Creating a Batch in the New Batch Manager

Additional for entering pledges coming soon

Do NOT use any of the Pledge features in the New BMT until the Diocese of Erie sends instructions. Eventually this new feature may be a timesaver for entering new pledges that fall into Groups 1, 3 and 4. Pledges that fall into Group 2 will not change as they are automatically created each night.

- **Group 1**: Payment received without pledge card/envelope or reminder
- **Group 2:** Pledge with payment for full amount of the pledge.
- **Group 3:** Pledge with no payment or partial payment..
- **Group 4:** Those who are not making a pledge this year.

Contents

Create a batch

1. Click the flag button in the upper right corner by your initials and choose **Batch manager**. You will see all unfinalized batches created in the last 30-days. To see batches older than 30 days, use the selector at the bottom to choose 60, 90, 120, 180, 365 or All.
2. Click **New Batch** button.
3. Complete all fields on the **Edit Batch** window.
   a) Create a **Batch Name** as you see fit.
   b) Use the Deposit date or the Sunday mass as the **Batch Date**.
   c) Choose **check** or **cash** from the **Payment Type** drop down menu. (Some organize their stack of donations so they can enter checks first and cash last. Some create a separate batch for checks vs. cash.)
   d) **Note for Partner Parishes:** Choose the appropriate **Congregation** from the list.
   e) Enter the **Item Count**. (You can guess if you don't know.)
   f) Enter the **Expected Total Amount** for that deposit.
   g) Add all necessary programs/funds to the batch
      i. Click the blue **Add Program** link to choose the correct program.
      ii. Repeat if there are checks for more than one program/fund in this batch. Checks with payments for more than one program are called "Split Checks." See the note in red on page 2.
      iii. Click anywhere or tap the Esc key on the keyboard to close the dropdown.
   h) Decide if you want to create blank lines or not

      If you check **Create blank items** checkbox follow instructions on page 2.

      If you leave **Create blank items** unchecked follow instructions on page 3
   i) Click **Save button.**

Entering donations when Create Blank Lines HAS been checked

Initial Setup

A. Click the **Settings** button;

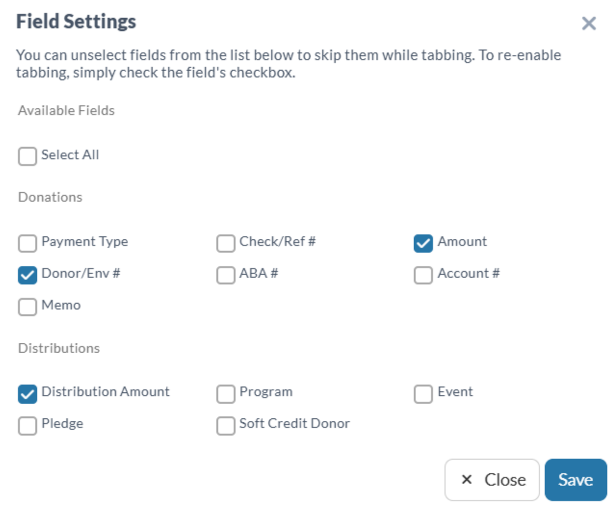
B. Click **Default Batch View** & choose **Expand all**

C. Click the **Fields** and check mark these fields

D. Click **Save.**

Notes:

- if you enter check numbers, check **Check/Ref#.**
- If you get many checks for multiple funds, check **Distribution Amount.**



Add donations to the batch –

1. If you enter check numbers, type the **check number** and press **Tab**. Otherwise, key in the **Amount** and press **Tab**
2. Type the **envelope number** or type the person's name to search for them.
3. If the first option **IS** the person you want, press **Enter** to select him/her

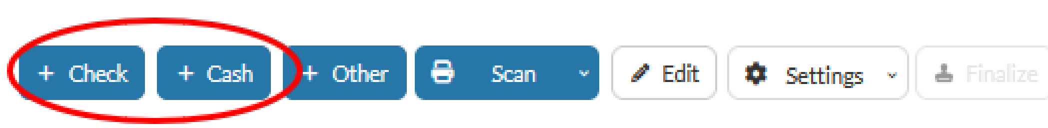
   If the first person **IS NOT** the person you want, use your **arrow** to select the correct donor and press **Enter** or use your mouse.

