

Conference Users Guide for the GCFA Statistical Input System

<http://eagle.gcfa.org>



TABLE OF CONTENTS

Overview.....	3
First Login.....	4
Entering the System.....	5
Add/Edit Church.....	7
Add/Edit Pastor.....	11
Edit Tables.....	14
Edit Buckets.....	17
Edit Table Bucket.....	19
Grand Total Function.....	22
Reports.....	23
Remittance Transfer Controls.....	26
Build GCFA Table.....	29
System User Administration.....	31
Conference Information.....	33
Reset Church Passwords.....	34
Conference Controls.....	35

Overview

This is a Web based application written in asp.net. The primary client is the Conference Statistician or person designated to actually collect the church pastor reports. It will be accessible to specific operators designated by each Conference Client responsible for preparing and vetting church information. It will be ID and Password protected, with each conference a separate and distinct entity.

Within the Conference each local church will have at least one designated user to access the system. The local church will be able to enter and vet its own data until that data is released to conference control.

This system will serve as the data capturing mechanism to the existing GCFA SQL STATISTICS Database

The **Local Church** user will be able to:

- Input and Edit Table I, II, III information on a Web based form
- Print Table Edit Reports for the individual church
- Download the church data to .csv (a type of Excel spreadsheet) table format

The **Conference Statistician** (or designate) will be able to:

- Input and Edit Setup of all Conference Bucket Designations
- Input and Edit Control Table to manage all necessary Fund combinations and splits
- Input and Edit Control Table to transfer Conference data into GCFA structure
- Input and Edit Control Table to interface Statistical data with Conference Year End
- Input and Edit Control Table to transfer Church Remittance totals
- Review the Input Status of each church.
- Correct errors in church Input
- Print Edit Reports on each Church with District summaries
- Transfer Church year-end Remittance Totals to Statistical Table II
- Download Data Base in total or in part to .csv (a type of Excel spreadsheet) format
- Create the GCFA statistical Table
- Certify the integrity of the database and hand off to the GCFA/SIS

The **Agency** will be able to:

- Review the Conference Database in its entirety, i.e. control tables, original church input, Conference to GCFA conversion process
- Release the Conference Tables back to the Statistician for additional editing
- Correct errors in Church Input
- Print Edit Reports on each Church and District, including Summary totals
- Create Tables for General Minutes Report

First Login:

When you log in for the first time, enter the username and password given to you by your administrator. When you click on the “Login” button you will be directed to a “User Information” page where you will be asked to fill in some information about yourself.

1. **The First and Last name** fields are required. This will be used in several locations for identification purposes.
2. The **Username** will be filled in with the username you entered when you logged in. You can change this if you wish. The only requirement is that this user name is unique throughout the denomination. So try and pick something that may not already be taken. You will be notified by an error message if you need to choose another username.
3. The **Password** field will be empty. You are required to enter a password. The requirements on the password are that it must be at least 6 characters long and contain letters and/or numbers only.
4. The **Work Phone, Alternate Phone and Email** will be empty. These fields can be useful to the administrator if they need to contact you. (especially the work phone and email address) If you provide an email address to the system it will be able to email you your password if you forget it. This can be done only if you remember your username and you provide an email address. If either of these conditions is not met, you will have to contact either the district office or the conference office to get your login information.
5. The **Type, District, and Church** lists refer to the type of user that you are and the church and district that you have permissions to. These options will already be filled in and you will have no other options to choose from.

Once all the information has been filled in, click on “**Update**”. This will update your information in the system and a message will be generated on the screen reminding you of your username and password. Close this message and click on the “Exit” button on the bottom of the screen. You will be taken back to the login screen. You must login using your new username and password.

Entering the System:

Now when you log in you will be taken to the **Main Menu**. This menu has several parts:

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System **Statistics for year of 2006** 11/29/2007 9:39:40 AM

Anonymous Conference: Number 000 [Help](#) [Log Out](#)
Current User: Adam Rogers

Change Year: 2006

Welcome to the GCFA Statistical Input System.

The final date to enter statistical information was 1/1/2007.

Message From The Conference Office:
A message from the conference office to all users.

Add/Edit Church
Add/Edit Pastor
Add/Edit Tables ▶
Add/Edit Buckets ▶
Reports
Remit. Transfer Controls ▶
Build GCFA Table ▶
Submit Stats ▶
Administration ▶

1. The **Change Year** dropdown list is where you can select what year you would like to view. On any given page you can see what year you are currently viewing by looking at the red text at the top of the screen.
2. The “**Add/Edit Church**” and “**Add/Edit Pastor**” areas will show you the information about the churches and the pastors assigned to the churches at the end of the statistical year. If any of this information is incorrect, the conference level and district level (if allowed by conference) can update the incorrect information. Church users can’t edit this information.
3. The “**Add/Edit Tables**” is where the church will go to enter the statistical information for the year. Each table can be accessed from here or from the other tables.
4. The “**Add/Edit Buckets**” is where you can control the line items that appear on the tables. You can add buckets, remove buckets, and edit the descriptions of the buckets. This menu item also provides a method for the conference to calculate the **Grand Total** for all churches at the click of a button.

5. The “**Reports**” area is where you will be able to print reports on your Conference Statistical Information for each church, district or the entire conference.
6. The “**Remit. Transfer Controls**” area is where you can handle the remittance information for the year. Here you can control which funds you have, assign these funds to buckets, upload remittance data from your existing remittance system, and finally apply the splits to these funds and have the values actually get placed into their buckets.
7. The “**Build GCFA Table**” area will allow you to assign the placement of your conference buckets into the GCFA table. From here you will be able to build the table that can be sent to GCFA.
8. The “**Submit Stats**” area allows the conference to:
 - a. Submit church statistical information that had to be entered by the conference.
 - b. Submit the final statistics to GCFA.
 - c. Un-submit a church’s statistical information so the church can make any corrections.
9. The “**Administration**” area is where the conference users can manage all the users for the conference, and determine the setting for these users.
 - a. System User Administration: This area allows the conference to add/edit/delete the users for the conference. This function can be delegated to the District users if desired. This will allow a district to manage the users in their own district only. A Church user will only have access to their information.
 - b. Conference Information: This area allows for the conference to set a point of contact for the users if they have any questions or concerns with the system.
 - c. Reset Church Users: This tool provides a way for the conference office to reset all church level users. This function will remove all existing church level users and create new log in IDs for all active churches in the conference.
 - d. Conference Controls: This area has different settings that the conference can set that determine how the system will react to different users. There are also a few other controls here such as one that updates your churches, pastors, and appointments and one that creates a new year.

