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To Begin

Hints for Getting Started

Step 1:

READ the first section of this documentation, **"TO BEGIN,"** in its entirety. This section will give you an overview of what **MARKS** looks like and how to find your way around.

Step 2:

START TO EXPLORE the **MARKS** data entry screens on your computer, keeping this documentation nearby for reference as you familiarize yourself with the screens.

IF DATA HAS BEEN CONVERTED FOR YOU, to best understand the organization of the data files and fields, bring up an account for which you have particularly detailed information – your own account (if you have one), or the account of the Chairman or President or other very involved member of your organization. You'll know which one to pick!

> Look at how existing information is laid out for this familiar account, and you'll begin to see how **Visual MARKS** organizes data. Next, still using this account, explore "empty" files and fields: you may find places to store information you were never before able to properly track. Fill in some of the blanks, just to get a feel for your new space.

IF NO DATA HAS BEEN CONVERTED FOR YOU, create an account for someone for whom you have particularly detailed information – yourself, perhaps, or some very involved member of your organization. Begin by entering this person's name, main mailing address and primary phone number(s). Next add similar information for other members of this person's family. If you know of any additional addresses or phones for this person or family, enter those. By this time you will have a feel for the rhythm of **MARKS** data entry. Now do the same for two or three other membership units of your organization, be they individuals, families or entities such as corporations or foundations.

Step 3:

TRY TO PRINT SOME REPORTS. Referring to the contents of this documentation, see what it feels like to print a **Visual MARKS** membership roster and a set of mailing labels. Do several samples of each type of output, varying your selection filters and the optionally-printed fields with each run.

> If personalized mailings, certificates or similar documents are an important part of your work, you may want to try making a **MARKS** "link file" and merging the exported data with your word processor.

Step 4:

SET UP the initial components of your system:

1 Create **MARKS** "login names" for each user
2 Explore the "Options" section of the Tools menu, to establish system-wide defaults and settings
3 Add a "House Account" to the database

Step 5:

ORGANIZE the initial data you wish to store in **MARKS**. The best way to begin the large project of implementing a new data-storage system is to break it down into smaller, more manageable pieces. If you use a membership form, begin by deconstructing this form and assessing which pieces of information belong where in **MARKS**. You may then decide to break your membership into alphabetic segments and distribute the data entry/updating among the staff, or you might decide to assign each staff member a specific type of data for which that person will be responsible.

> CONSIDER whether the distribution of work requires you to secure any data files or procedures. For example, some people may be expected to enter data but should not be defining code fields and their values. Or, for example, you may wish to protect the data entry -- and perhaps even the viewing and reporting -- of financial history. **MARKS** provides the ability to attach security on a per-user basis. Each person's security is attached0020to that user's **MARKS** login name, which is in turn protected by a unique password.

One person usually functions as the team leader of this project. To establish priorities for your own organization, this person will find it helpful to speak to a wide variety of people both in the office and on the Board. Often a team leader will learn that several people have a strong need for exactly the same information -- and frequently this is information that the team leader would not have immediately considered.

All organizations begin by storing names, addresses and phone numbers for their membership/mailing list. Depending on the needs of your organization, you may be storing address/phone information for primary residences, places of business, vacation homes, etc. as well as for "virtual" locations such as email addresses and web sites….and don't forget those cell phones and pagers! Most organizations *also* prioritize the need to track committees (such as the

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Board). Many wish to store personal information such as birthdates, wedding anniversaries, names of family members, etc.

In addition, during the initial stages of data entry, each kind of organization usually focuses on special categories of data:

?ARE YOU A SYNAGOGUE?

?ARE YOU A SCHOOL?

?ARE YOU A COMMUNITY CENTER OR "Y"?

?ARE YOU A PROFESSIONAL OR MEMBERSHIP ORGANIZATION?

?ARE YOU A FUNDRAISER?

As you refer to this documentation, keep in mind these visual cues:

alerts you to "STOP" and pay particular attention to the information that follows. This symbol usually implies a warning.

implies information that is CRITICAL to the maintenance of your system. Ignoring information associated with this symbol may cause a loss of data.

is used to denote a comparison between the DOS and **Visual MARKS** methods of performing a task.

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ARE YOU A COMMUNITY CENTER OR Y?

You may initially need to:
- • Categorize membership according to your dues schedule, and enter individual expiration dates for each member unit.
- • Establish a table of codes for the activities and classes you offer, then register those who participate in such courses. You may find it helpful to divide this project by department
- • Prioritize the gathering and storage of parent business, cell phone and pager numbers, as well as non-parent contacts (names   and numbers) for emergency purposes.
- • (if you have purchased the optional Photo Album module) Scan in the id photos of your membership.

ARE YOU A FUNDRAISER?

You may initially need to:
- • Categorize your mailing list according to donor level.
- • Prioritize the gathering and storage of fax, cell phone and pager   numbers, as well as email addresses.
- • Establish accounts for individual Solicitors (volunteer and   professional) and use the "Relations" file to associate them with   "their" Donors.
- • Establish and implement coding for specialized mailings (including   invitation lists).

ARE YOU A SCHOOL?

You may initially need to:
- • Establish a table of codes for the classes in your school. Once this is   done, register students for the current school year.
- • Prioritize the gathering and storage of non-residential contact   numbers, such as parent business, cell phone and pager numbers, as   well as non-parent contacts (names and numbers) for emergency   purposes.
- • Establish accounts for Grandparents and use the "Relations" file to   associate them with their grandchildren.

ARE YOU A SYNAGOGUE?

You may initially need to:

- • Categorize membership according to your dues schedule.
- • Store Yahrzeit information.
- • Establish a table of codes for the classes in your religious and/or nursery schools. Once this is done, register children for the current school year. If you have a summer camp and this is the season, do the same for camp groups/bunks and campers.

ARE YOU A PROFESSIONAL MEMBERSHIP ORGANIZATION?

You may initially need to:

- • Categorize membership according to your dues schedule
- • Prioritize the gathering and storage of fax, cell phone and pager numbers, as well as email addresses.
- • Establish accounts for corporations, your local chapters, and any other entities to which your members may belong. Use the "Relations" file to associate these concepts with your members.

Using the Interface

The Basics of the Interface

Throughout **Visual MARKS**, you will be using standard interface techniques. For example, "double clicking" generally serves as a "select" command.

Once a specific module/task is selected from the menu ribbon, you will work with a combination of mouse and keyboard.

A pull-down menu ribbon related to the selected module/task will appear at the top of your screen.

Many items on the menu have a "hot-key" shortcut that can be executed from your keyboard. For your information, a description of the keystroke (or combination) that is the "hot-key" appears beside the name of the option on the pull-down menu.

Users who prefer not to use a mouse will find that these "hot keys" make it possible to use **MARKS** almost entirely from the keyboard.

A toolbar will display below the menu ribbon, containing icon button shortcuts for frequently used functions.

Any item displayed as an icon button on a toolbar will *also* appear somewhere on the pull-down menu.

Command buttons, with and without icons, are also used independently of the tool bar.

A file folder display is used to enable the user to see the current "page" on which he/she is working as a full screen, while other options are visible as file tabs (which may be clicked on for instant navigation between work pages).

To navigate from field-to-field *without* using your *mouse,* use the t key to move "forward" and qt to move "backward."

DO NOT use the ⌜ENTER⌝ key as a navigation tool. On some data screens, the e key may insert coding or change data values.

The arrow keys (jlki) are designed to work as navigation tools *only* when moving from line to line in a List table or in a pop-up "help" display of field values. While they might *sometimes* work in other fields, you should not depend on the arrow keys as field-to-field navigation tools.

Special "Jump" and "Locate" functions have been designed to help you navigate to *specific* Accounts.

"Help" is available in a variety of ways:

- • A standard **Visual MARKS**-style help file is accessed via the 'Help' option of the Menu Ribbon

- • "Context Sensitive" help is accessed by CLICKing on the field in question and then PRESSing the Á key
- • Tables of defined values for data entry fields are accessed by CLICKing on the arrow key to the immediate right of the specific field *or* RIGHT CLICKing on the specific field or (with your cursor on the field in question) PRESSing the ª key

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Types of Pages: List/Edit/Filter

Most functions of **MARKS** use a combination of three types of "pages":

<u>LIST</u> pages appear as a chart, with each record appearing in a single horizontal line. Each column of the chart (vertical row) contains a unique field of this type of record (note that a List does not show ALL the fields of a record).

The chart header indicates the names of the fields used in this List. When a field name appears in *blue* in the header, you may <u>Sort</u> your list according to that field, by double-clicking on that column header.

The *order* in which columns are displayed in a List may be temporarily changed.

To Move a Column in a List: *click* on the column heading *and drag* the column (left or right) to the new position. When you release the mouse button, the column relocates to this spot and the other columns move over to accommodate this.

A standard **Visual MARKS** <u>vertical scroll bar</u> enables you to scroll through the entire list of records. A standard **Visual MARKS** <u>horizontal scroll bar</u> enables you to scroll through the array of fields used in the List.

The *width* of columns in the List display may be temporarily changed.

To Change the Width of a Column in a List: with your mouse, move the cursor across the chart header til it is over a line which divides two columns. You will notice that, in this position, the cursor appears as a black bar bisected by horizontal arrows. *Click* on this visual image *and drag* it (left or right) to adjust the column width. When you release the mouse button, the column accepts this width and the columns to the right of it move over to accommodate this.

Any one record may be selected from such a list (by "double clicking").

<u>EDIT</u> pages are used for entering information (whether data, report specifications or system information).

For example, if you double click a record from a list, the Edit page containing the stored information for that record is displayed (and may be edited, when applicable). Entry fields (see below for a discussion of Field Types) are arranged on screen. Navigate to the ones you wish to fill by using your mouse or your keyboard. Edit screens are closed by use of icon or command buttons (see below for a discussion of Specific Icons You Will Frequently Use) that either store or cancel any changes you might have made.

<u>FILTER</u> pages are used both in data entry/maintenance programs, and in reporting

In data entry/storage, Filtering limits the records displayed on the related List page to those that match a specific set of criteria.

In reporting, the Filter pages serve as your selection criteria screens. There will usually be several such Filter pages, each headed by a file tab (for easy navigation) indicating the category of fields contained therein.

All filter pages contain fields in which to type data values, as well as mechanisms to indicate how records-to-select relate to these values. For example, the field Address includes the string "Park Avenue"; or the field Birthdate is greater than or equal to 01/01/1965; or the field "Marital Status" does not equal 'M.'

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Field Types

In **Visual MARKS**, data entry and reporting screens combine "type-able" fields with "selectable" fields:

<u>Check Boxes</u> are small captioned boxes which are either left blank or "checked off" (with a visual ✓) to set a flag.

For example, on the Phone Information record, the "Listed" field is a check box – it is checked off (default) for listed and left blank for unlisted.

Check boxes may appear singly or in sets. When they appear in sets, it is possible to "check off" more than

one option. For example, on the Course Code definition screen, the days of the week appear as a set of check boxes; the user is able to check off each of the week days on which the Course is scheduled to meet – regardless of how many apply.

To Enter a ✓ in a check box: *either* click on the check box with your mouse *or* navigate to the box (with the arrow keys or tab) and press Ê.

Command buttons may be used to access a utility screen, verify information, or otherwise communicate with the system.

For example, on the Address Information record, the "Priority" button is used to access a utility screen that enables the user to reorder addresses by priority. When finished prioritizing addresses, an "Okay" button is used to verify your changes and return to the initial Address record.

To "Press" a button: *either* click on the button with your mouse *or* navigate to the box (with the arrow keys or tab) and press e

"Radio buttons" are captioned empty circles which are either left blank or filled with a ● to set a flag.

Radio buttons always appear in sets and the user may only select one option. They are used for either/or situations. For example, on the Course Code definition screen, a set of radio buttons is used to indicate (by filling one of them) that the Course is either Male only, Female only, or for Both.

To Enter a · in a "radio button": *either* click on the radio button with your mouse *or* navigate to the box (with the arrow keys or tab) and press e   You will only be allowed to mark one of each related set of buttons.

Code Tables may be defined for relevant data fields. Such tables are then available during data entry and provide consistency.

For example, if you have opted to code the marital status of account holders, your office will have to decide (a) how much detail to you wish to use for such a concept and (b) what symbols are used for the coding. In such a situation, different operators might come up with different coding, such as:

'M' for "married" or 'S' for "single"

'Y' for "Yes" (married) or 'N' for "No" (single)

'M' for "married", 'D' for "divorced", 'W' for "widowed", 'S' for "separated" or a blank space for "single"

'M' for "married", 'S' for "single", 'D' for "divorced", 'W' for "widowed", 'P' for "separated"

ETC!!!

By accessing a defined table of values, your operators would all be coding accounts according to the same parameters.

To Access a Table of Values:

To Select a Value From the Table:

To Exit the Table WITHOUT Making a Selection:

For DOS-to-Visual MARKS Help, click here

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Specific Icons You Will Frequently Use

Icons have been assigned to the most frequently used functions. Some of these are unique to **Visual MARKS**, others express **Visual MARKS** standards. While the icon is meant to be a memory trigger, some are more representational than others.

If you can't make out an icon's function while working in the program, pointing with your cursor (without clicking) will bring up a small caption.

Here are some of the icons that recur frequently throughout **Visual MARKS**

Add a new Account (from main N&A) or Add a new Record (from specific module)

 Save current record AND (simultaneously) copy information to a new record

 Save currently displayed record

 Cancel changes (i.e. exit without saving)

 Delete currently displayed record

 Close file

 Jump to a specific Account

Jump & Locate

Throughout **MARKS**, two slightly different Navigation tools are available to move to a *specific* Account:

Jump may be used when either the Account # or a Name is known to you.

- • Use the radio button to *either* Show People *or* Show Accounts matching the criteria in this box.
- • Enter as much of the Last and/or First name as you wish. The search engine reads these fields from left to right and attempts to match the name(s) to those fields in your database. This means, for example, that searching for Last Name is Like "Beach" would call up a list including "Beach" and "Beachman" but NOT "Beech", "Beecham", etc.
- • Enter as much of the Account number as you wish. Again, the search engine reads and matches from left to right. IF you don't know the Account # but do know the prefix, enter it and thereby filter down your search.
- • CLICK ON [OK] to begin the search.

This feature is available *either* from the Menu Ribbon *or* via the icon *or* by RIGHT CLICKing on the Account # field of a data entry screen.

Locate is used when you do not have the necessary information to use "Jump" but do have other identifying information regarding the account. This feature is available from the Menu Ribbon.

The filter box for this tool is *similar* to the "Jump" box, enabling you to *either* Show People *or* Show Accounts based on the contents of the following fields:

- • Title, First Name, Last Name, Salutation Name and/or Label Name
- • Person record Comment
- • Account # prefix
- • First line of Address, City, State, ZIP and/or Phone

You may CHECK whether you want the List of potential matches to Show Addresses &/or Show Phones

Using Tables of Values

To Access a Table of Values

Using the mouse¤	Using the keyboard:¤
IF there is an arrow button to the right of the relevant field, "click" on the arrow; OTHERWISE, use the RIGHT button of your mouse to click on the field itself ("right click").¤	With your cursor in the relevant field, PRESS the [F2] function key.¤

To Select a Value from the Table

Using the mouse¤	Using the keyboard: ¤	
"click" on the value you wish to select¤	Use the arrow keys to scroll through the values. When the value of your choice is highlighted, PRESS [ENTER]¤	

To Exit the Table WITHOUT Making a Selection:

Using the mouse¤	Using the keyboard: ¤	
"click" somewhere else on the screen (outside the table box)¤	PRESS [ESC] (this will also close the edit screen)¤	

Setting Up Your System

Setting Up Your System

There is some initial set-up to be performed when you are first getting started in **MARKS**.

- • Create Login Names for each User
- • Customize various system Options
- • Designate a House Account

Login Names

Each **MARKS** user requires a password-protected Login name.

The Login identity of the user includes that user's relationship to various "security" categories of the program. While a Supervisor may update this security information at any time, each user who will be working on the program requires a Login identity which includes that user's current access rights.

For "How To" create Login Names , *See PASSWORDS AND USER IDS: User Information*

Options

Accessed from the Tools menu of the Menu Ribbon, Options contains settings for various sections of **MARKS** that may be customized for your office.

When you access Options, a screen displays with a file folder for each part of **MARKS** you may customize. Of these folders, three are especially important for new **MARKS** users:

- • Security enables the supervisor to set a limit to the number of attempts a user may make to successfully login
- • System Parameters defines system-wide characteristics for **MARKS**. Among these is a definition of your Fiscal Year.

Once you have stored and closed your first Fiscal Year of A/R data in **MARKS,** any changes to your Fiscal Year definition may adversely effect your data. IF you have a need to change your Fiscal Year definition, we strongly suggest you consult with ESF *prior* to making the change in **MARKS**.

- • Name & Address Defaults include default settings for creating new Account numbers, and for building "compound" names (such as Label and Salutation names) on New Accounts, as well as default values of frequently used fields (such as Area Code or State).

This folder also provides the mechanism that chooses default code values to represent "home" and

"business" addresses in the "Type" field(s) of address and phone records.

The House Account

Each **MARKS** system uses a "House" account to store two important kinds of information:

- • "miscellaneous" data belonging to persons/companies that for some reason do not require specific accounts for themselves

- • the financial history for "deleted" Accounts. This data is automatically transferred to the House Account (from the original account) during the Account Maintenance "Delete" function.

Establishing a "House" account is a two-step process:

1. 1. DESIGNATE a "House Accountas part of your Systems Parameters.

   You may use *any sequence* of characters of the length you have selected (also in Systems Options) as your Account # length. It is however STRONGLY SUGGESTED that you pick an Account # that will fall at the very beginning or very end of your Account # sequence (such as '00000000', the *first* possible **MARKS** account #, or 'ZZZZZZZZ', the *last* possible **MARKS** account #), thereby keeping the House Account to the far end of any report sorted by Account #.

   The "factory default" for this purpose is: '00000000'

2. 2. ADD the "House Account" to your data files.

   Once you have set the Option identifying your House Account #, you must also ADD that Account to **MARKS** -- just as you would any other account.

   It is not necessary to fill in much data on the House Account's Main Account record. Remember that when you generate a report that includes the House Account, if you sort the report by "Sort Name" rather than Account #, this House Account's placement in the report will depend on the contents of the Main Account record "Sort Name"

   For example, a "Sort Name" of "House Account" will make this account fall in the midst of the "h's", while "Miscellaneous" will place it among the "m's". Using the name of your organization as the "Sort Name" will place the "House Account" in alphabetical order based on that name.

   When creating the House Account #, you might wish to establish Person records for key staff members. This is particularly useful if your staff members would not otherwise have accounts in your system.

When You First Start MARKS

Logging In

When you start **MARKS**, you will be prompted to Log In with your user name and password.

In **Visual MARKS**, every individual user has a login name, regardless of whether users access **MARKS** simultaneously (as with a network) or alternately (several people sharing, one at a time, the only computer that has **MARKS**).

   IF you are on a *network*, this name is equivalent to your network login name.

   IF you have a *single-user* installation, this is the name defined in **MARKS** for the current user.

The login name is used to assign certain rights to a specific user. An individual user's rights includes such things as

the files that person is allowed to view and/or edit and/or print, the path to a preferred directory for Link File storage, default printer choice, etc.

The **Visual MARKS** supervisor assigns specific rights to each user's login is from a pick-list of all possible rights in the system. For example, a person whose function is bookkeeping might be given the rights to add, update and print financial information, to add accounts, and to perform account maintenance (such as resigning and changing account numbers), but NOT to add demographics codes. Similarly, the administrator's assistant might have no rights to add or edit accounting information, but may have full rights to print from financial files and might even have the rights to add demographic codes. Meanwhile, someone who handles basic membership or mailing list maintenance might have the rights to update, view and print demographic information, including the right to add code values to an account -- but without having *either* the ability to create new codes/values for the office *or* any access at all to financial files.

For information on how to assign rights and defaults to a user, *See PASSWORDS, OPTIONS & TOOLS:* "Passwords & Users "

The password in the login box confirms the identity of the current user.

See Also: DOS vs **Visual MARKS** Passwords ; DOS vs **Visual MARKS** A/R Passwords

The Opening Screen

After you successfully log in, the first screen of **Visual MARKS** is displayed.

The center of this screen contains icon buttons for the most frequently used **MARKS** features To access one of these features, click on the related icon with your mouse

At the top of this screen is a menu ribbon. You may select functions from this menu *either* by clicking with your mouse *or* by pressing the a key plus the underscored letter of the keyword. Either method brings you into a pull-down menu mode. Select any item from a pull-down menu by highlighting and pressing e.

To summarize, the basic categories of the pull-down menu are:

Programs: Lists the various **MARKS** modules available to you. Notice that each module is also accessible by a "hot key" (a shortcut defined as a combination of keystrokes, such as a N to access the Main N&A file. Each module has a sub-menu, listing specific components of that module (such as adding data, printing reports, defining codes, etc.)

Reports: Specific categories of defined reports. Note that reporting may also be accessed by selecting a specific module from the "Programs" option.

Utilities: In addition to items such as code definitions and user defaults that **MARKS** traditionally groups as "utilities" [Menu U], this option also provides access to an on-line calendar and calculator.

Options: (not active at this time)

Help: (not active at this time)

Quit: Quit **MARKS**

The Parts of An Account - an overview

Visual MARKS maintains data by Account, with each account having a *unique* Account number . A "House Account" must be established to store the financial history of deleted Accounts and any "miscellaneous" information (such as one-time donations not requiring a receipt from persons not belonging on your mailing lists).

An account number may be *up to eight* characters long. *Any alpha-numeric combination* is considered valid by the program. For example, you could actually call your "miscellaneous" house account 'HOUSEACC." Or, for example, if you differentiate between standard memberships and "life" memberships, you might have a range of account numbers that begin with "MS" and another range beginning with "ML".

Note that you will often *sort* your account records for on-screen navigation and browsing by account number. You may often wish to *select by ranges* of account numbers when generating reports or other output. Because

of this, when establishing ranges of account numbers, you must consider your browsing and printing requirements.

Once the Account, with it's unique number, has been established, information belonging to this account unit (this individual, family or organization) is added and maintained in <u>subsidiary files</u>. Each subsidiary file enables you to store a potentially <u>unlimited number of records per account</u>.

Subsidiary files maintain data for such things as Addresses, Groups, Accounts Receivable, Memos, Course Registrations, Event Reservations, etc. that are either standard to the system or part of an optional module.

For a DOS-to-**Visual MARKS** Overview, click here

Persons and Relations

Each individual associated with a specific Account is entered as a "Person ."

For example, a family account might start out with a "Person" record for each of the parents, as well as for each child. If the family babysitter's name (and possibly home phone number and/or address) is useful to you, you may create another "Person". If a cousin from Europe is coming to stay for a year and will be involved with your organization as a family member, you may create another "Person". And so forth.

Or, for example, a corporate account might start out with a "Person" record for the individual who is your primary contact. If you know and possibly sometimes use the name of this person's spouse, you would create another "Person". You might continue to create new "Person" records for each additional person with whom you have contact in the organization: the main contact's secretary, the bookkeeper, the press office representative, etc.

When you add a new account to **MARKS**, you are prompted to enter information for "Person 1" and "Person 2" – the first two people to be associated with this account. Either immediately after creating the account, or at any time in the future, you will continue to add Person records to the account as needed.

If a particular individual is considered an "account holder", you may set a flag on his/her Person record. Subsequently, when you view the edit list of the Person File for any one account, these account holders appear highlighted in yellow. You may set as many account holders as relevant on any one account.

Subsidiary records (such as addresses, phones, groups, etc.) are then associated with specific "Person" records on the account.

The Main N&A record that is created when a new account number is added is considered to be "Person 0" on the account.

All addresses, phones or other data belonging to the Account-as-a-whole (rather than a specific person) will be attached to that "Person 0" record. IF your account belongs to an organization rather than an individual, "Person 0" would be the organization itself, while other numbered "Person" records might belong to individuals associated with that organization.

This means that each person on the account can have a personal profile. Not only can you view/print all the addresses, phones, groups, course registrations, event reservations, memos and so forth on the Smith family account, but you may see all the Groups Michael belongs to, all of Sarah's phone numbers, all the Memos concerning David, etc.

The <u>Relation File</u> enables you to *cross-reference* Person records between accounts. When you attach a Relation record to a "Person", you are referencing a Person record from *another* account, describing a relationship between these individuals.

A "Relation" might be a family member who is a Person on another account, such as a Grandparent or non-custodial Parent. A Relation record might indicate a connection to a doctor, lawyer, accountant or similar service professional. A Relation" might be an employer or an employee of someone in the account.

From a financial perspective, a Relation record may be used to describe the relationship between this account and a "Bill to" account -- an alternative account that may be referenced (on subsidiary screens of modules with billing functions) as responsible for this Account's school fees, dinner attendance, or similar charges. Fundraising organizations may similarly describe the relationship between this account and each related fundraising Solicitor.

As Relations have their own accounts, a school, synagogue or community center may for example, view/print all of Mr. & Mrs. Smith's grandchildren (regardless of who their parents are), or print a run of labels for all grandparents of third-graders. A fundraising organization might generate a list showing monies received from the International Widget Corporation *and* from all accounts "related to" that organization (employees, independent subsidiaries, vendors). Remember that in order to extract this kind of detail you are first going to have to enter it!

Addresses and Phone Numbers

Addresses and Phone Numbers are stored in two separate files.

> Each address and phone number -- as many as you want – is stored in a separate record. Like other subsidiary records, addresses and phones may be attached to the account-as-a-whole ("Person 0") or to a specific, numbered "Person." Codes on the Address and Phone records serve to further define each record as unique.

As well as the "Person" number to which it is attached, each Address record includes a 1-character "Type" code (used to differentiate Business from Home from Vacation from Post Office Box, etc) and an "Address #" (implying entry sequence). It is the combination of these three things that uniquely identifies this particular address record within the account.

Phone records may either stand alone, or be associated with specific Address records.

> For example, a business fax number would be stored in its own "Phone" record, which could be attached (via code) to a related "Address" record. Similarly, an email address, which by its nature has no street address, would be stored in a phone record that would not be attached to an "Address" record.

As well as the "Person" number to which it is attached, and the "Address # " of the related Address record (or a blank space if there is NO related Address record), each Phone record includes it's own "Phone #" (implying entry sequence). It is the combination of these three things that uniquely identifies this particular phone record within the account.

With so many addresses and phone numbers to choose from, how do you indicate which is the "Main" information for any account or person? **Visual MARKS** PRIORITIZES Address and Phone records.

> For any Person (including Person 0, the account-as-a-whole), one Address is considered the *priority* address. From the Main N&A view of **MARKS**, when browsing ALL Addresses for this account, the priority address is the first address listed for each Person. Similarly, for any unique Address (including "no address") one Phone is considered the *priority* phone. When browsing ALL Phones, for each Person + Address (including "no address") the priority phone is the first one listed

At any time, you may change the priority of Addresses and Phone #s.

> For example, if a family moves to their vacation house for the summer, you may edit the Account to make that Address record the priority address. Or, for example, if a person may be reached at business through either a direct line or a switchboard with message-taking operator, when you are aware this person is on the road, you may edit the Account to make the switchboard the priority Phone for this person + address.

Changing Priority resets a system-only priority code, but makes no change to any other code stored on the record – not even fields called "address #"!

> Therefore, for example, a home address might be coded as number '1' because it is entered, and initially used as, the priority address. If (during the winter, perhaps) addresses are re-prioritized and a seasonal address becomes the Priority address for this account or person, the afore-mentioned home address will still retain number '1', even as it loses the system-only code that flags it as "first priority."

Groups and other Codes

When working in a database, coded information is often more efficient for retrieval purposes than free-form text. As each organization has its own data storage strategies, **MARKS** is provided with user-definable coding, enabling each system to be customized its users' needs.

The majority of Codes appear as part of the various files, thereby enabling you to customize apsects of those data files.

Some code fields are *pre-defined* in the programming code. For these code fields, you may define a table of *values* that best suit the needs of the specific people/departments/projects of *your* organization.

> For example, the **MARKS** program has pre-defined a field of the Person record for the purpose of coding Occupations. However, it is up to each organization to determine what their array of valid Occupation codes will be, and then to implement the coding at their office(s). While one organization may use numeric codes, another may use letters or a combination of alpha and numeric characters. While one organization may decide on very general categories of occupation (medicine, law, education, sales, etc.), another may opt to be much more specific (pediatrics, surgery, hospital adminstration, family law, district attorney, etc.) It is all up to you!

Other code fields have no programmed definition. These codes are known to the programming code only by their location (record + position number). For these code fields, you may define an *on-screen name* as well as table of *values* .

For example, you might wish to categorize your donor accounts. If you decide that each account will fall into a single category, you might wish to use one of the unassigned codes of the main account screen for this purpose. In this case, you might change the on-screen name of that field (from, for example, Code #4) to "Donor Category". In addition, you would define a table of values representing the various categories (perhaps donor, friend, supporter, benefactor, etc.)

The Group file maintains an entire database of subsidiary records that are themselves multi-layered "codes".

Like address and phone records, each Group record -- as many as you want – may be attached to the account-as-a-whole ("Person 0") or to a specific, numbered "Person."

The structure of the Group file includes pre-defined fields to contain Group and Sub-Group (a smaller division of a "Group") codes, as well as five 1-character code fields with no pre-defined purpose. For *all* of these code fields, you may define a table of values that best suit the needs of the specific people/departments/projects of *your* organization.

$+$ To help determine whether you should use a Group record rather than one of the Code fields on another record, consider these points:

- • As you may store an unlimited number of Group records per account/person, use this approach whenever an account or person might require multiple coding for a specific purpose -- for example, if Mr. Brown might be fluent in both French and Japanese.
- • Because of their "layered" detail, Group records are an ideal place to store such things as Board/committee affiliations, where a person might belong to a specific branch of a larger group -- for example, the Executive Board *of the* Board.
- • The Group record enables you to associate a date and/or a dollar amount with the coded information.

Dates

Dates are important for various reasons and may therefore be stored in different parts of **MARKS**. While some dates track the entry of a record into the database (a financial "Transaction Date," for example), a "Membership" or "Entry" date on an account), other dates are information fields unto themselves.

The Main N&A record includes fields in which to store one "Start Date", "Anniversary Date" (a wedding anniversary), "Quit Date" (used to flag an account as inactive without deleting it from your database) and "Expiration Date" for each account.

Each Person record includes a "Birth Date" field.

The Date file enables you to store other, coded dates on a per-Person basis. This new file may be used to store dates such as Bar/Bat Mitzvah dates, college Graduation, business Retirement, etc. that are not specifically handled by any of your **MARKS** modules. When you access the edit list for the Date file of any particular account, the Birth Dates of all Person records attached to that account are displayed for your information and available to edit.

Various module-specific records, such as Group, Registration, Yahrzeit, Memo and Registration records, include fields in which to store relevant dates.

A/R Financial Records

The A/R files of **MARKS** enable you to track receivables and fund-raising information on a per-account basis.

Financial information attaches to the same unique Account number as all other information stored for the same family/company, thereby enabling fundraisers and other interested parties to cross-reference financial history with demographics.

Financial information also is attached to a Charge Code. Defined by you, to the level of detail your organization requires, each Charge Code on file represents a unique line item, billing concept, fund raising campaign, etc.

The unit of financial storage is the Transaction , which is initially entered in a Batch in the Month-to-Date file.

While most batches are built by manual data entry, some "billing" batches are "globally" created based on some shared criteria in other records.

For example, organizations using the Course Registration module might "globally" bill all Persons

---

registered for a specific Course.

In such a case, the amounts to bill each Person/Account are in some way defined either on the Account and/or Person record or in coded information attached to module-specific records or fields.

Using the same example, each coded Course record includes fee information, as does each Registration record.

Once entered, over it's "lifetime" of storage, this Transaction travels from file to file through the **MARKS** A/R system.

Special-Purpose Subsidiary Records

Each **MARKS** set-up includes the "basic" demographic and financial files as well as whichever (if any) special-purpose modules you may have purchased to meet your project needs. Depending on the components you have installed, you will find a different array of subsidiary records as you navigate through your **MARKS** accounts

Categories of special-purpose subsidiary records include such concepts as Course Registrations (commonly used by Schools and Community Centers to store for class, activity, camp and other similar registration/participation), Dinner Reservations (used to store seating assignments for table-style events) and Seating Reservations (used to store seating assignments for auditorium-style events), Memos (for free-form text notation), Journal Ads (storing the text, billing information, etc. for ads/listings in fundraising journals and similar publications), Yahrzeits (commonly used by religious organizations to store information relating the observation of Yahrzeits - the anniversary of death of a loved one) and Facilities Management (for tracking facilities usage and generating calendar rosters of booked events).

Like address and phone records, each record from such a special-purpose module -- as many as you want – may be attached to the account-as-a-whole ("Person 0") or to a specific, numbered "Person."

Entering/Viewing Account Records

Entering/Viewing Records: Overview

The Standard demographics components of **MARKS** are grouped under the heading "Name and Address Record Keeping."   This main N&A section also includes access to account-by-account information for optional modules (such as Memos, Course Registration, Event Reservation/Journal, etc.).

> To see optional module data organized in a way other than account-by-account, or to use other features of a module (such as creating codes or inventories, running reports, processing records for global changes, etc.), you will navigate directly to that module from the **MARKS** opening menu.

To enter or view information from the main Name & Address Record Keeping portion of **MARKS**, from the opening screen:

> *EITHER USE THE PULL-DOWN MENU*
> - **CLICK ON** File
> - **CLICK ON** Name & Address Record Keeping
> - **CLICK ON** Add/Update/Display Name & Address Information
>
> *OR, USE "HOT KEYS"*
> - **PRESS** aN
> - **PRESS** ,N

This brings you to the main display for the first account in your system.

From this screen:

4 You may *view* information related to the current account
   by CLICKING on the Folder Tab for the appropriate file

5 You may *edit* the Account Header for the current account
   either by DOUBLE-CLICKING on the Account Header
   or by SELECTING File, and then "Modify Account" from the Menu ribbon

6 You may *navigate* to another Account
   either by using the arrow buttons on the Tool bar
   or by *selecting* Navigation from the Menu ribbon

7 You may *select Account Maintenance* from the Menu ribbon

OR

8 You may *add* new accounts to your database

For more information, click [»]

Press [icon] **for Help for MARKS for DOS Users**

On the Main Account Display Screen, please note:

There is a Menu Ribbon at the top of this screen, from which you can access various navigation and editing commands.

The most frequently-used functions of this screen appear as icons on the Tool Bar directly beneath the menu ribbon.

Folder Tabs display the various components of **MARKS** you have available. You may add/view/update any specific category of information for this account by CLICKing on the appropriate file folder. There are a few exceptions:

 • IF you have the optional Photo Album, access photographs for this account by highlighting the selected person and CLICKing on the Photo icon (the "happy face")

 • IF you have the optional Memo Module, access Memos for this account by CLICKing on the Memo icon (a hand writing in a notebook)

 • IF you have the optional Auto Dialer, place a call to the main phone number for this account (whether a phone, pager, email, etc) by CLICKing on the Dialer icon (a hand holding a phone receiver)

Creating an Account

To create a new **MARKS** account, you must establish an account number and add some initial information.

To Add a New Account
EITHER

- **CLICK ON** File from the pull–down menu, and

- **CLICK ON** Add New Account

OR   **PRESS**   the   Add   Record   icon
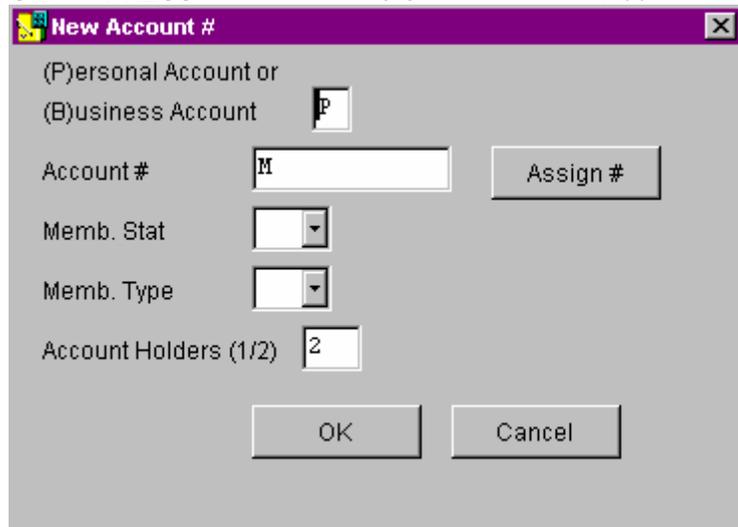
```
[New Account # dialog box]
(P)ersonal Account or
(B)usiness Account     [P]

Account #     [M]          [ Assign # ]

Memb. Stat    [  ▼]

Memb. Type    [  ▼]

Account Holders (1/2)  [2]

          [ OK ]     [ Cancel ]
```
from the tool bar

Either way, the Add Account box is displayed.

> The length of the Account # and the default prefix are set based on definitions in a folder of the **MARKS** Options tool.

- **ASSIGN** a new Account # (click here for "how to" ▶)

- **SELECT** the appropriate radio button to indicate whether this is a Personal or Business account.

    For a comparision of these two kinds of accounts, click ▶

- **CLICK ON** the OK button

> This accesses the "New Account " data-entry interface, a special display of selected fields from several data files. Use this interface to enter the initial data for the new account.

When you have entered as much data on screen as you find relevant:

- **PRESS** the Save Record icon 🖫 from the tool bar

Comparing the Two Basic Kinds of Account

PERSONAL·Accounts¤	BUSINESS·Accounts¤
Used·when·an·account·represents· a·family·or·individual.··While·their· addresses·and/or·occupations· might·change,·the·account·holder· would·always·remain·among·the· key·person(s)¤	Used·when·an·account· represents·an·organization.·· While·the·key·person(s)·might· change,·the·account·holder·would· always·remain·the·organization.·¤
The·Firm·Name·(if·any)·entered· when·the·account·number·is· assigned·is·considered·part·of· Address·#1·for·Person·0¤	The·Firm·Name·is·considered· part/all·of·the·identity·of·the· Account¤
Main·Account·Sort·defaults·to·the· Last·Name·+·First·Name·(or·initial)· of·Person·1¤	Main·Account·Sort·defaults·to·the· Firm·Name·(using·a·Person·name· only·if·the·Firm·Name·field·is·left· blank.)¤

Assigning an Account Number

In the Add Account box:

either **ENTER** the *exact* Account Number you wish to assign this account;

or **LEAVE** the Account Number field *blank* and **CLICK ON** the [ASSIGN] button to allow **MARKS** to assign the next available all-numeric number;

or **ENTER** a *prefix* (initial character/s) consistent with the kind of account number you wish to create and **CLICK ON** the [ASSIGN] button to allow **MARKS** to assign the next available number in that particular sequence (the prefix followed by a string of numbers).

- For example, if your Member accounts begin with "M", if you ENTER an "M", **MARKS** will automatically assign the next available number in the "M" sequence.
- Or, for example, if you have established separate sequences of account numbers for each of your Chapters, beginning with a 3-character Chapter Code, if you ENTER "NYC", **MARKS** will automatically assign the next available number in the "NYC" sequence.

An account number must be a *unique* combination of numbers and/or letters and may be *up to eight* characters long. IF you attempt to assign a number currently in use by another account, the program will advise you that the number is not available.

The Add Account Screen

Adding a new Account to **MARKS** triggers a unique data-entry interface, which combines selected fields from several different **MARKS** data files. This streamlined approach to data entry includes Main N&A information belonging to the "account" as well as individual information (when applicable) for Person 1 and Person 2.

Each section on this screen refers to a different data file:

For Information on	See
Person1 and Person2	The Person Record
Main Account	The Account Record
Main Address	The Address Record
Main Phone	The Phone Record

In each case, the fields available from this screen are not ALL the fields available in the related file, but simply reflect the most immediately needed information for the average office. Each record created by using this initial entry screen may subsequently be edited from its proper file, and additional information may be added at that time.

For more information, CLICK ≫

Hints for Adding an Account

For a 2-person account, to insure that the Main Account Label and Salutation name reflect both people,

• First fill in Person 1 information.

• Navigate to the Person 2 folder and add this information

• Lastly, use the Account folder and the bottom portion of the screen to enter the Main Account information.

While creating a new account, to add information in any of the 1-character 20 codes of the Main Account record, CLICK ON the button at the bottom of the Main Account portion of the screen.

If you do NOT wish to add initial address and/or phone records to the new account, CHECK OF the relevant boxes. If you do NOT check off these boxes, the program will assume you wish to create such address/phone records, even if the only information stored in them is information drawn from system defaults (such as the city, state, ZIP and area code on the example above)

The Account Record

The Main Account information on this screen is only stored once per account.

For example, there is only one "Quit Date" per Account. An entire account is either considered active or inactive/resigned based on whether or not this "Quit Date" field is filled in.

AND, for example, there is one Main Account "Sort Name." While each Person on the account will have his/her own Sort Name (for personal reports), only the field on the Main Account record serves as the Sort Name for viewing/reporting on the account-as-a-whole.

While some of the data on this screen is initially stored when you create a new account , additional data may be accessed and maintained by editing an existing account .

This information is stored in the Person file as "Person 0." When browsing other files, information attached to the Main Account will show a '0' in the Person column of that file's browse table.

Parts of an Account

The Main Account Screen

Unlike the subsidiary records of **MARKS** (which may be attached to accounts in unlimited quantities), there is a one-to-one correspondence between the Account # and the Main Account record.

Hints for Using this Screen:

The 2-character Account Type code is designed to help you *categorize* your accounts.

+ Even if you have established ranges of account numbers for different types of accounts, you may wish to categorize all or some of those ranges one step further. For example, there might be various kinds of "members" of your organization. While all might have account numbers in the same range (perhaps beginning with the prefix 'M'), you might wish to flag each account according to its niche in your dues schedule (or other significant identifier)

+ IF you DO flag accounts according to your dues schedule, you will be able to use a global billing program to generate mass dues billing(s) at the appropriate time(s) of year.

When using a fee schedule for dues billing, the 1-character Special Dues code is used to indicate that this account is billed an alternative (often unique) dollar amount rather than the dollar amount that would ordinarily be associated with the Account Type on this record.

In this case, it is the Dues Fee field of the Main Account record that is used to store this Account's unique dues billing amount.

While the **MARKS** dues billing program only requires the Special Dues field to be *non-blank* to indicate an alternative billing situation, most organizations like to create a table of code values for this field, using different values for different reasons why Special Dues might be used (for example, "fixed income," "life member with frozen dues", "temporary financial hardship", etc.)

The Main Account has four different "name" fields : The Name & Address Options tool may be used to set system defaults for the construction of these names at your organization.

The Main Account record includes 20 1-character code fields which you may define for your own purposes, both renaming (on screen) and creating tables of valid values for each code field you use.

These codes should be used to store information regarding the *account-as-a-whole* rather than for any one Person (**MARKS** also supplies 10 code fields on the Person screen for storing coded information for individuals). Notice that in the sample screen below, Code 2 has been changed to "Special Dues Code", Code 2 to "Focus Region", Code 4 to "Donor Level", Code 5 to "Marital Status", Code 6 to "No Mail", Code 10 to "Bob's List" and Code 17 to "Parking Spot?" This should give you a general idea of the scope of coding **MARKS** users have historically implemented.

The Lists field is another way to code the account-as-a-whole for a variety of reporting purposes. In this field, each individual character (up to 15 per account) is considered a flag for another "list". These lists may be rosters, mailing lists, prospect lists, etc.

For a comparison between the 1-character codes and Lists, click here ▶

The Chapter code field may be used to affiliate this account with a sub-set of your organization.

Several Dates may be stored on the Main Account. If you "right click" on any Date field, the full-function **MARKS** Calendar pops up on screen.

MARKS for DOS Users:

More information regarding Main Account Dates in general
and "Start Date " in particular.

Use the brief free-form Comment for a miscellaneous note to your office.

To Edit the Current Account

EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Modify Account

OR

- **DOUBLE CLICK** on the visible "header" portion of the screen
    Either way, the Main Account record screen is displayed.

The Name Fields of the Main Account Record

- Sort Name is used to place an account in sequential order during a browse or report. On a "Personal" account, this defaults to the combined Last + First names of Person 1. On a "Business" account, this defaults to the Firm Name.
- Firm Name is used to store a "corporate identity" for a Business" account. For a "Personal" account, this field should only be filled if the preferred mailing address for the account is a business.
- Label Name is the text that would commonly appear above the address on a mailing label, when generating mailing on a per-account (rather than per-person) basis.
- Salutation Name, similarly, is whatever would appear after the word "Dear" when generating letters on a per-account basis.

Dates of the Main Account Record

- "Start Date" defaults to the date on which the Account record is added to your database for the first time. If you are catching up with data entry, or are pre-entering new accounts for a new season, you may wish to edit this date to reflect a different "Membership" date.
- "Anniversary Date" should be used to store a wedding anniversary (when relevant) for Person 1 and Person 2.
- "Quit Date" and the related "Quit Code" render an account inactive without removing it from the database. While

the date tells you "when" this occurred, it is the user-defined code that helps you to flag "why". "Quit" information may be typed directly into these fields, or will be automatically entered from the Account Maintenance "Resign" function.

- "Expiration Date" may be used to indicate the end of an account's term of membership, either for the purpose of instigating a renewal billing, or to flag the account as "expired" for restricted projects (such as registration at some Community Centers).

"Lists" or "Codes" or .???

To determine whether a flag is necessary on an account AND whether your purpose would be best be served by as a "List" value or in one of the other code fields, you should consider the output you will be wanting to generate from your data.

- You will want to set some kind of code when no alternative information would indicate the account to be eligible for selection.

    For example, if all your members have account numbers in the same range, there is no need to establish further coding simply to generate a "Member List" -- you will be filtering your member reports for accounts in that range. In this case, if you wish to generate reports filtered for specific sub-categories of your membership, you may wish to establish codes. Similarly, if your members do not have accounts in a unique range, and you will be wanting to generate member reports, you will need to establish coding for this purpose.

- Each of the 1-character code fields is a separate field, as are the Account Type and Chapter codes, and therefore each have only one value per account. However, the List field is a single 15-value field -- with up to 15 possible values per account.

- The **MARKS** reporting filters enable you to include (only select accounts with this criteria) or exclude (only select accounts without this criteria) based on the contents of individual fields of the Main Account screen. Remember that while the other Main Account codes are each a unique field with only one value per account, the List field is a single field with up to 15 possible values per account. Therefore:

    you may filter for accounts that have an Account Type of (for example) either 'SF' or 'SS' AND are coded with an 'X' in code #3

OR   you may filter for accounts that have an Account Type of either 'SF' or 'SS' EXCEPT if they are coded with an 'X' in code #3

OR   you may filter for accounts that have an Account Type of either 'SF' or 'SS' AND are coded with a 'Y' or a 'P' in Lists

OR   you may filter for accounts that have an Account Type of either 'SF' or 'SS' AND are coded with NEITHER a 'Y' or a 'P' in Lists

BUT   you may NOT filter for accounts that have an Account Type of either 'SF' or 'SS' AND are coded with a 'Y' in Lists but NOT a 'P' in Lists.

    You canNOT include based on one value of a field and exclude based on another value of the same field.

As an alternative to these options, the **MARKS** Group file stores unlimited bi-level coding on a per-Person basis.

Account Holders & Other Persons

The Person Record

Each individual associated with a specific Account, is entered as a "Person." A "Person" might be a record holder, a dependant (such as a child), an affiliate (such as an employee) or any other adjunct for whom it will be useful for you to store individual information.

Press 　　　　**for an overview for MARKS for DOS Users**

When you add a new account to **MARKS**, you are prompted to enter information for "Person 1" and "Person 2". Subsequently, when you view the edit list of the Person File, you will notice these names are displayed.

    The Main Account record that is created when a new account number is added is considered to be

"Person 0" on the account.

While it does not appear as an *editable* field on screen, *each* Person record you save is automatically assigned a unique sequential "Person number" within the account.   While **MARKS** Person records do not have to be added in any particular order, "Person 1" and "Person 2" are *customarily* the main "account

holders". **(An additional note for DOS users:**

When you view the edit list of the Person File for any one account, these "account holders" appear highlighted in yellow.

It is the unique combination of *the Account # plus the Person* # that identifies an individual in your database.

This number is used by **MARKS** to attach all subsidiary records (Addresses, Phones, Groups, etc.) to the specific individual.

For any Account, the various Person records may be displayed in the edit list in order of Priority – regardless of the Person # and regardless of whether that Person is an Account Holder (see "Hints", below).

Changing Priority from within the Person record resets a system-only priority code, but makes no change to any other code stored on the record. Therefore, for example, a nursery school child might be coded as Person # '1' because that child's name is the only one available to you when the account is created. Once the names of the child's parents are added to your data base (where you will also most likely flag them as "Account Holders"), you may re-prioritize the Person file so that the Parents appear as the first and second name listed for this account. The afore-mentioned nursery school child will still retain number '1', even as it loses the system-only code that flags it as "first priority."

Hints for Using this Screen:

Data on this screen is initially stored when you create a new account or add a new person . Additional data may be accessed and maintained by editing an existing person at any time.

If you check the Account Holder check box, this "Person" record is/not considered one of the main Account Holders and the name appears highlighted in yellow on the edit list.

Use the Member Status field to code an individual's membership status with your organization (when relevant).

This status may potentially relate to how an individual is billed for courses/activities.

Use the Type field to code an individual's relationship to the account. For example, you might wish to use coding to flag a Person for his/her age category (adult, child, teen, infant).

$+$ Sometimes it is the combination of Type and the "Account Holder" flag that most exactly describes a person. For example, there might be adults who are account holders and other adults on the same account who are not account holders -- such as adult children of families, or employees.

In addition to storing the components of a Person's name (Title, First Name & Last Name), you may wish to maintain special-purpose name information .   The Name & Address Options tool may be used to set system defaults for the construction some of these names at your organization.

When entering a "Birth Date", If you "right click" on the Date field, the full-function **MARKS** Calendar pops up on screen.

While each Person may have as many business addresses/phones as needed, it is assumed that each person has one main Occupation. The Occupation Code field enables you to store a coded *category* of Occupation from the table of values your organization has defined . The Description may be used when you want to store more specific information

For example, if you have created codes to represent the general categories of "law", "medicine", "education", etc., a person coded for "law" might also have a description of "assistant DA".

It is the Occupation Code that the **MARKS** reporting engine uses as a selection filter.

The School Grade and School Year fields are used to store 1-per-person grade information.

For example, Alex Stern might be considered a "4th Grader" in "1999" regardless of whether he is registered for 4th grade at your school that year and/or regardless of the "grade" category into which any of his courses at your organization fall.

In a Registration-oriented organization, these fields provide a stable, comparative grade for a person whose registration in courses might be contingent on a certain educational status.

For example, rather than defining a Camp Course as restricted to children between the ages of 6 and 8, it

might be restricted to children in 1st through 3rd grades.

Users of editions of **MARKS** designed for Community Centers or School Management may *additionally* attach coded Registration Records to each Person to store actual course registration information.

Use the brief free-form Comment for a miscellaneous note to your office.

The 10 code fields on the Person screen may be defined for your own purposes, both renaming (on screen) and

creating tables of valid values for each code field you use.

Use these fields to store personal information such as employment/retirement status, religious heritage, driver's license Y/N, etc.

If you have the (optional) Photo module, the photograph related to this Person displays at the lower left of the screen.

In addition, with this module a series of buttons display (when applicable) enabling you to Add Photo (when there is no photo file currently associated with this Person), Delete Photo (to remove the currently associated file) or Change Photo (to change the association from one picture file to another).

Who are the Account Holders?

The "Account Holders" are the persons considered responsible for the membership unit. It is up to you to decide who is/not an "account holder.

On a family account, for example, the parents would ordinarily be account holders. Some organizations would also choose to consider the children to be account holders, while other organizations would consider persons not fiscally-responsible for an account to not be account holders.

Similarly, for a professional membership organization, the member is the account holder, while a spouse, assistant or professional associate ordinarily is not. However, if two partners in the same company both belong to your organization and the membership is paid for by the company rather than by either individual, you may choose to create one account making each of these persons an account holder (and their spouses, etc. additional "non-holder" person records).

It is entirely possible to have an account where NO ONE is an "account holder" (such as, for example, your organization's House Account, or an account "belonging" to a corporation where all the Person records belong to transient contacts).

An account may have as many Account Holders as you deem relevant. When creating a new account, the Account Holder(s) would usually be entered as Persons 1 & 2, while non-account-holders have other Person numbers. There are, however, exceptions:

If an account with only one "Holder" (for example, a family with only one parent), this person is entered as Person 1.   In such an account, the first additional person (for example, the first child entered onto the account of a 1-parent family) becomes, by default, Person 2 -- even if not added as such on the Enter New Account screen.

If the first people in a family who become members of a community center are two children registering for camp, it is *possible* to enter them as Person 1 and Person 2 -- but not as Account Holders -- and subsequently enter the parents (the Account Holders) and/or other children as other Persons.

Regardless of whether a Person was initially entered as Person 1, Person 2, or as any other Person number, an "account holder" flag may be set on the Person record. Subsequently, when you view the edit list of the Person File for any one account, all "account holders" appear highlighted in yellow.

The Name Fields of the Person Record

There are four special-purpose name fields on the person record. Some of these fields default to constructions based on the Title, First Name & Last Name fields.

• Informal Name is used to store a nickname or some variation of the "First Name" (for example, "Ricki" for "Erica", "Tony" for "J. Anthony", "Leslie" for "Leslie R."), when relevant.

• Label Name is the text that would commonly appear above the address on a mailing label, when generating mailing on a per-person (rather than per-account) basis.

• Salutation Name, similarly, is whatever would appear after the word "Dear" when generating letters on a per-person basis.

• Other Name might store any alternative name the Person uses. For example, this might be a religious or ethnic name. For example, for organizations wishing to store a Hebrew name in Hebrew (as opposed to using transliteration), use a Hebrew Font in the Other Name field.

To Add a Person to the Current Account

WITH THE "PEOPLE" Folder Tab SELECTED from the Account display

EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Add..

OR

- **PRESS** the Add Person icon [icon] from the tool bar

To Edit a Person on the Current Account

WITH THE "PEOPLE" Folder Tab SELECTED from the Account display

- **DOUBLE CLICK** The name of the person you wish to edit

Address and Phone Records

The Address Record

On each Account, each unique Address record is attached to a specific "Person". To attach an address to the Main Account (the account-as-a-whole), it must be attached to "Person 0"

> When you add a new account to **MARKS**, you are prompted to enter information for a Main Address. Subsequently, when you view the edit list of the Address File, you will notice this address displayed, attributed to "Person 0".

On the edit list, Addresses are sorted by Person #, with "Person 0" addresses appearing first. *For each "Person"*, addresses are sorted in Priority order. The first address listed per Person is considered to be the Priority address (the default choice when printing reports). When you begin using the Address file, **MARKS** automatically prioritizes these records based on the Address #. You may change the priority of Addresses at any time.

> For example, if a family moves to their vacation house for the summer, you may re-prioritize the Address file to make that vacation home the Person 0 priority address.

Press   [icon]   **for Help for MARKS for DOS Users**

Hints for Using this Screen:

A combination of three codes serves to identify each specific Address:

- The 1-character Type, indicating whether this is a business, home, vacation home, post office box, etc. To any one Person, you may enter as many Address records of any type as you wish. For example, if a Person has 4 business addresses, you may (if you wish) use the same Address Type on each of these.
- The Person # to which this Address is attached. You may enter as many Address records to each Person as you wish.
- The system-assigned Address #. Each Person/Address combination will have a *unique* Address # . This number is invisible on the Edit screen, but visible on the List.

Data on this screen is initially stored when you create a new account or add an address. Additional data may be accessed and maintained by editing an existing address at any time.

The 10 code fields on the Address screen may be defined for your own purposes, both renaming (on screen) and creating tables of valid values for each code field you

> Use these fields to store address-related information such as whether or not this is a US address (for mailing purposes), enhanced information related to Type (such as whether a business address is an office, store, factory, school or studio), etc.

What happened to MARKS for DOS Occupations?   [icon]

To Add an Address to the Current Account

WITH THE "ADDRESS" Folder Tab SELECTED from the Account display

---

EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Add..

OR

- **PRESS** the Add Address icon from the tool bar

To Edit an Address on the Current Account

WITH THE "ADDRESS" Folder Tab SELECTED from the Account display

- **DOUBLE CLICK** The address you wish to edit

The Phone Record

On each Account, each unique Phone record is attached to a specific "Person". To attach an address to the Main Account (the account-as-a-whole), it must be attached to "Person 0"

> When you add a new account to **MARKS**, you are prompted to enter information for a Main Address. Subsequently, when you view the edit list of the Address File, you will notice this address displayed, attributed to "Person 0".

"Phone" records may either stand alone, or be associated with specific Address records.

> For example, a Phone record representing a business fax number would (usually) be attached to a related "Address" record. However, an email address or cell phone number, which by their natures have no street address, would be stored in a Phone record that would not be attached to an "Address" record.

On the edit list, Phones are sorted by Person #, with "Person 0" phones appearing first.

- *For each Person*, phones are sorted in Address # order; phones attached to no address ("Address #" is blank) appearing first.
- The first phone listed per Person/Address is considered to be the Priority phone (the default choice when printing reports) *for that Address*.

    You may change the Priority of Phones at any time.

Press **for Help for MARKS for DOS Users**

Hints for Using this Screen:

A combination of codes serves to identify each specific Phone:

- The Person # to which this Phone is attached. You may enter as many Phone records to each Person as you wish.
- The *unique* system-assigned Address # of the Address with which this Phone is associated. A *blank* Address # indicates the Phone record is not associated with a specific Address for this Person. This number is invisible on the Edit screen, but visible on the List.
- As an aid to your memory, a condensed version of the Address file edit list is displayed in the upper right corner of the Phone file edit list.
- The 1-character Type, indicating whether this is a business, home, fax, modem, email, pager, etc. To any one Person/Address, you may enter as many Phone records of any particular type as you wish. For example, if a Person has 2 business phones at the same address, you may (if you wish) use the same Phone Type on each of these.
- The *invisible* sequence number (system-assigned) that uniquely identifies each Phone per Person/Address combination.

Data on this screen is initially stored when you create a new account or add a new phone . Additional data may be accessed and maintained by editing an existing phone at any time.

If you check the Listed check box, this is considered to be a listed phone number (for reporting purposes). If this box is NOT checked, the phone is considered unlisted.

> When adding a new Phone, this box *defaults* as checked-off (i.e., as "listed")

The Note field, a scrollable Windows "memo" field, enables you to store text information relating to the phone number. This is useful for storing expanded dialing information (such as identification number sequences for pagers or call-forwarding systems), as well as general notes about the usage of this number (such as website descriptions, switchboard vs direct line notes, dates/times in use, name of person who might take a message, etc.)

To Add a Phone to the Current Account

WITH THE "PHONE" Folder Tab SELECTED from the Account display
EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Add..

OR

- **PRESS** the Add Phone icon from the tool bar

To Edit a Phone on the Current Account

WITH THE "PHONE" Folder Tab SELECTED from the Account display

- **DOUBLE CLICK** The phone you wish to edit

Groups, Dates & Relations

The Group Record

The Group file maintains an entire database of subsidiary records that are in effect multi-layered "codes". The structure of the Group file includes pre-defined fields to contain Group and Sub-Group (a smaller division of a "Group") codes, as well as five 1-character code fields with no pre-defined purpose. For *all* of these code fields, you may define a table of values that best suit the needs of the specific people/departments/projects of *your* organization.

> Like Address and Phone records, each Group record -- as many as you want – may be attached to a specific, numbered "Person." (the most frequent usage for Groups) or the account-as-a-whole ("Person 0").
> Like Phone records, you may associate Groups with any of the related Person's Addresses.

"Groups" may be used to categorize individuals for a variety of purposes, such as membership in groups and committees, where more information is required than the 1-character Person codes would provide. Groups may also be used for coded information relating to interests, hobbies, skills and activities.

Press **for Help for MARKS for DOS Users**

Hints for Using this Screen:

Data on this screen is initially stored when you add a new group to an account. Additional data may be accessed and maintained by editing an existing group record at any time.

Tables of valid values may be defined for both the Group and Sub-Group codes.

- A Group is considered to be the larger or primary unity of description, while a Sub-Group is considered to be a sub-section of a Group.

  > For example, if ALL members of the Executive Board must belong to the Board, the Group is "Board" while the Sub-Group is :"Executive Board".

- Once defined, Group and Sub-Group code values may be combined on Group records in any combination. It is the combination of the Group and Sub-Group code on any single Group record that precisely explains the "group membership."

  > For example, you may create a single Sub-Group code to be used to denote "Chairman" or "Officer" and use it in combination with *any* of the Groups you have defined. It is the pairing of Group/Sub-Group that tells us

---

Jill Meyers Chairs the Finance Committee, while Frank Bowman Chairs the Building Committee.

- Coding in two levels affords you greater flexibility in report generation.

  Using the previous example, you would easily be able to report on ALL members of the Finance Committee by filtering for that Group, or for ALL Chairs by filtering for that Sub-Group. To print for ONLY the Chair(s) of the Finance Committee, you would filter for both the Group and Sub-Group.

- Not every Group has Sub-Groups. If a Group does have Sub-Groups, not every Group member necessarily belongs to a Sub-Group. In either case, you may have a Group record where the Sub-Group field is left *blank.*

  For example, you may have a 15 member Board, of which 5 members are considered the Executive Board. If the Board has no further divisions, your system would have 5 Group records where the Group is "Board" and the Sub-Group is "Executive Board", and 10 Group records where the Group is "Board" and the Sub-Group is blank.

The Date field may be used for any kind of date that may be relevant to the Group you are recording. It may, for example, indicate the start date (or stop date) of a term of office. If you "right click" on the Date field, the full-function **MARKS** calendar pops up on screen.

A Dollar Amount related to this Group record may be used to globally generate billing to Group members [feature not enabled as of this writing] *or* may be stored for reference only.

If you leave the Address field at the *default* "{priority address}" setting, this Group record is *always* attached to the Priority address for this Person. Therefore, when address priority is changed, reports (including labels) are automatically re-routed to the current priority address. Alternatively, filling in the Address field attaches this Group to the selected Address *regardless of its priority* at any given time.

The Note field, a scrollable Windows "memo" field, enables you to store text information relating to the phone number. This is useful for storing miscellaneous information related to Group membership.

The 5 code fields on the Group screen may be defined for your own purposes, both renaming (on screen) and creating tables of valid values for each code field you

Why Use Groups?

To help determine whether you should use a Group record rather than one of the Code fields on another record, consider these points:

- As you may store an unlimited number of Group records per account/person, use this approach whenever an account or person might require multiple coding for a specific concept -- for example, if coding language skills, Mr. Brown might be fluent in both French and Japanese.

- Because of their "layered" detail, Group records are an ideal place to store such things as Board/committee affiliations, where a person might belong to a specific branch of a larger group -- for example, the Executive Board *of the* Board.

- The Group record enables you to associate a date and/or a dollar amount with the coded information.

- If information is seasonal (such as a committee that only meets in the summer), the Group record may be related to the correct seasonal address for this Person. Similarly, any time a specific address is related to Group membership (such as, for example, Finance Committee members who wish to be contacted only at their offices), you may relate the Group and Address records appropriately.

To Add a Group to the Current Account

WITH THE "GROUP" Folder Tab SELECTED from the Account display
EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Add

OR

- **PRESS** the Add Group icon from the tool bar

To Edit a Group on the Current Account

WITH THE "GROUP" Folder Tab SELECTED from the Account display

- **DOUBLE CLICK** The group you wish to edit

The Date Record

Not all dates stored in **MARKS** are considered to be part of the Date file:

- Main Account record stores several dates. To view the Anniversary and Quit Dates, you must access the Main Account record.
- The Start Date and Expiration Date are (also) always visible in the Account Header (at the top of the screen).
- Each Person record stores a Birth Date.
- When you view the edit list of the Date File, you will notice Birth Dates displayed in a small edit list above the main Date edit list.
- Each Group record, Yahrzeit record, Memo record, etc. includes fields in which to store dates relevant to those files. For example, a Memo has an Entry Date, a Last Date and a Reference Date, while a Yahrzeit record stores the Hebrew and English Dates of death

MARKS for DOS Users, note:

The Date file enables you to store *other, coded* dates on a *per-Person* basis.

> Use the Date file to store dates for situations such as Bar/Bat Mitzvah, college Graduation, business Retirement, etc., that are not specifically handled by any of your **MARKS** modules.
>
> A Date may be attached to the account-as-a-whole by attaching it to "Person 0."

Hints for Using this Screen:

Data *in the Date file* is initially stored when you add a new date . Additional data may be accessed and maintained by editing an existing date at any time.

> Date fields stored in other files (the Main Account, Person or Group files, for example) must be edited via the records in those files.

When creating a table for types of dates, be as specific as you need. For example, if you wish to store graduation dates for High School, College, Grad School, Law School, Medical School, etc. you might decide to define one general code for "Graduation" OR you might decide to define a unique code for each type of school for which you track Graduation. How you do this will relate to how you print date information.

If you "right click" on the Date field, the full-function **MARKS** calendar pops up on screen.

To Add a Date to the Current Account

WITH THE "DATE" Folder Tab SELECTED from the Account display
EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Add

OR

- **PRESS** the Add Date icon from the tool bar

To Edit a Date on the Current Account

WITH THE "DATE" Folder Tab SELECTED from the Account display

- **DOUBLE CLICK** The date you wish to edit

The Relation Record

Just as the "Person" record is used to store the individuals who make up an Account, the "Relation" record is used to connect a Person from another account with either the current Main Account or a specific Person

on the current Account.

A "Relation" might be a grandparent, non-custodial parent, employer, or other kind of person who, while not a part of this account may be connected to it in some way. As Relations have their own accounts, reports may be generated that are driven by the Relationship.

> For example, a family-oriented organization using Relation records to connect grandparents to their grandchildren may (a) view all or print all of Mr. & Mrs. Smith's grandchildren, regardless of who their parents are, (b) view or print all of the grandparents attached to the Curtis family account, even if - thanks to two-generations of divorce! - there are six sets of grandparents, and (c) print reports as specific as a run of labels for grandparents of third-grade boys.

> Or, for example, a fundraising organization using Relation records to interconnect employers, employees and vendors may (a) view all employees of the International Widget Corporation and all subsidiaries thereof, plus other organizations contracted thereto, (b) see that Mr. Jackson is an employee of the Widg-West subsidiary of International Widgets, and view or print all of his regional co-workers, and (c) print reports such as a "phonathon" resource directory of all accounts related to the International Widget Corporation.

While the Relation file is not itself a file of "Bill to" records (i.e., you cannot use it to redirect fees to an alternate account), you may use a it to define the relationship between the Main Account and other accounts that are referenced (on various other files) as "Bill to" records.

> Similarly, the relationship of a Journal Ad "Solicitor" or other accounts referenced in **MARKS** modules may be defined.

Press   **for Help for MARKS for DOS Users**

There are two views of the Relation file List screen.

Hints for Using the Relation File Edit Screen:

Data on this screen is initially stored when you add a new Relation . Additional data may be accessed and maintained by editing an existing Relation at any time.

A (blue) text description "reading" the *current* record is written at the bottom portion of the Relation record screen. Included in this text is the (defined) *description* of the Relation Code used. When creating a new record, this description is written *as you enter data*.

Relation Code values are established and maintained through the Add/Update/Print Code Values utility.

> Users of the Yahrzeit module should note that this same file of Relation Codes is used by the Yahrzeit system.

When you add a Relation record, you will usually want to *cross-reference* this relationship with the related account.

> For example, on the family described in the "Hints for Using the Relation File List Screen" (above), Relation records were added both to the account of the Father and the account of the Daughter.

This can be efficiently done by using the "Save and Create Inverse Relationship Record " feature. This feature saves the new Relationship record and immediately creates a "mirror" image of that record on the Related Account, with the account #, person # and name already filled in; you need only manually enter the correct Relationship Code to indicate the opposite (in this instance) of the original Relationship.

> For example, the inverse relationship of "Aunt" is either "Niece" or "Nephew." The inverse relationship of "Sister" is either "Sister" or "Brother". Etc.

To Add a Relation to the Current Account

WITH THE "RELATION" Folder Tab SELECTED from the Account display
EITHER USE THE PULL-DOWN MENU

- **CLICK ON** File

- **CLICK ON** Add..

OR

- **PRESS** the Add Relation icon   from the tool bar

To Edit a Relation on the Current Account

WITH THE "RELATION" Folder Tab SELECTED from the Account display

- **DOUBLE CLICK** The name of the relation you wish to edit

Two Views of the Relation File List

MARKS displays a (blue) <u>text description, "reading"</u> the *currently* highlighted Relation, directly above the column headings, to the right of the List screen. This is designed to help users who prefer sentence structure to column headings.

The <u>Relation file Edit list</u> has *two different views* of the Account's "Relations":

- A (blue) *italicized* description directly above the column headings to the *left* of the screen identifies the current display.
- A <u>Toggle button</u> (beneath the edit list) enables you to switch back and forth between the two views. The toggle button is always captioned with the feature *to which* you wish to toggle – in other words, the opposite of the current feature.

Both views are sorted by the *current* account Person #. While one view lists all of the Relationship records stored on the current account, the other lists the Relationship records stored on *other* accounts which *reference* the current account.

> <u>People this account is related to</u> (visible when the toggle button caption reads "Show people related to this account"; shown in the sample screen above) displays a list of the Relation file, driven by the current account. This list reflects relationships stored on this account. For each Relationship, the edit list displays (from left to right): Person # + Person Name (describing the Person on the current account); Relation Code Description; Related Account Number + Person # + Person Name.
>
> In this display, the Relation Code Description is interpreted from the "direction" of the current account. For example, if the Account Holder, Diane Brown, has a "relationship" record connecting her to her father, Gerald Roberts, the screen might display:

Per	Name	Relation	Account	Per	Name
2	Diane Brown	Father	M7005000	1	Gerald Roberts

> The text description above the column headings would "read" this as: Diane Brown's Father is Gerald Roberts.
>
> <u>People related to this account</u> (visible when the toggle button caption reads "Show people this account is related to") displays a list of the Relation file driven by the related accounts. This list reflects relationships stored on other accounts which reference the current account. For each Relationship, the edit list displays (from left to right): Related Account Number + Person # + Person Name; Relation Code Description; and, Person # + Person Name (describing the Person on the current account)
>
> In this display, the Relation Code Description is interpreted from the "direction" of the Related account. For example, if the Account Holder on the current account, Diane Brown, is referenced as a Relation on the account of her father, Gerald Roberts, the screen might display:

Account	Per	Name	Relation	Per	Name
M7005000	1	Gerald Roberts	Daughter	2	Diane Brown

> The text description above the column headings would "read" this as: Gerald Roberts' Daughter is Diane Brown.
>
> ✋ You canNOT *delete* Relation records from this view of the edit list. In order to delete a Relation record, you must *navigate to the account to which it was originally added* and be in the "People this account is related to" view (the toggle button will say "Show people related to this account.")

From the Relation edit list, you are able to <u>Navigate to Related Accounts</u> by double-clicking on the Account Number. This form of navigation brings you to the Relation edit list of the related account.

To Save and Create an Inverse Relationship Record

When you have entered your data on the Relation screen, instead of pressing the Save Record icon (the picture of a diskette) :

- **PRESS** the Save & Copy icon from the tool bar

    In the Relation file, this icon specifically serves as access to the "Save and Create Inverse Relationship Record" feature.

- **ENTER** the Relation Code of the "inverse relationship"

Account Maintenance

Setting Priority

Throughout **Visual MARKS**, subsidiary records include system-assigned sequence numbers to insure that each record on an account has at least one unique identifier. Sometimes this number is visible to the user (for example, the Person # in the Person file) and sometimes not (for example, the Phone file sequence code).

The precedence any one record takes in a file is not necessarily the same as the record's sequence id number. For example, the first address record entered to an account is entered as address #1. This address is not necessarily always (or even ever!) the preferred address.

To enable you to set and re-set the order of preference for records, **MARKS** includes a Priority feature in certain subsidiary files:

> In a standard **Visual MARKS** installation (without any additional modules), this feature is available in the Person, Address and Phone files. In the edit list for any such file, the priority record is listed first:

- In any Account, the priority Person is the first Person listed
- For any unique Person, the priority address is the first address listed. The priority address for the Main Account is the first address listed for "Person 0."

> For any unique Person + Address (including "no address"), the priority phone is the first one listed

For any file using the Priority feature, you may change the priority of records at any time.

- Changing Priority resets a system-only priority code, but makes no change to any other code stored on the record:
- Changing Priority does not change the record # ("person #", "address #", system-only invisible phone seq. #) of any record
- Changing Priority does not add/remove the "account holder" flag from a Person record
- Changing Priority does not change any other code on a record

> Therefore, for example, a home address might be coded as number '1' because it was entered first. Initially it might be used as the priority address. If (during the winter, perhaps) addresses are re-prioritized and a seasonal address becomes the Priority address for this account or person, the afore-mentioned home address will still retain number '1', even as it loses the system-only code that flags it as "first priority."

To Change Priority in a File

- **NAVIGATE** to the relevant Account

- **CLICK ON** the Folder Tab for the relevant file

- **DOUBLE–CLICK** on a record in the sequence you wish to re-prioritize:
    ⇒ To re-prioritize the Person file, DOUBLE CLICK on any Person
    ⇒ To re-prioritize the Address file, DOUBLE CLICK on any Address for the relevant Person (Person 0 = the Main Account)
    ⇒ To re-prioritize the Phone file, DOUBLE CLICK on any Phone for the relevant Person + Address # combination (including a Person + blank Address # to select phone without addresses for the indicated person)

    On the record screen that is now displayed:

- **CLICK** on the [PRIORITY] button. A screen displays the list of records to prioritize.

    To change the order of the records on this screen:

- **CLICK** on the (grey) button to the left of the record AND

- **DRAG** this same button to the position you now wish to assign to this record
    REMEMBER that the *first* record in the list is considered the "priority" record.

- **CLICK** on the [OKAY] button, to return to the edit screen from which you began

- **SAVE** this record

    You are returned to the edit list for the relevant file. The changed order of records is immediately visible.

💣 **IF YOU DELETE A PRIORITY RECORD** from any file, a prompt will alert you. MARKS does NOT *automatically reassign* priority to another record in the same file, and therefore this account would temporarily be WITHOUT a priority record in this file/category of information.

Account Maintenance and Deletion

Account Maintenance is available from the menu ribbon above the data entry areas of **MARKS.** This feature includes several different utilities:

- Change account number : ALL information attached to a specific account is re-applied to a different account number.

- Delete this account : All NON-financial information for the specified account is *permanently* deleted from **MARKS**, while all FINANCIAL information is *permanently* re-applied to the House Account.

    💣 An account canNOT be deleted if there is an open financial balance (either an open debit or an open credit). To delete this account, it is necessary to first bring the balance (in the Statement file) to zero dollars.

- Combine this account with another : Re-assign all subsidiary records from one account ("B") to another account number ("A"), effectively combining the information from both accounts into account "A". This is used to de-dupe accounts without either losing information or having to do any re-entry of data.

- Resign this account : Render a specific account inactive (for any reason). The account – and ALL data – remain available in the system with the original account number. A visible "Resigned" flag is set to alert you to the inactive status of the account. **MARKS** reports include options to exclude resigned accounts, and to print only resigned accounts.

- Reinstate this account : The reverse of "resign", this removes the resignation flag from an account and returns it to active status.

- Undelete [restore] any deleted account : An "undo" utility to reverse Delete.

    💣 This feature is meant as a "whoops!" key to undo a delete you accidentally just executed. Once the revised data file has been PACKED (a choice when reindexing data) "undelete" will NOT succeed.

- Combine two people in this account : Re-assign all subsidiary records from one person ("B") to the another account number ("A"), effectively combining the information from both person records into person "A". This is used to de-dupe the Person file without either losing information or having to do any re-entry of data.

To Access any Account Maintenance Utility

With the sole exception of "Undelete", the Account for which you wish to perform a Maintenance function MUST be the CURRENT Account (i.e. the Header and initial display table on screen belong to that account)

From the Menu Ribbon

- **CLICK ON** Account Maintenance

- **CLICK ON** the Utility of your choice

    a dialogue box for your chosen function is displayed

To Change Account #:

Use this function when you wish to keep an account intact but change the account number designation. ALL information attached to the original account will be re-applied to the new (different) account number. This feature is most frequently used *EITHER* when a significant sequence of account numbers has been disrupted and is now being cleaned up, *OR* when different ranges of Account numbers (beginning with different prefixes) have significance in your database and a specific account is moving from one category to another.

For example, in a School where current families have a specific prefix to their Account #s, an Account that has

graduated its last student will need to have a Change of Account #.

AFTER selecting "Change Account" from the this Account Maintenance menu

- **ENTER** the new Account # in any of the same ways you would when adding a brand new Account.

  EITHER:

  ENTER the *exact* Account Number you wish to assign this account;

  or **LEAVE** the Account Number field *blank* and **CLICK ON** the [ASSIGN] button to allow MARKS to assign the next available all-numeric number;

  or **ENTER** a *prefix* (initial character/s) consistent with the kind of account number you wish to create and **CLICK ON** the [ASSIGN] button to allow MARKS to assign the next available number in that particular sequence (the prefix followed by a string of numbers).

To Delete this Account

This utility should *only* be selected when it is no longer necessary to maintain the information on this account for any reason. When a selected Account is "Deleted":

All NON-financial information for the specified account is *permanently* deleted from **MARKS**

Organizations using special purpose modules should note:

- Prior to "Deleting" an Account, any Yahrzeit records that must continue to be maintained (for example, records with Plaques) will need to be *manually* transferred to the House Account.
- When an Accounted is "Deleted", all associated Course Registration records are also deleted. As well as automatically releasing spots in *current* Courses, this has the effect of removing historic Registration information. This means that a comparative report (for example, how many children were signed up for camp at this time last year vs this year) will no longer be accurate.
- Similar to the Course Registration situation (above), when an Account is "Deleted", all associated Event/Dinner Reservation and Journal Ad records are also deleted. This means that a comparative report for Events or Journals will no longer be accurate.

All FINANCIAL history is *permanently* re-applied to the House Account. This means that, while it may be difficult in future to determine the source of these transactions, the dollars billed/paid/etc. in any given fiscal period (and the **MARKS** or G/L categories to which they were attributed) remain available for historic financial reporting.

An account canNOT be deleted if there is an open financial balance (either an open debit or an open credit). To delete this account, it is necessary to first bring the balance (in the Statement file) to zero dollars.

the dialogue box *confirms* the Account # to be deleted.

AFTER selecting "Delete Account" from the this Account Maintenance menu

- **CLICK ON** the [Delete] button to complete this

To Combine this Account with Another:

This utility is used when information that belongs to a single Account unit is currently, for whatever reason, spread among multiple Account numbers.

- For example, the same person or family might have accidentally been entered under slightly different names (Mr. & Mrs. Allen Stuart, Mr. & Mrs. Allen Stewart, Mr. & Mrs. Alan Stuart, and Mr. Allen J. Stuart might actually be the same couple) This frequently happens in an organization that uses outside mailing lists as a source for new members or donors.
- Or, for example, two Accounts that previously were separate units might need to be merged -- as when two people with individual Account numbers marry and blend their membership.

"Combine" enables you to "de-dupe" such Accounts without either losing information or having to do any re-entry of data. This utility re-assigns all subsidiary records from one account ("B") to another account number ("A"), effectively combining the information from both accounts into account "A". When running "Combine":

- The account number and header record of account "A" will be retained, while the account number previously assigned to "B" is deleted from the system (as is the associated header). You may wish to manually update portions of the header of the surviving account (such as the account Label and Salutation names and the Account Type).

- Records in subsidiary files of the deleted account are appended to the surviving account: for example, Person #1 of account "B" may become Person #4 on the newly-combined account "A". IF the same individual has been listed as a Person on both accounts, you may wish to subsequently perform the "Combine Two People " maintenance utility to de-dupe the Person file for the newly-combined account.

- Subsequent to performing the "Combine" function, you may wish to manually *re-prioritize* the Person, Address and/or Phone files of the surviving account.

AFTER selecting "Combine this Account with Another" from the this Account Maintenance menu

- **ENTER** the *other* Account #

  this "other" Account will be *absorbed* by the "current Account". At the conclusion of this procedure, only the "current Account" Account # will be left in your database. In addition to information already attached to it, the "current Account #" now incorporates *subsidiary data* files attached to ALL *numbered* Persons in the "other" account.

  IF YOU

- **CHECK** the <u>Bring in Main Account Information</u> check box,

  you are instructing the program to ALSO attach any "Person 0" records from the "other" account to the "current Account". Such records will continue to be attached to "Person 0" in the newly-combined account

  after completing the Combine,

- (if necessary) **RUN THE COMBINE PERSON** utility to de-dupe information for any individual who may have appeared as a Person on both of the original accounts.

- **CHECK** (and **ADJUST** if necessary) the Priority of Person, Address and Phone records in the new Account

To Resign this Account

On any specific Account, the **MARKS** "Resignation" flag renders that account inactive -- for *any* reason. While in membership organizations, this might sometimes be connected to a member tendering a resignation from the organization, this is not necessarily the case.

- For example, a school, might "Resign" an Account after the last student has graduated, in order to maintain the family on fundraising mailing lists.
- Or, for example, any organization might "Resign" the Account of a deceased person while it is still necessary to view or print information from this Account unit (such as printing a tax receipt for the estate).

☞ NOTE that in certain instances, it may be preferable to Change the Account # rather than (or even subsequent to) Resigning the account.

When an Account is "Resigned":

- The Account – and ALL data – remain available in the system with the original account number. NOTE that **MARKS** reports include options to exclude resigned accounts, and to print only resigned accounts.
- A visible "Resigned" flag is set on the Main Account record to alert you to the inactive status of the account. The word "Resigned" will flash in red on the Account header of the main display.
- A "Quit Date" is stored on the Main Account record to indicate "as of when", and a "Quit Code" value may be stored to indicate "why".

  A table of valid values for "Quit Code" specific to your needs may be defined and maintained.

AFTER selecting "Resign this Account" from the this Account Maintenance menu

the dialogue box *confirms* the Account # to be resigned.

the "Quit Date" (which will be stored on the Main Account record) *defaults* to "today". If you wish to set a different date as the "Quit Date"

- **ENTER** an alternative "Quit Date" for this account

- **SELECT** a "Quit Code" value from the table of defined values

- **CLICK ON** the [Resign] button to complete this

To Reinstate this Account

"Reinstate" is the reverse of the "Resign" utility. By removing the resignation flag from an account (and resetting the "Quit Date" and "Quit Code"), this utility returns the Account to active status.

As the history of the Resignation is reset to blanks, you may wish to copy this information into the Comment field of the Main Account record *prior* to running "Reinstate". Users of the (optional) Memo Module may prefer to create a Memo record for this purpose.

AFTER selecting "Reinstate this Account" from the this Account Maintenance menu

the dialogue box *confirms* the Account # to be reinstated.

- **CLICK ON** the [Reinstate] button to complete this

NOTE "reinstatement" removes the "Quit Date" and "Quit Code" from the Main Account record.

To Undelete/Restore an Account

The Undelete/Restore utility *attempts* to reserve the effect of "Delete".

This feature is meant as a "whoops!" key to undo a delete you accidentally just executed. The further away from "Delete" that this utility is run, the less chance it has of succeeding. Once the revised data file has been PACKED (a choice when reindexing data) "undelete" will NOT succeed.

AFTER selecting "Undelete/Restore Account" from the this Account Maintenance menu

- **ENTER** the Account # you wish to restore

- **CLICK ON** the [Restore] button to complete this

To Combine two People on this Account:

Occasionally a single person might appear more than once as a "Person" on the same Account.

This situation most commonly occurs after two or more *Accounts* have been "Combined ", when an individual has for some reason been listed as a "Person" on each of the original Accounts.

This utility enables you de-dupe the *Person* file without either losing information or having to do any re-entry of data. Re-assign all subsidiary records from one person ("B") to the another person ("A"), effectively combining the information from both person records into person "A".

Just as with Combining accounts, you may wish to manually update portions of the surviving Person record (such as codes, Label and Salutation names, etc.) and/or manually re-prioritize the Address and/or Phone files of the surviving Person.

AFTER selecting "Combine two People on this Account" from the this Account Maintenance menu

From among the *current* Person records on this Account.

- **SELECT** Person #1 (the Person record which will be *kept*) and Person #2 (the Person record which will be *absorbed*).

These numbers have no relationship at all to the *sequence* number attached to either of these Person records.

At the conclusion of this procedure, only "Person #1" will be left in your database. In addition to information already attached to it, "Person #1" now incorporates *subsidiary data* files attached to "Person #2".

A "Type of Data" list (based on subsidiary files) is displayed, with a radio button interface. For each type of file listed:

IF YOU:

- **SELECT** the Person 1 radio button,

you are instructing the program to *retain* any data of this type that is currently on "Person 1" onto the newly combined Person. In this case, no "Person 2" data of this type is retained when the

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Combine is completed.

OR, IF YOU:

SELECT the Person 2 radio button,

you are instructing the program to attach any data of this type that is currently on "Person 2" onto the newly combined Person. In this case, no "Person 1" data of this type is retained when the Combine is completed.

OR, IF YOU:

SELECT the Both radio button,

you are instructing the program that the newly combined Person must contain any data of this type that is currently on "Person 1" *as well as* data currently on "Person 2"

- **CLICK ON** the [Combine] button to complete this

- **CHECK** (and **ADJUST** if necessary) the Priority of Address and Phone records in the newly-combined Person

Reporting

Report -- Overview

The Standard reporting engine of **MARKS** appears under the heading "Reports ". This feature generates reports to paper, reports to screen, and Link Files.

A similar engine is used to generate "Labels" and "Envelopes" .

What about the MARKS for DOS report Menu options?

Once you have accessed any of these three categories of reporting, the steps for generating output are fundamentally the same.

Basic per-account and per-person reporting is done through the *same* engine, regardless of the exact report you wish to generate (membership directory, group member labels, birthday Link File, etc.).

- You may choose from a list of named layouts, some of which (like "Birthday Directory") reflect a very specific need and others of which (like "Account Profile") serve a variety of needs depending on which records are selected at the time of printing.
- The selection filters (i.e., which records to include or exclude) encompass fields from the various Standard demographics screens
- Layouts have "What to Print?" options, enabling you to decide which information to print per selected person or account. This encompasses fields from various Standard demographics screens.

Reporting for specific modules is accessed from the opening **MARKS** screen toolbar, from the module in question. *Techniques* used for reporting from modules are the same as those described here for standard **MARKS**.

As well as referring to *optional* modules (such as Journal or Memo), the term "modules" includes some features that are *standard* to certain editions of **MARKS**. Specifically, printing from Yahrzeit records (standard to Synagogues) and Course Registration reporting (standard to Synagogues with the Registration module, Community Centers and Day Schools) may be accessed from the Menu Ribbon listing for those module.

When you generate a report for a specific purpose and may wish to rerun either the same or a similar report in the future, you may store your formatting and data selection information with a name (the date and your user id are also stored with the named report). This main reporting section also includes access to reports you have previously run (from this section) and saved.

From the main display screen of your selected reporting function:

- You may *view* descriptive information for available reports
- You may *generate* any existing report *as is* (without viewing the selection screens)
- You may *edit* any existing saved report, *either temporarily* (for the purpose of an immediate run) *or permanently* (by saving the edited report over the most recently saved report of the same exact name)
- You may *run* any *generic* format report with the selection/sort criteria that serves your current purpose
- You may *save* your criteria as a *new, named report*, to be added to this list for future use.

For more information, click

The Reporting Screen Layout

Just like data entry screens, the reporting function screens begin with a pull-down menu ribbon.

Directly beneath this ribbon, is a Toolbar reflecting the most frequently-used functions of the screen.

The remainder of the reporting screen is comprised of various "boxes," each containing a different component of the reporting engine:

- The <u>Report</u> box in the upper left of the screen lists all the currently saved reports by name. This includes the array of ESF pre-programmed formats as well as any formats you may have saved with specific filters, options, etc. As you View or Select a format, the other boxes on screen reflect the criteria of the *current* report.

- A <u>Description</u> of the currently-selected report appears in the box in the upper right corner.

- The <u>Sort</u> levels available for the currently-selected report appear in the center-left. The number of Sorts levels varies from report from report. The specific Sorts available at each level may be viewed by CLICKing on the arrow to the immediate right of the sort box.

- The Filtering Criteria box, at the center right of the screen, displays text descriptions of the current record selection filters and "What to Print? " options set for this report. This is particularly informative for those reports your office has formatted and saved for specific purposes.

- Check boxes for the various forms of <u>Output</u> appear in the lower left corner. Check off as many types of output as you wish to generate in this one run. Types of output include printed <u>Report</u>, print to <u>Screen</u> (the default choice), <u>Count Only</u> and Link file

     IF you choose a printed report, you are given addition fields to indicate the <u>pages</u> (from/to) you wish to print (leave at default 1-99999 to print all), and the number of <u>copies</u> to print.

- Two lines are provided in the lower right corner in which to enter <u>Report Headings</u> for this report. These title lines are in addition to the automatically-printed report name that is printed at the top of the report, and the date/time/operator stamp that is printed (in a small font) at the bottom of the report.

Regardless of whether you began by selecting Report, Label or Envelope, the steps for report processing are the same.

To Access the Basic Reporting Program

From the Opening Screen

- **CLICK ON** (for Reports) or (for Labels) or (for Envelopes)

OR, use the Menu Ribbon

- **CLICK ON** <u>F</u>ile

- **CLICK ON** Name & Address Record Keeping

- **CLICK ON** Print Selected Name & Address Data

- **CLICK ON** <u>R</u>eports, <u>L</u>abels or <u>E</u>nvelopes

- **CLICK ON** the specific format (Reports, Labels or Envelopes) that describes your current job

OR, Use the "HOT KEY"

- **PRESS** ,P

- **CLICK ON** <u>R</u>eports, <u>L</u>abels or <u>E</u>nvelopes

- **CLICK ON** the specific format (Reports, Labels or Envelopes) that describes your current job

This brings you to the main display for Reporting, for the specific format you have selected. The main displays for Reports, Labels and Envelopes are similar.

The Reporting Toolbar

Whether accessed via "Reports", "Labels" or "Envelopes", the **MARKS** reporting engine uses the same basic toolbar:

Displayed directly beneath the reporting menu ribbon, this toolbar reflects the most frequently-used functions of this screen:

Please note:

- The reporting engine uses the same 'Delete', 'Save', 'Cancel' and 'Close' icons as the **MARKS** data entry screens
- To select which *records* are to be printed, you will be setting Filters. The Filter icon on the toolbar looks like a funnel.
- For certain reports (including all "Options" reports), you may indicate What to Print (the data to print) for the selected records. The "What to Print?" icon looks like a picture of a form.
- The 'Run' icon, a green "Go" light, is your command to generate the report. Whichever types of output you have selected are generated when you select this icon.
- To view or change your *current Windows* Printer Information (which printer is selected, which bin contains your chosen paper, etc.), the icon is a printer with a question mark.

To View/Select a Report

While the Report box lists report formats by name, you may wish to learn more about the various aspects of each format.

As an alternative to "Select"ing this report (after which you may either run it as is or edit criteria prior to running), you may choose to simply "View" descriptive information about this format.

- **CLICK** on a Format for which you wish to View information

  a colored outline appears around this name, and the Description, Filter, Sort and Headings boxes display detailed information regarding the indicated report

- *OR* **DOUBLE CLICK** on a Format to Select it for use

  a yellow highlight appears across this name, and the Description, Filter, Sort and Headings boxes display detailed information regarding the indicated report

The approach is the same, regardless of whether the Report you wish to view or use is a programmed format, or a "saved" version of a format with criteria tailored to one of your organization's specific reporting needs.

☞   NOTE that portions of the screen remain "greyed" out when you are in the "view" mode. You will be able to navigate to them once you have double-clicked on a format to which they apply

To Generate a Report

- **DOUBLE CLICK ON** the Format of your choice
  IF you wish to change any of the report's criteria for this run:

- **EDIT** any relevant criteria (filter, sort, "what to print", layout, etc.)

- **CLICK ON** as many of the forms of Output as you wish

  you may choose from among Paper, Screen, Link File and Record Count
  IF printing to Paper

- **ENTER** the "# of Copies" of your report that you wish to print
  when your report is defined as you wish it to be

- **CLICK ON** the "Run" icon on the tool bar (the Go light)

When you print to *paper* (reports, labels or envelopes), your output is sent to the *currently* selected Windows printer for your computer or work station. You may access your Windows printer information screen from within **MARKS** and use it to select a different printer or fine-tune your currently-selected printer properties. This feature is available from within the reporting section of **MARKS**, via the Printer Information icon on the toolbar (a picture of a printer with a question mark)

For "How To" select printers/adjust properties, See **Printers**

Reports

When you access the Reports function of **MARKS**, you begin by selecting the specific report you wish to run and/or modify.

Which formats are equivalent to which MARKS for DOS reports?

You may choose to either view the saved criteria for the selected report (to refresh your memory and help you choose the proper report for your needs), or immediately run the report *as is*, or edit the criteria for the report (prior to actually running the updated version).

When you choose to edit report criteria, you may either use your new version as a "temporary" set of criteria, OR you may decide to save this new version (either in place of *or* in addition to the original version). IF you save this version in place of the original version, you will be replacing this report criteria for EVERY user of your system.

To Run a Report AS IS

- **DOUBLE-CLICK ON** the Report name

  a <u>yellow highlight</u> appears on this name and the Description, Filter, Sort and Headings boxes display detailed information regarding the indicated report

- **CLICK ON** the "Run" icon (the Go light) on the tool bar

  your data is processed and the selected output is created

To Edit Report Criteria

- **DOUBLE-CLICK ON** the Report name

  a <u>yellow highlight</u> appears on this name and the Description, Filter, Sort and Headings boxes display detailed information regarding the indicated report

to change the report Sort criteria

- **CLICK ON** the arrow(s) next to the Sort level(s) you wish to change, *and*

  CLICK ON the new Sort choice for that level

to change the report Description

- **CLICK ON** the Description, *and*

  TYPE the new descriptive text

to change the report Headings

- **CLICK ON** the Heading line you wish to change, *and*

  TYPE the new heading text

to change the form of Output to generate

- **FLAG** each kind of output you wish to generate by CLICKing on the appropriate check box. (similarly, remove the flag from any "checked" output forms you do not wish to generate in this run)

  In any *one* run of any such report, you may:

  print to paper *and/or*

  print to screen *and/or*

  generate a record count *and/or*

  generate a Link File

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to change the report Selection criteria

- **CLICK ON** the "Filter" icon (a funnel) on the tool bar
  you are brought to the filter folders and may change your criteria

to change What to Print for each selected record in the report (when available)

- **CLICK ON** the "What to Print" icon (a form) on the tool bar
  you are brought to the print option folders and may change your criteria

to Run this Edited Report, you would now:

- **CLICK ON** the "Run" icon (the Go light) on the tool bar
  your data is processed and the selected output is created

You may also opt to Save this edited report (with a name) for future use)

To Save a Report

after editing the report criteria to your needs:

- **CLICK ON** the Save icon
  the "Save Report" box appears

  The <u>Name</u> and <u>Description</u> in this box *defaults* to the Name/Description from the report upon which this is based.

  if you wish to save this as a NEW NAMED report:

- **TYPE** an appropriate Name and Description

- **CLICK ON** the [OK] button
  this new report is added to your list. Notice that the list refers to the *current date*, and that your *current login name* is listed as the creator.

  if you wish to save your criteria as NEW VERSION of the INDICATED report:

- **CLICK ON** the [OK] button without making any changes.
  the new criteria will REPLACE the previous version of the report of the same name

  💣 ESF-defined reports canNOT be overwritten. If you wish to customize such a report, you must save your revised version under a *different* name.

Report Filters

Filtering Data

In **MARKS** for Windows, the process of selecting records to include in a report is called "filtering ." **MARKS** begins with the initial reporting pool of your entire database. Each filter you set narrows down the accounts that will actually appear in your final output.

The reporting filters in the Standard reporting engine of **MARKS** encompass fields from the various Standard demographics screens. The fields by which you may filter data are organized on screens that reflect the data files in which these fields appear. Folder tabs, visible at the top of the screen, display the available data file concepts.

<u>Hints for Using these Screens:</u>
The <u>folder tabs</u> at the top of the screen display abbreviated descriptions of the categories of data available for filtering.

- A "greyed out" tab indicates a category of filtering NOT AVAILABLE for the specific report you are running. This would happen if you were setting filters on one of the built-in reports defined by our programmers.
- An asterisk (*) on a tab indicates that some data in that category is currently filtered. This is a particularly useful visual cue when you retrieve a saved-&-named report and wish to either view or edit your filters.

MARKS for DOS Users, please note:

interface for the Filtering screens includes several different standardized techniques.

The most common approach to filtering is Comparison . This approach uses a two-part description of a type of comparison, combined with the specific field value(s) to which this comparison refers.

- Regardless of the *type* of comparison you choose, the Compare to box includes the value(s) to which the indicated "comparison" applies.

- When the Comparison type is set to a blank space, the indicated field is not being set as a filter.

Apart from "Comparison", the reporting filter screens also use the "Radio button" interface you've seen in the data entry screens:

> For example, on the Group filter screen, a set of radio buttons is used to indicate that a record must match either "any" (at least one), or "all" (every one), or "only" (those listed and no other than) the Group/Sub-groups in a list. In this instance, you will notice that there are two sets of radio buttons – one tied to "Include" and one to "Exclude"; you may only use one of these in any one run of a report.

MARKS sometimes makes use of wildcards for selecting records.

> *When wildcards are available, you are instructed on screen*.

When entering dates as values for filtering, the reporting filter screens require the configuration "MM/DD/YYYY" (for example, 09/17/1998 for September 17, 1998)

> Reference to this configuration always appears on screen.

> When the dates involved are Hebrew calendar dates (such as, for example, in the Yahrzeit file filter), a table of numeric equivalents for each month is available for your assistance on the filter screen.

At any point, you may decide to save your Filtering critiera for this particular run of the report and turn your attention to another aspect of the reporting process.

> If, while on the Filtering screens, you wish to undo the criteria you have entered for this run, you may choose to either cancel your current changes (returning to the most recent "saved" version of this report), or return to the programmed defaults for this report format.

To View/Edit Filter Criteria

- **DOUBLE-CLICK ON** the Report name

> a yellow highlight appears on this name, indicating it is selected

In any reporting run, you may set filters on as many screens as necessary to get the result you want. Only records matching ALL your criteria are selected for reporting.

- **CLICK ON** the "Filter" icon (a funnel) on the tool bar

> you are brought to the filter folders and may change your criteria

To Access a Specific Filter Screen

- **CLICK ON** the folder tab that describes the data file by which you wish to filter

Once you have navigated to any filter screen, you may select based on as many fields as relevant. You may continue to navigate back and forth between the filter screens until you have completely entered your filter criteria.

> For example, if you wish to run a report of ALL people born in the month of February, you need only click on the tab for the filter screen containing the birthdate field (the Person screen)

> OR, for example, if you wish to run a report of all people who live in Washington DC who are born in the month of February, you need to click on the Person filter screen and the Address screen (for the city and "Home address" code).

To Save Your Complete Filter Criteria FOR THIS RUN

After entering criteria in all relevant fields on as many screens as necessary:

- **CLICK ON** the [OK] button at the bottom of any filter screen
    the changes entered during this work session are saved FOR THIS RUN and you are returned to the main reporting screen

To Cancel Current Changes

AFTER entering criteria BUT BEFORE clicking on "OK"

- **CLICK ON** the [Cancel all Changes] button at the bottom of any filter screen
    the changes entered during this work session are undone and you are returned to the main reporting screen

To Return to Saved Defaults

- **CLICK ON** the [Restore Default Values] button at the bottom of any filter screen. This restores the standard system report value for report filtering: all "Is/Is Not" options are set to "Is; all comparison type are set to blank; and, all "compare to" values are set to blanks. You are left in the filter mode to establish filters, if you wish.

The Filter Interface

Is/Is Not In the List

IS / IS NOT	COMPARISON.	DESCRIPTION
Is	**in the list**	only records which match *at least one* of a list of specific values are INCLUDED
Is Not	" "	all records which match *at least one* of a list of specific values are EXCLUDED

When your type of comparison is "In the List", you will need to enter all relevant values to match in this box. The order of these value does not matter. Values should be separated by a comma.

Contains

IS / IS NOT	COMPARISON.	DESCRIPTION
Is	**contains**	only records which contain a specific string of characters are INCLUDED (for example, "Green" will select "Green" and "Greenberg" AND "Evergreen", all of which contain that sequence of letters)
Is Not	" "	all records which contain a specific string of characters are EXCLUDED

Is/Is Not Blank

IS / IS NOT	COMPARISON.	DESCRIPTION
Is	**blank**	only records where this field is EMPTY are INCLUDED
Is Not		all records where this field is EMPTY are EXCLUDED

Filtering Wildcards

MARKS sometimes makes use of wildcards for selecting records.

When wildcards are available, you are instructed on screen.

This feature is currently only available in the Group filter screen:

On the Group filter screen, the wildcard "!" is used to indicate "any" in describing the 6-character combined "Group/Sub-Group" coding to Include/Exclude. For example, "BDT!!!" would indicate you wish to select records with the Group code "BDT" *regardless* of the SubGroup code. Similarly, "!!!OFF" would indicate you wish to select records with the SubGroup "OFF" *regardless* of the Group code.

If you wish to select records with BLANK Group or SubGroup fields, you would use blank spaces! For example, you would use "BDT   " for Group BDT without a subgroup, or "!!!   " for ALL groups without a subgroup, or "   OFF" for group records with subgroup OFF and no Group code.

Is/Is Not Between

IS / IS NOT	COMPARISON.	DESCRIPTION
Is	**between**	only records within a specified RANGE of values are INCLUDED. You will need to specify both the "from" and "to" values.
Is Not	" "	all records within a specified RANGE of values are EXCLUDED.

When your type of comparison is "Between", you will need to enter both the "From" and "To" values in this box (in that order), separated by a comma.

Is/Is Not Equal

IS / IS NOT	COMPARISON.	DESCRIPTION
Is	**exactly equal**	record must *exactly* match the value you enter in order to be INCLUDED (for example, "Green" will select "Green" but NEITHER "Greenberg" nor "Evergreen," both of which have additional characters)
Is Not	" "	record *exactly* matching the value you enter will be EXCLUDED

Is/Is Not Like

IS / IS NOT	COMPARISON.	DESCRIPTION
Is	**like**	record must match the value you enter in order to be INCLUDED (for example, "Green" will select "Green" and "Greenberg", both of which begin with that sequence of characters, but NOT "Evergreen", where there are other characters *before* the indicated ones)
Is Not	" "	record matching the value you enter will be EXCLUDED

Table of Comparisons

The possible *types* of Comparison are:

Like	Exactly Equal	In the List	Contains	Blank
Before	Before or =	= or After	After	Between

For any of these, the value indicated either IS or IS NOT comparable.

When the Comparison type is set to a blank space, the indicated field is not being set as a filter.

Regardless of the type of comparison you choose, the Compare to box includes the value(s) to which the indicated "comparison" applies.

- When your type of comparison is "Between", you will need to enter both the "From" and "To" values in this box (in that order), separated by a comma.

- When your type of comparison is "In the List", you will need to enter all relevant values to match in this box. The order of these value does not matter. Values should be separated by a comma.

While not all comparisons are available for all fields (due to the nature of the data in those fields), these same *types* of comparative methods apply throughout the program.

For a date field, the wordings "before or =" and "= or after" change to "before or on" and "on or after." The principles behind these comparisons remain the same.

Types of Reports

Optional Information to Print

"What to Print"

All **MARKS** reports have certain data that always print, for each selected record. *Certain* of the reports also enable you to set criteria for additional and/or variable data to print.

For example, if you print an Address Directory, regardless of how you have selected the accounts/persons to include and regardless of how many different addresses a selected account/person has, you may wish to only print Addresses of a specific type (only home addresses, or only business addresses, or only vacation addresses in Florida)

Some of the reports available to you are flagged for "Options." When you select such a report (such as, for example, one of the numbered Directories), the format you have chosen was designed to work *either* as a report unto itself *or* as a "header" for a more detailed report that can include information from additional data files.

For example, if you print Directory 4 *by itself*, the report includes account Label Name, bar-coded Account #, main account Dates (Anniversary, Start Date, Expiration, etc.) and the 20 1-character codes of the main account. *IF you attach "What to Print?" options* to this Directory, the previously-described format becomes a header for a report that may include information from several subsidiary data files (such as the Person file, the Address file, the Group file, etc.)

Hints for Using these Screens:

If your chosen format is an "Options" report, a list of potential SubReports to include is displayed on the initial Report Options screen.

You may CLICK on as many SubReports as you wish to include in any run of the current report.

These SubReports will appear beneath the report header on the printed page. Each SubReport is boxed and clearly headed.

On this same initial screen, you may check off any/all of several printing Options:

Checking off Page Break on Account will force a page break between Accounts (based on account number). Leaving this unchecked with generate a continuous-print report.

You may select to print * for Account Holder. An asterisk (*) will print beside the name of each Person who is coded as being an Account Holder. These are the same Persons who appear highlighted in yellow on the data screens.

For any report that prints phone numbers, you may select to Include unlisted phone numbers. If you do *not* check this feature, phones coded as unlisted are replaced in the report by the word "unlisted"

The folder tabs at the top of the screen display abbreviated descriptions of the categories of data available for optional printing.

A "greyed out" tab indicates a category of filtering NOT SELECTED on the Report Options list. Once you check off such an item, the folder tab caption turns black.

Each SubReport screen offers optional information to print from a specific data entry area of **MARKS**, and therefore each such screen includes different features.

The interface for these screens is the same as the Filter and Data Entry screens.

- When you select a SubReport from the Report Options, some data is *automatically* printed. No reference to these automatically-printed fields appears on the specific Options screen for that SubReport.

- For example, when you select the "Person" SubReport, you are *automatically* opting to print the names of all selected Persons. Other information (such as sex and birthday) will only print if you check the appropriate boxes.

- Certain SubReports (such as Business Information and the optional Photo Album) are entirely automatic once selected.

- When you select to print the Extra Lines SubReport, you are brought to a screen where you will select the

number of lines you wish to print (1-15). AFTER you enter the number, the indicated quantity of lines appears on the Extra Line screen, and you may type any *specific text* you may wish to have appear on those lines.

> If you do NOT enter text, these will simply print as *horizontal lines* on your report, in effect creating a space for note-taking.   A *combination* of text and underlines may be used to create a form.

If your chosen format is NOT an "Options" report, but includes some variable or optional information to print, accessing "What to Print" causes one or more related screens to display.

Each such screen offers optional information to print, to be selected via the same interface as the Filter and Data Entry screens.

At any point, you may decide to save the "What to Print" options you have indicated for this particular run of the report and turn your attention to another aspect of the reporting process.

> If, while on the "What to Print" screens, you wish to undo the criteria you have entered for this run, you may choose to either cancel your current changes (returning to the most recent "saved" version of this report), or return to the programmed defaults for this report format.

To Choose "What to Print"

IF you have selected a report to which this feature applies:

- **CLICK ON** the "What to Print?" icon (a picture of a form) on the tool bar
  The Print Criteria screen(s) are displayed

IF this is an "Options" report:

- **SELECT** the categories of optional information you may wish to print on your report
  The folder tabs for the items you check off are made available to you

- **CLICK ON** each folder you have indicated *and*

  SELECT the specific optional information you wish to print

IF this is not an "Options" report:

> Depending on the number of variable items for this report, you may or may not need to navigate between screens using folder tabs

- **SELECT** the specific optional information you wish to print

To Save Your "What to Print" Criteria FOR THIS RUN

after entering criteria in all relevant fields on as many screens as necessary:

- **CLICK ON** the [OK] button at the bottom of any screen

  the changes entered during this work session are saved FOR THIS RUN and you are returned to the main reporting screen

To Cancel Current Changes

AFTER entering criteria BUT BEFORE clicking on "OK"

- **CLICK ON** the [Cancel all Changes] button at the bottom of any screen

  the changes entered during this work session are undone and you are returned to the main reporting screen

To Return to Saved Defaults

- **CLICK ON** the [Restore Default Values] button at the bottom of any screen

  the changes entered during this work session are undone and the "What to Print" screens are

reset to the current default values for this report (based on the current saved version of this report). You are left in the "What to Print" mode to continue selecting information to print from the defaults, if you wish.

The initial "What to Print" screen for the selected report appears

Labels & Envelopes

Labels and Envelopes

The screens/steps for printing Labels and Envelopes are the same, and are very similar to those used for printing Reports.

For "How To" use these features, See Filtering Data and Reports

Just as for Reports, in any *one* run of any Label or Envelope format you may:

      print to labels *and/or*

      print to screen *and/or*

      generate a record count *and/or*

      generate a Link File

Which formats are equivalent to which MARKS for DOS Special forms?

The significant difference when printing Labels or Envelopes is the "Layout" option, accessible from the icon on the toolbar (depending on the option, a picture of either a string of labels or an envelope).

This option, which appears on a pair of consecutive screens, enables you to:

* describe the physical form you are using for your print job, AND
* organize the information on the form as you wish them to print.

For more information, click

The Label and Envelope Layout Screen

When you access Label or Envelope Layouts , you are brought to the *first* of a pair of screens. This screen enables you to choose from an array of standard formats

Hints for Using this Screen:

      For labels, forms are described by the Avery style number, as well as the height and width of each form and the number of forms across in a sheet. As Avery sets the industry standard, you should be able to find equivalents for other manufacturer's items in this list.

      For envelopes, forms are described by the standard stationer's nomenclature (i.e., #10, monarch, etc.), as well as the height and width of each form.

The top of the screen displays a graphic of the *currently*-selected format. Beneath it is a scrolling list of available formats. When you CLICK ON a specific format, a graphic representation of that format appears at the top of the screen.

For more information, click

To Edit Label or Envelope Layouts

* **CLICK ON** the Layout icon on the toolbar
    from the list of available forms

* **CLICK ON** the form you wish to generate, *and*

CLICK ON the [NEXT>>] button to move to the next screen

the list of currently selected fields to print is displayed, *in the order in which they will print* on your form

- **EDIT** the layout of fields you wish print

- **CLICK ON** the radio button that describes your choice of Regular or Italics

Label and Envelope Field Layouts

When you access the second screen of the Label and Envelope, you are able to physically arrange ("lay out") the data on your selected form.

Hints for Using this Screens:

A graphic at the top of the screen illustrates how the *currently*-selected *fields* would appear on the currently selected *form*.

🖐 This display is meant to help you decide whether or not the fields you wish to print will fit comfortably on the form you have selected. The length of the grey bars in this graphic represent the maximum length of the indicated fields. Most users of **MARKS** do not fill in their fields to the maximum on the data entry screens. For example, compare maximum length of the Label Name field (60 characters) of the Main Account record to the length of the relatively-long Label name "Richard Lefkowitz and Jennifer Tannenbaum" (41 characters).

Your knowledge of your own data is your best guide as to whether or not a field length, which over-extends the label or envelope in this graphic, will cause truncation of data in your actual printout.

You may print Labels and Envelopes directly from **MARKS** in your choice of Italics *or* Regular font.

To use more elaborate fonts (such as a calligraphy-type font, or a standard typeface in an extra-large size), you would generate a link file and merge the data to a form you would create in your word processor.

The LEFT side of this screen displays a scrolling list of fields you may *potentially* print on your form, while the RIGHT side displays a list of the fields *currently selected* to print (in the sequence in which they will print).

Fields may be moved from one column to the other (i.e., added to the print list or removed from the print list)

🖐 While you can highlight and *eliminate* fields from the print list *in any order*, fields can only be *added* in the *exact order* in which you wish to print. This means that if you wish to *rearrange* fields in the print list, it may be necessary to first eliminate fields, and then re-add them in the appropriate order.

The text box enables you to type in a line of text and insert it on a form , the same as you would insert any of the standard data fields.

Use this field, for example, if you wish to print a message on a mailing label or envelope (such as "Date Sensitive Mail" or "Confirmation Enclosed" or "Congratulations!"), or if you are printing such forms for a purpose other than a mailing (such as labels to be used as name tags, where you might wish to insert the text "Hello, My Name Is" on the line above the name)

While adding fields to the list, you may also add punctuation and spacing by CLICKing on the available special-purpose keys:

.:,-	inserts the indicated punctuation
[Space]	inserts a blank space
[^]	inserts a hard return (i.e., drops down a line)

To Edit Field Layouts

to ELIMINATE fields from this list

- **CLICK ON** each field you wish to Eliminate from the list of fields-to-print *and*

  CLICK ON the left-pointing arrow

  the field is eliminated from the list of fields to print

to ADD fields to this list

- **CLICK ON** the field you wish to Add To the list of fields-to-print *and*

   CLICK ON the right-pointing arrow
      the field is added to the END of the list of fields to print.

- **OR Simply DOUBLE CLICK ON** each field you wish to Add to the list of fields-to-print

      If you wish this field to be positioned *beneath* the last field on the current list, you must first add a "return" [^] to bring your cursor down to the next line (your mouse will not position your cursor in this function). IF you have not first entered a "return", the field will be added to the *left* of the previous field.

To Add Free-Form Text to a Label or Envelope

- **CLICK ON** the Text box

- **TYPE** a line of text

- **CLICK ON** the right-pointing arrow
      the text line is added to the END of the list of fields to print.

Link Files (Export)

Link Files

"Link File" is the **MARKS** term for a field-delimited export file. These files, available in a wide variety of standard formats, commonly serve as the vehicle for exporting **MARKS** data for use with a spread sheet program, word processor (for mail merge projects) or other computer program.

Which formats are equivalent to which MARKS for DOS Link Files?

"Link Files" appear as a choice of output *any time* that you access *either* the Report, *or* Label, *or* Envelope reporting functions.

   Apart from the addition of the Link File definition screen, the procedures for generating Link Files are the same as those used for printing Reports, Labels and Envelopes.
   For "How To" use these features, See Filtering Data , Reports , and Labels and Envelopes

You may therefore generate Link Files *either* in lieu of *or* simultaneously with other forms of output.

   For example, when creating a mailing for members of the Board, you might wish to simultaneously print the envelopes AND generate a Link File to use for the merge letters in your word processor.
   OR, instead of printing a report on paper, you might want to generate a Link File of prospect information for a fundraiser, who will be importing that data to a spreadsheet.

Hints for Using this Screen:
Use the radio button to pick the Type of Link File to Create from the list of possible formats
The string of text with which the File will be named is typed in the designated text box.
   You will notice that **MARKS** *automatically* displays the file extension appropriate to the type of Link File you have selected.

The default directory into which this file will be created is displayed beneath the text box

Types of Link Files

Description	File Name Extension
Standard ASCII delimited	(TXT)

Visual FoxPro database file	(DBF)
FoxPro 2.x database file	(DBF)
System Data Format file	(SDF)
Microsoft Excel version 2.0	(XLS)
Microsoft Excel version 5.0	(XLS)
Lotus 1-2-3 spreadsheet version 2.x	(WK1)
Lotus 1-2-3 spreadsheet version 1-A	(WKS)
Lotus Symphony spreadsheet version 1.1 or 1.2	(WR1)
Lotus Symphony spreadsheet version 1.0	(WR1)
Data Interchange Format file	(DIF)
Symbolic Link interchange format file	(SYLK)
Microsoft Multiplan version 4.01	(MOD)

To Generate a Link File

- **ACCESS** any of the reporting features (Report, Label or Envelope)

- **DOUBLE–CLICK ON** the Report name that best describes the nature of the Link File you wish to generate
  a yellow highlight appears on this name

- **SELECT** appropriate Sort level(s)

- **CLICK ON** "Link File" in the Output box
  in the box that now pops up on screen:

- **CLICK ON** the radio button beside the Type of Link File to Create, *and*

  NAME your Link File
  if you wish, you may also Change the Directory into which the file will be created
  and

  CLICK ON the [Okay] button
  IF you wish to edit the Filters for this report,

- **CLICK ON** the "Filter" icon (a funnel) on the tool bar
  you are brought to the filter folders and may change your criteria

- **CLICK ON** the "Run" icon (a Go light) on the tool bar
  your data is processed and the selected output is created; a list of fields available in the Link File is displayed on screen
  IF you wish to print the list of fields available in this Link File

- **CLICK ON** the [Print] key beneath the display of field names

To Accept this Directory

- **CLICK ON** the [Okay] button

To Re-route this Link File to a DIFFERENT Directory

- **CLICK ON** the [Change Directory] button
  a standard Windows Select Directory engine is displayed

- **NAVIGATE** to the directory of your choice, and

- **CLICK ON** the [Select] button

Other Reports

Print to Screen

In **MARKS** for Windows, *any time* that you access *either* the Report, *or* Label, *or* Envelope reporting functions you may print your report to screen *either* in lieu of *or* simultaneously with other forms of output.

> The procedures for generating reports to screen are therefore the same as those used for printing Reports, Labels and Envelopes.
> For "How To" use these features, See Filtering Data , Reports , and Labels and Envelopes

The Screen print function generates a "WYSIWYG" view of the report you have selected. In other words, this scrollable on-screen report appears exactly as it would appear if you were to print it on paper. You may therefore find this function as useful for previewing reports you wish to (ultimately) print, as for quick look-ups.

Hints for Using this Screen:

Use the button bars beneath and to the right of the screen displays to scroll the report,

Navigation arrows are also available to move page-by-page.

> The Go To Page icon (a sheaf of papers) will enable you to navigate to a specific page.

A Zoom box is available to change the scale (by percentage) of the display.

If you did not *originally* select "printer" as a form of output, you may click on the Printer icon to now send this report to the printer.

To end this display, select the Close icon

🖑

> If you *originally* selected "printer" as a choice of output *in addition to* "screen", your printed report will now be generated.

To Print to Screen

- **ACCESS** any of the reporting features (Report, Label or Envelope)

- **DOUBLE-CLICK ON** the Report name that best describes the nature of the report you wish to view on screen

    a yellow highlight appears on this name

- **SELECT** appropriate Sort level(s)

- **CLICK ON** "Screen" in the Output box

    IF you wish to edit the Filters for this report,

- **CLICK ON** the "Filter" icon (a funnel) on the tool bar

    you are brought to the filter folders and may change your criteria

- **CLICK ON** the "Run" icon (the Go light) on the tool bar

    your data is processed and the selected output is created

"Quick Print" Reports

In addition to the reporting engines accessible from the Menu ribbon, certain data entry or browse screens of **MARKS** include a function which enables the user to print (to paper) the information *currently* on view.

This type of reporting is called "Quick Print", as the parameters have been set by the on-screen display:

- IF you have *filtered* this display, only the filtered information is included in the printout.
- The printed report uses the same Sort order as the on-screen display.
- Only the information from the currently-displayed file (or, in the case of the Account A/R ledger, the currently-

displayed Account #) is printed.

To "Quick Print"
When viewing a "browse" file (such as the Edit page of a list of code values)

- **CLICK ON** the "Quick Print" icon on the menu ribbon

To "Quick Print"

When viewing an Account Ledger via the [$] icon from the Name & Address folders or from within a batch:

- **CLICK ON** the [Quick Print] button on the screen

When viewing a "browse" file (such as the Edit page of a list of code values)

- **CLICK ON** the "Quick Print" icon on the menu ribbon (a picture of a printer)

Accounts Receivable (Financial)

Enter/View Financial Records (A/R)

The Shape of the A/R System - an overview

The Standard financial-tracking components of **MARKS** are grouped under the heading "Accounts Receivable/Billing," often abbreviated as "A/R.

> As with the demographic portions of **MARKS**, levels of access (full access, report only, view, etc.) to A/R functions may be assigned to individual users by the Supervisor.

Although entry of financial information is not performed from one of the file folders of the Name & Address section's Main Account screen, financial data is maintained per-Account -- just like data in any other subsidiary file in **MARKS**.

> Once entered, any Account's financial information may be *viewed* from the Name & Address section of **MARKS**, by use of the dollar sign ($) icon on the toolbar.

> In order to store financial data in **MARKS,** it **MUST** be attached to a *valid* Account number. The A/R system uses the exact same file of Accounts as any other part of **MARKS**, providing for fully-integrated processing of demographic and financial information. For maximum efficiency, A/R data should be stored to the same exact Account # as any other data for the same family/person/company.

> NOTE: When an Account is *deleted* from **MARKS**, the financial history of that Account is *automatically* re-assigned to the House Account during the running of the "delete" function.

> As necessary (for example, when a check arrives from a person who has never before had contact with your organization), new accounts may be added to **MARKS** from within the "batch entry" screen that is used to enter financial data.

> Even if a person/company has no other contact with your organization, IF a receipt with donor name-&-address is required for monies received, an Account must be maintained for this person/company.

> Should any truly "miscellaneous" financial data need to be stored, it should be attached to the "House Account".

Building Blocks of the MARKS A/R System

"Building Blocks" of the MARKS A/R System

The basic component of the financial program is the Transaction. Each transaction describes a unique piece of financial data.

> For example, on December 17th, 1998, a check of $300 was received from Mr. Jonathan Roberts (who has account # M0803700) and was applied as payment against his outstanding membership dues for the 1998-99 membership year. This check would be entered as a transaction. In this same example, another transaction would exist on Mr. Roberts' account to represent the initial billing of the membership dues. If Mr. Roberts has previously paid his dues in part, a unique transaction would appear for each individual payment he has made.

MARKS for DOS Users, click here:

> Each transaction is potentially composed of many fields of identifying information . Some of these fields are required, while others are optional.

> Using the example above, while the "who from", "how much", "what"(debit/credit), "what for" and "when" are required. Other information, such as the check number, a text comment, and a receipt code, may be more or less useful to different organizations or for different situations and therefore are optional.

Just as the person/company responsible for the transaction is represented by the **MARKS**

Account+Person#, the budgetary or other financial departmental designation for the transaction is represented by the up-to-4-character Charge Code .

In the transaction example described above, there would be a Charge Code defined to represent "membership dues".

The file of Charge Codes defined in an office usually begins as a list of the various items billed to affiliated persons/companies, campaigns or events for which fundraising may be done, or any other category toward which contributions might be received. This may or may not be directly equivalent to the accounts you maintain in your General Ledger.

Rule of Thumb: the "scope" of a Charge Code must be the same or less than the "scope" of a related General Ledger account. While one General Ledge account can combine information from many Charge Codes, there should not be one Charge Code for which information is commonly spread among several General Ledger accounts.

(there may always be *individual transactions* that are exceptions to this rule)

Charge Codes may be as general or as comprehensive as your office requires.

For example, while some organizations might use a single Charge Code for all "Membership Dues", other organizations might create an array of different Charge Codes for various categories of Membership Dues (such as "Associate Dues", "Out-of-Town Dues", "Full Membership Dues," etc.).

As with all other computer data, the level of detail used for input/storage is dictated by the level of detail required for output. Using the example above, you would need to create an array of different Charge Codes for various categories of Dues *either* :

> if each Dues category pointed to a different General Ledger account
>
> *or* if each Dues category was tax-deductible to a different extent
>
> *or* if a member would need to see the description "Associate Dues", "Out-of-Town Dues", "Full Membership Dues," etc. rather than the general term "Membership Dues" on a statement or receipt
>
> *or* if the financial advisors need to see breakdowns of how much money was received for each individual category of Dues.

In addition to the Charge Code, the "what for" aspect of the Transaction is further defined by the 4-character Charge Year. In fact, the *combined* 8 characters which indicate a **MARKS** "line item" are often referred to as the Charge Code/Year. The Charge Year indicates the fiscal year *with which* this Transaction is *associated* -- REGARDLESS of the fiscal year *during which* it is entered into **MARKS**.

For example, *during* the 1998-1999 fiscal year, you may be entering a "current" transaction (using the 4-character Charge Year that represents 1998-1999), *OR* a "deposit" toward an item due next year (using the 4-character Charge Year that represents 1999-2000), *OR* a payment against or correction to an item attributed to a previous fiscal year (using the 4-character Charge Year that represents that year).

While the "Charge Year" indicates the "what for" fiscal year of the transaction, a "Year" field associated with the batch in which it appears perpetually flags the transaction for the "when" fiscal year.

The Movement of Data Through the A/R Files

The Movement of Data through the MARKS A/R Files

Transactions are added in sequentially-numbered batches , which *initially* are physically stored in the **MARKS** Month-to-Date file.

- Each batch is identified by a unique combination of the fiscal year during which it is considered current ("Year") and a sequence number within that year. Each fiscal year automatically begins a new range of batches, beginning with batch #1.

- A batch may have *as many or as few* transactions as you wish.

   For example, a single batch may represent a single bank deposit. Or, in an organization with on-site registration, a single batch may represent a specific operator's cash drawer for a specific date. Or, one batch may represent all the dues bills for the new membership season. Or, a batch may consist of nothing but a single bounced check!

- Any batch may contain *any combination* of transactions.

   For example, a batch may contain only fees billed for one or more items, or a combination of bills, cash and/or other credits.

   Or, for example, while most bookkeepers prefer to store monies received in separate batches from other transactions, some bookkeepers will combine all types of depositable items in their batches, but others prefer

---

to have individual batches for cash, checks, Visa transactions, American Express transactions, etc.

- Batches may be edited so long as they remain in the Month-to-Date file. As long as a batch retains this "unposted" status, transactions may be added, deleted or changed.

The "posting " process physically *moves* batches from the Month-to-Date file to the <u>Year-to-Date file</u>.

- The "posting" process makes no change to the contents of the batch/transaction, it simply relocates the data within the **MARKS** files.
- Once "posted", the batch and its transactions become a matter of permanent record.

While the aforementioned files store individual transactions in detail, the <u>Statement File</u> summarizes open situations by "line item" (Charge Code/Year). A line item is considered "open" when the debit-less-credit/cash does NOT equal ZERO.

- In the Statement File, line items are described with dollar amounts of Debit, Credit (net of Cash and other credits) and Due.
- A *negative* "Due" amount indicates a line item with more credit than debit (overpayments and deposits are the most common sources of legitimate open credit balances).

The Statement File only totals "posted" Transactions. In other words, Transactions currently in the Month-to-Date file are not reflected in the Statement File (as they are considered subject to change until posted).

🖐 It is the Statement file *plus* the Month-to-Date file that provides the simplest picture of an account's *current* financial status.

At the end of each fiscal year, the Year-to-Date file is "reversed" and the full details of that file are archived into the comprehensive <u>History file</u>.

- Like "posting", the "reversal" process makes no change to the contents of any batch/transaction, it simply relocates the data (all individual transactions) within the **MARKS** files.
- In the History file, each transaction retains a record of its "Year"+batch-sequence-number identifier. This identifier is clearly visible when browsing the file, enabling the operator to distinguish between the archived years.

A record of each situation remaining open (balance due or open credit) when a Fiscal Year Reversal is performed, is stored *permanently* in the <u>Balance Forward</u> file.

- Each item in the Balance Forward file retains a "Year" identifier relating the open balance to the original year-to-date file *at the end of which* this balance remained. You might consider this identifier an "as of" marker for the open balance.

  For example, if at the close of the 1997-1998 Fiscal Year, account M1234567 retains an unpaid balance against a Building Fund campaign pledge, net amounts billed, paid and due (the same figures as in the Statement file at that time) are stored in the Balance Forward file and identified -- regardless of the Charge Code/Year -- as belonging to the 1997-1998 "Year".

- IF an item remains open for several years, a line is written to the Balance Forward File EACH YEAR it remains open. Each such line in the file includes the related "Year" flag, enabling the viewer to see the status of that item "as of" the end of *each* relevant fiscal year.

  Using the example above, at the close of the 1997-1998 Fiscal Year, account M1234567 retained an unpaid balance against a Building Fund campaign pledge that was billed during that same year. When the reversal was performed, the Balance Forward File stored the net debit ($5000), net credit ($3000) and balance ($2000) in a record flagged with the 1997-1998 "Year" identifier. During the 1998-1999 Fiscal Year, account M1234567 continues to carry this open balance and pay against it, but does not pay in full before the end of that fiscal year. When the next reversal is performed, *an additional* line is written to the Balance Forward File. This line stores the current net debit ($5000), net credit ($4500) and balance ($500) flagged with the 1998-1999 "Year" identifier.

Getting Started

When instituting financial record keeping in **MARKS**, begin by customizing these system-wide settings:

- Define your Fiscal Year
- If you have not already done this, you must Establish a House Account
- Each User who requires any level of access to financial information (whether to add/edit data or simply view and print) and/or to A/R codes, processing or supervisory functions, must have the appropriate assignment(s) attached to his/her User ID .

  For more about User access to financial functions, See A/R Utilities & Codes: Password Protection of

Financial files

With your system's settings established, your next step is to Define an initial List of Charge Codes . It is not necessary to define *all* your Charge Codes at the onset -- you will always be able to add more codes to the file as needed. It is *strongly suggested,* however, that you begin with an ample enough list of fee and campaign categories to represent the organization of your books.

💣 **IF ESF IS CONVERTING YOUR FINANCIAL DATA**, ASPECTS OF FINANCIAL RECORD KEEPING MUST BE DECIDED IN ADVANCE OF THE CONVERSION.

PRIOR to ESF converting financial records from your former data structure into **MARKS**, you must:

1. **DEFINE YOUR FISCAL YEAR** and inform ESF of your parameters. If you make no decision in this regard, ESF will automatically assume your fiscal year to begin in the month of July, and that you wish to designate your hyphenated fiscal year by the "beginning" year.

2. **ESTABLISH CHARGE CODES FOR YOUR CURRENT FINANCIAL CATEGORIES** and provide ESF with a chart showing each Charge Code with its equivalent coding in your old system. If you do not provide such a chart, ESF will either use a form of your existing coding (if those values are equal to or less than 4 characters in length) or will establish Charge Codes at the programmer's discretion.

Defining a Fiscal Year

When you initialize financial record keeping in MARKS, the Fiscal Year is defined from the Options menu by the following information:

• The First Month of the Fiscal Year

• Whether the hyphenated year (for example, 1999-2000) is to be designated by the "beginning" year (in this example, 1999) or the "end" year (in this example, 2000). IF your Fiscal Year begins in January (and is therefore equivalent to a calendar year), either of these designations has an identical effect.

Enter/Edit Transactions

Entering/Viewing A/R Records

The main Accounts Receivable (A/R) section of **MARKS** includes data entry of financial information, both manually (through batches) and as automated "global" billing (generated from coding on accounts and sub-records in both Standard **MARKS** and the various optional modules). This section also includes reporting, A/R file utilities, and data-processing functions such as posting and closing a fiscal year.

The opening screen of **MARKS** includes an icon for quick access to Batch Entry/Viewing (to enter/edit current batches).

Financial history can also be viewed on an account-by-account basis from the Name & Address sections of **MARKS**, by use of the dollar sign ($) icon on the toolbar.

To access the Accounts Receivable menu of **MARKS**:

EITHER

USE THE PULL-DOWN MENU

• **CLICK ON** File
• **CLICK ON** Accounts Receivable/Billing

OR, USE "HOT KEYS"

• **PRESS** aA

View Account Ledgers

To View Financial History for the CURRENT Account

• **CLICK ON** the $ icon on the toolbar

An account ledger appears

Viewing an Account Ledger

An individual account's financial history may be viewed from both the Name & Address section of **MARKS** and from within a Batch.

The colored Window border at the top of the ledger display indicates the Account Number + Label Name of the *current* account.

The left of the screen includes radio buttons to toggle between Detail and Summary displays, plus, buttons for each A/R file that may be displayed (in the Detail mode) at the right of the screen. CLICK on the button(s) that represents the file(s) you wish to view.

The right of the screen displays records for the file(s) indicated by the buttons to the left.

The File "Totals" for this account are accessed by CLICKing on the [$] button. This table displays calculated total amounts of "Debit", cash ("Payments"), non-cash "Credits" and "Balance" (debits less both payments and credits) -- one line of information for each A/R file.

For the files you have selected to view, you may Filter (by CLICKing on the icon with the picture of a funnel) the records to be displayed. Currently, you may filter for specific Charge Codes, Charge Years and/or Fiscal Years. For those line items, you may filter for a combination of 'B'ills (debits), 'P'ayments (credits) and/or 'C'ontributions (debit+credit in one transaction).

A variety of Sort levels is available for this display. CLICK on the arrow to the left of the Sort window to bring up a list of sorts.

> NOTE that transactions are *first sorted by file*. The "Sort" choice you make serves as the "sub-sort" within each file.

> In the case of the "History" file, ALL archived fiscal years in this file are sorted *together*. Therefore, if you sort the *unfiltered* History file by Charge Code/Year, transactions are sorted by that criteria regardless of the fiscal year during which the individual transactions were entered.

If you press the [Quick print] button, you will send the *currently filtered/sorted ledger* to your printer.

The [OK] button will close this screen.

The Left of the Ledger Display

- The choice of files *defaults* to the Detail display of the "Statement" and "Month-to-Date" files (respectively, the open balances as of the last posting and the detailed transactions entered subsequent to the last posting)

- When the contents of the file in question appear in highlighted in *color*, a dot of the related color appears on the file button

- While the "Year to Date" file contains all posted transactions entered during the *current* fiscal year, the "History" file contains the archived transactions entered during *all reversed* (closed) fiscal years. To know the specific fiscal year during which an historic transaction was entered, see the "Year" column of the display.

- Each item in the "Balance Forward" file summarizes details in the "History" file to shop open balances "as of" the close of specific "Year"s.

- The "Charge Code Summary" radio button displays a table of summarized information calculated *per charge code/year*.

The Right of the Ledger Display

- Each file's information displays highlighted in a different color.
- Each transaction appears in a single line across the screen. It may be necessary to use the horizontal scroll bar to view the fields to the far right. From left to right, the fields that display in this ledger are:
  - The (abbreviated) File Name: STA(tement); MTD; YTD; HIST(ory); BAL(ance Forward)
  - *Person # (0= Main Account)
  - *Transaction Date (in MM/DD/YYYY format)
  - *Fiscal Year file with which this record is associated. This reflects the fiscal year *during which* the transaction was entered.

- Charge Code/Year. The year portion of this field reflects the fiscal year to which the transaction applies (regardless of when it is entered)
- $ amount of Debit (if any associated with this transaction)
- $ amount of Credit (if any associated with this transaction)
- $ amount Due (for Statement and Balance Forward files, and Summary display only). A *negative* figure in this column indicates a credit balance.
- *Transaction Type ('B'ill=Debit, 'P'ayment=Credit, 'C'ontribution=Debit+Credit)
- *The Batch # in which the transaction appears. Note that on a standard screen, this is the right-most field visible prior to scrolling.
- *The Reference # (not enabled in this release) and/or the beginning of the Comment (if any associated with this transaction)
- *Receipt Code value (if any associated with this transaction)
- *Entry Type and (if any) Description associated with this transaction. Most importantly, this displays the cash/non-cash nature of credit transactions.
  - * =   detail information, not visible for Statement and Balance Forward files or in Summary display
  - ** =   not relevant for Statement file or in Summary display, but available for detail files as well as Balance Forward file
- The *Total* $ of Debit, Credit and Due *for this account* are displayed at the bottom of the ledger screen. These figures net together the amounts in the Statement and Month-to-Date files to indicate the balance due *now*. A *negative* figure in the "Due" position indicates a credit balance.

Enter/Edit an A/R Batch

Entering/Editing a Batch

MARKS maintains a sequence of batches for each individual fiscal year file. Within each fiscal year file, batch numbers, automatically assigned by the system, are unique.

When creating a batch , you are prompted to specify the fiscal year file into which it should be stored. This defaults to the *current* fiscal year file.

While you canNOT add or edit batches in a *closed* fiscal year file, you may sometimes wish to add/edit information in *future* year files as well as the current one.

✛   REMEMBER that this "Fiscal Year" designation refers to the *name of the file* and NOT to the **MARKS** "Charge Year" coding.   see also Working Across Fiscal Years

Hints for Using this Screen:

When you CLICK ON the [Add New Batch] button, a new batch is opened and automatically assigned a batch number.
MARKS assigns batch numbers sequentially in each, individual fiscal year file.

The [Edit Batch #] button displays the same batch # as is *currently* in the Batch # box. When you CLICK ON this Edit button, that *current* batch is opened.

The Fiscal Year box displays the *current* fiscal year designation. To work on a batch in a *different* year, HIGHLIGHT this year and TYPE OVER it with the alternative year.

You canNOT *add or edit* batches in a *closed* fiscal year file. However, you may add/edit information for *future* fiscal years, as well as the current year (see above, **Working Across the Years**).

At all times, the Batch # box displays the number of an *existing* batch in the selected Fiscal Year Each time you access this screen, this *defaults* to the *next* possible batch.

- Within each fiscal year file, batch numbering is sequential and unique
- To scroll consecutively through the existing, editable batches (i.e. the Month-to-Date file), use the up/down arrows on your keyboard *or* CLICK on the up/down arrow buttons to the right of the Batch # box.
- When you RIGHT CLICK on the Batch # box, you may view a list of ALL batches for the current "Year". The default filter of this display shows only the *Month-to-Date* file.

Further information stored about the *current* batch is displayed in the Comment and Hold Status boxes.

- When you CLICK on the [Edit Comment] button, you may type descriptive information about this batch. You will subsequently CLICK on the [Save Comment] button to store this

NOTE that **MARKS** sometimes automatically adds information to a Batch "Comment." For example, when a batch has been put through a fix program, that fact and the related date/time/user is stamped in the

"Comment."

- When you CLICK on the [Hold Status] button, you may change the holding status of this batch from the *default* "{no hold}" to one of two possible holding flags.

Regardless of whether you are Adding or Editing a batch, the batch entry display is divided into two main folders -- a List screen and an Edit screen

- When Editing a batch, you *default* to the *List* of current transactions
- When Adding a new batch, you *default* to an "*empty*" Edit screen (only system or batch default information is filled in) to begin adding your first transaction

The interface used by these screens is the same as in the Name & Address portions of **MARKS**.

To Add/View a Batch

FROM THE OPENING MENU OF MARKS

    &   **CLICK ON**

OR

- **SELECT** Accounts Receivable/Billing (via the Menu Ribbon or icon)
- **SELECT** Transaction Entry
- **&** **SELECT** Add/Update/View Transaction Batch

OR, USE THE "HOT KEYS"

- **PRESS** aA
- **SELECT** Transaction Entry
- **&** **SELECT** Add/Update/View Transaction Batch

Viewing the Batch File

When you RIGHT CLICK on the Batch # box, you may view all batches for the current "Year". This display *defaults* to show only the *Month-to-Date* file. The Show All Batches check box enables the display of the Year-to-Date file as well (in red). Each batch is identified by: the dates the batch was created and last updated; the total number of transactions, User id (of the user who initiated the batch); Status (blank for editable, 'P'osted or 'X' for cancelled), any Comment, and totals $ debited, paid and/or credited. Other batch identifiers (dedicated Entry Type, and batch Source) will be available but are not enabled in the current release. It may be necessary to use the horizontal scroll bar to view the fields to the far right.

"Hold"ing a Batch

There are two different holding flags that may be used to prevent a batch from posting:

"Hold (still active)" is used to flag a batch that is still being worked on. For example, if a cash-drawer operator breaks for lunch and wishes to continue entering checks in the same batch after lunch, that operator would flag that batch as "Hold (still active)", to insure that it would be ignored by any posting that might be done during the break.

"Hold posting" is a flag that there is some question regarding the contents of a batch (for example, a transaction that might belong to either of two possible accounts) or that a presumably completed batch with the current Year is meant to remain unposted for now for some reason (for example, a batch of bills that was entered into the computer early because of the bookkeeper's vacation schedule)

☞   As long as a holding flag is attached to a batch, it WILL NOT BE POSTED.

    Regardless of which of the two holding flags is attached, the batch CAN BE EDITED.

Commonly Used Interface Options in A/R

The A/R section of MARKS uses the same interface as the Name & Address screens. The most often used functions are:

- To move from folder to folder, CLICK on the tabs
- To edit a specific transaction record on the current List, CLICK on the record to highlight it and then CLICK on the Edit tab
- From the Account # field, the RIGHT CLICK provides "locate" help
- From any Date field, the RIGHT CLICK provides access to the calendar
- From any dollar amount field, the RIGHT CLICK provides access to the calculator

Working Across Fiscal Years

During the *chronological* course of any particular fiscal year, from the opening date through the closing, you are as likely to be dealing with items from previous or future fiscal years as for the current one. For example, in your office today you might receive a payment against Mr. A's outstanding dues bill from last year, an unsolicited donation from Ms. B, and a deposit from Dr. C against next year's tuition. While all these checks *refer* to different fiscal years, they are all being *deposited* during the current fiscal year, and therefore will appear as cash in this year's general ledger.

Just as the "Charge Code" of an individual transaction describes the "what for" of the transaction (Dues, Tuition, Dinner, Building Campaign, etc.), the "*Charge Year*" indicates the fiscal year to which the item is *attributed* (previous, current or future).

The physical *Year-to-Date file* in which the batch will (ultimately, after posting) be stored indicates the fiscal year *during which* the item should be considered current (the "when" of the transaction). This relates to the general ledger which will reflect this item -- an item in this year's Y-t-D file is usually meant to appear in this year's general ledger, regardless of the fiscal year to which the debit or credit is applied.

> For example, today (in this year's Y-t-D file) a check was received and deposited, the credit for which was applied to a past-due item from last year.

Each batch that is maintained in **MARKS** may be attached to a NON-CLOSED fiscal year file of your choosing -- in other words to either the current fiscal year *or* a future fiscal year. The posting program will post ONLY batches that are attached to the *current* fiscal year of the Year-to-Date file.

By attaching a batch to a *future* fiscal year, a user can effectively flag the transaction as *not* belonging to the *current general ledger*.

> The user will specify Fiscal Year files when reporting or exporting to the general ledger.

When running the annual the Fiscal Year Reversal [not enabled in the current release] the user specifies the *cut-off Fiscal Year. Regardless of "Charge Year"s*, transactions in batches flagged for Fiscal Years *subsequent* to the cut-off will NOT be archived. Instead, such transactions remain in the Year-to-Date file, with the earliest such Fiscal Year serving to identify the *current* year in this refreshed Year-to-Date file. Cash transactions entered into such batches can maintain their original nature as they would only be exported to the general ledger when the user would choose that specific fiscal year.

> In other words, it is possible to enter cash for the new year prior to closing the old one, as long as such cash transactions are stored in Batches where the Batch "Year" reflects that "new" year.

All of this means that the user has the responsibility of deciding *when* a cash transaction is current. If a check comes in at the end of a fiscal year, *the year assigned to the batch* in which it is entered will determine the fiscal year/general ledger during which you consider it to be cash received. The user must also consider how bank deposits or bank statements are reconciled to **MARKS** reports and the general ledger. It is important that all aspects of bookkeeping that are meant to reconcile, synchronize the beginning/end of fiscal years.

MARKS for DOS Users, click here:

The Batch Entry Screen Tool Bar:

When Editing or Adding Batches, an array of functions is available from icons on the toolbar:

While some of these functions refer in general throughout **MARKS**, others are specific to Batch entry:

The [$] button brings up the display of the Account Ledger for the *current* Account #.

When entering a sequence of *similar* Transactions, you may save keystrokes by using the "Save & Copy " function at the time of data entry. The majority of information on the new transaction will default to match the previous one.

This feature is also available from the List screen of the Batch, should you wish to use it to copy a previously saved transaction in the same batch.

a NEW transaction record is displayed on an Edit screen. It will initially contain the same data as the record you were on when you pressed the "Save & Copy" icon

Of the function buttons standard through the system, the Save and Close functions trigger an additional prompt when working in batches:
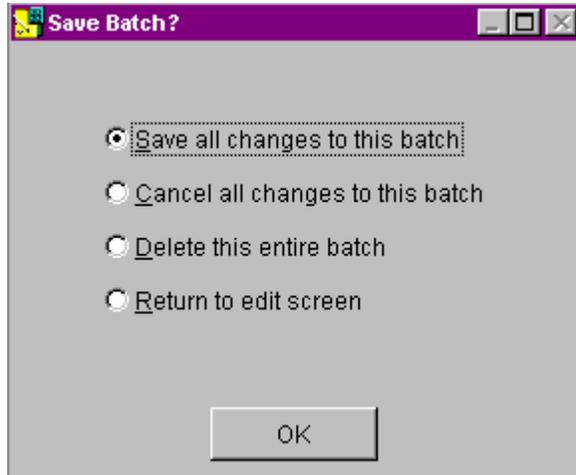
"Cancel all changes" will cancel anything that has been done *subsequent* to the most recent "Save" of this batch. IF the batch has NEVER been saved, "Cancel" will have the effect of deleting the entire batch.

When You Save or Close a Batch

Selecting *either* the **Save** *or* **Close** button from the batch toolbar causes the display of a prompt box with four radio-buttoned options.

To choose an option from this box:

> *either:*

- **CLICK ON** the related radio button

> *or:*

- **PRESS** a plus the underscored letter of the related description

and

- **CLICK ON** the [OK] button to confirm your choice

Parts of a Transaction

The Transaction

The Transaction screen includes many fields that may be used to describe an individual transaction. While some of these fields are mandatory, others are optional.

Hints for Using this Screen:

Just as for any other **MARKS** entry screen, RIGHT CLICK on the Account # field for help finding an Account accesses the standard "Locate Account" function. Use this interface to search for the Account # of any *existing* **MARKS** Account *OR* to create a *new* Account # when necessary. Although the system default is to select the Main Account (Person 0), a transaction may be attached to any specific Person on the selected Account.

While the *transaction* is identified by a *combination* of Account # + Person, the **MARKS** *Statement file* calculates open balances on a *per-Account* basis. This means that for any one line item, if a debit of $100 is

attributed to Person 2 and a credit of $100 to Person 0 (or Person 4, or anyone!), the Statement file program would determine that there is no open balance for this item on this account.

The address/phone information displayed beneath the Person is the priority address/phone for the selected Account.

Each transaction entered into a batch is *automatically* assigned a *unique* Sequence # within the batch. This sequence number is *retained*, even if the batch is edited.

As the sequence number canNOT be changed or deleted, it is possible to know that a user has deleted a transaction from an edited batch.

The bottom of the Transaction screen displays system-tracked figures for the # Transactions, Total Debit $, Total Paid $ and Total Credit $ (non-cash) in this batch.

Click here to continue: >>

The Transaction: Type Descriptors

The Trans(action) Amount is *usually* entered as a positive figure.

🖑

When you enter a *negative dollar amount*, the transaction will do the *opposite* of what it ordinarily does.

For example, while a *Bill of $100 charges* Mr. Brown's account for one hundred dollars (see Type of Transaction and Entry Type, below), a *Bill of $-100 removes a debit* of one hundred dollars from his account.

Negative dollar amounts are used when making certain kinds of *correcting* transactions.

Each dollar amount is then coded with a mandatory Type of Transaction , indicating whether it represents debit, credit or both. The (hard-coded) Entry Type and related (definable) Entry Desc(ription) provide a more *specific* description of the nature of the transaction.

The [ALLOT] button *only displays* when the Type of Transaction is entered as "Payment". Selecting this Automatic Credit Allotment feature enables you to enter a dollar amount of credit and then distribute it amongst the open balance dues for the indicated Account.

For example, a school might receive a check or credit card swipe from a family that owes a variety of fees for several children. Using this feature, a list of all unpaid fees is displayed on screen, and the bookkeeper can distribute payment by "checking off" items.

☞

The Entry Type and Entry Description for all transactions created from any one "allotment" are the same. For example, if the Entry Type is "Check" and the Check # is entered as the Entry Description, all individual credits created from this check will store that check #.

The Charge Code (up to 4 characters) and Charge Year (4 characters) indicate the "what for" aspect of the transaction. While the Charge Code represents the budgetary or other financial departmental designation, the Charge Year represents the fiscal year of the transaction.

For a more in-depth discussion of these fields, See "Building Blocks of the MARKS A/R System "

💣

For separately-entered debits and credits to balance each other in the A/R files (with the goal of netting to a zero balance!), the Charge Code/Year of each relevant transaction must MATCH -- regardless of the calendar date of each transaction and/or the batches in which they are entered.

For example, to pay off, work off or write off a "Bill" transaction for "DUES1999", it is necessary to enter a "Payment" transaction for "DUES1999". If Dr. Steel's account has a "Bill for "DUES1999" and his recent check is entered as a "Payment" for "DUES2000", Dr. Steel's account will show two open balances -- an open balance due for "DUES1999" and an open negative balance (i.e. an open credit balance) for "DUES2000".

Click here to continue: >>

Values for "Type of Transaction"

Values for the mandatory Type of Transaction (hard-coded in the **MARKS** system) indicate whether a transaction is a debit, a credit or both:

Transaction Type	Meaning
'B'ill	debit

'C'ontribution   simultaneous debit/credit
'P'ayment   credit

Values for Entry Type

The *hard-coded* **MARKS** Entry Type further specifies the nature of the debit/credit indicated by the Transaction Type.

- The ONLY Entry Type for 'B'ills is "Debit".

- There are seven different types of Entry Types hard-coded for credit transactions:

Entry Type	Used to Describe:
* Cash	actual cash (banknotes and coins) or any "cash" credit of unknown nature
Check	"cash" credit in the form of checks
Credit Card	"cash" credit in the form of credit cards
Non-Cash	miscellaneous non-cash credit
Financial Aid/Scholarship	non-cash credit representing financial aid, scholarship or similar "assistance"
Time Commitments	non-cash credit representing credit for work hours
Write-off	non-cash credit representing the write-off of a bad or "forgiven" debt

The related Entry Desc(ription) provides a still more *specific* description of the transaction. In a new **MARKS** installation, each of the ten hard-coded Entry Types is provided with one *initial* Entry Code value (Description) -- blank space. When the Entry Type attached to a "blank" Entry Code is selected, the User may enter up to five characters of text as the Entry Description of that Transaction.

For example, the Entry Type "Check" with a blank Entry Code enables the User to type the appropriate check number as the Entry Description.

For the sake of consistency and/or data entry control, you may *define* Entry Code values that apply to your bookkeeping needs. The (defined) text description of the selected Entry Type/Entry Code becomes the transaction's Entry Description.

For example, for the Entry Type "Credit Card", an Entry Code value may be defined for each individual credit card the organization accepts. In such an organization, the "Credit Card" entry type might have different Entry Codes to indicate "VISA", "MC", "VISA", "NOVUS," etc.

💣 To *prevent* Users from entering random text as an Entry Description, the "blank" Entry Code record must be *removed* from the Entry Code file.

For example, to prevent cash to be applied to unauthorized credit card, in addition to an Entry Code being defined for each authorized credit card, the default "blank" Credit Card entry code must be removed from the file.

The Transaction: Dates & Codes

Each transaction includes two fields of date-related information:

- The (read-only) "Entered" date (displayed at the bottom of the transaction fields) automatically stores the *current* system date. This serves to record the actual calendar date of data entry.

- The "Transaction" date is the "effective as of" date for the transaction. While this defaults to the current system date, when entering a transaction that is *not current*, the user must edit this field accordingly.

For example, when making a correction to reapply a payment, to insure that the cash nets out properly (for purposes of tax receipting), the "Transaction Date"s of the original payment and the correcting transaction(s) must be the same.

Or, for example, when entering a post-dated item, the "Transaction Date" should reflect the date on which this item becomes "current."

Any transaction entered for the purpose of *correcting* the impact of a previous transaction may be flagged as a Correction. This flag is for lookup and reporting purposes only. There is no *functional* difference in the A/R files between transaction flagged as a 'C'orrections and those assumed to be "originals" (those where the Correction flag is left with the default setting of a blank).

For example, the local florist may have been billed $600 for an ad in the newsletter. Next month, it is discovered that the account was under-billed -- this was an $800 ad. To rectify the situation, the bookkeeper will enter an additional "bill" of $200 (on the newsletter ad Charge Code) to the florist's account. *Regardless* of whether or not the $200 bill is flagged as a "correction", the florist has been billed a *net* amount of $800 for the ad. However, if the Correction flag is used, it will be clear (for internal purposes) that the $200 bill represents a *change* to another bill on the same account, rather than a *separate* bill for a $200 ad.

The Tax Code is only used by organizations that must bill/track sales tax for goods or services rendered.

This code enables "bills" for taxable items to be flagged at either ('1' or '2') or both ('C') of two possible rates defined for your organization (via the Options menu). An automated billing program (not enabled in this release) uses this coding to generate batches of "bills" (separate debit transactions) for the taxes themselves.

While *default* Tax Code values are defined for line items as part of the Charge Code definition , the Tax Code field in the batch enables rate of taxation to be *overwritten* for any specific transaction.

> For example, a logo tote bag sold in your gift shop might be taxable if purchased by a local member but might be tax-free if sold mail-order to the member's sister in Montana.

A 1-character Receipt Code is available, to flag this transaction for printing receipts or letters. Five 1-character Codes are available on this screen, for *any* purpose of your choosing. *Default* values for these fields are also defined for line items as part of the Charge Code definition .

> These codes are available as filters and "what to print" options when generating output from the **MARKS** financial files.

The scrolling Comment field may be used to store any notes regarding the transaction.

> For example, it may be useful to clarify a bill entered to a "Miscellaneous" Charge Code, or to describe the situation surrounding a financial aid or bounced check transaction.

Comment text may be meant for the Account holders and/or for internal use only. When printing individual transactions (details) in **MARKS** Financial Reports, there is an option to print or not print Comments. The Print Comment flag on a specific transaction enables the User to flag this comment to NEVER print -- even when a person generating such a report requests that Comments (generally) print.

Click here to continue:

The Transaction: G/L Information

Several fields on the Transaction screen have programming function <u>only</u> for those who use **MARKS** together with an online General Ledger package:

- G/L Account information for a specific transaction *defaults* to the general ledger coding entered as part of the related Charge Code/Year definition .

- When a specific *transaction* should NOT use the *default* general ledger account coding for the related Charge Code/Year, use the G/L Overrides box to enter the alternative account #(s).

> For example, if a non-cash credit is being entered against the Taylor family's open Tuition charges, in order for the line item to balance correctly in **MARKS**, the "Payment" must have the same Charge Code/Year as the "Bill." Under *default* circumstances, when sent to the general ledger, this "Payment/Fin.Aid" would debit the Income account and credit the A/R account defined for the Tuition charge code. However, if the concept of "financial aid" belongs to *different* Income and/or A/R accounts, the appropriate G/L Overrides field(s) should be used to re-route the transaction accordingly.

> To insure that only valid general ledger codes are entered into the G/L Override fields, each organization may define a list of such codes. This list is available during data entry by RIGHT CLICKing on any of the G/L Override fields.

- The G/L Flag is used to indicate whether or not an item is meant to transfer to the general ledger. There are two possibilities for this flag:

> blank = The general ledger link program enables you to select transactions by ranges of batch #s or Transaction dates. A transaction with a "blank" as the G/L flag will link to the general ledger the next time the link program is run for this batch or transaction date.

> 'N' = never link to general ledger -- AT ALL

The Allotment Feature

Automatic Credit "Allot"ment

The Automatic Credit Allotment feature of **MARKS** batch entry enables you to enter an amount of credit and then distribute it amongst the open items for the indicated Account.

> For example, someone might send a check for $1000 without indicating what this money is for. The Allotment feature would display a "pick list" of open items on that account, from which the bookkeeper could quickly check off the items that should be paid

Using this feature generates multiple "Payment" transactions in the batch. Each such "Payment" will maintain the same dates and date flagging, Entry Type and Entry Description, and G/L flagging.

> For example, if the Entry Type is "Check" and the Check # is entered as the Entry Description, all individual credits created from this check will store that check #.

Other fields -- such as receipt and 1-character codes, Comment information, and variations from Charge Code-related defaults (G/L Overrides or Tax coding) -- may be edited for individual "Payment" transactions generated from an "Allotment."

In order to access this feature:

9 the Transaction Type must be a "Payment"

10   a dollar amount must be entered in the Transaction Amount field prior to clicking on the [ALLOT] button

11   the Account must have open balances

Hints for Using this Screen:

The Open Balances table displays *each balance due item*, prefaced by a <u>check box</u> and described by <u>Charge Code/Year</u> and related text <u>Description,</u> the Transaction <u>Date</u> of the billing, and the dollar amount <u>Due</u>.

- To the *right* of each row is an "<u>Allotted</u>" cell. This initially displays as "0.00", to indicate that none of the available credit has yet applied to this item. *As credit is applied* to a selected open item, the dollar amount applied is displayed for your information in the "Allotted" cell.
- You may *Sort* this table by Charge Code/Year, Date or amount Due by CLICKing the column heading (displayed in blue)

For each open item:

- To apply a *specific amount* of credit of your own choosing, CLICK on the related "Allotted" cell and TYPE in the amount you wish to apply.
- To *automatically* pay off the entire amount (if that much credit is available) or to apply all currently available credit, CLICK on the related check box

The *right* side of the screen continuously displays information regarding the *current credit allotment* situation:

- The <u>Check Amount</u> on this screen is automatically filled in from the <u>Transaction Amount</u> entered on the transaction screen previous to selecting the [ALLOT] button.
- As you work, the <u>Allotted</u> amount indicates how much of the total credit *has already been applied*, while the <u>Available</u> amount indicates how much of the total credit *remains* as yet unapplied.

> When you *first* access this feature for a specific credit, the Allotted amount *defaults* to $0.00 and the Available amount *defaults* to the same amount as the "Check Amount". As you work, these figures change to reflect the current distribution of the total credit. *Adding these figures together will always equal the "Check Amount."*

- The <u>Due</u> amount indicates the grand total currently due for this account. As you work, this figure changes to reflect the application of this new credit.

Click here to continue: ⏩

Allotment Special Features

Auto Apply

If you CLICK ON the [Auto Apply] button, you are opting to *fully automate* the allocation process. Using the *current Sort* as the prioritizing engine, "Auto Apply" goes down the list of open items and pays them off until all available monies have been applied. This feature uses the *current Sort* to establish priority of payment.

> For example, if an operator might choose to Sort an Account's Allotment screen by Date, with the oldest open item appearing first and the newest appearing last. IF the account appears similar to the following:

THTD1998	02/15/1998	500.00
AC991998	04/01/1998	150.00
CPRE1999	04/23/1998	1100.00
CPWS1999	05/27/1998	300.00
SV011998	05//28/1998	30.00

> AND the operator chooses to Auto Apply a $750 check, the program would apply $500 to the oldest item (thereby entirely paying it off), then $150 to the next oldest (also paying in full) and the remaining $50 to the next oldest (CPRE1999).

<u>Undistributed Funds</u>

IF undistributed funds remain from the original "Check Amount" when you CLICK ON the [OK] button to complete the allotment, a box *similar* to the following is displayed:
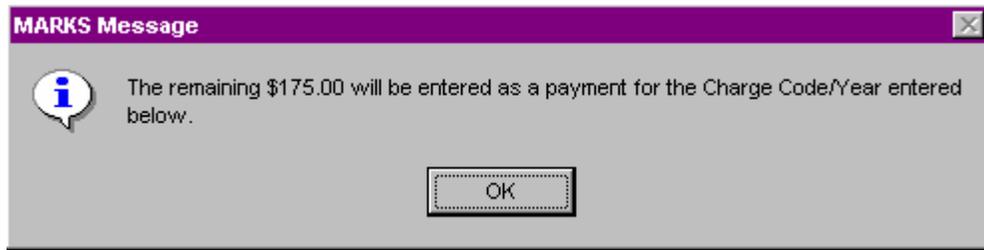
> This box references the unapplied credit dollar amount. When you CLICK ON the [OK] button in this box, you are brought to a standard transaction entry screen with this dollar amount and must specify the Charge Code/Year to which you wish this Payment applied.

🖐 While this transaction defaults to the same Type ('P'ayment) as the other monies from the allotment, you may change the Type of this transaction to a Contribution when appropriate.

To Use Automatic Credit Allotment:

- **SELECT** a Transaction Type that indicates credit-without-debit (e.g. NOT Contribution)

- **ENTER** the total dollar amount of credit to be applied as the Transaction Amount

- **CLICK ON** the [ALLOT] button
    from the list of open balance items:

- **SELECT** the item(s) to which you wish to apply credit

- **CLICK ON** the [OK] button to return to the transaction entry screen and continue with your batch.

A screen *similar* to the following is displayed when you CLICK on the [ALLOT] button:

Global Billing

Globally Bill Dues and Special Fees from Account Records

MARKS enables you to globally generate a batch of bills for fees based on coding on the main Account record.

> This is commonly used to generate billing for items that are billable one-per-account and that are conceptually related to a schedule of fee categories or levels, such as Membership dues, or a fund-raising assessment shared by a large sector of accounts in the database.

[this feature is not enabled in this release]

Globally Bill Fees Based Groups Records

MARKS enables you to globally generate a batch of bills from Group records.

> The billing program may be instructed to select dollar amounts of such Group fees from the dollar field of the Group records themselves. Alternatively, all Group members selected by any one run of the global billing program may be assessed the same dollar amount.

[this feature is not enabled in this release]

Charge Codes/Years

Designing a Charge Code File

When designing a Charge Code file, consider the following:

- Will your **MARKS** Charge Codes be exactly equivalent to your General Ledger accounts? If so, you may wish to have the Charge Code values appear similar to your ledger account numbers.

- Do your Charge Codes reflect departmental concepts, either in your organizational structure or in your budgeting tables? If so, you may wish to create *ranges* of Charge Codes for specific categories.

  For example, an organization with both membership and fund raising books might wish to have all membership Charge Codes fall within a certain range of values, while major fundraising campaigns fall within another and (possibly) general donations and other miscellaneous items fall within one or more other ranges.

  Or, for example, a large organization with independently budgeted departments (such as a Community Center, or a an institution with several schools) might wish to have a specific range of Charge Codes for each such department, as well as ranges for general Administration, fund raising, etc.

- When browse tables or printed reports are *sorted* by Charge Codes, do you require items to appear in a specific order? If so, the values of your Charge Codes must be designed to effect that sort. For example, if certain items must always appear at the beginning of Charge Code-sorted output, these Charge Codes must be given the "smallest" values in the range.

  Charge Codes may be any combination up-to-4 consecutive alpha-numeric characters. Remember that in an alpha-numeric range, numbers are always "smaller" than letters, and a blank space is "smallest" of all. Therefore:

  - Charge Code "0000" is the "smallest" of all 4-character codes, while "ZZZZ" is the "largest".

  - *Any* ALL NUMERIC Charge Code is "smaller" than *any* ALL ALPHA Charge Code

  - If you choose to define Charge Code values as *combinations of alpha and numeric* characters, remember that Sorting functions read *each character-column* of a field in order from left to right. For a chart illustrating this, CLICK HERE ▶

Work out an approach to designating Charge Code values BEFORE you begin to add transactions.

💣 Once Charge Codes have had transactions associated with them, certain types of changes to data canNOT be made. While, with ESF's assistance, it is possible to change ALL transactions with one Charge Code/Year to another specific Charge Code/Year, it is NOT possible to "split" one particular Charge Code/Year amongst several other.

For example, ALL transactions currently assigned to code "DUES" may be changed to code "0000". However, it is NOT possible to change *some* "DUES" transactions to "DU00" while *others* are changed to "DU01" or "DU24".

For "How To" define Charge Codes, See A/R Utilities & Codes: Add/Update/View Charge Codes

How a Charge Code Sorts

If you choose to define Charge Code values as *combinations of alpha and numeric* characters, remember that Sorting functions read *each character-column* of a field in order from left to right. This chart illustrates this by breaking down -- character column by character column -- a Charge Code-sorted series of varied alpha-numeric codes:

Code	1st Col	2nd Col	3rd Col	4th Col
00	0	0		
0000	0	0	0	0
0009	0	0	0	9
000Z	0	0	0	Z
0010	0	0	1	0
00A9	0	0	A	9
00AZ	0	0	A	Z
00ZZ	0	0	Z	Z
01	0	1		

09ZZ	0	9	Z	Z
0A	0	A		
0A11	0	A	1	1
0AAA	0	A	A	A
0ZZZ	0	Z	Z	Z
1000	1	0	0	0
9ZZZ	9	Z	Z	Z
A000	A	0	0	0
AA1A	A	A	1	A
AAA9	A	A	A	9
AAAA	A	A	A	A

Define Charge Code....Charge Year?

The **MARKS** *default* is for all transactions for the same Charge Code value to reference the same Charge Code description -- regardless of the Charge Year of the specific transaction.

HOWEVER, certain Charge Code+Charge Year combinations might in some way differ from the criteria associated with that same Charge Code when combined with other Charge Year(s). In such cases, in addition to the "base" definition for the Charge Code, it is possible to create a unique definition for the Charge Code+Charge Year combination.

- IF the nature of the line item (as you will describe it on the definition screen) remains stable from year to year, it is only necessary to define the Charge Code, which will then be associated with the appropriate Charge Year during the course of transaction entry.

- IF the nature of an item changes in specific years, you will additionally want to define each such unique Charge Code/Year combination. This is *especially* important if the variable information is related to either the General Ledger or tax-deductibility,

In order to define a Charge Code/Year combination, it is FIRST NECESSARY to create a "base" definition for the Charge Code. The information on that "base" definition is used by the system when transactions are created for this Charge Code with a Charge Year that has *not* been *defined* as part of a Charge Code+Charge Year combination. The base definition also supplies default information for creating further definitions of Charge Code/Year combinations

Add/Update/View Charge Codes: An Overview

The Charge Code is used to indicate the "why" or "what for" of the financial transaction.

This might be a specific charge description (Membership Dues, Tuition, Bad Check Fee, Awards Dinner Reservations, Newsletter Ad, Tuition, etc.), or other budgeting or departmental category (Solicitor Credit, Bond Income, Postage Reimbursement, etc.)

The *scope* of a Charge Code may be as general or as comprehensive as your office requires. Generally, the decision to create additional Charge Codes for the same general purpose is dictated either by a difference to a key field in the Charge Code definition or by the level of detail required for output.

For example, while many organizations will use a single "Dues" Charge Code, others might require an array of Charge Codes pointing to various categories of dues *either* :

if each Dues category points to a different General Ledger account

or if each Dues category is tax-deductible to a different extent

or if a member would need to see the description "Associate Dues", "Out-of-Town Dues", "Full Membership Dues," etc. rather than the general term "Membership Dues" on a statement or receipt

or if the financial advisors need to see breakdowns of how much money was received for each individual category of Dues.

Rule of Thumb: the scope of a Charge Code must be the same or less than the scope of a related General Ledger account. While one General Ledger account can combine information from many Charge Codes, there should not be one Charge Code for which information is

commonly spread among several General Ledger accounts.

(there may always be *individual transactions* that are exceptions to this rule)

The Charge Code value can be any *alpha-numeric* combination of *up-to-4 consecutive* characters.

To guard against entry error, we STRONGLY suggest you NOT use 1-character codes.

- Remember that in an alpha-numeric range, numbers are always "smaller" than letters, while a blank space is smallest of all. Therefore:
- Charge Code "00 " is the "smallest" of all, while "ZZZZ" is the "largest".
- Any ALL NUMERIC Charge Code is "smaller" than any ALL ALPHA Charge Code
- If you choose to define Charge Code values as combinations of alpha and numeric characters, remember that Sorting functions read each character-column of a field in order from left to right.

CLICK HERE for some hints on designing a Charge Code file .

During data entry, each transaction associates a Charge Code with a 4-character <u>Charge Year</u> describing the fiscal year to which the specific transaction is applied -- regardless of when (what batch or what entry date) the transaction is entered into the system.

Using the Charge Year flags a transaction as being for (for example) Dues for the 1998-1998 membership year, 1999-2000 Tuition, a pledge made during the 1995-1996 Building Fund Campaign, etc.

If you run on a *hyphenated* fiscal year (for example, from July 1, 1998 through June 30, 1999), the Charge Year must *either* reflect the calendar year in which the fiscal year *begins* (in this example, 1998) *or* the year in which it *ends* (similarly, 1999). This choice (beginning or ending year) must be permanently set system-wide .

All Charge Codes MUST be defined in **MARKS**.

For a description of the Charge Code definition screen, click here »

Additionally, while not necessary, some organizations find it useful to define specific Charge Code+Charge Year *combinations*.

Define Charge Code …Charge Year? ▶

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable/Billing (via the Menu Ribbon or aA Hot Key)

- **SELECT** A/R System Tools

- **CLICK ON** Add/Update/View Charge Codes

the List of *existing* codes is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

A screen *similar* to the following is displayed when you add a new Charge Code (or Charge Code+Charge Year) OR when you CLICK on an existing code on the List to view/edit the definition:

Fields of the Charge Code Definition

The Charge Code file is maintained via a Menu option of the A/R portion of **MARKS**.

Remember that *each individual definition*, whether a 'base' Charge Code definition or a definition of a specific Charge Code/Year combination, includes ALL of the fields on the definition screen.

Apart from the Charge Code (or Charge Code/Year combination) itself, none of the fields on the definition screen are necessary to the *general* running of the **MARKS** program. HOWEVER, certain fields MAY be necessary (or at the very least desirable) for specific functions your organization wishes to perform.

For example, an organization using the (optional) on-line link to their General Ledger will not be able to export A/R data for codes where the definitions do not include G/L coding.

In another vein, the"Descriptions" on the definition are used by the **MARKS** reporting engine. While they are not necessary to the valid code definition, leaving them off the definition will make your internal reports, statements, etc. much more difficult to read.

<u>Hints for Using this Screen:</u>

While both the free-form text <u>Short Description</u> and <u>Long Description</u> are available for many financial reports, it is the Short Description that is used when space is restricted (for example, in standard statements, where the description must fit in a narrow column).

Each defined Charge Code (or Charge Code+Charge Year combination) may be associated with up to two 1-character <u>Set Code</u> values (though stored in one field, each character represents a separate "set"). "Sets" may be used to relate various line items to each other.

For example, in an organization that maintains Charge Codes for various types of membership fees, fundraising campaigns, administrative items and special events might have a Set Code value to indicate each of those concepts. In such an organization, the Charge Code for a dinner organized as a Building Fund fundraiser might be associated with both the "fundraising" and "special events" Set Code values.

Or, for example, a large educational institution might have a Set Code value for each division of the school (Upper, Middle, Lower and Pre-school), as well as Set Codes for general fund raising, administration, special events, alumni functions, etc. In such an organization, the Charge Code for the Senior Trip might be associated with both the "Upper school" and "special events" Set Code values.

The Set code is available as a filters and "what to print" option when generating output from the **MARKS** financial files, where the Set code is an efficient alternative to entering a list of specific Charge Codes (or Charge Code+Charge Year combinations). Not only does the Set code use fewer keystrokes, but it helps prevent specific Charge Codes from "falling through the cracks" by an operator's inadvertent exclusion from a typed list.

A table of valid values may be defined for Set codes. This table will be accessible by RIGHT CLICKing on this field of the Charge Code definition screen.

The scrolling <u>Comment</u> field of this record may be used to store any notes regarding the defined Charge Code or Charge Code+Charge Year.   This is NOT the same as the Comment field used by individual transactions.

Each of the <u>5 1-character code fields</u> on the Charge Code definition screen may be defined for your own purposes, and tables of valid values may be defined for each code field you use.

These codes are available as filters and "what to print" options when generating output from the **MARKS** Charge Code file. These are NOT the same as the 5 1-character code fields used by individual transactions.

Click here to continue: [»]

Transaction Record Defaults on the Charge Code

The <u>Transaction Records Defaults box</u> of the Charge Code definition contains settings for several fields of Charge Code-related information that help define specific transactions. During batch entry, ANY setting in this box may be overridden on a per-transaction basis.

- The <u>Tax Code</u> is *only* used by organizations that must bill/track *sales tax* for goods or services rendered. This code enables "bills" for taxable items to be flagged at either ('1' or '2') or both ('C') of two possible rates which you have defined for your organization.

  An automated billing program (not enabled in this release) uses this coding to generate batches of "bills" (separate debit transactions) for the taxes themselves. The two rates (percentages) and Charge Codes to be used for tax "bills" are defined system-wide for your organization.

When an individual bill for a taxable line item is held to be (for any reason) either tax-free or taxable at a different rate, use the Tax Code field of the transaction to override the default value.

- The <u>Save Code</u> determines when a line item should drop off the Statement file. The *default* value (represented by a *blank* Save Code) is that line items drop off the Statement file during "posting", when the balance (debit less credit) is equal to zero.

  B   when a balance due of zero exists in the Statement file for this line item, it should remain on the Statement file until "n" days after the entry date of the last transaction entered toward that balance. Each time the "Clear Statement File" utility (not enabled in this release) is run, the operator specifies the number of days "old" the last transaction should be to qualify a line item to drop off the Statement File.

  For example, in the first month of a new fiscal quarter, you might wish to clear the Statement File of balance-zero line items that ended during the last quarter (i.e. line items with no activity for the number of days that have passed since the last posting was run for the old quarter).

  R   when a balance due of zero exists in the Statement file for this line item, it should remain on the Statement file until the Fiscal Year Reversal is run (in other words, until the Fiscal Year is closed).

A line item NEVER drops off the Statement file as long as the balance is either greater than zero (an open balance due) or less than zero (a credit balance).

- The 1-character Receipt Code value is used as a filter when generating output (such as receipts, thank you letters and membership cards) from **MARKS** financial files. A table of valid values may be defined for this field.

  For example, if several different letterheads or forms are used for printing thank you letters, if a unique Receipt Code value represented each such (physical) form, a person generating letters on form 'A' would be able to filter the reporting program to select only transactions associated with receipt code 'A'.

  When an individual transaction should be attached to a *different* Receipt Code value than the related line item, use the Receipt Code field of the transaction to override the line item default value.

- The Print Comment flag indicates whether (the *default* value, represented by a *blank* Print Comment Flag) or not (Print Comment = 'N') the free-form text Comment attached to a specific *transaction record* should be printed in reports.

  This flag relates ONLY to the Transaction record Comment and NOT to the Comment field of the Charge Code/Year definition (described below).

  By flagging a transaction as 'N' (either via this Charge Code definition flag setting or by overriding it for a specific transaction), the operator is indicating that transaction's comment should not be printed even when someone running a report chooses as an option to print comments.

Click here to continue: ≫

Fair Value Coding on the Charge Code Screen

The Fair Amount Information box of the definition screen associates Market Value with the monies billed/paid to this Charge Code. This information is used by the **MARKS** Receipt printing program, for the purpose of generating tax receipts that include an indication of deductibility as well as the dollar amount received. There are three fields that combine to define Fair Amount:

- The Fair Value Code indicates how market value for this purpose is calculated:

  % The value of this item is a percentage of the total billed/received. For certain printed certain reports (such as receipts), there is the option to either print the percentage as a percentage (5%, 30%, etc.) or have MARK calculate and print the dollar amount equivalent to the percentage (for example, for a $200 donation with the percentage at 75%, the percentage would print as $150)

  $ The value of this item is a flat dollar amount. Note that only one dollar amount may be specified per Charge Code/Year definition.

- The Amount indicates either the specific percentage (if Code=%) or specific flat dollar amount (if Code=$). This figure may represent *either* the deductible *or* non-deductible amount of the total received (your Description should reflect which it is).

- The Description is used on printed reports to explain the Fair Amount. Associated with the line item (Charge Code/Year and dollar amount) the Description appears together with the Fair Value percentage or dollar amount.

- For example, for a dinner line item Coded '$' with the Amount '25', the Fair Amount would print as "$25.00", and might be associated with the Description "market value of dinner per person attending." For a similar a dinner line item Coded '%' with the Amount '25', the Fair Amount might print either as "25%" or as the dollar amount calculated to be 25% of the total received (such as "$45.00" for a $180.00 payment), and might be associated with the Description "market value of dinner attendance."

- Or, if the a percentage Coded line item indicates 100% deductibility, the description might say "(fully deductible as allowed by law)".

Click here to continue: ≫

G/L Coding on the Charge Code Screen

For those who use the (optional) **MARKS** link program to export transactions to an online General Ledger package, the G/L Flag indicates whether (the *default* value, represented by a *blank* G/L Flag) or not (G/L Flag = 'N') a line item is meant to transfer to the G/L.

  When an individual transaction should do the *opposite* of the coding on the related line item (for example, a negative bill for line item coded to send to the G/L is to be withheld from the G/L), use the G/L Flag field of the transaction to override the line item default value.

The General Ledger Codes box of the Charge Code definition defines this Charge Code or Charge Code+Charge Year as it relates to your general ledger. For those who use the (optional) link program, this coding is used during the export process to route the **MARKS** transactions to the appropriate G/L accounts.

- When linking to an online general ledger, the 2-character G/L Company Code must match the coding used in the G/L package. While **MARKS** enables you to link to multiple G/L companies, any uniquely-defined Charge Code

or Charge Code+Charge Year can only be related to *one* of those companies.

- The <u>five GL Code fields</u> are used to route specific transactions for this line item to specific G/L accounts based on the nature of the transaction:

  ⇒ <u>Income Account</u> is designed to refer to the Income account.

  ⇒ <u>A/R Offset</u> refers to the A/R Account of an *accrual basis ledger*.

  💣 This field is *not* used by a *cash basis ledger*.

  ⇒ <u>Cash or Special Credit</u> is designed to refer to the Cash account. For those using an accrual ledger, if the Charge Code is used for non-cash purposes (such as, for example, "Solicitor Credit", "Scholarship" or "Voucher Credit"), G/L Code 3 may be set to point to the appropriate "non-cash" G/L Account.

    When relevant, all transactions attached to a specific Entry Type may be rerouted to override the Cash or Special Credit accounts for specific Charge Codes.

  ⇒ For those who use special fund accounting, the final two available G/L codes are (respectively) the <u>Due to</u> and <u>Due From</u> Account.

  The values you enter in these fields are considered the *default* G/L coding for this line item, and may be *overridden* during data entry on a *per-transaction* basis.

💣 To insure that only *valid* general ledger codes are used as overrides, each organization may define a table of valid G/L code values, which will be available during batch entry.

The various *types* of **MARKS** transactions link to corresponding G/L accounts as follows:

Transaction		Impact on G/L Accounts		
Trans. Type¤	Entry Type¤	G/L Acct 1¶ (Income)¤	G/L Acct 2¶ (A/R)¤	G/L Acct 3¶ (Cash)¤
Bills¤	Debits¤	credit¤	debit¤	none¤
Payments¤	Cash, Credit Card, Check¤	none¤	credit¤	debit¤
Contributions¤	Cash, Credit Card, Check¤	credit¤	none¤	debit¤
Payments¤	Non-Cash, Write-Off, Time, Financial Aid¤	debit¤	credit¤	none¤
Contributions¤	Non-Cash, Write-Off, Time, Financial Aid¤	debit AND¶ credit (nets to none)¤	debit AND credit (nets to none)¤	none¤

Printing from A/R Records

The A/R Reporting Engine

Printing Reports From the A/R System

The A/R system reports of **Visual MARKS** fall into four basic categories:

Financial Reports :

Financial data output primarily intended for in-house purposes. Formats include ledgers and financial summary and detail reports. All such reports may be filtered for specific accounts/financial data and include "what to print" options.

Statements, Invoices and Receipts :

Financial output intended for the information of account holders. Formats include financial statements, itemized invoices, sales receipts, calendar year tax receipts, and "thank you" and "delinquency" letters.

For uses of the (optional) Tribute system, this also includes tribute letters. For Community Centers with the (optional) Point Of Sale system, this also includes invoices and membership cards.. For users of the (optional) Meetings module, this also includes invoices.

Aging Reports :

Standard Aged Receivables reporting, used primarily for collection and auditing purposes. Financial data is processed to establish the "age" of each selected open balance. Aged receivables may then be used to generate printed reports, link files and/or on-screen displays. Once processed, aging files may be stored in MARKS to be used for reporting at a later date.

Financial Comparison Reports :

Financial and demographics filtering combine to generate multi-column reporting, frequently used for donor profiling and similar valuations. Each selected Account appears once, with up to 18 different pieces financial information. When relevant, the figures in these columns may be added/subtracted to provide a final "total" column for each account. A report "wizard" facilitiates creation and maintenance of sets of column definitions, which may be retrieved, edited and used with a variety of output formats, including labels and linkfiles as well as printed reports.

For MARKS for DOS users, this is the **Visual MARKS** equivalent of Menu B-B-9.

[not all reports are enabled this initial release]

In addition, the "Quick Print" Reports feature sends a "snapshop" of a an A/R screen display to the currently-selected printer. The same filtering and sorting criteria that apply to the screen display are used by the "quick print."

Hints for Using this Screen:

The reporting engine for A/R reports is *almost exactly* the same as that used by basic **MARKS**.

For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting

One difference in A/R reporting is what is available from the "**What to Print**" option. Accessed by selecting the [What to Print] button on the toolbar, the selection screens enable you to specify the A/R information to print on the report.

- For the output generated via this reporting engine, accounts are only included in the ultimate output IF they match the A/R criteria indicated on the "What to Print" screens.

- For the selected accounts, only the A/R data which matches the "What to Print" criteria is actually printed.

The other main difference in A/R reporting is the possibility that "Run" is not the final step of the procedure. For certain formats (such as the various Ledgers), AFTER you have completed any Filter or "What to Print" criteria, when you select the "Run" icon (a picture of a green "Go" light) from the toolbar, an additional screen is displayed.

To Cancel Current Changes

AFTER entering criteria BUT BEFORE clicking on "OK"

- **CLICK ON** the "Cancel all Changes" button at the bottom of any screen

  the changes entered during this work session are undone and you are returned to the main reporting screen

To Return to Saved Defaults

- **CLICK ON** the "Restore Default Values" button at the bottom of any screen

  the changes entered during this work session are undone and the Information to Print screens are reset to the current default values for this report (based on the current saved version of this report). You are left in this feature to continue selecting information to print from the defaults, if you wish.

"Quick Print" Reports

In addition to the reporting engines accessible from the Menu ribbon, certain data entry or browse screens of **MARKS** include a function which enables the user to print (to paper) the information currently on view . This type of reporting is called "Quick Print", as the parameters have been set by the on-screen display:

- IF you have *filtered* this display, only the filtered information is included in the printout.

- The printed report uses the same Sort order as the on-screen display.
- Only the information from the currently-displayed file (or, in the case of the Account A/R ledger, the currently-displayed Account #) is printed.

A/R Financial Reports

Printing Financial Reports

Visual MARKS includes an array of reports primarily intended for in-house purposes. Used by bookkeepers, auditors, budgeting committees, fund raisers, etc., these include formats such as a batch report, an aged receivables ("aging") report, a 2-period comparative summary, and variously laid-out ledgers. All these forms of output are generated through the same engine .

- You may choose from a list of named layouts, some of which (such as "Aging Report") reflect a very specific need and others of which (like "Ledger by Charge Code") serve a variety of needs depending on which records and options are selected at the time of printing.
- The selection filters (i.e., which Accounts to include or exclude) encompass fields from the various Standard demographics screens plus certain Financial criteria
- The "What to Print? " options enable you to decide which A/R information to print per selected account. Only accounts matching your "What to Print" criteria are included in the report.
- Some formats have additional options which become available when the [Go] button is selected. These final options are predicated on the processing of criteria indicated by the Filter and What-to-Print screens.

> For information regarding specific report formats, see:
> Batch Transaction List
> Summary of Transactions by Charge Code
> Account Ledger or Financial History
> Ledger by Account
> Ledger by Charge Code
> Ledger by Transaction Type

In addition to printing on paper, this reporting engine enables you to print reports to screen, to generate link files and/or to produce counts of the selected records. For information about the Financial Reports Interface, CLICK here >>

Printing Financial Reports - The Interface

The interface and the types of options are similar for several of the Financial reports:

- Check boxes may be used to indicate that optional fields should(check)/not(blank) be printed.
- When there is the option to Start a new page for each value in a sort break (such as "for each account" or "for each charge code"), a check box appears for this purpose.
- When there is the option to Print subtotals for each sort break, a check box appears for this purpose.
- Radio buttons may be used when it is necessary to select between sub-formats for a report. For example, the "Ledger by Transaction Type" (as in the sample screen above) may be run for any one of three levels of detail.
- Radio buttons may be used when the actual decision of "what information to print" *differs from* the "What to Print" criteria used as an A/R filter. For example, the "What to Print" criteria for the "Ledger by Transaction Type" may be set to select only those accounts that have Transaction Type "Payment" for Entry Type "Credit Card", and yet the operator might want the printed report to show ALL credits (Transaction Types "Payment" and "Contribution" regardless of Entry Type) for those accounts.

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** A/R via the Menu Ribbon

- **CLICK ON** Print Financial Reports

the reporting screen for this part of **MARKS** is displayed.

To Choose "What to Print"

- **CLICK ON** the "Information to Print" icon (a picture of a multi-column report) on the tool bar

  A series of folders *relevant to the report you have chosen* is displayed..

  For each category containing information you wish to print (as many as relevant for your reporting needs):

- **CLICK ON** the related folder tab *and*

  SELECT the specific optional information you wish to select/print

To Save Your "What to Print" Choices FOR THIS RUN

after entering criteria in all relevant fields on as many screens as necessary:

- **CLICK ON** the "OK" button at the bottom of any screen

  the changes entered during this work session are saved FOR THIS RUN and you are returned to the main reporting screen

Specific Report Formats

Batch Transaction Listing

Batch Transaction Listings are simple reports that output the selected batches in full detail (i.e. listing each individual transaction) . Generating this report on paper performs the function of printing a hard copy of the batch file.

⇒ The "What to Print" option enables you to specify which exact batch(es) you wish to print. The batches you select are printed in their entirety.

⇒ You may choose whether or not you wish to print "Comment" information for the selected transactions.

For **MARKS** for DOS users, this is equivalent to Menu B-A-2.

Summary of Transactions by Charge Code

he Summary of Transactions by Charge Code report enables you to summarize (by Charge Code/Year) the debits, "cash" receipts and non-cash credits for up-to-two accounting periods. For this report format, the screen displayed after selecting [Go] enables you to describe those periods:

⇒ Use a radio button to indicate whether transactions should be selected by Batch Numbers *or* by Transaction Dates. Remember that the Batch Number best indicates the chronology of the transaction *entry*, while the Transaction Date indicates when the transaction is considered *current*.

  For more about Batch Number and Transaction Date, See **Entering/Viewing A/R Records: Entering/Editing a Batch**

⇒ Range 1 and Range 2 are used to define two different accounting periods. At times you might use these to compare two periods of time (for example, Range 1 might be September of this year, while Range 2 might be September of last year). At other times, you might use these to view a larger accounting period and a smaller period within it (for example, Range 1 might be the current month, while Range 2 might be the full fiscal year within which this month falls).

⇒ IF you leave Range 2 *blank*, you will only generate a report on one accounting period.

⇒ IF selecting by *Batch Number*, remember that the complete "batch number" consists of the Fiscal Year+Batch Sequence #. For example, to report on the first quarter of the 1998-1999 fiscal year, if this is coded with the Fiscal Year "1999", your Range would begin with the "First Batch #" as '1999-0001' (the first batch of that year) and would end with the "Last Batch #" as the final batch of that fiscal quarter (perhaps '1999-0045')

For **MARKS** for DOS users, this is equivalent to Menu B-B-4.

Account Ledger

The Account Ledger report is the equivalent of a printed ledger card for the selected account(s).

⇒ Detailed information is printed Account-by-Account. Within each Account, the selected information arranged file-by-file, with sub-totals for each file.

⇒ The "What to Print" option enables you to filter the information you wish to print for each selected Account.

For **MARKS** for DOS users, this is equivalent to Menu B-A-3, or Menu A-1-F2.

Ledger by Account

A Ledger by Account lists the selected transactions on an Account-by-Account basis.

To generate this same information on a Charge Code by Charge Code basis, see Ledger by Charge Code

For this report format, the screen displayed after selecting [Go] enables you to indicate specific information you wish to print:

⇒ Use check boxes to indicate whether you wish to print Transaction details such as Batch Numbers and/or Comments, as well as whether you wish to have Sub-Totals printed.

⇒ Use check boxes to indicate whether you wish to print Account Address and/or Phone information, as well as wehther you wish to have each Account begin on a new page.

For **MARKS** for DOS users, this is equivalent to Menu B-B-6

Ledger by Charge Code

A Ledger by Charge Code lists the selected transactions on a Charge Code by-Charge Code basis.

To generate this same information on an Account by Account basis, see Ledger by Account .

For this report format, the screen displayed after selecting [Go] enables you to indicate specific information you wish to print:

⇒ Use check boxes to indicate whether you wish to print Transaction details such as Batch Numbers and/or Comments, as well as whether you wish to have Sub-Totals printed.

For **MARKS** for DOS users, this is equivalent to Menu B-B-7.

Ledger by Transaction Type

A Ledger by Transaction Type lists the selected transactions on a ledger generated Transaction Type by Transaction Type. The screen displayed after selecting [Go] enables you to filter for specific Transaction Type(s), as well as to indicate specific information you wish to print:

⇒ Use check boxes to indicate whether you wish to print Transaction details such as Batch Numbers and/or Comments, as well as whether you wish to have Sub-Totals printed.

⇒ Use check boxes to indicate whether you wish to print Account Address and/or Phone information, as well as wehther you wish to have each Account begin on a new page.

⇒ Use a radio button to indicate which specific Type of transactions should be selected.

⇒ Use a radio button to indicate the level of detail you wish to print. Choose from Full detail (i.e. ALL transactions), total per Account per Charge Code/Year, or grand Total per Account.

For **MARKS** for DOS users, this is equivalent to Menu B-B-5 or B-B-8.

Aged Receivables

Aging Overview

Visual MARKS enables you to age Accounts Receivable and to use this "Aged" information to generate a variety of output. All related features are accessed from the Print Aging Report menu option.

There are two facets to the Aged Receivables program:

- Receivables are arranged into age "buckets", based on criteria you specify via the Aging File Wizard . Once generated, the Aged Receivables files may be stored indefinitely for reporting use.

    ☞ A maximum of TWELVE Aging Files may be stored.

- Any Aging File may be used to generate output by Printing Aging Reports .

♟⌹ For **MARKS** for DOS users, this is equivalent to Menu B-B-3.

To Access Aging Procedures

FROM THE OPENING MENU OF MARKS

- **SELECT** A/R via the Menu Ribbon

- **CLICK ON** Print Aging Report
    the first screen of the Aging File Wizard is displayed.

Using the Aging File Wizard

The Aging File Wizard includes all the steps necessary to generate a new Aging Fie or to access an existing aging file .

The first screen of the Aging Wizard enables you to choose between these two options.

To Navigate the Aging File Wizard:

- **CLICK ON** the buttons that appear at the bottom of the screen:

| Set Defaults | Cancel | Previous | Next | Finish |
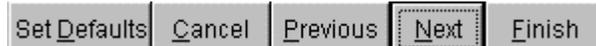
    ⇒ **Set Defaults** is only available from the first screen of the Wizard. Use this feature to maintain default settings that will be invoked each time you generate a new aging file.
    ⇒ **Cancel** aborts the creation/editing process and returns you to the opening menu of **MARKS**.
    ⇒ **Previous** and **Next** move you through the Wizard, one screen at a time
    ⇒ **Finish** may be selected at *any* time to indicate that all criteria have been established and you wish to proceed directly to the reporting screen, to generate output. NOTE that using this shortcut when you are not on the "Done" screen will cause your current Aging File to be saved as file "0", thereby overwriting whatever is currently stored in that slot.

The final "**DONE**" screen of the Aging File Wizard provides the following options:

- Just create the aging file.
    In this case, while the receivables are processed and an aged receivables file is stored, *no reporting* is done.
- Create the aging file and then display the reporting screen
  In either case, you may Save the Aging File with a name of your choosing

To Generate an Aging File

From the FIRST SCREEN of the Aging File Wizard

- **CLICK ON** the "Reprocess the A/R data to create a new Aging File" button

- **DEFINE** Aging Periods

- **DEFINE** a "Delinquent Accounts " option

- **PROCESS** the A/R data

- **SAVE** your new Aging File in a slot of your choosing

& **(OPTIONALLY) CONTINUE** to the Reporting Screen to generate output from this new Aging File

OR, from the FIRST SCREEN of the Aging File Wizard

- **CLICK ON** the "Reprocess the A/R data to create a new Aging File" button

- **PROCEED** through as many screens as necessary to describe the Aging File to your specifications
  REMEMBER that your organization has set defaults for these screens. IF you wish to use the current defaults, you will not need to review the individual screens of this procedure.
  WHENEVER you feel that the screens reflect your choices:

- **CLICK ON** the "Finish" button at the bottom of the screen

To Access an Existing Aging File

From the FIRST SCREEN of the Aging File Wizard

- **CLICK ON** the "Use Previously Related Aging File Below" button
  This enables the (currently greyed out) list of stored Aging Files.

- **CLICK ON** the specific Aging File you wish to use

- **CLICK ON** the "Finish" button at the bottom of the screen
  This brings you to the Reporting Screen to generate output from the selected Aging File

Saving an Aging File

From the LAST SCREEN of the Aging File Wizard

- **CLICK ON** the "Where should we save the processed data?" query box

- **HIGHLIGHT** a slot

  IF the slot you select is currently *occupied*, your new Aging File will OVERWRITE the Aging File currently stored in that same slot.

- **CLICK ON** the "Finish" button
  MARKS will store the new Aging File in the slot selected.

  IF you do NOT *select* a slot, **MARKS** *defaults* to store the new file in slot #0, thereby overwriting the file currently in that slot.
  The file neme is a composite of the current system date and user id.

Set Aging Defaults

The current Aging Defaults are invoked each time you opt to "Reprocess the A/R data to create a new Aging File".

✚ Remember: these settings are only system defaults designed to save you keystrokes. The settings you make should reflect those most frequently used in your office. Like all other defaults in **MARKS**, they may be overwritten during the running of the related program by simply typing over them.

Hints for Using this Screen:

The "Aging Date" is the "as of" date against which open items are compared to determine. The Aging File Wizard may default to **Always set the aging date** to "today" OR to the the first or last date of the current, previous or next month (all as compared to the current system date of your computer)

"Aging periods" are the time-spans contained in each column of the Aging File. The Aging File Wizard may default to **Always set the aging periods** to monthly periods (30,60,90 and 120 days), 1-year periods OR "Some other range of dates" (implying that you will wish to define some other system of date-gapping for yoru Aging File)

If you default to **Include Pending File transactions**, you may further default to set the Pending transaction **cut-off date** to either the end of the current *fiscal* year (as defined for your organization) OR the end of the current calendar year or one year from today (either as compared to the current system date of your computer)

Define Aging Periods

The Define Aging Periods screen is used to establish the criteria by which the age of Receivables is determined.

Hints for Using this Screen:

The **Aging Date** and the **Which periods do you wish to use?** option work in tandem to define five Aging Periods.

• The Aging Date establishes the calendar date against which to compare an open item in order to determine its age. Consider this your "*as of*" date.

• "Which periods…" establishes the distance between the five aging periods. You may choose between::

30,60,90 and 120 days   *automatically* calculates 30-day gaps ("monthly" aging) and displays those dates in the "Period" windows

1,2,3 and 4 years   automatically calculates 1-year gaps and displays those dates in the "Period" windows

Some other range of dates   enables you to enter your choice of *four consecutive dates* in the "Period" windows, thereby creating gaps of any size

The four **Period windows** display the cut-off dates for Periods 2-5 of the Aging file.

✚ "Period 1" will be those is considered to be the period BETWEEN the Aging Date and the date displayed as "Period 2"

The Receivables that will be placed in "Periods 2 - 5" will be those that fall ON OR BETWEEN the *first date* of that period (as displayed in the relevant "Period" window) and *the date before the next* period (as displayed in the relevant "Period" window)

"Period 5" will contain all aged items that are datedl ON OR PRIOR TO the dated displayed in the "Period 5" window

💣 When using "Some other range of dates", dates must be entered CONSECUTIVELY, with Period 2 being closest to the "as of" Aging Date (most recent) and Period 5 being furthest ("oldest").

CLICK here to continue: ⏩

Pending Transactions in the Aging File

"**Pending transactions**" are considered "unbooked" as they appear neither in the Month-to-Date nor any Year-to-Date file. However, you may wish to include these as open receivables. There are two options for handling Pending transactions in an Aging File:

Do not include these transactions *regardless* of the Transaction Date of a "pending" transaction, it will NOT appear in the Aging File

Include transactions dated before "pending" transactions with Transaction Dates *on or before* the **indicated cut-off date** are included in the Aging File.

$+$ the Aging File includes *two* "Pending" columns, one for Debits and one for Credits

Delinquent Accounts Option

While the Aging File will contain all open items, there are some receivables you may consider significantly "delinquent", based on the age and/or dollar amount of the item.

The "Options " of the Aging Report printing interface enables you to use print this "delinquency" flag and/or use it as a reporting filter.

Hints for Using this screen:

$+$ The two criteria on this screen work together to establish "delinquency"

Charges may be flagged as delinquent
If they are **EQUAL TO or GREATER THAN a specific dollar amount** of your choosing. If the dollar amount of the charge has no impact on "delinquency", leave this field *blank*.
AND/OR
If the date of the open item is within or prior to a specific (indicated) aging period
If the age of the receivable item has no impact on "delinquency", choose For Any Amount of Time, thereby rendering ALL receivables *equally* "delinquent"
For example, you might consider items deliquent:
Regardless of dollar amount (dollar amount field is blank) IF a year or more old (check off the appropriate aging period button)
OR If greater than $500 (entered in dollar amount field) REGARDLESS of age (check of "For any amount of time")
OR If greater than $300 (entered in dollar amount field) AND owed for three months or more (check off the appropriate aging period button)

Printing Aging Reports

For any newly-generated or existing Aging File, a variety of ouput may be generated.

- You may choose from several layouts, either printing to paper or to screen. This engine also enables you to create link files or to generate record counts of the selected records.
  In general terms, note that "Detailed" Aging reports are designed to show specific Accounts (potentially delinquent individuals), while Aging Summary reports subtotal receivables by Charge Code/Year.
- The selection filters (i.e., which Accounts to include or exclude) encompass fields from the various Standard demographics screens plus certain Financial criteria
- The Options enable you to decide how certain aspects of the Aging File contents should be interpreted by your output.

The reporting engine for Aging Reports, like other Financial Reports, is *almost exactly* the same as that used by basic **MARKS**.

For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting

Aging Report Options

"Options" only apply to the Detail Aging Report formats,

- Check boxes may be used to indicate what *optional* information should be printed for each selected Account.
- Radio buttons are used to choose one of the **Delinquent Account Options.** Remember that the Aging File itself contains internal flagging of "delinquent" Receivables. Your choice of Delinquent Account Option determines what, if anything, should be done to distinguish these "delinquents" on the printed report:
  Print without modification (on this report, delinquent items will be indistinguishable from other items)
  Print Delinquent items in **BOLD**
  Print a '*' next to delinquent items

Only print delinquent items (items not flagged as delinquent in the Aging File will be entirely left off the report)

Financial Comparison Reports

Financial Comparison Reports Overview

One of the most flexible of the **MARKS** Reporting Engines is the one known as the Financial Comparison Report. This report generator combines financial and demographics filtering, and then outputs up to 18 columns of financial information for each selected Account.

A variety of output is available from this engine, including labels, counts and linkfiles as well as printed reports.

For **MARKS** for DOS users, this is the **Visual MARKS** equivalent of Menu B-B-9.

There are two facets to the Financial Comparison Reports:

- Using the Financial Comparsion Wizard , an array of up-to-18 columns of financial information, plus an optional total of all/some of these columns, is designed. This set of column settings provides the *shape* of the completed report (the information on which you wish to print) and may also -- if you choose -- be used as filtering criteria to select accounts for inclusion in the completed report. This design may be named and stored indefinitely for future use.
- Any design created via the Financial Comparison Wizard may be used to generate output by Printing Financial Comparison Reports

CLICK here [>>] for examples of when to use the Financial Comparison Report.

Using the Financial Comparison Wizard

The Financial Comparison Report Wizard includes all the steps necessary to design a new set of columns, or to access or edit . or delete an existing defined set.

> The first screen of the Financial Comparison Report Wizard enables you to choose between these two options.

To Navigate the Financial Comparison Wizard:

- **CLICK ON** the buttons that appear at the bottom of the screen:

  | Cancel | Previous | Next | Finish |

  ⇒ **Cancel** aborts the creation/editing process and returns you to the opening menu of **MARKS**.
  ⇒ **Previous** and **Next** move you through the Wizard, one screen at a time
  ⇒ **Finish** may be selected at *any* time to indicate that all criteria have been established and you wish to proceed directly to the Reporting Screen , to generate output. NOTE that using this shortcut when you are not on the "Done" screen will cause your current Aging File to be saved as file "0", thereby overwriting whatever is currently stored in that slot.

The final "**DONE**" screen of the Financial Comparison Report Wizard provides the following options for saving your column definitions and report rules:

Where should we save the report rules?
○ A new report
⦿ This previously defined report `Fund Raising Campaigns & Events` ▼
Report Description `_____`

- If you CLICK on "A new report", you will be saving your criteria in a previously *unused* slot.
- If you CLICK on "This previously defined report", a pick list is displayed of all currently saved report rules. You

must CLICK on the report you wish to *replace* with your new critiera.

In either case, you may Save the Financial Comparison columns/report rules with a name of your choosing

To Access Financial Comparison Wizard

FROM THE OPENING MENU OF MARKS

- **SELECT** A/R via the Menu Ribbon

- **CLICK ON** Financial Comparisons Report
  the reporting screen for this part of **MARKS** is displayed.

Financial Comparison Reports -- Examples

The flexibility of the Financial Comparison Report makes it a particularly effective membership or donor profiler. The very flexibility of this reporting engine makes it difficult to describe in the abstract. The following are three specific examples of popular uses for this kind of report. These are merely a hint of the kinds of reporting that can be accomplished via this reporting engine.

Profile donors for a new fundraising campaign

Generate a report of potential donors, with up to eighteen columns of financial history. The donor pool may be filtered from your entire database by use of both demographic and financial critieria. Output may take the form of a printed report, or send this information, via a link file, to a spread sheet or word processor (to merge print as donor-calling cards).

For hints on generating this kind of Financial Comparison Report, CLICK here >>

Plan a restructuring of Dues fees

To reassess your Dues structure, generate a report of your current membership, possibly using demographics filters to divide Accounts into membership categories. For these members, print up to eighteen columns of financial information, including dues billings and response as well as other financial history that may be a good barometer for future dues. Output may take the form of a printed report, or send this information, via a link file, to a spread sheet or financial planning program.

For hints on generating this kind of Financial Comparison Report, CLICK here >>

Estimate desirability/feasibility of program offerings

Use a combination of demographics filtering and financial response to historic special events, classes, activities, etc. to help determine desirability or feasibility of related potential programs. For accounts whose demographic details make them potential targets for the proposed program, print up to eighteen columns of financial history that indicates both interest in similar offerings and potentially acceptible pricing for such a program.

For hints on generating this kind of Financial Comparison Report, CLICK here >>

Printing Financial Comparison Reports

Once a set of columns has been defined for financial comparison reporting, a variety of ouput may be generated.

- You may choose from several layouts, either printing to paper or to screen. This engine also enables you to create link files or to generate record counts of the selected records.

- The selection filters (i.e., which Accounts to include or exclude) encompass fields from the various Standard demographics screens plus certain Financial criteria.
  Always remember that these filters function *in conjunction with* the column-based Account Filters defined for the particular Financial Comparison report.
  For example, the set of columns may have been defined to only print for Accounts that were billed for a fundraising commitment. Of those selected Accounts, you may wish to ultimately report on only those having priority addresses within certain ZIP codes AND are coded for specific Membership Types.

- The Financial Comparison Report options enable you to decide on what optional information to print on the report. Remember that the defined columns are ALWAYS printed.

The reporting engine for the Financial Comparison Reports, like other Financial Reports, is *almost exactly* the same as that used by basic **MARKS**.

Financial Comparison Report Options

When generating Financial Comparison Reports, use "Options" to indicate what information -- other than financial columns -- should print for each selected Account.

- While these reports default to "Do not print" Full Column Definitions, there are times when you may find it useful to have these detailed definitions printed either at the Top or Bottom of the report, for reference purposes.
- When printing a report to paper, you may wish to check off "Print a line every five lines". Many people find a large chart easier to read with evenly-spaced horizontal lines
- Check off as many boxes as apply to indicate which **optional information** you wish to print from the Main Account (Person 0) record of each selected Account: Firm name (applies only to Business Accounts, where a Firm Name is part of the Main Account record), address and/or phone number. As for any report printing phone numbers, you may further indicate whether or not you wish to print unlisted phones.
- "This one code" -- A check box may be used to indicate that the report should include the value of any one OR of all 20 of the 1-character codes of the Main Account screen. Use the available scroll to select which code (or "All") to print.

Column Sets

Define a Set of Columns

Each set of columns defined for a Financial Comparison Report peforms two functions:

⇒ The columns described (up to 18, plus an optional total thereof) provide the *shape* of the completed report -- the layout and content of Financial information that will be printed.

⇒ Any/all of the columns defined may be used as *filtering* criteria -- you may opt to select Accounts for inclusion in the completed report based on their matching the specified column(s).

From the FIRST SCREEN of the Financial Comparison File Wizard

- **CLICK ON** the "Yes" button to Define a New Set of Columns (this is the system default)

& **CLICK ON** the [NEXT] button at the bottom of the screen, to continue

- **DEFINE** column specifications for up to 18 columns

- **SELECT** an "Account Filter based on Column Specifications "

- **SAVE** your new set of defined Columns with a name of your choosing
    If you do not specify a name, the system defaults to assigning the *current* Login Name plus date

& **(OPTIONALLY) CONTINUE** to the Reporting Screen to generate output from this new Aging File

To Access an Existing Set of Column Definitions

Once the Financial Comparison Wizard has been used to define and save a set of columns, that set of columns may be accessed any number of times.

From the FIRST SCREEN of the Financial Comparison File Wizard

- **CLICK ON** "Use the selected specification set"

& **CLICK ON** the *name* of the defined column set you wish to use

EITHER

- **CLICK ON** the [FINISH] button to continue directly to the Reporting Screen .

    This will use the selected set of column definitions *as is* to generate output. For example, you may wish to generate a link file today for the exact same accounts/information as you printed on paper several days ago. Similarly, you may wish to use the same exact accounts/information but use different report options for each printing.

    OR

- **CLICK ON** the [NEXT] button, to continue through the Wizard and *update* the selected set of column definitions for a new report.

    For example, a set of columns may be defined for a monthly fundraising report. To re-run this report each month for the "current" period, access the appropriate set of column definitions and update the relevant dates. Use the *same* name when saving the revised column definitions and you will keep only the most up-to-date version.

    Similarly, a set of columns that had originally been defined for the membership director may serve as a template for creating a report for the school. To do this, access the appropriate set of column definitions and update the relevant Charge Code/Year information. Use a *new* name when you save this updated set of definitions and you will retain the original set (in this example, the membership report) undisturbed.

To Delete a Set of Column Definitions

Once the Financial Comparison Wizard has been used to define and save a set of columns, that set of columns may be maintained indefinitely, causing the file of saved definitions to grow quite large. While an "old" set of column definitions may be replaced by a "new" set with the same name [see To Access a Set of Existing Column Definitions], there may be times when you wish to entirely delete a no-longer useful set.

From the FIRST SCREEN of the Financial Comparison File Wizard

- **CLICK ON** "Use the selected specification set"

- **CLICK ON** the *name* of the defined column set you wish to permanently delete

- **CLICK ON** the [DELETE] button, immediately below the list of column sets

Defining Columns

The Column Definition Screen

The Column Definition screen of the Financial Comparison report is divided into two sections.

The Upper Portion of the screen contains the interface used to define an individual column

A series of options enables you to describe the financial information to be contained in the column. Remember that this column will print for all selected Accounts in your Financial Report.

Optionally, you may choose to include only those accounts that have information in specific column(s).

The Lower Portion of the screen contains a list of columns already defined in this set

Toolbar functions enable you to edit this list by updating, removing and adding columns.

The order in which columns appear in this list is the order in which they will print on any report using this set of column definitions.

- Columns print from left to right on a report to paper or to screen. In this case, note that it is
- Columns create consecutive fields in a link file
- To *rearrange* the columns/fields on the ultimate report/ link file, you must Reprioritize the columns on this edit list

The Toolbar for this screen appears in the middle of the screen:

| Add | Edit | Remove | Restore | Details | (4 of 18 columns) |

Currently Defined Columns

⇒ **Currently Defined Columns** in this set are listed *below* the Toolbar

⇒ The **current number of defined columns** (out of a maximum 18) appears *to the right* of the Toolbar

⇒ **Add** is used to store a new/edited column definition to this listing

⇒ Edit and Remove are used to change the list by updating or removing specific column definitions

⇒ Restore is the "undo" of Remove and ONLY appears if you have used Remove *during this SAME session*
You are NOT able to "Restore" items "Removed" during prior runnings of the Financial Comparison Report Wizard

⇒ The **Details** button temporarily expands the display of the currently selected Column's definition, making it easier to read

Defining a Single Column

Each column of a Financial Comparison Report is defined by a combination of filters, set for various fields of the financial transaction record .

To save keystrokes when defining similar columns, you may wish to If you wish to "copy" and edit an existing column.

Hints for Using this Screen:

The text typed as the "Column Heading " will appear on printed reports as the name of the column

Use a radio button to set a **Charge Code filter** for this column. You may filter a column for ALL Charge Codes, one particular Charge Code, Charge codes that include certain specific character(s) ("Charge codes that are like") or a specific Charge Code set .

You may set your Charge Code filter for all or one specific **Charge Year**.

For more on Charge Codes/Years, see "Building Blocks of the MARKS A/R System "

Transaction Type, **Entry Type** and **Entry Description** are all Transaction Type Descriptors

⇒ Select one of the pre-programmed Transaction Types listed to filter for current or pending debits and/or credits, or for statement balances.

⇒ The Entry Types available are determined by the Transaction Type you select. Similarly, the Entry Descriptions available are determined by the Entry Types you select. You may make multiple selections for these filters.

For example, when selecting Entry Type "Credit Card", you may wish to select one or more specific valid types of credit card (Entry Descriptions)

For each Account, each column of this report contains the total of any quantity of individual transactions.

⇒ You may wish your column to encompass only those transactions that fall within a specific **Date Range** or which contain ("are") or do not contain ("are not") one of up-to-three specific strings of text in the **Comment** field.

⇒ Use the check box if you wish to **Include an account only if it's total for this column is between** two specific dollar amounts. A pair of boxes enables you to enter thoser amounts.

For example, if your column is defined for payments and contributions to a specific fundraising campaign, you may further wish to specify that only those Accounts that gave at least $500 (from $500 to $99999999) should be selected.

The types of filters available based on these dollar-range columns appear on the next screen of the Wizard.

Your Financial Comparison Report may optionally contain a "Total Column", to summarizes (per Account) the contents the other columns you define. When defining an individual column for this report, use the **Report Total** option to indicate whether or not this column is a factor in the Report Total Column.

⇒ Each column may be flagged to Add to *or* Subtract from the other columns in calculating a Total column.

⇒ To ignore this column when calculating the Total column, select Ignore. NOTE that the contents of an "ignored" column still prints on the report -- it simply is not included in the Account's total.

To Add A Single Column Definition

From the Column Definition Screen:

• **FILL IN** the fields that describe this new column

- **CLICK ON** the [ADD] button on the Toolbar
  The new definition is added to the bottom of the "Currently Defined Columns" list

To "Copy" A Single Column Definition

From the Column Definition Screen:

- **DOUBLE CLICK ON** the column you wish to "copy" from the "Currently Defined Columns list"
  The fields of the Column Definition will display the definition of that column

- **UPDATE** the relevant fields to describe the NEW column

- **CLICK ON** the [ADD] button on the Toolbar
  The new definition is added to the bottom of the "Currently Defined Columns" list

To Edit a Column Definition

From the Column Definition Screen:

- **HIGHLIGHT** the column you wish to edit from the "Currently Defined Columns list"

- **CLICK ON** the [EDIT] button on the Toolbar
  After you do this, the [EDIT] button will change into a [SAVE] button

- **UPDATE** the fields that describe this column

- **CLICK ON** the [SAVE] button on the Toolbar
  The updated definition *replaces* the old one o the "Currenlty Defined Columns" list

To Delete a Column Definition

From the Column Definition Screen:

- **HIGHLIGHT** the column you wish to edit from the "Currently Defined Columns list"

- **CLICK ON** the [REMOVE] button on the Toolbar
  The highlighted column is *removed*

☞ Note that the act of deleting a column enables the [RESTORE] button.

💣 As long as you remain on the column definition screen *during this same run* of the Column Wizard, you may recover the most recently removed column

To Restore a Previously Deleted Column Definition

From the Column Definition Screen:

- **CLICK ON** the [RESTORE] button on the Toolbar
  The most recently removed column is restored

💣 You may only Restore a column that has been deleted during the *current* run of the Column Wizard

To Reprioritize Columns

From the Column Definition Screen:

- **CLICK** on the (grey) button to the left of the column AND

- **DRAG** this same button to the position you now wish to assign to this column
  REMEMBER that the *position* of the columns on this screen will determine the *order* (left to right) of the columns *in the final report*. The column that is listed first on this screen appears as the first (left-most) column in the report, and so on.

