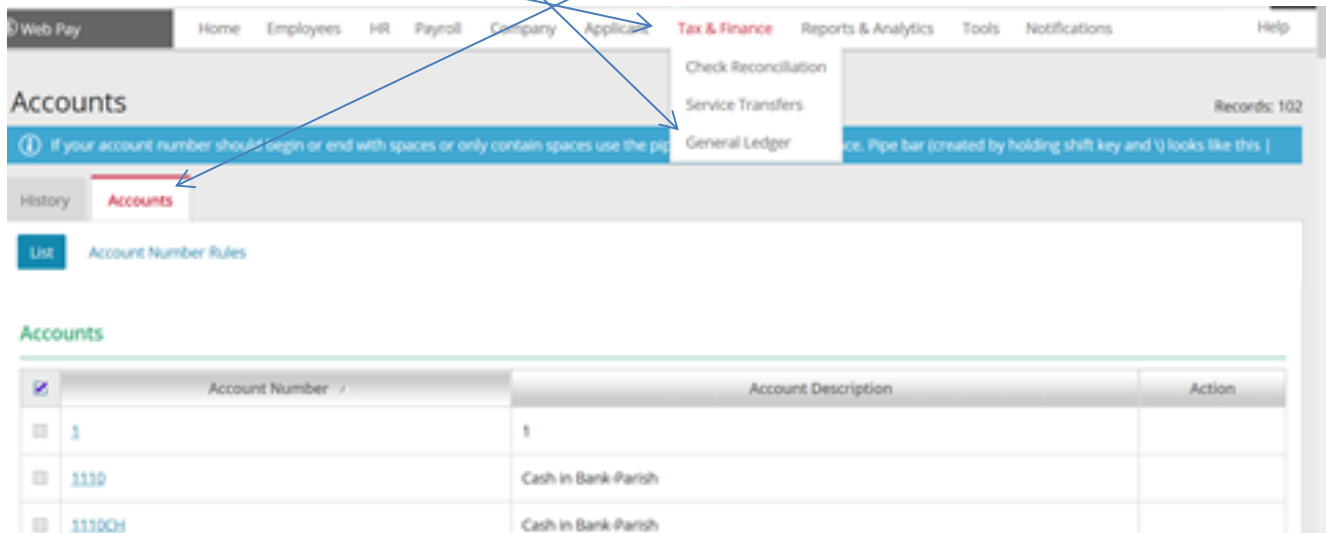


Changing the Comment on the 00 GL Report

The comment lines on the 00 GL Report can be customized. These comment lines are imported into ParishSOFT and, therefore, included on the Journal Entry and all related ParishSOFT reports.

Instructions:

1. Go to: Tax & Finance > General Ledger > Accounts



2. Click on account number
3. Scroll to selected account
4. Change account description

Caution:

- **Do not use apostrophes. The file will not import into ParishSOFT if it contains an apostrophe.**
- **Regular dashes are ok but elongated dashes will cause the report to error out in Web Pay.**

5. Save

Note:

- The change will take effect with the next payroll process, or a revised report can be run for any payroll process from the Reporting Dashboard.
- If you have many descriptions to edit at once, you can click on the 'Edit All' button at the bottom of the screen to open up all of the description fields. Once you are done editing descriptions, click the 'Save' button located at the bottom.
- When a new combination of account and department is used for the first time, the system will generate a new account number string. By default, the description will be set to the account number for the first payroll processed.