid WWVP registration, just choose *Active* from the drop down list. No further steps required.
   b. For those Church workers still active, but with an expired WWVP registration, choose *Active* from the drop down list and return a colour photocopy (if possible) of the Church Workers WWVP (back and front) with this spreadsheet. If there is no registration to forward, please advise of the application number and the date that the registration application or renewal was lodged with Access Canberra.
   c. For any Church worker who is active but is not on this list, please provide their details at the bottom of the spreadsheet and return a colour (if possible) photocopy of the Church Workers WWVP (back and front) with this spreadsheet.
   d. For those Church workers no longer active, choose *Inactive* from the drop down list and advise IPSS of the date in the comments column that the Church worker became inactive.
      i. In PACS, Go to the Members Record -> Private Tab, untick the Check Card box. The details will remain in PACS, however, the volunteer will now not show up on your report.

Always retain the photocopy of the WWVP card on file – this must not be destroyed. Please keep for audit purposes.
If you store an electronic copy on PACS against the parishioner's records, you do not have to keep the hard copy.





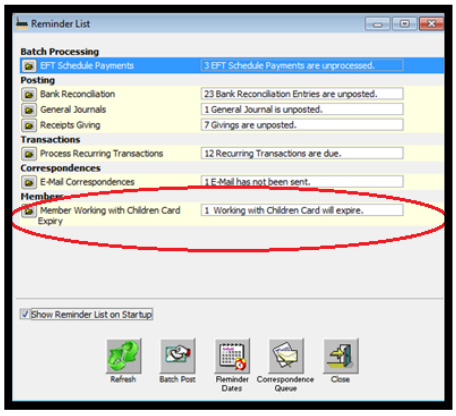
9.1.7. SET YOUR REMINDER LIST IN PACS

Go to MAINTENANCE>SETUP
Select the icon Reminder Dates

Select Member – Working With Children Expiry Date and drag it from list in Available Events and drop it in the list Selected Events

In the field Activation Interval set the no. of days to 60
Place a tick in the box Keep Reminding after Event Date
SAVE

The reminder list will then remind you at the appropriate time that you will need to contact the parishioner to renew their WWVP card



9.1.8. IDENTIFYING THE PARISHIONERS INVOLVED IN MINISTRIES THAT NEED TO BE REGISTERED

If you haven't already utilised the Ministry function in PACS now is a good time to start. For more detail, see Section 7. - Ministries.

To Set up Ministries appropriate to your parish go to

MAINTENANCE>SETUP, then click on the Ministry Icon

Ministry

You can add/delete ministries tailored to your parish. Click ADD type the new ministry in the Name field the SAVE. It is not necessary to fill in the rest of the fields, however, it may be helpful if you have more than one church/parish, to fill in the Default location & Responsible staff fields. The Description field is for any extra notes you may wish to make.

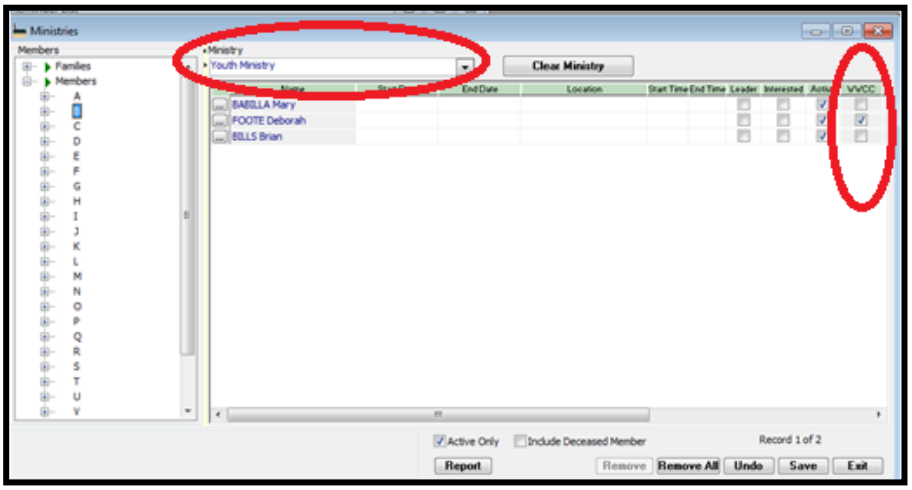
To add/delete people to/from a particular ministry, Go to
PEOPLE>MINISTRIES
Choose the drop down menu under Ministry at the top of the screen. Choose the appropriate ministry and a list of all people involved in that ministry will appear underneath. If it is a new ministry, you can start to add to the ministry.

To add: Click on the + next to Members and an alphabet appears. Choose the surname of the member by clicking on the + of the appropriate letter. By clicking on the + next to each person you can see what ministry they are already involved in, and if you want to can add them to the ministry you have nominated, simply drag their name and drop it in the right hand side of the screen.

To Remove: Highlight the person you want to remove and select the REMOVE button. (This will automatically remove them from that ministry) Alternatively, drag and drop the person from the right hand screen off to the left hand screen.

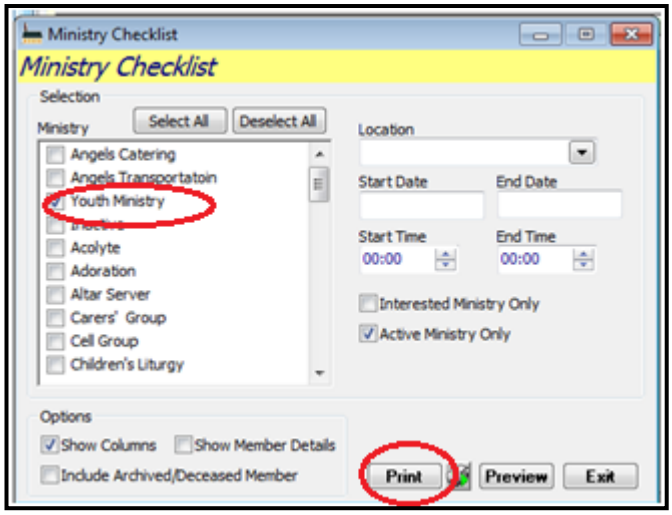
SAVE

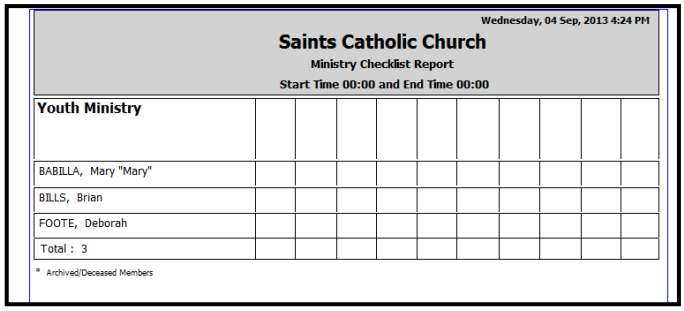
Note the end column (below) titled WWCC identifies with a tick if a person requires a WWVP card/WWCC.
Please place a tick in this box for people in ministries requiring this check.



To produce a report of those involved in that ministry, select the Report button at the bottom of the screen

A menu will appear, tick the Ministries and select Print for a list of parishioners involved in your selected Ministries.





9.2. CODE OF CONDUCT – CHILD PROTECTION

In 2018, as an initiative of the Royal Commission into Institutional Reponses to Child Sexual Abuse, IPSS introduced a Child Protection- Code of Conduct to the Parishes. It informs and reminds all employees and volunteers of the Archdiocese of Canberra and Goulburn of the standards of behaviour as well as other requirements that must be adhered to when working with children. All employees and volunteers within Parishes are asked to sign the Acknowledgement to the Code.

It is the Parishes' responsibility to request, record and hold the relevant information, such as which parishioners have been requested to sign and which have signed and returned the Acknowledgment.

The policy for the valid duration of the Code of Conduct Acknowledgement is 3 years. The expiry date (3 years from the date of signing) should be recorded in PACS and an email reminding the employee/volunteer to resign is to be sent 1-2 months before the expiry date.

The Parishes are encouraged to use PACS to store this information; reports can be generated and submitted annually to IPSS.

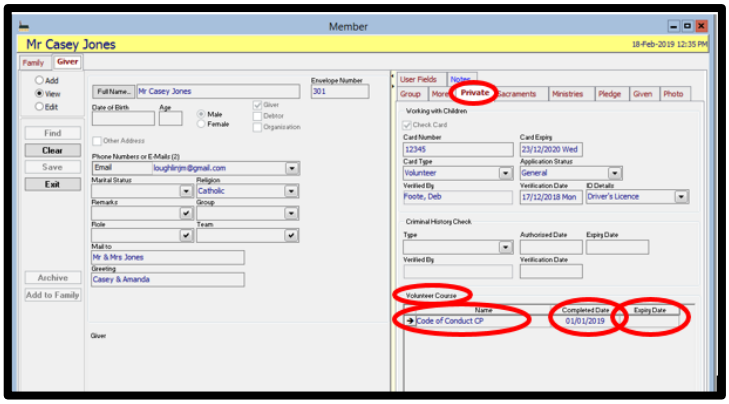
9.2.1. REQUEST CODE OF CONDUCT

Each Parish can determine the best way to request the Code of Conduct Acknowledgement. Each Parish must make the Child Protection Code of Conduct available to all staff and volunteers in your Parish. This can be via numerous platforms such as paper copies in the Church, Parish or IPSS website links in bulletin, meeting for all volunteers to attend, etc.

The Code of Conduct Acknowledgement must be signed by all staff and volunteers in the Parish, regardless of the position they hold and whether that position has regular contact with children.

Once signed, the Acknowledgement is valid for 3 years. The Acknowledgement should be scanned and saved in the Parish T Drive, and can be saved as an attachment in PACS against the member.

9.2.2. RECORDING CODE OF CONDUCT



It is good practice to record the Code of Conduct Acknowledgement against each employee/volunteer that you have requested to sign. This way when you are reporting, you can identify who is still to provide a copy. You can identify the employees/volunteers in PACS against each member.
In PEOPLE>MEMEBERS under the Private Tab, you can add the details of the Code of Conduct in the Volunteer Course field.

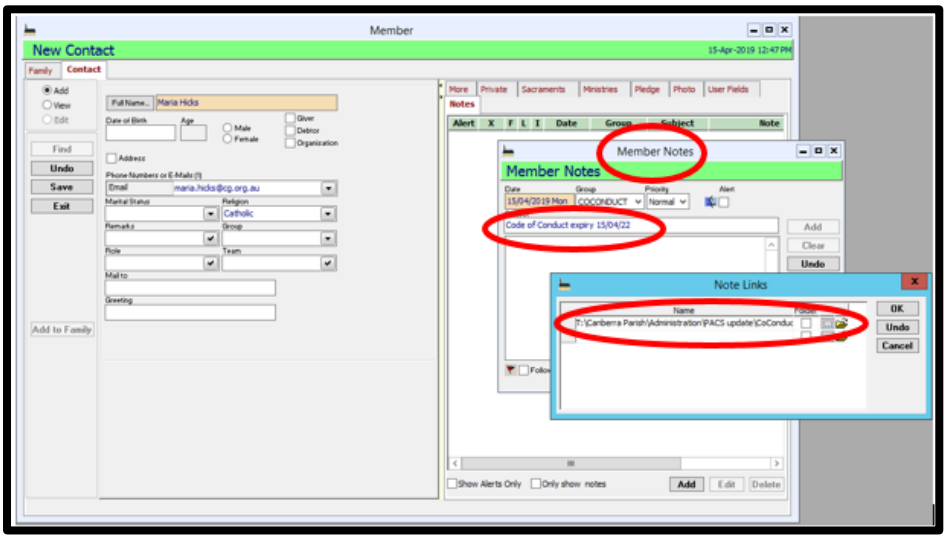
Search and choose the member, click Edit to add to the member's information. In the Private tab, there is a Volunteer Course Section, in the Name field add the name Child Protection Code of Conduct or something similar. **PLEASE NOTE that you need to keep this name consistent in each record to ensure your search function later is correct.**

If the employee/volunteer has already signed the Acknowledgement, record the date signed under Completed Date and the Expiry Date (3 years from date signed). Click SAVE

9.2.3. ATTACH A COPY OF ACKNOWLEDGEMENT TO PACS

Once you have received a signed Code of Conduct Acknowledgement, it is possible to add a copy to a note against the members information in PACS.

In the example below, a note has been created attached to a volunteer with a Code of Conduct Acknowledgement. If you want to create a separate Note Group for the Code of Conduct (In this example it is CoConduct) see Section 10.6 Adding New Note Categories).



The Subject of the note contains the expiry date of the Acknowledgement for quick easy reference from the note screen. To link the PDF you have electronically on file, click on the LINKS button at the right. The Note Links screen below will appear.

Never delete an expired Acknowledgement from PACS or your T drive. Always keep copies for Audit purposes.

Click on the ... three dots enclosed in the square as circled above and select the document from your Computer that you wish to link to this note. Select OK. Then click SAVE.

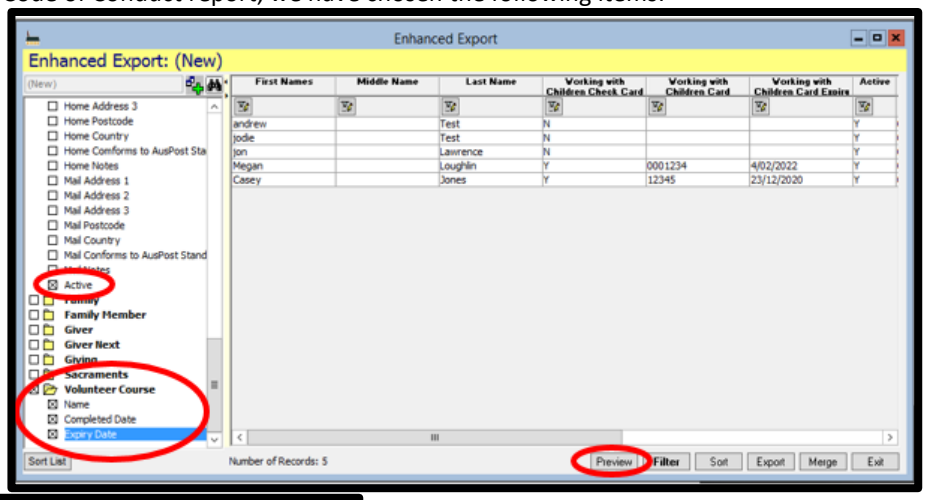
9.2.4. REPORTING ON CODE OF CONDUCT

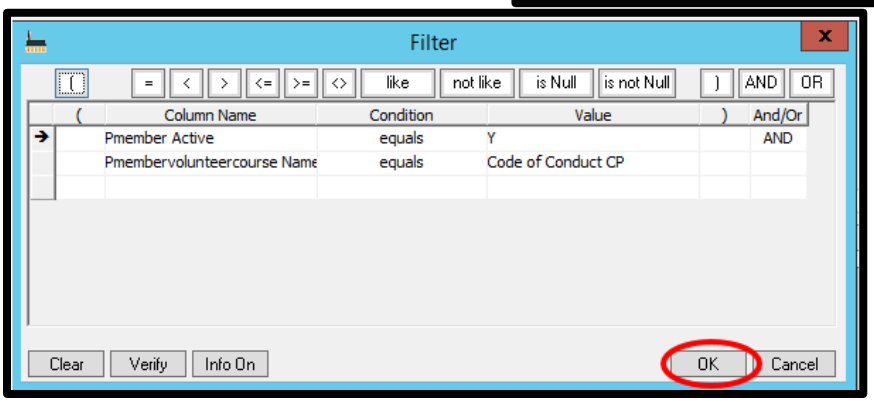
To generate a report you will need to create an Enhanced report.

Go to PEOPLE>EXPORT>ENHANCED EXPORT
To create a new enhanced report (which you can save as a template) you will need to identify what reportable items you would like included in your report. For a Code of Conduct report, we have chosen the following items:

In the MEMBER folder –
First Name
Middle Name
Last Name
Working with Children Check Card
Working with Children Check Number
Working with Children Check Expiry
Active

In the VOLUNTEER COURSE folder -
Name
Completed Date
Expiry Date

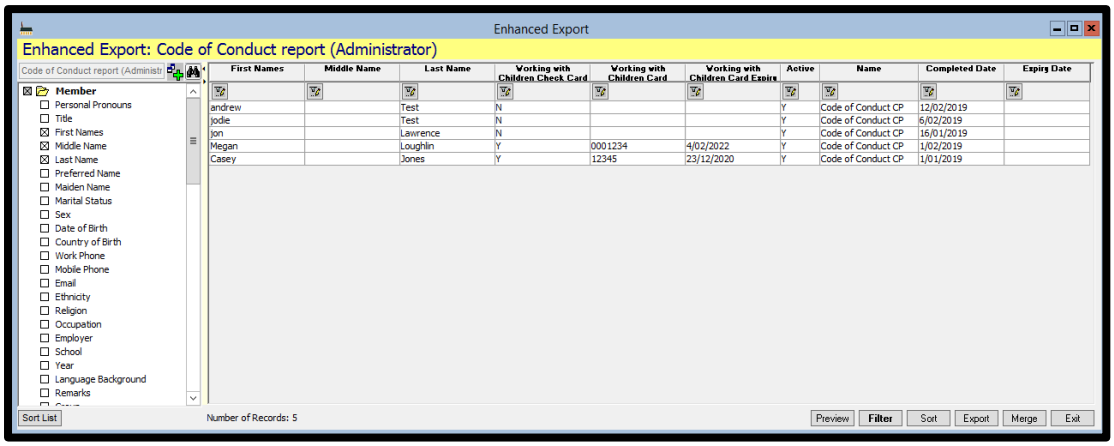




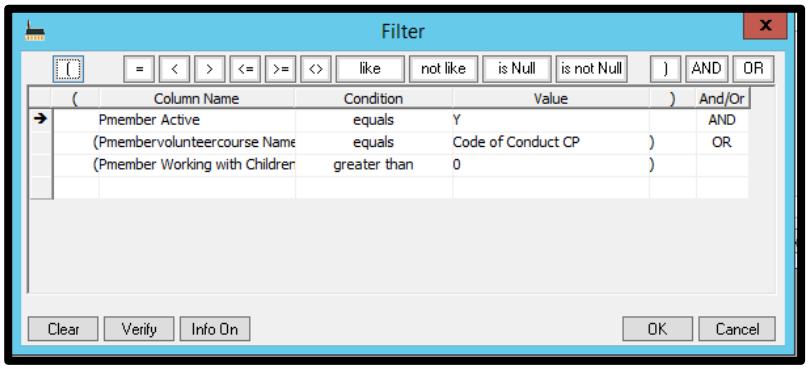
Click Preview, this report has called up every members record ever entered in PACS. So to refine your search, click Filter. You will see the screen below.
To refine your search to only show the active members with the Volunteer Course titled Code of Conduct, enter the Parameters you wish to search for. Using the buttons at the top of the box, the drop boxes in the fields or typing the correct words (be careful to type the wording exactly as it is entered in your fields)
For this example, we can search for:

(Pmember Active equals Y) AND
(Pmembervolunteercourse Name equals Code of Conduct)
Click OK

This will now display the complete list of the members you have entered for a Code of Conduct only. To export the list into an Excel spreadsheet click Export. You will need to save the spreadsheet in a relevant folder on your T Drive, ensure the Save As Type is Excel with Headers. A dialogue box will appear stating "Export Finished! Do you want to save this export as a New Template?" Click yes and name the report Code of Conduct or something relevant to the search so you can use again. This will save the filter and the search parameters. You can amend the filter parameters, if you need. The generated report is to the left.



Alternatively, you can search for all active members who have the Code of Conduct OR who have a WWVP/WWCC and who NEED to have a Code of Conduct. You can use this report to contact those members who still need to supply Code of Conduct Acknowledgement.



Select the same reportable items as above, but the filter would now be:
(Pmember Active equals Y) AND
(Pmembervolunteercourse Name equals Code of Conduct) OR
(Pmember Working with Children Card Number greater than 0)
Click OK

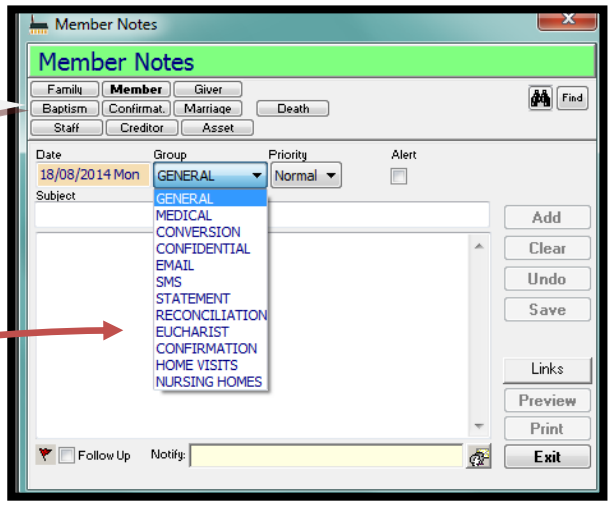
This will now produce a report that has every member with Working with Children Card number entered and display those who also have a Code of Conduct recorded.

The Code of Conduct Acknowledgement is required by all Volunteers in the Parish so you will need to run Ministry reports PEOPLE>MINISTRIES (See Section 7.8 for more details) as well to capture those ministries that do not require a WWVP/WWCC.

10. NOTES

Notes MUST BE assigned/attached to EITHER a person, family or asset in the database. They can be attached under the following categories:

Family
Member
Giver
Baptism record
Confirmation record
Marriage record
Death record
Staff record
Creditor record
Asset



Notes can then be nominated a type or Group – for example
General
Medical
Conversion
Confidential
SMS
Email
Statement
And any other customised Category eg
- Reconciliation
- Eucharist
- Confirmation
- Baptism
- Marriage
- RCIA
- Funerals
- Nursing Homes
- Home Visits
- Planned Giving

To set up customised note groups for your parish see Section 10.6.

10.1. CREATE A NOTE

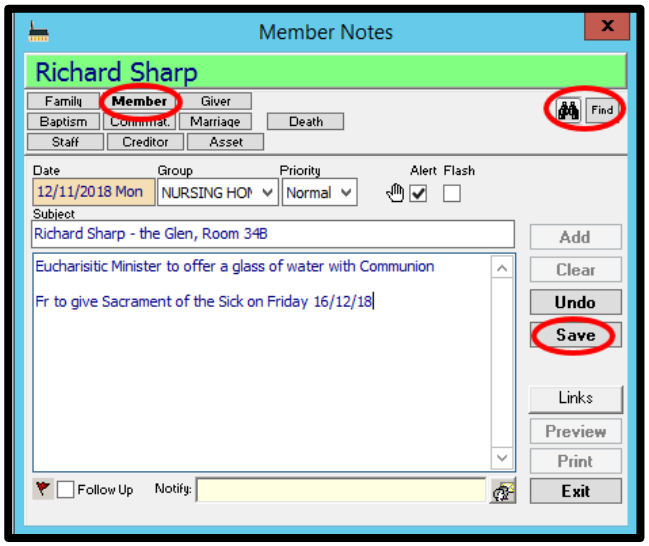
There are TWO ways to create a note

1. **Go to PEOPLE>NOTES>ADD NOTE**

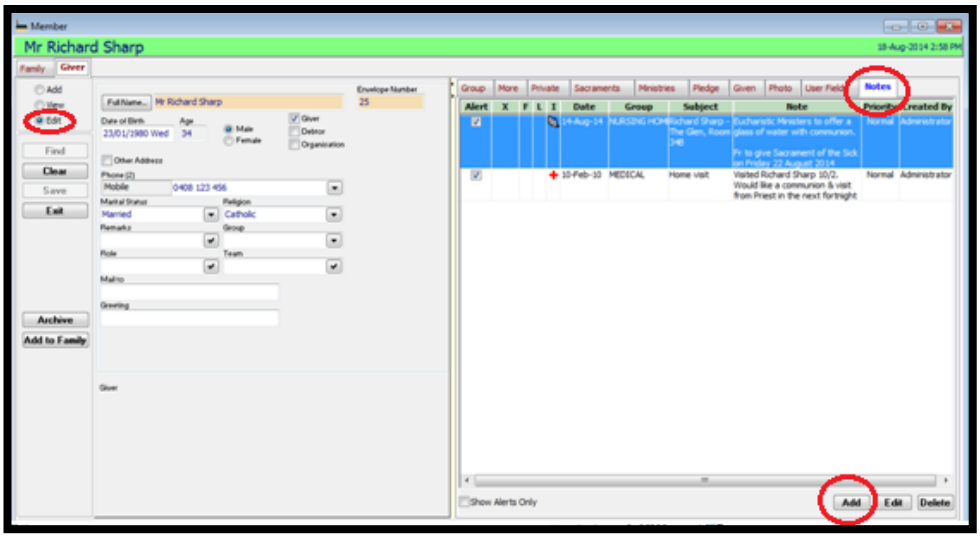
Select if the note is to be attached to either Family, Member, Giver, Baptism, Confirmation, Marriage, Death, Staff record.

Use the binoculars to look up that person and select their record. The example at right shows a Member record is selected and the selected member is 'Richard Sharp' as seen by his name displayed at the top of the record.

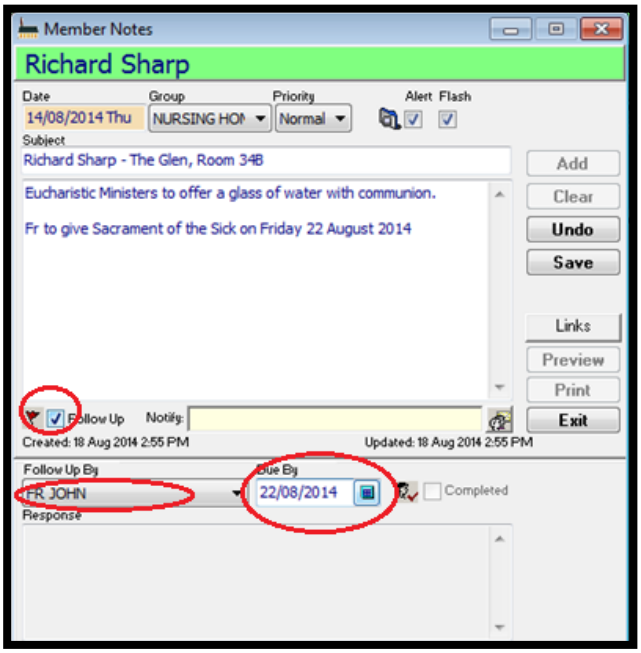
Add the following
Date: Enter the correct date of the note
Group: Select from the drop down menu the type of note – ie NURSING HOME
Priority: Select from the drop down menu, Low, Normal or High
Subject: Enter the subject of the note
The body of the note is entered into the box underneath the subject field.
SAVE



2. The second way to create the note is to go to the Member or Family record and add the note from there.
Go to PEOPLE>MEMBER



Use the binoculars to look up the member's record
Select the EDIT mode
Click on the NOTES tab
(if the word Notes on the tab is blue, this indicates there are existing notes relating to the member)
Select ADD at the bottom right of the screen
Add the following
Date: Enter the correct date of the note
Group: Select from the drop down menu the type of note – ie NURSING HOME
Priority: Select from the drop down menu, Low, Normal or High
Subject: Enter the subject of the note
The body of the note is entered into the box underneath the subject field.
SAVE

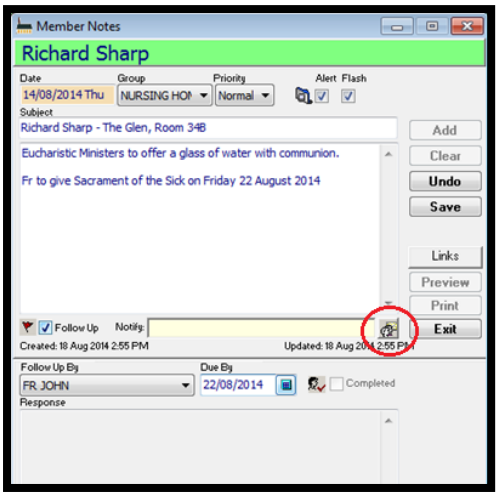


As you will see there are existing notes in this member's record.
From this screen you can also EDIT or DELETE the existing notes.
Highlight the note and then choose either EDIT or DELETE from the bottom right of the screen.

10.2. FOLLOW UP NOTES

Notes can be followed up by nominated members of staff by placing a tick in the box next to Follow Up (see Section 1.5. Setting up Individual Login Codes for staff members)

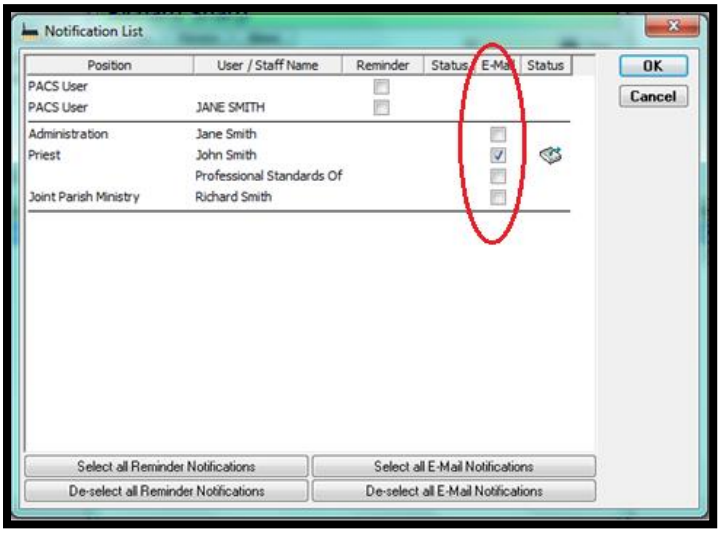
Select the member of staff from the drop down menu under Follow up by
Enter a date that the note needs to be followed up by.
SAVE



When the note has been followed up by the appropriate staff member place tick the completed box and you must add a note in the Response field before you can SAVE.

