

Rotarian CNY Books for the World Database

BFTW Mtrls Operation Management database

NOTICE - This system was designed and developed by Ward Vuillemot, PDG, CNY BFTW, Inc., at no charge and may not be used by other organizations without his prior permission.

CONTENTS

GENERAL DESCRIPTION

PURPOSE -----3
 SYSTEM REQUIREMENTS -----3
 USER FRIENDLY-----3
 SECURITY -----3
 BACKING UP DATA-----3
 DATA FILES-----3

GENERAL NOTES

NAVIGATION -----4
 COMMON ICONS -----4
 FINDING RECORDS -----4
 TRACK-IT Systems -----5
 SWITCHING BETWEEN SCREEN TYPES -----5
 SCREEN SIZE & DISPLAY UTILITY -----5
 COLOR CODED DATA FIELDS -----5
 DATA ENTRY -----5
 ADDING & DELETING RECORD -----5
 BACK UP-----5
 TYPOS & ERRORS -----5

PROCESS SUMMARY

PROJECT records-----6
 EXPENSE records -----6
 CLUB / DISTRICT records-----6
 CONTACT records -----6

PRIMARY TASKS

SETTING UP A NEW PROJECT -----6
 RECORDING PROJECT PAYMENTS -----7
 SETUP & RECORDING PALLET PICKUPS -----7
 OTHER TASKS – NOTES -----8

DATA FILE & TABLE DESCRIPTIONS

BFTW PROJECT MANAGEMENT system -----8
 PURPOSE & GENERAL comments -----8
PROJECT SETUP form view - screen-----8
 PRIMARY DATA -----8
 CONTACT INFO -----8
 PALLET PICKUP STATUS -----9
 INVOICE & MATERIAL -----9
 PAYMENT & BALANCE -----10
 TRACK-IT fields-----10
 TRANSFER FUNDS / KITS-----10
PROJECT TRACKING -- list view screen-----10
 PURPOSE-----10
 SUMMARY Fields-----10
 PROJECT Fields -----10
 EXCLUSION icons -----11
 SHORT PROJECT TRACKING - list view screen -----11
CLUB / DIST / REGION Table -----11

EXPENSE & VOUCHER system – form view screen	
PURPOSE-----	12
GENERAL comments -----	12
EXPENSE / VOUCHER fields -----	12
PRIMARY INFO-----	12
PAYMENT-----	12
EXPENSE-----	12
TRACK-IT expenses-----	13
EXPENSE TRACKING – list view screen-----	13
PURPOSE-----	13
TOTAL EXPENSES-----	13
AUTO SELECT & SHOW-----	13
COLUMNS -----	13
CONTACT DATA -----	13
PURPOSE-----	13
GENERAL -----	13
DATA FIELDS – form view screen -----	13
TRACK-IT contacts-----	13
REPORTS – screen-----	14
GENERAL -----	14
NAVIGATION ICONS -----	14
DATABASE INSTRUCTIONS -----	14
ACTION ICONS -----	14
LABELS & ENVELOPES -----	14
REPORTS-----	14
BACK UP EXPORTS -----	14
WAREHOUSE STATUS -----	15
ENVELOPE & CARD SETUP-----	15
APPENDIX – Report examples -----	16-21
MATERIALS REQUEST / RECEIPT INVOICE-----	16
PROJECT FUNDS PAYMENT PROCESS & RECEIPT -----	17
OPEN PROJECT STATUS REPORT -----	18
PROJECT MATERIAL SUMMARY -----	19
DISTRICT / REGION / CLUB SUMMARY ACTIVITY -----	20
EXPENSE / VOUCHER SUMMARY -----	21
INCOME & EXPENSE SUMMARY -----	21
APPENDIX – Screen examples -----	22-25
REPORTS (initial sign in screen) -----	22
PROJECT – form view screen-----	22
PROJECT – list views (2 screens)-----	23
SUMMARY OF PROJECT INCOME & EXPENSE Screen -----	23
EXPENSE – form & list views screens-----	24
CONTACT – form & list views screens-----	25
CLU/DIST/REGION table screen-----	25
APPENDIX – Track-it systems-----	26-27
APPENDIX – Transferring Funds and/or Pallet kits -----	27
APPENDIX - Refining find requests in FileMaker Pro using find operators-----	28-29
APPENDIX – Process for updating the Historical Summary Excel spreadsheet-----	29
APPENDIX - Graphics -----	29
SYSTEM DEVELOPER – Contact information-----	29

GENERAL DESCRIPTION - BFTW_Mtrls.fmp12

PURPOSE – To Maintain and manage CNY BFTW projects.

- 1) CNY BFTW management and information.
 - a) Project management, tracking & reports.
 - b) Expense records & voucher generation.
 - c) Contact records.
 - d) Lookup, sort and summarize data in numerous way (slice & dice)
 - e) Other creative tasks and communications.
- 2) Generate
 - a) Summary standard and customized reports.
 - b) Print Invoices, Payment receipts & Expense vouchers.
 - c) Print Labels (mailing and other) for various categories of members.
 - d) Print Envelopes to a selected group with return address (#10).
- 3) Export Selected pre-formed, or customized-formatted Data.
 - a) Excel spreadsheets and other formats of selected.

SYSTEM REQUIREMENTS – The District Database runs on FileMaker Pro, v-12 or above. It is compatible with either a Windows or Mac systems and is completely transportable between the two.

USER FRIENDLY – The user should be familiar with standard computer use. The *BFTW-Mtrls* and *FileMaker Pro* are self-supporting, but some time spent with familiarization will save time and effort in the long run. *Typically, three to four hour's dedicated time spent in this learning phase is all that is necessary to be operational.* *BFTW-Mtrls* has been structured to function with special predefined scripts and formatting, within the *FileMaker Pro* environment. However, the functions used, and more, can be accessed via the primary *FileMaker Pro* menu at the very top of the screen. It is very useful to scroll through these functions to see what they are, i.e. Save-As, Export, etc. Also, make use of the FileMaker Pro help under the “**Help**” menu at the top right. The author, Ward, is typically available to review the total system, upon request.

SECURITY – The *BFTW-Mtrls* system is secured via passwords, which will restrict the user to data entry and retrieval only, thus protecting the integrity of the file and screen structures.

BACKING UP DATA – As is good practice with all data, it is essential that backup be made of the primary *BFTW-Mtrls* on a weekly or monthly basis. This can be done with a simple “Save As” onto a CD, disk or other device. It is also useful to compact files during this process (make this in of the selection Save-As function menu)

DATA FILES – The system consists of four primary tables that work relationally together for maximum performance and utilization. The files are:

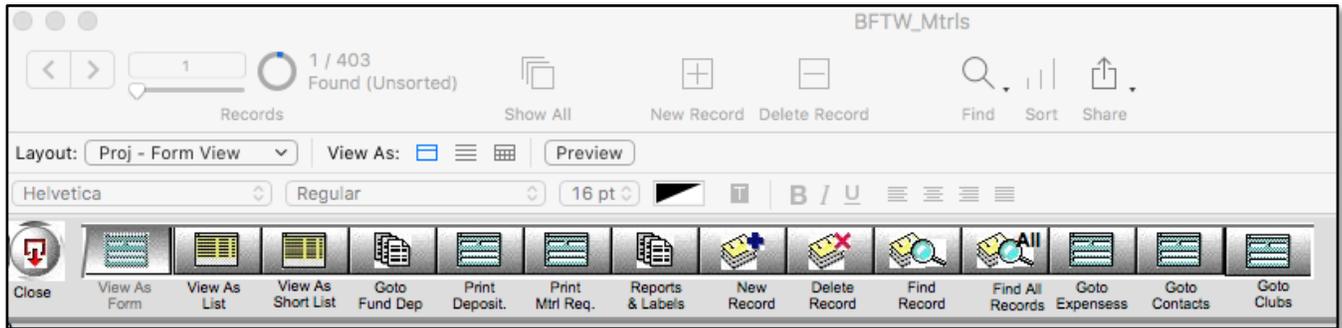
- 1) **Project** – Historical and current CNY BFTW project data.
- 2) **Expenses** – Historical and current CNY BFTW expenses records.
- 3) **Contact** – CNY BFTW committee and others contact records.
- 4) **Clubs** – Club, District and District-Region relationships
- 5) **Expense Category** – Listing of 8 categories of typical expenses, which is relationally related to the Expense screen and system. (the categories are fixed and cannot be modified)

• **NOTES**

- ***IMPORTANT - All data entry results is a permanent change to the field at the time of entry, and not at a later time when the system is saved. System save occurs throughout the data entry.***
- **A reliable file backup & retrieval system is highly recommended.**

GENERAL NOTES

A. **NAVIGATION** between data modules and screen is accomplished by clicking on the associated icon at the top of each screen as shown below. The number of these and their use will vary from screen to screen.



1. Other functions on the Navigation bars including
 - a) **Close** – Shuts down the database.
 - b) **New Record** – this will create a new record for the current system/screen.
 - c) **Delete Record** – this deletes a record with a pre-warning (do you really want to) for a one chance to change the user's mind.
 - 1) Note – *all changes and deletions change the database immediately*, and not a closing of the file.
 - d) **Find Record** – will take the user to the the find screen (see **Finding Records** section).
 - e) **Find All** – will find all records in the file.

B. COMMON ICONS

1. **HELP** icons  (sample to the left) are located on the various screens, which are typically next to field, and other process, that provide the user with helpful information. They are activated by clicking the desired **HELP** icon. Take the little extra to review these.
2. **FORM VIEW** - A quick link back to the Form View either of the List View is the Form icon to the left of the specific name. 
3. **LIST VIEW** - A column format of multi-items in a field. i.e., districts from regions set-up. 
4. **SORT** - Once in this view, the users can sort the records in the list via Location, Date, Name, District or Session, by clicking on the **sort** icon  to the left of the column descriptors.

C. **FINDING RECORDS** – Location single or groups of records for management or reporting purpose if very easy and straightforward with the system. A summary review of the necessary steps is:

1. From the screen that you want to select a specific or set of records from, click the “**Find Records**” icon in the navigation/header bar.
 - a) This will bring you to the Finder screen (blank fields)
 - b) Place the cursor in the field(s) you want to make the selection in and enter the data (project, club, address, phone, etc.) or click in the square in the field you are seeking.
 - c) Two or more fields can be used in an “and” find.
 - d) Click on Find button located on the left side of the finder screen
2. Various functions are available, i.e., =, <, >, etc. To discover what these are, click on the “**Operators**” icon near the center of the Finder Screen.
3. Rather than find, you may “**Omit**” a specific set of records for the total records, by clicking on the Omit icon at the top of the Finder Screen.
4. Example – Find all Districts other than 7150
 - a) Click **Find Records** icon in the Navigation bar described above.
 - b) Enter “7150” in the **District** field.

- c) Click on **Omit** icon on the left.
 - d) Click **Find** icon on the left.
 - 5. To find a field that is blank, simply enter an equal sign "=", click **Find**, and all the records without data in the specific field will be found.
 - 6. Should be search of a field that contains the same word in more than one set of files, i.e. Skaneateles but exclude Skaneateles Sunrise.
 - a) enter a double equal "= =" in front of the Skaneateles.
 - 7. In the club field, you would *draw-down* to the "**Other**" club and enter "= =Skaneateles".
 - a) In other fields, with *drawdowns*, simply enter the request directly into the field.
 - 8. To understand the full power of the Find system, access the Help menu at the very top right of the FM screen and access the FileMaker Pro Help.
- D. SWITCHING BETWEEN SCREEN TYPES** – Browse, Find, Layout & Preview, is typically accomplished within the utility scrip. However, I can be accomplished you the selection utility at the bottom left of the screens. (*see utility block picture below*)
- 1. **BROWSE** – Normal user view.
 - 2. **FIND** – Used in the Find mode of operations.
 - 3. **LAYOUT** – Restricted to use by the database developer and is not available to general users.
 - 4. **PREVIEW** – The print review mode. Typically, the system automatically switches to this mode so the user can click on "Preview" in the top Status bar.
- E. SCREEN SIZE & DISPLAY UTILITY** – The users may increase or decrease the size of the screen, and display (or not) the top margin of FM system utilities. This is accomplished by using the utility at the bottom left of the screens. (*see utility block picture above*)
- F. TRACK-IT Systems** – User defined fields to be used https://clubrunner.blob.core.windows.net/00000101276/en-us/files/sitepage/cny-bftw-database-documentation/database-instructionssummary-document/CNY_Mtrls.pdf for keeping track of BFTW Projects, Expenses & Contacts tables contain Track-It fields, but they are specific to their file table.). The instructions to use the Track-it system can be found by clicking to the "?" icon at the top right corner,
- a) or ... refer to this document's APPENDIX for more detailed user information about these utilities.
- G. COLOR CODED DATA FIELDS:**
- 1. **GENERAL** – Field background colors signify type of fields as follows:
 - a) **Yellow** – Required, primary entry data.
 - b) **Green** – Secondary entries – click on associated HELP icons for explanations.
 - c) **Blue** - Secondary entries – click on associated HELP icons for explanations.
 - d) **White** – as necessary, depending upon Projects status and user's requirements
 - e) **Grey** – system generated data (no entry).
- H. DATA ENTRY** - All data entry results is a permanent change to the field at the time of entry, and not later when the system is saved. System save occurs throughout the data entry.
- I. ADDING & DELETING** Records –
- 1. **Adding** - New record number is generated by a one-time pad by the system, and it will ask the users to Continue or Cancel when attempting to add a new Record.
 - 2. **Deleting** – Deleting a record is unrecoverable; therefore, the system will ask to Continue or Cancel
- J. BACKUP** - A file backup system is highly recommended.
- K. TYPOS & ERRORS** – Please report to Ward Vuillemot at: wardtv37@mac.com so corrective action may be taken.

PROCESS SUMMARY

Prior to processing data, review the all the information below

A. PROJECT Records

1. Create, Update & Look-up records
 - a) If a record exists, then update as necessary.
 - b) If no record, then create a new record by clicking “New Record”, then filling the required data.
 - 1) Required data – The yellow fields are necessary for a new record.
 - 2) Project Number – is unique and generated by the system when a record is created.
However, this field can be modified is required. i.e., 10404 to 10404revB, etc.

B. EXPENSE Records –

- a) Record and track expenses and create Payment Vouchers. There is an associated table of expense categories.

C. CLUB / DISTRICT Records

1. A relational set of record, which work with and populate the Project records via a pull-down field. It includes district number, club name and region designation, if districts are managed in BFTW regions.

D. CONTACT Records

1. A non-relational file of contacts with addresses, emails, etc.

PRIMARY TASKS

A. SETTING UP A NEW PROJECT

1. **Goto PROJECT Records**
2. **Create a New Record** (*click on New Record icon*)
 - a) Enter all known data into the **YELLOW** fields.
 - 1) The **Project Number** is generated by the system (next available number).
 - b) Goto PRINT MTRL REG. (*click on Goto Projects icon*)
 - (a) Print a PDF copy for Club Project files.
 - (b) Save a copy in your computer Club archive folder.
 - (c) Use the Project Number to name the file.
 - 2) Send a copy via email to the Club contact person.
 - (a) CC the BFTW Project Coordinator and the BFTW President.
 - 3) Set up the Project Envelope (8 ½ x 11)
 - (a) Contents
 - (1) Packing instruction (one for each kit).
 - (2) Copy of Project Materials Request/Receipt.
 - (3) Self-addressed payment envelope.
 - (b) Envelope Label
 - (1) Enter
 1. Project Number
 2. Club Name
 3. Qty of
 - a. Cartons
 - b. Rolls of Tape
 - c. Tape Handles

B. RECORDING PROJECT PAYMENTS

1. Goto the specific PROJECT Record (locate by Project number)

- a) Enter all known dates into the **GREEN** fields
- b) Goto PRINT DEPOSIT (*click on Print Deposit icon*)
 - 1) Print a PDF copy for your Club Project files by clicking on the “Print” icon and select “print PDF”
 - (a) Include a copy of the check.
 - 2) Save a copy in computer Club folder.
 - 3) Send a copy via email to the Project Contact.
 - (a) CC the BFTW Project Coordinator and BFTW President.
 - 4) Send a copy with the check via post, to the BFTW Treasurer.

C. SETUP & RECORDING PALLET PICK-UPS

1. Required information to be supplied by the Project Coordinator.

- a) Number of pallets
- b) Location
- c) Name and contact phone number at location.
- d) Days & hours of normal operations
 - 1) Other information needed
 - (a) Loading dock or drive-in flat surface?
 - (b) Forklift or pallet jack available?
 - (c) Pallet placarded & wrapped
 1. If not wrapped, the trucker needs to be made aware in advance.

2. Contact the trucker with the above information via email.

- a) **Arrow Transportation of CNY, LLC**
 - 1) Contact: Jeff Beige
 - 2) jeffbeige@pioneerwhs.com
 - 3) (315) 451-3101
 - 4) Copy:
 - (a) Kisa Conway (Arrow office staff) at Lconway@pioneerwhs.com
 - (1) Cell (315)-415-9518
 - (b) Project Contact
 - (c) Project Coordinator
 - (d) CNY BFTW president

3. Go to the specific PROJECT Record (locate by Project number)

- a) In the Pallet Pickup Status (light **BLUE** fields) and enter.
 - 1) PICKUP REQUEST date
 - 2) Number of PLTS (pallets)
- b) Once the pallets pickup(s) have been confirmed by the Project Coordinator or Contact.
- c) In the Pallet Pickup Status (light **BLUE** fields) and enter.
 - 1) PICKUP DATE
 - 2) Number of PLTS (pallets)
- d) The PALLET PICKUP PAYMENT STATUS is available to track each pickup charge, if desired. These are located to the right of the PALLET PICKUP STATUS columns and are to be filled in similar to the above.
 - 1) **NOTE:** The PALLET PICKUP STATUS allows for up to three pickup requests & dates. The total number of pallets for the specific project is summed in the **GREY** blocks below the PLTS column.

D. OTHER TASKS- NOTES

1. **PROJECT Open or Closed** – This is determined by the system using the following criteria. If there is a ZERO balance of funds charged (see Balance field in PAYMENT & BALANCE) **Project Pallets** is equal to **Pallets to Pick Up**.
2. **CLUB Records** – are made up of a table of: Club names, District numbers and Dist Area (if used to manage districts. Enter any new clubs into these files, as they are relationally linked to the Project file (Organization field), which is a pull-down and select field.
3. **EXPENSE CATEGORY** files – are fixed by the system (8 expense categories) and can only be added to or change of the data support person. It is advised to use the 8 only, which cover most, if not all, expenses.

DATA FILE DESCRIPTIONS

BFTW PROJECT MANAGEMENT system

A. **PURPOSE** - Setup and manage BFTW Projects – Accessed by the *Goto Projects* icon in the navigation bar.

B. GENERAL –

1. Screens –

- a) **PROJECT SETUP** (form view screen) – Primary project screen
- b) **PROJECT TRACKING** (list view screen) – Manage, view and sort multiple projects.
- c) **PROJECT SHORT VIEW** (list view screens) – Abbreviated Project Tracking view
- d) **CLUB/DIST/REGION** (list view screen)

2. Field back-ground colors signify type of fields as follows:

- a) **Yellow** – Required, primary entry data
- b) **Green** – Secondary entries – click on associated HELP icons for explanations.
- c) **Blue** - Secondary entries – click on associated HELP icons for explanations.
- d) **White** – as necessary, depending upon Projects status and user’s requirements
- e) **Grey** – system generated data (no entry necessary)

C. **PROJECT SETUP fields –(Form View screen)** This is the primary screen to add or modify the BFTW Project data. (Project Tracking Screen)

1. PRIMARY project data (top portion)

- a) **PROJECT REQUEST DATE** – {required} Date that the project was requested. A pop-up calendar.
- b) **ROTARY CLUB** – {required} Rotary club name. A popup club listing for selection, which is linked to the CLUB data files.
- c) **DIST.** - {required} District number – Auto fill from related club data in CLUB database.
- d) **REG.** – District BFTW management region if it exists. Auto fill from related club data in CLUB database.
- e) **PROJ NBR** – Unique Project Number {required} System generated each time a new record is opened.

2. PROJECT CONTACT INFORMATION

- a) **LAST** – Last name - {required}
- b) **FIRST** – First name {required}
- c) **MID** – Middle initial {optional}

- d) **SUF** – Suffix [Jr., Sr. etc] {optional}
 - e) **CALL** – Call or Badge nickname {optional}
 - f) **CLUB** – {optional}, if known– reference only and not used in any reporting.
 - g) **CSZ** – {required} 3 fields [City, State & Zip code]
 - h) **EMAIL** – email address {required}
 - i) **HOMEPHONE** - {required} if not available then HOME_MOBLE [cell phone – below]
 - j) **BUSPHONE** – Business phone {optional}
 - k) **HOMEFAX** – Home FAX {optional}
 - l) **HOME_MOBLE**- {required} if not available the HOMEPHONE [above]
 - m) **PROJECT REMARKS** – {optional} these remarks will be included with MTRLS DESC (materials description on the Materials Request / Receipt / Invoice document)
 - n) **CURRENT STATUS REMARKS** – {optional} A scratch-pad field for management purposes. This data ppears on the Open Projects report and can be modified from there.
 - o) **PROJECT COORDINATOR** – {required} A drop-down selection field that is linked to the Contact data. If the name is not in the selection, then go to the Contact file and enter the name and information for the individual. The name will then appear the drop-down selection field
3. **PALLET PICKUP STATUS** – Multi fields allowing for up to 3 pickups for each project.
- a) **PICKUP REQUEST** – {required} Date that a request was placed with the trucker for a pickup.
 - b) **PLTS** – {required} Number or pallets to be picked up.
 - 1) **TTL REQUESTED** – {system generated} Sum of pallets that were requested to pickup.
 - c) **PICKUP DATES** – {required} Date the pallets were picked up.
 - d) **PLTS** – {required} Number or pallets picked up.
 - 1) **TTL PICKUP** – {system generated} Sum of pallets that were picked up.
4. **PALLET PICKUP PAYMENT STATUS** – Multi-fields allowing for up to 3payments for each project.
- a) **PLTS** – {required} Number or pallets on trucker’s pickup invoice.
 - 1) **TTL INVOICED** – {system generated} Sum of pallets that were invoiced.
 - b) **PAID / DATE** – {required} Amount paid on Trucker’s invoice.
 - 1) **TTL AMT** – {system generated} Sum of invoiced amounts.
 - c) **VOUCHER** – {required} The BFTW voucher number submitted with the invoice for payment.
 - d) **CONSIGMENT KITS** –{optional} Only used if the project kits are placed in an alternate storage location i.e., at a Project Coordinator’s location
 - e) **PROJECT PALLETS** – {required} Total number of pallets in the specific project. .
 - f) **PALLET TO PICK UP** – {system generated} A matching field to the TTL PICKED UP field (see above). *This amount is matched by the system with PROJECT PALLETS in determining if the project is open or closed.*
5. **INVOICE & MATERIAL fields**
- a) **INV DATE** – {required} Date of Invoice.
 - b) **MTRL AMT** – {required} The project amount to be paid by Rotary Club.
 - 1) **XFER CREDITS** - {system generated} Credits from Transfer Funds / Kits (see below)
 - 2) **NET AMOUNT** - {system generated} Mtrl Amt less Xfer Credits, if any.
 - c) **MTRLS DESC** – {required} Description of material. i.e. Two pallet kits
 - d) **SHIPPED VIA** - {required} Method of getting the materials to the Rotary Club. i.e: Pickup, Hand Carried, etc.
 - e) **BY** - {required} Who picked material up or carried them to the Rotary Club
 - f) **MTRL REMARKS** – {optional} A scratch-pad entry of any other information related to materials.

6. **PAYMENT & BALANCE fields**
 - a) **PAID DATE** - {required} Date the payment was received.
 - b) **PAID AMT** - {required} Amount of payment.
 - 1) **BALANCE** – {system generated} – The difference between Mtrl Amt and Paid Amt.
 - 2) **TRANSERED** – {optional} Used when funds are Transfer Funds / Kits (see below)
 - c) **HOW PAID** – {required} Method that the funds were paid. i.e.: Check, Cash, etc.
 - 1) **Note** – Cash should be discouraged
 - d) **PAID CHECK NUMBER** – {required} if paid by check.
 - e) **PAID BY** – {required} Name of organization of individual.
 - f) **ADDRESS** – {required} Address of payee.
 - g) **CONTACT & PHONE** – {system generated} from Contact information section (above).
 - h) **SENT TO TREAS** – {required} date the check & Project Check- Deposit form is sent to the Treasurer.
 - i) **OPEN PROJECTS** – {utility icon} the list all Open project on a separate screen (see below)
 - 1) **OPEN / CLOSED** – {system generated} indicating of the Project on Open or Closed
 - (a) The project is **closed** if: BALANCE = zero and PALLETS TO PICK UP = zero, else it the project remains **open**. (This cannot be overridden)
7. **PROJECT TRACK-IT FEILDS** (upper right of screen)
 - a) Used to mark and keep track of multiple selections
 - 1) See the associated Help (icon to the left) or see the Appendix below)
8. **TRANSFER FUNDS / KITS** (lower left of screen)
 - a) A utility to transfer and track funds and/or kits across project
 - 1) See the associated Help (icon to the left) or see the Appendix below)

BFTW PROJECT TRACKING SCREEN (*accessed via View as List icon in the navigation bar*)

- A. **PURPOSE** – located at the top-left of the screen.
 1. Used to mark and keep track of multiple selections. Data may be modified in list views.
 - a) See the associated Help (icon to the left) or see the Appendix below)
- B. **SUMMARY Fields** located in the top margin show the totals of the columns for the selected project, include.
 1. **Material Amount**
 2. **Transfer Credit**
 3. **Net amount**
 4. **Paid amount**
 5. **Transferred amount**
 6. **Balance**
 7. **Total number of pallets**
 8. **Pallets to yet to Pickup**
- C. **PROJECT Fields** shown in columns are (left to Right)
 1. **Rotary Club**
 2. **District**
 3. **Region**
 4. **Project Number**
 5. **Requisition Date**
 6. **Number or pallets** (duplicated column from 15)
 7. **Material Delivery Date**
 8. **Status** (*open* or *closed*)
 9. **Material Amount**
 10. **Transfer Credit**

11. **Net**
12. **Amount Paid**
13. **Transferred** (to other projects)
14. **Date funds sent to Treasurer**
15. **Number or pallets**
16. **Pallets to pickup**
17. **Pallet's pickup up at a charge**
18. **Amount paid for pickup**
19. **Track it columns** (See the associated Help (icon to the left) or see the Appendix below).

D. **EXCLUSION icons**  - By clicking these icons to the right of the column title, all projects with zero "0" in that specific column will be excluded from the summary.

1. One exception – Status column with exclude all Closed projects when the icon is activated.

BFTW SHORT DATA List Screen –

Similar to the Project data list view above, but with fewer data columns, for a quicker view.

CLUB/DIST/REGION Table

- A. **PURPOSE** – Populate to establish the data for the Club pull-down fields in the various screens.
1. **Club** – club names. i.e., Baldwinsville RC
 2. **Dist** – District number associated with the club. i.e., 7150
 3. **Reg** – Region associated with the club (used in Dist 7150 only). i.e., East, Cent., West

BFTW EXPENSE & VOUCHER system

A. PURPOSE – Setup and track payments for materials and other expenses.

B. GENERAL -

1. Screens –

- a) **Form View screen** – Primary expense and voucher work screen.
- b) **List View screen** - A quick view, sort and lookup of multiple expense records.

2. Field back-ground colors signify type of fields as follows:

- a) **Yellow** – Required, primary entry data.
- b) **White** – Enter data as necessary, depending upon Projects status and user's requirements.
- c) **Green** – Secondary entries – click on associated HELP icons for explanations.
- d) **Grey** – system generated data (no entry)

C. BFTW EXPENSE / VOUCHER (fields – Form View screen)

1. Primary Information (top section)

- a) **EXP RECORD DATE** – {required} Date that the expense record was initiated. A pop-up calendar.
- b) **VOUCHER NBR** - Unique Voucher Number {required} System generated each time a new record is opened.
- b) **DT SUMMITTED** - {required} Date that the expense record was submitted. A pop-up calendar.
- c) **DT CONFIRMED** – {required} Date the check cleared the bank.
- d) **CHECK NBR** – {required} Payment check number

2. Payment Information (center section)

- a) **SUBMITTED BY** - {required} Individual preparing and submitting the document.
- b) **ORGANIZATON** - {required} Individual or organization the payment is to be made to.
- c) **ADDRESS** - {required} Address to where the payment is to be sent.
- d) **CSZ** - {required} City, State & Zip Code of the where the payment is to be sent.
- e) **PHONE** - {required} Primary phone number of payee.
- f) **FAX** – {optional} Fax number of payee.
- g) **CELL PHONE** – {optional} Cell/mobile number of payees.
- h) **EMAIL** – {optional} eMail address of payee.
- i) **REMARKS** – {optional} any miscellaneous remarks to be noted in the record.

3. Expense Details (bottom section) – *Up to 10 items and details can be listed.*

- a) **ITEM** – {required} A sequential number identifying the item.
- b) **QTY** - {required} The quantity of the item
- c) **DESCRIPTION** - {required} Brief description of the item.
- d) **SUPPLIER** - {required} Supplier of the item.
- e) **DATE** - {required} Date of the purchase.
- f) **INV/REF NBR** - {required} Invoice or reference number if available
- g) **TTL COST** - {required} Total cost of the item.
- h) **CATEGORY** - {required} Category to which the purchase is assign – *A pull-down and select menu.*
- i) **SUMMARY DESC** - {optional} A brief summary of the material(s) on the voucher.
- j) **TOTAL EXP** – {System generated} Total cost of the materials listed
- k) **FIND CATAGORIES** – {system utility} which is useful in finding and sorting records

4. Category summary table (to the right of Expense Details) - A system-generated table summarizing the various categories of expenses.

D. EXP TRACK IT – Expense Track-It - (*accessed via View As List icon in the navigation bar*)

1. PURPOSE – located at the top-left of the screen

- a) Used to mark and keep track of multiple selections
 - 1) See the associated Help (icon to the left) or Appendix below)

E. **BFTW EXPENSE DATA TRACKING** (List View screen)

1. **PURPOSE** – This view consists of primary fields above, but presented in columns for selecting, sorting and viewing multiple projects at a time. Fields may be modified in List Views.
2. **TTL EXPENSES – Total Expenses – {system generated}** located in the top margin show the total Expenses of the records selected.
3. **AUTO SELECT & SHOW** – Utility
 - 1) **Show All** - Select and display all expense records. (*typically, it is more useful to find a date desired date range*)
 - 2) **Show Open** – Select and display expense records the payments not confirmed. (*The Paid-confirmed date and Check number data must be current for this to work correctly.*)
4. **COLUMNS** of data from left to right
 - 1) **Organization** – Name of organization or individual payment made to.
 - 2) **Exp Rrcd Dt** – Date that the expense record was initiated.
 - 3) **Dt Submitted** – Date the voucher was submitted for payment.
 - 4) **Voucher Nbr** – Voucher Number
 - 5) **Submitted by** – Name of Voucher preparer
 - 6) **Phone** – Primary phone number
 - 7) **Mtrl Amt** – Amount Paid
 - 8) **Paid-Confirm** – Date payment was confirmed
 - 9) **Chk#** - Check Number

BFTW CONTACT DATA files

A. **PURPOSE** – To maintain primary BFTW contact information.

B. **GENERAL** – Two screens (Form view) or data entry & List View for view and sorting multiple records of contacts.

C. **BFTW CONTACT DATA** (Form View)

1. **Fields**

a) **NAME – in four fields** (left to right)

- 1) **LAST NAME** {required}
- 2) **FIRST NAME** {required}
- 3) **MIDDLE INITIAL** {optional}
- 4) **CALL NAME** {optional} Nick or Badge name
- 5) **CLUB /ORG** {required} – Club or organization name.
- 6) **DIST** {optional}
- 7) **POSITION** {optional} – Position or tile in BFTW or Club / Organization
- 8) **STATUS** {optional} – Pull down menu selection
- 9) **ADDRESS** {required} – Street Address
- 10) **CSZ** - {required} – Left to right City, State, Zip code.
- 11) **PHONES (HOME / CELL** - {required} for on primary number
- 12) **PHONES (BUS /FAX)** – {optional}
- 13) **EMAIL** – {required}
- 14) **COMMENTS** – {optional}
- 15) **FULL NAME** –{System generated from above}
- 16) **FULL ADDRESS** –{System generated from above}

D. **BFTW CONTACT TRACK IT** (List View)

(*Accessed via View As List icon in the navigation bar*)

1. **PURPOSE** – located at the top-left of the screen.
 - a) Used to mark and keep track of multiple selections.
 - 1) See the associated Help (icon to the left) or see the Appendix below)

REPORTS screen – Contains quick scripts in the categories shown below.

A. GENERAL

1. **Primary Screen** – This is the first screen viewed when logging into the system, and is the gateway to other portions of the system, as well as where many reports and exports are launched from.
2. **Help-Files** – Each button has a Help File associated with it. They are user accessed by simply clicking on a Help icon  to the right of the descriptor. These can be printed out for reference. Simply click on the help button, and then print the resulting screen.
3. **Find screen** – Many of the utility scripts will take the user to a Find screen prior to continuing the script. See the section on **Finding Records** for more on this in the Appendix.

B. NAVIGATION ICONS – Top margin of the screen



Navigates the users to the primary data systems.

C. DATABASE INSTRUCTIONS -  - Clicking on this utility will open a browser to a PDF of this document, which can be printed for future reference.

D. ACTION ICONS – throughout the screen launch various reports and processes by clicking on them. The specific reports or actions are labeled (right of icon) as to their function. To the right of each the descriptors as a Help icon (see above), which when clicked will give a brief description of the associated report/process.

E. LABELS & ENVELOPES -. brief descriptions. *Refer to associated Help icon/files*

1. **TBD** – Undefined action icons for later development.
2. **COMMITTEE MEMBERS** – Locates contacts that are flagged as Committee, and exports the listing to an Excel formatted report, which can be saved and/printed
3. **PRINT #10 PROJECT** - Prints selected Project Contacts to #10 envelopes.
4. **PRINT #10 CONTACTS** - Prints selected BFTW Contacts to #10 envelopes.

F. REPORTS

1. **PRINT VOUCHER (Select)** - Find and print a selected vouchers.
2. **EXPENSE/VOUCHER SUM (Select)** – Find and print a preformatted voucher summary report of selected expense vouchers (typically selected by data range)
3. **PRINT MTRL REQ (Select)** – Find and print a selected Materials requisition.
4. **PRINT PROJ/MTRLS SUM (Select)** – Find and print a preformatted Project/Materials report of selected projects.
5. **EXPORT PROJ/MTRLS SUM (Select)** – Find and export a preformatted Project/Materials report to an Excel spreadsheet.
6. **PRINT DIST/REG/CLUB SUMMARY Activity Report** – Formats for printing a summary activity report by; District, club – Data selected. i.e., Date, District, etc. Useful for date related project summaries.
7. **OPEN PROJECT STATUS REPORT** – Selects open project and formats their summary data on a report suitable for distribution to coordinators. *(May be printed from the report screen)*
8. **PROJ/EXPENSE SUM (Select)** – Creates a summary report, within a selected data range, of project and expenses.

A. BU EXPORTS – A way to backup key data elements to Excel Spreadsheets.

1. **EXPORT – PROJECTS** – Project key data elements
2. **EXPORT – EXPENSES** – Expense/Voucher key data elements
3. **EXPORT – CONTACTS** – Contact key data elements

- B. **WAREHOUSE STATUS** – Scratch-pad fields to be populated by the data manager, which will appear on the Project Open Status report.
 - 1. **Pallets in Central Warehouse** and on an open Pickup Order.
 - 2. **Last Confirmed** – Date this data was last confirmed with the warehouse.
- C. **ENVELOPE & CARD SETUP** – Three fields that are used to populate fields in envelopes.
 - a) Logo
 - b) Return Address
 - c) Note (prints on the bottom left of the envelope.
- D. **ARCHIVED DATE** – (lower right of screen) – A field to enter the date that the database file was last archived. i.e. CNY_BFTW Google Drive

APPENDIX – Forms & Report examples

Materials Request / Receipt /invoice



CNY Rotary Books for the World

CNY BFTW Materials Request / Receipt / Invoice:

Date: 6/24/2022 **Project Nbr:** 10516 **Reg. Coor:** Paul Barrus
Club / Org.: Auburn RC **Dist:** 7150 **Reg:** West
Contact Person: Eileen Daloia
Phone Nbr. / email: _____ edaloia23@gmail.com

Shipped via: Eileen picked up 2 **Date:** 6/25/2022 **By:** via Hal

Materials / Contribution Description and Remarks

6 kits & only 2 handles. Wanted 2 kits now & 4 more by first week in July. Invoice qty can be adjusted later if necessary. 5 & 6 pallet not ready yet.

Amount:	less xfer credit	Net Amount	Payment Record
<u>\$1460.00</u>		<u>\$1460.00</u>	Amount Paid: <u>\$1460.00</u>
Typical Full Kit includes (effective August 13, 2022)			Date Paid: <u>7/8/22</u>
- \$310 for 24 cartons and 3 rolls tape			How Paid: <u>Check</u>
- Project Leader's packet (labels, instructions)			Check Nbr: <u>2202400</u>
Other uses of this form may include:			Paid by: <u>Pinnacle Investments</u>
- Added delivery charges (UPS, etc)			_____
- Additional contributions to support the project			_____
Payment requested within 30 days of receipt of materials			Amount Bal: <u>\$0.00</u>

Books for the World Project Materials Remittance:

Make check payable to: **CNY Books for the World, Inc.**

Send check and copy of this form to:
CNY Books for the World, Inc.
27 Fennell St., #128
Skaneateles, NY 13152

Project Funds Payment Process & Receipt



CNY Books for the World, Inc. **Project Funds Payment Process & Receipt**

Date: 10/29/2019 Project Nbr: 10473

Amount: \$240.00 Check Nbr: 191 Date: 10/12/2019

Date Sent to Treasurer: 10/29/2019

Payee: (Individual, Club or Org.) Baldwinsville RC

Contact & Phone: Lizzy Martin - - emartin@advancemediany.com

Address: _____

Payment for: 1 pallet without tape handle

Comments: Requested via Roger 9/12 email. Mohawk Valley RC will pack the books

Reg-Coordinator: Roger Skinner Dist: 7150 Reg: West

Address: 211 Clinton St., Whitesboro, NY 13492

Home Phone: 315-868-3847 Cell Phone: _____

Email Address: roger@skinner-sales.com

1. Checks Payable to: CNY Books for the World, Inc.

2. Send to (with a copy of the Invoice/Mtrls Req. form)

Rotarian CNY Books for the World, Inc

27 Fennell Street #128

Skaneateles, NY 13152

3. Send a copy to your Regional Coordinator

4. Keep a copy of this form for you files.

CNY BFTW, Inc.

Project website: <http://www.CNYbooksfortheworld.org/>

9/21/2022

Open Project Status Report

CNY BFTW Projects Status

August 1, 2017

Organization	Dist & Reg.	Proj-Coor	Proj Nbr	Proj Plts	Proj Opened Date	Mtrl Delv'd Date	Proj Amt	Bal Due	Open Plts
Cazenovia RC	7150 Cent	Harold F. Brown	10393	1	4/11/17	4/24/17	\$225	\$0	1
Contact Info:		Sandy Patgrizio H 315-655-4734	C 315-439-3972	spatrizio@twcny.rr.com					
Remarks:									
Chittenango RC	7150 Cent	Harold F. Brown	10368	1	8/1/16	8/4/16	\$215	\$215	1
Contact Info:		Russell Wehner H 315-687-5487	C 315-256-7216	rewehner@verizon.net					
Remarks: to be paid when 10402 is completed in early Sept / Hal									
Chittenango RC	7150 Cent	Harold F. Brown	10402	1	7/21/17		\$215	\$215	1
Contact Info:		Russell Wehner H 315-687-5487	C 315-256-7216	rewehner@verizon.net					
Remarks: to be completed early Sept / Hal									
Roger Skinner	7150 E	Harold F. Brown	10401	2	7/20/17	7/20/17			2
Contact Info:		Skinner Roger H	C (315) 868-3847						
Remarks: non-assigned inventory for Eastern D7150									
Kuyahooraa Valley RC	7150 East	Roger Skinner	10383	2	11/17/16	11/17/16	\$450	\$0	2
Contact Info:		Frank McGann H 315-725-1254	C 315-725-1254	frank@frankmcgann.com					
Remarks: Roger checking status - 7/20									
Auburn RC	7150 West	Paul J. Barrus	10358	2	4/27/16	7/15/16	\$450	\$0	1
Contact Info:		Barrus Paul H 315-253-8553	C	pbarrus@roadrunner.com					
Remarks: One - completed - 2nd is being filled out with BOCES books-11/17									
Auburn RC	7150 West	Paul J. Barrus	10399	1	6/27/17	6/27/17	\$215	\$0	1
Contact Info:		Barrus Paul H 315-253-8562	C 315-237-7859	p.barrus@icloud.com					
Remarks: Union Springs schools									
Fulton Sunrise RC	7150 West	Paul J. Barrus	10365	1	7/7/16		\$225	\$0	1
Contact Info:		Linda Rossiter H 315 592-4576	C	lrossiter7150@gamail.com					
Remarks: Donation for one orphan pallet - non assigned									
Total for District 7150				11			\$1,995	\$430	10
Cortland Noon RC	7170	Janet E. Steiner	10390-rev	3	3/19/17	3/29/17	\$665	\$0	1
Contact Info:		Doug Larison H 607-753-8817	C 607-423-4184	drlarison@gmail.com					
Remarks:									
Ithaca RC	7170	Ward T. Vuillemot	10396	4	6/7/17	6/19/17	\$860	\$0	4
Contact Info:		Steiner Janet H 607-273-0882	C 607-273-0882	steinerjanet@gmail.com					
Remarks:									
Total for District 7170				7			\$1,525	\$0	5
TOTAL CNY BFTW Current Open Projects Status				18			\$3,520	\$430	15

Pallets in central warehouse : 7

Page 1

Project Material Summary - Dist 7150 - 1/1/15 ~ 12/31/15

CNY Books for the World Project/Material Summary

PROJECT DT & NBR	ORG / ROTARY CLUB	MATERIAL	PLTS	DELIVERED	INV DT	AMT	
CONTACT	PHONE	PAID DT	CHECK #	DT SENT TO TREAS	AMT	BAL DUE	
1/21/15	10264 Newfield HS Interact Club	One Pallet kit less tape and labels	1	1/21/15	1/21/15	\$125.00	
	Janet Steiner	607-273-0882	1/31/15	3902	2/2/15	\$125.00	\$0.00
4/24/15	10276 Ithaca RC	3 Pallet less 3 tapes & 1 dispenser	3	4/29/15	4/29/15	\$431.00	
	Steiner Janet	607-273-0882	5/3/15	3931	5/3/15	\$431.00	\$0.00
5/1/15	10280-A Cortland Noon RC	4 Pallet Kits	4	5/1/15	5/1/15	\$600.00	
	Doug Larison	607-753-8817	8/13/15	2748	8/14/15	\$600.00	\$0.00
6/2/15	10296 Milford RC	One pallet kit	1	6/2/15	6/2/15	\$150.00	
	Ken Sosnowski	6/25/15	4355	6/25/15		\$150.00	\$0.00
8/21/15	10312 Ithaca RC	1 Pallet Kit	0	8/22/15	8/21/15	\$150.00	
	Janet Steiner	607-273-0882	9/10/15	3990	9/10/15	\$150.00	\$0.00
8/21/15	10313 Dryden RC	1 Pallet Kits	1	8/19/15	8/21/15	\$150.00	
	Tracy Kurtz	607-844-8081					\$0.00
8/26/15	10315 Cortland Noon RC	2 Pallet Kits	2	8/27/15	8/26/15	\$300.00	
	Doug Larison	607-753-8817	9/28/15	2766	9/28/15	\$300.00	\$0.00
9/6/15	10317 Ithaca RC	4 Pallet kits	4	9/10/15	9/6/15	\$580.00	
	Steiner Janet	607-273-0882	9/14/15	3995	9/14/15	\$580.00	\$0.00
9/9/15	10319 Richfield Spring RC	Two Pallet kists	2	11/15/15	9/9/15	\$300.00	
	Marie Guerra	315-866-2119	2/8/16	2110	2/9/16	\$300.00	\$0.00
11/10/15	10327 Ithaca RC	1 Pallet kit	1		11/10/15	\$175.00	
	Steiner Janet	607-273-0882	11/17/15	4048	11/17/15	\$175.00	\$0.00
12/10/15	10332 Stamford RC	One Pallet Kit	1	12/12/15	12/10/15	\$225.00	
	David Numbers	607-278-6524	12/10/15	4843	12/12/15	\$225.00	\$0.00
11/10/15	10334 Ithaca RC	3 Pallet kits	3	12/15/15	12/15/15	\$655.00	
	Janet Steiner	607-273-0882	1/6/16	4069	1/6/16	\$655.00	\$0.00
TOTALS FOR ITEMS ON THIS REPORT			Total Pallet Kits : 23		Total Charges : \$3,841.00		
			Total Charges Paid / Balance:		\$3,691.00 \$0.00		

District / Region / Club Summary Activity Report – D7150 - 2106

CNY Books for the World - Activity

Report generated 9/18/2017

page 1

Dist	Region	Organization	Ttl Pallets	Ttl Paid	Ttl Bal
7150		Wine Stopper Donations	0	150	0
7150	Cent	Cazenovia RC	1	215	0
7150	Cent	Chittenango RC	2	440	0
7150	Cent	DeWitt RC	1	215	0
7150	Cent	Fayetteville-Manlius RC	3	675	0
7150	Cent	Syracuse RC	0	675	0
7150	Cent	Syracuse Sunrise RC		225	0
7150	Cent	Tully RC	4	645	0
7150	East	Adirondack Foothills RC		225	0
7150	East	Kuyahoorra Valley RC	3	225	0
7150	East	Mohawk Valley RC	2	215	0
7150	East	New Hartford RC		225	0
7150	East	Oriskany Falls RC		225	0
7150	East	Roger to fund in Eastern D7150	0		
7150	East	Sherrill RC	1	75	0
7150	East	Utica RC		225	0
7150	West	Auburn RC	2	450	0
7150	West	Baldwinsville RC		450	0
7150	West	Cato RC		225	0
7150	West	Fulton Sunrise RC	1	225	0
7150	West	Marcellus RC	6		0
7150	West	Mohawk Valley RC	3	225	0
7150	West	Skaneateles RC	6	1,280	0
7150	West	Skaneateles Sunrise RC		225	0
Dist 7150 Totals			35	7,735	0

Expense/Voucher Summary - 1st Qtr. 2018

CNY Books for the World Expense/Voucher Summary

PAYABLE TO	EXP RCRD DT	VOUCHER-DT	VOUCHER #	SUMMARY DESCRIPTION	TOTAL COST		
Bossong's	<u>1/4/2017</u>	<u>1/4/2017</u>	<u>144</u>		\$120.00		
ITEM QTY	DESCRIPTION	SUPPLIER	DATE	INV/REF NBR	COST	CATEGORY	CONF-PAID
1 3	Pallets form ARC Herkimer	Bossong's	12/12/16	23099	\$120.00	SHPG	1/20/2017
Mohawk Global	<u>1/26/2017</u>	<u>1/26/2017</u>	<u>145</u>		\$300.00		
1 1	Truck Detention Charge	MohawkGlobal	1/20/17	750027316-01	\$300.00	SHPG	2/6/2017
Detention charge - truck held in holding yard at DHL, Tx.							
Bossong's	<u>2/3/2017</u>	<u>2/3/2017</u>	<u>146</u>		\$200.00		
1 2	Pallets from Skaneateles on 12/23/16	Bossong's	1/10/17	23297	\$80.00	SHPG	2/28/2017
2 3	Pallets from F-M on 1/10/16	Bossong's	1/11/17	23297	\$120.00	SHPG	
Bossong's	<u>2/3/2017</u>	<u>2/27/2017</u>	<u>147</u>		\$80.00		
1 2	PU 2 Plts Oneonta	Bossong's	2/22/17	23495	\$80.00	SHPG	3/14/2017
Syracuse Corrugated	<u>3/6/2017</u>	<u>3/6/2017</u>	<u>148</u>		\$830.28		
1 561	Cartons 44ECT RSC 18x12x12	Syracuse Corrugated Box Corp	2/14/17	48888	\$830.28	SHPG	3/13/2017
Cartons							
UPS Store	<u>3/13/2017</u>	<u>3/13/2017</u>	<u>149</u>		\$8.17		
1 18	Col0r Copies on	UP Store	3/13/17	VISA Debit	\$8.17	PRNT	3/14/2017
Display cards for CNY BFTW poster							
FileMaker, Inc. (DEBIT)	<u>3/13/2017</u>	<u>3/13/2017</u>	<u>150R</u>		\$222.00		
1 1	FileMaker Pro 15	FileMaker	3/13/17	WOR30918359	\$197.00	OFCS	3/16/2017
2 1	FM Pro 15 back up DVD	FileMaker	3/13/17	WOR30918359	\$25.00	OFCS	
The Sweet Bazel	<u>3/20/2017</u>	<u>3/20/2017</u>	<u>151</u>		\$134.79		
1 1	Dinner for 7	The Sweet Bazel	3/20/17	Debit Card	\$134.79	MISC	3/21/2017

TOTAL EXPENSES FOR THIS REPORT: \$1,895.24

GRAND TOTAL COSTS FOR THIS REPORT: \$1,895.24

Ttl LEGL EXP _____ Ttl PCKG EXP _____ Ttl POST EXP _____ Ttl PUBR EXP _____
 Ttl MISC ESP \$134.79 Ttl OFCS EXP \$222.00 Ttl PRNT EXP \$8.17 Ttl SHPG EXP \$1,530.28

9/18/2017

All payments are processed through D7150 Treasure for payment

Page 1

Income & Expense Summary - 2016

Rotary CNY Books for the World Income Expense Summary

Totals for Selected Criteria

2016 Date Range for Report.

Total Billed	Total Paid	Balance	Ttl LEGL	Legal Expenses
\$15,410.00	\$12,335.00	\$0.00		
	Expenses		Ttl MISC.	Miscellaneous Expenses
	\$9,834.08		\$750.11	
Current Available funds			Ttl PCKG	Packing Expenses
\$2,500.92			\$358.56	
Available funds net			Ttl OFCS	Office Expenses
\$2,500.92			\$40.98	
			Ttl POST	Postage Expenses
			\$291.16	
			Ttl PRNT	Printing Expenses
			\$209.50	
			Ttl PUBR	Public Relations Expenses
			\$8,183.77	
Total Pallets Funded	56		Ttl SHPG	Shipping Expenses
			\$9,834.08	
				Total Expenses for this selection

APPENDIX – Screen examples

Reports (initial sign in screen)

Project – form view

Project – list view

BFTW Project Tracking List View

SELECT DTS: 156,204.32 | 16,105.00 | 140,099.32 | 138,309.32 | 16,105.00 | 2,345.00 | 731 | 23

Rotary Club	Dist	Reg	Proj Nbr	Rgt Dt	Mtri Div Dt	Status	Mtri Amt	Xfer Crdt	Net	Paid	Xfr'd	Bal	Dt to Treas	Pits	to PU	PD	AMT
Skaneateles RC	7150	West	10416	10/20/2017	10/26/2017	closed	215.00		215.00	215.00		0.00	11/30/2017	1	0		
Tully RC	7150	Cent	10417	10/22/2017	10/21/2017	closed	645.00		645.00	645.00		0.00	10/31/2017	3	0		
Tully RC	7150	Cent	10418	10/31/2017	10/30/2017	closed	215.00		215.00	215.00		0.00	12/5/2017	1	0	1	215
Cazenovia RC	7150	Cent	10419	12/1/2017		closed	225.00		225.00	225.00		0.00	12/5/2017	1	0		
Fulton Sunrise RC	7150	West	10420	12/10/2017		closed	450.00		450.00	450.00		0.00	1/9/2018	2	0	1	
Kuyahoor Valley RC	7150	East	10421	12/13/2017	12/13/2017	closed	215.00		215.00	215.00		0.00	7/25/2018	1	0		
Greater Utica Sunrise RC	7150	East	10422	12/13/2017		closed	225.00		225.00	225.00		0.00	11/28/2018	1	0		
Skaneateles RC	7150	West	10423	12/20/2017		closed	215.00		215.00	215.00		0.00	1/22/2018	1	0		
DeWitt RC	7150	Cent	10424	1/17/2018		closed	490.00		490.00	490.00		0.00	2/20/2018	2	0		
VVS Community RC	7150	East	10425	1/21/2018		closed	480.00		480.00	480.00		0.00	2/20/2018	2	0	2	80
Kuyahoor Valley RC	7150	East	10426	1/21/2018		closed	250.00		250.00	250.00		0.00	2/11/2018	1	0		
Kuyahoor Valley RC	7150	East	10427	2/16/2018													
Skaneateles RC	7150	West	10428	3/16/2018		closed	480.00		480.00	480.00		0.00	3/22/2018	2	0		

Enter B4TW List View V-0922 Books for the World

Project – Short list view

BFTW TACKING Short Data

115,896.32 | 100,066.32 | 1,965.00

Organization	Dist	Reg	Proj	Pits	Dt to Dist	Mtri Amt	Paid	Bal
Ithaca RC	7170		10396	4	6/19/2017	860.00	860.00	0.00
Skaneateles RC	7150	West	10398	1	7/8/2017	215.00	215.00	0.00
Auburn RC	7150	West	10399	1	7/26/2017	215.00	215.00	0.00
Owego RC	7170		10400	1	7/24/2017	215.00	215.00	0.00
Roger Skinner	7150	East	10401					
Chittenango RC	7150	Cent	10402	1	8/31/2017	215.00	215.00	0.00
Skaneateles Sunrise RC	7150	West	10403	1	8/3/2017	225.00	225.00	0.00
Mohawk Valley RC	7150	East	10404	1	9/12/2017	225.00	225.00	0.00
Kuyahoor Valley RC	7150	East	10405	1		225.00		225.00
New Hartford RC	7150	East	10406	1		225.00		225.00
Adirondack Foothills RC	7150	East	10407	1		225.00		225.00
Ithaca RC	7170		10408	1		215.00		215.00
Ithaca RC	7170		10409	1		860.00		860.00
Skaneateles RC	7150	West	10410	1	9/19/2017	215.00	215.00	0.00
Cazenovia RC	7150	Cent	10412	1		215.00		215.00

Enter BFTW List View V-0917 Books for the World

Summary of Project Income & Expense screen - 2016

Summary of Project Income & Expenses within a selected date range, and/or a select Expense Category.

PRINT Summary

Expense Totals		Sub-Totals of Categories	
Total Billed	\$15,410.00	TI LEGL.	Legal Expenses
Total Xer'd	\$3,075.00	TI MISC.	Miscellaneous Expenses
Total Net	\$12,335.00	TI PCKG.	Packing Expenses
Total Paid	\$12,335.00	TI OFCS.	Office Expenses
Balance	\$0.00	TI POST.	Postage Expenses
Current Available funds	\$2,500.92	TI PRNT.	Printing Expenses
Available funds net	\$2,500.92	TI PUBR.	Public Relations Expenses
		TI SHPG.	Shipping Expenses
			Total Expenses for this selection
			9834.08

Refresh with new dates

User Entered fields for report purposes

Date Range: 2016

BFTW SUMMARY Books for the World

Expenses – form view

Close
View As Form
View As List
Print Current Voucher
Reports & Labels
New Record
Delete Record
Find Record
Find All Records
Goto Projects
Goto Contacts

Books for the World
Expense / Voucher

EXPENSE RECORD DATE: **6/2/2017**

VOUCHER NBR: **153**

DT SUBMITTED: **6/2/2017**

DT CONFIRMED: **7/6/2017**

CHECK NBR: **3039**

Submitted by: **Ward Vuillemot**

Organization: **Bossong's Commercial Delivery, Inc**

Address: **PO Box 536**

CSZ: **Syracuse, NY 13211-0536**

Remarks:

Phone: **315-455-7431**

FAX:

Cell iPhone:

email:

Exp Track It

Clr-1

Clr-2

Clr-3

Clr-4

GOTO EXP CAT
?

ITEM	QTY	DESCRIPTION	SUPPLIER	DATE	INV/REF NBR	TTL COST	CATEGORY	Ttl PCKG
1	2	Pickup 2 pallet f/Cortland Schools	Bossong's Comm Delv.	5/3/2017	24148	\$80.00	SHPG	
2	1	Pickup 1 pallet f/Agway Ithaca	Bossong's Comm Delv.	5/12/2017	24148	\$40.00	SHPG	
3	1	Pickup 1 pallet f/Ace,Skaneateles	Bossong's Comm Delv.	5/16/2017	24148	\$40.00	SHPG	
								Ttl SHPG \$160.00
								Ttl PUBR
								Ttl POST
								Ttl LEGL
								TOTAL: \$160.00

SUMMARY DESC: **Pallet Pick Up**

TOTAL EXP: \$160.00

Find Categories: SHPG SHPG SHPG

Enter B4TW EXPENSES V-0917
Books for the World

Expenses – list view

Close
View As Form
View As List
Reports & Labels
New Record
Delete Record
Find Record
Find All Records
Goto Projects
Goto Contacts

Books for the World
Expense Tracking

Ttl Expenses **90,347.25**

Auto Select & Show

Show All

Show Open

Exp Track It

Organization	Exp Rcd Dt	Dt Submitted	VoucherNbr	Submitted by	Phone	Mtri Amt	Paid - confirm	Chk#	Exp Track It
Bossong's Commercial	1/4/2017	1/4/2017	144	Ward Vuillemot	315-685-8133	120.00	1/20/2017	3033	<input type="checkbox"/>
Mohawk Global Logistics	1/26/2017	1/26/2017	145	Ward Vuillemot	315-685-8133	300.00	2/6/2017	3035	<input type="checkbox"/>
Bossong's Commercial	2/3/2017	2/3/2017	146	Ward Vuillemot	315-685-8133	200.00	2/28/2017	3034	<input type="checkbox"/>
Bossong's Commercial	2/3/2017	2/27/2017	147	Ward Vuillemot	315-685-8133	80.00	3/14/2017	3037	<input type="checkbox"/>
Syracuse Corrugated Box Corp	3/6/2017	3/6/2017	148	Ward Vuillemot	315-437-6131	830.28	3/13/2017	3038	<input type="checkbox"/>
UPS Store Skaneateles NY	3/13/2017	3/13/2017	149	Ward Vuillemot	315-685-0155	8.17	3/14/2017	Debit	<input type="checkbox"/>
FileMaker, Inc. (DEBIT CARD)	3/13/2017	3/13/2017	150R	Ward Vuillemot	315-685-8133	222.00	3/16/2017	Debit	<input type="checkbox"/>
The Sweet Bazil	3/20/2017	3/20/2017	151	Ward Vuillemot	315-685-8133	134.79	3/21/2017	Debit	<input type="checkbox"/>
Bossong's Commercial	5/2/2017	5/2/2017	152	Ward Vuillemot	315-455-7431	400.00	5/9/2017	3039	<input type="checkbox"/>
Bossong's Commercial	6/2/2017	6/2/2017	153	Ward Vuillemot	315-455-7431	160.00	7/6/2017	3039	<input type="checkbox"/>
Mohawk Global Logistics	6/12/2017	6/26/2017	154	Ward Vuillemot	315-685-8133	2295.00	7/6/2017	3041	<input type="checkbox"/>
Debit Card - The Sweet Bazil	6/19/2017	6/19/2017	155	Ward Vuillemot	315-685-8133	154.53	7/6/2017		<input type="checkbox"/>
Amazon.com (paid via Debit	6/20/2017	6/27/2017	156	Ward T. Vuillemot	315-685-8133	71.96	7/6/2017		<input type="checkbox"/>
Amazon.com (paid via Debit	6/20/2017	6/27/2017	157	Ward T. Vuillemot	315-685-8133	401.04	7/6/2017		<input type="checkbox"/>
Syracuse Corrugated Box Corp	6/30/2017	6/30/2017	158	Ward Vuillemot	315-437-6131	896.00			<input type="checkbox"/>
Bossong's Commercial	7/6/2017	7/6/2017	159	Ward Vuillemot	315-455-7431	120.00			<input type="checkbox"/>
Bossong's Commercial	8/7/2017	8/6/2017	160	Ward Vuillemot	315-455-7431	40.00			<input type="checkbox"/>
Ward T. Vuillemot	8/20/2017	8/20/2017	161	Ward T. Vuillemot	315-685-811	72.90	9/7/2017	3044	<input type="checkbox"/>
Bossong's Commercial	9/7/2017	9/7/2017	162	Ward Vuillemot	315-455-7431	240.00			<input type="checkbox"/>

Enter Expense List View V-0917
Books for the World

Contacts - Form view

Close
View As Form
View As List
Reports & Labels
New Record
Delete Record
Find Record
Find All Records
Goto Expenses
Goto Projects
Goto Clubs

CNY BFTW Contact Data

Name (Last, First Md., Call) Vuillemot Ward T. Ward F to C Name

Club / Org.: Skaneateles Rotary Club Dist.: 7150

Position: Database Guru Status: Committee

Address: 8 Teasel Lane Committee

CSZ: Skaneateles NY 13152-1345

Phones (Home /Cell): 315-685-8133 315-247-4449

Phones (Bus / FAX): 315-685-8133 315-685-8133

Email: wardtv37@mac.com

Comments: Ward.Vuillemot.101276
Floyde1905

Full Name: Ward T. Vuillemot

Full Address: 8 Teasel Lane, Skaneateles, NY 13152-1345

Contact Track It

Conf BOD Clr-1

Clr-2

Clr-3

EnterB4TW Contacts
V-0922
Books for the World

Contact - List view

Close
View As Form
View As List
Reports & Labels
New Record
Delete Record
Find Record
Find All Records
Goto Expenses
Goto Projects

B4TW Contacts
Find Committee

Contact Name	Position	Comm	Club - Org.	Dist.	Hm Phone	Cell Phone	E-Mail	Track It
Paul J. Barrus	Replaced by Eileen	<input checked="" type="checkbox"/>	Auburn RC	7150	315-253-8562	315-237-7859	pbarrus@roadrunner.com	<input type="checkbox"/>
Edward Berkeley-Hitt	Materials Chair	<input checked="" type="checkbox"/>	Tully Rotary Club	7150	607-543-0392		berkeley-	<input checked="" type="checkbox"/>
Harold F. Brown	D7150 Coordinator	<input checked="" type="checkbox"/>	Tully Rotary Club	7150	315-685-6150	(315) 396-4285	hfbrown2@aol.com	<input type="checkbox"/>
Peter Cardamone	President & PR	<input checked="" type="checkbox"/>	Tully RC	7150	585-750-7211	(585) 750-7211	peterf7150@gmail.com	<input checked="" type="checkbox"/>
Eileen Daloia	Secretary & Reg.	<input checked="" type="checkbox"/>	Auburn Rotary Club	7150	315 729-8351		edalioa23@gmail.com	<input checked="" type="checkbox"/>
Dale Flinn	Regional	<input checked="" type="checkbox"/>	Ithaca RC	7170	(607) 533-4671	(607) 279-0103	daledg7170@yahoo.com	<input checked="" type="checkbox"/>
Rocco Lamanna	Regional	<input checked="" type="checkbox"/>	Mohawk Valley	7150	315-723-5332		rlamann@twcny.rr.com	<input checked="" type="checkbox"/>
Gary Ozminkowski	Operations Chair	<input checked="" type="checkbox"/>	Skaneateles Rotary	7150	315-685-9608	315-406-2341	thewiziwias@gmail.com	<input checked="" type="checkbox"/>
David Perkins	Elect-Media Chair	<input checked="" type="checkbox"/>	Tully RC	7150	(315) 857-7251		david.gregory.	<input checked="" type="checkbox"/>
Susan Reisman	Treasurer	<input checked="" type="checkbox"/>	DeWitt RC	7150	(315) 692-4169	(315) 415-8361	suereiscpa@gmail.com	<input checked="" type="checkbox"/>
Thomas W. Seeley	Company Attorney	<input checked="" type="checkbox"/>	Skaneateles Sunrise	7150	315-685-9511	315-263-0052	TWSeeley@gmail.com	<input type="checkbox"/>
Ward T. Vuillemot	Database Guru	<input checked="" type="checkbox"/>	Skaneateles Rotary	7150	315-685-8133	315-247-4449	wardtv37@mac.com	<input type="checkbox"/>
Jamee Bakeman	Billing	<input type="checkbox"/>	Arrow		315-317-8691		www.pioneerwhs.com	<input type="checkbox"/>
Jeff Belge	Ops. Manager	<input type="checkbox"/>	Pioneer		315-418-6974		www.pioneerwhs.com	<input type="checkbox"/>
Jerry Bishop	Facilities Mgr.	<input type="checkbox"/>	Tully Central		315-416-0633		jbishop@k12.tullyschools.org	<input type="checkbox"/>

EnterB4TW Contacts
V-0917
Books for the World

Club/Dist/Region Table

Club/Dist/Region Table

System lookup table for Clubs, District and Dist-Regions

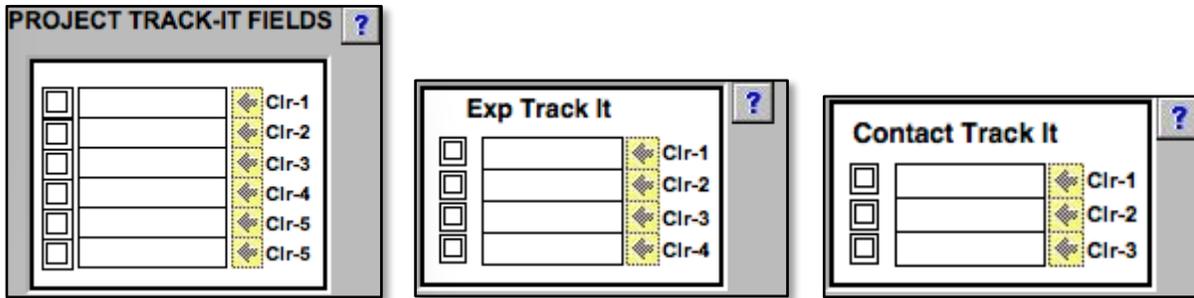
Goto Projects

Club	Dist	Reg
Aurora RC	7150	West
Baldwinsville RC	7150	West
Camden RC	7150	East

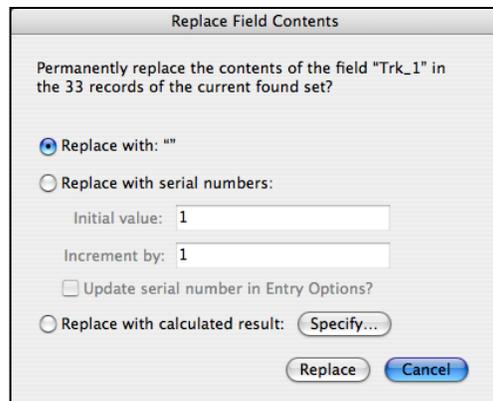
Add / Modify - Club and/or District pull-down field data
V-0922

APPENDIX – Track-It systems – User defined fields to be used for keeping track of BFTW Projects, Expenses & Contacts tables contain Track-It fields, but they are specific to their file table. The instructions to use the Track it system can be found by clicking to the “?” icon at the top right corner, or a summary is shown below.

