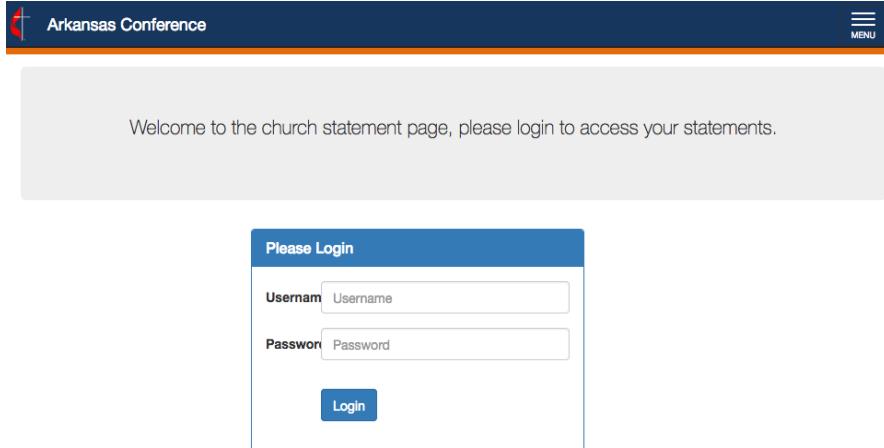


Mission Connect: Ministry Financials Getting Started

Accessing the Web Site

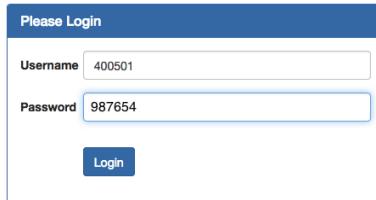
1. Go to the following web page: www.umcdata.net/ARUMC
2. Click on the link that says Conference & District Remittances. This will take you to the website where you may enter your church income, view your statement, and make a payment.

The login page should look like this.



The screenshot shows a login page for the Arkansas Conference. At the top, there is a dark blue header with the conference logo on the left and a 'MENU' button with three horizontal lines on the right. Below the header, a light gray box contains the text: 'Welcome to the church statement page, please login to access your statements.' In the center, there is a blue-bordered 'Please Login' form. The form has two input fields: 'Username' and 'Password', each with a placeholder text ('Username' and 'Password' respectively) and a corresponding text input box. Below the input fields is a blue 'Login' button.

2. Log in using your church GCFA # as the Username, and your conference church number as the password. These numbers may be found on your printed Church Statement. You may contact the Conference Office if you are uncertain of your account login.



The screenshot shows the same 'Please Login' form as the previous image, but with different sample data entered. The 'Username' field contains '400501' and the 'Password' field contains '987654'. The 'Login' button is visible at the bottom of the form.

Learning about the various features

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

The screenshot shows a financial dashboard for Greer's Chapel [SW]. At the top, there are buttons for 'Enter Income Info' and '\$ Make a Payment'. Below this is a grid of giving activity for 2016, with columns for Type, Item, Sub-Item, Annual, Amount Billed, Amount Paid To Date, and Balance Due. The grid includes rows for CPP, CRSP DB, CRSP DC, and various special funds. To the right of the grid are three sections: 'Monthly Statements' (listing PDFs for November and October 2016), 'Account Snapshots' (empty), and 'Management Reports' (listing 'Ministry Financials Summary').

Type	Item	Sub-Item	Annual	Amount Billed	Amount Paid To Date	Balance Due
Ben	CPP	Lasater, James...	\$0.00	\$1,492.04	\$1,492.04	\$0.00
Ben	CRSP DB	Lasater, James...	\$0.00	\$4,227.46	\$4,227.46	\$0.00
Ben	CRSP DC	Lasater, James...	\$0.00	\$1,492.04	\$1,491.44	\$0.60
Giv	100 2016 Apportionments	2016 Apportio...	\$10,844.00	\$10,844.00	\$10,844.00	\$0.00
Giv	200 Pre-82 Pension Amount	Pre-82 Pensio...	\$648.00	\$648.00	\$648.00	\$0.00
Special	401 UMCOR Domestic Dis...	Disaster Resp...	\$0.00	\$0.00	\$405.00	\$0.00
Special	602 Human Relations Day	Human Relatio...	\$0.00	\$0.00	\$47.00	\$0.00
Special	603 Native American Minis...	Native America...	\$0.00	\$0.00	\$117.00	\$0.00
Special	604 One Great Hour of Sh...	One Great Hou...	\$0.00	\$0.00	\$202.50	\$0.00
Special	605 Peace with Justice	Peace with Jus...	\$0.00	\$0.00	\$135.00	\$0.00
Giv	909 District Mission Appor...	District Missio...	\$0.00	\$0.00	\$0.00	\$0.00
			\$12,341.00	\$19,552.54	\$20,458.44	\$0.60

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 Benefits and 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 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.

Entering Church Income

5. Click the Enter Income Info button to enter your church's income for the month.

Enter Income Info

The Income form looks like this.

Income Information

Financial Year *	Month *
<input type="text"/>	<input type="text"/>
TOTAL GROSS INCOME (for reporting month including designated giving and other funds) *	
<input type="text"/> 0	
Less Income for capital campaigns *	
<input type="text"/> 0	
Less income for memorials and endowments *	
<input type="text"/> 0	
Less income from sale of church-owned real estate (not used for operating expenses) *	
<input type="text"/> 0	
Less income from tuition-based services (preschool, daycare, etc.) *	
<input type="text"/> 0	
Less direct costs of fund-raising *	
<input type="text"/> 0	
Less income for pass-through funds going outside the local church *	
<input type="text"/> 0	
<input type="button" value="Cancel"/>	<input type="button" value="Calculate"/>
Calculated Income:	Tithe Amount:
\$0.00	\$0.00

6. Select the Financial Year and Month at the top.
7. Enter your church's total gross income for the month into the first field.
8. Enter amounts into the other fields as appropriate.
9. At the bottom, click "Calculate". You will then see the Calculated Net Income, and the Tithe Amount for your church for the month.
10. After calculating, you may Edit your entries if you discover a mistake in your entries.
11. Otherwise click "Submit Income", to save your income and return you to the first page.

12. If you would like to mail your remittance form and payment (please stop here) and send to:
Arkansas Conference UMC
P.O. Box 2456
Batesville, AR 72503

Making a Payment

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

\$ Make a Payment

. 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 do 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 Apportioned 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.

Completing Your Payment

*If your church already has a payment account with Vanco, skip to **Submitting Your Payment** below.*

Creating Your Church Vanco Account and Making Your First Payment

If you do not already have a Vanco church account 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
\$23.00	0005 All Apportioned Fu...	
\$23.00		

Payment		*All Fields Required
Vanco Customer ID *	Use existing Customer ID.	
123456		
Bank Account Type *		
<input type="radio"/> Checking		
<input type="radio"/> Savings		
Bank Account Number *		
Bank Routing Number *		
Payment Amount *		
23		
Email *		
Enter Email		
Submit Payment		Cancel

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.

Submitting Your Payment - If Your Church Already Has a Vanco Account

Once you've set up a Vanco account to pay by electronic transfer, you may use that account for your payments. Your payment page will look like this.

Enter your Vanco Customer ID.

Payment Details		
Payment Amount	Item	Sub-Item
\$2,000.00	100 Other Gifts	
\$487.42	910 Other Gifts	
\$86.00	210 Phyllis Crouse - K...	3019214 Mission Guatemala
<hr/>		
\$2,573.42		

Payment		*All Fields Required
Vanco Customer ID *	Need to create a Customer ID?	
<input type="text"/>		
Payment Method *	<input type="button"/>	
Payment Amount *	<input type="text" value="2573.42"/>	
Email *	<input type="text" value="Enter Email"/>	
<input type="button" value="Submit Payment"/>		<input type="button" value="Cancel"/>

- Select the Payment Method for the account you wish to pay from. Most churches will have just one payment method, and it will appear in the dropdown list.
- Enter the email address where the receipt should be sent.
- Click the Submit Payment button.

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.