



# Financial Management System

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## Using the Bookstore Charge Interface

Center for Information Services  
Supporting Washington State's Community and Technical Colleges

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August 2002

## Purpose of the program

The Bookstore Charge Interface program (UF1002) facilitates the transfer of information regarding daily sales and student charge activities from a college's bookstore processor to the college's HP3000 processor. This program also allows you to download the information from the HP3000 to a Notepad file for review and editing, and then allows you to upload the file back to the HP3000.

Currently, student charge activities (purchases made by students through financial aid or third-party sponsors) must be manually entered into FMS using BM1600 (Cashiering Screen) or BM1620 (Customer Activity Maintenance Screen). The Bookstore Charge Interface automatically transfers these charges from the bookstore processor and posts the charges into the Customer Accounts (CA), Point of Sale (POS) and Financial Aid Expenditure (FAEXP) databases. (Note that this process only covers new charges. All refunds and payments (to those bookstores that collect payments) must still be manually entered.)

This process also identifies departmental charges. However, those charges still need to be processed manually.

## Transferring and Downloading Student Charge Activity

### Transferring the Data

- 1 From the bookstore processor, after closing down each night or first thing in the morning, run the job that will produce the Daily Charge File (UF1001S).
- 2 On the HP3000, log on to FMS.
- 3 From the FMS System Menu, type or select UF1002 and press Enter.

The Bookstore Data Download screen appears.

```
UF1002.003 COPYRIGHTED (C) 1995 CTC 05/10/02 12:41:25
Bookstore Data Download
Select desired option:
  0 - Retrieve Sales data from Bookstore and download file [Default]
  1 - Retrieve Sales data file from Bookstore
  2 - Download Sales File
  3 - Retrieve Charge data from Bookstore
  6 - Retrieve Payment data file from Bookstore
  9 - Modify FTP parameters
  E - Exit Program
Option:
```

- 4 From the Bookstore Data Download Menu, type 3 (Retrieve Charge Data from Bookstore) and press Enter.

The UF1001S data file is appended or written to the UF1001S0 data file. A prompt says "Retrieved," indicating the file has been downloaded.

A prompt says "Deleted," indicating the UF1001S data file has been transferred successfully and then deleted from the bookstore processor. (If one or the other of these prompts is missing, contact CIS Customer Support.)

- 5 To exit UF1002, type E (Exit).

## Using Optional Download and Upload Programs

If you want to download UF1001S0.DATA to modify it in Notepad, Excel, Access or other desktop application, you can use the optional UF1001D process which downloads the file from the HP3000 to your desktop computer. You can then use UF1001U to upload the file from your desktop computer to the HP3000.

### *Downloading UF1001S0.DATA*

- 1 From the FMS System Menu, type **UF1001D** and press Enter.

A prompt will say "The download file name is = UF1001S0.DATA. Enter the fully qualified PC file name. Must have drive letter plus path and file name with/without extension. Press enter after file name:"

- 2 Type the exact full name of the file location where you want UF1001S0.DATA saved on your desktop computer. (**Note:** The file contains name and student identification (SID) information so do not save it to a public drive.) This information must include:

- drive letter (for example, C:\ or D:\)
- path (folder structure) showing where the file is located
- filename, including date information
- a period
- ".txt" extension

Following is an example of a complete and exact filename for a file containing data for August 15:

R:\bookstore\bruno\UF1001S815.txt

- 3 To save the file under the name entered, press Enter.
- 4 At the Name Correct? prompt, type **Y** (Yes) and press Enter.

- 5 At the Do You Want To Process Another File prompt, type **N** (No) and press Enter.  
The FMS System Menu appears.

### *Modifying UF1001S0.DATA*

Once you have downloaded UF1001S0.DATA to your desktop computer, you can use Notepad to modify it. **Note, however, that you must save the file in a fixed file format based on the file format specifications located at <http://www.sbctc.edu/resources/documents/colleges-staff/it-support/fms/FixedFileFormatForUF1001S.pdf>.**

### *Uploading UF1001S0.DATA*

If you have modified the file in Notepad, then you need to upload the data back to the HP3000. If you have not modified the data, do not perform the upload process.

- 1 From the FMS System Menu, type **UF1001U** and press Enter.
- 2 Enter the name and location of the file on your PC.
- 3 At the Is the Name Correct? prompt, type **Y** (Yes).  
A message says Successful Upload.
- 4 At the Upload Another File prompt, type **N** (No).  
The FMS System Menu appears.

## Processing Batch Cashiering

### *Job Group and Jobs*

To post the records into the general ledger and into the CA, POS and FAEXP databases, use the following job group or jobs:

FG150R	This job group runs the jobs listed below. You also have the option of running the jobs separately.
UF1001J	<p>This job splits the bookstore data file into these two files:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>BM1740S</i>: Contains bookstore financial aid and third-party sponsorship transactions to be posted to the CA, POS and FAEXP databases.</li> <li><input type="checkbox"/> <i>UF1003S</i>: Contains departmental charges which must be processed manually.</li> </ul> <p>This job produces two reports, UF1001A (Bookstore Charge File Output BM1740S) and UF1001B (Bookstore Departmental Charges Output GA1209S).</p>

BM1740J	<p>This job loads bookstore financial aid and third-party sponsorship transactions from BM1740S to the CA, POS and FAEXP databases through batch cashiering.</p> <p><b>Note: You can run BM1740J in trial mode with an update flag of N (No) as many times as necessary. However, once this job is run with an update flag of Y (Yes), it cannot be run again until the next time you download a new file.</b></p> <p>BM1740J also generates the Batch Update to Customer Accounts Exception Report (BM1740). Once the update has taken place, errors must be fixed using either BM1600 (Cashiering Screen) or BM1620 (Customer Activity Maintenance Screen). Financial aid transactions with errors can only be fixed using BM1600. Note that when an error is edited in BM1600, a new entry is posted to a different sub-batch instead of the original sub-batch. To avoid the risk of creating an entirely new batch, when editing a batch, log in using the unique batch editing ID created during the setup process. Also note that, in BM1620, you need to use the batch identifier (for example, B5) created during the setup process.</p> <p>If the BM1740J parameter "Z-OPTION" is set to N (No), your college's business office will need to use BM1601 (Cash Register Totals Screen) to "Z-Report" the batch for the date being processed. This will close the batch and prepare it for daily FMS and SUBLEDGER processing.</p>
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For further information on the job group and jobs, see the job documentation for FG150R at <http://apps.sbctc.edu/jobdoc/FG150R.HTM>.