Additionally you can use the Follow Up Notes to remind you that an action needs to occur on that note at a later date. Follow the steps above choosing Administrator (which is your login if you are using the only login for your database) and adding the details needed to follow up.
The Notes Follow Up reminder will appear in your Reminder list when you open PACS on or after the Due By date (if you have that function set up in Section 1.1.1. in the General Tab under Reminder Dates). Once you have followed up on the note, tick the completed box and you must add a note in the Response field before you can SAVE.

10.3. NOTIFICATION OF NOTES



After adding or editing a note it is possible to send a copy of this note via email to another member of staff. This is useful if follow up is required by another member. Again, this is only possible if you have set up individual logins for staff members in Section 1.5.)

Click on the icon to the right of the field next to Notify

The following screen below will appear. Place a tick in the box in the email column for those you wish to send a copy of the note to. The Subject field on the note will be the Subject heading on the email.

Click OK & SAVE
You will receive the message that the email has been submitted to the Correspondence Queue. Select OK

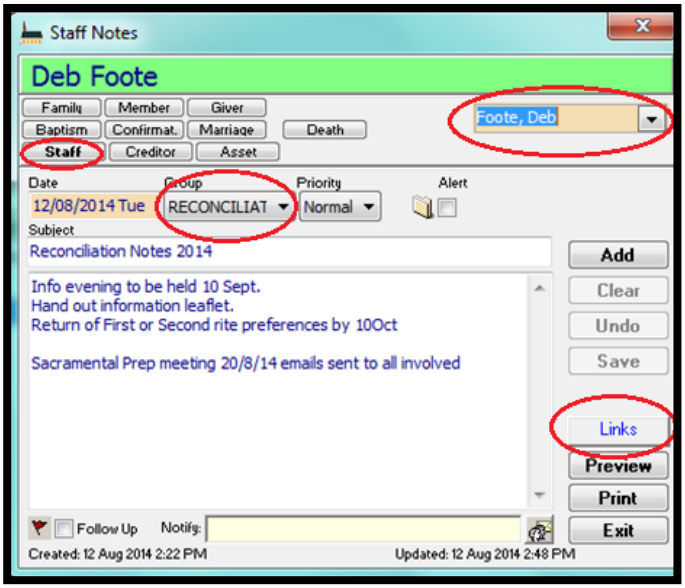
You will now need to go to MAINTENANCE>CORRESPONDENCE>QUEUE
Go to the Email Outbox
Select the email(s) to be sent and select Send from the Toolbar at the top of the Screen.

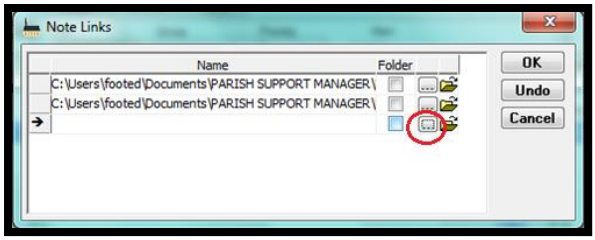
10.4. LINKING DOCUMENTS TO NOTES

After creating or editing a note, it is possible to add a Link to a document related to the note.

In the example at the right, a note has been created attached to the Staff member. The Note Group is Reconciliation.

The body of the note contains information relating to the upcoming sacrament of Reconciliation. To link any documents relating to this click on the LINKS button at the right. The following screen below will appear



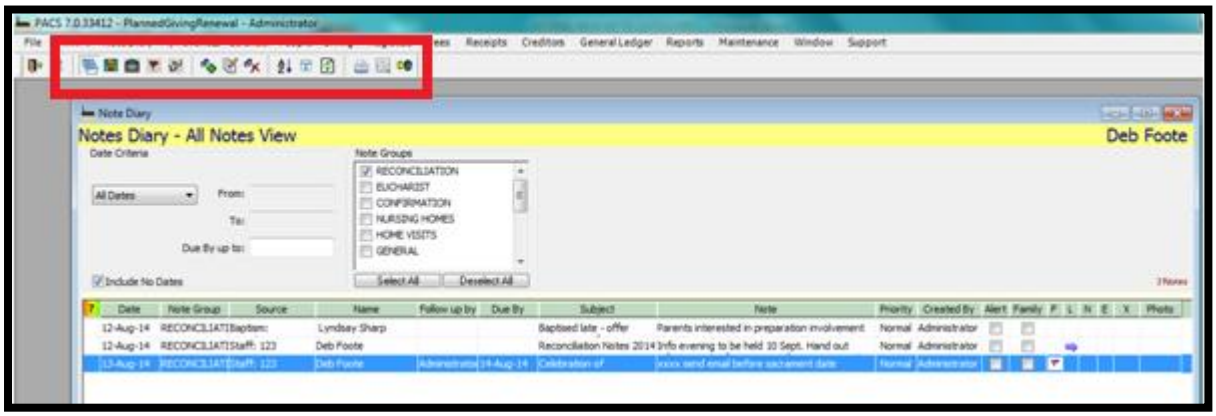


Click on the ... three dots enclosed in the square as circled above and select the documents from your T Drive that you wish to link to this note. Select OK. Then click Save

10.5. NOTE DIARY

Go to PEOPLE>NOTES>NOTE DIARY

Navigating around the Note Diary:
Highlighted in RED in the diagram below is the Note Diary Tool Bar. See below for explanation of each icon



All Notes View

Individual View

Complete Family View

Follow up View

Notify View

Add note

Edit Note

Delete Note

Sort Records Alphabetically

Autosize (shows each note in full)

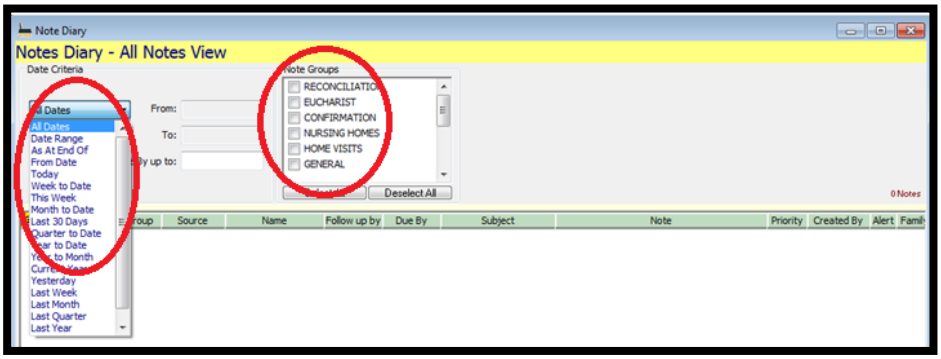
Refresh

Print

Preview

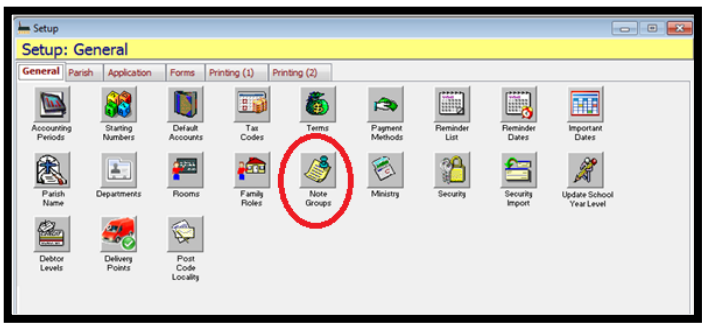
Export

First select the dates you require from the Date Criteria, then place a tick in the box(es) of the Note Groups you wish to view. To customise the notes by category click on any of the above icons to view your notes.

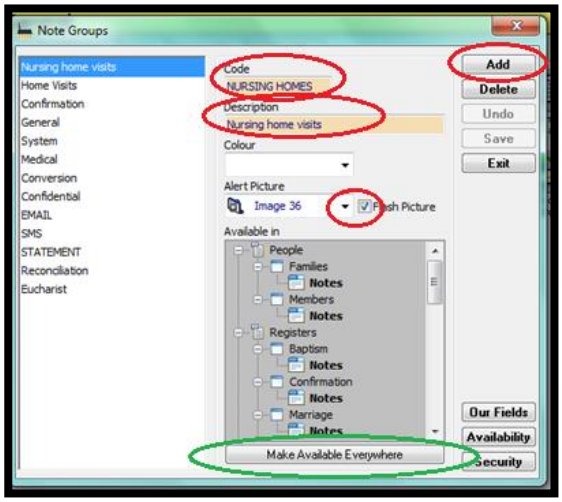


10.6. ADDING NEW NOTE CATEGORIES

To customise and add new Note Groups go to :
MAINTENANCE>SETUP GENERAL TAB
Select Note Groups



Select ADD
Enter the name category you wish to appear in the
Code Field: ie Nursing Homes
Enter a Description of that field into the
Description Field: ie Nursing home visits



If you wish to choose a picture to represent that category use the drop down menu under the Alert Picture field, choose an appropriate picture and place a tick in the Flash Picture box.
SAVE

Then choose the Make Available Everywhere button at the bottom of the screen. This ensures that the Note facility is available across all areas of PACS.

Repeat the above until you have entered in all note categories

Once all Note Categories have been set, you can select EXIT.

11. FINANCIALS

11.1. TAX CODES

The following tax codes are used in PACS for the Canberra/Goulburn Archdiocese

For Income		Tax Rate	For Expenditure		Tax rate
XBAS	Exclude from BAS	0%	XBAS	Exclude from BAS	0%
GST	Sales GST Taxable	10%	NCG	All acquisitions including GST	10%
FRE	Sales GST Free	0%	NCF	Non capital acquisition free from GST	0%

If you receive an invoice from a supplier, or even a receipt from a store, you can check if they are registered for GST by entering their ABN into https://abr.business.gov.au/. If they are, then the receipt/invoice they have issued you can be entered into PACS including GST, even if it is not evident on the paperwork. It is good practice to print and save the lookup for future reference/audits.

11.2. ENTERING LONG SERVICE & ANNUAL LEAVE

UPDATING LSL & AL in PACS

Long Service Leave (LSL) and Annual Leave (AL) entitlements should be updated in PACS as at 30 June AND 31 December each year. An Entitlement Balance Summary will be sent out by Financial Services twice a year with the current balance of LSL and AL for the staff at the Parish. To reflect this in PACS, a general journal entry should be created for these updates. Please see below for examples of General Journal entries.

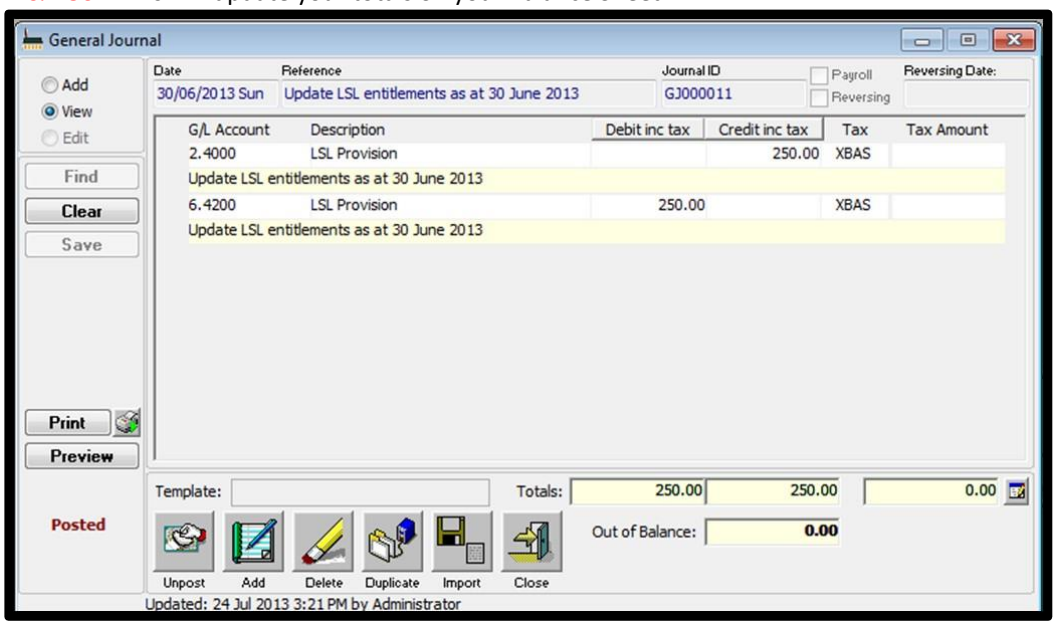
To check your current entitlement entries into PACS – Go TO REPORTS>GENERAL LEDGER>FINANCIAL>BALANCE SHEET DETAIL. Choose the appropriate date as of either 30 June or 31 December and ensure that you TICK Print values with two decimal points and Print.

1. **If the total of your Entitlement Balance Summary Sheet is MORE at the end of June/December than your PACS Balance**

Eg. Your current balance for LSL Entitlements in PACS is $2000. Your Entitlement Balance Summary as at 30 June/31 Dec now states your balance is $2250. You will need to do the following.

Go to GENERAL LEDGER>GENERAL JOURNAL and in the ADD mode, enter appropriate DATE EITHER 30/6 or 31/12 of the year, then enter the following, - CREDIT the Liability Account and DEBIT the Expense account the difference between the two amounts (ie. $250), then SAVE & POST. This will update your totals on your Balance Sheet.

The same applies for Annual Leave, if the balance difference is more than your PACS balance.



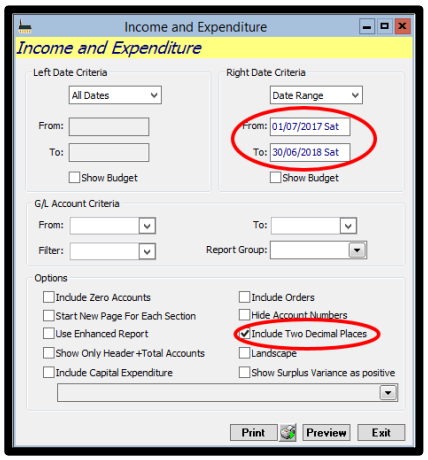
2. **<u>If the total of your Entitlement Balance Summary Sheet is LESS at the end of June/December than your PACS Balance</u>**

Eg. Your current balance for Annual Leave Entitlements in PACS is $2000. Your Entitlement Balance Summary as at 30 June/31 Dec now states your balance is $1650. You will need to record the following.

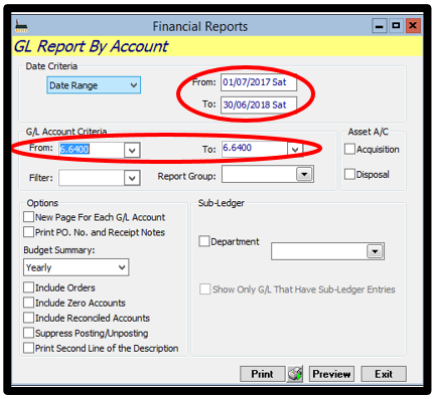
Go to GENERAL LEDGER>GENERAL JOURNAL and in the ADD mode, enter appropriate DATE EITHER 30/6 or 31/12 of the year, then enter the following, - DEBIT the Liability Account and CREDIT the Expense account the difference between the two amounts (ie. $350), then SAVE & POST. This will update your totals on your Balance Sheet.
The same applies for LSL Leave. If the balance difference is less.

11.3. TAXABLE RATE & CCSBF ABN SET UP

In the ACT the Planned Giving Tax deductable percentage is calculated retrospectively at the end of each financial year after all giving for the year has been received and posted.



To find the Total Planned Giving (PG) for the Year, go to
REPORTS>GENERAL LEDGER>FINANCIAL>INCOME & EXPENDITURE
Select dates: 01/07/20XX to 30/06/20XX
Options: Tick Include Two Decimal Places
Preview or Print
This will give you the total amount of giving for the financial year.
To double check this figure go to REPORTS>CAMPAIGN>GIVING SUMMARY. Select the dates eg. 1/7/XX to 31/12/XX, and Group By Payment Method.
This total should be the same amount in the report above. If there is a significant difference, contact Parish Support Manager.



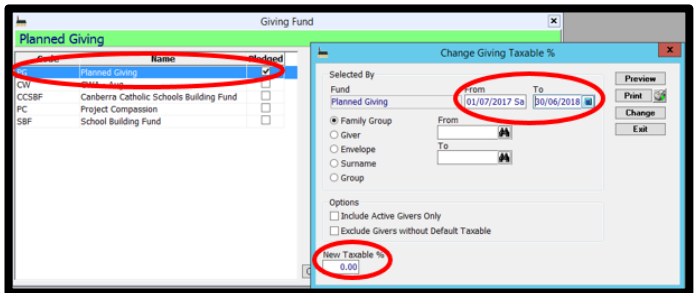
You also need to find out how much your parish contributed to the Catholic Schools Building Fund (CCSBF)
Go to REPORTS>GENERAL LEDGER>GL ACCOUNTS>GL BY ACCOUNT
Date: 1/7/XX to 30/6/XX
Select the Expense account for the CCSBF in the To and From GL accounts (it will be a 6 expense code)
Preview or Print

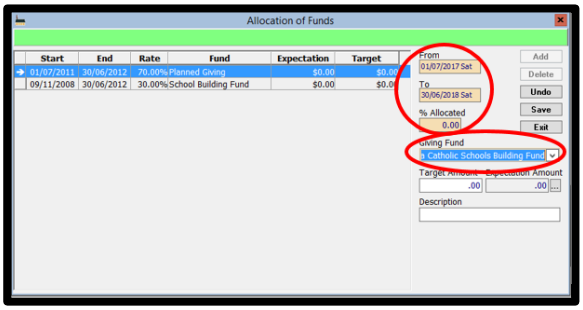
TO CALCULATE THE TAX RATE use the following formula
<u>CCSBF</u> x 100 = %
Total PG

TO CHANGE THE TAX RATE IN PACS—there are two areas

1. **GIVING>GIVING FUNDS**
   Enter new tax rate and SAVE
2. Press button **Change Giving Taxable**
   Enter the dates : eg 01/07/20XX to 30/06/20XX
   Enter the new tax rate in bottom left corner
   Press **Change**

3. **GIVING>ALLOCATION OF FUNDS**
   From: eg. 01/07/20XX To: 30/06/20XX
   % Allocated: - Enter new tax rate
   Building Fund: Catholic Schools Building Fund
   SAVE

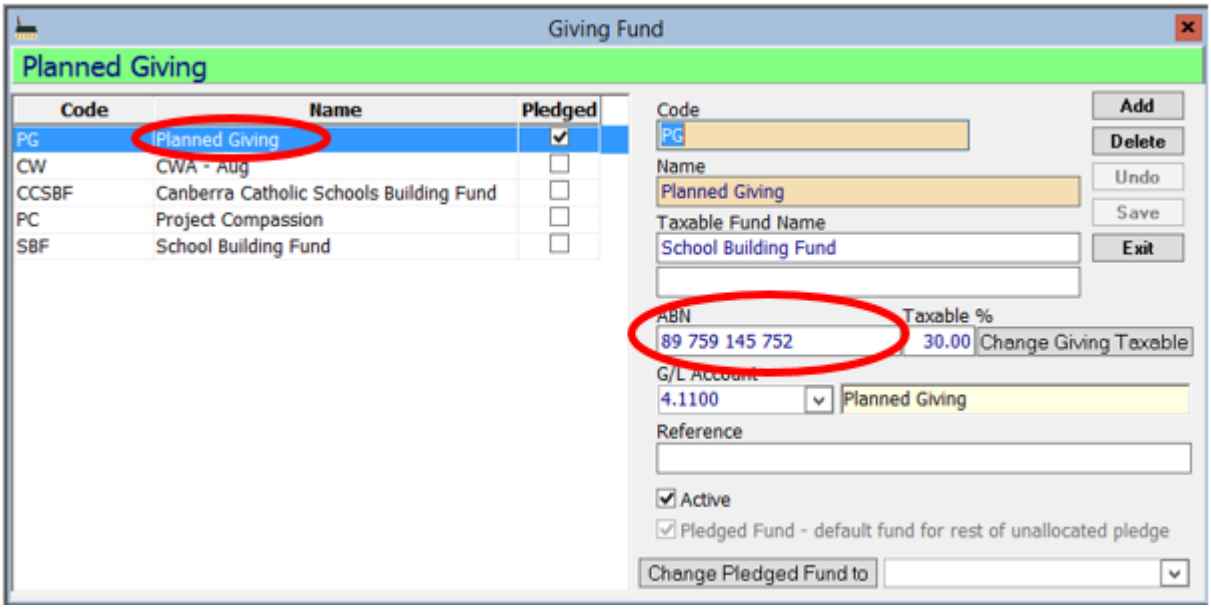




ACT PARISHES – ABN FOR CCSBF

GIVING>GIVING FUND - The ABN displayed here for the Planned Giving MUST be the ABN for the Canberra Catholic Schools Building Fund (CCSBF), NOT the Parish ABN.

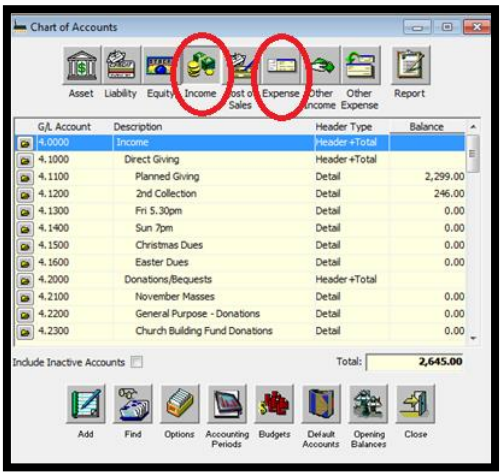
It should read 89 759 145 752. If it is not this ABN, please change and click SAVE.



11.4. CHART OF ACCOUNTS

In Chart of Accounts, you can view all of the GL Accounts that have been setup and their related balances.
New GL Account codes can be added as required. This allows for new Parish activities or additional details in the Chart of Accounts. Another option for adding new parish activities or to differentiate between different areas/uses of the one GL Account, you can use Departments as shown in Section 11.7.

GENERAL LEDGER>CHART OF ACCOUNTS

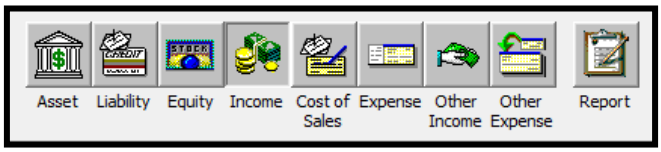


Click on the Income or Expenditure buttons (as circled) to customise your Chart of Accounts for your parish.

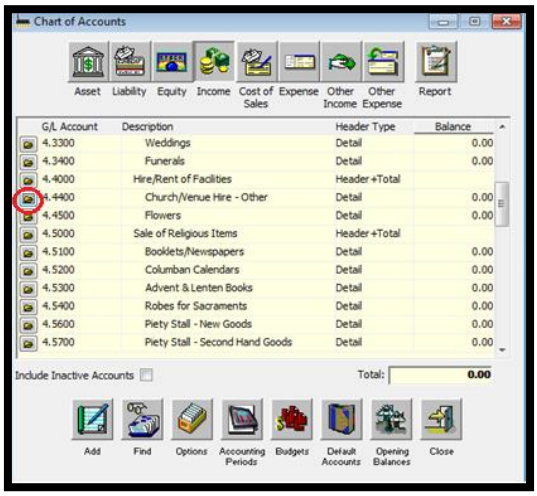
All Level 1 & 2 accounts cannot be changed as these are the major headings set by the Archdiocese. However, all headings from Level 3-5 can be created or changed to suit the requirements of your parish.

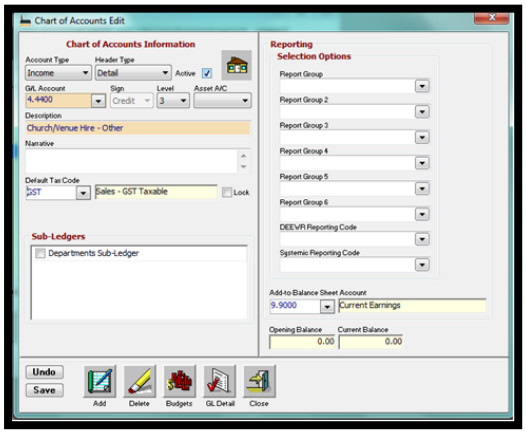
11.4.1. CHANGE AN EXISTING CHART OF ACCOUNT

GENERAL LEDGER>CHART OF ACCOUNTS - choose the type of account by selecting the button listed across the top of the form i.e. Income, Expenditure etc.



Left Click on the yellow folder to the left of the screen
This will open up the account. You are now able to change/adjust the description, level or tax code
Click Save and Close. The Chart of Account Edit List will close and the updated GL Account will be displayed.





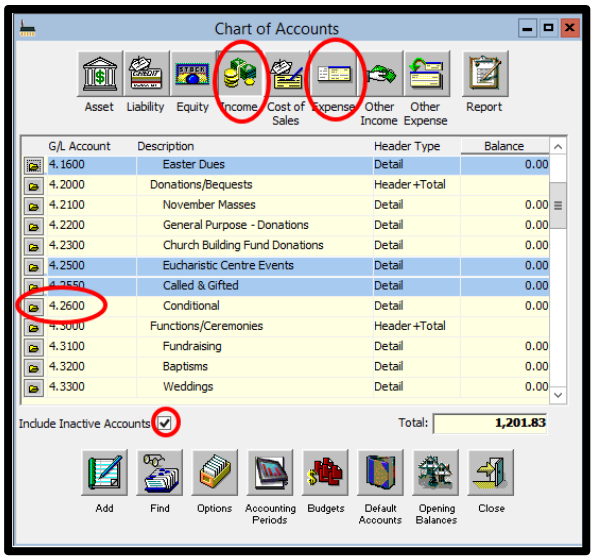
11.4.2. CREATE A NEW GENERAL LEDGER (GL) ACCOUNT NUMBER

New GL Accounts can be added to the Chart of Accounts to record new items or to give a more detailed breakdown for financial activities.

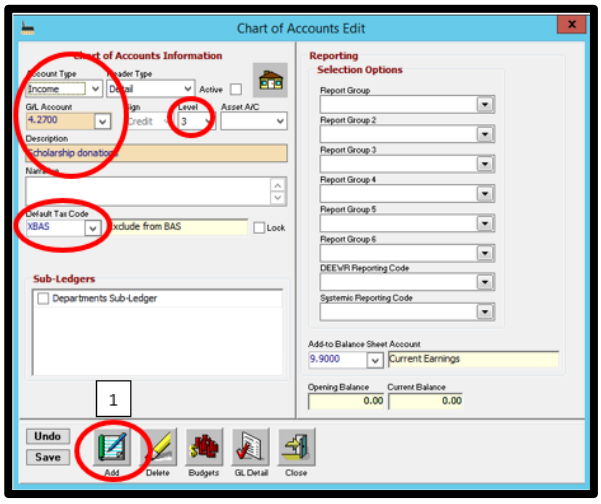
GENERAL LEDGER>CHART OF ACCOUNTS

Determine the type of Chart of Account from the list at the top of the form, eg Income OR Expenditure.
Ensure the tick is on Include Inactive Accounts so you can see what GL codes have been used already.

Work out what the new account no. will be (in income, expense, etc).
In this example, we want to create an Income code for "Scholarship donations". We have determined it should be at 4.2700, under the Donation/Bequests Header.
To create a new GL code, click on the Envelope beside the GL code that we want the new one to appear under. (In this example, we want to create 4.2700 so the envelope would be 4.2600).
The following screen will appear.



Click on the Add button (Step 1 identified in this picture)
Then you can add the details of your new GL code.



Ensure Account Type is Income (for this example) and Level is 3 (details on levels below)
GL Account
Description
Default Tax code (this is applicable to the type of income/expense you are entering, if it is a donation it is XBAS, if GST claimable, choose GST)
Click Save

Level of GL Accounts - Level 1 & 2 accounts cannot be changed as these are the major headings set by the Archdiocese. However, all headings from 3-5 can be created or changed to suit the requirements of your parish. Level 3 is recommended)

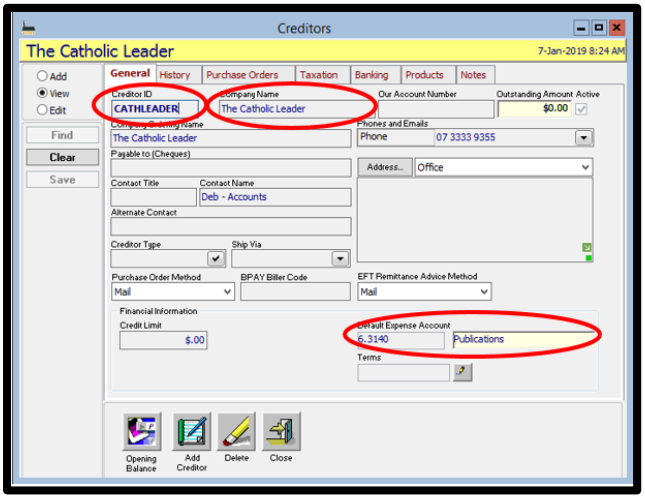
11.4.3. MAKE INACTIVE/REMOVE AN UNWANTED GL ACCOUNT FROM CHART OF ACCOUNT

Select and open the chart of account you wish to remove.
Remove the tick next to the word Active.

11.4.4. LOCK A CHART OF ACCOUNTS

Select and open the chart of account you wish to remove. Place a tick next to the word Lock.

