



Assigning Envelope Numbers



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** (on the Advanced navigation menu) and choose **Donors**.
Shortcut: <https://my.eriescd.org/mp/299-1405>. This view will show you the last envelope number in use and allow you to scroll through the list to review any gaps.)
2. 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"> 1. Find and open the person from Contact list. 2. Click the blue jump link next to donor record | <ol style="list-style-type: none"> 1. Click Contributions and choose Donors. 2. Find and open the person. |
| <ol style="list-style-type: none"> 3. Enter the envelope number. Usually, it would be entered on the husband's record unless the husband and wife are set up for individual statements rather than family. 4. Use the Cancel Envelopes field to determine if the parishioner should receive envelopes or not. <ol style="list-style-type: none"> a. Answer Yes if the parishioner does NOT want envelopes b. Answer No if the parishioner should receive envelopes. | |

Donor #1411

Papalis, Richard

None None 2021 Family Head of Household

General Donations Pledges Account

GENERAL

Contact *
Papalis, 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:

- Those who have never given: <https://my.eriescd.org/mp/299-646>
- Those who have not to receive envelopes: <https://my.eriescd.org/mp/299-1538>.
- Those who haven't given in the last 18 months: <https://my.eriescd.org/mp/299-638>
- Those missing a mailing address: <https://my.eriescd.org/mp/299-639>