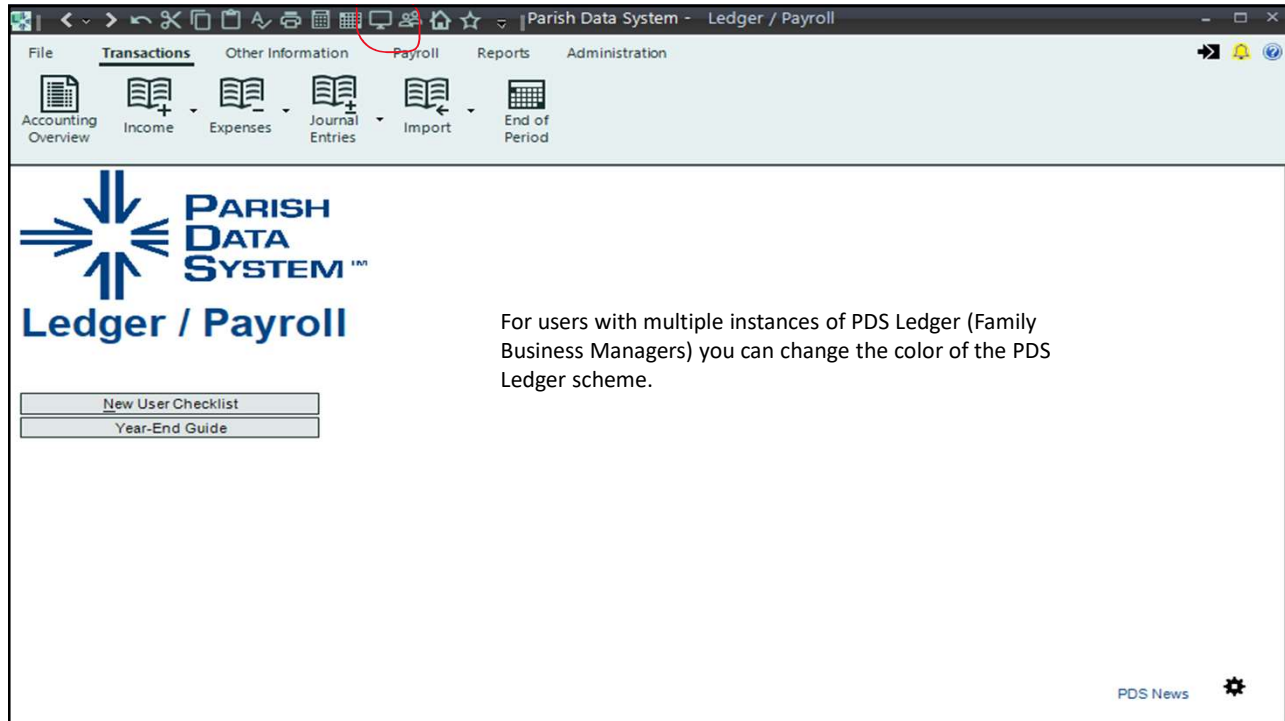


The screenshot shows a web browser window titled "Parish Data System - Ledger / Payroll". The navigation bar includes "File", "Transactions", "Other Information", "Payroll", "Reports", and "Administration". Below the navigation bar are icons for "Accounting Overview", "Income", "Expenses", "Journal Entries", "Import", and "End of Period". The main content area features the Parish Data System logo on the left and the following text on the right: "AFTERNOON WITH AUDIT", "MARCH 6, 2024", "PDS LEDGER", and "ADVANCED REPORTING, TOOLS AND FIXES". At the bottom right, there is a "PDS News" link and a gear icon. On the left side of the main content area, there are two buttons: "New User Checklist" and "Year-End Guide".

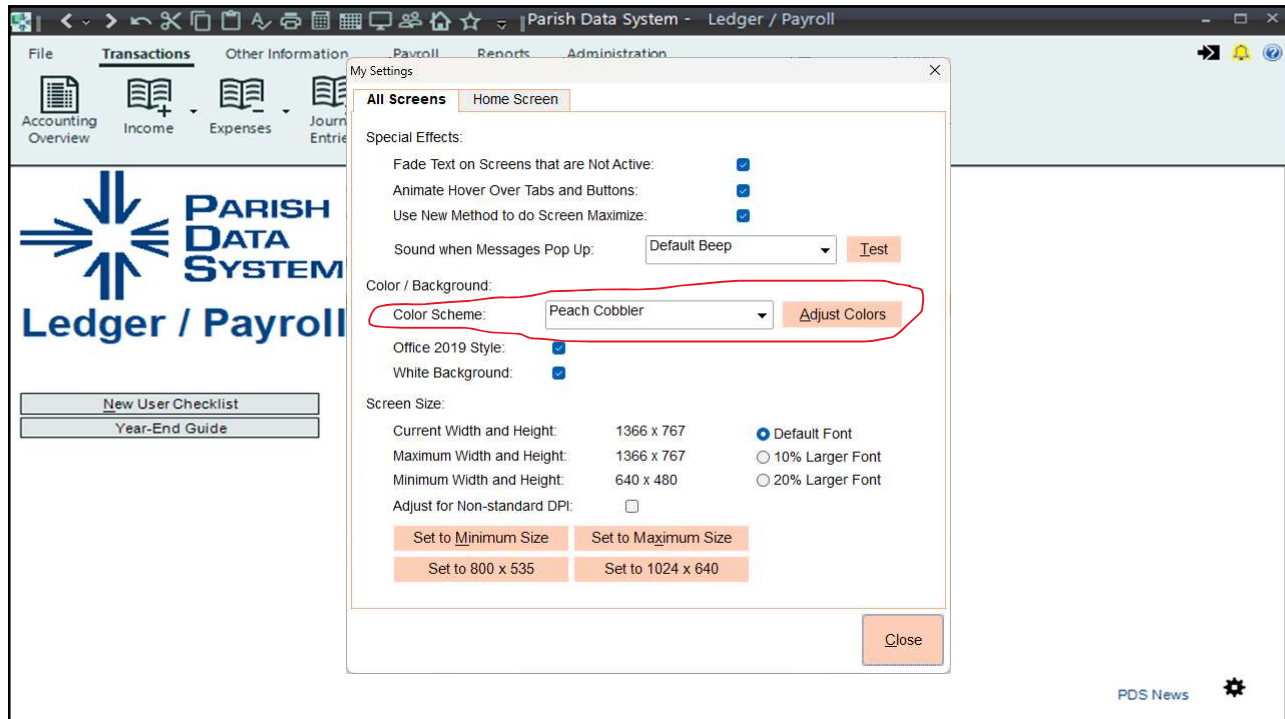
1

The screenshot shows the same web browser window as above, but with an agenda listed on the right side of the main content area. The agenda items are: "PDS Color Change", "PDS Ledger Custom Reports" (with sub-items: "Content", "Style", "Margins"), "All Group Report and Verification Report" (with sub-item: "Balance Sheet Surplus/Deficit = All Group Income Statement Surplus/Deficit"), "Out of Balance Warnings", "How to Fix Discrepancies Identified in Fix Data Results", "Chart of Accounts Information", "PDS Internal 'Adding Machine'", "Budget Processes", and "DioView Sync". The rest of the interface, including the navigation bar, logo, and buttons, remains the same as in the first screenshot.

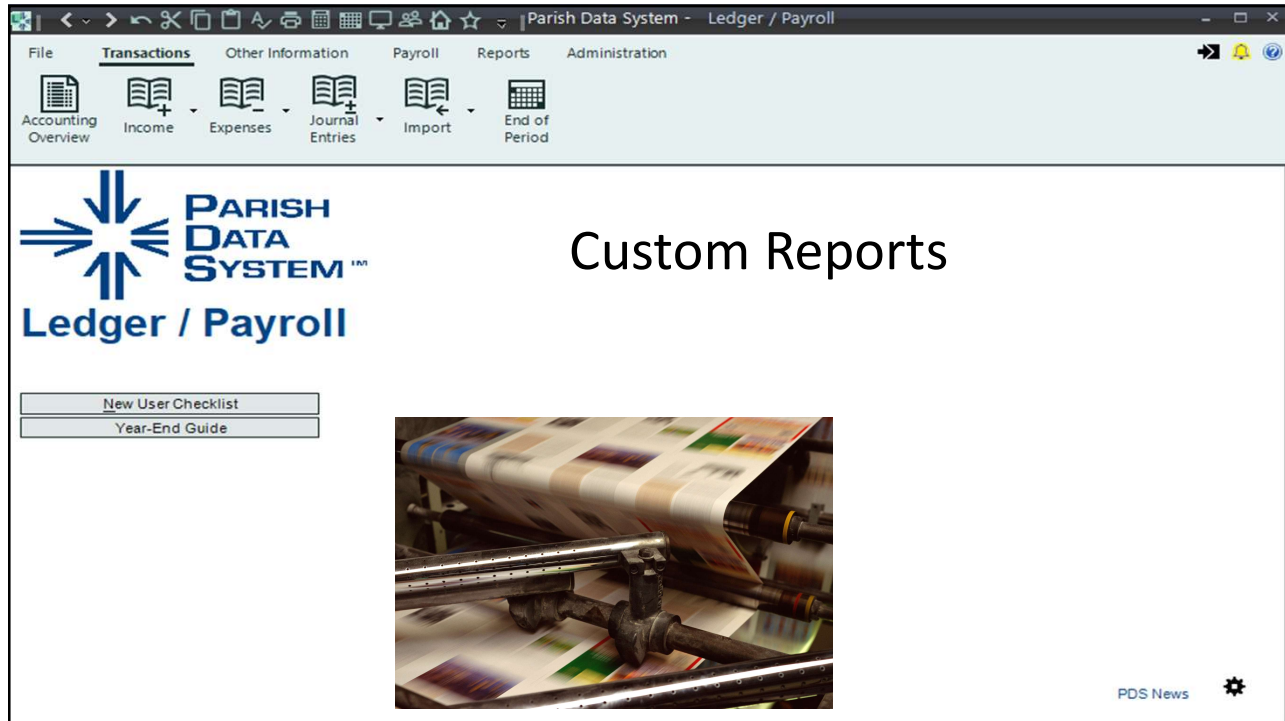
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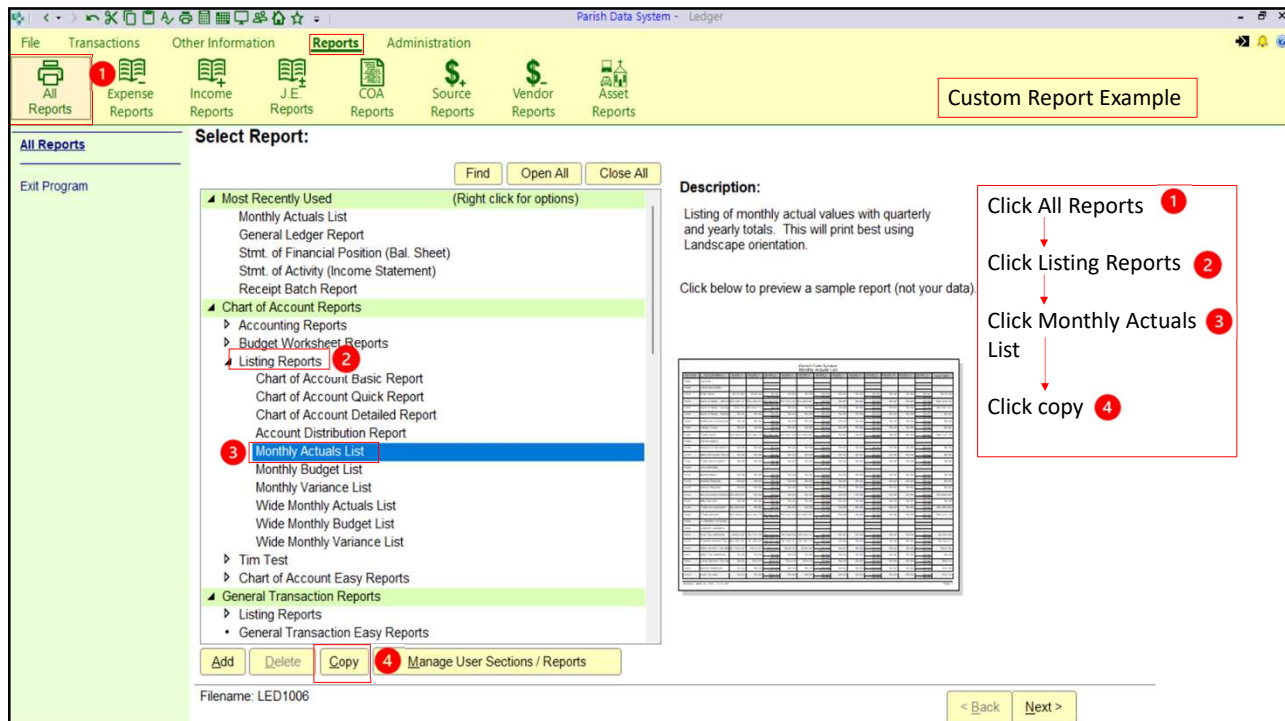
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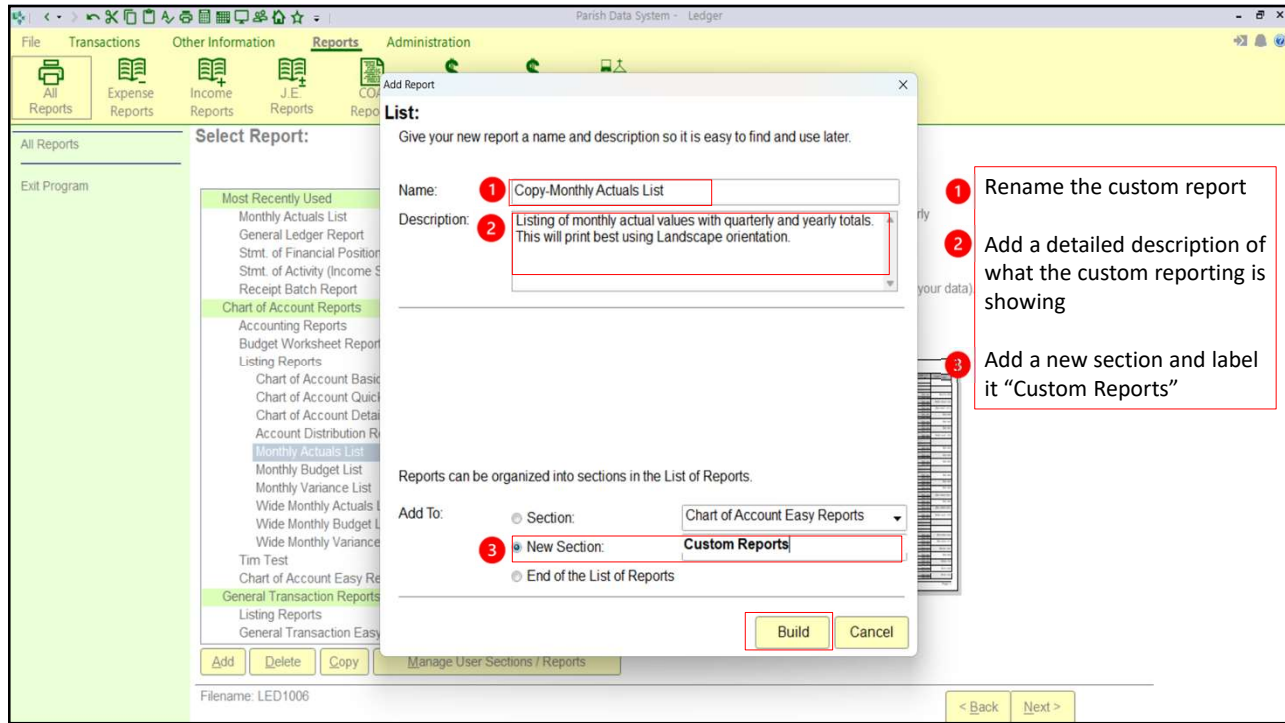
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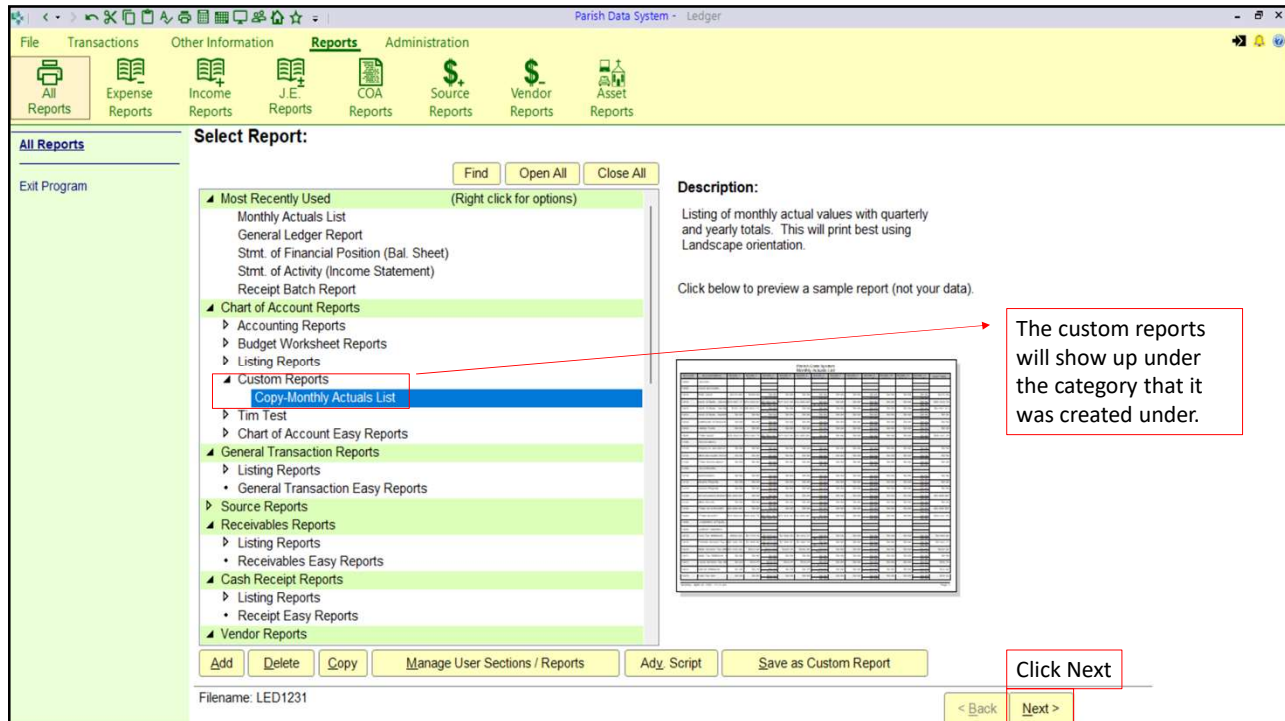
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6

