

General Interest – G3

Activity Directors – Mini Round Table



CONNECTIONS 2007



Agenda

- Managing Student Fees and Collections
- Reports showing Balances Due
- Vehicle Reporting
- Donation Reporting
- Reports and Inquiry for Advisors
- Fundraiser Reporting
- Other Uses for Tracks



CONNECTIONS 2007

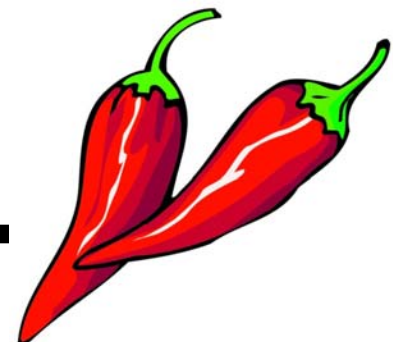


Managing Student Fees

- Getting debts into Tracks – library fines, participation fees, fundraiser money.
- Enter manually one at a time.
- Enter a whole list using Import Manager. Allows you to import lists from club advisors or teachers.



CONNECTIONS 2007



Using Import Manager

Microsoft Excel - Sausage - on account - payments.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Arial 10 B I U \$ % .00 .00 Decrease Decimal

	A	B	C	D	E	F	G	H	I
1	CUSTNO	LAST	FIRST	ITEMNO	AMOUNT	PAID	CHECKNO	NAMEONCHK	M
2	901253	Banu	Bella	SAUS1	50	45	234	Carol Banu	
3	901236	Butler	Carla	SAUS1	60	60	544	Roy Butler	
4	901244	Edwards	Jaime	SAUS1					
5	90256	Farview	Melvin	SAUS1					
6	901242	Myers	Mark	SAUS1					
7	901251	Sanders	Bill	SAUS1					
8	901248	Sommers	Mike	SAUS1					

Import Job Entry - Play School High School

1. Job Setup

Job No: NEW00007
Job Code: SAUSAGE Sausage Fundraiser
Type: On Account File Type: Excel
Path Name: C:_Data\Data for Import Manager Testing\Sausage - on account - payments.csv
Total Amount: 392.00 Total Payment Received: 221.00
Item No: Use this value SAUS1 Sausage
GL Account: Load from Import File
Fundraiser No: Use this value SAUSAGE Sausage Fundraiser

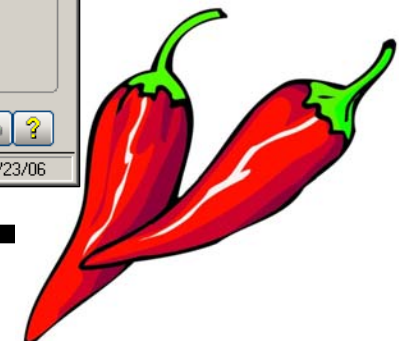
2. Validate data and create job [Validate]
3. Edit data (only if necessary) [Edit Data]

[K] [←] [→] [X] [Reversal] [Accept] [Cancel] [Delete] [Help]

CM ZPLAY 03/23/06



CONNECTIONS 2007



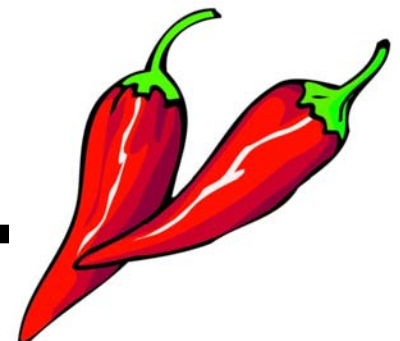
Balance Due Reports

- Sales by Item/Customer – A/R option – shows amounts due.

