

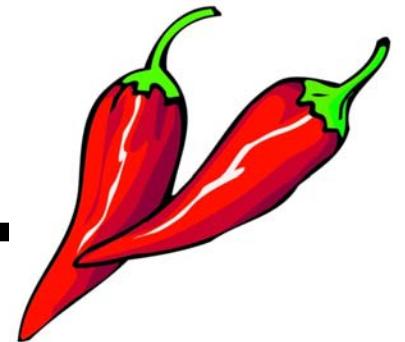
**General Interest – G1**

# **Integration – Tracks and SchoolBooks**



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**CONNECTIONS 2007**



# Agenda

- Integration Settings
- Import GL Accounts from SchoolBooks
- Export Closeout data to SchoolBooks
- Returned Check processing (NSF checks)
- Refund Check processing (student refunds)
- Update inventory counts in Tracks



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CONNECTIONS 2007




# Integration in School Settings

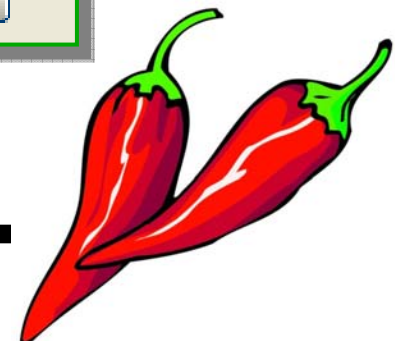
- In Tracks (Integration Tab).

Integration

Automatic Export to Accounting ?	<input checked="" type="checkbox"/>	Accounting Version	SBW 5.0 or Higher
Path for Export	C:\Program Files\BlueBear\SBDATA\ZPLAY\		
Next Export Sequence	235	Clear file before exporting	<input type="checkbox"/>

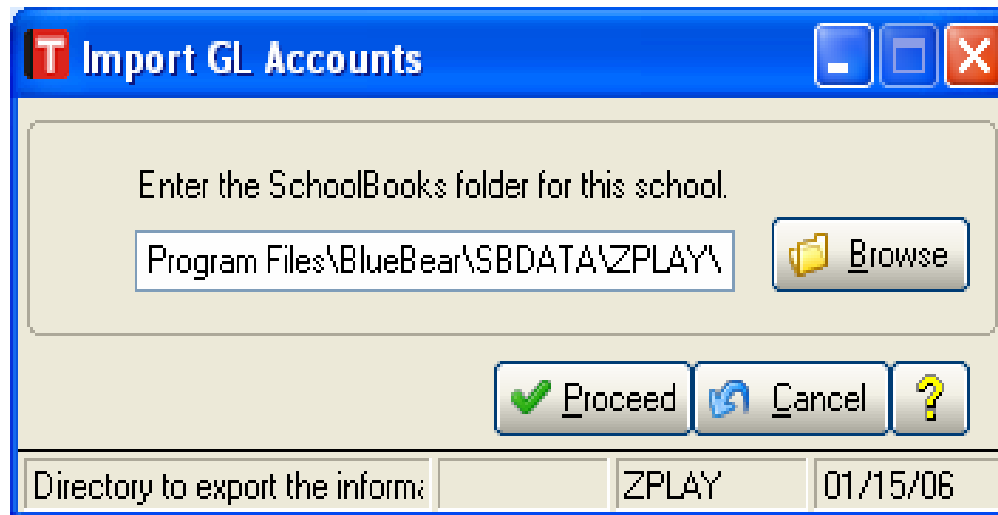
- In SchoolBooks (School Data Tab).

Def Bank Code	A	Use Tracks Data	<input checked="" type="checkbox"/>
Tracks Item Folder	C:\Program Files\BlueBear\TRDATA\ZPLAY\		
Tracks Import Folder	C:\Program Files\BlueBear\SBDATA\ZPLAY\		



# Import GL Accts from SB

- Always add your GL Accounts in SB.
- Allows you to add and update information in Tracks from SchoolBooks.
- Management/Special Functions/Utilities/Import GL from SchoolBooks.



CONNECTIONS 2007



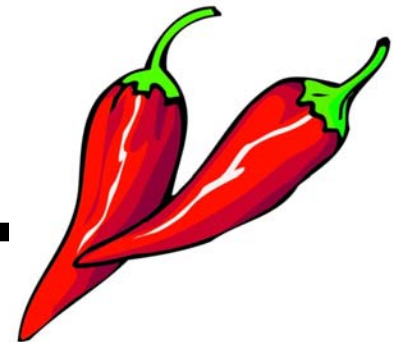
# Closeouts and Deposits

- Tracks exports Closeout information so the SchoolBooks user can import it to create a deposit.
- The Tracks Closeout creates a file in the location you specify. The path must be the same in both Tracks and SchoolBooks so the programs can find the file.



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CONNECTIONS 2007



# Import from Tracks

**S Import from Tracks - Play School High School**

Deposit Date: 03/09/06      Bank: A

Date	Seq #	Name	Amount	Status	Bank No
09/27/05	243	Deposit Total	15.00	Imported	A
09/27/05	242	Deposit Total	48.81	Imported	A
09/22/05	241	Deposit Total	365.00	Imported	A
08/18/05	240	Deposit Total	311.00	Imported	A
08/10/05	239	Deposit Total	299.00	Imported	A
09/27/04	236	Deposit Total	57.54	Imported	A
09/24/04	235	Deposit Total	140.00	Imported	A
09/23/04	234	Deposit Total	167.75	Imported	A

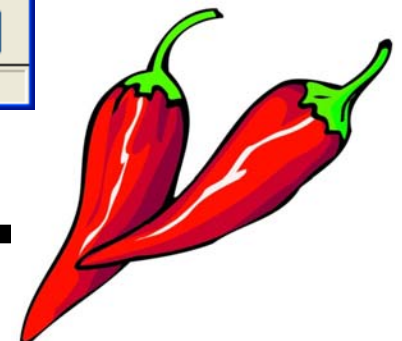
  

S/D	Acct #	Rec #	Name	Purpose	Amount
S	4250-40-12	134	Hartman Regis	LOCKS	5.00
S	4001-40-00	134	Hartman Regis	SB CARD	30.00
S	4105-40-00	134	Hartman Regis	YEARBOOK	45.00
S	4250-40-12	135	Edwards Jaime	LOCKS	5.00
S	4250-40-12	136	Smith Sally	LOCKS	5.00
S	4001-40-00	136	Smith Sally	SB CARD	30.00
S	4105-40-00	136	Smith Sally	YEARBOOK	45.00
D	2250-00-00	136	Smith Sally	Donation - Sports	200.00

Verify the line(s) above, select Summary/Detail as desired, and click 'Import' to complete the process.

ZPLAY      03/09/06

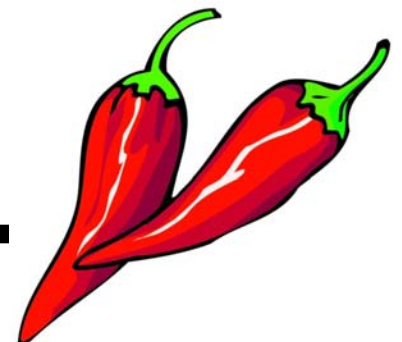


# Import How?

- Import Types
  - Summary by GL Account
  - Summary by Item – when both to same account
    - Yearbook sales – Misc Receipts - \$300.00
    - Yearbook ads – Misc Receipts - \$250.00
  - Detail
    - Mary Smith – Yearbook – Rec #1234 - \$50.00
    - Joe Jones – Yearbook – Rec #1345 - \$50.00
  - None

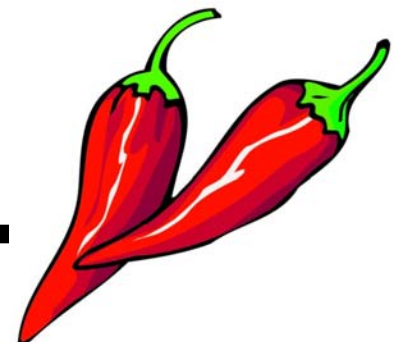


CONNECTIONS 2007



# Priority of Import Types

- Lowest – SB GL Account Maintenance
- Middle – Tracks Item Maintenance
  - Type on the Item overrides Type on GL Account.
- Highest – Import from Tracks screen in SB
  - You can change the default here before creating the deposit.



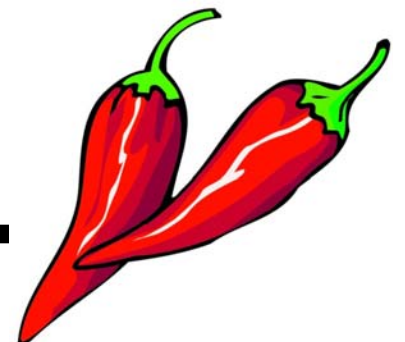
# Closeouts and Deposits

- Import the data into SB to create a new record in Bank Deposit Entry.
- You must journal and update your Deposits to post them to their respective accounts.
- Ideally, the Deposit date is the same as your Closeout Date. (Make your auditors happy!)



