

## **PLEDGE MASTER PROCESS**

### **Adding Contributions For Any Given Sunday:**

Open the Membership Plus Program by clicking on the icon on your desktop

A pop up box will open. You will see an area that says “Select a Data Set”. Make sure ‘St. Martha’s Episcopal Church’ is highlighted, and then click on the ‘continue’ button.

A pop-box titled “Access Rights” will open – click ‘okay’.

On the left menu, click on ‘Financials’.

Click on ‘Contributions’, on the upper left menu

Click on ‘New’ at the top of the Contribution page. (This will bring up the page to begin entering contributions. The date should typically be the Sunday date you are entering the contributions.

Note: If you need to record the contribution for a different day than you are actually entering it, change the date in the date box. This might happen if you are entering checks for a given Sunday later in the week. )

Prior to entering check information, make sure that ‘check’ is listed in the check/cash box. When you enter cash contributions, you will want to change this back to ‘cash’.

Once you are ready to begin entering the check information, the cursor should be flashing in the box where name is to be entered.

To enter contribution checks, type the last name of the person on the check. Click ‘enter’. You will see a pop-up box with a list of names. Note - You may see several of the same family’s name. Typically the pledge name is in capital letters. Highlight the name and click ‘okay’.

The full name will appear in the box.

You will see the last contribution for this family listed below their name. If the contribution is the same, simply click on ‘copy previous’. It will fill in the amount in the appropriate place on the fund list and also in the check/cash box. You simply need to enter the check number. There is a comment box at the bottom where you can enter any relevant information regarding the contribution. This may occur if it is an unusual donation, a memorial for a particular person, a special contribution, etc.

Click on ‘Save and Continue’ at the bottom of the page. This will automatically save the entry and bring up a new page for contributions.

If the contribution is for a different amount or for a different fund than the previous amount, 1) enter the check number in the appropriate box; 2) enter the amount; 3) check the ‘tax deductible’

box if it is a tax deductible contribution; 4) click in the box just below the word 'Fund' and you will see a list of funds, locate the appropriate fund in the list and click on it; 5) enter any comments in the comment box; and 6) click on 'Save and Continue'. Most of the contributions will be checks to fulfill pledges, but others will be for building use, flowers, memorials, etc. If the check is for several things such as for a pledge, flowers, etc, you can enter one fund amount and then click on "Add New Split Fund", and you will be able to type in the information for additional fund types.

When you have entered all the checks, click on 'Close All'. A pop-up box will appear and ask if you want to deposit the number of contributions. Click 'Yes'. The list of deposits will then come up including a total.

Then using the adding machine, add all the checks and get your grand total. Make sure the total in Membership Plus equals the adding machine total. **If the totals do not match, you will need to find and correct the error.**

If the totals of the checks match, you will now need to add in the cash contributions. Click on the "Contributions" button in the left menu. Change the check/cash box to cash, and begin adding the cash contributions. Enter the cash amounts from the Teller Sheet that the Tellers give you when they finish counting the cash. The cash typically consists of Plate Collection and additional cash pledges/plate/other from specific individuals.

Once all of the cash items have been added, click on "Close All". When the pop-up box appears, click "yes". The deposit page will then come up and will show the total of checks and cash. If the total is correct, click the "Save" button above the deposits.

Another box with General Ledger questions may come up. Click 'Okay', and if it brings up other boxes, just close them.

Once all of the checks have been entered be sure to stamp the back of each one with the stamp that has For Deposit Only – St. Martha's Episcopal Church. Put the checks into alphabetical order.

You are now ready to generate a report.

If your deposit number does not match your adding machine number, you will need to recheck to see where the error occurred and correct the contribution data. You can do this by deleting the deposit (it only deletes the total), and then click on 'Contributions' to look at the individual contributions to find and correct the error. Highlight the contribution which is in error and click on 'edit' at the top of the page. Make your change and then click on 'Save'. You will then need to go through the 'Cancel' and 'Close All' steps to save the corrected contributions.

Once your contribution sheet is correct, you can repeat the steps to add and save it. Now you are ready to create and print a report.

On your computer, Click on 'Reports' at the very top menu.

Click on 'Report Generator'

Click on 'Deposit Report'

Click on 'Deposit with funds/currency detail'

Click on 'Preview'

Check the box for 'Limit report to a single record'

A pop-up box will appear. Highlight a date, then scroll down to the current date and click on it.

A report will be generated. The default printer is the large Xerox in the office – you may have to turn that printer on. Print the report.

Get the deposit bag and deposit slip started by the tellers. Complete the deposit slip by adding the total of the checks under the cash total and then the total of both at the bottom. Date the deposit slip.

Follow the deposit bag instructions for both the cash and checks. Include the deposit slip with the checks.

Tear off the removal tab at the top of the deposit bag and staple the deposit slip copy onto the tab. Put this into the Treasurer's folder.

Take the deposit key from the plastic storage box in the file cabinet in the Sacristy, and go to the PNC Bank at the corner of Pennsylvania and Garfield and deposit the deposit bag in the night deposit box. Be sure to check that the bag is no longer visible in the deposit box.

Return the key to the file cabinet.

Backup the Membership Plus program using the icon on the computer. Make sure you are backing up St. Martha's data. Click on the browse button, and locate the "Z" drive. Highlight this drive, and click on continue. Click on "Back-up". It will back up the data to the server. You also may want to back up to a thumb drive following the same basic procedure, only saving to the thumb drive location rather than the server location.

Safely remove the thumb drive. Shut down the computer and store in the locked sacristy cabinet above the counter on the east side of the room. The key is in the plastic bin.

Lock the Sacristy door. Make sure the back Church door is locked when you leave.