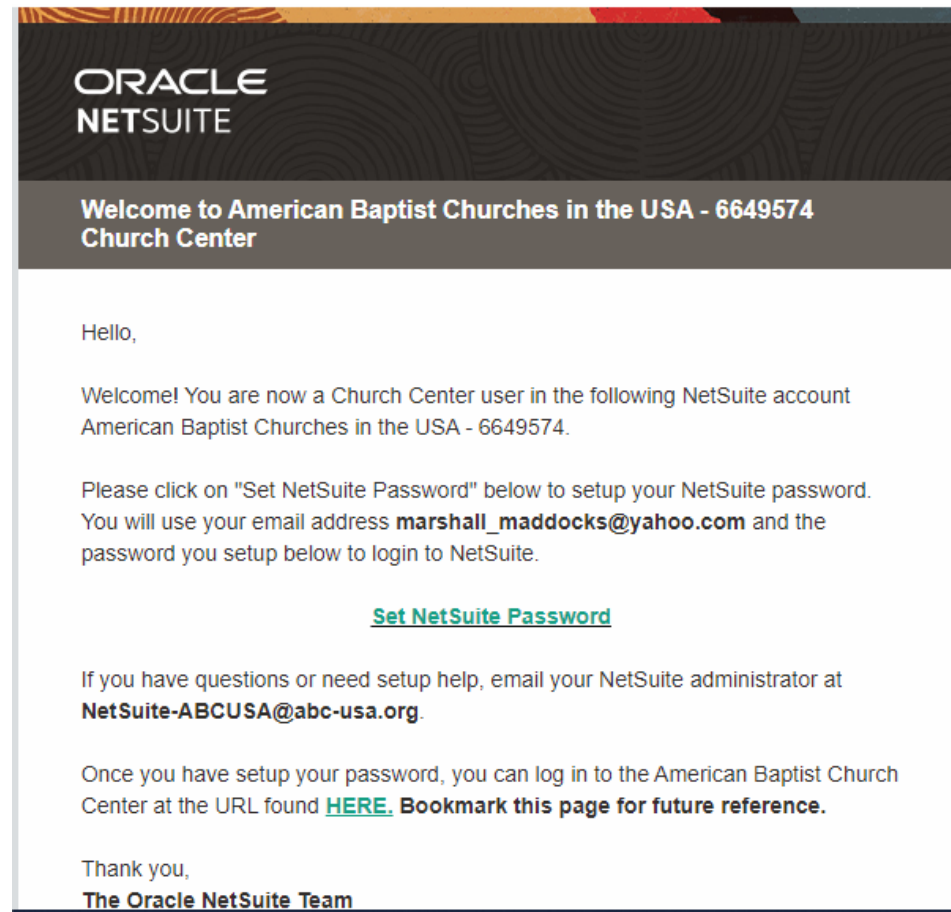


Cooperating Church Annual Report Training for Regions in NetSuite

By NetSuite Team

How Churches Will Log into NetSuite to Update

Step 1. The church will receive an email address



Step 2. Click on Set NetSuite Password and update the password.

[Set NetSuite Password](#)

Step 3. It will take you to this page and the church will update the password.

ORACLE NETSUITE

Please enter your new password now.

