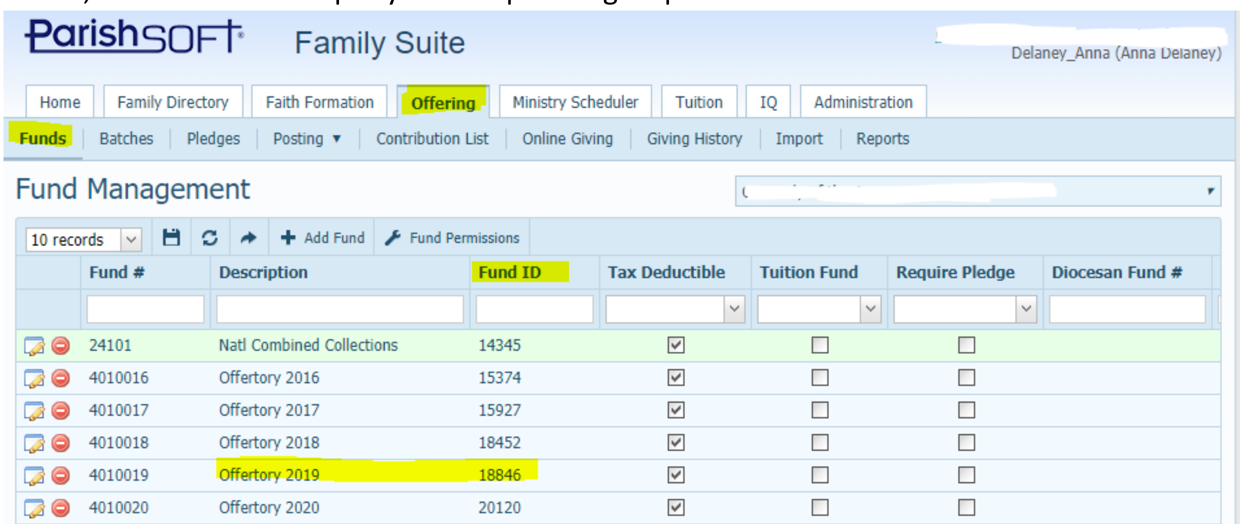
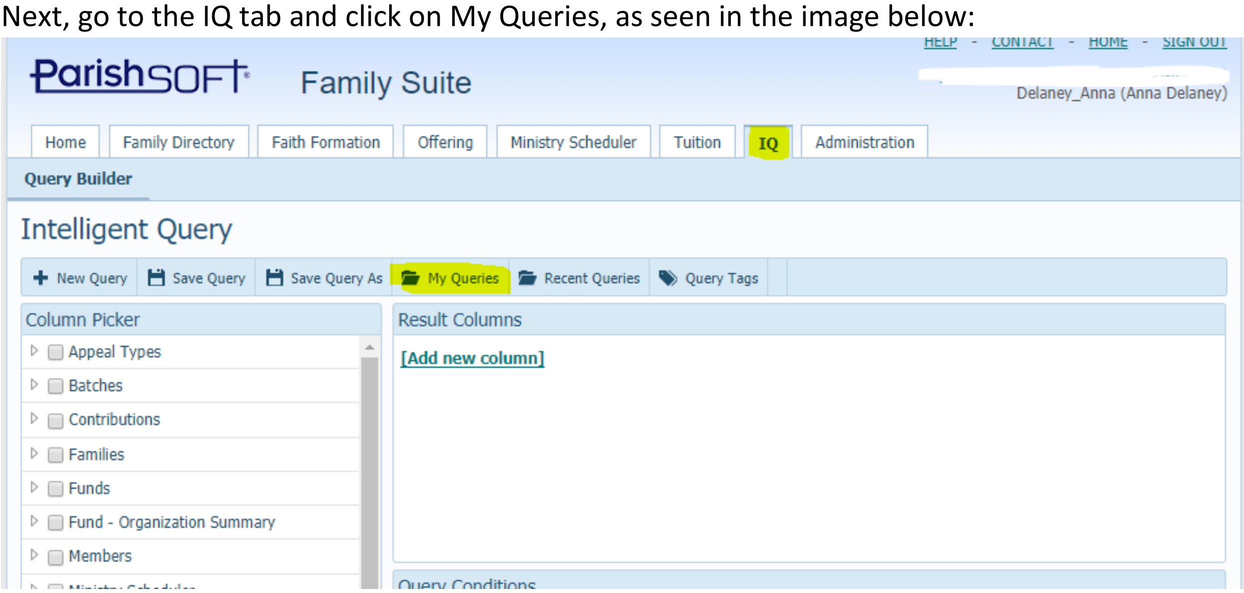
Double checking Pledges vs Contributions posted in ParishSOFT

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.

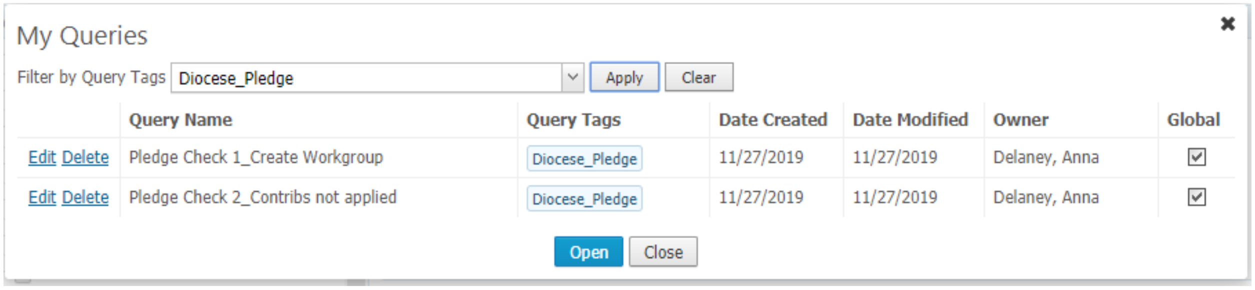


2) Next, go to the IQ tab and click on My Queries, as seen in the image below:

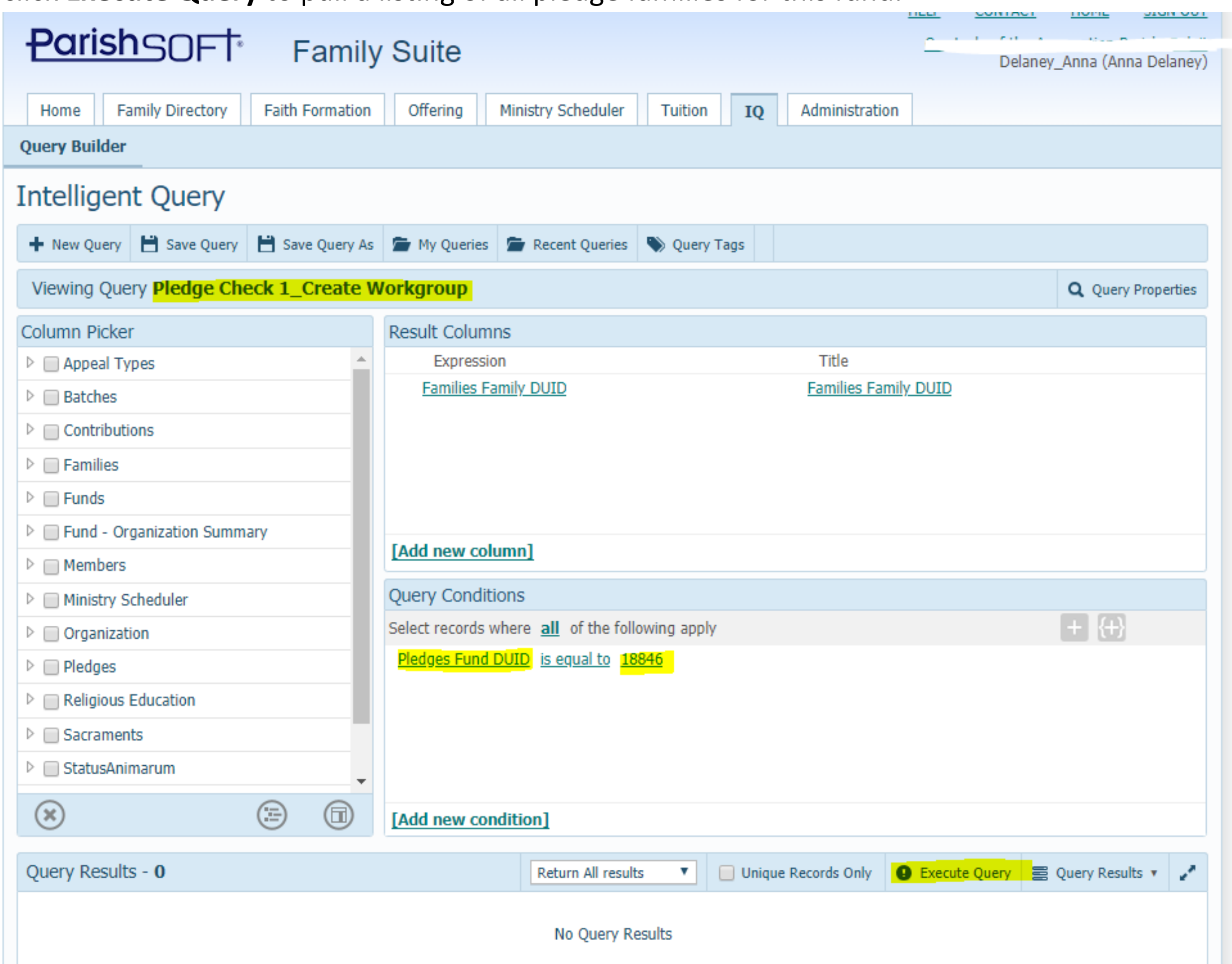


3) When the query window opens, you will view all your own and ALL GLOBAL queries. We will be using a global query found under the tag, Diocesan_ Pledges. Click the **Filter by**

