

B4: Big Picture: Import Manager

Agenda:

1. Introduction to Import Manager
2. File information
3. How it works
4. Examples
5. General Information

I: Introduction to Import Manager

- a. Use – To import sales, charges and payments into Tracks from an export file generated by external software or an Excel file.

II: File Information

- a. File types supported: Excel, ASCII, tab or comma-delimited files. You must have Excel installed on your computer to import from an Excel file.
- b. Types of Items supported: Product (deducts from quantity on hand), Service, Kit (explodes into history), Fundraiser, and Equipment. Matrix and Donation Items not currently supported.
- c. Fields in the file - column names – found in a header row. You MUST use these exact Column Identifiers!

Column Identifier	Req	Column Description	Comment
CUSTNO	Yes	Customer number	Must match Customer Maintenance
LAST		Last name	
FIRST		First name	
MIDDLE		Middle initial	
AMOUNT	Yes	Total extended amount of sale	
CHECKNO		Check or reference number	
ITEMNO	Yes	Item number	Must match Item Maintenance
DESC		Description to go into history	
QTY		Quantity sold	
PRICE		Unit price	
PAID		Amount paid by customer	
NAMEONCHECK		Name on check	
GLACCT		GL Account	Must match GL Account Maintenance
FUNDR		FundRaiser	Must match FundRaiser Maintenance

Example of Excel file:

	A	B	C	D	E	F	G	H
1	CUSTNO	LAST	FIRST	ITEMNO	AMOUNT	PAID	CHECKNO	NAMEONCHK
2	901253	Banu	Bella	SAUS1	50	45	234	Carol Banu
3	901236	Butler	Carla	SAUS1	60	60	544	Roy Butler
4	901244	Edwards	Jaime	SAUS1	70	10	76	Sam Edwards
5	90256	Farview	Melvin	SAUS1	45			
6	901242	Myers	Mark	SAUS1	55			
7	901251	Sanders	Bill	SAUS1	36	36	9876	Tom Sanders
8	901248	Sommers	Mike	SAUS1	76	70	78	Elke Sommers
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III: How Import Manager works

- a. This program module uses the Entry, Journal, Update model.
 1. Set up a job in Import Job Mntce – each job may be used multiple times.

Import Job Maintenance - Play School High School

Job Code: SAUSAGE Description: Sausage Fundraiser

Type: On Account File Type: Excel

Path Name: C:_Data\Data for Import Manager Testing\Sausage - on account - payments.csv

Item No: Use this Value SAUS1 Sausage

GL Account: Load from Import File

Fundraiser No: Not Used

 Accept Cancel Delete

ZPLAY 03/19/06

2. To import data, user goes to Modules/Import Manager/Import Entry and creates new record (for THIS specific import).

The screenshot shows the 'Import Job Entry' window for 'Play School High School'. It is divided into three main sections:

- 1. Job Setup:** This section contains various input fields:
 - Job No: NEW00007
 - Job Code: SAUSAGE
 - Sausage Fundraiser: Sausage Fundraiser
 - Type: On Account
 - File Type: Excel
 - Path Name: C:_Data\Data for Import Manager Testing\Sausage - on account - payments.csv
 - Total Amount: 392.00
 - Total Payment Received: 221.00
 - Item No: Use this value
 - SAUS1: Sausage
 - GL Account: Load from Import File
 - Fundraiser No: Use this value
 - SAUSAGE: Sausage Fundraiser
- 2. Validate data and create job:** Contains a 'Validate' button.
- 3. Edit data (only if necessary):** Contains an 'Edit Data' button.

At the bottom of the window, there are navigation buttons (back, forward, etc.), a 'Reversal' button, and a set of action buttons: 'Accept', 'Cancel', 'Delete', and a help icon. The status bar at the very bottom displays 'CM', 'ZPLAY', and the date '03/19/06'.

