Creating a Batch and Entering Payments

Notes

- Donations from parishioners who combine a month's worth of offertory on one check can be entered as one transaction.   Do not it into separate batches.

- Parishioners who send in payments for collections that haven't happened yet or collections that have ended can be entered immediately. You do not need to hold onto them or separate them unless they are deposited into separate bank accounts.

- Cash donations with no identifying paperwork go to the **Loose Family.**

- Parishioners who send one check for several funds should NOT be physically cashed nor should the counters "play bank" with the cash and split that check on their counting form.   Enter that check in your batch as instructed below.

- Checks from individuals who are not members should be credited against that person's record. This may require you to add that person to MP with the designation of "non-member."

- You do not need to record the check number unless that is your normal practice.

- Since Ministry Platform allows you to create batches as needed throughout the week which can then be added to a single deposit transaction, you should not keep batches open all week. Deposits can consist of many batches.

- If you are entering CSA payments and the amount of the payment exceeds the pledge amount a process will run at night to automatically increases the pledge to match the total number of payments.

For Counters: Sort, total **and count** the donations by the batches you will create. You will use the total in step **9g** and the count in step **9f** below.

    a. Separate donations by bank account so MPs deposit matches your bank deposit.
    b. Loose cash is counted as one item.
    c. Batches should consist of 50 or less checks to make finding errors easier.
    d. You can also separate the batches further if desired
      - Separate cash from check (recommended)
      - Separate by fund (not necessary)
      - Separate by mass time (not necessary)
      - Separate checks containing payments for multiple funds. (See yellow note below)

Organizing your batch

- Organize donations so you can enter those for which you have envelope numbers and those for which you do NOT have envelope numbers.   That way you can quickly enter the ENV# where possible and search for the few by name at the end of the batch.

- You wouldn't necessarily have to create a separate batch for checks containing payments for multiple funds but you would want to organize these donations together so you can add them at the end of a batch. We call these "multiple fund checks" later in these instructions.

- The best practice is to enter an entire Sunday's collection into Ministry Platform in batches.   The total amount of all batches entered into MP should equal the total deposited at the bank.

Create batch (Create as many as needed throughout the week.)

1. Click your initials in the upper right, click **Bookmarks** and choose **Batch Manager.**
   A **Login Required** pop-up will appear.

2. Click **Proceed To Login Page**

3. Click **No Scanner** on the next pop-up.

4. Click **Batch** button and select **New.**

5. Complete all fields on the **New Batch** window.

   a) Your name should appear as **Operator.**

   b) **Batch Name** examples

      - **Sunday's date plus Mass time** if batches are created for each mass.
      - **Fund name + Mass Time + today's date** if this batch is for a specific fund (feel free to abbreviate the fund name.)
      - **CSA 2021 + today's date** if this batch is for a specific fund (feel free to abbreviate the fund name.)

   c) If this batch is for Sunday's offertory, enter Sunday's date as the **Setup Date.** If this is a batch for checks received today, enter today's date as the **Setup Date.** You can type the date in the Setup Date field or use the date picker.

   d) Choose **check** or **cash** from the **Payment Type** drop down menu.
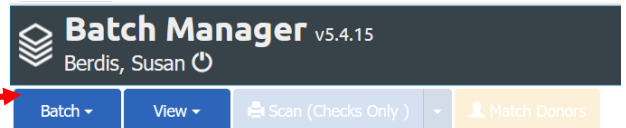
   e) Partner parishes: Choose the appropriate **Congregation**. (See below)

   f) Enter the **Item Count.**

   g) Enter the **Batch Total.**

   h) Partner parishes: Pick your parish from the **All (by Congregation)** drop down.

   i) Double click the fund in the **Available Programs** column for which you will be entering the majority of payments to add it to the **Selected Programs** column. We will refer to this as the "main batch fund" later in these instructions.

Click **Create** and the batch with appear with enough lines to enter the number of checks you entered in the item count.