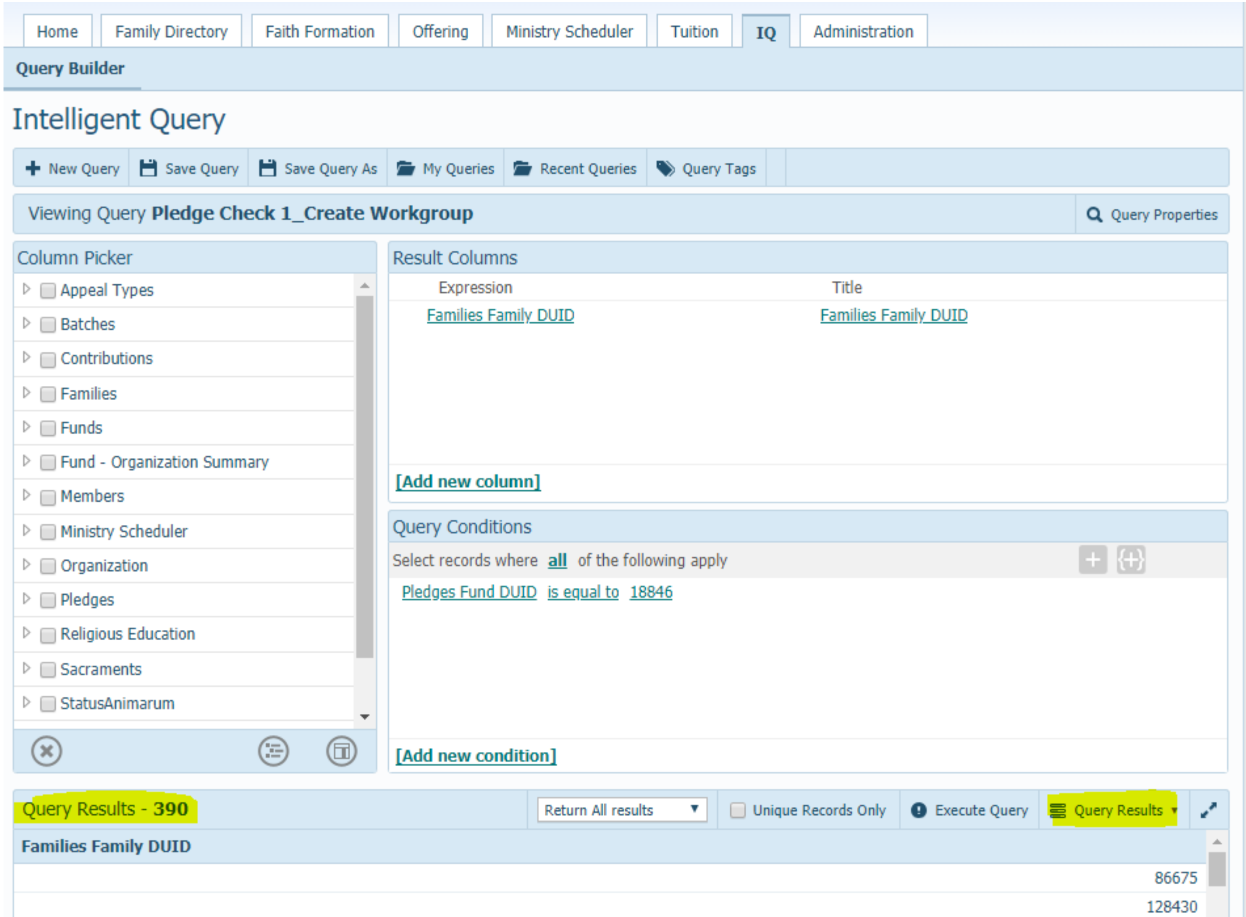
Query tag, and select **Diocesan_Pledge** then click Apply. You will see the queries that we will be using seen in the image below:



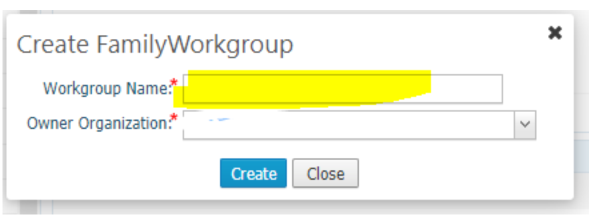
4) Click on the name: **Pledge Check 1_ Create Workgroup** then click **Open** to view and run the query. Your screen will now appear similar to the screen below. Note the name of the query open in the upper left side, as seen highlighted below. You will change the Pledge Fund DUID to be the Fund ID 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.



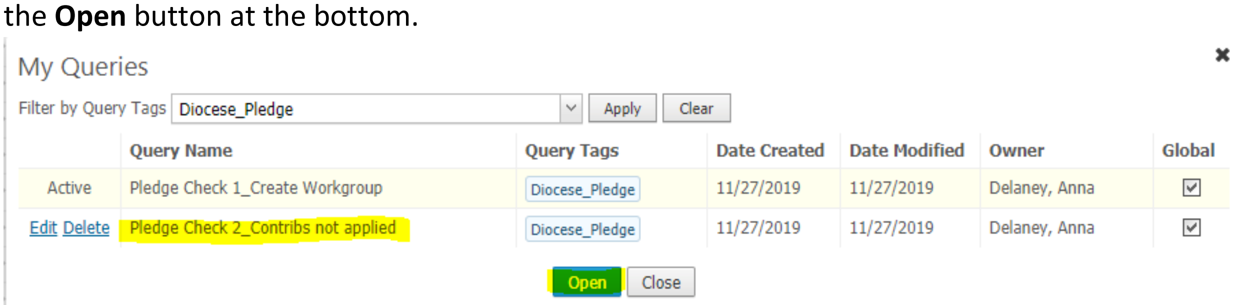
5) After your query shows results, as seen below on the left side, click the **Query Results** area, select **Create Family Workgroup** and name the family workgroup a name that is unique. (write down this name exactly as we will use it in the next query)



