

Quick Start for Rakefet Synagogue Software

The first exposure to any software can be confusing. We all want it to work like the program we used before and can get frustrated when it doesn't. To eliminate some of that confusion, Rakefet has created this introduction booklet of frequently asked questions. These questions should help you understand the way Rakefet works and make getting started an easier task. For most of the questions, we have included markers (☞) to guide you to the appropriate pages in the Help files for further information.

General Information:

Of course, the most frequently asked question among new users is, where do I begin? We usually advise that you start by entering the families first, then move on to building your Chart of Accounts. However, before all of that can take place it is important to understand some of the basic elements of data entry in Rakefet. Here are some questions to get you on your way:

■ **How do I add or change information about families?**

When you click the Zoom or Add buttons on the main window (the one with the list of names that you see when you start Rakefet) you get to the Database Detail Window. If you have Zoomed to an existing family, you will see their name and address, and the status indicator box in the upper right hand corner of the window will be green and say 'Browsing'. This means that you are looking at a family, but you cannot change anything at this point -- you're only browsing.

If you've clicked Add, you will see the same screen, but the fields will be blank. The indicator will be yellow, and say 'Adding'. You can fill in the fields. To save the new information, either click Close (the little red door) to close the Window, click Add to save the data you've just added and give you a new blank record to fill in, or select one of the tabs (Children, Account, etc.) to continue adding data about the family.

N.B. You do *not* have to click Add a second time to save a record!

If you are browsing an existing record and you want to change it, click Edit. The indicator will become yellow and say 'Editing'. This means that you are now allowed to make changes to the data that you see on the screen. When you are finished, you can close the window, move to a different record (by using the

arrow buttons in the upper right corner or the Find button), or click the Add button to get a new blank record to fill in. Any of these actions will save the changes that you've made.

 *Search Help for **Adding, Editing, and Validating Data***

■ **How do I add or change financial transactions?**

Financial transactions that appear in a family's account file or on the General Ledger page work much like family data. The main difference is that many separate transactions can be seen at one time in the grid display on the top portion of the window. To see all the details of a transaction, just click on it in the grid. The complete transaction will appear in the fields in the bottom part of the screen. Notice that the status indicator is green and says 'Browsing' when you are just looking at a transaction.

To edit an existing transaction, select the one you want to change by clicking on it in the grid, and click Edit. The fields at the bottom of the screen will become 'live', and you can change them. Just like before, closing (with the little red door) the window or moving to a different record will automatically save your changes. Here we also have the option of clicking anywhere on the grid to save your changes.

To add a new transaction, click Add. You will get blank fields at the bottom to fill in. When you're done, you can save the transaction by clicking on the grid or just clicking Add if you have another one to add. As soon as you save a new transaction, it will appear in the grid. If you just close the window (using the little red door), Rakefet will save the transaction, and it will be in the grid the next time you open the window.

■ **What if I make a mistake entering data?**

If you have typed incorrect information into a field, you can hit Control Z before leaving the field and the original information will reappear. If you have started adding or changing a record and you decide that you didn't want to do that after all, you can click the Undo button before saving the record. You will be returned to Browsing and your changes or new record will be removed. Once you've saved a record, you must edit it or delete it to undo changes.

What is that little “...” thing

■ **General Ledger and Payables?**

Sometimes you have a drop-down list of items like Vendors (on the General Ledger page) or Funds (on the Chart of Accounts setup window). To select an existing item, you can just click on the “...” on the right of the field and choose one. If you need to add a new vendor while you are entering transactions, you can click Add. If you notice that an existing vendor is incorrectly entered you can edit the file from here. If,

however, you want to delete a vendor (or a fund, or a budget category) you will need to go back to Setup to do this.

Of course, when you are entering a list of vendors, funds, etc. when you first set up the program, it's quicker to just go to Setup, choose the appropriate file, and enter all of them at once.



Search Help for Vendors and Employees

Window

■ **Can I use Rakefet without a mouse?**

Yes. You can move from field to field using the Tab key and you can chose the functions such as Add or Edit by using the Alt key plus the letter underlined in that function's box. For example, for the Add button you will use Alt + A because the A is underlined.

■ **What is a Backup and why should I do one?**

A backup is a copy of your data. You have spent so much time entering in all of that information; here is your chance to protect it. You must do this every night in case the unforeseen happens, like a computer meltdown or if a wandering computer meddler decides to delete some of your membership. Having this copy of your information on disk, CD, ZipDisk, or on your hard drive allows you to restore it. It is good to take a backup to some secure spot off-site once a month.

One thing to remember, however, is that restoring this information does not integrate it with anything you might have entered after the backup was made. It will overlay the new information, making the program exactly as it was when the backup was made. Another thing to be aware of is the fact that disks can go bad from overuse or magnetic exposure. Be sure to use the Test a Backup function after making a backup. It is recommended to have five or more disks, using a different one for every work day. Even if you have a tape backup, making a disk/or CD backup of Rakefet is essential.



*Search Help for **Backup and Restore***

■ **What is a View?**

The database can be accessed through several Views: All Families, Families w/Accounts, Member Families, Adults, Children, and Adults+Children. You can change the View by selecting one of those categories in the View box on the Database page. Database and Receivables reports are based on the current view. For example, if you want the address labels to be addressed to the children, you must choose the Children's View before choosing the label printing function.

Once the View is set, all reports, labels, and letters will include the families or individuals within that View. Adults, Children and Adults+Children are

individual Views, in which each person will get a label or letter.

 *Search Help for View*

■ **What is Tagging**

Sometimes you will want to distinguish only certain individuals or families for reports, labels, etc. To select them, you can give them a tag by clicking next to their name in the column “

Database Information:

Now that you know the basics, you can enter a family into the database. While in the Database page, click on Add. You will now be in the Database Detail page where you can fill in the family’s information. The page may look complicated at first. Here are some common questions that will help orient you with this screen:

■ **What are Family Codes?**

The Family Code button at the bottom of the page allows you to assign membership codes to a family. Grouping families by codes is especially helpful for

dues billings. Most synagogues assign groups such as Member, Single Member, and Life Member, and then select each particular group for billing. Before you assign these codes, however, you will have to create them.

Family Codes are created under Setup --> Family Codes. Here you can name the code and designate whether it implies a financial account for the family by clicking the Account box at the bottom of this page. If a family only has codes that do not imply an account, the family will not have an Account page and you will not be able to enter any payments or charges for them. This is ideal if you have a large database for mailings. Only families with at least one account-specifying code will be visible in the Families w/Accounts view.

Similarly, Family Codes that imply Membership should have the Member box checked in order for them to appear in the View of Member Families on the main Database screen.

Once you have created your codes, you can go back to the Database Detail page and assign them. The Family Data Codes page has two columns, one of Available Codes and one of Selected Codes. To send one from the Available side to the Selected side, either double click on the code or highlight it and use the black arrow in between the two columns to send it over.

To rapidly assign a code to many families, you may use the Mass Coding function. First tag the chosen families on the membership page by clicking in their box under the column marked “☑”. Then go to Special --> Mass Coding. Here you have the option to assign a code or delete a code from all the tagged families.



Search Help for Codes

■ **How do Individual Codes differ from Family Codes?**

Whereas the Family Code describes the family’s status, the Individual Codes are used for groups that the particular member belongs to, but not necessarily his spouse. For instance, Frieda may belong to Sisterhood, her husband is a Board Member, and their child is in the Youth Group. They can be filtered out separately for mailings, labels, etc. The Individual Codes are created and assigned exactly like the Family Codes, using the appropriate Rolodex box at the top of the screen. Go to Setup --> Individual Codes to create them, then back to the Database Detail page or use the Mass Tagging feature (see above) to assign them.

■ **How can I group people by Codes for mailings, etc.?**

To filter an Individual Code group, go the main Database screen and designate that you want “Adults”, “Adults + Children”, or “Children” in the

View. This enables the Individual Codes to be accessed. Now click on the Filter button. Send the codes you want from the Available Codes column to the Selected Codes column by double clicking or highlighting and using the black arrow. Clicking OK on the bottom of the page will activate the filter. Now your screen will only show those selected and you can run reports, letters, or labels for these people. To clear a filter, go back to the Set Filter screen and click Clear and OK. To set a filter for a Family Code, you can be in any view. Filtering from the Family view will automatically default to the Family Code choices, but filtering in any other view requires that you activate the “Use Family Codes in Individual View” button under the Available Codes column.

■ **What are the Title and Salutation boxes for?**

The Title field is where you enter Mr., Ms, Rabbi, Dr., etc. for the individual. These titles are used to create names and salutations for letters or labels that are printed from an Individual view. When no title is supplied, just the first and last names will be used. In many cases you will not want to enter any title. Only use a title if you always refer to the member as Ms Weiss, instead of Rachel Weiss.

The Family Title field controls how the family is referred to on mailing labels and the inside address in letters printed from a Family View. For example, for the family of Dr. Irving Kaplan and his wife Sarah,

the Family Title would be “Dr. and Mrs. Irving” and would appear “Dr. and Mrs. Irving Kaplan” on the labels and inside address. When no Family Title is supplied, the first names will be used: “Irving & Sarah Kaplan”.

The Salutation field is what will appear between the word “Dear” and the comma in a letter addressed to an individual. For example, if Dr. Irving Kaplan likes to be called Irv he can be addressed as just Irv or Irv Kaplan.

Similarly, the Family Salutation field will be used in letters to the family. This is used even if the member is single. You must supply a Family Salutation. If you do not enter one, the letters will be printed without a salutation. If you activate the Secondary Address, a new Family Salutation field will appear. This allows you to change the title and the salutation in the case that the Secondary Address is a business. The Optional Secondary Name is then also used for labels and the inside address.



*Search Help for **Titles and Salutations***

■ **How can I get my address labels to come out in Zip Code order?**

On the Database screen under the View settings is the Sort box. You can sort by name or by zip code, and that's the order the labels will come out.

■ **What do I do with the Memo button on the Family 2 page?**

The Memo is a screen that allows you to keep extra, perhaps confidential, text for a family. The Memo information may be password protected, since it might be used for the Rabbi's counseling records or fund-raising information.

 *Search Help for Memo*

■ **How can I add a child to a family?**

To add a child to a family, click on the Children file tab at the top of that family's Database Detail screen. Now click Add and enter the child's information. To add another child to the family, click Add again. When you are finished entering children, you can return to the Database Detail screen and move to the next family.

 *Search help for Children's Page*

■ **How can I delete a child from a family?**

You cannot delete a child directly from the family's Database. You must change the View on the Database screen to Children and delete him or her on that screen, using the Delete button.

■ **What if the parents have split custody of the child? Should I enter the child in twice, once with each parent?**

No. It is best to enter the child with the parent that he or she spends most of his time with. If the other parent would still like to receive school mailings pertaining to the child, then use the Relationship Manager to establish a “non-custodial parent” relationship. You can filter on all non-custodial parents and send them all school mailings, or if the mailing is only to the 7th grade you can filter on all 7th graders, send mailing to their resident parents and then additionally filter on the relationship “non-resident child” to see if there are any 7th graders with parents residing elsewhere.

■ **Where do I set up the school classes?**

There are two possible categories of classes that you can name in Setup--> General--> User. You may wish to distinguish between Sunday and Weekday School or Hebrew and Jewish History. If a given child always studies with the same group, use only the Class No. 1 field.

To create the classes, go to Setup --> Classes and add them. To change any information about the classes, you must be in the Edit mode. You can move from class to class by using the black arrows or click on the Find button to see a complete list of the created classes.

Since you can change the Description of an existing class but not the code, many people like to use the confirmation year or the Jewish year the children will become bar mitzvah as the code. Then every summer,

if the kids remain as a group you need only change the description from 2nd grade to 3rd grade.

Once you have created the classes, you can assign them to the children in the Religious School box on the Children page. To generate reports of classes and the students enrolled, go to Reports --> Children/School --> Class Lists 163. A child must be listed as enrolled to appear on this report.

■ **In our school parents pay different rates for different grades. How can I do that?**

In the class file you will notice a tuition per student filed. Once you have filled that in, you can, in Special->Assessments->Make Assessments, check the Source called Use tuition amount per class.

■ **We give a discount for families with more than one child in the school. How do I do that?**

After you have the children enrolled in the school (and they don't even have to have their classes assigned yet) you can set the View to Families and put on the filter for school only. Then run Database report 152, selecting the fields "last name, first name" and "number of children in religious school". Use the sort button on the number of children and then print out the pages of the report that contain families with more than one child. You can then tag them and use the Credit transaction type in Make Assessments to give them the appropriate credit.

 *Search Help for Classes*

■ **What is the Aliyah check box for?**

Clicking the member's aliyah box will include his English name and his Hebrew name on Report 156, Aliyot, which can be left on the bima to assist the gabbai in calling people up to the Torah. In addition, if you have activated the individual code Cohen or Levi, it will print a C or an L in the margin.

■ **What if I need a field that isn't in Rakefet?**

Create your own by going to Setup --> User-defined Fields. The field you created will appear on the More page in the families' records. There are two different types of fields you can create here: Character Fields and Date Fields. The Date Field will have a pull-down calendar and is good for items such as "Date Joined". The Character Field can be used for anything you want to track, like occupation or special interests. By clicking the Pairs box, you are assigning the left field to Member 1 and the right to Member 2. You should indicate this in your titles, for instance: Occupation Member 1 and Occupation Member 2.

 *Search help for User-defined Fields*

Yahrzeits:

The Yahrzeit system enables you to associate yahrzeit

observances with families in the database. A family may observe any number of yahrzeits and a single yahrzeit can be linked to any number of families. A yahrzeit can also be recorded in the database without being connected to a family. Here are some common questions about entering yahrzeits to get you started:

■ **How do I enter a Yahrzeit?**

Yahrzeits are entered into the system from the observing family's Yahrzeit page, which is accessible from the Database Detail screen. A yahrzeit entry consists of the name, date of death, relationship to the family (e.g., "David's Uncle"), and two optional fields (Note 1 and 2) that can be used for plaque locations, burial site, or anything else you want to track.

A yahrzeit that is already in the system can be linked to more than one family by going to the second family's Yahrzeit page, clicking on the deceased in the Complete Yahrzeit File, and using the right-pointing arrow to move it into the Yahrzeits Linked To This Family column. Then enter the relationship of the deceased to the new family.



Search Help for Yahrzeit Page

■ **How can I enter a Yahrzeit without linking it to a family?**

You may want to keep track of yahrzeits that are not linked to anyone in your database if they have a plaque. Enter the information in any family's file, but

un-link them by sending them from the Yahrzeits Linked To This Family column to the Complete Yahrzeit File column using the left-pointing arrow button. Now you have a complete yahrzeit entry of the deceased, but the Link column will show 0 links.

■ **Why do I need to enter a Relationship?**

The relationship will fit into the Yahrzeit letter template for your notices. It is possible to link the deceased to Member 1, Member 2, or to the family. The default is to the family. Designate the relationship appropriately. (For example, if you are linking to the family you will say “David’s beloved mother.” If you are linking only to David, you will say, “your beloved mother.” The relationship can also appear on the Yahrzeit List (Report 350) if you specify this in Report Preferences. If you always link to the individuals, you can list the relationship as “mother” and add the words “your beloved” to the letter template.

■ **How can I find out which families are linked to a specific Yahrzeit?**

You can find the links immediately by clicking with your right mouse button on the deceased’s name in the Complete Yahrzeit File column. To print a report listing the survivors, use the Yahrzeit List (Report 350) or the Yizkor List (Report 353), first specifying in Preferences how you would like the records sorted (by deceased, survivor, note, or date) and what

information is to be included on the report (relationships, Hebrew names, notes, and dates).

■ **Does the Finder differ from the Find button?**

Yes. The Find button is used to search for living people in your database. The Finder is used in the Yahrzeit page to locate a deceased's name in the Complete Yahrzeit File column. As you type the last name of the deceased, the Finder will highlight the match that it finds.

■ **What is a Key?**

The Key field in the yahrzeit list shows the unique internal number associated with each yahrzeit. This is useful to distinguish between people with the same or similar names. You do not need to use this number for any other purpose.

■ **What if I don't know the year of death?**

You can enter a Jewish date with or without a year. If you enter a year, then Rakefet will automatically display both Jewish and Gregorian dates. You cannot enter a Gregorian date without a year.

■ **Why do I need to know the time of death?**

Specifying Evening will convert the Gregorian date to the next day on the Hebrew calendar. Statistically, it is more likely that the time of death was day if you do not know for certain.

Financial Information:

Rakefet includes a complete system for maintaining the financial records of your organization. There are three major aspects to the system: Billing and Receivables, General Ledger, and Payables and Check-writing. The Payables function is sold as an extra-cost option. If you have not yet purchased it, you can record handwritten checks and maintain full financial records for your congregation.

Before you begin setting up your Chart of Accounts, we highly recommend that you read the provided documentation within Rakefet.



*See Help, **Planning Your Chart of Accounts***

The following questions are organized into three categories: Setting Up Your Chart of Accounts, Billing and Receivables, and Payables.

Setting Up Your Chart of Accounts:

■ How do I create a financial account?

Your Chart of Accounts comes equipped with one Income Account (001000 Dues), one Bank Account (B01000 General Account), and an Equity Account (Q99999 Retained Earnings). You will need to expand on this before you can do much in the way of financial activity. Click Add, and you can begin to fill

in the account number, description, and various other information according to the guidelines you read or printed out in Help. Note that not all the check off options in the lower left-hand corner are available for each type of account– “include on balance summary”, for example; is only active if you are defining a Bank Account.

■ **What is an Associated Account?**

You will need to associate each income and expense account with a default bank account, to indicate that dues are normally deposited into B03000, the Money Market account, or that the electric bill is normally paid out of B01000 (which you can rename if you like). If, at some point and on a one-time basis, you suddenly need to pay the phone bill out of the B06000, the Payroll Bank Account, you can show this in a journal entry.

■ **What is a Fund?**

An unrestricted fund is a way of grouping two or more income/expense accounts for purposes of easy reporting. For example, tuition, school supplies, and teachers’ salaries may belong to the fund RS, Religious School, so that you can easily tell to what extent the synagogue is subsidizing the school. Or if you are running a fund raiser, you may have dinner income, journal income, catering, entertainment and decor expenses. Grouping these accounts allows you to print report 256, Detail General Ledger for only this fund and give it to the chair of the event so he can see

how he is doing as the event approaches.

Sometimes you have money that can only be used for a particular goal, like Library Fund Donations. This is a restricted fund, and by so designating it, it will be apparent on the balance sheet that money is not available for paying the electric bill. Also any surplus or deficit will remain attached to the restricted fund when the books are closed. When you create a restricted fund, Rakefet will create an equity account, like Q00001, which will contain the retained balance for this fund.

It is a good idea to create all your funds in Setup --> Funds and then attach them to each account using the drop down window in the Chart of Accounts. If you find that you have forgotten one, you can also create it on the fly from within the Chart of Accounts by clicking on the little “...” to the right of the Fund field.



*Search Help for **Funds***

■ **How can I set up a Budget?**

If your Chart of Accounts is very simple, you may want to have a budget line for each income and expense account, and you will indicate this in Setup/Budget. If your Chart of Accounts is more complex, you may wish to budget by category, grouping certain income and/or expense accounts together. For instance, all the accounts in a fund

raising project may be grouped in a Budget Category called Spring Gala, and you will indicate that you expect to net \$10,000, rather than budgeting for each line item.

In addition to this, there will be certain items that you may not want in your Operating Budget at all, like money received into restricted funds. Then you will indicate in Setup/Budget that you want to budget by category, and proceed to define your categories by clicking on the file folder to the right. You will then go to Setup/Chart of Accounts and attach each income/expense account to the appropriate budget category (Which may be *no* budget category).