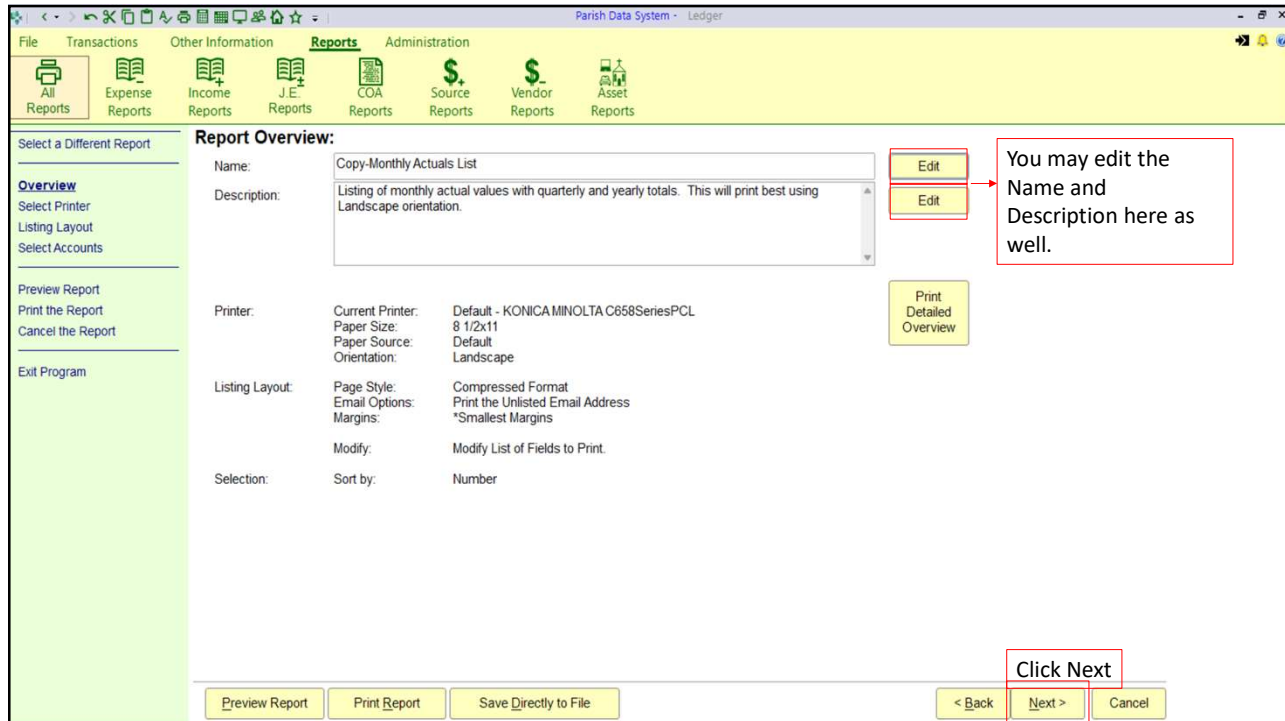


7

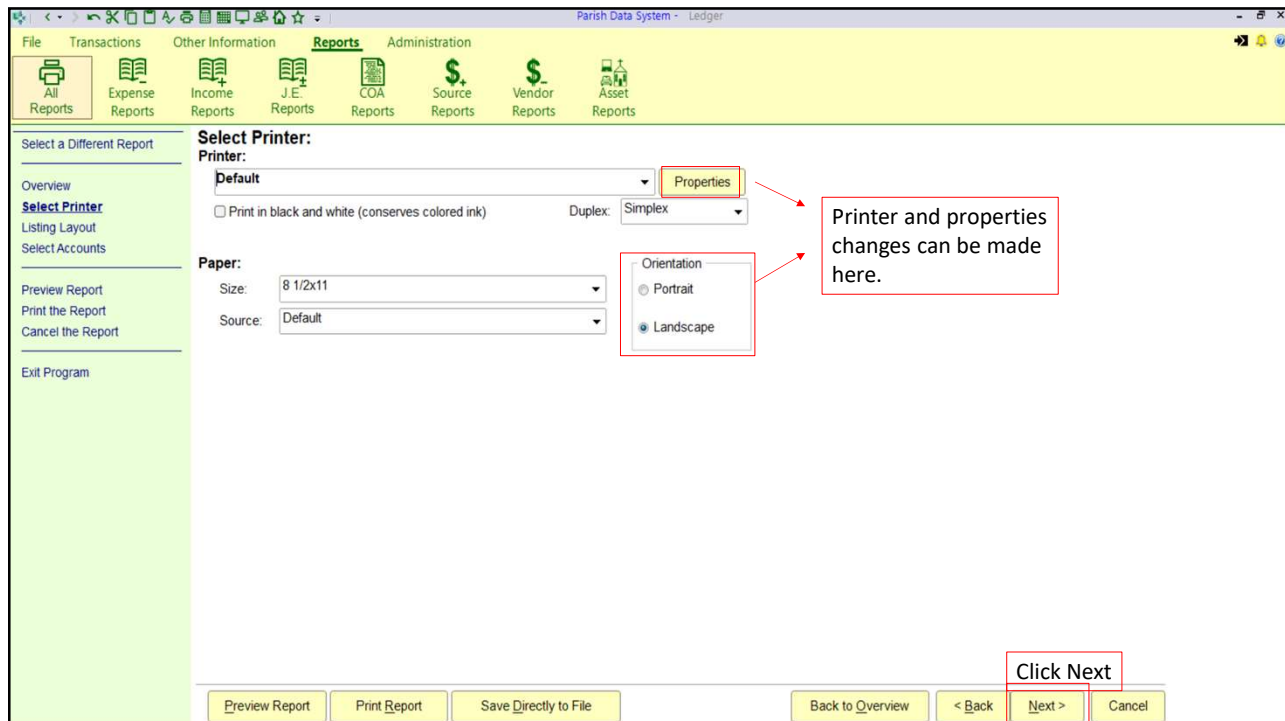


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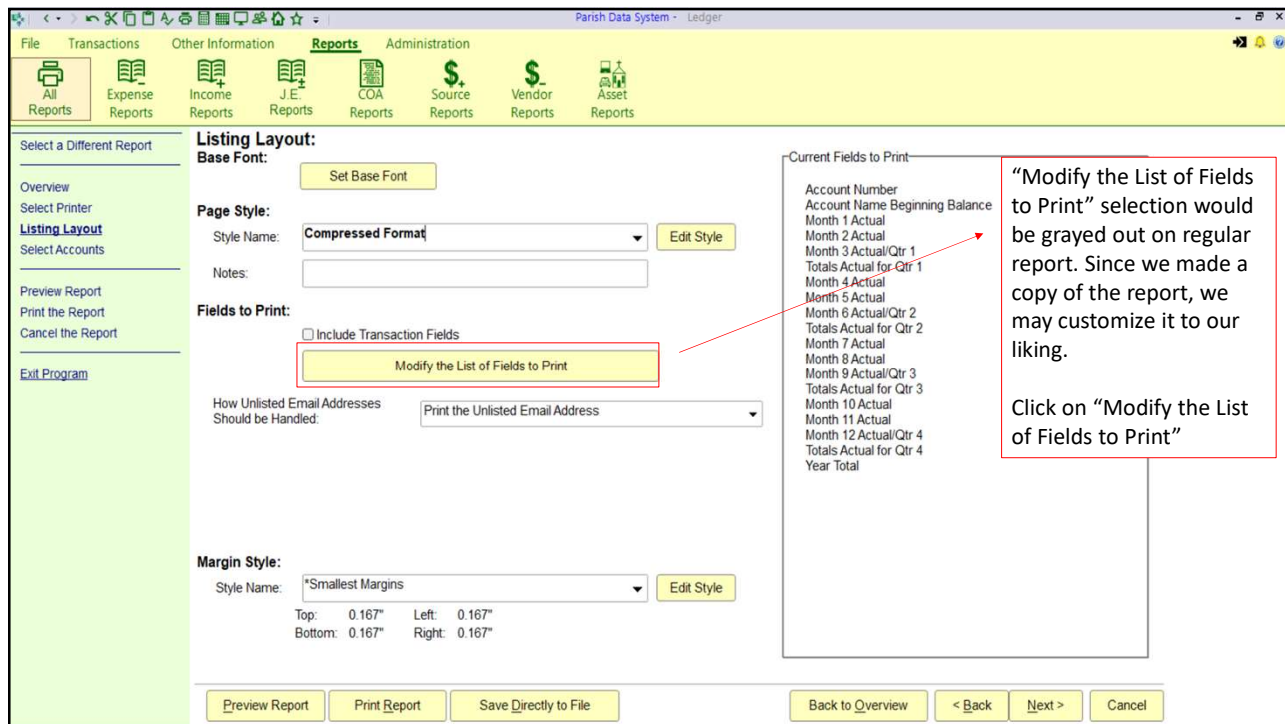




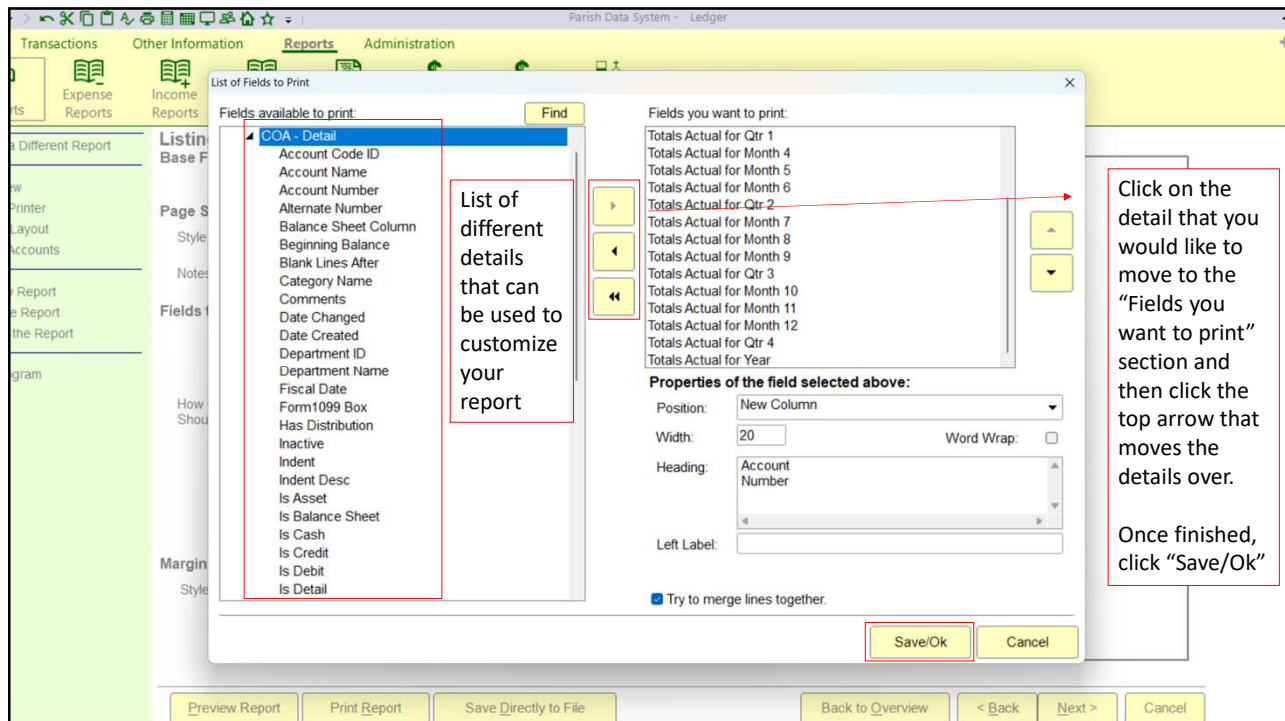
9



10



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12

Report Preview: Monthly Actuals List

### Diocese of Buffalo Monthly Actuals List

Regular Report

Account Number	Account Name	Month 1 Actual	Month 2 Actual	Month 3 Actual/Qt1	Month 4 Actual	Month 5 Actual	Month 6 Actual/Qt2	Month 7 Actual	Month 8 Actual	Month 9 Actual/Qt3	Month 10 Actual	Month 11 Actual	Month 12 Actual/Qt4	Year Total
1000	Assets													
1000.10	Operating Account	\$34,868.01	(\$22,742.47)	(\$2,604.11) \$9,521.43	\$64,045.02	\$23,481.67	(\$12,167.02) \$75,369.67	(\$3,379.42)	(\$19,011.69)	(\$82,453.65) (\$104,844.76)	\$2,021.50	\$1,825.76	\$8,907.28 \$12,754.54	(\$7,199.12)
1001.10	Online Giving Acct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$2,500.00	\$12,500.00
1020.10	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1100.10	SJIF Short Term Investment	\$0.00	\$0.00	\$52.54 \$52.54	\$0.00	\$0.00	\$56.86 \$56.86	\$0.00	\$0.00	\$100,048.91 \$100,048.91	\$0.00	\$0.00	\$653.75 \$653.75	\$100,812.06
1140.10	SJIF Long Term Investment	\$0.00	\$0.00	(\$88,666.17) (\$88,666.17)	\$0.00	\$0.00	(\$177,587.34) (\$177,587.34)	\$0.00	\$0.00	(\$271,793.46) (\$271,793.46)	\$0.00	\$0.00	(\$243,132.32) (\$243,132.32)	(\$781,179.29)
1211.10	Shared Services - Parish E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1231	Due From Our Lady of Loretto	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1999	Total Assets	\$34,868.01	(\$22,742.47)	(\$91,217.74) (\$79,092.20)	\$64,045.02	\$23,481.67	(\$189,687.50) \$102,160.81	(\$3,379.42)	(\$19,011.69)	(\$244,198.20) \$266,589.31	\$2,021.50	\$1,825.76	(\$231,071.29) \$227,224.03	(\$675,066.35)
2000	Liabilities and Equity													
2013	Sandwich Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014	Wage Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2030	Health Insurance Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2032	403 (b)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.66	(\$21.66)	\$0.00	\$0.00
2100.40	Deferred Tuition & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2232	Due To Another Parish	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2233	Mortgage Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Report Preview: Copy-Monthly Actuals List

### Diocese of Buffalo Copy-Monthly Actuals List

Custom Report

COA Category Name	Account Number	Account Name	Totals Actual for Qtr 1	Totals Actual for Qtr 2	Totals Actual for Qtr 3	Totals Actual for Qtr 4	Year Total
Asset	1000	Assets					
Asset	1000.10	Operating Account	\$9,521.43	\$75,369.67	(\$104,844.76)	\$12,754.54	(\$7,199.12)
Asset	1001.10	Online Giving Acct	\$0.00	\$0.00	\$10,000.00	\$2,500.00	\$12,500.00
Asset	1020.10	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asset	1100.10	SJIF Short Term Investment	\$52.54	\$56.86	\$100,048.91	\$653.75	\$100,812.06
Asset	1140.10	SJIF Long Term Investment	(\$88,666.17)	(\$177,587.34)	(\$271,793.46)	(\$243,132.32)	(\$781,179.29)
Asset	1211.10	Shared Services - Parish E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asset	1231	Due From Our Lady of Loretto	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asset	1999	Total Assets	(\$79,092.20)	(\$102,160.81)	(\$266,589.31)	(\$227,224.03)	(\$675,066.35)
Liability/Equity	2000	Liabilities and Equity					
Liability/Equity	2013	Sandwich Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2014	Wage Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2030	Health Insurance Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2032	403 (b)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2100.40	Deferred Tuition & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2232	Due To Another Parish	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2233	Mortgage Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2235	Parishioner Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2236	Line of Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2240.10	SBA PPP Note Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2300	Peter's Pence / Holy Father	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2301	World Mission Sunday	\$1,228.00	\$0.00	(\$1,268.00)	\$40.00	\$0.00
Liability/Equity	2302	Catholic University	\$1,227.00	\$0.00	\$0.00	(\$843.00)	\$384.00
Liability/Equity	2303	Campaign For Human Development	\$756.00	\$10.00	(\$801.00)	\$30.00	(\$5.00)
Liability/Equity	2304	Religious Retirement Appeal	\$0.00	\$3,960.00	(\$4,185.00)	\$225.00	\$0.00
Liability/Equity	2305	Catholic Relief Services	\$0.00	\$636.00	\$65.00	\$701.00	\$0.00
Liability/Equity	2306	Central & Eastern Europe, Poland	\$0.00	\$0.00	(\$4,375.00)	\$4,375.00	\$0.00
Liability/Equity	2307	Black / Native American Missions	\$0.00	\$0.00	\$430.00	(\$450.00)	(\$20.00)
Liability/Equity	2308	Holy Land	\$0.00	\$0.00	\$1,232.00	(\$1,232.00)	\$0.00
Liability/Equity	2309	Catholic Home Mission Appeal	\$0.00	\$0.00	\$229.00	(\$229.00)	\$0.00
Liability/Equity	2310	Church In Latin America & Africa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability/Equity	2311	Catholic Communication Campaign	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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[Full Width](#) [Full Page](#) [First Page](#) [Last Page](#) Go to page:  [Close](#)

14

**Listing Layout:**

**Base Font:** Set Base Font

**Page Style:** Style Name: \*Normal Format Edit Style

Notes:

**Layout Options:** Style Name: \*Default Edit Style 1

- Put dollar signs on all amounts.
- Print alternate number in place of the account number.
- Print heading accounts in bold.
- Print totals and total accounts in bold.
- Auto indent account number and name.
  - Indent just detail accounts.
  - Indent heading and total pairs.
- Print summary of total income, expenses and net.
  - Print summary on new page.
- Show dollars only (no cents).

Number of decimals for percentage display: 2

**Margin Style:** Style Name: \*Smallest Margins Edit Style 2

Top: 0.167" Left: 0.167"  
Bottom: 0.167" Right: 0.167"

Buttons: Preview Report, Print Report, Save Directly to File, Back to Overview, < Back, Next >, Cancel

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**Income Statement Style**

**Income Statement Layout Style Name**

- \*Default
- Budget
- No Zeros
- Simplified Budget IS
- Standard

Style Name: \*Default

Heading Remarks:

Default Departments:

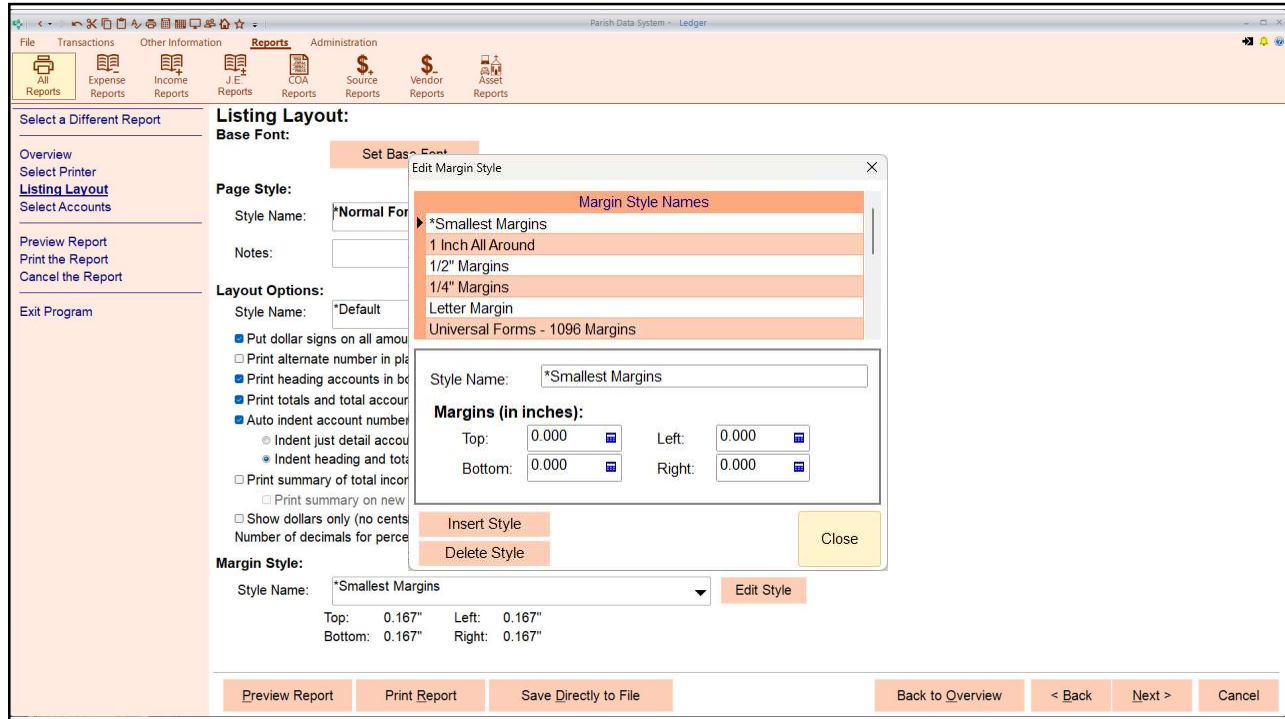
Suppress Zero Totals  Print Account Numbers

Column	Dropdown	Pct.
Column 1:	Current Monthly Amount	<input type="checkbox"/>
Column 2:		<input type="checkbox"/>
Column 3:		<input type="checkbox"/>
Column 4:		<input type="checkbox"/>
Column 5:		<input type="checkbox"/>
Column 6:		<input type="checkbox"/>
Column 7:		<input type="checkbox"/>
Column 8:		<input type="checkbox"/>

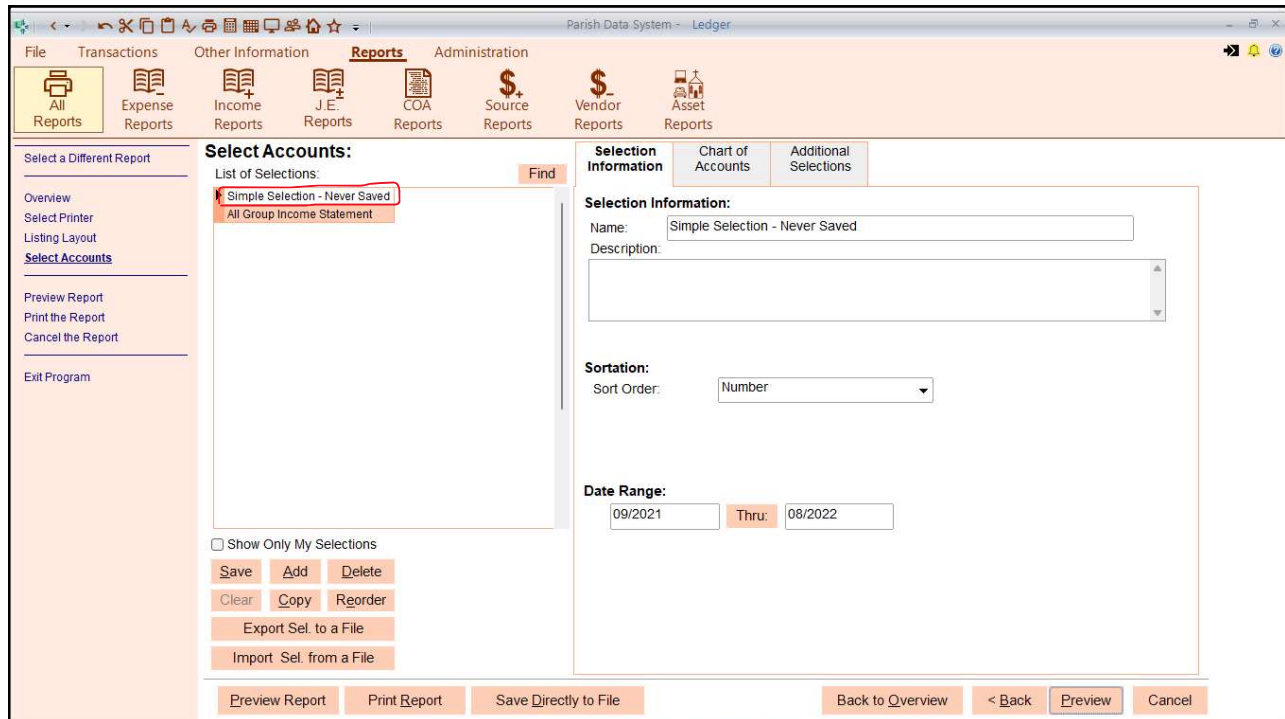
Buttons: Insert Style, Delete Style, Close

16





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18



**Select Accounts:**

List of Selections:  Find

- Simple Selection - Never Saved
- All Group Income Statement

Show Only My Selections

Save Add Delete  
Clear Copy Reorder  
Export Sel. to a File  
Import Sel. from a File

**Accounts:**

- Include ALL active and inactive accounts.
- Include ONLY active accounts.
- Include the following accounts:
- Include ANY of the following accounts.

