The Financial Edge™

School Store Manager Guide
School Store Manager Guide

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School Store Manager Basics

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School Store Manager is an optional module for Student Billing. With School Store Manager you can post school store charges to Student Billing when you use Store Operations, the point-of-sale software produced by Microsoft’s Retail Management System. For more information about Store Operations, visit the Microsoft Web site.

When School Store Manager uses Store Operations, you can produce a single statement with both school store and tuition charges, while reducing data entry time and errors. You can transfer customer information from Student Billing to Store Operations and set up multiple databases for multiple school stores. In addition, you can print customer ID cards with bar coding, which customers can then use as debit or credit cards.

With Store Operations, you can maintain multiple school store databases. You can transfer each school store’s transactions in summary to Student Billing through School Store Manager and then post them to General Ledger. You can also create a post file and import transactions directly into General Ledger.

This chapter introduces the basics of School Store Manager, including instructions for accessing School Store Manager functions. Subsequent chapters provide explanations and procedures for using School Store Manager with Store Operations. Appendices include sample ID cards and a sample transaction report.

Setting Up School Store Manager

Proper setup of School Store Manager is necessary to connect Student Billing with Store Operations. You must define security settings that grant you access to School Store Manager configuration and access to the School Store Manager module. Security settings for School Store Manager are accessed through the Student Billing Administration page. You access configuration for School Store Manager through Configuration in Student Billing. Once configuration is complete, all School Store Manager functions become fully active and you can post transactions from Store Operations to Student Billing.

Setting Security for School Store Manager

Setting security for School Store Manager includes granting access to the School Store Manager module and its configuration privileges.

- Setting School Store Manager Access

  In order to access School Store Manager, you must set the appropriate security options in Administration.

  1. From Administration in Student Billing, click Set up system security. The Set up system security page appears.

  2. Select a user group and click Open. The Group-<User Group Name> screen appears.
3. In the **System Components** box, select Student Billing. With the box marked, a list of security privileges appears in the **Student Billing Privileges** box on the right.

4. In the **Student Billing Privileges** box, select School Store Manager.

5. Click **Save and Close** to return to the Set up system security page appears.

6. Select **File, Exit and Sign Out** from the menu bar to exit *The Financial Edge*.

7. Log in to *The Financial Edge* and select **Student Billing** from the action bar. The **School Store Manager** button appears on the navigation bar.
Setting School Store Manager Configuration Access

In order to access School Store Manager configuration privileges, you must set the appropriate security options in Administration.

1. From Administration in Student Billing, click Set up system security. The Set up system security page appears.
2. Select a user group and click Open. The Group-<User Group Name> screen appears.
3. In the System Components box, select Student Billing. With the box marked, a list of security privileges appears in the Student Billing Privileges box on the right.

4. In the Student Billing Privileges box, select Configuration.
5. In the action bar, click Options. The Security Options screen appears.
6. Mark **School Store Manager**. If any additional privileges are available, they are displayed in the box on the left. If no privileges are available the box is empty.

7. Click **OK** to return to the Group-<User Group Name> screen.

8. Click **Save and Close**. When you open the Configuration page, **School Store Manager** appears.
CHAPTER 1

Configuring School Store Manager for Store Operations

Configuring School Store Manager is the first step in establishing the connection between Store Operations and Student Billing. When you complete configuration for at least one store, all School Store Manager functions become fully active and you can load transactions to Student Billing.

Quicksell 2000 is no longer supported in Student Billing 7. You must convert your database to Store Operations in order to use School Store Manager in Student Billing 7. This needs to be done prior to running the conversion utility to convert Student Billing 6 to Student Billing 7.

Once School Store Manager is configured to work with Store Operations, you can load student and faculty information through Load Students. You can use this information to print ID cards for students and faculty. Additionally, you can print a transaction report for all or selected customers of one or more school stores. You can filter the report by specific items that have been sold.

The School Store Configuration screen is where you configure settings for each store added to the program. On the Options tab of that screen, you define the account number that automatically appears on ID cards when they are printed.

Prior to configuring School Store Manager you need to perform a series of steps.

- **Define Field Mapping** – Configure customer fields in Store Operations so they can be correctly mapped to Student Billing fields. Spare Store Operations fields must be entered in the correct customer field type format (text, date, or numeric) for the selections to appear in School Store Manager.

