Creating a Batch– Streamlined Instructions

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

- **Remember**: 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.

1. Hover over your initials in upper right corner and choose **Bookmarks**

2. Choose **Batch manager** and click **No Scanner** on the next pop-up.

3. Click **Batch** button on the left and select **New**.

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

   a) Create a **Batch Name** as you see fit.

   b) Use the Deposit date or the Sunday mass as the **Setup 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) Choose the appropriate **Congregation** from the list.

   e) Enter the **Item Count**. (You can guess if you don't know.)

   f) Enter the **Batch Total** for that deposit.

   g) Double click the **Program Name** (aka fund) for this batch so it appears in the **Selected Programs** column. (Some organize their stack of donations so they can enter checks in order by Program. Some will create a separate batch for each fund.) If parishioners donated towards multiple funds on the same check, we cover that in the **Checks for multiple funds** instructions found below.

   h) Choose your parish again from the **All by Congregation** drop menu.

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

   j) Click the blue **View** button and choose **Collapse All**.

5. **Initial setup: Total** and **Env #** should be the only check boxes checked. **(**If you can't see Env #, hold **Ctrl** key on your keyboard and tap minus **(-)** key to shrink the screen.)

Add donations for the <mark>main batch fund</mark>

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

6. Enter the **Total** of the first check and press **Tab** to enter the **Env #**

7. Press **Tab** twice

8. Repeat yellow steps for each check in this batch.

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

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

<u>**Checks for multiple funds.**</u>

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

B. Check mark the **Program** box.

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

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

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

F. 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. (Partner parishes: Be careful to pick the fund with the correct parish name.

G. Press **Tab** to enter the next fund in this check.

H. Repeat blue 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.
Here are some common causes for errors

- **Out of balance.** Double check the check amounts you entered into the batch and fix any that are wrong.   Or, the total you entered when you created the batch could be wrong. Run a new tape for your checks. Click the **batch name** in the upper right and amend the total.
- **Item count is wrong.**   Delete any empty rows and make note of the new number. Click the batch name in the upper right corner and enter the correct item count.
- **Donations assigned to "default contact" instead of a real person.** Pick the right person.
- Detail lines in the batch are red instead of green.

When the batch no longer shows red errors, you can finalize the batch.

1. Click the **Batch** button in the upper left corner of 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
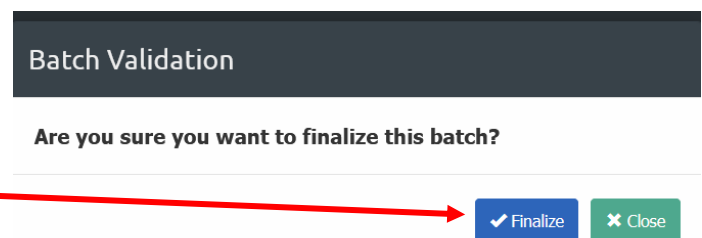
Printing Batches & creating the deposit – Usually done once a week

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. This is

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" 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.

Deleting a batch

1. Click **Contribution** and choose **Batches**
2. Choose the **All Records** view.
3. Search for the batch and look at the **Finalized Date** column.
    If the **Finalize Date** column **is blank**, skip to step 4.
    If the **Finalize Date** column **has a date**, delete the date
        a.   Click on the batch to open it.
        b.   Click the **Edit Record**
        c.   Blank out the **Finalize Date** field and click **Save**
        d.   Proceed to step 4.
4. Open the Batch Manager
5. Click **Open** and choose the batch to open it.
6. Click the **Batch** button again and choose **Delete**.