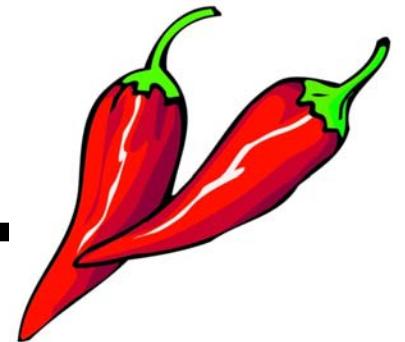


Tracks – T7

Managing Your Student Store



CONNECTIONS 2007

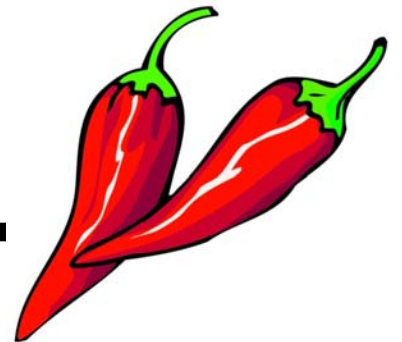


Agenda

- When students do the selling.
- When you have to sell FAST!
- Sundry Items.
- Managing your inventory.
- Other Item reports.
- Other thoughts.



CONNECTIONS 2007

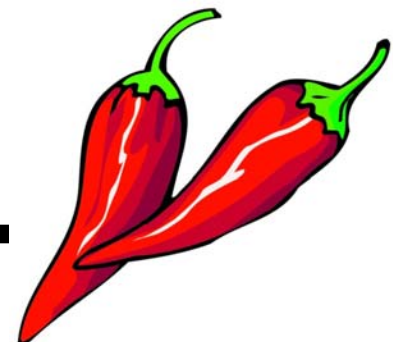


When Students Do the Selling

- Always assign & use User Codes.
 - Tracks knows who made each sale.
 - Force users to change passwords.
- Use Menu Security.
 - Only allow access to the Work Screen.
 - Or deny access to:
 - On Account Sales
 - Payments on Account
 - Customer Info



