How to Use the ISPRS ACCESS Database

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isprs

information from imagery

Introduction

The ISPRS accounting system migrated to a set of ACCESS tables and databases during the 2000-2004 term (probably around 2002) when Ammatzia Peled was the Treasurer. Rachel Peled designed and developed the ACCESS system currently used by ISPRS. All of the programming code is self-contained. A few modifications have been made by Rachel in the past several years, but for the most part the system has not changed since its inception.

The database is intended to be used by the ISPRS Secretary General for tracking and maintaining membership records, and by the ISPRS Treasurer for accounting functions. Three separate, but related, databases actually comprise the complete system: 1) the ***isprs_be.mdb*** which is maintained by the Secretary General; 2) the ***isprs_tr.mdb*** which contains the accounting data generated by the Treasurer; and 3) the ***isprs.mdb*** which is the tool used by the Treasurer for accounting functions.

isprs_be.mdb: This database manages the member records, including contact information, membership type and category, and status of membership (active, expelled, etc.). It contains tables that link to the *isprs.mdb* which are vital for the *isprs.mdb* to function properly. The ISPRS Secretary General is responsible for maintaining *isprs_be.mdb* and is the only person who is authorized to make entries or change information in this database.

isprs_tr.mdb: The primary purpose of this database is to manage financial records pertaining to ISPRS memberships (member balances and member payments). It also contains tables that list a history of fixed exchange rates used by the Society, bank account numbers, currency codes, payment method codes, and membership fees in Swiss Francs. Though the Treasurer has access to this database, it is highly advised that no changes or entries are made directly in these tables. Most of the tables are populated by entries that are made using the *isprs.mdb* tool.

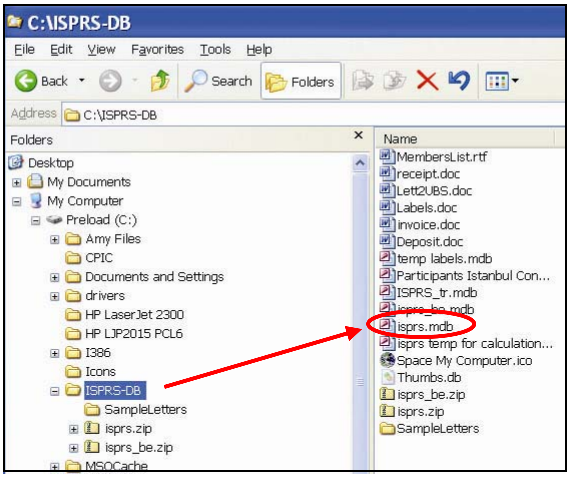
isprs.mdb: This database is used by the Treasurer to maintain financial records of ISPRS memberships and is designed as a series of form views from which invoices and labels are generated, and payment entries are made. It also has several other features, most of which are not used on a regular basis (if at all) and some for which the programming was not completed. *isprs.mdb* is dependent highly on proper maintenance and updates of the *isprs_be.mdb*.

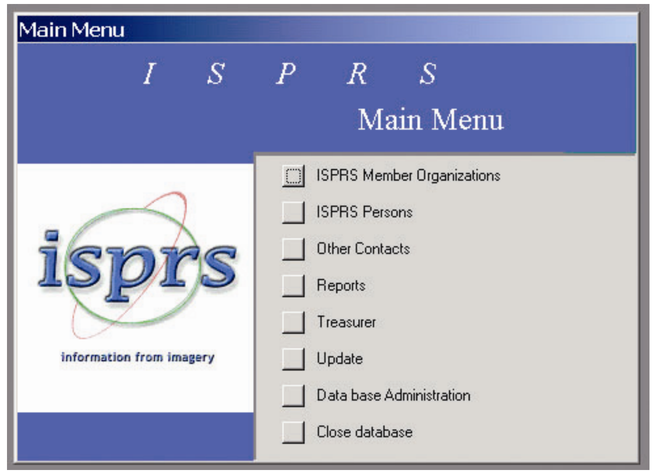
Several *Word.doc* files have been prepared to function with the *isprs.mdb* as mail merges. The *receipt.doc* and *invoice.doc* are used on a regular basis; the *deposit.doc* was used to accompany checks that were sent to UBS for deposit. However, UBS has issued its own deposit form and requested that use of the ISPRS deposit document be discontinued.

The *isprs.mdb* is the focus of this User Guide which provides a step-by-step approach for initiating a new fiscal year, initiating new members, using and accessing member contact information, creating invoices, creating mailing labels, and recording payments. Also included are key points, helpful hints, and other information learned during the past four-year term.

Getting Started

1. From the ISPRS-DB folder on the C-drive, open the ACCESS file called isprs.mdb. The Main Menu is the first window to appear on the screen. The user has eight options from which to select on this menu.





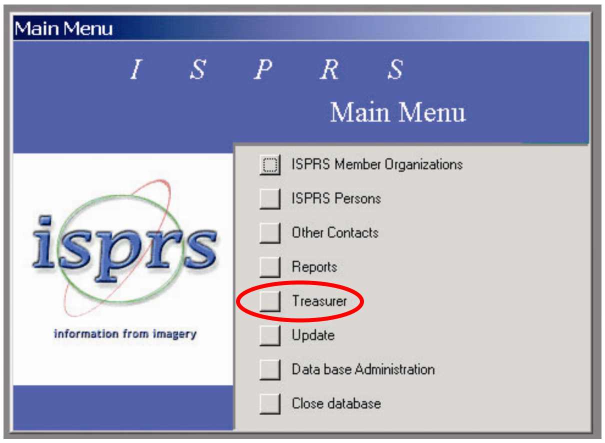
- The ISPRS Member Organizations button allows the user to access detailed information on ISPRS members. This is extremely useful for viewing members' contact information and is used frequently for verifying addresses and emails of ISPRS members.
- The ISPRS Persons button provides information on individuals who are members of ISPRS member organizations.
- The Other Contacts button gives contact information on individuals who are members of organizations that are associated with ISPRS
- The Reports button provides access to a variety of reports related to ISPRS business and membership.
- The Treasurer button is the gateway to all files relevant to financial matters of the Society, including creating invoices, receipts, and deposit notices as well as recording ISPRS member payments.
- Updates to information and data in the database can be made via the Update button. These include updates to tables, supplier lists, information on ISPRS persons and members, and options for importing Excel spreadsheets.
- Some administrative changes to the database can be performed using the Data Base Administration button.
- The Close Data Base button allows the user to exit the database.

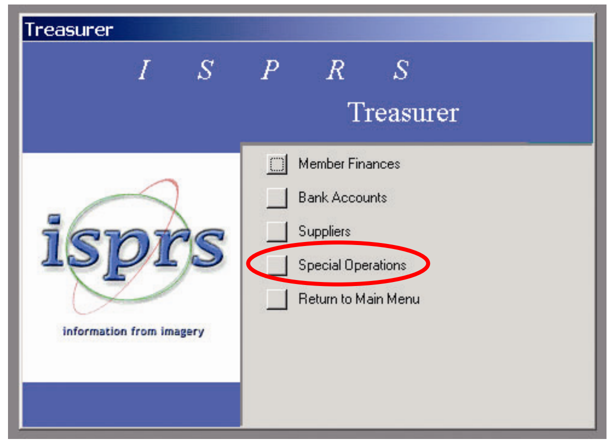
The options on the Main Menu that are used most frequently are the Treasurer and ISPRS Member Organizations buttons.

2. Tips on navigating the database: Always "back" out of a window instead of closing it by hitting the "x" in the upper right corner of the window. If the window closes improperly, errors are generated that could lock the database or create a loop that is difficult to exit.

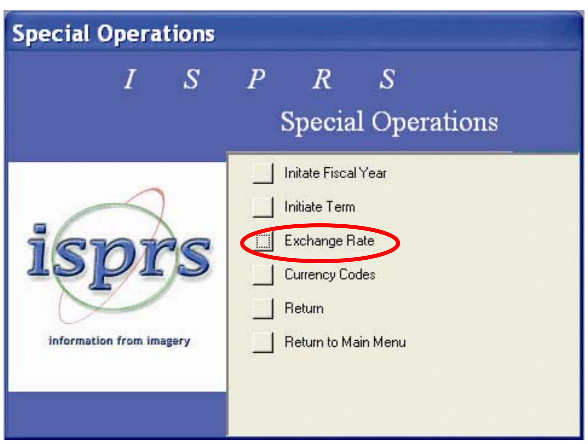
Initiating New Fiscal Year

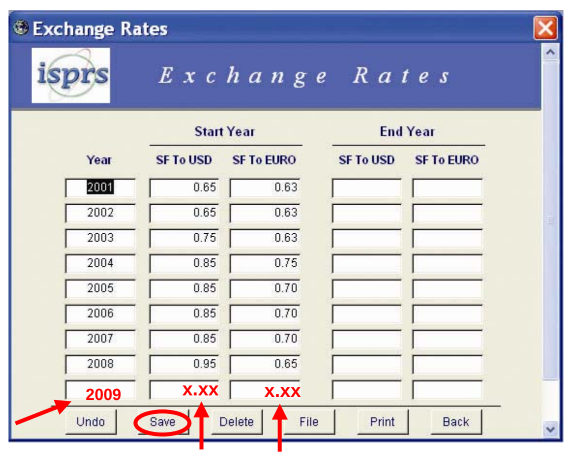
The ISPRS fiscal year is January to December. The *isprs.mdb* database must be initiated at the beginning of each year to set the fixed exchange rates for the USD and Euro, and to establish the correct year for calculating member dues and any arrears.



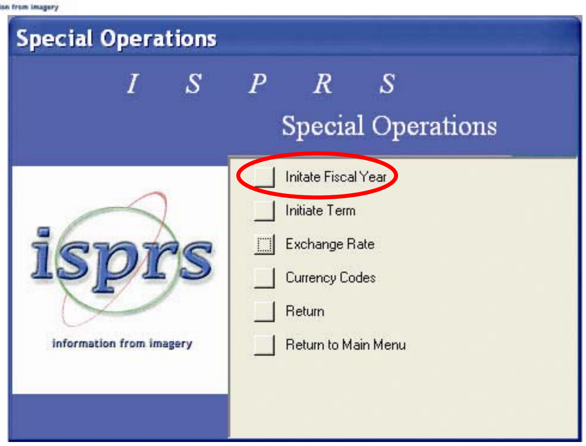


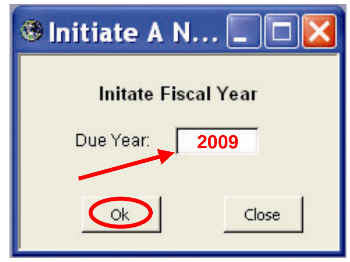
1. Open the Main Menu in the *isprs.mdb* file and click on Treasurer. This opens the Treasurer window. Then click on Special Operations.





