
Universal Price Update Procedure

Price Update Checklist

Use this one-page checklist to be sure you have completed all the necessary steps to properly update prices.

- Save the Emailed price file to a directory on your PC, such as “My Documents” or “TNT Price Files.” Print the email for file layout information. If the price file was sent to you on 3 ½ inch diskette, go to the next step.**

- Use Tiny Term File Transfer to Transfer the Price File from your PC to the Unix Server.**

If the price file was sent to you on 3 ½ inch diskette or IF you copied the price file from the hard drive of your PC to a 3 ½ diskette (in the “a: drive”), you will need to copy it to the Tag-n-Trak Unix Server.

- Inventory Vendor Code Master update.** Change the date (month and year) on the Description line of the vendor code master. This is the effective date of the manufacturer’s price (cost) change.

- Master Menu Two – Universal Price Updating**

Creates New Item Numbers and updates existing items using data from manufacturer’s price file. Four steps are required:

1. Price Update Setup Screen
2. Price Load Process BATCH
3. Price Update Process BATCH

**** Optional Step** Use a customized Query to print items with a price change or code “N” in Display Flag of items that have had a price change so that new price tags can be printed.** If this step is needed, it must be done before step 4 below.

4. **Price Load Update** This 4th step is performed from the Inventory Menu, Price Load Update. It updates the cost on existing items.

- Cost Change Routine.** This step updates “F” cost (or G or H) and protects Quoted Items.

- Calculate Selling Prices for New Items. Skip this step if the price level markup/discount percentage adjustments are in the Vendor Code Master.** Use Markup/Discount Factors to calculate new prices based on the new cost (E or F). There are two steps required: Price Load Batch and Price Load Update.

- Print/Purge Discontinued Items.**

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Save the Emailed Price File to your PC & Print the Email for Layout Information

Price files are typically transmitted using email. An email message briefly describes the file layout. Please refer to the example below for a Dolan Designs price file. You should save the emailed file to a “My Documents” directory on your PC or to another directory where you can easily find it. Some users create a “My TNT Price Files” directory.

DOLAN DESIGNS 0406 -

You are receiving the attached price file by your request. Reminder: As outlined in our manufacturer price updating service agreement: You understand that it is your responsibility to verify the integrity of all of the enclosed data. Mylee Systems can not be held responsible for any errors resulting in lost profits, lost time or any other damages as a result of this service.

Attached is the Dolan Designs APRIL 2006 price file that you requested...

Filename: dol0406.tnt

Layout:

1 Item number

2 description

4 price

THERE ARE DESCRIPTIONS IN THIS FILE.

There are 1,311 items in this file.

Sample File Format of Price File

File Name = dol0406.tnt

```

item,desc,upc,dn-pr,pr2,pr3,pr4,wt,pk,dol0406.tnt
100-05,Matte White-1Lt Pendant,,32.50,,,,8.00,,z
100-07,Matte Black-1Lt Pendant,,32.50,,,,8.00,,z
100-09,Satin Nickel-1Lt Pendant,,39.50,,,,8.00,,z
100-22,BrownstoneTM-6Lt Chandelier,,39.50,,,,8.00,,z
1100-60,Peruvian-6+3Lt 2Tier Chandelier,,177.50,,,,34.00,,z
1102-60,Peruvian-6Lt Chandelier,,299.50,,,,50.00,,z
1110-34,Olde World Iron-6Lt Chandelier,,129.50,,,,19.00,,z
1120-34,Olde World Iron-Mini Pendant,,144.50,,,,22.00,,z
1121-34,Olde World Iron-9Lt 2Tier Chandelier,,31.50,,,,5.00,,z
1122-34,Olde World Iron-1Lt Wall Sconce,,219.50,,,,35.00,,z
    
```

The first few lines of the Dolan price file “dol0406.tnt” are shown above. Each line (item) in the price file is one record. Each field in each record is separated by a comma. This file is a typical price file with a “1,2,4” layout where “1” is the item number in the first field, “2” is the

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description in the second field and “4” is the distributor net price (your cost) in the fourth field. The third field, typically blank, is reserved for a UPC number.

