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							
Y	Home Financial Profiles Report Center Research Center Administration Help						
 Home Financial Profiles Church Profile Leadership Profile 	Region ABC of Connecticut Church Pin Year 2005 Next Unauthorized List (Total 3 of 122):						
Donor Profile Office Profile Region Profile Church Offering Area Profile Association Profile Church History Report Center Research Center Administration Help	 (1). Gethsemane Baptist Church (Pin: 7512) (2). Bristol Baptist Church (Pin: 2055) (3). Calvary Baptist Church (Pin: 2122) 						
	On-hold List (Total 2 of 122): (1). Flanders Baptist Church (Pin: 2062) (2). Church Of Christ (Pin: 2133)						
Contact Us							

ANNUAL REPORT REGION AUTHORIZATION INTERFACE

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.



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

Basic Information [Log Detail] PROVIDES CONTACT INFORMATION FOR THE PERSON WHO SUBMITTED THE DATA IN A PARTICULAR CATEGORY. Review the preprinted information. Make corrections and additions as neccessary. Back											
Gethsemane Baptist Church											
		ABCIS	Annu	al Report							
PIN	7512	COLUMN 2 DISPLAYS	7512	COLUMN 3 DISPLAYS THE							
EIN	061135818	THE CHURCH BEFORE ANY CHANGES WERE	061135818	SUBMITTED IT. YOU CAN							
Year Incorporated		MADE.		SEE FIT (FOR EXAMPLE: TO CORRECT OBVIOUS ERRORS							
Founding Year	1985	_	1985	IN THE SUBMISSION.)							
Joined ABC Year	1986		1986	SCROLL DOWN TO THE BOTTOM OF THE PAGE TO							
Ethnicity	African Americ	can 🔽	African American	ACCESS THE "APPROVE" BUTTON TO SUBMIT THE DATA TO THE DATABASE.							
Area	Please select	🔽	Please select 🔽								
Association	Hartford	Ŧ	Hartford								

ANNUAL REPORT REGION AUTHORIZATION INTERFACE

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.



	CURRENT CHURCH OFFICERS									
	Click Name List to Update	Record	YOU MA	AY HAVE TO SCROLL TO SEE THE ENTIRE LIST						
	Name List									
\sum	<u>Craig, Carolyn (CLK)</u> <u>Mosley, Patricia (MUD)app</u> <u>Pickett, Lois (MAD)</u>		Sadler, John (DEC)appShabazAshford, Bernita (CEC)Ellis, JaMarizette, Daniel (TSC)Neal, P		<u>Shabazz, Georg</u> <u>Ellis, Jacqueline</u> <u>Neal, Bennie S</u> i	<u>azz, Georgia (SSS)</u> Jacqueline (EVC) . Bennie Sr. (TRS)				
CLICK DATA PERSO	ON A NAME TO VIEW TH SUBMITTED FOR THIS DN.	IE	Detail Infomation							
	Leadersihp ID:	_		[
	Last Name:		ſ	Craig						
	First Name:			Carolyn						
	Middle Name:									
	Current Officer Type:			Church Clerk						
	Start Date:			1/1/06						
	End Date:			12/31/06						
	Gender:			O Male ⊙	Female					

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.