6. If donations in this batch are for only one fund, click **View** and choose **Collapse All**.

Notes:

- If at any time you need to change the item count or batch total, you can click here to get back to the batch setup screen.
- As you enter payments, the information next to **Actual** will change.
- The red box will show out of balance until the checks you enter match the total item count and total dollar amount you indicated in step 9f & 9g above.

Note: If you can't see the Env # field, press and hold **Ctrl** key on your keyboard while you tap the **minus** (-) key to adjust the screen size.

Initial setup:

7. As you tab through the screen, your cursor will stop at each box. If you uncheck these blue check boxes it will eliminate tab stops and speed things up.

- Donor/payor
- Address
- Amount
- Event
- Pledge
- Soft Credit donor
- Memo

Add donations for the <mark style="background:#00ff00">main batch fund</mark>

8. Enter the **Total** of the first check

9. Press **Tab** and enter the **Env #**

10. Press **Tab** twice

11. Repeat <mark>yellow</mark> steps for each check in this batch.

12. When done, delete any blank lines using the X on the far right. They will be red.

13. If your "item count" guess was wrong, there would be a red error. Click the batch name and fix the item count.

Enter any multiple fund checks you may have.

14. If a check is for more than one fund, click the pink downward pointing arrow to expand that line in the batch.

15. Check mark the **Program** box.

16. Enter the **Total** amount of the check.

17. Press **Tab** to enter the **Env #**

18. Press **Tab** to enter the amount of the first fund

19. <mark style="background:cyan">Select the fund from the **Program** column by either typing the first few characters of the fund name or by selecting the fund from the drop down list.</mark> <mark style="background:cyan" >(</mark>Partner parishes: Be careful to pick the fund with the correct parish name.

20. <mark style="background:cyan">Press **Tab** to enter the next fund in this check.</mark>

21. Repeat <mark style="background:cyan">blue</mark> steps for each fund in this **check**.
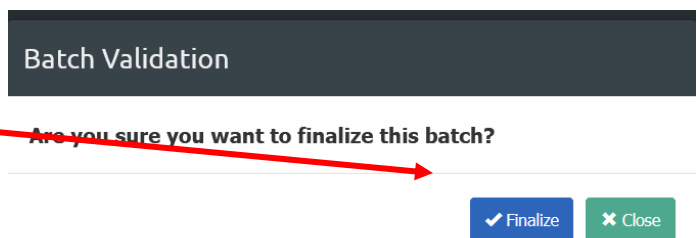
Finalizing the batch

You can finalize the batch if there are no errors in red in the upper right corner.

If there are errors, double check your total item count and total dollar amount.

1. Click the **Batch** button and choose **Finalize.**

2. Click the **Finalize** button.

3. Close the **Batch Manager tab** at the top of your browser to return to the Ministry Platform screen.

Batch Validation

Are you sure you want to finalize this batch?

✔ Finalize   ✖ Close

Why won't my batch finalize?

Check for these situations.

- Out of balance
- Item count is wrong
- Donations assigned to "default contact" instead of a real person.
- Detail lines in the batch are red instead of green.

More about finalizing a batch here:

https://www.ministryplatform.com/kb/batch-manager-tool-(bmt)/finalizing-a-batch

Printing Batches & creating the deposit – Usually done once a week

Printing contents of batch

1. Click **Contributions** and choose **Batches.**

2. Check mark the batch you want to print.

3. Click the **Reports** button and choose **Selected Batch Listing Erie**.

4. Click the **diskette** button and choose **PDF** to print the listing. Depending on what browser you are using, the PDF may open right up or it may download to your computer's downloads folder or it may end up as a button you click in the lower right corner of the screen.

5. Print the **Program Summary by Batch** page in your PDF. You may have to click Custom to be able to print just a specific page.

6. Click the **X** in the upper right corner of the **Selected Batch Listing Erie** to close the PDF.

7. Click the **X** in the right corner to close the small **Report Selected Batch Listing** window.

Preparing the deposit: Note: A deposit can contain multiple batches

1. Click **Contributions** and choose **Batches.**

2. Check mark all batches included in your bank deposit.

3. Click the **Tools** button in the upper right corner and choose **Create Deposit.**

4. Complete the **New Deposit** form.

   a) Name the deposit Sunday ##/##/## or a name of your choosing.

   b) Change the **Deposit Date** to that of the actual bank deposit

   c) Do **not** toggle "One Deposit Per Batch" unless that is your practice.

5. Click **Create Deposit** and click **Close.**

Print reports and export the deposit (Optional steps)

The word "export" isn't really accurate.   It doesn't export data into your general ledger. It really is just a step that finalizes the deposit.   It dots the i's and crosses the t's. If you don't do it, some reports will not run properly.

1. Click **Contributions** and click **Deposits**.

2. Change the view to **2. Ready to Export.**

3. Check mark today's deposit.

Print reports some parishes use to enter deposits into their accounting software GL.

4. Click the **Reports** button and choose **Selected Deposit - Export Preview** report.

5. Click the **diskette** button and choose **PDF** to print the report for use when entering the deposit in your accounting software's GL.

6. Close the pop-up window

Mark the deposit exported after you enter it into your GL.

7. Click on the deposit to open it.

8. Click the **Edit** button.

9. Click **Yes** under the **Exported** heading.

10. Click the **diskette** button to save this change and the **X** in the upper right corner to close the deposit screen.

Miscellaneous Instructions

Adding a new person

If you have a check with no envelope number you can search for the person in the Donor/Payor field.   If they are not available in your list you can add them.

1. Type the last name. If the family you seek isn't there, click the **Add New Donor** link which is visible when you click in the Donor/Payor field.
2. Fill out as many fields as you are able on the **New Family/Donor** screen.
3. Click the **Add Participant Record** unless you know for sure this person will never return.
4. Click **Save** and **Close**.

Finding a batch later

1. Click **Contributions** on the left task pane and choose **Batches**
2. Change the view to **All Records**.
3. Locate your batch in the list

Interrupting a batch

1. Close the batch in the Batch dropdown - You'll get a warning.
2. Later…

   a. Click **Batch**
   b. Click **Open**
   c. Find the desired Batch*
   d. Chose the desired Batch**

Deleting or Editing a Batch

First delete the deposit
1. Click **Contributions** and choose **Deposits**
2. Search for and check mark the deposit you need to delete or reprint.
3. Click **Actions** and choose **Delete**.

Then Unfinalize the batch
4. Click **Contributions** and choose **Batches**.
5. Find the batch and click on it to open it.
6. Click **Edit Record**.
7. If there is a date in **Finalize Date**, click "**X**" to blank out the date.
8. If someone other than you listed as **Operator User**, enter your last name in the field to select YOUR user ID.
9. Click **Save**

Finally fix the batch
10. Open the **Batch Manager Tool**
11. Click **Open** and choose the batch you would like to edit or delete.
12. **To delete the batch:** Click the **Batch** button again and choose **Delete**.
    a. Don't forget to delete the deposit after deleting the batch.
13. **To edit the batch:** Enter or edit payments and finalize as you would normally.
    a. Don't forget to re-print the deposit.

Adding/Removing Funds into Batch Manager Tool

You can either add all funds to the BMT or add certain funds seasonally. For example, add Easter-related funds to the BMT during Easter time and then hide them when Easter ends.

1. On the **Advanced Navigation** click **Church Structure** and click **Programs.**
2. Click on a fund to open it.
3. Click the **Edit** button.
4. **On Donation Batch tool** should be set to **Yes** if you DO want to see a fund in the BMT and **No** if you DO NOT want to see a fund in the BMT.
5. Click **Save** (diskette)
6. Click the **X** in the upper right to close that fund.