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CONNECTIONS 2007

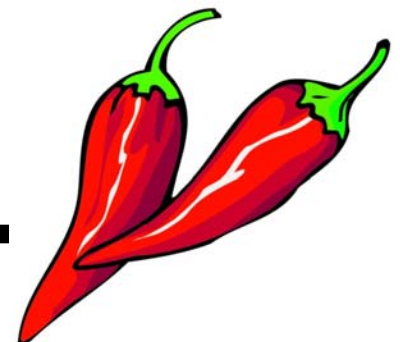


# Splitting Closeouts into Multiple Deposits

1. Separate by GL Account.
2. Separate by Payment Type.

**Deposit Handling**

Method for Handling Deposits	Split into Deposits according to GL Deposit-To Account	Separate Deps
Deposit Credit Cards to Separate Account	Standard - Deposit to One Account	<input type="checkbox"/>
Deposit Checks to Separate Account	Split into Deposits according to Payment Type	<input type="checkbox"/>
Deposit Cash to Separate Account	Split into Deposits according to GL Deposit-To Account	<input type="checkbox"/>
	<input type="checkbox"/> Acct #	<input type="checkbox"/>



# Splitting Closeout - Example

**T School Settings**

Work Screen | Closeout 1 | Closeout 2 | Other Settings | UDFs | Messages | Integration

**Print Closeout Reports Options**

Print Sales by Receipt Detail?	<input checked="" type="checkbox"/>
Print Items Used Report ?	<input type="checkbox"/>
Print Check Detail	<input checked="" type="checkbox"/>
Print Credit Card Detail	<input checked="" type="checkbox"/>

**Print a receipt for:**

Moneybag	<input type="checkbox"/>
Include Checks	<input type="checkbox"/>
Include Credit Cards	<input type="checkbox"/>

**District Upload Files**

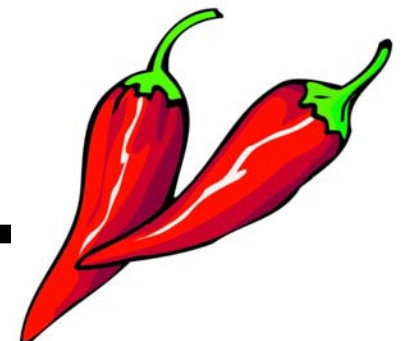
Create District Upload Files ?  District Dept No.  School Code

Path for File

**Deposit Handling**



Method for Handling Deposits: Split into Deposits according to Payment Type  Separate Deps

Deposit Credit Cards to Separate Account	<input checked="" type="checkbox"/>	Acct #	1051-00-00	<input type="checkbox"/>
Deposit Checks to Separate Account	<input checked="" type="checkbox"/>	Acct #	1000-00-00	<input checked="" type="checkbox"/>
Deposit Cash to Separate Account	<input checked="" type="checkbox"/>	Acct #	1000-00-00	<input checked="" type="checkbox"/>



# Returned (NSF) Checks

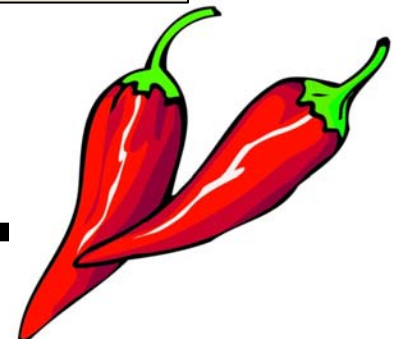
- Selling a Returned (NSF) Check in Tracks creates an Adjustment in SchoolBooks.
- Selling a Returned Check Fee in Tracks creates a separate Adjustment in SB.

Returned Checks		
Returned Check Item Number	<input type="text" value="NSFCHK"/> 	<input type="text" value="NSFCHK: JENTER CHECK #"/>
Returned Check Fee Item Number	<input type="text" value="NSFCHKFEE"/> 	<input type="text" value="NSF CHECK FEE"/>
Actual Bank Charge	<input type="text" value="5.00"/>	
Authorized By Name for Adjustment	<input type="text" value="Mary Smith"/>	

Set up in School Settings/Integration Tab

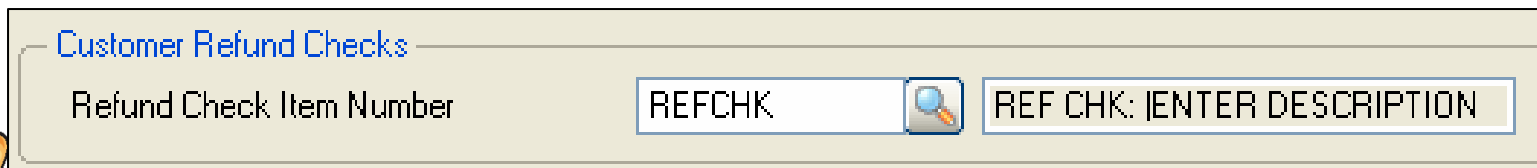


CONNECTIONS 2007



# Refund Checks

- Selling a Refund Check in Tracks creates an Invoice for the amount of the refund in SchoolBooks.
- Sets up Temp Vendor using Tracks Customer number, then you edit the Vendor name.



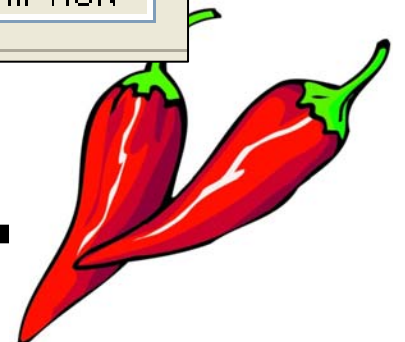
Customer Refund Checks

Refund Check Item Number REFCHK REF CHK: IENTER DESCRIPTION

**Set up in School Settings/Integration Tab**

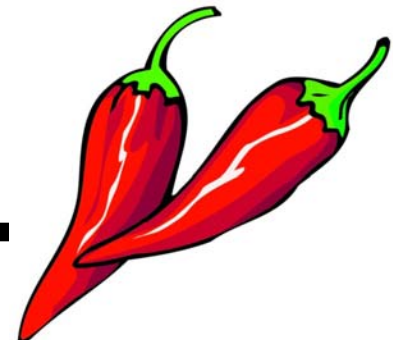


**CONNECTIONS 2007**



# Then What Happens?

- Invoices and Adjustments are created in SchoolBooks when the Closeout has been printed AND updated.
- 
- Adjustments must be journaled and updated to complete the process.
  - Invoices must be paid on a check to complete the process.



# Getting the Setup Right

- You must create Items first in Item Maintenance.
- Then specify them on the Management/Customize/School Settings/Integration Tab.

**School Settings**

Work Screen | Closeout 1 | Closeout 2 | Other Settings | UDFs | Messages | **Integration** | Misc 1

**Integration**

Automatic Export to Accounting?  Accounting Version: SBW 5.0 or Higher

Path for Export: C:\Program Files\bb57\BlueBear\Sbdata\Zplay\

Next Export Sequence: 270 Clear file before exporting:

**Returned Checks**

Returned Check Item Number: NSFCHK NSFCHK: ENTER CHECK #

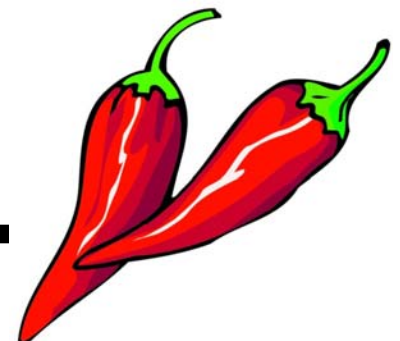
Returned Check Fee Item Number: NSFCHKFEE NSF CHECK FEE

