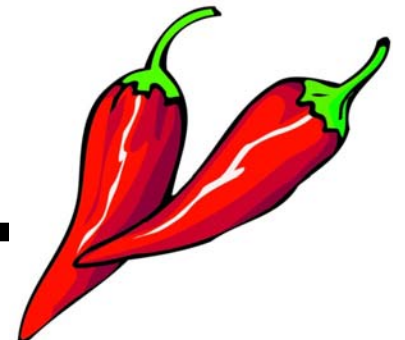


Tracks – T3

Getting the Most from FundRaiser



CONNECTIONS 2007

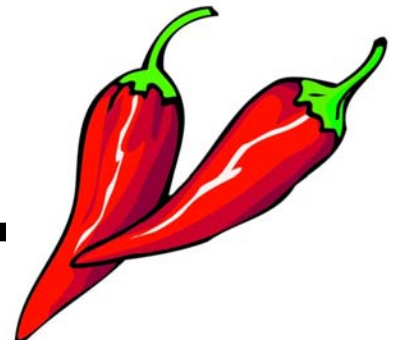


Agenda

- What does FundRaiser do?
- Creating FundRaiser type items
- Setting up a new Fundraiser
- Selling Fundraisers on the Work Screen
- Completing a Fundraiser
- Reports
 - Closing a Fundraiser
 - FundRaiser History Purge



CONNECTIONS 2007

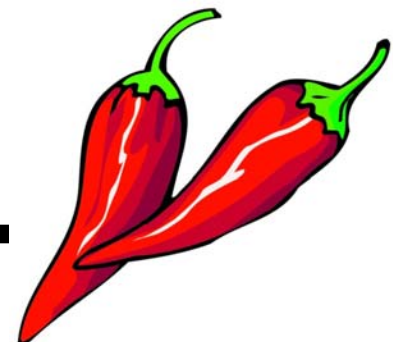


FundRaiser – What is it?

- Located on the Modules menu
- FundRaiser with a big “R” is the name of the module in Tracks.
- Fundraiser with a little “r” like a “potting soil sale” is what it tracks.



CONNECTIONS 2007

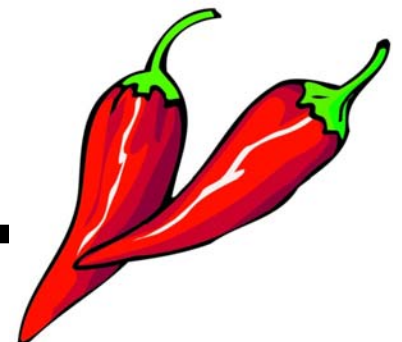


FundRaiser – What does it do?

- Tracks fundraiser sales transactions in detail.
- Tracks both expenses and revenue for a fundraiser.
- Creates a Revenue Potential Report showing profit or loss.
- Allows you to report on multiple clubs for a particular fundraising item.
 - Allows you to sell multiple items for the same fundraiser.
- Creates and prints custom reports.



CONNECTIONS 2007



Item Maintenance

T Item Maintenance - Play School High School (3)

Item No. Type

Description Last Activity

1. Main | 2. Levels | 3. Additional

<input checked="" type="checkbox"/> Cust Reqd	<input type="checkbox"/> Cash Only	<input type="checkbox"/> Prompt for Price	<input type="checkbox"/> Prompt GL ?
<input type="checkbox"/> Sundry		Price <input type="text" value="15.00"/>	GL Account <input type="text"/>
<input type="checkbox"/> Taxable		Cost <input type="text" value="0.00"/>	<input type="text"/>
Grade Limits <input type="text"/>		Last Cost <input type="text" value="0.00"/>	<input type="text"/>
Department <input type="text"/>		<input checked="" type="checkbox"/> Prompt for Quantity	<input checked="" type="checkbox"/> Prompt FundRaiser
Grouping <input type="text"/>		Quantity Limit <input type="text" value="0"/>	FundRaiser Code <input type="text"/>
<input type="checkbox"/> Save History		Reorder Level <input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/> Checks OK with No Cust		Normal Stock <input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/> Print extra receipt with no price		Qty On Hand <input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/> Include in Physical Count		<input type="checkbox"/> Prompt for Category	<input type="text"/>
<input type="checkbox"/> Special Functionality		Category <input type="text"/>	<input type="text"/>

