ConnectNow

Church Accounting: Payroll TRAINING GUIDE

ParishSOFT®
Connecting People and the Church

Church Management Solutions
SOFTWARE & WEB SOLUTIONS

ConnectNow Church Accounting:
Payroll Training Guide

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Introduction to ConnectNow Payroll

ParishSOFT's ConnectNow Payroll brings you a powerful, fully featured payroll system with the freedom of anytime, anywhere access—all delivered in an easy-to-use interface.

An online application, Payroll is designed especially for churches and schools, so staff—even the non-experts—can manage payroll, deductions, benefits, special clergy allowances, and personal time with confidence.

Fully integrated with our ConnectNow Ledger and Payables program, all Payroll processing is automatically tracked in your general ledger, so there's no need for duplicate data entry or special imports. And because Payroll is Web-based, ParishSOFT maintains current state and federal tax tables for you, so you can rest assured that your Payroll system will always be updated with the most current rates.

The ConnectNow family of Church Accounting modules includes: Ledger and Payables, Payroll, and Accounts Receivable, with Fixed Assets, and Purchase Orders available soon.

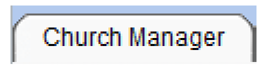
Support

Convenient support links, located on your main Payroll "dashboard," make it easy to contact support, open the user guide or online help tools, or review release notes. For customer support, please contact us via phone or email, or use our online tools.

Toll Free:	866-930-4774 x2
Email:	support@parishsoft.com
Web:	www.parishsoft.com

Users and Permissions

Creating a User



1. Click the **Church Manager** tab.

2. Click the **Add a New User** button.

3. Enter
   a. **User Name** = (Enter your name or title here)plus 1234
   b. **Password** = password
   c. **Confirm Password** = password

   NOTE: A username unique to the ConnectNow system-wide. If the username has previously been entered or deleted, you be prompted to enter a unique username.

4. The **Force Password Change** box will be checked by default for new users.
   a. This option requires the user to set a new password during his/her initial login.

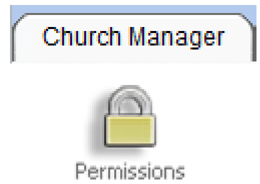
5. Enter
   a. **First Name** = **Use your first name**
   b. **Last Name**. = **Use your last name**

6. **Select the Role** (e.g., Parish User or Parish Administrator)
   a. Church Administrators can create user accounts, reset passwords, and deactivate a user account. Although you can have multiple Church Administrators, we recommend that you limit the Church Administrator account to a single user.

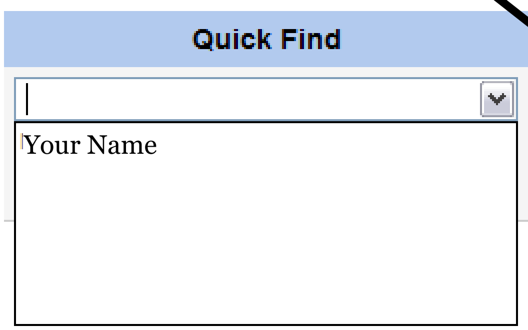
7. The **Active** box will be checked by default to activate the user's account.

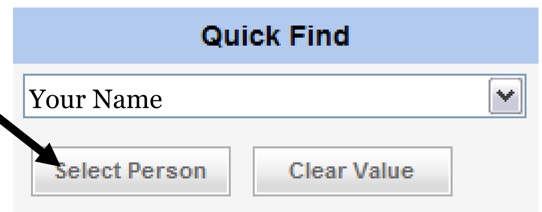
Permissions

We have set up a User and now we can decide what you *do* and *do not* want them to access.



1. Click the **Church Manager**.
2. Click on the **Permissions Page**.
3. Use the ***Quick Find*** option to select the user
   a. Click **Select Person**.





4. Remove the checkmarks in the columns Read, Allow/Write and Delete next to the items for which you do not want the new user to have access to and click **Submit**.

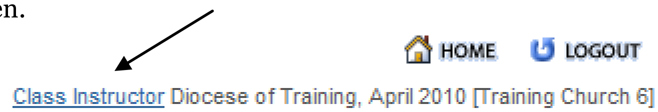
Payroll ☑ (show)			
Area	Read	Allow/Write	Delete
Account Distributions	☑	☑	☑
Ach	☑	☑	☑
Calculate Payroll	☑	☑	☑
Deductions And Benefits	☑	☑	☑
Employee	☑	☑	☑
Employee Direct Deposit	☐	☐	☐
Employer	☑	☑	☑
Federal Reports	☑	☑	☑
Job Categories	☑	☑	☑
Pay Items	☑	☑	☑
Paychecks	☑	☑	☑
Paychecks (Voiding)		☑	
Payroll Process	☑	☑	☑
PersonalTime	☑	☑	☑
Print Checks	☑	☑	☑
Reports	☑	☑	☑
Timecard	☑	☑	☑

NOTE: The **Employee Direct Deposit** Option will show ALL employee's Account and Routing Numbers. Only authorized users should have access to this area.

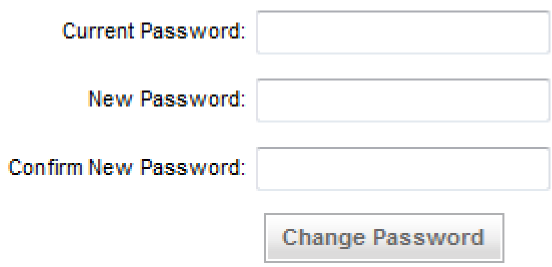
Change Your Password

Users can change their own passwords by accessing their personal user profiles.

1. Click on your user name in the upper-right corner of your screen. Your personal user profile will open.



2. Enter your **Current Password**, **New Password**, and **Confirm the New Password**.

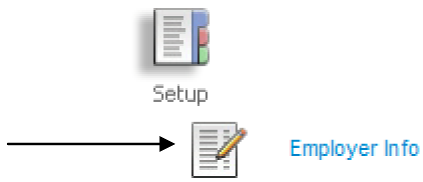


3. Click **Change Password** and **Submit**.

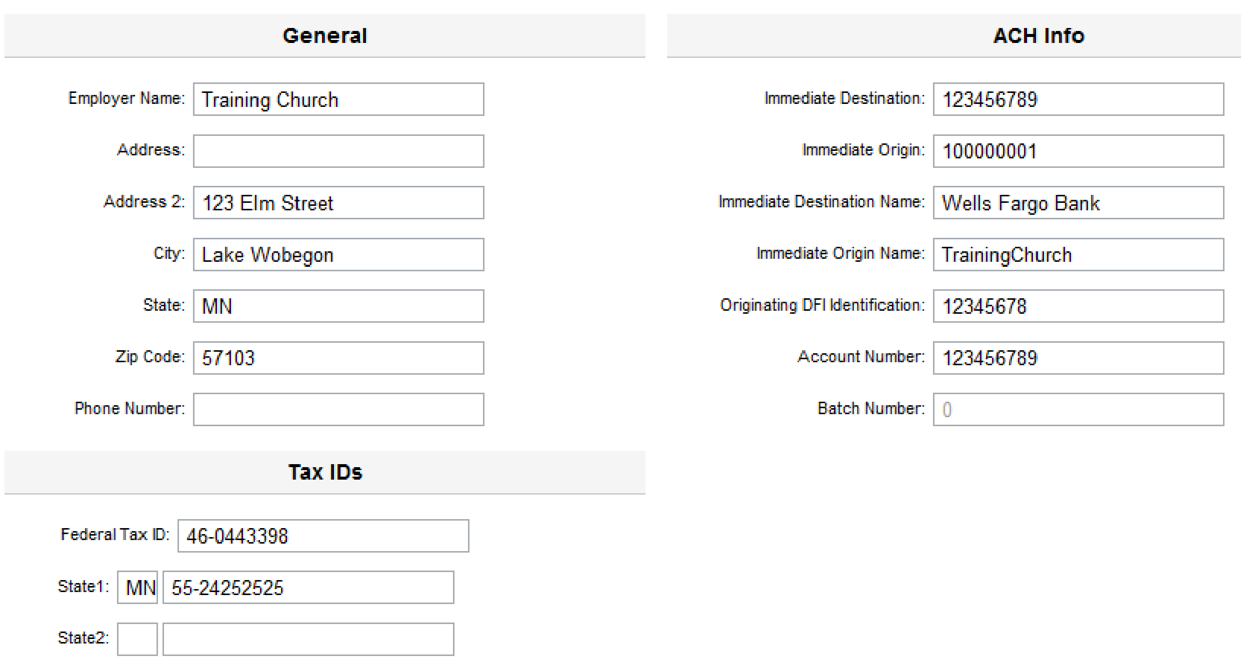
Enter Employer Information

Use the *Employer Information* screen to set up your general church information; your federal, state and local tax IDs; and your ACH (Automated Clearinghouse) information for direct deposit processing.

1. Click the **Setup** button.
2. Click **Employer Info**.



3. We will enter ACH information into the system so we are prepared for those that want Direct Deposit.
4. **Enter the following:**
   - **Immediate Destination:** 123456789
   - **Immediate Origin:** 10000001
   - **Immediate Destination Name:** Wells Fargo Bank
   - **Immediate Origin Name:** TrainingChurch
   - **Originating DFI Identification**: 12345678
   - **Account Number:** 123456789
5. Click **Submit** when finished.



General

Employer Name: Training Church
Address:
Address 2: 123 Elm Street
City: Lake Wobegon
State: MN
Zip Code: 57103
Phone Number:

Tax IDs

Federal Tax ID: 46-0443398
State1: MN 55-24252525
State2:

ACH Info

Immediate Destination: 123456789
Immediate Origin: 100000001
Immediate Destination Name: Wells Fargo Bank
Immediate Origin Name: TrainingChurch
Originating DFI Identification: 12345678
Account Number: 123456789
Batch Number: 0

Pay Groups

Use the *Pay Groups* screen to define pay periods for groups of employees paid at the same frequency as specified in the **Pay Periods Per Year** field.

You can set up pay groups to match pay frequency (Monthly, Semi-Monthly, Weekly, etc.), staff title (Day Care, Pastor, Office Staff, Teachers, etc.) or whatever else makes sense for your organization. Once you have Pay Groups set up, you can process payroll by Pay Group.

We'll enter a New Pay Group for a New Employee we will create later. It will be for those that get paid on a Weekly basis.

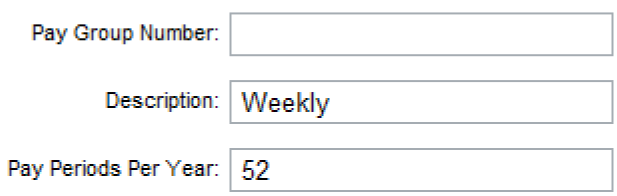
1. Click the **Setup** button.

2. Click on **"Pay Group".**

3. The screen will allow you to enter a new Pay Group.

4. Enter the following:

    - **Description:** Weekly
    - **Pay Periods Per Year:** 52



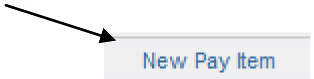
5. Click **Submit** when completed.

Enter Pay Items

Use the *Pay Item* screen to define the things that might be included in an employee's pay (e.g., salary, housing allowance, mileage, and any reimbursements, etc.).

1. Click the **Setup** button and click **Pay Item**.

2. Click **New Pay Item** (located above and left of the Pay Item Information fields)



NOTE: Any pay item referring to Clergy pay MUST have the Pay Item Type of "***CLERGY***". This will ensure that the taxable wages will calculate properly even if the clergy member chooses not to have Federal, State and Local Taxes withheld.