<table>
<thead>
<tr>
<th>Student Billing field</th>
<th>Store Operations field type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Billing record #</td>
<td>Text field</td>
</tr>
<tr>
<td>Date ID card printed</td>
<td>Date field</td>
</tr>
<tr>
<td>Birth date</td>
<td>Date field</td>
</tr>
<tr>
<td>Gender</td>
<td>Text field</td>
</tr>
<tr>
<td>Class of</td>
<td>Numeric field</td>
</tr>
<tr>
<td>Grade</td>
<td>Text field</td>
</tr>
</tbody>
</table>

Student Billing record # and Date ID card printed fields are required. The other spare fields are optional. The Student Billing record # field is used to link Student Billing and Store Operations. Student Billing automatically assigns the Student Billing record # based on the last section of the student import ID. To view the student’s import ID, open the student record and select File, Properties from the menu bar.

- **Set up credit account types** – Set up credit account types for each store in Store Operations.

- **Configure store IDs for each store** – Each store must be assigned a different number in Store Operations or you receive an error while configuring School Store Manager. It is important to set unique IDs for each store in Store Operations.

We strongly recommend you do not change spare field mappings after loading students. When you change field mappings, Student Billing and Store Operations no longer recognize the other’s information.

For more information about configuring settings in Store Operations, review the online help file in Store Operations.
• **Set up a billing item** – Create a billing item to apply to school store charges on the Products and Billing Items tab of the Configuration page in *Student Billing*. You can configure each store to use a separate billing item or you can use one billing item for all stores.

*Student Billing* performs all selected options on the billing item when a charge from *Store Operations* is applied to an item. For example, if you established a default sales tax on the billing item, the default sales tax fee is generated when a charge from *Store Operations* is applied to the fee. Be aware that a default sales tax on a billing item cannot be separated from a transaction, even if the item is tax-free. Therefore, we recommend using separate fees for billing and tax.

• **Create a tax item** – If you want a separate tax item, make sure you create it on the Products and Billing Items tab of the *Configuration* page in *Student Billing*. You can add a different tax item for each store or use one tax item for all stores. Tax items are required.

➢ **Configuring School Store Manager for Store Operations**

1. From the navigation bar, click **Configuration**. The Configuration page appears.
2. Click **School Store Manager.** The School Store Manager page appears. “Store Operations” appears in the **Installed System** field. Stores appear in the grid below.

3. On the task bar, click **Add New Store.** The School Store Configuration screen appears.

4. On the General tab, in the **Store Code** field, enter an alphanumeric code (up to 10 characters) that identifies this school store in **Student Billing.**

5. In the **Description** field, enter a description to identify the store in **Student Billing.**

6. In the **Server name** field, select a server to connect to the database. You can only connect one server to a database.

7. In the **Database name** field, enter the name of the database exactly as it appears in **Store Operations.**
8. In the **User name** and **Password** fields, enter the security information to login to the database in *Store Operations*.

9. In the **Status** field, select “Active” to activate store transactions or select “Inactive” to make store transactions inactive.

For more information about locating the database name in *Store Operations*, review the online help file in *Store Operations*. 
10. Select the Options tab.

![School Store Configuration dialog box]

11. In the **Use [ ] as Store Operations Account #** field, select “Social Security No.” or “Student ID”.

12. In the **School name** field, enter the name of the school for this store.

13. In the **Charges applied to item** field, select the billing fee to which charges are applied. Only flat rate billing items for the current year appear in the list.

14. In the **Taxes applied to item** field, select the tax fee you want applied to the charge.

15. In the **Spare Field Mapping** frame, select the **Store Operations** fields in the **Map To** column for each **Student Billing** field in the left column.
We strongly recommend you do not change spare field mappings after loading students.

16. Click **OK** to complete configuration.
Accessing School Store Manager

You can access School Store Manager from the navigation bar in Student Billing. Click School Store Manager and the School Store Manager page appears.

School Store Manager Functions

School Store Manager contains several functions:

- **Load Students** – Use this function to load specific student information directly into Store Operations as customer information. You can update a spare code or flag in Student Billing for each student loaded into Store Operations.