- b. Verify Data Integrity Step. Happens when you click the “Validate” button. Program verifies that data looks good. If the program finds data that cannot be validated, that data is displayed in red.
 1. All Customer Numbers are valid.
 2. Item number is valid.
 3. All data looks OK.
 4. If a PAID job (one where money is being received), verifies that the total of the receipts in the file adds up to the total amount the user entered.
- c. User can display data in a grid format to edit Customer numbers, change amounts, etc.
- d. User then prints a journal and checks to make sure data looks right.
 1. The program writes data to a file that it will actually use for the import.
 2. Journal assigns a number to this Import Job.
 3. Program writes to Import Log.
- e. Update – program creates the transactions in Tracks.
 1. Program saves all Import files in folder.
- f. Print individual receipts or not – your choice.
- g. Reversal option. If you make a mistake, you can easily reverse the entire Import Job that was wrong.

IV: Examples of types of Import Manager transactions.

1. Import sales of items to students – money has been collected.
 - i. French Club teacher is taking her class on a field trip - \$10 charge. She gives you a file showing 20 students who are going and an envelope with \$200 cash.
 - ii. What Import Manager does:
 - a. Creates an individual receipt transaction for each student – Payment type 1 Cash.
 - b. Prints receipts or not – your choice.
2. Import sales of items to students – money has NOT been collected.
 - i. French Club teacher is taking her class on a field trip - \$10 charge. She gives you a file showing 20 students who are going. No money has been collected.
 - ii. What Import Manager does:
 - a. Creates an individual receipt for each student – Payment type 6 Charge on Account.
 - b. Prints receipts or not – your choice.
3. Import sales of items to students – some of the money has been collected.
 - i. French Club teacher is taking her class on a field trip - \$10 charge. She gives you a file showing 20 students who are going. Some of the students have paid; some haven't. She gives you an envelope with the cash and checks she's collected.
 - ii. What Import Manager does:
 - a. Creates an individual receipt for each student – Payment type 6 Charge on Account.
 - b. Creates payment records for the students who have paid – shows Cash or Check (with check number and name on check, if provided).
 - c. Prints receipts or not – your choice.

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4. Import sales of multiple items to students – some of the money has been collected.
 - i. The yearbook advisor takes yearbook orders. Students can order a yearbook and have their name embossed on the front for an additional charge. He gives you a file showing 35 students who have bought a yearbook; some are getting their name embossed. Some of the students have paid; some haven't. He gives you an envelope with the cash and checks he's collected.
 - ii. What Import Manager does:
 - a. Creates an individual receipt for each student – Payment type 6 Charge on Account.
 - b. Creates payment records for the students who have paid – shows Cash or Check (with check number and name on check, if provided).
 - c. Prints receipts or not – your choice.

5. Import library fines from your library software.
 - i. Get a file from your library software for January fines.
 - ii. What Import Manager does:
 - a. Creates an individual receipt for each student – Payment type 6 Charge on Account.

V: General Information

- a. Ideally, each import would be done after a Closeout so it could have a separate Closeout.
- b. Data file must have one record for each item sold. The program combines items for the same customer together into one receipt.

VI. Examples of Import Options on Maintenance and Entry screens. The following is a brief explanation of the choices you have to direct the program to use either a value found in the import file or to use a default value that you specify.

Item Number:

1. Load from Import File
 - a. Import file has a column for ITEM.
2. Use this Value
 - a. Import file does not have a column for ITEM, so use the Item number here.

GL Account: Normally, you would not load the GL Account from the import file because the program will do the following:

1. Use the GL Account on the Item.
2. Use the GL Account on the Customer if the Customer is a Club.
3. Use the GL Account on the FundRaiser if the Item is a type "F" item.

But if the Item has "Prompt for GL Account" turned on, you need to provide a GL Account for each record.

1. Load from Import File
 - a. Import file has a column for GLACCT, and Item sold has “Prompt for GL Account” turned on.
2. Use this Value
 - a. You’ll need to enter a GL Account here if there is no GL Account in the import file.

Fundraiser Number:

1. Load from Import File
 - a. Import file has a column for FUNDR.
 - b. Item sold has “Prompt for FundRaiser” turned on and there is a column for FUNDR in the import file.
2. Use this Value
 - a. Item sold is an “F” type Item, but import file does NOT have a column called FUNDR. This specifies which FundRaiser Code to use for these transactions.

NOTES:
