Reporting and Search

CMS Reports

A number of different reports are available to different roles within the system. Many are there to help to generate physical paperwork used by treasurers or district leadership to satisfy national standards, auditors, granting authorities, or government requirements. Some are there to help find information that can be used to enumerate historical assistance, which is used in the pursuit of grants, in eligibility testing, or for breakdowns of what sort of efforts have been made by the conference within a span of time. Finally there are reports that are mere snapshots - intended to give a quick level of transparency and visibility into the process - giving leadership a chance to see what the conference is working on at that moment.

Financial Reports

The Agular CMS system makes an attempt to provide conference leadership with the details necessary to render their St Vincent de Paul nationally required financial reports.

Note: There are differences between the report generated by Agular CMS and the national report. Some are very minor having to do with data collected related to conference operations completely outside the CMS system. Please review the release notes for any point release prior to the annual report - as these will detail any major discrepancies and what your treasurers will need to do to address them.

Monthly Financial Report
The Monthly Financial Report is a report that represents the month's financial and assistance activity so as to help the conference prepare a Monthly Conference Report.

The report is intended to mimic the Monthly Conference Report format delineated by SVdP USA - and is generally a monthly version of the annual report (without some of the larger aggregate elements collected on an annual basis). Vincentian treasurers should be very familiar with this report - and recognize the significant advantages presented by a system that automatically prepares this detailed breakdown of the conference financials.

In addition to the Monthly Conference Report format, the report itself includes a direct aid breakdown in the appendix. This is more granular than what is traditionally supplied by conferences to the national organization. It provides a detailed exploration of direct aid assistance by type rather than the more generic 'Those We Serve' - giving leadership a valuable tool in the pursuit of grants and donations. For additional information related to the transactions that supply the numbers for these lines see Transaction Types in the Treasury Section.

Understanding the Appendix Numbers

In an effort to extend the financial reporting details reflecting the desires of SVDP USA, the appendices are here to provide additional data into the conference activities. Different blocks reflect information formerly collected by SVDP USA, as well as providing a more granular insight into how money within the conference is being spent and the direct relationship between those you serve and the financial efforts being performed on their behalf.

Membership

This section displays a snapshot of conference membership at the moment the report is run - breaking down Active Members and Associate Members by ethnicity and age group.

Note: there is only one actual 'Member Record' per volunteer and hence only one status - which is accorded to the individual when they are initially created in the process of assigning them a role. In the rare case where a volunteer has roles assigned to multiple conferences they wont be counted a second time.

Direct Aid

The financial values displayed here represent assistance events based on the transaction date recorded in CMS. For example, if a check was cut on the 27th of a month that is covered within the span of this financial report then the value of that transaction will appear in this breakdown of Direct Aid by type of assistance. These numbers include non-cleared transactions and transactions that are within open cases - a direct reflection of the actual conference financial commitment made against those varying subcategories.

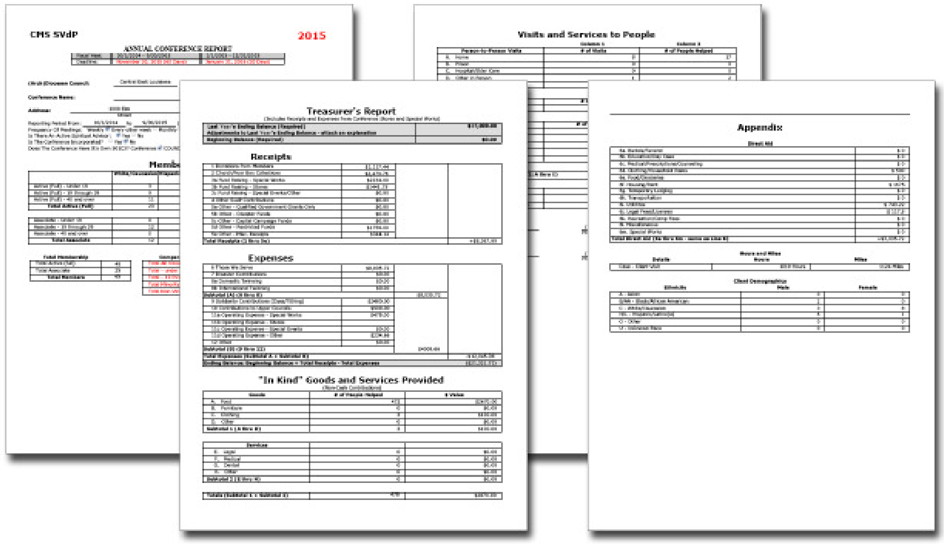
Other Visits and Services

This section was formerly collected by SVDPUSA and represents Vincentian efforts to help people in other ways in your communities - whether helping a mother reach a battered womens shelter or helping the disadvantaged to find employment. These numbers represent cases that are 'closed' and where the 'visit date' was within the month. Due to the nature of this logic, this may tend to under report Vincentian efforts in shorter term reports - but should be more accurately represented in multi-month reports.

Client Demographics

This block will ONLY show data from cases that are Closed Assistance Provided.
For direct aid assistance, it takes into account the transaction date.
For in-kind assistance, it takes into account the visit date.
It also does not represent a unique headcount as it will multiply the headcount of the household by the number of these assistance items.

For example, a family of 4 who have a home visit on June 1st and are given food valued at $100, a Gas Card valued at $50, and $150 of direct aid assistance with a utility bill could be counted as 12 people in Client Demographics. However, this is dependent on the prior logic. If the check transaction date recorded by the treasurer was within June and the case is closed within June then that will count. However, if the case is not closed by the time the treasurer closes the month, a financial report run to tally this number will not reflect any effort. Also, if the case was closed in June but the home visit happened in May then the in-kind assistance would not be counted here either - and only the direct aid.

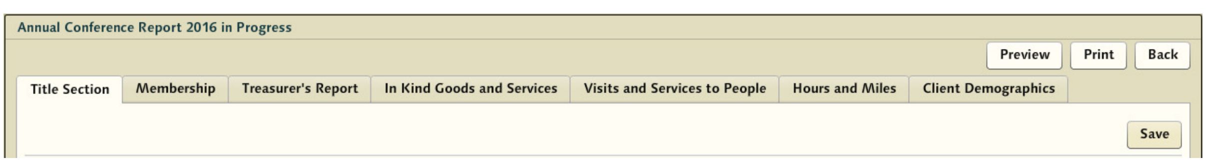


Annual Financial Report

One of the most time consuming tasks on the part of conference treasurers is the preparation of the annual report. This document requires very specific breakdowns of receipts and expenses and ethnographic information on both those assisted and those working with SVdP. The Agular CMS system makes an effort to provide the details accumulated over the course of the year and present it in a format that will make filing this report significantly easier.

Collecting information for the annual report still requires data entry as several pieces of information must be input manually from external sources. However, an assembly wizard gives the treasurer seven tabs and instructions on what data must be supplied. On each tab, the [Initialize] button will run queries against the system to populate the fields with the data. Some of these queries can take some time in bigger conferences with high utilization rates. Throughout the process the treasurer may press the [Preview] button to see how the report will look with the details that have been supplied to that point.

