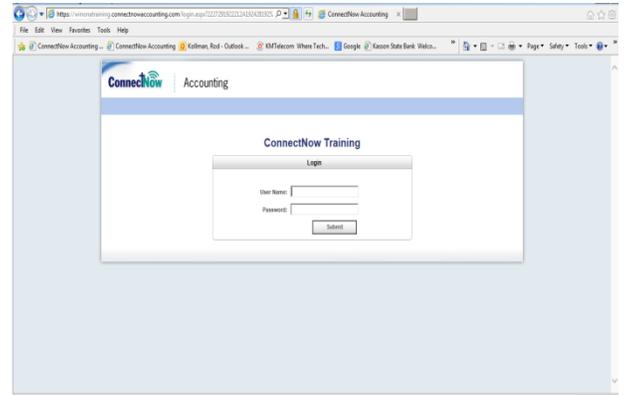


Having troubles logging into ConnectNow Accounting?

After you put in your user name and password, does the screen just go back to the original screen but your password has disappeared? If you enter your user name and password but cannot get into the system and no warning comes up saying, "user name and password not correct, try again", then the website you are using does not have the proper security. After you enter the address: <http://winona.connectnowaccounting.com>, the main screen comes up to enter your user name and password. Look at the address again; there should be a bunch of numbers after <http://winona.connectnowaccounting.com>. If not, you will have a problem logging in. You will need to back out of your web browser and go into it again. Once you see the numbers behind the address, save the website on your task bar. Once you have saved this website, you should not have a problem again. This could happen in either the training or live websites.



Are you tracking vacation/sick balances in ConnectNow Accounting?

If so, you will want to enter any used vacation/sick before you run your payroll. This way, the current vacation/sick balance will show up on the employee pay stub correctly.

Two windows open in ConnectNow Accounting

You cannot have two windows open on the same computer with two separate data sets (an example is one data set is St. Mary's Parish and the other data set is St. Joseph Parish). When working in one data set, it may change it automatically to the other data set.

How to pull a report showing the Pension 403(b) for each month

In the Payroll section in Reports click on Paycycle, click on the Retirement Wages report. Click the payrolls that occurred in the month you would like to pull for pension amounts. Please be aware that you will need to have the W-2 category (in deductions/benefits) to be "Retirement Plan," not "Retire and Tax Def." If nothing shows up in your report, go into setup in the Payroll tab and click Deduction/Benefit List. Click on the edit button next to the pension deduction and click the pull down menu for the W-2 category and choose "Retirement Plan."

Trying to delete an account and there is not a delete box?

The account was used, used in an account distribution or assigned in a vendor file. If it was used, it cannot be deleted. If it was used in a distribution or vendor file, it must be deleted in the distribution or vendor file before it can be deleted from the system.

A Helpful Payroll Distribution Report

When doing payroll are you wondering which accounts the payroll expenses are set up as? It is especially helpful when you are using the 1205 account when reimbursing other locations. When in the payroll tab, click reports. Click on paycycle and then pay distribution. You can select one payroll or multiples payrolls to look at. When you preview the report it will show the breakdown by account number of where everything went.

Example Report

Employee Name	Pay Item	Amount	Payroll Description	Date
St Test Church				
Pay Distribution				
biweekly payroll				
1205AR00P00 General Accounts Receivable				
Employee Name	Wages	657.94	4 - June 25 payroll	6/25/2014
Employee Name	Wages	389.40	4 - June 25 payroll	6/25/2014
Employee Name	Wages	355.74	4 - June 25 payroll	6/25/2014
Employee Name	Wages	380.77	4 - June 25 payroll	6/25/2014
Employee Name	Wages	713.97	4 - June 25 payroll	6/25/2014
Employee Name	Wages	1,368.00	4 - June 25 payroll	6/25/2014
		4,002.54		
5044BG00P00 Wages				
Employee Name	Wages	538.31	4 - June 25 payroll	6/25/2014
Employee Name	Overtime	5.66	4 - June 25 payroll	6/25/2014
Employee Name	Wages	584.16	4 - June 25 payroll	6/25/2014
		1,206.43		
5044FY00P00 Wages				
Employee Name	Wages	790.60	4 - June 25 payroll	6/25/2014
		790.60		
5044FY60P00 Wages - Youth Ministry				
Employee Name	Wages	773.08	4 - June 25 payroll	6/25/2014
		773.08		
5044GA00P00 Wages				
Employee Name	Wages	722.26	4 - June 25 payroll	6/25/2014
		750.40		
5044LW00P00 Wages				
Employee Name	Wages	424.10	4 - June 25 payroll	6/25/2014
		424.10		

Payroll – Make sure the EFT box is checked

When doing payroll and getting ready to pull the ACH File in step 8 of payroll, be sure the box is checked where it says, "Include debit in file for the bank account." If that box is not checked the information you send the bank will not include the debit side of the church/school transaction.

Did a transfer between bank accounts not show up on your bank reconciliation?

If you use the deposit function in ConnectNow Accounting to do a transfer between bank accounts, the account with the credit will not show up on the bank reconciliation. It does reduce the balance but there is no box to check when it clears the bank. This same thing will happen if you use bills to transfer between bank accounts. You will want to use the journal entry function to make the transfer so it will show up on both bank reconciliations. The bank account that is receiving the money will be the debit and the account that it is coming from will be a credit.

Everyone needs to check to make sure a bill was not entered into June 2014 instead of July 2014.

If you started in ConnectNow July 1, 2014, you may have accidentally put a bill into June. When you were entering bills in July and used an invoice date of June, the transaction would have been recorded in June if you still had June 2014 period open. If this did happen, you will have to reverse the bill transaction in June and enter it in July through a journal entry (This is assuming a check was already applied to the bill). To check to see if you made any entries in June, run a trial balance report. It is under ledgers & payables, reports, transactions, and trial balance report. If you had any activity, it will show up in the debit and credit columns. If you did have activity, you will have to do a journal entry to reverse the debit and credits in June. Then in July you will do a journal entry using the debits and credits just like in the report.

Need to enter your beginning balances from Logos Accounting?

Following the following instructions to easily enter your beginning balances in ConnectNow Accounting

- After you have done all your account reconciliations for June 2014, you need to close out your year. Under file, bookkeeper's assistant, do steps one and three.
- Change your Logos Accounting date to July 1, 2014
- Run a trial balance
- You will be entering the beginning balance on the trial balance report into ConnectNow Accounting. The positive numbers will be a debit in ConnectNow Accounting and the negative numbers will be a credit in ConnectNow Accounting. It will only be asset, liability and net asset accounts.
- In ConnectNow Accounting go to ledger & payables, process and beginning balance
- Enter your accounts and amounts as stated above. When you are done, your debits will equal your credits. Click on submit.
- You are done.

#	Account	Debit	Credit	Comment	Project
X 1					
X 2					
X 3					
Total:		0.00	0.00		

