

CHURCH OF THE NAZARENE

FUNDING THE MISSION

HOW TO complete a batch data entry

To upload church giving data to fundingthemission.org to allow churches to see the gifts they have given for their District Fund Goal or their Education Fund Goal, follow the instructions below.

You can see more how-to directions on our [FAQ page](#), or email us at stewardship@nazarene.org.

- 1 Open a browser and go to fundingthemission.org. Click "Login" at the top right. Follow the prompts to enter your login information.

Living Generously Through
Funding the Mission

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..... This tool allows the local church to record income, track progress toward allocation goals, and make itemized online contributions. Not signed up yet? Contact your district office or email stewardship@nazarene.org

Secure Login

Username

Password

Login

[Forgot Login?](#)

If you are not a fundingthemission.org user, contact your district office or Stewardship Development at stewardship@nazarene.org or 800-544-8413. We'll be happy to give you access to your church or district.


- 2 You should now see your district's Financial Detail Summary page. Click on the gift icon to go to the contributions page.


CHURCH OF THE NAZARENE
FUNDING THE MISSION

Home Edit **Gift** Share \$ Calendar Document ? Settings

Financial Detail Summary

(2021-2022) [Change](#)

TOTAL CHURCH INCOME \$5,863,708.00 View		
As Of 07/12/2022		
Mission Projects	\$253,589.49	
Given By Others	\$29,755.82 Make Contribution	

WORLD EVANGELISM FUND		
WEF Giving \$272,330.40		
Goal Progress (5.07% of 5.5%)		
Goal of	\$294,021.88 Not Met	

3

On the Contributions Giving Summary page, click on "Batch Check Entry."

List of Contributions - Giving Summary (2022-2023) [Change](#)

World Evangelism Fund Goal	\$66,678.13
Pensions and Benefits Goal	\$27,277.42
Education Goal	\$27,277.42
District Goal	\$0.00

[GTS Contribution](#)
[Mail GTS Contribution](#)
[Batch Check Entry](#)
[Mail District Contribution](#)
[Batch Check History](#)

Last Update:

World Evangelism Fund	\$139,094.04
Pensions and Benefits	\$55,361.25
Mission Projects	\$157,039.14
Nazarene Compassionate Ministries Mission Projects	\$17,048.00
Education	\$0.00
Other	\$13,960.00
District	\$0.00

4

On the Batch Check Entry page, there are two ways to enter giving data from local churches. You can enter one gift at a time, or you can upload your batch as a .csv file. To enter one gift at a time, select the church name, the gift method, the date of the gift, the assembly year, the campaign/allocation, and the amount of the gift. Click "Add to Batch." You will then see the gift added to the Batch Summary.

Batch Check Entry - Enter checks (2022-2023) [Change](#)

Step 1: Add checks to this batch

Church
 Method
 Check/Transaction date
 Assembly Year 2022-2023
 Campaign
 Memo
 Amount \$ 0.00

[Close](#)
[Add to Batch](#)

Batch Summary

Number of checks 0
 Batch Total \$0.00

[Upload Batch](#)

5

After you add all individual gifts to the Batch Summary, click "Save Batch" and the gifts will be added to the local church's contribution summary. A pop-up will ask to confirm "Save this Batch." Click "OK."

Batch Summary

Number of checks 1
 Batch Total \$100.00

[Save Batch](#)

6

If you made a mistake, no need to worry! To edit a particular gift you entered, click on the gift box icon again, then select "Batch Check History" and search for the gift you need to edit or delete by using the date range or the column arrows above each category in the history of transactions. Then, click on the yellow pencil to edit the gift data or the red trash can to delete the gift data.

Batch Check History (2022-2023) [Change](#)

Start Date: 09/19/2022
End Date: 10/19/2022
[Close](#) [Change Date Range](#)

Batch Check History

10 [e](#)

1 - 1 / 1 Search

Church	Check #	Check Date	Assembly Year	Campaign	Allocation	Amount	
Abraham-Mark Church		10/19/2022	2022-2023	District		\$10.00	Edit Delete

1 - 1 / 1

7

To upload a batch entry as a .csv file, follow steps 1-3. On the batch check entry page, click "Upload Batch."

Batch Check Entry - Enter checks (2022-2023) [Change](#)

Step 1: Add checks to this batch

Church:
Method:
Check/Transaction date:
Assembly Year: 2022-2023
Campaign:
Memo:
Amount: \$ 0.00
[Close](#) [Add to Batch](#)

Batch Summary

Number of checks: 0
Batch Total: \$0.00

[Upload Batch](#)

The Batch Check Entry – Upload File page gives instructions on how to download an Excel spreadsheet for your district with each church already populated. Follow these steps:

- Click on "Download Example File."
- Locate the file in the lower left corner of your computer screen.
- Open the Excel file and enable editing.
- Enter complete giving data and delete any unnecessary rows.
- Save the spreadsheet to your computer as a .csv file and then close Excel.
- Go back to the FTM Batch Check Entry – Upload File page and click on "Choose File."
- Select the file from your computer and click "Open."
- Click "Submit" to complete the upload process.
- If the batch file uploads without any records rejected, click "Accept" to save the batch.
- A pop-up confirmation box will appear. Click "OK".

Batch Check Entry - Upload File

Upload Details

[Download Example File](#)

Total records uploaded	0
Total amount downloaded	\$0.00
Records Accepted	0
Amount accepted	\$0.00
Records rejected	0
Amount rejected	\$0.00

In order to upload a check batch file the file should be a comma-delimited CSV containing the following columns:

- * Church
- * Method (CHECK or ACH)
- * Check Number
- * Check/ACH Date
- * Assembly Year (YYYY-YYYY)
- * Campaign (DS or ED)
- * Allocation
- * Amount

Click on the download example file button above to make sure your formatting is correct before submitting your file below. (Please note: If the file was created in Microsoft Excel, please save the file with Save as type: CSV (Comma delimited) (*.csv).)

Click on "Choose File" below to select your file and then click on submit to complete the upload process.

[Choose File](#)

No file chosen

[Submit](#)

[Close](#)