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Overview

Welcome to Retalix BackOffice! You are about to begin using one of the most powerful tools available for in-store data management. This guide contains detailed operation information for each application or program in Retalix BackOffice (a.ka. RBO). The information in the user's guide is organized by application. There is an overview, field-level information and step-by-step procedures for each of the following applications or programs:

- Retalix Navigator
- Retalix Security
- Parameters
- Reporting
- Department Maintenance
- Supplier Maintenance
- Item Maintenance
- Item Utilities
- FM Utilities
- Host
- Label and Sign Management
- Receiving
- Order Management
- Task Scheduling

* The screen captures and field information in these chapters is specific to the StoreLine or ISS45 POS. There is a separate **Appendix** for both the ScanMaster and NCR ACS POS in the back of this manual with screen captures and field information.

Other References

In addition to the Retalix BackOffice User Guide, there are two other documentation pieces available to assist in your use of Retalix BackOffice: The Retalix BackOffice Getting Started Guide and the Retalix BackOffice Online Help System.

Getting Started Guide

The Retalix BackOffice Getting Started Guide contains information designed to help you install, set up and begin using Retalix BackOffice. It is not a reference manual or user's guide. This guide features information on the installation and configuration of Retalix BackOffice. You can find the Getting Started Guide on your Retalix BackOffice CD in the **\Documents\RBO Getting Started Manual** folder. You can view the manual online or print it.

Online Help

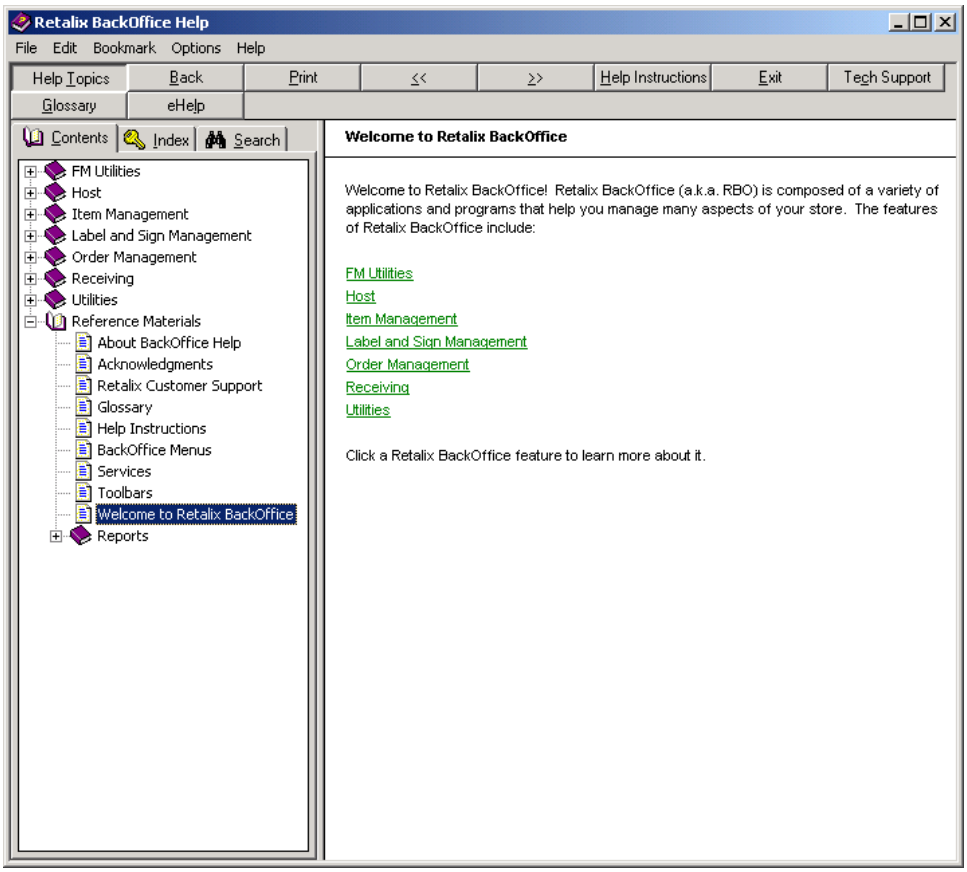
As with all Windows products, there is a help system built into the Retalix Navigator and throughout Retalix BackOffice. Retalix BackOffice features a comprehensive Online Help System to guide you through specific concepts and tasks. Please refer to the Help often, as you will find the answers to most of your questions here. The Help system contains important user information, such as:

- Contents, Index and Find utilities to quickly locate information in Help
- Overview information on each application
- Context-sensitive help at the field level
- How-to procedures (specific to each application or program)
- Glossary of terms
- Instructions on using Help

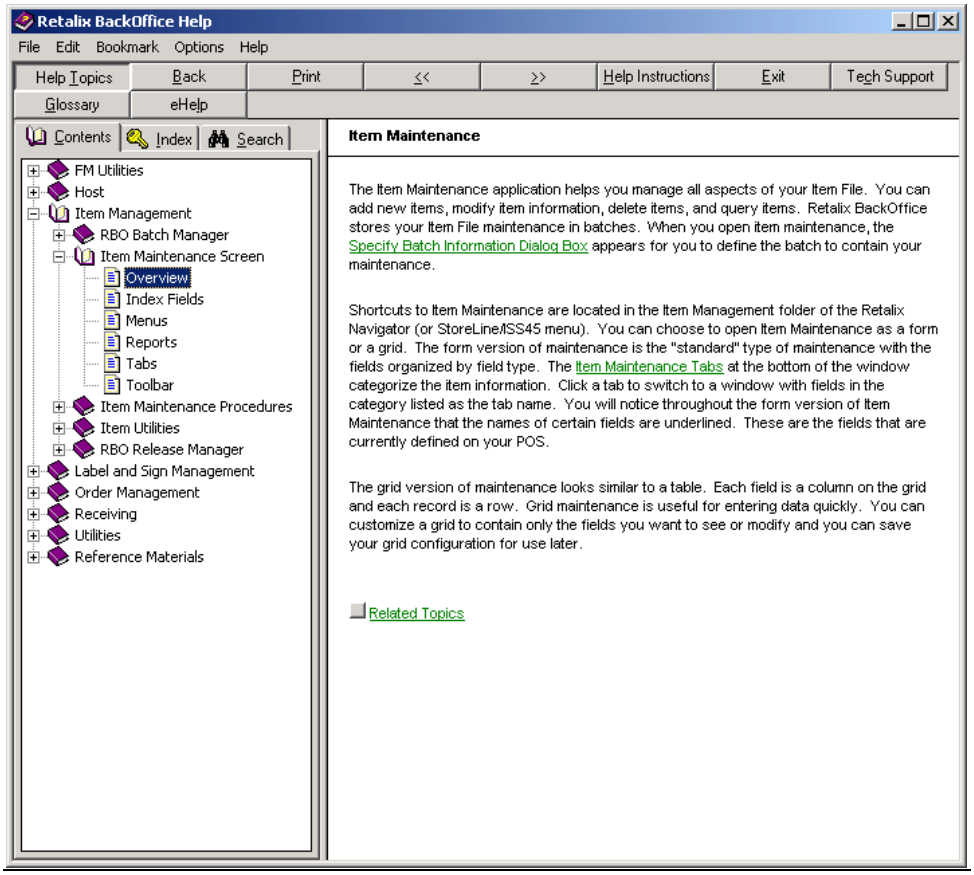
There are several ways to get help:

- To get help on the current screen, select Help on Current Topic from the **Help** Menu ("Current Topic" is replaced with the name of the application)
- To bring up the Help Topics Dialog Box with the Contents, Index and Find tabs, select Help Topics from the **Help** Menu
- To bring up help on a field, place your cursor in the field and either right-click and select Help or press [**Shift**] + [**F1**]

When you select Help on Current Topic from any Retalix BackOffice application **Help** Menu, a window similar to the following appears with overview information:



If you click the Help Topics button from within any of the Retalix BackOffice applications, the Help Topics Dialog Box appears with the Contents, Index and Find tabs:



The same dialog box appears when you select Help Topics from the **Help** Menu. Both of these choices give you the same information. The only difference is the way you want to attempt to find information. Use any of the tabs to locate help information:

- Contents
- Index
- Find

Help Instructions

Use the following procedures to find and display information in the Retalix BackOffice Help.

To find Help topics using the Table of Contents:

- Click the Contents Tab in the Help Topics Dialog Box. The Table of Contents (TOC) is displayed.
- Help topics are organized under topic headings. The book icon ( ) appears next to each heading. Double-click a heading to display the subheadings and topics under it. The book icon opens ( ) and the Table of Contents expand to display the next level in the TOC hierarchy.
- The topic icon ( ) appears next to each Help topic. Highlight a topic and click the Display button to view the Help window for that topic.

To find Help topics using the Index:

- Click the Index Tab in the Help Topics Dialog Box. A scroll box listing all topics in the Help system appears. Note that this scroll box displays Help topics only; it does not include field-level definitions.

To find and display an Index topic, do one of the following:

- Use the scroll bar on the scroll box to find the topic you wish to display. Highlight the topic and click the Display button.
- In the field at the top of the screen, type the first few letters of the topic you wish to find. The first topic matching the letters you entered is highlighted in the scroll box. You may then use the arrow keys (↑ or ↓) to select the topic you wish to display. Click the Display button.
- If more than one topic appears under the selected Index item's name, the Topics Found Dialog Box will appear. Highlight the topic you wish to display and then click the Display button.

To find Help topics and definitions using the Find option:

- Click the Find Tab in the Help Topics Dialog Box. This tab lets you find any topic or field-level definition in the Help system. You may have to complete the Find Setup Wizard. If so, follow the on-screen instructions to continue.

A search field and two scroll boxes appear on the Find Tab:

- In the field at the top of the tab, type the word or words of the topic/definition you wish to find.
- In the scroll box in the center of the tab click a matching search word to narrow your search.
- In the scroll box at the bottom of the tab, highlight the topic/definition you wish to display. Click the Display button.

To display Help for the currently displayed application/window:

- Press [**F1**].
- Select the Help on Current Topic option from the **Help** Menu.

To display Help for the currently selected field or button:

To select the field whose Help you wish to display, do one of the following:

- Click a field to position the cursor in that field.
- Press [**Tab**] to move the cursor to the desired field or button.

To display Help on the selected field or button, do one of the following:

- Press [**Shift**] + [**F1**].
- Right-click in the field and select Help from the right-click menu.

To print a Help topic in a Main Help window:

Do one of the following:

- Click the Print button on the Main window's toolbar.
- Select Print Topic from the Main window's **File** Menu.
- Right-click in the Main window and select Print Topic from the right-click menu.

To print a Help topic in a Secondary Help window:

Do one of the following:

- Click the Print button on the Secondary window's toolbar.
- Right-click in the Secondary window and select Print Topic from the right-click menu.

To display Help for the currently displayed dialog box:

- Click the Help button in the dialog box.

To return to the Help Topics dialog box from a Help window:

- Click the Help Topics button on the window's toolbar.

Retalix Customer Support

After you have tried unsuccessfully to solve your problem by looking in help or another reference, you have the option of calling Retalix Customer Support.

Standard support is available from 6:00AM to 8:00 PM (Eastern Standard Time) Monday through Friday, excluding holidays. You can also purchase extended support packages. See our website for the latest information on the available support packages.

The Retalix support packages include a remote dial-in session. This allows our support personnel to dial directly into your Retalix BackOffice System and help correct any problems. Contact your Retalix Sales Representative for more information.

> ***Note***: If your store is supported by an authorized reseller, your first support call should be to that reseller.

Before You Call Us:

- Be at your computer.
- Know the serial number and version number of your software.
- Know the make and model number of your computer.
- Know the version number of Windows that you are using.
- Know the name and version number of the operating system you are using.
- Know the name and model number of your printer and printer driver.

How to Reach Retalix Support

Toll Free: 1-800-533-2277
Fax: 1-937-384-2282

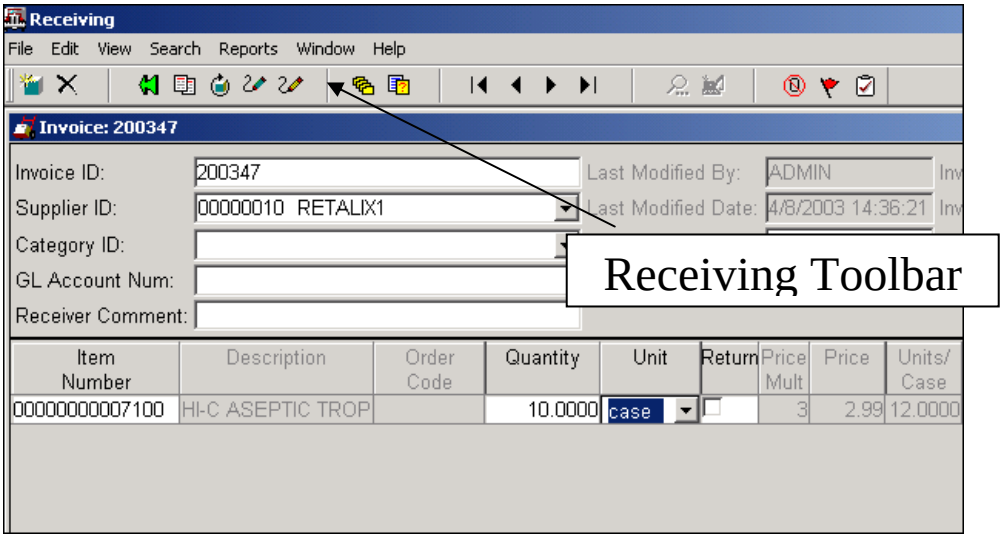
Our Mailing Address is:

Retalix Ltd.
2490 Technical Drive
Miamisburg, Ohio 45342

Visit our website:
www.retalix.com

Basic Toolbar Buttons and Functions

This section defines the most common toolbar buttons found at the top of Retalix BackOffice windows. These buttons are shortcuts to basic menu functions. Other toolbar buttons that are specific to an application are listed in the chapter for that application.



New

Click this button to create a new file. For example, in FM Parameter maintenance, click this button to create a new parameter file.

Open

Click this button to open an existing file. For example, in FM Parameter maintenance, click this button to open an existing parameter file.

Export

Click this button to save the current information to an external file. The Save As Dialog Box appears asking you to enter a file name, location and file type.

Print

Click this button to print the current screen or report on the printer.

Insert

Click this button to insert or add a new record to the current table.

Delete

Click this button to delete the selected record from the database.

Save Changes

Click this button to save your changes to the database.

First

Click this button to view the first record in the current query or the first page of the current report.

Previous

Click this button to view the previous record in the current query or the previous page of the current report.

Next

Click this button to view the next record in the current query or the next page of the current report.

Last

Click this button to view the last record in the current query or the last page of the current report.

New Query

Click this button to clear the screen and start a new query. (See page 142).

Build Query

Click this button to build a query for the current maintenance application or report. (See page 140).

Sort Data

Click this button to sort (or change the presentation order of) the data in the current query or report. (See page 167).

Filter Data

Click this button to narrow the data in the current query or report to a more specific set of data. (See page 168).

Retalix Navigator

Note: The following section is only applicable for POS installations that are **not** StoreLine/ISS45 version 8.4.2.55 (and higher). If you are running StoreLine/ISS45 8.4.2.55 and higher, menu options and security are integrated within StoreLine/ISS45. For more information, please see the StoreLine Office System Administator's Reference or the Retalix BackOffice Getting Started Guide.

The Retalix Navigator is a listing of the applications and programs available within your Retalix System. Use the Retalix Navigator to view the applications and programs that are available and to start applications. The Retalix Navigator window shows a folder for each major system, application, or feature in your Retalix software. Each folder contains one or more related applications underneath it.

There are two views available in the Retalix Navigator: Retalix View and USER View. Retalix View lists the Retalix applications and programs installed on your computer. USER View initially lists the Retalix applications and programs, but you can customize this view to include any combination of Retalix applications and other applications on your computer, in any order.

You can create folders and shortcuts to the non-Retalix applications you use frequently, giving you the ability to start these applications while in the USER View of the Retalix Navigator. You can change the view of the Retalix Navigator window using the **View** Menu or the Retalix Navigator Toolbar.

Retalix Navigator Toolbar

The Retalix Navigator Toolbar is available whenever you run the Retalix Navigator. This toolbar lets you change the view of the Retalix Navigator. You can change the view to the following:

- Retalix View
- USER View

The Retalix Navigator Toolbar looks like this:

Retalix View

Choose this option from the Retalix Navigator **View** Menu (or click the button) to display the Retalix View on the Retalix Navigator window. This view shows the Retalix applications and programs that are installed on your computer. When you choose this option, the Retalix View button on the Retalix Navigator Toolbar is depressed and a check mark appears in the **View** Menu next to the Retalix View option. The Retalix View remains active until you choose the other view.

USER View

Choose this option from the Retalix Navigator **View** Menu (or click the button) to display the USER View on the Retalix Navigator window. You can customize this view to include any combination of Retalix applications and your own applications. When you choose this option, the USER View button on the Retalix Navigator Toolbar is depressed and a check mark appears in the **View** Menu next to the USER View option. The USER View remains active until you choose the other view.

Retalix Navigator Procedures

This section provides step-by-step instructions for the various tasks you can perform from the Retalix Navigator.

Opening a Folder in the Retalix Navigator

This procedure demonstrates how to open a folder in the Retalix Navigator. Opening a folder lets you see the applications that are available underneath it. Once a folder is open, you can start any application within it.

To open a folder in the Retalix Navigator:

- Click the plus sign (+) to the left of the folder or double-click the folder name

  When a folder is open, you see a list of the applications and programs that are available within that folder.

Closing a Folder in the Retalix Navigator

This procedure demonstrates how to close an open folder in the Retalix Navigator.

To close a folder in the Retalix Navigator:

- Click the minus sign (-) to the left of the folder or double-click the folder name

Starting an Application From the Retalix Navigator

This procedure demonstrates how to start an application from the Retalix Navigator.

To start an application:

1. Click the plus sign (+) to the left of the folder or double-click the folder name to open it.
2. Repeat this step, if necessary, to open any additional folders.
3. Double-click the icon or name of the application you wish to start.

Changing the View in the Retalix Navigator

This procedure demonstrates how to change the view of the Retalix Navigator window. The views that are available are the Retalix View and the USER View.

To change the view in the Retalix Navigator:

- Choose the view you want from the **View** Menu or click the appropriate button on the Retalix Navigator Toolbar.

Resetting the USER View in the Retalix Navigator

This procedure demonstrates how to reset the USER View of the Retalix Navigator. Choosing this option causes you to lose any folders and program shortcuts that you have defined. The system sets the USER View to be the same as the Retalix View.

To reset the USER View of the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Select Reset USER View from the **View** Menu.
   - The Retalix Navigator USER View window resets to mirror the Retalix View window.

Adding a Folder in the Retalix Navigator

This procedure demonstrates how to add a folder in the USER View of the Retalix Navigator.

To add a folder in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Select Add from the **Edit** Menu.
   - The Add New Program Dialog Box appears.
3. Enter the text to appear next to the folder in the Program Name field.
4. Leave the Program Path and Program Icon fields set to Folder.
5. Use the drop-down list to select the Parent Folder. Select 0 (zero) if you want the folder to be the highest level.
6. Click the OK button.
   - Your new folder appears in the Retalix Navigator window.

Deleting a Folder From the Retalix Navigator

This procedure demonstrates how to delete a folder from the USER View of the Retalix Navigator. Note that when you choose to delete a folder, the system also deletes everything underneath it.

To delete a folder from the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Click the folder you want to delete to highlight it.
3. Select Delete from the **Edit** Menu.
   - The Delete Folder message appears asking you if you really want to delete the selected folder. If you answer Yes the system deletes the selected folder and everything underneath it.
4. Do one of the following:
   - Click the Yes button to delete the selected folder and its contents.
   - Click the No button to keep the folder.

Adding a Menu Shortcut in the Retalix Navigator

This procedure demonstrates how to add a menu shortcut in the USER View of the Retalix Navigator. This shortcut lets you go directly to the defined application menu/menu selection from the USER View of the Retalix Navigator.

To add a menu shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Select Menu Shortcut from the **Edit** Menu.
   - The Add Menu Shortcut Dialog Box appears.
3. Enter the text to appear next to the program icon in the Shortcut Name field.
4. Use the drop-down list to select the Program Name. This is the application that contains the menu for the shortcut you are defining.
5. Use the drop-down list to select the Menu Choice. This is the menu/menu selection for the shortcut you are defining.
6. Use the drop-down list to select the Parent Folder. This is the folder to contain this menu shortcut underneath it. Select 0 (zero) if you want the menu shortcut to be the highest level.
7. Click the OK button.
   - Your new menu shortcut appears in the Retalix Navigator window.

Adding a Program Shortcut in the Retalix Navigator

This procedure demonstrates how to add a program shortcut in the USER View of the Retalix Navigator. This shortcut lets you start the program from the USER View of the Retalix Navigator.

To add a program shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Select Add from the **Edit** Menu.
   - The Add New Program Dialog Box appears.
3. Enter the text to appear next to the program icon in the Program Name field.
4. Set the Program Path field by doing one of the following:
   - Enter the full path, including the file name of the program executable (this file name ends in .EXE).
   - Click the Browse button. When the Select Program Dialog Box appears, navigate to the correct folder and executable file name (this file name ends in .EXE) and then click the OK button.
5. Click the Create Icon button to fill in the Program Icon field.
6. Use the drop-down list to select the Parent Folder. This is the folder to contain this program shortcut underneath it. Select 0 (zero) if you want the program shortcut to be the highest level.
7. Click the OK button.
   - Your new program shortcut appears in the Retalix Navigator window.

Changing a Program Shortcut in the Retalix Navigator

This procedure demonstrates how to change a program shortcut in the USER View of the Retalix Navigator. This shortcut lets you modify the location of the program in the Retalix Navigator.

To change a program shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Select Change from the **Edit** Menu.
   - The Change Existing Program Dialog Box appears.
3. Highlight the field to modify by tabbing to the field or clicking it.
4. Enter the new information.
5. Repeat steps 3 and 4 until your entries are complete.
6. Click the OK button.

Copying a Program Shortcut in the Retalix Navigator

This procedure demonstrates how to copy a program shortcut in the USER View of the Retalix Navigator. This function lets you put your program shortcuts in the folders and order you want.

To copy a program shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Open the folder containing the program shortcut you want to copy.
3. Click the program shortcut you want to copy and hold it.
4. Drag the program shortcut to a new location in the Retalix Navigator. Notice that as you drag the program shortcut over a folder, the folder is highlighted to help you determine the correct destination for the program shortcut.
5. Release the mouse button.
   - The system asks you to confirm that you want to move the program shortcut.
6. Click the Yes button. The program shortcut is now in both the old and new locations.

Deleting a Program Shortcut from the Retalix Navigator

This procedure demonstrates how to delete a program shortcut from the USER View of the Retalix Navigator.

To delete a program shortcut from the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Click the program shortcut you want to delete to highlight it.
3. Select Delete from the **Edit** Menu.
   - The Delete Executable message appears asking you if you really want to delete the selected program shortcut.
4. Do one of the following:
   - Click the Yes button to delete the program shortcut.
   - Click the No button to keep the program shortcut.

Viewing the Properties of a Folder or Program Shortcut in the Retalix Navigator

This procedure demonstrates how to view the properties of a file folder or program shortcut in the USER View of the Retalix Navigator.

To view the properties of a folder or program shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Right-click the mouse on the name of the folder or program shortcut and select Properties from the menu.
   - The Properties Dialog Box appears listing the Type (Application or File Folder), Location and Size.
3. Click the OK button to continue.

Changing the Properties of a Folder or Program Shortcut in the Retalix Navigator

This procedure demonstrates how to modify the properties of a file folder or program shortcut in the USER View of the Retalix Navigator.

To change the properties of a folder or program shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Right-click the mouse on the name of the folder or program shortcut and select Properties from the menu.
   - The Properties Dialog Box appears listing the Type (Application or File Folder), Location and Size.
3. Click the Change button.
   - The Change Existing Program Dialog Box appears.
4. Make any necessary changes to the fields in the dialog box.
5. Click the OK button.

Renaming a Folder or Program Shortcut in the Retalix Navigator

This procedure demonstrates how to rename a folder or program shortcut in the USER View of the Retalix Navigator.

To rename a folder or program shortcut in the Retalix Navigator:

1. Select USER View (or click the button) from the **View** Menu.
2. Click the folder or program shortcut you want to rename to highlight it.
3. Select Rename from the **Edit** Menu.
   - A white box appears around the selected folder or program shortcut name.
4. Type the new name and press [**Enter**].

Retalix Security

Note: Any user requiring access to the Retalix Navigator or FM Applications must be added through RBO Security Maintenance. Any user requiring access to Retalix Navigator \ FM Applications and ISS45 must be added to both RBO and the ISS45 Front Office. RBO passwords used are not required to be the same as the passwords in ISS45.

Note: If you are running StoreLine/ISS45 8.4.2.55 and higher and do not require access to Retalix Navigator \ FM Applications, menu options and security are integrated within StoreLine/ISS45. For more information, please see the StoreLine Office System Administator's Reference or the Retalix BackOffice Getting Started Guide.

Security Maintenance ensures you that specific users can perform only the tasks assigned to them by your store manager or supervisor. This feature prevents users from executing applications and tasks within applications for which they do not have authorization. There are two maintenance applications within Security Maintenance. They are:

- Group Maintenance
- User Maintenance

Group Maintenance lets you define security groups and set permissions for the applications each group can access. For example, you may have a group that you permit to access the Item Maintenance application but maybe that group cannot edit the Item File. You can assign as few or as many tasks as you want to each group of users.

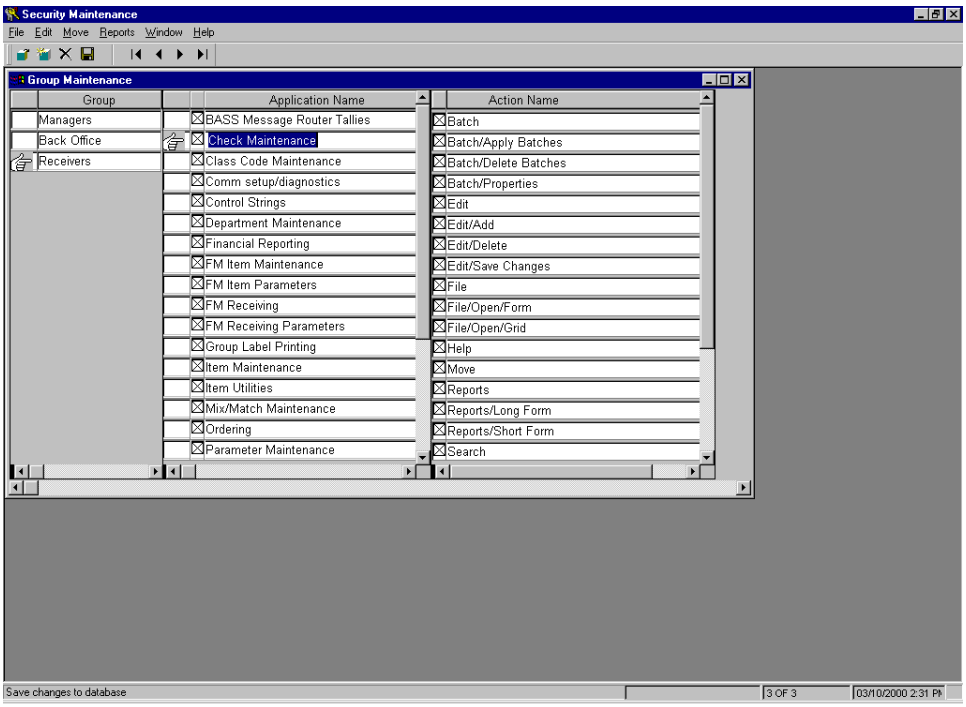
User Maintenance lets you add individual users as members of each group. You can assign as few or as many users as you want to a group. For example, you could have a group called "Managers" and another group called "Receivers." You can then add each manager to the Managers group and each receiver to the Receivers group.

When you have completed your Retalix BackOffice tasks, it is advisable to close the Retalix Navigator.

To access Security**,** open the Utilities folder of the Retalix Navigator and then double-click the Security icon. The Security Maintenance window appears. Use Group Maintenance to define your groups first, then User Maintenance to define your users.

Group Maintenance

Select Group Maintenance from the Security Maintenance **Open** Submenu to define security groups and assign permissions to the security groups:



Group Maintenance lets you determine the applications that each group has authorization to run. Depending on the application, you may also be able to decide the tasks a security group is permitted to perform within an authorized application.

NOTE: If you are running StoreLine/ISS45 8.4.2.55 and higher, "function-level" security is handled through the menu editor. While in the menu editor, right-click an application and select "Define Functional Security".

The following columns appear in the Group Maintenance window:

Group - This column contains the name of each defined security group. The pointer appears next to the group you are currently working with. Click the group name to switch to a different group.

Application Name - This column lists all of the Retalix BackOffice applications you can secure. If an application has an "X" next to it, it is permitted for the current group. Click the box to allow or disallow access to an application for the current group.

Action Name - This column lists all of the actions that you can secure within the current application. In many cases, the action is an entire menu. In other cases, it is a specific selection on a menu. If an action has an "X" next to it, it is permitted for the current group. Click the box to allow or disallow access to an action for the current group. The actions you can secure vary by application. Some applications do not have any actions associated with them.

Adding a Group in Security Maintenance

This procedure demonstrates how to add a security group in Security Maintenance.

To add a group in Group Maintenance:

1. Start Security from the Retalix Navigator Utilities folder.
2. Select Open from the Security Maintenance **File** Menu.
3. Select Group Maintenance from the Security Maintenance **Open** Submenu.
   - The Group Maintenance window appears.
4. Select Add from the **Edit** Menu (or click the button). A new line appears under the Group column, with the pointer next to it.
5. Type the Group Name to add.
6. Select Save Changes from the **Edit** Menu (or click the button).
7. Click OK button to continue.

Setting Application Permissions in Security Maintenance

This procedure demonstrates how to set application permissions in Security Maintenance. Application permissions are assigned to a specific security group. Every group can have a different set of application permissions, if you want.

To set application permissions for a group in Security Maintenance:

1. Start Security from the Retalix Navigator Utilities folder.
2. Select Open from the Security Maintenance **File** Menu.
3. Select Group Maintenance from the Security Maintenance **Open** Submenu.
   - The Group Maintenance window appears.
4. Select the group to assign the application permissions to by clicking the group name. The pointer appears next to the selected group.

5. Click the box next to an application name to enable or disable the application for the current group. An "X" means the group is allowed to access the application. A blank means the group is denied access to the application. Notice that the pointer moves to each application you enable or disable.
6. Repeat steps 4 and 5 until you are satisfied with the settings.
7. Select Save Changes from the **Edit** Menu (or click the button).
8. Click the OK button to continue.

Setting Action Permissions in Security Maintenance

This procedure demonstrates how to set action permissions within applications in Security Maintenance. Application permissions are assigned to a specific security group. Action permissions are assigned within authorized applications for a specific security group.

To set action permissions for a group in Security Maintenance:

1. Start Security from the Retalix Navigator Utilities folder.
2. Select Open from the Security Maintenance **Open** Menu.
3. Select Group Maintenance from the Security Maintenance **Open** Submenu.
   - The Group Maintenance window appears.
4. Select the group to assign action permissions to by clicking the group name. The pointer appears next to the selected group.
5. Click the application name to assign action permissions for the current group. The pointer moves to the selected application. Notice that the list of actions that appear under the Action Name column change depending on the selected application. Some applications do not have any actions associated with them.
6. Click the box next to an action name to enable or disable the action for the current group. An "X" means the group is allowed to perform the action. A blank means the group is denied access to the action.
7. Repeat steps 4 through 6 until you are satisfied with the settings.
8. Select Save Changes from the **Edit** Menu (or click the button).
9. Click the OK button to continue.

Deleting a Group in Security Maintenance

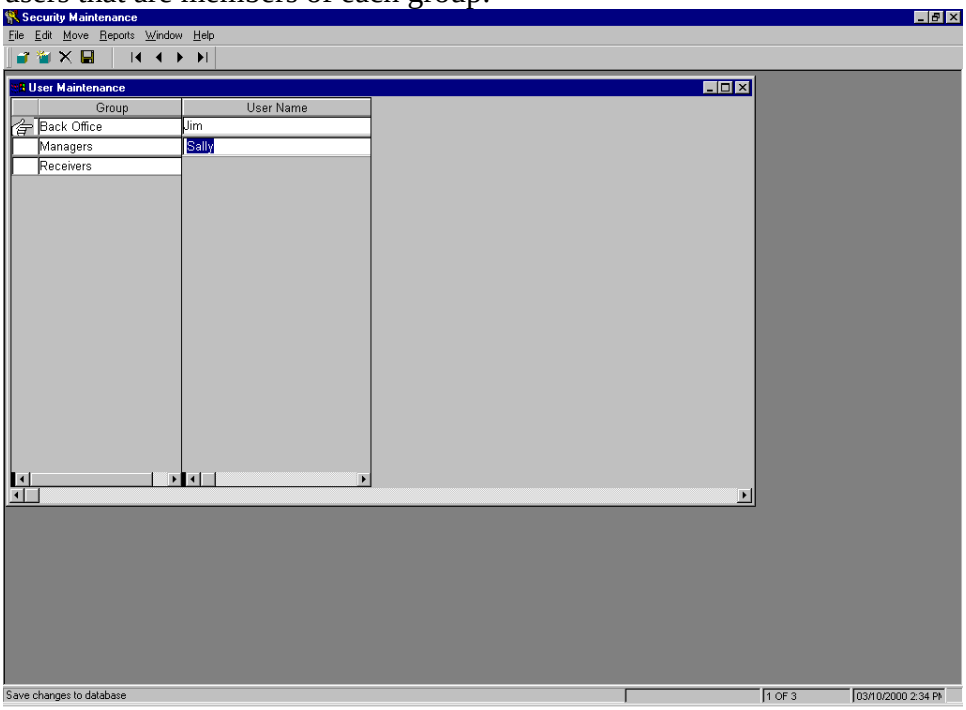
This procedure demonstrates how to delete a security group in Security Maintenance.

To delete a group in Group Maintenance:

1. Start Security from the Retalix Navigator Utilities folder.
2. Select Open from the Security Maintenance **File** Menu.
3. Select Group Maintenance from the Security Maintenance **Open** Submenu.
   - The Group Maintenance window appears.
4. Highlight the Group Name to delete.
5. Select Delete from the **Edit** Menu (or click the button).
   - A message appears asking you to confirm that you want to delete the current record. Click the Yes button to continue.
6. Select Save Changes from the **Edit** Menu (or click the button).
7. Click the OK button to continue.

User Maintenance

Once you define your security groups in Group Maintenance, select User Maintenance from the Security Maintenance **Open** Submenu to define the users that are members of each group:



You can define as many members of each group as you want. The two columns on the window are:

Group - This column contains the name of each defined security group. The pointer appears next to the group you are currently working with. Click the group name to switch to a different group.

User Name - This column contains the name of each user in the current group.

Adding a User in Security Maintenance

This procedure demonstrates how to add a new user in Security Maintenance. You must add groups before you can add users.

To add a user in Security Maintenance:

1. Start Security from the Retalix Navigator Utilities folder.
2. Select Open from the Security Maintenance **File** Menu.
3. Select User Maintenance from the Security Maintenance **Open** Submenu.
   - The User Maintenance window appears.
4. Select the group to add the user to by clicking the group name. The pointer appears next to the selected group.
5. Select Add from the **Edit** Menu (or click the button). A new line appears under the User Name column.
6. Type the User Name to add.
7. Select Save Changes from the **Edit** Menu (or click the button).
8. Click the OK button to continue.

Deleting a User in Security Maintenance

This procedure demonstrates how to delete a user in Security Maintenance.

To delete a user in Security Maintenance:

1. Start Security from the Retalix Navigator Utilities folder.
2. Select Open from the Security Maintenance **File** Menu.
3. Select User Maintenance from the Security Maintenance **Open** Submenu.
   - The User Maintenance window appears.
4. Select the group the user belongs to by clicking the group name. The pointer appears next to the selected group.

5. Highlight the User Name to delete.
6. Select Delete from the **Edit** Menu (or click the button).

- A message appears asking you to confirm that you want to delete the current record. Click the Yes button to continue.

7. Select Save Changes from the **Edit** Menu (or click the button).
8. Click the OK button to continue.

Security Maintenance Reports

While you are working in the two Security Maintenance applications you can choose to view and/or print the following Security Reports by selecting them from the Security Maintenance **Reports** Menu:

Users By Group - This report lists each group and the users that belong it.

Application Permissions - This report lists the applications that are disallowed for each group. These are the applications that the members of a specified group cannot access.

Action Permissions - This report lists the actions within applications that are disallowed for each group. These are the actions that members of the specified group cannot perform while running an application.

Parameter Maintenance

The Retalix BackOffice Parameters let you customize your system to meet your store's requirements. The system stores the parameter fields on the Retalix BackOffice server unless otherwise indicated. Start the Parameters application from the Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). A group of tabs appear across the bottom of the window when you open Parameter Maintenance. Each tab contains a type or category of parameters. The tabs and parameters that appear are dependent on the POS type. The possible Parameter Maintenance tabs are:

- Maintenance
- Receiving
- Invoice Extract
- Ordering
- FM Parms
- POS
- Store Parms
- Labels
- Host
- Mvmt History
- Item Management
- Inventory

NOTE: The Getting Started Wizard can be used to help you identify and set the most critical RBO parameters. Select the Getting Started Wizard from the StoreLine/ISS45 menu and follow the screen prompts.

When you change the settings of certain parameters, Retalix BackOffice requires you to stop and restart a Retalix service before the new setting goes into effect. When this is the case, a message appears telling you which service to stop and restart. For instructions on how to do this, see the *Stopping and Restarting a Retalix Service* section later in this chapter.

Maintenance Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the maintenance applications in Retalix BackOffice. The following parameters appear in the Maintenance Tab:

Shortcut Key for Start Query Parameter - This parameter lets you define a shortcut key to use in maintenance applications to invoke the Start Query function. Choose a shortcut key from the drop-down list. Then, when you are working in a maintenance window, at a field prompt, you can type this character to clear the window and start a new query, as if you selected New Query from the **Search** Menu. Set this parameter to "none" if you do not want to define a shortcut key for the Start Query function.

Note: The shortcut key only works when you enter it from the numeric keyboard. It does not work if you enter it from the main keyboard.

Batch Keep Days Parameter - This parameter contains the number of days for Retalix BackOffice to keep an applied maintenance batch before automatically deleting it. The default value for this parameter is 30 days.

Use Supplier ID List Parameter - This parameter controls how querying by the Supplier ID is performed. If this box is checked, you must match the supplier ID exactly. If left unchecked, you can omit the leading zeros when entering the Supplier ID in a query (or double-click the field to select the supplier from a list). The default value for this parameter is checked.

Extract Order Code Check this parameter to have Retalix BackOffice extract and use only a portion of the scanned/key-entered code (for barcoded items where the order code exists).

Receiving Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the Receiving application in Retalix BackOffice. The following parameters appear in the Receiving Tab:

Auto Print Invoice Parameter - Check this parameter to automatically print your receiving invoices when an invoice is Accepted or Conditionally Accepted. If you do not set this parameter, then invoices do not print unless you select the print function.

Invoice Ticket Format Parameter - Use the drop-down list to select the default format for printing invoice tickets. Set this parameter to "Landscape" to print the long version of receiving invoices. Set this parameter to "Portrait" to print the short version of receiving invoices. The difference between formats is that the landscape format prints sideways on your printer and the portrait format prints narrow (its height is greater than its width) on your printer. Also, the portrait format contains a subset of the fields that appear on the wide format.

# of Invoice Copies Parameter - This parameter contains the number of copies to print of each invoice.

Balancing Range Parameter - Enter the discrepancy amount for accepting invoices. For example, if the balancing range is $.10, then the Receiving application automatically accepts any invoice where the supplier total is within $.10 of the invoice total.

Invoice ID Max Length Parameter - This parameter contains the maximum length allowed for the Invoice ID field when creating a new invoice. The valid entries for this parameter are 1 through 22. The default value for this parameter is 22.

Invoice Keep Days Parameter - This parameter contains the number of days for Retalix BackOffice to keep an Accepted/Conditionally Accepted invoice since it was last modified. When the Invoice Delete Utility is running in a BackOffice Task, it looks at this parameter to determine the invoices to delete. The default value for this parameter is 180 days.

Deleted Suspended Invoice Via Invoice Delete - Check this box if you wish to have invoices with a "suspended" status considered when the invoice delete utility is run.

Include Department Totals on Invoice - Check this box to calculate and print department level totals on the receiver invoice.

Use Primary Order Pkg if Multiple Pkgs - Check this box if you wish to use the item's primary order code (or warehouse number) when receiving an item that has multiple package information records. If the parameter is checked then the primary order package will be used without prompting the user for the order package. If the parameter is not checked then the user will be prompted for the order package to use. This feature applies to both FM and Screen Receiving.

Allow Receiving of Unauthorized Items Parameter : - - Check this box if receivers may be permitted to receive items that are not authorized for the current supplier. If the checkbox is unchecked, receivers may not receive unauthorized items. (Items are authorized for a supplier through the Form Item Maintenance screen's Receiving Tab). The default is unchecked.

> ***Note***: This is a global parameter setting. A similar flag exists for each supplier in Supplier Maintenance (see page 71) and may be enabled/disabled at the supplier level.

Prompt for Supplier Count - Check this box if you wish to be prompted to enter the supplier's item total count at time of delivery. At delivery completion, differences between the supplier total and calculated delivery totals can then be noted.

Prompt for Status Codes Parameter– Check this parameter if you want FM operator to be prompted for a status code each time an invoice is conditionally accepted or accepted. If left unchecked, the status code will default to 1 (Everything is Fine).

Activate Deal Days Parameter - Check this box if you want to implement the receiving notification feature. At time of an item's receipt, receiving personnel will be notified of the next upcoming cost change scheduled to incur within the number of "deal days" specified in the Deal Days Parameter. The operator can then decide whether to reject the receipt (in the case of an upcoming price decrease) or receive additional stock (in the case of an upcoming price increase).

Deal Days Parameter – Enter the number of days to "look ahead" for upcoming price changes in order to notify receiving personnel of the next price change for the item being received.

Receiving Printer Parameter - Use the drop-down list to select the printer to use for printing invoice tickets from your FM units. If the setting of this parameter is none, then the invoice tickets print on the same printer as your reports. You can only modify this parameter from your server. If you are performing maintenance from a client, this parameter is not available for editing. If you change the setting of this parameter, you must stop and restart the Retalix FM Receiving Server service before the new setting is in effect.

Add Mode Key - Use the drop-down list to select a keyboard key that can be used during receiving to add a new row in the invoice detail section. This allows the user to continually input items without requiring the user to click the "Insert" Icon on the receiving toolbar. Options include the Plus (+) key, Down Arrow (↓) and Right Arrow (→). The default is "none".

Allow Cost/Adj Override at Receiving Parameter - Use the drop-down list to select how cost and adjustment overrides are handled during receiving. If set to "Allow None" (default), no overrides are allowed. If set to "Allow All", cost and adjustment overrides are allowed. If set to "Allow Reductions Only", only decreasing cost changes are allowed.

AP Export Invoice Query Date Parameter - Use the drop-down list to choose the default date to use for the Accounts Payable Export record search when the date range is specified: Create Date or Last Modified Date.

AP Export Format Parameter - Use the drop-down list to choose the data file format to use for AP exports: Type I or Type II. (For more information on these formats, see Accounts Payable Export on page 531).

Days to Calculate Average Daily Movement Parameter - Enter the number of previous days movement data you wish to use to calculate daily averages (for both movement and sales) on the Buy-In Report. The default is 28 days.

Cost/Adjustment Keep Days Parameter- Enter the number of days to keep cost and invoice adjustment data for reporting and item maintenance display purposes. The default is 90 days.

Exclude Adjustments from Gross Margin Parameter - Check this box if you wish to exclude invoice adjustments in receiving gross margin calculations. This parameter (if checked) will override the "Include in Gross Margin" flag found in Item Adjustment Type and Invoice Adjustment Type Maintenance.

Allow Net Cost Override at Receiving Parameter - Check this box to allow users to make a net cost change instead of making a temporary modification to the cost and/or adjustment of an item. If the "Allow Cost/Adj Override at Receiving" parameter is set for "Allow None", this parameter is disabled. **Note:** Once a net cost change is made to an item, a cost and/or adjustment override are prohibited regardless of the parameter setting. However, multiple net cost changes will be permitted.

Print Margins on Invoice Parameter - Check this box if you wish to display the Total Extended Retail, Gross Margin and Invoice Profit fields on the supplier invoice.

Print Invoices in Chronological Order Parameter - Check this box if you want items to display on the invoice in the order they were received. If this box is left blank, the items will appear in UPC number order.

Calculate GIGO using Regular Price at Time of Receipt Parameter - Check this box if you wish to use the item's regular price at time of receipt for retail price calculation purposes. If left unchecked, the Going In \ Going Out Gross Profitability report will use the item's current sell price (at time of receipt).

Receive Using Hold Price Parameter – Check this box to use the item's Hold Price (see page 114) for populating the Item Retail and Extended Retail fields on the receiving invoice. (The Hold Price field must be maintained either by the Host or the Store). The default is unchecked.

Invoice Extract Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the Invoice Extract utility in Retalix BackOffice. The following parameters appear in the Receiving Tab:

Invoice Extract Start Date is Today Minus (n) Day(s) Parameter - This parameter relates to the Invoice Extract Utility. This parameter defines the start date for the invoice extract. By default, the invoice extract start date is yesterday (i.e., today minus 1 day) but you can enter the number of days to go back. The valid entries for this parameter are 0 through 999. The value you enter here is used as the default start date but you can change it at run time.

Days To Extract Parameter - This parameter relates to the Invoice Extract Utility. This parameter contains the number of days of invoices to include in the extract. The valid entries for this parameter are 0 through 999. The default value for this parameter is one.

Extract Conditionally Accepted Invoices Parameter - This parameter relates to the Invoice Extract Utility. Check this parameter to include Conditionally Accepted invoices in the invoice extract. If you do not check this parameter, only accepted invoices are included in the extract. The default value for this parameter is checked.

Overwrite Existing Extract Files Parameter - This parameter relates to the Invoice Extract Utility. Check this parameter to overwrite the existing invoice extract files with the new information. If you do not check this parameter, the information is appended to the existing files. The default value for this parameter is checked.

Extract Order Code Length Parameter - This parameter relates to the Invoice Extract Utility. It contains the length for the Order Code field in an invoice extract file. If necessary, the application will expand the Order Code field to the length specified in this parameter by adding zeros to the left of the code. If this parameter is set to zero, the length of the Order Code is not expanded. The application does not modify the Order Code if it is longer than the value entered here. The valid entries for this parameter are 0 through 12. The default value for this parameter is zero.

Invoice Master File Parameter - This parameter contains the path and file name where the Receiving application writes extract information for the Invoice Master Table when the Invoice Extract is executed either through a BackOffice Task or Screen Receiving. You can define your own location and file name for this file. The default path and file name is **C:\Retalix\Common\Communications\Host\OutBox\inv_master.csv**.

Invoice Master Adjustment File Parameter - This parameter contains the path and file name where the Receiving application writes extract information for the Invoice Master Adjustment Table when the Invoice Extract is executed either through a BackOffice Task or Screen Receiving. You can define your own location and file name for this file. The default path and file name is **C:\Retalix\Common\Communications\Host\OutBox\inv_master_adj.csv**.

Invoice Master Memo File Parameter - This parameter contains the path and file name where the Receiving application writes extract information for the Invoice Master Memo Table when the Invoice Extract is executed either through a BackOffice Task or Screen Receiving. You can define your own location and file name for this file. The default path and file name is **C:\Retalix\Common\Communications\Host\OutBox\inv_master_memo.csv**.

Invoice Detail File Parameter - This parameter contains the path and file name where the Receiving application writes extract information for the Invoice Detail Table when the Extract Accepted Invoices option is selected. You can define your own location and file name for this file. The default path and file name is **C:\Retalix\Common\Communications\Host\OutBox\inv_detail.csv**.

Invoice Detail Adjustment File Parameter - This parameter contains the path and file name where the Receiving application writes extract information for the Invoice Detail Adjustment Table when the Invoice Extract is executed either through a BackOffice Task or Screen Receiving. You can define your own location and file name for this file. The default path and file name is **C:\Retalix\Common\Communications\Host\OutBox\inv_detail_adj.csv**.

Invoice Detail Memo File Parameter - This parameter contains the path and file name where the Receiving application writes extract information for the Invoice Detail Memo Table when the Invoice Extract is executed either through a BackOffice Task or Screen Receiving. You can define your own location and file name for this file. The default path and file name is **C:\Retalix\Common\Communications\Host\OutBox\inv_detail_memo.csv**.

Ordering Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the Order Management applications in Retalix BackOffice. The following parameters appear in the Ordering Tab:

Order Keep Days Parameter - This parameter contains the number of days for Retalix BackOffice to keep an order before automatically deleting it. The default value for this parameter is sixty (60) days.

Upload Directory Parameter - This parameter contains the full path location of the order files to send to a supplier. This is the default value Retalix BackOffice uses if there is no Upload Directory on file for the specific supplier (in the Ordering Tab of Supplier Maintenance).

Upload Exec Parameter - This parameter contains the name of the executable program to use to prepare order files before sending them up to the supplier. Enter the full path location and name of the program. This is the default value Retalix BackOffice uses if there is no Upload Exec on file for the specific supplier (in the Ordering Tab of Supplier Maintenance).

Download Directory Parameter - This parameter contains the full path location of the files received from suppliers. This is the default value Retalix BackOffice uses if there is no Download Directory on file for the specific supplier (in the Ordering Tab of Supplier Maintenance).

Download Exec Parameter - This parameter contains the name of the executable program to use to process files received from the supplier. Enter the full path location and name of the program. This is the default value Retalix BackOffice uses if there is no Download Exec on file for the specific supplier (in the Ordering Tab of Supplier Maintenance).

Generate Change Batch Parameter - Check this parameter for the authorization file process to generate a change batch for the Item File if there are any differences between the item fields in the two files.

Host Authorized Orderable Flag Parameter - Check this parameter for the authorization file process to turn off the orderable flag for any order packages that do not appear in the authorization file. The default value for this parameter is checked.

FM Parameters Tab

Click this tab to view the parameters that relate to the FM applications. There are four sub-tabs within the FM Parameters Tab. They are FM Item, FM Receiving, FM Ordering, FM Item Maintenance and FM Flex Data Collect. The following parameters appear in each of the FM Sub-Tabs:

FM Terminal Type Parameter - This parameter defines the type of FM units you are using. Use the drop-down list to select the type of FM unit. Set this parameter separately for FM Item Maintenance, FM Receiving, FM Ordering and FM Flex Data Collect by selecting the Sub-Tab within the FM Parameters. If you change the setting of this parameter, you must stop and restart the appropriate Retalix FM Server service before the new setting is in effect.

Enable FM Sounds Parameter - Check this parameter to enable the FM sounds. When this parameter is checked you can choose the sounds that come from the FM unit when various actions occur. Sound is available only for the BASS FM-4000. Leave this parameter unchecked to disable the FM sounds. Set this parameter separately for FM Item Maintenance, FM Receiving, FM Ordering and FM Flex Data Collect by selecting the Sub-Tab within the FM Parameters. If you change the setting of this parameter, you must stop and restart the appropriate Retalix FM Server service before the new setting is in effect.

FM 4000 Sounds Parameters - When the Enable FM Sounds parameter is checked you can choose the sounds that come from the FM unit. You can choose a sound or series of sounds for each of the following actions:

- Close Error
- Delete Error
- Invalid Data
- Invalid Price
- Not Found
- Validation Error

Enter one or more letters from K to P for each of the FM Sounds parameters. The available sounds and the letter to enter for each are as follows:

Entry	FM Sound
K	Short BEEP
L	Long BEEP
M	Chime
N	Ping
O	Klaxon
P	Car Start

As an example, you could enter "OOO" for the Invalid Data action. Set the sound parameters separately for FM Item Maintenance, FM Receiving, FM Ordering and FM Flex Data Collect by selecting the Sub-Tab within the FM Parameters. If you change the setting of this parameter, you must stop and restart the appropriate Retalix FM Server service before the new setting is in effect.

POS Parameters Tab

Click this tab in Parameter Maintenance to view the parameters that relate to your POS. The following parameters appear in the POS Tab:

POS Type Parameter - This parameter defines the type of POS you are using with Retalix BackOffice. This parameter is set by Retalix and you cannot change it.

Release Number Parameter - This parameter defines the release number of your POS software. Use the drop-down list to select the release number of the POS software installed on the POS.

Store Parameters Tab

Click this tab in Parameter Maintenance to view the parameters that relate to your Store. The following parameters appear in the Store Parameters Tab:

Store Name Parameter - This parameter contains the name of the store.

Store Number Parameter - This parameter contains the store number of the current store. This number appears on many Retalix BackOffice reports. This parameter only allows a four-digit numeric entry.

Address Parameters - These parameters contain the address of the store.

Labels Tab

Click this tab in Parameter Maintenance to view the parameters that relate to Label Printing. The following parameters appear in the Labels Tab:

Label Generation Parameter: **-** Select the radio button to coincide with the label generation method you are using: Stylus (default), Text File Output (with optional prompting of Tag Type before generation), Database Table (for non-Stylus ODBC compatible label printing programs) or No Label Generation.

NOTE: When the Set Tag Type parameter is checked, the label export will use UWG's ULINK format (see page 188) and the "Enable Prompt for Shelf Tag Type Before Printing Labels" parameter below will be disabled.

Insignia Stylus Installed in Path Parameter: Enter (or Browse to) the location of the Insignia Stylus program. The default is **C:\Insignia\Stylus20**.

Path Text File Will be Placed Parameter: Enter (or Browse to) the location where Retalix BackOffice is to place the label text file export.

Print Plessey Bar Code With Additional Check Digit Parameter - Check this parameter to add an additional check digit for the RASCAL printer. The RASCAL printer may already be set up through the FM unit to calculate one check digit. Use this parameter to have the FM unit calculate an additional check digit if you want Plessey bar codes with two check digits. Leave this parameter unchecked if you do not want to calculate an additional check digit. If you change the setting of this

parameter, you must stop and restart the Retalix FM Item Server service before the setting is in effect.

Print One Label if Shelf Tag Qty is Zero Parameter - When you print labels for an item, the software checks the Shelf Tag Qty field to determine the number of labels to print. Check this parameter to print a shelf tag for an item even when the Shelf Tag Qty field is zero. If this parameter is not checked and you print a shelf tag for an item that has a zero in the Shelf Tag Qty field, the shelf tag does NOT print. The default value for this parameter is checked.

Enable Prompt for Shelf Tag Type Before Printing Labels Parameter - Check this parameter to prompt for a Shelf Tag Type before printing item labels. This parameter lets you print labels for all items that are equal to or all items that are not equal to a specific Shelf Tag Type. The default value for this parameter is unchecked.

When the Enable Prompt for Shelf Tag Type Before Printing Labels parameter is checked and you choose to print item labels, the Select Shelf Tag Type Dialog Box appears:

This dialog box contains the following fields and buttons:

Use Shelf Tag Type option to print labels check box - Check this box to use the Shelf Tag Type to determine the item labels to print and to enable the rest of the fields in the dialog box.

Select items radio buttons - Select the “equal” radio button to print labels for items with their Shelf Tag Type field equal to the value you enter in this dialog box. Select the “not equal” radio button to print labels for items with their Shelf Tag Type field not equal to the value you enter in this dialog box.

Shelf Tag Type field (Label Printing) - This field appears in the Select Shelf Tag Type Dialog Box. Enter the Shelf Tag Type value to use for printing item labels. The application prints labels for items that have their

Shelf Tag Type either equal to or not equal to this value, depending on the setting of the Select items radio buttons.

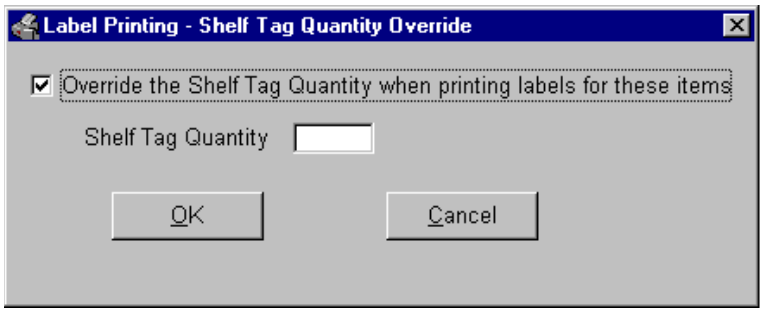
Match case check box - Check this box to cause the search for the Shelf Tag Type value to be case sensitive.

OK button - Click this button when you are finished working in the dialog box.

Cancel button - Click this button to cancel and exit the current window or dialog box.

Enable Prompt for Shelf Tag Quantity Override Before Printing Labels Parameter - Check this parameter to prompt for a Shelf Tag Quantity override before printing item labels. This parameter lets you override the Shelf Tag Quantity in the item record. The default value for this parameter is unchecked.

When the Enable Prompt for Shelf Tag Quantity Override Before Printing Labels parameter is checked and you choose to print item labels, the Shelf Tag Quantity Override Dialog Box appears:



This dialog box contains the following fields and buttons:

Override the Shelf Tag Quantity when printing labels…check box - Check this box to override the Shelf Tag Quantity in the item record and use the quantity specified in this dialog box. When you check this box, the Shelf Tag Quantity field is enabled.

Shelf Tag Quantity field (Label Printing) - This field appears in the Shelf Tag Quantity Override Dialog Box. Enter the Shelf Tag Quantity to use for printing item labels.

OK button - Click this button when you are finished working in the dialog box.

Cancel button - Click this button to cancel and exit the current window or dialog box.

Label Program Command Line Parameter - This parameter contains the full path location of the label design and printing application on your computer. Retalix BackOffice maintains this parameter locally on each PC in the system. Enter the full path location of the application. You may establish this parameter here or using the Batch Manager's Batch Options screen.

Output Includes Promo Information Parameter - Check this box to provide promotion information within the Stylus Dataset. Expressions can be written against the new fields to print specific data when promotions are provided.

ESL Tab

Click this tab in Parameter Maintenance to view the parameters that relate to ESL (Electronic Shelf Label) in Retalix BackOffice. The following parameters appear in the ESL Tab:

ESL Enabled Parameter - Check this box to indicate Electronic Shelf Label is active in the store.

ESL Type Parameter - When this parameter is set to 'Watch File' and the parameter 'ESL Enabled' is checked, item changes will automatically be written to the RBO **item_esl** table to be read by a third party ESL interface. When this parameter is set to 'Pricer' and the parameter 'ESL Enabled' is checked, item changes will be automatically sent to Pricer ESL.

Watch File Path Parameter - This parameter contains the path and file name of the ESL watch file. The Watch File is used to determine that the ESL processor is running and ready to receive price changes. The default path and file name is **\ESL\Update.dat**.

Check Frequency Parameter - This parameter indicates the number of minutes to wait between checking the modification date of the Watch File. The default is 5 minutes.

NOTE: The RBO release process looks at the modification date of the Watch File. If it was not modified within the number of minutes specified in this parameter, it prevents maintenance from getting sent to the POS. The third party ESL application must modify the Watch File frequently (within the number of minutes specified in this parameter) to indicate that it is up and running.

Host Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the Host applications in Retalix BackOffice. The following parameters appear in the Host Tab:

Check Hold Price Flag Parameter - Not used in this release.

Trim Order Code Flag Parameter - This parameter relates to the SIL application. Check this parameter for the SIL application to shorten the Order Code field to a certain length. The idea is to remove leading zeros and blanks from the Order Code field. When this parameter is checked, you must also specify the Trimmed Order Code Length parameter. If the SIL application removes anything other than a zero or blank, it writes a warning message to the SIL log indicating the item number and order code. The default value for this parameter is unchecked.

Trimmed Order Code Length Parameter - This parameter relates to the SIL application and the Item Maintenance Order Code data entry field. It is available only when the Trim Order Code Flag parameter is checked. Enter a number from 1 through 12 to indicate the length of the shortened Order Code. When processing SIL files, the SIL application removes the appropriate number of left-most characters from the Order Code to make it the length specified in this field. If the SIL application removes anything other than a zero or blank, it writes a warning message to the SIL log indicating the item number and order code. In Item Maintenace, when entering an order code less than the length set here, the field will be automatically padded with leading zeros. The default value for this parameter is 12.

Set Receiving Package as Primary Parameter - This parameter relates to the SIL application. If host sends receiving package information (Order Code and/or Supplier ID) and this parameter is checked, then the referenced receiving package is set as the primary receiving package for the item when the batch is applied. If you wish to use SIL's Primary Package flag (using SIL change maintenance records) to govern this setting, leave this field unchecked. The default value for this parameter is unchecked.

Process Records with Supplier Not On File Parameter- This parameter relates to the SIL application. If parameter is checked, the Supplier ID will not be validated when the SIL file is processed. If left unchecked, the supplier ID will be validated during SIL processing and will not process records where no matching Supplier ID in RBO is located.

Set Batch Ignore Flag Parameter - This parameter relates to the SIL application. Check this parameter to force the "Ignore Batch" flag on all new batches received via SIL. The batches will not be staged and released until this flag is removed.

Process TPR/Ad SIL Fields into Temp Batch(es) Parameter - This parameter relates to the SIL application. If checked, host SIL files that contain Sale and TPR fields will be assigned a priority setting based on the following Sale Fields and TPR Field parameter settings below.

Set Priority for Sale Fields (F135-F138) Parameter - This parameter relates to the SIL application. If the Process TPR/Ad SIL Fields into Temp Batch(es) Parameter is checked and SIL fields F135 through F138 are provided by host file, click the field's selection arrow and choose the priorty level to assign to the batch. (A Sale batch will be created for items with the provided start and end dates).

Set Priority for TPR Fields (F181-F184) Parameter - This parameter relates to the SIL application. If the Process TPR/Ad SIL Fields into Temp Batch(es) Parameter is checked and SIL fields F181 through F184 are provided by host file, click the field's selection arrow and choose the priorty level to assign to the batch. (A TPR batch will be created for items with the provided start and end dates).

Set Ad Flag in Temp Batch Records - If the Process TPR/Ad Fields into Temp Batch(es) Parameter is checked, check this field to automatically set the Ad Flag in SIL-generated Temporary Batches.

SIL Drop U.P.C./PLU Check Digit Parameter - This parameter relates to the SIL application. Check this parameter when the SIL item number field contains the trailing check digit of the U.P.C. This parameter must be checked when receiving maintenance from host using CIX Release 3.00 and greater. The default value for this parameter is unchecked.

The results of the settings of this parameter are shown in the tables that follow. The **Drop U.P.C./PLU Check Digit** parameter is used by the SIL application for interpreting the format of item numbers (SIL field F01). When this parameter is checked, SIL item numbers are as follows:

SIL Item Number	Number Interpretation	Result
1234567890123	EAN 13 w/CD	12-3456789012
0123456789012	U.P.C.-A w/CD	1-2345678901
0012345678901	U.P.C.-A NSC 0 w/CD	0-1234567890
0001234567890	U.P.C.-A NSC 0-0 w/CD	0-0123456789
0000000000123	PLU	12

0000000012340	PLU	1234

When this parameter is not checked (the default), SIL item numbers are as follows:

SIL Item Number	Number Interpretation	Result
1234567890123	EAN 13 w/CD	12-3456789012
0123456789012	EAN 13 w/o CD	12-3456789012
0012345678901	U.P.C.-A	1-2345678901
0001234567890	U.P.C.-A w/NSC 0	0-1234567890
0000000000123	PLU	123
0000000012340	PLU	12340

SIL RSS Item Number Check Parameter - This parameter appears in the Host Tab and relates to SIL. If this flag is enabled, special handling of SIL RSS (Reduced Spaced Symbology) Item Number is invoked. The barcode can be used with smaller labels, particularly produce items. The label contains the same four digit PLU normally seen on produce items but the barcode contains a different number assigned by the supplier.

SIL Default Data Dictionary Parameter - This parameter relates to the SIL application. Use the drop-down list to select the default SIL Data Dictionary to use for processing SIL files. The default value for this parameter is 4.01.

SIL Treat Item Change as Add/Replace Parameter - This parameter relates to the SIL application. It determines how to treat change maintenance received for items that are not on file. If this parameter is checked, RBO will attempt to add the item to the item file (if enough information is available). If left unchecked, RBO will reject change maintenance if the item is not on file. The default value for this parameter is unchecked.

SIL Treat Cost Change as Add Replace Parameter - This parameter relates to the SIL application. It determines how to process cost changes received from host. If this parameter is checked and a matching receiving package (Order Code and/or Supplier ID) is not found, then a new receiving package and a new cost are added. If a matching receiving package is found, but a matching cost is not found (same start date, break qty), then a new cost is added. If this parameter is not checked and there is no matching receiving package or matching cost, a batch apply error will occur. The default value for this parameter is checked.

SIL Default Batch Apply Time Parameter - This parameter relates to the SIL application. This parameter contains the default apply time for applying the SIL-created batch when an apply date is specified without an

apply time. Enter the time or position the cursor in the hour or minutes portion of the time and use the arrow buttons to change it. To switch between AM and PM, you must enter an upper case A or P. The default value for this parameter is midnight.

Automatically Schedule SIL Batches Parameter - This parameter relates to the SIL application. Check this parameter for SIL to automatically schedule batches received from host to be applied on the date and time specified in the SIL header. The default value for this parameter is unchecked.

SIL Batch Export Data Dictionary Parameter– This parameter relates to the SIL application. Use the drop-down list to select the SIL Data Dictionary Release to use for SIL Batch Export. For example, SIL release 6.0 supports 14-digit item numbers (GTIN) and handles the Compare Price fields. The default for this parameter is 5.00.

SIL Batch Export Add UPC/PLU Check Digit Parameter – This parameter relates to the SIL application. Check this parameter for the SIL Batch Export to include the trailing check digit of the UPC number. The default value for this parameter is unchecked.

SIL Batch Export Overwrite Existing Export Files Parameter – This parameter relates to the SIL application. Check this parameter for the SIL Batch Export to overwrite existing SIL Batch Export files. If the parameter is unchecked, existing files are appended to. The default value for this parameter is checked.

SIL Batch Export Add/Change as Add/Replace Parameter – This parameter relates to the SIL application. Check this parameter for the SIL Batch Export to generate Add/Replace maintenance, rather than Add/Change maintenance. If checked, SIL maintenance when imported will add the item if it is "not on file" and replace the item if the item already exists. The default value for this parameter is not checked. If unchecked, SIL maintenance when imported will add the item if it is "not on file" and change the item if the item already exists.

Display SIL Summary Parameter – This parameter relates to the SIL application. Check this parameter to have the Host Maintenance via SIL application open the current day's summary report after it has completed processing the selected files. The same report is accessible via the Host Maintenance via SIL Reports Menu for the selected day.

Host Extract Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the host verification export file. The following parameters appear in the Host Extract Tab:

Wholesaler Assigned Store Account Number- This parameter contains the identification number for this store assigned by the wholesaler.

Item Price Verify Extract Format- This parameter is a drop-down list that lets you choose the wholesaler file format for the price verify file.

Item Extract Path - This parameter contains the path where the extract utility writes extract information.

Generate Daily Cost Extract – Check this parameter to create a separate extract file that includes item cost information for items with movement. The file will be placed in the \Retalix\Common\Communications\Host\Outbox folder and named "ITCSxxxx.05" (where "xxxx" is the month and date "mmdd"). The fill will have a date one day prior to when movement was run (since it is the cost extract from the day before). The extract occurs at the end of the Pull POS Movement process. The default is checked.

Item Extract Price - This parameter determines whether the regular or current price is extracted.

Movement History Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the Movement History application in Retalix BackOffice. The following parameters appear in the Movement History Tab:

Number of Days of Daily Inventory to Keep Parameter - This parameter contains the number of days of daily movement records to maintain. The default value for this parameter is 455 days.

Business Day Cut-Off Time Parameter - When pulling movement, the Business Day Cut-Off Time determines the business day for the movement data. If movement is processed before this time, the business end day is the previous day. If movement is processed on or after this time, the business end day is the current day. Enter the time or position the cursor in the hour or minutes portion of the time and use the arrow buttons to change it. To switch between AM and PM, you must enter an upper case A or P. The default value for this parameter is 3:00 PM.

Ad Week Start Day Parameter - This parameter contains the first day of the ad week for your store. Use the drop-down list to select the day. This date will be used when displaying Ad Week movement on the Form Item Maintenance Movement Tab. The default value for this parameter is Sunday.

Business Week Start Day Parameter - This parameter contains the first day of the business week for your store and is set automatically by the date selected for the First Quarter Starts On Parameter. This date will be used when displaying Business Week movement on the Form Item Maintenance Movement Tab.

First Quarter Starts On Parameter - This parameter contains the first day of the first quarter for your store. Use the drop-down list to select the day. This is the day that is used for establishing quarters on movement reports as well as on the Historical POS Movement and Sales screen. The default value for this parameter is 1/2/2005.

Item Management Tab

Click this tab in Parameter Maintenance to view the parameters that relate to the Item Management applications of Retalix BackOffice. The following parameters appear in the Item Management Tab:

Force POS Description to Upper Case Parameter - If this parameter is checked, the POS Description in Item Form or Item Grid Maintenance for a new item is automatically converted and stored in upper case. The default value for this parameter is unchecked.

NSC2 Lookup Format Parameter - This parameter defines how prices are embedded in NSC-2 (random weight) numbers on your POS. Use the drop-down list to select four-digit, five-digit, or six-digit prices. NSC-2 numbers are twelve digits long and consist of five (5) parts. The first digit is the NSC number. For random weight, this digit is always two (2). The next three parts are the body of the number, explained in the next paragraph. The last part is the final digit, which is the check digit. The check digit may or may not print in a readable form.

The ten digits immediately following the NSC-2 digit are the body of the random weight number. The body consists of three parts: the look-up number, a check digit and the price. The look-up can be 4, 5, or 6 digits long. The NSC-2 and look-up portions of the random weight number are the parts that Retalix BackOffice stores in the Item File. Retalix BackOffice fills the rest of the number (CVD and price) with zeros.

Parameter Setting		Look-Up	CVD	Price
5-digit prices	=	D1 D2 D3 D4 D5	D6	D7 D8 D9 D10
6-digit prices	=	D1 D2 D3 D4	D5	D6 D7 D8 D9 D10
4-digit prices	=	D1 D2 D3 D4 D5 D6		D7 D8 D9 D10
5-digit prices	=	D1 D2 D3 D4 D5		D6 D7 D8 D9 D10

As an example, use the number 2-12345-803882. Assume your POS is programmed using the first 5-digit embedded pricing format. This is how most scales print the number in human readable form. The breakdown is as follows:

- The first digit, 2, is the NSC, indicating that this is a random weight item.
- The next five digits, 12345, are the look-up number. These digits comprise the number that distinguishes one type of item from another. This number, 12345, could be sirloin.
- The next digit, 8, is the check digit for the price field (CVD). This digit varies with different prices.
- The next four digits, 0388, represent the price. In this example, the package sells for $3.88.
- The final digit, 2, is the overall check digit. Do not enter this digit on any Retalix BackOffice screen.

Set Receivable Flag for New Receiving Packages Parameter - If this parameter is checked, then Retalix BackOffice automatically sets the Receivable flag for all new receiving packages. If this parameter is not checked, then Retalix BackOffice does not set the Receivable flag for new receiving packages. The default value for this parameter is checked.

Set Orderable Flag for New Receiving Packages Parameter - If this parameter is checked, then Retalix BackOffice automatically sets the Orderable flag for all new receiving packages. If this parameter is not checked, then Retalix BackOffice does not set the Orderable flag for new receiving packages. The default value for this parameter is checked.

Default Supplier Parameter - This parameter determines the default supplier that will be used for all new receiving packages. Use the drop-down list to select the default supplier.

Item Description to Use on Reports Parameter - This parameter determines the item description to use for reporting purposes. Use the drop-down list to select Item Description (default) or POS Description.

Enable Item Group Pricing - This parameter determines how Item Group Pricing is used. (See page 174 for more information on Item Group Pricing). Use the drop-down list to choose one of the following: No, Screen Only or Screen & FM Later Batch. If set to "No", Item Group Pricing is not used. If set to "Screen Only" (default), price changes (to items sharing the same Item Code) are prompted only within the Item Maintenance Screen. If set to "Screen & FM Later Batch", prompting occurs within the Item Maintenance Screen (as describe above) and price changes are automatically made and placed within a batch (for items sharing the same Item Group Code) when FM Item Maintenance is performed using a "Later" Apply Mode (see Apply Mode parameter on page 337).

NOTE: When changing this parameter to "Screen & FM Later Batch", you will be prompted to stop and start the Retalix FM Item Server service in order for the change to take effect.

Weight is Measured In Pounds Parameter (ScanMaster Only) - If this parameter is checked, item weight is measured in pounds. The default value for this parameter is checked.

Set Base Price From Competitor or MSRP (ScanMaster Only) - If this parameter is checked, when changes are made to the Price, Competitor Price or MSRP fields, the Ad Level and the Base Price fields will be automatically set when the item record is saved. The following maintenance will be automatically performed:

- If the Competitor Price is non-zero, the Ad Level field will be set to "1" and the Base Price fields will be set from the values in the Competitor PM/Price fields.
- If the MSRP is non-zero, the Ad Level field is set to "1" and the Base Price field will be set from the value in the MSRP field.
- If within a Temporary Batch, the Ad Level field will be is set to "1" if any of the Price fields are changed. The Base Price fields will be set from their corresponding fields in the item's Permanent Record. (See ***RBO Price Management Overview*** on page170 for more information).
- If within a Permanent or Immediate batch, the Ad Level field will be set to "No Sale" and replace the item's Base Price fields from the corresponding fields in the item's maintenance batch record.

NOTE: When the **Set Base Price From Competitor or MSRP** parameter is enabled, the Ad Level field (on the ScanMaster Item Maintenance Screen's Pricing Tab) will be set to read-only. Changes will not be permitted to the Ad Level field because it will be automatically set using this feature.

Item's Department Flags Follow Parameter (ScanMaster Only) – This parameter determines how RBO will display and handle overriding the department's itemizer defaults within the Item Maintenance Screen's Itemizer Tab (see page 610). This setting should follow the ScanMaster Register Control File Setting "Dept/PLU Status". Use the drop-down list to select "Item" (default) or "Dept".

Apply Reward to Lowest Value Parameter -For StoreLine/ISS45 Promotions involving items that have different prices, this parameter determines whether the customer's reward will be given on the item of lowest value. For example, turkeys are on promotion at a specific price per pound. A customer has taken one that weighs 7lb and the other weighs 3lb. If this parameter is checked, the reward will be given on the 3lb turkey. If this parameter is unchecked, the reward will be give on the 7lb turkey.

Show Promo Count on Form Parameter (ISS45 V7 Only)- If this parameter is checked then the field Promo Count will show the number of promotions for each item queried in Item Maintenance form mode. If the field is not checked then Promo Count will be blank. **Note**: There will be performance degradation when this parameter is checked as Storeline is queried for the number of promotions for each item in Item Maintenance form mode as it appears on the screen.

Show Promo Count on Grid Parameter (ISS45 V7 Only) - If this parameter is checked then the field Promo Count will show the number of promotions for each item queried in Item Maintenance grid mode. If the field is not checked then Promo Count will be blank. **Note**: There will be performance degradation when this parameter is checked because Storeline must be queried for the number of promotions for all items returned in a query in Item Maintenance grid mode.

