

ATTENTION ACS FOR WINDOWS USERS ANNUAL REPORT INSTRUCTIONS

- After you have posted the June activity, run your monthly reports as normal. Prepare the annual report before closing the month and the year, although in the windows system, the report can be run at any time.
- Make sure you make a back-up of the ACS data before proceeding to run the report.
- To access the annual report, install the CD and the report first (Phase I and Phase II of the Installation Guide). These two phases must be completed before accessing the report. Proceed to Phase III: Click Start, Run, type c:\winacs\lawclev.exe and click OK. Enter username and password.
- The report titled CLEVELAND FINANCIAL REPORT will appear in the dialogue box under reports.
- Left click to select it, and after it is highlighted, click the tab in the upper left corner titled SETUP.
- If asked, select the organization and click O.K.
- Report Date - Enter the report date (use the drop down box) or simply type in the last day of the fiscal year.
- Report Year – Enter the fiscal year for which the report is being prepared. The use of the drop down box will reveal valid report years.
- Report Types – There are three reports listed and an option for all reports. Selecting a report type determines which part of the annual report (or all of the annual report) will be processed. It is recommended each report be processed separately in the initial year until the user becomes familiar with the program.
- Choose PARISH report type (radio button should already be active) and left click in the box in the center of the page to enter the salaries for priests and deacons and lay employees, Accounts 2001 and 2101. Enter the appropriate amounts, pressing enter after each entry.
- After reaching the last piece of salary information, press ENTER to accept the information in the last field and click on preview or print in the upper right corner. You can preview the report, and print it from the preview screen, or print the report directly to the printer.
- Select the school report, if applicable, by left clicking the radio button next to SCHOOL in the report types box heading on the left side of the screen. No additional information is needed to process the school report.
- Select preview or print, whatever you prefer.
- Select OTHER SCHEDULES from the report types box by left clicking the radio button next to Other Schedules on the left side of the screen.

- Complete the name of the pastor, the parish accountant, contact person and the contact person's telephone number, pressing ENTER after each field.
- Left click in the area titled FINANCIAL COUNCIL MEMBERS section. To add the names of the Finance committee persons right click in this box, select the ADD option, type in the name of the first person you would like to list and select O.K. Repeat the process of right clicking in the box and selecting the add option until all the persons on the committee have been entered.
- Left click in the area titled OFFERTORY and enter the number of persons on the parish register. Press ENTER to move to the number of households in the parish. Press ENTER after each entry until all fields are completed.
- After reaching the number of teachers in the school section, press ENTER to accept the information in the last field. Move the mouse to the left of the screen to the drop-down box indicating OVERVIEW.
- Left click the drop-down box arrow to reveal the other sections of the report. Highlight the next schedule ACTIVITIES and left click on it. Complete the activities listed if applicable. To enter other activities not listed, use the add button, edit to change information you have already entered, and delete to remove information you have already entered.
- After you complete the activities schedule, move the mouse to the drop down box on the left of the screen indicating you are in the ACTIVITIES section. Left click on the drop down box arrow and select AFFILIATED CHECKING. This is the schedule used to list the checking accounts of the parish and school organizations not included in the operations of the parish or school. Using the add button, enter the name of the group, the name of the bank, the account number, and the balance. Continue adding groups and organizations until all are listed. As on the previous schedule, use the edit button to correct an error and the delete button to eliminate an entry.
- After the information for the checking accounts of the groups and organizations are entered, move the mouse to the drop down box on the left of the screen indicating that you are in the AFFILIATED CHECKING section. Left click on the arrow in the drop down box and select AFFILIATED SAVINGS. As in the previous step, list the savings accounts for the parish groups and organizations.
- Move the mouse to the left side of the screen and left click on the arrow next to the drop down box that indicates you are in the AFFILIATED SAVINGS section. Select the section AMOUNTS OWED. Move the mouse to the middle of the page to the field titled loans or notes payable to the Diocese. Enter the applicable amounts, pressing enter after each entry. When the last field is reached, press ENTER to accept the information in the last field. Move the mouse to the drop down box on the left of the

- screen indicating you are in the AMOUNTS OWED section. Left click on the arrow and select OTHER. As on previous schedules, fill in the amounts requested, pressing enter after each entry.
- After completing the last entry and pressing ENTER, move the mouse to the drop down box on the left side of the screen indicating you are in the OTHER section. Left click the arrow in the drop down box and select SUPPLEMENT. The figures displayed should be exactly the same as the figures entered during the initial step.
 - You can now print or preview the report.
 - After printing the report, select close and wait for a few moments. A dialog box will appear requiring you to make a decision to save the report. If you would like to save it, give it a name and select save. In the event you have to re-print the report, you will not have to re-enter the information to correct an error discovered during the review process.

Your comments and suggestions are welcomed to make the instructions as understandable as possible. Please send your comments or suggestions (good or bad) to isotak@dioceseofcleveland.org or garnold@dioceseofcleveland.org