

## T6: Tracks Advanced Reporting

### Agenda:

- |                        |                        |
|------------------------|------------------------|
| 1. Grouping Codes      | 6. Customer Statements |
| 2. Department Codes    | 7. Vehicle Reports     |
| 3. Bonus Fields        | 8. Equipment Reports   |
| 4. Master Audit Report | 9. FundRaiser Reports  |
| 5. Hours Reporting     | 10. Donation Reports   |

### 1. Grouping Codes

- Grouping Codes are assigned to items you sell or track.
- Used to easily report specific items together on one report.
- Grouping Codes can be up to 3 characters – like DIS, CAN, SS.
- Other Examples:
  - APT = Advanced Placement Tests.
  - PRM = Prom Dance Tickets.
  - FUN = Fundraisers.
- Item Grouping Listing – Reports\Item Reports.
- Grouping Report – Reports\Sales Reports\Sales by Grouping Report.

| SALES REPORT BY GROUPING         |          |                |             |                 |         |          |           |                 |
|----------------------------------|----------|----------------|-------------|-----------------|---------|----------|-----------|-----------------|
| Date Range: 07/01/05 to 03/22/06 |          |                |             |                 |         |          |           |                 |
| Grouping Range: APT to APT       |          |                |             |                 |         |          |           |                 |
| Customer Name                    | Cust No. | Phone          | Item Number | Description     | Receipt | Date     | Qty       | Total           |
| <b>Grouping: APT</b>             |          |                |             |                 |         |          |           |                 |
| Banu, Bella                      | 901253   | (858) 555-4650 | APBIO       | AP TEST BIOLOGY | 0000168 | 03/16/06 | 1         | 75.00           |
| Banu, Bella                      | 901253   | (858) 555-4650 | APENG       | AP TEST ENGLISH | 0000168 | 03/16/06 | 1         | 75.00           |
| Boyd, Julian                     | 901238   | (619) 754-2869 | APSPAN      | AP TEST SPANISH | 0000174 | 03/16/06 | 1         | 75.00           |
| Boyd, Julian                     | 901238   | (619) 754-2869 | APMATH      | AP TEST MATH    | 0000174 | 03/16/06 | 1         | 75.00           |
| Butler, Carla                    | 901236   | (858) 391-9372 | APBIO       | AP TEST BIOLOGY | 0000175 | 03/16/06 | 1         | 75.00           |
| Butler, Carla                    | 901236   | (858) 391-9372 | APSPAN      | AP TEST SPANISH | 0000175 | 03/16/06 | 1         | 75.00           |
| Butler, Carla                    | 901236   | (858) 391-9372 | APMATH      | AP TEST MATH    | 0000175 | 03/16/06 | 1         | 75.00           |
| Butler, Carla                    | 901236   | (858) 391-9372 | APENG       | AP TEST ENGLISH | 0000175 | 03/16/06 | 1         | 75.00           |
| Cruise, Tim                      | 901249   | (858) 456-7892 | APBIO       | AP TEST BIOLOGY | 0000169 | 03/16/06 | 1         | 75.00           |
| Cruise, Tim                      | 901249   | (858) 456-7892 | APENG       | AP TEST ENGLISH | 0000169 | 03/16/06 | 1         | 75.00           |
| Cruise, Tim                      | 901249   | (858) 456-7892 | APMATH      | AP TEST MATH    | 0000169 | 03/16/06 | 1         | 75.00           |
| Cruise, Tim                      | 901249   | (858) 456-7892 | APSPAN      | AP TEST SPANISH | 0000169 | 03/16/06 | 1         | 75.00           |
| Danson, Christopher              | 901258   | (619) 555-8085 | APBIO       | AP TEST BIOLOGY | 0000173 | 03/16/06 | 1         | 75.00           |
| Danson, Christopher              | 901258   | (619) 555-8085 | APMATH      | AP TEST MATH    | 0000173 | 03/16/06 | 1         | 75.00           |
| Edwards, Jaime                   | 901244   | (619) 476-0629 | APBIO       | AP TEST BIOLOGY | 0000170 | 03/16/06 | 1         | 75.00           |
| Edwards, Jaime                   | 901244   | (619) 476-0629 | APMATH      | AP TEST MATH    | 0000170 | 03/16/06 | 1         | 75.00           |
| Madison, Marjie                  | 901243   | (619) 990-4659 | APBIO       | AP TEST BIOLOGY | 0000171 | 03/16/06 | 1         | 75.00           |
| Madison, Marjie                  | 901243   | (619) 990-4659 | APSPAN      | AP TEST SPANISH | 0000171 | 03/16/06 | 1         | 75.00           |
| Peterson, JB                     | 901234   | (858) 496-1100 | APENG       | AP TEST ENGLISH | 0000113 | 09/15/05 | 1         | 75.00           |
| <b>Total for Grouping: APT</b>   |          |                |             |                 |         |          | <b>19</b> | <b>1,425.00</b> |
| <b>Grand Total:</b>              |          |                |             |                 |         |          | <b>19</b> | <b>1,425.00</b> |