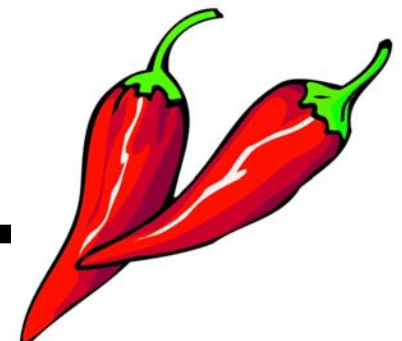
Navigation: [Back] [Left] [Right] [Forward]

Buttons: [Accept] [Cancel] [Delete] [Print] [Help]

ZPLAY 02/28/07

Choose "F" Type

Choose either "Prompt" or select a FundRaiser Code.



FundRaiser Maintenance

Create a separate “FundRaiser” to track each Fundraising effort.

Fundraiser No: SPANFERT

Description: Spanish Club Fertilizer

Database Management | Gross Profit

Item being sold: FERTILIZER | Fertilizer

Advisor: DAVID RAMIREZ

GL Account: 2305-30-00 | Spanish Club

Dates - from: 03/01/07 to: 04/01/07 Status: Open

Items purchased	Quantity	Amount
Purchased at cost	100	5.00
Less returns at cost	0	0.00
Available for sale	100	5.00

Type: Inventory Service

Accept Cancel Delete ?

ZPLAY 02/27/07



Gross Profit Tab

Enter any additional expenses, like shipping charges.

T FundRaiser Maintenance - Play School High School (3)

Fundraiser No: SPANFERT
Description: Spanish Club Fertilizer

Database Management | Gross Profit

Other expenses:		Description	Amount
			0.00
			0.00

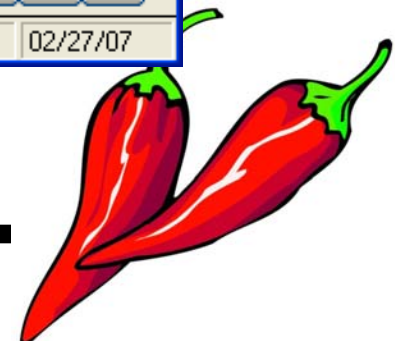
Potential income: 100 × 10 = 1,000.00
Sales to date: 10 = 100.00
Amount over/short: = 0.00
Inventory on hand: 90 = 900.00

PROFIT CALCULATION

Total Sales	100.00
Plus: inv on hand	900.00
Less: inv at cost	5.00
Less: expense	0.00
Adjust: over/short	0.00
Estimated net profit/loss	995.00

Buttons: Accept, Cancel, Delete, Print, Help

Expense one description | ZPLAY | 02/27/07



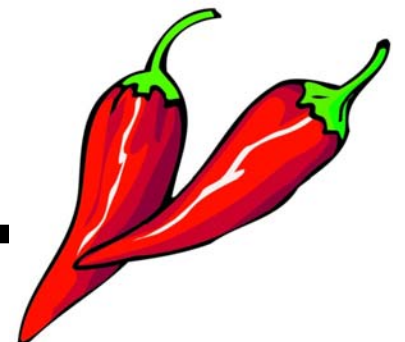
Selling Fundraisers on the Work Screen

Who to sell to – your choice:

- Customer – when you want to track the results by individual student.
- Club – when you only want to track the results by a group.



CONNECTIONS 2007



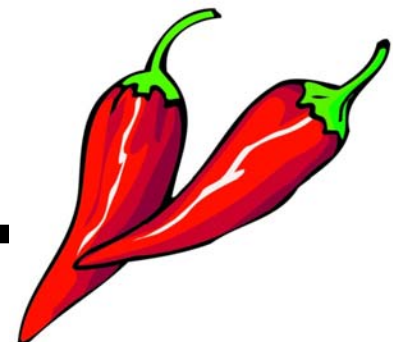
Selling Fundraisers on the Work Screen

How to sell – your choice:

- On Account – when you issue the FERTILIZER first and then they bring you money later.
- For Cash or Check – when you only record the activity once the money is received.

