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	Accounting Periods
Starting Numbers	Starting Numbers

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

Starting NumbersUnder 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 AccountsDefault Chart of Account Settings. These come pre-set for the Archdiocese.

Lists the tax codes available in your PACS



Default Accounts

Tax Codes



Payment MethodsLists 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 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

Parish Name

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.

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 le. 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 can be created to identify expenses under the same GL code for different purposes le. 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.

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

This is the facility to activate notes within PACS. There are several different types of Notes. le 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.

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)

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









Family Roles

Departments



Ministry





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

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

-					4	Setup						
Setup:	<u>.</u>											
General Australian Sta Australian C Parish	Parish Capital Te h, St Ber olic Churi	edict's Parish	RALIA	Printing (1)	Printing (2)	SMS						
Address 155 Barton CANBERRA Phone, Fax, El	ACT 26											
Business		98 1000										
Parish Logo F		20 2000										
		ettings\stben	edict My D	ocuments Wy P	ic l							
Nest Campaig		te N E	lumber 90 807 153	425 Inchant Number		BPAY Metho AY Biller Code Print BPAY Lo Compute BPA	igo and Biller I	Code	BPAY Methe Modulo 10 Check Co	¥	Undo Save Exit	
Deductible Gil	t Flecipien	1			BP	AY Prefix		BPAYSu	Hc.		househoused	
Deductible Gir	t Recipien	r.						_ e-Arou				

1.1.3. APPLICATION 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.

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.



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.

And Allow Date change on Voided Receipts IS ticked.

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 : <u>parishname@cg.org.au</u> ie <u>campbell@cg.org.au</u> If password protected bit CHANGE PASSWORD and er

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 in 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 <u>5.2.</u>

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 interest 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)

-	Setup	- • ×
Setup: Forms		
	nting (2) SMS	
Form Term Name Default Add Add	Rong Ford Name Planned Giving ↓ Matigle Envelope Handing Overdek Automatio Overdek Automatio Check Every Time Pegisters Add Confirmation With Baptism	
	Save Exit	

<u> </u>					Setup					- • ×
Setup: Prir	nting (1)									
General Parish	Application	Forms Pr	inting (1)	Printing	(2) SMS					
Purchase Orders / In					-	_	_			
Receipts Tax In		redit Adjustment	Cheques	State	ments Bank	Deposit Slip	੭_			
Summarize Cash										
Prink Description										
Giving Receipt Gi	ing Statement	Pledge Statement	Receipt S	tatement	Baptism Certifica	e Voluntary	Invoice	Comments		
Thank you for sup	porting our Par	rish.						^		
									Undo	
									Save	
								×	Exit	

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.

L	Setup	= • ×
Setup: Printing (2)		
General Parch Application Forms Printing (1) Process (i) Default) Votersit (i) Default) (i) D	Printing (2) 545 Erait Preconstance Reconstel CA3 - v Micro Bank Deposit Sig Micro Celefor ST Payment Summary Transic Labels Transition Labels Difference Labels Transition Lab	Undo Save Eat

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



					Ti	esday, 30 Ap	r, 2013 9:52 AM			
	Saints Catholic Church Electronic Funds Transfer Report									
Bank Deta	oils:					Receipt Dat	e: 15/04/2013			
Name:	Commonwe	ealth								
BSB No:										
Account No										
Account Na	ne: T									
Payment M	thod:									
EFT Schedu	le:									
Giver	Giver	Credit Card Number	Credit Card Holder	Expiry Date	Authorisation	Standard Amount (\$)	Process Amount (\$)			
100	Assent	000000000000000000000000000000000000000	Ms Roda Assent	02/17	100	10.00	10.00			
101	Gilet	45640000000000000	Ms Dianne Gillet	03/15	101	50.00	50.00			
102	Durry	000000000000000000000000000000000000000	Mr Grant Durry	05/17	102	100.00	100.00			
103	Pistol	535300000000000	Mr Paul Pistol	07/18	103	80.00	80.00			
	Total Entry:	4			Total:	240.00	240.00			

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

<u>h</u>	Setup	-
Setup: SMS	\sim	
General Parish Application Forms Printing (1)	Printing (2) SMS	
Sis billing Code BCRPM15122 Diske Web Service Email Address Carberra Biog.org.au Servier Address Port Servier Address Port B0800 User Name: Password:	Contact Mobile Number Message	
Test Connection Test	Reply Required Send	Test
		ido Save Exit

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.

http://www.codes		
Asset Register Family	Parish: Celebrant: New	
🗀 General Ledger	Data Description	Add
 Giver Member 		Delete
🗀 Other 芦 Parish		Undo
Celebrant	Active Reportable	Save
Mass Centre		Exit
Parish Zone		Preview
Stall		Print 🥸
		Show Usage
		Properties

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

amily	Member	Asset Register	Baptism Register	Confirm	nation Register	Marriage
	Ca	ption	Field Type	Before	After	Add
P Verified		Date			Delete	
			Text Number		ĺ	Undo
			Currency Date		[Save
			Checkbox Dropdown List Reminder Date		(Exit

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 <u>before</u> 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

Login Contro Administra					
Logn Code	Logn Name Administrator	LastLogin 26,07/2012 15:58:42		Active Active Active Second Tried Back Colour at	Add Delete Undo Save Exit
Users Select All	Deselect All	V	Show Active Only	 	

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

⊨ Delete Giving T		
Fund Planned Giving From 26/07/2012 Thu	▼ To 26/07/2012 Thu	Delete Exit

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

🔚 Transfer Giver		
From Giver	To Member	Transfer Exit

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.

<u> </u>	Correspondence Setup	×
Register Notification		
Register Notification Giving Receipt Giving Statement E-Mail EFT Remittance Advice Purchase Order Bil Receipt Statement Pledge Statement	Name Register Notification Gestination Folder T: Canberra Parish Sacraments Use Template Fat Comment Please mid attached a register notification for your parish. v	Undo Save Exit

Image: Correspondence Queue Image: Correspondenc

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.

<u></u>	Reminder List	×
	ላሽ EFT Schedule Details - Member Oredt, Card Expiry Date (2) ሹ Note - Follow Up Due Date (1) ዀ Recurring Transaction - Next Processing Date (1)	
	6 K S	_
	Refresh Bach Port	

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.

Allocate Envelope Number

Envelop

400

Campaign

Current

Next

Starting

Allocate

Sequence number from Starting Number

Name

Mr Richard Sharp

<Next> number to givers without envelope number

Start

Date

07/07/2013 Credit Card

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)

niy Hember O Add # tiew D foil Find Com Com Com Com Com Com Com Com	Apr Shate Fende	Ervelige Nariber		Vivate Sacraments Pielge Date Amount		en Photo User Fields No eyment	tes.
Find Cites and Finance	Fende	_					
Citeral Phone	Address. Resident						
		- N	Current Pledge Det	ala internet		Primary Account Details	
			Next Pledge Cute	Envelope	Tanable N. Delault	Cardholder Name	
Exit	Telgion .		Amount	PedjePetod	Pagnant Tga	Cwill Carl Number	Eqity
Penals	Group		Paghert Date	agree Pariod	Credit Card	Autorization	00/00 10
Pole	Team			-	2	Alternate Account Ontals Cardioble: Name	
Matro			Helery				
Greeting			Date A	mount Period Env	elipe Tarabiens Default	Credit Card Number	60/00 (0
dd to Family						Autorean	
						Show Find Details	







Clear

Confi

Edit Pledoe Details

Allocate

\$40.00 Month

Pledge

-

Exit

Family

Sharp

Save

Undo

Filte

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.

Address	Residential	•
18 Northcote DEAKIN ACT		Ľ

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)

		My Favorites Calend						Reports	Maintenance	Window	Support
	• 🗆 🍫	*x 🔌 🖳 🖬	4 Þ ÞI	2	1 🏹 👀	44 8					
1							_				

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.

Organize Favorites

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 creen 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 <u>9.1</u>.- 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 <u>blank</u> 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.



Control of the data in this report to a format of your obside. (Not all formatic will used for all reports pits coacies on your PC.) Saint's Catholice Character Working with Children Character Staff and Member							Saturday, 03 May, 2014 4:52 PH		
Name	Phone	S=Staff/ 1 H=Hember	Staff Type	WWCC Number	WWCC Expir Date	y Card Type	Verified By	Verification ID Details Date	Application Status
ATTIWELL Carolyn "Carolyn"		м							
BABOLLO, Mark "Mark"		м		111111111	15/01/2018	Volunteer			Application in P
BAGTON, 38		м		123848484	21/04/2017	Volunteer			Application in P
BAGTON, Peter		M		122345611	20/04/2017	Volunteer			Application in P
BAILES, Mathew "Mathew"				12456790	13/04/2017	Volunteer			Application in P
BAILES. Miranda "Miranda"		м		134678775	12/04/2017	Volunteer		10/02/2014	Cleared
BENS, Caren		м							
BENS, Grace "Grace"		м							
BOLLS, Brian		M							
BREAN, Margaret		M		1230909090	27/04/2017	Volunteer			Application in P
BRUNT, Humphrey		M							
BRUNT, Rita		M							
CLARK, Tanya		M		1245899999	20/07/2017	Volunteer			Application in P
CULLINGTON, Jean	0407 515 272	м		123678899	23/04/2018	Volunteer			Application in P
FOOTE, Deborah		м		1245777777	20/04/2017	Volunteer		3/00/2014	Cleared
FULL Frank "Frank"		м				Volunteer			
MACKY, Victoria		м		124589433	10/06/2017	Volunteer		7/04/2014	Cleared
MAY, Jane		м		14566666	20/04/2017	Volunteer			Application in P
MILLERINGTON, Kathryn		м		123466666	20/04/2017	Volunteer		3/03/2014	Cleared
PITT, Matt		м							
ROSS, Ovistine "Ovistine"		м		134579000	7/02/2017	Volunteer		10/03/2014	Cleared
SHARP, Richard	0408 123 456	м		12454454	15/06/2017	Volunteer			Application in P
WEBB, James		м		1235633333	26/04/2018	Volunteer		3/03/2014	Cleared
WEB8, Jane		м		1236864456	12/07/2017	Volunteer		7/04/2014	Cleared
SMALL Jenny	0428 123 456		Administration	123683456	26/05/2017	Employee		16/04/2014	Cleared
BROWN, Jack	6298 9999		Joint Parish Ministry						
SMART, Don	6260 7766		Outside party using parls		31/05/2018	Volunteer			Application in P
SMITH, John				1010101010101	12/04/2017	Employee		17/12/2013	Ceared

Save in: 🔒	CHILD PROTECTION	- G 🗊 🖻 🛄-		
Name	·	Date modified	Т	
TEST A r	eport	30/04/2014 5:10 PM		
🐴 Test repo	ort	30/04/2014 4:32 PM		
	m		•	
< ☐ File name:	WWVP Report 2014	Save	,	
File name:	-	Save Cancel	,	

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.

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12 Menbe 24 Mnistrie

SMS Centre

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 aga 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 S to
- Auto close if you want the bo
- Reply required this function _

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

Please note the "Total Cost is 1" means 1 unit of payment has been charged against the

you do not want replies to your SMS.

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



E-mail Centr Frank 0411123 BENS Carer 041265498 FOOTE Debo F0000 0408169560 0409123456 A LA. Export... Select All Deselect Al s (1) Print P

ain, e		New Hessage Templates Save as template Olear Characters Used: 57 Open SMS Redy	✓Record as b Auto dose
	ose after the SMS is se	inst the member you are	Sending the SM

Melbourne Archdiocese according to the

agreement set in place with our Archdiocese.

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

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

<u>L.</u>	:	SMS Centre				×
People Ministry Register	Family/Staff	Name	Mobile	Envelope	Cost	
Name		FOOTE Deborah	0408169560		0	
Youth Ministry	✓ JON002	JONES Casey	0401010101	301	0	
Location						
·						
Start Time End Time						
00:00 🗘 00:00 🗘						
Leader						
Active People						
Interested People						
	Exceptions (1)	Print Prev	view 1	Exp	ort Select All	Deselect All
Apply	\sim		/			
	please note there is	s a Youth Ministry meetin	ig at 6pm in the Pari	sh Hall		^
	Regards Parish Off	cel				
						~
		Terrelation				
		Templates		/		
	Save as template	Clear Characters	Used: 97		lecord as Note 🔌 😐	Gancel
	Open SMS Reply				uto close after tend teply Required	
					repry required	

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.

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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.

H		SMS (Nikky Long)	×
Parmity Nome	Hoble Envelope 041399080	ecent 0	
ver Mill Rease note the Library Meeting time has char Rease rays to confine receipt of the text. We price	yeaf from (per to "join tanger		Equit Salect All Develocit All
New Message Templates Save as template Open SMS Reply	sed: 165		Cancel

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

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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.

-	SMS Reply		= • ×
MS Reply			
Coday v	7/09/2017 12:51:19 School to 0408169560: "Finance Committee	Deborah Foote 0408169560	
From: 07/09/2017 Thu	Reply from 0408169560; "I'll be there!"	7/09/2017	
To: 07/09/2017 Thu		I'll be there!	12:51:19
	Original Message	Finance Committee meeting tonight at 7pm in Parish Centre	12:50:46
Preview	1		
	Export Folder T:\Canberra Parish\Finance	Export File Finance Meeting Attendance Sept 2017	Export
	11 fear oct of a set if a serve	m product record studioance dept 2017	Laport

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.

SMS Reply		×
7/09/2017 12:51:19 School to 0408169560: "Finance Committee	Deborah Foote 0408169560	
	7/09/2017	
	I'll be there!	12:51:19
	Finance Committee meeting tonight at 7pm in Parish Centre	12:50:46
Export Folder T:\Canberra Parish\Finance	Export File Finance Meeting Attendance Sept 2017	Export
	School to 0408(66560; "Finance Committee meeting toophic 21 pm in Pains" Reply from 0408(60560; "Til be there!"	Deborah Foote Scholto K408169560: "France Committee metry tongit at 7pm in Parati Raph from 9408169500: "Ti be there!" 0408169560 Ti be there! 7/09/2017 Ti be there! France Committee meeting tongist at 7pm in Parati Centre Eport Fider Export Fide

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 <u>1.8.</u> – Correspondence, for details.

5.2. EMAIL CENTRE

PEOPLE>EMAIL CENTRE

If your email is set up in PACS (see Section <u>1.1.3</u>. 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 <u>8.5.4.</u> Other Sacraments)

-					1	E-Mail Ce	entre							-	
Name Finance O Location Start Time 00:00 Leader Active	🕞 😡	Time 00 🗘			Family/Stal FOC002 SHA001	FOOTE De SHARP Ric		E-r deborah. foote @ rsharp @bigpond		Enve	lope				
			Apply	Subj		Print Beeting times	for this ye	ap 🗹 StatusBar	RulerBar	Ехро	t		iect All		elect /
				Dea Ple	ar PFC me ase find at ank you		times fo	r all PFC meeti							
				E-m		Attachments	0%	lates	M		ecord	as Not	er send	mail	

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

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





To save a note against

information on PACS, ensure the Note Group

the member's

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 <u>1.8.</u> 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

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



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

Next click EMAIL

 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

 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.

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.

File	Record	My Favorites	Calendar	People	Giving	Registers	Receipts	Creditors	Gener
] 🕩	🗆 🍫	My Favorites				≹↓ 🏹 🕫	#		

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 <u>3 STEP</u> PROCESS



 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

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.

Member New Contact Ramly Contact Ø Add Ø Wew Edit	Fullying Age (1)	Check Full Name Check Full Name Check Full Name N
Undo Save Exit	Phone Phone Posse Married Catholic Penarks Groo Piole Tean Mal to Geering	Party From Tota Number Num Num Num

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.

Family Conta			_		1	User Fields	Notes	_			
O View	Full Name Smith				ſ	More Fai	mily Member	Sacraments	Ministries	Pledge	Photo
🔿 Edit	Date of Birth Ag	Male	Giver			Family Group	p Family				
Find		Female				SMI007	Smith				
	Address					Family Role					
Undo	Phone (4)					Head]		
Save		8 123 567									
Exit	Marital Status Married	Peligion Catholic				Mailing L	Jist				
	Pemarks	Group									
	Role	Team		-							
	Mailto	•		 							
	Imail to										
	Greeting										
Link	-										
Link											

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.

Family			
Smith			21-Nov-2013 4:01
Family Member		🗕 Format 🗾	
Add Seve Find Clear Save Exit	Family Group F SM1006 S Mail to Mr & Alrs I & J Smit Greeting Ian & Jane Address Resid 19 Calton Road BATEHAVEN NSW	Mr & Mrs J Smith Mr & Mrs J & M Smith J & M Smith	Group User Fields Notes Notes
	Phone Family 4 Parish Zone	OK Cancel	Home - 44724472 Email - Ian.smith@bigpond.com
Data Entry Archive	Residential Structure	Permarks	Other Address
Add Member	Source	Giving Result	Familes of Jan Smith
		0	Family Group Family Name Role in Family SH1006 Smith Head

6.2. ADDING A MEMBER TO AN EXISTING FAMILY

Go to PEOPLE>FAMILIES

酋 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!

File	Record	My Favorites	Calendar	People	Giving	Registers	Receipts	Creditors	Ge
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			of Ian Smith	Families				
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SMID06 Smith Head		Head	1006 Smith					

6.3. **SEARCHING FOR FAMILY & MEMBERS**

		My Favorites					
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緧 on the tool bar, Click on appropriate letter of Use Binoculars surname, or start typing in the Search for field in the lookup, the list

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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

Family Group

Family:

• •

10 - Fami Find Family

Find

Exit

Data Ent

Find

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

Find the member you wish to delete.

Select the EDIT mode

The DELETE

button will then become active by becoming Red in colour

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.

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).**

	MY PARISH - Administrator	Conception, Conception, State
Record My Far	avorites Calendar People Giving Registers Receipts Creditors GeneralLedger Rep	orts Maintenance Window Support
	N By H < ► ► □ 1 3 3 7 40 A 1 E ⊠ 2	
- Member	Delete	
	Marie "Anne-Marie" Nicholls	21-Nov-2013 4:30
		21400-2013 4:30
Family Membe	ier	
O Add	* Notes	
View	FullName Ms Anne-Marie "Anne-Marie" M	P More Sacraments Ministries Pledge Photo User Fields
@ Edit	Data of Birth Ann	
	Male Univer	Family Group Family Name Role in Family IC001 Nicholls Head
Find	Female	COO1 Nociois Head
	Cher Address	
Clear	Phone	
Save	Business 0	s for Nicholis
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	Role Team	
	V V Addre	55
	Malto	
	Greeting	
Archive		
	Family	
Add to Family		C. C
	Menh	ers of Nichols

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.

Smith			214ev+201
Family Member			
Add Verw BEdt Find Clear	Fanily Group Fanily Survane SM006 Smith Maito Yr A Mrs 1 & J. Smith Geering Ian & Jane		Group User Note - Name Age Role in Family Envelope - Cans Smith 57 - Pare Smith Souce - Nary Smith 23
Save	Address. Residential		
Exit	19 Calton Road BATEHAVEN INSW 2536 Phone Family 4472 4472 Path Zore Etheriote	you want to	unt to restore the Smith family and all current members. Do a continue?
Data Entry		•	
Restore	Pesidential Structure Remarks		Yes No
Add Member	Source Giving Reput		
	Aschived Family No. of 0	Givers	



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 <u>Section 9</u>. 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 <u>blank</u> 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

http://working.wit	h Children Check Listing	- • •
Working w	vith Children Check Listing	7
Select By Type of Card Card Expiry	From To	Ministry Select All Deselect All Outisde party using parish fa
Member Staff Both	Include People without Check Card Include Archived/Deceased People Members with Interested Ministry Only Members with Active Ministry Only	Acolyte Acolyte Altar Server Carers' Group Children's Liturgy Church Cleaning Collector Communion to Sick
Staff Type Sort By Name	Type of Card	Communion to sloc Eucharistic Minister Finance Committee Greeter at Mass

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



Driver				
Name	^	Name		Add
Angels Catering		Driver		Delete
Youth Ministry		Default Location		
Acolyte				Undo
Altar Server		Default Start Time	Default End Time	Save
Carers' Group	E	00:00 AM 🔶	00:00 AM 🚖	Exit
Children's Liturgy		Responsible Staff		LAN
Church Cleaning	0	Ministry		
Collector		wiinistry		
Communian to Sick				
Driver				
Elderly Outreach		🕜 Are you si	ure you want to delete th	is entry?
Eucharistic Minister 9am		-		
Eucharistic Minister 6pm				
Finance Committee				
Flowers & etc.		Yes	No	Cancel
Greeter at Mass 6pm				

7.3. ADDING MINISTRY INFORMATION TO INDIVIDUAL MEMBER RECORDS

Date of Birth

Mailto

Greeting

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-

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

Archive Add to Family ers & etc

Photo User Fields

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 <u>6.2</u>.- 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)

<u> </u>	Baptism Register	×
New Regi	ster	
() Add	Date of Baptism Folio Num Parents/Witnesses Other Sacraments Private Notes User Fields	
O View O Edit	Place of Baptism Celebrant Enk to Member	
Find	Ful Name_	
Clear Save	Mail to Link to Member	
Exit	Address	
	Godparents Religion Link	
	E-Mai	
	Place of Birth Date of Birth	
Add Multi.	Rive Age of Baptised Vitnesses Name Religion Link	
Print amily Search	Home Parish Narrabundah, St Benedict's Parish V	
	Parish of Register Narrabundah, St Benedict's Parish	

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

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...

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.

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

-	Search Members for B	Saptism Register	x
Search by Family 	Child	Search by Member	
(B)	Father	B- C B- D B- F B- F B- G B- I B- I B- J B- L B- M B- N B- N B- N B- N B- N B- N B- N B- N B- N B- V B- Y B- V B- V	
	Mother	89- I 19- J 19- K 19- L 19- L	
 ⊕ ⊕<th></th><th>B B B B B B B B B B B B B B B B B B B</th><th></th>		B B B B B B B B B B B B B B B B B B B	
80		80 R 80 S 80 T 100 U 80 U	
B⊡- W B⊡- X B⊡- Y B⊡- Z	Refresh Ok	⊕- W ⊕- X ⊕- Y ⊕- Z	

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)

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۲	View	Full Name S	arah Jane Smit	h					S.a	crament	Date		Place			Parish
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		05/03/2013 Tu	e 0	Male Female												
	Find	Other Address														
	Clear	Phone	-													
	Save	Mobile				•										
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		Remarks		Group		_										
		Role		Team		-										
			~	J.												
		Mailto														
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

Email

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

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.

Lindi	
Date of Birth	1
Home Parish Use the drop down menu at the	N
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	

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 <u>5</u>. Emails) and that the email address for the parish you are sending the notification is also entered in PACS (see Section <u>1.1.1</u>. 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



	My Favorites Calendar People Giving Registers Receipts Creditors GeneralLedger Reports Maintenance Window Support	
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Filter by Category: (All Categories)	To: St Anthony of Padua Parish (212056) <sta.wanniassa@op.catholic.org.au></sta.wanniassa@op.catholic.org.au>	Cancel
Register Notification	Ce	
	Boci	1 U
	Subject: Register Notification	1
	Attachment(s): C: Users (footed Documents Baptism Register 20090053.pdf	
	Category: Register Notification	
	Please find attached a notification advising of Bactism in our parish.	
	Please find attached a notification advising of Septem in our parish.	^ I

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.

<u> </u>	Baptism Reg	gister Report		x	
Baptism Regis	ter Report				
Select By					
Register Date	From	Street			
O Folio Number	01/01/2018 Mon				
OSurname	To 31/12/2018 Mon	Suburb	Post Cod	le .	
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Failor or negover	¥	F alton 2016			
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Sort By					
Register Date	 Birth Date 	Parish Zone	ed address first then Folio Numbe	r	
Folio Number		Suburb			
 Surname 		Post Code	Reorder sort		
✓ Ascending		Street	 columns using drag and drop feature 	<u> </u>	
Output				_	
Full List	Show Header 🛛 Show	v Folio Number	Prefer Current Address		
O Short List	Footer		Address Labels		
O Notification	Print Date of Issue as Da		Mail Labels Label		
 Full Certificate Short Certificate 	✓ Show Printed Date & Time ✓ Indude Witnesses	2	DL16 (2x8) 105mm x 37mm		
Confidential Certificate			Show Mother's Name		
O Preprinted Certifica			Both Current and Maiden		
Exclude Deceased	Position		O Current Only O Maiden o	nly	
[Export Print Previo	ew Exit			

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 <u>8.2.2.</u>

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 <u>8.5.</u>

8.2.1. FAMILY IS PART OF THE PARISH

REGISTERS>CONFIRMATION REGISTER

Ensure you are in the ADD mode

Enter Date of Confirmation

-	Confin	nation Register			
New Regi	ster				
O Kiew O Edit	Date of Confirmation B0/12/2018 Place of Confirmation Celebrant Ce	Parents/Witnesses Private Notes User Fields Father Units (Mamber Padgion Find			
Find Clear Save Exit	FullName	Mother Link to Member Full Name. Find Region			
	Address_	Vitesses: Name Relgion Link →			
Add Multi.	E-Mai				
Print Family Search	Parish of Baptism Date of Baptism V V Parish of Register Narrabundah, St Benedict's Parish V				



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 <u>1.1.1.</u> Starting Numbers icon).

