

REPORT DAY 2010 APPROVALS

This year we have added one more level of approval at the church level which could lead to some confusion. To eliminate the problem of the data entry person losing control of entry once the final entry box is saved, we added a first level of approval to be done by the data entry person that can be "Unlocked" by you to give them back entry control.

We have also added a Line 216 at the end of the report that is the "Signature" line. When that line was added, it also has a blue entry box on the signature line that MUST have an entry in it to complete the data entry process. Have everyone enter "OK" in the box and save the report. Until this is done, the blue box will remain and the report will stay as "Pending Completion" and approvals will NOT move the report forward.


This situation is depicted in the screen shots in this document.


An example is Palestine, Brushy Creek and Mt. Vernon churches which both had completed all entries, but had left the blue box on Line 216 (the Signature Line) without an entry. The first clue is at the top of the report which shows "1 Items to be completed indicated by:" and a blue box.

Palestine, Brushy Creek UMC(Local Church)

[Texas](#) >> [Northwest](#) >> [Brushy Creek - Mt. Vernon](#)

Report Day - Version 5
Palestine, Brushy Creek UMC
4644

1 items to be completed indicated by: * 

3 validation warnings indicated by: 

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ALL blue boxes must have an entry in them and the report saved for this to go away. Until ALL blue boxes are completed, the report will stay "Pending Completion" as shown below:

Report Day Summary

Assigned Reports

Report	Start Date	End Date	CurrentStatus	
UMC Report Day 1/1/2006	12/31/2006	<input type="checkbox"/>	Approved	View Report
Church Transform1/1/2007	12/31/2007	<input type="checkbox"/>	Approved	View Report
UMC Report Day 1/1/2007	12/31/2007	<input type="checkbox"/>	Approved	View Report
Church Transform1/1/2008	12/31/2008	<input type="checkbox"/>	Approved	View Report
UMC Report Day 1/1/2008	12/31/2008	<input type="checkbox"/>	Approved	View Report
Church Transform1/1/2009	12/31/2009	<input type="checkbox"/>	Approved	View Report
UMC Report Day 1/1/2009	12/31/2009	<input type="checkbox"/>	Approved	View Report
Church Transform1/1/2010	12/31/2010	<input type="checkbox"/>	Pending Approval	View Report
UMC Report Day 1/1/2010	12/31/2010	<input type="checkbox"/>	Pending Completion	View Report

"Pending Completion" ALWAYS means that there is still at least one blue box waiting to be filled in and the report won't be allowed to be moved up the chain until that is done.

The one box not filled in for this report was the one on Line 216 (the Signature Line) as shown below:

Hands On Missions

Calculated Value

215) NUMBER OF MEMBERS INVOLVED IN AT LEAST ONE HANDS ON MISSION ACTIVITY THIS YEAR ([more info](#))

215) 17

17

Pastor's signature confirming the accuracy of the information inputted and approving the report.

Calculated Value

216) Signature ([more info](#))

216)

*

Save

Print PDF

Have everyone type in "OK" in this blue box and "Save" the report. The pastor will still need to sign the printed last page to certify the report contents.

Pastor's signature confirming the accuracy of the information inputted and approving the report.

216) Signature ([more info](#))

216) OK

OK

Save

Print PDF

Once an entry is in place, the report will no longer show the blue box at the top as shown below:

le	Messaging	Reporting	Manage	Administration
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UMC Report Day - Version 5
Palestine, Brushy Creek UMC
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[\)\)](#)

3 validation warnings indicated by:

lock

Print PDF	Instructions	View Approvals
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Once all entry is complete, the data entry person must also approve the report. This is a new step for the data entry person this year so they will not be familiar with doing this step. They should click on the "View Approvals" button to get an "Approve" button.

Approve	Deny	Cancel	Comment
			<input type="text"/>

Data Entry Complete Krohn, Larry Charles "RevApproved" 1/3/2011
[Show All Approvers](#)

Once "Data Entry Complete" has an approval, the report will be ready for final "Pastor Approval" at the church level. When that is done, it is then ready for District Level processing.

Remember that you are in ALL of the first 4 approval levels, so you can do every approval yourself if necessary to complete an approval step and move any report forward. You also can do an "Unlock" of the "Data Entry Approval" and the "Pastor" approval which will give entry control back to the Data Entry person to make corrections on the report if necessary. They would then "Approve" it again at the first level and move it to the Pastor for his re-approval to move it on to you again.

Although there are two approvals now at the church level, this will provide much better control and provide a means of giving the report back to the data entry level person if necessary.