



Financial Management System

Using the Bookstore Sales Interface

Center for Information Services

Supporting Washington State's community and Technical Colleges

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Overview of the Sales File Interface

The Bookstore Sales Interface procedure (UF1002) facilitates the transfer of the UF1002S sales file from a college's bookstore processor to the Financial Management System (FMS) on the college's HP3000 processor. This procedure includes the use of an Excel workbook (spreadsheet) to generate a transmittal report and an accounting upload file.

The Bookstore Sales Interface program consists of the following steps:

- 1** Using UF1002 (Bookstore Data Download), transfer the sales activity file from the bookstore processor to your personal computer.
- 2** Import the sales data into a customized Excel workbook.
- 3** Use the Excel workbook to view the data, print a report, and generate an accounting file.
- 4** Export the accounting file out of Excel.
- 5** Using the UF0101 screen, transfer the exported file from your personal computer to the Hewlett Packard.

Note that, before you can use the Bookstore Sales Interface program, you need to customize your system, your personal computer, and the Excel workbook. For information on how to perform these functions, see the document "Bookstore Sales Set Up."

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Getting Started

Before transferring the bookstore data, you need to familiarize yourself with the Excel workbook. Information regarding the workbook is provided below.

Overview of the Excel Workbook

The Excel workbook performs the following functions:

- Imports sales files created using the download process
- Prints a transmittal document
- Exports a file of accounting entries to be loaded into FMS

Note that an Excel file consists of one “workbook” and multiple “worksheets.” A “workbook” is an umbrella term for an Excel file; “worksheets” are the multiple, individual pages of data and information contained in a workbook. The Bookstore workbook initially contains two worksheets, one labeled “Template” and one labeled “Help.” More worksheets are added as you import data into the workbook.

Transmittal			Template Mask			Accounting Transactions									
Description	Amount	Department	Optio	Description	Dept	Amount	Amount	Trans	Appr	Pras	Org	Sab/	Src	Description	Docu
			n					Code	Indc	Indc	Indc	SSab	Revf		Numl
Course Book	0.00	2201	Y	COURSE BOOKS	2201	0.00	0.00	023	524	261	2201	0450		COURSE BOOKS	
Used Course Book	0.00	2202	Y	USED COURSE BO	2202	0.00	0.00	023	524	261	2202	0450		USED COURSE BOOKS	
General Book	0.00	2203	Y	GENERAL BOOKS	2203	0.00	0.00	023	524	261	2203	0450		GENERAL BOOKS	
Supplier	0.00	2401	Y	SUPPLIES	2401	0.00	0.00	023	524	261	2401	0450		SUPPLIES	
Card	0.00	2303	Y	CARDS	2303	0.00	0.00	023	524	261	2303	0450		CARDS	
Camperwear	0.00	2402	Y	CAMPUSWEAR	2402	0.00	0.00	023	524	261	2402	0450		CAMPUSWEAR	
Food	0.00	2501	Y	FOODS	2501	0.00	0.00	023	524	261	2501	0450		FOOD	
Stamp	0.00	2802	Y	STAMPS	2802	0.00	0.00	023	524	261	2802	0450		STAMPS	
Computer Lab Card	0.00	2204	Y	COMPUTER LAB C	2204	0.00	0.00	023	524	261	2204	0450		COMPUTER LAB CARDS	
Fax	0.00	2805	Y	FAX	2805	0.00	0.00	023	524	261	2805	0450		FAX	
Computer Software	0.00	2603	Y	COMPUTER SOFTW	2603	0.00	0.00	023	524	261	2603	0450		COMPUTER SOFTWARE	
Course Printed Material	0.00	2203	Y	COURSE PAKS/PTE	2203	0.00	0.00	023	524	261	2203	0450		COURSE PRINTED MATERIALS	
Gift Certificate	0.00	2804	Y	GIFT CERTIFICA	2804	0.00	0.00	023	524	261	2804	0450		GIFT CERTIFICA	
Gifts/Sundries	0.00	2302	Y	GIFTS/SUNDRIES	2302	0.00	0.00	023	524	261	2302	0450		GIFTS/SUNDRIES	
Catalog	0.00	2304	Y	CATALOGS	2304	0.00	0.00	023	524	261	2304	0450		CATALOGS	
Shipping	0.00	2806	Y	SHIPPING	2806	0.00	0.00	023	524	261	2806	0450		SHIPPING	
Community Transit	0.00	2801	Y	COMMUNITY TRAN	2801	0.00	0.00	023	524	261	2801	0450		COMMUNITY TRANSIT	
Electronic	0.00	2601	Y	ELECTRONICS	2601	0.00	0.00	023	524	261	2601	0450		ELECTRONICS	
Book Bags/Pack	0.00	2403	Y	BOOK BAGS/PACK	2403	0.00	0.00	023	524	261	2403	0450		BOOK BAGS/PACK	
Computer Hardware	0.00	2602	Y	COMPUTER HARDW	2602	0.00	0.00	023	524	261	2602	0450		COMPUTER HARDWARE	
Consignment	0.00	0	Y	CONSIGNMENT		0.00	0.00	023	524	261	????	0450		CONSIGNMENT	
Magazine	0.00	2901	Y	MAGAZINES	2901	0.00	0.00	023	524	261	2901	0450		MAGAZINES	
Emblematic	0.00	0	Y	EMBLEMATIC		0.00	0.00	023	524	261	????	0450		EMBLEMATIC	
Consumer Merchandis	0.00	0	Y	CONSUMERCHANDIS		0.00	0.00	023	524	261	????	0450		CONSUMERCHANDIS	
Campus Charge	0.00	0	Y	CAMPUS CHARGE		0.00	0.00	023	524	261	????	0450		CAMPUS CHARGE	
Department Sales	0.00														
Sales Tax	0.00		N	TARAMOUNT		0.00	0.00		201	524	261	2900		SALES	
Total Sales	0.00														
Cash	0.00		N	CASH		0.00									
Check	0.00		N	CHECK		0.00									
MasterCard	0.00		N	MASTERCARD		0.00									
Visa	0.00		N	VISA		0.00									
Discover	0.00		N	DISCOVER		0.00									
Student Charge	0.00		N	STUDENT CHG		0.00									
Campus Charge	0.00		N	CAMPUS CHG		0.00									
	0.00		N	STUDENT CHG		0.00									

Getting Help

There are three ways to get help in the workbook:

- Click the Options button and then click Help.
- Click the Help worksheet tab at the bottom of the workbook.
- Position your cursor over any cell that has a red triangle in the corner. “Pop-up” information about that cell appears.

The Workbook Template

The Template worksheet in the Excel workbook is the foundation for all activity in the workbook. The worksheet is used to control:

- How data is imported into the workbook
- How the data is formatted
- What data is contained in the printed transmittal report
- What data is exported back to FMS

When new data is imported, a new worksheet based on the Template worksheet is created. The new worksheet is then renamed based on the name of the sales file, and the sample data it contains is replaced with the data from the sales file. One new worksheet is created for every sales file you import.

The Template worksheet consists of four sections as described below.

Information Column

The first column of the Template worksheet is an information column which contains an Options button. This button allows you to access various functions of the workbook, including importing files, controlling program parameters, and accessing Help.

Transmittal Section

The Transmittal section displays the data that is printed from the worksheet. Note that this section can be customized. For further information on customizing this section, see the document “Bookstore Sales Set Up.”

Template Mask Section

The Template Mask is used to determine if imported data is valid. The Template Mask area consists of four columns of data: Zero Suppress Option, Description, Department and Amount.

The four data columns function as follows:

- Zero Suppress Option

Use this column to control whether or not a row will be deleted if no amount (or zero) appears in the Amount column for that row.

Permissible values for this column are:

Y = Suppress the line

N = Do not suppress the line

- Description

This is a brief description of the type of transaction. This field is the primary match field and must correspond exactly with the description in the input file. If a space appears before or after a description, it will not match. See “Cleaning the Template Mask” for information about removing extra spaces.

For more information on how sales file information is matched with the template, see “Understanding the Import Process.”

- Department

This is a numeric code identifying the department associated with the transaction. This field is the secondary match field and must correspond exactly with the description in the cash register file. If a space appears before or after a department, it will not match. See “Cleaning the Template Mask” for information about removing extra spaces.

For more information on how sales file information is matched with the template, see “Understanding the Import Process.”

- Amount

This is the computed or imported amount assigned to the row. In the Template Mask, this field is initially left blank. However, you can enter amounts or computational expressions and make them a part of the Mask.

Note that this section can be customized. For further information on customizing this section, see the document “Bookstore Sales Set Up.”

Accounting Transactions Section

The Accounting Transaction area contains the account structure for each type of transaction. The information displayed in this section is what is exported to FMS.

The thirteen columns in the Accounting Transaction area are as follows:

- Amount
- Transaction Code (with optional Transaction Reversal code (R) appended as the fourth character).

- Appropriation Index
- Program Index
- Organization Index
- Subobject/Sub-subobject
- Revenue Source/Subsource
- Description
- Document Number
- Reference Document Number
- ID Number
- ID Type
- Year/Quarter

The Accounting Transaction area remains blank until you generate the accounting information. See “Generating an Accounting File” for further information.

Note that this section can be customized. For further information on customizing this section, see the document “Bookstore Sales Set Up.”