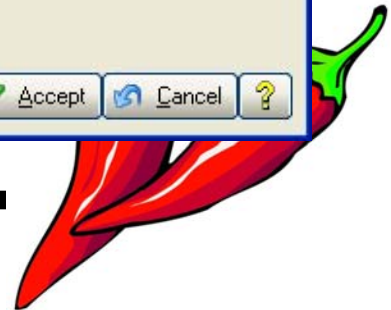


CONNECTIONS 2007



Selling Fundraisers on the Work Screen

The screenshot shows a software window titled "Work Screen - Play School High School". At the top, there are several function buttons: F2 MENU, F3 ITEMS, F4 CLEAR, F5 DEL, F6 EDIT, F7 TAX, F8 CUST, F11 OPT, and F12 FAST CASH. Below these are input fields for student information: Name (Seele, Megan), ID (901237), Address (250 Rose Lane), City, State Zip (San Diego, CA, 92127), Phone ((619) 976-0475), and Class (11). A "CONS" label is visible near the status field. To the right is a portrait of a blonde woman. Further right is a vertical list of fundraiser items: 1 - Yearbook, 2 - SB Card, 3 - SB Package, 4 - Donation - Sports, 5 - Prom Double, 6 - Fine Arts Donation, 7 - Bear T-Shirt, and 8 - Art Fee 3. Below the student info is a table with columns: Command Line, Description, Quantity, Price, and an OK button. The table contains one row: DISCARD, Discount Cards - Fundraise, 10, 15.00. Below this is another table with columns: Item Number, Description, Dept, Quantity, Price, and Ext Price. It also contains one row: DISCARD, Discount Cards - Fundraise, 10, 15.00, 150.00. At the bottom of the main window are buttons: F9 PRINT, CH HIST, LC LAST, NOTE, and R RET. A "Total" dialog box is open in the foreground, showing "Amount" 150.00, "How Paid" dropdown set to "6=Charge to account", and "Receipt Total" 150.00. The dialog has buttons for Payment, Accept, Cancel, and a help icon.



Payments on Account

Work Screen - Play School High School

F2 MENU **F3 ITEMS** **F4 CLEAR** **F5 DEL** **F6 EDIT** **F7 TAX** **F8 CUST** **F11 OPT** **F12 FAST CASH**

Name: Seeley, Megan ID: 901237
 Address: 250 Rose Lane Other ID:
 City, State Zip: San Diego CA 92127 Balance: **150.00**
 Phone: (619) 976-0475 Class: 11 Status: Active
 Notes: **SBC CONS**

Command Line Description Quantity Price
 F 0 0.00

Item Number Description Dept Quantity Price Ext Price

F9 PRINT **CH HIST** **LC LAST**

Item No., Customer Number or Command

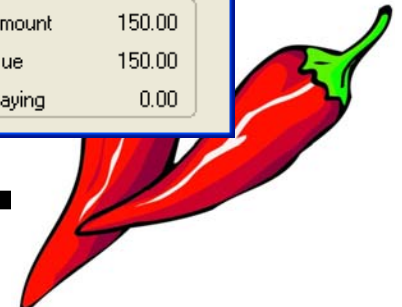
Payments Information

901237 - Seeley, Megan Amount Paid/Applied: **75.00**

Receipt	Date	Item No./Description	Amount	Due	Amount Paying	Agency
0000233	10/13/06	DISCARD/Discount Cards - Fundraiser	150.00	150.00	0.00	

Total Amount: 150.00
 Total Due: 150.00
 Total Paying: 0.00

Lookup Quit Clear Pre-Pay F9 Done ?

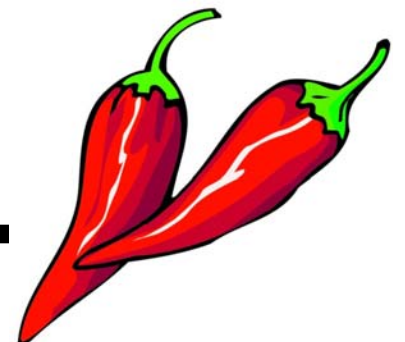


Completing a Fundraiser

- Print reports to see who still owes money.
- Balance Due Report – Shows all receivable amounts due for Customer or Items – is not FundRaiser specific.
- FundRaiser Breakdown Report – Shows receivables for this FundRaiser.
- Process “returns” for any unsold items that are returned to you – if you allow returns.



