

**American Baptist Churches Information Systems**  
**Cooperating Church Annual Report**  
**ON-LINE SUBMISSION**

**Welcome to [annualreport.abcis.org](http://annualreport.abcis.org) – the on-line way to submit your Cooperating Church Annual Report data!**

### Getting Ready

You will find the data necessary to allow you access to the on-line submission on the printed copy of your church's *Cooperating Church Annual Report* sent to you by your region. You will need your congregation's Church PIN and either the Leadership ID of one of your Professional Staff, or the Region PIN. See the Church User Log In section for further details.

You may find it helpful to gather the data and record it on the hard-copy form before you begin your on-line submission. The system has a 'time out' feature that will be invoked after a period of inactivity. You will also find it helpful to print and have at hand a copy of these instructions.

If you are interrupted in the submission process, or find you need to gather or verify data for the report, the system allows you to put your submission on hold and return to it later. See the section of these instructions titled "Holding the Church Info" for more details.

### How It Works

The data you submit electronically is sent to holding tables. The data is not uploaded to your church's official profile record until after it has gone through the Region Authorization process. In this process, Region staff will review the data submitted on-line and have the opportunity to accept or decline the submission. This extra step allows for greater security around the submission process and helps insure data integrity. Your Region staff will have the experience and the knowledge to notice anomalies in the data submitted for your particular church, and will call you if they have questions. Once your data has been approved by the Region, you will have the ability to print an official Cooperating Church Annual Report form for your church directly from this interface. See the section of these instructions titled "Printing Your Submission" for more details.

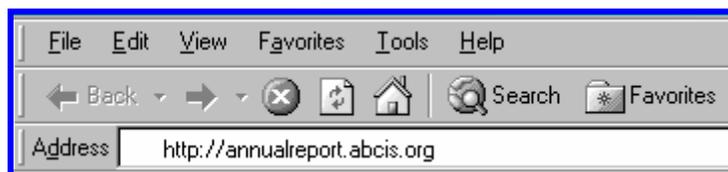
### Go!

Using Microsoft's Internet Explorer as your browser, navigate to **<http://annualreport.abcis.org>**. See Figure 1.

**IMPORTANT:**

- 1. Do NOT enter "www." in front of the address.**
- 2. You MUST use Microsoft's Internet Explorer as your browser to get full functionality from the site. The latest version of Internet Explorer can be downloaded for free from [www.microsoft.com](http://www.microsoft.com).**
- 3. You MUST allow pop-ups on this site in order to view the reports, as they will display in a pop-up window.**

Figure 1



**American Baptist Churches Information Systems**  
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## CHURCH USER LOG IN (FIGURE 2)

### CHURCH PIN

You will need your church's PIN – the unique number assigned to each ABC member church. You will find the PIN in the upper right of the *Cooperating Church Annual Report* below the church name in the CHURCH INFORMATION section.

### REGION PIN

**You should enter the Region PIN only if there is no Current Professional Staff listed on your Cooperating Church Annual Report.** If your hard-copy report form shows individuals listed under Current Professional Staff, you must leave the Region PIN field blank and use a Church Leadership PIN instead. The Region PIN can only be obtained from your Region office. The phone number for your Region office is printed below the Region name and address in the return instructions.

### CHURCH LEADERSHIP PIN

The Leadership PIN is the Leadership ID of one of the Current Professional Staff preprinted on your *Cooperating Church Annual Report*. You can use the ID number of any of the listed staff. **If you have Current Professional Staff listed on your Cooperating Church Annual Report, you must use a Leadership PIN and leave the Region PIN field blank.**