New Password

Confirm Password

Password Criteria

- Does not contain illegal characters *
- New passwords match *

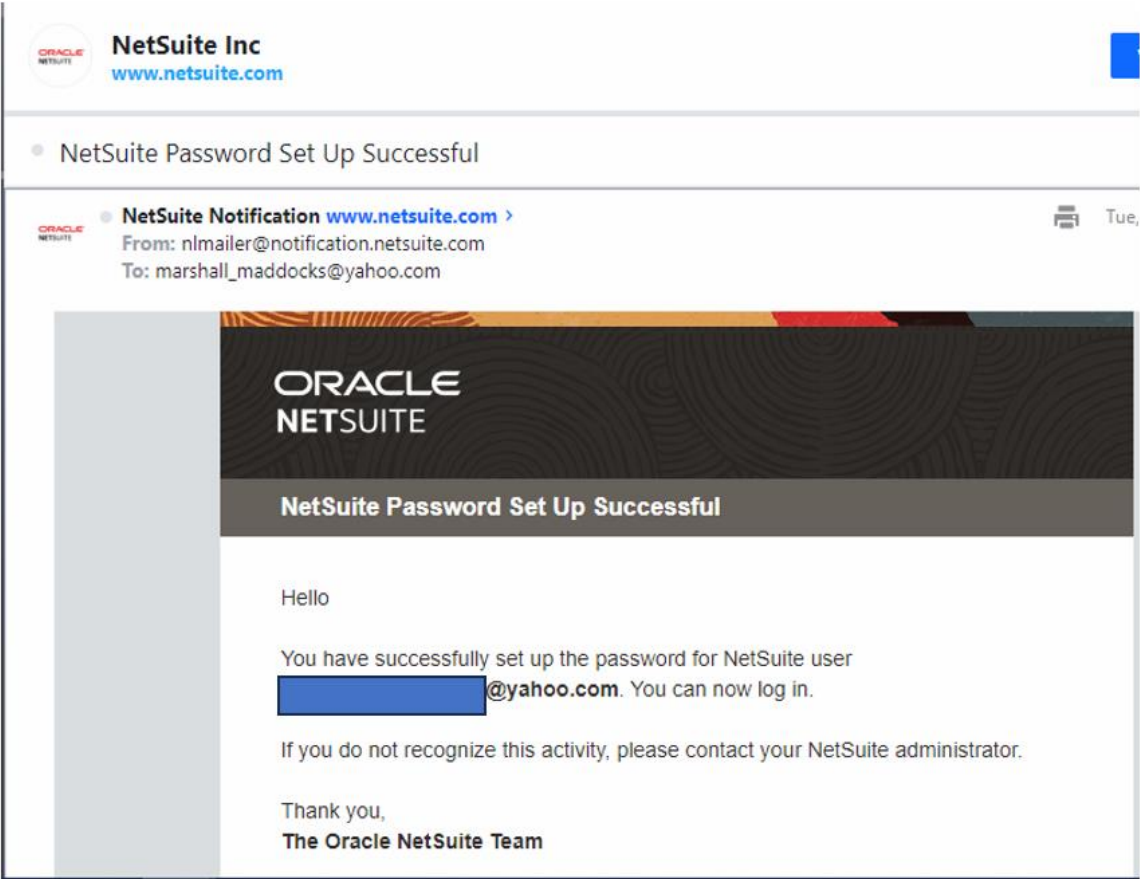
Continue

Step 4. It will take you to this page and state the password has been set up.

ORACLE NETSUITE

Your password has been set. Now you can log in.

Step 5. After resetting the password, the church will receive an email. It will confirm that the password is set.




Step 6. After updating the password. The church will utilize this link to log into NetSuite:

<https://6649574.app.netsuite.com/app/login/secure/privatelogin.nl?c=6649574> or they will click on the GREEN HERE button in the first slide. After clicking the link, you will see the dashboard below:

ORACLE NETSUITE

Log In

 American Baptist Churches
Information Services (ABCIS)

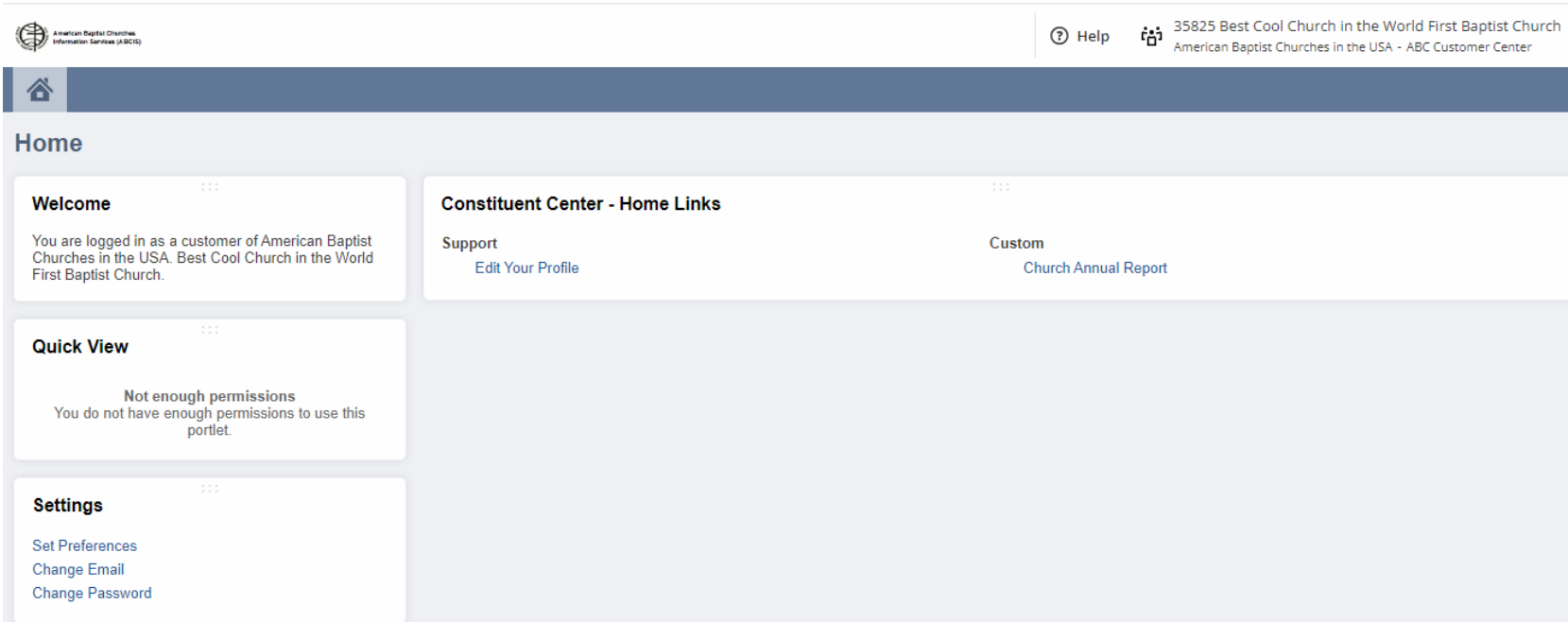
American Baptist Churches in the USA Customer
Login

