



## Envelope Numbers in Ministry Platform



**Finding the next available envelope number:** At this time there isn't a way to automatically assign the next available envelope number to a donor. You can however view available numbers.

1. Click **Contributions > Donors** and choose the view **Last Envelope Number**. This view will show you the last **envelope** number in use and allow you to scroll through the list to review any gaps.)
2. Manually,
  - a. Click **Contributions** (on the Advanced navigation menu) and choose **Donors**
  - b. Click the downward pointing triangle in the **View** drop down list and choose **Last Envelope Number**

**Adding an envelope number** – There are 2 ways to get to the envelope number field

While in the person's contact record	From the Donors screen
<ol style="list-style-type: none"> <li>1. Find and open the person from <b>Contact</b> list.</li> <li>2. Click the blue <b>jump link</b> next to <b>donor record</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Contributions</b> and choose <b>Donors</b>.</li> <li>2. Find and open the person.</li> </ol>
<ol style="list-style-type: none"> <li>3. Enter the <b>envelope number</b>. Usually, it would be entered on the husband's record unless the husband and wife are set up for individual statements rather than family.</li> <li>4. Use the <b>Cancel Envelopes</b> field to determine if the parishioner should receive envelopes or not.           <ol style="list-style-type: none"> <li>a. Answer <b>Yes</b> if the parishioner does NOT want envelopes</li> <li>b. Answer <b>No</b> if the parishioner <b>should</b> receive envelopes.</li> </ol> </li> </ol>	

Donor #1411

Papalia, Richard

None None 2021 Family Head of Household

General Contributions Pledges Account

GENERAL

Contact \*  
Papalia, Richard

Stmt Type \*  
Family

Envelope No  
1569

Notes

Stmt Frequency \*  
Quarterly

Stmt Method \*  
Email/Online

Cancel Envelopes \*  
No

Other envelope-related views that may be of interest by clicking **Contributions > Donors**

- Those who have never given
- Those who have not to receive envelopes
- Those who haven't given in the last 18 months
- Those missing a mailing address