CONNECTIONS 2007

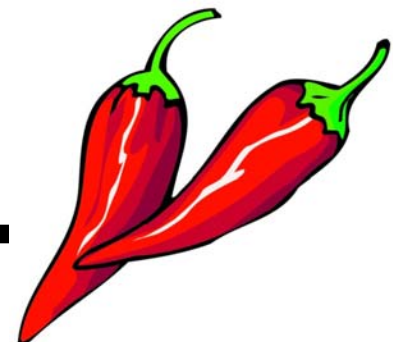


Updating FundRaiser Mntce

- Go to Modules\FundRaiser\Maintenance.
- Record any additional expenses.
- Record any Over/Short inventory counts.

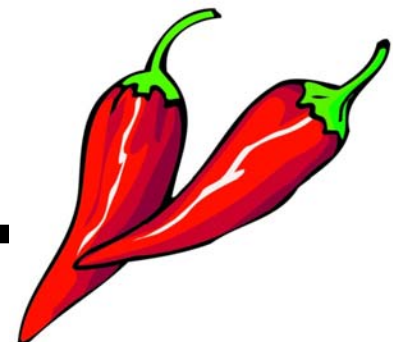


CONNECTIONS 2007



Print FundRaiser Reports

1. FundRaiser Breakdown Report – Two page report:
 - Revenue by GL Account.
 - Revenue by Student with balances due.
2. Revenue Potential Report:
 - Estimated Revenue Potential – Net Profit.
 - Compare Sales Potential – Difference.
 - Net Profit Summary – Actual less projected = difference.
3. Custom Reports:
 - Create and print custom reports.
 - Insert fields from a list.
 - Customize the field width.

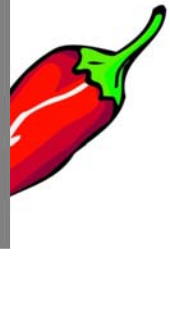


Revenue Potential Report



CONNECTIONS 2007

Play School High School		
REVENUE POTENTIAL REPORT		
Code: DISCARD - Discount Cards - Class 2010		
Organization: Class of 2010		
Date Range: 10/09/06 to 01/31/07		
Estimated Revenue Potential:		Amount
Projected Sales:		\$22,500.00
Projected Cost:		5.00
Projected Gross Income:		22,495.00
Est Expenses: Shipping and Handling		(50.00)
		0.00
Potential Net Profit:		<u>\$22,445.00</u>
Compare Sales to Potential:		
	Units	Total
Actual Sales:	70	\$1,050.00
Less Projected Sales:		22,500.00
Difference:		<u>(\$21,450.00)</u>
Explain Difference: _____		
Net Profit Summary:		
	Units	Total
Actual Sales:	70	\$1,050.00
Actual Cost less Returns:		(5.00)
Other Expenses: Shipping and Handling		(50.00)
		0.00
Net Profit:		<u>\$995.00</u>
Approved By :		
Signature	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
For Bookkeeper to Record :		
TOTAL NET COST:	(\$5.00)	Check No. _____



FundRaiser Breakdown Report

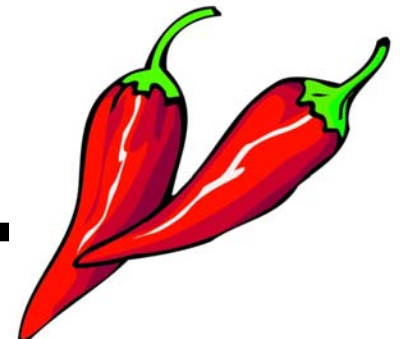
- By GL Account or by Customer.