Add/Edit Church:

This page allows the conference to add or edit their churches information. If you wish to add a new church, start with an empty form. Fill in the blanks and click “Add” If you are just editing the form, make your changes and click “Update”. The information on this form can be changed by the conference users and district users only if the conference has elected to allow this. The local churches cannot change this information. The fields and controls on this form are:

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System **Statistics for year of 2005** 11/29/2007 7:25:55 AM
[Home](#) [Help](#) [Log Out](#)

Anonymous Conference: Number 000 Current User: Adam Rogers

Church Information

General Board No:

Employer ID No:

Church Name:

District No: Address1:

AlignNo: Address2:

Church Code: City:

Type: State:

Status: Zip Code: -

Ethnicity: County:

Do Not Report Stats County No:

Merged Date: Closed Date:

Tables Locked

Current Appointments

Label ID	Name	Position
Select	t000001	Rev John A Smith Jr
		05

1. **General Board Number:** This is a unique number assigned to each church for identification purposes. This number is assigned by GCFA. If you are adding a new church, the system will assign a temporary number. Once GCFA has assigned a permanent number, the conference office will be notified.
2. **Employer ID Number:** An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.
3. **Church Name:** This is the name of the church. Due to the limits of address labels, the length of the name should not exceed 40 characters and have no punctuation.
4. **District Number:** This is the District in which the church is located. This is a required field and will be used for identification and access purposes. For example, a district level user will only be able to view the information on churches that are in their district.

5. **Alignment Number:** The Alignment Number refers to a local conference number. It is usually five digits and each number has a meaning in terms of the alignment of districts and charges. For example: The first two digits are the district in which the church is located, the next two digits represent the charge that the church belongs to, and the last digit represents the church number within that charge. Using this format will allow you to sort all of your churches in District-Charge order when running a report. If your conference does not use a local number then this field will either be empty or have a “n” in it. The system does not require this number in order to operate properly.

6. **Church Code:** The church code is a description of the type of church office the selected record is. The possible entries are:

Church
District

7. **Church Type:** The type refers to the denomination the church is. The default entry is UMC for United Methodist Church. Please use an acronym or abbreviations for this field.

8. **Church Status:** There are three possible entries for the status:

Active
Closed
Merged

9. **Ethnicity:** The ethnicity of the church refers to the ethnic back ground of at least 40% of the congregation.

10. **Do Not Report Stats:** If you have any chartered churches, or churches that do not need to report statistics, then simple check this box and the system will skip over this church when calculating statistics.

11. **Merged Date:** If the selected church has been merged with another church, enter the date that the merge was in effect by clicking on the icon to the right of the field and selecting the date from the calendar.

12. **Closed Date:** If the church is closed, enter the date that the closure was in effect by clicking on the icon to the right of the field and selecting the date from the calendar.

13. **Table Locked:** If this checkbox is checked, the church cannot enter table values. The conference can lock or unlock individual churches if the need arises. If a church needs to have their table unlocked, they must contact the conference office.

14. **Church Address:** These boxes are for the address of the church. Address1 should be used first when entering the Street number and name. Due to the limits of address labels, the length of these fields should not exceed 40 characters and have no punctuation.
15. **County:** The County list will populate depending on the State that is selected. When you select a county from the list, the county number will automatically be filled in.
16. **Find Button:** Clicking on this button will conduct a search for a church that matches the criteria you entered. A search can be conducted by church name or church number. When searching for a church by name, you can enter as little or as much of the name as you wish. Keep in mind that the less information you enter, the more results you will get back. Clicking on this button without entering any search criteria will result in having all churches returned. To search by general board number, enter the number into the general board number field and click search.
17. **Search Results List:** This is the dropdown list next to the find button; it will list the results of the search performed. The churches are listed in alphabetical order.
18. **Add Button:** This button is only visible when there are current appointments for the selected Church. Selecting this button will allow you to appoint a new Pastor to the current Church. This appointment list will be updated at the end of the year by GCFA. The source of this information will be the records department at GCFA. Most of the appointments should be correct, however please verify the information and make any changes that are necessary. A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.
19. **Edit Button:** This button is only visible when there are current appointments for the selected Church. Selecting this button will allow you to edit the Pastor Appointment Code for the selected Pastor. If there are multiple Pastors appointed to a church, the pastor with the lowest position code number will be listed on the reports as the Pastor for that church. A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.
20. **View Button:** This button is only visible when there are current appointments for the selected Church. Selecting this button will allow you to view the personal information for the selected Pastor. You will be able to update any of the information and then return to the Church page by clicking on "Exit". Church level users will be able to view the personal information, but not make any updates.

21. **Delete Button:** This button is only visible when there are current appointments for the selected Church. Selecting this button will allow you to remove the selected Pastor from the Appointment List. A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.
22. **Appointment Grid:** This is a listing of all the Pastors that are assigned to the current Church. If you want to use the "Edit", "View", or "Delete" function, click on "Select" in this grid and then click on the button of the function you wish to perform.
23. **Update Button:** If you need to make any changes to the Church information, simply make the change and then click on this button.
24. **Clear Button:** Selecting this button will clear the screen. This will not delete the information; it allows you to start over.
25. **Exit Button:** Selecting this button will close the Church information page and take you back to the previous page. If you opened this page from the Pastor Information page, you will be taken back to that page. If you opened this page from the main menu, then you will be returned to the main menu.

Add/Edit Pastor

This page allows the conference to add or edit their Pastors information. If you wish to add a new Pastor to the Conference, start with an empty form. Fill in the blanks and click “**Add**” If you are just editing the information, make your changes and click “**Update**”. The information on this form can be changed by the conference users and district users only if the conference has elected to allow this. The local churches cannot change this information. The fields and controls on this form are:

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System **Statistics for year of 2005** 11/29/2007 9:42:17 AM
[Home](#) [Help](#) [Log Out](#)
Anonymous Conference: Number 000 Current User: Adam Rogers

Add/Edit Pastor Information

Label ID:

Last Name: Find:

First Name:

Middle Name: Address1:

Suffix: Address2:

Title: City:

Gender: State:

Ethnicity: Zip Code: -

Current Appointments

	Church Number	Position Code	Church Name
Select	C00000	05	Your Church

1. **Label ID:** This is a unique number assigned to each Pastor for identification purposes. This number is assigned by GCFA. If you are adding a new Pastor, the system will assign a temporary number. Once GCFA has assigned a permanent number, the conference office will be notified.
2. **Last Name:** Last name of the Pastor.
3. **First Name:** First name of the Pastor.
4. **Middle Name:** Middle name of the Pastor.
5. **Suffix:** There are five choices for the name suffix. You can leave it blank or chose from one of the following:

- Jr
- Sr
- II
- III
- IV

6. **Title:** This is the title of the Pastor. You can leave it blank or chose one of the following:

Mr
Mrs
Ms
Rev
Bishop

7. **Gender:** Please choose Male or Female.

8. **Ethnic:** The ethnicity of the Pastor. This field is required. Please choose one of the following.

White
Asian
Black
Hispanic
Native American
Pacific Island
Multi-Racial

9. **Find Button:** You can use this button to find a Pastor within the list. Enter part or all of the Last Name and/or First Name and the results will be returned in the list to the right. If nothing is entered in the either of the name fields, all of the Pastors within your respective Conference, District, or Church (Depending on your user access level).

10. **Search Results:** This is the dropdown list next to the find button; it is a list of the Pastors found on the search conducted. They will be listed in alphabetical order by last name.

