

Tracks – T9

**Shazam and Oops!
Tracks Shortcuts and
Correcting Common
Mistakes**



CONNECTIONS 2007



Agenda

- Shortcuts on the Work Screen
- More Timesavers
- Mistakes with Debts and Payments
- Fixing Other Miscellaneous Mistakes
- Mistakes that can be Corrected Without a Sale
- Stopping Mistakes Before They Happen
- Tracks Help as a Resource



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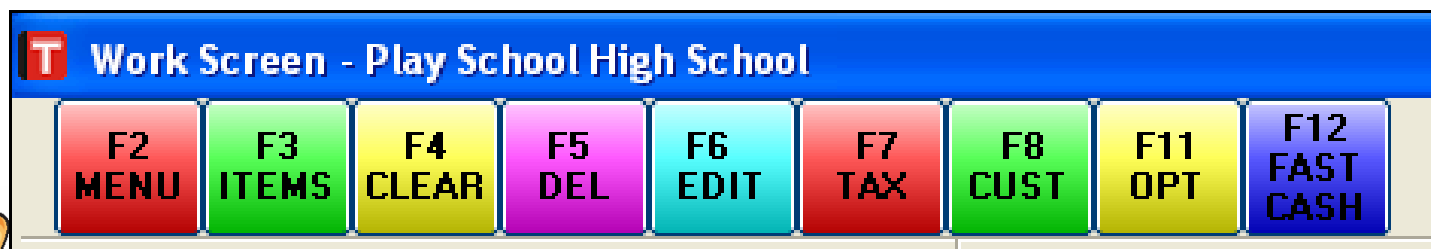


Shortcuts on the Work Screen

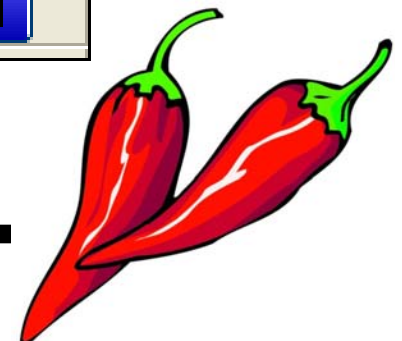
***Most Important Rule –
Whenever possible, use
the keyboard – NOT the
mouse!***

F2	Return to Menu.
F3	Item Lookup.
F4	Clear Screen.
F5	Delete Detail Line.
F6	Edit Detail Line.
F7	Edit Sales Tax Amount.
F8	Customer Lookup.
F11	Options – more buttons.
F12	Fash Cash Sale.

Function Keys are Great!

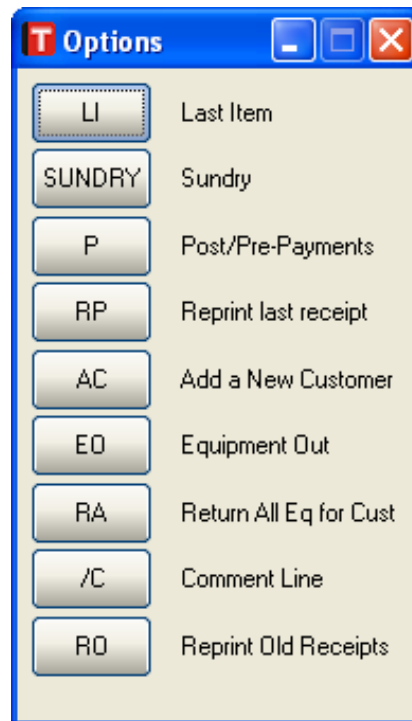


CONNECTIONS 2007

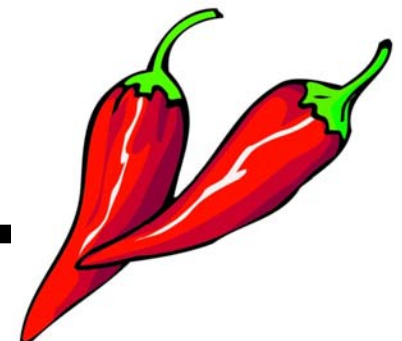


Shortcuts on the Work Screen

F11 Option Keys – use the button or type the letters.