The first record in the file consists of headings (item,desc,upc,dn-pr,pr2...) and is not an item number. This will be counted as one “bad record” during the UPU price load.

The remaining fields in each item record are used when the vendor provides more than one price, provides the item’s weight (wt), and/or provides the item’s package quantity.

Currently, the item number, description and cost are the fields you will be loading into your Tag-n-Trak inventory file. A future Tag-n-Trak enhancement is planned to allow users to load weight and package quantity.

In some cases, the vendor does not supply item descriptions in the price file. In those cases, the layout will be 1,4 (item, net price).

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Use TinyTerm File Transfer to Transfer Price File from PC to Unix Server or Copy Price File using 3 ½ Diskette

To transfer a price file from your PC to the Unix Server using TinyTerm please follow the instructions in the document titled "Admin 067 Tiny Term File Transfer PC to Unix" and then go to the next step on Page 5 of this document.

If you received the price files on a 3.5" diskette or if you copied the price files from your PC hard drive to a 3.5" diskette, follow the instructions below to copy them to the Unix Server.

1. Press <F10> from any menu for the Custom Menu Release 1.0
2. Select File Copy and File Transfer Menu.
3. Select Copy file from DOS floppy to Unix.
4. Please select which floppy you are using (1 or 2)? 1 – 3 ½ Floppy

This routine will allow you to copy a DOS file from a DOS floppy diskette to the Unix file system.

5. Please select the type of floppy diskette that you have?

2 – High density floppy diskette

6. Please enter the file name that contains the data you wish to copy from the DOS floppy diskette.

The file name should only contain numbers 0 through 9, letters a through z and period. A directory path is not required for the destination if the file is to reside in the /usr/df/datafile/str1 directory.

Please enter the file name or Q to quit: **filename.tnt** ← **must be lower case!**

7. Please insert diskette and press <ENTER> when ready

At this point, **insert the 3 ½ inch diskette with the price file in the appropriate drive on your unix server.** Press <Enter> after you have inserted the diskette.

Copy in process

8. Repeat for each price file you wish to copy. When finished, follow the screen prompts to EXIT from each menu until you return to the Tag-n-Trak main menu.
9. Eject the diskette from the drive on the unix server.

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Inventory Vendor Code Master Update

1. From Main Menu, select Inventory.
2. Select Item Master.
3. Press [F12] and V for Vendor Screen.
4. Change the date (month and year) on the Description line. This is the effective date of the manufacturer's price (cost) change. Place a lower case "d" in the second to the last position of the description field to indicate a manufacturer's disk was used to update prices and/or load entire line.

See **SAMPLE SCREEN** below. For sample vendor XYZ, the effective date of the price change is March of 2007.

INVENTORY VENDOR CODE MASTER

Vendor Code: XYZ

Description: XYZ SAMPLE VENDOR ====03/07=d=

Sort Definition: ANA

Sort Order: 123

Default: Kit Flag: N Serial Flag: N

 Extended Sales: Y Division: FX

 Round Rule:

Price Level A: E 200.000	Price Level B: A -25.000
Price Level C: A -30.000	Price Level D: A -35.000
Price Level E: 0.000	

UPC Auto Create: Prefix: Next Number: 0 Step: 0 Size: 0

Non-Stock Related Item: N

If the Division Code varies within this vendor line, leave it BLANK. If not blank, Universal Price Updating will put this Division code in all new items for this vendor.

If the Price Level adjustment percentages vary within this vendor line, leave them BLANK/zero. If not blank/zero, Universal Price Updating will use these factors to calculate selling prices for all new items for this vendor.

5. Press [F10] to save your change.
6. Press [F12] to exit the Vendor Code master screen and [F12] to exit the item master.

