PRODUCING THE YDAR

The instructions in this guide will step you through completing the Youth Development Annual Report (YDAR).

STAGE 1: RECEIVE YDAR FILES

You should have received an email with the 2010 YDAR files attached along with this guide. The email had steps to save the files into your YDEP folder and print this guide. We want to be sure that you have the files in the proper place. So these steps will be a repeat of the steps from the email.

Place YDAR files in your current YDEP folder

✓ It is very important for the YDAR process that the 2010 YDAR files are in the same folder with your current, everyday YDEP files. These files should also be stored on the local computer! They should not be on the county server or other network shared folder.

✓ Once you have the YDAR files in place, it is recommended that you create a backup of the folder. You could drag a copy to a USB drive or to your office’s server. This backup shouldn’t be needed. It will be a snapshot in time before you begin the process however. It is ALWAYS a good idea to have a backup set of files!

• If you already have the files in your YDEP folder, you can skip these steps. Your YDEP folder should be similar to the sample on the right.

__ 1. You should have received an email with four YDAR specific files:

   YDAR_Final_Report_10
   YDAR_Project_Totals_10
   YDAR_State_Projects
   YDAR_Working_10

__ 2. From the Outlook message window, Right Click on a file and choose Save As.

__ 3. Locate the current YDEP folder.

__ 4. Click Save to place the file in that folder.

__ 5. Repeat Steps 2 - 4 with the remaining YDAR files.

__ 6. Close the Outlook message.

__ 7. Open the current YDEP folder. It should appear similar to the sample graphic.

• If you have copies of previous year’s YDAR files in this folder, they should be removed.

__ 8. Create a backup copy of the YDEP folder.
STAGE 2: VERIFICATION OF UNIT RECORDS

Follow the procedures outlined below to verify your Unit (e.g. club) data before generating reports in the YDAR files.

Check #1: Blank or Incomplete Records

1. Open People if not already open. Type EDIT in the password dialog box. Click OK.
2. From the Main Menu, click the Units button.
   - The Unit No, Unit Name and Delivery Method fields in Units should always contain values. You will check records by attempting to find records with "blank" values in these fields.
3. From the Mode menu, choose Find.
4. Click in the Unit No field.
5. Type an equals sign (=). This will search for blank values. Click the Find button on the left side of the screen.
6. If the message, "No records match this request." appears, click Cancel. Your records are complete. Go to Step 7.
   - If records are found, you should consult your records and enter the appropriate values as needed in each record. When you have all the records filled in, go to Step 7.
7. Repeat Steps 3 - 6 with the Unit Name and Delivery Method fields.

Check #2: School Enrichment Cost Recovery Fee

☑ You may skip this section if you don’t have any School Enrichment clubs.
1. From the Mode menu, choose Find.
2. Click in the Delivery Method field and choose 4a-School-Enrichment. Click Find.
   - See Pages 19 in the YDEP User Guide for more information on entering Cost Recovery information for a School Enrichment club.
3. Scroll through the records. Verify or enter this information.
Check #3: Incomplete Group Enroll Records

☑   You may skip this section if you didn't use the Group Enroll screen of Units.

☑   See Pages 34 and 35 in the YDEP User Guide for complete steps on using this feature. No "easy" way exists to check these fields. You will need to review your records by club.

1. You should still be in Units. If not, from the Main Menu, click the Units button.

2. Click the Go to Group Enroll button in the upper-right corner of the window.

3. Scroll through the records to find a Unit (club) where you have entered group enroll numbers. Or, use the fields at the top of the screen and perform a Find.

☑ Key Points:

a) Sections 1 and 2 include duplicates. The remaining sections should have duplicates removed.

b) Sections 3, 4, and 6 have a Totals box to the right of their data entry fields. If you enter numbers in any of these sections, the totals in these fields must match!

c) As you enter counts for a club, do you consider its "Youth" as full 4-H Members or as Participants? You will report both Members and Participants in Sections 1, 2, and 3. Participants should not be entered in Section 4. Members are not reported in Section 5. If you have a club with a mix of Members and Participants, you need to split its total between Sections 4 and 5.

4. Scroll through Sections 1 through 8. Enter the needed counts in the appropriate fields. Use the on-screen help text and the User Guide to answer any questions. Here is a condensed version of what should be entered.

   Section 1 - Enter counts for all, assuming that all the Youth took a Project.

   Section 2 - Enter counts for all, since this is for all Youth (Members and Participants).

   Section 3 - Enter counts for all Youth (Members and Partic.), but remove duplicates.

   Section 4 - This is the Members only section. Enter counts if the Unit has Members, but remove duplicates.

   Section 5 - This is the Participants only section. Enter counts if Unit has Participants, but remove duplicates.

   Section 6 - Enter counts if this is an EFNEP or PA NEP club.

   Section 7 - Enter counts if youth in this Unit have a disability. You will choose to enter as "Members" or "Participants" within this section.

