

# The**Financial**Edge™

School Store Manager Guide

**072009**

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# School Store Manager Guide

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# School Store Manager Basics

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# Chapter 1

*School Store Manager* is an optional module for **Student Billing**. With *School Store Manager* you can post school store charges to **Student Billing** when you use *Store Operations*, the point-of-sale software produced by Microsoft's *Retail Management System*. For more information about *Store Operations*, visit the Microsoft Web site.

When *School Store Manager* uses *Store Operations*, you can produce a single statement with both school store and tuition charges, while reducing data entry time and errors. You can transfer customer information from **Student Billing** to *Store Operations* and set up multiple databases for multiple school stores. In addition, you can print customer ID cards with bar coding, which customers can then use as debit or credit cards.

With *Store Operations*, you can maintain multiple school store databases. You can transfer each school store's transactions in summary to **Student Billing** through *School Store Manager* and then post them to **General Ledger**. You can also create a post file and import transactions directly into **General Ledger**.

This chapter introduces the basics of *School Store Manager*, including instructions for accessing *School Store Manager* functions. Subsequent chapters provide explanations and procedures for using *School Store Manager* with *Store Operations*. Appendices include sample ID cards and a sample transaction report.

## Setting Up School Store Manager

Proper setup of *School Store Manager* is necessary to connect **Student Billing** with *Store Operations*. You must define security settings that grant you access to *School Store Manager* configuration and access to the *School Store Manager* module. Security settings for *School Store Manager* are accessed through the **Student Billing Administration** page. You access configuration for *School Store Manager* through *Configuration* in **Student Billing**. Once configuration is complete, all *School Store Manager* functions become fully active and you can post transactions from *Store Operations* to **Student Billing**.

## Setting Security for School Store Manager

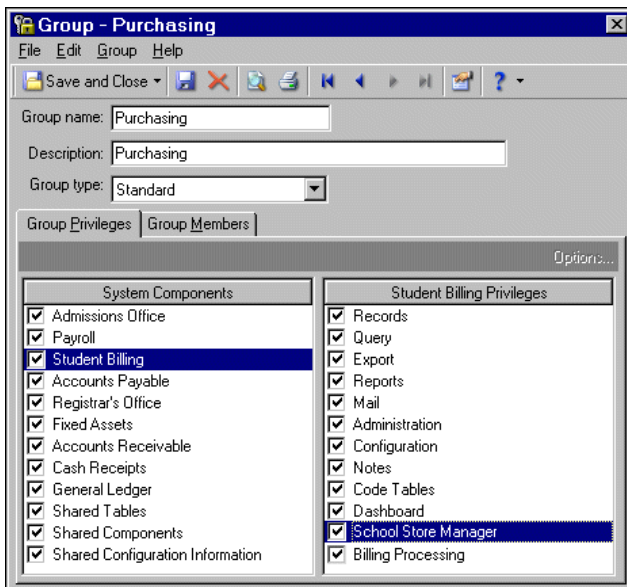
Setting security for *School Store Manager* includes granting access to the *School Store Manager* module and its configuration privileges.

### ➤ Setting School Store Manager Access

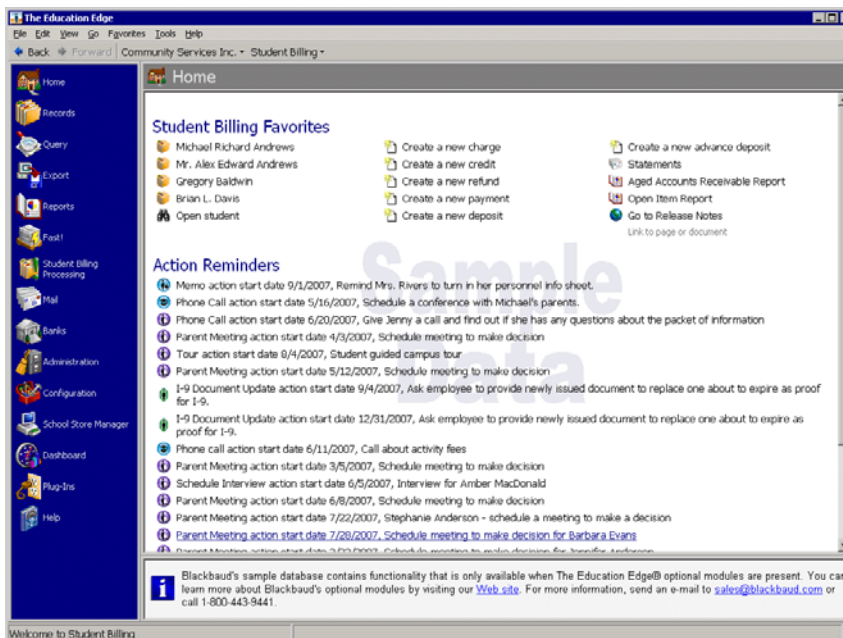
In order to access *School Store Manager*, you must set the appropriate security options in *Administration*.

1. From *Administration* in **Student Billing**, click **Set up system security**. The Set up system security page appears.
2. Select a user group and click **Open**. The Group-<User Group Name> screen appears.

- In the **System Components** box, select **Student Billing**. With the box marked, a list of security privileges appears in the **Student Billing Privileges** box on the right.



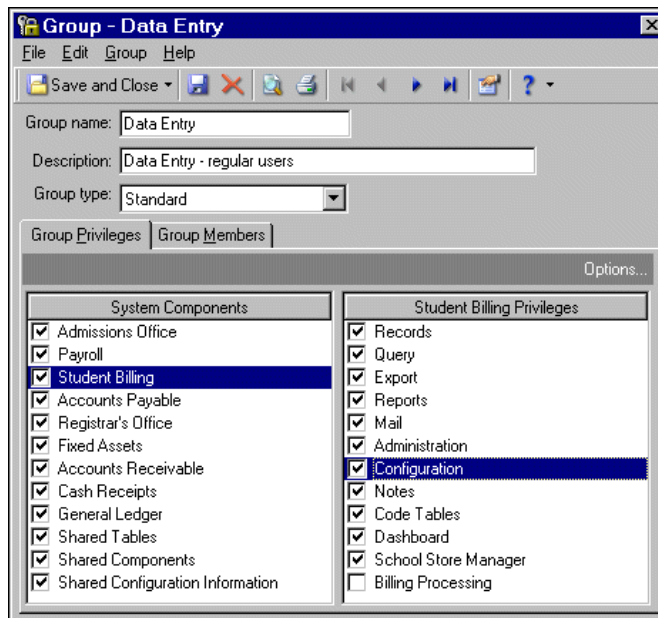
- In the **Student Billing Privileges** box, select **School Store Manager**.
- Click **Save and Close** to return to the Set up system security page appears.
- Select **File, Exit and Sign Out** from the menu bar to exit *The Financial Edge*.
- Log in to *The Financial Edge* and select **Student Billing** from the action bar. The **School Store Manager** button appears on the navigation bar.



### ➤ Setting School Store Manager Configuration Access

In order to access *School Store Manager* configuration privileges, you must set the appropriate security options in *Administration*.

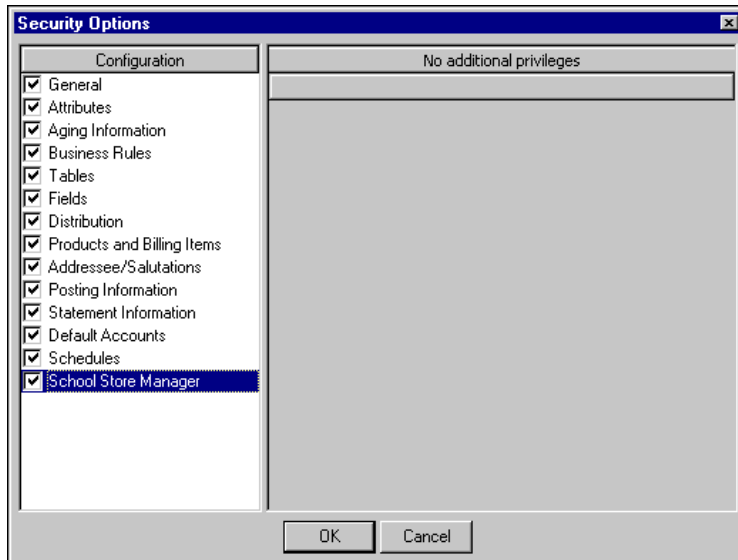
1. From *Administration* in **Student Billing**, click **Set up system security**. The Set up system security page appears.
2. Select a user group and click **Open**. The Group-<User Group Name> screen appears.
3. In the **System Components** box, select Student Billing. With the box marked, a list of security privileges appears in the **Student Billing Privileges** box on the right.



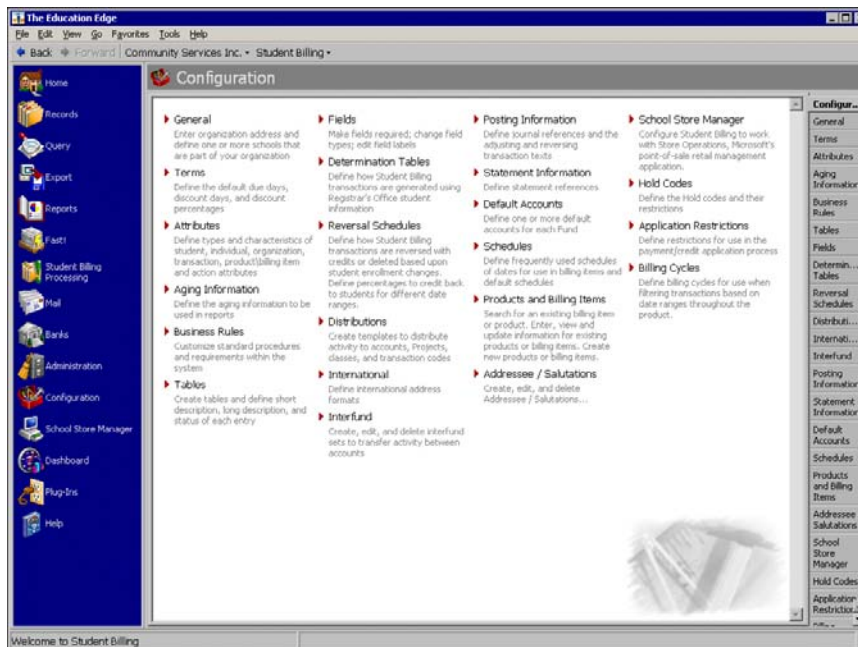
4. In the **Student Billing Privileges** box, select Configuration.
5. In the action bar, click **Options**. The Security Options screen appears.



6. Mark **School Store Manager**. If any additional privileges are available, they are displayed in the box on the left. If no privileges are available the box is empty.



7. Click **OK** to return to the Group-<User Group Name> screen.
8. Click **Save and Close**. When you open the Configuration page, *School Store Manager* appears.