Play School High School					
FUNDRAISER BREAKDOWN REPORT - BY GL ACCOUNT					
FundRaiser: DISCARD					
Date Range: All					
Fundraiser Code	Fundraiser Description	Fundraiser Advisor		Amt Rec	Due
GL Account	Description	Qty Sold	Amt Sold		
DISCARD	Discount Cards - Class 2010	Advisor - MICHELLE SMITH			
2310-00-00	Class of 2010	70	1,050.00	0.00	1,050.00
Total for Discount Cards - Class 2010		70	1,050.00	0.00	1,050.00
REPORT TOTAL		70	1,050.00	0.00	1,050.00

Play School High School					
FUNDRAISER BREAKDOWN REPORT - BY STUDENT					
FundRaiser: DISCARD					
Date Range: All					
Fundraiser Code	Fundraiser Description	Fundraiser Advisor		Amt Rec	Due
Customer #	Name	Qty Sold	Amt Sold		
DISCARD	Discount Cards - Class 2010	Advisor - MICHELLE SMITH			
Item: DISCARD	Discount Cards - Fundraiser				
901238	Boyd, Julian	5	75.00	75.00	0.00
901240	Davis, Heidi	5	75.00	50.00	25.00
901256	Farview, Melvin	10	150.00	100.00	50.00
901254	Jones, Rocky	25	375.00	200.00	175.00
901237	Seeley, Megan	10	150.00	75.00	75.00
901247	Smith, Kathy	5	75.00	0.00	75.00
901257	Way, Reginald	10	150.00	0.00	150.00
Total for Item: Discount Cards - Fundraiser		70	1,050.00	500.00	550.00
Total for Discount Cards - Class 2010		70	1,050.00	500.00	550.00
REPORT TOTAL		70	1,050.00	500.00	550.00



CONNECTIONS 2007



Balance Due Report

This report will show you Balance Due Detail by Item.

Balance Due Report - Play School High School

Enter Grades/Classes for selection
or leave blank for All grades.
Exclude Phone Numbers
Show Customer Notes

Use User Defined Fields

Report Type
Minimum Amount

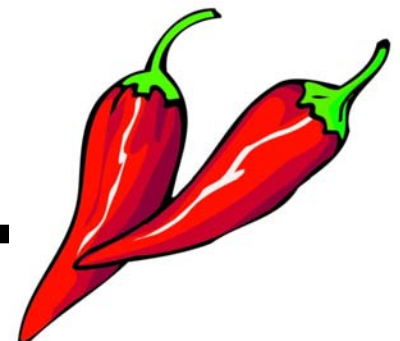
Select By Status

Selection All Starting Ending

Customer Number
Item Number

Remember Settings

Enter Beginning Item Number 10/13/06

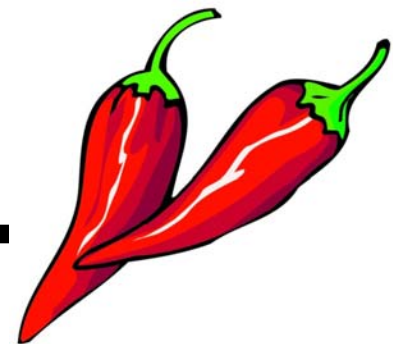


Closing a FundRaiser

In FundRaiser Maintenance, change the “Status” to Closed.



CONNECTIONS 2007



Using Import Manager

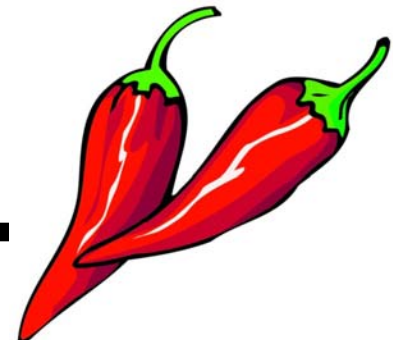
Additional Module which allows you to import:

- Fees/fines from other software.
- Sales of items & payments collected by teachers.
- Fundraiser activity (Discount Cards issued/money collected) done by any teacher/advisor.

File Type:

- Excel
- Comma-delimited
- Tab-delimited

	A	B	C	D	E	F	G	H	I	J
1	CUSTNO	LAST	FIRST	ITEMNO	AMOUNT	QTY	PAID	CHECKNO	NAMEONCHK	PRICE
2	901253	Banu	Bella	DISCARD	30	2	15			15
3	901236	Butler	Carla	DISCARD	90	6	30	12365	Tina Smith	15
4	901244	Edwards	Jaime	DISCARD	60	4				15
5	901256	Farview	Melvin	DISCARD	45	3	45	986	Nicholas King	15
6	901242	Myers	Mark	DISCARD	30	2				15
7	901251	Sanders	Bill	DISCARD	90	6	45			15
8	901248	Sommers	Mike	DISCARD	45	3				15
9										
10					390	26	135			
11										
12										

