

# Campaign ToolBox Pennsylvania Quick Reference Guide

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## About this manual

This guide contains step-by-step instructions for most of the common operations in Campaign ToolBox. All except "Set up program" assume that the set up procedures have already been completed.

This document is set up for printing and then binding in a standard 3-ring binder.

Use of menu items is shown as in the following example:

Activities | Edit Lists | Edit Flag List

This means you should click on "Activities" menu item, then click on "Edit Lists" (which appears below Activities), then click on "Edit Flag List" (which appears below "Edit Lists").

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### The Basics

*"When all else fails, read the manual"*

Based on this assumption, some folks might feel like skipping the rest of the manual. Reading the following section should at least keep you out of trouble. The items are listed in no particular order.

- There is no "group delete" function in the program. The only way a record can be deleted is if you manually select delete and then confirm that you want that record deleted.
- There is no "file delete" function in the program. Even the database update function does not change your original file - it creates a new file and leaves your original unchanged.
- Database files cannot be merged. Be careful that one person doesn't work on a file, and another person creates another file and enters data. One of those files will be wasted effort.
- If it is at all possible, only one person should add, edit, or delete records. That database file can be distributed to others for use, but there can be only one master database file and only one person should be responsible for it.
- Make regular backups of your database file. The path and file name are displayed on the opening form when the program is first started.
- Make regular backups of your database file. Yes, it was repeated for a reason - it's important!
- Use the "Reconcile Accounts" feature of the program. By creating deposit records and reconciling the program against your bank account, it will be easy to catch any problems while they can still easily be fixed. Trying to find missing or duplicated transactions at the end of a campaign is not a fun thing to do, and help on this is not included in tech support.
- When a message box appears, please read it. As obvious as it sounds, there are quite a few support calls that are solved by simply asking the person to read aloud the message displayed on the screen. That is usually followed by a rather embarrassed-sounding "oh..."
- Related to that, you'll find all sorts of interesting things by clicking on the "Help" menu item. Holding your mouse pointer over a field or a button will usually give a brief description.
- Be sure to keep your program updated. Tech support only covers the latest version of the program.
- Use your Tab key (and not your mouse) to move around the fields. Not only is this more efficient than switching between keyboard and mouse, the program does things based on what was entered in previous fields in sequential order. Note that there is no problem with using your mouse, it just generally works better if you make regular use of the Tab key.

## How the program works

### Database File Structure

If you need to do anything beyond simply entering and reporting routine transactions, it is important that you understand how the program handles data. Campaign ToolBox is designed around a “Fully Relational Database” structure. This means that records are broken down into different major components. Following is a simplified example comparing Campaign ToolBox to the older “Flat File” structure.

An older-style Flat File structure would have all information contained in individual records. If “John Doe” contributed 4 times, then there would be 4 records with all of the above information. If you found that you entered his address incorrectly, you would need to make corrections to 4 records.

#### Flat File Structure

Name: John Doe Address: 123 Main Street City: DeLand Date: 01/01/2002 Amount: 100	Name: John Doe Address: 123 Main Street City: DeLand Date: 03/20/2002 Amount: 100
Name: John Doe Address: 123 Main Street City: DeLand Date: 02/15/2002 Amount: 50	Name: John Doe Address: 123 Main Street City: DeLand Date: 04/25/2002 Amount: 100

The Campaign ToolBox database structure handles the above situation as follows:

#### Fully Relational Database Structure

DemogID: 205 Name: John Doe Address: 123 Main Street City: DeLand			
ContribID: 1 DemogID: 205 Date: 01/01/2002 Amount: 100	ContribID: 2 DemogID: 205 Date: 02/15/2002 Amount: 50	ContribID: 3 DemogID: 205 Date: 03/20/2002 Amount: 100	ContribID: 4 DemogID: 205 Date: 04/25/2002 Amount: 100

When adding a new contribution record for an **existing Demographic record**, you are actually creating only the Contribution record with a link to the Demographic record.

When adding a Contribution record for someone who is **not already in the database**, you are actually creating both a Contribution record AND a Demographic record that are linked together.

Especially when dealing with Amended records where demographic information is changed, it is important to understand how the database is storing the information. Changing information on a Demographic record will change it on all transaction records (Contributions, Expenses, etc.) that are linked to that Demographic record.

## Basic Program Operations

### Move around the screen, field to field

BACKGROUND: Campaign ToolBox is designed to be used with minimal use of the mouse so that your fingers remain on the keyboard. You can, of course, use the mouse if you prefer, but it is generally more efficient to use the keyboard for entering text. As you move from field to field with the Tab key, note that although it may not always move in nice straight lines, it does move in a logical order when entering data.

- Use the Tab key to move forward from one field to the next.
- Use Shift + Tab to move backward from one field to the next.
- When a button (such as "Save") has the focus (small dashed lines around it), if you press the Enter key, that is the same as clicking on the button.

### Move from one record to another

BACKGROUND: Different forms display data in different sequences. For example, all transactions (Contributions, Expenses, etc.) are displayed in date order with the most recent date at the end, Demographic records are displayed in alphabetic order going from first to last.

NOTE: You can also use the Spreadsheet view or the Search feature to move to a specific record.

