Annual Report Reference Guide

September 2023

Annual Report Consists of…..
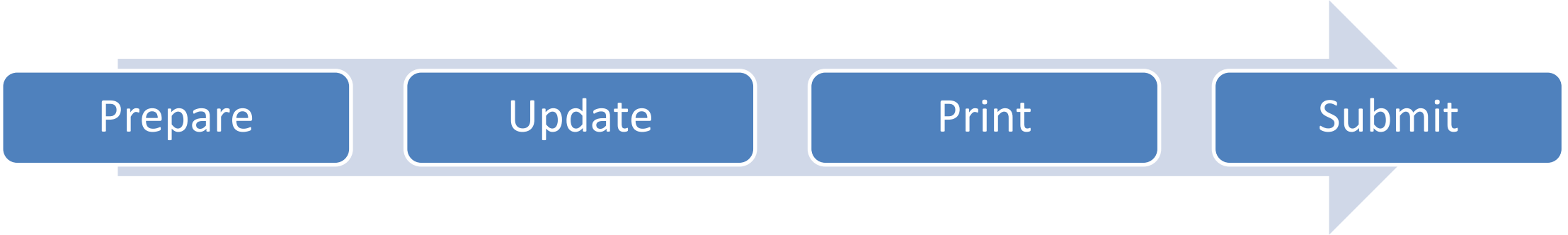
What CMS Knows

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What You Know That CMS Does Not Know

Annual Report Process

Prepare → Update → Print → Submit

I. Prepare

❑ Close Cases **Before** September 30th

❑ Enter Volunteer Tasks, Minutes, & Miles

❑ Verify My Profile | Age Group, Ethnicity, And Status

❑ Enter "Special Projects" Into Express Assistance

II. Update

Getting Started With The Wizard:

❑ Go To: Check Register|financial Reports|annual Report Tab|select 2023

❑ Click Start 2023 Button

❑ Click "Initialize" On Each Tab To Populate The Tab With System Generated Data

❑ Click "Review" And Review/Print Report Before Making Any Updates

III. Print

- **<u>Preview</u>**   At Any Time, You Can Preview The Report Without Finalizing It.

- **<u>Print</u>**   This Publishes The Report. Only Click This When You Have Completed The Report And Are Ready To Send The FINAL Report To The CSC.

- **<u>View Report</u>** This Link Appears After You Print The Report. It Allows You To View/Reprint The Published Report.

- **<u>Reprint</u>**   After Publishing The Report, You Can Still Make Changes And Reprint It

IV. Submit

- Final Annual Reports Are Due By October 30th – Email PDF File To Conference Support Center (CSC)

- If Faxing Or Mailing Final Report, President & Treasurer Must Sign The Treasurer's Report

Appendix

I. Prepare (1 of 1)

ALL Conference Members:

❑ Enter volunteer hours and miles in my Profile>Volunteer Tasks>Add

Case Workers:

❑ Close all open cases (that make sense to close) by September 30th

   ❑ Identify open cases – Search>Cases by caseworker

   ❑ Close on-going cases and then re-open anytime after September 30th

Case Managers:

❑ Close "Old" Open Cases – Main Menu >Auto Close

Conference Secretary:

❑ Verify age group, ethnicity, and status (active or associate) in member's my profile

❑ Verify that ALL members are in CMS with at least a Conference Member role. Print membership roster to verify

❑ DO NOT remove members that left during the fiscal year or they will not appear on your membership report

❑ Enter hours and miles for categories that are Conference related and not recorded by individual members (i.e. Collections, Thanksgiving, Christmas, Conference/Council/District meetings, etc.)

II. Update (1 of 3)
CMS Annual Report "Wizard"

Wizard Tabs

Tab	Data Comes From	Data Updated From
Title Section	My Conference|conference & Configuaration Tabs	My Conference|conference & Configuaration Tabs
Membership	Member's MY Profile	Member's MY Profile Or Report Wizard
Treasurer's Report	12 Months Of Published Monthly Financial Reports	Report Wizard (Only Last Years Ending Bal.)
In Kind Goods & Services	Closed Cases W/Assistance & Express Assistance For Goods Only	Report Wizard
Visits And Services To People	Closed Cases W/Wo Assistance And Express Assistance	Report Wizard
Hours & Miles	Closed Cases W/Wo Assistance And Volunteer Tasks	Volunteer Tasks
Demographics	Closed Cases W/Assistance - Includes Client + Household Members	None Allowed

II. Update (3 of 3)

Things You Should Know Before Using The "Report Wizard"…

- The System Opens Up The Annual Report The 1ˢᵗ Week Of August

- Check Mark "✓" In Column "C" Means The Value Was Calculated By CMS

- To Replace Totals, "Uncheck" The "C" Column Box And Enter New Total

- To Reset Back To The Original Values, Check "C" Box And Click "Recalculate"

- Always Click "Recalculate" After Each Update

- Always Click "Save" Before Leaving The Tab

- Do NOT Click "Print" Until You Are Ready To Submit Your Final Report