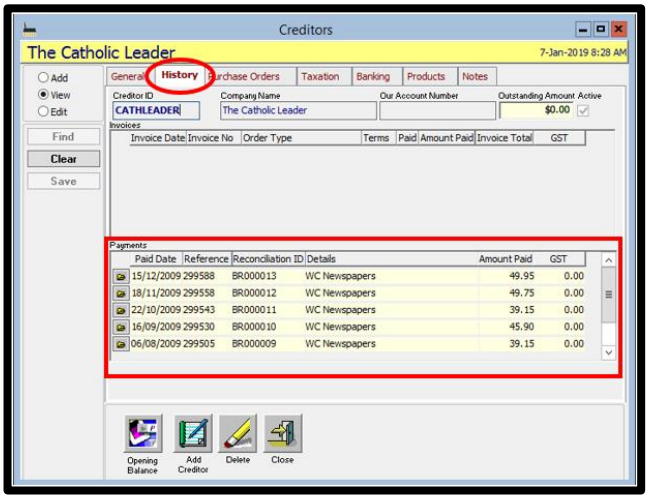
11.5. CREDITORS



Before you start entering in any of the financial information it is a good idea (but not totally necessary) if you can enter the details of all the people/businesses etc that you regularly make payment to.
This makes recording the expenditures (writing cheques and making withdrawals) more streamlined and allows you to look up the history of purchases and costs.

CREDITORS>CREDITORS, choose ADD
You can give the Creditors a Creditor Id that is meaningful to you. Fill in the Company Name as well and then whatever other information in that page you deem appropriate. If you can, place the General Ledger Account no. in the Default Expense Account. This way you will create a history of all your transactions with the company and the default chart of account will automatically populate into the Write Cheque/Make Withdrawal.

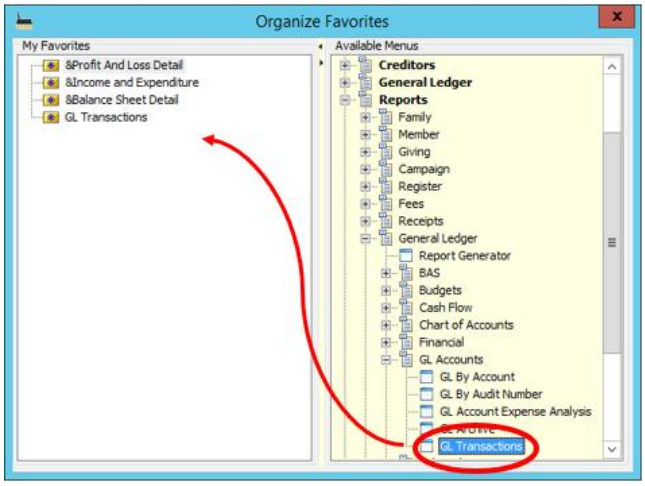
To search for a Creditor, ensure you are in view mode. Click on the binoculars and search for the Company Name OR Click on the Creditor ID drop down list. If you cannot remember the Company Name (just part of the Name) You can click the Table View button and modify your search depending on the field from there.



11.6. FINANCIAL REPORTING

There are many financial reports you can generate in PACS, here are a few helpful and commonly used report used in our Archdioceses.

- Balance Sheet Detail
- Income and Expenditure
- GL by Account
- GL by Transactions.

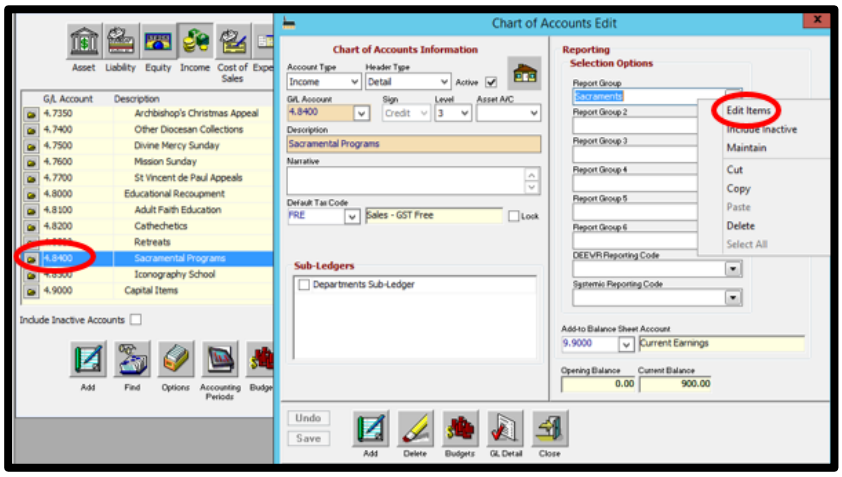


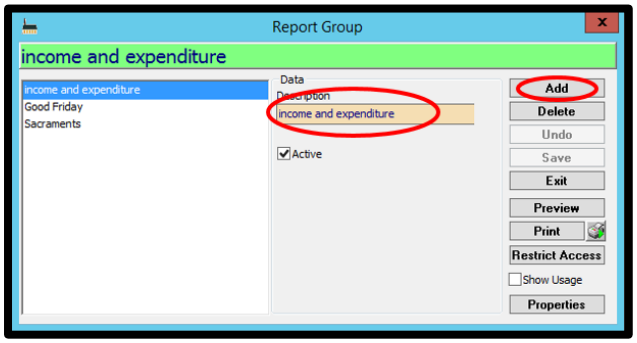
These reports can be saved into My Favourites MY FAVOURITES>ORGANISE FAVOURITES to allow easy and quick access. (For details, see Section 3.7.)

11.6.1. REPORTING GROUPS

Reporting groups can be used for comparing the income and expenditure for a particular area in the Parish. For example the Sacramental Program. You can look at the income compared to the costs generated; this can also assist with preparing budgets and projection planning.

Identify the GL accounts that you would like to group. You can group more than one GL account from each Chart of Accounts.
In our example we want to Group 4.8400 and 6.3500 Sacramental Program. To do so, go to GENERAL LEDGER>CHART OF ACCOUNTS and choose the first GL account by clicking on the file envelope next to it.
To create a Reporting Group, right mouse click in the Report Group field, and choose Edit Items. The dialogue box below will appear. Click Add and type in the name of the Reporting Group, click Save.
Now click Exit.





You will only need to add the name of reporting group once, it will appear in the list for the next GL accounts.

Repeat on the other GL accounts you want in the Reporting Group.

Once you have added the Reporting group to the required GL accounts, you can run a report. Go to REPORTS>GENERAL LEDGER>GL ACCOUNTS>GL BY ACCOUNT. Choose your required date fields, leave GL Account Criteria blank and choose the correct Reporting Group from the dropdown list. Click OK. Either PREVIEW/PRINT.

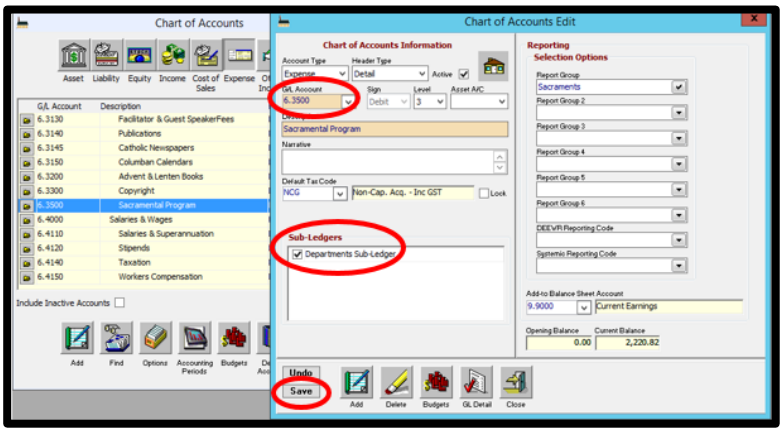
You can choose to make Report Groups multi-select so that one GL account can be included in several Report Groups. For set up go to: MAINTENANCE>USER CODES>GENERAL LEDGER>REPORT GROUP. Click on Properties and tick Multiple Select. Click Save.

11.7. DEPARTMENTS

Departments within the Chart of Accounts can be used to identify and breakdown expenses for particular areas of interest. It can be particularly useful for parishes with multiple venues, e.g. if your parish has two churches, additional rental spaces, etc. It can also be useful to breakdown expenditure within an area of expense, such as Sacramental Program. Your finance council may wish to know which sacramental program has the highest expenditure. It will also save space by reducing the amount of GL codes listed in your Chart of Accounts and therefore on your reports.

If you require assistance with setting up Departments, please contact the Parish Support Manager.

11.7.1. IDENTIFY GL ACCOUNTS TO INCLUDE DEPARTMENTS

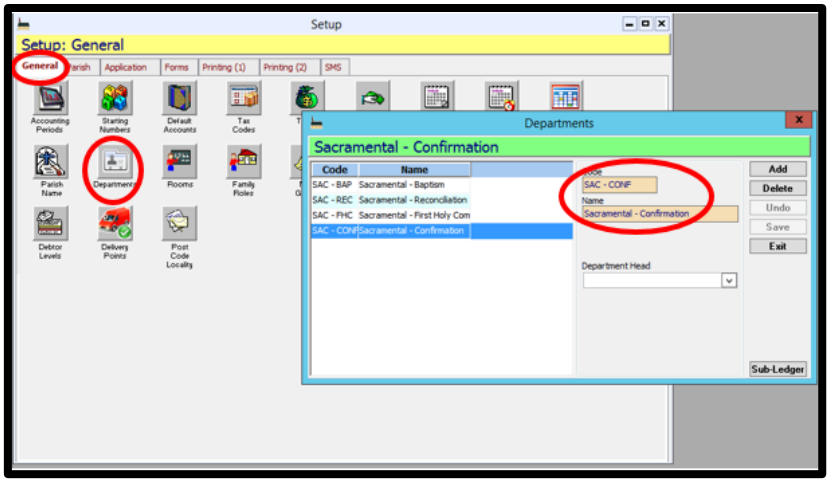


To identify which GL accounts should have Departments, read through the Chart of Account Expense list and see which GL accounts would benefit, e.g. perhaps an area where the Finance Council likes to receive reports broken down. Each Parish will be different, depending on their configuration.

GENERAL LEDGER>CHART OF ACCOUNTS and choose the relevant GL Account by double clicking on the folder next to the GL Code.

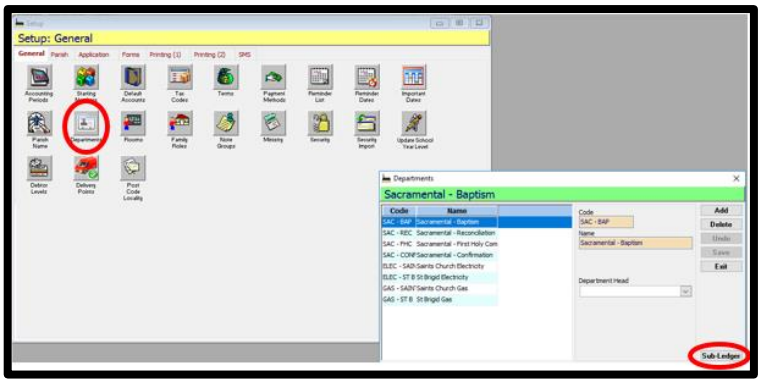
In the Header Sub-Ledgers, tick the box for Departmental Sub-Ledger. Click SAVE. This will identify the GL account to include Departments when you enter a make withdrawal or write cheques. When you view your Chart of Accounts, the GL Accounts that have had Department Sub-Ledger allocated against them will appear in the list with a green box around them.

11.7.2. CREATE DEPARMENTS



Once you have identified the GL Accounts that require Departments, and worked out a list of Departments that you will need within each GL Account, you can go into MAINTENANCE>SET UP and click on the icon for DEPARTMENTS in the General Tab.

The screen to the right will appear. This is already in ADD mode so you can begin to add your Departments.
All departments will appear each time you allocate a Department against an expense therefore we recommend that you group the Departments for easy identification. E.g. for Reconciliation in the Sacramental Program we have used the Code SAC - RECO and the Name is Sacramental –Reconciliation. The other Sacraments will also be coded with SAC - …. And then the name of the sacrament, for easy identification.

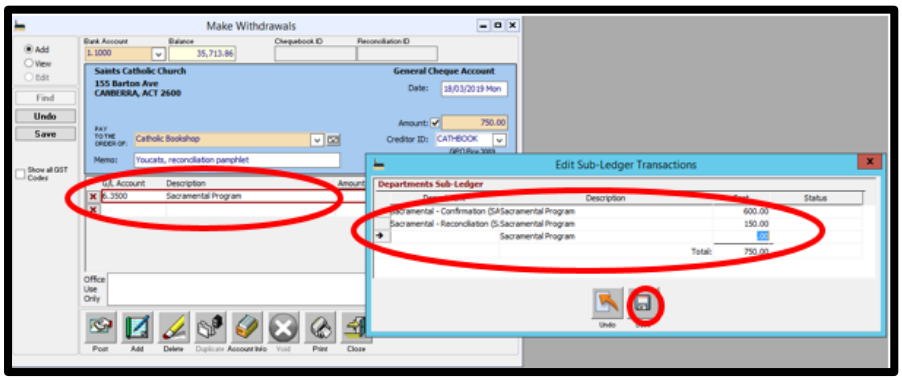


11.7.3. PLANNING BUDGET FOR DEPARTMENTS

The Budget amount for each GL Account in the Chart of Accounts is recorded in GENERAL LEDGER>BUDGETS.

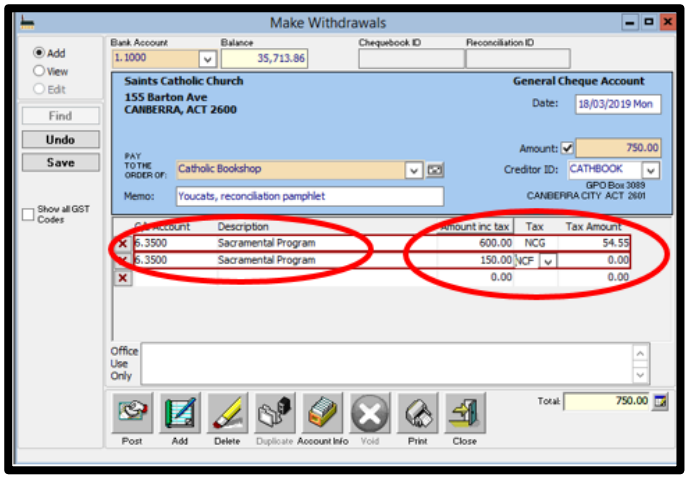
This budget figure can be further broken down against Departments. This will assist in identifying planned expenditure against each Department item.
MAINTENANCE>SET UP under the General Tab click on DEPARTMENTS. The field box outlining all
In our example, our budget figure for Sacramental Program is $2000.

11.7.4. ENTER EXPENDITURE RELATING TO A DEPARTMENT



To enter an expense/payment against a GL Account with a Department, go into GENERAL LEDGER>MAKE WITHDRAWAL (or Write Cheque, depending on the payment type – for this example we will use Make Withdrawal) and enter the payment details as per normal (see Section 14.2. Make Withdrawals) If the GL Account you choose has the Department Sub-Ledger activated, it will appear surrounded in a red box.

Double click on the GL Code or Account Name and the Edit Sub-ledger Transactions box will appear.
Select the relevant Department and enter the total cost, against it.
As per our example above, we used 2 Departments to allocate the costs against.
Please note only Department costs that have the same tax code can be entered like this.



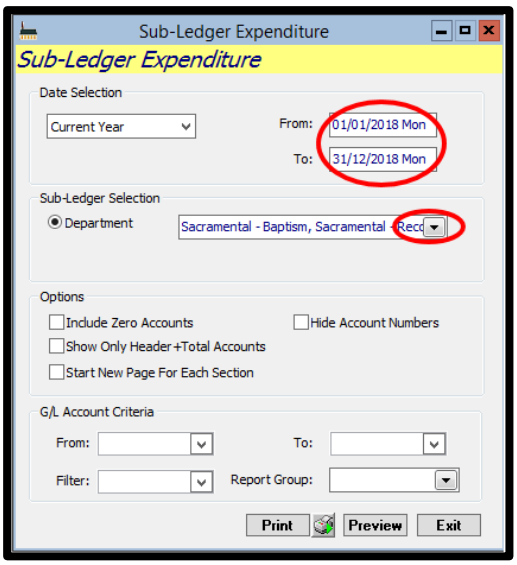
If you have paid an invoice that has both GST inclusive and GST exclusive items, and you wish to use a GL account with Departments, the two separate amounts need to be entered in the Make Withdrawal, such as in the example below.
Enter each amount and corresponding tax code, and choose the relevant Department. Then do the same for the other amount.
These two amounts now add up to the total amount paid on the invoice.

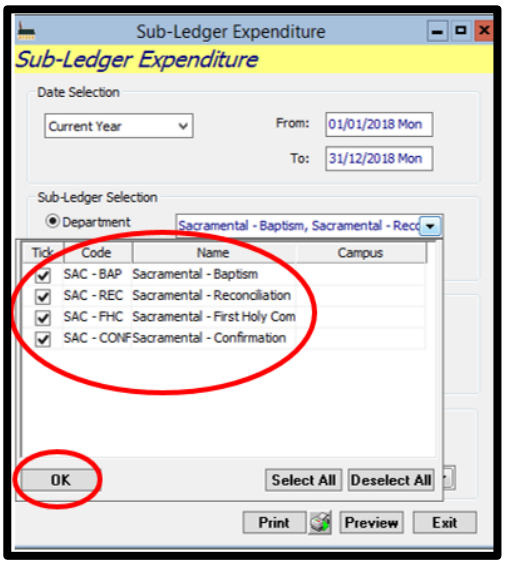
11.7.5. DEPARTMENTAL REPORTING

This report will give you a breakdown of selected Departments. It can be presented to the Finance Council or Parish Priests as required.
REPORTS>GENERAL LEDGER>SUB-LEDGERS>SUB-LEDGER EXPENDITURE

Enter Date range
Under Sub-Ledger Selection, click on the arrow to produce a dropdown list. Tick the Sub-Ledger Departments that you wish to include in the report, click OK.
Click Preview/Print.

The report will list each expense entered under the Departments and give a total of expenses.





12. GIVING

Parishioners give offerings to the parish through Giving. This can be given in the loose collection or one off donations, or through the Planned Giving Program.

Planned Giving (PG) is the primary source of income for a parish and therefore is extremely important for the running and life of a parish. This can be done through weekly giving via PG Envelopes, which parishioners are allocated once a year and they put their offerings on the plate weekly. Most parishes also offer credit card and direct debit options. An increasing amount of parishes are also offering the use of a mobile phone application offered by the Catholic Development Fund (CDF) called "Qkr!" to give to the parish.

12.1. PLANNED GIVING PROGRAM

12.1.1. PREPARING AND ENTERING PLEDGE INFORMATION

Holding a planned giving campaign every year will help to develop a culture of generosity and support for the parish. Having a brief campaign at the same time each year will allow parishioners to reconsider or renew their commitment and it will also ensure that the planned giving message is not overdone throughout the year.

Once a parishioner has joined the PG Program, in most cases, they have indicated how much money they 'pledge' and how often they will give. E.g. a Giver using Planned Giving envelopes may pledge to give $10 per week (there are 52 envelopes in a set) or a Giver using Credit Card deduction may pledge to give $50 a month, which is processed in the Parish Office.

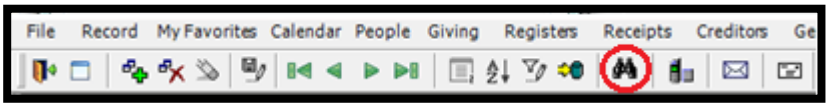
As soon as pledge information comes into the Parish Office, you can immediately enter the information into PACS. There is no need to wait until the end of the financial year. Obviously, if a pledge from a parishioner comes in with no change from the previous year, there is no need to do anything. If a New Giver joins the program (refer to Section 12.1.2)

Any existing parishioners who wish to have their pledge information altered or changed can also be done as soon as the pledge information is received into the Parish Office. This is entered in the form of an Oncoming Pledge. This simply means that you are telling PACS that as of a particular date you would like to change any or all of the following information –amount given, the frequency, the type of giving, and the assigned envelope number. If so, refer to Section 12.1.3.)

First find out what unused envelope numbers you have
REPORTS>GIVING>MISC>UNUSED ENVELOPE NUMBERS
This report tells you what numbers are still available to allocate to new givers.

It is good practice to separate your givers into number groups depending on their source of giving, therefore making it easier to identify the type of giver by their number. Ie. Weekly Envelope givers are allocated 1-100, Direct Debit givers are allocated 300-399, Credit Card givers are allocated 500-699 and givers via QKR (if applicable) are given 800-899. To change existing giving numbers, refer to Section 12.1.6.

12.1.2. ADDING A NEW GIVER



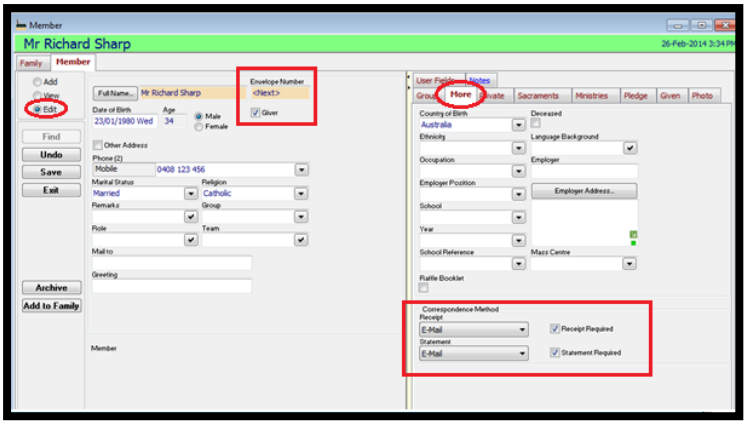
If the new giver is not in your database then go to Section 6.1. and follow the instructions for Adding a New Family/Member

However, if the new giver is already in your family database, then,

PEOPLE>MEMBER

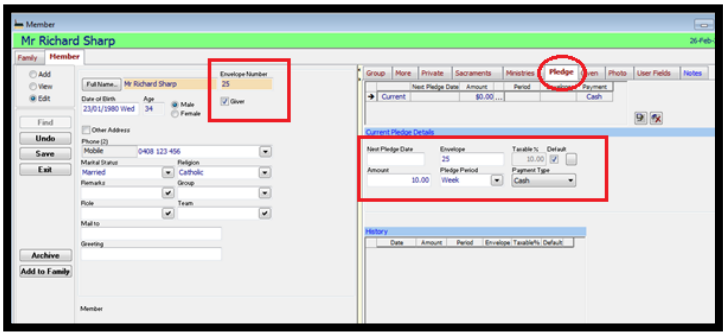
Find the member by going to the binoculars

Once member's details are displayed
Choose EDIT
TICK the Giver Box, and Envelope Number field will appear
Assign the envelope number you would like to give OR the default envelope number of NEXT will assign it for you



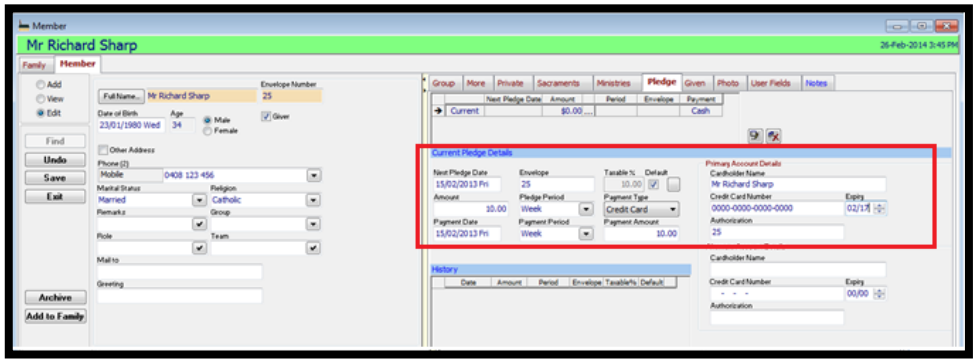
In MORE Tab - if you want to send the giving receipt via email, make sure you have the giver's email, then– under Correspondence Method use drop down menu's for Receipt and Statement and choose Email.

In PLEDGE Tab and fill in the known details – Enter Amount Pledged,
Pledge Period use drop down menu to pick (weekly, fortnightly, etc) and
Payment Type (Cash, Credit Card, Direct Debit, Qkr)
To change or add Payment Type see 1.1.1. General Tab under Payment Methods
SAVE



If entering a Credit Card giver make sure Pledge Date and Payment Date are the same. (This ensures that the EFT Schedule that automatically processes the credit card giving will pick up the correct dates. See Section 13.5.
Also ensure that you fill in the Cardholders Name and the correct Expiry Date.

Important: Credit Card numbers are NOT to be stored in PACS. Commonwealth Bank will hold YOUR PARISH accountable if there is fraud…remove the threat and only store on BPOINT.



12.1.3. DELETING/CHANGING PLANNED GIVING FOR A MEMBER

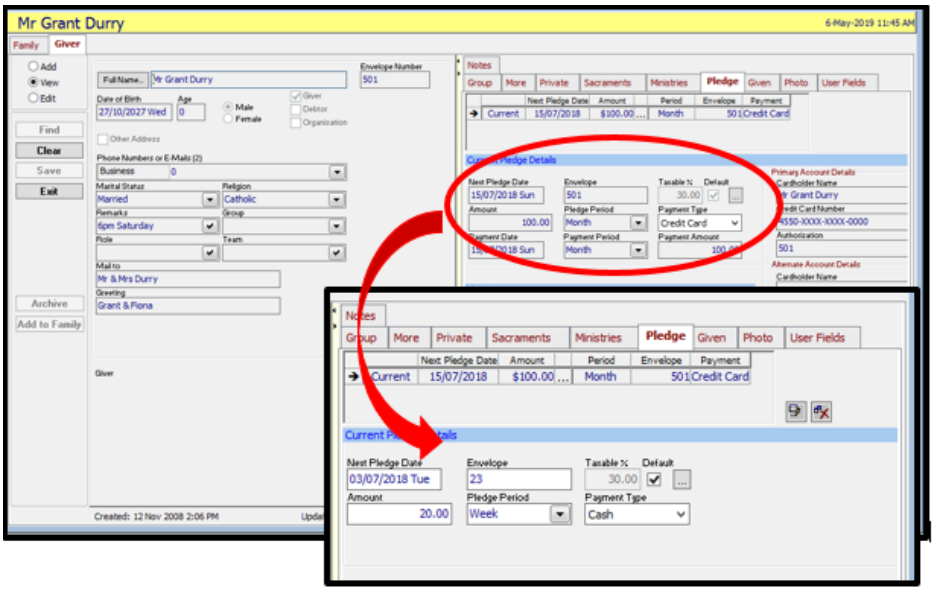
Givers that are already in PACS can change the method of their giving, for example to go from electronic giving to weekly envelopes, or cancel their giving at any time.

To amend their giving records, in GIVING>GIVERS, find the member by clicking on binoculars and choose the relevant giver, OR type their giving number (if known) into Envelope Number and press Enter.

If the giver is changing immediately from one source of giving to another, click EDIT and click on the Pledge Tab to alter the pledge information. If the giver would like the change to occur sometime in the future, such as beginning of new financial year, add the change as an Oncoming Pledge (See Section below 12.1.4.)

In this example, we are changing giver 501 from monthly credit card giving to planned giving envelopes that he will collect from the office this week to start using.

Under Current Pledge Details change the New Pledge Date to the date of change.
Change Envelope number to one available in the range of numbers for that particular type of giving (eg giving envelopes 1-100) To check the unused envelope numbers, see Section 12.1.1.)
Change Amount to the new pledged amount
Change pledge period to weekly
Change Payment type to Cash
SAVE



It is always good practice to create a note against the member record to explain the change to their record for audit purposes. For help on creating notes, see Section 10.1.)

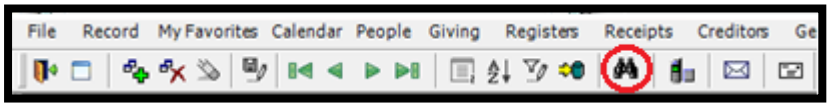
If you are making a change to an electronic giving, please amend the corresponding records at:
Credit Card on BPoint or
Direct Debit notify CDF

12.1.4. ADDING AN ONCOMING PLEDGE

An oncoming pledge can be added at any time where you would like to enact some change to a member's giving from a particular date in the future. Eg. Giver changing from weekly envelopes to Credit Card in two months.