- **Load Transactions** – Use this function to export charges and credits from Store Operations accounts to Student Billing. You can create summary charge transactions for selected students.

- **Print ID Cards** – Use this function to generate ID cards for students and individuals. Your customers can use the ID cards as debit cards or credit cards when making purchases through their Store Operations accounts.

- **Clear Store Information** – Use this function to clear customer balances to prevent duplicate balances in both Student Billing and Store Operations.
QuickSell 2000 is no longer supported in Student Billing 7. You must convert your database to Store Operations in order to use School Store Manager in Student Billing 7. This needs to be done prior to running the conversion utility to convert Student Billing 6 to Student Billing 7.

In Store Operations, you can maintain multiple school store databases. You can transfer each school store’s transactions in summary to Student Billing through School Store Manager and then post them to General Ledger. You can create a post file and import transactions directly into General Ledger.

In Chapter 1 you configured School Store Manager to work with Store Operations. Once configured, all School Store Manager functions become active. Those functions include Load Students, Load Transactions, Print ID Cards, and Clear Store Information. This chapter provides explanations and procedures for each of these functions.

Loading Students into Store Operations

When you configure School Store Manager to work with Store Operations, you can load student and faculty information through Load Students. You can also use this information to print ID cards for students and faculty and update Store Operations records based on changes made in Student Billing. You can print a transaction report for all or selected customers of one or more school stores. Additionally, you can filter the report by specific items that have been sold.

The Load Students screen contains tabs on which you can define the student information that is loaded into Store Operations from Student Billing.

- **General** – Use this tab to select parameter settings specific to student records. You can load students from a specific date, update student information already in Store Operations, and create queries of student records.

- **Filters** – Select criteria that determines the student records and student attributes to load into Store Operations.

- **Address** – Use this tab to validate student addresses.

- **Miscellaneous** – Use this tab to define student pricing options and credit and tax exemption options. You can select other Student Billing fields to load in Store Operations.

Several fields are automatically loaded into Store Operations when you load students. The student identifier (Social Security Number or Student ID) you select on the School Store Configuration screen enables Store Operations to recognize the student and attach the correct information from the student record in Student Billing.

- Account number (Social Security Number or Student ID)
- State
- Zip
- First name
- Country
- Address
- Telephone number
- City

After loading students into Store Operations, do not change the student identifier. In Student Billing, the student identifier is either the student’s Social Security Number or ID as selected in Configuration for School Store Manager.
Loading Students into Store Operations

1. On the School Store Manager page, click **Load Students**. The Load Students screen opens on the General tab.

![Load Students screen](image)

2. In the **Include these stores** grid, mark the checkbox in the **Include** column next to the stores to load.

   To load all stores, click **Select All** in the action bar below the grid. Click **Deselect All** to unmark all selected stores.

3. To filter students by the date they were added to **Student Billing**, mark **Only load students added after [ ]**. Enter a date or click the calendar to select a date.

4. If you are updating information for students loaded previously to **Store Operations**, mark **Update information for students already in Store Operations**.

5. To add a student’s middle initial to the end of the first name in **Store Operations**, mark **Append middle initial to first name**.

6. To create a query of students who are successfully loaded or updated in **Store Operations**, mark **Create output query of student records**.

7. To create a query of students who are not successfully loaded or updated in **Store Operations**, mark **Create exception query of student records**. You can use this query to update records later.

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*Store Operations* does not provide space for middle initials. Marking **Append middle initial to first name** enables the program to treat the first name and middle initial as one unit. You can use this feature to identify students with similar names.
8. Click **Next** or select the Filters tab.

![Filter screen](image)

9. To filter students by a query or load all students, in the **Include** column choose “Selected” or “All”.

If you choose “Selected”, the Selected Student query screen appears. Select a query of students or a single student and click **OK**.

10. Click **Next** or select the Address tab.

![Address screen](image)
11. In the **Validate addresses as of [ ]** field, select a date to verify addresses before loading students into *Store Operations*. Any address that is valid on the selected date is used. Any addresses that are not valid on this date are automatically excluded.