Selected	Number	Name
<input type="checkbox"/>	1000	Assets
<input type="checkbox"/>	1000.10	Operating Account
<input type="checkbox"/>	1001.10	Online Giving Acct
<input type="checkbox"/>	1003.10	Raffle Account
<input type="checkbox"/>	1020.10	Petty Cash
<input type="checkbox"/>	1100.10	SJIF Short Term Investment

Mark All Clear All Quick Lookup

**Account Category:**

- Balance Sheet
- Asset
- Liability/Equity

**Account Types:**

- Income Statement
- Income
- Expense
- Net
- Heading Accounts
- Detail Accounts
- Total Accounts

Preview Report Print Report Save Directly to File Back to Overview < Back Preview Cancel

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**Select Accounts:**

List of Selections:  Find

- Simple Selection - Never Saved
- All Group Income Statement

Show Only My Selections

Save Add Delete  
Clear Copy Reorder  
Export Sel. to a File  
Import Sel. from a File

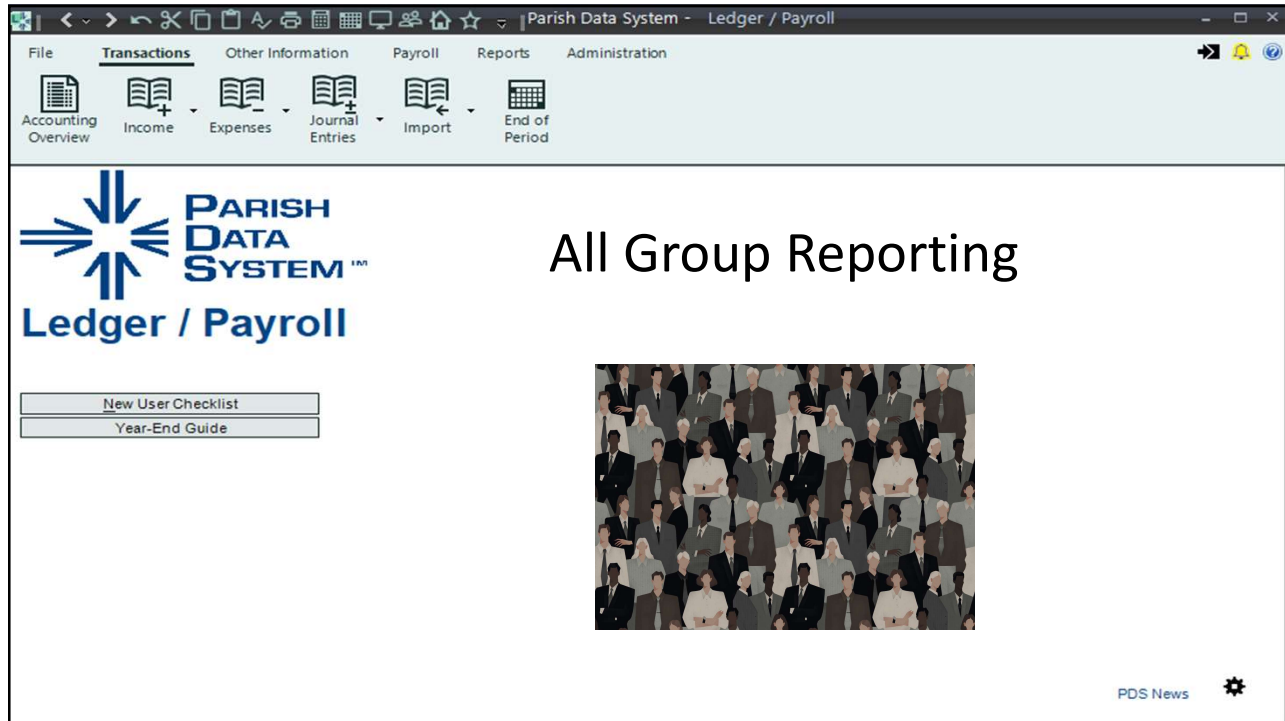
**Additional Selections**

Choose records where All of the conditions in the following sub-section are true  
< Click here to add new condition >

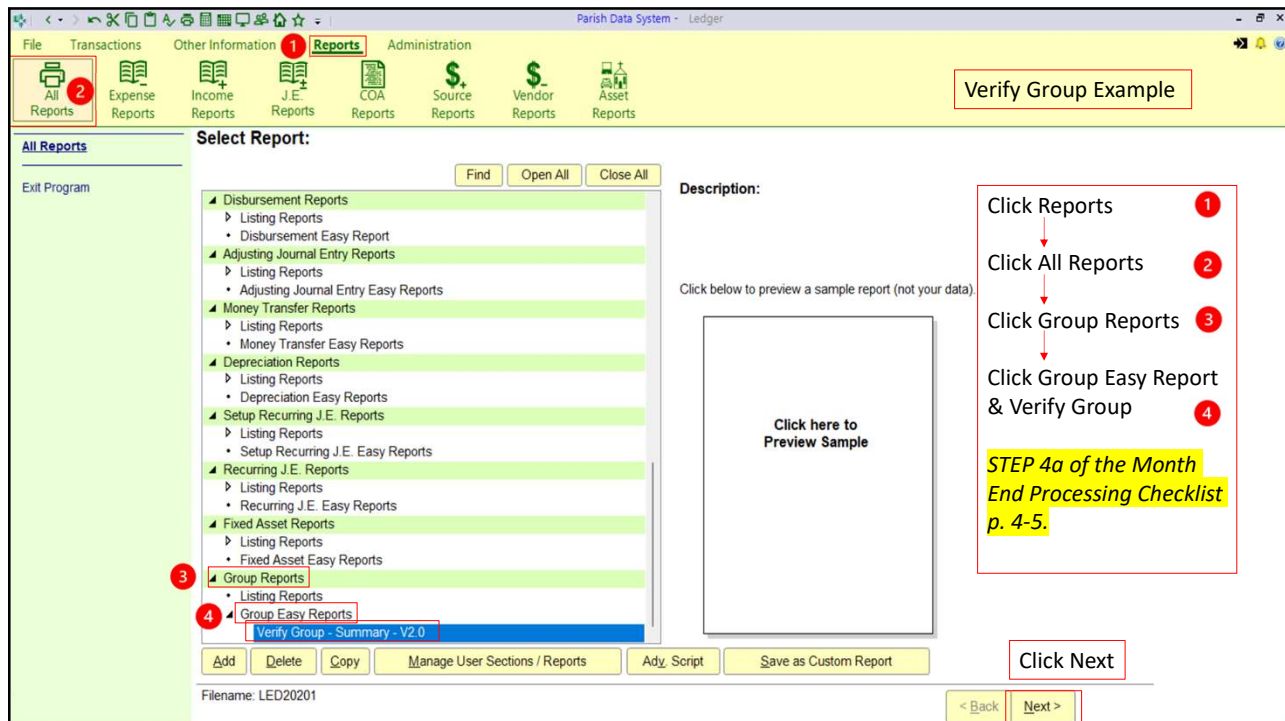
Clear Help with Selections  Exclude rather than include the selected records.

Preview Report Print Report Save Directly to File Back to Overview < Back Preview Cancel

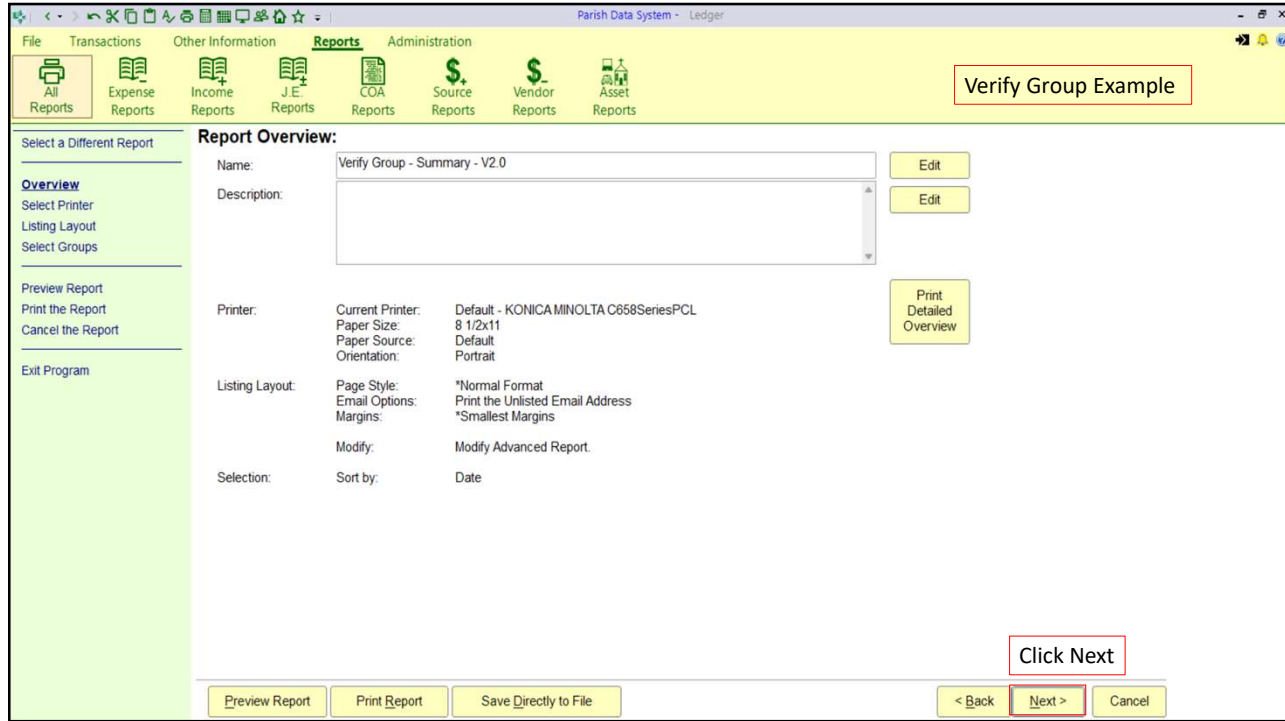
20



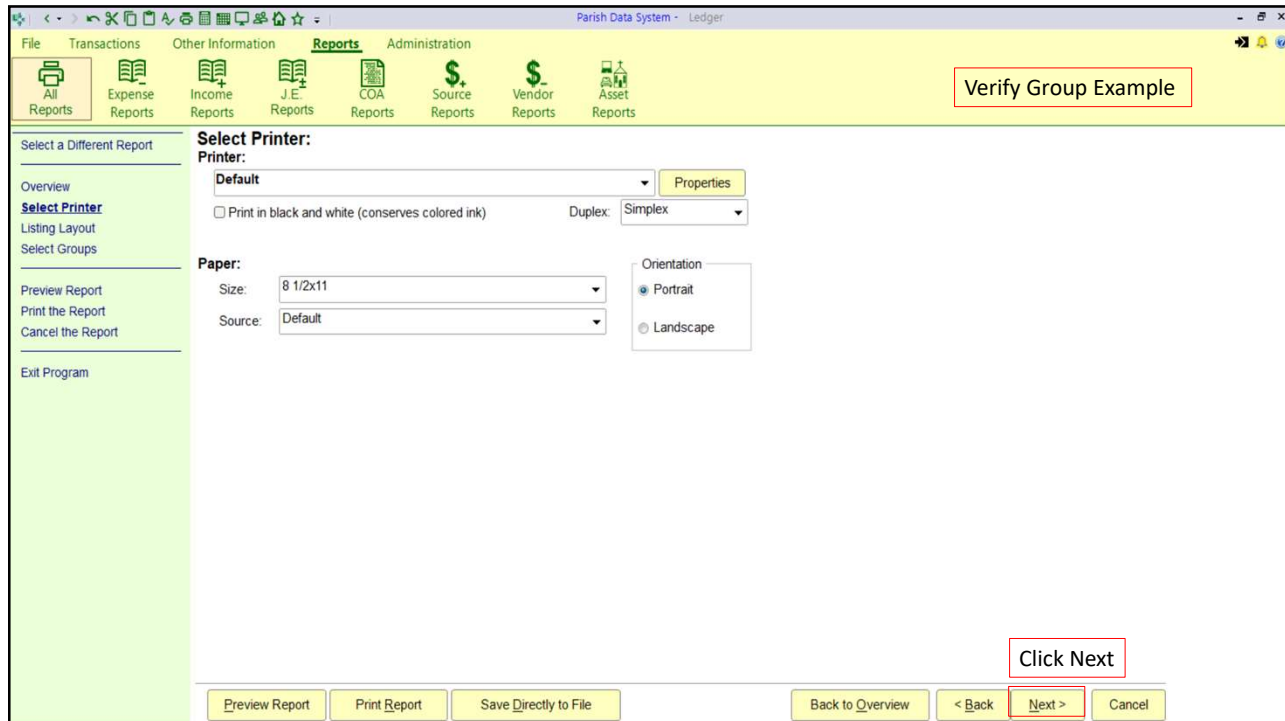
21



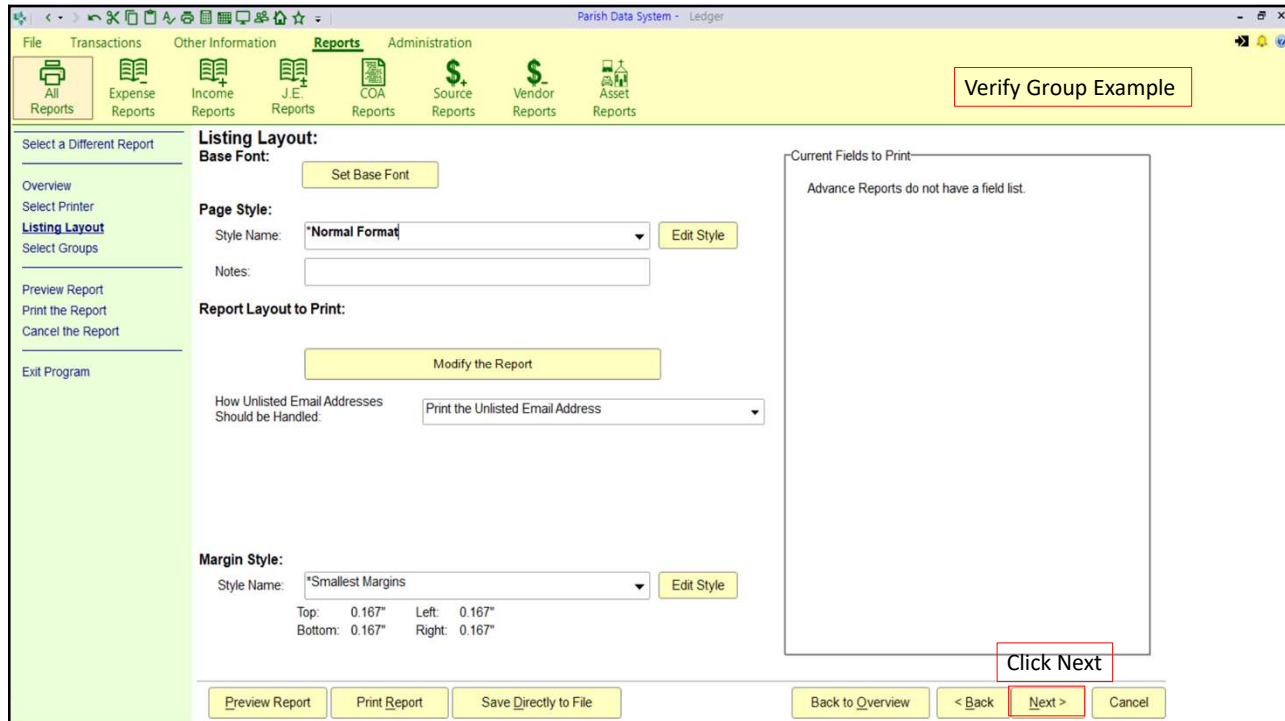
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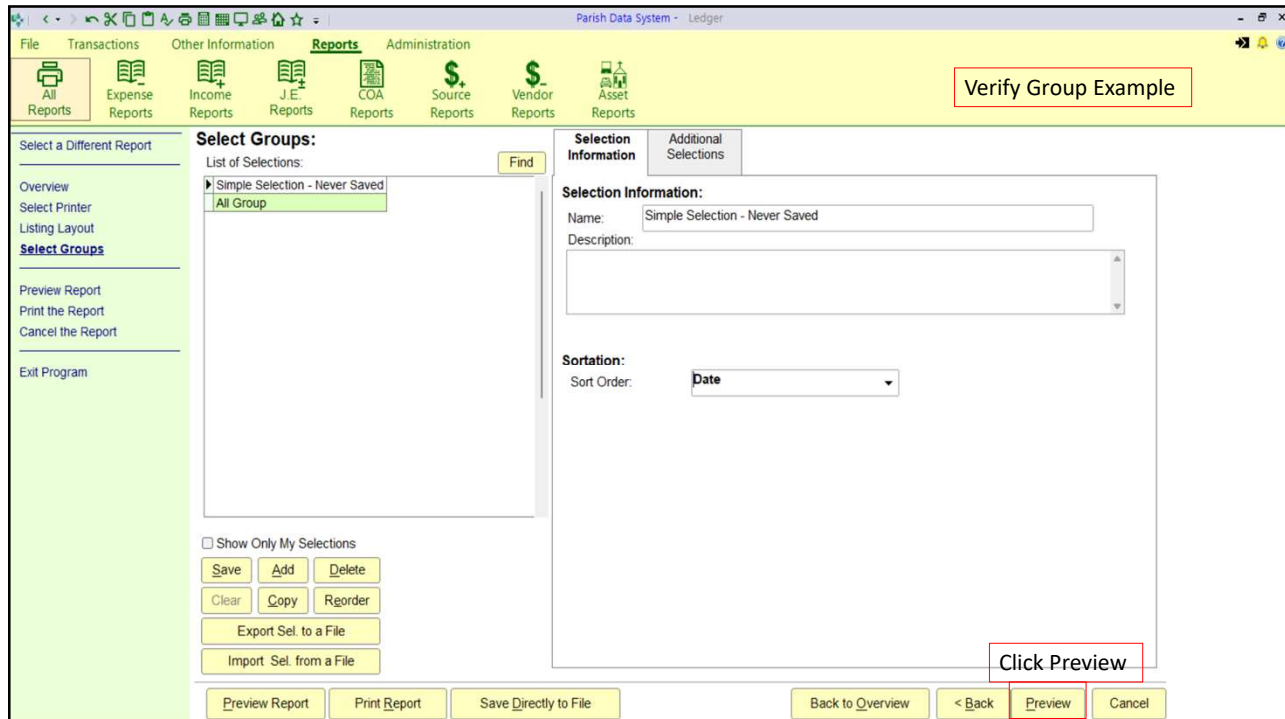
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26

Print Preview: Verify Group - Summary - V2.0

Group Name: **All Group Income Statement**

Acct	Source	Account Description	
4708.10	Grp		1 Error: Account Not Defined in Chart
3000	Coa	Revenues	2 Notice: Account not used in Group
3365.10	Coa	Employee Rentention Credit	Notice: Account not used in Group
3378.10	Coa	Parking Revenue	Notice: Account not used in Group
3950.30	Coa	Crypts	Notice: Account not used in Group
3950.31	Coa	Crypts - SH	Notice: Account not used in Group
3999	Coa	Total Revenues	Notice: Account not used in Group
4000	Coa	Expenditures	Notice: Account not used in Group
4998	Coa	Total Expenditures	Notice: Account not used in Group

Verification: Full Width: Page: 10 of 10: Commands:

Zoom In Zoom Out Prior Page Next Page Back Print

Full Width Full Page First Page Last Page Go to page:  Close

Verify Group Example

Two possible errors:

- 1 Account Not Defined in Chart (means the account is in the All Group, not in your Chart of Accounts.)
- 2 Account not used in Group (means the account is in the chart of accounts, but not your All Group).

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Parish Data System - Ledger

File Transactions Other Information **Reports** Administration

All Reports Expense Reports Income Reports J.E. Reports COA Reports Source Reports Vendor Reports Asset Reports

**Balance Sheet/ Income Statement Example**

Select Report:

Find Open All Close All

- Most Recently Used (Right click for options)
  - Stmnt. of Financial Position (Bal. Sheet)
  - Stmnt. of Activity (Income Statement)
  - Verify Group - Summary - V2.0
  - Monthly Actuals List
  - Copy-Monthly Actuals List
  - Copy-Budget Planning Worksheet Five Year
  - Basic Vendor Information
- Chart of Account Reports
  - Accounting Reports
    - Stmnt. of Financial Position (Bal. Sheet)
    - Stmnt. of Activity (Income Statement)
    - General Ledger Report
    - Original Balances
    - Statement of Cash Flow
    - Drill-Down Report
    - Balance Sheet's Account Payable Amount
    - Trial Balance Report
  - Budget Worksheet Reports
  - Listing Reports
  - Custom Reports
  - Tim Test
  - Chart of Account Easy Reports
  - Listing Reports

Description:

The Statement of Financial Position, also called the Balance Sheet, include the totals for Asset and Liability accounts.

Click below to preview a sample report (not your data).

STEP 4c & 4d of the Month End Processing Checklist p. 4-5.

Click Next & Preview report for desired date range

Filename: LED1061 < Back Next >

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Report Preview: Stmt. of Financial Position (Bal. Sheet) for 08/2022

	08/2022	08/2021
<b>Assets</b>		
Operating Account	\$94,921.02	\$102,120.14
Online Giving Acct	13,008.39	508.39
SJIF Short Term Investment	371,241.89	270,429.83
SJIF Long Term Investment	5,558,924.94	6,340,104.23
<b>Total Assets</b>	<b>\$6,038,096.24</b>	<b>\$6,713,162.59</b>
<b>Liabilities and Equity</b>		
Sandwich Program	3,035.00	3,035.00
Catholic University	384.00	0.00
Campaign For Human Development	0.00	5.00
Black / Native American Missions	230.00	250.00
Respect Life	409.00	409.00
Other Special Collections	4,923.00	0.00
Other Special Missions	1,728.00	1,728.00
Needy Parish Families	5.00	5.00
Due to Mass Account	15.00	0.00
Surplus/(Deficit)	(672,350.25)	1,272,152.52
Prior Year Fund Balance	6,699,717.49	5,435,578.07
<b>Total Liabilities and Equity</b>	<b>\$6,038,096.24</b>	<b>\$6,713,162.59</b>

Magnification: Full Width: Page: 1: Commands: Back Print Close

Balance Sheet/  
Income Statement  
Example

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Parish Data System - Ledger

File Transactions Other Information **Reports** Administration

All Reports Expense Reports Income Reports J.E. Reports COA Reports Source Reports Vendor Reports Asset Reports

**Select Report:** Find Open All Close All

- Most Recently Used (Right click for options)
  - Stmt. of Activity (Income Statement)
  - Stmt. of Financial Position (Bal. Sheet)
  - Verify Group - Summary - V2.0
  - Monthly Actuals List
  - Copy-Monthly Actuals List
  - Copy-Budget Planning Worksheet Five Year
  - Basic Vendor Information
- Chart of Account Reports
  - Accounting Reports
    - Stmt. of Financial Position (Bal. Sheet)
    - Stmt. of Activity (Income Statement)
    - General Ledger Report
    - Original Balances
    - Statement of Cash Flow
    - Drill-Down Report
    - Balance Sheet's Account Payable Amount
    - Trial Balance Report
  - Budget Worksheet Reports
  - Listing Reports
  - Custom Reports
  - Tim Test
  - Chart of Account Easy Reports
- General Transaction Reports
  - Listing Reports

Add Delete Copy Manage User Sections / Reports

Filename: LED1062 < Back Next >

**Description:**  
The Statement of Activity, also called the Income Statement, shows totals for Income and Expense Account. You can choose which total to print. For example, Current Month, Current Year, Last Month, Last Year, Budget. Click below to preview a sample report (not your data)

Click Reports  
Click All Reports  
Click Chart of Accounts & Accounting Reports  
Click Income Statement

Click Next

Balance Sheet/  
Income Statement  
Example

- 1 Click Reports
- 2 Click All Reports
- 3 Click Chart of Accounts & Accounting Reports
- 4 Click Income Statement

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Account Number	Description	Amount
4481.10	Lawn Fetes	1,588.00
4520.10	Liturgy	6,056.63
4521.10	Music	1,293.65
4524.10	SANDWICH PROGRAM	5,253.29
4526.10	Parish Council	282.74
4528.10	Hospitality	131.88
4539.10	Other Parish Ministries	138.86
4541.40	R.C.I.A.	65.24
4549.40	Other Faith Formation Ministries	240.00
4581.10	Legal Fees	1,000.00
4586.10	Miscellaneous General	1,480.00
4587.10	Other Misc Operating/Maint Exp	2,828.44
4703.10	Equipment & Furnishings	960.00
4704.10	Bldg Repairs / Renovations	31,666.32
4705.10	Organ	2,165.58
4706.10	Parking Lot & Ground Improvements	9,230.00
<b>Total Expenditures</b>		<b>\$491,157.70</b>
<b>Net Surplus (Deficit)</b>		<b>(\$672,350.25)</b>

