

T3: Getting the Most from Fundraisers

Agenda:

1. What is the FundRaiser module?
2. Set up a FundRaiser Item in Item Maintenance.
3. Setting up a new Fundraiser
4. Selling Fundraisers on the Work Screen
5. Completing a Fundraiser
6. FundRaiser reports
7. Closing a FundRaiser
8. FundRaiser History Purge

1. FundRaiser – What does it do?
 - a. Tracks FundRaiser Module in Modules\FundRaiser.
 1. FundRaiser with a big “R” is the name of the module in Tracks.
 2. Fundraiser with a little “r” like a candy sale is what it tracks.
 - b. What does FundRaiser do?
 1. Tracks fundraiser transactions in detail.
 2. Tracks both expenses and revenue for a fundraiser.
 3. Creates a Revenue Potential Report showing profit or loss.
 4. Allows you to report on multiple clubs for a particular fundraising item.
 5. Allows you to sell multiple items for the same FundRaiser.
 6. Creates and prints custom reports.

2. Setting up a new Fundraiser - Set up the Item in the Item Maintenance.
 - a. The Item Type should be “F” FundRaiser.
 - b. Enter a price on the Levels tab.
 - c. GL Account is left blank because the program gets the GL Account from FundRaiser Maintenance, NOT Item Maintenance.
 - d. If several clubs are using the fundraiser item, check the box to “Prompt FundRaiser.” The program will then prompt you for the correct FundRaiser at the time of sale.
 - e. If the fundraiser item is being sold for only one FundRaiser, select the default FundRaiser Code.

The screenshot shows the 'Item Maintenance' window for 'Play School High School'. The 'Item No.' is 'CANDY' and the 'Type' is 'FundRaiser'. The 'Description' is 'FR CANDY SALES' and the 'Last Activity' is '03/22/06'. The 'Levels' tab is selected, showing various settings. The 'FundRaiser Code' is set to 'CANDYFA' and 'CANDY SALE - Fall 2005'. The 'Prompt FundRaiser' checkbox is checked.

3. Setting up a new Fundraiser - Set up the Fundraiser in FundRaiser Maintenance.

A. Database Management tab.

- Set up a separate FundRaiser for each Fundraising effort (one GL Account & Item for each).
- Enter the total Quantity purchased and the total cost for this quantity. If you intend to sell this item for several fundraisers, enter the quantity for this FundRaiser only.

Fundraiser Maintenance - Play School High School

Fundraiser No: CANDYFALL
 Description: CANDY SALE - Fall 2005

Database Management | Gross Profit

Item being sold: CANDY
 Advisor: MS. SMITH
 GL Account: 2210-00-00
 Dates - from: 09/01/05 to: 10/31/05 Status: Open

Items purchased	Quantity	Amount
Purchased at cost	500	500.00
Less returns at cost	0	0.00
Available for sale	500	500.00

Type: Inventory Service

Buttons: Accept, Cancel, Delete, Print, Help

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B. Gross Profit tab.

- Enter any additional expenses, like shipping charges.
- Potential income
 - Enter the unit price.
 - Amount Over/Short – Enter this quantity and amount if your final inventory is off at the end.
 - The Profit Calculation is updated automatically so you can view results immediately on the screen and on reports.

Fundraiser Maintenance - Play School High School

Fundraiser No: CANDYFALL
 Description: CANDY SALE - Fall 2005

Database Management | Gross Profit

Other expenses: Description Amount
 Shipping charges 35.00
 0.00

Potential income: 500 × 2 = 1,000.00
 Sales to date: 210 420.00
 Amount over/short: 0.00
 Inventory on hand: 290 580.00

PROFIT CALCULATION
 Total Sales: 420.00
 Plus: inv on hand: 580.00
 Less: inv at cost: 500.00
 Less: expense: 35.00
 Adjust: over/short: 0.00
 Estimated net profit/loss: 465.00

