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### Members Who Attended but were not Charged

Print a list of members who participated at your facility, but were not charged any fees.

1. From the Universal Selection Engine (USE), Time Frame = All Members in the System
2. Click the Other checkbox on the bottom left
3. In the Field dropdown at the top center choose Financial - Date of Last Charge
4. In the Relationship dropdown choose >
5. In the Value box type in 01/01/2019 or the date of your choosing
6. Click the Grouping Tools button at the bottom of the (USE)

Universal Selection Engine - Selects People

	Field	Relationship	Value
<input type="checkbox"/>	Activities		
<input type="checkbox"/>	Age Groups		
<input type="checkbox"/>	Ages		
<input type="checkbox"/>	Cities		
<input type="checkbox"/>	Races		
<input type="checkbox"/>	Fee Level		
<input type="checkbox"/>	Genders		
<input type="checkbox"/>	Groups		
<input type="checkbox"/>	Housing Area		
<input type="checkbox"/>	Income Level		
<input type="checkbox"/>	Membership Status		
<input type="checkbox"/>	Membership Types		
<input type="checkbox"/>	New / Renewal		
<input type="checkbox"/>	Phone Type		
<input type="checkbox"/>	School Grades		
<input type="checkbox"/>	School Level		
<input type="checkbox"/>	Schools		
<input checked="" type="checkbox"/>	Time Frame - All		
<input type="checkbox"/>	Members' Unit		
<input type="checkbox"/>	Zip Code		
<input checked="" type="checkbox"/>	Other		

Field: Financial - Date of Last Ch Relationship: > Value: 01/01/2019

When using the "Like" relationship, you can use the "wildcard characters" below to search for partial or matching values. Note: the more wildcards you use, the slower the search.

**Wildcards in an Access (MDB) backend:**  
\* (asterisk) - Matches any number of characters. It can be used as the first or last character in the character string. Example - wh\* finds what, white, and why, but not anywhere. \*wh finds what, white, why, and anywhere.  
? - Matches any single alphabetic character. Example - B?ll finds ball, bell, and bill  
# - Matches any single numeric character. Example - 1#3 finds 103, 113, 123

**Wildcards in an SQL backend:**  
% - Matches any number of characters. It can be used anywhere in the string. Ex - wh% finds what, white, and where, but not anywhere. %wh% finds what, white, where, and anywhere.  
\_ (underscore) - Matches any single alphabetic or numeric character. Ex - b\_ll finds ball, bell, and bill. 1\_2 finds 102, 112, 152, but not 1432.

Reset Grouping Tools ? Mark None Mark All Count  
Continue Close

Select a Report Choose Report Here ...

7. Choose the Target Unit, Add to existing or new group
8. In the Target Group box type in Had charges since 1/1/2019 and click the Process button

Grouping Tool

**NOTE: The Grouping Tool allows you to choose any selection of members using the Universal Selection Engine and then put those members into a new or existing Group or remove them from an existing group.**

**If the group is not in the dropdown list then:**

1. Type the name of the new group in the Target Group box
2. Push enter
3. You will then be asked if you want to add this new group - choose yes
4. Then click the Process button

**You've selected 21 member(s)!**

Target Unit: 01 - Downtown Unit

Add to existing or new group  
 Remove from existing group

Show only Active Groups

Target Group: Had charges since 1/1/2019

9. Answer Yes to 'Do you want to add it?'
10. Click OK to Group has been successfully updated.
11. Then on USE, uncheck the filter on Other
12. Time Frame = Attended in the date range and enter your dates
13. Check Groups on the left, at the top choose "Select Members belonging to NONE of the groups chosen below"
14. Choose the just-created Group

Universal Selection Engine - Selects People

Show Active Groups Only     Show Groups for All Units  
 Only Show Groups for Unit: [dropdown]

Select Members belonging to at least one group chosen below  
 Select Members belonging to ALL groups chosen below  
 Select Members belonging to NONE of the groups chosen below

Put Selected Groups at Top of List

Unit	Group	Select
01	Computer Lab	<input type="checkbox"/>
01	Cooking Class - Spring 2020	<input type="checkbox"/>
01	Field Trip To Busch Gardens 3/17/20	<input type="checkbox"/>
01	Had Charges Since 1/1/2019	<input checked="" type="checkbox"/>
01	Passport to Manhood	<input type="checkbox"/>
01	Power Hour	<input type="checkbox"/>

15. At the bottom choose a Report in the dropdown such as Custom Member List and create a new report named 'Attended but not charged' with the fields that you need to see. Ex: Member Full Name, Financial - Date of Last Charge, Financial - Date of Last Payment and Member Balance

Custom Member List

69 Member(s) selected Find Report Name: Attended but not charged

Report Name: Attended but not charged

Report Heading: Attended but not charged

Report Subtitle (optional):

Group By Household

**DIRECTIONS TO CREATE CUSTOM REPORTS**

1. Click the Add New Report button
2. Name the Report
3. Provide a Report Heading
4. Choose up to 10 columns
5. Choose Sorting options
6. Preview or Print the Report
7. Find previous Reports in the

	Column Heading	Sorting	Total	As Of Dt
Column 1:	Member Full Name	Ascending		
Column 2:	Financial - Date of Last Charge			
Column 3:	Financial - Date of Last Payment			
Column 4:	Member Balance		<input type="checkbox"/>	
Column 5:				
Column 6:				
Column 7:				

This will give you a list of members who did attend but have not paid showing the fields that you chose in the Custom Member List Report.

**Vision Computer Programming Services**  
**Attended but not charged**

Name	Dt of Last Charge	Dt of Last Payment	Balance
Aaron, Brandy	12/15/2018	12/27/2018	\$0.00
Aaron, Greg	12/2/2018	12/26/2018	\$0.00
Aaron, Theresa	12/11/2018	12/26/2018	\$0.00
Adams, Barabara	12/2/2018	4/15/2017	\$25.00
Alexander, John	12/6/2018	12/7/2018	\$0.00
Anderson, Eric	12/10/2018	12/10/2018	\$0.00
Archer, Ernie	12/3/2018	12/5/2018	\$0.00