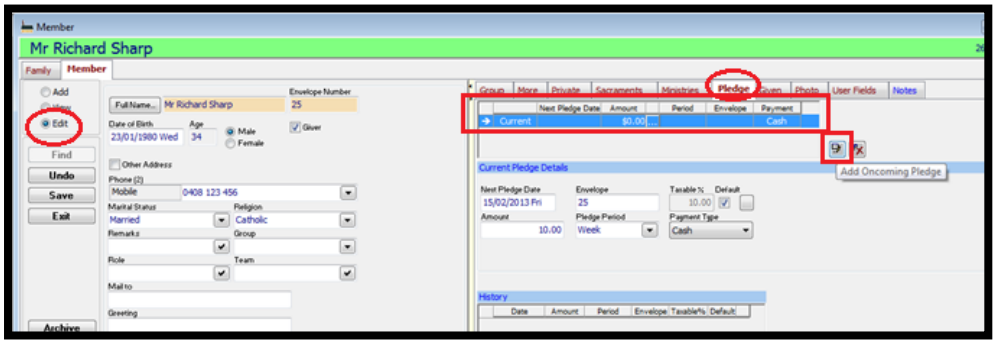
GIVING>GIVERS

Find the member by going to binoculars



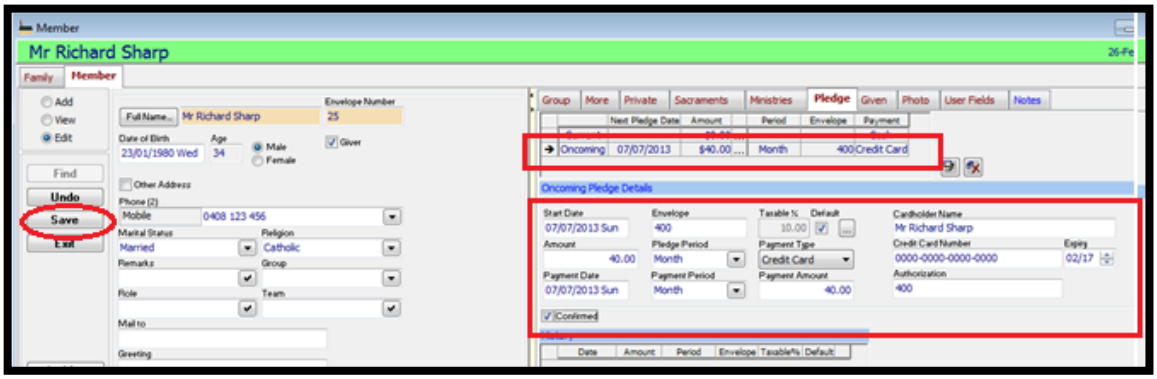
Once member's/givers details are displayed

Go into PLEDGE TAB
Choose EDIT mode



Click on the word Current and pledge details that you currently hold for the giver will open up

Click on the button on the right hand side (if you hover your mouse over this button – it says Add Oncoming Pledge



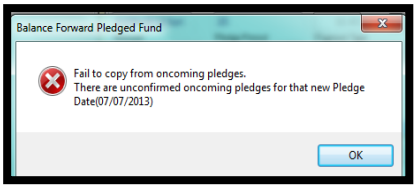
A new line for the Oncoming Pledge will appear under the current pledge details.

In the fields below, enter the new details you wish to change as of the particular start date.

In the example above, the Current Pledge for Mr Richard Sharp is $10 cash given weekly for Envelope No. 25.
Mr Sharp has filled in a pledge card that now states that as of the 7 July he wishes to give via Credit Card, $40 monthly.
Mr Sharp will no longer require a box of envelopes for the new financial year and he will be reassigned a Giving Number not related to the Boxes of Envelopes. The following information will be entered into the fields
Start Date: 7/7/13
Envelope: 400
Amount: $40
Pledge Period: Month
Payment Type: Month
Payment Date: 7/7/13
Payment Period: Month
Payment Amount: $40
Cardholder Name: Mr Richard Sharp (as appears on the Giver's Card)
No Credit Card details to be stored in PACS
Expiry: 02/17 (Expiry Date on the Giver's Card)
Authorisation: 400 (The envelope number assigned to the Giver) OR you can leave blank
LASTLY – TICK THE CONFIRMED BOX (otherwise it will not take effect)
SAVE

Important: Credit Card numbers are NOT to be stored in PACS. Commonwealth Bank will hold YOUR PARISH accountable if there is fraud…remove the threat and only store on BPOINT.

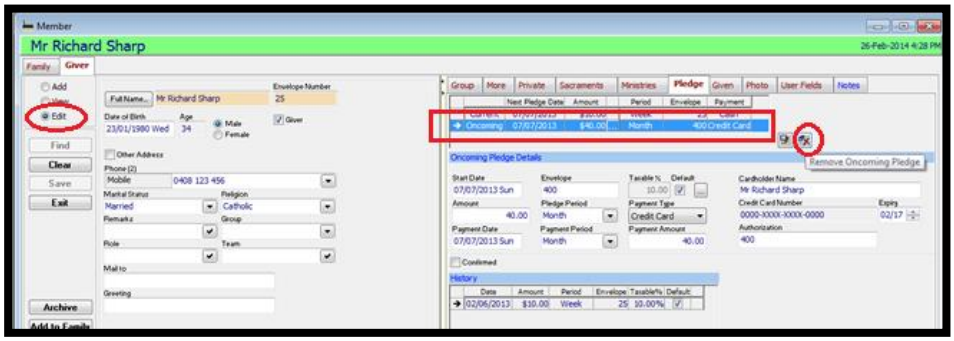
The Balance Forward function will ensure that the changes take effect.
If the Confirmed Box is NOT Ticked, when you try to Balance Forward at the appropriate date in the future, the following message will appear on the screen.
See Section 2.3. Fail to Copy from Oncoming Pledges, to rectify this.



12.1.5. DELETING THE ONCOMING PLEDGE

GIVING -> GIVERS
Find the member by going to binoculars

Once member's/givers details are in front of you

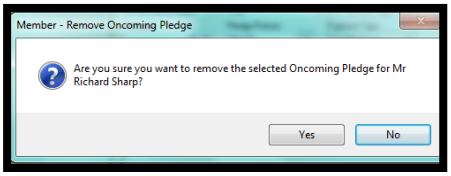


Go into PLEDGE TAB
Choose EDIT mode

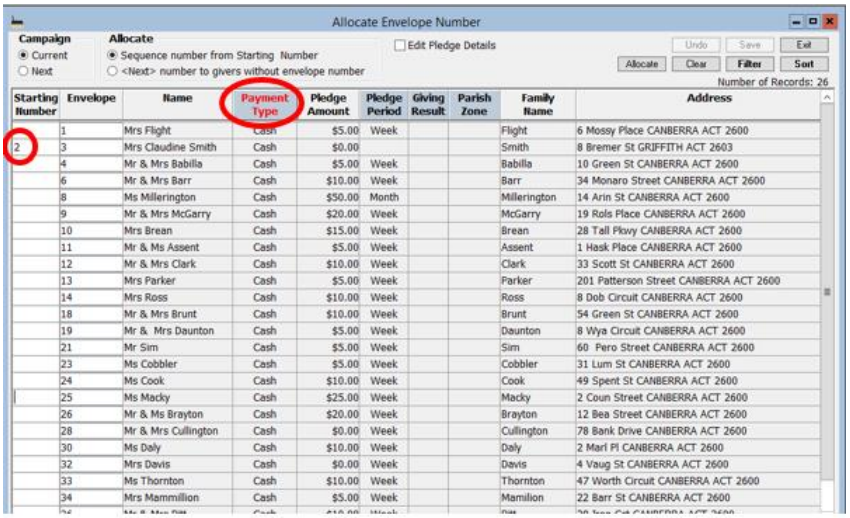
Click on the word Oncoming and details for the oncoming pledge will be displayed in the Oncoming Pledge Details area.

Click on the (second button) on the right hand side (if you hover your mouse over this button – it says Remove Oncoming Pledge

A warning message will appear
Select YES to remove the Oncoming Pledge Details



12.1.6. REALLOCATE ENVELOPE NUMBERS BASED ON PAYMENT TYPES



This can be used to reallocate giving numbers to distinguish between Givers contributing via different methods, e.g. Cash envelopes, Direct Debit, Credit card, etc.

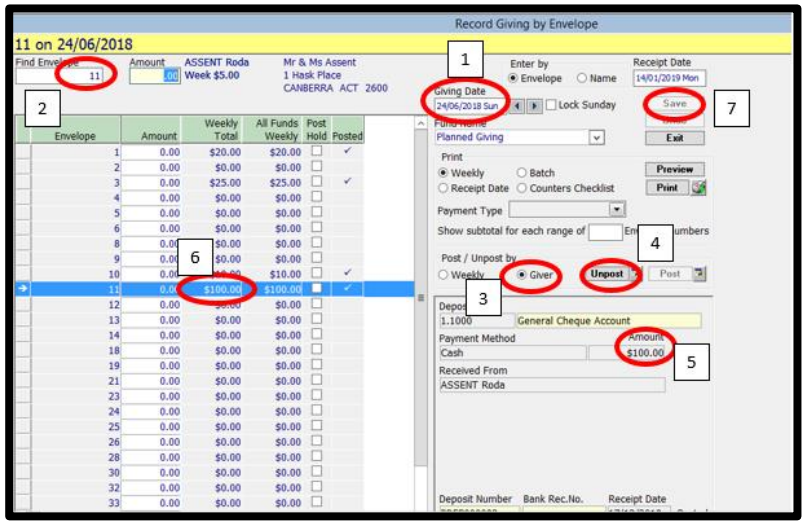
I.e. If your parish wants Envelope numbers 1-150 for Cash givers and 300 onwards for Credit Card.

To do this:
GIVING>ALLOCATION OF ENVELOPES
Click on the column title Payment Type
In the pop up box, click Clear All, and put a tick against Cash only. Close box.
The numbers in front of you now are only Cash giver (as example on the left)
Put in a starting number where the first gap appears in the Envelope number sequence. In our example, there is a gap in the sequence between 1 and 3, therefore the starting number of 2 goes in next to Envelope 3. Click Allocate.
This will reallocate sequentially from that point onwards.

12.1.7. CANCELLING A GIVING DEPOSIT ALREADY IN PACS

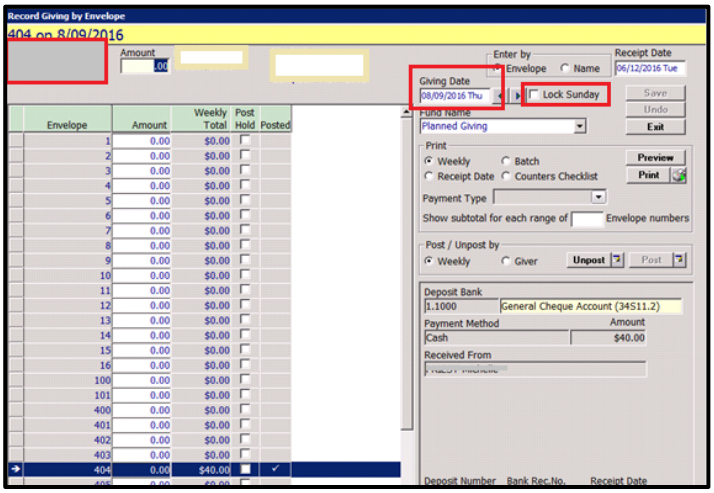
If a giving has been recording incorrectly, via weekly envelopes, credit card or debit debit, etc, or needs to be reversed for any reason, you can unpost the giving records.
GIVING>RECORDING

Ensure the wrong amount has been unposted by Giver, not by Weekly (step 3).
Steps:



1. Enter the same Giving Date as the same as the date you entered before and want to cancel for (ensuring the tick is off Lock Sunday)
2. Enter the Envelope Number of the Giver which you are cancelling.
3. In Post/unpost by Giver choose Giver.
4. If a tick appears next to the amount from your particular Giver, it has already been posted. You will need to unpost the giving.
5. Enter the Amount $0.00, it means to bring the amount entered back to $0.00. Eg. If you have already entered $100.00 (which is the giving amount you would like to cancel), by putting $0.00 in the Amount here, it would automatically bring back the total giving amount to $0.00.
6. After putting in $0.00 (Step 4), it would automatically show a negative figure in this space. Do not amend this negative figure.
7. The word SAVE should be in black, if it is, then press Save

To double check you could go back to the same Giving Date and the same Giver to double check if the Weekly Total is now $0.00.



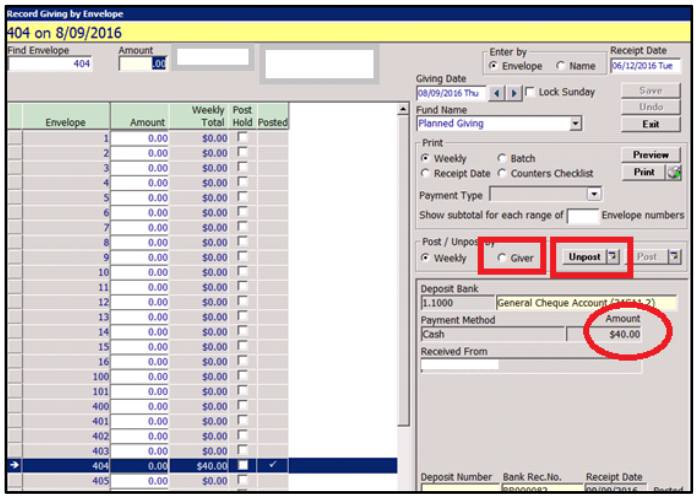
12.1.8. DELETING a CREDIT CARD or DIRECT DEBIT GIVER AMOUNT ALREADY IN PACS

Go to GIVING>RECORDING
Take the tick off Lock Sunday
In Giving Date field Enter 08/09/16

In the Find Envelope Field enter the Giving Number, e.g. 305 then press enter on the keyboard, the number 305 will be highlighted with a blue line

Now, Click in Giver under the Heading of Post/Unpost by
Then press the Unpost button
Now in the AMOUNT Field (circled in red to the right) Enter the amount $0.00
Then press SAVE

This will then delete the giving against the planned giving number.



Important: Credit Card numbers are NOT to be stored in PACS. Commonwealth Bank will hold YOUR PARISH accountable if there is fraud…remove the threat and only store on BPOINT.

12.1.9. TAXATION RECEIPTS - PREPARING & SENDING

At the end of the financial year, taxation receipts can be emailed/printed for your parishioners who have requested them, either by hardcopy or via email if they have supplied you with an email address. (Email is recommended)
First ensure the following:

PREPARE TAX RECEIPTS

PACS allows you to set up a personal comment on your giving receipts

MAINTENANCE>SETUP PRINTING(1) TAB

Choose appropriate - either Giving Receipt or Giving Statement to write your message. Write a message eg. "*Thank you for your continuing generosity*"

Parishes should **Use Taxation Receipts** as this displays the correct Tax information - that contributions are claimable against the Catholic Schools Building Fund if applicable.

EMAIL DETAILS HAVE BEEN ADDED

GIVING>GIVERS All email addresses have been entered into the member/giver field. In the Member - Choose Edit, then the drop down menu in the phone line keep clicking the Add button until Email appears. Fill in the email address and under the More tab you must ensure that under Correspondence Method, email is selected for both Receipt and Statement. If it is not, select Email for both fields and SAVE.

MAINTENANCE>CORRESPONDENCE>SETUP under Giving Receipt type an email comment that will appear on each of the Giving Receipts. E.g "Please find attached your Taxation Receipt for the XXXX/XX financial year" Click SAVE.

When you are ready to prepare your Receipts

REPORTS>GIVING>RECEIPTS
Select by: 01/07/20XX to 30/06/20XX Envelope Start at 1
Output: Taxation Receipt
Sort by: choose either envelope/surname option
Option: Tick Show Comment if you have written a personal message
If emailing – REMOVE Print All Tick (Print option will then change to SUBMIT)
You may Preview your records first
Choose SUBMIT. All those with an email address will be sent to the Correspondence Queue and those without an email address will automatically print.

TAXABLE RATE CALCULATED FOR FINANCIAL YEAR

See Section 11.3.

SEND RECEIPTS FROM CORRESPONDENCE OUTBOX

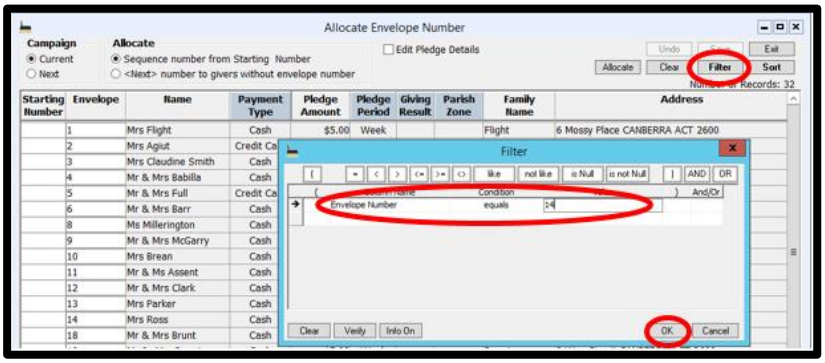
Providing your email account is set up properly, (MAINTENANCE>SET UP>APPLICATION TAB see Section 1.1.3.) you can send an email from MAINTENANCE>CORRESPONDENCE>QUEUE
Click in the Outbox for Email.
You can either send them all together using the SEND ALL or individually using the SEND button.

PRINT ONLY

If you do not have any givers that have chosen EMAIL as their preference for Giving Receipts, follow the instructions above but leave the tick on for PRINT ALL and Preview and Print the receipts.

12.1.10. RECOVERING AN ENVELOPE NUMBER THAT YOU WISH TO USE AGAIN

When removing or deleting giving of a member, sometimes we forget to change the giving number to 0 before deleting the giving. This creates an issue as the number cannot be reused when adding new givers. You can recover an envelope number by the following.

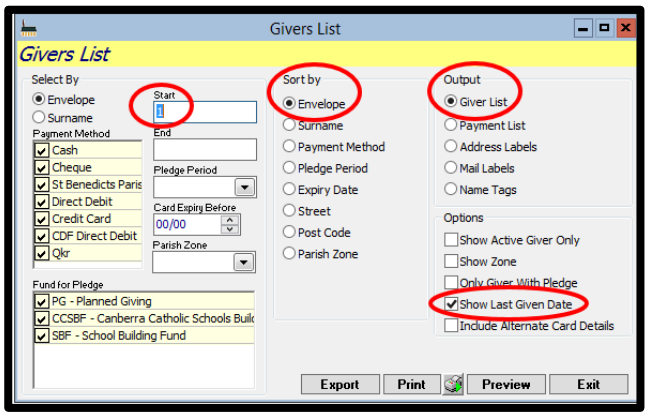


HOW TO IDENTIFY ENVELOPE NUMBERS THAT ARE MISSING

GIVING>ALLOCATION OF ENVELOPES
Click Filter, this opens a smaller dialogue box. Change the Column Name to Envelope Number by clicking on the white space, a drop down list will appear.
Change Condition to equals.
In Value, type in the envelope number you are searching for, e.g. 14. Click OK

If the number appears in the filtered list, retype 0 over it so it frees it up again for future use. Click SAVE.

12.1.11. PREPARING ENVELOPES NUMBERS FOR THE UPCOMING FINANCIAL YEAR



It is important to produce a report for the year to determine envelope givers who have ceased giving and remove these inactive givers prior to printing labels for your new envelopes. ***Remember***: A giver may only give once a year, and this may be right at the end of the financial year!

REPORTS>GIVING>GIVERS LIST
Start: 1
Sort By Envelope
Output: Giver List
Options: Tick Show Last Date Given
Preview & Print

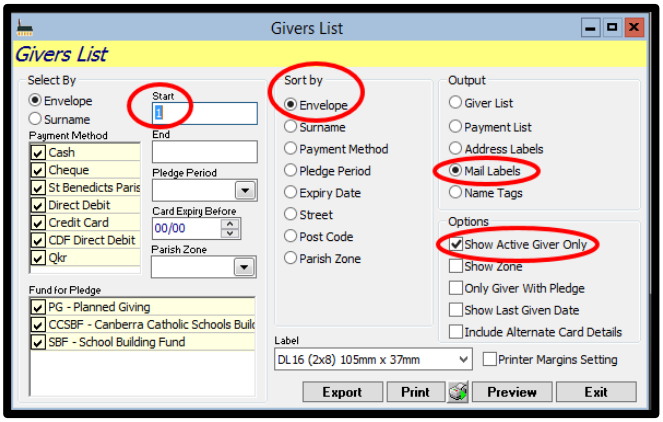
Highlight those Givers who you want to remove from the Planned Giving program. Next go into those **Givers you wish to remove** and in **Edit** Mode change their Envelope Number to Zero 0, Take the **Giver Tick Off & SAVE**. This way you can re-allocate/re-use the number in the future. PACS allows you to use zero multiple times. Do this prior to printing labels.

You can now print a list of Envelope numbers that are available for re-use in REPORTS>GIVING>MISC>UNUSED ENVELOPE NUMBERS.

> ***Important:*** *An Envelope number should not be deleted. Refer to Section 11.1.9. to recover a deleted Envelope number.*

12.1.12. PRINT LABELS

For new envelope boxes.



REPORTS>GIVING>GIVERS LIST
Select by: Envelope
Sort by: Envelope
Output: Mail Labels
Option: Tick Active Giver Only
Label size will appear and choose appropriate label from the drop down menu.
PREVIEW AND PRINT.
These can now be stuck onto the envelope boxes.
A choice of label sizes is available. As all printers are different, you may need to adjust either your printer settings or your PACS printing margins to fit the print layout with the label sheets you wish to use. To adjust the PACS margins - FILE>SETUP>SHADING and adjust top margin as necessary. OR 1.1.6. under Margins & Shading Section, adjust top margin as necessary.

13. RECORDING PLANNED GIVING

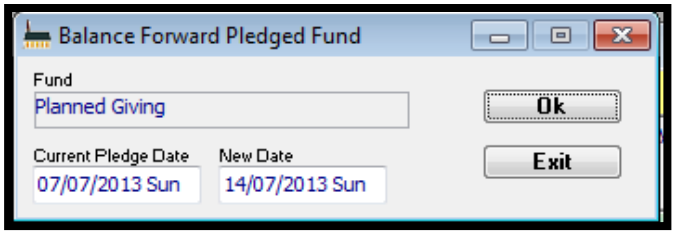
Each weekend the collection is taken up during Mass. We record this in a 3-step process.

1. First record the Planned Giving envelopes in Section 13.2.,
2. then record all the loose money and additional income banked with the Planned Giving (Sundry Receipts) in Section 13.3.
3. then we process all individual takings for that weekend together so the total will match the total banked (Bank Deposit Slip) in Section 13.4.

13.1. BALANCE FORWARD

PACS records envelopes via Sunday date (as a default). Before recording envelopes each week, make sure when you open GIVING>RECORDING that the Sunday date for that weekend is in the **Current Pledge Date** field. If not, Balance Forward -

GIVING>BALANCE FORWARD,
Check that the New Date is correct (corresponds to your envelope collection date) and choose OK.

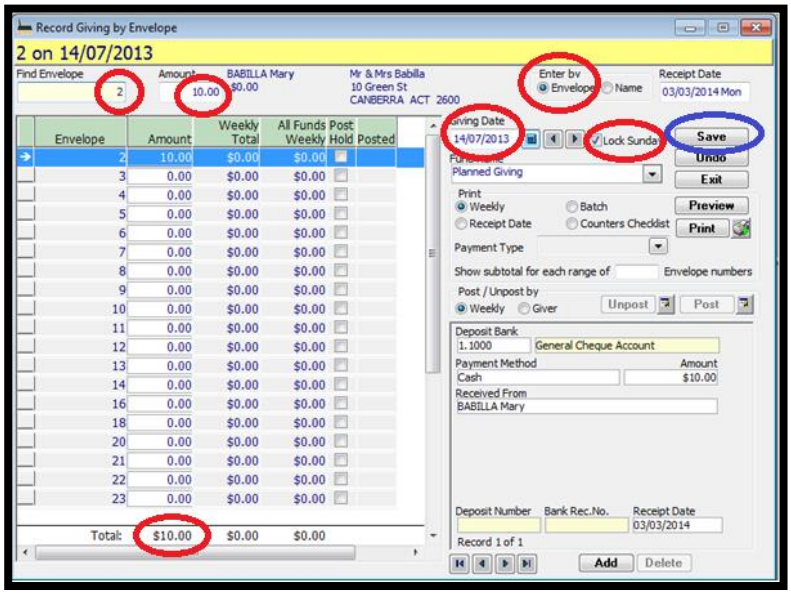


13.2. ENTERING ENVELOPES

GIVING>RECORDING

A list of all recorded envelopes will appear in numerical order.
To record the envelopes for the week Ensure –

The Giving Date is the correct Sunday date
The Lock Sunday is ticked
Enter By is by Envelope
Receipt Date does not need to change, leave as the defaulted date.

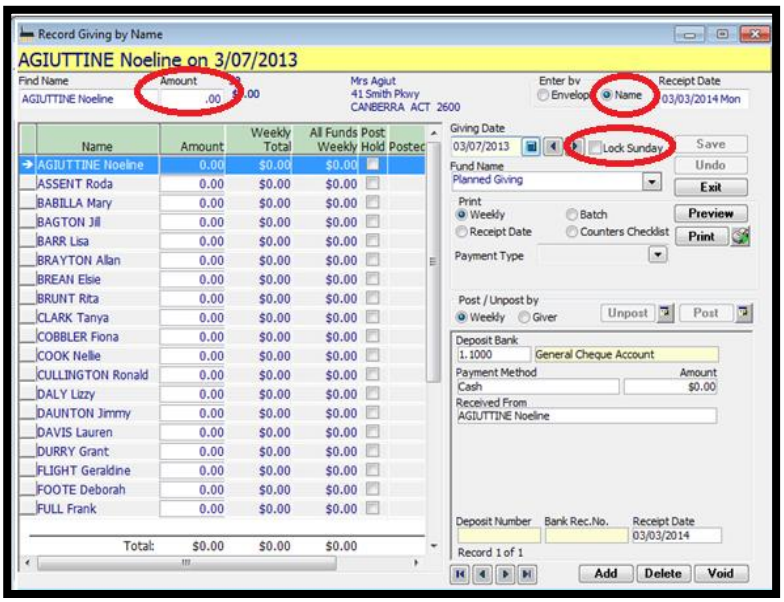


Good practice is to place your physical envelopes in numerical order, this will make it easier to enter into PACS and to double check the correct envelope and corresponding amount has been entered.

Enter the envelope number in the Find Envelope field then hit Enter, next type the amount for that envelope in the Amount field and hit Enter.
Repeat until all envelopes have been entered.

The total for the envelopes entered will appear at the bottom of the screen. If this amount agrees with the total on your tally sheet click SAVE and POST and PRINT for your records.

Envelopes can also be entered in by the **GIVER'S NAME**. This is useful when givers contribute via Direct Debit and you are entering their giving directly from the CDF Bank Statement.



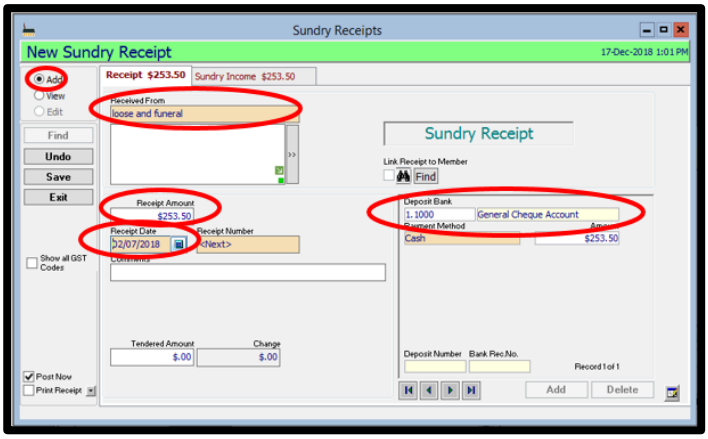
To record the envelopes Ensure –
Enter By is by Name
The Lock Sunday is UNTICKED

The Giving Date is the correct date on the Bank Statement

Enter the name in the Find Envelope field then select Enter, OR use the scroll bar to move down the list, select the name by clicking in the box to the left of the name, next enter the amount for that envelope in the Amount field and select Enter. Repeat until all envelopes have been entered for that date.
SAVE and POST. If applicable, PRINT for your records or AT LEAST record on your Parish tally sheet the date the information was entered on PACS. Ie "Entered on PACS 27/08/2018"

It is good practice to double check that the correct Envelopes and amounts have been entered by printing off the recording sheet and tick against the physical envelopes. Errors are sometimes picked up this way.

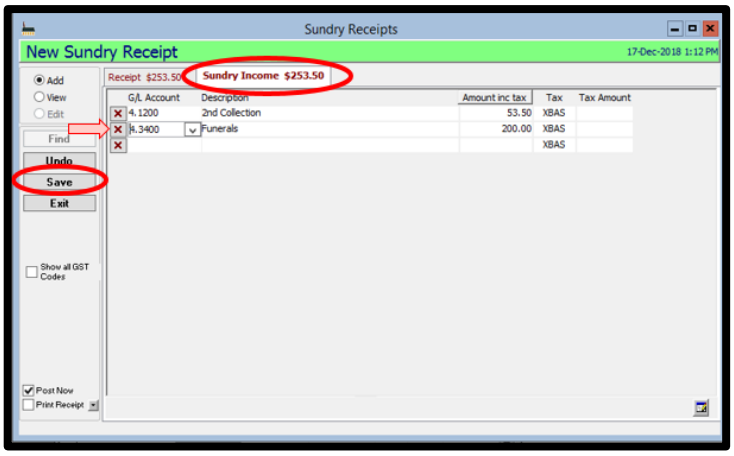
13.3. SUNDRY RECEIPTS (for deposits with Planned Giving)



When money has been banked into the Church account along with the Planned Giving, a Sundry Receipt must be filled out for these amounts. Ie Total banked minus Planned Giving = Sundry Receipt (Loose and any other banking).
RECEIPTS>SUNDRY RECEIPTS
Ensure you are in the ADD mode.
This is a two-step process.

You can link a Sundry receipt to a member by clicking on the binoculars and search for name. This will populate name and address fields.

Fill in the first page – On the left of the screen include a description of where the money comes from in the field RECEIVED FROM ie. Loose, candles, donation etc, then fill in the fields RECEIPT AMOUNT and the DATE it was deposited. You can use the COMMENTS field to furnish any further information that may be necessary.