Buttons: Accept, Cancel, Delete, Print, Help

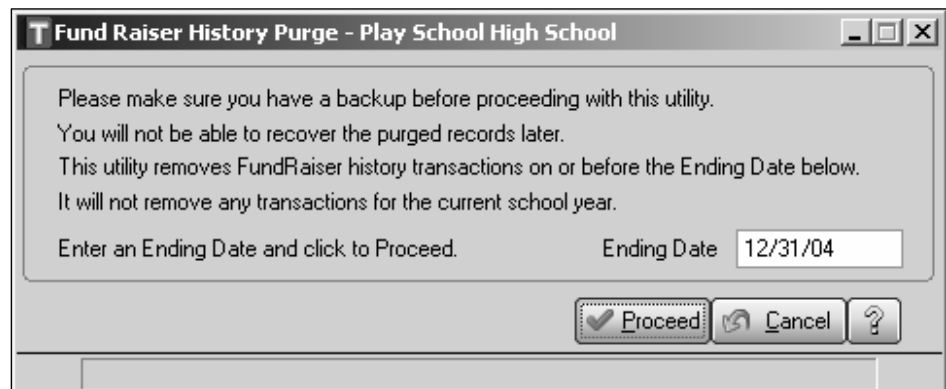
Expense one description CM ZPLAY 03/22/06

4. Selling Fundraisers on the Work Screen
 - a. Who to sell to – your choice:
 1. Customer – when you want to track the results by individual student.
 2. Club – when you only want to track the results by a group.
 - b. How to sell – your choice:
 1. On Account – when you issue the CANDY first and then they bring you money later.
 2. For Cash or Check – when you only record the activity once the money is received.
5. Completing a Fundraiser
 - a. Print reports to see who still owes money.
 1. Balance Due Report - Reports\Customer Reports.
 - i. Shows all receivable amounts due for Customer or Items – is not FundRaiser specific.

Play School High School						
BALANCE DUE REPORT - DETAIL BY ITEM						
Customer Range: All						
Item Range: CANDY to CANDY						
Date	Receipt No.	Name	Amount	Last Pmt Date	Amount Paid	Balance Due
Item No: CANDY - FR CANDY SALES						
09/27/05	0000145	Cho, Stephanie	40.00	10/05/05	10.00	30.00
03/22/06	0000198	Cho, Stephanie	90.00		0.00	90.00
09/27/05	0000146	Davis, Heidi	120.00	10/05/05	40.00	80.00
10/05/05	0000152	Gomez, Andy	80.00	10/05/05	20.00	60.00
03/22/06	0000199	Madison, Marjie	160.00		0.00	160.00
03/22/06	0000200	Martin, Carolyn	90.00		0.00	90.00
09/27/05	0000147	Meyers, Sally	100.00		0.00	100.00
10/05/05	0000154	Meyers, Sally	40.00		0.00	40.00
09/27/05	0000148	Smith, Sally	40.00	10/05/05	20.00	20.00
Total Due						670.00
Grand Total						670.00

2. FundRaiser Breakdown Report – Modules\FundRaiser\Reports
 - i. Shows receivables for this FundRaiser.
- b. Print and send Form Letters requesting funds due or return unsold items.
 1. Where is it? Reports\Customer Reports.
 2. Create your Form Letter in Form Letter Maintenance.
 3. Print or e-mail the letter in Form Letter Printing.
 4. Refer to T2: Recording and Collecting Student Debts for more information.
- c. Process “returns” for any unsold items that are returned to you – if you allow returns.
 1. On the Work Screen bring up the student returning CANDY.
 2. Select the item CANDY and enter the amount of the return (in positive numbers).
 3. Click on the “R” Return button to turn the quantity to a negative.

4. F9 to go to the payment screen and choose 6 – Credit to Account.
 5. Choose the Payment button and offset the two lines (one positive, one negative) equaling a zero balance.
- d. Updating FundRaiser Maintenance.
 1. Go to Modules\FundRaiser\Maintenance.
 2. Record any additional expenses.
 3. Record any Over/Short inventory count.
 - e. Print FundRaiser reports as needed.
6. FundRaiser reports - Modules\FundRaiser\Reports
 - a. FundRaiser Breakdown Report – Two page report:
 1. Revenue by GL Account.
 2. Revenue by student with balances due.
 - b. Revenue Potential Report
 1. Estimated Revenue Potential – Net Profit.
 2. Compare Sales Potential – Difference.
 3. Net Profit Summary – Actual less projected = difference.
 - c. Custom Reports
 1. Create and print custom reports.
 2. Insert fields from a list.
 3. Customize the field width.
 7. Closing a FundRaiser – Change Status to Closed in FundRaiser Maintenance.
 8. FundRaiser History Purge (Management/Customize/Special Functions).
 1. Removes old fundraiser history from your files.
 2. Select the FundRaiser ending date.
 3. Tracks will remove records up to and including that date.
 4. The date must be no earlier that 6/30 of the current fiscal year.



NOTES:
