

## Blue Bear Software

### Web Store Import Information

This document describes the rules for importing Web Store transactions into Blue Bear's Tracks software.

#### How the Import Routine Works:

1. Import files must be tab-delimited, with carriage-return/line-feed at the end of each record.
2. The file can be in any location because the user can browse to find it during the import process. The import remembers the name and location.
3. How the import works:
  - a. The entire file is read into a memory file.
  - b. The program performs a validation routine on all the Customer numbers and Item numbers to make sure they are valid.
  - c. Once a transaction is imported, you cannot import the same transaction again without help from Blue Bear Support. This protects users from inadvertently importing the same transactions twice.

#### General Rules:

1. All quotation marks anywhere will be stripped.
2. Items numbers and Customer numbers must exist in Tracks.
3. You cannot sell Sundry items.
4. Item number
  - a. Is always truncated or padded to 16 and forced to UPPERCASE
5. Quantity Field
  - a. If blank, quantity is assumed to be 1.
  - b. If not blank, program uses quantity given.
6. Item handling in Tracks
  - a. If the quantity is not zero and the Tracks Item Type is "P," the program updates the quantity on hand field for the Item.
  - b. If the Item is the Price Level B item, the program changes the Customer to a Price Level B.
  - c. If an Item is a Kit type item, the import program explodes the Kit into its components.
    - i. When the Kit is exploded and there is no Convenience Fee item declared, the import program will distribute the Convenience Fee amount among the component items so they add up to the total.
  - d. Prepayment type item. This is how you make payments on account. Payments have to be applied or reconciled manually by the user in Tracks.
  - e. Donation item – the import routine looks at the Item Type for the item being sold. If Type=D, the program considers it to be a donation and uses GL account for item.
    - i. If the Item type is "D", then the program uses the GL Account in Item Maintenance. Additionally, the program creates donor and donation records using the Payor Name and Address for Donor fields.

## Import file – data fields

	Field Name	Format (Max Length)	Description	Sample data	Used in Tracks Import	Comments
1	Unique ID	String (10)	Unique ID of this transaction	13880	Y	Each transaction line item sold must have its own unique ID. The import program uses this number to determine whether the item has been previously imported.
2	Date	MM/DD/YYYY	Transaction date	06/17/2007	Y	
3	Time	HH:MM:SS	Transaction time	8:13:53	Y	The import uses the current time, not the transaction time. This will be changed in the future to use the actual transaction time.
4	Order Number	String (8)	Web order number. May span multiple lines.	17122003	Y	The program uses this to determine which items are on the same web store receipt.
5	Student ID	String (10)	Student number	18880757	Y	This is usually the unique district ID number for this student.
6	SubTotal	Number (9.2)	Purchase amount for this line	402.92	Y	The amount for this item.
7	Fee	Number (9.2)	Convenience or handling fee	0	Y	Any convenience fee added to this item.
8	Grand Total	Number (9.2)	Amount+handling Fee	402.92	Y	The total amount for this item.
9	Modifier	String (20)	Extra information associated with the item.		Y	See explanation and rules below.
10	Comment	String (60)	Comment entered for this order		Y	See explanation and rules below.
11	Payor First Name	String (20)	First name of person paying	Mary Ann	N	Used only for Donation Type Items.
12	Payor Last Name	String (30)	Last name of person paying	Helmsley	N	Used only for Donation Type Items.
13	Payor Address 1	String (30)	Address 1	123 Elm Street	N	Used only for Donation Type Items.
14	Payor Address 2	String (30)	Address 2		N	Used only for Donation Type Items.
15	Payor City	String (20)	City	Anytown	N	Used only for Donation Type Items.
16	Payor State	String (2)	State	CA	N	Used only for Donation Type Items.
17	Payor Zip	String (9)	Zip code	93232	N	Used only for Donation Type Items.
18	Payor Phone	String (12)	Phone number	333-444-5555	N	Used only for Donation Type Items.
19	Payor Email	String (30)	Email of person paying	<a href="mailto:mhelmsley@cox.net">mhelmsley@cox.net</a>	N	Used only for Donation Type Items.
20	Credit Card #	String (20)	Masked credit card Number	Xxxxxxxxxxxx1234	Y	Saved as payment description.
21	SKU	String (16)	Blue Bear item number	CHEER	Y	This item number is validated in Tracks Item Maintenance.
22	Quantity	Number (5.0)	Quantity purchased	1	Y	
23	Price	Number (9.2)	Unit price of item purchased	402.92	Y	Price is assumed to be either SubTotal or GrandTotal unless there is a non-zero value in Price.
24	Transaction Fee	Number (9.2)	Transaction fee for this item	3.50	Y	