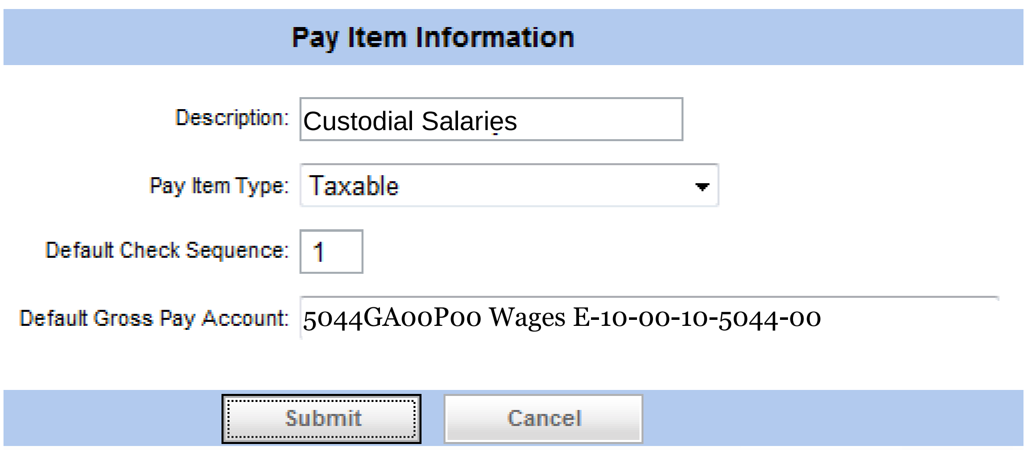
3. Enter the following new Pay Item for our Janitor:

    1. **Description:** Custodian Salaries

    2. **Pay Item Type:** Taxable

    3. **Default Check Sequence:** 1

    4. **Default Gross Pay Account:** 5044GA00P00 Wages E-10-00-10-5044-00



Click **Submit** when finished.

Activity:

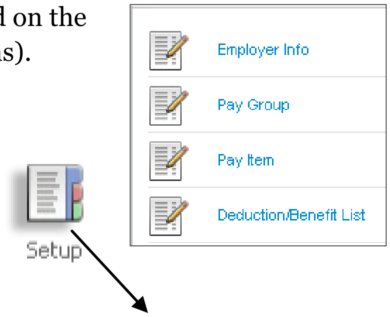
1. Enter the following **Pay Items**
    - ***Priests Salary***
      Pay Item Type: ***Clergy***
      Default Check Sequence: ***1***
      Default Gross Pay Account: ***5041GA00P00 Priests Wages E-10-00-10-5041-00***

    - ***Priest's Housing***
      Pay Item Type: ***Non-Taxable***
      Default Check Sequence: ***1***
      Default Gross Pay Account: ***<Blank>***

    - ***Secretary's Salary***
      Pay Item Type: ***Taxable***
      Default Check Sequence: ***1***
      Default Gross Pay Account: ***<Blank***

Manage Deductions and Benefits

Use the *Deductions/Benefits* screen to define any line item taken from **(Deduction)** an employee's pay (e.g., Social Security, Federal Taxes, Insurance, Garnishment, etc.) or paid on the Employee's behalf by the church **(Benefit)** (e.g. Retirement Contributions).



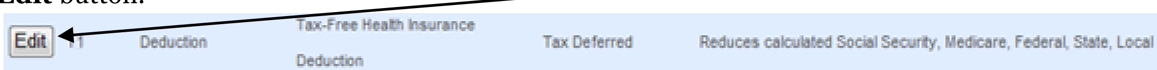
Let's set up a Deduction:

1. Click the **Setup** button and click **Deduction/Benefit List**.

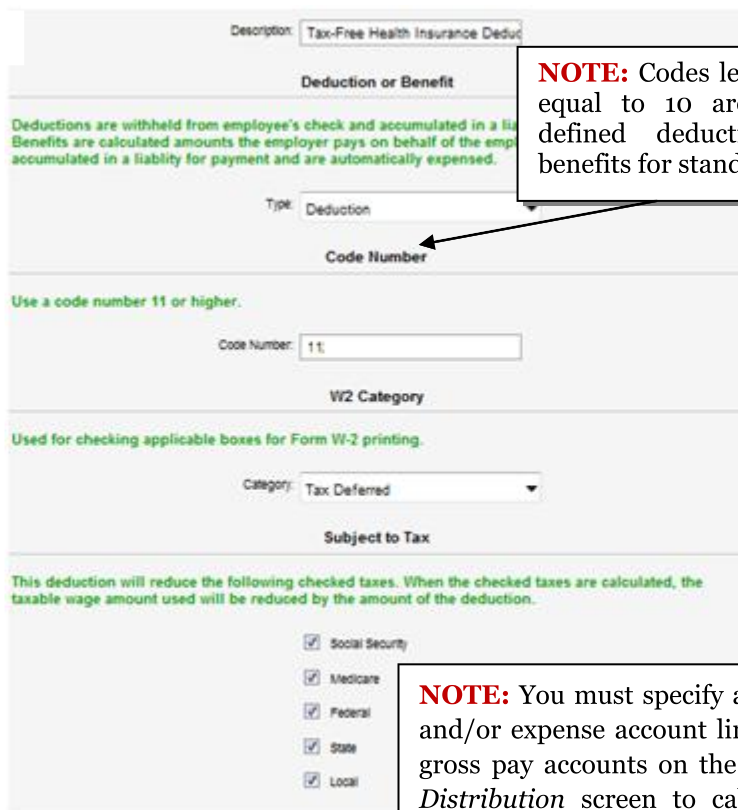
2. To add a new item, click **Add a New Deduction/Benefit From Template.**

3. Click the **Select** button next to Tax-Free Health Insurance Deduction to create a new deduction based on an existing template.

Choose **"Tax-Free Health Insurance Deduction"** from the list of Benefits/Deductions and click the **Edit** button.



4. Click **Submit** to finish.



NOTE: Codes less than or equal to 10 are system-defined deductions and benefits for standard items

Now let's set up a Benefit:

1. Click the **Setup** button and click **Deduction/Benefit List**.

2. To add a new item, click **Add a New Deduction/Benefit From Template.**

3. Click the **Select** button next to Tax-Free Health Insurance Deduction to create a new deduction based on an existing template.

NOTE: You must specify a liability and/or expense account link for all gross pay accounts on the *Account Distribution* screen to calculate a payroll.

Activity:

Select **Health Care Benefit** from Template.

Deduction = Employee Pays
Benefit = Church Pays

Account Distribution

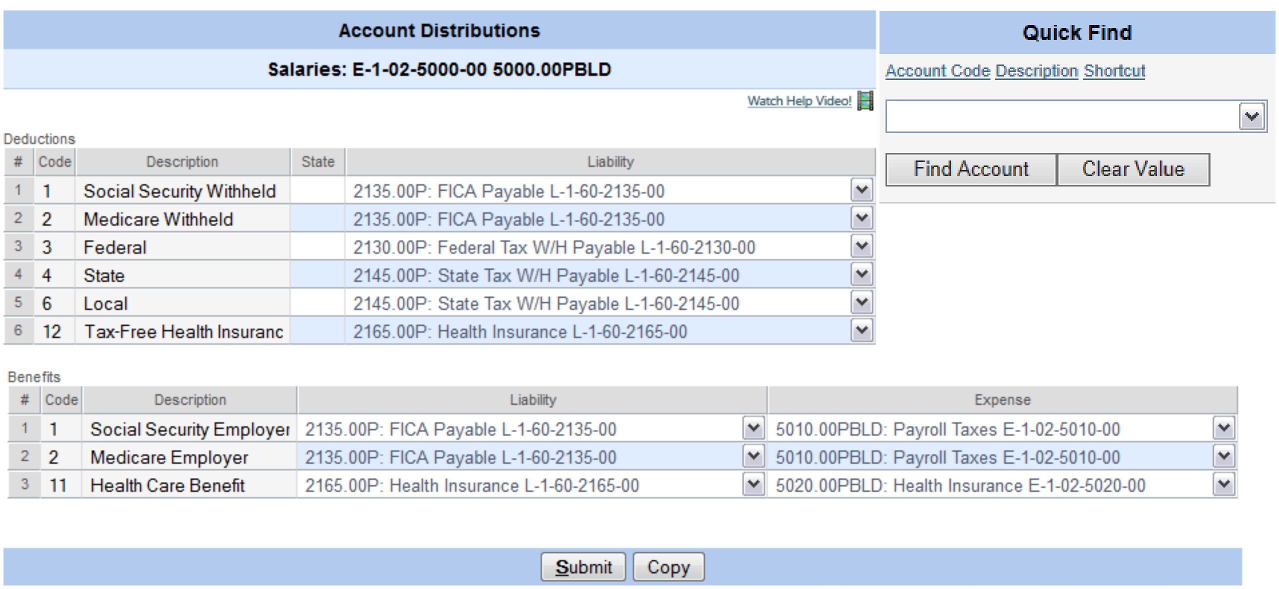
Now we will set up our Account Distributions for our Gross Pay Accounts. Every Account used in a Pay Item must have an Account Distribution in order to transfer funds to Liabilities.

We'll start with an account that is already complete.

1. Click the Setup button.

2. Click **Account Distribution.**
3. Use the **Quick Find** to locate **5044GA00P00 Wages E-10-00-10-5044-00**
4. Click **Find Account**.
5. We will now take an account without distributions and add them.
6. Use the **Quick Find** to locate **5044GA00P00 Wages E-10-00-10-5044-00**

Screen print for reference only – not intended to reflect actual Winona Accounts



Account Distributions

Salaries: E-1-02-5000-00 5000.00PBLD

Watch Help Video!

Quick Find

Account Code Description Shortcut

Find Account | Clear Value

Deductions

#	Code	Description	State	Liability
1	1	Social Security Withheld		2135.00P: FICA Payable L-1-60-2135-00
2	2	Medicare Withheld		2135.00P: FICA Payable L-1-60-2135-00
3	3	Federal		2130.00P: Federal Tax W/H Payable L-1-60-2130-00
4	4	State		2145.00P: State Tax W/H Payable L-1-60-2145-00
5	6	Local		2145.00P: State Tax W/H Payable L-1-60-2145-00
6	12	Tax-Free Health Insuranc		2165.00P: Health Insurance L-1-60-2165-00

Benefits

#	Code	Description	Liability	Expense
1	1	Social Security Employer	2135.00P: FICA Payable L-1-60-2135-00	5010.00PBLD: Payroll Taxes E-1-02-5010-00
2	2	Medicare Employer	2135.00P: FICA Payable L-1-60-2135-00	5010.00PBLD: Payroll Taxes E-1-02-5010-00
3	11	Health Care Benefit	2165.00P: Health Insurance L-1-60-2165-00	5020.00PBLD: Health Insurance E-1-02-5020-00

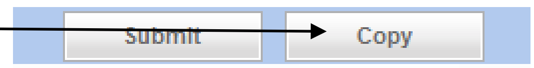
Submit | Copy

7. When all accounts are entered, Click **Submit.**

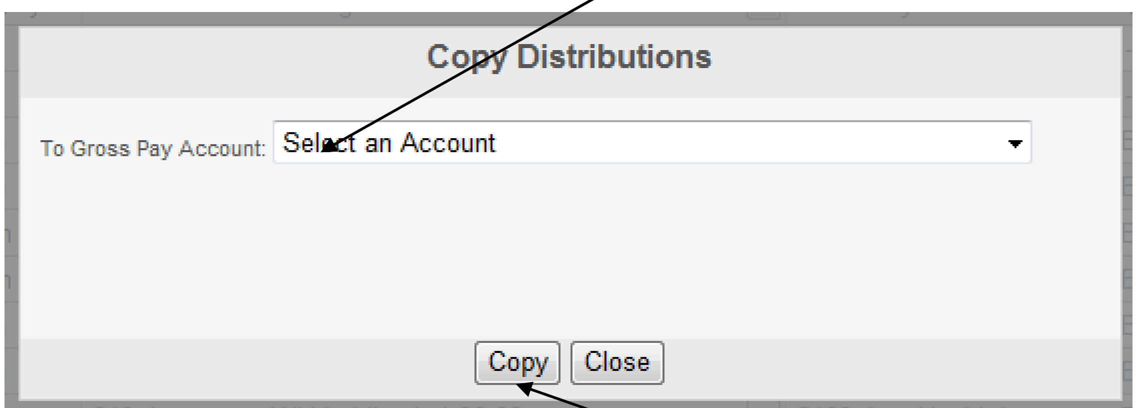
8. When complete, your distributions will match the graphics above. If not please check them again and/or ask your instructor for assistance.