LI	Sell Last Item.
SUNDRY	Print Sundry Receipt.
P	Post Payments/Pre-Payments.
RP	Reprint last receipt.
AC	Add a New Customer.
EO	Equipment Out.
RA	Return all Equipment for Customer.
/C	Comment Line.
RO	Reprint Old Receipt.



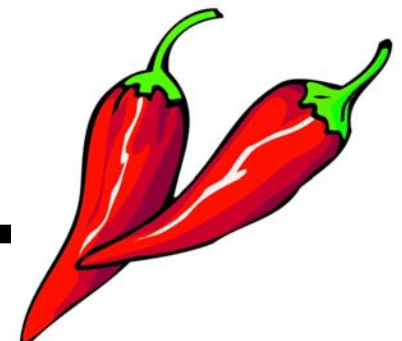
Shortcuts on the Work Screen

More Buttons.

F9	Print receipt and complete sale.
CH	Display Customer History.
LC	Load Last Customer on screen.
NOTE	Access Notes for this Customer.
R	Return.

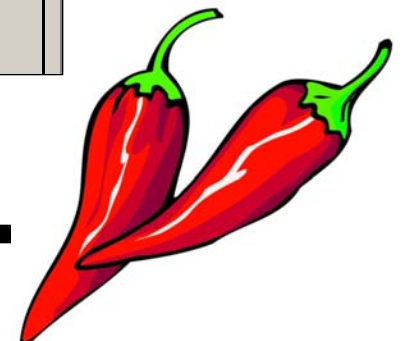
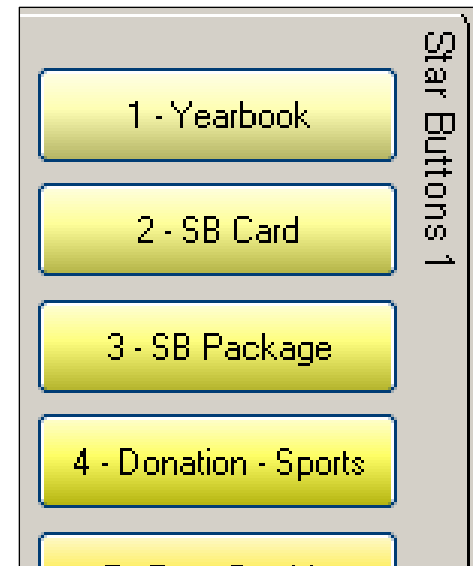


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Shortcuts on the Work Screen

- STAR Hot Keys on the Work Screen. Each of 18 buttons can represent a different Item. For example, to sell YEARBOOK, you can either....
 - Click the Yearbook button.
 - Press Star (Asterisk) & 1: that is *1.

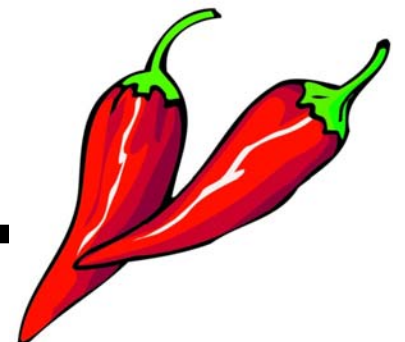


Fast Cash Sales

- Make sales with one keystroke when it's an all CASH sale. This is especially great to use in your student store.
- You can set up Fast Cash sales in Management/Customize/Workstation Settings/Receipts Tab.



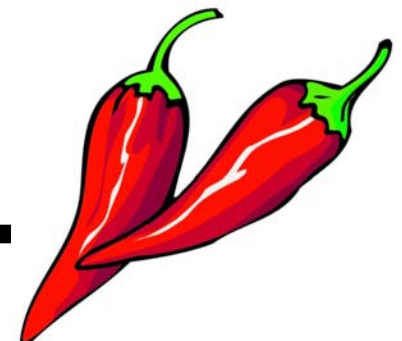
CONNECTIONS 2007



Fast Cash Options

- Options on Receipts tab.
 - Allow Fast Cash F12 Sales.
 - Allow Fast Cash Sales with Cust on Work Screen.
 - Print Receipt for F12 Sales.

Fast Cash Settings	
Allow Fast Cash F12 Sales	<input checked="" type="checkbox"/>
Allow Fast Cash Sales with Customer	<input checked="" type="checkbox"/>
Print Receipt for F12 Sales	<input checked="" type="checkbox"/>
Show Change For Fast Cash	<input checked="" type="checkbox"/>



Options on Hardware tab

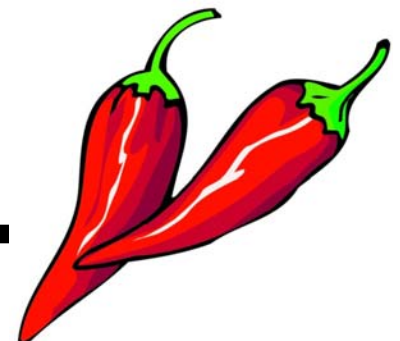
Open Drawer for F12 sales

Cash Drawer

Receipt Printer Type	None or Other	<input type="checkbox"/>
Number of Receipts to	None or Other	<input type="checkbox"/>
Activate Cash Drawer	3530, 3540, 3550, etc.	<input type="checkbox"/>
Cash Drawer	CBM 1000	<input type="checkbox"/>
	Epson Slip TM-H2000II	<input type="checkbox"/>
	8.5 x 11 Letter	<input type="checkbox"/>
Open Drawer for F12 Sales		<input checked="" type="checkbox"/>
Allow 'C' to Open Cash Drawer		<input checked="" type="checkbox"/>



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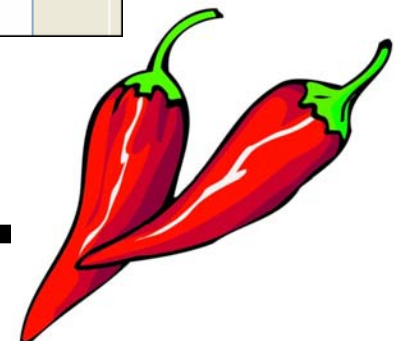


Mistake #1

- You sold a yearbook on account to the wrong student.
- Reverse the sale to the wrong student – credit on account.
- Sell the yearbook on account to the right student.

The screenshot shows a software interface for 'Play School High School'. At the top, there are function keys: F2 MENU, F3 ITEMS, F4 CLEAR, F5 DEL, F6 EDIT, F7 TAX, F8 CUST, F11 OPT, and F12 FAST CASH. The main window displays student information for 'Turner, Felicia' with ID 901262, a balance of 90.00, and a status of 'Active'. A 'YRBK' button is visible. A 'Total' dialog box is open, showing a 'Receipt Total' of -90.00 and a 'How Paid' dropdown set to '6-Credit to account'. Below the dialog, a table lists items:

Item Number	Description	Dept	Quantity	Price	Ext Price
YRBK	YE&RBOOK		-1	90.00	-90.00

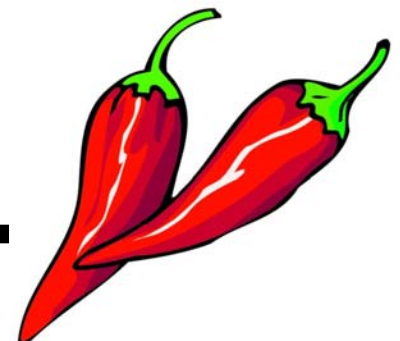


Mistake #2

- You accepted a payment, but called it a “Prepayment” instead of applying it against the correct debt.
- Tracks shows a total balance due of zero, but the item still shows as “DUE.”
- You need to offset the debts against the prepaid amount.

Receipt	Date	Item No./Description	Amount	Due	Amount Paying	Agency
0000205	10/05/06	YBK/YEARBOOK 05-29	90.00	90.00	0.00	
0000276	02/28/07	PREPAY/Yearbook payment	-90.00	-90.00	0.00	

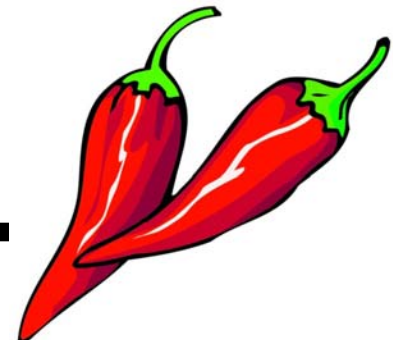
Total Amount 0.00
Total Due 0.00
Total Paying 0.00



Mistake #3

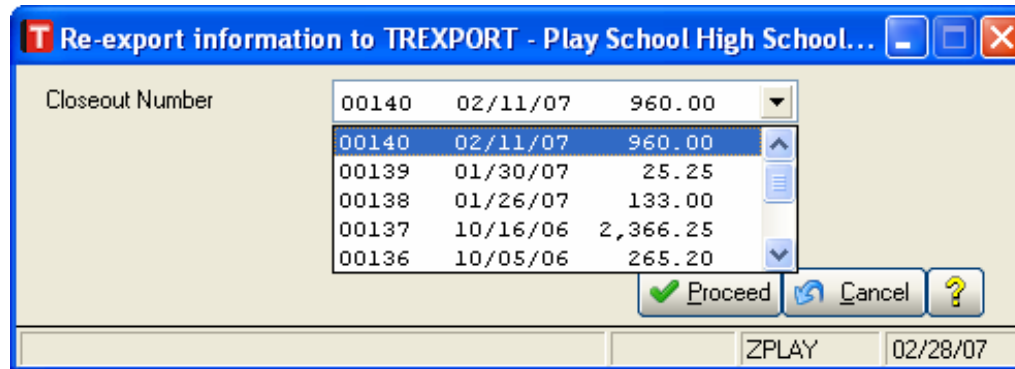
- Someone changed the path for Tracks/SchoolBooks integration and one of your Closeouts didn't get imported.
- Correct the Export/Import paths in SchoolBooks & Tracks.
- Go into Tracks and Re-export the Closeout.
(Management/Special Functions/Utilities/Re-Export to Accounting.)

File Repair Utility
Key Repair Utility
File Analysis and Repair
Session Console
Renumber/Merge
Import GL from SchoolBooks
Re-Export to Accounting
Customers to Price B
Run a Program
Reset Moved Screens

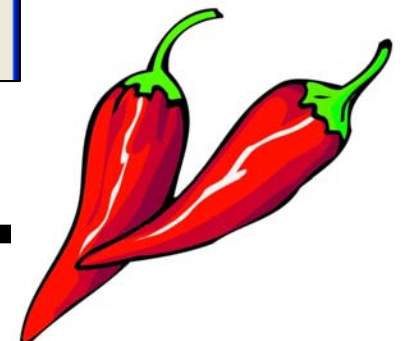
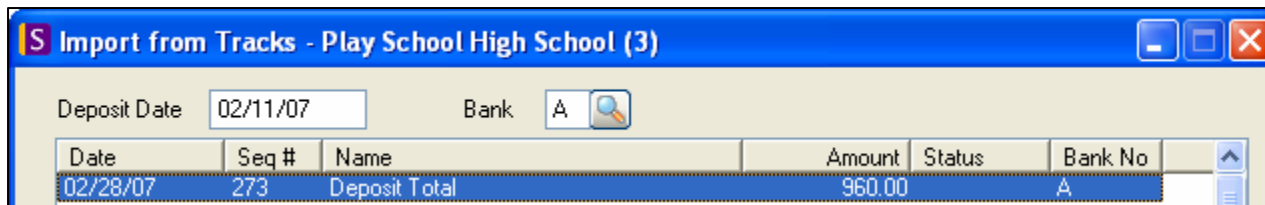


Mistake #3 - continued...

- Select the missing Closeout and re-export.



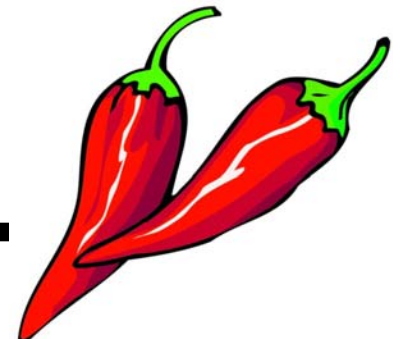
- In SB, go to Import from Tracks and select the correct Closeout, but change the date so it will import into Bank Deposit Entry with the correct date.



