

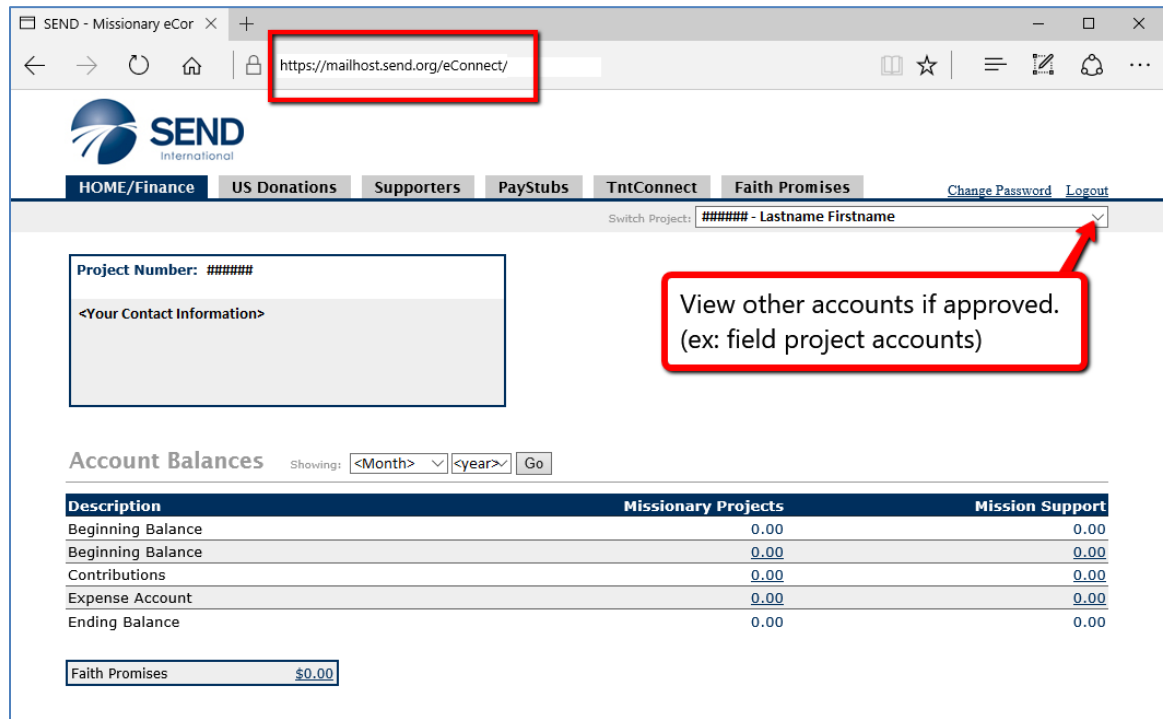
eConnect: User Guide

<https://mailhost.send.org/econnect/>



eConnect Access

- Step #1: eConnect access & permissions are set up by the USO Info Sys dept.
- Step #2: Create your own login credentials. See the last two pages of this guide for instructions regarding the “Create New User” process.



Things to Know:

1. If it's underlined, it's a hotlink
 - a. Donor names and amounts drill down to historical and itemized detail
 - b. Column titles will (re)sort records in ascending/descending order
 - c. Download to Excel is available on a few Tabs
 - d. If a list requires multiple pages, hotlink page numbers will appear at the bottom-left of the screen like 1 2 3 4
 - e. There is a 20-minute inactivity lockout, requiring a re-login...
2. As a general rule, “Donations” include all income that is receipted through the US Donor Relations department (checks, cash, EFTs, credit cards).
 - a. Some “On-field Support” is purely a transfer within Finance. This income will show up on the Finance Tab in an “On Field Support” column & line, but not as a donation, nor in a download file.
 - b. The total of these “donations” includes support & project money.
 - c. Refer to the Finance Tab: Account Balances, to see how the donations are split among their proper Funds.

Donations = US Receipts

Donations ≠ Support

- eConnect-specific questions should be addressed to Information Systems (IS@send.org).