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4549.40	Other Faith Formation Ministries	240.00
<b>Total Relig Education / Faith Formation</b>		<b>\$1,857.24</b>
<b>Total Operating Expenditures</b>		<b>\$447,135.80</b>
<b>Capital Expenditures</b>		
4703.10	Equipment & Furnishings	\$960.00
4704.10	Bldg Repairs / Renovations	31,666.32
4705.10	Organ	2,165.58
4706.10	Parking Lot & Ground Improvements	9,230.00
<b>Total Capital Expenditures</b>		<b>\$44,021.90</b>
<b>Total Parish Expenditures</b>		<b>\$491,157.70</b>
<b>Surplus / (Deficit)</b>		<b>(\$708,647.75)</b>

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Diocese of Buffalo Stmt. of Activity (Income Statement) for 09/2021 thru 08/2022		Diocese of Buffalo Stmt. of Activity (Income Statement) for 09/2021 thru 08/2022	
09/2021-08/2022		09/2021-08/2022	
<b>Revenues</b>		<b>Parish Receipts</b>	
3000.10 Sunday Collections	\$314,875.37	<b>Regular</b>	
3010.10 All Saints	\$249.00	3000.10 Sunday Collections	\$314,875.37
3011.10 Immaculate Conception	\$396.00	3010.10 All Saints	\$249.00
3012.10 Christmas	\$14,770.00	3011.10 Immaculate Conception	\$396.00
3015.10 Ascension	\$448.00	3012.10 Christmas	\$14,770.00
3016.10 Assumption	\$549.00	3015.10 Ascension	\$448.00
3030.10 Fuel Collection	\$4,838.00	3016.10 Assumption	\$549.00
3033.10 Donations	\$11,758.00	3030.10 Fuel Collection	\$4,838.00
3049.10 Other Regular Collections	\$2,721.00	3033.10 Donations	\$11,758.00
3100.10 Votive Candles	\$10,794.15	3049.10 Other Regular Collections	\$2,721.00
3110.10 Rent	\$12,600.00	<b>Total Regular Receipts</b>	<b>\$350,604.37</b>
3120.10 Interest Income	\$2,100.00	<b>Auxiliary</b>	
3140.10 Gain (Loss) on Investments	(\$774,013.74)	3100.10 Votive Candles	\$10,794.15
3230.10 Raffles	\$4,136.00	3110.10 Rent	\$12,600.00
3250.10 Christmas Flowers	\$1,565.00	3120.10 Interest Income	\$2,100.00
3251.10 Easter Flowers	\$1,174.00	3140.10 Gain (Loss) on Investments	(\$774,013.74)
3260.10 Funeral Perquisites	\$3,000.00	3230.10 Raffles	\$4,136.00
3261.10 Wedding Perquisites	\$20,620.00	3250.10 Christmas Flowers	\$1,565.00
3270.10 Reimbursements	\$32.40	3251.10 Easter Flowers	\$1,174.00
3299.10 Other Auxiliary Receipts	\$2,483.00	3260.10 Funeral Perquisites	\$3,000.00
3300.10 Preservation Fund	\$106,129.00		
3301.10 Approved Capital Campaigns	\$3,551.16		


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Parish Data System - Ledger / Payroll
Accounting Overview



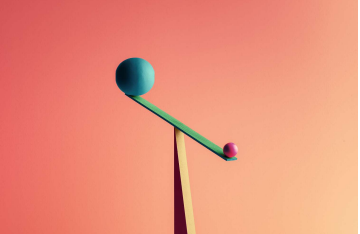
**PARISH DATA SYSTEM™**  
**Ledger / Payroll**


## Out of Balance Warnings



[New User Checklist](#)

[Year-End Guide](#)



PDS News 


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Parish Data System - Ledger / Payroll

File Transactions Other Information Payroll Reports Administration

Accounting Overview Income Expenses Journal Entries Import End of Period

# Out of Balance Warnings



**Ledger / Payroll**

New User Checklist

Year-End Guide

Stmt. of Financial Position (Bal. Sheet) for 08/2023

	08/2023	08/2022
1000 Cash - Checking	129,346.36	102,399.18
1001 Cash - Checking Emergency Fund	83,773.52	76,248.47
<b>Total Assets</b>	<b>\$213,119.88</b>	<b>\$178,647.65</b>
<b>Liabilities</b>		
2004 Surplus/(Deficit)	(67,610.78)	(121,972.89)
2018 Long-Term Liabilities	350,065.17	350,065.17
2019 Prior Year Fund Balance	(77,571.09)	(84,575.99)
2032 403B	45.00	45.00
2240 SBA PPP Note Payable	17,500.00	17,500.00
2300 Peter's Pence/Holy Father	0.00	62.00
2301 World Mission Sunday	20.00	0.00
2302 Catholic University	5.00	163.00
2303 Campaign For Human Development	0.00	10.00
2304 Religious Retirement Appeal	0.00	846.00
2305 Catholic Relief Services	0.00	111.00
2306 Church Central & Eastern Europe/Po	(84.00)	11.00
2307 Black/Native American Missions	0.00	193.00
2308 Holy Land	0.00	57.00
2309 Catholic Home Mission Appeal	0.00	40.00
2310 Church in Latin America/Africa	0.00	151.00
2311 Catholic Communication Campaign	0.00	8,768.00
2314 Catholic League/Relig. Ass't to Polar	84.00	82.00
2315 Diocesan Priest's Retirement Fund	0.00	472.00
2349 Other Special Collections	10,031.00	173.00
2351 Other Special Missions	0.00	425.00
2353 Collection for Needy Parish Families	10.00	0.00
2399 Other Parish Special Collections	8,233.36	6,024.36
<b>Total Liabilities</b>	<b>\$240,727.67</b>	<b>\$178,647.65</b>

**Warning: Out of Balance (Assets do not equal Liabilities+Equity)**

Total Assets	\$213,119.88
Total Liabilities/Equity	\$240,727.67
Difference	(\$27,607.79)

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Parish Data System - Ledger

File **1**

Setup Keywords System Processes Backup / Restore / Archive Test / Fix Data Synchronization User Guides Online Resources PCP Support **Check for Program Update 2** About

Q Search Order by: Number Save Add Account Cancel Delete Account

Date Changed: 02/26/2024

Alt. Number: 101  Inactive

Asset Balance Sheet Debit

1999 Total Assets

New Page After:  Prior Beginning Balances

Close

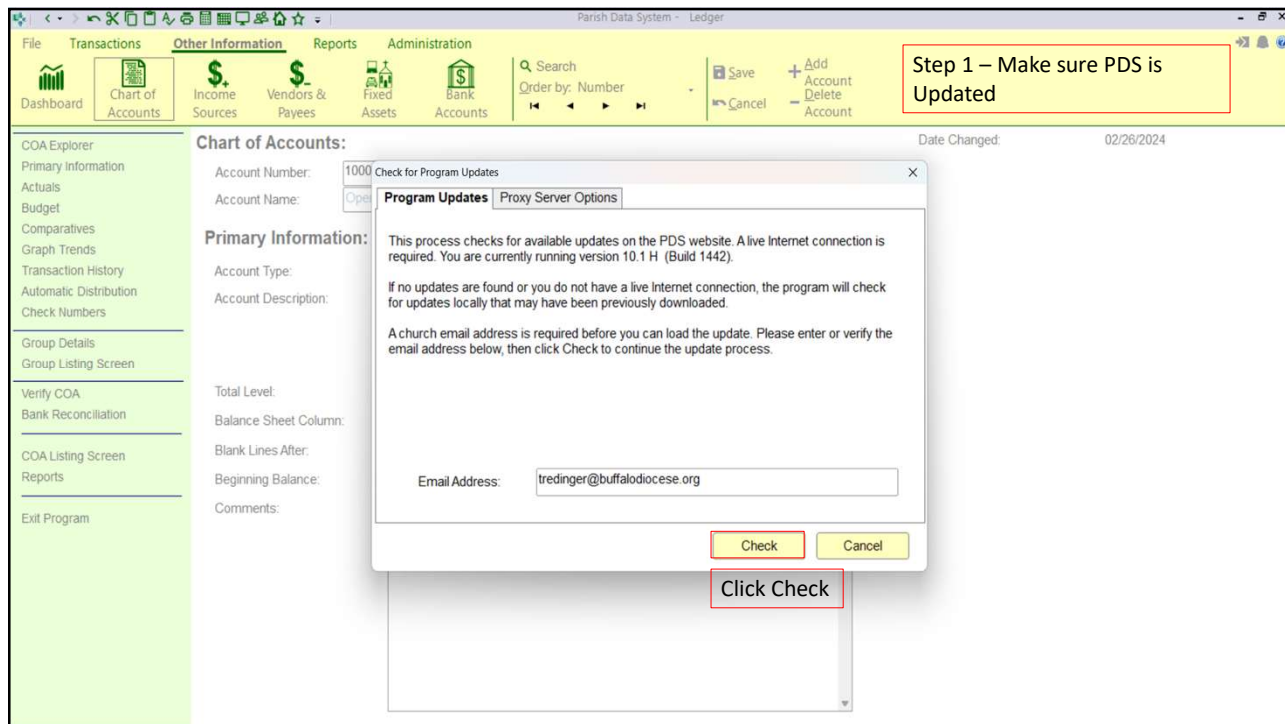
**Step 1 – Make sure PDS is Updated**

**1** Click File

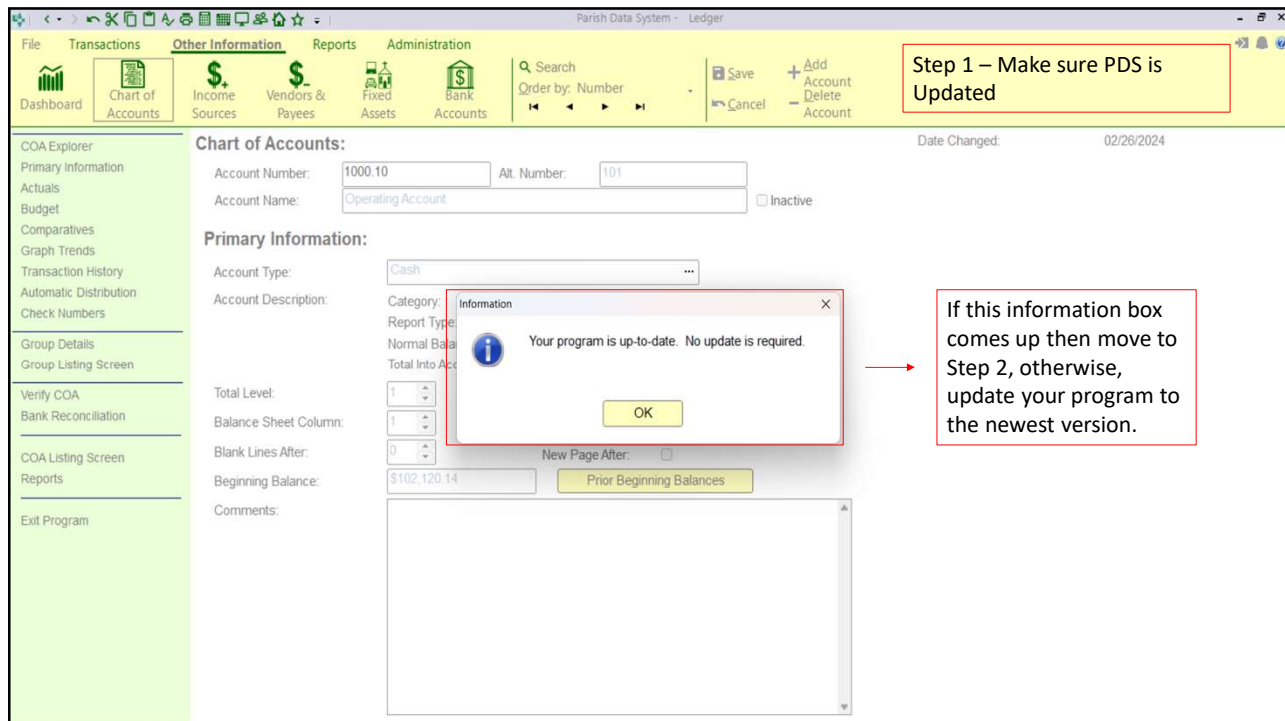
**2** Click Check for Program Update

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Parish Data System - Ledger

File Transactions **Other Information** Reports Administration

Dashboard **Chart of Accounts** 1 Income Sources Vendors & Payees Fixed Assets Bank Accounts

Search Number

Step 2 – Verify the Chart of Accounts

COA Explorer

Primary Information  
Actuals  
Budget  
Comparatives  
Graph Trends  
Transaction History  
Automatic Distribution  
Check Numbers  
Group Details  
Group Listing Screen  
Verify COA 2  
Bank Reconciliation  
COA Listing Screen  
Reports  
Exit Program

**COA Explorer:**

1 Click Chart of Accounts

2 Click Verify COA

Asst.	Liab.	R.E.	P.Y.F.B.	Inc.	Exp.	Net	Description	Account Type	Total Level	Balance Sheet Column	Beginning Balance	Blank Lines After	New Page After	Alt. Account Number	Inactive
<b>1000 - Assets</b>															
							Heading for Asset Accounts	Heading for Asset Accounts	1	1	\$0.00	0			
							1001.10 - Online Giving Acct	Cash	1	1	\$508.39	0		101	
							1020.10 - Petty Cash	Cash	1	1	\$0.00	0		101	
							1100.10 - SJIF Short Term Investment	Cash	1	1	\$270,429.83	0		103	
							1140.10 - SJIF Long Term Investment	Cash	1	1	\$6,340,104.23	0		103	
							1211.10 - Shared Services - Parish B	Other Assets	1	1	\$0.00	0		140	
							1231 - Due From Our Lady of Loretto	Other Assets	1	1	\$0.00	0		140	
							<b>1999 - Total Assets</b>	<b>Total for Asset Accounts</b>	<b>2</b>	<b>1</b>	<b>\$6,713,162.59</b>	<b>0</b>			
<b>2000 - Liabilities and Equity</b>															
							Heading for Liability/Equity Acco...	Heading for Liability/Equity Acco...	1	1	\$0.00	0			
							2001.0 - Operating Account	Cash	1	1	\$102,120.14	0		101	
							2013 - Sandwich Program	Liability	1	1	\$3,035.00	0		177	
							2014 - Wage Garnishment	Liability	1	1	\$0.00	0		177	
							2030 - Health Insurance Contributions	Liability	1	1	\$0.00	0		177	
							2032 - 403 (b)	Liability	1	1	\$0.00	0		177	
							2100.40 - Deferred Tuition & Fees	Liability	1	1	\$0.00	0		177	
							2232 - Due To Another Parish	Long Term Liability	1	1	\$0.00	0		165	
							2233 - Mortgage Payable	Long Term Liability	1	1	\$0.00	0		169	
							2235 - Parishioner Loans	Long Term Liability	1	1	\$0.00	0		169	
							2236 - Line of Credit	Liability	1	1	\$0.00	0		169	
							2240.10 - SBA PPP Note Payable	Liability	1	1	\$0.00	0		181	
							2300 - Peter's Pence / Holy Father	Liability	1	1	\$0.00	0		180	
							2301 - World Mission Sunday	Liability	1	1	\$0.00	0		180	

Load Account Edit Accounts

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Parish Data System - Ledger

File Transactions **Other Information** Reports Administration

Dashboard **Chart of Accounts** Income Sources Vendors & Payees Fixed Assets Bank Accounts

Step 2 – Verify the Chart of Accounts

COA Explorer

Primary Information  
Actuals  
Budget  
Comparatives  
Graph Trends  
Transaction History  
Automatic Distribution  
Check Numbers  
Group Details  
Group Listing Screen  
Verify COA  
Bank Reconciliation  
COA Listing Screen  
Reports  
Exit Program

Verify Chart of Accounts

This process checks the types of the accounts to make sure they are in the correct order. It also recalculates the totals. This process may take a while to run and cannot be interrupted.

Begin Verify Cancel

Click on Begin Verify

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Parish Data System - Ledger

File Transactions Other Information Reports Administration

Process Completed

Verification completed. Errors have been detected and are listed below.

Click the Print button to print the information below.

2000 Liabilities and Equity  
Total Accounts: 1

Prior Year Fund Balance:  
2901 Prior Year Fund Balance

Retained Earnings:  
2900 Surplus/(Deficit)

First Income:  
3000 Revenues  
Total Accounts: 67

First Expense:  
4000 Expenditures  
Total Accounts: 177

Net:  
4999 Net Surplus (Deficit)

1 Error:  
Totals not recalculated:  
The errors below prevent us from recalculating any values in sub-totals. They have been left with the values they already had.

Accounts are out of order:  
2000 Liabilities and Equity  
2001.0 Operating Account

Step 2 – Verify the Chart of Accounts

One error was found. The error shows that an account is out of order. It seems like an operating account has been identified as a Liability

Print Close

Click Print and Close

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Parish Data System - Ledger

File Transactions Other Information Reports Administration

Chart of Accounts

Step 2 – Verify the Chart of Accounts

Chart of Account Listing Screen:

Account Number	Account Name	Category	Report Type	Account Type	Normal Balance	Total Into Account
1000	Assets	Asset	Balance Sheet	Heading for Asset Accounts	Debit	
1001.10	Online Giving Acct	Asset	Balance Sheet	Cash	Debit	1999 Total Assets
1020.10	Petty Cash	Asset	Balance Sheet	Cash	Debit	1999 Total Assets
1100.10	SJIF Short Term Investment	Asset	Balance Sheet	Cash	Debit	1999 Total Assets
1140.10	SJIF Long Term Investment	Asset	Balance Sheet	Cash	Debit	1999 Total Assets
1211.10	Shared Services - Parish B	Asset	Balance Sheet	Other Assets	Debit	1999 Total Assets
1231	Due From Our Lady of Loretto	Asset	Balance Sheet	Other Assets	Debit	1999 Total Assets
1999	Total Assets	Asset	Balance Sheet	Total for Asset Accounts	Debit	
2000	Liabilities and Equity	Liability/Equity	Balance Sheet	Heading for Liability/Equity Accounts	Credit	
2001.0	Operating Account	Asset	Balance Sheet	Cash	Debit	
2013	Sandwich Program	Liability/Equity	Balance Sheet	Liability	Credit	2999 Total Liabilities a...
2014	Wage Garnishment	Liability/Equity	Balance Sheet	Liability	Credit	2999 Total Liabilities a...
2030	Health Insurance Contributions	Liability/Equity	Balance Sheet	Liability	Credit	2999 Total Liabilities a...
2032	403 (b)	Liability/Equity	Balance Sheet	Liability		
2100.40	Deferred Tuition & Fees	Liability/Equity	Balance Sheet	Liability		
2232	Due To Another Parish	Liability/Equity	Balance Sheet	Long Term Liability		
2233	Mortgage Payable	Liability/Equity	Balance Sheet	Long Term Liability		
2235	Parishioner Loans	Liability/Equity	Balance Sheet	Long Term Liability		
2236	Line of Credit	Liability/Equity	Balance Sheet	Liability		
2240.10	SBA PPP Note Payable	Liability/Equity	Balance Sheet	Liability		
2300	Peter's Pence / Holy Father	Liability/Equity	Balance Sheet	Liability		
2301	World Mission Sunday	Liability/Equity	Balance Sheet	Liability		
2302	Catholic University	Liability/Equity	Balance Sheet	Liability		
2303	Campaign For Human Development	Liability/Equity	Balance Sheet	Liability	Credit	2999 Total Liabilities a...

Click Chart of Accounts 1

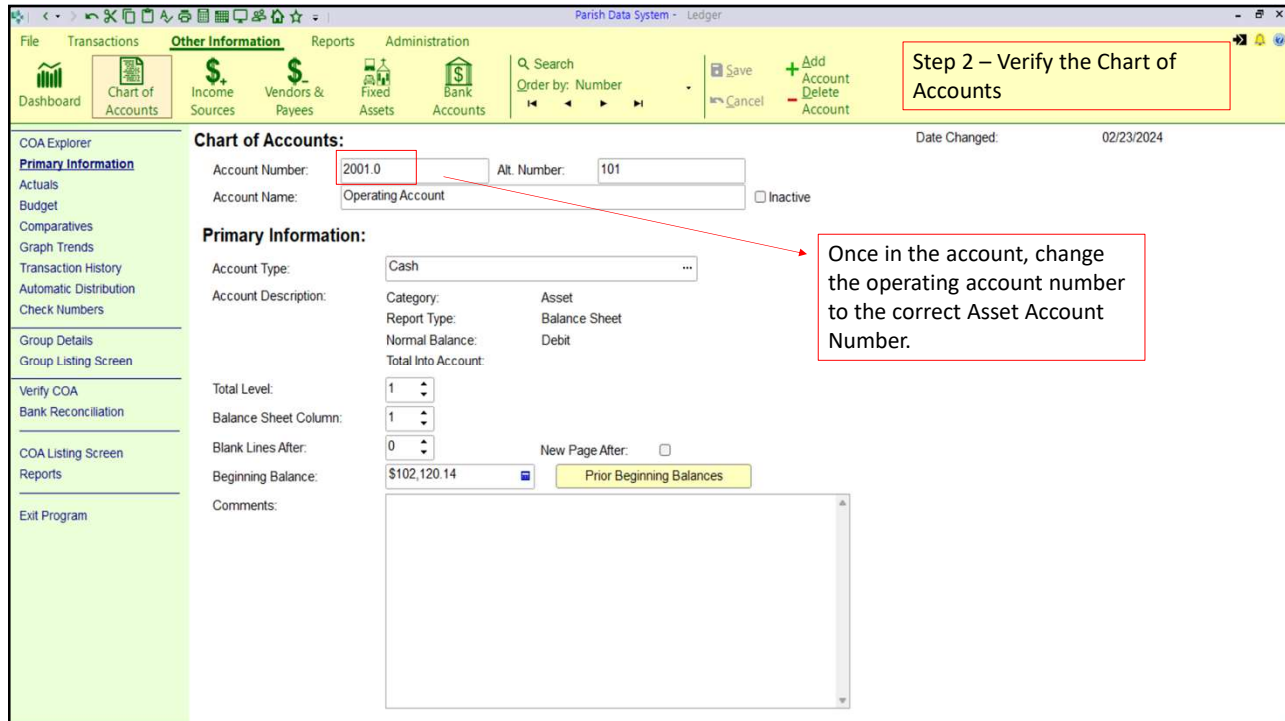
Click COA Listing Screen 2

Click on 2001.0 Operating Account 3

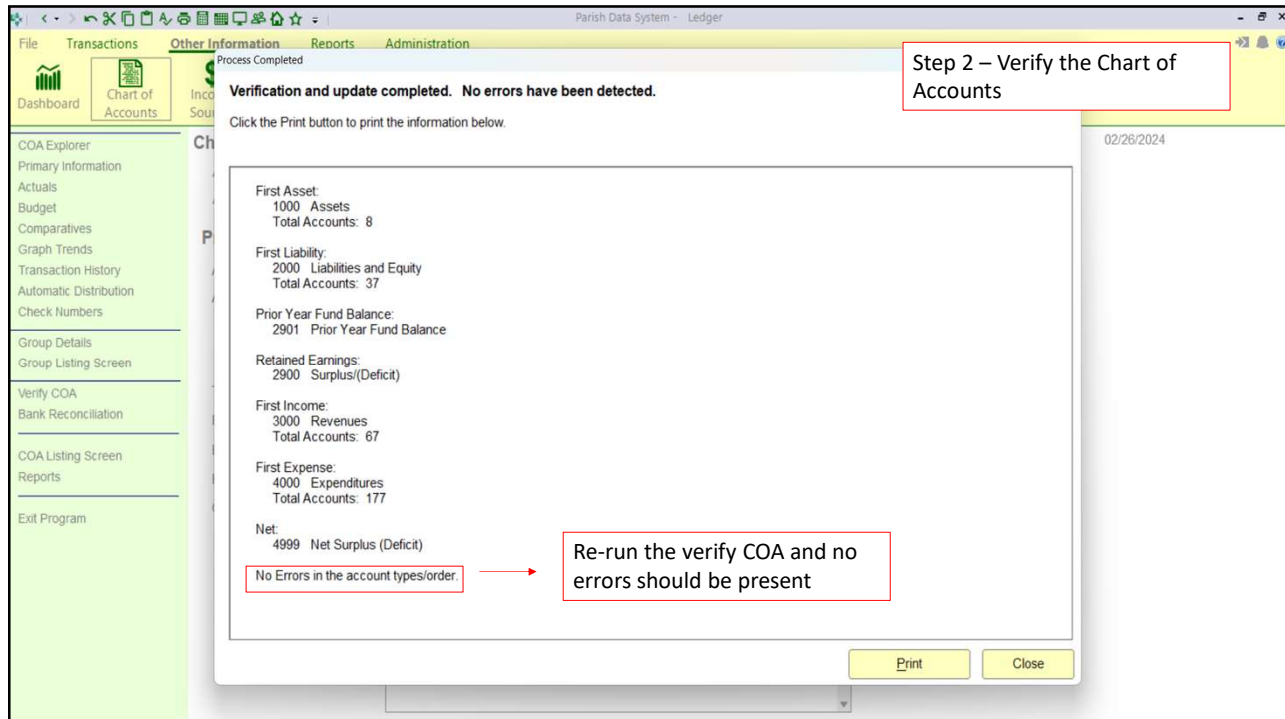
Customize View Print List Zoom

Active Only Inactive Only Both Active and Inactive

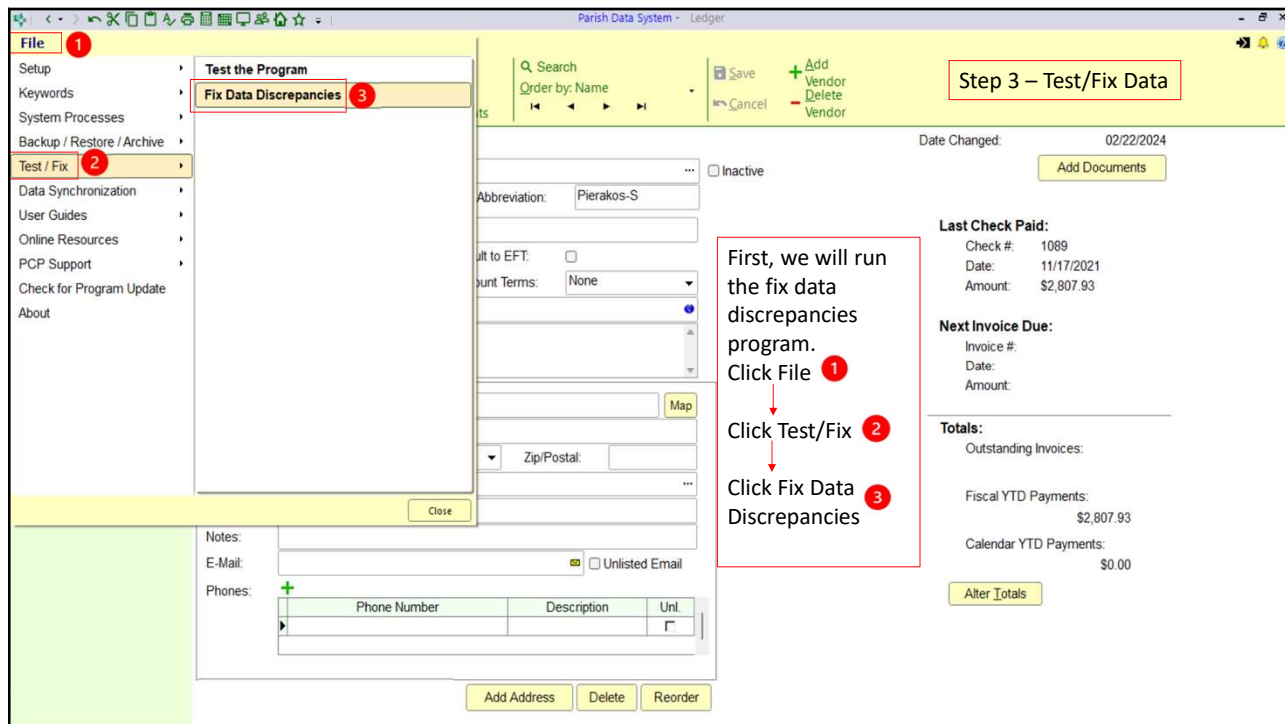
44



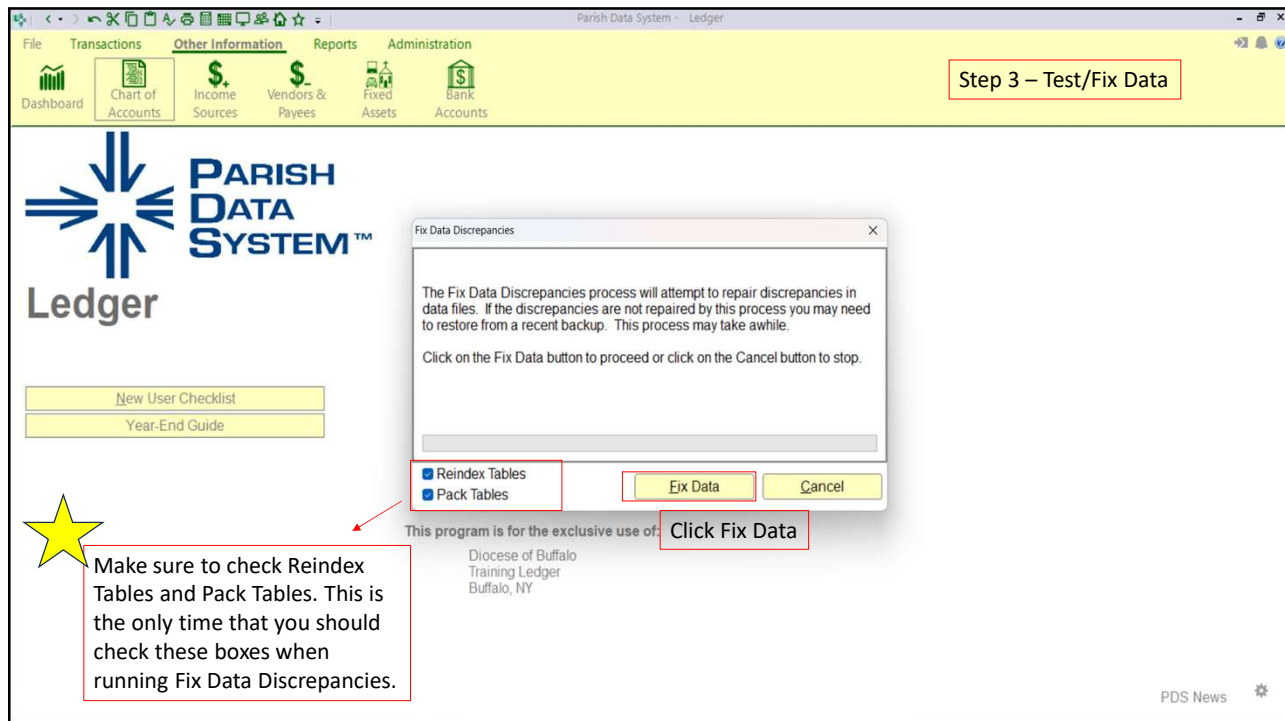
45



46

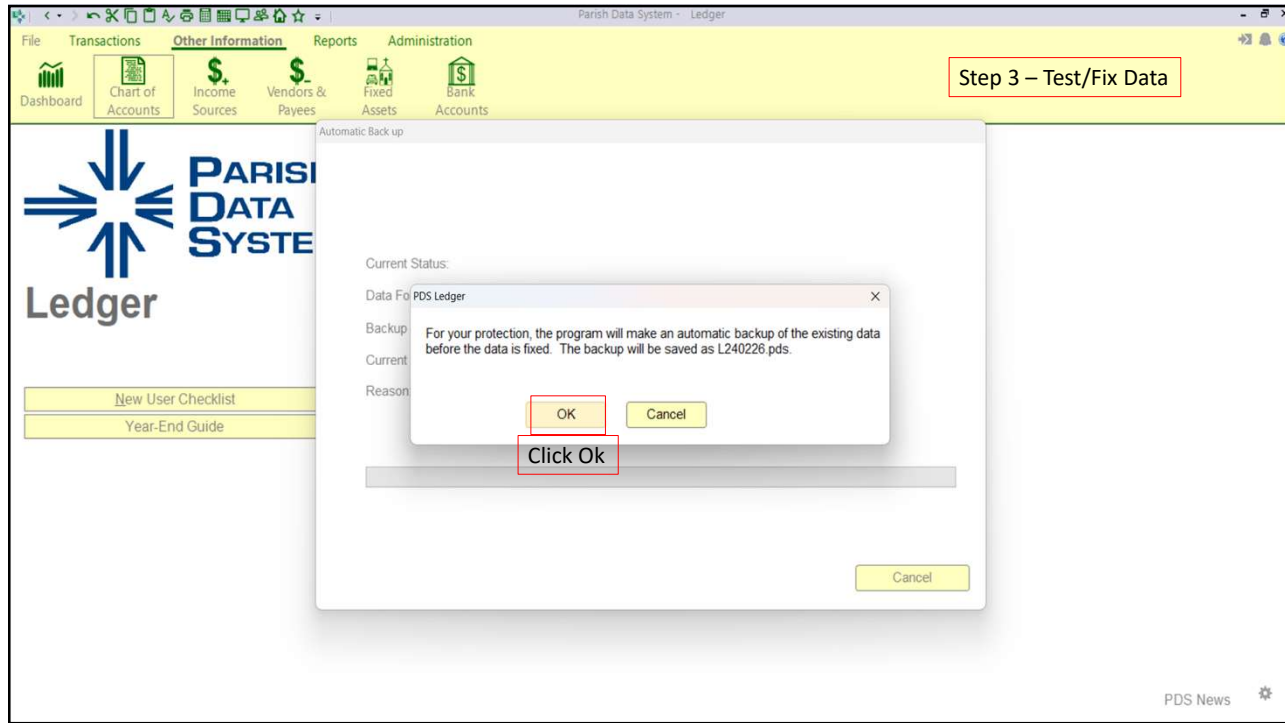


47

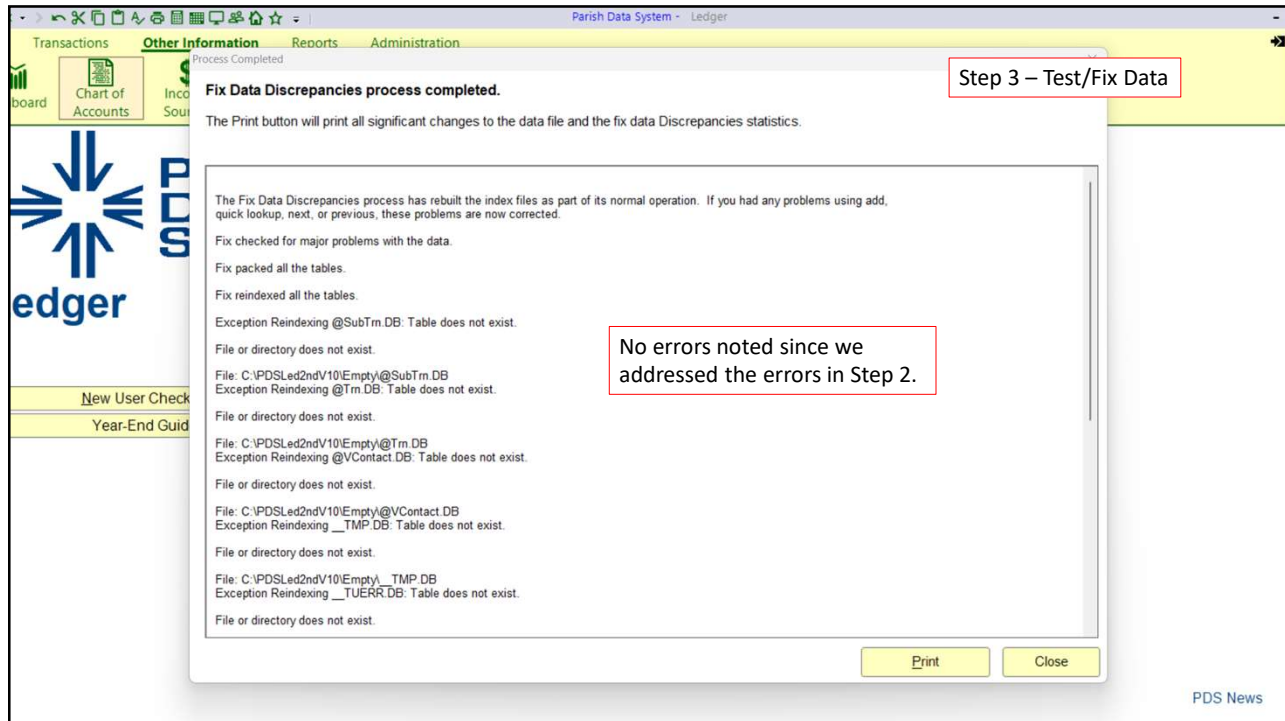


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Parish Data System - Ledger / Payroll

File Transactions Other Information Payroll Reports Administration

Accounting Overview Income Expenses Journal Entries Import End of Period

**NEVER, NEVER, NEVER CLOSE A MONTH WITH AN OUT OF BALANCE WARNING!!!!**

**PARISH DATA SYSTEM™**  
**Ledger / Payroll**

**Do NOT** close a month with an out of balance warning! EVER

Please contact IA if you have any issues with an out of balance warning

**Month-End Close Procedures**

- All Parishes should close the month in PDS Ledger after all the bank reconciliations have been completed for the month
- The Month-End Close Checklist and Review Procedures (dated 8/2023) should be used (Pages 4-1 through 4-7 of the PDS Ledger Operations Manual)
- This process should be completed within 2-3 weeks after month end
- After the close process is completed, all Parishes **MUST** sync their PDS Ledger program with the Diocese

**Don't!**

PDS News

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Home | Diocese of Buffalo

https://www.buffalodiocese.org

Getting Started New Generation So... Dell Log In | Diocese of... church-inventory... THE Catholic Comp... Used Church Good... Login to your Remo... Global Membership...

THE DIOCESE OF BUFFALO

Who We Are How We Evangelize Who We Serve Ways To Give News Report Abuse

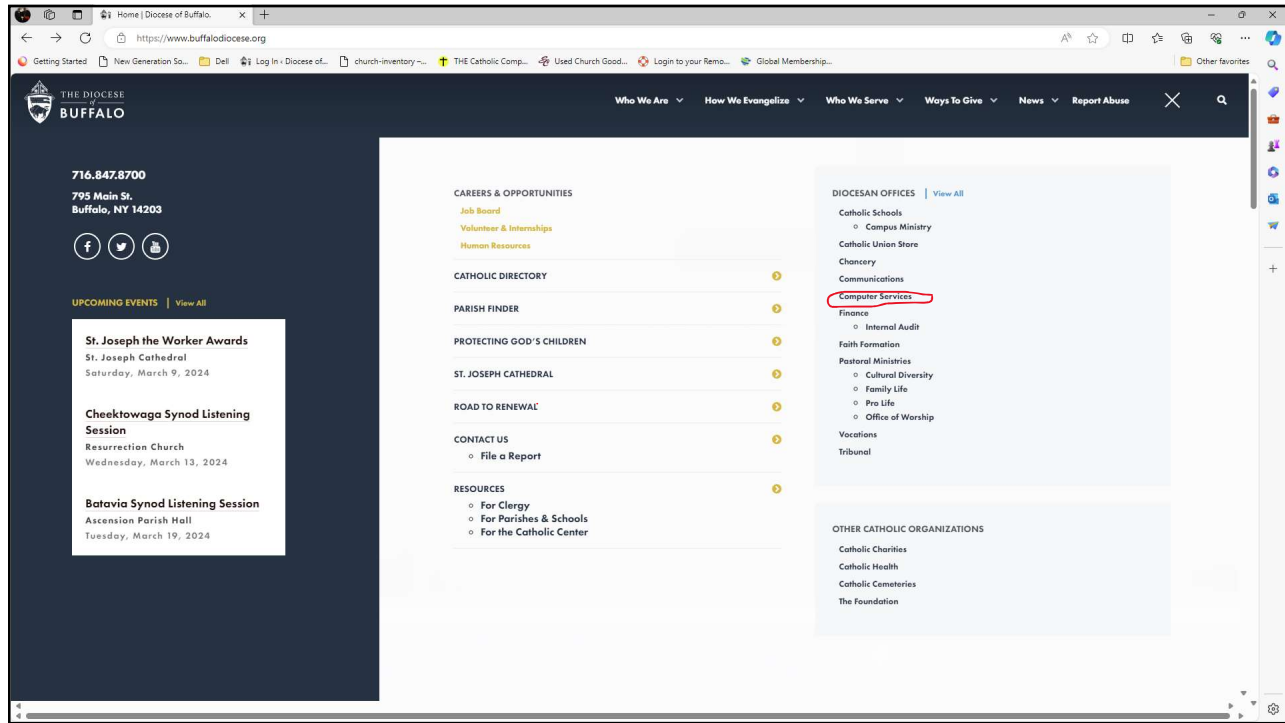
**LENTEN SEASON**

Lent begins on Ash Wednesday and ends on the evening of Holy Thursday. It is a time of prayer, almsgiving, and fasting.

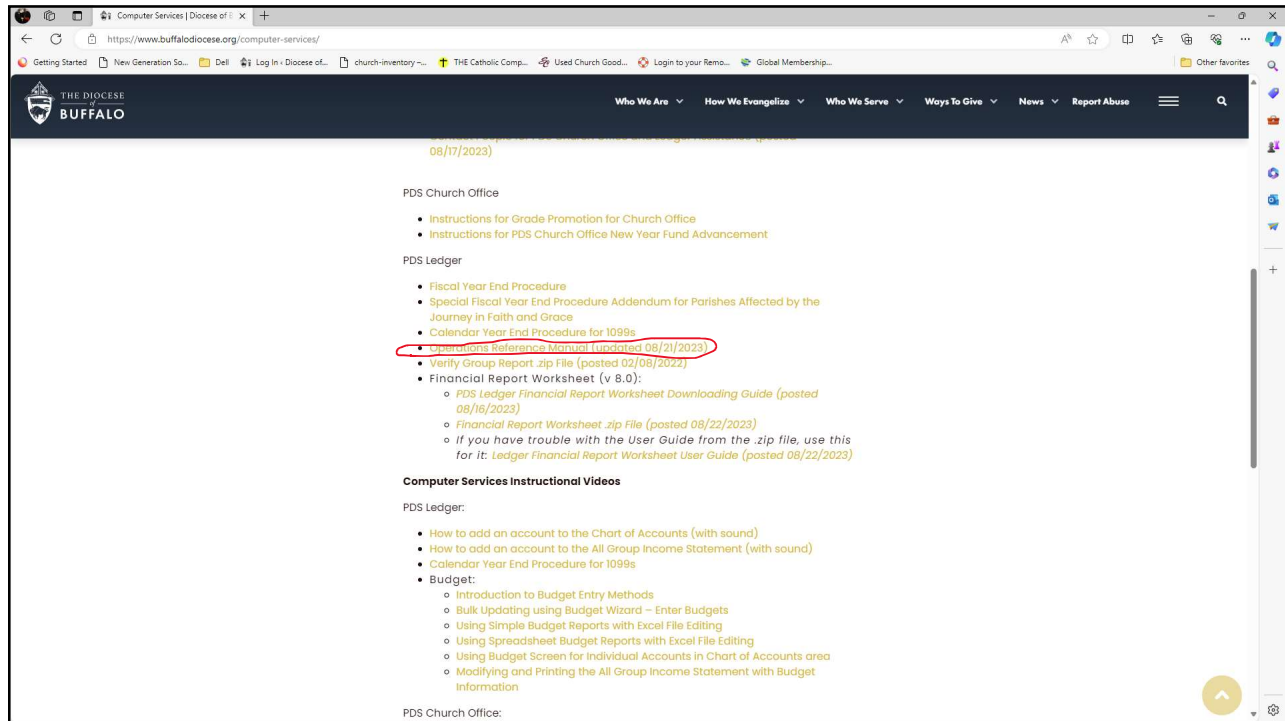
Click Here

Becoming Catholic Parish Finder Catholic Directory Report Misconduct Protecting God's Children Road to Renewal

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54

The screenshot shows the Parish Data System - Ledger / Payroll interface. The title bar reads "Parish Data System - Ledger / Payroll". The menu bar includes "File", "Transactions", "Other Information", "Payroll", "Reports", and "Administration". The "Transactions" menu is open, showing options: "Accounting Overview", "Income", "Expenses", "Journal Entries", "Import", and "End of Period". The main content area features the Parish Data System logo on the left, the title "Fix Discrepancies" in the center, and a large wrench icon on the right. Below the logo are two buttons: "New User Checklist" and "Year-End Guide". A photograph of a man and a woman working on a bicycle is positioned below the title. In the bottom right corner, there is a "PDS News" link and a gear icon.

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This screenshot is identical to the one above, showing the Parish Data System - Ledger / Payroll interface. A red-bordered box is overlaid on the right side of the main content area, containing the following text:

There are two items that appear on the Fix Data Discrepancy Report that Require User Attention:

1. Vendor Total Discrepancy
2. Income Source Discrepancy

The rest of the interface, including the logo, menu, and buttons, remains the same as in the previous screenshot.

56

The screenshot shows the Parish Data System Ledger interface. On the left, the 'File' menu is open, with 'Fix Data Discrepancies' highlighted. A red box with the number '3' is around this option. Above it, 'Test / Fix' is highlighted with a red box and the number '2'. The 'File' menu itself is highlighted with a red box and the number '1'. On the right, a 'Vendor Total Example' window is visible, showing details for a vendor named 'Pierakos-S'.

**Vendor Total Example**

Date Changed: 02/22/2024

Abbreviation: Pierakos-S

Last Check Paid:  
 Check #: 1089  
 Date: 11/17/2021  
 Amount: \$2,807.93

Next Invoice Due:  
 Invoice #:  
 Date:  
 Amount:

Totals:  
 Outstanding Invoices:  
 Fiscal YTD Payments: \$2,807.93  
 Calendar YTD Payments: \$0.00

Buttons: Add Documents, Add Address, Delete, Reorder

First, we will run the fix data discrepancies program. Click File 1  
 ↓  
 Click Test/Fix 2  
 ↓  
 Click Fix Data Discrepancies 3

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The screenshot shows the Parish Data System Ledger interface with the 'Fix Data Discrepancies' dialog box open. The dialog box contains instructions and options. A red box highlights the 'Fix Data' button. Another red box highlights the 'Reindex Tables' and 'Pack Tables' checkboxes. A third red box highlights a yellow box with the text 'DO NOT check these boxes.' pointing to the checkboxes. A fourth red box highlights the 'Fix Data' button with the text 'Click on Fix Data. These processes will take a couple minutes to complete.'

**PARISH DATA SYSTEM™ Ledger**

File Transactions **Other Information** Reports Administration

Dashboard Chart of Accounts Income Sources Vendors & Payees Fixed Assets Bank Accounts

**Fix Data Discrepancies**

The Fix Data Discrepancies process will attempt to repair discrepancies in data files. If the discrepancies are not repaired by this process you may need to restore from a recent backup. This process may take awhile.

Click on the Fix Data button to proceed or click on the Cancel button to stop.

Reindex Tables  
 Pack Tables

**Fix Data** **Cancel**

**DO NOT check these boxes.**

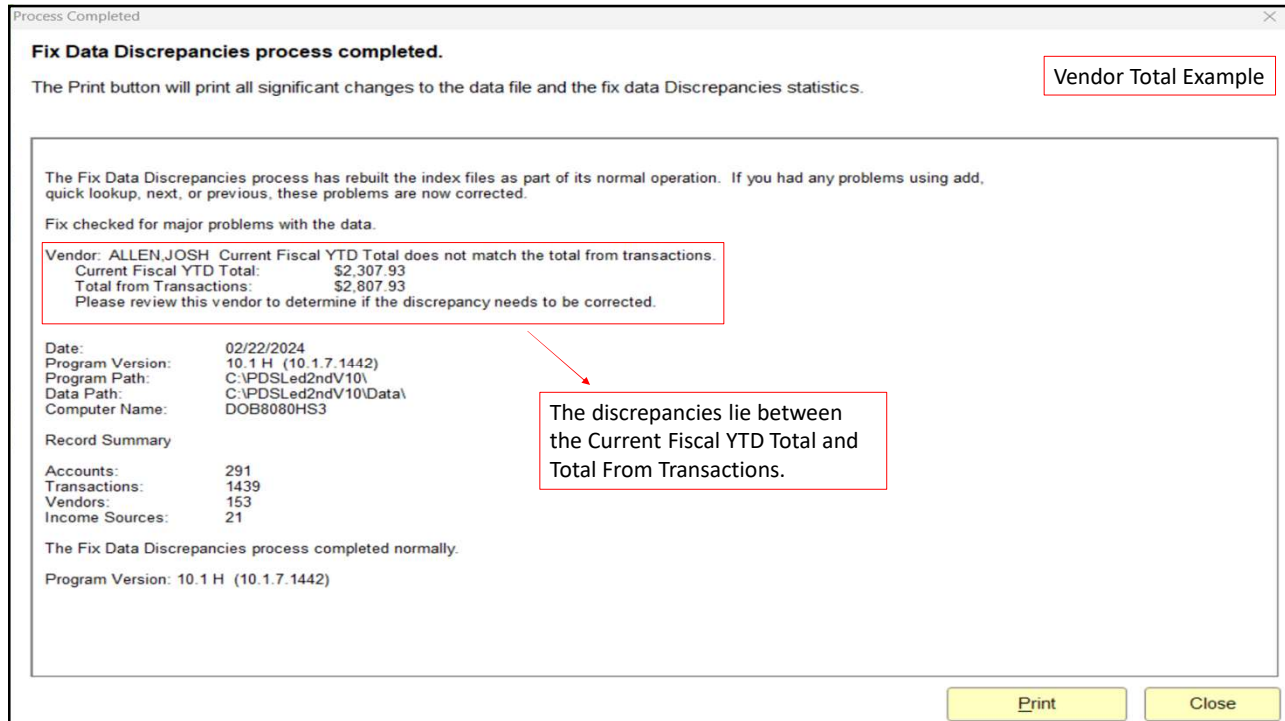
**This program is for the exclusive use of:**  
 Diocese of Buffalo  
 Training Ledger  
 Buffalo, NY

Click on Fix Data. These processes will take a couple minutes to complete.

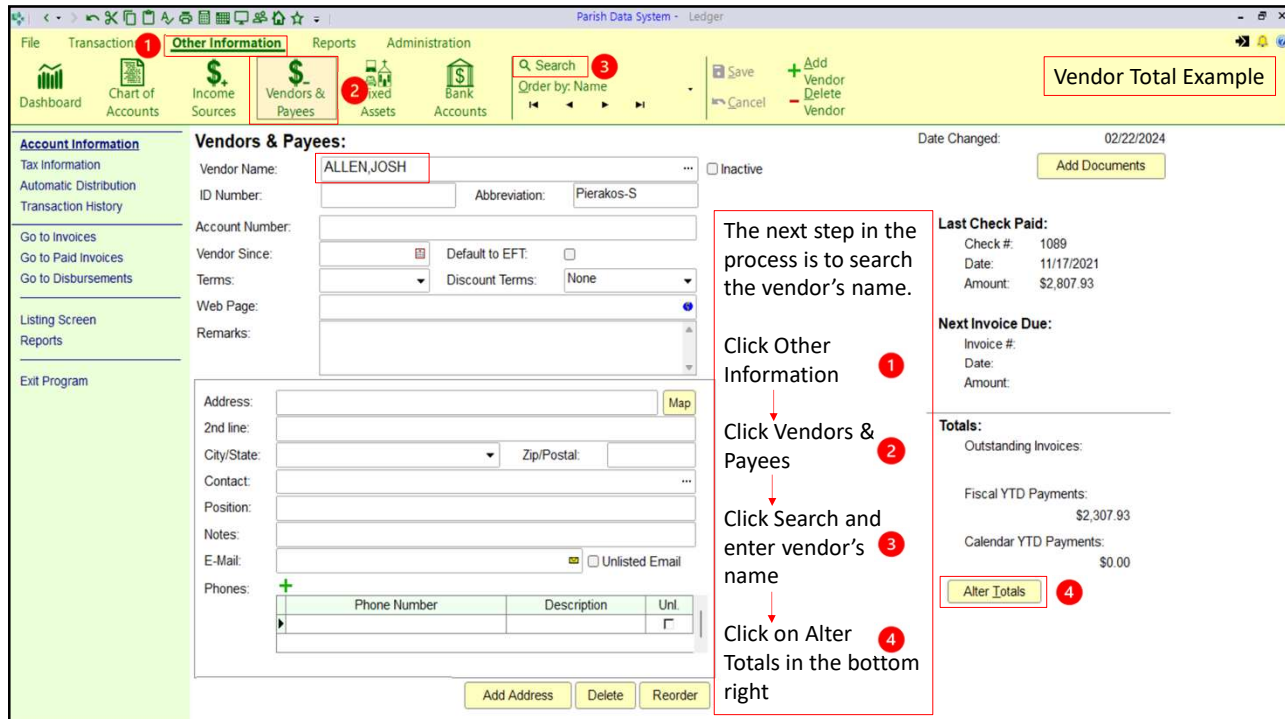
PDS News

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The screenshot shows the 'Alter Totals for ALLEN.JOSH' dialog box. The 'Fiscal YTD Payments' section has 'Total From Transactions' at \$2,807.93 and 'Current Total' at \$2,307.93. The 'Calendar YTD Payments' section has 'Total From Transactions' at \$0.00 and 'Current Total' at \$0.00. Annotations include:
 

- 1: Copy 'Total From Transactions' To 'Current Total' (pointing to the 'Current Total' field in Fiscal YTD Payments).
- 2: (pointing to the 'Current Total' field in Calendar YTD Payments).
- 3: Copy 'Total From Transactions' To 'Current Total' (pointing to the 'Current Total' field in Calendar YTD Payments).
- 4: Save (pointing to the 'Save' button).

**Vendor Total Example**

02/22/2024  
Add Documents

id: 1089  
11/17/2021  
\$2,807.93

Due:

g Invoices:

Payments: \$2,307.93  
YTD Payments: \$0.00

Save  
Cancel

**Difference is \$500. If you have all documentation to prove that the "current total" is \$2,807.93 then click on 1**

**This will effectively change the current total to match the total from transactions amount.**

**If the calendar YTD current total is also incorrect 2, and you have all the documentation to prove the "current total" should match the "total from transactions", then click on 3**

**Lastly, Click Save 4 and close**

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The screenshot shows the 'Parish Data System - Ledger' interface. The 'File' menu is open, and 'Fix Data Discrepancies' is highlighted. Annotations include:
 

- 1: File (pointing to the 'File' menu).
- 2: Test / Fix (pointing to the 'Test / Fix' menu item).
- 3: Fix Data Discrepancies (pointing to the 'Fix Data Discrepancies' menu item).

**Vendor Total Example**

Date Changed: 02/22/2024  
Add Documents

Last Check Paid:  
Check #: 1089  
Date: 11/17/2021  
Amount: \$2,807.93

Next Invoice Due:  
Invoice #:  
Date:  
Amount:

Totals:  
Outstanding Invoices:  
Fiscal YTD Payments: \$2,807.93  
Calendar YTD Payments: \$0.00

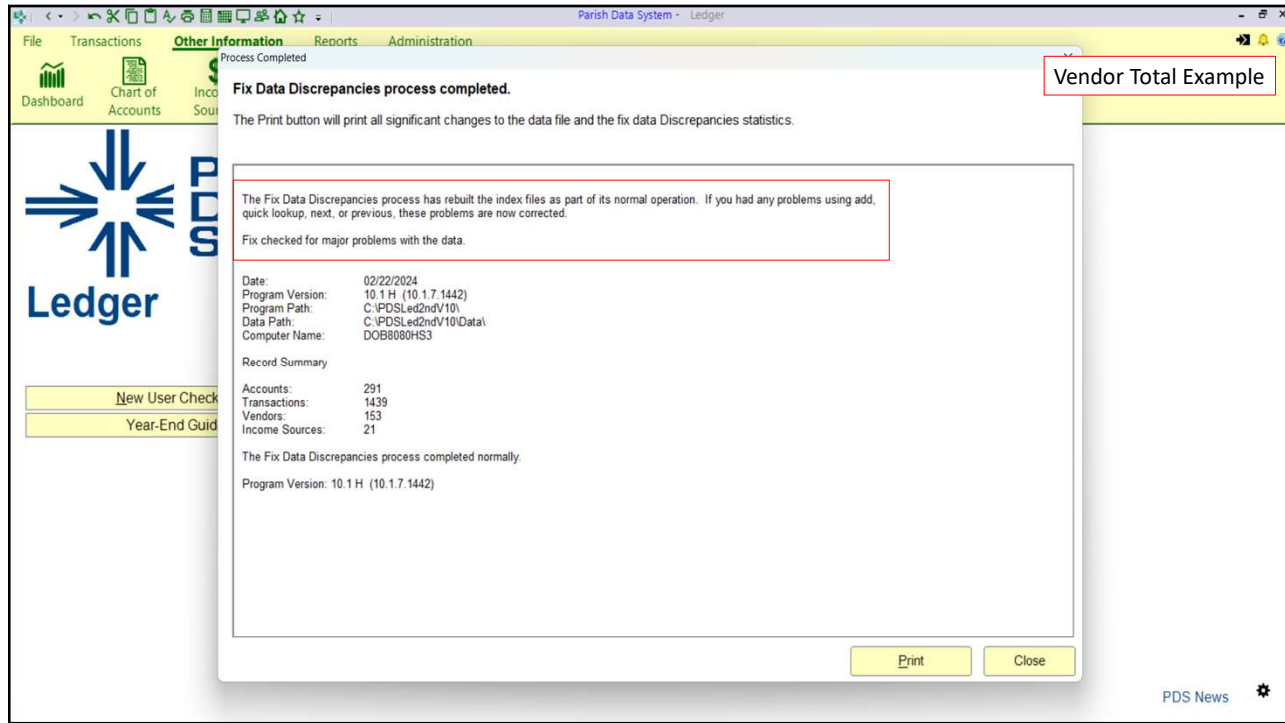
Alter Totals

**Re-run the fix data discrepancies program. Click File 1**

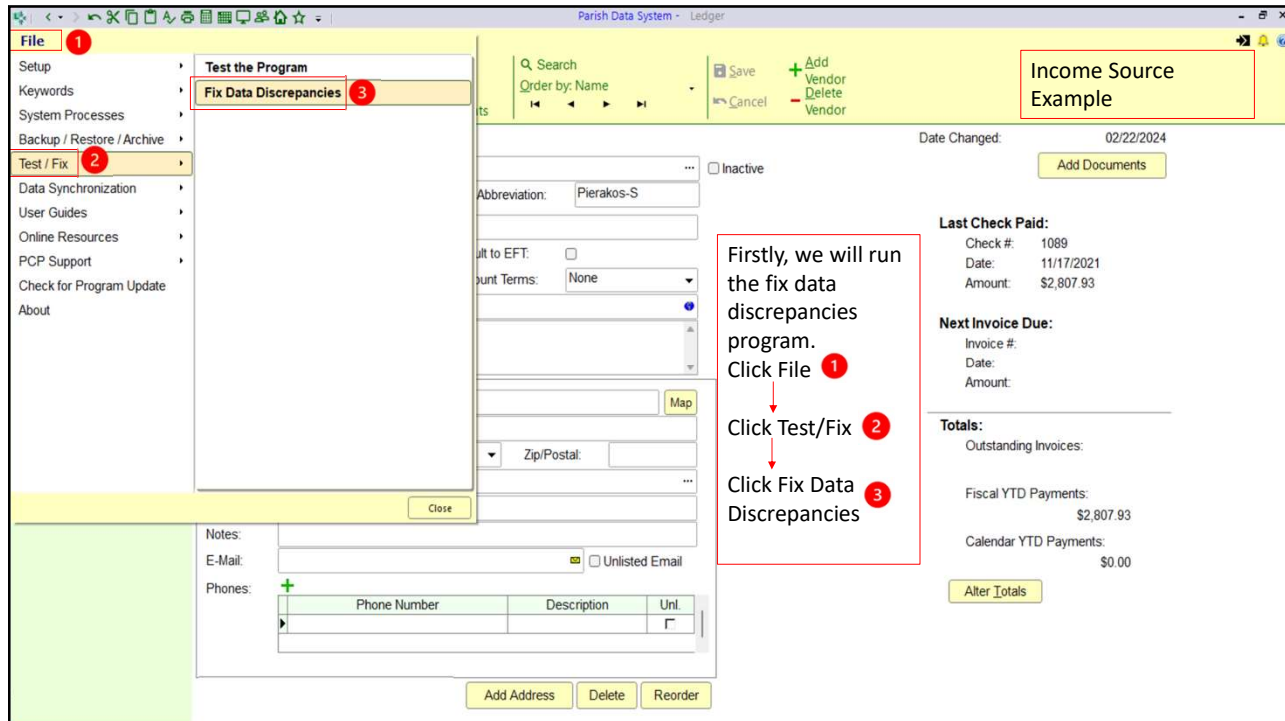
**Click Test/Fix 2**

**Click Fix Data Discrepancies 3**

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Income Source Example

**PARISH DATA SYSTEM™**  
**Ledger**

New User Checklist  
Year-End Guide

Reindex Tables  
 Pack Tables

**Fix Data** **Cancel**

**DO NOT check these boxes.**

**Click on Fix Data. These process may take a couple minutes to complete.**

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Diocese of Buffalo  
Training Ledger  
Buffalo, NY

PDS News

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Process Completed

**Fix Data Discrepancies process completed.**

The Print button will print all significant changes to the data file and the fix data Discrepancies statistics.

Income Source Example

The Fix Data Discrepancies process has rebuilt the index files as part of its normal operation. If you had any problems using add, quick lookup, next, or previous, these problems are now corrected.

Fix checked for major problems with the data.

Income Source: Sunday Collections Current Fiscal YTD Total does not match the total from transactions.  
Current Fiscal YTD Total: \$323,323.32  
Total from Transactions: \$354,439.37  
Please review this income source to determine if the discrepancy needs to be corrected.

Income Source: Sunday Collections Current Calendar YTD Total does not match the total from transactions.  
Current Calendar YTD Total: \$202,471.05  
Total from Transactions: \$233,587.10  
Please review this income source to determine if the discrepancy needs to be corrected.

Date: 02/23/2024  
Program Version: 10.1 H (10.1.7.1442)  
Program Path: C:\PDSLed2ndV10\  
Data Path: C:\PDSLed2ndV10\Data\  
Computer Name: DOB8080HS3

Record Summary

Accounts: 291  
Transactions: 1439  
Vendors: 153  
Income Sources: 21

The Fix Data Discrepancies process completed normally.  
Program Version: 10.1 H (10.1.7.1442)

**Sunday Collections Current Fiscal YTD Total and Total from Transactions do not match as well as the Current Calendar YTD Total compared to the Total from Transactions. Print and Close.**

**Print** **Close**

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**Income Source Example**

File Transaction **1** Other Information Reports Administration

Dashboard Chart of Accounts **2** Income Sources Vendors & Payees Fixed Assets Bank

Search **3** Order by: Name

Save + Add Source Delete Source

Account Information  
Automatic Distribution  
Transaction History

Go to Receivables  
Go to Cash Receipts

Listing Screen  
Reports

Exit Program

**Income Sources:**

Source Name: Sunday Collections  Inactive

ID Number: \_\_\_\_\_ Abbreviation: Sunday Col

Account Number: \_\_\_\_\_

Since: \_\_\_\_\_

Web Page: \_\_\_\_\_

Remarks: \_\_\_\_\_

Address: \_\_\_\_\_ Map

2nd line: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip/Postal: \_\_\_\_\_

Contact: \_\_\_\_\_

Position: \_\_\_\_\_

Notes: \_\_\_\_\_

E-Mail: \_\_\_\_\_  Unlisted Email

Phones: \_\_\_\_\_

Phone Number Description Unl

Add Address Delete Reorder

Date Changed: 02/23/2024 **Add Documents**

**Last Payment Received:**  
Reference: 359-4  
Date: 08/28/2022  
Amount: \$4,295.00

**Next Payment Due:**  
Reference: \_\_\_\_\_  
Date: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Totals:**  
Outstanding Receivables: \_\_\_\_\_

Fiscal YTD Payments: \$323,323.32

Calendar YTD Payments: \$202,471.05

**Alter Totals** **4**

The next step in the process is to search the income source.

Click Other Information **1**

Click Income Sources **2**

Click Search and enter income source **3**

Click on Alter Totals in the bottom right **4**

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**Income Source Example**

File Transactions Other Information Reports Administration

Dashboard Chart of Accounts Income Sources Vendors & Payees Fixed Assets Bank

Search Order by: Name

Save + Add Source Delete Source

Account Information  
Automatic Distribution  
Transaction History

Go to Receivables  
Go to Cash Receipts

Listing Screen  
Reports

Exit Program

**Income Sources:**

Source Name: Sunday Collections

ID Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Since: \_\_\_\_\_

Web Page: \_\_\_\_\_

Remarks: \_\_\_\_\_

Address: \_\_\_\_\_

2nd line: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact: \_\_\_\_\_

Position: \_\_\_\_\_

Notes: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phones: \_\_\_\_\_

Phone Number Description Unl

Add Address Delete Reorder

**Alter Totals for Sunday Collections**

The Calendar YTD and Fiscal YTD can include values from transactions that are no longer in the system. In this dialog box, you can alter those totals as needed.

**Fiscal YTD Payments**

Total From Transactions: \$354,439.37

Current Total: 323323.32

**1** Copy 'Total From Transactions' To 'Current Total'

**Calendar YTD Payments**

Total From Transactions: \$233,587.10

Current Total: \$202,471.05

**2**

**3** Copy 'Total From Transactions' To 'Current Total'

**4** Save Cancel

Difference is \$31,116.05. If you have all documentation to prove that the "Current Total" is \$354,439.37 then click on **1**

This will effectively change the Current Total to match the Total From Transactions amount.

If the Calendar YTD Current Total is also incorrect **2**, and you have all the documentation to prove the "Current Total" should match the "Total From Transactions", then click on **3**

Lastly, Click Save **4** and close

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The screenshot shows the Parish Data System Ledger interface. On the left, the 'File' menu is open, with 'Test the Program' selected, and 'Fix Data Discrepancies' highlighted. A red box with a '1' is around 'File', a '2' around 'Test / Fix', and a '3' around 'Fix Data Discrepancies'. A red box on the right contains the text: 'Re-run the fix data discrepancies program. Click File 1, Click Test/Fix 2, Click Fix Data Discrepancies 3'. The main window displays a vendor record for 'Pierakos-S' with fields for Abbreviation, Inactive status, EFT, and Terms. On the right, there is a summary for 'Income Source Example' with 'Last Check Paid' (Check #: 1089, Date: 11/17/2021, Amount: \$2,807.93) and 'Next Invoice Due' (Invoice #: , Date: , Amount: ). A 'Totals' section shows 'Outstanding Invoices: \$2,807.93' and 'Calendar YTD Payments: \$0.00'. Buttons for 'Add Documents', 'Alter Totals', 'Add Address', 'Delete', and 'Reorder' are visible.