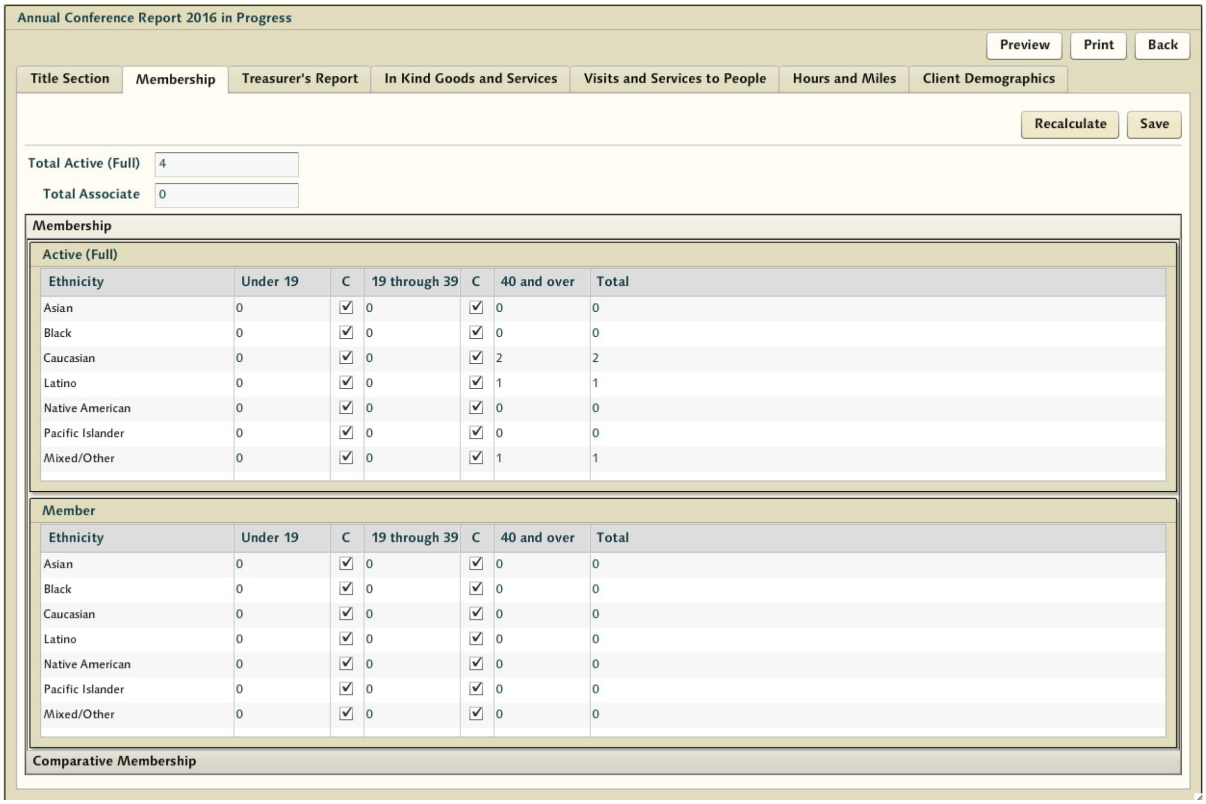
Note: We have attempted to replicate SVdP USA's reporting - as such many of the details being collected in the report assembly wizard is identical to the information requested by SVdP USA. If there are questions, as national will change the national form (PDF) from year to year and Agular will attempt to adapt to these changes, treasurers should consult the actual annual report instructions.



The first tab in the process is the Title Section. Data here is primarily drawn from the conference tab. The required input elements are the dates for which this report is to be calculated - and a number of informational pieces about the conference that are specific to 'at the time of rendering this report' details.

Membership Tab

This tab shows the ethnographic details of the conference membership broken down by status. Selecting any field in these grids allows you to edit the numbers.


Annual Conference Report 2016 in Progress

Preview | Print | Back

Title Section | Membership | Treasurer's Report | In Kind Goods and Services | Visits and Services to People | Hours and Miles | Client Demographics

Recalculate | Save

Total Active (Full): 4

Total Associate: 0

Membership

Active (Full)

Ethnicity	Under 19	C	19 through 39	C	40 and over	Total
Asian	0	☑	0	☑	0	0
Black	0	☑	0	☑	0	0
Caucasian	0	☑	0	☑	2	2
Latino	0	☑	0	☑	1	1
Native American	0	☑	0	☑	0	0
Pacific Islander	0	☑	0	☑	0	0
Mixed/Other	0	☑	0	☑	1	1