A - PROJECT, EXPENSE & CONTACT Track-it systems



1. **Click-Box** (to the left of the box) – An “x” appears in this box when clicked, which marks the record as desired.
2. **Label Field** – Center field – User defined to label the specific Track-it for a purpose. The example shown indicates:
 - a) **Trk_1** or first field is being used to mark records of those individuals who have are Canadian Faculty
 - b) **Trk_2 to Trk_5** can be used in a similar fashions
3. **Clear icon** (to left of the word “Clear”) - Searches all records selects and clears ALL records that and marked (“x” in the click-box to the right) – The following screen appears with the Clear icon is clicked.

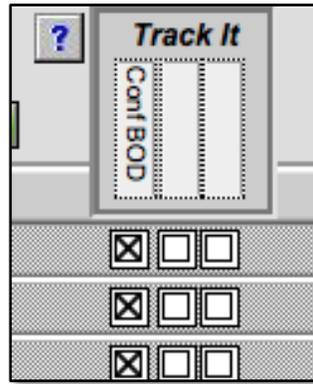


- a) A screen pops up that gives them choice to continue (**Replace**) with the clearing of the Track field, or **Cancel** the operation. In this case, it has found 33 Member records marked in Trk_1, which is labeled “2007 RLI”
 - 1) Click **Cancel** to abort the option
 - 2) Click **Replace** to clear the field
 - 3) Click Continue on the follow-up screen (this gives you a 2nd chance to abort the process)

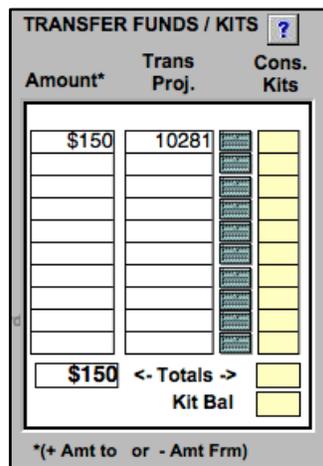


4) **Caution** - Clearing these fields does so for all the Club records in the file.

B - Track-It fields in List views - Track-It systems can be viewed and used IN the List views. This makes it convenient to manage records in groups. For Example, the users and see all the MULTIPLE records in a summary List view and enter Track-It information. See below.



APPENDIX – Transfer funds and/or kits – This utility is used to transfer funds and or kits from one project to another, as well and create a path between the affected project.¶



- A. There three columns of 10 transfers per project.
 - 1. AMOUNT - The amount to be transfer between the projects. The number entered is entered a positive or negative, depending upon:
 - 2. Positive number if funds are to be transferred to another project.
 - 3. Negative number if funds are being transfer into the project from another.
- B. TRANS PROG - The Project number of the associated project.
- C. ICON to the right of the Trans.Proj column is a Click-able icon, which will take the user to Project that is entered the tine Trans Prog column.
 - 1. the information entered in the Transferred project is then entered in the Receiving transfer project. Enter the amount as a negative number (see above)
- D. CONS KITS - Used to track Consignment Kits from a consigned inventory to a specific project

APPENDIX - Refining find requests in FileMaker Pro using find operators

Typically, when you perform a traditional find in FileMaker Pro you type your search criteria directly into a field or fields while in Find mode. FileMaker Pro supports many different symbols that allow you to perform advanced finds on your FileMaker data. The list of symbols / find operator supported by FileMaker Pro include:

Symbol / Operator	Description	Examples
=	Matches a whole word or matches empty	<ul style="list-style-type: none"> • =Market find Market, Market Services and Ongoing Market Research but not Marketing or Supermarket • = by itself finds all records that have a blank value in that field • =Chris =Smith finds Chris Smith or Smith Chris but not Chris or Christopher Smithson
= =	Matches exactly your entered search criteria	<ul style="list-style-type: none"> • ==John finds John but not John Smith • ==John Smith finds John Smith but not Smith, John or John Smithers
!	Matches records that have same data within the search field	<ul style="list-style-type: none"> • If you only have one person in the database from the state of California and you perform a find using "!" in the state field, the person from California will not show up since there are no duplicate records based on California. • If you only have 5 people from the city of Santa Clara and 4 people from the city of San Jose, then all of them will be found because they all have duplicates.
<	Finds all the records that are less than your entered search criteria	<ul style="list-style-type: none"> • < Matt finds every person who comes before Matt alphabetically • <40 finds any record whose value is less than 40 • <4/4/2014 finds any record whose date is less than April 4, 2014
≤ <=	Finds all the records that are less or equal to your entered search criteria	<ul style="list-style-type: none"> • ≤ Matt finds every person who comes before Matt alphabetically and includes all Matts as well • <=95129 finds any record whose value is 95129 or less • <=05:00:00 finds any record whose value in a time field is 5:00:00 or less
>	Finds all the records that are greater than your entered search criteria	<ul style="list-style-type: none"> • > 9 finds any record whose value is greater than 9 • > 7/30/2014 finds any record whose date is greater than 7/30/2014
≥ >=	Finds all the records that are greater or equal to your entered search criteria	<ul style="list-style-type: none"> • ≥ 9 finds any record whose value is greater than 9 including 9 • >= 4/13/2014 finds any record whose date is 4/13/2014 or greater
...	Finds all the records that are between two values	<ul style="list-style-type: none"> • 12:30...17:30 finds all records where the time value is between 12:30 and 17:30 • 1/1/2014...6/6/2014 finds all the records where the date value is between 1/1/2014 and 6/6/2014 • A...M finds all the records where the text value is between A and M
//	Finds all the records that match based on the date in memory	<ul style="list-style-type: none"> • // finds March 21, 2014 when current date is 3/21/2014
?	Finds all the records that have an invalid date or time entered into the selected field	<ul style="list-style-type: none"> • ? finds twelve but not 12 or twelve30 • ? finds Next Tuesday or 2/33/2014 in a date field • ? finds midnight in a time field • To find the ? character search for "?"
@	Used as a wildcard character that is part of your search criteria	<ul style="list-style-type: none"> • Gr@y finds Gray and Grey
#	Used as a wildcard digit that is part of your search criteria	<ul style="list-style-type: none"> • # finds 3 but not 30 • ## finds 30 but not 3 or 300 • #3 finds 53 and 43 but not 3
*	Used as a wildcard character to find all records based on search criteria plus wildcard	<ul style="list-style-type: none"> • Jo*n finds Jon and John • J*r finds Jr. and Junior • *phan* finds Phan and Stephanie • S* finds Sophie, Steve, and Sven • *"son & Phillips" finds Johnson & Phillips and Paulson & Phillips

		<ul style="list-style-type: none"> • 5/12/* finds the 12th day of May in any year in a date field • *:15 finds times 15 minutes after any hour in a time field
\	Used to search for characters that might otherwise be used as operators or other reserved items	<ul style="list-style-type: none"> • \"Joey\" finds "Joey" • joey\@abc.net finds the email address joey@abc.net
""	Used to search for more than one word beginning from the start of the field	<ul style="list-style-type: none"> • "Marten and Jones Interiors" finds Marten and Jones Interiors but not James and Marten Interiors" • ", Ltd" finds all companies with ", Ltd" in the name, but not those without a comma • "Spring" finds Springfield" but not ColdSpring Harbor or HotSpring • "@" finds @ (or an email address, for example) • "," finds records containing a comma • " " finds three spaces in a row
~	Used to search for data / characters that makes the same sound in Japanese	~は finds は , ば , ぱ , 八 , 八 , and 八

APPENDIX – Process for updating the Historical Summary Excel spreadsheet (10/21/22)

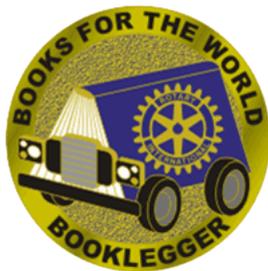
A - Open the Database

1. Goto **Projects**
2. Click on **View as List**
3. Click on **Find Records**
 - a) Enter ">" and "last updated date" in the **Rqt Dt** field
 - 1) Example: >03/21/2021
4. Click short- icon to the left to "Rotary Club" to sort the screen by Rotary Club name

B - Open your last Historical Summary Excel Spreadsheet.

1. Save this file to a new name for the date you are updating form (current date)
2. Increment the number of **Plts** for each club by the total of the pallets found in **Plts** on List screen
 - a) The total added to the Overall Total shown on the last summary should auto-increment by the number or Plts shown in the box above the Plts column on the DB List Screen.
3. Once you are satisfied the sheet has be updated correctly, save it .. and ... create the PDF copy to upload to the website.

APPENDIX -Sample Graphics



CNY_Mtrls – CNY Books for the World founder & database Developer:

Ward T. Vuillemot, PDG
 Skaneateles Rotary Club, District 7150
 8 Teasel Lane, Skaneateles NY 13152
 home: (315) 685-8133 cell: (315) 247-4449
wardtv37@mac.com