
2017 EZRA

Statistics

Module Church

Users Guide

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CHURCH STATISTICS MODULE

Stats Home

Ezra's Statistics module is designed to allow churches to submit their year-end statistics to the conference digitally.

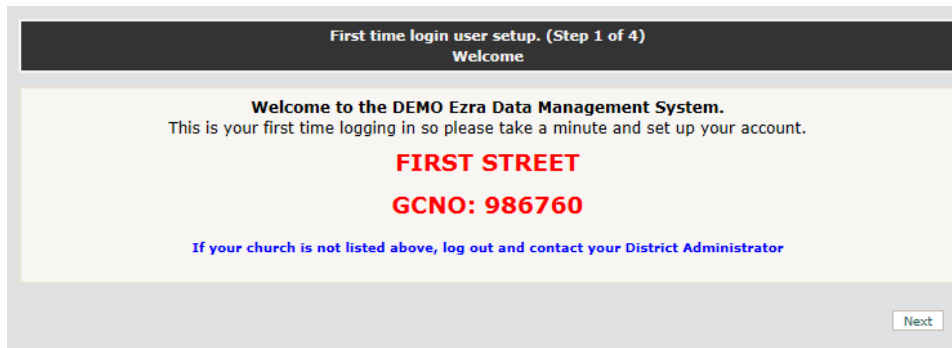
Logging In

First Log In (**If you have already logged in you can skip to the next section*)

You can access the program by going to <http://ezra.gcfa.org>. Once there, log in with the following information:

User name	321XXXX Where XXXX is your Conference assigned church number used for your Shares of Ministry Remittance. If your church number is only 4 digits – add a 0 as the first digit. If you do not know your information, contact the Finance office for assistance.
Password	susumc

The first time you log into the program, you will go through a few initial steps to set up your user. In the first step, your church and church GCNO is listed. If this is not your church, please contact your district or conference administrator. Click the **Next** button.



The screenshot shows a web interface for user setup. At the top, a dark header contains the text "First time login user setup. (Step 1 of 4)" and "Welcome". Below this, a light-colored box contains the following text: "Welcome to the DEMO Ezra Data Management System. This is your first time logging in so please take a minute and set up your account." The church name "FIRST STREET" and GCNO "GCNO: 986760" are displayed in red. A blue link reads "If your church is not listed above, log out and contact your District Administrator". A "Next" button is located in the bottom right corner.

1. Enter your name and contact information as requested. Entering your E-mail address will enable you to reset your password if you get locked out of the system in the future. Click the **Next** button.

The screenshot shows a web form titled "First time login user setup. (Step 2 of 4) Contact Information". Below the title, there is a blue instruction: "Please enter your contact information below." The form contains several input fields: "First Name" with the value "Jane", "Last Name" with the value "Doe", "E-mail Address" with the value "email@umc.org", "Home Phone" (empty), and "Work Phone" with the value "615-369-2500" and an "Ext." field (empty). At the bottom right, there are two buttons: "Previous" and "Next".

2. Enter the current password and the new password that you would like to use. Confirm the password, then click **Next**.

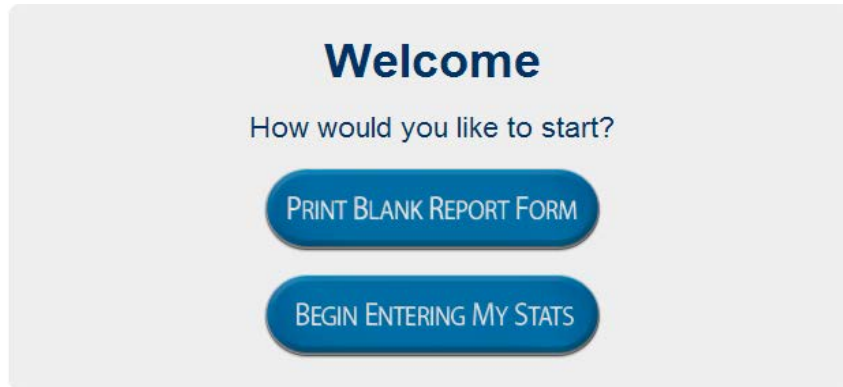
The screenshot shows a web form titled "First time login user setup. (Step 3 of 4) Change Password". Below the title, there is a blue instruction: "Please change your password. Your new password must be at least 6 characters long." The form contains three input fields for passwords, all masked with dots: "Current Password:", "New Password:", and "Confirm New Password:". To the right of the "Current Password" field is a blue link labeled "What is this?". At the bottom right, there are two buttons: "Previous" and "Next".

3. Your log in setup is complete. Click the **Finish** button.

The screenshot shows a web form titled "First time login user setup. (Step 4 of 4) Complete". Below the title, there is a message: "Thank you! You may now begin using the system." At the bottom right, there are two buttons: "Previous" and "Finish".

Welcome Panel

The **Welcome Panel** is the first thing you see after entering the Statistics module. The first thing you should do is print a blank report form to keep a hard copy of data entered in Ezra. This screen will show every time you log in until you have saved any changes to the tables.