   Section 8 - If youth from this Unit are "Members" and they are not being covered by another group for Insurance, report them here. If they are "Participants", don't report them here. Also, you do not enter counts for school-enrichment units here.

5. To return to the Unit Registration Entry screen, scroll to the top of the screen or click a Back to Top button. Click the Go to Unit Regis button in the upper-right corner of the window.
STAGE 3: VERIFICATION OF PEOPLE RECORDS

Follow the procedures outlined below to verify your People data before generating reports in the YDAR files.

☑ Included with the YDAR guides are PDF files: 2010 State Project Codes and How To Add County State Projects. You should print these NOW and place them aside. You will need them to complete Check # 9.

Check #1: Blank or Incomplete Records for All Status Types

• Certain fields in People should always contain values. You will check records by attempting to find records with "blank" values in these fields.

• It's possible to have records in People without values in certain fields. Ex: you may have entered the Commissioner's addresses in People to print labels. If they do not have a Status entry, they will be ignored as you go through the process. If you are using this strategy, you don't need to delete these records for the YDAR process. Just ignore any warnings they may generate.

__ 1. Open People if not already open. Type EDIT in the password dialog box. Click OK.

__ 2. From the Main Menu, at the bottom-right of the screen, click the End-of-Year Reporting button.

• There are four End-of-Year Reporting screens: Member, Volunteer, Participant, and Record#. Clicking these buttons at the top of the screen will switch you to their layout and find only their records. You should be at the Member screen now.

• A special search button (called Go) is on the Member, Volunteer, and Participant screens. This button helps you to perform your YDAR error checks. The searches are listed in the field under the text heading of "Search (edit in Form View)".

☑ The following values in the Search Options… drop-down list should contain values for ALL Members, Volunteers, and Participants: Status, Gender, Race, and Unit No.

__ 3. From the Search Options… drop-down list, select Status. Then, click the Go button.

__ 4. If the message appears "No records match this request. You may proceed with another search if needed." click OK. You don't have any blanks in this field. You can search on the next value. Proceed with Step 5.

If the message appears "Records were found…” read the additional text and click OK. Consult your records and enter the appropriate values as needed in each record.

__ 5. Select Gender from the Search Options… drop-down list. Click the Go button.

__ 6. If you receive the "No records match this request" message, click OK. If records are found, please correct them.

__ 7. Using the Search Options… drop-down list, check the next two fields: Race and Unit No.

__ 8. Once these first four fields have been tested, proceed to Check #2.
Check #2: Incomplete Member Records

✓ Certain fields in Member records of People should always contain a value. The Search Options... drop-down list contains the following values that search for specific Member fields: Mem_Years 4-H, Mem_Grade, Mem_Birthdate, Mem_Residence, and Mem_Delivery Method.

__ 1. From the Search Options… drop-down list, select Mem_Years 4-H. Click the Go button.

__ 2. If the message appears "No records match this request. You may proceed with another search if needed." click OK. You don't have any blanks in this field. You can search on the next value.

   If the message appears "Records were found…" read the additional text and click OK. Consult your records and enter the appropriate values as needed in each record.

__ 3. Using the Search Options… drop-down list, check the remaining four Member fields: Mem_Grade, Mem_Birthdate, Mem_Residence, and Mem_Delivery Method.

__ 4. Once the Member records are tested, go to Check #3.

Check #3: Incomplete Volunteer records

• The Years Volunteer field in Volunteer records of People should always contain a value. You will check records in the same manner as checking the Member records.

__ 1. Switch to the End-of-Year Reporting Volunteer Screen by clicking the Volunteer button.

__ 2. From the Search Options… drop-down list, select Vol_Years Vol. Click the Go button.

__ 3. If the message appears "No records match this request. You may proceed with another search if needed." click OK. You don't have any blanks in this field. You can go on to the next Check.

   If the message appears "Records were found…" read the additional text and click OK. Consult your records and enter the appropriate values as needed in each record.

__ 4. When this one Volunteer field is checked, proceed to Check #4.

Check #4: Incomplete Participant and EFNEP or PA NEP records

✓ The Search Options... drop-down list contains values that search for specific Participant and EFNEP or PA NEP fields: Part_NEP_Birthdate, Part_NEP_Grade, and Part_NEP_Residence. If you don't have any Participant, EFNEP or PA NEP records, you can proceed to Check #5.

__ 1. Switch to the End-of-Year Reporting Participant Screen by clicking the Participant button. Then, click the Form View button.

__ 2. From the Search Options… drop-down list, select Part_NEP_Birthdate. Click Go.

__ 3. If the message appears "No records match this request. You may proceed with another search if needed." click OK. You don't have any blanks. Go to the next Check.

   If the message appears "Records were found…" read the additional text and click OK. Consult your records and enter the appropriate values as needed in each record.