2. Department Codes

- a. Department Codes are assigned to items you sell or track.
- b. Used to easily report specific items together.
- c. Department Codes are 3 characters or combination of letters and numbers.
- d. Examples:
  - 1. DIS = District.
  - 2. DAN = Dances.
- e. Reports that group by Department Code:
  - 1. Sales by Receipt Report.
  - 2. Sales Summary by Item. This example selects only for Items in the "DIS" Department.

| Play School High School          |                  |           |                    |                 |
|----------------------------------|------------------|-----------|--------------------|-----------------|
| <b>SALES SUMMARY BY ITEM</b>     |                  |           |                    |                 |
| Date Range: 07/01/05 to 03/22/06 |                  |           |                    |                 |
| Item Range: All                  |                  |           |                    |                 |
| Department: DIS Grouping: All    |                  |           |                    |                 |
| Item Number                      | Item Description | Quantity  | Price              | Total           |
| APBIO                            | AP TEST BIOLOGY  | 6         | 75.00              | 450.00          |
| APENG                            | AP TEST ENGLISH  | 1         | 75.00              | 75.00           |
| APENG                            | AP TEST ENGLISH  | 2         | 75.00              | 150.00          |
| APENG                            | AP TEST ENGLISH  | 1         | 75.00              | 75.00           |
| APMATH                           | AP TEST MATH     | 3         | 75.00              | 225.00          |
| APMATH                           | AP TEST MATH     | 2         | 75.00              | 150.00          |
| APSPAN                           | AP TEST SPANISH  | 1         | 75.00              | 75.00           |
| APSPAN                           | AP TEST SPANISH  | 2         | 75.00              | 150.00          |
| APSPAN                           | AP TEST SPANISH  | 1         | 75.00              | 75.00           |
| <b>Quantity Total</b>            |                  | <b>19</b> | <b>Grand Total</b> | <b>1,425.00</b> |

On Sales by Receipt Report – Sales Summary by Dept.

| <b>Summary by Department (does not include sales tax)</b> |                    |                         |               |
|---|--------------------|-------------------------|---------------|
| <u>Department</u>   | <u>Item Number</u> | <u>Description</u>      | <u>Amount</u> |
| CLS   | ART3               | Art Fee 3               | 15.00         |
|   | ART15              | Art Fee 15              | 15.00         |
|   |                    | Department CLS Subtotal | 30.00         |
| DAN   | PROMD              | PROM DOUBLE             | 320.00        |
|   |                    | Department DAN Subtotal | 320.00        |
| DIS   | LOST               | Lost Textbook           | 55.00         |
|   | APENG              | AP TEST ENGLISH         | 75.00         |
|   | LFINE              | Library Fine            | 3.81          |
|   |                    | Department DIS Subtotal | 133.81        |
| SB  | YRBK               | YEARBOOK                | 655.00        |
|   | SBCARD             | SB CARD                 | 285.00        |
|   | DONSPT             | Donation - Sports       | 200.00        |
|   | PARK               | PARKING PERMIT          | 15.00         |
|   |                    | Department SB Subtotal  | 1,155.00      |

3. Bonus Fields

a. Defined on the Item – in Item Maintenance, on the Additional tab.

1. You can determine a separate Bonus Label for each Item – “Guest.”
2. Can be Customer number if you want to do a Cust Lookup at time of sale.

**Item Maintenance - Play School High School**

Item No. PROMD      Type Service

Description PROM DOUBLE      Last Activity

1. Main    2. Levels    **3. Additional**

User Defined Fields: Type

User Defined Date Fields: 1098-T Item

Bonus Field Options: Use Bonus Field ; Bonus Field is Customer ID ; Bonus Label Guest

b. When the item is sold on the Work Screen, the Bonus field will prompt you to enter information. In the example above, you would enter the Guest’s Name.

c. You can Modify Bonus Field data – Management/Special Functions. Find the record and type over the existing Guest’s name. He’s not going with Jennifer Smith; he’s going with Sally Wells.