Mistake #4

- Your Refund Item is set to Prompt for GL!
- This is wrong! Why? You need to write a refund check for a yearbook. If you enter the Yearbook Sales account here, you will be taking the money out of Yearbook Sales TWICE! The Refund Check Item should be pointing at a Clearing Account.

Item No.	REFCHK	Type	Service
Description	REF CHK: ENTER DESCRIPTION	Last Activity	
1. Main	2. Levels	3. Additional	
Cust Reqd <input checked="" type="checkbox"/>	Cash Only <input type="checkbox"/>	Prompt for Price <input checked="" type="checkbox"/>	Prompt GL ? <input checked="" type="checkbox"/>
Sundry <input type="checkbox"/>	Price	0.00	GL Account



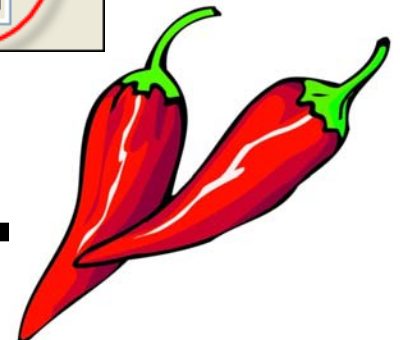
Mistake #4 – continued...

- The Tracks receipt:
 - The first line shows YRBK with a negative quantity. That backs the yearbook OUT OF the Yearbook Sales account and takes the student off the list.
 - The REFCHK line points at a Clearing account and puts the money INTO Temp Clearing.

Item Number	Description	Dept	Quantity	Price	Ext Price
YRBK	YEARBOOK		-1	60.00	-60.00
REFCHK	YEARBOOK		1	60.00	60.00

F9 PRINT	CH HIST	LC LAST	NOTE	R RET	?
----------	---------	---------	------	-------	---

Sub-Total	0.00
Sales Tax	0.00
Total	0.00



Mistake #4 – continued...

- Writing the refund check:
 - Enter the invoice to the student and charge the Temp Clearing account.
 - When you write the check, the money will come OUT OF Temp Clearing.

Vendor: DORENLIS01 Doren, Lisa Amount: 60.00
Invoice: REF277 Date: 02/28/07 Balance: .00

1. Header | 2. Detail

Type: Amount Purpose:

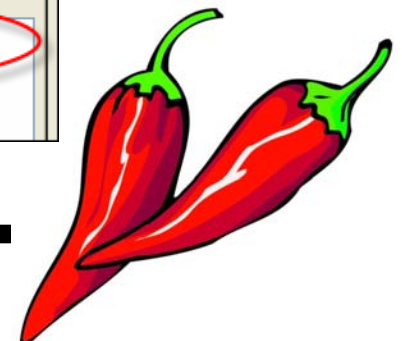
Auth By: GL:

Category:

Quantity	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable Rate	Tax	Freight
1	1	0	0	0	.00	.000 %	.00	.00
Amount	.00	.00	.00	.00				

OK Undo Ins Del

Line	Type	Item	Qty	Qty	Qty	Cost	Amount	Tax	Freight	Total
		Purpose	Ord	Rec	BO	GL Account			Category	
1	A	REFCHK Refund YEARBOOK	1	1	0	60.00 9998-00-00	60.00	0.00	0.00	60.00

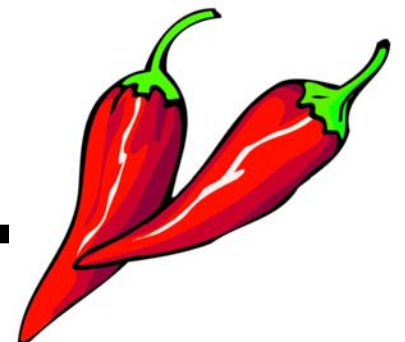


Other Miscellaneous Mistakes

- A temp came in and screwed everything up. You want to pretend it never happened. It's only 1 day – you want to re-enter everything – correctly.
 - Restore from backup – check the Backup Log.
 - You DID make a backup before you left, right?
- You set up User Codes, but can't remember your password.
 - Call Blue Bear and we can login to get you into the program and set up a new password. *Note: If you are not the primary user, we will need authorization from your supervisor/principal.



CONNECTIONS 2007



Mistakes That Can Be Corrected without a Sale – Editing Only

- You entered a donation to the wrong Donor. Go to Donation Maintenance and change the Donor.
- You can add lines to this receipt here too.

Transaction No 0000274 Sequence Number 0001 N

Donor No. 0001028 Wells, Tom

Date 02/11/07

Customer Number P1488 Cho, Stephanie

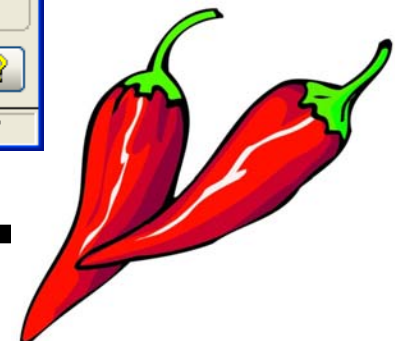
Item Number DONSPT Donation - Sports

GL Account 2250-00-00 Athletic Club

Amount 500.00

Accept Cancel Delete ?

Press to write/rewrite record ZPLAY 02/28/07



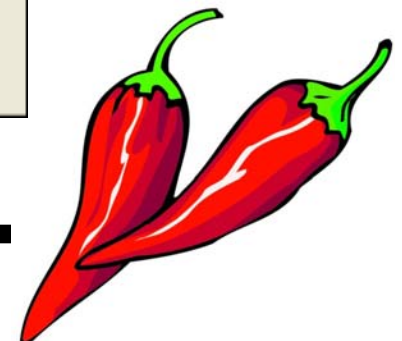
Mistakes That Can Be Corrected without a Sale – Editing Only

- You can edit Vehicle records – enter license & insurance after the fact.

Customer No	P1488	CHO, STEPHANIE
Permit No	102	
License No	5TRG345	
State		
Insurance	FARMERS	
Drivers License	E23456	
Note		
Year	1998	
Make	CHEVY	
Model	MALIBU	
Color	WHITE	
Receipt No.	0000272	
Receipt Date	02/11/07	



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Mistakes That Can Be Corrected without a Sale – Editing Only

You can edit Equipment records.

T Equipment Maintenance - Play School High School

Customer No. 901244 Edwards, Jaime

Sequence No. HELMET 00001

Item No. HELMET Football Helmet

Description Football Helmet

Issued

Receipt No. 0000158

Date 02/11/07

Time 10:13

Bonus Label Tag #

Description 754

Returned

Receipt No.

Date

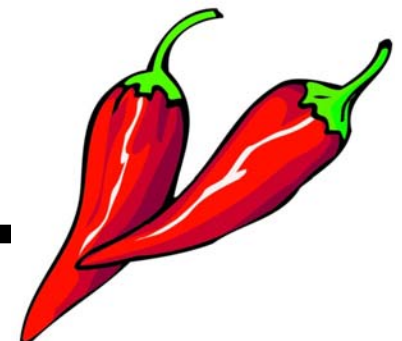
Time

Status OUT

Navigation: K, <, >, >>

Buttons: Accept, Cancel, Delete, Printer, Help

Save All Changes ZPLAY 02/28/07



Mistakes That Can Be Corrected without a Sale – Editing Only

- You can modify Bonus fields, GL Accounts, and Categories.

Modify Bonus/GL/Category - Play School High School

Filter By Closeout Dates From: 07/01/06 To: 02/28/07

Filter By Closeout Number

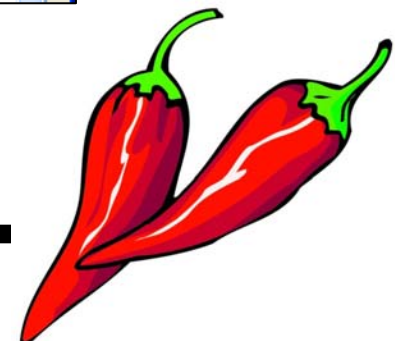
Rec No. 0000180 Seq No. 0001 Bonus Field Katie Holmes