12. Mark **Consider seasonal addresses** if you want *Store Operations* to use seasonal addresses. The first valid seasonal address found on the recipient record is used, no other addresses are considered.
   - If the seasonal address has the “Send no mail” attribute, the seasonal address is excluded automatically as a possible address.
   - If a valid seasonal address is not found, the program considers the address types selected in Step 15.

13. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

   In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the statement. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

   If a valid address is not found from these address types, the program considers the attributes selected in Step 14.

14. In the grid, you can select address attribute types to consider. For example, you have a “Billing statement address” attribute you use to flag addresses for statements. When you select “Include” in the **Action** column and “Billing statement address” in the **Attribute Type** column, *Store Operations* automatically uses any valid addresses assigned this attribute.

15. To load student records into Store Operations that do not have a valid address, select “Create a record with no address” or “Omit the record” from the **If no address is found** field.
16. Click **Next** or select the Miscellaneous tab.

![Image of Load Students window]

17. If you are using a *Store Operations* multilevel pricing structure, select a level in the **Price level** field.

18. In the **Percent discount** field, enter the percentage amount for the students being loaded.

19. In the **Credit and Tax Exemption Options** grid, define:
   - **Acct. Type** – Select the account type to use for students.
   - **Credit Limit** – Enter an amount to apply for a credit limit
   - **Tax Exempt** – Mark this checkbox if the school is tax exempt.

20. In the **Additional Fields** frame, mark any of the checkboxes to load additional student information from student records in *Student Billing* into *Store Operations*.
   - **Gender**
   - **Birth date**
   - **Class of**
   - **Grade**

Any field that you did not map through *Configuration* in *Student Billing* is inactive and cannot be selected.

21. Click **Load Now**. If you selected to create output and exception queries on the General tab, Save Static Query screens appear.

22. In the **Query name** field, enter a name that clearly identifies the query. You can change the description and selected options. When you finish, click **OK**.
School Store Manager processes the students and a screen appears showing the number of students loaded and updated and the number of exceptions.

23. Click View Control Report to generate the control report. The control report displays the students loaded into School Store Manager with their social security number, student ID, grade, and any exceptions.

24. Click Close to return to the School Store Manager page.

Loading Transactions

Load Transactions creates Student Billing charge transactions from Store Operations “on account” transactions. Transactions are summarized for each student by store and loaded as one billing item and one tax item to the student’s activity.

If you are going to post these charges to General Ledger from Student Billing, select “Not Yet Posted” in the Post status field. If you create a post file from Store Operations to General Ledger, select “Do Not Post” as the post status so that charges are not posted twice (once from Store Operations and again from Student Billing).
If you mark Clear student balances, an adjustment posts equal to the current balance which sets the Store Operations balance to zero. If you do not mark Clear student balances, the student accounts in Store Operations continue to show a balance due. Over time, this could result in students reaching their credit limits, even when they do not actually owe anything.

Loading transactions from Store Operations


2. In the Include these stores grid, mark the checkbox in the Include column next to the store to load into Student Billing.

3. In the Include transactions with these dates frame, select a date value in the Transaction date field. This loads transactions in Student Billing with the selected date.

   If “<Specific range>” is selected, the Start date and End date fields are displayed. Enter the specific date range in those fields.

   For the remaining options in the Transaction date field, a read-only date or date range appears to the right of the field.

4. In the Student Billing transaction information frame, enter values in the following fields:
   - Transaction date – Enter the date to appear in Student Billing as the transaction date.
   - Due date – Enter the date payment is due.
   - Post Status – Select either “Not yet posted” or “Do not post”. If “Not yet posted” is selected, enter the date the charges will be posted to General Ledger.
5. To clear student balances in *Store Operations*, mark the **Clear student balances after transactions are successfully loaded** checkbox.

6. Select the Options tab or click the **Next** button.

7. In the **Include these comments on the Student Billing record** frame, select “System Default” to include the last name, first name, and today’s date as it appears in *Store Operations*. To create your own comment, select “Custom” and type the comment in the text box.

8. To print a control report, in the **Report Options** frame, mark **Print a control report on [ ]** and select a printer in the field on the right.
9. Click **Next** or select the Preview tab. Transactions appear in the grid before they are posted to **Student Billing**. Each transaction to be posted is marked with a checkmark in the **Include** column. To exclude a transaction, unmark the checkmark in the **Include** column.

