



Tracks – T6

Tracking Donors and Donations



Agenda

- Overview
- School Settings for Donations
- Donation Items
- Receipting Donations
- Donation Letters
- Donor Maintenance
- Donation Maintenance
- Reports




Why use Donations in Tracks?

- You can track donations by GL Account, Item, and Donor.
- Tax credit for school donations.
- Capture information in organized reports.
- Help plan your budget for the coming year.
- Send thank you letters to donors.
- Donations are also supported on your Web Store.



School Settings

- Management / Customize / School Settings - Work Screen Tab.
- Assign Next Donation Number.
- Assign Next Donor Number.
- Specify a Form Letter to print at time of sale.

Next Donation No.	<input type="text" value="1008"/>
Next Donor No.	<input type="text" value="1036"/>
Donation F Letter	<input type="text" value="RECEIPT"/> 



Donation Items

- Type = Donation
- Cust Reqd = NO
- Checks OK w/No Cust.
- Prompt for Price
- Prompt for GL or provide default
- Set up as many as you need

Item Maintenance - Play School High School

Item No. DONSPT Type Donation

Description Donation - Sports Last Activity 08/17/06

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

Cust Reqd Cash Only

Sundry

Taxable

Grade Limits

Department DON

Grouping

Save History

Checks OK with No Cust

Print extra receipt with no price

Include in Physical Count

Special Functionality

Prompt for Price

Price 0.00

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 2250-00-00

Athletic Club

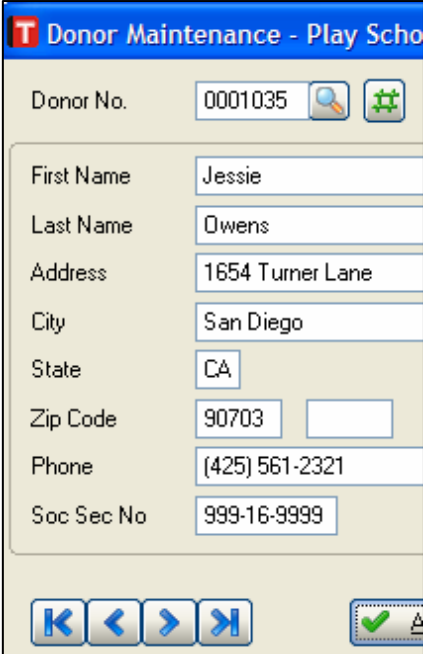
Accept Cancel Delete Print Help

ZPLAY 02/01/08



Receipting Donations

- Sell Item as usual.
- When you click F9, you are prompted to enter Donor.
 - Use lookup for existing Donor.
 - Select # for New Donor.
- Enter How Paid Information.
- Complete as usual.
- In addition to standard receipt, Tracks will print form letter receipt, if selected.




Donor Maintenance - Play Scho	
Donor No.	0001035
First Name	Jessie
Last Name	Owens
Address	1654 Turner Lane
City	San Diego
State	CA
Zip Code	90703
Phone	(425) 561-2321
Soc Sec No	999-16-9999



Donation Letter – Maintenance

T Donation Form Letter Maintenance - Play School High School

Letter Code: RECEIPT 

Description: Donation Receipt

Fields:

Choose a field from the drop down, position cursor in the letter, right mouse click and PASTE.
Or simply type the field like <BAL>.





<SCHOOL>



<DATE>

<DONOR>

Dear Donor:

Thank you so much for your generous donation to our school. As you know, in these days of budgetary constraints, supplemental financial support for our student programs is becoming increasingly important. With the help and support of concerned citizens like you, we can continue to offer quality programs to our students. This document serves as your receipt for funds received.

Form letter description: ZPLAY 02/01/08

Donation Letter – Printing

- Printing Options:
 - Print letter when donation is receipted.
 - Print letters by range of, donor name, date range, and/or NEW! item range.

Donation Form Letter Printing - Play School High School

Form Letter Code: RECEIPT

Selection: All Starting Ending

Donor Name: [Field with hatched pattern]

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

Item Range: [Field with hatched pattern]

Remember Settings:

HP Deskjet F4100 series on USB002

Print Preview Cancel Setup ?

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Donation Form Letter

Play School High School
13240 Evening Creek Drive South
San Diego, CA, 92128
800-954-2583

02/01/08

Banu, Bill
3144 Grape St
SD, CA 92101

Dear Donor:

Thank you so much for your generous donation to our school. As you know, in these days of budgetary constraints, supplemental financial support for our student programs is becoming increasingly important. With the help and support of concerned citizens like you, we can continue to offer quality programs to our students. This document serves as your receipt for funds received.

Receipt No.	Date	Item No.	Item Description	Amount
8000004	10/10/07	DONFA	Donation - Fine Arts	15.00
		Musical Theater		
8000005	10/10/07	DONSPT	Donation - Sports	50.00
		Athletic Club		
Total Amount of this Receipt				65.00

On behalf of the faculty, staff, and students here, thanks again for your donation. You are helping to make our school a better place!

Very truly yours,

PLAY SCHOOL HIGH SCHOOL



Donor Maintenance

- Add New Donors.
- Update Existing Donor Information.

Donor Maintenance - Play School High School

Donor No. 0001037

First Name Bill

Last Name Banu

Address 3144 Grape St

City San Diego

State CA

Zip Code 92101

Phone (619) 268-8978

Soc Sec No - -

Navigation: Back, Forward, Search, Refresh

Actions: Accept, Cancel, Delete, Print, Help

Status: ZPLAY 02/01/08



Donation Maintenance

- Record Donations not originally receipted through Tracks.

