

AGWM Financial Reporting Website: MAPS Volunteer Instructions

STEP 1: Create an AG Passport Login

- Upon approval, MAPS volunteers receive an email inviting them to create a login for AG Passport.
 - o If this email is not received, contact agpassport@ag.org or the AGWM MAPS office.
- Once an AG Passport login is created, one should be able to login to financialreporting.agwm.com with their AG Passport login.

STEP 2: Tracking Donor Support

- Go to “Unit” on the task bar along the top of the screen.

The screenshot shows the top navigation bar of the AGWM Financial Reporting website. The 'Unit' dropdown menu is open, and the 'Donor Overview', 'Donor List', and 'Donor Detail' options are highlighted with a red box. The 'Unit' dropdown itself is also circled in red. Below the navigation bar, the page title is 'Overview - On Field'. There are input fields for 'Month End' (set to 2017-12-31) and 'Segment' (set to All). Below these fields, it says 'FOR 2017-12-31, ALL'. The main content area shows 'Main Class (00) Ending B'. To the right of the dropdown menu, there are 'View' and 'Export' buttons.

- Here you will see a variety of options: Donor Overview, Donor List, and Donor Detail
 - o Donor Overview contains stats concerning monthly contributions and contribution totals.
 - o Donor List contains all donor information along with totals given to account and the last time funds were given by that donor.
 - o Donor Detail contains a donor search function. See below.

The screenshot shows the 'Unit - Donor Search for Donor Detail' page. The 'Unit' dropdown menu is circled in red. Below the navigation bar, the page title is 'Unit - Donor Search for Donor Detail'. There are input fields for 'Account (or part of name):' (set to 226633) and 'Donor (or part of name):' (set to first assembly). Below these fields, there is a 'View' button circled in red. Below the 'View' button, it says 'FOR 226633 - LAFON, ROBERT & EDITH (ON FIELD - STATESIDE), DONOR SEARCH RESULTS FOR "first assembly" 42 result(s)'. Below this, there are 'Rows:' and 'Filter Results by:' fields. Below these fields, there is a table with columns 'Donor', 'Name', and 'City'. The table contains one row with the following data:

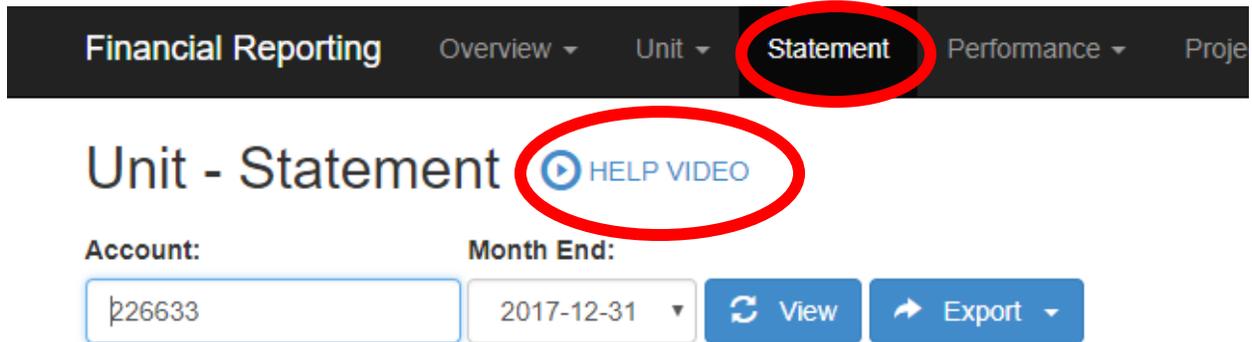
Donor	Name	City
101379	First Assembly of God	McDonough

This is where donors can be searched by typing a name or part of a name. For example: One may search “first assembly” by typing those words into the “donor” box and hitting the button “view.” All donors associated with first assembly will appear below the search bar.

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STEP 3: Viewing Financial Statements

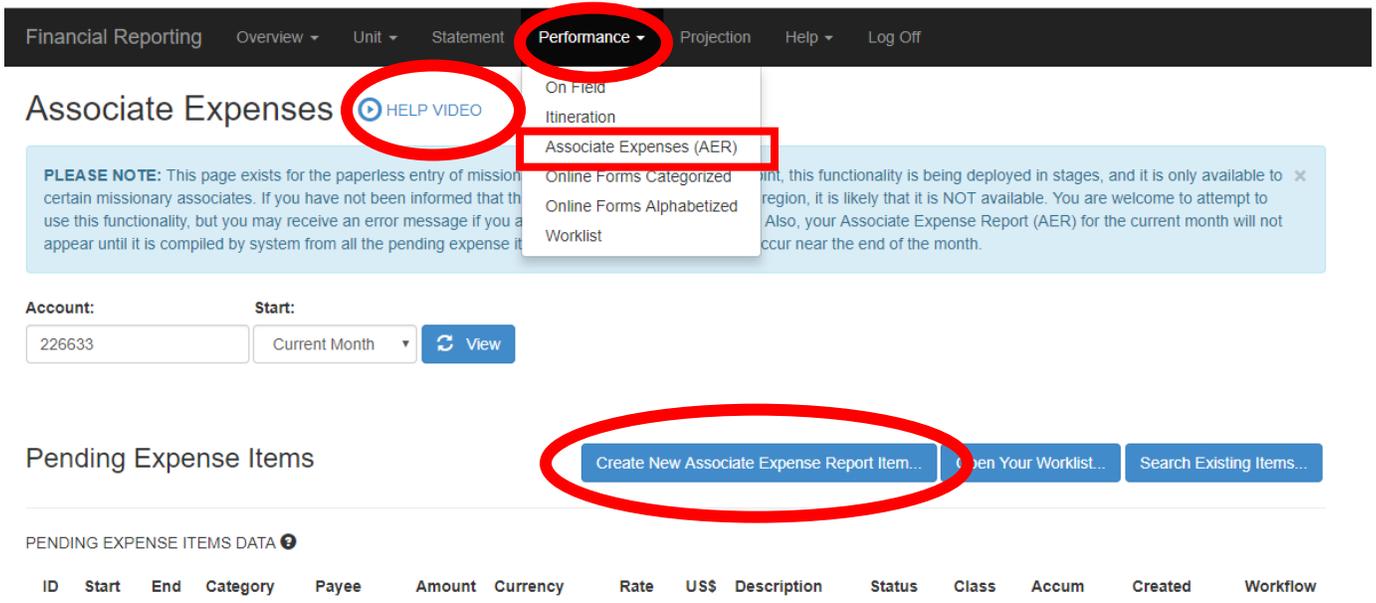
- Go to “Statement” on the task bar along the top of the screen.



- Here monthly statements are viewable and contain information regarding amounts fundraised and deductions for assignment expenses.
- For more information on how to read monthly statements watch the “help video.” The help videos are available for most functions on the financial reporting website and are a great resource if confusion arises.

STEP 4: How to Report on Expenses for which a reimbursement is desired

- Go to “Performance” on the task bar along the top of the screen.
- Click “Associate Expenses (AER).”
- To report an expense for which you would like a reimbursement click “Create New Associate Expense Report Item...”
- To learn how to report an expense for reimbursement **please watch the “Help Video.”**



There are no Pending Expense Items records to show for this unit within the timeframe shown at the top of the screen.