Enable You Saved Maintenance Parameter (ISS45 Only) – For ISS45 v7, if this parameter is checked, during a temporary batch RBO will automatically copy the Regular Price Multiple and Regular Price into the Bonus Buy comparison pricing fields (on the Other Pricing Tab) and change the Frequent Shopper type to Comparative Price. When a Frequent Shopper item is sold at the POS, the POS will compare the selling price against the FS Compare Price (entered in the FS Price Mult and FS price fields) and if the Frequent Shopper Compare Price is greater, the POS prints a savings line on the receipt. By automating this feature, RBO allows a user to maintain their prices through normal price maintenance and still have the benefit of the POS printing the savings on the receipt. For ISS45 v8, if this parameter is checked, during a temporary batch RBO will automatically copy the Regular Price Multiple and

Regular Price into the Bonus Buy comparison pricing fields (on the Other Pricing Tab) and set the Bonus Buy Pricing Type according to the "You Saved Bonus Type Parameter" below.

You Saved Bonus Type Parameter (ISS45 v8 Only) - This parameter sets the Bonus Buy Type when "You Saved Maintenance" is enabled. The Bonus Buy Type will be used in the message template that appears in the savings receipt message when the temporary item price is lower than the Bonus Buy price. Click the field selection arrow and choose the desired Bonus Buy Type: Bonus Buy Savings, Advertised Savings, Matched Advertised Savings, Private Label Savings, Competitive Compare Savings. This field is only used if the "Enable You Saved Maintenance" parameter is checked. The default Bonus Buy Type is "Bonus Buy Savings".

Auto Release Parameter - This parameter determines how the Retalix BackOffice "Auto-Release" feature is handled. If this flag is checked, all batches will be flagged for Auto Release (see ***Specify Batch Information Dialog Box*** on page 97) and release to the POS when staged, whether staged manually or scheduled for automatic stage. If left unchecked, the user can alter the batch's "Auto Release" flag within the Specify Batch Information screen or within the RBO Batch Manager. If you are unchecking this parameter in a live setting, existing RBO batches will continue to have the "Auto Release" flag turned on until they are manually removed. The default value for this parameter is unchecked.

Enable Temp Batches Parameter - This parameter determines the ability to enter an expiration date for a batch. If left unchecked, only the batch's effective date and time can be set in the Specify Batch Information screen. The default for this parameter is checked.

Lowest Price Wins Parameter - If this parameter is checked, Price Management will disable Hierarchical Pricing and implement "Lowest Price Wins" pricing. The default value for this parameter is unchecked.

Advertised Items Take Priority Parameter - If this parameter is checked, ***Lowest Price Wins*** *unless marked as Advertised*" logic will be implemented in Price Management. This field will only be enabled if the ***Lowest Price Wins*** parameter (above) is enabled. The default value for this parameter is unchecked.

NOTE: Using the Retalix BackOffice Price Management, you may implement either Hierarchical Pricing or Lowest Price Wins Pricing. Hierarchical Pricing uses Price Levels to determine pricing when multiple, effective price records for an item are present. TPR pricing will override

Regular Pricing. Sale Pricing will override TPR pricing. Manager's Special Pricing will override Sale Pricing.
"Lowest price Wins" Pricing will apply the lowest price record when multiple, effective price records for an item are present. If one or more of the effective price records are marked as "Advertised" prices, the lowest Advertised price will be applied.

Show Deleted Batches in Batch Manager Parameter - This parameter determines how to display batches that have been marked for deletion. If checked, the batches marked for deletion will display within the Batch Manager (with a trash can icon displaying next to the Batch ID). If left unchecked, batches previously marked for deletion only display in the Recycle Batches window. You may establish this parameter here or using the Batch Manager's Batch Options screen.

Display POS Movement Parameter - This parameter determines if you wish to read POS movement "on-line" and have it displayed in RBO Item Maintenance. If left unchecked, current POS movement will not be read or displayed.

Open Batches in Query Mode Parameter - If this parameter is checked, when RBO searches for a record in Form Item or Grid Item Maintenance, it assumes the item is on file. If it does not locate the record, the "No Matching Records Found" message appears. To add new items, you must click the "Insert" button on the toolbar. In addition, when this parameter is checked and a batch is being edited, the First, Previous, Next and Last buttons will only assist in locating items added to the batch during the active session. If this parameter is unchecked, when you enter a "not-on-file" item number, you will be prompted if you want to add the item. In addition, if this parameter is unchecked and a batch is being edited, the First, Previous, Next and Last buttons will assist in locating any item in the batch.

Full Stage Cut-Off Time Parameter - The time of day the full stage process, when performed, will begin to include maintenance scheduled to start the following business day. The default is 5:00 PM. Using the default setting, if the Full Stage process is performed anytime between 5:00 PM and Midnight on March 4th, maintenance with an effective date of March 5th will be staged. This allows the store to view the maintenance that will take effect the following day for label printing purposes. To change the default setting, you may also highlight the hour, minute and/or AM/PM segment and use the up or down arrows to increment or decrement the field accordingly.

NOTE: A full stage is independent of a scheduled batch. If you schedule a batch, the system will automatically stage and release the batch at the

specified date and time. A full stage may be executed manually or may exist within a BackOffice Task.

Auto Calculate Price Using Target GM% Parameter - Check this box to have Retalix BackOffice automatically create a new price for an item when its Target Gross Margin percentage is changed. The default for this parameter is checked.

Default to Immediate Batch Apply Mode Parameter - Check this box if you want to have the "Immediate Maintenance" checkbox automatically checked when the Specify Batch Information screen is launched. You may still perform Future Maintenance, but must first uncheck the Immediate Maintenance checkbox before the Future Maintenance fields will become available. The default for this parameter is unchecked.

POS Cost Sync Cut-Off Time Parameter - This parameter is related to the Synchronize POS Cost Fields Utility (see page 271). It controls the generated batch's start date and which adjusted cost will be used to synchronize to the POS cost field(s). If the time that the utility runs is less than or equal to this time, then today's date and today's adjusted cost will be used. If the utility is run after the cut-off time, then tomorrow's date tomorrow's adjusted cost will be used.

Inventory Tab

Click this tab in Parameter Maintenance to view the parameters that relate to DSD Inventory in Retalix BackOffice. The following parameters appear in the Inventory Tab:

Keep DSD Inventory Parameter: Check this box if you wish to maintain movement history on DSD items. Movement history is required if you wish to use the Going In Going Out Gross Report.

Keep Real Time Inventory Parameter: (StoreLine/ISS45 Only) Check this box if you wish for the inventory on-hand quantity to be updated in real time, as sales occur on the POS. Regardless of the setting of this parameter, movement updates are always required in order to obtain movement data. This parameter should only be changed immediately following end-of-day processing and the RBO movement update.

Inventory Method Parameter: Select the desired DSD Inventory Method. RBO supports three different generally accepted valuation methods. **FIFO** (First In - First Out) is the method where the first items received are the first items decremented when inventory is sold. **LIFO** (Last In - First Out) is the method where the last items received are the

first items decremented when inventory is sold. The **Current** method recalculates inventory cost once a day (based on current cost, discounts and allowances) and does not use inventory buckets (see discussion on Inventory Buckets on page 503) This field is only enabled if the **Keep DSD Inventory** parameter is checked.

DSD Return Cost Method Parameter: Select the desired valuation method for inventory returned to the supplier. RBO support three different methods: **Current -** The cost of the returned item is the cost of the item if it were received today. **Last -** The cost of the returned item is the cost paid when it was last received. **Oldest -** The cost of the returned item is the oldest cost of the item found in inventory. This field is only enabled if the **Keep DSD Inventory** parameter is checked.

DSD Inventory Keep Days Parameter: Enter the number of days you wish to keep closed inventory bucket information available for historical reporting purposes. Information older than this will be automatically purged. This field is only enabled if the **Keep DSD Inventory** parameter is checked.

Stock Count Keep Days Parameter: Enter the number of days to keep stock count information. If the difference between the stock count start date and the system date is equal to or greater than this setting **and** all records for the session have been applied, stock count information will be deleted. The default setting is 14 days. If set to "0", stock count sessions will never purge.

Store Transfer Out Cost Parameter: Select the cost you wish to use for items included in Store-to-Store Transfers: Selling Cost, Current Cost, Regular Retail or Current Retail. The default is Selling Cost.

Department Transfer Out Cost Parameter: Select the cost you wish to use for items included in Department-to-Department Transfers: Selling Cost, Current Cost, Regular Retail or Current Retail. The default is Selling Cost.

Waste Cost Parameter: Select the cost you wish to use for items depleted due to waste: Selling Cost, Current Cost, Regular Retail or Current Retail. The default is Selling Cost.

Store Use Cost Parameter: Select the cost you wish to use for items depleted due to store usage: Selling Cost, Current Cost, Regular Retail or Current Retail. The default is Selling Cost.

Valid Store Transfer Number Parameter: Check this box if you want to make sure a valid store number exists (against the Store List table) when performing store-to-store transfers. The default is checked.

Export Store Transfer as XML Parameter: - When this parameter is enabled, the create store transfer application will automatically create an XML formatted file that contains all of the transfer data related to the invoice upon invoice finalization. This file can be sent to the receiving store and used to receive the product. The default is checked.

XML Export Path Parameter: - When the Export Store Transfer as XML Parameter is enabled, enter the path to place the export file. The default path is \Retalix\Common\Communications\Host\Outbox.

Stopping and Starting a Retalix Service

When you modify the settings of certain parameters, Retalix BackOffice requires you to stop and restart a Retalix service before the new setting goes into effect. When this is the case, a message appears telling you which service to stop and restart. This procedure demonstrated how to stop and restart a Retalix service.

To stop and restart a Retalix service:

1. Select the Windows Start button and then choose Settings and Control Panel.
2. Double-click the Administrative Tools icon.
3. Double-click the Services icon.
4. Highlight the Retalix service name to stop.
5. Click the Stop button.
   - The Windows Service Control Manager stops the service. You may receive an error indicating that the system could not stop the service. If so, click the OK button and immediately try again.
6. Click the Start button to restart the service.
   - You may receive an error indicating that the service has already been restarted. If so, click the OK button.

Parameter Maintenance Report

Choose the Parameter Maintenance Report option from the Parameter Maintenance **Reports** Menu to generate a report of the current parameter settings for Retalix BackOffice. The report automatically appears on the screen, but you can also print it.

Printing the Parameter Maintenance Report

This procedure demonstrates how to print the Parameter Maintenance Report. This report lists the settings of each of your parameters.

To print the Parameter Maintenance Report:

1. Start the Parameters application from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Parameter Maintenance Report from the **Reports** Menu.
3. The Parameter Maintenance Report appears on the screen.
4. Select Print from the **File** Menu (or click the button).

Reporting

There are a wide variety of reports available throughout the Retalix BackOffice System. To see the reports available within an application, look at the **Reports** Menu. The operation of reports is the same throughout the system, no matter what report you choose to generate.

The report format (the fields that appear on the report) is set by Retalix BackOffice but you can tailor the information to include. Many reports give you a choice of including all entries in the report or building a custom report. Some reports, such as the Item File Reports, force you to choose a custom report.

Choosing all entries means that every record on file appears in the report. Building a custom report lets you define the information to appear in the report. You can save any custom report you build to use as often as you like.

When you choose a custom report, the Print Specifications Dialog Box appears. This dialog box lets you choose an existing custom report, build a new custom report, indicate whether to print or display the report, set up your printer and indicate the number of copies of the report, if you are printing.

When you choose to display a report on the screen, you can do the following things with it:

- Sort the report information to make it appear in the order you want
- Filter the report information to eliminate information you do not need
- Email the report to one or more people
- Export the report to a different file format
- Look through the report
- Save the report to a file
- Print the report

Reporting Procedures

This section provides step-by-step instructions for the various tasks you can perform when generating a Retalix BackOffice report.

Printing a Report

This procedure demonstrates how to print any report that appears on the screen.

To print a report:

1. Generate any report to the screen.
2. Select Print from the **File** Menu (or click the button).

Viewing an All Entries Report

This procedure demonstrates how to view a report that includes all entries on the screen.

To view an all entries report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select All Entries, if necessary.
   - The report appears on the screen.
4. Use the First, Previous, Next and Last functions on the **View Menu** (or click the , , and buttons) to look through the report.

Printing an All Entries Report

This procedure demonstrates how to print a report that includes all entries.

To print an all entries report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select All Entries, if necessary.
   - The report appears on the screen.
4. Select Print from the **File** Menu (or click the button).
   - The report prints.

Sorting Data on a Report

This procedure demonstrates how to change the order that the data appears in on a report.

To sort data on a report:

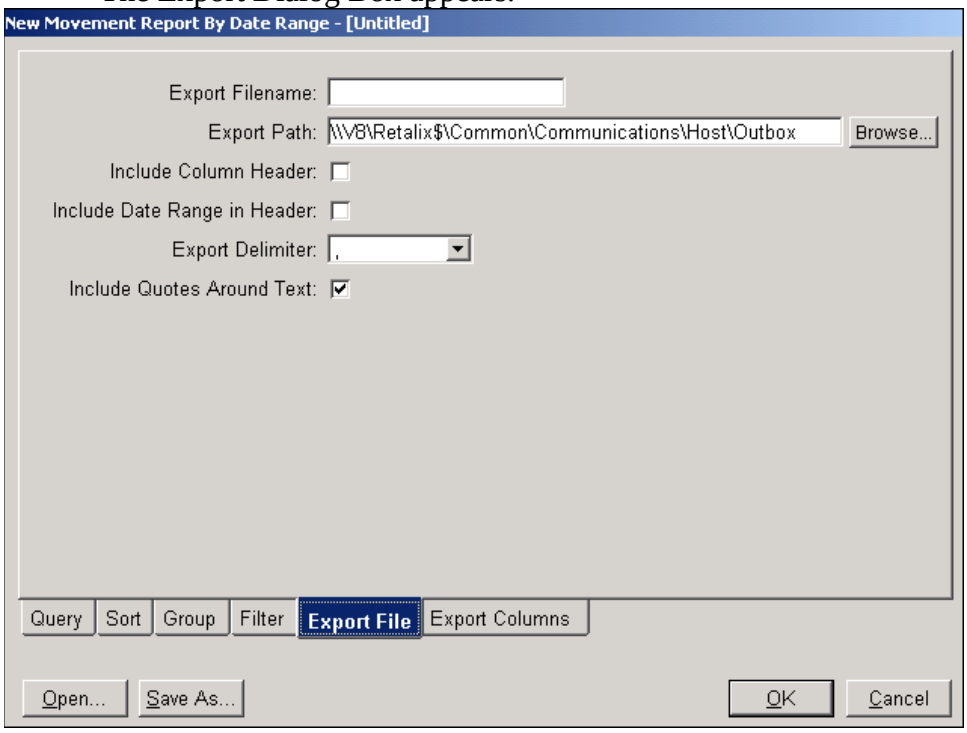
1. Generate any report to the screen.
2. Select Sort Data from the **Search** Menu (or click the button).
   - The Specify Sort Columns Dialog Box appears.
3. Click a report column name in the Source Data list box.
4. Drag and drop the column name in the Columns list box.
5. Check the Ascending check box if you want the sort to be ascending.
6. Repeat steps 3 through 5 for each column name to include in the sort.
7. Click the OK button.
   - The system sorts the data on the report according to your sort criteria.

Exporting a Report

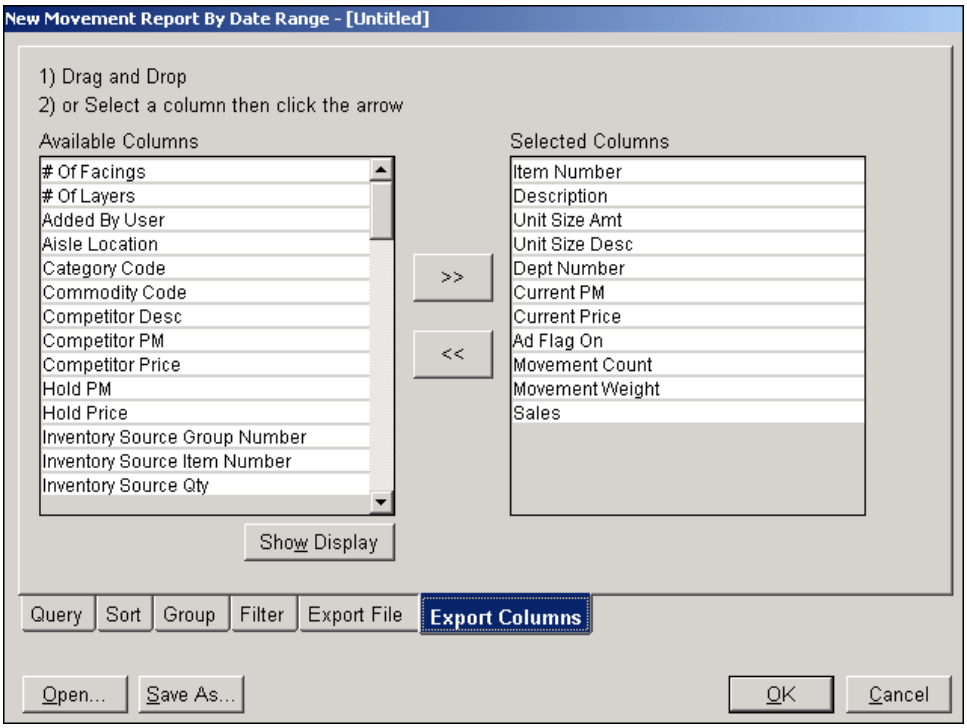
This procedure demonstrates how to export a report to a format that another program can read.

To export a report:

1. Generate any report to the screen. (If desired, follow the steps under **Bulding a Custom Non-Item Report** and **Building a Custom Item Report** for creating custom reports if desired).
2. Select Export Options from the **View** Menu (or click the button).
   - The Export Dialog Box appears.



3. Specify the name and location for the export file.
4. If desired, change the default location for the file by clicking the **Browse** button and navigate to the location where you want to save your report.
5. If desired, modify the export header options and file delimiter and text quotation designations.
6. (Optional) Click the Export Columns Tab to modify the columns that are exported. Add the desired Available Columns to the Selected Columns list and arrange the sort order by dragging and dropping the Selected Columns.



7. Click **OK**.
   - The report redisplays.
8. Select Export from the **File** Menu (or click button).
   - The export file is created.

Mailing a Report

This procedure demonstrates how to email a Retalix BackOffice report to one or more people.

To mail a report:

1. Generate any report to the screen.
2. Select Mail Report from the **File** Menu (or click the button).
   - The Mail Report Dialog Box appears.
3. Enter a Subject for the email.
4. Enter a Message to appear in the email.
5. Use the drop-down list to select the Report Type to use when sending the report.
6. Click the Send Mail button.
   - The Address Book Dialog Box appears.
7. Select one or more people to send the report to and click the OK button.
   - The Mail Report Dialog Box flashes on the screen to let you know the status of your mail.

Displaying a Report as a Graph

This procedure demonstrates how to display selective reports as a graph.

NOTE: Only certain reports may be displayed a graph. As a general rule, reports that may be listed "by Department" or "by Category" may be graphed with departments and categories displaying on the X-axis.

To display a report as a graph:

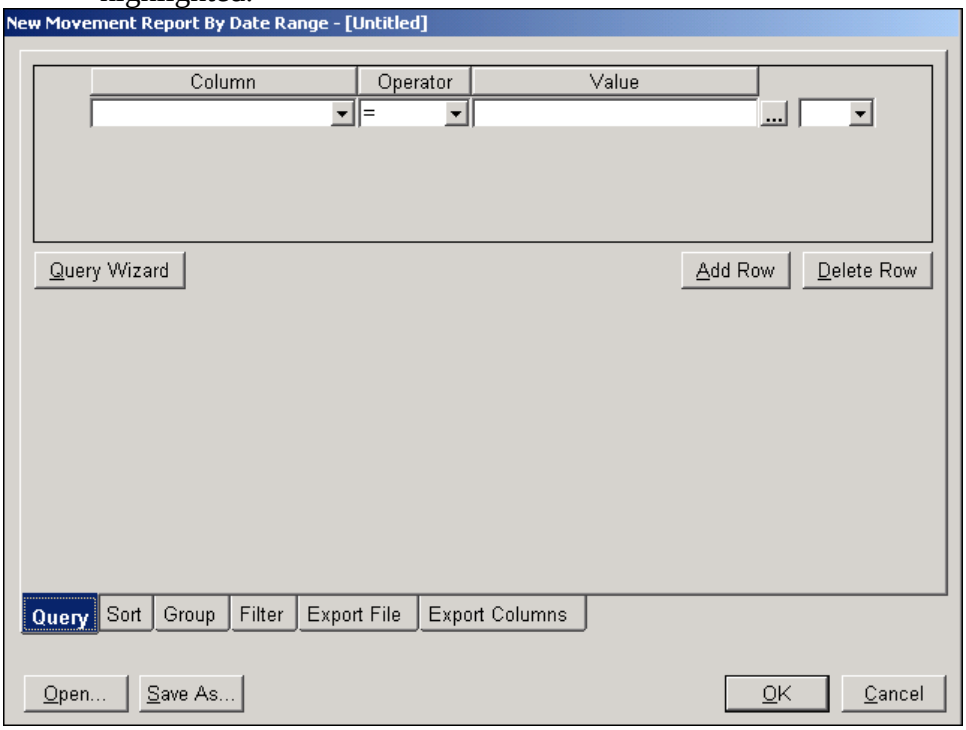
1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Follow the report generation prompts accordingly.
4. Generate the report to the screen.
5. Use one or more of the following graph options:
   - Choose the **Graph Movement** option from the Reporting **View** Menu's **Graph View** submenu (or click the button on the Reporting Toolbar) to display the report results as a graph using movement as the Y-axis.
   - Choose the **Graph Sales** option from the Reporting **View** Menu's **Graph View** submenu (or click the button on the Reporting Toolbar) to display the report results as a graph using sales as the Y-axis.
   - Choose the **Graph Cost** option from the Reporting **View** Menu's **Graph View** submenu (or click the button on the Reporting Toolbar) to display the report results as a graph using cost as the Y-axis.
   - Choose the **Graph Profit** option from the Reporting **View** Menu's **Graph View** submenu (or click the button on the Reporting Toolbar) to display the report results as a graph using profit as the Y-axis.
   - Once a graph is displayed, choose this option from the Reporting **View** Menu (or click the button on the Reporting Toolbar) to switch the screen from Graph View to Report View.

Building a Custom (Non-Item) Report

This procedure demonstrates how to build a new custom (non-item type) report.

To build a custom non-item report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
   - The Print Specifications Dialog Box appears.
3. Click the New button in the Print Specifications Dialog Box.
   - The Build Query Dialog Box appears with the Query Tab highlighted.



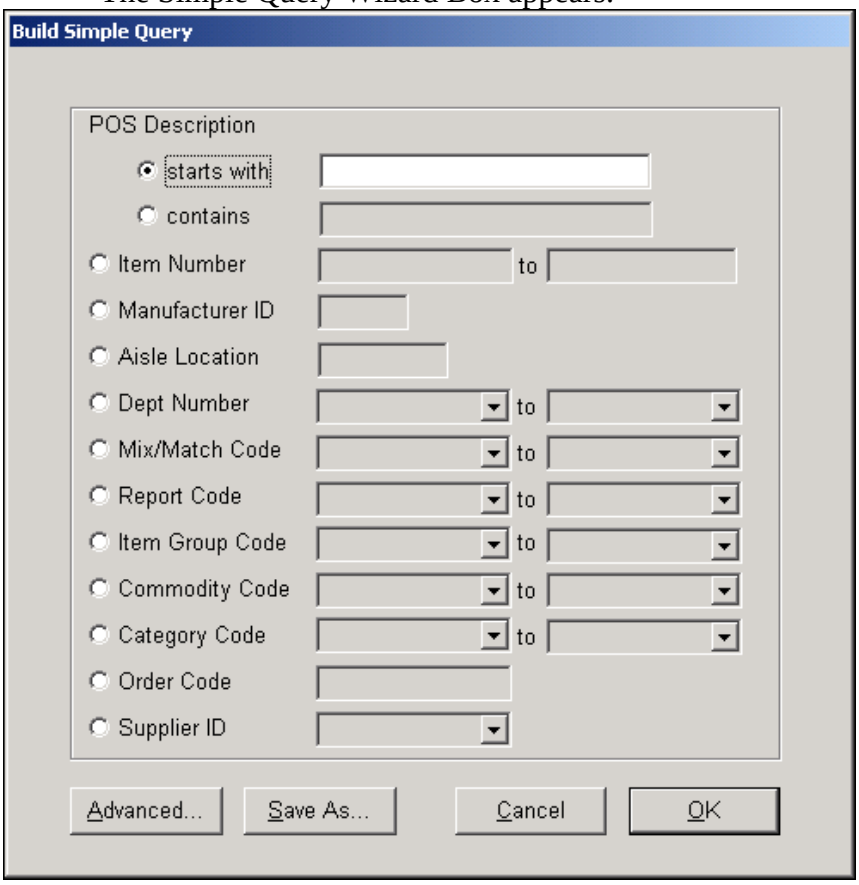
4. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the Building a Query procedure (on page 140).
5. (Optional) When finished, click the **Save As** button and name the query to be saved and recalled for future use (using the **Open** button).
6. (Optional) Click the Sort Tab to modify the default sort order (by item number). Add the desired Available Columns to the Sort Columns list and arrange the sort order by dragging and dropping the Sort Columns.
7. (Optional) Click the Filter Tab to place a condition on the query to further limit the results by creating a filter statement.
8. Click the **OK** button to return to the Print Specifications Dialog Box.
9. Click either Printer or Screen for the Print To method.
10. Enter the number of Copies, if you are printing the report.
11. Click the Print button to begin generating the report.
    - The report prints or appears on the screen.

Building a Custom Item Report

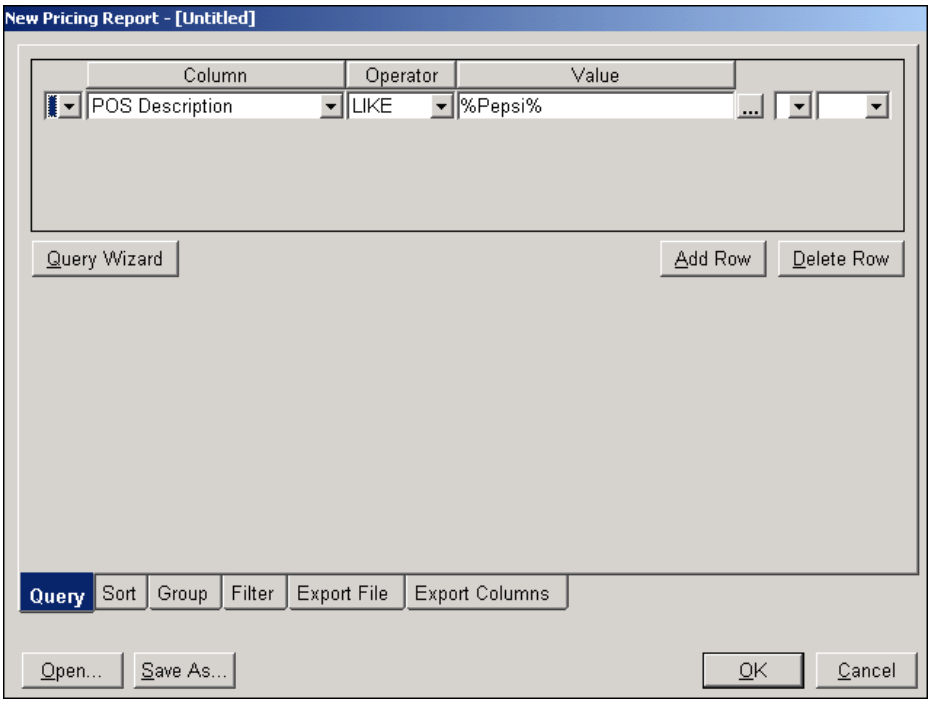
This procedure demonstrates how to build a new custom item report.

To build a custom item report:

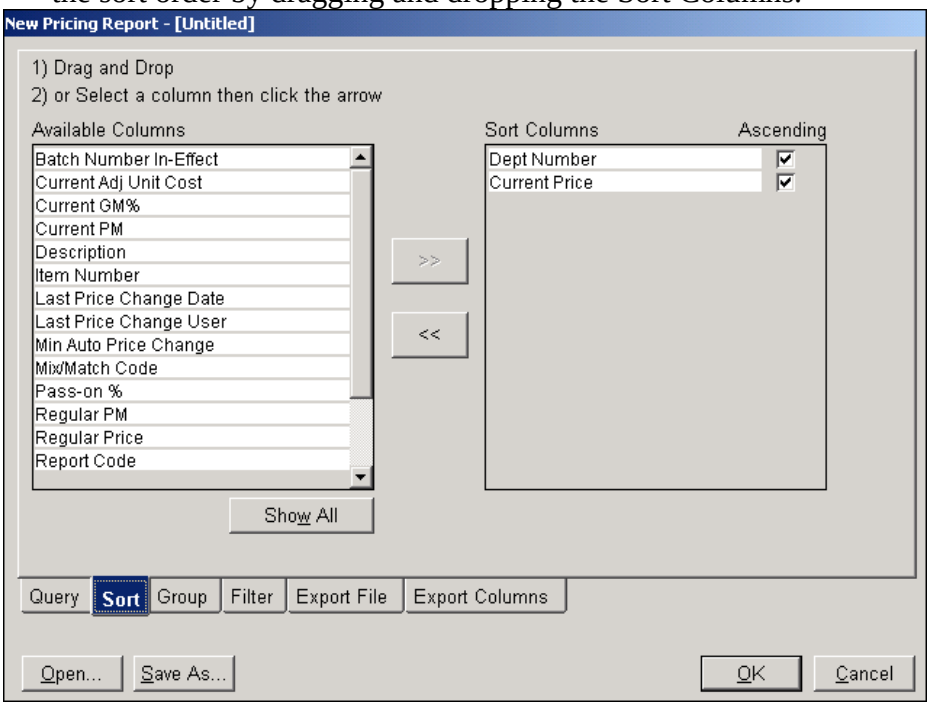
1. Select a report from the Item Maintenance application's **Reports** Menu.
   - The Print Specifications Dialog Box appears.
2. Click the New button in the Print Specifications Dialog Box.
   - The Simple Query Wizard Box appears.



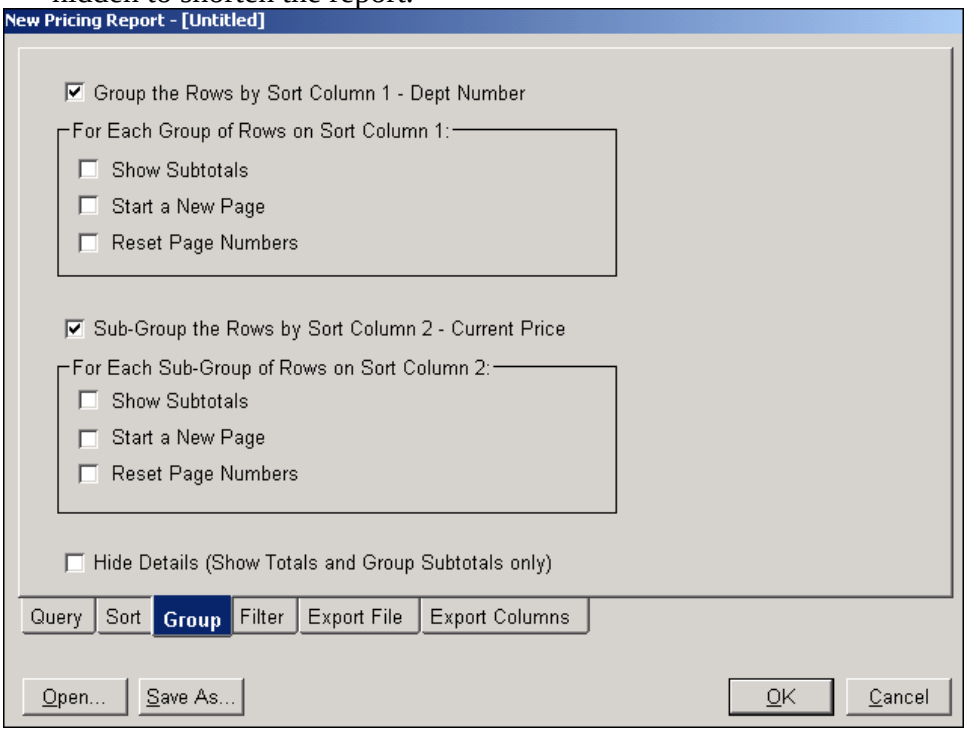
3. To narrow your list of items to report on, click the radio button to enable the item query fields you wish to use and enter the "from" and "to" ranges (if applicable). When finished click **OK**.
   - The Build Query Dialog Box appears with the Query Tab highlighted, displaying the query created using the Wizard.



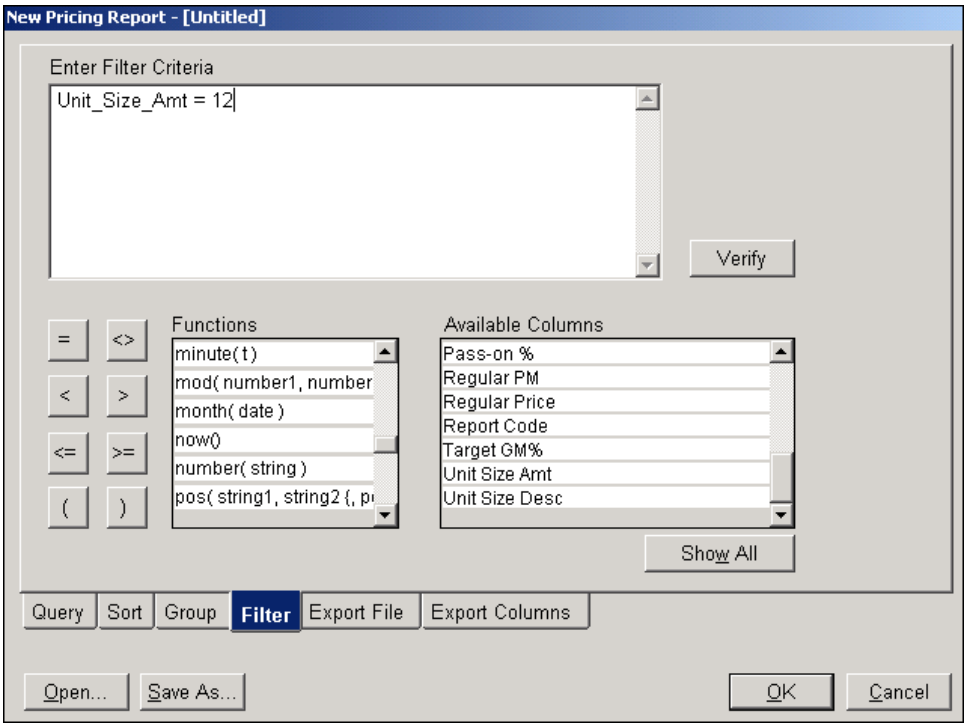
4. (Optional) Modify the query as desired. Use the drop-down lists to modify the selections for the Column, Operator and Value fields. You may also add or a delete rows to and from the query.
5. (Optional) When finished, click the **Save As** button and name the query to be saved and recalled for future use (using the **Open** button).
6. (Optional) Click the Sort Tab to modify the default sort order. Add the desired Available Columns to the Sort Columns list and arrange the sort order by dragging and dropping the Sort Columns.



7. (Optional) Based on the Sort Columns selected, click the Group Tab to enable report grouping (by the first sort selection) and subgrouping (by the second sort selection). Grouping options include group subtotals, new page starts and page number resets. Detail can also be hidden to shorten the report.



8. (Optional) Click the Filter Tab to place a condition on the query to further limit the results by creating a filter statement (i.e. “Unit_Size_Amount = 12”).



9. Click the **OK** button to return to the Print Specifications Dialog Box.
10. Click either Printer or Screen for the Print To method.
11. Enter the number of Copies, if you are printing the report.
12. Click the Print button to begin generating the report.
    - The report prints or appears on the screen.

Saving a Custom Report

This procedure demonstrates how to save a custom report so that you can use it again. You can use this same procedure to save any custom report in Retalix BackOffice.

To save a custom report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select Custom, if necessary.
    - The Print Specifications Dialog Box appears.
4. Click the New button in the Print Specifications Dialog Box.
    - The Build Query Dialog Box appears.
5. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).

6. Click the Save As button.
7. Enter a name for the report in the Enter Query Dialog Box and click the OK button.
   - The Build Query Dialog Box appears again.
8. Click the OK button to return to the Print Specifications Dialog Box.
   - Your report now appears in the drop-down list for the Select Custom Report field.

Modifying a Custom Report

This procedure demonstrates how to modify an existing custom report.

To modify a custom report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select Custom, if necessary.
   - The Printer Specification Dialog Box appears.
4. Click the New button in the Print Specifications Dialog Box.
   - The Build Query Dialog Box appears.
5. Click the Open button.
   - The Enter Query Name Dialog Box appears.
6. Use the drop-down list to select the custom report to modify.
7. Click the OK button.
   - The Build Query Dialog Box appears again with the custom report you selected.
8. When the report appears, change each desired field.
9. Click the Save As button:
   - The Enter Query Dialog Box appears.
10. Enter the new report name or select a name from the drop-down list
11. Click the OK button.
12. When the Build Query Dialog Box appears, click the OK button to return to the Print Specifications Dialog Box.

Deleting a Custom Report

This procedure demonstrates how to delete an existing custom report.

To delete a custom report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).

2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select Custom, if necessary.
   - The Print Specifications Dialog Box appears.
4. Use the drop-down list to fill in the Select Custom Report field in the Print Specifications Dialog Box.
5. Click the Delete Report button.
   - The report no longer appears in the drop-down list for the Select Custom Report field.

Viewing a Custom Report

This procedure demonstrates how to view a custom report on the screen. You can use this same procedure to view a custom report anywhere in Retalix BackOffice.

To view a custom report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select Custom, if necessary.
   - The Print Specifications Dialog Box appears.
4. Do one of the following:
   - Use the drop-down list to select a report for the Select Custom Report field.
   - Click the New button to create a new custom report. In this case, use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140). Click the OK button to return to the Print Specifications Dialog Box.
5. Click Screen as the Print To method.
6. Click the Print button to begin generating the report.
   - The report appears on the screen.
7. Use the First, Previous, Next and Last functions on the **View Menu** (or click the , , and buttons) to look through the report.

Printing a Custom Report

This procedure demonstrates how to print an existing custom report. You can use this same procedure to print a custom report anywhere in Retalix BackOffice.

To print a custom report:

1. Start an RBO application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select a report from the application **Reports** Menu.
3. Make any other selections required for the report and select Custom, if necessary.
   - The Printer Specification Dialog Box appears.
4. Use the drop-down list to fill in the Select Custom Report field in the Print Specifications Dialog Box.
5. Click Printer for the Print To method.
6. Enter the number of Copies to print.
7. Click the Print button to begin the report.
   - The report prints.

Department Maintenance

Note: Department Maintenance (within RBO) only applies to installations not running StoreLine or ISS45.

The Department Maintenance application lets you maintain a file of the departments in your store. You can add new departments, modify department information, delete departments and query departments.

You can open Department Maintenance as a form or a grid. The form version of maintenance is the "standard" type of maintenance with the fields organized by field type. The Department Maintenance Tabs at the bottom of the window categorize the department information. Click a tab to switch to a window with fields in the category listed as the tab name.

The grid version of maintenance looks similar to a table. Each field is a column on the grid and each record is a row. Grid maintenance is useful for entering data quickly. You can customize a grid to contain only the fields you want to see or modify and you can save your grid configuration for use later.

Note: Department Maintenance you perform in Retalix BackOffice is not sent to the POS.

See the Appendices at the end of this manual for more information about Department Maintenance fields for ScanMaster (page 599) and ACS (page 616) installations.

Supplier Maintenance

Supplier Maintenance lets you define and maintain the Supplier File. This file contains information for each direct store delivery (DSD) supplier who can deliver products to your store. Start Supplier Maintenance from the Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu).

You can open Supplier Maintenance as a form or a grid. The form version of maintenance is the "standard" type of maintenance with the fields organized by field type. The Supplier Maintenance fields that appear on the top portion of the window stay there. There are three tabs at the bottom of the window that contain additional supplier information. Click a tab to switch the bottom of the window to the fields in the category listed as the tab name.

The grid version of maintenance looks similar to a table. Each field is a column on the grid and each record is a row. Grid maintenance is useful for entering data quickly. You can customize a grid to contain only the fields you want to see or modify and you can save your grid configuration for use later.

Supplier Maintenance Toolbar Buttons

This section lists the toolbar buttons that are specific to Supplier Maintenance. For an explanation of the basic toolbar buttons, see the *Basic Toolbar Buttons and Functions* section in the **Overview** chapter of this guide.

Add Adjustment

Click this button in Supplier Maintenance to add a new invoice adjustment for this supplier.

Delete Adjustment

Click this button in Supplier Maintenance to delete the current invoice adjustment for this supplier.

Add Warehouse

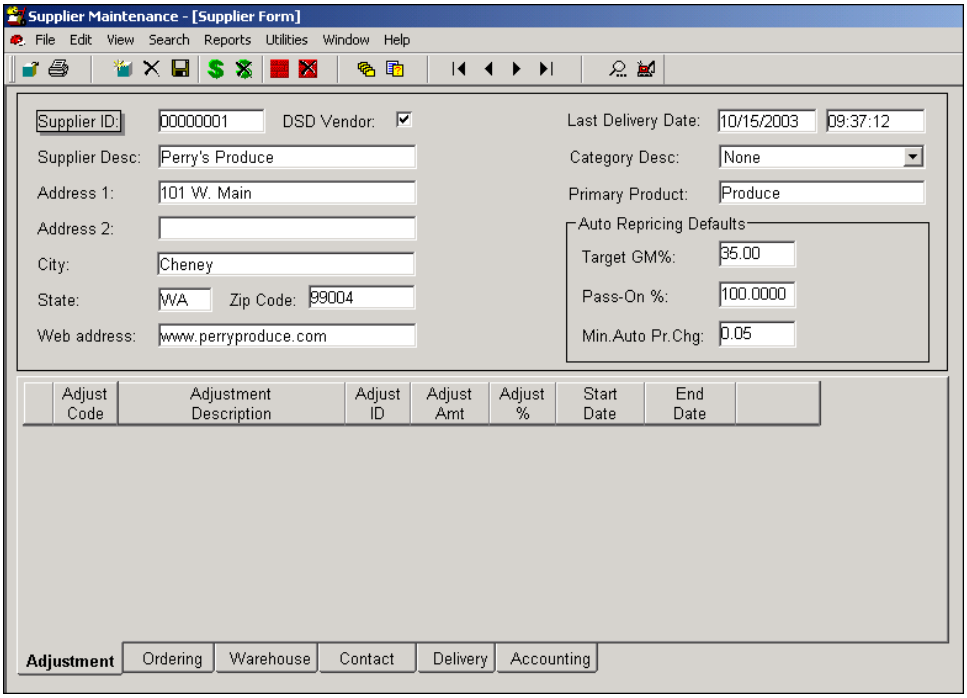
Click this button in Supplier Maintenance to add a new warehouse for this supplier.

Delete Warehouse

Click this button in Supplier Maintenance to delete the current warehouse for this supplier.

Form Maintenance

Start Supplier Maintenance from the Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Open from the **File** Menu and then select Supplier Form from the **Open** Submenu. The Supplier Maintenance window appears:



The following fields appear in the top portion of the Supplier Maintenance window:

Supplier ID field (Supplier Maint) - This field contains the unique identifier associated with the supplier. The maximum field length of this field is eight characters. Supplier Maintenance requires an entry in this field. You can use this field to search for Supplier records.

DSD Vendor checkbox - A check in this box indicates that the items carried by the vendor are DSD items. For RBO 4.1 StoreLine or ISS45 POS systems, items received by a DSD Vendor will create "Inventory Buckets" if the Inventory parameter "Keep DSD Inventory" flag is also checked.

Supplier Desc field (Supplier Maint) - This field contains the name of the supplier. The maximum field length is 30 characters. Supplier Maintenance requires an entry in this field. You can use this field to search for Supplier records.

Address 1 field (Supplier Maint) - This field contains the first line of the supplier address. The maximum field length is 30 characters.

Address 2 field (Supplier Maint) - This field contains the second line of the supplier address. The maximum field length is 30 characters.

City field (Supplier Maint) - This field contains the name of the supplier's city. The maximum field length is 20 characters. You can use this field to search for Supplier records.

State field (Supplier Maint) - This field contains the abbreviation for the supplier's state. The maximum field length is two characters. You can use this field to search for Supplier records.

Zip Code field (Supplier Maint) - This field contains the zip code for the supplier's location. The maximum field length is nine characters.

Web Address field (Supplier Maint) – This field contains the supplier's URL (Uniform Resource Locater) address on the World Wide Web.

Last Delivery Date field (Supplier Maint) - This field contains the date of the supplier's last delivery to your store. The system automatically fills in this field and you cannot change it.

Last Delivery Time field (Supplier Maint) - This field contains the time of the supplier's last delivery to your store. The system automatically fills in this field and you cannot change it.

Category Desc field (Supplier Maint) - This field contains a description of the supplier category. The maximum length of this field is thirty (30) characters. Supplier Category Maintenance requires an entry in this field. Enter the category description or use the drop-down list to select a supplier category.

Primary Product field (Supplier Maint) - This field contains the name of the supplier's primary product line (i.e. Bread, Snacks, Pop).

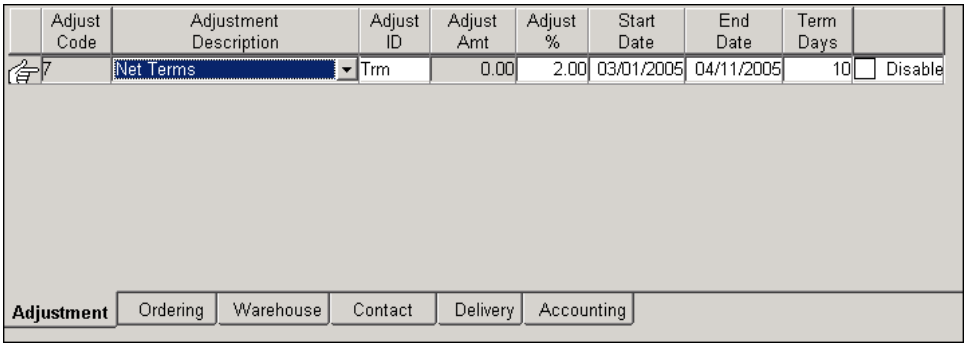
Target GM% field (Supplier Maint) – This field contains the default target gross margin percentage for this supplier. The target gross margin percentage entered here will be the default for items carried by this supplier. (For more information on the Price Recalculation Rules, see page 171). The default for supplier and item is 0, which indicates that no recalculation will be performed.

Pass-On % field (Supplier Maint) — This field contains the default percentage of the net adjustments to the primary order package for items carried by this supplier that will be "passed on" to the customer in the form of a recalculated price. The default value, if not entered here or at the item level, will be 100%. (For more information on the Price Recalculation Rules, see page 171).

Min Auto Price Change field (Supplier Maint) – This field defines the default price change threshold (in dollars and cents) that must be met before items carried by this supplier are repriced. A default value of 0.00 indicates that any price change will be accepted. A value of .05 means that if the recalculated price is only 4 cents different than the current price, no price change is made. (For more information on the Price Recalculation Rules, see page 171).

Adjustment Tab (Supplier Maint)

The Adjustment Tab in Supplier Maintenance lets you add and maintain any invoice adjustments a supplier offers to you. You must first define the Invoice Adjustment Type using Invoice Adjustment Type Maintenance (select from the Supplier Maintenance **Open** Submenu). Select Add Adjustment for the Add/Delete Adjustment submenu under Edit. The Adjustment Tab looks like this:



The following fields appear in the Adjustment Tab:

Adjust Code field (Supplier Maint) - This field contains a code that identifies the invoice adjustment. If you choose from the drop-down list in the Adjustment Description field, the system automatically fills in this field.

Adjustment Description field (Supplier Maint) - This field contains a description of the invoice adjustment type. Use the drop-down list to select the invoice adjustment type you want. When you select an invoice adjustment from the list, the system automatically fills in the Adjust Code field. Retalix BackOffice provides the invoice adjustment types listed below. You can add your own invoice adjustment types using Invoice Adjustment Type Maintenance (select from the Supplier Maintenance **Open** Submenu).

- Misc Debit
- Misc Credit
- Misc Tax
- Shipping Fee Percent
- Misc Deposit
- Misc Deposits Returned
- Net Terms

Adjust ID field (Supplier Maint) - This field contains the Adjustment ID you use to identify this adjustment.

Adjust Amt field (Supplier Maint) - This field contains the dollar amount of the adjustment. The supplier adjusts your invoice total by this amount.

Adjust Pct field (Supplier Maint) - This field contains the Adjustment Percentage. The supplier adjusts your invoice total by this percentage.

Start Date field (Supplier Maint) - This field contains the date when this adjustment becomes effective.

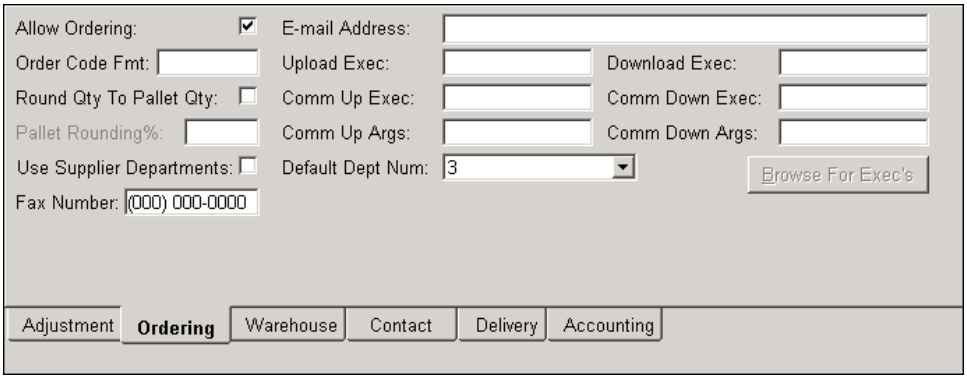
End Date field (Supplier Maint) - This field contains the last date that this adjustment is in effect.

Term Days (Supplier Maint) - Enter the number of days associated with the Net Terms invoice percent adjustment.

Disable flag (Supplier Maint) - When this flag is checked, this supplier invoice adjustment is disabled (not used).

Ordering Tab (Supplier Maint)

The Ordering Tab in Supplier Maintenance lets you add ordering information for the supplier. The Ordering Tab looks like this:



The following fields, flags and buttons appear in the Ordering Tab:

Allow Ordering flag (Supplier Maint) - This flag indicates whether ordering from this supplier is allowed. If this flag is not checked you cannot order from this supplier and none of the other fields on the Ordering Tab are available for entry.

Order Code Fmt field (Supplier Maint) - This field indicates the position of any data embedded in the bar codes provided by this supplier. Some suppliers provide shelf tags that contain data (such as the price) other than the Order Code embedded in the bar code. The Retalix BackOffice Ordering application needs to know if there is data other than the Order Code embedded in the bar code. The Ordering application can strip any such embedded data from the bar code. This field indicates to use the Order Code format when the length of the Order Code equals the length shown in this field. The Order Code format shows the position of the Order Code and embedded data using the '#' and '-' symbols. A pound sign (#) shows necessary data and a dash (-) shows data to ignore. For example, if the Order Code is eight characters long and the first five

digits of the bar code contain the Order Code and the last three contain other data, enter #####--- in this field.

Round Qty To Pallet Qty flag (Supplier Maint) - This flag indicates whether to round the quantity of items for this supplier up to the pallet quantity. If you check this field, enter the rounding percentage in the Pallet Rounding % field.

Pallet Rounding % field (Supplier Maint) - This field is available when the Round Qty To Pallet Qty flag is checked. This field contains the percentage of a full pallet that the quantity of an item must be within to round it up to the pallet quantity. For example, say this field has a value of 10%. When you enter a quantity that is within 10% of the pallet quantity for an item, Retalix BackOffice rounds it up to the pallet quantity.

Use Supplier Departments flag (Supplier Maint) - This flag indicates whether to use the departments provided by the supplier. If this flag is not checked, the Default Dept Code field is available for you to select a default department to use when it is necessary to add items for the supplier.

Fax Number field (Supplier Maint) - This field contains the area code and telephone number of the supplier's fax machine. The maximum field length is ten digits.

E-mail Address field (Supplier Maint) - This field contains the supplier's e-mail address.

Upload Exec field (Supplier Maint) - This field contains the name of the executable program to use to prepare order files before sending them up to the supplier. Enter the full path location and name of the program or click the Browse for Exec's button to find and select it. If there is no entry here, Retalix BackOffice uses the Upload Exec from Ordering Tab of Parameter Maintenance.

Comm Up Exec field (Supplier Maint) - This field contains the name of the communications program to use to send order files up to the supplier. Enter the full path location and name of the program or click the Browse for Exec's button to find and select it.

Comm Up Args field (Supplier Maint) - This field contains any arguments for the communications program to use to send order files to the supplier.

Default Dept Num field (Supplier Maint) - This field is available when the Use Supplier Departments flag is not checked. Use the drop-down list

to select the department to use when it is necessary to add items for this supplier.

Download Exec field (Supplier Maint) - This field contains the name of the executable program to use to process files received from the supplier. Enter the full path location and name of the program or click the Browse for Exec's button to find and select it. If there is no entry here, Retalix BackOffice uses the Download Exec from Ordering Tab of Parameter Maintenance.

Comm Down Exec field (Supplier Maint) - This field contains the name of the communications program to use to receive files from the supplier. Enter the full path location and name of the program or click the Browse for Exec's button to find and select it.

Comm Down Args field (Supplier Maint) - This field contains any arguments for the communications program to use to receive files from the supplier.

Browse For Exec's button (Supplier Maint) - Click this button while in the Upload Exec, Comm Up Exec, Download Exec and Comm Down Exec fields to select the appropriate executable.

Warehouse Tab (Supplier Maint)

The Warehouse Tab in Supplier Maintenance lets you define one or more warehouses for the supplier. Select Add Warehouse from the Add/Delete Warehouse submenu under Edit. The Warehouse Tab looks like this:

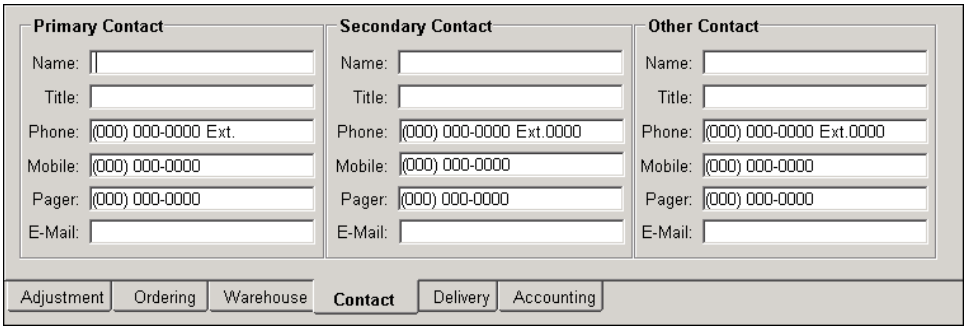
The following fields appear in the Warehouse Tab:

Warehouse ID field (Supplier Maint) - This field contains the unique identifier for this supplier warehouse.

Warehouse Desc field (Supplier Maint) - This field contains a description of the supplier warehouse.

Contact Tab (Supplier Maint)

The Contact Tab in Supplier Maintenance lets you define up to three individual contacts for each supplier. The Contact Tab looks like this:



The following fields appear in the Contact Tab under the Primary Contact, Secondary Contact and Other Contact:

Contact Name field (Supplier Maint) - This field contains the name of a person at the supplier location who handles your account. The maximum field length is 30 characters.

Title field (Supplier Maint) This field contains the job title of this contact.

Phone field (Supplier Maint) - This field contains the area code, telephone number and extension of the contact's main phone. The maximum field length is ten digits.

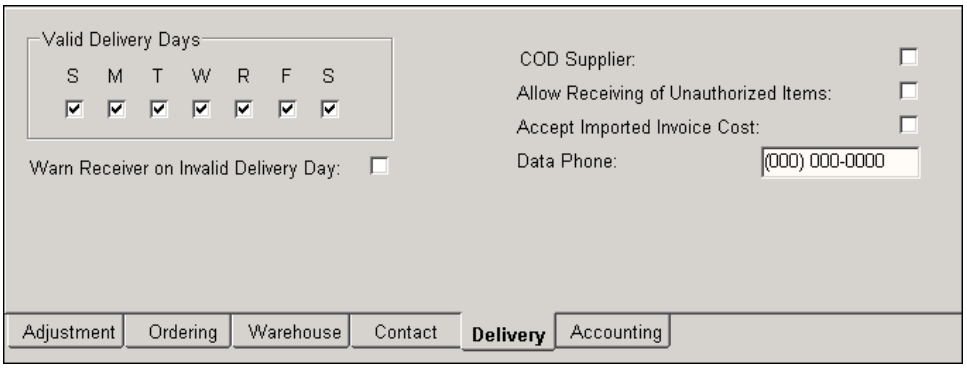
Mobile field (Supplier Maint) - This field contains the area code and telephone number of the contact's mobile phone. The maximum field length is ten digits.

Pager field (Supplier Maint) - This field contains the area code and telephone number of the contact's pager number. The maximum field length is ten digits.

E-Mail field (Supplier Maint) - This field contains the E-Mail Address of the contact. The maximum field length is 24 characters.

Delivery Tab (Supplier Maint)

The Delivery Tab in Supplier Maintenance lets you define the parameters associated with supplier deliveries and delivery authorization. The Delivery Tab looks like this:



The following fields appear in the Delivery Tab:

Valid Delivery Days field (Supplier Maint) - Place a check for each day of the week that the supplier is authorized to deliver.

Warn Receiver on Invalid Delivery Day field (Supplier Maint) - Place a check in this box if you want receiving personnel to be warned that the supplier should not deliver on an unauthorized day (but still allow receipt). If this box is blank, the receiver will not be prompted and the receiving process will continue as normal. The default is to not warn the receiver (unchecked).

COD Supplier field (Supplier Maint) - This flag indicates whether this supplier should be paid at the time of delivery. (The Accounts Payable Export will account for this as well so the supplier does not get paid twice).

Allow Receiving of Unauthorized Items field (Supplier Maint) : - - Check this box if receivers may be permitted to receive items that are not authorized for this supplier. If the checkbox is unchecked, receivers may not receive unauthorized items. (Items are authorized for a supplier through the Form Item Maintenance screen's Receiving Tab).

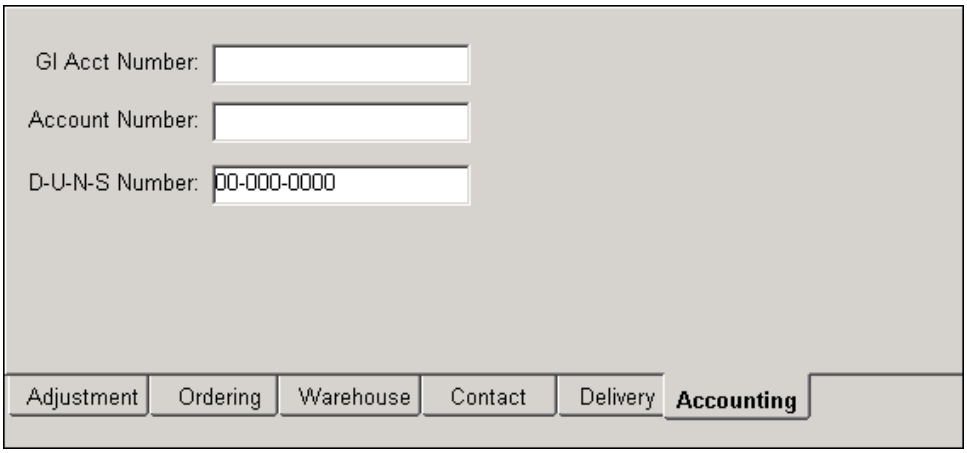
Accept Imported Invoice Cost field (Supplier Maint) - Check ths box to update the current cost of an item during the invoice import (see page 498). If the item's invoice cost is different from the current base cost of the item, the base cost will be added with the current date as the new start

date. (This feature is limited to base costs only. Allowances will not be changed).

Data Phone field (Supplier Maint) - This field contains the area code and telephone number of the supplier's data line. The maximum field length is ten digits.

Accounting Tab (Supplier Maint)

The Accounting Tab in Supplier Maintenance lets you define parameters associated with accounting functionality. The Accounting Tab looks like this:



The following fields appear in the Accounting Tab:

GL Acct Num field (Supplier Maint) - This is the General Ledger Account Number assigned to this supplier for accounting purposes. This field may be up to 10 characters in length.

Account Num field (Supplier Maint) - This field contains the account number assigned to your store by the supplier.

D-U-N-S Num field (Supplier Maint) - This field contains the unique number, assigned by Dun & Bradstreet, identifying this supplier. This field is nine (9) digits in length. The Invoice Import process requires the entry of a DUNS Number.

Grid Maintenance

The grid version of Supplier Maintenance looks similar to a table. Start Supplier Maintenance from the Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Open from the **File** Menu and then select Supplier Grid from the **Open** Submenu.

Each field is a column on the grid and each record is a row. Grid maintenance is useful for entering data quickly. You can customize a grid to:

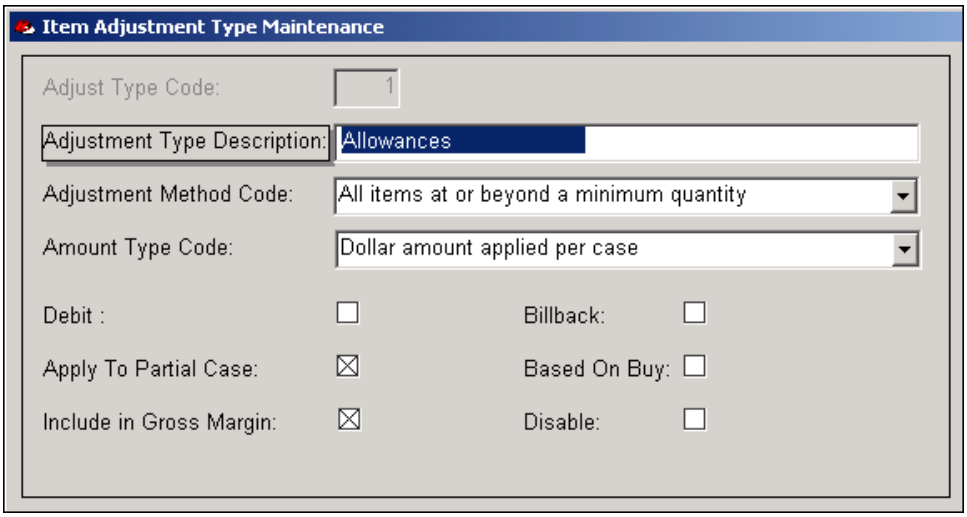
- Contain only the fields you want to see or modify
- Display in a designated order

Once customized, you can save your grid configuration for use later. Select **Screen Options** from the **Utilties** menu, **Save Configuration** and enter a name for the customized grid.
When the Supplier Grid is first opened, it will display the default grid settings. To load a previously saved grid, select **Screen Options** from the **Utilties** menu, **Load Configuration** and select the configuration to display.

Item Adjustment Type Maintenance

Item Adjustment Type Maintenance lets you define and maintain your item adjustment types. Item adjustments modify the cost of an item. An item adjustment can increase or decrease the cost. Percentage-type adjustments (i.e. Discount %) are calculated on base costs. Other adjustment types will be subtracted from (or added to) base costs net of previously applied percentage discounts. You assign an item adjustment to an item in the Receiving Info/Adjustments Sub-Tab of Item Maintenance. Then when you receive the item, Retalix BackOffice adjusts the cost of the item according to the terms of the adjustment type.

Choose Item Adjustment Type Maintenance from the Supplier Maintenance **Open** Submenu:



The Item Adjustment Type fields and flags are:

Adjust Type Code field (Item/Invoice Adjust Type Maint) - This field contains the code associated with the adjustment type. The system automatically assigns this code so that there are no duplicates.

Adjustment Type Description field (Item Adjust Type Maint) - This field contains a description of this Item Adjustment Type. The description may be up to thirty (30) characters in length.

Adjustment Method Code field (Item Adjust Type Maint) - This field defines which items the adjustment applies to. Use the drop-down list to select the adjustment method from the following types:

- All items below a minimum quantity
- All items at or beyond a minimum quantity
- All items unless a minimum quantity has been reached
- All items if a minimum quantity has been reached
- One time only once minimum quantity has been reached
- Only to a maximum number of items for each group
- Only to items not delivered in full case

Amount Type Code field (Item/Invoice Adjust Type Maint) - This field defines how to apply the adjustment. Use the drop-down list to select from the following amount types:

- Dollar amount applied per case
- Dollar amount applied per unit
- Dollar amount as lump sum used once
- Percent field used

NOTE: If multiple adjustments exist for an item, discount percentages will be applied first, then all remaining adjustments.

Debit flag (Item/Invoice Adjust Type Maint) - If this flag is checked, it indicates that this adjustment type results in a charge to the store.

Apply To Partial Case flag (Item/Invoice Adjust Type Maint) - If this flag is checked, it indicates to apply this adjustment type to partial cases.

Include in Gross Margin flag (Item/Invoice Adjust Type Maint) - If this flag is checked, it indicates to include this adjustment type in the calculation of gross margin. When this flag is checked, it also affects the GM% shown in Item Maintenance, except when the adjustment applies only to items delivered in a quantity less than a full case. Then the GM% field in Item Maintenance is not affected.

Billback flag (Item/Invoice Adjust Type Maint) - If this flag is checked, it indicates that this adjustment type is a billback.

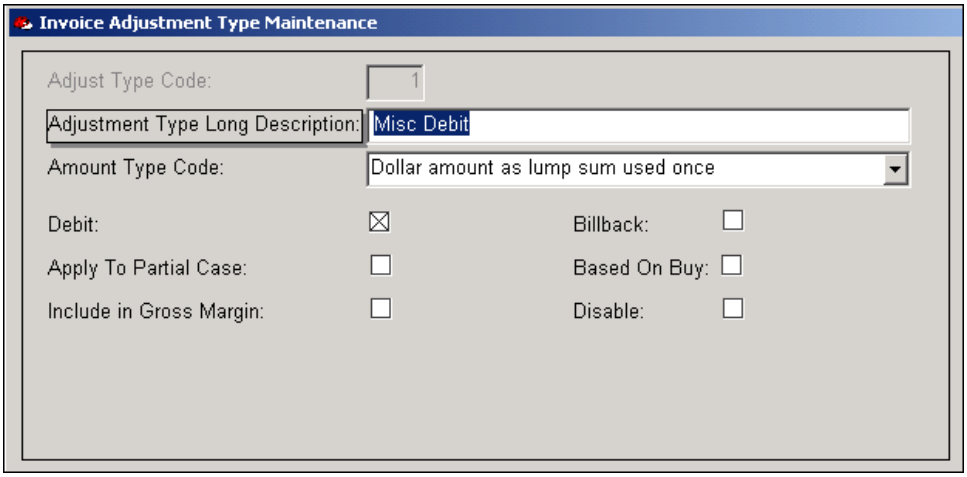
Based On Buy flag (Item/Invoice Adjust Type Maint) - If this flag is checked, it indicates that this adjustment type is based on a buy.

Disable flag (Item/Invoice Adjust Type Maint) - If this flag is checked, it indicates to disable (or not use) this adjustment type.

Invoice Adjustment Type Maintenance

Invoice Adjustment Type Maintenance lets you define and maintain your invoice adjustment types. Invoice adjustments are incentives that a supplier gives you for purchasing their products. You assign an invoice adjustment to a supplier in the Adjustment Tab of Supplier Maintenance. Then when you receive from the supplier, the supplier adjusts the invoice total according to the terms of the adjustment type.

Choose Invoice Adjustment Type from the Supplier Maintenance **Open** Submenu:

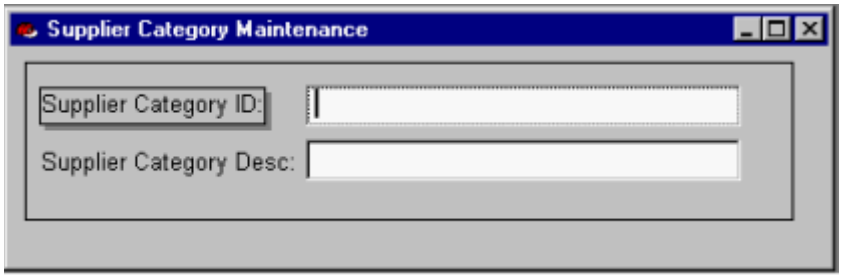


Most of the Invoice Adjustment Type fields and flags are the same as the ones that appear in the Item Adjustment Type window. See the *Item Adjustment Type Maintenance* section for definitions.

Supplier Category Maintenance

Supplier Category Maintenance lets you define and maintain your supplier categories. Supplier categories are groupings that define the type of items a supplier delivers to your store. Some stores use the supplier category for billing purposes. You assign a category to a supplier in Supplier Maintenance. The category assigned to the supplier appears in the Receiving window. You can change a supplier's category at receiving time, if necessary.

Choose Supplier Category from the Supplier Maintenance **Open** Submenu:



The Supplier Category fields are:

Supplier Category ID field - This field contains the unique identifier associated with the supplier category. The maximum length of this field is eight (8) characters.

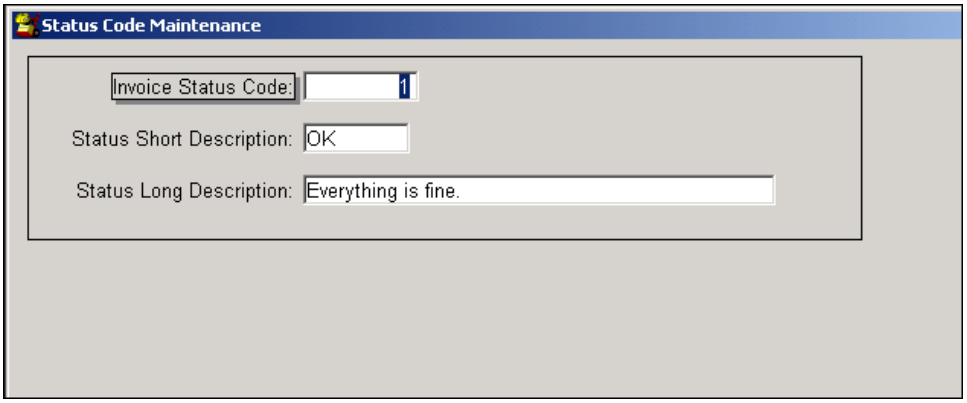
Supplier Category Desc field - This field contains a description of the supplier category. The maximum length of this field is thirty (30) characters. Supplier Category Maintenance requires an entry in this field.

Status Code Maintenance

The Status Codes application enables you to set up and modify the Status Codes used by receiving personnel to quickly describe the overall quality of the delivery. The use of status codes may or may not be optional depending on the "Prompt for Status Code" Receiving parameter

This feature assists in monitoring the quality and consistency of deliveries. Use of status codes help establish a history of the quality of each delivery by supplier. The Status Codes assigned to a receiver is the basis for the Status Code Report.

Choose Status Codes from the Supplier Maintenance **Open** Submenu:



The Status Code Maintenance fields are:

Invoice Status Code field- This field contains the unique identifier associated with the delivery. The Invoice Status code can be any number between 1 and 99.

Status Short Description field - This field contains the short description of the delivery.

Status Long Description field- This field contains the long description of the delivery.

Supplier Maintenance Reports

There are a number of reports available in the Supplier Maintenance application that report on supplier information. Select the following reports from the Supplier Maintenance **Reports** Menu:

- Supplier List Report
- Item Adjustment Type Report
- Invoice Adjustment Type Report
- Supplier Category Report
- Status Code List
- Supplier Delivery List

Note: Supplier Reports can be also be generated as file exports. For more information, please see page 59.

Supplier List Report

The Supplier List Report is a listing of the information in the Retalix BackOffice Supplier File. Select this report from the Supplier Maintenance **Reports** Menu. You can generate a report that includes all entries or a custom report. The following section headings appear on the Supplier List Report:

- Supplier Information
- Auto Repricing Defaults
- Delivery Information
- Ordering Information
- Warehouse Information
- Contact Information
- Accounting Information
- Last Delivery Time field
- Category field

For more information on all fields, please see Supplier Maintenance on page 71.

Item Adjustment Type Report

The Item Adjustment Type Report is a listing of the information in the Retalix BackOffice Item Adjustment Type File. Select this report from the Supplier Maintenance **Reports** Menu. You can generate a report that includes all entries or a custom report. The following fields and flags appear on the Item Adjustment Type Report:

- Adjustment Type Code field

- Adjustment Type Description field
- Amount Type Code field
- Debit flag
- Apply To Partial Case flag
- Include In Gross Margin flag
- Billback flag
- Based On Buy flag
- Disable flag

Invoice Adjustment Type Report

The Invoice Adjustment Type Report is a listing of the information in the Retalix BackOffice Invoice Adjustment Type File. Select this report from the Supplier Maintenance **Reports** Menu. You can generate a report that includes all entries or a custom report. The following fields and flags appear on the Invoice Adjustment Type Report:

- Adjustment Type Code field
- Adjustment Type Description field
- Amount Type Code field
- Debit flag
- Apply To Partial Case flag
- Include In Gross Margin flag
- Billback flag
- Based On Buy flag
- Disable flag

Supplier Category Report

The Supplier Category Report is a listing of the information in the Retalix BackOffice Supplier Category File. Select this report from the Supplier Maintenance **Reports** Menu. You can generate a report that includes all entries or a custom report. The following fields appear on the Supplier Category Report:

- Supplier Category ID field
- Supplier Category Description field

Status Code List Report

The Status Code List Report is a listing of all the established Status Codes that may be assigned to a delivery. The following fields appear on the Supplier Category Report:

- Invoice Status Code field
- Status Short Description field
- Status Long Description field

Supplier Delivery List Report

The Supplier Delivery List Report is used to identify each supplier's authorized delivery days along with contact and delivery information.

The following fields appear on the Delivery List Report:

- Supplier ID field
- Supplier Description field
- Last Delivery Date
- Primary Contact Name
- Phone Number
- Delivery Days

Supplier Maintenance Procedures

Adding an Invoice Adjustment for a Supplier

This procedure demonstrates how to add an invoice adjustment for a supplier.

To add an invoice adjustment for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Select Add/Delete Adjustment from the **Edit** Menu.
6. Select Add Adjustment from the **Add/Delete Adjustment** Submenu (or click the button).
7. Click the Adjustment Description field to position the cursor there. Use the drop-down list to select the adjustment type.
   - The system automatically fills in the Adjust Code.

8. Enter the Adjust ID, Adjust Amt or Adjust Pct, Start Date and End Date fields.
9. Select Save Changes from the **Edit** Menu (or click the button).

Changing an Invoice Adjustment for a Supplier

This procedure demonstrates how to change an invoice adjustment for a supplier.

To change an invoice adjustment for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click the adjustment field to change. This positions the pointer on the correct adjustment and highlights the field to change.
6. Enter the new information.
7. Repeat steps 5 and 6 until your entries are complete.
8. Select Save Changes from the **Edit** Menu (or click the button).