**Modify Bonus Field - Play School High School**

0000120    0001    PROMD    PROM DOUBLE    Jennifer Smith

901258    Danson, Christopher    1.00

OK    Cancel

| Rec No  | Se... | Item No    | Desc            | Customer | Name                | Quantity | Bonus           |
|---------|-------|------------|-----------------|----------|---------------------|----------|-----------------|
| 0000119 | 0001  | PROMD ...  | PROM DOUBLE     | 901249   | Cruise, Tim         | 1.00     | Martha Thomp... |
| 0000120 | 0001  | PROMD ...  | PROM DOUBLE     | 901258   | Danson, Christopher | 1.00     | Jennifer Smith  |
| 0000110 | 0002  | PROMD ...  | PROM DOUBLE     | 45000    | Martin, Carolyn     | 1.00     | George Phillips |
| 0000121 | 0001  | PROMD ...  | PROM DOUBLE     | 901236   | Butler, Carla       | 1.00     | Brad Weston     |
| 0000157 | 0001  | HELMET ... | Football Helmet | 901258   | Danson, Christopher | 1.00     | 787             |

**Modify Bonus Field - Play School High School**

0000120    0001    PROMD    PROM DOUBLE    Sally Wells

901258    Danson, Christopher    1.00

OK    Cancel

| Rec No  | Se... | Item No    | Desc            | Customer | Name                | Quantity | Bonus           |
|---------|-------|------------|-----------------|----------|---------------------|----------|-----------------|
| 0000119 | 0001  | PROMD ...  | PROM DOUBLE     | 901249   | Cruise, Tim         | 1.00     | Martha Thomp... |
| 0000120 | 0001  | PROMD ...  | PROM DOUBLE     | 901258   | Danson, Christopher | 1.00     | Sally Wells     |
| 0000110 | 0002  | PROMD ...  | PROM DOUBLE     | 45000    | Martin, Carolyn     | 1.00     | George Phillips |
| 0000121 | 0001  | PROMD ...  | PROM DOUBLE     | 901236   | Butler, Carla       | 1.00     | Brad Weston     |
| 0000157 | 0001  | HELMET ... | Football Helmet | 901258   | Danson, Christopher | 1.00     | 787             |

Reports where Bonus Field values are printed:

1. Sales by Item/Customer.
2. Sales by Grouping Report.
3. Customer History Report.
4. Equipment Report.

| Play School High School                                 |         |         |             |          |                        |          |       |               |
|---|---------|---------|-------------|----------|------------------------|----------|-------|---------------|
| <b>SALES BY ITEM/CUSTOMER REPORT - WITH BONUS FIELD</b> |         |         |             |          |                        |          |       |               |
| Date Range: 07/01/05 to 03/22/06                        |         |         |             |          |                        |          |       |               |
| Item Range: PROMD to PROMD                              |         |         |             |          |                        |          |       |               |
| Customer Name   | Sold By | Cust No | Receipt No. | Date     | Bonus Field            | Qty      | Price | Total         |
| <b>Item No: PROMD PROM DOUBLE</b>                       |         |         |             |          |                        |          |       |               |
| Butler, Carla   | KC      | 901236  | 0000121     | 09/15/05 | Guest: Brad Weston     | 1        | 80.00 | 80.00         |
| Cruise, Tim   | KC      | 901249  | 0000119     | 09/15/05 | Guest: Martha Thompson | 1        | 80.00 | 80.00         |
| Danson, Christopher                                     | KC      | 901258  | 0000120     | 09/15/05 | Guest: Sally Wells     | 1        | 80.00 | 80.00         |
| Martin, Carolyn   | KC      | 45000   | 0000110     | 09/15/05 | Guest: George Phillips | 1        | 80.00 | 80.00         |
| <b>Total for Item No: PROMD</b>                         |         |         |             |          |                        | <b>4</b> |       | <b>320.00</b> |
| <b>Grand Total</b>                                      |         |         |             |          |                        | <b>4</b> |       | <b>320.00</b> |

d. Bonus Field data prints on receipts and shows on Customer History screen.