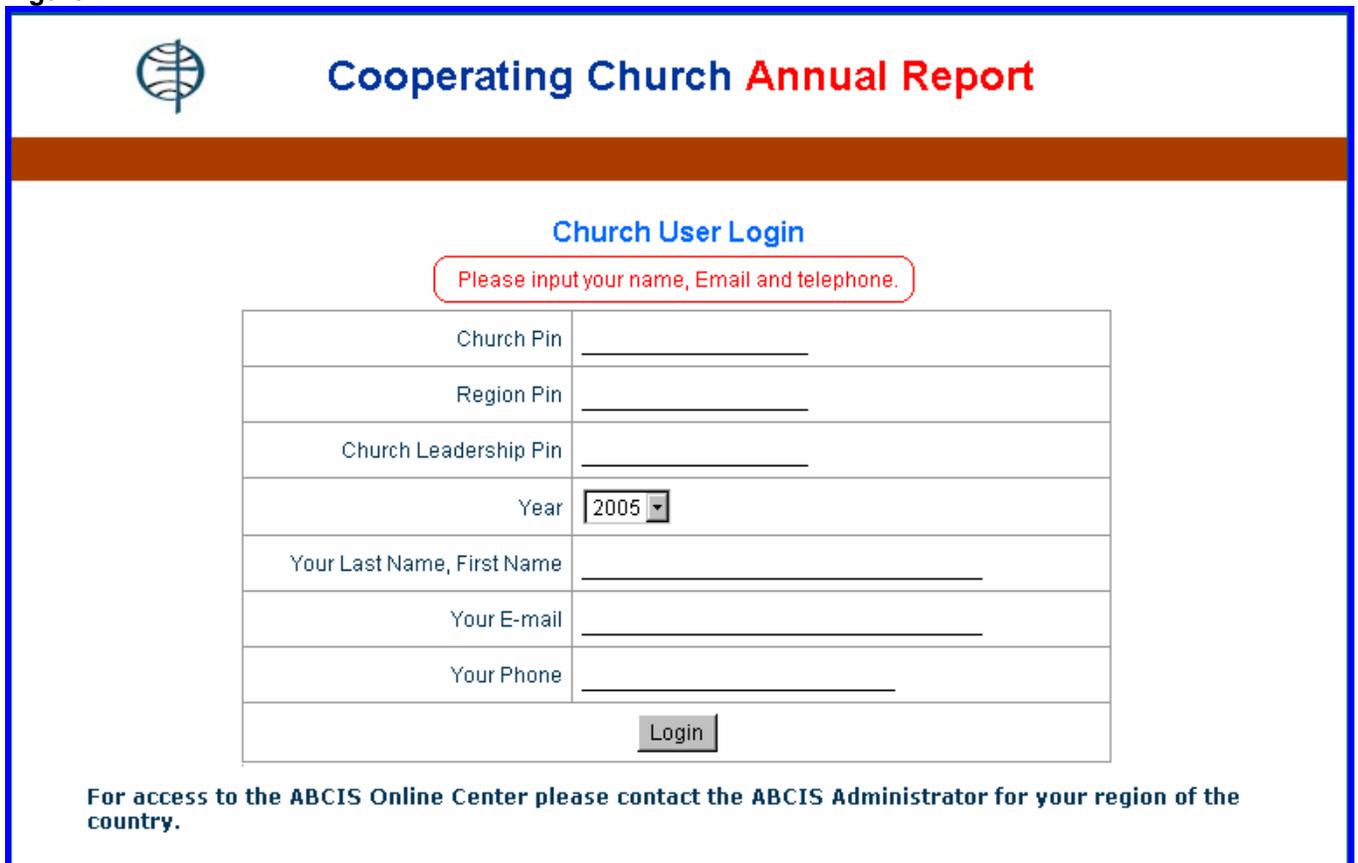
### YOUR NAME, E-MAIL, AND PHONE

You must enter your name, e-mail address, and phone number in the spaces provided. This provides your Region office with a point of contact in the event that there are questions about the submission.

### LOGIN

After you have completed the necessary fields, click the LOGIN button to enter the **Annual Report Center**.

Figure 2



The screenshot shows the 'Cooperating Church Annual Report' website interface. At the top left is a globe icon. The main title 'Cooperating Church Annual Report' is in blue and red. Below this is a blue header bar with the text 'Church User Login'. A red-bordered box contains the instruction: 'Please input your name, Email and telephone.' Below this is a form with the following fields: Church Pin, Region Pin, Church Leadership Pin, Year (a dropdown menu showing '2005'), Your Last Name, First Name, Your E-mail, and Your Phone. A 'Login' button is located at the bottom of the form. At the bottom of the page, there is a note: 'For access to the ABCIS Online Center please contact the ABCIS Administrator for your region of the country.'

Church Pin	<input type="text"/>
Region Pin	<input type="text"/>
Church Leadership Pin	<input type="text"/>
Year	2005 ▾
Your Last Name, First Name	<input type="text"/>
Your E-mail	<input type="text"/>
Your Phone	<input type="text"/>
<input type="button" value="Login"/>	

For access to the ABCIS Online Center please contact the ABCIS Administrator for your region of the country.

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### THE ANNUAL REPORT CENTER (FIGURE 3)

Because we understand that gathering the information requested on the *Cooperating Church Annual Report* can be a collaborative effort between multiple members of the church staff, the on-line submission allows you to enter your church's *Cooperating Church Annual Report* in segments. The data for the individual segments may be entered at different times and by different persons. You do not have to submit all the data at once.

Select a segment by clicking on the appropriate button.

The **USER GUIDE** is available through the link above and to the right of the buttons. It is recommended that you print the user guide for reference.