Play School High School									
SALES BY ITEM/CUSTOMER REPORT									
Date Range: 07/01/05 to 03/23/06									
Item Range: All									
Customer Name	Cust No	Receipt No.	Date	PT	Quantity	Price	Total	Amt Pd	Amt Due
Item Number: APBIO									
Banu, Bella	901253	0000168	03/16/06	CA	1	75.00	75.00	75.00	0.00
Butler, Carla	901236	0000175	03/16/06	CA	1	75.00	75.00	75.00	0.00
Cruise, Tim	901249	0000169	03/16/06	CA	1	75.00	75.00	75.00	0.00
Danson, Christopher	901258	0000173	03/16/06	CA	1	75.00	75.00	75.00	0.00
Edwards, Jaime	901244	0000170	03/16/06	CA	1	75.00	75.00	75.00	0.00
Madison, Marjie	901243	0000171	03/16/06	CA	1	75.00	75.00	75.00	0.00
Total for Item Number: APBIO					6		450.00	450.00	0.00



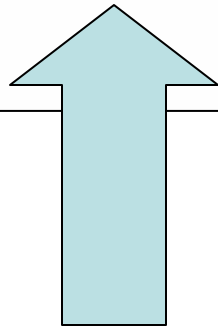
CONNECTIONS 2007



Balance Due Reports

Sales by Item/Customer – History Description and A/R
– shows detailed description plus amounts due.

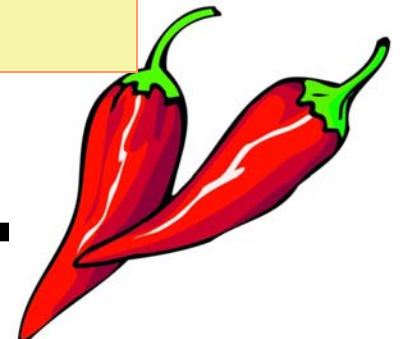
Customer Name	Customer	Description from History	Receipt No.	Date	PT	Qty	Price	Total	Amt Pd	Amt Due
Item No: LOST	Lost Textbook									
Bose, Sandra	901255	22220003/American History	0000253	10/15/06	AC	1	85.15	85.15	0.00	85.15
Boyd, Jillian	901238	23560004/French Lessons	0000101	08/17/06	AC	1	19.95	19.95	19.95	0.00
						Total for Item No: LOST		105.10	19.95	85.15
						Grand Total		105.10	19.95	85.15



Shows detail for lost textbooks. Knowing the detail makes it easier for you to collect the money!



CONNECTIONS 2007

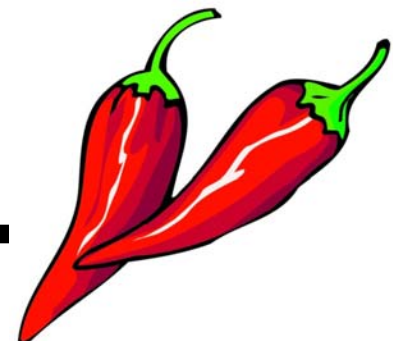


Balance Due Report – Detail by Item

Play School High School						
BALANCE DUE REPORT - DETAIL BY ITEM						
Customer Range: All						
Item Range: All						
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



CONNECTIONS 2007



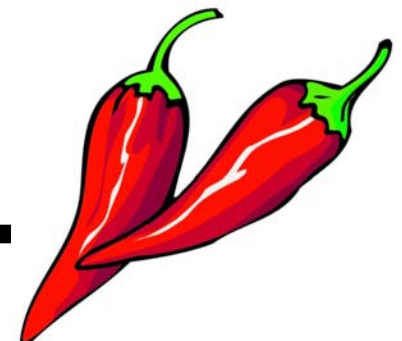
FundRaiser Breakdown Report

- Shows GL Account and Student detail.

Play School High School					
FUNDRAISER BREAKDOWN REPORT - BY STUDENT					
All FundRaisers					
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
LOLLIPOP LOLLIPOP FUNDRAISER		Advisor - MS. SMITH			
P1488	Cho, Stephanie	65	150.00	0.00	150.00
901243	Madison, Marjie	178	454.00	0.00	454.00
45000	Martin, Carolyn	195	540.00	0.00	540.00
Total for LOLLIPOP FUNDRAISER		438	1,144.00	0.00	1,144.00
REPORT TOTAL		648	1,564.00	90.00	1,474.00



CONNECTIONS 2007

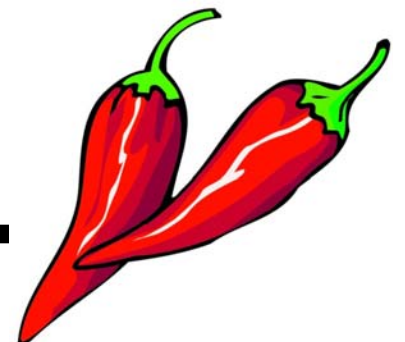


Vehicle Reporting

- You can sell parking permits to capture information about vehicles on your campus.
- Print Vehicle Reports for staff who patrol parking lots.