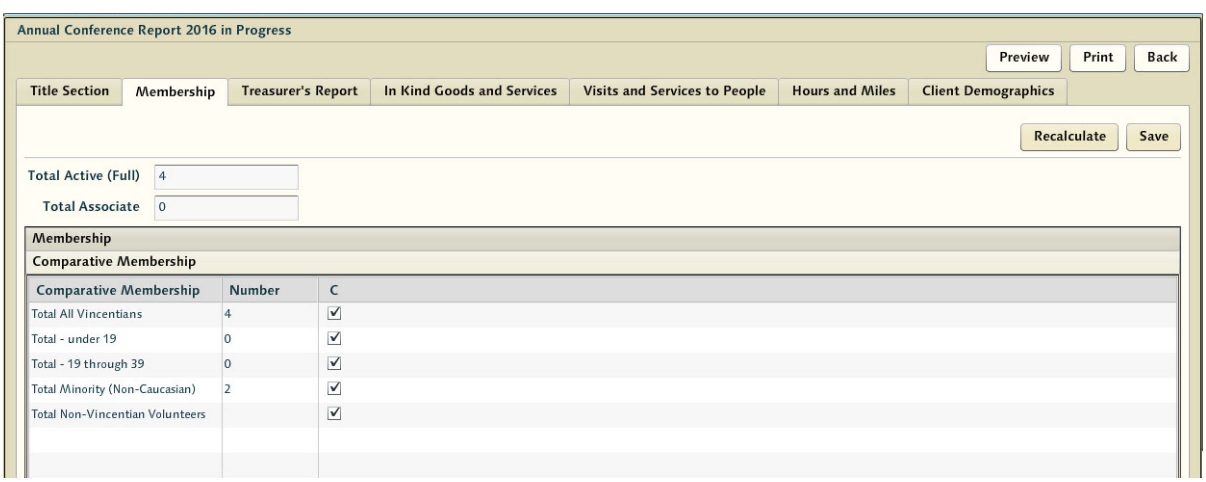
Member

Ethnicity	Under 19	C	19 through 39	C	40 and over	Total
Asian	0	☑	0	☑	0	0
Black	0	☑	0	☑	0	0
Caucasian	0	☑	0	☑	0	0
Latino	0	☑	0	☑	0	0
Native American	0	☑	0	☑	0	0
Pacific Islander	0	☑	0	☑	0	0
Mixed/Other	0	☑	0	☑	0	0

Comparative Membership

Adjacent to each is a small 'C' check box that defaults to checked. If the numbers are edited and the [Recalculate] button is pressed, the newly drawn screen will show the changed numbers but with that box unchecked. To clear the changes for the column and revert to the figure calculated by the system, simply recheck the box and press [Recalculate] again.

The 'Comparative Membership' accordion available from this tab displays Vincentian demographics that parse the membership numbers into different splits. You'll find details on how many new conference members have joined through tracking their entry into the system, the number of minority members, and the number of non-vincentian volunteers. This last is the most likely number conference treasurers will want to edit in this tab.


Annual Conference Report 2016 in Progress

Preview | Print | Back

Title Section | Membership | Treasurer's Report | In Kind Goods and Services | Visits and Services to People | Hours and Miles | Client Demographics

Recalculate | Save

Total Active (Full): 4

Total Associate: 0

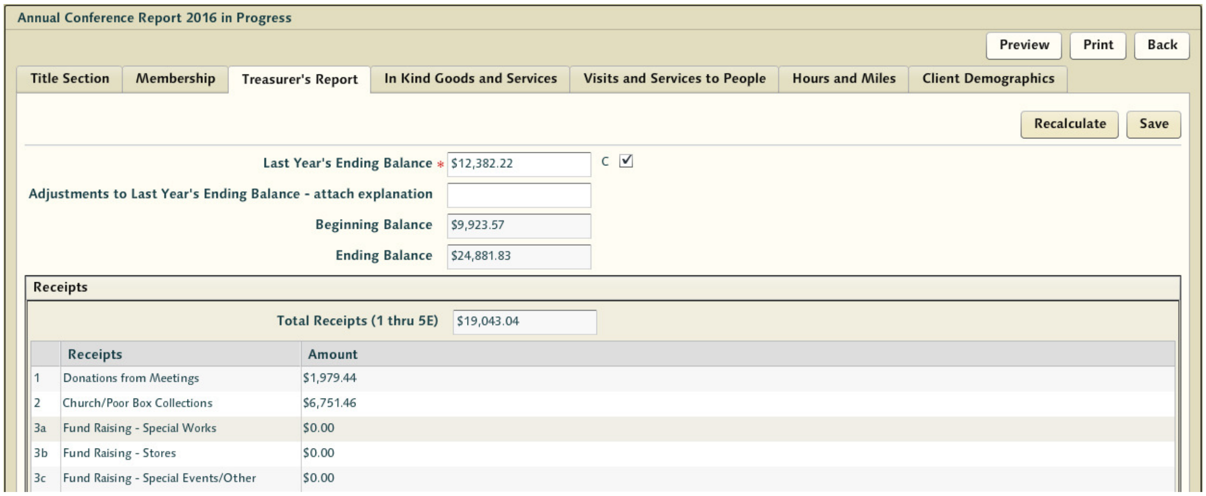
Membership

Comparative Membership

Comparative Membership	Number	C
Total All Vincentians	4	☑
Total - under 19	0	☑
Total - 19 through 39	0	☑
Total Minority (Non-Caucasian)	2	☑
Total Non-Vincentian Volunteers		☑

Treasurer's Report Tab

This section shows the Receipts and Expenses line items as derived for the conference for the entire fiscal year. The top allows treasurers to record the ending bank balance from last year, and any adjustments that need to be factored in.