10. Click **OK**. The Load Transactions complete screen appears. This screen displays the number of transactions loaded into **Student Billing**, the number of exceptions, and the processing time.
11. Click **View Control Report** to generate the control report. The control report displays transactions in which the customer charged any portion of the purchase to his account.

12. Click **Close** to return to the Load Transactions page.

**Printing ID Cards**

With Print ID Cards, you can process ID cards for students and faculty in *Store Operations*. Only one card type is processed at a time. To include a picture on the cards, you can print the cards with a space for adding a picture later. You can include school name, graduating class year, a signature box, date of birth, and two optional fields.

You can use preprinted ID card forms. If you preprint your school logo, you can:

- Preprint the school logo at the top of the card. Do not mark **School name** when printing the ID cards.
- Preprint the school logo in the center of the card using a watermark effect. For example, you can print the logo as a 10 percent gray screen.
- Print the school logo on the back of the card.

Using the default font settings, you can fit a school name of 30 or fewer characters on one line. If you use a picture on the ID card, the school name prints above the picture and is left-aligned.

You can select up to two user-defined fields in *Store Operations* to appear as optional fields on the ID card.
Printing ID cards with Store Operations

1. On the School Store Manager page, click **Print ID Cards**. The Print ID Cards screen appears.

![Print ID Cards Screen]

2. In the **School Store** field, select the store for which to print ID cards. The program processes only one store at a time.

3. In the **Print ID Cards for** field, select “Students” or “Faculty”. Only one card type is processed at a time.

   Based on your selection, additional options appear. Some fields may be inactive if you did not include the information when loading students.

   If you select “Students”
   - **All Students** – Includes all students loaded in Store Operations for that school store.
   - **One Student** – Enter the student name or click the binoculars to search for the student.
   - **Class of** – Enter the class year of students for whom you want to print ID cards.
   - **Grade** – Enter the grade of students for whom you want to print ID cards.

   If you select “Faculty”:
   - **All Faculty** – Includes all faculty loaded in Store Operations for that school store.
4. To reprint ID cards for students who previously had cards printed, mark **Include Students who already have cards printed**.

To reprint ID cards for faculty members who previously had cards printed, mark **Include Faculty who already have cards printed**.

5. In the **Include these fields** frame, select the information to appear on the ID card:

- **School Name** – Mark this checkbox to include the school name on the ID card. Click **Font** to select the font type and size.
- **Class of** – Select “2 digits” or “4 digits” to indicate how the class year will appear on the ID card.
- **Signature line** – Mark this checkbox to create a space for student or faculty signature. A signature box appears at the bottom of the card.
- **Birth date** – Mark this checkbox to print the student or faculty birth date.
- **Card type** – Select whether to print ID cards with or without pictures.
- **Left optional field** – Select a predefined field from **Store Operations**.
- **Right optional field** – Select a predefined field from **Store Operations**.
- **If name is too long** – Select how a person’s name should appear if it does not fit on one line. You can select “Drop to next line”, “Abbreviate first name”, and “Truncate”.

6. In the **Sort by** field, select the order in which you want cards to print.

7. We recommend you click **Preview** to view the layout and ensure information appears correctly on the ID cards. When you finish previewing, you can click the print button to print the cards or close the preview screen to make edits.

8. Click **Print ID Cards Now**. When printing finishes, a confirmation message appears.
9. Click **Yes** to update the **Date ID card printed** spare field in *Store Operations* and close the Print ID Cards screen to return to the *School Store Manager* page.

**Clearing Store Information**

To adjust customer balances to zero in *Store Operations* and to clear the dates ID cards were printed, you can use **Clear Store Information**. If you do not periodically clear customer balances, accounts in *Store Operations* continue to show a balance due. Over time, this can result in students reaching their credit limits, even if they do not owe anything.

- **Clearing Store Operations Information**

1. On the School Store Manager page, click **Clear Store Information**. The Clear Store Information screen appears.

   ![Clear Store Information Screen](image)

2. In the **Include these stores** grid, mark each store whose transactions to remove.

3. To create zero balances for every student, mark **Clear student balances in Store Operations**.

4. To clear the dates that ID cards were printed for all students, mark **Clear last print date for ID cards in Store Operations for students**.

