

Monthly Tithe Reporting & Payments in NetSuite



Introduction

NetSuite is replacing Ministry Financials for online monthly tithe reporting and online payments. Similar to Ministry Financials, NetSuite is web based and will be accessed using your internet browser.

All monthly tithe reporting will begin in NetSuite on July 1, 2021.

Any questions regarding monthly tithe reporting or payments in NetSuite can be directed to billing@arumc.org.

Getting Started

Each church will receive a notification email from NetSuite with a link to create its password. The link is only valid for 24 hours. Once the password is created, there are two ways to access the NetSuite Tithe Reporting website.

1. Copy the web address below to your internet browser and create a bookmark to save it for future use.

<https://4805813.app.netsuite.com/app/login/secure/privatelogin.nl?c=4805813>

2. On the ARUMC website, click on Our Resources → Administrative Services → Arkansas Tithe Initiative. Then click on the NetSuite Tithe Reporting link.

The login page for the NetSuite Tithe Reporting will appear.



The screenshot shows a login page with the following elements:

- Logo:** A red square with a white cross and the word "Arkansas" in a large, black, serif font. Above "Arkansas" is the text "UNITED METHODISTS OF" in a smaller, black, sans-serif font.
- Title:** "Arkansas Conference of the United Methodist Church" and "Customer Login" in a black, sans-serif font.
- Input Fields:** Two white rectangular boxes with thin black borders. The first is labeled "Email" and the second is labeled "Password".
- Remember Me:** A small square checkbox followed by the text "Remember Me".
- Log In Button:** A solid blue rectangular button with the text "Log In" in white, sans-serif font.
- Forgot Password:** The text "Forgot your password?" in a black, sans-serif font.
- Disclaimer:** A line of small, gray, sans-serif text: "By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy".

Knowing Your Way Around the Home Screen

The screenshot displays the NetSuite interface for a church's contributions. At the top, the Arkansas Conference of the United Methodist Church logo is visible on the left, and the user's name '777777 Example UM Church' and the role 'Arkansas Conference of the United Methodist Church - Church Activity Customer Center' are on the right. A navigation bar below the header contains a home icon and the 'Contributions' menu item, which is highlighted with a blue bar and a white 'C' in a square. The main content area is titled 'Contributions' and contains three portlets. The first portlet, 'Custom Search', indicates it is not set up. The second portlet, 'Contributions Links', features a search box and a list of links: 'Monthly Statement' (D), 'Running Total Balances vs. Paid' (E), 'Monthly Contribution' (F), 'Make Vanco Payment' (G), and 'Print Monthly Statement' (H). The third portlet, 'Recent Records', shows a record for '777777 Example UM Church' with a sub-link for 'Benefits Budget/Planning #37'.

- A** This is the church currently logged in. To log out, hover and click Log Out.
- B** This is the default Help button for the customer center in NetSuite. The Conference customized this process for our churches therefore this will not be helpful. Email billing@arumc.org with questions.
- C** Contributions menu provides another way to view the links under Tithe & Contributions below (D-H).
- D** **Monthly Statement** shows the most recent monthly tithe reported and paid.
- E** **Running Total Balances vs. Paid** shows the cumulative balances of monthly tithe reported and paid.
- F** **Monthly Contribution** shows a listing of the monthly tithe reported.
- G** **Make Vanco Payment** shows a list of the previous Vanco payments made as well as a button to make a new Vanco payment.
- H** **Print Monthly Statement** shows a PDF with the monthly reported totals and payments in a PDF format for saving or printing.
- I** **Monthly Contributions** shows a list of the most recent tithe reporting.

Reporting Monthly Tithes and Contributions

- Click on **Monthly Contribution** on the home screen. The following screen will appear.

The screenshot shows the 'Monthly Contribution List' interface. At the top, there is a navigation bar with a home icon and the text 'Contributions'. Below this is a sub-header 'Monthly Contribution List' and a blue button labeled 'New Monthly Contribution'. A 'FILTERS' section is visible. The main area contains a table with the following columns: 'EDIT | VIEW', 'ID', 'CONFCHURCHID', 'CONSTITUENT', 'TITHE REPORTING MONTH', and 'TITHE AMOUNT'. The table is currently empty, with the text 'No records to show.' displayed below it. The top right of the page shows '777777 Example UM Church' and 'Arkansas Conference of the United Methodist Church - Church Activity Customer Center'.

- Click on **New Monthly Contribution**. The following screen will appear.

The screenshot shows the 'Monthly Contribution' form. At the top, there is a navigation bar with a home icon and the text 'Contributions'. Below this is a sub-header 'Monthly Contribution' and a 'List Search' link. There are three buttons: 'Save', 'Save & New', and 'Save & Copy'. The form is titled 'Monthly Contribution Information' and includes the following fields:

- * TITHE REPORTING MONTH: May 2021 (dropdown menu)
- CONSTITUENT: 777777 Example UM Church
- * TOTAL GROSS INCOME: [text input]
- CAPITAL CAMPAIGNS: 0.00
- MEMORIALS & ENDOWMENTS: 0.00
- SALE OF CHURCH-OWNED REAL ESTATE: 0.00
- TUITION-BASED SERVICES: 0.00
- DIRECT COSTS OF FUNDRAISING: 0.00
- PASS-THROUGH FUNDS GOING OUTSIDE LOCAL CHURCH: 0.00
- PAYCHECK PROTECTION PROGRAM LOAN: 0.00
- MONTHLY INCOME: [text input]

The 'Tithe Amount' section includes:

- DISTRICT MISSION APPORTIONMENT: 120.00
- ADDITIONAL DONATION: <Type then tab> (dropdown menu)
- AMOUNT: [text input]
- ADDITIONAL DONATION: <Type then tab> (dropdown menu)

The top right of the page shows '777777 Example UM Church' and 'Arkansas Conference of the United Methodist Church - Church Activity Customer Center'.

- Click the **Tithe Reporting Month** dropdown menu and select the reporting month. **The Month selected should be the month's collections you are reporting and paying in. For example, if the current month is June 2021 and you are paying in tithe on May 2021 collections, the Tithe Reporting Month selected is May 2021.**

- Enter the **Total Gross Income** from the church during that month.
- Enter the totals, if any, for the adjustments to the monthly income.
- If the church pays a **District Mission Apportionment**, it will automatically populate the annual amount. *Once the page is saved, this will adjust to the monthly amount.*
- If pass through donations were collected, click the **Additional Donation** dropdown menu and select the appropriate designation. Then enter the amount collected.
- Click **Save**.
- The screen that appears will have the monthly tithe calculated.



Help



777777 Example UM Church
Arkansas Conference of the United Methodist Church - Church Activity Customer Center



Contributions

Monthly Contribution

List Set

Edit

New

Make Copy

Print

Monthly Contribution Information

TITHE REPORTING MONTH	May 2021
CONSTITUENT	777777 Example UM Church
TOTAL GROSS INCOME	2,000.00
CAPITAL CAMPAIGNS	0.00
MEMORIALS & ENDOWMENTS	0.00
SALE OF CHURCH-OWNED REAL ESTATE	0.00
TUITION-BASED SERVICES	0.00
DIRECT COSTS OF FUNDRAISING	0.00
PASS-THROUGH FUNDS GOING OUTSIDE LOCAL CHURCH	0.00
PAYCHECK PROTECTION PROGRAM LOAN	0.00
MONTHLY INCOME	2,000.00

Tithe Amount

210.00

DISTRICT MISSION APPORTIONMENT	10.00
ADDITIONAL DONATION	UMCOR Domestic Disaster Response
AMOUNT	200.00
ADDITIONAL DONATION	

Reviewing Monthly Statement

- Once the monthly tithe and contributions are reported, hover over **Contributions, Tithe & Contributions**, and click **Print Monthly Statement**.