#### 4. Master Audit Report

- a. Management\Special Functions.
- b. Allows you to run a report that shows all transactions entered in Tracks including when it was entered, when it was closed out, and by whom.
- c. Sort by: Date Updated, User Code, Item Number.
- d. This sample report is sorted by Item Number.

| Play School High School                     |          |               |           |          |                     |                 |        |
|---|----------|---------------|-----------|----------|---------------------|-----------------|--------|
| <b>MASTER AUDIT REPORT - BY ITEM NUMBER</b> |          |               |           |          |                     |                 |        |
| Date Range: 07/01/05 to 03/22/06            |          |               |           |          |                     |                 |        |
| User Range: ALL                             |          |               |           |          |                     |                 |        |
| Item Range: ALL                             |          |               |           |          |                     |                 |        |
| Closeout Range: ALL                         |          |               |           |          |                     |                 |        |
| Rec No.                                     | Date     | Closeout No.  | User Code | Cust No. | Cust Name           | Description     | Amount |
| <b>Item Number:</b>                         |          | <b>APBIO</b>  |           |          |                     |                 |        |
| 168   | 03/16/06 | 00129         | CM        | 901253   | Banu, Bella         | AP TEST BIOLOGY | 75.00  |
| 169   | 03/16/06 | 00129         | CM        | 901249   | Cruise, Tim         | AP TEST BIOLOGY | 75.00  |
| 170   | 03/16/06 | 00129         | CM        | 901244   | Edwards, Jaime      | AP TEST BIOLOGY | 75.00  |
| 171   | 03/16/06 | 00129         | CM        | 901243   | Madison, Marjie     | AP TEST BIOLOGY | 75.00  |
| 173   | 03/16/06 | 00130         | CM        | 901258   | Danson, Christopher | AP TEST BIOLOGY | 75.00  |
| 175   | 03/16/06 | 00130         | CM        | 901236   | Butler, Carla       | AP TEST BIOLOGY | 75.00  |
|   |          |               |           |          |                     |                 | 450.00 |
| <b>Item Number:</b>                         |          | <b>APEIG</b>  |           |          |                     |                 |        |
| 113   | 09/15/05 | 00119         | KC        | 901234   | Peterson, JB        | AP TEST ENGLISH | 75.00  |
| 168   | 03/16/06 | 00129         | CM        | 901253   | Banu, Bella         | AP TEST ENGLISH | 75.00  |
| 169   | 03/16/06 | 00129         | CM        | 901249   | Cruise, Tim         | AP TEST ENGLISH | 75.00  |
| 175   | 03/16/06 | 00130         | CM        | 901236   | Butler, Carla       | AP TEST ENGLISH | 75.00  |
|   |          |               |           |          |                     |                 | 300.00 |
| <b>Item Number:</b>                         |          | <b>APMATH</b> |           |          |                     |                 |        |
| 169   | 03/16/06 | 00129         | CM        | 901249   | Cruise, Tim         | AP TEST MATH    | 75.00  |
| 170   | 03/16/06 | 00129         | CM        | 901244   | Edwards, Jaime      | AP TEST MATH    | 75.00  |
| 173   | 03/16/06 | 00130         | CM        | 901258   | Danson, Christopher | AP TEST MATH    | 75.00  |
| 174   | 03/16/06 | 00130         | CM        | 901238   | Boyd, Julian        | AP TEST MATH    | 75.00  |

5. Hours Reporting

- a. Uses the "Hours Tracking" Item Types.
- b. Designed to report number of hours spent doing something or hours due.
- c. Use standard Customer Form Letter Maintenance to design letters. Print Hours Form Letters from Reports/Volunteer Hours Tracking menu.
- d. Possible use: One school uses for selling "TARDY" then sends a form letter out each semester that shows the number of tardies for each student.

