

# Adopt GM Items

## Adopting GM Items

Enter or Modify your adoption TX.1.1, select the DEPT/CRS/SECT in Adoption Maintenance you wish to add your GM item (s) to.

Adoption Maintenance											
Store:	1	??	Total Computing Solutions				Date Adopted:				09/30/19
Term:	2019-1	??	SPRING 2019				Est Enrollment*				20
Dept:	ACC	??	ACCOUNTING				Instructor:				STAFF
Course:	101	??	BEGINNING				E-Mail:				staff@school.edu
Section:	1	??					Phone:				
Req Date:											
Web Comments:	N										
Fac Comments:	N										
See S2:	N										
##	ISBN	Ed	CpYr	Inq	QTC	QNew	BBL	EBB	Req	Description	
1	9780133127447	10TH	14		8			0	Y	?? --REQUIRED--	
	HORNGREN ACCOUNTING-MYACCOUNTINGLAB ACCESS										
	HB TRD		13 PEARSON EDUCATION				150.00 L				
2									??		
									??		
									??		
									??		
=Save X=Cancel M=Modify C=Copy A=Add											
F=MF I=MI B=BB T=Tags U=Items											
O=OTB S2=Screen 2 CS=Copy Section N=Next P=Prev											

At the bottom-line prompt select S2=Screen 2.

In the new S2=Screen, if your campus is using a specific CRN number that identifies the DEPT/COURSE/SECT . then you can enter that here, once entered you can enter the Campus Class#, preceded by a semi colon (;) in the Dept, Course or Section fields to look up the section (i.e. ;01234567). *\*Campus Class is not a required field not all users use this feature. You can navigate past this field by pressing enter or click on the SKU field.*

## Adoption Maintenance

Campus Class#: 01234567

Miscellaneous Materials					
##	SKU	Description	Qty	R/O	HTML Tag
1	006703	100% COTTON T SHIRT/M	1	R	GMADOPT
2	100572	TCS CALCULATOR	1	O	GMADOPT
3	T-SHIR				

Searched for T-SHIR, in GM POS and found GM(4)								
###	Description.....	Color.....	Size.....	QOH	...Price	Loc		
1	MENS DRI-POWER TSHIRT BY RUSSEL	Parent	Parent		22.99			
2	MENS DRI-POWER TSHIRT BY RUSSEL	White	SMALL	-2	22.99			
3	MENS DRI-POWER TSHIRT BY RUSSEL	White	Medium	0	22.99			
4	MENS DRI-POWER TSHIRT BY RUSSEL	White	LARGE	0	22.99			
5	MENS DRI-POWER TSHIRT BY RUSSEL	White	EXTRA LARGE	-6	22.99			

In the SKU field, enter the SKU or you may do the normal GM item lookup to find the item. If you are selecting a Matrix GM item then select the Parent SKU, This way when its displays on the web the customer will see the Color and Size drop down selectors to choose from.

Enter the QTY that the student should purchase for the section and enter R/O to indicate if the item is Required or Optional.

Searched for Accou, in GM POS and found POS(2)					
###	Title/Description.....	Author/Mfg MD	QOH	...Price	Loc
1	PAID ON ACCOUNT			POS	
2	Unknown Account (XXX)			<u>POS</u>	

## Adding Fee(s) Adoptions

You can add POS Fee Code(s) the same way that you would add a sku in the S2=Screen 2. The fee will then be displayed along with the GM and Textbook information in the Adoption/Course search on your website.

Show Course List

FALL 2019 - ACCT - 101 - 5

Books



ACCOUNTING:WHAT THE...-W/CONNECT PLUS

Required: REQUIRED

Author: MARSHALL

Edition: 9TH

Copyright Year: 11

ISBN: 9780077398279

New Price: \$268.00

Add to Cart

Used Price: \$201.00

Add to Cart

E-Book:

Select...

Rent:

Due: 11/01/19 New - \$

# Example Section

General Merchandise



WOMENS GEAR FOR SPORTS TAYLOR TSHIRT

Required: Optional

Sku: 100705

Source: General Merchandise

Price: \$14.99

Add to Cart

Recommended Quantity: 1

1



MATRIX SHIRT

Required: Required

Sku: 100740

Source: General Merchandise

Style:

Black - Extra Small (Low Inventory - Buy Now!) ▲

Black - Small (Low Inventory - Buy Now!) - \$19.

Black - Medium (Low Inventory - Buy Now!) - \$

Black - Large (Low Inventory - Buy Now!) - \$19.

Black - Xtra Large (Low Inventory - Buy Now!) - ▼

Add to Cart

Recommended Quantity: 1

1



Example Fee

Required: Required

Sku: 10001

Source: General Merchandise

Price: \$2.00

Add to Cart

Recommended Quantity: 1

1

You can also enter in Fee Code(s), this allows you to collect any additional fees that may be required for the course that has been set by the Instructor or Staff. *\*for details on setting up Fees Codes, reference POS Training*

*Example web cart*

# Checkout - Shipping

## Example Cart

Item	Details	Quantity	Price	Extended
ACCOUNTING:WHAT THE...-W/CONNECT PLUS	FALL 2019 - ACCT - 101 - 5	1	\$121.00	\$121.00
WOMENS GEAR FOR SPORTS TAYLOR TSHIRT		1	\$14.99	\$14.99
MATRIX SHIRT	Black - Medium (Low Inventory - Buy Now!) - \$19.99	1	\$19.99	\$19.99
Example Fee		1	\$2.00	\$2.00

Cart Totals	
Subtotal	\$15
Total	\$15

Address Information

## Resume Web Order

Resume Orders that have been placed will look the exact same as other Web Orders. *\*note you will have to verify the rental item and price when resuming the order. It is best that you have a copy of the order to verify the type or rental and length of rental.*

### Example Web Order Resume

**TCS DEMO STORE**

Sales Clerk: TCS SUPPORT	101 DEPT	<b>Balance</b>
Tran Type: WEBAR	Mail Order Sale	<b>173.78</b>
Tran Number: 3206	350036223000709356000.DEPT SUPP	

TCS Demo Store

Gifts

Drinkware

Headwear

Technology

BURGERS

Fees

-1	ACCOUNTING:WHAT THE...-W/CO	121.00
	RENT- 9780077398279 1 @ 121.00	
-2	WOMENS GEAR FOR SPORTS TAYL	14.99
	GM 100705 1 @ 14.99	
-3	MATRIX SHIRT	19.99
	GM 100740100002 1 @ 19.99	
-4	Example Fee	2.00
	POS 10001 1 @ 2.00	
5	SHIPPING & HANDLING	0.00
	POS 8206 1 @ 0.00	

Qty/SKU/MOD/Xref	Qty	Pri
	1	

Transaction Modifiers	#	Modifier or Tender	Amount
Original...:			5,000.00
Available...:			4,826.22
Sh Due...:			0.00

	SubTotal	157.
	Disc/Mkdn	
	Sales Tax	15.
	<b>Total</b>	<b>173.7</b>