CONNECTIONS 2007



Vehicle Reporting

Item Maintenance - Play School High School

Item No. Type

Description Last Activity

1. Main | 2. Levels | 3. Additional

Cust Reqd Cash Only Prompt Price Prompt GL ?

Sundry Price GL Account

Taxable Cost Parking Permits

Grade Limits Last Cost

Department Prompt Qty

Grouping Quantity Limit

Save History Reorder Level

Checks OK with No Cust Normal Stock

Print extra receipt with no price Qty On Hand

Include in Physical Count Category

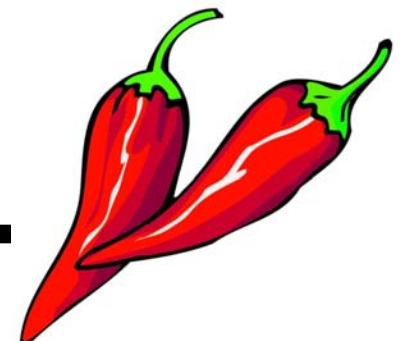
Accept Cancel Delete ?

Item Type CM ZPLAY 03/23/06

Choose
“Vehicle” type
for your parking
permits.

Use several:
PARK
for students

PARKSTF
for staff



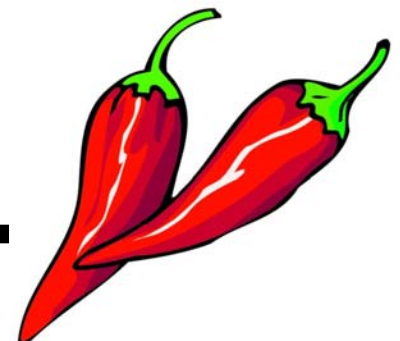
Vehicle Reporting

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

Sort by License Number, Customer Name, or Permit Number.



CONNECTIONS 2007

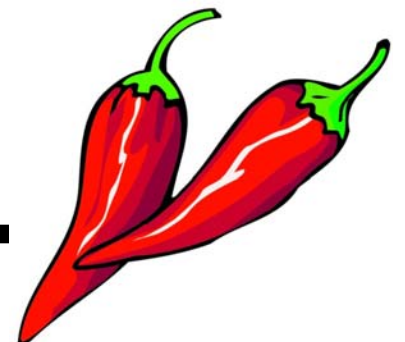


Donation Reporting

- Option to print 8 ½ x 11 donation receipts to report printer at time of sale.
- Donation reports by GL Account, by Item, by Donor – summary or detail.
- Donation Form Letters – to thank contributors and ask for more money too!



CONNECTIONS 2007



Donation Reporting

Play School High School

DONATIONS REPORT - BY GL ACCOUNT - DETAIL

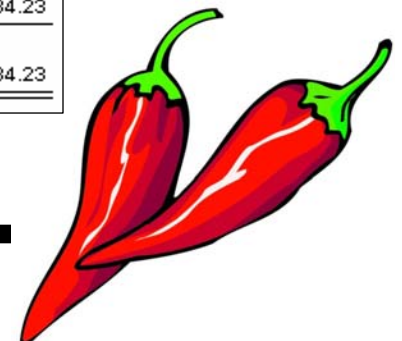
GL Account Range: ALL

Date Range: 7/1/2005 through 3/23/2006

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



CONNECTIONS 2007

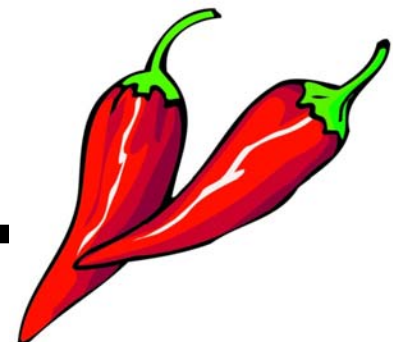


What about Club Advisors?