Figure 3

The screenshot shows a web interface for the American Baptist Churches Cooperating Church. At the top left is a globe icon. The main header reads "American Baptist Churches Cooperating Church". Below this is a navigation bar with "Home" and "Logout" links. The user is logged in as "mm" and is welcomed with "Welcome! mm". A "[User Guide]" link is located in the top right. The central area is titled "Canyon Christian Fellowship" and contains a vertical stack of buttons: "Basic Information", "Contact", "Leadership", "Yearly Statistics", "Reports", and "You change nothing recently". The "You change nothing recently" button is highlighted in green. At the bottom, a message states: "Please check all the datas in these parts and input the relation data as our requirements."

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**BASIC INFORMATION**

**GENERAL INFORMATION (FIGURE 4)**

Please note that not all fields are editable (such as the PIN, Area, and Association fields), and are provided for your information only.

Review the preprinted information.

To change one of the editable fields, double click on the information entered for the field and type over the selected data with the new data.

Click the UPDATE ABOVE button to submit your changes.

**IMPORTANT: PLEASE BE SURE YOU CLICK THE "UPDATE" BUTTON FOR EACH SECTION OF THE REPORT.** The 'update' invoked by pressing the button only applies to the information directly above it. If there are multiple sections on a page, you **MUST** click the update button within each section.

Figure 4

The screenshot shows a web interface for the 2005 Cooperating Church Annual Report. At the top left is a globe icon. The title "2005 Cooperating Church Annual Report" is centered at the top in red and blue. Below the title are "Home" and "Logout" links. The section is titled "Basic Information" in blue. A note reads: "Review the preprinted information. Make corrections and additions as necessary." The form is for "FIRST BAPTIST CHURCH" and contains the following fields:

PIN	6195	EIN	
Year Incorporated		Founding Year	1916
Joined ABC Year	1916	Ethnicity	Euro-American
Area	Southeast Area		
Association	Grace Hill		

Update Above

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## BASIC INFORMATION

### DENOMINATIONAL AFFILIATIONS (FIGURE 5)

Please make selections here only if your church holds membership in a denomination other than American Baptist Churches U.S.A.

Use the ADD and REMOVE buttons to make changes to the Denominational Affiliations section.

Click the UPDATE ABOVE to record your entries for Denominational Affiliations.

**Figure 5**

The screenshot shows a web form titled "DENOMINATIONAL AFFILIATIONS" with a yellow header. Below the header, it says "List OTHER DENOMINATIONS in which your church holds membership." There are two columns: "All Items" on the left and "Selected Items" on the right. The "All Items" column contains a list of denominations: Another Baptist body, Assemblies of God, Baptist General Conference, Bilingual group(s) not elsewhere classified, Christian Church (Disciples of Christ), Christian Church/Churches of Christ, Church of the Brethren, Community Churches, International Council, Conservative Baptist Association, Continuing Conf. of Congregational Christian C, Episcopal Church, and Evangelical Lutheran Church in America. Between the columns are two buttons: "Add >>" and "Remove <<". Below the "All Items" list is an "Update Above" button.

### CURRENT CHURCH LEADERSHIP STYLE (FIGURE 6)

Select ONE of the definitions under Current Church Leadership Style by clicking in the circle before it.

Click the UPDATE ABOVE button to submit your changes to Current Church Leadership Style.

**Yoked With** applies only to "Shared Pastor" situations, where the same pastor is serving more than one church. In such situations, the value for the Yoked With field is the name, city, & state of the other church served by your pastor.

**Figure 6**

The screenshot shows a web form titled "CURRENT CHURCH LEADERSHIP STYLE" with a yellow header. Below the header, there are seven radio button options: Two or More Professional Staff, Full-time Pastor or Interim, Part-time Pastor - Bivocational, Part-time Pastor - Retired, Part-time Pastor - Other, Part-time Pastor - Student, and Shared Pastor. Below these options is a text field labeled "Yoked With:" followed by a blank line. At the bottom center is an "Update Above" button.

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**CONTACT (FIGURE 7)**

Review the preprinted information, and make updates as necessary.

Click on the UPDATE button to record your entries for both the Finances and Pastoral Compensation & Benefits sections of the Financial Information segment.

*The information you supply for Location Address, Phone, and Website will appear in the listing for your church under the **Find A Church** function on the abc-usa.org website. Please provide your church's most current information so that we may help people locate and contact your church.*

**Figure 7**

**Contact Information**

*Review the preprinted information. Make corrections and additions as necessary.*

**FIRST BAPTIST CHURCH**

Location Address: \_\_\_\_\_  
\_\_\_\_\_

City: Blue Mound State: KS Zip Code: 66010 - \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: Blue Mound State: KS Zip Code: 66010 - \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Offering Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Phone: 913-756-2264 FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

[BACK](#)

**RETURN TO ANNUAL REPORT CENTER**

Click on the BACK link at the bottom of the page to be returned to the Annual Report Center.