T Donation Maintenance - Play School High School

Transaction No: 0001008 Sequence Number: 0001

Donor No.: 0001024 Lautenschlager, Bill

Date: 01/15/08

Customer Number: []

Item Number: DONSPT Donation - Sports

GL Account: 2250-00-00 Athletic Club

Amount: 100.00





Navigation: [K] [←] [→] [N]

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

Status: ZPLAY 02/01/08



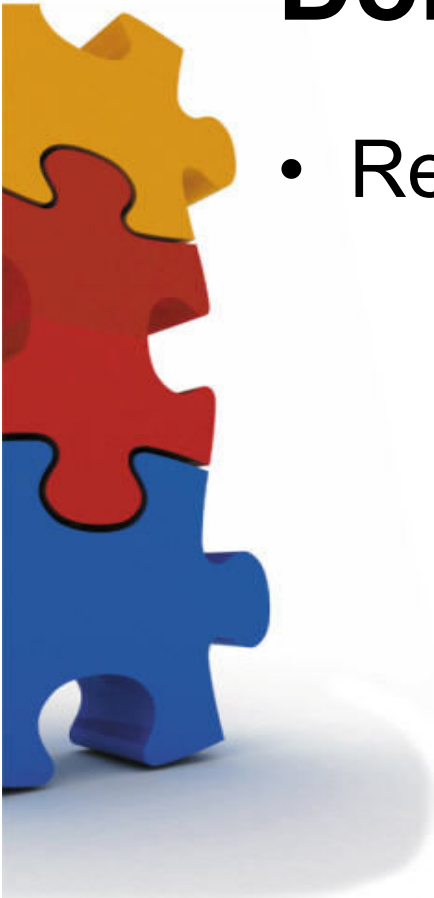
Donation Maintenance

- Select  to start a new record.
- Select  to lookup an existing donation.
- Select  to lookup an old receipt that should have been a donation.
- Select  to add a new line to the receipt.



Donation Reports

- Reports by GL Account, by Item, by Donor.



J - Play School High School					
Reports	Tracks Plus	TexTrack	Modules	Management	Help
Sales Reports					
Customer Reports					
Item Reports					
Donation/Tax Credit Reports					
Volunteer Hours Tracking					

Donations by GL Report
Donations by Item Report
Donations by Donor Report
Donor Listing
Form Letter Maintenance
Form Letter Printing



Donations by GL Report

Play School High School					
DONATIONS REPORT - BY GL ACCOUNT - DETAIL					
GL Account Range: 225000000000000000000000					
Date Range: 7/1/2007 through 2/1/2008					
Donor #	Donor Name	Item	Receipt #	Date	Amount
GL Account: 2250-00-00 Athletic Club					
1036	Hodges, Sam	DONSPT	0000140	08/17/07	100.00
1037	Banu, Bill	DONSPT	8000005	10/10/07	50.00
					150.00
REPORT TOTAL					150.00

Donations by GL Report - Play School High School

Selection	All	Starting	Ending
GL Account	<input type="checkbox"/>	2250-00-00	2250-00-00
Date	<input type="checkbox"/>	07/01/07	02/01/08
Print Detail	<input checked="" type="checkbox"/>		

Remember Settings

HP Deskjet F4100 series on USB002

Print Preview Cancel Setup ?

ZPLAY 02/01/08



Donations by Item Report

Play School High School

DONATIONS REPORT - BY ITEM - DETAIL

Item Number Range: DONSPT

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

Receipt #	Date	Donor #	Donor	GL Account	Amount
Item Number: Donation - Sports					
0000140	08/17/07	0001036	Hodges, Sam	2250-00-00 Athletic Club	100.00
0000160	08/18/07	0001030	Johnson, Carrie	2250-00-00 Athletic Club	45.00
8000005	10/10/07	0001037	Banu, Bill	2250-00-00 Athletic Club	50.00
					195.00
Report Total					195.00

T Donations by Item Report - Play School High School

Selection: All Starting: Ending:

Item Number: All Starting: DONSPT Ending: DONSPT

Date: All Starting: 07/01/07 Ending: 02/01/08

Print Detail: Print Donor Address detail

Remember Settings:

HP DeskJet 500 on LPT1:

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Donor Listing Report

Play School High School

DONOR LISTING

Donor Number	Last Name	Full Name	Address	Phone Social Sec #
1029	Anchovy	Anchovy, Carol	458 Fish Lane San Diego, CA 90373-	(619) 873-9300 345-98-7855
1037	Banu	Banu, Bill	3144 Grape St SD, CA 92101-	(619) 268-8978 --
1034	Grimes	Grimes, Robert	2709 Palm Ave San Diego, CA 91254-	(897) 587-5690 999-23-5487
1036	Hodges	Hodges, Sam	150 North Elm Way San Diego, CA 92581-	(858) 555-4582 123-52-8888

T Donor Listing - Play School High School

Selection All Starting Ending

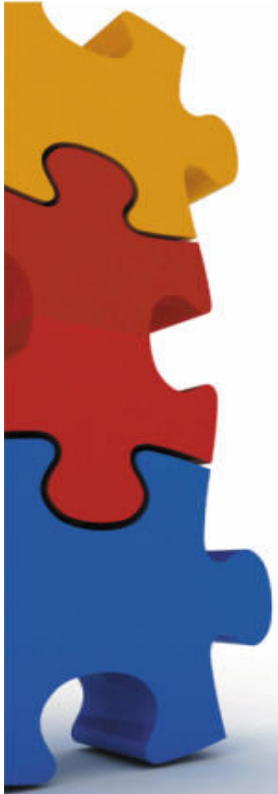
Donor Name

Remember Settings

HP DeskJet 500 on LPT1: Print Preview Cancel Setup ?

ZPLAY 02/04/08





Let's Walk Through It! Or Questions & Answers