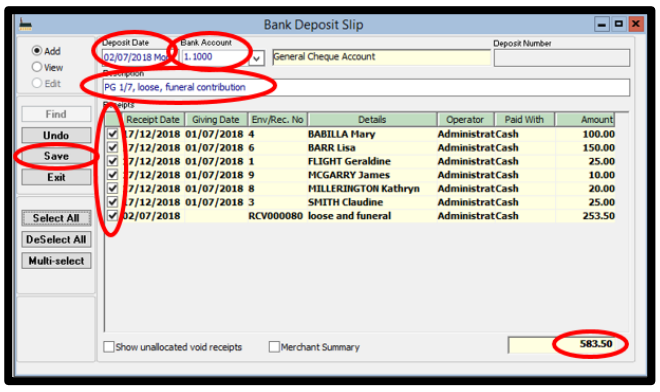


Please note you can record more than one component of the deposit in a Sundry receipt. Eg Loose, funeral payment, youth ministry contribution and Sale of Piety Stalls can all go into the one Sundry Receipt, as long as total of all components is entered under Receipt Amount and then broken up into the relevant General Ledger Codes with the corresponding amounts.

On the right hand side of the screen ensure that the field DEPOSIT BANK shows the correct bank account for the deposit. Click your mouse in the field and a drop down menu will appear to choose all accounts. The default will always be the main Church Account (ie. General Cheque Account)

Then go to the Sundry Income tab.
Here is where you allocate the amounts to the corresponding General Ledger accounts.
Click in GL account column and a drop down menu will appear to choose the GL Account and place the correct amount in the Amount column. If there is more than one GL account for money to be allocated against, keep entering until total amount you entered on the front page has been reached. Ensure that the Tax Code is correct (see Section 11.1 for examples of Tax Codes). To change, click your mouse in the Tax column and a drop down menu will appear. Choose appropriate tax code.
SAVE. PACS generates a receipt number for each entry.

13.4. BANK DEPOSIT SLIP



The next step is important when reconciling each month. **YOU MUST CREATE A BANK DEPOSIT SLIP FOR EACH DEPOSIT WITH MORE THAN ONE ENTRY BANKED IN YOUR CHURCH ACCOUNT.**

RECEIPTS>BANK DEPOSIT SLIP
Choose ADD All the envelopes and Sundry Receipts that have been entered will appear.
Make sure the Deposit Date is correct.

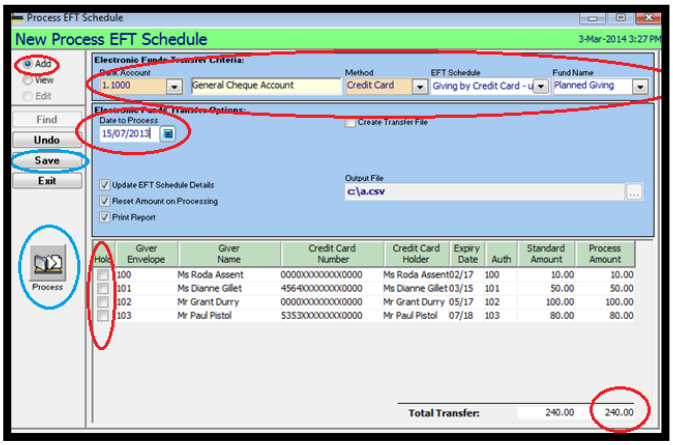
In the description field give a meaningful name ie. "PG and the PG date, Loose & Funeral 3/6/18", then select all the envelopes and Sundry Receipts that you have entered (a faster way is to choose the Select All button on the left hand side, then go through and manually deselect all those transactions that do not apply.) The total should equal the same amount that you have in your Church Bank Deposit Book. Then choose SAVE. PACS generates a Deposit number. You can print this report and keep it with your planned giving records OR record the Deposit Number on your tally sheet. This amount and description will appear in your Bank Reconciliation in PACS.

It is good practice for this to be done straight after recording envelopes. This way the total amount will be transposed into the General Ledger for reconciling, and when Reconciling the one amount can be ticked off. Otherwise, every envelope is listed for the entire month and this makes reconciliation each month a very lengthy and time consuming process!

13.5. PROCESSING BPOINT (CREDIT CARD)

Important: Credit Card numbers are NOT to be stored in PACS. Commonwealth Bank will hold US accountable if there is fraud…remove the threat and only store on BPOINT.

BPOINT for all Credit Card Planned Giving donations must be manually processed though the BPOINT website on the date you have nominated. ie. If you have nominated for all Credit Card donations to debited on the 15th of each month, you must PROCESS this on this date and BEFORE you process on PACS. Credit card donations cannot be processed on PACS until the Sunday after the nominated date (ie. the 15th of the month). BPOINT will also give you a report as to what Credit cards have been rejected and must not be processed in PACS.



Creating an EFT Schedule - PACS will automatically generate an Electronic Funds Transfer (EFT) Schedule for all Credit Card givers to be processed in that week of the month. (You must have first assigned in each Giver's record, whether they give either CASH, CREDIT CARD, OR DIRECT DEBIT) This will include all givers who give either weekly/fortnightly/monthly/quarterly etc. (see Section 12.1.2. for set up).
This list will be updated each time you Balance Forward. Therefore in Process EFT Schedule you will select Giving by Credit Card – updated by B.F.

Remember for Credit Card givers:
Make sure all pledge date and payment date are the same for credit card givers.

TO PROCESS :
Each week/month go to GIVING>PROCESS EFT SCHEDULE
Bank Account – should always be 1.1000 General Cheque Account
Method – use drop down menu and choose Credit card or related Method
EFT Schedule – choose the appropriate schedule (eg Giving by Credit Card – updated by B.F) by placing a tick in the box on the left hand side, then OK.

All appropriate records should be displayed. Always check your bank account and BPOINT records to make sure that the amounts correspond and are correct. If not, place a tick in the Hold column so that PACS will not process these.
Check that the Date to Process is the correct date – ie. The 15th of that month if that is the date you have run the BPoint file.
When total amount is agreeable, click on the Process button and PACs will automatically process all the records for the givers and places them in the recording page on the date of Process. Alternatively, you can SAVE the Schedule and Process at any time.

Then go to the Recording Page at GIVING>RECORDING, take the tick off Lock Sunday, go to the date you processed the BPOINT file and POST all giving.

NEXT STEP Create a Bank Deposit Slip to amalgamate the records for Bank Reconciliation, (as the amount will appear as a single lump sum on your CDF Bank Statement)
RECEIPTS>BANK DEPOSIT SLIP
Choose ADD, All the CC Givers to be processed will appear. In the description line give an appropriate name ie. "PG MONTHLY CC JULY 2018",
Make sure the Deposit Date is correct
Then select all the envelopes that you have entered in (a faster way is to choose the 'Select All' button on the left hand side), then go through and manually deselect all those transactions that do not apply. The total should equal the same amount

that you have BPOINT statement. Then choose SAVE. PACS generates a Bank Deposit number. You can print this report and keep it with your planned giving records OR record the Deposit Number on your tally sheet.

PRINTING EFT REPORTS

EFT Reports: A report will automatically print if the Print report tick is on. The default report can be set up in Section 1.1.5. Printing(1) Tab.

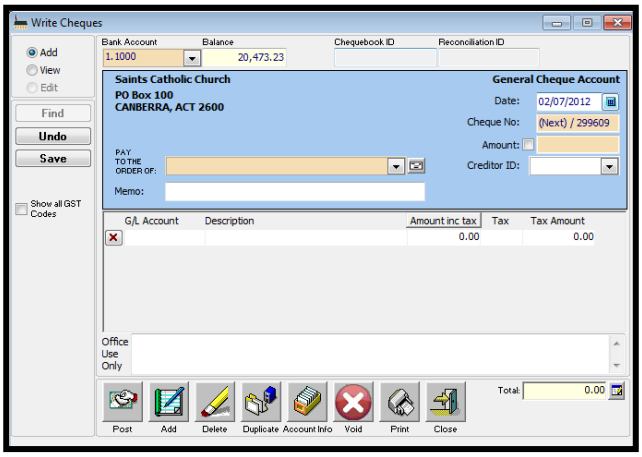
14. RECORDING EXPENDITURE

There are two ways to record expenditure in PACS. Write Cheques & Make Withdrawals.

14.1. WRITE CHEQUES

When you have written a cheque from the Church Account cheque book, the cheque must be recorded in PACS when it appears in your bank account as a Debit. Where possible, use electronic online payments through CDF website. Cheques should be written sparingly, for e.g. the Apostolic Nunciature will accept cheques for Papal blessings.

GENERAL LEDGER>WRITE CHEQUES

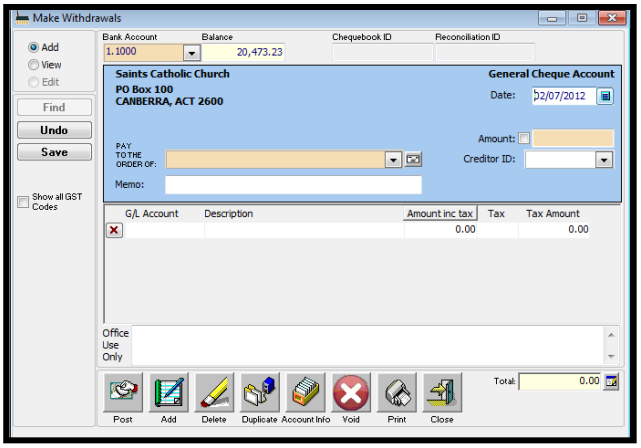


Make sure that the DATE OF THE CHEQUE and the CHEQUE No. is correct.
(see Section 1.1.1. Starting Numbers for setting the cheque numbers)
Type in AMOUNT and use the drop down menu in CREDITOR Id to access your creditors, if you have recorded them.
If the cheque is not one of your usual creditors, just type who the cheque is being made out to in the line PAY TO THE ORDER OF and it is good practice to always fill in the MEMO field for the purpose of the cheque and invoice number if applicable.
If you have selected the Creditor from the Creditor ID drop down list, and they have a default expense account allocated in the Creditor record (See Section 11.5.), the GL Account field will automatically be filled in with that expense code.
If you are not using a Creditor, click in the GL ACCOUNT column and a drop down menu will appear and you will be able to select the appropriate GL account. Ensure that the tax code is correct – if it is not, click on this column and again a drop down menu will appear and choose the appropriate code.
SAVE. The next cheque no. will automatically appear.

14.2. MAKE WITHDRAWALS

All electronic payments made through the CDF website.

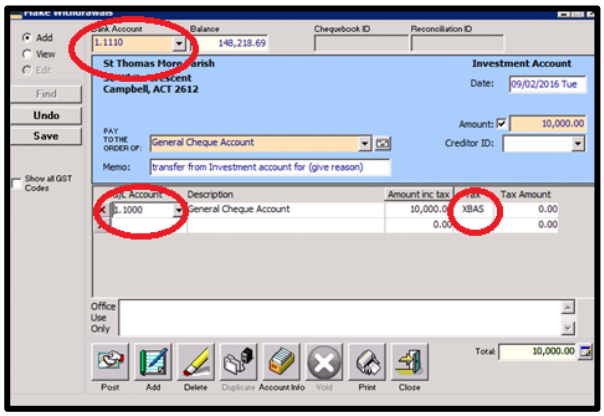
GENERAL LEDGER>MAKE WITHDRAWALS



This is the same format as for write cheques. All payments made from the Church account that do not involve writing a cheque must be made here.
In ADD mode, make sure that the DATE is correct.
Type in AMOUNT and use the drop down menu in CREDITOR Id to access your creditors, if you have recorded them.
If it is not one of your usual creditors, just type who it is being made out in the line PAY TO THE ORDER OF and it is good practice to always fill in the MEMO field for the purpose of the expenditure.
If you have selected the Creditor from the Creditor ID drop down list, and they have a default expense account allocated in the Creditor record (See Section 11.5.), the GL Account field will automatically be filled in with that expense code.
If you are not using a Creditor, click in the GL ACCOUNT column and a drop down menu will appear and you will be able to select the appropriate GL account. Ensure that the tax code is correct – if it is not, click on this column and again a drop down menu will appear and choose the appropriate code. SAVE.

Both Make Withdrawals and Write Cheques need to be 'posted'. You can click POST instead of Save on each transaction OR Batch Post (See Section 16.)

14.3. TO TRANSFER MONEY BETWEEN ACCOUNTS



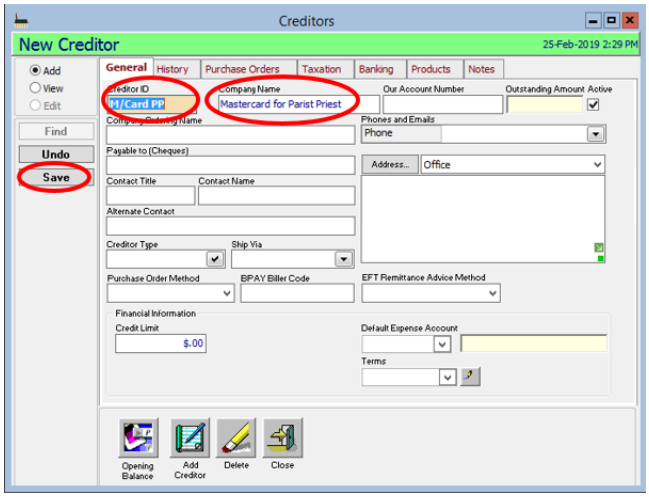
For example transferring $10,000 from Investment Account to General Operating (church) account.

Go to GENERAL LEDGER>MAKE WITHDRAWALS

1. At the top left of the Make Withdrawal, choose the Bank account that the amount is being transferred FROM (ie. The Investment account) from the Bank account drop down list.
2. DATE Field : Insert the date in the that the transaction occurred.
3. AMOUNT Field : Enter the Amount of the transaction
4. GL Account Field: choose the account (ie. The General Cheque account) that the amount is being transferred TO.
5. The tax code will always be XBAS (excluded from your BAS calculations)

Please note: You *do not need* to record the deposit into the Church account. The Make Withdrawal above takes the amount from the Investment and transfers it in the Church account in PACS. You will notice that the transaction will appear in both Bank Reconciliations.

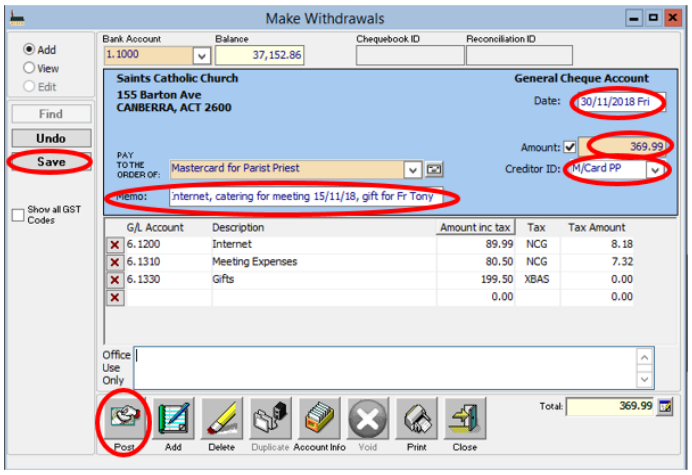
14.4. RECONCILE CREDIT CARD STATEMENT



The Credit Card Statement is sent in the mail by CBA, listing the transactions for that month. It is important these items are reconciled as a total figure as outlined on the Credit Card Statement, as well as having the items individually identified under the correct GL Code.

Create a Creditor for your CBA issued MasterCard in CREDITORS>CREDITORS in ADD mode. In this example, we have used the Creditor ID as "M/Card PP" for Mastercard for Parish Priest. (See Section 11.5. for more information on Creditors)

Once the Creditor is created, you can record the Credit Card statement information. In GENERAL LEDGER>MAKE WITHDRAWALS,



in ADD mode, enter the date the money came out of your bank account, the total of amount withdrawn. Choose the Creditor ID that you have created for this Credit Card eg "M/Card PP"

In the memo field, write a brief description of what the withdrawals are for, this helps identify the transactions later. For each item on the credit card statement, ensure you have a corresponding tax receipt. Staple the receipts to the credit card statement for future reference.

Enter the GL Account Code for each item, eg expenses for "Catering for Meeting" would go under 6.1310 Meeting Expenses. Change the figure against the item to the correct cost, ensuring the correct Tax Code has been selected (ensure the invoice has GST included to claim GST). Do not rely on the Mastercard statement for GST entry.

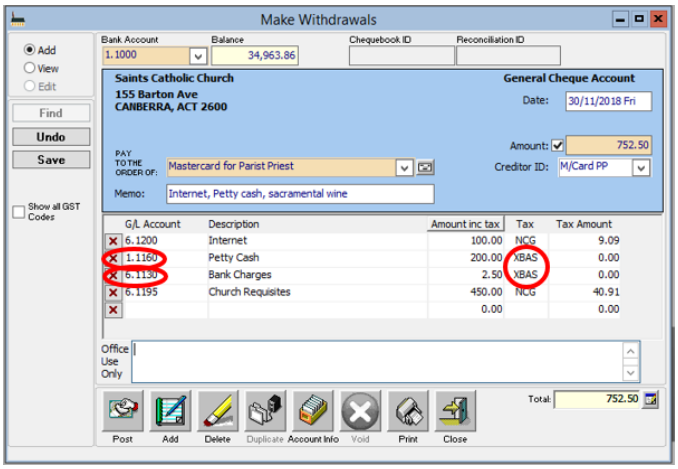
The residual amount will appear in the next line, continue adding items until the total amount on the Credit Card statement has been accounted for.

Before you finish, write the GL account codes on the credit card statement next to each item in the Comments/expense code column. This can assist with audit purposes and locating transactions in the future.

You may need to split a transaction if the GST does not correspond to the total amount. Ie Meeting Expenses – your supermarket receipt may total $50, however the GST claimable may on by $1.90. Use the GL Code twice, once with the tax code NCG and the next line NCF.

Click POST and a dialogue box will appear asking if you want to save, click YES.

14.4.1. PETTY CASH WITHDRAWAL ON CREDIT CARD STATEMENT



If you are using your Parish Credit Card for Petty Cash withdrawals (see Section 14.5.), the amount will appear on your credit card statement, along with a nominal bank charge. When you withdraw the money, keep the withdrawal slip from the teller/atm as evidence to accompany your credit card statement.

To reconcile the transaction, once you have created the Make Withdrawal for reconciling the Credit Card (outlined above), allocate the cash amount to the GL Code you have set up for Petty Cash, in this example 1.1160 (XBAS).
Allocate the bank charge against the expense code for Bank Charges. Please ensure the bank charge has the tax code XBAS.
Complete the Credit Card reconciliation as needed. Click SAVE
Take a copy of the credit card statement and place with the petty cash receipts, as a record when you come to reconcile the Petty Cash Account.

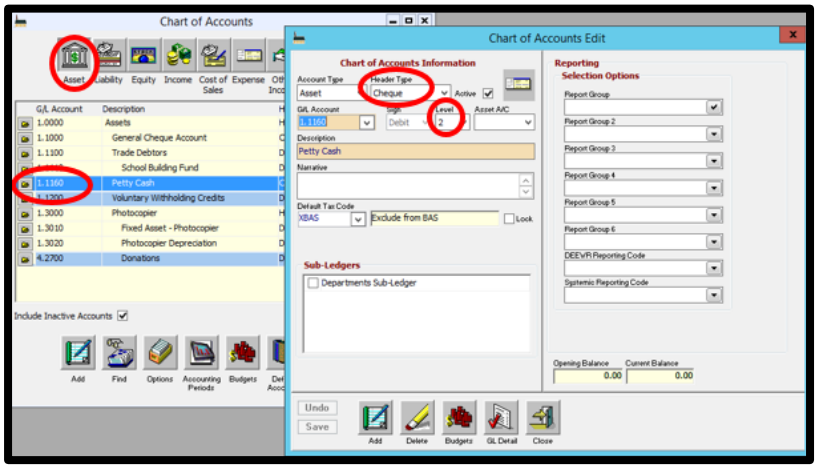
14.5. PETTY CASH

A transparent and easy way to use and record Petty Cash is through PACS. You can set up a Petty Cash similar to a Bank Account so the receipts/expenditure can be entered against the Account and Reconciled, just like the Church Account.

The cash to be used in the office as petty cash can be taken out of the Church Account through the Parish/Parish Priest's Credit Card. Each amount spent from Petty Cash should have a receipt (with GST amount easily identifiable if applicable).
The account should be reconciled at least quarterly (i.e. each BAS period).
The GST on items purchased through Petty Cash is picked up through the Parish's BAS.

14.5.1. SETTING UP PETTY CASH ACCOUNT

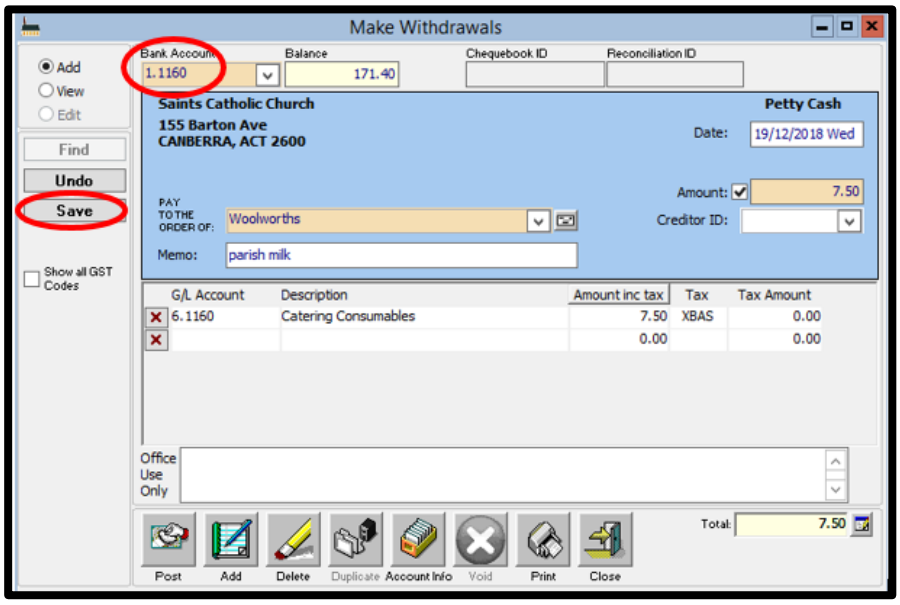
In the GENERAL LEDGER>CHART OF ACCOUNTS choose Asset from the top icon bar. Ensure the tick is on Include Inactive Accounts so you can see what GL codes have been used already.
Choose a GL Account that can be used as Petty Cash, in our example we have chosen 1.1160.
To create a new GL code, click on the Envelope next to the GL code that we want the new GL Account to appear under. (In this example, it would be 1.1110).
The following screen will appear.



Click on the Add button
Then you can add the details of your new GL code.
Ensure Account Type is Asset (for this example) and Header Type is Cheque. Level is 2
GL Account
Description
Default Tax code (leave as XBAS)
Click Save

14.5.2. RECORDING PETTY CASH EXPENSE

Cash withdrawn from your credit card for Petty Cash appears on your Credit Card bank statement.
This is recorded against the Asset account for Petty Cash (outlined in Section 14.4.1.)



To enter the receipts of money taken from petty cash to pay for small items, GENERAL LEDGER>MAKE WITHDRAWALS ensure the Bank Account is the Petty cash account.

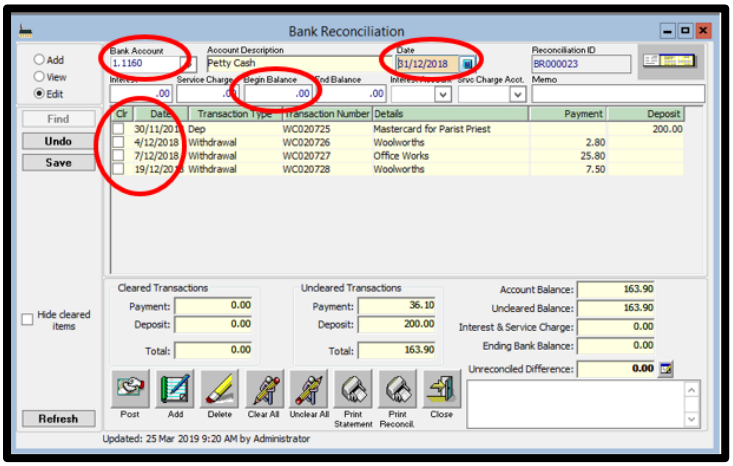
If you are starting your Petty Cash system from the beginning, there should be a zero balance against the account.

Enter the withdrawal details as per normal, against the relevant "6" expense codes in chronological order.

If the items on the receipt attract GST, include the GST in Make Withdrawals and it will be picked up in the BAS.

SAVE and POST each entry.

14.5.3. RECONCILING PETTY CASH



When you have entered each of the receipts in Make Withdrawal, you can reconcile your Petty Cash. In GENERAL LEDGER> BANK RECONCILIATION

Choose ADD mode, use drop down menu to enter in Bank Account for Petty Cash Account

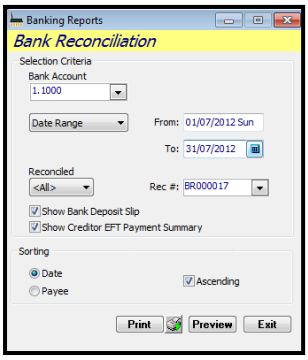
In the Date Field enter the **last day of the month for the period you wish to reconcile**.

Place a tick against the cash withdrawal and receipts that you are reconciling, then the Unreconciled Difference amount will give you a total of the cash that should be left in your Petty Cash tin.

Count the cash amount left and if the amount matches your bank reconciliation, click SAVE.

PRINT THE BANK RECONCILIATION

Click on the Print Reconciliation button at the bottom of the screen. This produces a report of reconciled items during the period reconciled.



From the drop down menu select As at the end of

In the Date field – select the last date of the reconciled period ie. 31/12/2018

From the Reconciled drop down menu there are 3 options

All – will print the report with all reconciled and un-reconciled items for the month (**preferred option – See Section 17.3. for set up**)

Yes – only prints those items reconciled that month

No – only prints those items that have not been reconciled that month

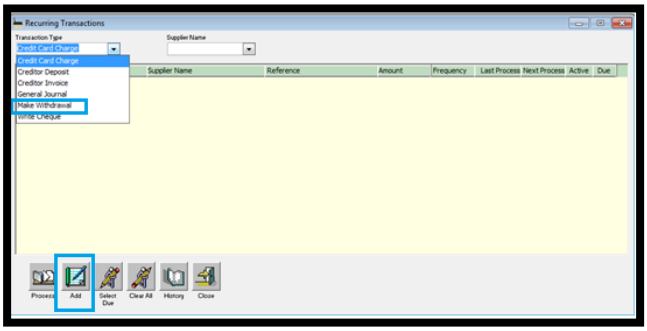
PRINT or Preview

Ensure the person who prepared the reconciliation and the Parish Priest/Finance Officer who reviewed the figures both sign the Bank Reconciliation.

14.6. RECURRING TRANSACTIONS

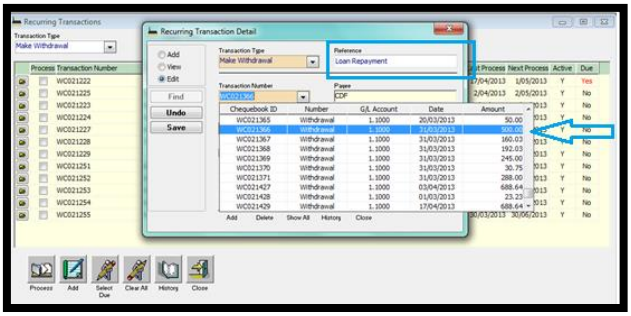
To create a recurring transaction, the expense must have occurred previously at least once.

14.6.1. TO CREATE A RECURRING TRANSACTION



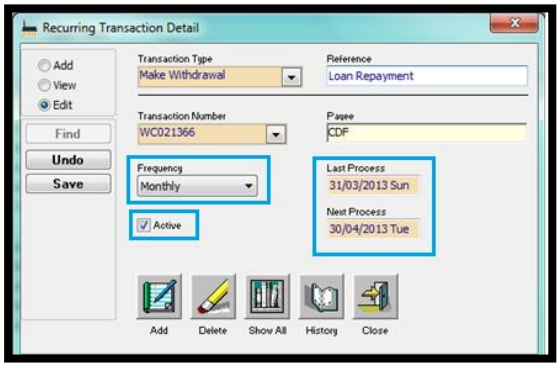
GENERAL LEDGER>RECURRING TRANSACTIONS
Use the drop down menu to choose the Transaction type ie. Make withdrawal

Choose ADD



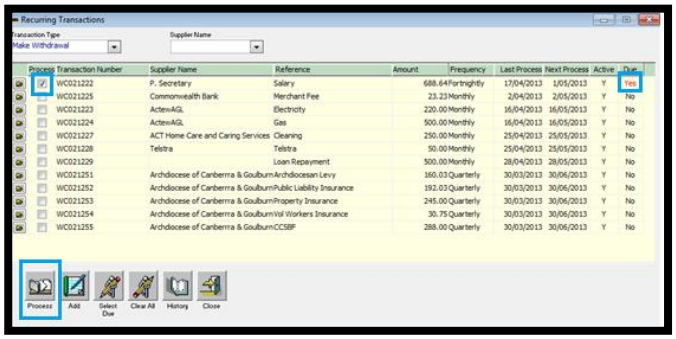
Enter a comment into the Reference field ie. Loan payment
In Transaction Number field use the drop down menu and scroll down and find the last transaction of the same, double click to choose it.
Ensure that the Frequency and the Last Process and Next Process dates are all correct. You may have to adjust to correct your dates.