5. To clear the dates that ID cards were printed for all faculty members, mark **Clear last print date for ID cards in Store Operations for faculty**.

6. Click **OK**. When the process is complete, a confirmation message appears.

7. Click **OK** to return to the School Store Manager page.
Posting from Store Operations to General Ledger

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When posting Store Operations transactions to General Ledger you can either, load Store Operations transactions to Student Billing and then post them to General Ledger or you can post Store Operations transactions directly to General Ledger. This chapter focuses on this process. To post Store Operations transactions directly to General Ledger you must:

- Create a post export file from Store Operations Manager.
- Create a batch in Journal Entry of General Ledger.
- Import the Store Operations post file. When loading Store Operations transactions into Student Billing, you must select “Do Not Post” as the post status.

You need Microsoft’s Retail Management System Store Operations Manager in addition to General Ledger to complete this process. For more information about Store Operations Manager, see the Microsoft Web site at http://www.microsoft.com/BusinessSolutions/RetailManagementSystem/rms_storeoperations.mspx. You can also refer to the online help in Store Operations Manager.

Creating a Store Operations Post File

To transfer charges created in Store Operations to your General Ledger accounts, create a post file in Store Operations Manager.

1. Open Store Operations Manager.
2. From the menu bar, select Journal, Post Closed Batches. The Post Closed Batches screen appears.
3. Click Dates. The Select a Batch Range screen appears. In the Start date and End date fields, select a date range. Only those batches closed on or within the start and end dates are included in the post file.
Once you select the date range, a list of batch information appears in the Batch Information box.

4. Select the batch information to post by marking the box in the Post column. Click All to mark all batches in the list; click None to unmark the selected batches.

5. In the File name field, enter the path and the name of the post file for the program to create. Click the Browse button to select the file directory where the post file will be located.

6. Click Post to create the file. A message appears indicated the number of files posted. Click OK to return to the Post Closed Batches screen.

7. Click Close to return to the Store Operations Manager main screen.

Importing Store Operations Transactions to General Ledger

To directly transfer charges created in Store Operations to General Ledger, you create a post file in Store Operations that can be exported. To easily import Store Operations post files into General Ledger, you must create the post file using the Blackbaud Accounting 7.x format on the Post Closed Batches screen in Store Operations. You can limit the transactions in the post file by including only those batches within a specified date range.

If you use the Blackbaud Accounting 7.x format to create a post file in Store Operations, the post file contains the field headers Post date, Notes, Account number, Type, and Amount. These fields directly correspond to the fields in the General Ledger transaction import parameter file. You can unmap “Post date” on the Fields tab of the import parameter file if you prefer to use a different post date established in a transaction default set.
Because the Store Operations post file does not include some fields required by The Financial Edge, you must create and use a default transaction set containing data for required fields. When you create the import parameter file in General Ledger, you select the default transaction set on the Fields tab of the Import screen.

Creating a default transaction set of required fields

1. In the General Ledger shell, select Tools, Organize/Create Defaults from the menu bar to create a default transaction set. The Defaults screen appears.

   ![Defaults Screen]

2. In the Create defaults for box, click Transaction and then click New. The New Default Set screen appears. For more information about default sets, see the Program Basics Guide for The Financial Edge.

   ![New Default Set Screen]
3. In the **Name** field, enter an easily identifiable title for this default transaction set. For example, enter “Store Operations Import Set”.

   - For **Encumbrance status**, select “Regular” or “Encumbrance” in the **Default Value** column.
   - For **Journal**, select a default value. For example, select “Student Billing”.
   - For **Journal reference**, enter text in the box. For example, enter “Import batch” as the reference. To enter the reference in a larger box with more viewing space, click the magnifying glass.

The fields with selected values appearing in this example are required to successfully import **Store Operations** transactions to **General Ledger**. You may need to add other fields that your organization requires. For example, if you are importing Fund 1 accounts that require a project ID, under **Transaction Defaults** select **Distributions** and enter a project ID.

5. To use a different posting date than the date in the **Store Operations** post file, to select a date in the **Default Value** column next to **Post date**, enter a date or click the calendar.

6. Set other defaults to use when importing transactions from **Store Operations**. For example, if a project distribution is required, under **Transaction Defaults** select **Distributions** and enter the required information in the grid.

