How do I handle Online Sales?

Currently it is not possible to automatically link your online store sales with Ascendance Campus Store. What you can do in the meantime is record online sales in Campus Store POS. This will update the inventory and put that sale in the customer's record. Before doing that however, you need to setup the system so that the sales are tracked correctly in General Ledger.

STEP ONE: SETUP

1. Go to **Ascendance Campus Store > Maintenance > Location Administration > Location Maintenance Search** screen

2. Select the relevant Location from the drop down and click **OK** button. Go to **Business Office** tab under **Location Maintenance** screen.
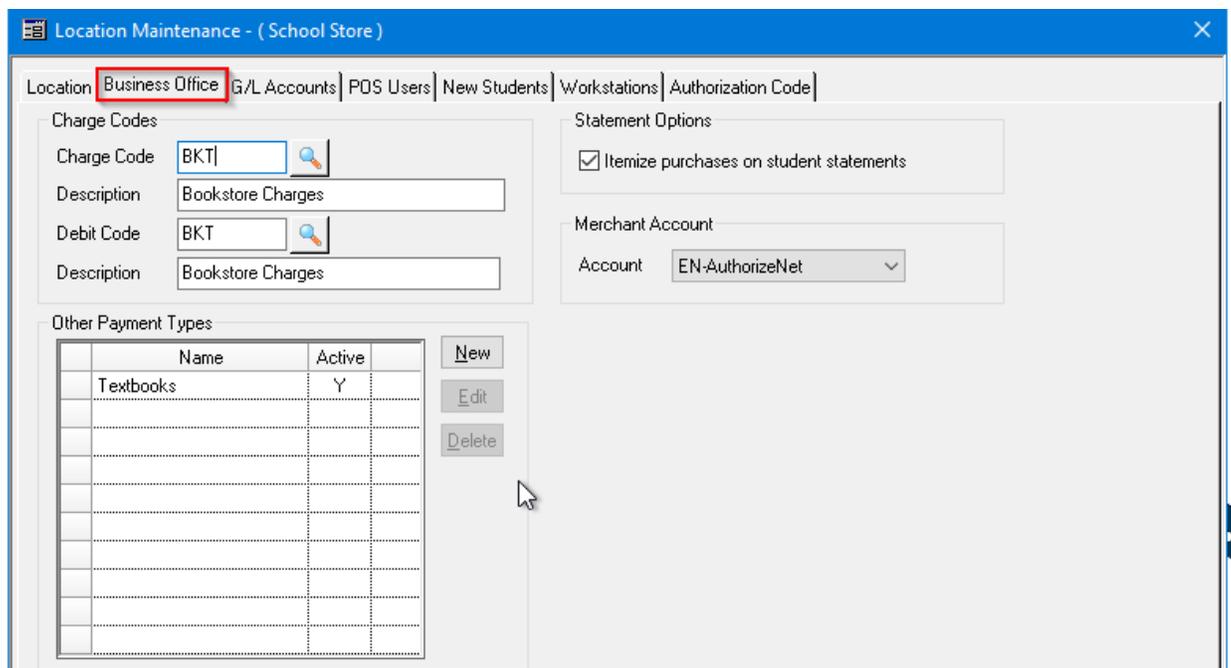
3. Click the **New** button next to **Other Payment Types**

4. Enter a unique **Other Payment Name** or description e.g., Online Sales.
   Enter or search for the G/L Account linked to the bank that the payments from your online sales are going to. (If you don't know this account number, ask the Business Office personnel). Optionally, click **Is Default Other Payment Type** checkbox. Click the **OK** button.

5. Click the **OK** button under **Location Maintenance** screen.

STEP TWO: PROCESS

Before you can record the sales, you may need to go to your online sales system and download/print a report of the day's sale. Ideally, the report should have the Senior Systems Student ID and/or Last Name.

1. Login into Ascendance Campus Store POS for the location you want to record online sales (after setup above)
2. Select Customer by entering the Student ID if you have it or by searching by the Last Name
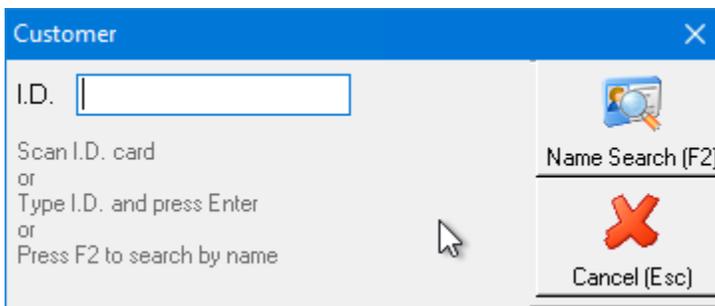
3. Ring up the products the customer purchased then click the **Checkout (F12)** button.

4. If there is a default payment selected e.g. On Charge Account, delete it by clicking the **Delete Pymt (F9)** button in **Process Sale** screen.

5. Click the **Other (F5)** button in **Process Sale** screen.

6. Select the **Payment Type** defined in the setup section above from the drop-down list in **Other Transaction** screen, then click **Accept (Enter)** button.

7. Click the **Complete Sale (F12)** button in **Process Sale** screen.

8. Click **Done (Enter)** button in **Sale Complete** screen and repeat for the next customer.