11. **Address:** These boxes are the address of the Pastor. Address1 should be used first when entering the Street number and name. Due to the limits of address labels, the length of these fields should not exceed 40 characters and have no punctuation.

12. **Add Button:** This button is only visible when there are current appointments for the selected Pastor. Selecting this button will allow you to add a new Appointment for the current Pastor. A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.

13. **Edit Button:** This button is only visible when there are current appointments for the selected Pastor. Selecting this button will allow you to edit the Pastor Appointment Code for the selected Pastor. . If there are multiple Pastors appointed to a church, the pastor with the lowest code number will be listed on the reports as the Pastor for that church. A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.
14. **View Button:** This button is only visible when there are current appointments for the selected Pastor. Selecting this button will allow you to view the Church information for the selected Church. You will be able to update any of the information and then return to the Church page by clicking on the "Exit Button". A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.
15. **Delete Button:** This button is only visible when there are current appointments for the selected Pastor. You must first select a Church from the Appointment list. Clicking this button will allow you to remove the selected Church from the Appointment List A church level user will not have access to edit this information and must contact the conference or district (if allowed) to change any data that may not be accurate.
16. **Appointment Grid:** This is a listing of all the Churches that the Pastor is current assigned to. If you want to use the "Edit", "View", or "Delete" function, click on "Select" in this grid and then click on the button of the function you wish to perform.
17. **Update Button:** If you need to make any changes to the Pastor information, simply make the change and then click on this button.
18. **Clear Button:** Selecting this button will clear the screen. This will not delete the information; it allows you to start over.
19. **Exit Button:** Selecting this button will close the Pastor Information page and take you back to the previous page. If you opened this page from the Church Information page, you will be taken back to that page. If you opened this page from the main menu, then you will be returned to the main menu.

Edit Tables

This page is for adding, editing, and viewing the statistical information on a church. When a church opens any of these tables, their information will automatically be shown on the screen. They will have no access to the information on other churches. If a conference or district user opens any of these pages, they must use one of three ways to select a church they wish to view. The church can be selected from the drop down list, the alignment number (local church number), if used can be entered, or the General Board Number can be entered. See the directions below for more information. A district user will only have access to the churches in their district. When entering values, press the Enter Key when done with one value and it will move you to the next field. To quickly move between tables, you can click on the links at the top of the page. The fields and controls on this form are:

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System
[Home](#)

Statistics for year of 2006
[Table I](#) [Table II](#) [Table III](#)

11/29/2007 7:44:51 AM
[Help](#) [Log Out](#)

Anonymous Conference: Number 000

Current User: Adam Rogers

The final date to enter statistical information is 1/1/2007. After this date you must contact your conference office to make changes.

Select a Church

 Status: Not Submitted

Alignment Number

General Church Number

 Show All Active Buckets
 Ignore Validation when saving.

Table I

Enter data rounded to the nearest whole number. Fields will not accept symbols (\$, %, .., etc). Example: 1999 instead of \$1,999.00

-
-
-

Pop Up Blockers may prevent these reports from displaying.

There are 1 errors and 1 warnings

Error(s): 1. Error: Pervious members + recieved -removed does not equal total members

Warning(s): 1. Warning: Line 10 This value is below the minimum allowed value.

Employer (Federal) Id Number: Please enter your EIN if known. [What is this?](#)

Item #	Description	2005 Value	2006 Value	Item #
1	Total professing members reported at close of last year (See Instructions)	0	<input type="text" value=""/>	1
2.a	Received this year on Profession of Christian Faith	0	<input type="text" value="0"/>	2.a
2.b	Restored by affirmation (or correction to previous year report)	0	<input type="text" value="0"/>	2.b
3	Received from other United Methodist Churches	0	<input type="text" value="5"/>	3

1. **Select Church:** You can select a church from the list and that church's information will be presented in the table. This list is populated based on the user's access level and the churches will be listed in alphabetical order.

2. **Alignment Number:** If your conference uses a local church number that is different from the General Church Number, you can enter the church number and, click on the "Go" button to the right and that church's information will be presented in the table.
3. **General Church Number:** You can enter the General Church Number of a church, click on the "Go" button to the right and that church's information will be presented in the table.
4. **Show All Buckets:** This is a conference only option. When selecting this option, all buckets that are active will be shown. The conference can set this option on the "Conference Information" page so that these will always appear on the screen. If these buckets are shown to the church user they will be read only.
5. **Ignore Validation:** If desired, the Conference and District user (if allowed by the conference) can choose to ignore the validation rules that have been set up in the Bucket properties. This can be helpful if the conference is entering data for a church and there is an error. It will allow the user to save what they have done, contact the church for the correct information, then return later and fix the error.
6. **Save Button:** There are multiple "Save" buttons on the screen. There is one at the top of the table and another at the bottom of the table. Clicking on this button will save any changes to the values in the table. **If any validation errors occur during this process, the information will not be saved.** You will be notified if your information was not saved, and a list of "Errors" will be shown above the table.
7. **Errors and Warnings:** Any errors or warnings that occur when the system is trying to save the information will be displayed here. If any errors occur, the information will not be saved. If only warnings are displayed, the information will be saved. Errors are presented in red and warnings in yellow. The corresponding table item will also be highlighted in the appropriate color. If data has been saved in the table, the error and warning tests will be run when the table opens as well as when the "Save" button is clicked.
8. **Table:** This is where the Bucket descriptions and values are seen and entered. When this Table is opened, the value for Line 1 will automatically be filled in and will be read only. This value will be identical to the value of the "Total Professing Members at the End of the Year" (Currently line 9) in the column for the previous year.

The information that appears on this table can be changed by the conference by going to the “**Edit Buckets**” page and making the changes.

- a. **Item #:** This is the same as the Row # or Question # on the Table form.
 - b. **Description:** This is a description of the value.
 - c. **Previous Year Value:** This is the value of the bucket from the previous year.
 - d. **Current Year Value:** This is the value of the bucket for the current reporting year.
 - e. **Item #:** Repeating the Item number from above.
 - f. **“?”:** Clicking on the question mark at the far right of each line will present the user with directions for the line. You can also hover over a line to get the directions for that bucket.
9. **Print:** This will open a report of the Table for the selected church in Adobe Acrobat and allow the user to print a copy for their records.
10. **Clear Screen:** This option is not available to the church users. Clicking on this button will clear the screen of the current church. It will not save changes or delete information, it only returns the screen to the opening state.