- They need monthly reports. WHY?
 - Keeps advisors current on their accounts.
 - Helps prevent fraud.
- Which reports??
 - SB Encumbrance Report – shows current activity plus open POs & invoices.
 - Balance Due Reports for their Items.
 - Category Detail Reports



CONNECTIONS 2007



Category Detail Report - OFFICIALS

S Category Detail Report - Play School High School

Sort By:

Selection: All Starting Ending

Date Range: 07/01/05

Category Range: OFFICIALS

Page Breaks on Categories:

Play School High School

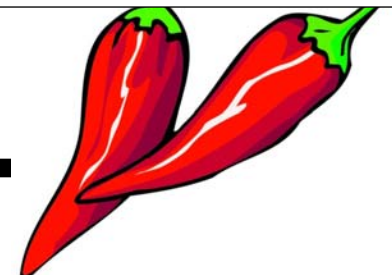
DETAIL TRANSACTIONS BY CATEGORY REPORT

Date Range: 7/1/2005 through 3/23/2006
 Category Range: 0 FFICIALS

Date	Ref #	Description/Rec #	Purpose	Account # and Description	Incom e	Expenses	Transfers	To
OFFICIALS Officials								
09/06/05	3305	Jack Strong	Referees for Season 05-06	2230-10-10 Varsity Football		100.00		(100.00)
09/06/05	3306	Mel Stone	Referees for Season 05-06	2230-10-10 Varsity Football		100.00		(200.00)
09/29/05	3298	Jack Strong	Softball Game - Official	2220-10-20 Softball ~ Girls		(50.00)		(150.00)
09/29/05	3298	Jack Strong	Softball Game - Official	2220-10-20 Softball ~ Girls		50.00		(200.00)
09/29/05	3300	Mel Stone	Official - Softball Game	2220-10-20 Softball ~ Girls		50.00		(250.00)
09/29/05	3301	Jack Niedal	Official - Softball	2220-10-20 Softball ~ Girls		50.00		(300.00)
					0.00	300.00	0.00	(300.00)