__ 4. Using the Search Options… drop-down list, check the remaining two fields: Part_NEP_Grade and Part_NEP_Residence.

__ 5. If you don't have EFNEP or PA NEP records, you can proceed to Check #5.

   If you have these record types, Using the Search Options... drop-down list, check the remaining field: NEP_Race. When finished, you can proceed to Check #5.
Check #5: Record No. Values (used to remove duplicates)

- The Record # 1 4-H and the Record # 1 NEP fields are used during the YDAR process to "remove duplicates" from certain totals. Here is a very simple example of how the Record # 1 4-H would work. A member belongs to multiple Units. They should have one record in People for each Unit that they join. So, a member who belongs to three Units would have three records. The Record # 1 4-H field should have the numbers 1, 0, and 0 in their records respectfully. It doesn't matter to the program which of the three records has the "1". You don't need to manually add them as you enter a record.

- The Rec #1 - 4H field should track the Members (M), Participants (P), and Volunteers (V) only. The Rec #1 NEP field should track records with the EFNEP or PA NEP status only. So, if you have youth entered in People with the EFN or NEP status and they belong to multiple clubs, they should have the numbers 1, 0, and 0 in their records respectfully.

- The Rec #1 - All field will be for all the records in People: M, P, V, EFN, NEP, as well any non-standard codes you may be using. This field is for your use. You may use it when performing a search and need to "remove duplicates" from the entire dataset.

- The Assign #'s button used in these steps will follow the above rules and assign Record #'s for you. You can then verify your records and edit the Record No. field if needed.

- The Assign #'s button uses the Match Value field in this process. The Match Value field is made up of the Directory Name plus Status plus the Address fields. If a person with two records has different information in these fields (and thus different Unique Member info), they will be assigned a "1" in both of their records. This is why you should print the Record No. Report to verify your information.

1. Switch to the End-of-Year Reporting Record # Screen by clicking the Record# button.
2. Click the Assign All #'s button. Read the message. Click Proceed. Click Yes 3 times. If you don't have any EFNEP or PA NEP records, they won't be assigned.
3. In the upper-right corner of the screen, click the Print button. (If the report preview, click Continue. Click Print again). Click the w/dialog button. Then, print the report.
4. Records are sorted and printed. After printing the report, you will return to the End-of-Year Reporting Record # Screen. Records are listed in same order as the Report.
5. On the Hard-copy report, review the values printed on the report for the Record#. With a pen or pencil, mark the records that need changed.
6. When finished making your edits to the Hard-copy, edit the yellow Rec# 1 4-H and Rec# EFNEP - PA NEP field values as needed on the computer.

- Don't click the Assign #’s button again. If you do, you'll revert back to the original values.

When finished, click the Main Menu button. Proceed to Check #6.

Check #6: Error/Warning Messages

1. From the Main Menu, click on Error/Warning button under Special Edit Screens (it's at the bottom of the list).
2. Click the Find Error button.
3. If the message appears, "No records match this request", click Cancel. You have no errors. Click the Main Menu button to return to the Main Menu. Go to the next Check.

If records are found, follow instructions on-screen to edit necessary fields. Once the error is corrected, press Tab or click the mouse in a white area of the screen. The message should disappear. Correct all found records.
4. When done, click the Main Menu button. Proceed to Check #7.
Check #7: Auto-entered values

- These fields in People have had values auto-entered as N. These values should have been changed to Y as necessary during the data entry process. No "easy" way exists to check these fields. Review your records individually or by club. Fields definitions for the necessary fields are printed below.

Members and Participants

Special Needs Change to Y if individual is disabled in each of their records.

Volunteer:

Comm. Member Change to Y if volunteer is Committee Member.
District Leader Change to Y if volunteer is District Leader.
Key Leader Change to Y if volunteer is a Key Leader.
Middle Manager Change to Y if volunteer provides unpaid service to or leadership of other volunteers beyond the club or unit level.

Leadership Train ** Change to Y if individual has been trained, during THIS reporting year, in leadership topics relating to organizing, managing, and teaching youth in an informal education setting. The number of "trainings" may be single or multiple. Individuals receiving training are reported once.

Other Train** Change to Y if individual has been trained, during THIS reporting year, in any topic OTHER than Leadership and Parenting. The number of "trainings" may be single or multiple. Individuals who receive this training are reported only once.

Parenting Train ** Change to Y if individual has been trained, during THIS reporting year, in parenting knowledge and skills relating to developmental and learning needs of children and youth. The number of "trainings" may be single or multiple. Individuals who receive training are reported only once.

Work Dir. w/Yth Change to Y if volunteer provides unpaid support for 4-H through face-to-face contact with youth. (Ex: Program ldr, Club ldr, Teacher). If value is left at N, the program assumes that they are an "indirect" volunteer (i.e. provides unpaid support which does not include face-to-face contact with youth). Ex: Boards, Committees.