You can also be returned to the Annual Report Center by clicking on HOME at the top of the page.

**LOG OUT**

You can log out of the data entry process at any time by clicking Logout at the top of the page.

**Important: You must click the UPDATE ABOVE button before logging out in order for your changes to be recorded.**

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## YEARLY STATISTICS

### REVIEWING DATA FROM PAST YEARS (FIGURE 8)

The Years listed in the Yearly Statistics list box represent the data from previous year's submissions. If a year is missing from the list, it indicates that your church did not submit statistics for that year. *You may only submit data for the current reporting year through this interface. You will not be able to add data for missing prior year(s).* You must contact your Region office if you wish to consider supplying the data for the missing year(s).

### ENTERING DATA FOR THE CURRENT REPORTING PERIOD (FIGURE 8)

To enter data for the current reporting period, enter the year as a 4-digit number in the box provided. Click the CONTINUE button to proceed to the data entry area for the current year's statistics.

Figure 8

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Home Logout

### Yearly Statistics

Please select the year list to see detail information.

To view statistical data from previous year's submissions, click on that year in the list box below.

<a href="#">Year 1983</a>	<a href="#">Year 1984</a>	<a href="#">Year 1985</a>	<a href="#">Year 1986</a>
<a href="#">Year 1987</a>	<a href="#">Year 1988</a>	<a href="#">Year 1989</a>	<a href="#">Year 1990</a>
<a href="#">Year 1991</a>	<a href="#">Year 1992</a>	<a href="#">Year 1993</a>	<a href="#">Year 1994</a>
<a href="#">Year 1995</a>	<a href="#">Year 1996</a>	<a href="#">Year 2001</a>	<a href="#">Year 2002</a>

To ADD a NEW yearly statistics data , please input the year:

To enter data for the current report period, enter the year as a 4-digit number then click the CONTINUE button.

[BACK](#)

### AMERICAN BAPTIST MISSION SUPPORT (FIGURE 9)

The figures presented here reflect the giving recorded for your church through the regular mission receipts process during the statistical year selected or entered in the previous step.

*The figures are not editable, and are provided for your information only. If there are discrepancies, please contact your Region office.*

Figure 9

AMERICAN BAPTIST MISSION SUPPORT	
<i>As reported through ABCIS in 2006</i>	
United Mission:	\$ .00
Annual Offerings:	\$ 150.00
Institutions, Projects, & Targeted Giving:	\$ .00
<b>TOTAL ABMS:</b>	<b>\$ 150.00</b>

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## YEARLY STATISTICS

### CHURCH MEMBERSHIP (FIGURE 10)

The numbers reflected for Church Membership are the last reported membership figures for your congregation. If your church does not report regularly, these numbers may be years old.

To change data in the fields, double click on the information entered for the field and type over the selected data with the new data.

Click the UPDATE ABOVE button to submit your changes to Church Membership.

**Total Church Membership** is the count of all persons currently on your church roles. Total Membership can be a figure greater than the sum of Resident Active Membership + Resident Inactive Membership if your member roles contain persons who do not live in the geographic area of the church. Note: If your church tracks only Total Membership, please enter the Total Membership figure for the Resident Active Membership as well.

**Resident Active Membership** is the count of all persons on the church roles who live close enough to attend services, and regularly participate in church life. Note: If your church tracks only Total Membership, please enter the Total Membership figure for the Resident Active Membership as well.

**Resident Inactive Membership** is the count of all persons on the church roles who live close enough to attend services, but do not regularly participate in church life.

*Federated Churches should enter membership reflective of the entire congregation, not just the Baptist members.*

**Figure 10**

CHURCH MEMBERSHIP	
Please review and update data as your end of 2005.	
Total Church Membership	62 _____
Resident Active Membership	62 _____
Resident Inactive Membership	0 _____
<b>NEW MEMBERS RECEIVED BY:</b>	
Baptism	0 _____
Letter	0 _____
Other	0 _____
<b>MEMBERS LOST BY:</b>	
Death	0 _____
Letter	0 _____
Other	0 _____
If membership is not reported, your church's record will reflect zero membership for this reporting year.	

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## YEARLY STATISTICS

### AVERAGE WEEKLY ATTENDANCE (FIGURE 11)

The numbers reflected for Average Weekly Attendance are the last reported attendance figures for your congregation. If your church does not report regularly, these numbers may be years old.

To change data in the fields, double click on the information entered for the field and type over the selected data with the new data.

Click the UPDATE ABOVE button to submit your changes to Average Weekly Attendance.

#### **Worship**

Enter the average number of persons per week who attend the worship services as your church. This count may include non-members.