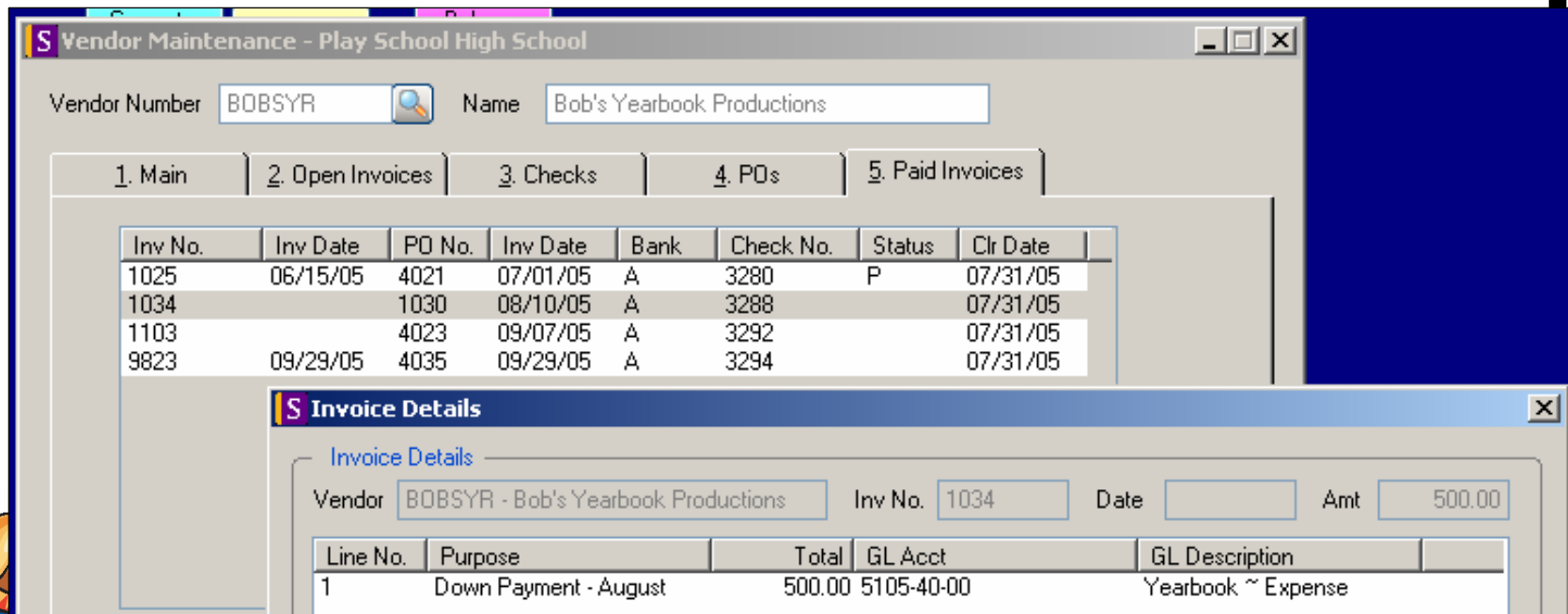


CONNECTIONS 2007



Vendor Inquiry

- New Paid Invoices tab – shows invoices paid & drills down to invoice detail.
- See check “cleared” status too!



Vendor Maintenance - Play School High School

Vendor Number: BOBSYR Name: Bob's Yearbook Productions

1. Main | 2. Open Invoices | 3. Checks | 4. POs | 5. Paid Invoices

Inv No.	Inv Date	PO No.	Inv Date	Bank	Check No.	Status	Clr Date
1025	06/15/05	4021	07/01/05	A	3280	P	07/31/05
1034		1030	08/10/05	A	3288		07/31/05
1103		4023	09/07/05	A	3292		07/31/05
9823	09/29/05	4035	09/29/05	A	3294		07/31/05

Invoice Details

Invoice Details

Vendor: BOBSYR - Bob's Yearbook Productions | Inv No.: 1034 | Date: | Amt: 500.00

Line No.	Purpose	Total	GL Acct	GL Description
1	Down Payment - August	500.00	5105-40-00	Yearbook ~ Expense



Check Lookup

- Check Lookup – Shows all invoice detail and date check cleared the bank.

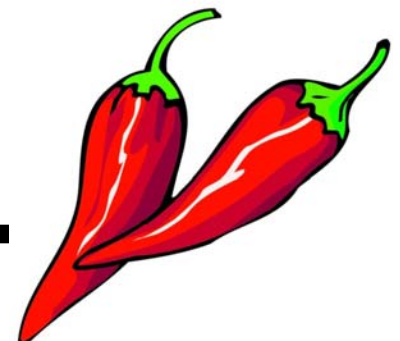
S Check Lookup - Play School High School

Please enter a Check No.

Check No. Bank Code Amt Check Date Void Date

Vendor No. Vendor Name Cleared Date

Inv Date	Inv No.	PO No.	Purpose	Acct No. and Desc.	Amt
07/15/05	32940-1	4035	Supplies for Skit	222-01-010 - Baseball ~ Boys	10.78
07/15/05	32940-2	4035	Notebooks	230-53-000 - Spanish Club	8.74
07/15/05	32940-3	4035	Special Stapler	221-01-020 - Volleyball ~ Girls	43.10

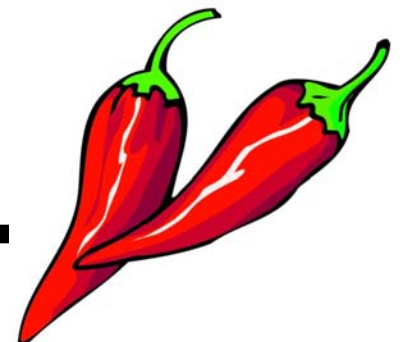


Fundraising Reporting

- FundRaiser Breakdown Reports shows summaries by GL Account and Customer.
- Revenue Potential Report shows projected and actual profit and loss.



