



General Interest – G2

Activity Directors – Mini Round Table



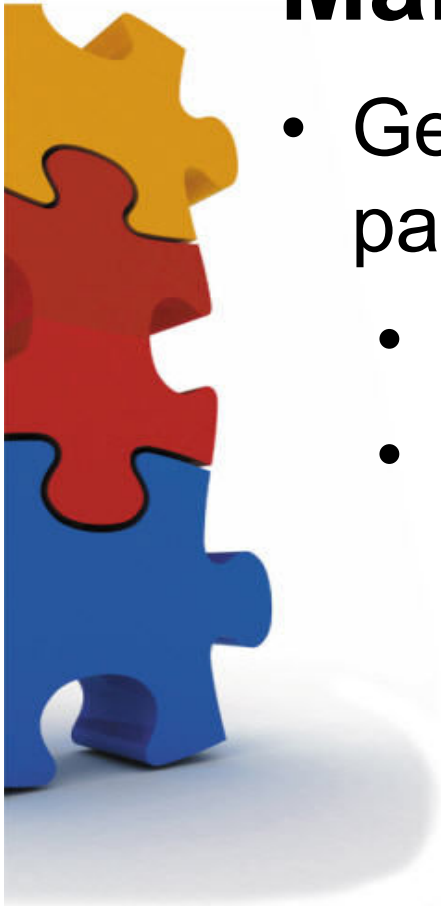
Agenda

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

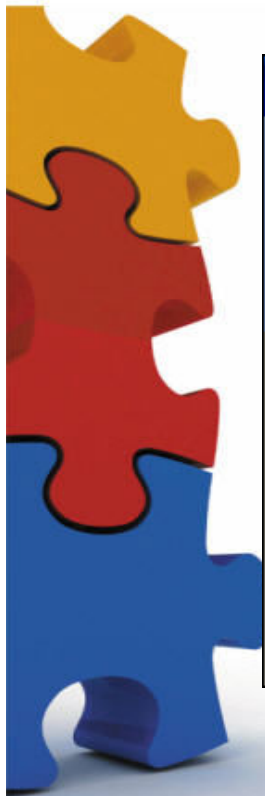


Managing Student Fees

- Getting debts into Tracks – library fines, participation fees, fundraiser money.
 - Enter manually.
 - Enter list using Import Manager.



Using Import Manager



Microsoft Excel - LFINE - on account.xls

File Edit View Insert Format Tools Data Window Help

A9 fx

	A	B	C	D	E
1	CUSTNO	LAST	FIRST	AMOUNT	DESC
2	901253	Banu	Bella	1.45	Treasure Island
3	901236	Butler	Carla	2.45	Man of La Mancha
4	901244	Edwards	Jaime	3.56	Great Expectations
5	901256	Farview	Melvin	6.23	Great Expectations
6	901242	Myers	Mark	1.45	Great Expectations
7	901251	Sanders	Bill		
8	901248	Sommers	Mike		

Import Job Entry - Play School High School

1. Job Setup

Job No: NEW00008

Job Code: LFINES

Type: On Account

Path Name: C:\Documents and Settings\Karen\Desktop\Lfines.xls

Total Amount: 595.00

Item No: Use this value

GL Account: Load from Import File

Fundraiser No: Load from Import File

Import Library Fines

File Type: Excel

Total Payment Received: 0.00

LFINE

2005-00-00

Library Fine

District Clearing

2. Validate data and create job [Validate]

3. Edit data (only if necessary) [Edit Data]

[K] [L] [R] [N] [Reversal] [Accept] [Cancel] [Delete] [Help]

ZPLAY 02/12/08



Balance Due Reports

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

Play School High School									
SALES BY ITEM/CUSTOMER REPORT									
Date Range: 07/01/07 to 02/12/08									
Item Range: LFINE to LFINE									
Customer Name	CustNo	Receipt No.	Date	PT	Quantity	Price	Total	Amt Pd	Amt Due
Item Number: LFINE Library Fine									
Banu, Bella	901253	0000101	08/09/07	AC	1	10.00	10.00	0.00	10.00
Cruise, Tim	901249	0000102	08/09/07	AC	1	47.00	47.00	0.00	47.00
Edwards, Jaime	901244	0000103	08/09/07	AC	1	5.00	5.00	0.00	5.00
Gonzalez, Richard	901259	0000104	08/09/07	AC	1	16.50	16.50	0.00	16.50
Hamlin, Harold	901239	0000105	08/09/07	AC	1	15.00	15.00	0.00	15.00
Hernandez, Ronaldo	901283	0000106	08/09/07	AC	1	8.00	8.00	0.00	8.00
Meyers, Elise	901285	0000107	08/09/07	AC	1	10.00	10.00	0.00	10.00
Soto, Maya	901280	0000108	08/09/07	AC	1	65.00	65.00	0.00	65.00
Turner, Felicia	901282	0000109	08/09/07	AC	1	5.00	5.00	0.00	5.00
Turner, Felicia	901282	0000109	08/09/07	AC	1	15.00	15.00	0.00	15.00
Total for Item Number: LFINE					10		196.50	0.00	196.50
Grand Total					10		196.50	0.00	196.50