Remember Me

[Forgot your password?](#)

By clicking on the Log In button, you understand and agree to
Oracle Terms of Use and Oracle Privacy Policy

Step 7. Click on Church Annual Report.



Step 8. Click on New ABC Cooperating Church Annual Report. You will see previous ABC Cooperating Church Annual Report further below:

The screenshot shows the "ABC Cooperating Church Annual Report List" table. The table has a "VIEW" dropdown set to "ABC | Cooperating Church Annual Report" and a "New ABC Cooperating Church Annual Report" button. Below the table is a "FILTERS" section. The table itself has a "SHOW INACTIVES" checkbox and a "QUICK SORT" dropdown. The table data is as follows:

EDIT VIEW	PRIMARY SUBSIDIARY	CONSTITUENT	YEAR ▲	TOTAL MEMBERSHIP	TOTAL SUNDAY SCHOOL ATTENDANCE	TOTAL WORSHIP	PASTOR TOTAL COMP	MISSION BUDGET	ABCIS PIN	CATEGORY
Edit View	Parent Company	35825 Best Cool Church in the World First Baptist Church	2023	5,654					898465	Church
Edit View	Parent Company	35825 Best Cool Church in the World First Baptist Church	2023	5,654					898465	Church
Edit View	Parent Company	35825 Best Cool Church in the World First Baptist Church	2023	5,654					898465	Church
Edit View	Parent Company	35825 Best Cool Church in the World First Baptist Church	2023	3					898465	Church

Step 9. Make sure the Annual Year, NetSuite PIN, and Constituent are correct. It should show the current year (for example, 2024) and the Constituent should be your church. If they don't wish to provide or don't know, Please put 0. Anything with a little asterisk, is a mandatory field.

ABC Cooperating Church Annual Report

Save

Save & New

Save & Copy

Make Copy

PLEASE READ BEFORE FILLING OUT ANNUAL REPORT

PLEASE READ

Please provide as much of the requested information as possible. Our entire denomination benefits from having current, accurate information on our member churches. Thank you for your participation! Complete the form by March 31st in the current year. Thank you for your cooperation!

Any mailed forms can be completed and returned to this address below:

ATTN: Ms. Joyce Lake
ABC Information Systems
American Baptist Mission Center
PO BOX 851
Valley Forge, PA 19482-0851
Fax: 610-768-2275

Church Annual Report *** Year

CONSTITUENT *

35825 Best Cool Church in the World First I

ABCIS PIN

898465

ANNUAL YEAR *

2023

FORM RECEIVED DATE

INACTIVE

Church Annual Report *** Membership

TOTAL MEMBERSHIP *

NEW MEMBERS BY BAPTISM

LOST MEMBERS BY DEATH

RESIDENT ACTIVE MEMBERSHIP *

NEW MEMBERS BY LETTER

LOST MEMBERS BY LETTER

RESIDENT INACTIVE MEMBERSHIP *

NEW MEMBERS BY OTHER

LOST MEMBERS BY OTHER

Step 10. Please make sure you have the start date and end date of the current and/or former pastors. It is a vital information. If the pastor is not in NetSuite, the pastor will not show in the dropdown. Please have the church continue to fill out the Annual Report and Save. The church will have to contact the Region, and the Region will create a Leadership record and update the form. NetSuite Team can show the Region how to create a Leadership record if they need a quick refresher.