Contributions

Information
 If you are paying by check, please click on "Print Monthly Statement", print and mail in with your check. Please mail the statement and check to the Arkansas Conference, PO Box 55588, Little Rock, AR 72215. If you are paying by Vanco, please click on "Make Vanco Payment".
 Please note: After submitting a Vanco Payment, it will take 3 business days to process and be reflected in your Monthly Statement.

Monthly Statement

Make Vanco Payment Print Monthly Statement

* MONTH May 2021

- Select the month in the drop down menu.
- Click **Print Monthly Statement**.

Period	Item	Beneficiary	Amount Billed	Amount Paid	Balance Due
May 2021	CRSP - DB (Defined Benefit)	Sample UMC Pastor	806.67	0.00	806.67
May 2021	CRSP - DC (Defined Contribution)	Sample UMC Pastor	302.50	0.00	302.50
May 2021	UMCOR Domestic Disaster Response	- None -	200.00	0.00	200.00
May 2021	CPP- Benefit	Sample UMC Pastor	302.50	0.00	302.50
May 2021	District Mission Apportionment	- None -	10.00	0.00	10.00
May 2021	Tithe Contribution	- None -	210.00	0.00	210.00
Total			1,831.67	0.00	1,831.67

- The monthly statement will appear as a PDF in a web browser. You can save or print this file for your records. This statement shows the tithe payment, district mission apportionment (if applicable), designated giving, and benefits due for the pastors. *If there are previously unpaid balances due, those will also appear on this statement.*
- Review the statement to ensure the tithe payment and designated giving is correct. If an error is noted, hover over **Contributions, Tithe & Contributions**, and click on **Monthly Contribution**. Then select **Edit** for the month entered. Make the appropriate adjustments and click **Save**. The **Monthly Statement** will now reflect those changes.

Payment by Check

- On the **Print Monthly Statement** screen, click **Print Monthly Statement**. A PDF statement is created to print and mail with a check to the Conference address below.

Arkansas Conference
PO Box 55588
Little Rock, AR 72215

- *If there are differences in the **Monthly Statement** total and the check total, note those on the statement so the Conference Office knows what items the church is paying for.*
- The check payment will be recorded in NetSuite and applied to the Monthly Statement once received.

Payment by Vanco

- On the **Print Monthly Statement** screen, click **Make Vanco Payment**.
- The payment amount will automatically default to the amount due. If this amount is adjusted, use the comments box below to note what is being paid.
- Select the tithe reporting month(s) that the payment is for.

The screenshot shows the 'Vanco Payment' form in the Oracle NetSuite interface. At the top left is the 'Arkansas' logo with 'UNITED METHODISTS OF' above it. To the right, there is a 'Help' icon and the text '777777 Example UM Church' and 'Arkansas Conference of the United Methodist Church - Church Activity Customer Center'. Below the logo is a navigation bar with a home icon and the word 'Contributions'. The main heading is 'Vanco Payment'. There are three buttons: 'Save' (highlighted in blue), 'Save & New', and 'Save & Copy'. Below these are several fields: 'INACTIVE' with a checkbox, 'CONSTITUENT' with the value '777777 Example UM Church', '* AMOUNT TO PAY' with the value '1,831.67', and 'PARTIAL PAYMENT COMMENTS' with a text area containing a placeholder message. To the right, there is a 'PAYMENT DATE' field with the value '5/19/2021', a 'VANCO ID' field, and a 'TITHE REPORTING MONTH(S)' dropdown menu with options for 'Mar 2021', 'Apr 2021', 'May 2021' (highlighted in blue), and 'Jun 2021'.

- If the Vanco payment processed correctly, the following screen will appear indicating “Success” as the Process Status. Payments will take up to 3 business days to be applied to the church’s Monthly Statement balance.