Balance Due Reports

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

Play School High School										
SALES BY ITEM/CUSTOMER REPORT										
Date Range: 07/01/07 to 02/12/08										
Item Range: LOST to LOST										
Customer Name	CustNo	Description from History	Receipt No.	Date	PT	Qty	Price	Total	Amt Pd	Amt Due
Item No: LOST Lost Textbook										
Bose, Sandra	901255	65440003/Advanced Algebra	0000187	09/29/07	AC	1	32.45	32.45	0.00	32.45
Cho, Stephanie	P1488	65440011/Advanced Algebra	0000190	09/29/07	AC	1	32.45	32.45	0.00	32.45
Davis, Heidi	901240	23560001/French Lessons	0000188	09/29/07	AC	1	19.95	19.95	0.00	19.95
Smith, Sally	P14808	65440009/Advanced Algebra	0000191	09/29/07	AC	1	32.45	32.45	0.00	32.45
Total for Item No: LOST						4		117.30	0.00	117.30
Grand Total						4		117.30	0.00	117.30



Balance Due Report

- Reports / Customer Reports

Play School High School							
BALANCE DUE REPORT - DETAIL BY ITEM							
Customer Range: All							
Item Range: LOST to LOST							
Date	Receipt No.	Cust Number	Name	Amount	Last Pmt Date	Amount Paid	Balance Due
Item No: LOST - Lost Textbook							
09/29/07	0000187	901255	Bose, Sandra	32.45		0.00	32.45
09/29/07	0000190	P1488	Cho, Stephanie	32.45		0.00	32.45
09/29/07	0000188	901240	Davis, Heidi	19.95		0.00	19.95
09/29/07	0000191	P14808	Smith, Sally	32.45		0.00	32.45
Total Due							117.30
Grand Total							117.30



Vehicle Tracking

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



Vehicle Tracking

- Choose “Vehicle” type.
- Have one item or multiple items.
 - PARK for students.
 - PARKSTF for staff.

Item Maintenance - Play School High School

Item No. PARK Type Vehicle

Description Parking Permit Last Activity

1. Main | 2. Levels | 3. Additional | 4. Web Store

Cust Reqd Cash Only

Sundry

Taxable

Grade Limits 11 12

Department SB

Grouping

Save History

Checks OK with No Cust

Print extra receipt with no price

Include in Physical Count

Special Functionality

Prompt for Price

Price 5.00

Cost 0.00

Last Cost 0.00

Prompt for Quantity

Quantity Limit 0

Reorder Level 0

Normal Stock 0

Qty On Hand 0

Prompt for Category

Category

Prompt GL ?

GL Account 2314-00-00

Parking Permits

Accept Cancel Delete ?

Item Type ZPLAY 02/12/08



Vehicle Reporting

- Reports / Customer Reports / Vehicle Report
- Sort by Customer Number, Customer Name, Permit Number, or License Number

Play S												
VEHICLE LIST												
Customer Range: All						Date Range: All						
Cust No.	Name	Permit No.	License	Year	Make	Model	Color	Dr. License	Insurance	Date	Rec No.	Note
901241	Wright, Jessica	2701	52NH854	2008	Ford	Escape	Blue	D5847521	BAKER	10/11/07	0000216	
901249	Cruise, Tim	2702	55DA584	2004	Honda	Accord	White	DMV7845	ALL COUNTRY	10/11/07	0000217	
901238	Boyd, Julian	3000	5WVB942	2008	HONDA	CRV	BLUE	D4567324	FLINTERS	10/10/07	8000003	



Donation Reporting

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



Donation Reporting

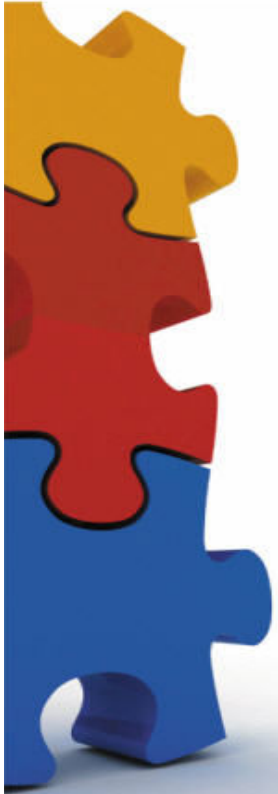
- Reports / Donation Reports / Donation by GL Report