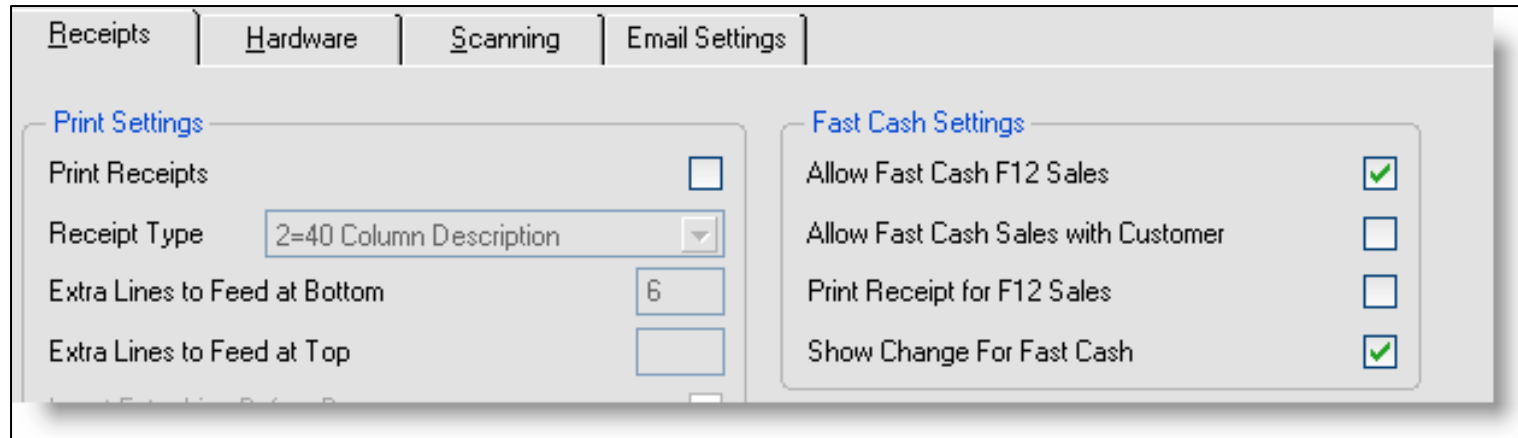
CONNECTIONS 2007



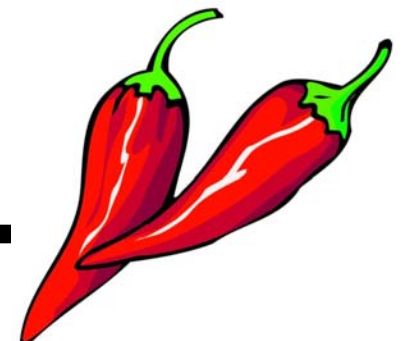
Using FAST CASH options



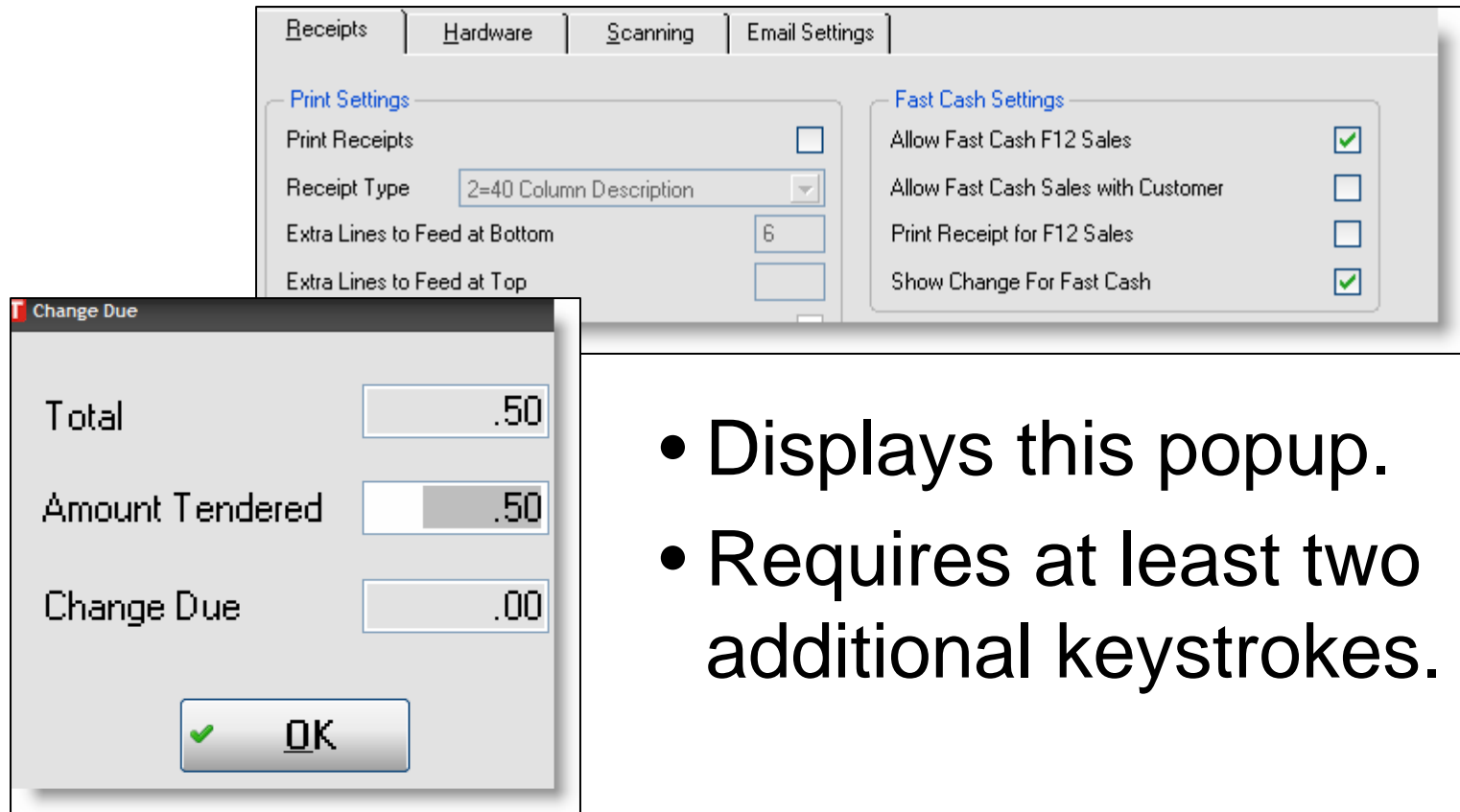
- Fast Cash Sales – when it's an all CASH sale.



- Options for receipt printing and cash drawer (on Hardware tab).

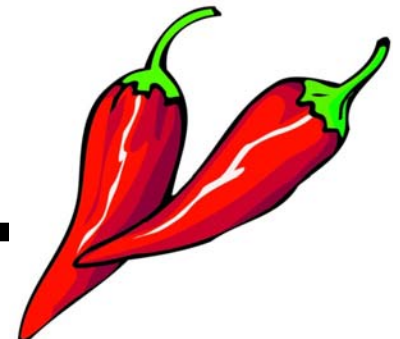


Show Change for Fast Cash



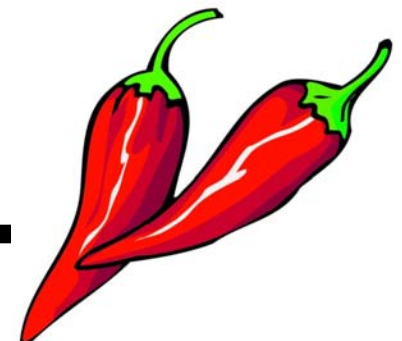
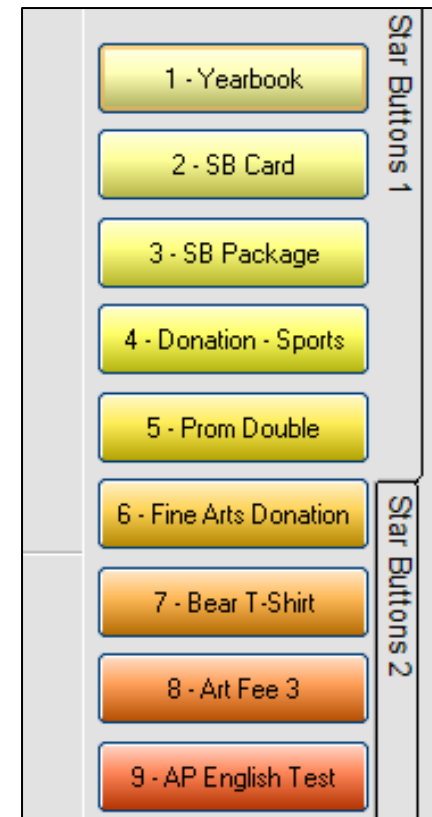
The image shows a software interface with a settings window and a 'Change Due' popup. The settings window has tabs for Receipts, Hardware, Scanning, and Email Settings. Under 'Print Settings', 'Print Receipts' is unchecked, 'Receipt Type' is set to '2=40 Column Description', 'Extra Lines to Feed at Bottom' is 6, and 'Extra Lines to Feed at Top' is empty. Under 'Fast Cash Settings', 'Allow Fast Cash F12 Sales' and 'Show Change For Fast Cash' are checked, while 'Allow Fast Cash Sales with Customer' and 'Print Receipt for F12 Sales' are unchecked. The 'Change Due' popup shows 'Total' as .50, 'Amount Tendered' as .50, and 'Change Due' as .00, with an 'OK' button.

- Displays this popup.
- Requires at least two additional keystrokes.



Star HOT Keys on Work Screen

- **Star Buttons on the Work Screen.**
 - **Use Mouse or Keyboard.**
 - ***1 if only 9 buttons.**
 - ***01 if more than 9 buttons.**

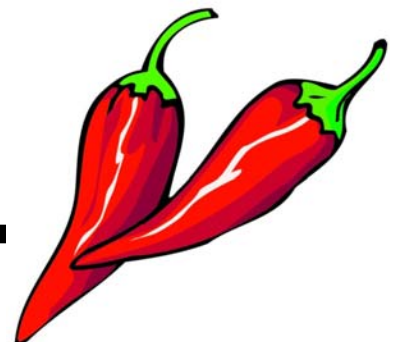


Selling Items Quickly

- To sell multiple items, use “3 X Item” – Tracks will enter a Quantity of “3” for this Item.
- Don’t use your mouse. Use keyboard shortcuts instead.



CONNECTIONS 2007

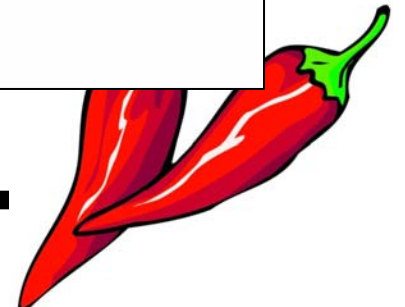


Using Sundry Item Option

Prints one receipt for all Sundry items at end of day instead of individual transactions for each sale.

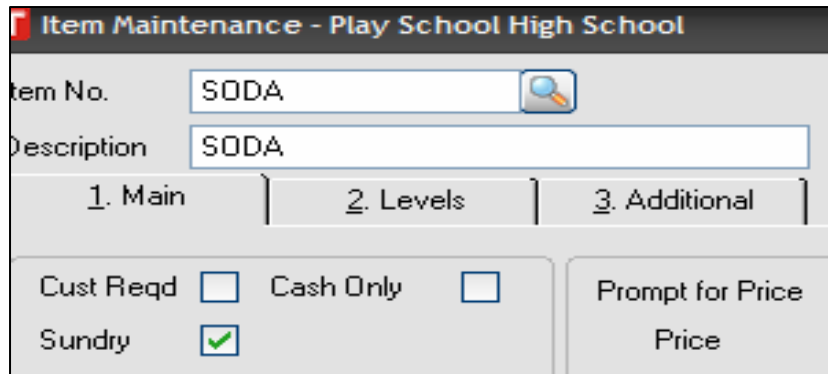
Play School High School 13240 Evening Creek Drive South San Diego, CA 92128 800-954-2583			
			#SUNDRY
RCP. #0000315			03/02/07 1:5pm
QTY	DESC	PRICE	TOTAL
10	Pencil	.15	1.50
27	Pennant	1.50	40.50
28	Bottled Water	1.00	28.00
TOTAL:			70.00
PAYMENT TYPE:			
70.00 Cash			

70.00 TOTAL			



Using Sundry Items

- In Item Maintenance, mark the Item SUNDRY.



Item Maintenance - Play School High School

Item No. SODA

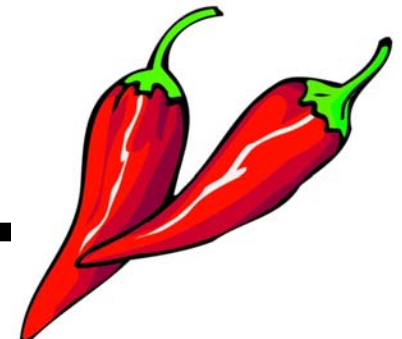
Description SODA

1. Main | 2. Levels | 3. Additional

Cust Reqd Cash Only Prompt for Price

Sundry Price

- Sundry items that are sold with non-Sundry items are printed on individual receipts together with the other items.

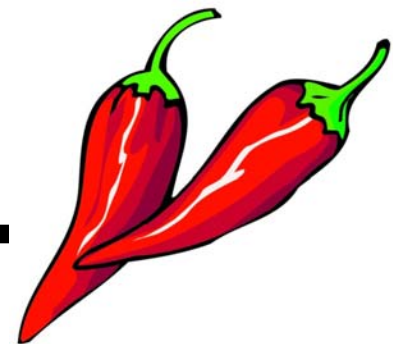


Managing Your Inventory

- Use matrix items for sizes of clothes and flavors of sports drinks.
- Mark items that should appear on Physical Count Worksheet.
- Print Physical Count Worksheet and count the number of items you have in stock.
- Adjust the quantity on hand field on each item to accurately reflect your count.



CONNECTIONS 2007

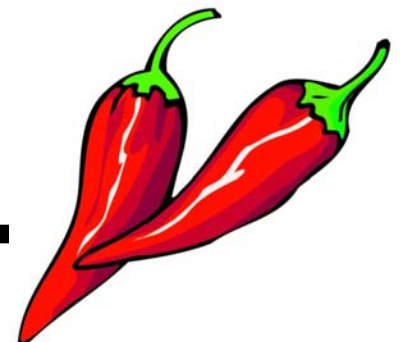


Managing Your Inventory

- If you order Tracks Items using SchoolBooks purchase orders, the program will update the quantity on hand in Tracks when you receive the invoice in SchoolBooks.
- When you print and update the Items Received Journal in SchoolBooks, the quantities and Last Cost are updated in Tracks.



CONNECTIONS 2007



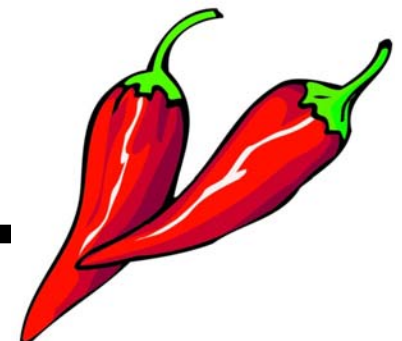
Item Valuation Report

- Shows the total value of your inventory.
- Sort by Item #, Description, Department, or Grouping Code.

ITEM VALUATION REPORT BY ITEM NUMBER							
Item Number	Description	Type	Qty on Hand	** COSTS **		** PRICES **	
				Unit Cost	Total Cost	Unit Price	Total Price
138548484U	Used Textbook English One	P	22	56.00	1,232.00	75.00	1,650.00
AFBTICK	Adult Football Ticket	S	0	0.00	0.00	10.00	0.00
APBIO	AP TEST BIOLOGY	S	0	0.00	0.00	75.00	0.00
APENG	AP TEST ENGLISH	S	0	0.00	0.00	75.00	0.00
APMATH	AP TEST MATH	S	0	0.00	0.00	75.00	0.00
APSPAN	AP TEST SPANISH	S	0	0.00	0.00	75.00	0.00
ART15	Art Fee 15	S	(18)	0.00	0.00	15.00	(270.00)



CONNECTIONS 2007



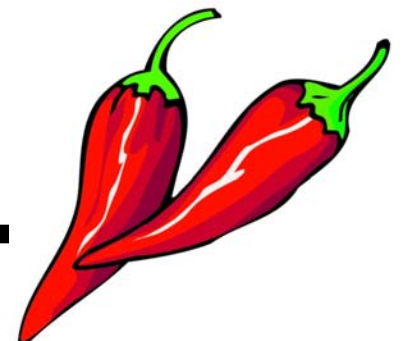
Item Reorder Report

Print the Item Reorder Report to see quantities to order.

ITEM REORDER REPORT					
Item Number	Description	Normal Stock	Reorder Level	Qty on Hand	Qty Short
CARWASH	Car Wash	0	0	0	0
CHEMWKBK	Chem Workbook	0	0	25	(25)
DEPOSIT	DEP: JENTER DESCRIPTION	0	0	0	0
DONFA	Donation - Fine Arts	0	0	(3)	3



CONNECTIONS 2007

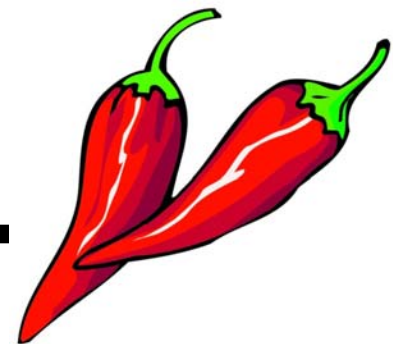


Other Thoughts

- Maintain multiple cash drawer inserts for easy switching. Get lids for them & keep them ready to go (in your safe) with a pre-counted opening bank.
- Leave empty cash drawer open at night. With a robbery attempt, if it's already open, they won't hurt it.



CONNECTIONS 2007

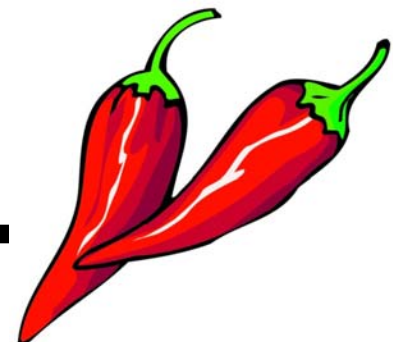


More Other Thoughts

- Set up Item numbers that make sense for you!
 - Track sales of carrots & celery specifically.
 - Or set up an item called VEGGIE50 (Veggie for \$.50).
- Think about your Closeout options.
 - One big Closeout for the day.
 - Workstation-based Closeouts throughout the day.



CONNECTIONS 2007



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