#### **Sunday/Church School**

Enter the average number of persons per week who attend Sunday/Church School classes. Divide the numbers according to the age groups if possible. If you have only a total figure, please enter that number as "Adults."

**Figure 11**

AVERAGE WEEKLY ATTENDANCE	
Please enter data as your end of 2005.	
<b>WORSHIP:</b>	
Morning/Primary Services (Combine if more than one.)	35 _____
Afternoon/Evening Services (If held at least twice per month.)	0 _____
<b>SUNDAY/CHURCH SCHOOL:</b>	
Pre-school	0 _____
Elementary	0 _____
Youth	0 _____
Young Adults	0 _____
Adults	0 _____
If membership is not reported, your church's record will reflect zero membership for this reporting year.	

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## YEARLY STATISTICS

### MEETING ATTENDANCE (FIGURE 12)

Enter the number of persons from your church who attended the most recent **region** annual/biennial meeting.

Figure 12

MEETING ATTENDANCE	
How many church members attended the most recent ABC region annual/biennial meeting?	0 _____

### FINANCES AS OF YEAR END (FIGURE 13)

Enter the amounts your church contributed to the categories described. Explanations for the categories are listed below the category name.

*You will have to continue to the end of the Pastoral Compensation and Benefits section below the Finances section to access the UPDATE ABOVE button.*

*Federated Churches should enter finances reflective of the entire congregation, not just the portion given to American Baptist Churches U.S.A.*

Figure 13

FINANCES AS OF DECEMBER 31, 2005	
<i>Please review and update data as of year end 2005.</i>	
<b>Non-ABC Missions:</b> Include local missions and community projects. If dually aligned, include amounts given to other denominations.	\$ _____
<b>Total Church Income :</b> Include income received from all sources for all purposes, including mission contributions. Do not include loans	\$ _____
<b>Total Local Expenditures:</b> Include everything your church and its organizations spent during the year, such as pastoral salaries and benefits, mortgage paayments, etc.. DO NOT include mission contributions or transfers to a building or endowment fund.	\$ _____
<b>Additions to Endowment Fund/Reserves:</b>	\$ _____
<b>Bequests from Wills or Trusts:</b> Include only funds received during 2,005	\$ _____
<b>Total Church Indebtedness:</b> Include all loans outstanding at year end.	\$ _____

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## YEARLY STATISTICS

### PASTORAL COMPENSATION & BENEFITS (FIGURE 14)

Enter the annual figures for Cash Salary, Housing Allowance, and Total Pastoral Compensation.

*Enter the figures for the Senior Pastor only. If your church is currently without a pastor or has an Interim Pastor, please enter the figures according to what you would normally pay your Senior Pastor.*

Click in the boxes next to the "Does Your Church Pay For:" section to select the appropriate categories according to the benefits your church provides.

Click on the ADD button to record your entries for YEARLY STATISTICS.

**Figure 14**

**PASTORAL COMPENSATION & BENEFITS**  
*List the regular ANNUAL value of compensation.*

	<b>Cash Salary:</b> \$ 0
	Include Social Security Offset. _____
<b>Housing allowance or annual rental value of parsonage and utilities:</b>	\$ 0
	_____
	<b>Total Pastoral Compensation:</b> \$ 0
	_____

**DOES YOUR CHURCH PAY FOR:**

- Health care benefits
- Retirement benefits
- Social Security offset
- Car or mileage reimbursement
- Denominational meeting expenses
- Continuing education
- Similar benefits for other professional staff

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## YEARLY STATISTICS

### YOUR CURRENT YEAR'S SUBMISSION (FIGURE 15)

The Yearly Statistics for the current reporting year are not uploaded to your church's official profile record until after it has gone through the Region Authorization process. In this process, Region staff will review the data submitted on-line before it becomes part of the official ABCIS database. This extra step allows for greater security around the submission process and helps insure data integrity. Your Region staff will have the experience and the knowledge to notice anomalies in the data submitted for your particular church, and will call you if they have questions.

After your data has been approved by the Region, you will have the ability to print an official Cooperating Church Annual Report form for your church directly from this interface. See the section of these instructions titled "Printing Your Submission" for more details.