New Regi	ster		
Add View Edit Find	Date / Continuation Folio Num 10/12/2018 Mon CBUT> Plater of Continuation Calibet et Sants Church Archbertop Mark Colerdopt - Likit of Member Full Name. Mary Smith	Parents/Witnesses Private Notes User Reids Patiene Liai co/Miniser Patigane Vitan Smith Vitan Smith Catholic vitage	
Save Exit	Continuation Name Address Address IP Calibon Road DATEVANED* 100W 2536	Motive Lok un Mendee Pel Name. Urs Jane Smith ♥ A Find Pergen Arrgican ♥ Vicescen: Name Religion Lifk ♥♥	
Add Multi. Print Family Search	E Mai Hard Mathin Ulde to Ulde Australia 23(07/1990 Sun) Particol Baytism Dave of Baytism Bateman Say, St. Bernard's Partich (v) Particol Chapter (v) (v) Particol Chapter (v) (v) (v) Particol Chapter (v) (v) (v) (v) (v) Particol Chapter (v)		

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.

Address Click on the Address button to correctly format the address Place of Birth

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 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.

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).

-	Confin	mation Register	×
New Regis	ster		
Add View Edit	Date of Confirmation 16(07/2017 Sun Place of Confirmation Celebrant Sents Church Celebrant Sents Church	Private Nutrice User Fields Confidential Nov Brought hits full communion with the Catholic Church on completion of the RCLA program on Pentecost Sunday	
Find	Ful Name. Silva Beltrame A Find	4/06/2017	
Undo	Confirmation Name		
Save	MARY		
Exit	Malto		
	Address		
	SS Gordon Ave GRIFFITH ACT 2603		
	E-Mail		
	beltrame@agengineering.com.au		
Add Multi.	Place of Birth Date of Birth		
Print	Parish of Baptism Date of Baptism		
Family Search	Woden North, Parish of the Transfigur 🗸 1/01/2009 📄		
	Parish of Register Narrabundah, St Benedict's Parish		
			_

8.2.4. SEND A NOTIFICATION OF CONFIRMATION TO ANOTHER PARISH

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Siliva Belt	rame	<u>+</u>		
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1		Print Al	Export Print Preview Exit	

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 <u>1.1.1.</u> 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.

	nce My Favorites Calend		rs Receipts Creditors Ge	eneral Ledger Reports Ma	intenance Window Suppo	rt
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Correspondences (1)	From	Send To Cc Bcc	Subject Reference		mitted Submitted nple nple By When By Vher	Category
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- ∰ Sent Items (0) ⊡-∰ E-Mail (1)						
Outbox (1)						
Filter by Category:						
(All Categories) Register Notification						





8.2.6. PRINT OUT A CONFIRMATION REPORT

🗕 Confirmation Register Report 📃 🗖 🗙
Confirmation Register Report
Select By
Register Date Mom
Fold Number 16/07/2017 Sun
O Surname To 17/07/2017 Mon
Parish of Register
Sort By
Register Date
O Folio Number O Surname
Osumarie
✓ Ascending
Output
Full List Show Header To Parish
O Short List
Notification Print Date of Issue as Date of Register Signatory Show Mother's Name
Fr Ben Roberts Both Current and Maiden
Position O Current Univ O Maiden only Parish Priest
2010/10/000
Export Print Preview Exit

REPORTS>REGISTERS>CONFIRMATION Select by : Register Date

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
 New Kegister
 Sadd Lit Merindus to Manualize Register

 exch by family

the fields that still need to be populated. When all information for both Bride and Groom is entered

Now go back and manually enter information in any of

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 Marrisge Register

 Were Register

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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.

-	Marriage Register Report
Marriage H	Register Report
Select By	
O Register Dat	
Folio Number	2016/001 da red
O Surname	To 2016/001
Parish of Register	Construction of the second sec
	v
Sort By	
Register Dat	e
O Folio Number	
O Groom Surna	me OBride Surname
Ascending	
Output	
O Full List	Show Header
O Short List	Footer
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Fr Ben Roberts	
Position	- Josef
Parish Priest	
Print All	Export Print Preview Exit

🛏 Marria	age Register Report 📃 🗖 💌
Marriage Reg	ister Report
Select By	
Register Date	From
O Folio Number	01/01/2018 Mon
○ Surname	
	\$1/12/2018
Parish of Register	
	Ŭ
Sort By	
Register Date	
O Folio Number	
O Groom Surname	O Bride Surname
Ascending	
Output	
Full List	✓ Show Header
O Short List	✓ Footer
O Notification	Print Date of Issue as Date of Register
	Including Full Spouse's Details
Signatory Fr Ben Roberts	•
Position	
Parish Priest	
	Export Print Preview Exit

8.4. DEATH REGISTER

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

 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

- 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

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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

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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

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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.

chosen the following items:	<u> </u>		Enhan	ced Export				- • ×
In the MEMBER folder –	Enhanced Export	Sacram						
First Name	Sacrament (Administrator)	M		Middle Name	Last Name	Sez	Date of Birth	Mobile F
Middle Name	🛛 📄 Member	,	76	30	70	70	76	70
Last Name	Personal Pronouns Title							
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Email	Marital Status Sex							
School	Date of Birth							
Year	County of Birth Work Phone							
Date of Baptism	Mobile Phone							
Home address 1, 2, 3 and postcode	Religion							
	Occupation							
In the FAMILY folder –	Employer School							
	🛛 Year							
Parish Zone	Language Background Remarks	~	< 111					>
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In the SACRAMENTS folder –	Sort List			Preview	Filter Sort	Expo	ort Merge	Exit
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.

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Preferred Name		Andrew	(= <	> <= >= 4		Re Dot	ika is Null	is not Null		AND OR
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Country of Birth		Kathy Frances							-	
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Mobile Phone		Dana Joe								
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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 <u>8.5.2</u>.

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 <u>5.</u> 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 <u>1.8.</u> Correspondence for details on the Correspondence Queue.



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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 <u>ipss@cg.org.au</u> 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.

•		Member	
Mr Casey 1	Jones	21-Jar	-2019 11:4
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Find	Other Address	Card Number Card Expiry	
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		•	
	Giver		

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.



Click on the Lee 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.

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

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 31/05/2018 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.



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6. Compare your report with the Report sent from IPSS. Make sure you save the IPSS report to your T drive and <u>update</u> 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.
- 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.

Enit

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

- 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.
- Chanced Export: WV/P export (Administrator)
 WV Depert (Administrator)
 WV Depert (Administrator)
 UV Depert (Administrator)

now not show up on your report.

Reminder Dates			×
Member - Wo	orking with Children	Card Expiry Date	
Selected Events		Event Description	Undo
Member - Birthday		Member - Working with Children Carr	Save
Note - Follow Up Due D		Activation Interval	Exit
EFT Schedule - Next Pri EFT Schedule Details - 1	Rember Credit Card Expiry Date	30 🔮 days	
Credit Card Account - C		Keep Reminding After Event Date	S
Recurring Transaction -	Next Processing Date		/
Available Events			
Available Events Staff - Working with Ch	Idren Card Expiry Date	+	
		-	
Staff - Working with Ch Asset Register - Next S Purchase Order - Exper	cheduled Maintenance	-	
Staff - Working with Ch Asset Register - Next S	cheduled Maintenance	-	

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

			3 EFT Schedule Payments are unprocessed	
Posting				
👩 Bani	Reconciliation		23 Bank Reconciliation Entries are unposted	đ.
👿 Gen	eral Journals		1 General Journal is unposted.	
💽 Reci	ipts Giving		7 Givings are unposted.	
Transac	tions			
Proc	ess Recurring Transactio	ns	12 Recurring Transactions are due.	
	ondences			
E-Ma Member	al Correspondences	_	1 E-Mail has not been sent.	
Expir	,			-
Show F	Reminder List on Startup			



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.





							dnesday	, 04 Sep,	2013 4:	24 PM
	S	aints	Cat	holic	Chu	rch				
Ministry Checklist Report										
Start Time 00:00 and End Time 00:00										
Youth Ministry										
BABILLA, Mary "Mary"										
BILLS, Brian										
FOOTE, Deborah				İ					ĺ	
Total: 3										
* Archived/Deceased Members										

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 Con-	duct
Acknowledgement against each employee/v	olunteer that
you have requested to sign. This way when y	ou are
reporting, you can identify who is still to pro	vide a copy.
You can identify the employees/volunteers i	n 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 <u>10.6</u> Adding New Note Categories).

<u> </u>		Member	
New Conta			15-Apr-2019 12:47 PM
Family Contact Add View Edd End Undo Save Esit	Tut Nome. Maria Hidis Care of Bios Age Office Address Prove Marias of Maria (Degression Address Prove Marias of Maria (Degression Address Prove Marias of Maria (Degression Address Prove Marias Address Prove Maria Address P		More Pinate Seconents Minates Pedge Photo Case Pedds More I Date Group Cablect Note Member Notes Image: Seconents Notes Image: Seconents Note Member Notes Image: Seconents Notes Image: Seconents Ima
Add to Family			Note Links Nore Cocode Cocode
			< III > Phon Alerts Only Only show notes Add Edit Delete

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

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

have electronically on file, click on the LINKS button at the right. The Note Links screen below will appear.

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:



<u></u>		Filter		x	r
	= < > <= >=	<> like not	like is Null is not Null) AND OR	י ו
	Column Name	Condition	Value) And/Or	
>	Pmember Active	equals	Y	AND	5
	Pmembervolunteercourse Name	equals	Code of Conduct CP		٦
					r
					c
					s
					k
					C
Clear	Verify Info On		(OK Cancel	e
Cicai				OK Cancer	F
	(Pmembe	vr Activo og	uals Y) AND		•
	•		•		
	(Pmembe	rvolunteercou	rse Name equals	S Code of Con	idι
	Click OK				

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 <u>exactly</u> as it is entered in your fields) For this example, we can search for:

PACS IN EVERYDAY PARISH LIFE v42054

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

					Enhanced Export						
Enhanced Export: Co	de o	f Conduct re	port (Adminis	trator)							
Code of Conduct report (Administr	- M	First Names	Middle Name	Last Name	Vorking with Children Check Card	Vorking with Children Card	Vorking with Children Card Expire	Active	Name	Completed Date	Expiry Date
🛛 🖻 Member	~	30	70	70	70	70	3	37	70	32	70
Personal Pronouns		andrew		Test	N			Y	Code of Conduct CP	12/02/2019	
Title		iodie		Test	N			Y	Code of Conduct CP	6/02/2019	
First Names		jon		Lawrence	N			Y	Code of Conduct CP	16/01/2019	
Middle Name	=	Megan		Loughlin	Y	0001234	4/02/2022	Y	Code of Conduct CP	1/02/2019	
Last Name		Casey		Jones	Y	12345	23/12/2020	Y	Code of Conduct CP	1/01/2019	
Preferred Name											
Sex Date of Birth Country of Birth Work Phone Mobile Phone Email Ethnicity											
Religion Occupation											
Employer School											
	~										

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 Click OK

⊨			Filter		X
		$= \langle \rangle \langle = \rangle =$	<> like not	ike is Null is not Null) AND OR
	(Column Name	Condition	Value) And/Or
>		Pmember Active	equals	Y	AND
		(Pmembervolunteercourse Name	equals	Code of Conduct CP) OR
		(Pmember Working with Children	greater than	0)
_				-	
	Clear	Verify Info On			OK Cancel

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.

0)

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 <u>7.8</u> 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:

Tonowing categories.		
Family	Hember Notes	×
Member	Member Notes	
Giver	Family Member Giver	🙀 Find
Baptism record	Baptism Confirmat, Marriage Death Staff Creditor Asset	
Confirmation record	Date Group Priority Alert	
Marriage record	18/08/2014 Mon GENERAL ▼ Normal ▼ □ Subject GENERAL	
Death record	MEDICAL	Add
Staff record	CONVERSION CONFIDENTIAL	Clear
Creditor record	EMAIL SMS	Undo
Asset	STATEMENT RECONCILIATION	Save
Asset	EUCHARIST CONFIRMATION	
Notes can then be new instead a time or Crown for Suprember	HOME VISITS NURSING HOMES	Links
Notes can then be nominated a type or Group – for example		Preview
General	· · · · · · · · · · · · · · · · · · ·	Print
Medical	🝸 🗌 Follow Up 🛛 Notify:	Exit
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 <u>10.6.</u>		
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

Member Notes	x
Richard <u>Sh</u> arp	
Family Member Giver Baptism Commitat. Marriage Death Staff Creditor Asset	Find
Date Group Priority Alert Flash 12/11/2018 Mon NURSING HON ∨ Normal ∨	
Richard Sharp - the Glen, Room 34B	Add
Eucharisitic Minister to offer a glass of water with Communion	△ Clear
Fr to give Sacrament of the Sick on Friday 16/12/18	Undo
	Save
	Links
	Preview
	Y Print
🚩 🗌 Follow Up 🛛 Notify:	🚰 Exit

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

	hember										
Use the binoculars to look up	Mr Richar	d Sharp									
the member's record	Family Giver			Envelope Number	Group	More	Drivate	Carramer	ta Ministri	es Diedre	Gum Both
Select the EDIT mode	C New	FullName Hr Richard Sharp		25	Alert	x	LI	Date	Group	Subject	Not
Click on the NOTES tab	Find	Date of Birth Age Shale 23/01/2980 Wed 34 Female	Debtor Cryanisation		22			14-Aug-14		Richard Sharp The Glen, Roo 348	Eucharistic Ministr glass of water with Fr to give Sacram
(if the word Notes on the tab is blue,	Clear	Other Address Phone (2) Mobile 0408 123 456			×.		+	10-Feb-30	HEDICAL	Home visit	Visited Richard Sh Would like a comm
this indicates there are existing	Save Exit	Marial Datus Pelgion Mariad Tracing Catholic									from Priest in the
notes relating to the member)		Remarks Group									
Select ADD at the bottom right of		e Malto	*								
the screen	Archive	Greeting									
Add the following	Add to Family										
Date: Enter the correct date of the											
note		Give									
Group: Select from the drop down											
menu the type of note – ie NURSING											
HOME					1 III	Alerts O	ŧγ				
Priority: Select from the drop down						-	-				
menu, Low, Normal or High				hembe	r Note	5					
Subject: Enter the subject of the note				Richar	d Sh	arp					
The basic of the second to end one of the second				- crarren							

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 <u>1.5.</u> 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 <u>1.1.1</u>. 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

	Name	Folder	OK
	cuments PARISH SUPPOR		- 🗁 🛛 Undo
C: Users (tooted (Doo	cuments PARISH SUPPOR		Cancel
1			

Staff Notes		×
Deb Foote		
Family Member Giver Baptism Confirmat. Marriage Death Staff Creditor Asset	e, Deb	$ \rightarrow $
Date Priority Alert 12/08/2014 Tue RECONCILIAT Normal Subject		
Reconciliation Notes 2014		Add
Info evening to be held 10 Sept. Hand out information leaflet.	~	Clear
Return of First or Second rite preferences by 10Oct		Undo
Sacramental Prep meeting 20/8/14 emails sent to all involved		Save
	1	\frown
		Links
		Preview
	Ŧ	Print
Y Follow Up Notify:	¢¥	Exit
Created: 12 Aug 2014 2:22 PM Updated: 12 Aug 20	14 2:48 PM	л

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

- Note Dury											L
Notes Diar	y - All Not	es View								Del	6 8
Date Oriteria	A CONTRACTOR		Note C	oupe							
Al Detes	• Prom Ti Due By up to	-		oharist Referention Asing Homes Me Visits Neral	. I.B.						
Dischader No C	labra		1	iect All De	coinct All						
7 Date	Note Group	Source	Hame		/ Due By	Subject .	Paste	 Created By	and an	 THE OWNER AND ADDRESS	-



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 I	ncome	Tax Rate	For Exp	penditure	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 <u>https://abr.business.gov.au/</u>. 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.



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

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.

Add	Date 30/06/2013 Sun	Beference Update Annual Leave entitlements at 30/6/13	Journal GJ000		Payroll Reversing	Reversing Date:
View Edit	G/L Account	Description	Debit inc tax	Credit inc tax	Tax	Tax Amount
/ Luit	2.5000	Annual Leave Provision	350.00		XBAS	
Find	Update Annu	al Leave entitlements at 30/6/13				
Clear	6,4300	Annual Leave Provision		350.00	XBAS	
Save	Update Annu	al Leave entitlements at 30/6/13				
SAAG						

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 ${\bf 6}$ 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
- 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

Income and Ex	xpenditure
Income and Expenditure	
Left Date Criteria	Right Date Criteria
All Dates 🗸	Date Range ∨
From:	From: 01/07/2017 Sat
То:	To: 30/06/2018 Sat
Show Budget	Show Budget
G/L Account Criteria	
From:	To: 🗸
Filter:	Report Group:
Options	
Include Zero Accounts	Indude Orders
Start New Page For Each Section	Hide Account Numbers
Use Enhanced Report	Include Two Decimal Places
Show Only Header +Total Accounts	Landscape
Indude Capital Expenditure	Show Surplus Variance as positive
	Print 🥨 Preview Exit

- Finar	ncial Reports -
GL Report By Account	
Date Criteria Date Range V	From: 01/07/2017 Sat
	To: 30/06/2018 Sat
G/L Account Criteria	Asset A/C
From: 6.6400	To: 6.6400
Filter:	rt Group: Disposal
Options	Sub-Ledger
New Page For Each G/L Account Print PO. No. and Receipt Notes Budget Summary:	Department
Yearly ¥	
Include Orders	Show Only G/L That Have Sub-Ledger Entries
Include Reconciled Accounts	
Suppress Posting/Unposting	
Print Second Line of the Description	

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.

<u>h</u>		Giving	Fund	×
Planned	Giving			
Code	Name	Pledged	Code	Add
PG	Planned Giving	✓	PG	Delete
CW	CWA - Aug		Name	Undo
CCSBF	Canberra Catholic Schools Building Fund		Planned Giving	
PC	Project Compassion		Taxable Fund Name	Save
SBF	School Building Fund		School Building Fund	Exit
			ABN Taxable % 89 759 145 752 30.00 Change Giving G/L Account 4.1100 V Planned Giving Reference Active Pledged Fund - default fund for rest of unallocated Change Pledged Fund to	

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 <u>11.7.</u>

GENERAL LEDGER>CHART OF ACCOUNTS

G/L Account	Description	Header Type	Balance
4.0000	Income	Header +Total	
4.1000	Direct Giving	Header+Total	-
4.1100	Planned Giving	Detail	2,299.00
4.1200	2nd Collection	Detail	246.00
4.1300	Fri 5.30pm	Detail	0.00
4.1400	Sun 7pm	Detail	0.00
4.1500	Christmas Dues	Detail	0.00
4.1600	Easter Dues	Detail	0.00
4.2000	Donations/Bequests	Header+Total	
4.2100	November Masses	Detail	0.00
4.2200	General Purpose - Donations	Detail	0.00
4.2300	Church Building Fund Donations	Detail	0.00 +
lude Inactive Ac	counts	Total:	2,645.00

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.

Chart of Acco	ounts			hart of Accounts Edit	
Asset	Liability Equity Income Cost of Expension	se Other Other Income Expense	Report	Chart of Accounts Information Account Type Header Type Income Detail Active Active Active Activ	Reporting Selection Options Payont Group Payont Group 2
G/L Account	Description	Header Type	Balance ^	Description	Report Group 3
4.3300	Weddings	Detail	0.00	Church/Venue Hire - Other	Heport uroup 3
4.3400	Funerals	Detail	0.00	Narrative	Report Group 4
4.4000	Hire/Rent of Facilities	Header+Total		· · · · · · · · · · · · · · · · · · ·	
4.4400	Church/Venue Hire - Other	Detail	0.00	Default Tax Code	Peport Group 5
4.4500	Flowers	Detail	0.00		Report Group 6
4.5000	Sale of Religious Items	Header +Total	0.00		DEEVR Reporting Code
4.5100	Booklets/Newspapers	Detail	0.00	Sub-Ledgers	
4.5200	Columban Calendars	Detail	0.00	Departments Sub-Ledger	Systemic Reporting Code
	Advent & Lenten Books	Detai			
4.5300			0.00		Add-to Balance Sheet Account
4.5400	Robes for Sacraments	Detail	0.00		9.9000 Current Earnings
4.5600	Piety Stall - New Goods	Detail	0.00		Opening Balance Current Balance
4.5700	Piety Stall - Second Hand Goods	Detail	0.00 -		0.00 0.00
Include Inactive Ac	counts 🔳	Total:	0.00	Undo Save 🚺 🌽 🌺 🏹 👙	3 .
	1 🧞 🤌 🐚 🦛	1 2	4	Add Delete Budgets GLDetail C	lose
Add		Default Opening	Close		
	Periods	Accounts Balances			

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)

Left Chart of A	ccounts Edit	×
Sent of Accounts Information Sent Fige Prome Data Asser GL Account Image Asser AC 4.200 Dedt 3 V	Reporting Selection Options Perpert Group Prepert Group 2	
Description Scholarship donation	Report Group 3	
Net	Report Group 4	
Default Tax Code XBAS V Exclude from BAS	Report Group 5	
	Report Group 6	
Sub-Ledgers	DEEV/R Reporting Code	
Departments Sub-Ledger	Systemic Reporting Code	
	Add-to Balance Sheet Account	
	9.9000 V Current Earnings	
1	Opening Balance Current Balance 0.00	
Undo Save	3 .	

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

<u> </u>		Cr	editors				×
The Catho	lic Leader						7-Jan-2019 8:24 AM
○ Add	General History Creditor ID CATHLEADER	Purchase Orders	Taxation	Banking Our /	Products Account Number	Notes r Ou	tstanding Amount Active
Find	The Catholic Leader	i6		Phones an Phone		3333 9355	•
Clear	Payable to (Cheques)			Address	Office		
Save	Contact Tale Alternate Contact Creditor Type Parchase Order Metho Mal Pinancial Information Credit Limi S.C Statement Operation Credit Limi Credit Contact C		, I	EFT Remit	tance Advice N	Aethod V Publications J	

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.

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

Add	General History	urchase Orders	Taxation	Banking	Products	Notes		
View	Creditor ID	Company Name		Our	Account Numbe	H	Outstanding	Amount Act
Edit	CATHLEADER	The Catholic Lea	ader					\$0.00
Find	Invoices Invoice Date Invoic	e No Order Type		Terms	Paid Amount	Paid Invo	oice Total	GST
Clear								
	Payments Paid Date Refere	nce Reconciliation	ID Details			Am	ount Paid	GST
	15/12/2009 299588		WC Newsp	apers			49.95	0.00
		BR000012	WC Newsp	apers			49.75	0.00
	18/11/2009 299558						39.15	0.00
	 18/11/2009 299558 22/10/2009 299543 	BR000011	WC Newsp	lapers			22112	
	 22/10/2009 299543 16/09/2009 299530 	BR000010	WC Newsp WC Newsp	State Cold			45.90	0.00
	22/10/2009 299543	BR000010	and the second s	apers				0.00

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 <u>3.7</u>.)

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.



Organize Favorites SProfit And Loss Detai Creditors SIncome and Expendit
 SBalance Sheet Detail General Ledge nditun Reports GL Transactions Family Membe Giving Campaign Register Fees ÷. Receipt General Ledger Report Ger BAS Budgets Cash Flow Chart of Accounts Financial GL Accounts GL By Audit Number GL Account Expense



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 Subledger 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

	👆 Sub-Ledger Expenditure 🗕 🗖	🗙 Sub-Ledger Expenditure 📃 🗖 🗙
Enter Date range	Sub-Ledger Expenditure	Sub-Ledger Expenditure
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.	Date Selection Current Year Current Year From: D1/01/2018 Mon To: 31/12/2018 Mon Sub-Ledger Selection Department Sacramental - Baptism, Sacramental Rect	Date Selection Current Year From: 01/01/2018 Mon To: 31/12/2018 Mon Sub-Ledger Selection • Department Sacramental - Baptism, Sacramental - Recc Tick Code Name V SAC - BAP Sacramental - Baptism
Click Preview/Print. The report will list each expense entered under the Departments	Options Include Zero Accounts Hide Account Numbers Show Only Header +Total Accounts Start New Page For Each Section	SAC - REC Sacramental - Reconciliation SAC - FHC Sacramental - First Holy Com SAC - CONFSacramental - Confirmation
and give a total of expenses.	G/L Account Criteria From: V To: V Filter: V Report Group: V	OK Select All Deselect All
	Print S Preview Exit	Print V Preview Exit



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 <u>12.1.2</u>)

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 <u>12.1.3.</u>)

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 <u>12.1.6</u>.

12.1.2. ADDING A NEW GIVER

 File
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 My Favorites
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 Receipts
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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

hember										
Mr Richard	d Sharp								26-Feb	-2014 3:34 PM
Family Membe				-						
O Add View O Edt	FullName Mr Richard Sh Date of Birth Age		Envelope Number <next></next>		User Fields Autors Group Hore Ava	te Sacrament		Pledge	Given	Photo
Find	23/01/1980 Wed 34	Male Female	Univer	1	Country of Birth Australia Dhnicity		e Background	•		
Save	Phone (2) Mobile 0408 123 Marital Status	456 Religion	×		Occupation Employer Position	- Employe				
Exit	Remarks	Catholic Group	•		School	•	Employer Address.	_		
	Pole /	Team	×		Year School Reference	Mass C	entre	2		
Archive	Greeting				Raffle Booklet			•		
Add to Family					Correspondence Method Receipt E-Mail		Peceipt Required			
	Member				Statement E-Mail	•	Statement Requir	red		

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 <u>1.1.1.</u> General Tab under Payment Methods SAVE

hember			
Mr Richan	d Sharp		2646-
Family Hembe	и .		\sim
⊖ Add ⊖ View ⊛ Edt	PutNameMr Richard Sharp Dure of Birth Age 23/01/1980 Wed 34 @ Male Firmale	Excelope Number 25	Group Nore Phriet Socaments Headra Profe Proto User Profes Notes Neter Reging Data Answer Parel Ourent B0.00 Cash
Find	Citier Address		Current Piedoe Details
Undo	Phone (2)		Ournent Piedge Datails Next Piedge Datails Next Piedge Data Envelope Taxable % Default
Save	Mobile 0408 123 456 Markal Statust Religion	•	25 10.00 V
Exit	Married Catholic		Amount Piedge Period Pagment Tgar 10.00 Week • Cash •
	Remarka Group		10.00 Week (* Cash *
	Fiole Team		
	Malto	V	History
Archive	Greeting		Date Amount Period Envelope Taxabletis Default
Add to Family			
Add to Family	Member		

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 <u>13.5.</u>

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.

Family Memb			
O Add O View	FullName Mr Richard Sharp	Envelope Number 25	Group More Private Sacraments Ministries Pledge Given Photo User Pields Notes
@ Edit	Date of Birth Age 23/01/1980 Wed 34 Female	Cliver	→ Current \$0.00 Cash
Find			9 🕅
Undo	Coher Address Phone (2)		Current Pledge Details Primary Account Details
Save	Mobile 0408 123 456		Next Pledge Date Envelope Taxable X Default Cardholder Name
Exit	Markal Status Religion		15/02/2013 Pri 25 10.00 V Mr Richard Sharp Amount Pledge Pariod Plegment Type Credit Card Number Exping
	Married Catholic Remarks Group		10.00 Week - Credit Card - 0000-0000-0000 02/17
	Penang Group		Payment Date Payment Period Payment Amount Authorization
	Ficle Team		15/02/2013 Pri Week 10.00 25
	Malito		Cardholder Name
			History Date Amount Deviod Envalues Taublets Datauh Defe Card Number Excis
	Greeting		Date Amount Pariod Envelope Tasabierte Default Credit Carditiumber Expire 00/00 -
Archive			Authorization
Add to Family			

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 <u>12.1.4</u>.)

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 <u>12.1.1</u>.) Change Amount to the new pledged amount

Change pledge period to weekly Change Payment type to Cash SAVE

Mr Grant [urry	6-May-2019 11:45 AM
Family Giver		
⊖ Add ® View ⊖ Edit	FallName. Vr Grant Durry 501 S01 Group More Private Sacraments Ministries Pledge Gven See of Birls Age Own Outsing Own Outsing Own	t l
Find		
Clear	Phone Numbers or E-Mails (2) Output whedge Details	
Save	Business 0	imary Account Details
Exit	Aurital Status Balaico Nest Piedge Date Envelope Tasable X Delault	archolder Name dr Grant Durry
	Temails Group Amount Piedge Period Payment Type	+di Card Number 4550-XXXX-XXXX-0000
		4550-XXXX-XXX-0000
		501
		temate Account Details
	Mr & Mrs Durry	Cardholder Name
Archive	kweting	
	Frant & Fiona Notes	
Add to Family	Grup More Private Sacraments Ministries Pledge Given Photo Next Pledge Date Amount Period Envelope Payment + Current 15/07/2018 \$100.00 Month 501(Credit Card)	User Fields
	Current Party Mails	9 ×
	Next Pledge Date Envelope Taxable % Default 03/07/2018 Tue 23 30.00 ✓ Amount Pledge Period Payment Tipe	
	treated: 12 Nov 2008 2:06 PM Updat 20.00 Week 💌 Cash 🗸	

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 <u>10.1.</u>)

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		<i>8</i> 4	File Recor	d MyFavorites Cal		iving Registers		
Find the member by goin	g to binocular	S Bra						1
Once member's/givers de displayed	etails are		fr Richard Sharp	Envelope Namber 25	Coroum More Private 3		for roven Photo User Fields Ne	26 otes
Go into PLEDGE TAB Choose EDIT mode		Edt Date of Bith 23/01/1980 W Find Other Addes Undo Phose (2) Mobile Marial Status Married	s 0408 123 456 Pelgion Catholic	e e		Period Pagment Type		g Pledge
Click on the word Current pledge details that you cu hold for the giver will ope	urrently en up	Remarka Role Mail to Greeting	Georp Team Team	×	10.00 Week	eriod Envelope Taubletis Default		
Click on the 📴 button	on the							
right hand side (if you	hember							
hover your mouse	Mr Richard Shar	P						26-Fe
over this button – it	Famiy Hember			klowe law	Inch Income I	Ministries Pledge Given	The line field	
says Add Oncoming	O Add O View Full Nam		Envelope Number 25	Group Mon	e Private Sacraments Next Pledge Date Amount	Ministries Pledge Given Period Envelope Paym	Photo User Fields Notes	
Pledge		980 Wed 34 Female	Giver	Oncoming	07/07/2013 \$40.00	Month 400 Credit	Card Bill Rei	
	Find Other	Address		Oncoming Plea			N X	
A new line for the	Save Mobile Markal St	0408 123 456 atus Pelgion	•	Start Date 07/07/2013 5		Tanable N Default	Cardholder Name Mr Richard Sharp	
Oncoming Pledge will	Exel Married Penaka	Catholic Group		Amount	Pledge Period 40.00 Month 💌	Pagment Type Credit Card	Credit Card Number 0000-0000-0000-0000	Egerg 02/17 🔄
appear under the	Fiole	Team		Payment Date 07/07/2013 5	Pagnert Period kun Month 💌	Pagment Amount 40.00	Authorization 400	
current pledge	Mail to	×		Continued				
details.	Greeting			Dute	Amount Period Envelop	e Taxable% Default		

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

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

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 <u>2.3</u>. Fail to Copy from Oncoming Pledges, to rectify this. 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.

If you are making a change to

an electronic giving, please amend the corresponding

Credit Card on BPoint or

Direct Debit notify CDF

records at:



Start Date: 7/7/13

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 K (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



Date Amount Period Envelope Tatable% Definition

12.1.6. REALLOCATE ENVELOPE NUMBERS BASED ON PAYMENT TYPES

				Alloc	ate Enve	lope Nu	mber					
Campai Curre	nt 🖲	locate Sequence number fron				Edit Pled	ge Details		Allocate	Undo	Seve Filter	Exit
O Next	0	<next> number to give</next>	ers without em	velope numbe	r				[lumber of F	Louis and the same
Starting Number	Envelope	Name	Payment Type	Pledge Amount	Pledge Period	Giving Result	Parish Zone	Family Name		Addre	ss	
~	1	Mrs Flight	Cash	\$5.00	Week			Flight	6 Mossy Place CANE	BERRA ACT	2600	
2	3	Mrs Claudine Smith	Cash	\$0.00				Smith	8 Bremer St GRIFFI	TH ACT 26	03	
	4	Mr & Mrs Babilla	Cash	\$5.00	Week			Babilla	10 Green St CANBE	RRA ACT 2	600	
	6	Mr & Mrs Barr	Cash	\$10.00	Week			Barr	34 Monaro Street C	ANBERRA	ACT 2600	
	8	Ms Millerington	Cash	\$50.00	Month			Millerington	14 Arin St CANBERR	RA ACT 260	0	
	9	Mr & Mrs McGarry	Cash	\$20.00	Week			McGarry	19 Rols Place CANB	ERRA ACT	2600	
	10	Mrs Brean	Cash	\$15.00	Week			Brean	28 Tall Pkwy CANBE	RRA ACT	2600	
	11	Mr & Ms Assent	Cash	\$5.00	Week			Assent	1 Hask Place CANBE	RRA ACT	2600	
	12	Mr & Mrs Clark	Cash	\$10.00	Week			Clark	33 Scott St CANBER	RA ACT 26	00	
	13	Mrs Parker	Cash	\$5.00	Week			Parker	201 Patterson Stree	t CANBERF	A ACT 260	0
	14	Mrs Ross	Cash	\$10.00	Week			Ross	8 Dob Circuit CANBE	ERRA ACT	2600	
	18	Mr & Mrs Brunt	Cash	\$10.00	Week			Brunt	54 Green St CANBE	RRA ACT 2	600	
	19	Mr & Mrs Daunton	Cash	\$5.00	Week			Daunton	8 Wya Circuit CANB	ERRA ACT	2600	
	21	Mr Sim	Cash	\$5.00	Week			Sim	60 Pero Street CAM	IBERRA AC	T 2600	
	23	Ms Cobbler	Cash	\$5.00	Week			Cobbler	31 Lum St CANBERR	RA ACT 260	00	
	24	Ms Cook	Cash	\$10.00	Week			Cook	49 Spent St CANBER	RRA ACT 2	600	
12	25	Ms Macky	Cash	\$25.00	Week			Macky	2 Coun Street CANE	ERRA ACT	2600	
	26	Mr & Ms Brayton	Cash	\$20.00	Week			Brayton	12 Bea Street CANB	ERRA ACT	2600	
	28	Mr & Mrs Cullington	Cash	\$0.00	Week			Cullington	78 Bank Drive CANE	IERRA ACT	2600	
	30	Ms Daly	Cash	\$10.00	Week			Daly	2 Mari PI CANBERRA	A ACT 2600	1	
	32	Mrs Davis	Cash	\$0.00	Week			Davis	4 Vaug St CANBERR	A ACT 260	0	
	33	Ms Thornton	Cash	\$10.00	Week			Thornton	47 Worth Circuit CA	NBERRA A	CT 2600	
	34	Mrs Mammillion	Cash	\$5.00	Week			Mamilion	22 Barr St CANBERR	RA ACT 260	00	
	54	Adv. II. Advan Frida	Cash	A10.00	htteak			Dias	30 Teon Cat Channe		0.0	

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.

to User Fields Notes

Capity 02/17

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

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. Then press SAVE

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

Envelope 404	Amount .00		Giving Date
			08/09/2016 Thu 4 F Lock Sunday Sa
_		Weekly Post	Fund Name Ur
Envelope	Amount	Total Hold Posted	Planned Giving E
1	0.00		Print
2	0.00	\$0.00 F	
3	0.00	\$0.00	C Receipt Date C Counters Checklist Prin
2	0.00	\$0.00	Payment Type
2	0.00	\$0.00	
7	0.00	\$0.00	Show subtotal for each range of Envelope n
	0.00	\$0.00 F	Post / Unpos
	0.00	\$0.00	Weekly C Giver Unpost Po
10	0.00	\$0.00	- viewy - over
11	0.00	\$0.00	Deposit Bank
12	0.00	\$0.00	1.1000 General Cheque Account (24611-2
13	0.00	\$0.00 F	Payment Method Amount
14	0.00	\$0.00	Cash \$40.00
15	0.00	\$0.00	Received From
16	0.00	\$0.00	
100	0.00	\$0.00	()·
101	0.00	\$0.00	
400	0.00	\$0.00	
401	0.00	\$0.00	
402	0.00	\$0.00	
403	0.00	\$0.00	
404	0.00	\$40.00 🗖 🖌	
405	0.00	\$0.00	Deposit Number Bank Rec.No. Receipt Date

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 <u>1.1.3.</u>) 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

Campaig Curren Next	t 💌	llocate Sequence number from <next> number to give</next>		mber		elope Nu Edit Pled	imber ge Details		Allocate Clear Filter	Est Sort Records: 1
Starting Number	Envelope	liame	Payment Type	Pledge Amount	Pledge Period		Parish Zone	Family Name	Address	
		Mrs Flight	Cash	\$5.00	Week			Flight	6 Mossy Place CANBERRA ACT 2600	
	2	Mrs Agiut	Credit Ca	-				Filter	×	
1	3	Mrs Claudine Smith	Cash	-					and the second	
-	6	Mr & Mrs Babilla	Cash	1	- <	2 64	>= 0	like not l	ite is Null is not Null AND OR	
	5	Mr & Mrs Full	Credit Ca	1				Condition) AndjÖr	
4	5	Mr & Mrs Barr	Cash	+ Envel	ope Numbe	r .		equals	14	
1	8	Ms Millerington	Cash				_			
1	9	Mr & Mrs McGarry	Cash							
1	10	Mrs Brean	Cash							
	11	Mr & Ms Assent	Cash							
	12	Mr & Mrs Clark	Cash							
1	13	Mrs Parker	Cash							
1	14	Mrs Ross	Cash .			pressources a			-	
	18	Mr & Mrs Brunt	Cash	Clear V	nily In	to On			OK Cancel	

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**.

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 <u>1.1.6.</u> under Margins & Shading Section, adjust top margin as necessary.



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

	Givers List	- - ×
Givers List	_	
Select By Survane Payment Method Cash Cash Strame Payment Method St Benedicts Paris Credit Card Credit Card Credit Card Copy Direct Debit Cop Di	Sort by Surname Payment Method Pledge Period Expiry Date Street Post Code Parish Zone Label DL16 (2x8) 105mm x 37mm Export Print	Output Giver List Payment List Address Labels Oname Tags Options Vishow Active Giver Only Show Zone Only Giver With Pledge Show Last Given Date Indude Alternate Card Details VIPrinter Margins Setting Preview Exit

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.

🔚 Balance Forwar		
Fund Planned Giving	Ok	
Current Pledge Date 07/07/2013 Sun	New Date 14/07/2013 Sun	Exit

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

- R	ecord Giving by E	nvelope			
2 0	n 14/07/20	13			
	nvelope 2	Amount 10.	BABILLA 00	10 Green St	St A ACT 2600 A ACT 2600
	Envelope	Amount	Weekly Total	All Funds Post Weekly Hold Posted	14/07/2013
•	2	10.00	\$0.00	\$0.00	Forenet
	3	0.00	\$0.00	\$0.00	Planned Giving Exit
	4	0.00	\$0.00	\$0.00	Print O Weekly O Batch Preview
	5	0.00	\$0.00	\$0.00	
	6	0.00	\$0.00	\$0.00	
	7	0.00	\$0.00	\$0.00	E Payment Type
	8	0.00	\$0.00	\$0.00	Show subtotal for each range of Envelope numbers
	9	0.00	\$0.00	\$0.00	Post / Unpost by
	10	0.00	\$0.00	\$0.00	Weekly Giver Unpost Post P
	11	0.00	\$0.00	\$0.00	Deposit Bank
	12	0.00	\$0.00	\$0.00	1.1000 General Cheque Account
	13	0.00	\$0.00	\$0.00	Payment Method Amount Cash \$10.00
	14	0.00	\$0.00	\$0.00	Cash \$10.00 Received From
	16	0.00	\$0.00	\$0.00	BABILLA Mary
	18	0.00	\$0.00	\$0.00	
	20	0.00	\$0.00	\$0.00	
	21	0.00	\$0.00	\$0.00	
	22	0.00	\$0.00	\$0.00	
-	23	0.00	\$0.00	\$0.00	Deposit Number Bank Rec.No. Receipt Date
	Total:	\$10.00	\$0.00	\$0.00	* Record 1 of 1
•					Add Delete

d Name A	mount		Mrs Agiut			Enter by		eipt Date	
IUTTINE Noeline	.00	.00	41 Smith Pkw CANBERRA		600	Envelop	ame 03/	03/2014 N	lon
Name	Amount	Weekly Total	All Funds Post Weekly Hold Post	ec	Giving Date 03/07/2013	Lock	Sunday	Save	
AGIUTTINE Noeline	0.00	\$0.00	\$0.00		Fund Name			Undo	
ASSENT Roda	0.00	\$0.00	\$0.00		Planned Giving			Exit	
BABILLA Mary	0.00	\$0.00	\$0.00		Print	Batch		Previe	
BAGTON JII	0.00	\$0.00	\$0.00		Weekly Receipt Date	Counters	Charliet (W
BARR Lisa	0.00	\$0.00	\$0.00		13	Counters		Print	
BRAYTON Allan	0.00	\$0.00	\$0.00	E	Payment Type		-		
BREAN Elsie	0.00	\$0.00	\$0.00						
BRUNT Rita	0.00	\$0.00	\$0.00		Post / Unpost by				
CLARK Tanya	0.00	\$0.00	\$0.00		🖲 Weekly 🔘 Gh	ver Un	post 🔽	Post	1
COBBLER Fiona	0.00	\$0.00	\$0.00		Deposit Bank				-
COOK Nellie	0.00	\$0.00	\$0.00		1.1000 G	eneral Cheque A	ccount		
CULLINGTON Ronald	0.00	\$0.00	\$0.00		Payment Method		- K	Amount	
DALY Lizzy	0.00	\$0.00	\$0.00		Cash Received From			\$0.00	
DAUNTON Jimmy	0.00	\$0.00	\$0.00		AGIUTTINE Noein	e		1	
DAVIS Lauren	0.00	\$0.00	\$0.00		- Low restored and the second second				
DURRY Grant	0.00	\$0.00	\$0.00						
FLIGHT Geraldine	0.00	\$0.00	\$0.00						
FOOTE Deborah	0.00	\$0.00	\$0.00						
FULL Frank	0.00	\$0.00	\$0.00 🔳		Deposit Number	Bank Rec.No.	Receipt D		
Total:	\$0.00	\$0.00	\$0.00		Record 1 of 1		03/03/20	14	
1	111				Record 1 of 1	Add	Delete	Vo	_

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

<u></u>	Sundry Red	ceipts 🗕 🗖 🗙
New Sund	dry Receipt	17-Dec-2018 1:01 PM
(Add	Receipt \$253.50 Sundry Income \$253.50	
O View O Edit	Received From loose and funeral	
Find		Sundry Receipt
Undo	>>	Link Receipt to Member
Save		Find
E kit	Pieceje Anoua 2253.50 Peccie Date 20/07/2018	Deport Burk 1.1000 General Cheque Account Annual Cheque Account Cash Cash S253.50
♥ Post Now Print Receipt	Tendered Amount Change \$.00 \$.00	Deposit Number Bark PrecNo. Precord for 1

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.

<u> </u>		Sunc	dry Receipts				- • ×
New Sund	Iry Receipt					1	7-Dec-2018 1:12 PM
Add	Receipt \$253.50	Sundry Income \$253.50					
O View	G/L Account	Description		Amount inc tax	Tax	Tax Amount	
🔿 Edit	4.1200	2nd Collection		53.50	XBAS		
Find		Funerals		200.00	XBAS		
Undo	×				XBAS		
Save	1						
Exit							
Show all GST							
Codes							
Post Nov							
Print Receipt							
							<u> </u>
					_		

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 <u>11.1</u> 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 <u>EACH DEPOSIT WITH</u> 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.



PACS IN EVERYDAY PARISH LIFE v42054

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)

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

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.

c)a.csv

Total Transfer

EFT Schedule Fund Name
Giving by Credit Card - u
Planned Giving

50.00 100.00

240.0

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.

FT Schedul

Und

Save

General C

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 <u>12.1.2.</u> 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 <u>1.1.5</u>. 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 <u>1.1.1</u>. 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 <u>11.5.</u>), the GL Account field will automatically be filled in with that expense code.

Add -20,473.23 Edit PO Box 100 CANBERRA, ACT 2600 Find (Next) / 2996 Undo unt Save TOTHE or ID: • Mer Show all GS' GA unt inc tax ount 0.00 Use Only Total 0.00 **S**

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 <u>11.5.</u>), 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 <u>16</u>.)

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

- 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)

<u>Please note</u>: 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 <u>11.5.</u> for more information on Creditors)

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

		Make wit	hdrawals			Ŀ	
Add	Bank Account	Balance	Chequebook ID	Reconciliatio	on ID	_	
View	1.1000	 37,152.86 					
Edit	Saints Catholic	Church		(Seneral	Cheque Acco	unt
Find	155 Barton Ave CANBERRA, ACT				Date:	30/11/201	8 Fri
Undo Save	PAY				Amount		369.99
Jave	ORDER OF: Maste	rcard for Parist Priest	v 🖬	Cre	editor ID:	M/Card PP	×
	memo: intern	et, catering for meeting 15/	/11/18. gift for Fr Tony	_			
how all GST							
odes	G/L Account	Description	A	Amount inc tax	Tax	Tax Amount	
odes	× 6.1200	Description Internet	A	Mount inc tax 89.99	Tax NCG	Tax Amount 8.18	3
odes			A				
odes	× 6.1200	Internet	<u>A</u>	89.99	NCG	8.18	2
Codes	× 6.1200 × 6.1310	Internet Meeting Expenses	A	89.99 80.50	NCG NCG	8.18 7.32	2



O View O Edit	General History	Purchase Orders	Taxation	Banking	Products	Notes	
O View D Edit		ome see blame				Notes	
				Our A	coount Numbe	ı.	Outstanding Amount Activ
1	M/Card PP	Mastercard for P	arist Priest	Phones and	15		✓
Find	Company Ordning Name			Phones and Phone	Emails		•
Undo	Payable to (Cheques)						
				Address.	Office		~
Save	Contact Title	Contact Name					
	Alternate Contact						
	Creditor Type	Ship Via					_
	Creator Type						
	Purchase Order Method	BPAY Biller C		EFT Bemit	tance Advice M	lethod	
		~				~	
	Financial Information						
	Credit Limit	_		Default Exp	ense Account		
	\$.00				~		
				Terms		-	
					~	2	
			1				

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. le 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.

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14.4.1. PETTY CASH WITHDRAWAL ON CREDIT CARD STATEMENT

If you are using your Parish Credit Card for Petty Cash withdrawals (see Section <u>14.5.</u>), 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

		Make With	drawals		= • ×
Add View	Bank Account 1.1000	Balance 34,963.86	Chequebook ID	Reconciliation ID	
C View C Edit Find Undo Save	ORDER OF:	2	vine.	D	Year Account ate: 30/11/2018 Fri unt: 752.50 ID: M/Card PP
Show all GST Codes	G/L Account 6.1200 1.1160 6.1130 K 6.1130 K 6.1195 K	Description Internet Petty Cash Bank Charges Church Requisites		Imount inc tax Tax 100.00 NC 200.00 XBA 2.50 XBA 450.00 NC 0.00	9.09 S 0.00 S 0.00
	Office Use Only Post Add	Delete	No Void Print	Close	Total: 752.50

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)

L	Chart of Accounts	= 0 X	
		Chart of Accounts Edit	×
	ality Equity Income Cost of Expense	Chart of Accounts Information Reporting Account Type Acco	
	escription lasets General Cheque Account Trade Debtors School Building Fund Peter Canh Voluntary Withholding Credits Photocoper Finad Aset - Photocoper Photocoper Depreciation Donations	Image: Sub-Ledgers Assert AC Image: Sub-Ledgers	
Include Inactive Account	Fod Options Accounting Budgets	Carent Bulance Current Bulance Cu	

14.5.2. RECORDING PETTY CASH EXPENSE

Cash withdrawn from your credit card for Petty Cash appears on your Credit Card bank statement.

Click Save

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.

<u> </u>			Make Withd	rawals				-	• ×
Add	Bank Account 1.1160	Balance	171.40	Chequebook II) Rec	onciliation	D		
O View O Edit	Saints Cath 155 Barton CANBERRA,	Ave					Date:	Petty Cas 19/12/2018	
Show all GST	ORDER OF:	/oolworths arish milk		v			mount: 🛛		7.50
Codes	G/L Accoun		ion g Consumables		Amount in		Tax XBAS	Tax Amount 0.00 0.00	
	Office Use Only								~
	Post Add		Duplicate Account Info	Void Pr	int Close		Total:	7.	50 👿

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 <u>17.3.</u> for set up)

Yes – only prints those items reconciled that month

 $\operatorname{No}-\operatorname{only}$ 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

Transaction Type Credit Card Charge	Supplier Name					
Credit Card Charge Creditor Deposit Orditor Invicio General Journal Male Withdrawal Write Chebye	Suppler Name	Reference	Amount	Frequency	Last Process Next Proces	s Active Due

Process Transaction	Add Add O Add O View	Transaction Type Make Withdrawal		Reference Loan Repayment		at Process Next F	a it Process Next Process Active Due				
WC021222	@ Edt	Transaction Number		Pages		2/04/2013 1/05/2013 2/04/2013 2/05/2013		Y Y	Yes No		
WC021223		Chequebook ID	Nation	GA Account	Date	Anount	1013	Y	No		
WC021224	Undo	WC021365	Withdraw		20,03/2013	50.00	013	Y	No		
WC021227	Save	WC021366	Wedne		21/03/2013	500.00	100	Y	760		
WC021228		WC021367	Withdraw	al 1.1000	31/03/2013	160.03	1013	-	No		
WC021229		WC021368	Withdrav		31/03/2013	192.03	013	~	No		
		WC021369	Withdrav		31/03/2013	245.00	1013		110		
		WC021370	Withdraw		31/03/2013	30.75		+			
WC021252		WC021371 WC021427	Withdraw		31/03/2013 03/04/2013	288.00	1013		No		
WC021253		WC021428	Withdray		01/03/2013	23.23	013	Y	No		
WC021254		WC021429	Withdrav		17/04/2013	688.64	. 3013	Y	Nio		
WC021255		Add Delete	Show All H	ntony Close		30/03/2013 30/00	72013	Y	No		
		al				<i>.</i>					

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.

Add	Transaction Type Make Withdrawal	Reference Loan Repayment
) View Edit		
	Transaction Number	Pagee
Find	WC021366	
Undo	Frequency	Last Process
Save	Monthly	31/03/2013 Sun
		Next Process
	Active	30/04/2013 Tue
	Statement of the second se	

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 <u>1.1.1</u>. 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
 ■ Recomp Transaction
 Target Interaction
 Targ

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



	Rece	sipt Sun	dry I	ncome						
		G/L Accoun	t	Descriptio	n		Amountinc	tax	Tax	Tax Amount
	X	1	-						XBAS	
		4.6000		Sundr	y Income	Income	Header +To	*		
		4.6110		Rei	mbursements	Income	Detail			
		4.6200		Pho	tocopy fee	Income	Detail			
		4.6300		Ins	urance Refunds	Income	Detail			
		4.6400		Inte	erest	Income	Detail			
r		4.6500		Tra	nsfer from Investment Account	Income	Detail	н		
		4.6600		GST	Refund	Income	Detail			
•		4.6700		Ban	k Reversal	Income	Detail			
		4.6800		Cel	ebrate Recovery	Income	Detail			
GST		4.6850		Cel	ebrate Recovery - fundraising	Income	Detail			
		4.7000		Dioces	san / Quotas Collections	Income	Header +To			
		4.7100		Goo	d Friday Collection	Income	Detail			
		4.7200			ject Compassion	Income	Detail			
		4.7300			pogation of the Faith Appeal	Income	Detail			
		4.7350		Arc	hbishop's Christmas Appeal	Income	Detail	-		

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



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.

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.

<u> </u>	Sundry Rec	eipts 🗕 🗖 🗙
J. Bellows	- Payment for Piety Stall	7-Jan-2019 9:14 AM
○ Add	Receipt \$20.00 Sundry Income \$20.00 Pacewed From J. Bellows - Payment for Piety Stal	
Eind		Sundry Receipt
<u>Clear</u> Save	>> 1	Link Receipt to Member
Exit	Beceipt Amount \$20.00 Paceipt Date Receipt Number 10/12/2018 Mece RCV000081	Deposit Bark 1.1000 General Cheque Account Payment Method Amount Cash \$230.00
Codes	Comments Daily Mass Book 2019	
Vojd		
<u>P</u> rint ∰ ▼	Tendered Amount Change \$.00 \$.00 Receipt Status	Deposit Number Bank Rec.No. Record 1 of 1
Pre <u>v</u> iew	Posted	Add Delete
Created: 07 Jan 20	19 9:10 AM by Administrator Updated: 07 Jan 2019 9:13 AM	I by Administrator

General Par	rish Appl	ication Form	s Prin	ting (1)	Printing (2)	SM5			
	er Signature (Balance) 0 Po	Tai Credi Adju vital O Docket emerc Piedge St	Prin Fort F Arial		Standard Donation Piety Stall	Description Connecti)	Receipt Comment	~	Un Sø
Include Flece	ipt Specific C	omment on Repor			1				

Receipt	Saints Catholic Church NRRARIGHT ACT 300 Email: cothic Catholic Church Email: cothic Catholic Catholic Catholic Webste: remuserstants Webste: remuserstants
J. Bellows - Payment for Piety Stall	Receipt Number: RCV000081 Receipt Date: 10/12/2018 The Sum of: \$20.00
Payment Lineats Cash J. Belove - Payment for Petry Sail	\$20.00

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.

eport:	Reconcile		Created:	02-Apr-2019 09:13	
om:	26-Mar-2019 09:00		Merchant:	Mary Help of Christia	ans
):	02-Apr-2019 09:00		Departments:	PARISH, CLERGY,	SPECIAL APPEALS
otal Value of Transactic	ons \$ 190.00				
otal Value Refunded	\$ 0.00				
stimated Bank Day	Estimated Bank Da	at Product	Quantity	Unit Price	ProductTotal
i	29-Mar-2019	First Reconciliation (First Reconciliation: One Chil Total Value of Orders Bank Total	(1	\$ 40.00	\$ 40.00 \$ 40.00 \$ 40.00
at	30-Mar-2019	First Reconciliation (First Reconciliation: One Chil Total Value of Orders Bank Total	(1	\$ 40.00	\$ 40.00 \$ 40.00 \$ 40.00
on	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
ed	03-Apr-2019	First Reconciliation (First Reconciliation: One Chil	c1	\$ 40.00	\$ 40.00
		Total Value of Orders			\$ 40.00
		Bank Total			\$ 40.00
	om: 5: otal Value of Transactio otal Value Refunded s <mark>timated Bank Day</mark> i at	om: 26-Mar-2019 09:00 02-Apr-2019 09:00 02-Apr-2019 09:00 otal Value of Transactions \$ 190:00 00 stal Value Refunded \$ 0.00 stimated Bank Day Estimated Bank Day i 29-Mar-2019 at 30-Mar-2019 on 01-Apr-2019	om: 26-Mar-2019 09:00 b: 02-Apr-2019 09:00 otal Value of Transactions \$ 190.00 5 stimated Bank Day Estimated Bank Dat Product i 29-Mar-2019 i 29-Mar-2019 at 30-Mar-2019 at 30-Mar-2019 First Reconciliation (First Reconciliation: One Chil Total Value of Orders Bank Total at 30-Mar-2019 on 01-Apr-2019 Our Clergy (1st Collection: \$10.00) Our Clergy (1st Collection: \$5.00) Our Vergy (1st Collection: \$5.00) Our Vergy (1st Collection: \$20.00) Total Value of Orders Bank Total fed 03-Apr-2019 First Reconciliation (First Reconciliation: One Chil Total Value of Orders Bank Total fed 03-Apr-2019	Some 26-Mar-2019 09:00 Merchant: 02-Apr-2019 09:00 Departments: otal Value of Transactions \$ 190.00 \$ 0.00 stimated Bank Day Estimated Bank Dat Product Quantity i 29-Mar-2019 First Reconciliation (First Reconciliation: One Chilk 1 Total Value of Orders Bank Total Output at 30-Mar-2019 First Reconciliation (First Reconciliation: One Chilk 1 Total Value of Orders Bank Total Total Value of Orders Bank Total on 01-Apr-2019 Our Clergy (1st Collection: \$10.00) 2 Our Clergy (1st Collection: \$5.00) 2 Our Parish (2nd Collection: \$20.00) fed 03-Apr-2019 First Reconciliation (First Reconciliation: One Chilk 1 Total Value of Orders	Stimated Bank Day Estimated Bank Dat Product Quantity Unit Price stimated Bank Day Estimated Bank Dat Product Quantity Unit Price stimated Bank Day Estimated Bank Dat Product Quantity Unit Price stimated Bank Day Estimated Bank Dat Product Quantity Unit Price stimated Bank Day First Reconciliation (First Reconciliation: One Chilk 1 Total Value of Orders Bank Total \$ 40.00 at 30-Mar-2019 First Reconciliation (First Reconciliation: One Chilk 1 Total Value of Orders Bank Total \$ 40.00 on 01-Apr-2019 Our Clergy (1st Collection: \$10.00) 2 \$ 10.00 Our Clergy (1st Collection: \$5.00) 2 \$ 20.00 Total Value of Orders Bank Total 20.00 First Reconciliation (First Reconciliation: \$20.00) 2 \$ 20.00 Our Clergy (1st Collection: \$5.00) 2 \$ 20.00 Total Value of Orders Bank Total 5 0.00 Our Parish (2nd Collection: \$20.00) 2 \$ 20.00 Total Value of Orders Bank Total 5 0.00 First Reconciliation (First Reconciliation: One Chilk 1 \$ 40.00 Total Value of Orders Bank Total \$ 40.00 First Reconciliation (First Reconciliation: One Chilk 1 \$ 40.00

The with the estimated

bank date of 29 March 2019 appears in the nominated bank account as:

29 MAR 2019	5353 CBA CREDIT CARDE		\$40.00
-------------	--------------------------	--	---------

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 <u>13.2.</u>)

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 <u>20.</u> 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	d)					
Rental income Check						
Agreement and	check tax					
codes relevant t	o 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

	Sundry Receipt:	s 🗖
New Sund	ry Receipt	22-Jan-2018 1
Add	Receipt \$812.24 Sundry Income \$812.24	
O View O Edit	Received From Rent - Raine & Horne	
Find		Sundry Receipt
Undo Save		Link Receipt to Member
Exit	Receipt Amount	Deposit Bank
Show all GST Codes	\$812.24 Pecceipt Date 22/01/2018 Mon Comments D Boreland, 1 Kirke St Nimmitabel, rent 8/1-4/2/18	1.1000 General Cheque Account 44511.1 Pagment Method Amount Cash \$812.24
_ Post Now _ Print Receipt _	Tendered Amount Change \$.00 \$.00	Deposit Number Bank Rec.No. Record 1 of 1 K K F F Add Delete

-		Sundry Receip	ts 🗕 🗖	κ:
New Sund	dry Receipt		22-Jan-2018 12:42	M.
Add	Receipt \$812.24	Sundry Income \$812.24	~	
○ View	G/L Account	Description	Amount inc tax Tax Tax Amount	-
○ Edit	× 4.4500	Rent	880.00 FRE	
Find	× 6.8310	Rental Management Fees :	-67.76 NCF	
Undo		V Partice aving	7040	
Save				
Exit				
Show all GST Codes				
] Post Nov] Print Receipt 🔳				

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 <u>14</u>. AND rental income, income received, donations, etc in Recording Income in Section <u>15</u>). Make sure ALL transactions for the month have been **Posted** (see Batch Posting Section <u>16</u>. 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

hanking Reports	
Bank Reconciliati	ion
Selection Criteria Bank Account 1.1000	
Date Range 🔹	From: 01/07/2012 Sun
	To: 31/07/2012
Reconciled <all></all>	Rec #: BR000017
Show Bank Deposit Slip	
Sorting	
Date Payee	Ascending
Pr	int 🧊 Preview Exit

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

Setup 🗕 🗖 💌						
Setup: Printing (2)						
General Parath Application Forms Photog (3) Desire Des	Printing (2) (96) Preference into France into Calify (2) Shore Deal Organ Ma Shore Deal Organ Ma Shore Deal Organ Ma Shore Deal Organ Ma Tat Lefet (2) Tat Lefet (2) Tat Lefet (2) Tat Lefet (2) Tat Lefet (2) Tat Lefet (2) Tat Lefet (2) Tat Lefet (2) (2) (2) (2) (2) (2) (2) (2)					
	Exit					

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 <u>financial.services@cg.org.au</u>, who process the BAS with the ATO on our behalf.

18.1. CORRECTLY RECORDING BAS RETURNS

		General Leo	lger Tran	saction	S Sainta Ca			
	Date Range: 01/01/2013 to 31/03/2013							
Date	Reference	GST Amount GST Code	Amount	Selance	Comment			
		eing - Income Account						
05/02/2013	RC/000146 RC/000152	0.00 XBAS 0.00 XBAS Account Total:	-3,500.00		Reselpt: , Fundralsing - church upgrade Reselpt: , Fundralsing			
G/L Account	: 4.2200 - Weddin	ge - Income Account						
14/01/2013 26/01/2013	RCI/000142 RCI/000143 RCI/000144 RCI/000151	0.00 FRE 0.00 FRE 0.00 FRE 0.00 FRE Account Total:	-250.00 -250.00 -250.00 -250.00 -1,000.00	-500.00	Receipt: , Wedding 5/1 Receipt: , Wedding 12/1 Receipt: , Wedding 26/1 Receipt: , Wedding			
G/L Account		a - Income Account						
05/02/2012	RC/000145 RC/000147 RC/000153	0.00 X245 0.00 X245 0.00 X245 Account Total:	-150.00 -150.00 -150.00 -450.00	-300.00	Receipt: , Funeral Receipt: , Funeral Receipt: , Funeral			
G/LAccount		Lenten Books - Income Acco						
05/02/2013	RC/000146	0.00 FRE Account Total:	-120.00	-120.00	Receipt: , Lenten Boole			
		ring - Income Account						
	RC/000150	-45.45 GET Azzunt Total:	-454.55	-454,55	Receipt: , Advertising - Parish Bulletin			
	TOTAL D	COLTS-	0.00					
	TOTAL O	ASCETS:	-4, 124, 55					
<			-6.6	>				
1			And in case of the local division of the loc					

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.

	Saints Catholic Churc								
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 Accoun	t: 6.6500 - Ar	chdiocesan 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 RE	SULT:	9,392.38						
-	GST:		284.48		5				
				and the second value of th					

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

🔚 General Ledger Transactions	
General Ledger Transac	ctions
Date Criteria	
Date Range	01/01/2013 Tue
To:	31/03/2013 Sun
Account Selection	
From: 4.2000 v To:	4.9300 💌
Options	
Page break between accounts	
Print 🥸	Preview Exit

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

General Ledger Transactions	et n		
General Ledger Tran	sac	ctions	
Date Criteria			
Date Range 🔹 Fr	om:	01/01/2013	Tue
	To:	31/03/2013	Sun
Account Selection From: 6.0000	To:	6.9140	•
Options	s		
Print	٢	Preview	Exit

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 BA5 Lodgment Date: 29/04/2013						
ode	Description	Total	Tax Amount			
ST	Sales - GST Taxable	500.00	45.45			
RE	Sales - GST Free	1,610.00	0.00			
I-T	No Tax	200.00	0.00			
		2,310.00	45.45			
ICG	Non-Cap. Acq Inc GST	3,105.98	282.37			
CF	Non-Cap. Acq GST Free	1,865.00	0.00			
		4,970.98	282.37			
		Total:	236.92			
GS	T Payable 2.3	010 GST Payable	45.45			
GS	T Claimable 2.3	030 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 Installment:	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	Difference:	2.03 <			

s the Tax Office only deals in whole dollar amounts, ne GST Payable and Claimable on your BAS Return will e 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.

> > Credit for goods and services tax paid 1B \$

Wine equalisation tax 1D \$

Luxury car tax refundable 1F \$

- 0 ×

Credits

282

0

0

0

282

0

0

18.2. GENERAL LEDGER TRANSACTION REPORT

Business Activity Statement

Add View

Edit

Find

Clear

Save

Business Activity Statement 01/01/2013 - 31/03/2013

ods and services tas 1A \$

Vine equalisation 1C \$

Luxury car tax payable 1E \$

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**

Special credit for wholesale 16 \$ Exit Add 1A . IC . IE 2A 5 45 Add 18 . 1D . 1F . 16 28 \$ -237 If result is positive, this is net amount of GST. If the result is negative, this is net amount of GST credit. 2A minus 2B 3 \$ Pag As You Go 45 0 Credit arising from reduced Pag 5B \$ Pay As You Go instalment 5A S 0 Fringe benefit tax 6A \$ Credit arising from reduced fringe 6B \$ 0 ed companyifund 7 \$ 0 Fuel Tax Credit Over 7C \$ Fuel Tax Credit 7D S Print 🕥 2A . 4 . 5A . 8A \$ 282 45 Add 28 + 58 + 68 88 5 Preview Unlodge 95 Submit to ATO General Ledger Transactions Date Criteria From: 01/01/2013 Tue Date Range 🔹 To: 31/03/2013 Sun Account Selectio ▼ To: 4.9300 -Page break between accounts Print 🧕 Preview Exit General Ledger Tran General Ledger Transactions Date Criteria From: 01/01/2013 Tue Date Range To: 31/03/2013 Sun

General Details Debits & Credits Supplies & Acquisitions PAYG & Fringe Benefits

Debits

45

0

0

Debits & Credits

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**



▼ To: 6.9140

Print 🔮 Preview Exit

accounts

•

count Selectio

Page break bet

From: 6.0000

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

Add	General Details	Debits & Cr	edits Supplies	a Acquisitions	PAYG & Fringe Bene	fits	
 View 			De	bits & Crea	lits		
) Edit			Debit	s			Credite
Find	Goods and serv	ices tax pagable 1A \$	7	4	Credit for goods and services tax paid	1B \$	886
Clear	Wine equi tai	payable 1C \$		0	Vine equalisation tax refundable	1D \$	0
Save	Luxung cartas	payable 1E \$		0	Luxury car tax refundable	1F \$	0
Exit		L		s	pecial credit for wholesale sales tax	1G \$	0
	Add 1A + 1	C • 1E 2A \$	7	4	Add 1B + 1D + 1F + 1G	2B \$	886
	PayAs with PayAs You Goins	holding * >		0 O Credi	t arising from reduced Pag	58 S	0
					As You Go instalments arising from reduced fringe		
	Ins Deferred compa	nefit tax 6A \$		<u> </u>	benefits tax instalments	6B \$	0
		talment / S		0			
	Eval T Con			0	Fuel Tax Credit	7D \$	0
Print 🚳	Fuel Tax Cre					88 S	886
Print () Preview	Fuel Tax Cre	Claim 7C \$.5A • 8A \$ 6A • 7	7	4	Add 2B + 5B + 6B	+	

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

1	He Business Antivity Statement							
П.	88	🗐 🔓 🖸 💭 🎫 🗸 Printer HP Universa	al Printing PS					
		NUSINESS ACTIVITY STATEMENT	oice. (Not all formats will work for all reports or be usable on your PC.)					
		DRAFT ONLY Saints Catholic Church 155 Barton Ave CANBERRA, ACT 2600	A1 A1 A1 A250007153425 Period orwerd by frie statement From A351/0/2018 A4500/6/2018 A6521/07/2018 A6521/07/2018					

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.



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

Date: 0	1/10/2018 to 31/12/2018	BAS Lodgment Date: 13/0	2/2019
ode	Description	Total	Tax Amount
SST	Sales - GST Taxable	815.00	74.09
RE	Sales - GST Free	581.20	0.00
		1,396.20	74.09
NCG	Non-Cap. Acq Inc GST	9,750.34	886.39
VCF	Non-Cap. Acq GST Free	5,484.12	0.00
		15,234.46	886.39
		Total:	812.30
	1	2.3010 GST Payable	74.09
		2.3030 GST Receivable	-886.39
		Rofunde ont yot Deservede	0.00
		GST Receivable / Payable:	812.30
		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:	812.30
		BAS Total:	812.00
		Difference:	0.30

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 cor	los aro sot at

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

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.

Reconciliation will be a 'true zero'. 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 <u>SUNDRY RECEIPT</u>, Receipt tab. In <u>Received</u> From, enter in a title that you can identify such as BAS DEC 2018.

<u>+</u>		Sur	ndry Receipts	
New Sund	ry Receipt			
Add	Receipt \$812.00	Sundry Income \$812.00		
○ View	Received From			
OEdit	BAS DEC 2018			
Find		>>		
Save		2		Rec M
Exit	Receipt Amour		1	De
Godes	Recept Date b6/01/2019			1. Pa
Post Now	Tendered Amour \$.00			



18.6.2. RECORDING BAS WITHDRAWAL

<u> </u>						
N 🗃	# 💷 🔒	📬 🔎 100% 🗸 Printer	Bullzip PDF Printer			
					Monday, 06 May, 2019 10:29 AM	
	G = Galers Aris) Sector Sector			Catholic Church S Reconciliation		
	Date: 0	1/04/2018 to 30/06/2018		BAS Lodgment Date: N	lone	
	Code	Description		Total	Tax Amount	
	GST	Sales - GST Taxable		1,200.55	109.13	
	FRE	Sales - GST Free		900.00	0.00	
				2,100.55	109.13	
	NCG	Non-Cap. Acq Inc GST		1,000.00	90.91	
				1,000.00	90.91	
				Total:	-18.22	
			2.3010	GST Payable	109.13	
			2.3030	GST Receivable	-90.91	
				Netondo not y the street	0.00	
				GST Receivable / Payable:	-18.22	
				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:	-18.22	
				BAS Total:	-18.00	
				Difference:	-0.22	

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

Budget Report			• 🗙
Budget Overview			
Date Criteria			
Next Year 🔻	From: 0	01/01/2013 Tue	
	To: 3	31/12/2013 Tue	
G/L Account Criteria			
From:	To:		-
Filter: Repo	rt Group:		
Options			
Show Only G/L Account with Budg	et Entries		
Show Budget in			
O Detail O Summar	y	Grid	
	Print 🧯	Preview	Exit

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 EDIT mode (if the parishioner is not in PACS, see Section 5.1.)

and click on

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
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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

🔾 Add	Lily's Dance School			chedule Not			
View		Organisation	Account To	De	btor Level		
Edit	888 Highway Drive						
Find	PEARCE ACT 2607		PasFrequence		Corresponder		
Clear					Sill Sill	E-Mail	7
Save	Phone (2)	•	Terms		leceipt.	E-Mail N	-
Exit	Business 62361414		14 Days Classification	,	Internet	E-Mail	5
	FeeFlag	2nd Fee Flag	Cassecation			1.1.1.1	
	3rd Fee Flag	4th Fee Flag	 Statement Type		ceive Copy of	Statement From	
	Contact Name Stacey Brown	-	Accept Voluntary Fees				
	stacey brown		Payment Method				
			 Direct Debit				
			Primary Account Details		Alternate Aci	count Details	
			Account Name Carberra Parish		Account Name	,	
			Bank Name		Alternate Bank	Name	
				•			
			Branch 062786 000011111		Branch		
			BSB Number Account N	umber	BSB Number	Account Number	
1			•				
2							
pening Balance							

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

<u>L</u>	Other Items	_ 0 ×
Other Items: Sale of Parish Cale	endar 2019	
Bills Post Bills Fee Generation Debtor Fees	Other Items	
Code Description CHESS CLUB Hire of Room ULIYS DANCE Hire of Holl Hirs per week PAULOR CALLS. Side of Parch Colondar 201	Code PARISH CALENDAR ▲Active? Description Sale of Parish Calendar: 2019 Description build and statement Sale of Parish Calendar: 2019 GL Account Account Sales - GST Taxable Prices Include Tax Critiss ▲.00 Price & 4.00 Uigs Dance ▲.00 Price 7 4.00	Add Delete Undo Save Exit
	Calendar \$.00 Price 8 \$.00	
	Price 6 \$.00 Price 9 \$.00	
	Price 5 \$.00 Price 10 \$.00	
Show Inactive Fees?		

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

Click on ADD

20.3. GENERATE DEBTOR INVOICE (BILL)

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

In ADD mode, search for the	<u> </u>		Bil	ls			- • ×
relevant Debtor by clicking on the	Amanda Jone						
binoculars.		e Generation Debtor Fees O	ther Items				
	Add	4					
Select the Debtor from the alphabet		Amanda Jones PO Box 345					
list and click Select.	Find	CANBERRA ACT 2601					
The Bill Number will automatically		Sil Number Sil Date <next> 03/12/2018 Mon</next>	Due Date Bill Descriptio 17/12/2018 Mon Durish Cale	an ndar - Jones	Rem Pricing		
	Exit	terra	Bill Detail			*	
populate when you save.	Multi-select	Items Items Items	Item Code PARISH CALENDAR Sale of Par	Description ish Calendar 2019	Qty_Amt. inc tax 1 25.00	Tax 2.27	Owing 25.00
The Bill Date will automatically	Import	— Hire of Hall 4 hrs per week — Disale of Parish Calendar 20					
default to today's date.		Debtor					
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	Show all GST						
invoice.	Print Receipt		Group Items				
Ignore Item Pricing.	Post Now Pay Now	< III >		Bill Total ine tax 25.00	Tax Total Total Oving 2.27 25.00		
Drag and drop over the							
corresponding item into the Item Dill D	ملما الشماما						

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.

Bill Detail
Bill Item Details
Bill Item Decails Item Code PARISH CALENDAR Description Sale of Parish Calendar 2019 G/L Account 4.5600 Petry Stal - New Goods Tax Code GST Price \$25.00 Quantity 1.0000 Net Amount \$22.73 Tax Amount \$22.77 Owing \$25.00

Tax invoice generated below:

Tax I	nvoice				Bank: Com Bank AC: 062-	
A C C O U N T T O	Mrs Amanda Jones PO Box 345 CANBERRA ACT 2601					
Invoice Date	Account Number	Payment Due	Invoice Numb	or D	accription	
03-Dec-2018	4	17-12-2018	BILL000002		arish Calendar -	Jones
Description	•	1	Quan	tity	Item Price	
Sale of Parish C	alendar 2019 *		Quai	1.0	\$22.73	\$22.7
				Total	GST Payable	\$2.2
			Total Amount Pay	able 1	indudes GST	\$25.0
Please make the Reference field.	payment by the due dat	e to the Bank Account	below, quoting th			utstanding: \$0.0 the

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.

nda Jones							1-Apr-2	.019'9;	05 AN
Receipt	Matched	Unmatched	Sundry Income						
4	- (A Find							
Amanda									
PO Box			~						
CANEER	RA ACT		-						
e	Oves	\$25.00							
	eceipt Amount	5		Deposit Bank				_	
	iteri pre interne			1.1000	General Che	ue Account			
Heceipt D	Date	Beceipt Number		Pagment Method			Amount		
	2019 Mon	<next></next>		Cash			\$.00		
GST Comm				Received From Amanda Jones					
				Amarica Jones					
				Deposit Number B	Sank Rec No.				
						Rec	cord 1 of 1		
w 1									
Poeipt						Add	Delete		

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.

<u> </u>	Debtor Receipts	
Amanda Jo	ones 1-Apr-2019 9:17 A	м
Add View	Receipt \$0.00 Hatched Unmatched Sundry Income owner Ref / Item Details Amount Outstand. This Pay This Disc Ded.	
O Edit	Conterney Tree Declars Amount Outstand. This Pay This Date Decl. Dec 03/12/18 BILL000002 Parish Calendar - Jones PARISH CALEND/Sale of Parish Calendar - 2019 25.00 25.00	I
Find Undo		
Save	Lebtor Receipts	×
Exit	Amanda Jones 1-Apr-2019 9:2	10 AM
	Add Receipt \$25.00 Hatched \$25.00 matched Sundry Income View Ref / Item Details Amount Outstand. This Pay This Disc Ded Edit D2 03/12/18 83,000002 Parish Calendar - Jones	1
Codes	Find 2 DRISH CALEND/Sale of Parish Calendar 2019 25.00 25.00	
		L
Post Now	25.00	
Print Receipt 💌		

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 <u>12.1.2</u>.)

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 <u>12.1.4</u>.

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

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 reallocate/re-use the number in the future. PACS allows you to use zero multiple *Important:* An Envelope number should never be deleted. To recover a deleted number, see Section <u>12.1.10.</u>.

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

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

- 3. GIVING>GIVING FUNDS Enter new tax rate and SAVE
- 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

Total PG

CCSBF x 100 = %

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 <u>1.1.3.</u>) 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

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