Edit Buckets

This is the area of the system that controls the buckets that the conference uses and what the user will see when opening the “Edit Tables” page. When this page is opened, a grid will appear that contains the bucket information for the selected Table. Near the top of the page there are links to each of the other two Tables. The grid displays the following information:

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System
Statistics for year of 2006

[Home](#)
[Help](#) [Log Out](#)

Anonymous Conference: Number 000
Current User: Adam Rogers

Table I
Table II
Table III

Active Buckets Only

10 Items per page
Add New

Edit	Item #	Code	Description	Sort Order	Enabled?	Active?
Quick Edit Full Edit	1	MEMBPREV	Total professing members reported at close of last year (See Instructions)	001	Yes	Active
Quick Edit Full Edit	2.a	RECPROF	Received this year on Profession of Christian Faith	002.1	Yes	Active
Quick Edit Full Edit	2.b	RECREST	Restored by affirmation (or correction to previous year report)	002.2	Yes	Active
Quick Edit Full Edit	3	RECUMC	Received from other United Methodist Churches	003	Yes	Active
Quick Edit Full Edit	4	RECOTH	Received from other denominations	004	Yes	Active
Quick Edit Full Edit	5a	REMCHR	Removed or corrected by Charge Conference action	005.1	Yes	Active
Quick Edit Full Edit	5.b	REMWITH	Withdrawn	005.2	Yes	Active
Quick Edit Full Edit	6	REMUMC	Removed by transfer to other United Methodist Churches	006	Yes	Active
Quick Edit Full Edit	7	REMOETH	Removed by transfer to other denominations	007	Yes	Active
Quick Edit Full Edit	8	REMDEATH	Removed by death	008	Yes	Active

≥ >>


1. **Item #:** This is the row or line number for the bucket.
2. **Code:** This is a unique code that the system uses to track the entered value for a particular church. By using this code, the system will be able to track the history of that value no matter where the bucket appears on the table. Please see the Adding/Editing of bucket information below for more details.
3. **Description:** This is a description of the Bucket value.
4. **Sort Order:** The value in this field controls where the bucket will appear in the table.

5. **Enabled:** The value in this field will control whether or not the bucket will appear on the table.
6. **Active Buckets Only:** Uncheck this box to see buckets that are no longer in use.

There are two methods in which the information in this grid can be modified. The first method is for quick editing. Click on the “**Quick Edit**” link on the left side of the grid. The **Item #**, **Description**, and **Sort Order** fields in the grid will turn into editable fields. Click in the box, make any changes that are desired and then click on the “Update” link on the left side of the grid in that row. Clicking on “Cancel” will terminate any changes that were made.


The other method will allow the user to make more changes to the bucket. To use this method, click on the “**Full Edit**” link on the left side of the grid. This will open a new form with all of the bucket information. Every field on this form can be edited by the conference except for the Code. Clicking the “**Add New**” button will also open this Edit Bucket form but all the fields will be empty, ready to create a new bucket. The fields and controls on this form are found on the next page.

Edit Table Bucket



General Council on Finance and Administration

The United Methodist Church



UMC GCFA Statistical Input System

Statistics for year of 2006

[Back](#)

[Help](#) [Log Out](#)

Anonymous Conference: Number 000

Current User: Adam Rogers

Edit Table Bucket

[What is this?](#)

Description:

Code:

Sort Order:

Item #:

Table #:

Active:

Enabled:

Min Value Allowed:

Max Value Allowed:

Give Warning %

Directions:

* Closed buckets are no longer used.
 * Disabled buckets remain active, but do not show on tables.
 * A warning will alert the user if they input a value below this number.
 * A warning will alert the user if they input a value above this number.
 * A warning will alert the user if they input a value that is greater than or less than the previous year's value by this percentage.

Add Validation Rule

Row #:

Operator:

Example: a + b + c = d

Formula:

Custom Error Message:

	No.	Formula	Error Message
Delete Select	3	1 + 2.a + 2.b + 3 + 4 - 5a - 5.b - 6 - 7 - 8 = 9	Pervious members + recieved - removed does not equal total members
Delete Select	2	9b.1 + 9b.2 = 9	Males + Females does not equal total.
Delete Select	4	9a.1 + 9a.2 + 9a.3 + 9a.4 + 9a.5 + 9a.6 + 9a.7 = 9	Total of Ethnic fields does not equal total members.

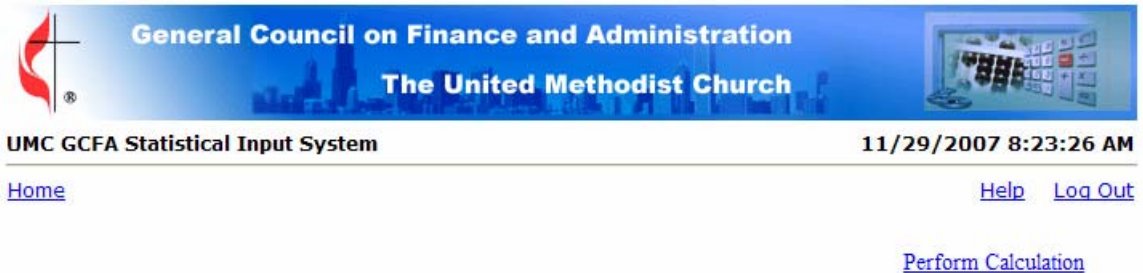
- Create New Bucket Button:** Clicking this button will clear the form so you are able to create a new bucket. Make sure you save any changes to the current bucket before clicking this button or they will be lost.

2. **Description:** This field is a description of the Bucket value. This is the text that appears in the “Description” field of the tables. The conference has the ability to change the description of any bucket in order to meet their needs. The maximum length of this field is 250 characters.
3. **Code:** The code is a unique identifier for this bucket. Each code cannot be duplicated for your conference and the GCFA codes. The codes that are in the system cannot be deleted. A code can never be changed once created.
4. **Sort Order:** This is used to place the bucket in the correct place on the table listing. When you are looking at the Table form, the sort order determines where the Bucket will show up on the form.
5. **Item #:** This is the Row # or the Question # that is shown on the left side of the Table.
6. **Table #:** This is the Table that the Bucket belongs to. Either I, II, or III.
7. **Active:** This tells the system if the bucket is active or not. If it is not active, it will not show up anywhere in the system. If your conference is not using the bucket that a code represents you can close the bucket by changing this value to “Closed”. To re-open a bucket, go back to the screen with the listing of all buckets, and uncheck the box at the top of the screen titled “Active Buckets Only”. When this is done, the grid will re-load and all buckets will appear. Just change the active status to “Active” and the bucket can then be used.
8. **Enabled:** This tells the system if the bucket is enabled or not. If it is not enabled, it will not show up on the Table forms that the church will complete. However the code is still active for the system.
9. **Min / Max Values Allowed:** These are the minimum and maximum values allowed for this bucket. The test for these acts like a warning: it will not stop the user from saving their information, but it will tell them that the input was outside the allowable values. It is recommended to put warnings on salaries and building values.
10. **Give Warning:** If you wish to get a warning when the current value is a certain percentage difference from the previous years value. For example: If you wish to be notified if the current value of the Total Membership is either 10% greater than or less than last years Total membership, check this box and enter 10% in the field. This warning will not stop the user from saving the information; it will only notify them of the situation. It is recommended to put warnings on salaries and building values.
11. **Directions:** This is the statement that appears when the user is entering the Table data and clicks on the "?" in the grid. The conference can change these directions to meet their needs, or leave the default statement. The maximum length of this field is 1400 characters.