Play School High School					
DONATIONS REPORT - BY GL ACCOUNT - DETAIL					
GL Account Range: ALL					
Date Range: 7/1/2007 through 2/12/2008					
Donor #	Donor Name	Item	Receipt #	Date	Amount
GL Account: 2245-00-00 Musical Theater					
1037	Banu, Bill	DONFA	8000004	10/10/07	15.00
					15.00
GL Account: 2250-00-00 Athletic Club					
1038	Hodges, Sam	DONSPT	0000140	08/17/07	100.00
1037	Banu, Bill	DONSPT	8000005	10/10/07	50.00
					150.00
REPORT TOTAL					165.00



What about Club Advisors?

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



Category Detail Report

Category Detail Report - Play School High School

Sort By: GL Account

Selection: All Starting Ending

Date Range: 07/01/07 02/12/08

Category Range: DONATION DONATION

Account Number: / / - - - / /

Page Break on Category:

Play School High School

DETAIL TRANSACTIONS BY CATEGORY REPORT

Date Range: 7/1/2007 through 2/12/2008

Category Range: DONATION

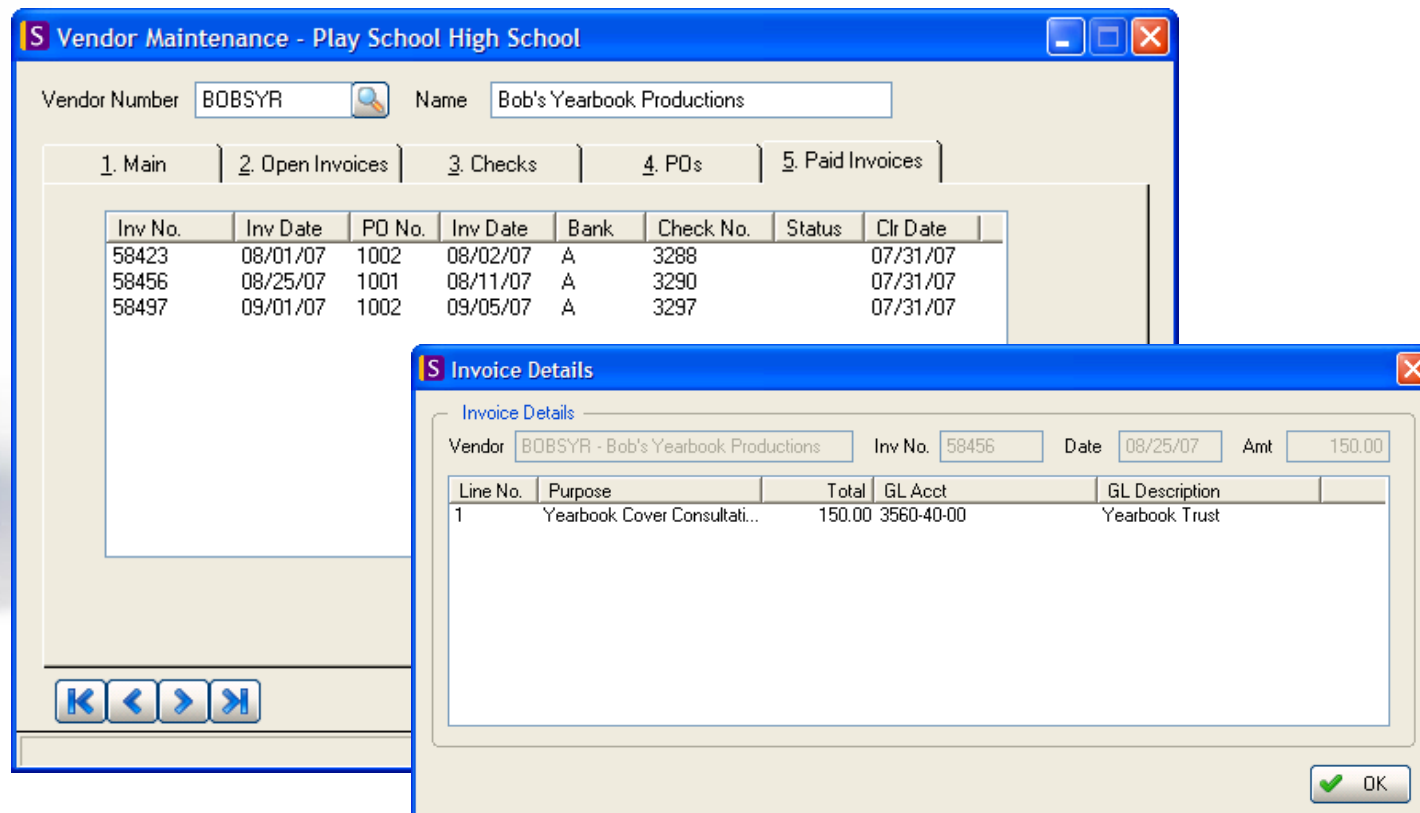
Account Range: ALL

Date	Ref #	Description/Rec #	Purpose	Account # and Description	Income	Expenses	Transfers	Total
DONATION Donations								
2005-00-00 District Clearing								
10/10/07	123	Patterson, Julie - 8000005	Donation - Sports	2005-00-00 District Clearing	50.00			50.00
10/10/07	123	Meyers, Elise - 8000004	Donation - Fine Arts	2005-00-00 District Clearing	15.00			65.00
					<u>65.00</u>	<u>0.00</u>	<u>0.00</u>	