9. Now we will take our Account Distributions and **Copy** them to other Gross Pay Accounts to save us time and improve consistency throughout the program.

10. Choose the Copy button at the bottom of the listing.



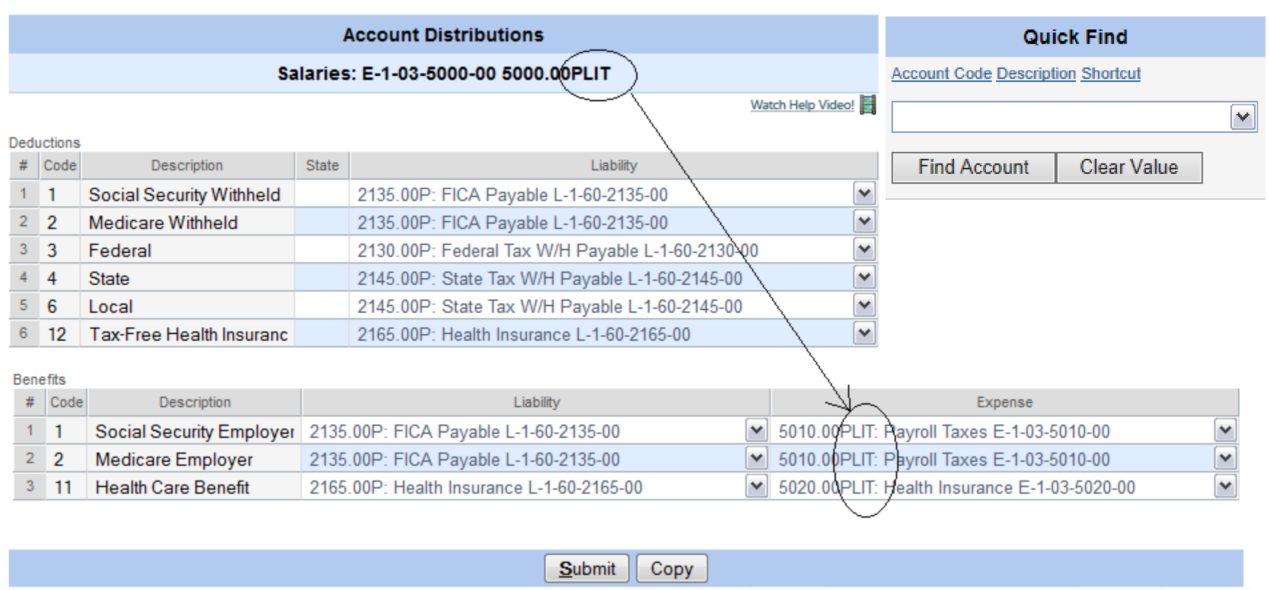
11. On the next screen we will choose the account we are going to copy the Distributions to. We will choose account: **5041GA00P00 Wages E-10-00-10-5041-00.**



12. Then click the **Copy** button to complete the procedure.

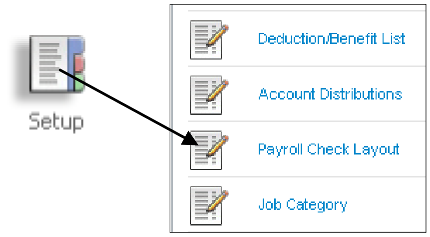
You will be able to do this for all accounts that are using the same distributions. The only exceptions will be Gross Pay Accounts that are using different Liability or Expense accounts.

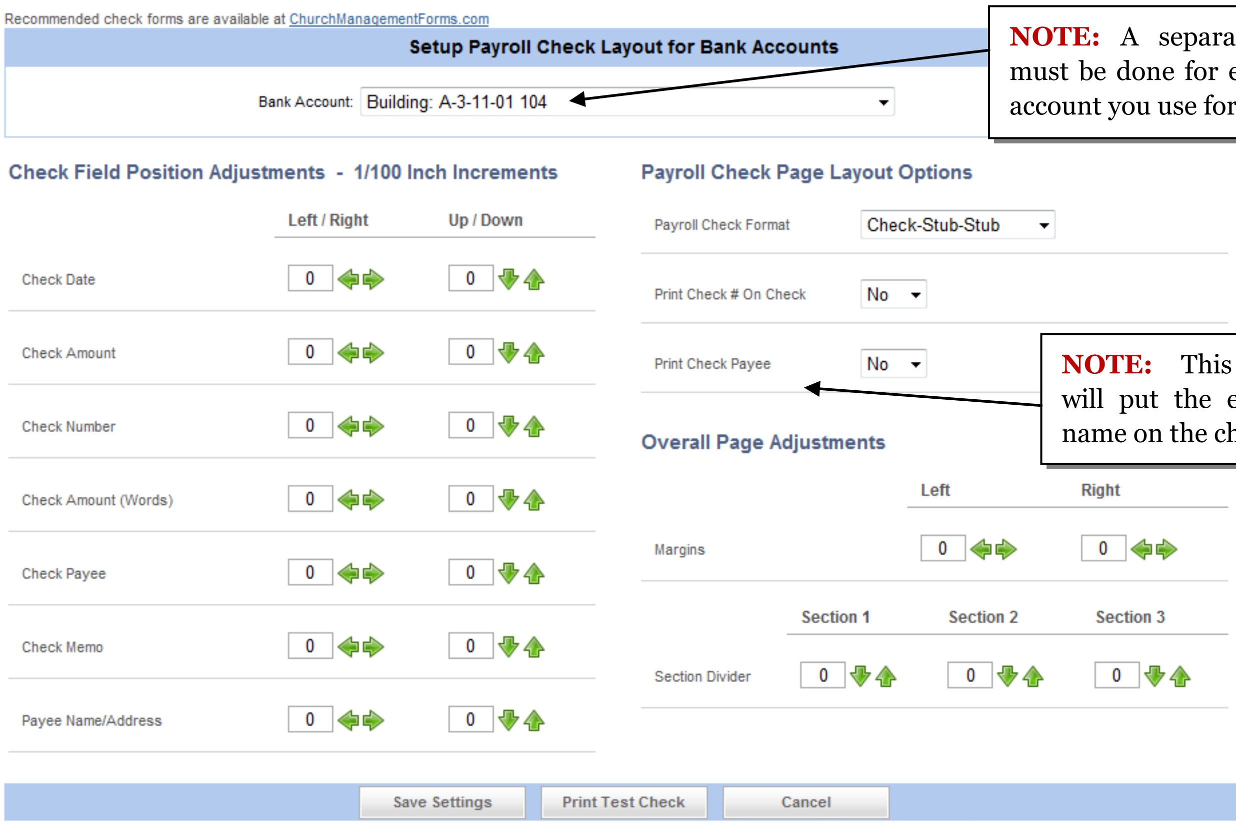
Screen print for reference only – not intended to reflect actual Winona Accounts



Setup Payroll Check Layout for Bank Accounts

1. Click the **Setup** Button.
2. Choose the **Payroll Check Layout.**
3. Click **Print Test Check.**



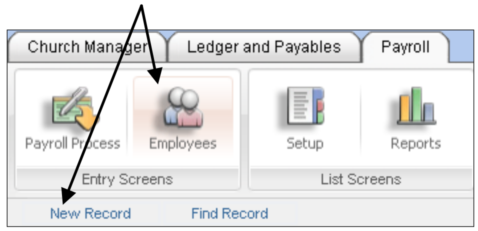


NOTE: A separate layout must be done for each bank account you use for Payroll.

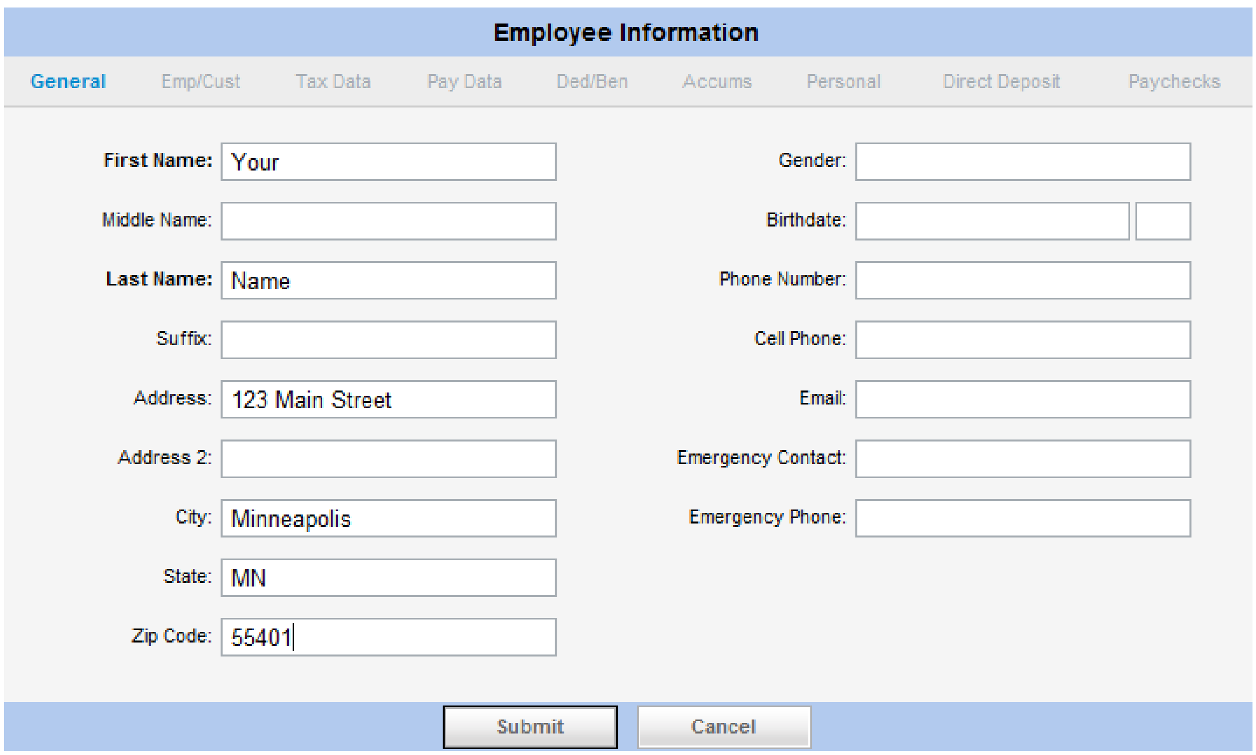
NOTE: This Feature will put the employees name on the check stubs