HOME/Finance Tab: Account Balances by Fund names that have activity

Account Balances Showing: <month> <year> Go

Description	Missionary Projects
Beginning Balance	42496.00
Beginning Balance	<u>42496.00</u>
Contributions	<u>2893.63</u>
Expense Account	<u>-122.04</u>
Ending Balance	45267.59
Faith Promises	<u>\$5173.00</u>

Income for Appointees or designated home-service expenses goes into the Missionary Projects fund.

Total and link to Faith Promises tab.

Account Balances Showing: <month> <year> Go

Description	Missionary Projects	On Field Support for	Mission Support
Beginning Balance	0.00	0.00	0.00
Beginning Balance		<u>0.00</u>	<u>0.00</u>
Contributions		<u>0.00</u>	<u>1840.00</u>
Compensation		<u>0.00</u>	<u>-1846.20</u>
Expense Account		<u>0.00</u>	<u>6.20</u>
Ending Balance		<u>0.00</u>	<u>0.00</u>
On field support		<u>219.94</u>	<u>0.00</u>

After 1st departure, income goes into the Mission Support fund. On field support will show up at the end, if you have income from a non-US source.

The Finance Tab amounts are balances for the specific accounts, or Funds.

- To see what credits and deductions comprise a balance, click on the link to drill-down.
 - Ex1: -\$2,000 Expense Account balance may include \$1,500 reimbursement#1, \$200 reimbursement#2, \$400 COP charges, and \$100 credit adjustment for previous month.

- Questions related to Financial accounts should be addressed to Sandy Gorney (sgorney@send.org).

US Donations Tab: US Received contributions by month and donor

This does not include income and fees handled through journal entries in the Finance Department. (examples: On Field Support, Credit Card fees)

Donations ≠ Support

Donations = US Receipts

Donation columns

- Date: date the gift was posted and receipted
- Amount: parentheses means negative (an adjustment/correction)
- Donor #:
- Donor Name:
- Reference: notation from the donor via memo line on check or other note
- Gift Type: signifies what Fund (Finance Account) the donation goes toward (ie: SUPPort, PROJMissionary, PROJOther, ...)
- Deduct: "Y" denotes gift is deductible ("N" = personal gift, which we no longer process)
- Method: Check (including Cash), EFT, CreditCard or e-Check (will incur a Fee), ACH (ex: bill-pay from a bank),...
- Appeal: Code to tag gifts that resulted from Campaign and Appeal letters
- Soft Credit: link to donors that gave thru a foundation, fund, processor, etc...

Date	Amount	Donor #	Donor Name	Reference	Gift Type	Deduct	Method	Appeal	Soft Credit
2/4/2016	\$400.00	166714	Be			Y	ACH		
2/29/2016	\$434.00	166714	Be			Y	ACH		
2/12/2016	\$50.00	154193	Br			Y	EFT		
2/29/2016	\$75.00	31182	Ca	qtrly		Y	CHECK		
2/12/2016	\$25.00	153507	Di			Y	ACH		
2/25/2016	\$20.00	151477	Du			Y	CHECK		
2/29/2016	\$130.00	182878	Eb			Y	ACH		
2/17/2016	\$400.00	211811	Fa			Y	ACH		
2/18/2016	\$100.00	190574	Gr			Y	ACH		
2/12/2016	\$100.00	124972	Ke			Y	EFT		
2/12/2016	\$1,000.00	194108	Ko			Y	EFT		
2/12/2016	\$300.00	153170	Le			Y	EFT		
2/10/2016	\$50.00	168419	Lir			Y	ACH		
2/23/2016	\$100.00	110350	Me			Y	CHECK		

- Questions related to donations/donors should be addressed to Donor Relations (donorrelations@send.org).

Supporters Tab: Listing of past two year's donors with contact information, linked to individual donor's Donation History.

It is advantageous to keep contact information current, *for your current donors*. More and more, electronic correspondence is becoming the expectation, including eReceipts. It is not necessary, however, to maintain contact information for names on the Supporters list that aren't active.

Note that you can modify the date parameters on the Donation History screen to see as much or little history as you want. The default is the past 13 months.