** Teen Leaders may also be counted in these categories at the Member Entry Screen.

__ 1. Browse through your records to verify the above values. Perform Finds if possible.
__ 2. When done, click the Main Menu button. Proceed to Check #8.

Check #8: Projects - Incomplete 'Conducted by' records for Members

✔ Line 45 of the YDAR Final Report is the “Number of Youth by Source of Program” totals. This value is calculated by a project's Conducted by field (e.g. 1-1862-LGU, 2-1862-LGU-in-Coalition, or 3-1862-and-1890-in-Coalition). If the Conducted by field is empty, Line 45 will be underreported.

__ 1. Open People if not already open. Type EDIT in the password dialog box. Click OK.
__ 2. From the Main Menu, click the Project Totals button to switch to Project Totals.
__ 3. From the Mode menu choose Find.
__ 4. Type the letter m in the Status field. (It is the first green field).
__ 5. Double Click in the Conducted by field. (It is the yellow field to the right of Unit Name).
__ 6. Type an equals sign ( = ). This will search for blank values.
__ 7. Click the Find button on the left side of the screen.
__ 8. If the message, "No records match this request." appears, click Cancel. Your records are complete. Proceed to Check #9.

If records are found, you should consult your records and enter the appropriate values as needed in each record. When you have all the records filled in, proceed to Check #9.

8/30/2010

2010 YDAR
Check #9: Projects - Use of Up-to-Date State Projects Codes

☑ THIS CHECK MAY TAKE SOME TIME. Please be patient and follow all the steps.

☑ These steps will walk you through the use of YDAR_Project_Totals. First, you import your everyday Project Totals data into the special YDAR file. Second, you print the Error Check List report. Third, if needed, you make changes to the data stored in the everyday Project Totals and Projects files based on the report and the 2010 State Project Codes report. This process will ensure that only valid State Project Codes are reported to the State 4-H Office as "State" projects.

☑ Please locate the 2010 State Project Codes and How To Add County State Projects PDF files that were printed earlier.

- Page 32 of the YDEP User Guide, How To Enter County-defined records to Projects, outlines the "rules" for numbering Project Codes for "self-determined" or "other" curriculum.
  - The Project Code should begin with the proper curriculum area letter code. Ex: A for Animal Science, B for Plant Science, etc.
  - The letter must be followed by a 4-digit number. Use 9800 ... 9899 for "self determined" projects. Use 9900 ... 9999 for "other" projects.
  - For multiple "self determined" or "other" projects in a given curriculum area, the number must be in its given range. (Ex: you could increase 9900 by tens: 9900, 9910, 9920, etc.)
  - A complete Project Code will look like: A9801 or B9940.

   1. From the YDEP folder, open YDAR_Project_Totals_10. Type EDIT in the password dialog box. Click OK.

   2. Click on the Delete/Import button. Wait for the records to be imported.

- When the import completes, Volunteer and "empty" Extra records are deleted. They are not needed for the YDAR report.

- In the Find Fields section, there are four calculated fields: State Match, Self Det. (9800), Other (9900), and Non-State.

<table>
<thead>
<tr>
<th>Find Fields</th>
<th>These fields may be used to verify counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>YDAR fields</td>
<td>State Match 1 Self Det. (9800) 0 Other (9900) 0 Non-State 0</td>
</tr>
<tr>
<td>Match</td>
<td>Proj Name Horse Level 1</td>
</tr>
</tbody>
</table>

- If a Project Code meets certain criteria, they will be marked with a "1" and assigned to one of the four categories. Here are the criteria being used.

  - State Match: Project Code matches a record found in YDAR_State_Projects.
  - Self Det. (9800): Project Code has '98' as the 2nd and 3rd characters in the code.
  - Other (9900): Project Code has '99' as the 2nd and 3rd characters in the code.
  - Non-State: Project Code does not meet any of the above three criteria.

☑ Records classified as "Non-State" may be using (A) out-of-date State codes; (B) incorrectly created codes (didn't follow the rules); or, (C) incorrectly entered codes (A680 vs. A0680). Unless you edit these Project Codes in the everyday Project Totals, these numbers will not be printed along with the other State Defined Projects.

☑ These steps will allow you to look for records marked as Non-State. Out-of-date codes should be updated to match a current State Project Code. For example, Extension specialists use these reports to judge the impact of their programs. Incorrect codes may result in the under reporting of their programs.
3. Click on the **Print Non-State** button.

4. If the message appears "No records match this request." click **OK**. You don't have any Non-State projects. This is what you want to see. Proceed with Step 20.

If the message appears "Records were found. The "Non-State Projects - Error Check List" will now be printed." click **OK**. The report will preview. Click **Continue**. Click **OK**. Wait for the report to print. Proceed with Step 5.