Figure 15

 **American Baptist Churches Cooperating Church**

[Home](#)   [Logout](#)

### Yearly Statistics

*Please select the year list to see detail information:*

<a href="#">Year 1983</a>	<a href="#">Year 1984</a>	<a href="#">Year 1985</a>	<a href="#">Year 1986</a>
<a href="#">Year 1987</a>	<a href="#">Year 1988</a>	<a href="#">Year 1989</a>	<a href="#">Year 1990</a>
<a href="#">Year 1991</a>	<a href="#">Year 1992</a>	<a href="#">Year 1993</a>	<a href="#">Year 1994</a>
<a href="#">Year 1995</a>	<a href="#">Year 1996</a>	<a href="#">Year 1997</a>	<a href="#">Year 1998</a>
<a href="#">Year 1999</a>	<a href="#">Year 2001</a>	<a href="#">Year 2002</a>	<a href="#">Year 2003</a>
<a href="#">Year 2004</a>	<a href="#">Year 2006 <i>unapproved</i></a>		

To ADD a NEW yearly statistics data , please input the year:

[BACK](#)

The data you submitted for the current reporting year is tagged as "unapproved" until the region authorizes your submission.

### RETURN TO ANNUAL REPORT CENTER

Click on the BACK link at the bottom of the page to be returned to the Annual Report Center.

You can also be returned to the Annual Report Center by clicking on HOME at the top of the page.

### LOG OUT

You can log out of the data entry process at any time by clicking Logout at the top of the page.

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**LEADERSHIP**

**CURRENT PROFESSIONAL STAFF (FIGURE 16)**

**Existing Professional Staff**

To review the information recorded for Current Professional Staff, click on a name on the NAME LIST in the left-hand side of the screen. When you click a name, the information recorded for that individual will fill in the fields on the right-hand side of the screen.

*You can select and update only one person at a time. Please be sure to click the UPDATE button between records to save the changes for each individual.*

**PLEASE DO NOT CHANGE THE NAME ON AN EXISTING RECORD.** If the person listed no longer holds the position indicated, you must enter an END DATE on the record of the existing person. Then enter the person currently holding the position as a NEW record as described below.

**New Professional Staff**

To add a NEW leadership record, click the NEW button on the NAME LIST in the left-hand side of the screen. After you click the NEW button, you will be able to enter data for the new individual on the right-hand side of the screen. Please be sure to enter as much of the information as possible.

Click the SAVE button after you've entered the information for the new leader.

**Figure 16**

CURRENT PROFESSIONAL STAFF	
<i>Click <a href="#">Name List</a> to Update Record</i>	
Name List	Detail Information
<div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <a href="#">Porter, Kenneth (P)</a>  <a href="#">Porter, Sylvia (AP)</a>  <a href="#">McElhiney, Donny (YM)</a> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="New"/> </div>	Leadership ID: _____  Last Name: _____ First Name: _____  Position: <input type="text" value="Please select ..."/> Part Time: <input type="checkbox"/>  Start Date: _____ End Date: _____  Home Address: _____  City: _____ State: _____  Zip Code: _____ - _____  Home Phone: _____ Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female  E-Mail Address: _____  Birth Date: _____ Ethnicity: <input type="text" value="Please select ..."/>  Professional Status: <input type="text" value="Please select ..."/>  Ord. Recognized Date: _____ Ordination Date: _____  Spouse First Name: _____ Spouse Leadership ID: _____  <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div>

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## LEADERSHIP

### CURRENT CHURCH OFFICERS (FIGURE 17)

#### Existing Church Officers

To review the information recorded for Current Church Officers, click on a name on the NAME LIST in the left-hand side of the screen. When you click a name, the information recorded for that individual will fill in the fields on the right-hand side of the screen.

You can select and update only one person at a time. If you make changes to a record, please be sure to click the UPDATE button between records to save the changes for each individual. **PLEASE DO NOT CHANGE THE NAME ON AN EXISTING RECORD.** If the person listed no longer holds the position indicated, you must enter an END DATE on the record of the existing person. Then enter the person currently holding the position as a NEW record as described below.

#### New Church Officers

To add a NEW church officer record, click the NEW button on the NAME LIST in the left-hand side of the screen. After you click the NEW button, you will be able to enter data for the new individual on the right-hand side of the screen. Please be sure to enter as much of the information as possible.

Click the SAVE button after you've entered the information for the new officer.

Figure 17

CURRENT CHURCH OFFICERS	
Click <a href="#">Name List</a> to Update Record	
Name List	Detail Information
<a href="#">Treasurer, (BTR)</a> <input type="button" value="New"/>	Last Name: _____ First Name: _____ Officer Type: <input type="text" value="Please select..."/> Start Date: _____ End Date: _____ Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female Home Address : _____ _____ City: _____ State: _____ Zip Code: _____ - _____ Phone: _____ E-Mail: _____ <input type="button" value="Save"/>
<a href="#">BACK</a>	

### RETURN TO ANNUAL REPORT CENTER

Click on the BACK link at the bottom of the page to be returned to the Annual Report Center.

You can also be returned to the Annual Report Center by clicking on HOME at the top of the page.

### LOG OUT

You can log out of the data entry process at any time by clicking Logout at the top of the page.

