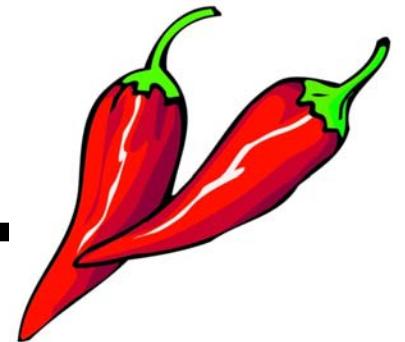


Tracks – T5

Tracks Advanced Reporting



CONNECTIONS 2007



Agenda

- Using Grouping Codes
- Using Department Codes
- Using Bonus Fields
- Master Audit Report
- Hours Reporting
- Customer Statements
- Vehicle Reports
- Equipment Reports
- FundRaiser Reports
- Donation Reports



CONNECTIONS 2007

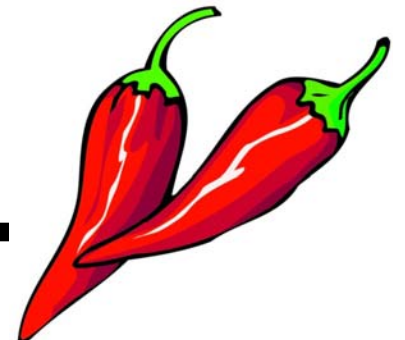


Grouping Codes

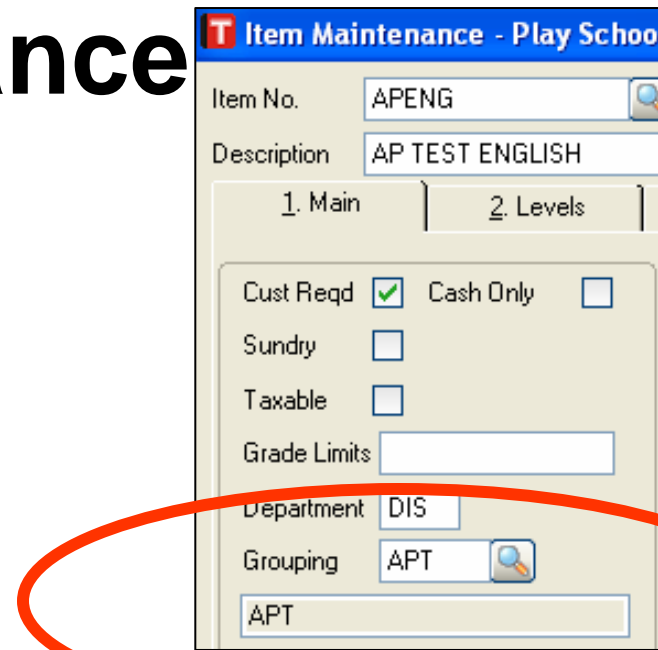
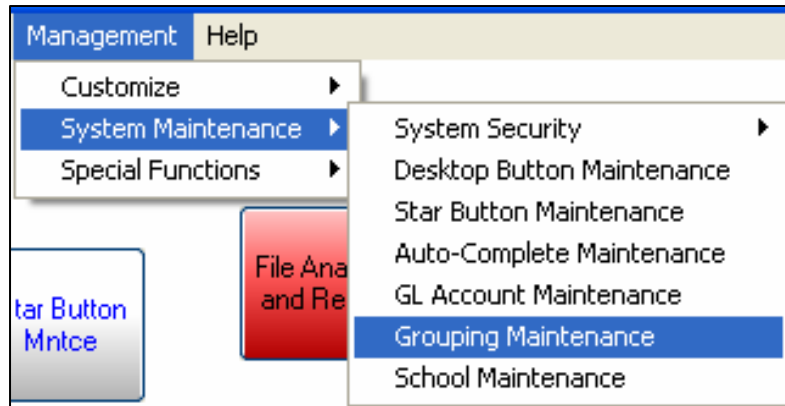
- Grouping Codes are assigned to items you sell.
- Group specific items together on one report.
- Grouping Codes can be up to 3 characters – like DIS, CAN, SS.
- Other Examples:
 - APT = Advanced Placement Tests.
 - PRM = Prom Dance Tickets.
 - FUN = Fundraisers.



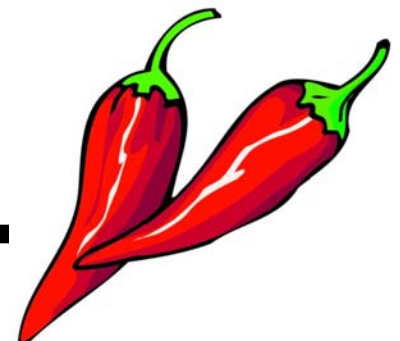
CONNECTIONS 2007



Grouping Maintenance



- Set up Grouping Codes.
- Assign Grouping Codes to Items.



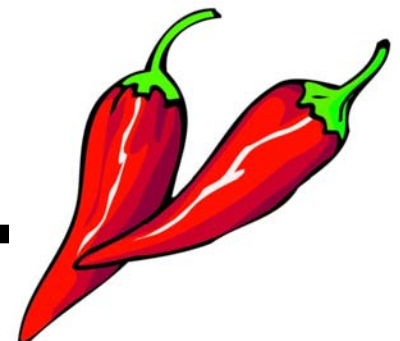
Sales By Grouping Report

- Item Grouping Listing – See Group assigned to Items.
- Grouping Report – See all students taking AP Tests.

Play School High School								
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
Grouping: APT								
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



CONNECTIONS 2007

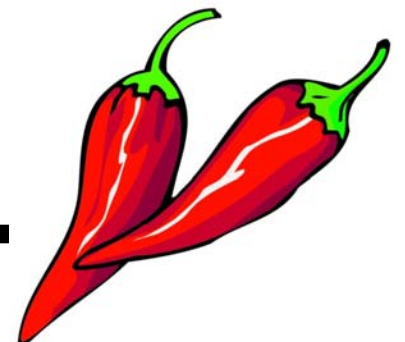


Department Codes

- Used to group specific items together.
- Department Codes are 3 characters or combination of letters and numbers.
- Examples:
 - DIS = District.
 - DAN = Dances.



CONNECTIONS 2007

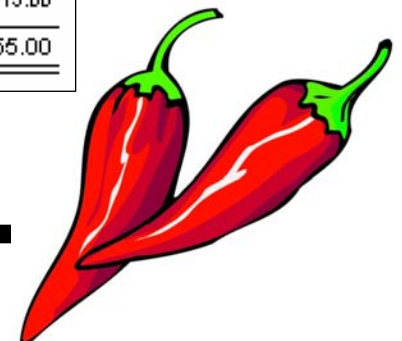


Reports by Dept Code

- Sales by Receipt Report – Summary by Department

Summary by Department (does not include sales tax)

<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	<u>30.00</u>
DAN			
	PROMD	PROM DOUBLE	320.00
		Department DAN Subtotal	<u>320.00</u>
DIS			
	LOST	Lost Textbook	55.00
	APENG	AP TEST ENGLISH	75.00
	LFINE	Library Fine	3.81
		Department DIS Subtotal	<u>133.81</u>
SB			
	YRBK	YEARBOOK	655.00
	SBCARD	SB CARD	285.00
	DONSPT	Donation - Sports	200.00
	PARK	PARKING PERMIT	15.00
		Department SB Subtotal	<u>1,155.00</u>



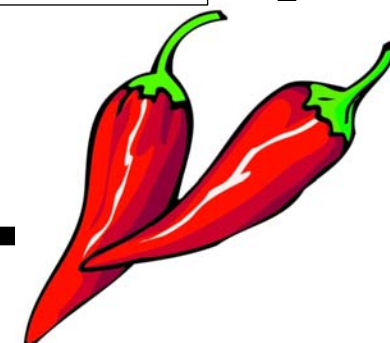
Reports by Dept Code

- Sales Summary by Item. This example selects only for Items in the “DIS” Department.