Employees

Entering Employees

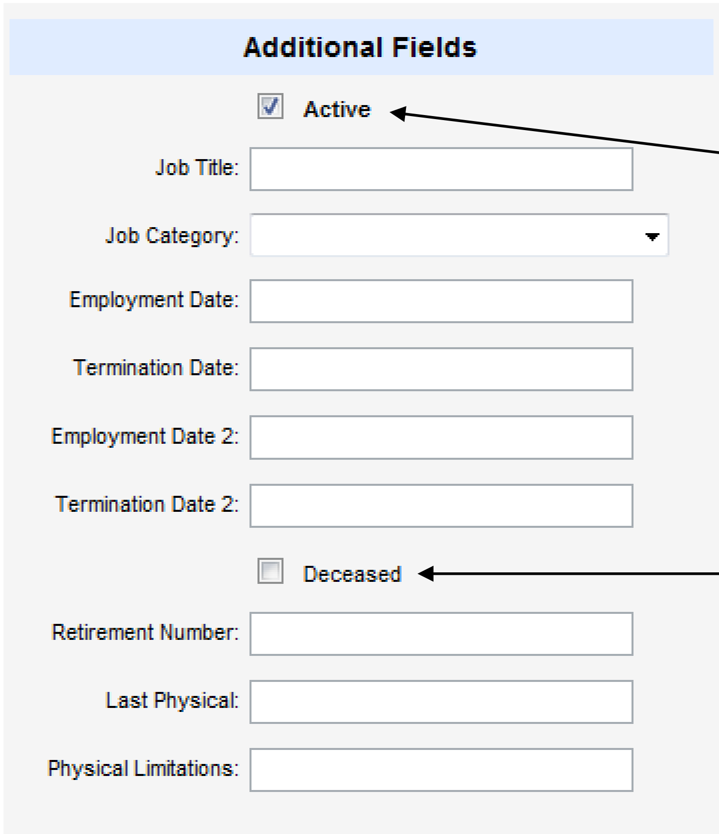


1. Click **Employees.**
2. Choose **New Record.**
3. Enter information for a new employee.
   - Please Use Your name.



4. Click **Submit** to save.
   - After Clicking Submit, the links to the tabs for Tax Data, Pay Data, etc. are now available.

Click the Emp/Cust link to look at more fields.



NOTE: Uncheck to de-activate an employee from having a timecard created and calculated. You will hold their accumulations for 941 and W2's printing.

NOTE: Check this if you will need to keep the Employee's info in the system to produce a correct W2

1.

6. When finished, Click **Submit**

Choose the Tax Data option

1. We will enter the following tax data (Note: We will cover some of the other options for handling taxation later in the exercise.).

2. Enter Your Tax Data with the following info:

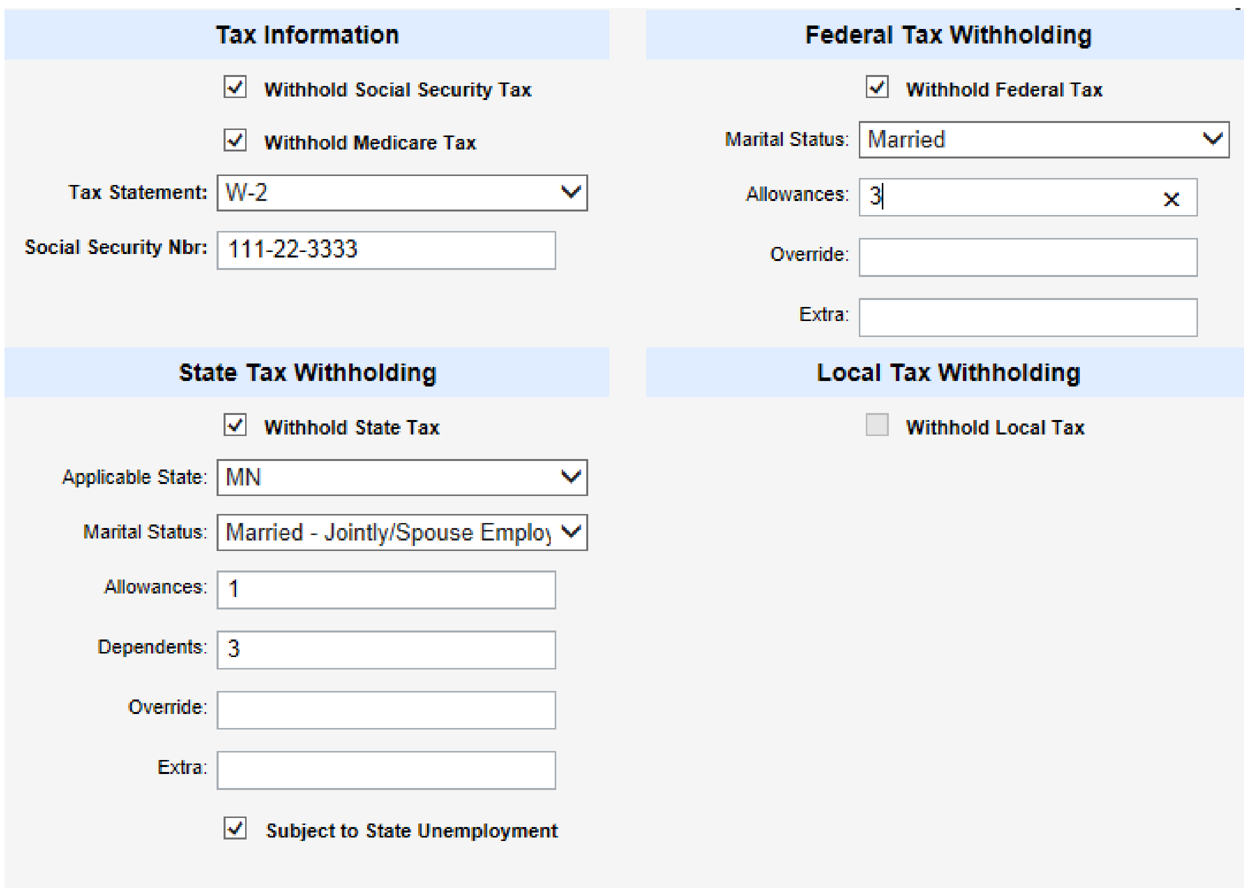
Tax Information

- **Withhold Social Security Tax** = Yes
- **Withhold Medicare Tax** = Yes
- **Tax Statement** = W-2
- **Social Security Number** = 111-22-3333

State Tax Withholding • **Withhold State Tax** = Yes • **Applicable State** = ND • **Marital Status** = Married -Spouse Employed • **Allowances** = 1 • **Dependents** = 3	**Federal Tax Withholding** • **Withhold Fed Tax** = Yes • **Marital Status** = Married • **Allowances** = 3 **Withhold Local Tax** = No

3. Click **Submit** when finished.

When complete the Tax/Data screen should look like the following:

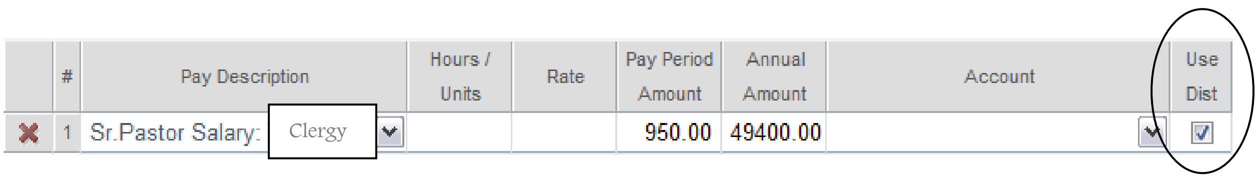


Now Click on Pay Data

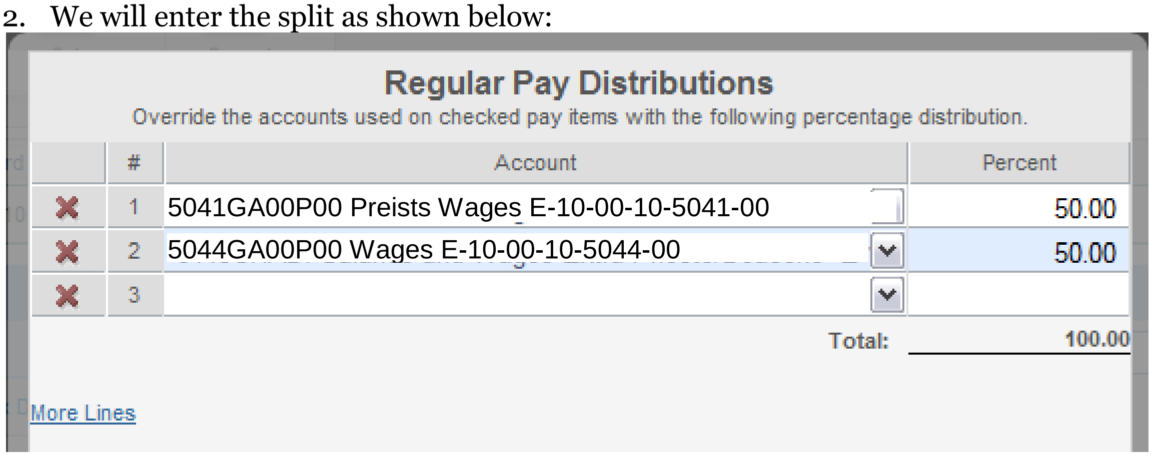
1. We will enter the Pay Group "**Weekly**".
2. Choose the Pay Item **Custodial Salaries**
   - **NOTE:** Gross Pay Account automatically fills in.
3. Use the **Pay Period Amount** of **$950.00 -** Click **Submit** after the amount is entered.

This would be a standard entry. There are features that will assist you with the more complicated payroll configurations. For example, let's assume this new employee actually needs to have his salary split between 2 different expense accounts.

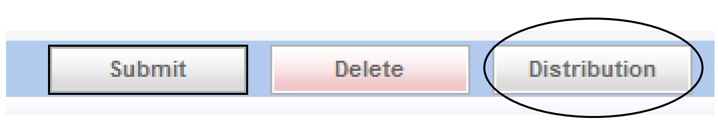
1. Click on the **Distributions** button.



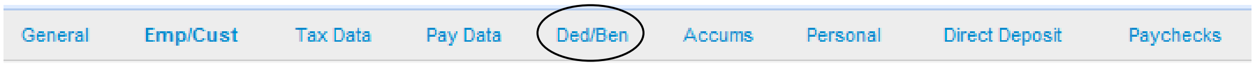
2. We will enter the split as shown below:



3. Click **Save** when completed.
4. You will need to verify that there is a checkmark in the **Use Distributions** field, if not, click on the field and then **Submit.**



Click on the Ded/Ben Option.



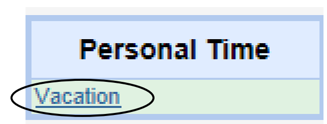
1. Here we will enter info for our Retirement withholding and church contribution.
2. Choose **Deduction - Tax Free Health Insurance** and enter a percentage of 2.5%.
    - This is the amount that will come out of the employee's salary.
3. Choose **Benefit - Health Care Benefit** and enter a $155.00.
    - This is money that will be contributed by the church on the employee's behalf.
    - It will only be taxed based on the Benefit/Distribution setup. It WILL show on the appropriate box of the W-2 and move to the liability that is being used to make the payments.