Also make sure that the tick is on Active. Click SAVE



14.6.2. TO PROCESS A RECURRING TRANSACTION

You will be reminded on your reminder list (if you have added it see Section 1.1.1. General Tab under Reminder Dates) when the Recurring Transaction is due. Or you can just go to



GENERAL LEDGER>RECURRING TRANSACTIONS

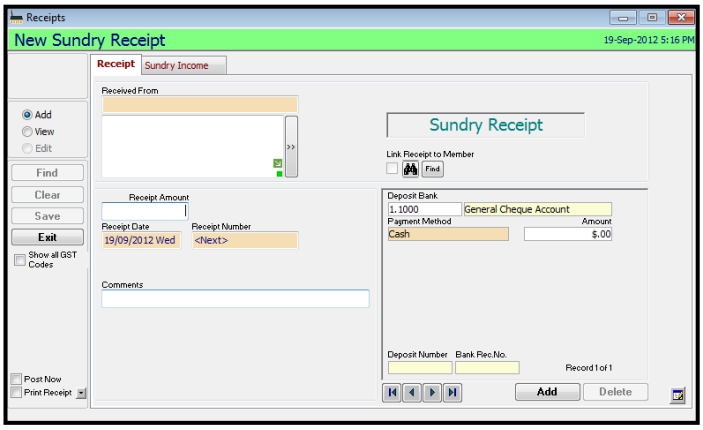
Choose the transaction type from the drop down menu and PACS will display a YES if there are any transactions to be processed, Place a tick in the box next to the transaction, then choose the PROCESS button to process the transaction.
PACS will auto fill in the Make Withdrawal form for you.
If you need to amend anything – just go into the Make Withdrawal transaction, choose EDIT and make appropriate changes. SAVE & POST. This will only amend this transaction and not future recurring transactions. NB. In most cases, you will need to go to the Make Withdrawal transaction to amend the date.

15. RECORDING INCOME

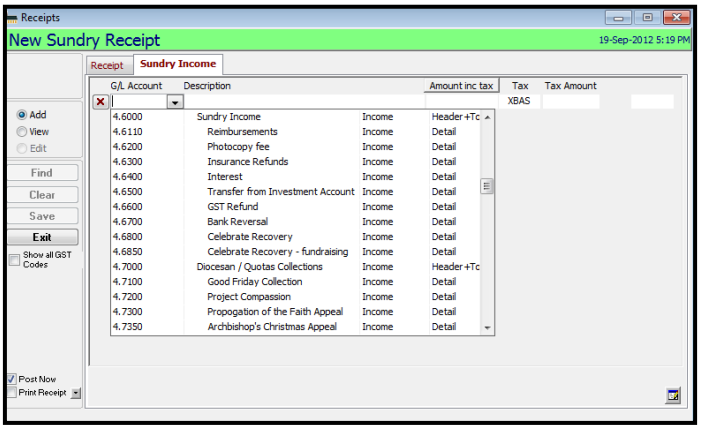
All money received by the Church into the Church Account other than Planned Giving must be recorded in a Sundry Receipt.

15.1. SUNDRY RECEIPTS

RECEIPTS>SUNDRY RECEIPTS



Ensure you are in the ADD mode.
This is a two step process.
Fill in the first page – On the left of the screen include a description of where the money comes from in the field Received From ie. Loose, donation, sacramental payment etc, then fill in the fields Receipt Amount and the Date it was deposited. You can use the Comments field to furnish any further information that may be necessary.
On the right hand side of the screen ensure that the field Deposit Bank shows the correct bank account for the deposit. Click your mouse in the field and a drop down menu will appear to choose all accounts. The default will always be the main Church Account (ie. General Cheque Account)

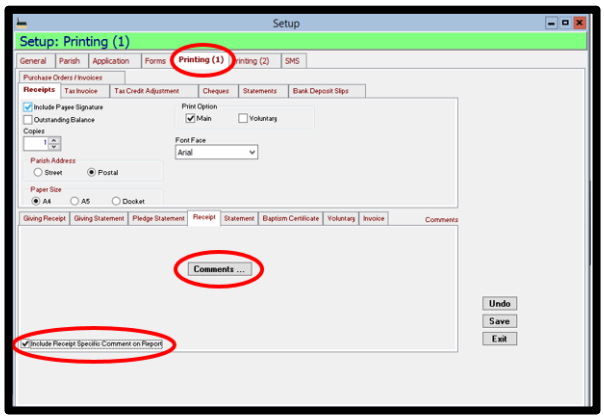


Step two - go to the Sundry Income tab.
Here is where you allocate the amounts to the corresponding General Ledger accounts.
Click in GL account column and a drop down menu will appear to **choose the account** and place the correct amount in the Amount column. If there is more than one GL account for money to be allocated against, keep entering until total amount you entered on the front page has been reached. Ensure that the Tax Code is correct. To change, click your mouse in the Tax column and a drop down menu will appear. Choose appropriate tax code. SAVE. (Ensure Post Now is ticked). PACS generates a receipt number for each entry.

SPECIFIC COMMENTS ON PRINTED RECEIPT

A detailed receipt can be generated and printed from PACS to give to a recipient if required. The following default must be set up first.

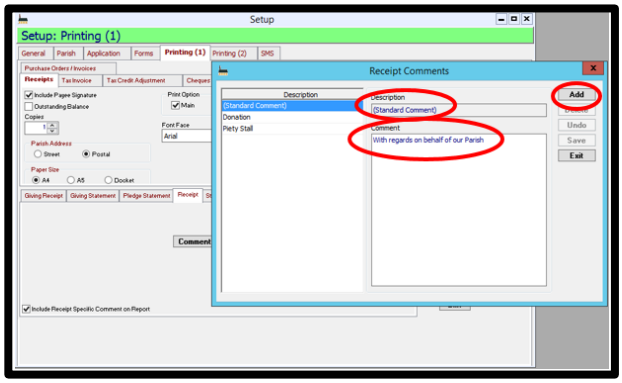
MAINTENANCE>SETUP PRINTING(1) TAB

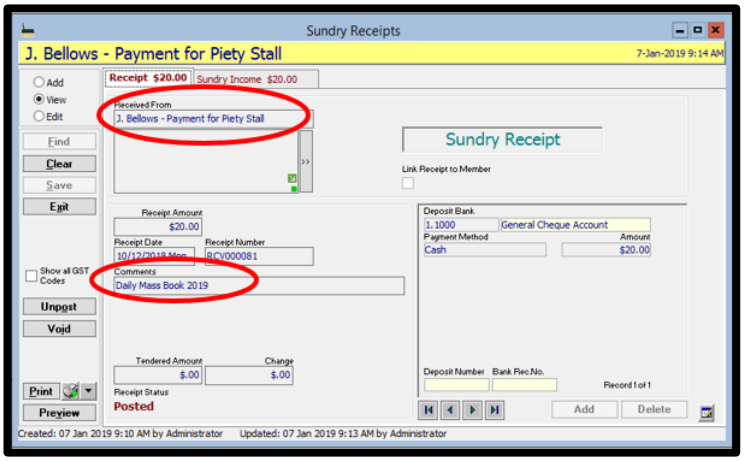


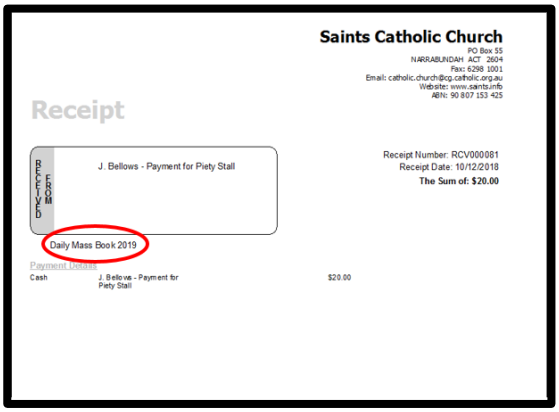
Go to the Receipt Tab at the bottom of the Screen and place a tick inside the box Include Receipt Specific Comment on Report.
If you wish to tailor some individual comments for the receipts (such as comment for Donation, sale on Piety Stall, etc) click on Comments and Receipt Comments box will open.

In Receipt Comments, Click Add and add a Description title and standard comment that you would like to appear on the receipt.

When you want to print a Receipt from Sundry Receipt, ensure Print Receipt is ticked. The receipt will include details entered into the Comments section, these will be printed on the Receipt.







15.2. QKR! & DIRECT DEPOSIT INCOME

QKR!

The Qkr! App can be used in your Parish for parishioners to contribute to the Church collections without the necessity of carrying cash and they can contribute anywhere at any time. Qkr! can also be used for special appeals, sacramental programs (allowing both registration and payment in the same function) and other ministries/programs that require payment.

Each week a Qkr! report will be automatically generated and emailed to you. The Excel spreadsheet has detailed information about all Qkr! transactions, with multiple tabs that can assist you to to reconcile your bank account. The Qkr! payments will appear on your bank statement with the description 'CBA CREDIT CARDE', which is the same description as the BPoint payments.

Here is an example of the Qkr! weekly report.

Report:	Reconcile		**Created:**	02-Apr-2019 09:13	
From:	26-Mar-2019 09:00		**Merchant:**	Mary Help of Christians	
To:	02-Apr-2019 09:00		**Departments:**	PARISH, CLERGY, SPECIAL APPEALS	
Total Value of Transactions	$ 190.00				
Total Value Refunded	$ 0.00				
Estimated Bank Day	**Estimated Bank Dat**	**Product**	**Quantity**	**Unit Price**	**ProductTotal**
Fri	29-Mar-2019	First Reconciliation (First Reconciliation: One Chil	1	$ 40.00	$ 40.00
		Total Value of Orders			**$ 40.00**
		Bank Total			**$ 40.00**
Sat	30-Mar-2019	First Reconciliation (First Reconciliation: One Chil	1	$ 40.00	$ 40.00
		Total Value of Orders			**$ 40.00**
		Bank Total			**$ 40.00**
Mon	01-Apr-2019	Our Clergy (1st Collection: $10.00)	2	$ 10.00	$ 20.00
		Our Clergy (1st Collection: $5.00)	2	$ 5.00	$ 10.00
		Our Parish (2nd Collection: $20.00)	2	$ 20.00	$ 40.00
		Total Value of Orders			**$ 70.00**
		Bank Total			**$ 70.00**
Wed	03-Apr-2019	First Reconciliation (First Reconciliation: One Chil	1	$ 40.00	$ 40.00
		Total Value of Orders			**$ 40.00**
		Bank Total			**$ 40.00**

The payment made with the estimated bank date of 29 March 2019 appears in the nominated bank account as:

DIRECT DEPOSIT

Your parish may give out their bank account details for people to deposit directly into the Church Account. The deposit will appear in your bank statement as below, the description will be whatever the parishioner entered into their transaction. It is helpful to guide those depositing into the Church account with a suggested reference.

When giving out the bank account details, suggest they use a template as their reference. E.g. Please use your surname and Reco as the reference "SmithReco".

27 MAR 2019	**MillerReco S MILLER**	**$40.00**

TO RECONCILE BOTH METHODS IN PACS

In Qkr!, only deposits made into the Church Account are reconciled. Any deposits made to 1st Collection or special appeals are directed behind the scenes in Qkr! to other banks accounts.

If the payment is made to contribute to the Planned Giving program, record in PACS in GIVING>RECORDING and choose the Giving Date as the date the deposit was made into the account, in our Qkr! example above, it would be 29 March 2019. (For more details on recording Planned giving, See Section 13.2.)

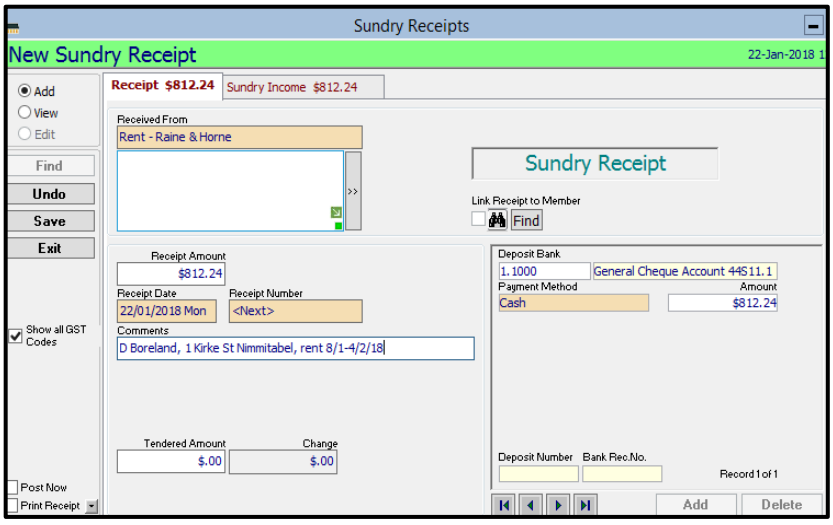
If the payment is for the Sacramental program, or any other purpose (deposited in the Church bank account), create a Sundry Receipt in RECEIPTS>SUNDRY RECEIPTS. In the field Received From, you can put the name of the person making the deposit, and purpose of the deposit, (all details available on the weekly Excel report). You can also include the source of the deposit; this can assist to identify the deposit later on. E.g. Reconciliation enrolment, Smith T, Qkr. **OR** Reconciliation, Miller S, DD (DD = Direct Deposit)

15.3. RENTAL INCOME

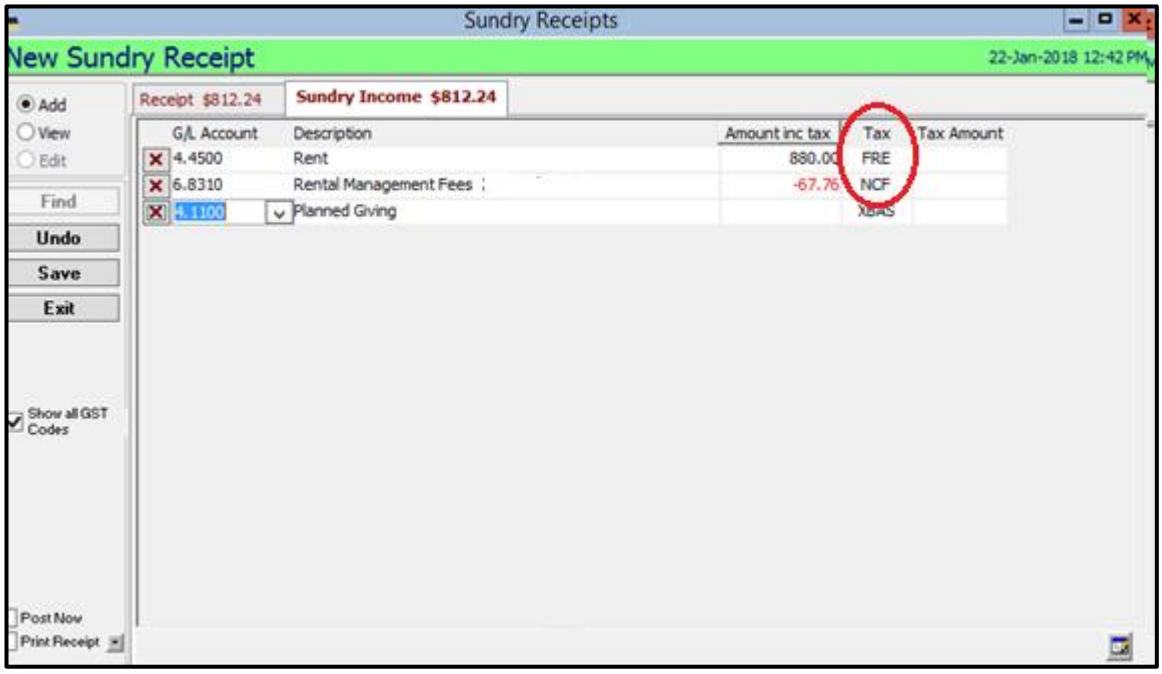
Rental Income is ideally recorded in PACS in the Debtors module (See Section 20. Debtor Module), where invoices and receipting income can be processed through the one module, however an alternative is to process in Sundry Receipts.

In RECEIPTS>SUNDRY RECEIPTS Ensure you enter the date as the same date on the bank statement when the money was received.
Put the total amount of Rent received against the Income GL code for Residential Rent. If it is received through a Rental Company, the value of the rent is deemed Market Rate. The tax code for the rent received is FRE (we do not have to pay GST on this)

Important: *Check appropriate tax codes. eg*
Donation *XBAS*
Hall Use *GST*
(if invoice issued)
Rental income *Check Agreement and check tax codes relevant to situation.*



The Management expenses for the rental are then offset against an expense account (you may have to create one) and as the Rent received is deemed Market rate, we cannot claim GST on the management fees – so the tax code is NCF



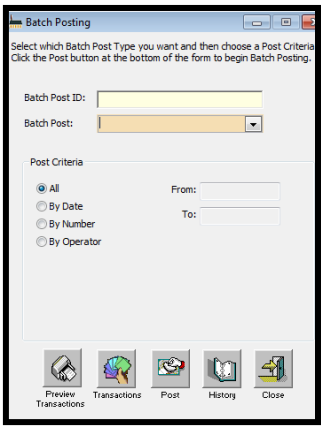
Important: *When hiring/allowing use of Hall/buildings/etc ensure you have the correct paperwork:*

- *Hall Agreement*
- *Appropriate Insurances*
- *Requirements of Users identified*
- *Any Children involved? (WWVP/WWCC & IPSS requirements)*

16. BATCH POSTING

At the end of each month/period you can post multiple transactions for both Giving and Financials.

GENERAL LEDGER>BATCH POSTING



Use the drop down menu next to BATCH POST and choose the appropriate category you wish to post ie. Receipts and then choose the criteria of how you wish to Post under the heading POST CRITERIA
ie.By Date . Now enter in the date fields
ie. The month that you want to post From 1/07/2018 To 31/07/18 and
then hit the POST button. All receipts during the dates you select will then be posted to the General Ledger, ready for Reconciliation.
Selecting All under the Post Criteria, will post all transactions in that category.

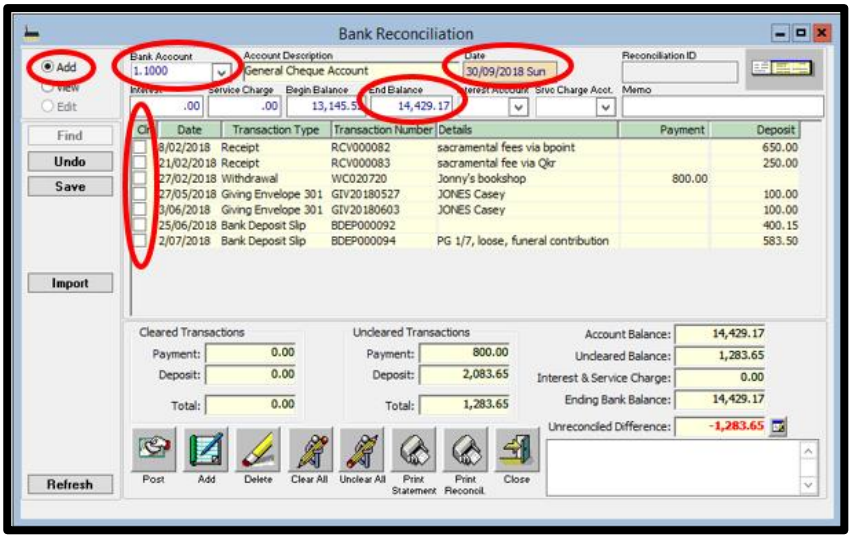
17. BANK RECONCILIATION

Bank Reconciliation is used to reconcile PACS records against your bank statement. Bank Reconciliation is performed once a month when you can print off your bank statement from CDF Online. In Bank Reconciliation, you will be able to review a list of payments and deposits from your bank accounts and clear the transactions that appear on the statement.

17.1. TO RECONCILE ACCOUNTS

When you receive/download your bank statement for the parish account/s each month, go through and make sure that **ALL** transactions, in addition to Planned Giving, have been entered into PACS (ie Interest, salary bank charges, etc in Recording Expenditure in Section 14. AND rental income, income received, donations, etc in Recording Income in Section 15).
Make sure ALL transactions for the month have been Posted (see Batch Posting Section 16. above)

Go to
GENERAL LEDGER>BANK RECONCILIATION
Choose ADD mode for the new month
Use drop down menu to enter in Bank Account
In the Date Field Enter the **last date for the end of the month**
Enter in the closing balance for the month from the bank statement into End Balance.
All the transactions for the month will appear.



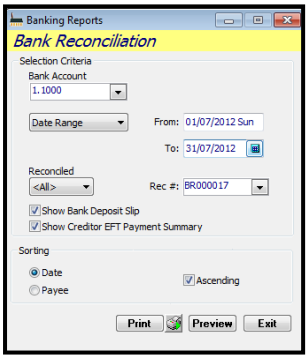
Please note each credit/debit appearing on the bank statement should have its own deposit/payment in the bank reconciliation. This makes it easier to locate transactions later on and is a true reflection of the bank account.

Go through and place a tick in the box next to each item to check each off against the bank statement.

When you have a zero balance in Unreconciled Difference, SAVE, and Print Reconciliation Report.
(It is recommended that you do not POST any of your bank Reconciliation until your Parish has been audited by the Archdiocese, this will ensure any changes/amendments can be made before Posting)

17.2. TO PRINT RECONCILIATION REPORT

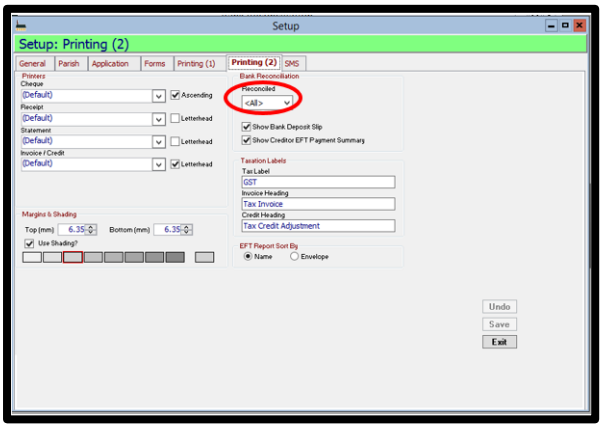
Click on the Print Reconciliation button at the bottom of the screen. This produces a report of reconciled items during the month.
From the drop down menu select Date Range



In the From field – select the first date of the month ie.01/07/2018
In the To field – select the last date of the month ie. 31/07/2018
From the Reconciled drop down menu there are 3 options
All – will print the report with all reconciled and un-reconciled items for the month (**preferred option – See Section 17.3. below for set up**)
Yes – only prints those items reconciled that month
No – only prints those items that have not been reconciled that month
PRINT or Preview

Ensure the person who prepared the reconciliation and the Parish Priest/Finance Officer who reviewed the figures both sign the Bank Reconciliation.

17.3. TO SET DEFAULT ON RECONCILIATION REPORT



MAINTENANCE>SETUP PRINTING(2) TAB

Under BANK RECONCILIATION Use the drop down menu to select ALL

Click SAVE.

By leaving PACS on the default of No you only print out items that have not been reconciled for the month.

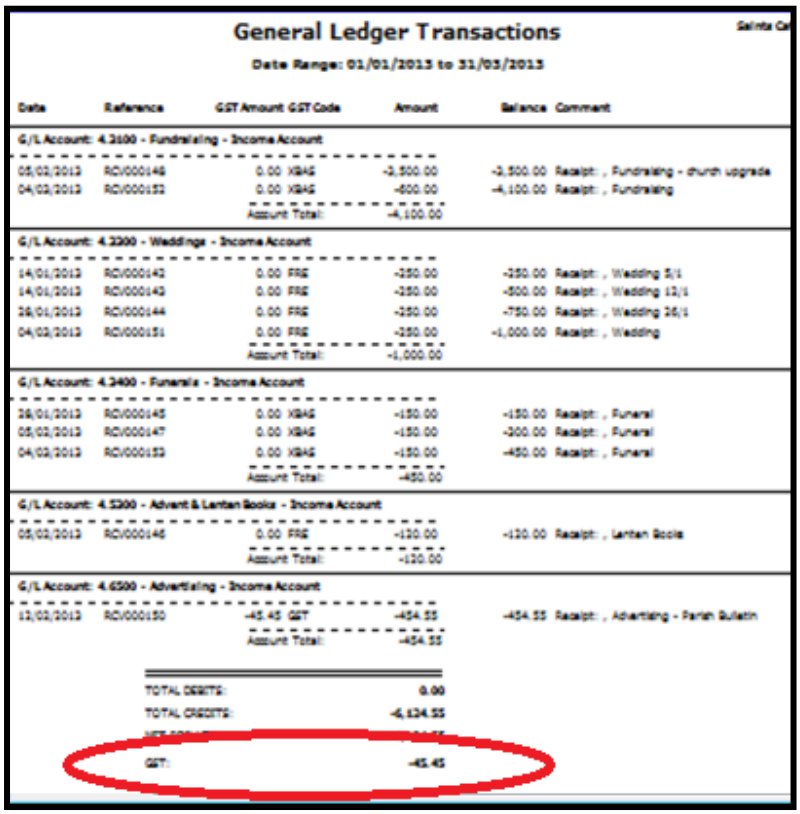
The All default will print out ALL items reconciled and unreconciled for the month.

It will also show any variance on the report. The Variance should be Zero. You may get a variance if your Reconciliation date is incorrect, or you have a previous Reconciliation that has not reconciled to Zero.

18. BAS - BUSINESS ACTIVITY STATEMENT

A BAS return is lodged by the Parish quarterly on dates determined by the Archdiocesan Financial Services area. These dates are provided at the beginning of the calendar year. The BAS is entered and lodged in PACS and a PDF copy is sent to financial.services@cg.org.au, who process the BAS with the ATO on our behalf.

18.1. CORRECTLY RECORDING BAS RETURNS



General Ledger Transactions

Date Range: 01/01/2013 to 31/03/2013

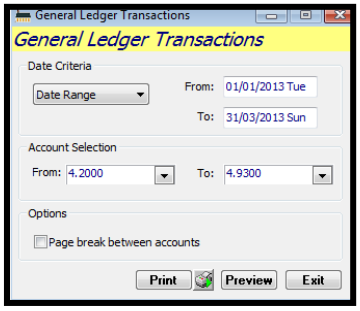
Date	Reference	GST Amount	GST Code	Amount	Balance	Comment
G/L Account: 4.2100 - Fundraising - Income Account						
05/02/2013	RCI/000148	0.00	XBAS	-3,500.00	-3,500.00	Receipt: , Fundraising - church upgrade
04/02/2013	RCI/000152	0.00	XBAS	-600.00	-4,100.00	Receipt: , Fundraising
			Account Total:	-4,100.00		
G/L Account: 4.2200 - Weddings - Income Account						
14/01/2013	RCI/000142	0.00	FRE	-250.00	-250.00	Receipt: , Wedding 5/1
14/01/2013	RCI/000143	0.00	FRE	-250.00	-500.00	Receipt: , Wedding 12/1
28/01/2013	RCI/000144	0.00	FRE	-250.00	-750.00	Receipt: , Wedding 26/1
04/02/2013	RCI/000151	0.00	FRE	-250.00	-1,000.00	Receipt: , Wedding
			Account Total:	-1,000.00		
G/L Account: 4.2400 - Funerals - Income Account						
28/01/2013	RCI/000145	0.00	XBAS	-150.00	-150.00	Receipt: , Funeral
05/02/2013	RCI/000147	0.00	XBAS	-150.00	-300.00	Receipt: , Funeral
04/02/2013	RCI/000153	0.00	XBAS	-150.00	-450.00	Receipt: , Funeral
			Account Total:	-450.00		
G/L Account: 4.5200 - Advent & Lenten Books - Income Account						
05/02/2013	RCI/000146	0.00	FRE	-120.00	-120.00	Receipt: , Lenten Book
			Account Total:	-120.00		
G/L Account: 4.6500 - Advertising - Income Account						
12/02/2013	RCI/000150	-45.45	GST	-454.55	-454.55	Receipt: , Advertising - Parish Bulletin
			Account Total:	-454.55		
TOTAL DEBITS:				0.00		
TOTAL CREDITS:				-4,134.55		
GST:				-45.45		

It is good accounting practice for the BAS Reconciliation to be a 'true zero' when you record your BAS Return each quarter. To do this, it is important to follow **ALL** the steps outlined below in Section 18.

Your GL Transactions reports will tell you the GST owed and to be paid by you.

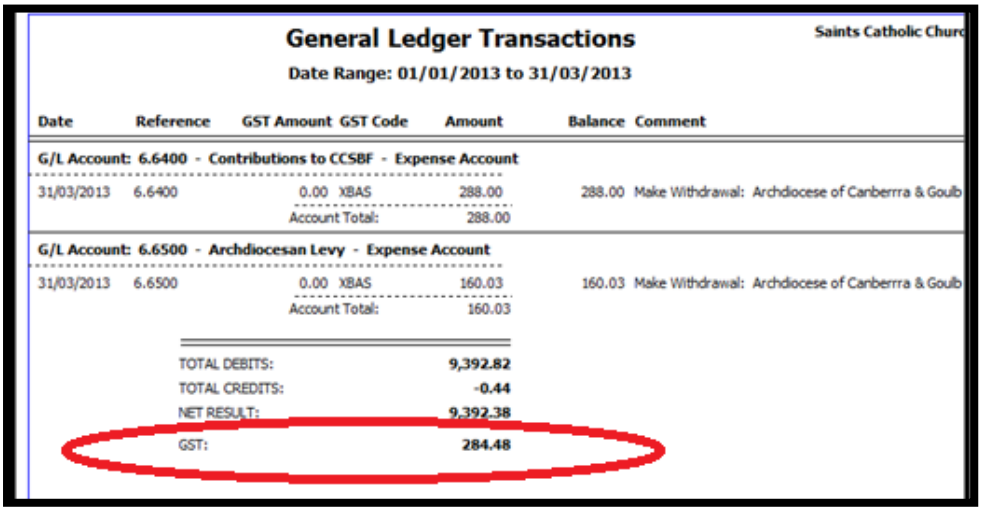
For Income (ie. The amount of GST to be paid by the parish). The following report will advise you.

