

MEMBERSHIP PLUS

FINANCIALS

Funds and Banks Set-Up

MEMBERSHIP PLUS 2007 DELUXE

Creating and Linking Funds

Create all of the Funds to which members contribute. These funds will be required later when you are entering contributions.

1. Expand the Financials category of Membership Plus 2007
2. Click Funds to open that module
3. Click the Add button at the top of the Funds window
4. In the Name field enter a name for the fund such as General Fund
5. In the Account # field enter a Fund account number if desired
6. If this fund should handle tax deductible contributions place a check in the box for this option
7. If this fund should be active when created place a check in the box for this option

Save Cancel Record Options Go to

Fund Information

Name: General

Account #: 1000

Tax Deductible

Active Fund

Account Links

Link MP Funds to MP Accounts (if you use MP 2005 to do your accounting)

MP Fund	Income Acct
Benevolence	Benevolence
Building	Building Fund Income
General	General Fund Income
General	
Maintenance	Other Income
Missions	Missions
New Staff Fund	General Fund Offerings
Scholarships	Scholarship Fund [1003-4115]
Special Needs	Special Mission Offering [1000-4227]

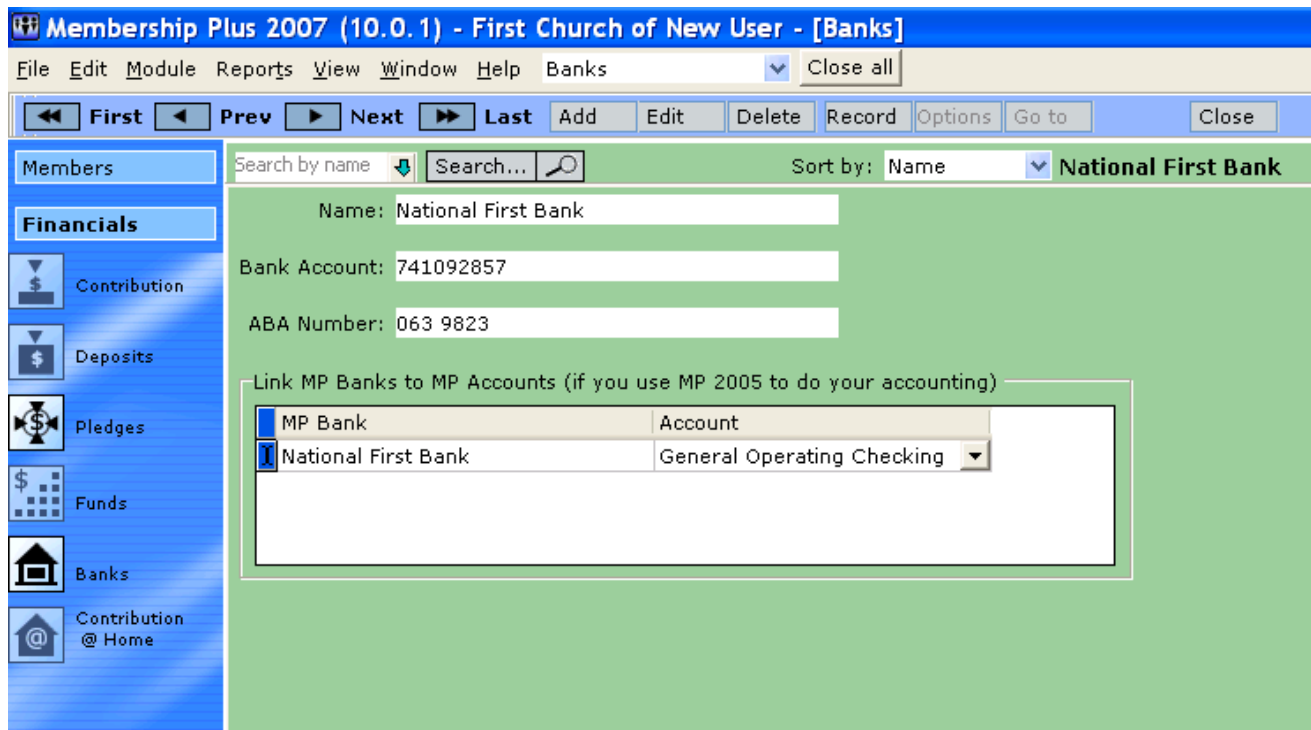
The MP Fund column lists the Funds created for contributions. The Income Account column lists the Income accounts setup in Accounting. Link a Fund to an Income

account by clicking in the Income account field to the right of and on the same line as the Fund. Select the corresponding income account from the drop-down menu.

Creating and Linking Banks

Create all of the Banks to which you will make contribution deposits. These banks will be required when you are making deposits in the program.

1. Expand the Financials category of Membership Plus 2007
2. Click Banks to open that module
3. Click the Add button at the top of the Banks window
4. In the Name field enter a name for the Bank.
5. In the Bank Account field enter the actual bank account number
6. In the ABA Number field, enter the ABA number (Bank Routing Number)
- 7.



Link the MP Bank to the corresponding Checking or Savings account. Follow the same process as you did when linking the Funds to Income Accounts. You should also create the Bank to Checking/Savings account links. The process is the same as linking Funds to Income accounts you are just dealing with Banks and Checking/Savings accounts instead of Funds and Income accounts. There is no option to save (no save button to click) these link settings the program will do this automatically. Once the links are created you are ready to begin entering contributions. *(Pledge records should be setup prior to entering contributions)*