The screenshot shows the 'Vanco Payment' form after a successful payment. The navigation bar and heading are the same. The buttons are 'Edit' (highlighted in blue), 'New', 'Make Copy', and 'Print'. The 'INACTIVE' checkbox is present. The 'CONSTITUENT' field now shows '7029685 Megan Constituent'. The 'AMOUNT TO PAY' field shows '172.25'. The 'PARTIAL PAYMENT COMMENTS' field contains a placeholder message. The 'PAYMENT DATE' field shows '4/8/2021' and the 'PROCESS STATUS' field shows 'Success'. On the right side, there is a red text message: 'Your payment has been submitted. Please note that payments will take 3 business days to process and be reflected in your Monthly and Running Total Statements.'

- If the Vanco payment did not process, the following screen will appear. This is most likely due to the church not being set up to pay with Vanco. Please contact billing@arumc.org.

The screenshot shows an error message in the Oracle NetSuite interface. At the top left is the 'ORACLE NETSUITE' logo. Below it is the text 'Notice (SuiteScript)'. The main message reads: 'Your Vanco payment cannot be processed at this time because your Vanco account is not connected with NetSuite. Please contact Administrative Services by emailing billing@arumc.org to resolve.' At the bottom left, there is a blue button labeled 'Go Back'.

Reviewing your Monthly Statement

- Once the monthly statement is reviewed and paid, hover over **Contributions, Tithe & Contributions**, and click **Running Total Balances vs. Paid**. This presents a detailed history of contributions recorded and paid.

Arkansas UNITED METHODISTS OF

Help 777777 Example UM Church
Arkansas Conference of the United Methodist Church - Church Activity Customer Center

Contributions

Running Total: Results

FILTERS

DATE All FROM TO STYLE Normal

TOTAL: 9

PERIOD	ITEM	BENEFICIARY	AMOUNT BILLED	AMOUNT PAID	BALANCE DUE
2021-05	UMCOR Domestic Disaster Response	- None -	200.00	200.00	0.00
2021-05	District Mission Apportionment	- None -	10.00	10.00	0.00
2021-05	CRSP - DB (Defined Benefit)	Sample UMC Pastor	806.67	806.67	0.00
2021-05	CRSP - DC (Defined Contribution)	Sample UMC Pastor	302.50	302.50	0.00
2021-05	Tithe Contribution	- None -	210.00	210.00	0.00
2021-05	CPP- Benefit	Sample UMC Pastor	302.50	302.50	0.00
2021-06	CPP- Benefit	Sample UMC Pastor	302.50	0.00	302.50
2021-06	CRSP - DB (Defined Benefit)	Sample UMC Pastor	806.67	0.00	806.67
2021-06	CRSP - DC (Defined Contribution)	Sample UMC Pastor	302.50	0.00	302.50
Total			3,243.34	1,831.67	1,411.67

- To review a summarized version of the Running Totals page, hover over **Contributions, Tithe & Contributions**, and click **Monthly Statement**. This presents a total of all contributions and payments. Filter the dates to the months you want included in the summary.

Arkansas UNITED METHODISTS OF

Help 777777 Example UM Church
Arkansas Conference of the United Methodist Church - Church Activity Customer Center

Contributions

Monthly Statement: Results

FILTERS

DATE (Custom) FROM 5/1/2021 TO 5/31/2021 STYLE Report

TOTAL: 6

Monthly Statement

ITEM	BENEFICIARY	SUM OF AMOUNT BILLED	AMOUNT PAID	BALANCE DUE
CPP- Benefit	Sample UMC Pastor	302.50	302.50	0.00
CRSP - DB (Defined Benefit)	Sample UMC Pastor	806.67	806.67	0.00
CRSP - DC (Defined Contribution)	Sample UMC Pastor	302.50	302.50	0.00
District Mission Apportionment	- None -	10.00	10.00	0.00
Tithe Contribution	- None -	210.00	210.00	0.00
UMCOR Domestic Disaster Response	- None -	200.00	200.00	0.00
Total		1,831.67	1,831.67	0.00