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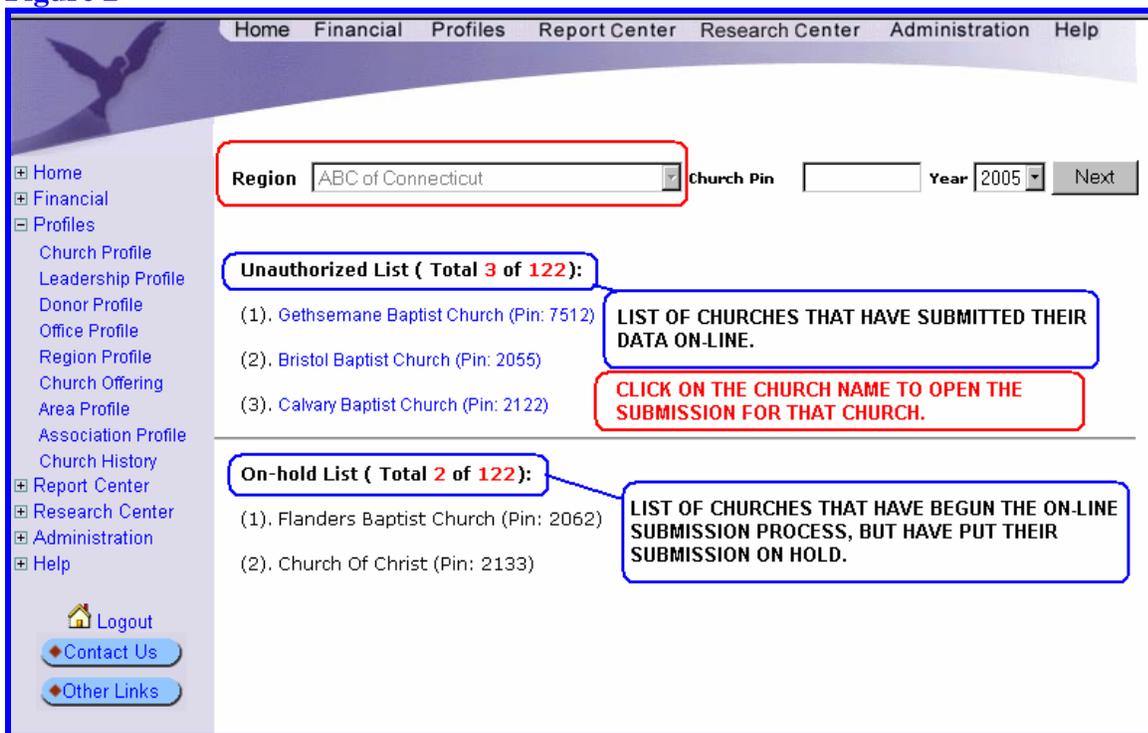
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Navigate the various categories of data by using the buttons on the "Annual Report Approving" screen. Only after all 4 categories of data have been approved can the church run a report from the Annual Report website. See Figure 3.