Delete an Invoice Adjustment for a Supplier

This procedure demonstrates how to delete an invoice adjustment for a supplier.

To delete an invoice adjustment for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click any field in the adjustment to delete. This positions the pointer on the correct adjustment.
6. Select Add/Delete Adjustment from the **Edit** Menu.

7. Select Delete Adjustment from the **Add/Delete Adjustment** Submenu (or click the button).
   - The system deletes the adjustment.

Adding Ordering Information for a Supplier

This procedure demonstrates how to add ordering information for a supplier.

To add ordering information for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click the Ordering Tab at the bottom of the window.
6. Make entries in the desired ordering fields.
7. Select Save Changes from the **Edit** Menu (or click the button).

Changing Ordering Information for a Supplier

This procedure demonstrates how to change ordering information for a supplier.

To change ordering information for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click the Ordering Tab at the bottom of the window.
6. Click the ordering field to change.
7. Enter the new information.
8. Repeat steps 6 and 7 until your entries are complete.
9. Select Save Changes from the **Edit** Menu (or click the button).

Adding a Warehouse for a Supplier

This procedure demonstrates how to add a warehouse for a supplier.

To add a warehouse for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click the Warehouse Tab at the bottom of the window.
6. Select Add/Delete Warehouse from the **Edit** Menu.
7. Select Add Warehouse from the **Add/Delete Warehouse** Submenu (or click the button).
8. Enter the Warehouse ID and Warehouse Desc fields.
9. Select Save Changes from the **Edit** Menu (or click the button).

Changing Warehouse Information for a Supplier

This procedure demonstrates how to change warehouse information for a supplier.

To change warehouse information for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click the Warehouse Tab at the bottom of the window.
6. Click the warehouse field to change. This highlights the field to change.
7. Enter the new information.
8. Repeat steps 6 and 7 until your entries are complete.

9. Select Save Changes from the **Edit** Menu (or click the button).

Deleting a Warehouse for a Supplier

This procedure demonstrates how to delete a warehouse for a supplier.

To delete a warehouse for a supplier:

1. Start Supplier Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Supplier Form from the **Open** Submenu.
   - The Supplier Maintenance window appears with the first supplier on file.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the supplier you want.
5. Click the Warehouse Tab at the bottom of the window.
6. Click any field in the warehouse to delete.
7. Select Add/Delete Warehouse from the **Edit** Menu.
8. Select Delete Warehouse from the **Add/Delete Warehouse** Submenu (or click the button).
   - The system deletes the warehouse.

Item Maintenance

The Item Maintenance application helps you manage all aspects of your Item File. You can add new items, modify item information, delete items and query items. Retalix BackOffice stores your Item File maintenance in batches. When you open item maintenance, the Specify Batch Information Dialog Box appears for you to define the batch to contain your maintenance.

Shortcuts to Item Maintenance are located in the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). You can choose to open Item Maintenance as a form or a grid. The form version of maintenance is the "standard" type of maintenance with the fields organized by field type. The Item Maintenance Tabs at the bottom of the window categorize the item information. Click a tab to switch to a window with fields in the category listed as the tab name.

The grid version of maintenance looks similar to a table. Each field is a column on the grid and each record is a row. Grid maintenance is useful for entering data quickly. You can customize a grid to contain only the fields you want to see or modify and you can save your grid configuration for use later.

While you an choose to open Item Maintenance as a form or a grid, you can easily switch back and forth between modes using the Form View and Grid View Toolbar Buttons.

Item Maintenance Toolbar Buttons

This section lists the toolbar buttons that are specific to Item Maintenance. For an explanation of the basic toolbar buttons, see the *Basic Toolbar Buttons and Functions* section in the **Overview** chapter of this guide.

Clear Item From Batch

Click this button to remove the item from the batch (but not the Item File).

Add a Receiving Package

Click this button in Item Maintenance to add a new receiving package for this item.

Delete a Receiving Package

Click this button in Item Maintenance to delete a receiving package for this item. This option is only available when the **Receiving Info** tab is open.

Add Cost

Click this button is Item Maintenance to add a new cost for the current item. This option is available only when the **Receiving Info** tab is open.

Delete Cost

Click this button in Item Maintenance to delete a cost for the current item. This option is only available when the **Costs** sub-tab of the **Receiving Info** tab is open.

Add Adjustment

Click this button in Item Maintenance to add an adjustment for the current item. This option is only available when the **Receiving Info** tab is open.

Delete Adjustment

Choose this button to delete an adjustment for the current item. This option is only available when the **Adjustments** sub-tab of the **Receiving** tab is open.

Promotion Info

Choose this button to display a full window listing of all StoreLine/ISS45 promotions linked to the item or search for all current, future and expired StoreLine/ISS45 promotions. Full promotion creating, editing, linking and unlinking can be performed from this window.

Review/Edit Batch

Choose this button to view the contents of a batch. Fields that are being added or modified appear in red. In Item Maintenance Form view, the Maintenance Type appears in red above the item number. The option is only available for current and future batches.

Form View

Choose this button to switch to Item Maintenance Form View mode.

Grid View

Choose this button to switch to Item Maintenance Grid View mode.

Sort Data

Choose this button to sort (or change the presentation order of) the data in the grid. The Specify Sort Columns Dialog Box appears. (See page 167).

Filter Data

Choose this button to narrow the contents displaying in the grid to a more specific set of data. (See page 168).

First Button

Click this button to move to the first item in the batch.

Previous Button

Click this button to move to the previous item in the batch.

Next Button

Click this button to move to the next item in the batch.

Last Button

Click this button to move to the last item in the batch.

New Query

Click this button to enter the field query values directly into Grid Item Maintenance and Form Item Maintenance fields. (See page 142).

Build Query

Click this button to create your own custom query for finding or reporting on a specific set of records. The Build Query Dialog Box appears. (See page 140).

Label Print Button

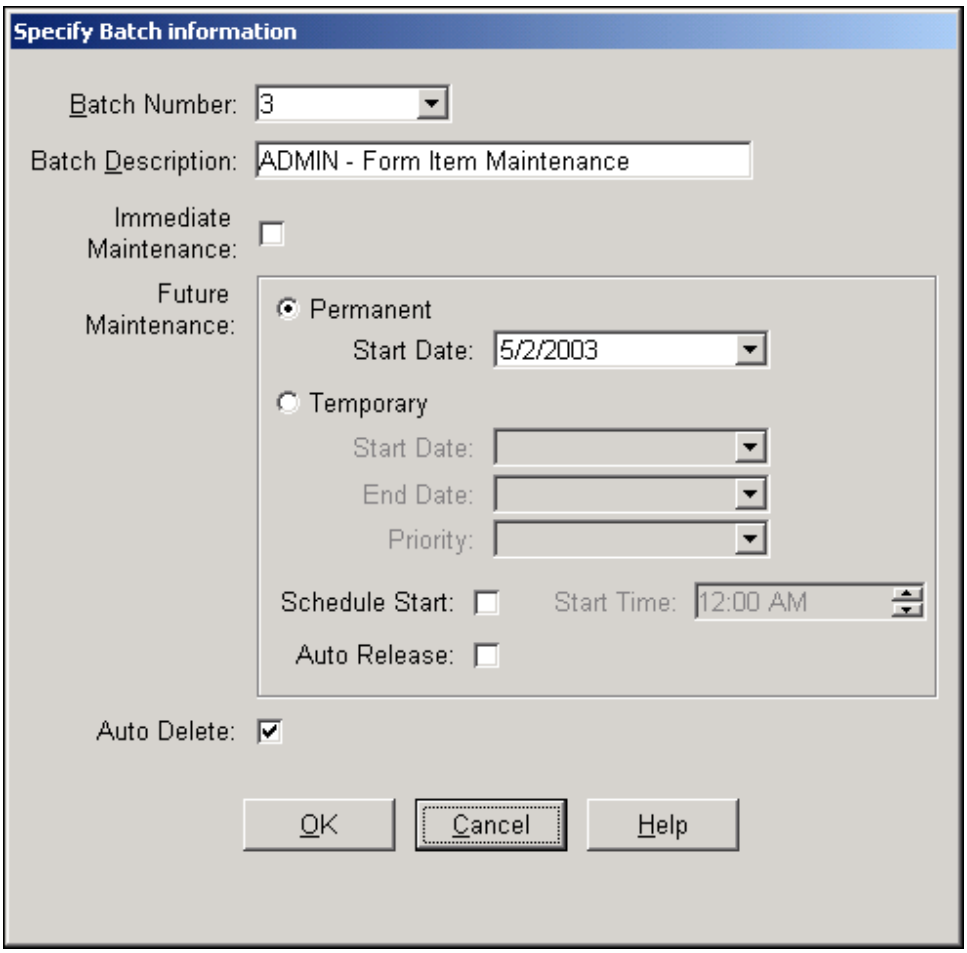
Click this button to print a label for the current item. The Label Print Dialog Box appears.

Specify Batch Information Dialog Box

The Specify Batch Information Dialog Box appears when you open a maintenance application or perform a function that creates a maintenance batch.

A **batch** is a group of maintenance transactions. Transactions in the same batch usually have similar characteristics. The terms Immediately and Future refer to the date the maintenance in the batch is staged and released. (Please see Price Management on page 170 for more information on staging and releasing). An “immediate batch” is a batch that Retalix BackOffice stages and releases as soon as you are finished with it. A “future batch” is a batch that Retalix BackOffice stages (an optionally releases to the POS) on the future date and time you specify.

The Specify Batch Information Dialog Box lets you define the batch to contain your maintenance and the date and time to stage and optionally release it.
The Specify Batch Information Dialog Box appears as follows:



Note: For NCR ACS-IR installations, the Immediate Maintenance, Auto Release, Auto Delete and Schedule Start checkboxes (along with the Start Time field) do not display.

The following fields and buttons appear in the Specify Batch Information Dialog Box:

Batch Number field - This is the Batch Number to assign your maintenance to or that contains your maintenance. It can be up to eight digits in length. When you are setting up the batch to contain your maintenance, you can define a new batch or append to an existing batch. Enter a new batch number or select an existing batch number from the drop-down list.

Batch Description field - This is a description of the batch. Enter a meaningful explanation of the contents of this batch, up to fifty (50) characters in length.

Immediate Maintenance checkbox - Enable this checkbox if you want the system to stage and release this batch immediately. When you enable this radio button, all Future Maintenance batch information fields are unavailable for data entry. (Please see Price Management on page 170 for more information on staging and releasing).

Permanent radio button - Enable this radio button if the batch is to contain permanent maintenance changes. When you enable this radio button, the Permanent Start Date field becomes available for entry, defaulting to today.

Permanent Start Date field - This is the date to stage this batch. Enter the date or click the selection arrow to launch the calendar feature. (Then locate and click the desired date from the calendar). This field is only accessible if the Permanent radio button is selected.

Temporary radio button - Enable this radio button if the batch is to contain temporary maintenance changes. When you enable this radio button, the Temporary Start Date field, Temporary End Date field (and Priority Code field if Hierarchical Pricing is implemented) become available for entry.

Temporary Start Date field - This is the date to stage this batch. Enter the date or click the selection arrow to launch the calendar feature. (Then locate and click the desired date from the calendar). This field is only accessible if the Temporary radio button is selected.

Temporary End Date field This is the date to remove temporary maintenance found within the batch. Enter the date or click the selection arrow to launch the calendar feature. (Locate and click the date from the calendar). This field is only accessible if the Temporary radio button is selected (and is mandatory for temporary maintenance).

Priority Code field – For those systems that have implemented Hierarchical Pricing, click the field's selection arrow and select the batch's priority code. (See Price Management on page 170 and Price Priority Maintenance on page 152 for more information). This field is only accessible if the Item Management Parameter "Lowest Price Wins" is unchecked.

Scheduled Start Checkbox – Check this box if you wish to have a BackOffice Task automatically stage and release the permanent batch. Leave the box blank if you wish to manually stage the batch. (Please see Price Management on page 170 for more information on the stage process).

Note: A scheduled batch is independent of the full stage process that may exist within a BackOffice Task. If you schedule a batch, the system will automatically stage and release the batch at the specified date and time.

Start Time field - This is the approximate time to stage a scheduled permanent batch. Enter the time or position the cursor in the hour or minutes portion of the time and use the arrow buttons to change it. To switch between AM and PM, you must enter an upper case A or P. This field is only available if the Scheduled Start checkbox is selected. (Please see Price Management on page 170 for more information on the stage process).

Auto Release checkbox – Check this box to have the maintenance within the batch released to the POS automatically once they have passed the staging process. If the Item Management parameter setting "Auto Release" is selected to implement the global auto release feature, this field cannot be changed.

Auto Delete checkbox - Check this box to indicate that you want this batch to be considered when the batch purge process is initiated. If this flag is checked, the purge process (whether performed manually or through a BackOffice Task) examines the Temporary Batch's end date (if the batch is temporary) or the Permanent Batch's start date (if the batch is permanent) to determine if it qualifies to be purged. To be purged, the number of days specified in the "Batch Keep Days" parameter setting must have been met or been exceeded (as long as the batch has been previously staged).

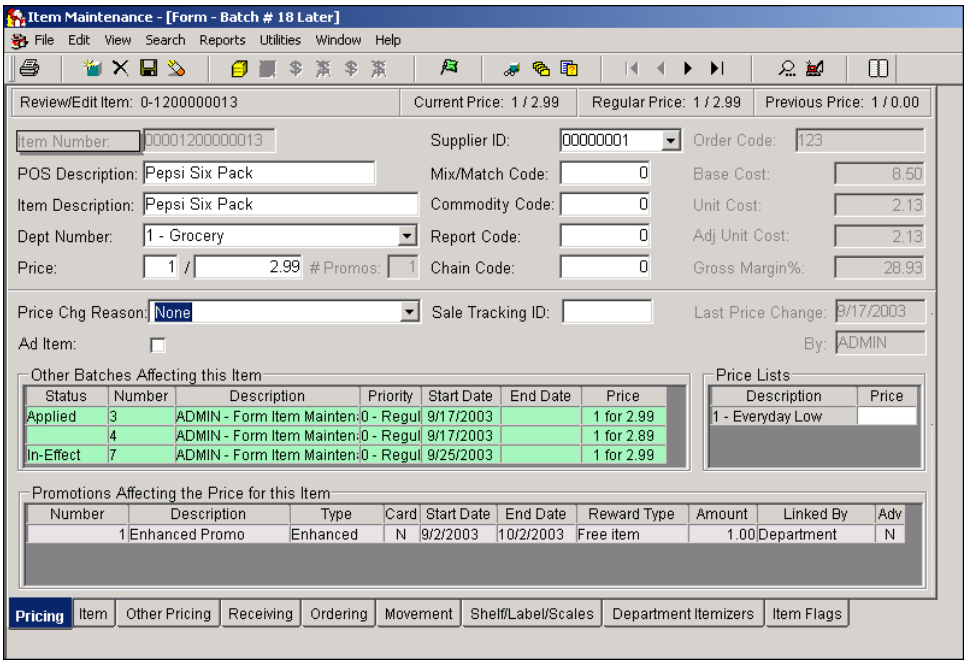
OK button - Click this button when you are finished working in the dialog box.

Cancel button - This button appears on many Retalix BackOffice windows and in many Retalix BackOffice dialog boxes. Click this button to cancel and exit the current window or dialog box.

Help button - This button appears in many Retalix BackOffice dialog boxes. Click this button to get help on the fields, flags and buttons in the current dialog box.

Form Maintenance

To work in form maintenance, choose Item Form from the **Open** Submenu or simply start Item Maintenance Form View from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). The form version of maintenance is the "standard" type of maintenance with tabs at the bottom of the window to categorize the item information. The Item Maintenance form window looks similar to the following:



Note: The information on the top half of the Item Maintenance window is the same for all POS types (with the exception of the item pricing fields). Some fields that appear on each tab are POS-specific. The StoreLine or ISS45 tabs are shown in this section. If you have a ScanMaster or ACS POS, see the appendix in the back of this guide for specific field information.

Use the Item Form for doing queries (looking up items) and other simple forms of maintenance. The top half of the window contains the indexes that you can use to look up items as well as other basic information. The top half of the window remains constant no matter which tab is open at the bottom of the window. You can change the index by selecting Change Index from the **Search** Menu or by pressing [**F3**].

Item Maintenance Index Fields

The item index fields are as follows:

- Item Number
- POS Description
- Department Number
- Supplier ID
- Mix/Match Code
- Commodity Code
- Report Code
- Item Group Code
- Order Code

The tab that is open determines the information that appears on the bottom portion of the window. Only information pertinent to that tab appears.

You can query for items or information using any of the indexes. After you select the index, you must either select New Query from the **Search** Menu or press [**F4**]. Once you start the query, enter the index value to search for and press [**Enter**]. If you retrieve a number of records, you can advance or back up to the desired record by using the arrow buttons on the toolbar. When you find the record to edit, move the cursor to a field with the mouse pointer or simply press [**Tab**] until the field is highlighted. Update the field as needed and press [**Enter**]. When your maintenance is complete, use the arrow buttons on the tool bar to move to the next item.

> ***Note***: Maintenance is manually saved by clicking the button on the toolbar. Maintenance is automatically saved when you start a new query, insert a new item, close a batch, click on a row in a grid and using the First, Previous, Next and Last buttons.

The following is a list of the fields that appear in the top half of the Item Maintenance form window. These fields are constant, no matter which tab is open:

Maint Type field (Read-only) This field displays the type of maintenance (i.e. Add Item, Change Item, Delete Item, Linked/Unlinked Promo) associated with the record. The field will display "*IGNORE*" if the maintenance to the item has been temporarily flagged to be ignored within the batch.

 # Promos field - (Read-only field) This field contains the number of StoreLine/ISS45 promotions the item is associated with. Promotions affecting the price for this item are displayed on the Pricing Tab.

POS Price Multiple field – (Read-only field) This field contains the price multiple of the item as it is currently ringing at the POS.

Current Price field – (Read-only field) This field contains the price of the item as it is currently ringing at the POS.

Regular Price field – (Read-only field) This field contains the price of the item when all temporary maintenance has expired.

Previous Price field – (Read-only field) This field contains the price of the item prior to the last price change.

Item Number field - This is the unique number that identifies the item. The maximum field length is 14-characters. This field can contain the following types of Item Numbers: U.P.C. Version A, U.P.C. Version E, Look-Up Numbers, EAN-8 Numbers and EAN-13 Numbers. In Item Maintenance, Retalix BackOffice requires an entry for this field. This is an index field you can use to search for Item File records.

POS Description field - This is the POS description of the item. This field is also called the short item description. This field can be up to twenty characters in length for the StoreLine/ISS45 and ScanMaster POS types. In Item Maintenance, Retalix BackOffice requires an entry for this field. This is an index field you can use to search for Item File records.

Item Description field - This is the full description of the item. The maximum length of this field is thirty characters.

Dept. Number field - This is the department number assigned to the item. The maximum length for this field is four-digits. In Item Maintenance, you can enter a Department Number or select one from the drop-down list. This is an index field you can use to search for Item File records.

Price Multiple field - This is the Price Multiple field. Entry of the price multiple field in Item Maintenance is optional. If you do not enter the price multiple, it defaults to one. The valid values for the price multiple are 1 through 99.

Price field - This is the Price field. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit. For example:

Entering this:	Results in this:
2.98	2.98
80	0.80
9	.09
399	3.99

You can enter both the Multiple and Price here, if you want. For example, enter 1/2.99 to indicate a Multiple of 1 and a Price of $2.99. Item Maintenance automatically fills in the POS Multiple field with the price multiple you enter here.

Supplier ID field - This is the unique identifier associated with the supplier who delivers this item. In Item Maintenance, you can enter a Supplier ID or select one from the drop-down list. The default value for this field is zero. This is an index field you can use to search for Item File records.

NOTE: A Supplier ID change here will automatically change the primary supplier (on the Receiving Tab).

Mix/Match Code field - The Mix/Match Code field indicates whether you can combine this item with other items for a price break. The valid entries for this field are 0 to 9999 or click the field selection arrow and choose an established mix/match code for the item. See page 105 for information on bulding the mix/match code list. In Item Maintenance, this is an index field you can use to search for Item File records.

Commodity Code field - The Commodity Code field is a user-defined field with a valid range of 0 to 9999 or click the field selection arrow and choose an established commondity code for the item. See page 105 for information on bulding the commodity code list. In Item Maintenance, this is an index field you can use to search for Item File records.

Report Code field - The Report Code field lets you group items together for reporting purposes. The valid range for this code is 0 through 99 or click the field selection arrow and choose an established report code for the item. See page 105 for information on bulding the report code list. In Item Maintenance, this is an index field you can use to search for Item File records.

Item Group Code field- This field contains the code used for linking "like items" together for price maintenance purposes. Price changes made

to items with an Item Group Code can be made automatically to those items sharing the same code (see page 174). Even if this code is entered within a temporary batch, it will be stored in the permanent record for the item. Click the field selection arrow and choose an established item group code for the item. See page 105 for information on bulding the item group code list.

Order Code field - This is the code you use to order this item from the supplier. In Item Maintenance, this field appears in the header portion of the window and on the Receiving Tab. In the header portion of the Item Maintenance window, you can enter this field or use it to search for Item File records. This field may be up to twelve characters in length. Changing the order code here (or in Grid Mode) also changes the item's primary package order code (on the Receiving Tab). This field is also called the Order Pkg ID. In Ordering, you can use this field or the Item Number to identify the item to order. Other common names in the industry for Order Code are warehouse number and vendor item.

Base Cost field - (Read-only field) **-** This field contains the current case cost for the item.

Unit Cost field - (Read-only field) This field contains the unit cost for the item.

Adj Unit Cost field - (Read-only field) This field contains the unit cost for the item factoring in active adjustments.

Gross Margin field - (Read-only field) This field contains the current gross margin percentage for this item. Retalix BackOffice calculates this field and you cannot change it. The calculation is:

Current GM% = (Unit POS Price –Adj. Unit Cost) / Unit POS Price

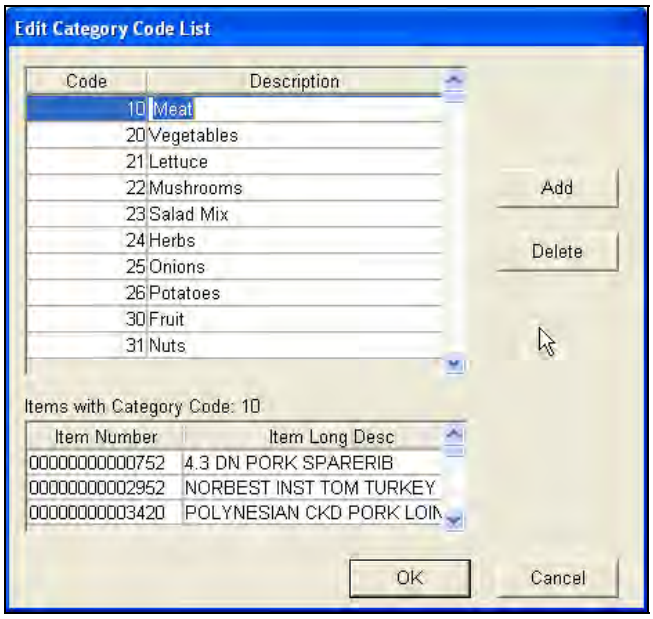
The system takes the price multiple, case packs and any item adjustments into account when calculating the current gross margin percent. In Item Maintenance, the Supplier that appears in the header portion of the window is the supplier the system uses for cost and adjustment information. This field also appears on various reports throughout the system.

Code Lists

Item Maintenance code-type fields can be used for building and modifying a code list as well as displaying existing codes for selection. These fields include:

- Category Code
- Commodity Code
- Item Group Code
- Miscellaneous Number 1
- Miscellaneous Number 2
- Mix/Match Code
- Report Code

To create or modify the code list, right-click inside the code field and choose **Edit List** (or double-click on the field). The Edit Code List window displays, showing the existing list:



To display a list of the items that contain a specific code, locate and highlight the code on the list. The item number and long description will appear in the list at the bottom of the window.

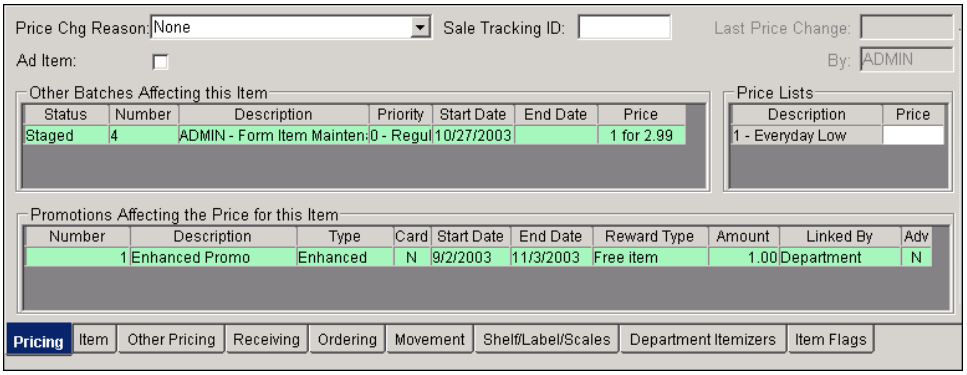
To add an item to the list, click the **Add** button. A line will be inserted into the table where a code and description can be entered. To remove a code, highlight it and click the **Delete** button.

New codes may be added to the list by entering a new code number directly into the Item Maintenance field. The code will be automatically added to the list with a description of NO DESCRIPTION.

To choose a code from the pre-existing list, simply click on the field selection arrow and choose a code from the list.

Pricing Tab (Item Maint)

The Item Maintenance Pricing Tab contains relevant pricing information and appears as follows:



Price Change Reason field – This field contains the StoreLine/ISS45 Price Change Reason Code. Click the field's selection arrow and choose a selection from the list.

Ad Item Flag - If this flag is checked, it indicates that the store is currently advertising this item. On reports, the setting of this flag is shown as Y or N.

Sale Tracking ID field - This field groups items that are on sale or promotion for reporting purposes. This field can be up to eight characters in length.

Last Price Change field (Read-only) **-** This field contains the date of the last price change for the item. Whenever you change the POS Price field, the system automatically updates this field with the current date.

Last Price Change By field - This field contains the name of the person who last changed the price of the item.

Other Batches Affecting this Item Grid

NOTE: Double-click on a row to open and edit the batch. The selected batch will be opened in a separate Item Maintenance window. The window can be resized (using the Restore Down button) and dragged to a different location in order to organize and navigate between batch windows. Maximize the screen to view the Item Maintenance Toolbar.

Status Column : (Read-only) This column displays the current status of batches that contain this item. There are three status types that appear

here: In-Effect, Future and Applied. (**NOTE:** More detailed batch statuses can be found within the Batch Manager. See page 179 for more information).

Number Column : (Read-only) This column displays a numeric list of batch numbers that contain this item.

Description Column : (Read-only) This column displays the name assigned to a particular batch.

Priority Column : (Read-only) For systems that have implemented the Hierarchical Pricing price management model, this column contains the batch's priority level selected at batch creation: 0-Regular Price, 1-Host TPR, 2-TPR, 4-Sale Price or 6-Manager's Special. TPR pricing will override Regular Pricing. Sale Pricing will override TPR pricing. And Manager's Special Pricing will override Sale Pricing.

Start Date Column : (Read-only) This column displays the effective date of the batch.

End Date Column : (Read-only) (Temporary Batches Only) This column displays the expiration date of the temporary batch.

Price Column : (Read-only) This column displays the price of the item within the batch.

Price Lists

Description Column : This column displays the description of the StoreLine/ISS45 Price List.

Price Column : To set 2nd and/or 3rd items prices using the StoreLine/ISS45 Price List feature, enter a price associated with each corresponding price list.

Promotions Affecting the Price for this Item

Number Column : This column displays the Promotion Identification Number containing this item.

Description Column : This column displays the description of the promotion.

Type Column : This column displays the type of promotion containing this item: Enhanced, Group, Level or RBO Simple Promotion.

Card Column : This column displays a "Y" for Yes if the promotion is available to member cardholders only.

Start Date Column : This column displays the effective date the promotion.

End Date Column : This column displays the expiration date the promotion.

Reward Type Column : This column displays the reward type of the promotion: Cash, Amount Off, Percentage Off, New Price or Free.

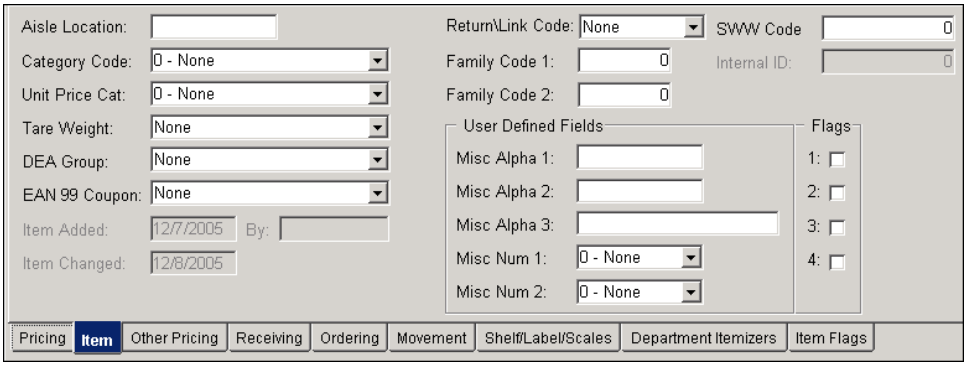
Amount Column : Based on the reward type, this column displays the reward amount (in amount off, percent off, new price, or quantity of free items).

Linked By Column : This column displays how items are linked to the promotion: Item, Mix & Match Code, Department Code or Manufacturer Code or Price Group.

Adv Column : This column displays a "Y" for Yes if it is an Advanced promotion and must be edited using the StoreLine/ISS45 promotion editor (rather than the RBO Simple Promotion Wizard).

Item Tab (Item Maint)

The Item Tab includes non-pricing related item and inventory information and appears as follows:



Aisle Location field - This field contains the number of the aisle where this item resides in the store. The maximum length of this field is six characters.

Category Code field - This field contains the item's category code. The Category Code field is one of the 3 major RBO Item Maintenace Report

filters (by Item, by Dept and by Category). The maximum length of this field is nine characters. Click the field selection arrow and choose a category code for the item. See page 105 for information on bulding the category code list.

Unit Price Category field - This field contains the number and description for the Unit Price Category associated with the item. This table is created using the RBO Unit Price Category Maintenance application (see page 494). If the table has not been established, this field will be grayed-out. Click the field's selection arrow and choose a selection from the list. The default value for this field is zero.

Tare Wt field - This field contains the StoreLine or ISS45 Tare Number as identified using the Tare Weights Maintenance Program. The code indicates the weight of the container that packages this item. This code is used when the Weighted Item flag is checked. Click the field's selection arrow and choose a selection from the list.

DEA Group field - This field contains the StoreLine or ISS45 DEA Group Code to associate with the item for controlling the combined sale of pharmaceutical items. Click the field's selection arrow and choose a selection from the list.

EAN 99 Coupon field - This field contains the StoreLine or ISS45 EAN 99 Coupon attached to the item. Click the field's selection and arrow and choose a selection from the list.

NOTE: EAN Coupon numbers must begin with 99, contain 13 digits and include a valid check digit.

Item Added Date field - This field contains the date this item was added to the Retalix BackOffice Item File.

Item Added field - This field contains the name of the person who added this item to Retalix BackOffice.

Item Changed Date field - This is the date of the last field change for this item.

Changed By User field - This field contains the name of the person who last changed this item.

Return/Link Code field - This field contains the StoreLine or ISS45 return type number linked to this item. (For example, if a bottle deposit is linked to the item, enter the return type number associated with the deposit charge).

Family Code 1 field - This field contains the family code portion of the UPC number used to validate product and sizes for coupon redemption. This code must match the manufacturer coupon family code, if coupon parameters have family code validation checked. On a coupon UPC, the three digits following the 5-digit manufacturer ID is the family code.

Family Code 2 field - If the item has two UPC 5-type coupons current at the same time, this field contains the other family code used for coupon validation on differing special offers.

Misc Alpha 1 field - This is a user-defined field that can be a maximum of ten characters in length.

Misc Alpha 2 field - This is a user-defined field that can be a maximum of ten characters in length.

Misc Alpha 3 field - This is a user-defined field that can be a maximum of twenty characters in length.

Misc Num 1 field - This field contains a number field that you may define for this item. The maximum length of this field is eight digits. Enter a number or click the field selection arrow and choose an established miscellaneous number 1 code for the item. See page 105 for information on bulding the miscellanious code list.

Misc Num 2 field - This field contains a number field that you may define for this item. The maximum length of this field is eight digits. Enter a number or click the field selection arrow and choose an established miscellaneous number 2 code for the item. See page 105 for information on bulding the miscellanious code list.

SWW Code - This field contains the item's SWW Code.

Internal ID field – If the StoreLine or ISS45 PLU and Batch Parameter for using internal numbering has been implemented, this field contains the internal code to be linked to the item UPC code.

User 1 Flag - This flag is available for the store's use. You can define the use of this flag. Check this flag to enable it.

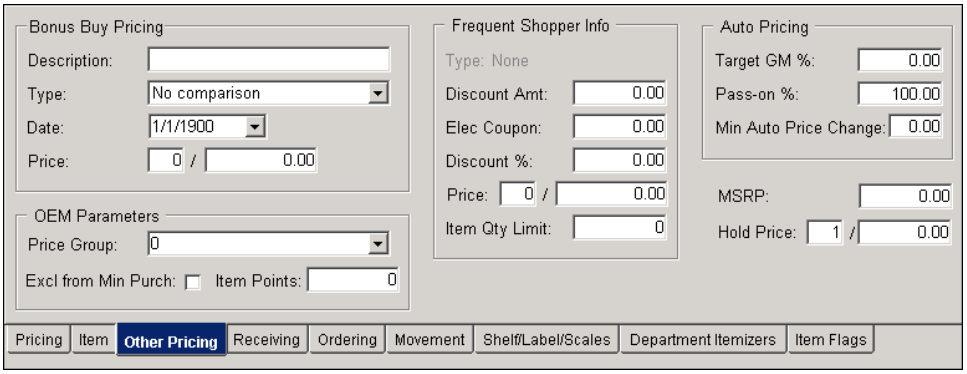
User 2 Flag - This flag is available for the store's use. You can define the use of this flag. Check this flag to enable it.

User 3 Flag - This flag is available for the store's use. You can define the use of this flag. Check this flag to enable it.

User 4 Flag - This flag is available for the store's use. You can define the use of this flag. Check this flag to enable it.

Other Pricing Tab (Item Maint)

The Other Pricing Tab provides fields that are related to pricing but are not modified regularly and appears as follows:



Price Comparison (Bonus Buy) Description field - This field contains the description of price comparison shown on the customer's receipt when this item is purchased.

Price Comparison (Bonus Buy) Type field - This field contains the type of price comparison used for the item. Use the drop-down list to select the type.

Price Comparison (Bonus Buy) Date field - This field contains the date relevant to the price comparison. Enter the date or click the field selection arrow and select the date from the calendar.

Price Comparison (Bonus Buy) PM/Qty field - This field contains the comparison price multiple to use in the comparison. (For example, if the comparison item is being sold "3 for 2.99", enter "3" in this field).

Price Comparison (Bonus Buy) Price field- This field contains the compare price for the item (For example, if the comparison item is being sold "3 for 2.99", enter "2.99" in this field).

OEM Price Group Parameter field - This field contains the item's member group code for attaching to OEM member promotions.

NOTE: OEM is a data warehousing service. Information about member purchases, member points and so on, that are gathered at the POS terminal are automatically transmitted through the store to the OEM server.

OEM Excl from Min Purch flag - If this flag is checked, the item is excluded from a Member Promotion minimum purchase requirement.

OEM Item Points Parameter field - This field contains how many item-specific points a customer receives for purchasing this item.

Frequent Shopper Type field - (Read only) This field contains the frequent buyer discount type for this item. This field will display Discount Amount, Electronic Coupon, Percentage Discount, Comparative Price or X for $Y based on the frequent shopper pricing fields below.

FS Discount Amount field - For Frequent Shopper Types of Discount Amount, this field contains the amount to discount the item for purchases by a frequent shopper.

FS Electronic Coupon field - For Electronic Coupon Frequent Shopper Types, this field contains the StoreLine or ISS45 coupon code to apply as the frequent shopper discount.

FS Percentage Discount field - For Percentage Discount Frequent Shopper Types, this field contains the percentage amount to discount the item for purchases by a frequent shopper.

FS Price Multiple field - For X for $Y Frequent Shopper Discount Types, this field contains the number of items included in the FS Price. (For V7 Frequent Shopper Types of "Comparative Price" this field contains the compare price multiple for "You Saved" receipt printing).

FS Price field - For Frequent Shopper Discount Types of X for $Y, this field contains the frequent shopper price for the number of items in the FS Price Multiple field. (For V7 Frequent Shopper Types of "Comparative Price" this field contains the compare price for "You Saved" receipt printing).

FS Item Quantity Limit field – Enter the quantity of this item that may be purchased at a frequent shopper discount.

Target GM% field - This field contains the target gross margin percentage for this item. When you enter this value, Retalix BackOffice calculates the POS Price as follows:

Price = Adj. Unit Cost / (1 - Target GM%)

Retalix BackOffice also calculates a new Current GM%. The system takes the price multiple, case packs and any item adjustments into account when calculating the current gross margin percent. The Supplier that appears in the header portion of the Item Maintenance window is the supplier that the system uses for cost and adjustment information.

Pass-On % field – This field contains the percentage of the net adjustments to the primary order package that should be "passed on" to the customer in the form of a new price. (For more information on the Price Recalculation Rules, see page 171).

Min Auto Price Change field – This field defines the price change threshold (in dollars and cents) that should be met before the item is repriced. (For more information on the Price Recalculation Rules, see page 171).

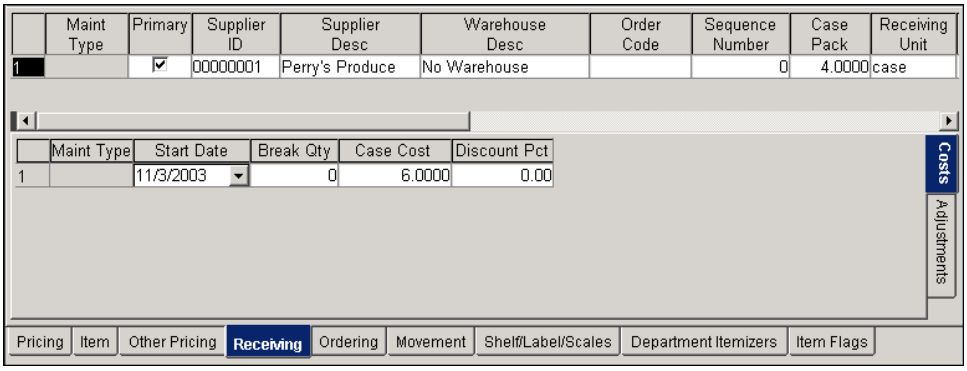
MSRP field - This field contains the Manufacturer's Suggested Retail Price (MSRP) for this item. The default value for this field is 0.00. An example of an item's savings and the role of the MSRP is: If the item price is 3/$3.99 and the MSRP is $2.00, the savings shown for one item would be $.67. The savings for three items would be $2.01 ($3.99 divided by 3 = $1.33; subtracted from $2.00 = $.67; multiplied by 3 = $2.01).

Hold Multiple field - This is the Hold Price Multiple field. Entry of the price multiple field is optional. The default value for this field is one. The valid values for the price multiple are 1 through 99.

Hold Price field - This is a memo field where you can enter a hold price of this item. This field is also used in conjuction with the "Receive Using Hold Price" (Receiving Parameter) setting. Enter a value up to 9999.99. The default value for this field is 0.00.

Receiving Tab (Item Maint)

The Item Maintenance Receiving Tab appears as follows:



The information on this tab is the same regardless of the POS type.

Primary field – Check this box if the supplier's receiving package is the primary package used to receive the item.

Supplier ID field - This is the unique identifier associated with the supplier who delivers this item. In Item Maintenance, you can enter a Supplier ID or select one from the drop-down list. The default value for this field is zero. This is an index field you can use to search for Item File records.

Supplier Desc field - This field contains the supplier name. Enter the supplier name or use the drop-down list to select a supplier. When you make a selection, the system fills in the Supplier ID field.

Warehouse Desc field (Item Maint) - This field contains the name of the supplier warehouse to use for this item. Use the drop-down list to select a warehouse. The list contains the names of the warehouses for this supplier.

Order Code field - This is the code you use to order this item from the supplier. In Item Maintenance, this field appears in the header portion of the window and on the Receiving Tab. In the header portion of the Item Maintenance window, you can enter this field or use it to search for Item File records. This field may be up to twelve characters in length. The only time you can modify this field is in the Receiving Tab. This field is also called the Order Pkg ID. In Ordering, you can use this field or the Item Number to identify the item to order. Other common names in the industry for Order Code are warehouse number and vendor item.

Sequence Number field - This field contains a number indicating the location of this item on the supplier's invoice.

Case Pack field - This field contains the number of units of this item that comprise a case.

Receiving Unit field - This field contains the unit of measure that is the base-receiving unit for this item. Use the drop-down list to select the receiving unit. You can choose cases, pounds, or kilograms.

Receivable flag - When this flag is checked, you may receive this item from the associated supplier.

Orderable flag - If this flag is checked, then you can order this item from the associated supplier. The default value of this flag depends on the setting of the Set Orderable Flag for New Receiving Packages parameter (on the Item Management Tab of Parameter Maintenance).

Returnable flag - If this flag is checked, then you can return this item to the associated supplier.

Deal flag - If this flag is checked, then there is a supplier deal on this item.

Case ID field - This field contains the number identifying a case of this item, if it differs from the U.P.C. or Item Number.

Rounding Group Code field - This field contains a code that indicates the group the supplier assigns this item to for rounding purposes. Use the drop-down list to select a rounding group code.

Pallet Qty field - This field contains the number of cases of this item that fit on a pallet and the number of cases to order to purchase a pallet of this item.

Cube Space field - This field contains the amount of space that a case of this item consumes. This field is used to calculate shipping requirements and cost.

Case Weight field - This field contains the weight of a case of this item. This field is used to calculate shipping requirements and cost.

Supplier Status field - This field contains the inventory status of this item at the supplier or warehouse. Use the drop-down list to select the supplier status.

Qty On Order field - This field contains the quantity of this item currently on order from the supplier associated with this order package. This field can be up to four digits in length.

Net Adjustment field - This field contains the sum of all adjustments for this item, based on one case or pound. The system automatically fills in this field and you cannot change it.

Adding a Receiving Package for an Item

This procedure demonstrates how to add a receiving package for an item.

To add a receiving package for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item to contain the new receiving package. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Info Tab.
5. Select Receiving Info from the **Edit** Menu.
6. Select Add Receiving Package from the **Receiving Info** Submenu (or click the button).
7. (Optional) Check the **Primary** checkbox if the supplier's receiving package is the primary package used to receive the item.
8. Click the Supplier Desc field to position the cursor there and then use the drop-down list to select the supplier.
   - The system automatically fills in the Supplier ID.
9. Enter the other receiving package fields.
10. Select Save Changes from the **Edit** Menu (or click the button).

Changing a Receiving Package for an Item

This procedure demonstrates how to change a receiving package for an item.

To change a receiving package for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item that contains the receiving package to change. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Info Tab.
5. Find the receiving package to change by using the arrow buttons and scroll bar to view the available receiving packages one at a time.
6. When the correct receiving package appears, click a field to highlight it for change.

- Notice that the pointer appears to the left of the receiving package.

7. Enter the new information.
8. Repeat steps 7 through 9 until your entries are complete.
9. Select Save Changes from the **Edit** Menu (or click the button).

Deleting a Receiving Package for an Item

This procedure demonstrates how to delete a receiving package for an item.

To delete a receiving package for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item that contains the receiving package to delete. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Info Tab.
5. Find the receiving package to delete by using the arrow buttons and scroll bar to view the available receiving packages one at a time.
6. Click any field in the row of the receiving package to delete. This positions the pointer there.
7. Select Receiving Info from the **Edit** Menu.
8. Select Delete Receiving Package from the **Receiving Info** Submenu (or click the button).
   - A message appears asking you to confirm that you want to delete this receiving package.
9. Click the Yes button.

Setting Up Costs

Use the Costs Sub-Tab of the Receiving Tab to set up item costs. Cost records with the same Start Date are part of the same cost structure. You can set up multiple cost structures per receiving package. Every cost structure must have a record with a zero Break Qty and a Case Cost. This is the *base cost* for this cost structure. After that, you can set up additional costs to the cost structure. These costs can have either a Case Cost or a Discount Percentage. Costs stay in effect until you set up another cost structure with a different start date.

You should not modify a cost unless there is a mistake in the cost structure. Instead, to change the cost of an item, add a new cost structure.

You may not want to delete a cost structure until all uses of that cost structure (i.e., invoices) are complete.

Here is an example of a cost structure using case costs:

Start Date	Break Qty	Case Cost	Discount Pct
08/01/1999	0	3.0000	
08/01/1999	10	2.7000	
08/01/1999	20	2.4000	

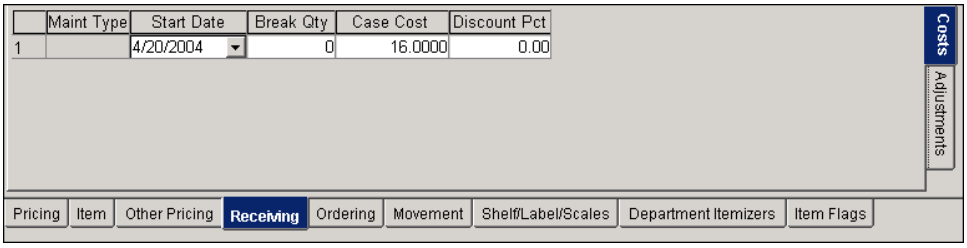
Here is an example of a cost structure using discount percentages:

Start Date	Break Qty	Case Cost	Discount Pct
08/01/1999	0	3.0000	
08/01/1999	10		10
08/01/1999	20		20

In the examples above, starting on 8/1/99, the cost is 3.00 for quantities from 0 to 10. The cost is 2.70 for quantities from 10 to 20. The cost is 2.40 for quantities of 20 or more.

Costs Sub-Tab (Item Maint)

Click the Costs Sub-Tab while in the Receiving Tab of Item Maintenance to view cost information for this receiving package. The Costs Sub-Tab appears as follows:



The information on this sub-tab is the same regardless of the POS type. The Cost fields are:

Maint Type (Costs) - (Read-only) This field displays the type of maintenance (i.e. Add, Change) associated with the cost record.

Start Date field - This field contains the date this cost goes into effect for this item. Enter the cost start date (or click the field selection arrow and select the date using the calendar function). If there are multiple records with the same Start Date, all of them are in effect. Retalix BackOffice uses the cost record with the highest Break Qty that is less than or equal to the amount purchased.

Break Qty field - This field contains the cost break quantity for this cost record. It is the minimum quantity of this item that you must purchase to get this cost.

Case Cost field (Costs Sub-Tab) - This field contains the cost per receiving package (case, pound, or kilogram). The valid entries for this field are 0 through 9999.9999. Every cost structure must have a zero Break Qty record with a Case Cost. This is the base cost. To add another

cost structure, insert a new record with the same date but with a non-zero Break Qty. The additional cost records can have either a Case Cost or a Discount Pct.

Discount Pct field - This field contains the discount percentage the system uses to discount the base cost of this item. The base cost is the Case Cost with a zero Break Qty.

Unit Cost field - This field contains the unit cost for this item. The calculation for this field is Case Cost divided by Units/Case. The system automatically fills in this field and you cannot change it. The value of this field depends on the current order package and cost information.

Adj Case Cost field - This field contains the adjusted case cost for this item. The calculation for this field is case cost minus Net Adjustment. The system automatically fills in this field and you cannot change it.

Adj Unit Cost field - This field contains the adjusted unit cost for this item. The calculation for this field is Adj Case Cost divided by Units/Case. The system automatically fills in this field and you cannot change it.

Adding a Cost for an Item (Form View)

This procedure demonstrates how to add a cost for an item in Item Maintenance Form View.

To add a cost for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item to contain the new cost. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Tab.
5. Click any field in the receiving package to contain the cost. This selects the receiving package.
6. Click the Costs Sub-Tab.
7. Select Receiving from the **Edit** Menu, then Add Cost from the **Receiving** Submenu (or click the button).
8. Enter the Start Date and Case Cost. You can set up additional costs for an item. See the *Setting Up Costs* section for more information.
9. Select Save Changes from the **Edit** Menu (or click the button).

Adding a Cost for an Item (Grid View)

This procedure demonstrates how to add a cost for an item in Item Maintenance Grid View.

To add a cost for an item:

1. Start Item Maintenance Grid View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item to contain the new cost. See the *Looking Up a Record* section if you do not know how to do this.
4. Move to the cost fields (located toward the end of the row).
5. Enter the Start Date and Case Cost.
6. Select Save Changes from the **Edit** Menu (or click the button).

Changing a Cost for an Item

This procedure demonstrates how to change a cost for an item.

To change a cost for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item that contains the cost to change. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Tab.
5. Click any field in the receiving package that contains the cost to change. This selects the receiving package.
6. Click the Costs Sub-Tab.
7. Click the cost field to change. This selects the field to change.
8. Enter the new information.
9. Repeat steps 7 and 8 until your entries are complete.
10. Select Save Changes from the **Edit** Menu (or click the button).

Deleting a Cost for an Item

This procedure demonstrates how to delete a cost for an item.

To delete a cost for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item that contains the cost to delete. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Tab.
5. Click any field in the receiving package that contains the cost to delete. This selects the receiving package.
6. Click the Costs Sub-Tab.
7. Click any field in the cost to delete. This selects the cost.
8. Select Receiving from the **Edit** Menu, then Delete Cost from the **Receiving** Submenu (or click the button).
   - The system deletes the cost.

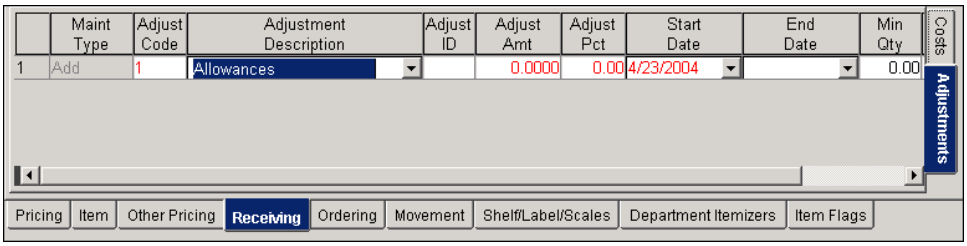
Setting Up Adjustments

Use the Adjustments Sub-Tab of the Receiving Tab to set up item adjustments. Adjustment types are defined in Item Adjustment Type Maintenance (within Supplier Maintenance). The following item adjustments are set up for you:

1	Allowances
2	Discount %
3	Buy Some, Get Others Free
4	Qty Cost Break
5	Discount Cost Break
6	Can or Bottle Deposit
7	Shell Deposit
8	Split Charge
9	Stock or Service Charge
10	Lump Sum Cash Back

Adjustments Sub-Tab (Item Maint)

Click the Adjustments Sub-Tab while in the Receiving Tab of Item Maintenance to view adjustment information for this receiving package. The Adjustments Sub-Tab appears as follows:



The information on this sub-tab is the same regardless of the POS type. The Adjustment fields are:

Maint Type (Adjustments) - (Read-only) This field displays the type of maintenance (i.e. Add, Change) associated with the adjustment record.

Adjust Code field (Item Maint) - This field contains a code that identifies the item adjustment. In Item Maintenance if you choose from the drop-down list in the Adjustment Description field, the system automatically fills in this field.

Adjustment Description field (Item Maint) - This field contains a description of the item adjustment type. In Item Maintenance, this field has a drop-down list you can use to select the item adjustment type you want. When you select an item adjustment from the list, the system automatically fills in the Adjust Code field. Retalix BackOffice provides the item adjustment types listed below. You can add your own item adjustment types using Item Adjustment Type Maintenance (select from the Supplier Maintenance **Open** Submenu).

- Allowances
- Discount Percentage
- Buy Some, Get Others Free
- Quantity Cost Break
- Discount Cost Break
- Can or Bottle Deposit
- Shell Deposit
- Split Charge
- Stock or Service Charge
- Lump Sum Cash Back

Adjust ID field (Item Maint) - This field contains the Adjustment ID you use to identify this adjustment.

Adjust Amt field (Item Maint) - This field contains the dollar amount of the adjustment. The supplier adjusts the cost of this item by this amount.

Adjust Pct field (Item Maint) - This is the Adjustment Percentage. The supplier adjusts the cost of this item by this percentage.

Start Date field (Item Maint) - This field contains the date when this adjustment becomes effective. Enter the adjustment start date (or click the field selection arrow and select the date using the calendar function).

End Date field (Item Maint) - This field contains the date that this adjustment is in effect. If this field is blank, this adjustment remains in effect until you add an end date. Enter the adjustment end date (or click the field selection arrow and select the date using the calendar function).

Min Qty field (Item Maint) - This is the Minimum Quantity field. This is the minimum purchase quantity that triggers the adjustment method condition specified in Item Adjustment Code Maintenance. Those conditions include:

- All items below a minimum quantity
- All items at or beyond a minimum quantity
- All items unless a minimum quantity has been reached
- All items if a minimum quantity has been reached
- One time only once minimum quantity has been reached

Max Qty field (Item Maint) - This is the Maximum Quantity field. This is the maximum amount of this item you may purchase and still get the associated cost adjustment.

Disable flag (Item Maint) - When this flag is checked, this item adjustment is disabled (not used).

Adding an Adjustment for an Item (Form View)

This procedure demonstrates how to add an adjustment for an item in Item Maintenance Form View.

To add an adjustment for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify batch Information Dialog Box and click the OK button.
3. Find the item to contain the new adjustment. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Tab.
5. Click any field in the receiving package to contain the adjustment. This selects the receiving package.
6. Click the Adjustments Sub-Tab.

7. Select Receiving from the **Edit** Menu, then Add Adjustment from the **Receiving** Submenu (or click the button).
8. Use the drop-down list to select the Adjustment Description.
   - The system automatically fills in the Adjust Code.
9. Enter the Adjust ID, Adjust Amt or Adjust Pct, Start Date, End Date, Min Qty and Max Qty fields.
10. Select Save Changes from the **Edit** Menu (or click the button).

Adding an Allowance for an Item (Grid View)

This procedure demonstrates how to add an allowance for an item in Item Maintenance Grid View.

To add an allowance for an item:

1. Start Item Maintenance Grid View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify batch Information Dialog Box and click the OK button.
3. Find the item to contain the new adjustment. See the *Looking Up a Record* section if you do not know how to do this.
4. Move to the allowance fields (located toward the end of the row).
5. Enter the New Allowance Start Date, End Date and Amount.
6. Select Save Changes from the **Edit** Menu (or click the button).

Changing an Adjustment for an Item

This procedure demonstrates how to change an adjustment for an item.

To change an adjustment for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item that contains the adjustment to change. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Tab.
5. Click any field in the receiving package that contains the adjustment to change. This selects the receiving package.
6. Click the Adjustments Sub-Tab.
7. Click the adjustment field to change. This selects the field to change.
8. Enter the new information.
9. Repeat steps 7 and 8 until your entries are complete.
10. Select Save Changes from the **Edit** Menu (or click the button).

Deleting an Adjustment for an Item

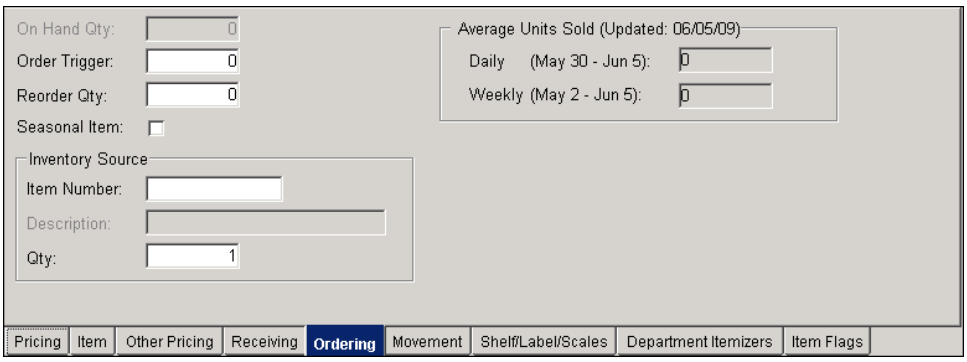
This procedure demonstrates how to delete an adjustment for an item.

To delete an adjustment for an item:

1. Start Item Maintenance Form View from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Find the item that contains the adjustment to delete. See the *Looking Up a Record* section if you do not know how to do this.
4. Click the Receiving Tab.
5. Click the receiving package that contains the adjustment to delete. This selects the receiving package.
6. Click the Adjustments Sub-Tab.
7. Click any field in the adjustment to delete. This selects the adjustment.
8. Select Receiving from the **Edit** Menu, then Delete Adjustment from the **Receiving** Submenu (or click the button).
   - The system deletes the adjustment.

Ordering Tab (StoreLine or ISS45 Item Maint)

The Ordering Tab appears as follows:



On Hand Qty field - This field contains the quantity of this item that is on hand and available for sale. This number is increased automatically when a delivery invoice in finalized and automatically decreased from sales activity.

Order Trigger field - This field contains the inventory quantity that indicates when it is time to reorder this item.

Reorder Quantity field- This field contains the amount to order when Order Trigger quantity has been met.

Daily Units Sold field - This field contains the average daily sales for the item (from the previously completed week).

Weekly Units Sold field - This field contains the average weekly sales for the item (from the four previously completed week).

Inventory Source Section

The Inventory Source Item feature is a method of tying items sold within multiple packages to a single received source. This reduces maintenance and provides a more accurate inventory on the related items. A key example of usage is Cigarettes. While they are received in cartons, they may be sold as either cartons or packs. The carton and the packs have separate item numbers and prices but the same source cost. Using the Inventory Source Item functionality, users are able to operate as normal, but the inventory is managed properly for both the cartons and packs automatically by the End Of Day movement update process.

For example, cigarettes are sold in cartons of 10 packs/carton for 21.99/carton or single packs for 2.39/pack. As the cartons are sold, each carton is decremented by 1. As the packs are sold, the Movement Update process determines whether there are enough single packs in inventory to cover the sales and if not, decrements the carton by 1 and increases the pack inventory by 10 before subtracting the movement amount. Thus, inventory on the cigarette packs are 10 – movement count. If the movement count of packs is greater than 10, enough cartons are subtracted from inventory to cover all the packs and the remainder is the current inventory on-hand for the packs.

When the Inventory Source Item Number and Qty are entered, the following occurs:

The Order Package data on the current item, including costs and adjustments, are replaced by the Order Package information from the source and re-calculated to reflect the Qty. per source. Additionally, the Receivable, Returnable and Orderable flags (on the Receiving Tab) are disabled and set to “N”. For example: The case cost of the source item for a case of 1 carton is $16.63 but the unit cost for the pack is $1.63 (16.63/10) to give an accurate GM% for the current item. Since the processing occurs during the movement update process, reports and other

functions that include movement and inventory data reflect the appropriate totals.

Item Number field - This field contains the UPC number of the larger source unit in which item may be sold.

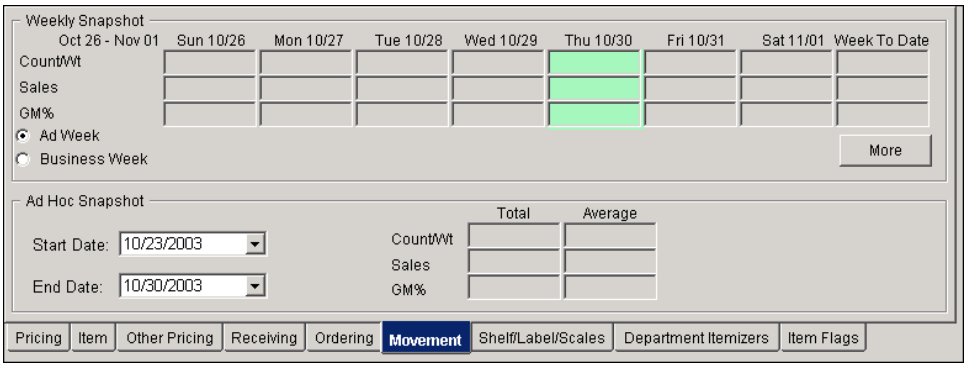
Description field - This read-only field contains the description of the entered source Item Number.

Qty field - This field contains the quantity of current units included in the source unit (i.e. "10" packs in a carton).

Movement Tab (Item Maint)

NOTE: Please be aware that RBO total movement does not necessarily equal POS movement totals. RBO total movement includes inventory transfers and shrink (from stock counts) activity.

The Movement Tab appears as follows:



Weekly Snapshot

Count/Wt row: The quantity or weight of the item moved for each day of the displayed week.

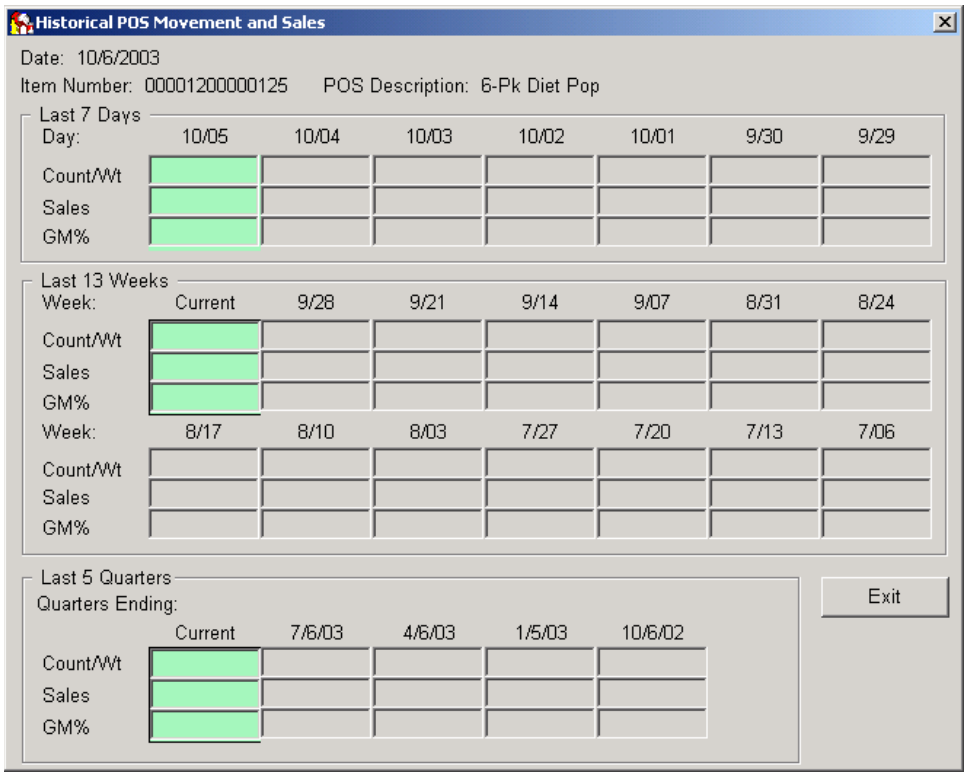
Sales Amount row: The dollar amount of movement for each day of the displayed week.

GM% row: The Gross Margin Percentage for movement for each day of the displayed week.

Ad Week radio button: Click this button to display the Ad Week Weekly Snapshot movement.

Business Week radio button: Click this button to display the Business Week Weekly Snapshot movement.

More button: Click this button to display item movement for the previous 7 days, last 13 weeks and last 5 quarters.



Ad Hoc Snapshot

Start Date field (Ad Hoc Snapshot): Enter the start date for the Ad Hoc movement totals.

End Date field (Ad Hoc Snapshot): Enter the end date for the Ad Hoc movement totals.

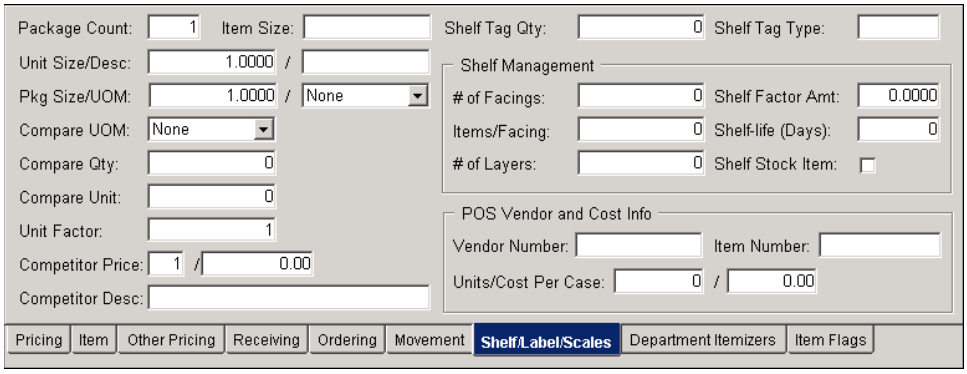
Count/Wt (Ad Hoc Snapshot): The Total and Average movement quantity or weight of the item moved for the date range specified.

Sales Amount (Ad Hoc Snapshot): The Total and Average dollar amount of item movement for the date range specified.

GM% (Ad Hoc Snapshot): The Average Gross Margin Percentage of movement for the date range specified.

Shelf/Label/Scales Tab (Item Maint)

The Shelf/Label/Scales Tab contains fields specific to label printing, shelf and scale management and appears as follows:



NOTE: Several Unit of Measure (UOM) factors are used in converting an item's product measure into a shelf tag comparison measure. For example, an item sold "by the pint" would require a conversion to determine its price "by the ounce" if the designated shelf tag were to display a "price per ounce".

Package Count field – This field contains the number of packages grouped together and sold as an item. For example, eight 16-ounce bottles of cola has a package size of eight. The default is 1.

Item Size field - This field contains the item's total size.

Unit Size field - This field contains the size (in the appropriate units) of this item. For example, if a can of Pepsi were 12 ounces, you would enter 12 here. The "ounces" is in the Size Desc field. The valid range is 0 through 99999.9999. This field may be called the Size field in other applications.

Unit Size Desc field - This field describes the units that measure the item (for example, ounces, pounds, etc.). The number of units is in the Unit Size field. This field can contain any combination of up to ten alphanumeric characters. This field may be called the UOM field in other applications.

Package Size field - This field is computed by multiplying the Package Count by the Unit Size resulting in the total size of the package. This computed field can be overridden.

Package UOM field - For items that have a Package Count of greater than 1, this field contains the package Unit of Measure specified on the package. Click the field's selection arrow and select from the pre-defined list.

Compare UOM field - This field contains the unit of measure used to compare the item's price to another. Use the drop-down list to select the unit of measure.

Compare Quantity field - This field contains the number of comparison units included with this item as it is packaged for sale.

Compare Unit field - This field contains the number of units that will be used for a common price comparison.

Unit Factor field – This field is used to calculate how many units of the product are used as part of the unit price calculation. For example, consider the item "Paper Plates". Paper plates come in various package sizes (100 count, 80 count, 50 count, 120 count). The unit factor holds the number of paper plates that should be included per the unit of measure. In most cases, the unit factor is 1 (default). In cases where there are a number of units within a package like paper plates, napkins, tea bags and paper towels, the unit factor is used to determine what the true unit price is by "count "or "units" of product.

Competitor Mult field - This is the competitor's Price Multiple field. Entry of the price multiple field is optional. The default value for this field is one. The valid values for the price multiple are 1 through 99.

Competitor Price field - This is the competitor's Price field. This field usually contains the value of the competitor's price for this item. You may use this field on a shelf tag. Enter a value up to 9999.99. The default value for this field is 0.00.

Competitor Desc field - This field contains the description associated with the Comparison Price. You can use this field on shelf tags.

Shelf Tag Qty field - This field contains the number of shelf tags to print for this item if you are using label printing software. The maximum value of this field is 255. The default value for this field is 0. If this field is zero, then no shelf tags print.

Shelf Tag Type field - This field contains a code that you can use to group items together for printing purposes. You can use this field when printing labels with label printing software. The default value for this field is zero.

# of Facings field - This field contains the number of facings this item requires. You may use this field in calculating shelf space. The valid range for this field is 1 to 9999.

Items/Facing field - This field contains the number of items per facing for this item. You may use this field in calculating shelf space. The valid range for this field is 1 to 9999.

# of Layers field - This field contains the number of layers this item requires. You may use this field in calculating shelf space. The valid range for this field is 1 to 9999.

Shelf Factor Amt field - This field contains the amount of physical space the item occupies for 3rd party Planogram programs. Valid values are 0 - 99999.9999.

Shelf-life (Days) field - This field contains the number of shelf life days for the item. The barcode label printed for these items contain the expiration date that is calculated from the system date plus shelf life days.

Shelf Stock Item flag: **-** If this flag is checked, the item replenishes its stock from storage.

Vendor Number field - This field contains the number associated with the primary vendor carrying this item.

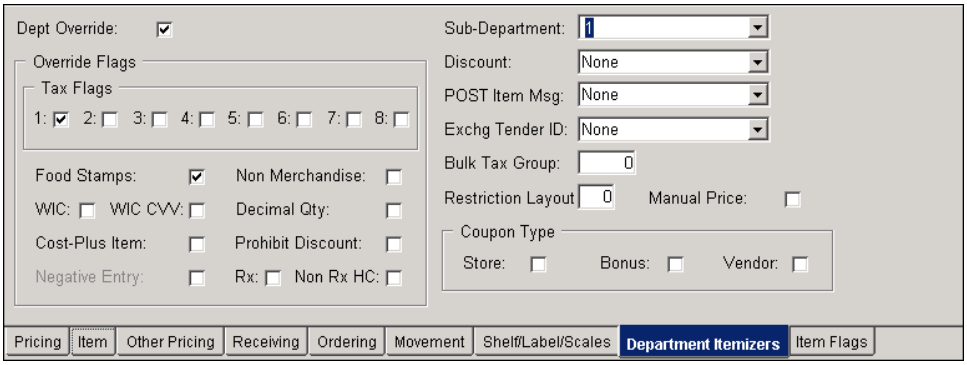
Vendor Item Number field - This field contains the number linking this item to the supplier's item number.

Units per Case field - This field contains the number of items carried within a case for labeling purposes.

Cost per Case field - This field contains the item's case cost for labeling purposes.

Department Itemizers Tab (Item Maint)

The Department Itemizers Tab appears as follows:



Dept Override flag- If this flag is checked, the item's individual settings will override the item's department settings (for General and Tax flags).

Tax 1 - 8 flags - If a flag is checked, it indicates that this item is taxable under StoreLine or ISS45's associated Tax Rate Table (1 through 8, respectively).

Food Stamps flag - If this flag is checked, it indicates that this item can be purchased with food stamps.

WIC flag - If this flag is checked, it indicates that this item can be purchased with a WIC voucher.

WIC CVV flag - If this flag is checked, it indicates that this item can be purchased with a WIC CVV voucher.

NOTE: The **WIC** and **WIC CVV** flags are mutually exclusive. Only one flag can be set at time. As one of the two flags is checked, the other flag is immediately unchecked.

Cost-Plus Item Flag - If this flag is checked, it indicates that the item is available for use in the StoreLine or ISS45 "Cost Plus" feature.

Negative Entry flag -If this flag is checked, it indicates that the item's price will be deducted from the transaction total.

Non-Merchandise flag -If this flag is checked, it indicates that this is a non-merchandise item.

Decimal Qty flag - If this flag is checked, it indicates that the item is measured in decimal units.

Prohibit Discount flag - If this flag is checked, it indicates that purchase discounts are not available for this item.

Rx Item flag - For Flexible Spending Account (FSA) Support, if this flag is checked it indicates the item is an Rx product.

Non Rx HC flag - For Flexible Spending Account (FSA) Support, if this flag is checked it indicates the item is a Non-Rx Healthcare product.

NOTE: The **Food Stamps**, **RX** and **Non Rx HC** flags are mutually exclusive. Only one of the three flags can be set at time. As one of the three flags is checked, one of the other two flags is immediately unchecked.

Subdepartment field - This field contains the StoreLine or ISS45 Subdeparment Code. Click the field's selection arrow and choose a selection from the list.

Discount field - This field contains the StoreLine or ISS45 discount code linked to this item. Click the field's selection arrow and choose a selection from the list.

POST Item Message field - This field contains the StoreLine or ISS45 POS Item Message code to associate with the item. The message is displayed at the POS Terminal when the item is scanned. Click the field's selection arrow and choose a selection from the list.

Exchange Tender ID field - This field contains the specific StoreLine or ISS45 refund tender identification number to use if the item is returned. Click the field's selection arrow and choose a selection from the list.

Bulk Tax Group field - This field contains the StoreLine or ISS45 Bulk Tax Group identification number to which the item belongs. Bulk Tax Groups are for items that are taxed differently when purchased in bulk.

Restriction Layout field - This field contains the StoreLine or ISS45 restriction layout number used to confine sale of the item to specific days or times.

Manual Price flag -If this flag is checked, it indicates that the cashier must manually enter a price for the item.

Store Coupon flag - If this flag is checked, it indicates that the item is a store coupon. The price of the item will be deducted from transaction totals.

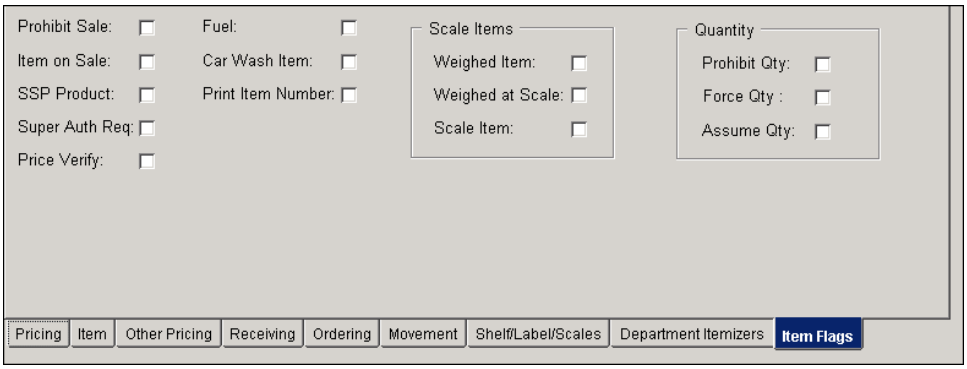
NOTE: If the *Negative Entry* parameter or the *Vendor Coupon* parameter is checked, the *Store Coupon* parameter cannot be accessed.

Bonus Coupon flag - If this flag is checked, it indicates that the item is a bonus coupon.

Vendor Coupon flag - If this flag is checked, it indicates that the item is a vendor coupon. The price of the item will be deducted from transaction totals. Items 50000000000 - 50000000099 are the manufacturer's/vendor coupons. However, any item may be a vendor coupon.

Item Flags Tab (StoreLine or ISS45 Item Maint)

The Item Flags Tab contains non-department itemizers and appears as follows:



Prohibit Sale flag - - If this flag is checked, it indicates that the item is prohibited from being sold at the POS.

Item on Sale flag -If this flag is checked, it indicates that the item is on sale. This flag is automatically set by the system.

SSP Product flag -If this flag is checked, it indicates that the item is being tracked on the Store Sales Product (SSP) Report.

Supervisor Authorization flag - If this flag is checked, it indicates that supervisor intervention is required to sell this item.

Price Verify flag - If this flag is checked, it indicates that the checker is prompted to verify the price of this item against the one shown on the POS.

