

FundTracker 21 Updates

New System Setup Flags:

- Default Invoice Type - Default invoice type to use when adding invoices. Enter 0 (zero) for post-pack or 1 (one) for pre-pack.
- Display Scanned Image - Flag to display the scanned image after it has been auto-added. Enter 1 (one) to display the image or 0 (zero) not to display the image.
- Invoice Get Internet Profit - Flag to let FundTracker calculate the internet profit when adding an invoice for a brochure school. 1=Enable; 0=Disable.
- Personalized Bin Barcode Key - Enter the 10 characters to replace the numbers 0 to 9 in personalized bin barcodes.
- Process Autocompletion Enabled - Flag to autocomplete school processes. Enter 1 (one) to enable or 0 (zero) to disable.

Merging Ship to School orders screen:

- After entering the Brochure school on the Merge Ship to School Orders the Internet School ID will Auto Populate. , FundTracker will find the Internet school with the same Control Number as the brochure school ID and populate the Internet School ID field.

Merge Ship To School Orders

Select a School

School ID: 7101

School Name: Newman Elementary

Select an Internet School

Internet School ID: 7101WO

Order Key:

Internet School Name: Newman Elementary INTERNET

Global Update Internet School By Order Code

Merge Unmerge Exit

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Product Master:

- The Product Master has been reworked so the entire window can be seen at one time.

Product Master

General | Supplier | Receiving | Pricing | Inventory | Brochures

Data

Product No: 112 | Designator No: | Sort Number: 0 | Sort Products By: Product No | Sort Dir: A-Z

Description: CAR CUP ORGANIZER

Product Group: | Product Type: |

Creation User: | Creation Date: 5/3/2018 11:35:11 AM | Last Modified User: | Last Modified Date: 5/3/2018 11:35:11 AM

Other

UPC Number: 112 | Case UPC Number: | Pallet UPC Number: | UOM: | Case Rounding: School rounding

Prize Multiplier: 1 | Prize Flag: Not a prize | Sales Account: 4050 | COGS Account: | Image Filename: KAF13-112.jpg

Web Orders

Always Allow | Kitted Item | Non-Inventory Item

Oversized Item | Temperature Sensitive item

Hold Internet Ship to Home Orders

Substitutes...

Notes

Default Fields to This Item

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- On the Product Master\Receiving Tab there are new fields to enter in the dimensions of the product.

Product Master

General | Supplier | **Receiving** | Pricing | Inventory | Brochures

Data

Product No: 112 | Designator No: | Sort Number: 0 | Sort Products By: Product No | Sort Dir: A-Z

Description: CAR CUP ORGANIZER

Product Group: | Product Type: |

Creation User: | Creation Date: 5/3/2018 11:35:11 AM | Last Modified User: | Last Modified Date: 5/3/2018 11:35:11 AM

Receiving

Default Receiving Warehouse: DRY

Default Receiving Bin: 1

Picking Bin: |

Length: 0 | Width: 0 | Height: 0 | Dimension: 0

Warehouses

- 73046338134678698789
- AUTOPACK
- BelieveMain
- DRY
- FROZEN
- GIFT
- GiftRemote
- Main
- Mrz Dry
- Non Frozen
- non-frozen
- PICKTEST
- POLAR
- PRIZE
- PRIZE DRY
- PRIZE FROZEN
- Rack
- REMOTE
- SchoolAddress

Reorder Point: 0 | Reorder Quantity: 0

Apply Values to All Warehouses

Default Fields to This Item

Prev | Next | Add | Delete | Edit | Print | Exit

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Added a new View Packing button to the Customer Service screen:

- On the Customer Service Screen a View Packing button has been added. This will allow customer service to see the packing screen and verify that the entire product has been packed and there are not backorders.

Customer Service Tickets

Order

School ID: 7101 Newman Elementary
Student: Ron Wilson
Homeroom: 05-Redmon
Ship To Address 1: 205 Cleveland Rd 4
Ship To Address 2: Suite A
Ship To City: Bograt
Ship To State: GA
Ship To Zip: 30622
Caller Name: _____
Caller Phone: _____
Caller Email: _____
Web Invoice No: _____
Reference No: _____
Help Desk Ticket No: _____
Comments: _____

Issues

Product No: _____
Issue Code: _____
Qty to Ship: 0
Issue Notes: _____
Add Issue

Item No	Description	Issue Code	Qty To Ship	Notes	Line No
---------	-------------	------------	-------------	-------	---------

Ticket

Ticket Number: NEW
User ID: admin
Creation Date: 5/9/2018
Status: Open
Tracking Number: _____
View

Resolve Order Key: _____
View Resolve Order
Create Resolve Order
Pack Date: _____
Resolve Pack Date: _____

Prev Next Save Delete Cancel Print Exit

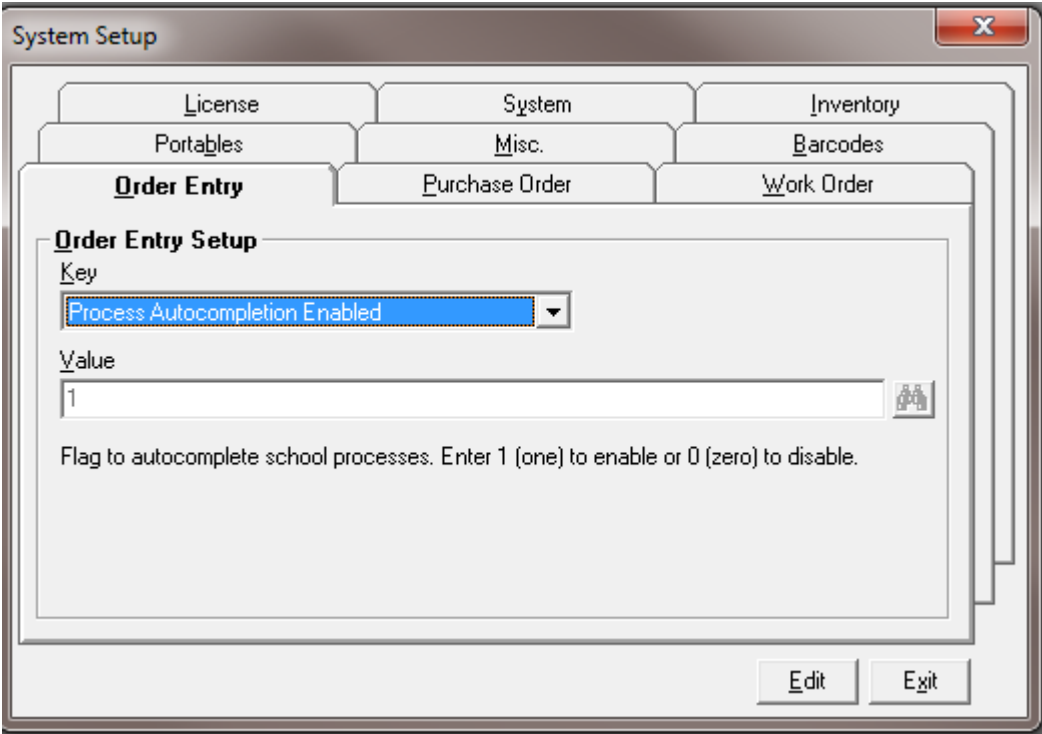
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School Status Process:

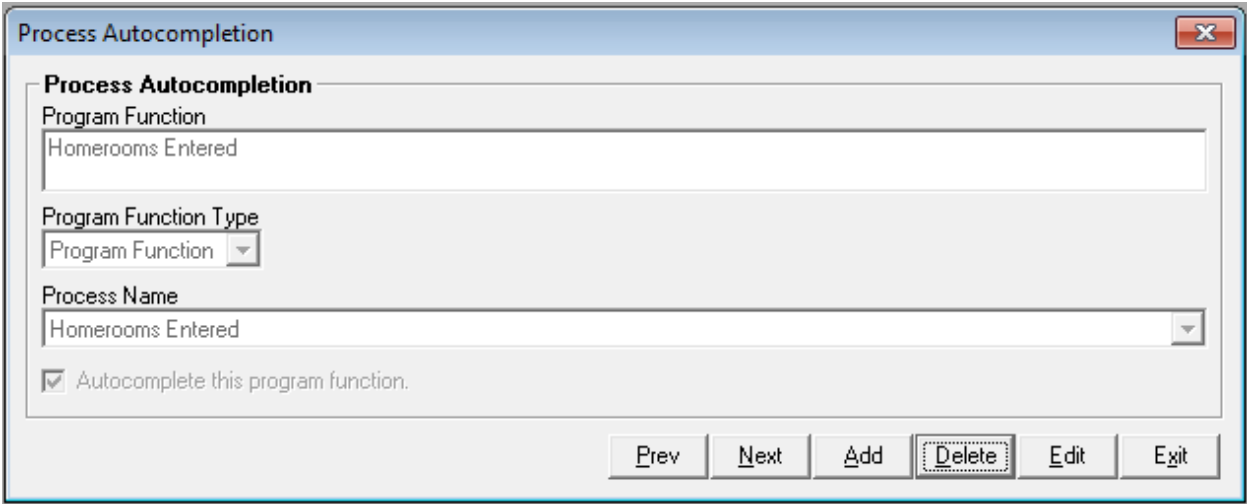
AutoComplete Process

The School Status Module's Processes can be set to be autocompleted when a process is run in FundTracker. There are 20 Process Autocompletion functions that can be set. The School Status module must be checked in the License tab in order for processes to be autocompleted.

The first step is to turn this feature on by selecting the system flag, Process Autocompletion Enabled. This flag is selected by going to System, System Setup, Order Entry Tab, and using the down arrow select Process Autocompletion Enabled. This must be set to 1 for processes to be autocompleted. See Below.



Select System menu, Process Autocompletion. The following screen will be displayed.



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This screen is where you select the process you want to be autocompleted for each of the listed program functions and reports. The Autocomplete check box must be checked to autocomplete the function when the Process has been run in FundTracker.

Click on the down arrow, select the Program Function for example Homerooms Entered, click Edit, select the process you want to be autocompleted when a homeroom is entered for a school, check the Autocomplete this program function box, click Save.

Setup a report the same way as a program function. Use the Down Arrow for the report, click Edit, select the process you want to be autocompleted when the report is run, check the Autocomplete this program function box, click Save.

When you run one of the reports that are setup for process autocompletion, then the specified process will be autocompleted for the school ID you entered on the report. All of the reports except Ready to Merge will complete the process in the brochure school. Ready to Merge completes the process in the Internet school.

You must add the processes you want to be completed in the Process Master. Select Schools, Process. The Program Functions are already setup and ready to be used but the Processes must be setup. Below is the screen that will be displayed.

The screenshot shows a 'Process' dialog box with the following fields and options:

- Process Name:** Homerooms Entered
- Priority:** 3
- Description:** Homerooms Entered
- Comment 1, 2, 3, 4:** Four empty text input fields.
- Send email when this process is completed. (Variables... button)
- Email Subject:** Homerooms have been Entered
- Email Body Text:** @@coordinator
We have received your list of home rooms and we have finished entering all of them into our software. Thanks for trusting us with this years fund raising event.
- Send email to the school's email address
- Send email to the school's salesperson's email address
- Send email to the school's contacts' email addresses

At the bottom, there are buttons for **Prev**, **Next**, **Add**, **Delete**, **Edit**, and **Exit**.

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The name of the Process is the name that will be displayed in the School Master Status Tab. The Priority number is the order that the Processes will be displayed on the Status Tab. The Processes should be ordered in the chronological order the process will occur. For example, Orders Picked would come before Orders Packed. The Process name does not have to match the Program Function name. Even the Process setup for the Reports do not have to match the actual Program Function name of the report. For example, the Process Name for the Program Function "Order Variance with Student Number Report" could be Orders Checked.

Below is a list of the Program Functions, Function Types, Process Names, and the Triggers that autocompletes the process.