In Kind Goods and Services Tab

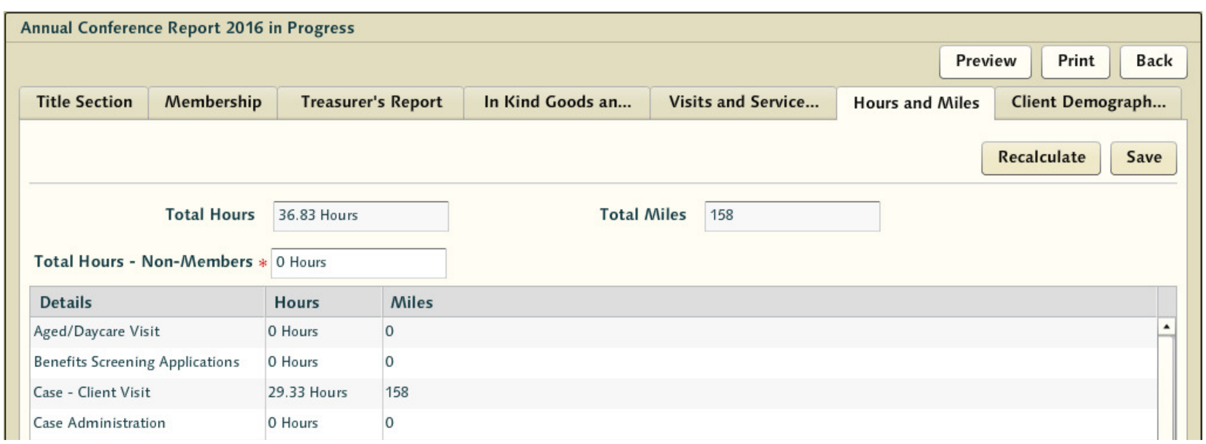
These 2 blocks show the details that the system has calculated based on the casework events in the system. Express Assistance items will also factor into this calculation where applicable.

Visits and Services to People Tab

This collects information primarily associated with how many visits occurred by type - and how many people were helped in aggregate for each.

Hours and Miles Tab

This shows the total calculated Hours and Miles of all volunteers tracked in the system. If there are volunteer hours that occur during special works outside the CMS system they wont be recorded here.



Note: As this number is not editable and calculated directly from the volunteer tasks recorded, it may not reflect the entirety of the conference's volunteer efforts that occur completely outside the system. Some treasurers add volunteer tasks to their own profile to force additional numbers into these data points but the CMS system is intended to reflect what is actually tracked.

Client Demographics Tab
A breakdown of those helped by race culled from all the casework over the course of the year.

Once the treasurer has visited an pressed [Initialize] for all the tabs - having visited and prepared each section, the [Print] button becomes available. If they are happy with the details they've recorded in the tabs they may press the [Print] button - which will deliver a warning that it must perform the calculations again in the unlikely event that last minute changes have been made. The PDF is generated and immediately displayed in the View Pane.

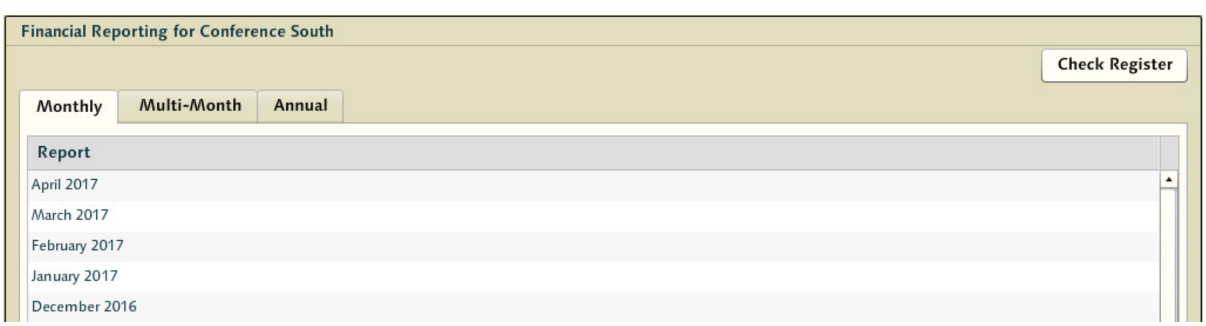
Once an annual report has been printed, it will be available any time it is selected from the list of published reports. Once a report has been prepared, a new link will appear at the top of the viewpane called 'View Report'. Pressing this will again open the generated PDF as a preview in the viewpane (if your browser is able to display PDFs).

