

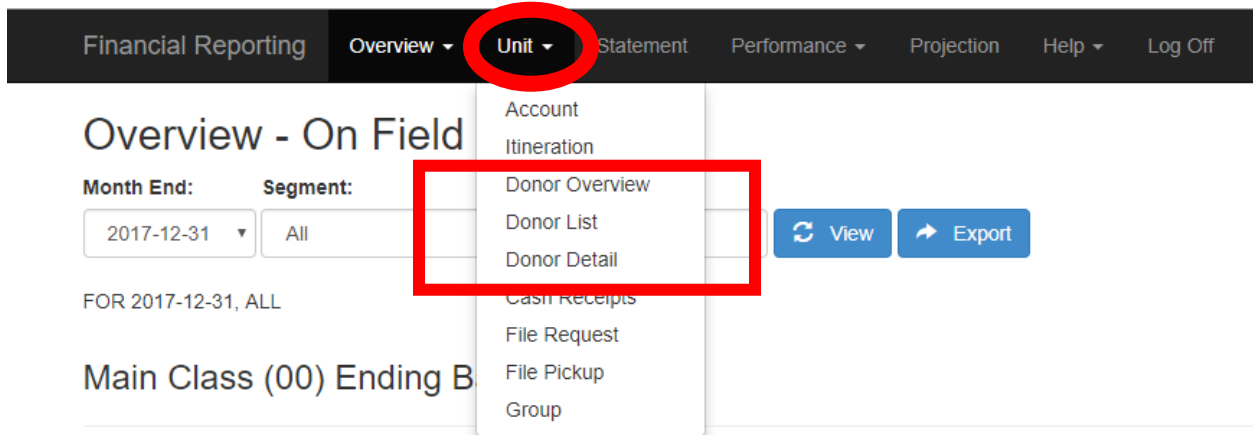
AGWM Financial Reporting Website: MAPS Volunteer Instructions

STEP 1: Create an AG Passport Login

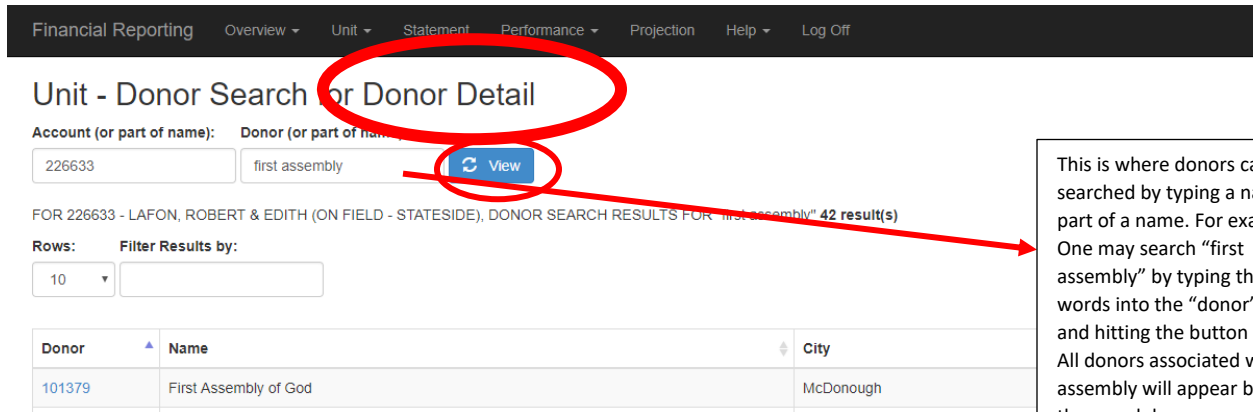
- Upon approval, MAPS volunteers receive an email inviting them to create a login for AG Passport.
 - o If this email is not received, contact agpassport@ag.org or the AGWM MAPS office.
- Once an AG Passport login is created, one should be able to login to financialreporting.agwm.com with their AG Passport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

STEP 2: Tracking Donor Support

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



- 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.

