



# Financial Management System

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## Setting Up 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.

Before you can use the bookstore sales interface, you need to customize your system, your personal computer, and the Excel workbook as follows:

- Create a bookstore data folder on your personal computer and save a copy of the Excel workbook into the folder.
- Customize the Excel workbook by enabling the macros, formatting the workbook sections, setting the workbook parameters, and specifying a default folder for the data files.
- Work with bookstore software vendor to:
  - Obtain the IP address, login name and password for the bookstore processor.
  - Set up the correct permissions to allow the login name set up by the vendor to log in to the bookstore processor, upload the UF1002S file, and delete the file after upload.
  - Make sure that the that the bookstore software can generate a correctly formatted UF1002S file.
- Set up the file transfer protocol (FTP) parameters.

The rest of this document explains these steps in further detail. (For more detailed information about using the Bookstore Sales Interface procedure, see the document "Using the Bookstore Sales Interface.")

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## Creating a Bookstore Data Folder

In order to successfully download the bookstore sales data to your personal computer, you will need to initially perform these steps:

- 1 Create a folder on your personal computer called C:\BKSTORE\SALES. This is the location on your hard drive where the sales data will be saved.
- 2 Save a copy of the Excel workbook to this folder. Make sure you have customized the workbook to meet your needs. See "Customizing the Excel Workbook" for further information.

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# Customizing the Excel Workbook

Before transferring the bookstore data, you need to familiarize yourself with the Excel workbook, customize it, and set the parameters that it uses for processing. An overview of the workbook and details on how to customize it are provided below. For more information about the workbook, see the "Bookstore Sales Procedures" document.

## Overview of the Excel Workbook

The Excel workbook performs the following functions:

- Imports sales data into a workbook template designed to manipulate and display the sales data in an organized manner
- Prints a transmittal document
- Creates a file of accounting entries to be uploaded to 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	Optia	Description	Dept	Amount	Amount	Transr	Appr	Prq	Org	SSub	Srv	Description	Decun
Course Book	0.00	2201	Y	COURSE BOOKS	2201		0.00	023	524	261	2201	0450		COURSE BOOKS	
Used Course Book	0.00	2202	Y	USED COURSE BO	2202		0.00	023	524	261	2202	0450		USED COURSE BOOKS	
General Book	0.00	2203	Y	GENERAL BOOKS	2203		0.00	023	524	261	2203	0450		GENERAL BOOKS	
Supplier	0.00	2401	Y	SUPPLIES	2401		0.00	023	524	261	2401	0450		SUPPLIES	
Card	0.00	2303	Y	CARDS	2303		0.00	023	524	261	2303	0450		CARDS	
Computerwear	0.00	2402	Y	CAMPUSWEAR	2402		0.00	023	524	261	2402	0450		CAMPUSWEAR	
Food	0.00	2501	Y	FOODS	2501		0.00	023	524	261	2501	0450		FOOD	
Stamp	0.00	2302	Y	STAMPS	2302		0.00	023	524	261	2302	0450		STAMPS	
Computer Lab Card	0.00	2204	Y	COMPUTER LAB C	2204		0.00	023	524	261	2204	0450		COMPUTER LAB CARDS	
Fax	0.00	2305	Y	FAX	2305		0.00	023	524	261	2305	0450		FAX	
Computer Software	0.00	2603	Y	COMPUTER SOFTV	2603		0.00	023	524	261	2603	0450		COMPUTER SOFTWARE	
Course Printed Material	0.00	2202	Y	COURSEPAK/SITE	2202		0.00	023	524	261	2202	0450		COURSE PRINTED MATERIALS	
Gift Certificate	0.00	2304	Y	GIFT CERTIFICA	2304		0.00	023	524	261	2304	0450		GIFT CERTIFICA	
Gift Sundries	0.00	2202	Y	GIFTS/SUNDRIES	2202		0.00	023	524	261	2202	0450		GIFTS/SUNDRIES	
Catalog	0.00	2304	Y	CATALOGS	2304		0.00	023	524	261	2304	0450		CATALOGS	
Shipping	0.00	2306	Y	SHIPPING	2306		0.00	023	524	261	2306	0450		SHIPPING	
Community Transit	0.00	2301	Y	COMMUNITY TRAN	2301		0.00	023	524	261	2301	0450		COMMUNITY TRANSIT	
Electronic	0.00	2601	Y	ELECTRONICS	2601		0.00	023	524	261	2601	0450		ELECTRONICS	
Book Bag/Pack	0.00	2403	Y	BOOK BAGS/PAC	2403		0.00	023	524	261	2403	0450		BOOK BAGS/PACK	
Computer Hardware	0.00	2602	Y	COMPUTER HARD	2602		0.00	023	524	261	2602	0450		COMPUTER HARDWARE	
Consignment	0.00	0	Y	CONSIGNMENT	0		0.00	023	524	261	????	0450		CONSIGNMENT	
Magazines	0.00	2901	Y	MAGAZINES	2901		0.00	023	524	261	2901	0450		MAGAZINES	
Emblematic	0.00	0	Y	EMBLEMATIC	0		0.00	023	524	261	????	0450		EMBLEMATIC	
Cwu Merchandis	0.00	0	Y	CWU MERCHANDIS	0		0.00	023	524	261	????	0450		CWU MERCHANDIS	
Computer Charge	0.00	0	Y	CAMPUS CHARGE	0		0.00	023	524	261	????	0450		CAMPUS CHARGE	
Department Sales	0.00														
Sales Tax	0.00		N	TAXAMOUNT			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								
Computer Charge	0.00		N	CAMPUS CHG			0.00								

## Enabling the Workbook Macros

Macros are the mini-programs that the Excel workbook uses to manage and manipulate the sales data. The macro security level that is set in Excel controls whether or not Excel can run the macros. To make sure the macros will work, perform the following steps:

- 1 Click Tools, Macro, Security.
- 2 Select Medium security.

The Excel workbook macros can now run. Whenever you open the workbook, a prompt will ask you if you want to enable the macros. Click the Enable Macros button.

Note that you can also select Low security. However, the security level you select is set for all Excel workbooks. Macros can carry viruses, so it's recommended that you have at least a moderate amount of security in place.

- 3 Save, close and reopen the workbook.

## Customizing 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

The Template worksheet consists of four sections: the Information column, the Transmittal section, the Template Mask section, and the Accounting Transaction section. The Transmittal, Template Mask and Accounting Transaction sections can be customized as described below.

### Transmittal Section

The Transmittal section displays the data that is printed from the worksheet. How the Transmittal area is formatted is up to you. However, keep in mind the following:

- If you reformat the Transmittal area, use Print Preview to make sure that the print area defined for the workbook is still valid. To modify the print area, select the correct print area (the Transmittal area), click File, click Print Area, and click Set Print Area.
- If you zero-suppress any template lines (see the "Template Mask" section for information about zero-suppression), the corresponding lines will also be deleted from the transmittal area.

## Template Mask Section

The Template Mask is used to determine if imported data is valid. This section consists of four columns of data: Zero Suppress Option, Description, Department and Amount. In order for the import macro to work properly, these four data columns must remain in their original order. Also, the range name "LoadArea" must be assigned to the four cells that contain the column headings. (To confirm this, select the four cells and look at the NameBox immediately above column A. The word "LoadArea" should appear there.)

Note that the information in the Description column and Department column is used to determine if the imported descriptions and department names are valid. Therefore, these columns must contain exact matches to the description and department fields found in UF1002S.

Any other formatting or organizing is left up to the you.

## Accounting Transactions Section

The Accounting Transaction section consists of thirteen columns which display the amount, account structure (transaction code, appropriation index, program index, etc.), and year/quarter for each type of transaction.

In order for the workbook to work properly, these thirteen columns must remain in their original order. Also, the range name " AccountArea " must be assigned to the thirteen cells that contain the column headings. (To confirm this, select the twelve cells and look at the NameBox immediately above column A. The word "AccountArea" should appear there.)

## Cleaning the Template Mask

In order for the entries to match the corresponding entries in the input file, use the Clean Template function to remove any extra spaces in the Template Mask. To use this option, make any modifications to the Template Mask that you want, click the Options button in Column A, and then click Clean Template.