Play School High School				
SALES SUMMARY BY ITEM				
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
Quantity Total		19	Grand Total	1,425.00



CONNECTIONS 2007

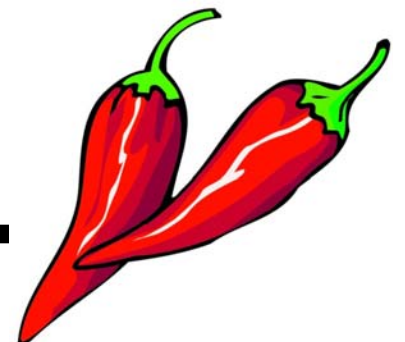


Bonus Fields

- In Item Maintenance – Additional tab.
- You can determine a separate Bonus Label for each Item – “Guest.”
- Bonus field can be Customer number if you want to do a Customer Lookup at time of sale.



CONNECTIONS 2007



Bonus Fields

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

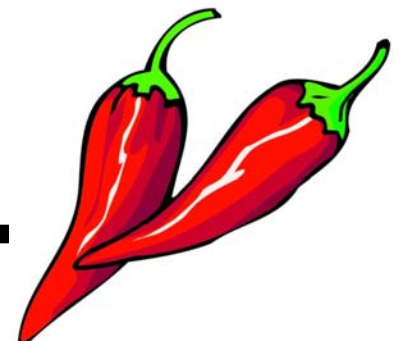
Bonus Field Options

Use Bonus Field

Bonus Field is Customer ID

Bonus Label Guest

- When the item is sold on the Work Screen, the Bonus field pops up. In the example above, you would enter the Guest's Name.



Modify Bonus/GL/Category

You can Modify Bonus Field data – Management/Special Functions.
Find the record and type over the existing Guest's name.

T Modify Bonus/GL/Category - Play School High School

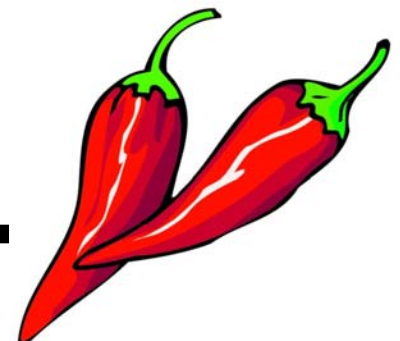
Filter By Closeout Dates From: To:

Filter By Closeout Number

Rec No.	<input type="text" value="0000289"/>	Seq No.	<input type="text" value="0001"/>	Bonus Field	<input type="text" value="Sally Johnson"/>
Item No.	<input type="text" value="PROMD"/>	Description	<input type="text" value="Prom Double"/>	GL Account	<input type="text" value="3105-00-00"/>
Customer	<input type="text" value="901258"/>	Name	<input type="text" value="Danson, Christopher"/>		<input type="text" value="Class of 2007"/>
Quantity	<input type="text" value="1"/>	Amount	<input type="text" value="\$80.00"/>	Category	<input type="text"/> <input type="button" value=""/>



CONNECTIONS 2007

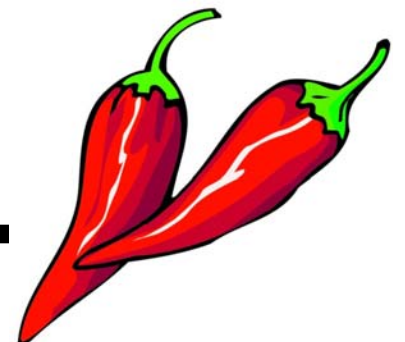


Reports that display Bonus Field

- Sales by Item/Customer.
- Sales by Grouping Report.
- Customer History Report.
- Equipment Report.
- PLUS Bonus Field data prints on receipts and shows on Customer History screen.



CONNECTIONS 2007



Sales by Item/Cust with Bonus

Play School High School

SALES BY ITEM/CUSTOMER REPORT - WITH BONUS FIELD

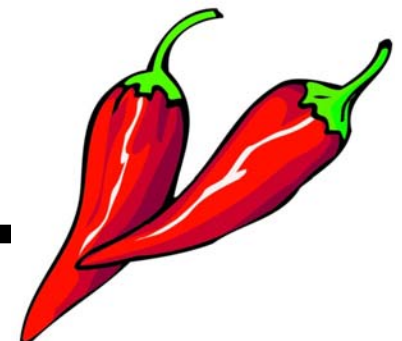
Date Range: 07/01/05 to 03/22/06

Item Range: PROMD to PROMD

Customer Name	Sold By	Cust No	Receipt No.	Date	Bonus Field	Qty	Price	Total
Item No: PROMD PROM DOUBLE								
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
Total for Item No: PROMD						4		320.00
Grand Total						4		320.00