2205-00-00 Latino Club								
07/30/07	111	Rachel Shaw - 520	Donation	2205-00-00 Latino Club	100.00			165.00
					<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	



Vendor Maintenance

- Paid Invoices tab – shows invoices paid & drills down to invoice detail.



The screenshot displays the 'Vendor Maintenance - Play School High School' application. The 'Vendor Number' is BOBSYR and the 'Name' is Bob's Yearbook Productions. The 'Paid Invoices' tab is selected, showing a table of three invoices. An 'Invoice Details' window is open for invoice 58456, showing a total amount of 150.00 for 'Yearbook Cover Consultati...'.

Inv No.	Inv Date	PO No.	Inv Date	Bank	Check No.	Status	Clr Date
58423	08/01/07	1002	08/02/07	A	3288		07/31/07
58456	08/25/07	1001	08/11/07	A	3290		07/31/07
58497	09/01/07	1002	09/05/07	A	3297		07/31/07

Line No.	Purpose	Total	GL Acct	GL Description
1	Yearbook Cover Consultati...	150.00	3560-40-00	Yearbook Trust



Check Lookup

- Reports / Vendor Reports / Check Lookup
- Check Lookup – shows all invoice detail and date check cleared the bank.

Please enter a Check No.

Check No. Bank Code Amt Check Date Void Date

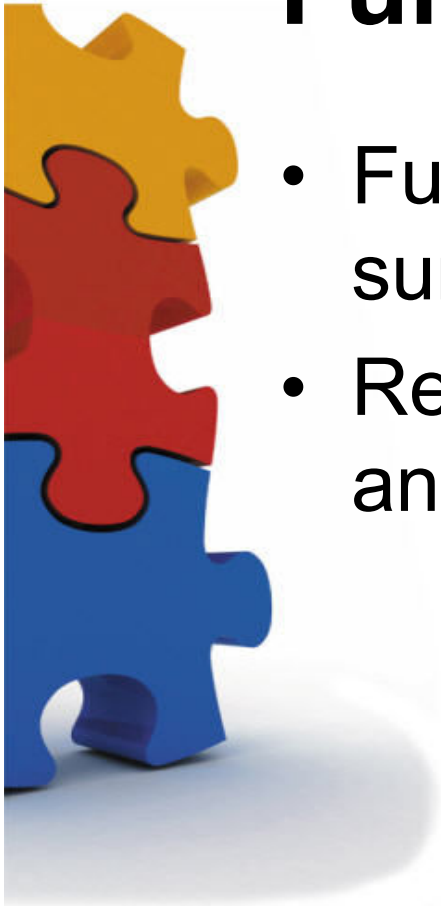
Vendor No. Vendor Name Cleared Date

Inv Date	Inv No.	PO No.	Purpose	Acct No. and Desc.	Amount
06/25/07	15198		Healthy Snacks for Fall	2810-30-00 - Marketing Club	900.00



