

## How to Process All for Books CONTRIBUTIONS

**Contributions collected BEFORE THE FAIR BEGINS** – Tally your pre-Fair donations and process the total through Scholastic EasyScan on the first day of your Book Fair.

**Contributions collected DURING THE FAIR** – We recommend you tally contributions daily, with each day's total processed as a single contribution transaction through Scholastic EasyScan. Otherwise, please tally and process your total contributions on the day before your Fair ends through Scholastic EasyScan. ①

## Scholastic EasyScan Steps

1. Touch **TAXABLE** or **TAX EXEMPT SALE**.
2. Scan the **All for Books Contribution** barcode on the scan sheet.
3. Enter the contribution amount using the keypad, touch **ENTER**.
4. Continue scanning other items (if applicable).
5. Touch **PAY** and complete the payment process.

**Scholastic EasyScan FYI:** All for Books contributions are **tax exempt**. Even if a transaction is a **TAXABLE SALE**, the Scholastic EasyScan system will not charge tax on the All for Books contribution amount.

**Receipt example:**  
All for Books **Contribution ONLY**

Scholastic Book Fairs  
SMITH ELEMENTARY-  
FAIR: 00000000

TERM: 410-140-011 TRANS: 0000041  
07/19/2012 07:52 AM

① SALE

ALL FOR BOOKS.....	65.00
<b>Sub Total:</b>	65.00
Net Sale:	65.00
Non-Taxable:	65.00
Taxable:	0.00
7.25% Tax:	0.00
<b>Total Due:</b>	65.00
CASH:	65.00
<b>Total Paid:</b>	65.00

TOTAL ITEMS 1

Thank you for shopping at our school's Scholastic Book Fair  
Visit [www.scholastic.com](http://www.scholastic.com)  
for great information on books and reading!

**Receipt example:** All for Books **Contribution with Other Items**  
(Note: Gift certificate purchases are also tax exempt, making the non-taxable amount at the bottom of the receipt \$9.00.)

Scholastic Book Fairs  
SMITH ELEMENTARY-  
FAIR: 00000000

TERM: 410-140-011 TRANS: 0000058  
07/19/2012 07:53 AM

SALE

PEN/MARKER.....	4.99
PEN/MARKER.....	2.99
PENCIL.....	4.99
GIFT CERTIFICATE.....	5.00
GIFT CERT NBR 123	
MISCELLANEOUS.....	3.50
ALL FOR BOOKS.....	4.00
<b>Sub Total:</b>	25.47
Net Sale:	25.47
Non-Taxable:	9.00
Taxable:	16.47
7.25% Tax:	1.19
<b>Total Due:</b>	26.66
CASH:	26.66
<b>Total Paid:</b>	26.66

TOTAL ITEMS 6

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## How to Process All for Books REDEMPTIONS

### During the Fair

If contributions are redeemed during the Fair to assist students or teachers to purchase books, it is necessary to process them through Scholastic EasyScan prior to redemptions to avoid a negative balance on the financial reports.

1. Select **TAXABLE** or **TAX EXEMPT SALE**.
2. Scan all items being purchased using All for Books funds.
3. Touch **PAY**, total displays. If correct, touch **YES**.
4. Touch **ALL FOR BOOKS**. Enter the amount of contributions being redeemed, or touch **TOTAL** for the exact amount. ②
5. If the amount of contributions is not the exact amount of the sale, select the next payment type and complete the payment process.
6. Tear off the first receipt and give it to the customer.
7. Touch **OK** to print the second receipt (not pictured). Customer completes the optional information on the receipt and it is placed in the cash drawer for the chairperson's records.

**Receipt example:** Entire sale purchased with All for Books contributions.

Scholastic Book Fairs  
SMITH ELEMENTARY-  
FAIR: 00000000

TERM: 410-140-011 TRANS: 0000066  
07/19/2012 07:56 AM

SALE

POSTER.....	4.50
PENCIL.....	5.99
PENCIL.....	2.99
ERASER.....	1.99
MISCELLANEOUS.....	15.50
<b>Sub Total:</b>	30.97
Net Sale:	30.97
Non-Taxable:	0.00
Taxable:	30.97
7.25% Tax:	2.25
<b>Total Due:</b>	33.22
ALL FOR BOOKS:	33.22
<b>Total Paid:</b>	33.22

TOTAL ITEMS 5

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Visit [www.scholastic.com](http://www.scholastic.com)  
for great information on books and reading!