REPORTS>GENERAL LEDGER>GL ACCOUNTS>GL TRANSACTIONS.
Date Range From & To will be the period of your BAS
Account Selection From: 4.2000 TO – the end of the income codes 4.9000
Preview/Print



In this example, the GST amount equals $-45.45. This is your GST Payable amount.

For Expenditure (ie. The amount of GST to be claimed by the parish). The following report will advise you.



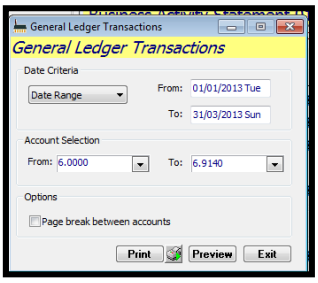
General Ledger Transactions

Saints Catholic Churc

Date Range: 01/01/2013 to 31/03/2013

Date	Reference	GST Amount	GST Code	Amount	Balance	Comment
G/L Account: 6.6400 - Contributions to CCSBF - Expense Account						
31/03/2013	6.6400	0.00	XBAS	288.00	288.00	Make Withdrawal: Archdiocese of Canberrra & Goulb
			Account Total:	288.00		
G/L Account: 6.6500 - Archdiocesan Levy - Expense Account						
31/03/2013	6.6500	0.00	XBAS	160.03	160.03	Make Withdrawal: Archdiocese of Canberrra & Goulb
			Account Total:	160.03		
TOTAL DEBITS:				9,392.82		
TOTAL CREDITS:				-0.44		
NET RESULT:				9,392.38		
GST:				284.48		

REPORTS>GENERAL LEDGER>GL ACCOUNTS>GL TRANSACTIONS.
Date Range From & To will be the period of your BAS
Account Selection From: 6.0000 TO – the end of the expense codes 6.9000



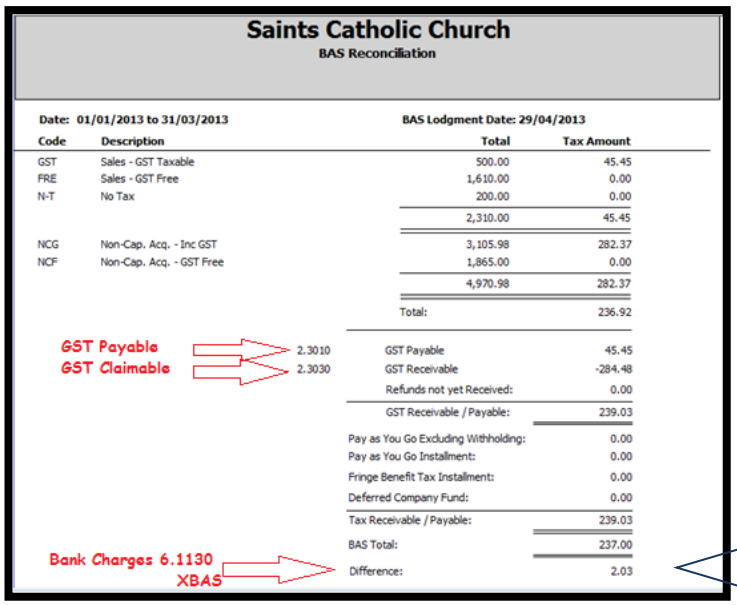
In this example, the GST amount equals $284.48. This is your GST Claimable amount.

You can ALSO check the following report – GST Claimable & GST Payable amounts should be the same

REPORTS>GENERAL LEDGER>BAS>BUSINESS ACTIVITY STATEMENT RECONCILIATION.

Use the drop down menu to select your BAS period. PREVIEW & PRINT

(see below)



Saints Catholic Church
BAS Reconciliation

Date: 01/01/2013 to 31/03/2013 — **BAS Lodgment Date: 29/04/2013**

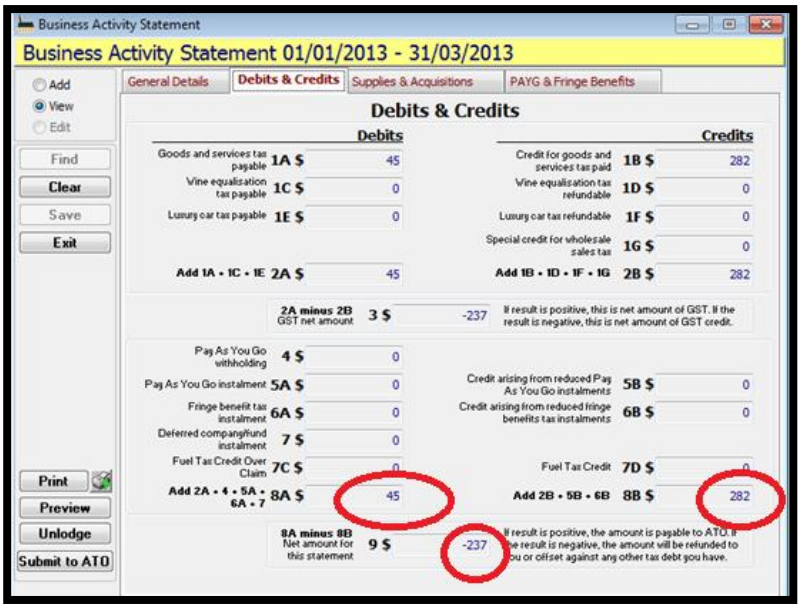
Code	Description	Total	Tax Amount
GST	Sales - GST Taxable	500.00	45.45
FRE	Sales - GST Free	1,610.00	0.00
N-T	No Tax	200.00	0.00
		2,310.00	45.45
NCG	Non-Cap. Acq. - Inc GST	3,105.98	282.37
NCF	Non-Cap. Acq. - GST Free	1,865.00	0.00
		4,970.98	282.37
	Total:		236.92

GST Payable → 2.3010 — GST Payable 45.45
GST Claimable → 2.3030 — GST Receivable -284.48
Refunds not yet Received: 0.00
GST Receivable / Payable: 239.03
Pay as You Go Excluding Withholding: 0.00
Pay as You Go Instalment: 0.00
Fringe Benefit Tax Instalment: 0.00
Deferred Company Fund: 0.00
Tax Receivable / Payable: 239.03
BAS Total: 237.00
Bank Charges 6.1130 XBAS → Difference: 2.03

As the Tax Office only deals in whole dollar amounts, the GST Payable and Claimable on your BAS Return will be in whole dollars.

Once BAS appears into the bank account as either a debit or credit, the Difference needs to be cleared. See Section 18.6.

18.2. GENERAL LEDGER TRANSACTION REPORT

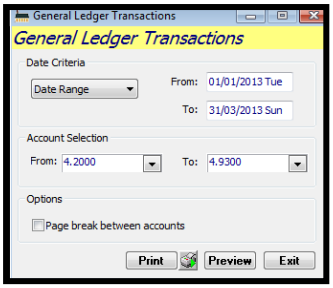


Before doing the BAS each month it is important to run a General Ledger Transaction Report.
This is an IMPORTANT CHECKING PROCESS to ensure that all transactions have their tax codes entered in correctly, in order for you to claim and pay the correct GST in your BAS Statement. - Your GL Transactions reports will tell you the GST owed and to be paid by you It is easier and simpler to make changes now before you reconcile the month, rather than after the reconciliation

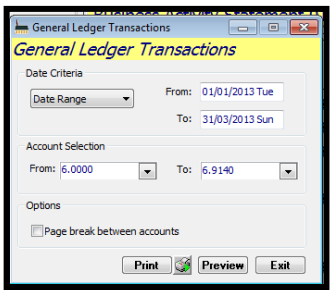
Go to
REPORTS>GENERAL LEDGER>GL ACCOUNTS>GL TRANSACTIONS

Enter the appropriate dates, (ie. The BAS period)

For **Income** (ie. The amount of GST to be paid by the parish). The following report will advise you.
Date Range From & To will be the period of your BAS
Account Selection From: 4.2000 TO – the end of the income codes 4.9000
then PREVIEW and/or PRINT



For **Expenditure** (ie. The amount of GST to be claimed by the parish). The following report will advise you.
Date Range From & To will be the period of your BAS
Account Selection From: 6.0000 TO – the end of the expense codes 6.9000
then PREVIEW and/or PRINT



Go through the report and Check that the tax codes are correct.
If they are – continue on to the Bank Reconciliation
If they are not – Find the transaction, Unpost, Edit and amend the tax code in the transaction. SAVE & POST

18.3. RECORDING BAS

After the tax codes have been checked and the Bank Reconciliations have been done for the 3 month period, go to:

GENERAL LEDGER>BUSINESS ACTIVITY STATEMENT

Choose ADD – screens will auto fill,
check the Dates and
check the tab Debits & Credits. Here you should see the amount of GST return to expect. Once checked against the report, and it matches the total of the GL Transactions report for each of the 3 months,

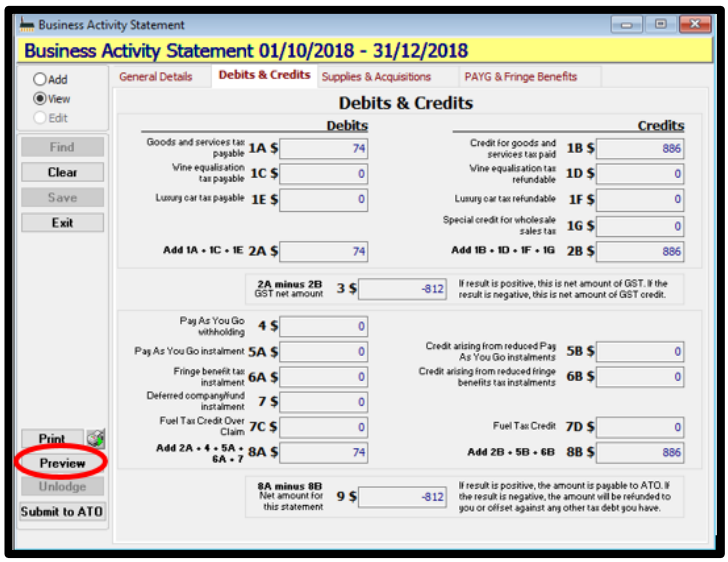
No More Changes will be allowed once you have lodged the BAS within PACS.

Once you are satisfied that everything is correct SAVE Then Select the LODGE Button
A copy automatically prints for your records.

Now you will need to fax (6239 9898) or send an Excel or PDF copy of the BAS (see below) to financial.services@cg.org.au

Please ensure that your BAS is **LODGED in PACS** before you send it to Financial Services.

18.4. SAVING AN EXCEL COPY OF YOUR BAS

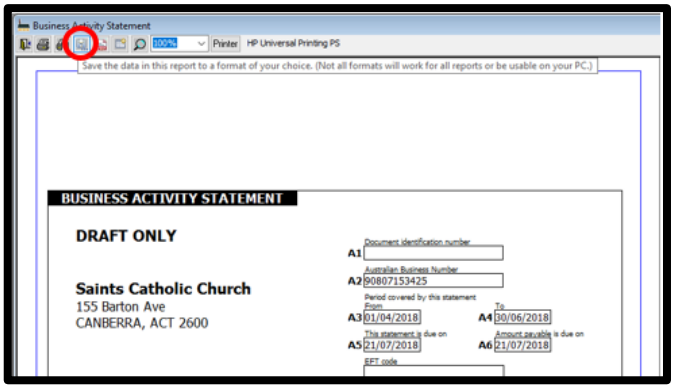


To submit a copy of your BAS to Financial Services, once you have lodged your BAS return, click Preview to view the BAS report.

Click on the SAVE button (4th from the left – with save icon) – if you hover your mouse of it the title reads "Save the data in this report to a format of your choice"
Save file into appropriate folder in your T Drive . (name it something like ParishNameSepBAS18 – to easily identify your parish and the quarter for Financial Services)
Choose File type "excel with headers"

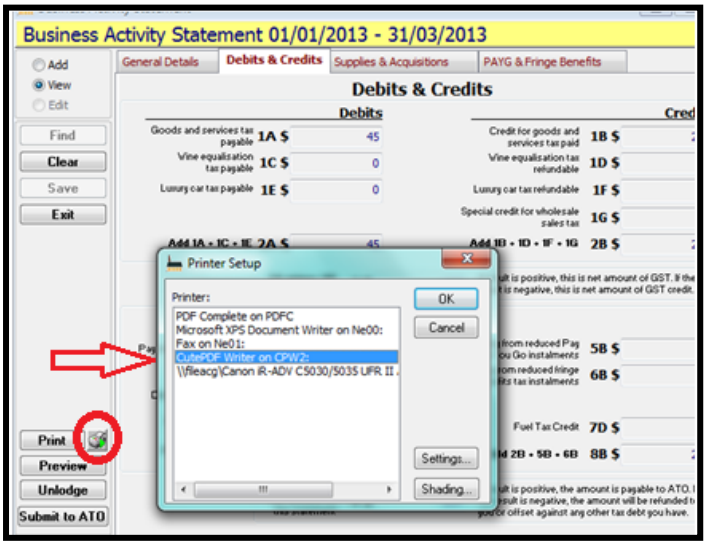
The Excel spreadsheet will not automatically open.

Go into your email and send this Excel document by attaching the file to an email and sending to Financial Services at financial.services@cg.org.au



18.5. SAVING A PDF COPY OF YOUR BAS

Make sure a PDF program is installed on your computer. If not – google CutePDF and follow the prompts to install.



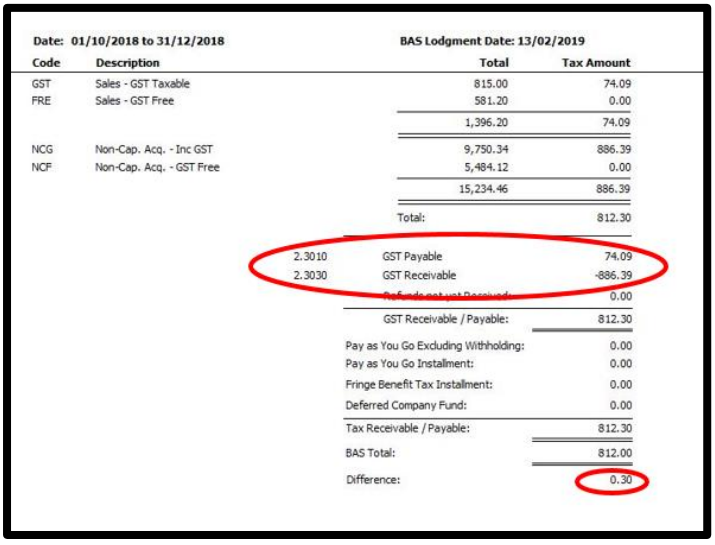
To save a PDF copy of the BAS report (you must lodge the BAS first),

Select the Printer Icon next to the Print Button, a window will appear with a list of printer options, select your PDF printer ie. CutePDF Writer – select OK
This will take you back the original screen, click Print. A Save As dialogue box will appear and save to your T DRIVE.

18.6. RECEIPTING BAS IN PACS

18.6.1. RECORDING BAS DEPOSIT

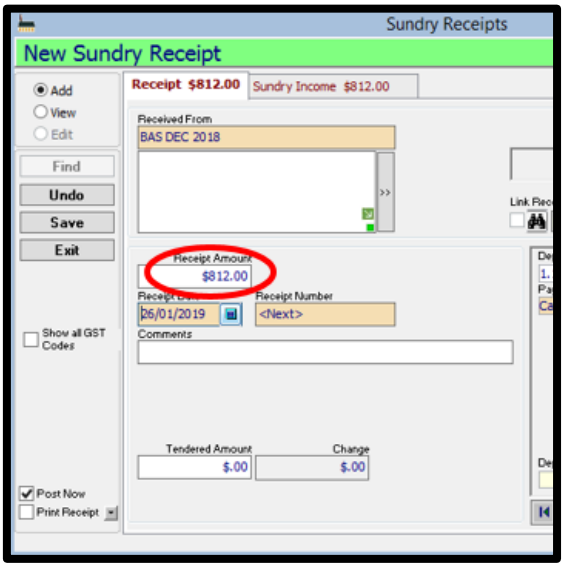
If you receive a return from your BAS, it will usually appear in your parish account at the end of the following month. Your **Bank Statement** will show a deposit in whole dollar amounts (in our example, $812). However, it is important to record the amount identified as "Difference" each quarter so that when you come to close your books at the end of each year the BAS Reconciliation will be a 'true zero'.


Date: 01/10/2018 to 31/12/2018 — BAS Lodgment Date: 13/02/2019

Code	Description	Total	Tax Amount
GST	Sales - GST Taxable	815.00	74.09
FRE	Sales - GST Free	581.20	0.00
		1,396.20	74.09
NCG	Non-Cap. Acq. - Inc GST	9,750.34	886.39
NCF	Non-Cap. Acq. - GST Free	5,484.12	0.00
		15,234.46	886.39
	Total:		812.30
2.3010	GST Payable		74.09
2.3030	GST Receivable		-886.39
	Refunds not yet Received:		0.00
	GST Receivable / Payable:		812.30
	Pay as You Go Excluding Withholding:		0.00
	Pay as You Go Installment:		0.00
	Fringe Benefit Tax Installment:		0.00
	Deferred Company Fund:		0.00
	Tax Receivable / Payable:		812.30
	BAS Total:		812.00
	Difference:		0.30

To determine what the true figure is, you will need to produce a report in REPORTS>GENERAL LEDGER>BAS>BUSINESS ACTIVITY STATEMENT RECONCILIATION. The total figure appears on the report as "Difference".

To record, (see example below) Enter **the whole dollar amount** in SUNDRY RECEIPT, Receipt tab. In Received From, enter in a title that you can identify such as BAS DEC 2018.

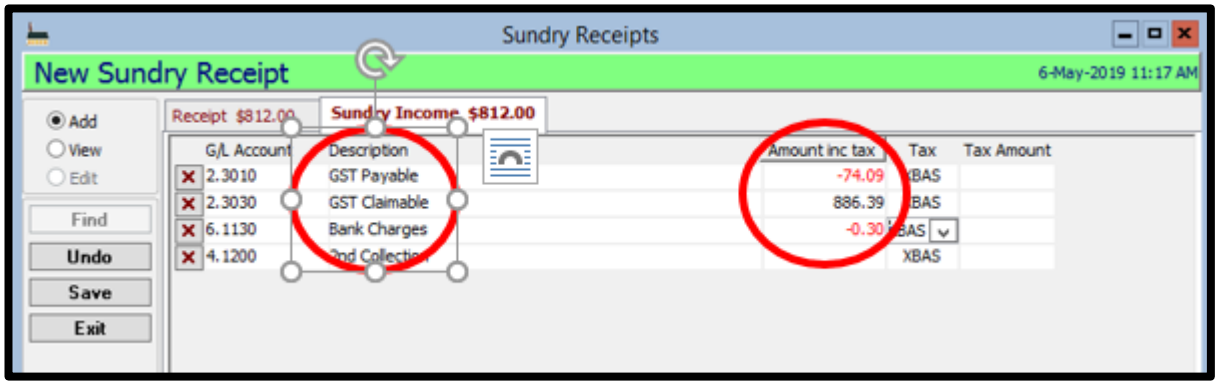


When you allocate the amounts against the GL Accounts in the Sundry Income Tab (below), record **both the dollar and cents amount** on the BAS Reconciliation report for GST Payable and GST Claimable. The amount left over is allocated against you Bank Charges GL Account (see below).

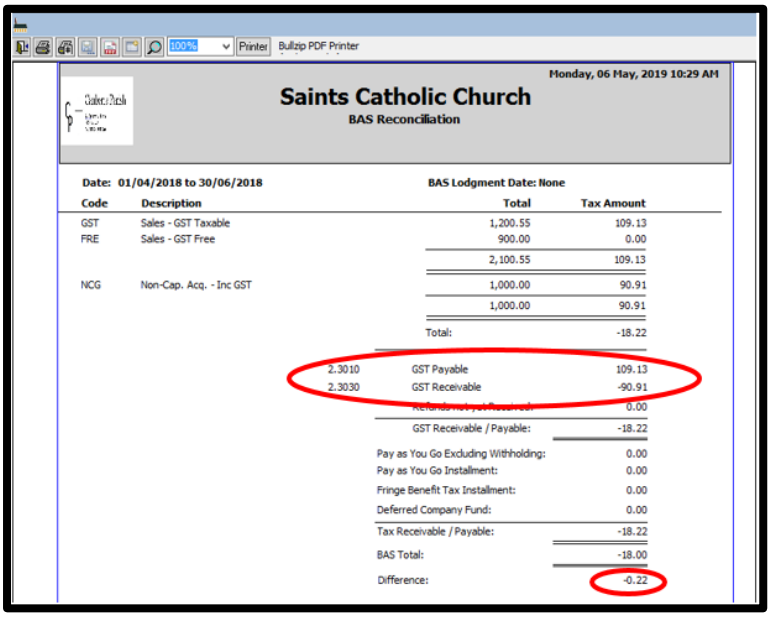
Please note when entering in PACS, if you are receiving money IN from BAS, the GST Payable is the negative figure. In this example:

G/L Account Name	**Amount**
GST Payable	-74.09
GST Claimable	886.39
Bank Charges	-.30

Ensure that all TAX codes are set at XBAS Click SAVE and Print receipt and put on file.



18.6.2. RECORDING BAS WITHDRAWAL



If you are due to pay money to the ATO, rather than receiving money back, the withdrawal will be taken out of your account by Financial Services at the end of the following month. Your **Bank Statement** will show a withdrawal in whole dollar amounts.

To determine what amount (both dollar and cents) needs to be entered, you will need to produce a report in REPORTS>GENERAL LEDGER>BAS>BUSINESS ACTIVITY STATEMENT RECONCILIATION. The total figure appears on the report as "Difference".

In our example, the amount of GST collected is more than the amount of GST paid out. Therefore $18 will be deducted from your Church Account to be paid to the ATO.

It is important to record the amount identified as "Difference" each quarter so that when you come to close your books at the end of each year the BAS Reconciliation will be a 'true zero'.

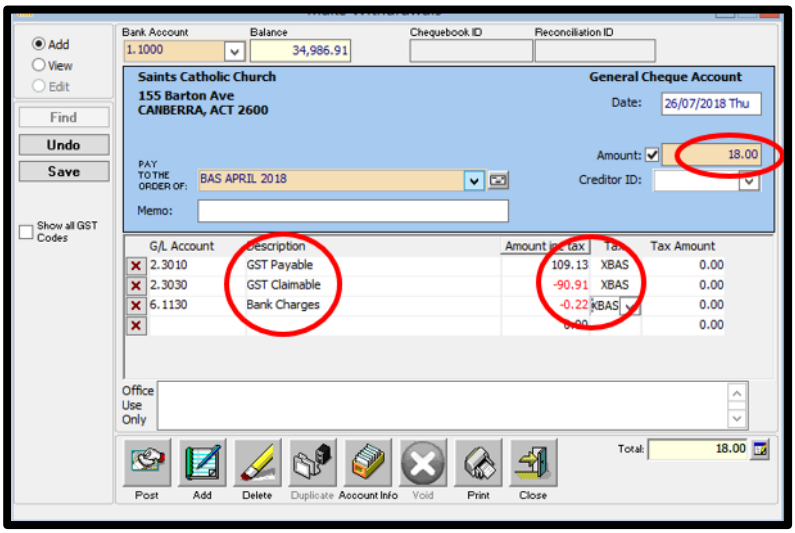
To record in PACS, Enter **the whole dollar amount** in MAKE WITHDRAWALS (the money is coming out of your account).

When you allocate it against the GL Account in the SUNDRY INCOME Tab, Record **both the dollar and cents amount**, the amount left over can then be put against you Bank Charges GL Account. (see below)
Ensure that all TAX codes are set at XBAS

Please note if you are paying money OUT to ATO, the <u>GST Claimable</u> is the negative figure. In this example:

G/L Account Name	**Amount**
GST Payable	109.13
GST Claimable	-90.91
Bank Charges	-.22

Ensure that all TAX codes are set at XBAS
Click SAVE and Print receipt and put on file.



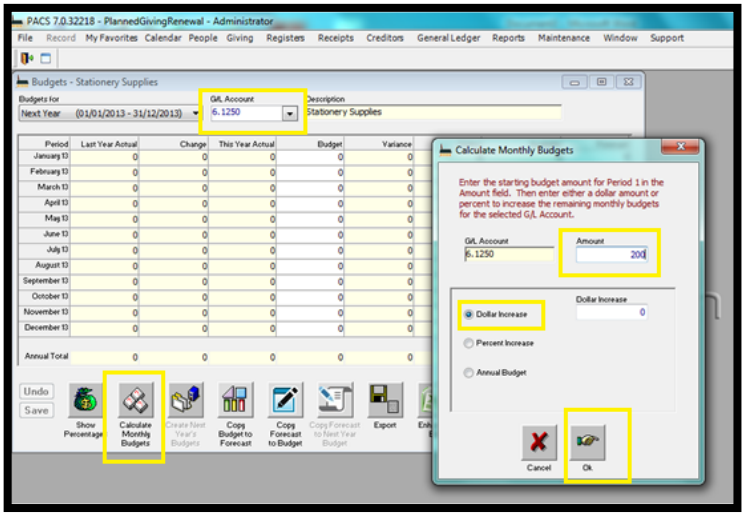
19. BUDGETS

A Budget is an important tool to help plan the Parish expenditure and income for the year. It is recommended that at the beginning of a calendar year, the Parish Finance Council, along with the Parish Priest, formulate a budget for that year. You can produce a report (as detailed below) which can help plan.

GENERAL LEDGER>BUDGETS

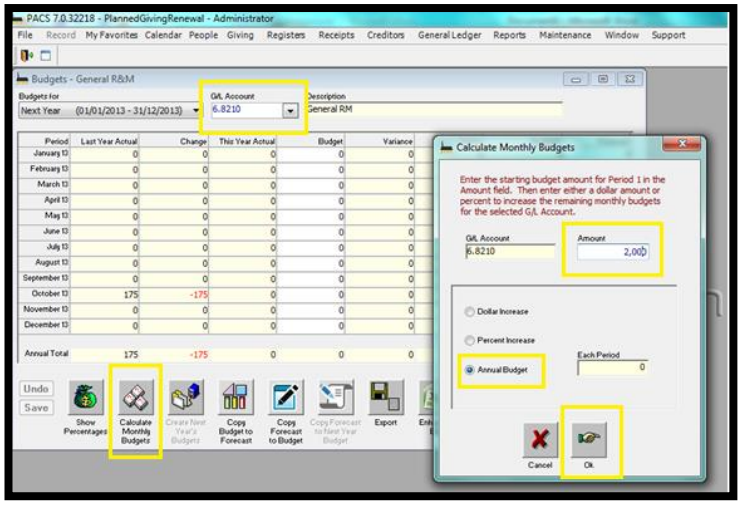
Once you have your budget, choose the appropriate year you wish to add a budget against in the drop down Budgets for field.

Choose the G/L account (from the drop down menu) and then you can put in the budgeted values for each month or the particular month the expense occurs.



Example 1. : **If you have the same amount budgeted for each month** (for eg. $200 for stationery each month)

Select the CALCULATE MONTHLY BUDGETS button and then all you have to do is put the amount per month in the amount field, Ensure Dollar Increase is chosen, select OK and it will automatically put that amount against each month of the year and update the available funds if money has already been spent against that GL Account. Click SAVE and move onto next GL Account until all budgets have been entered.

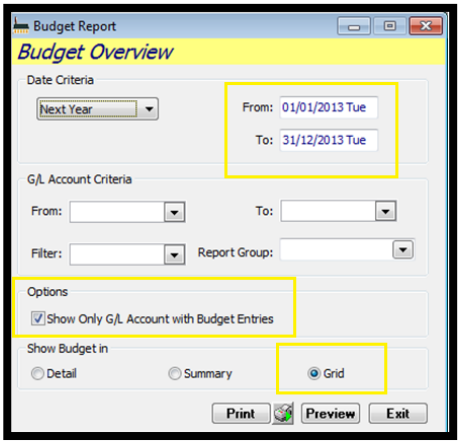


Example 2: If you have a total amount and you want to divide it evenly over each month of the year. (ie. You have budgeted a total of $2000 for Repair & Maintenance)

Select the Calculate Monthly Budgets button and then all you have to do is put the total amount in the Amount Field, Ensure Annual Budget is chosen in and it will put that amount against each month. Select OK.
Click SAVE and move onto next GL Account until all budgets have been entered.

19.1. BUDGET REPORTS

You can EXPORT the information into Excel now by choosing the Export button.



To Print out the Budget go to

REPORTS>GENERAL LEDGER>BUDGETS>BUDGET OVERVIEW
Choose Current Year or Next Year or dates as appropriate in Date criteria (ie 1/1/18 – 31/12/18)
Under Options – tick as appropriate
Under Show Budget in - Choose Grid
Then PREVIEW or PRINT or EXPORT button

20. DEBTORS

Debtors are people who owe the Parish money. This could be for the hire of the parish hall, sale from piety stalls, invoicing for a funeral held at the Parish, tickets for parish gatherings, etc. The Debtors module provides the ability for a parish to raise invoices and receipt payments.

PLEASE NOTE: YOU CAN USE THE DEBTORS MODULE IN PACS IF YOUR PACS IS SET UP AS CASH ACCOUNTING. (You can check this at MAINTENANCE>SETUP under the Applications Tab) IF YOU ARE SET UP AS ACCURAL ACCOUNTING, PLEASE CONTACT YOUR PARISH SUPPORT MANAGER AS IT HAS GST IMPLICATIONS.

