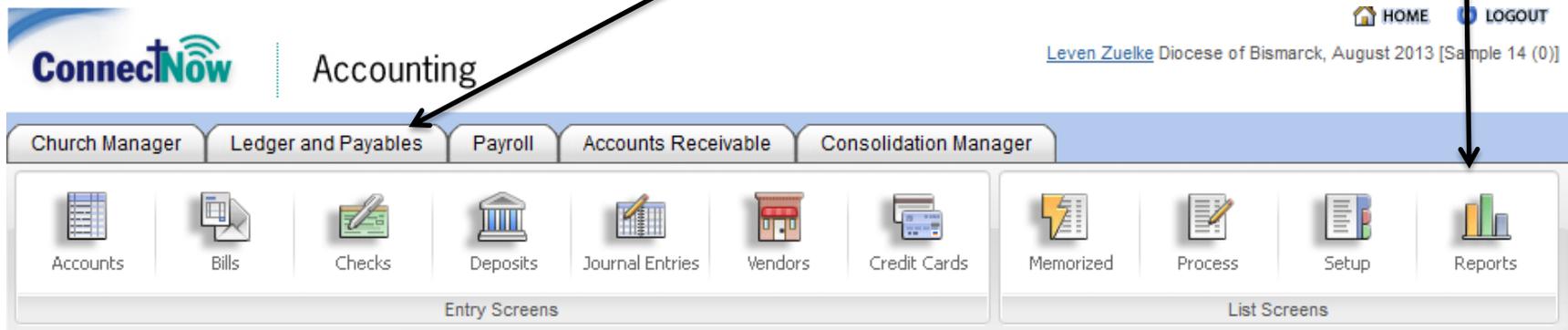


## Preparing a Cost Share Bill for a Sister Parish in ParishSoft ConnectNow Accounting

Many parishes are part of a parish cluster, where two or three parishes share the costs for specific things, like the rectory and priest salary. Usually, at the end of the month, the parish that pays the bills up front prepares a bill to send to its sister parishes for reimbursement. If you are following the setups presented in previous parish post, “How to Use Cost Share Account Distributions,” then the steps in this post will help you create a bill in the ConnectNow Accounting Software.

1. Once all the entries for the month have been entered, click on the “Ledger and Payables” tab, then click on the “Reports” button.



2. Click on the "Accounts" bar and then click the "Account Audit" bar.

The image shows a 'Standard Reports' menu with several expandable categories. The 'Accounts' category is expanded, showing a list of report options. Two black arrows originate from the text above: one points to the 'Accounts' category header, and the other points to the 'Account Audit' report option.

**Standard Reports**

- ▶ Transactions
- ▶ Statements
- ▼ Accounts
  - Account Audit
  - Account Balance
  - List
  - Beginning Balance
  - Available Account List
  - Account Dimension Codes
  - Account Inquiry
- ▶ Vendors
- ▶ Budget/History
- ▶ Analysis Graphs

3. Make sure that the date range is correctly selected. If you do not select the correct date range, this report will not show you the correct information. Click the “Account” field and click the receivable account for the parish you are billing. When finished, click “Preview Report.”

**ConnectNow Accounting** HOME LOGOUT  
Leven Zuelke Diocese of Bismarck, August 2013 [Sample 14 (0)]

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

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

Entry Screens | List Screens

### Accounts > Account Audit :: Configure Report

**Date Range**

Last Month  Last Quarter  Fiscal Year to Date  Next Fiscal Year  

This Month  This Quarter  Last Fiscal Year  Custom Date Range Specified

Next Month  Next Quarter  Last Fiscal Year to Date

**Account**

1410.01P: Sister Parish A Receivable A-1-30-1410-01  [Select Account By: Account Code Description Shortcut | Clear Account Selection](#)

**\*\* Report Subtitle**

Report Subtitle:

To select multiple items on controls that allow it, use ctrl-click.  
\*\* Changes to these options are saved when the report is previewed.

4. When you preview the report, you will get a report similar to the one below. The report below has had a few bills loaded into the system and a payroll has been run. If this report works for you, you can click the print button. If you wish to edit the format, you can save it as a Csv and then save it. This will open up this data in an excel document, where you may make edits to the format.

**Sample 14**

**Account Audit**  
August 2013

			Beginning Balance	Ending Balance	Vendor/Customer	Check
<b>1410.01P Sister Parish A Receivable A-1-30-1410-01</b>						
Paid Bill	4	08/01/2013	125.00	Electricity	Electric Company	1000
Paid Bill	5	08/01/2013	20.00	Pastor's Grocery	Grocery Store	1001
Paid Bill	6	08/01/2013	10.00	Crosses	Religious Item Store	1002
Paid Bill	7	08/01/2013	30.00	Water	Water Company	1003
PayCheck	1004	08/14/2013	500.00		Payroll	1004
PayCheck	1004	08/14/2013	20.00		Payroll	1004
PayCheck	1004	08/14/2013	128.12		Payroll	1004
<b>Net Total for Period</b>			<b>833.12</b>	<b>0.00</b>		<b>833.12</b>
<b>Total Debits: 833.12</b>			<b>Total Credits: 0.00</b>			

5. Repeat steps 1-5 for each parish you share costs with.

6. You may have noticed in the previous report that the item for payroll has no detail. Your parish may want more detail with the payroll. If this is the case, click on the “Payroll” tab and click the “Reports” button.



7. Click on the "Paycycle" bar and then click on the "Ledger Distribution" bar.

The image shows a software interface titled "Standard Reports". It features a list of report categories, each with a small icon of a document with a pie chart. The categories are: "Paycycle", "Current Earnings", "Payroll Summary", "Taxable Wages", "Ledger Distribution", "Pay Distribution", "Detailed Deductions", "Retirement Wages", "Paycheck Register", and "Paycheck Stub". Below this list are five more categories: "Employee", "End of Period", "Federal", "State and Local", and "Finance". Two black arrows are overlaid on the image: one points to the "Paycycle" bar at the top of the list, and the other points to the "Ledger Distribution" bar.

Standard Reports	
▽	Paycycle
📄	Current Earnings
📄	Payroll Summary
📄	Taxable Wages
📄	Ledger Distribution
📄	Pay Distribution
📄	Detailed Deductions
📄	Retirement Wages
📄	Paycheck Register
📄	Paycheck Stub
-----	
▷	Employee
▷	End of Period
▷	Federal
▷	State and Local
▷	Finance

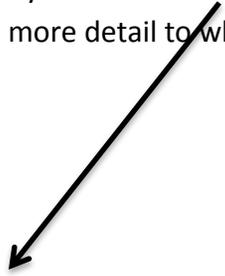
8. In the payroll field, make sure that the correct payroll process is selected. After you are finished, click "Preview Report."

Payroll

- 2 - 08/14/2013 - August Payroll
- 1 - 06/25/2013 - Acc

Preview Report View PDF Memorize Report Reset Criteria Cancel

9. You will receive a report that has many numbers. Find the receivable account that is used for the parish you are cost sharing with. As you can see, now you have more detail to what these payroll items are for. You can copy and paste this information into excel or you can repeat step 4.



**1410.01P Sister Parish A Receivable A-1-30-1410-01**

Priest, Father		500.00	0.00	Wage	2 - August Payroll	08/14/2013	
Priest, Father	11	401(k) Employer B	20.00	0.00	Benefit	2 - August Payroll	08/14/2013
Priest, Father	12	Health Care Benefit	128.12	0.00	Benefit	2 - August Payroll	08/14/2013
		<u>648.12</u>	<u>0.00</u>				

10. Repeat steps 6-9 for each parish you are cost sharing with.