Actual Bank Charge: 5.00

Authorized By Name for Adjustment: Mary Smith

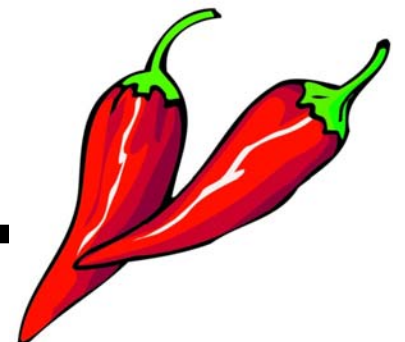
**Customer Refund Checks**

Refund Check Item Number: REFCHK REF CHK: ENTER DESCRIPTION



# Updating Item Quantities

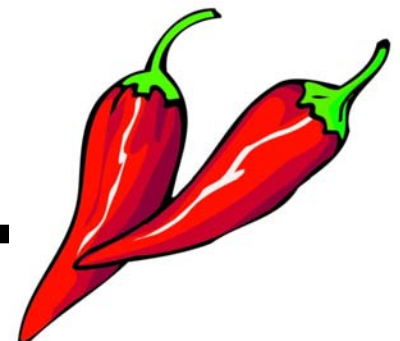
- Purchase Orders using the “Item” line type can access Tracks Item data.
- When “Items” ordered on a PO are received in SB Invoice Entry, the program saves data to be passed over to Tracks.
- When the Items Received Journal is updated in SchoolBooks, the program updates quantity on hand for the Item in Tracks.



# Updating Item Quantity on Hand:

Example: Let's order PENCILS.

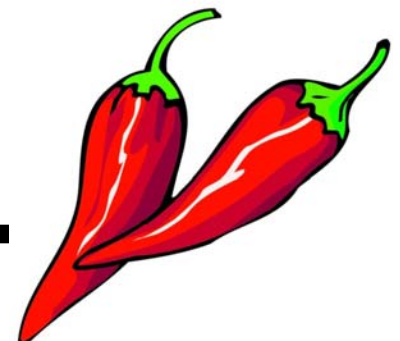
The screenshot shows a software window titled "Item Maintenance - Play School High School". The window contains several input fields and checkboxes. The "Item No." field is set to "PENCILS" and the "Description" field is also "PENCILS". The "Type" is set to "Product". The "Qty On Hand" field is highlighted with a blue arrow pointing to the value 149. Other fields include "Price" (0.25), "Cost" (0.00), "Last Cost" (0.05), "Prompt Price" (unchecked), "Prompt Qty" (unchecked), "Quantity Limit" (0), "Reorder Level" (0), "Normal Stock" (0), "Category" (empty), "Cust Reqd" (unchecked), "Sundry" (checked), "Taxable" (unchecked), "Grade Limits" (empty), "Department" (SS), "Grouping" (empty), "Save History" (unchecked), "Checks OK with No Cust" (unchecked), "Print extra receipt with no price" (unchecked), "Include in Physical Count" (checked), "Prompt GL?" (unchecked), "GL Account" (4250-40-12), and "STUDENT STORE ~ INCO". The window has navigation buttons at the bottom: "Accept", "Cancel", "Delete", and a help icon. The status bar at the bottom right shows "ZPLAY" and "03/10/06".



# Ordering PENCILS in SB

- Create a PO or Invoice in SB.
- On Detail Tab, select “Item” type for the detail line.
- Enter the Tracks Item Number or use the lookup to select it.

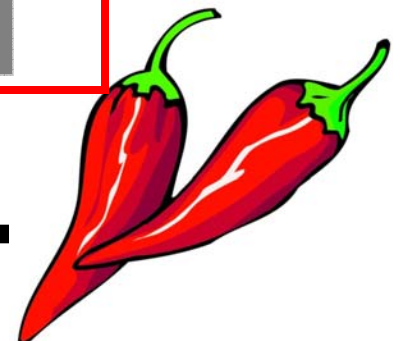
Line	Type	Item	Qty	Qty	Qty	Cost	Amount	Tax	Freight	Total
		Purpose	Ord	Rec	BO	GL Account			Category	
1	I	PENCILS Pencils for Student Store	1	500	0	1500-00-00 0.50	250.00	0.00	0.00	250.00



# Items Received Journal

- Entering the INVOICE (not the PO) tells the program you have received the items ordered.
- Print and Update Items Received Journal.
- This updates the quantity on hand for PENCILS.

Play School High School									
ITEMS RECEIVED JOURNAL									
Item #	Tracks Item Description	SchoolBooks Purpose from Invoice				TRACKS QTYS			
Vendor	Vendor Name	Invoice #	InvDate	Qty Rcd	Cost	Total	Orig Qty	New Qty	
<b>Tracks Items</b>									
CANDY	FR CANDY SALE S								
CANCEN	Candy Central Company	87383	10/19/04	50	0.25	12.50	190	240	
						12.50			
PENCILS	PENCILS								
HARPER	Harper Office Products	1788-43	03/09/08	1,000	0.05	50.00	149	1,149	
						50.00			



# Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