- Use the NEXT navigation arrow (>) to move to the next record.
- Use the PREVIOUS navigation arrow (<) to move to the previous record.
- Use the FIRST navigation arrow (<<) to move to the first record.
- Use the LAST navigation arrow (>>) to move to the last record.

### Quick Fill

The City, Occupation, and Expense Purpose fields use a feature known as "Quick Fill" that pulls data from a list as you type. To use this, you must first enter the commonly used cities, occupations, and expense purposes in the appropriate lists using "Add or Delete items in a list" .

### Add or Delete items in a list

NOTE: This applies to any of the user-modifiable lists such as Contrib. Source, Expense Category, Issue, Quick Fill, etc.

1. Open program and click on Close this Form, click on Activities, then click Edit Lists, then select Edit Other Lists.
2. Click on the drop down arrow in the "List to be Edited" box and select the list you want to edit.
3. Click on the drop down arrow in the "Items in List" box to view what is already there.
4. To delete an existing item, select that item, then click on the "Delete current item" button.
5. To add a new item, enter it in the Items in List box and click on the "Add current item" button

### Search for a specific record

BACKGROUND: Several sections of the program have a "Search" menu item. This allows you to search for a specific record using criteria you specify.

1. Click on Search.
2. In the "Field to search" list, select the field.
3. Select the direction you want to search (First to Last or Last to First) based on your best estimate of where in the database your target record is located.
4. Select the "Type of Match". See Notes below for further information about how these work.
5. Enter the word or other information you want to search for.
6. Click on the Find button. The "Find" command button changes to "Find Next" after the first matching record is found.
7. If more than one matching record exists, click on the Find Next button (caption changes from Find to Find Next).
8. Click on Cancel/Close to return to the main form which will contain the search results.

NOTES:

**For most searches, using the Spreadsheet view will be faster and easier.**

To change the search criteria or to restart the current search, click the "New Search" button.

Keep in mind that this is a powerful feature that will give you exactly what you ask for - which may not always be exactly what you want. It is possible to create nonsense searches such as "LastName is Greater than 100", "Amount equals 06/16/97", etc.

Most of the comparison fields will be familiar – equal to, not equal to, less than, etc.

"Partial Match" is used only with text fields (no dates or amounts or True/False fields) and uses "wild card" characters such as \* and ?. For example, a "Partial Match" search of the zip code field for "327\*" would result in all zip codes that begin with 327; it would yield 32720, 32724, etc. The question mark functions as a place-holder. A zip code search for 31?88 would result in 31188, 31288, 31788, etc. You MUST use one or more wild card characters with the Partial Match comparison.

"Sounds Like" comparison uses the Soundex algorithm to find last names using phonetic matching.

### **Spreadsheet view**

**BACKGROUND:** Access this feature by clicking on the “Spreadsheet view” menu item on the Demographic form and major data entry forms. Data cannot be directly entered into the Spreadsheet view.

- The grid is sorted by columns from left to right.
- Change the sort order by clicking on a column header and dragging it to the far left edge of the grid. The entire grid will then resort on the first column, followed by the second, and so on.
- The Spreadsheet view can be printed as a report by clicking the “Print report” button. Note that if you have wide columns, it could print two pages across, so you might want to adjust column width before printing.
- Jump to a specific row by selecting the column (click anywhere in the column) and then typing. If you make a mistake or want to search for a different record, either press the up or down arrow or wait 5 seconds for the buffer to clear.
- Once you have found a row you are interested in, you can go directly to that record by either double clicking on that row or clicking on OK or pressing the Enter key. To leave the Spreadsheet view and return to your original record, click on Cancel.
- Columns can be shifted around in any order and can be resized as needed by dragging the column header edges left or right.

### Use Filter and Sort

BACKGROUND: The Filter and Sort form is a very flexible way to create a list that meets your exact specifications. Because it is so flexible, you end up with exactly what you ask for, which may or may not be what you really wanted. This form creates a SQL query which will be applied to the database.

NOTE: You can view sample data from any field by going to the "View data" tab.

NOTE: Some fields are for internal program use and are of very limited direct use for anything else.

1. Use the drop down arrows to select the Field and the Comparison.
2. Enter the data to compare to.
3. Continue entering any filter criteria as needed.
4. If you want the data sorted, click on the Sort tab.
5. Select the field(s) you to sort by and whether they should be in ascending or descending order.
6. Click on the Filter tab to return to the Filter page.
7. Click on the Create Query button
8. Advanced users who know Structured Query Language (SQL) can manually modify the query and then click on the "Use modified SQL" button. The SQL statement will turn red to indicate that it was manually modified.
9. Click on OK when finished.

Most of the comparison fields will be familiar – equal to, not equal to, less than, etc. The "Like" and "is Not Like" may need explaining. These are used only with text fields (no dates or amounts or True/False fields) and use "wild card" characters such as \* and ?. For example, a search of the zip code field for "is Like 327\*" would result in all zip codes that begin with 327; it would yield 32720, 32724, etc. The question mark functions as a place-holder. A zip code search for 31?88 would result in 31188, 31288, 31788, etc.

### Use Hot Keys for routine entries

BACKGROUND: Many users will find that they are entering the same information on many different records. A common example is the name of a city. With the cursor in the City field, pressing the hot key would enter the city in the field.

NOTE: This feature has largely been replaced by the newer "Quick Fill" feature. The hot keys remain for those who prefer that method.

1. Click on Tools | Setup.
2. Click on User Options tab.
3. Enter a commonly used word or phrase in the Hot Key F5 field.
4. If a second hot key is needed, add the information in the Hot Key F6 field.
5. Click on OK.

To use the Hot Key feature, press either F5 or F6 while the cursor is in the field you want the data inserted into.

### Change an existing record

NOTE: This applies to a record that has already been saved.

1. Go to the record to be changed by either clicking on the navigation arrows or using Search.
2. Use either your mouse or tab to go to the field you want to change.
3. Make the change.
4. Click on the Save button.

NOTE: There are a couple of fields in which making a change does not cause the Save button to be enabled. If you make a change and the Save button does not become enabled, position your cursor at the end of another field (such as Address) and make a change such as adding a "Z" at the end of the field, then immediately undo the change. This will enable the Save button.

### Backing up your data

Whenever possible, your main database file should be included as part of a regular backup routine using software specifically designed for doing data backups. If that is not available or you need a backup for other purposes, you can backup your data by clicking on the Tools menu item and selecting "Copy data files to folder". Your data files will be copied to the drive and folder you specify.

Notes:

1. This operation copies only the current database file plus the user-definable list files. If you are using more than one database file (for other Reporting Entities), you will need to repeat this for each database file.
2. This operation will not copy files to a CD or DVD drive. You will need to copy the files to a folder and then use another program to burn the CD or DVD.

## Setting up and Customizing the program

### Set up the program

**BACKGROUND:** Setup determines how your program will work. Proper setup is essential to making sure the program does what you want it to.

**NOTE:** If you prepare reports for more than one reporting entity, you will need to create a new database file and go through the setup routine for each reporting entity.

1. From the Opening Form, click on the Initial Program Setup button to take you to the Setup Guide.
2. You will be asked if you have already created your main database file. If not, you will be given the opportunity to do so. The default file name is CAMPAIGN - use it unless you have a specific reason for changing it.
3. The Setup Guide will take you through each of the required steps. Please carefully read the instructions at each step.
4. To customize the program for your own needs, please see "Customize the program for my own needs".

### Use multiple database files

**BACKGROUND:** If you are doing reports for more than one reporting entity, you will need to create a database for each entity (see "Create a new database"). It is very important that you remain aware of which database file you are using; the name of the current database file is displayed in the title bar of the main forms (contribution, expense, etc.).

- The most recently used database files (up to the last 6) are displayed at the bottom of the menu list when you click on File. Select the file you want to use from this list.
- You can also use File | Open to browse and select the database file you want to use.

### Customize the program for my own needs

**BACKGROUND:** Campaign ToolBox has a number of features that allow you to customize the program for your own needs. User-defined data fields can be added, update notices can be disabled, etc.

1. Click on Tools | Options.
2. Click on the Help menu item for details on each of the tabs.

### Always Refresh Lookup grid option

This option is turned ON by default, and should remain on under most circumstances. Turning it OFF creates a risk of incorrect data entry if proper internal campaign controls are not in place. Turning this option OFF will make data entry much faster when using a very large database file (typical size files will show little difference), but you must not enter more than one record for a given individual without closing and then reopening the contribution form. The reason is that with the "Always Refresh" option turned off, a newly-entered person will not appear on the spreadsheet to be selected. They are not added to the list until it is refreshed, and this only happens when the form is first opened if that option is turned off. If used incorrectly, it is possible to create more than one demographic record for an individual if that individual gave two contributions in the same batch of checks. This would mean that the program could not calculate the cumulative contributions from that person.

### **Set up User Defined data fields**

**BACKGROUND:** Although the program contains fields for information that the vast majority of campaigns will use, some campaigns will have their own specific needs. Campaign ToolBox can be customized for your specific needs.

1. Click on Tools | Options.
2. Click on the “User-definable fields” tab.
3. Enter the label you want to use for the new data fields. Refer to the description at the bottom of the form for details. Blank fields do not appear on the forms.

### **Flag a Name or Occupation**

**BACKGROUND:** The program will notify you if a specific name or occupation is entered. A message box will be displayed that shows your instructions on what to do with the transaction.

**NOTE:** See the section at the bottom of the Flag form or click on Help for details on how to use different "wild card" characters.

1. Click on Activities | Edit lists | Edit Flag list.
2. Click the Add button.
3. Enter the name or word you want flagged.
4. Enter the comments you want displayed with the name or word is found.
5. Click on the Save button.