**Important: You will need to have clicked the SAVE button prior to logging out for your changes to be recorded.**

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## REPORTS

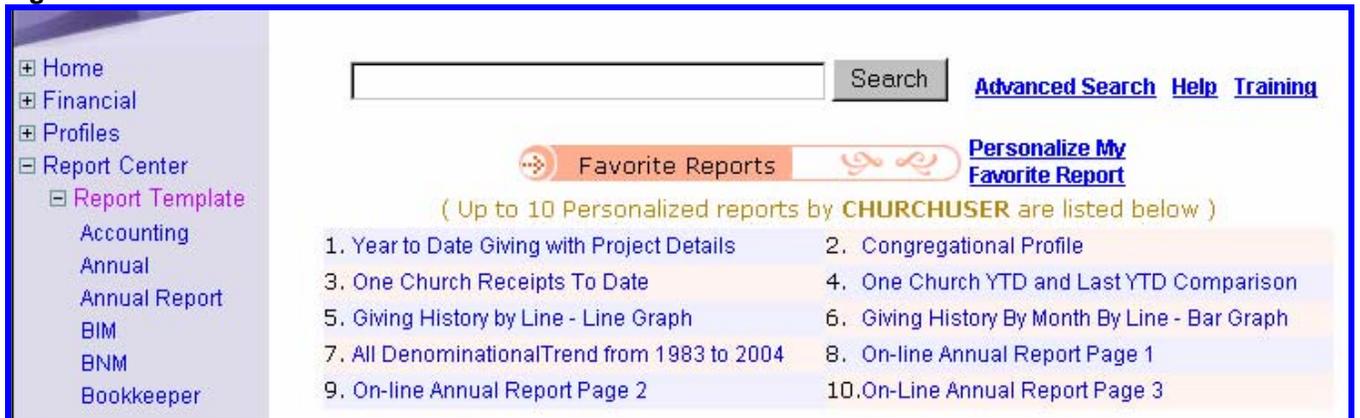
### GENERATING REPORTS (FIGURE 18)

Click on a report name in the list of Favorite Reports to open the criteria page for that report.

**You MUST allow pop-ups on this site in order to view the reports, as they will display in a pop-up window.**

**IMPORTANT:** The first time you attempt to run reports from ABCIS, you will be prompted to download a viewer. **PLEASE BE SURE TO ACCEPT AND INSTALL THE DOWNLOAD.** You will not be able to generate reports without it.

Figure 16



### REPORT CRITERIA (FIGURE 19)

The system will recognize your Church PIN from your login information, and will automatically fill in your Region and church criteria where applicable.

Enter other criteria as suits your needs, then click the RUN REPORT button to generate the report.

Figure 17

The screenshot shows the 'REPORT CRITERIA' form for 'Year to Date Giving with Project Details'. The form includes fields for 'Org' (Region: ABC of the Central Region), 'PIN' (3036), and 'Closed Date'. A 'Run Report' button is highlighted with a red box and a callout: 'Click the Run Report button after you've entered your criteria.' A 'LookUp' button is next to the PIN field. A red box highlights the 'Closed Date' field with the callout: 'Criteria entered by user.' A red box highlights the 'Org' field with the callout: 'Information provided by your login.'

Your report will display in a new window. You can scroll within the window or maximize the display window to see the report data. Use the printer icon in the report window to print the report.

If you have questions or need help with the process, please contact your Region Office or [abcis\\_service@abc-usa.org](mailto:abcis_service@abc-usa.org). We'll be glad to assist you.

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## REPORTS

### PRINTING YOUR ANNUAL REPORT SUBMISSION

After your data has been approved by the Region, you will have the ability to print an official Cooperating Church Annual Report form for your church directly from this interface.

From the Favorite Reports list (see Figure 18 previous page), select and print the reports labeled:

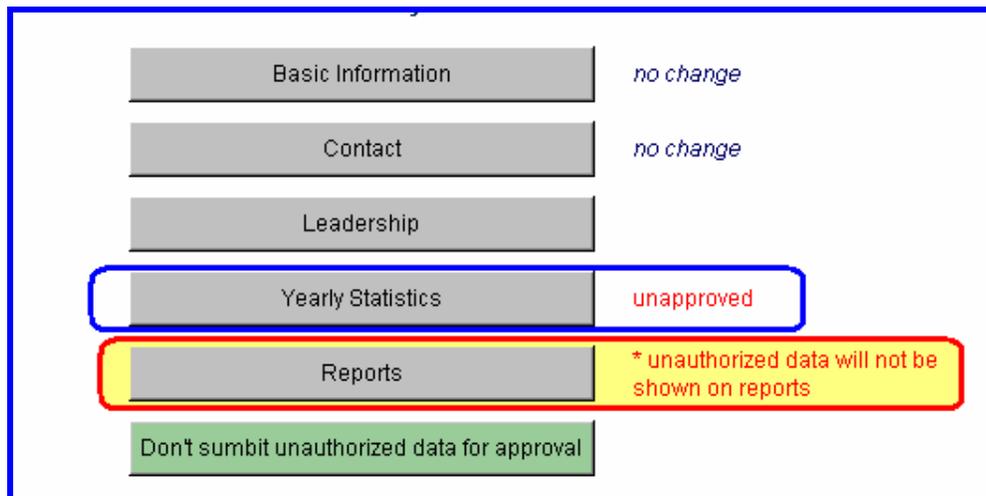
**On-Line Annual Report Page 1 (#8 on the Favorite Reports list)**