- The "2010 Non-State Projects - Error Check List" report will be broken out by code. You can use this report to make edits to your current YDEP data. If "People" is displayed under a code, you should see a Status and Name. This entry is from the People file. If "Unit" is displayed, you will only see a Unit No. This code was entered at the Group Enroll screen in Units. Finally, if "Extra" is displayed, this record was added directly in Project Totals. See page 44 in the YDEP User Guide.

- Included with the YDAR guides is a PDF file called **2010 State Project Codes**. You will use this as your reference to the correct codes. Also included was a PDF file called **How To Add County State Projects**. Use this if needed to add or edit codes in the Projects file.

5. Click the **Main Menu** button to return to the Main Menu.

6. **KEY STEP**: On the Hard-copy report, review the values printed on the report for the Codes. **Determine what Codes need updated or corrected**. With a pen or pencil, mark the records that need changed. Reference the State Project Code list. **Write down the new codes on the Error Check List**. Note, if you can't find a matching State Code, you will need to create a Self-Determined (9800 range) or an Other Code (9900 range) instead.

   **Key Point**: If you have a valid reason to keep the "out of date" code, you are not required to change it. These codes will appear on the Other (specify) and Non-State Projects report.

- With the list of new codes that you plan to use, you will now verify that the codes are in the Projects file. Remember, you may need to add codes to your file as well (State codes, Self Determined codes, or Other codes).

7. Click the **Projects** button to switch to Projects.

8. From the **Mode** menu choose **Find**. Enter the first code from your list.

9. Click the **Find** button on the left side of the screen.

10. If the Project Code is found, verify that the **code matches the State Code**. Continue with the next code and repeat Steps 8-10.

    If the Project Code was not found, click Cancel. If you plan to replace the out-of-date Code with a State Code, follow the steps from Page 33, How To Enter State-defined records to Projects and add this code to Projects. If you plan to create a new Self-Determined (9800 range) or Other Code (9900 range), follow the steps from Page 32, How To: Enter County-defined records to Projects. Then, continue with the next code. Repeat Steps 8-10.

11. When all the new Project Codes are in Projects, click the **Main Menu** button to return to the Main Menu.

12. Click the **Project Totals** button to switch to Project Totals.

    The **Project Totals file** contains all the project codes records that have been entered in People and Units via their project portals (scrolling lists of projects). You will now update the codes from the Error Check List with the new codes.
These steps make use of the Replace command. This is a very powerful command. Be sure to follow the steps as listed. Only click Replace when you are sure you have the correct group of records found. You may choose to make the edits manually as well.

You will be looping through Steps 13 - 19 to find, and then update the old codes with the new codes. You will be going back to the Project Code (Proj#) field again and again. Be sure that the cursor is in this field at the appropriate step!

13. From the Mode menu choose Find.
14. Double Click in the Proj# field. Enter the first code from the Error Check List.
15. Click the Find button on the left side of the screen.

NOTE: If the found records can be deleted (example: out-of-date ‘Extra’ records), you should delete them. There is no need to update a code for ‘old’ information.
16. Double Click in the Proj# field. Enter the new Code. Press TAB.
17. KEY STEP: The Project Name should change to the new Project Name.

   If it doesn't, STOP. Check that the code is entered correctly. You may need to go back to the Projects file and check that the code is correct there as well. Re-enter the new Code. Press TAB. When the new name appears, you can go to Step 18.
18. If you only have one or two found records (or if you don't want to use the Replace command), you should edit the Proj# field in each record one at a time. Be sure that the Project Name changes each time.

   If you have a number of records that need changed, you will use the Replace command to edit the codes in all the found records. Double Click in the Proj# field that has the new code. From the Mode menu choose Replace. Click Replace. Press TAB. Be sure that the Project Names have all changed to the new name.
19. Go back to Step 13. Repeat Steps 13 - 19 until all the old codes have been updated.
20. Click the Main Menu button to return to the Main Menu.
22. From the YDEP folder, open YDAR_Project_Totals_10. Type EDIT in the password dialog box. Click OK.
23. Click on the Delete/Import button. Wait for the records to be imported.

All 2010 "project enrollment totals" must be entered in Project Totals before proceeding! If you still need to add extra project counts, follow the steps from "How To Use the Projects Totals File" on Page 44 of the YDEP version 4.1 User Guide before going any further. Be sure to use the new State Projects codes as well!
24. Go back to Page 9, Step 3. Start again with these steps to print the Error Check List.

When you either have no errors or you're OK with the list of codes that won't be reported as State codes, continue to Stage 4 on the next page.
STAGE 4: COST RECOVERY AND HORSE PROGRAM FEES

Key Points about the Educational Materials fee include: a) The Educational Materials Fee covers all the 4-H projects for a Member, no matter how many clubs they join. b) Each 4-H member is expected to pay the $10.00 annual educational materials fee. c) There will be no charge for youth participating in EFNEP or PA NEP programs. d) You enter the $10 fee paid in only ONE record. See Pages 12, 19, 20, and 21 in the YDEP User Guide for more information.