Fuel flag - If this flag is checked, it indicates that this item is fuel.

Car Wash Item flag - If this flag is checked, it indicates that is a car wash selection item.

Print Item Number flag - If this flag is checked, it indicates to print the item number on the customer receipt.

Weighed Item flag - If this flag is checked, it indicates that you sell this item by weight.

Weighed at Scale flag- If this flag is checked, the item must be weighed to ascertain a price. If the Scale Item Flag is checked and this field is left blank, the item has been previously weighed.

Scale Item flag - If this flag is checked, this is a scaleable item.

Prohibit Qty flag - - If this flag is checked, the cashier is prohibited from using the *Qty* key or *Repeat* key on the POS when this item is sold.

Force Qty flag - If this flag is checked, the cashier is forced to enter quantity manually.

Assume Qty flag - If this flag is checked, when multiple items are sold together for a set price, (i.e. 3 for $3.99), the system will assume that three items are being purchased when the first item is scanned at the POS terminal.

Basic Maintenance Procedures

This section contains step-by-step instructions for basic maintenance functions.

Looking Up a Record

This procedure demonstrates different ways to look up a single record or multiple records in a file. Use these same procedures to find a record while using any of the Retalix BackOffice maintenance applications.

To look up a record:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. If necessary, enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Select New Query from the **Search** Menu or press [**F4**].

4. Do one of the following:
   - Enter the first field on the screen (key field) for the record and press [**Enter**].
   - Enter another index field for the record and press [**Enter**]. To change indexes, do one of the following:
     - Select Change Index from the **Search** Menu until the index you want is the current index
     - Press [**F3**] until you move to the index you want
     - Click another index field
   - Press [**Enter**] at an index field to bring up all records on file.

Adding a Record

This procedure demonstrates how to add a record to a file. You can use this procedure to add a record in form maintenance or grid maintenance, while using any of the Retalix BackOffice maintenance applications.

To add a record:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. If necessary, enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Select Add from the **Edit** Menu (or click the button on the toolbar).
   - The system prompts you for the first field.
4. Enter the information for the field and then do one of the following:
   - Press [**Tab**] or [**Enter**] to move to the next field.
   - Click the entry area of the next field (you may need to click a different tab at the bottom of the window to find the field you want).
5. Repeat step 4 until your entries are complete.
6. Select Save Changes from the **Edit** Menu (or click the button on the toolbar).

Changing a Record

This procedure demonstrates how to change information in a record. You can use this procedure to change a record in form maintenance or grid maintenance, while using any of the Retalix BackOffice maintenance applications.

To change a record:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. If necessary, enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Look up the record to modify. (See *Looking Up a Record* on page 137).
4. Highlight the field to modify by tabbing to the field or clicking it (you may need to click a different tab at the bottom of the window to find the field you want).
5. Enter the new information.

6. Repeat steps 4 and 5 until your entries are complete.
7. Select Save Changes from the **Edit** Menu (or click the button on the tool bar).

Deleting a Record

This procedure demonstrates how to delete a record from a file. You can use this procedure to delete a record in form maintenance or grid maintenance, while using any of the Retalix BackOffice maintenance applications.

To delete a record:

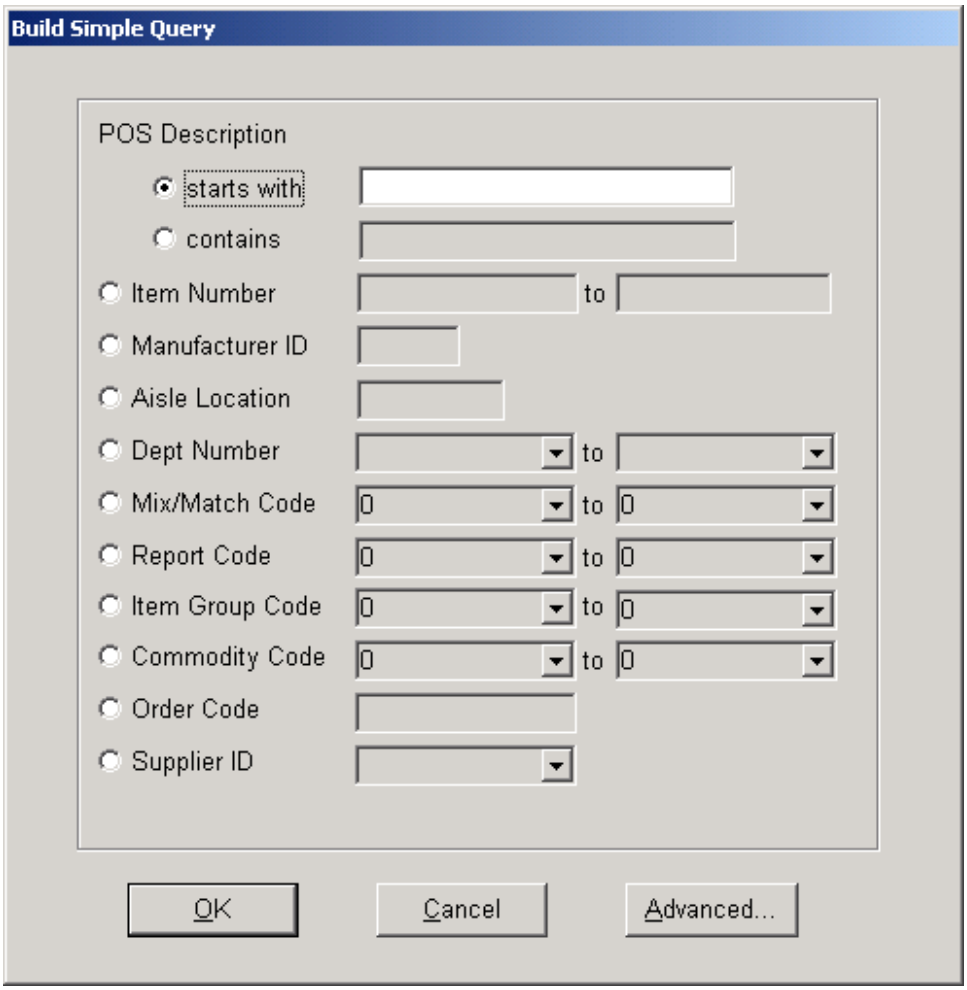
1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. If necessary, enter the required batch information in the Specify Batch Information Dialog Box and click the OK button.
3. Look up the record to delete. (See *Looking Up a Record* on page 137).
4. Select Delete from the **Edit** Menu (or click the button on the tool bar).
   - A message appears asking you to confirm that you want to delete the current record. Click the Yes button to continue.
5. Repeat steps 3 and 4 until you delete all of the records you want.
6. Select Save Changes from the **Edit** Menu (or click the button on the tool bar).

Building a Query

This procedure demonstrates how to build a query. You can use the build query function to define search criteria for populating maintenance records or custom reporting and exporting purposes.

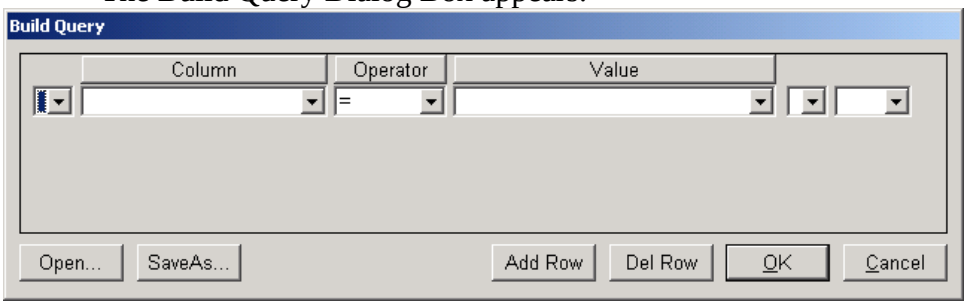
To build a query:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears. Enter the required batch information and click the **OK** button.
2. Select Build Query from the application **Search** Menu (or click the button on the toolbar).
   - The Build Simple Query Dialog Box appears.



NOTE: Simple queries use ranges of commonly used fields. Click the radio button to enable the fields you wish to use and enter the "from" and "to" ranges. Click **OK** to execute the simple query and skip to step 7. Simple Queries cannot be saved and recalled.

3. To create a query that can be saved and recalled for future use, click the **Advanced** button.
   - The Build Query Dialog Box appears.



4. Use the drop-down lists to select values for the Column and Operator fields.

5. Enter the desired Column value or use the drop-down list to use a pre-defined value definition.
6. If desired, choose a connector ("and" / "or"), click the **Add Row** button and add another query line.

NOTE: If creating a query for the Ad Markdown, Ad-Loss or Date Range Movement Report using one of the historical value fields, only "and" connectors may be used.

7. Repeat steps 4 through 6 until your query is complete.
8. Click the **OK** button to execute the query and return to item maintenance.
9. Use the First, Previous, Next and Last functions on the **View Menu** (or click the , , and buttons on the tool bar) to look through the query results.

Using the New Query Function

The New Query function can be used to enter the field query values directly into Grid Item Maintenance and Form Item Maintenance fields.

To execute the New Query Function:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears. Enter the required batch information and click the **OK** button.
2. Select New Query from the application **Search** Menu (or click the button on the toolbar).
   - The blank Form Item Maintenance or Grid Item Maintenance screen appears.
3. Enter the field query values directly into one or more fields.
4. Press **Enter**.
5. The Form Item Maintenance or Grid Item Maintenance screen is populated with results from the query.

Saving a Query

This procedure demonstrates how to save a query to use again.

To save a query:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).

- The Specify Batch Information Dialog Box appears. Enter the required batch information and click the **OK** button.

2. Select Build Query from the application **Search** Menu (or click the button on the toolbar).
   - The Build Simple Query Dialog Box appears.
3. Click the **Advanced** button.
   - The Build Query Dialog Box appears.
4. Use the drop-down lists to select values for the Column, Operator and Value fields.
5. If desired, choose a connector ("and" / "or"), click the **Add Row** button and add another query line.
6. Repeat steps 3 and 4 until your query is complete.
7. Click the **Save As** button.
   - The Enter Query Name Dialog Box appears.
8. Enter the name for the query and click the **OK** button.
   - The Build Query Dialog Box appears again.
9. Click the **OK** button to execute the query and return to item maintenance.

Opening a Query

This procedure demonstrates how to open an existing query. You could do this to run the query or to modify it.

To open a query:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears. Enter the required batch information and click the **OK** button.
2. Select Build Query from the application **Search** Menu (or click the button on the toolbar).
   - The Build Simple Query Dialog Box appears.
3. Click the **Advanced** button.
   - The Build Query Dialog Box appears.
4. Click the **Open** button.
   - The Enter Query Name Dialog Box appears.
5. Use the drop-down list to select an existing query.
6. Click the **OK** button.
   - The Build Query Dialog Box appears with the query you selected.
7. Click the **OK** button to execute the query and return to item maintenance.

Modifying a Query

This procedure demonstrates how to modify an existing query.

To modify a query:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears. Enter the required batch information and click the **OK** button.
2. Select Build Query from the application **Search** Menu (or click the button on the toolbar)..
   - The Build Simple Query Dialog Box appears.
3. Click the **Advanced** button.
   - The Build Query Dialog Box appears.
4. Open an existing query. (See the *Opening a Query* on page 143 for more information).
5. When the query appears, change each desired field.
6. Do one of the following:
   - Click the **OK** button if you want to perform the query without saving your changes.
   - Click the **Save As** button to save your changes. The Enter Query Name Dialog Box appears. Enter the new query name or select a name from the drop-down list and click the **OK** button. When the Build Query Dialog Box appears, click the **OK** button to execute the query and return to item maintenance.

NOTE: Saved queries can only be retrieved using the same item maintenance mode used to create it, whether it be Item Form or Item Grid Maintenance.

Exporting Maintenance

This procedure demonstrates how to export maintenance to a format that another program can read.

To export maintenance:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Look up the desired record. See the *Looking Up a Record* section if you do not know how to do this.
3. Perform any desired maintenance.
4. Select Export from the **File** Menu (or click the button).

- The Save As Dialog Box appears.

5. Use the drop-down list to navigate to the location where you want to save your maintenance.
6. Enter a file name.
7. Use the drop-down list in the Save as type file field to select the format for the data.
8. Click the Save button.

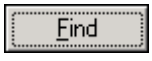
Displaying Promotion Information

This procedure demonstrates how to display a list of StoreLine/ISS45 Promotions linked to an item (if any) as well as a complete list of all current, future and expired promotions.

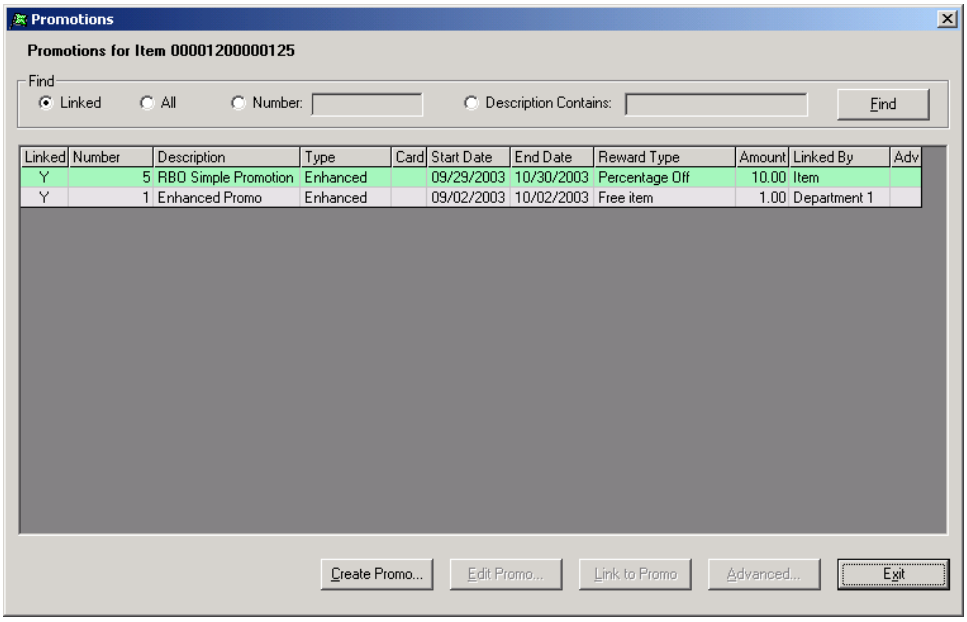
To display StoreLine Promotion maintenance:

1. Start an RBO Item Maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Look up the desired record. See the *Looking Up a Record* section if you do not know how to do this.
3. Perform any desired maintenance.
4. Select Promotion Info from the **Edit** Menu (or click the button).
   - The Promotion information window displays showing all promotions linked to the item. (See page 108 for an explanation of each column).
5. To narrow (or broaden) your promotion search:
   - Click the **All** radio button followed by the

button to display a listing of all StoreLine/ISS45 promotions.
   - Click the **Number** radio button, enter the promo number to search for and click the

button to display a specific promotion.
   - Click the Description Contains radio button, enter one or more words from the promotion description and click 

button to search for promotions whose description contains the specified wording.



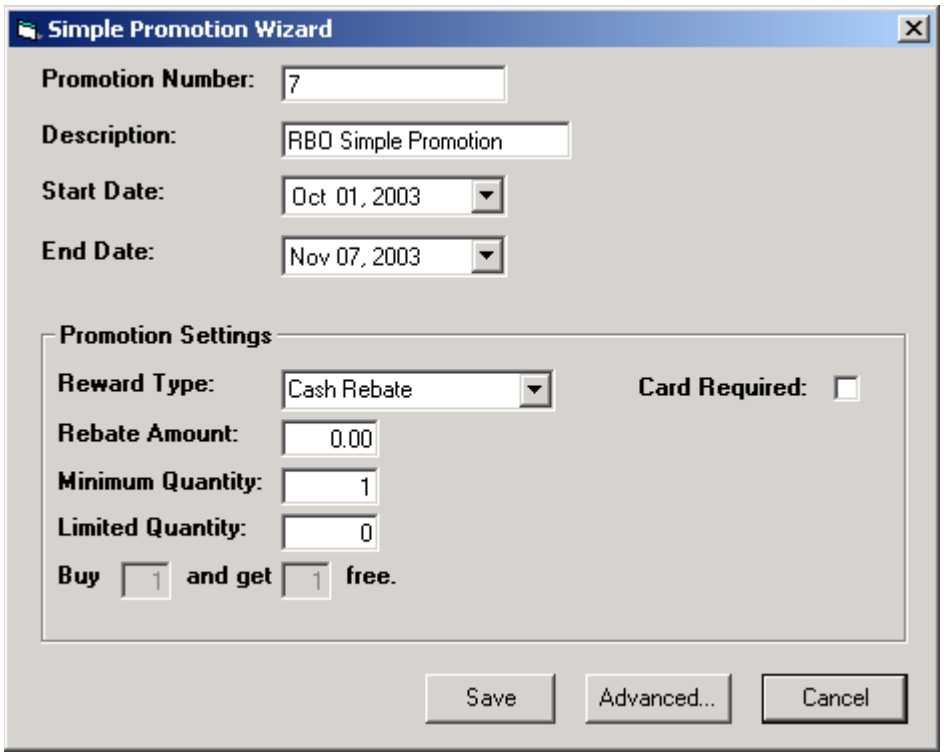
6. When finished viewing the promotions, click the **Exit** button.

Note: Similar to color-coding in RBO Batch Manager, expired promotions appear in gray, current promotions appear in green and future promotions appear in yellow.

RBO Simple Promotion Wizard

The RBO Simple Promotion Wizard allows you to create simple StoreLine/ISS45 Promotions from the Promotion Information screen.

Click the Create Promo... button to launch the Simple Promotion Wizard:



Note: This option is not available in sites where Retalix Loyalty is enabled.

The Simple Promotion Wizard contains the following fields:

Promotion Number field: The Promotion ID assigned to the promotion.

Description field: The description of the promotion. The default description is "RBO Simple Promotion" for a promotion created through the Promotion Information screen.

Start Date field: The Start Date of the promotion.

End Date field: The End Date of the promotion.

Reward Type field: Click the field's selection arrow and choose the Reward Type for this promotion. The available reward types using the Simple Promotion Wizard are Cash Rebate, Amount Off, Percent Off, New Price, Buy X\Get Y Free.

Reward field: Based on the Reward Type chosen (above), enter the reward amount using the following table:

Reward Type	**Reward**
Cash Rebate	Rebate Amount – The cash amount off the total receipt.
Amount Off	Amount Off – The amount off per each item.
Percent Off	Percent Off – The percent off per item.
New Price	New PM/Price – The new price multiple and price. (**Note**: For multiples greater than 1, enter the multiple followed by "/" and the new price).
Buy X, Get Y Free	Not Applicable - Reward field is inaccessible for Reward Type. See Buy/Get field below.

Minimum Quantity field: The minimum-qualifying transaction purchase amount of the item to allow the reward.

Limited Quantity field: The number of times that this promotion can be awarded within a single ticket.

Buy/Free field: For reward types of "Buy X, Get Y Free", enter the quantity of this item that must be purchased to receive the specified free quantity entered.

Card Required field: Check (click) this box if you want this promotion to be available to member cardholders only.

Creating a Promotion

This procedure demonstrates how to create a promotion using the RBO Simple Promotion Wizard.

Note: This option is not available in sites where Retalix Loyalty is enabled.

To create a promotion:

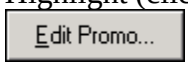
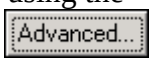
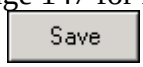
1. Select Promotion Info from the Item Maintenance **Edit** Menu (or click the button).
2. Click the button to launch the Simple Promotion Wizard.
   - The Simple Promotion Wizard screen appears with the next available promotion number displaying.
3. Complete the fields for the promotion. (For more information on these fields, see page 147).
4. When finished, click the button.
5. (Optional) If you wish to link the newly created promotion to the item record currently displaying, see Linking an Item To a Promotion on page 151.
6. Click the button to return to the RBO Item Maintenance application.

Editing a Promotion

This procedure demonstrates how to use the Promotion information window to edit an existing promotion.

Note: This option is not available in sites where Retalix Loyalty is enabled.

To edit a StoreLine/ISS45 Promotion:

1. Select Promotion Info from the Item Maintenance **Edit** Menu (or click the button).
   - The Promotion information window displays showing all promotions linked to the item. (See page 108 for an explanation of each column).
2. To narrow (or broaden) your promotion search:
   - Click the **All** radio button followed by the button to display a listing of all StoreLine/ISS45 promotions.
   - Click the **Number** radio button, enter the promo number to search for and click the button to display a specific promotion.
   - Click the **Description Contains** radio button, enter one or more words from the promotion description and click button to search for promotions whose description contains the specified wording.
3. Highlight (click) the promotion you wish to edit and click the  button.
   - The Simple Promotion Wizard window displays.
4. (Optional) If you need to edit the promotion using the StoreLine/ISS45 Promotion Editor, click the  button.
5. Make the desired changes to the Promotion. See RBO Simple Promotion Wizard on page 147 for more information on these fields.
6. When finished, click the  button.

Linking/Unlinking an Item to a Promotion

These procedure demonstrates how to use the Promotion Information screen to link an item to a promotion and unlink an item from a promotion.

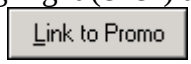
Note: This option is not available in sites where Retalix Loyalty is enabled.

To Link an item to a promotion:

1. Start an RBO Item Maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Look up the desired record. See the *Looking Up a Record* section if you do not know how to do this.
3. Select Promotion Info from the **Edit** Menu (or click the button).
   - The Promotion information window displays showing all promotions linked to the item. (See page 108 for an explanation of each column).
4. Locate the promotion you wish to link the item to. To narrow your promotion search:
   - Click the **All** radio button followed by the

button to display a listing of all StoreLine/ISS45 promotions.
   - Click the **Number** radio button, enter the promo number to search for and click the

button to display a specific promotion.
   - Click the **Description Contains** radio button, enter one or more words from the promotion description and click

button to search for promotions whose description contains the specified wording.
5. Highlight (click) the promotion you wish to link the item to and click the 

button.
   - The Linked column displays a “Y” for Yes.
6. Click the

button to return to the RBO Item Maintenance application.

To Unlink an item from a Promotion

1. Start an RBO Item Maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
2. Look up the desired record. See the *Looking Up a Record* section if you do not know how to do this.
3. Select Promotion Info from the **Edit** Menu (or click the button).

- The Promotion information window displays showing all promotions linked to the item. (See page 108 for an explanation of each column).

4. Highlight (click) the promotion you wish to unlink the item from and click the Unlink Promo button.
5. Click the Exit button to return to the RBO Item Maintenance application.

Price Priority Maintenance

For those installations that have implemented Hierarchical Pricing (see page 170), Price Priority Maintenance provides the ability to customize pricing priority levels. RBO is installed with the following 5 enabled priority codes:

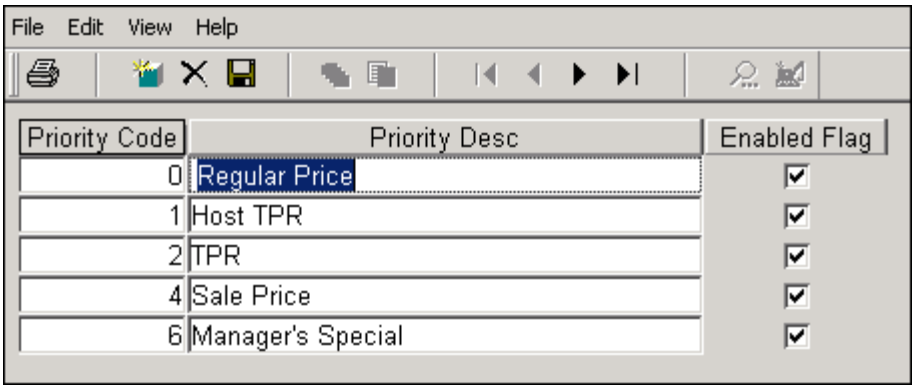
- Regular Price (Priority Code 0)
- Host TPR (Priority Code 1)
- TPR (Priority Code 2)
- Sales Price (Priority Code 4)
- Manager's Special (Priority Code 6)

When multiple, effective, temporary price records for an item are present, Hierarchical Pricing uses Price Levels to determine the staged price. If the default settings are used, Host TPR (Priority Level 1) pricing will override Regular (Priority Level 0) Pricing. TPR (Priority Level 2) pricing will override Host TPR (Priority Level 1). Sale (Priority Level 4) Pricing will override TPR pricing. And Manager's Special (Priority Level 6) Pricing will override Sale Pricing.

Use the Price Priority Maintenance screen to customize a list of Price Levels that suits your store needs, following two simple rules:

- Priority Codes range from 0 to 99 (with 99 the highest priority). (When effective, temporary price records for an item are present in two or more batches, maintenance with the batch with the highest priority code will be staged).
- Priority Code 0 cannot be removed or disabled.

The Pricing Priority Screen displays as follows:



The following columns appears:

Priority Code – This column displays the number associated with the pricing priority level.

Priority Desc –This column displays the Pricing Priority description (up to 20 characters in length).

Enabled Flag – This column displays a checkmark if the pricing level is available to assign to a batch.

Adding a Priority Code

This procedure demonstrates how to add a new priority code.

To add a priority code:

1. Start Price Priority Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
   - The Price Priority Maintenance Screen appears.
2. Select Add from the **Edit** Menu (or click the button on the toolbar).
   - The system prompts for a Priority Code number.
3. Enter the priority code number and do one of the following.
   - Press [**Tab**] or [**Enter**] to move to the next field.
   - Click the entry area of the Priority Desc field.
4. Enter a description (up to 20 characters) for the priority code.
5. To enable the priority code immediately, click inside the “Enabled Flag” field.
6. Repeat steps 2 through 5 to add another priority code.
7. When finished, Select Save Changes from the **Edit** Menu (or click the button on the toolbar).

Deleting a Priority Code

This procedure demonstrates how to remove a priority code.

To delete a priority code:

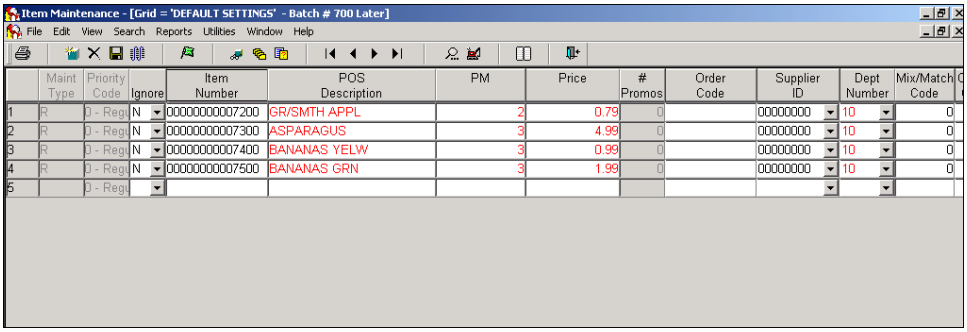
1. Start Price Priority Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
   - The Price Priority Maintenance Screen appears.
2. Highlight (click) a Priority Code.
3. Select Delete from the **Edit** Menu (or click the button on the tool bar).
   - A message appears asking you to confirm that you want to delete the current record. Click the Yes button to continue.

Note: If you only wish to temporarily remove a priority code, you may elect to uncheck the "Enabled Flag" for the Priority Code.

Note: You cannot remove or disable Priority Code 0.

Grid Maintenance

To work in grid maintenance, choose Item Grid from the **Open** Submenu or start Item Maintenance Grid View from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). When you open Item Grid, all Item Maintenance fields will appear in a single row. (You will need to scroll the screen to the right to view all fields). Each field is a column and each record is a row. The Item Maintenance grid window looks similar to the following:



Use grid maintenance to enter data quickly. You can customize the grid to contain only the fields you wish to see or modify. You can also save your custom grid for use later.

To open an existing custom grid or save the current grid for use later, select Edit Column Settings from the **Edit** Menu.

While you may choose to open Item Maintenance in grid view, you can easily switch back and forth between modes using the Form View and Grid View Toolbar Buttons.

Note: Retalix BackOffice comes with the following predefined column setting grids: Standard Cost Change Grid, Standard Sale Price (TPR/AD) Grid, Standard Price Change Grid (default) and Standard New Item Addition Grid.

Item Grid & Form Functionality

Setting Constants

This procedure demonstrates how to set constants for one or more columns on a grid or fields on a form. You can set a constant value for a column or field so that the same value appears for each item added to the batch. The constants remains in effect only for the current maintenance session or until you clear it.

To set constants:

1. Select the field to set the constant value for by clicking in it.
2. Enter the constant value.
3. Right-click the mouse and select Set Constant from the menu (or select Set Constant from the **Edit** Menu).
   - The field turns red.
4. Repeat steps 1 through 3 for each constant you wish to set.
   - When you enter an item to the batch, notice that the constant values automatically appear where you set it.

Clearing Constants

This procedure demonstrates how to clear constants that have been set for one or more columns on a grid or fields on a form. When you set a constant value for a column or field, the same value appears for that column or field for each new item added to the batch. You can clear the constants if you no longer want the value to appear for the field.

To clear one or more constants:

1. Click in the field where the constant value is set.
2. Right-click the mouse and select Clear Constant from the menu (or select Clear Constant from the **Edit** Menu).

3. Repeat steps 1 and 2 for each constant you wish to clear.
   - When add a new item to the batch, notice that the constant values no longer appear.

To clear all constants:

1. In Item Maintenance Grid View, highlight the entire row.
2. Right-click the mouse and select Clear All Constants from the menu (or select Clear All Constants from the **Edit** Menu).

OR

1. In Item Maintenance Form View, right-click the mouse and select Clear All Constants from the menu (or select Clear All Constants from the **Edit** Menu).

Returning Original Values

This procedure demonstrates how to restore a field to its last changed value within the batch.

To restore a field back to its pre-changed value.

1. Select the field by highlighting (or clicking) in it.
2. Select Original Value from **Edit** Menu.
   - The field's pre-changed value is restored.

Clearing Values

This procedure demonstrates how to reset a current field value to the value found in the permanent maintenance record and mark the record as unchanged.

To clear and reset a field value.

1. Select the field by highlighting (or clicking) in it.
2. Select **Clear Value from Batch** from **Edit** Menu.
   - The field's permanent value displays.

Removing an Item from a Batch

This procedure demonstrates how to remove an item from the batch (but does not remove it from the item file).

To remove an item from a batch.

1. If use Form Item Maintenance, navigate to the item you wish to remove. In Grid Item Maintenance, click the row number to highlight it.

2. Select **Clear Item from Batch** from **Edit** Menu.
   - The "Clear the current item from the batch" message appears.
3. Select **Yes**.
   - The item is removed from the batch.

Note: Rather than removing items entirely from the batch, you can temporarily flag maintenance to one or more items to be ignored within the batch. Highlight the item(s) and choose **Ignore Item** from the Item Maintenance Edit Menu. A check will be placed on the menu if the item is flagged to be ignored and the Maintenance Type field will display "*IGNORE*". Choose the option again when you wish to remove the ignore flag.

Item Grid Functionality

Selecting Rows on an Item Grid

You can select (or highlight) rows on an item grid before performing other procedures (such as Mass Maintenance) on them. There are four ways to select rows on an item grid. Click a procedure below based on how many rows you want to select and whether they are continuous:

- Selecting a Single Row on an Item Grid
- Selecting a Continuous Group of Rows on an Item Grid
- Selecting Multiple Rows on an Item Grid (Non-Continuous)
- Selecting All Rows on an Item Grid

Selecting a Single Row on an Item Grid

This procedure demonstrates how to select a single row on an item grid. You can then hide the row or protect it.

To select a single row on an item grid:

1. Click the row number of a row to highlight it.

Selecting a Continuous Group of Rows on an Item Grid

This procedure demonstrates how to select a continuous group of rows on an item grid. You can then perform an action (such as Mass Maintenance) on them.

To select a continuous group of rows on an item grid:

1. Click the row number of the first row to select.

- If necessary, use the scroll bar on the right-hand side of the window to scroll to the last row to select.

2. Hold down the [**Shift**] key and click the row number of the last row to select.
   - The system highlights all rows between the first and last row.

Selecting Multiple Rows on an Item Grid (Non-Continuous)

This procedure demonstrates how to select a multiple rows on an item grid that are not continuous. You can then perform an action (such as Mass Maintenance) on them.

To select multiple rows on an item grid that are not continuous:

1. Click the row number of the first row.
2. Hold down the [**Ctrl**] key and click the row number of each individual row.
   - You may need to use the scroll bar on the right-hand side of the window to scroll to a row.

Selecting All Rows on an Item Grid

This procedure demonstrates how to select all rows on an item grid. You can then perform an action (such as Mass Maintenance) on them.

To select all rows on an item grid:

- Choose Select All Rows from the **Search** Menu to highlight all of the rows in the item grid.

Hiding Rows on an Item Grid

This procedure demonstrates how to hide selected (highlighted) rows on an item grid. Hiding selected rows lets you perform an action (such as Mass Maintenance) on everything in the item grid except the hidden rows.

To hide rows on an item grid:

1. Select one or more rows to hide. See the *Selecting Rows on an Item Grid* section if you do not know how to do this.
2. Select Hide Selected Rows from the **Search** Menu.
   - The row (or rows) disappears from the grid.

Unhiding Rows on an Item Grid

This procedure demonstrates how to unhide rows on an item grid. Use this option to view rows that have been hidden using the Hide Selected Rows option on the **Search** Menu.

To unhide rows on an item grid:

- Select Unhide Rows from the Search Menu to view the hidden rows in the item grid.

Inverting Row Selections on an Item Grid

This procedure demonstrates how to invert the row selection in the item grid. The rows that were selected (highlighted) become unselected (unhighlighted). The rows that were *not* selected become selected.

To invert row selections on an item grid:

1. Select one or more rows on the item grid. See the *Selecting Rows on an Item Grid* section if you do not know how to do this.
2. Choose Invert Row Selection from the **Search** Menu.
   - The selected row (or rows) is now unselected.

Customizing a Grid

You can customize a grid to contain only the fields you want to see and modify. When you choose grid maintenance, the grid appears with every field on file. Here is a list of the ways to customize a grid:

- Hiding Columns on a Grid
- Moving a Column on a Grid
- Resizing a Column on a Grid
- Protecting Columns on a Grid
- Unprotecting Columns on a Grid
- Creating a Custom Grid
- Saving a Custom Grid

Selecting Columns on a Grid

You need to select (or highlight) columns on a grid before performing other procedures on them. There are three ways to select columns on a grid:

- Selecting a Single Column on a Grid
- Selecting a Continuous Group of Columns on a Grid
- Selecting Multiple Columns on a Grid (Non-Continuous)

Selecting a Single Column on a Grid

This procedure demonstrates how to select a single column on a grid. You can then hide the column or protect it.

To select a single column on a grid:

1. Click the column title of a column to highlight it.

Selecting a Continuous Group of Columns on a Grid

This procedure demonstrates how to select a continuous group of columns on a grid. You can then hide the columns or protect them.

To select a continuous group of columns on a grid:

1. Click the column title of the first column.
2. Use the right-arrow at the bottom of the window to scroll to the last column.
3. Hold down the [**Shift**] key and click the column title of the last column.
   - The system highlights all columns between the first and last column.

Selecting Multiple Columns on a Grid (Non-Continuous)

This procedure demonstrates how to select multiple columns on a grid that are not continuous. You can then hide the columns or protect them.

To select multiple columns on a grid that are not continuous:

1. Click the column title of the first column.

2. Hold down the [**Ctrl**] key and click the column title of each individual column.
   - You may need to use the right-arrow at the bottom of the window to scroll to a column.

Hiding Columns on a Grid

This procedure demonstrates how to hide one or more columns on a grid. Grid maintenance is the table-type maintenance that you can use to create a maintenance model that meets your requirements. One of the ways you can modify a grid is to hide one or more columns on the grid. Each column on the grid is a field and each row on the grid is a record. You can hide a column (field) so that it does not appear on the grid. This is helpful if you do not want to see every field in a file on your grid.

To hide columns on a grid:

1. Select one or more columns to hide. See the *Selecting Columns on a Grid* section if you do not know how to do this.
2. Right-click the mouse and select Hide Column from the menu.
   - The column (or columns) disappears from the grid.

Moving a Column on a Grid

This procedure demonstrates how to move a column on a grid to a new location. This method of moving a column is also called "dragging and dropping" a column. This function lets you put the columns on a grid in any order you want.

To move a column on a grid:

1. Click the column you want to move to highlight it.
2. Click the column title and hold on it.
3. Drag the column to a new location in the grid.
4. Release the mouse button. The column is now in the new location.

Resizing a Column on a Grid

This procedure demonstrates how to resize a column on a grid. This gives you the ability to increase or decrease the width of different columns on a grid to give you the space you need.

To resize a column on a grid:

1. Point to the column border you want to resize until your mouse pointer changes to a split pointer.
2. Click and hold the border, dragging it until the column is the width you want.
3. Release the mouse button. The column is now the new width.

Protecting Columns on a Grid

This procedure demonstrates how to protect one or more columns on a grid. Grid maintenance is the table-type maintenance that you can use to create a maintenance model that meets your requirements. One of the ways you can modify a grid is to protect one or more columns on the grid. Each column on the grid is a field and each row on the grid is a record. You can protect a column (field) so that when you tab through the columns (fields), the prompt does not stop at the protected column. This is helpful if you want to be able to see a field but not stop at the field for entry.

To protect columns on a grid:

1. Select one or more columns to protect. See the *Selecting Columns on a Grid* section if you do not know how to do this.
2. Right-click the mouse and select Protect Column from the menu.
   - The column or columns are gray when using the Tab key to move across the grid. The prompt no longer stops at the protected column (or columns).

Unprotecting Columns on a Grid

This procedure demonstrates how to unprotect one or more protected columns on a grid. Grid maintenance is the table-type maintenance that you can use to create a maintenance model that meets your requirements. One of the ways you can modify a grid is to protect one or more columns on the grid so that when you tab through the columns (fields), the prompt does not stop at the protected column. Unprotecting a column makes it accessible again.

To unprotect columns on a grid:

1. Select one or more protected columns to unprotect. See the *Selecting Columns on a Grid* section if you do not know how to do this.

2. Right-click the mouse and select Unprotect Column from the menu.
   - The column or columns are white and when using the Tab key to move across the grid, the prompt now stops at the unprotected column (or columns).

Creating a Custom Grid

This procedure demonstrates how to create a custom grid for use later.

NOTE: Retalix BackOffice comes with pre-defined custom grids for Sale Price, Cost Change, Price Change and New Items. You may choose to edit a pre-defined custom grid rather than create a new one.

NOTE: You cannot make changes to the "Default Settings" grid.

To create a custom grid:

1. Select Edit Column Settings from the **Edit** Menu.
   - The Select a User Grid Item Column Settings Box appears.
2. Click **New**.
   - The Select Display Columns window appears.

NOTE: Two required grid fields (denoted with two asterisks) appear in the Display Column pane and cannot be removed.

3. Enter the name of the custom grid.
4. Select (click) a desired field from the Available Columns pane and click the move right

button.
5. Repeat step 5 for each field to add.
6. If desired, check the "Protected" column to set the field as "read only".
7. To remove an unwanted field, highlight the Display Column field and click the move left

button, or to remove all Display Column fields click the

button.
8. When finished, click the

button.

Loading a Custom Grid

This procedure demonstrates how to load a custom grid that you saved at an earlier time.

To load a custom grid:

1. Select Edit Column Settings from the **Edit** Menu.
   - The Select a User Grid Item Column Settings Box appears.
2. Click the name of the grid to load.
3. Click the OK button.
   - You are returned to Grid Maintenance with the selected column profile loaded.

Setting the Default Custom Grid

RBO comes configured with the Standard Price Change Grid as the default. This procedure demonstrates how to set another grid to be the default. The default grid is loaded automatically when Item Maintenance Grid view is initiated.

To set the default grid:

1. Select Edit Column Settings from the **Edit** Menu.
   - The Select a User Grid Item Column Settings Box appears.
2. Click (highlight) the grid to use as the new default.
3. Click the **Set Default** button.
4. Click the OK button.
   - You are returned to Grid Maintenance with the selected default column profile loaded.

Removing a Custom Grid

This procedure demonstrates how to delete a custom Item Maintenance grid.

To delete a custom grid:

1. Select Edit Column Settings from the **Edit** Menu.
   - The Select a User Grid Item Column Settings Box appears.
2. Click (highlight) the grid you wish to delete.
3. Click the **Delete** button.
   - A delete confirmation message appears.
4. Click Yes.

- The grid is removed and you are returned to the Select a User Grid Item Column Settings Box.

View Menu

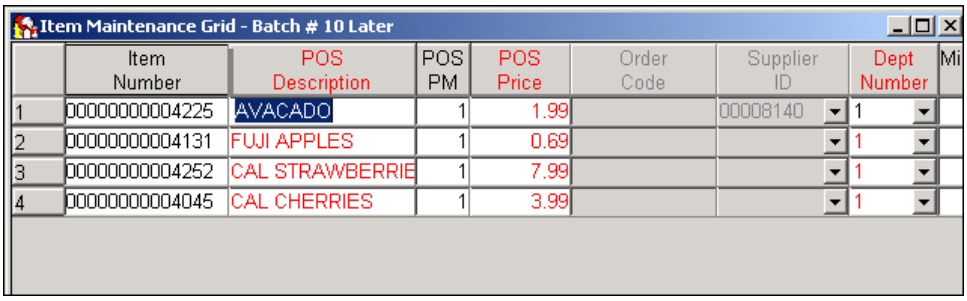
The Item Maintenance **View** Menu provides options that let you change the display of records, the movement between records and which additional data is displayed.

NOTE: Several View optons below are also available by right-clicking the mouse button within both Item Form and Item Grid Maintenance.

Review/Edit Batch

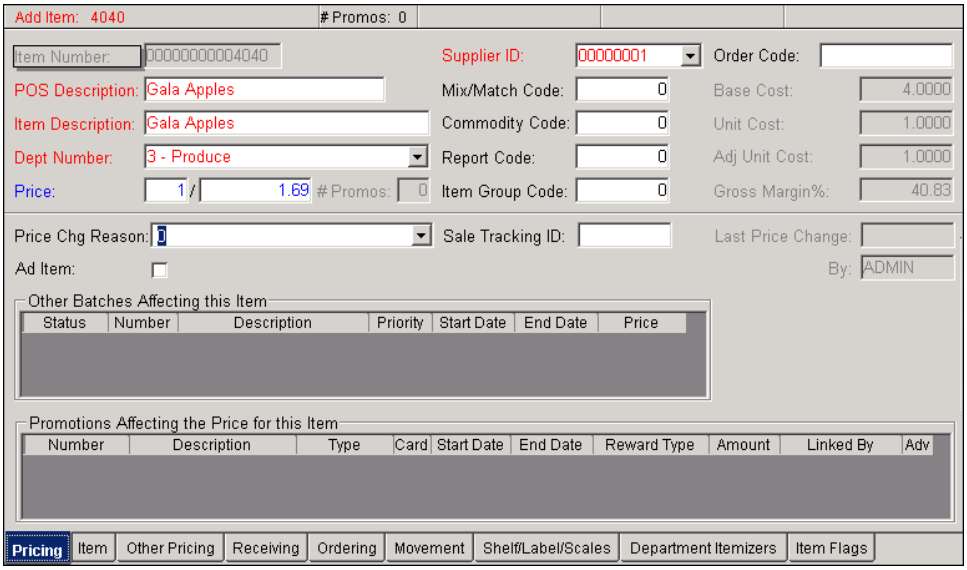
This option gives you the ability to view the contents of a batch and to selectively make changes before applying the batch. Fields that are being added or modified appear in red.

NOTE: Prices that appear in blue have been received an auto price change and appear in blue (see RBO Price Recalculation Rules on page 171).



	Item Number	POS Description	POS PM	POS Price	Order Code	Supplier ID	Dept Number	Mi
1	00000000004225	AVACADO	1	1.99		00008140	1	
2	00000000004131	FUJI APPLES	1	0.69			1	
3	00000000004252	CAL STRAWBERRIE	1	7.99			1	
4	00000000004045	CAL CHERRIES	1	3.99			1	

In Item Maintenance Form view, the Maintenance Type appears in red above the item number.



Reviewing and Editing a Batch

This procedure demonstrates how to review and edit a batch.

To review and edit a batch:

1. Start an RBO item maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. Click on the Batch Number field's pull-down arrow and select the batch to edit.

> ***Note***: You can also highlight a batch within the Batch Manager and click the button.

3. Click the OK button.
   - The Item Form or Item Grid Maintenance screen displays.

> ***Note***: Expired Temporary Batches can only be opened in read-only mode.

4. Select **Review/Edit Batch** from the application **View** Menu
5. Use the arrow buttons to locate the item to edit (or in Item Grid Maintenance, click the row).
6. Highlight the field to modify by tabbing to the field or clicking it. (In Item Form View you may need to click a different tab at the bottom of the window to find the field you want).
7. Enter the new information.
8. Repeat steps 5 and 6 until your entries are complete.
9. Select Save Changes from the **Edit** Menu (or click the button on the tool bar).

Historical Movement

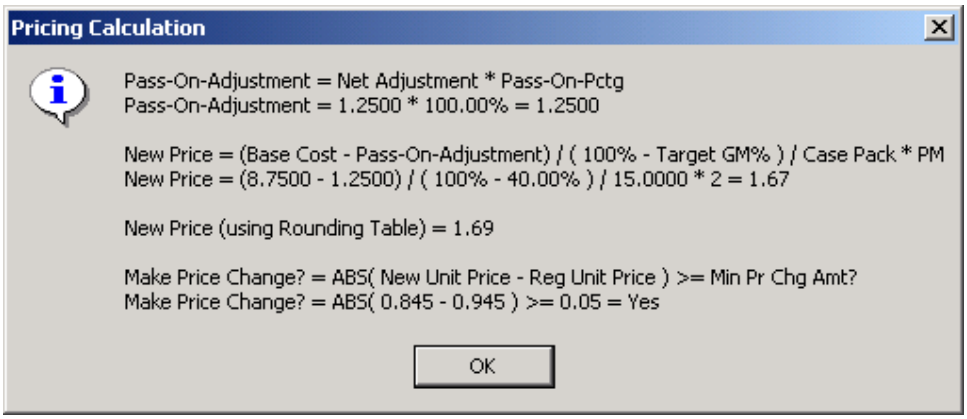
Choose this option from the **View** Menu to view to display item movement for the previous 7 days, last 13 weeks (including the current week) and last 4 quarters (including the current quarter).

Pricing Details

Choose this option from the Item Maintenance **View** Menu to display the Pricing Details window for the highlighted item. See page 221 for more information on the pricing details screen.

Pricing Calculation

Choose this option from the Item Maintenance **View** Menu to display how the auto price change was calculated (using the RBO Price Recalculation Rules – see page 171). The logic displays along with corresponding values for each associated variable:



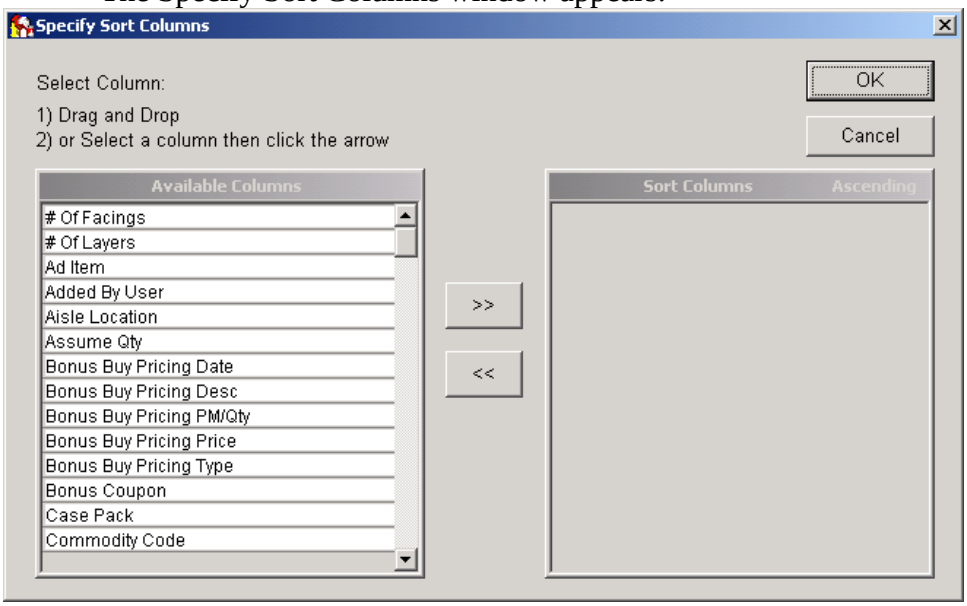
Sorting Data

Sorting allows you to reorder displayed record listings based on selected sort fields. These fields can be marked to display in either an ascending or descending order.

To change the order of displayed records:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. Click the Batch Number field's selection arrow, select a batch to edit and click **OK**.

3. Select **Sort Data** from the application **View** Menu (or click the button from the toolbar).
   - The Specify Sort Columns window appears:



4. Add the desired sort fields to the Sort Columns list by dragging and dropping them from the Available Columns list (or highlighting the field and clicking the Add >> button).

Note: The Available Columns list is longer than what can be displayed at one time. You may need to drag the search bar in order to find a desired field.

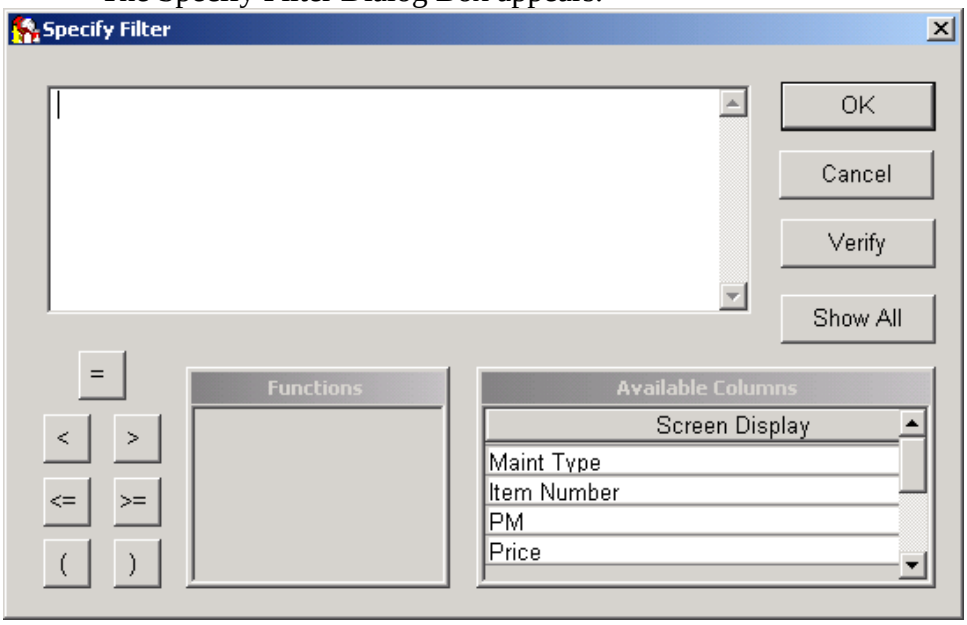
5. Remove unwanted fields by dragging them from the Sort Columns list to the Available Columns list (or highlighting the field and clicking the Remove << button).
6. Change the primary and secondary sort order fields by dragging and dropping the fields within the Sort Columns list.
7. Change a default "Ascending" sort to a "Descending" sort by unchecking the Ascending checkbox.
8. When finished, click OK.
   - The list will redisplay in the desired order.

Filtering Data

While a query retrieves data to place within your batch, a filter allows you to display and access only those records that meet your filter criteria. For example, you may want to see only those items in a batch whose supplier ID is '20021351' or only those items whose price is greater than $3.99.

To filter data that is displayed with a batch:

1. Start an RBO maintenance application from the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Specify Batch Information Dialog Box appears.
2. Click the Batch Number field's selection arrow, select a batch to edit and click **OK**.
3. Select **Filter Data** from the application **View** Menu (or click the button from the toolbar).
   - The Specify Filter Dialog Box appears.



4. Select an item field to use as a filter from the Columns window.
5. Choose a qualifier button (i.e. less than, greater than) or type in the qualifier (i.e. =).
6. Enter the value to use as a filter.

NOTE: Some values require single quotes for the expression to be valid. Use the "Verify" button after entering the expression to validate the syntax.

7. Click **OK**.
   - The batch screen refreshes with only those items meeting the criteria accessible.

RBO Price Management Overview

RBO provides the mechanisms to implement a price management strategy and to control the application of pricing maintenance to the POS.

Using the Parameter Maintenance Item Management settings, you may implement either Hierarchical Pricing or Retalix "Lowest Price Wins" Pricing.

> ***Note***: If automatic repricing is being used (see Price Recalculation Rules on page 171), the price used in the following scenarios is assumed to be the recalculated price.

When multiple, effective, temporary price records for an item are present, Hierarchical Pricing uses Price Levels to determine the staged price. TPR (Priority Level 2) pricing will override Regular (Priority Level 0) Pricing. Sale (Priority Level 4) Pricing will override TPR pricing. And Manager's Special (Priority Level 6) Pricing will override Sale Pricing.

"Lowest price Wins" Pricing will stage the lowest price record when multiple, effective price records for an item are present. If using the Ad Flag option and one or more of the effective price records are marked as "Advertised" prices, the lowest advertised price will be staged.

The Ad Item Flag (located in the Pricing tab in Form Item Maintenance) is unique to RBO and is a way to ensure that an advertised price takes precedence over other pricing maintenance.

The Retalix BackOffice staging process prepares and moves maintenance into RBO's Release Manager, where maintenance is later released to the POS. The staging process performs an exhaustive review of permanent and temporary maintenance records to insure the right price or "winning price" is chosen, depending on the implemented price management model. The following is a step-by-step example of how Retalix BackOffice stages maintenance for a single UPC.

1. Clears any prior staging error code for the UPC from the stage table.
2. Processes effective permanent maintenance for the UPC by reading each batch for permanent maintenance, applying each maintenance record in chronological order into the file that contains permanent information on the item and marks the maintenance record as "Applied".
3. Processes temporary maintenance for the UPC and creates a listing of all effective temporary maintenance records.

4. If the list contains one or more records, Retalix BackOffice determines the winner (the effective price) based on the implemented pricing model.
5. RBO compares the winner to the existing POS file for the item and, if different, moves the winning record the RBO Release Manager under that batch number.
6. If no temporary maintenance exists for the item, RBO compares the permanent maintenance record for the item to the POS item record and, if different:
   - And the last batch to update the item was processed in step 2 (above), moves the permanent record to the Release Manager under that batch number.
   - And the last batch to update the item was temporary, moves the permanent record to the Release Manager under the "RETURN TO REGULAR (RR)" batch.
   - And the last batch to update the item was a permanent batch that was subsequently purged prior to the release of its maintenance, copies the POS item record to the permanent maintenance record under the "SET TO REGULAR (SR)" batch.

Note: It is recommended that a BackOffice Task be scheduled to run the RBO Full Stage action every night.

Price Recalculation Rules

RBO's optional automatic repricing feature uses a series of steps to determine an item's price. For automatic repricing to occur, the Global Parameter "Use TGM%, Pass-On Percentage, Minimum Auto Price Change and Rounding to Recalculate Retail" must be enabled and the Item Price Rounding Table (see page 250) should be established. The rules for each component of RBO's repricing feature are as follows:

- The Target Gross Margin Percentage will determine what margin the grocer expects to return on an item or group of items.

Note: The Supplier's settings for Target Gross Margin Percentage, Pass-On Percentages and Minimum Auto Price Change will be used as an item's default values for these fields when the item is added to a batch. These values can be changed at the item level within the batch.

- The Pass-On Percentage defines how much of the net cost adjustment to pass onto the customer.

- Rounding Rules are based on the store's pricing policy and are established and maintained using the Item Price Rounding Table (see page 250). If the Rounding Table is not established, an unrounded retail price will be generated.
-
- The Minimum Auto Price Change setting defines the threshold (in dollars and cents) that must be met before the item is repriced.

Automatic Repricing is triggered for an item when there is a new:

- Target Gross Margin
- Pass-On Percentage
- Minimum Auto Price Change Amount
- Cost
- Adjustment

Note: When performing permanent maintenance, only adjustments with no end date will be considered for repricing purposes.

The following is a step-by-step example of how Retalix BackOffice Automatic Repricing feature automatically calculates a price for an item.

1. The Target GM% is obtained from the item file. (When an item is added to a batch, the supplier's values for Target Gross Margin Percentage, Pass-On Percentage and Minimum Auto Price Change will automatically be populated). If no Target GM% is found or entered, no repricing is performed.
2. RBO checks the item's Pass-On Percentage. If it is less than 100%, the net cost is recomputed based on this percentage and an unrounded retail price is calculated.
3. The price is modified according to the rules associated with the current Rounding Table.
4. The recalculated price is then evaluated against the Minimum Auto Price Change setting. If the difference between the old price and the recalculated price is equal to or greater than the Minimum Auto Price Change amount, the item is repriced (and displays in blue, rather than red). If not, there is no retail price change.

Note: Use the Pricing Calculation feature (see page 167) to view the logic and computation involved with the automatic price change.

Note: Retail price changes are date sensitive. When performing maintenance in an immediate batch, the retail will changed based on the current net cost. When performing future maintenance, the retail will change based on the known net cost at the batch start date. The recalculation of retail is based on know data at the time

the maintenance is performed. There is no attempt to recalculate the price during the stage process.

Utilities Menu

The Item Maintenance **Utilities** Menu provides options that let you perform various system utilities and launch other programs. Examples of these utilities include performing mass maintenance, making price recalculations, updating inventory counts, printing labels and staging items and batches. The options that appear on this menu may vary by application.

NOTE: Several Utilities optons below are also available by right-clicking the mouse button within both Item Form and Item Grid Maintenance.

Mass Maintenance

Choose this option from any of the maintenance **Utilities** Menu to update all open records with the same changes. Performing Mass Maintenance is useful when you have multiple records that need to have the same changes. Instead of entering the changes for each record, you only have to enter the changes once. On item grids, you can select specific item records (each record is a row) and then hide them so that Mass Maintenance is not performed on them.

Note: Fields on the Receiving Tab may also be used for Mass Maintenance updates.

Performing Mass Maintenance

This procedure demonstrates how to perform Mass Maintenance. Mass Maintenance lets you make the same changes to multiple records by entering the changes one time. You can use the Mass Maintenance function in any Retalix BackOffice maintenance application.

To perform Mass Maintenance:

1. Open all records to change by performing a query.
   - Select and hide the rows on the item grid that you do not want to include in the Mass Maintenance. See the *Selecting Rows on an Item Grid* and *Hiding Rows on an Item Grid* sections for more information.
2. Make the appropriate changes to one record.

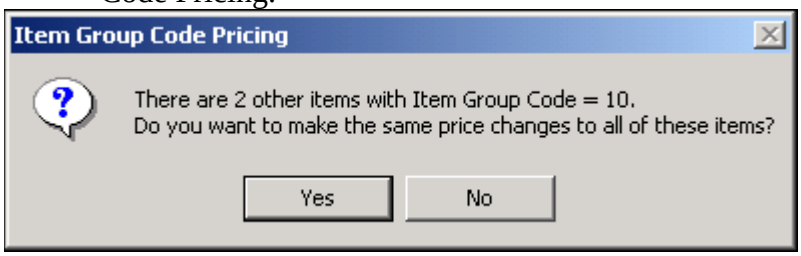
3. Select Mass Maintenance from the **Utilities** Menu. The system automatically updates all of the open records as a progress bar displays. When finished, a confirmation window displays the number of item changed.
4. Click **OK**.
5. Select Save Changes from the **Edit** Menu (or click the button).

Item Group Code Price Changing

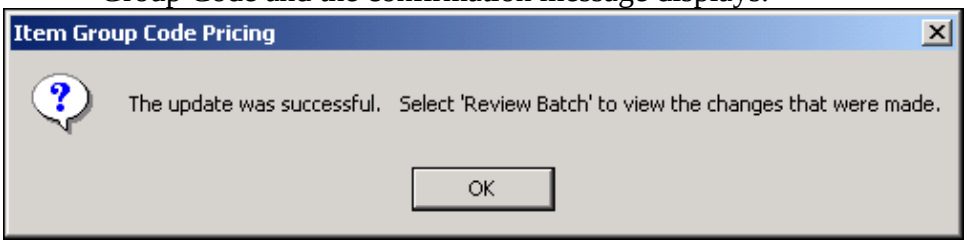
This procedure demonstrates how to use the Item Group Code field to change pricing items for all items sharing the same Item Group Code.

To perform Item Group Price Changes:

1. Retrieve one item holding the Item Group Code for pricing you wish to change.
2. Make the desired price change to the item.
   - You are prompted whether you wish to implement Item Group Code Pricing.



3. Click **Yes**.
   - The price change is made to the other items with the same Item Group Code and the confirmation message displays.



4. Click **OK**.
5. Select Review/Edit Batch from the **View** Menu to view all items that were changed.
6. Make additional changes to the items if necessary.

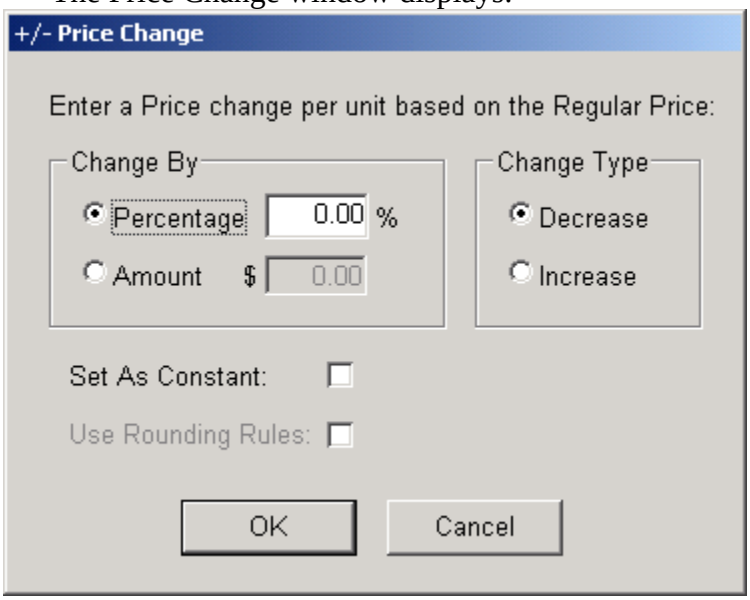
+/- Price Change

Choose this option from the Item Maintenance **Utilities** Menu to recalculate the price of the item based on a desired percentage or dollar amount increase or decrease. You may choose to perform this on an item-

by-item basis or using the "Set As Constant" option, where the recalcuation will be performed on each additional item to be added to the batch.

To recalculate a price for an item based on a desired percentage or dollar amount change:

1. With Item Maintenance (Form View) open for the item (or in Item Maintenance Grid View, with the item row highlighted), choose **+/- Percent Pricing** from the **Utilities** Menu.
   - The Price Change window displays:



2. Enter the percentage change amount or click the Amount radio button and enter a desired dollar change amount.
3. Click the desired Change Type setting (Decrease or Increase).
4. (Optional) Check (click) the "Set As Constant" checkbox if you want the percent price change to be applied to each additional item added to the batch.
5. (Optional) Check (click) the Use Rounding Rules to when implementing a price increase (see Item Price Rounding on page 250 for more information).
6. Click **OK**.
   - The price change is applied:

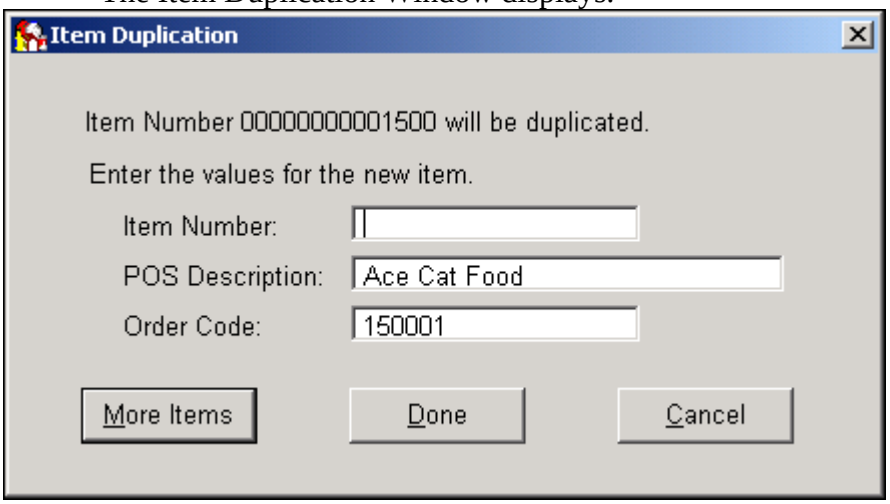
NOTE: You may use this feature in combination with the Mass Maintenance utility so each item in the batch receives the percentage change from the last recalculation. This feature may not be used when adding new items until they are first staged and released.

Duplicate Item

Choose this option from the Item Maintenance **Utilities** Menu to quickly add one or more items to the Item File by duplicating the fields of an existing item. All fields of the will be duplicated with the option of modifying the POS Description and Order Code prior to the change.

To duplicate an item's attributes to add one or more items:

1. With Item Maintenance (Form View) open for the item you wish to duplicate (or in Item Maintenance Grid View, with the item row highlighted), choose Duplicate Item from the **Utilities** Menu.
   - The Item Duplication Window displays.



2. Enter the new item number. (**Note**: The item number entered cannot already be in the Item File).
3. Change the POS Description (if necessary) and Order Code.
4. Click **Done** to duplicate the item only once and return to the Item Maintenance screen or click **More Items** to duplicate the item more than once (and repeat steps 3 & 4).
   - The new item is added to the batch.
5. Make additional modifications to the new items in the batch as necessary.

Calculate Price

Choose this option from the Item Maintenance **Utilities** Menu to calculate the price of the item based its Target Gross Margin. BackOffice calculates the POS Price as follows:

Price = Adj. Unit Cost / (1 - Target GM%)

To calculate a price for an item based on its Target Gross Margin%

1. With Item Maintenance (Form View) open for the item (or in Item Maintenance Grid View, with the item row highlighted), choose Calculate Price from the **Utilities** Menu.
   - The target price is calculated and displays in the Price field.

NOTE: If you wish to change the Target Gross Margin % for the item and the Item Management Parameter setting "Auto Calculate Price Using Target GM%" is enabled, a new price will be automatically calculated once the new Target Gross Margin % is entered.

Updating Inventory Counts

Choose this option from the Item Maintenance **Utilities** Menu to update the on-hand inventory count for the highlighted item.

To update inventory counts for an item:

1. With Item Maintenance (Form View) open for the item (or in Item Maintenance Grid View, with the item row highlighted), choose Update Inventory Count from the **Utilities** Menu.
   - The inventory window displays the on-hand amount for the item and places your cursor in the "Adjust by" field.
2. Enter a positive number to add to the displayed amount or a negative number to subtract from the displayed amount.
3. Click **Update**.
   - The inventory on-hand amount displays the adjusted amount.
4. Click **Close**.
   - You are returned to Item Maintenance.

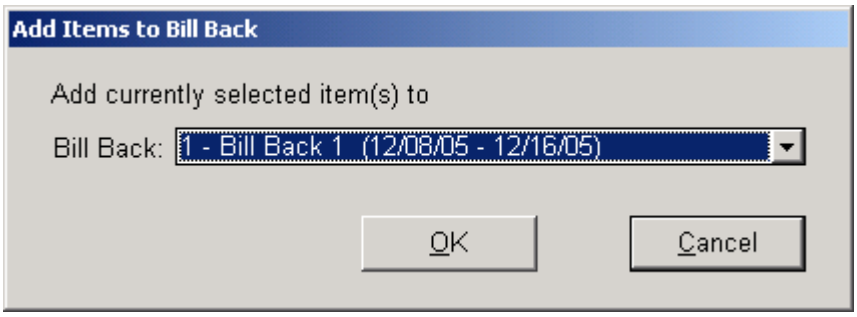
Label Print

Choose this option from the Item Maintenance **Utilities** Menu (or click the button) to print a label for the current item. The Label Print Batching Dialog Boxes appear based on your Label Generation Parameter settings (see page 37).

NOTE: The export files are placed in the folder defined in the "Path Text File Will be Placed" Label Parameter. The file is named Item#999999999999999Label.txt (where the 9s indicates the first UPC number in the group of items to print).

Add to Bill Back

Choose this option from the Item Maintenance **Utilities** Menu to add one or more items to a Bill Back event. In Form Item Maintenance, the item currenly displaying will be added. In Grid Item Maintenance, you may add multiple items to the event at once by highlighting more than one item prior to choosing this option. (For more information, please see Bill Back Maintenance on page 261). The Add Items to Bill Back menu will appear:



Click the field selection arrow, choose the desired Bill Back event and click **OK**. A confirmation window displays:

Click **OK** to return to Item Maintenance.

Stage Item

Choose this option from the Item Maintenance **Utilities** Menu to stage the highlighted item (or items) within the batch. (For more information on the staging process, please see RBO Price Management Overview on page 170). You will be returned to the Grid or Form Maintenance.

Stage Batch

Choose this option from the Item Maintenance **Utilities** Menu to stage all the items in the batch, regardless of what item is highlighted. (For more information on the staging process, please see RBO Price Management Overview on page 170). You will be returned to the Grid or Form

Maintenance. You may also stage the batch from the RBO Batch Manager (see page 196).

Batch Manager

Choose this option from the Item Maintenance **Utilities** Menu to launch the RBO Batch Manager (see page 179).

Release Manager

Choose this option from the Item Maintenance **Utilities** Menu to launch the RBO Release Manager (see page 210).

Batch Manager Overview

The Retalix BackOffice Batch Manager is a storehouse for all item maintenance batches. The Batch Manager provides a commanding view of the batch files—what batches exist, the total number of maintenance records within each batch, the number of records staged and unreleased as well as the number records "in effect" at the POS. The Batch Manager screen is divided into two sections: Temporary and Permanent. Temporary Batches are batches that contain an expiration date.

NOTE: Batches that appear in "Orange" rows or whose status column appears "Orange" need immediate attention. They are either batches that should be staged and/or released based on their start dates.

Batches in green rows either temporary batches that are active or staged permanent batches that are awaiting release to the POS. Those highlighted in gray are either temporary batches that have expired or permanent batches that have been applied. Batches in yellow are future batches. Batches in orange are "not staged" batches whose Start Date has been met or exceeded.

Retalix BackOffice automatically maintains a separate, permanent maintenance batch (entitled "RETURN TO REGULAR") that contains off-sale maintenance. The "RETURN TO REGULAR" batch appears in a white row, without a batch number.

Another automatically maintained permanent batch entitled "SET TO REGULAR" contains maintenance to synchronize an item's permanent record and its POS item record in the event it was in a Permanent Batch that was staged, not released and then subsequently purged from the system. (See RBO Price Management Overview on page 170 for more

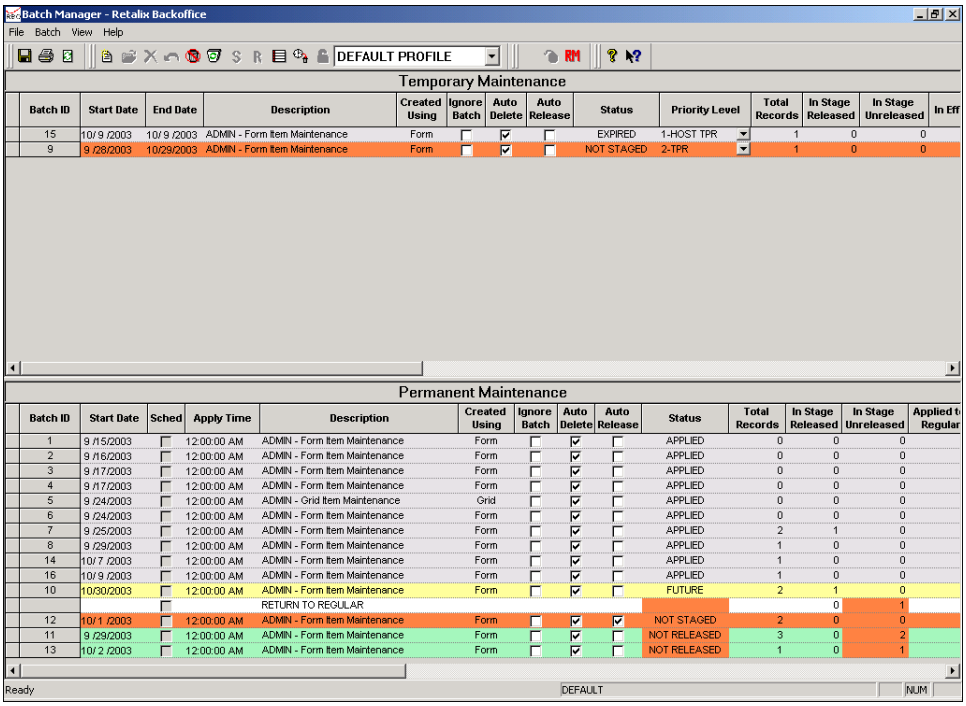
information). The "SET TO REGULAR" batch also appears in a white row, without a batch number.

During End-of-Day Processing, RBO will purge any expired temporary batches older than the number of days specified in Batch Options (unless a batch been marked as a "No Purge" batch). This assists in maintaining a manageable, viable batch maintenance file.

Batch Manager Screen

The Batch Manager can be accessed any one of three ways:

- The Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder
- Through Item Maintenance Form View or Grid View Utilities menu
- Through the Release Manager screen (by pressing on the Batch Manager button BM)



The Batch Manager Screen's functions are grouped into four toolbar groups: File, Batch, Input/Output, Help. The screen can be customized to show any combination of those groups as well as any combination of functions within those groups.

The following possible toolbar icon options appear at the top of the Batch Manager screen. (**Note: Several of the toolbar icons will be grayed out until a batch is highlighted by clicking its row, or in the case of several batches, by holding down the <CTRL> key down and clicking selected rows.)**

File Functions

Click this button to save changes to the batch settings (dates, checkboxes, etc).

Click this button to print the Batch Manager Report (a printed summary of all temporary and permanent batches).

Click this button to refresh the batch listing display with current information.

Batch Functions

Click this button to create a new batch.

Click this button to edit the highlighted batch.

Click this button to mark the highlighted batch(es) for deletion.

Click this button to unmark the highlighted batch(es) for deletion.

Click this button to delete batches marked for deletion.

Click this button to launch the recycle batches utility.

Click this button to stage the highlighted batch(es).

Click this button to release the highlighted batch(es).

Click this button to perform a full stage for all items residing in batches.

Click this button to purge expired batches.

Click this button to unlock the highlighted batch(es).

Click the selection arrow and select the desired column profile setting.

Input/Output Functions

Click this button to export tags for the highlighted batch(es).

Click this button to launch the Release Manager program.

Help Functions

Click this button to display the current release version of the Batch Manager.

Click the What's This help button and drag the question mark to the area of the screen in which you desire help.

The RBO Batch Manager screen is split between two independent windows: Temporary Batches and Permanent Maintenance.

NOTE: If the Item Management parameter "Enable Temp Batches" is enabled, the Batch Manager screen will only display a Permanent Maintenance window.

Each window has navigational direction arrows and scroll bars to scroll left and right between columns and up and down between batch rows. The batch row directional arrows and scroll bar appear when more rows are available than can appear in the window. To allocate more space to either window, place your mouse pointer on the divider line. The mouse pointer will appear as follows: . Hold down the left-mouse button and drag the mouse up or down to re-allocate the window space. Release the mouse button when finished.