Universal Price Update Procedure

Universal Price Updating Menu

Price Update Setup SCREEN

From Main Menu, select Master Menu Two, Universal Price Updating and then Price Update Setup Screen.

****NOTE:** The remainder of this document will use sample vendor XYZ. Replace XYZ with the appropriate Vendor Code. The first time you add a "Setup Screen" for a vendor, you will be asked "OK TO ADD RECORD?" Respond Y.

When changing an existing "Setup Screen" for a vendor to enter the new File Name for the price file, be sure to press **[F10]** to **SAVE** your change. When finished adding or changing the four setup screens, press **[F12]** to exit.

Screen 2 of the Price Update Setup Screen must correspond to the price file layout for that vendor. The price file layout information is emailed to you with the price file attachment. The example shown below is a "1, 2, 4" layout where item number is in the first position of the price file, description is in the second position and price (cost) is in the fourth position. This the most common layout. You will need to modify the layout for some vendors.

UNIVERSAL PRICE UPDATING MENU

- 1 Price Update Setup SCREEN
- 2 Price Load Process BATCH
- 3 Price Update Process BATCH
- 4 Inventory Export/Import BATCH
- 5 Print/Purge Discontinued Items

IMPORTANT: Be sure to change the File Name to match the new price file. The File Name must be in lower case letters!

```

MM/DD/YYYY          UNIVERSAL PRICE UPDATING SETUP SCREEN
ID:  XYZ   Name:  XYZ SAMPLE VENDOR
File Name:  xyz0307.tnt

-----Start  Length  A/N  Y/N/P/B  Type Value-----
Qualify 1    0      0    A      N      EQ
Qualify 2    0      0    A      N      EQ
Qualify 3    0      0    A      N      EQ
Qualify 4    0      0    A      N      EQ

Start Vendor                XYZ
Stop Vendor                 XYZ
Suppress Item Number        N
Compress Item Number        N

Data Field layout           C (C=Comma Delimited F=Fixed Length)
Record Delimiter            C (C=CR and/or LF B=Block mode)
Block Length                0 (length for block mode)
    
```

**Step 1
Screen
1 of 4**

When **CHANGING** the setup screens for a vendor, press **[F7]** to go to Next Screen.

Universal Price Update Procedure

```

UNIVERSAL PRICE UPDATING SETUP SCREEN

ID: XYZ Name: XYZ SAMPLE VENDOR

Vendor Code      Start Length      Default Vendor: XYZ
Item Number      0      0
Description      1      0
Supersede        2      0
UPC Number       0      0      In Desc N (Y,N) Search _____ Start __ Stop __
Popularity Code  0      0
-----Decimal Point-----
Price A          0      ___      2      N
Price B          0      ___      2      N
Price C          0      ___      2      N
Price D          0      ___      2      N
Price E          4      0      2      Y
Price F          0      ___      2      N
Core A           0      ___      2      N
Core B           0      ___      2      N
Core C           0      ___      2      N
Core D           0      ___      2      N
Core E           0      ___      2      N
    
```

Step 1
Screen
2 of 4

F10 = Save
if Record
already exists

```

MM/DD/YYYY      UNIVERSAL PRICE UPDATING SETUP SCREEN

ID: XYZ Name: XYZ SAMPLE VENDOR

Use vendor code conversion: N (Y or N)

Manufacturer VC  Your VC      Manufacturer VC  Your VC
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
    
```

Step 1
Screen
3 of 4

```

MM/DD/YYYY      UNIVERSAL PRICE UPDATING SETUP SCREEN

ID: XYZ Name: XYZ SAMPLE VENDOR

Use Unit of Measure conversion: N (Y or N)

UOM Start location: ____ Length: __

Unit of Measure  Factor      Unit of Measure  Factor
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____
____            ____            ____            ____

OK TO ADD RECORD? (Y OR N) Y
    
```

Step 1
Screen
4 of 4

Universal Price Update Procedure

Multiple Price Files for ONE Inventory Vendor Code

In some cases, the manufacturer will distribute multiple price files based on a product grouping. An example of this is Kichler. Kichler distributes the following price files: Kichler lighting (main fixture line), Kichler Tiffany Classic, Kichler Landscape, Kichler Westwood. If you have separate vendor codes set up to correspond to each of these price files, the normal UPU load process should be followed.

However, if you combine all Kichler items into ONE vendor code, the UPU procedure is slightly different. Please review the following:

- a) Follow the instructions for the Price Update Setup Screen to set up a SEPARATE UPU vendor ID for each price file. If your vendor code is KIC, set up a KIC for the main fixture price file. Then set up KTC for Tiffany Classic, KLS for Kichler Landscape, and KWW for Kichler Westwood.
- b) On screen 1 of the Price Update Setup Screen, the File Name for the price file will be different for each ID.
- c) The "Start Vendor" and "Stop Vendor" on the first screen should always refer to YOUR Inventory Vendor Code. On screen 2, the "Default Vendor" should also be YOUR Inventory Vendor Code.

For example: Assume that all Kichler items are under one vendor code in your inventory file as **KIC**. When you are setting up the KTC vendor ID on the Price Update Setup Screen, you should enter KIC as both the Start Vendor and Stop Vendor on screen 1 and use KIC as the "Default Vendor" on screen 2.

Substitute your vendor code for Kichler if it is different than KIC (e.g. KCH).

Another example is Renaissance Guild. The Tracy Porter line is a separate price file, however, most lighting showrooms include the Tracy Porter line under the same inventory vendor code as Renaissance Guild.

A separate UPU vendor ID should be set up for the Tracy Porter line (such as TRA or TPL). When filling out the UPU setup screen for the Tracy Porter line, be sure to enter REN as the start and stop vendor code on screen 1 and as the default vendor code on screen 2. (If you use a different vendor code for Renaissance Guild, substitute your vendor code for REN.)

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Price Load Process BATCH

This step updates the Tag-n-Trak Universal Price Load file with the information (item, description, cost) from the vendor's price file.

UNIVERSAL PRICE UPDATING LOAD PROCESS

Conversion ID: XYZ Name: XYZ SAMPLE VENDOR

Qualify 1: N (Y,N,P,B) Type: EQ (GT,LT,EQ,NE,IN)

Qualify 2: N (Y,N,P,B) Type: EQ (GT,LT,EQ,NE,IN)

Qualify 3: N (Y,N,P,B) Type: EQ (GT,LT,EQ,NE,IN)

Qualify 4: N (Y,N,P,B) Type: EQ (GT,LT,EQ,NE,IN)

START VENDOR XYZ
 STOP VENDOR XYZ
 SUPPRESS ITEM NUMBER N (Y OR N)
 COMPRESS ITEM NUMBER N (Y OR N)
 ZERO FILE BEFORE STARTING Y (Y OR N)
 READY TO BEGIN Y (Y OR N)

RECORDS - 812 LOADED - 811
 BAD DATA RECORDS - 1
 DUPLICATE RECORDS - _____

LOADING - XYZ 1004WH004

ARE THERE ANY MORE DISKS TO PROCESS (Y or N) N
 ARE THERE ANY MORE VENDORS TO PROCESS (Y or N) N

****IMPORTANT NOTE IF VENDOR HAS MULTIPLE PRICE FILES UNDER ONE VENDOR CODE****

If there are multiple price files under ONE inventory vendor code, you should respond 'Y' to the prompt **"ARE THERE ANY MORE VENDORS TO PROCESS."**

When a "Y" response is given, the cursor returns to the **Conversion ID** prompt. At this point, you should enter the second UPU vendor ID and fill out the dialog screen. You'll notice that the prompt "ZERO FILE BEFORE STARTING N (Y OR N)" automatically defaults to "N" for No. This allows you to load multiple price files into one UPU Load file for updating ONE inventory vendor.