6. Customer Statements – Reports/Customer Reports

- a. You can choose to print statements for one Customer or a range of Customers, and for all transactions or only On Account sales and payments.

| <b>Play School High School</b><br>13240 Evening Creek Drive South<br>San Diego, CA 92128<br>800-954-2583 |          |             |                                | <b>Customer Statement</b><br>Date: 3/22/2006 |           |          |         |
|--|----------|-------------|--------------------------------|--|-----------|----------|---------|
| <b>Edwards, Jaime</b><br>1819 Walton Lane<br>San Diego, CA 92121   |          |             |                                | <b>Customer Number: 901244</b>               |           |          |         |
| Receipt No   | Date     | Item Number | Item Description               | Payment Ref                                  | Purchases | Payments | Balance |
| 0000131  | 09/22/05 | LFINE       | Library Fine/3 Ways to Win     |  | 1.25      |          | 1.25    |
| 0000135  | 09/22/05 | LOCK        | LOCKS                          |  | 5.00      |          | 6.25    |
|  |          | PHYSICAL    | PHYSICAL                       |  | 0.00      |          | 6.25    |
|  |          | SPORTS CLR  | SPORTS CLEARANCE               |  | 0.00      |          | 6.25    |
|  |          |             |                                | Cash   | 0.00      | 5.00     | 1.25    |
| 0000141  | 09/27/05 | LFINE       | LFINE/Library Fine/3 Ways to W |  | 0.00      |          | 1.25    |
|  |          |             |                                | Pmt On Acct - Cash                           | 0.00      | 1.25     | 0.00    |
| 0000143  | 09/27/05 | PARK        | PARKING PERMIT                 |  | 5.00      |          | 5.00    |
|  |          |             |                                | Cash   | 0.00      | 5.00     | 0.00    |
| 0000158  | 10/05/05 | HELMET      | Football Helmet                |  | 0.00      |          | 0.00    |
|  |          |             | Bonus - Tag #:754              |  |           |          |         |
|  |          | KNEEP D     | Knee Pads                      |  | 0.00      |          | 0.00    |
| 0000170  | 03/16/06 | AP BIO      | AP TEST BIOLOGY                |  | 75.00     |          | 75.00   |
|  |          | APMATH      | AP TEST MATH                   |  | 75.00     |          | 150.00  |
|  |          |             |                                | Cash   | 0.00      | 150.00   | 0.00    |

7. Vehicle Reports – Reports/Customer Reports

- a. This is a great report for staff who patrol the parking lots.

| Play School High School |                 |            |         |      |                 |         |       |             |            |          |         |
|-------------------------|-----------------|------------|---------|------|-----------------|---------|-------|-------------|------------|----------|---------|
| VEHICLE LIST            |                 |            |         |      |                 |         |       |             |            |          |         |
| Customer Range: All     |                 |            |         |      | Date Range: All |         |       |             |            |          |         |
| Cust No.                | Name            | Permit No. | License | Year | Make            | Model   | Color | Dr. License | Insurance  | Date     | Rec No. |
| 901238                  | Boyd, Julian    | 458        | 2ABC897 | 2003 | Ford            | Mustang | Blue  | C2344       | State Farm | 09/27/05 | 0000142 |
| 901244                  | Edwards, Jaime  | 459        | 3TRD567 | 2001 | Chevy           | Blazer  | Red   |             | All State  | 09/27/05 | 0000143 |
| 901256                  | Farview, Melvin | 462        | 4TRD093 | 2004 | Honda           | Civic   | White | 2345        | State Farm | 09/27/05 | 0000144 |

## 8. Equipment Tracking Reports – Modules/Equipment Tracking

| Play School High School                     |       |            |            |       |            |             |                 |
|---|-------|------------|------------|-------|------------|-------------|-----------------|
| EQUIPMENT REPORT BY CUSTOMER                |       |            |            |       |            |             |                 |
| Date Range: 07/01/05 to 03/22/06            |       |            |            |       |            |             |                 |
| All Items                                   |       |            |            |       |            |             |                 |
| All Customers                               |       |            |            |       |            |             |                 |
| Checked Out                                 |       |            | Checked In |       |            | Item Number | Description     |
| Date  | Time  | Receipt No | Date       | Time  | Receipt No |             |                 |
| <b>Customer No: 901244 - Edwards, Jaime</b> |       |            |            |       |            |             |                 |
| 10/05/05                                    | 10:13 | 0000158    |            |       |            | KNEE PD     | Knee Pads       |
| 10/05/05                                    | 10:13 | 0000158    |            |       |            | HELMET      | Football Helmet |
| <b>Customer No: 901251 - Sanders, Bill</b>  |       |            |            |       |            |             |                 |
| 10/05/05                                    | 10:14 | 0000160    |            |       |            | KNEE PD     | Knee Pads       |
| 10/05/05                                    | 10:14 | 0000160    |            |       |            | HELMET      | Football Helmet |
| <b>Customer No: 901254 - Jones, Rocky</b>   |       |            |            |       |            |             |                 |
| 10/05/05                                    | 10:13 | 0000159    |            |       |            | KNEE PD     | Knee Pads       |
| 10/05/05                                    | 10:13 | 0000159    | 10/11/05   | 10:15 | 0000161    | HELMET      | Football Helmet |