CONNECTIONS 2007



Fundraising Reporting

Play School High School

REVENUE POTENTIAL REPORT

Code: CANDYFALL - CANDY SALE - Fall 2005

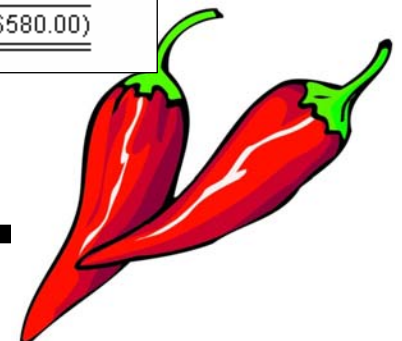
Organization: LATINO CLUB
Date Range: 09/01/05 to 10/31/05

<u>Estimated Revenue Potential:</u>		<u>Amount</u>
Projected Sales:		\$1,000.00
Projected Cost:		500.00
Projected Gross Income:		500.00
Est Expenses: Shipping charges		(35.00)
		0.00
Potential Net Profit:		<u>\$465.00</u>

<u>Compare Sales to Potential:</u>	<u>Units</u>	<u>Total</u>
Actual Sales:	210	\$420.00
Less Projected Sales:		1,000.00
Difference:		<u>(\$580.00)</u>



CONNECTIONS 2007



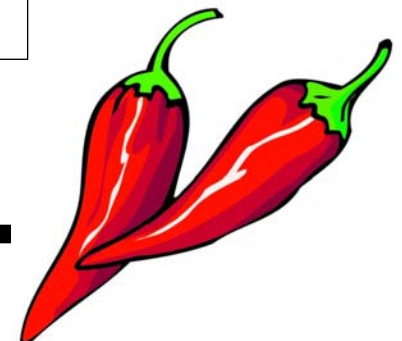
Collect for Lost Sports Equip!

- Equipment Tracking

Play School High School									
EQUIPMENT REPORT BY ITEM - WITH BONUS FIELD									
Date Range: 07/01/05 to 03/23/06									
All Items									
All Customers									
Checked Out			Checked In						
Date	Time	Receipt No	Date	Time	Receipt No	Cust No	Customer	Bonus	
Item No - HELMET - Football Helmet									
10/05/05	10:13	0000157				901258	Danson, Christopher	Tag #: 787	
10/05/05	10:13	0000159	10/11/05	10:15	0000161	901254	Jones, Rocky	Tag #: 746	
10/05/05	10:13	0000158				901244	Edwards, Jaime	Tag #: 754	
10/05/05	10:14	0000160				901251	Sanders, Bill	Tag #: 741	
Item No - KNEEPD - Knee Pads									
10/05/05	10:13	0000157				901258	Danson, Christopher		
10/05/05	10:13	0000159				901254	Jones, Rocky		
10/05/05	10:13	0000158				901244	Edwards, Jaime		
10/05/05	10:14	0000160				901251	Sanders, Bill		

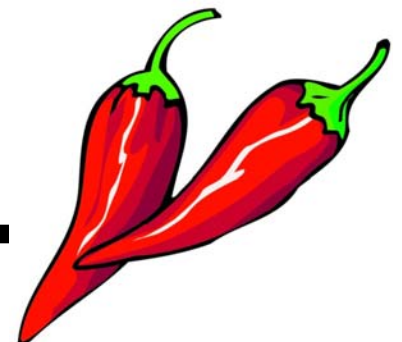


CONNECTIONS 2007



More Uses for Tracks

- Use Tracks to count ballots – set up an Item for each candidate. Print bar coded ballots you can scan for the count.
- Use Tracks to keep count of tardies – use Hours Tracking.
- Use Tracks for ticket sales – enter starting ticket number when you hand out the ticket roll. Enter first ticket number when roll is returned to you. See Tech Tip 130 – Tracking Ticket Rolls.
- Print bar coded Fall Registration forms – also good for AP Tests and more.



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

