

Double checking Pledges vs Contributions posted in ParishSOFT

Prior to sending out pledge statements, after receiving in contributions, you will want to run a double check that all contributions to that fund have been applied to your pledge families. If you make any mistakes in posting and adjust contributions “in bulk” you may not have allowed the system to apply the contribution to a pledge. Please follow the steps below to run these queries, and edit any contributions that are not applied.

- 1) Log into ParishSOFT and first verify the pledge fund’s Fund ID. Go to **Offering < Funds**, and search for the fund via it’s name. Write down the Fund ID as seen in the image below, to be used in the query in the upcoming steps.

ParishSOFT Family Suite

Delaney_Anna (Anna Delaney)

Home Family Directory Faith Formation **Offering** Ministry Scheduler Tuition IQ Administration

Funds Batches Pledges Posting Contribution List Online Giving Giving History Import Reports

Fund Management

10 records Add Fund Fund Permissions

Fund #	Description	Fund ID	Tax Deductible	Tuition Fund	Require Pledge	Diocesan Fund #
24101	Natl Combined Collections	14345	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4010016	Offertory 2016	15374	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4010017	Offertory 2017	15927	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4010018	Offertory 2018	18452	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4010019	Offertory 2019	18846	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4010020	Offertory 2020	20120	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- 2) Next, go to the IQ tab and click on My Queries, as seen in the image below:

ParishSOFT Family Suite

Delaney_Anna (Anna Delaney)

Home Family Directory Faith Formation Offering Ministry Scheduler Tuition **IQ** Administration

Query Builder

Intelligent Query

+ New Query Save Query Save Query As **My Queries** Recent Queries Query Tags

Column Picker

- Appeal Types
- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
- Members

Result Columns

[Add new column]

- 3) When the query window opens, you will view all your own and ALL GLOBAL queries. We will be using a global query found under the tag, Diocesan_ Pledges. Click the **Filter by**

Query tag, and select **Diocesan_Pledge** then click Apply. You will see the queries that we will be using seen in the image below:

My Queries						
Filter by Query Tags <input type="text" value="Diocese_Pledge"/> <input type="button" value="Apply"/> <input type="button" value="Clear"/>						
	Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Edit Delete	Pledge Check 1_Create Workgroup	<input type="text" value="Diocese_Pledge"/>	11/27/2019	11/27/2019	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete	Pledge Check 2_Contribs not applied	<input type="text" value="Diocese_Pledge"/>	11/27/2019	11/27/2019	Delaney, Anna	<input checked="" type="checkbox"/>

- Click on the name: **Pledge Check 1_ Create Workgroup** then click **Open** to view and run the query. Your screen will now appear similar to the screen below. Note the name of the query open in the upper left side, as seen highlighted below. You will change the Pledge Fund DUID to be the Fund ID number that you looked up above. Click on the numbers below (Ex: 18846) and enter in your numbers, then click off the area. Finally, click **Execute Query** to pull a listing of all pledge families for this fund.

ParishSOFT Family Suite

Home | Family Directory | Faith Formation | Offering | Ministry Scheduler | Tuition | IQ | Administration

Query Builder

Intelligent Query

+ New Query | Save Query | Save Query As | My Queries | Recent Queries | Query Tags

Viewing Query **Pledge Check 1_ Create Workgroup**

Column Picker

- Appeal Types
- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
- Members
- Ministry Scheduler
- Organization
- Pledges
- Religious Education
- Sacraments
- StatusAnimarum

Result Columns

Expression	Title
Families Family DUID	Families Family DUID

[\[Add new column\]](#)

Query Conditions

Select records where **all** of the following apply

[Pledges Fund DUID](#) is equal to [18846](#)

[\[Add new condition\]](#)

Query Results - 0 Unique Records Only Query Results

No Query Results

- After your query shows results, as seen below on the left side, click the **Query Results** area, select **Create Family Workgroup** and name the family workgroup a name that is unique. (write down this name exactly as we will use it in the next query)

Home Family Directory Faith Formation Offering Ministry Scheduler Tuition IQ Administration

Query Builder

Intelligent Query

+ New Query Save Query Save Query As My Queries Recent Queries Query Tags

Viewing Query **Pledge Check 1_Create Workgroup** Query Properties

Column Picker

- ▾ Appeal Types
- ▾ Batches
- ▾ Contributions
- ▾ Families
- ▾ Funds
- ▾ Fund - Organization Summary
- ▾ Members
- ▾ Ministry Scheduler
- ▾ Organization
- ▾ Pledges
- ▾ Religious Education
- ▾ Sacraments
- ▾ StatusAnimarum

Result Columns

Expression	Title
Families Family DUID	Families Family DUID

[Add new column]

Query Conditions

Select records where **all** of the following apply

[Pledges Fund DUID](#) is equal to [18846](#)

[Add new condition]

Query Results - 390 Return All results Unique Records Only Execute Query Query Results

Families Family DUID
86675
128430

You will have filled out the screen below, with a name, to create your new Family Workgroup. Click **Create** and the system will verify that the family workgroup was created.

Create FamilyWorkgroup

Workgroup Name:

Owner Organization:

Create Close

- 6) Next, go back to the **My Queries** button and you screen will still show the queries with the tag: **Diocesan_Pledge**, as seen below. Select the second query called: **Pledge Check 2_Contribs not applied** by clicking where the query name is shown, and then clicking the **Open** button at the bottom.