   Important Notes

   - If more than one person in your parish has the same envelope number or if you are part of a partnership, there will be multiple to choose from.
   - Cash donations with no identifying paperwork should be credited to the envelope number you have given to your **Loose** contact.
4. Press **Tab twice** to get to the next blank line
5. Repeat yellow steps for each check in this batch.
6. When done, delete any blank/red lines using the X on the far right.
7. If your "item count" guess was wrong, there would be a red error. Click the **Edit** button name and fix the item count.
8. If you want to review the batch, you may find it convenient to switch to the Collapsed view.
9. Click the **Finalize** button when done. You cannot finalize if there are any red warnings.

Adding more blank donations to a batch

Click the +Check or +Cash button at the top of the batch to add more blank lines



Entering donations when Create Blank Lines HAS NOT been checked

Initial Setup

E. Click the **Settings** button;

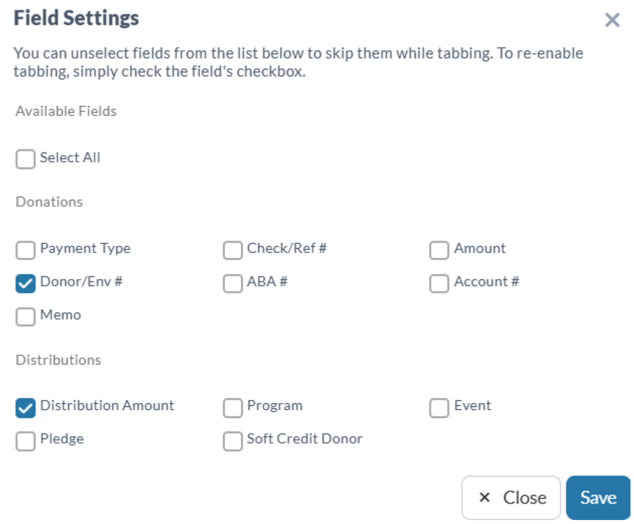
F. Click **Default Batch View** & choose **Expand all**

G. Click the **Fields** and check mark these fields

H. Click **Save.**

Notes:

- if you enter check numbers, check **Check/Ref#.**



Add donations to the batch

1. Type the **envelope number** or type the person's name to search for them.
2. If the first option **IS** the person you want, press **Enter**.

   If the first person **IS NOT** the person you want, use your **arrow** to select the correct donor and press **Enter** or use your mouse.

   Important Notes

   - If more than one person in your parish has the same envelope number or if you are part of a partnership, there will be multiple to choose from.
   - Cash donations with no identifying paperwork should be credited to the envelope number you have given to your **Loose** contact.
3. Press **Tab**
4. If you enter check numbers, type the **check number** and press **Tab**. Otherwise, key in the **Amount**
5. Press **Tab** to the **Add** button and press **Enter**.
   This will add this check to the batch and create a new blank line. If you don't need the new blank line you can click the **Close** button.
6. Repeat green steps for each check in this batch.
7. If your "item count" guess was wrong, there would be a red error. Click the **Edit** button name and fix the item count.
8. If you want to review the batch, you may find it convenient to switch to the Collapsed view.
9. Click the **Finalize** button when done. You cannot finalize if there are any red warnings.

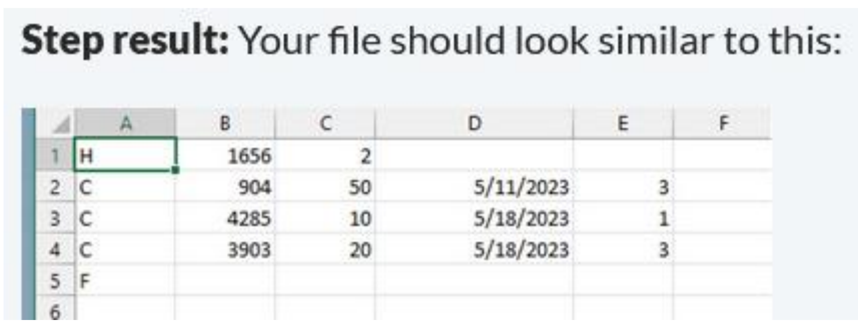
Importing payments into a batch

Parishes who do not use Vanco can import payments from their online giving company. You can also use import your Sunday donations if you prefer to use Excel over the BMT.

Open the spreadsheet sent to you by Kathy Papalia. (Call 814-824-1184 if needed.)

1. **To import data you have exported:** Copy and Paste the date you have exported from your online giving vendor into row 3 through 600. Be sure the columns are formatted to match the headings on row 2.