12. **Add Validation Rule:** This allows the conference to set validation and testing rules for the field values. For example, the Total Male Members plus the Total Female Members should be equal to the Total Members. To add a validation, check the "Add Validation Rule" checkbox and then select a "Row #" from the list. Once selected, this row number will appear in the formula. Then select an "Operator" from the list. Once this is selected, the operator will appear in the formula. Continue to add Row #'s and Operators until you have the formula you wish to use. If you make a mistake, click on the "Back" button located next to the "Operator" list to remove the last item entered. You can click on back as many times as necessary. If you want to start over, simply click on "Clear". Once the formula is entered, you can enter the error message that will appear on the Table form when the error occurs. In the example above, you could enter, "Total Males + Total Females does not equal total membership." When the rule has been created, click on "Add Rule" and the rule will be added. You will see the new rule in the "Validation Grid".
13. **Validation Grid:** This is a listing of the Validation Rules that have been set up for this bucket. You can edit or delete these rules if needed. If you wish to edit a rule, click on the "Select" link on the left side of the grid. The information about that rule will appear in the fields to the left. Make any changes that are needed and click on "Update" and the changes will appear in the grid.
14. **Update/Add Button:** When you are done making changes to the bucket you are editing, clicking this button will save the changes and return you to the bucket list page. If you are adding a new bucket this button will say "Add" and clicking it will add the new bucket to the system but you will remain on this page. This is so you can then add any validations you wish.
15. **Cancel Button:** This will cancel any changes that you have made and return you to the previous page.
16. **Exit Button:** Selecting this button will close the Bucket information page and take you back to the previous page. *If you have made changes and did not click on the "Update" button, the changes you made will not be saved.*

Grand Total Function

The Grand Total Function allows the conference to determine which fields make up their Grand Total field and then calculate this total for all active churches at the click of a button.



General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System 11/29/2007 8:23:26 AM

[Home](#) [Help](#) [Log Out](#)

[Perform Calculation](#)

Check the box next to the rows that you want to include in the Grand Total Calculation.

Last Modified By: Dale Owens

Date: Sep 05, 2007

Update

Exit

<input checked="" type="checkbox"/>	Row#	Code	Description
<input type="checkbox"/>	38a	WSA	World Service Apportionment
<input checked="" type="checkbox"/>	38b	WS	World Service Paid
<input type="checkbox"/>	39a	CBA	Conference Benevolences Apportioned
<input checked="" type="checkbox"/>	39b	CB	Conference Benevolences Paid

1. The grid at the bottom of the page is a list of all buckets on Table II. Simply scroll down and place a check in the box next to the fields that you want to include in the Grand Total. Checking or un-checking the top box will adjust all boxes to match. Ensure that you either check all sub lines in a group or just the total line.
2. Once you have everything checked, click on the “Update” button. Then you can click on the “Perform Calculation” link at the top of the page. This will take you to the page where you can actually run the calculation. This can be done as often as needed. This function will overwrite the previous Grand Totals each time it is run.

Reports

There are several reports that the system currently offers. If there is a report that you would like, and it is not listed, please contact us and we will make every effort to create that option. Most of the reports listed here can be viewed as a PDF or be put into a Microsoft Excel file. The reports listed on the left side of the screen are for the churches; however any user can access them. The reports on the right side can only viewed by conference and district users. The reports that are currently available are:

1. **Church Stats Report:** This is a print out of the table information for the current statistical year. This report offers several options:
 - a. Church to print: You can print all church, or select the church you wish to print. The church list will be populated based on the user access level. For example, a church user will only see their church in the list.
 - b. Tables to print: This allows you to print any or all of the tables for each church.
 - c. Submitted Churches Only: This option allows you to print this report for the churches that have submitted their data to you. By using the “Submitted Since Date”, you can limit this to only the churches that have submitted their data after the selected date.
2. **District Summary Stats Report:** This report looks similar to the “Church Stats Report” except that it is a total of the values for the district:
 - a. District to print: You can print all Districts, or select the District you wish to print. The District list will be populated based on the user access level. For example, a church user will only see their District in the list.
 - b. Tables to print: This allows you to print any or all of the tables for each church.
3. **Conference Summary Stats Report:** This report looks similar to the “District Stats Report” except that it is a total of the values for the Conference:
 - a. Tables to print: This allows you to print any or all of the tables for each church.
4. **Church Stats Spreadsheet:** This report allows you to choose from several options and will show the information in a spreadsheet. Your options are:
 - a. Church Information: This selection allows you to choose the information that will be returned for each Church in the report. By default, the General Board Number will be returned.
 - b. Districts: You can print all the churches in all the districts or uncheck the “Print All” check box to select specific districts to print. Only the Churches that are in the selected Districts will be printed.

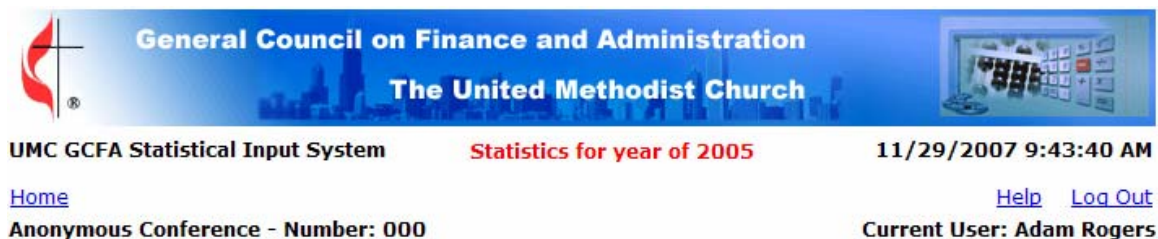
- c. **Sort Order:** This allows you to determine the sort order of the information returned. Because the information will be exported to Microsoft Excel, if you need further sorting you can do it there.
 - d. **Tables to Show:** These choices allow you to determine which Table values to return. If you check a table, all the buckets in that table will be returned. If you only want a selection of those you may check the buckets in the grid.
 - e. **Enabled Rows Only:** If this box is checked, only Buckets that are Enabled will be returned.
 - f. **Run Report:** Clicking on this button will perform the search and then export the information to Microsoft Excel. A dialog box will appear on the screen asking you if you want to save or open the file. You do not have to save it if you do not want to.
 - g. **Reset:** Clicking on this button will return the all fields to their default settings.
 - h. **Exit:** Clicking on this button will close this window and return you to the reports page.
 - i. **Item Grid:** This is a listing of all the Buckets for your conference. The rows that are checked will be returned in the results regardless of what tables are selected above. The checkbox in the "Header Row" will select or deselect all rows.
5. **Blank Church Input Form:** This is a blank copy of the input form for the church. This can also be printed from each of the "Edit Table" pages.
- a. **Church to print:** You can print all Churches or select the Church you wish to print. The Church list will be populated based on the user access level. For example, a church user will only see their Church in the list.
 - b. **Tables to print:** This allows you to print any or all of the tables for each church.
6. **Church Table Directions:** This will show a report of all the directions for the buckets that the church will see on their Tables.
7. **Church Users Guide:** This document is much like this one. It has step by step directions for the church to enter the system, input their data, and submit it to the conference.

