The North Georgia Conference of the United Methodist Church

2023 Stat Tables / End of Year Reports, entered in January 2024

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

2023 reports are to be entered January 11 - 31, 2024.

Support and Assistance

If you need technical assistance submitting your Tables, please email help@ngumc.org.

If you have questions regarding how to answer questions, please contact your District Statistician. A list is available here https://www.ngumc.org/fileslibrary/endofyearreports/conference+statisticians.xlsx.

Remittance Amounts

Beginning 1/11 on the Apportionments and Payments page at www.ngumc.org/payments you may pull a "2023 Remittances on Table 2" report that details the Remittance fund payments for each question that is pre-filled by the Conference Treasurer's Office on Table 2 of the End of Year Reports. If you have questions regarding the Apportionment and Remittance numbers, please contact the conference treasurer's office at 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.

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. Once it turns blue, please click to Submit your reports.

Table Data Entry

The basic design of Tables 1, 2, and 3 are identical. The columns on the page include the line number, line description, the prior year amount, the entry field for the current year, and the amount of change between the two 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.

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

Warnings

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.

Warnings for Table 4 must be corrected.

Revised 12/10/2023

Table 1

A summary of Vital Signs data is provided on the EOY index and Table 1 to assist with answering related questions.

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

There is one new line for this year. 2g: Transferred in from a closed NG church. This is from any closed church and may also include people from closed churches whose membership is currently being held by the district.

Table 2

Line 27c: If the church received a loan from the Paycheck Protection Program (PPP) as part of the CARES Act that has not been forgiven, include the loan balance here.

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 3

54c: Enter the amount received from the Employee Retention Credit (ERC) as part of the covid economic recovery act.

Table 4

The membership roll counts must match the numbers for the corresponding questions in Table 1. You will not be able to submit if these do not match.

There is an upload option for importing the names on questions 1, 2, and 3. In preparation prepare a spreadsheet that includes the question number (1, 2, or 3) in column 1, the first name in column 2, and the last name in column 3. There also needs to be a header row, the column names don't matter. A template is available here https://www.ngumc.org/files/fileslibrary/endofyearreports/table4template.xlsx.

Submitting the Tables

Once all 4 tables have been saved and the warnings for all of the tables have been answered and resolved 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.

Request to Make Changes after Submission

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

Revised 12/10/2023

General Notes (Buttons, Navigation, etc.)

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 a 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.