- **RELEASE** the "click" (on the grey button)
  The column is now repositioned.

To Select Multiple Values from a Pick List

- **CLICK ON** the navigation arrow to the *right* of the relevant Selection Box
  This will enable you to scroll through the pick list of available values

Each time you wish to select a value from the list:

- **PRESS** the ⌈CTRL⌉ key of your keyboard

& **CLICK ON** the value.
  A bar of your current Windows highlight color will overlay the value.
  This highlight will remain as you continue to scroll through the box

When you have highlighted ALL the values on this list that you wish to select:

- **RELEASE** the ⌈CTRL⌉ key of your keyboard

- **CONTINUE** with NEXT function you wish to perform on this screen

Account Filters based on Columns

Account Filter Based on Column Specifications

Accounts may be filtered for inclusion in the Financial Comparison report, based on the columns defined on the previous screen . Only those Accounts who match this filter will be printed in the final report.

For example, you might have defined three columns for April-through-June Bills of $300 or more -- one for Dues, one for the Building Fund, and one for school Tuition. On this filter screen, you may indicate that you only wish to print Accounts if they have information in at least one of those three columns (in other words, if they have been billed at least $300 for one of those three items, within the indicated range of dates).

For those selected Accounts, ALL of the defined columns will be printed.

Using the same example, Accounts would print if they had been billed $300 or more for *at least one* of the three indicated items, within the indicated range of dates. For each such Account, ALL three defined columns would print. In this case, if, within the date range indicated, Mr. Apple had been billed $300 for dues and $250 for the building fund, but not billed at all for tuition, he would have met the criteria of having matched at least one of the defined columns and would therefore print. For Mr. Apple, the report would contain the $300 in the dues column, $250 in the building fund column, and a blank under the "tuition" column to indicate that he had never been billed.

For any one run of the Financial Comparison report, any <u>one</u> of a variety of filtering concepts may be applied .

☞ Not all filtering options are available at all times. Filters that would be impossible to use based on your current column definitions appear as greyed out.

CLICK here for descriptions of the various filters ≫

To Select an Account Filter by Column Definition

From the Account Filter Screen of the Column Wizard:

- **CLICK** on the radio button to the left of the filter you wish to use
  when relevant to the filter you select

- **ENTER** additional filtering criteria, such as a dollar amount range fu the radio button to the
  left of the filter you wish to use

- **CLICK** on the [NEXT] button at the bottom of the screen

Account Filter Descriptions

<u>Hints for Using this Screen:</u>

Selecting to print <u>ALL accounts regardless of values</u> results in a report that generates the columns as you have defined them, but uses only the Reporting engine filter (and not the column wizard) for Account selection. For selected Accounts that have no information in ANY of the columns you have defined, you will see the Account name/# leading a row of blank cells.

> This filter is most commonly used to generate a worksheet, when it is important to leave a space for those Accounts that meet demographics criteria but have no financial information for the columns as defined.

The filter "<u>Account has a NON-ZERO amount in at least one column</u>" refines the previously-described choice, in that an Account must meet at least one of the defined columns in order to be selected.

"<u>Account TOTAL column is between</u>   and   " expects that you have defined one or more columns as either "Add to" or "Subtract from" the total. All such flagged columns are combined to create an Account Total for the Financial Comparison report. Use this filter to select ONLY those Accounts where the total of such flagged columns falls within a specific range of dollar amounts.

CLICK here to continue with descriptions of filters [»]

Account Filter Descriptions (cont'd)

Three kinds of filter are available ONLY if you have checked off the "**Include an account only if it's total for this column is between**" box of at least one defined column .

> For the purpose of illustrating all three of these options, consider that you have defined these columns:
> Col1: Bills for this year's Dues, including only if acct has been billed more than $500
> Col2: Payments against this year's Dues, regardless of dollar amount ("include acct…" box is NOT checked)
> Col3: Bills for last year's Dues, including only if acct has been billed at least $1 (from $1 to $9999999)
> Col4: Payments made to a specific Set of Fundraising Codes, including only if acct has paid at least $50

⇒ When you select "<u>Account matches</u>   and at least one other column", choose one of the defined columns. In order to appear in the final report, an Account must match that column and at least one of the other columns. NOTE that only columns that have been checked for the selection-by-dollar-amt feature can be used for matching purposes.
Using the illustrated example, you might opt to include ONLY those Accounts that were billed more than $500 this year (select Col1 as the column to match) AND EITHER had been a member last year (matching the Col3 criteria of being billed at least $1 for last year's dues) OR had been a contributor to specific funds (matching Col4). Some of the Accounts in the final report might match Col3, some Col4, and some both, but ALL will match Col1. As there was no dollar amount range defined for Col2 (this year's dues payments), that column is not used for filtering. However, if an Account is chosen because it matches *other* columns, the amount paid for this year's dues will be printed as Col2 of the report.

⇒ When "<u>Account matches specifications of ANY column</u>" is selected, as long as the Account matches the definition of *any one* column. *Which* column is not specified.
Using the illustrated example, an Account would be included IF it had been billed at least $500 for this year's dues OR was billed at all for last year's dues OR paid at least $50 (total) to the Set of Fundraising items. It would not matter WHICH of these three things applied to the Account, as long as at least one column was found to be true.   As there was no dollar amount range defined for Col2 (this year's dues payments), that column is not used for filtering. However, if an Account is chosen because it matches one of the *other* columns, the amount paid for this year's dues will be printed as Col2 of the report.

⇒ "Account matches specifications for ALL columns" means that the only Accounts that are selected to print are those that match EVERY ONE of the defined columns.
Using the illustrated example, an Account would be ONLY be included IF it had been billed at least $500 for this year's dues AND was billed at all for last year's dues AND paid at least $50 (total) to the Set of Fundraising items. As there was no dollar amount range defined for Col2 (this year's dues payments), that column is not used for filtering. However, if an Account is chosen because it matches ALL of the *other* columns, the amount paid for this year's dues will be printed as Col2 of the report.

Examples of Financial Comparisons

Financial Comparison Example -- The Donor Profile

This type of report is meant to provide information about Accounts in your system that are being targetted for a specific purpose. The set of (up to eighteen) columns you define are meant to describe the financial history of these accounts in a way that is relevant to the "target" purpose. The columns may also be used as a filter to select accounts for your choice of output, in effect "fine tuning" the standard **MARKS** Reporting Filters.

Using the Financial Comparison Wizard:
1. Design a set of Column Specifications, each column representing a particular piece of fundraising history that will help in planning this new campaign.
    - For example, perhaps the old "Building Fund" will be a good barometer for this new campaign. If this is so, you might want to set up columns for historic pledges and/or historic monies received (remember that not all people fulfill their pledge commitments). In reviewing such historic data, are you only interested in one or two particular years? and, if so, do you wish to have an individual column for the amount pledges (or paid) in EACH such year, or a single total pledged (or paid) for ALL the relevant years??
    - If you are a dues-paying organization, you may want to see each Account's current dues amount as part of a fund raising profile. In this case, you might want to set up columns for the dues commitment (bills) and/or monies received.
    - Perhaps it would be useful to see each Account's grand total of monies received, within a certain range of dates, toward a "set" of Charge Codes that represent voluntary donations. Or perhaps this information is only useful if, within a certain range of dates, an Account has donated a certain, minimum dollar amount (for example, only if they have donated at least $1000 over the past 12 months)
2. Once you have designed a set of columns, you may Select an Account Filter based on Column Specifications. Do you want print this financial information for ALL the Accounts in your system (reserving the right to filter your Accounts demographically when printing reports)? Or, do you want to have Accounts included in this report ONLY if they have information in one of the columns you have defined.
    - Using the column examples in Step 1, you may want to select only those accounts who donated to the 1999 Building Fund. Similarly, you might want to select only those accounts who have made at least $1000 in voluntary donations over the past 12 months. Assuming you have defined a column for the item in question, this kind of filtering is possible.
    - You may have defined individual columns for several specific fundraising campaigns or donation charge codes. In this case, you may wish to print information about these line items for ALL Accounts (even those that gave $0 to any/all of them), *OR* to only print this information for those Accounts that donated to at least one of these items ("Account has a NON-ZERO amount in at least one column"),*OR* to only print this information for those Accounts that donated to a *specific* one of these items (only Accounts that gave $250 or more as a High Holiday pledge; or only Accounts that placed a paid ad in a particular journal or publication)

When Printing the Financial Comparison Report:
3. Select a Report Format, which may be run as a printed report, on-screen report, link file or record count.
    - For example, if you wish to generate donor cards to be used by solicitors, check off the "Link File" box of the reporting engine. The resultant link file can be merged, via a word processor or publisher, with a card form of your own design.

Financial Comparison Example - Dues Reassessment

This is a "research" type of report, summarizing financial history on an Account-by-Account basis, in an easy-to-read chart format. Once you have defined the columns of financial information to print, use the standard **MARKS** Reporting Sorts and Filters to arrange this history in the most useful way.

Using the Financial Comparison Wizard:
1. Design a set of Column Specifications, each column representing a particular piece of financial history that will

help determine an Account's future dues level.

- For example, you would certainly wish to have individual columns for the most recent year's dues commitment and monies received. You might *also* wish to have an individual column containing dues-related financial aid, thereby clearly differentiating between what the Account was anticipated to pay (bill), actually paid (payments) and received as assistance from your organization (financial aid). To get a deeper history for each Account, you might wish to have a second trio of columns, showing this financial history for the *prior* year.

- Perhaps under your new dues structure will incorporate a "locker maintenance fee" (or parking space, or High Holiday seat, etc.) that was previously billed as a separate item with it's own Charge code/year. In determining an Account's proper dues category under the new plan, you would want to set up a column showing the dollar amount billed for "locker maintenance" (or whatever) in the most recent year.

2. Once you have designed a set of columns, you may Select an Account Filter based on Column Specifications. Do you want print this financial information for ALL the Accounts in your system (reserving the right to filter your Accounts demographically when printing reports)? Or, do you want to have Accounts included in this report ONLY if they have information in one of the columns you have defined.

- For example, you may have current Accounts that were not billed AT ALL for dues or for any of the other relevant charges during the recent membership year. Some of these Accounts may be "honorary" accounts that have been demographically coded as such and can, if you wish, be left off the final printed report by use of a demographics filter. However, there may be other Accounts that had not been billed for dues for an "uncoded" reason. You may wish to print your dues report for ALL Accounts (even those that had no billing at all) OR to only include accounts in the report if they had been billed at least a dollar for one of the relevant items ("Account has a NON-ZERO amount in at least one column"), thereby neutralizing the lack of a demographics code by which to filter.

- You may have decided that only a certain segment of the membership community was to be studied for the new dues structure, and that this segment was based on the dollar amount assessed (billed) for dues-plus-related-fees over the last membership year. Assuming you have marked each of the individual "debit" columns "Add to total", you may additionally indicate that you wish to print this information only if the "Account TOTAL column is between" $500 and $1000 dollars (or whatever the range of relevant figures). In this example, Accounts assessed a total of less than $500 or more than $1000 will be excluded from the final output, while the remaining Accounts will be printed with their financial history broken down according to the individual column definitions.

When Printing the Financial Comparison Report:

3. Select a Report Format, which may be run as a printed report, on-screen report, link file or record count.

- For example, if you wish to manipulate this output in a spread sheet, check off the "Link File" box of the reporting engine and select the appropriate export format for your other program.

4. If you wish to create "smaller" reports, Filter your current membership according to dues-relevant demographic criteria.

- For example, you may wish to print separate reports for Accounts that have/do not have children of certain ages, or to divide Accounts by factors such as age, marital status, geographic distribution, etc.

5. Whether or not you demographically filter your database, select the Sort level(s) that group your membership into categories that make sense to you.

- For example, you may wish to sort your membership based on Chapter affiliation, and within each Chapter, in descending order based on the financial column that contains the amount actuallay paid for last year's dues.

Financial Comparison Example - Feasibility Study

Use a combination of demographics filtering and financial response to historic special events, classes, activities, etc. to help determine desirability or feasibility of related potential programs. For accounts whose demographic details make them potential targets for the proposed program, print up to eighteen columns of financial history that indicates both interest in similar offerings and potentially accepible pricing for such a program.

Using the Financial Comparison Wizard:

1. Design a set of Column Specifications, each column representing a particular piece of fundraising history that will help in planning this new campaign.

- For example, perhaps the old "Building Fund" will be a good barometer for this new campaign. If this is so, you might want to set up columns for historic pledges and/or historic monies received (remember that not all people fulfill their pledge commitments). In reviewing such historic data, are you only interested in one or two particular years? and, if so, do you wish to have an individual column for the amount pledged (or paid) in EACH such year, or a single total pledged (or paid) for ALL the relevant years??

- If you are a dues-paying organization, you may want to see each Account's current dues amount as part of a fund raising profile. In this case, you might want to set up columns for the dues commitment (bills) and/or monies received.

- Perhaps it would be useful to see each Account's grand total of monies received, within a certain range of dates, toward a "set" of Charge Codes that represent voluntary donations. Or perhaps this information is only

useful if, within a certain range of dates, an Account has donated a certain, minimum dollar amount (for example, only if they have donated at least $1000 over the past 12 months)

2. Once you have designed a set of columns, you may <u>Select an Account Filter based on Column Specifications</u>. Do you want print this financial information for ALL the Accounts in your system (reserving the right to filter your Accounts demographically when printing reports)? Or, do you want to have Accounts included in this report ONLY if they have information in one of the columns you have defined.

    - Using the column examples in Step 1, you may want to select only those accounts who donated to the 1999 Building Fund. Similarly, you might want to select only those accounts who have made at least $1000 in voluntary donations over the past 12 months. Assuming you have defined a column for the item in question, this kind of filtering is possible.

    - You may have defined individual columns for several specific fundraising campaigns or donation charge codes. In this case, you may wish to print information about these line items for ALL Accounts (even those that gave $0 to any/all of them), *OR* to only print this information for those Accounts that donated to at least one of these items ("Account has a NON-ZERO amount in at least one column"), *OR* to only print this information for those Accounts that donated to a specific one of these items (only Accounts that gave $250 or more as a High Holiday pledge; or only Accounts that placed a paid ad in a particular journal or publication)

When Printing the Financial Comparison Report:

3. <u>Select a Report Format</u>, which may be run as a printed report, on-screen report, link file or record count.
    - For example, if you wish to generate donor cards to be used by solicitors, check off the "Link File" box of the reporting engine. The resultant link file can be merged, via a word processor or publisher, with a card form of your own design.

Statements, Invoices and Receipts

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** A/R via the Menu Ribbon

- **CLICK ON** Print Statements, Invoices & Receipts
  the reporting screen for this part of **MARKS** is displayed.

Printing Statements

Visual MARKS includes an array of reports *primarily* intended for the information of Account Holders, such as statements and invoices.

[not all formats in this category are available in the initial release.]

While some of these take the form of continuous internal reports on plain paper, the majority expect each selected Account to begin at the top of a new page and may be printed on letterhead or other forms. The *layout* of these reports has been designed with the Account Holder, rather than the bookkeeper or fundraiser, in mind. All these forms of output are generated through the same engine .

- You may choose from a list of named layouts, some of which are designed for plain paper (such as "Internal Statement") and others of which might be ordinarily printed on letterhead or other "special" forms.
- The selection filters (i.e., which Accounts to include or exclude) encompass fields from the various Standard demographics screens plus certain Financial criteria
- The "What to Print?" options enable you to decide which A/R information to print per selected account. Only accounts matching your "What to Print" criteria are included in the report.
- Some formats have additional options which become available when the [Go] button is selected. These final options are predicated on the processing of criteria indicated by the Filter and What-to-Print screens.

In addition to printing on paper, this reporting engine enables you to print reports to screen, to generate link files and/or to produce counts of the selected records.

╈   Note that "statement" formats are not available as "link files."

For more on How to Run Statements, Invoices & Receipts, press here: [»]

Hints for Running Statements

The reporting engine for Statements, Invoices and Receipts is *almost exactly* the same as that used by Financial Reports

For "How To" Use the Financial Reports variations to this interface, See Printing Financial Reports

"Statements" include only *posted* transactions. When printing any format set up as a "Statement", IF there are unposted transactions (e.g. batches in the month to date file), a box pops up when you select the "run" icon (the green "Go" light). In this box:

- F you SELECT [Yes], the Statement will be printed, but these unposted transactions will not be included in the report

- IF you SELECT [No], you are returned to the reporting engine and your report request is cancelled. If you wish to generate statements including the transactions in the Month-to-Date file, you will have to first post these batches.

Just as with some reports run via the "Financial Reporting" engine, "Run" is not the final step of the procedure for printing Statement/Invoice/Receipt-type formats. For these formats, AFTER you have completed any Filter or "What to Print" criteria, when you select the "Run" icon (a picture of a green "Go" light) from the toolbar, an additional screen is displayed.

CLICKing on the various file folders displays those categories of options. Note that some of the file folders or options thereon do not apply to certain report formats and may therefore be "greyed out:

The *initial* folder screen enables you to determine what line items in the statement file are/not considered "due" for this run of the report:

- Check off if you wish to Print statement if balance due now is ZERO or a CREDIT balance (blank means only Accounts with at least one balance due are printed).

- A radio button enables you to indicate which Statement Balance records should be printed. The *default* is to print only items in the Statement file which have an open balance. However, the Statement file may *also* include items that balance to zero. The other radio button at this prompt enables you to opt to print such zero-balance items where the Charge Year matches the *current* Fiscal Year (as well as ALL open balance items, regardless Charge Year).

    Often the main reason for zero balance items remaining in the Statement file is to have them accessible for these Statement reports.

    When a zero-balance item drops off the Statement file is determined by the "Save Code" value attached to the Charge Code or Charge Code+Charge Year definition.

    An item may be flagged to remain in the Statement file for the course of the Fiscal Year with which it is associated (as, for example, when Dues billed and paid amounts remain in this file for the length of the entire dues year, even when paid in full) *or* for another length of time to be determined at the user's discretion (as, for example, when Statements are run quarterly and all items billed/paid in that quarter need to be listed, even if paid in full)

    For more about the "Save Code", See, A/R Utilities & Codes: Add/Update/View Charge Codes

- Click a radio buttons to indicate "How should OPEN CREDIT be treated." This refers to Accounts where there are balance due items AND at least one line item with an open credit balance. Indicate whether or not such an open credit balance line item should be printed on the statement and, if so, whether the dollar amount of this credit should be subtracted (on the statement only) from the grand total owed by this account.

- Click a radio button to indicate "How should items billed but NOT YET DUE be treated". The Cut-off date (used for this purpose) *defaults* to the last date of the current fiscal year, but may be typed over. This date is ignored if you select "Treat everything as currently due. For the other options, this date is *compared to the date of the line item in the Statement file* (and NOT to the dates of individual transactions contributing thereto).

For the Printing Options screen of this feature, press here: [»]

Printing Options of Statement-type Reports

The Printing Options screen enables each user to customize a report's appearance:

- A check box enables you to indicate whether(check) or not (blank) detailed transactions should be printed for the current billing period *as well as* summaries of currently open line items. Checking this box provides an *itemized* printout of all activity that occurred on the account in the current period.

- Check boxes indicate where and how the Account # prints, and if the Expiration date should print, while Radio buttons indicate Where should the Total Due be printed.
- The Report date of Statements *defaults* to "today", but may be typed over. This date appears as the date-of-issuance on the printed report.
- Radio buttons may be used to indicate whether the Account Type value, a value of one of the 20 user-definable codes from the Main Account record (and if so, which) or no codes at all should be printed beside the Account #.
- Radio buttons may be used to indicate whether or not a postal ZIP Code Summary should be generated by this process and printed on paper.
- Text boxes are provided in which to type an Optional Text message (to be printed on ALL statements during this run) and a Message to print if NO BALANCES DUE. Leaving either of these boxes blank means that no message of this type is printed.

When printing one of the Statement formats with a payment stub , additional criteria are available.

An additional screen provides a text box in which to entry up-to-four lines of free-form text to be used as a Statement Header.

> These lines are typically used to generate a printout of your organizations name, address and phone information when the report is printed on plain paper rather than a form or letterhead.

- A check box on this screen enable you to indicate whether (check) or not (blank) these four lines should be centered.
- Depending on the physical constraints of the specific format of the report, radio buttons might be available to indicate where the header should be printed. The default is to print the header at the top of the page. For some formats, it may be printed at either the top and/or the stub.

Payment Stub

- The payment stub includes a list of all open balances, which the Account holder may check off to describe how payment should be applied. Use a radio button to indicate Which amount should be printed in Stub -- either the actual dollar amount due for the item OR a brief text description (such as "$_____", so that the Account holder will fill in the enclosed dollar amount, or a phrase such as "50% due now"). IF you select the "text" button and leave the box blank, nothing will be printed in the "Amount" column of the payment stub.
- Text boxes are provided in which to type a Payment Stub section heading, a Line printed immediately above payment stub and a Line printed above balance due boxes. Leaving any of these boxes blank means that no message of this type is printed.
- When printing the "Statement with Credit Card Authorization", type the text of your choice into this Credit Card Authorization box. This text will print on your statement stub exactly as it appears in this box.

Processing A/R Records

"Posting" (Updating the Statement File)

The **MARKS** Statement file of contains -- *per account* --all line items for which transactions in the Year-to-Date and/or History files do not net out to zero.

- Such line items may reflect either open balances due (debits) or open credits (such as deposits or unapplied credits on account).
- Items in the Month-to-Date and Pending files are not reflected in the Statement file. These items are still editable -- i.e. they may be changed or even removed entirely without leaving a trail in the database.

The Statement File is only updated when a user *deliberately* runs the (password-protected) Update Statement File processing utility.

> When the Update Statement File utility is run, all transactions in the Month-to-Date file are physically moved to the Year-to-Date file.
>
> Once in the Year-to-Date file, transactions become *permanent*. Such transactions cannot themselves be changed or removed. In order to correct the line items to which such permanent transactions apply, it is necessary to create additional transactions which change the net effect of the originals.

💣 The Statement File MUST be updated in order to print Statements, or similar "balance due" reports.

Certain reports in **MARKS** enable the user to entered items and dates for which credits may be subtracted from debits to determine a *calculated* balance due as of the specified dates. While such reports are useful for many projects, please note:

- As these reports must perform calculations prior to printing, they are necessarily more time consuming than reports which reference the Statement file balances.

- As these reports require the exclusive use of all A/R files, they are often less convenient than reports which reference the Statement file.

- As these reports may include transactions in the Month-to-Date or Pending files, they contain less stable data than reports which reference the Statement file.

💣 This feature requires **EXCLUSIVE** use of the **MARKS A/R system**

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable (via the Menu Ribbon or aA Hot Key)

- **SELECT** A/R Processing
  from the pull-down menu:

- **SELECT** Post Batches to YTD File

Closing/Reversing a Fiscal Year

As part of the annual change of Fiscal Year, you may use this utility to archive the most current Year-to-Date file into your comprehensive A/R History file.

- Like "posting", the "reversal" process makes no change to the contents of any batch/transaction, it simply relocates the data (all individual transactions in the current Year-to-Date file flagged for the "Year" about to close) within the **MARKS** files.

- In the History file, each transaction retains a record of its "Year"+batch-sequence-number identifier. This identifier is clearly visible when browsing the file, enabling the operator to distinguish between the various archived years.

During this process, a record of each situation remaining open (balance due or open credit) when a Fiscal Year Reversal is performed, is additionally *permanently stored* in the Balance Forward file.

- Each item in the Balance Forward file retains a "Year" identifier relating the open balance to the year-to-date file *at the closing of which* this balance remained.

- IF an item remains open for several years, a line is written to the Balance Forward File EACH YEAR it remains open. Each such line in the file includes the related "Year" flag, enabling the viewer to see the status of that item "as of" the end of *each* relevant fiscal year.

While it is not *necessary* to "close" or "reverse" your Year-to-Date file each year, ESF advises use of this feature for several reasons:

- Isolating the current fiscal year's transactions (in a separate Year-to-Date file) speeds the processing of data when running reports which do not reflect prior history.

- The process of "closing" a year helps your bookkeeping department to synchronize the use of **MARKS** with the General Ledger and other products reflected therein (such as payroll and payables programs)

- The reports that the bookkeeping department often only chooses to run when "closing" a year are those most frequently requested by auditors.

💣 This feature requires **EXCLUSIVE** use of the **MARKS A/R system**

[this feature is not enabled in this initial release]

Linking to General Ledger (optional purchase)

Organizations who use an on-line General Ledger may choose to purchase a "link" program which they will use to export data from **MARKS** financial files into their General Ledger.

When using this feature, Charge Code definitions for relevant items are set to include references to *default* General Ledger coding.

Each time a transaction is entered into a batch, the nature of the transaction (Type of transaction+Entry type) *defaults* to associate with the appropriate defined General Ledger coding for that Charge Code or Charge Code/Year combination.

For example, perhaps Charge Code JRNL has been defined for the fundraising Ad Journal. As per the *default* coding in the "JRNL" Charge Code definition:

- <u>debits</u> for Ads (either entered as "Bills" or created from the debit half of "Contributions") might be expected to <u>credit</u> <u>Income</u> account 10000-14 and <u>debit</u> <u>Receivables</u> account 30000-02

- <u>cash credits</u> for Ads (entered as "Payments" or created from the credit half of "Contributions", in either case only when associated with one of the "cash" Entry Types) might be expected to <u>credit</u> <u>Receivables</u> account 30000-02 and <u>debit</u> <u>Cash</u> account 00010-16.

- <u>non-cash credits</u> for Ads (such as solicitation credit entered as "Payments" or created from the credit half of "Contributions", in either case only when associated with one of the "non-cash" Entry Types) might be expected to <u>debit</u> <u>Income</u> account 10000-14 and <u>credit</u> <u>Receivables</u> account 30000-02.

At the point of entry, you may override the default G/L coding.

Ultimately, the General Ledger linking process generates records representing the data entered into the selected **MARKS** batches and stores them in the export (link) file.

Depending on the level of detail you have defined for your system, records in the link file will be created *either* one per General Ledger account (with the totaled dollars for ALL Charge Code/Years associated with that G/L account), *or* one per G/L account per Charge Code/Year, *or* one per G/L account per individual transaction.

For how to define the level of detail for export to a General Ledger, See A/R Utilities & Codes: Installing Link to General Ledger

In the General Ledger program you use, this link file is then opened as or appended to the receivables file for the relevant accounting period.

The **MARKS** linking program prevents duplications in the General Ledger by flagging exported transactions with a 'P' (for "posted") in the G/L Flag field of the transaction record.

[this feature is not enabled in this initial release]

Overrides to Link Defaults

While each transaction *defaults* to associate with the General Ledger coding defined for that Charge Code/Year, during the batch entry process, an operator may choose to *override* any or all of the three categories of G/L coding for a specific transaction.

For example, if a non-cash credit is being entered against the Taylor family's open Tuition charges, in order for the line item to balance correctly in **MARKS**, the "Payment" must have the same Charge Code/Year as the "Bill." Under *default* circumstances, when sent to the general ledger, this "Payment/Fin.Aid" would debit the Income account and credit the A/R account defined for the Tuition charge code. However, if the concept of "financial aid" belongs to *different* Income and/or A/R accounts, the appropriate G/L Overrides field(s) should be used to re-route the transaction accordingly.

Valid general ledger codes for Override purposes are defined in **MARKS.** To access the file of valid codes during batch entry, RIGHT CLICK on any of the G/L Override fields of a transaction.

For how to Define a General Ledger code, See A/R Utilities & Codes: Add/Update/View G/L Codes

When a Charge Code or Charge Code+Charge Year is defined in **MARKS**, the default is to flag that line item to be exported to the General Ledger.

- To prevent a line item from being included in a link, set the <u>G/L Flag</u> field of the Charge Code definition screen to 'N'.

For "how to" associate a G/L Flag with Charge Code definitions, See A/R Utilities & Codes: Add/Update/View Charge Codes

- To prevent a specific transaction from being included in a link, set the <u>G/L Flag</u> field of the Transaction screen to 'N'. Similarly, if the line item has been coded to 'N'ot link, a specific Transaction may be coded to link by re-

setting that Transaction's G/L Flag to a blank.

For How to Enter a Transaction (including General Ledger overrides), Entering/Editing a Batch: The Transaction

A/R Utilities and Codes

Password Protection of Financial files

As for other functions of **MARKS**, access to various work categories in the A/R system is assigned to individual users as part of the password-protected User Information .

The Sections on the User Information screen which refer to the A/R system are:

- Batch Entry. Includes the entry, maintenance and reporting of financial transactions. Which of these functions a User may perform depends on the level of access assigned for this Section.

   Unless a User is *also* flagged as a "Financial Supervisor" (see below) the abilities to add, edit and/or delete data is limited to those batches originally created by that same User.

- Charge Codes. Includes the Add/Update/View Charge Code and Add/Update/View Entry Code menu options. For users of the (optional) link to General Ledger, this also includes the Add/Update/View G/L Code option.
- Financial Supervisor. Setting this Section to "FULL ACCESS" enables a User who is coded to edit batches (see Batch Entry, above) to work on ANY batch in the system (regardless of the User who created it).
- Financial Utilities. Includes financial processing, such as Posting, Fiscal Year Reversal and (optional) linking to the General Ledger, as well as file maintenance and "fixes" such as Reconciling the Batch File and Recovering Lost Batches.

Add/Update/View Entry Types

While the **MARKS** Transaction Type indicates whether a transaction includes debit ("Bills"), credits ("Payments") or both ("Contributions"), it is the seven hard-coded Entry Types that indicate the cash or non-cash nature of a transaction which includes credit:

Entry Type	Used to Describe:
Cash	actual cash (banknotes and coins) or any "cash" credit of unknown nature
Check	"cash" credit in the form of checks
Credit Card	"cash" credit in the form of credit cards
Non-Cash	miscellaneous non-cash credit
Financial Aid/Scholarship	non-cash credit representing financial aid, scholarship or similar "assistance"
Time Commitments	non-cash credit representing credit for work hours
Write-off	non-cash credit representing the write-off of a bad or "forgiven" debt

For each of the cash or non-cash Entry Types, each organization may define *various specific* Entry Code values, as needed.

For example, for the Entry Type "Credit Card", an Entry Code value may be defined for each individual credit card the organization accepts. In such an organization, the "Credit Card" entry type might have different Entry Codes to indicate "VISA", "MC", "VISA", "NOVUS," etc.

The text description of the selected Entry Type/Entry Code becomes the transaction's Entry Description.

+   Note that the ONLY Entry Type for "Bills" is "Debit". "Debit" has no further-definable Entry Code values.

The Entry Code file is maintained via a Menu option of the A/R portion of **MARKS**.

In a new **MARKS** installation, each of the ten hard-coded Entry Types is provided with *one initial* Entry Code value -- blank space.

> When the Entry Type attached to a "blank" Entry Code is selected, the User may enter up to five characters of text as the Entry Description of that Transaction.
>
> > For example, the Entry Type "Check" with a blank Entry Code enables the User to type the appropriate check number as the Entry Description.

💣 To *prevent* Users from entering random text as an Entry Description, the "blank" Entry Code record must be *removed* from the Entry Code file.

> For example, to prevent cash to be applied to unauthorized credit card, in addition to an Entry Code being defined for each authorized credit card, the default "blank" Credit Card entry code must be removed from the file.

The Entry Type value must be selected from among the seven hard-coded cash/non-cash types. The full list of valid types is available by RIGHT CLICKing on this field.

The Entry Code may be any contiguous alpha-numeric string of *up to 5 characters* to represent a specific variation on the selected Entry Type, while the Entry Description field holds the free-form text which describes it.

Certain Entry Code concepts might require that, for transactions using this Entry Code, G/L Account 3 (usually indicating a *Cash* account) a default to point to a specific general ledger account *regardless* of G/L coding attached to the Charge Code/Year. If this is so, select the appropriate G/L Account 3 Override from the table of defined c odes.

✝ This feature is most relevant to users of the (optional) **MARKS** Link to General Ledger.

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable (via the Menu Ribbon or aA Hot Key)

- **SELECT** A/R System Tools

- **CLICK ON** Add/Update/View Entry Codes

    the List of existing codes is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

    A screen *similar* to the following is displayed when you add a new Entry Code OR when you CLICK on an existing code on the List to view/edit the definition:

Add/Update/View G/L Codes

Default general ledger coding may be included as part of each **MARKS** Charge Code or Charge Code+Charge Year definition. Either per-Entry Type basis, or during the data entry (in batches) of specific transactions, users may opt to *override* this G/L coding.

✝ This feature is most relevant to users of the (optional) **MARKS** Link to General Ledger.

In order to prevent the use of *invalid* general ledger codes as A/R Override codes, a file of valid coding for this purpose may be defined and maintained. This file is available during data entry of Entry Type definitions and during A/R Batch entry .

The Entry Code file is maintained via a Menu option of the A/R portion of **MARKS**.

The G/L ID Code may be any sequence of up to five contiguous alpha-numeric characters that will be used to identify this valid G/L coding concept.

Both a <u>Short Description</u> and <u>Long Description</u> may be stored for each defined code.

It is the Short Description that will appear when the table of codes is accessed during data entry of Transactions or Entry Type definitions.

The <u>G/L Account</u> field contains the actual general ledger account number to which this override concept should map.

On its own, this field does not indicate whether the general ledger account in question is an Income, A/R or Cash account. It is storing this coded override in a Transaction or Entry Type record field called "G/L Account 3" (for example) that informs the (optional) **MARKS** G/L Link program as to which transactions route to this G/L account and how.

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable (via the Menu Ribbon or aA Hot Key)

- **SELECT** A/R System Tools
  when prompted:

- **CLICK ON** Add/Update/View G/L Codes
  the List of existing codes is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

Reconcile Batch File

An "in use" flag, automatically set by the system, protects a batch from being edited in more than one **MARKS** session at a time.

This refers equally to "more than one user" or "more than one window on a single computer."

When a batch is appropriately "Closed", this edit flag is automatically removed. However, if a batch is not "Closed" but is aborted, or disrupted by power or hardware failure, that edit flag is not reset. A user attempting to go into that batch is advised that it is being edited -- even if no other session of **MARKS** is using that batch.

The "Reconcile Batch File" utility (accessed via a Menu option) is designed to reset the edit flag for all potentially-editable batches.

This feature requires **EXCLUSIVE** use of the **MARKS** A/R system

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable (via the Menu Ribbon or aA Hot Key)

- **SELECT** A/R System Tools

- **CLICK ON** [OK] to proceed

Installing Link to General Ledger (optional purchase)

Organizations who have purchased the (optional) "link" program to export **MARKS** financial data into their on-line General Ledger must run a brief installation of the link program.

For "How To" use this Link, *See Processing A/R Records: Linking to General Ledger*

[this feature is not enabled in this initial release]

Passwords, Options & Tools

Passwords and User IDs

Passwords & Users -- Overview

When you start **MARKS**, you will be prompted to Log In with your user name and password. The password serves to verify the identity of the user currently logging in to **MARKS**. It is the User Information attached to that identity that indicates the level of access available in various parts of **MARKS**.

> **Visual MARKS** enables the supervisor to customize rights on a *per user* basis. Each user's login is assigned specific rights from a pick-list of all possible rights in the system. Therefore, a person whose function is bookkeeping might be given the rights to add, update and print financial information, to add accounts, and to perform account maintenance (such as resigning and changing account numbers), but NOT to add demographics codes. The administrator's assistant might have no rights to add or edit accounting information, but may have full rights to print from financial files.

MARKS for DOS Users are used to a different approach to Password protection

> *See Also:* DOS vs Windows Passwords ; DOS vs Windows A/R Passwords

Regardless of whether users access **MARKS** simultaneously (as with a network) or alternately (several people sharing, one at a time, the only computer that has **MARKS**), *every individual user is assigned a password-protected login name* in **Visual MARKS**.

- *IF* you are on a *network*, this name is equivalent to your network login name.
- *IF* you have a *single-user* installation, this is the name defined in **MARKS** for the current user.
   Several items in the Utility section of **MARKS** relate to Users and their Passwords.

User Information

The User Information file stores each **MARKS** user's Login ID, together with the specific rights and privileges assigned to that identity.

> Only a **MARKS** Supervisor (i.e., a logged-in User to whose identity supervisor rights have been assigned) can assign or change user information .

Accessing this file displays a page with several Folder Tabs:

- The Edit List (default display) shows ALL *currently defined* Users.
- The User Information Folder Tab, and all (if any) module-specific Folders (tied to certain optional **MARKS** modules), enable you to view or edit information for the *selected* User.

Hints for Using this Screen:

The User definition includes the user's First and Last name as well as the User Name (the name used for logging in).

> This feature is particularly useful in offices where there are several people with similar names. For example, if your staff includes Susan Miller, Suzanne Miller and Susan Murphy, only one can login as "SueM" – and storing the person's own name with the login helps remind the supervisor which one it is.

Notice that the Password displays on screen in "trash" characters, to protect each individual user's password integrity from anyone else viewing this screen.

The Supervisor check box is ticked off only if this User is assigned supervisor rights to **MARKS**. Only a **MARKS** Supervisor can add or edit User Information.

> For network users, this feature is *not* related to whether the *user's network login* includes supervisor rights.

The Locked Out check box is used by **MARKS** System Security. Each time (in a specific work session) a User attempts to login with an invalid password, **MARKS** counts the number of unsuccessful attempts and compares it to the "Maximum # of login attempts " defined in your system. When a User reaches this Maximum, they are *prohibited*

---

from attempting another login until a Supervisor removes the Locked Out flag (the check mark) from the related User Information record.

> For example, if the "maximum # …" has been set to "3", each User has three tries at a successful login.

- IF a User enters an invalid password once, s/he has two more tries.
- IF a User enters an invalid password twice and then enters the valid password once, s/he is allowed in. *Next time* this same User attempts to login to **MARKS**, s/he again has three tries.
- IF a User enters an invalid password three times, the Locked Out flag is set by the system. Next time this same User attempts to login to **MARKS** (even if s/he has meanwhile rebooted the computer!), s/he is prohibited from entering. This restriction remains on this User for as long as the check mark remains in the Locked Out box.

The Security Level may be used to attach a User to one of the defined User Groups in your system. These User Groups enable you to create categories of users for your most commonly assigned combinations of rights.

- IF the Security Level is *Supervisor*, rights to each section default to Full Access (see below). The specific rights for a "Supervisor" may be edited at any time.
- IF a Security Level *other than Supervisor* is assigned, this User is *automatically* assigned the exact rights attached to that specific User Group. These rights canNOT be edited on a per-person basis.
- IF the Security Level is *BLANK*, a custom-tailored array of rights may be assigned to this User, which may be edited at any time.

For *each* protected Section of **MARKS**, an edit list displays the User's Access Level. When a User is not assigned to a User Group, the Supervisor may at any time change the Access Level of any/all such sections.

If you have the (optional) Memo module , the Memo Levels folder allows you to *check off* the memo protection levels to which this User has access. Flag *as many* of the individual memo protection levels as apply.

> For example, you may have defined Memo levels to protect various departmental Memo records, as well as levels to protect each of the Fundraisers and key members of the administration. Your Controller might have access to ALL the bookkeeping department memos (perhaps these are levels 6-9) PLUS a personal memo level (perhaps level 3) PLUS the Fundraisers' memo levels (perhaps 17 and 21). Similarly, your Bookkeeper might also have access to ALL the bookkeeping department memos, and to her own personal level (perhaps levels 12). Meanwhile, the Receptionist might only have access to unprotected memos (NOT flagged on this screen) and a personal memo level (perhaps 24).
>
> *For more information on Memo levels,* See **Memo Module**

The Code Levels folder allows you to *check off* the code protection levels to which this User has access. This refers to the security assignments of the Master Codes file, used to protect the ability to name code fields and define code values throughout the various **MARKS** files. Flag as many of the individual protection levels as apply.

> For example, you may wish to protect the valid values used for Account Types – Code 1 of the main Account record. You might therefore only allow the Administrator and the head of the Bookkeeping department the ability to create new Account Types.

To Create or Maintain User Information

From the Menu Ribbon

- **CLICK ON** Utilities

- **CLICK ON** User Information
    > An *Edit List* of defined Users is displayed:

To Add a User to this list

- **PRESS** the Add Record icon (the picture of a blank page) from the tool bar
    > *A NEW* User record is displayed.

To Edit a User

- **CLICK ON** The name of the User you wish to edit

- **CLICK ON** The User Information Folder Tab
    > The SELECTED User record is displayed.

To Change the Access Level for a Specific Section:

- **CLICK ON** The arrow to the right of the Access Level you wish to change
    The list of available Access Levels is displayed.

- **CLICK ON** The Access Level you wish to assign for this Section
    Full Access: User can view, add, edit, delete and print from this file
    Read Only: User can *only* view and print this file
    Add Only: User can view, add and print from this file
    Edit only: User can view, edit and print from this file
    Add & Edit: User can view, add, edit (EXCEPT for delete) and print from this file
    No Access: User canNOT even view this file!

User Groups

User Groups define named categories of access for your most commonly assigned combinations of rights, making it quicker to add standard User setups to **MARKS** and protecting administrative consistency.

> For example, you may have a "'Front Desk" category that defines the specific rights you allow to a person working the front desk of your organization. When you add a new User ID for such a person, rather than having to individually recreate each portion of the User Information, you will be able to attach your new user to the User Group "Front Desk" and automatically attach all relevant rights/security.

> ● Only a **MARKS** Supervisor (i.e., a logged in user to whose name supervisor rights have been assigned in User Information) can create or maintain user groups .

Accessing this file displays a page with several Folder Tabs:
- The Group List (default display) shows ALL *currently defined* User Groups.
- The User Information Folder Tab, and all (if any) module-specific Folders (tied to certain optional **MARKS** modules), enable you to view or edit information for the *selected* User Group.

The User Group definition screens are almost identical to those used for assigning rights to users individually .

To Create or Maintain User Groups

From the Menu Ribbon

- **CLICK ON** Utilities

- **CLICK ON** User Groups
    An *Edit List* of defined User Groups is displayed:

To Add a User Group to this list

- **PRESS** the Add Record icon (the picture of a blank page) from the tool bar
    A NEW User Group record is displayed.

To Edit a User Group

- **CLICK ON** The name of the User Group you wish to edit

- **CLICK ON** The User Information Folder Tab
    The SELECTED User Group record is displayed.

Change Password

Once you have an established **MARKS** user identity, you may at any time change the password attached to that identity.

> You may ONLY change the password for your *current* login name. To change the password for a different login name, you must first quit **MARKS** and successfully re-log in under the other name.

To Change Your Password

From the Menu Ribbon

- **CLICK ON** Utilities

- **CLICK ON** Change Password
    The Change Password screen is displayed. To successfully change your password, you MUST:

- **ENTER** the current password

- **ENTER** the "New" password (to which you wish to change)

AND

- **CONFIRM** the "New" password (typing it a second time, to verify)

Options

Options

Options contains settings for various sections of **MARKS** that may be customized for your office.

When you access Options , a screen displays with a file folder for each part of **MARKS** you may customize, *similar* to the following:

> Note that some Options refer to optional modules. Your Options screen will only display file folders for those modules you have.

Specific Options are accessed via categorized folders:

- Security
- System Parameters
- Name & Address Defaults
- Memo Module Defaults
- Course Registration Defaults
- Yahrzeit Defaults
- Event Defaults
- Month Defaults

To Access any of the Options

From the Menu Ribbon

- **CLICK ON** Tools

- **CLICK ON** Options

- **CLICK ON** the file folder that describes the part of **MARKS** you wish to customize

Security

You may define the Maximum # of (unsuccessful) attempts to login allowed before a lock is put on the (unsuccessful) user id. Each time (in a specific work session) a User attempts to login with an invalid password, **MARKS** counts the number of unsuccessful attempts and compares it to this "Maximum # "

> For example, if the "maximum # …" has been set to "3", each User has three tries at a successful login.

If the User reaches this Maximum, a Locked Out flag is set on the related User Information screen. This User is then *prohibited* from attempting another login until a Supervisor *removes* the flag.

> *For information on removing the Locked Out flag, See User Information*

System Parameters

"System Parameters" define system-wide characteristics for **MARKS.**

Your Organization's Name will appear on certain printed reports. **TYPE** it exactly as you would wish it to appear.

The Date format MARKS uses *defaults* to the American style of dd/mm/yy (for example, 11/21/97 for November 21, 1997). You may select an alternative format for your system from the pull-down menu, accessed by CLICKing on the arrow key.

The "shape" of your fiscal year is defined in two related fields:

You must indicate the First Month of Fiscal Year (defaults to July), by number. You may CLICK on the arrow key to display a list of numbered months from which to choose.

When the Fiscal year is named by BEGINNING year check box is checked off (the default), it is understood that you wish your hyphenated fiscal year to be known in **MARKS** by the first of the two years (for example, 1999-2000 would be known as Fiscal 1999). To name your fiscal year by the ENDING year, (for example, 1999-2000 would be known as Fiscal 2000), CLICK on the check box to *remove* the check.

You must set a Path for temporary files to a valid directory in your system. This defaults to the "MARKTEMP" subdirectory of your default drive. You may CLICK on the [Select Directory] button to change this to another valid directory in your computer or network.

Name & Address Defaults

This screen is used to set default values for specific fields of the Main Account, Person, Address and Phone screens. When a limited number of values is available for any of these fields, you will notice an arrow key to the right of the entry box; CLICK on this arrow to display/pick from a list of valid choices. If no arrow key displays, you may TYPE any value you wish into the entry box.

You may set the Length of Account No. (# of characters) to six, seven or eight characters.

ALL account numbers in your database must be the same length.

In addition, you may indicate the Default Prefix for Adding New Accounts. This prefix may be one character or a string of characters (regardless of how many characters you enter in this field, they are considered a *single* prefix). Leave this field blank to default to an all-numeric Account #.

When adding a new account to your system, **MARKS** will *default* to an Account # in this range. At the point of entry you may, of course, type over this default to assign an Account # in any range.

You may select either Hebrew or English characters as the Font to Use for Hebrew Name field.

Certain "name" fields in **MARKS** may be automatically filled in by the system (when otherwise left blank by the operator) based on the contents of other fields. Chose your preferred formats for these fields:

- The Default Sort Name for main account record may be constructed from

    Person1 last name + 1st Character of Person1 first name

    ex: Miller, A

    First 12 characters of Person1 last name + first 4 characters of Person1 first name

    firm name

    ex: Miller   Arth

    Firm Name

    ex: The Miller Institute

- The Default Label Name for main account record may be constructed from

    Title of Person 1 + Title of Person 2 + First Name of Person 1 + Last Name of Person1

    ex: Mr. & Mrs. Arthur Miller

    First Name of Person 1 + First Name of Person 2 + Last Name of Person1

    ex: Arthur & Deborah Miller

Similarly, the Default Label Name for person record may be constructed from

    Title + First Name + Last Name

    ex: Mr. Arthur Miller

    First Name + Last Name

    ex: Arthur Miller

- The Default Salutation Name for main account record may be constructed from

Title 1 + Title 2 + Last name 1

Title of Person 1 + Title of Person 2 + Last Name of Person1

ex: Mr. & Mrs. Miller

First Name of Person 1 + First Name of Person 2

ex: Arthur & Deborah

First Name of Person 2 + First Name of Person 1

ex: Deborah & Arthur

Similarly, the Default Salutation Name for person record may be constructed from

Title + Last Name

ex: Mr. Miller

First Name

ex: Arthur

You may also wish to set Default Titles and/or Default Sex values for Person 1 and Person2.   While it is not necessary to have *any* default values for this purpose:

• IF the majority of your accounts belong to *2-adult families* where Person 1 is "Mr." and Person 2 is "Mrs." or "Ms.", you may wish to set these as default Titles to save time during data entry, and set "M" and "F" as the default values of the Sex codes.

• IF you are a *professional associations* where the majority of your members are Doctors, Judges or religious professionals, you may wish to set the profession-appropriate Title as a default for Person 1 to save time during data entry.

• IF your accounts primarily belong to *women*, you may wish to save time during data entry by setting the default Title for Person 1 to "Mrs." or "Ms." and the default Sex to "F". In this case, you might also wish to set the default Title for Person 2 to "Mr." and Sex to "M."

To save time during data entry, you may set default values to be used whenever City, State, ZIP Code or Area Code are used by any **MARKS** entry screen.

The Address screens of **MARKS** store all kinds of addresses for accounts. The two most common categories of address most organizations wish to store are Home and Business addresses. Several of the pre-programmed **MARKS** report options are, in fact, written to specifically pull Home and/or Business address information. These programs determine the address category by referring to the "Address Type" field of the Address screen. In this utility, you will specify the value of this Code to Indicate Home Address *and* the value of this Code to Indicate Business Address. Whenever you enter such an address, these are the code values you will use.

Memo Module Defaults

Users of the (optional) **MARKS** Memo Module may set a number of Maximum Protection Levels.

Each Protection Level may be used to protect a unique category of Memos (for example, there may be a different protection level for each department's bookkeeping memos, as well as one for the Administrator's personal memos, one for confidential member information, etc.).

Each Protection Level may be assigned to one or more User ID's, and each User may be attached to as many different Protection Levels as is relevant.

This option enables you to set the maximum numbers of such levels you wish to control system-wide.

For "How to" assign Users to specific Memo levels, See User Information

Those with the additional, optional Tickler utility, must *CLICK* the check box to Enable Tickler System.

Course Registration Defaults

Users of the (optional) **MARKS** Course Registration Module may set various system-wide defaults to customize the "promotion" routine.

Remember that these defaults are *system-wide*. IF several different departments of your organization will be using the promotion routine, these default settings will be used by ALL of them. For example, if you are running a Nursery School, a Religious School, a Camp and a series of Adult Language Classes, ALL of which promote from season-to-season, the defaults you set here will need to satisfy them ALL.

During promotion , certain fields from the *current* Registration record may be copied AS IS onto the *newly-created* Registration record. These include the Comment, the ten 1-character code fields and the fee code field.

> *Alternatively* to copying the *fee code* value, on each new registration you may wish to re-set that field to a blank (replace fee code with nothing) OR automatically insert the default fee code value . NOTE that this Default screen also enables you to describe what that "default fee code" value is.

You must decide whether or not your organization will use work file to promote.

> The work file enables you to browse through the possible promotions and fine-tune them (for example: remove individuals who are not returning; or, reassign classes, sections or bunks) prior to the final promotion. WITHOUT the workfile, promotion is a one-to-one correspondence whereby ALL individuals registered for coded Course AAA are promoted to coded Course BBB in the same manner.

You may choose to promote wait listed registrations.

To Set the Fee Code field default

- **CLICK ON** the appropriate radio button

Yahrzeit Defaults

This screen is used to create defaults for the **MARKS** Yahrzeit Module.

> This module is standard to Synagogue packages, and may be purchased as an optional module by other users.

While most of these defaults have to do with the data entry routine, some impact on the processing routines that select Yahrzeits for printing lists and letters.

> Remember that data defaults are only "defaults" – it is always possible to make a different choice for any individual record you enter.

Hints for Using this Screen:

The Hebrew/English notification code may be defaulted to either 'H'ebrew or 'E'nglish.

Each Yahrzeit record includes a code to indicate the Salutation to be used when printing letters. The available Yahrzeit Salutation choices are First Name, Informal name, Salutation name and Label name – all from the recipient's Person record. The default Salutation setting will reflect the form of salutation used on the majority of yahrzeit notifications.

You may select either Hebrew or English characters as the Font to Use for Hebrew Name field.

As there are variances in Hebrew months during certain years, the Yahrzeit program must be set to match your organization's preferences when dealing with two types of situations:

> The Cheshvan, Kislev, Adar 30 option asks how, in a year in which there is no 30th day in these months, you wish to handle the Yahrzeits of a person who died on the 30th day of such month in another year. You may choose to either observe such Yahrzeits on the Previous day (the 29th of the same month) *or* the Next Day (the 1st of the subsequent month.)

> You must decide whether or not you wish to Notify in both Adars when deceased died during the month of Adar in a non-leap year. If not, the notification will be sent during the 1st Adar in a leap year.

> > *Regardless* of this, a person who dies in the 2nd Adar of a leap year will have their Yahrzeit observed during the month of Adar in a non-leap-year.

> *For "How to" customize the* spelling *of these Month names, See the Months Option*

You may wish to code the Tribes of Yahrzeit recipients on one of the ten Person record codes. As you are able to select *any* of these codes for this purpose, the Yahrzeit default screen enables you to indicate the Number # of person code to indicate Tribe.

> If you want to have a pop-up code table of valid values for this Tribe code, you will need to create one.

As the Hebrew calendar day begins at sunset, when using system help to find the Hebrew equivalent of the English calendar date of death, you may want the program to Ask about time of death in Yahrzeit help.

> If you set this to 'N'o, the program will select an equivalent Hebrew date based on death during daylight hours.

When you generate a Yahrzeit Letter from within **MARKS**, the data is merged with letter text that has been formatted by your Word Processor. You must indicate the Word Processor to use for Yahrzeit Letters in your system. [as of this writing, you may choose between Microsoft Word and Corel WordPerfect]

Event Defaults

This screen provides a default setting for users of the (optional) **MARKS** Events Module.

<u>Hints for Using this Screen:</u>
The reservation screen of the (optional) **MARKS** Events/Journal Module(s) includes two fields, to be used to count the numbers of attendees in two different categories. <u>Count 1 description</u> and <u>Count 2 description</u> enable you to set descriptors for these two fields.
> Common concepts used for these fields are "Adult/Child" or "Member/Non-Member".

Months

For Synagogues and other users of the optional **MARKS** Yahrzeit Module, this screen enables you to customize the transliterated *spelling* of the names of the individual Hebrew Calendar months to your own preferences.

Tools, Utilities & Codes

Utilities & Codes -- Overview

The concept of "Utilities and Codes" encompasses a variety of functions that enable you to customize your **MARKS** installation, and perform global maintenance of your system. These features are accessed from several different menu options, each of which is described on the following pages.

> Changes to Options, Codes and similar utilities affect ALL **MARKS** users on your system. Proceed with care. On a Network, only someone logged in as Supervisor can use these features. You will be alerted to this whenever you attempt to access such a system-wide feature.

Printers

Within the **MARKS** program, you may direct your printing to any of the printers *currently installed to Windows* on your computer (via the "Settings, Printers" selection on your Start bar).
Print jobs in progress can be similarly viewed/edited through Windows
> Print jobs are aborted by deleting them from these Windows print job displays.

<u>Hints for Using this Screen:</u>
This is NOT a **MARKS** screen, but a standard Windows printer information screen. Learn more about this screen from your Windows manual/help features.
You may choose any other installed printer by clicking on **N**ame
The [Properties] button enables you to fine-tune your printer information.
You may choose a paper **Si**z**e** (how large) and **S**ource (what bin). This defaults (in Windows and therefore in **MARKS**) to letter-size paper in the printer's default bin.
A radio button allows you to choose between **P**ortrait and **L**andscape.

> Many **MARKS** reports are designed specifically for landscape printing. Printing them with your printer selected to "portrait" will truncate data in the right-hand portion of the report design.

To Select a Printer for MARKS (done on each relevant computer)

From the Menu Ribbon

- **CLICK ON** <u>T</u>ools

- **CLICK ON** Update Printer Information
    > The name of your *currently*-selected printer is displayed, as is the location of the paper that will

---

be used for printing.

Codes

Defining Code fields

As referenced in the descriptions of the **MARKS** data screens, the various data files contain many *undefined* 1-character code fields that may be used by your organization to code any concept you choose. These fields are typically used as reporting flags, allowing you to run reports for only selected records ("include") or for all records except for selected records ("exclude").

When you decide to use one of these code fields, you must define that field for that specific purpose. The definition not only displays the purpose of the field on all screens on which the field appears (for example, the data entry screen and reporting screens), but it sets certain security options to protect the data to be stored in that field.

> For example, you may wish to use one of the 20 1-character codes of the Main Account file to be used to store the "Marital Status" of the account holder(s).

🖐 Remember that these codes are *system-wide*. Once a code has been defined for any specific purpose, that code will maintain that purpose regardless of the record being viewed and/or the operator viewing it! For example, if one department defines Code 4 of the Person file as a "driver's license" flag, that code will have that purpose throughout **MARKS** (whether or not it is filled in on any particular Person record!)

In addition to the undefined 1-character Code fields, **MARKS** includes many pre-defined code fields, both 1-character (Address Type, Phone Type, etc.) and multi-character (such as the Group and Sub-Group codes, etc.) While individual offices *canNOT re-define the "names"* (purposes) of these code fields, this same Update Code Definitions utility may be used to *set user options* for these fields.

Hints for Using this Screen:

Each 1-character code you are using should be defined with both a text Description and a (briefer) Caption (used as a definition when display space is limited).

> Codes *program-defined* by ESF will already have these fields filled in.

Assigning a Security Level to *any* code prevents unauthorized persons from *either* re-defining the code *or* assigning values thereto.

> Once a level has been attached to a specific Code, only a User whose id includes access to that level is able to make such changes. *For more information on Code levels, See User Information*

The Verify option enables you to flag *any* code as requiring verification. "Verifying" means that, during data entry, the value entered in the field by the operator will be compared to the defined list of valid values for that field.

If a mark (✓)appears in the Allow blank? check box, **MARKS** will allow someone to create a record where this code field is blank. If there is no check in this box, any record with this code field MUST have a valid value filled in, in order to be saved.

> For example, if you want to be sure that *every* account in **MARKS** has an Account type, be sure there is *no* check in the "Allow blank" box for "Account Type."

> Or, for example, you may decide to use a blank space whenever an account's Marital Status is unknown. In this case, be sure there is a check mark in the "Allow blank" box for "Main Account Code 5."

🖐 While you may opt to allow any code field to be left blank, you will notice that your **MARKS** installation *defaults* to preventing certain code fields (such as Address Type) from being set to blank. We STRONGLY SUGGEST you accept these factory-set defaults.

You may set a default value to be used when adding new records with this code. NOTE that this default must be a defined ("valid") value for the code.

> For example, if most of the addresses you enter into the system are business addresses, you may save data entry time by setting a default value of 'B' (business) for the Address Type code.

The [Add Code Values] button enables you to access the "Add/Update/Print Code Values " utility without closing the "Update/Print Code Definitions" window.

To Define a Code field

From the Menu Ribbon

- **CLICK ON** Tools

- **CLICK ON** Update/Print Code Definitions
     the left of the box displays the file name + code number of each available code

- **DOUBLE-CLICK ON** the code you wish to define

Verification Categories

If the Verify Option is set to	The Data Entry program will
blank	not verify the code value
warning only	compare the value to the defined values. IF the value is not "valid", the program will retain the operator's choice of value and alert the operator
verify code	compare the value to the defined values. IF the value is not "valid", the program will not accept the operator's choice of value

Defining values for ALL Code fields

For each Code entry field -- whether for a code you defined yourself, or for codes whose purpose has been defined by the **MARKS** program (such as the Group code field) -- you may define the values you wish to use. The values you define are available during data entry as pop-up "help" tables.

During data entry:

> **To Access a Table of Values:** use the RIGHT button of your mouse to click on the relevant code field ("right click") *or* PRESS ª from the keyboard. The table of values is displayed.

> **To Select a Value From the Table:** click (in the usual way) on the value you wish to select *or* use your keyboards up and down arrows (ik)to scroll through the list of values and PRESS e.

Creating an array of valid codes for your organization keeps the data consistent, making retrieval (on screen and for the purpose of reporting) more effective.

> For example, it helps to prevent different people for using different coding for the same information.

Defining such code values through this utility is *especially* important if you have marked the code for "validation" (see Defining 1-Character code fields).

Hints for Using this Screen:

MARKS will display the *maximum* length allowed in this code field to the right of the Code Value entry box.

The Code Description is what will display in the "help" table, while the (scrolling) Memo field enables you to store a detailed note regarding the purpose/usage of this value.

Setting an Expiration Date for a code value enables you to set a lifetime for the use of this particular value.

> For example, you may create a Group for a committee that will only exist for a limited period of time. To discourage anyone from subsequently assigning a new member to this group, set an "expiration date" that reflects the end of this time period.

☞   During data entry, expired code values will appear flagged with an asterisk (*) on the "help" code tables. Anyone attempting to add an expired code value to a record will be *alerted* with an on-screen message, but will NOT be prohibited from using this expired value.

You may attach each code value to up to ten 1-character Code Sets

To Define Values for any Code fields

From the Menu Ribbon

- **CLICK ON** Tools

- **CLICK ON**   Add/Update/Print Code Values

OR

From within the Update/Print Code Definitions Utility:

- **CLICK ON** the [Add Code Values] button

Either method brings you to the Codes Value Maintenance screen.

- **CLICK ON** the Code for which you wish to define a value
     a list of currently-defined values for that code is displayed

- **CLICK ON** the "New Record" icon (the blank page) to add a new value to that code

In this utility, NO user will be able to either *view or define* values for a code if his/her Security Level assignments do not include the security level attached to that specific code field.

Database Maintenance

Reindex Selected Database Files

This utility is designed to resynchronize your files. Certain **MARKS** messages, such as "record out of range", are indications of a need to Reindex .

NETWORK USERS NOTE: This program requires EXCLUSIVE use of the selected database files. This means that (a) no other users should be viewing, editing or printing these files and (b) the machine used for reindexing should only have one session of **MARKS** running at this time.

Hints for Using this Screen:

To Select Files to Reindex, CHECK OFF the check box to the left of the selected file description. In any one run of this utility, you may reindex as many different files as you wish.
     You may CLICK ON the [Check All] button to select to reindex ALL files.

When you DELETE a record, **MARKS** does not *instantly* remove the record from the database. Instead it is merely *flagged* internally, and then omitted from all reports and displays. After several months of operation, the number of deleted records in your database can grow to a substantial number. If you CHECK OFF the "PACK files" check box, the reindexing program will permanently remove these "deleted" records.

IF YOU ARE UNSURE about packing the data, do NOT check the "Pack" box.

To Pack or Not to Pack?

This will result in the following:	
Advantages	Disadvantages
Reduces size of database file, thereby freeing up space on your hard disk.	If you deleted an account in error, you can NEVER recover the data except from a backup disk or tape.
Speeds up printing programs because MARKS does not have to spend time passing over deleted records.	If you computer "goes down" during packing, your data will most likely be damaged, and will have to be restored from a backup.

To Reindex Selected Databases

From the Menu Ribbon

- **CLICK ON** Tools

- **CLICK ON** Reindex Selected Database Files

- **CHECK** the specific files you wish to Reindex
  IF you wish to "pack"

- **CHECK** "Pack files"

- **CLICK ON** the [Reindex] button, to begin reindexing

Browse Table

At times it may be necessary to browse through a database on screen, to view raw data and potentially edit the file. This is most commonly used as a diagnostic tool, helping you to spot "bad" data (such as trash characters) or to reset flags that might remain subsequent to an aborted procedure.

Hints for Using this Screen:

In the Enter name of database to browse box, you must type the EXACT name of the database file you wish to browse.
The order by field enables you to set a *sort order* for your browse table.
    File-specific "help" is available for this feature (click on the arrow to the right).
If you do not check the modify data box, you will be in a "read only" mode as you browse

To Browse a Database file

From the Menu Ribbon

- **CLICK ON** Tools

- **CLICK ON** Browse Table

- **TYPE** the exact name of the database you wish to Browse
  when relevant

- **SELECT** your sort Order
  IF you wish to be able to modify the database

- **CHECK** "Modify Data"

  💣 Only available when User is checked as "Supervisor"

- **CLICK ON** the [Browse] button, to generate your browse table
    A table is displayed, on which you may view (and possibly modify) data. When you are finished with your Browse

- **CLICK ON** the standard Windows "x" (upper right corner of screen) to close

File Info

This "file information " summary may be used by ESF as a diagnostic aid.

Hints for Using this Screen:

In the Enter name of file to check box, you must type the EXACT name of the file for wish you wish to display information -- including the extension (for example: ESFMARKS.EXE).

Information displayed in the summary box includes:

- The <u>full path</u> to this file in your computer or network
- A <u>date</u> and <u>time.</u> For a database file, this might be when the data was last updated. For program files, this usually equates to when the file was installed on your computer or network (not to the programming date).
- The <u>size</u> of the file
- File <u>attributes</u> (when applicable)
- An identifying <u>version</u> number

To Access File Info

From the Menu Ribbon

- **CLICK ON** <u>T</u>ools

- **CLICK ON** File Info

- **TYPE** the exact name (including extension) of the file for which you wish information

Passwords and Users

Accessories

The Pop-Up Hebrew Keyboard

This keyboard becomes available when you RIGHT-CLICK on a field that has been defined for a Hebrew font.
Such fields may include the "Other Name" field of the Person Record and the "Hebrew Name" field of the (optional) Yahrzeit record .
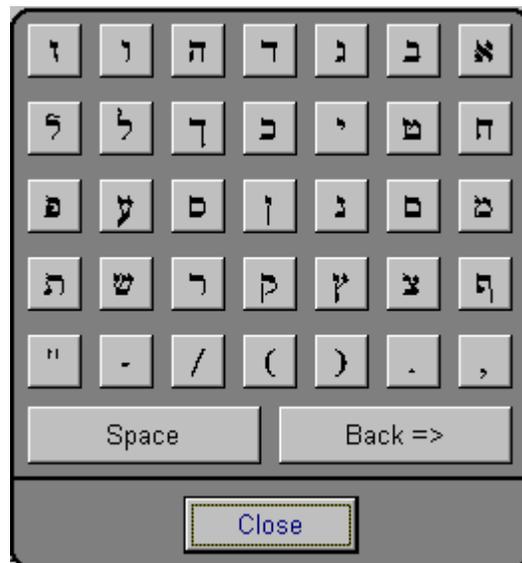
To use this keyboard, simply CLICK on the characters in the order in which you wish to insert them.

To Access the Calculator

From the Menu Ribbon

- **CLICK ON** <u>T</u>ools

- **CLICK ON** Calculator

During Data Entry

- **RIGHT-CLICK ON** any "Dollar Amount" field of a data entry screen

IN EITHER CASE the Calculator is displayed

Calculator

Within the **MARKS** program, you have access to a Calculator . This feature is available both from the Tool Bar and as "pop-up" help during financial data entry.

<u>Hints for Using this Screen:</u>

Note that this is NOT a **MARKS** screen, but a standard FoxPro Calculator, therefore the appearance is not dictated by **MARKS** programming.

To Access the Calendar

From Opening Screen

- **CLICK ON** the Calendar icon

From the Menu Ribbon

- **CLICK ON** <u>T</u>ools

- **CLICK ON** Calendar

During Data Entry

- **RIGHT−CLICK ON** the "Date" field of a data entry screen

IN EITHER CASE the Calendar is displayed:

Calendar

Within the **MARKS** program, you have access to a calendar . This feature is available both from the Tool Bar and as "pop-up" help during data entry.

For organizations where this is relevant, the calendar is an English/Hebrew calendar.

<u>Hints for Using this Screen:</u>

"<u>Today</u>" is highlighted (it appears depressed). In an English/Hebrew calendar, it appears so on BOTH calendars.

Use the buttons at the bottom of the screen to <u>Navigate</u> to other months/years (based on the current date) *or* to jump to a <u>Specific Date</u> [Enter Date] on either calendar.

When a date appears in one of the graphics calendars on screen but is not the *current* date (i.e., is not highlighted), you may <u>select</u> that <u>date by CLICKing</u> on it.

☞ Users of the (optional) Memo Module with Tickler can access the tickler for the *current* (highlighted) date by pressing the [Tickler] button.

☞ Users of the (optional) Facilities Management Module can access the schedule of bookings for the *current* (highlighted) date by pressing the [Schedule] button. [feature not enabled as of this writing]

Access to Windows Settings

Windows Settings

Accessible from the Tools menu , the Windows Settings feature enables you to customize certain aspects of Microsoft Windows.

☞ NOTE that these settings are Microsoft Windows functions, and NOT part of the **Visual MARKS** program. Access to these features has been incorporated into **Visual MARKS** for your convenience.

Windows Settings fall into four basic categories:

Display Settings   customize the appearance of Windows on your computer (including color, background and screen saver).

System Properties   display and edit information related to hardware configuration

Date/Time Properties   set your system date and/or time

Other Properties   miscellaneous Windows settings

💣 REMEMBER that any changes made to these Windows settings from within **MARKS** will be reflected THROUGHOUT YOUR SYSTEM.

The Windows Display Properties feature enables you to customize the appearance of Windows on your computer.

System Properties

The Windows System Properties enables you to view and edit selected information pertaining to hardware configuration.

General   pop up the Windows General information screen, including Registration information and the type of computer on which you are working.

Device Manager   view/maintain the array of devices (such as disk drives, modems, cd roms, etc.) installed to your computer/Windows, both internal and external

Hardware Profiles   create/edit custom start-up configurations for your hardware

Performance   display current memory and similar settings, with option to edit

Display Properties

The Windows Display Properties feature enables you to customize the appearance of Windows on your computer.

Background   set the pattern or wallpaper of your Windows opening or base screen.

Screensaver   choose a screensaver and customize the time-settings for the use thereof.

Appearance   select a color scheme for Windows from among an array of pre-defined

Settings   select sizing information for your screen, including the screen's color palette, the number of pixels in your desktop and the default font size used for Windows screen display.

To Access Windows Settings from within Visual MARKS

From the Menu Ribbon

- **CLICK ON** Tools

- **CLICK ON** Window Settings

    a button-box pops up over your screen, with access to various Windows Settings features

- **CLICK ON** the feature you wish to access

Date/Time Properties

The Windows Date/Time Properties enable you to set your system date and/or time.

Date & Time   reset the *current* system date and/or time.

💣 The current system date/time is used to stamp new or edited files as they are saved. IF for some reason you must change this information to reflect a date/time that is not current, note that any files saved will reflect this misinformation.

Time Zone   use a graphic map of the world to set your computer to the appropriate geographic time zone. This feature also includes a check-box to set your computer to automatically implement daylight savings time adjustment (defaults to do this)

Other Properties

A variety of Windows settings, some hardware-related, appear as Other Properties:

Mouse Properties	indicate the speed and configuration (left or right) of your mouse, and customize features such as motion pattern and the graphic scheme of your points/cursor.
Keyboard Properties	indicate the keyboard language and set speed and intervals for character repeats and cursor blinking.
Printers	add/delete installed printers and edit printer properties (such as default printer, default bin for a printer, etc.)
Fonts	add/update/view available Windows fonts
Network	for those using a Windows network, access certain aspects of the network configuration
ODBC Settings	view/edit Data Administration settings (such as Data Source drivers)

Optional Modules

Special Purpose Modules -Overview

A variety of **MARKS** modules have been designed to meet specific tasking needs of users. While some modules are *entirely* optional (such as the Facilities Management Module), others are considered necessary elements for certain categories of organization and are therefore automatically included in these editions of **MARKS** (for example, Community Center and School editions of **MARKS** include the Registration module). ALL modules (when installed) are fully-integrated with the Standard system

Special Note for MARKS for DOS users

The modules in your **MARKS** installation are accessible both via the main "Name and Address Record Keeping" portion of the program *and* via direct links from the **MARKS** opening screen (menu ribbon listings and icons)

> While the main N&A section includes access to account-by-account information for these modules, the specific module section combines such information with reporting, coding and processing features.