Church Annual Report * Finances - Expenses**

TOTAL CAPITAL EXPENSES <input type="text"/>	TOTAL CHURCH INDEBTEDNESS <input type="text"/>	TOTAL LOCAL EXPENDITURES <input type="text"/>	NON-ABC MISSION <input type="text"/>
--	---	--	---

Church Annual Report * Finances - Income**

TOTAL INCOME <input type="text"/>	BENEVOLENCES <input type="text"/>	BEQUESTS FROM WILLS/TRUSTS <input type="text"/>	ADDITIONS TO ENDOWMENT FUND/RESERVES <input type="text"/>
--------------------------------------	--------------------------------------	--	--

Church Annual Report * Finances - Property Values**

BUILDING VALUE <input type="text"/>	FACILITIES VALUE <input type="text"/>
--	--

Church Annual Report * Pastoral Benefits and Expense Reimbursements**

<input type="checkbox"/> CAR MILEAGE REIMBURSED	<input type="checkbox"/> DENOMINATIONAL MEETING EXPENSES	<input type="checkbox"/> RETIREMENT BENEFITS	<input type="checkbox"/> SIMILAR BENEFITS FOR OTHER STAFF
<input type="checkbox"/> CONTINUING EDUCATION	<input type="checkbox"/> HEALTH CARE BENEFITS	<input type="checkbox"/> SOCIAL SECURITY OFFSET	

Church Annual Report * Pastoral Compensation**

TOTAL COMPENSATION <input type="text"/>	CASH SALARY <input type="text"/>	HOUSING ALLOWANCE <input type="text"/>
--	-------------------------------------	---

Church Annual Report * Current Professional Staff**

1. LEADERSHIP ID <input type="text"/>	2. LEADERSHIP ID <input type="text"/>	3. LEADERSHIP ID <input type="text"/>	4. LEADERSHIP ID <input type="text"/>
NAME <Type then tab>	NAME <Type then tab>	NAME <Type then tab>	NAME <Type then tab>
POSITION <Type then tab>	POSITION <Type then tab>	POSITION <Type then tab>	POSITION <Type then tab>
START DATE <input type="text"/>	START DATE <input type="text"/>	START DATE <input type="text"/>	START DATE <input type="text"/>
END DATE <input type="text"/>	END DATE <input type="text"/>	END DATE <input type="text"/>	END DATE <input type="text"/>

Church Annual Report *** Current Church Officers

CURRENT CHURCH OFFICERS 1

Treasurer

HOME ADDRESS

PHONE NUMBER

CURRENT CHURCH OFFICERS 2

Secretary

HOME ADDRESS

PHONE NUMBER

CURRENT CHURCH OFFICERS 3

Moderator

HOME ADDRESS

PHONE NUMBER

CURRENT CHURCH OFFICERS 4

<Type then tab>

HOME ADDRESS

PHONE NUMBER

CURRENT CHURCH OFFICERS 5

<Type then tab>

HOME ADDRESS

PHONE NUMBER

Notes Files



Remove all

TITLE

MEMO*

DATE

TIME

TYPE

DIRECTION

11/30/2023

11:16 am

✓ Add

✗ Cancel

+ Insert

🗑 Remove

Save



Cancel


Make Copy

Step 11. Update the information on the page and click on Save.



Step 12. The church will contact the region and state their report has been completed in the system.

Step 13. After saving, this is how it will look like:


ABC Information Systems
American Baptist Churches (ABCIS)

Help
35825 Best Cool Church in the World First Baptist Church
American Baptist Churches in the USA - ABC Customer Center

Home
List

ABC Cooperating Church Annual Report

Edit New Make Copy Print Make Copy

PLEASE READ BEFORE FILLING OUT ANNUAL REPORT

PLEASE READ
 Please provide as much of the requested information as possible. Our entire denomination benefits from having current, accurate information on our member churches. Thank you for your participation! Complete the form by March 31st in the current year. Thank you for your cooperation!

Any mailed forms can be completed and returned to this address below:
 ATTN: Ms. Joyce Lake
 ABC Information Systems
 American Baptist Mission Center
 PO BOX 851
 Valley Forge, PA 19482-0851
 Fax: 610-768-2275

Church Annual Report * Year**

CONSTITUENT 35825 Best Cool Church in the World First Baptist Church	ABCIS PIN 898465	ANNUAL YEAR 2023	FORM RECEIVED DATE	<input type="checkbox"/> INACTIVE
---	---------------------	---------------------	--------------------	-----------------------------------

Church Annual Report * Membership**

TOTAL MEMBERSHIP 1233	NEW MEMBERS BY BAPTISM	LOST MEMBERS BY DEATH
RESIDENT ACTIVE MEMBERSHIP 344	NEW MEMBERS BY LETTER	LOST MEMBERS BY LETTER
RESIDENT INACTIVE MEMBERSHIP 635	NEW MEMBERS BY OTHER	LOST MEMBERS BY OTHER

Church Annual Report * Church Ministry Interests | Outreach to Community (NEW!)**

CHURCH MINISTRY INTERESTS (NEW!)	CHURCH COMMUNITY OUTREACH ACTIVITIES (NEW!)	<input type="checkbox"/> CHURCH WOULD LIKE TO BE MENTORED DETAILS FOR BEING MENTORED	<input type="checkbox"/> CHURCH IS OPEN TO MENTORING CHURCHES DETAILS FOR MENTORING ANOTHER CHURCH
----------------------------------	---	---	---

Church Annual Report * Average Weekly Sunday/Church School Attendance | Meeting Attendance**

TOTAL AVERAGE ATTENDANCE	PRESCHOOL	YOUNG ADULTS	MEETING ATTENDANCE
	ELEMENTARY	ADULTS	
	YOUTH		

Church Annual Report * Average Weekly Worship Attendance**

TOTAL WORSHIP	MORNING/PRIMARY SERVICES	AFTERNOON/EVENING SERVICES
---------------	--------------------------	----------------------------

Church Annual Report * Finances - Budget**

CAPITAL EXPENSES BUDGET	LOCAL EXPENSES BUDGET	MISSION BUDGET
-------------------------	-----------------------	----------------

Church Annual Report * Finances - Expenses**

Step 14. The church can log back in and click on Edit if they ever need to update the ABC Cooperating Church Annual Report List. The church needs to log in, click on Church Annual Report, and click on Edit.



ABC Cooperating Church Annual Report List

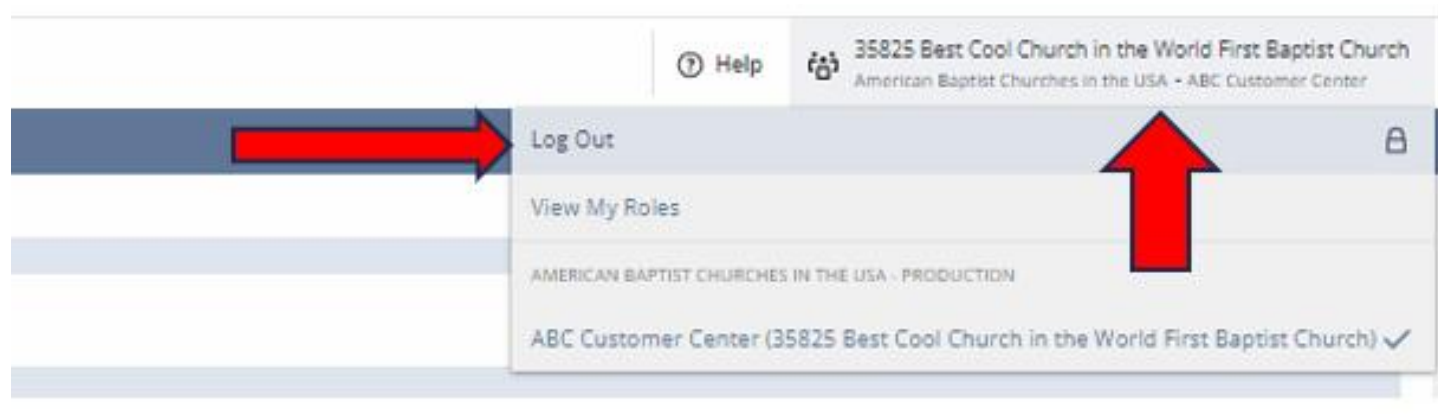
VIEW | [New ABC Cooperating Church Annual Report](#)

