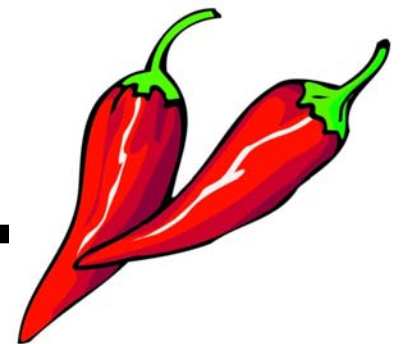


Tracks – T16

Import Manager



CONNECTIONS 2007



Agenda

- Purpose of Import Manager
- File information
- How it works
- Examples
- General Information



CONNECTIONS 2007

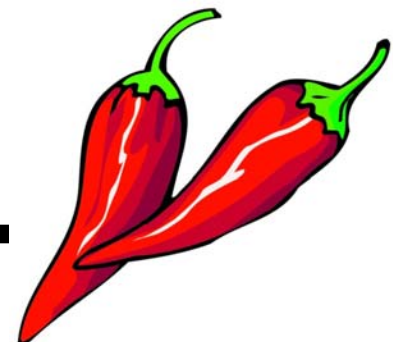


Purpose of Import Manager

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



CONNECTIONS 2007



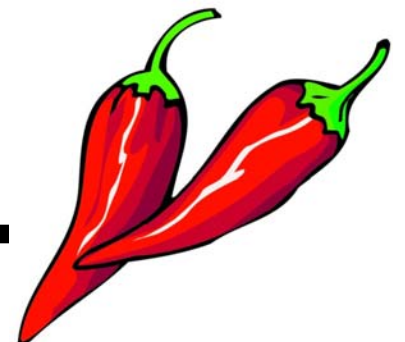
File Information

File types supported:

- Excel (must have Excel installed)
- ASCII
- Tab or comma-delimited files



CONNECTIONS 2007



Item Types Supported

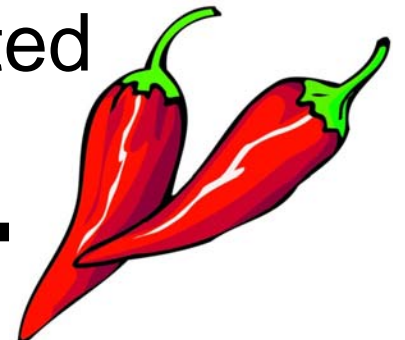
Types of Items supported:

- Product (deducts quantity on hand)
- Service
- Kit (explodes into history)
- Fundraiser
- Equipment