## Routine Transactions

### Enter a Contribution

1. Open program and click on Enter Contributions button. (Alternate: Click on Close this Form, click on Activities, then click on Contributions.)
2. Click on Add button
3. Date field defaults to current date; change date if needed.
4. Press Tab key to move to next field or Shift-Tab to move to previous field.
5. If contribution is anything other than an individual giving from his own personal bank account, enter the name of the contributor in the Organization field. Note that you can have information in both the Organization field and the Name fields, but only one entity will appear on the statutory reports. The other information is used for letters and your own internal use only. Which one appears on the reports is determined by what is entered in the Entity Type field. When entering an individual, always begin with the Last Name field.
6. On the Last Name and the Organization fields, when the third character is typed, a list will be displayed of all existing names. If the entity is shown on the list, select it by either using your arrow keys and hitting the "Enter" key or by double clicking on the correct name or clicking on OK. If this is a new person or organization, simply hit the "Escape" key or "Backspace" key and continue entering your data. The "ET" column in the list is Entity Type ("I" is Individual, anything else is some type of organization).
7. The Informal Name field is used for the salutation on letters, so enter that if you want anything other than "Dear (Prefix) (Last Name)" for the salutation.
8. The Amount field will add the cents, so you can enter 100 and it will convert it to 100.00
9. Use the Type field to select the type of contribution. If In-Kind or Receipt is selected, the In-Kind/Receipt Description field is enabled and is a required field. Records set as Receipt will appear on the Receipts form rather than on a Contribution form.
10. The Source field is for your own internal use and is not included in the statutory reports. Click on the Edit List menu item to add or delete items in this list.
11. When all data has been entered, click on the Save button.

**NOTE: The program will allow you to enter unitemized monetary contributions as a single entry when creating the statutory report. This is useful if you have a large number of small contributions and don't want to record each individual transaction.**

### Enter an Expense

1. Open program and click on Enter Expenses button. (Alternate: Click on Close this Form, click on Activities, then click on Expenses.)
2. Click on Add button
3. Date field defaults to current date; change date if needed.
4. Press Tab key to move to next field or Shift-Tab to move to previous field.
5. If expense is paid to anything other than an individual, enter the name of the organization in the Organization field. Note that you can have information in both the Organization field and the Name fields, but only one entity will appear on the statutory reports. The other information is used for letters and your own internal use only. Which one appears on the reports is determined by what is entered in the Entity Type field. When entering an individual, always begin with the Last Name field.
6. On the Last Name and the Organization fields, when the third character is typed, a list will be displayed of all existing names. If the entity is shown on the list, select it by either using your arrow keys and hitting the "Enter" key or by double clicking on the correct name or clicking on OK. If this is a new person or organization, simply hit the "Escape" key or "Backspace" key and continue entering your data. The "ET" column in the list is Entity Type ("I" is Individual, anything else is some type of organization).
7. The Informal Name field is used for the salutation on letters, so enter that if you want anything other than "Dear (Prefix) (Last Name)" for the salutation.
8. The Amount field will add the cents, so you can enter 100 and it will convert it to 100.00
9. The Category field is for your own internal use and is not included in the statutory reports. Click on the Edit List menu item to add or delete items in this list.
10. Enter the check number or leave it empty. A blank field will default to "PRINT" which is used if you use the program to print checks.
11. When all data has been entered, click on the Save button.

### Enter Debt record

1. Open program and click on Close this Form, click on Activities, then click Other Distribution.
2. Click on Add button
3. Date field defaults to current date; change date if needed to show the date the debt was incurred.
4. Press Tab key to move to next field or Shift-Tab to move to previous field.
5. The Amount field will add the cents, so you can enter 100 and it will convert it to 100.00
6. When all data has been entered, click on the Save button.

### Check Boxes:

**This is a current debt** - This box should be checked when the record is created, and it should remain checked until the debt is fully paid off. Statutory reports will include all Debt records in which this box is checked.

**Include in cumulative** - If this debt is also reported on the Contribution form, this box should NOT be checked, as it would result in the debt being double reported when calculating the beginning balance. When the beginning balance is calculated, all contributions and expense records are totaled; the program then goes through each Debt record and adds any records where this box is checked.

## Data that is not reported to the state

### **Enter a Person or Org. in the database**

BACKGROUND: You can enter persons or organizations in the database for your own internal use. These only show up on the statutory reports if a transaction is linked to them.

NOTE: A Demographic record can contain several user-defined fields. These fields are visible only if they have been set up in the Setup and Customize form (see "Set up User Defined data fields").

1. Open program and click on Close this Form, click on Activities, then click Demographic Records.
2. Click on Add button.
3. Press Tab key to move to next field or Shift-Tab to move to previous field.
4. Enter data in the appropriate fields.
5. When all data has been entered, click on the Save button.

### **Enter a Secondary Contributor**

BACKGROUND: A Secondary Contributor is never shown on a statutory report. This is a person who will receive a thank you letter in addition to the Primary Contributor. Enter a Secondary Contributor when more than one person is involved with securing a contribution.

1. From the applicable Contribution record, press Control-S or click on the menu item More Info, then select Secondary Contrib.
2. Click on Add button.
3. Press Tab key to move to next field or Shift-Tab to move to previous field.
4. On the Last Name and the Organization fields, when the third character is typed, a list will be displayed of all existing names that match the first two characters typed (if there are none, nothing will happen). If the entity is shown on the list, select it by either using your arrow keys and hitting the "Enter" key or by double clicking on the correct name. If this is a new person or organization, simply hit the "Enter" key and continue entering your data.
5. Enter data in the appropriate fields.
6. When all data has been entered, click on the Save button.

### **Enter Volunteer / Support information**

NOTE: For any given Demographic record, there is only one Support record. You cannot add a new Support record if one already exists.