Key Points about the Horse Program fee include: a) The total fee due from each county is calculated based on the total county 4-H horse member enrollment. b) A $25.00 fee is assessed annually for every 4-H horse member. c) All 4-H horse project members including horseless, model horse, shared horse, and therapeutic (youth with special needs) should be included in calculation of the program fee. d) It is recognized that some counties have short term or special programs where the fee may not apply. The rule of thumb is the 4-H Horse Program fee should apply to the same youth as the educational materials fee.

Cost Recovery Fee

- Use these reports to develop a base amount due. You will then need to deduct individuals or classrooms who qualify for the opportunity fund. The State 4-H Office encourages individuals and classrooms to pay a partial fee if they are unable to pay the entire amount. You do not need to send documentation to the State Office.

  1. In People, click on the Printing Screen Tab.
  2. From the Select menu choose Find All. (Note: If you plan to use the Detail report, you could find a smaller subset of records).
  3. In Report Selection section, choose Cost Recovery - People from the drop-down list.
  4. Click Print. Click Summary (or Detail if needed).
  5. In the 'Would you like to Name this report' message, click No. Choose your Print option.
  6. You will be asked if you would like to print the Cost Recovery - Units report. Click Cancel if you don't have School Enrichment clubs in Units.
     Click OK if you need to print this report as well. Choose your Print option.
  7. Review your records individually or by club in both People and Units. If needed, edit the Ed. Materials Fee Paid or Fee fields. Re-run the reports as needed.
  8. Use numbers to establish your county's Cost Recovery Check total (used on Page 15).

4-H Horse Program Fee

- Use these reports to develop your amount due. The total horse program fee = $25.00 X number of 4-H horse members in the county. You may skip this section if your county has no horse program.

  1. In People, click on the Printing Screen Tab.
  2. From the Select menu choose Find All. (Note: If you plan to use the Detail report, you could find a smaller subset of records).
  3. In Report Selection section, choose Horse Program Fee from the drop-down list.
  4. Click Print. Click Summary (or Detail if needed).
  5. In the 'Would you like to Name this report' message, click No. Choose your Print option.
  6. Review your records in People. If needed, edit the Horse Paid or Horse Fee fields. Re-run the report as needed.
  7. Use numbers to establish your Horse Program Fee Check total (used on Page 16).

Note: At this point, we recommend that you create a backup of the folder at this stage as well. You could drag a copy to a USB drive or to your office's server. This backup should not be needed. It will be a snapshot in time before you begin the process of printing from the YDAR files. It is ALWAYS a good idea to have a backup set of files!
STAGE 5: GENERATE REPORTS

YDAR Working Reports: Easy Print

__ 1. Open YDAR_Working_10. Type EDIT in the password dialog box. Click OK.

- The Delete/Import button in Easy Print will delete all records in this YDAR file before it does the import. This is designed to be a safeguard against multiple "sets" of data being imported. Don't worry about records in the normal People or Units files. Their records can't be deleted by this button. The Custom Print section allows you to reprint an individual report. The Find Field section can be used to verify counts manually.

__ 2. Click on the Delete/Import button. Wait for the records to be imported.

- Printing from the "YDAR Working" file tips:
  A) Prior to printing in the "YDAR Working" file, from the File Menu choose Print Setup and select your default printer.
  B) If the "YDAR Working" file crashes when using the "Print Working" button, click the individual Custom Print buttons instead. Use these buttons to print the Working File pages.
  C) If the program still crashes when printing, use the Print Setup to choose another printer.
  D) If the program still crashes, you can find these 2 How To's (Empty TEMP folders, Recover a FileMaker Pro 4.x File) from here: http://agsci.psu.edu/it/how-to/topics/software/filemaker-pro

__ 3. Click on the Print Working button. The scripted Report process begins. Records will sort and print. Please wait for all the pages to print from YDAR_Working_10.

__ 4. When this process ends, you will return to the Printing Menu.

✓ You will see "Line #'s" on these pages. They tell you where data should be entered in YDAR_Final_Report_10. If the raw numbers are "off" by a small amount, do not spend a great amount of time looking for the error. You enter the Final Totals manually. You may adjust computer-generated totals that are "off" slightly using your best judgment.

__ 5. Review the data on these pages. If numbers appear correct, go to page 13.

If you need to reprint a report or if reports appear to be in error, you should perform Steps 6 - 10 to troubleshoot a particular report.

__ 6. If you're reading this, we can assume two things: one, you'd like to reprint a YDAR page; or, two, a report is giving incorrect results. Let's look at getting a reprint first in Step 7.

__ 7. Click a Custom Print Page # button to reprint a single report. Review the data.

✓ If you have reports that printed OK but the data appears wrong, use the Find Fields section of the screen to look for the problem.

__ 8. Not knowing what the "problem" is, we can't give specific steps to perform. Here are some troubleshooting tips.

   Tip 1: Because data in YDAR_Working_10 should be the "same" as in People, performing the same Find in both files should yield the same number of records. Open People at this point and perform some test Finds.
   Tip 2: Check for blank fields in YDAR_Working_10. Even though you checked the data in People, it is possible that something wasn't transferred during the Import process. Try the Delete/Import button again.
   Tip 3: Another way to check for "blank" fields is to sort the records by that field. Ex: if you sort by Status in Ascending order, records without a value in that field will sort to the top.

__ 9. From the Custom Print section, use the necessary button to reprint the report.

__ 10. When all reports appear correct, you can proceed to the next page as well.
YDAR Project Totals Reports: Easy Print

The YDAR_Project_Totals_10 file produces printouts for the Final YDAR Report.

1. From the File menu choose Open.
2. Locate and open YDAR_Project_Totals_10 in the current YDEP folder.
3. Type EDIT in the password dialog box. Click OK.
   - The Delete/Import button in Easy Print will delete all records in this YDAR file before it does the import. This is designed to be a safeguard against multiple "sets" of data being imported. Don't worry about records in the normal Project Totals file. Its records can't be deleted by this button. The Custom Print section allows you to reprint an individual report. The Find Field section can be used to verify counts manually.
4. Click on the Delete/Import button. Wait for the records to be imported.
5. Click on the Print Projects button. The scripted Report process begins. Records will sort and print. Please wait for all the pages to print from YDAR_Project_Totals_10.
6. When this process ends, you will return to the Printing Menu.

As many as Four reports will be printed: State Defined Projects, Self Determined Projects, Other (specify) & Non-State Projects, and a Summary of Projects. If you don't have any Self-Determined projects, you will not see that report.

Note! The State Defined Projects will print the default names for these projects. If you edited these names for your local Projects, these names will not be displayed.

No page numbers are printed at the top of these reports. This is by design. They are attached to the end of the YDAR Final Report.

Review the data on these pages. If numbers appear correct, go to page 14.

If you need to reprint a report or if reports appear to be in error, you should perform Steps 8 - 12 to troubleshoot a particular report.

If you're reading this, we can assume that one, you'd like to reprint a Project page; or, two, a report is giving incorrect results. Let's look at getting a reprint first in Step 9.

Click a Custom Print Page # button to reprint a single report. Review the data.

If you have reports that printed OK but the data appears wrong, use the Find Fields section of the screen to look for the problem.

Not knowing what the "problem" is we can't give specific steps to perform. Here are some troubleshooting tips.
   - Tip 1: Go back through the steps in Check # 9 from pages 8 - 10.
   - Tip 2: Check for blank fields in YDAR_Project_Totals_10. Even though you checked the data in Project Totals, it is possible that something wasn't transferred during the Import process. Try the Delete/Import button again.

From the Custom Print section, use the necessary button to reprint the report.

When all reports appear correct, you can proceed to the next page as well.

These four reports will be re-printed during the final YDAR print process.
STAGE 6: ENTERING FINAL TOTALS

Overall counts may now be entered into YDAR_Final_Report_10. This file will then print the hard copy YDAR Report.

☑ This file will contain one record. Do not add any further records to this database. If you don’t have data for a category, leave that field blank. Don’t enter zeros.

☑ As you enter your numbers, remember, you are the final arbitrator of the correct totals, not the computer. If you have numbers that were not entered into the computer at all, add them manually to the Line # printed from the YDAR Working file.

__ 1. Open YDAR_Final_Report_10. Type EDIT in the password dialog box. Click OK.
__ 2. Enter your County Name. Press TAB.
__ 3. Double-click on your Region from the List.
__ 4. Enter your County’s YDAR Contact.
__ 5. Click the Forward arrow.
__ 6. Press TAB or click in the desired field. Enter your numbers in the appropriate fields.
__ 7. Scroll down in the window as needed to see all the fields. Continue to enter numbers.
__ 8. Totals will be calculated for you. Numbers in bold in the Totals Check section should match before proceeding to the next screen.
__ 9. When finished with a page, at the top of the screen, click the Forward Arrow to advance to the next page.
__ 10. Continue to enter your data and advance through the screens (or go back) with the Arrows.

☑ YDAR_Project_Totals_10 generates the Project Enrollment totals that become the final pages of your YDAR Final Report. You will not enter any Project numbers in the YDAR Final Report file.

__ 11. The “last” screen is the YDAR Final Printing Menu.
__ 12. Verify that the white Error Check box is empty. If you see errors listed here (Example: Error, Page 3 totals must match before the Final Report can be printed.), you should go back to this entry screen and fix the needed totals.
__ 13. Once you have all your numbers entered and the Error Check box is empty, go to the next Stage: Produce Final YDAR Report.
STAGE 7: PRODUCE FINAL YDAR REPORT

You are now ready to print the hard-copy YDAR Report from YDAR_Final_Report_10.