The following columns appear on the Batch Manager screen. The column display order may vary depending upon the column setting profile in use.

Delete\Locked Flag Column: This unlabeled column contains a wastebasket if this batch has been marked for deletion and a lock if the batch is locked.

Batch ID Column : This column displays a numeric list of batch numbers on the RBO system. The system batch range is from 1 to 9999999. The RETURN TO REGULAR batch, which appears in the Permanent Maintenance window, is automatically handled by Retalix BackOffice and does not have a batch number.

Start Date Column : This column displays the effective date of a particular batch. Dates in this column are user-defined when a batch is created.

End Date Column : (Temporary Maintenance Window Only) This column displays the expiration date of a particular batch. Dates in this column are user-defined when a batch is created.

Sched Checkbox Column : A check in this checkbox indicates you wish to schedule this batch to stage and release at a specific time.

Apply Time Column : The field contains the time (on the start date) you wish to have the batch automatically staged and released to the POS.

Description Column : This column displays the name assigned to a particular batch.

Created Using Column: This column displays how the batch was created. Some of the possible values are "Form" and "Grid" for batches created using RBO Item "Form" or Item "Grid" maintenance In addition, the column will display "FCS" for batches created using the File Comparison Synch program, "SIL" for SIL maintenance, "FM" for FM maintenance, "Cost Sheet" for Cost Sheet imports and "Cost Sync" for batches created using the Synchorize POS Vendor Cost Fields Utility (see page 271).

Ignore Batch Checkbox Column : A check in this checkbox indicates that the system will ignore a particular batch and all of its records.

Auto Stage Checkbox: A check in this checkbox indicates that the batch was created so the changes would take place immediately. This is a read-only column.

Auto Delete Column : A check in this checkbox indicates that this applied, expired batch will be purged from the system when the purge process is initiated.

NOTE: The batch must have exceeded the number of expiration days set within the Batch Options screen.

Auto Release Checkbox Column : Check this box if you wish to have the items within the batch released to the POS (Point-of-Sale) automatically once they have passed the staging process. (**NOTE:** These items will be released automatically as soon as they pass the staging process whether initiated either manually or automatically through a control screen during end of day processing).

Status Column : This column displays the current status of the batch. There are seven status types: Current, Not Staged, Not Released, Future, Applied, Expired and With Error. (The "Expired " batch status only applies to Temporary Batches).

NOTE: Batches that appear in "Orange" rows or whose status column appears "Orange" need immediate attention. They are either batches that should be staged and/or released based on their start dates.

Priority Level Column : For systems that have implemented the Hierarchical Pricing price management model, this column contains the batch's priority level selected at batch creation: 0-Regular Price, 1-Host TPR, 2-TPR, 4-Sale Price or 6-Manager's Special. TPR pricing will override Regular Pricing. Sale Pricing will override TPR pricing. And

Manager's Special Pricing will override Sale Pricing. Click the field's drop-down arrow and select the desired priority level.

Total Records Column : This column displays the total number of records in a particular batch.

In Stage Released Column: This column displays the number of records that are staged within a particular batch and have been released to the POS.

In Stage Unreleased Column : This column displays the number of records that are staged within a particular batch and waiting release to the POS. Within the Temporary Batch window, staged records refer to the number of records that were determined to be pricing maintenance "winners". Within the Permanent Maintenance window, this column displays the number of records that have updated the item's regular pricing information and are waiting release to POS.

Applied to Reg Column : This column display the number of batch maintenance records that have updated the item's regular pricing information. Permanent pricing maintenance to an item that is on sale will increment the "Applied to Reg" count but will not increment the "In Effect" count.

Applied Immediate Column: (Read only) - A check in this checkbox indicates that the batch was created as "Immediate Maintenance" and was staged and released when saved.

In Effect Column : This column displays the number of batch maintenance records that are active at the Point-of-Sale (POS). (**NOTE:** Released Delete Maintenance does not qualify for an In Effect record count).

Add/Upd Records Column : This column displays the number of batch maintenance records that are either new (add) item maintenance or change (update) maintenance.

Delete Records Column : This column displays the number of batch maintenance records that are item delete maintenance.

Created By Column - This field contains the name of person who created this batch (or as in the case Cost Sheet import batches "CSImport"). This is an informational field that you cannot change.

Creation Date/Time Column - This field contains the date and time this batch was created. This is an informational field that you cannot change.

Changed By Column - This field contains the name of the person who made the last change to this record. The system automatically fills in this field.

Changed Date/Time Column - This field contains the date and time this batch was last changed. This is an informational field that you cannot change.

Locked By User Column - This field contains the name of the user that is currently using this batch. If the system fails while a batch is in use, then the batch remains locked. In this case, use the Unlock Batches option on the **Batch** Menu to unlock the batch. This is an informational field that you cannot change.

Locked By Date/Time Column - This field contains the date and time this batch became locked (in use). This is an informational field that you cannot change.

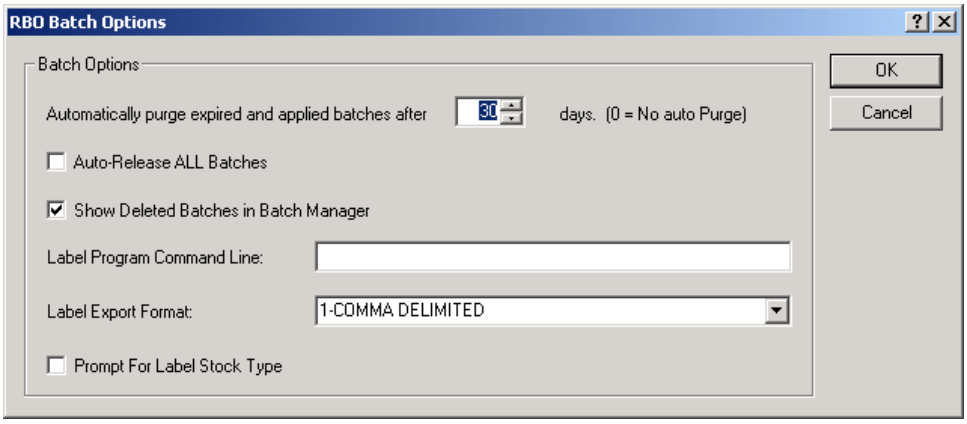
Batch Options Screen

The Batch Options screen provides the customizable settings governing the Batch Manager settings for:

- The length of time to maintain expired batches prior to being purged by Retalix BackOffice
- Whether to globally release all batch maintenance once it passes the staging process
- Whether to display batches that have been deleted in Batch Manager (and still exist in the recycle bin)

NOTE: The "Auto Release" and "Show Deleted Batches in Batch Manager" settings can also be maintained through the Item Management tab of the RBO Parameter Maintenance screen.

The Batch Options screen is displayed by selecting **Batch** from the Toolbar menu followed by **Options**. The Batch Options screen displays:



Enter in the number of days to maintain expired batches by clicking inside the "Automatically purge expired and applied batches after" field and entering in the number or using the arrow up and arrow down buttons to increment and decrement the setting by one day, respectively. The batch purge process examines the Temporary Batch's end date (if the batch is temporary) or the Permanent Batch's start date (if the batch is permanent) to determine if it qualifies to be purged. To be purged, the number of days specified here must have passed or been exceeded (as long as the batch has been previously staged). A setting of "0" will require a manual purging (deletion) of batches.

A checkmark in the "Auto-Release ALL Batches" checkbox is equivalent to marking all batches for Auto-Release. A check (or click inside this

box) will direct Batch Manager to release all staged maintenance to the POS once it passes the staging process. To monitor the release of maintenance through the Retalix BackOffice Release Manager, leave this box unchecked.

Batches that have been deleted from the Batch Manager screen will be placed in the recycle bin (until permanently removed). A checkmark in the "Show Deleted Batches in Batch Manager" will instruct Batch Manager to continue to display these batches (but in a grayed out or "in recycle bin" status).

The Label Program Command Line, Label Export Format and Prompt for Label Stock Type fields are not used.

Label Export File Formats

There are 2 types of the RBO Label Export Formats: Standard and UWG's ULINK.

NOTE: UWG's ULINK Format will be used if the Set Tag Type Label Generation Parameter is checked (see page 37).

Standard Export Format

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
UPC	upc	20	1	to	20	Num
POS Description	description	20	21	to	40	Alpha
LongDescription	long_description	30	41	to	70	Alpha
TagStockID	tag_stock_id	3	71	to	73	Alpha
TagQuantity	tag_quantity	3	74	to	76	Num
Aisle	aisle	6	77	to	82	Alpha
Shelf	shelf	12	83	to	94	Alpha
Location	location	3	95	to	97	Alpha
Department	department	6	98	to	103	Num
SubDepartment	sub_department	12	104	to	115	Num
PrimarySupplierID	primary_supplierid	8	116	to	123	Alpha
PrimarySupplierOrderCode	primary_supplier_order_code	15	124	to	138	Alpha
Category	category	12	139	to	150	Alpha
CommodityCode	commodity_code	4	151	to	154	Num
CaseQty	case_qty	4	155	to	158	Num
NetCaseCost	net_case_cost	7	159	to	165	
CaseOffInvoiceAmt	case_off_invoice_amt	7	166	to	172	
Size	Size	7	173	to	179	Num 5.2
Measure	measure	9	180	to	188	Alpha
NoOfFacings	no_of_facings	2	189	to	190	Num
PerUOMPrice	per_uom_price	6	191	to	196	Num 4.2
UnitOfMeasureTag	unit_of_measure_tag	9	197	to	205	Alpha
UnitOfMeasureID	unit_of_measure_id	3	206	to	208	Num

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
SellQty	sell_qty	2	209	to	210	Num - 0 - 99
SellPrice	sell_price	7	211	to	217	Num 5.2
RegularPriceMult	regular_qty	2	218	to	219	Num - 0 -99
RegularPrice	regular_price	7	220	to	226	Num 5.2
YouSaveAmount	you_save_amount	6	227	to	232	Num 4.2
SellBeginDate	begin_date	10	233	to	242	Numeric
SellEndDate	end_date	10	243	to	252	Numeric
OrderableFlag	orderable_flag	1	253	to	253	Y / N
PriceCompareUPC	price_compare_upc	20	254	to	273	Num
PCUDescription	pcu_description	20	274	to	293	
PCUSplitQty	pcu_split_qty	2	294	to	295	
PCUPrice	pcu_price	7	296	to	302	
PCUSavings	pcu_savings	6	303	to	308	
BottleReturnLink	bottle_return_link	20	309	to	328	Num
User entered	target_gross	5	329	to	333	Num 2.3
ActualGoingInGross	actual_going_in_gross	5	334	to	338	Num 2.3
Points	points	6	339	to	344	Num
BonusPoints	bonus_points	6	345	to	350	Num
FBPSplitQuantity	FBP Savings	2	351	to	352	Num
FBPSplitPrice	FBP Split Quantity	6	353	to	358	Num
FBPStartDate	FBP Split Price	10	359	to	368	Num 4.2
FBPEndDate	FBP Start Date	10	369	to	378	Numeric
ReorderTrigger	reorder_trigger	4	379	to	382	Num
ReorderQuantity	reorder_quantity	4	383	to	386	Num
AvgDailyMvmt	avg_daily_mvmt	6	387	to	392	Num 4.2
CompetitorCompareQty	competitor_compare_qty	2	393	to	394	Num
CompetitorComparePrice	competitor_compare_price	7	395	to	401	Num 5.2
CompareSavings	compare_savings	6	402	to	407	Num 4.2
CompareDescription	compare_description	20	408	to	427	Aplha
QtyReqFlag	qty_req_flag	1	428	to	428	Y / N
FrequentShooperQuantityLimit	frequent_shopper_quantity_limit	2	429	to	430	Num
FSPercentage	fs_percentage	5	431	to	435	Num 2.3
MixMatchCode	mix_match_code	4	436	to	439	Alpha
MiscAlpha	misc_alpha	10	440	to	449	Alpha
PackageSize	package_size_qty	8	450	to	457	Num
PreviousPriceMult	prev_pm_qty	2	458	to	459	Num - 0 -99
PreviousPrice	prev_pr_amt	7	460	to	466	Num 5.2
MSRPprice	msrp_pr_amt	7	467	to	473	Num 5.2
CalculatedUnitOfMeasure	up_desc	10	474	to	483	Alpha
ReportCode	report_code	2	484	to	485	Num
BatchNum	batch_number	14	486	to	499	Num
BatchDesc	batch_desc	30	500	to	529	Alpha
ItemsPerFace	items_per_face	8	530	to	537	Alpha
NumberOfLayers	layers_qty	4	538	to	541	Num
HoldPriceMult	hold_pm_qty	2	542	to	543	Num - 0 -99
HoldPrice	hold_pr_amt	7	544	to	550	Num 5.2
Miscint1	misc_int_1	8	551	to	558	Alpha
Miscint2	misc_int_2	8	559	to	566	Alpha
PalletQty	pallet_qty	8	567	to	574	Num
InternalID	internal_id	14	575	to	588	Num

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
BonusCpnFlag	bonus_cpn_flg	1	589	to	589	Y / N
POSCompetitiveComparePriceu	pos_cmpr_pm_qty	2	590	to	591	Num
POSCompetitiveCompareUnitSi	pos_cmpr_unit	8	592	to	599	Num
POSCompetitiveCompareUofMo	cmpr_uom_code	8	600	to	607	Num
POSCompareDate	compare_date	10	608	to	617	Numeric
POSComparePrice	pos_comp_pr_amt	7	618	to	624	Num 5.2
POSComparePriceMultiple	pos_comp_pm_qty	2	625	to	626	Num - 0 -99
POSCompareTypeCode	comp_type_code	8	627	to	634	Num
POSCaseCostAmt	pos_case_c_amt	7	635	to	641	Num 4.2
CostPlusFlag	cost_plus_flag	1	642	to	642	Y / N
CouponItemNum	coupon_item_num	14	643	to	656	Num
DecimalQtyFlag	decimal_qty_flg	1	657	to	657	Y / N
DEAGroupCode	dea_group_code	4	658	to	661	Num
DepartmentOverrideFlag	dpt_override_flg	1	662	to	662	Y / N
POSAdjustCode	pos_adjust_id	4	663	to	666	Num
ExcludeFreqShopperMinFlag	excl_fs_min_flg	1	667	to	667	Y / N
Family1Code	family1_code	4	668	to	671	Num
FoodStampCode	food_stamp_flg	1	672	to	672	Y / N
FreqShopperTypeCode	fs_type_code	4	673	to	676	Num
FreqShopperDiscountAmt	fs_disc_amt	2	677	to	678	Num
FreqShopperEleCouponAmt	fs_cpn_amt	2	679	to	680	Num
FuelFlag	fuel_flag	1	681	to	681	Y / N
ProhibitQtyFlag	prohib_qty_flg	1	682	to	682	Y / N
ItemOnSaleFlag	sale_item_flag	1	683	to	683	Y / N
RequirePriceFlag	req_price_flg	1	684	to	684	Y / N
NegativeItemFlag	neg_item_flag	1	685	to	685	Y / N
MarkIneligebleFlag	mark_inelig_flg	1	686	to	686	Y / N
NonMerchCode	non_mdse_code	8	687	to	694	Num
POSMessageCode	pos_msg_code	8	695	to	702	Num
PriceGroupCode	prc_group_code	8	703	to	710	Num
ReasonCode	reason_code	8	711	to	718	Num
RequireVisualVerifyFlag	req_vis_vfy_flg	1	719	to	719	Y / N
POSScaleFlag	pos_scale_flag	1	720	to	720	Y / N
Family2Code	family2_code	8	721	to	728	Num
ShelfLifeDays	shelf_life_days	8	729	to	736	Num
StoreStockFlag	store_stock_flg	1	737	to	737	Y / N
AuthorisedToSellFlag	auth_sell_flag	1	738	to	738	Y / N
RestrictCode	restrict_code	8	739	to	746	Num
SupervisorOverrideFlag	sup_override_flg	1	747	to	747	Y / N
SSPProductFlag	ssp_product_flag	1	748	to	748	Y / N
StoreCouponFlag	store_cpn_flag	1	749	to	749	Y / N
SWWCode	sww_code	12	750	to	761	Num
TareCode	tare_code	3	762	to	764	Num
Tax1Flag	tax1_flg	1	765	to	765	Y / N
Tax2Flag	tax2_flg	1	766	to	766	Y / N
Tax3Flag	tax3_flg	1	767	to	767	Y / N
Tax4Flag	tax4_flg	1	768	to	768	Y / N
Tax5Flag	tax5_flg	1	769	to	769	Y / N
Tax6Flag	tax6_flg	1	770	to	770	Y / N
Tax7Flag	tax7_flg	1	771	to	771	Y / N

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
Tax8Flag	tax8_flg	1	772	to	772	Y / N
VendorCouponFlag	vendor_cpn_flag	1	773	to	773	Y / N
POSVendorID	pos_vendor_id	8	774	to	781	Num
POSVendorItemNumber	pos_vnd_itm_num	14	782	to	795	Num
POSUnitSizeDesc	pos_unitsz_desc	10	796	to	805	Alpha
ScaleItemFlag	scale_item_flg	1	806	to	806	Y / N
RequireWeightFlag	req_weigh_flag	1	807	to	807	Y / N
AllowPaymentByWic	wic_flag	1	808	to	808	Y / N

UWG's ULINK Export Format

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
PerUOMPrice	per_uom_price	6	183	to	188	Num 4.2
UnitOfMeasureTag	unit_of_measure_tag	9	189	to	197	Alpha
UnitOfMeasureID	unit_of_measure_id	3	198	to	200	Num
SellQty	sell_qty	2	201	to	202	Num - 0 - 99
SellPrice	sell_price	7	203	to	209	Num 5.2
RegularPriceMult	regular_qty	2	210	to	211	Num - 0 -99
RegularPrice	regular_price	7	212	to	218	Num 5.2
YouSaveAmount	you_save_amount	6	219	to	224	Num 4.2
SellBeginDate	begin_date	10	225	to	234	Numeric
SellEndDate	end_date	10	235	to	244	Numeric
OrderableFlag	orderable_flag	1	245	to	245	Y / N
PriceCompareUPC	price_compare_upc	20	246	to	265	Num
PCUDescription	pcu_description	20	266	to	285	
PCUSplitQty	pcu_split_qty	2	286	to	287	
PCUPrice	pcu_price	7	288	to	294	
PCUSavings	pcu_savings	6	295	to	300	
BottleReturnLink	bottle_return_link	20	301	to	320	Num
User entered	target_gross	5	321	to	325	Num 2.3
ActualGoingInGross	actual_going_in_gross	5	326	to	330	Num 2.3
Points	points	6	331	to	336	Num
BonusPoints	bonus_points	6	337	to	342	Num
FBPSplitQuantity	FBP Savings	2	343	to	344	Num
FBPSplitPrice	FBP Split Quantity	6	345	to	350	Num
FBPStartDate	FBP Split Price	10	351	to	360	Num 4.2
FBPEndDate	FBP Start Date	10	361	to	370	Numeric
ReorderTrigger	reorder_trigger	4	371	to	374	Num
ReorderQuantity	reorder_quantity	4	375	to	378	Num
AvgDailyMvmt	avg_daily_mvmt	6	379	to	384	Num 4.2
CompetitorCompareQty	competitor_compare_qty	2	385	to	386	Num
CompetitorComparePrice	competitor_compare_price	7	387	to	393	Num 5.2
CompareSavings	compare_savings	6	394	to	399	Num 4.2
CompareDescription	compare_description	20	400	to	419	Aplha
QtyReqFlag	qty_req_flag	1	420	to	420	Y / N
FrequentShooperQuantityLimit	frequent_shopper_quantity_limit	2	421	to	422	Num
FSPercentage	fs_percentage	5	423	to	427	Num 2.3
MixMatchCode	mix_match_code	4	428	to	431	Alpha

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
MiscAlpha	misc_alpha	10	432	to	441	Alpha
PackageSize	package_size_qty	8	442	to	449	Num
PreviousPriceMult	prev_pm_qty	2	450	to	451	Num - 0 -99
PreviousPrice	prev_pr_amt	7	452	to	458	Num 5.2
MSRPprice	msrp_pr_amt	7	459	to	465	Num 5.2
CalculatedUnitOfMeasure	up_desc	10	466	to	475	Alpha
ReportCode	report_code	2	476	to	477	Num
BatchNum	batch_number	14	478	to	491	Num
BatchDesc	batch_desc	30	492	to	521	Alpha
ItemsPerFace	items_per_face	8	522	to	529	Alpha
NumberOfLayers	layers_qty	4	530	to	533	Num
HoldPriceMult	hold_pm_qty	2	534	to	535	Num - 0 -99
HoldPrice	hold_pr_amt	7	536	to	542	Num 5.2
Miscint1	misc_int_1	8	543	to	550	Alpha
Miscint2	misc_int_2	8	551	to	558	Alpha
PalletQty	pallet_qty	8	559	to	566	Num
InternalID	internal_id	14	567	to	580	Num
BonusCpnFlag	bonus_cpn_flg	1	581	to	581	Y / N
POSCompetitiveComparePriceu	pos_cmpr_pm_qty	2	582	to	583	Num
POSCompetitiveCompareUnitSi	pos_cmpr_unit	8	584	to	591	Num
POSCompetitiveCompareUofMo	cmpr_uom_code	8	592	to	599	Num
POSCompareDate	compare_date	10	600	to	609	Numeric
POSComparePrice	pos_comp_pr_amt	7	610	to	616	Num 5.2
POSComparePriceMultiple	pos_comp_pm_qty	2	617	to	618	Num - 0 -99
POSCompareTypeCode	comp_type_code	8	619	to	626	Num
POSCaseCostAmt	pos_case_c_amt	7	627	to	633	Num 4.2
CostPlusFlag	cost_plus_flag	1	634	to	634	Y / N
CouponItemNum	coupon_item_num	14	635	to	648	Num
DecimalQtyFlag	decimal_qty_flg	1	649	to	649	Y / N
DEAGroupCode	dea_group_code	4	650	to	653	Num
DepartmentOverrideFlag	dpt_override_flg	1	654	to	654	Y / N
POSAdjustCode	pos_adjust_id	4	655	to	658	Num
ExcludeFreqShopperMinFlag	excl_fs_min_flg	1	659	to	659	Y / N
Family1Code	family1_code	4	660	to	663	Num
FoodStampCode	food_stamp_flg	1	664	to	664	Y / N
FreqShopperTypeCode	fs_type_code	4	665	to	668	Num
FreqShopperDiscountAmt	fs_disc_amt	2	669	to	670	Num
FreqShopperEleCouponAmt	fs_cpn_amt	2	671	to	672	Num
FuelFlag	fuel_flag	1	673	to	673	Y / N
ProhibitQtyFlag	prohib_qty_flg	1	674	to	674	Y / N
ItemOnSaleFlag	sale_item_flag	1	675	to	675	Y / N
RequirePriceFlag	req_price_flg	1	676	to	676	Y / N
NegativeItemFlag	neg_item_flag	1	677	to	677	Y / N
MarkIneligebleFlag	mark_inelig_flg	1	678	to	678	Y / N
NonMerchCode	non_mdse_code	8	679	to	686	Num
POSMessageCode	pos_msg_code	8	687	to	694	Num
PriceGroupCode	prc_group_code	8	695	to	702	Num
ReasonCode	reason_code	8	703	to	710	Num
RequireVisualVerifyFlag	req_vis_vfy_flg	1	711	to	711	Y / N
POSScaleFlag	pos_scale_flag	1	712	to	712	Y / N

RBO Field Description	Label Export Field Name	Field Len	Fld Pos			RBO Field Type
Family2Code	family2_code	8	713	to	720	Num
ShelfLifeDays	shelf_life_days	8	721	to	728	Num
StoreStockFlag	store_stock_flg	1	729	to	729	Y / N
AuthorisedToSellFlag	auth_sell_flag	1	730	to	730	Y / N
RestrictCode	restrict_code	8	731	to	738	Num
SupervisorOverrideFlag	sup_override_flg	1	739	to	739	Y / N
SSPProductFlag	ssp_product_flag	1	740	to	740	Y / N
StoreCouponFlag	store_cpn_flag	1	741	to	741	Y / N
SWWCode	sww_code	12	742	to	753	Num
TareCode	tare_code	3	754	to	756	Num
Tax1Flag	tax1_flg	1	757	to	757	Y / N
Tax2Flag	tax2_flg	1	758	to	758	Y / N
Tax3Flag	tax3_flg	1	759	to	759	Y / N
Tax4Flag	tax4_flg	1	760	to	760	Y / N
Tax5Flag	tax5_flg	1	761	to	761	Y / N
Tax6Flag	tax6_flg	1	762	to	762	Y / N
Tax7Flag	tax7_flg	1	763	to	763	Y / N
Tax8Flag	tax8_flg	1	764	to	764	Y / N
VendorCouponFlag	vendor_cpn_flag	1	765	to	765	Y / N
POSVendorID	pos_vendor_id	8	766	to	773	Num
POSVendorItemNumber	pos_vnd_itm_num	14	774	to	787	Num
POSUnitSizeDesc	pos_unitsz_desc	10	788	to	797	Alpha
ScaleItemFlag	scale_item_flg	1	798	to	798	Y / N
RequireWeightFlag	req_weigh_flag	1	799	to	799	Y / N
AllowPaymentByWic	wic_flag	1	800	to	800	Y / N

Batch Manager Procedures

Creating a New Batch

Use the following step to create a new batch:

1. With the Batch Manager screen open, click the New Batch button.
   - Retalix BackOffice displays the Specify Batch Information screen (page 97).
2. Complete the batch information fields and click the button.
   - Retalix Back Office launches Item Maintenance (in Form or Grid View, depending on the view used to create the batch).

Editing an Existing Batch

Use one the following steps to edit existing batches:

1. With the Batch Manager screen open, highlight the row that contains the batch you wish to edit by placing your mouse pointer on the far-left column until it becomes an arrow and clicking the left mouse button. Once the row is highlighted click the Edit Batch button from the toolbar or click the right mouse button and choose **Edit/Display**.
   - Retalix BackOffice displays the batch (in Form or Grid View, depending on the view used to create the batch).
2. You may now add a new item to the batch or use the navigational buttons or a query to locate an item to edit.

OR:

1. Click the New Batch button or with your pointer on an existing batch, click the right mouse button and choose **New**.
   - The Specify Batch Information screen appears.
2. Click the down arrow and locate the batch you wish to edit.
   - Retalix BackOffice displays the batch (in Form or Grid View, depending on the view used to create the batch).
3. You may now add a new item to the batch or use the navigational buttons or a query to locate an item to edit.

NOTE: Immediate Batches and Expired Temporary Batches can only be opened in “read-only” mode.

Deleting Existing Batches

Use the following steps to delete one or more existing batch(es).

1. With the Batch Manager screen open, highlight the batch or batches you wish to delete by using one of the following Windows conventions.
    - Select (or highlight) the row that contains the batch you wish to delete by placing your mouse pointer on the far-left column until it becomes an arrow and clicking the left mouse button.
    - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
    - Select a range of batches by highlighting the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.
2. Click the Delete button or click the right mouse button and choose **Delete**.
    - Retalix BackOffice places a wastebasket next to selected batches to delete and whitens their rows.
3. Click the Delete Marked Batches button.
    - A confirmation screen appears.
4. Click Yes.
    - The batches are deleted and the Batch Manager Screen refreshes.

NOTE: RBO will purge any expired batches older than the number of days specified in Batch Options when the BackOffice Task that performs the RBO Full Stage action is performed.

NOTE: You may also delete batches by clicking the recycle bin from the Batch Manager toolbar, highlighting the batch(es) to delete and selecting **Permanently Delete**.

Using the Undelete Function

Use the Undelete function to unmark selected batches for deletion.

1. With the Batch Manager screen open, highlight the batch or batches (those that display with a wastebasket next to the Batch Number) you wish to undelete by using one of the following Windows conventions.

- Select (or highlight) the row that contains the batch you wish to undelete by placing your mouse pointer on the far-left column until it becomes an arrow and clicking the left mouse button.
- Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
- Select a range of batches by highlighting the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.

2. Click the Undelete button or click the right mouse button and choose **Undelete**.
   - Retalix BackOffice removes the wastebasket next to selected batches.

NOTE: You may also undelete batches clicking the recycle bin from the Batch Manager toolbar, highlighting the batch(es) to undelete and selecting **Restore**.

Staging Batches

Use the following steps to manually stage batches.

1. With the Batch Manager screen open, highlight the batch or batches you wish to stage by using one of the following Windows conventions.
   - Select (or highlight) the row that contains the batch you wish to stage by placing your mouse pointer on the far left column until it becomes an arrow and clicking the left mouse button.
   - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
   - Select a range of batches by clicking the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.
2. Click the Stage button or click the right mouse button and choose **Stage**.
   - Retalix BackOffice displays the Stage Batches screen.
3. Click the OK button.
   - The UPCs within the batch(es) are staged as the progress meter reaches 100%. When finished the Batch Manager Screen refreshes.

NOTE: When using the steps above, multiple Temporary and Permanent batches must each be separately staged.

NOTE: RBO can automatically perform a Full Stage using a BackOffice Task. If you mark the batches for Auto Release Retalix BackOffice will stage and release the batches when the BackOffice Task is performed.

Releasing Batches

Use the Release Batch function to selectively release staged UPCs with one or more batches to the Point-of-Sale.

1. With the Batch Manager screen open, highlight the batch or batches you wish to release by using one of the following Windows conventions.
    - Select (or highlight) the row of the batch containing staged UPCS you wish to release by placing your mouse pointer on the far left column until it becomes an arrow and clicking the left mouse button.
    - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
    - Select a range of batches by clicking the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.
2. Click the Release button or right-click the mouse and choose **Release**.
    - RBO displays the Release Batches screen.
3. Click OK.
    - Retalix BackOffice releases the staged UPCs to the Point-of-Sale and refreshes the Batch Manager screen.

NOTE: When using the steps above, multiple Temporary and Permanent batches must each be released separately.

NOTE: Batches may also be released using the Release Manager.

NOTE: Please see "One Step Stage & Release" below to automatically stage and release items within a batch at one time.

One Step Stage & Release

Use the following steps to stage and release batches in one process.

1. With the Batch Manager screen open, confirm that the batches you wish to use the one-step stage and release procedure have had the Auto-Release checkbox marked. If not check the **Auto Rel** within the

Batch Manager screen by placing your mouse pointer within the checkbox and clicking the left mouse button. When finished, click the Save button.

2. Highlight the batch or batches you wish to stage and release by using one of the following Windows conventions.
    - Select (or highlight) the row of the batch containing UPCs you wish to stage and release by placing your mouse pointer on the far left column until it becomes an arrow and clicking the left mouse button.
    - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
    - Select a range of batches by clicking the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.
3. Click the Stage button or click the right mouse button and choose **Stage**.
    - Retalix BackOffice displays the Stage Batches screen.
4. Click the OK button.
    - The UPCs within the batch(es) are staged and released as the progress meter reaches 100%. When finished the Batch Manager Screen refreshes.

NOTE: When using the steps above, multiple Temporary and Permanent batches must each be separately staged

Full Staging

Use the Full Stage function to perform the staging process for all items residing in batches.

1. With the Batch Manager screen open, click the Full Stage button.
    - Retalix BackOffice performs a stage on all items residing in batches. (For more information on the staging process, please see the ***RBO Price Management Overview*** on page 170). When finished the Batch Manager screen refreshes.

NOTE: RBO can automatically perform a Full Stage using a BackOffice Task. If you mark the batches for Auto Release Retalix BackOffice will stage and release the batches when the BackOffice Task is executed.

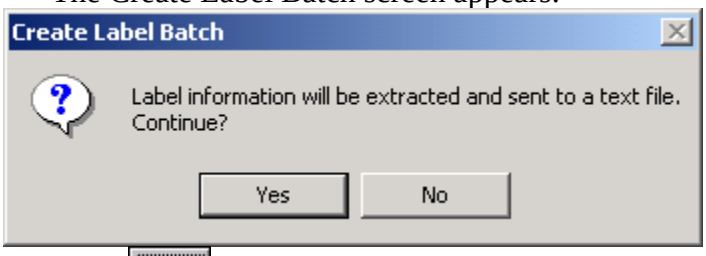
NOTE: A Full Stage will also automatically perform a purge of expired batches. For more information on the batch purge process, please see page 205.

Generating a Shelf Tag Export

Use the Export Tags function to create an export file for (and optionally launch) a third party shelf-printing program for all items in a batch.

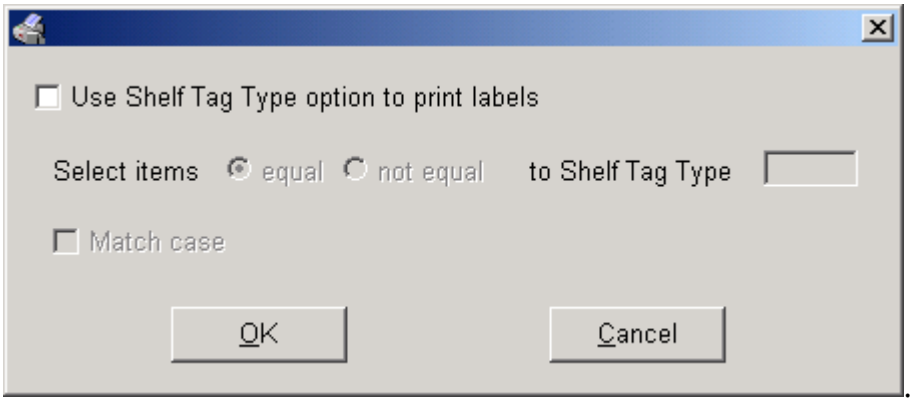
1. With the Batch Manager screen open, highlight the batch or batches you wish to print labels for using one of the following Windows conventions.
   - Select (or highlight) the row of the batch containing UPCs for which you wish to generate shelf tags by placing your mouse pointer on the far left column until it becomes an arrow and clicking the left mouse button.
   - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
   - Select a range of batches by clicking the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.
2. Click the Export Tags button.

- The Create Label Batch screen appears:



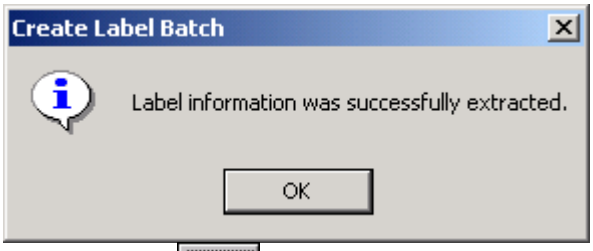
3. Click Yes

- If the Label Parameter "Enable Prompt for Shelf Tag Type Before Printing Labels" parameter is enabled, the following screen appears:



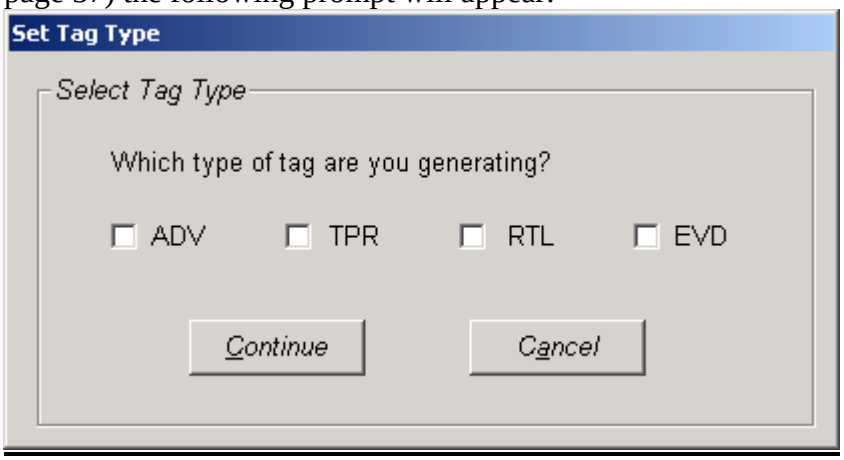
4. (Optional) Check the "Use Shelf Tag Type Option to Print Labels" to enter the Shelf Tag Type value to use for printing item labels. The application prints labels for items that have their Shelf Tag Type either equal to or not equal to this value, depending on the setting of the Select items radio button.
5. Click OK.

- The Create Label Batch confirmation screen appears:



6. Click OK.

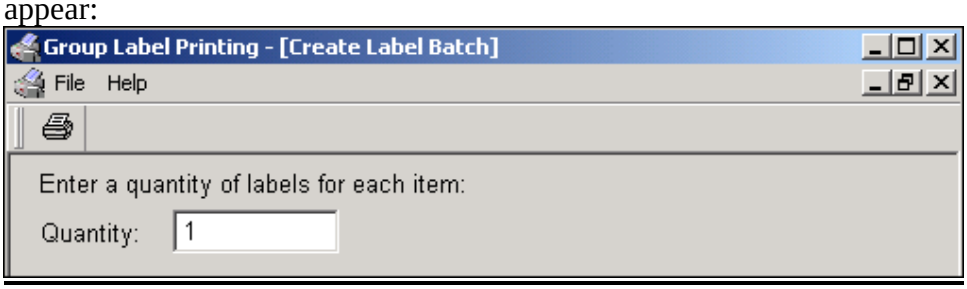
NOTE: If the Label Generation parameter "Set Tag Type" is enabled (see page 37) the following prompt will appear:



Check the type of Tag type to create and click **Continue**.

NOTE: Tags for Temporary and Permanent batches must each be generated separately.

NOTE: If the Label Generation parameter "Output Label Info to a Database Table" is enabled (see page 37) the following prompt will appear:



Enter the quantity of labels to print and click the printer icon.

NOTE: The export files are placed in the folder defined in the "Path Text File Will be Placed" Label Parameter. From Batch Manager, the batch file is named BATCH#Label.txt (where # indicates the batch number).

Launching Release Manager

Use the launch Release Manager function to move to the Release Manager screen from within Batch Manager.

1. With the Batch Manager screen open, click the Release Manager RM button.
   - RBO launches the Release Manager Screen.

Changing Batch Attributes

The following batch fields can be changed directly from the Batch Manager screen:

- Start Date
- End Date (for Temporary Batches)
- Scheduled Checkbox (On/Off toggle)
- Apply Time
- Batch Description
- Ignore Batch Checkbox (On/Off toggle)
- Auto Delete Check Checkbox (On/Off toggle)
- Auto Release Checkbox (On/Off toggle)
- Priority Level (for Hierarchical Pricing)

To change a batch date (either Start or End) with the Batch Manager screen open, click either on the day, month or year setting within its row. Retalix BackOffice will highlight the field and launch a higher/lower toggle to the right of the field.

Either type in the new value or click the higher/lower toggle to increment or decrement the value by one. You may also choose to use the Calendar Function by clicking the down selection arrow. The calendar will appear:

Locate and click the desired day of the moth. To increment the month or year by one, press the buttons, each respectively. To decrement the month or year by one, press the buttons, each respectively.

To check or uncheck a checkbox field, place your mouse pointer within the checkbox and click the left mouse button.

To change the title of a batch, click on the Batch Title. Retalix BackOffice highlights the batch and places your flashing cursor in edit mode.

NOTE: Any of the batch attribute changes above made directly to Retalix BackOffice Batch Manager must first be saved by clicking the Save button before taking effect.

Copying a Batch

Use the following steps to create a duplicate copy of a batch under the next available batch identification number.

1. With the Batch Manager screen open, highlight (click) the batch you wish to copy.
2. Click the right mouse button. The functions window will appear.
3. Click **Copy Batch.**
   - Retalix BackOffice creates a duplicate Permanent or Temporary Batch with the same attributes as the original.

Moving a Temporary Batch to Permanent Maintenance

Use the following steps to move a batch from the Temporary Batch window to the Permanent Maintenance window.

1. With the Batch Manager screen open, highlight (click) the temporary batch you wish to move to permanent maintenance.
2. Click the right mouse button. The functions window will appear:
3. Click **Make Permanent**.
   - Retalix BackOffice moves the batch to the Permanent Maintenance window.

NOTE: A Temporary Batch cannot be made permanent unless its status is **Current** or **Future**. If the temporary batch is currently expired, you may need to change the batch's Start and End dates in order for it to be moved.

NOTE: The start date of the batch gets reset during the move and may need to be adjusted accordingly.

Moving a Permanent Batch to Temporary Maintenance

Use the following steps to move a batch from the Permanent Maintenance window to the Temporary Batches window.

1. With the Batch Manager screen open, highlight (click) the temporary batch you wish to move.
2. Click the right mouse button. The functions window will appear.
3. Click **Make Temporary**.
   - RBO moves the batch to the Temporary Maintenance window.

NOTE: Only permanent batches that have not been applied may be moved to Temporary Maintenance.

NOTE: The batch end date (and Priority Level, if Hierarchical Pricing is implemented) should be edited accordingly after the move.

Exporting Batches to SIL

Use the following steps to perform a SIL Batch Export for one or more selected batches:

1. With the Batch Manager screen open, highlight the batch or batches you wish export to SIL using one of the following Windows conventions.
   - Select (or highlight) the row of the batch containing UPCs for which you wish to export by placing your mouse pointer on the far left column until it becomes an arrow and clicking the left mouse button.
   - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.
   - Select a range of batches by clicking the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range
2. Click the right mouse button. The functions window will appear.
3. Click **Export to SIL**.
   - A progress bar appears and the completion window appears when finished.
4. Click **OK**.

NOTE: Be sure to complete the SBE Configuration Maintenance (see page 457) for each store that will receive the SIL Batch Export files.

NOTE: The transmission of SIL Export files to the store is not part of the integrated Retalix BackOffice SIL solution. SIL Export files must be transmitted independently of this program and placed in the destination store's \Retalix\Common\Communications\Host\SIL\pending folder.

Purging Expired Batches

Use the following steps to purge expired batches.

1. From the Batch Manager screen's toolbar, click the Purge button.
   - RBO displays a warning message.
2. Click .
   - Expired batches are removed and you are returned to the Batch Manager screen.

NOTE: The batch purge process is performed automatically when a Full Stage is performed. If the Full Stage is already included as an action within a BackOffice Task, the purge will occur when the BackOffice Task is run.

NOTE: Batches not marked as "Auto Delete" will not be affected by this setting and will not be purged.

NOTE: Any fully applied Permanent Batches as well as any Temporary Batches expired for over the number of days specified within Batch Options will be automatically purged when the Batch Purge process is initiated.

Using the Unlock Function

Use the Unlock function to allow a batch to be altered.

1. With the Batch Manager screen open, highlight the batch or batches (those that display with a lock next to the Batch Number) you wish to unlock by using one of the following Windows conventions.
   - Select (or highlight) the row that contains the batch you wish to unlock by placing your mouse pointer on the far-left column until it becomes an arrow and clicking the left mouse button.
   - Select multiple batches by holding the **<CTRL>** key down and highlighting selected rows.

- Select a range of batches by highlighting the first batch, holding the **<SHIFT>** key down and highlighting the outer most batch of the range.

2. Click the Unlock button or click the right mouse button and choose **Unlock**.

- Retalix BackOffice removes the lock next to selected batches.

Adjusting the Default Column Settings Profile

Use the Column Settings function to customize which default columns appear on the Batch Manager screen and the order in which they appear.

1. Initialize the Batch Manager screen.
2. From the Batch Editor Toolbar, click View, then Column Settings.

- Retalix BackOffice launches the Column Properties Window for the Default Profile. Fields that are currently visible in Batch Manager appear in the Display Columns window (separately for the split Temporary and Permanent Maintenance grids), in the order that they are displayed. All other unused fields appear in the Available Columns window.

Available Columns
Name
Auto Stage
Released To Reg

Display Columns	
Name	Width
	15
Batch ID	65
Effective Date	62
Expire Date	62
Sched	40
Description	224
Apply Time	70
Batch Type	47

3. To add a new field to the Profile Fields list, highlight (click) the desired Available Columns and click >> .
   - Retalix BackOffice adds the field to the bottom of the Profile Fields list.
4. To remove a field from the Display Columns list, highlight (click) the desired Profile Field and click << .
   - Retalix BackOffice removes the field from Display Columns list and places it to the Available Columns window.

5. To adjust the Display Columns order, highlight (click) the field to relocate and click Up or Down until the desired placement is found.
6. Repeat steps 3 through 5 until the Default Profile is finalized.
7. Click the Save button to save the settings.
8. When finished, click OK.
9. Retalix BackOffice returns you to the Batch Manager screen, with the newly customized column settings.

NOTE: The grayed out fields (Batch ID) cannot be removed or moved. They are required fields for all profiles.

NOTE: While the column widths can be permanently altered here (by clicking in the width column and either keying in the new value or using the up/down arrows), you may temporarily shorten (or lengthen) the column widths by following spreadsheet convention:

1) Locate the column you wish to shorten (or lengthen).

2) Place your mouse pointer in between that column's heading and the adjacent column's heading

3) The mouse pointer becomes a cross hair (with arrows pointing left and right).

Click and hold the left-hand mouse button down and drag (left or right) to shorten or lengthen the column. When the correct column width is reached, release the mouse button.

Creating a New Column Setting Profile

Use the following steps to modify a previously customized Column Setting Profile.

1. Initialize the Batch Editor screen for any new or existing batch
2. From the Batch Editor Toolbar, click View, then Column Settings.
   - Retalix BackOffice launches the Column Properties Window for the Default Profile. Fields that are currently visible in Batch Manager appear in the Profile Fields window, in the order that they

are displayed. All other unused fields appear in the AvailableFields window.

3. Click New.
   - The New Profile window appears.
4. Enter a name for the profile and click OK.
5. To add a field to the Display Columns list , highlight (click) the desired Available Column and click >>. Perform this separately for both the split Temporary and Permanent Maintenance grids.
   - Retalix BackOffice adds the field to the bottom of the Display Columns list.
6. To remove a field from the Profile Fields list, highlight (click) the desired Profile Field and click <<.
   - Retalix BackOffice removes the field from Profile Fields and places it in the Available Columns window.
7. To adjust the Display Columns display order, highlight (click) the field to relocate and click Up or Down until the desired placement is found.
8. Repeat steps 5 through 7 until the Profile is finalized.
9. Click the Save button to save the settings.
10. When finished, click OK.
    - Retalix BackOffice returns you to the Batch Manager screen, with the newly customized profile displaying settings.

NOTE: The grayed out fields (Batch ID) cannot be removed or moved. They are required fields for all profiles.

NOTE: While the column widths can be permanently altered here (by clicking in the width column and either keying in the new value or using the up/down arrows), you may temporarily shorten (or lengthen) the column widths by following spreadsheet convention:

1) Locate the column you wish to shorten (or lengthen).

2) Place your mouse pointer in between that column's heading and the adjacent column's heading

3) The mouse pointer becomes a cross hair (with arrows pointing left and right).

Click and hold the left-hand mouse button down and drag (left or right) to shorten or lengthen the column. When the correct column width is reached, release the mouse button.

Deleting a Customized Column Profile

Use the following steps to delete a previously customized Column Setting Profile.

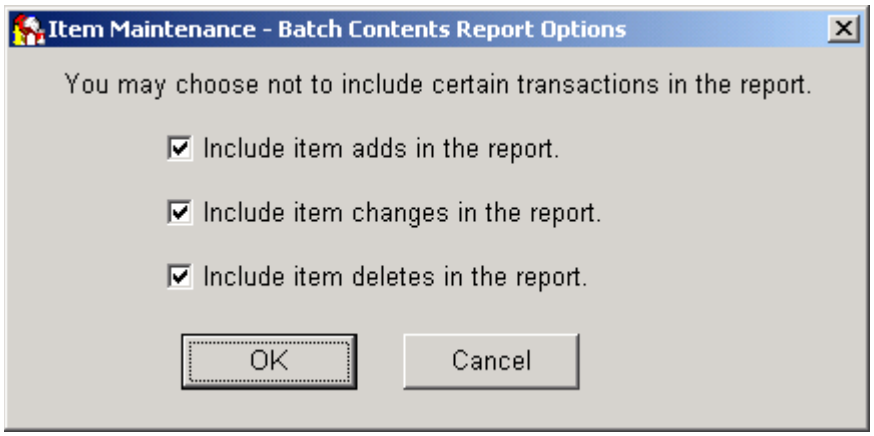
1. Initialize the Batch Editor screen for any new or existing batch
2. From the Batch Editor Toolbar, click View, then Column Settings.
   - Retalix BackOffice launches the Column Properties Window for the Default Profile.
3. Click the Name field's pull-down arrow and select the Column Setting you wish to delete.
4. Click

.
   - The column setting is deleted.

Generating the Batch Contents Report

Use the following steps to generate the Batch Contents Report for a batch.

1. With the Batch Manager screen open, highlight (click) the batch whose contents report you wish to print.
2. Click the right mouse button. The functions window will appear.
3. Click **Batch Report.**
   - The Report Options window appears.



4. To limit the report by maintenance type, unselect the transactions you wish to omit.
5. Click **OK**.

- The Report is displayed to the screen. (See Batch Contents Report on page 236 for more information).

Release Manager Overview

The Retalix BackOffice Release Manager oversees the releasing of staged maintenance to the POS. (For more information on the staging process, please see ***Pricing Management*** on page 170). The program can be accessed in Retalix Navigator (or StoreLine/ISS45 menu) by any one of three ways:

- The Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder
- Through Item Maintenance Form View or Grid View Utilities menu
- Through the Batch Manager screen (by pressing on the Release Manager button

)

In addition to releasing maintenance by batch, the Release Manager can strategically release maintenance:

- By aisle to coincide with the printing and the distributing of shelf tags
- By department after being reviewed and edited by each respective department manager
- By Maintenance type so that advertised price reductions can get priority release over other types of maintenance (i.e. item file deletions)

The Release Manager screen has been designed to give the user control, visibility and insight into:

- The total number of staged items and non-staged items per batch, department, maintenance type and location.
- Staging errors by Batch/UPC level
- Pricing Detail so user can see all other maintenance batches in which the UPC exists, the pricing information within those batches and the status of those batches
- Shelf tag printing by batch, department, maintenance type and location.

Release Manager Screen

The Release Manager Screen's functions are grouped into four toolbar groups: File, Edit, View and Help. The screen can be customized to show any combination of those groups as well as any combination of functions within those groups.

The following possible toolbar icon options appear at the top of the Release Manager screen:

Click this button to refresh the screen with the most recent staging data

Click this button to print the Release Manager Report for the highlighted batch, department, price change type or location

Click the pull-down arrow and select a primary view mode: Batch Number, Department, Price Change and Location

Click this button to clear all staged or released records from the Release Manager

Click this button to export Shelf Tags

Click this button to display all batches in which the highlighted UPC exists and the pricing information within those batches

Click this button to launch the Batch Manager screen

Click this button to release the selected item(s) to the POS

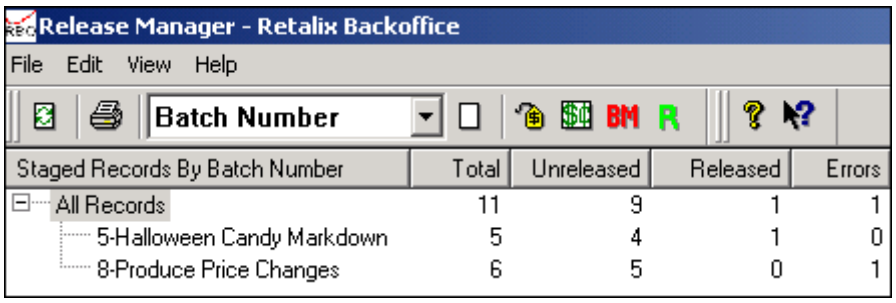
Click this button to display the release version of the current Release Manager program

Click the What's This? button and drag the question mark to the area of the screen in which you desire help.

Release Manager Display Windows

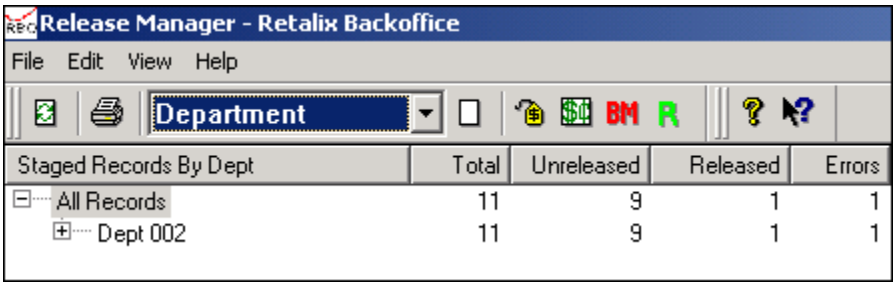
The Release Manager screen is formatted into a three-part window that can be customized by the user for desired visibility.

Staged Records Window: Displays staged data by batch, department, price change and location. To change the primary view, click on the pull down arrow and select the desired display.



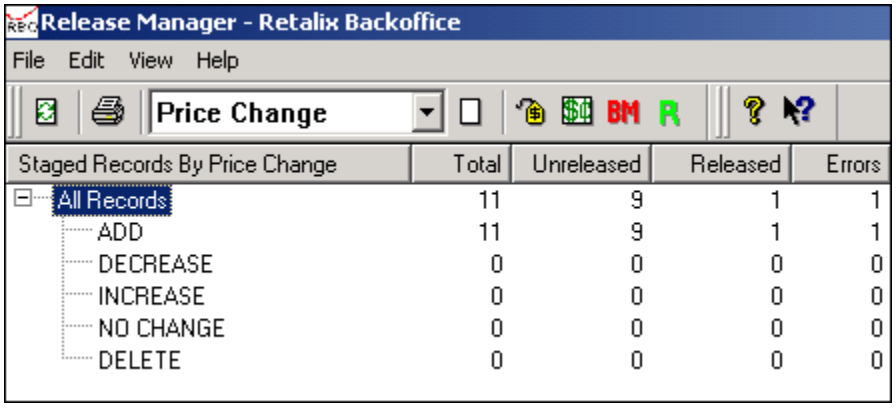
By Batch Number

The RETURN REGULAR (RR) and SET TO REGULAR (SR) batches are created and maintained automatically by Retalix BackOffice and do not carry a batch number. (See *Price Management Overview* on page 170 for more information).

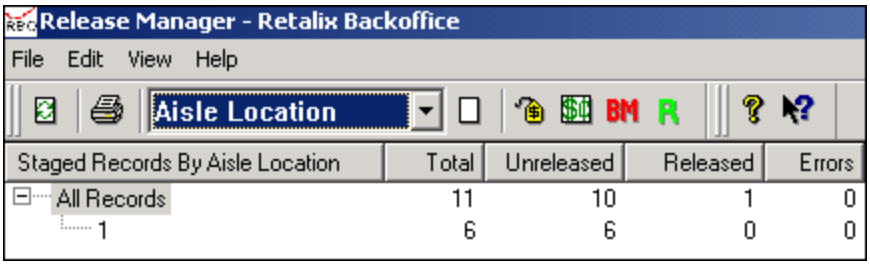


By Department

To display subdepartment information for the staged records, drill down by clicking the plus ⊞ button.



By Price Change



By Location

To display location information for the staged records, drill down by clicking the plus ⊞ button.

Release Manager Total Columns

Total The total number of items in the existing batch

Unreleased The total number of staged, unreleased UPCs by batch, department, maintenance type or location (depending on how the staged records are displayed)

Released The total number of staged, released UPCs by batch, department, maintenance type or location (depending on how the staged records are displayed)

Errors The total number of staging UPC errors by batch, department, maintenance type or location (depending on how the staged records are displayed)

All Staged UPCs Window: Displays the Staged UPC detail (Batch, UPCs, Description, Department, Subdepartment, Action Code, Location and Staged Price, depending on the primary view setting).

All Staged Items					
	Batch	Staged Items	Description	Aisle Location	Staged Price
	5	00000000000020	Baby Ruth		1 for $0.99
	5	00000000000021	Snickers		1 for $0.99
	5	00000000000022	Butterfingers		1 for $0.99
	5	00000000000027	Goodbar		1 for $0.99
✓	5	00000000000029	Kit Kat		1 for $0.99
	8	00000000000030	Celery	1	1 for $1.99
	8	00000000000031	Sprouts	1	1 for $0.89
	8	00000000000032	Red Tip Lettuce	1	1 for $1.49
	8	00000000000033	Mushrooms	1	1 for $0.79
	8	00000000000034	Beans	1	1 for $0.00
	8	00000000000035	Asparagus	1	1 for $1.89

Staged UPCs by Batch Number

All Staged Items							
	Batch	Staged Items	Description	Dept	Subd	Aisle Locati	Staged Price
	5	00000000000020	Baby Ruth	2	0		1 for $0.99
	5	00000000000021	Snickers	2	0		1 for $0.99
	5	00000000000022	Butterfingers	2	0		1 for $0.99
	5	00000000000027	Goodbar	2	0		1 for $0.99
✓	5	00000000000029	Kit Kat	2	0		1 for $0.99
	8	00000000000030	Celery	2	0	1	1 for $1.99
	8	00000000000031	Sprouts	2	0	1	1 for $0.89
	8	00000000000032	Red Tip Lettuce	2	0	1	1 for $1.49
	8	00000000000033	Mushrooms	2	0	1	1 for $0.79
	8	00000000000034	Beans	2	0	1	1 for $0.00
	8	00000000000035	Asparagus	2	0	1	1 for $1.89

Staged UPCs by Department

All Staged Items						
	Batch	Staged Items	Description	Action	Aisle Locati	Staged Price
	5	00000000000020	Baby Ruth	ADD		1 for $0.99
	5	00000000000021	Snickers	ADD		1 for $0.99
	5	00000000000022	Butterfingers	ADD		1 for $0.99
	5	00000000000027	Goodbar	ADD		1 for $0.99
✓	5	00000000000029	Kit Kat	ADD		1 for $0.99
	8	00000000000030	Celery	ADD	1	1 for $1.99
	8	00000000000031	Sprouts	ADD	1	1 for $0.89
	8	00000000000032	Red Tip Lettuce	ADD	1	1 for $1.49
	8	00000000000033	Mushrooms	ADD	1	1 for $0.79
	8	00000000000034	Beans	ADD	1	1 for $0.00
	8	00000000000035	Asparagus	ADD	1	1 for $1.89

Staged UPCs by Price Change

All Staged Items						
	Batch	Staged Items	Description	Dept	Aisle Location	Staged Price
	5	00000000000020	Baby Ruth	2		1 for $0.99
	5	00000000000021	Snickers	2		1 for $0.99
	5	00000000000022	Butterfingers	2		1 for $0.99
	5	00000000000027	Goodbar	2		1 for $0.99
✓	5	00000000000029	Kit Kat	2		1 for $0.99
	8	00000000000030	Celery	2	1	1 for $1.99
	8	00000000000031	Sprouts	2	1	1 for $0.89
	8	00000000000032	Red Tip Lettuce	2	1	1 for $1.49
	8	00000000000033	Mushrooms	2	1	1 for $0.79
	8	00000000000034	Beans	2	1	1 for $0.00
	8	00000000000035	Asparagus	2	1	1 for $1.89

Staged UPCs by Location

NOTE: The first column displays ✓ if the staged UPC has been released to the POS.

NOTE: For Delete Maintenance, the UPC will appear without a description and the UPC's price will appear as "0 for $0.00" in the price column. This is your indication that the item will be deleted once released if the primary view is by "Batch Number". If your primary view is by "Price Change", the Action Code column will display "DELETE".

All Error Records Window: Displays the UPCs (in red) within a permanent batch that could not be staged because of a staging error. Those UPC error records could be missing a UPC Description, Department and/or Price or are temporary maintenance items that have no permanent record.

All Error Records				
	Batch	Item Number	Description	Price
	8	00000000000034	ZERO PRICE NOT ALLOWED	

Incomplete Record Error (in red)

Not Staged Records Window: Displays the UPCs within a temporary batch that that could not be staged because they were not deemed pricing "winner" maintenance. (See Price Management on page 170 for more information).

Prev Staged (Gray)/Not Staged (White)/Error Records (Red) for Batch 11				
	Batch	Item Number	Description	Price
	11	00000000000125	50 LB Dog Food	1 for $15.99

Not Staged Price Change (in white)

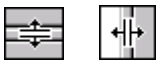
Previously Staged Records Window: Displays the UPCs within a batch that that were previously staged but a subsequent batch provided the pricing "winner" maintenance for the item. (See Price Management on page 170 for more information).

Prev Staged (Gray)/Not Staged (White)/Error Records (Red) for Batch 8				
	Batch	Item Number	Description	Price
	8	00000000000125	50 LB Dog Food	1 for $17.99

Previously Staged Price Change (in gray)

Resizing the Window Displays

1. To change the allocated space to each of the windows, place your mouse pointer at either the intersection of the horizontal or vertical window separators.
   The pointer becomes either an up-down or left-right arrow:



2. Click and hold down the left-hand mouse button.
3. Move the pointer to the desired re-sized window location and release the mouse button.

NOTE: You may also achieve vertical resizing by clicking **View**, **Split** from the Release Manager toolbar.

Releasing All Staged UPCs

Use the following steps to release all staged UPCs to the POS.

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose **Batch Number**:
   - Retalix BackOffice displays all batches containing UPCs that exist in the stage file and highlights "All Records".
2. Click the Release button.
   - RBO launches the Release Window.
3. Click OK.
   - RBO releases the maintenance to the POS, places a ✓ next to the released UPCs and returns you to the Release Manager.

Releasing Staged UPCs by Batch

Use the following steps to release staged UPCs to the POS by Batch**.**

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose **Batch Number**:
   - Retalix BackOffice displays all batches containing UPCs that exist in the stage file (in the upper left-hand quadrant).
2. Highlight the batch you wish to release (by clicking anywhere on the Batch Number/ Description)
3. Click the Release button.
   - Retalix BackOffice launches the Release Window.
4. Click OK.
   - Retalix BackOffice releases the maintenance to the POS, places a ✓ next to the released UPCs and returns you to the Release Manager.

NOTE: The batch entitled **RETURN REGULAR** is automatically created by Retalix BackOffice.

Releasing Staged UPCs by Department

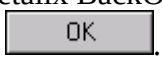
Use the following steps to release staged UPCs to the POS by Department Number.

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose **Department**.
   - Retalix BackOffice displays all batches containing UPCs that exist in the stage file sorted by department number (in the upper left-hand quadrant).
2. Highlight the department you wish to release (by clicking anywhere on the Department Number)
3. Click the Release button.
   - Retalix BackOffice launches the Release Window.
4. Click .
   - Retalix BackOffice releases the maintenance to the POS, places a next to the released UPCs and returns you to the Release Manager.

NOTE: If you wish to release maintenance by subdepartment, in step 2 drill down by clicking the plus ⊞ button until you locate the department/subdepartment maintenance combination you wish to release. Highlight the subdepartment and release the maintenance.

Releasing Staged UPCs by Maintenance Type

Use the following steps to release staged UPCs to the POS by Maintenance Type.

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose **Price Change**.
   - Retalix BackOffice redistributes and displays staged maintenance sorted by Maintenance Type (Adds, Price Decreases, Price Increases, No Price Change and Deletes).
2. Highlight the maintenance type you wish to release (by clicking anywhere on the maintenance description).
3. Click the Release button.
   - Retalix BackOffice launches the Release Window.
4. Click  .
   - Retalix BackOffice releases the maintenance to the POS, places a next to the released UPCs and returns you to the Release Manager.

Releasing Staged UPCs by Location

Use the following steps to release staged UPCs to the POS by item location.

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose **Location**.
   - Retalix BackOffice redistributes and displays staged maintenance sorted by Aisle.
2. Highlight the aisle maintenance you wish to release (by clicking anywhere on the aisle number).
3. Click the Release button.
   - Retalix BackOffice launches the Release Window.
4. Click .
   - Retalix BackOffice releases the maintenance to the POS, places a next to the released UPCs and returns you to the Release Manager.

NOTE: If you wish to release maintenance by shelf, in step 2 drill down by clicking the plus ⊞ button until you locate the aisle/shelf maintenance combination you wish to release. Highlight the shelf and release the maintenance.

NOTE : Using this function you can control the hanging of Shelf Tags to coincide with price changes sent to the POS.

Selectively Releasing Staged UPCs

Use the following steps to selectively release staged UPCs to the POS.

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose one of the desired primary view options.
2. Highlight the batch, department, maintenance type or location containing the UPC(s) you wish to release.
   - Retalix BackOffice displays the UPCs in the All Staged UPCs window.
3. Highlight the UPC(s) you wish to release by using one of the following Windows conventions.
   - Select (or highlight) the row that contains the UPC you wish to release by placing your mouse pointer on the far-left column until it becomes an arrow and clicking the left mouse button.

- Select multiple items by holding the **<CTRL>** key down and highlighting selected rows.

- Select a range of items by highlighting the first row in the range, holding the **<SHIFT>** key down and clicking the outer most item in the range.

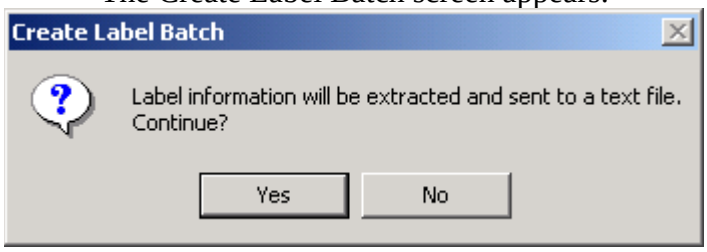
- Retalix BackOffice darkens the selected rows for the items.

4. Click the Release button.
   - Retalix BackOffice launches the Release Window
5. Click OK.
   - Retalix BackOffice releases the maintenance to the POS, places a ✓ next to the released UPCs and returns you to the Release Manager.

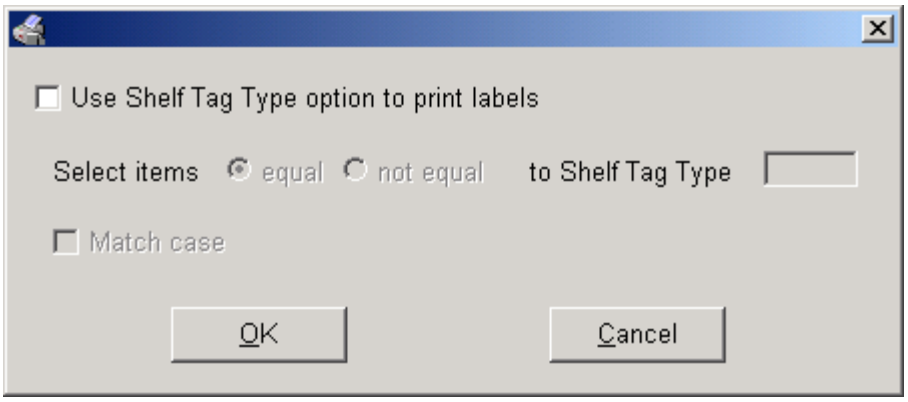
Printing Shelf Tags

Use the Print Tags function to create an export file for (and optionally launch) a third-party shelf printing program for staged UPCs.

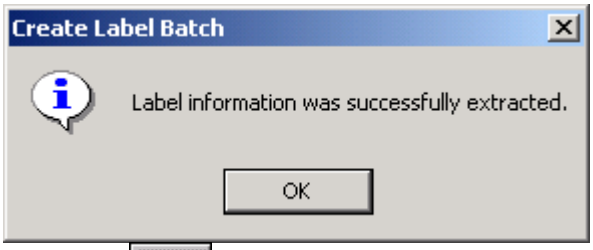
1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose one of the desired primary view options.
2. Highlight the batch, department, maintenance type or location containing the UPC(s) for which you wish to print tags.
3. Click the Print Tags button.
   - The Create Label Batch screen appears:



4. Click Yes.
   - If the Label Parameter "Enable Prompt for Shelf Tag Type Before Printing Labels" parameter is enabled, the following screen appears:

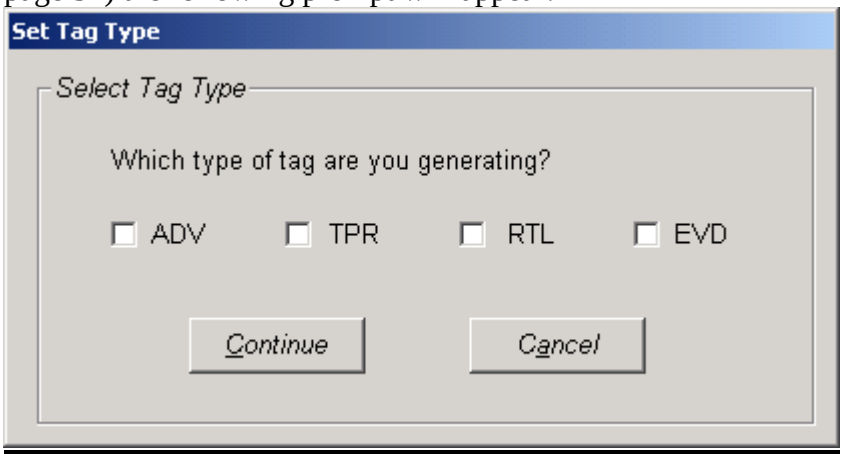


5. (Optional) Check the "Use Shelf Tag Type Option to Print Labels" to enter the Shelf Tag Type value to use for printing item labels. The application prints labels for items that have their Shelf Tag Type either equal to or not equal to this value, depending on the setting of the Select items radio button.
6. Click OK.
   - The Create Label Batch confirmation screen appears:



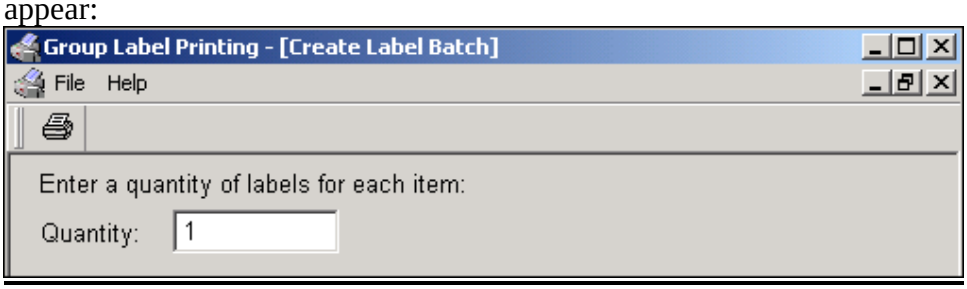
7. Click OK.

NOTE: If the Label Generation parameter "Set Tag Type" is enabled (see page 37) the following prompt will appear:



Check the type of Tag type to create and click **Continue**.

NOTE: If the Label Generation parameter "Output Label Info to a Database Table" is enabled (see page 37) the following prompt will appear:



Enter the quantity of labels to print and click the printer icon.

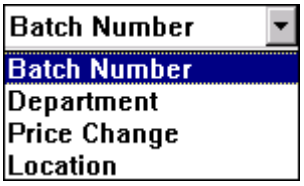
NOTE: The export files are placed in the folder defined in the "Path Text File Will be Placed" Label Parameter. From Release Manager, the file is named BATCHSR######Label.txt (where # indicates the file number).

NOTE: You may optionally print tags selectively by UPC. After Step 2, highlight the selected UPCs in the All Staged UPCs window and continue with the remaining steps.

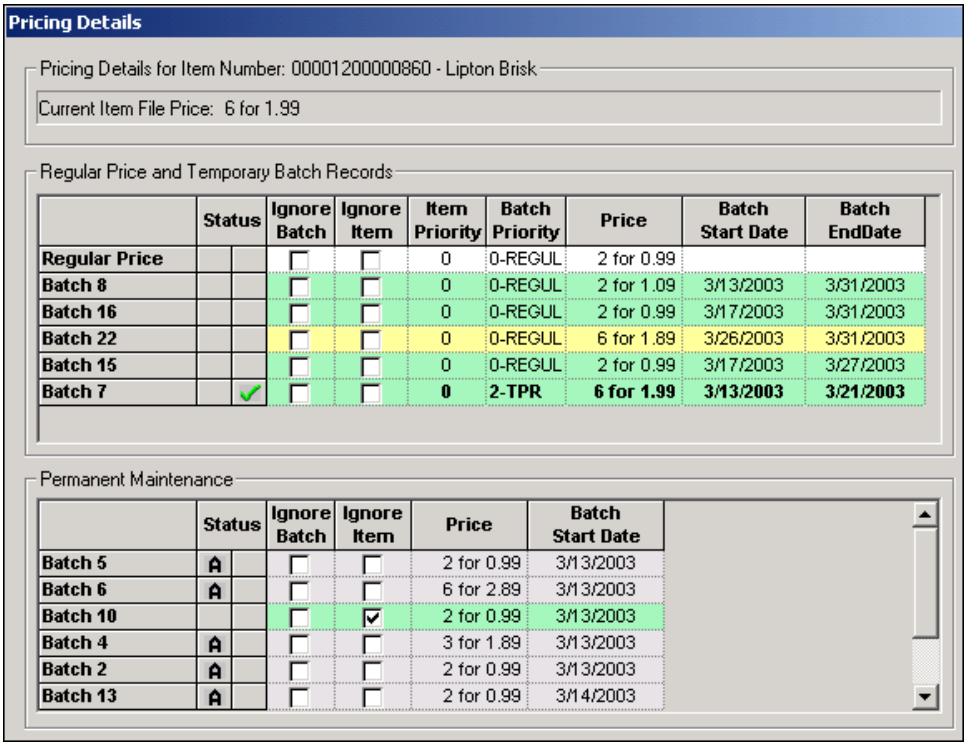
Using the Pricing Details Function

Use the Pricing Details function to display all batches in which the highlighted UPC exists, the pricing information within those batches and the status of those batches.

1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose one of the desired primary view options.



2. Locate and highlight the batch, department, maintenance type or location setting containing the UPC you wish to view pricing detail.
3. Highlight the UPC by clicking any part of the row.
4. Click the Pricing Details button.
   - Retalix BackOffice launches the Pricing Detail screen for the UPC.



5. When finished viewing the Pricing Detail, click the Close button.

   - Retalix BackOffice returns you to the Release Manager Screen.

NOTE: The POS active price is displayed in the second field, preceded by "Current Item File Price:" If the item is new and not been released to the POS, the second field will read, "Item _____does not exist in the Item file."

NOTE: The Pricing Detail screen is split between Regular Price / Temporary Batch Maintenance and Permanent Maintenance. The Regular Price reflects the pricing information from the Permanent Maintenance Record.

NOTE: If you wish to Stage and/or Release the item from within the Pricing Detail screen, highlight the row and click on Stage or Release respectively.

NOTE: The Pricing Detail screen provides a shortcut to the Item Maintenance program. Highlight the row containing a Batch Number (in either the Regular/Temporary Batch Records or Permanent Maintenance window), click the right-hand mouse button and choose **Edit Batch**.

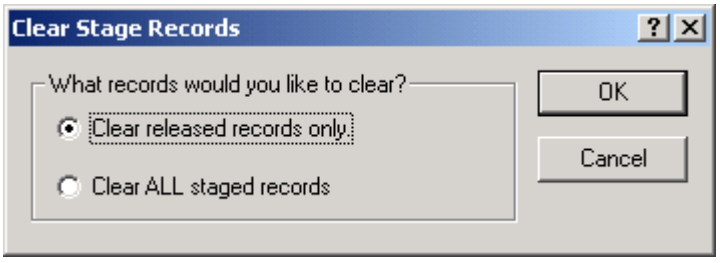
NOTE: The second column displays the status of the item within the batch. Item maintenance may have one of the following statuses:

Error	The status (denoted with a yellow yield sign) that states that an error has occurred when attempting to stage the item. (For example, when an invalid department is being used.)
Staged -	The status (denoted with S) that states that the related maintenance has passed the staging process but is waiting to be released to the POS.
In Effect -	The status (denoted with) that states that the related maintenance was released to the POS and is active. The current price record in effect at the POS will display in **bold**.
Modified -	The status (denoted with a M) that states that the related maintenance has been changed since it was originally staged and released. The change has been re-staged and is waiting to be released to the POS.
Applied -	The status (denoted with a A) that states that the permanent maintenance has updated the permanent maintenance record.
Blank -	The maintenance is either waiting to be staged or does not qualify to be staged.

