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:

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.

Learning about the various features

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

| Include activity through 01/26/2018 | | First UMC [TN Riv] (12345) {543210} | ▼ | | | Monthly Statements |

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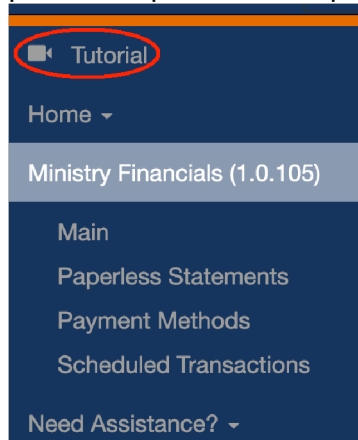
We highly recommend that you view this video for this page. In particular, please note the following:

- 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.

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 insruance 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.

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

Benefits Payment Amount *

$243.75

Benefits Check Number *

1234

Give Payment Amount *

$957.33

Give Check Number *

4321

Email

Enter Email

Submit Payment   Cancel   Pay By EFT

- 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.