Set up Debtor Module – at MAINTENANCE>SETUP APPLICATIONS Tab. In the list of Defaults, tick Enable Debtors Module and Allow receipt Matching against Future Dated Bills. SAVE

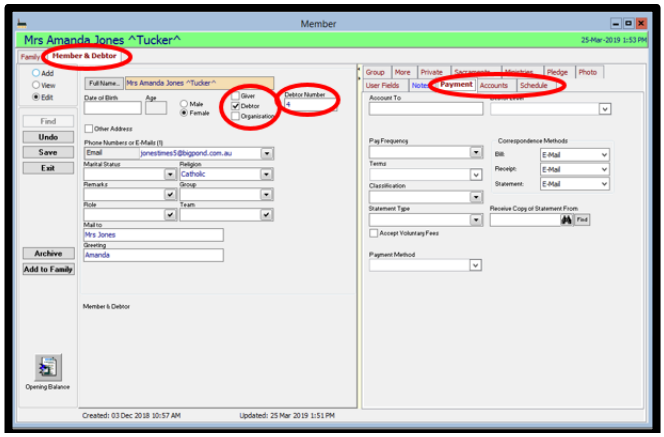
20.1. CREATE A DEBTOR

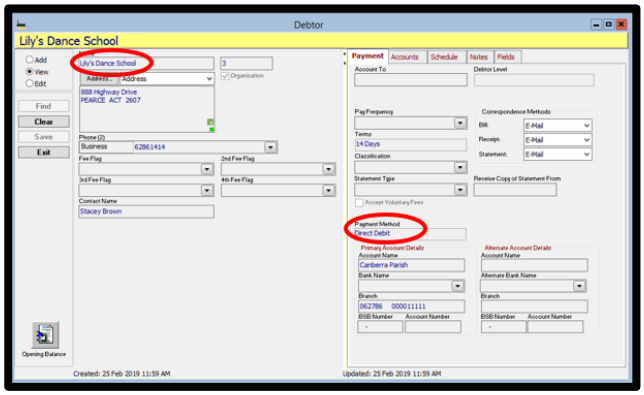
There are two ways to enter a Debtor.
1/ Member of the Parish – if a parishioner is purchasing anything from the parish such as piety stall purchase, hiring a hall for private birthday, etc
2/ Company – a registered business or entity that you are providing a service for, eg hall hire, rental property,

20.1.1. PARISH MEMBER

If the Debtor is a member of the parish – PEOPLE>MEMBERS find the parishioner using the binoculars and click on EDIT mode (if the parishioner is not in PACS, see Section 5.1.)
Tick the Debtor box as circled below. A debtor number field is displayed next to the Debtor box with <NEXT> listed. Leave it as <NEXT> and PACS will allocate the next available number, or type in a number if you want to manually set the Debtor's number. Note: the Debtor's number must be a numeric value.

The MEMBER or GIVER record has now changed to include specific tabs and field when the member is flagged as a debtor. The MEMBER or GIVER tab has now been renamed to include the title DEBTOR.





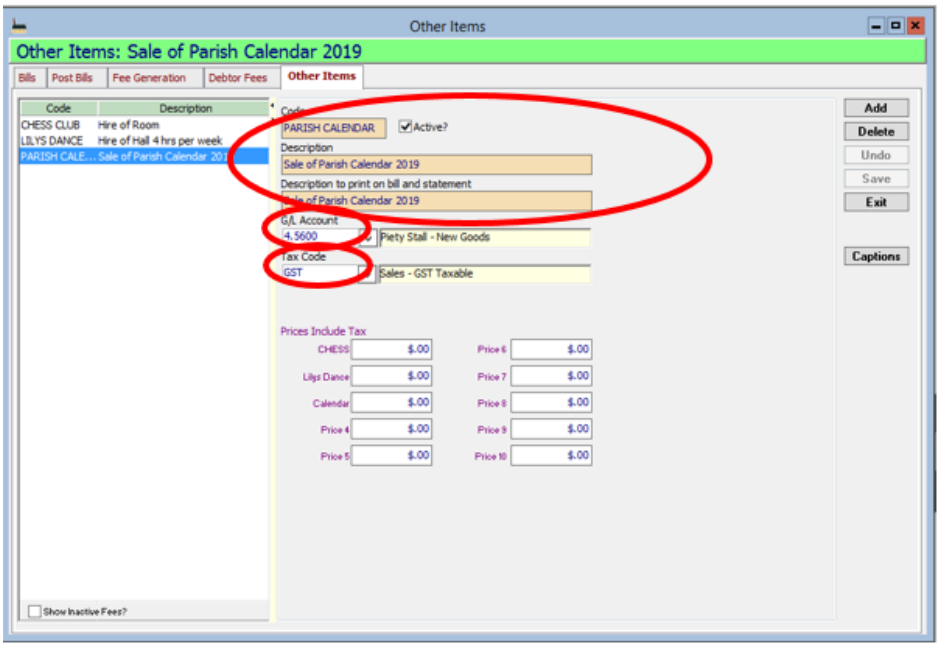
20.1.2. COMPANY/ENTITY

If the Debtor is a company, for example Lily's Dance School that is hiring your hall.
FEES>DEBTORS
Place a tick in Organisation first, the First Name field will change to Organisation. Enter the business's details such as Address (using the Address button) and phone/mobile/email in the required fields.
Enter a Contact name for the Company if applicable.
Payment method – choose the relevant method of payment. SAVE

20.2. SET UP DEBTOR FEES

Once you have created the Debtor, now you can create the items you will be billing Debtors for. You can add items as required.

FEES>OTHER ITEMS



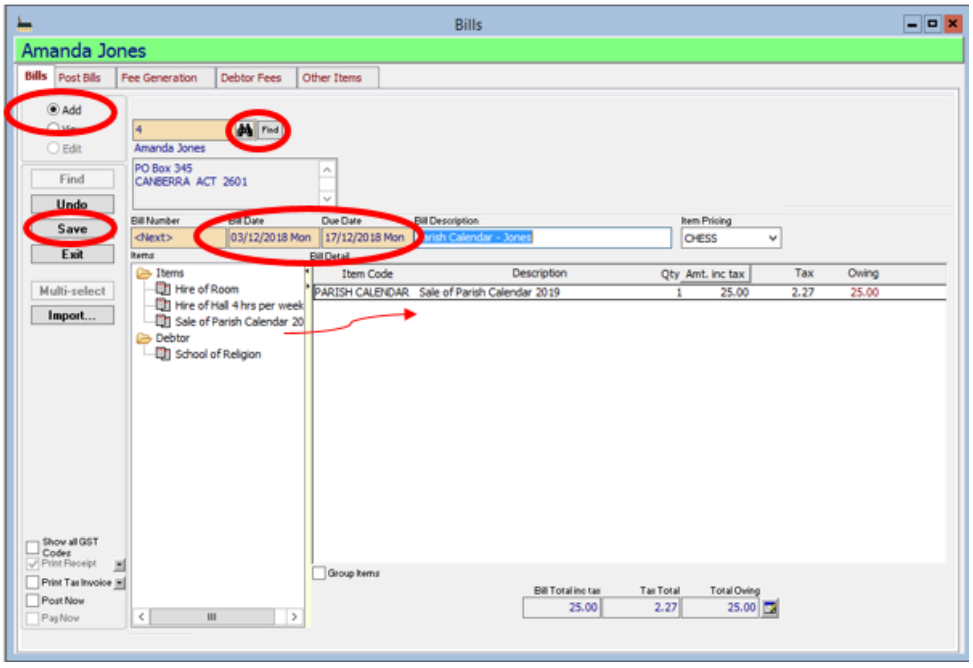
Click on ADD
Write an abbreviated name in Code and put full information in Description. This information will self-populate in Description to print on bill and statement. You can amend if required.
Set the GL Account code to the corresponding GL Account. For this example with the sale of calendars on our piety stall, we have chosen 4.5600 Piety Stall – New Goods.
The Tax Code is GST as we selling them to individuals.
Click SAVE

20.3. GENERATE DEBTOR INVOICE (BILL)

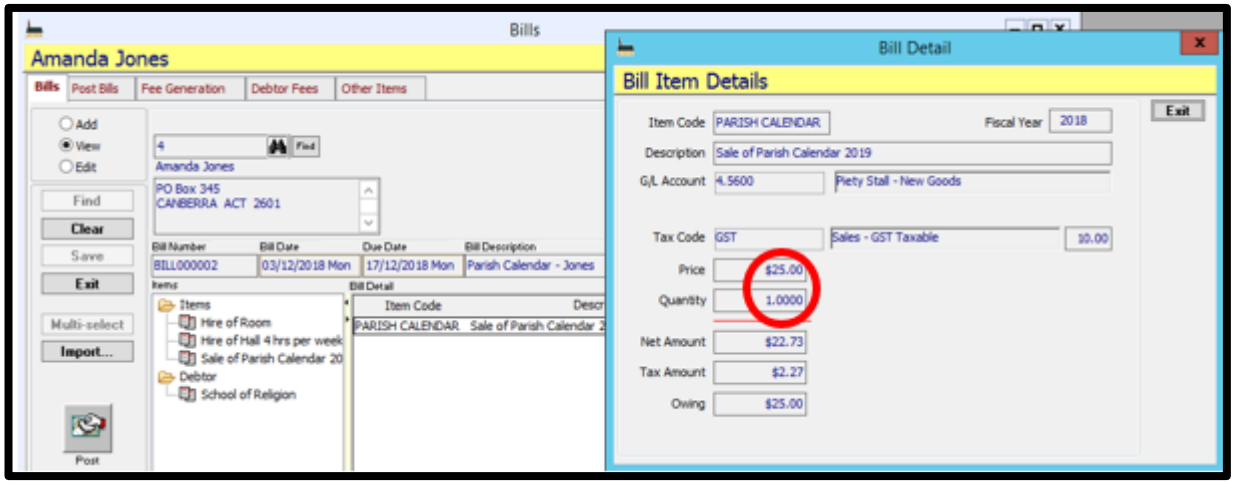
To generate an invoice for a particular Debtor, go to FEES>BILLS.

In ADD mode, search for the relevant Debtor by clicking on the binoculars.

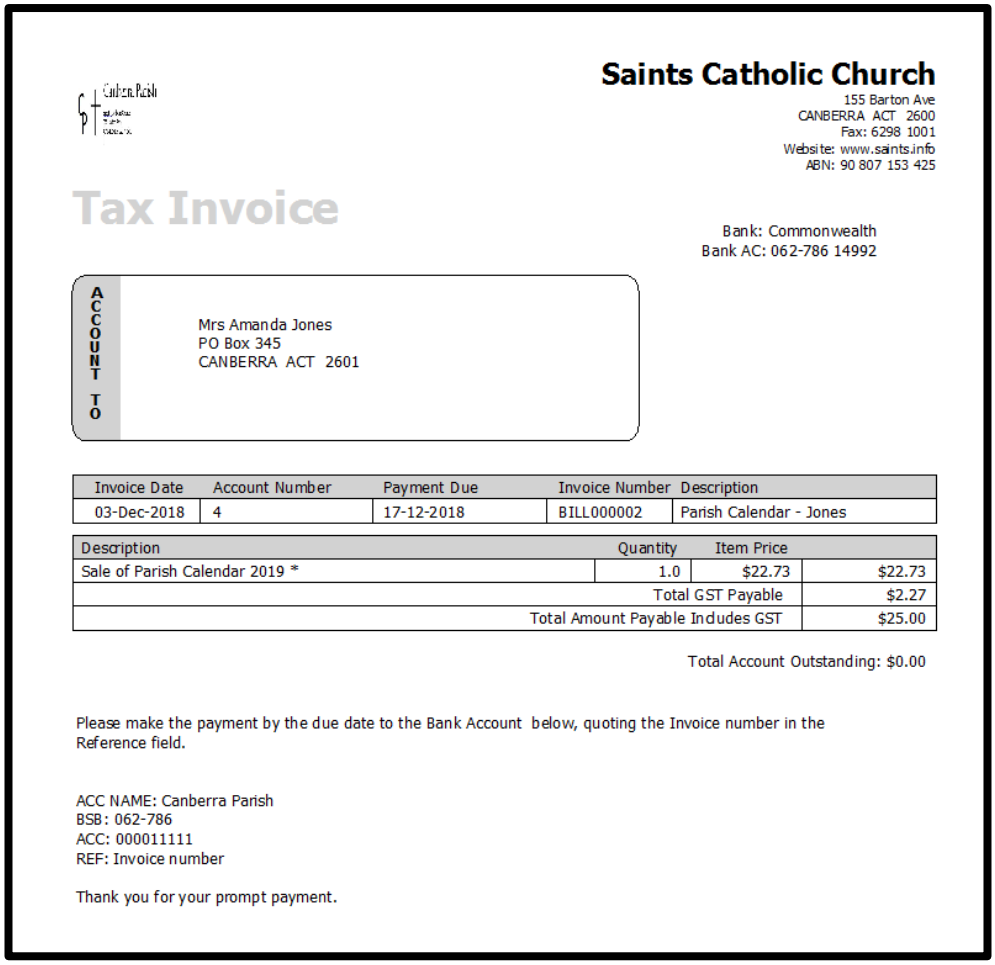
Select the Debtor from the alphabet list and click Select.
The Bill Number will automatically populate when you save.
The Bill Date will automatically default to today's date.
Date Due You will need to set as per agreement with Parish Priest. The Archdiocese recommends 14 days from issue date.
Bill Description will appear on the invoice.
Ignore Item Pricing.
Drag and drop over the corresponding item into the Item Bill Detail field.



Double click on the Item you have just dragged into the Bill Detail and it will open the Bill Detail pop up. You can change the price and Quantity in here. Click EXIT. Now the invoice/bill is complete. Click SAVE. To print a copy of the invoice, click PRINT or save as a PDF and email to customer.



Tax invoice generated below:



Saints Catholic Church
155 Barton Ave
CANBERRA ACT 2600
Fax: 6298 1001
Website: www.saints.info
ABN: 90 807 153 425

Tax Invoice

Bank: Commonwealth
Bank AC: 062-786 14992

ACCOUNT TO

Mrs Amanda Jones
PO Box 345
CANBERRA ACT 2601

Invoice Date	Account Number	Payment Due	Invoice Number	Description
03-Dec-2018	4	17-12-2018	BILL000002	Parish Calendar - Jones

Description	Quantity	Item Price	
Sale of Parish Calendar 2019 *	1.0	$22.73	$22.73
		Total GST Payable	$2.27
		Total Amount Payable Includes GST	$25.00

Total Account Outstanding: $0.00

Please make the payment by the due date to the Bank Account below, quoting the Invoice number in the Reference field.

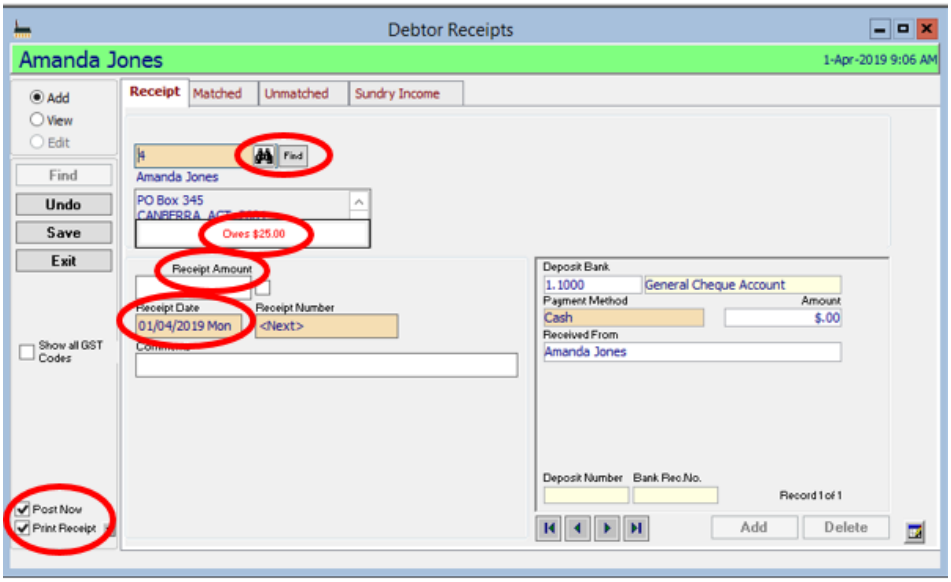
ACC NAME: Canberra Parish
BSB: 062-786
ACC: 000011111
REF: Invoice number

Thank you for your prompt payment.

20.4. RECORD RECEIPT OF INVOICE PAYMENT

To record money received from a Debtor to pay a bill generated by PACS it is entered under Debtor Receipts. A debtor is a member/company who has been billed a fee/issued an invoice.

RECEIPTS>DEBTOR RECEIPTS – Once the money has been received into the Parish account for payment of an issued invoice, it is recorded as a Debtor Receipt, instead of a Sundry Receipt. As a Debtor receipt, the payment is matched against the invoice issued and an ongoing record of all invoices/payments for that Debtor is kept within PACS.



In RECEIPTS>DEBTOR RECEIPTS Use the binoculars to find the Debtor. In this case, the invoice was issued to and paid by Amanda Jones. Click on "J" and double click on the correct Debtor.

The Debtor receipts screen will populate with the information for the Debtor, including the amount currently owed by Debtor.

You do not have to enter an amount here yet, you will match the payment to the invoice in the next step.

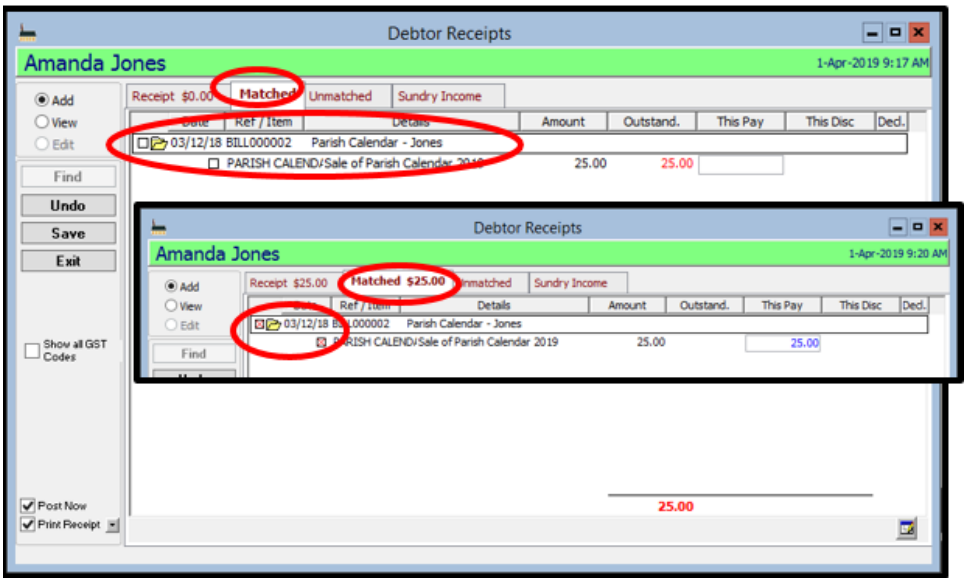
Tick Post Now and Print Receipt. You can keep the receipt with a copy of the invoice as proof of payment for audit purposes.

In Receipt Date, enter in the date you received payment.

Click on the Matched Tab to find the invoice issued (as below). The payment of $25 matches the invoice issued so click on the check box next to the yellow envelope. Now the payment has been matched against the invoice issued. (See the insert below, the Matched Tab has now changed to **Matched $25**.)

Click on the Receipt Tab and now you will see that the amount has been populated. Check all details are correct and click SAVE.

The receipt will automatically print and the payment will now appear on your bank reconciliation as an income item.



APPENDIX A END OF FINANCIAL YEAR PLANNED GIVING TASKS

Generally most parishes, as part of their Planned Giving Program, will hold a Pledge Sunday in the lead up to end of the financial year in order to invite new & existing parishioners to contribute to the maintenance and growth of the parish. The pledges help them with the budgeting of parish funds for the coming financial year. Parishioners will be invited to fill out pledge cards.
Information on the pledge cards can be entered into PACS straight away.

PREPARING AND ENTERING PLEDGE INFORMATION

Print a list of Envelope numbers that are available for re-use

REPORTS>GIVING>MISC>UNUSED ENVELOPE NUMBERS

This way you will know what envelope number will be available for any new parishioners who wish to join the program.

As soon as pledge information comes into the Parish Office you can immediately enter the information into PACS. There is no need to wait until the end of the financial year. Obviously, if a pledge from a parishioner comes in with no change from the previous year, there is no need to do anything. If a New Giver joins the program (see Section 12.1.2.)

Any existing parishioners who wish to have their pledge information altered or changed can also be done as soon as the pledge Information is received into the Parish Office. This is entered in the form of an Oncoming Pledge. This simply means that you are telling PACS that as of a particular date you would like to change any or all of the following information –amount given, the frequency, the type of giving, and the assigned envelope number. If this is the case see Section 12.1.4.

PREPARING ENVELOPES NUMBERS FOR THE COMING FINANCIAL YEAR

It is important to produce a report for the year to determine envelope givers who have ceased giving and remove these inactive givers prior to printing labels for your new envelopes.
Remember: A giver may only give once a year, and this may be right at the end of the financial year!

REPORTS>GIVING>GIVERS LIST
Start: 1
Sort **By** Envelope
Output: Giver List
Options: Tick Show Last Date Given
Preview & Print

> ***Important:*** *An Envelope number should never be deleted. To recover a deleted number, see Section 12.1.10..*

Highlight those Givers who you want to remove from the Planned Giving program. Next Go into those **Givers you wish to remove** and in **Edit** Mode change their Envelope Number to Zero 0, Take the **Giver Tick Off & SAVE**. This way you can re-allocate/re-use the number in the future. PACS allows you to use zero multiple times. Do this prior to printing labels. You can now print a list of Envelope numbers that are available for re-use.

PRINT LABELS for new envelope boxes

REPORTS>GIVING>GIVERS LIST
Select by: Envelope **Sort by:** Envelope
Output: Mail Labels
Option: Tick Active Giver Only
Label size will appear and choose appropriate label from the drop down menu.
Preview and Print.

These can now be stuck onto the envelope boxes.
A choice of label sizes is available. As all printers are different you may need to adjust either your printer settings or your PACS printing margins to fit the print layout with the label sheets you wish to use. To adjust the PACS margins -

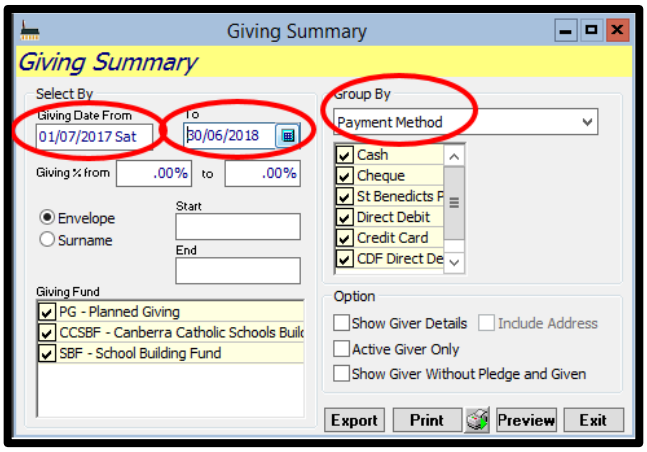
FILE>PRINT SETUP>SHADING and adjust top margin as necessary. OR
MAINTENANCE>SETUP PRINTING (2) TAB under Margins & Shading Section, adjust top margin as necessary

CALCULATING AND CHANGING THE TAXABLE RATE

ACT PARISHES -

In the ACT the Planned Giving Tax deductable percentage is calculated retrospectively at the end of each financial year after all giving for the year has been received and posted.

To find the Total Planned Giving (PG)for the Year, go to
REPORTS>GENERAL LEDGER>FINANCIAL>INCOME & EXPENDITURE
Select dates: 01/07/20XX to 30/06/20XX
Options: Tick Include Two Decimal Places
Preview or Print
This will give you the total amount of giving for the financial year.
To double check this figure go to Reports>Campaign>Giving Summary. Select the dates eg. 1/7/XX to 31/12/XX, and Group By Payment Method.
This total should be the same amount in the report above. If there is a significant difference, contact Parish Support Manager.



You also need to find out how much your parish contributed to the Catholic Schools Building Fund (CCSBF)
Go to REPORTS>GENERAL LEDGER>GL ACCOUNTS>GL BY ACCOUNT
Date: 1/7/XX to 30/6/XX
Select the Expense account for the CCSBF in the To and From GL accounts (it will be a 6 expense code)
Preview or Print

TO CALCULATE THE TAX RATE use the following formula

$$\frac{\text{CCSBF}}{\text{Total PG}} \times 100 = \%$$

TO CHANGE THE TAX RATE IN PACS—there are two areas

3. **GIVING>GIVING FUNDS**
   Enter new tax rate and SAVE
4. Press button **Change Giving Taxable**
   Enter the dates : eg 01/07/20XX to 30/06/20XX
   Enter the new tax rate in bottom left corner
   Press **Change**

3. **GIVING>ALLOCATION OF FUNDS**
   From: eg. 01/07/20XX To: 30/06/20XX
   % Allocated: - Enter new tax rate
   Building Fund: Catholic Schools Building Fund
   SAVE

Ensure the ABN for the CCSBF is entered. See Section 11.3.

NSW PARISHES -

Most NSW Parishes School Building Fund percentage is pre-set as agreed upon by the Parish Priest and Finance Council.
If NSW Parishes need to change the Planned Giving Tax rate contact the Parish Support Manager.
Please be aware any expenses allocated against the School Building Fund have to comply with ATO regulations. For more information and clarification on allowed expenses, please see the Parish Support Manager.

TO PREPARE TAX RECEIPTS

PACS allows you to set up a personal comment on your giving receipts
MAINTENANCE>SETUP PRINTING(1) TAB
Choose Giving Receipt to write your message. Write a message
eg. "*Thank you for your continuing generosity*"
Both NSW and ACT Parishes should use Taxation Receipt to send out their tax receipts.

PRINT PLANNED GIVING TAXATION RECEIPTS (INCLUDING EMAILING)

If you want to email PG receipts to your parishioners who have supplied you with an email you must first ensure the following:

- GIVING>GIVERS All email addresses have been entered into the member/giver field. In the **Member** - Choose **Edit**, then the drop down menu in the phone line keep clicking the **ADD** button until email appears and then fill in the email address
  Then under the **More** tab you must ensure that down the bottom under **Correspondence Method** that email is selected for both **receipt** and **statement**. If it is not, choose Edit, select Email for both fields and Save.
- MAINTENANCE>CORRESPONDENCE>SETUP under Giving Receipt type an email comment that will appear on each of the Giving Receipts. E.g "Please find attached your Giving receipt for the XXXX/XX financial year" Click SAVE.

When you are ready to prepare your Receipt/Statements

REPORTS>GIVING>RECEIPTS

Select by: 01/07/20XX to 30/06/20XX **Envelope** Start at 1

Output: Taxation Receipt

Sort by: choose either envelope/surname option

Option: Tick Show Comment if you have written a personal message

If emailing – REMOVE Print All Tick (Print option will then change to SUBMIT)

You may Preview your records first

Choose **SUBMIT**. All those with an email address will be sent to the Correspondence Queue and those without an email address will automatically print.

TO SEND RECEIPTS FROM OUTBOX CORRESPONDENCE

Providing your email account is set up properly, (Maintenance->Set Up->Application Tab see Section 1.1.3.) Go to

MAINTENANCE>CORRESPONDENCE>QUEUE

Click in the Outbox for Email.

You can either send them all together using the SEND ALL or individually using the SEND button.

ALSO— TO GET A REPORT LISTING GIVERS AND HOW MUCH THEY HAVE GIVEN

REPORTS>GIVING>GIVING LIST

eg. 01/07/20XX—30/06/20XX

Group by: Giver

Summary By: Yearly

Envelope: Start at 1

Option: Tick -Show Tax Deductible

Show Active Giver

Show Name

PREVIEW & PRINT

Updated September 2019

APPENDIX B WWVP/WWCC POSITIONS IN THE PARISH

ACT PARISHES

Ministry positions requiring WWVP registration.

Church workers holding the positions below and/or participating in and delivering any of the following activities should hold a WWVP registration. Please note this list is not exhaustive.

- Parish Priest, Parish Administration*, Assistant Priest
- Deacon
- Sisters and Brothers in Apostolic Life
- Sacristan
- Youth Minister, Youth worker
- Pastoral Association , Family Minister, Pastoral Associate
- Sacramental Co-coordinator, Sacramental Catechist, Home group leaders
- Children's Liturgy Co-ordinator, people engaged in Children's liturgy
- Children's Choir leader, Children's Choir assistant
- Catechesis of the Good Shepherd
- Catechist
- Junior Legion of Mary
- Acolytes
- Special Ministers of the Eucharist who do home visitation to the sick and/or elderly.

NSW PARISHES

- Parish Priest, Assistant Priest, Parish Administration
- Deacon
- Sisters and Brothers in Apostolic Life
- Sacristan
- Youth Minister, Youth worker
- Pastoral Association , Family Minister, Pastoral Associate
- Sacramental Co-coordinator, Sacramental Catechist, Home group leaders
- Children's Liturgy Co-ordinator, people engaged in Children's liturgy
- Children's Choir leader, Children's Choir assistant
- Catechist
- Junior Legion of Mary
- Acolytes
- Special Ministers of the Eucharist** who do home visitation to the sick and/or elderly or regularly assist with a Mass especially for children i.e. School Mass or Confirmation/Communion Mass