

HOW TO UPDATE ROLLS FOR MINISTRY UNITS FOLLOWING YEAR-END CLOSING DATE

STEP 1 - Choose the Ministry Unit.

STEP 2 - Choose December of the year for adjustment **Make changes only in December to avoid duplication from previous months.*

STEP 3 - Choose ACTION -> UPDATE ROLLS

The screenshot displays the SAMIS 4.0 interface. At the top left is the Salvation Army logo with the text 'Giving Hope Today'. The main header includes 'SAMIS 4.0' and 'Roll Changes'. A navigation menu on the left contains options like 'Home', 'Action', 'Reports', and 'Administration'. A 'Update Rolls' button is highlighted in a red box. In the top right corner, a dropdown menu shows 'December' selected for the year '2015'. Below the menu, a table lists membership statistics for five official rolls: Adherents (28), Friends (44), Recruits (0), Junior Soldiers (15), and Senior Soldiers (71). A 'Senior Soldiers Roll' update form is open on the right, showing various adjustment options like 'Add - from Adherents Roll' and 'Remove - Other'. A 'Save' button is visible at the top of this form.

STEP 4 - Update roll, saving all changes.

Numbers that will show for year-end on the Corps Membership Collection form.