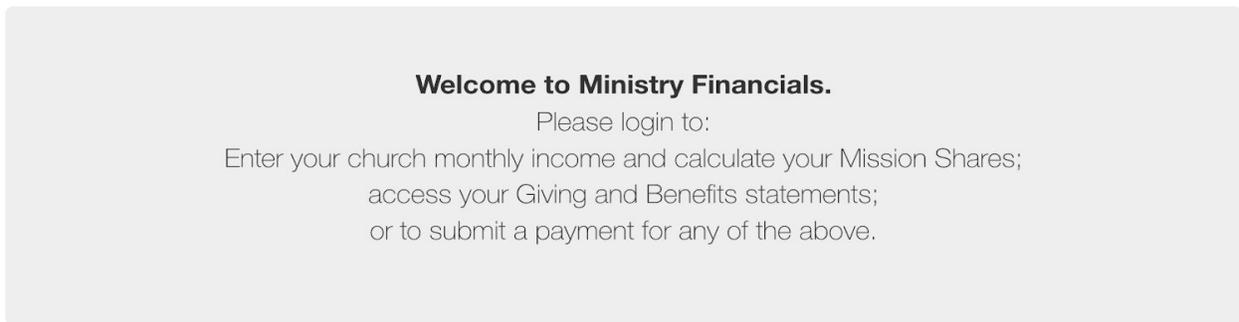


# Mission Connect: Ministry Financials Getting Started

## Accessing the Web Site

1. Go to the following web page: [www.mtnskyumc.org/statsmissionshares](http://www.mtnskyumc.org/statsmissionshares)
2. Locate and click on the link for “Ministry Financials” . This will take you to the website where you may enter your church income, view your statement, and make payments for Mission Shares, Benefits, and Special Giving.

The login page should look like this.

A blue-bordered box titled "Please Login" containing two input fields: "Username" and "Password", and a blue "Login" button.

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

A blue-bordered box titled "Please Login" containing two input fields: "Username" with the value "400501" and "Password" with the value "987654", and a blue "Login" button.

## Learning about the various features

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

Include activity through 01/25/2019 Bigfork Community UMC (3040) {860186}

As Of Date: 01/25/2019 Financial Year: 2019 
[Enter Income](#) [\\$ Make a Payment](#)  
[Refresh](#) [Excel](#) [PDF](#)

Pending Payments 0

Type	Item	Sub-Item	Past Due Amount	Current Month Due	Amount Paid To Date	Balance Due
Ben	CRSP	Addy, Kelly	\$0.00	\$2,718.78	\$2,718.78	\$0.00
Ben	CRSPDB	Addy, Kelly	\$0.00	\$2,229.78	\$2,229.78	\$0.00
Ben	CRSPDC	Addy, Kelly	\$0.00	\$557.46	\$557.46	\$0.00
Giv	100 MISSION SHARES	MISSION SHA...	\$0.00	\$260.00	\$0.00	\$260.00
			\$0.00	\$5,766.02	\$5,506.02	\$260.00

Monthly Statements

- [003040-Dec-2018-Benefits.pdf](#)
- [003040-Nov-2018-Benefits.pdf](#)
- [003040-Dec-2018-Giving.pdf](#)
- [003040-Oct-2018-Benefits.pdf](#)
- [003040-Nov-2018-Giving.pdf](#)
- [003040-Sep-2018-Benefits.pdf](#)
- [003040-Oct-2018-Giving.pdf](#)
- [003040-Aug-2018-Benefits.pdf](#)
- [003040-Sep-2018-Giving.pdf](#)

Account Snapshots

In the above page, the financial columns are comprised as follows:

**Past Due Amount** - for Mission Shares: Unpaid amounts from previously calculated Mission Shares in previous months in the current year.

**Past Due Amount** - for Benefits: Unpaid amounts from previous year(s) plus unpaid amounts from previous months in the current year.

**Current Month Due** - for Mission Shares: Amount due for the Current Month based on income that has been entered for the previous month.