## 9. FundRaiser Reports

- Revenue Potential Report – shows net profit (estimated and actual).
- FundRaiser Breakdown Reports – by Student and by GL Account.

| Play School High School                  |                                  |                     |            |               |              |               |
|--|----------------------------------|---------------------|------------|---------------|--------------|---------------|
| FUNDRAISER BREAKDOWN REPORT - BY STUDENT |                                  |                     |            |               |              |               |
| All Fund Raisers                         |                                  |                     |            |               |              |               |
| Date Range: All                          |                                  |                     |            |               |              |               |
| Customer #                               | Name                             |                     | Qty Sold   | Amt Sold      | Amt Rec      | Due           |
| CANDYFALL                                | CANDY SALE - Fall 2005           | Advisor - MS. SMITH |            |               |              |               |
| P1488                                    | Cho, Stephanie                   |                     | 20         | 40.00         | 10.00        | 30.00         |
| 901240                                   | Davis, Heidi                     |                     | 60         | 120.00        | 40.00        | 80.00         |
| 901264                                   | Gomez, Andy                      |                     | 40         | 80.00         | 20.00        | 60.00         |
| 901265                                   | Meyers, Sally                    |                     | 70         | 140.00        | 0.00         | 140.00        |
| P14808                                   | Smith, Sally                     |                     | 20         | 40.00         | 20.00        | 20.00         |
|  | Total for CANDY SALE - Fall 2005 |                     | 210        | 420.00        | 90.00        | 330.00        |
|  |                                  | REPORT TOTAL        | <b>210</b> | <b>420.00</b> | <b>90.00</b> | <b>330.00</b> |

10. Donation Reports – Reports/Donation/Tax Credit Reports
  - a. Sort by GL Account, Item number, or Donor.
  - b. Each report prints in either summary or detail format.
  - c. Design and send Donation Form Letters to say “Thank you” and request more money too!

| Play School High School                          |                      |        |           |          |          |
|--|----------------------|--------|-----------|----------|----------|
| <b>DONATIONS REPORT - BY GL ACCOUNT - DETAIL</b> |                      |        |           |          |          |
| GL Account Range: ALL                            |                      |        |           |          |          |
| Date Range: 7/1/2005 through 3/22/2006           |                      |        |           |          |          |
| Donor #  | Donor Name           | Item   | Receipt # | Date     | Amount   |
| GL Account: 2210-10-10 Volleyball ~ Boys         |                      |        |           |          |          |
| 1025   | Simpson, Tom         | DONSPT | 0001007   | 08/23/05 | 50.00    |
|  |                      |        |           |          | 50.00    |
| GL Account: 2245-00-00 MUSICAL THEATER           |                      |        |           |          |          |
| 1027   | Westphahl, Yolanda   | DONFA  | 0001051   | 08/22/05 | 150.00   |
| 1025   | Simpson, Tom         | DONFA  | 0001053   | 08/22/05 | 100.00   |
| 1029   | Anchovy, Carol       | DONFA  | 0001060   | 08/23/05 | 100.00   |
|  |                      |        |           |          | 350.00   |
| GL Account: 2250-00-00 Athletic Club             |                      |        |           |          |          |
| 1025   | Simpson, Tom         | DONSPT | 0001052   | 08/22/05 | 100.00   |
| 1024   | Lautenschlager, Bill | DONSPT | 0001050   | 08/22/05 | 100.00   |
| 1028   | Wells, Tom           | DONSPT | 0001059   | 08/23/05 | 200.00   |
| 1029   | Anchovy, Carol       | DONSPT | 0001060   | 08/23/05 | 100.00   |
| 1030   | Johnson, Carrie      | DONSPT | 0001064   | 08/25/05 | 34.23    |
| 1016   | Wentworth, Tom       | DONSPT | 0000136   | 09/22/05 | 200.00   |
| 1025   | Simpson, Tom         | DONSPT | 0000163   | 10/11/05 | 150.00   |
|  |                      |        |           |          | 884.23   |
| REPORT TOTAL                                     |                      |        |           |          | 1,284.23 |

NOTES: