

Mission Connect: Ministry Financials Getting Started

Accessing the Web Site

1. Go to the following web page: <https://umcdata.net/pnw>

The login page should look something like this:

Alaska and Pacific Northwest Conferences

MENU

Welcome to Ministry Financials.
Please login using the Account # and Password that you have been using or that has been sent to you,
to access your giving and pension statements and current amounts due.

Please Login

Username bhenshaw

Password

Login Forgot Password?

2. Log in using your church GCFA # as the Username, and your conference church number as the password. You may contact the Conference Office or District Admin if you are uncertain of your account login.

Please Login

Username 400501

Password 987654

Login

Learning about the various features

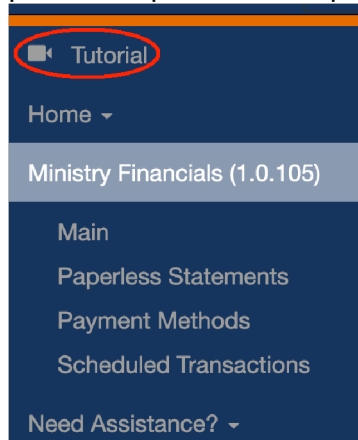
3. You should then see a page that looks something like this.

The screenshot displays a financial management interface. At the top, it shows 'Include activity through 01/26/2018' and 'First UMC [TN Riv] (12345) (543210)'. Below this, there are fields for 'As Of Date' (01/26/2018) and 'Financial Year' (2018). Action buttons include 'Enter Income Info', '\$ Make a Payment', 'Refresh', 'Excel', and 'PDF'. A 'Pending Payments' section is highlighted, containing a table with the following data:

Type	Item	Sub-Item	Annual	Amount Billed	Amount Paid To Date	Balance Due
Ben	CRSPDB	Wesley, John	\$0.00	\$242.11	\$0.00	\$242.11
Ben	Med	Wesley, John	\$0.00	\$1,676.00	\$0.00	\$1,676.00
			\$0.00	\$1,918.11	\$0.00	\$1,918.11

On the right side, there are three sections: 'Monthly Statements' with a list of PDF files (e.g., 020038-Jan-2018-Benefits.pdf), 'Account Snapshots', and 'Management Reports' with links for 'Ministry Financials Summary' and 'Tithe Progress Report'.

4. Click the MENU button in the upper right to open the menu. Select the picture of the video camera to view the video. It will explain each portion of the page.




We highly recommend that you view this video for this page. In particular, please note the following:

- A row for each Insurance Item and each Apportioned Fund is listed, as well as any special giving by your church in the current calendar year.
- At the bottom there is a row of totals, from which you can see the total amount due for all funds.
- The Excel and PDF buttons will print a snapshot of all of the church's accounts as of the current date.

- From the Monthly Statements box on the right, you may download any of the statements listed. These statements have the same information have been seen out in the past, so they should be familiar to you. The balances there will be the month end balances, which are not necessarily the same as the current balances as shown in the grid if you made a payment in the current month. Please note that it takes 3-5 days for payments to be posted, and updated in the grid.

Making a Payment

To make an online payment, click on the “Make a Payment” button.

 \$ Make a Payment

5. We highly recommend that you view the video for this page. Click on the Menu button in the upper right corner, and select the Video Camera icon to view the video.

In particular, please note the following:

- An additional column now appears in the grid, on the far right. This is where you can specify how much money to pay for each fund or benefits item that is due.
- You may select one of the amounts designated beside “Pay this Amount” at the top left. Or you may enter a specific amount that you wish to pay.
- You may pay your apportionments, fire and liability insurance, and donate to special giving causes combining these into a single payment.
- For instance, to pay the entire amount due for all insurance and all apportioned funds, click the checkbox beside “All”. The amount will appear in the “Amount to Apply” box. Then click the “Apply” button, and you will see the amount applied to each fund where a payment is due, in the column at the far right of the grid.
- You may also use the checkboxes beside Ins or Giv, to pay only those amounts owed for Insurance or Apportioned funds.

Special Giving

- You may also pay amounts for Special Giving. These amounts may be designated for Conference Advance Funds, or for General Church Advance funds.
- First, make sure that all checkboxes for specific payments are cleared, and the Amount to Apply is set to zero.
- Then click the “Add Special Giving” button.
- Select a Fund, and enter an Amount. Some funds may ask you to select a project from a list. When ready, click the “Add” button.
- Your Special Giving payment will appear on the bottom row of the grid, and your Total Payment will include all amounts you have paid (Apportionments, Insurance, and Special Giving). You may need to scroll down to see it.

When you have entered all portions of your payment and the Total Payment amount is what you intend to pay, click the “Continue” button below the grid on the right.

Completing Your Payment

You may pay by online electronic payment directly from a bank checking or savings account. You may also pay by check.

To pay online...

Creating Your Church Bank Account and Making Your First ACH Payment

If you do not see a number in the Bank information to pay by ACH (electronic payment from a bank account), you can set one up when you make your first payment. You will need the bank's routing number and the church's bank account number for the bank account from which you want your payment withdrawn.

Your payment page will look like this but without the Vanco information.

The screenshot displays two side-by-side panels. The left panel, titled 'Payment Details', contains a table with the following data:

Payment Amount	Item	Sub-Item
\$242.11	CRSPDB	Wesley, John
\$1,676.00	Med	Wesley, John
\$1,918.11		

The right panel, titled 'Payment', is marked with '*All Fields Required' and contains the following fields and options:

- Vanco Customer ID ***: Input field with value 543210. A link 'Use existing Customer ID.' is visible.
- Bank Account Type ***: Radio buttons for 'Checking' (selected) and 'Savings'.
- Bank Account Number ***: Input field with value 987654321.
- Bank Routing Number ***: Input field with value 123456780.
- Payment Amount ***: Input field with value \$1,918.11.
- Email ***: Input field with value John@Methodist.org.

At the bottom of the 'Payment' panel are three buttons: 'Submit Payment' (green), 'Cancel', and 'Pay By Check'.

Then click "Submit Payment".

When your payment is successful, a receipt will display that you may print if desired. You will also receive an email receipt at the address entered when making the payment.

To pay by check...

To pay by check, click the Pay by Check button. Your payment page will look like this: *(Note that on the PNW site it will say Insurance rather than Benefits)*

Payment *All Fields Required

Benefits Payment Amount *	Benefits Check Number *
<input type="text" value="\$243.75"/>	<input type="text" value="1234"/>
Give Payment Amount *	Give Check Number *
<input type="text" value="\$957.33"/>	<input type="text" value="4321"/>

Email

- Enter your email address so the office can contact you if needed.
- Click the Submit Payment button. You will receive a document to print and mail in with your payment.

If you choose to send a check It is IMPORTANT that you send SEPARATE CHECKS for Benefits, Apportionment, and Building Insurance payments. These funds are handled by separate internal processes.