While reporting your statistics, the Welcome Panel will change to reflect your progress. You can click on the table names to go directly to the table.



Welcome: Sheldon Cooper
Complete your Statistical Reports

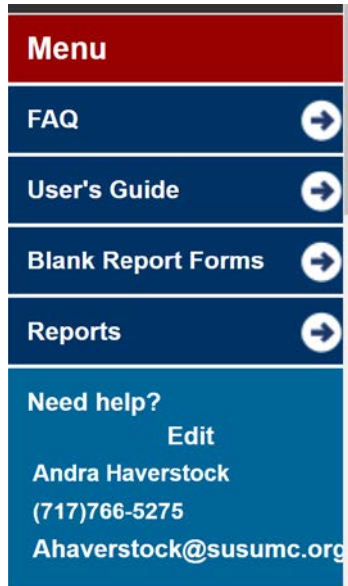
The final date to enter statistical information was 3/15/2013.

Table 1 - Membership	→	✓	9/18/2014 - Completed
Table 2 - Finances	→	!	9/18/2014 - Completed (3 warnings)
Table 3 - Income	→	⊗	Not Started
SPECIAL TABLES			
New Table	→	⊗	Not Started
Submit Reports	→	✓	Not yet submitted

Message From The Conference Office:
Please enter your statistics for this year. [If you have any questions, please contact the conference contact on the right of the screen.](#)

Side Menu Bar

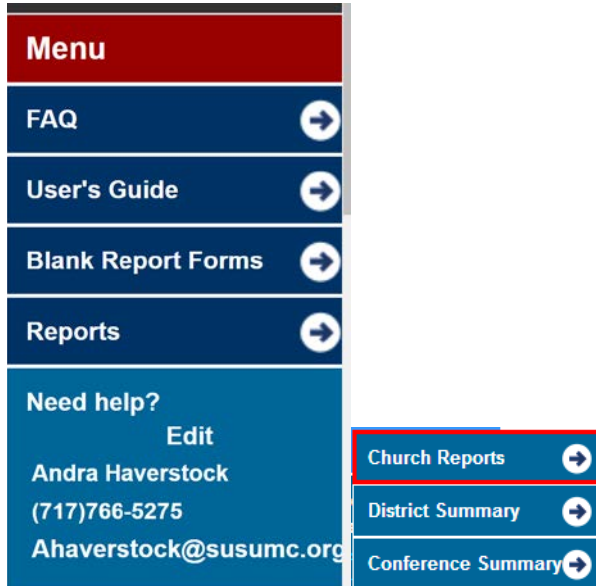
The side menu bar provides access to frequently asked questions, a user guide, and a shortcut to the Blank Report Form and the Reports page. The **Blank Report Forms** are available on the menu bar on the right. Click on the **Blank Report Forms** button to open the subordinate buttons.



Reports

Reports Menu

Click the **Report** menu to activate the dropdown menu, then choose the desired report from the dropdown panel.



Individual Church Reports

Reports lists the type of reports that the module can automatically generate. Click on the hyperlink to download the desired report.

1. To print the Individual Church Stats Report, click the hyperlink.

Statistical Reports

Church Reports	
Statistics Reports and Forms	Need Help?
Individual Church Stats Report Blank Church Input Form District Summary Stats Report Conference Summary Stats Report Church Stats Spreadsheet	Church Users Guide Printable Line Directions (Enabled Lines) Church Warning Report

2. When the **Print Individual Church Input Forms** page opens, select the desired church then click the **Run Report** button.

Print Individual Church Input Forms

GCFA # - Align # - Church Name

986760 - 40401 - FIRST STREET

Print blank report with no church information only

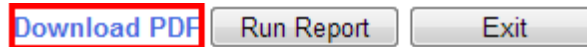
Note: Click Run Report then click the Download PDF link that appears next to the Run Report button to open the report.

Run Report Exit

*Uncheck "Print All" to make individual selections.
To select/deselect multiple churches use Ctrl+Click.*

Select this checkbox to print a report without church information.

3. Click the **Download PDF** hyperlink to download the generated report.



4. When finished, click the Exit button to go to [Statistical Reports](#).

Church Reports

This page allows the user to print the reported statistical numbers for churches.

1. Print All checkbox is automatically selected. If an individual report is desired, deselect the checkbox and select the desired church from the panel.
2. After selecting the desired church or churches, select the checkboxes next to the tables to print.
3. Click the **Run Report** button to generate the reports.
4. Select the type of report to download from the selection generated.
5. When finished, click the **Exit** button.

Print Individual Church Reports

Print All

GCFA # - Align # - Church Name

649605 - 02020 - ADAMSVILLE
651426 - 11020 - APPLE CREEK

Uncheck "Print All" to make individual selections.
To select/deselect multiple churches use Ctrl+Click.

Select the tables you want to print.

Misc Data Sheet 1

Misc Data Sheet 2

Table 1

Table 2

Table 3

Compare to Previous Year

Show Enabled Lines Only

Note: Click Run Report then click the Download PDF link that appears next to the Run Report button to open the report.