If there are more than two price files for the vendor, again respond "Y" for "Are there any more vendors to process." When all price files for the vendor have been loaded, respond "N."

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Price Update Process BATCH

This step adds *new* items on the price disk to your inventory file, updates the cost of those *new* items, and calculates selling prices of the *new* items IF you have price adjustment percentages in the Vendor Code Master screen. If the Vendor Code Master has a default division code, it will load this division in the new items. It also updates the “MFG” field in the item master with “N” to represent “New Item.” The “Date New Item” field in the item master is updated with the current system date.

This step also puts the *new cost for EXISTING items* in a temporary price load file.

Complete the dialog screen as shown below. When an “_” underline is shown below, refer to the “Notes” to determine the best option for you.

```
MM/DD/YYYY          UNIVERSAL PRICE UPDATING UPDATE PROCESS

LOAD BY ITEM OR UPC          I (I OR U)
START VENDOR                 XYZ
STOP VENDOR                  XYZ
SUPPRESS ITEM NUMBER        N (Y OR N)
COMPRESS ITEM NUMBER        N (Y OR N)
SAVE POPULARITY CODE        N (Y OR N)
SAVE DESCRIPTION             _ (Y OR N)
LOAD SUPERSEDE ITEMS        N (Y OR N)
LOAD UPC ITEM NUMBER        N (Y OR N)
PRINT/MARK ITEMS AS DISCONTINUED IF NO PRICE LOAD DATA  _ (Prt,Mark,Both,No)
PRINT NEW ITEMS              _ (Y OR N)
LOAD ITEMS IF NOT IN INVENTORY Y (Y OR N)
ZERO OUT FILE WHEN COMPLETE _ (Y OR N)

READY TO BEGIN              _ (Y OR N)

LOADING -  _____
CHECKING-  _____

SELECT OUTPUT DEVICE (PRINTER OR $ = FILE)
```

Notes:

SAVE DESCRIPTION: If “N,” the descriptions in the price file will NOT override descriptions on existing items, however, the description in the price file will be part of NEW items added. If “Y,” the descriptions in the price file WILL override descriptions on existing items and will be part of NEW items added.

PRINT/MARK ITEMS AS DISCONTINUED IF NO PRICE LOAD DATA _____ (Prt,Mark,Both,No):

- Select P to print discontinued items only. A prompt will display at the end of the dialog screen to select an output device (printer) for the report. A “PRICE LOAD DISCONTINUED ITEMS REPORT” will print and include the following information: VC, Item#, QOH, QRV, CBO, QOO, QBO, Last Sold and Last Purch. (Do NOT select P if the price file you are loading is a supplement or a “new items only price file.”)
- Select M to mark discontinued items only. The letter D will update the MFG field in the item master. You will have the option later to print and review items coded as discontinued. (Do NOT select M if the price file you are loading is a supplement or a “new items only price file.”)

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- Select B to both print and mark the discontinued items now. (Do NOT select B if the price file you are loading is a supplement or a “new items only price file.”)
- Select N to NOT print a report of discontinued items and also to NOT update the MFG field. **Selecting “N” is desirable if the price file being loaded is a supplement or a “new items only” file.**

PRINT NEW ITEMS (Y OR N): Respond “Y” to print a list of new items on a report titled “Price Load Exception Report – Items Not Found in Inventory.” You’ll be prompted to enter a printer number. The report prints the Vendor Code and Item number and then, depending on the UPU Setup Screen, one or more of the following may print: Description, POP, Price A, B, C, D, E and F. (Typically, the report prints VC, Item#, Description when available and Price E.)

Respond “N” if you do not wish to print new items.

In both cases (responding Y or N to “Print New Items”), the MFG field is updated with “N” to represent “New Item” and the “Date New Item” field is updated with the current system date.

**** Optional Step** Use a customized Query to print items with a price change or code “N” in Display Flag of items that have had a price change so that new price tags can be printed.** If this step is needed, it must be done before the next step “Price Load Update.”