## Configuring School Store Manager for Store Operations

Configuring *School Store Manager* is the first step in establishing the connection between *Store Operations* and *Student Billing*. When you complete configuration for at least one store, all *School Store Manager* functions become fully active and you can load transactions to *Student Billing*.

*Quicksell 2000* is no longer supported in *Student Billing 7*. You must convert your database to *Store Operations* in order to use *School Store Manager* in *Student Billing 7*. This needs to be done prior to running the conversion utility to convert *Student Billing 6* to *Student Billing 7*.

Once *School Store Manager* is configured to work with *Store Operations*, you can load student and faculty information through **Load Students**. You can use this information to print ID cards for students and faculty. Additionally, you can print a transaction report for all or selected customers of one or more school stores. You can filter the report by specific items that have been sold.

The School Store Configuration screen is where you configure settings for each store added to the program. On the Options tab of that screen, you define the account number that automatically appears on ID cards when they are printed.


Prior to configuring *School Store Manager* you need to perform a series of steps.


- **Define Field Mapping** – Configure customer fields in *Store Operations* so they can be correctly mapped to *Student Billing* fields. Spare *Store Operations* fields must be entered in the correct customer field type format (text, date, or numeric) for the selections to appear in *School Store Manager*.

<i>Student Billing field</i>	<i>Store Operations field type</i>
Student Billing record #	Text field
Date ID card printed	Date field
Birth date	Date field
Gender	Text field
Class of	Numeric field
Grade	Text field

**Student Billing record #** and **Date ID card printed** fields are required. The other spare fields are optional. The **Student Billing record #** field is used to link *Student Billing* and *Store Operations*. *Student Billing* automatically assigns the **Student Billing record #** based on the last section of the student import ID. To view the student's import ID, open the student record and select **File, Properties** from the menu bar.

- **Set up credit account types** – Set up credit account types for each store in *Store Operations*.
- **Configure store IDs for each store** – Each store must be assigned a different number in *Store Operations* or you receive an error while configuring *School Store Manager*. It is important to set unique IDs for each store in *Store Operations*.

 We strongly recommend you do not change spare field mappings after loading students. When you change field mappings, *Student Billing* and *Store Operations* no longer recognize the other's information.

 For more information about configuring settings in *Store Operations*, review the online help file in *Store Operations*.

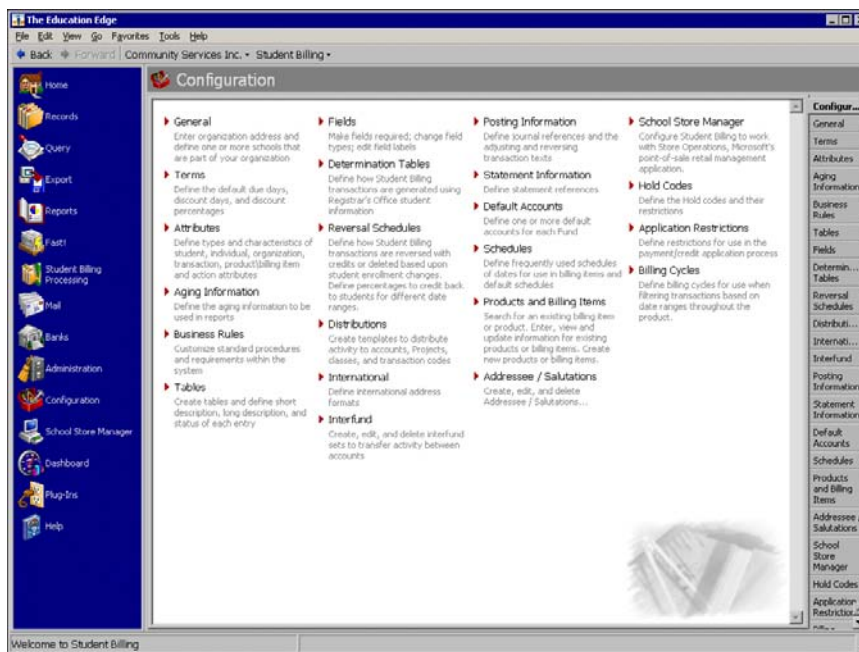
- **Set up a billing item** – Create a billing item to apply to school store charges on the Products and Billing Items tab of the Configuration page in **Student Billing**. You can configure each store to use a separate billing item or you can use one billing item for all stores.


**Student Billing** performs all selected options on the billing item when a charge from *Store Operations* is applied to an item. For example, if you established a default sales tax on the billing item, the default sales tax fee is generated when a charge from *Store Operations* is applied to the fee. Be aware that a default sales tax on a billing item cannot be separated from a transaction, even if the item is tax-free. Therefore, we recommend using separate fees for billing and tax.


- **Create a tax item** – If you want a separate tax item, make sure you create it on the Products and Billing Items tab of the *Configuration* page in **Student Billing**. You can add a different tax item for each store or use one tax item for all stores. Tax items are required.

## ➤ Configuring School Store Manager for Store Operations

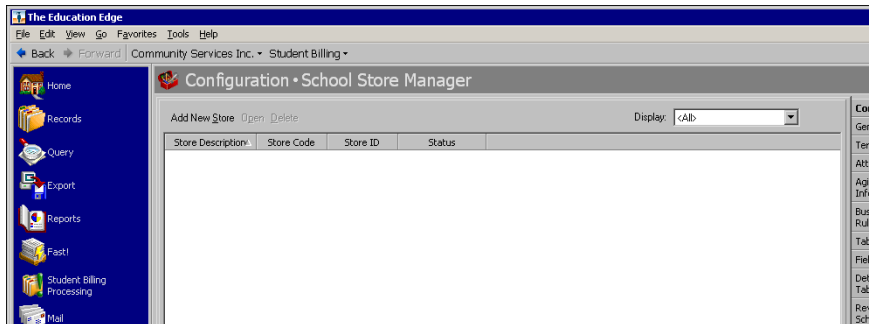
1. From the navigation bar, click **Configuration**. The Configuration page appears.




 Billing items are products, service, fees, charges, refunds, taxes, or other item you include on invoice, charge, return, and credit records.

 If a school store sells items that are not taxable, we strongly recommend you use a billing item that does not include a default sales tax. There is no way to separate the sales tax from a transaction if the tax is included in the billing item. To apply sales tax individually to transactions, you can configure a separate tax item.

2. Click **School Store Manager**. The School Store Manager page appears. “Store Operations” appears in the **Installed System** field. Stores appear in the grid below.




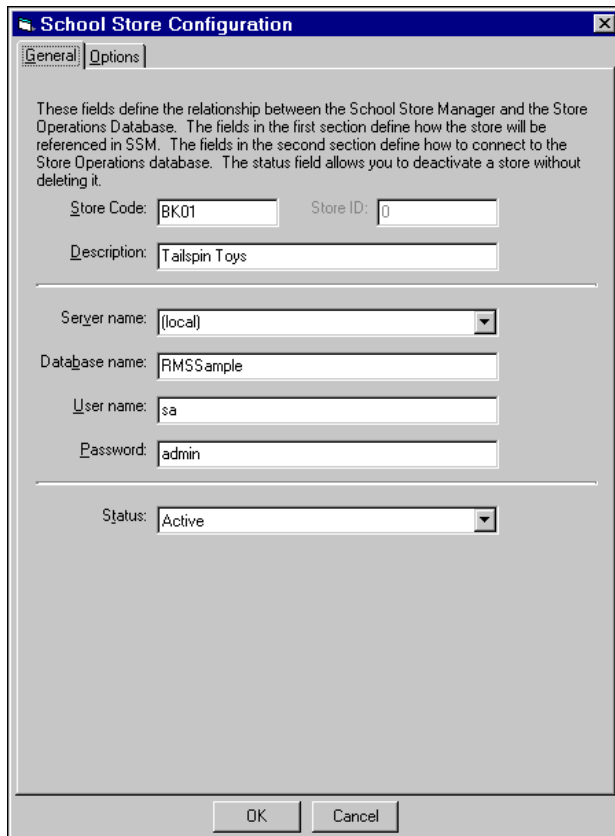
3. On the task bar, click **Add New Store**. The School Store Configuration screen appears.

 The store ID is automatically entered when you complete the remaining information on the General tab and *School Store Manager* has connected with the *Store Operations* database.

4. On the General tab, in the **Store Code** field, enter an alphanumeric code (up to 10 characters) that identifies this school store in *Student Billing*.
5. In the **Description** field, enter a description to identify the store in *Student Billing*.
6. In the **Server name** field, select a server to connect to the database. You can only connect one server to a database.
7. In the **Database name** field, enter the name of the database exactly as it appears in *Store Operations*.

8. In the **User name** and **Password** fields, enter the security information to login to the database in *Store Operations*.
9. In the **Status** field, select “Active” to activate store transactions or select “Inactive” to make store transactions inactive.

 For more information about locating the database name in *Store Operations*, review the online help file in *Store Operations*.



The screenshot shows the "School Store Configuration" dialog box with the "General" tab selected. The dialog contains the following fields and options:

- Store Code:** BK01
- Store ID:** 0
- Description:** Tailspin Toys
- Server name:** (local)
- Database name:** RMSSample
- User name:** sa
- Password:** admin
- Status:** Active

At the bottom of the dialog are "OK" and "Cancel" buttons. A text box at the top of the dialog provides instructions: "These fields define the relationship between the School Store Manager and the Store Operations Database. The fields in the first section define how the store will be referenced in SSM. The fields in the second section define how to connect to the Store Operations database. The status field allows you to deactivate a store without deleting it."

## 10. Select the Options tab.

**School Store Configuration**

General Options

Use: [ ] as Store Operations Account #

School name: [ ]

**Student Billing Fees**  
 Each transaction from Store Operations will be posted to Student Billing under a fee. Charges and taxes will be applied separately by transaction. School Store Manager will create and post transactions to these fees that you have defined.

Charges applied to item: [ ]

Taxes applied to item: [ ]

**Spare Field Mapping**  
 Select the Store Operations spare field in which each Student Billing Field will be stored. The 'Student Billing record #' and 'Date ID card printed' fields must be mapped before any other School Store Manager functions may be performed.