**On-Line Annual Report Page 2 (#9 on the Favorite Reports list)**

**On-Line Annual Report Page 3 (#10 on the Favorite Reports list)**

You must wait until your Yearly Statistics have been approved by your Region office in order to generate a copy of your Annual Report for the current reporting year. Check with your Region office for their advice about when your data should be ready to print. Unauthorized data will NOT be reflected on your reports. See Figure 20.

**Figure 20**



**American Baptist Churches Information Systems**  
**Cooperating Church Annual Report**  
**ON-LINE SUBMISSION**

### HOLDING THE CHURCH INFO (FIGURE 21)

If you are interrupted in the submission process, or find you need to gather or verify data for the report, the system allows you to put your submission on hold and return to it later.

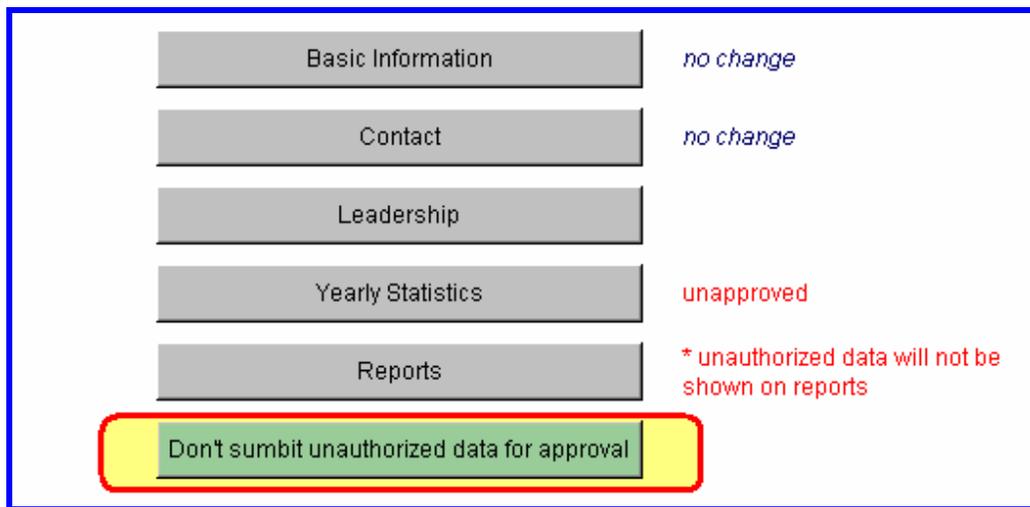
To stop and resume the entry of your data later,

Click the UPDATE ABOVE button for the sections for which you've entered data.

Scroll down to the bottom of the page on which you are working and click the BACK link. You will be returned to the Annual Report Center.

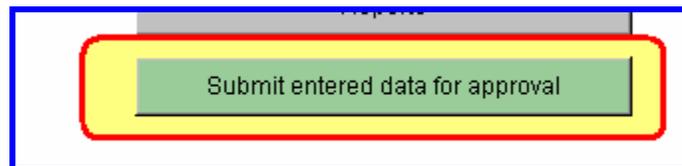
Click on the button labeled "Don't submit unauthorized data for approval." This will save the data you've entered thus far, and allow you to return later to finish your submission.

**Figure 21**



If you've put your submission on hold, the button text will have changed to the following when you login again:

**Figure 22**



Click the "Submit entered data for approval" button to unlock your submission so you can resume entering data.

When you've unlocked the submission, the button text will revert to "Don't submit unauthorized data for approval."

**PLEASE BE SURE TO UNLOCK THE CHURCH INFO IN ORDER FOR YOUR REGION TO RECEIVE YOUR TRANSMISSION OF DATA.**

### Thank you!

We would like to thank you for taking advantage of the on-line submission process. We hope that you will find it a convenient and efficient alternative to processing hard-copy forms.