+ FILTERS

 | SHOW INACTIVES

EDIT VIEW	CONSTITUENT ▲
Edit View	9022 All of Grace Baptist Ch_OH, West Chester

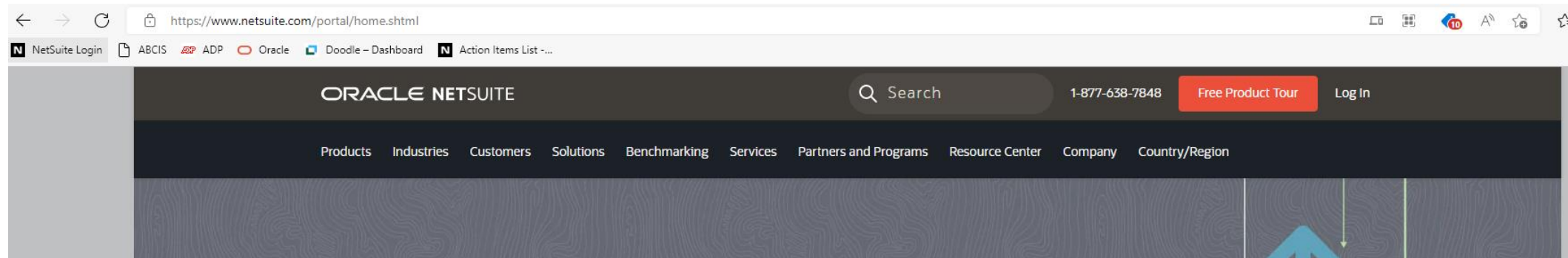
Step 15. Highlight over the church in the top right corner and click on Log Out.



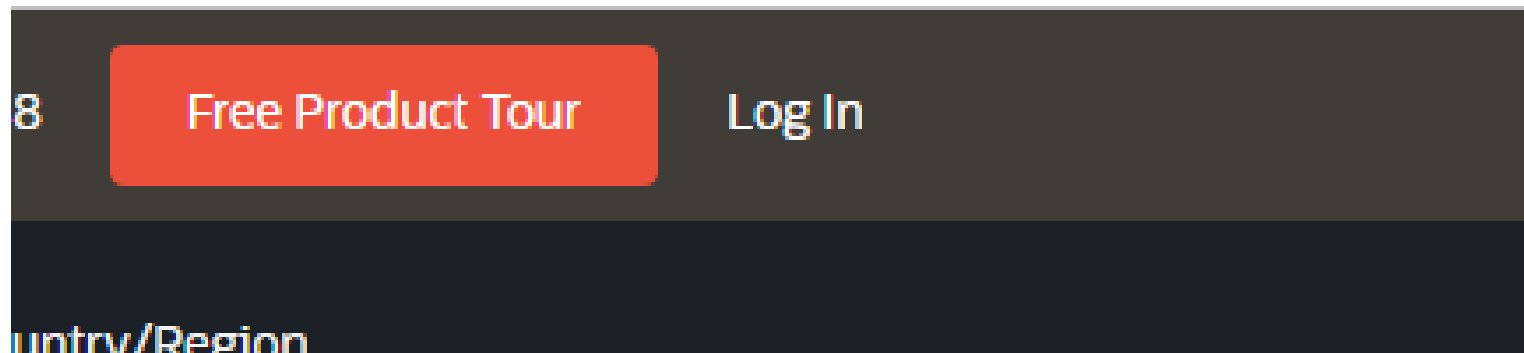
How to Send the Email Notification to Churches

Step 16. Log into NetSuite by going to

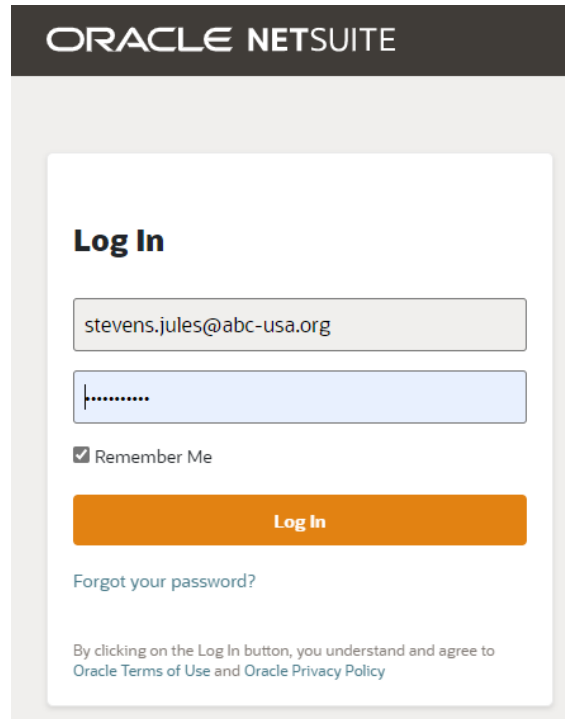
www.netsuite.com/portal/home.shtml



Step 17. Click on Login.



Step 18. Type your username and password.



ORACLE NETSUITE

Log In

stevens.jules@abc-usa.org

.....

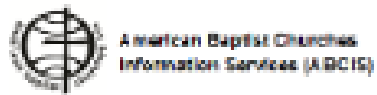
Remember Me

Log In




[Forgot your password?](#)

By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy

Step 19. Look for the Search Tab.



Step 20. After choosing the name of the church. Click on Edit.

 **Constituent**  

1199 First Baptist Church_IA,

[Edit](#) | [Back](#) | [Accept Payment](#)

Step 21. Scroll down and click on Access.

[Sales](#) [Marketing](#) [Financial](#) [Preferences](#) [Access](#) [Customer360](#) [Custom](#) [Subsidiaries](#) [Bank Payment Details \(D](#)



Step 22. Check on both Give Access and Send New Access Notification Email and click Save. The individual churches should receive the email address. Make sure you choose the role of ABC Customer Center. It is under Role title.

ABC of Ohio

Church Details Church Preferences Church Giving History Church Stat History (Annual Report) Church Offerings Church Functionality Church Subtab Test Addresses Giving Statistics Rel

i For new access provisioning consider sending a New Access Notification Email with a password setup URL instead of manually assigning a user password.

GIVE ACCESS MANUALLY ASSIGN OR CHANGE PASSWORD

SEND NEW ACCESS NOTIFICATION EMAIL

ROLE
ABC Customer Center

PASSWORD

CONFIRM PASSWORD

Password Criteria

- Does not contain illegal characters
- Is at least 8 characters long
- New passwords match

i Contacts of this company can be given login access to the Constituent Center in addition to the company's general email address. Granting new access requires a new access notification email (Notify) with a password setup URL to be sent or a new password to be entered manually for those.

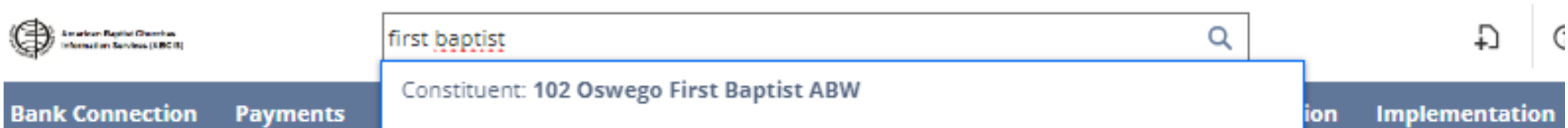
Contacts

ACCESS	CONTACT	EMAIL	ROLE	NOTIFY	MANUALLY ASSIGN PASSWORD	PASSWORD	CONFIRM PASSWORD
No records to show.							

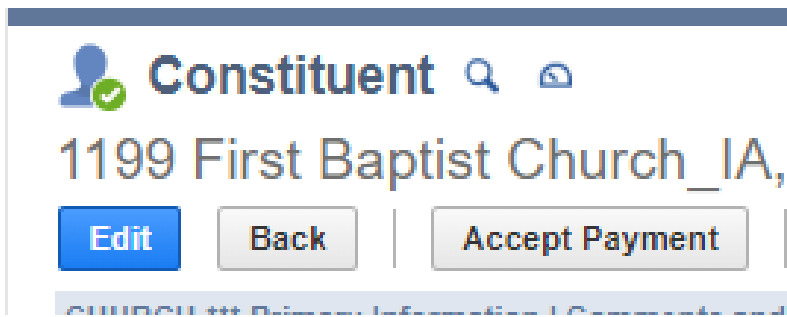
Save

How To Add a Church Email Address in NetSuite

Step 23. Type the name of the church to whom you wish to send the email address.



Step 24. Click on Edit.




Step 25. Update the email address in the system.

CHURCH *** Email | Phone | Address

PRIMARY EMAIL 


SECONDARY EMAIL

Step 26. Click on Save.