Student Billing Field	Map To
Student Billing record #	
Date ID card printed	
Birth date	
Gender	
Class of	
Grade	

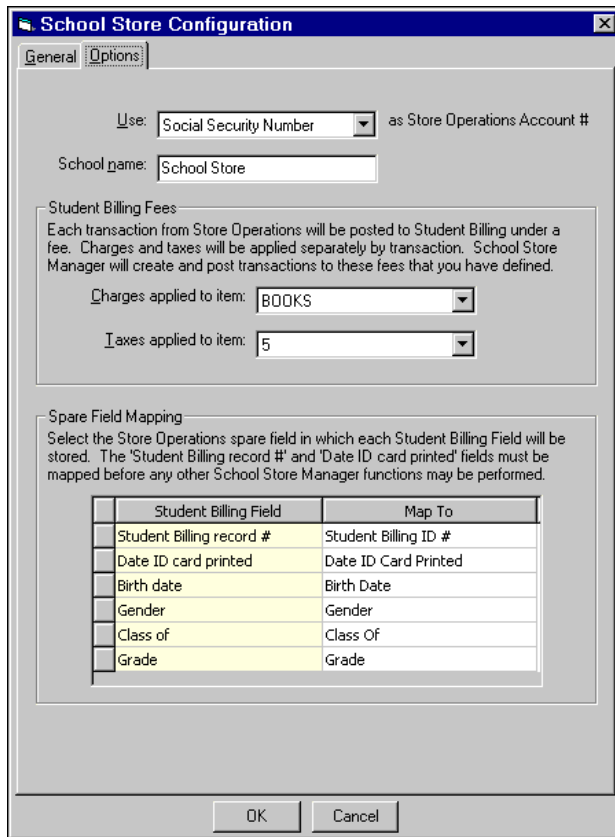
OK Cancel

The *Store Operations* account number appears on the ID cards.

Billing items and sales tax items are established through *Configuration* in ***Student Billing***.

11. In the **Use [ ] as Store Operations Account #** field, select “Social Security No.” or “Student ID”.
12. In the **School name** field, enter the name of the school for this store.
13. In the **Charges applied to item** field, select the billing fee to which charges are applied. Only flat rate billing items for the current year appear in the list.
14. In the **Taxes applied to item** field, select the tax fee you want applied to the charge.
15. In the **Spare Field Mapping** frame, select the *Store Operations* fields in the **Map To** column for each **Student Billing** field in the left column.

We strongly recommend you do not change spare field mappings after loading students.



The screenshot shows the 'School Store Configuration' dialog box with the 'Options' tab selected. The 'Use:' dropdown is set to 'Social Security Number' and is followed by the text 'as Store Operations Account #'. The 'School name:' text box contains 'School Store'. Under the 'Student Billing Fees' section, 'Charges applied to item:' is set to 'BOOKS' and 'Taxes applied to item:' is set to '5'. The 'Spare Field Mapping' section contains a table with the following data:

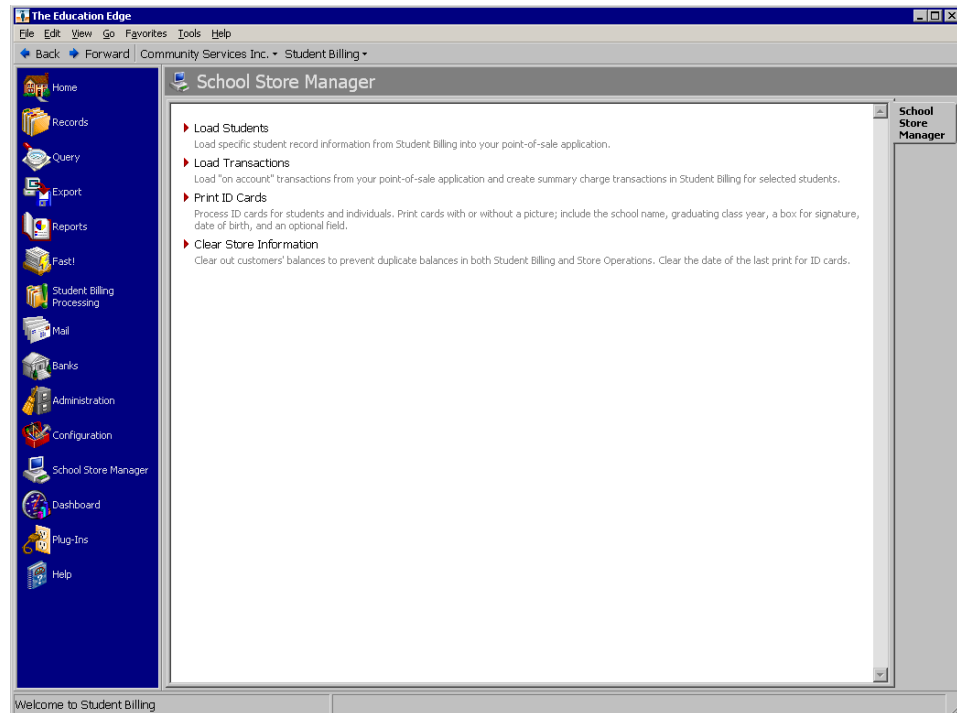
Student Billing Field	Map To
Student Billing record #	Student Billing ID #
Date ID card printed	Date ID Card Printed
Birth date	Birth Date
Gender	Gender
Class of	Class Of
Grade	Grade

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

16. Click **OK** to complete configuration.

# Accessing School Store Manager

You can access *School Store Manager* from the navigation bar in *Student Billing*. Click **School Store Manager** and the *School Store Manager* page appears.



## School Store Manager Functions

*School Store Manager* contains several functions:

- **Load Students** – Use this function to load specific student information directly into *Store Operations* as customer information. You can update a spare code or flag in *Student Billing* for each student loaded into *Store Operations*.
- **Load Transactions** – Use this function to export charges and credits from *Store Operations* accounts to *Student Billing*. You can create summary charge transactions for selected students.
- **Print ID Cards** – Use this function to generate ID cards for students and individuals. Your customers can use the ID cards as debit cards or credit cards when making purchases through their *Store Operations* accounts.
- **Clear Store Information** – Use this function to clear customer balances to prevent duplicate balances in both *Student Billing* and *Store Operations*.




# Using Store Operations and School Store Manager

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# Chapter 2

 *Quicksell 2000* is no longer supported in *Student Billing 7*. You must convert your database to *Store Operations* in order to use *School Store Manager* in *Student Billing 7*. This needs to be done prior to running the conversion utility to convert *Student Billing 6* to *Student Billing 7*.

In *Store Operations*, you can maintain multiple school store databases. You can transfer each school store's transactions in summary to *Student Billing* through *School Store Manager* and then post them to *General Ledger*. You can create a post file and import transactions directly into *General Ledger*.

In Chapter 1 you configured *School Store Manager* to work with *Store Operations*. Once configured, all *School Store Manager* functions become active. Those functions include Load Students, Load Transactions, Print ID Cards, and Clear Store Information. This chapter provides explanations and procedures for each of these functions.

## Loading Students into Store Operations

When you configure *School Store Manager* to work with *Store Operations*, you can load student and faculty information through **Load Students**. You can also use this information to print ID cards for students and faculty and update *Store Operations* records based on changes made in *Student Billing*. You can print a transaction report for all or selected customers of one or more school stores. Additionally, you can filter the report by specific items that have been sold.

The Load Students screen contains tabs on which you can define the student information that is loaded into *Store Operations* from *Student Billing*.

- **General** – Use this tab to select parameter settings specific to student records. You can load students from a specific date, update student information already in *Store Operations*, and create queries of student records.
- **Filters** – Select criteria that determines the student records and student attributes to load into *Store Operations*.
- **Address** – Use this tab to validate student addresses.
- **Miscellaneous** – Use this tab to define student pricing options and credit and tax exemption options. You can select other *Student Billing* fields to load in *Store Operations*.

Several fields are automatically loaded into *Store Operations* when you load students. The student identifier (Social Security Number or Student ID) you select on the School Store Configuration screen enables *Store Operations* to recognize the student and attach the correct information from the student record in *Student Billing*.


- Account number (Social Security Number or Student ID)
- Last name
- First name
- Address
- City
- State
- Zip
- Country
- Telephone number

After loading students into *Store Operations*, do not change the student identifier. In *Student Billing*, the student identifier is either the student's Social Security Number or ID as selected in *Configuration* for *School Store Manager*.

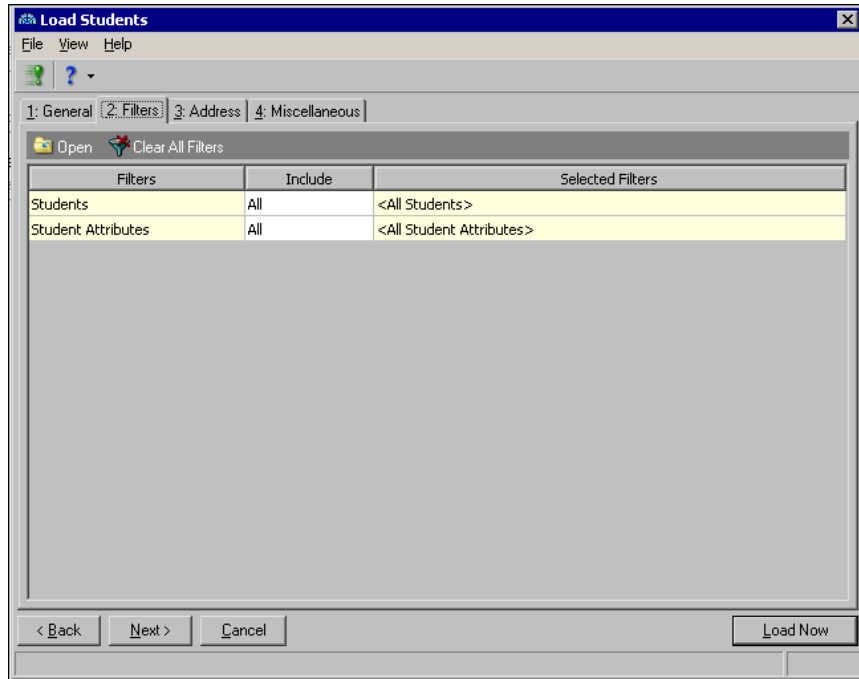
## ➤ Loading Students into Store Operations

1. On the School Store Manager page, click **Load Students**. The Load Students screen opens on the General tab.

2. In the **Include these stores** grid, mark the checkbox in the **Include** column next to the stores to load.  
To load all stores, click **Select All** in the action bar below the grid. Click **Deselect All** to unmark all selected stores.
3. To filter students by the date they were added to *Student Billing*, mark **Only load students added after** [ ]. Enter a date or click the calendar to select a date.
4. If you are updating information for students loaded previously to *Store Operations*, mark **Update information for students already in Store Operations**.
5. To add a student's middle initial to the end of the first name in *Store Operations*, mark **Append middle initial to first name**.
6. To create a query of students who are successfully loaded or updated in *Store Operations*, mark **Create output query of student records**.
7. To create a query of students who are not successfully loaded or updated in *Store Operations*, mark **Create exception query of student records**. You can use this query to update records later.

 *Store Operations* does not provide space for middle initials. Marking **Append middle initial to first name** enables the program to treat the first name and middle initial as one unit. You can use this feature to identify students with similar names.


8. Click **Next** or select the Filters tab.

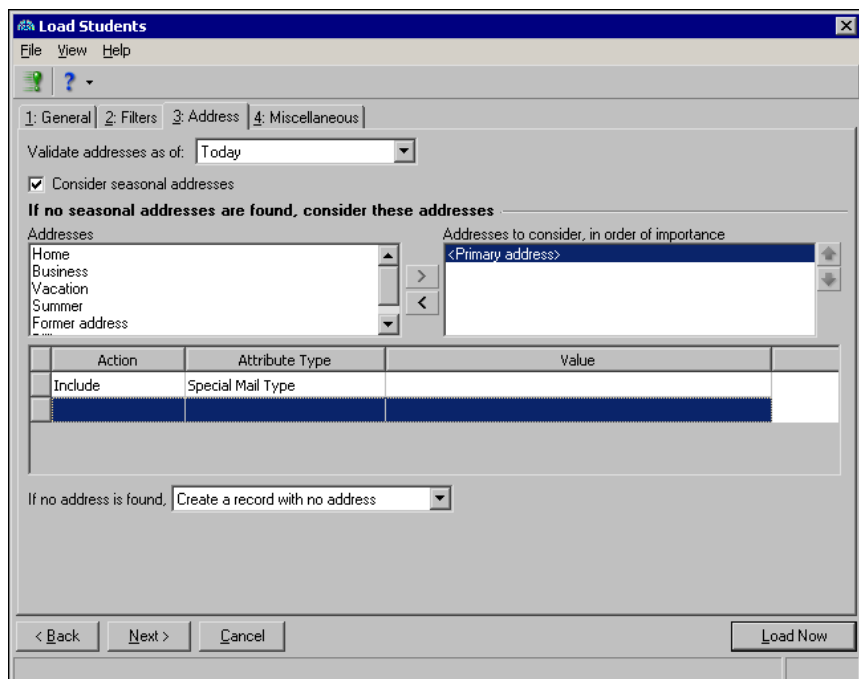


9. To filter students by a query or load all students, in the **Include** column choose “Selected” or “All”.

If you choose “Selected”, the Selected Student query screen appears. Select a query of students or a single student and click **OK**.

10. Click **Next** or select the Address tab.

 Student addresses may be used in *Store Operations* for several purposes, including billing and student verification. For more information see the online help file in *Store Operations*.



11. In the **Validate addresses as of [ ]** field, select a date to verify addresses before loading students into *Store Operations*. Any address that is valid on the selected date is used. Any addresses that are not valid on this date are automatically excluded.
12. Mark **Consider seasonal addresses** if you want *Store Operations* to use seasonal addresses. The first valid seasonal address found on the recipient record is used, no other addresses are considered.
  - If the seasonal address has the “Send no mail” attribute, the seasonal address is excluded automatically as a possible address.
  - If a valid seasonal address is not found, the program considers the address types selected in Step 15.
13. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the statement. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 14.
14. In the grid, you can select address attribute types to consider. For example, you have a “Billing statement address” attribute you use to flag addresses for statements. When you select “Include” in the **Action** column and “Billing statement address” in the **Attribute Type** column, *Store Operations* automatically uses any valid addresses assigned this attribute.
15. To load student records into *Store Operations* that do not have a valid address, select “Create a record with no address” or “Omit the record” from the **If no address is found** field.

16. Click **Next** or select the Miscellaneous tab.

**Load Students**

File View Help

1: General | 2: Filters | 3: Address | 4: Miscellaneous

Student Pricing Options

Pricing level: Standard

Percent discount: 0

Credit and Tax Exemption Options

Store Description	Store Code	Acct. Type	Credit Limit	Tax Exempt?
Bookstore	1	Revolving	\$1,000.00	<input type="checkbox"/>

Additional Fields


School Store Manager will create two spare fields in Store Operations. The first will contain the Student Billing record number and the second will store the last ID Card print date.

Select other Student Billing fields to load:

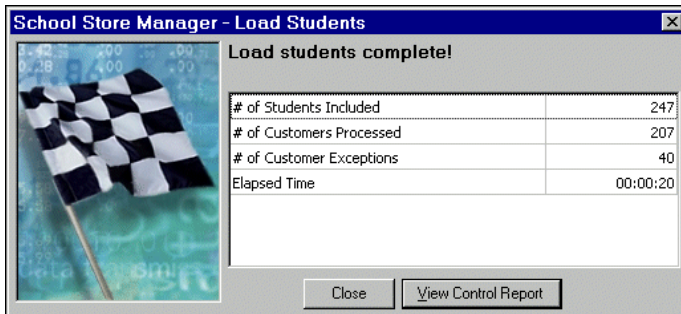
Gender  Class of  
 Birth date  Grade

< Back Next > Cancel Load Now

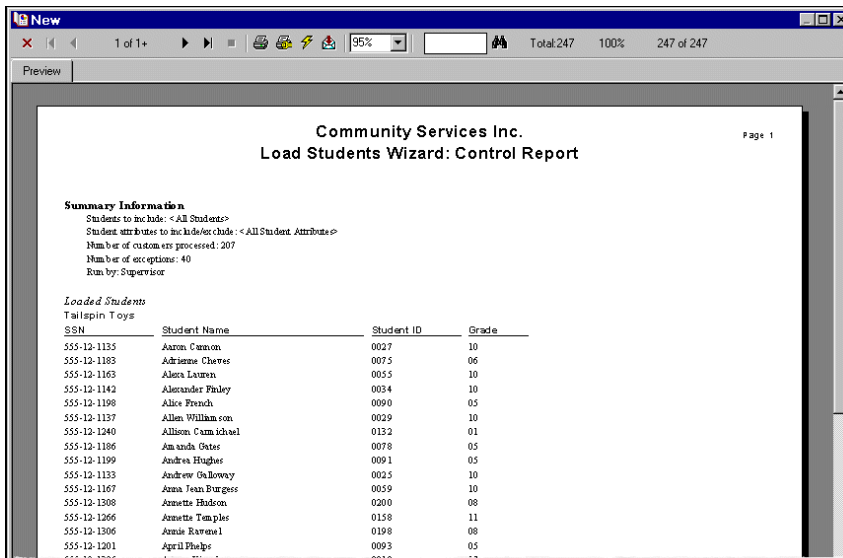
17. If you are using a *Store Operations* multilevel pricing structure, select a level in the **Price level** field.
18. In the **Percent discount** field, enter the percentage amount for the students being loaded.
19. In the **Credit and Tax Exemption Options** grid, define:
- **Acct. Type** – Select the account type to use for students.
  - **Credit Limit** – Enter an amount to apply for a credit limit
  - **Tax Exempt** – Mark this checkbox if the school is tax exempt.
20. In the **Additional Fields** frame, mark any of the checkboxes to load additional student information from student records in *Student Billing* into *Store Operations*.
- **Gender**
  - **Birth date**
  - **Class of**
  - **Grade**
- Any field that you did not map through *Configuration* in *Student Billing* is inactive and cannot be selected.
21. Click **Load Now**. If you selected to create output and exception queries on the General tab, Save Static Query screens appear.
22. In the **Query name** field, enter a name that clearly identifies the query. You can change the description and selected options. When you finish, click **OK**.

 We strongly recommend you do not change spare field mappings, the *Store Operations* Account #, or the *Student Billing* SSN/Student ID after loading students. When you change these fields, *Student Billing* and *Store Operations* no longer recognize the other's information.

*School Store Manager* processes the students and a screen appears showing the number of students loaded and updated and the number of exceptions.



23. Click **View Control Report** to generate the control report. The control report displays the students loaded into School Store Manager with their social security number, student ID, grade, and any exceptions.



24. Click **Close** to return to the School Store Manager page.

## Loading Transactions

Load Transactions creates *Student Billing* charge transactions from *Store Operations* “on account” transactions. Transactions are summarized for each student by store and loaded as one billing item and one tax item to the student’s activity.

If you are going to post these charges to *General Ledger* from *Student Billing*, select “Not Yet Posted” in the **Post status** field. If you create a post file from *Store Operations* to *General Ledger*, select “Do Not Post” as the post status so that charges are not posted twice (once from *Store Operations* and again from *Student Billing*).




“On account” transactions are transactions in which payments are applied to student accounts at the Point of Sale (POS) Register in *Store Operations*. You can load only transactions that are “on account” into *Student Billing*.

If you mark **Clear student balances**, an adjustment posts equal to the current balance which sets the *Store Operations* balance to zero. If you do not mark **Clear student balances**, the student accounts in *Store Operations* continue to show a balance due. Over time, this could result in students reaching their credit limits, even when they do not actually owe anything.

### ➤ Loading transactions from Store Operations

1. On the School Store Manager page, click **Load Transactions**. The Load Transactions screen appears.

 To select every school, click **Select All**. To select only one school, click **Deselect All** and then individually mark a school.

2. In the **Include these stores** grid, mark the checkbox in the **Include** column next to the store to load into *Student Billing*.
3. In the **Include transactions with these dates** frame, select a date value in the **Transaction date** field. This loads transactions in *Student Billing* with the selected date.


If “<Specific range>” is selected, the **Start date** and **End date** fields are displayed. Enter the specific date range in those fields.

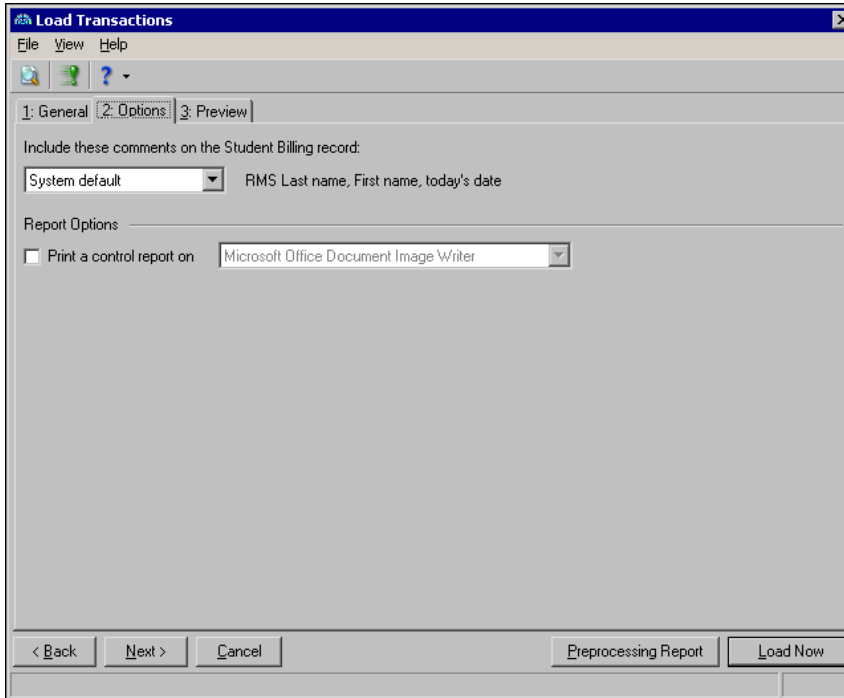
For the remaining options in the **Transaction date** field, a read-only date or date range appears to the right of the field.

4. In the **Student Billing transaction information** frame, enter values in the following fields:
  - **Transaction date** – Enter the date to appear in *Student Billing* as the transaction date.
  - **Due date** – Enter the date payment is due.
  - **Post Status** – Select either “Not yet posted” or “Do not post”. If “Not yet posted” is selected, enter the date the charges will be posted to *General Ledger*.



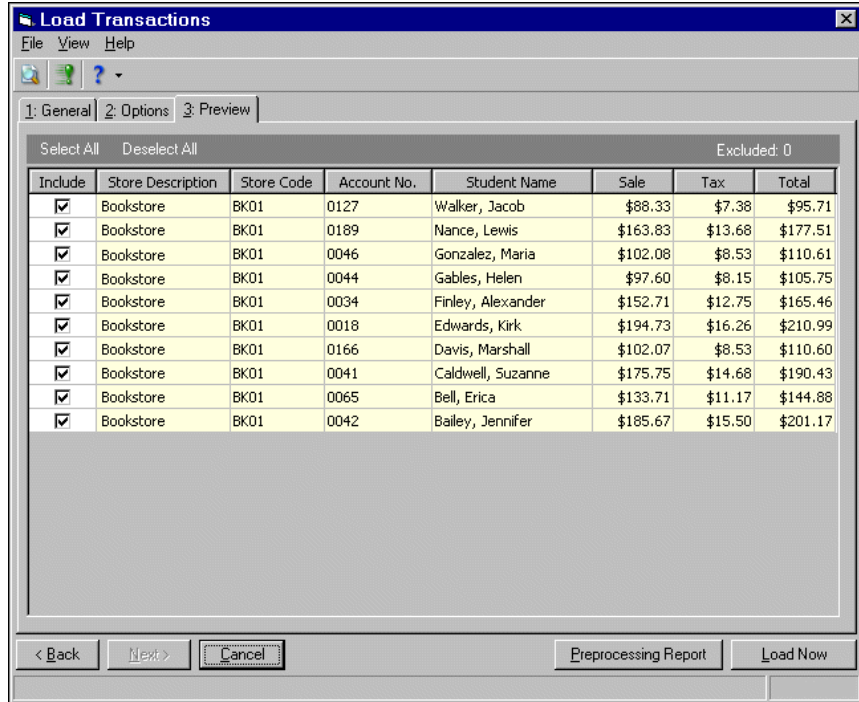
5. To clear student balances in *Store Operations*, mark the **Clear student balances after transactions are successfully loaded** checkbox.
6. Select the Options tab or click the **Next** button.

 Marking this checkbox creates an adjustment entry in the *Store Operations* database to zero out each student balance.

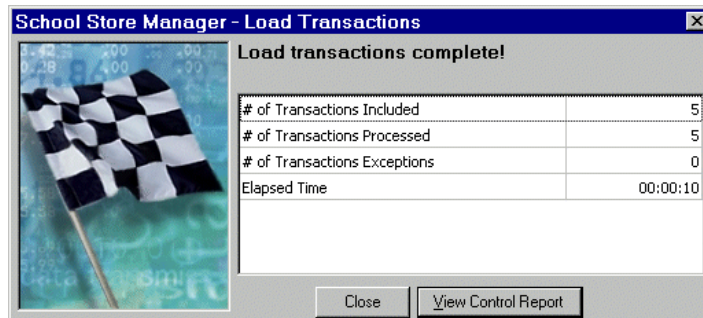


7. In the **Include these comments on the Student Billing record** frame, select “System Default” to include the last name, first name, and today’s date as it appears in *Store Operations*. To create your own comment, select “Custom” and type the comment in the text box.
8. To print a control report, in the **Report Options** frame, mark **Print a control report on** [ ] and select a printer in the field on the right.

- Click **Next** or select the Preview tab. Transactions appear in the grid before they are posted to *Student Billing*. Each transaction to be posted is marked with a checkmark in the **Include** column. To exclude a transaction, unmark the checkmark in the **Include** column.



- Click **OK**. The Load Transactions complete screen appears. This screen displays the number of transactions loaded into *Student Billing*, the number of exceptions, and the processing time.



- Click **View Control Report** to generate the control report. The control report displays transactions in which the customer charged any portion of the purchase to his account.

**Community Services Inc.**  
**Load Transactions Wizard: Control Report** Page 1

**Summary Information**  
 Number of transactions processed: 10  
 Number of exceptions: 0  
 Run by: Supervisor

**Loaded Transactions**  
**Bookstore**

Store Code	Account No.	Student Name	Sale	Tax	Total
BE01	0042	Bailey, Jennifer	\$185.67	\$15.50	\$201.17
BE01	0055	Bull, Erica	\$133.71	\$11.17	\$144.88
BE01	0041	Calhoun, Suzanne	\$175.75	\$14.68	\$190.43
BE01	0166	Davis, Marshall	\$102.07	\$8.53	\$110.60
BE01	0018	Edwards, Kirk	\$194.73	\$16.26	\$210.99
BE01	0034	Fisher, Alexander	\$152.71	\$12.75	\$165.46
BE01	0044	Gable, Helen	\$97.60	\$8.15	\$105.75
BE01	0046	Gonzales, Maria	\$102.08	\$8.53	\$110.61
BE01	0189	Hance, Lewis	\$163.83	\$13.68	\$177.51
BE01	0127	Walker, Jacob	\$88.33	\$7.38	\$95.71
<b>Totals:</b>			<b>\$1,396.48</b>	<b>\$116.63</b>	<b>\$1,513.11</b>
<b>Grand Totals:</b>			<b>\$1,396.48</b>	<b>\$116.63</b>	<b>\$1,513.11</b>

- Click **Close** to return to the Load Transactions page.

## Printing ID Cards


With Print ID Cards, you can process ID cards for students and faculty in *Store Operations*. Only one card type is processed at a time. To include a picture on the cards, you can print the cards with a space for adding a picture later. You can include school name, graduating class year, a signature box, date of birth, and two optional fields.

You can use preprinted ID card forms. If you preprint your school logo, you can:

- Preprint the school logo at the top of the card. Do not mark **School name** when printing the ID cards.
- Preprint the school logo in the center of the card using a watermark effect. For example, you can print the logo as a 10 percent gray screen.
- Print the school logo on the back of the card.

Using the default font settings, you can fit a school name of 30 or fewer characters on one line. If you use a picture on the ID card, the school name prints above the picture and is left-aligned.

You can select up to two user-defined fields in *Store Operations* to appear as optional fields on the ID card.

 To print graduating class, gender, birth date, and grade information you must mark **Class of**, **Gender**, **Birth Date**, and **Grade** during the Load Students process. For more information about loading students see “Loading Students into Store Operations” on page 14.

### ➤ Printing ID cards with Store Operations

1. On the School Store Manager page, click **Print ID Cards**. The Print ID Cards screen appears.

2. In the **School Store** field, select the store for which to print ID cards. The program processes only one store at a time.
3. In the **Print ID Cards for** field, select “Students” or “Faculty”. Only one card type is processed at a time.

Based on your selection, additional options appear. Some fields may be inactive if you did not include the information when loading students.

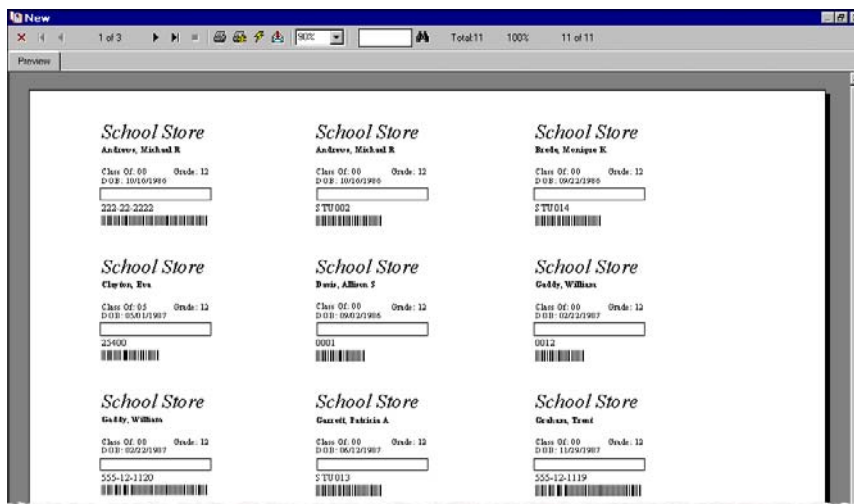
If you select “Students”

- **All Students** – Includes all students loaded in *Store Operations* for that school store.
- **One Student** – Enter the student name or click the binoculars to search for the student.
- **Class of** – Enter the class year of students for whom you want to print ID cards.
- **Grade** – Enter the grade of students for whom you want to print ID cards.


If you select “Faculty”:

- **All Faculty** – Includes all faculty loaded in *Store Operations* for that school store.

- **One Faculty Member** – Enter the faculty member name or click the binoculars to search for the name.
4. To reprint ID cards for students who previously had cards printed, mark **Include Students who already have cards printed**.  
To reprint ID cards for faculty members who previously had cards printed, mark **Include Faculty who already have cards printed**.
  5. In the **Include these fields** frame, select the information to appear on the ID card:
    - **School Name** – Mark this checkbox to include the school name on the ID card. Click **Font** to select the font type and size.
    - **Class of** – Select “2 digits” or “4 digits” to indicate how the class year will appear on the ID card.
    - **Signature line** – Mark this checkbox to create a space for student or faculty signature. A signature box appears at the bottom of the card.
    - **Birth date** – Mark this checkbox to print the student or faculty birth date.
    - **Card type** – Select whether to print ID cards with or without pictures.
    - **Left optional field** – Select a predefined field from *Store Operations*.
    - **Right optional field** – Select a predefined field from *Store Operations*.
    - **If name is too long** – Select how a person’s name should appear if it does not fit on one line. You can select “Drop to next line”, “Abbreviate first name”, and “Truncate”.
  6. In the **Sort by** field, select the order in which you want cards to print.
  7. We recommend you click **Preview** to view the layout and ensure information appears correctly on the ID cards. When you finish previewing, you can click the print button to print the cards or close the preview screen to make edits.



8. Click **Print ID Cards Now**. When printing finishes, a confirmation message appears.

 This operation clears **ALL** *Store Operations* student balances, whether you loaded them into *Student Billing* or not. We recommend performing a backup before erasing any information in *School Store Manager* or *Store Operations* databases.

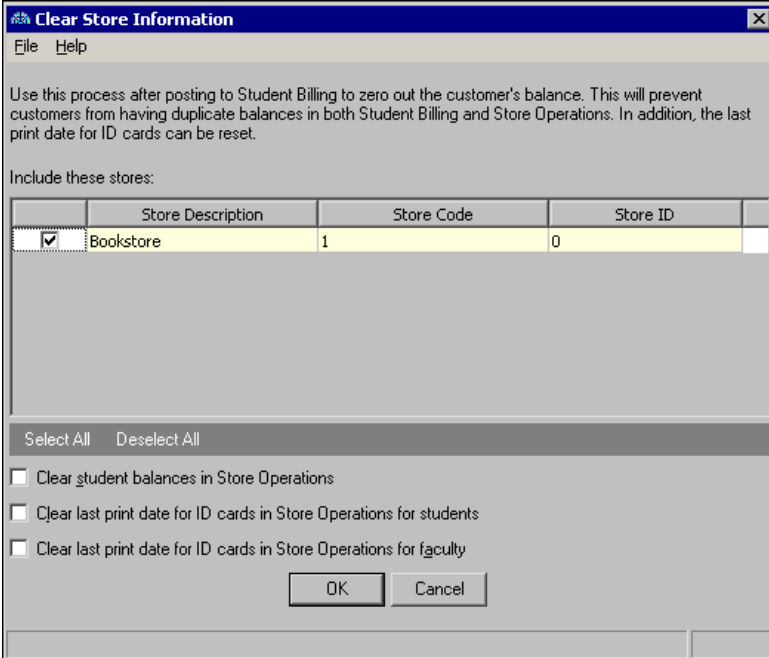
- Click **Yes** to update the **Date ID card printed** spare field in *Store Operations* and close the Print ID Cards screen to return to the *School Store Manager* page.

## Clearing Store Information

To adjust customer balances to zero in *Store Operations* and to clear the dates ID cards were printed, you can use **Clear Store Information**. If you do not periodically clear customer balances, accounts in *Store Operations* continue to show a balance due. Over time, this can result in students reaching their credit limits, even if they do not owe anything.

### ➤ Clearing Store Operations Information

- On the School Store Manager page, click **Clear Store Information**. The Clear Store Information screen appears.



	Store Description	Store Code	Store ID
<input checked="" type="checkbox"/>	Bookstore	1	0

- In the **Include these stores** grid, mark each store whose transactions to remove.
- To create zero balances for every student, mark **Clear student balances in Store Operations**.
- To clear the dates that ID cards were printed for all students, mark **Clear last print date for ID cards in Store Operations for students**.
- To clear the dates that ID cards were printed for all faculty members, mark **Clear last print date for ID cards in Store Operations for faculty**.
- Click **OK**. When the process is complete, a confirmation message appears.
- Click **OK** to return to the School Store Manager page.


# Posting from Store Operations to General Ledger

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Importing Store Operations Transactions to General Ledger.....	29

# Chapter 3

 You need this information only if you post transactions to **General Ledger**.

When posting *Store Operations* transactions to **General Ledger** you can either, load *Store Operations* transactions to **Student Billing** and then post them to **General Ledger** or you can post *Store Operations* transactions directly to **General Ledger**. This chapter focuses on this process. To post *Store Operations* transactions directly to **General Ledger** you must:

- Create a post export file from *Store Operations Manager*.
- Create a batch in *Journal Entry* of **General Ledger**.
- Import the *Store Operations* post file. When loading *Store Operations* transactions into **Student Billing**, you must select “Do Not Post” as the post status.

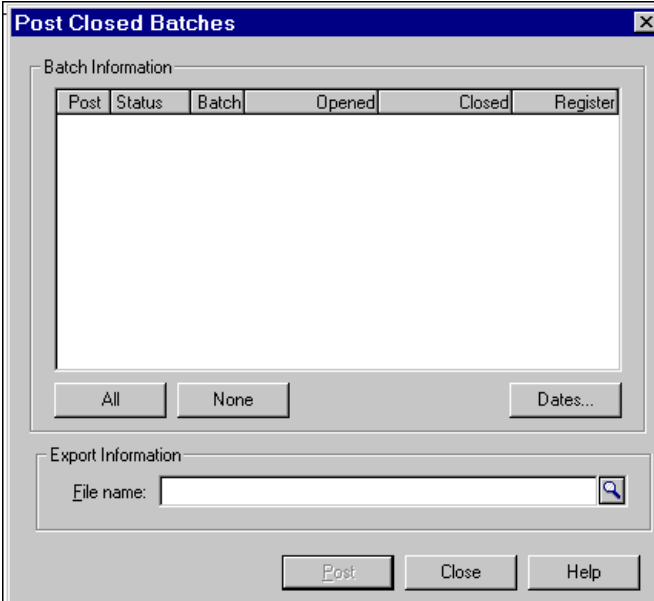
You need Microsoft’s *Retail Management System Store Operations Manager* in addition to **General Ledger** to complete this process. For more information about *Store Operations Manager*, see the Microsoft Web site at [http://www.microsoft.com/BusinessSolutions/RetailManagementSystem/rms\\_storeoperations.msp](http://www.microsoft.com/BusinessSolutions/RetailManagementSystem/rms_storeoperations.msp). You can also refer to the online help in *Store Operations Manager*.

## Creating a Store Operations Post File

To transfer charges created in *Store Operations* to your **General Ledger** accounts, create a post file in *Store Operations Manager*.


### ➤ Creating a Store Operations post file

1. Open *Store Operations Manager*.
2. From the menu bar, select **Journal, Post Closed Batches**. The Post Closed Batches screen appears.



The screenshot shows a window titled "Post Closed Batches". It features a "Batch Information" section with a table that has columns for "Post", "Status", "Batch", "Opened", "Closed", and "Register". Below the table are three buttons: "All", "None", and "Dates...". There is also an "Export Information" section with a text field labeled "File name:" and a search icon. At the bottom of the window are three buttons: "Post", "Close", and "Help".

3. Click **Dates**. The Select a Batch Range screen appears. In the **Start date** and **End date** fields, select a date range. Only those batches closed on or within the start and end dates are included in the post file.


 This procedure assumes you have set up the account codes in *Store Operations Manager*. For more information on setting up account codes, refer to the online help in *Store Operations Manager*.



Once you select the date range, a list of batch information appears in the **Batch Information** box.

Post	Status	Batch	Opened	Closed	Register
<input type="checkbox"/>	Posted	1	07/01/2008	07/01/2008	1
<input type="checkbox"/>	Posted	2	07/01/2008	07/02/2008	1
<input type="checkbox"/>	Posted	3	07/02/2008	07/03/2008	1
<input type="checkbox"/>	Posted	4	07/03/2008	07/04/2008	1
<input type="checkbox"/>	Posted	5	07/04/2008	07/05/2008	1

4. Select the batch information to post by marking the box in the **Post** column. Click **All** to mark all batches in the list; click **None** to unmark the selected batches.
5. In the **File name** field, enter the path and the name of the post file for the program to create. Click the **Browse** button to select the file directory where the post file will be located.
6. Click **Post** to create the file. A message appears indicated the number of files posted. Click **OK** to return to the Post Closed Batches screen.
7. Click **Close** to return to the *Store Operations Manager* main screen.

 Make sure the post file created is in a \*.txt format. You can import this format into *General Ledger*.


## Importing Store Operations Transactions to General Ledger

To directly transfer charges created in *Store Operations* to *General Ledger*, you create a post file in *Store Operations* that can be exported. To easily import *Store Operations* post files into *General Ledger*, you must create the post file using the Blackbaud Accounting 7.x format on the Post Closed Batches screen in *Store Operations*. You can limit the transactions in the post file by including only those batches within a specified date range.

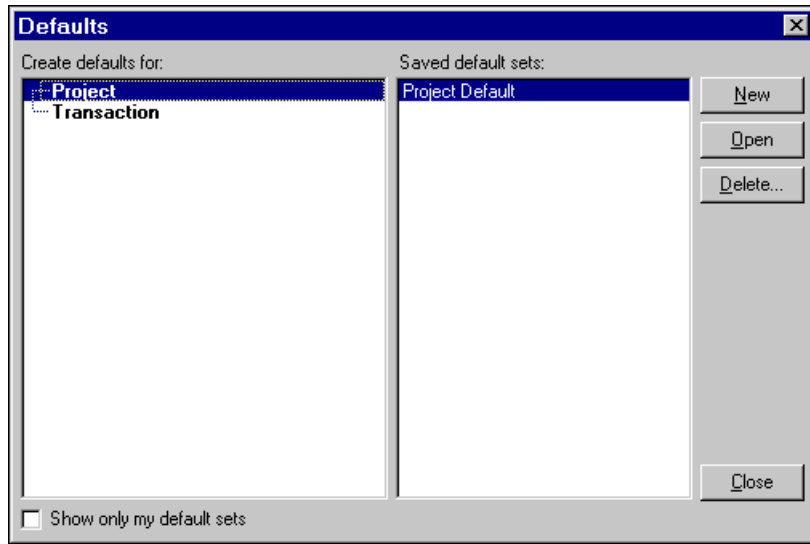
If you use the *Blackbaud Accounting 7.x* format to create a post file in *Store Operations*, the post file contains the field headers **Post date**, **Notes**, **Account number**, **Type**, and **Amount**. These fields directly correspond to the fields in the *General Ledger* transaction import parameter file. You can unmap “Post date” on the Fields tab of the import parameter file if you prefer to use a different post date established in a transaction default set.

Because the *Store Operations* post file does not include some fields required by *The Financial Edge*, you must create and use a default transaction set containing data for required fields. When you create the import parameter file in *General Ledger*, you select the default transaction set on the Fields tab of the Import screen.

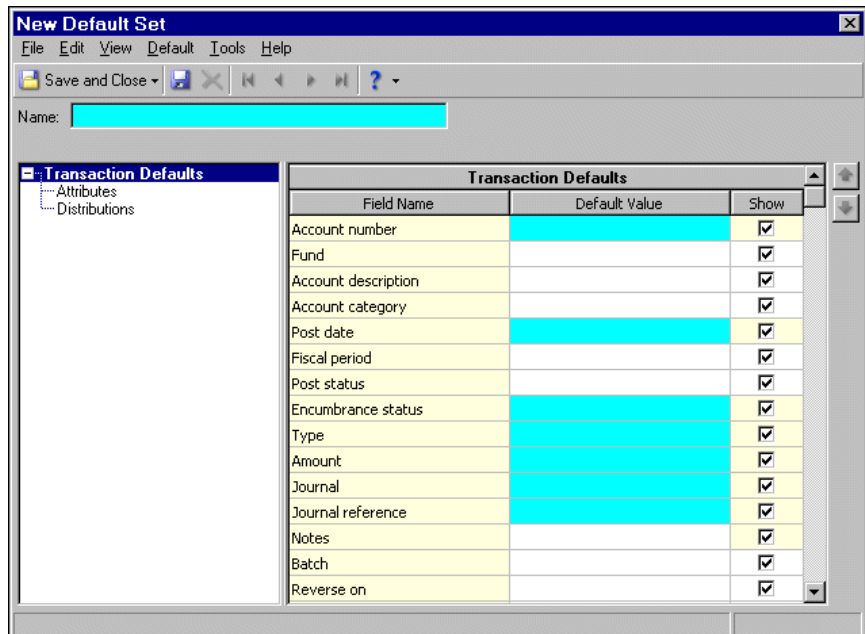
➤ **Creating a default transaction set of required fields**

 To create a set on the fly while creating an import parameter file, in the **Import Records using this default set** field on the Fields tab, click the binoculars. The Field default sets screen appears. Click **New**.

1. In the *General Ledger* shell, select **Tools, Organize/Create Defaults** from the menu bar to create a default transaction set. The Defaults screen appears.




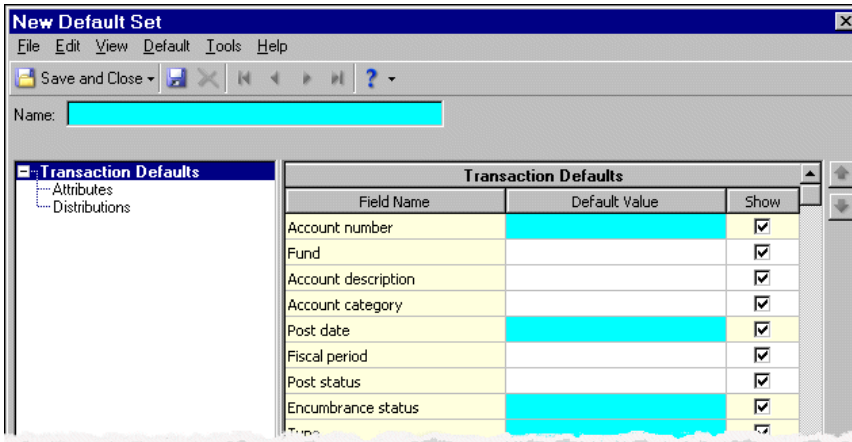
2. In the **Create defaults for** box, click **Transaction** and then click **New**. The New Default Set screen appears. For more information about default sets, see the *Program Basics Guide* for *The Financial Edge*.



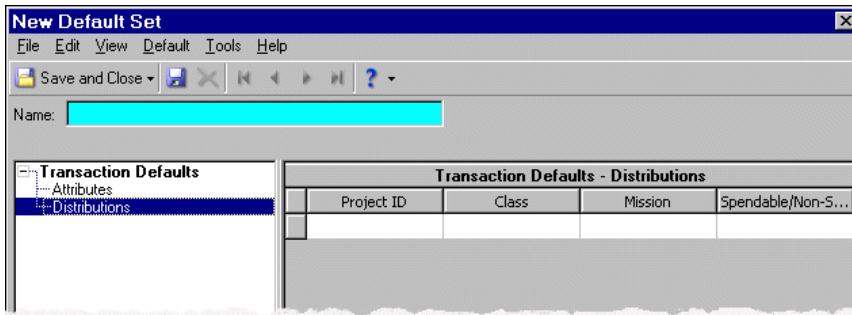
3. In the **Name** field, enter an easily identifiable title for this default transaction set. For example, enter “Store Operations Import Set”.
4. You must set default values for all required fields that do not appear in the *Store Operations* post file: **Encumbrance status**, **Journal**, and **Journal reference**.
  - For **Encumbrance status**, select “Regular” or “Encumbrance” in the **Default Value** column.
  - For **Journal**, select a default value. For example, select “Student Billing”.
  - For **Journal reference**, enter text in the box. For example, enter “Import batch” as the reference. To enter the reference in a larger box with more viewing space, click the magnifying glass.


The fields with selected values appearing in this example are required to successfully import *Store Operations* transactions to **General Ledger**. You may need to add other fields that your organization requires. For example, if you are importing Fund 1 accounts that require a project ID, under **Transaction Defaults** select **Distributions** and enter a project ID.


 Make sure you add any additional field values required by your organization so the import will process successfully the first time.



5. To use a different posting date than the date in the *Store Operations* post file, to select a date in the **Default Value** column next to **Post date**, enter a date or click the calendar.
6. Set other defaults to use when importing transactions from *Store Operations*. For example, if a project distribution is required, under **Transaction Defaults** select **Distributions** and enter the required information in the grid.



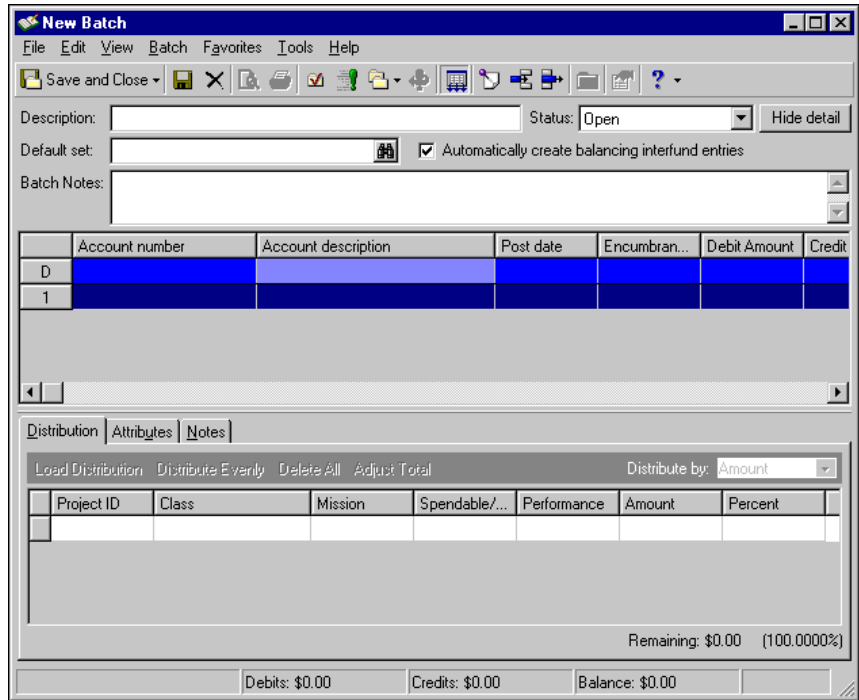
 Retail Management Systems is providing a new format to support creation of a *Store Operations* post file that can be easily imported into *The Financial Edge*. Contact Sales Management Systems (SMS) for more information about which version of *Store Operations* supports this import functionality.

 You must import the transactions from the batch record in *Journal Entry*, not from the Import records page in *Administration*. Otherwise, you receive errors that the program cannot find the Batch number or Batch Import ID, which is required for importing.

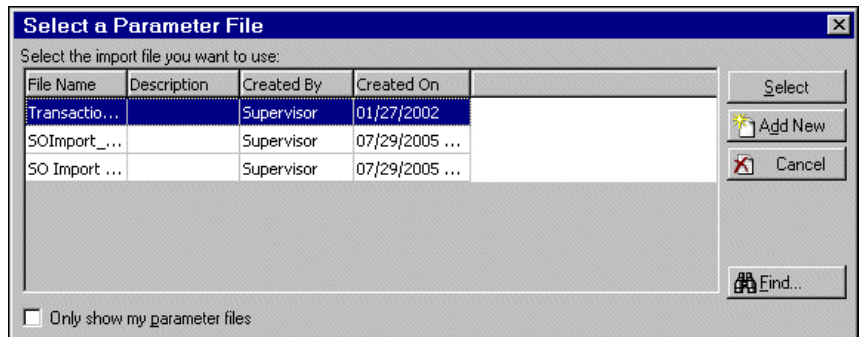
7. Click **Save and Close** to return to the Defaults screen. The new default set appears in the **Saved default sets** box.
8. Click **Close** to return to the *General Ledger* shell.

➤ **Importing a Store Operations post file into General Ledger**

1. From the Journal Entry page of *General Ledger*, click **New Regular Batch** on the action bar. The New Batch screen appears.





2. In the **Description** field, enter text to describe the batch. For example, enter “Store Operations Transactions”. Then save the batch by clicking the **Save** button or selecting **File, Save**.
3. From the menu bar, select **Batch, Import Transactions**. The Select a Parameter File screen appears.




4. In the **File Name** column, select “Transaction Import” and click **Add New**. The Import Transaction screen opens to the General tab.

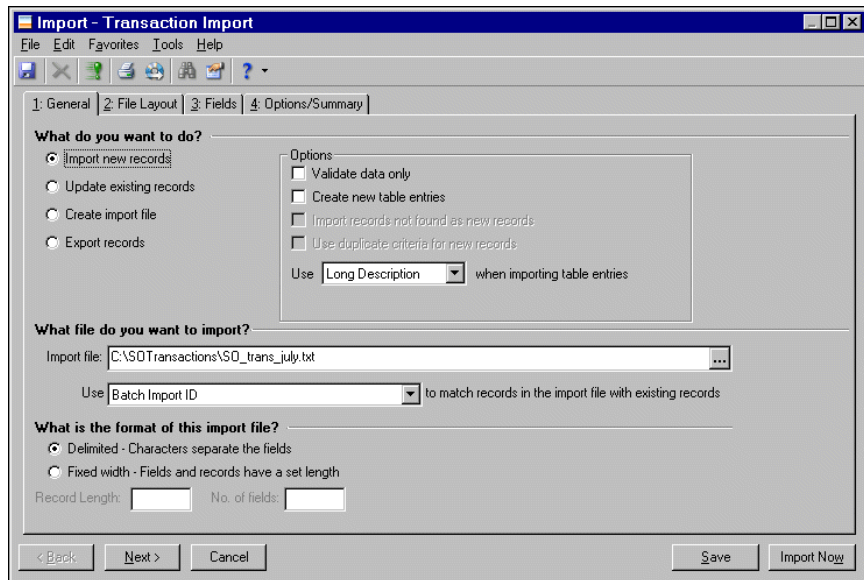
5. In the **What do you want to do?** frame, mark **Import new records**.
6. If you have manually added fields to the import file that include table entries not currently present in the program, in the **Options** frame, mark **Create new table entries** to ensure the import to processes successfully. If you are using the *Store Operations* post file without changes, none of the fields require new table entries.
7. In the **Import file** field, enter the path of the *Store Operations* post file or click the ellipsis to map the path.
8. In the **Use [ ] to match records in the import file with existing records** field, select “Batch Import ID” or “Batch number”.

 Once you have created and saved an import parameter file to import *Store Operations* transactions, you can select that file on the Select a Parameter File screen.

 If business rules are set for the program to ask before creating an item, those items will not be created while importing records. To import them, you must change the business rule before importing. For more information about business rules, see the *Administration Guide for The Financial Edge*.

 To validate the data before importing it, mark **Validate data only**. The program processes your data as if it is being imported, but no changes are actually made. You can save the import parameter file and run it a second time later to actually import transactions.

- In the **What is the format of this import file?** frame, mark **Delimited - Characters separate the fields**.