Then, returning to Setup/Budget, you can click on Edit Amounts and fill in the budgeted amount for each month of your fiscal year. (If your fiscal year is not selected correctly, go to Setup/General/User and enter it). While the cash flow of a synagogue has its peaks and valleys, if you would like to show something as being spread equally over 12 months, you can type a figure in the first month and click Fill Right.

Look through your little blue Installation Guide and Sample Report booklet to see examples of the various reports that draw on your budget information.

■ **What is Couvert?**

Some forms of income are entirely tax deductible, and

some are not tax deductible at all. If you have a fund-raising dinner, your guests cannot deduct the fair market value of the dinner, but they can deduct anything they pay beyond it. Couvert is the legal term for the fair market value of that dinner. When creating an account for something of this nature, click Couvert under Tax deductibility, and enter the value of one dinner in the field to the right.

■ **What are Units?**

When you enter payments for a form of income with a covert (see above), you must tell the computer how many dinners are being bought. Thus if someone pays \$500 for two people to come to a ball where the covert has been listed at \$35, when you print out his IRS receipt (Report 261) it will show a \$500 payment, \$70 for goods and services and a \$430 net donation. The default is one unit, but if the account is not listed as covert, you can ignore the units.

■ **What exactly do you mean by “Donation”?**

Accounts like Dues first receive a **Charge** or pledge, which raises the member’s balance, and then **Payments** are credited against it, reducing the balance. If a person pays before the charge comes due, he will show a credit balance, which is correct.

But sometimes, a person will come in with \$18 in honor of Jason’s bar mitzvah, and there has been no preceding charge. In this case, it is simpler to enter a

single transaction to indicate that money has been received but that the member's overall balance is unaffected. We call this, for lack of a better word, a **Donation**. Please note that this has nothing to do with tax deductibility, which is covered elsewhere. Many people like to block accounts like Dues and School Fees from receiving donations, since they will never need to, and this reduces the possibility of error. In any case where you may have a **Charge** followed by a **Payment**, and you may also receive money that was not preceded by a **Charge**, click Allow Donations to give yourself both options.

Billing and Receivables:

■ **How do I charge everyone for their dues at once?**

If you have divided everyone into groups according to the amount of dues they pay, set a filter for one of those groups. When, for example, you have only Senior Singles on the screen, go to Special--> Assessments--> Make Assessments. You will select the account number for dues, the date that the charge becomes payable (probably the first day of the fiscal year) and type in the amount that a family pays. Then click on Assess, and all your Senior Singles will have their Dues charges in their accounts.

Rakefet will warn you that you should make a backup before making assessments, since despite our best intentions, mistakes can happen. When it is done, it

will tell you how many assessments have been made.

■ **The congregants are starting to pay their bills. How do I enter their payments?**

If you have assessed your dues and sent out statements, it is to be hoped that the desired result has been attained, and you are being inundated with checks. Take the first check, highlight that person's name and click on the accounts icon over to the right. You will then be in that person's account, and his balance will display in the box at the lower right. Click Add, today's date will pop up, and you can fill in all the information in the bottom half of the screen. Enter the person's check in the field Their Check # as well as any other information you may want ("in honor of Jason's bar mitzvah."). If the person is paying his dues, his school fees and making a donation, you will enter one line for each account. When you are finished, you can click your mouse into the top half of the screen, and you will see all your transactions. The person's balance will be adjusted to reflect those payments. Rakefet has some useful short cuts for entering payments.



Search Help for Allocating Payments

■ **I've just entered in a bunch of checks and am going to the bank. What should I do?**

Run the Check/Deposit Register (Report 260) to make sure that what Rakefet thinks you're taking to the bank is what you think you're taking the bank. If you

have also written checks, you can run both checks and deposits; if not you can list only your deposits. This way, you can catch any typos or transpositions of numbers when you still have the checks in your hand to clarify things.

Payables:

■ How do I enter Vendors and Employees?