**Current Month Due** - for Benefits: Current month billed for each benefit type.

**Amount Paid to Date** - Total paid in the current financial year for each item listed.

**Balance Due** - Amount still due for Mission Shares and/or Benefits, calculated as  
 Past Due Amount + Current Month Due - Amount Paid to Date

Note: Special Giving will not have a Balance Due.

4. Click the orange “Enter Income” button to enter your church’s income, and calculate your Mission Shares for the month. It will display a page that looks like this. On this page click the Tutorial button in the upper right to view a short video about entering your church’s income.

Enter Income
Tutorial

Month \*

A Total gross income for previous month including designated giving and all other funds \*

B Less Income from capital campaigns \*

C Less income from endowment donations \*

D Less income from bequest donations used for capital items or other non-operating expenses \*

E Less income from tuition-based services \*

F Less direct cost of fund-raising \*

G Less income from restricted donations \*

H Less income from grants received \*

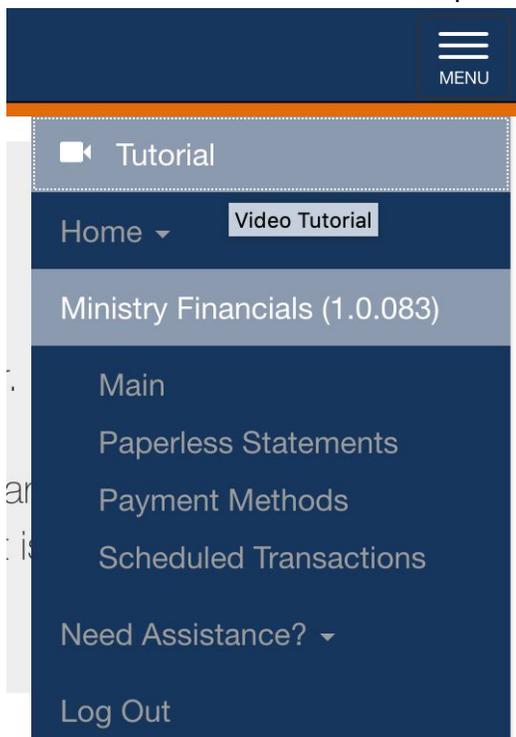
I Less cash expenditures to support approved new church growth initiatives \*

J Total Designated Giving to UMC Programs \*

Close
Calculate

	Adjusted Gross Income	Mission Share Amount
	\$0.00	\$0.00

5. After entering your church’s income, 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 Benefits and the Mission Shares 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 are the same statements that have been mailed 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.

### **Making a Payment**

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



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 the Amount" at the top left. Or you may enter a specific amount that you wish to pay.
- You may pay your tithe, direct billed benefits, and donate to special giving causes combining these into a single payment.
- For instance, to pay the entire amount due for all benefits 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 Ben or Giv, to pay only those amounts owed for Benefits or Mission Share funds.

### **Special Giving**

- You may also pay amounts for Special Giving (sometimes called "Second Mile 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. Then 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 (Tithe, Benefits, 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.

## Creating Your Ministry Financials Vanco Account and Making Your First Payment

If you do not already have a Ministry Financials Vanco Customer ID 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.

Payment Details		
Payment Amount	Item	Sub-Item
\$242.11	CRSPDB	Wesley, John
\$1,676.00	Med	Wesley, John
<b>\$1,918.11</b>		

Payment		*All Fields Required
Vanco Customer ID *	<input type="text" value="543210"/>	<a href="#">Use existing Customer ID.</a>
Bank Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Bank Account Number *	<input type="text" value="987654321"/>	
Bank Routing Number *	<input type="text" value="123456780"/>	
Payment Amount *	<input type="text" value="\$1,918.11"/>	
Email *	<input type="text" value="John@Methodist.org"/>	
<input type="button" value="Submit Payment"/>		<input type="button" value="Cancel"/> <input type="button" value="Pay By Check"/>

If the Vanco Customer ID field is blank, click the link "Need to create a Customer ID?" This will insert a new Customer ID into the field.

Enter the requested information into the fields on the right.

***Make a note of your Vanco Customer ID. You will use this when making future payments.***

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.