Scholastic Book Fairs  
SMITH ELEMENTARY

DATE: 07/19/2012 TIME: 08:10:31  
FAIR: 00000000 TERM S/N: 410-140-011

FINANCIAL SUMMARY

DATE: 07/19/2012

SALES CALCULATION

CASH AND CHECKS	\$158.58
CREDIT CARDS	\$0.00
PURCHASE ORDERS	\$0.00
<b>GROSS SALES</b>	<b>\$158.58</b>
TAX EXEMPT SALES	\$85.78
SCHOLASTIC DOLLARS (PRODUCT TAKEN FROM THE FAIR)	\$0.00
DISCOUNTS	\$0.00
<b>TOTAL SCHOLASTIC DOLLARS</b>	<b>\$0.00</b>

③ ALL FOR BOOKS COLLECTED (MAY NOT BE FULL AMOUNT COLLECTED)

TOTAL FAIR SALES (EXCLUDING SALES TAX)	\$153.66
TAX EXEMPT (REVENUE)	\$0.00
TAX EXEMPT (GC/ALL 4 BOOKS)	\$85.78
TAXABLE SALES	\$29.66
SALES TAX AMOUNT	\$4.92

DATE: 07/19/2012

Remember to scan All for Books™ contributions through EasyScan®.

\*\*\*IMPORTANT report your Fair totals within 7 days of your Fair ending \*\*\*

### One Day Before Your Fair Ends

1. Add up any contributions not yet processed through Scholastic EasyScan (container collections, for example). Scan the All for Books barcode and enter the amount. Deposit money into cash drawer.
2. Run the Financial Summary Report (for all days). This will show the total All for Books collected and processed through Scholastic EasyScan. ③ If you have multiple terminals, run this report on each terminal.
3. Follow steps 1-7 in "During the Fair" section to complete All for Books redemption.

## Reporting All for Books Contributions and Redemptions

- All **redeemed** contributions (items purchased at the Fair) must be reported in **total sales**.
- Participation in All for Books must be indicated on the Customer Rewards Form.
- If contributions have not been scanned through Scholastic EasyScan prior to redemptions, a negative balance on the financial reports will result.
- All All for Books contributions should be redeemed. The Sales Detail Report separates All for Books contributions and redemptions, making it easy to calculate unredeemed contributions.

### Financial Summary Report

Scholastic Book Fairs	
SMITH ELEMENTARY	
DATE: 07/19/2012	TIME: 08:10:31
FAIR: 00000000	TERM S/N: 410-140-011
FINANCIAL SUMMARY	
DATE: 07/19/2012	
SALES CALCULATION	
CASH AND CHECKS	\$158.58
CREDIT CARDS 0	\$0.00
PURCHASE ORDERS	
<b>GROSS SALES</b>	<b>\$158.58</b>
TAX EXEMPT SALES	\$85.78
SCHOLASTIC DOLLARS (PRODUCT TAKEN FROM THE FAIR)	\$0.00
DISCOUNTS	\$0.00
TOTAL SCHOLASTIC DOLLARS	\$0.00
ALL FOR BOOKS COLLECTED	\$69.00
(MAY NOT BE FULL AMOUNT COLLECTED)	
<b>TOTAL FAIR SALES</b>	<b>\$153.66</b>
(EXCLUDING SALES TAX)	
TAX EXEMPT (REVENUE)	\$0.00
TAX EXEMPT (GC/ALL 4 BOOKS)	\$85.78
TAXABLE SALES	\$29.66
SALES TAX AMOUNT	\$4.92
DATE: 07/19/2012	
Remember to scan All for Books™ contributions through EasyScan®.	
***IMPORTANT report your Fair totals within 7 days of your Fair ending ***	

### Sales Detail Report

DATE: 07/19/2012		
GC PURCHASE		
MM/DD	TRAN #	USING
07/19	000005	Cash-
		GC # AMOUNT
		123 5.00
07/19	000012	Cash-
		125 50.00
<b>TOTAL : 2</b>		<b>55.00</b>
DATE: 07/19/2012		
GC REDEEMED		
MM/DD	TRAN #	USING
07/19	000009	
		GC # AMOUNT
		521 5.00
<b>TOTAL GIFT CERT:1</b>		<b>5.00</b>
DATE: 07/19/2012		
ALL FOR BOOKS PURCHASE		
MM/DD	TRAN #	USING
07/19	000004	Cash-
		AMOUNT
		65.00
07/19	000005	Cash-
		4.00
<b>TOTAL : 2</b>		<b>69.00</b>
DATE: 07/19/2012		
ALL FOR BOOKS REDEEMED		
MM/DD	TRAN #	AMOUNT
07/19	000006	
		33.22
<b>TOTAL ALL FOR BOOKS:1</b>		<b>33.22</b>

Gift Certificate (GC)  
Contributions = \$55

Gift Certificate (GC)  
Redemptions = \$5

All for Books (A4B)  
Contributions = \$69

All for Books (A4B)  
Redemptions = \$33.22

This amount may not be the full amount collected if contributions (such as container collections) have not yet been processed through Scholastic EasyScan.

Formula for the Tax Exempt (GC/A4B) calculation:  
(A4B Contributions - A4B Redemptions) + (GC Contributions - GC Redemptions)  
So, for this example, it looks like this:  
( $\$69 - \$33.22$ ) + ( $\$55 - \$5$ ) =  $\$85.78$