For more information, click »

Accessing Modules

These additional **MARKS** modules use the same basic interface as the Standard parts of the system.

> Each specific module as a whole may be selected from the menu ribbon on the opening screen of **MARKS**.

Just as for Basic **MARKS** "Name & Address" and A/R transaction batches, key data entry for a specific module may be selected from the opening screen of **MARKS** *either* from the menu ribbon *or* via the shortcut of CLICKing on the appropriate icon.

Data-entry screens for these special purpose modules may be *also* be accessed on an Account-by-Account basis , via the main "Name and Address Record Keeping" portion of the program.

☞ The exception to this is the Memo module. Data entry for this module is *only* entered/maintained on an Account-by-Account basis, from the same main account display as Basic **MARKS**. Similarly, reporting for Memos is run directly from the Basic **MARKS** reporting engines.

For more information, click »

To Access Module Data by Account

FROM THE OPENING MENU OF MARKS

- **SELECT** Name & Address Record Keeping (via the Menu Ribbon or icon)

- **CLICK ON** the module folder tab
  an edit list for this module *for the current account* now appears in the foreground of your screen
  To view/edit data for this module *for another account*:

- **NAVIGATE** to the Account you wish to view/edit.

IN EITHER CASE

- **DOUBLE CLICK ON** the record you wish to view/edit
  - this record is displayed on screen and may be *edited or deleted*.

OR **CLICK ON** the appropriate Module icon on the toolbar to *add a new* record of this sort

To Access Module Data from Within the Module

FROM THE OPENING MENU OF MARKS

- **SELECT** this Module (via the Menu Ribbon or icon)
  - A list of ALL records in your module database is displayed

- **DOUBLE–CLICK ON** the record you wish to view/edit
  - this record is displayed on screen and may be *edited or deleted*.

OR **CLICK ON** the Add Record icon (the blank page) to add a new record

List/Edit/Filter

When you access data from within the module, the initial screen display includes three specific kinds of pages, which are selected by CLICKing on folder tabs:

- The List page displays the scrollable edit list. In chart form, this includes ALL of the current records stored in this file.
  - The *currently-selected* record on this list appears "highlighted" in navy blue. You may "move" this highlight by CLICKing on another record.
  - You may also use the "Save & Copy " feature of the List page to create new a record by copying and editing a similar previously-saved one.
- The Edit page is actually used for viewing/editing data on the *current* record. When a record is highlighted on the List page, CLICK on the Edit folder tab to bring up that record.
  - IF you DOUBLE-CLICK on an un-highlighted record on the List screen, you are automatically brought into the Edit mode for that record.
  - Once on the Edit page, the same interface/tools become available as on the Basic **MARKS** data entry screens. This includes using the "Save & Copy " feature to quickly create a series of similar records (each one's information defaulting to the data on the record that has been Saved-&-Copied).
- The Filter page enables you to limit the records displayed on the related List page to only those that match a specific set of criteria. When you return to the List page after setting a filter, ONLY the "filtered" records are displayed in the List.
  - All filter pages contain fields in which to type data values, as well as mechanisms to indicate how records-to-select relate to these values. For example, the field Address includes the string "Park Avenue"; or the field Birthdate is greater than or equal to 01/01/1965; or the field "Marital Status" does not equal 'M.'
  - For more information, *See TO BEGIN - Using the Interface*

To Save & Copy a Record From the Edit Screen

instead of using the Save icon *:*

- **CLICK ON** the Save & Copy icon
  - a "new" entry screen is displayed, *defaulting* to the *same* Account+Person as the just-saved record. This new screen also defaults other key information to the same as on the previous record

- **EDIT** this information to accurately reflect the "new" record

- **SAVE** this record

OR   SAVE & COPY to store *this* record and continue making *another* copy

To Copy a Previously-Saved Record

from a List of records of the selected type:

- **CLICK ON** (highlight) the record you wish to copy

- **CLICK ON** the Save & Copy icon

- **EDIT** this information to accurately reflect the "new" record

- **SAVE** this record

OR   SAVE & COPY to store *this* record and continue making *another* copy

Dinner-style Reservations & Journal Ads

Event/Journal (optional)

These two separate-but-complimentary modules
are often purchased, and used in concert, with each other

<u>**The Event Reservations Module**</u> is designed to maintain reservations and seating assignments for events

with "table"-style seating.

> "Theatre" or "Auditorium" style seating (in which a finite physical inventory is handled) is maintained by the (optional) **MARKS** Seat Reservations and Tickets module.

<u>**The Journal Module**</u> is designed to maintain Journal Ads, including the ad text (with enhancements and, when relevant, attached graphics files).

Both of these Modules require the creation of coded "Events," which unites:
- descriptive information regarding the Event; coded Honorees; 5 1-character Event codes and their values
- various Reservation rates; 6 1-character Reservation codes and their values
- Table number sequence; Table descriptions and counts; 5 1-character Table codes and their values
- various Ad-type descriptions and rates; page number sequences; 1-character Journal codes and their values.

Whether using one or both of these modules, it is the Reservation record that attaches a specific Account/Person to a specific Event.

> When necessary, multiple reservations may be created for any Account/Person/Event combination. The following documentation indicates some examples of situations where this may be applicable.

The various features of these two modules are accessed from the Menu Ribbon and Icons, from the following components:
- Add/Update/View Reservations
  includes the maintenance of Reservations, Table assignments and Journal Ads
- Add/Update/View Event Codes
  includes the maintenance of code Descriptions for all Event, Reservation, Table and Journal Ad 1-character
  codes (*values* for these codes are edited via the **Tools** menu), coded Honorees and Table Descriptions
- Event & Journal Reports
  includes specific Event, Seating and Journal reports, as well as reports which combine Reservations with Journal
  information
- Add Table #'s Only to Reservations
  a shortcut to quickly add Table assignments (only) for a specific Event

When starting the Event or Journal module *from the Opening Screen*, please note the following:

The Event/Journal Icon is

The Event/Journal Hot Key is aE

Whichever approach you use, you will immediately be prompted to specify the coded Event you wish to view/update.

A **MARKS** Utility enables you to customize certain settings in the Event/Journal systems:

Count 1 Description/Count 2 Description enable you to set (system wide) two categories by which Reservations should be counted. The most common usage of this is to track numbers of Adult/Child reservations. Organizations who do not run family-style events might find Member/Non-Member or Male/Female more useful.

The Reservation Record

Reservation Records are used both by the Event and Journal modules, as all Table Seating (Event) and Ad

(Journal) information is attached to a base Reservation record.

In order to make Reservations, you must FIRST create a code for the related Event.

The **MARKS** Reservation screen may be accessed both via the main "Name and Address Record Keeping" portion of the program *and* via the Event/Journal module itself.

For more information on this interface, See SPECIAL PURPOSE MODULES: Overview

Regardless of your approach, the same Reservation screen is displayed:

• The Toolbar at the top of this screen has a number of features unique to the Event Seating and Journal modules.

• Certain fields on this screen will only display if you have the related module.

For an explanation of fields specific to Event Seating, click here

For an explanation of fields specific to Journal Ads, click here

Hints for Using this Screen:

Like all subsidiary records in Standard **MARKS**, Reservations are attached to a specific Account + Person (even if the Person record points to the "Main Account"). "Right click" on the Account # field for help finding an Account .

Each Account + Person may have as many attached Reservations per event as necessary.

If you leave the Address field at the *default* "{priority address}" setting, this Reservation record is *always* attached to the Priority address for this Person. Therefore, when address priority is changed, reports (including labels) are automatically re-routed to the current priority address. Alternatively, filling in the Address field attaches this Reservation to the selected Address *regardless of its priority* at any given time.

If the Recipient will be resident at a *seasonal* or other temporary address when this Event takes place, you might want to attach the Reservation record to that specific address. In this way you would insure that the letter or notice is mailed to that address regardless of whether the Person's addresses have been reprioritized at that time.

From the various phone records available for this Account, you may select two to use as the Day Phone and Evening Phone contact numbers for this Reservation.

If you "right click" on the Entry Date field, the full-function **MARKS** calendar pops up on screen.

The Solicitor field is designed to store the Account + Person # of a Solicitor.

For help Locating the appropriate Account #, "right click" on this field

However, the Honoree field stores an honoree *code*, from among those defined for the Event.

The Sort field enables you to indicate the string of text (for example, a person or company name) according to which this Reservation should be ordered in a list.

If left empty, this field will *default* to the Last Name + (partial) First Name of the Person attached to the Reservation.

A scrolling Comment field is available, in which to store any notes about this Reservation.

Event module users might wish, for example, to store seating requests, and notes about special needs such

as wheelchair access or food allergies.

While Journal module users might wish to use this, for example, to store a reminder to wait for a business card, NOTE that a separate Comment field is available on *each* actual *Ad* record (see below)

6 1-character Reservation codes are available on this screen, for any purpose of your choosing. The descriptions of these codes may differ from Event to Event and are defined as part of the Event Code.

For example, if you are using the Event module, you might wish to use one or more of these fields for meal-type coding (i.e. Fish/Chicken/Beef/Vegetarian).

A table of values may be defined/maintained for each such code.

Journal module users should note that five additional codes are available on the Ad record screen(see below)

Billing Information may be coded for this reservation [feature not enabled in the current release.]

The Reservation Toolbar:

When working with Reservations, an array of functions is available from icons on the toolbar:

While some of these functions refer in general to the Reservation file, others are specific to either Event seating or to the Journal module:

In order to arrive at a screen with this toolbar, you have specified a coded Event for which to view Reservations. Sometimes it is useful to be able to view Reservations for other (possibly historic) Events:

- The Event List Filter (icon is two side-by-side pages with question mark) enables you to pick as many coded Events as relevant, for which to view Reservations and/or Ads
- When you have generated a filter, if you select View Past Reservations (two side-by-side pages), reservations for ALL the filtered Events are displayed for the *currently* highlighted account #.

You may see all reservations (with Reservation name and Counts) for the *currently* highlighted Account #, when you List Account Reservations (icon is a grey page)

At times it may be necessary to Add a New Person to an existing account in order to either make a Reservation with Seating or to store a Journal Ad.

This "on the fly" feature is the same as adding a new person from the main Account display.

Seating-related tools (Event Module Users):

The Count Reservations icon (a Greek Letter Sigma @) displays the total number of Reservations in each of the up-to-two categories you have described in the Set or Change Parameters utility. The most common categories of "count" are Adult vs. Child, or Member Vs Non-Member.

When you access the Table Count (icon is a blue table) you will see a list of all the numbered Tables for this event, each with the description and the total # of persons assigned. At the top of this list is the number of unassigned (table number = blank) persons.

To see the names of the people at a specific table (including "no table"), CLICK on that table. The Account #, Reservation name and two Counts for each related reservation are displayed in a scrollable box to the right of the screen.

The Seated With icon (a blue chair) brings up a list of others seated with the currently highlighted Reservation. As in the Table Count display, the Account #, Reservation name and two Counts for each related reservation.

Ad-related tools (Journal Module Users):

Select the New Ad icon (a white "ad" page) to add a new Ad record to the *currently* highlighted or *currently* displayed (in Edit mode) Reservation.

If the relevant Account # is attached to multiple Reservations, pay particular care to which Reservation you are highlighting.

You may also opt to View Past Ads (icon is a row of "ad" pages) for the *currently* highlighted Reservation.

Event Coding

The Event Definition

This feature, accessible only from within the Event/Journal Module, enables you to create and maintain an inventory of coded Events.

> Every Event for which you wish to maintain Reservations with Seating and/or Journal Ads MUST be coded in this inventory.

Each time you enter the Event/Journal module to add Reservations, you will be prompted to enter the code for the Event you wish to view/update. This Event code is also used in report filtering.

IF you DELETE an Event, *all Reservations, including Ads* attached to that coded Event are *also* deleted from your database. This means that if you wish to maintain a history over a period of years, you canNOT delete the codes from the inventory.

An Event Code may be *up to 5 alpha-numeric* characters in length.

Event Codes MUST be *unique*

Hints for Using this Screen:

You may include the Date of the Event as part of the description.

The one-line Title will appear on any printed reports for this Event, while another line of Description enables you to store more details.

A scrolling Comment field is available, in which to store any additional notes about this Event, for example, the venue, the name of the caterer, a note regarding a "rain date", etc.

Information for this event may be exported in variously-formatted files, for use with desk top publishers, word processors, spread sheets, etc. Enter the *full path* that should be used for exported files for this event in the Link Directory box.

Each defined Event is connected to several sets of 1-character code fields . As with other 1-character code fields in **MARKS**, the definitions (and therefore on-screen labels) these fields may reflect any purpose of your choosing, and tables of valid values may be stored for each such field.

Default Rate Codes may be set for Reservations, for the purpose of indicating default amounts for global billing of Event-related fees, but are not enabled in the Current release.

For an explanation of Additional Features of the Event Defintion, click here »

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Events & Journal (via the Menu Ribbon or aE Hot Key)

- **CLICK ON** Add/Update/View Event Codes
  the List of existing codes is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

1-Character Codes of the Event Definition

5 1-character Event codes may be used for any purpose of your choosing.

> For example, you may wish to code the difference between fundraising events and other membership events. Or, for example, you may wish to categorize Dinners, Banquets, Auctions, Dances, etc.

The definitions (and therefore on-screen labels) for these fields are set *system-wide* for this module. In other words, once you have decided to use one of these codes for a particular purpose, that field will retain that purpose for ALL Events defined in **MARKS**.

Three additional blocks of 1-character code fields may be defined *for each Event*, for any purpose of your choosing. Subsequent to an Event being created, these code fields are edited from the Update/Print Code Definitions tool.

The 6 1-character Reservation codes defined here will appear on the *Reservation records* for this Event.

> For example, if a choice of meal is offered, you might wish to code Reservations for the food ordered, and/or for special diets. Or, if an event contains various components that can be ordered either as a package or in different combinations (for example, dinner, cocktails and/or theatre tickets) you may wish to code Reservations for the components ordered.

The 5 1-character Table codes defined here will appear on the coded *Table definitions* for this Event.

> For example, you might wish to code table shapes (round or quadrangular), to help "squeeze in" extra chairs. Or you might wish to code the locations (near door, near dance floor, etc.) or accessibility (near perimeter, ramp side of room, etc.) of tables.

The 5 1-character Ad codes defined here will appear on the *Ad records* for this Event.

> For example, if some people are being given an ad greater than the ad type for which they are paying, you may wish to use one of these as a flag to distinguish such situations for easy reporting.

Additional Features

To Add/Update/View a file of coded Honorees attached to this Event, **PRESS** the **[Honorees]** button

> NOTE: once the first Honoree has been defined for this event, the lettering on this button appears in red.

- A box at the top of the Honoree screen enables you to set the number of Honorees for this event. CLICK on the **up/down arrows** at the right of this box to make the number go up or down.

- The remainder of the screen displays numbered lines, for the *exact* number of persons indicated in the "number of Honorees" box. For each numbered honoree, CLICK on the numbered line and enter a one or two-character alpha/numeric code value and a description (usually a person's name)

When adding/maintaining Event Codes, a variety of useful features appear on the toolbar of the Event Definition screen:

- From the List of defined Events, you may display a list of existing reservations for the *current*ly-highlighted Event by CLICKing on the **See Associated Reservations** icon (a picture of a "written on" page)

- When defining many *similar* Events (for example, nightly meals in the Sukkah), you may save keystrokes by using the "**Save & Copy**" function at the time of data entry.

- For Event Module users, the ability to define Tables is accessed from the icon resembling a blue table.

- For Journal Module users, the ability to define Ad Types is accessed from the icon resembling a form.

Table Seating

Seating Information on the Reservation Record

(Event Module Users only)

Certain fields on the basic Reservation screen refer specifically to Table Seating.

> In addition, the Reservation Toolbar includes icons for Seating-specific functions.

Hints for Using this Screen:

Each unique Reservation represents persons seated at the *same* table. When Reservations are made for guests, you may *either* include the guests in the count of persons on the same Reservation as the host *or* you may create additional Reservations on the host account for each specific guest.   You may have an unlimited number of Reservations for each account/event.

☞ Regardless of table assignments, in order to have the names of guests listed individually in reports, you would need to have separate Reservations.

Two fields of the reservation record may be used to *count* the numbers of reservations in each of two categories. On the sample screen above, these fields have been labeled # Adults and # Children.

✚ In a new installation of **MARKS**, these fields default as "Adult" and "Child". A utility enables you to set a pair of *system-wide* descriptions for these fields for categories suited to the type of events your organization commonly runs. Aside from Adult/Child, the most common Count categories are Member/Non-Member or Male/Female.

The Table # field enables you to indicate the (coded) Table at which the people attached to this specific Reservation are seated.

Remember that all people counted on this particular Reservation are expected to be seated at the same table; to sit people at different tables requires separate Reservation records.

For certain Events, you might initially leave this field blank. Sometime closer to the event itself, you may wish to browse through all Reservations and assign tables. A special menu option is available for that purpose. ▶

The Seating Card Name defaults to the 'Label Name' of the Person record to which this Reservation is attached. Type over this if you wish a different phrasing for the Seating Card Name.

Billing Information may be attached for the purpose of generating fees relating to event attendance [not enabled in the current release]

Table Codes (Event Module Users only)

For any specific Event with table-style seating, you may maintain a file of coded Tables with (text) descriptions.

When entering Reservations for such an event, these coded Tables appear as pop-up "Help" in the Table # field.

You MUST define coded Tables IF you wish to take advantage of the Table Count feature of this program, or if you wish to be able to print reports wherein the tables are described.

Hints for Using this Screen:

As you add coded Tables this file, they are sequentially (and uniquely) numbered within the Event. Regardless of the sequence number assigned to a particular Table record, you may define it with a Printed Table Number that corresponds to the Table's number in your facility. This will insure that, regardless of the order in which you do your data entry, Table assignments are printed with the correct table numbering for the actual Event.

For example, the Table that is sequentially number 1 in the file might be the "dais" in the banquet hall, while the Table sequentially 17th is Table # "4."

The text Description can be anything useful to you, whether it be a physical description (such as "horseshoe table"), an official designation (such as "Honoree Dais" or "Speaker's Table"), or a table-holder or table captain name (such as "Seagram Table", "Martin Family", etc.)

To aid you in making seat assignments, you may note down the Maximum Seats available at this table, and how many of those, if any, are Reserved Seats.

The Table Type code may be used to categorize your tables or seating area and a table of valid values may be stored for this field.

For example, you might code table categories for "adults" or "children", "men" or "women", "honorees" or "guests", etc.

Or, for example, for a picnic you might code "tables", "blankets", etc.

The 5 1-character Table codes are available on this screen, for any purpose of your choosing. The descriptions of these codes may *differ* from Event to Event and are defined as part of the Event Code and a table of valid values may be defined for each code field.

For example, you might wish to code table shapes (round or quadrangular) or locations/accessibility (near door, near dance floor, easy wheelchair access)

To Access this Feature

FROM THE EVENT DEFINITION SCREEN

- **CLICK ON** the Table Definitions icon (a blue table)

  the List of existing tables is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

Add Table Numbers Only to Reservation Records

(Event Module Users only)

This menu option is designed to simplify the often-last-minute task of adding Table #'s to Reservations for a

specific Event.

<u>Hints for Using this Screen:</u>

With your cursor in the <u>Table #</u> field, **TYPE** in the appropriate Table assignment for this Reservation.

Select any Reservation on this screen. You may choose to change ALL the Reservations with that same Account # to the same Table assignment as the *current* Reservation by CLICKing on the "<u>Assign Table # to Entire Account</u>" icon (a picture of two people).

[additional features not enabled in the Current release]

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Events & Journal (via the Menu Ribbon or aE Hot Key)

- **CLICK ON** Add Table Numbers Only option

  after you have entered an Event code, a list of all Reservations for that event is displayed in an editable table format.

Ads

The Ad Record

(Journal Module Users only)

Ad records must be attached to basic Event Reservation records. Regardless of the number of Ads a specific Account/Person places for a specific Event, only one basic Reservation record is required.

There are a variety of places from which to access *existing* ad records:

- the Ad box at the bottom of the related Reservation record
- the Ad Lists on the Events folder of the main Name & Address part of **MARKS**
- the "View Past Ads" icon from the tool bar above the Event/Journal module Reservation List
- the Ads List folder, which becomes available when you are in the Edit mode of any specific Ad record:

New Ad records can be added from within any Reservation record, or directly from either the Reservation or Ad Lists.

<u>When working from the Reservation screen</u>, the Reservation Toolbar includes icons for Journal Ad-specific functions.

<u>When working from the Ad list</u>, please note the following:

- The List initially defaults to <u>display only Ads attached to the *current* Account</u>. This would be the Account attached to the Reservation from which you selected an Ad record to Edit.
- <u>To view ALL Ads</u> for this Event, CLICK on the "Filter" folder and select the **[Clear Filter]** button. When you return to the List, ALL Ads will be listed.

<u>When working in the Ad module</u>, from either the Ad list or a specific Ad record, certain unique functions are available

from icons on the <u>toolbar</u>:

- <u>List Contributors to this Ad</u> (icon is a single page with several diagonal lines pointing to it) enables you to view ALL contributors to a selected "shared " Ad
- If you select a specific Ad record, CLICKing on the <u>List Ads for this Account</u> (a stack of bracketed pages), enables you to view ALL the Ads for this Event which are attached to the same Account as the *current* Ad record.

Regardless of how you access it, the Ad Record appears the same.

<u>Hints for Using this Screen:</u>

There are three different Ad numbering functions. Use as many as relate to your Journal:

- For each coded Event, **MARKS** maintains a sequence file. As an Ad record is added to the database, the next available <u>Ad Sequence #</u> is *automatically* assigned. This system number is unique to this record.
- While the <u>Actual Ad #</u> *defaults* to the Ad Sequence #, this field may also be assigned by the person doing data entry to *connect this ad record to another ad record's Ad Sequence #*. This field is designed to enable you to maintain the connection between shared ad records.
- An alpha-numeric <u>Ad ID</u> may also be assigned, when additional identification is required. For example, you may maintain a sequence of ads for each solicitor, or for various categories of donors (parents, vendors, etc.). Or, if

you use pre-numbered ad blanks you may want to store the related ad blank number here.

> Actual Ad # and Ad ID also come into play when identifying "shared " Ads

In addition to numbering ads in various ways, you may assign a specific Page #.

The coded Ad Type is used to differentiate between various page sizes/configurations.

A 1-character Status field is available on the Ad record, for any purpose of your choosing. A table of values may be defined/maintained for this field.

> For example, you may want to use this to track work flow, using different values for 'waiting for text', 'text received' and 'sent to printer'.

If you "right click" on the Entry Date field, the full-function **MARKS** calendar pops up on screen. Note that this field defaults to the *current* date.

A scrolling Comment field is available, in which to store any notes about this Ad, for example, a reminder to wait for a scanned graphic (such as business card or photo), or a note to place this ad on the same (as yet unassigned) page as another ad.

5 1-character Ad codes are available on this screen, for any purpose of your choosing. The descriptions of these codes may be differ from Event to Event and are defined as part of the Event Code .

> For example, if some people are being given an ad greater than the ad type for which they are paying, you may wish to use one of these as a flag to distinguish such situations for easy reporting.

A table of values may be defined/maintained for each of these code fields.

Billing Information related to this ad will be coded on this screen, but is not enabled in the Current release.

▶▶ The Ad Text box displays an *unformatted* version of your Ad text, for your information.

The Shared Ad

There are times when one Ad is "shared" among several contributors.

• For example, a group of individuals such as the Board or Dinner Committee or a Family might wish to place a joint ad.

• Or, inexpensive one-line messages from many people may be combined onto a "listings" page in your Journal.

In such a situation, you can create a single "main" ad, on which the Ad text is maintained, on the account of the first known donor. All remaining contributors to that same ad record are connected to that shared ad by referencing the same Actual Ad # and Ad ID as the "main" ad record.

To Add/Edit Ad Text

from the Ad record

• **CLICK ON** the [Modify Ad Text] button

> this brings you to the full Ad Text screen with its toolbar

The Ad Text Box

Use the Ad Text Box to edit the content and/or appearance of an ad.

When you select a block of Text on this screen, the following Standard Windows formatting functions are available. These will be familiar to users of various Windows Word Processing or Publishing programs:

• Left/Center/Right Align icons enable you to select alignment for a selected block of text

• Illustrative ABC/abc/Abc icons enable you to select UPPER/lower/Proper case lettering

• A font box enables you to select from your list of installed Windows fonts, while the related size box enables you to set the font size

• You may enhance selected text with Bold, Italics, Strikethrough, Underline and a change of Color.

> NOTE that the color option appears on screen *regardless* of whether you have a color printer installed. IF you are using a black-&-white printer, "colors" may print on paper as shades of grey.

A variety of other functions are also available from icons on the Ad Text screen toolbar:

- The L-R and Hebrew font icons are used when typing Hebrew text.
  - When you PRESS the Hebrew font icon, a Keyboard Mapping display pops up to help you insert individual Hebrew letters
- Selecting the Print icon (a picture of a printer) enables you to send this Ad Text to your current Windows printer
- You may import text from a TXT or RFT file by using the appropriately labeled icon (arrow points down)
- Similarly, you may export this Ad to file in either TXT or RFT file by using the appropriately labeled icon (arrow points up)
- The standard **MARKS** Save, Cancel and Close icons are available to help store/cancel the ad text and any subsequent changes you might make thereto.

Hebrew Keyboard Map

This keyboard map includes the related keystrokes to use when inserting Hebrew characters in your ad text:
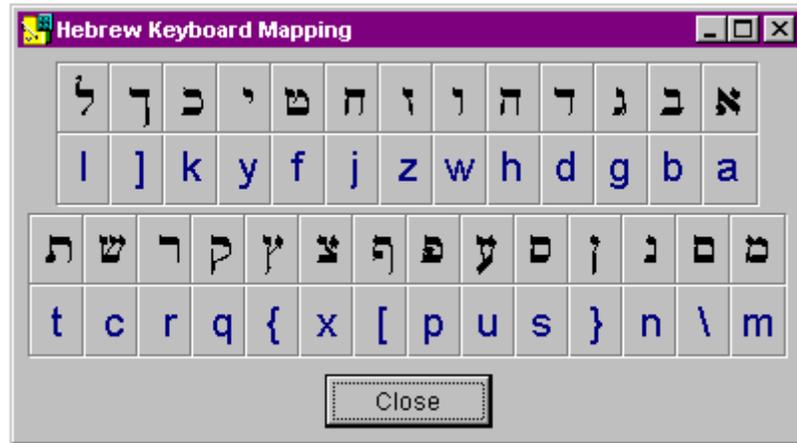
CLICK on the letters you wish to insert, in the sequence in which you wish them to appear. Note that whether they are inserted left-to-right or right-to-left is determined by the L-R toolbar option. When you are done inserting letters in this portion of the ad record, CLICK on the [CLOSE] button to remove the keyboard display.

Journal Ad Types (Journal Module Users only)

For any specific Event, you may maintain a file of coded Journal Ad Types, reflecting the various types/cost levels of ads that are available to donors.

When entering Journal Ads for such an event, these coded Types appear as pop-up "Help" in the Ad Type field.

You MUST define coded Ad Types IF you wish to take advantage of the global billing feature of the Journal Ad module [billing not enabled in Current release].

Hints for Using this Screen:
Each up-to-6 character Ad Type may be defined by both a text Description and a dollar amount.

To Access this Feature

FROM THE EVENT DEFINITION SCREEN

- **CLICK ON** the Defined Ad Types icon (white page that looks something like an ad)
  - the List of existing Ad Types is displayed in the foreground of your screen, with folder tab to Edit.

Reporting

Printing Event Records/Printing Journal Ads

A single menu option is used to generate reports from Event Reservations and Journal Ads. Individual report formats are available for each of these purposes. In addition, for users who have purchased both modules, *combined* Reservation/Ad reporting is available.

Hints for Using this Screen:
The reporting engines for reports, envelopes, labels and link files for this module are the same as those used by basic **MARKS**.

For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting

[only limited reports are enabled in the Current release]

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Event/Journal (via the Menu Ribbon or aE Hot Key)

- **CLICK ON** Event/Journal Reports
     the reporting screen for this feature is displayed.

Billing

Globally Bill Fees from Reservation/Journal Records

[not enabled in the current release]

Yahrzeits

The Yahrzeit Module

*This module is included with the Synagogue edition of **MARKS**.*
*Other **MARKS** editions may purchase this as an optional module.*

When starting the Yahrzeit module from the Opening Screen, please note the following:

The Yahrzeit Icon is
The Yahrzeit Hot Key is aY

The purpose of the **MARKS** Yahrzeit module is to maintain and print Yahrzeit information. It includes the following components:

- Add/Update/View Yahrzeit Records
- Print Yahrzeit Records
- Create or Print Yahrzeit Lists
- Print Yahrzeit Letters or Notices
- Print Address Labels
- Print Address Envelopes
- Update Hebrew/English Calendar

Yahrzeit information is stored on the account of the person who will be observing the anniversary of death. This person is known as the "Recipient," as it is customary to annually send some form of notification to this person prior to the

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actual anniversary date.

Yahrzeits for which there are no "Recipients" (such as, for example, the yahrzeits of people who have no living relatives of whom you are aware, but for whom plaques or other perpetual memorials have been endowed) may be attached to a house account.

The Yahrzeit module involves *two different approaches to printing* this data:

- Printing Yahrzeit Records works similarly to all Standard reporting procedures, pulling information directly from the Yahrzeit records and the related Account/Person records and affiliated sub-records (such as Address and Phone)

- Printing Yahrzeit Letters or Notices and Labels/Envelopes require *first* Processing the Yahrzeit File ("Create or Print Yahrzeit Lists") for a specific period of time. The letters/envelopes that are generated reflect calculated information *based on but not necessarily equal to* the data on the actual Yahrzeit records. Letters also often include variable text which is *either* automatically inserted based on information on the Yahrzeit records (such as gender-specific text that changes based on the "Sex" of the deceased or recipient) *or* entered by the user for each run of letters (such as variable service times for the current time of year).

The most important piece of calculated data is the English date of Yahrzeit. Yahrzeit is traditionally observed on the anniversary of the *Hebrew* date of death. This date does not fall each year on the same English calendar date. When Yahrzeits are processed, **MARKS** runs the selected records through an English/Hebrew calendar comparison program to determine whether or not each Yahrzeit is being *observed* during the *specified* English calendar period (no greater than 31 days at a time) – for example, which Yahrzeits will be *observed* between November 1 and 14, 1999. THEREFORE, you might say that Printing Yahrzeit Records selects the Date of Death, while Printing Yahrzeit Letters/Labels/Envelopes selects for the Yahrzeit observation date

It is necessary to process a specific period of time *prior* to running letters (or labels or envelopes). The **Visual MARKS** "Create or Print Yahrzeit Lists" function is used for both processing the time period AND, if the user wishes, generating a printed list and/or Link File.

A **MARKS** Utility enables you to customize certain settings in the Yahrzeit system. Some of these are defaults to make your data more efficient, while others of these are system-wide choices for using the module. Among these settings are:

Default Hebrew/English notification code (choice of 'H' or 'E')

Default Salutation format

Font to Use for Hebrew Name field (you must choose between Hebrew *and* English characters)

Number # of Person code to indicate Tribe (which Person code, if any, is being used to store "Tribe")

Whether or not to have the program to Ask about time of death in Yahrzeit help.

Which Word Processor you will be using to generate merged Yahrzeit letters/notices.

Throughout the printing programs of the Yahrzeit module, you will find a *check box* which enables you to indicate whether (checked) or not (unchecked) you wish to Print duplicate deceased names. As one yahrzeit may be observed by an unlimited number of Persons (for example, the death of a man with five children, all of whom are members in your organization), this feature allows you to choose between printing one record per deceased+recipient combination *or* one record per deceased regardless of number of recipients.

In addition, you may set custom English spellings for the names of the various Hebrew Calendar Months .

Update Hebrew/English Calendar

MARKS includes a full-function "pop-up" English/Hebrew calendar that pops up on screen in various places throughout the system. **THIS IS NOT THAT CALENDAR!!!**

The update-able Hebrew/English Calendar used by the Yahrzeit module is the processing calendar that makes it possible to use the "Create or Print Yahrzeit List" program to calculate *current* English Calendar equivalents of Hebrew dates of death.

To keep the size of the complex processing file small and efficient, this processing calendar is usually maintained for a limited span of years – perhaps 2 or 3 (as opposed to that "pop-up" calendar, which maintains over a century of dates).

Updating this processing calendar comprises two functions:

- Delete Old Dates – removes a year of both English and Hebrew calendar dates, equivalent to a specific English calendar year, from the processing calendar. This can be done at any time, but should only be done for an English year that is entirely past.

- Add a New Year to the Calendar – adds a year of both English and Hebrew calendar dates, equivalent to the next consecutive English calendar year, to the processing calendar. This would ordinarily be done each year, some time between September and December.

- Print a Calendar – prints (on paper) a *continuous list* of all the calendar dates of the selected English year, each with its day-of-week and equivalent Hebrew calendar date.

💣 **NETWORK USERS NOTE**: This program requires EXCLUSIVE use of the **MARKS** Yahrzeit processing calendar. NO ONE in your network can be either running this program OR using the Create or Print Yahrzeit List option while this program is being run.

To Use this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Yahrzeit (via the Menu Ribbon or aY Hot Key)

- **CLICK ON** Update Hebrew/English Calendar

  the range of dates (English and Hebrew) currently stored in the processing calendar is displayed on screen

- **CLICK ON** Delete Old Dates (or use the aD Hot Key)

OR CLICK ON Add a New Year to the Calendar (or use the aA Hot Key)

OR CLICK ON Print a Calendar (or use the aC Hot Key)

  in any case:

- **ENTER** the specific English Calendar year you wish to add/delete/print

Adding/Editing Yahrzeit Records

The Yahrzeit Record

The data-entry screen for Yahrzeits may be accessed both via the main "Name and Address Record Keeping" portion of the program *and* via the Yahrzeit module itself.

  For more information on this interface, See SPECIAL PURPOSE MODULES: Overview

Regardless of your approach, the same Yahrzeit data entry screen is displayed. Many of the fields on this screen are self-explanatory:

At the top of the Yahrzeit screen, the Yahrzeit Toolbar includes the standard data-entry shortcuts used throughout MARKS modules.

- When more than one Recipient (whether on the same or various Accounts) should be notified of a specific Yahrzeit, you may save keystrokes by using the "Save & Copy " function at the time of data entry.

  This feature is also available from the Yahrzeit file List screen, should you need to use it during a subsequent work session (for example, you may enter and save a Yahrzeit and, some days after, learn that there should be additional Recipients).

- At times it may be necessary to Add a New Person 👤 to an existing account in order to either make a Reservation with Seating or to store a Journal Ad.

  This "on the fly" feature is the same as adding a new person from the main Account display.

Hints for Using this Screen:

  Like all subsidiary records in Standard **MARKS**, Yahrzeits are attached to a specific Account + Person. "Right click" on the Account # field for help finding an Account .

When necessary, you may attach a Yahrzeit to the Main Account ('Person 0'), for example, when a couple observes Yahrzeit for a child. In this case, the label name and salutation for any Yahrzeit reporting will come from the Main Account screen.

If you leave the Address field at the *default* "{priority address}" setting, this Yahrzeit record is *always* attached to the Priority address for this Person. Therefore, when address priority is changed, reports (including labels) are automatically re-routed to the current priority address. Alternatively, filling in the Address field attaches this Yahrzeit to the selected Address *regardless of it's priority* at any given time.

If the Recipient is always resident at a *seasonal* address when this Yahrzeit is observed, you might want to attach the Yahrzeit record to that specific address. In this way you would insure that the letter or notice is mailed to that address regardless of whether the Recipient's addresses have been reprioritized at that time.

The Yahrzeit module uses the same file of Relation Type Codes as the Standard **MARKS** Relation file. Your organization will maintain a table of valid values for this code

For each Yahrzeit situation, you must indicate whether to Notify according to English (E) or Hebrew (H) date?

'E' = Yahrzeit notification is generated according to English date of death. Using the sample screen shown above, Adrienne Kline's Yahrzeit would be observed every year on April 26.

'H' = Yahrzeit notification is generated according to Hebrew date of death Using the sample screen shown above, Adrienne Kline's Yahrzeit would be observed every year on Nisan 27. On the English calendar, that would be as varied as (for example) April 27, 1995, April 8, 1997, May 2,, 2000 and April 29, 2003.

One of these two values may be set as your system-wide default for new records.

Some organizations maintain Yahrzeit records for which there is no (current) date of death at all -- such as, for example, to store a member's "reservation" of a Plaque. *If you store a Yahrzeit record with NO DATE*, you MUST leave this field BLANK to prevent the information on the record from appearing on periodic lists and notices.

• If such a "blank date" Yahrzeit record is stored with a notification code of '*H'*, this record will be *processed and printed* on the list each time you "Create or Print Yahrzeit Lists" for a period of time that starts in Adar (or the second Adar) and ends in Nisan.

• If such a "blank date" Yahrzeit record is stored with a notification code of '*E*', this record will be *processed and printed* on the list each time you "Create or Print Yahrzeit Lists" for a period of time that starts in December and ends in January.

You will notice that when you select a Salutation *format* from the pop-up table (by "right clicking" on the field), the Yahrzeit record displays only the related Salutation Code. The name of the Person, in this format, will be used as the Salutation when generating Yahrzeit letters/notices.

The Plaque ID number may be *either* an actual Plaque ID number, *or* a code such as 'P' or 'Y' to simply indicate that the deceased is memorialized with a plaque

When you enter a date into the English Date of Death field, **MARKS** automatically finds and stores (on screen) the Hebrew calendar equivalent.

IF you have set the system to "Ask about time of death in Yahrzeit help ," this is when the message will display on screen and the Hebrew date will be selected according to the time of death (before or after sunset).

If you "right click" on the English Date field, the full-function **MARKS** English/Hebrew calendar pops up on screen.

If you "right click" on the Hebrew Month field, a table of transliterated spellings of the Hebrew month names pops up on screen.

The Hebrew Name field of the Yahrzeit record is meant to store the name of the Deceased. Like the "Other Name" field of the Person screen (which might store the Hebrew Name of the Recipient), this may be a transliteration or you may choose to use a Hebrew Font .

If you choose to use a Hebrew Font, when you "right click" on this field, a Hebrew Character Keyboard pops up to assist your entry process.

Five 1-character Yahrzeit codes are available on this screen, to be defined and used for any purpose of your choosing; tables of valid values may be stored for each such field.

You may wish to use one of these as a "no mail" code if you store Yahrzeit records for purposes other than generating notices. For example, some organizations store plaque purchases/reservations for still living persons on Yahrzeit records attached to the family account.

There is no "Tribe" code on the Yahrzeit record itself. In **Visual MARKS** this information properly belongs on the *Person* record. IF you are using one of the ten Person codes to store "Tribe" AND you wish to reference this information in the Yahrzeit module, you must indicate which Person code this is (by number) in the "Set or Change Parameters" utility as a "Yahrzeit Default."

Reporting

Print Yahrzeit Records

When you choose to Print Yahrzeit Records , the reporting engine focuses on your Yahrzeit database *as a whole*.

Use this report (rather than "Create or Print Yahrzeit List", described below) when you wish to report on data from Yahrzeit Records and either have no need to select by date at all OR when your date selection criteria is based on date of death rather than the "observation date" (i.e. Yahrzeit anniversary in a particular English calendar year).

<u>Hints for Using this Screen</u>:

This one screen includes all the criteria for running this report, encompassing <u>filtering</u>, <u>sorting</u> and selecting which *optional* <u>information to print</u>. The interface used by this reporting feature is similar to that used in Standard **MARKS**.

For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting

In any run of this report you may *either* <u>print to paper</u> (from the tool bar at the top of the screen, select the printer icon) *or* <u>generate a Link File</u> (from the tool bar at the top of the screen, select the Link File icon, a graphic with two file images and an arrow).

You may wish to first print to screen (from the tool bar at the top of the screen, select the print preview icon, a graphic of a page with magnifying glass).

Filtering based on the <u>English Date of Death</u> uses the format MM/DD/YYYY. For example, 12/21/1987.

Filtering based on the <u>Hebrew Date of Death</u> uses the format MM/DD. For example, 09/14.

There is no filtering based the Hebrew YEAR of death.

To find the *numeric equivalent* of a Hebrew month (for example, Tishri = '07'), "right click" in the Hebrew Date field.

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Yahrzeit (via the Menu Ribbon or aY Hot Key)

- **CLICK ON** Print Yahrzeit Records

   the reporting screen for this feature is displayed.

Create or Print Yahrzeit List

When you Create or Print Yahrzeit List , the reporting engine *processes your data for a period of time on the English calendar*. The program calculates the Hebrew equivalent of that period (no greater than 31 days per run), and then reads your Yahrzeit records, comparing the date of death on each record to the processed time period, as follows:

- <u>IF the "Hebrew/English" code value is set to "E"</u>, the month and day of the "English Date of death" are compared to the range of dates being processed. If that selected period includes the Month/Day combination, this Yahrzeit record is selected.

   For example, a person who died on October 5, 1980 who is coded with "E" is ALWAYS memorialized on October 5.

- <u>IF the "Hebrew/English" code value is set to 'H"</u>, the month and day of the "Hebrew Date of death" is run through the processing to determine if that Hebrew date falls concurrently with the English calendar range of dates being processed.

   For example, a person who died on October 5, 1980 who is coded with "H" is ALWAYS memorialized on Tishri 25, the Hebrew calendar equivalent of the English date of death. In 1985, that date fell on October 10, while in 1997, it fell on October 26, etc.

You may use this program as a processing program AND/OR as a reporting program. Use this report (rather than " Print Yahrzeit Records", described above) *either* when you wish to report on data from Yahrzeit Records and your date selection criteria is based on the "*observation date*" (i.e. Yahrzeit anniversary in a particular English calendar year) *OR prior* to "Printing Yahrzeit Letters or Notices", or yahrzeit Labels or Envelopes. You would also use this program to generate a Link File for merging with your word processor.

🖐 It is necessary to run this program *prior* to running letters, labels or envelopes.

💣 **NETWORK USERS NOTE**: This program requires EXCLUSIVE use of the MARKS Yahrzeit data files. NO ONE in your network can be entering/viewing Yahrzeit data or printing other Yahrzeit reports while this program is being run.

<u>Hints for Using this Screen:</u>

This one screen includes all the criteria for running this report, encompassing <u>filtering</u>, <u>sorting</u> and selecting which *optional* <u>information to print</u>. The interface used by this reporting feature is similar to that used in Standard **MARKS**.

Use the check boxes to select your choice(s) of output. In any run of this report you may <u>Print main report</u> (to paper), *and/or* <u>Print Plaque ID report</u> (to paper) *and/or* <u>Create Link File</u> for word processor.

"Create Link File" generates a Link File for you to use for merging with documents in your word processor or other program. This is *apart* from the custom letter or notice that is built into " Print Yahrzeit Letters or Notices."

IF you select to generate a Link File, you will be brought to the standard Link File interface.
For "How To" use this interface, See Reporting: Link Files

For a list of fields contained in the Link File, CLICK here: ⏩

Contents of the Yahrzeit Link File

#	CONTENTS	#	CONTENTS
1	Deceased First Name	15	Address Line 2
2	Deceased Last Name	16	City
3	Recipient Title	17	State
4	Recipient First Name	18	ZIP
5	Recipient Last Name	19	Carrier Route
6	Deceased Sex	20	Account #
7	Recipient Sex	21	Phone #1
8	Notification Code	22	Phone #2
9	English Date of Observance	23	Deceased Hebrew Name
10	Hebrew Date of Observance	24	Recipient Hebrew Name
11	Relationship	25	Salutation Code
12	Plaque ID	26	Salutation Name
13	Tribe	27	English Date of Observance with Year
14	Address Line 1	28	Hebrew Date of Observance with Year

To Use this Processing/Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Yahrzeit (via the Menu Ribbon or aY Hot Key)

- **CLICK ON** Create or Print Yahrzeit Lists

- **ENTER** the English calendar date that begins the period you wish to process and/or report, *and*

    ENTER the number of days (no more than 31) that describes the length of the period

- **CLICK ON** [OKAY]
    a box pops up confirming the definition of the processing period

- **CLICK ON** [Yes] to accept these dates and continue
    the first screen of criteria for this feature is displayed. When you have completed your choices:

- **CLICK ON** [Continue]

Print Yahrzeit Letters or Notices

The Yahrzeit module includes a programmed letter or notice – written with your choice of Word or WordPerfect but built into MARKS.

> This is apart from the Link File you may generate via "Create or Print Yahrzeit Lists" which may be used as the data file with any merge document you yourself might write in your word processor.

The text and the variables in this built-in letter/notice reflect custom programming done for your organization. IF your organization has never given us a letter/notice to program, you will find a neutral yahrzeit letter here.

> [custom letters are not available in the current release]

When you access this function , you will be generating letters for the Yahrzeits observed during the most recent period of dates processed (via Create or Print Yahrzeit Lists).

When you access the printing program, the most recent processing period will be confirmed on screen. To run letters for a *different* range of dates, you must *first process* that period of time via Create or Print Yahrzeit Lists.

<u>Hints for Using this Screen:</u>

The opening screen of this function includes a check box: <u>Print letter even if address is blank</u>.

> IF you wish to generate a letter for a Yahrzeit EVEN IF the Recipient has *no address at all*, check this box.

> This feature *defaults to not* print letters without addresses (a blank box).

The [<u>Printer Setup</u>] button enables you to access your Standard Windows print control screens. Use this to select one of your printers, and/or to target this print job to pull paper/forms from a specific source (bin or other feeder location).

The <u>variable text</u> to enter or select on the Print Yahrzeit Letters or Notices screens depend on the custom programming done for your organization.

> For example, if you have requested a two-line variable "sign off" for your letter, a screen will provide to text boxes in which you will maintain this information.

> Or, for example, if your letter includes references to service times which vary throughout the year, a screen will provide as many fields as necessary to handle all the service times in a given week.

Some variable aspects of your yahrzeit letter do NOT appear on these screens. This includes word-processing concepts such as margins and fonts (built into the merge form half of the Yahrzeit Letter or Notice) or variables which are programmable based on information in the Yahrzeit record (such as a change of word based on the gender of the Deceased or Recipient)

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Yahrzeit (via the Menu Ribbon or aY Hot Key)

- **CLICK ON** Print Yahrzeit Letters or Notices
  a box pops up confirming the most recent period of dates processed (via Create or Print Yahrzeit Lists) and enabling you to continue with the printing process.

- **ENTER** the date you wish printed on the letters

- **CLICK ON** [<u>Next</u>]
  the reporting screen(s) for this feature display (these vary from user to user)

- **ENTER** or **SELECT** criteria, as the screens indicate
  to move forward to the next screen:

  CLICK ON [<u>Next</u>]
  to move backward to the previous screen:

  CLICK ON [<u>Back</u>]

When you have completed the <u>final</u> screen of criteria:
  the identity of the *first possible* letter to print is displayed on screen

- **CLICK ON** [<u>Print All Letters</u>] to print all the letters in this run

- **OR CLICK ON** [<u>Print This Letter</u>] to print *only* the current letter

Whether or not you print the "First" letter

you may navigate through the letter file to view and/or print individual letters:

OR CLICK ON [Next Letter] to navigate to the *next possible* letter to print

OR CLICK ON [Last Letter] to navigate to the *last possible* letter to print

IF you have used Next Letter or Last Letter to navigate beyond the first letter on file

- **CLICK ON** [Previous Letter] to navigate to the *previous* possible letter to print

OR CLICK ON [First Letter] to navigate to the *first* possible letter to print

Print Address Labels

This option is designed to generate mailing labels for the Yahrzeits observed during the most recent period of dates processed (via Create or Print Yahrzeit Lists).

When you access the Label program, the most recent processing period will be confirmed on screen. To run labels for a *different* range of dates, you must *first process* that period of time via Create or Print Yahrzeit Lists.

Hints for Using these Screens:

Yahrzeit Labels are generated via the same interface as Standard **MARKS** Labels.

For "How To" use the Label interface, See Reporting: Labels & Envelopes

To Access This Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Yahrzeit (via the Menu Ribbon or aY Hot Key)

- **CLICK ON** Print Address Labels

    a box pops up confirming the most recent period of dates processed (via Create or Print Yahrzeit Lists) and enabling you to continue with the label-printing process.

    IF you need to change your choice of printer and/or bin from the *current* Windows selection:

- **CLICK ON** [Printer Setup]

    To select a label format:

- **CLICK ON** [Next]
    a list of available labels is displayed, *similar* to that in the Standard **MARKS** Print Labels function

- **CLICK ON** the label format you wish to use and

- **CLICK ON** [Next]
    a list of potential labels-to-print is displayed, each initially selected (with a check mark) for printing

- **REMOVE** the check mark from any labels you do NOT wish to print
    when only the labels you actually wish to print are checked

- **CLICK ON** [Print]

Print Address Envelopes

This option is designed to generate printed envelopes for the Yahrzeits observed during the most recent period of dates processed (via Create or Print Yahrzeit Lists).

When you access the Envelope program, the most recent processing period will be confirmed on screen. To run envelopes for a *different* range of dates, you must *first process* that period of time via Create or Print Yahrzeit Lists.

<u>Hints for Using this Screen:</u>

Yahrzeit Envelopes are generated via the same interface as Standard **MARKS** Envelopes.
For "How To" use the Envelope, See Reporting: Labels & Envelopes

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Yahrzeit (via the Menu Ribbon or aY Hot Key)

- **CLICK ON** Print Address Envelopes

 a box pops up confirming the most recent period of dates processed (via Create or Print Yahrzeit Lists) and enabling you to continue with the envelope-printing process.

 IF your current printing requirements (printer, paper size and/or bin) do NOT reflect your *current* Windows selection:

- **CLICK ON** [Printer Setup]

 you will ***probably need to change your paper size*** from the most common Windows default (letter size) to one of the Windows envelope formats

 Once you have selected an appropriate Windows envelope format,
 *From the initial **MARKS** Print Address Envelopes screen*:

- **CLICK ON** [Next]

 a list of potential envelopes-to-print is displayed, each initially selected (with a check mark) for printing

- **REMOVE** the check mark from any envelopes you do NOT wish to print

 when only the envelopes you actually wish to print are checked

- **CLICK ON** [Print]

Course (Class & Other Activity) Registration

Course Registration [encompasses various School and Community Center Registration modules]

*This module is included with the Community Center and School editions of **MARKS**.*
*Other **MARKS** editions may purchase this as an optional module.*

When starting the Course Registration module from the Opening Screen, please note the following:

The <u>Course Registration Icon</u> is
The <u>Course Hot Key</u> is aP

The purpose of the **MARKS** Course Registration module is to maintain and print registrations for classes, sports or other activities. Your pool of *potential* registrants is the **MARKS** Person file. This module enables you to maintain an inventory of available courses, and potentially register (or wait list!) anyone on the Person file for any of these valid courses. It includes the following components:

- Add/Update/View Registrations

- Add/Update/View Course Codes
- Print Registrations
- Registration Maintenance
  - Copy Course Codes from One Year to Another
  - Delete an Entire Year of Courses
  - Re-Synchronize Registration and Course Files
  - Promote Registrations from One Course to Another
  - Promote Grade in Person File
- Bill Registration Fees

A **MARKS** Utility enables you to customize certain settings in the Course Registration system, referring specifically to the Registration Maintenance function "Promote Registrations from One Course to Another." Among these customizable settings are:

Whether or not to Copy comment to new record (check for yes; leave blank for no)

Whether or not to Copy 1-character codes to new record (check for yes; leave blank for no)

Whether or not to Use work file (check for yes; leave blank for no)

Whether or not to Promote wait listed registrations (check for yes; leave blank for no)

Whether to Replace Fee Code with nothing *or* the current fee code (of the registration on which the promotion is based) *or* the *default* fee code

Default Fee code values for new records

Registration

The Registration Record

MARKS for DOS users, please note:

Each Registration record represents a *unique* combination of Person + Course.

> **MARKS** will actively prevent you from registering any one specific Person (based on Account # + Person ID) more than once for any one specific Course.

In order to successfully register people for classes, sports or other activities, you must *first* have an inventory of such defined coursed stored in **MARKS**.

The data-entry screen for Registrations may be accessed both via the main "Name and Address Record Keeping" portion of the program *and* via the Course Registration module itself.

> *For more information on this interface, See SPECIAL PURPOSE MODULES: Overview*

Regardless of your approach, the same Registrations screen is displayed:

> The Toolbar at the top of this screen has a number of features unique to the Course Registration module.

Hints for Using this Screen:

Like all subsidiary records in Standard **MARKS**, Registrations are attached to a specific Account + Person.   "Right click" on the Account # field for help finding an Account .

- IF you attempt to register this person for a restricted course (for example, a class coded for a specific age range, or an activity coded for women only), information on this Person record will be verified. You will be notified on screen if there is a conflict and are given the opportunity to override the conflict and continue to register this Person for the restricted course.

- IF you wish to *view* the entire Person record on screen without closing the Registration screen, CLICK on the [Personal Information] button. When you are finished viewing this Person record, an [Okay] button will close it and return you to the Registration.

If you leave the Address field at the *default* "{priority address}" setting, this Registration record is *always* attached to the Priority address for this Person. Therefore, when address priority is changed, reports (including labels) are automatically re-routed to the current priority address. Alternatively, filling in the Address field attaches this Registration to the selected Address *regardless of its priority* at any given time.

> If the Person is always resident at a *secondary* address (for example, a seasonal address or the address of

---

another family member) for the duration of this particular activity, you might want to attach the Registration record to that specific address. In this way you would insure that the letter or notice is mailed to that address regardless of whether the Recipient's addresses have been reprioritized at that time.

The Course for which this Person is registering is described by the up-to-five fields of information that create a unique Course Code: the Section, Class, Year, Term and Period. For information on special "Help" features connected to Course selection, CLICK here: ▶

When **MARKS** attempts to verify whether or not this specific Person is already registered for this specific Course, it checks *all five* of these fields. In order to complete this new Registration, the value of *at least one* of these fields must be different from other Registrations *currently* attached to this Person.

In addition, **MARKS** compares the dates and times of the proposed Course and notifies you on screen IF information if this Person is *currently* registered for *another Course* whose *scheduling* conflicts with this one. The **Conflict Prevention** function of this module first alerts you to the conflict and then allows you to decide whether you wish to complete this Registration despite the conflict OR choose an alternative Course.

✋   ONCE a Registration has been successfully saved, all information on this screen continues to be editable EXCEPT for these five fields. In order to *change* the course for which a person is registered, you will need to use the Transfer feature.

Three different Date fields appear on this screen. The Registration Date is never left blank, but defaults to the current system date. The Start Date and Stop Date only need to be filled in if this particular Person is not completing the full Course session (such as a latecomer, or someone who will be leaving early)

If you "right click" on *any* of the Date fields, the full-function **MARKS** calendar pops up on screen.

Two Grading Marks fields are available on the Registration screen. These might be used to store report-card-type grade information as the term progresses, or simply to set a "pass/fail" when successfully completion of an activity/class is a necessary pre-requisite to registration for another activity/class.

Ten 1-character Registration codes are available on this screen, to be defined and used for any purpose of your choosing; tables of valid values may be stored for each such field.

For example, if this Course requires the return of a parental consent form, you may wish to use one of these as a flag for whether or not the Person has returned such a form to your office.

Billing Information may be coded for this registration, but is not enabled in the current release.

The Registration Tool Bar

When working with Course Registrations, an array of functions is available from icons on the toolbar:

While some of these functions refer in general throughout **MARKS**, others are specific to Course Registrations:

As with many of the **MARKS** Modules, when entering a sequence of *similar* Registrations, you may save keystrokes by using the "Save & Copy " function at the time of data entry.

This feature is also available from the Registration file List screen, should you need to use it during a subsequent work session.

You may see all Registrations for the *currently* highlighted Person, when you List Other Activities (icon is a written-on page)

Two of features on the toolbar apply to the maintenance of specific Registrations:

• Transfer (icon is a yellow page "re-routed" to a turquoise page) enables you to transfer a previously-saved Registration to another Course.

Unlike "Save & Copy" which retains the original Registration while creating an additional one, "**Transfer**" effectively *removes* this Person from the original Course and *simultaneously registers* him/her for the alternative Course, thereby resulting in only one Registration.

Use this feature when you want to change the activity for which a person is registered (for example, when a registered child wishes to be reassigned to the same Course as a friend). This feature is also useful when you wish to enter Registrations for a Course that will be subsequently broken down into smaller sections (for example, when Camp Bunks are only determined after all children have been Registered, you could use this feature at the time of Registration to register ALL children for a neutral "camp" activity and later, when this information is available, individually Transfer the children to their specific bunks).

• When attempting to Register a person for a fully-booked Course, you may have the option of putting this person on the Wait List (a greyed page). This feature will only operate when the Course definition includes a Wait List.

At times it may be necessary to Add a New Person 🛉 to an existing account in order to either make a Reservation with Seating or to store a Journal Ad.

This "on the fly" feature is the same as adding a new person from the main Account display.

Course Code Help Features

There are two main features designed to help you select the correct Course for registration:

A [**Select Course**] button provides access to the index of defined Courses. This listing may be filtered for a specific Section, Class, Year, Term and/or Period by filling in as many of those fields as are relevant to your filtering needs prior to CLICKing on the [Select Course] button.

> For example, if you wish to see a list of ONLY those Course codes which refer to the 1998 Summer Term, you would enter '1998' as the "Year" and the appropriate code (perhaps 'S' for summer, or a number) as the "Term", and *then* CLICK on the [Select Course] button. The table of potential Course codes would be filtered to display only summer of 1998.
>
> You may then highlight the Course for which you wish to Register and CLICK on the [Okay] button or PRESS enter, *OR* simply DOUBLE-CLICK on the Course.

A [**View Details**] button displays the Course definition screen for the *current* Section/Class/Year/Term/Period. In order for this feature to work, the current contents of those fields must exactly match a defined Course code. You might use this feature to confirm information about a selected Course prior to finalizing the Registration.

To Transfer a Registration

FROM THE Edit screen of the Registration you wish to Transfer

- **CLICK ON** the Transfer icon

- **CLICK ON** the Course to which you wish to Transfer

- **CLICK ON** the [Okay] button

- **SAVE** the Transferred Registration

Course Codes

The Course Record

This feature, accessible only from within the Course Registration Module, enables you to create and maintain an inventory of coded classes and other activities.

Every Course for which you wish to maintain Registrations MUST be coded in this inventory.

> Once an inventory exists, you will be able to Copy the codes from one year to another (to establish inventory for a new year) and/or Delete an entire year's worth of codes.
>
> *For "How To" Copy or Delete a Year of Codes, See Registration Maintenance*

💣 IF you DELETE a code, *all Registrations* attached to that coded Course are *also* deleted from your database. This means that if you wish to maintain a Registration history over a period of years, you canNOT delete the codes from the inventory.

Hints for Using this Screen:

It is a *combination* of Section, Class, Year, Term and Period that makes a Course Code *unique*.

- Section is *usually* used to describe a large category of Course, such as the School (Hebrew or Secular, Nursery or Religious, Girls Upper or Boys Lower, etc) or Department (Camp, League Play, ECC, Arts & Crafts, etc.). This code is up to five alpha-numeric characters in length.

- Class is *usually* used to describe a smaller group within a Section (for example, a specific Class, Team, Bunk, etc.). This code is also up to five alpha-numeric characters in length.

- The four-character Year describes the Course Year. IF your organization runs according to the calendar year, use the calendar year. IF your organization runs on a hyphenated year (September 1998 - August 1999, for example) you will need to use one of these calendar years as the official "year" designation for all Course codes in that 12-month period.

- A 1-character (alpha or numeric) Term may be used to designate a portion of a year. For some organizations, terms may be needed for "summer", "fall", etc. For some organizations, different departments run on different

number of terms per year (for example, the Early Child classes meet in Fall, Winter and Spring, while a year's worth of Aerobics classes are scheduled in 10 sets of 5-week sessions). In any case, IF a specific coded Section/Class repeats more than once in a particular year, it would be necessary to establish Term codes to differentiate between the "repeats", especially if a specific Person may be allowed to register for more than one session in a given year.

- A 1-character numeric Period may be established to represent the time of day during which this Course occurs. This field does not take the place of the From/To meeting time in the Course definition. However, a coded Period provides an easy way for you to *filter* and *sort* Course information, for display and/or reporting.

It is *not* necessary to fill in *all* five of these fields in order to create a *valid* code

MARKS for DOS Users, please note:

Each Course may be described by the Room and Location in which it meets. Usually a "room" would be a specific room or space ("117"; "Studio"; "Pool"), while "location" would be a building or other geographic designation ("High School"; "Willow Lake" or "Mt. Sinai Hospital"

> Users who *also* have the (optional) Facilities Management Module may link the Course to the Scheduler via the Room coding.[module not enabled in the current release]

Enter as much information as is useful in the Teacher, Description and Comment boxes of the definition. It is the Description that is the "name" of the Course.

Schedule Information for the Course is distributed among several fields.

> IF you attempt to register a Person for more than one Course with the same Schedule **MARKS** will read this as a potential Conflict and prompt you accordingly.

- There are check boxes for the days of the week. Check off as many as apply.
- From and to Dates establish the beginning and end of the term, semester or season.

> If you "right click" on any Date field, the full-function **MARKS** calendar pops up on screen.

> If you check off "Tuesday" and "Thursday" as the days of week, the program will understand that the first and last actual meeting dates for this activity will be the first/last Tuesday or Thursday falling *within* the "From" and "To" dates. Using this example, if your "From" date is a Sunday, the class is understood to begin two days after that – the first possible Tuesday.

- The meeting Times fields (both from and to) include an AM/PM button.
- When relevant, you may enter the Total # of sessions this Course meets.

You may specify the Minimum and Maximum number of Registrants allowed for this Course. If you leave the Maximum field *blank*, the program performs as if the Course has no maximum.

+ When a course is FULL (the Maximum number of registrations has been assigned), the edit List displays the course highlighted in grey and red.

As Registrations are saved, the program keeps count of the *current* number of Registrants and will not permit you to go beyond your maximum.

> You may at any time in the season filter your files information for those Courses that have not met the minimum. This can help you to determine whether or not the course should be scheduled as originally offered.

Similarly, if you wish to maintain a Waiting List for this Course, enter the *maximum* number of people you would consider putting on such a list.

> When registration for such a Course has reached the maximum number of Registrants allowed, anyone attempting to create a Registration for the course will be alerted and given the opportunity of attaching a Registration to the Wait List.

As such Wait-List Registrations are saved, the program keeps count of the *current* number on the Waiting List and will not permit you to go beyond your maximum.

Each Course Code may be defined with certain Requirements that must be met by Persons wishing to register. When a Course is so restricted, the relevant information on the (potential) registrant's Person record will be verified at the point of Registration. IF the Person does NOT match the requirements, you are prompted and must decide whether or not you wish to complete this Registration despite the unmet requirement(s).

- You may specify the Minimum and Maximum Age of Registrants. Ages are entered as number of years, including quarters of years, as of a specific Cut Off Date. For example, you might want to restrict a Kindergarten class to children 4 ½ - 5 ½ years old *as of* the beginning of the current school year. This information is compared to the "Birth Date" field on the Person record.

- You may specify the Minimum and Maximum Grade of Registrants. This information is compared to the "Grade" field on the Person record.

- A radio button enables you to flag this Course for male, female *or* both

- Use the check box to flag a Course for Members Only (no check box indicates membership is not a requirement)

If you wish to be able to use the utility to globally promote Registrants with this Course into a specific Course in a

subsequent term, you must include <u>Promotion information</u> in this code definition. This information consists of the <u>Next Section</u>, <u>Next Term</u>, <u>Next Class</u> and/or <u>Next Period</u> that describes the Course into which such a person should be promoted for the new term or season.

<u>Five 1-character Registration codes</u> are available on this screen, to be defined and used for any purpose of your choosing; tables of valid values may be stored for each such field.

<u>Billing Information</u> may be coded for this Course, but is not enabled in the current release.

Two very useful features do not appear on the Course code screen itself, but on the <u>Toolbar</u>:

- From the Course File edit List, you may display a list of Persons currently registered for the currently-highlighted Course code by CLICKing on the **See Associated Registrations** icon (a picture of a pencil & paper)

- When defining many *similar* Course Codes (for example, all the Girls Camp Bunks for the same summer), you may save keystrokes by using the "Save & Copy " function at the time of data entry.

To Access this Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Course Registrations (via the Menu Ribbon or aP Hot Key)

- **CLICK ON** Add/Update/View Course Codes
  the List of existing codes is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

Reporting

Printing Course Registrations

Course Registration reports, including mailing lists, rosters and linkfiles, are all generated from a single menu option .

[only limited reports are enabled in the current release]

<u>Hints for Using this Screen:</u>

The reporting engines for reports, envelopes, labels and link files for this module are the same as those used by basic **MARKS**.

In addition, for any of the standard **MARKS** reports, including labels, envelopes and link files, you may *select* ("Filter") accounts based on Registration information.

This is the most efficient method of printing labels and envelopes for Persons who happen to be Registered for selected Courses.

When printing many of the standard **MARKS** reports, "Registration" information appears as "optional" information to print as part of the report.

For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting

To Access this Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Registrations (via the Menu Ribbon or aP Hot Key)

- **CLICK ON** Print Registrations
  the reporting screen for this feature is displayed.

Maintenance & Promotion

Registration Maintenance

The Registration Maintenance menu incorporates a variety of utilities exist to help you maintain your codes

inventory and registrations. These include:

- Copy Course Codes from One Year to Another
- Delete an Entire Year of Courses
- Re-Synchronize Registration and Course Files
- Promote Registrations from One Course to Another
- Promote Grade in Person File

To Access these Utilities

FROM THE OPENING MENU OF MARKS

- **SELECT** Registrations (via the Menu Ribbon or aP Hot Key)

- **CLICK ON** Registration Maintenance
    the sub-menu for this feature is displayed.

- **CLICK ON** the specific Maintenance function you wish to run

NETWORK USERS NOTE: These programs requires EXCLUSIVE use of the **MARKS** Course Codes *and/or* Registration *and/or* Person data files. When you select a specific Maintenance utility, you will be instructed exactly which files require exclusive use. NO ONE in your network can be entering/viewing data in the indicated file(s) or printing reports based on these files while that maintenance function is being performed.

Copy Course Codes from One Year to Another

This utility enables you to COPY the inventory of Course codes from one "Year" for use in another "Year." You would use this function when the majority of Courses repeat from year to year. Initially, the entire list of codes FROM one year is flagged for copying TO the new year, and the program defaults to copy ALL the information for each code.

- You may *uncheck* any code you do *not* wish to *cop*y at all.

- You may choose to *globally reset* certain fields in *all* the "newly" created codes.

For "How To" access this utility, CLICK here: ▶

To Copy Codes From One Year to Another

FROM THE REGISTRATION MAINTENANCE MENU

- **INDICATE** the Years From which and To which you wish to copy the codes inventory, and

- **CLICK ON** the [CONTINUE] button
    a List of codes to potentially copy is displayed

- **UNCHECK** the Codes you do NOT wish to copy for the "new " year
    for ALL the codes you have thereby chosen to copy:

- **CHECK** if you wish to Erase Fees from the "new " codes

&/or **CHECK** if you wish to Erase the 5 1-character Codes values

&/or **CHECK** if you wish to Increase the various Dates on the "new " codes by one year

&/or **CHECK** if you wish to Erase Instructor, Room # and Location information from the "new " codes

- **CLICK ON** the [COPY] button

Delete an Entire Year of Courses

This utility enables you to DELETE the inventory of Course codes for one entire "Year." Initially, the entire list of codes from this year is flagged for deletion.

• You may *uncheck* any code you do *not* wish to *delete* at all.

> *ALL Registrations* attached to the codes you delete are *also* deleted from your database. This means that you will retain no Registration history for the deleted year in your system.

For "How To" access this utility, CLICK here: ▶

To Delete a Year of Codes

FROM THE REGISTRATION MAINTENANCE MENU

- **INDICATE** the Year of the codes you wish to Delete, *and*

- **CLICK ON** the [CONTINUE] button
     a List of codes to potentially delete is displayed

- **UNCHECK** the Codes you do NOT wish to delete

- **CLICK ON** the [DELETE] button

Re-Synchronize Registration and Activity Files

All Course codes in your inventory include an on-going count of the *current number of Registrations* and current number on *Waiting List.* These counts are used to determine the number of available places in the Course or on the Waiting List. In an active organization where people frequently drop or change their registrations, these counts may occasionally erode. This utility is designed to *re-synchronize* these counts by resetting these figures to blanks, re-counting all *current* full Registrations and Waiting List registrations, and storing the newly updated figure in the proper field of the Course code.

Promote Registrations from One Activity to Another

All Course codes in your inventory may potentially be coded for global promotion. You would use this feature when the majority of people registered at the same time for a *specific* Course would subsequently continue into *another specific* Course.

> The promotion procedure does not remove the original Registration but creates an additional Registration for the "new" Class or Activity.

You may promote the *entire* list of codes from one to another, *or filter* the list to only promote specific Courses based on Section Code, Class Code, Teacher and/or Stop Date.

> *For "How To" Code a Course for Promotions, See the Course Record*

For "How To" access this utility, CLICK here: ▶

Hints for Using these Screens:

The filtered display of Courses to promote described each *potentially* promotable Course with both the "current" and "next" (i.e. Promote To) code information.

You may opt (by flagging a check box) to also promote currently "Wait Listed" people into Registrations for the new Course

IF you wish to Copy the Registration Comments from the "current" Registration to the new Registration, flag the appropriate check box.

IF you wish to Erase the 5 1-character Codes values (i.e., reset those fields to blank on the new Registrations), flag the appropriate check box.

A radio button enables you to choose how you wish to handle the Fee Code information on the new Registration records. There are three possibilities:

• reset the Fee Code of each new Registration, to a Blank

• Copy the Fee Code from each "current" Registration to the related "new" Registration.

• Reset the Fee Code of each new Registration to the system default (as defined in the Promotion defaults)

The Work File of Promotable Registrations describes each *"new" Registration* and enables you to edit this information prior to performing the final step of the promotion and rendering it actual. This feature enables you to fine-tune your Promotion process to customize the handling of specific Registrations that should – for any reason – NOT use the global and/or default promotion criteria.

• Each such "new" Registration is headed by the Account Number and Name of the Registrant. ANY of the remaining fields displayed in the work file may be edited by CLICKing on the field and typing over the default (displayed) with the preferred data. These fields include: the <u>Year</u>, <u>Term</u>, <u>Section</u>, <u>Class</u> and <u>Period</u> of the "new" record, the <u>Start and Stop dates</u> of the specific Registration, the "<u>wait list</u>" check box, the <u>Fee Code</u> values, and the Registration <u>Comment</u>. If necessary, use the navigation bar to scroll the screen from left to right to access all of these fields.

• You may choose NOT to promote a specific Registration *at all* by removing the check from the box in the far-left column of the work file screen.

To Globally Promote Registrations

FROM THE REGISTRATION MAINTENANCE MENU

- **INDICATE** the Year of the codes you wish to Promote, *and* (if applicable)

- **FILTER** for only the specific Course codes you wish to Promote
    from the resultant detail list of Promotable Courses

- **UNCHECK** the Course Codes you do NOT wish to promote

- **CHECK** the options you wish to globally use for creating new Registrations

&/or **CHECK** if you wish to Use a Work File for the Promotion process

- **CLICK ON** the [OKAY] button Promote

IF you have opted to use a Work File
    a Work File of Promotable Registrations is now displayed

- **EDIT** any specific Registrations that should not use the global and/or default promotion criteria

&/or **UNCHECK** any specific Registrations you do NOT wish to Promote

- **CLICK ON** the [OKAY] button to Promote

Promote Grade in Person File

As opposed to "Promote Registrations from One Course to Another " this promotion routine refers NOT to the Registration but to the Person record. Each Person record includes a "Grade" field. This field would be used to store a stable, comparative grade identifying this person by scholastic age-group

For example, Alex Stern might be considered a "4th Grader" regardless of whether he is registered for 4th grade at your school and/or regardless of the "grade" category into which any of his activities or classes at your organization fall.

For Registration purposes, this field may be used in a similar way as the Person's age to *restrict registration* for specific coded Courses.

For example, rather than defining a Camp Course as restricted to children between the ages of 6 and 8, it might be restricted to children in 1st through 3rd grade.

This Promotion feature is designed to enable you to keep this information current. Once a year, you will run this promotion to up-to-date each Person's current "Grade" by one level.

For "How To" access this utility, CLICK here: ▸

<u>Hints for Using these Screens:</u>

The first time you run this feature, the "To Grade" column is *blank*. After you fill in this column, **MARKS** saves this information and defaults to it the next time you run this feature. For each subsequent run of the Promote Grade function, the "To Grades" will default to those from the most recent run.

To Promote the Grade on the Person File

FROM THE REGISTRATION MAINTENANCE MENU

- **INDICATE** the Current School Year you wish to Promote and the New School Year into which you wish to promote these records

  A List of all Grades currently in use in the Person file is displayed as the "From" Grades, with equivalent "To Grade" (new grade) information.

  For each Grade you wish to edit prior to promotion:

- **CLICK** ON the "To Grade" column and type over the default with the correct new grade

OR UNCHECK the Grades you do NOT wish to delete

- **CLICK ON** the [PROMOTE] button to complete the promotion

Billing

Globally Bill Fees from Course Registration

[not enabled in the current release]

Memos and Tickler

Memo (optional)

The "Tickler" Feature, described in this documentation,
is an optionally-purchased feature of this module.

The purpose of the **MARKS** Memo module is to maintain and print a file of free-form text records for accounts. Using coded headers for more effective retrieval, and password protected for security, these Memos may be used for a variety of purposes.

Some *historic* uses of this module have been:
- track fundraising contacts with an account
- store confidential financial negotiations with families-in-need
- store personal information regarding members
- maintain catering details for special events
- track teacher comments regarding behavior or scholastic performance
- store details regarding special needs students
- tickle user to perform seasonal or time-sensitive tasks

When used with the optional add-on "tickler " feature, Memos may be flagged for date-related automatic screen display, thereby generating a reminder file (or "tickler") for the user.

Memo data is ONLY entered via the Name & Address Record Keeping portion of **MARKS**

The basic **MARKS** reports with "options" enable the printing of Memos .

An important feature of the Memo Module is the concept of the Protection Level. Each Protection Level represents a *category* of memo that might be exclusive to a specific person, department and/or project.

For example, you may have separate Protection Levels for each Department, for each individual Fundraiser, for your Caterer, and for the personal use of certain key members of the administration and board.

A specific User may require access to one or more of these different categories of Memo. For example, the Controller might need access to ALL the bookkeeping department memos (perhaps these are levels 6-9) PLUS a personal memo level (perhaps level 3) PLUS the Fundraisers' memo levels (perhaps 17 and 21). Meanwhile, the Receptionist might only have access to unprotected memos (memo records with NO Protection Level, available to all valid **MARKS** Users) and a personal memo level (perhaps 24).

When you choose to Protect a Memo, the program enables you to select which of the protection levels attached to your User ID should be used to protect this specific record.

A **MARKS** Utility enables you to customize certain Memo parameters . Among those settings are:

Set the Maximum Protection Levels you wish to use in **MARKS**.

For users who have purchased the (optional) ticker feature, decide whether you wish to:

Enable Tickler System (check to turn this feature on, blank for no)

For each *valid* User of your system, you may attach (via the User ID) as many as are relevant of the specific protection levels you have set.

The Memo Record

The data-entry screen for Memos is accessed via the main "Name and Address Record Keeping" portion of the program.

To access the Memo folder for a specific Account, after navigating to Account, use the Memo Icon (a picture of a hand writing in a notebook) which appears on the right of the screen, below the account header

The List that displays shows ALL memos for the current Account, described by Person #, Memo Type, Solicitor account, dates and the beginning of the Text.

Memos protected at levels NOT attached to the currently logged on User ID appear in red on the List. For such Memos, the Text information does not display.

Hints for Using this Screen:

Like all subsidiary records in Standard **MARKS**, Memos are attached to a specific Account + Person. "Right click" on the Account # field for help finding an Account .

To Protect a memo, flag the check box. You may then CLICK on the arrow to the right of the field and pick the *protection level* of your choice from those attached to the *currently* logged User ID.

You may create a table of coded Types to indicate specific kinds of memo. While not necessary for data entry, "Type"s can be a useful filter for reporting purposes. For example:

- *Categorize* your memos according to the nature of the information stored. For example, you might use "WEDD" for wedding plans, 'DUES' for dues negotiations, 'MEDI' for medical or health information, 'VAC' for scheduling vacations and, of course, 'MISC' for miscellaneous information.

- *Divide* your memos according to associated departments. For example, 'RABB' memos might indicate communication by or regarding the Rabbi, while 'NURS' indicates the Nursery School, 'ADMN' = general administration, 'SPRT' = the sports facility and its staff, etc.

- *Flag* your memos for follow-up. For example, you might have 'TODO' memos, or memos indicating that a 'CALL', 'LTR' or 'VIST' is necessary

When a Memo refers to a fundraising (or similar) situation, you may wish to store the *Account* # of the Memo Solicitor.

If you "right click" on this field, **MARKS** will "help" you locate that number in your database.

If you would like to describe a relationship between such a Solicitor and the donor account, you may use the **MARKS** Relation record .

You may enter a $ amount if this memo refers to a financial transaction. For example, if this memo represents a note from a "phone-a-thon" solicitor, this may be the dollar amount of the pledge.

While not enabled in the current release, **MARKS** will ultimately include billing functions using this field.

Several Dates may be stored on the Memo record. If you "right click" on *any* Date field, the full-function **MARKS** calendar pops up on screen.

IF you are using the optional Tickler module AND you wish this Memo to be "tickled", flag the check box.

☞ Memos are first "tickled" on the Reference Date.

When the "tickler" is enabled, the opening **MARKS** screen flashes a red message on days when there is a tickled message waiting to be read.

Five 1-character Memo codes are available on this screen, to be defined and used for any purpose of your choosing; tables of valid values may be stored for each such field.

The Memo Text field is a scrolling Windows "memo type field". This free-form text might be considered the memo itself -- the notes, descriptions, etc. that you wish to store on your computer and attach to a **MARKS** account.

When typing in this field, you may skip lines by placing your cursor at the insertion point and pressing ENTER.

A hot-key of ,D may be used to insert the *current* system date into any point in the Text. Similarly, ,T may be used to insert the *current* system time. Once entered, this information remains stable as entered (i.e., it does not update every time you update the record)

MARKS for DOS USERS, please note:

Dates of the Memo File

- "Last Date" can be used to store the last date on which information was entered into this record. When you add a new memo record, this will default to the current system date. As you continue to make changes to this memo over time, you may wish to *manually* update this field whenever it is significant for you that the information is "good as of" a certain date.
- "Reference Date" might be any date other than the "Last" or "Entry" date which might be significant with regard to this memo. For example, if the Memo refers to a call that was made regarding an overdue payment, you may enter the date on which payment has been promised. Or, if this Memo describes planning a special event, this might be the date of the event -- or the date on which the next action must be taken.

   IF you are using the optional Tickler module, note that Memos are first "tickled" on the Reference Date.
- "Entry Date" is the date on which this memo is added to your database for the first time. When you create a new memo record, this will default to the current system date.

Tickler

Viewing/Printing the Tickler (optional purchase)

The optional Tickler module enables you to store/view a file of Memo, flagged to "tickle" your memory on a specific date.

   You might "tickle" a Memo to remind you to follow up an existing situation with a letter, phone call or visit. You might want to "tickle" yourself or others in the office about a deadline (such as a visit from the auditors!) or event (such as a building inspection that might disrupt work). You might create a Memo for the sole purpose of "tickling" you about your own dentist appointment or the vacation schedules of people in the office.

The descriptions of the Memo record and utilities (earlier in this section) include the information related to the Tickler fields. In addition to this information, please note the following:

   It is the beginning of the Memo Text that will appear on the Tickler (approximately the first line). If your Memo refers to an ongoing situation, be sure that you physically place the information you will find helpful as "tickler text" at the beginning of the text box.

💣   IF a Memo is *password protected* at a specific level, only those whose User ID includes this level will be tickled. For this reason, a Memo meant to be tickled for general knowledge should be left *unprotected*.

IF you have set the Memo Parameters to Enable Tickler System, each time you log in to **MARKS**, the opening screen flashes a red message on days when there is a tickled message waiting to be read. If you CLICK on this red message, the "current" tickler appears

Regardless of whether or not you set this parameter, the Tickler may be viewed from the Calendar included within **MARKS**. ▶

Hints for Using this Screen:

Depending on the method used to display it, the tickler appears with one major difference:

- For any specific date displayed from the *Calendar,* only the tickled items with that date as the "Reference Date" are displayed.
- On the *Automatic* Tickler (displayed by CLICKing on the red message at the bottom of the opening **MARKS** screen) a Memo remains visible (even *beyond* its reference date) until a user *deliberately* removes it from the tickler, by CLICKing to remove the check mark from the box to the left of the Account #.

Viewing the Tickler from the Calendar

At any time, you may access the **MARKS** Calendar (available both from the Tool Bar and as "pop-up" help during data entry) and view the ticker.

To view the tickler for *any* particular date

- **NAVIGATE** to that date in the calendar, and

- **CLICK** on the Tickler button.

Reporting

Printing Memo Records

When you wish to print information on Memo records, "Memos" appears as an "option" when printing many of the standard **MARKS** reports.

For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting

Billing

Globally Bill Fees from Memo Records

[not enabled in the current release]

Auditorium-style Seat Reservations

Seat Reservations and Tickets (optional)

The Seat Reservations and Tickets Module is designed to maintain reservations and seating assignments for events with "theatre" or "auditorium" style seating.

"Table" style seating is maintained by the (optional) **MARKS** Event Reservations module.

This module requires the creation of coded Seat Inventories, which describe *finite* arrays of available seats:

- When seat quantities change, Inventories may be added to/deleted from.
- Seat Inventories, in whole or in part, may be copied, enabling one physical "floorplan" to be reused for multiple events.

This module is accessed from the Menu Ribbon, and includes the following components:

- Add/Update/View Seat Reservations
  make and maintain Seat assignments, for any Event/Inventory
- Print Seat List
  includes various types of Seating reports
- Print Seat Tickets or Special Forms
  includes formats for actual Ticket forms and for printing forms such as mailing lables, based on Seat Reservations [not enabled in this release]
- Print Seat Statistical Reports
  includes Statistical reporting of Seat Reservations [not enabled in this release]
- Change Selected Seat Prices
  globally update prices of all/some Seats in any existing Inventory
- Seat Inventory Maintenance
  includes the interfaces needed to create and maintain Inventories of Seats

The **MARKS Tools** menu provides maintenance of Code descriptions for all 1-character Seat codes.

A **MARKS Utility** enables you to customize certain settings in the Seat Reservation and Ticket system:

[not enabled in this release]

The Seat Reservation Record

Each unique Seat Reservation record connects a specific physical Seat to a specific Person.

In order to make Seat Reservations, you must FIRST create an Inventory of Seats for the related Event.

The MARKS Seat Reservation screen may be accessed both via the main "Name and Address Record Keeping" portion of the program *and* via the Seat Reservation and Ticket Module itself.

For more information on this interface, See SPECIAL PURPOSE MODULES: Overview

Regardless of your approach, the same Seat Reservation screen is displayed.

Hints for Using this Screen:

Like all subsidiary records in Standard **MARKS**, Seat Reservations are attached to a specific Account + Person (even if the Person record points to the "Main Account"). "Right click" on the Account # field for help finding an Account .

Each Account+Person may have as many attached Seat Reservations per Event as necessary.

To enter "Guest" Seats *without creating additional Person records* in **MARKS**, attach the Seat Reservation to "Person 0" of the host's Account, and use the xxxxxxxxxxxxxx field to store trhe name of the Guest for seating card and list purposes.

If you leave the Address field at the *default* "{priority address}" setting, this Seat Reservation record is *always* attached to the Priority Address for this Person. Therefore, when address priority is changed, reports (including labels) are automatically re-routed to the current priority address. Alternatively, filling in the Address field attaches this Reservation to the selected Address *regardless of its priority* at any given time.

From the various phone records available for this Account, you may select two to use as the Day Phone and Evening Phone contact numbers for this Seat Reservation.

If you "right click" on the Entry Date field, the full-function **MARKS** calendar pops up on screen.

1-Character Codes of the Seat Reservation Record

5 1-character Seating codes may be used for any purpose of your choosing.

For example, if members tend to retain their seats for a certain event (such as the High Holidays) from season to season, you may wish to code the difference between "permanent" and "temporary" seating assignments. Or, for example, you may wish to flag "usher" seats, "honoree" or "speaker" seats, wheelchair slots, ettc.

The definitions (and therefore on-screen labels) for these fields are set *system-wide* for this module. In other words, once you have decided to use one of these codes for a particular purpose, that field will retain that purpose for ALL Seat Inventories defined in **MARKS**.

To Assign an Existing Seat from Main Account

FROM THE MAIN ACCOUNT SCREEN

- **CLICK ON** the [SEATS] button at the bottom of the screen

     the Browse list will display only those seats currently assigned to this Account

- **CLICK ON** the [ASSIGN] folder tab

- **FILTER** the Seat inventory (if desired)

- **SELECT** the Person to whom this seat should be assigned

    "Assign to account without a name" attaches the record to the Main Account (Person 0) and leaves the Seat Reservation name fields blank unless a specific name is manually entered. Use this feature for "guest" records.

- **CLICK ON** the [SHOW AVAILABLE] button

    the screen displays a browse list of available seats

&   **CLICK ON** the check box to left of each seat you wish to assign

&   **CLICK ON** the [ASSIGN] button

OR

- **CLICK ON** the [GRAPHIC ASSIGN] button, if you wish to view the selected inventory in a graphic mode

   the reporting screen for this feature is displayed.

&   **FILTER** the Seat inventory (if desired)

&   **CLICK ON** the Display Option you prefer

The Seat Assignment Filter

When assigning seats from the Main Account, the seat inventory may be filtered to simplify selection.

The Seat Inventory Filter (Graphic Display)

When assigning seats from the Main Account using the Graphic assign feature, the seat inventory may be filtered to simplify selection.

   The Display Option you select on this filter will indicate what information appears as the floating caption of each seat in the graphic view

Graphic Display of Seats Inventory

A graphic display of the Seat Inventory is available when assigning seats, making it possible to "see" the relative locations of used and available seats.

   For example, when an account is purchasing additional seats to an event, this feature simplifies the process of finding the available seat "closest" to the seats already held by that purchaser.

To Assign an Existing Seat from the Module

FROM THE OPENING MENU OF MARKS

- **SELECT** Seat Reservations and Ticketing (via the Menu Ribbon or aT Hot Key)

- **CLICK ON** Add Seat Assignments

Reporting

Print Seat Lists

The Print Seat List feature is used to generate a variety of reports based on Seat reservations.

To Access This Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Seat Reservations and Ticketing (via the Menu Ribbon or aT Hot Key)

- **CLICK ON** Print Seat Lists
    the reporting screen for this feature is displayed.

Print Seat Tickets or Forms

Access the Print Seat Tickets or Special Forms feature to generate printed tickets for Seats or forms as mailing labels for seatholders or accounts that purchase seats.

[not enabled in this release]

To Access This Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Seat Reservations and Ticketing (via the Menu Ribbon or aT Hot Key)

- **CLICK ON** Print Seat Tickets and Special Forms
    the reporting screen for this feature is displayed.

Print Seat Statistical Reports

Access the Seat Statistical Report engine to generate statistical reports based on Seat Inventories and Seat Reservations.

[not enabled in this release]

To Access This Reporting Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Seat Reservations and Ticketing (via the Menu Ribbon or aT Hot Key)

- **CLICK ON** Print Seat Statistical Reports

the reporting screen for this feature is displayed.

Inventory Maintenance

Change Seat Prices

This menu option enables the global updating of Seat prices, for a all/selected Seats in a selected Event/Inventory. For the selected Seats in the Inventory, this feature *replaces* the old price with the new price.

☞   When copying an inventory of Seats , it is also possible to update the price of selected Seats (by location) at the point of copying. In this case, the original or "source" Inventory will retain the original pricing; only the "copy" will reflect the updated price.

Hints for Using this Screen:
The Change Seat price screen is divided vertically in half -- while the left side displays the current price, the rigth side displays the "new" price (i.e. the price to which you wish to change the selected Seats).

To Access This Feature

FROM THE OPENING MENU OF MARKS

- **SELECT** Seat Reservations and Ticketing (via the Menu Ribbon or aT Hot Key)

- **CLICK ON** Change Seat Prices
    the reporting screen for this feature is displayed.

Seat Inventory Maintenance

This menu option provides access to the following Seat Maintenance components:
- Copy Seats
    copy all/selected Seats in one Inventory to a different Event/Inventory
- Add Seats
    create a new Inventory OR add Seats to an existing Inventory
- Delete Seats
    delete seats from an exisiting Inventory
- Reset Seat Holders
    remove Account/Person information (e.g. the Seat Reservation information) from a Seat Inventory without affecting the Inventory of actual seats.

To Access Seat Maintenance Features

FROM THE OPENING MENU OF MARKS

- **SELECT** Seat Reservations and Ticketing (via the Menu Ribbon or aT Hot Key)

- **CLICK ON** Seat Maintenance
    the Seat Maintenance folders are displayed.

- **CLICK ON** the folder tab for the Seat Maintenance function you wish to perform

Add/Update an Event

Each unique copy of an inventory of Seats is connected to an Event Code. This Event/Inventory relationship

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makes it possible to "reuse" an inventory, by copying it for reuse with an unlimited number of different events.

> For example, the same Auditorium inventory may be reused for the High Holidays, a Graduation ceremony and a Concert. Once the inventory has been defined, it may be copied from one such event to another.

Add Seats

The Add Seats Maintenance feature enables you to create a new Seat Inventory or add Seats to an existing Inventory.

Copy Seats

This Maintenance feature enables you to Copy all/selected Seats in one Inventory to a different Event/Inventory. "Copy Seats" creates new Seat records while leaving the original "source" Seats undisturbed.

You may choose whether or not you wish to copy the Seat Reservation information (i.e. the Account/Person to which the Seat is assigned) from the original "source" Seat to the new Seat.

You may choose whether you wish to retain the Seat price on the new Seat or update

Delete Seats from an Inventory

This Maintenance feature enables you to Delete Seats from an existing Inventory.

> This feature will permanently remove the selected Seats from their Inventory. IF you wish to retain the Seat but remove the Seat Reservation information (the Account/Person to whom the Seat is assigned), use the Reset Seatholders function of the Maintenance menu.

Reset Seatholders for Specific Seats

The Reset Seatholders Maintenance feature is designed to remove the Account #, Person and Name information -- the Seat assignment or Reservation information -- without removing the Seat itself from the Inventory.

> To actually remove the Seat from the Inventory, use the Delete Seats function of the Maintenance menu.

Billing

Globally Bill Fees from Seat Reservations

The Global Billing feature of the Seat Reservation and Ticket module uses Seat Reservation information as a source from which to create a batch of bills (debit transactions).

> [not enabled in this release]

Facilities Management

Facilities Management (optional)

<u>The Facilities Management Module</u> is designed to track the use of rooms and other facilities in your own building(s) and grounds, as well as an "outside" location you might use or for which you might require a schedule of events.

This module requires the creation of coded Locations, each describing a unique space

This module is accessed from the Menu Ribbon, and includes the following components:

The **MARKS Tools** menu provides maintenance of Code descriptions for all 1-character codes in this module.

A **MARKS Utility** enables you to customize certain settings in the Facilities Management system.
[not enabled in this release]

Users who *also* have the (optional) **MARKS** Course Registration module may interface these two modules for scheduling purposes.
[not enabled in this release]

Auto-Scheduling Repeat Events

When the same Location(s) will be used repeatedly for the same purpose, at the same times of day, an "auto-scheduler" function may be used to speed data entry.
[not enabled in this release]

Booking a Room or Location

Any existing, coded Location may be booked for use, whether or not this use is associated with a specific **MARKS** Account.
[not enabled in this release]

Graphic Display of Facilities

A graphic display of the faciilties inventory is available to view existing bookings or create new ones.

Inventory Coding and Maintenance

Facilities Maintenance

This menu option provides access to the following Facilties Management Maintenance components:
[not enabled in this release]

Defining a Location

Each room or other space for which you wish to maintain scheduling information must be defined in a

Location inventory.

Reporting

Print Facilities Reports

The Print Facilities Reports feature is used to generate a variety of reports based on bookings.

<u>Hints for Using this Screen:</u>
The reporting engines for reports, labels and link files for this module are the same as those used by basic **MARKS**.
For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS: Reporting
[not enabled in this release]

Billing

Globally Bill Fees for Facilities Usage

The Global Billing feature of the Facilities Management module uses facilities booking information as a source from which to create a batch of bills (debit transactions).

[not enabled in this release]

Help for MARKS for DOS Users

DOS to Windows Transistion: An Overview

In order to provide the most thorough possible on-line assistance, Help documentation has been written with the **MARKS** novice in mind. Even long-time users of **MARKS** for DOS will often find it useful to have these detailed notes available.

However, to streamline the Help process for those moving from DOS to Windows, various Help topics contain popup explanations specific to those making that transition.

Throughout Help, the symbol   is used to denote a comparison between the DOS and Windows methods of performing a specific task.

Quick Picks

It is STRONGLY suggested that you begin by reviewing The Account Overview written especially for those making the transition between DOS and Windows versions of MARKS.

Here are some quick answers to other questions frequently asked by **MARKS** for DOS users:

• Where is the Dues/Update Password defined? The A/R Password ?

• Where are the Menu U-3 defaults set?

• Where are Group Codes defined ?

• How are Batches different?

• What happed to ** Auto Cash/Check Entry?

• What happened to Void/Adjust Credits ?

DOS vs WIN: N&A Entry (Menu A)

DOS vs WIN: The Account - an Overview

Like **MARKS** for DOS, **MARKS** for Windows maintains data by Account, with each account having a *unique* Account number.

> An account number may be *up to eight* characters long. *Any alpha-numeric combination* is considered valid by the program.

> For example, you could actually call your house account 'HOUSEACC." Or, for example, if you differentiate between standard memberships and "life" memberships, you might have a range of account numbers that begin with "MS" and another range beginning with "ML".

> Of course, you might prefer to simply continue using the account number ranges you have been using up til now!

Remember that you will often *sort* your accounts by account number *and select by ranges* of account numbers

> Because of this, when establishing new ranges of account numbers, you must continue to give consideration to your browsing and printing requirements.

Once the Account, with it's unique number, has been established, information belonging to this account unit (this individual, family or organization) is added and maintained in subsidiary files. Just as in the DOS program, each subsidiary file enables you to store a potentially unlimited number of records per account.

> Subsidiary files maintain data for such things as Addresses, Groups, Accounts Receivable, Memos, Course Registrations, Event Reservations, etc. that are either standard to the system or part of an optional module.

The most immediately obvious difference in data maintenance in **MARKS** for Windows is the Person File. Each individual associated with a specific Account is entered as a "Person." The Person File combines the two people from the DOS Menu A-1-A record with any individuals you might formerly have stored as "Children", "Students" or "Participants." You might also want to include some of the kinds of people who formerly appeared only as names on Group records, Event reservations, Journal Ads, etc.

For example, a family account might start out with a "Person" record for each of the parents (in **MARKS** for DOS, "Person 1" and "Person 2"), as well as for each child (previously a "Child" or "Student" or "Participant", depending on the edition of **MARKS** for DOS that you used). If the family babysitter's name (and possibly home phone number and/or address) is useful to you, you may create another "Person"(previously you might have entered this person's name on a Group record). If a cousin from Europe is coming to stay for a year and will be involved with your organization as a family member, you may create another "Person". And so forth.

Or, for example, a corporate account might start out with a "Person" record for the individual who is your primary contact (in **MARKS** for DOS, "Person 1"). If you know and possibly sometimes used the name of this person's spouse, you would create another "Person" (in **MARKS** for DOS, "Person 2" or "Spouse"). You might continue to create new "Person" records for each additional person with whom you had contact in the organization: the main contact's secretary, the bookkeeper, the press office representative, etc.

When you add a new account to **MARKS**, you are prompted to enter information for "Person 1" and "Person 2" – the first two people to be associated with this account. Either immediately after creating the account, or at any time in the future, you will continue to add Person records to the account as needed.

If a particular individual is considered an "account holder", you may set a flag on his/her Person record. Subsequently, when you view the edit list of the Person File for any one account, these account holders appear highlighted in yellow. You may set as many account holders as relevant on any one account.

Subsidiary records (such as addresses, phones, groups, etc.) are then associated with specific "Person" records on the account.

The Main N&A record that is created when a new account number is added is considered to be "Person 0" on the account.

All addresses, phones or other data belonging to the Account-as-a-whole (rather than a specific person) will be attached to that "Person 0" record. IF your account belongs to an organization rather than an individual, "Person 0" would be the organization itself, while other numbered "Person" records might belong to individuals associated with that organization.

This means that each person on the account can have a personal profile. Not only can you view/print all the addresses, phones, groups, course registrations, event reservations, memos and so forth on the Smith family account, but now you are able to see all the Groups Michael belongs to, all of Sarah's phone numbers, all the Memos concerning David.

Another new and potentially very useful concept is the <u>Relation File</u>. When you attach a Relation record to a "Person", you are referencing a Person record from *another* account, describing a relationship between these individuals.

A "Relation" might be a Grandparent, non-custodial Parent, or other kind of person you might have referenced via a "related account number" on a **MARKS** for DOS screen. You may have even previously had to double-enter information for such a person, creating an account number for accounting purposes while listing this same person on a Group or Memo record on the account to which this person was related.

As Relations have their own accounts, a school, synagogue or community center may now, for example, view/print all of Mr. & Mrs. Smith's grandchildren (regardless of who their parents are), or print a run of labels for all grandparents of third-graders. A fundraising organization might generate a list showing monies received from the International Widget Corporation *and* from all accounts "related to" that organization (employees, independent subsidiaries, vendors). Remember that in order to extract this kind of detail you are first going to have to enter it!

The concept of relating persons via their account number extends to all files that reference Solicitors. While Solicitors in **MARKS** for DOS were often indicated by codes, in **MARKS** for Windows the Solicitor is always linked to the Donor by Account number.

The Relation record may be used to describe the relationship between such a Solicitor and the donor account. Similarly, the relationship of a "Bill to" account may be defined.

Rather than being stored as part of either the Main N&A or Person file, <u>Addresses</u> and <u>Phone Numbers</u> are now stored in files of their own.

Each address and phone number -- as many as you want – is stored in a separate record. Like other subsidiary records, addresses and phones may be attached to the account-as-a-whole ("Person 0") or to a specific, numbered "Person." Codes on the Address and Phone records serve to further define each record as unique.

As well as the "Person" number to which it is attached, each Address record includes a 1-character "Type" code (used to differentiate Business from Home from Vacation from Post Office Box, etc) and an "Address #" (implying entry sequence). It is the combination of these three things that uniquely identifies this particular address record within the account.

Phone records may either stand alone, or be associated with specific Address records.

For example, a business fax number would be stored in its own "Phone" record, which could be attached (via code) to a related "Address" record. Similarly, an email address, which by its nature has no street address,

would be stored in a phone record that would not be attached to an "Address" record.

As well as the "Person" number to which it is attached, and the "Address # " of the related Address record (or a blank space if there is NO related Address record), each Phone record includes it's own "Phone #" (implying entry sequence). It is the combination of these three things that uniquely identifies this particular phone record within the account.

With so many addresses and phone numbers to choose from, how do you indicate which is the "Main" information for any account or person? **MARKS** for Windows PRIORITIZES Address and Phone records.

For any Person (including Person 0, the account-as-a-whole), one Address is considered the *priority* address. From the Main N&A view of **MARKS**, when browsing ALL Addresses for this account, the priority address is the first address listed for each Person. Similarly, for any unique Address (including "no address") one Phone is considered the *priority* phone. When browsing ALL Phones, for each Person + Address (including "no address") the priority phone is the first one listed

At any time, you may change the priority of Addresses and Phone #s.

For example, if a family moves to their vacation house for the summer, you may edit the Account to make that Address record the priority address. Or, for example, if a person may be reached at business through either a direct line or a switchboard with message-taking operator, when you are aware this person is on the road, you may edit the Account to make the switchboard the priority Phone for this person + address.

Changing Priority resets a system-only priority code, but makes no change to any other code stored on the record – not even fields called "address #"!

Therefore, for example, a home address might be coded as number '1' because it is entered, and initially used as, the priority address. If (during the winter, perhaps) addresses are re-prioritized and a seasonal address becomes the Priority address for this account or person, the afore-mentioned home address will still retain number '1', even as it loses the system-only code that flags it as "first priority."

Occupation information (code and/or description) formerly stored on [Menu A-1-B or A-1-S] business or secondary address screens is now stored on the Person screen.

Dates have always been an important part of **MARKS**. While some dates track the entry of a record into the database (a financial "Transaction Date," for example), a "Membership" or "Entry" date on an account), other dates are information fields unto themselves.

In **MARKS** for Windows, Date data is stored in a variety of records:

• The Main N&A record includes fields in which to store one "Start Date", "Anniversary Date" (a wedding anniversary), "Quit Date" (like the "Resignation Date" in MARKS for DOS) and "Expiration Date" for each account.

• Each Person record includes a "Birth Date" field.

• The Date file enables you to store other, coded dates on a per-Person basis. This new file may be used to store dates such as Bar/Bat Mitzvah dates, college Graduation, business Retirement, etc. that are not specifically handled by any of your MARKS modules. When you access the edit list for the Date file of any particular account, the Birth Dates of all Person records attached to that account are displayed for your information and available to edit.

• And, just as in **MARKS** for DOS, each Group record, Yahrzeit record, Memo record, etc. includes fields in which to store relevant dates.

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DOS vs WIN: A New Account

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Once the Account, with it's unique number, has been established, information belonging to this account unit (this individual, family or organization) is added and maintained in subsidiary files. Just as in the DOS program, each

subsidiary file enables you to store a potentially <u>unlimited number of records per account</u>.

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All addresses, phones or other data belonging to the Account-as-a-whole (rather than a specific person) will be attached to that "Person 0" record. IF your account belongs to an organization rather than an individual, "Person 0" would be the organization itself, while other numbered "Person" records might belong to individuals associated with that organization.

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by Account number.

The Relation record may be used to describe the relationship between such a Solicitor and the donor account. Similarly, the relationship of a "Bill to" account may be defined.

DOS vs WIN: Addresses and Phones

Rather than being stored as part of either the Main N&A (Menu A-1-A), Business (A-1-B) or Person files (A-1-K), Addresses and Phone Numbers are now stored in files of their own.

Each address and phone number -- as many as you want – is stored in a separate record. Like other subsidiary records, addresses and phones may be attached to the account-as-a-whole ("Person 0") or to a specific, numbered "Person." Codes on the Address and Phone records serve to further define each record as unique.

As well as the "Person" number to which it is attached, each Address record includes a 1-character "Type" code (used to differentiate Business from Home from Vacation from Post Office Box, etc) and an "Address #" (implying entry sequence). It is the combination of these three things that uniquely identifies this particular address record within the account.

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At any time, you may change the priority of Addresses and Phone #s.

For example, if a family moves to their vacation house for the summer, you may edit the Account to make that Address record the priority address. Or, for example, if a person may be reached at business through either a direct line or a switchboard with message-taking operator, when you are aware this person is on the road, you may edit the Account to make the switchboard the priority Phone for this person + address.

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Therefore, for example, a home address might be coded as number '1' because it is entered, and initially used as, the priority address. If (during the winter, perhaps) addresses are re-prioritized and a seasonal address becomes the Priority address for this account or person, the afore-mentioned home address will still retain number '1', even as it loses the system-only code that flags it as "first priority."

Occupation information (code and/or description) formerly stored on [Menu A-1-B or A-1-S] business or secondary address screens is now stored on the Person screen.

DOS vs WIN: Dates

Dates have always been an important part of **MARKS**. While some dates track the entry of a record into the database (a financial "Transaction Date," for example), a "Membership" or "Entry" date on an account), other dates are information fields unto themselves.

In **MARKS** for Windows, Date data is stored in a variety of records:

• The Main N&A record includes fields in which to store one "Start Date", "Anniversary Date" (a wedding anniversary), "Quit Date" (like the "Resignation Date" in MARKS for DOS) and "Expiration Date" for each account.

• Each Person record includes a "Birth Date" field.

• The Date file enables you to store other, coded dates on a per-Person basis. This new file may be used to store

dates such as Bar/Bat Mitzvah dates, college Graduation, business Retirement, etc. that are not specifically handled by any of your **MARKS** modules. When you access the edit list for the Date file of any particular account, the Birth Dates of all Person records attached to that account are displayed for your information and available to edit.

• And, just as in **MARKS** for DOS, each <u>Group</u> record, <u>Yahrzeit</u> record, <u>Memo</u> record, etc. includes fields in which to store relevant dates.

DOS vs WIN: Main Account Dates

MARKS for Windows uses the field name "Start Date" for the field that is familiar to you as either "Entry Date" or "Membership Date", depending on the edition of **MARKS** for DOS you used. "Quit Date" and the related "Quit Code" are used as **MARKS** for DOS used "Expiration Date" – to render an account inactive without removing it from the database. "Quit" information may be typed directly into these fields, or will be automatically entered from the Account Maintenance "Resign" function.

DOS vs WIN: Persons 1 & 2

In **MARKS** for DOS, Menu A-1-A "Person 1" and "Person 2" were used for the "account holders". For example, when you added an account for a family, only the parents would be entered as either Person 1 or Person 2. If a family only had one parent, this person was entered as Person 1, and all children were entered as Children, Students and/or Participants – but *not* as Person 2.

In **MARKS** for Windows, Person records do not have to be added in any particular order. For example, if the first people in a family who become members of a community center are two children registering for camp, it is *possible* to enter them as Person 1 and Person 2 (and subsequently enter the parents and/or other children as other Persons). If a particular individual is considered an "account holder" (*regardless* of whether they were initially entered as Person 1 or Person 2, or as another Person), you may set a flag on his/her Person record. Subsequently, when you view the edit list of the Person File

DOS vs WIN: School Grade and Year

These fields are familiar to users of **MARKS** for DOS for Community Centers as the Grade/Year on the Participant screen. They provide a stable, comparative grade for a person whose registration in courses might be contingent on a certain educational status. For example, rather than defining a Camp Course as restricted to children between the ages of 6 and 8, it might be restricted to children in 1st through 3rd grades.

DOS vs WIN: Occupation

While each Person may have as many business addresses/phones as needed, it is assumed that each person has one main occupation. Therefore, Occupation Code and Description, formerly stored on a business or secondary address screen [Menu A-1-B or A-1-S], are stored on the Person screen of **MARKS** for Windows.

DOS vs WIN: Codes 1-10

Users of **MARKS** for DOS for Community Centers will relate to these codes as to the ten codes of the "Participant" screen. Those with the DOS Day School edition and Synagogue editions will want to use these to store any coding previously stored in the Student or Child record.

DOS vs WIN: Group Members

In a manner of speaking, in **MARKS** for DOS ALL Groups were attached to "Person 0" – because there were no defined Person records. The name of the Group Member was typed into the name fields of the [Menu A-1-G] Group record. Using a combination of a Secondary Address record and a Group record "Alt Address" code, , you were able to redirect the address/phone information for a specific Group record. However, there was no name on the Secondary Address record itself, and the name fields on the Group were merely text. You could get a list of group members for any particular group, with the correct address/phone, but you were unable, for example, to track or report on all the Groups to which Bob Sutton belonged, as opposed to Lisa Sutton (his wife), or any of his children.

In, **MARKS** for Windows all the individuals associated with an account are *defined* as Person records, and each Person may further be associated with specific Addresses and/or Phones. Group records are associated with these

defined Person record, making it possible to track which Groups "belong" to which Person.

DOS vs WIN: Related Accounts

MARKS for DOS had various provisions for connecting one account to another. Some of these are handled in a similar manner in **MARKS** for Windows, but others of these are handled through the new Relation file.

The Relation file does handle (in effect replaces) the "Related Account" reporting feature of Child, Student and Participant records.

The Relation file does NOT redirect billings, and therefore does not replace the "Bill To" fields of Events, Meetings or Course Registrations, nor does it replace the "Related Account/Bill #2" feature of the School Management or Day School billing systems.

Journal Ads continue to maintain a specific field for "Solicitor Account" number.

DOS vs WIN: Reporting

DOS vs WIN: Specific Report Menus/Formats

MARKS for DOS listed reports as Menu options, with each specific menu representing reports "driven by" specific **MARKS** data files.

> For example, Menu A-G-1 was "driven by" the Group file, while Menu A-2/3 was "driven by" the main N&A file. Therefore, Menu A-G-1 was used when you wished to select the Group Member him/herself, while Menu A-2/3 selected *accounts* that included at least one matching group member.

Once the menu was selected (based on your understanding of which data file held the significant field(s) for record selection and printing), a format would be selected (list, Link File, labels, etc.)

MARKS for Windows basic account and person reporting is done through the same engine , regardless of the exact report you wish to generate (membership directory, group member labels, birthday Link File, etc.). You may choose from a list of named layouts, some of which (like "Birthday Directory") reflect a very specific need and others of which (like "Account Profile") serve a variety of needs depending on which records are selected at the time of printing.

»

DOS vs WIN: Report Selection Screens

Selecting records to include in **MARKS** for DOS required navigating through a series of "which records should be included?" screens – even if you wanted to include ALL records in your report!

In **MARKS** for Windows, for any reporting run, you only need to navigate to the *specific* screens that contain the fields by which you wish to filter data for the current report.

> For example, if you wish to run a report of ALL people born in the month of February, you need only click on the tab for the filter screen containing the birthdate field (the Person screen)

> OR, for example, if you wish to run a report of all people who live in Washington DC who are born in the month of February, you need to click on the Person filter screen and the Address screen (for the city and "Home address" code).

" Records to Include"

The various methods for selecting records to include in **MARKS** for DOS included selecting by range (from and to), and selecting to match specific codes (for example, "include" the value F in Code 1, or "exclude" the value D in Code 3, or "include" Group codes BD or MC) or strings of characters or by specifying individual numbers to include. The same fields were sometimes filtered differently in different reporting menus (for example, Menu A-1-G used a different Group/Sub Group code filter than Menus A-2/3 or B-B-9).

In **MARKS** for Windows, the filtering methods are more flexible in nature, as well as being more standardized throughout the program.

DOS vs WIN: Report Equivalents

The reports included with standard **MARKS** for Windows reflect the reporting *functions* (including record counts and Link Files) of the following **MARKS** for DOS menus:

• Membership Directories [Synagogue/Community Ctr/Day School Menus A2/3-A and B, Fund Raising Menus A2-

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A and B]

- Business/Occupation Reports [Synagogue/Community Ctr Menu A-9, Day School Menu A-8, Fund Raising Menu A-3]
- Birthday/Anniversary Lists [Synagogue version Menu A-4]
- Print Group Lists [Menu A-G-1-A]
- Printing Student/Participant Reports [Synagogue Menu A-8-A, Day School Menu A-4-A, Community Ctr Menu K-5-A]

DOS vs WIN: Options Equivalents

Reports with "Options" reflect the reporting functions of the Membership Directories of Menus A-3-B [Synagogue/Community Ctr/Day School] and A2-A and B [Fund Raising] , and of the Profile Report of Synagogue/Community Ctr/Day School Menu A-2. These reports include the options to print data from sub-records and modules (inc. A/R) and/or generate a section of up to 15 lines of variable text (often used as a fundraising form)

» **DOS vs WIN: Labels Equivalents**

DOS vs WIN: Labels Equivalents

The label reports included with *standard* **MARKS** for Windows reflect the reporting functions of the following **MARKS** for DOS menus:

- Membership Labels [Synagogue/Community Ctr/Day School Menu A-3-C, Fund Raising Menus A-2-C]
- Print Group Labels [Menu A-G-1-C]
- Business/Occupation Labels [Synagogue/Community Ctr Menu A-9-C, Day School Menu A-8-C, Fund Raising A-3-C]
- Printing Student/Participant Labels [Synagogue Menu A-8-C, Day School Menu A-4-C, Community Ctr Menu K-5-C]
- The ability to generate envelopes is a new feature for **MARKS**.

» **DOS vs WIN: Link File Equivalents**

DOS vs WIN: Link Files Equivalents

The Link Files included with standard **MARKS** for Windows reflect the reporting functions of the following **MARKS** for DOS menus:

- Membership Link Files [Synagogue/Community Ctr/Day School Menus A-3-D, Fund Raising Menus A-2-D]
- Business/Occupation Link Files [Synagogue/Community Ctr Menu A-9-D, Day School Menu A-8-D, Fund Raising A-3-D]
- Print Group Link Files [Menu A-G-1-D]
- Printing Student/Participant Link Files [Synagogue Menu A-8-D, Day School Menu A-4-D, Community Ctr Menu K-5-D]

DOS vs WIN: A/R Entry (Menu B-A)

DOS vs WIN: The Building Blocks of the A/R System

Just as in **MARKS** for DOS, the basic component of the financial program is the "transaction." The Windows transaction retains the basic fields that made up the DOS transaction, but with enhancements:

- While in DOS, a transaction was attached neutrally to the Account #, in Windows the transaction references Account+Person (using "Person 0" to reference the Main Account).
- The *Charge Code* field has been *lengthened* to 4-characters, as has the Charge Year.
- The Comment field has been changed to a scrolling text box.
- Several brand new fields have been added to enable you to store information for which many of you have been asking.

Transactions continue to be added in sequentially-numbered "batches", which may be edited so long as they remain "unposted". Once "posted" (the Windows equivalent of B-B-1), the batch and its transactions

becomes a matter of permanent record.

- Each fiscal year file in Windows automatically begins an new range of batches (from #1)
- In addition to a year/sequence number and the total number of saved transactions, the batch control file enables future identification of the nature of a batch (for example, you may identify a "Cash" batch, a "Visa" batch, etc)
- Batches continue to move from a "Month-to-Date" to a "Year-to-Date" file via the "posting" process which also, as in DOS, recreates the Statement File.
- At the end of the fiscal year, the "Year-to-Date" file will continue to be "reversed" (closed) and archived.
- In DOS, line items remaining open when the year is closed were brought forward into the new Year-to-Date file, with the net debit and/or net credit creating two separate transactions, each flagged as "{reversed}". In Windows, rather than appearing in the new Year-to-Date file, the open line item is stored *permanently* in the Balance Forward file.
- Each line in the Balance Forward file references a line item that remained open when a Fiscal Year was closed/reversed, describing it by net debit, credit and due, as well as a reference to the "Year" *at the end of which* for this balance remained. You might consider this an "as of" marker for the open balance.

    IF an item remains open for *several* years, a line is written to the Balance Forward File EACH YEAR it remains open. Each such line in the file includes the related "Year" flag, enabling the viewer to see the status of that item "as of" the end of *each* relevant fiscal year.

    For example, at the close of the 1997-1998 Fiscal Year, account M1234567 retained an unpaid balance against a Building Fund campaign pledge that was billed during that same year. When the reversal was performed, the Balance Forward File stored the net debit ($5000), net credit ($3000) and balance ($2000) in a record flagged with the 1997-1998 "Year" identifier. During the 1998-1999 Fiscal Year, account M1234567 continues to carry this open balance and pay against it, but does not pay in full before the end of that fiscal year. When the next reversal is performed, *an additional* line is written to the Balance Forward File. This line stores the current net debit ($5000), net credit ($4500) and balance ($500) flagged with the 1998-1999 "Year" identifier.

Click here for an explaination of Working Across Fiscal Years: ⏩

DOS vs WIN: Working Across Fiscal Years

During the *chronological* course of any particular fiscal year, from the opening date through the closing, you are as likely to be dealing with items from previous or future fiscal years as for the current one.

    For example, in your office today you might receive a payment against Mr. A's outstanding dues bill from last year, an unsolicited donation from Ms. B, and a deposit from Dr. C against next year's tuition. While all these checks *refer* to different fiscal years, they are all being *deposited* during the current fiscal year, and therefore will appear as cash in this year's general ledger.

    Just as in **MARKS** for DOS, the "Charge Code" of an individual transaction describes the "what for" of the transaction (Dues, Tuition, Dinner, Building Campaign, etc.) while the "*Charge Year*" indicates the fiscal year to which the item is *attributed* (previous, current or future).

The physical *Year-to-Date file* in which the batch will (ultimately, after posting) be stored indicates the fiscal year *during* which the item should be considered current (the "when" of the transaction). This relates to the general ledger which will reflect this item -- an item in this year's Y-t-D file is usually meant to appear in this year's G/L, regardless of the fiscal year to which the debit or credit is applied.

    For example, today (in this year's Y-t-D file) a check was received and deposited, the credit for which was applied to a past-due item from last year.

In **MARKS** for DOS, the running of Menu B-B-1 (the Update Statement File program) physically moved ALL batches in the Month-to-Date file to the current Year-to-Date file. However, in **MARKS** for Windows, each batch that is maintained may be attached to a NON-CLOSED fiscal year file of your choosing -- in other words to either the current fiscal year *or* a future fiscal year. The posting program [not enabled in the Initial release] will post ONLY batches that are attached to the *CURRENT* fiscal year to the Year-to-Date file.

Similarly, in **MARKS** for DOS, the running of Menu B-C-1 (the Fiscal Year Reversal) moved transactions from the current Y-t-D file into an newly-created archive file called a Reversed Y-t-D file, the name of which included the calendar year in which the archive file was created.

- A "Full" reversal through B-C-1 moved the *entire* contents of the current Y-t-D file into the new "Reversed" file. When an open balance existed, the total amounts of debit and/or credit for the open item would be brought forward into the new Year-to-Date file, flagged internally by the system to distinguish them from transactions that would be "current" in this new Y-t-D file as the year progressed.
- A "Partial" reversal through B-C-1 differed from the "Full" reversal in one significant way: the user was able to

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specify a *cut-off Charge Year* for the items to be archived. Any individual transaction/open balance with a Charge Year *prior-or-equal-to* the indicated cut-off would be archived just as in the "Full" reversal. Any individual transaction with a Charge Year *subsequent to* the indicated cut-off (regardless of whether or not it was tied to an open balance) would NOT be archived but would instead be brought forward into the new Year-to-Date file and stored in Batch #0000, to distinguish them. This form of reversal enabled the user to effectively pre-bill items for a new year without loosing reporting detail subsequent to reversal.

In order to maintain **MARKS** with the same integrity as general ledger cash accounts, any credit brought forward as part of a "Partial" reversal would be assigned a non-cash status in Batch #0000. Therefore, any cash entered into **MARKS** would only appear as cash during the chronological fiscal year during which it was first entered into a batch (and, assumedly, deposited in the bank).

In **MARKS** for Windows, by attaching a batch to a *future* fiscal year, a user can effectively flag the transaction as *not* belonging to the *current general ledger*.

The user will specify Fiscal Year files when reporting or exporting to the general ledger.

When running the annual the Fiscal Year Reversal [not enabled in the Initial release] the user specifies the *cut-off Fiscal Year*. *Regardless of "Charge Year"s*, transactions in batches flagged for Fiscal Years *subsequent* to the cut-off will NOT be archived. Instead, such transactions remain in the Year-to-Date file, with the earliest such Fiscal Year serving to identify the *current* year in this refreshed Year-to-Date file. Cash transactions entered into such batches can maintain their original nature as they would only be exported to the general ledger when the user would choose that specific fiscal year.

> In other words, it is now possible to enter cash for the new year prior to closing the old one, as long as such cash transactions are stored in Batches where the Batch "Year" reflects that "new" year.

All of this means that the user has the responsibility of deciding *when* a cash transaction is current. If a check comes in at the end of a fiscal year, *the year assigned to the batch* in which it is entered will determine the fiscal year/general ledger during which you consider it to be cash received. The user must also consider how bank deposits or bank statements are reconciled to **MARKS** reports and the general ledger. It is important that all aspects of bookkeeping that are meant to reconcile, synchronize the beginning/end of fiscal years.

DOS vs WIN: VC/AC

In **MARKS** for Windows, combining the 'P'ayment or 'C'ontribution Transaction Type with any of the *non-cash* Entry Types stores that transaction as non-cash in nature.

For example, a 'P'ayment with the "Financial Aid/Scholarship" Entry Type is equivalent to a **MARKS** for DOS 'A'djust 'C'redit. Or, for example, a "Time Commitment" 'C'ontribution is equivalent to a **MARKS** for DOS 'A'djust 'C'redit *plus* an 'A'djust 'D'ebit or 'B'ill.

DOS vs WIN: ALLOT

This is similar to the "Auto Cash/Check" entry feature of **MARKS** for DOS Menu B-A-1, which was accessed by entering the Charge Code as **.

DOS vs WIN: New Aspects of Charge Codes

While in DOS, this was a 2-character field, the Windows Charge Code field has been expanded to 4-characters. It is not necessary to use the entire length (4 characters)for each Charge Code value, however:

💣 The characters you use must be *consecutive*. In other words, "A12 " is as valid as "A123", however "A1 3" is NOT valid.

💣 To guard against entry error, we STRONGLY suggest you NOT use 1-character codes.

Remember that in an alpha-numeric range, numbers are always "smaller" than letters, while a blank space is smallest of all. Therefore:

- Charge Code "00 " is the "smallest" of all, while "ZZZZ" is the "largest".
- *Any* ALL NUMERIC Charge Code is "smaller" than *any* ALL ALPHA Charge Code
- If you choose to define Charge Code values as *combinations of alpha and numeric* characters, remember that Sorting functions read *each character-column* of a field in order from left to right.

In **MARKS** for Windows, the Charge Code definition has been expanded. Some fields (such as the "Save" code

flag) are entirely new, while others (such as the ability to associate Charge Code/Years sharing a Charge Code with *different* Sets) are enhancements of DOS features.

DOS vs WIN: Sets

In **MARKS** for DOS, all transactions for the same Charge Code were associated with the same Set -- regardless of the Charge Year. Windows enables each *defined* Charge Code+Charge Year combination to have its own Set association.

While in DOS, each Charge Code definition screen only included one Set Code value, Windows enables *two* values to be stored in the Set Code field. Although this field appears as a single box on the definition screen, *each character* entered in that field box is considered a *different Set Code value*.

For example, a large educational institution might have a Set Code value for each division of the school (Upper, Middle, Lower and Pre-school), as well as Set Codes for general fund raising, administration, special events, alumni functions, etc. In such an organization, the Charge Code for the Senior Trip might be associated with *both* the "Upper school" and "special events" Set Code values.

DOS vs WIN: Receipt Code

This coding feature is the same in Windows as it was in DOS. It is described here in full for the benefit of the many users who never previously explored the option. Just as in **MARKS** for DOS, this information is used by the Receipt printing program, for the purpose of generating tax receipts that include an indication of deductibility as well as the dollar amount received.

DOS vs WIN: Tax Code

MARKS for DOS Community Center users with the Point-of-Sale module will be familiar with this function.

DOS vs WIN: Do Not Link

The option to flag a line item and/or a specific transaction to not link to the G/L did not exist in **MARKS** for DOS.

DOS vs WIN: G/L Company Code

In DOS, each **MARKS** setup could only define a single G/L company code for the G/L link. In Windows, while you may link **MARKS** financial data to multiple G/L companies, *any single defined Charge Code* or Charge Code+Charge Year can only be related to *one* of those companies.

DOS vs WIN: G/L Override

The G/L Account Overrides are a feature new to users with the Windows version of **MARKS**; this feature was unavailable in the DOS program

DOS vs WIN: A/R Reports (Menu B)

DOS vs WIN: A/R Report Equivalents

These reports are equivalent to various categories of report that might have been printed in DOS, as follows:

Windows·Report·Format¤	MARKS·for·DOS·Equivalent¤
Account·Ledger¤	Menu·B-A-3·printout¤
Batch·Transaction·Listing¤	Menu·B-A-2¤
Charge·Code·Summary¤	Menu·B-B-4¤
Ledger·by·Transaction·Types¤	Menu·B-B-5;·B-B-8¤
Ledger·by·Accounts¤	Menu·B-B-6¤
Ledger·by·Charge·Codes¤	Menu·B-B-7¤
Aging·report¤	Menu·B-B-3¤

[Equivalents to B-A-9-A and B-B-9 are not available in the Initial release.]
SEE ALSO: DOS vs WIN: Statement Reports Equivalents

DOS vs WIN: Quick Print

This is the equivalent of pressing "print" from the on-screen B-A-3 display in DOS.

DOS vs WIN: BA3

This is the Windows equivalent of the DOS Menu B-A-3 report, also familiar to DOS users as Menu A-1-F2.

DOS vs WIN: BB4

This is the Windows equivalent of the DOS Menu B-B-4 report.

DOS vs WIN: Statement Report Equivalents

These reports are equivalent to various categories of report that might have been printed in DOS, as follows:

Windows·Report·Format¤	MARKS·for·DOS·Equivalent¤
Internal·Statement¤	Menu·B-B-2-A¤
Regular·Statement¤	Menu·B-B-2-C¤
Statement·with·Stub¤	Menu·B-B-2-L·with·Stub¤
Statement·with·Credit·Card·Authorization¤	Menu·B-B-2-L·with·Credit·Card·Auth.¤

SEE ALSO: DOS vs WIN: A/R Reports Equivalents

DOS vs WIN BB9:

The **MARKS** for Windows Financial Comparison report is an outgrowth of **MARKS** for DOS Menu B-B-9 report, with the following significant enhancements:

• <u>Define up to 18 columns</u>, as opposed to the **MARKS** for DOS maximum of 6. While a report printed on paper canNOT include all 18 columns (not even a landscape report!), those using this engine to export data from MARKS for use with spreadsheets and other programs will be able to have 18 financial fields (plus the Total column) in the Link File.

• <u>Save column definitions</u>. The Financial Comparison Wizard contains steps equivalent to the initial column-definition screen and the "ABC" screen of the DOS Menu B-B-9. Each set of columns/financial selection criteria you define may be saved and given a name. Each time you wish to run a Financial Comparison report in Windows, you may opt to create a brand new set of column definitions OR use an existing set as is OR edit/update an existing set to meeet your current needs.

DOS vs WIN: Utilities

DOS vs WIN: Passwords

MARKS for DOS had a variety of password levels for the Standard system and for certain optional modules. When accessing a protected **MARKS** Menu, the user was prompted to enter the relevant password in order to update data. All users with permission to update certain kinds of data shared the same exact password.

For example, there was one Menu B (A/R) password. The same password provided the ability to add/edit Batches, add/edit Future Pledge records and print reports. If someone needed to print a Menu B-B report, they had to use the same password as the bookkeeper used for entering receivables. This meant either that the bookkeeper had to be available to enter the password whenever someone else needed a financial-driven report or that people who were not supposed to change data nonetheless had that password so that they might run A/R reports.

MARKS for Windows enables the supervisor to customize rights on a per user basis. Each user's login is assigned specific rights from a pick-list of all possible rights in the system. Therefore, a person whose function is bookkeeping might be given the rights to add, update and print financial information, to add accounts, and to perform account maintenance (such as resigning and changing account numbers), but NOT to add demographics codes. The administrator's assistant might have no rights to add or edit accounting information, but may have full rights to print from financial files.

DOS vs WIN: A/R Passwords

Just as in **MARKS** for DOS, access to financial information is <u>password-protected</u>.

MARKS for DOS had a variety of password levels for access to the Standard system and for certain optional modules. All users with the same level of protection shared the same exact password (for example, access to the Menu B A/R module was protected by one password, regardless of whether the user needed to add, edit or print A/R data)

As with the demographic portions of **MARKS** for Windows enables the supervisor to customize rights and access to A/R functions on a *per user* basis. Each user's login is assigned specific rights from a pick-list of all possible rights in the system. Therefore, a person whose function is bookkeeping might be given the rights to add, update and print financial information, to add accounts, and to perform account maintenance (such as resigning and changing account numbers), but NOT to add demographics codes. The administrator's assistant might have no rights to add or edit accounting information, but may have full rights to print from financial files.

For more about User access to financial functions, See **A/R Utilities & Codes: Password Protection of Financial files**

DOS vs WIN: System Defaults

In **MARKS** for DOS, each setup included an array of system defaults that could be customized at each installation. These features were grouped together under Menu U-3.

In **MARKS** for Windows, such system defaults are accessed via the Options folders (which are in turn accessed from Tools on the menu ribbon of the opening MARKS screen).

DOS vs WIN: What about Groups (etc.)?

While **MARKS** for DOS enabled the user to define tables of values for various 1-character codes via Menu U-1, specific *menu options* existed for the definition of values for Group/Sub-groups (Menu A-G-2), Occupation codes (Menus A-5 or A-9), Yahrzeit relationships (Menu C/E-9), etc.

MARKS for Windows combines *ALL* these code-value-definition functions under one utility

DOS vs WIN: Code Tables

MARKS for DOS enabled the user to define tables of values for various codes. On entry screens, these might be accessed as "pop-up help" by navigating to the relevant field and pressing the F1 key.

The "valid values" for the selected code would display, from which a value could be selected by highlighting and pressing ENTER.

MARKS for Windows also enables the user to define tables of values - and for more fields than were available in

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DOS.

DOS vs WIN: Modules

DOS vs WIN: What's New With Modules?

While not all modules are available for the initial release of **MARKS** for Windows, every existing **MARKS** for DOS module will ultimately make the transition.

Some modules will appear relatively unchanged from their DOS format (for example, the Yahrzeit and Memo modules are quite similar to their DOS selves). We have taken advantage of Windows to adapt other modules in response to user feedback on the DOS version.

> Certain of these restructured modules have slightly different names in Windows. For example, both the Community Center Participant Registrations and the School and Synagogue Class Registrations appear as the Course Registration Module.

DOS vs WIN: Tribe

There is no "Tribe" code on the Yahrzeit record. In **MARKS** for Windows this information more properly belongs on the *Person* record.

IF you are using one of the ten Person codes to store "Tribe" AND you wish to reference this information in the Yahrzeit module, you must indicate *which* Person code this is (by number) in the "Set or Change Parameters" utility as a "Yahrzeit Default."

DOS vs WIN: Processing the Yahrzeit File

Just as in **MARKS** for DOS, it is necessary to process a specific period of time *prior* to running letters (or labels or envelopes). The **MARKS** for Windows "Create or Print Yahrzeit Lists" is the equivalent of the DOS Menu C-3, and is used for both processing the time period AND, if the user wishes, generating a printed list and/or Link File.

DOS vs WIN: The Course Code

MARKS for Windows offers more *levels* of Course coding than any of the similar **MARKS** for DOS modules. For future terms, you may decide to rework your inventory of codes to take advantage of these extra levels. *Initially*:

• Users of the **MARKS** for DOS Community Center edition will recognize "Section" and "Class" as "Activity Code" and "Sub Code"

• Users of the **MARKS** for DOS Synagogue edition with School Management will probably wish to use "Section" as "School" and "Class" as "Class".

• Users of the **MARKS** for DOS Day School edition will use some combination of these two fields to store Grade, Section, Division (if used by the school) and (if students track differently for each set of lessons) Hebrew or Secular.

DOS vs WIN: Registration

The **MARKS** for Windows Registration record is quite similar to the DOS version of the Community Center Participant Registration record (Menu K-1).

Schools will find a few more differences from DOS in this enriched Windows Registration and will therefore want to more closely review the description of the Registration record in this documentation..

DOS vs WIN: Dinner Module

What appeared in **MARKS** for DOS as the "Dinner Module" appears in Windows as "Events Reservation", which

includes fields for Table assignments.

DOS vs WIN: The Reservation Record

The **MARKS** for Windows Reservation record serves the same purposes as the both the major portion of the DOS Dinner record and the DOS Journal Ad record "Header."

DOS vs WIN: The Memo Record

The **MARKS** for Windows Memo record is quite similar to the DOS version. The main difference is that the Memo is now added in one unit – that is to say, it is no longer necessary to create the "Header" prior to creating the "Text".

DOS vs WIN: Memo Solicitor

This is different from **MARKS** for DOS, where the Solicitor information was stored (if at all) as a Code.

Addendum to Visual MARKS Manual: GLOBAL BILLING

Global Billing -- an Overview

The Global Billing feature of **MARKS** enables you to generate billing transactions based on coding in various MARKS data entry screens. These transactions are created either as a batch of Bills in the Month-to-date file or as cyclical billing records in the Pending file.

[Pending File is not enabled in this release]

The Standard **Visual MARKS** program includes two kinds of global billing function:

- Dues and other *one-per-Account* fees may be generated based on coding on the **Master Account** screen
- *One-per-record* fees may be generated from the **Group** file. In this case, the global billing program may be instructed to bill either the fee actually stored on the Group record or a flat fee to be determined at the point of billing.

Most optional-purchase **MARKS** modules also include a global billing function:

- One-per-record fees may be generated from the **Memo module**. In this case, the global billing program may be instructed to bill either the fee actually stored on the Memo record or a flat fee to be determined at the point of billing.
- Each **Course Registration** may be coded for a series of course-related fees. The Course Registration billing program also allows for scholarships, one-per-family fees, and for the calculation of sibling discounts. Fees may be assessed to the Registrant's Account # or to an alternative "bill-to" Account.
- Coded fees for **Dinner Reservations**, **Journal Ads**, and **Seating Reservations** are generated on a one-per-record basis. Fees may be assessed to the Reservation Account # or to an alternative "bill-to" Account.
- **Facilities Management Bookings** may be coded for a series of rental and usage-related fees. Fees may be generated either before or after the date of actual facility usage.

    [not all Global Billings for Optional modules are enabled in this release]

> **To Use Global Billing**
> **FROM THE OPENING MENU OF MARKS**
>
> - **SELECT** Accounts Receivable (via the Menu Ribbon or aA Hot Key)
>
> - **SELECT** Global Billing (from the pull–down menu)
>
> - **SELECT** the Type of Billing you wish to run (based on which **MARKS** file)
>
> - *&* **CLICK ON** [CONTINUE]
>
> - **FILL IN** the Fee Schedule
>
> - *&* **(optionally) FILTER** the Accounts to be billed in this session
>
> - **CLICK ON** [CONTINUE]
>   The billing program scans the selected accounts and creates a potential batch of Bill transactions. A screen displays the total number of potential bills and the total dollar amount they represent. You have four options of how to proceed.
>
> - **SELECT** Preview/Print *OR* Book *OR* Delete *OR* Hold

Using the Global Billing Program, General

When you access the Global Billing Program, you are immediately prompted to choose the "**Type of Billing**" you wish to run – in other words, to select the **MARKS** data file on which you wish to base your global billing.

In addition to specifying the file on which you wish to base your global billing, the **Type of Billing** screen includes these important questions:

Create transactions for which fiscal year? The four-character year entered here will establish the Fiscal Year with which these transactions will be associated for archival purposes.

Bill record only if not yet billed? The purpose of this check box is to prevent "double billing".

> Under ordinary circumstances (system default is to NOT check this box), each time you run a global billing, ALL accounts/records may potentially be billed, *even if they have already been billed* for the very same purpose.
>
> HOWEVER, IF this box is *checked the FIRST time* you generate a global billing from a specific file for a specific fiscal year, when you book the billing batch, each billed account (if billing by Master Account) or record (if using one of the per-record billing programs, such as Group) will be tagged by the billing program. In this case, *the NEXT time* you run this *SAME Type of Billing and check this same box*, the program will automatically *not bill those previously tagged/billed* accounts/records. NOTE: For this type of usage, it will be necessary to run the global re-set billing codes program at the start of each new fiscal year.

List invalid accounts (defined as value not defined) Check this box to instruct the program to generate an audit trail at the end of the run, listing accounts/records that might have mistakenly remained unbilled.

> For example, if you are billing based on Account Type, you will enter a schedule of the various Account Type values and the dollar amounts/charge codes to be used to create bills. IF a selected Account includes an Account Type value that you have not defined on this schedule, it would be considered "invalid" by the billing program; a bill could not be created for such an account. This is the kind of Account that would print on an "invalid" account list.

From the **Type of Billing** screen, CLICK ON [CONTINUE]. The next screen will enable you to establish a **Fee Schedule** for the billing you wish to generate.

Filter Accounts for Global Billing

From any **Fee Schedule** screen, the Standard **MARKS** Reporting Filter may be used to select specific Accounts to bill/not bill for the fees you describe.

Each Global Billing might potentially bill ALL Accounts present in the file on which the billing run is based.
> For example, a billing off of the Course Registration file might potentially bill ALL Accounts that have Registrations.
> Or, for example, a billing off of the Master Account file might potentially bill ALL Accounts in your system.

When you wish to narrow down the population of Accounts that might be billed, the Standard MARKS Reporting Filter (see REPORTING section of manual) may be used to select specific Accounts to bill/not bill for the fees you describe.

> For example, to generate a global billing off of the Master Account, but only bill "new" members, use the Filter to select only those Accounts with a Membership date "on or after" the cut-off date that is considered "new."

To Access the Filter from Global Billing
FROM THE FEE SCHEDULE SCREEN

- **CLICK ON** Filter*

> ☞ When a filter has been set, an asterisk (*) appears on the Filter button, as it does in the picture above. No asterisk means that no filter is currently set.

> 💣 This program retains criteria from one run to the next. IF you have set a filter during one run, the program *defaults to continue* using that filter. To reset the filter, you must CLICK on the Filter button and choose "Restore Default Values."

Globally Bill Dues and Special Fees from Account Records

MARKS enables you to globally generate billing transactions based on coding on the Master Account record. This is commonly used to generate billing for items that are billable on a **one-per-account** basis, such as Membership dues, or a fund-raising assessment shared by a large sector of accounts in the database.

[for more information, see The Main Account Screen]

Many items billed on this basis are conceptually related to a **schedule** of fee categories or levels. In such cases, individual Accounts have been previously tagged with a code on the Master Account screen. The dollar amount to be billed to a specific Account will differ based on the value of that code. Each code value, therefore, indicates a different fee category or level for that item.

> For example, the **Account Type** code of the Master Account is customarily used to flag the dues level, with each value of Account Type indicating a different position on the dues schedule (Full Member, Associate, Senior Single, etc.)

☞ Code values may be globally set, based on a variety of criteria (including birthdate) by use of the Set Code Utility

💣 Billing may only be based on *valid* Code values. A code value is only valid if it has been defined (via the Define Code Values Utility) in **MARKS**.

The Master Account Billing screen is divided into two parts.

The upper portion of the screen uses check boxes to enable you to choose between four different methods of billing.

Global Billing Based on Account Type

Traditionally used for the billing of Dues fees, this method generates one Bill per selected Account.
- The dollar amount and date of the bill is based on the value of the Account Type field of the Master Account record.
- The Charge Code/Year for the bill is based on the value of the Account Type field of the Master Account record.
- If the "Special Dues" code field on the Master Account record of a selected Account is NON-BLANK, the global billing program will OVERRIDE this function. In such a case, the Account will be billed the exact dollar amount that is stored in the "Dues Fee" field of the Master Account record in lieu of the dollar amount associated with the Account Type.
- When "Special Dues" might be billed, for any Account Type value, you may either choose to use the same Charge Code for both standard and "special" dues OR specify an Alternate Charge code to use for the "special" dues fees.

Global Billing Based on Male/Female

Used, for example, by organizations that have Men's or Women's divisions (such as Brotherhood and Sisterhood), this function scans the Person file for selected Accounts in order to generate bills for 'M'ale &/or 'F'emale Account Holders.
- In any one run of the Global Billing program, you may bill multiple fees to Male Account Holders *and* multiple fees to Female Account Holders.
- Only Person records that are flagged as "Account Holders" are billed the indicated fee.
- An individual fee is billed for EVERY *matching* Account Holder. For example, if billing all Female Account Holders for Sisterhood, a family Account on which the mother and a college-aged daughter have *both* been flagged as Account Holders would be billed *twice*.

Global Billing for ALL Accounts

When using this feature, ALL selected Accounts are billed the same dollar amount, on the same date to the same Charge Code/Uear.
- Use the Filter to select which Accounts should be included in this billing.

Global Billing Based on Master Account Code Value

Any of the 20 1-character Codes of the Master Account screen may be used to generate billing.
- The dollar amount of the bill, transaction date and Charge Code/Year are based on the value of that code field on the Master Account record.
- You may define multiple fees (any combination of dollar amount/date and Charge Code/Year) to be billed for any code/value.

During any one run of the Master Account Global Billing, you may choose to generate bills based on any/all of these methods.

The [Check All] button in the upper portion will select ALL of the billing methods at once.

The lower portion of the screen is used to define the fee schedule for each type of billing selected in the upper portion.

Master Account Billing - The Fee Schedule

The lower portion of the Master Account Billing screen will display – ONE AT A TIME – a definition of a billing schedule for each of the billing types checked off in the upper portion of the screen (as described above). A bolded caption above the schedule area will always display the name of the current method/code.

☞ When using more than one method of billing in the same run, the schedules are displayed in the same order as categories are listed in the top of the screen.

For example, if you are billing based on Account Type AND based on values of Code 7, the system will default to initially display the Account Type fee schedule. After completing the schedule for Account Type, CLICK on Code 7 (at the top of the screen) to refresh the schedule (bottom of screen) for that code.

Hints for Using this Screen:

Individual fees are described by the code value to which they relate.

• The fee schedule only displays *valid* code values. A code value is only valid if it has been defined (via the Define Code Values Utility) in **MARKS**. Each value is listed on this screen together with its description.

• You may define a fee to be billed for Accounts where the selected code field is BLANK.

Select a code value to bill by CHECKing the box to the left of that value. The [Check All] button in the lower portion will select ALL of the valid values for the *currently displayed* billing method.

For each code value selected for billing, an individual fee MUST be defined by dollar amount, Charge Code, billing Date and Charge Year.

When billing Dues based on Account Type, if "Special Dues" might be billed, you may either choose to use the same Charge Code for both standard and "special" dues OR specify an Alternate Charge code to use for the "special" dues fees.

The system *defaults* to display ONE fee definition line per code value.

