

# The North Georgia Conference of the United Methodist Church

## Statistical / End of Year Reports 208-2019

### FAQ

Reports are to be submitted online through Data Services (<https://data.ngumc.org>).

2018 reports are to be entered January 10 - 31, 2019.

Beginning Membership (Line 1); Apportionments, District Work Fund, and Remittances paid to the Conference Treasurer (Lines 28-36) will be prepopulated.

The Pastors Report (Part 2) is now included in a new Table 4.

### Support and Assistance

If you need technical assistance submitting your Tables, please email [help@ngumc.org](mailto:help@ngumc.org).

If you have questions regarding how to answer questions, please contact your [District Statistician](#).

If you have questions regarding the Apportionment and Remittance numbers, please contact the conference treasurer's office at [accounting@ngumc.org](mailto:accounting@ngumc.org).

### Directions for completing the Tables online through Data Services

The Tables (End of Year) index provides buttons to complete the Tables and shows your progress. Before you begin, there will be four Blue Start buttons. One for each of the Tables.

In the bottom right there is a grayed-out Submit button. The Submit option will be grayed out until you have completed the steps necessary to submit your Tables.

There are also two dark gray buttons at the bottom of the page for viewing Reference Materials and submitted reports from prior years.

The design of Tables 1, 2, and 3 are identical.

The columns on the page include the Line number, Line description, the 2017 reported amount, the entry field for 2018, and the amount of Change between the 2017 and 2018 amounts.

During entry the system strips out any non-numerical characters, and decimals. It also converts negative numbers to positive numbers. You can only enter zero or whole positive numbers.

Cells on the report may be colored yellow, orange, red, or gray.

Any cells highlighted in yellow were left blank during entry. The report automatically fills in any blank fields with a zero.

Warnings are based on the variance from the prior Year. Questions with a prior Year amount of less than 100 will warn for a variance of 10 or more. These will be highlighted in orange.

Warning for amounts over 100 will warn for a variance of 10% or more. These will be highlighted in red.

Some lines are auto-totaled and highlighted in gray. If you do not see the expected total, then please check the individual lines. Please make sure to complete every line.

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Table 1 includes one integrity check when saving. You cannot save a report in which Lines 4, 5, 6 do not balance. The three membership total lines must all equal in order to save Table 1.

Table 2 includes two additional color codes.

Lines 28-36 are prepopulated by the conference and are highlighted in light gray.

Lines 39 and 41 - 47 are used to calculate apportionments and are highlighted in light green. Both the question and entry box are highlighted in light green unless the field is in warning; then only the question is highlighted in light green.

Table 4 does not include any warnings or comparisons to other years. The report is a listing of membership rolls, the pastors report on the state of the church, and the churches EIN (employer identification number)

There is a Purple Save button at the top and bottom of each table. Once the table is saved, if there are any warnings, you will be directed to a page to provide an explanation for each warning.

You can click the Light Blue button labeled Edit in the header to go back and edit the report if you notice that there are any errors. It is recommended you review the page before starting to enter explanations.

Once the explanations are entered you may use the Purple Save button at the top and bottom of the Warnings Page.

After saving the warning you will be directed to a printable version of the Table that includes the warning explanations. Also included are status dates including when the Table was first saved, when it was most recently saved, and who saved it.

In the header there is Blue Tables button that will return you to the index, a Light Blue Edit button and a Green Print button.

Back on the index page there will be additional buttons once a Table has been saved. The Blue Start button is now replaced by a Light Blue Edit Button, there is a Yellow or Red Warnings button for editing warning explanations, and a Green View button.

There is never a Warning button for Table 4 since Table 4 does not have warnings.

Once all 4 tables have been saved and the Warnings for Table 1, 2, and 3 have been answered you need to Submit the reports.

The submit button on the index will change from grayed out to blue when you are able to Submit.

After you click the Blue Submit button you will be prompted to confirm that you want to proceed. Click OK to proceed with Submitting.

Please note that once you Submit your reports you will no longer be able to edit them. On the Tables index you will now only have the Green View buttons.

If you need to make changes after the Tables are submitted, you will need to contact your District Statistician and request that your Tables be unlocked.