Some users need to identify items on the vendor’s price disk which have had a price change in order to print new price tags / hang tags. Query can be used to “code” these items in your inventory file to make it easier to generate new price tags. Typically, the query is designed to place an “N” for “new price” in the Display field of display items. Query also can be used to simply print a list of these items. Some users print a list of any item with a price change if the Qty-on-Hand of the item is greater than zero.

If you need to identify display items with a price change, run your customized Query now before running Step 4. (Contact Mylee Customer Support if you need a customized Query for this purpose.) Write in your Query Report ID’s here:

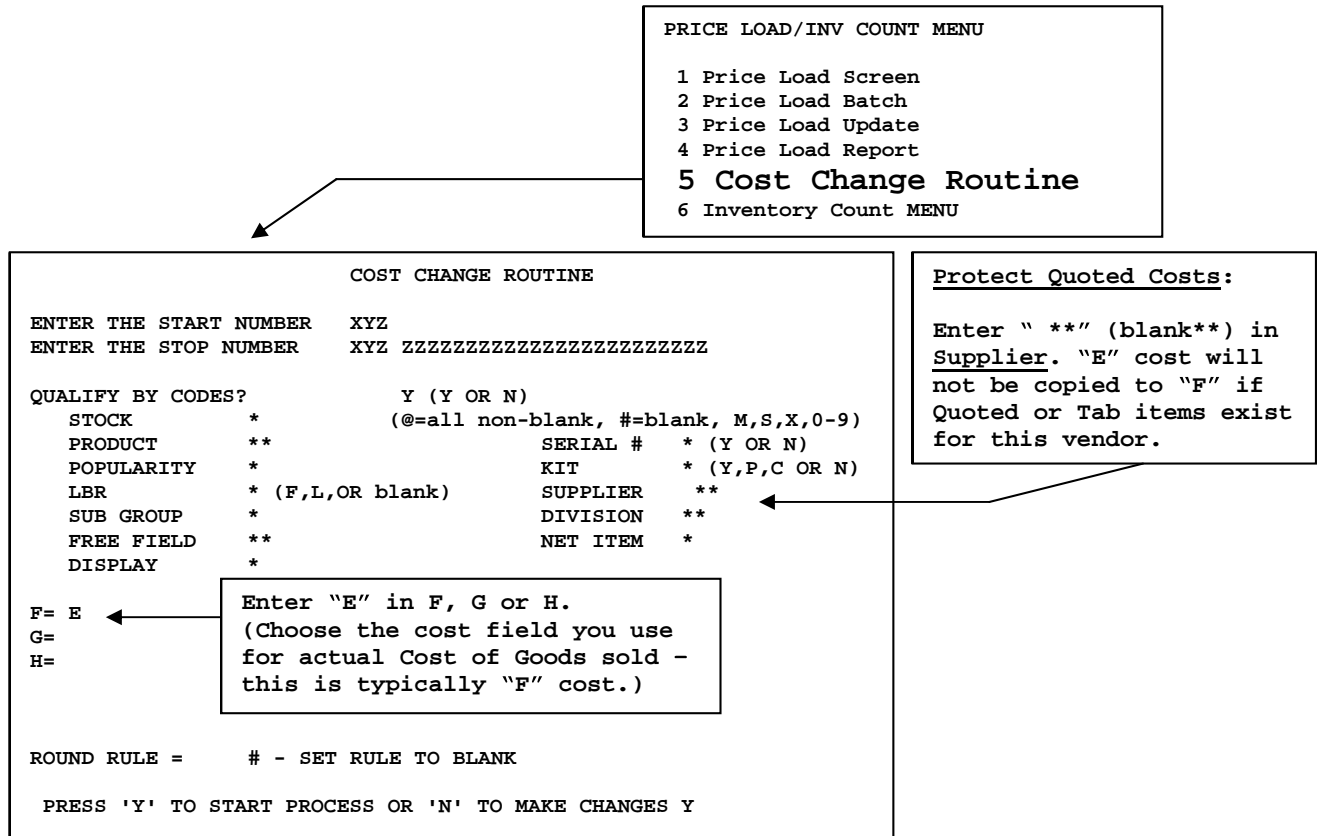
- Query Databases
- Group = Inventory
- File = INV Price Load
- Report ID: _____

If you have other customized query reports to run, write notes in the space below.