## How Tracks handles Convenience Fees and Transaction Fees

1. Definitions:
  1. Convenience Fee – an optional fee the school charges the consumer to offset transaction fees.
  2. Transaction Fee – a fee charged to the school for processing the transaction.
  3. Three models for transaction fees:
    - a. Model A: Transaction fees are not deducted from each individual line item sold, but are calculated on a periodic basis and either deducted from the primary bank account (weekly, bi-weekly, monthly) or invoiced to the school. These entries are not accounted for in the import file, but are entered as a separate accounting transaction by the user.
    - b. Model B: Transaction fees are calculated for each line item sold and the data is passed in the import file. The school receives the net of each line item (Grand Total minus Transaction Fee).
    - c. Model C: Transaction fees are calculated for each line item, but are not passed down in the import file. The processing company retains the fees and only the amount of the actual item sold is included on each detail record.
2. Setup in Tracks
  1. Models A and B:
    - a. You can designate items (and GL Accounts) in Item Maintenance for both convenience fee and transaction fee.
    - b. You then enter those items in School Settings depending on the school wants to record transactions in Tracks.
  2. Model C
    - a. Since you don't have to record either the convenience fee or the transaction fee in Tracks, you will not need to do any setup.
3. If you designate a Convenience Fee Item in Tracks setup, the program will combine all convenience fees on the receipt into a separate detail line. The Web Store transaction looks like this:

Item	Price	Conv Fee	Total
YEARBOOK	50.00	2.00	52.00
ARTFEE	10.00	.50	10.50
TOTAL	60.00	2.50	62.50

The Tracks receipt looks like this. Each detail line posts to the GL Account associated with that Item.

Item	Price
YEARBOOK	50.00
ARTFEE	10.00
CONVFEE	2.50
TOTAL	62.50

4. If you do not designate a Convenience Fee Item, the same Web Store transaction shown above translates into a Tracks receipt like the one below. Again each detail line posts to the GL Account associated with that Item.
  1. Rule: If a Convenience Item has not be declared in Setup, the program makes the Price = Grand Total.
  2. Note: We only allow you to sell a quantity of 1 when using this model. Otherwise, the program wouldn't know how to calculate the unit price correctly.

Item	Price
YEARBOOK	52.00
ARTFEE	10.50
TOTAL	62.50

5. If you attempt to sell multiple quantities and do not have a Convenience Fee item set up, the program will do the following:
  1. Display this error message: "You have transactions which contain a convenience fee and a quantity greater than 1. In order for these to be processed correctly, you must set up a convenience fee item in Management/Customize/School Settings."
  2. Gracefully exit. The import will abort with the previous items having been imported. No further import will take place.
  
6. If you designate a Convenience Fee Item and a Transaction Fee Item in Tracks setup, the program will combine all convenience fees on the receipt into a separate detail line. The Web Store transaction looks like this:

Item	Price	Conv Fee	Transaction Fee	Total
YEARBOOK	50.00	2.00	-1.95	49.95
ARTFEE	10.00	.50	-.45	9.95
TOTAL	60.00	2.50	-2.40	59.90

The Tracks receipt looks like this. Each detail line posts to the GL Account associated with that Item.