Run Report

Exit

[Download PDF](#)

[Download PDF \(Condensed\)](#)

[Excel Export](#)

Enter Stats

1. Select the year for the statistics that you are entering from the dropdown box.

The screenshot shows the Ezra Data Management System interface. At the top, the logo for Ezra is displayed, along with the text "Hello Church User - You are currently accessing church: Asbury - Bartow (352586)". The main heading is "2017 Statistics for the FLORIDA Annual Conference". A dropdown menu for the year is open, showing a list of years from 1998 to 2017, with 2017 selected. Below the dropdown, there are two buttons: "PRINT BLANK REPORT FORM" and "BEGIN ENTERING MY STATS", with the latter highlighted by a red box. To the right, there is a "Menu" section with links for "FAQ", "User's Guide", "Blank Report Forms", and "Reports", each with a right-pointing arrow. Below the menu, there is a "Need help?" section with the text "If you have questions, please contact your district office."

2. Select the desired table to begin entering data.

The screenshot shows the "Welcome: Church User" page. The heading is "Welcome: Church User Complete your Statistical Reports". Below this, there is a message: "The final date to enter statistical information was 06/30/2017." There are three tables listed, each with a right-pointing arrow and a checkmark icon: "Table 1 - Membership", "Table 2 - Finances", and "Table 3 - Income". Below these, there is a "Submit Reports" button with a right-pointing arrow and a checkmark icon. At the bottom, there is a message from the conference office: "The 2017 year is now open!" followed by a highlighted link: "Thank you for your participation!"

- Select the desired table from the dropdown box. Your alignment number and GCNO will automatically prepopulate.

Tables: Table 1 - MEMBERSHIP & PARTICIPATION Table 1 - MEMBERSHIP & PARTICIPATION Table 2 - CHURCH ASSETS & EXPENSES Table 3 - CHURCH INCOME

Your statistical information was due on 01/01/2017. Report on as possible.

Select A Church: Alignment Number: General Church Number:

Status: Not Submitted
Not Saved

Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

- Use the form that you filled out manually to populate the selected table. As you fill out the table the lines will reflect any errors or concerns.

Refer to the color guide for the color-coded issues.

	From Vital Signs
	From Conference
	From Additional Table
	Auto-Total Line
	Warning
	Error

Make sure to save your work as you go.

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

Line #	Description	2016 Value	2017 Value	Line #
Professing Membership Lines 1-4 below capture your local church's membership changes for the reporting year.				
Total professing members reported at the close of last year				
1	Enter here the figure reported on Line 9 of last year's Local Church Report. Do not use this line to correct the previous year's report. If possible, this line should be provided by the annual conference statistician.	94	<input type="text" value="95"/>	1 ?
2a	Received this year on Profession of Faith other than confirmation	3	<input type="text" value="0"/>	2a ?
2b	Received this year on Profession of Faith through confirmation	0	<input type="text" value="0"/>	2b ?
2c	Membership restored by Affirmation of Faith	0	<input type="text" value="0"/>	2c ?
2d	Added by correction	0	<input type="text" value="0"/>	2d ?
2e	Transferred in from another United Methodist Church	0	<input type="text" value="0"/>	2e ?

Table 1

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

	From Vital Signs
	From Conference
	From Additional Table
	Apportionment Field
	Auto-Total Line
	Warning
	Error

- On Table 1, Line 1 will be automatically filled in from last year's Line 9 value.

Line #	Description	2016 Value	2017 Value	Line #
	Professing Membership Lines 1-4 below capture your local church's membership changes for the reporting year.			?
1	Total professing members reported at the close of last year Enter here the figure reported on Line 9 of last year's Local Church Report. Do not use this line to correct the previous year's report. If possible, this line should be provided by the annual conference statistician.	94	95	1

- Lines imported from the Conference or Auto-Total cannot be changed. Values from VitalSigns can be edited/overwritten.
- Once you are done entering in your values, click SAVE.

WARNINGS and ERRORS:

- Your information on many lines will automatically be checked for increases/decreases or math errors.
 - If you report an item that triggers a warning, you have the option to edit the line (if it was incorrect) or enter in an explanation for the increase/decrease.
 - All errors must be corrected -- tables cannot be submitted with errors.

Submit Stats

To submit your statistics to the conference, click **Submit Stats** link on the Main Menu. After the icons confirm the completion of the tables. Click **Submit Statistics** to send the tables to the conference.

Submit your Statistical Reports

This is where you submit your statistics to the Conference Office. By clicking on the button below, you are submitting the information from Tables 1, 2, and 3. YOU WILL NOT BE ABLE TO CHANGE THIS INFORMATION unless you contact your district office.

Table 1 - Membership	→	✓	9/18/2014 - Completed
Table 2 - Finances	→	✓	9/23/2014 - Completed
Table 3 - Income	→	✓	9/23/2014 - Completed

SPECIAL TABLES

New Table	→	⊗	Not Started
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Congratulations! You are ready to submit your stats!

Please enter any comments you wish to share with the Conference regarding these statistics.

Click **OK** to confirm the submission.

The page at ezra.gcfa.org says:

Are you sure you want to submit your information?
You will NOT be able to change the data on any of the tables.