Removing All Staged Records

Use the Clear All Staged Records function to remove all previously staged records from the Release Manager screen.

1. With the Release Manager screen initialized, click the Clear button.
   - Retalix BackOffice opens the Clear Stage Records window with the "Clear released records only" option chosen.



2. Click the "Clear All Stage records" radio button.

3. Click the OK button.

    - Retalix BackOffice removes all staged records from Release Manager and refreshes the display.

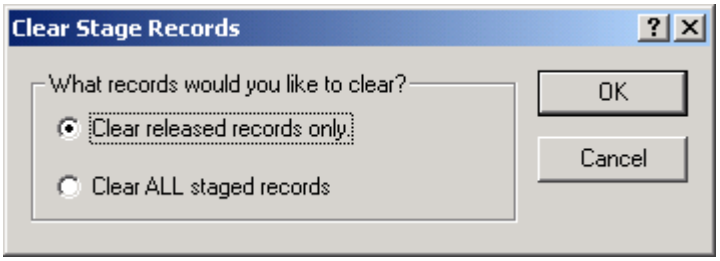
NOTE: The function of clearing the staged records from Release Manager sets the items up to be re-staged at a later time. A Full Stage (page 198) will place the items back within the Release Manager screen.

NOTE: This function is not designed to reverse the staging process. If you later delete a previously staged permanent batch before the next Full Stage, any staged maintenance will still exist in the permanent maintenance record. You will need to correct any unwanted item file maintenance for each of these items.

Removing Released Records

Use the Clear Released Records function to remove all previously released records from the Release Manager screen in order to view only those items that still need to be released to the POS.

1. With the Release Manager screen initialized, click the Clear button.
    - Retalix BackOffice opens the Clear Stage Records window with the "Clear released records only" option chosen.
    -



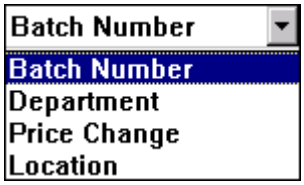
2. Click the OK button.

    - Retalix BackOffice removes all released records from Release Manager and refreshes the display.

Printing the Release Manager Report

Use the Print Batches function to produce the Release Manager Report for staged UPCs.

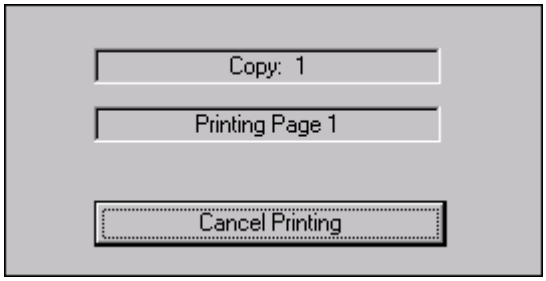
1. With the Release Manager screen initialized, click the primary view button's pull-down arrow and choose one of the desired primary view options.



2. Highlight the batch, department, maintenance type or location containing the UPC(s) to include in the Release Manager Report (or accept the **All Records** default).

3. Click the Print Batches button.

   - Retalix BackOffice prints the Release Manager Report, displays the print monitor screen and returns you to the Release Manager.



NOTE: The first column of the Release Manager Report contains a status character for each line item included in the report. The following table will assist in interpreting the meaning of this character:

+	Price Increase
-	Price Decrease
D	Deleted Record
E	Error In Record
A	New Item Added via Immediate Batch
N	New Item Added via Permanent Batch **or** Non Price Change Maintenance (i.e. Report Code, Aisle Location, etc.)

The second column of the report will display a checkmark if the record has been released to the POS. After a full stage, all released records will display on the report with a status of "N".

Item File Reports

There are a number of reports available in Item Maintenance that report on the Item File. Select the following Item File Reports from the Item Maintenance **Reports** Menu:

- Ad-Markdown
- Inventory Report
- Promotion Sales
- Item Contribution Report
- Item Report
- Pricing History Report
- Item Movement Report
- Pricing Report
- Profit Report
- Supplier Profitability Report
- Item Group Movement Report
- Batch Contents Report
- SIL Batch Error Report
- Movement History Reports

Note: Fields shown on the Item File Reports may vary based on the POS.

Note: Supplier-related information that appears on Item File Reports (Supplier ID, Order Code, Case Size, Cost, Adjusted Cost, GM%, etc.) relate to the item's Primary Supplier only.

Ad-Markdown Report

The Ad-Markdown Price Reports contain information on price performance for sale items. When you modify the POS Price field for a sale (which causes the POS Price to become the POS Prev Price) sales figures are gathered for the items as if they were sold at both the previous (Going In) price and the Regular Price so the markdown totals can be calculated.

When you select the Ad-Markdown Previous Report from the Item Maintenance **Reports** Menu, a submenu appears with the following options:

- Going In Retail – Comparing sales totals between the sale and previous (Going In) Price
- Regular Retail– Comparing sales totals between the sale and Regular Price

Once you select the movement type to report on, another submenu appears with these options:

- Detail
- Totals Only

If the Detail report type is selected, another submenu appears with the following item listing options:

- By Item
- By Department
- By Category

Detail Ad-Markdown Report

When you select Detail from the **Ad-Markdown** Submenu, you get a report that shows each record on the report along with the totals. The fields below appear on the Detail version of the Ad-Markdown Reports.

- Ad Flag On field
- Department Number field
- Item Number field
- Movement field
- Order Code
- POS Description field
- Report Code field
- Sales @ Regular Retail field (Regular Retail Report only)
- Sales @ Going In Retail field (Going In Retail Report only)
- Sales @ Sale Price field
- Supplier ID (Primary)
- Total Loss or (Gain) Amount field
- Total Loss or (Gain) Percentage field
- Unit Size Description

Totals Only Ad-Markdown Report

When you select the Totals Only version of the Ad-Markdown Report, you get a report that shows the following fields:

- Sales @ Going In Retail field (Going In Retail Report only)
- Sales @ Regular Price field (Regular Retail Report only)
- Sales @ Sale Price field
- Total Loss or (Gain) Amount
- Total Loss or (Gain) Percentage

Inventory Report

The Inventory Report provides inventory and sales-related information for the items on the report. Select the Inventory Report from the Item Maintenance **Reports** Menu. The following fields appear on the Inventory Report:

- Average Daily Movement field
- Current Gross Margin % field
- Current Price field
- Commodity Code field
- Department Number field
- Item Number field
- Movement field
- On Hand field
- Order Code field
- POS Description field or Item Description field (depending on which description you selected to include in your report)
- Regular Gross Margin % field
- Regular Price field
- Supplier ID (Primary) field
- Unit Cost field
- Unit Size Description field

The following total fields appear on the report:

- Number of records

The following total sections appear on the report:

- Current Inventory On Hand
- Regular Inventory On Hand
- Actual Movement Totals

The following fields appear for each total section:

- Count
- Price
- Cost
- Profit
- GM%
- Weight

Promotion Sales Report

The Promotion Sales Report displays the total movement and sales prior to adjusting for any promotions on the items included in in the report. In addition, the report displays the promotion movement and markdown amount for the items and the net sales after subtracting the promotion markdown. Reports are generated for movement occurring during the date range specified.

Select the Promotion Sales from the Item Maintenance **Reports** Menu and specify the date range for the report. The following fields appear on the Promotion Sales Report:

- Ad Flg On field
- Description (POS or Item) field
- Department Number field
- Item Number field
- Net Sales field
- Promo Markdown field
- Promo Movement field
- Report Code field
- Supplier ID (Primary) field
- Total Movement field
- Total Sales field
- Unit Size Description field

Item Contribution Report

The Item Contribution Report can be generated by either **Sales** or by **Profit**. The Item Contribution Report by Profit displays the total profit (in dollars) for each item in the report (for the date range specified) and the contribution (profitability) percentage of each item to the report groups's total profit volume. The Item Contribution Report by Sales displays the same information but the item contribution percentage of each item is based on the item's sales percentage to the report group's total sales volume.

Select Item Contribution Report from the Item Maintenance **Reports** Menu followed by either **by Sales** or **by Profit**.

After the report type is selected, another submenu appears with the following item listing options:

- By Item
- By Department
- By Category

The following fields appear on the Item Contribution Report.

- Cost Field
- Current Price field
- Current Adj Unit Cost field
- Department Number field
- Current Gross Margin % field
- Item Contribution % field
- Item Number field
- Movement field
- POS Description field
- Profit field
- Sales field
- Supplier ID (Primary) field
- Unit Size Description field

The following total fields appear on the report:

- Number of records

Item Report

The Item Report shows most Item File fields. Select the Item Report from the Item Maintenance **Reports** Menu. You must choose whether to generate the short form or long form report. The long form shows the value of every Item File field for each item. The short form shows one line of information per item. The following fields appear on the short form Item Report:

- Commodity Code field
- Current Price field
- Department Number field
- GM% field
- Item Group Code field
- Item Number field
- Last Movement field
- Mix/Match Code field
- Order Code field
- POS Description field
- Regular Price field

- Report Code field
- Unit Cost field
- Unit Size Description field

The following total fields appear on the report:

- Number of records

Order Trigger Report

The Order Trigger Report displays the Inventory On Hand, Order Trigger and Reorder quantities (for items included in the report). Use this report to monitor reorder points for your inventory and to schedule additional deliveries. Select the Order Trigger Report from the Item Maintenance **Reports** Menu. The following fields appear on the Order Trigger Report.

- Department Number field
- Gross Margin % field
- Inventory On Hand field
- Item Number field
- Movement (Cumulative) field
- Order Code field
- Order Trigger field
- POS Description field
- Price (Current) field
- Reorder Quantity field
- Supplier ID (Primary) field
- Unit Cost field
- Unit Size Description field

The following total fields appear on the report:

- Number of records

The following total sections appear on the report:

- Total Inventory On Hand
- Movement Totals

The following fields appear for each total section:

- Count
- Price
- Cost
- Profit (Movement Totals only)
- GM%

- Weight

Pricing History Report

The Pricing History Report provides historical price change information about each item. The information includes the date the item was added to the Item File, the date of the last price change and name of the person who made the last price change and the item's last maintenance date. The report shows one line per item. Select the Pricing History Report from the Item Maintenance **Reports** Menu. The following fields appear on the Item History Report:

- Current Price field
- Date of Price Change field
- Department Number field
- Item Added Date field
- Item Number field
- Last Maintenance Date field
- Order Code field
- POS Description field
- Previous Price field
- Price Change User field
- Regular Price field
- Supplier ID (Primary) field
- Unit Size Description field

The following total fields appear on the report:

- Number of records

Pricing Report

The Pricing Report displays the price-related fields (for the items included in the report) as well as the settings associated with RBO Price Recalculation Rules (see page 171). Select the Pricing Report from the Item Maintenance **Reports** Menu. The following fields appear on the Pricing Report:

- # of Promos field
- Batch # field
- Changed By User field
- Changed Date field
- Current Price field
- Department Number field

- Gross Margin % field
- Item Number field
- Minimum Price Change Amount field
- Mix Match Code field
- Pass On Percentage field
- POS Description field
- Regular Price field
- Report Code field
- Target Gross Margin % field
- Unit Cost field
- Unit Size Description field

The following total fields appear on the report:

- Number of records

Profit Report

The Profit Report shows the total dollar amount of sales, costs and profits (for each item included in the report). The actual gross margin percentage (based on reported movement) is also displayed for each item as well as for the overall report total.

Select the Profit Report from the Item Maintenance **Reports** Menu. After the report is selected, another submenu appears with the following item listing options:

- By Item
- By Department
- By Category

The following fields appear on the Profit Report.

- Current Price field
- Current Unit Cost field
- Department Number field
- Gross Margin % field (Current)
- Gross Margin % field (Actual)
- Gross Profit Dollars field
- Item Number field
- Order Code field
- Movement (Cumulative) field
- POS Description field
- Sales at Cost field

- Sales at Retail field
- Unit Size Description field
- Supplier ID (Primary) field

The following total fields appear on the report:

- Number of records

Status Flag Report

The Status Flag Report displays the Department Flags and Item Flags (for each item included in the report). Select the Status Flag Report from the Item Maintenance **Reports** Menu. The following fields appear on the Status Flag Report. (**Note**: The column heading acronym is shown in parenthesis).

- Assume Quantity flag (QA)
- Commodity Code field
- Coupon flag (CPN)
- Department Discount flag (DS)
- Department Number field
- Department Override flag (OF)
- Department Restriction Layout field (RC)
- Food Stamp flag (FS)
- Force Quantity flag (QR)
- Frequent Shopper Info (FB) - % (for Discount %), $ (for Discount Amount or Electronic Coupon) or N (Neither)
- Item Number field
- Mix Match Code field (MM Code)
- Negative Item flag (NI)
- POS Description field
- Price field
- Prohibit Discount flag (PD)
- Prohibit Quantity (QP) flag
- Require Weight flag (RW)
- Return Link Code (RTN LNK CD)
- Scale Flag (SF)
- Subdepartment Code field
- Tare Weight Code (TC)
- Taxable 1 flag (T1)
- Taxable 2 flag (T2)
- Taxable 3 flag (T3)
- Taxable 4 flag (T4)
- Taxable 5 flag (T5)
- Taxable 6 flag (T6)

- Taxable 7 flag (T7)
- Taxable 8 flag (T8)
- Visual Verify flag (VV)
- WIC flag (WIC)

Supplier Contribution Report

The Supplier Profitability Report displays the overall sales contribution for a summary of all items carried by a supplier. The report shows actual supplier contribution realized from cumulative movement (for the date range specified) as well as potential contribution for on-hand quantities if all were sold at their previous price. Select the Supplier Contribution Report from the Item Maintenance **Reports** Menu. The following fields appear on the Supplier Contribution Report.

- Contribution % field (Actual)
- Contribution % field (On Hand)
- Gross Margin % field
- Gross Profit Dollars field
- Movement field
- Quantity field
- Supplier Description field
- Supplier ID (Primary) field
- Total Cost field
- Total Retail field
- Total Sales Cost field
- Total Sales Gross Profit Dollars field
- Total Sales Gross Margin % field
- Total Sales Retail field

The following total fields appear on the report:

- Number of Suppliers

Supplier Profitability Report

The Supplier Profitability Report displays realized and potential store profitability by supplier. The report shows actual profitability realized from movement (for the date range specified) as well as potential profitability for on-hand quantities if all were sold at their previous price. Select the Supplier Profitability Report from the Item Maintenance **Reports** Menu. The following fields appear on the Supplier Profitability Report.

- Gross Margin % field
- Gross Profit Dollars field

- Movement field
- Quantity field
- Supplier Description field
- Supplier ID (Primary) field
- Total Cost field
- Total Retail field
- Total Sales Cost field
- Total Sales Gross Profit Dollars field
- Total Sales Gross Margin % field
- Total Sales Retail field

The following total fields appear on the report:

- Number of Suppliers

Batch Contents Report

The Batch Contents Report is a report of the contents of a particular Item Maintenance batch. The Short Form Report lists the same static fields (listed below). The Long Form Report displays the New Values (and Regular Values for temporary batches) for each field that changes. When you select one of the Batch Contents Reports from the Item Maintenance **Reports** Menu, the Batch Contents Report Dialog Box appears. Once select a Batch Number, the Contents Report Options window appears. You may choose to include any combination of maintenance types: Adds, Deletes and/or Changes. The following key Item File fields for each record in the batch:

- Maintenance Type (Add, Change or Delete) field
- Item Number field
- Item Long Description field
- Ad Flag field
- Regular Price Multiple and Price field
- Previous Price Multiple and Price field
- Batch Price Multiple and Price field
- Commodity Code field
- Department Number field
- Mix/Match Code field
- Report Code field
- Unit Size field
- Unit Size Description field

NOTE: Items that have the "Ignore" flag checked will display on the report with "***IGNORED***" preceding the Item Description.

Fields that are changing will be slightly grayed. On "A" (Add) type records, every field is grayed. On the Long Form Report for change maintenance, both New Value and Regular Value fields will be listed. The following batch summary information appears at the bottom of the screen:

- Application Created By field
- Batch Type field
- Created By field
- Creation Date and Time fields
- End Date field (for Temporary Batches)
- Last Change Date and Time fields
- Last Changed By field
- Number of Records Added of Updated field
- Number of Records Deleted field
- Priority Level
- Scheduled field
- Start Date field
- Status field

Code List Report

The Code List Report displays and prints the defined Code Lists and their descriptions. (For more information on maintaining Code Lists, see page 105). Code Lists can be maintained for the following Item Maintenance fields:

- Category Code
- Commodity Code
- Item Group Code
- Miscellaneous Number 1
- Miscellaneous Number 2
- Mix/Match Code
- Report Code

Select the Code List Report from the Item Maintenance **Reports** Menu. The following fields appear on the Code List Report:

- Code
- Description

SIL Batch Error Report

The SIL Batch Error Report will list staging errors associated with SIL batches. For example, if maintenance within the SIL batch is for a specific order package that doesn't exist for the item, the SIL Batch Error Report will display the error.

The following fields are included within the report:

- Item Number
- Error
- Maint Type
- Supplier ID
- Order Code
- Case Pack Amt

Movement History Reports

The following reports are available by selecting Movement History from the Item Maintenance **Reports** Menu:

- Date Range Movement Report
- Ad Loss Report
- Seven Day Movement Report
- Three Quarter Movement Report
- Four Quarter Movement Report
- Four Quarter Profit Report
- Five Week Movement Report
- Thirteen Week Movement Report
- Four Week Profit Report

Date Range Movement Report

The Date Range Movement Report provides movement information (sales, weight and count) for the date ranges for the items on the report. To generate this report, select Movement History from the Item Maintenance **Reports** Menu, followed by Date Range Movement from the **Movement History** Submenu. The following fields appear on the Date Range Movement Report:

- Ad Flag On field
- Item Number field
- POS Description field
- Dept No field
- Price (Current) field
- Total Number Sold field
- Total Sales Amount field
- Total Weight Sold field
- Unit Size Description field

Running a Date Range Movement Report

This procedure demonstrates how to run the Date Range Movement Report.

To run the Date Range Movement Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History from the **Reports** Menu.
3. Select Date Range Movement.
   - The Print Specifications Dialog Box appears with default Start Date and End Date fields set for a range of the last week.
4. To change the default date range, click the Start and End Date selection arrows and select different dates from the calendar.
5. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
6. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
7. Click the OK button to return to the Print Specifications Dialog Box.
8. Click either Printer or Screen for the Print To method.
9. Enter the number of Copies, if you are printing the report.
10. Click the Print button to begin generating the report.
    - The report prints or appears on the screen.

Ad Loss Report

The Ad Loss Report tracks movement activity of items that have had prices marked down within a temporary batch. Use this report to analyze sales activity and calculate the "ad loss", the lost revenue from a temporary price reduction. For price reductions sponsored by a DSD vendor, use this report to submit to the vendor for billback reimbursement.

The following fields appear on the Ad Loss Report:

- Item Number
- POS Description
- Total Cost
- Total Regular Retail
- Total Sales Retail
- Total Markdown
- Regular Out Gross Margin %
- Ad Out Gross Margin %

- Ad Gross $
- Item Count/Weight

Running the Ad Loss Report

This procedure demonstrates how to run the Ad Loss Report. By default, the Ad Loss Report will report on the last 7 completed days of business. The information on the Ad Loss Report is for items that have been marked down that fall under the selected criteria.

To run the Ad Loss Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Ad Loss Report.
   - The item listing options appear.
4. Select to list the items on the report **by Item**, **by Department** or **by Category**.
   - The Print Specifications Dialog Box appears with the Week Start Date field displaying the first day of the previous seven completed days.
5. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
6. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
7. Click the OK button to return to the Print Specifications Dialog Box.
8. Click either Printer or Screen for the Print To method.
9. Enter the number of Copies, if you are printing the report.
10. Click the Print button to begin generating the report.
    - The report prints or appears on the screen.

Seven Day Movement Report

The Daily Movement Report provides item movement information (sales, weight and count) for the last seven completed days of business. To generate this report, select Movement History Reports from the Item Maintenance **Reports** Menu, followed by Seven Day Movement Report from the **Movement History** Submenu. The following fields appear on the Seven Day Movement Report:

- Ad Flag On flag
- Item Number field

- POS Description field
- Dept No field
- Price field
- Item Sales fields
- Item Count fields
- Total Sales field
- Total Count field
- Total Weight field
- Unit Size Description field

Running a Seven Day Movement Report

This procedure demonstrates how to run the Seven Day Movement Report.

To run the Seven Day Movement Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Seven Day Movement Report from the **Movement History** Submenu.
   - The Print Specifications Dialog Box appears with the Week Start Date field displaying the first day of the previous seven completed days.
4. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
5. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
6. Click the OK button to return to the Print Specifications Dialog Box.
7. Click either Printer or Screen for the Print To method.
8. Enter the number of Copies, if you are printing the report.
9. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Quarterly Movement Reports

The Quarterly Movement Reports provides movement information (sales, weight and count) for the previous three (or four) quarters for the items on the report. To generate this report, select Movement History Reports from the Item Maintenance **Reports** Menu, followed by Three Quarter Movement Report (or Four Quarter Movement Report) from the

Quarterly Movement Reports Submenu. The following fields appear on the Quarterly Movement Report:

- Item Number field
- POS Description field
- Dept No field
- Price field
- Count field
- Weight field
- Sales field

Running a Three Quarter Movement Report

This procedure demonstrates how to run the Quarterly Movement Report. The information on the Quarterly Movement Report is for the previous three quarters.

To run the Three Quarter Movement Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Three Quarter Movement Report from the **Quarterly Movement Reports** Submenu.
   - The Print Specifications Dialog Box appears.
4. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
5. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
6. Click the OK button to return to the Print Specifications Dialog Box.
7. Click either Printer or Screen for the Print To method.
8. Enter the number of Copies, if you are printing the report.
9. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Running a Four Quarter Movement Report

This procedure demonstrates how to run the Four Quarter Movement Report. The information on the Four Quarter Movement Report is for the previous four quarters.

To run the Four Quarter Movement Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Four Quarter Movement Report from the **Quarterly Movement Reports** Submenu.
   - The Print Specifications Dialog Box appears.
4. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
5. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
6. Click the OK button to return to the Print Specifications Dialog Box.
7. Click either Printer or Screen for the Print To method.
8. Enter the number of Copies, if you are printing the report.
9. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Five Week Movement Report

The Five Week Movement Report provides item movement information (weight or count) for the last five completed weeks. To generate this report, select Movement History Reports from the Item Maintenance **Reports** Menu, followed by Five Week Movement Report from the **Weekly Movement Reports** Submenu. The following fields appear on the Five Week Movement Report:

- Item Number field
- POS Description field
- Dept No field
- Price field
- Total field
- Weekly Avg field
- Item Count field
- Total fields for each column
- Unit Size Description field

Running a Five Week Movement Report

This procedure demonstrates how to run the Five Week Movement Report. By default, the information on the Five Week Movement Report is for the last five completed weeks.

To run the Five Week Movement Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Five Week Movement Report from the **Weekly Movement Reports** Submenu.
   - The Print Specifications Dialog Box appears with the Week Start Date field displaying the first day of the previous five completed weeks.
4. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
5. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
6. Click the OK button to return to the Print Specifications Dialog Box.
7. Click either Printer or Screen for the Print To method.
8. Enter the number of Copies, if you are printing the report.
9. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Thirteen Week Movement Report

The Thirteen Week Movement Report provides item movement information (sales, weight and count) for the previous thirteen completed weeks. To generate this report, select Movement History Reports from the Item Maintenance **Reports** Menu, followed by Thirteen Week Movement Report from the **Weekly Movement Reports** Submenu. The following fields appear on the Thirteen Week Movement Report:

- Item Number field
- POS Description field
- Dept No field
- Price field
- Total field
- Weekly Avg field
- Item Count field
- Total fields for each column
- Unit Size Description field

Running a Thirteen Week Movement Report

This procedure demonstrates how to run the Thirteen Week Movement Report. The information on the Thirteen Week Movement Report is for the previous thirteen completed weeks.

To run the Thirteen Week Movement Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Thirteen Week Movement Report from the **Weekly Movement Reports** Submenu.
   - The Print Specifications Dialog Box appears with the Week Start Date field displaying the first day of the previous thirteen completed weeks.
4. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
5. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
6. Click the OK button to return to the Print Specifications Dialog Box.
7. Click either Printer or Screen for the Print To method.
8. Enter the number of Copies, if you are printing the report.
9. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Four Quarter Profit Report

The Four Quarter Profit Reports provides item profitability information (Net Margin Percentage and Gross Profit) for the previous four quarters for the items on the report. To generate this report, select Movement History from the Item Maintenance **Reports** Menu, followed by Four Quarter Profit from the **Profit Reports** Submenu. The following fields appear on the Four Quarter Profit Report:

- Item Number field
- POS Description field
- Department Number field
- Item Count/Weight
- GM%
- Gross Profit

Running the Four Quarter Profit Report

This procedure demonstrates how to run the Four Quarter Profit Report. The information on the Four Quarter Profit Report is for the previous four quarters.

To run the Four Quarter Profit Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Four Quarter Profit Report from the **Profit Reports** Submenu.
   - The item listing options appear.
4. Select to list the items on the report **by Item**, **by Department** or **by Category**.
   - The Print Specifications Dialog Box appears.
5. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
6. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
7. Click the OK button to return to the Print Specifications Dialog Box.
8. Click either Printer or Screen for the Print To method.
9. Enter the number of Copies, if you are printing the report.
10. Click the Print button to begin generating the report.
    - The report prints or appears on the screen.

Four Week Profit Report

The Four Week Profit Reports provides item profitability information (Net Margin Percentage and Gross Profit) for the four previous completed weeks for the items on the report. To generate this report, select Movement History from the Item Maintenance **Reports** Menu, followed by Four Week Profit Report from the **Profit Reports** Submenu. The following fields appear on the Four Week Profit Report:

- Item Number field
- Item Description field
- Item Count/Weight
- Out GM%
- Gross Profit

Running the Four Week Profit Report

This procedure demonstrates how to run the Four Week Profit Report. The information on the Four Week Profit Report is for the four previously completed weeks.

To run the Four Week Profit Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Movement History Reports from the **Reports** Menu.
3. Select Four Week Profit Report from the **Profit Reports** Submenu.
   - The item listing options appear.
4. Select to list the items on the report **by Item**, **by Department** or **by Category**.
   - The Print Specifications Dialog Box appears.
5. Click the New button in the Print Specifications Dialog Box to create a query for items to include in the report.
   - The Build Query Dialog Box appears.
6. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
7. Click the OK button to return to the Print Specifications Dialog Box.
8. Click either Printer or Screen for the Print To method.
9. Enter the number of Copies, if you are printing the report.
10. Click the Print button to begin generating the report.
    - The report prints or appears on the screen.

Department Comparison Reports

The Department Comparison Reports compare one specified week or quarter's department sales against another. Using the reporting options, color-coded graphs can also be generated to compare department:

- Movement
- Sales
- Cost
- Profit

The following fields appear on the Quarterly Comparison and Weekly Comparison Reports:

- Department Number
- Department Description
- Movement

- Sales
- Sales GM %
- Movement Difference
- Sales Difference
- Sales Diff %

Running the Department Comparison Report

This procedure demonstrates how to run the Department Comparison Report.

To run the Department Comparison Report:

1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu.
2. Select Movement History Reports from the **Reports** Menu.
3. Select Department Comparison Reports.
4. Select **Quarterly Comparison** or **Weekly Comparison**.
   - The Print Specifications Dialog Box appears.
5. Select the first comparison start date (of the Week or Quarter) by clicking the field selection arrow and selecting the date from the calendar.
6. Select the second comparison start date (of the Week or Quarter) by clicking the field selection arrow and selecting the date from the calendar.

NOTE: If you enter an invalid start date (for either the week or quarter) an error message will appear.

7. Click either Printer or Screen for the Print To method.
8. Enter the number of Copies if you are printing the report.
9. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.
10. (Optional) For reports sent to the screen, click one of the following icons to transfer the data to a graph:
    - - Generates the Weekly (Quarterly) Report by Movement
    - - Generates the Weekly (Quarterly) Report by Sales
    - - Generates the Weekly (Quarterly) Report by Cost
    - - Generates the Weekly (Quarterly) Report by Profit
11. Click the Print icon to print the graph.

Zero Movers by Date Range Report

The Zero Movers by Date Range Report lists the items that have not sold within the date range entered prior to report generation. To generate this report, select Movement History Reports from the Item Maintenance **Reports** Menu, followed by Zero Movers By Date Range. The following fields appear on the Zero Movers by Date Range Report:

- Current Price
- Department Number
- Item Added Date
- Item Number
- Item Description
- Last Moved Date
- Unit Size Description

Running the Zero Movers by Date Range Report

This procedure demonstrates how to run the Zero Movers by Date Range Report.

To run the Zero Movers by Date Range Report:

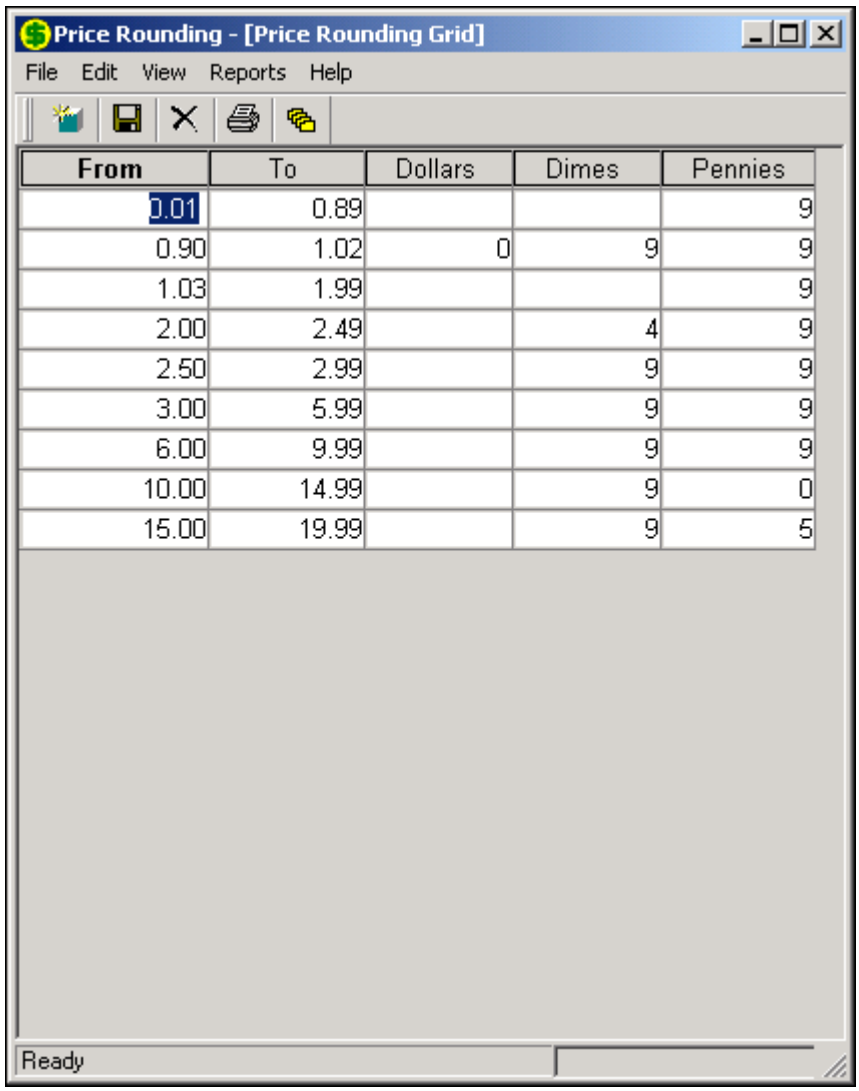
1. Start the Item Maintenance/Reporting application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu.
2. Select Movement History Reports from the **Reports** Menu.
3. Select Zero Movers by Date Range.
   - The Print Specifications Dialog Box appears with default Start Date and End Date fields set for a range of the last week.
4. To change the default date range, click the Start and End Date selection arrows and select different dates from the calendar.
5. Click either Printer or Screen for the Print To method.
6. Enter the number of Copies, if you are printing the report.
7. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Item Price Rounding

Item Price Rounding provides the means for you to establish and implement price rounding rules for automatic repricing purposes (see Price Recalculation Rules on page 171). RBO uses the Item Price Rounding Table when establishing or suggesting any retail price upon automatic recalculation. The price rounding feature is optional and can be implemented at any time.

In the Price Rounding Matrix, enter the consecutive, calculated "From" and "To" price ranges with the corresponding values for which to round. A calculated price that falls within a defined "From" and "To" range rounds to the designated dollars, dimes and pennies values. If the corresponding column is blank, no adjustment is made for that computed dollar, dime or penny value.

NOTE: The rounded price must still meet or exceed the Minimum Auto Price Change threshold before price change maintenance will be generated.



From	To	Dollars	Dimes	Pennies
0.01	0.89			9
0.90	1.02	0	9	9
1.03	1.99			9
2.00	2.49		4	9
2.50	2.99		9	9
3.00	5.99		9	9
6.00	9.99		9	9
10.00	14.99		9	0
15.00	19.99		9	5

For example, following the table above, any calculated item price below $2.00 will always end in a “9”.

- If the calculated retail price is $ .174, then the suggested rounded retail will be $ .19 for the item.
- If the calculated retail price is $ 1.01, then the suggested rounded retail will be rounded down to $ .99 for the item. (The “0” in the Dollars column forces the round down to $ 0.99 price).
- If the calculated retail price is $ 1.837, then the suggested rounded retail price will be $ 1.89 for the item. (The blank in the first two columns maintains the calculated Dollar and Dime values).
- If the calculated retail price is $ 2.036, then the suggested rounded retail price will be $ 2.49 for the item. This happens because the “Dimes” value is set to “4”, forcing any calculated retail price between $ 2.00 and $ 2.49 to $ 2.49 as the suggested retail price.

- If the calculated price is $ 11.23, then the suggested rounded retail price will be $ 11.90.
- If the calculated price is $ 15.05, then the suggested rounded retail price will be $ 15.95.

Price Rounding Screen

The Item Price Rounding screen allows you to build and maintain your store's rounding table.

Start Item Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Item Price Rounding from the **File** Menu. The Calculated Retails window appears.

The following columns appear for each retail range. They are:

From (Calculated Retail) – The beginning RBO calculated retail price for the price rounding range defined in the Dollars, Dimes and Pennies columns.

To (Calculated Retail) – The ending RBO calculated retail price for the price rounding range defined in the Dollars, Dimes and Pennies columns. The rule is inclusive of this price.

Dollars (Calculated Retail) – A blank entry in the dollars column for a price range causes no change in the computed value of the dollar value of the calculated retail price. A non-blank entry forces the suggested retail price to that fixed dollar value.

Dimes (Calculated Retail) – A blank entry in the dimes column for a price range causes no change in the computed value of the dimes value of the calculated retail price. A non-blank entry (0-9) forces the suggested retail price to that fixed dimes value.

Pennies (Calculated Retail) – A blank entry in the pennies column for a price range causes no change in the computed value of the pennies value of the calculated retail price. A non-blank entry (0-9) forces the suggested retail price to that fixed pennies value.

Building a Price Table

This procedure demonstrates how to build the Item Price Rounding Table.

To build the Item Price Rounding Table:

1. Click the Insert button.

- A blank row is inserted.

2. In the first blank "From" cell in the Calculated Retail grid, enter the beginning price for the rounding rule about to be defined in this row. Include a decimal point as required.
3. In the adjacent "To" cell, enter the ending price for this line's rounding rule range. The "To" value is included in the rounding rule. Include a decimal point as required.
4. In the adjacent "Dollars" cell, enter a value to force the suggested dollar amount to that fixed dollar value for the specified "From" and "To" range, or leave blank to maintain the calculated value.
5. In the adjacent "Dimes" cell, enter a value (0-9) to force the suggested retail price to that fixed dime value for the specified "From" and "To" range, or leave blank to maintain the calculated value.
6. In the adjacent "Pennies" cell, enter a value (0-9) to force the suggested retail price to that fixed penny value for the specified "From" and "To" range or leave blank to maintain the calculated value.
7. Repeat Steps 1-6 for each price range to be rounded. Be sure to cover a range extending between the lowest and highest prices. Extend the highest price range to handle future price increases.

NOTE: To remove a price range, highlight a cell within the row and click the Delete button.

8. Click the Save button.

NOTE: A blank value in a Dollars, Dimes, or Pennies cell ignores any rounding and the computed value is used for the corresponding column. A non-blank value becomes the fixed value for the corresponding column (dollars, dimes, or pennies).

Cost Sheet Import Maintenance

Cost Sheets allow DSD suppliers to provide the store with updated cost and allowance information using a standardized spreadsheet format. This feature reduces in-store data entry and enhances DSD receiving by having the suppliers provide accurate and timely data. The Cost Sheet Import process will read the file, generate maintenance based on the data and generate logs for data it failed to import. Cost changes will be treated as new costs using the cost start date and break quantity. If the spreadsheet includes items the store does not currently carry, processing the spreadsheet will add the new items and create a new order package at the same time.

NOTE: The supplier must be on file in supplier maintenance. Costs will be in placed in batches and will not be applied until the batch is staged. New items that are added will be flagged for **IGNORE** so additional fields (i.e. Dept Number, Price) may be added before removing the ignore flag and staging.

The default folder for placing the Cost Sheet (.CSV) files is the **Retalix\Common\Communications\Host\Cost Sheet\pending** folder. Once you are in the application you can browse to any location on the LAN, if necessary. A log file is generated, CostSheetImport_*mmddyyyy*, containing basic process and error information for the user and placed in the **Retalix\Common\Communications\Host\Cost Sheet\logs** folder. The log file can be viewed by selecting the View, Import Log from the Cost Sheet Import Maintenance menu.

The format of the .CSV file is:

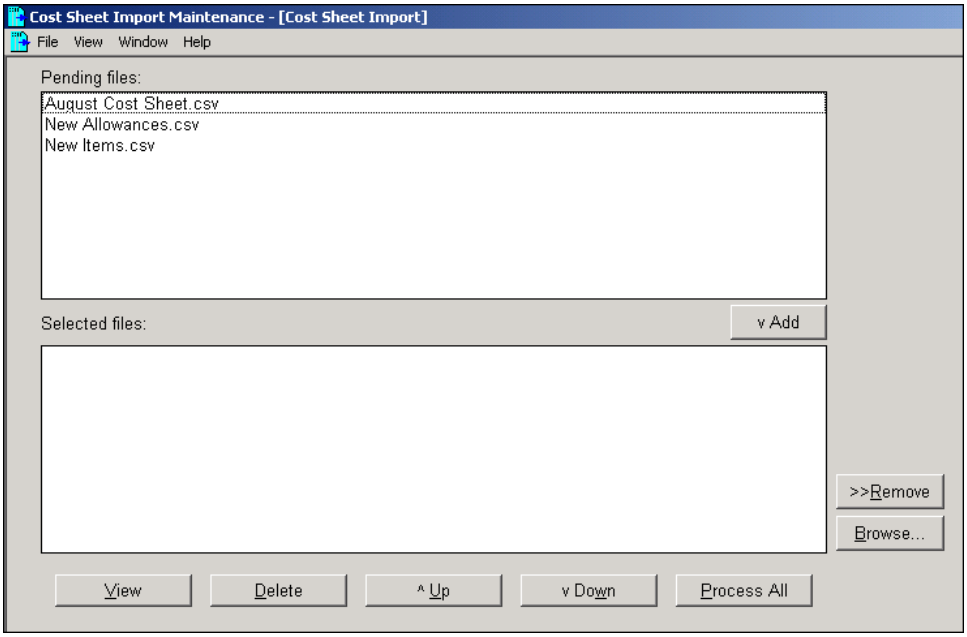
Header (2 Lines per file)
Supplier ID, Supplier Description
Column Names (required - see detail below)

Detail
Item Number, POS Description, Order Code, Units/Case, Cost Start Date, Cost Break Quantity, Case Cost, Allowance Start Date, Allowance End Date, Allowance $ Amount, Discount Start Date, Discount End Date, Discount %

The underlined fields are required for identifying the specific item and package. Order Code is strongly recommended.

When you start Cost Sheet Import Maintenance from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu),

the Cost Sheet Import Maintenance window appears. Select **File**, **Import** from the Cost Sheet Import Maintenance menu and the Cost Sheet Import window displays a list of pending costs sheet (.CSV) files to import:



The following buttons and list boxes appear in the Cost Sheet Import window:

Pending Files list box (Cost Sheet Import) - This list box shows the Cost Sheet files that reside in the **Retalix\Common\Communications\Host\Cost Sheet\pending** folder. You can add files from this list box to the Selected Files list box.

Selected Files list box (Cost Sheet Import) - This list box shows the Cost Sheet files that are selected. You can add and remove files from this list, change the order of the files in the list, view the contents of files, delete files and process files.

Add button (Cost Sheet Import) - Click this button to add the highlighted file in the Pending Files list box to the Selected Files list box.

Remove button (Cost Sheet Import) - Click this button to remove the highlighted file from the Selected Files list box.

Browse button (Cost Sheet Import) - Click this button to navigate to another location on your system or any other system on the LAN where your Cost Sheet files reside. Select the Cost Sheet file and click the OK button. The file appears in the Selected Files list box.

View button (Cost Sheet Import) - Click this button to view the contents of the highlighted file in the Selected Files list box. The file appears in its associated text editor program (such as Windows Notepad or WordPad).

Delete button (Cost Sheet Import) - Click this button to delete the highlighted file in the Selected Files list box. A warning message appears to let you know that continuing permanently removes the file from your system. Click the OK button to delete the file or click the Cancel button to keep it.

Up button (Cost Sheet Import) - Click this button to move the highlighted file up one in the order of files in the Selected Files list box.

Down button (Cost Sheet Import) - Click this button to move the highlighted file down one in the order of files in the Selected Files list box.

Process All button (Cost Sheet Import) - Click this button to process all files in the Selected Files list box, in the order in which they appear. The Cost Sheet Import Maintenance application validates each file and creates the necessary maintenance batches. Once a Cost Sheet file is successfully processed, the application removes it from the **Retalix\Common\Communications\Host\ Cost Sheet \pending** folder and places it in the **Retalix\Common\Communications\Host\ Cost Sheet \processed** folder.

Cost Sheet Import Procedures

This section provides step-by-step instructions for performing functions within the Cost Sheet Import application.

Processing Cost Sheet Files

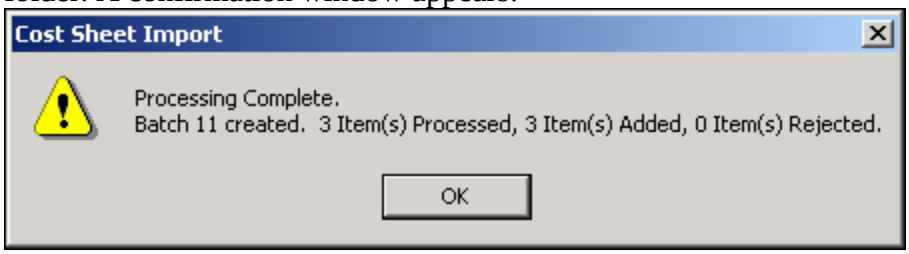
This procedure demonstrates how to process one or more Cost Sheet files.

To process Cost Sheet Import files:

1. Start Cost Sheet Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
   - The Cost Sheet Import Maintenance window appears.
2. Select **File** followed by **Open** from the Cost Sheet Import Maintenance menu.

- The Cost Sheet Import window appears, listing the SIL files in the **Retalix\Common\Communications\Host\Cost Sheet\pending** folder.

3. Do one of the following to select the Cost Sheet file(s) to process:
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files list box.
   - If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files list box.
4. Repeat step 3 until all of the SIL files to process appear in the Selected Files list box.
   - The application processes the files in the order in which they appear. You can move a file up or down in the processing order by highlighting it and then clicking the Up button or Down button.
5. Click the Process All button to process the files.
   - The application processes the files and places them in the **Retalix\Common\Communications\Host\Cost Sheet\processed** folder. A confirmation window appears:



6. Click **OK**.

Viewing a Cost Sheet File

This procedure demonstrates how to view the contents of a Cost Sheet file.

To view a Cost Sheet file:

1. Start Cost Sheet Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
   - The Cost Sheet Import Maintenance window appears.
2. Select **File** followed by **Open** from the Cost Sheet Import Maintenance menu.
   - The Cost Sheet Import window appears, listing the SIL files in the **Retalix\Common\Communications\Host\Cost Sheet\pending** folder.
3. Do one of the following to select the Cost Sheet file(s) to view:
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files list box.

- If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files list box.

4. Click the Cost Sheet file in the Selected Files list box to highlight it.
5. Click the View button.
   - The file opens in its associated text editor program (such as Windows Notepad or WordPad).

Deleting a Cost Sheet File

This procedure demonstrates how to delete a Cost Sheet file. This procedure permanently deletes the file from your system.

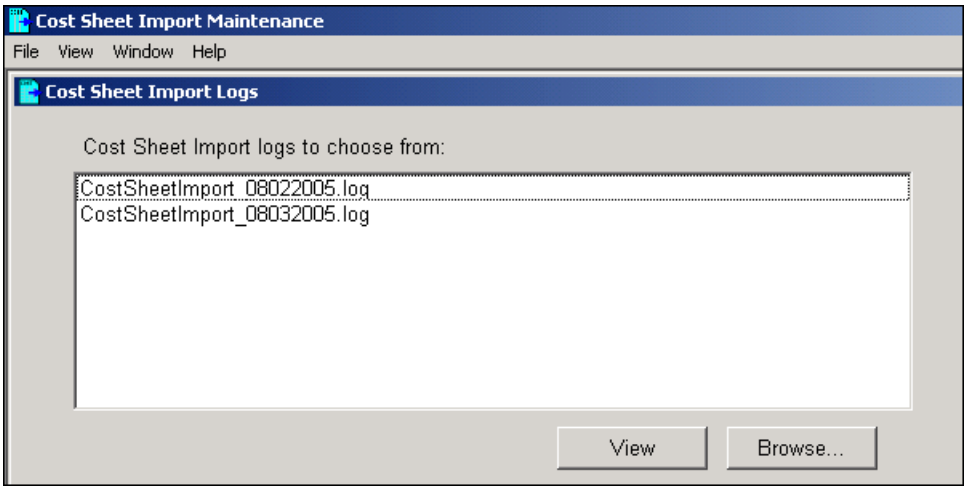
To delete a Cost Sheet file:

1. Start Cost Sheet Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
   - The Cost Sheet Import Maintenance window appears.
2. Select **File** followed by **Open** from the Cost Sheet Import Maintenance menu.
   - The Cost Sheet Import window appears, listing the SIL files in the **Retalix\Common\Communications\Host\Cost Sheet\pending** folder.
3. Do one of the following to select the Cost Sheet file(s) to delete:
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files list box.
   - If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files list box.
4. Click the Cost Sheet file in the Selected Files list box to highlight it.
5. Click the Delete button.
   - A warning message appears to let you know that the application will delete the file from your system.
6. Do one of the following:
   - Click the OK button to delete the file.
   - Click the Cancel button to keep the file.

Cost Sheet Import Logs

When you process a Cost Sheet file, the Cost Sheet Import Maintenance application creates a log file with information about the processing of the file.

When you choose the Import Log option from the **View** Menu, the Cost Sheet Import Log window appears similar to the following:



The following buttons appear on the Cost Sheet Import Log window:

View button (Cost Sheet Import Log) - Click this button to view the contents of the highlighted Cost Sheet Import Log file. The file appears in its associated text editor program (such as Windows Notepad or WordPad).

Browse button (Cost Sheet Import Log) - Click this button to navigate to another location on your system or any other system on the LAN where your log files may reside. Select the file and click the OK button.

Viewing a Cost Sheet Import Log

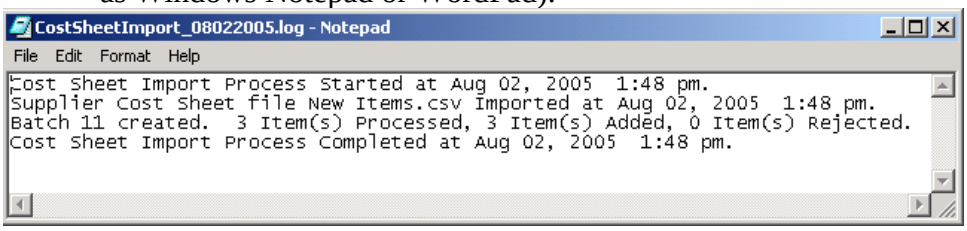
This procedure demonstrates how to view the contents of a Cost Sheet import Log file.

To view a Cost Sheet Import Log File:

1. Start Cost Sheet Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
   - The Cost Sheet Import Maintenance window appears.
2. Select Import Log from the **View** Menu.

- The Cost Sheet Import Log window appears, listing the log files.

3. Click the log file to view by highlighting it.
4. Click the View button.
   - The file or report opens in its associated text editor program (such as Windows Notepad or WordPad).



Bill Back Maintenance

The Bill Back Maintenance program provides the ability to link items to vendor rebates to facilitate collecting information for Bill Back Reporting purposes.

Using Bill Back Maintenance, the store provides a Bill Back Number and description, Bill Back start and end dates, the items included in the Bill Back and whether the Bill Back is based on a Buy (and the supplier who offered it), Sell or Ad.

Bill Back Reporting records and reports:

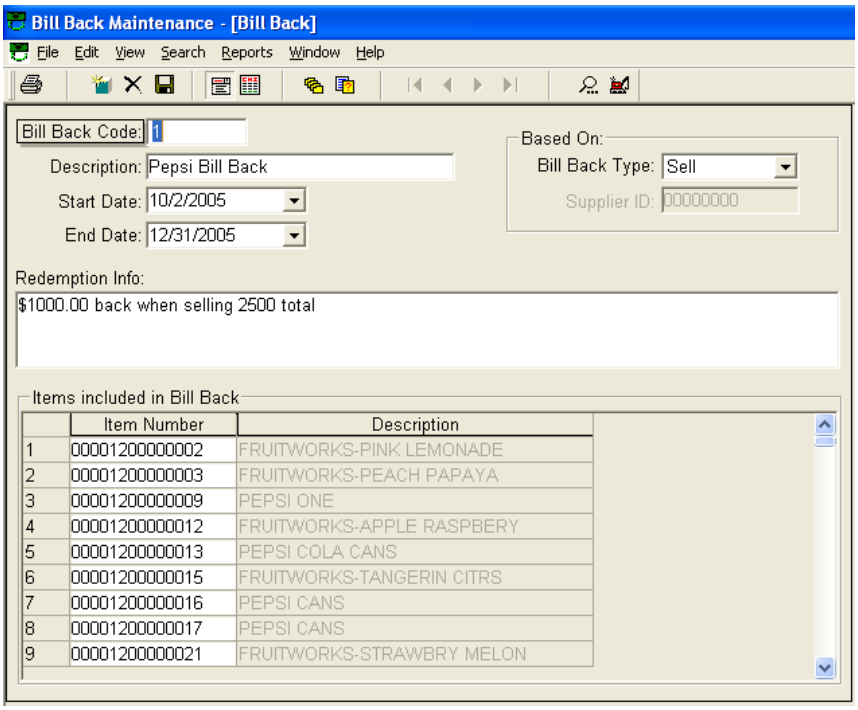
- Receiving Amounts
- Movement
- Ad/Markdown Information

Bill Back reports can be presented to the supplier who offered the Bill Back or the accounting department for Accounts Receivable reconciliation.

Bill Back Maintenance Screen

The Bill Back Maintenance screen allows you to create and maintain your store's Bill Back events.

Start Bill Back Maintenance from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select **Bill Back Form** Maintenance from the **File**, **Open** Menu. The Bill Back Maintenance window appears.



The following fields appear:

Bill Back Code – The code associated with this Bill Back event.

Description – The description of the Bill Back event.

Start Date – The start date of the Bill Back event.

End Date – The end date of the Bill Back event.

Bill Back Type – The Bill Back type: Buy, Sell, Ad.

Supplier ID – For Bill Back types of Buy, enter the Supplier ID.

Redemption Info – A memo field that may be used to describe how the Bill Back is to be redeemed, who authorized the event or any other pertinent information.

Items Included in Bill Back:

Item Number – The item number partipating in the Bill Back.

Item Description – The description of the participating Bill Back item.

Creating a Bill Back Event

This procedure demonstrates how to create a Bill Back Event.

To create a Bill Back Event:

1. Start Bill Back Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
   - The Bill Back Maintenance screen appears.
2. Select **File, Open** and **Bill Back Form** from the Bill Back Maintenance menu.
   - The Bill Back Maintenance window appears.
3. Enter an unused Bill Back Code.
4. Enter a description for the event.
5. Enter a Start and End Date for the event.
6. In the Bill Back Type field, select the type of event: Buy, Sell or Ad.
7. For event types of Buy, click the Supplier's field selection arrow and choose the sponsoring vendor.
8. (Optional) In the Redemption Info field, enter any pertinent information associated with the Buy Back event.
9. Click inside the Item Number field and enter an item number to add to the event.

NOTE: It may be easier to add items to the Bill Back event by performing a query in Item Maintenance, highlighting the items in grid view, choosing **Add to Bill Back …** from the right-click menu and selecting the desired event to add items. When adding to a pre-existing list in Bill Back Maintenance, right-click the grid and choose **Add Item**. If you wish to remove an item, highlight the item, right-click and choose **Delete Item**. A confirmation prompt will appear.

10. Repeat step 9 until all desired items are added to the Bill Back event.
11. When finished, click the **Save** button.

Bill Back List Report

The Bill Back List Report lists all established Bill Back events. To generate this report, select **List Reports** from the Bill Back Maintenance **Reports** Menu. The following fields appear on the Bill Back List Report:

- Bill Back Code field
- Description field
- Start Date field
- End Date field
- Based on field
- Supplier field

Bill Back Detail Report

The Bill Back List Report lists all items associated with each Bill Back event. To generate this report, select **Detail Report** from the Bill Back Maintenance **Reports** Menu. The following fields appear on the Bill Back Detail Report:

- Item Number field
- Item Description field
- Unit Size Description field
- Supplier field
- Order Code field
- Current Price Multiple and Price field
- Regular Price Multiple and Price field

Bill Back Based on Buy Report

The Bill Back Based on Buy Report lists items associated with a Bill Back event and received during a specified time frame. To generate this report, select **Based on Buy Report** from the Bill Back Maintenance **Reports** Menu. The following fields appear on the Bill Back Based on Buy Report:

- Item Number field
- Item Description field
- Department Number field
- Eaches Received field
- Total Cost field
- Total Retail field
- Profit field
- Gross Margin % field

Bill Back Based on Sell Report

The Bill Back Based on Sell Report lists items associated with a Bill Back event and sold during a specified time frame. To generate this report, select **Based on Sell Report** from the Bill Back Maintenance **Reports** Menu. The following fields appear on the Bill Back Based on Sell Report:

- Item Number field
- Item Description field
- Unit Size Description field
- Dept Number field
- Current Price field

- Ad Flag On field
- Movement Count field
- Movement Weight field
- Sales field

Bill Back Based on Ad Report

The Bill Back Based on Ad Report lists items associated with a Bill Back event and received during a specified time frame. To generate this report, select **Based on Ad Report** from the Bill Back Maintenance **Reports** Menu. The following fields appear on the Bill Back Based on Add Report:

- Item Number field
- Item Description field
- Unit Size Description field
- Supplier ID field
- Order Code field
- Department Number field
- Report Code field
- Ad Flag On field
- Movement field
- Sales @ Regular Retail field
- Loss or (Gain) Amount field
- Loss or (Gain) Percentage field

Item Utilities

The Item Utilities are functions that relate to the Item File. Start the Item Utilities application from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). There are two types of item utility options available. There are **Item** options that affect the Retalix BackOffice Item File only and **POS** options that send and receive information to and from the POS.

Item Options (Item Utilities)

The Item Utilities item options are utilities that affect the Retalix BackOffice Item File. Select these options from the Item Utilities **Item** Menu:

- Delete Zero Movers
- Extract Item Price Verify for Host
- Extract Movement for Host

Delete Zero Movers

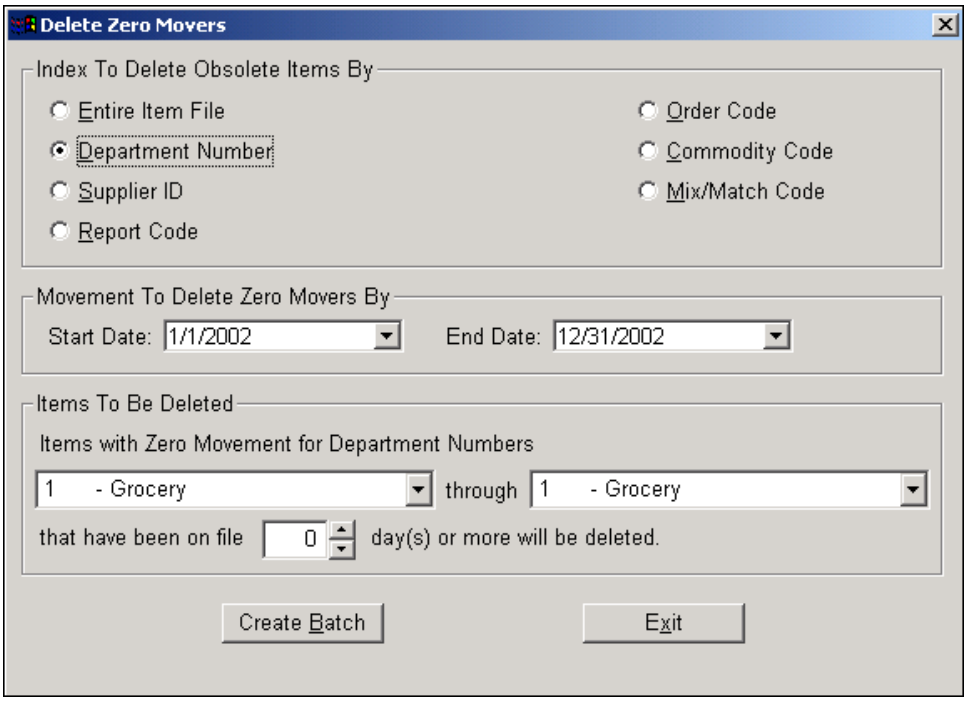
Use the Delete Zero Movers utility to create a batch containing items that have zero movement. When you apply the batch (manually or using a BackOffice Task), the system removes the items from the Retalix BackOffice Item File and from the POS Item File. Start Item Utilities from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). When the Item Utilities window appears, select Delete Zero Movers from the **Item** Menu. You can search for the items with zero movement by one of the following indexes:

- Entire Item File
- Department File
- Supplier ID
- Report Code
- Order Code
- Commodity Code
- Mix/Match Code

Based on the index field you select, you must enter the range of items to delete. Next you specify the date range of no movement activity to search.

Finally, you specify the number of days an item must be on file before deleting it (to make sure newly added items are not removed).

When you select Delete Zero Movers from the **Item** Menu, the Delete Zero Movers window appears:



The following fields and buttons appear in the Delete Zero Movers window:

Index To Delete Obsolete Items By (Delete Zero Movers) - Click the index field to use to search for items with zero movement. You can search the entire Item File or selected items. Choose one of the following:

- Entire Item File
- Department Number
- Supplier ID
- Report Code
- Order Code
- Commodity Code
- Mix/Match Code

Movement To Delete Zero Movers By (Delete Zero Movers) Enter the date range to search for no movement activity. Items that have not moved within this date range (and have been on file over the number of days specified below) will be eligible for deletion.

Items To Be Deleted (Delete Zero Movers) - Enter the range of items to search for zero movement. These fields change based on the selected index. Enter the beginning and ending values. If the index is Department Number or Supplier ID and there are departments or suppliers on file, you can use the drop-down list to choose the values. You can also specify the number of days an item must be on file before selecting it for deletion. Enter the number of days or use the drop-down list to select a number.

Create Batch button (Delete Zero Movers) - Click this button to begin creating the batch that contains the items with zero movement. A message appears asking you to confirm that you want to create the batch. Click the Yes button to continue. The Specify Batch Information Dialog Box appears.

Exit button - Click this button to cancel and exit the current window or dialog box.

Deleting Items With Zero Movement

This procedure demonstrates how to create a batch that deletes items with zero movement from the Retalix BackOffice Item File and the POS Item File.

To delete zero movers:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select Delete Zero Movers from the **Item** Menu.
   - The Delete Zero Movers window appears.
3. Select the index to use to search for items with zero movement.
4. Select the type of movement to use.
5. Enter the beginning and ending range of values of items to search for zero movement.
6. Enter the number of days an item must be on file before being selected for deletion.
7. Click the Create Batch button.
   - A message appears asking you to confirm that you want to create a batch of zero movers for selected items.
8. Click the Yes button to continue the batch creation.
   - The Specify Batch Information Dialog Box appears.
9. Enter any necessary information in the Specify Batch Information Dialog Box and click the OK button.

Extract Item Price Verify for Host

Choose this option from the Item Utilities **Item** Menu to create a price verification file to send to host.

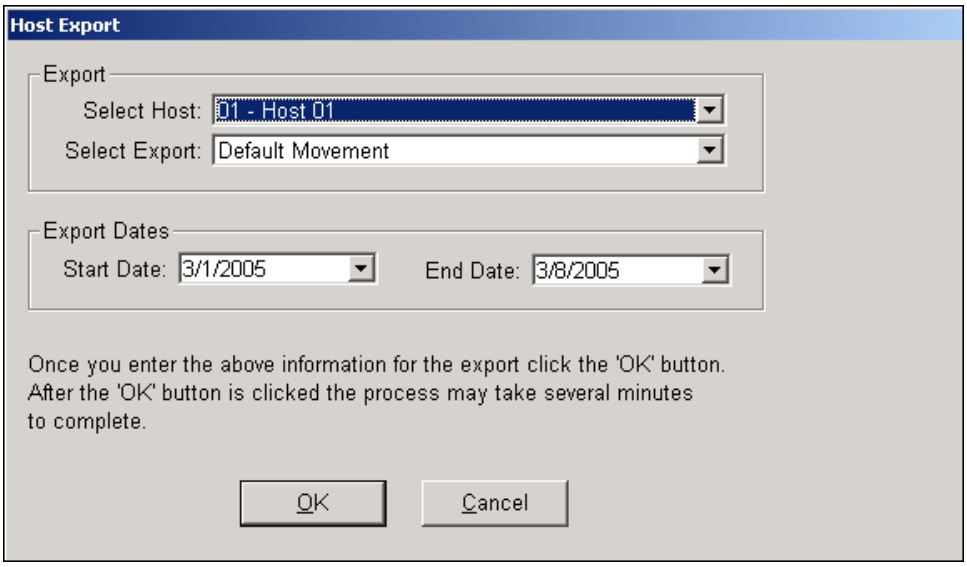
When you run the Extract Item Price Verify for Host menu option, the Extracting Item Price Verify for Host message box appears. When the creation of the verification file is complete, click the OK button. The program creates an extract file with item and price information in fixed length format. The program names the file **PLUxxxxx.VFY** (where "xxxxx" is the Wholesaler Assigned Store Account Number established in Parameter Maintenance, under the Host Extract tab). The file is placed in the **Retalix\Common\Communications\Host\OutBox** folder. The following fields are included in the extract file.

- Wholesaler Assigned Store Account Number
- Item Number
- Current POS Price Quantity
- Current POS Price

Host Export

Choose this option from the Item Utilities **Item** Menu to create a data extract file to send to host. If you are extracting movement, you must pull the POS movement back to Retalix BackOffice before performing this function. To do this, select Pull POS Movement from the Item Utilities **POS** Menu.

When you run the Host Export menu option, the Host Export screen appears.



The following fields appear in the Host Export screen:

Select Host field - Click the field's selection arrow and choose the host (previously defined using Host ID Maintenance – see page 436) extract profile you wish to load.

Select Export field- Click the field's selection arrow and choose the previously defined export scheme to use for the Host.

Start Export Date field: Enter the beginning date for items in the scheme to be included in the export (or click the field selection arrow and use the calendar to make your selection).

End Export Date field: Enter the ending date for items in the scheme to be included in the export.

To run the Host Export:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Host Export** from the **Item** Menu.
   - The Host Export screen appears with the Default Host ID displaying.
3. Click the Select Host field's selection arrow and choose the host profile you wish to use.
4. Click the Select Export field's selection arrow and choose the export scheme you wish to use.
5. Modify the movement export start and end dates as desired.
6. Click the **OK** button.
   - The Extract Complete message appears.

7. Click **OK**.

The following fields are included in the default movement extract file.

- Item Number
- POS Description
- Department Number
- Price Multiple
- Price
- Last Sales
- Movement Count\Weight
- Coupon Flag
- Scale Flag

Synchronize POS Vendor Cost Fields

The Synchronize POS Vendor Cost Fields Utility is used to update the POS with vendor cost data from RBO. The utility creates batches to "push" the latest vendor and cost information from RBO to the POS. Synchronization occurs to and from the following RBO database fields and when the resulting maintenance is released it updates the corresponding StoreLine/ISS45 and ScanMaster fields.

StoreLine/ISS45

RBO Synchronize From Field	RBO Synchronize To Field	StoreLine/ISS45 Release To Field
Supplier ID	POS Supplier ID	Vendor Number
Order Code	POS Order Code	Vendor Item Number
Case Pack	POS Case Pack	Units Per Case
Adj Base Cost	POS Case Cost	Cost Per Case

ScanMaster

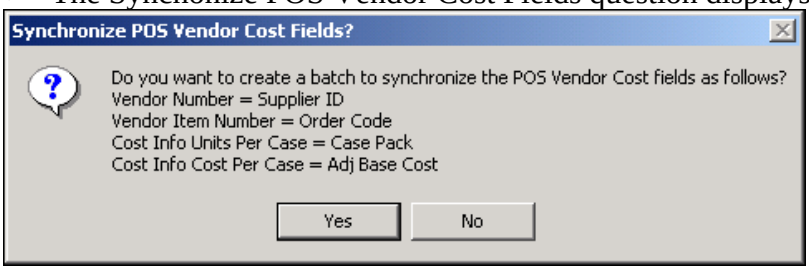
RBO Synchronize From Field	RBO Synchronize To Field	ScanMaster Release To Field
Supplier ID	POS Supplier ID	Vendor #
Order Code	POS Order Code	Item #
Case Pack	POS Case Qty	Case Qty
Adj Base Cost	POS Case Cost	Case Cost
Adj Unit Cost	POS Unit Cost	Unit Cost

Once the utility has run, a batch entitled "Synchorize POS Vendor Cost Fields" will appear in Batch Manager.

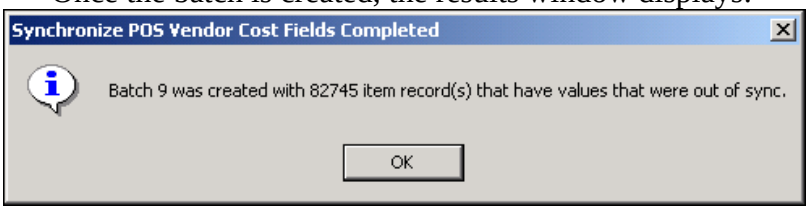
NOTE: The System Parameter "POS Cost Sync Cut-Off Time" (Item Management Tab) controls the generated batch's start date and which adjusted cost will be used to synchronize to the POS cost field(s). If the time that the utility runs is less than or equal to this time, then today's date and today's adjusted cost will be used. If the utility is run after the cut-off time, then tomorrow's date tomorrow's adjusted cost will be used.

To synchronize POS vendor cost fields:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Synchronize POS Vendor Cost Fields** from the **Item** Menu.
   - The Synchonize POS Vendor Cost Fields question displays:



3. Click the **Yes** button.
   - Once the batch is created, the results window displays:



4. Click **OK**.
   - The batch may be viewed in the RBO Batch Manager before releasing to the POS.

POS Options (Item Utilities)

The Item Utilities POS options are utilities that send and receive information to and from the POS. Select these options from the Item Utilities **POS** Menu:

- Pull POS Movement
- Build Item File from POS
- Send Item File to POS
- Synchronize Item File
- Restart POS Movement Processing

Pull POS Movement (a.k.a. Movement Update)

Choose this option from the Item Utilities **POS** Menu to process movement written during the EOD. The system reads the movement and transfers it to the BackOffice Item File. A message appears to let you know that this function may take several hours and asks you to verify that you want to continue. During the reset movement process, a progress bar appears showing you the number of items processed. Since this function can take a long time, it may more desirable to have it run as a scheduled BackOffice Task. This function creates a batch of the items in the POS Item File but not the BackOffice Item File. You can stage and release the batch later to synchronize the files.

NOTE: Regardless of whether you are updating movement in "real time" or through the batch movement process (within a scheduled BackOffice Task), this process must still be run to update movement history information.

Pulling POS Movement

This procedure demonstrates how to process movement for all items on the POS. This procedure could take potentially a long time, depending on the size of your Item File.

To pull POS movement:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select Pull POS Movement from the **POS** Menu.
   - A message states that this procedure can take a long time and asks you if you want to continue.
3. Click the Yes button to continue or the No button to return to the Item Utilities.
   - If you click Yes to continue, the system processes movement from the POS. Information on the progress of this function appears. A message appears to let you know when movement processing is complete.
4. Click the OK button.

Build Item File from POS

Start Item Utilities from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). The Item Utilities window appears. Select Build Item File from POS from the **POS** Menu. This option reads the POS Item File and transfers it to your computer to create the Retalix BackOffice Item File. Note that if the Retalix BackOffice Item File already exists, this function deletes the current file and puts a copy of the POS Item File in its place. A message appears stating this fact and asks you to verify that you want to continue. All fields not supported by the POS will be lost when this function is preformed.

Building the Item File from the POS

This procedure demonstrates how to create the Retalix BackOffice Item File by transferring the Item File from the POS.

To build the Item File from the POS:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select Build Item File from POS from the **POS** Menu.
   - A message appears to let you know that this procedure deletes the Item File on your Retalix BackOffice computer and builds a new one from the POS. The message also states that this procedure could take hours and asks you if you want to continue.
3. Click the Yes button to continue or the No button to return to Item Utilities.
   - If you click Yes to continue, the system transfers the Item File from the POS to your Retalix BackOffice computer. When the build is complete, a message appears to let you know the total number of items transferred from the POS.
4. Click the OK button.

Send Item File to POS

Note: This utility cannot be used from an RBO Client System.

Start Item Utilities from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). The Item Utilities window appears. Select Send Item File to POS from the Item Utilities **POS** Menu. This option transfers the Retalix BackOffice Item File to the POS. This function deletes the current file on the POS and then sends the Retalix BackOffice Item File to create the POS Item File. When you perform this

function, the result is that your Retalix BackOffice Item File and your POS file are exactly the same.

Note: See Importing Item Data on page 430 for using General Import to create an item file prior to a POS file load.

Sending the Item File to the POS

This procedure demonstrates how to create the POS Item File by transferring the Retalix BackOffice Item File to the POS.

To send the Item File to the POS:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select Send Item File to POS from the **POS** Menu.
   - A message appears to let you know that this function deletes the file on the POS and creates a new one using the Retalix BackOffice Item File. The message asks if you want to continue.
3. Click the Yes button to continue or the No button to return to Item Utilities.
   - If you click Yes to continue, the system deletes the POS Item File and copies the Item File from your Retalix BackOffice computer to the POS. When the send is complete, a message appears to let you know the total number of items transferred to the POS.
4. Click the OK button.

Synchronize Item File

Use the Item File Synchronization utility to synchronize your Retalix BackOffice and POS Item Files. Start Item Utilities from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). The Item Utilities window appears. Select Synchronize Item File from the **POS** Menu. The Item File Synchronization Dialog Box appears.

You must specify whether to use the Retalix BackOffice Item File or the POS Item File as the master file. Changes are placed within the Batch Manager with a description of "Item File Comparison Synch" where they can be reviewed before staging and releasing to the POS.

The Item File Synchronization utility compares the two files. Items that are in RBO but not in the POS can either be:

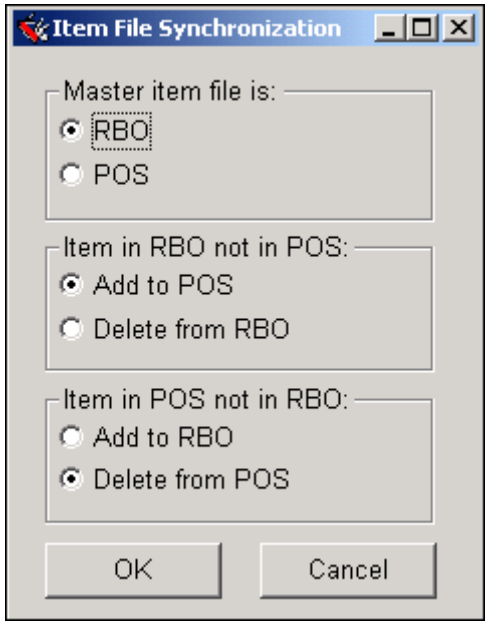
- Added to the POS, or
- Deleted from RBO

Items on the POS and not in RBO can either be:

- Added to RBO, or
- Deleted from the POS

The result of running this utility is that the two files will match once the batch is staged and released.

When you select Synchronize Item File from the **POS** Menu, the Item File Synchronization Dialog Box appears:



The following fields and buttons appear in the Item File Synchronization Dialog Box:

RBO radio button - Enable this radio button to make the Retalix BackOffice Item File the master file for Item File Synchronization. When this radio button is enabled, the Item File Synchronization utility compares the Retalix BackOffice Item File and the POS Item File and changes the POS file to match the Retalix BackOffice file.

POS radio button - Enable this radio button to make the POS Item File the master file for Item File Synchronization. When this radio button is enabled, the Item File Synchronization utility compares the POS Item File and the Retalix BackOffice Item File and changes the Retalix BackOffice file to match the POS file.

Add to POS radio button - Select this box to place items found in RBO and not on the POS to a batch as “Add” items.

Delete from RBO radio button - Select this box to remove items found in RBO and not on the POS to a batch as "Delete" items.

Add to RBO radio button - Select this box to place items found on the POS and not in RBO to a batch as "Add" items.

Delete from POS radio button - Select this box to remove items found on the POS and not in RBO to a batch as "Delete" items.

OK button - Click this button when you are finished working in the dialog box.

Cancel button - Click this button to cancel and exit the current window or dialog box.

Synchronizing Your Item Files

The Item File Synchronization utility synchronizes the Retalix BackOffice Item File and the POS Item File by comparing the two files and finding any differences. This utility then changes the non-master file to match the master file. When you run this utility, you must indicate which file is to be the master. If the Retalix BackOffice Item File is the master, then the Item File Synchronization utility changes the POS Item File to match the Retalix BackOffice Item File. If the POS Item File is the master, then the Item File Synchronization utility changes the Retalix BackOffice Item File to match the POS Item File. Choose from one of the following methods of Item File Synchronization:

- Synchronizing the POS Item File with the Retalix BackOffice Item File
- Synchronizing the Retalix BackOffice Item File with the POS Item File

Synchronizing the POS Item File with the Retalix BackOffice Item File

This procedure demonstrates how to update the POS Item File by comparing it to the Retalix BackOffice Item File. The default synchronization for a RBO Master Item File is:

- Add Items in RBO not on the POS to the POS
- Delete Items on the POS not in RBO from the POS

After the Item File Comparison synch batch is generated, staged and released, the two files will have the same information.

Note: If the synchronization process identifies an item field that has a value in RBO but is blank (null) on the POS, the RBO field value will be inserted into the batch for the item.

Note: In StoreLine or ISS45 installations where RBO is the master file, items that have the "Dept Override" flag unchecked will be examined to see if their department flags match those of its department file. If not, they will be set (within the batch) to match the department file accordingly.

To synchronize the POS Item File with the Retalix BackOffice Item File:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select Synchronize Item File from the **POS** Menu.
   - The Item File Synchronization Dialog Box appears.
3. Enable the RBO radio button under **Master item file is**.
   - The default radio buttons display for the **Item in RBO not in POS** and **Item in POS not in RBO** settings.
4. Click the OK button.
   - The Specify Batch Information Dialog appears. Enter the required batch information.
5. Click the OK button.
   - A batch selection message appears stating that the batch's Ignore Flag will be set.
6. Click the OK button.
   - When the synchronization process is complete, a message box appears to let you know how many records were compared, the number of records that were out of sync and the number of errors that occurred.
7. Click the OK button.

Synchronizing the Retalix BackOffice Item File with the POS Item File

This procedure demonstrates how to update the POS Item File by comparing it to the Retalix BackOffice Item File. The default synchronization for a POS Master Item File is:

- Delete Items in RBO not on the POS from RBO
- Add Items on the POS not in RBO to RBO

After the Item File Comparison synch batch is generated, staged and released, the two files will have the same information.

To synchronize the Retalix BackOffice Item File with the POS Item File:

1. Start Item Utilities from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select Synchronize Item File from the **POS** Menu.
   - The Item File Synchronization Dialog Box appears.
3. Enable the POS radio button under **Master item file is**.
   - The default radio buttons display for the **Item in RBO not in POS** and **Item in POS not in RBO** settings.
4. Click the OK button.
   - The Specify Batch Information Dialog appears. Enter the required batch information.
5. Click the OK button.
   - A batch selection message appears stating that the batch's Ignore Flag will be set.
6. Click the OK button.
   - When the synchronization process is complete, a message box appears to let you know how many records were compared, the number of records that were out of sync and the number of errors that occurred.
7. Click the OK button.

Restart POS Movement Processing

Choose this option from the Item Utilities **POS** Menu to restart POS movement processing if the process did not previously finish or was interrupted. If you are unsure if it did not, you may still select this option. You will receive a confirmation message if processing has finished properly.

Inventory Management

Typical day-to-day events that affect the store's inventory are handled automatically by RBO (whether negative events such as POS sales or positive events such as receiving). The RBO Inventory Management application is used to handle events outside the normal scope of inventory movement, such as:

- Transfers between departments
- Transfers between stores
- Waste
- Store Usage

The Inventory Management application provides the control and flexibility for the costing methods used for these events. The following inventory costing methods are available:

Selling Cost – The net cost in the current inventory bucket. (See discussion on Inventory Buckets on page 503) If no bucket exists, then it is the current net cost (includes any adjustments).

Current Cost – The cost an item would be received at today when a vendor comes in the back door.

Last Cost – The cost from the last created inventory bucket.

Current Retail – The price the item would sell for at the POS without special promotions if a purchase of the item was made at this time.

Regular Retail – The price the item normally sells for when there are no temporary influences on the item.

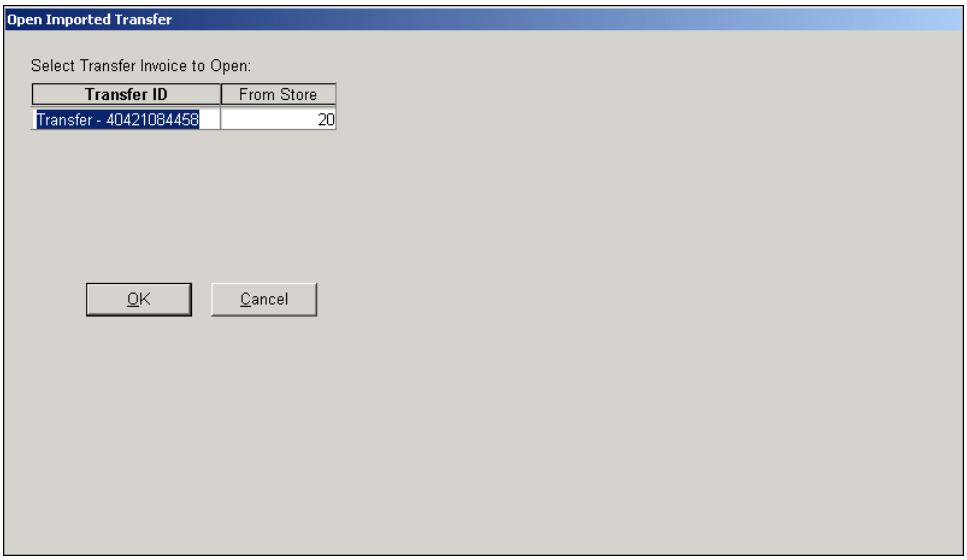
(For more information on, please see the Inventory Tab parameters on page 52). RBO Inventory Management tracks transfers, waste and usage by either count or weight.

Open Imported Transfer Screen

The Open Imported Transfer Screen allows you to open an imported store transfer XML file and finalize the transfer. The "transferring" store can send this file to the "receiving" store to expedite the transfer process. The XML file is automatically created when the Store Transfer Invoice is finalized. (See Inventory Parameters on page 52 for more information).

Note: Store Transfer XML files must first be processed using the Invoice Import Maintenance program. See page 498 for more information.

Start Inventory Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Open Imported Transfer from the **File** Menu. The Open Imported Transfer window appears:



The following fields appear for each line item. They are:

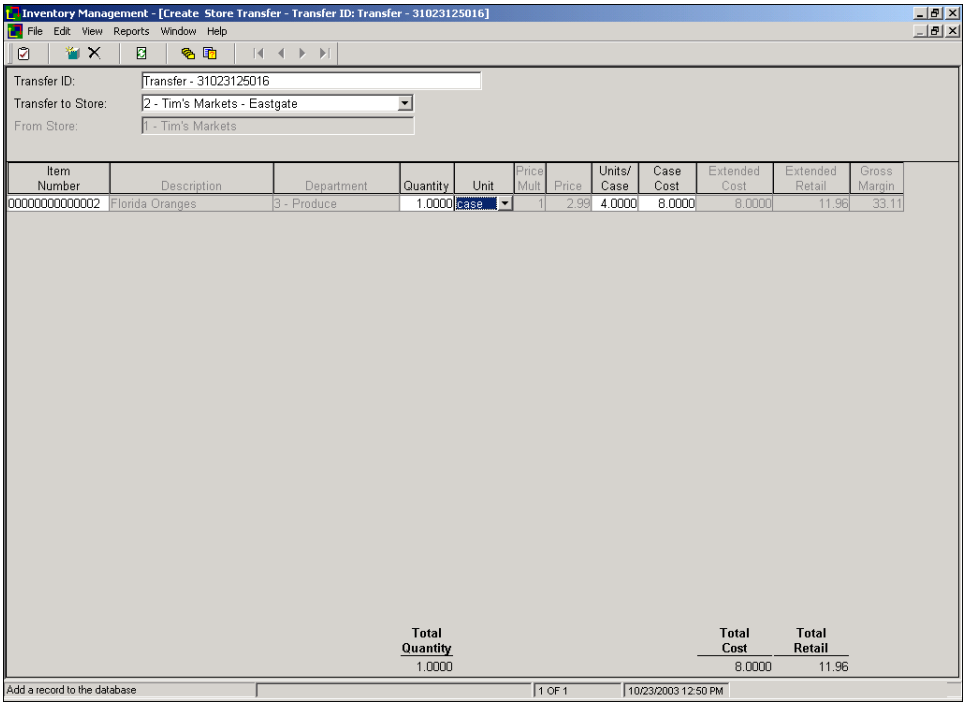
Transfer ID field (Import Transfer) - This field contains the identification number of the transfer (generated by the "transferring" store).

From Store field (Import Transfer) - (Read-only) This field contains the number of the "transferring" store.

Create Store Transfer Screen

The Create Store Transfer screen allows you to transfer inventory to another store.

Start Inventory Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Create Store Transfer from the **File** Menu. The Create Store Transfer window appears:



The following fields appear for each line item. They are:

Transfer ID field (Store Transfer) - This field contains the identification number of the transfer. The number is automatically assigned but can be overridden. The maximum length of this field is 22 characters.

Transfer to Store field (Store Transfer) - This field contains the store number that will receive the transfer. If the "Validate Store Transfer Number" Inventory Parameter setting is enabled, then you must select the store from the drop down list.

From Store field (Store Transfer) - (Read-only) This field contains the name of the store performing the transfer.

Item Number field (Store Transfer) - This field contains the unique number that identifies the item. Use the Item Number to identify the item to transfer.

Description field (Store Transfer) - This field contains the description of the item being transferred. You cannot modify this field.

Quantity field (Store Transfer) - This field contains the number of eaches, cases, or pounds transferred. Enter the number of units that you are transferring.

Unit field (Store Transfer) - This field contains the unit of measure that is the transferring unit for the current line item. Use the drop-down list to select the transfer unit.

Price Mult field (Store Transfer) - This field contains the current price multiple of this item. You cannot change this field.

Price field (Store Transfer) - This field contains the current price of this item. You cannot change this field.

Units/Case field (Store Transfer) - This field contains the number of units of this item in a case. The value of this field comes from the Case Pack field of the current order package but can be overridden by the user.

Case Cost field (Store Transfer) - This field contains the cost of one case of this item (based on the "Store Transfer Out Cost" Inventory Parameter setting). You can change this field for an item. It is a temporary change because it is only in effect for this item on this transfer.

Extended Cost field (Store Transfer) - (Read-only) This field contains the cost that will transfer from inventory. For case transfers it is calculated as follows: Quantity ∗ Case Cost. For each transfers it is calculated as follows: (Case Cost / Case Quantity) ∗ Quantity

Extended Retail field (Store Transfer) - This field contains the extended retail for the item. For case transfers it is calculated as follows: (Price / Price Multiple) ∗ Case Pack ∗ Qty. For each transfers it is calculated as follows: (Price / Price Multiple) ∗ Qty

Gross Margin field (Store Transfer) - This field contains the gross margin percentage of the item. The calculation is:

(Extended Retail - Extended Cost) / Extended Retail

Total Quantity field (Store Transfer) - This field contains the sum of the Quantity column for this transfer. The application automatically fills in the value of this field and you cannot change it.

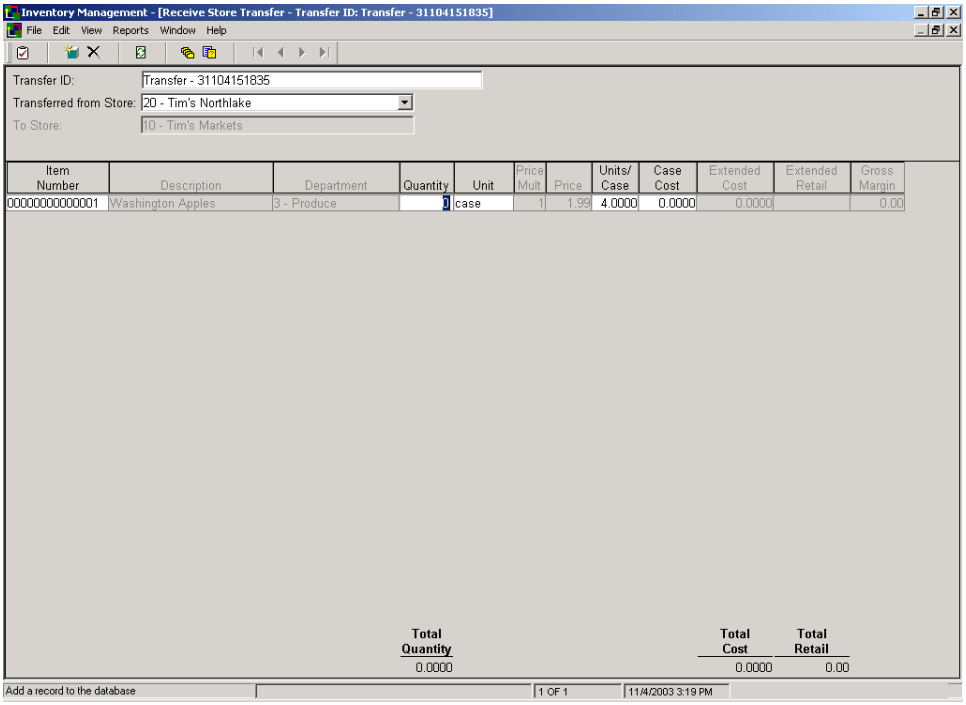
Total Cost field (Store Transfer) - This field contains the sum of the Extended Cost column for this transfer. The application automatically fills in the value of this field and you cannot change it.

Total Retail field (Store Transfer) - This field contains the sum of the Extended Retail column for this transfer. The application automatically fills in the value of this field and you cannot change it.

Receive Store Transfer Screen

The receive store transfer function allows you to receive transfer items from another store. The receiving store is responsible for the inventory and associated costs of the transferred items.

Start Inventory Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Receive Store Transfer from the **File** Menu. The Receive Store Transfer window appears:



The following fields appear for each line item. They are:

Transfer ID field (Receive Store Transfer) - This field contains the identification number of the transfer. The number is automatically assigned but can be overridden. The maximum length of this field is 22 characters.

Transferred from Store field (Receive Store Transfer) - This field contains the store number that originated the transfer. If the "Validate Store Transfer Number" Inventory Parameter setting is enabled, then you must select the store from the drop down list.

To Store field (Receive Store Transfer) - (Read-only) This field contains the name of the store receiving the transfer.

Item Number field (Receive Store Transfer) - This field contains the unique number that identifies the item. Use the Item Number to identify the item to receive.

Description field (Receive Store Transfer) - This field contains the description of the item being transferred. You cannot modify this field.

Quantity field (Receive Store Transfer) - This field contains the number of eaches, cases, or pounds received. Enter the number of units that you are receiving.

Unit field (Receive Store Transfer) - This field contains the unit of measure that is the receiving unit for the current line item. Use the drop-down list to select the transfer unit.

Price Mult field (Receive Store Transfer) - This field contains the current price multiple of this item. You cannot change this field.

Price field (Receive Store Transfer) - This field contains the current price of this item. You cannot change this field.

Units/Case field (Receive Store Transfer) - This field contains the number of units of this item in a case. The value of this field comes from the Case Pack field of the current order package but can be overridden by the user.

Case Cost field (Receive Store Transfer) - This field contains the cost of one case of this item. Enter the case cost you wish to assign to the to received inventory. This field defaults to $0.0000.

Extended Cost field (Receive Store Transfer) - (Read-only) This field contains the cost that will transfer into inventory. For case transfers it is calculated as follows: Quantity ∗ Case Cost. For each transfers it is calculated as follows: (Case Cost / Case Quantity) ∗ Quantity.

Extended Retail field (Receive Store Transfer) - This field contains the extended retail for the item. For case transfers it is calculated as follows: (Price / Price Multiple) ∗ Case Pack ∗ Qty. For each transfers it is calculated as follows: (Price / Price Multiple) ∗ Qty.

Gross Margin field (Receive Store Transfer) - This field contains the gross margin percentage of the item. The calculation is:

(Extended Retail - Extended Cost) / Extended Retail

Total Quantity field (Receive Store Transfer) - This field contains the sum of the Quantity column for this transfer. The application automatically fills in the value of this field and you cannot change it.

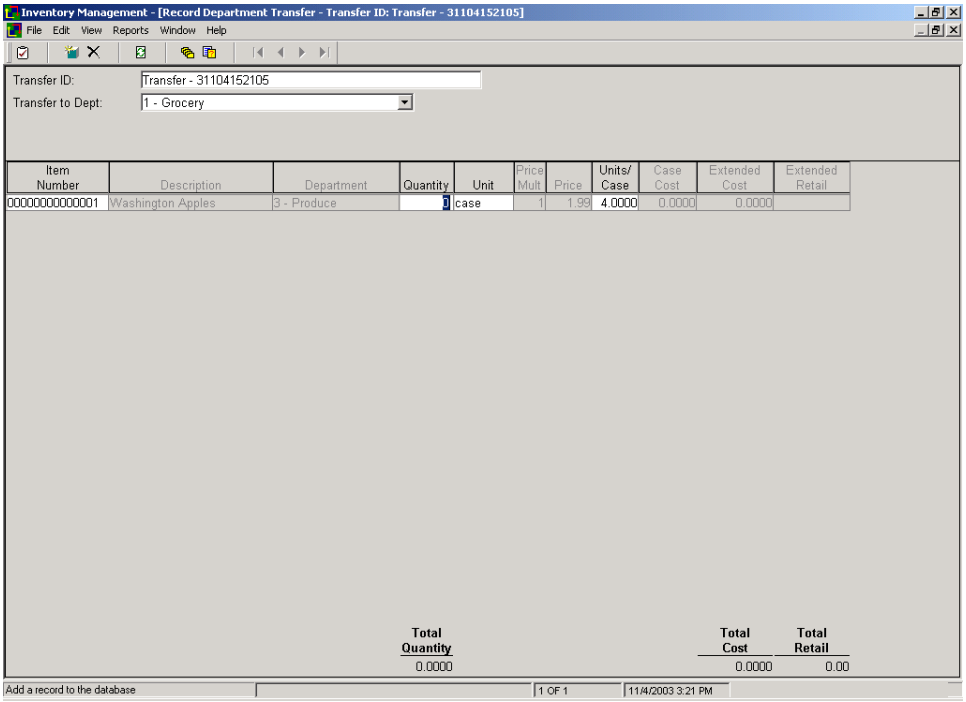
Total Cost field (Receive Store Transfer) - This field contains the sum of the Extended Cost column for this transfer. The application automatically fills in the value of this field and you cannot change it.

Total Retail field (Receive Store Transfer) - This field contains the sum of the Extended Retail column for this transfer. The application automatically fills in the value of this field and you cannot change it.

Record Department Transfer Screen

The Record Department Transfer screen allows you to transfer items out of one department and into another department. The transfer out department will no longer be responsible for the inventory and associated costs of the transferred items.

Start Inventory Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Record Department Transfer from the **File** Menu. The Record Department Transfer window appears:



The following fields appear for each line item. They are:

Transfer ID field (Department Transfer) - This field contains the identification number of the transfer. The number is automatically assigned but can be overridden. The maximum length of this field is 22 characters.

Transfer to Department field (Department Transfer) - This field contains the department receiving the transfer. Select the department from the drop down list.

Item Number field (Department Transfer) - This field contains the unique number that identifies the item. Use the Item Number to identify the item being transferred.

Description field (Department Transfer) - This field contains the description of the item being transferred. You cannot modify this field.

Department field (Department Transfer) - This is the department number and description of the item being transferred. You cannot modify this field.

Quantity field (Department Transfer) - This field contains the number of eaches, cases, or pounds being transferred. Enter the number of units that you are transferring.

Unit field (Department Transfer) - This field contains the unit of measure that is the transferring unit for the current line item. Use the drop-down list to select the transfer unit.

Price Mult field (Department Transfer) - This field contains the current price multiple of this item. You cannot change this field.

Price field (Department Transfer) - This field contains the current price of this item. You cannot change this field.

Units/Case field (Department Transfer) - This field contains the number of units of this item in a case. The value of this field comes from the Case Pack field of the current order package but can be overridden by the user.

Case Cost field (Department Transfer) - This field contains the cost of one case of this item (based on the "Department Transfer Out Cost" Inventory Parameter setting). You cannot change this field.

Extended Cost field (Department Transfer) - (Read-only) This field contains the cost that will transfer into the new department. For case transfers it is calculated as follows: Quantity ∗ Case Cost. For each

transfers it is calculated as follows: (Case Cost / Case Quantity) ∗ Quantity.

Extended Retail field (Department Transfer) - This field contains the extended retail for the item. For case transfers it is calculated as follows: (Price / Price Multiple) ∗ Case Pack ∗ Qty. For each transfers it is calculated as follows: (Price / Price Multiple) ∗ Qty.

Gross Margin field (Department Transfer) - This field contains the gross margin percentage of the item. The calculation is:

(Extended Retail - Extended Cost) / Extended Retail

Total Quantity field (Department Transfer) - This field contains the sum of the Quantity column for this transfer. The application automatically fills in the value of this field and you cannot change it.

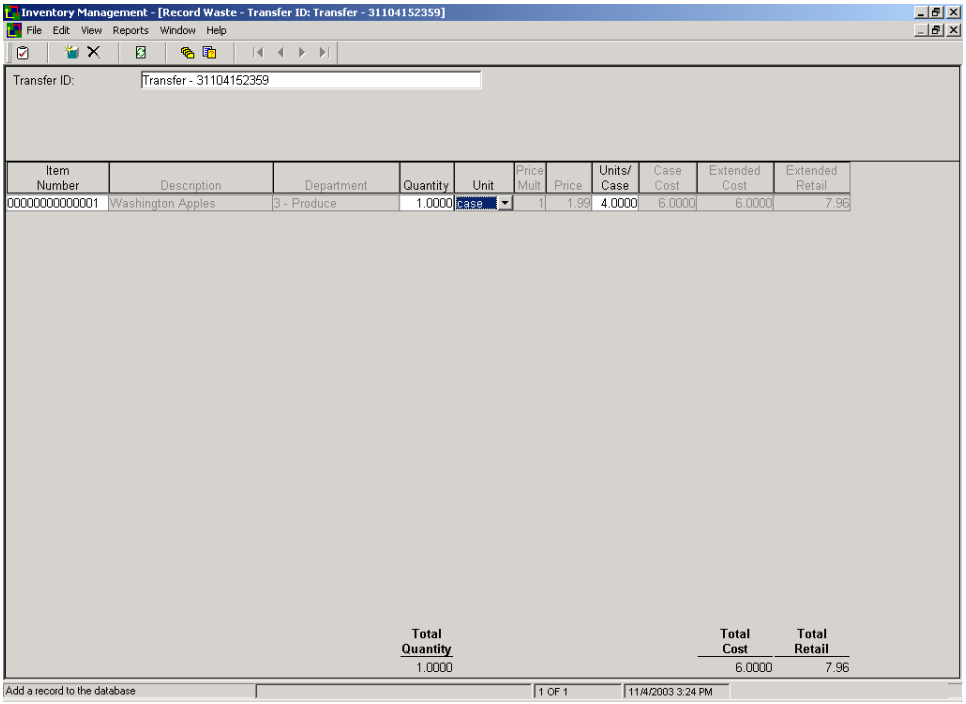
Total Cost field (Department Transfer) - This field contains the sum of the Extended Cost column for this transfer. The application automatically fills in the value of this field and you cannot change it.

Total Retail field (Department Transfer) - This field contains the sum of the Extended Retail column for this transfer. The application automatically fills in the value of this field and you cannot change it.

Record Waste Screen

The record waste function will allow the user to decrement inventory due to item spoilage or breakage within the store.

Start Inventory Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Record Waste from the **File** Menu. The Record Waste window appears:



The following fields appear for each line item. They are:

Transfer ID field (Record Waste) - This field contains the identification number of the transfer. The number is automatically assigned but can be overridden. The maximum length of this field is 22 characters.

Item Number field (Record Waste) - This field contains the unique number that identifies the item. Use the Item Number to identify the item being transferred to waste.

Description field (Record Waste) - This field contains the description of the wasted item. You cannot modify this field.

Department field (Record Waste) - This is the department number and description of the wasted item. You cannot modify this field.

Quantity field (Record Waste) - This field contains the number of wasted eaches, cases, or pounds. Enter the number of units that are spoiled or broken.

Unit field (Record Waste) - This field contains the unit of measure for the wasted item. Use the drop-down list to select the unit.

Price Mult field (Record Waste) - This field contains the current price multiple of the wasted item. You cannot change this field.

Price field (Record Waste) - This field contains the current price of the wasted item. You cannot change this field.

Units/Case field (Record Waste) - This field contains the number of units of this item in a case. The value of this field comes from the Case Pack field of the current order package but can be overridden by the user.

Case Cost field (Record Waste) - This field contains the cost of one case of this item (based on the "Waste Cost" Inventory Parameter setting). You cannot change this field.

Extended Cost field (Record Waste) - (Read-only) This field contains the cost that will transfer out as waste. For case transfers it is calculated as follows: Quantity ∗ Case Cost. For each transfers it is calculated as follows: (Case Cost / Case Quantity) ∗ Quantity.

Extended Retail field (Record Waste) - This field contains the extended retail for the item. For case waste transfers, it is calculated as follows: (Price / Price Multiple) ∗ Case Pack ∗ Qty. For each transfers it is calculated as follows: (Price / Price Multiple) ∗ Qty.

Gross Margin field (Record Waste) - This field contains the gross margin percentage of the item. The calculation is:

(Extended Retail - Extended Cost) / Extended Retail

Total Quantity field (Record Waste) - This field contains the sum of the Quantity column for this waste transfer. The application automatically fills in the value of this field and you cannot change it.

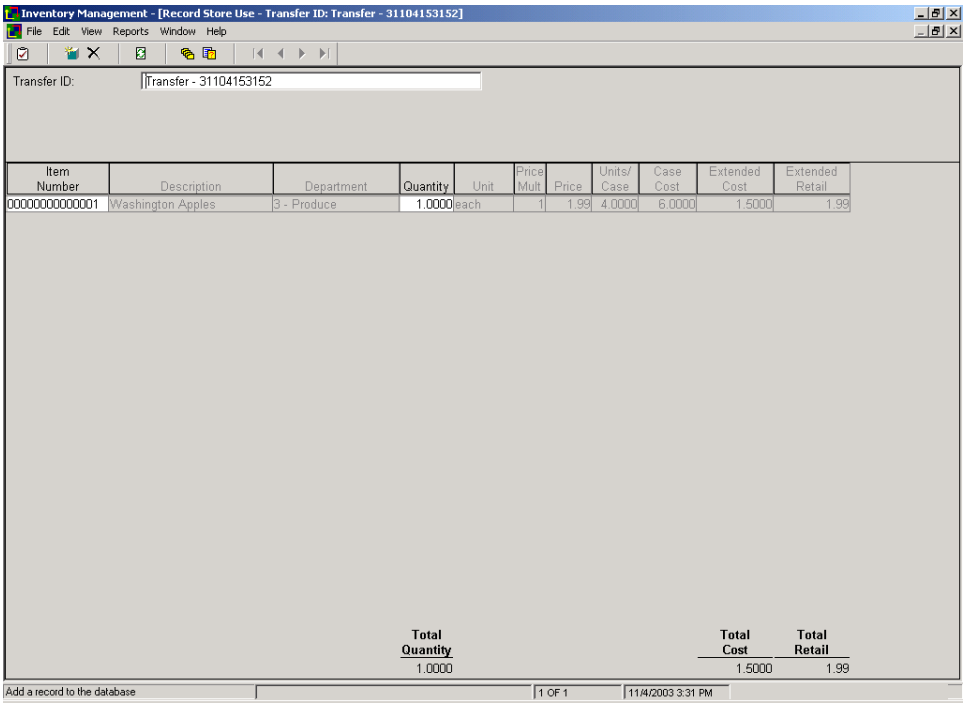
Total Cost field (Record Waste) - This field contains the sum of the Extended Cost column for this waste transfer. The application automatically fills in the value of this field and you cannot change it.

Total Retail field (Record Waste) - This field contains the sum of the Extended Retail column for this waste transfer. The application automatically fills in the value of this field and you cannot change it.

Record Store Use Screen

The record store use function allows you to decrement inventory when an item is used for in-store purposes.

Start Inventory Management from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select Record Store Use from the **File** Menu. The Record Store Use window appears:



The following fields appear for each line item. They are:

Transfer ID field (Store Use) - This field contains the identification number of the transfer. The number is automatically assigned but can be overridden. The maximum length of this field is 22 characters.

Item Number field (Store Use) - This field contains the unique number that identifies the item. Use the Item Number to identify the item being used.

Description field (Store Use) - This field contains the description of the used item. You cannot modify this field.

Department field (Store Use) - This is the department number and description of the used item. You cannot modify this field.

Quantity field (Store Use) - This field contains the number of used eaches, cases, or pounds. Enter the number of units that are used.

Unit field (Store Use) - This field contains the unit of measure for the used item. This field defaults to "each" and cannot be modified.

Price Mult field (Store Use) - This field contains the current price multiple of the used item. You cannot change this field.

Price field (Store Use) - This field contains the current price of the used item. You cannot change this field.

Units/Case field (Store Use) - This field contains the number of units of this item in a case. The value of this field comes from the Case Pack field of the current order package and cannot be modified.

Case Cost field (Store Use) - This field contains the cost of one case of this item (based on the "Store Use Cost" Inventory Parameter setting). You cannot change this field.

Extended Cost field (Store Use) - (Read-only) This field contains the cost amount that will be used. For case usage it is calculated as follows: Quantity ∗ Case Cost. For each usage it is calculated as follows: (Case Cost / Case Quantity) ∗ Quantity.

Extended Retail field (Store Use) - (Read-only) This field contains the extended retail for the used item. For case usage, it is calculated as follows: (Price / Price Multiple) ∗ Case Pack ∗ Qty. For each usage it is calculated as follows: (Price / Price Multiple) ∗ Qty.

Gross Margin field (Store Use) - This field contains the gross margin percentage of the item. The calculation is:

(Extended Retail - Extended Cost) / Extended Retail

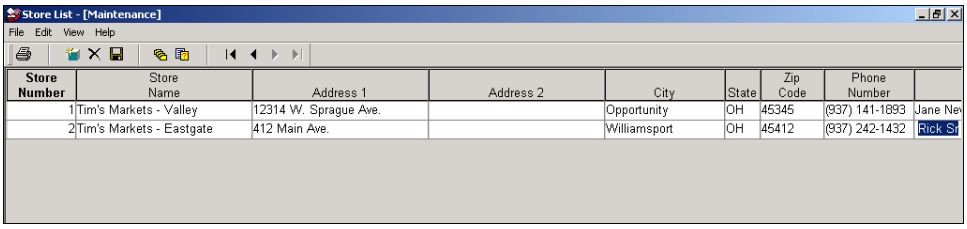
Total Quantity field (Store Use) - This field contains the sum of the Quantity column for usage. The application automatically fills in the value of this field and you cannot change it.

Total Cost field (Store Use) - This field contains the sum of the Extended Cost column for usage. The application automatically fills in the value of this field and you cannot change it.

Total Retail field (Store Use) - This field contains the sum of the Extended Retail column for usage. The application automatically fills in the value of this field and you cannot change it.

Store List Maintenance Screen

The Store List Maintenance screen is used to maintain a list of stores within the enterprise chain. The application allows you to maintain information for each store within the chain. Information entered here is used for validation and reporting purposes by the store inventory transfer program.



Start Store List Maintenance from the Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). The following fields appear on the Store List Maintenance screen.

Store Number field - The number assigned to the store from the corporate office. This number can be between 1 and 99999 and is a required field.

Store Name field - The name and/or location description of the store. This name can be up to 30 characters in length and is a required field.

Address 1 field - The first address line for the store. This field can be up to 20 characters in length.

Address 2 field - The second address line for the store. This field can be up to 20 characters in length.

Zip Code field - The zip code for the store location. This field can be up to 10 digits in length.

Phone Number field - The phone number of the store.

Contact field - The name of the contact person for the store.

Inventory Management Procedures

Opening a Transfer Invoice

This procedure demonstrates how to open an imported Transfer Invoice.

To open an imported Transfer Invoice:

1. Start **Inventory Management** from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Open Imported Transfer** from the File menu.
   - The Open Imported Transfer screen appears displaying all unprocessed Transfer Invoices.
3. Click (highlight) the Transfer Invoice you wish to open and click **OK**.

- The Receive Store Transfer window launches for the imported invoice.

4. See Receiving a Store Inventory Transfer on page 294 to modify (if applicable)and finalize the invoice.

Recording a Store Inventory Transfer

This procedure demonstrates how to transfer items to another store.

To transfer stock to another store:

1. Start **Inventory Management** from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Create Store Transfer** from the File menu.
   - The Create Store Transfer screen appears with an automatically generated Transfer ID.
3. If desired, override the Transfer ID with your manually assigned ID.
4. Select the Transfer to Store field for the store that will receive these items.
5. Click the Insert button.
   - A transfer row is allocated.
6. Complete the transfer record for the item.
7. Repeat steps 5 and 6 for each item to transfer.

NOTE: To remove a transfer record, highlight a cell within the row and click the Delete button.

8. When finish, click the **Finalize** button from the toolbar.
   - A confirmation screen appears.
9. Click **OK**.
   - The Transfer Ticket appears on the screen and two copies (Transfer In and Transfer Out) are printed.

NOTE: If the Inventory Parameters have been configured to create an XML file for the receiving store, an XML file will be created at this time.

Receiving a Store Inventory Transfer

This procedure demonstrates how to receive items from another store.

To receive stock from another store:

1. Start **Inventory Management** from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Receive Store Transfer** from the File menu.

- The Receive Store Transfer screen appears with an automatically generated Transfer ID.

3. If desired, override the Transfer ID with your manually assigned ID.
4. Select the Transferred From Store field for the store that transferred these items.
5. Click the Insert button.
   - A transfer row is allocated.
6. Complete the transfer record for the item to receive.
7. Repeat steps 5 and 6 for each item.

NOTE: To remove a transfer record, highlight a cell within the row and click the Delete button.

8. When finish, click the **Finalize** button from the toolbar.
   - A confirmation screen appears.
9. Click **OK**.
   - The Transfer Ticket appears on the screen and one copy is printed.

Recording a Department Inventory Transfer

This procedure demonstrates how to transfer items from one department to another.

To transfer stock to another department:

1. Start **Inventory Management** from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Record Department Transfer** from the File menu.
   - The Record Department Transfer screen appears with an automatically generated Transfer ID.
3. If desired, override the Transfer ID with your manually assigned ID.
4. Select the Transfer to Department field for the department that will receive these items.
5. Click the Insert button.
   - A transfer row is allocated.
6. Complete the transfer record for the item.
7. Repeat steps 5 and 6 for each item to transfer.

NOTE: To remove a transfer record, highlight a cell within the row and click the Delete button.

8. When finish, click the **Finalize** button from the toolbar.
   - A confirmation screen appears.
9. Click **OK**.

Recording Inventory Waste

This procedure demonstrates how to record damaged or spoiled goods.

To record waste:

1. Start **Inventory Management** from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Record Waste** from the File menu.
   - The Record Waste screen appears with an automatically generated Transfer ID.
3. If desired, override the Transfer ID with your manually assigned ID.
4. Click the Insert button.
   - A transfer row is allocated.
5. Complete the waste transfer record for the item.
6. Repeat steps 4 and 5 for each wasted item.

NOTE: To remove a transfer record, highlight a cell within the row and click the Delete button.

7. When finish, click the **Finalize** button from the toolbar.
   - A confirmation screen appears.
8. Click **OK.**

Recording Store Inventory Usage

This procedure demonstrates how to record items used for in-store purposes.

To record store usage:

1. Start **Inventory Management** from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Record Store Use** from the File menu.
   - The Record Store Use screen appears with an automatically generated Transfer ID.
3. If desired, override the Transfer ID with your manually assigned ID.
4. Click the Insert button.
   - A transfer row is allocated.
5. Complete the usage transfer record for the item.
6. Repeat steps 4 and 5 for each used item.

NOTE: To remove a transfer record, highlight a cell within the row and click the Delete button.

7. When finish, click the **Finalize** button from the toolbar.

- A confirmation screen appears.

8. Click **OK.**

Inventory Management Reports

There are a number of reports available in Inventory Management that report on inventory transfer activity. Select the following Inventory Reports from the Inventory Management **Reports** Menu:

- Department Transfer In Report
- Department Transfer Out Report
- Store Transfer In Report
- Store Transfer Out Report
- Store Use Report
- Waste Report

Department Transfer In Report

Choose the Department Transfer In Report from the Inventory Management **Reports** Menu to report on inventory received from other departments. Generate a report to include all entries for a designated date range.

The following fields appear on the Department Transfer In Report:

- Invoice ID
- To Department field
- Item Number field
- POS Description field
- Unit Size Description field
- Department Code field
- Case Pack field
- Received Unit of Measure field
- Case Cost field
- Item Retail Price field
- Quantity field
- Extended Cost field
- Extended Retail field
- Gross Margin % field

Department Transfer Out Report

Choose the Department Transfer Out Report from the Inventory Management **Reports** Menu to report on inventory transferred to other departments. Generate a report to include all entries for a designated date range.

The following fields appear on the Department Transfer Out Report:

- Invoice ID
- From Department field
- To Department field
- Item Number field
- POS Description field
- Unit Size Description field
- Department Code field
- Case Pack field
- Received Unit of Measure field
- Case Cost field
- Item Retail Price field
- Quantity field
- Extended Cost field
- Extended Retail field
- Gross Margin % field

Store Transfer In Report

Choose the Store Transfer In Report from the Inventory Management **Reports** Menu to report on inventory received from other stores. Generate a report to include all entries for a designated date range.

The following fields appear on the Store Transfer In Report:

- Invoice ID
- From Store field
- To Store field
- Item Number field
- POS Description field
- Unit Size Description field
- Department Code field
- Case Pack field
- Received Unit of Measure field
- Case Cost field
- Item Retail Price field
- Quantity field
- Extended Cost field

- Extended Retail field
- Gross Margin % field

Store Transfer Out Report

Choose the Store Transfer Out Report from the Inventory Management **Reports** Menu to report on inventory transferred to other stores. Generate a report to include all entries for a designated date range.

The following fields appear on the Store Transfer Out Report:

- Invoice ID
- From Store field
- To Store field
- Item Number field
- POS Description field
- Unit Size Description field
- Department Code field
- Case Pack field
- Received Unit of Measure field
- Case Cost field
- Item Retail Price field
- Quantity field
- Extended Cost field
- Extended Retail field
- Gross Margin % field

Store Use Report

Choose the Store Use Report from the Inventory Management **Reports** Menu to report on inventory items used internally by the store. Generate a report to include all entries for a designated date range.

The following fields appear on the Store Use Report:

- Invoice ID
- Item Number field
- POS Description field
- Unit Size Description field
- Department Code field
- Case Pack field
- Received Unit of Measure field
- Case Cost field
- Item Retail Price field
- Quantity field
- Extended Cost field

- Extended Retail field
- Gross Margin % field

Waste Report

Choose the Waste Report from the Inventory Management **Reports** Menu to report on spoiled or damaged inventory. Generate a report to include all entries for a designated date range.

The following fields appear on the Waste Report:

- Invoice ID
- Item Number field
- POS Description field
- Unit Size Description field
- Department Code field
- Case Pack field
- Received Unit of Measure field
- Case Cost field
- Item Retail Price field
- Quantity field
- Extended Cost field
- Extended Retail field
- Gross Margin % field

Store Transfer Ticket

The Store Transfer Ticket is automatically printed (and displayed to the screen) when a store transfer is finalized.

The following fields appear on the Transfer In Ticket

- Transfer ID field
- Created By field
- Create Date field
- From Store
- To Store
- Item Number field
- Department Number field
- Item Description field
- Quantity field
- Quantity Description
- Quantity per Case
- Case Cost field
- Total Cost field

- Total Cases Transferred field
- Total Eaches Transferred field
- Total Weight Transferred field
- Total Items Listed field
- Total Transfer Cost field

The following fields appear on the Transfer Out Ticket

- Transfer ID field
- Created By field
- Create Date field
- From Store
- To Store
- Item Number field
- Department Number field
- Item Description field
- Quantity field
- Quantity Description
- Quantity per Case
- Item Retail field
- Extended Retail field
- Case Cost field
- Total Cost field
- Gross Margin % field
- Total Cases Transferred field
- Total Eaches Transferred field
- Total Weight Transferred field
- Total Items Listed field
- Total Gross Margin field
- Total Transfer Cost field
- Total Extended Retail
- Transfer Gross Margin

Stock Count Maintenance

The Stock Count Maintenance application oversees the processing and reporting of store inventory data collected from the FM unit. Item stock counts are collected using "sessions", unique inventory collection pools. Multiple sessions can be active at any given time, with FM units entering stock count data into different sessions an any one given time. Session data is the basis for six different reports as well as for updating on-hand inventory counts.

An item may be sold from several locations within the store. If the "Use Location" option (see page 337) is established for the Item Maintenance parameter used to take stock counts, the operator will be required to enter the location prior to entering counts. An item's stock count can only be entered once per location, per stock count session. If an item exists in multiple locations in the store, all those locations must be counted and applied within the same session. The total count of the item (from each location) is used.

RBO Stock Counting also handles random weight items. Both individual package counts and as well as total inventory weight are incremented when random weight items are scanned at the "Entry Query" prompt.

Item stock counts are increased by receiving (net of product returns) and depleted by store sales. Applying the results of a stock count session will adjust item on-hand counts (for those items whose prior on-hand counts did not equal inventory counts).

Conflicts may occur if an item exists in two or more unapplied or partially applied sessions. The Session Conflict Found screen will display the items and batches where the conflicts occur so they may be resolved prior to application.

The timing of stock counting and applying stock sessions is critical to obtaining accurate inventory figures. In addition, it also is recommended to implement "Real Time" Inventory (see Parameter setting on page 52). If not using Real Time Inventory:

- Perform a movement update immediately before beginning the stock count.

Note: For RBO/StoreLine v8 installations implementing Real Time Inventory, movement updates do not affect the stock count process.

- Begin (and complete) the count phase as soon as possible after the movement update occurs (otherwise, all item sales that occur in the interim will show up as shrink loss).

- Do not do a movement update during the count phase.

- Perform the count phase when sales are at a minimum.

It is recommended that receiving is temporarily postponed during Stock Counting. If this is not practical, make sure to newly received inventory is counted prior to applying the session.

Regardless of whether Real Time Inventory is being kept or not, there is always the risk of incurring cart loss – items that were not counted because they were in the customer's cart. If Real Time Inventory is not being kept, inventory loss could include all items sold since the previous movement update and the applying of the inventory session.

Start Stock Count Maintenance from the Item Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).

Stock Counting Maintenance Toolbar Buttons

This section lists the toolbar buttons that are specific to Stock Counting. For an explanation of the basic toolbar buttons, see the *Basic Toolbar Buttons and Functions* section in the **Overview** chapter of this guide.

Open Session

Click this button to display the Session Detail Screen for the highlighted Stock Count Session.

Apply Session(s)

Click this button to update the on hand counts for items within the highlighted sessions.

Unlock Session(s)

Click this button to unlock the highlighted sessions.

Delete Sessions

Click this button to delete the highlighted sessions.

First

Click this button to move to the first session or session detail line.

Previous

Click this button to move to the previous session or session detail line.

Next

Click this button to move to the next session or session detail line.

Last

Click this button to move to the last session or session detail line.

Refresh

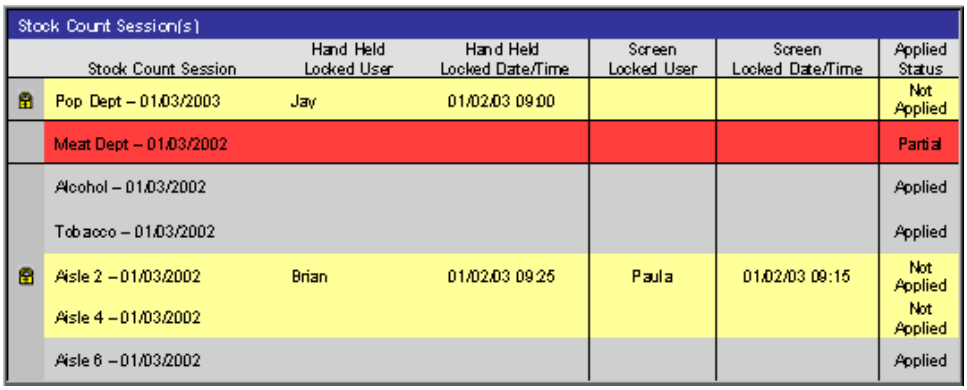
Click this button to redisplay the stock count maintenance screen with the most current session data.

Purge

Click this button to purge stock count sessions that have expired based on the “Stock Count Keep Days” parameter setting.

Stock Count Maintenance Screen

The Stock Count Maintenance screen displays all stock count sessions, sorted by session description and session start date.



The following columns appear on the Stock Count Maintenance screen.

Lock – This column displays a lock icon if the stock count session is currently in use by a user. Locked sessions can only be opened in read-only mode.

Stock Count Session - This column displays the description of the Stock Count Session.

Hand Held Locked User- This column displays the FM user who has a lock on the stock count session.

Hand Held Locked Date/Time- This column displays the date and time the stock count session was placed in a locked status by the FM user.

Screen Locked User - This screen displays the name of the computer user who has a lock on the stock count session.

Screen Locked Date/Time - This column displays the date and time the stock count session was placed in a locked status by the computer user.

Applied Status - This column displays the applied status of the stock count session. Stock count sessions rows are color-coded according to its applied status as follows:

- **Applied** (Gray) – All counts within the session have been applied.
- **Partial** (Red) – Not all of the contents of the stock count session been applied due to a conflict.
- **Not Applied** (Yellow) – The stock count session has yet to be applied.

Stock Count Session Details Screen

The Stock Count Session Details Screen displays by double-clicking the session row or by highlighting the session row and clicking the Open Session button (or selecting **File** followed by **Open** from the toolbar).

Stock Count Session – Pop Dept 01/03/2002

Item Number	Description	Department	Primary Supplier	Location Description	Packages Counted
00001200000030	Pepsi	1-Pop	Retalix USA	Aisle 2	
00001200000030	Pepsi	1-Pop	Retalix USA	End Cap Aisle 2	
00001200000030	Pepsi	1-Pop	Retalix USA	ITEM TOTAL	
00004900000658	Diet Coke	1-Pop	Coke Guy	End Cap Aisle 12	
00007227500022	ALE 8	1-Pop	Kentucky's Best	Aisle 2	
00001200000022	Mountain Dew 24	1-Pop	Dew	Aisle 2	
00001200000033	Dr. Pepper 12	1-Pop	Pepper	Aisle 4	
00001200000044	Diet Pepsi 24	1-Pop	Retalix USA	Aisle 2	
00022134500000	Sara Lee Turkey	2-Meat	Retalix USA	Meat Case1	2
00022134500000	Sara Lee Turkey	2-Meat	Retalix USA	Meat Case2	3
00022134500000	Sara Lee Turkey	2-Meat	Retalix USA	ITEM TOTAL	

Stock Count Session Screen

Stock Count Session – Pop Dept 01/03/2002

Total Packages Counted	Location Count	Total Location Count	Expected On Hand	Shrink	Last Updated	User	Applied Status
	50				01/03/2002 11:57	Brian	Applied
	50				01/03/2002 09:00	Brian	Applied
		100	101	-1			
	900	900	995	-5	01/03/2002 10:00	Brian	Error
	500	500	800	-300	01/03/2002 01:30	Brad	Not Applied
	10	10	9	+1	01/03/2002 02:54	Paul	Not Applied
	25	25	25	0	01/03/2002 03:01	Paul	Applied
	40	40	0	+40	01/03/2002 09:10	Paul	Not On File
	8.00				01/03/2002 09:15	Brian	Not Applied
	7.25				01/03/2002 09:15	Brian	Not Applied
5		15.25	20	-4.75			

Stock Count Session Screen (Continued)

The following columns appear on the Stock Count Session Details screen:

Item Number – This column displays the inventoried item number.

Description – This column displays the inventoried item description.

Department – This column displays the item's department number.

Primary Supplier - This column displays the name of the item's primary supplier.

Location Description - This column displays the store location where the item was counted.

Packages Counted - This column displays the number of (random weight) packages counted for this item, in this location.

Total Packages Counted - This column displays the number of (random weight) packages counted for this item for all locations within the session.

Location Count - This column displays the item's stock count for this location. If it is a random weight item, this column displays in pounds.

Total Location Count - This column displays the item's stock count for all locations within the session.

Expected On Hand - This column displays the item's expected on-hand count based on receiving and sales activity.

Shrink - This column displays the difference between the item's Total Count and Expected On Hand Count. (A negative count indicates a loss, a positive amount indicates a gain).

Last Updated - This column displays this column displays the date and time the item was last updated within the session.

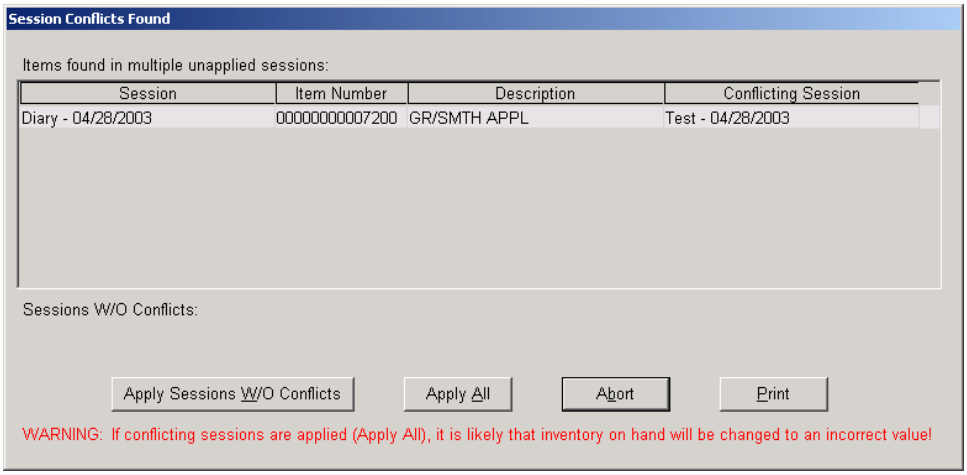
User - This column displays the FM user who entered the count.

Applied Status - This column displays this column displays the applied status of the item within the session. Stock count rows are color-coded according to its applied status as follows:

- **Applied** (Gray) – Stock counts for the item have been applied.
- **Error** (Red) –A conflict occurred when attempting to apply the item's stock count.
- **Not Applied** (Yellow) –Stock counts for the item have yet to be applied.
- **Not On File** (Blue) – The item was not on file and added to the stock count session.

Session Conflicts Found Screen

When apply a session, if one or more items within the session also exist in another non-applied or partially applied session, the Session Conflicts screen appears:



The following columns appears on the Session Conflicts Found screen:

Session – The name (and date) of the session being applied containing the conflict.

Item Number – The item number of the conflicting item.

Description – The description of the conflicting item.

Conflicting Session – The name a session containing stock counts containing the conflicting item.

The following buttons appear on the Session Conflict Screen:

Apply Session W/O Conflicts Button – Click this button to apply only the selected sessions without conflict.

Apply All Button – Click this button to apply all sessions, disregarding the conflicts.

Note: Those items within the session with conflicts will not be applied. The Applied Status of the session will display as "**Partial**".

Abort Button - Click this button to abort the apply process without applying any selected sessions.

Print Button - Click this button to print the Session Conflict Report.

Stock Count Reports

There are a number of reports available in the Stock Count Maintenance application. Select the following reports from the Stock Count Maintenance **Reports** Menu:

- Department Summary
- Gain/Shrink
- Not On File
- On-Hand Valuation
- Session Conflict
- Stock Count Valuation

Stock Count Department Summary Report

The Stock Count Department Summary Report displays department stock count totals based on the selected stock count session. The report displays the number of items counted "out of" the total number of items within the reported department. The following fields appear on the Stock Count Department Summary Report:

- Department Number
- Description
- PLUs Counted
- Out of
- Totals (for PLUs Counted and Out Of)

Gain/Shrink Report

The Gain/Shrink Report displays gain and shrink totals based on the selected session for either a selected department or supplier. The difference between the item's Total Count and Expected On Hand Count represents either a gain or a loss. (A negative number indicates a loss, a positive amount indicates a gain). The following fields appear on the Gain/Shrink Report.

- Item Number
- Description
- Primary Supplier
- Unit/Size
- Retail Price
- Location Description

- Pkg Count
- Stock Count
- Expected On Hand
- Shrink Count
- Unit Gain/Loss *
- Total Gain/Loss
- Gain/Loss Calculation Method *

* - The Unit Gain/Loss figure the report uses depends on several factors. If the Inventory Method parameter is set for "Current" and/or if the Keep DSD Inventory parameter is unchecked, the Unit Gain/Loss figure will always be current cost (a.k.a. **Current** method). If the "Keep DSD Inventory" parameter is enabled and the Inventory Cost Method is "FIFO" or "LIFO", RBO looks at the existing inventory buckets. If the expected on-hand amount for the item equals the total available from of the item's Inventory Buckets, the Unit Gain/Loss depends on whether there is shrink or gain. If there is shrink, Unit Gain/Loss is the **Actual** cost of the next item to be sold (drawn from the next inventory bucket to be used). If there is gain, Unit Gain/Loss is the **Sell** cost of the last item sold. If the expected on-hand amount for the item does not equal the total available from of the item's Inventory Buckets, then **Current** cost is used. For more information on Inventory Buckets, please see page 503.

Not On File Report

The Not On File Report displays the list of items included in the Stock Count Session that have yet to be added to the item file. The following fields appear on the Not On File Report.

- Item Number
- Description
- Stock Count
- Location ID

On Hand Valuation Report

The On Hand Count Valuation Report values inventory based on "expected" session stock counts for either a selected department, session or supplier. RBO maintains "expected" stock counts based on receiving and sales activity. The On Hand Valuation report calculates the total sell price and sell cost of the expected inventory counts. These figures will be used to calculate the Gross Profit and Gross Margin for each reported item. If the item was counted in multiple locations within the session, the expected stock counts will be either combined under one Stock Count figure (using the Short Form) or listed separately under each location

(Long Form). The following fields appear on the On Hand Valuation Report:

- Item Number
- Description
- Unit/Size
- Expected On Hand
- Unit Cost *
- Unit Sell
- Total Cost
- Total Sell
- Gross Profit
- Gross Margin %
- Calc Method *

* - The Unit Gain/Loss figure the report uses depends on several factors. If the Inventory Method parameter is set for "Current" and/or if the Keep DSD Inventory parameter is unchecked, the Unit Gain/Loss figure will always be current cost (a.k.a. **Current** method). If the "Keep DSD Inventory" parameter is enabled and the expected on-hand amount for the item equals the total available from of the item's Inventory Buckets, RBO calculates unit cost by dividing the total cost of all active inventory buckets by the total quantity of all active buckets (a.k.a. **Actual** method). If the expected on-hand amount for the item does not equal the total available from of the item's Inventory Buckets, then **Current** cost is used. For more information on Inventory Buckets, please see page 503.

Session Conflict Report

The Session Conflict Report can be generated when a conflict is found when applying a session or from the Stock Count Session Details screen. This report will display any items in the selected session that also were counted in another non-applied or partially applied session. The report can be generated for a selected session, non-applied session or partially applied session. The following fields appear on the Session Conflict Report.

- Item Number
- Description
- Department
- Stock Count
- Conflicting Sessions
- Stock Count (from Conflicting Session)

Stock Count Valuation Report

The Stock Count Valuation Report values inventory based on session stock count data for either a selected department, session or supplier. The report will calculate the total sell price and sell cost. These figures will be used to calculate the Gross Profit and Gross Margin for each reported item. If the item was counted in multiple locations within the session, the stock counts will be either combined under one Stock Count figure (using the Short Form) or listed separately under each location (Long Form). The following fields appear on the Stock Count Valuation Report:

- Item Number
- Description
- Unit/Size
- Stock Count
- Unit Cost
- Unit Sell
- Total Cost
- Total Sell
- Gross Profit
- Gross Margin %
- Calc Method *

* - If the Unit Cost was calculated using inventory buckets and the count produced shrink, the calculation method is **Actual**. If the Unit Cost was calculated using inventory buckets and the count produced a gain, the calculation method will display **Sell**. If Unit Cost was not calculated and current cost is being used, the calculation method will display **Current**. For more information on Inventory Buckets, please see page 503.

Stock Count Maintenance Procedures

Applying a Stock Count Session

This procedure demonstrates how to update the on-hand counts for items within a stock count session.

To apply a Stock Count Session:

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.

2. Highlight (click) the non-applied or partially applied Stock Count Session, or select multiple sessions my holding the control key down and clicking each desired session row.
3. Select Apply from the **Session** Menu.
   - A progress bar displays indicating the total number of records to process and the record currently being processed.

Note: If the session is currently locked by another user, a warning message will display. An unlock must be performed before applying the session. As a good practice, contact the user before attempting to unlock and apply the session in case the stock count is still ongoing.

Note: If there are multiple location stock counts for an item within the session and an adjustment is to be performed to the item's on-hand count, RBO looks at the "Keep Real Time Inventory" parameter to determine whether the adjustment is made based on the Expected On Hand count at the time of the first or last location entered. If the "Keep Real Time Inventory" parameter is checked, then the Expected On Hand count from the last location counted is used. If the "Keep Real Time Inventory" parameter is unchecked, then the Expected On Hand count from the first location counted is used. RBO assumes that fewer items have been sold between the previous movement update and the first location count than the last location counted.

Deleting a Stock Count Session

This procedure demonstrates how to delete a stock count session.

To delete a Stock Count Session:

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Highlight (click) the Stock Count Session, or select multiple sessions my holding the control key down and clicking each desired session row.
3. Select Delete from the **Session** Menu.
   - The session is deleted.

Note: If the session is currently locked by another user, a warning message will display. An unlock must be performed before deleting the session.

Note: If one or more of the sessions you are attempting to remove has a "Not Applied" or "Partial" status, a warning message will display.

Unlocking a Session

This procedure demonstrates how to unlock a stock count session.

To unlock a Stock Count Session:

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Highlight (click) the locked Stock Count Session.
3. Select Unlock from the **Session** Menu.
   - A warning message displays.
4. Click OK to complete unlocking the session.

Deleting a Session Detail Row

This procedure demonstrates how to delete an unapplied session detail row.

To delete a session detail row:

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Highlight (click) the Stock Count Session to edit.
3. Select Edit from the **Session** Menu.
   - The Stock Count Session Details Screen appears.
4. Locate and highlight (click) the detail row to remove, or select multiple rows my holding the control key down and clicking each desired row.
5. Click the Delete icon
   - A warning message appears.
6. Click OK to complete removing the rows.

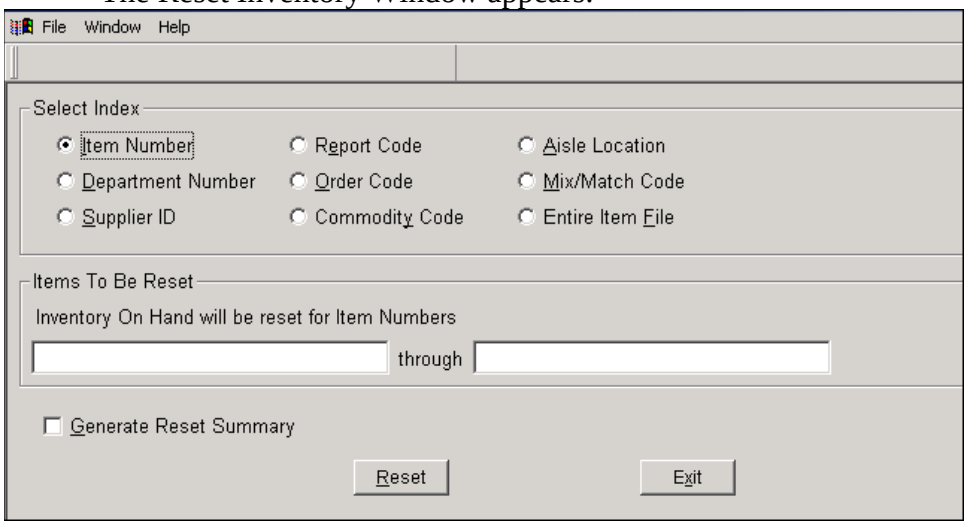
Note: If one of the selected rows within the session contains the Item Total (the aggregate total for the item from multiple location counts), you will be prompted if you want to remove all instances of the item (by clicking **OK**) or only the Item Total row (by clicking **No**).

Resetting On-Hand Inventory

This procedure demonstrates how to reset the on-hand inventory quantity to zero for selected item ranges.

To Reset On-Hand Inventory Counts

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Reset Inventory On Hand** from the **Utilities** Menu.
   - The Reset Inventory Window appears:



3. Click the radio button of the field index you wish to use for specifying a range.
4. Enter the beginning and ending range for the chosen index.
5. (Optional) Click the "Generate Reset Summary" to generate a Movement Reset Summary report.
6. Click the **Reset** button.
   - The Reset confirmation summary message displays.
7. Click **Yes**.
   - The movement is reset and the Movement Reset Summary displays.
8. (Optional) Click Print to send the report to the printer.

Purging Stock Count Maintenance Sessions

This procedure demonstrates how to purge stock count maintenance sessions whose "Stock Count Keep Days" have been exceeded:

To purge expired sessions:

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Click the Purge button from Stock Count Maintenance toolbar.
   - A warning message appears.
3. Click **OK**.
   - Expired sessions are purged and the Stock Count Maintenance screen refreshes.

Note: You can also have expired sessions purged by adding and scheduling the "Stock Count Purge" action to a BackOffice Task.

Importing Stock Counts

This procedure describes how to import inventory counts taken using a third-party inventory service. The Import Stock Count program looks for an ASCII file that carries the UPC number, stock count and location (in a tab separated file with each item on a separate line).

To import stock counts

1. Start Stock Count Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Item Management folder.
2. Select **Import Stock Count** from the **Utilities** Menu.
   - The Stock Count Import confirmation message appears.
3. Click **OK**.
   - The Enter Session Description window appears.
4. Enter a description to attach to the session import and click **OK**.
   - The Select Import File window appears.
5. Browse to the location where the import file is locate. Highlight the file and click **Open**.
   - The session is imported and appears in the Stock Count Session list.

FM Utilities

The Retalix FM lets you perform various interactive functions from a portable unit communicating with your computer using radio waves instead of a hard-wired interface. This gives you the freedom to enter and retrieve data from your computer from any location in your store at any time. You can even operate the Retalix FM on a loading dock or from inside a supplier's truck. You can perform Flexible Data Collect, Item Maintenance, Ordering and Receiving from the Retalix FM.

The FM Utilities let you define the FM parameter files for your FM applications and set up and perform diagnostics on the communication pieces of your Retalix FM System. There are six applications associated with the FM Utilities. They are:

- Set Up and Diagnostics
- FM Flexible Data Collect Parameters
- FM Item Parameters
- FM Ordering Parameters
- FM Receiving Parameters
- FM Tally Report

Communications Setup/Diagnostics

The Communications Setup/Diagnostics application contains the definition of the communication pieces of your Retalix FM System. You can also view and print the communication tallies and log for diagnostics purposes. There are two sets of programs: one for the standard Retalix FM (narrow band) and one for the Retalix SP (spread spectrum). Use the set of programs appropriate for your hardware. Start the Communications Setup/Diagnostics application by selecting Set Up and Diagnostics from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu).

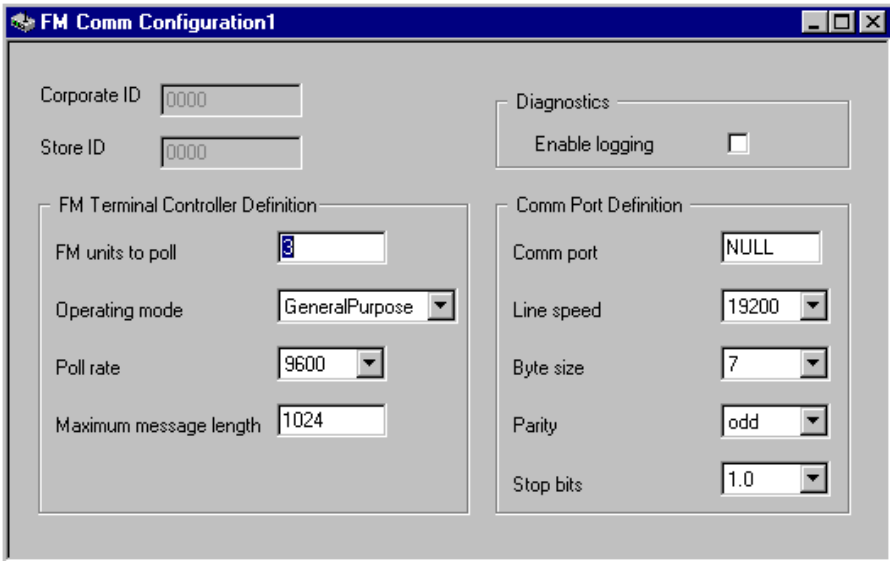
Use the Communications Setup/Diagnostics application at the following times:

- Installation
- When you add a new piece of hardware
- To run diagnostics on your Retalix FM System

Open FM Configuration

Note: This utility cannot be used from an RBO Client System.

Choose this option from the Communications Setup/Diagnostics **File** Menu to set up or modify communication information for your narrow band Retalix FM System. The FM Comm Configuration window appears:



To print a copy of the FM Communication Configuration, select Print from the **File** Menu (or click the button). There are two types of communication information that Retalix BackOffice requires to work properly: FM Terminal Controller and Communications (Comm) Port information. The following fields appear in the FM Comm Configuration window:

Corporate ID field - This field contains your Corporate ID number. This number is assigned by Retalix and you cannot change it.

Store ID field - This field contains your Store ID number. This number is assigned by Retalix and you cannot change it.

Diagnostics

The following check box appears in the Diagnostics area of the FM Comm Configuration window:

Enable Logging check box - Check this box to enable the logging feature. This logging feature records all communication between your system and the FM (or SP) units. It is available for diagnostic purposes.

When you enable logging, select Open FM (or SP) Comm Log from the **File** Menu to view the log.

FM Terminal Controller Definition (FM Comm Configuration)

The following fields appear in the FM Terminal Controller Definition area of the FM Comm Configuration window:

FM Units to Poll field - This field contains the number of FM units you have in your store. Be sure to include any ConsumerScan units you have in this count.

Operating Mode field - This field contains the operating mode of the FM Terminal Controller. The value of this field is set by Retalix. You should not change this field unless instructed by Retalix Customer Support.

Poll Rate field - This field contains the poll rate of the FM Terminal Controller. The value of this field is set by Retalix. You should not change this field unless instructed by Retalix Customer Support.

Maximum Message Length field - This field contains the maximum length allowed for messages passing between the FM Terminal Controller and the Retalix BackOffice server. The value of this field is set by Retalix. You should not change this field unless instructed by Retalix Customer Support.

Comm Port Definition (FM Comm Configuration)

The following fields appear in the Comm Port Definition area of the FM Comm Configuration window:

Comm Port field - Set this field to the communications port number on your computer where the FM Terminal Controller is connected. The default value for this field is NULL. Communication to your FM Terminal Controller cannot take place until you set this field to a valid comm port number. You can set this field to NULL to prevent communication to the FM Terminal Controller when it has been temporarily removed from the system for any reason.

Line Speed field - Use the drop-down list to set this field to match the line speed of your FM Terminal Controller.

Byte Size field - Use the drop-down list to set this field to match the byte size setting of your FM Terminal Controller.

Parity field - Use the drop-down list to set this field to match the parity setting of your FM Terminal Controller.

Stop Bits field - Use the drop-down list to set this field to match the stop bits setting of your FM Terminal Controller.

Open FM Comm Tallies

Choose this option from the Communications Setup/Diagnostics **File** Menu to view the communication tallies for your narrow band Retalix FM System. You can also print and save the tallies. The FM communication tallies are numeric totals that show important information about the data flow between your FM units, FM Terminal Controller and Retalix BackOffice. The FM communication tallies are available for diagnostic purposes. The following tally groups can appear:

Tally Group Zero - Terminal Tallies - Tally Group Zero shows information about data traffic between the FM units and the FM Terminal Controller. The FM communication tallies include a Tally Group Zero for each FM unit in the system. The following tallies appear for Tally Group Zero:

- Bad BCC
- Bad ETX
- Bad STX
- Number of Same Poll ID
- Number of Security Violations
- Number Received
- Number Transmitted
- Offending Security Code
- Received Invalid
- Received Valid
- Same Poll ID
- Transmitted Valid
- Transmitted Invalid

Tally Group One - FM Port Tallies - Tally Group One shows information about the FM port on the FM Terminal Controller's internal serial card. This group gives detailed information about line status interrupt errors and modem control. The following tallies appear for Tally Group One:

- Break Errors
- Character Overruns
- Framing Errors
- Lost CTS During Trans
- Lost DSR During Trans
- No CTS Errors
- No DSR Errors
- Parity Errors

Tally Group Two - Host Messages Tallies - Tally Group Two shows information about the data traffic between the FM Terminal Controller and Retalix BackOffice. This tally group gathers data from the connecting terminal/host port at a message level. These tallies let you check host input to the FM unit. They help you make sure your Retalix BackOffice computer uses the correct protocol. The following tallies appear for Tally Group Two:

- Bad Message Type
- Bad Poll ID
- Host Timed Out
- Incomplete Message
- Received Bad
- Received From Host
- Received Good
- Transmitted Invalid
- Transmitted to Host
- Transmitted Valid

Tally Group Three - Host Functions Tallies - Tally Group Three shows data reaching the FM Terminal Controller through the Retalix BackOffice port. They report message-level tallies that are an extension of Tally Group Two. The following tallies appear for Tally Group Three:

- Number of Close Msg
- Number of Data Msg
- Number of Open Msg
- Number of Status Msg
- Number of Tally Msg

Tally Group Four - Host Port Tallies - Tally Group Four shows information about the host port in the FM Terminal Controller. This group gives details about line status interrupt error and about modem control. The following tallies appear for Tally Group Four:

- Break Errors
- Character Overruns

- Framing Errors
- Lost CTS During Trans
- Lost DSR During Trans
- No CTS Errors
- No DSR Errors
- Parity Errors

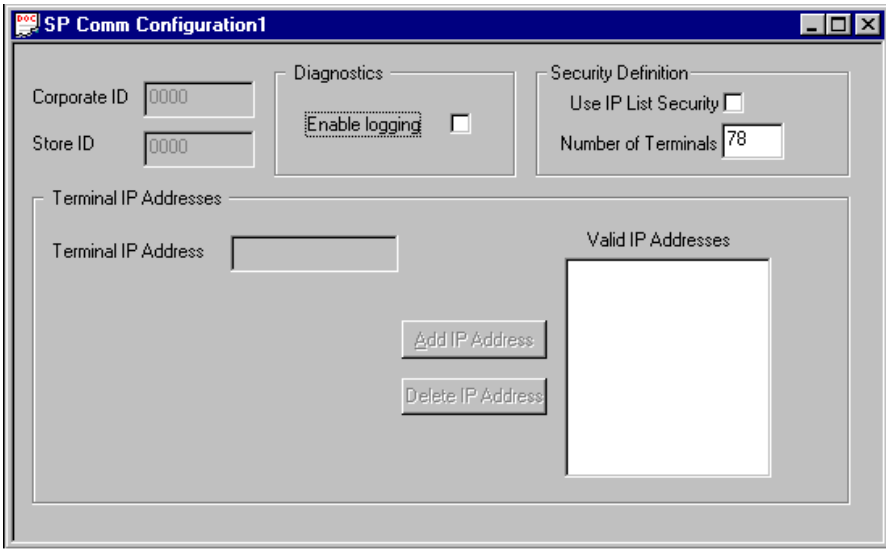
Open FM Comm Log

When there is a check mark in the Enable Logging check box, choose this option from the Communications Setup/Diagnostics **File** Menu to view the communication log for your narrow band Retalix FM System. You can also print and save the log. The FM communication log is available for diagnostic purposes.

Open SP Configuration

Note: This utility cannot be used from an RBO Client System.

Choose this option from the Communications Setup/Diagnostics **File** Menu to set up or modify communication information for your Spread Spectrum (SP) System. The SP Comm Configuration window appears:



To print a copy of the SP Communication Configuration, select Print from the **File** Menu (or click the button). You do not need to define any information for the Retalix SP System unless you want to secure your system. The following fields and buttons appear in the SP Comm Configuration window:

Corporate ID field - This field contains your Corporate ID number. This number is assigned by Retalix and you cannot change it.

Store ID field - This field contains your Store ID number. This number is assigned by Retalix and you cannot change it.

Diagnostics

The following check box appears in the Diagnostics area of the SP Comm Configuration window:

Enable Logging check box - Check this box to enable the logging feature. This logging feature records all communication between your system and the FM (or SP) units. It is available for diagnostic purposes. When you enable logging, select Open FM (or SP) Comm Log from the **File** Menu to view the log.

Security Definition (SP Comm Configuration)

The following field and check box appear in the Security Definition area of the SP Comm Configuration window:

Use IP List Security check box - Check this box to limit the Retalix SP units that can run the Retalix BackOffice FM applications. If you check this box, you must enter the IP address of every SP unit in your store and add it to the Valid IP Addresses list box.

Number of Terminals field - This field is only available when the Use IP List Security check box is not checked. This field contains the maximum number of SP units that can run on your system. You do not need to modify this setting.

Terminal IP Addresses (SP Comm Configuration)

The following fields and buttons appear in the Terminal IP Addresses area of the SP Comm Configuration window:

Terminal IP Address field - This field is only available when the Use IP List Security check box contains a check mark. Use this field to enter the IP address of each SP unit. Enter the address and click the Add IP Address button to add an SP unit to the Valid IP Addresses list box.

Valid IP Addresses list box - This list box is only available when the Use IP List Security check box contains a check mark. This list box contains the IP address of each SP unit in your system.

Add IP Address button - This button is only available when the Use IP List Security check box contains a check mark. Enter the IP address of an SP unit in the Terminal IP Address field and then click this button to add the SP unit to the Valid IP Addresses list box.

Delete IP Address button - This button is only available when the Use IP List Security check box contains a check mark. Select the IP address of the SP unit to delete in the Valid IP Addresses list box and then click this button. The IP address disappears from the Valid IP Addresses list box.

Open SP Comm Tallies

Choose this option from the Communications Setup/Diagnostics **File** Menu to view the communication tallies for your Retalix SP System. You can also print and save the tallies. The SP communication tallies are available for diagnostic purposes. The following tallies appear:

- Bytes Read
- Bytes Written
- Input Messages from Terminal
- MRD Communication Errors
- MRD Connect Errors
- Number of Terminals Defined
- Output Messages to Terminal
- Read Errors
- Session Log On Attempts
- Session Log Out Attempts
- Threads Started
- Threads Stopped
- Undef Appl Cnct Attempts
- Write Errors

Open SP Comm Log

When there is a check mark in the Enable Logging check box, choose this option from the Communications Setup/Diagnostics **File** Menu to view the communication log for your Retalix SP System. You can also print and save the log. The SP communication log is available for diagnostic purposes.

FM Flexible Data Collect Parameters

The FM Flexible Data Collect Parameters let you determine the permissions of your FM flexible data collect operators. You decide how much or how little an operator can do from an FM unit. You can define up to ninety-nine different FM parameter files for the FM Flexible Data Collect application. At sign-on time, the system prompts the FM operator to enter an FM parameter file number. Start FM Flexible Data Collect Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu).

Each FM flexible data collect parameter file determines the following:

- Display fields
- Fields to prompt
- Fields to data collect
- Default scanning index
- Whether to use a supplier filter
- Whether to use a default quantity
- Whether to allow /SUSPEND and /GO
- Program to call
- Whether to call an application at /SUSPEND, /QUIT and /GO
- Any additional FM log-on prompts

You can also define your own fields to use with the FM Flexible Data Collect application.