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The screenshot shows the Parish Data System Ledger interface with a dialog box titled 'Fix Data Discrepancies process completed.' The dialog contains the following text: 'The Print button will print all significant changes to the data file and the fix data Discrepancies statistics.' Below this, a red box highlights: 'The Fix Data Discrepancies process has rebuilt the index files as part of its normal operation. If you had any problems using add, quick lookup, next, or previous, these problems are now corrected.' Another red box highlights: 'Fix checked for major problems with the data.' A third red box highlights: 'Fix Data is clear from any errors'. The dialog also includes a 'Record Summary' table:

Record Summary	
Accounts:	291
Transactions:	1439
Vendors:	153
Income Sources:	21

The dialog concludes with: 'The Fix Data Discrepancies process completed normally. Program Version: 10.1 H (10.1.7.1442)'. At the bottom of the dialog are 'Print' and 'Close' buttons. The background shows the 'Transactions' tab and a sidebar with 'PDS Ledger' logo and navigation links like 'New User Check' and 'Year-End Guide'. A red box on the right contains the text 'Income Source Example'.

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Diocese of Buffalo  
Chart of Accounts Classifications

<u>Account Range</u>	<u>General Classification</u>
1000	Assets
2000	Liabilities & Equity
3000	Receipts:
3000	Regular Receipts
3100 & 3200	Auxiliary Receipts
3300	Extraordinary Receipts
3400 -3600	Other School Related Receipts
3700-3800	Reserved for future use
3900-3949	Special Collections
3950-3999	Cemetery
4000	Expenditures:
4000	Salaries & Payroll Costs
4100	Supplies
4200	Printing
4300	Utilities
4400 & 4500	Other Operating Expenses (including other school related)
4600	Reserved for future use
4700	Capital Expenditures
4800	Reserved for future use
4900-4949	Special Collections

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Parish Data System - Ledger

File Transactions **Other Information** Reports Administration

Dashboard Chart of Accounts Income Sources Vendors & Payees Fixed Assets Bank Accounts

Search Number

**COA Explorer:**

Primary Information Actuals Budget Comparatives Graph Trends Transaction History Automatic Distribution Check Numbers Group Details Group Listing Screen Verify COA Bank Reconciliation COA Listing Screen Reports Exit Program

**Chart of Accounts List** Totaling Sections

Asst.	Liab.	R.E.	P.Y.F.B.	Inc.	Exp.	Net	Description	Account Type	Total Level	Balance Sheet Column	balance	Alter	Alter	Number	
							1231 - Due From Our Lady of Loretto	Other Assets	1	1	\$0.00	0		140	
							<b>1999 - Total Assets</b>	Total for Asset Accounts	2	1	\$6,713,162.59	0			
							<b>2000 - Liabilities and Equity</b>	Heading for Liability/Equity Acco...	1	1	\$0.00	0			
							2013 - Sandwich Program	Liability	1	1	\$3,035.00	0		177	
							2014 - Wage Garnishment	Liability	1	1	\$0.00	0		177	
							2030 - Health Insurance Contributions	Liability	1	1					
							2032 - 403 (b)	Liability	1	1					
							<b>2100 40 - Deferred Tuition &amp; Fees</b>	Liability	1	1					
							2232 - Due To Another Parish	Long Term Liability	1	1					
							2233 - Mortgage Payable	Long Term Liability	1	1					
							2235 - Parishioner Loans	Long Term Liability	1	1					
							2236 - Line of Credit	Liability	1	1					
							2240 10 - SBA PPP Note Payable	Liability	1	1					
							2300 - Peter's Pence / Holy Father	Liability	1	1					
							2301 - World Mission Sunday	Liability	1	1					
							2302 - Catholic University	Liability	1	1					
							2303 - Campaign For Human Development	Liability	1	1					
							2304 - Religious Retirement Appeal	Liability	1	1					
							2305 - Catholic Relief Services	Liability	1	1					
							2306 - Central & Eastern Europe, Poland	Liability	1	1	\$0.00	0		180	
							2307 - Black / Native American Missions	Liability	1	1	\$250.00	0		180	
							2308 - Holy Land	Liability	1	1	\$0.00	0		180	

Load Account Edit Accounts

**Red** account titles and numbers indicate the account has been marked "inactive" – meaning your parish/school doesn't use this account. Check mark indicating inactive

Click Other Information 1

Click Chart of Accounts 2

Click on the account to alter 3

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Parish Data System - Ledger

File Transactions **Other Information** Reports Administration

Dashboard Chart of Accounts Income Sources Vendors & Payees Fixed Assets Bank Accounts

Search Number Save Add Account Delete Account Cancel

Date Changed: 07/21/2022

**Chart of Accounts:**

Account Number: 2100 40 Alt. Number: 177

Account Name: Deferred Tuition & Fees  Inactive

**Primary Information:**

Account Type: Liability

Account Description: Category: Liability/Equity Report Type: Balance Sheet Normal Balance: Credit Total Into Account: 2999 Total Liabilities and Equity

Total Level: 1

Balance Sheet Column: 1

Blank Lines After: 0 New Page After:

Beginning Balance: \$0.00  Prior Beginning Balances

Comments:

1099 Box:

(If you leave this blank, the Nonemployee Compensation box will be used.)

Click on Transaction History to see if this account has had prior activity.

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Parish Data System - Ledger

File Transactions **Other Information** Reports Administration

Dashboard Chart of Accounts Income Sources Vendors & Payees Fixed Assets Bank

Search Order by: Number Save Add Account Delete Account Cancel

COA Explorer Primary Information Actuals Budget Comparatives Graph Trends **Transaction History** Automatic Distribution Check Numbers Group Details Group Listing Screen Verify COA Bank Reconciliation COA Listing Screen Reports Exit Program


**Chart of Accounts:** Date Changed: 07/21/2022

Account Number: 2100.40 Alt. Number: 177

Account Name: Deferred Tuition & Fees  Inactive

**Transaction History:** View: Transactions Only

Date Range: Thru: Clear

Date	Reference	Type	Amount	Payee/Source/Employee
<p>If transaction history <b>does not show any activity</b> and you do not plan to use this account in the future, you may delete the account.</p>  <p>If you have multiple surplus/deficit accounts, prior year fund balance accounts, or if you have an old setup of chart of accounts with the special collection revenue and expenses, please contact Tim to assist in removing those types of accounts from your Chart of Accounts.</p>				

Go To Transaction Customize View Print View

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Parish Data System - Ledger

File **Transactions** Other Information Reports Administration

Accounting Overview Income Expenses Journal Entries Import End of Period

Search Order by: Reference Save Add JE Void / Delete Cancel


**Adjusting Journal Entries:** Date Changed:

Reference: 599

Date: 08/01/2022

Memo:

**Distribution:**

Account	Account Name	Debit	Credit	Date
				

Total Debits: \$0.00 Total Credits: \$0.00

Calculator Mode

Clear Tape

0.00

7 8 9 ÷ Back

4 5 6 X CE

1 2 3 - Clear

0 ± . + =

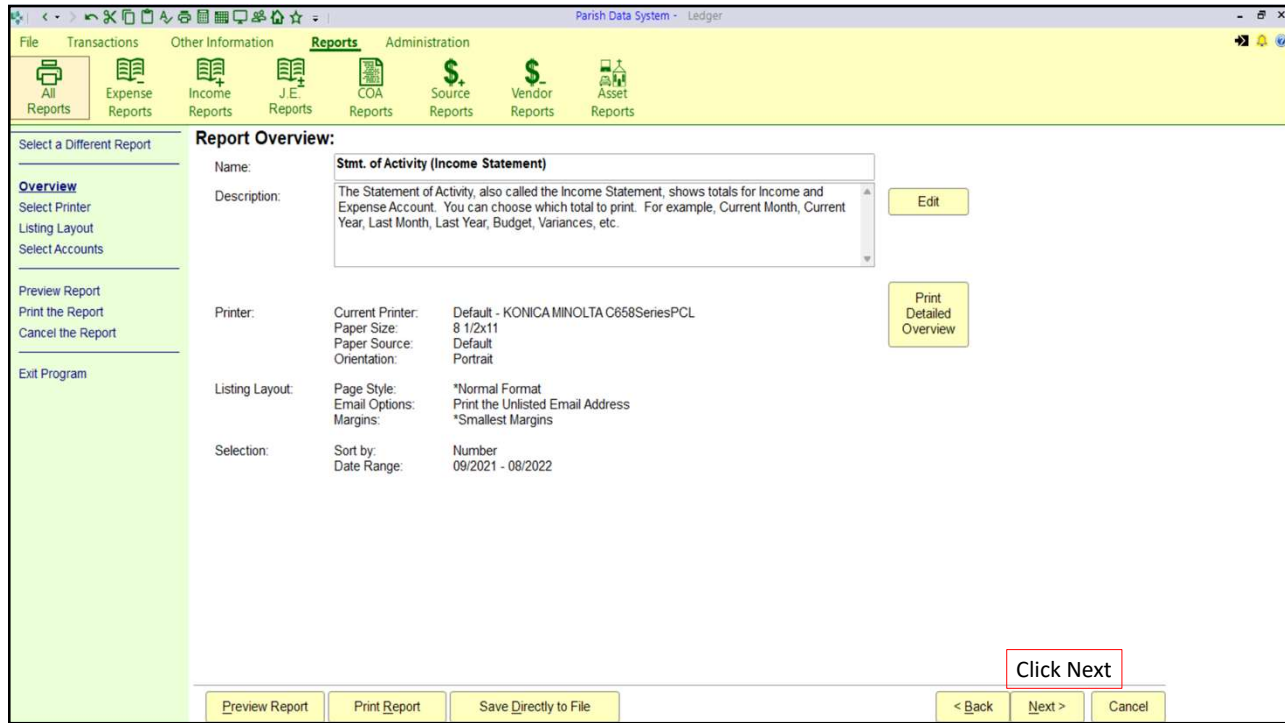
Apply/OK Cancel

76

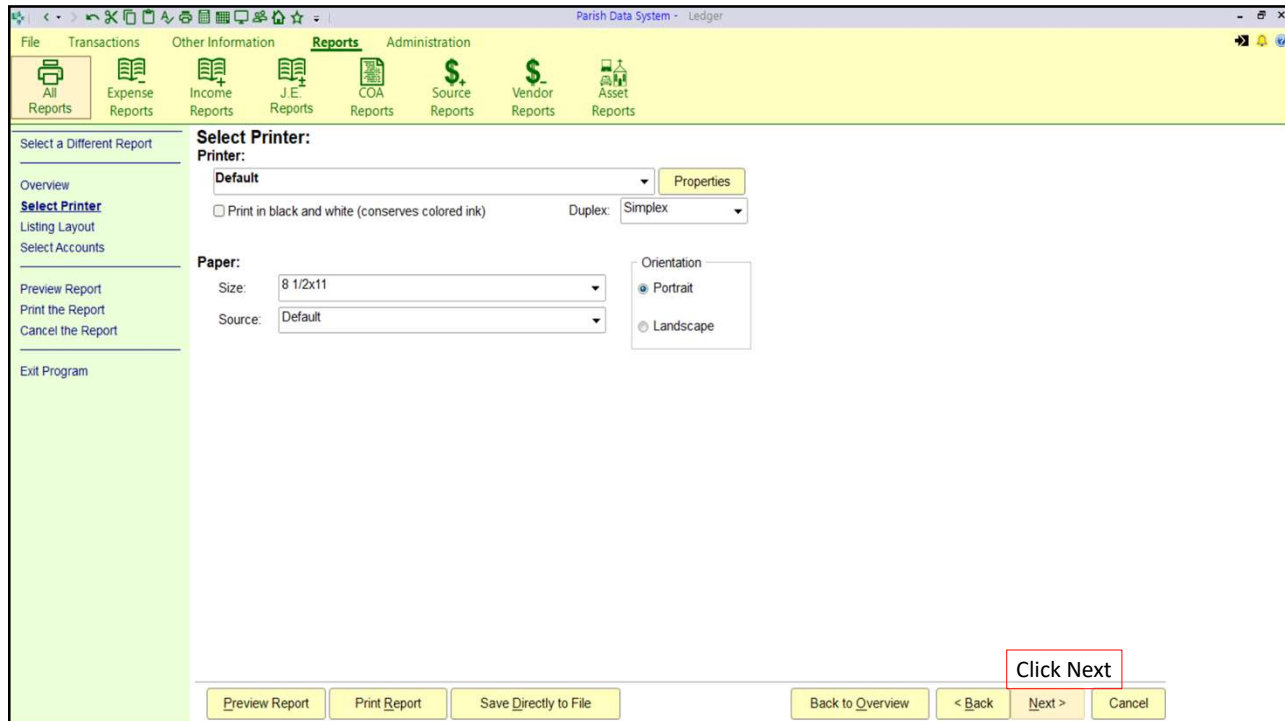
77

78

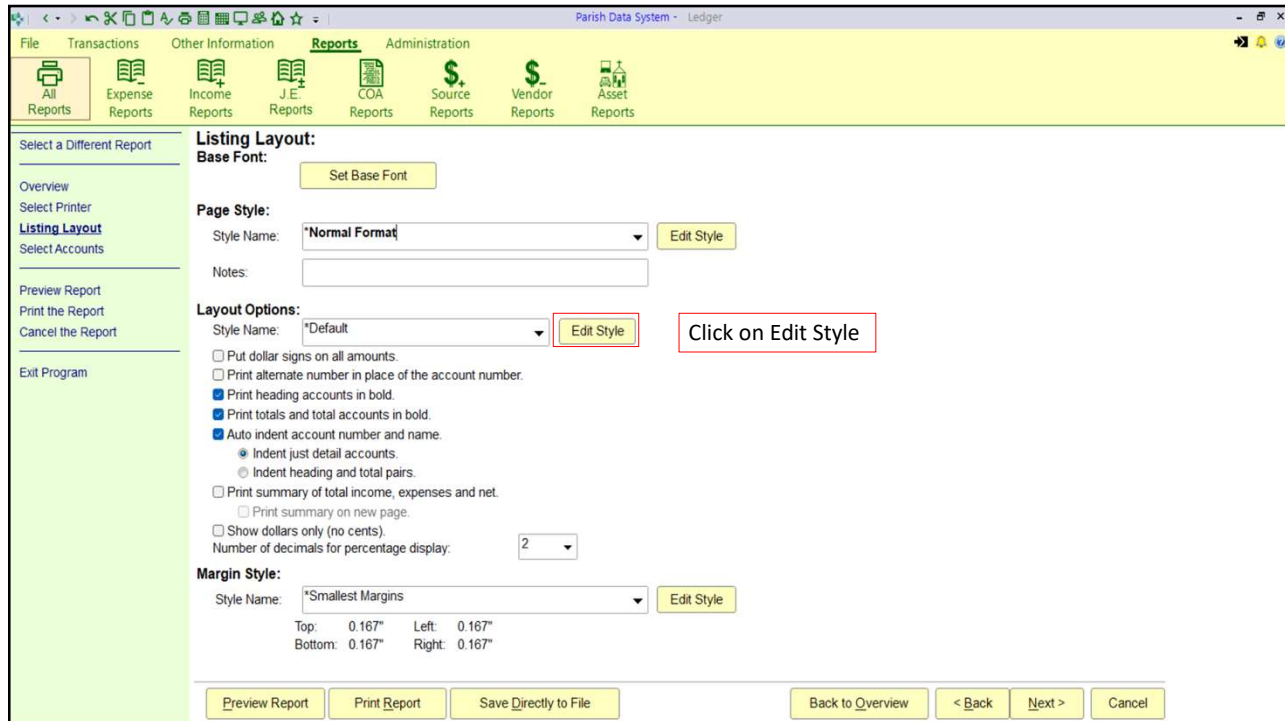




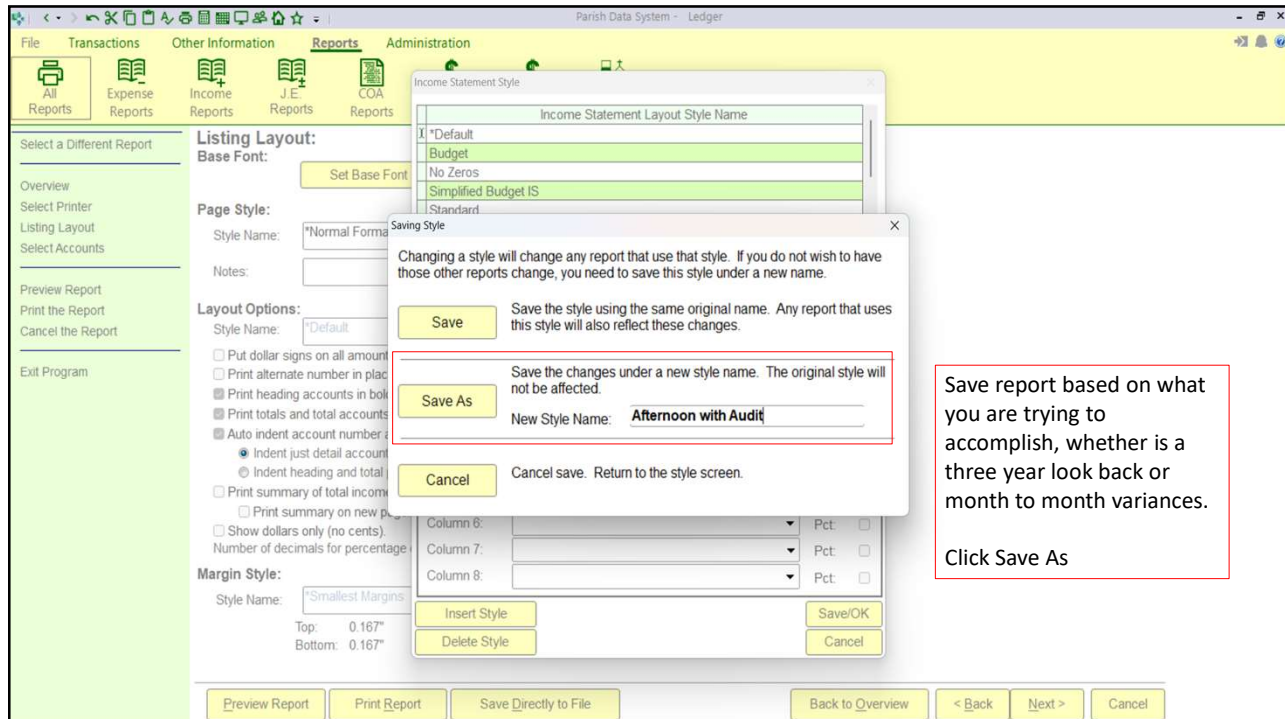
79



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Income Statement Style

Income Statement Layout Style Name

- \*Default
- Afternoon with Audit**
- Budget
- No Zeros
- Simplified Budget IS
- Standard

Style Name: Afternoon with Audit

Heading Remarks:

Default Departments:

Suppress Zero Totals  Print Account Numbers

Column 1:	Current Monthly Amount	Pct:	<input type="checkbox"/>
Column 2:	YTD This Year	Pct:	<input type="checkbox"/>
Column 3:	Last Year Monthly Amount	Pct:	<input type="checkbox"/>
Column 4:	YTD Last Year	Pct:	<input type="checkbox"/>
Column 5:	Second Year Monthly Amount	Pct:	<input type="checkbox"/>
Column 6:	YTD Second Year	Pct:	<input type="checkbox"/>
Column 7:		Pct:	<input type="checkbox"/>
Column 8:		Pct:	<input type="checkbox"/>

Buttons: Insert Style, Delete Style, Save/OK, Cancel

Callout: Input the information you want from the program in each of these columns.

Callout: Click Save then Ok

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Listing Layout:

Base Font: Set Base Font

Page Style: Style Name: \*Normal Format Edit Style

Notes:

Layout Options: Style Name: Afternoon with Audit Edit Style

- Put dollar signs on all amounts.
- Print alternate number in place of the account number.
- Print heading accounts in bold.
- Print totals and total accounts in bold.
- Auto indent account number and name.
  - Indent just detail accounts.
  - Indent heading and total pairs.
- Print summary of total income, expenses and net.
  - Print summary on new page.
- Show dollars only (no cents).
- Number of decimals for percentage display: 2

Margin Style: Style Name: \*Smallest Margins Edit Style

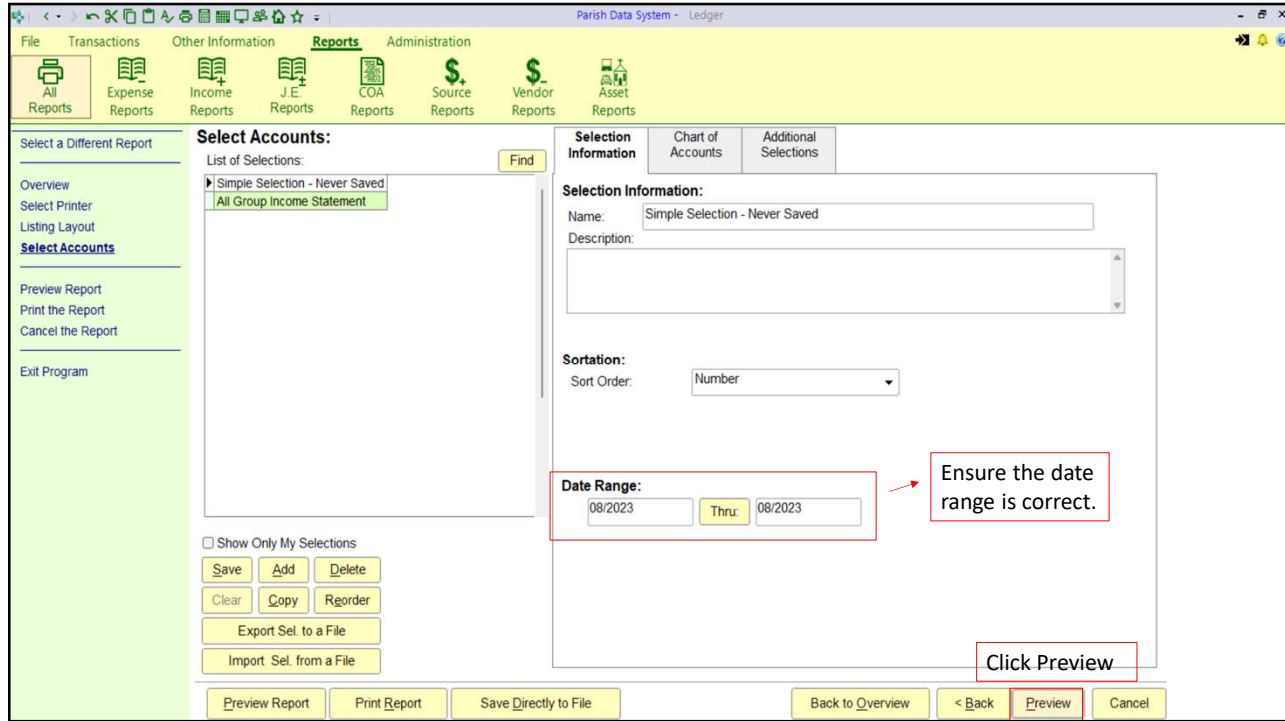
Top: 0.167" Left: 0.167" Bottom: 0.167" Right: 0.167"

Buttons: Preview Report, Print Report, Save Directly to File, Back to Overview, < Back, Next >, Cancel

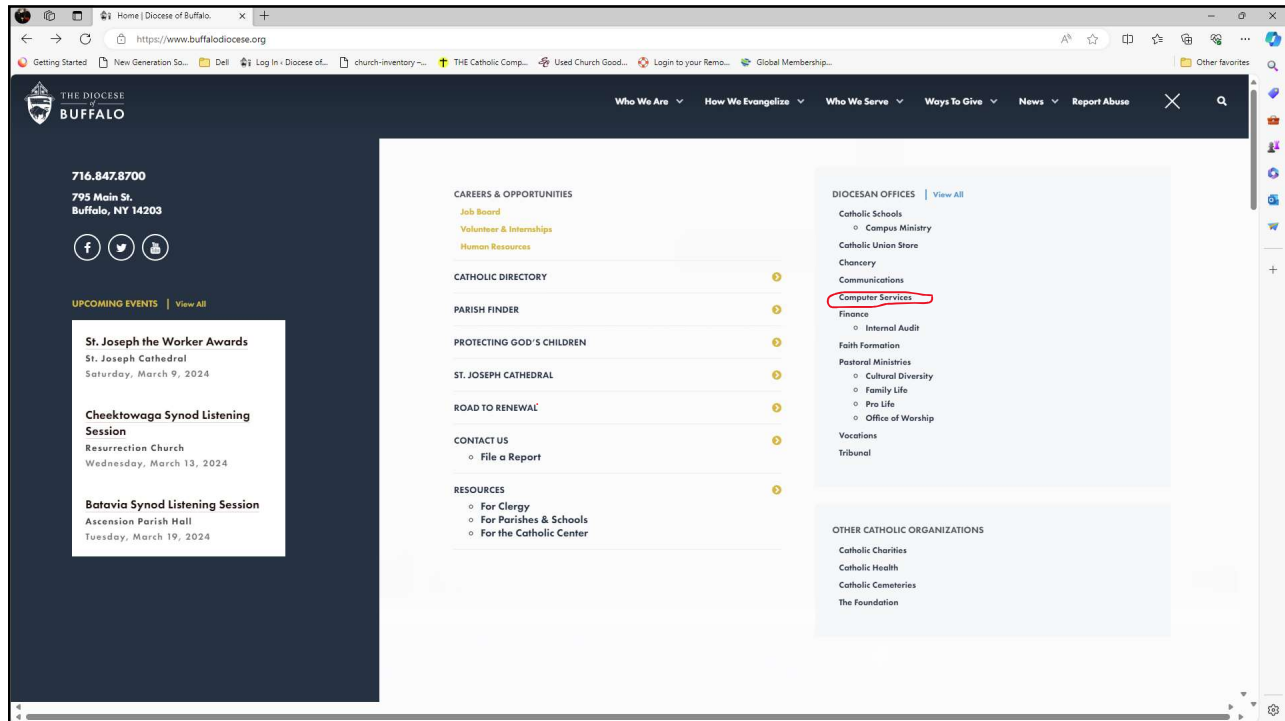
Callout: Make sure your new Layout Style name is selected.

