



ITNRides 2.0



Tips and Reminders

Tips

- If you need to update something on a ride that will impact the Ride Charge, such as the Bill To, once you have made that change, if the Ride Status is Assigned the ride charge information will not update. You will need to open the ride record (not the edit rides screen) by going to the rider's Related Records and clicking on the ride. Then scroll all the way to the bottom to the Accounting section, and check the Recalculate TAI's in order for the ride charges to get recalculated.
- If you need to change any details on an address, you can go to Reports/Contact Management, pull up the report called "ITN Locations with Contacts". You can edit the fields in there. Please pay close attention to the differences between Physical SubAddress, Building Name, and Business Name.

New Reports

- Affiliations Report for Riders: report of all active riders and their affiliations
- Riders: Mobility Aids, Spec & Svc needs: report of all active riders and all of the data fields for mobility aids, special needs, and service needs
- Donations and Payments by Timeframe (Financial Reports); lists all donations and payments on account, along with their GL Posting details, and Opportunity Batch number.
- Opportunity Batches by Month (Financial Reports)