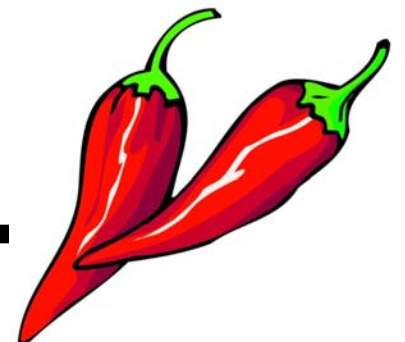


FundRaiser History Purge

- Removes old fundraiser history from your files.
- Select the FundRaiser ending date.
- Tracks will remove records up to and including that date.
- The date must be no earlier than 6/30 of the current fiscal year.

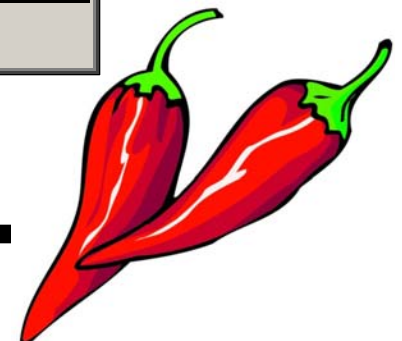
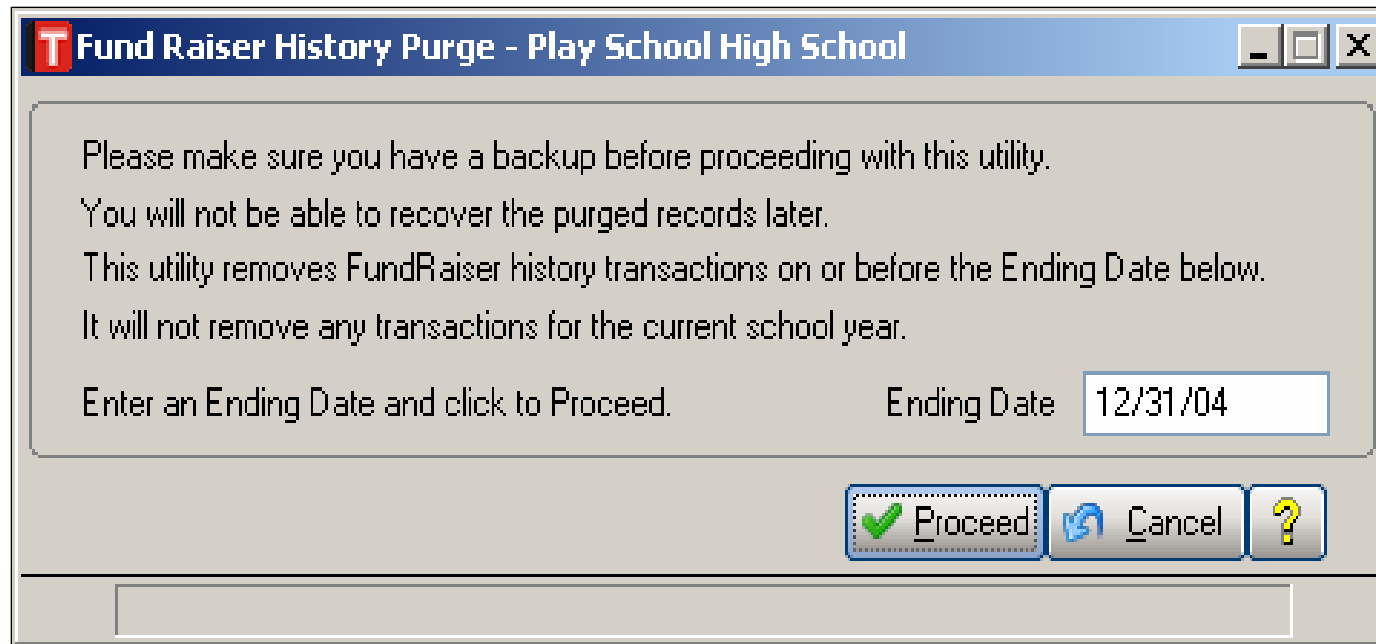


CONNECTIONS 2007



FundRaiser History Purge

- Management/Customize/Special Functions.



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

