Chapter 9

Other Reports

When setting up T.O.M. you created several *lookup* lists that allowed you to easily customize how T.O.M. would operate within your school district. These lists include Billing Rates, Employee Types, Vehicle Types, Funds, etc. These lookup lists were then readily available to you in various screens as drop-down list boxes that let you scroll through the list and quickly select the appropriate value. While these drop-down list boxes should be adequate in most cases to see what various values are available you may still wish to have a printed form of these lists. Reports that print these lists are all grouped in the report category called Other Reports.

See *Chapter 3 – Entering Lookup Lists* in the *T.O.M Getting Started Manual* for details about creating and working with lookup lists.

Accessing the Other Reports

To access the Other Reports click the Report menu option at the top of your screen and then click the Other Reports submenu option (Figure 9-1).
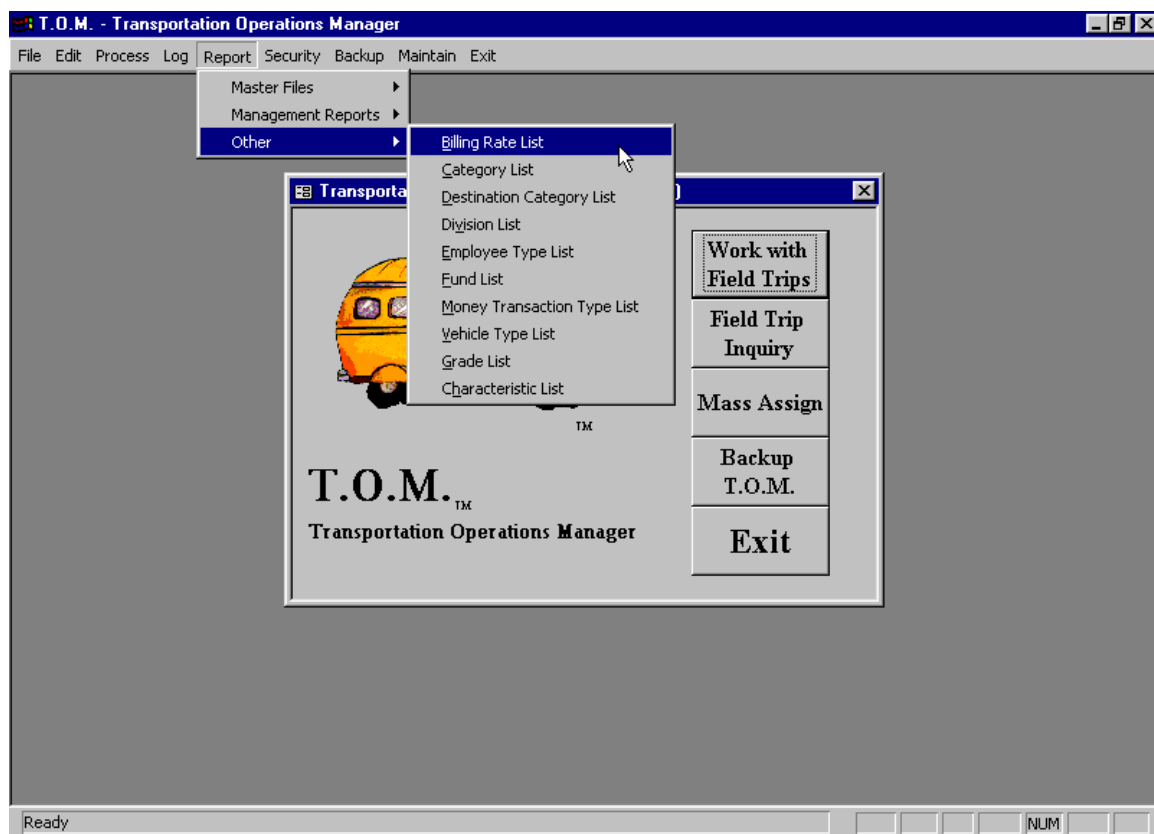

Figure 9-1. Accessing the Other Reports Menu

Click the report option you wish to print, such as Billing Rate List. See the section later in this chapter for details about each report.