☞ When multiple fees are to be billed based on a single value of a specific code (for example, if Accounts with the value 'M' in Code 5 are to be billed $30 for Couples Club dues, plus $100 for the Building Fund), additional fee lines may be added to the schedule by CLICKing on [Add'l Value]

To Define a Fee Schedule
FROM THE UPPER PORTION OF THE BILLING SCREEN

• **CHECK** the method to be used for generating billing

The Lower Portion of the billing screen will display a schedule for that code/category

FROM THE LOWER PORTION OF THE BILLING SCREEN

• **CHECK** each value for which a fee should be generated

• **DESCRIBE** each fee by dollar amount, Charge Code, and (when relevant) Alternate Charge Code.

If you are generating multiple fees based on a particular code value

- **CLICK** on the [Add'l Value] button to create an additional fee description line
- **& REPEAT** the above steps to define that fee

IF you are Generating Multiple TYPES of billing during this session,

- **RETURN** to the Upper Portion of the screen
- **& REPEAT** this procedure for the next type of billing

Once a Fee Schedule has been designed, and Accounts have been filtered (when relevant), the billing program proceeds to make a temporary file of POTENTIAL Billing transactions.

The final processing screen of the Global Billing program displays <u>the total number</u> of potential bills and the <u>total dollar amount</u> they represent.

<u>Hints for Using this Screen:</u>

Preview/Print Transaction File: prints the *potential* batch of bills *to screen* for you to review. From this preview screen, CLICK on the printer icon to generate printout on paper.

Book the transactions now: the *potential* transactions in the temporary file are booked as a batch of genuine transactions in the Month-to-Date file. A <u>batch number</u> is automatically assigned by **MARKS** and is displayed on screen for your information.

Delete the temporary transaction file: the temporary file is deleted. NO bills are booked.

Hold the temporary transaction batch: the temporary file remains on hold. NO bills are booked at this time. When you return to the billing program, you will be able to either book or delete this file.

Globally Bill Fees Based Groups Records

MARKS enables you to globally generate a batch of bills from Group records.

- The billing program may be instructed to select dollar amounts of such Group fees from the dollar field of the Group records themselves.

- Alternatively, all Group members selected by any one run of the global billing program may be assessed the same dollar amount.

  *For general information on Global Billing in **MARKS**, see the earlier pages of this document*

Group Billing: Fees From Group Records

When using this feature, EACH selected Group record is billed the dollar amount that is stored in the Fee field of the Group record itself

- Use the Filter to select which Accounts should be included in this billing.

  On the Fee Schedule:
- **CLICK** on the Group(s) to be billed
- **ENTER** the Charge Code to be associated with the Bill Transaction
- **LEAVE** the Dollar Amount field **BLANK**

Group Billing: Bill All Same Dollar Amount

When using this feature, ALL selected records for any one specific Group are billed the same dollar amount, on the same date to the same Charge Code/Year.

- Use the Filter to select which Accounts should be included in this billing.

On the Fee Schedule:
- **CLICK** on the Group(s) to be billed

For Each Group to be Billed:
- **ENTER** the Charge Code to be associated with the Bill Transaction
- **ENTER** the specific Dollar Amount that EACH Group record should be billed

Addendum to Visual MARKS Manual: GLOBAL BILLING

Global Billing Through the Course Registrations Module

> NOTE: Full details appear in your on-screen "Help" documentation. The hot-links in that interface make the steps much easier to follow than they appear in this memo!

STEP ONE: <u>Billing Information</u> must be attached to the Course Code definition.

Each Course definiton may be attached to a schedule of fees, which will ultimately be referenced by the Global Billing program.

Course Registration Fee schedules are maintained in a *pair* of databases: **Course Billing Codes** and **Unique Fees**. Each time you create a new Course/Activity code, you may opt to attach an existing schedule of fees (from either database) to this Course, *or* create a new one.

> IF you attach an existing schedule of fees AND EDIT THAT SCHEDULE, the changes made on the *current* Course will impact on ALL Courses to which that same schedule is associated.

The fields used to define a fee are the same, regardless of how the schedule of fees is created:

<u>Hints for Using this Screen:</u>

<u>Description</u> of each fee should include a brief text description of the purpose of this fee. If this field is left BLANK, the Description will default (internally) to the Charge Code/Year description.

Each fee must be attached to a *valid* <u>Charge Code.</u>

> ☞ A single **Charge Year**, to be used for ALL relevant Fees, is entered as part of each Course/Activity Code definition.

If the <u>dollar Amount</u> of a fee is entered as a NEGATIVE number, the Global Billing program will ultimately create a *negative Bill* – in other words, you will be generating a discount.

> This may be used for concept such as "Early Bird discounts" or "Member discounts", when you wish to have an itemized invoicing of the original/standard fee together with the "discounting" transaction.

Within a schedule of fees, each specific fee may be hard-coded to a specific <u>Date.</u>

- If a Date is entered, the Global Billing program will use this date as the billing date for this specific fee.
- If NO Date is entered, this fee will use the default date set by the global billing program, whenever this Course is selected for billing.

Each individual fee must be associated with <u>All</u> Registrants, <u>Members</u> Only or <u>Non-members</u> Only.

> The billing program will *verify* the **Member Status** (on the Person field) of each Registrant to determine whether or not a particular fee applies.

Use a check box to indicate whether a specific fee is <u>Automatic</u> (checked) *or* <u>Manual</u> (unchecked).

> "Manual" fees must be individually attached to relevant Registrations at the time of entry.

> The billing program will *verify* whether or not an "automatic" fee applies to each specific Registrant. For example, an "automatic" fee that is coded for Members only will only be billed to Registrants whose Member Status (on the Person record) is a "Yes".

> For any Course, the fee schedule may include any combination of automatic and manually billed fees.

The **Bill When?** feature enables you to indicate whether to bill a fee <u>Up to Late Date</u>, <u>After Late Date</u> or to <u>Ignore the Late Date</u>.

> The **Late Date** itself is entered as part of each Course/Activity Code definition. IF *either* of the Late Date functions is selected ("Up to" or "After") the billing program will compare the "Registration Date" of each Registration record to the "Late Date" on the Course to see whether or not the particular fee applies.

In addition to the Fee Schedule, a **Special Fees Charge Code/Year** must be entered as part of the Course/Activity Code definition for any Course where it may be possible for a Registrant to be charged an *alternative* fee, either in addition to (a surcharge or discount) or in lieu of (a negotiated "flat rate") the standard fees.

> The dollar amount of such a "Special Fee" will vary from Person to Person and will be entered on the individual Registration screens.

FROM THE COURSE CODE DEFINITION SCREEN

- **SELECT (via a radio button)** Select Billing Code

- **RIGHT CLICK** on the Billing Code field.

    You are prompted to *either*

- **SELECT Look Up Billing Codes**

    (view a table of Values and Descriptions for all the Billing Codes you have previously defined)

- *OR* **SELECT See Courses With Unique Fees**

    (view a table of ID#s and Course Names of all Courses for which Unique Fee schedules have previously been designed)

- **CLICK** on this table to highlight/select the appropriate fee schedule

- **CLICK** on the [X] in the upper right of the table

    You are returned to the Course/Activity code screen, with your selected fee schedule reflected in the Billing Code field

CREATING "COURSE BILLING CODES"

When it is known in advance that several unique Courses share the same basic schedule of fees, a named Course Billing Code may be created once and attached to each of the relevant Course/Activity Codes. Use this feature to speed the creation of a series of Course Codes that reflect multiple sessions of the same activity.

> For example, if there are eight 1-hour yoga sessions offered this season and all have the same possible fees, you may define one schedule of "YOGA" fees and attach that billing code to each of the related class codes.

Use this feature to centralize billing information for a group of related Courses that have considerable overlap in fees.

> For example, if Hebrew school has a basic schedule of fees that apply for all children between third and seventh grades, define one schedule of "HEBRS" fees and attach that billing code to each of the related class codes. Within this schedule there may be a series of *automatic* fees that apply across the board (registration, tuition, etc.) as well as *manual* fees that might vary either from child-to-child or grade-to-grade (for example, books for grades 3-5, books for grades 6-7, bar/bat mitzvah fee, etc.)

Once a Billing Code has been defined, it may be associated with as many Course/Activity codes as you find relevant. Subsequent to the original creation of the fee schedule, you may EDIT that schedule by CLICKing on [Financial Details] from within *any* Course/Activity Code associated with it.

> IF you attach an existing schedule of fees AND EDIT THAT SCHEDULE, the changes made on the *current* Course will impact on ALL Courses to which that same schedule is associated.

To Define a Course Billing Code

1. As for other **MARKS** codes, a table of valid Code values may be defined, including each up-to-5-character Course Billing Codes and a brief text description thereof.

    FROM THE OPENING MENU OF MARKS

    - **USE** the Add/Update/Print Code Values Utility to add a valid Course Billing Code value

2. This Billing Code value must then be attached to a schedule of fees . This must be done the first time you define a Course/Activity code that associates with this specific Billing Code value.

    FROM THE COURSE CODE DEFINITION SCREEN

    - **SELECT (via a radio button)** Select Billing Code

    - **CLICK** on the Billing Code value for which you wish to define a fee schedule

    - *&* **CLICK on [X]** (upper right corner) to select

        You are returned to the Course Code definition, with this Billing Code selected

    - **CLICK on [Financial Details]**

        The standard Fee Schedule interface is displayed. Use this interface to define each of the fees that belong to this named schedule. When all fees are defined:

    - *&* **CLICK on [X]** (upper right corner) to save

You are returned to the Course Code definition

CREATING "UNIQUE FEES" FOR COURSE BILLING

A unique schedule of fees may be designed and attached to any Course/Activity Code. As such a fee schedule is created and saved, **MARKS** will automatically attach a (sequential) ID# to that new, unique schedule of fees. Should it turn out to be expedient to attach this same "unique fee" schedule to *another* Course, the ID# may be used as a reference.

> For example, you may define a schedule of fees for a field trip. If the field trip is so successful that it is repeated a few months later, the fee amounts may not have changed. In this case, you would save time by attaching the Unique Fee schedule associated with the original field trip to the Course/Activity Code created for the "repeat" activity.

Subsequent to the original creation of the fee schedule, you may EDIT that schedule by CLICKing on [Financial Details] from within *any* Course/Activity Code associated with it.

IF you attach an existing schedule of fees AND EDIT THAT SCHEDULE, the changes made on the *current* Course will impact on ALL Courses to which that same schedule is associated.

To Define a Unique Schedule of Fees
FROM THE COURSE CODE DEFINITION SCREEN

- **SELECT (via a radio button)** Define Unique Fee
  MARKS will *automatically* generate a sequential ID# for this unique fee schedule
  The standard Fee Schedule interface is displayed. Use this interface to define each of the fees that belong to this schedule.
  When all fees are defined:

- **& CLICK on [X]** (upper right corner) to save
  You are returned to the Course Code definition

STEP TWO: Billing Information must be attached to the Registration record.

The majority (if not all) of the fees are **automatically assigned** when a Registration is entered into the computer.

- Sometimes, the Person's Member Status will establish whether or not a particular fee will *automatically* be billed.
- Sometimes, the Registration date will establish whether or not a particular fee will *automatically* be billed.

Other fees for the Course may have been defined as "**optional**." These fees are only billed when the Registration *manually* indicates that this particular Account/Person should be billed for this item.

> For example, your sports department may be selling tennis rackets to any Registrants who need them. The cost(s) of the tennis rackets will be included in the Fee Table for the related Courses, and will be defined as "optional" (because many people registering for these Courses will already have their own rackets). When a Registrant wishes to purchase a tennis racket, you will manually attach this optional fee to the registration.

> Or, for example, a Nursery School class may offer an optional lunch or snack. Parents may choose to supply their own food/beverages for their children. The lunch/snack fee would be attached as an optional fee only to the Registration records of children whose parents wish to purchase food from the school.

To Attach an Optional Fee to a Registration
FROM the Registration screen

- **RIGHT CLICK ON** the Manual Fee Codes box
  A table of Fees for the current Course is displayed. Each fee is described by a sequence number (its position in the table), text description, Member/Non-member status, Automatic/manual status and Early/Late status.

☞ NOTE that the Automatic fees are *greyed out* on this table.

- **CHECK OFF** each optional (Manual) Fee you wish to assign to the *current* Registration.

☞ You will NOT be able to associate a fee that is inappropriate to the Member status of the Person registering.

- **CLICK ON** the [X] in the upper right corner of the fee table window

  You are returned to the Registration, with the Fee coding updated as per your selection.

A "**special fee**" code is used to indicate to the billing program that this Registration includes a unique fee, to be billed either <u>instead of or in addition</u> to the other fees (automatic and optional) defined for this Course.

☞   A special fee of a *negative* dollar amount is handled as a *discount*.

To Attach a Special Fee to a Registration
To bill an alternative amount

- **CLICK ON** the Special Fee box

- **TYPE** the dollar amount of the Special Fee

  ☞   A special fee of a *negative* dollar amount is handled as a *discount*.

To bill this amount INSTEAD OF ALL of the other fees for this Course:

- **CHECK** the "Do Not Bill Any Other Fees" box

To bill this amount IN ADDITION TO the other fees for this Course:

- **UN-CHECK** the "Do Not Bill Any Other Fees" box (this is the system *default*)

STEP THREE: <u>**Global Billing**</u> **must be run to turn this coding into batches of Bills**

Linking Visual MARKS to General Ledger

Organizations who use an on-line General Ledger may choose to purchase a "link" program which they will use to export data from **Visual MARKS** financial files into their General Ledger.

When using this feature, Charge Code definitions for relevant items are set to include references to *default* General Ledger coding.

Each time a transaction is entered into a batch, the nature of the transaction (Type of transaction+Entry type) *defaults* to associate with the appropriate defined General Ledger coding for that Charge Code or Charge Code/Year combination.

For example, perhaps Charge Code JRNL has been defined for the fundraising Ad Journal. As per the *default* coding in the "JRNL" Charge Code definition:

- debits for Ads (either entered as "Bills" or created from the debit half of "Contributions") might be expected to credit Income account 10000-14 and debit Receivables account 30000-02

- cash credits for Ads (entered as "Payments" or created from the credit half of "Contributions", in either case only when associated with one of the "cash" Entry Types) might be expected to credit Receivables account 30000-02 and debit Cash account 00010-16.

- non-cash credits for Ads (such as solicitation credit entered as "Payments" or created from the credit half of "Contributions", in either case only when associated with one of the "non-cash" Entry Types) might be expected to debit Income account 10000-14 and credit Receivables account 30000-02.

At the point of entry, you may override the default G/L coding (see below).

Ultimately, the General Ledger linking process generates records representing the data entered into the selected **MARKS** batches and stores them in the export (link) file.

Depending on the level of detail you have defined for your system, records in the link file will be created *either* one per General Ledger account (with the totaled dollars for ALL Charge Code/Years associated with that G/L account), *or* one per G/L account per Charge Code/Year, *or* one per G/L account per individual transaction.

In the General Ledger program you use, this link file is then opened as or appended to the receivables file for the relevant accounting period.

☝ The **MARKS** linking program prevents duplications in the General Ledger by flagging exported transactions with a 'P' (for "posted") in the G/L Flag field of the transaction record.

Using the A/R to G/L Link – Setting Defaults

The A/R to G/L System Defaults describe the General Ledger package you are using, and how **MARKS** is to link to that program.

💣 These defaults must be set before your first run of the A/R to G/L link or a file canNOT be created. In addition, these defaults must be RE-set any time you make a change to the G/L package you use.

To Change A/R to G/L System Defaults
FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable, via the Menu Ribbon
  from the pull-down menu:

- **SELECT** Link to General Ledger

- **CLICK ON** [Set Defaults]

- **EDIT** the defaults to match your *current* General Ledger package

- **CLICK ON** [Save] to store these settings

Pick the General Ledger Program Name from the list of compatible programs. Notice that for several popular programs, the pick-list references more than one release; be certain to select the appropriate *version* as well as package name!

Select either **Cash** or **Accrual** Basis accounting.

The Link File created when you run the A/R to G/L link may be named and placed (in any drive\directory) via the standard Windows program-storage interface.

Rather than exporting every *individual* transaction from **MARKS** to the G/L, the link file bundles them for export in your choice of three levels of Grouping Detail:

1. **G/L Code, Charge Code and Year**: for each G/L code, all transactions for the same Charge Code/Year are added together. The total for each unique combination of G/L code+Charge Code/Year is stored in an individual record and exported to the G/L.

    For example, if Charge Code AAAA and BBBB both use the same Cash account, in a month that includes cash transactions applied to AAAA/2000, AAAA/2001 and BBBB/2000, three records would be exported for that Cash account – one for each of those line items.

2. **G/L Code, Charge Code**: for each G/L code, all transactions for the same Charge Code – regardless of Charge Year -- are added together. The total for each unique combination of G/L code+Charge Code is stored in an individual record and exported to the G/L.

    Using the example above, the link file would include two records for that Cash Account – one for Charge Code AAAA (including both AAAA/2000 and AAAA/2001 transactions) and one for BBBB.

3. **G/L Code**: all transactions for the same G/L code are added together and only the TOTAL for that G/L code is exported (in a single record) to the G/L.

    You may define a Grouping Detail *for each category of G/L Account*: Income Account, Cash Account and (for Accrual Basis accounting ONLY) A/R Account

The box to the right of this screen refers to settings specific to the brand of G/L software you use.

Settings for Specific G/L Packages

A box to the right of the A/R to G/L System Defaults screen refers to settings specific to the brand of G/L software you use (as selected on the left side of this same screen).

Hints for Using this Screen

☞   Not all fields are enabled for all G/L packages.

Use the standard Windows program-storage interface to select the proper drive\directory paths to:

- **your G/L package** (brand name will appear at the top of the box).
    If this is the ONLY directory field enabled, your G/L software allows **MARKS** to export directly into the drive\directory that contains your G/L

- **MARKS**

- a **Batch File** that will be used to move the completed export file from the **MARKS** directory to the G/L directory

You may specific a Company Code of up to two-characters in length. If you use more than one Company, the link file will target only the Company coded on this screen at the time the link is performed.

When your G/L software inserts significant "breaks" in the chart-of-account codes you have defined in **MARKS**, the G/L Account Separation point instructs the link-creation program as to the number of characters after which a break should be inserted.

    For example, your G/L might use a string of 12 figures as the chart-of-account code: the first 4 characters being a G/L Account #, and the next 8 being a "sub-Account" thereof. In this case, you would enter "4" as the G/L Account Separation Point

Using the A/R to G/L Link

Each time you access the initial screen of this featuredisplays key information from the *current* A/R to G/L system defaults: the name of your *current* **General Ledger Program**, the **Basis** of accounting (Accrual or Cash) and the name (including full path) of the **Link file** that will be created in this run.

To Access the A/R to G/L Link

FROM THE OPENING MENU OF MARKS

- **SELECT** Accounts Receivable, via the Menu Ribbon
    from the pull-down menu:

- **SELECT** Link to General Ledger

A toolbar appears a the bottom of this same screen, enabling you to move through this procedure step-by-step, or to jump immediately to "Create Link" based on your most-recently defined criteria.

| Set Defaults | Cancel | Previous | Next | Create Link |

- Set **D**efaults enables you to define (or redefine) the link according to your *current* G/L package (see above)
- **C**ancel this procedure. No link/export is performed.
- **P**revious and **N**ext are used to navigate from screen to screen of this procedure.
- C**r**eate Link uses the current Defaults and critieria to generate a link file (to export your **MARKS** A/R to your G/L)

When you **CLICK** on **[Next]** to proceed through the A/R to G/L link routine, step-by-step, you are brought to the screen that enables you to define this run of the A/R to G/L link.

CLICK on the [Launch Selection Rules] button to specify *which* A/R transactions should be linked at this time.

Select a <u>Posting Date</u>. This will default to the *current* system date of your computer/network.

An audit trail reflecting the contents of this link is printed on paper. Use check boxes to indicate whether (✓)or not (blank) this report should:

⇒ <u>Print detail records</u> (each individual transaction included in the link figures)

⇒ <u>Print Comments</u> . This refers to the Transaction comment field and is only available if you opt to print details.

When this screen is filled in to your satisfaction, **CLICK** on **[Next]. You are DONE** with making selection decisions. That is all the information the A/R to G/L Wizard needs to create the Link File.

FROM THE "DONE!" SCREEN

- **CLICK [Create Link]**

A/R to G/L Link: Selection Rules

The A/R to G/L Link utilizes the same filtering interface as the Receipts & Letters printing engine. Each time you access the Selection Rules screen, you are able to *either* create a new set of Selection criteria *or* utilize an existing (previously saved) set.

A box on the left of the screen displays a list of all <u>Existing Selection Sets</u>.

If you CLICK on any of these saved sets of selection criteria, the <u>Selection Set Name</u> and (internal) sequence <u>ID</u> are displayed on the right of the screen. Beneath these fields are displayed the <u>Detailed Description</u> of this set (if any has been saved) and a <u>Selection Rules</u> box, containing the individual selection rules that make up this set of selection critiera.

You may *highlight* any Set on this list and **CLICK ON** [<u>Delete</u>] to permanently delete that set of criteria

Just as when printing Receipts & Letters, you may access a previously-defined Selection Set to be used "as is", Edit an existing set, or Add a new one.

To Access a Selection Set
FROM THE LIST OF EXISTING SELECTION SETS

- **HIGHLIGHT** the set you wish to use

- **CLICK on [Load]**
  You are brought to the Filters. Criteria in this "loaded" Set display as bolded.

- **CLICK on** to continue the report, using these filters "as is"

- *OR* **EDIT** these criteria

Add/Edit Selection Set

The same techniques apply whether *editing* the Filter rules in existing Selection Sets or creating an *entirely new* Selection Set.

To Edit an Existing Selection Set:

- **ACCESS** that specific Set

To Add a New Selection Set:

- **ACCESS** an existing set, on which to "base" your new set

OR **CLICK ON** "Create New" to start a brand new selection set from a neutral field of data

IN *EITHER* CASE:

- **CLICK ON** the standard Windows file folder that represents the File for which you wish to filter records.

  current available files include "Transactions" (individual transaction details in the month-to-date and year-to-date files) and "Statement" (line items in the Statement file)

  For the current file, a list of specific Fields is displayed (see below)

- **CLICK ON** the Field according to which you wish to filter

- **&** **DESCRIBE** the related selection comparison

OR **USE THE MOVER BOXES** to select the values of your choice

REPEAT this procedure for as many File/Fields as you wish.

☞ The names of Fields for which you specify filter critieria will be **Bolded** by the system

🖑 At any time working in this interface, you may **CLICK ON** [Clear All Selections] to return ALL these fields to the system default (which is to select all transactions!)

after entering criteria for all relevant fields in as many files as necessary:

- **CLICK on** 🔲 to continue the report, using these filters "as is"

🖑 This will NOT SAVE these critieria after running this report through to completion

OR **CLICK ON** 💾 to Save this Set for future use

🖑 After saving, you may continue running the report using this set OR you may opt to select a different set (though this new set remains "saved" for future use until such time as it is deliberately deleted.)

Fields Available for AR/GL Selection Sets

You may select the **MARKS** Transactions to export to the General Ledger based on any combination of:

Transaction Detail:

Batch #; date **Entered**; **Transaction Date**; values of the 5 **1-char codes**; **Entry status**; **Transaction Type** (Bill, Contribution or Payment); Entry Type/Description ("**Cash**"); **Receipt Code** value; **Receipt Number**; Transaction dollar **Amount**; **Charge Code** and/or **Charge Yea**r

🖑 Regardless of the rules you set, the A/R to G/L link will NOT include any transactions that have already been linked to your G/L.

Save a Selection Set

When Adding/Editing a Selection Set, *after* entering criteria for all relevant Fields in as many Files as necessary:

- **CLICK ON** 💾 to Save this Set for future use

🖑 After saving, you may continue running the report using this set OR you may opt to select a different set (though this new set remains "saved" for future use until such time as it is deliberately deleted.

You are brought back to the initial list of "Existing Selection Sets"

- **CLICK ON** "Create New Set"

OR **CLICK ON** an existing Selection Set to save these new critieria OVER those currently attached to that Set

When you save over an existing Set, you will be PERMANENTLY over-writing that "old" Set.

In either case:

The <u>Selection Set Name</u> and <u>Description</u> fields are available on the right of the screen, above a detailed listing of the *current* Selection rules that make up this new Set

- **TYPE** a Selection Set Name and Description that will provide a useful identifier for future reference.

You may now *either*:

- **CLICK on** to continue the report, using this Set of filters

OR **CLICK on** a different Set and [**Load**] to run the report using this "other" Set of filters

Overrides to Link Defaults

While each transaction *defaults* to associate with the General Ledger coding defined for that Charge Code/Year, during the batch entry process, an operator may choose to *override* any or all of the three categories of G/L coding for a specific transaction.

For example, if a non-cash credit is being entered against the Taylor family's open Tuition charges, in order for the line item to balance correctly in **MARKS**, the "Payment" must have the same Charge Code/Year as the "Bill." Under *default* circumstances, when sent to the general ledger, this "Payment/Fin.Aid" would debit the Income account and credit the A/R account defined for the Tuition charge code. However, if the concept of "financial aid" belongs to *different* Income and/or A/R accounts, the appropriate G/L Overrides field(s) should be used to re-route the transaction accordingly.

Valid general ledger codes for Override purposes are defined in **MARKS**. To access the file of valid codes during batch entry, RIGHT CLICK on any of the G/L Override fields of a transaction.

When a Charge Code or Charge Code+Charge Year is defined in **MARKS**, the default is to flag that line item to be exported to the General Ledger.

- <u>To prevent a line item</u> from being included in a link, set the <u>G/L Flag</u> field of the Charge Code definition screen to 'N'.

- <u>To prevent a specific transaction</u> from being included in a link, set the <u>G/L Flag</u> field of the Transaction screen to 'N'. Similarly, if the line item has been coded to 'N'ot link, a specific Transaction may be coded to link by re-setting that Transaction's G/L Flag to a blank.

Addendum : BOOK OF REMEMBRANCE MODULE

The Book of Remembrance Module is designed to maintain "memory book" records, including the names of page or listing donors, as well as the names and descriptions of those whose memory they wish to honor. This module attaches to the **Visual MARKS** Yahrzeit Module

Accessed from the Menu Ribbon under the Modules|Yahrzeit category, this module includes the following components:

- **Add/Update/View Book of Remembrance Data**
  make and maintain Book of Remembrance "pages" on a donor-by-donor basis
- **Import Yahrzeit Records**
  "Jump start" a Memory Book by importing the names of those for whom Yahrzeit observance is maintained in your Visual MARKS **database**
- **Book of Remembrance Reports**
  includes various types of Book of Remembrance reports, as well as link files that may be used to export "pagesyou're your word processor or desk top publisher to create the actual book.

The **MARKS Utility** menu provides maintenance of Code descriptions and values for all 1-character Book of Remembrance codes.

Viewing/Adding/Editing Book of Remembrance Records

The **MARKS** Book of Remembrance screens are accessed via the Yahrzeit sub-menu of the **Visual MARKS** Module menu.

> *For more information on this interface, See Special Purpose Modules: Overview in the on-screen "Help"feature*

When Add/Update/View Book of Remembrance is accessed, you are brought to an Account-by-Account display of this database.

> The main area of this screen displays a LIST of Book of Remembrance records for the current Account. Toolbars enable you to navigate to other accounts, as well as to add new or edit existing records.

Navigation Toolbar

The Navigation Toolbar appears at the very top of the Book of Remembrance display

The CURRENT Account # displays at the left of this toolbar. From left to right, the available tools are:

- Move to First Account, Move to Previous Account, Move to Next Account and Move to Last Account
  enable you to navigate from Account to Account within the inventory selected (filtered by Event)
- Help
- Locate a Person/Account. This uses the standard **Visual MARKS** Locate tool to navigate to a specific record based on the page Donor.
- Sort by (in this sample, set to "None"). This enables you to set the order in which first/previous/next/last navigation should proceed – Nome (indicates entry order), Sort Name, Account or Firm Name.

  > IF this seat has been assigned to any account/person, the assignment information is also removed.
- Close exists the Book of Remembrance database

Edit Toolbar

The Edit Toolbar appears at the bottom of the display, beneath the List of existing records for the current Account

From left to right, the available tools are:

- Add. Create a new "page"
- Cancel the currently selected "page" (you would first need to CLICK on a page record to select it)
- Cancel/Undo edit of current item

Memory Book List Display

The Memory Book List displays the Account # plus Name of the *current* Account and uses a pair of folder tabs to maintain the Book of Remembrance "pages" donated by that Account

- Each "page" is described on the Browse list by ID (the unique internally-assigned record id for that specific Account+Page combination), the Year of the Book of Remembrance to which that "page" is related, the Donor Name and, when available, the Page designation you have assigned.
- Use the Edit Toolbar (described above) to Add new Book of Remembrance pages to this Account or to delete existing ones.
- CLICKing on a specific record to select it AND CLICKing Edit Name displays that specific Book of Remembrance "page" in the Edit Mode.

The Book of Remembrance Record

The Book of Remembrance record is divided into two areas: Donor Information and Names.

Donor Information:

Donor Information includes information about the Donors and about the nature of the "page" itself:

- The Person (including Person 0 for the Account as a whole) who serves as the Donor is selected from a pulldown
- Two lines have been created to store the Donor description, as you want it to appear in the actual Book of Remembrance
- You may mark each Book of Remembrance record with the Page # on which this memorial will appear in the actual Book.
- A Year field enables you to maintain (and easily distinguish between) memorial pages for more than one Book.
- Five 1-character codes may be defined (via Utilities) and used for any purpose of your choosing; tables of valid values may be stored for each such field.

The Deceased Names Listing:

The bottom part of this area displays the list of those being memorialized as part of this specific Book of Remembrance entry (remember than any Account/Person may potentially be associated with multiple page/entries per Book)

Each individual line of this area represents a single Deceased Name in TWO Fields:
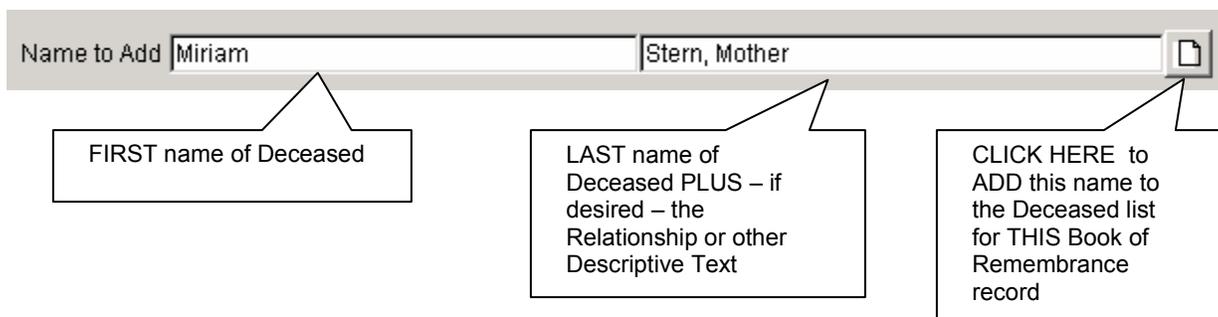
FIRST name of Deceased

LAST name of Deceased PLUS – if desired – the Relationship or other Descriptive Text

CLICK HERE to ADD this name to the Deceased list for THIS Book of Remembrance record

A small edit TOOLBAR appears in this area, to help maintain the Deceased Names Listing:
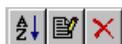
From left to right, these Tools perform the following maintenance functions:

- SORT the names in this list in Alphabetical Order according to the right-most field (ie, the Last Name). This feature enables you to alphabetize deceased names for reports, regardless of the order in which they were originally entered.

- EDIT the *current* Name. In order to do this, you must first HIGHLIGHT the Name you wish to edit.
  A box similar to this will display, enabling you to change this information:

- DELETE the *current* Name from this list. In order to do this, you must first HIGHLIGHT the Name you wish to delete.

In addition to the automated alphabetic SORT provided by the Toolbar, Names may be resorted manually at any time by CLICKING AND DRAGGING into the sequence order of your choice.

CLICK HERE to DELETE this ENTIRE BOOK OF REMEMBRANCE RECORD

CLICK HERE to SAVE this ENTIRE BOOK OF REMEMBRANCE RECORD/
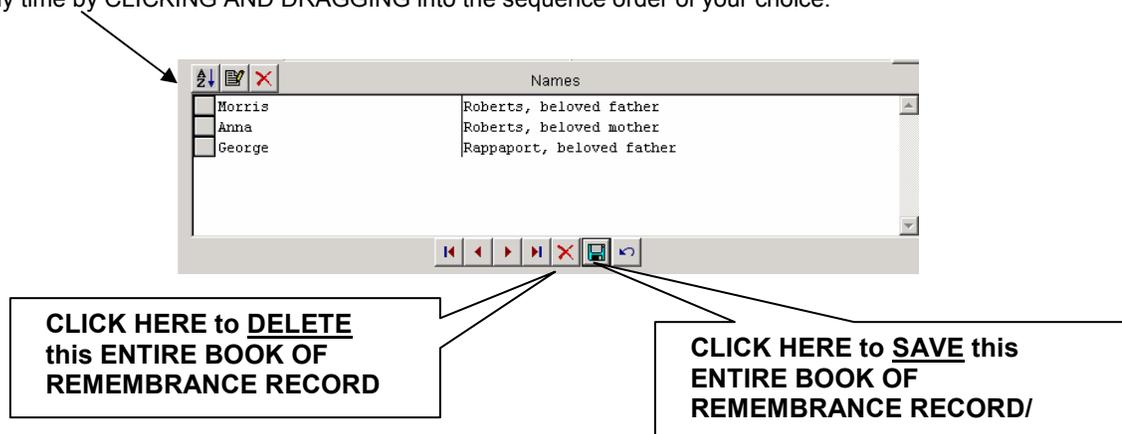
Import Yahrzeits to Book of Remembrance

This utility enables you to use existing Yahrzeit records as a source for the creation of Book of Remembrance "pages."

TO IMPORT YAHRZEIT RECORDS TO BOOK OF REMEMBRANCE

- **LAUNCH SELECTION RULES** to filter Yahrzeit records

- **SET FILTERS** for the specific critieria describing the Yahrzeit records to be imported
  You may filter for Yahrzeits based on information in the following Yahrzeit record fields: Recipient Account #, Codes 1-5, Deceased First and/or Last name, Plaque #, Relationship

- **CLICK NEXT** to continue

- **ENTER FORMAT CHOICES** for new Book of Remembrance Records (see below)

- **CLICK FINISH** to complete the Import. New records will be added to the Book of Remembrance

Format Choices for Book of Remembrance Records created by Import:

Each time you perform an Import of Yahrzeit records to Book of Remembrance, you are prompted to select formats for certain fields of the new Book of Remembrance records:

- The Combination option offers two approaches to handling Accounts that have MORE THAN ONE YAHRZEIT RECORD TO IMPORT
  Import records by Account will combine ALL selected Yahrzeits, for ALL Recipients in this Account onto a SINGLE Book of Remembrance record
  Import records by Recipeint will combine selected Yahrzeits on a PER-RECIPIENT basis, This means tha na Account with Yahrzeits for 3 different Recipients will now have 3 new Book of Remembrance records

- The Donor Format prompt asks how the Donor field of the new Book of Remembrance Records should be filled in:
  Use Label Name of Yahrzeit Account (if importing by Account) or the Person record of the Recipient (if importing by Recipient)
  Construct from Title, First Name and Last Name of Account or Recipient
  Construct from Last Name + "Family" of Account or Recipient (for example "Roberts Family")

- CHECK Add Relationship after Last Name if you wish to have the Yahrzeit relationship added after the last name of the Deceased in the Name Listing. For example, "Ruth" "Kaplan, Mother". (with this box UNCHECKED the same name would appear as "Ruth" "Kaplan")

- Enter the Year of the Book of Remembrance for which this import is being run. This Year will be filled in on each Book of Remembrance record created during this import.

Book of Remembrance Reports

The Book of Remembrance Reports feature is used to generate a variety of reports based on Book of Remembrance records.

To Access This Reporting Feature
FROM THE OPENING MENU OF MARKS

- **SELECT Yahrzeits from the Modules list, via the Menu Ribbon**

- **CLICK ON Book of Remembrance Reports**
  You are brought to the opening screen of the Reporting Engine, with this category of reports displayed as the Report Type

OR

- **CLICK ON the Print Reports icon on the opening screen of MARKS**
  You are brought to the opening screen of the Reporting Engine

- **SELECT Book of Remembrance Reports** as the Report Type

All Book of Remembrance Reports formats print each selected memory book "page" individually. This means that if a selected Account is the donor for multiple "pages", the report will include one entry per page and NOT one entry per Account.

Hints for Using this Feature:
  The reporting engines for reports, labels and link files for this module are the same as those used by basic **MARKS**.
1. Choose from a list of named layouts, which serve a variety of needs depending on which records and options are selected at the time of printing.
2. When desired, use the Standard **MARKS** Reporting People Filters to indicate which page Donors to include or exclude from the report. These filters encompass fields from the various Standard demographics screens plus fields from certain optional modules.
3. To decide which Seat/Seatholder information to print per selected account, use the "Filter Records" options. Only registrations matching your "Filter Records" criteria are included in the report.
4. "Print Options" refer specifically to the layout/output of the report format you have selected to run.
    For "How To" Generate Reports, Envelopes, Labels and Link Files, See Basic MARKS Reporting

Book of Remembrance Report Formats

- The Book of Remembrance Report is a printed report of Donors and their pages. This landscape-formatted report contains your choice of: Account # of Donor, Account/Person name of Donor, Book of Remembrance record "Donor Name" (up to 2 lines of text), Donor phone # &/or Address, Book of Remembrance Year, Page # and 1-character Codes and the "Remembered Name" of each Deceased person being memorialized. Records may be Sorted by Donor Name, Donor Sort Name, Account # and/or ZIP code, with page breaks available for any of these. Remember that the way Deceased Names are sorted is determined by how they are sorted on the Book of Remembrance records themselves.
  - This format ALSO generates a LINK FILE (see below for fields)
- Envelopes may be printed for page Donors
- Labels may be generated for page Donors

Book of Remembrance Report "Filter Records"

When using Filter Records in a Book of Remembrance report, you may filter Book of Remembrance records to Print based on Donor Account, values of the 5 1-character Book of Remembrance codes, Donor Name, Book of Remembrance Page #, Donor Sort Name and/or Book of Remembrance Year

Book of Remembrance Module Link File Contents:

This link file creates a separate record for each *individual selected Book of Rembembrance Record.* If an Account or Person has more than one Book of Remembrance record/page selected in any one run of this program, that Account or Person will appear in the link file multiple times.

For each selected Book of Remembrance Record, the link file includes the following data fields:

Field Name	C/D/L/N?*	Size	Contents
cAcctNum	C	8	Account Number
cLabelname	C	48	Label Name of Donor
cSalutation	C		Salutation Name of Donor
cTitle	C	12	Title of Donor
cFrstname	C	20	First Name of Donor
cLastname	C	15	Last Name of Donor
cFirmname	C	48	Firm Name of Donor (if Business Account)
cAddr1	C	30	Street Address, Line 1
cAddr2	C	30	Street Address, Line 2
cCity	C	20	City
cState	C	3	ST (State)
cZIP	C	10	ZIP code
cCountry	C	20	Country
mDonor	C		Donor Names (from Book of Remembrance record)
cPhone	C	40	First Phone Number
c01	C	1	Book of Remembrance Code 1, Value
cDesc1	C		Book of Remembrance Code 1, Value text description
c02	C	1	Book of Remembrance Code 2, Value
cDesc2	C		Book of Remembrance Code 2, Value text description
c03	C	1	Book of Remembrance Code 3, Value
cDesc3	C		Book of Remembrance Code 3, Value text description
c04	C	1	Book of Remembrance Code 4, Value
cDesc4	C		Book of Remembrance Code 4, Value text description
c05	C	1	Book of Remembrance Code 5, Value
cDesc5	C		Book of Remembrance Code 5, Value text description
cPage	C	4	Page #, from Book of Remembrance record
cYear	C	4	Year, from Book of Remembrance record

mRemembered	M		List of Deceased Names.
			NOTE: This is a Windows Memo field and as such cannot be exported successfully to an ASCII TXT Link File.
			NOTE: The contents of this Memo-type field will be truncated if exported to an XLS (Excell spread sheet) format.

Addendum : FACILITIES MANAGEMENT MODULE

The Facilities Management Module is designed to track the use of rooms and other facilities in your own building(s) and grounds, as well as an "outside" location you might use or for which you might require a schedule of events.

This module requires the creation of an Inventory of coded Locations, each describing a unique space used by your organization.

This module is accessed from the Menu Ribbon, and includes the following components:

- **Update Calendar**
  View/Edit the (chronologically displayed) scheduling calendar for all or some of your (coded) Locations.
- **Update Events**
  Create and Maintain "Events" and book them to specific Locations for specific days/times.
- **Print Calendar**
  includes various types of Facilties Management reports
- **Export Calendar**
  Export Calendar information to another program
- **Update/Print Holiday File**
  maintain (and print) a file of coded Facilities Holidays, including the ability to block facilities booking for a coded Holiday.
- **Update/Print Room Inventory File**
  maintain (and print) a file of coded Locations to be used for Facilities Management bookings

The **MARKS Utility** provides maintenance of Code descriptions for all 1-character codes in this module.

The **MARKS Options Tool** enables you to customize certain settings in the Facilities Management system.

[not enabled in this release]

The **Global Billing function** of the A/R menu provides a mechanism to globally generate a batch of bills (debit transactions) based on facilities usage and other booking-related fees.

Users who *also* have the (optional) **MARKS** Course Registration module may interface these two modules for scheduling purposes.

[not enabled in this release]

Update Calendar

The Calendar view of Facilities Management is a graphical *or* tabular view of all scheduled Events.

The Graphical display is a chart with the Locations to one side and the daily schedule appearing, according to time slot, to the right of the associated location.

The Tabular display is a chronolical list of all bookings.

While the Graphical display can show UNBOOKED spaces (helpful when determing what spaces may be available for use), the Tabular display can by its nature only show BOOKED spaces.

TO SWITCH BETWEEN THESE TWO VIEWS:

- **CLICK ON** [icon]

In *either* view:

The display of the daily schedule may begin at your choice of time of day. To set a time, CLICK on [Options]

You may LOCK the schedule (CLICK ON [icon]) to prevent edits.

Update Calendar: The Graphical View

With the Calendar set to Graphical View, the *left* side of this screen displays a list (in yellow) of all your *coded* Locations.

If you DOUBLE CLICK on any Location, a box pops up with detailed information from the Location definition.

The Location list appears sorted in alpha-numeric order according to the Location Description (the "name" of the room or space).

A vertical scroll bar (to the far right of the screen) enables you to roll up/down this list.

To the *right* of this list, actual bookings are displayed in their time slots.

A horizontal scroll bar (at the bottom of the screen) enables you to move backwards/forwards, for a selected span of dates. You may use the Ruler Refresh fields to reset this time span (from which date and for how many days).

☞   To reset the time of day that "starts" the daily display CLICK on Options

A display Filter may be set and even stored for re-use, via a series of tab the very bottom of this screen.

Hints for Using this Screen:

If you CLICK on any Event booking on the schedule, the Event ID, Description and Start/End times are displayed in the upper left corner of the Calendar screen. This would then be considered the "current" Event.

When viewing a Event booking on the schedule, the Description defaults to appear WITHIN the Event bar.

The Options screen includes a check box which may be used (checked) to relocate the Description to the RIGHT of the bar (unchecked = within the bar)

When viewing a Event booking on the schedule, the "booked" time (from Start to End) is displayed in orange while any "Prep" or "Clean Up" time is displayed in green.

🖐   These are default **MARKS** color settings. It is possible that your own Windows color settings will override these.

💣   If the person who created the Event booking checked the "**Permit time modification with a mouse in the Calendar**" (in the Auto-Scheduler screen), any user with Edit rights to Facilities Management may change these times on this Calendar display by CLICKing on the booking and DRAGging the relevant time boxes with a mouse.

From the bottom of these screen, you may select buttons that enable you to:

Quick Print a schedule (🖨)   or   Access the Events file (📋)   or Close the file.

Two other functions are available only if the file is "unlocked" (ie the 🔒 button is NOTdepressed):

If you RIGHT CLICK any Event booking on the schedule, you are given the opportunity to Edit or Delete this booking, to View Room Info (details about the Location) or View Event Info (details about the Event).

You may Add NEW Bookings "on the fly."

Calendar Display: Ruler Refresh

The top portion of the Graphical View of the Calendar includes a series of fields that enable you to reformat the display.

Hints for Using this Screen:

Ruler Time Type determines the "size" of the segments into which the ruler is divided. There are three types:

- Hours (*default*): the ruler is divided into hour-long segments; markers indicate half and quarter hour divisions.
- Days: the ruler is divided into day-long segments (midnight to midnight); markers fall at 6AM, noon and 6PM.
- Weeks: similar to Days, the ruler is divided into segments that indicate a span of weekdays (M-F) and weekends (Sat/Sun); markers fall at 6AM, noon and 6PM of each day.

Zoom Factor enables you set a magnification size (left to right) for this display.

New Date may be used to re-define when this display should "begin".

This is the *earliest possible date* to which the horizontal scrollbar will enable you to navigate in this Graphical view. The Graphical View defaults to "begin" with the current system date.

Days indicates the maximum number of days that will available to you in this Graphical view. It defaults to 30 days, usually a useful period of time to view in a given work session.

Update Calendar: Graphical View Filters

The Graphical display may be filtered to show *ALL or a limited number* of Locations.

You may define and *store up to 4 filter* definitions for re-use at any time OR set a Temporary filter for the *current* work session.

The Filter Tabs appear a the very bottom of the Graphical display screen:

All | Filter 1 | Filter 2 | Filter 3 | Classrms | Temp | Set Filter

To USE A DEFINED FILTER:

- **CLICK ON** the appropriately captioned filter tab
   The Graphical display will "repaint" to match the filter criteria.

To DESIGN A NEW FILTER:

- **CLICK ON** the Set Filter tab

- **SELECT filter criteria**

- & **CLICK ON** the Filter slot (1–4 or "Temporary") into which you wish to save this criteria

- **CLICK ON** Save

Update Calendar: Set Filter

When you access Set Filter from the Graphical display filter tabs, a box pops up in which to design a filter based on a variety of criteria drawn from the Location Definition (in the Inventroy).

The *left* side of the Filter box displays the *system* names of the five filter slots – four "defined" filters "Temporary Area" (use this filter for current work session only)

The *right* side of the Filter box lists the fields of the Location definition according to which filters may be set. In order to be viewed from the filtered screen display, a Location must match ALL the critieria you enter.

You may filter for Locations *regardless* of **Capacity** ("any size") or with specific capacities of at least xxx; no more than xxx; between xxx and yyy. When filtering for Capacity, one or a pair of fields (whichever applies) enable you to enter the amount(s).

For the next four code fields, values may be defined by the Add/Update Code Values Utility:

- filter Locations *regardless* of **Location Type** ("any type") *or* pick one of your defined Location Types
- filter Locations *regardless* of **Building** *or* pick one of your defined Buildings
- filter Locations *regardless* of **Location Group** *or* pick one of yoru defined Groups
- filter Locations *regardless* of **Event Type** *or* pick one of your defined Event Types

The **Filter Caption** will be used as the name of this filtering critiera on the appropriate tab of the filter bar.

CLICK on the **Filter** slot (in the box on the left of this screen) into which you wish to store this filter.

☞   the Filter Caption will NOT appear changed in the "Filter" box on the left of this screen.

🖐   storing as "Temporary Area" will set this filter only for the *current* work session. It will NOT be stored for *future* reference.

The **Scheduled Events** filter enables you to select all rooms; ONLY rooms with at least one scheduled event (for a list of what's happening where); OR, ONLY rooms without events (for a list of available rooms only).

Adding Bookings from Calendar Graphical View

When using the Graphical view of the Calendar, you may add *new* bookings "on the fly"

☞ Only UNIQUE INDIVIDUAL bookings may be added on the fly. You canNOT attach an "on the fly" booking to an *existing Event*, NOR can you generate a *series* of related bookings.

💣 This can only be done if your User ID includes proper authorization AND if the Calendar is *currently* unlocked.

TO ADD A BOOKING "ON THE FLY":

- **SCROLL** the list of Locations to show the Location you wish to book. On that Location line:

- **CLICK ON** the "Start Time" of the new booking

- **& DRAG** your cursor til you reach the appropriated "End Time"
    As you drag, a colored bar will illustrate the duration of the Event.

- **RELEASE** the mouse key
    You are brought to a modified "Add a Schedule" box, to describe this booking. After defining this booking

- **CLICK ON** [OK] to save this booking as part of your schedule.

Hints for Using this Screen:
This Add a Schedule box contains a limited version of the fields available via the Auto-Scheduler.
You may describe an "on the fly" booking **by Start and End Date/Time**, and may also indicate an amount of **Prep and/or Clean-up time**.
You may enter a text **Description** to be used for this Booking.
☞ when you return to the Calendar Graphical view, notice that this Description will appear.
In addition, you may enter set-up information, contact names or other descriptive text in the **Comment** box.
A check box enables you to indicate whether, once created, this booking is **modifiable** (unchecked means no).

Update Calendar: The Tabular View

With the Calendar set to Tabular View, the Calendar is automatically filtered to show bookings ONLY. "Empty" (unbooked) locations are not displayed from the Tabular view.

The Table describes each booking by a variety of fields:
- System-assigned **ID** number.
    - ☞ Keep in mind that all individual booking for the same Event will have the same ID.
- **From** includes the Start Date and Start Time of the booking, while **To** includes the End Date and End Time of the booking.
- The room/space is described both by **Location** code and **Building** code
- The booking Description is drawn directly from the "Description of Booked Events" field of the Scheduler
- When a Contact is available for the Event to which this booking is attached, that Contact's **Last Name**, **First Name** and/or **Acct #** appear in 3 individual columns.
- The **Comment** is drawn from the individual booking

☞ It may be necessary to use the horizontal scroll bar to view all of these fields.

☞ You may CLICK on any column heading to Sort in order according to the contents of that field.

IF you DOUBLE CLICK on any booking IF your password allows AND the file is not LOCKED, you are brought to the Edit Schedule screen for that *individual* booking.

TO EDIT A SINGLE BOOKING

This Edit Schedule screen is accessed either from the <u>Calendar Tabular View</u> OR from the Event file, either from the listing at the bottom of the main Event screen or from the Event Browse.

When working in the Calendar Tabular view, this is only available IF the file is not LOCKED

TO ACCESS THE EDIT SCHEDULE SCREEN:
from either of those places:

- **DOUBLE CLICK ON** the appropriate booking

    A screen *similar* to this is displayed:

The left portion of this screen displays the booking as it *currently* appears

The right portion enables you to *edit* that information

EITHER

- **CLICK ON** the field you wish to edit and **ENTER** your changes
- **CLICK ON** [OK] to save the changes

OR

- **CLICK ON** [Remove this Schedule] to entirely remove this booking

Update Events

This feature enables you to create and maintain a database of Events associated with Facilities usage.

Each such Event may require the booking of one or more Locations for one or an array of Date/Time combinations, such as:

The Spring Talent Show -- a one-time concert in the Auditorium

Board Meetings – once-a-month evening meetings of your Board of Trustees in the Library

Fourth Grade Religious School – a full term of twice-weekly classroom bookings for this class

The Miller/Greene wedding – use of the Banquet Hall, Bride's room, garden and kitchen at various hours the day before and the day of the wedding

As well as time and place, Events may be associated with a specific Contact person. If the booking of this Event includes fees to be paid to your organization (room rental, security guard, insurance, catering, etc.), these fees may be included in the Event description.

Records in the Events file are displayed in a series of file folders.

- **Browse** displays ALL the current bookings in your Facilities Management Calendar
- **Filter** enables you to filter Schedulings based on the same detailed critieria as used in reporting, and then display a filtered table of all matching items. This display table may then be used to navigate to specific scheduled bookings
- The **toolbar** at the bottom of the Event screen may be used to navigate through this file, as well as to Add or Delete Events from the database.
- **Event Details** describe the basic event and enable the association of new facilities bookings (times/places)
- **Financial Details** are the various fees (when relevant)
- **Contact Details** describe the identity of your primary contact with regard to this event. This is the person to contact in case of scheduling conflicts, damage to the facility during the event, or questions about set up requirements. When a booking is billable, this person would also be identified as the financially responsible party.

Facilities Management Event Record: Browse

From any Event in the system, you may Browse a list of ALL Events/bookings.

Hints for Using this Screen:
  DOUBLE CLICK on any Event on this list to navigate to it.

Facilities Management Event Record: Filter

This Filter engine is designed to enable you to search for specific Events/scheduled bookings based on a variety of criteria. While a simple Find tool is available from the toolbar at the bottom of this screen, the Filter feature enables a more detailed form of query.

The top part of this screen is the filtering mechanism itself. When you [Lauch Selection Rule], the system invokes the same filtering mechanisms used for Facilities Management reporting (see below)

The body of the screen is a Browse list that will display only those Events/scheduled bookings that match your *current* filters.

Three buttons appear at **the bottom of this screen**:

  [View Event] brings you to the details of the selected schedule. From there, if you CLICK on Filter again, you will return to this current browse display.

  NOTE: As long as you remain in this work session, the filter remains operative unless you set a new one.

  [Delete Events] is designed to delete the *selected* (highlighted) Event(s) including ALL Schedules related thereto, *whether or not they display* on the currently filtered browse screen. As a safety precaution, this feature invokes a Confirmation box prior to actually deleting any records.

  [Delete Schedules] is used to deleted only the *selected* (highlighted) Schedules. Events associated with these schedules will NOT be deleted. IF the Schedule you delete is the ONLY one associated with a certain Event, that Event will continue to appear in your Update Events file, even though no specific room/date/time bookings will be attached.

Facilities Management: Event Toolbar

A small button bar appears at the *bottom* of the Events screen:

- Move to First Record, Move to Previous Record, Move to Next Record and Move to Last Record enable you to navigate from Event to Event assignment within the Events database.
- Add a new Event definition to this file.
- Delete the *currently displayed* Event definition from this file. ALL bookings related to this Event will be deleted at this time.
- Find an Event
- Close this screen returns you to the opening screen of **MARKS** Any changes you have made to the current Event are *automatically* saved.

Facilities Management Event Record: Event Details

Each time a new Event is added to this module, it is automatically assigned a unique **Event ID** number by **MARKS**. This system-assigned ID is used to prevent conflicts in booking and, when relevant, to associate specific Events with billing records in the A/R system.

The text **Description** that you enter for the Event will appear on printed reports, as well as in the on-screen **MARKS** Calendar display.

Use coded **Event Types** to *categorize* Events. For example, you might want to flag Classes, Meetings, Parties, Clubs, Maintenance, etc. This will make it easier to retrieve groups of Events for reporting purposes

Values of Event Type may be defined by the Add/Update Code Values Utility

While the **Date Reserved** is used to indicate the date *on which the initial reservation is made* for this Event, the **Call Date** may used to flag the Event for a follow-up "reminder".

Both dates *default* to the current system date but may be changed to the date(s) of your choice

The **Materials** box may be used to store comments regarding "setups" or other special requirements for this Event. It may also be used for general comments about the Event (for example, the names of florists, bands, etc. that are bin used for a party; or, a detailed note about the content of a class/lecture)

The bottom half of this screen displays the **Schedule of Events** – the list of all bookings (locations/dates/times) associated with this unique Event – together with the related toolbar (see below).

Each booking in this table displays (from left to right) with ID, From and To dates/times, Location, Building, Description and Comment. Depending on the size of your screen/display, you may need to use the scroll bar at the bottom of this box to view all of these columns.

If you DOUBLE CLICK on any line in this display, an Edit Schedule screen enables you to edit information about that specific booking.

Schedule of Events Toolbar

The Schedule of Events is maintained by this toolbar:

⇒ **A**dd starts the **Auto-Scheduler** program (see below)

⇒ **E**dit (only visible after at least one booking has been made for this Event) enables you to Edit information associated with the *current* (highlighted) booking.

⇒ **R**emove (only visible after at least one booking has been made for this Event) deletes the *current* (highlighted) booking.

⇒ Res**t**ore(only visible after at least one booking has been "Removed" from the *current* Event during the *current* session) serves as a quick "undo" of "Remove"

Facilities Management Event Record: Financial Details

The Financial Details screen of the Facilties Event Record uses the standard Module Fee definition screen. Each Event may be attached to a unique schedule of appropriate fees.

Fees will not be appear in the **MARKS** A/R files until the Event is processed by the Global Billing program and the fees are generated and booked.

Hints for Using this Screen:

Description may include a brief text description of the purpose of this fee. If this field is left BLANK, the Description will default (internally) to the Charge Code/Year description.

Each fee must be attached to a *valid* Charge Code and Charge Year.

If the dollar Amount of a fee is entered as a NEGATIVE number, the Global Billing program will ultimately create a *negative Bill* – in other words, you will be generating a discount.

A check box enables you to indicate whether a specific fee should Bill Before Event (checked) or After (unchecked).

Each time the Global Billing program is run, the program decides whether or not to bill previously unbilled fees by scanning this box and comparing the selected billing date to the Event dates.

Schedule ID coding enables a specific fee to be associated either with the Event-as-a-whole OR with one specific booking of the Event.

Facilities Management Event Record: Contact Details

Use this screen to specify the identity of your primary contact with regard to this event.

> This might be a member of your staff (for an "in house" booking, such as an office meeting, a class or activity from your own curriculm, etc.), a member of your organization (the chairperson of a club or committee, a member who is renting the lounge for a private party, etc.) or even a representative of an outside organization (for example, when renting space to MADD, AA, the local amateur theatre group, Scouts, etc.)

> 👆 The fields on this screen are OPTIONAL. It is not necessary to specify Contact Details for any Event.

Hints for Using this Screen:

> Like subsidiary records in Standard **MARKS**, facilities Event records may be attached to a specific Account + Person (even if the Person record points to the "Main Account"). "Right click" on the Account # field for help finding an Account

> If you leave the Address field at the *default* "{priority address}" setting, this Reservation record is *always* attached to the Priority address for this Person. Therefore, when address priority is changed, reports (including labels) are automatically re-routed to the current priority address. Alternatively, filling in the Address field attaches this Reservation to the selected Address *regardless of its priority* at any given time.

> > If the Recipient will be resident at a *seasonal* or other temporary address when this Event takes place, you might want to attach the Reservation record to that specific address, to insure that information is mailed to that address regardless of whether the Person's addresses have been reprioritized at that time.

> From the various phone records available for this Account, you may select two to use as contact Phones in regard to this Event.

> 5 1-character codes may be defined and used for any purpose of your choosing; tables of valid values may be stored for each such field.

> The scrollable Comment field on the Contact screen should be used to store notes regarding this particular Contact/Event relationship.

Auto-Scheduling Events

The Auto-Scheduler interface enables you to generate bookings of one or more Locations for a single date/time. When the same Location(s) will be used repeatedly for the same purpose, at the same times of day, this interface enables you to program a *series* of similar bookings.

The Auto-Scheduler screen is divided into five sections:

- **Location** selects the space(s) to be booked for this occurrence of this Event.
- **Time** indicates the time of day that the above indicated Location(s) will be booked.
- **Recurrence** establishes whether this is a one-time booking or a series of bookings. When booking a series, this portion of the screen enables you to define the frequency of booking.
- When adding a Recurring booking, **Range** establishes the span of time over which the booking should be extended.
- **Other** contains miscellaneous identifiers to be attached to this booking.

When you CLICK on the [Next] button at the bottom of the Auto Scheduler, the system checks the indicated Location(s), Date(s) and time span for conflicts.

> A browse table **previews** all potential bookings based on your criteria.

Auto-Scheduler: Location

Use a radio button to indicate whether you wish to book this Event to One or Several Locations.

IF you CLICK on ONE:

- **SELECT** any of the currently Coded Locations

OR **CLICK** on ☐ to add a new Location on the fly

If you CLICK on Several:

a pair of Mover Boxes displays:

the box to the *left* displays **Available Locations** in your facilities database

the box to the *right* displays the Locations **Selected** to book

Auto-Scheduler: Time

Select both a Start and End time.

In addition, you may use the pick list to indicate an amount of **Prep Time** (time needed before the actual scheduled Event to set up the space) *and/or* **Clean Up** time (time needed after the actual scheduled Event to clean up).

While a printed calendar will associate the Event with Start/End times, the scheduling program will additionally prevent other Events from booking this space during the Prep/Clean Up times.

Note that if you have selected Several locations (above) ALL the locations you have selected will be booked for this *exact same period of time*. To book different locations for different periods of time, you must run the Auto-scheduler more than once.

For example, when booking a wedding, you may wish to book the Banquet Hall and the Bride's room for the day of the wedding, while the Kitchen needs to be booked beginning on the night before.

Auto-Scheduler: Recurrence

How often should this *combination* of Location(s) and time be booked?

Use a radio button to select *one* of the following:

- **One time** only, on the indicated Date
- **Daily**. Use a radio button to choose *either* **Every Weekday** (meaning every Monday through Friday) *or* **every X days** (every other day, every third day, every tenth day, etc., as you specify).
- **Weekly**. **Recur every X weeks** (every week, every other week, every sixth week, etc.) on specific days of the week. Use check boxes to flag *which specific* days of the week should be booked.
  The system will book ALL of the days you check (for example, if you check Monday and Wednesday, you are booking a twice-a-week event for the weeks indicated)
- **Monthly**. Use a radio button to choose between booking a specific date *or* specific day of the week/month for **every X months** (every month, every other month, every fourth month, etc.)
  <u>To book a specific date</u> every X month(s) -- for example, the 15th of "every 1 month" (January 15, February 15, March 15, etc.) or, for example, the 8th of "every 3 months" (January 8, April 8, July 8, etc.) -- enter that date in the "Day" field"
  <u>To book a specific day of the week</u> every X month(s) use a pair of boxes to select a *combination* of increment (First, Second, Third, Fourth or Last) and day of the week. For example:
  ⇒ Perhaps the auditors are scheduled to be in the bookkeeping office the "Last" "day" of "every 3 months" (every fiscal quarter) – in other words March 31, June 30, September 30, etc.
  ⇒ You might be required to schedule a fire drill the "First" "weekday day" of "every 1 month" – in other words, the first day (of each selected month) that falls on a Monday through Friday. In the year 2000, that would include June 1 (Thursday), July 3 (Monday), August 1 (Tuesday), etc.
  ⇒ Similarly the "Third" "weekend day" would mean the third weekend day (a Saturday or Sunday) for each selected month. For example, in the year 2001, April 8 (Sunday), May 12(Saturday), June 9 (Saturday)
  ⇒ You might need to schedule board or staff meetings for the "Second" "Thursday" of "every 1 month". In the year 2000, this would include September 14, October 12, November 9, etc.
- **Yearly**. Use a radio button to choose between booking a specific date (Every January 1, for example) *or* specific day of the week/month.
  <u>To book a specific day of the year</u>, use a trio of boxes to select a *combination* of increment (First, Second, Third, Fourth or Last), day of the week (as described above in "Monthly") and Month, for every month being selected. For example, the "Fourth" "Thursday" of every November is how the US books Thanksgiving!

For recurring bookings, the *first date* and the number of repeats to be booked will be established by Range (see below).

Auto-Scheduler: Range

This section of the screen establishes the *span of time* over which the booking should be extended.

☞ Note that if you have selected Several locations (above) ALL the locations you have selected will be booked for this *exact same period of time*. To book different locations for different periods of time, you must run the Auto-scheduler more than once.

Start is the first date of the *period* during which this booking should be made.

For a "one time" booking, this will be the <u>actual booking date</u>, while for a recurring booking, this will be used to select the <u>first possible booking date</u> of the series.

For example, if you have chosen to book for Monday and Wednesday, IF the Start Date you enter is a Thursday, the next appropriate Monday will be selected as the first actual date to be booked.

Use a radio button to *either* **End after a specific number of occurrences** . The number entered in the "<u>End after</u>" box reflects the *total number* of occurences to be booked.

⇒ If, for example, you enter '10' and you are booking a weekly Tuesday and Thursday class, if there are no holidays to interfere, the program would generate 5 Tuesday and 5 Thursday bookings – NOT 10 weeks of Tuesdays and Thursdays!.

⇒ Perhaps you are booking a once-a-week Monday class with a Start date of May 1st, and ask to book '10' occurrences. IF your organization has blocked booking for the National "Monday Holidays" of Memorial Day and Fourth of July, the system will book as many Mondays as possible between May 1 and the Monday before that "blocked" Memorial day holiday, SKIP that date, continue through the June Mondays UNTIL the "blocked July 4th holiday, SKIP that date and continue through July until 10 valid bookings can be made.

OR **End by a specific date**. This date will represent the <u>final possible booking date</u> of the series.

⇒ If, for example, you have chosen to book a weekly Monday and Wednesday class, IF the date you enter is a Tuesday, the class will have it's final booked occurance on a Monday – the last valid date for this class prior to the "end date".

Auto-Scheduler: Other

Enter a text **Description of Scheduled Events** (to display on browse screens and calendars). This *defaults* to the Event Name, but may be changed.

For example, if the Event Name is "Annual Talent Show", there may be one scheduled booking for the show itself (in which case, defaulting this Description to the Event Name would be fine), but other scheduled bookings where it would be more useful to see "Rehearsal" or "Dress Rehearsal" or "Set Strike" as the description on the calendar (in which case, it would be desirable to edit this Description when booking)

Use a check box to indicate whether (check) or not (blank) you wish to **Permit time modification with a mouse in the Calendar**.

✍ When this feature is enabled (with the check), any user with Edit rights to Facilities Management would be able to change the times for this booking (Start/End and Prep/Clean Up) *in the Calendar Graphical Display* , simply by clicking on the booking and dragging the time boxes with a mouse.

This option *defaults to unchecked* ("no") to prevent this type of on-the-fly time modification.

Auto-Scheduling Events: Preview Bookings

The header of this table includes a message to alert you to any scheduling conflicts/warnings.

• Both Conflicts and Warnings are indicated with a RED highlight over the booking summary

• A "warning" is generated by a flag in the <u>Holiday</u> file. Warnings can be ignored and the booking can continue, if you decide it is appropriate.

• A Conflict is generated *either* by a "no booking" flag in the Holiday file *or* when the selected Location(s) is already booked for the same date/time. When a Conflict exists, this specific occurrence canNOT be booked as described. You may Edit this one occurrence (to attempt booking an alternative location/date/time) or leave it as is to forgo booking this particular occurrence.

After viewing this screen, you may wish to return to the Auto Scheduler entry screens (PRESS the

[PREVIOUS] button) to edit details.

> For example, if you are attempting to book a series of classes in the Library and notice that there are other events previously booked for the majority of the dates/times you have requested, you may wish to change the overall Location for this run of the Auto-Scheduler.

> Or, for example, if you are booking a season of meetings From May 1 Through August 31 and find that there are a number of holiday conflicts, you may wish to change the definition of the Reccurence to End After X Occurrences, to insure that you book the correct number of meetings.

Hints for Using this Screen:

From left to right, the Preview table displays a summarized description of each recurrence generated by this run of the Auto-Scheduler: the Add (y/n) flag, From and To dates/times, Prep/cleanup times, Conflict, the Edit button, and Location description and code.

When you CLICK on the [Finish] button at the bottom of the Preview, the system executes the indicated booking(s) and displays a list of all fully booked occurrences. CLICK the [Close} button from that final display to complete the procedure.

Auto-Scheduler Preview: Add

> The "Add?" check box *defaults* to checked, for "okay to book".

⇒ When a "Warning" is issued, the check appears grey, as an additional visual cue for the user.

⇒ When a "Conflict" exists and this occurrence canNOT be booked, there is NO check in the box.

⇒ To CHOOSE to NOT book this particular recurrence, UNCHECK this box.

Auto-Scheduler Preview: Conflict

> The **Conflict** column displays *either* the information from the Holiday file *or* in the case of a conflict with a previously scheduled Event, a [Conflict] button.

⇒ CLICK on the [Conflict] button to view a description of the other Event

Auto-Scheduler Preview: Edit Occurrence

> Press the [**Edit**] button to edit this one specific occurrence.

> For example, if you have scheduled a class for Thursday afternoons in room 301, and one particular Thursday, room 301 is unavailable, you may Edit this one occurrence and reassign it to an alternative location.

Print Facilities Reports

The Print Facilities Reports feature is used to generate a variety of reports based on bookings.

To Access This Reporting Feature
FROM THE OPENING MENU OF MARKS

- **SELECT** Facilities Managment from the Modules list, via the Menu Ribbon

- **CLICK ON** Print Calendar
  > You are brought to the opening screen of the Reporting Engine, with the Report you CLICKed on displayed as the Report Type

OR

- **CLICK ON** the Print Reports icon on the opening screen of **MARKS**
  > You are brought to the opening screen of the Reporting Engine

- **SELECT** the Facilities Managment as the Report Type

Hints for Using this Feature:

The reporting engine for reports for this module is similar to those used by the **MARKS** Receipts and Letters printing program.

1. Choose from a list of named layouts
2. When desired, use the Standard **MARKS** Reporting Filter People button to access the filters which indicate Accounts to include or exclude from the report. These filters encompass fields from the various Standard demographics screens plus fields from certain optional modules. In Facilities Management, this filter would refer back to the Contact.
3. To decide which Events/Bookings to print, use the "Filter Records" options. Only Events/Bookings matching your "Filter Records" criteria are included in the report.
4. "Print Options" enable you to customize the layout of the specific Facilities report format you have selected.

> The Facilities Management module offers a Link File in the Reporting engine. This is in addition to the special Menu option to Export Calendar (see below) which is used to link to programs such as Outlook.

Facilties Management Report Formats

All the reports in this category are run on a *per-Booking* basis.

> For example, if an Event includes five bookings in different dates or times or Locations, all of which match your selection criteria for a report, all five will appear on the ultimate report.

*   The **Calendar Format** is a graphical Month by Month calendar, with the days listed (left to right) from Sunday through Saturday, designed to print in landscape orientation. For each day, bookings are listed in Start Time order, with Start time, Location Code and Booking Description.
    Within each Start Time, you may opt for a secondary sort by either Location Code or Location Name

Both of the following reports have three levels of sort. For all three levels of sort, you may choose between Location name, Location code, Event Start Date, Event Start Time, Contact Account and Contact Name.

> The Primary Sort category creates a bolded, underlined **Header** for each related series of bookings. For example, sorting by Start Date will put the Date at the top of the group of bookings for that date, while sorting by Location will put the Location Description at the top of the group of bookings in that space.

> From the Report Options screen, you may further indicate (via checkbox) that you wish to Start each major sort on a new page.

*   **Print Schedules – Columnar** generates a directory of bookings. For each booking, this report includes (from left to right) Start/End times (with Setup/Cleanup times, if any, printed below), Location (from Report options decide whether to use the room code or description), Event and Schedule Descriptions, Contact Name, Comment and Materials. If the Primary Sort is NOT Date, the booking date will be printed beneath the Start/End times.