PayStubs Tab: Check details including earnings and deductions

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HOME/Finance US Donations Supporters **PayStubs** TntConnect Faith Promises [Change Password](#) [Logout](#)

PayStubs

Select a check to view details

Check #	Date
View PRL000020257	2016/05/27
View PRL000020057	2016/04/28
View PRL000019859	2016/03/28
View PRL000019659	2016/02/26
View PRL000018871	2015/09/28
View PRL000018636	2015/09/28
View PRL000018428	2015/08/28
View PRL000018222	2015/07/28
View PRL000018016	2015/06/26
View PRL000017810	2015/05/28
View PRL000017603	2015/04/28
View PRL000017170	2015/03/27
View PRL000016969	2015/02/27
View PRL000016771	2015/01/28
View 14MED162	2014/12/27
View PRL000016570	2014/12/26

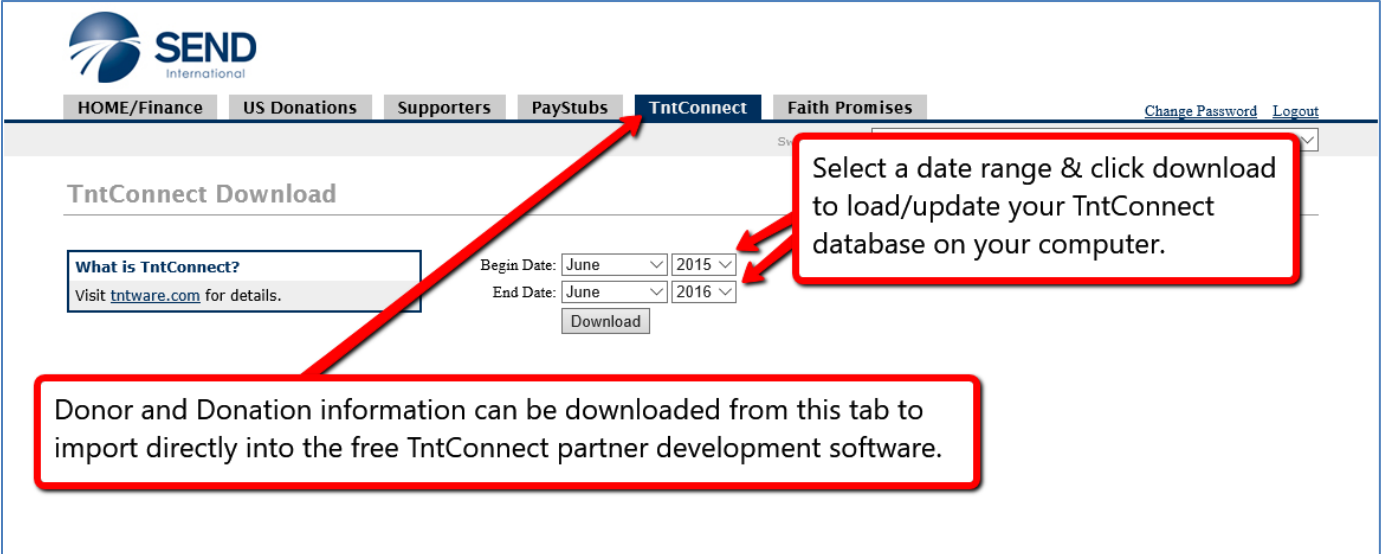
1 2 3 4 5

Check #: PRL000020257 (2016/05/27)

Payment Description	Amount	YTD
Gross Pay	\$4,107.11	\$20,524.84
Child Allowance	\$1,318.86	\$6,583.62
Earn Age Increment	\$483.47	\$2,417.35
Macedonia BASE Pers Allowance	\$1,804.78	\$9,023.87
Special Fied Housing - IN	\$500.00	\$2,500.00
Fild Special Housing - OUT	(\$500.00)	(\$2,500.00)
SECA Tax	(\$616.07)	(\$3,078.73)
Net Pay	\$2,991.04	\$14,946.11

- Questions related to payroll earnings and deductions should be addressed to Sandy Gorney (sgorney@send.org).

TntConnect Tab: Donor and Contribution information, for downloading to partner development software, or to Excel.



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HOME/Finance US Donations Supporters PayStubs **TntConnect** Faith Promises [Change Password](#) [Logout](#)

TntConnect Download

[What is TntConnect?](#)
Visit tntware.com for details.

Begin Date: June 2015
End Date: June 2016

Select a date range & click download to load/update your TntConnect database on your computer.

