

ANNUAL REPORT REGION AUTHORIZATION INTERFACE

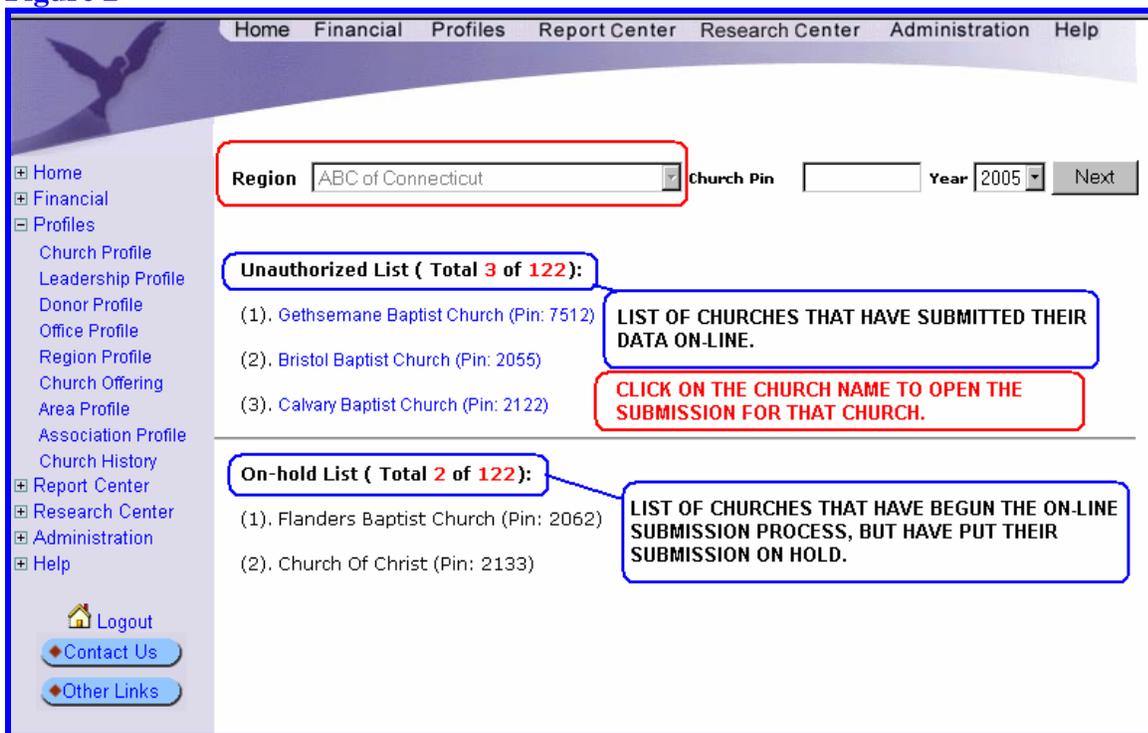
Access the Region Authorization interface from the icon on the ABCIS home page.
See Figure 1.

Figure 1



Access the individual church submissions from the “Unauthorized List” on the first page of the Region Authorization interface. See Figure 2.

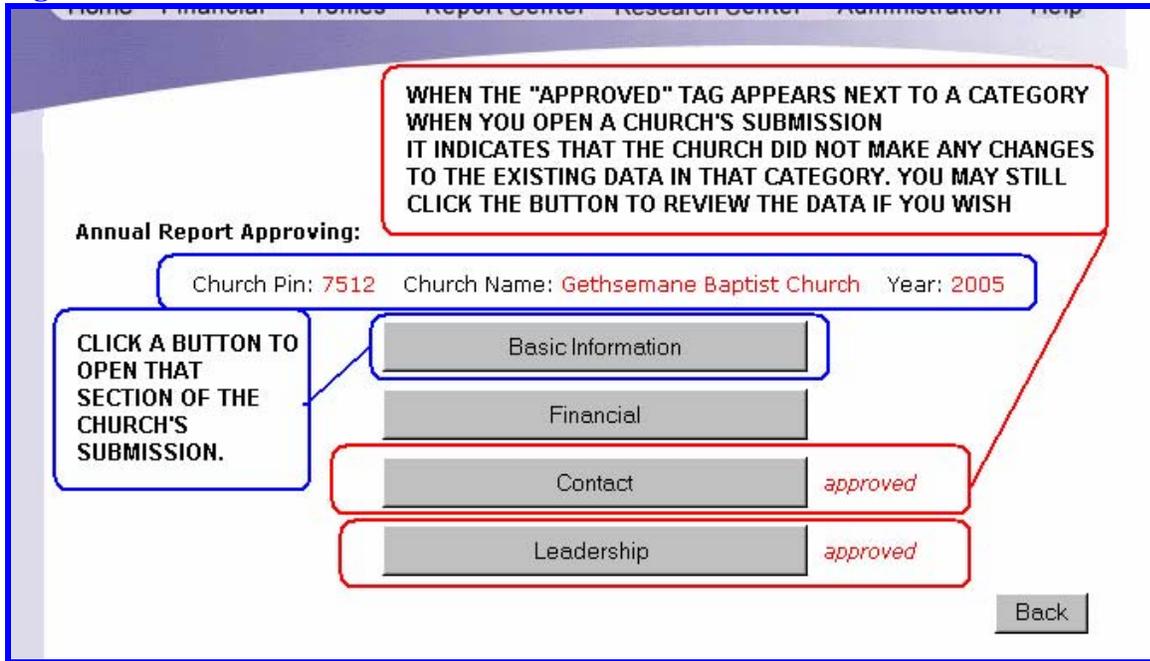
Figure 2



ANNUAL REPORT
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Navigate the various categories of data by using the buttons on the “Annual Report Approving” screen. Only after all 4 categories of data have been approved can the church run a report from the Annual Report website. See Figure 3.

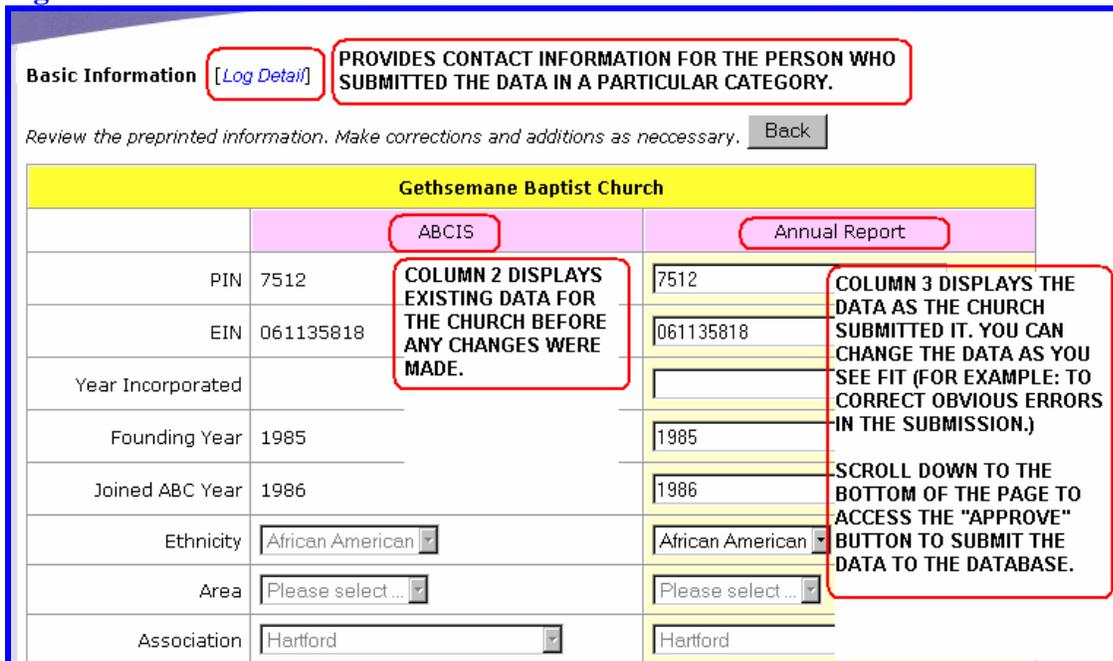
Figure 3



In each category, the system will provide the data as it appeared in ABCIS before the church entered their data. Values as they were entered by the church appear in the final column for your review. You may change the data in the final column during the authorization process. You may need to do this if the church made a data entry error.

See Figure 4.

Figure 4



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The Leadership category works the same for both Current Professional Staff and Current Church Officers. You must “approve” each leadership submission individually. You may have to scroll to see all the data and the “Approve” button at the bottom of the screen. See Figure 5.

Figure 5

CURRENT CHURCH OFFICERS

Click *Name List* to Update Record

YOU MAY HAVE TO SCROLL TO SEE THE ENTIRE LIST

Name List

Craig, Carolyn (CLK)	Sadler, John (DEC) <i>app</i>	Shabazz, Georgia (SSS)
Mosley, Patricia (MUD) <i>app</i>	Ashford, Bernita (CEC)	Ellis, Jacqueline (EVC)
Pickett, Lois (MAD)	Marizette, Daniel (TSC)	Neal, Bennie Sr. (TRS)

Detail Information

Annual Report	
Leadership ID:	<input type="text"/>
Last Name:	<input type="text" value="Craig"/>
First Name:	<input type="text" value="Carolyn"/>
Middle Name:	<input type="text"/>
Current Officer Type:	<input type="text" value="Church Clerk"/>
Start Date:	<input type="text" value="1/1/06"/>
End Date:	<input type="text" value="12/31/06"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female

CLICK ON A NAME TO VIEW THE DATA SUBMITTED FOR THIS PERSON.

When all data has been reviewed and approved, the church will be able to access its Congregational Profile report from the annualreport.abcis.org website.