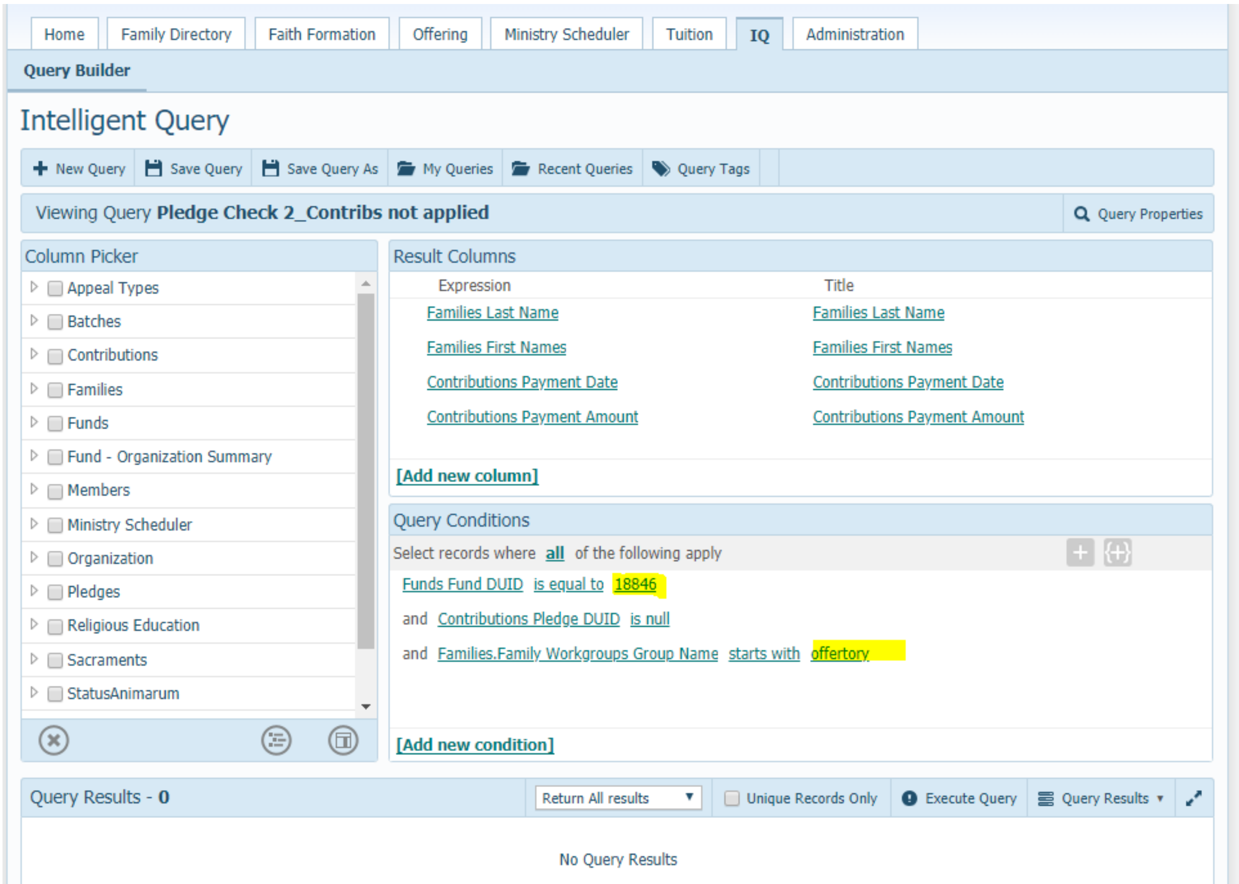
You will have filled out the screen below, with a name, to create your new Family Workgroup. Click **Create** and the system will verify that the family workgroup was created.