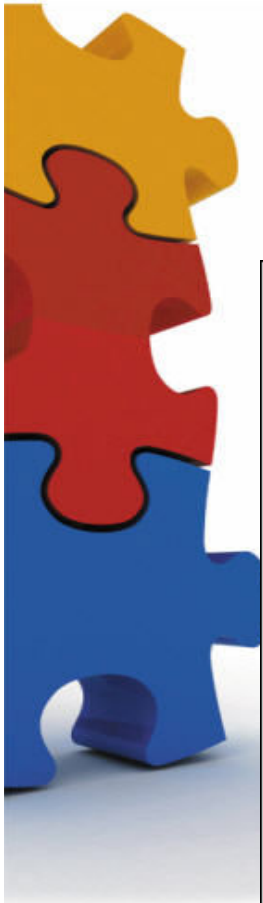
Fundraising Reporting

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



Fundraising Reporting

- Modules / FundRaiser / Reports / Revenue Potential Report



Play School High School		
REVENUE POTENTIAL REPORT		
Code: PRETZEL - Athletic Club Pretzel Packs		
Organization: Athletic Club		
Date Range: 03/01/08 to 03/01/08		
<u>Estimated Revenue Potential:</u>		<u>Amount</u>
Projected Sales:		\$500.00
Projected Cost:		100.00
Projected Gross Income:		400.00
Est Expenses: Signs and Banners		(20.00)
		0.00
Potential Net Profit:		\$380.00
<u>Compare Sales to Potential:</u>		
	<u>Units</u>	<u>Total</u>
Actual Sales:	0	\$395.00
Less Projected Sales:		500.00
Difference:		(\$105.00)



FundRaiser Breakdown Report

- Shows GL Account and Student detail.

Play School High School					
FUNDRAISER BREAKDOWN REPORT - BY STUDENT					
FundRaiser: PRETZEL					
Date Range: All					
Sort By: Name					
Customer #	Name	Qty Sold	Amt Sold	Amt Rec	Due
PRETZEL	Athletic Club Pretzel Packs	Advisor - MR. SMITH			
PRETZEL	Pretzel Pack FundRaising Item				
901255	Bose, Sandra	10	50.00	50.00	0.00
P1488	Cho, Stephanie	15	75.00	75.00	0.00
901249	Cruise, Tim	3	15.00	15.00	0.00
901240	Davis, Heidi	15	75.00	75.00	0.00
901245	Hall, Victor	13	65.00	65.00	0.00
901243	Madison, Marjie	7	35.00	35.00	0.00
901237	Seeley, Megan	10	50.00	50.00	0.00
Total for Item: Pretzel Pack FundRaising Item		73	365.00	365.00	0.00
Total for Athletic Club Pretzel Packs		73	365.00	365.00	0.00
REPORT TOTAL		73	365.00	365.00	0.00



Collect for Lost Sports Equip

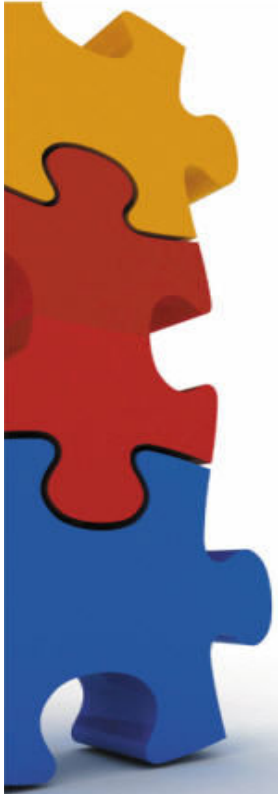
- Modules / Equipment Tracking

Play School High School								
EQUIPMENT REPORT BY ITEM - WITH BONUS FIELD								
Date Range: 07/01/07 to 02/29/08								
All Items								
All Customers								
Checked Out			Checked In			Status		
Date	Time	Receipt No	Date	Time	Receipt No	Cust No	Customer	Bonus
Item No - HELMET - Football Helmet								
02/12/08	15:58	0000230				901258	Danson, Christopher	Tag #: 787
02/12/08	16:01	0000232				901249	Cruise, Tim	Tag #: 541
02/12/08	16:00	0000231				654321	Strimple, Susan	Tag #: 754
02/12/08	16:02	0000233	02/28/08	16:03	0000234	901248	Sommers, Mike	Tag #: 547
Item No - KNEE PD - Knee Pads								
02/12/08	15:58	0000230				901258	Danson, Christopher	
02/12/08	16:01	0000232				901249	Cruise, Tim	
02/12/08	16:00	0000231				654321	Strimple, Susan	
02/12/08	16:02	0000233	02/28/08	16:03	0000234	901248	Sommers, Mike	



More Uses for Tracks

- Keep track of tardies – use Hour Tracking.
- Count ballots – set up an Item for each candidate. Print bar coded ballots you can scan for the count.
- Ticket sales on a roll – enter ticket number when you issue and return the ticket roll. (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