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Cost Change Routine

This step updates your actual cost "F" (or G or H) with the published cost "E" **unless** the item has a "Quoted" cost or is a "Tab" item. "Quoted" items typically have a Q in the first position of the supplier field. "Tab" items typically have a T in the first position of the supplier field. From the Price Load / Inv Count Menu, select Cost Change Routine.



If F is a percentage off E, a formula can be used. For example, assume F cost is 10% off the published book cost E. Use the following formula: **F=E*.9** (The symbol * means multiply. E multiplied by .9 calculates a 10% discount.)

Note: If you have selling price level adjustment percentages in the Vendor Code Master, the selling prices (levels A, B, C and D) were calculated automatically for NEW items when you ran the **Universal Price Update Process**. **If this is the case, no further action is needed to update your prices. If you wish to PURGE DISCONTINUED items, go to the final step on the last page of this document "Print/Purge Discontinued Items."**

If selling price level adjustment percentages are NOT in the Vendor Code Master, follow the steps below to calculate selling prices for the NEW items that were added.

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Print/Purge Discontinued Items

From Main Menu, select Master Menu Two, Universal Price Updating Menu, and then Print/Purge Discontinued Items.

The purpose of this program is twofold. It allows you to print and review discontinued items before purging. It allows you to actually purge items marked as discontinued if certain conditions are met.

Though it is not required to print discontinued items before purging, it is HIGHLY RECOMMENDED THAT YOU DO SO. Incorrectly loading a price file can result in marking active items as discontinued. An incomplete price file provided by the manufacturer can also result in marking active items as discontinued. In both of these cases, reviewing the list will prevent you from purging items you wish to keep in your inventory file.

```
MM/DD/YYYY MANUFACTURER PRINT / PURGE DISCONTINUED ITEMS PROCESS
SELECT OUTPUT DEVICE (PRINTER OR $ = FILE)          ___
START VENDOR                                         ___
STOP VENDOR                                          ___
DATE LAST SOLD PURGE DATE                           _____
DATE LAST PURCHASED PURGE DATE                     _____
PRINT ITEMS (Discontinued, qualified for Purge, Both or No)  _ (D, P, B, N)
PURGE QUALIFIED DISCONTINUED ITEMS                   _ (Y OR N)
  (Inventory qtys = 0 and Purge Date qualified)
UPDATE STOCK FLAG WITH 'X' FOR DISCONTINUED ITEMS    _ (Y OR N)
READY TO BEGIN                                       _ (Y OR N)
```

This program purges items with a “D” in Mfg if certain conditions are met. **It will NOT purge any discontinued item if it has a quantity on hand, quantity reserved, quantity on customer backorder, quantity on order OR quantity on backorder with the vendor.**

If you enter purge dates for Date Last Sold and/or Date Last Purchased, the program will not purge items sold or purchased AFTER those dates (even though the item has no quantities and has a D in the MFG field.)

You can choose to print discontinued items only without purging by responding “N” to “Purge Qualified Discontinued Items.”

If you want the program to automatically place an X in the stock flag of discontinued items not purged, respond “Y” to “Update Stock Flag with ‘X’ for Discontinued Items.”

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Note: If you have an item that could get coded with a D because it is not in the manufacturer's price file AND you never want it purged, change the Mfg field to "K" for "KEEP."

Note: The "A" in the Mfg field in the item master means "Active." This means the item existed in your inventory file and in the manufacturer's price file when you ran the UPU procedure.

Mfg Field Values: A=Active, N=New, D=Discontinued, K=Keep.