

Tracking Donations in TntMPD (Part 3 of 5)

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8.4 How to Start Receiving Donations into a Chartfield (aka How to Get a New Designation Number Assigned)

Remember: Donation Services does not speak the language of chartfields. To them, the whole universe is made up of seven-digit designation numbers. If you have a chartfield (Accounting language) into which you want to receive donations, you'll need to request a new designation (Donation language).

There are a few cases when you need to request the creation of a brand-new designation number. This is often the case if your ministry launches a **missional team** which desires to become self-sustaining financially.

Imagine that you are part of the Chlondoscow staff team, which launches three missional teams. Each of the three missional team leaders plan to begin raising support from local partners. (You will continue to serve each missional team as a local financial administrator.)

Contact your Finance Professional. They will assist you in setting up the designation numbers. Each designation number will need a clear yet visionary description for ministry partners to see on their giving receipts. Creating new designations is a very straightforward process.

Your finance professional will contact Donation Services and provide the necessary information:

1. The chartfield these donations will go in to
2. The amount this new designation should be assessed, which is 13%.
3. The description you want ministry partners to see on their giving receipts
4. The node from the donor tree – this is for reporting purposes. Contact Shari.Vincent@uscm.org if you are unsure which node. Yes this is new and Shari will train you.