# ITNRides 2.0

# Updates and Improvements

## Tips

- If you need to alter a driver's schedule for a day they are assigned rides on, remove the driver from all rides prior to adjusting or deleting their schedule. If you adjust or delete the schedule with the driver assigned to rides it will create an error in the system, and you will not be able to remove the driver.
- The GL Report and Statements are not found in the reports section. They are generated using quick action buttons on the site's Account page.
  - To navigate to your site's account page, open the Accounts list and choose Community Accounts. Click on your site's name to open the Account record.
- Use the Transfer Credit Flow (found on the quick action dropdown menu on a Contact page) for moving funds between accounts.
  - Let's say someone had a ride billed to their own account and it should have been billed to Regeneron. Select Transfer to another member (same site). Member is the Transfer FROM.
  - You can also use the Transfer Credit Flow to move mileage credits to a rider or a scholarship fund.

## New Report- Volunteer Reimbursement

- Volunteer Occ Miles Cash Reimbursement (in Financial Reports): This report will show you the record for every reimbursement check to be cut to volunteer drivers for the month. These credits are now being booked to a new account 1071.00 specifically for volunteer cash reimbursement. When you cut the check, you clear the 1071 account.

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