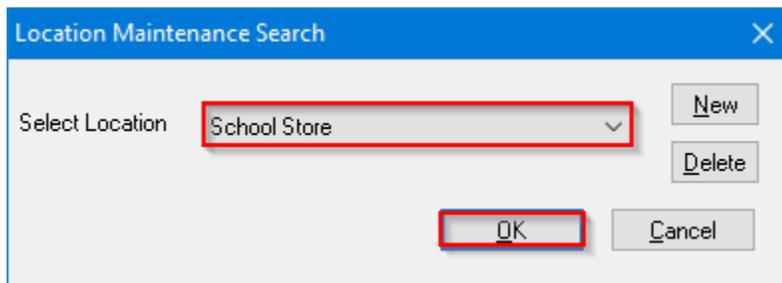


## How do I handle Online Sales?

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

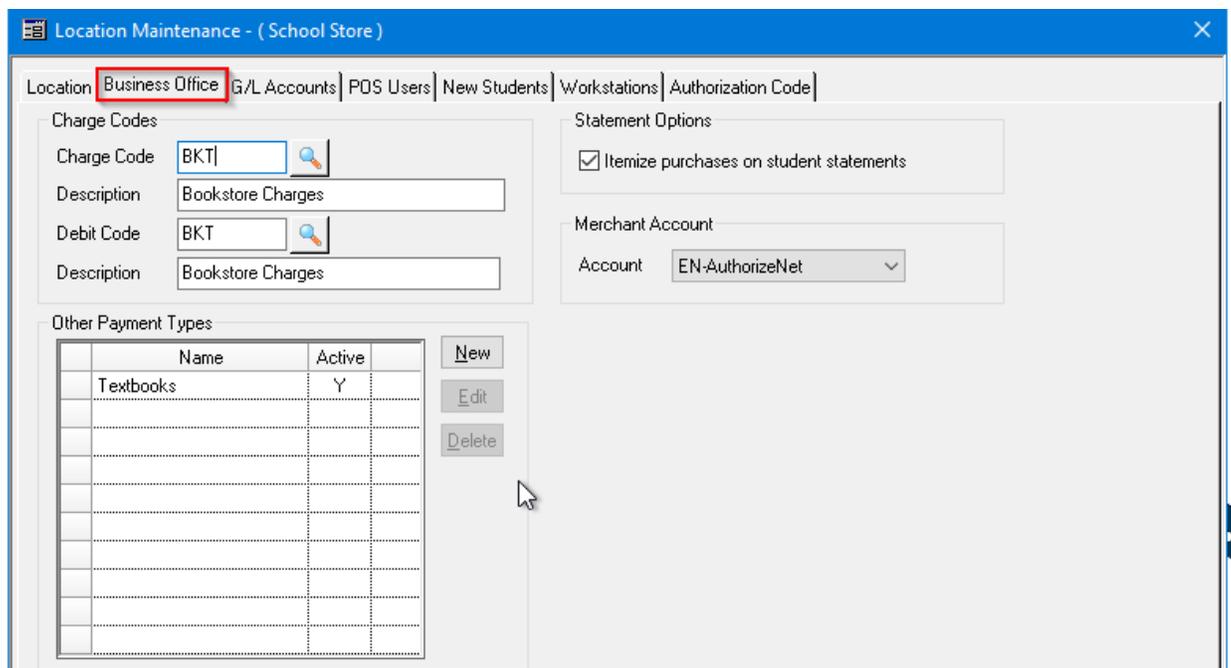


Location Maintenance Search

Select Location: School Store

Buttons: New, Delete, OK, Cancel

2. Select the relevant Location from the drop down and click **OK** button. Go to **Business Office** tab under **Location Maintenance** screen.



Location Maintenance - (School Store)

Location: Business Office | G/L Accounts | POS Users | New Students | Workstations | Authorization Code

Charge Codes

Charge Code: BKT | Description: Bookstore Charges

Debit Code: BKT | Description: Bookstore Charges

Statement Options

Itemize purchases on student statements

Merchant Account

Account: EN-AuthorizeNet

Other Payment Types

Name	Active
Textbooks	Y

Buttons: New, Edit, Delete

3. Click the **New** button next to **Other Payment Types**

Location Maintenance - (School Store)

Location Business Office | G/L Accounts | POS Users | New Students | Workstations | Authorization Code

Charge Codes

Charge Code: BKT | Description: Bookstore Charges

Debit Code: BKT | Description: Bookstore Charges

Statement Options

Itemize purchases on student statements

Merchant Account

Account: EN-AuthorizeNet

**Other Payment Types**

Name	Active
Textbooks	Y

**New** | Edit | Delete

OK | Cancel

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.

Other Payment Types - (New)