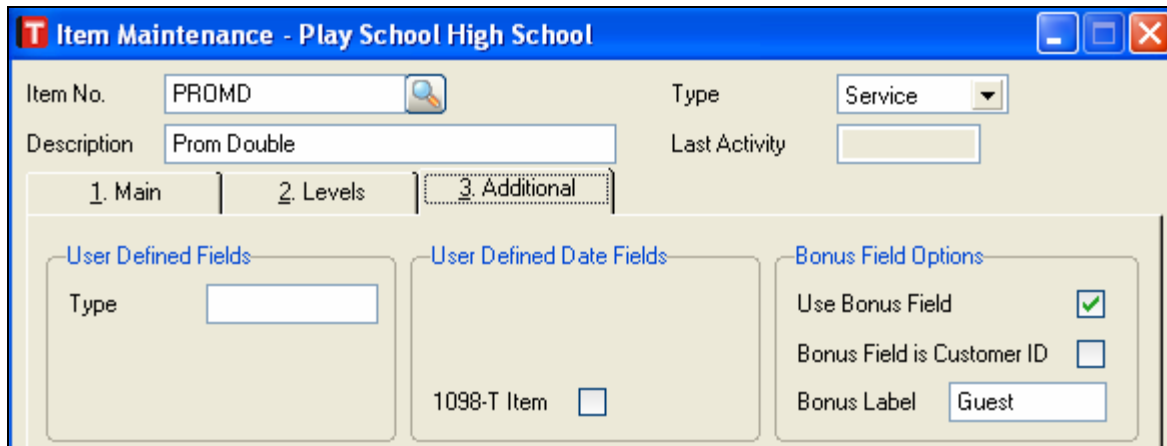
Item	Price
YEARBOOK	50.00
ARTFEE	10.00
CONVFEE	2.50
TRANSFEE	-2.40
TOTAL	59.90

7. If you do not designate a Convenience Fee Item or a Transaction Fee Item, the same Web Store transaction shown above translates into a Tracks receipt like the one below. Again each detail line posts to the GL Account associated with that Item.
  1. Rule: If a Convenience Item has not be declared in Setup, the program makes the Price = Grand Total.
  2. Note: We only allow you to sell a quantity of 1 when using this model. Otherwise, the program wouldn't know how to calculate the unit price correctly.

Item	Price
YEARBOOK	49.95
ARTFEE	9.95
TOTAL	59.90

## Rules for importing Bonus Field data:

Background: Items in Tracks can be set up to capture additional information about a transaction. This data is stored in a Bonus field. Let's assume that the Item is PROMD (Prom Double), the Bonus Field Label is Guest, and we want to capture the name of the guest for each transaction. The screen below shows how the item is set up in Tracks.