2. To set the fixed exchange rates for the fiscal year, select the Exchange Rate button. This opens a window in which the exchange rates for the new year are entered. Enter the year, USD rate, and Euro rate (1 CHF = X.XX); then click on the Save button.



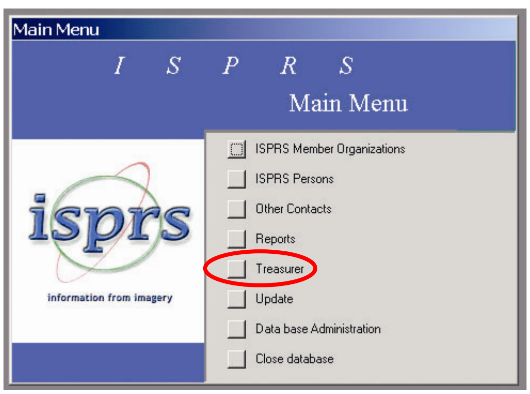


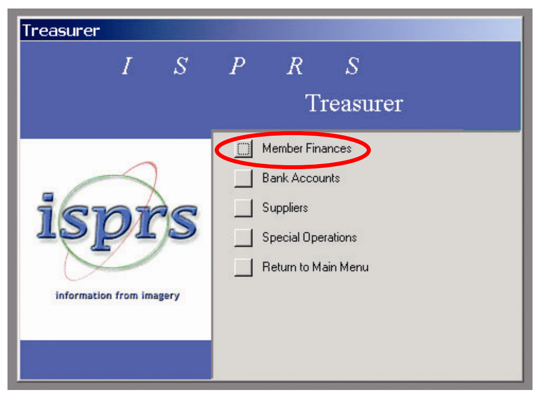
3. Next, the fiscal year must be set so that the database recognizes the new year and properly calculates member dues, arrears, and payments. By initiating the new year, the database automatically adds the new amounts due to the balance of each member. Return to the Special Operations window and select Initiate Fiscal Year. This opens a window in which the new year can be entered. Type the year in the box and select Ok. A new window opens that confirms the new year was initiated. Click Ok. The database is ready now for creating new invoices and recording payments for the new year.

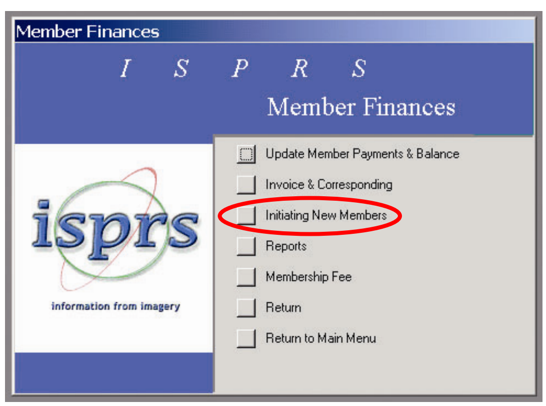
Initiating New Members

When new members are added to the database by the Secretary General, the Treasurer receives an updated database (*isprs_be.mdb*). Before any entries or invoices can be generated in the *isprs.mdb* database, a prompt is given to "initiate" the new member entry in the *isprs.mdb* database.

1. Click Ok on the Initiate new members notice. Select Treasurer from the Main Menu; then select Member Finances.

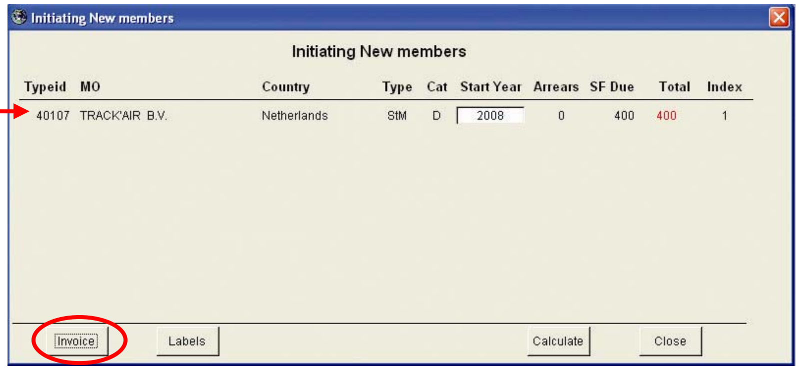






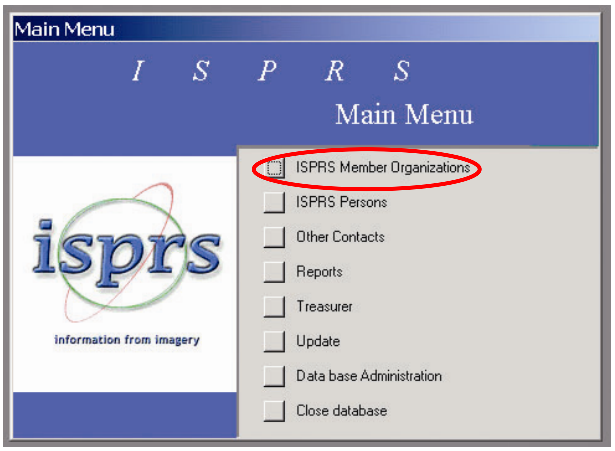
2. On the Member Finances page, select Initiating New Members. This opens a window that lists all new members since the last time the database was updated. Once the Secretary General has updated the database with new members, then the Treasurer must generate an invoice and send it to the new member(s). The invoice can be generated from the Initiating New Members window by clicking on the Invoice button in the bottom left corner of the page. To create the invoice, follow guidelines in the Creating an Invoice section in this User Guide.

New member


Initiating New members
Initiating New members
Typeid MO Country Type Cat Start Year Arrears SF Due Total Index
40107 TRACK'AIR B.V. Netherlands StM D 2008 0 400 400 1
Invoice
Labels
Calculate
Close

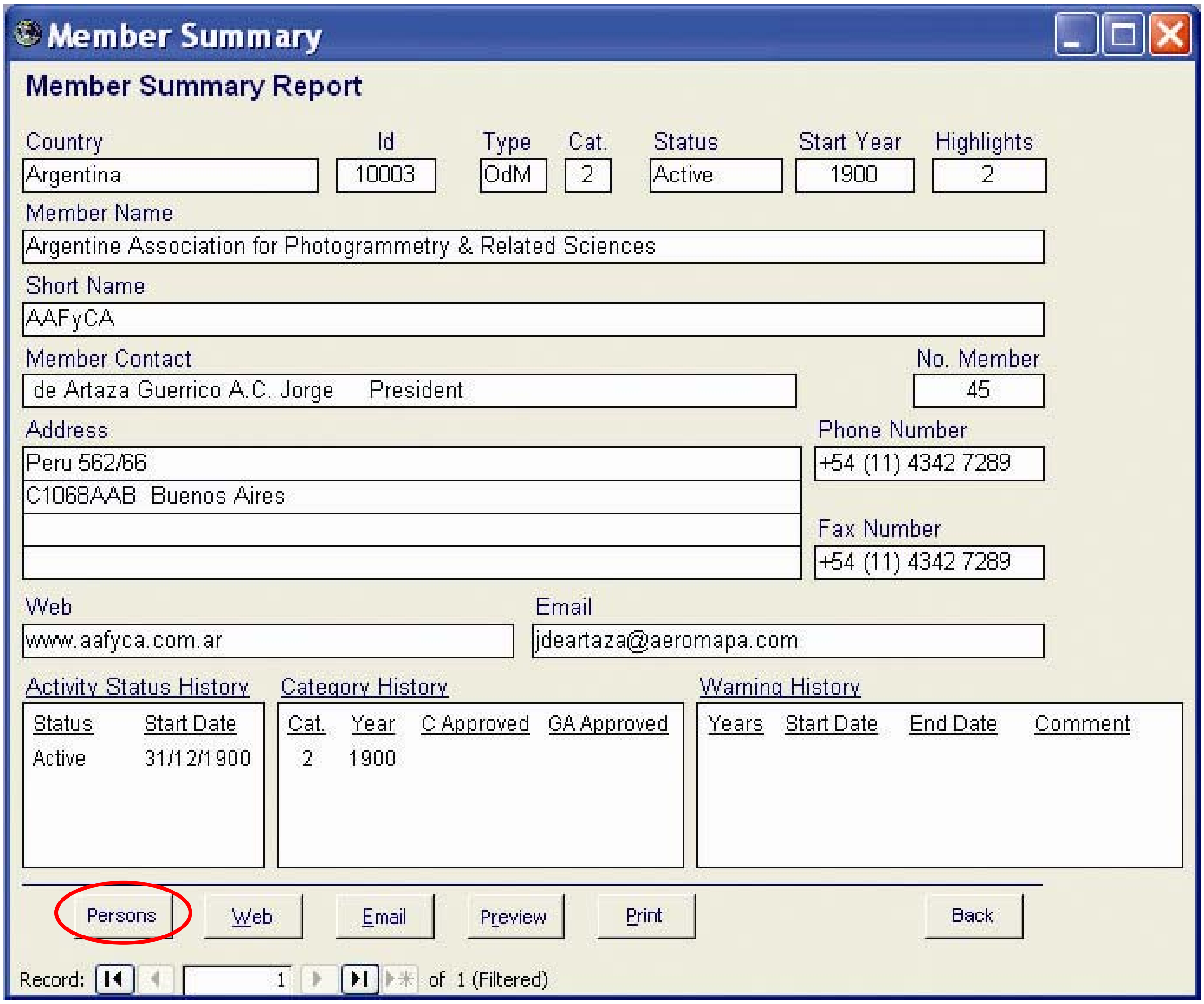
Member Contact Information

The database contains contact information for all member organizations. Included are names of member and payment contacts, name and mailing address of the member organization, phone, fax, and email and web site addresses. It also provides information on other key members of the organization. This information is used to correspond with members concerning member dues, providing receipts, and other business matters. Information that populates the database is maintained by the ISPRS Secretary General, but is accessible to the Treasurer via the *isprs.mdb* database.