Donor and Donation information can be downloaded from this tab to import directly into the free TntConnect partner development software.

Refer to the [TntConnect](#) documents on SharePoint for more information.

Additionally, there is a wealth of information on the TntConnect website:

<https://www.tntware.com/tntconnect/>

- Reference guides
- FAQs
- Downloads
- Forums
- Videos

Faith Promises Tab: Partners that have made promises or give by EFT

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HOME/Finance US Donations Supporters PayStubs TntConnect **Faith Promises** Change Password Logout

Switch Project: 12

Faith Promises [Download to Excel](#)

Initial Date	Amount	Recurring	Donor Name
5/1/2015	\$50.00	Monthly	Sc
1/12/2001	\$25.00	Monthly	Pe
1/12/2001	\$150.00	Monthly	Tr
11/13/2015	\$50.00	Monthly	Bl
1/12/2001	\$150.00	Monthly	Hi
1/12/2001	\$30.00	Monthly	Fr
1/12/2001	\$100.00	Monthly	Es
1/10/2001	\$30.00	Monthly	W
1/12/2001	\$50.00	Monthly	
8/4/2015	\$150.00	Monthly	
1/12/2001	\$50.00	Monthly	
2/2/2001	\$25.00	Monthly	
7/19/2006	\$40.00	Monthly	
10/2/2015	\$200.00	Monthly	
1/12/2001	\$100.00	Monthly	
1/25/2013	\$50.00	Monthly	
5/10/2005	\$25.00	Monthly	W
6/16/2005	\$25.00	Monthly	Ti
6/16/2005	\$100.00	Monthly	Hi
5/5/2015	\$100.00	Monthly	Hi

1 2 3 4

Callout 1: To bring the most recent Faith Promise additions or changes to the top of the list, click on the column header twice for a decending date sort.

Callout 2: All promises are entered as a monthly amount. (ex: a \$600 annual promise will show as \$50/mo.)

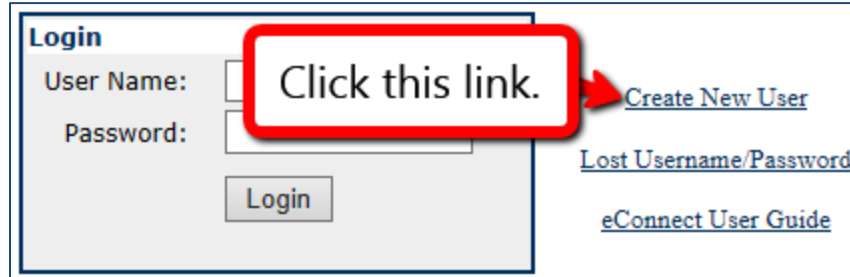
- The Initial Date field is set or updated when Faith Promises are entered or changed. The date in this field represents when the current amount was entered.
- Amounts are entered as Monthly amounts. An annual donor that gives \$2,400 per year will be entered as a \$200 per month promise.
- The primary usage of this data is for deployment permission (Appointees & Missionaries On Home Service)
- For those in that situation, this data needs to be 100% up-to-date and it must total 100% of your Required Support (FRC) to depart!
 - eConnect gives you real-time access to what Promise Forms have been received and entered by Donor Relations
 - All EFTs are automatically considered Faith Promises for the current amount
 - non-EFT Faith Promises can only be entered if a Donor submits a Promise Form, or if there is clear pattern-giving that meets the guidelines of the Donor Relations department
- The Faith Promise Total is displayed on the HOME/Finance Tab
- Questions related to Faith Promises should be addressed to Kathy Cole (kcole@send.org).

eConnect: Create New User Instructions

<https://mailhost.send.org/econnect/>

On the eConnect landing page, click the “Create New User” link.

You will create your own User Name and Password in Step 4.