NOTE: A Support record can contain several user-defined fields. These fields are visible only if they have been set up in the Setup and Customize form (see "Set up User Defined data fields").

1. From the applicable Demographic record, click on the menu item Support Offered.
2. Click on Add button.
3. Press Tab key to move to next field or Shift-Tab to move to previous field.
4. Enter data in the appropriate fields.
5. When all data has been entered, click on the Save button.

## Accounting

### **Record / Delete / Modify a bank deposit**

**BACKGROUND:** Deposits are not to be confused with contributions. A deposit is made up of one or more contributions that have been marked as being deposited in the bank as a single deposit.

**NOTE:** Deposits cannot be modified; they can only be deleted and then recreated.

**NOTE:** Each Deposit is assigned a unique ID number. This number cannot be changed, and even if that deposit is deleted, the number is never used again.

### **Record a Deposit**

1. Click on Activities | Accounting / Banking / Checks | Bank Deposit.
2. You will see a list of items that have not yet been deposited.
3. If you are using more than one bank account, select the account to use.
4. To select more than one contribution, hold down the control key while clicking on the items you want to deposit.
5. If the "Print Deposit Report" check box is checked, an itemized report will be printed for this deposit. This is the only opportunity to print this report (there is another deposit report available in Internal Staff Reports which has the same information).
6. Enter the date for the deposit (default is the current date).
7. Click the OK button to create the deposit record.

### **Review or Delete a Deposit**

1. Click on the Review/Delete Deposits menu item.
2. The latest deposit will be displayed. Use the navigation arrows to move to other deposit records.
3. To delete the currently displayed deposit, click the "Delete this Deposit" button.

### **Working with multiple bank accounts**

**BACKGROUND:** While most campaigns and committees use only one bank account, the law allows for multiple accounts, and the program will accommodate that.

1. Make sure all accounts have been entered in Activities | Accounting / Banking / Check | Set up accounts. The primary account is always considered "SV" (Savings) even though it is actually a checking account.
2. When you are recording a transaction, make sure that the correct account is selected in the accounts list located at the bottom of the form.

### Reconcile a bank account

BACKGROUND: While this program is not intended to be a full scale accounting program, it does provide some basic tools needed to keep your accounts in order. The Reconcile form is intended to be used with your bank statement.

NOTE: Only Expenses and Deposits are shown. If a contribution has been entered, but not associated with a deposit, it will not appear in the Reconcile form.

NOTE: All transactions (including interest and service charges) must be entered before starting.

1. Click on Activities | Accounting/Banking/Checks | Reconcile Accounts.
2. Enter the Previous and Present balance shown on your bank statement.
3. Select the account being reconciled if you have more than one account.
4. Click on Continue.
5. Click on the Checks Written and the Deposits Made that appear on your statement. Hold down the Control key when clicking to select multiple items.
6. When all items on the bank statement have been selected, the "Difference" field should show zero.
7. When you are satisfied with the reconciliation, click on the "Clear items" button. This will mark each of the selected transactions as being cleared, and they will no longer appear on the Reconcile form. See Help to "unclear" an item that has mistakenly been marked as cleared.

### Un-Clearing a record

BACKGROUND: Expenses and bank deposits are marked as "Cleared" when they have been processed by your bank. If you have mistakenly cleared a record, this procedure will mark the record as being "Un-Cleared".

#### Expenses

1. Go to the Expense record that needs to be "Un-Cleared"
2. Click on the menu item "More Info."
3. Uncheck the "Cleared" check box, then click the "Save" button

#### Deposits

1. Click the menu item Activities > Accounting/Banking/Checks > Bank Deposit
2. When the Deposits form appears, click on the "Review/Delete Deposits" menu item.
3. Scroll through your deposits to find the one that needs to be Un-Cleared.
4. Click the button that says "Un-Clear this deposit" (the button will toggle between "Clear" and "Un-Clear" depending on the status of the record).

### Print checks

BACKGROUND: Campaign ToolBox uses laser printer checks designed for Quicken®.

1. Click on Activities | Accounting/Banking/Checks | Print Checks.
2. Select the Expense records you want to print checks for. The items that appear are ones that have "PRINT" in the Check Number field.
3. Enter the Starting Check Number if needed. This field defaults to the last check used plus 1.
4. Change or clear the Standard Memo field if needed. This optional field prints just above the signature line.
5. Check or uncheck the option boxes at the bottom of the form. Click on Help for more information about these items.
6. Click on Print button when your printer is on and checks are loaded.

NOTE: An expense with a zero amount will print a check with blank lines suitable for completing by hand if needed. Be sure to go back and enter the amount when the check has been written.

## Create Statutory Reports

### Regular Printed and Electronic Filing

NOTE: If you have a large report, some of these operations can take a while to complete if you have an older slower computer.