> **NOTE:** The benefits and deductions are put in during setup and our distribution accounts have already been selected.

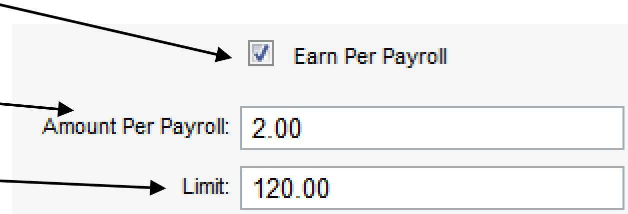
- When finished, choose **Submit**

Click on the Personal Option

Here we can begin to accumulate Vacation Time on a per paycheck basis. We will accrue time each time we run a Payroll.

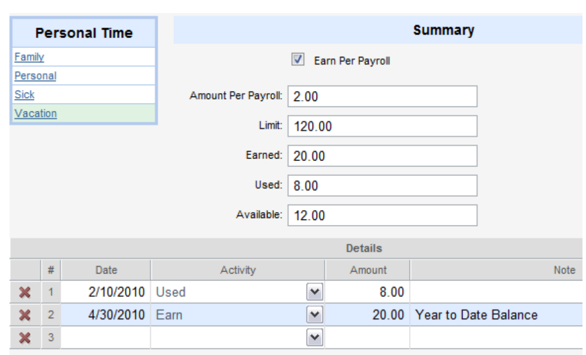


1. Click on the link for Vacation.
2. Check the box **Earn Per Payroll.**
3. We will use the Amount Per Payroll of **2** (**NOTE**: All time is earned and used in Hour formats).
4. Set limit of total accumulated to **120.**
5. Click **Submit** to finish.



To subtract vacation time and enter any previous balances, we will use the entry lines below.

6. Click on the first line and enter the following:
    - **Date:** Today's Date
    - **Activity:** Earned
    - **Amount:** 20
    - **Note:** Year to Date Balance

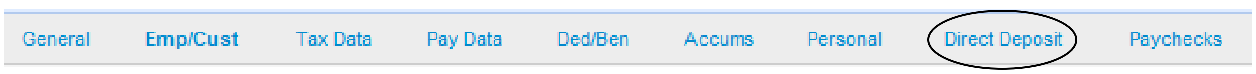


7. Click on the second line
    - **Date:** Today's Date
    - **Activity:** Used
    - **Amount:** 8
    - **Note:** None

8. Click **Submit.**

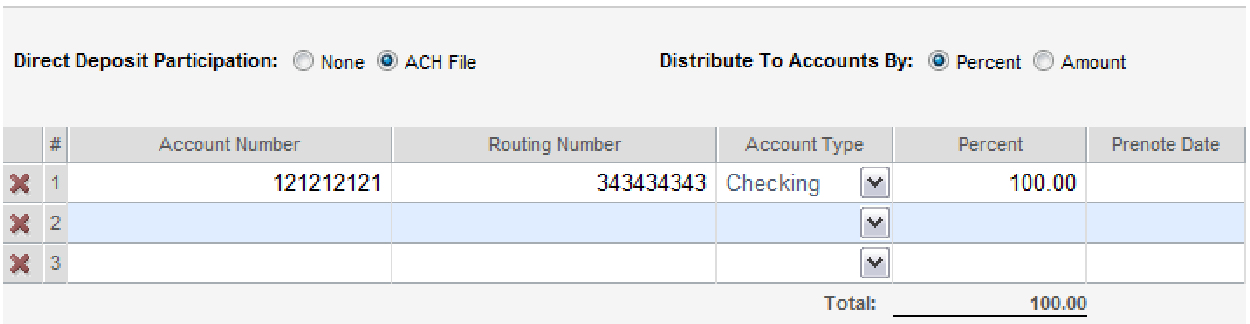
We've entered the YTD balance of our vacation and the day in February that was used. You can set up individual Personal Time options or just use one for all personal time. Every time a vacation day is used, you will need to make an entry here.

We entered the Church info earlier for Direct Deposit, now we will enter the individual's account settings and any disbursements that may be required.



Click on Direct Deposit

1. **Direct Deposit Participation:** ACH File
2. Enter **Account Number** : 121212121
3. Enter **Routing Number:** 343434343
4. **Account Type:** Checking
5. **Percent:** 100
6. Click **Submit**

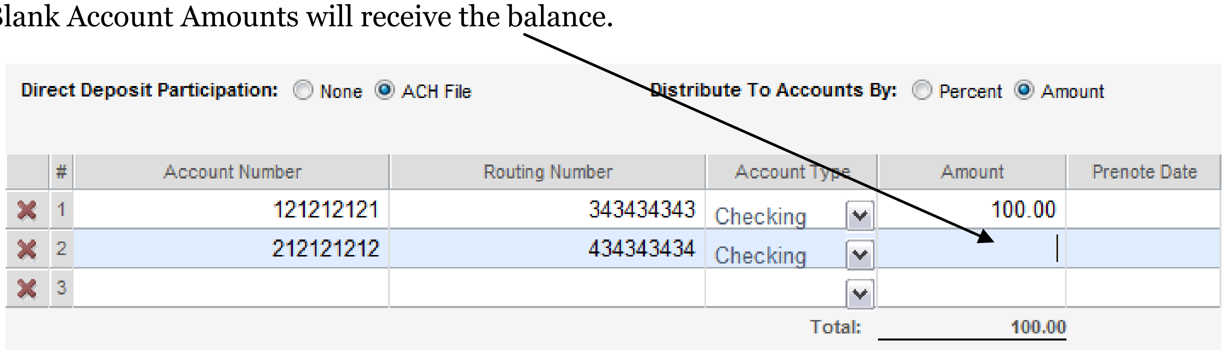


Direct Deposit Participation: None ACH File **Distribute To Accounts By:** Percent Amount

	#	Account Number	Routing Number	Account Type	Percent	Prenote Date
	1	121212121	343434343	Checking	100.00	
	2					
	3					
				Total:	100.00	

You can split the paycheck into amounts as well as percent. You will need to enter another account and then choose the amounts the employee wants.

Blank Account Amounts will receive the balance.



Direct Deposit Participation: None ACH File **Distribute To Accounts By:** Percent Amount

	#	Account Number	Routing Number	Account Type	Amount	Prenote Date
	1	121212121	343434343	Checking	100.00	
	2	212121212	434343434	Checking		
	3					
				Total:	100.00	

Start Up Employee Totals

If you begin to use the ConnectNow Payroll system at the beginning of the Calendar Year, you do will not need to enter Start Up Employee Totals.

If you begin to use the ConnectNow Payroll system at any other time other than January 1st, you can quickly enter the totals for each employee from the beginning of the calendar year until the first payroll processed in ConnectNow Payroll.

Setup

1. Click the **Payroll Setup** Button.

Start-Up Employee Totals

2. Then choose **Start-Up Employee Totals.**

Calendar year totals for all employees as of: 6/30/2010

3. Enter the date you're entering the Calendar Year totals as of.

Employees
Elliott, Denise
Employee, New
Pham, David
Thompson, Brandi

4. Select the employee from the Employees listing on the left.

5. Enter the Gross Wages for each employee's Pay Item type in the Start-Up Gross Wages for Employee

   a. Total **Gross** Wages
   b. Non-Taxable **Gross** Wages
   c. Social Security **Gross** Wages
   d. Medicare **Gross** Wages
   e. State **Gross** Wages
   f. Local **Gross** Wages

Start-Up Gross Wages for Chris Mann

#	Pay Item	Taxable	Non Taxable	Soc Sec	Medicare	Federal	State
1	Wages:Taxable	2131.88	0.00	2131.88	2131.88	2131.88	2131.88
2	Auto:Non Taxable	0.00	1000.00	0.00	0.00	0.00	0.00

6. Enter the Deductions and Benefit totals.

Start-Up Deductions/Benefits for Bruce Calvert

#	Deduction/Benefit	Amount
1	1 Benefit Social Security Employer	132.18
2	1 Deduction Social Security Withheld	132.18
3	2 Benefit Medicare Employer	30.92
4	2 Deduction Medicare Withheld	30.92
5	3 Deduction Federal	0.00
6	4 Deduction State	1.89
7	6 Deduction Local	0.00
8	13 Deduction Health Insurance	238.50

Submit Cancel

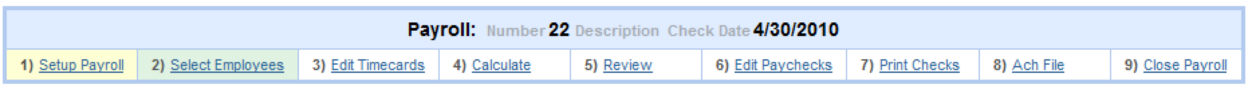
Payroll Process

Create a New Payroll

Process

We will now run our payroll and create checks. You may only have one payroll open at a time. If you are running separate payrolls for the same day, the first will have to be closed in order to run the second.

Navigation



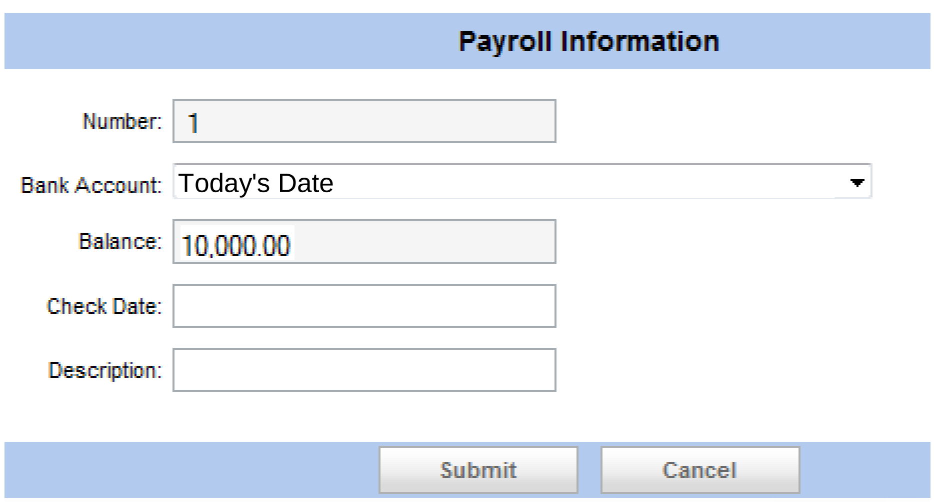
The Navigation Menu at the top of the payroll processing screens will progress as you move through the various steps involved. You can use it to move backwards and fix or add to most parts of the process.

Let's Get Started....

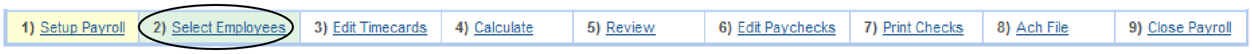
New Payroll

1. Click the **Payroll Process** Button.
2. Then choose **Create New Payroll.**

3. Enter the Parish Bank Account and use Today's Date.
4. Click **Submit.**



Select Employees

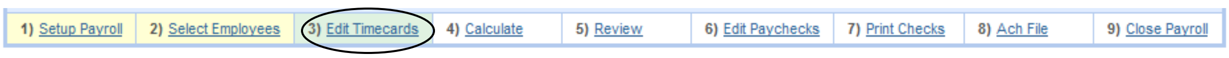


1. We will do payroll for those in our **Monthly** paygroup.

2. Choose the following people to process:
   - The New Employee

3. Click **Submit.**

Edit Timecards

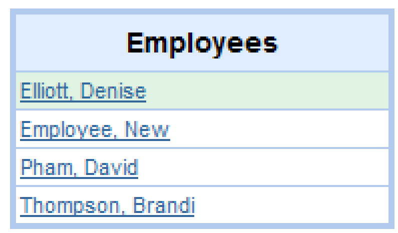


We'll need to review the timecards and put in Hours and Amounts if necessary.

1. Click **Edit Timecards.**

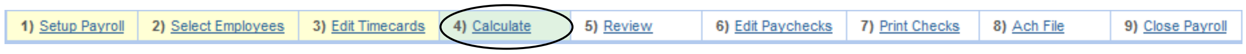
2. Enter the following for the employees by clicking their names on the left.

   - **New Employee:** Verify pay period amount is $950

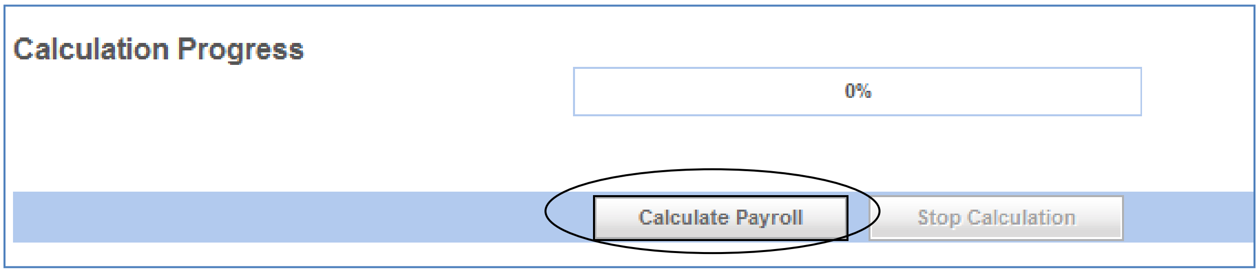


3. Click **Submit** when finished.

Calculate



1. Click **Calculate** to run process.

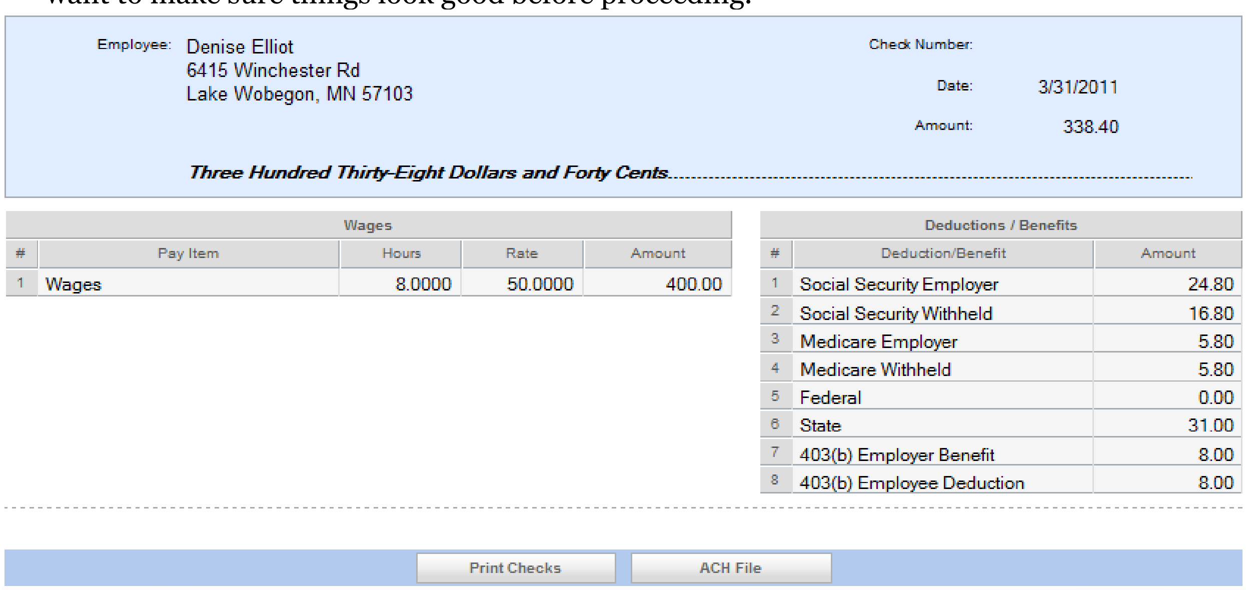


2. The following will appear when the process is complete.

Review

1. Click on **Review.**

2. Look at the breakdown of Deductions and Benefits and the pay amounts. You will want to make sure things look good before proceeding.



Employee: Denise Elliot
6415 Winchester Rd
Lake Wobegon, MN 57103

Check Number:
Date: 3/31/2011
Amount: 338.40

Three Hundred Thirty-Eight Dollars and Forty Cents

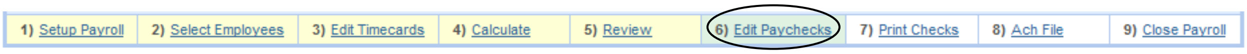
Wages				
#	Pay Item	Hours	Rate	Amount
1	Wages	8.0000	50.0000	400.00

Deductions / Benefits		
#	Deduction/Benefit	Amount
1	Social Security Employer	24.80
2	Social Security Withheld	16.80
3	Medicare Employer	5.80
4	Medicare Withheld	5.80
5	Federal	0.00
6	State	31.00
7	403(b) Employer Benefit	8.00
8	403(b) Employee Deduction	8.00

Print Checks | ACH File

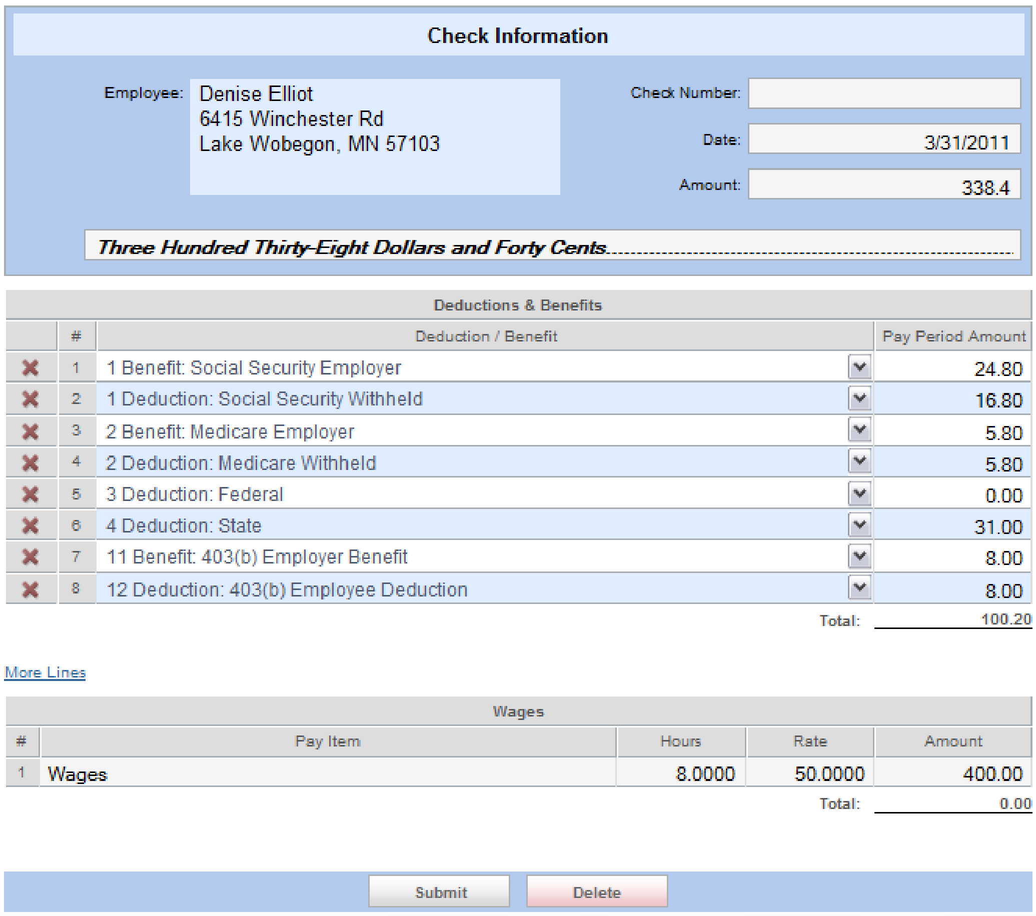
3. If you need to make adjustments, click on timecards, fix the issue and recalculate again.

Edit Paychecks

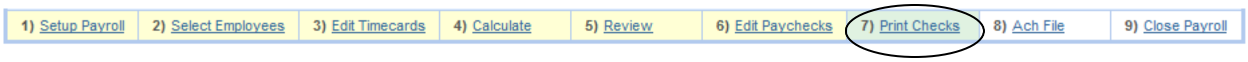


1. Click on **Edit Paychecks.**

2. Here, you will have the opportunity to Void a Paycheck if necessary



Print Checks



1. Click the **Print Checks.**

2. Select the checks you want to print and click **Submit.** We will choose all the checks.

#	Select	Employee	Amount
1	☑	Denise Elliott	344.40
2	☑	David Pham	814.40
3	☑	Brandi Thompson	954.68

Deselect All Select All

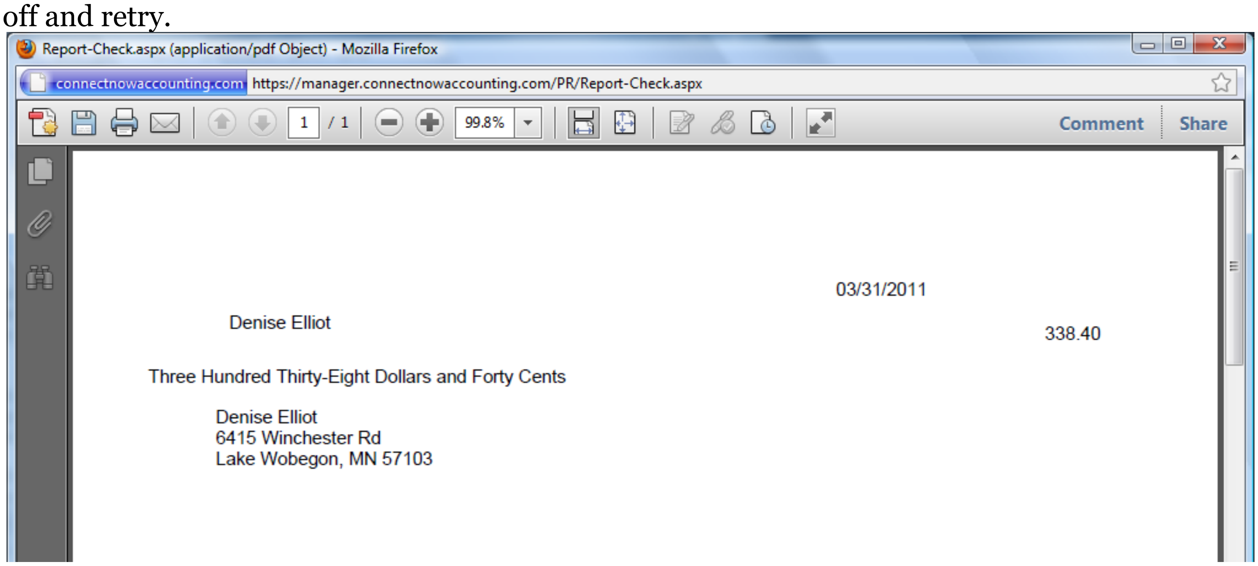
Submit

3. This screen shows all the checks listed for printing and change any check numbers necessary.

#		Number
1	☑	1109
2	☑	1110
3	☑	1111

4. After pressing Print Selected, another window should open with Adobe Reader and your checks ready to be sent to the printer.