8. **Submit Status Report:** This report allows the conference to track the churches progress in the system. The report will show if there is any data present in each of the tables. You may choose any or all of the following options:
 - a. Submitted: This is a list of churches that have “Submitted” their information.
 - b. Not submitted with activity: This is a list of churches that have not submitted their data, but there is data in at least one of their tables.
 - c. Not submitted with no activity: This is a list of churches that have not submitted their data and there is no data in any of the tables
9. **Error Report:** This report will run all validations against every church in your conference. It is a good idea to periodically run this during the period in which churches are entering their statistics.
10. **Church Listing with Pastors:** This will give you a report of all churches in the selected district(s) and the assigned pastors.
11. **Pastor Listing with Churches:** This will give you a report of all pastors in the selected district(s) and the church they are assigned to.
12. **Bucket Code with Description:** This is a report of all “Active” buckets for the current statistical year.
13. **Fund Listing with Assignment Codes:** This is a report of your funds and the codes to which they are assigned.
14. **Table Directions – All Buckets:** This is a report of the directions for all “Active” buckets. This differs from the “Church Table Directions” in that it include the buckets that the church will not see.
15. **System Users:** This is a report of all users who have access to this system in your conference.
16. **Conference Users Guide:** This is the link to open this user’s guide.
17. **Validations:** This report will print all validations that your conference currently has set up. It is highly recommended that any field that has a sum, be validated.
18. **Preliminary Stats Report:** This is the report that is sent to GCFA for the Council of Bishops in March of each year. This report will automatically calculate the required numbers and allows for a memo field.
19. **GCFA Stats Report:** This allows the conference to get the individual church reports that will be sent to GCFA.

Remittance Transfer Controls

This area allows you to set up the funds for your conference, assign them to buckets, upload your remittance data, and then transfer the data into the assigned buckets.

1. **Master Fund List:** This is a listing of the funds for your conference. The values that are there when you first start using the system can be edited or deleted depending on your needs.



General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System Statistics for year of 2005 11/29/2007 9:43:40 AM

[Home](#) [Help](#) [Log Out](#)

Anonymous Conference - Number: 000 Current User: Adam Rogers

Funds List

Add New Fund

10 Items per page

	Fund Number	Fund Name
Edit Delete	100	World Service
Edit Delete	120	Conference Benevolences
Edit Delete	140	Ministerial Education
Edit Delete	160	Black College
Edit Delete	200	Africa University
Edit Delete	210	Interdenominational Cooperation
Edit Delete	220	General Administration
Edit Delete	230	Jurisdictional Administration
Edit Delete	240	Area and Conference Administration
Edit Delete	250	District Administration
> >>		

- a. **Fund Grid:** This is a listing of all the Funds for your Conference. You can Edit or Delete these as necessary.
 - b. **Add New Fund:** If you need to add a New Fund, click on this button, fill in the Fund Number and Fund Name, and click on "Add Fund".
2. **Fund Assignment:** This is where you assign a fund number to a bucket value. When you upload and transfer your remittance data, this controls where the values will go.

Add Fund Assignment

Fund No. Fund Name

100.....World Service

	Fund No	App. Assign	Paid Assign	Percent
Edit Delete	100	WSA	WS	100

Summary of Distributed values

10 Items per page

Fund No	Fund Name		App. Assign		Paid Assign	Percent
100	World Service	38a	WSA	38b	WS	100
120	Conference Benevolences	39a	CBA	39b	CB	100
140	Ministerial Education	40a	MEFA	40b	MEF	100
160	Black College	41a	BCFA	41b	BCF	100
200	Africa University	42a	AUFA	42b	AUF	100
210	Interdenominational Cooperation	52a	ICFA	52b	ICF	100
220	General Administration	53a	ADMGENA	53a	ADMGEN	100
230	Jurisdictional Administration	54a	ADMJURA	54b	ADMJUR	100
240	Area and Conference Administration	55a	ADMCONFA	55b	ADMCONF	100
250	District Administration	56a	ADMDISTA	56b	ADMDIST	100

≥ ≥

- a. Fund List: This is the dropdown list towards the top of the page. It is a listing of all the Conference Funds. Selecting a fund from this list will show the Assignment Grid to the right of the dropdown list.
 - b. Assignment Grid: This is a listing of all of the assignments for the Fund selected in the Fund List. You can Edit and Delete these assignments as necessary.
 - c. Add Assignment: If you wish to add a new assignment for the selected fund, then click this button and select the appropriate information.
 - d. Summary Grid: This a total list of all the assignments for all the funds.
3. Upload Remittance Data: This page allows you to upload your remittance data into this system. You can upload your remittance data from one of three types of files. (See Examples Below)
 - a. Microsoft Excel (.xls)
 - b. Comma-Separated Values (.csv)
 - c. Text File (.txt)

There must be 17 total columns. ChurchNo for the Church number, FundNo for the Fund Number, AppValue for the Apportioned Amount, YTDValue for the Year to Date paid, and 13 columns for the monthly paid values. The system will calculate the YTDValue by adding the total of the monthly values.

You then must answer the following question:

How would the value \$300.12 appear in the file you are uploading?

- a. 300
- b. 300.12
- c. 30012

Excel or CSV Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ChurchNo	FundNo	AppValue	YTDValue	Month_1	Month_2	Month_3	Month_4	Month_5	Month_6	Month_7	Month_8	Month_9	Month_10	Month_11	Month_12	Month_13
2	11111111	100	5000		4000												
3	11111111	120	6000		5000												
4	11111111	140	5000		4000												
5	11111111	160	4000		3000												
6	11111111	200	6000		5000												
7	11111111	210	5000		4000												
8	11111111	220	3000		2000												
9	11111111	250	5000		4000												
10	11111111	260	4000		3000												
11	11111111	270	5000		4000												
12	11111111	290	6000		5000												
13	11111111	500	5000		4000												
14	11111111	230	4000		3000												
15	11111111	240	6000		5000												
16	11111111	280	5000		4000												
17																	

Text Example

```
ChurchNo,FundNo,AppValue,YTDValue,Month_1,Month_2,Month_3,Month_4,Month_5,Month_6,Month_7,Month_8,Month_9,Month_10,Month_11,Month_12,Month_13
698467,100,5000,4000,,,,,,,,,,,,,
698467,120,6000,5000,,,,,,,,,,,,,
698467,140,5000,4000,,,,,,,,,,,,,
698467,160,4000,3000,,,,,,,,,,,,,
698467,200,6000,5000,,,,,,,,,,,,,
698467,210,5000,4000,,,,,,,,,,,,,
698467,220,3000,2000,,,,,,,,,,,,,
698467,250,5000,4000,,,,,,,,,,,,,
698467,260,4000,3000,,,,,,,,,,,,,
698467,270,5000,4000,,,,,,,,,,,,,
698467,290,6000,5000,,,,,,,,,,,,,
698467,500,5000,4000,,,,,,,,,,,,,
698467,230,4000,3000,,,,,,,,,,,,,
698467,240,6000,5000,,,,,,,,,,,,,
698467,280,5000,4000,,,,,,,,,,,,,
```

- a. **Transfer Remittance Data:** This page allows you to transfer your uploaded information into the bucket values for each church. Once your data has been transferred, the buckets will display this information.