**Item Maintenance - Play School High School**

Item No.  Type

Description  Last Activity

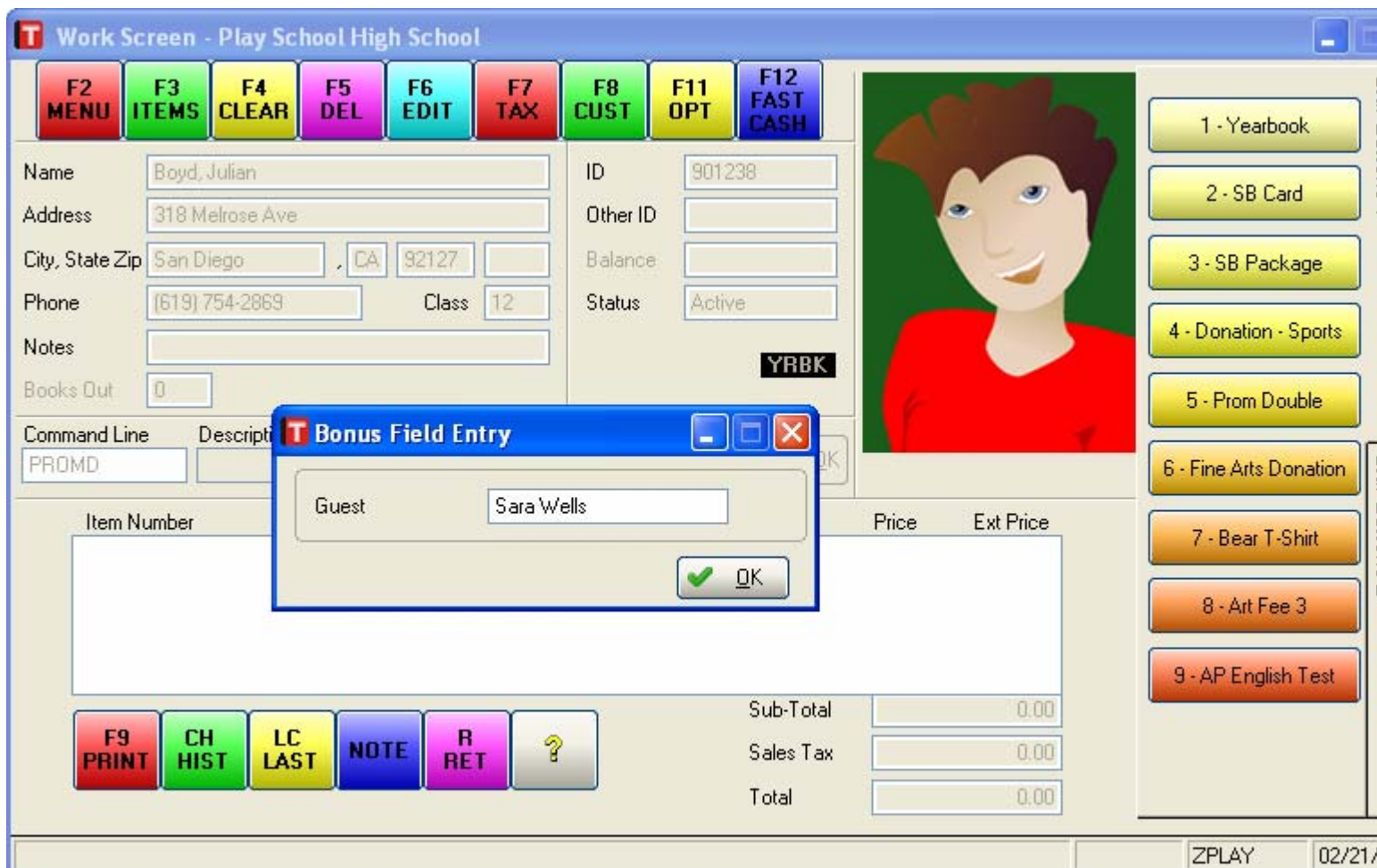
1. Main | 2. Levels | 3. Additional

User Defined Fields: Type

User Defined Date Fields: 1098-T Item

Bonus Field Options: Use Bonus Field  Bonus Field is Customer ID  Bonus Label

In a typical Tracks transaction, you sell a PROMD to Julian Boyd. He says his guest will be Sara Wells. The transaction in Tracks will show a Bonus Field like "Guest: Sara Wells."



**Work Screen - Play School High School**

F2 MENU | F3 ITEMS | F4 CLEAR | F5 DEL | F6 EDIT | F7 TAX | F8 CUST | F11 OPT | F12 FAST CASH

Name  ID

Address  Other ID

City, State Zip    Balance

Phone  Class  Status

Notes

Books Out

Command Line  Description

**Bonus Field Entry**

Guest

OK

Item Number  Price  Ext Price

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

Sub-Total   
Sales Tax   
Total

1 - Yearbook  
2 - SB Card  
3 - SB Package  
4 - Donation - Sports  
5 - Prom Double  
6 - Fine Arts Donation  
7 - Bear T-Shirt  
8 - Art Fee 3  
9 - AP English Test

ZPLAY 02/21/17

### Importing Bonus field data:

Data for both the Bonus Field Label and the Bonus Field can be imported into Tracks. Data is imported using the Modifier and Comment fields. The rules below show how the Tracks import program uses creates bonus field information.

The logic for the import program is as follows:

1. If Modifier = blank & Comment = blank, then Bonus Label = blank and Bonus Field = blank. There is no Bonus field data captured.

Example:

Field	Value	Result in Tracks
Modifier		
Comment		

2. If Comment <> blank, then Bonus Label = Item bonus label and Bonus field data = Comment. Example: we import the Comment "Sara Jones" and the import program gets the Bonus Label "Guest" from the Item PROMD.

Example:

Field	Value	Result in Tracks
Modifier		
Comment	Sara Jones	Guest: Sara Wells

3. If Comment = blank and Modifier <> blank, then everything to left of the first semicolon in the data becomes the Label and everything to the right of the first semicolon = Bonus field value.

Example:

Field	Value	Result in Tracks
Modifier	Guest;Sara Wells	Guest: Sara Wells
Comment		