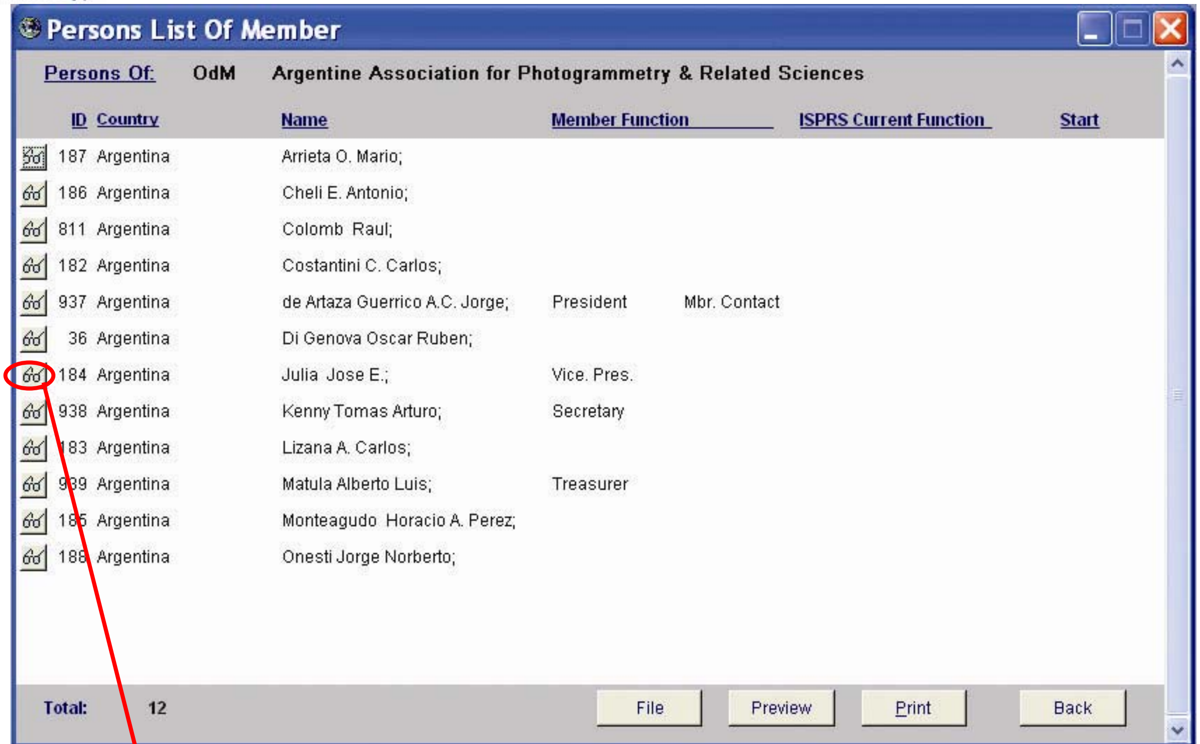


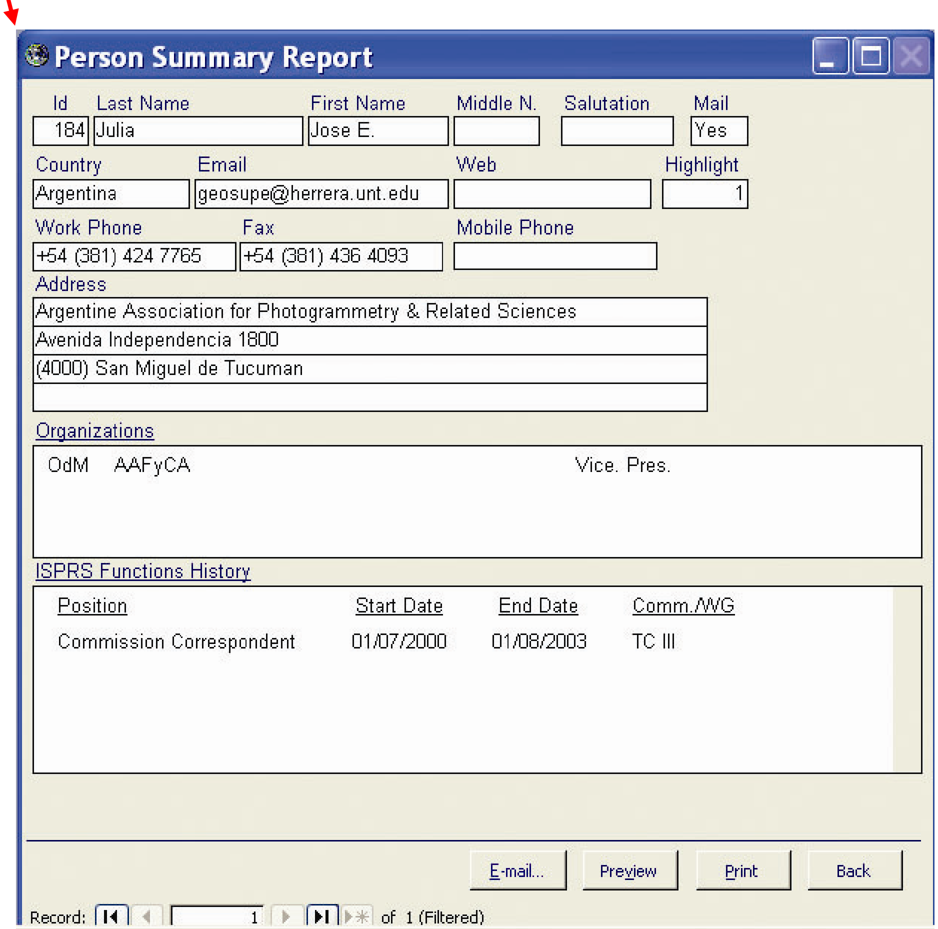
1. To access member information, select ISPRS Member Organizations on the Main Menu. This opens a new window called ISPRS Members. Click on the Members Menu button to view the Member Organizations Menu.

2. Click on the Member Id radio button and type the member identification number in the white box. Then click on List to access the Member Summary Report that contains contact information for this member.



3. Information on other key persons in the member organization can be viewed by clicking on the Persons button at the bottom of the Member Summary Report page. The new window lists the names of the individuals. Further contact information on each person can be viewed by clicking on the “eyeglass icon” at the left of each name.

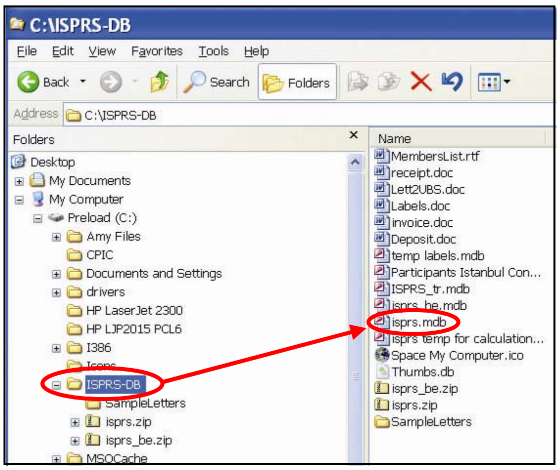

Persons List Of Member
Persons Of: OdM Argentine Association for Photogrammetry & Related Sciences
ID Country Name Member Function ISPRS Current Function Start
187 Argentina Arrieta O. Mario;
186 Argentina Cheli E. Antonio;
811 Argentina Colomb Raul;
182 Argentina Costantini C. Carlos;
937 Argentina de Artaza Guerrico A.C. Jorge; President Mbr. Contact
36 Argentina Di Genova Oscar Ruben;
184 Argentina Julia Jose E.; Vice. Pres.
938 Argentina Kenny Tomas Arturo; Secretary
183 Argentina Lizana A. Carlos;
939 Argentina Matula Alberto Luis; Treasurer
185 Argentina Monteagudo Horacio A. Perez;
188 Argentina Onesti Jorge Norberto;
Total: 12
File
Preview
Print
Back

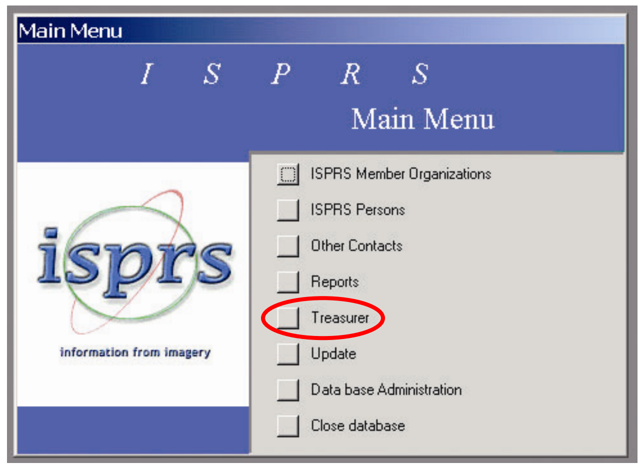

Person Summary Report
Id Last Name First Name Middle N. Salutation Mail
184 Julia Jose E. Yes
Country Email Web Highlight
Argentina geosupe@herrera.unt.edu 1
Work Phone Fax Mobile Phone
+54 (381) 424 7765 +54 (381) 436 4093
Address
Argentine Association for Photogrammetry & Related Sciences
Avenida Independencia 1800
(4000) San Miguel de Tucuman
Organizations
OdM AAFyCA Vice. Pres.
ISPRS Functions History
Position Start Date End Date Comm./WG
Commission Correspondent 01/07/2000 01/08/2003 TC III
E-mail...
Preview
Print
Back
Record: 1 of 1 (Filtered)

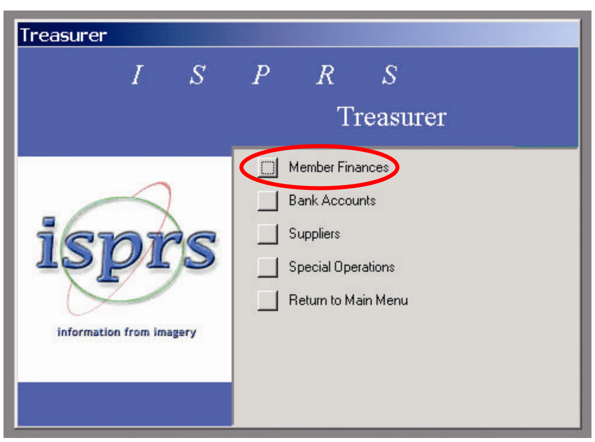
Creating Invoices

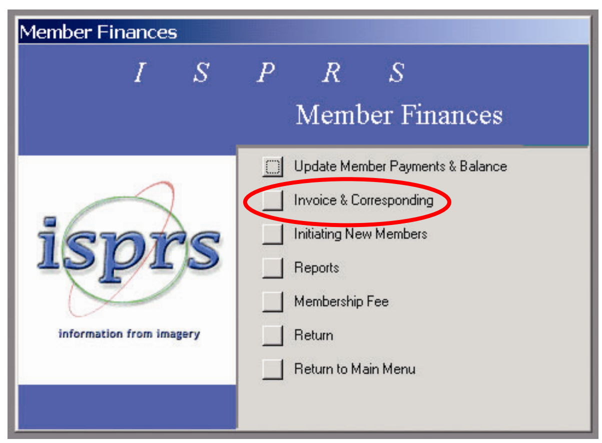
Invoices are created annually at the beginning of the fiscal year, and twice during the year as reminders for members who have not paid their fees. Invoices also are generated when a new member is admitted to ISPRS.

1. From the ISPRS-DB folder on the C-drive, open the ACCESS file called isprs.mdb.
2. From the Main Menu window, select Treasurer.
3. Then select Member Finances.



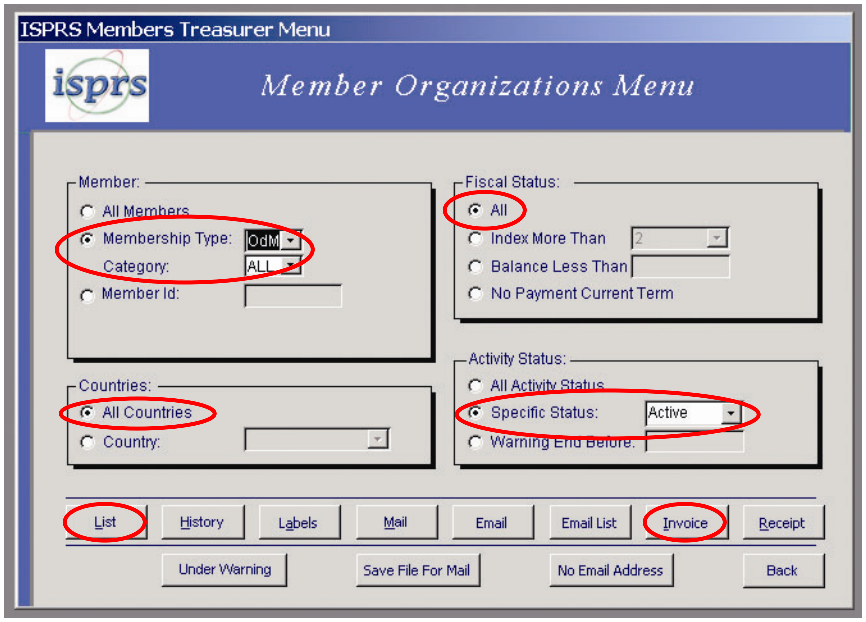




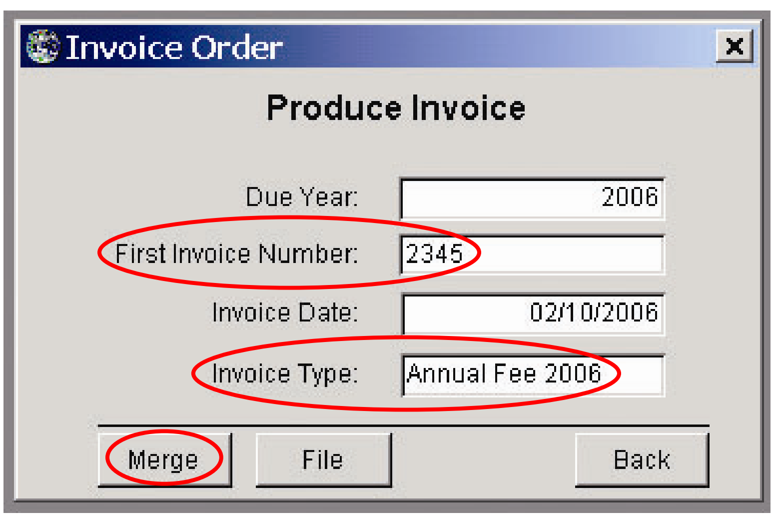


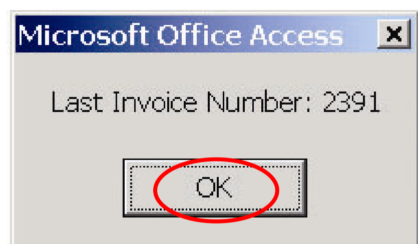
4. Then select Invoice & Corresponding. In this window there are four sub-windows. Select appropriate options based on the type of invoice that will be created. For example, to generate an invoice for all Ordinary Members that includes all fiscal statuses do the following:
    1. In the Member sub-window: select Membership Type / OdM , Category / All
    2. In the Fiscal Status sub-window: select All
    3. In the Countries sub-window: select All Countries
    4. In the Activity Status sub-window: select Specific Status / Active

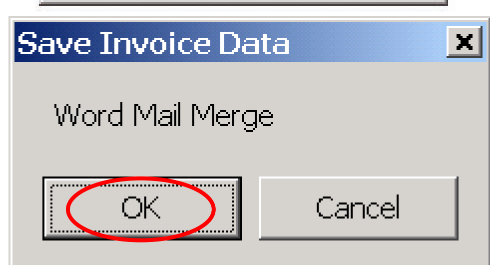
A list of all Ordinary Members who fit the selected criteria can be viewed by selecting the List button from the row of options at the bottom of the window.



5. To generate the invoice, select the Invoice button. This opens another window in which the First Invoice Number and the Invoice Type are entered. For the First Invoice Number enter the next available number in the sequence. For the Invoice Type enter the name of the invoice, for example Annual Fee 2006 for invoices sent at the beginning of the fiscal year 2006. This is a free-text field.

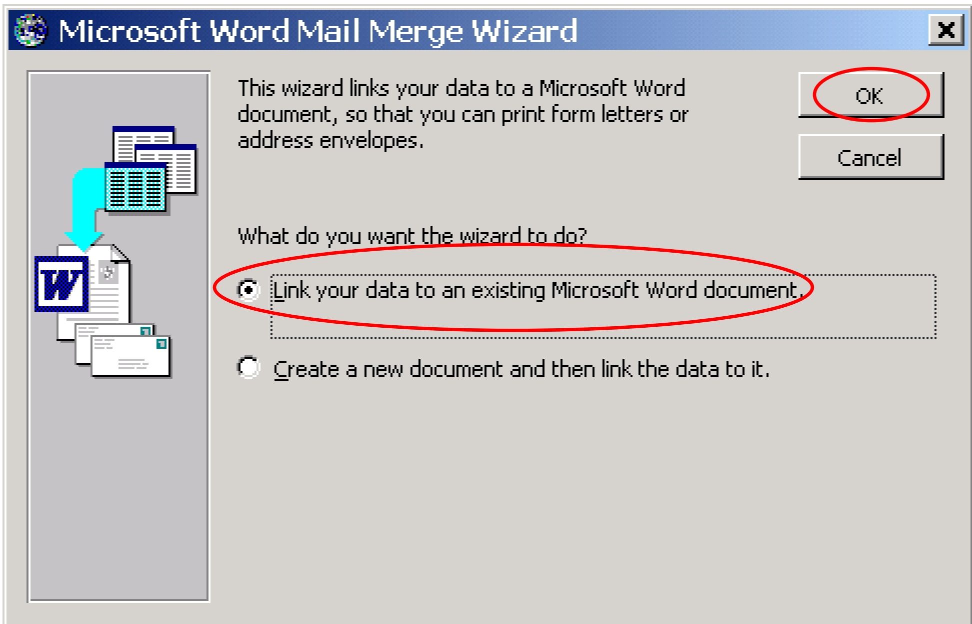


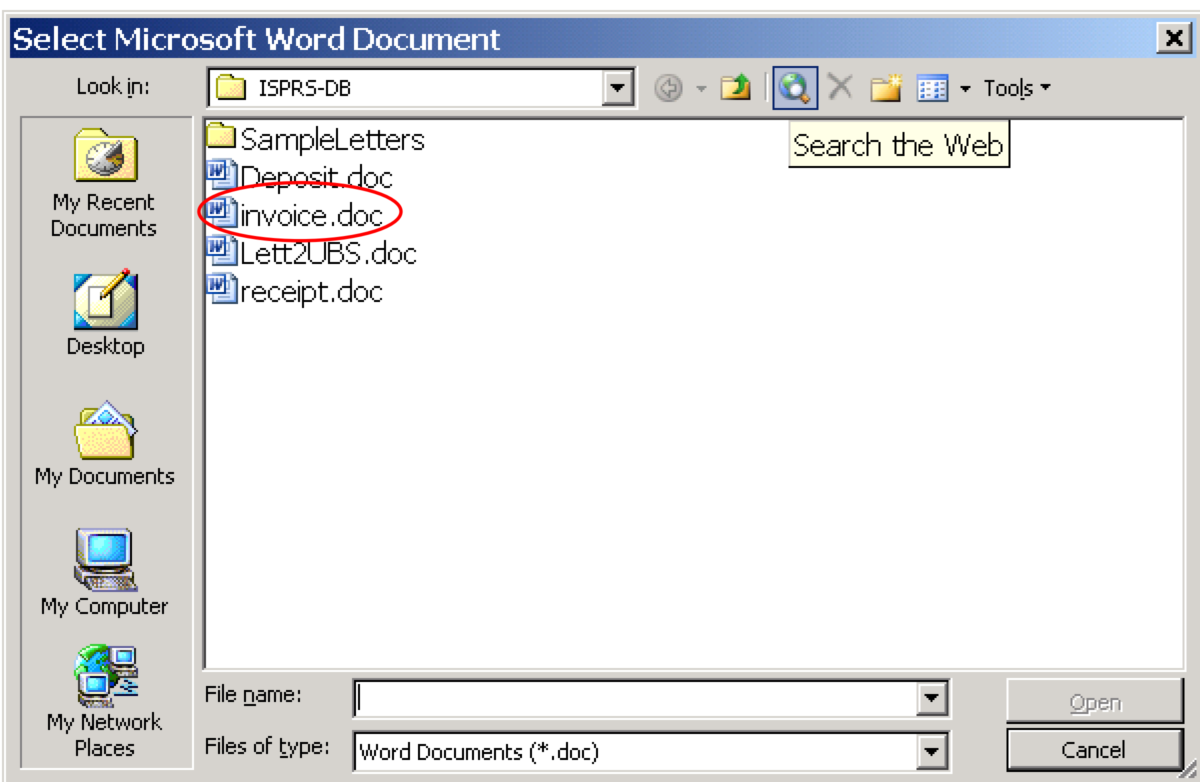




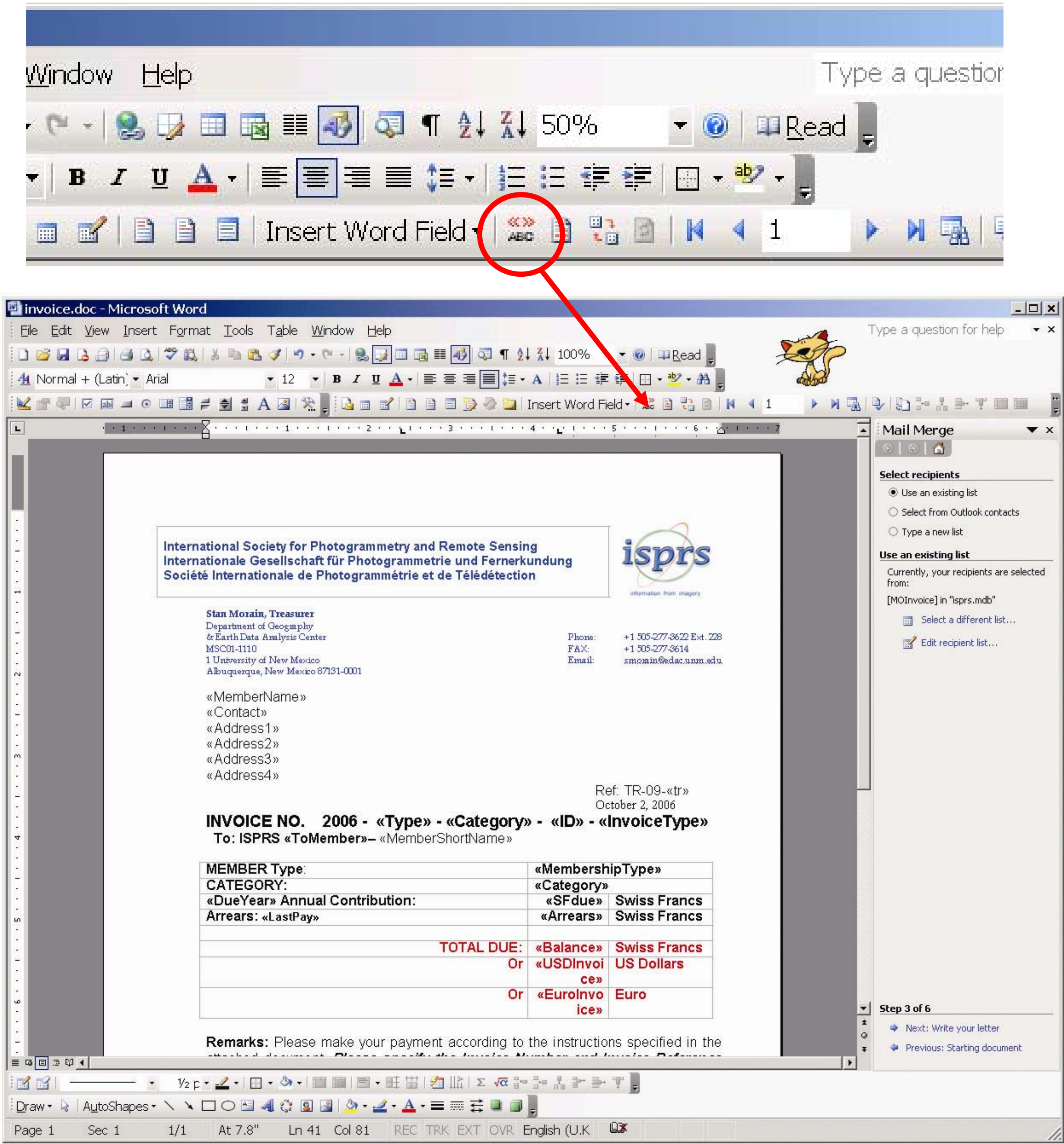
Then select the Merge button. This will prompt a message that gives the last invoice number that will be assigned in this sequence (2391 in this case). Hit OK. Then a Word Mail Merge message appears indicating that a mail merge function will occur. This links to the subset dataset that was created in Step 4 above.

A Microsoft Word Mail Merge Wizard window appears that allows one to select which document template will be merged with the database. Select the Link Your Data to an Existing Microsoft Word Document and hit OK. This prompts another window to open that allows one to select which Word Document will be linked in the mail merge function. In this case select Invoice.doc which is the invoice template with the ISPRS letterhead.

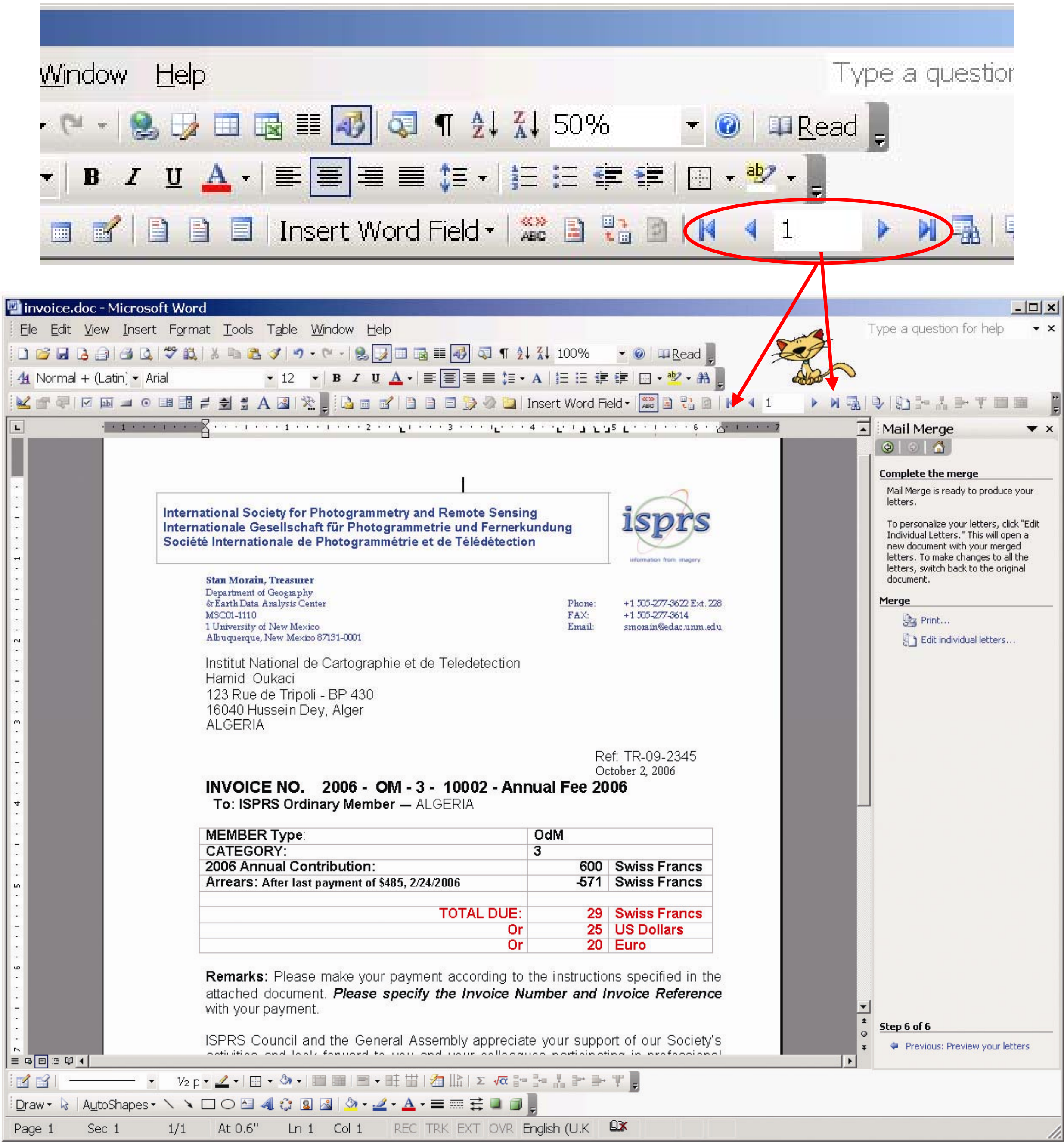




A series of invoices will be generated by merging the database with the template. The document that first appears on the screen is the "raw template." Select the << >> ABC button from the tool bar just above the document window. This also is labeled as the "view merged data" button if the cursor is paused over this symbol. This button toggles between the raw template and the template with the information from the database which populates all of the appropriate fields.



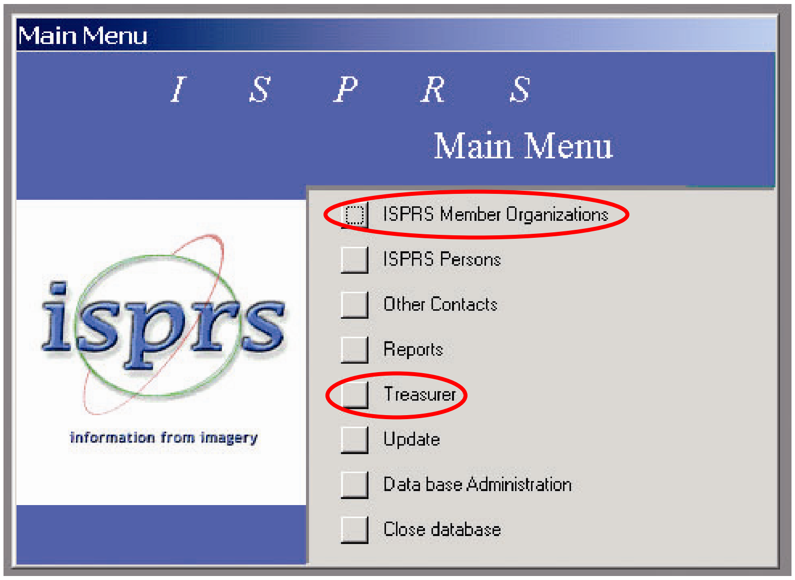
Once the template has been merged with data from the database, each of the resulting invoices can be viewed by clicking on the forward and backward arrows in the tool bar above the document. The example has generated 46 invoices numbered from 2345 through 2391. These invoices can be edited by utilizing the tools on the right of the screen.



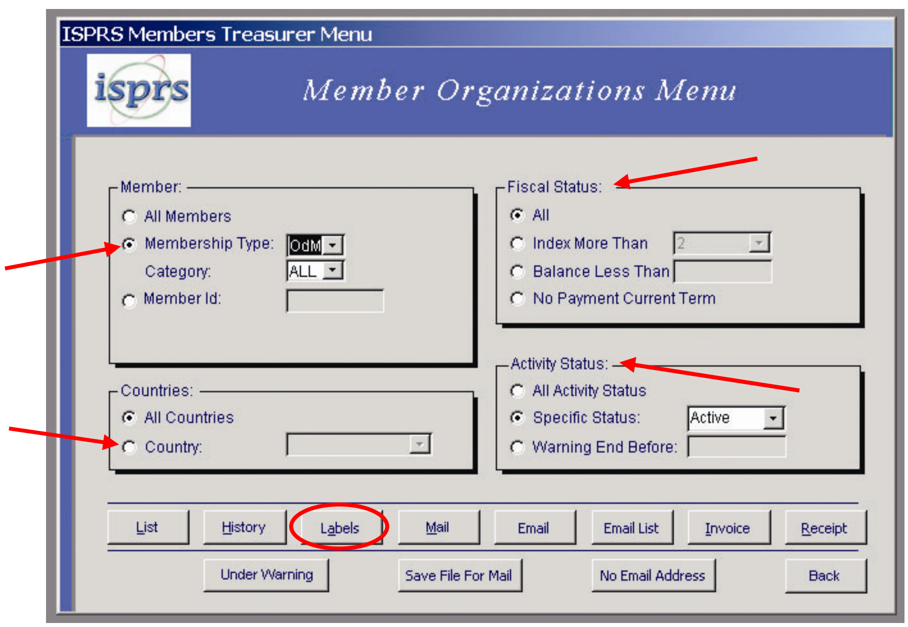
Before printing the group of 46 invoices, convert them to a PDF format. This will capture all 46 invoices. If the invoices were saved as a Word.doc only the first invoice will be saved and the other 45 will be lost. Save the PDF file to a sub-folder within the Treasurer folder. Do not save this file within the ISPRS-DB folder. After converting the files to PDF, the group of invoices can be printed as would any other file.

Generating Mailing Labels

Mailing labels can be generated from the Member Organizations Menu which is accessed either through the Treasurer button or the ISPRS Member Organizations button on the Main Menu.

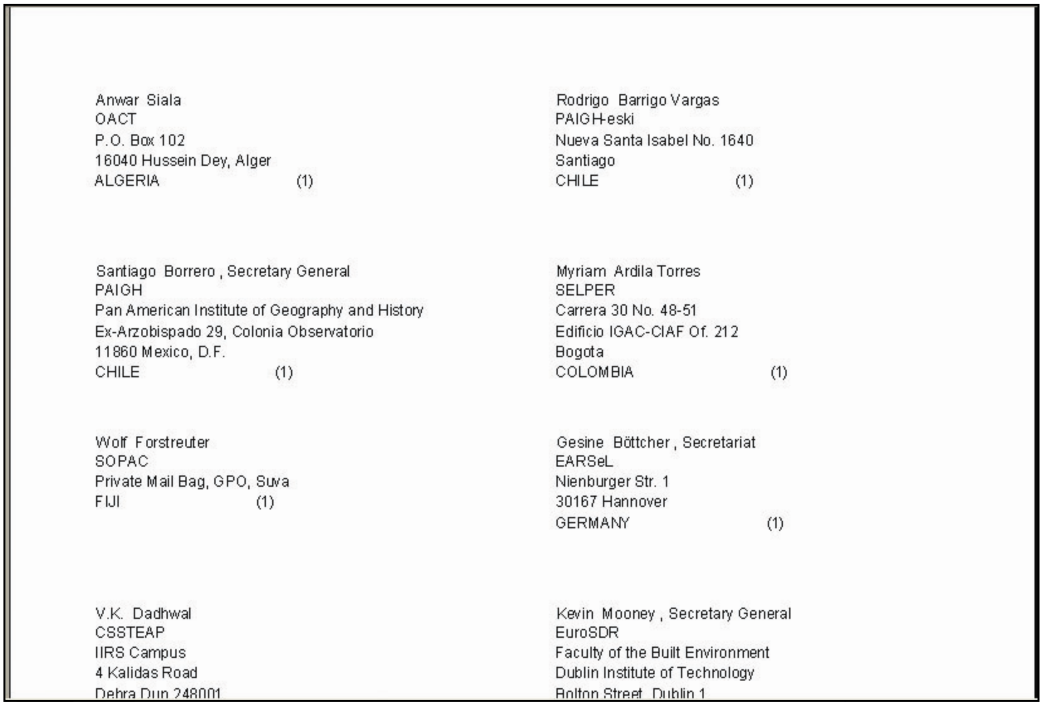


1. From the Main Menu, click on the ISPRS Member Organizations button, then click on the Members Menu button. Or, from the Main Menu, click on the Treasurer button, then click on Member Finances, then click on Invoice and Corresponding. Note: to generate mailing labels for sending invoices, use the approach through the Treasurer button because this will address the label to the payment contact (if there is one) instead of the member contact.



2. Labels can be created for a group of members, a single member, members in a specific country, or members of a specific fiscal status or activity status. Select the desired group

and click on Labels. A preview of the labels is generated which can be printed onto label sheets such as Avery. Some adjustment may be necessary to fit the names and addresses onto the sheet. The database was programmed for A-4 (European) sized sheets.


Anwar Siala
OACT
P.O. Box 102
16040 Hussein Dey, Alger
ALGERIA (1)

Rodrigo Barrigo Vargas
PAIGH-eski
Nueva Santa Isabel No. 1640
Santiago
CHILE (1)

Santiago Borrero, Secretary General
PAIGH
Pan American Institute of Geography and History
Ex-Arzobispado 29, Colonia Observatorio
11860 Mexico, D.F.
CHILE (1)

Myriam Ardila Torres
SELPER
Carrera 30 No. 48-51
Edificio IGAC-CIAF Of. 212
Bogota
COLOMBIA (1)

Wolf Forstreuter
SOPAC
Private Mail Bag, GPO, Suva
FIJI (1)

Gesine Böttcher, Secretariat
EARSeL
Nienburger Str. 1
30167 Hannover
GERMANY (1)

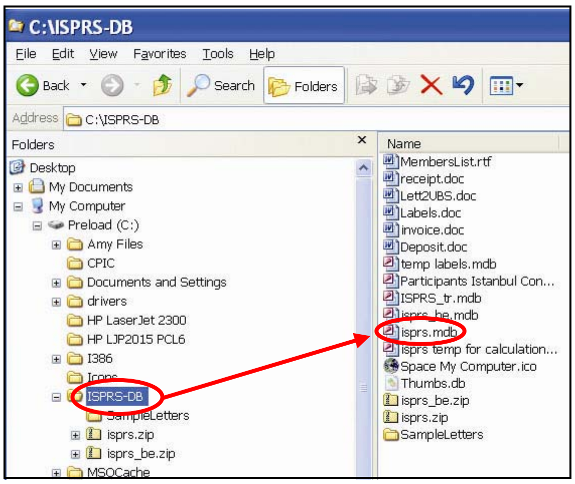
V.K. Dadhwal
CSSTEAP
IIRS Campus
4 Kalidas Road
Debra Dun 248001

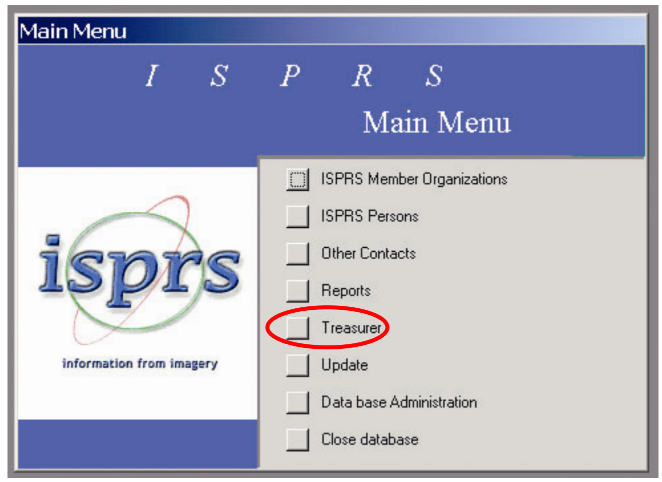
Kevin Mooney, Secretary General
EuroSDR
Faculty of the Built Environment
Dublin Institute of Technology
Bolton Street, Dublin 1

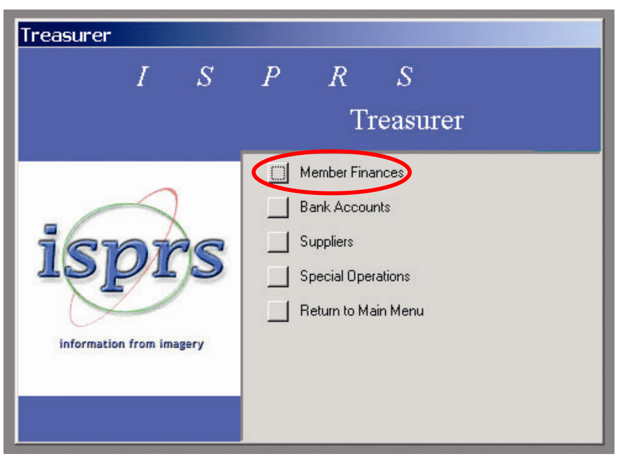
Recording Payments

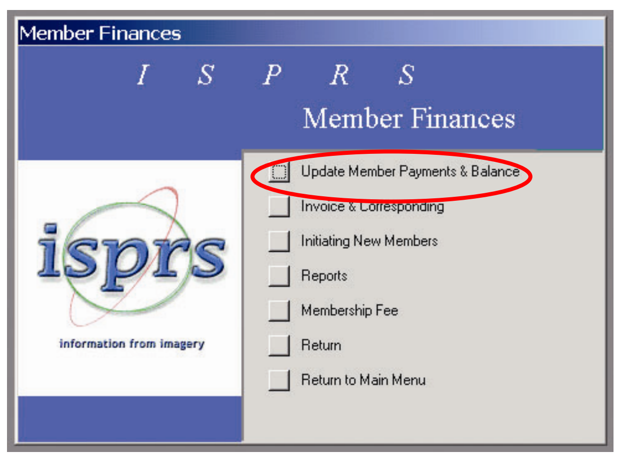
Member payments may be received via a wire transfer into one of the ISPRS accounts at UBS or by checks that are mailed directly to the Treasurer. UBS requests that members do not mail checks to the bank. In either case, the payment is recorded in the *isprs.mdb* database.

1. From the ISPRS-DB folder on the C-drive, open the ACCESS file called isprs.mdb.
2. From the Main Menu window, select Treasurer.
3. Then select Member Finances.



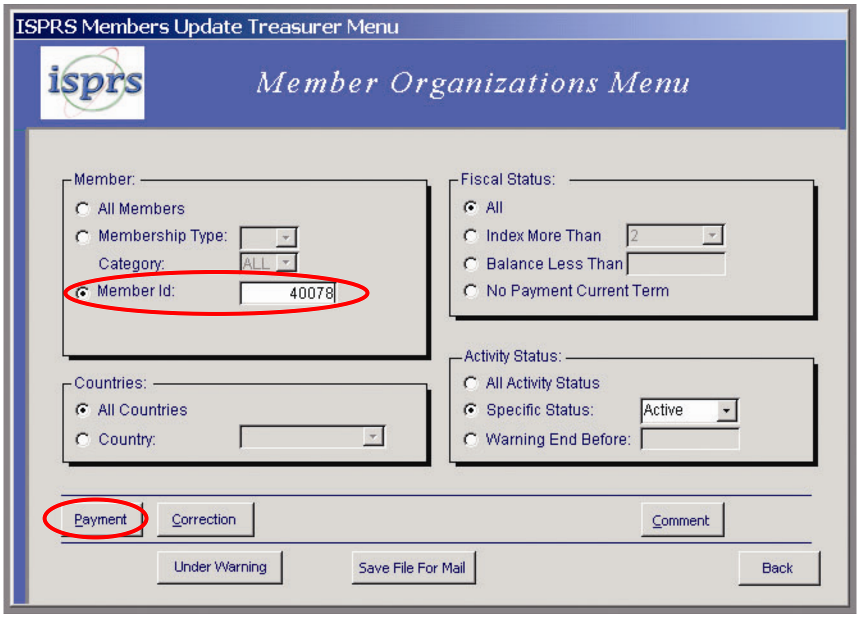






4. Then select Update Member Payments & Balance button. This opens the Member Organizations Menu window which contains four sub-windows and buttons for either entering a new payment or correcting a previous entry.