Other Payment Type

Name: Online Sales

G/L Account: 13995852 | 13995852

Is Default Other Payment Type

Active

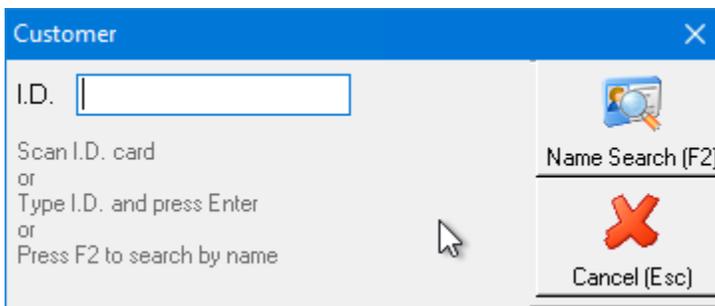
OK | Cancel

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



Customer

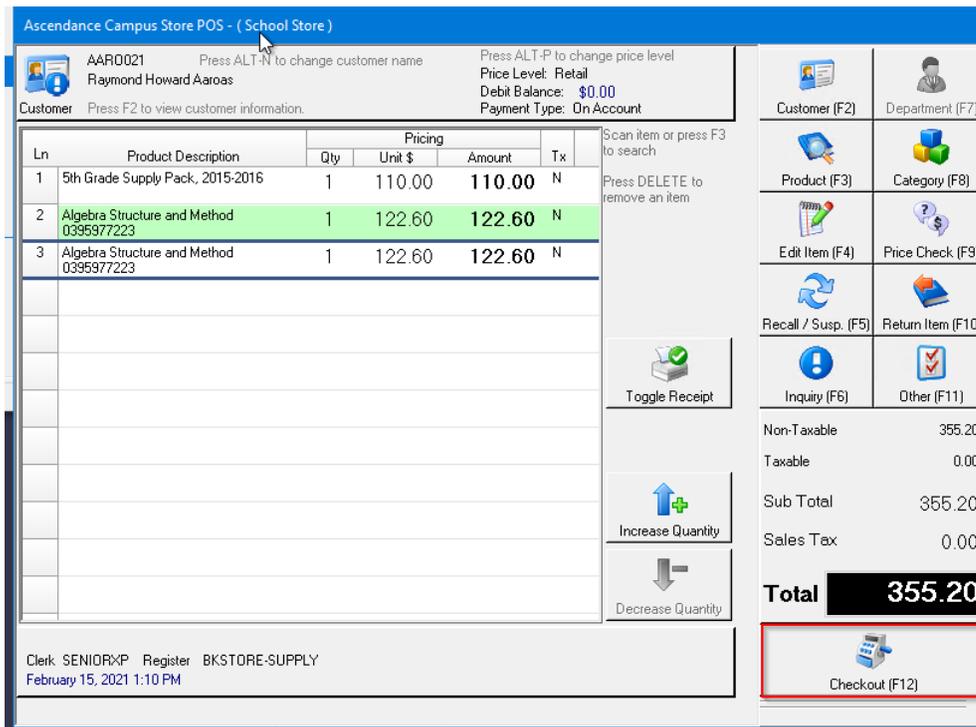
I.D.

Scan I.D. card  
or  
Type I.D. and press Enter  
or  
Press F2 to search by name

Name Search (F2)

Cancel (Esc)

3. Ring up the products the customer purchased then click the **Checkout (F12)** button.



Ascendance Campus Store POS - (School Store)

AARD021 Raymond Howard Aaroas  
Customer Press F2 to view customer information.

Press ALT-N to change customer name  
Press ALT-P to change price level  
Price Level: Retail  
Debit Balance: \$0.00  
Payment Type: On Account

Ln	Product Description	Qty	Unit \$	Amount	Tx
1	5th Grade Supply Pack, 2015-2016	1	110.00	110.00	N
2	Algebra Structure and Method 0395977223	1	122.60	122.60	N
3	Algebra Structure and Method 0395977223	1	122.60	122.60	N

Scan item or press F3 to search  
Press DELETE to remove an item

Toggle Receipt

Increase Quantity

Decrease Quantity

Customer (F2) Department (F7)

Product (F3) Category (F8)

Edit Item (F4) Price Check (F9)

Recall / Susp. (F5) Return Item (F10)

Inquiry (F6) Other (F11)

Non-Taxable 355.20  
Taxable 0.00  
Sub Total 355.20  
Sales Tax 0.00  
**Total 355.20**

Checkout (F12)

Clerk SENIORXP Register BKSTORE-SUPPLY  
February 15, 2021 1:10 PM

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.

The screenshot shows the 'Process Sale' window. On the left, the 'Total Sale' is 355.20, with 'Non-taxable Sales' at 355.20, 'Taxable Sales' at 0.00, and 'Sales Tax' at 0.00. Below this, the 'Amount Tendered' is 355.20. A table lists the payment type as 'On Charge Account' with an amount of 355.20. At the bottom left, the 'Change Due' is 0.00. On the right, there are buttons for various payment methods: Cash (F2), Credit Card (F3), Check (F4), Other (F5), Chg. Account (F6), Debit Account (F7), Edit Pymt (F8), and Delete Pymt (F9). The 'Delete Pymt (F9)' button is highlighted with a red box. Below the buttons, it says 'No receipt will print' and 'Complete Sale (F12)'.

Type	Amount
On Charge Account	355.20

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

The screenshot shows the 'Process Sale' window. On the left, the 'Total Sale' is 355.20, with 'Non-taxable Sales' at 355.20, 'Taxable Sales' at 0.00, and 'Sales Tax' at 0.00. Below this, the 'Amount Tendered' is 0.00. At the bottom left, the 'Balance Due' is 355.20. On the right, there are buttons for various payment methods: Cash (F2), Credit Card (F3), Check (F4), Other (F5), Chg. Account (F6), Debit Account (F7), Edit Pymt (F8), and Delete Pymt (F9). The 'Other (F5)' button is highlighted with a red box. Below the buttons, it says 'No receipt will print' and 'Complete Sale (F12)'.

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.

Other Transaction

Other Amount 355.20

Payment Type Online Sales

Accept (Enter)

Cancel (Esc)

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

Process Sale

Total Sale 355.20

Non-taxable Sales 355.20

Taxable Sales 0.00

Sales Tax 0.00

Amount Tendered 355.20

Type	Amount
Other	355.20
Online Sales	

Change Due 0.00

Cash (F2) Credit Card (F3)

Check (F4) Other (F5)

Chg. Account (F6) Debit Account (F7)

Edit Pymt (F8) Delete Pymt (F9)

No receipt will print

Complete Sale (F12)

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

Sale Complete

Total Sale 355.20

Amount Tendered 355.20

Change Due 0.00

Done (Enter)