My Queries

Filter by Query Tags Diocesan_Pledge Apply Clear

	Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Active	Pledge Check 1_Create Workgroup	Diocesan_Pledge	11/27/2019	11/27/2019	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete	Pledge Check 2_Contribs not applied	Diocesan_Pledge	11/27/2019	11/27/2019	Delaney, Anna	<input checked="" type="checkbox"/>

Open Close

- 7) You'll now see the second query, as seen below. We'll need to change and fill in both the Fund ID for our pledge fund and the start of the family workgroup we just created in the last query. The areas to change are shown highlighted in the screen below:

The screenshot displays the Query Builder interface. At the top, there is a navigation bar with tabs for Home, Family Directory, Faith Formation, Offering, Ministry Scheduler, Tuition, IQ, and Administration. Below this is the 'Query Builder' header. The main area is titled 'Intelligent Query' and contains a toolbar with options: + New Query, Save Query, Save Query As, My Queries, Recent Queries, and Query Tags. The current query is 'Pledge Check 2_Contribs not applied'. On the left is a 'Column Picker' with a list of categories: Appeal Types, Batches, Contributions, Families, Funds, Fund - Organization Summary, Members, Ministry Scheduler, Organization, Pledges, Religious Education, Sacraments, and StatusAnimarum. The 'Result Columns' section shows a table with two columns: Expression and Title. The expressions are: Families Last Name, Families First Names, Contributions Payment Date, and Contributions Payment Amount. Below this is an '[Add new column]' button. The 'Query Conditions' section shows a list of conditions: 'Funds Fund DUID is equal to 18846', 'and Contributions Pledge DUID is null', and 'and Families.Family Workgroups Group Name starts with offertory'. There is an '[Add new condition]' button below. At the bottom, the 'Query Results' section shows 'Query Results - 0' and 'Return All results' dropdown, with checkboxes for 'Unique Records Only' and 'Execute Query' button. The results area displays 'No Query Results'.

- 8) After you've changed both fields, click the **Execute Query** to see any contributions that were not applied to a pledge.

Home | Family Directory | Faith Formation | Offering | Ministry Scheduler | Tuition | **IQ** | Administration

Query Builder

Intelligent Query

+ New Query | Save Query | Save Query As | My Queries | Recent Queries | Query Tags

Viewing Query **Pledge Check 2_Contribs not applied** Query Properties

Column Picker

- ▾ Appeal Types
- ▾ Batches
- ▾ Contributions
- ▾ Families
- ▾ Funds
- ▾ Fund - Organization Summary
- ▾ Members
- ▾ Ministry Scheduler
- ▾ Organization
- ▾ Pledges
- ▾ Religious Education
- ▾ Sacraments
- ▾ StatusAnimarum

Result Columns

Expression	Title
Families Last Name	Families Last Name
Families First Names	Families First Names
Contributions Payment Date	Contributions Payment Date
Contributions Payment Amount	Contributions Payment Amount

[\[Add new column\]](#)

Query Conditions

Select records where **all** of the following apply + -

[Funds Fund DUID is equal to 18846](#)

and [Contributions Pledge DUID is null](#)

and [Families.Family Workgroups Group Name starts with offertory](#)

[\[Add new condition\]](#)

Query Results - 3 Return All results Unique Records Only Execute Query Query Results

Families Last Name	Families First Names	Contributions Payment Date	Contributions Payment Amount
Borg	Vincent and Charlotte	11/26/2018	1,041.00
Nos	Dennis and Jean	10/22/2018	4,600.00
Phi	Richard and Patricia	12/10/2018	2,600.00

- 9) If you would like to export the list out of ParishSOFT, click on the **Query Results** then select: **Export to CSV** which will send it to an excel file.

Updating/Applying contributions to pledges:

- 10) In order to apply a contribution to a pledge, go to the **Offering < Contribution List** area, then enter in a start and end date that matches the **Contributions Payment Date**. Enter also in the last name, as seen below, to find the specific contribution that was not applied to the pledge.

Home | Family Directory | Faith Formation | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting ▾ | **Contribution List** | Online Giving | Giving History | Import | Reports

Contribution List

Contribution List Filters

Start Date: 11/26/2018 End Date: 11/26/2018 View Contributions

10 records Quick Reports

Posting Date	Env #	Name	Amount	Fund	Batch
<input type="checkbox"/> 11/26/2018	70	Borg Vincent and Charlotte	\$1,041.00	Offertory 2019	Offertory 2018 11-25

- 11) Click where the family name appears, indicated in the arrow above, to see if you can adjust the contribution. If you can, an **Edit Contribution** screen will appear as seen below. You'll click the down arrow under the **Pledge** section, selecting your pledge, then put in a **Reason** to adjust the contribution and select **Save** and you are finished applying the contribution to the pledge.

Edit Contribution ()

Donor Record

Env #	Name	Address 1	Family/Member ID
70	Vincent and Charlotte Borr...		

Contribution Record

Batch * Fund * Payment Type *

Offertory 2018 11-25-18 Offertory 2019 Check

Posting Date * Pledge

11/26/2018

Amount * Check Number

\$1041.00

Memo (1000 characters left)

Audit Data

Reason * (200 characters left)

Save Close

- 12) Lastly, delete out the Family Workgroup, unless you would like to use it to check this pledge again. If you do so, you won't need to run the 1st query again (steps 1-5), unless you add more pledge families to the pledge fund.