Financial Report Library
There are 3 different conference level financial reports that will likely be generated during the course of system operation. One is a monthly report that is automatically generated when a month is closed, the second is a multi-month report that can be run to return quarterly information, and the third is an annual report that is generated with the help of a multi-step wizard at the end of the fiscal year.

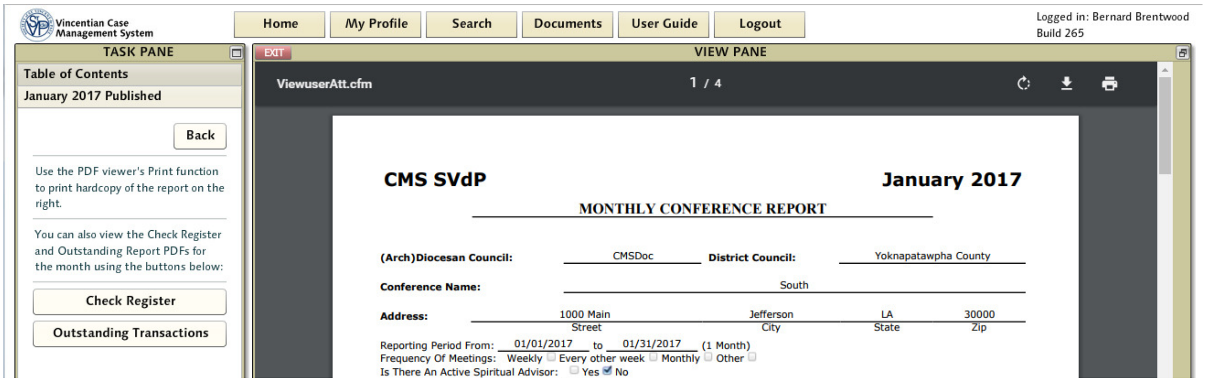
Treasurers access this financial reporting library and functionality by pressing the [Financial Reports] button at the top of their check register screen.

When a month is successfully closed, a number of reports are generated and archived for review, publication to conference officers, and for historical audit availability. Published Monthly Financial Reports are available to all conference members within their [Documents] section, but only Conference Officers and senior diocese administrators have access to the entirety of the published financial reports from the Reporting Screen. Selecting the [Financial Reports] button from the check register screen brings the user to a grid of months for which closed month financial data has been prepared.

The Financial Reports screen defaults to a grid displaying the months for which monthly archives are available. A second tab allows access to historical annual reporting as well. When selecting a month the prepared PDF of the Monthly Financial Report for this month is displayed. These reports are generated upon the successful close of each month - and are available here for conference and district officers to review.



In addition, links to archived PDFs of the month's Check Register and the month's Outstanding Transactions are both also automatically prepared and presented on the left for review. During the closing process, snapshots of both these reports are generated as part of the closing process and are archived here - available for historical review. Historically prepared annual reports are also available from the Annual tab.



These snapshot check registers at the moment of month close are very valuable for delivery to auditors who are looking to review your financials.

Multi-Month Conference Report

A multi-month conference report option is available for both quarterly and ad-hoc intervals within the current fiscal year. The caveat here is it will only run against closed months. A treasurer cannot generate a year to date report that includes an open month.

From the [Financial Reports] button, treasurers should select the 'Multi-Month' tab and press the [New Report] button to define the report span.

Simply select the months to be covered by the report and submit the request. If an open month was selected within the interval, the report will run and return only the interval that is allowed (closed months). Once submitted as a request, the report will be queued to run overnight and appear the next morning as a PDF. Treasurers simply check this tab again to select and view the generated report results.