## Setting the Workbook Parameters

There are certain program parameters that should be set up before you use the workbook. To set up the parameters:

- 1 Click Options.
- 2 Click Show Parameters.  
A Parameters worksheet will be added to the workbook.
- 3 Click the Parameters worksheet.  
The Parameters worksheet will become active.

- 4 Modify the parameter information as needed. The five parameters on the Parameters worksheet are defined as follows:
  - Input File Type: Controls what types of files are displayed when you are browsing for a file.
  - Input Directory: Identifies the default directory where the data files are located, most likely C:\BKSTORE\SALES.
  - Output File Type: Defines what types of files are displayed when you are exporting an accounting data file.
  - Output Directory: Identifies the default directory where the accounting data files are to be saved, most likely C:\BKSTORE\SALES.
  - Show modules: Determines whether the macro modules and dialog sheets of the workbook are hidden or shown when the workbook is loaded. (This information is used primarily for troubleshooting.)

To get definitions of the parameters "on the fly," position your cursor over any cell displaying a red triangle. "Pop-up" information about that parameter appears.
- 5 To remove the Parameters worksheet, click Options and click Hide Parameters.  
The Parameters worksheet will be hidden.

## Setting the Default Data Folder

To streamline the process of importing the sales data into Excel, it is helpful to set the default folder in Excel to the directory that contains the sales data. To set the default folder:

- 1 From Excel, click Tools and then Options.
- 2 Click the General tab.
- 3 In the Default File Location field, type C:\BKSTORE\SALES.
- 4 Click OK.

## Working with the Bookstore Vendor

In preparation for your using the Bookstore Sales Interface procedure, the bookstore software vendor will need to do the following:

- Give you the log in ID, log in password, and IP address information for the bookstore processor. An IP address looks something like 210.20.30.55.
- Set up the correct permissions to allow the CTC log in name to log in to the bookstore processor, access the UF1002S file, and delete the file after upload.
- Make sure that the bookstore software will generate a correctly formatted UF1002S file. The format for the file can be found at <http://www.sbctc.edu/resources/documents/colleges-staff/it-support/fms/FixedFileFormatForUF1002S.pdf>

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# Modifying FTP Parameters

The file transfer protocol (FTP) allows the sales data to be transferred from the bookstore processor to your personal computer. In order for the transfer can take place, modify the FTP as follows:

- 1 Logon to the FMS system.
- 2 From the FMS System Menu, type UF1002 and press Enter.
- 3 From the Bookstore Menu Download Menu, type 9 (Modify FTP Parameters) and press Enter. You will now have the opportunity to create or modify three sets of parameters: Sales File, Charge File and Payment File. Your only concern is the Sales File parameters.

- The first set of parameters you access is the FTP Sales File information which is the information you want to customize. If the parameters do not exist, a prompt will ask "Add it?" Type Y (Yes) and press Enter. Provide the parameter information as detailed under "Parameters" below.

If the Sales File information already exists, a prompt will ask (C)hange, (D)eleate or (K)eep? Type C (Change) and press Enter. Modify the parameters as detailed below.

## Parameters

- FTPIIP Address: Type the FTP address of your bookstore processor and press Enter. An example of a properly formatted FTP/IP address would be 202.12.1.113 (note the periods between the numbers).
- User: Type the login name provided by the vendor and press Enter. (The login name is case-sensitive so be sure to type it correctly.)
- Password: Type the password associated with the CTC ID and press Enter. Type the password again and press Enter. (The password is case-sensitive so be sure to type it correctly.)
- Filename: Type UF1002S and press Enter.

At the Save This Data prompt, type Y (Yes).

- The second set of parameters you access is the Charge File information, which you can skip. If the parameters do not exist, a prompt will ask "Add it?" Type N (No) and press Enter. If they do exist, a prompt will ask (C)hange, (D)eleate or (K)eep? Type K (Keep) and press Enter.
- The third set of parameters you access is the Payment File information, which you can skip. If the parameters do not exist, a prompt will ask "Add it?" Type Y (Yes) and press Enter. Provide the parameter information as detailed below:

- 4 Press any key to return to the FMS System menu.