1. Click on Reports | Statutory Reports.
2. Available reports are shown in the list box. Select the report to be created by clicking on it.
3. Enter the dates for this report in the date fields.
4. Select Amendment report or Termination report if applicable.
5. Click on the "Prepare Data" button.
6. The applicable records will be scanned for possible problems. You will be notified of any found and be given the opportunity to view a report of possible problems found. **Note that these are possible problems;** they are quite often not a real problem, but items that need to be verified.
7. An Input box showing the Beginning Cash Balance will appear. Make changes if needed.
8. An Input box will allow you to enter unitemized monetary contributions if those records were not already entered in the database.
9. The Electronic filing data file will be created using same the data used for the printed reports; the file will be tested and you will be shown a test results message.
10. Read and follow the prompts regarding your electronic filing data file. Keep in mind that this program cannot burn files to a CD. You will need to create a CD using your regular CD burning software. The program will display the file location to use. Select the removable media drive you wish to copy the files to.
11. Click on the OK button to copy the file to your disk, or click on Cancel if you do not need the file.
12. The "Print Reports" button will now be enabled. Click the button and then select the reports you want to print. These are done one at a time.
13. You will be shown a list of reports to chose from. Select the report you want to print by clicking on it.
14. To preview and print the entire report, click on the "Preview/Print" button.
15. To print from the Preview form, click on the printer icon at the top of the form. The program uses your Windows Default Printer. To use a different printer, change it using Start > Settings > Printers. Make sure your printer is set to "Portrait" mode (NOT Landscape).
16. After each Preview/Print sequence, you can select another report until you have all reports needed.
17. Click on Cancel when all reports you need have been printed.

## Check Contribution Limits

**BACKGROUND:** For most campaigns, there are legal limits as to how much can be accepted from a single entity. Campaign ToolBox can search all contributions within a date span and flag any that have exceeded a limit the user has specified.

1. Click on Activities | Contribution Limits.
2. Select either the Candidate or Committee option. This will determine whether contributions or expenses are checked.
3. Enter the date span to be checked.
4. Enter the amount you want to check for. Any entities exceeding this amount will be flagged.
5. Click on the Check Records button.

A message box will appear with the results. If there were any excessive records found, they will be listed in the list box along with the DemogID and the total amount.

## Mail Merge

### Creating the data file

#### General description

The Mail Merge feature in Campaign ToolBox requires that you have Microsoft Word installed on your system. Campaign ToolBox creates a data file for Word to use. Once the data file has been created, Campaign ToolBox has no further role in creating the mail merge document.

#### Creating a mail merge data file

1. Select the type of document you want to create. The top section (Thank you and cover letters) utilizes the start and end date fields; the ones marked "Filter and sort" do not use the date fields.
2. Enter the starting and ending dates for the records you want to include if you did not select a "Filter and sort" type.
3. Click the "Create merge file" button.
4. If you have already created a mail merge document using this form, click on the "Use Existing Merge Document" button. Select the document file; Microsoft Word will start.
5. If you need to create a new mail merge document, click on the "New Merge Doc" button. Microsoft Word will start.
6. Refer to Help in Microsoft Word for instructions on how to create a mail merge document.

#### 'Thank You' to primary contributor

This creates a record set for all contributors as reported on the Statutory reports. It also includes information that is not reported to the state, but is entered on the contribution form such as informal name, the person's name even if it is from an organization, etc. Contains all such records between the Start and End dates entered.

#### 'Thank You' to secondary contributor

This record set contains the records of those contributions where a secondary contributor was entered. This is a person who had a role in securing the contribution, but was not the primary contributor reported on the Statutory reports. The record set also includes the name of the primary contributor so you can reference it in your mail merge letter. Contains all such records between the Start and End dates entered.

#### Cover letter (Committee to Candidate)

Committees will use this letter to generate a cover letter to go along with contributions to a candidate. The record set created includes Expense records where the Expense Category = "Candidate". Contains all such records between the Start and End dates entered.

#### Filter and Sort records

These (Demographic, Contributors, Supporters, Issues, Expenses) use the Filter and Sort form to create a highly targeted group of records for mail merge. If you want to include any date filtering, you will do that with the Filter and Sort form - the Start and End dates on this form have no effect on these record sets. Note that you can also do any of the 'Thank You' or Cover letters using this instead of the specialized record sets described above; however, unlike the above selections, Filter and Sort may not contain some fields such as the "SalutationLine" field which some will find convenient to use.

**NOTE: See "Creating the mail merge document in Word" for how to proceed from this point.**

### Creating the mail merge document in Word

#### General description

Campaign ToolBox creates a database file, based on your specifications, that is designed to be used with the mail merge function of Microsoft Word. The following instructions refer to creating a mail merge letter using Microsoft Word 2000. Other versions of Word may be somewhat different.

#### Procedure

The mail merge database file (see previous description above) is saved in your main program folder and is named "MailMergeData.mdb" or "MailMergeData.txt" (These files contain the same data - they are just in different file formats. You can use either one). Your MS Word document will need to point to that file.

