New feature in the latest versions [#75] of the SOS applications

One of the consequence of MCPS' use of an on-line payment system for student obligations is that student debt data is maintained in two separate data systems that do not automatically communicate with one another. Thus, when a payment was made online, then schools had to manually enter that payment information in their local Student Obligation System - one record at a time.

The OSP vendor has introduced a new report that schools can run, creating a downloadable data file that can be used to update payment information for multiple student records.
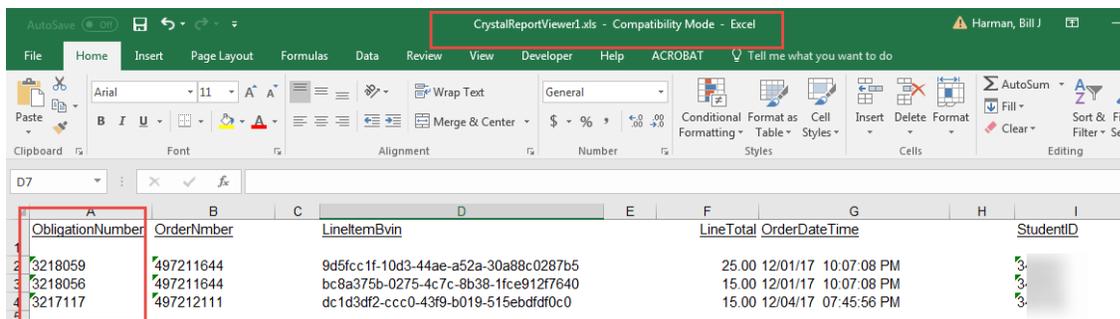
This new OSP report allows schools to create a data file that details the student Obligations that have been paid online.

To take advantage of this, then new functionality has been built into the new versions of the FileMaker based HSOS and MSOS applications; functionality that uses the downloaded data file to automate the updating of student payment information.

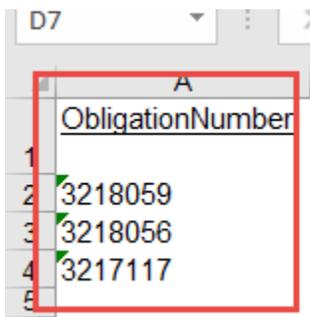The new OSP report creates an Excel file that is named "**CrystalReportViewer1**".

Do not rename the data file and do not attempt to edit the data there.

The Excel file should be placed in the users' "My Documents" folder.

Notice that the data does contain a unique student obligation number for each row.

This "Obligation Number" will match with one and only one record in the student Obligations table in the SOS application.

Consequently, the Excel file can be imported into a utility table in the SOS application and then used to update the payment status for matching records.
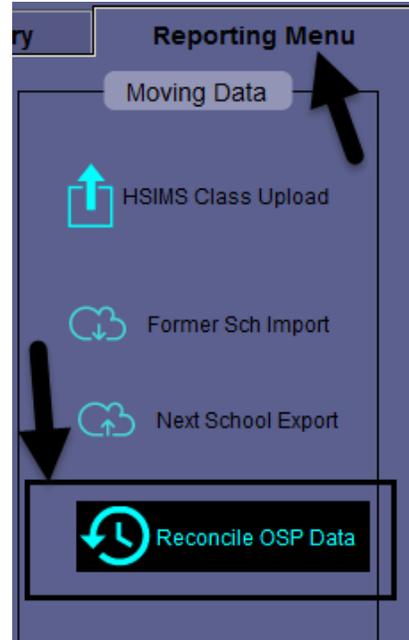
The Procedure:

1. Log-on to the OSP site and then navigate to the reports menu.
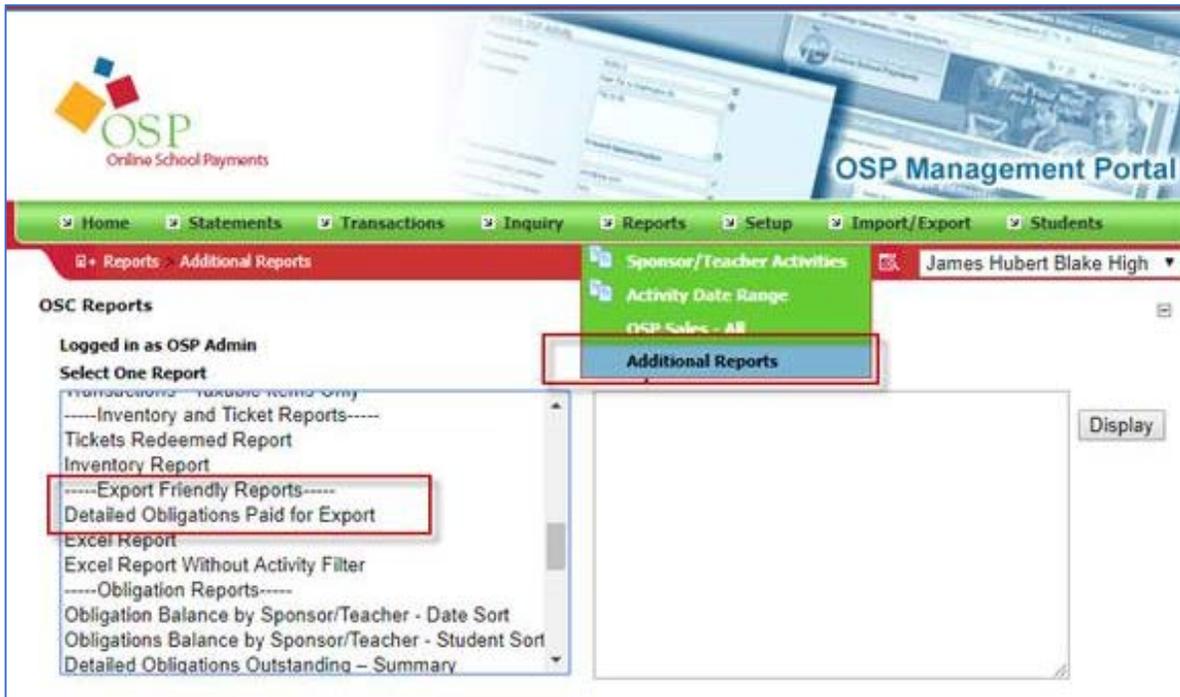
2. Select the report "Detailed Obligations Paid for Export" and run it.

3. Save the file to the "My Documents folder". Do not rename the file.

4. Open the SOS application and on the Financial Office screen go to this screen/tab:
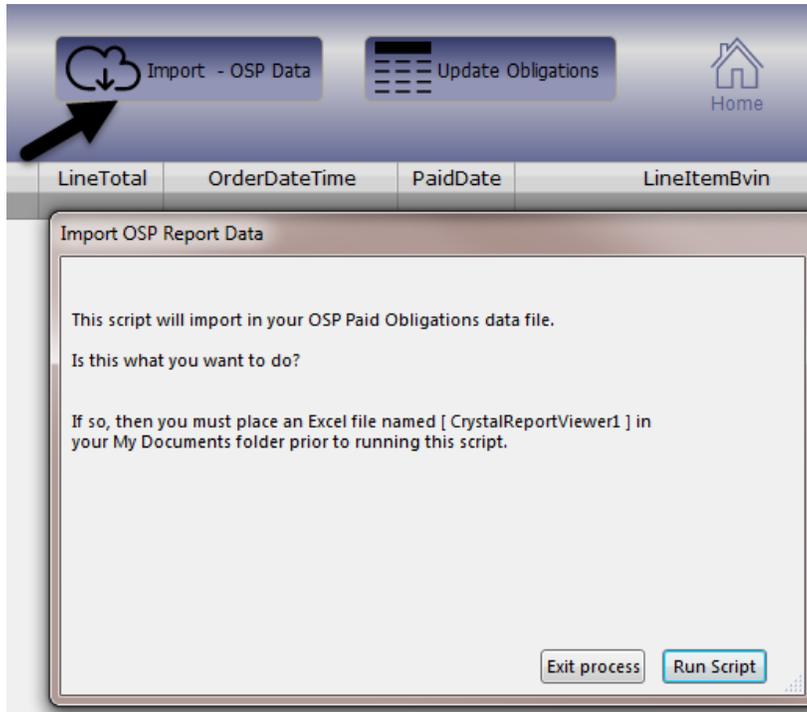
5. Click on the "Reconcile OSP Data" button.