5. To record payments from a specific Society member, use the Member ID option within the Member sub-window. Enter the member's unique identification number that was assigned to them by the Secretary General. If this option is used, it is not necessary to make selections from the other three sub-windows. To record a payment from this member, select the Payment button in the lower left portion of this screen.



The Member Payment Form will open which is where the details of payment are recorded. This form controls all financial information of an ISPRS member. It has two major subdivisions with a total of six critical components. The upper third of the screen includes:

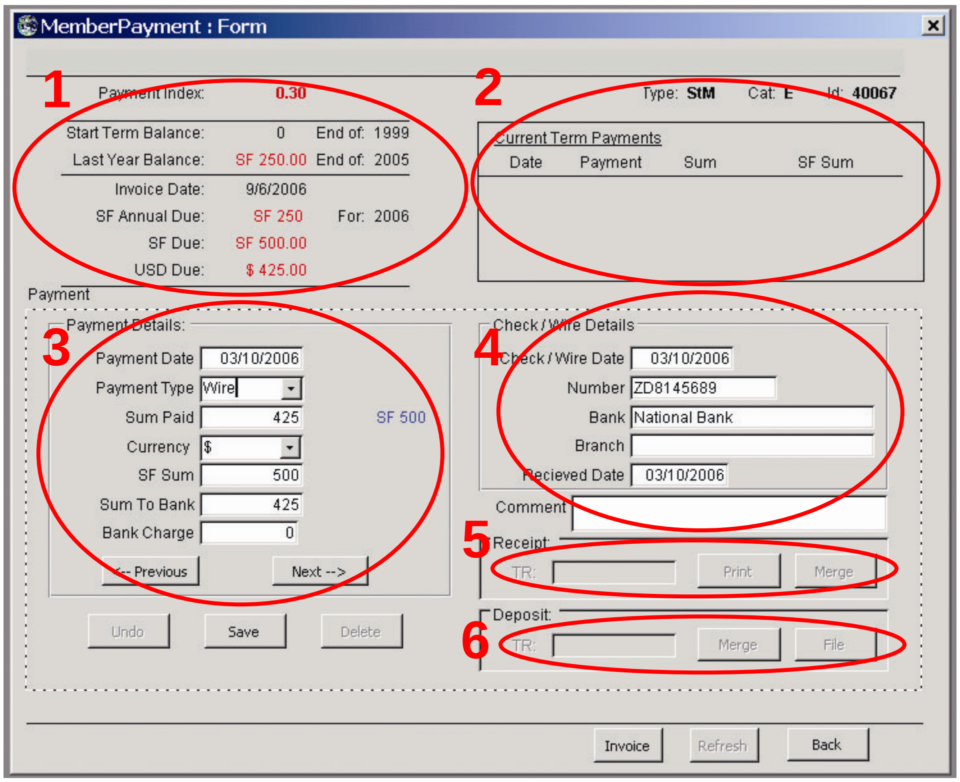
1. Information on the amount owed by the member (in the upper left portion of the screen). This includes a) the unpaid balance from previous years; b) the invoice date; c) the annual fee in Swiss Francs for the current year; and d) the total amount due in Swiss Francs and in US Dollars.
2. The payment history of the ISPRS member.

A member's payment is recorded in the lower two-thirds of the screen. This area includes:

3. Payment Details (left side of the screen) with fields for payment date, type of payment, amount paid, the monetary currency in which the payment was made, the equivalent amount in Swiss Francs, the amount received by the bank, and whether or not a bank fee was charged.
4. Check / Wire Details (right side of the screen) with fields for entering the date of the check or wire, the check number or transaction number for wire transfers, the name and branch of the bank issuing the check or wire, and the date the payment was received. A comment box allows free-text entry for any information the Treasurer wishes to record surrounding the member's payment.
5. Receipt which is used to generate a receipt document for the transaction.
6. Deposit which is used to generate a deposit slip to UBS. This feature no longer is used because UBS has issued its own deposit slips and prefers that these are submitted with the check.

In the example given here, a member has paid 425 US Dollars via a wire transfer from his bank to the ISPRS account at UBS. When the transaction record (credit advice) is received by the Treasurer, the payment is recorded on this form. Enter the appropriate information in each of the fields under Payment Details (oval #3). When 425 USD is entered and the USD currency is selected from the drop-down menu of options, the equivalent amount in Swiss Francs (500) appears in blue to the right of the fields. The Swiss Franc amount must be entered in the next field because this will link to a table in ACCESS that properly credits the member for full payment of his fee. The sum to the bank is 425 USD because that is what the ISPRS account at UBS received according to the credit advice. This transaction was not charged a bank fee so this field will show "0."

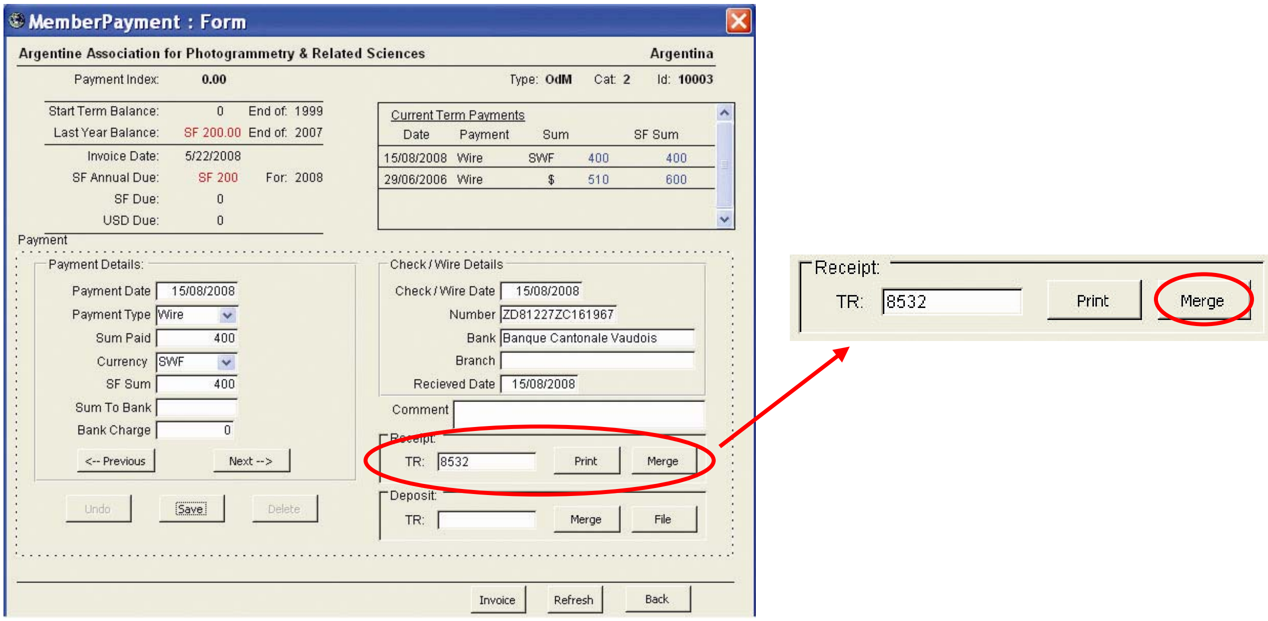
Next, the fields for details of the wire transfer (oval #4) are completed. Enter the date of the transfer, the UBS transaction (TDX) number, the bank and branch that executed the wire, and the date the payment was received. After these fields are completed, click on the Save button to save this record. This also will adjust the amounts due to the correct amount after the payment is recorded (shown in upper left of the screen in oval #1). If the member did not pay the full amount due, then the remaining balance will be shown. Then click on the Refresh button to refresh the screen. When the screen refreshes it will fill in the payment history in the upper right portion of the form (oval #2).



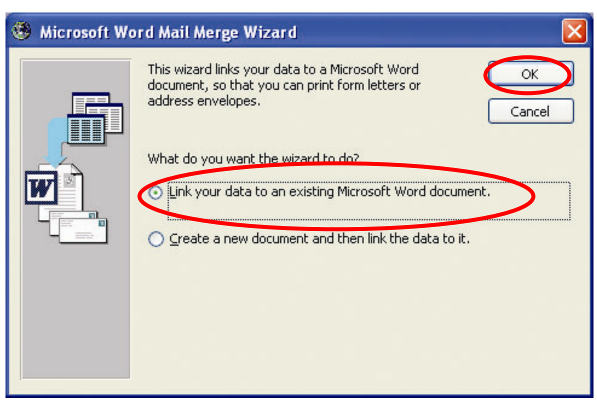
After the above steps are completed, a receipt should be generated to send to the member who paid their fee (oval #6). Please refer to the sections on **Creating Receipts** in this User Guide. If the payment arrived in the form of cash or a check, then a UBS deposit slip also must be completed to accompany the money for deposit in the appropriate ISPRS account at UBS.

Creating Receipts

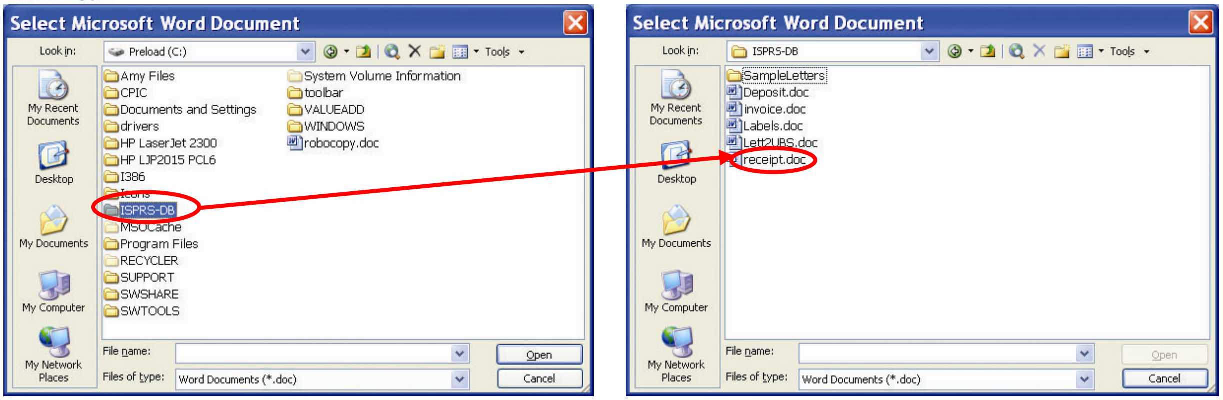
Receipts are created via a mail merge function between the ACCESS database and a Word.doc template.