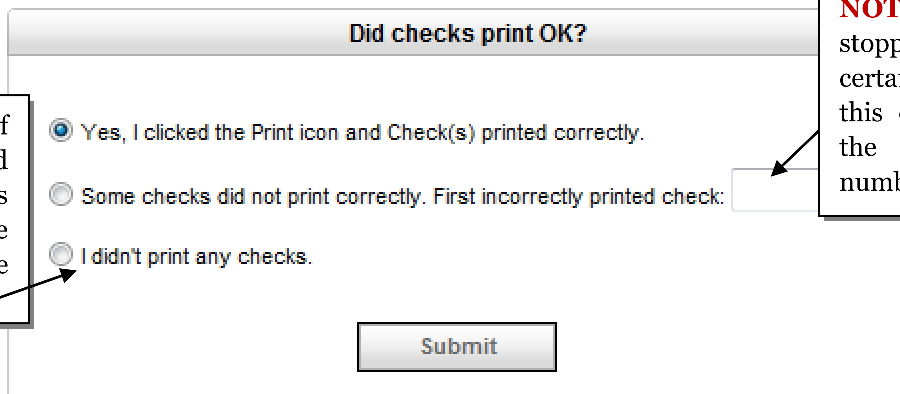
5. **NOTE:** If report does not appear, please check that all Pop-Up Blockers are turned off and retry.



6. When you are done printing, close the Check Window and return to the main program window.

7. The options below will appear and you will need to indicate the status of the check printing.

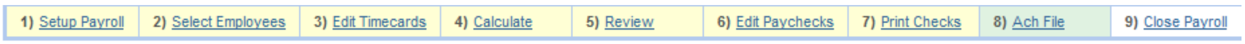
8. We will assume the checks printed correctly and choose the first option and click **Submit.**



NOTE: If **NONE** of the checks printed correctly, choose this option and you will be able to start the process again.

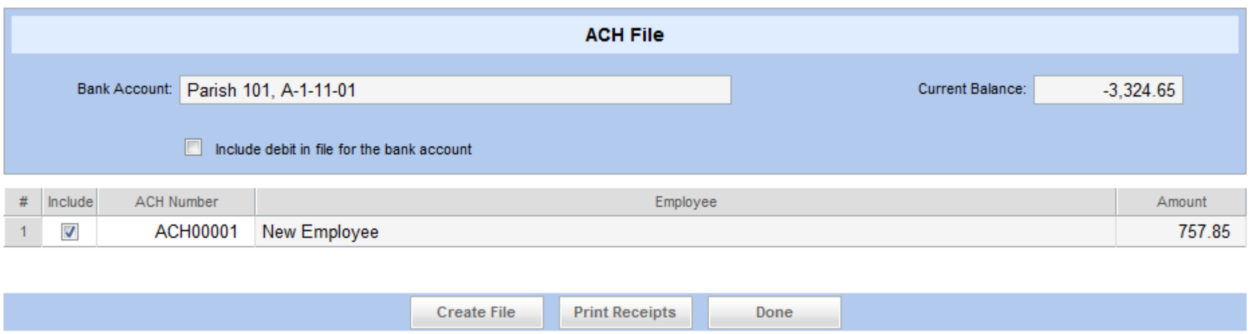
NOTE: If the checks stopped printing at a certain point, choose this option and put in the first incorrect number

ACH/Direct Deposit

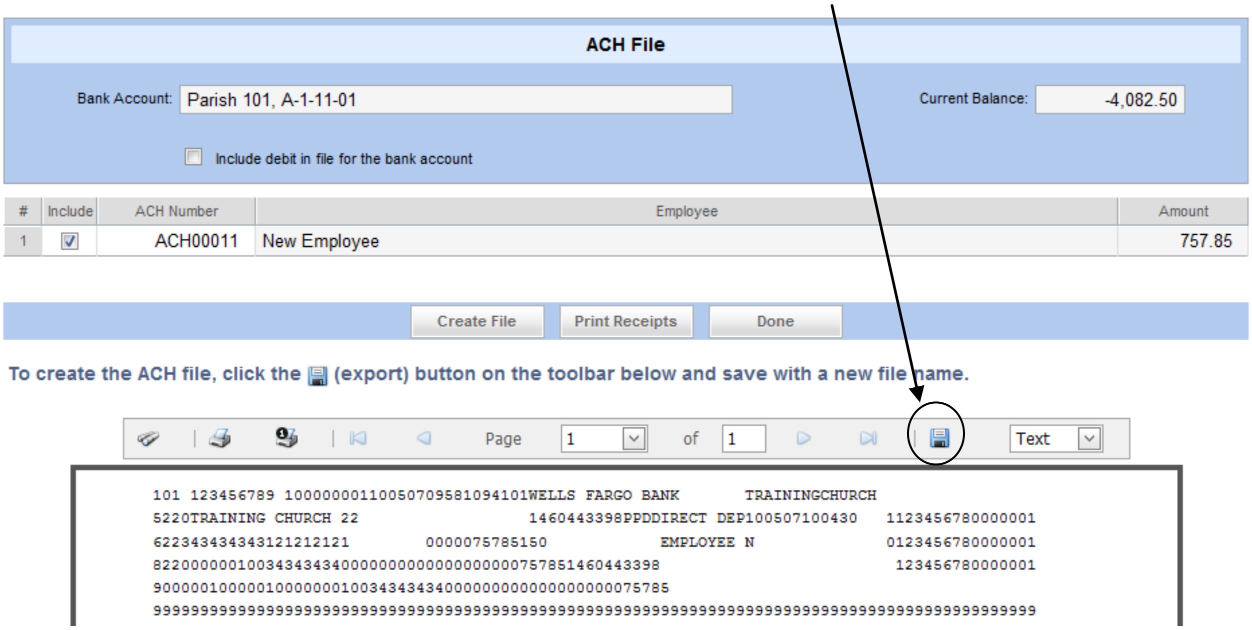


The Employees with Direct Deposit chosen will automatically show here. They will not show up on any of the Print Check screens.

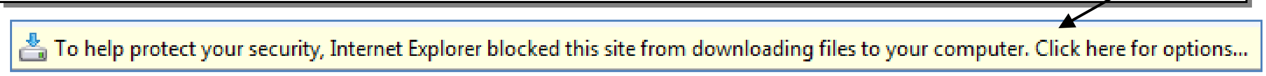
1. Click on **ACH File.**
2. Choose the New Employee's record and click **Submit**.
3. Click on **Create File.**



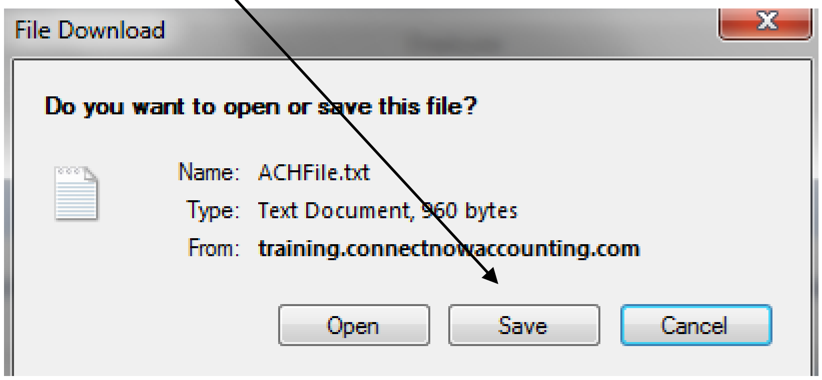
4. After the report appears below, click on the **Export to File** button.



NOTE: If the file download screen does not open, you will see a pop up at the top of your screen. Go ahead and click. Choose Download File. After it completes, click the Export File link again.



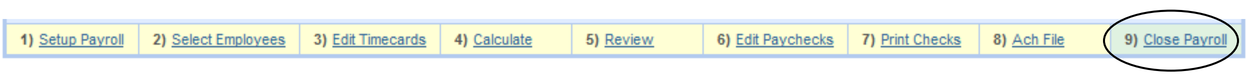
5. When prompted, **Save** the file to your computer for later transmission to the bank.



6. After saving the file, Click on Print Receipts to print out the Paycheck stubs.

7. When finished, press **Done.**

Closing Payroll



1. When payroll is complete click on **Close Payroll.**
2. Then click **Submit.**
3. Congratulations, your Payroll is now closed.

Reporting

We will look at the reporting features that come with ConnectNow Payroll and some of the reports you will look at running at the end of the payroll cycle.

Pay Cycle Reports

Current Earnings
Payroll Summary
Ledger Distribution
Pay Distribution
Detailed Deductions
Retirement Wages
Paycheck Register

Employee Reports

Blank Timecards
Employee Directory
Employee Record
Tax Status
Personal Time

End of Period Reports

Accumulations
Taxable Pay and Withheld
Deductions/Benefits Accumulations
Retirement Accumulations

Federal Reports

Federal Unemployment
Federal Tax Remittance

State and Local Reports

State Unemployment

Finance Reports

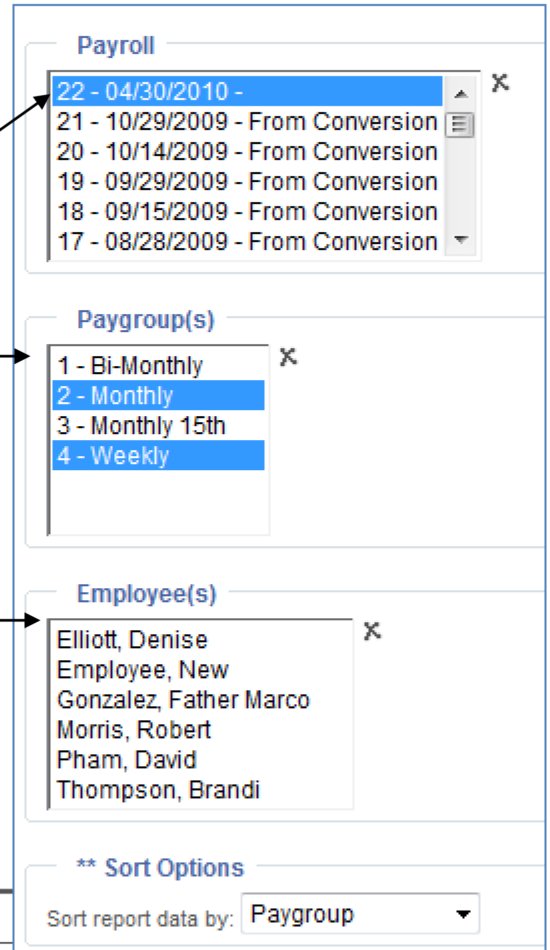
Account List
Account Distribution Links

Forms

941
W-2/W-3

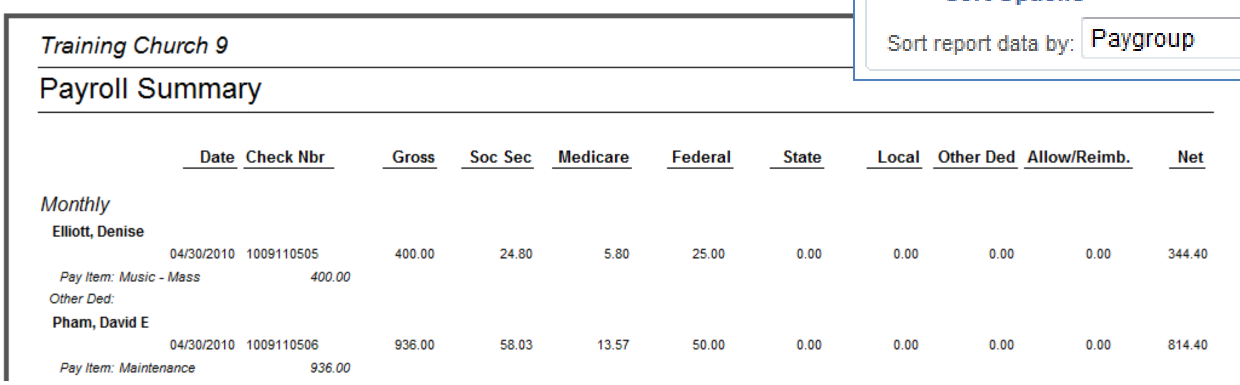
Let's go through the printing of a Payroll Summary.