![Image](image_url)
7. Click **Save and Close** to return to the Defaults screen. The new default set appears in the **Saved default sets** box.

8. Click **Close** to return to the **General Ledger** shell.

**Importing a Store Operations post file into General Ledger**


2. In the **Description** field, enter text to describe the batch. For example, enter “Store Operations Transactions”. Then save the batch by clicking the **Save** button or selecting **File, Save**.

3. From the menu bar, select **Batch, Import Transactions**. The Select a Parameter File screen appears.
4. In the **File Name** column, select “Transaction Import” and click **Add New**. The Import Transaction screen opens to the General tab.

![Import Transaction screen](image)

5. In the **What do you want to do?** frame, mark **Import new records**.

6. If you have manually added fields to the import file that include table entries not currently present in the program, in the **Options** frame, mark **Create new table entries** to ensure the import to processes successfully.

   If the business rules are set for the program to ask before creating an item, those items will not be created while importing records. To import them, you must change the business rule before importing. For more information about business rules, see the *Administration Guide for The Financial Edge*.

7. In the **Import file** field, enter the path of the Store Operations post file or click the ellipsis to map the path.

8. In the **Use [ ] to match records in the import file with existing records** field, select “Batch Import ID” or “Batch number”.

   Once you have created and saved an import parameter file to import Store Operations transactions, you can select that file on the Select a Parameter File screen.
9. In the **What is the format of this import file?** frame, mark **Delimited - Characters separate the fields**.

![Image of the Import - Transaction Import window](image)

10. Select the File Layout tab or click **Next**.

![Image of the Field Separation and Text Qualifiers](image)

11. In the **Field separator** field, select “Comma”.

12. In the **Text qualifier** field, select “<None>”.

13. In the **Import Field Names** frame, mark **Field names are on the first line of the import file**. A sample of the import format appears in the **Sample Import Format** frame.
14. Select the Fields tab or click Next.

15. If the fields are not mapped correctly, you can manually map fields. In the Import these fields box, select the row you want to map and the corresponding field in the Available fields box. Click Select and the mapped field appears in the Financial Edge Import Field column.

16. To use a different posting date, in the Import these fields frame, select “Post date” in the Financial Edge Import Field column and click Remove. Be sure you have designated a post date in the default transaction set.

17. In the Import Records using this default set field, enter the name of the default transaction set containing the additional required fields. You can click the binoculars to select the set from a list. For information about creating a default set, see “Creating a default transaction set of required fields” on page 30.
You must designate a default set for the Store Operations post file to import successfully. The default set must contain additional fields required by The Financial Edge and your organization that are not generated by Store Operations.

18. Select the Options/Summary tab or click Next.

19. To create a file of all fields that were not successfully imported, mark Create exception file of records not updated/imported in the Import Options frame.

   In the text box, enter the path where you want the file saved, or click the ellipsis to browse to the path on the Save As screen. If you browse, you must select the location in which to save the file and enter a name for the file in the File name field. Then click Open.

20. To save a query of imported records, mark Create an output query of the records imported.

21. To view or print a report listing the import results, criteria, field mappings, and exceptions, mark Create control report.

22. To view the report on your screen, mark Preview. Mark Print to print the report.

23. Review information in the Import Summary Information frame. If you are satisfied with the set parameters, click Import Now.

   The program asks if you want to save changes. To save, click Yes. If this is the first time you have saved the import parameters, the Save Import As screen appears.

24. In the Name field, enter a name for the import. In the Description field, enter a description of the import. Mark the checkboxes to allow other users to run or modify the import. Click Save.

25. If you marked Create an output query of the records imported on the Summary tab, the Save Query As screen appears. Enter a name and description of the query and click Save.

   Once the program begins processing the import, a progress bar appears.

   • If you click Cancel, the Cancel Import screen appears. On this screen, you can view a control report, resume the export, or exit the import.
• If you click **Exit Import**, the import creation process stops, parameter settings are not saved, and any data imported up to the point of cancellation is in the database.

• If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, the Import - The Financial Edge screen appears. This screen shows the import statistics for the data validated.

26. If you selected to print a control report on the Options/Summary tab, click **Close** on the Import screen and the report automatically opens.

If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.
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