Working with Funds (aka Programs)

Note for online registration events:

- Every registration event needs a fund.
- The fund must be set up in MP e-giving as well

Creating a NEW Program

1. Click **Church Structure** and choose **Programs**
2. Click the **New Program** button to add a new program.
3. Fill out fields. All fields listed below are **required** except the one in yellow.

Program Name:	Give it a Name.
Congregation:	Choose the appropriate congregation
Ministry:	Choose one that fits best.
Primary Contact:	The name of the person who should be overseeing the fund. Could be your name.
Start Date:	Enter a date
Tax Deductible:	Choose Yes for funds to appear on End of Year statement.
Statement Title:	Usually matches the Program Name you create.
Statement Header:	Choose the appropriate column heading from the list.
Allow online giving:	Yes or No
Account Number:	Enter the Program ID shown at the top left of the screen.
On Donation Batch Tool:	Do you want it to show up in the BMT?

4. Click the **Save** button and then close the program.

Adding that fund to Vanco:

1. Log into your Vanco Payments Portal.
2. Click the **Admin** tab in the Vanco Service Center.
3. Hover over **Company Profile** in the top menu bar and click **Manage Funds** n the dropdown.
4. Click **Add New** under the existing list of funds.
5. **Enter** the Program ID from MP as the Fund ID (if you miss this step, all of your payments will go into Vanco's "General Fund" and be more difficult to sort.
6. **Enter** the same Program Name you entered in MP.
7. **Save.** This name will appear on your reports

Hiding a program from the Batch tool

1) Click **Church Structure** on the advanced navigation menu and click **Programs.**
2) Click the program you want to hide.
3) Click the **Edit** button and set **On Donation Batch Tool** to **No**.
4) Click **Save** and then close the program.

End Dating a program with historic giving:

1) Click **Church Structure** on the advanced navigation menu and click **Programs**.
2) Click on program you want to end date.
3) Click the **Edit** button.
4) Add a date in the **End Date** field and set **On Donation Batch Tool** to **No**
5) Click **Save** and then close the program.

Renaming a fund

1) Click **Church Structure** on the advanced navigation menu and click **Programs**.

2) Click on program you want to rename.
3) Click the **Edit** button.
4) Edit the Program Name.
5) Click **Save** and then close the program.

Combining two funds

1) Contact support via chat or by emailing support@thinkministry.com to have funds combined. Let them know which fund you want the fund merged into.

Deleting a fund with no historic giving:

1) Contact support via chat or by emailing support@thinkministry.com to have a fund deleted. Only funds with no giving history will be deleted. All others will be end-dated.