6. This button is a link to a screen tied to a "utility" table that will temporarily hold the payment data, so the data can be checked for completeness before being used to update existing obligation records.
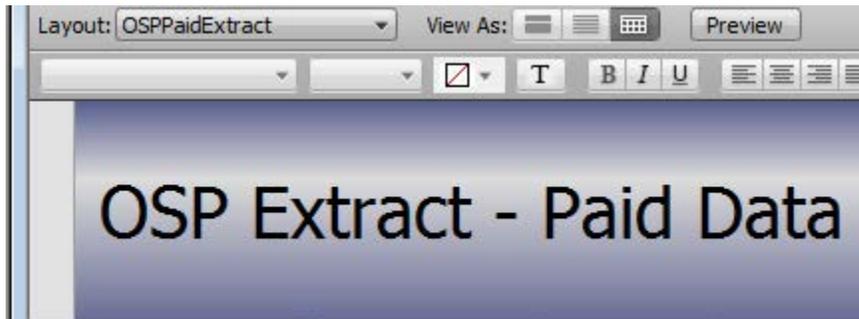
7. On the "OSP Paid Extract" screen, click on the "**Import – OSP Data**" button to import in the Excel data.

8. The imported data should look like this, with data like this in each of the fields.

ObligationNumber	OrderNmber	StudentID	StudentName	LineTotal	OrderDateTime	PaidDate	LineItemBvin
3218059	497211644	34		$25.00	12/1/2017 10:07:08	12/1/2017	9d5fcc1f-10d3-44ae-a52a
3218056	497211644	34		$15.00	12/1/2017 10:07:08	12/1/2017	bc8a375b-0275-4c7c-8b38
3217117	497212111	34		$15.00	12/4/2017 7:45:56 PM	12/4/2017	dc1d3df2-ccc0-43f9-b019

9. If the data is not in the fields like this example, then delete these records out of this table view and try the import once again, after examining the Excel file to make sure that it has the correct set of appropriately named columns and data.

   If you need to, then get someone at your school to help you manually import the Excel data into this table. It must look like the image above, before proceeding with the next step.

10. Once it is certain that the data has been imported correctly, then click on this button.
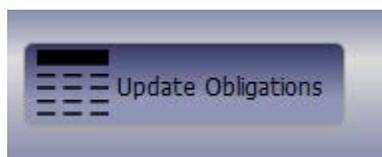
11. At the end of the updating process, this screen appears. It should show a set of student obligation records that match the rows in the Excel file and each record should be marked as "Cleared – Paid OSP" and have the balance set to zero.

Obligations For OSP Updating

ObligationP...	ID	Alpha_Name	CourseName	Amount	Status	IAF_NO	
321 7117	3		Hon English 10b	15	Cleared - Paid OSP	0045.0000	4/5/
321 8056	3		Financial Office	15	Cleared - Paid OSP	0010.0001	11/7
321 8059	3	Doyle, Clare C	Financial Office	25	Cleared - Paid OSP	0010.0001	11/7

Obligations TV

Completed data record matching and updating shown here.

Date	PaidDate	AmtPaid	Balance	OrigDate	OSP_Key	+
4/5/2017	12/4/2017	15	0		dc1d3df2-ccc0-43f9-b019	
11/7/2017	12/1/2017	15	0		bc8a375b-0275-4c7c-8b38	
11/7/2017	12/1/2017	25	0		9d5fcc1f-10d3-44ae-a52a	

12. The above pictured screen is a special view into the SOS Obligations table that is now showing only the matched and updated records. On exiting this screen, then all records will once again be seen on all screens that show the Obligations table's data.

13. One of the best ways to return to the obligations Table view screen is to use the button on this screen.

14. On next entry, the "**OSP Paid Extract**" screen will show the set of imported Excel data from the last session.

15. However, the next time that this button is used it will delete out the previous set of records before importing in the data from the next, new Excel file of extracted data.

Import - OSP Data

Finally, remember that, a short time after this process has finished, that a new set of Obligations records should be extracted out of the FileMaker based SOS application and uploaded to the OSP web site to update the set of online data.

This last step is important as it will help keep one from extracting the same set of "paid records" from the OSP site and importing them into the SOS twice.