#### To Create an New document (letter or labels)

1. From the Tools menu item, select "Mail Merge" and the Mail Merge Helper will appear.
2. Click the "Create" button and select either Form Letters or Mailing Labels. (the rest of this Tech Note will assume that you are creating a Form Letter).
3. Select Active Window when prompted.
4. Click the "Get Data" button, then select "Open Data Source"
5. When the file browser box appears, find the "Files of type" drop-down list at the bottom. Change the list to "Text files (\*.txt)" or "MS Access Databases (\*.mdb, \*.mde)". If this option does not appear in the list, it means that it was not included when Word was installed (the "Typical" installation includes this, but it can be manually excluded when someone is trying to conserve hard drive space). You will need to install this driver from the Word CD; note that Adjutant Software tech support does not include help with installing Word.
6. Browse through your system to locate the file "MailMergeData.txt" or "MailMergeData.mdb". This will be in your main Campaign ToolBox folder, which is typically C:\Program files\CTBxx (where xx is your state abbreviation). Click on the file to select it.
7. A box will appear that has two tabs labeled "Tables" and "Queries". Make no changes, just click OK.
8. At this point, you will be taken back to the main document. To add a merge field, click the "Insert Merge Field" list at the upper left part of your toolbar to select the field that you want to insert into the document.
9. Continue creating your document by inserting merge fields and typing your text.
10. Save the document when you are finished, but before merging. This will let you re-use the document later.
11. To create the final merge document, click on "Merge" on the toolbar and select "New document"
12. To specify the sort order, click on the "Query Options" button.
13. Clicking the "Merge" button will create a new mail merge document from the fields and text you just finished entering.

#### NOTES

1. Once you have created and saved your mail merge document (step 10), it can be used for future documents. Simply create a new database using Campaign ToolBox, then open the document. It will already be linked to the database file, and you're ready to merge and print.
2. Other word processor programs should also be able to create mail merge documents using the database file, but they have not been tested.

**Adjutant Software Tech Support does NOT include help with using your word processor. Please consult the on-line help for your word processor for further information.**

## Print Internal Staff Reports and mailing labels

**BACKGROUND:** Internal Staff Reports are for your own use only. These are not for filing with any governmental agency. They can contain information that is not required to be disclosed and which you may want to consider confidential.

The Internal Report form is divided into two sections: “Create a report” and “Design a new report”. The top section contains a list of available reports – both standard reports and ones that you may have created yourself using the “Add a new report” section. To create a report, simply select the report you want and click on the “Create selected report” button (or double click on the report). You will be prompted for a title which will be printed at the top of each page of the report. Click on “OK” to create the report. If you would like to create an Adobe Acrobat document of the report, click on the “Convert to PDF” menu item

To delete a report that you no longer want on the list, select the report and click the “Delete selected report” button. You will be asked to verify the delete before it is actually removed.

**NOTE:** The **Spreadsheet view**, available on the data input forms, includes a print function. The printed Spreadsheet view, with its movable columns and sorting, serves as an excellent internal report for a wide variety of uses.

### Design a new report

You can create an unlimited number of customized reports and mailing labels as long as they are within the standard report parameters.

1. Select the type of records you want to include in the report
2. Select an appropriate report style. For example, you cannot use Contribution records and Expense records together.
3. Check the “Date span report” check box if you want to be prompted for a starting and ending date when the report is being created.
4. Click the “Filter/Sort” button to display the Filter and Sort form. This is where you select which records will be included and in what order they will be sorted. Refer to the section on Filter and Sort elsewhere in this document.
5. Click the “OK / Continue” button to return to the report form.
6. You must now save the report format. You will be prompted for a report description.
7. Enter the report description. This will appear in alphabetical order in the reports list. It is also the default report title when that report is created. Report descriptions must be unique – they cannot be duplicated in the list.
8. Once the report has been saved, you can create your new report as described above.

### An alternate method

The report section of Campaign ToolBox is quick and easy and will meet the needs of most campaigns. There are some cases where you may want a custom report that Campaign ToolBox is unable to produce. In those cases, you should create an export file (see Export Records) of your data and then import it into your Spreadsheet or Database program where you will have more flexibility in designing your reports. Some people who regularly use Spreadsheet and Database programs may find that they prefer to do all of their internal reports by exporting their data into another program.

### **Import Report Format**

**BACKGROUND:** As new standard report formats are released, you can import these to your report list file. Since many users will want to create their own custom reports, simply replacing the report list file with a newer one would result in the loss of the custom reports. Use the Import New Reports feature to import new reports to your existing file.

To import new report formats, click on the Import New Reports menu item. This will walk you through the process of importing new report formats. The new report list files may be included with a program update, or may be available from some other source such as another Campaign ToolBox user.

Report Import file names will begin with "InternalReports" followed by a date, and have an ".imp" extension. Example: InternalReports25NOV01.imp . The program will look for that specific file name format, so do not change the name of the file. The import feature looks at the report descriptions and will not import a report in which the description is already in use.

### **Other Internal Staff Reports**

Financial Status Report - This is a "snapshot" of the current financial status for this campaign. Access this report by pressing Control-F or clicking on Reports | Financial Status.

## Return Prorated Contributions

**BACKGROUND:** One of the acceptable ways of distributing surplus campaign funds is to return the contributions, prorated to reflect the amount used during the campaign. Campaign ToolBox will automatically calculate the prorated amount for each contribution, create an expense record, and print the check. Be sure to check current laws regarding disposition of surplus funds.

**TIP:** Make a backup before doing this. If you later need to change something, it's easier to restore the backup than to manually delete each of the new records.