Transferring a Sales File

The first part of the downloading process is the transfer of the Sales Activity file (UF1002S) from the bookstore processor to your personal computer. To do so, perform the following steps:

- 1 On the HP3000, log on to FMS.
- 2 From the FMS System Menu, type or select **UF1002** and press Enter.

The Bookstore Data Download Menu 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:
```

- 3 From the Bookstore Data Download Menu, type **0** (Retrieve Sales data from Bookstore and download file) and press Enter.

The following screen appears:

```
UF1002.001 COPYRIGHTED (C) 1995 CTC 03/21/97 10:53:29
Sequoia Bookstore Data Download
Processing SEQUOIA sales batch: B5-970314
Download filename: C:\BKSTORE\SALES\B5970314.INP
(D)ownload, (S)kip, Change (N)ame, (Q)uit:
```

- 4 Type **D** (Download) and press Enter.

A message says “Batch successfully downloaded - Press enter to continue.”

If the UF1002S contains data for multiple days, you will be prompted to download additional files, one for each day of activity.

- 5 When the last file has been transferred, press Enter.

A message says “Book store sales file download process completed. Press any key to continue.”

Note that after the download is complete, UF1002S will be deleted from the bookstore processor.

6 Press any key to return to the FMS menu.

The sales file has been downloaded to your personal computer and is ready for you to use in the Excel workbook.

Importing a Sales File into Excel

After you have downloaded the sales file to your desktop computer, you need to import it into the Excel workbook. To do so, perform the following steps:

- 1 Start Excel.
- 2 Open Bkstore.xls.
- 3 In Column A, click the Options button.
- 4 Click Load Data File.
- 5 Locate and open the sales file you want to use.

A message indicates that the sales file data has been imported. A new worksheet containing the downloaded data is added to the workbook. This worksheet is given a name identical to the name of the downloaded file.

- 6 Click OK.

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Understanding the Import Process

As described earlier, when data is imported into a workbook, a copy of the entire Template worksheet is made, the new worksheet is renamed based on the name of the input file, and the example data in the new worksheet is replaced with the new data. Other events occur as well, as described below.

Information Column

The Information column displays the batch name of the imported file and the date and time the file was imported. To view the entire filename (drive, path, and filename), position your cursor over the cell labeled Input File. A “pop-up” note will display the entire filename.

Transmittal Section

When the sales data is imported into a worksheet, each line from the sales data file is compared against the Description and Department values in the Template to determine where the amount should be recorded. A match occurs if the description value from the input file is identical to the description value in the template mask and one of the following conditions is met:

- The Department value in the Template Mask is blank or
- The Department value in the Template Mask matches the value in the sales data file

Any matches are displayed in the Transmittal Section. The process attempts to find the first unused match to record the amount. An unused match is one where no amount has previously been recorded.

If no unused matching lines exist, then the process will add the amount to the amount previously recorded for the last matching line in the Template Mask.

Accounting Transaction Section

Even after the sales data has been imported, the Accounting Transaction section will remain blank until you have generated an accounting file. See “Generating an Accounting File” for instructions on how to do this.

Error Report

If one or more records from the input file do not have matching entries, an error report is generated and the new worksheet is not created. The description and department of the unmatched record are displayed so you can add them to the Template Mask.

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Printing a Transmittal

A hardcopy report can be generated using the data in the Transmittal section of the worksheet. To print a transmittal, click the Options button and click Print Transmittal.

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Generating an Accounting File

To generate a file of accounting transactions:

- 1 Click the tab for the worksheet for which you want to generate the accounting file.
- 2 Click the Options box.
- 3 Click Create Accounting.

You will be prompted to enter a name for the file to be generated. By default, this filename will be the batch number followed by ".OUT". The default directory will be the one you set up on the Parameters worksheet.

- 4 To accept the suggested name, click OK. Alternatively, modify the name, and click OK. The following events occur:
 - The Accounting Transactions section of the workbook now displays the sales data and the corresponding accounting structures.
 - The Information column now displays the number of transactions in the accounting transaction file and the date and time the file was created. To view the entire filename (drive, path, and filename), position your cursor over the cell labeled Accounting File. A "pop-up" note will display the entire filename.
 - Each non-zero accounting transaction in the Accounting Transaction section of the worksheet is written to the specified file for updating to FMS via UF0101.

Note that this process performs no FMS account editing.

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Uploading an Accounting File

UF0101 provides the ability to upload accounting transactions created in the Excel worksheet from your personal computer to the HP processor. To use this program:

- 1 On the HP3000, log on to FMS.
- 2 From the FMS System Menu, type or select **UF0101** and press Enter.
- 3 At the Filename to Upload prompt, type the name of the filename created in Excel. Press Enter.

The file is uploaded to FMS.