Build GCFA Table

Because your conference does not have the same amount of buckets that GCFA requests each year, the conference values have to be assigned to a particular bucket that GCFA requests. This area allows for you to control where your information is applied in relation to the GCFA Tables. There are two steps to this process:

1. **Edit Control Table:** This is where you assign your values to the GCFA Buckets. Each conference bucket can have all or part of its value assigned to one or more GCFA buckets. This is done by starting with the Conference bucket and then assigning a certain percentage of the value to a GCFA Bucket. Each Conference bucket can be assigned to as many GCFA buckets as needed and each GCFA bucket can have as many conference buckets assigned to it as needed. The fields and controls on this page are:

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System
Statistics for year of 2006
11/29/2007 8:34:18 AM

[Home](#)
[Help](#) [Log Out](#)

Anonymous Conference: Number 000
Current User: Adam Rogers

Row #	Code	Description	Add Assignment								
1.....	MEMBPREV.....	Total professing members reported at clc	<table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Conf. Code</th> <th style="width: 20%;">GCFA Code</th> <th style="width: 10%;">Percent</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Edit</td> <td>MEMBPREV</td> <td>MEMBPREV</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		Conf. Code	GCFA Code	Percent	Edit	MEMBPREV	MEMBPREV	100
	Conf. Code	GCFA Code	Percent								
Edit	MEMBPREV	MEMBPREV	100								
<div style="border: 1px solid #ccc; padding: 2px;"> GCFA Codes Not Assigned <div style="float: right; border-bottom: 1px solid #ccc; width: 20px;"></div> </div>											

Summary of Conference Rows to GCFA Rows

Items per page

Conf. Row#	Conf. Code	Description	Percent	GCFA. Row#	Description	GCFA Code
1	MEMBPREV	Total professing members reported at close of last year (See Instructions)	100	1	Total professing members reported at close of last year(See Instructions)	MEMBPREV
2.a	RECPROF	Received this year on Profession of Christian Faith	100	2.a	Received this year on Profession of Christian Faith	RECPROF
2.b	RECREST	Restored by affirmation (or correction to previous year report)	100	2.b	Restored by affirmation (or correction to previous years report)	RECREST
3	RECUMC	Received from other United Methodist Churches	100	3	Received from other United Methodist Churches	RECUMC
4	RECOTH	Received from other denominations	100	4	Received from other denominations	RECOTH
5a	REMCHR	Removed or corrected by Charge Conference action	100	5a	Removed or corrected by Charge Conference action	REMCHR
5.b	REMWITH	Withdrawn	100	5.b	Withdrawn	REMWITH
6	REMUMC	Removed by transfer to other United Methodist Churches	100	6	Removed by transfer to other United Methodist Churches	REMUMC
7	REMOTH	Removed by transfer to other denominations	100	7	Removed by transfer to other denominations	REMOTH
8	REMDEATH	Removed by death	100	8	Removed by death	REMDEATH

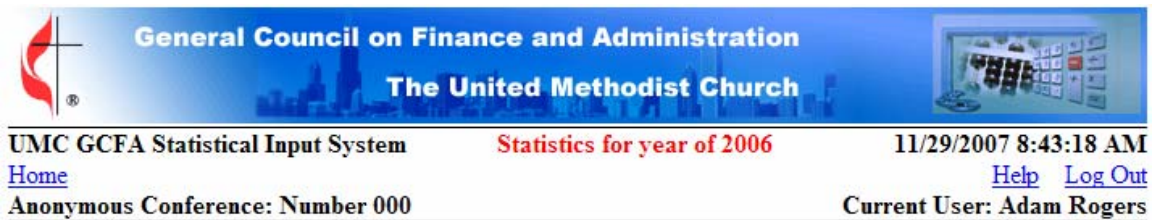
[>>>](#)

- a. **Item Selection:** This is a listing of all your Conference buckets. Selecting one of these will show the Assignments in the grid to the right.
 - b. **Item Assignments:** This grid shows the assignment of the selected Bucket to the GCFA Bucket listed in the grid and the percentage of the Conference Bucket that will go into that GCFA Bucket.
 - c. **Add Assignment Button:** This button allows you to add an assignment to the selected Conference Bucket.
 - d. **Summary Grid:** This grid shows a summary of all assignments for your conference buckets.
2. **Create GCFA Data Table:** Once you have completed assigning your Conference Buckets to the GCFA buckets, go this page and click on “Build GCFA Table”. This will construct the table that GCFA will use for your statistics. After you build this table, you can click on “GCFA Stats Spreadsheet” and a form will open similar to the “Church Stats Spreadsheet” form (See pages 23-24) where you will be able to download a copy of the GCFA data.

System User Administration

This page displays user information and allows for the adding and deleting of users. By default only the conference users can edit user information for users other than themselves. This permission can be given to the district users. This is also the page that is displayed when a user logs in for the first time. Directions for this action are stated earlier in this document. In this section we will concentrate on accessing this page from the Main Menu.

When this page is first opened by a conference level user, all the fields are empty. (A church user will see their information filled in because this is the only information they have access to.) This is how the screen should be if you need to add a user. If you need to edit a user's information you can select the user's name from the dropdown list on the right side of the screen. By default, this dropdown list shows all users from the conference. If you are looking for a specific church user, you can select the church from the dropdown list at the bottom of the screen and click on "Find Users". The dropdown list at the top will then be populated with the users for that church. You can also search for a user by typing in all or part of their name in the appropriate fields.



General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System Statistics for year of 2006 11/29/2007 8:43:18 AM
[Home](#) [Help](#) [Log Out](#)
Anonymous Conference: Number 000 Current User: Adam Rogers

User Information

First Name:

Last Name: --User Name--

Username: Username is letters and numbers only. NO spaces or special characters.

Password: Password must be at least 6 characters. Letters and numbers only.

Re-Type Password:

Work Phone: () - - Ext:

Alternate Phone: () - -

Email Address: The user can have the system email them their password if they forget it.

User Type: --Please Select a User Type--

District: --Please Select a District--

Church: --Please Select a Church--

1. **Name:** These fields are the users First and Last name.
2. **Username:** This is the username that will be used during login.