1. Click on Activities | Other | Return surplus contrib. (prorated).
2. Enter the percentage to prorate the contributions. This must be done manually. Remember to take into account any outstanding debts. Enter this as a percent of 1.0; for example, enter 0.5 for 50%, enter 0.8 for 80%, enter 1 for 100%.
3. Enter the date you want to use on all Expense records that will be created.
4. Enter the minimum amount (if any) for the prorated returns. (Be sure to check what if any laws apply regarding this.)
5. Enter the purpose to be entered on the expense records (will also be printed in the memo field of the check).
6. If you are using multiple accounts, select the correct account.
7. Click on the OK button.
8. A message box will display the number of prorated return records to be created and the total amount of money these will add up to.
9. To continue, type "REFUND" as instructed. This is to make sure you want to continue.
10. When the operation is completed, a message box will be displayed. The expense category for all these records will be "Contrib. refund".

**NOTE:** An easy way to get the total raised and spent is to create a test statutory report by entering start and end dates that will include all records for this campaign. Since all reports are created from scratch each time, there is no harm in creating test reports like this. The Summary report will show the total contributions and total expenses needed to calculate the percentage.

Sample calculation of percentage:

Amount raised:	10,000
Amount spent:	- 2,000
Pending expenses:	<u>- 500</u> (You may need to hold back funds for outstanding debts)
To be refunded	7,500

$$7,500 \div 10,000 = 0.75$$

You would enter 0.75 in the percentage field.

## Repeat a group of contributions

**BACKGROUND:** Some committees will have a group of contributors who give on a regular basis, yet the contributions cannot be reported as a single line item. This feature allows you to set up a group and then repeat that entire group with a few key strokes.

### **Setting up the first group**

Enter the first group of contributions as you normally would with the following exception: The Contribution Source field must be unique to this group of contributions; for example, you might call it GROUP1. To add an item to the list, see "Add or Delete items in a list".

### **Repeating the group**

1. Click on Activities | Other | Repeat group of contributions.
2. Select the Contribution Source item that you used for the first group of contributions (see above).
3. Enter the date you want to use for the new set of contributions (default is the current date).
4. Enter the amount for the new set of contributions. Leave it at zero or blank to use the same amount as in the first group.
5. Select the Contribution Source you want this new set of contributions to have. This must NOT be the same as the first group.
6. Click on OK.

## Export records

**NOTE:** Technical support does not include the use of exported data.

### **Export Demographic data**

1. Click on File | Export data.
2. Select the Type of export file.
3. Select the Type of data to export.
4. If you want to filter and sort the records before exporting, click on the Filter/Sort button.
5. Double click on the fields you want to include from the list of available fields. Note that they will be exported in the order in which you select them.
6. Click the "Exported data format" menu item to fine tune your data file.
7. Click on the Export button to create the export file.

## Fixing problems

### **Merge duplicate Demographic records**

**BACKGROUND:** Campaign ToolBox is designed so that each entity (person or organization) has one - and only one - demographic record. If you try to save a record with a duplicate demographic record, you will be warned before saving. Even with this safeguard, it is possible that duplicate records will eventually find their way into the database. This procedure is used to combine the transactions linked to the duplicate demographic record with the one you want to save.

1. Obtain the DemogID of the Demographic record you want to keep and the DemogID of the record(s) you want to delete.
2. Click on Tools | Merge Duplicates.
3. Enter the DemogID of the record you want to keep (will receive other records).
4. Enter the DemogID of the record you want to delete (all linked records will be transferred to the one you want to keep).
5. Click on the Show Details button to verify that you have selected the correct records.
6. Click the Merge button to start the operation. You will be asked to confirm the merge.
7. A message box will appear showing how many records were re-linked.
8. You will be asked if you want to delete the duplicate record now that all of its records have been re-linked. You should click on OK and delete this record.

### Appendix

#### Campaign ToolBox files

CTBxx.EXE	Main program file (xx refers to state)
Xx_Help.chm	General program help file (xx refers to state)
LICENSE.TXT	Program license agreement text file
INSTALL.LOG	List of files copied and other operations during installation
*.LST	All files with this extension are lists of items from which to select
*.MDB	User named file is the primary database file (default is Campaign.mdb)
*.LDB	Temporary file created each time a database file is opened
*.SHL	Empty database shell file used to create new database file
*.IMP	Import file used to add new reports, etc., to existing .LST files
*.CFG	Internal program configuration files
*.RPT	Report files used internally by Campaign ToolBox PA

#### Using the database outside of Campaign ToolBox

- If you're proficient with database operations, there's virtually no limit to what you can do with your data. The database files are the standard Microsoft Access format (.MDB), so you can use them directly from Access or any other program that can read an MDB file.
- Always make a copy of your data file for use outside of Campaign ToolBox. You've got a lot of time and effort invested in your data, so don't take a chance of ruining it.
- Do not make any changes in the database file structure.
- The best way to use data in another program is to use the File Export feature to create a file containing exactly the data you want, then import it into a spreadsheet or database program.

#### "Safe Computing" tips

- If you don't already routinely backup your important data files - start now.
- An Uninterruptable Power Supply (UPS) is worth every penny the first time the power flickers and you haven't saved your data recently. (Campaign ToolBox saves data every time you finish working on a record, but many other programs don't.)
- Use ScanDisk, or a similar program, regularly to find and repair problems before they become serious.

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