Item No. PROMD Description Prom Double GL Account 3105-00-00

Customer 901249 Name Cruise, Tim Class of 2007

Quantity 1 Amount \$80.00 Category

Rec No	Se...	Item No	Desc	Customer	Name	Quantity	Bonus	GL Account	Category
0000179	0002	TSHIRT ...	T-SHIRT XL RE...	901253	Banu, Bella	1		2810-30-00	
0000180	0001	PROMD ...	Prom Double	901249	Cruise, Tim	1	Katie Holmes	3105-00-00	
0000181	0001	INTER ...	Internet form	901255	Bose, Sandra	1		4250-40-12	
0000182	0001	YRBK ...	YEARBOOK 05-06	13228	Sanders, Susan	1		4105-40-00	
0000183	0001	YRBK ...	YEARBOOK 05-07	45000	Martin, Carolyn	1		4105-40-00	
0000184	0001	YRBK ...	YEARBOOK 05-08	654321	Sampleton, Susan	1		4105-40-00	
0000185	0001	YRBK ...	YEARBOOK 05-09	901234	Peterson, JB	1		4105-40-00	

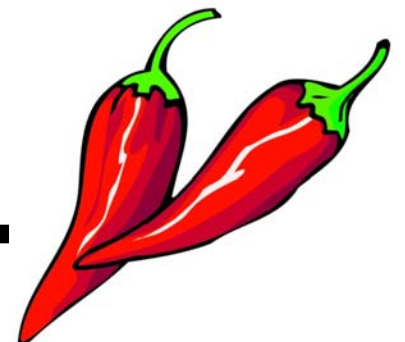


Stopping Mistakes Before They Happen

- Check your Closeout Report BEFORE you say “Yes” to update. Do not update a Closeout Report that is wrong.
- Count your cash BEFORE doing a Closeout.
 - You can turn Cash Count on or off. (Management/Customize/School Settings/Closeout 2 Tab)



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Stopping Mistakes Before They Happen

Protect yourself from posting current work to a PRIOR YEAR school.

- Make the school Read Only. (Management/Customize/School Settings/Integration Tab)
- Change the Prior Year desktop to a different color – RED is nice and bright!

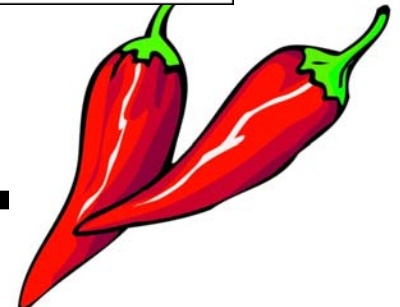
.... PCR Export to Daughter	<input type="checkbox"/>				Export to Daughter
.... PCR Import from Daughter	<input type="checkbox"/>				Import from Daughter
.... Import From RevTrak	<input type="checkbox"/>				Import From RevTrak
Customer Menu					
.... Customer Maintenance	<input checked="" type="checkbox"/>	Magenta			Customer Maintenance
.... Customer Inquiry	<input type="checkbox"/>				Customer Inquiry

Desktop Color For This School	Red	OK	Cancel	?
	White			
	Default			
	Red			
	Neon Green			
	Yellow			
	Royal Blue			
	Magenta			
	Aqua			

ZZPL0506 02/28/07



CONNECTIONS 2007

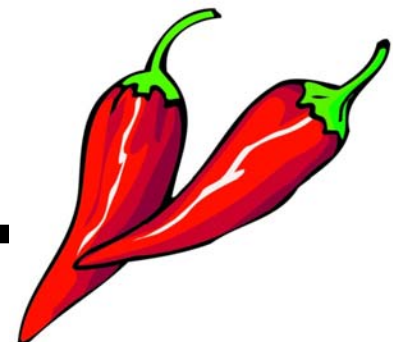


Stopping Mistakes Before They Happen

- Use ZPLAY Play School data to try new things and figure out how to do something rather than experimenting with your real data.
- Protect yourself from the mistakes of others. Set up User Codes and Menu Security. Don't share your password.
- Make a backup every single day. And it's best if you make the backup to a removable device. It's the best insurance you can have to protect your data.



CONNECTIONS 2007



Let's Walk Through It!

Or

Questions & Answers



CONNECTIONS 2007