**Import - Transaction Import**

File Edit Favorites Tools Help

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

**What do you want to do?**

- Import new records
- Update existing records
- Create import file
- Export records

Options:

- Validate data only
- Create new table entries
- Import records not found as new records
- Use duplicate criteria for new records

Use  when importing table entries

**What file do you want to import?**

Import file:

Use  to match records in the import file with existing records

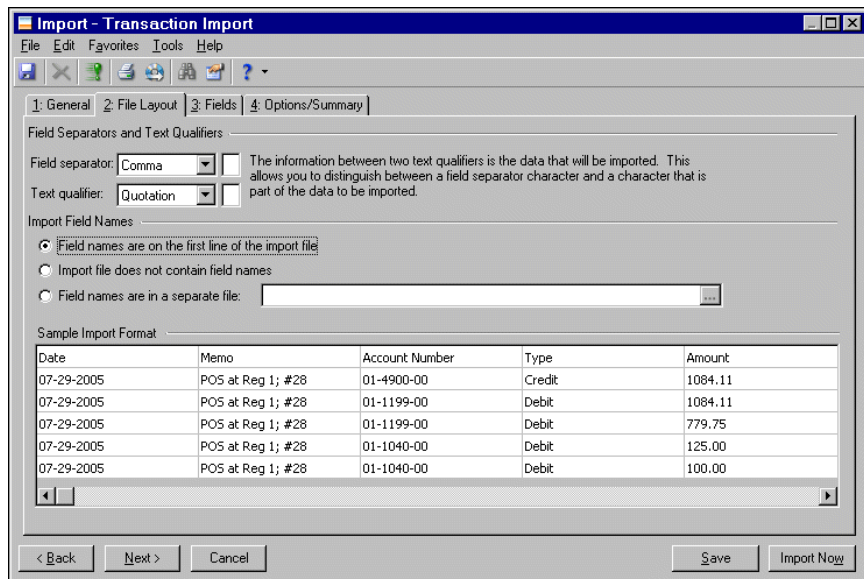
**What is the format of this import file?**

- Delimited - Characters separate the fields
- Fixed width - Fields and records have a set length

Record Length:  No. of fields:

< Back Next > Cancel Save Import Now

- Select the File Layout tab or click **Next**.



**Import - Transaction Import**

File Edit Favorites Tools Help

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

**Field Separator and Text Qualifiers**

Field separator:   The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier:

**Import Field Names**

- Field names are on the first line of the import file
- Import file does not contain field names
- Field names are in a separate file:

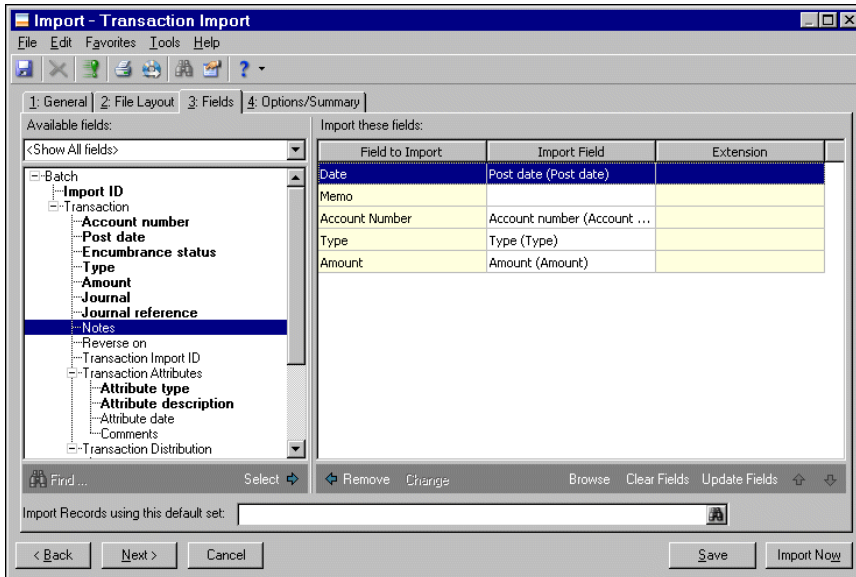
**Sample Import Format**

Date	Memo	Account Number	Type	Amount
07-29-2005	POS at Reg 1; #28	01-4900-00	Credit	1084.11
07-29-2005	POS at Reg 1; #28	01-1199-00	Debit	1084.11
07-29-2005	POS at Reg 1; #28	01-1199-00	Debit	779.75
07-29-2005	POS at Reg 1; #28	01-1040-00	Debit	125.00
07-29-2005	POS at Reg 1; #28	01-1040-00	Debit	100.00


< Back Next > Cancel Save Import Now

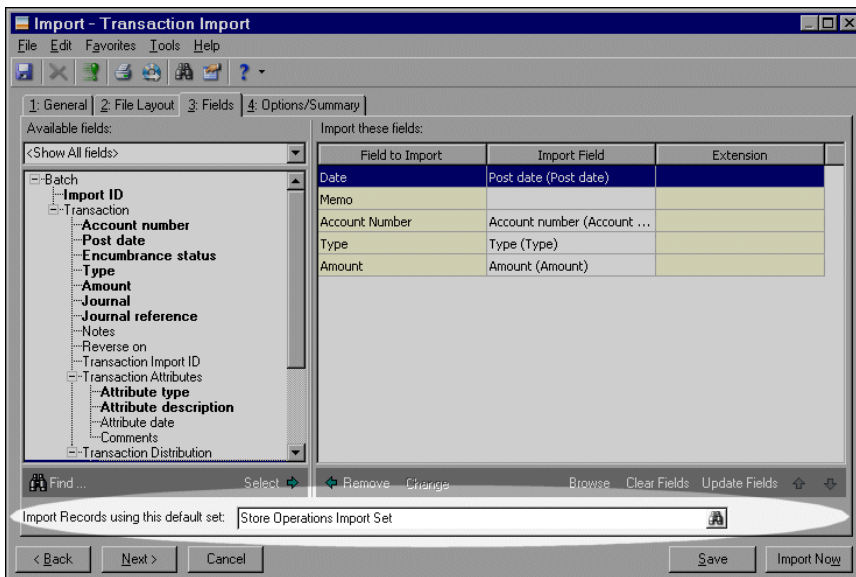
- In the **Field separator** field, select “Comma”.
- In the **Text qualifier** field, select “<None>”.
- In the **Import Field Names** frame, mark **Field names are on the first line of the import file**. A sample of the import format appears in the **Sample Import Format** frame.


14. Select the Fields tab or click **Next**.



15. If the fields are not mapped correctly, you can manually map fields. In the **Import these fields** box, select the row you want to map and the corresponding field in the **Available fields** box. Click **Select** and the mapped field appears in the **Financial Edge Import Field** column.
16. To use a different posting date, in the **Import these fields** frame, select “Post date” in the **Financial Edge Import Field** column and click **Remove**. Be sure you have designated a post date in the default transaction set.
17. In the **Import Records using this default set** field, enter the name of the default transaction set containing the additional required fields. You can click the binoculars to select the set from a list. For information about creating a default set, see “Creating a default transaction set of required fields” on page 30.

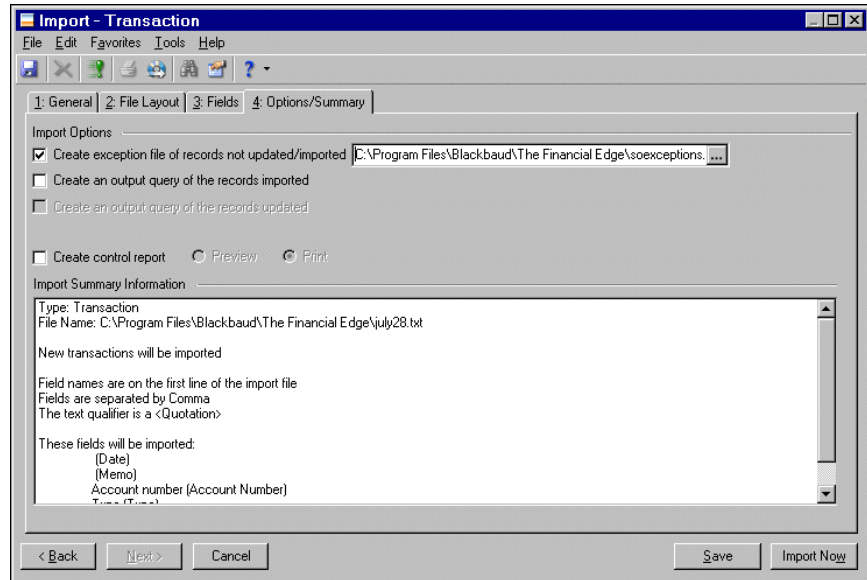
 To use the posting date from the *Store Operations* import file, be sure it is mapped in the **Import these fields** frame.



 You must designate a default set for the *Store Operations* post file to import successfully. The default set must contain additional fields required by The Financial Edge and your organization that are not generated by Store Operations.

18. Select the Options/Summary tab or click **Next**.
19. To create a file of all fields that were not successfully imported, mark **Create exception file of records not updated/imported** in the **Import Options** frame.

In the text box, enter the path where you want the file saved, or click the ellipsis to browse to the path on the Save As screen. If you browse, you must select the location in which to save the file and enter a name for the file in the **File name** field. Then click **Open**.



20. To save a query of imported records, mark **Create an output query of the records imported**.
21. To view or print a report listing the import results, criteria, field mappings, and exceptions, mark **Create control report**.
22. To view the report on your screen, mark **Preview**. Mark **Print** to print the report.
23. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.

The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import parameters, the Save Import As screen appears.

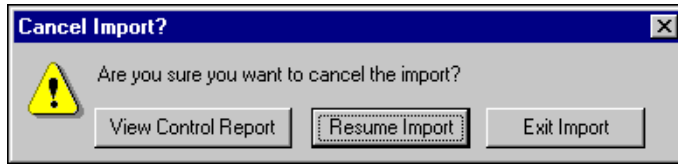
24. In the **Name** field, enter a name for the import. In the **Description** field, enter a description of the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
25. If you marked **Create an output query of the records imported** on the Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

Once the program begins processing the import, a progress bar appears.

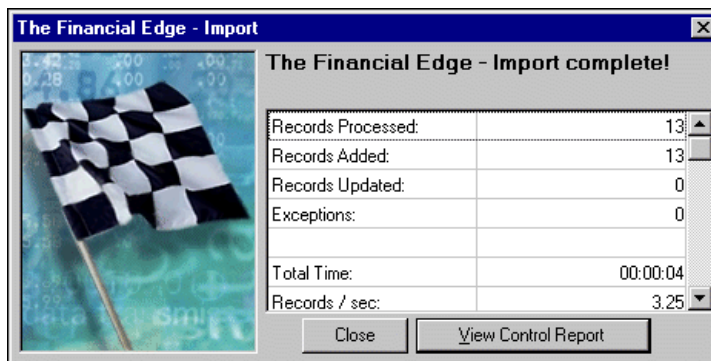
- If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the export, or exit the import.



- If you click **Exit Import**, the import creation process stops, parameter settings are not saved, and any data imported up to the point of cancellation is in the database.
- If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.



When the import is finished, the Import - The Financial Edge screen appears. This screen shows the import statistics for the data validated.



26. If you selected to print a control report on the Options/Summary tab, click **Close** on the Import screen and the report automatically opens.

If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.



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