The Billing Rate List

The Billing Rate List (Figure 9-2) includes a list of all of the billing rates that you have set up in T.O.M. To print this list open the Reports menu, select the Other menu and then click the Billing Rate List option (Figure 9-1).

BILLING RATES   PARADISE VALLEY SCHOOL DISTRICT # 69   Page: *1*

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Billing Rate Code	Description	Billing Instructions		Mileage Rate/ Min Miles/ Min Amount	Hourly Rate/ Min Hours Emp. Rate #
1	In District Customers	Step Rates		0.60	13.00
		$0.00	$0.00	0.00	0.00
		$0.00	$0.00	0.00	1
		$0.00 Wait Time Rate: 0.00	OT Wait Time Rate:	0.00	
Number of Hours to Bill at First Rate:		1.00 Then Bill Remaining Hours at Rate:	15.00		
Number of Miles to Bill at First Rate:		10.00 Then Bill Remaining Miles at Rate:	1.00		
2	Out of District Customers	Rates		1.50	15.00
		$0.00	$0.00	0.00	0.00
		$0.00	$0.00	0.00	1
		$0.00 Wait Time Rate: 0.00	OT Wait Time Rate:	0.00	
Number of Hours to Bill at First Rate:		0.00 Then Bill Remaining Hours at Rate:	0.00		
Number of Miles to Bill at First Rate:		0.00 Then Bill Remaining Miles at Rate:	0.00		

Figure 9-2. The Billing Rate List

The Field Trip Category List

The Field Trip Category List (Figure 9-3) includes a list of all of the field trip categories that you have set up in T.O.M.   To print this list open the Reports menu, select the Other menu and then click the Field Trip Category List option (Figure 9-1).

Categories	PARADISE VALLEY SCHOOL DISTRICT # 69	Page:	1

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Category	Description
BOYSBAB	Boys Baseball
BOYSBB	Boys Baskball
BOYSFB	Boys Football
GIRLSBB	Girls Basketball
GIRLSVB	Girls Volleyball
GYM	Gymnastics
WREST	Wrestling

Figure 9-3. The Field Trip Category List

The Destination Category List

The Destination Category List (Figure 9-4) includes a list of all of the destination categories that you have set up in T.O.M.   To print this list open the Reports menu, select the Other menu and then click the Destination Category List option (Figure 9-1).

Destination Categories	PARADISE VALLEY SCHOOL DISTRICT # 69	Page: 1

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Destination Category	Description
	No Category
CONC	Concerts
MOVIE	Movies
MUS	Museums & Art Gallaries
Other	Other Destinations
PARKS	Parks

Figure 9-4. The Destination Category List

The Division List

The Division List (Figure 9-5) includes a list of all of the divisions that you have set up in T.O.M. To print this list open the Reports menu, select the Other menu and then click the Division List option (Figure 9-1).

Divisions	PARADISE VALLEY SCHOOL DISTRICT # 69	Page:	*1*

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Division	**Description**
East	East Yard
South	South Yard
West	West Yard

Figure 9-5. The Division List

The Employee Type List

The Employee Type List (Figure 9-6) includes a list of all of the employee types that you have set up in T.O.M. To print this list open the Reports menu, select the Other menu and then click the Employee Type List option (Figure 9-1).