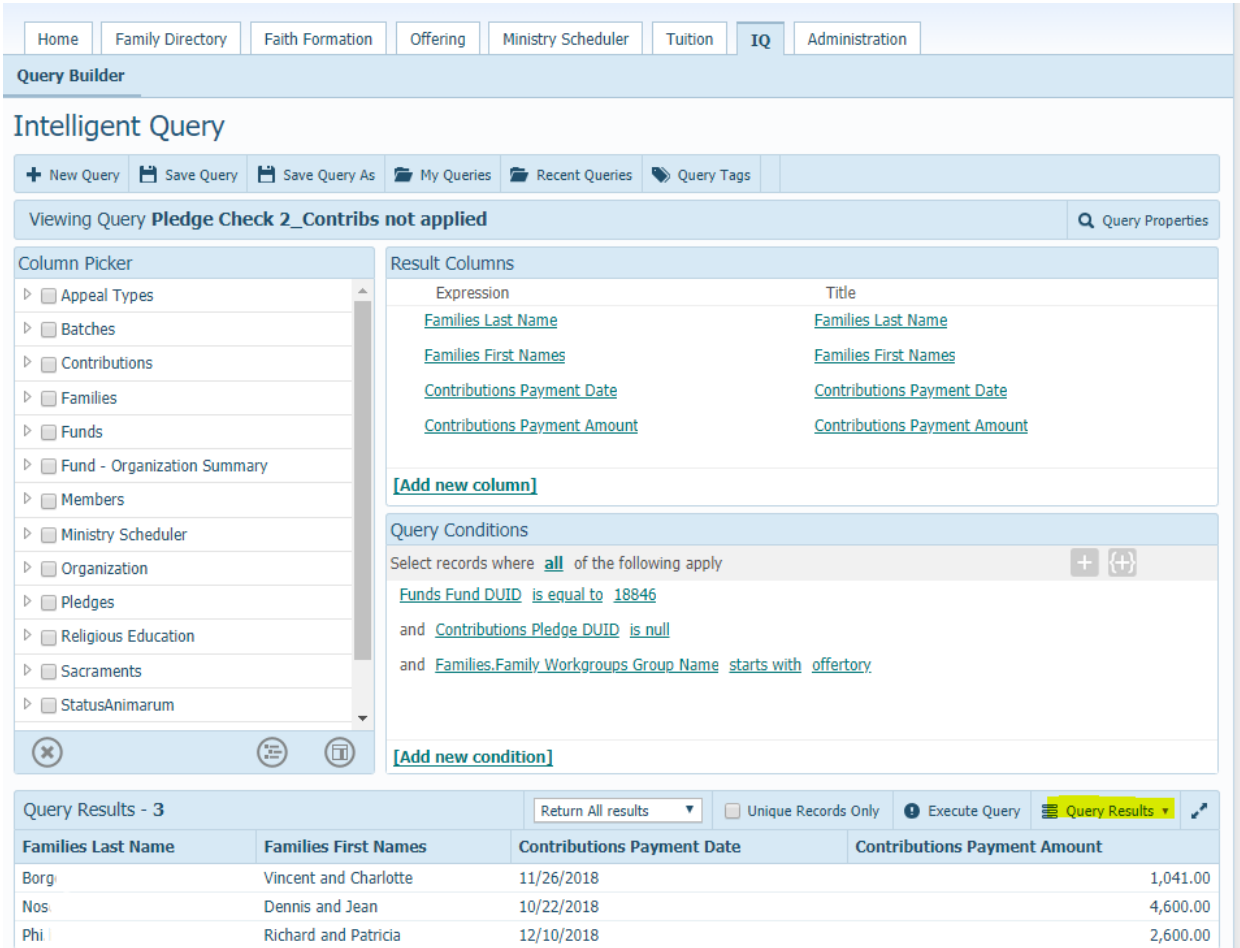
6) Next, go back to the **My Queries** button and you screen will still show the queries with the tag: Diocesan_Pledge, as seen below. Select the second query called: **Pledge Check 2_Contribs not applied** by clicking where the query name is shown, and then clicking the **Open** button at the bottom.