    > Report Options also enables you to indicate whether (checked) or not (unchecked) you wish to Print Group Headings and/or Skip line between events

*   **Print Schedules – Tabular** generates a report with detailed information about selected bookings. The appearance of the report is more like a form than a column-by-column directory. For each booking, details include the Start/End times, Set up time period, Cleanup Time period, Location (name and code), Building and Room#, Booking and Event Descriptions, Contact account, and Comment and Materials text (this format is particularly useful for anyone who is involved in set-ups or building maintenance).

    > If the Primary Sort is NOT Date, the booking date will be printed between the Start/End times and the Setup time period.

    > Report Options also enables you to indicate whether (checked) or not (unchecked) you wish to Skip line between events and/or Print solid line between events, either or both of which make for a clear visual cue for someone reading this report.

Facilities Management Filter Records

Facilties Management Report Filter Records uses the same interface as the A/R Receipt reports. Notice that on the filter screen, fields within each file appear in alphabetical order based on the field's system name.

> This same filter may be accessed as a Browse and Navigation tool from the Update Events menu of this module (see above)

Hints for Using this Screen:

You may select the Events/Scheduled Bookings that should print on your report, based on any combination of:

*   Event:
    Contact Account; **Date Reserved** (remember this is usually the date on which the Event was entered into

the computer, and not necessarily the date on which any aspect of the Event is scheduled to occur); **Event Type** and/or **Reminder Date**

- Location:
  Location Code, Location Group and/or **Location Type**
- Schedule:
  Event End (the Scheduled Booking End Date &, optionally, time), **Event Start** (the Scheduled Booking Start Date &, optionally, time)**, Reservation End** (same as Event End, but with the "Clean Up" time added onto the End time to calculate the exact time on which the room is released) and/or **Reservation Start** (same as Event Start, but with the "Set Up" time added onto the Start time to calculate back to the exact time on which the room is reserved for this use)

Facilities Management Link File

Each time you access the Facilities Management module reporting engine, you may opt to generate a Link File in addition to or in place of your "on screen" display or printed "report." The Link File content remains the same, regardless of the Calendar or Schedule report format you have chosen.

IF you select to generate a Link File, you will be brought to the standard Link File interface.

The first 21 fields of the Facilities Management Link File refer to the individual Schedule and the Event to which it belongs:

Field Name	C/D/L/N?*	Size	Contents
CDESCRIPT	C	40	Schedule Description
CEVENTDESC	C	40	Event Description
CEVENTTYPE	C	4	Event Type Code
FROMDATE	C	12	From Date ** (ususally the same as Event From Date)
FRRESVTIME	C	8	Reservation From Time (Event From Time *less* Set Up Time)
FREVNTDATE	C	12	Event From Date
FREVNTTIME	C	8	Event From Time
TODATE	C	12	To Date ** (ususally the same as Event To Date)
TORESVTIME	C	8	Reservation To Time (Event To Time *plus* Clean Up Time)
TOEVNTDATE	C	12	Event To Date
TOEVNTTIME	C	8	Event To Time
MCOMMENT	M	4	Comment memo from Schedule screen
RESERVED	C	12	Date Reserved, from Event screen
DCALLDATE	C	12	Call Date, from Event screen
MMATERIALS	M	4	Materials memo from Event screen
EVNTCOMMENT	M	4	Comment memo from Event Contact screen
C01	C	1	Value of 1-character Code 1 of Event Contact screen
C02	C	1	Value of 1-character Code 2 of Event Contact screen
C03	C	1	Value of 1-character Code 3 of Event Contact screen
C04	C	1	Value of 1-character Code 4 of Event Contact screen
C05	C	1	Value of 1-character Code 5 of Event Contact screen

For each selected Schedule that appears in the Link File, the next 8 fields refer to the Location being booked. All these fields are pulled from the relevant definition record in the Location Inventory:

Field Name	C/D/L/N?*	Size	Contents
CLOCATION	C	8	Location Code
CLOCNAME	C	40	Location Description
CBUILDING	C	8	Building Code
CLOCGROUP	C	8	Location Group Code
CROOMNUM	C	8	Room Number
CLOCTYPE	C	4	Location Type Code
MLOCNOTES	M	4	Notes memo from Location definition
NCAPACITY	N	5	Location Capacity

*   C/N/L: Field type: 'C'haracter, 'D'ate, 'L'ogical, 'N'umeric

** Sometimes Set Up or Clean Up times extend the use of a location backwards or forwards into an additional day. For example, a party that ends at 11:00 pm on May 24th may require 3 hours of clean up. In this case, while the "Event To Date" is May 24th, the "To Date" would be May 25th, reflecting the date attached to the 2:00 AM of that 3 hour extension.

When a Scheduled booking is associated with a Contact, the remaining 248 fields refer to that Person:

Field Name	C/D/L/N?*	Size	Contents
CACCTNUM	C	8	Account Number
CPERSEQ	C	2	Person Sequence ID***
CTITLE	C	12	Title
CFRSTNAME	C	20	First Name
CLASTNAME	C	15	Last Name
CINFNAME	C	13	Informal Name
CLABELNAME	C	48	Label Name
CSALUTNAME	C	40	Salutation Name
CADDR1	C	30	Street Address, Line 1
CADDR2	C	30	Street Address, Line 2
CCITY	C	20	City
CSTATE	C	3	ST (State)
CZIP	C	10	ZIP code
CCOUNTRY	C	20	Country
CPOSTNET	C	13	Post Net coding for ZIP (used to generate Bar Codes in printed reports, when merged with the Post Net font)
CCARRT	C	4	Carrier Route
CFIRMNAME	C	40	Firm Name (if Priority Address has one)
CADDRCODE	C	1	Address Type
CPHONE1	C	24	First Phone Number
CPTYPE1	C	1	Phone Type code attached to above
CPHONE2	C	24	Second Phone Number
CPTYPE2	C	1	Phone Type code attached to above
CACCTTYPE	C	2	Account Type code of Account to which Contact is attached
CSORTNAME	C	48	Sort Name of Account to which Contact is attached

* C/N/L: Field type: 'C'haracter, 'D'ate, 'L'ogical, 'N'umeric

*** Person 0 = "Main Account"

Export Calendar

The Export Calendar feature is used to export bookings in "vCalendar" format, for use with third-party scheduling programs, such as Microsoft Outlook, Calendar Creator, etc.

FROM THE OPENING MENU OF MARKS

- **SELECT** Facilities Management via the Menu Ribbon

- **SELECT** Export Calendar

- **NAME** the Export File

- **ENTER** the range of Start Dates/Times of bookings to be exported

- **CLICK ON** [EXPORT]

Hints for Using this Screen:

The **File Name** of the export file may be whatever you enter at the point of creation.

Use the standard Windows [Browse] feature to determine the folder into which the file should be stored.

Reservation Start between…and….   A set of boxes enable you to indicate the range of Start Dates/Times for the bookings that are to be exported. Any booking with a Start Date/Time within this range will be included in your export file, REGARDLESS of the End Date/Time, or even the Set Up/Clean Up times attached to those same bookings.

The Location Inventory

Each room or other space for which you wish to maintain scheduling information must be defined in a Location inventory.

FROM THE OPENING MENU OF MARKS

TO ACCESS THIS INVENTORY

- **SELECT** Facilities Management via the Menu Ribbon

- **CLICK ON** Update/Print Room Inventory

TO "QUICK PRINT" THIS INVENTORY

- **SELECT** Facilities Management via the Menu Ribbon

- **CLICK ON** Update/Print Room Inventory

- **CLICK ON** the "Quick Print" icon on the toolbar ⌷

Hints for Using this Screen:

The **toolbar** at the bottom of the Room Inventory screen may be used to navigate through this file, as well as for all file maintenance and printing functions.
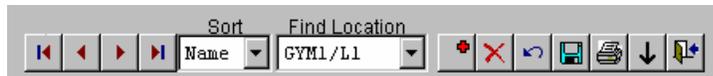
⇒ Move to First Record, Move to Previous Record, Move to Next Record and Move to Last Record enable you to navigate from Seat assignment to Seat assignment within the *current* Account and the currently filtered Event(s)

⇒ Sort box enables you to select the sort order in which you wish to display the currently defined Locations, from among the following: Name (the descriptive name of the location); or Code.

⇒ Find Location displays the entire current list of defined Locations, in the Sort order selected (see above). You may DOUBLE CLICK on any room to automatically Jump to that screen.

⇒ Add a new Location definition to this file.

⇒ Delete the *currently displayed* Location definition from this file.

⇒ Undo changes to the *currently displayed* Location definition.

⇒ Save the *currently displayed* Location definition.

⇒ Print the Location file

⇒ Move All Events to a Different Location may be used when EVERY Event booked to the currently displayed Location should be reassigned to a single other Location.
For example, you may have scheduled swimming sessions for a local public pool which is no longer available to you. Once you have found an alternative site and defined a Location code for it, you may use this feature to move ALL the bookings from that "old" pool to the "new" pool.

⇒ Close this screen returns you to the opening screen of **MARKS**.

Each Location may be defined by a combination of identifiers:

Once the Location record is defined, both the **Code** and the affiliated *coded* **Building** are stored as a *permanent* part of the Location record. Once stored, these fields canNOT be edited.

If you further associate a location with a *coded* **Group** and/or **Type**, that information may be changed at will.

The **Name** is a text description of this space. This name will appear as the description of this location in printed reports. Similarly, the text entered in **Room #** refers to an actual room number assigned to this space in your facility.

You may wish to note the **Capacity** of a space, which can serve as a guideline when selecting a Location to book.

Dates Available are the Calendar Dates on which the Location is active. This *defaults* to blank, which in this case

---

means ALL dates. It is only necessary to fill in these date fields when a Location is:

- being discontinued: as of when must you stop booking events? "From" blank "To" when?
- new in the system: as of when can you begin booking events? "From" when? "To" blank
- temporary: only book events between which dates?

Notes may be any text that further describes something about the room. This may include physical constraints (for example, a dance floor that requires no shoes be worn), reasons for limited availablity, etc.

Parent/Child fields relate dividable rooms and their partitions, or associate several individual rooms that may be booked as a package.

Facilities Management Locations: Unique Code

A unique alpha-numeric **Code** is used by the database index to insure that the internal processing routines of scheduling, maintenance and printing programs never confuse similarly-named rooms or spaces.

> For example, you may have a Room 202 in both the "Main Building" and the "Annex".

> OR, for example, if you build a new "Library" in your main facility, your database may be maintaining bookings for both the new and old Libraries during the transition period. In this case, the Building, Room number and even Name may be the *same* for both libraries and only this Code would provide a unique identifier for the database.

You may create your own system of coding and *manually* assign new codes as new Locations are defined. This approach

> In the example of the two libraries (above), you IF the original Library has a code LIBR, you might want to make the new Library LIBN or LIB2.

Alternatively, if you leave the Code field blank, **MARKS** will establish a coding sequence, and automatically attach the next consecutive value to each new Location that is defined with an empty "Code" field.

TO ATTACH AN IDENTIFYING CODE TO A NEW LOCATION:

at the time you initially define a Location

- **ENTER** a unique alpha–numeric Code of your own choosing

- **OR LEAVE** THE "CODE" BLANK and **MARKS** will *automatically assign* a unique identifier when the record is saved.

Facilities Management Locations: Building/Group/Type

Each Location record in your inventory can be further defined by a combination of **Building**, **Group** *and/or* **Type**.

> For all three of these code fields, values may be defined by the Add/Update Code Values Utility

- **Building** is used (when relevant) to specify a specific building or other geographic location in which the "location" (space or room) can be found. This information is stored as a *permanent* part of the Location record; once a Location has been saved for the first time, the "Building" canNOT be edited.

  > For example, you may be maintaining space/tracking usage in wider locations such as the "Main Building", "Annex" and "Grounds" of your own facility, as well as parts of the "State College Campus", "Town Hall", etc.

- **Group** enables you to *conceptually* associate locations, to make it easier to filter your room inventory for when booking or printing certain kinds of activities or events.

  > For example, you might want to "group" Locations for "Administration" use only (such as offices and certain meeting rooms), "School" use (classrooms, nursery school rooms, school gyms, etc), "Public" space (auditoriums, open meeting rooms, banquet facilities, etc), and "Sport" (tennis courts, tracks, lap pools, etc.). Or you might simply want to "group" your "On Site" locations (spaces available on your own campus) vs "Off Site" locations (civic buildings, the local park, a public pool, etc) for which you also schedule bookings.

- **Type** may be used to categorize your space by purpose.

  > For example, you may want to indicate that a location is a "Gym", "Classroom", "Art Studio", "Theatre", etc.

Facilities Management Locations: Parents & Children

When rooms can be partitioned and the segments can be individually booked, the Parent/Child feature of the Location Inventory is used to define and maintain the relationship between the "whole" and the "parts", and thereby prevent booking conflicts.

> For example, if your Ballroom has a sliding partition and can booked *either* in it's entirety *or* in two separate pieces (two different functions happening at the same time, one in each section), your Ballroom is the "Parent" of two "Child Rooms."
>
> Or, you may have a catering package than requires use of the Garden, the Lounge, the Kitchen and the "Bride's Room". If this package is created as a "Parent" with each of those four smaller spaces associated as a "Child", you will protect yourself from double-booking of the Garden (for example) when the larger catering package has already been booked.

The Parent/Child relationship is defined in your inventory by entering the identifier for the "Parent" (the larger space) onto each "Child" location (each representing a smaller section of the "Parent")

> Once a Child has been saved with this "Parent" field filled in, the Location Code for that Child will automatically display in the "Child Rooms" box of the Parent's Location record.

TO INDICATE A LOCATION IS A "CHILD"

- **CLICK** the single arrow button beside the "Parent" field to display the list of currently defined locations

- **DOUBLE CLICK** the Location that is the "Parent" of this "Child" (in other words, the larger location/package of which this location is a partition/smaller part)

Facilities Management Holidays

The Holiday file maintains an inventory of day which have special significance to your organization to to facilities usage. These might be days on which facilities usage is restricted, such as a legal holiday on which the building is closed, or a week during which the roof is being repaired. These might be days that people in your organization who make facilities reservations need to keep in mind, such as Graduation day, or Registration day, or a Crafts festival that uses much of the building for exhibitions or demonstrations

FROM THE OPENING MENU OF MARKS

TO ACCESS THIS INVENTORY

- **SELECT** Facilities Management via the Menu Ribbon

- **CLICK ON** Update/Print Holiday File
    This accesses the Holiday screen, displaying the first (in chronological order) Holiday on file.

TO "QUICK PRINT" THIS INVENTORY

- **SELECT** Facilities Management via the Menu Ribbon

- **CLICK ON** Update/Print Holiday File

- **CLICK ON** the "Quick Print" icon on the toolbar 🖨️

Hints for Using this Screen:

Start Date/Stop Date are the Calendar Dates on which the Holiday begins and ends. Both these fields *default* to current system date

Start Time/Stop Time reflect the time (hour:minutes:am/pm) on which the Holiday begins and ends. Both these fields *default* to current system time

   Click here ⧉ for hints on using the Date and Time interface

Use the **Closure Status** radio button to Prevent Booking during this Holiday, or simply to Warn Users who attempt to book room on this date(s) that a Holiday is involved. This field *defaults* to None, which implies that the Holiday is being defined for general information purposes only.

A Holiday may be defined for all or a selected **Building** in your Location Inventory

The text **Description** entered on the Holiday screen will display whenever this date(s) is invoked for booking or when the calendar is displayed on screen or printed.

A scrollable **Notes** field enables you to store miscellaneous information about this Holiday.

The **toolbar** at the bottom of the Holiday screen may be used to navigate through this file, as well as for all file maintenance and printing functions.

This bar offers the following tools (from left to right):

⇒ Move to First Record, Move to Previous Record, Move to Next Record and Move to Last Record enable you to navigate from Seat assignment to Seat assignment within the *current* Account and the currently filtered Event(s)

⇒ The Date Box enables you to select and navigate to a specific *existing coded Holiday,* based on the calendar date of that Holiday.

⇒ Add a new Holiday definition to this file.

⇒ Delete the *currently displayed* Holiday definition from this file.

⇒ Undo changes to the *currently displayed* Holiday definition.

⇒ Save the *currently displayed* Holiday definition.

⇒ Print the Holiday file

⇒ Close this screen returns you to the opening screen of **MARKS**.

Facilities Maintenance

This menu option provides access to the following Facilties Management Maintenance components:

> [not enabled in this release]

Globally Bill Fees for Facilities Usage

The Global Billing feature of the Facilities Management module uses facilities booking information as a source from which to create a batch of bills (debit transactions).

> The specific fees to be billed for any one event (amount, date and charge code/year) are defined on the Financial file of the booking screen.

> [not enabled in this release]

Addendum : GIFT MODULE

The Gift Module is designed to maintain gift orders, including the automated-creation of "reciprocal" gifts.

This module incorporates the MARKS for DOS "Purim Shalach Monos" module.

This module is accessed from the Menu Ribbon, and includes the following components:

- **Add/Update/Display Gift Orders**
  make and maintain Gift order records for any Event
  [not enabled in this release. In the current release, Gifs may only be added/edited/viewed from the main Account]

- **Print Lists of Gift Orders**
  generate reports based on Gift order records

- **Print Special Gift List of Members**
  generate membership lists for Gift-giving purposes

- **Export Gifts to a Link File**
  export Gift records to a delimited file

- **Add/Update/View Event Codes**
  includes the interface needed to define an Event and related code fields/values, and to associate Events with Gift giving

- **Create/Print Records for Reciprocity Orders**
  generate Receiprocity orders and print reports

- **Statistical Report**
  generate Gift-giving statistics, by Donor and/or by Recipient

- **Gift File Maintenance**
  globally delete all Gift records for a specific Event

The **MARKS Utility** menu provides maintenance of Code descriptions and values for all 1-character codes in this module, on a *per-Event* basis.

The **MARKS Options Tool** enables you to customize certain settings in the Gift module.
[not enabled in this release]

The **Global Billing function** of the A/R menu provides a mechanism to globally generate batches of bills (debit transactions) and/or contributions (credits with off-setting debits) based on Gift Orders.

Add/Update/Display Gift Orders

The Gift Order display is accessed from the gift "Donor" – the Account responsible for giving the gift. Like all subsidiary records in Standard **MARKS**, Gift Orders are attached to a specific Account + Person. Each Account+Person (including Person 0) may have as many attached Gifts per Event as necessary.

TO ACCESS GIFT ORDERS FROM MAIN ACCOUNT
from the opening Menu of MARKS

- **SELECT Name & Address Record Keeping (via the Menu Ribbon or icon)**

- **CLICK ON the [GIFTS] module button**
  The Order display of gifts for this Account appears
  This display defaults to filter for Orders where this Account is the Donor.

The Gift Order display has the dual purpose of enabling the Addition of new Gift Orders, as well as allowing you to view/edit a List of *existing* Gift orders for any/all Events in your system.

Hints for Using this Screen

The toolbar above the Gift List enables you to edit records on that list.

| Who Gave | Edit | Remove | Restore |

The **Who Gave** button enables you to "flip" the Gift display to show a list where the *current* Account is the Recipient – in other words, a list of Donors "who gave" Gifts to the *current* Account

For the current Account, the toolbar enables you to **Edit** or **Remove** any existing Gift record

TO EDIT A GIFT RECORD Donated by the Current Account

- **FILTER** the Gift List to display the appropriate Event

- **CLICK ON** the Gift Record you wish to Edit

- **CLICK ON** the [Edit] button

    This Gift record moves into the "Add" area of the screen. You may edit any portion of the order prior to saving. When saved, this "edited" order will over-write the original order.

TO DELETE A GIFT RECORD Donated by the Current Account

- **FILTER** the Gift List to display the appropriate Event

- **CLICK ON** the Gift Record you wish to Delete

- **CLICK ON** the [Remove] button

Restore is the "undo" of Remove and ONLY appears if you have used Remove *during this SAME session..* You are NOT able to "Restore" items "Removed" during prior Gift module work sessions.

Viewed for any specific **MARKS** Account, the Gift Order List *defaults* to include a description of each individual order for which that Account is the Donor, for the *currently filtered Event*

TO FILTER GIFTS FOR A SPECIFIC EVENT
from the Gift Display Screen

- **CLICK ON** the arrow to the right of the Event Filter box at the *bottom* of the screen
    This accesses a "pick list" of all coded Events which have been associated with the Gifts module

- **DOUBLE CLICK ON** the coded Event for which you wish to Filter Gift records

- **OR   DOUBLE CLICK ON** (All) to Filter Gifts for ALL EVENTS

    For each such Gift Order, the List includes the Event code, Recipient Account, "From" (the name of the Main Account or specific Person that is the Donor), "Name" of the Recipient (Account or specific Person), the system-generated Auto flag (if this record was added via Reciprocity), as well as Amount and Billed dollar amount.

You may also view Gifts Orders for which this Account is the Recipient.

TO DISPLAY GIFTS WHERE THIS ACCOUNT IS RECIPIENT
from the Gift Display Screen

- **CLICK ON** the **[Who Gave]** button of the Tool Bar above the List

    The system displays a list of Gifts where this Account is Recipient

    In this mode, the Gift List includes the Event code, Donor Account, "From" (the name of the Main Account or specific Person that is the Donor), "Name" of the Recipient (Account or specific Person) and the system-generated Auto flag (if this record was added via Reciprocity).

To CLOSE this Display

- **CLICK ON** the button at the bottom of the screen

    This returns you to the original (Donor Mode) Gift Display Screen

Between the toolbar and the Gift List is a system-display of the total number of Gifts donated by the current account to the *currently* filtered Event.

Gift records may be Added individually or in "Bulk."

TO MANUALLY ADD A GIFT with Current Account as Donor
from the Gift Display Screen

- **FILTER** the Gift List to display the appropriate Event

- **SELECT** the appropriate Donor on the *current* Account

- **ENTER** the Recipient Account # *and* **SELECT** the appropriate Person

  OR   RIGHT CLICK on the Account # field to FIND a Recipient *and*

  DOUBLE CLICK on the name of the appropriate Person

  OR   CLICK on the Quick Find Recipient button to display a list of ALL Persons in your system *and*

  DOUBLE CLICK on the name of the appropriate Person

    Whichever of these approaches you use, the Account # and Person fields are filled with the Recipient information

- **CLICK** the **[Add]** button to create a Gift Order record for that Recipient

TO BULK ADD GIFTS with Current Account as Donor
from the Gift Display Screen

- **CLICK ON** the **[Bulk Add]** button at the bottom of the screen

  more details on this function are described below

The Gift Order Record

Like all subsidiary records in Standard **MARKS**, Gifts are attached to a specific combiation of <u>Account + Person</u>. In the case of Gifts, however, each record is attached to a PAIR of such combinations – one to represent the Donor (the Account/Person GIVING the Gift) and one to represent the RECIPIENT (the Account/Person GETTING the Gift)

<u>Hints for Using this Screen</u>

Pick the appropriate <u>Event</u> from a list of all defined-Events that have been associated with Gift giving.

The <u>Donor</u> defaults to the *current* Account.

☞   *Initially*, the Donor will default to being identified as the main account (Person 0). If you change to a different Person (for example, Person 2), the system will "remember" this and automatically default to repeat this "last Person used" for the next Gift order added.

☞   All orders created during a single run of the "Bulk Add" feature will default to having the same Donor. Once these orders have been created, you may Edit any individual orders that require an alternative Donor.

Like the Donor, the <u>Recipient</u> may be any combination of Account+Person.

    For example, while one Event might use the main account (Person 0) as the Recipient, there might be another Event where all the gifts are given to children (usually Person 3 or greater).

When adding a new order, "Right click" on the Recipient Account # field for help finding an Account/Person *OR* enable the Quick Find recipient feature.

☞   Quick Find Recipient pulls up an alphabetically-ordered list of *all* People in your system, from which you may pick specific People to add as gift Recipients.

When a Gift order is created via Reciprocity, a system-code is written back to the Gift order record. This flag appears on the Gift List as a "Y" under the heading 'Auto.' The is used by the system to distinguish these orders during the printing of reports (where there are options to include/exclude *and/or* flag Reciprocity orders) as well as during Global Billing (when reciprocal orders may potentially billed differently from other gifts).

💣
    The "Auto" flag canNOT be removed from a Gift order record. If you wish to "unflag" a Gift as being created due to Reciprocity, you must DELETE the "Auto" generated order and manually add a NEW gift order for that Donor/Recipient combination.

☞   IF this Event has been coded for "Manual Billing" [see *Event Code*, below], the Gift record also

includes a field in which to store a <u>dollar amount</u> reflecting the cost of that specific Gift.

Reciprocity

CHECK BOXES may be used to flag any Donor for up to three different types of Reciprocity for any Event.

A Donor may request Reciprocity for any gift-related Event. There are three types of Reciprocity:

- Give to <u>Everyone that gave to me</u>. The *current* Account/Person wishes to respond in kind to any gifts received for this Event. This is used when someone does not wish to "forget" to give a gift to someone not on his/her original gift list who might give a gift to him/her.
- Give to <u>All Donors</u>. The *current* Account/Person wishes to give a gift to ANYONE who GIVES a gift (to anyone at all!) for this Event.
- Give to <u>All Recipients</u>. The *current* Account/Person wishes to give a gift to ANYONE who RECEIVES a gift for this Event from anyone else.

☞   For any single Event, an Account/Person may opt for ANY OR ALL of these types of Reciprocity.

TO SET A RECIPROCITY REQUEST FOR THE CURRENT ACCOUNT/EVENT

- **CHECK** the appropriate Reciprocity box

A menu option enables you to globally create Gift records from Reciprocity requests

☞   Once created, Reciprocity records will be identified in the system by an "auto" flag. This flag influences the way these records are reported on and/or billed. "Auto"/source codes appear as 'R' (Reciprocity), 'G' (All Donors) and 'X' (All Recipients).

"Bulk Add" Gifts

The "Bulk Add" feature enables you to globally enter Gift orders based on a variety of criteria. Use this feature when a donor is ordering gifts for an array of recipients who share significant demographics.

For example, a member of the Board of Trustees may wish to send a Gift to all the other members of that same Group. Or, for example, the Chairperson of the "Welcoming" committee may wish to send Gifts to all new members of the organization (all member Accounts with Start Dates that fall within a certain time period)

✋   This feature has nothing to do with Reciprocity . Once created, Bulk-Added orders function EXACTLY the same as individually-added gift orders.

<u>Hints for Using this Screen</u>

Pick the code for the <u>Event</u> for which you wish to add gifts.

You may select any <u>Person</u> on the current Account (including the main Account/Person 0) as the Donor of all the gifts added at this time.

When Bulk-Adding gifts, there are three approaches to selecting Recipients:

You may create gifts for <u>everyone that gave</u> to any *specific* Account+Person for any *specific* Event

For example, for Purim 2001, the Donor may wish to give a gift to anyone who gave the Rabbi a Purim gift in the year 2001. In this case, the "Account+Person" should point to the Rabbi, while "for the Event" should point to Purim 2001.

☞ To create gifts for everyone who gave to ANY Account+Person (for example, to give a Purim gift for the year 2001 to anyone who gave someone else a Purim gift in the year 2000) leave the Account # field BLANK and set the Person field to "Any Person"

You may create gifts for <u>everyone that received</u> from any *specific* Account+Person for any *specific* Event

For example, for a particular Event, the Donor might want to repeat his last year's Gift list for the new year. In this case, the "Account+Person" should point to the Donor himself, while "for the Event" should point to last year's Event.

☞ To create gifts for everyone who received from ANY Account+Person (for example, to give a New Year's basket for the year 2001 to anyone who got a basket from ANYONE last year) leave the Account # field BLANK and set the Person field to "Any Person".

✋   In EITHER of the above situations, use a check box to indicate whether (check) or not (blank) to include automatically generated gifts. This question refers to how gifts originally created via Reciprocity should be

handled.

You may create gifts for "for everyone that match the following critieria:"

- **CLICK ON** the **[Launch Selection Rule]** button to access selection critiera

  You are given a series of File Folders, representing different **MARKS** data files. Selecting a folder pulls down a list of individual fields for which you may select values to match. Only those Accounts that match ALL the selection rules created during this run will be included as Recipients by the Bulk Add.

  For more information on using this interface, See Receipts and Letters

  You may select Recipients based on values of any combination of the following files/fields:

  Account File:

  > **Account #**; **Account Type**; Special **Dues code; Anniversary** date; **Expiration** date; **Quit** date and **Quit Code**; **Start Date**; **Comment**; **Firm Name**, **Label Name**, **Saluation Name**; **Sort Name, Chapter** code and values of **Codes 1-20**

  Address File:

  > Address **Type; Address; City**; **State**; **ZIP** code; **Carrier Route**; **Firm** name; **Country**; and values of **Codes 1-10**

  Date File:

  > **Date**; date Type **Code**

  Group File:

  > **Group** code; **Sub-Group** code; Group record **Transaction Amount;** Reference **Date**; values of **Codes 1-5**

  Person File:

  > Person **Type**; **Main Person** (account holder flag); **Title**; **First Name**; **Last Name**; **Informal Name**; **Other Name**; **Label Name**; **Salutation Name**; **Sex**; **Birth Date; Occupation** description; **Occupation Code**; **Social Security** number, **School**, **Grade**, **Year** and values of **Codes 1-10**

  Phone File:

  > **Phone number;** Phone **Type; Listed**/unlisted flag; **Comments** and values of **Codes 1-5**

  Relative File:

  > **Relation Code; Comments** and values of **Codes 1-5**

  Yahrzeit File:

  > **Relation Code**; **Plaque ID**; **Deceased First Name**; **Deceased Last Name**; **Deceased Sex** and values of **Codes 1-5**

Once you have made your selection, use the [Count] button to see how many Gifts might potentially be created.

> The system will search for potential Recipients and will display a count of the number of records matching your selection criteria

- **CLICK ON [Add]** (at the bottom of the screen) to create gift records for these recipients

  OR CLICK ON [Cancel] (at the bottom of the screen) to NOT create gifts

When Bulk-Adding gifts, use a check box to indicate how gifts originally created via Reciprocity should be handled.

For example: for the event "Round Robin 2000", Louis Ross had requested to automatically reciprocate to anyone who had given gifts to him. When "Round Robin 2001" occurs, Mr. Ross says that he wishes to give gifts to everyone who he gifted last year.

IF this box is checked off, gifts originally created via reciprocity on the designated Account+Person will be handled the same as manually-added gifts.

> Using the example above, this means that in 2001, Louis Ross would end up giving gifts both to those people he'd deliberately chosen to gift in 2000 AND to those people he'd only gifted in 2000 because they'd gifted him.

IF this box is left blank, gifts originally created via reciprocity on the designated Account+Person will be ignored by this run of the Bulk Add feature.

> Using the example above, this means that in 2001, Louis Ross would end up giving gifts ONLY to those people he'd deliberately chosen to gift in 2000. Those people he'd gifted due to his reciprocity request would NOT be included in this Bulk Add.

The Account as Recipient

For each Event, an Account may be flagged for a choice of approaches to use when someone wishes to give a gift to that account (ie, when the account might become a Recipient)

If someone wants to give me a gift

- Allow the Gift. The Account is willing to be a Recipient, *without restrictions*.
- Refuse All Gifts. The Account is NOT willing to be a Recipient. ANY attempt to use this Account as a Recipient will be BLOCKED
- Refuse all AUTOMATICALLY Generated Gifts. The Account is only willing to accept "deliberate" gifts. Any atttempt to use this Account as a Recipient on a manually-added or Bulk-Add gift will be accepted. However, any attempts to donate to this Account via "reciprocity" will be blocked.
- Force the Recipient To. The Account is willing to receive gifts. However, the Account has opted that all gifts should be diverted to use a specific Person ID as the Recipient. The Name information for each Person ID on the current Account (including the main Account/Person 0) is available for this puprose.

    MARKS *defaults* to "Allow the gift" from any Donor

Update Events

This feature, accessible from within the Event/Journal Module, the Seats Module and the Gifts Module, enables you to create and maintain an inventory of coded Events. Each unique holiday, fundraiser, etc. for which Gift orders are to be maintained is connected to such an Event Code

> Part of this Event definition is the ability to associate Gifts with the other (optional) modules that utilize Event Code: Table-style Seating (Dinner Reservations module), Journal Ads, and Auditorium-style Seating (Seat Reservations and Tickets module)

> For example, a Concert fundraiser run through Seats might have a related Ad Journal. By using one Event code for both features of this fundraiser, it is possible to run *combined* Event reports. [not available in this release]

TO ADD/UPDATE EVENT CODES
from the "Module" Option of the Opening Menu of MARKS

- **SELECT** Gifts

OR   **SELECT** Events & Journal

OR   **SELECT** Seat Reservations & Tickets

- **CLICK ON** Add/Update/View Event Codes
    the List of existing codes is displayed in the foreground of your screen, with folder tabs to Edit or Filter.

You will be prompted to enter the code for the Event you wish to view/update, each time you enter the Event/Journal module to add Reservations, each time you enter the Seat/Ticket module to add Reservations or to Add/Edit an Inventory of Seats, and each time you Add or Process Gifts. This Event code is also used in report filtering for all related modules.

💣 IF you DELETE an Event, *all Reservations/Ads/Seat Inventories/Gift Orders* attached to that coded Event are *also* deleted from your database. This means that if you wish to maintain a history over a period of years, you canNOT delete the codes from the inventory.

An Event Code may be *up to 5 alpha-numeric* characters in length.

💣 Event Codes MUST be *unique*

Hints for Using this Screen:

You may include the Date of the Event as part of the description.

The one-line Title will appear on any printed reports for this Event, while another line of Description enables you to store more details.

A scrolling Comment field is available, in which to store any additional notes about this Event, for example, the venue, the name of the caterer, a note regarding a "rain date", etc.

Information for this event may be exported in variously-formatted files, for use with desk top publishers, word

processors, spread sheets, etc. Enter the *full path* that should be used for exported files for this event in the <u>Link Directory</u> box.

Each defined Event is connected to several sets of 1 character code fields. As with other 1-character code fields in **MARKS**, the definitions (and therefore on-screen labels) these fields may reflect any purpose of your choosing, and tables of valid values may be stored for each such field.

☞ These 1-character code definitions and values are maintained on a *per event basis*. This means that, for example, while for one Event, Ad Code 1 might be called "Scan Art?" with values of 'Y' and 'N', for a different Event, Code 1 might be defined as "Reason for Comp" with values of 'S'taff, 'C'ourtesy, etc.

For Events associated with Gifts, the Event definition screen enables you to select one of several <u>Types of Billing</u>:

- **Manual Entry** – requires that *each time a Gift record is added*, the data-entry include a price specific to that Gift. Selecting this Type of billing enables an additional (dollar amount) field on the Gift Record.

- **Automatic – One price for ALL gifts** enables you to define *one* billing amount, to be used for *all* gifts regardless of how many gifts a specific Donor purchases.
  This approach to billing also enables you to to define (when relevant) an alternative price for any gifts generated via Reciprocity. If you enter such an alternative price, the original price-per-gift will be used for only manually and Bulk-Add gifts.

The next two Types of Billing each enable you to define up to 5 Levels of billing (each with it's own per-gift fee), based on the maximum number of gifts at each level. Level five is programatically understood to be any number "more than" the amount specificed for Level 4.

- **Automatic – <u>Retroactive</u> based on quantity of gifts** operates on the premise that ALL gifts ordered by a single Donor will cost the same amount, and that the cost-per-gift is based on the level pointed to by the total number of gifts ordered.

    For example, let's say that for a particular Event, Level 1 is set to 10 gifts (max) @ $10.00 and Level 2 to 20 gifts (max) @ $8.00. In this case, if Mr. Apple is placing 10 gift orders, his total fee is $100 (10 @ $10),

    while Mr. Potter, who places 11 orders, totals $88 (11 @ $8).

- **Automatic – <u>Incremental</u> based on quantity of gifts** operates on the premise that each X number of gifts-per-Donor is billed at the dollar amount appropriate to that level.

    Using the same billing levels as described above, if Mr. Apple is placing 10 gift orders, his total fee is $100 (10 @ $10), while Mr. Potter, who places 11 orders, totals $108 (10@ $10, 1@ $8).

Print Gift Orders

The Print Gift Orders feature is used to generate a variety of reports based on Gift orders.

TO ADD/UPDATE EVENT CODES
from the "Module" Option of the Opening Menu of MARKS

- **SELECT** Gifts

- **CLICK ON** Print Gift Reports
    You are brought to the opening screen of the Reporting Engine, with the Report you CLICKed on displayed as the Report Type

OR

- **CLICK ON** the Print Reports icon on the opening screen of **MARKS**
    You are brought to the opening screen of the Reporting Engine

- **SELECT** the Gift Reports as the Report Type

    Separate menu options are used to generate Gift Link Files (see below: Export Gifts to Link File) and to create/report on Reciprocity (see below: Create/Print Reciprocity Order Records)

<u>Hints for Using this Feature:</u>

The reporting engines for reports and labels for this module are the same as those used by basic **MARKS**.

5. Choose from a list of named layouts, which serve a variety of needs depending on which records and options are selected at the time of printing.

6. When desired, use the Standard **MARKS** Reporting People Filters to indicate which Gift donors or Recipients (depending on report format) to include or exclude from the report. These filters encompass fields from the various Standard demographics screens plus fields from certain optional modules.

7. To decide which Gift Orders to print per selected account, use the "Filter Records" options. Only gifts matching your "Filter Records" criteria are included in the report.

8. "Print Options" refer specifically to the layout/output of the report format you have selected to run.

For "How To" Generate Reports, Envelopes, Labels and Link Files, <u>*See* Basic MARKS Reporting</u>

Gift Order Report Formats

Each individual Gift record relates a Donor and a Recipient. All the reports in this category may be run on a *per-Donor OR a per-Recipient* basis.

For example, if Daniel Rosen has donated Gifts to 20 other people, a Donor report would show Daniel once. A Recipient report would list Daniel 20 times – once for each of the 20 people to whom he gave give.

- the **Gift Donor Report** prints the name of each Donor (optionally with account #, address information and setting codes), together with the names of selected Recipients (optionally with accoutn #, Event and source codes). You may choose to print the total number Gifts given by each selected Donor.
- the **Gift Package List** prints (from left to right):
- the **Gift Recipient Report** prints the name of each Recipient (optionally with account #, address information and setting codes), together with the names of selected Donors (optionally with accoutn #, Event and source codes). You may choose to print the total number Gifts given to each selected Recipient.
- the **Summary: Donor Gifts** report prints one line for each Donor+Event combination. From left to right, the line includes the donor Account number, Event Code, Donor Person Sequence #, Donor name and the total number of gifts given.
- the **Summary: Recipient Gifts** report prints one line for each Recipient+Event combination. From left to right, the line includes the recipient Account number, Event Code, Recipient Person Sequence #, Recipient name and the total number of gifts received.

Gift Module Report Options

Apart from Names of Donors/Recipients, **Print Options** enables you to decide (by using check boxes) which of other pieces of information you *also* wish to print (not all fields appear for all reports):

<u>Account Number</u>: In a report that includes the names of both donors and recipients (detail reports), checking this box prints Account numbers for BOTH Donors and Recipients.

<u>Total Number of Orders</u>

<u>Main account Reciprocity Settings</u>: Reciprocity settings appear as None, People that give to Me, All people that received a gift, All people that gave a gift.

<u>Source of Secondary Account</u>: Appears under the column heading "Auto" and indicates "from where" the relationship stemmed. Source codes appear as 'R' (Reciprocity), 'G' (All Donors) and 'X' (All Recipients). A Blank "source" indicates that the gift order was added manually (either indiviudally or via a "bulk add").

<u>Event Code</u>

<u>Address</u> and/or <u>Phone numbers</u> (and if phones, Unlisted)

Print Special Gift List of Members

[not enabled in this release]

Export Gifts to Link File

The nature of the Gift File, which unites pairs of accounts (Donors and Recipients) in potentially unlimited

combinations requires that link file creation include different criteria than the standard **MARKS** Link Files created via the standard Reporting engine.

FROM THE OPENING MENU OF MARKS

- **SELECT** Gifts, via the Menu Ribbon

- **SELECT** Export Gifts to Link File

- **CLICK ON** Create Gift Link File

  in the box that displays:

- **SELECT** the coded Event for which you wish to create a Link File

- **CHOOSE** between Donor *or* Recipient reporting

- **CHOOSE** the manner in which Names should be listed

- **NAME** the Link File and **SELECT** the File Type

- **CLICK ON** [Create]

Hints for Using this Screen

Pick the appropriate Event from a list of all defined-Events that have been associated with Gift giving.

Use a radio button to select between a Donor-driven link file (Show each donor and their recipients) and a Recipient-driven link file (Show each recipient and their donors).

Each record in the Gift Link File will include information about a single Donor/Recipient. As described by the radio buttons, this information includes a list of Label names of ALL people in the opposite relationship. For example, each record in a Donor link file will include the name of a single Donor and the Label names of ALL Recipients who received Gifts from that Donor for the selected Event.

A *second* set of radio buttons enables you to indicate how you wish these names to appear in the link file:

- List of names in individual fields: Each of the first 30 names will appear in a unique field
- List of names in just one field: All names will appear in a single "memo" style field. In this one field, individual names will be separated by a comma and a blank space

  In an ASCII delimited format, this "names" field will hold a maximum of 254 characters.

Link File Contents: Names in Individual Fields

This link file creates a separate record for each *individual selected Donor/Recipient* (depending on your choice at the time of creation).

In a Donor-driven link file, the Label Name of each of that Donor's first 30 Recipients will appear as part of the Donor record, one name in each field (Fields 17-46).

In a Recipient-driven link file, the Label Name of each of that Recipient's first 30 Donors will appear as part of the Recipient record, one name in each field (Fields 17-46).

For each selected Donor/Recipient, the "Names in Individual Fields" Link Files include the following data fields:

Field Name	C/D/L/N?*	Size	Contents
CACCTNUM	C	8	Account Number
CPERSEQ	C	2	Person Sequence **
CLABELNAME	C	60	Label Name
CSALUTNAME	C	40	Salutation Name
CTITLE	C	12	Title
CFRSTNAME	C	20	First Name
CLASTNAME	C	15	Last Name
CINFNAME	C	13	Informal Name
CADDR1	C	30	Street Address, Line 1
CADDR2	C	30	Street Address, Line 2
CCITY	C	20	City

CSTATE	C	3	ST (State)
CZIP	C	10	ZIP code
COUNTRY	C	20	Country
CCARRT	C	4	Carrier Route
CFIRMNAME	C	40	Firm Name (if Priority Address has one)
CNAME1	C	35	Label Name of first Recipient (if Donor link) *or* first Donor (if Recipient link)
through			
CNAME30	C	35	Label Name of 30th Recipient (if Donor link) *or* 30th Donor (if Recipient link)

* C/N/L: Field type: 'C'haracter, 'D'ate, 'L'ogical, 'N'umeric, 'M'emo
** Person 0 = "Main Account"

Link File Contents: Names in One Field

This link file creates a separate record for each *individual selected Donor/Recipient* (depending on your choice at the time of creation)*.

In a Donor-driven link file, the final field of this Link file includes the Label Names of each of that Donor's Recipients. In this field, individual names are separated by a comma and a blank space.

In a Recipient -driven link file, the final field of this Link file includes the Label Names of each of that Recipient's Donors. In this field, individual names are separated by a comma and a blank space.

For each selected Donor/Recipient, the "Names in Individual Fields" Link Files include the following data fields:

Field Name	C/D/L/N?*	Size	Contents
CACCTNUM	C	8	Account Number
CPERSEQ	C	2	Person Sequence **
CLABELNAME	C	60	Label Name
CSALUTNAME	C	40	Salutation Name
CTITLE	C	12	Title
CFRSTNAME	C	20	First Name
CLASTNAME	C	15	Last Name
CINFNAME	C	13	Informal Name
CADDR1	C	30	Street Address, Line 1
CADDR2	C	30	Street Address, Line 2
CCITY	C	20	City
CSTATE	C	3	ST (State)
CZIP	C	10	ZIP code
COUNTRY	C	20	Country
CCARRT	C	4	Carrier Route
CFIRMNAME	C	40	Firm Name (if Priority Address has one)
MNAMES***	M	10	Compressed Windows "Memo" field, containing same information as CNAMES (described below), but without size constraint
CNAMES	C	254	Character data field containing Label Names of Recipients (if Donor link) *or* Donors (if Recipient link), separated by commas and blank spaces. This field contains a MAXIMUM of 254 characters.
			for example:
			Ms. Judy Kahn, Mr. & Mrs. Jason Miller, Mona & John Scottoline, Drs. Edgar Wasserstein & Nancy Reinas

* C/N/L: Field type: 'C'haracter, 'D'ate, 'L'ogical, 'N'umeric

***   This field does NOT appear in ASCII format link files.

Create/Print Reciprocity Order Records

In addition to placing specific Gift orders, for any Event, each Donor may opt to be flagged for "Reciprocity". When processed by the Create Reciprocity Order program, this coding can *globally* generate actual Gift Orders.

FROM THE OPENING MENU OF MARKS

- **SELECT** Gifts, via the Menu Ribbon

- **CLICK ON** Create/Print Records for Reciprocity

- **SELECT** the coded Event for which you wish to generate Reciprocity orders

- **& CHECK** the *types* of Reciprocity you wish or process
    Based on this criteria, a list of potential Gift Orders is displayed

- **CLICK ON** [Print], to print this list to paper

- **CLICK ON** [Book these Gifts] to create actual Gift Orders

Hints for Using this Screen

In any one run of the Reciprocity Wizard program may use check boxes for *ANY/ALL* of these

- Reciprocity (give to any account that is giving to it)
- Global Give Donor (give to any account that is giving to any account)
- Global Give Recipient (give to any account that is receiving from any account)

Only Donors who have been flagged for the option(s) you select will have their Reciprocity orders generated at this time.

You may process Reciprocity orders for one Coded Event at a time.

You may wish to indicate the Price per gift, for all Gift Orders created at this time. This price will be used by the global billing program.

      For these specific Gift Orders, this price will over-write any Reciprocity Order price that might have been defined as part of the Event Code

After the selected Event/Reciprocity Type(s) have been processed, a scrollable browse list of *potential* gifts is displayed on screen. For each potential Gift order, this display includes the Acct # and Name of Donor, Acct # and Name of Recipient and the reason "Why" this order has been created.

      On this display, 'R' (Reciprocity), 'G' (All Donors) and 'X' (All Recipients)

You may print this list to paper, or you may cancel or book without printing.

      If you book WITHOUT printing, you will NOT be able to re-print this EXACT report at a subsequent time. Once Reciprocity Orders have been booked, they may only be printed from the standard Gift Order reports. While these Gift reports indicate which orders come from Reciprocity, and the type of reciprocity from which they come, AND enable you to print orders based on whether or not they originate due to Reciprocity (Filter Records for values of "Auto Code"), these reports do NOT enable you to see "when" a Reciprocity order was processed.

After Booking, a box on screen displays the total number of Gift orders created due to each type of Reciprocity you have referenced during this run.

Gift File Maintenance

Use this feature to globally delete all Gift records for a specific Event.

💣 This procedure canNOT be reversed. Once Gift records are deleted for an Event, they canNOT be recovered.

TO GLOBALLY DELETE GIFT RECORDS

- **SELECT** Gifts, via the Menu Ribbon

- **CLICK ON** Gift File Maintenance

  a box with a pick list enable you to view Gift-related Events

- **SELECT** the coded Event for which you wish to delete Gift records

- **CLICK ON** [Count]

  The program counts the number of Gift records that will be deleted if you proceed.

- **CLICK ON** [Yes] to delete these Gifts

Print Gift Statistical Reports

The Gift module includes several statistical reports. For the selected <u>Event</u>, you may run any of the following statisticals:

<u>Basket Size Statistical Report</u>: counts the number of Baskets (ie Recipients) of each "size" (based on number of donor Orders), as well as a grand total number of baskets on order.

Use this report to see how many Recipients are getting gifts from three Donors, how many are getting gifts from eight Donors, etc. and thereby calculate the size/quantity of gift items to assemble.

<u>Donors without Receiving</u>: finds all Donors who have not been listed as Recipients on ANY accounts. These "ungifted" Donors are listed by Account and Name. Report also includes a grand total number of such accounts.

Use this report to focus on those whose generosity has gone unreciprocated.

<u>Recipients without Donation</u>: finds all Recipients who have not Donated to anyone, and describes them by Account and Name. Report also includes a grand total number of such accounts.

Use this report to focus on those whose might have "forgotten" to Donate

TO GLOBALLY DELETE GIFT RECORDS

- **SELECT** Gifts, via the Menu Ribbon

- **CLICK ON** Create Statistical Reports

- **CLICK ON** the specific statistical report you wish to run

& SELECT the coded Event for which you wish to generate Statistics

- **CLICK ON** [View Results]

  The program displays statistics on screen

To PRINT these figures to paper

- **CLICK ON** [Print <u>R</u>esults]

Globally Bill Fees to Gift Donors

The Global Billing feature of the Gift module uses Gift records as a source from which to create a batch of bills (debit transactions).

When you acces Global Billing for Gifts, you will be using the same basic concepts as all other Global Billing procedure in **MARKS**

*For general information on Global Billing in **MARKS**, see* Global Billing: An Overview

When you select Gifts as the Type of Billing (from the initial screen of the Global Billing program), a box is displayed in which to <u>select the specific **Event**</u> for which you wish to bill gift fees.

When run from Gift records, the **MARKS** Global Billing program reads the Fee schedule off of the related Event Code (as described earlier in this document)

Addendum : SET CODE UTILITY

Set Code Utility -- an Overview

The Set Code Utility is designed to set a value into a specified code field on selected Accounts. When a significant sector of your database is to be updated, and the code value(s) you wish to set are based on categories of data already stored in other files/fields of **MARKS**, this Utility enables you to Filter your database and update only those specific accounts.

Examples of Use

You may simply wish to set Account Type values to set Dues levels for all your Member accounts (a filtered range of Account #s), basing the various values (levels) on the birthdates of the oldest Account Holder.

Or, for example, you may wish to institute a fundraising prospect code for a new campaign. In this case, you might first define one of the codes of the Master Account screen for this purpose. After outlining the criteria that describe each category of prospects, you might then run the Set Code Utility once for each category you wish to establish, each time using the Filter to select the appropriate Accounts and indicating the code value that you wish to have represent this category.

To Access the Set Code Utility
From the Menu Ribbon

- **CLICK ON** Utilities

- **CLICK ON** Set Code Utility

Within this Utility, the Standard **MARKS** Reporting Filter (see REPORTING section of manual) may be used to select the population of Accounts for which Code values should be Set.

To Access the Filter from Set Code Utility
FROM THE FIRST SCREEN OF THE SET CODE UTILITY

- **CLICK ON** [Filter*]

    ☞ When a filter has been set, an asterisk (*) appears on the Filter button, as it does in the picture above. No asterisk means that no filter is currently set.

    💣 This program retains criteria from one run to the next. IF you have set a filter during one run, the program *defaults to continue* using that filter. To reset the filter, you must CLICK on the Filter button and choose "Restore Default Values."

Once you access the Set Code Utility, begin by describing the field for which you wish to set values. The **Clear current values?** check box should be checked if you wish to clear *existing* values from the indicated code field PRIOR to setting the new value(s). Finally, describe the new value you wish to set.

> **PRESSing [OK] from the final screen of this Utility** generates the code change and displays a count of how many records were changed

Using the Set Code Utility

Which Code to Change?

The Set Code Utility is designed to set a value into a specified code field on selected Accounts. To specify a code field, you must indicate the File to which it belongs as well as the Code itself.

Different **MARKS** Files offer different Code Fields for update via the Set Code Utility:

Which File should be changed:	Which Code should be changed:
Master Account	Account Type; Codes 1 - 20

| Person | Codes 1 - 10 |
| Group | Codes 1-5 |

Clear Current Values?

The Set Code Utility will edit the specified Code Field, filling each selected Account with the appropriate new value. When you are NOT setting new values for ALL Accounts in your database:

IF you CHECK the Clear Current Values? box, records Filtered for inclusion in this run will have the selected Code Field updated with the value you specify. The remaining records (Accounts excluded by your Filtering criteria) will have a BLANK SPACE stored as the value of the selected Code.

To retain "old" values on unselected Accounts, do NOT check this box. In this case, Accounts Filtered for inclusion in this run will have the selected Code Field updated, while the remaining Accounts will be unchanged.

Setting New Code Values

The question: **What should be stored in the above field?** offers two possible approaches (radio button) to defining a new code value:

• Specific Value requires that you *enter one specific code value*, which will be used as the new value for ALL records selected by your filter.
• Values to be set based on birthdate is used when different values should be set for the selected Code, based on the birthdate of an Account Holder (codes of the Master Account file), or Person (codes of the Person or Group file). The Set Code Utility provides a screen on which to define a schedule of values based on birthdates

Setting New Code Values - Birthday Schedule

Accessed when you CLICK on the Values to be set based on birthdate radio-button of the Set Code Utility, this schedule enables you to describe a range of birthdates for each code value.

You may set *up to ten* birthday-related values in *each run* of this program.

Hints for Using this Screen:

Of the primary account holders whose birthday should be used?   Regardless of the number of Person records attached to a selected Account, this billing program will only utilize the Birthday of ONE Person.

A Person record will only be considered a "Primary Account Holder" by the Set Code Utility IF:

• The Person record is tagged as an Account Holder
  [see Person Record for more information]
• The record belongs to *Person 1 or Person 2* of the selected Account.

As selected Accounts may therefore include two "Primary Account Holders", use the radio button to select one of the two possible birthdates as the basis of the new Code Value. You may opt to Set a Code Value *either*:

• based on the birthdate of the Oldest *OR* the Youngest of the two Primary Account Holders
OR based on the birthdate of Person 1 (regardless of whether Person 1 is older or younger than Person 2).

For *each* code value to be set, indicate the *range of birthdates* to which this value will apply.
Remember that *which* Account Holder's birthdate is used has been indicated by the above-described button.

The range is defined by both the **first date** (earliest date, chronologically) and the **last date** (most recent date, chronologically).
For example, to define a value for Accounts where the selected Person is over 65 *as of* December 31, 2001, enter a "first date" of 01/01/1900 (or as early as might be relevant to your membership) and a "last date" of "12/31/1936" .

The **number of people** flag is used to indicate whether a specific value is to be set
'1'   ONLY if an Account is considered "single"
'2'   ONLY if an Account belongs to a "couple"
or '0'   REGARDLESS of whether a single person or a couple

When you wish to have the Set Code Utility assign *different values* for a particular age

group *to "singles" than to "couples,"* you will enter TWO definitions for this age group. Each definition will use the *same dates*.

- For the line defining the Value to set for *singles*, the "number of people" flag will be set to '1'
- For the line defining the Value to set for *couples*, the "number of people" flag will be set to '2'

Addendum : Course Registration Features New to Version 2.52

Included with Version 2.52 of Visual MARKS is an array of items designed to enhance the Course Registration module.

These features fall into the following categories:

- Navigation and Lookups
- Expanded Course Code Definition
- New "Course Location" Table
- Immediate Bill/Pay Cash/Check option for use with Registrations (credit card entry may be added with purchase of link to IC Verify's credit card authorization service)
- New Registration Screen when NOT using Immediate Bill/Pay Option
- Confirmation Letters

Navigation and Lookups

The Main Account area of MARKS has always had several different functions that enabled Account/Person searches.   These functions have been modified to include the following:

"Locate" interface made more accessible

NEW "conceptual" search by key fields: Name (in LAST, FIRST structure), Phone w/o Area Code, Full Phone (ie, inc. area code), Maiden Name and Informal Name

Conceptual Search value to match goes here

Using the

Conceptual Search

- **First, Select Search Type** (for example: "Phone w/o Area Code")

- **Then, START to Enter the Item to Search For** (for example: "786-3456")

- **MARKS will start to Search for the value you have entered, ONE CHARACTER AT A TIME**

At each stage, the search will move you to the *first matching* Account.

Using the example above, MARKS would find the first Account with a phone number beginning with "7". Next it would find the first "78", then the first "786", etc.

- **If NO Account includes an exact match to your Search, MARKS will stop at the *closest* match found. If there are NO Matches, you are returned to the FIRST Account in your database**

Another "conceptual search" has been incorporated on **the Registration Screen.**

RIGHT CLICK in the "Section" or "Class field of a Registration screen, to invoke this lookup:

NEW "conceptual" <u>search</u> by key fields of <u>Course Code</u>

CLICK OK to select the *current* Course

Special Note Regarding the Conceptual Search by Course Code

The screen will not necessarily "scroll" the "found" Course to the TOP of your list of Courses. As long as the first "matching" Course is VISIBLE, the screen will not scroll down any further.

- **From that point SCROLL** (using arrow keys or scroll bar) to the Course for which you wish to Register this Person

CLICK OKAY to SELECT the *current* Course. This returns you to the Registration screen

Expanded Course Code Definition

When using Add/Update/View Course Codes, you will notice that information defining a single Course is now organized information in a <u>series of three screens</u>, each with a descriptive folder "tab" caption:

Course and Schedule Information: Contains the basic and most frequently used descriptive information about the Course

Requirements, Waiting List and Promotion Info: Contains "minimum/maximum" settings, wait list settings, age/sex/membership restrictions and, when relevant, a reference to the course into which Registrants may be "promoted" next season

Billing and Codes Info: Contains Fee Schedule, Special Fee Charge Code and Charge Year

A. Course and Schedule Information

Now a definable table. (See section III of this document)

Allows 1 Person to Register for this Course more than once

New Descriptive Fields

Confirmation Letter Flag

Fields on this screen that are *new* to MARKS are:

Descriptive fields:

- Constituency Group – categorize your offerings by marketing constituency/area of interest.

- Program Note – an additional piece of information about this class. This item will appear on printed Confirmation Letters (see item VI. of this document)

- Course Date Notes #1, Course Date Notes #2 – a pair of fields used to annotate information about date/day-of-week exceptions to scheduling. For example "except for July 4" This item will appear on printed Confirmation Letters (see item VI. of this document)

- Course Time Notes #1, Course Time Notes #2 – a pair of fields used to annotate information about time-of-day exceptions to scheduling. This item will appear on printed Confirmation Letters (see item VI. of this document)

- _____ription (Long Description) – a scrolling text box, to hold a detailed description of the course. ____enter the descriptive blurb that accompanies this offering in your program guide.

- _____s:

- ____his Course Cancelled" when a Course *is* cancelled. This flag will cause all the *existing* Registrations for this Course to be considered likewise cancelled, and to be highlighted in *pink* on the on-screen Registration tables. This flag will *also prevent* further Registration for this no-longer-available Course

- The "Date/Time cancelled" box is automatically filled with the date/time the cancellation flag has been s__

Permit Multiple Reservations Checkbox:

- When CHECKED, this Course permits the same Account+Person to register MORE THAN ONCE. Useful for maintenance of guest attendance without having to create "guest Persons" on Accounts, as well as for the ability to use Course Registration for activities such as personal training without having to create a large array of individual Courses for "1st appointment," "2nd appointment", etc.

- *While visible, this feature is not activated at your site unless you call ESFMARKS and request us to turn it on.* Once turned on, be advised that the DEFAULT setting when creating new Courses is NO multiple registrations. Your staff will need to INDIVIDUALLY specify (Course by Course) which Courses use this feature.

Confirmation letter fields:

- When CHECKED, the "Print Confirmation Letter for this Course" flag indicates this particular Course is one that should generate Confirmation letters (see item VI. of this document)

- The "Confirmation Letter Address" box reflects the drive, path and filename (CONFLTTR.DOC) of the confirmation letter. Future enhancements are planned to enable you to maintain multiple letters for different types of Courses.

Defined Locations:

The Course Location field used to be a text box. With this release, it has evolved into a pick list of *defined*

Locations. (details in item III. of this document)

B. Requirements, Waiting List and Promotion Info:

A new screen, but no new fields: everything on this screen has ALWAYS been part of the Course Code.

C.   Billing and Codes Info:

A new screen, but no new fields: everything on this screen has ALWAYS been part of the Course Code.

Be sure to fill in the Special Fees Charge Code whenever it might be possible for someone to be billed an unusual dollar amount and/or receive a custom discount.

CLICK to access schedule of fees

W
yo
between two
different
approaches to creating financial information directly from Registrations:

- Immediate Bill/Pay (details in item IV. of this document)
- "Global" Billing via the A/R Menu: Generate Fees option

BOTH APPROACHES pull Financial Details ($ amounts, Transaction Charge Code/Years, etc.), Special Fee Charge Code and Charge Year from this same part of the Course Code Definition

✓

New "Course Location" Table

With the release of Visual MARKS 2.52, the Course Location has evolved from a limited size text box field of the Course Code screen to a table of defined Locations.

from the opening Menu of MARKS

- **SELECT Course (via the Menu Ribbon)**

- **SELECT Add/Update/View Course Locations**

- **PICK an EXISTING Location to EDIT (& CLICK EDIT!)**

    OR **CLICK ADD to Add a NEW Location**

The various fields of the Course Location table are self-explanatory:

A COMPOUND DESCRIPTION of the Location is included in the Confirmation Letter (see section VI of this document). To create this text, the letter program processes the contents of ALL the descriptive fields as if they were a single continuous field (for example, Location Name, followed by Address and Phone, if that is all you've filled in), then extracts the first 120 characters as 3 individual 40 character fields.

✓

Registration with Immediate Bill/Pay Option

The new "Immediate Bill/Pay" Option enables a registrar to *simultaneously* create a **Registration** *and* drop **a Contribution or a Bill** into an **open Batch**, thus saving time and expediting the impact of the related fees &/or monies on A/R.

☞   **In this initial release, this feature ONLY GENERATES CONTRIBUTIONS OR BILLS.** Until further enhancements are made to this feature, this feature does NOT handle Payments *against* Bills. This means "partial payments" canNOT be entered at the same time as the Bill is generated via this option.

This new feature combines the following *individual* components:

Create New Registrations for one or more Persons in the *current* Account

Accrue a "Shopping Cart" of such Registrations and related fees, including any "special" fees

---

"Check Out" the Account, thus **IMMEDIATELY writing the related Contributions, Bills** to a *valid* Visual MARKS **Batch**

(Optional Purchase) Verify Dollar Total with Credit Card company and record authorization number

Automatically Print Receipts at the point of Registration "check out"

☞ **TO TURN THIS FEATURE ON FOR YOUR ORGANIZATION, CALL ESFMARKS**

Once you've turned on this feature, *access* to the feature must then e assigned on a PER-USER basis. This means you may have some users in your office who utilize Immediate Bill/Pay while others do not.

TO ASSOCIATE THIS FEATURE WITH A SPECIFIC USER:

- **LOG IN as someone with Supervisor Rights**

- **GO TO Utilties|User Information**

- **EDIT that particular User**

- **ADD "FULL ACCESS" to "Immediate Bill/Pay"**

To a User with rights to Immediate Bill/Pay, ADDing a Registration will bring up a screen similar to this:

> Automatically fills in *current* Account #

> **ONLY EXISTING PERSONS can be registered**. PRIOR to starting a Immediate Bill/Pay session for any one Account, the Registrar should verify that ALL People about to Register *already* have a Person record on that Account.

> New "Shopping Cart"

> Classic Registration fields, rearranged in new format

> **If a batch is not yet open** , click NEW BATCH to begin one OR use the "Open Existing Batch" combo box to select from *YOUR* currently open batches. Once an open batch is begun/selected, the bottom button bar is enabled

NOTE THESE IMPORTANT ISSUES:

☞ Without the *optional* **Credit Card Verification module, Immediate Bill/Pay Contributions can ONLY be CASH or CHECK.** Immediate Bill/Pay is only designed to accept Credit Card transactions when used together with a link to a credit card verification company. **There are NO RESTRICTIONS ON BILLS.**

☞ **"Automatic" and "Manual" FEES for a Course are pulled from the Course Code definition (see Section II-C of this document) "Billing and Code Info" screen).**

☞ **A registration with a FEE OF $0** (either deliberate or inadvertent!) **will trigger an "are you sure" message display**

☞ **Once you have OPENED a Batch (or started a NEW one), the Batch remains flagged as "busy" UNTIL YOU MANUALLY CLICK THE CLOSE BATCH BUTTON on the Registration screen.** This should be done at the end of the Registration process of your FINAL Registration in any session.

As you work, the Registration with Immediate Bill/Payment appears *similar* to this:

Shopping Cart of Courses selected for Registration *for this Account in this session* (may reflect Registrations for more than one Person)

"Special Fees" may be extras or discounts (negative amts) specific to *this* Registration

Batch # of batch in use

RIGHT CLICK for Fees related to this Course

begins posting process, to store transactions to the batch

Total # of Courses in Cart

total $ of all related Fees

adds current Registration to "Shopping Cart"

REMOVES last item from shopping cart, thus releasing Registration

TO RUN REGISTRATION with IMMEDIATE BILL/PAY:

GO TO COURSE REGISTRATION from the Main N&A screen, the Course menu *or* the Visual MARKS marquee Registration Icon

ADD a NEW Registration

START a NEW BATCH (by **CLICKing** the **New Batch** button)

OR   **SELECT an EXISTING Batch** from the "Open Existing Batch" drop down list *and* **CLICK Open Batch**

Create a SINGLE Registration

SELECT an ACCOUNT

IF you are working from the Main N&A Registration folder, the *current* Account # is already filled in

RIGHT CLICK in the Person selection box to the right of the Account # and **SELECT** a Person to Register

Select a Course for this Person:

TYPE IN the Section| Class | Year | Term | Period that make up the Course Definition

OR   **RIGHT CLICK** in any of these 5 fields to access a list of available Courses

Enter other Relevant Information:

TYPE IN such things as Start/Stop dates and values of the 1-character codes, if relevant to this combination of Person+Course

Enter Optional Fees (when relevant):

RIGHT CLICK on the Manual Fee Codes field to bring up a Table of Fees for this Class

Notice that AUTOMATIC FEES are *disabled* on this table. Such fees will be automatically attached by the system when you complete the Registration.

Enter Special Fee (when relevant):

TYPE the amount of the special fee (positive $ amount) or discount (negative $ amount)

IF Special Fee represents a "flat fee" alternative to the coded fees (ie, pay ONLY $50) **CHECK "Do Not Bill Any Other Fees:**

Complete this Registration:

CLICK CONTINUE to make another Registration <u>for this Account</u> (whether for the same Person or for a different person) and repeat these same steps

OR **CLICK CHECK OUT to complete ALL Registrations for this Account in this session**

To CANCEL A REGISTRATION in the "Shopping Cart":

CLICK CANCEL LAST to remove the last (bottom) Registration from the Immediate Bill/Pay .

<u>**NOTE**</u>: only the *last* (ie most recent) Registration can be cancelled by this button. If you wish to cancel a *different* Registration in this same session, , you must cancel EACH Registration going "backwards" to that point. As each cancellation is made, that attendance slot is released back to the Course for potential use by another Registrar – this means that IF YOU DO THIS, you may "lose" a Registration slot to someone else.

To CHECK OUT
AFTER **CLICKING CHECK OUT**

SELECT TRANSACTION TYPE

(when Contribution) FILL IN the Payment Information screen, which details the Contribution

CLICK Process

The Registrations are finalized, all related A/R Transactions are stored to your open Batch and any Contributions are made available for the Bank Deposit program)

NOTE: The Batch will contain one transaction for each individual fee generated by the Registration process. Any Course may have multiple fees, therefore <u>the number of transactions in batch is not expected to match the number of Registrations</u>.

If Using the (Optional Purchase) Credit Card Verification add-on to Visual MARKS:

Process Payment will begin the Credit Card Verification process. When prompted:

CLICK OK to send the Transaction through the Verification program

Transaction is sent for verification. When Verification is received, a Receipt is automatically printed to screen. The Receipt includes the Authorization number

Receipts will AUTOMATICALLY PRINT at the end of the Check Out.

To REGISTER THE NEXT ACCOUNT

NAVIGATE to the next Account

REPEAT the steps described above "To Run Registration"
You will begin by "Opening" your batch!

✓

New Registration Screen (when NOT using Immediate Bill/Pay Option)

For Users NOT using the Immediate Bill/Pay option (based on User rights), the Registration screen has only some small visual changes from the screen available in previous releases of Visual MARKS:

When Billing Information is included on this screen, a Status can be set to indicate whether/not this Registration should be included in a "global" billing run through the A/R|Generate Fees|Course Registration function

When Course Code includes billing information, Special Fee and/or Fee Code information can be attached at the point of registration

New Course Registration Record

REGISTRANT INFORMATION

Account # R0050700   >> Mrs. Iris Adler

Address   (H) 666 Emerson Street, Woodmere, NY, 1159(

Personal Info.

COURSE INFORMATION   GRADES

Section   Class   Year Term Period
View
#1
#2

Start   / /   Note
Stop   / /   ⊙ Register
Regist 07/16/2002   ○ WaitList

BILLING INFORMATION
Special Fee $0.00   Man(
☐ Do not bill any other fees

Reference #
Status

Entered: 07/

To Bill
Bill Manually
No Bill
Hold Billing

CODES
1   Code 1
2   Code 2
3   Code 3
4   Code 4
5   Code 5
6   Code 6
7   Code 7
8   Code 8
9   Code 9
10 Code 10

BUS INFORMATION
Number Stop   Time
1)

✓

Confirmation Letters

Registration-based Confirmation letters can be generated either collectively or individually. *Either way*:
- A Course Code definition can be flagged (via check box) to indicate that this course/activity should NOT generate ANY Confirmation Letters
- Confirmation Letters do NOT print for People WITHOUT Addresses

In order for this feature to launch from Visual MARKS, ther Confirmation Letter document, CONFLLTR.DOC, must be present in your MARKSNET\DATA folder.

Generate Confirmation Letters COLLECTIVELY

To prevent duplicate letters, each run of this COLLECTIVE letter program places a system flag on the Registrations included in the run. Each run therefore automatically generates letters for ALL Registrations made *since the last time* letters were generated.

from the opening Menu of MARKS

- **SELECT Course (via the Menu Ribbon)**

- **SELECT Merge to Confirmation Letter**

A screen *similar t*o the following is displayed:

SELECT a Date for your letter

Define Confirmation Letter Details

This program will scan through all course registration records and will create a confirmation letter using MS Word for all records that:
1. Are in non-cancelled courses
2. Are in courses the are flagged for confirmation letters
3. Have not received a letter

Letter Details

Date to use on letter   Mar 31,2002

CLICK to launch Word and start the merge

Begin

at the end of the process, this screen displays:

If your run did not satisfactorily complete, CLICK to reset the system flag on the included Registrations

Completed!

The letters have been sent to MS Word, and the individual course records have been flagged that a confirmation letter was printed.

If you were unable to print the letters for whatever reason, please click on the undo button to UNflag these class records, thereby enabling you to print them again in the future.

Generate Confirmation Letters INDIVIDUALLY

This "on the fly" approach to generating Confirmation letters enables you to select ANY ELIGIBLE REGISTRATION in your database and print a single letter specifically for that Registration.

Unlike the "collective" printing, this approach does NOT prevent duplicates. In fact, it was originally conceived as a "reprinting" programming.

- **NAVIGATE to the Registration** for which you wish to print a letter

from any part of Visual MARKS that allows access to Registrations

- **RIGHT CLICK on the SPECIFIC Registration** for which you wish to print a letter

When this box displays:

Microsoft Visual FoxPro

Reprint Confirmation Letter?

Yes   No

- **CLICK YES**

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