EMPLOYEE TYPES	PARADISE VALLEY SCHOOL DISTRICT # 69		Page:	*1*

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Type of Driver	Description	Daily OT Hours Limit	Weekly OT Hours Limit
A	DRIVING AIDE	10	40
A(ND)	NON-DRIVING AIDE	10	40
A(R)	AIDE RETIRED	10	40
A(S)	SUB AIDE	10	40
C	CAR DRIVER	10	40
D	DRIVER	10	40
D(PT)	DRIVER PART TIME	10	40
D(R)	DRIVER RETIRED	10	40
D(S)	DRIVER SUB	10	40
DIR	DIRECTOR	10	40
DT	DRIVER TRAINER	10	40
DT(L)	DRIVER TRAINER LEAD	10	40
F	FLOATER	10	40
G	SENIOR MECHANIC	10	40
G(A)	ICE STUDENT	10	40
G(F)	SHOP FOREMAN	10	40
G(II)	MECHANIC	10	40
G(L)	GARAGE LEAD	10	40
G(P)	GARAGE PARTS ATTENDEN	10	40
G(U)	GARAGE UPHOLSTER	10	40
J	CUSTODIAN	10	40
O	OFFICE	10	40
O(A)	COE STUDENT	10	40
OL	ON LEAVE	10	40
R	RESIGNED	10	40
RT	RETIRED	10	40
T	TERMINATED	10	40
TR	TRANSFERED	10	40
XNG	CROSSING GUARD	10	40

Figure 9-6. The Employee Type List

The Fund List

The Fund List (Figure 9-7) includes a list of all of the funds that you have set up in T.O.M. To print this list open the Reports menu, select the Other menu and then click the Fund List option (Figure 9-1).

FUNDS	PARADISE VALLEY SCHOOL DISTRICT # 69	Page:	*1*

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Fund	Description	Subtract From Budget
1	A.I.A. HIGH SCHOOL ATHLETICS	✔
2	A.I.A. NON-ATHLETICS	✔
5	ACADEMIC BOWL	✔
17	AUXILIARY	✔
16	COMMUNITY ED.	✔
7	DISTRICT SERVICES	✔
21	E.S.L.- ED SERVICES	✔
13	EISENHOWER	✔
6	FINE ARTS	✔
22	FOOD SERVICE	✔
18	GIFTED	✔
20	GIFTS AND DONATIONS	✔
19	GRANT	✔
11	HERO	✔
14	OTHER	✔
15	OUT OF DISTRICT (CHARTERS)	✔
10	PREVENTION	✔
9	PTO / PTSA	✔
3	SPECIAL ED.	✔
8	STUDENT ACTIVITY	✔
23	TITLE I	✔
12	TITLE II	✔
4	VOCATIONAL ED.	✔

The Money Transaction Types List

The Money Transaction Types List (Figure 9-8) includes a list of all of the money transaction types that you have set up in T.O.M. To print this list open the Reports menu, select the Other menu and then click the Money Transaction Type List option (Figure 9-1).

A/R TRANSACTION TYPES
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A/R Transaction Type	Description
ADJ	ADJUSTMENT
AIA	AIA
BIL	BILL
DIS	DISTRICT
PAY	Payment
TRF	TRANSFER
W/C	WHEELCHAIR ADJ

Figure 9-8. The Money Transaction Type List

The Vehicle Type List

The Vehicle Type List (Figure 9-9) includes a list of all of the vehicle types that you have set up in T.O.M. To print this list open the Reports menu, select the Other menu and then click the Vehicle Type List option (Figure 9-1).

VEHICLE TYPES   PARADISE VALLEY SCHOOL DISTRICT # 69   **Page:**   *1*

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Vehicle Type	Description	High Capacity	Medium Capacity	Low Capacity
7	TRUCK	1	1	1
1	Transit	80	66	56
2	Mini	25	15	15
3	Wheelchair small	10	10	10
4	Wheelchair large	13	13	13
5	CAR	1	1	1
6	OFFICE	1	1	1

Figure 9-9. The Vehicle Type List

The Grade List

The Grade List (Figure 9-10) includes a list of all of the grades that you have set up in T.O.M.   To print this list open the Reports menu, select the Other menu and then click the Grade List option (Figure 9-1).

Figure 9-10. The Grade List

The Characteristic List

The Characteristic List (Figure 9-11) includes a list of all of the characteristics that you have set up in T.O.M.   To print this list open the Reports menu, select the Other menu and then click the Characteristic List option (Figure 9-1).

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Characteristics

Wednesday, February 23, 2000

Characteristic	Description	Active
Mountain Roads	Certified to drive on mountain roads	✔
Snow	Certified to drive in Snow	✔

Figure 9-11. The Characteristic List