   To import data you hand key yourself: Enter payments in row 3 through 600 following the column headings in Row2
2. **Special Note:** Column E in the template is asking for the Account Number. To get a list of Account numbers for your programs:
   a. Click **Church Structure** and choose **Programs**.
   b. Choose the view named **Simplified Program List**.
3. In the last row below your final transaction row, enter **F** in column A.
   All row after this should be empty.
4. Delete Row 2 when done.



Step result: Your file should look similar to this:

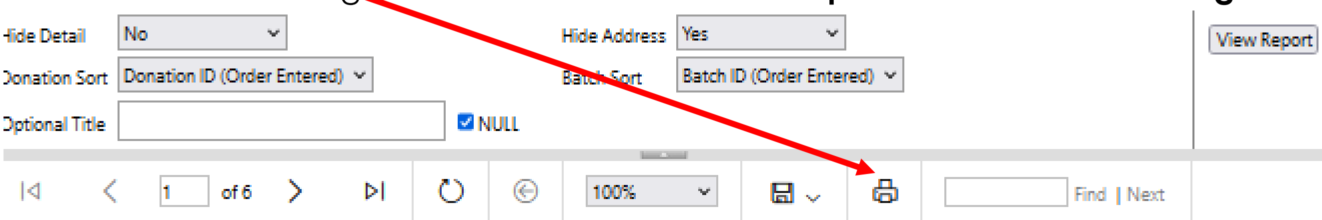
	A	B	C	D	E	F
1	H	1656	2			
2	C	904	50	5/11/2023	3	
3	C	4285	10	5/18/2023	1	
4	C	3903	20	5/18/2023	3	
5	F					
6						

5. File, **Save As** to desktop
6. Change file type to **CSV (msdos)**
7. Open **Batch Manager** and click **Import**
8. Choose the csv you created
9. Complete the Import Batch setup window
   a. Change the **Batch Name**
   b. Select your Congregation from the **Default Campus** field
   c. Choose a **Default Program**
   d. Choose a **Payment Type**
10. Check the box and click **Import**.
11. Click your batch name on the confirmation window **and review each line carefully.**
12. Click **Finalize.**

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 **Print** button. Print the entire report or just your preferred pages.
5. 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.

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.
10. Click **Contributions** and choose **Batches.**
11. Check mark all batches included in your bank deposit.
12. Click the **Tools** button in the upper right corner and choose **Create Deposit.**
13. 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.
14. Click **Create Deposit** and click **Close.**

Print reports and export the deposit (Optional steps)

The word "export" can be confusing because it can sound like you are exporting out of MP and importing it into your GL software. But it is really MP's way to finish up the batch. This step is necessary or certain reports will not run.

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.

Correcting Errors

Delete or Edit a Batch that Has NOT Been Finalized

NOTE: If you didn't create the batch, edit the batch operator by following steps 4-9 below.

1. Open the **Batch Manager** by clicking the flag button in the upper right corner by your initials. You will see all unfinalized batches created in the last 30-days. To see batches older than 30 days, use the selector at the bottom to choose 60, 90, 120, 180, 365 or All.
2. **delete the batch:** Click the **…** button on the far right and choose Delete
   To edit the batch:
   a) Click the batch name to open the batch.
   b) Make any necessary changes.
      - **entered the wrong payment amount:** Fix the amount for the particular donation
      - **wrong program:** choose the correct program (for every donation if needed.)
      - **chose the wrong donor:** pick the correct person.
   c) Finalize the batch as you would normally
   d) Create a new Deposit and print your favorite reports as you would normally

Delete or Edit a Batch that HAS BEEN Finalized

If donation amounts are changing, delete the deposit. If not skip to instructions in green.

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 Un-finalize the batch

4. Click **Contributions** and choose **Batches**.
5. Open the batch and click **Edit Record**.
6. If there is a date in **Finalize Date**, click "**X**" to blank out the date.
7. If you are NOT listed as **Operator User**, enter your last name in the field and select YOUR ID.
8. Click **Save**

Finally fix the batch

9. Open the **Batch Manager** by clicking the flag button in the upper right corner by your initials. You will see all unfinalized batches created in the last 30-days. To see batches older than 30 days, use the selector at the bottom to choose 60, 90, 120, 180, 365 or All.
10. **To delete the batch:** Click the **…** button on the right of the batch and choose **Delete**
    To edit the batch:
    a. Click the batch name to open the batch.
    b. Make any necessary changes.
       - **entered the wrong payment amount:** Fix the amount for the particular donation
       - **wrong program:** choose the correct program (for every donation if needed.)
       - **chose the wrong donor:** pick the correct person.
    c. Finalize the batch as you would normally
    d. Create a new Deposit if needed and print your favorite reports as you would normally