Matrix & Donation Items not supported

CONNECTIONS 2007

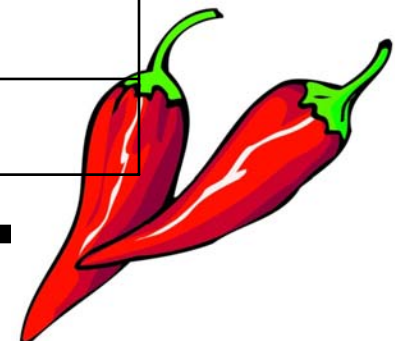


File Information

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

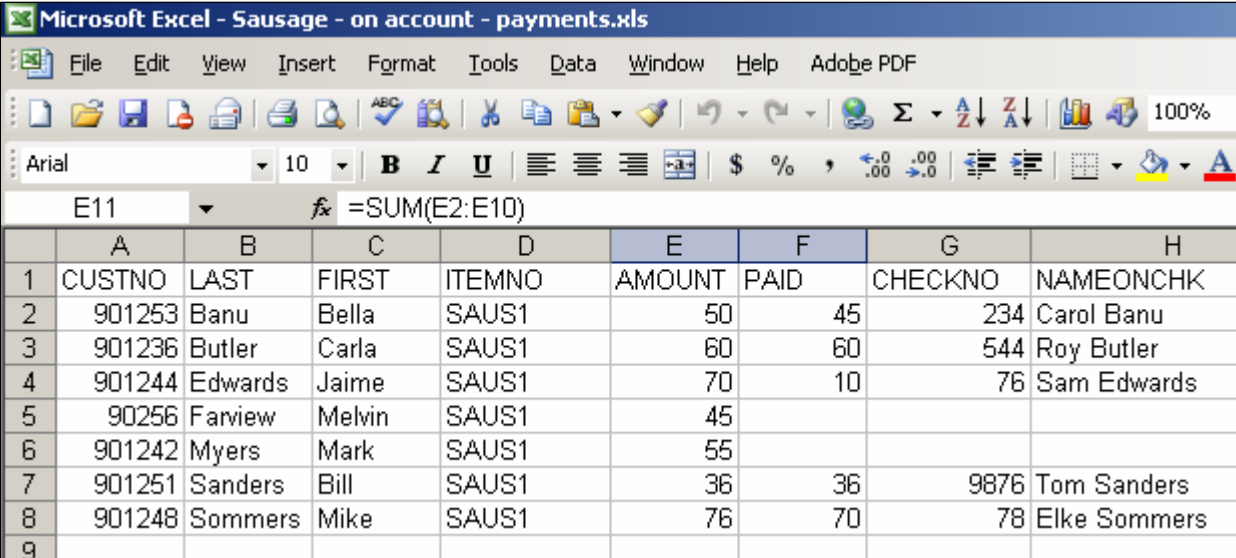


CONNECTIONS 2007



File Information

- Example of Excel file:



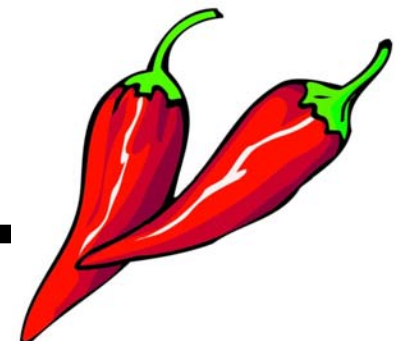
Microsoft Excel - Sausage - on account - payments.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

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E11 =SUM(E2:E10)

	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
9								



How Import Manager Works

- This program module uses the Entry, Journal, Update model.
- 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 Browse

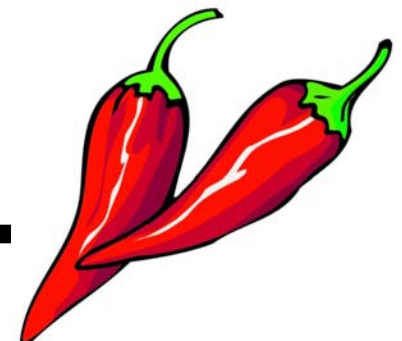
Item No Use this Value SAUS1 Sausage

GL Account Load from Import File

Fundraiser No Not Used

Accept Cancel Delete ?

ZPLAY 03/19/06



Import Job Entry

Creates new record for THIS specific import.

T Import Job Entry - Play School High School

1. Job Setup

Job No: NEW00007

Job Code: SAUSAGE Sausage Fundraiser

Type: On Account File Type: Excel

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

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 Validate

3. Edit data (only if necessary) Edit Data

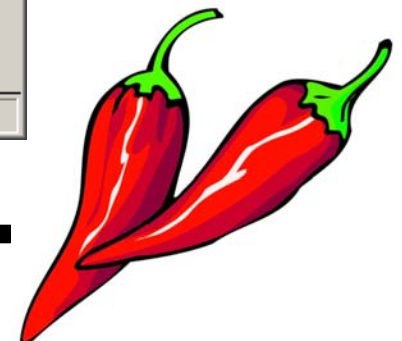
Navigation: Back, Forward, Home, End

Buttons: Reversal, Accept, Cancel, Delete

Status: CM ZPLAY 03/19/06



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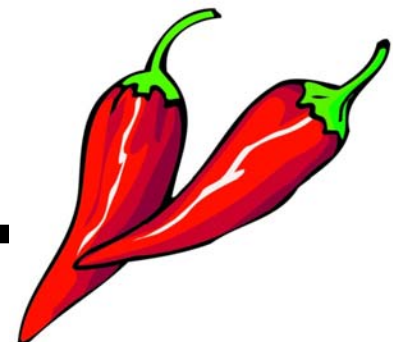


Verify Data Integrity

- Program validates data. Data that cannot be validated is displayed in red.
 - All Customer Numbers are valid.
 - Item number is valid.
 - All data looks OK.
 - If a PAID job (one where money is being received), verifies totals.



CONNECTIONS 2007

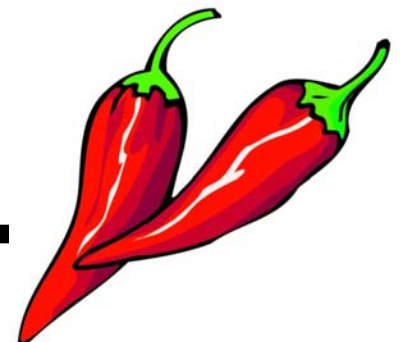


Print Journal

- Check to make sure data looks right.
- The program writes data to a file that it will actually use for the import.
- Journal assigns a number to this Import Job.
- Program writes to Import Log.



CONNECTIONS 2007

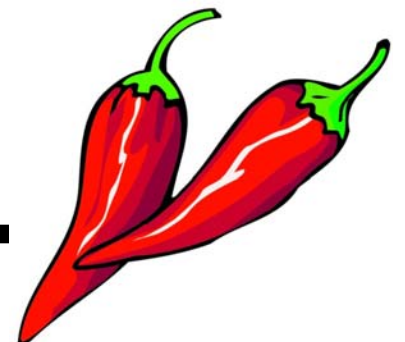


Update

- Program creates the transactions.
- Print individual receipts or not – your choice.
- Reversal option – if you make a mistake, you can easily reverse the entire Import Job that was wrong.



CONNECTIONS 2007

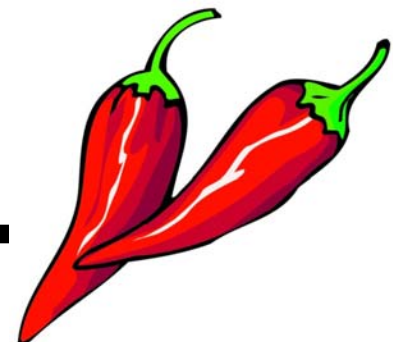


Examples

- Import sales of items to students – money has been collected.
- What Import Manager does:
 - Creates an individual receipt transaction for each student – Payment type 1 Cash.
 - Prints receipts or not – your choice.

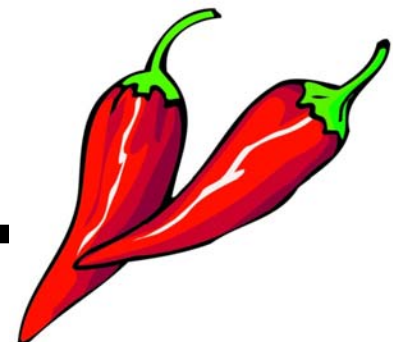


CONNECTIONS 2007



Examples

- Import sales of items to students – money has NOT been collected.
- What Import Manager does:
 - Creates an individual receipt for each student – Payment type 6 Charge on Account.
 - Prints receipts or not – your choice.

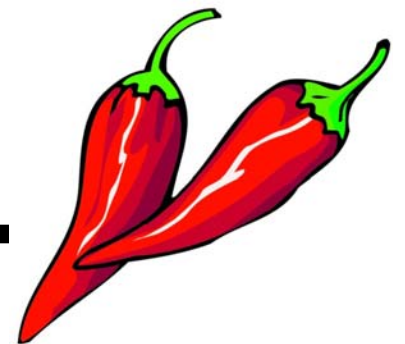


Examples

- Import sales of items to students – some of the money has been collected.
- What Import Manager does:
 - Creates an individual receipt for each student – Payment type 6 Charge on Account.
 - Creates payment records for the students who have paid – shows Cash or Check (with check number and name on check, if provided).
- Prints receipts or not – your choice.



CONNECTIONS 2007



Examples

Microsoft Excel - Sausage - on account - payments.xls

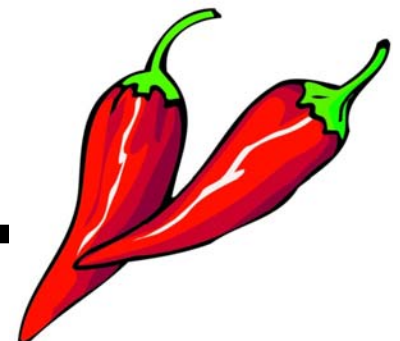
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	A	B	C	D	E	F	G	H
1	CUSTNO	LAST	FIRST	ITEMNO	AMOUNT	PAID	CHECKNO	NAMEONCHK
2	901253	Banu	Bella	SAUS1	50	45	234	Carol Banu
3	901236	Butler	Carla	SAUS1	60	60	544	Roy Butler
4	901244	Edwards	Jaime	SAUS1	70	10	76	Sam Edwards
5	90256	Farview	Melvin	SAUS1	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
9								



CONNECTIONS 2007

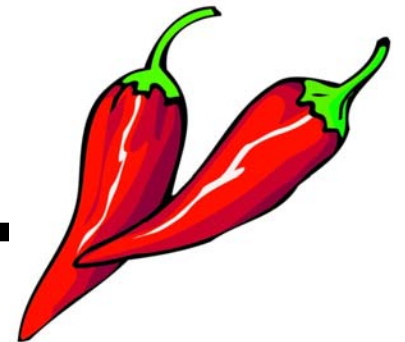


More Examples

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



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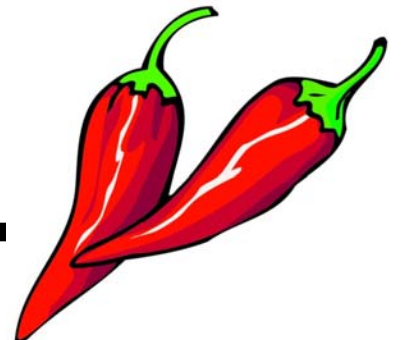


General Information

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

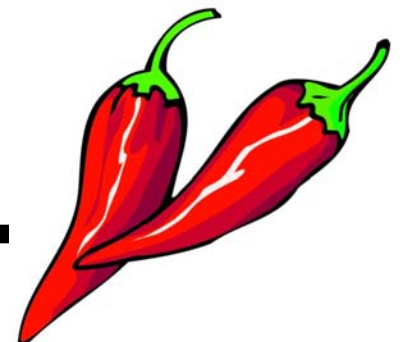


CONNECTIONS 2007



Item Number

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

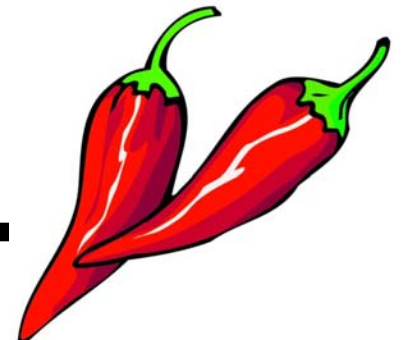


GL Account

- Normally, you would not load the GL Account from the import file because the program will do the following:
 - Use the GL Account on the Item.
 - Use the GL Account on the Customer, if the Customer is a Club.
 - 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.



CONNECTIONS 2007



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