 | |

CHURCH *** Form Used

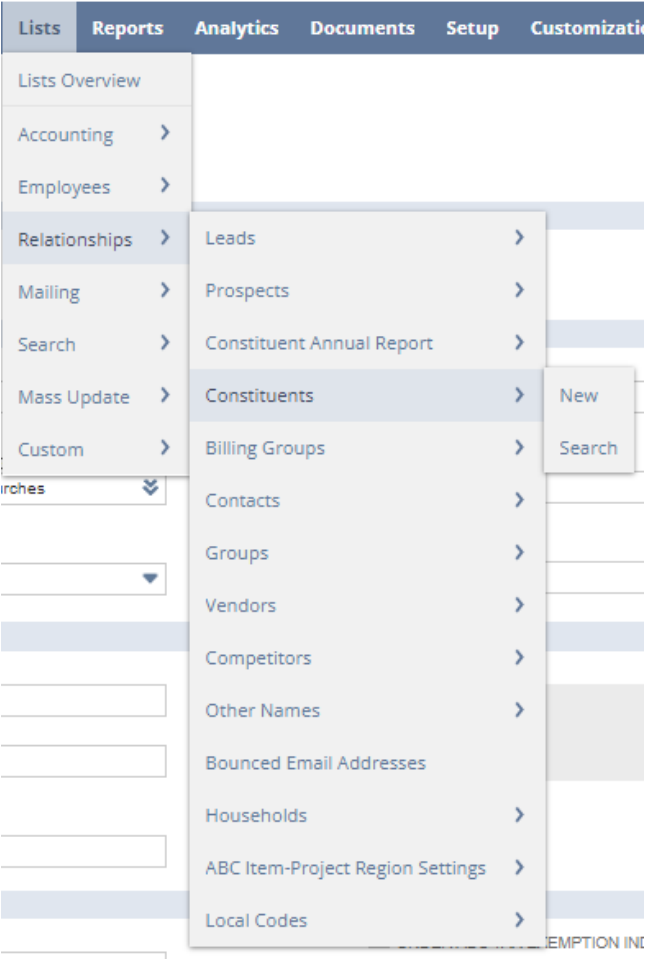
CUSTOM FORM *

ABC Constituent Form - CHURCH 

CHURCH *** Primary Information | Comments an

How to Look Up the List of Churches in your Region to Email Address in Mass

Step 27. After logging into NetSuite, click on Lists > Relationships > Constituents.



Step 28. View Should be “ABC Constituents-All Churches List”

Constituents

VIEW | |

Step 29. The Region/Partnering and Ethnicity should be ALL. The Church Status-Regional and Church Status – National should be Currently Active Church. You will see only your regions.

VIEW | |

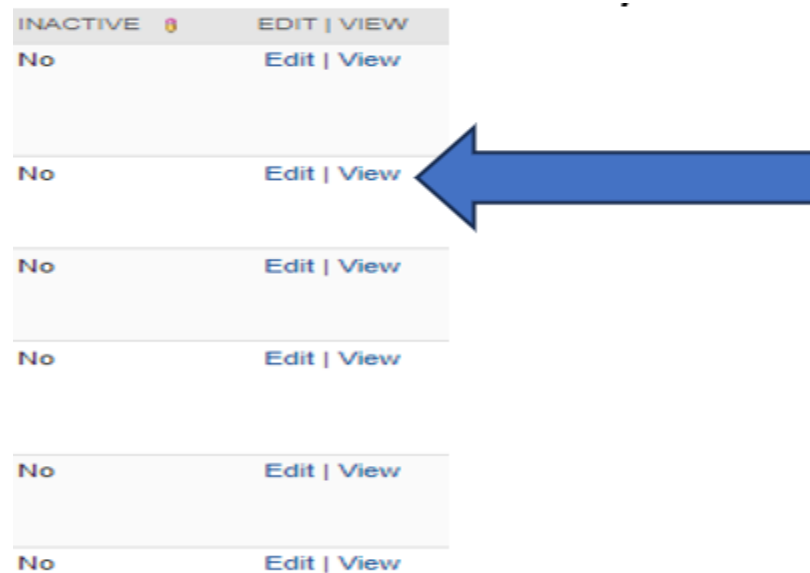
FILTERS

REGION/PARTNERING ORG - All - - None - - Mine - - Mine and Descendants -	ETHNICITY - All - - None - Euro-American African American Hispanic	CHURCH STATUS - REGIONAL - All - - None - Currently Active Church Closed Mission Disbanded	CHURCH STATUS - NATIONAL - All - - None - Currently Active Church Closed Mission Disbanded	STYLE Normal
---	--	--	--	------------------------

Step 30. Scroll to the right until you see E-mail Address and click on email address. It will show you the list of email addresses.



Step 31. After seeing the list of email address. Click on Edit to see the church you like to update the email address.




Step 32. Update the email address in Primary Email

CHURCH *** Email | Phone | Address

PRIMARY EMAIL 


SECONDARY EMAIL

Step 33. Click on Save.

 | |

CHURCH *** Form Used

CUSTOM FORM *

ABC Constituent Form - CHURCH 

CHURCH *** Primary Information | Comments an

Disclaimer: For 2024, the NetSuite version of the Cooperating Annual Report will be accessible if needed for churches that do not have email address or cannot access NetSuite. During the year 2024 and further, there will be a blank form available on the ABCUSA website to send to churches to fill out.