1. Click on **Paycycle.**
2. Then **Payroll Summary.**
3. When the selection page opens, choose the following:
   - Choose the Payroll we just created.
   - Choose the Paygroups we used: **Weekly**, and **Monthly**.
     - *Do this by holding down the CTRL key and clicking on the individual paygroups.*
   - Employees: Select None – By not selecting any particular employee, the system will include **ALL** employees.



4. When finished, click **Preview Report.**

5. The report below will show on your screen.



Training Church 9

Payroll Summary

	Date	Check Nbr	Gross	Soc Sec	Medicare	Federal	State	Local	Other Ded	Allow/Reimb.	Net
Monthly											
Elliott, Denise											
	04/30/2010	1009110505	400.00	24.80	5.80	25.00	0.00	0.00	0.00	0.00	344.40
Pay Item: Music - Mass		*400.00*									
Other Ded:											
Pham, David E											
	04/30/2010	1009110506	936.00	58.03	13.57	50.00	0.00	0.00	0.00	0.00	814.40
Pay Item: Maintenance		*936.00*									

6. The menu bar on the top of the report will allow you to:

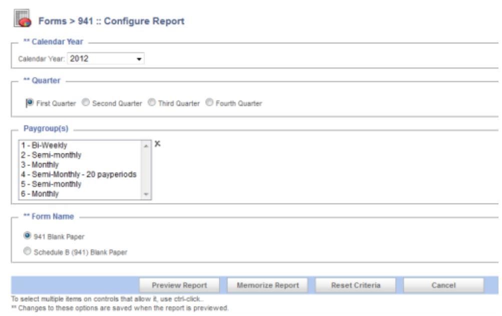
SEARCH DOCUMENT - PRINT – NAVAGATE PAGES – SAVE – CHANGE SAVING FORMAT

End of Quarter

ConnectNow Church Accounting now enables you to automatically generate and edit 941 statement forms for submission to the IRS.

We will show you how to set up your Payroll system to generate and print 941 forms.
It also shows you how to edit these forms before submission to correct any errors that may result from incorrect wage and tax amounts, missing and/or incorrect information, and bad formatting.

941



1. Click the Payroll **Forms** Button.

2. Then choose **941**.

3. Select the **Calendar Year**.

4. Choose the **Quarter** for that Calendar Year you would like to report on.

5. Select a **Paygroup** or accept the default selection of All Paygroups.

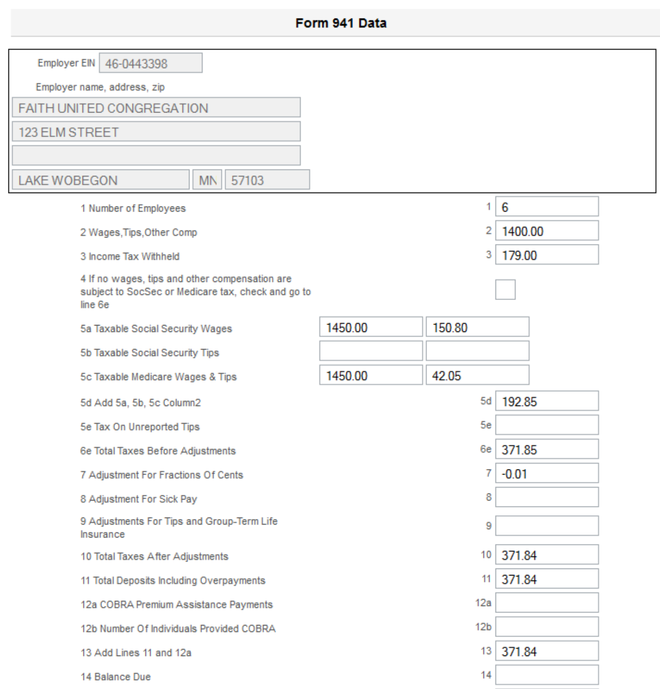
6. Choose the Form Name you would like to report, either **941 Blank Paper** or **Schedule B Blank Paper**.

7. Click **Preview Report**.

8. Review the 941 **Form Data** display and make any changes as needed.

9. Click **Submit**.

10. This will display the **941** or **Schedule B** with the data automatically inserted, which you can print and submit to the IRS.



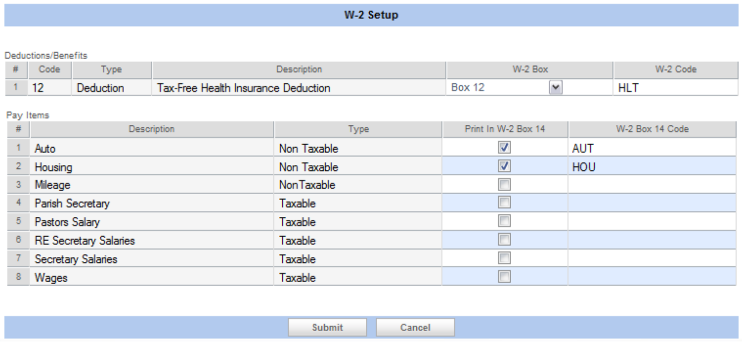
End of Year

ConnectNow Church Accounting now enables you to automatically generate and edit W2 wage and tax statement forms and a W3 summary form for submission to the IRS.

We will show you how to set up your Payroll system to generate and print W2 and W3 forms.
It also shows you how to edit these forms before submission to correct any errors that may result from incorrect wage and tax amounts, missing and/or incorrect information, and bad formatting.

W-2 Setup

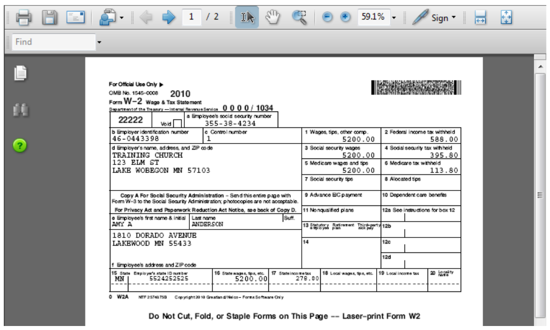
1. Click the Payroll **Forms** Button.
2. Then choose **W-2 Setup**.



3. Under Deductions/Benefits, select the **W-2 Box** where each deduction/benefit should print and enter the appropriate **W-2 Code** to print on the W-2.
4. Under **Pay Items**, check the box at **Print In W-2 Box 14** for those Allowances you want to print in Box 14 and enter appropriate the **W-2 Box 14 Code** you want to print.
5. Click **Submit**.

Print W-2/W-3's

1. Click the Payroll **Forms** button.
2. Click on **Federal.**
3. Then **W-2's/W-3.**
4. Select the Form Name **W-2 Review** and click **Preview Report** and review the report for any inaccuracies or errors (if you do find errors, review the next section on Editing W-2's). We will assume all W-2's are correct. Click the Back button on your internet browser.
5. Select the Form Name **W-2 Copy A, 2-Up Blank Paper** and click **Preview Report**. The employee's W-2's will appear on your display and you can choose to print the W-2's on blank paper.
6. Click the Back button on your internet browser and choose the form name W-3 Blank Paper to print the W-3 report.

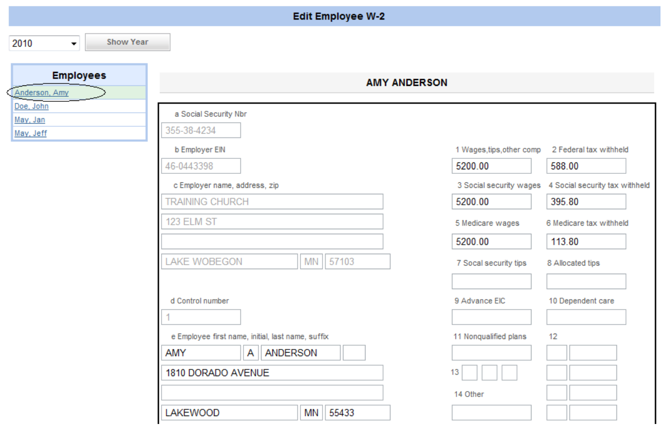


Edit W-2's

If your W-2 contains an error, you can edit it to correct the mistake. The system creates a historical record (audit) of any change so that you can find out who made the change, when it was made, and exactly what was changed.

Suppose that you discover that information on the W-2 for one of your employees is incorrect. Perhaps a deduction is inaccurate or the employee's address is wrong. You can edit the employee's W-2 to correct the mistake.

1. Click the **Payroll** Forms button.
2. Choose **Edit Employee's W-2 Information**.
3. Select from the list of Employees the employee you would like to edit.
4. Read only fields are dimmed and cannot be edited. Edit the value or type a new value in the desired field.
5. Click **Submit**.



Note:
This procedure shows you how to edit an employee's W-2 form. Any edit you make does not result in a permanent change to the employee's record. The edit only modifies the W-2 form so that the printed W-2 reflects the correction.

If you want to make a permanent change, do not use this procedure. Call Technical Support for assistance.

Editing W-2 information may affect the consistency of W-2/941 or other previously reported wage and tax information.

Consult a qualified tax professional if you have questions about making changes to the W-2 data.

Class Name: ConnectNow Payroll	
Date: Today's Date	

ParishSOFT™

Training Evaluation Form

We strive to continually improve our seminars to meet your needs. Your suggestions are extremely valuable to this process. If you rated any part of this course good or lower, we would appreciate knowing how we can improve.
If you wish to remain anonymous, feel free to leave this section blank.

Name: ____

Parish: ____

Signature: _____________________________ Date: ________________________

Instructor Jim Nelson	Excellent	Good	Fair	Poor
How would you rate the instructor's presentation skills?				
How would you rate the instructor's knowledge of the subject?				

Additional Comments:

Class and Materials	Excellent	Good	Fair	Poor
How well did the class meet your expectations?				
How would you rate the methods used to conduct this class?				
Overall, how would you rate this training session?				

Additional Comments:

Which part of the class was most beneficial to you?

Which part of the class was least beneficial?

Which part of the class needed more time allotted?

Which part of the class needed less time allotted?

Please fax to: 734.205.1011
Or mail to: 825 Victors Way, Suite 200, Ann Arbor, MI 48108-2830 ATTN: Karen