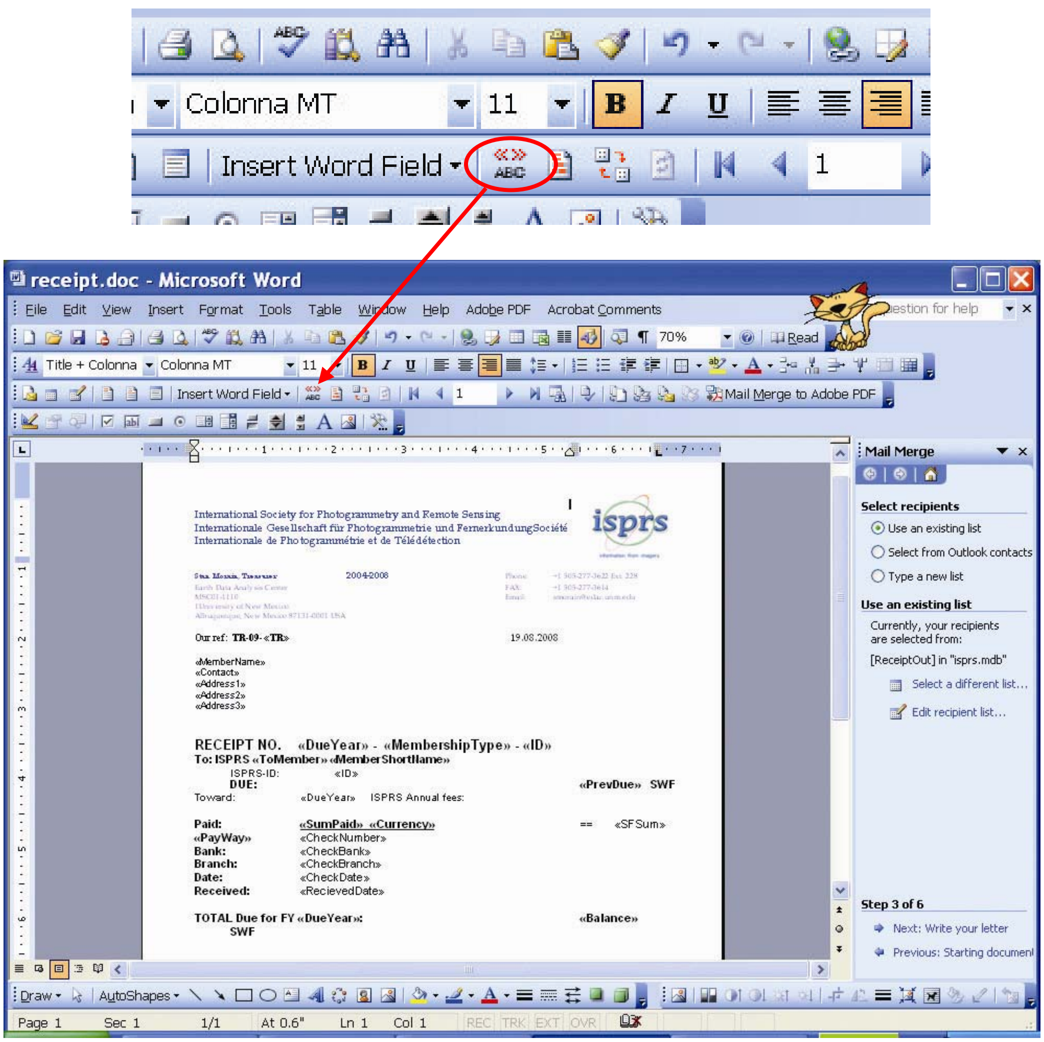
1. After payment information is entered on the Member Payment Form, a receipt should be generated and sent to the member. Assign a receipt number to the payment transaction and enter that number in the TR box located in the lower right quadrant of the Member Payment Form. [Note: a roster of assigned TR receipt numbers can be kept in Excel or some other program. These numbers are generated and maintained at the discretion of the Treasurer.]

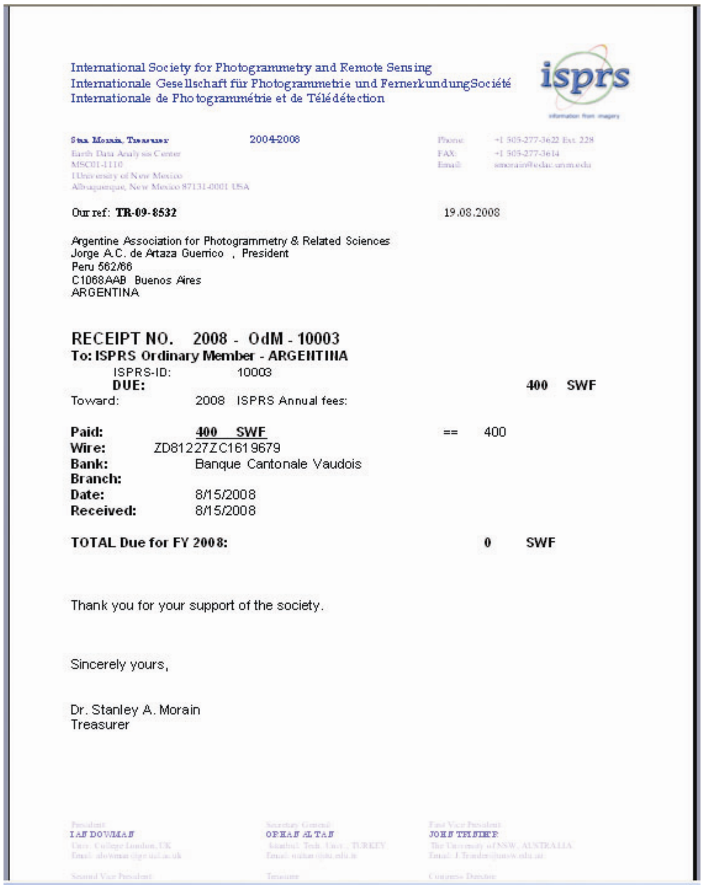


2. Click on Merge to activate the mail merge function that generates the receipt. A Microsoft Word mail Merge Wizard window appears, asking what you want the wizard to do. Click on "Link your data to an existing Microsoft Word document" and then click Ok.



3. The Microsoft Windows Explorer screen appears. Go to the C-drive and select the ISPRS-DB folder. Within that folder select the *receipt.doc* file and open this file. The receipt template appears onscreen. To complete the mail merge, click on << >> ABC to populate the fields in the template with data from the database.





International Society for Photogrammetry and Remote Sensing
Internationale Gesellschaft für Photogrammetrie und FernerkundungSociété
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ARGENTINA

RECEIPT NO. 2008 - OdM - 10003
To: ISPRS Ordinary Member - ARGENTINA
ISPRS-ID: 10003
DUE: **400 SWF**
Toward: 2008 ISPRS Annual fees:

Paid: **400 SWF** == 400
Wire: ZD81227ZC1619679
Bank: Banque Cantonale Vaudois
Branch:
Date: 8/15/2008
Received: 8/15/2008

TOTAL Due for FY 2008: **0 SWF**

Thank you for your support of the society.

Sincerely yours,

Dr. Stanley A. Morain
Treasurer

President
IAN DOWMAN
Univ. College London, UK

Secretary General
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Istanbul Tech. Univ., TURKEY

First Vice President
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The University of NSW, AUSTRALIA

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4. The finished receipt contains the TR number that was assigned by the Treasurer; the name; address, and membership number of the paying member; the date of the invoice; the date the payment was received and recorded; the amount of the payment and in which currency it was paid; the bank that issued the payment; the wire or check number; and the amount of any remaining balance.

5. The file should be renamed and saved in a folder within the Treasurer's filing system on the computer. The filing system should be kept separate from the core set of folder and files on the C-drive that comprise the database system.

6. The finished receipt should be sent to the paying member either by email or by air mail post. The optimum is to email the receipt. Email and other contact information are contained in the Membership Organization portion of the database. Refer to guidelines in the **Member Contact Information** section of this User Guide.

Key Points, Helpful Hints and Other Information

1. The ISPRS-DB folder must be loaded onto the C drive on the computer because paths programmed in the database point to that drive. Other Treasurer files should not be placed in this folder.

2. The 4-year term (2009-2012) should be set by the Secretary General before the Treasurer initiates the 2009 fiscal year.

3. Determine fixed exchange rate between the Swiss Franc and the U.S. Dollar, and between the Swiss Franc and the Euro for each fiscal year before initiating the database for the new fiscal year.

4. Invoices for memberships should be sent in January (at the beginning of the fiscal year) with reminders sent in May and again in September of each year.

5. A numbering system should be established for invoices, receipts, and correspondence that comply with the ISPRS system. Treasurer numbers usually begin with TR-09-. The database requires numbers to be assigned to invoices and receipts.

6. The procedure for processing payments by members is:
   a. Record payment in *isprs.mdb* database
   b. Create receipt and either email or mail it to member
   c. Enter payment record in **Payments by Date** Excel spreadsheet
   d. Enter deposit in **Bank Statements** Excel spreadsheet
   e. Enter deposit in Swiss Francs (CHF) in the **Chart of Accounts** Excel spreadsheet. If payment was received in US Dollars (USD) or Euros, then using an online tool such as **x-rates.com**, determine average exchange rate for the day of the transaction and enter the conversion in the formula in the **Chart of Accounts**.

7. The procedure for recording expenses is:
   a. Enter debit amount in the **Bank Statements** Excel spreadsheet
   b. Post the debit in the **Chart of Accounts** Excel spreadsheet. If payment was received in US Dollars (USD) or Euros, then using an online tool such as **x-rates.com**, determine average exchange rate for the day of the transaction and enter the conversion in the formula in the **Chart of Accounts**.

8. ISPRS banks with UBS in Zurich at their branch that handles commercial accounts. The address is UBS AG, Postfach 1770, CH-8098 Zurich, Switzerland. ISPRS has three non-interest earning "cash-checking" accounts (one each in CHF, USD, and Euro currencies). Additionally it has four custody (investment) accounts.

9. UBS sends **Credit Advice**, **Debit Advice**, **Closing of Service Prices**, and **Account Statement** notices on a regular basis. The Credit and Debit notices are sent when those respective transactions have taken place. The Closing of Service Prices and Account Statement notices are sent monthly (at the beginning of the month following the month of record; i.e. the July statement is sent in early August). UBS also sends a **Custody Fee** notice periodically which is the bank's fee for maintaining the ISPRS accounts.

10. Two of the custody accounts earn dividends that are paid into the CHF account and automatically promptly reinvested into the custody account that earned the dividend. UBS sends an **Advice/Statement** for the credit and another for the reinvestment. A **Statement of Assets** is sent on a quarterly basis that details all of the ISPRS accounts in the UBS bank.