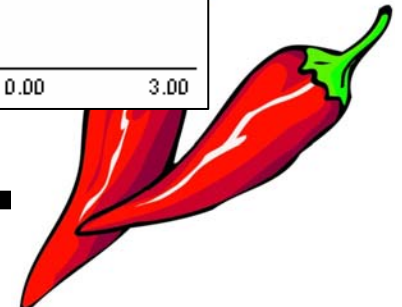
CONNECTIONS 2007



Master Audit Report

- Management\Special Functions.
- Shows transaction detail including Closeout Number and Date, User Code, Customer, Item, and amount of receipt.
- Sort by: Date Updated, User Code, Item Number.

Play School High School								
MASTER AUDIT REPORT - BY DATE UPDATED								
Date Range: 01/26/07								
User Range: ALL								
Item Range: ALL								
Closeout Range: ALL								
Rec No.	User Code	Cust No.	Cust Name	Item Number & Description	Amount	Tax	Total	
Update Date: 01/26/07				Closeout No: 00138				
260	KC	901255	Bose, Sandra	TS HIRT - T-S HIRT MED WHITE	10.00			
					Receipt 260 Total	10.00	0.00	10.00
261	KC	901255	Bose, Sandra	ART3 - Art Fee 3	3.00			
					Receipt 261 Total	3.00	0.00	3.00



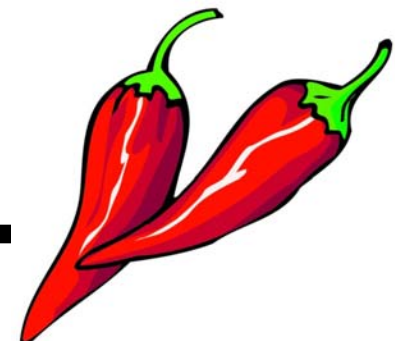
Master Audit Report

This sample report is sorted by Item Number.

Play School High School							
MASTER AUDIT REPORT - BY ITEM NUMBER							
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
Item Number:		APBIO					
168	03/16/06	00129	CM	901253	Banu, Bella	AP TEST B I O L O G Y	75.00
169	03/16/06	00129	CM	901249	Cruise, Tim	AP TEST B I O L O G Y	75.00
170	03/16/06	00129	CM	901244	Edwards, Jaime	AP TEST B I O L O G Y	75.00
171	03/16/06	00129	CM	901243	Madison, Marjie	AP TEST B I O L O G Y	75.00
173	03/16/06	00130	CM	901258	Danson, Christopher	AP TEST B I O L O G Y	75.00
175	03/16/06	00130	CM	901236	Butler, Carla	AP TEST B I O L O G Y	75.00
							450.00
Item Number:		APENG					
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
Item Number:		APMATH					
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



CONNECTIONS 2007

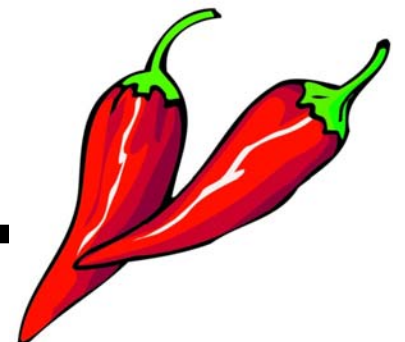


Hours Reporting

- Uses the “Hours Tracking” Item Types.
- Designed to report number of hours spent doing something or hours due.
- Use standard Customer Form Letter Maintenance to design letters. Print Hours Form Letters from Reports/Volunteer Hours Tracking menu.
- 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.



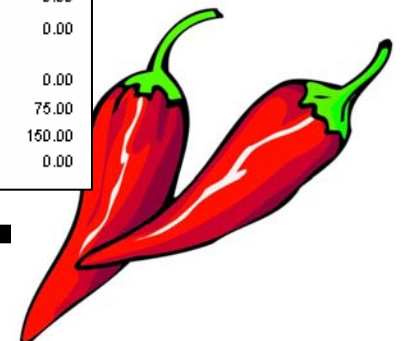
CONNECTIONS 2007



Customer Statements

- Reports/Customer Reports.
- 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.

Play School High School 13240 Evening Creek Drive South San Diego, CA 92128 800-954-2583				Customer Statement Date: 3/22/2006			
Edwards, Jaime 1819 Walton Lane San Diego, CA 92121				Customer Number: 901244			
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
		SPORTSCLR	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					
		KNEEPD	Knee Pads		0.00		0.00
0000170	03/16/06	APBIO	AP TEST BIOLOGY		75.00		75.00
		APMATH	AP TEST MATH		75.00		150.00
				Cash	0.00	150.00	0.00



Vehicle Reports

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

Play So

VEHICLE LIST

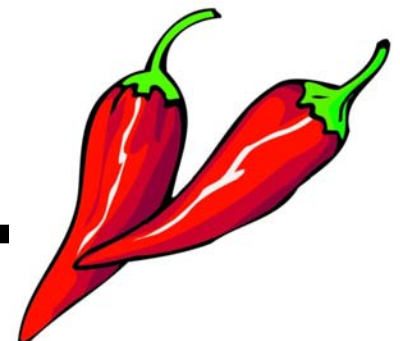
Customer Range: All

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



CONNECTIONS 2007



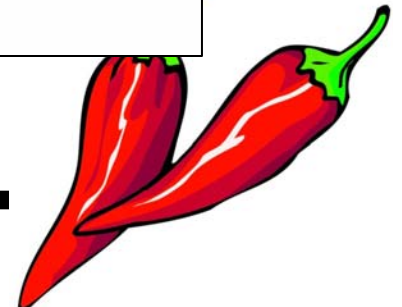
Equipment Tracking Reports

- Modules/Equipment Tracking.
- Helps reduce bad debts from Sports Equipment losses.

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				
Date	Time	Receipt No	Date	Time	Receipt No	Item Number	Description
Customer No: 901244 - Edwards, Jaime							
10/05/05	10:13	0000158				KNEEPD	Knee Pads
10/05/05	10:13	0000158				HELMET	Football Helmet
Customer No: 901251 - Sanders, Bill							
10/05/05	10:14	0000160				KNEEPD	Knee Pads
10/05/05	10:14	0000160				HELMET	Football Helmet
Customer No: 901254 - Jones, Rocky							
10/05/05	10:13	0000159				KNEEPD	Knee Pads
10/05/05	10:13	0000159	10/11/05	10:15	0000161	HELMET	Football Helmet



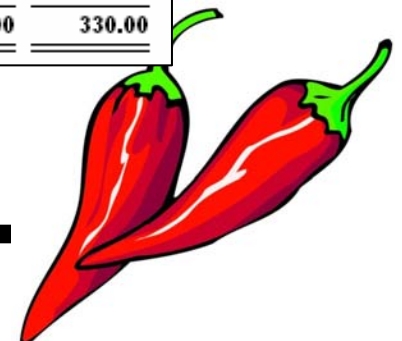
CONNECTIONS 2007



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 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
REPORT TOTAL			210	420.00	90.00	330.00

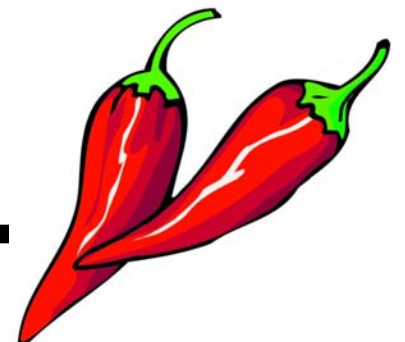


Donation Reports

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



CONNECTIONS 2007



Donation Reports

Play School High School

DONATIONS REPORT - BY GL ACCOUNT - DETAIL

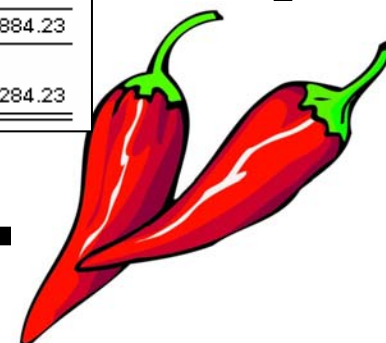
GL Account Range: ALL

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



CONNECTIONS 2007



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

