Working with Funds (aka Programs) in Ministry Platform

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 a Ministry that best matches what you are using the funds for.
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.

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.