Print YDAR Totals Report

1. YDAR_Final_Report_10 should be open.
2. If not already at the YDAR Final Printing Menu, from the Script menu choose Printing Screen.
3. Click the Complete Report button. Each page will pause at the Preview screen. Click Continue to print the page. When Project Totals is opened, click the w/o dialog Print button twice.
   • This will print pages 1 - 9 from YDAR_Final_Report_10 and pages 10 - ? from YDAR_Project_Totals_10.
   ✓ You will get at least four pages of project enrollment totals from YDAR_Project_Totals_10. These pages will not have page numbers. You can number them manually if desired. Please keep them in order and staple them together.
4. Check the totals for accuracy. If necessary, return to an Entry Screen to make edits. If needed, use buttons 1 - 11 to reprint a single page.
5. Click the Exit FileMaker button.

Return Hard-copy YDAR, Cost Recovery Form & Check, YDAR Files to Univ Park

✓ Send the items from steps 1 - 3 to the State 4-H Office at following address:

   State 4-H Office
   ATTN: YDAR Report
   110 Ferguson Building
   University Park, PA 16802

1. Two copies of the hard-copy YDAR Report.
2. The Summary Cost Recovery reports from People and Units. (Steps 1 - 6 from Pg 11)
3. Cost Recovery Check. Checks should be made out to Penn State University.
   ✓ Send to Vince Verbeke of Ag IT the following computer files as email attachments. These files will be error checked and processed for the State 4-H Office.
4. Create an email message.

   To: line, address the message to: vcv1@psu.edu
   Subject: line, type 2010 YDAR - ### (enter your COUNTY name in place of ###'s)
   Body: include a Contact Name, Address, Phone Number and your County Name.
   Attach: attach these 5 files to the message.

   People, Project Totals, Units, YDAR_Final_Report_10, and YDAR_Project_Totals_10

5. Send the message.
   ✓ Once the message has been sent, you should delete the YDAR_Project_Totals_10, YDAR_State_Projects, and YDAR_Working_10 files from the YDEP folder.
   ✓ You should retain a copy of the hard copy YDAR Report (what you are sending to the State 4-H office) for at least five years. The YDAR Final Report file should be moved to another folder as a reference file. It does not need to stay in the YDEP folder.
AFTER THE YDAR REPORT

The official YDAR process is now complete. If your county has a horse program, you must complete the “Send Horse Program Fee to Univ Park” section. These remaining items “CRA (Civil Rights Assessment) Reporting” and “Archiving YDEP Files” should be completed as well. If you plan to do both, the CRA should be done first.

Send 4-H Horse Program Fee to Univ Park

✓ The Horse Program fee is due to the Department of Dairy and Animal Science by October 1. Send to the following address:

Department of Dairy and Animal Science
ATTN: Paula Morgan
324 Henning Building
University Park, PA 16802

__ 1. 4-H Horse Program Fee Check.
   Send one check for the total amount due for your county. Do not send individual checks from 4-H members. Checks should be made out to Penn State University.

__ 2. Include a Contact Name, Phone Number and your County Name with the check.

__ 3. Include a copy of the 4-H Horse Program Fee Summary report (from Page 11) indicating the total number of 4-H horse members in the county and the total fee due.

__ 4. The total number of 4-H horse members paying reduced or no fees should be clearly indicated. If a reduced fee is paid, include the amount paid.

__ 5. The 4-H Horse Program Fee Member/Club Opportunity Fund Request form must be submitted for members paying reduced or no fees. The criteria for determining ability to pay the 4-H horse program fee are the same as for the 4-H materials fee. Individuals that are unable to pay the fee may request any increment of the fee up to the full amount from the Opportunity Fund. Individuals that qualify for free or reduced lunches through their public school system are also eligible for funding through the Opportunity Fund.

• For related information, you may refer to the 4-H Cost Recovery and 4-H Revenue Generation FAQ and the 4-H Horse Program website at www.das.psu.edu, go to 4-H programs & horses.

Civil Rights Assessment

__ 1. Open People. Type EDIT as the password. Click OK.

__ 2. Follow the steps from Pages 46, 47, and 48 of the YDEP version 4.1 User Guide.

Archiving YDEP files

✓ An "archive" file is a lot like having a backup copy. The difference is, once the archive is made, that copy is "set in stone." They may be opened and viewed; but, they should never be edited.

__ 1. Open People. Type EDIT as the password. Click OK.

__ 2. Follow steps from "How To Save a Compressed Set" on Page 58 of the YDEP version 4.1 User Guide. Once you've completed all the steps (through Step 9), you should Exit from FileMaker.

__ 3. Backup (ARCHIVE) these files. Examples: Transfer the data to a CD or DVD, copy to your office's server, etc. Any of the other YDAR files may be archived if your office wants to keep a computer copy of this data.