3. **Password:** This is the password that will be used during login. As a conference user you will be able to see other user's passwords to help them recover it if they forget it.
4. **Phone Numbers:** These phone numbers are not required. They allow for the conference office to contact the user if there is an issue with the data that needs to be addressed.
5. **Email Address:** This is the user's email address. If the user has an email address, the system can email them their password if they forget it. The user can enter their username on the login screen and then click on "Forgot Password" to recover their password.
6. **User Type:** This selection determines the access level of the user.
 - a. **Conference:** A conference level user can view all information for their particular conference and have full add, edit, and delete capabilities for all information.
 - b. **District:** A district level user can view all information for their particular district. The capabilities of add, edit and delete is controlled by the conference.
 - c. **Church:** A church level user can view all information for their particular church. This user has very limited add, edit, and delete capabilities, and is very limited on the information they can even view.
7. **Search Button:** Clicking on this button will conduct a search based on the information in First and/or Last name. If no information is in the name fields, all of the users in your respective access level will be returned.
8. **Search Results:** This is a listing of the search results. This is the dropdown list and the top right of the form. Selecting someone from the list will load their information into the form.
9. **Add/Update Button:** When editing a user this button will say Update. When you are done editing a selected user, clicking this update button will save the changes to the user. If you are creating a new user, this button will say Add. When you are done entering the information for the new user, clicking this button will add the new user to the system.
10. **Clear Button:** Clicking on this button will reset all the fields to their default setting. No information will be saved or deleted.
11. **Exit Button:** Clicking on this button will close this window and return you to the main menu.
12. **Delete Button:** Clicking on this button will delete the selected user. This button will only show up if you currently have a user selected (which is why you cannot see it in the screenshot above). When shown it is located next to the Exit button.

Conference Information

This page simply shows your conference contact information. This page is visible by all users but can only be edited by the conference.



UMC GCFA Statistical Input System **Statistics for year of 2006**

[Home](#)

[Help](#) [Log Out](#)

Anonymous Conference: Number 000

Current User: Adam Rogers

Anonymous Conference Information


Many of the conference controls have been moved to another page.
They can be found under the new Conference Controls option under Administration.

Conference Name:	<input type="text" value="Anonymous"/>
Contact Name:	<input type="text" value="Dale Owens"/>
Phone Number:	<input type="text" value="(615)369-2380"/> Ext: <input type="text"/>
Email Address:	<input type="text" value="dowens@gcfa.org"/>
	<input type="button" value="Update"/> <input type="button" value="Exit"/>

1. **Conference Name:** The name of the conference.
2. **Contact Name:** This is the name of the individual that any user can contact regarding questions they have concerning the information in the system.
3. **Phone Number:** The phone number where the person listed as the Contact Name can be reached.
4. **Email Address:** The email address where the person listed as the Contact Name can be reached.
5. **Update Button:** Clicking on this button will save any changes to this page.
6. **Exit Button:** Clicking on this button will exit this page and any changes made will be lost unless the "Update" button has been clicked.

Reset Church Passwords

This page allows the conference to reset all church level passwords. This is one method to handle the changing of Pastor Appointment each year. When this is run, **all** existing church level users will be removed and new user id's will be created for each active church.



UMC GCFA Statistical Input System **Statistics for year of 2005** 11/29/2007 9:45:00 AM
[Home](#) [Help](#) [Log Out](#)
Anonymous Conference: Number 000 Current User: Adam Rogers

Reset All Church Level User Accounts

Number of users per church:



Number to use for username: General Church Number
 Local Church Number (aka Alignment Number)

Choose the password:

- 1. Number of users per church:** This option allows for either 1 or 2 users per church to be created. If "2" is selected, the username selected below will be followed by a letter "p" for the first username and a letter "o" for the second username. If only "1" username is selected, there will not be any letters after the selected username.
- 2. Number to use for username:** This lets you choose either your local church number or the General Church Number as the default username. If you choose to use your local church number then your conference number will be placed in front of the church's local number to ensure that the username would be unique across all conferences.
- 3. Choose Password:** Enter the starting password for each user. This password will initially be the same for all users. The user will be forced to change this the first time they log in.

Conference Controls

This page contains settings for each individual conference. The values and setting on this page will be used by the system to control what the churches and districts can see and do.

General Council on Finance and Administration
The United Methodist Church

UMC GCFA Statistical Input System **Statistics for year of 2006** 11/29/2007 8:57:39 AM


[Home](#) [Help](#) [Log Out](#)

Anonymous Conference: Number 000 Current User: Adam Rogers

Anonymous Conference Controls and Settings

Settings and Permissions

Default Stats Year:

Entry Cutoff Date: 1/1/2007 

Allow Districts to Add/Edit Church Information

Allow Districts to Add/Edit/Delete Users

Allow Church to view statistical information on other Churches

Allow Church to view Disabled buckets

Notify users to contact their District Office if they have any problems

Lock Table Entries

Message to all users:

A message from the conference office to all users.

Mass Updates

 Clicking this button will update all your churches, pastors, and appointments from GCFA's database.
Note: This will not update a church's name. This is to prevent overwriting your changes to church names.

 Clicking this button will setup everything for 2007 based on your 2006 data.
*** 2007 has been setup.*

1. **Default Stats Year:** The conference can control what statistical year is shown when a user logs into the system. This list will have each year listed in it that the system currently has set up for you.
2. **Entry Cutoff Date:** This is the date that the conference sets to let the users know when their statistical information is due. When this date passes, the users will still be able to enter their information until the conference locks the tables.

3. **Allow District to Edit Church Information:** This option allows the District Offices to edit the church information and table values for the churches in their district only. By default this option is turned off.
4. **Allow District to Edit Users:** This option allows the District Offices to add/edit/delete the users in their district only. By default this option is turned off.
5. **Allow Church to View All Other Churches' Statistics:** This option allows the churches to retrieve the statistical information on all other churches. This can only be done when running the "Church Stats Spread Sheet". The file is loaded into Microsoft Excel as a ".CSV" file, and cannot effect the actual statistical information in the system. By default this option is turned off.
6. **Allow Church to View Disabled Buckets:** This option will show the churches all buckets for a particular table. For example, the churches can see the remittance data. If the bucket is set to disabled, then the value will be read only (or not editable) for church and district users.
7. **Notify Users to Contact District:** This option will change the default message to contact the conference to say that a church user should contact their district if they have problems.
8. **Lock Tables:** This option will make all tables read only (or not editable) for district and church level users. When the cutoff date passes the tables will not automatically be locked. If the conference chooses they can select this option in order to lock the tables for further entry. Each individual church can be locked or unlocked by going to the Add/Edit Churches page and checking or un-checking the "Table Locked" option.
9. **Message to all users:** This allows for the conference to display a message on the main menu for all users in their conference. Type a message in the area provided and click the "**Save**" button to add it. The maximum length of the message is 1400 characters. If nothing is typed in this area, then no message is displayed.
10. **Save Button:** Clicking on this button will save any changes to this page.
11. **Exit Button:** Clicking on this button will exit this page and any changes made will be lost unless the "Save" button has been clicked.
12. **Update Button:** Click this button will look through your churches and pastors and add/update any churches or pastors that are different or missing from your database. This function will look at GCFA's database and compare it with your database to decide what to update. This function also updates all of your appointments to match what GCFA has on file. Please note that this function will NOT update a church's name. We did this because we know you often like to call a church a different name than what we have on file. Running this function helps keep your churches, pastors, and appointments up-to-date without having to manually make all the changes.

13. **Create Button:** If the current calendar year is not set up in the system, this button will be displayed. Clicking on this button will create the necessary tables to allow you to receive statistics for the new statistics year.