Login

User Name:

Password:

[Create New User](#)

[Lost Username/Password](#)

[eConnect User Guide](#)

- Step 1 – Agree to the user Agreement



New Missionary eConnect User Account

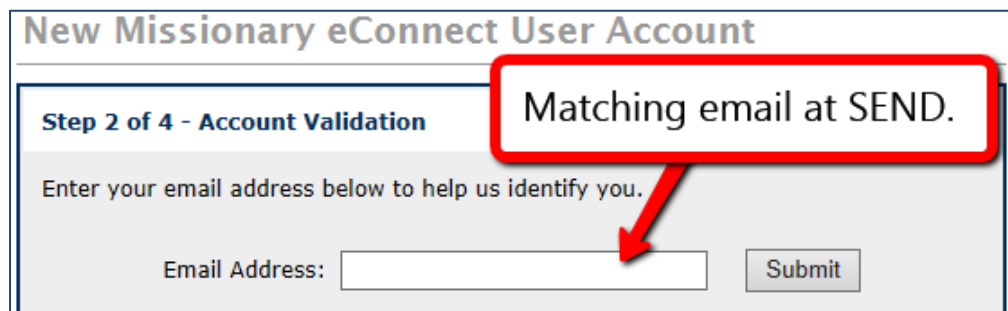
Step 1 of 4 - User Agreement

By accessing and using this Site, You represent that You are the authorized User and that You will, at all times, provide true, accurate, current, and complete information when submitting information or materials on this Site, including, without limitation, when You provide information via this Site registration. In addition, You represent that You have all necessary rights to possess and provide to this Site the information submitted through the Site and agree to abide by all applicable laws with respect to your use of this Site. You further agree not to interfere with the use of this Site by other users and not to impersonate any other person or entity, including impersonating an employee or representative of this Site or any of its affiliates. This Site shall be entitled to rely upon the representations and statements made by You.

[I Agree To The User Agreement](#)

[I DO NOT Agree To The User Agreement](#)

- Step 2 – Enter your email address. This must match the e-mail address that is in the US Office Database or you will receive an error message indicating that it cannot be found.



New Missionary eConnect User Account

Step 2 of 4 - Account Validation

Enter your email address below to help us identify you.

Email Address:

Matching email at SEND.

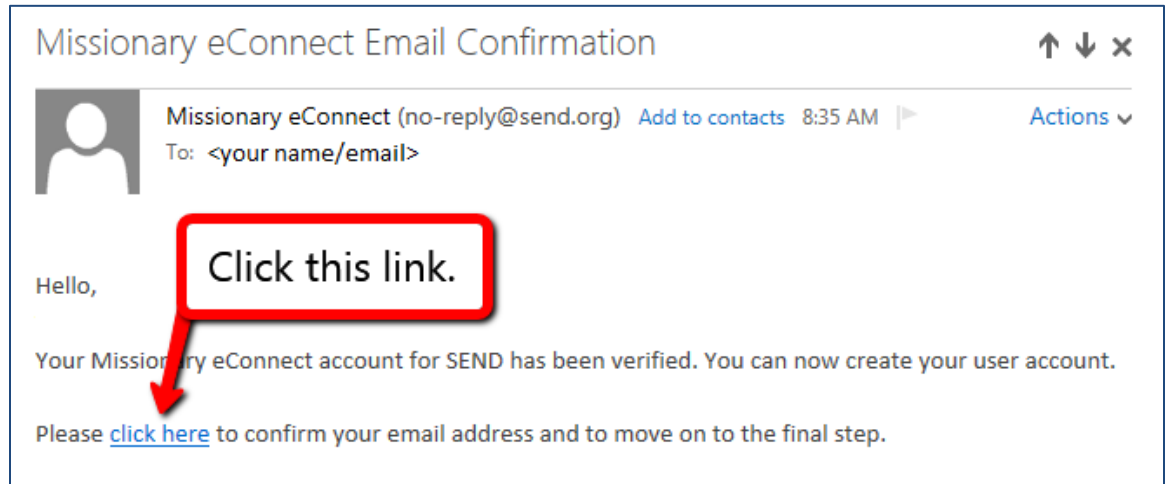
- Step 3 – Click on the link within the email to be returned to the site.

New Missionary eConnect User Account

Step 3 of 4 - Email Address Confirmation

A confirmation email has been sent to you.

You will receive a confirmation link that will take you to the final step.



- Step 4 – Create a User Name and password – the account information will be saved in the US Office Database and the account will be activated for use.

New Missionary eConnect User Account

Step 4 of 4 - Create User Account

Thank you for confirming your email address.

You may now create you Missionary eConnect user account below:

Username:

Password:

Confirm Password:

Create your own Username & Password.