Figure 3
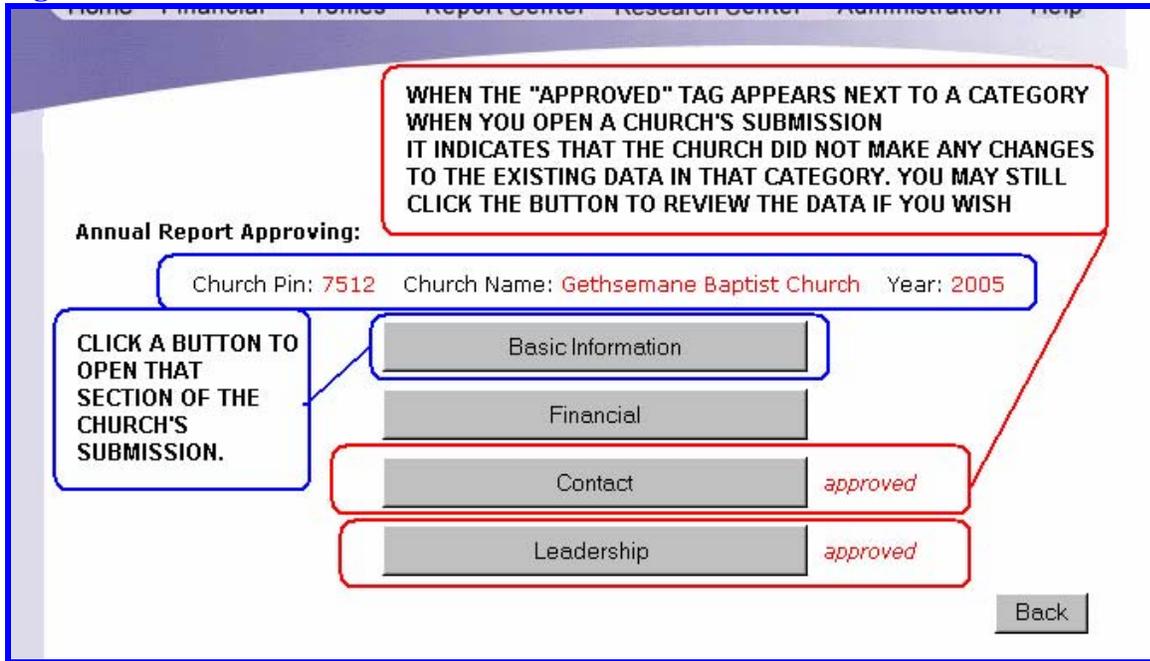
In each category, the system will provide the data as it appeared in ABCIS before the church entered their data. Values as they were entered by the church appear in the final column for your review. You may change the data in the final column during the authorization process. You may need to do this if the church made a data entry error.
See Figure 4.

Figure 4
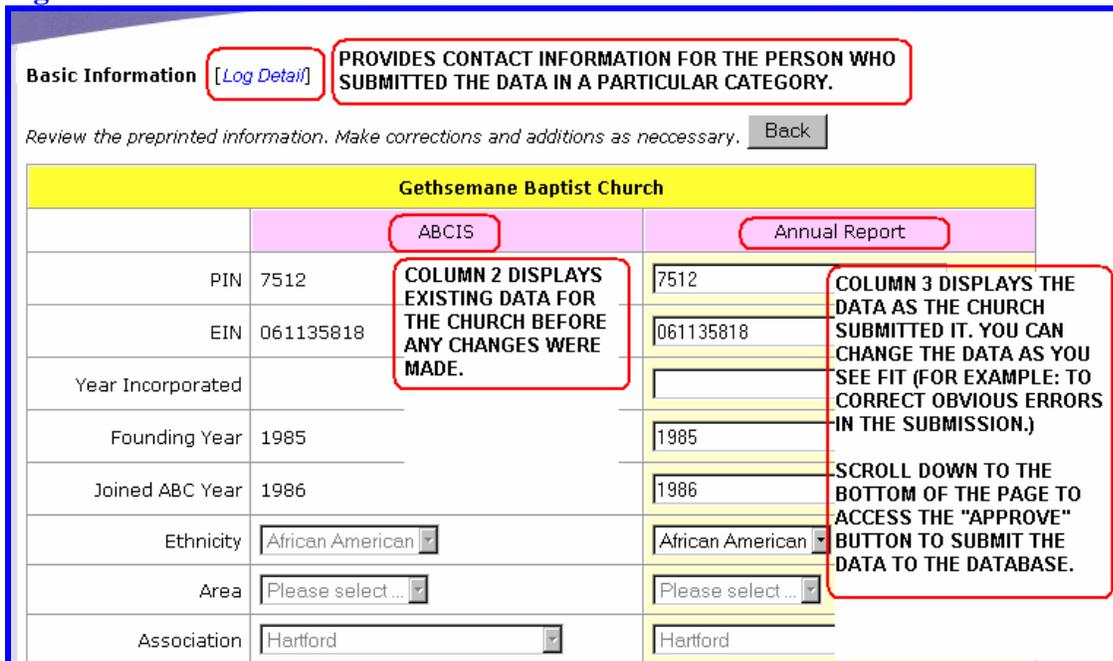
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The Leadership category works the same for both Current Professional Staff and Current Church Officers. You must "approve" each leadership submission individually. You may have to scroll to see all the data and the "Approve" button at the bottom of the screen. See Figure 5.

Figure 5

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.