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:



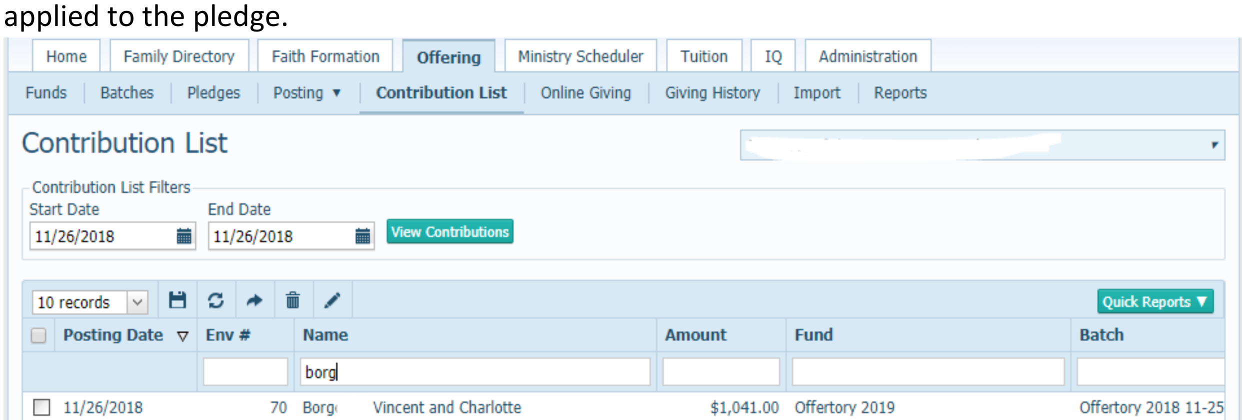
8) After you've changed both fields, click the **Execute Query** to see any contributions that were not applied to a pledge.



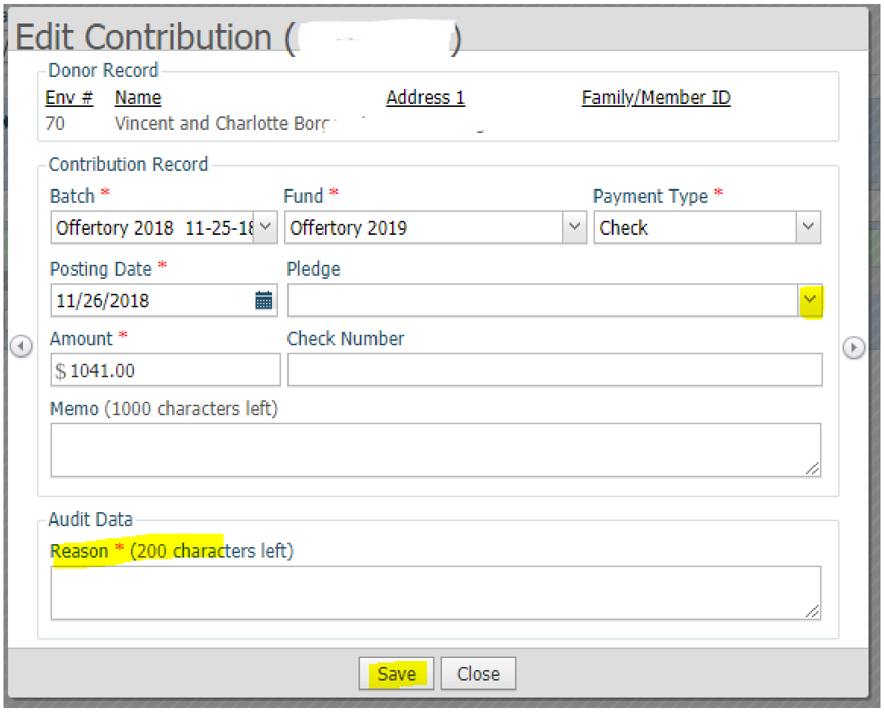
9) If you would like to export the list out of ParishSOFT, click on the **Query Results** then select: **Export to CSV** which will send it to an excel file.

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.



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.



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.