Callout: Click Next

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Computer Services | Diocese of Buffalo | [buffalodiocese.org/computer-services/](http://buffalodiocese.org/computer-services/)

THE DIOCESE OF BUFFALO

- Special Fiscal Year End Procedure Addendum for Parishes Affected by the Journey in Faith and Grace
- Calendar Year End Procedure for 1099s
- Operations Reference Manual (updated 08/21/2023)
- Verify Group Report .zip File (posted 02/08/2022)
- Financial Report Worksheet (v 8.0):
  - PDS Ledger Financial Report Worksheet Downloading Guide (posted 08/16/2023)
  - Financial Report Worksheet .zip File (posted 08/22/2023)
  - If you have trouble with the User Guide from the .zip file, use this for it: Ledger Financial Report Worksheet User Guide (posted 08/22/2023)

**Computer Services Instructional Videos**

PDS Ledger:

- How to add an account to the Chart of Accounts (with sound)
- How to add an account to the All Group Income Statement (with sound)
- Calendar Year End Procedure for 1099s
- Budget:**
  - Introduction to Budget Entry Methods
  - Bulk Updating using Budget Wizard – Enter Budgets
  - Using Simple Budget Reports with Excel File Editing
  - Using Spreadsheet Budget Reports with Excel File Editing
  - Using Budget Screen for Individual Accounts in Chart of Accounts area
  - Modifying and Printing the All Group Income Statement with Budget Information

PDS Church Office:

- Add additional group to a fund (with sound)
- How to export from PDS church to excel (with sound)
- New Year Fund Advancement (with sound)
- Reprinting a lost Batch (with sound)

Parish Data System – Phoenix, AZ

Visit computer services webpage for additional instruction on budget process

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Parish Data System - Ledger / Payroll

File Transactions Other Information Payroll Reports Administration

Accounting Overview Income Expenses Journal Entries Import End of Period

**PARISH DATA SYSTEM™**  
**Ledger / Payroll**

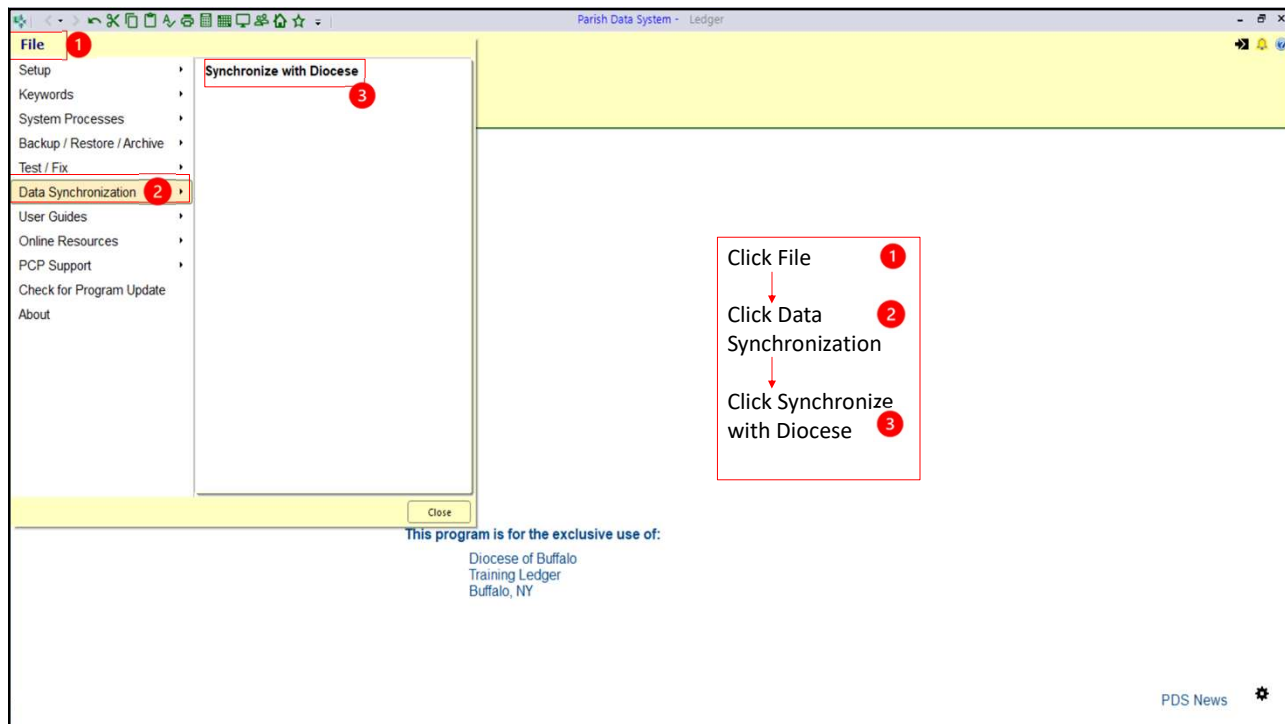
DioView Sync

New User Checklist  
Year-End Guide

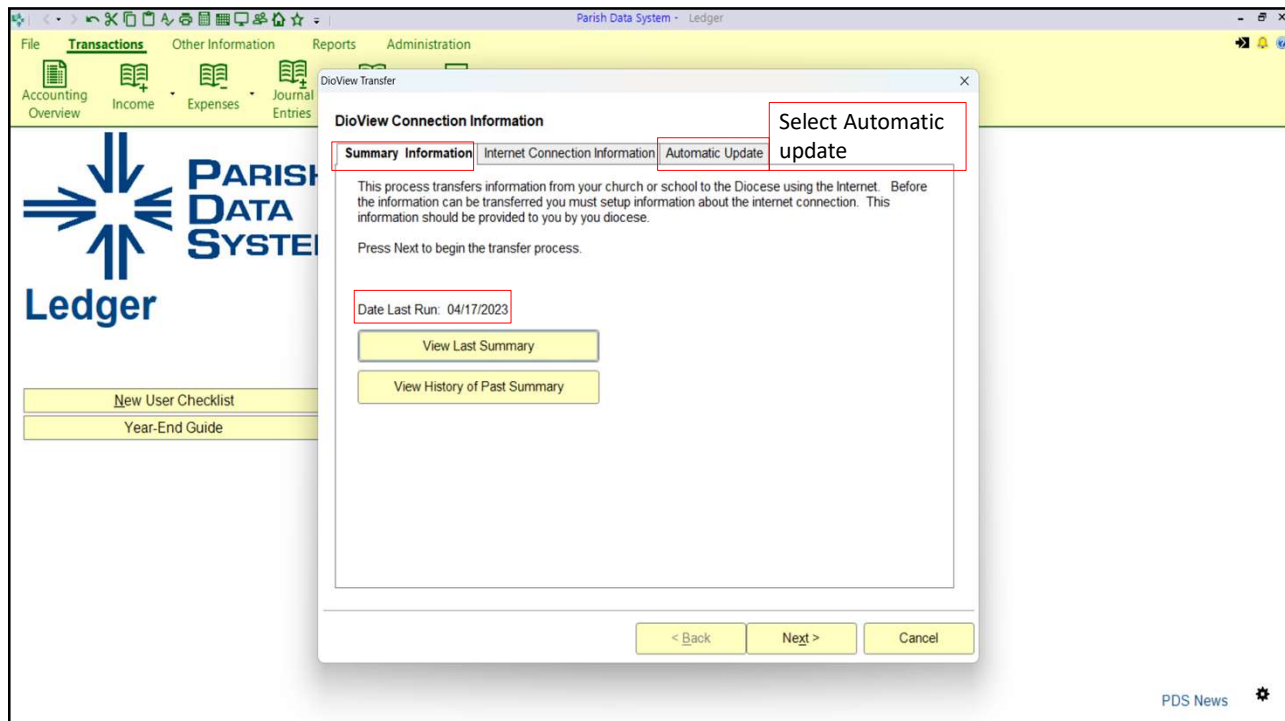
PDS News

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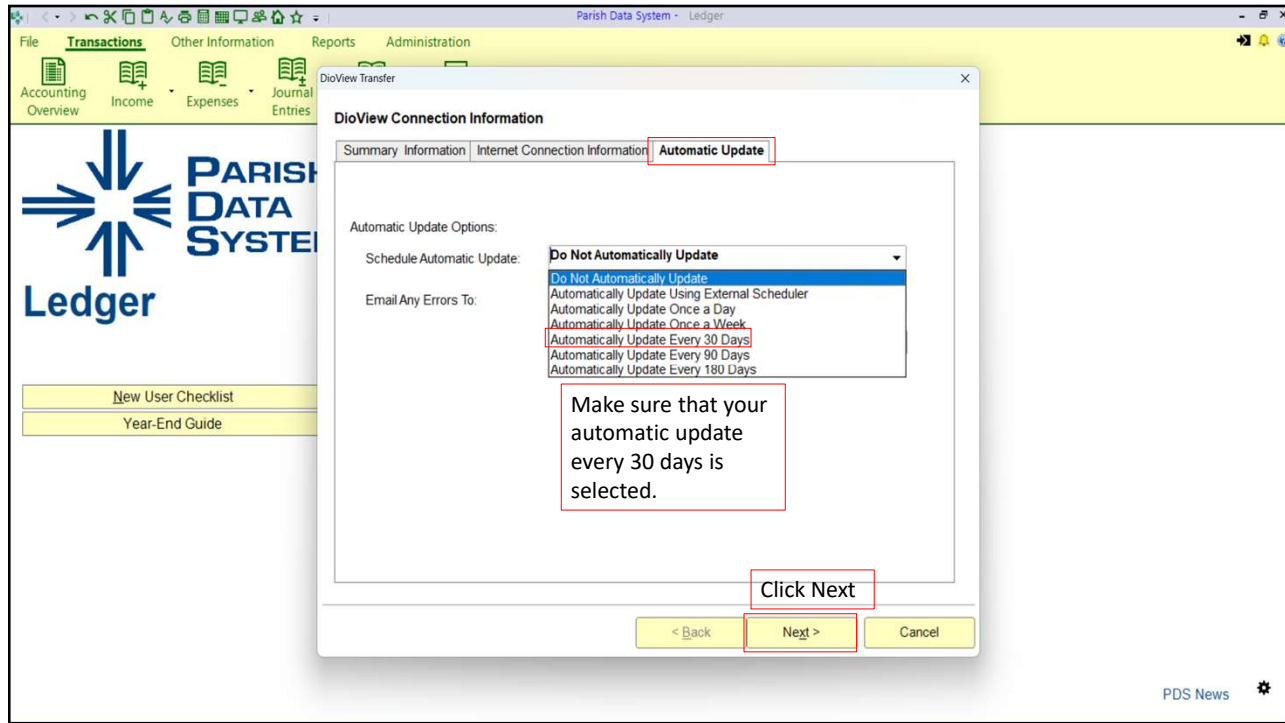




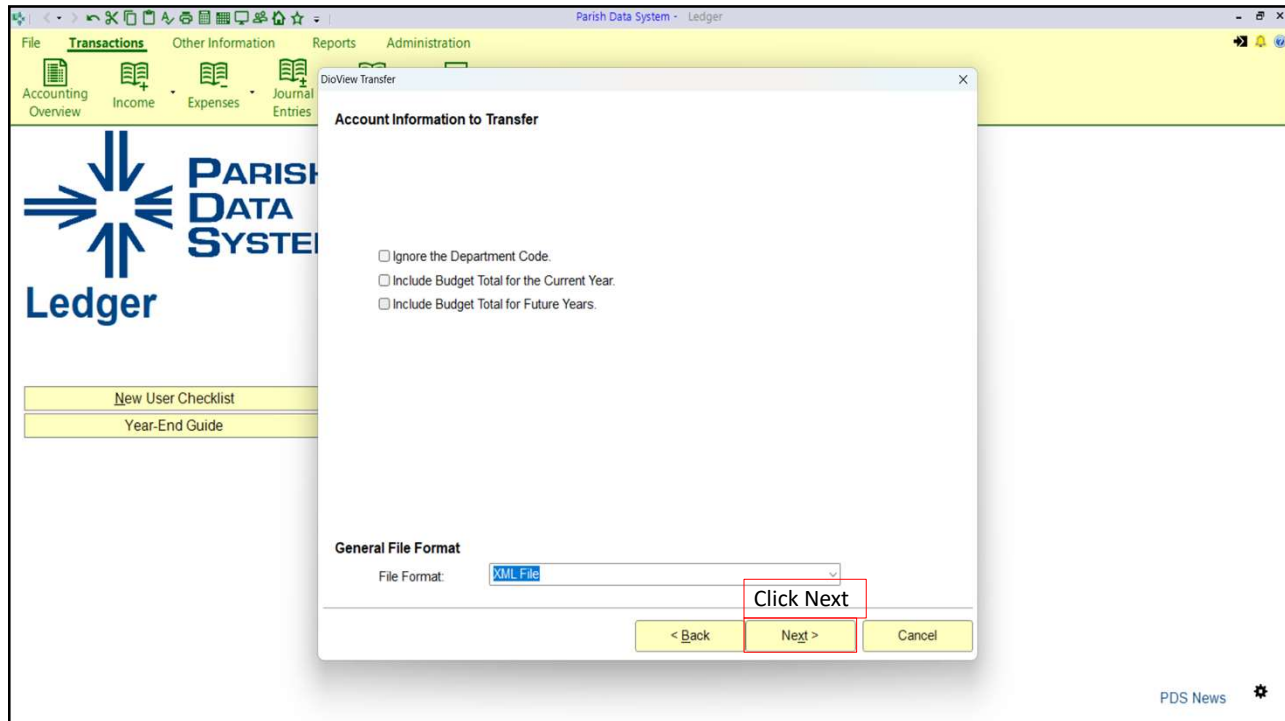
89



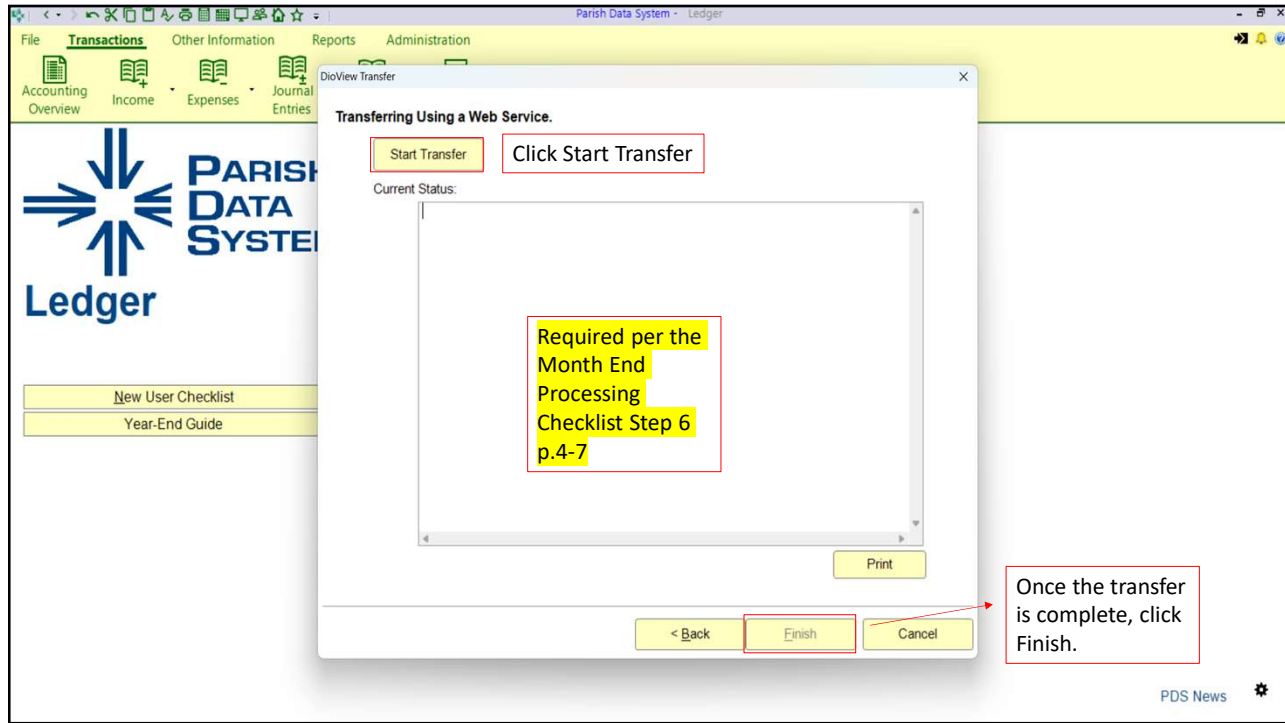
90



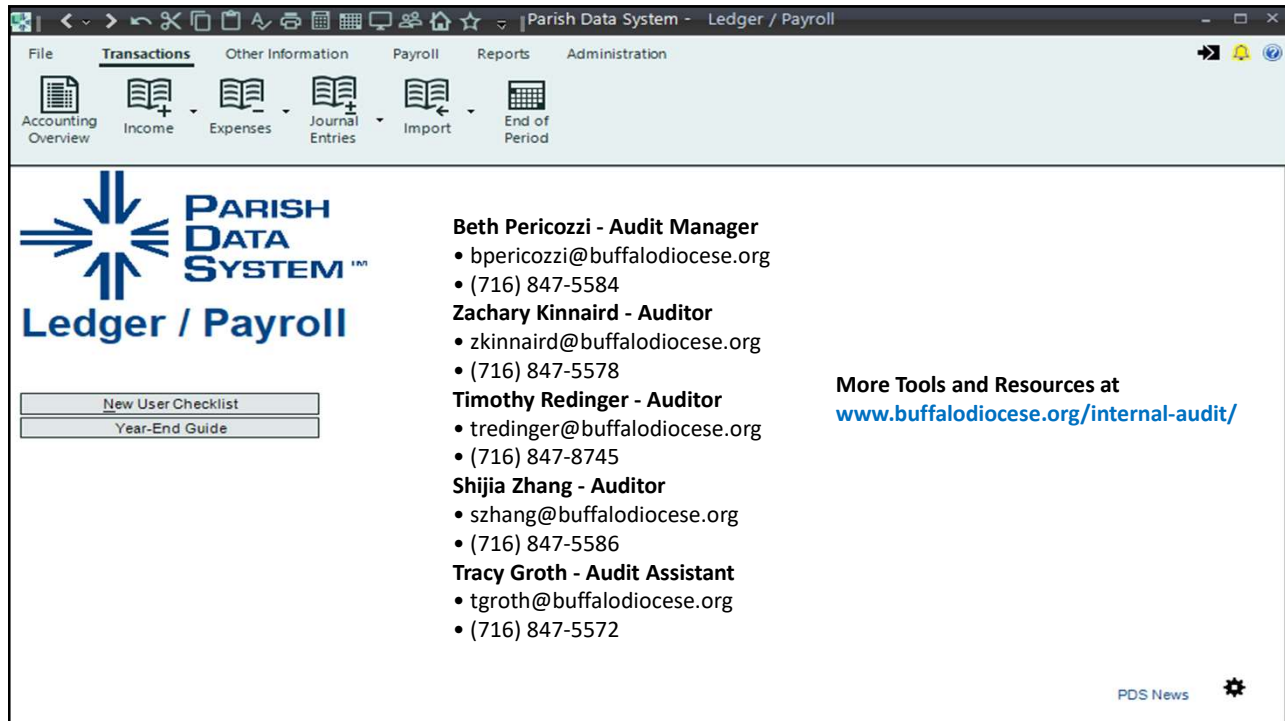
91



92



93



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