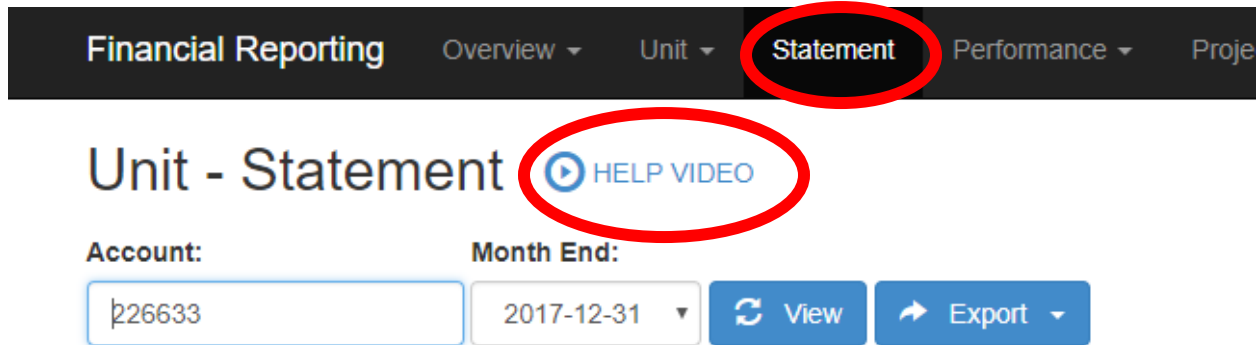


This is where donors can be searched by typing a name or part of a name. For example: One may search “first assembly” by typing those words into the “donor” box and hitting the button “view.’ All donors associated with first assembly will appear below the search bar.

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STEP 3: Viewing Financial Statements

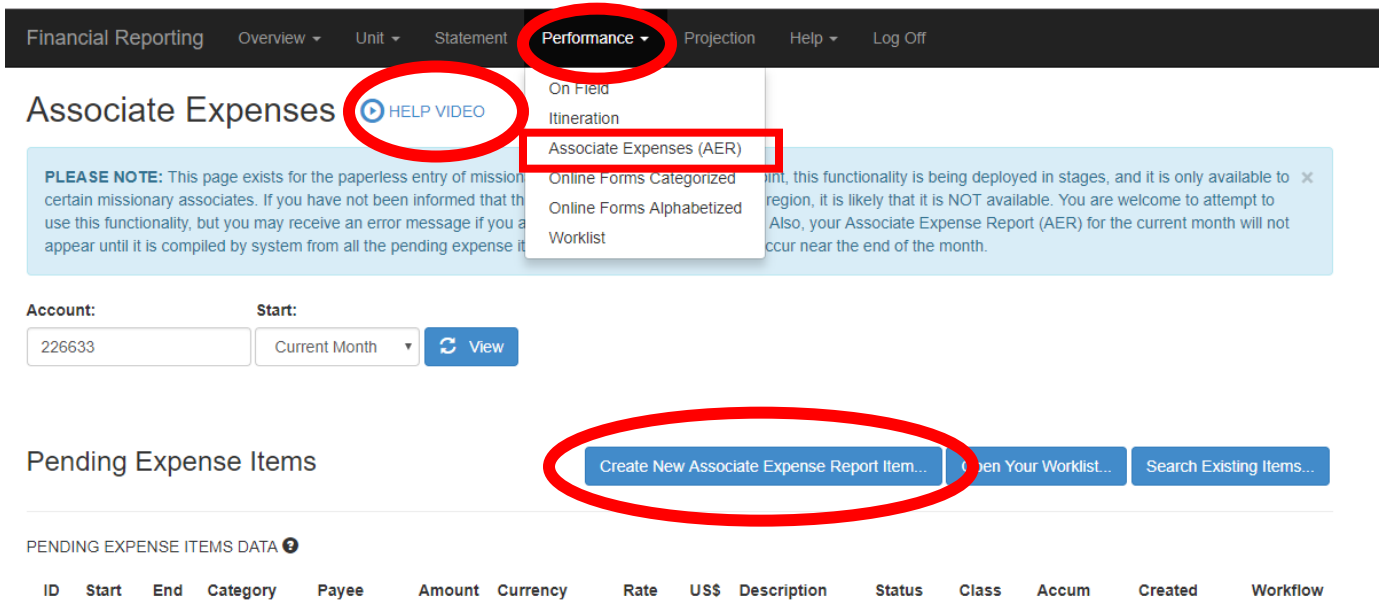
- Go to “Statement” on the task bar along the top of the screen.



- 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.