Program Function	Function Type	Process Name	Trigger
Automatic Prizes	Program	Automatic Prizes	After Automatic Prizes are run
Homerooms Entered	Program	Homerooms Entered	After any Homeroom is entered by Import, Order Entry, or Homeroom Master
Import Internet Orders	Program	Import Internet Orders	After Internet Orders Import is selected
Internet School Created	Program	Internet School Created	After the brochure school has a matching Internet school is added. It does not matter whether it is added in the School Master, by School Import, or auto-added.
Merge Ship to School Orders	Program	Merge Ship To School Orders	After Merge Ship to School Orders is run
Merged Orders by School ID	Report	Merged Orders By School ID	After the report Merge Orders by School ID is run
Merged Orders Exceptions By School ID	Report	Merged Orders Exceptions By School ID	After the report Merge Orders Exceptions is run
Order Forms And Brochures Sent	Program	Order Forms and Brochures Sent	After a Program Launch has been created for a school
Order Variance with Student Number	Report	Order Variance with Student Number	After the order Variance with Student Number is run
Orders Entered	Program	Orders Entered	After the first order entry is entered for a Student Order
Orders Invoiced	Program	Orders Invoiced	After the first time an Invoice is created
Orders Packed	Program	Orders Packed	After the first time a pick ticket is packed
Orders Picked	Program	Orders Picked	After the first time pick tickets are printed
Payment Received	Program	Payment Received	After Paid Date is entered on the Invoice Screen

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Prize Flyers Entered	Program	Prize Flyers Entered	After a prize flyer for any of the 3 prize flyer fields on the School Master, Prizes tab is entered
Ready To Merge	Report	Ready To Merge	After the Ready to Merge report is run
Remote Order Entry	Program	Remote Order Entry Completed	After ROE Orders are Imported to FT
Reservation Received	Program	Reservation Received	After the Reservation App updates the School Master
Unmatched Internet Orders	Report	Unmatched Internet Orders	After the Unmatched Internet Orders report is run
Unmatched Ship To School Orders	Report	Unmatched Ship To School Orders	After the Unmatched Ship To School Orders reports run

New Pick Ticket Sorting Option

This new feature will have orders that are placed online by the same person under one transaction print out together.

- If you're PickTicket has been updated already to use the Pick Ticket Sorting Feature. You can now select the new Order Placer option. This will print out your Internet PickTickets by Order Placer. If you need to update your PickTickets , please contact support@picsnet.com

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Order Entry Screen:

- There are now a Picked By and Picked Date on the Order Entry Screen.

Order Entry

Header 1

Student	Student Number	Order Key	Sort Orders By	Sort Dir
Amy Torre	10	23	Homeroom	A-Z
School ID	Homeroom			
7101WD	Jim Smith	Homerooms...		
Newman Elementary INTERNET				
Reference Number	Expected \$ Total	Expected Units	School Orders	Homeroom Orders
7101WD			13	3

Header 2

Student's E-mail Address	E-mail	Order Code	Image Code	
		28005		
Text Number	Cell Carrier	Last Texted Date	<input type="checkbox"/> Ship To School	
Product Pricing	Salesperson	Trucking Co	Ship To School Order Key	
PIECE		SPEEDEE		
Discount	Order Status	Date	Due Date	Order Type
40	1=Open	5/10/2018		0=Student

Header 3

Order Source	Export Date	Order Placer	Picked By	Picked Date
0=Order Entry		John Torres	[redacted]	[redacted]
Creation User	Creation Date	Packed Date	Packed By	Remote UE User
admin	5/10/2018 11:20:54 AM			
Last Modified User	Last Modified Date	Labels Printed Date	Labels Printed By	
admin	5/16/2018 3:19:22 PM			

Special Instructions

Use Product Group Pricing

Prev Next Add Delete Edit Support Exit

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New Invoice Screen:

The new invoice screen has several new features.

- There are now six other charges fields.
- A pre-pack invoice can now be run using the invoice screen. (The pre-pack invoice will not change the status on order entry. When the invoice is created it will base the invoice on all of the orders in the selected date range) To run the Pre-Pack invoice you need to set the new field to Pre-Pack invoice (the default setting is Post-pack Invoice). The Pre-Pack invoices can now be printed from customized Invoice reports from the Invoice screen.
- There is also a new Internet Profit field. This calculates the Internet profit the school would be receiving. There is a flag in System setup to turn this off or on. The Internet Profit field can now be exported to QuickBooks as its own line item.

Invoice

Invoice By:

Student
 Homeroom
 School ID
Pre-pack Invoice

Select School ID

School ID

Start Date: 01/01/2001 End Date: 12/31/2019

Changes

Creation User
Creation Date: 5/22/2018 9:30:36 AM
Last Modified User
Last Modified Date: 5/22/2018 9:30:36 AM

Accounting Export

Export this Invoice Export Date

Printing Options

Print 0 Quantity Items

Generate Invoice

Invoice Number: 2 Invoice Date: 5/25/2018 Ship Date

Bill To

PO Number

Freight Amount Product Pricing Discount Pack Charge Tax Amount **Internet Profit**

Other Charges 1 Other Charges 1 Description Other Charges 2 Other Charges 2 Description
Other Charges 1 Notes Other Charges 2 Notes
Other Charges 3 Other Charges 3 Description Other Charges 4 Other Charges 4 Description
Other Charges 3 Notes Other Charges 4 Notes
Other Charges 5 Other Charges 5 Description Other Charges 6 Other Charges 6 Description
Other Charges 5 Notes Other Charges 6 Notes

Notes

Paid Date This is a commission invoice. Invoice Prices: Wholesale

Invoice Report: Invoice Report

Prev Next Save Delete Cancel Print Exit

Export Account Setup

Export Account

Export Account: Internet Profit Expense

Account Name

Account Name: 7031

Edit Exit

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New Excel School Import:

- There is now a new Re-import Flag on the Excel School import. When this field is set to Y or 1 in the Excel School Import file, the school can then be re-imported into FundTracker. The re-imported fields will update the FundTracker fields in the School Master.

New Excel Product Import:

- There are six new columns at the end of the Excel School Import sheet.

DI	DJ	DK	DL	DM	DN
Web Out of Stock Flag	Pallet UPC Number	Manufact uring Flag	Length	Width	Height

Remote Order Entry Export:

- In remote order entry you can now choose the Brochure and the Warehouses to export. If another company will be packing products for you, those products can be exported by placing them into one Brochure on one Warehouse.

Remote Order Entry Export

Select School & Brochures for Export

School ID: 7101 School Name: Newman Elementary

Brochures:

- PERSONALIZABLE
- PRIZES
- SPRING
- TEST
- TEST 7-28
- TEST1
- TEST10
- TEST2
- TEST3
- TEST4
- TEST5
- TEST6
- TEST7
- TEST8
- TEST9
- Ultimate Gourmet

Warehouses:

- 73046338134678698789
- AUTOPACK
- BelieveMain
- DRY
- FROZEN
- GIFT
- GiftRemote
- Main
- Mrz Dry
- Non Frozen
- non-frozen
- PICKTEST
- POLAR
- PRIZE
- PRIZE DRY
- PRIZE FROZEN

Select None Select All Select None Select All

Export prizetflyer items Export Cancel

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Remote Order Entry:

- Remote order Entry now has the Extended Price.

The screenshot shows the 'Order Entry Active' window. It contains several sections: 'School Information' with fields for School ID (800) and School Name (North Oconee High School); 'Order Entry' with fields for Student, Homeroom (800), Address, Reference No, E-mail Address, Order Code, Image Code, Batch Units, Expected \$ Total, Text number, and Cell Carrier; a 'Notes' text area; a 'Product No' and 'Description' section with a 'New' button; a summary table with columns 'Units Ordered', 'Units Free', 'Unit Price', 'Extended', and 'Price'; and a bottom summary section with 'Line Items: 0', 'Prizes: 0', 'Net Prize Units: 0', 'Total Units: 0', 'Batch Units: 0', 'Net Prize Dollars: 0', and 'Expected \$ Total: 0'. The 'Extended' column in the summary table is circled in red.

School Master:

- New field to add the voucher report that the school will use.

The screenshot shows the 'School Data Master' window. It has a top navigation bar with tabs for Delivery, Fulfillment, Files, Status, Commission, and Prizes. Below this are sub-tabs for General, Contacts, Orders 1, Orders 2 (selected), Contracts, and Brochures. The 'School Data' section includes fields for School Name (Newman Elementary), School ID (7101), and User ID (Ed). The 'Extra Information' section includes fields for Coordinator, Saleperson (BILL BOSWELL), Web Information..., Enrollment (500), Brochure Qty (520), Checks Payable (NO CHECKS - CASH ONLY), and checkboxes for Remote Orders Exported and Imported. The 'Pick Ticket Message' section has a text area. At the bottom, there are fields for Picking Warehouse, Pick Ticket Report, and a 'Voucher Report' field which is circled in red. The bottom status bar includes a Label File field (school4x2tcs.rpt) and buttons for Prev, Next, Add, Delete, Edit, Copy, Label, and Exit.