You can add them by going to Setup --> Vendors & Employees. Here you can specify that someone is an employee by entering their Social Security number and clicking on the Employee Box, thus enabling them to appear on the Payroll Journal (Report 230). From the Payables page, you will access the Vendors and Employees in the Pay To box. Clicking on the "...” at the right of the field allows you to Add, Edit, or Delete any of the Vendors or Employees.

 *Search Help for Vendor*

■ Can I partially pay an invoice?

When you set a command to write a check from an invoice, it will only pay those lines which are tagged (☑). The default is for all lines to be tagged, but if you wish to pay the bakery for only the first three entries, and to defer payments on the last, you may untag that line. The check will print and post, but the invoice will remain active for the lines that were not printed.

 *Search Help for Payables and Check Writing*

■ **Can I print many checks at once?**

If you are quite comfortable with the check writing program and wish to save time, you can go to Special-> Print Checks. You will choose the account from which you will be writing checks and see its current balance and all invoices connected to it. You can untag one or more and print all the rest. You will indicate either that they printed OK, in which case, they will all be posted, or that they didn't, in which case none of them will, and you will have all your invoices back. If your printer tends to jam, or the checks have been sticking together ever since the roof sprung a leak, better do them one at a time.

■ **Can I pay one vendor out of many accounts on the same check?**

Say you are reimbursing Dave Newman for picking up some bagels, getting a lawnmower fixed, and buying some copy paper. You open an invoice for him and enter a new line for each general ledger account that will be debited. (This, by the way, is the same principle that you use to replenish Petty Cash.)

Reports:

Rakefet offers many reports to present your

membership, financial, and yahrzeit data. For samples of each report, please refer to the spiral-bound booklet Rakefet for Windows Installation Guide and Sample Reports that we sent with your Demo. Within the program, you can access the reports from the pull-down window under Reports.

■ **How do I change the format of the reports?**

Most of the reports' formats can be changed. For example, if you would like the Outstanding Payables (Report 450) sorted by date instead of Vendor name, or if you want the Yahrzeit List (Report 350) to include the notes and be sorted by the name of the deceased, you could specify this by going to Report Preferences on the Report Setup screen, and then to the section that your chosen report is in. The change that you make in Setup will remain until you change it again.

■ **Does Rakefet have a membership form?**

Database Information (Report 161) will print all the fields of the family's database (including those you created yourself in User-defined Fields), leaving the empty fields blank. The family can fill in the missing information or correct any errors and give the report back to you. This report can be accessed by going to Reports--> Database--> Database Information.

■ **What is the Print Where box on the Report Setup window?**

This box controls where the report will print. Printer sends the report to the printer, Screen to the screen, and File to a disk file on either your hard drive or a diskette. Some reports, such as Statements include the option Send as E-mail. Once you have clicked on your choice, click the print button at the bottom of the window.

 *Search Help for **Report Setup Window***

■ **Can I export a report to a disk file?**

You may want to send the information in a report to a disk file so that you can print it later or import it into another program. Rakefet provides a number of different file formats that can be used for exporting data. First click File in the Print Where box. Now click on the down arrow on the right side of the File Type field to open the list and then click on the appropriate file type. The File Name field contains a default file name for the type of file that you have selected. You can change the name or path as you desire. If you are printing to a diskette, name your drive and give it a file name (for example A:\ADDRESS.TXT). If you export a report to a file name that already exists, the original file will be overwritten with the new data.

■ **How can I make my User-defined Field show up on the Name and Address report?**

To have a report showing your User-defined Field or

various other bits of information that would not normally appear together on the Membership reports, use Member Data (Report 152). Here you can chose from any of the fields offered by clicking on the Field button. You will have to print to file and format your data in your word processor. However before you perform this arduous task, look at Report 140, the Address Book, which contains many field options in the preferences of that report.

Conclusion:

We hope these questions have helped you on you way to being a fluent Rakefet user. Remember that, when in doubt, you can always search by topic in the Help files or call us at Transparent Software, Inc. We are here 6 days a week, 7:00 a.m. to 8:00 p.m. (Pacific Standard Time) Monday through Thursday, and 7:00 a.m. to 3:00 p.m.) Friday and until 2 p.m. on Sunday.