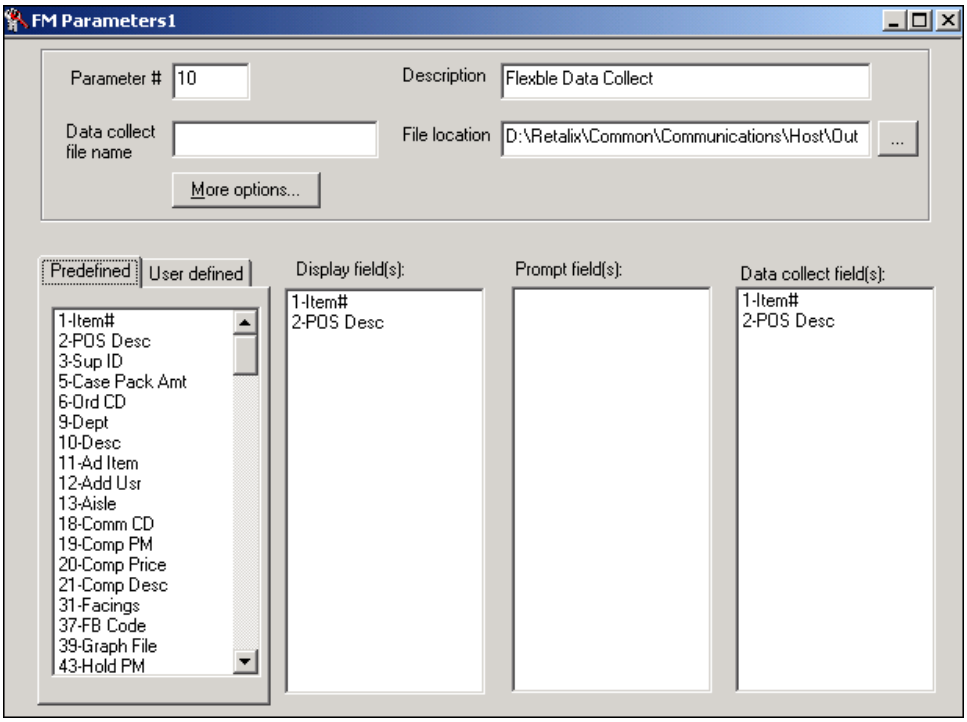
FM Flexible Data Collect Parameters Windows

There are two windows of information to define for each FM flexible data collect parameter file. You must define the fields to display, prompt and data collect, as well as other data collect options. The following windows are available:

- Main Window
- Options Window

FM Flexible Data Collect Parameters Window - Main

Start FM Flexible Data Collect Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). The main FM Flexible Data Collect Parameters window lets you define the FM data collect file and its location, the fields that display on the FM unit, the field to prompt, the fields to data collect and add and remove user-defined fields:



This window contains the following fields and buttons:

Parameter # field (FM Parameters) - This field contains the number of the FM parameter file. You can define up to ninety-nine (99) FM parameter files for each FM application: FM Flexible Data Collect, FM Receiving, FM Item and FM Ordering. Enter a number from 1 through 99. You cannot have any duplicate parameter file numbers.

Note: RBO comes pre-configured with 7 FM Flexible Data Collect parameter files: 89 – Shelf Replenishment, 90 – Store Transfer Out, 91– Store Transfer In With Cost, 92 – Store Transfer in Without Costs, 93 – Department Transfers, 94 – Store Use and 95 – Store Waste. For more information see Inventory Management on page 280 on these processes.

Description field (FM Parameters) - This field contains a name or description of the FM parameter file. If you do not enter a unique name here, the name defaults to "Parameter File."

Data Collect File Name field - This field contains the name of the data collect file to write to when collecting data with the FM unit. If you do not specify an extension for the file, the FM Flexible Data Collect application adds the "csv" extension to the name you enter. The .csv extension indicates that the data collect file will be saved as a comma separated variable length file. This is the type of file that can be read by spreadsheet and other applications.

File Location field - This field contains the location where the FM Flexible Data Collect application saves your data collect files. Enter the full directory path or click the button to navigate to the location. The default location of the files is **C:\Retalix\Common\Communications\Host\OutBox**.

…button (Browse) - Click to navigate to the location on your system or any other system on the LAN where the program or files reside. Select the correct path and click the OK button.

More Options button - Click this button to define more data collect options. The FM Flexible Data Collect Options window appears.

List Boxes

The following list boxes and buttons appear in the main FM Flexible Data Collect Parameters window:

Predefined list box - Click the Predefined tab to view the Predefined list box. This list box contains a list of all of the predefined fields that are available for display, prompt and data collect. Use this list to drag and drop fields into the other list boxes in the window when defining FM Flexible Data Collect operator permissions. You can also define your own fields for use with FM Flexible Data Collect.

User Defined list box - Click the User Defined tab to view the User Defined list box. This list box contains a list of all of the user-defined fields that are available for display, prompt and data collect. Use this list to drag and drop fields into the other list boxes in the window when defining FM Flexible Data Collect operator permissions. You can also add new fields to this list box and remove fields from this list box.

New button (FM Flexible Data Collect Parameters) - Click this button to add a user-defined field. The User Defined Fields Dialog Box appears.

Remove button - Highlight a user-defined field and click this button to delete it. A message appears asking you to confirm that you want to delete the field. Click the Yes button to remove the field.

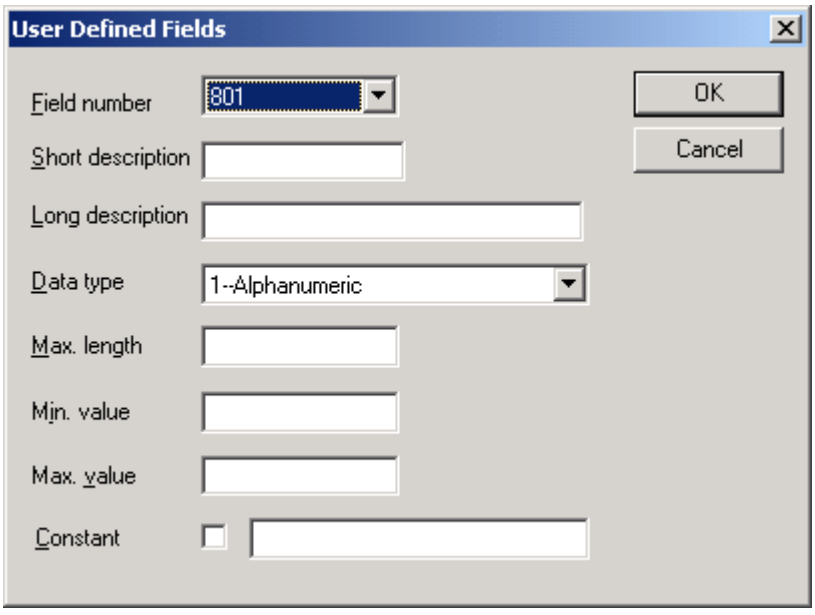
Display Fields list box - This list box contains a list of the fields that display on the FM unit when the operator scans or enters an item. Drag and drop fields from the Predefined and User-Defined list boxes into this list box to create the list of display fields.

Prompt Fields list box - This list box contains a list of the fields that the FM unit automatically prompts the FM operator for during data collect. Drag and drop fields from the Predefined and User-Defined list boxes into this list box to create the list of prompt fields.

Data Collect Fields list box - This list box contains a list of the fields that the FM Flexible Data Collect application writes to the data collect file for each item. Drag and drop fields from the Predefined and User-Defined list boxes into this list box to create the list of data collect fields.

User Defined Fields Dialog Box

The User Defined Fields Dialog Box appears when you click the New button in the main FM Flexible Data Collect Parameters window. This dialog box lets you add fields to use with the FM Flexible Data Collect application that are not currently in the Retalix BackOffice Item File:



The following fields, check box and buttons appear in the User Defined Fields Dialog Box:

Field Number field - This field contains the field number identifying this user-defined field. Use the drop-down list to select the field number. The field numbers available for the user-defined fields are 801 - 899.

Short Description field - This field contains the description of this field that appears on the FM unit. This field may be up to eight characters in length.

Long Description field - This field contains the full description of this field.

Data Type field - This field determines the type of data you can enter on the FM unit for this user-defined field. Use the drop-down list to select one of the following data types:

1 - Alphanumeric
2 - Numeric with No Decimal Point
3 - Numeric with Decimal Point
4 – Boolean (Y/N)
5 - Constant Data

Note: If you select Constant Data, you must define the value of the constant data in the Constant field.

Max. Length field - This field is available for fields with a Data Type of Any Character or Numeric (with or without a decimal point). It contains the maximum number of characters that you can enter on the FM unit for this field. Enter a number from one through twenty. The default value for this field is eight characters.

Min. Value field - This field is available for fields with a Data Type of Numeric (with or without a decimal point). It contains the smallest value that you can enter on the FM unit for this field. Enter a value from -999.999 to +999.999.

Max. Value field - This field is available for fields with a Data Type of Numeric (with or without a decimal point). It contains the largest value that you can enter on the FM unit for this field. Enter a value from -999.999 to +999.999.

Constant check box - Check this box if this user-defined field is constant, meaning it is always the same data. You must define the constant value in the Constant field.

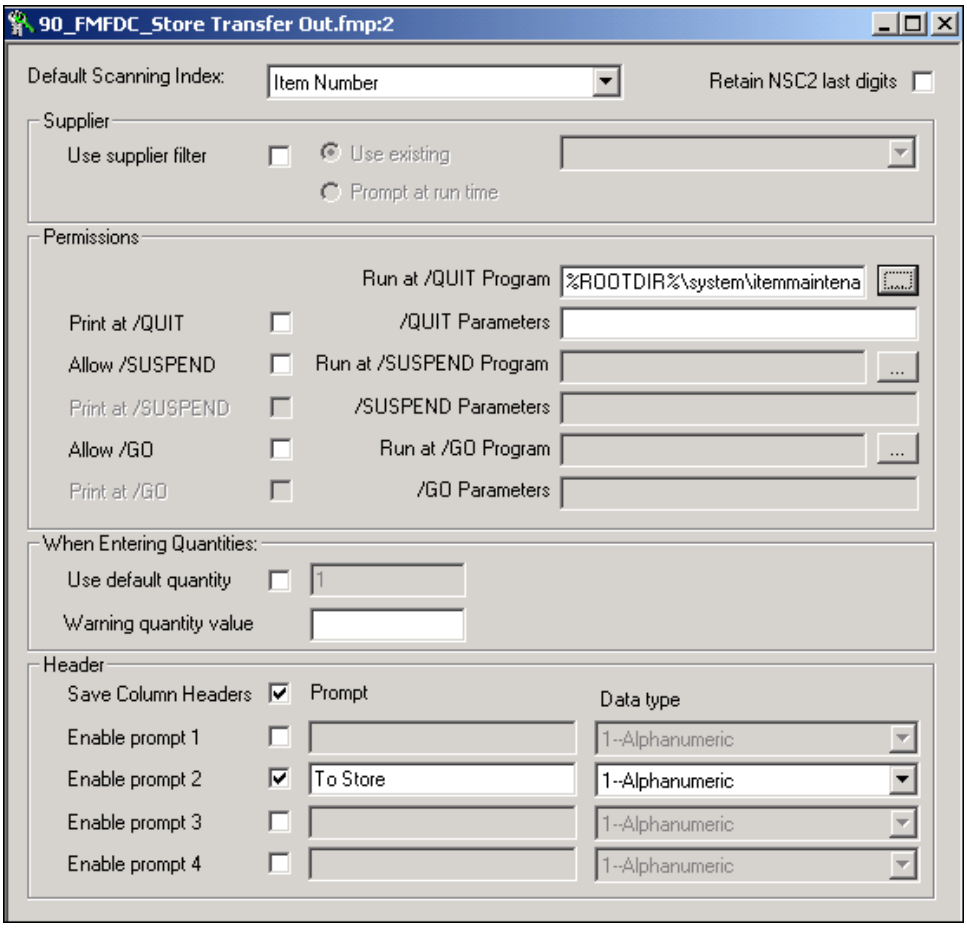
Constant field - This field is available only when the Constant check box is enabled. It contains the data the FM application collects for this user-defined field.

OK button - Click this button when you are finished working in the dialog box.

Cancel button - Click this button to cancel and exit the current window or dialog box.

FM Flexible Data Collect Parameters Window - Options

The FM Flexible Data Collect Parameters options window lets you define the default scanning index, whether to use a supplier filter, quantity entry parameters, whether to call another program, when to print, how to store U.P.C. NSC-2 item numbers and any additional log-in prompts:



This window contains the following fields and check boxes:

Default Scanning Index field - Use the drop-down list to select the default index to use when scanning items for data collect. You can choose Item Number or Order Code.

Retain NSC2 Last Digits check box - Check this box to prevent the FM Flexible Data Collect application from zeroing the price portion (the last four or five digits) of U.P.C. NSC 2 item numbers when collecting them. If this box is not checked, the application zeros the last digits of U.P.C. NSC 2 item number when collecting them.

Save Column Headers check box - If this box is checked, then the data collect file that is generated will contain headers and record prefixes that identify each of the data columns within the file. If this box is not checked, then the data collect file will only include data collected fields in the order specified by the parameter file.

Supplier Filter

The following check box and fields relate to the use of a supplier filter for the FM Flexible Data Collect application:

Use Supplier Filter check box - Check this box to allow FM operators using this FM parameter file to collect information only for items assigned to a specific supplier. When you check this box, you must select an existing supplier or specify to prompt for the supplier at run time. If you check this box and an FM operator scans an item for a supplier other than the one specified, the application treats the item as not on file and does not collect any data. If there are multiple order codes (receiving packages) associated with an item, FM Flexible Data Collect automatically uses the order code and active cost associated with the selected supplier. If this box is not checked and there are multiple order codes, the application prompts the FM operator to select an order code (receiving package). If this box is not checked, then operators can collect data for any items on file.

Use Existing Supplier radio button and field - This is only available when the Use Supplier Filter box is checked. If this feature is selected, Flex Data Collect will use the Specified Supplier ID to determine which order package (order code, current cost) to return to the user. Use the drop-down list to select a supplier.

Prompt at Run Time radio button - This button is only available when the Use Supplier Filter box is checked. Set this field to prompt for the Supplier ID during the FM sign on procedure.

Permissions

The following check boxes, fields and button appear in the Permissions area of the FM Flexible Data Collect Parameters options window:

Run at /QUIT Program - This field contains the name of the program to call on entry of the /QUIT command on the FM unit. Enter the path location and name of the program to call or click the button to navigate to it.

Note: You may use the argument %ROOTDIR% at the beginning of the path statement to indicate the \Retalix\BackOffice folder (on the drive where RBO is located).

Note: RBO comes pre-configured with Run commands to import the following 6 FM Flexible Data Collect parameter files: 90 – Store Transfer Out, 91– Store Transfer In With Cost, 92 – Store Transfer in Without Costs, 93 – Department Transfers, 94 – Store Use and 95 – Store Waste. Reports are automatically printed on Store Transfer imports.

Print at /QUIT check box - Check this box to print the raw data collect file when you enter /QUIT on the FM unit.

/QUIT Parameters field - This field contains the parameters that accompany the /QUIT Program.

Note: The **%f%** parameter entered here will pass the data collect file to the application specified in the "Run at /QUIT Program".

Allow /SUSPEND check box - Check this box to allow entry of the /SUSPEND command on the FM unit. Entry of /SUSPEND signs you off the FM unit and calls the program defined in the Program to Call field. This command works like the /QUIT command except that the next time you sign on using the same FM Parameter File, the information is appended to the suspended data collect file. If this box is not checked, then entry of the /SUSPEND command is not allowed.

Run at /SUSPEND Program - This field contains the name of the program to call on entry of the /SUSPEND command on the FM unit. Enter the path location and name of the program to call or click the ... button to navigate to it.

Print at /SUSPEND check box - Check this box to print the raw data collect file when you enter /SUSPEND on the FM unit.

/SUSPEND Parameters field - This field contains the parameters that accompany the /SUSPEND Program.

Allow /GO check box - Check this box to allow entry of the /GO command on the FM unit. Entry of /GO calls the program defined in the Program to Call field without signing off the FM unit. If this box is not checked, then entry of the /GO options are not allowed.

Run at /GO Program - This field contains the name of the program to call on entry of the /GO command on the FM unit. Enter the path location and name of the program to call or click the ... button to navigate to it.

Print at /GO check box - Check this box to print the raw data collect file when you enter /GO on the FM unit.

/GO Parameters field - This field contains the parameters that accompany the /GO Program.

Quantity Entry

The following check box and fields relate to the entry of quantities in the FM Flexible Data Collect application:

Use Default Quantity check box - Check this box to use a default quantity when performing an item query. If you check this box, then you must specify the quantity to use as the default. If this box is not checked, then the operator must enter the quantity.

Default Quantity field - This field is available only when the Use Default Quantity box is checked. Enter the default quantity to use on item queries. The valid entries are 0 through 9999.

Max. Quantity Value field - This field appears in the FM Flexible Data Collect Parameters options window. It contains the largest quantity that you can enter for an item from the FM unit. The valid entries are 0 through 999999999.

Warning Quantity Value field - This field contains the quantity that causes a warning message to appear on the FM unit. Enter a quantity from 0 through 999999999.

Additional Prompts

The following check boxes and fields relate to the definition of additional log-on prompts in the FM Flexible Data Collect application:

Enable Prompt 1 - 4 check boxes - Check these boxes to define additional log-in prompts. You may define up to four additional prompts that appear at log-on time. You must specify the prompt text and the type of data to enter for each prompt.

Prompt Text 1 - 4 fields - Each prompt text field is available when its associated Enable Prompt box is checked. Enter the text to appear following the word 'ENTER' on the FM unit. For example, if you enter 'Delivery Date' here, the prompt will be {ENTER Delivery Date}.

Data Type 1 - 4 fields - Each Data Type check box is available when its associated Enable Prompt box is checked. Use the drop-down list to select the type of data you can enter is response to a prompt. Choose from the following:

1 - Alphanumeric
2 - Numeric without decimal point
3 - Numeric with decimal point
4 - Date (mm/dd/yy)

FM Item Parameters

The FM Item Parameters let you determine the permissions of your FM item maintenance operators. You decide how much or how little an operator can do from an FM unit. You can define up to ninety-nine different FM parameter files for the FM Item Maintenance application. At sign-on time, the system prompts the FM operator to enter an FM parameter file number. You decide the FM parameter file for each FM operator to use. Start FM Item Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu).

Each FM item parameter file determines the following:

- Whether to password protect the parameter file
- Whether field descriptions appear on the FM unit
- Whether command prompts appear on the FM unit
- Whether an FM operator can delete items
- The level of detail the FM operator can access within the Item File

There are three levels of item information. The first level is the back office item information. You can choose to allow access to just this level of information. The second level of item information is the receiving information. Within the receiving information, there is a third level of detail information that includes cost information and adjustment information. If you allow access to the receiving information, you can choose to allow access to cost and adjustment information, just cost information, just adjustment information, or neither.

You can determine the following for each type of item information (back office item, receiving info, cost and adjustment):

- Display fields
- Whether an FM operator can change all fields or selected fields
- Whether an FM operator can add and the fields to enter on an add
- Fields to verify on a change

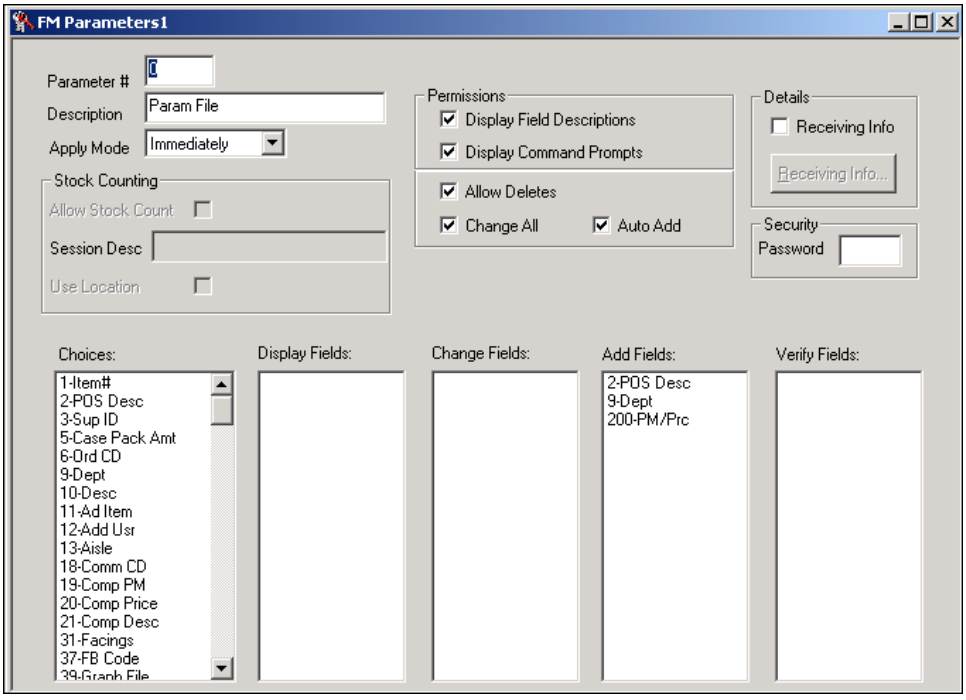
FM Item Parameters Windows

There are three levels of item information. For each FM item parameter file, you must define the level of information that an FM operator can access as well as the permissions and available fields for each level. There are separate windows associated with each level of FM item information:

- FM Item Back Office Level
- FM Item Receiving Info Level
- FM Item Cost and Adjustment Level

FM Item Parameters Window - Back Office Level

Start FM Item Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). The main FM Item Parameters window lets you define the permissions of FM operators at the back office level:



The main FM Item Parameters window contains the following fields:

Parameter # field (FM Parameters) - This field contains the number of the FM parameter file. You can define up to ninety-eight (98) FM

parameter files for each FM application: FM Flexible Data Collect, FM Receiving, FM Item and FM Ordering. Enter a number from 1 through 98. For FM Item Parameters only, there is a predefined parameter of 99 set aside for ConsumerScan. You cannot have any duplicate parameter file numbers.

Description field (FM Parameters) - This field contains a name or description of the FM parameter file. If you do not enter a unique name here, the name defaults to "Parameter File."

Apply Mode field (FM Item Parameters) - This field contains the apply mode for this FM item parameter file. Use the drop-down list to choose one of the following apply modes: Immediately, Later, or Read Only. Immediately indicates that the system applies any changes to the Retalix BackOffice database and the POS right away. Later indicates that the system applies the changes to the Retalix BackOffice database and POS on a specified date. Read Only indicates that the system never applies the changes.

NOTE: With the "Apply Mode" set to "Read Only" and the option "Allow Stock Count" turned on, the user will only be allowed to take stock counts. The user will not be prompted for Batch information when signing on in Stock Count Only mode.

Stock Counting

The following check boxes appear in the Stock Counting area of the Main FM Item Parameters window.

Allow Stock Count check box - Check this box to allow users of this FM parameter file to perform stock counts when the user is signed on the FM unit. This field is only accessible when the "Apply Mode" is set to "Read Only".

Session Desc field – Enter the description of the stock count session. Store personnel will use this identifier to review stock counts. This field is only available if "Allow Stock Count" is checked. It is a required field if stock counting is allowed within the parameter file.

Use Location check box - (Optional) Check this box to require the user to identify to location where stock counting is taking place (after signing on the FM unit). This location will be assigned to each item counted until the user changes the location (using the **L/** command) or signs off / signs on to the hand held and enters a new location. This field is only available if "Allow Stock Count" is checked.

Permissions

The following check boxes appear in the Permissions area of the main FM Item Parameters window:

Display Field Descriptions check box - Check this box to see field descriptions on the FM unit. If this box is not checked, only field numbers appear on the FM unit.

Display Command Prompts check box - Check this box to see command prompts on the FM unit. If this box is not checked, no command prompts appear on the FM unit.

Allow Deletes check box - Check this box to allow users of this FM parameter file to delete items, invoice line items, or invoices. If this box is not checked, no deletes are allowed.

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

Auto Add check box - Check this box to allow users of this FM parameter file to add items. If this box is checked, the Add Fields list box contains the fields required when adding a record. If this box is not checked, no record additions are allowed.

Details

The following button and check box appear in the Details area of the main FM Item Parameters window:

Receiving Info check box - Check this box to allow users of this FM parameter file access to item receiving information. If this box is not checked, then access to item receiving information is denied.

Security

The following field appears in the Security area of the main FM Item Parameters window:

Password field - If you wish to limit access to this FM Item Parameter file to only those operators who are issued a password, enter a password (up to a maximum of 6 alphanumeric characters). If this field is left blank, all users allowed FM Item Maintenance access may use this parameter file.

NOTE: The passwords may be but are not required to be the same as the passwords on ISS45.

List Boxes

The following list boxes appear in the main FM Item Parameters window:

Choices list box - This list box contains a list of all of the fields that are available for display, add, change and verification (item parameters only) for the current level of information. Use this list to drag and drop fields into the other list boxes in the window when defining FM operator permissions.

Display Fields list box - This list box contains a list of the fields that display on the FM unit for this level of information when the operator scans or enters an item or invoice. Drag and drop fields from the Choices list box into this list box to create the list of display fields.

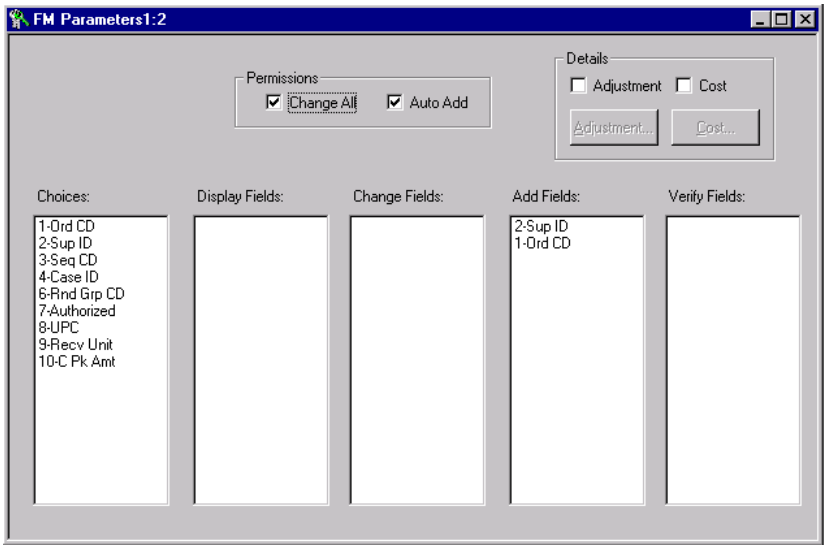
Change Fields list box - This list box contains a list of the fields that the users of this FM parameter file can modify. Drag and drop fields from the Choices list box into this list box to create the list of change fields. If the Change All check box is checked, then the FM operator can change all fields and this list is not necessary.

Add Fields list box - This list box contains a list of the fields that the users of this FM parameter file must enter when adding a record. Drag and drop fields from the Choices list box into this list box to create the list of add fields. If the Auto Add check box is not checked, then the FM operator cannot add and this list is not necessary.

Verify Fields list box - This list box contains a list of the fields that the FM unit automatically prompts the FM operator for on a change. Drag and drop fields from the Choices list box into this list box to create the list or verify fields.

FM Item Parameters Window - Receiving Info Level

This FM Item Parameters window is available when there is a check mark in the Receiving Info check box. It appears when you click the Receiving Info button in the main FM Item Parameters window:



This window lets you define the permissions of FM operators at the receiving info level.

Permissions

The following check boxes appear in the Permissions area of the FM Item Receiving Info Parameters window:

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

Auto Add check box - Check this box to allow users of this FM parameter file to add receiving packages. If this box is checked, the Add Fields list box contains the fields required when adding a record. If this box is not checked, no record additions are allowed.

Details

The following buttons and check boxes appear in the Details area of the FM Item Receiving Info Parameters window:

Adjustment check box - Check this box to allow users of this FM parameter file access to item adjustment information. If this box is not checked, then access to item adjustment information is denied.

Adjustment button - When there is a check mark in the Adjustment check box, click this button to define the item adjustment information permissions for this FM parameter file. You can determine the fields that

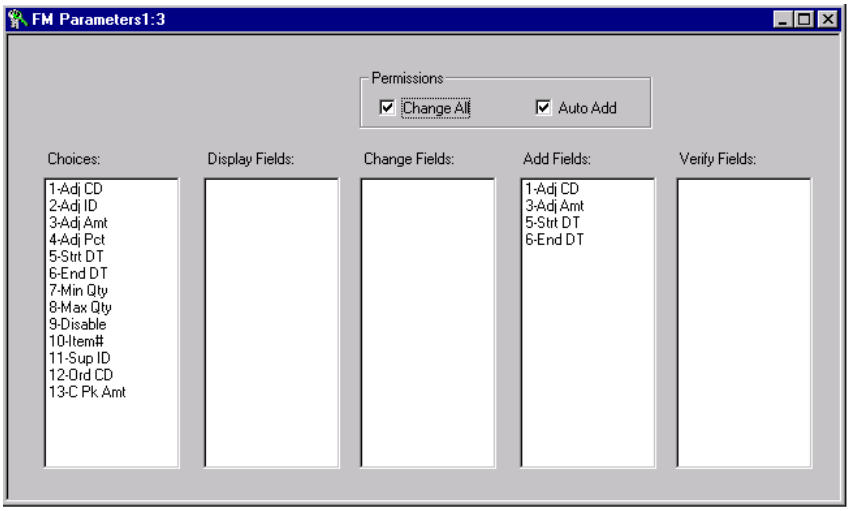
display on the FM unit, the fields an FM operator can modify, whether adds are allowed and the required add fields and the verify fields for item adjustment information.

Cost check box - Check this box to allow users of this FM parameter file access to item cost information. If this box is not checked, then access to item cost information is denied.

Cost button - When there is a check mark in the Cost check box, click this button to define the item cost information permissions for this FM parameter file. You can determine the fields that display on the FM unit, the fields an FM operator can modify, whether adds are allowed and the required add fields and the verify fields for item cost information.

FM Item Parameters Window - Adjustment Level

This FM Item Parameters window is available when there is a check mark in the Adjustment check box. It appears when you click the Adjustment button in the FM Item Receiving Info Parameters window:



This window lets you define the permissions of FM operators at the adjustment level.

Permissions

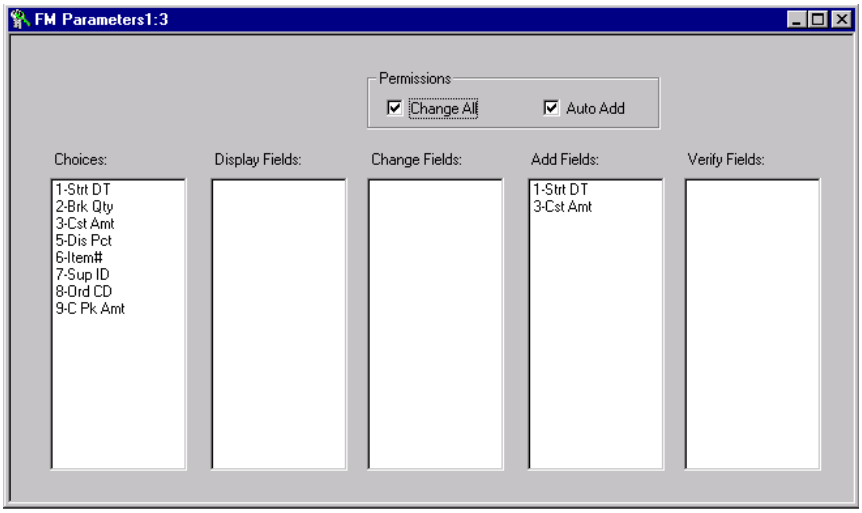
The following check boxes appear in the Permissions area of the FM Item Adjustment Parameters window:

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

Auto Add check box - Check this box to allow users of this FM parameter file to add adjustments. If this box is checked, the Add Fields list box contains the fields required when adding a record. If this box is not checked, no record additions are allowed.

FM Item Parameters Window - Cost Level

This FM Item Parameters window is available when there is a check mark in the Cost check box. It appears when you click the Cost button in the FM Item Receiving Info Parameters window:



This window lets you define the permissions of FM operators at the cost level.

Permissions

The following check boxes appear in the Permissions area of the FM Item Cost Parameters window:

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

Auto Add check box - Check this box to allow users of this FM parameter file to add costs. If this box is checked, the Add Fields list box contains the fields required when adding a record. If this box is not checked, no record additions are allowed.

FM Ordering Parameters

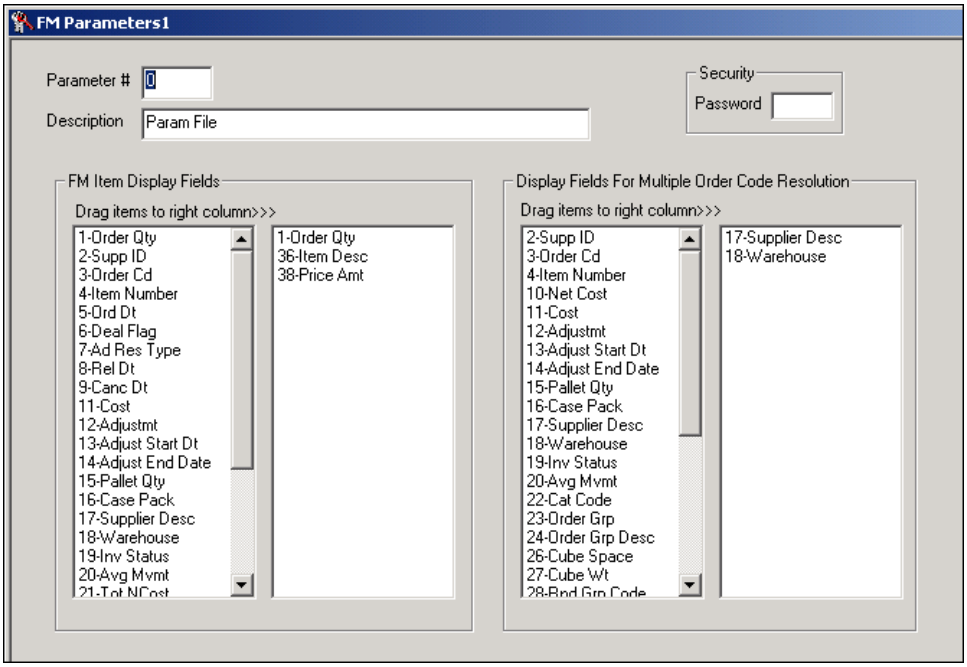
The FM Ordering Parameters let you determine the fields that appear on the FM unit when collecting items for ordering. You can define up to ninety-nine different FM parameter files for the FM Ordering application. At sign-on time, the system prompts the FM operator to enter an FM parameter file number. You decide which FM parameter files for each FM operator to use. Start the FM Ordering Parameters application from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu).

Each FM ordering parameter file determines the following:

- The fields that display when a query returns one item
- The fields that display when a query returns multiple items

FM Ordering Parameters Window

The FM Ordering Parameters window lets you define the fields that display on the FM unit on an order query. Start the FM Ordering Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). The FM Ordering Parameters window appears:



There are two separate sets of fields; fields that display when a single order record is found and fields that display when multiple order records are found.

The following fields and list boxes appear in the FM Ordering Parameters window:

Parameter # field (FM Parameters) - This field contains the number of the FM parameter file. You can define up to ninety-nine (99) FM parameter files for each FM application: FM Flexible Data Collect, FM Receiving, FM Item and FM Ordering. Enter a number from 1 through 99. You cannot have any duplicate parameter file numbers.

Description field (FM Parameters) - This field contains a name or description of the FM parameter file. If you do not enter a unique name here, the name defaults to “Param File.”

Display Fields list boxes - These list boxes appear in the FM Ordering Parameters window. There are two sets of list boxes. The set of list boxes on the left side of the window contain the fields that display on the FM unit when the operator scans or enters an item and the system finds only one record. The set of list boxes on the right side of the window contain the fields that display on the FM unit when the operator scans or enters an item and the system finds multiple records. Each set of list boxes has a list of all possible fields that can display on the FM unit and a list of the fields that actually display. You create the list of fields that actually display by dragging fields from the choice list.

Security

The following field appears in the Security area of the main FM Ordering Parameters window:

Password - If you wish to limit access to this FM Ordering Parameter file to only those operators who are issued a password, enter a password (up to a maximum of 6 alphanumeric characters). If this field is left blank, all users allowed FM Ordering may use this parameter file.

FM Receiving Parameters

The FM Receiving Parameters let you determine the permissions of your FM receiving operators. You decide how much or how little an operator can do from an FM unit. You can define up to ninety-nine different FM parameter files for the FM Receiving application. At sign-on time, the system prompts the FM operator to enter an FM parameter file number. You decide the FM parameter file for each FM operator to use. Start FM Receiving Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu).

Each FM receiving parameter file determines the following:

- Whether an FM operator can delete invoices/invoice line items
- The level of detail the FM operator can access within Receiving

There are two levels of receiving information. The first level is the invoice master information. Within the invoice master information, there is a second level of detail information that includes invoice line item information and invoice adjustment information. You can choose to allow access to both the invoice line item and invoice adjustment information, just invoice line item information, just invoice adjustment information, or neither.

You can determine the following for each type of receiving information (invoice master, line item and adjustment):

- Display fields
- Whether an FM operator can change all fields or selected fields
- Whether an FM operator can add and the fields to enter on an add

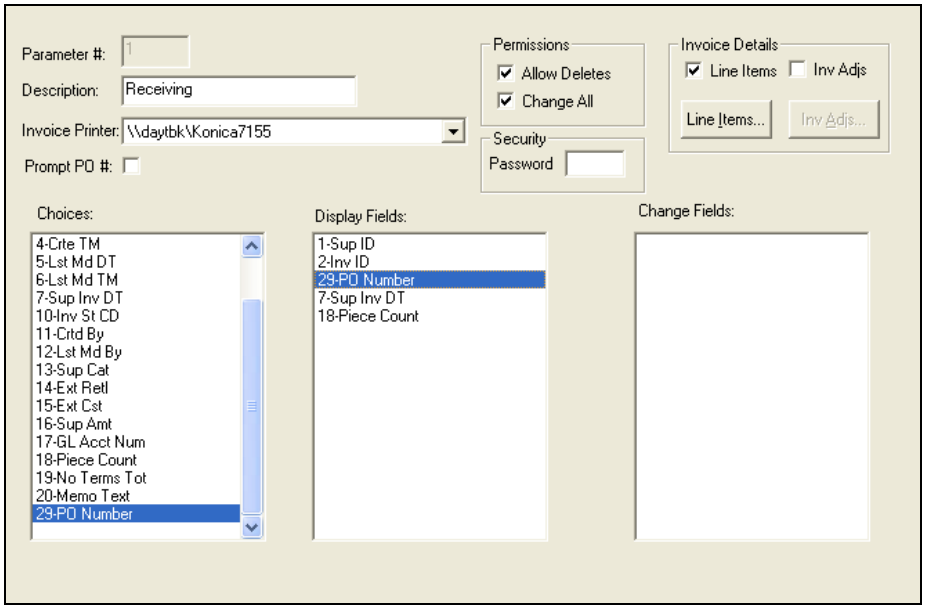
FM Receiving Parameters Windows

There are two levels of receiving information. For each FM receiving parameter file, you must define the level of information that an FM operator can access as well as the permissions and available fields for each level. There are separate windows associated with each level of FM item information:

- FM Receiving Invoice Master Level
- FM Receiving Invoice Line Item and Adjustment Level

FM Receiving Parameters Window - Invoice Master Level

Start FM Receiving Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). The main FM Receiving Parameters window lets you define the permissions of FM operators at the invoice master level:



The main FM Receiving Parameters window contains the following fields:

Parameter # field (FM Parameters) - This field contains the number of the FM parameter file. You can define up to ninety-nine (99) FM parameter files for each FM application: FM Flexible Data Collect, FM Receiving. Enter a number from 1 through 99. You cannot have any duplicate parameter file numbers.

Description field (FM Parameters) - This field contains a name or description of the FM parameter file. If you do not enter a unique name here, the name defaults to "Param File."

Invoice Printer field (FM Receiving Parameters) - Use the drop-down list to select the printer for printing invoices. This is the printer where all invoices print for users of this FM parameter file. This setting overrides the setting of the Receiving Printer parameter.

Prompt PO# field (FM Parameters) - Check this box to prompt the user to enter a Purchase Order number after the Supplier ID prompt.

Permissions

The following check boxes appear in the Permissions area of the main FM Receiving Parameters window:

Allow Deletes check box - Check this box to allow users of this FM parameter file to delete invoices. If this box is not checked, no deletes are allowed.

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

Security

The following field appears in the Security area of the main FM Receiving Parameters window:

Password - If you wish to limit access to this FM Receiving Parameter file to only those operators who are issued a password, enter a password (up to a maximum of 6 alphanumeric characters). If this field is left blank, all users allowed FM Receiving access may use this parameter file.

Details

The following buttons and check boxes appear in the Details area of the main FM Receiving Parameters window:

Line Items check box - Check this box to allow users of this FM parameter file access to invoice line item information. If this box is not checked, then access to invoice line items is denied.

Line Items button - When there is a check mark in the Line Items check box, click this button to define the invoice line item information permissions for this FM parameter file. You can determine the fields that display on the FM unit, the fields an FM operator can modify, whether record additions are allowed and the required add fields for invoice line items.

Inv Adjs check box - Check this box to allow users of this FM parameter file access to invoice adjustment information. If this box is not checked, then access to invoice adjustments is denied.

Inv Adjs button - When there is a check mark in the Inv Adj check box, click this button to define the invoice adjustment information permissions for this FM parameter file. You can determine the fields that display on the FM unit, the fields an FM operator can modify, whether record additions are allowed and the required add fields for invoice adjustments.

List Boxes

The following list boxes appear in the main FM Receiving Parameters window:

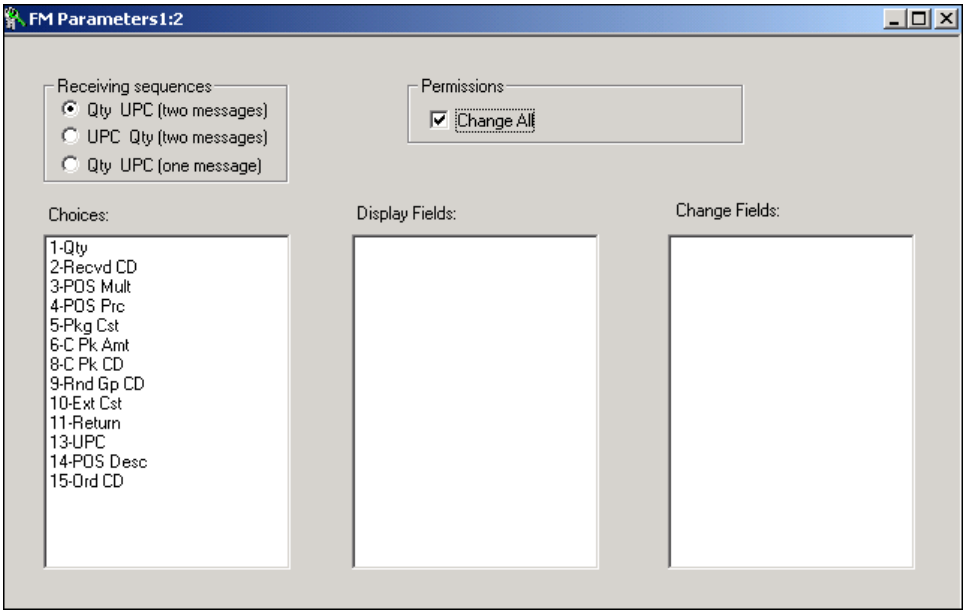
Choices list box - This list box contains a list of all of the fields that are available for display, add, change and verification (item parameters only) for the current level of information. Use this list to drag and drop fields into the other list boxes in the window when defining FM operator permissions.

Display Fields list box - This list box contains a list of the fields that display on the FM unit for this level of information when the operator scans or enters an item or invoice. Drag and drop fields from the Choices list box into this list box to create the list of display fields.

Change Fields list box - This list box contains a list of the fields that the users of this FM parameter file can modify. Drag and drop fields from the Choices list box into this list box to create the list of change fields. If the Change All check box is checked, then the FM operator can change all fields and this list is not necessary.

FM Receiving Parameters Window - Invoice Line Item Level

This FM Receiving Parameters window is available when there is a check mark in the Line Items check box. It appears when you click the Line Items button in the main FM Receiving Parameters window:



This window lets you define the permissions of FM operators at the invoice line item level.

Receiving Sequences

The following radio buttons appear in the Receiving Sequences area of the FM Receiving Line Item Parameters window:

Qty UPC radio buttons - Enable one of these radio buttons to receive items by entering the quantity and then the Item Number. There are two versions: the two-message version and the one message version. Enable the two-message radio button if you want the FM unit to prompt separately for the quantity and the Item Number. Enable the one-message radio button if you want to enter the quantity and Item Number at the same time. The FM unit prompts you for the quantity. Enter the quantity followed by the [**Price Change**] key and then the Item Number.

UPC Qty radio button - Enable this radio button to receive items by entering the Item Number and then the quantity. The FM unit prompts you separately for the Item Number and the quantity.

Permissions

The following check boxes appear in the Permissions area of the FM Receiving Line Item Parameters window:

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

List Boxes

The following check boxes appear in the FM Receiving Line Item Parameters window:

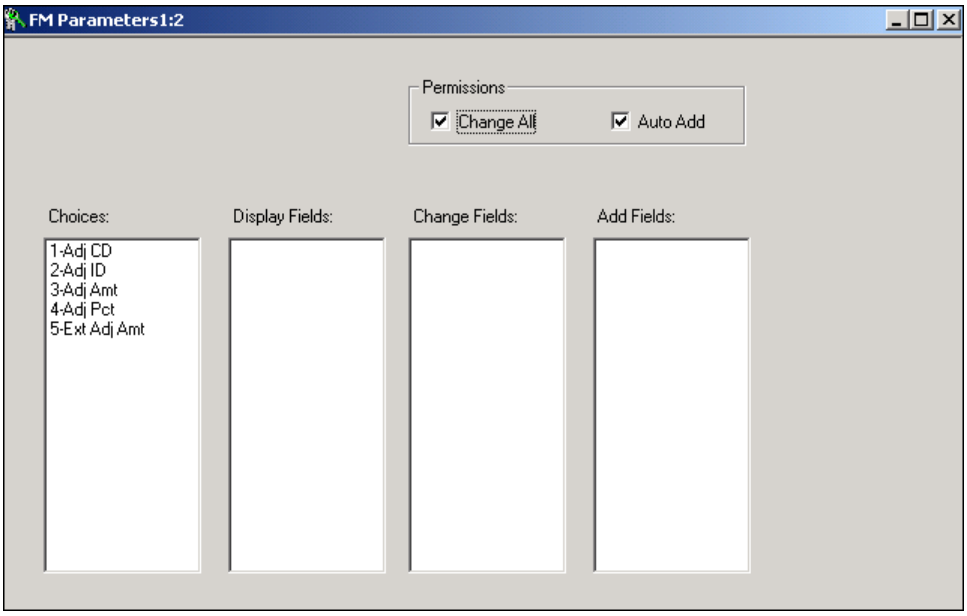
Choices list box - This list box contains a list of all of the fields that are available for display, add, change and verification (item parameters only) for the current level of information. Use this list to drag and drop fields into the other list boxes in the window when defining FM operator permissions.

Display Fields list box - This list box contains a list of the fields that display on the FM unit for this level of information when the operator scans or enters an item or invoice. Drag and drop fields from the Choices list box into this list box to create the list of display fields.

Change Fields list box - This list box contains a list of the fields that the users of this FM parameter file can modify. Drag and drop fields from the Choices list box into this list box to create the list of change fields. If the Change All check box is checked, then the FM operator can change all fields and this list is not necessary.

FM Receiving Parameters Window - Invoice Adjustment Level

This FM Receiving Parameters window is available when there is a check mark in the Inv Adjs check box. It appears when you click the Inv Adjs button in the main FM Receiving Parameters window:



This window lets you define the permissions of FM operators at the invoice adjustment level.

Permissions

The following check boxes appear in the Permissions area of the FM Receiving Invoice Adjustment Parameters window:

Change All check box - Check this box to allow users of this FM parameter file to change all fields. If this box is not checked, FM operators can change only the fields that appear in the Change Fields list box.

Auto Add check box - Check this box to allow users of this FM parameter file to add invoice adjustments. If this box is checked, the Add Fields list box contains the fields required when adding a record. If this box is not checked, no record additions are allowed.

List Boxes

The following list boxes appear in the FM Receiving Invoice Adjustment Parameters window:

Choices list box - This list box contains a list of all of the fields that are available for display, add, change and verification (item parameters only) for the current level of information. Use this list to drag and drop fields into the other list boxes in the window when defining FM operator permissions.

Display Fields list box - This list box contains a list of the fields that display on the FM unit for this level of information when the operator scans or enters an item or invoice. Drag and drop fields from the Choices list box into this list box to create the list of display fields.

Change Fields list box - This list box contains a list of the fields that the users of this FM parameter file can modify. Drag and drop fields from the Choices list box into this list box to create the list of change fields. If the Change All check box is checked, then the FM operator can change all fields and this list is not necessary.

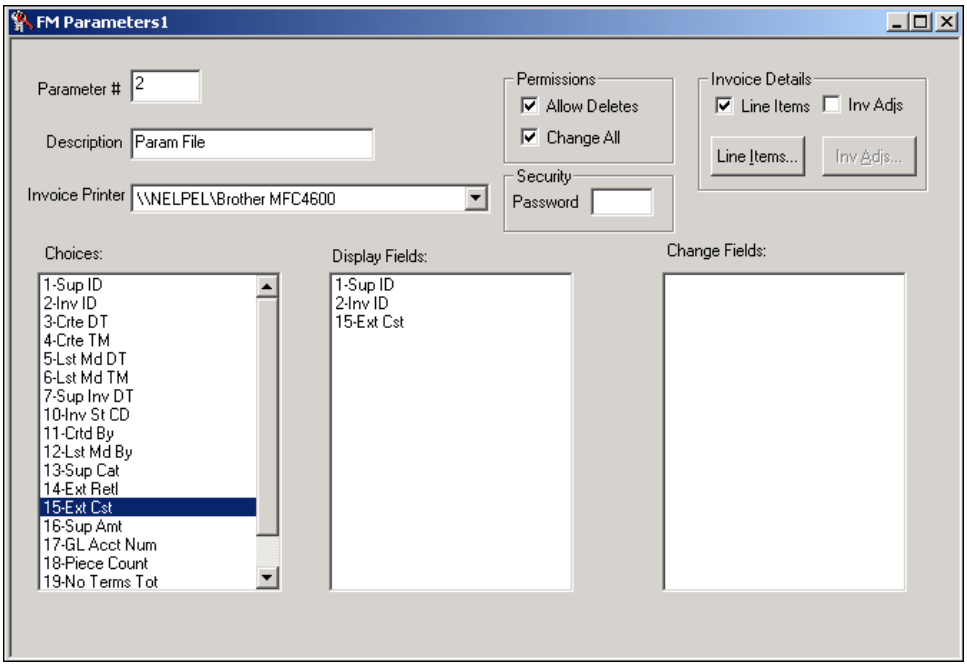
Add Fields list box - This list box contains a list of the fields that the users of this FM parameter file must enter when adding a record. Drag and drop fields from the Choices list box into this list box to create the list of add fields. If the Auto Add check box is not checked, then the FM operator cannot add and this list is not necessary.

Examples of FM Receiving Parameters

When the system is installed there are no default parameters. You must create at least one new parameter file. It is a good idea to create more than one FM Receiving Parameter File. The sections that follow show examples for creating a "piece counter" and a "receiving manager." The receiving manager is permitted to add invoice adjustments.

Parameter Build for "Piece Counter" Receiving Clerk

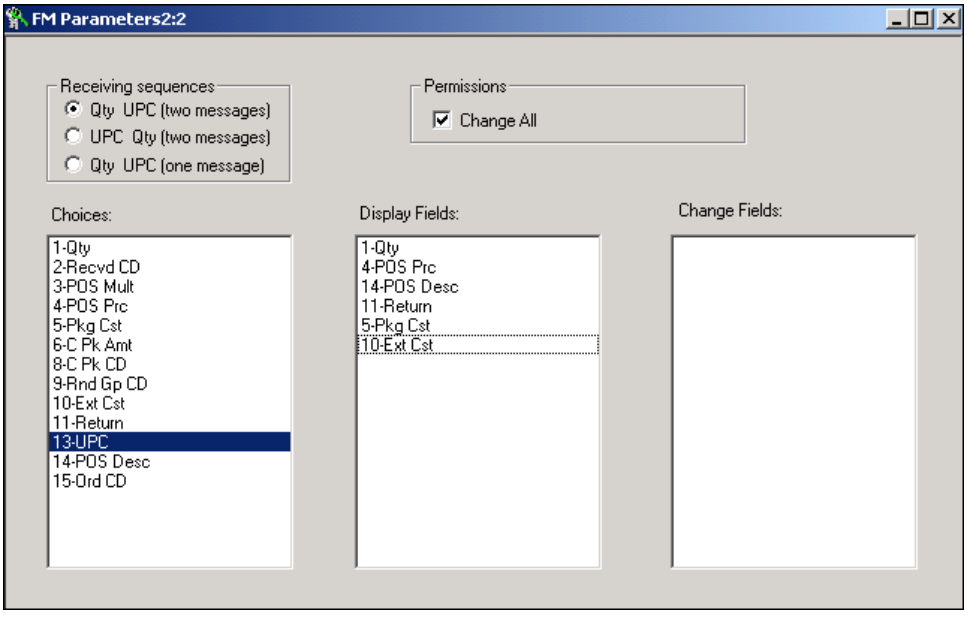
Start FM Receiving Parameters from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). Select New from the **File** Menu. Enter the Parameter #, Description and use the drop-down list to select the Invoice Printer:



This screen capture is an example of the recommended fields for a "piece counter." Auto Add (located in the Permissions area) is required for all parameters.

After you select the fields, check the Line Items check box and then click the Line Items button.

The following window appears:

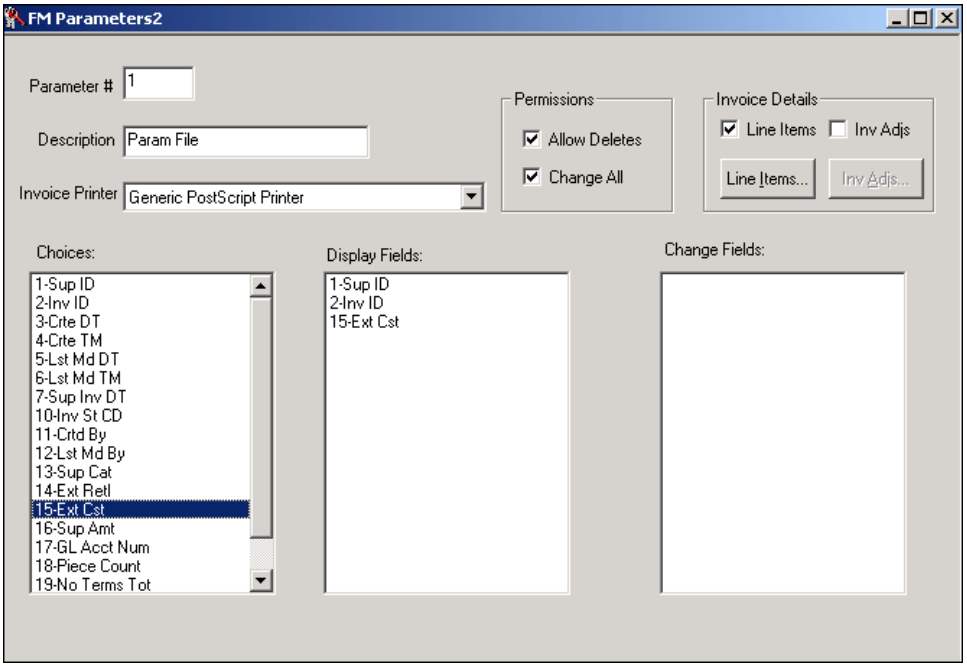


First select the Receiving sequences. The receiving sequence decides the order in which to enter the item quantity and item number during FM receiving.

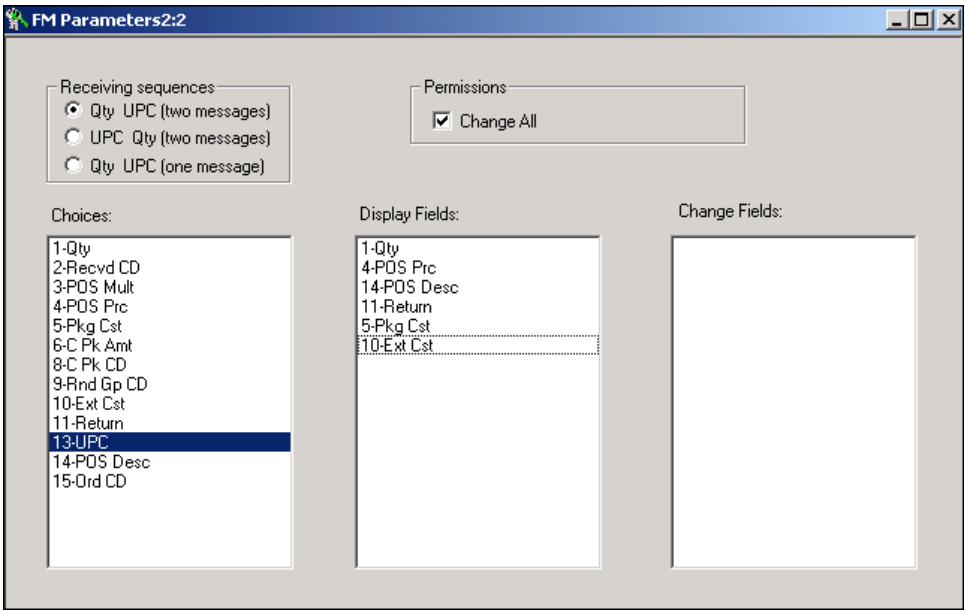
Choose the fields to display on the FM unit, in the order of display. Do this by dragging and dropping your choices into the Display Fields list box. Save your FM Receiving Parameter File by choosing Save from the **File** Menu (or clicking the button).

Parameter Build for "Receiving Manager"

Repeat the steps used to create the "Piece Counter," substituting the following settings and fields:

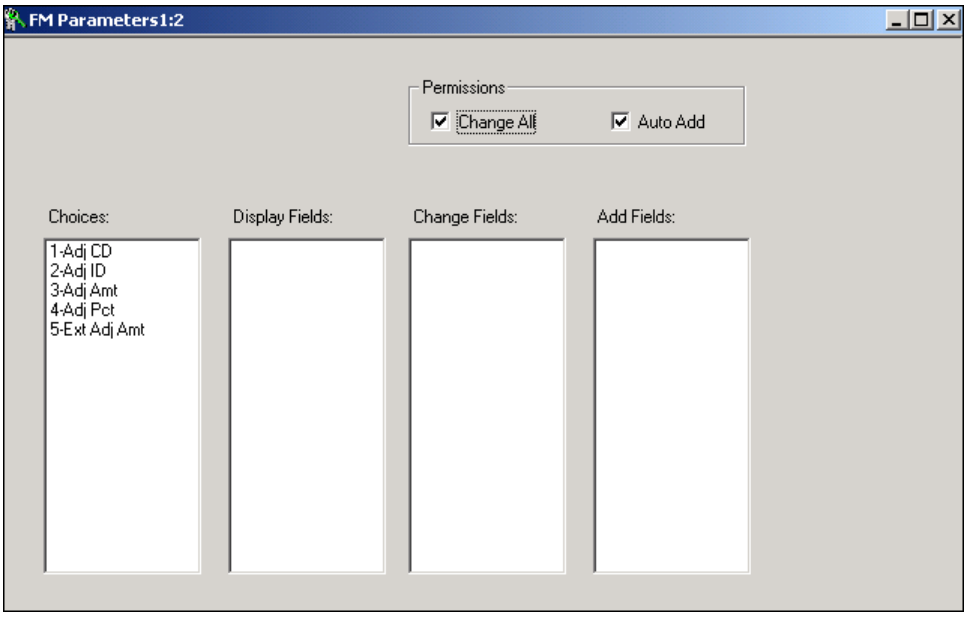


Check the Line Items check box in the Invoice Details area of the window and then click the Line Items button to continue. Check the Change All check box and drag and drop the following fields into the Display Fields list box:



When finished, close the Line Items window to return to the previous window.

Check the Adj. Inv. check box in the Invoice Details area of the window and then click the Adj. Inv. button to continue.



Make sure the Change All and Auto Add check boxes are checked and then close the Adj. Inv. window. Save your parameter file by selecting Save from the **File** Menu (or clicking the button).

See the *Adding Fields to an FM List*, *Removing Fields from an FM List* and *Reordering Fields in an FM List* sections for detailed information on working with the FM list boxes.

Sign On and Operation for FM Receiving

To sign on the FM unit, the Retalix FM Receiving service and the FM Terminal Controller must be started. Your FM Receiving service should be started if your server is started unless you have disabled or modified the services for some reason.

After you make sure that the Retalix FM Receiving service and FM Terminal Controller are started, you are ready to sign on the FM unit. To sign on, press the ON/OFF blue key on the FM unit. Press any alpha key on the keyboard and then press [**Enter**]. The following message appears on the FM unit:

VALID FUNCTIONS:
1 = Item Maint
2 = Receiving
3 = Data Collect
5 = Ordering

To select FM Receiving, press [**2**] and then [**Enter**]. Use these guidelines to make entries:

FM Prompt	**Your Entry**
ENTER Name	Type your Retalix BackOffice User Name and press [**Enter**]
ENTER Password	Type your 1-6 digit password and press [**Enter**]
ENTER Parm #	Type your Parameter File # (1 - 99) and press [**Enter**]
ENTER Parm Pswd	If the Parameter File is password protected, type its 1-6 digit password and press [**Enter**]
ENTER BATCH NUMBER	Type a batch from 1 - 999 and press [**Enter**]
ENTER Invoice #	Type up to 22 characters and press [**Enter**]
ENTER Supplier ID	Type the 8-digit ID and press [**Enter**]

Based on the settings of your FM Receiving Parameter File, do one of the following:

- Enter the Quantity of the item you are receiving
- Scan or key-enter the UPC Code of the item

If you do not remember how you requested the information to be sent to you, read the FM display and it will prompt you for the next entry.

When you are finished "checking in" the item, enter the following commands on the FM unit to Finalize this Supplier Invoice:

/SUB= Subtotal (press [**Enter**] to display the subtotal of the current invoice).

TOT/$$$$$ (enter the Supplier Invoice Amount in place of $$$$$ w/o the decimal)

If the invoice amount calculated by Retalix BackOffice and the Supplier Invoice Total is within the "Balancing Range," then the FM unit will indicate that the Ticket Balances. The Invoice will print to the Invoice Printer, as defined in the FM Receiving Parameter File.

If the Invoice does not balance, use the /CON command (following the /TOT command) to Finalize with the Supplier so that any discrepancies may be reviewed later. After you have received items from the Supplier and you expect to receive additional items from the same Supplier on the same invoice, use the /SUS command. This suspends the invoice until you are ready to resume it.

To resume the Invoice, simply enter the original Supplier Invoice Number at the Invoice Number prompt.

FM Parameters Procedures

This section contains step-by-step instructions for basic FM Parameters functions.

Defining a New FM Flexible Data Collect Parameter File

This procedure demonstrates how to define an FM Flexible Data Collect Parameter File.

To define an FM Flexible Data Collect Parameter File:

1. Start the FM Flexible Data Collect Parameters application from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.

2. Select New from the **File** Menu (or click the button).
3. Enter a unique number from 1 through 99 in the Parameter # field.
4. Enter a name for the parameter file in the Description field.
5. Enter the name of the file to contain the data you collect in the Data Collect File Name field.
6. Enter the directory location of the data collect file in the File Location field or click the button and navigate to it.
7. Use the Predefined and User Defined list boxes to build the applicable lists for the following: Display Fields, Prompt Fields and Data Collect Fields. If you do not know how to do this, see the *Using FM Field Lists* section.
   - You can define your own fields for use with the FM Flexible Data Collect application. If you do not know how to do this, see the *Adding a User-Defined Field* section.
8. Click the More options button to continue defining your FM Flexible Data Collect Parameter File.
   - The FM Flexible Data Collect Parameters options window appears.
9. Fill in the fields necessary to define your FM Flexible Data Collect options.
10. Select Save from the **File** Menu (or click the button).

Defining a New FM Item or FM Receiving Parameter File

This procedure demonstrates how to define an FM Item or FM Receiving Parameter File.

To define an FM Item or FM Receiving Parameter File:

1. Start an FM Parameters application (FM Item or FM Receiving) from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
2. Select New from the **File** Menu (or click the button).
3. Enter a unique number from 1 through 99 in the Parameter # field.

NOTE: For FM Item Parameter files, enter a unique number from 1 through 98.

4. Enter a name for the file in the Description field.
5. For FM Receiving Parameter files, use the drop-down list to select the Invoice Printer.
6. Set the Permissions by clicking the appropriate check boxes.
7. Use the Choices list box to build the applicable lists for one or more of the following: Display Fields, Change Fields, Add Fields and Verify Fields. If you do not know how to do this, see the *Using Field Lists* section.

8. If you want the users of this file to have access to more detailed information, do the following:
   - Click the appropriate check box in the Detail area of the window.
   - Click the button in the Detail area to go to the window where you define the permissions and lists for the detail information.
   - Repeat steps 6 and 7.
9. Repeat step 8 to define each additional level of detail, if necessary.
10. Select Save from the **File** Menu (or click the button).

Defining a New FM Ordering Parameter File

This procedure demonstrates how to define an FM Ordering Parameter File.

To define an FM Ordering Parameter File:

1. Start FM Ordering Parameters from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
2. Select New from the **File** Menu (or click the button).
3. Enter a unique number from 1 through 99 in the Parameter # field.
4. Enter a name for the file in the Description field.
5. Use the FM Item Display Fields list box to build a list of fields to appear on the FM unit when you scan or enter an item. If you do not know how to do this, see the *Using Field Lists* section.
6. Use the second list box to build a list of fields to appear on the FM unit when a query returns multiple item records.
7. Select Save from the **File** Menu (or click the button).

Using FM Field Lists

There are several kinds of FM field lists in the FM Flexible Data Collect, FM Item and FM Receiving Parameters applications:

- Display Fields
- Change Fields (FM Item and FM Receiving)
- Add Fields (FM Item and FM Receiving)
- Verify Fields (FM Item Parameters only)
- Prompt Fields (FM Flexible Data Collect only)
- Data Collect Fields (FM Flexible Data Collect only)

Depending on the FM application, use these lists to indicate the fields that display on the FM unit, the fields an FM operator can modify, the fields

required when adding a record, the fields to verify on a change, the fields to prompt for during data collect and the fields to collect.

There are two FM display field lists in the FM Ordering Parameters application. One list defines the fields that appear on the FM unit when requesting to order an item with a single supplier. The other list defines the fields that appear on the FM unit when requesting to order an item with multiple suppliers.

You can perform the following functions related to FM field lists:

- Adding Fields to an FM Field List
- Removing Fields from an FM Field List
- Reordering Fields in an FM Field List

The instructions for these procedures follow.

Adding Fields to an FM Field List

This procedure demonstrates how to add fields to the FM field lists in the FM Flexible Data Collect, FM Item, FM Ordering and FM Receiving Parameters applications.

To add fields to FM field list:

1. Click a field in the main list box to highlight it.
2. Hold down the left mouse button and drag the field to the appropriate list box.
3. Release the mouse button to place the field name in the list box.

Removing Fields from an FM Field List

This procedure demonstrates how to remove a field from an FM field list in the FM Flexible Data Collect, FM Item, FM Ordering and FM Receiving Parameters applications.

To remove a field from an FM field list:

1. Click a field in a list box to highlight it.
2. Do one of the following:
   - Hold down the left mouse button and drag the field back to the main choice list.
   - Click the right mouse button and select Delete.

Reordering Fields in an FM Field List

This procedure demonstrates how to change the order of the fields in an FM field list in the FM Flexible Data Collect, FM Item, FM Ordering and FM Receiving Parameters applications.

To reorder fields to FM field list:

1. Click a field in a list box to highlight it.
2. Hold down the left mouse button and drag the field to a new location within the list.
3. Release the mouse button to place the field in its new spot in the list.

Opening an FM Parameter File

This procedure demonstrates how to open an existing FM Parameter File. Use this same procedure to open an FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving Parameter File.

To open an FM Parameter File:

1. Start an FM Parameters application (FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving) from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
2. Select Open from the **File** Menu (or click the button).
   - The Open FM Parameter Files Dialog Box appears.
3. Select an FM Parameter File from the list of available files.
4. Click the OK button.
   - The FM Parameters window appears with the file.

Modifying an Existing FM Parameter File

This procedure demonstrates how to modify an existing FM Parameter File. Use this same procedure to change an FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving Parameter File.

To modify an existing FM Parameter File:

1. Start an FM Parameters application (FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving) from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
2. Select Open from the **File** Menu (or click the button).
   - The Open FM Parameter Files Dialog Box appears.
3. Select an FM Parameter File from the list of available files.
4. Click the OK button.
   - The FM Parameters window appears with the file.
5. Make any changes you want.
6. Select Save from the **File** Menu (or click the button).

Deleting an FM Parameter File

This procedure demonstrates how to delete an FM Parameter File. Use this same procedure to delete an FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving Parameter File.

To delete an FM Parameter File:

1. Start an FM Parameters application (FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving) from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
2. Select Open from the **File** Menu (or click the button).
   - The Open FM Parameter Files Dialog Box appears.
3. Select an FM Parameter File from the list of available files.
4. Click the Delete button.
   - A message appears asking you to confirm that you want to delete the file.
5. Click the Yes button to continue.

Viewing FM Field Properties

This procedure demonstrates how to view more information about an FM field that is accessible from the FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving application.

To view FM field properties:

1. From any FM Parameter window (FM Flexible Data Collect, FM Item, FM Ordering, or FM Receiving), select an FM field in any of the list boxes by clicking it.
2. Right-click the mouse and select Properties from the menu.
   - The Field Information Dialog Box appears.
3. Do one of the following:
   - Click the Next Field button to view properties for the next field in the list box.
   - Click the Previous Field button to view properties for the previous field in the list box.
   - Close the dialog box.

Adding a User-Defined Field

This procedure demonstrates how to add a user-defined field for use with the FM Flexible Data Collect application.

To add a user-defined field:

1. Click the New button at the bottom of the User Defined list box on the main FM Flexible Data Collect Parameters window.
   - The User Defined Fields Dialog Box appears.
2. Fill in the information necessary to define the new field.
3. Click the OK button.
   - The new field appears in the User Defined list box.

Modifying a User-Defined Field

This procedure demonstrates how to modify an existing user-defined field in the FM Flexible Data Collect Parameters.

To modify a user-defined field:

1. Highlight the field to change in the User Defined list box on the main FM Flexible Data Collect Parameters window.
2. Click the New button at the bottom of the User Defined list box.
   - The User-Defined Fields Dialog Box appears.
3. Make any changes you want.
4. Click the OK button.

Deleting a User-Defined Field

This procedure demonstrates how to delete a user-defined field from the FM Flexible Data Collect Parameters.

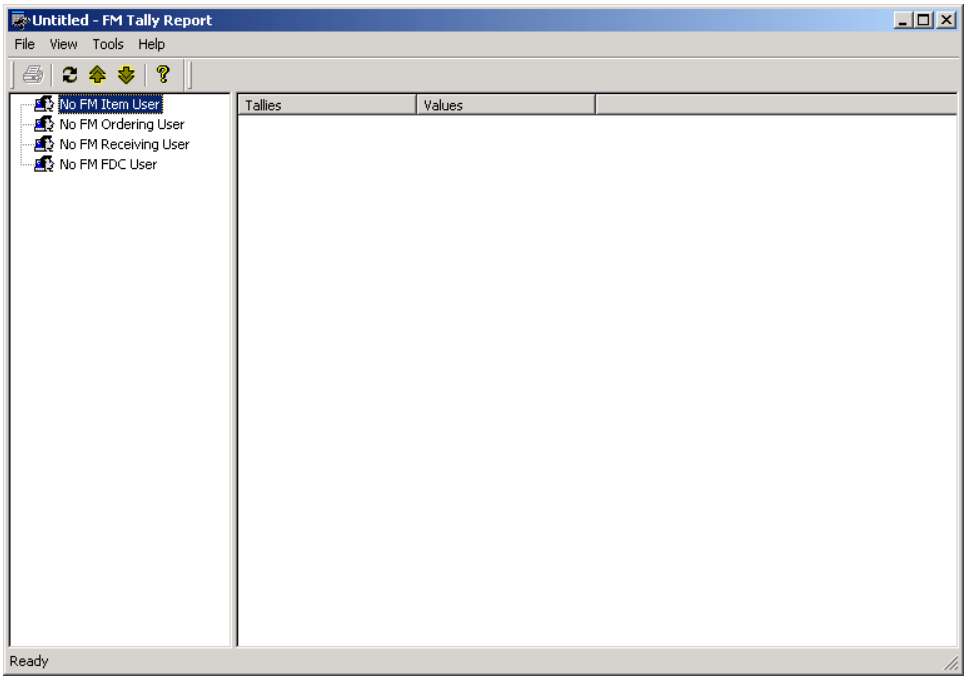
To delete a user-defined field:

1. Highlight the field to delete in the User Defined list box on the main FM Flexible Data Collect Parameters window.
2. Click the Remove button at the bottom of the User Defined list box.
   - A message appears asking you to confirm that you want to delete the field.
3. Click the Yes button.
   - The field disappears from the User Defined list box.

FM Tally Report

The FM Tally Report lets you view and optionally print application tallies for each FM user. The tallies on this report relate to the functions users perform in the various FM applications. Every time an FM user signs off a Retalix FM application, the application writes out a tally file for that user. When that user signs on again, the application creates a new tally file for that user. The FM Tally Report function creates a separate tally file for each FM session for each FM user. You should periodically delete any obsolete FM Tally Reports to free up disk space.

To view an FM Tally Report, start the FM Tally Report application from the FM Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu). The Retalix FM Tally Report window appears:



The left side of the window is a tree view. Use the tree view to select the FM Tally Report to view on the right side of the window. Click the plus sign (+) to the left of each level of information to expand it, or select Expand All from the **Tools** Menu.

The tally information appears in the right side of the window. You cannot view tallies for any currently active FM sessions because the application does not update the tallies until a user signs off. The FM Tally Report shows the following information for the selected FM session:

- Batch Number
- FM ID
- Sign On Time
- Sign Off Time
- Number of item inquires
- Number of items not on file
- Number of price changes
- Number of items changed
- Number of items added
- Number of items deleted
- Number of operator errors

Opening an FM Tally Report

This procedure demonstrates how to open an FM Tally Report for a specific FM session.

To open an FM Tally Report:

1. Start the FM Tally Report application from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
   - The Retalix FM Tally Report window appears with a tree view on the left side of the window.
2. If necessary, select Expand All from the **Tools** Menu to display all levels under the root directory.
3. Double-click the desired session to open it.
   - The FM Tally Report opens in the right side of the window.

Printing an FM Tally Report

This procedure demonstrates how to print an FM Tally Report.

To print an FM Tally Report:

1. Start the FM Tally Report application from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
   - The Retalix FM Tally Report window appears with a tree view on the left side of the window.
2. Open an FM Tally Report. If you do not know how to do this, see the *Opening an FM Tally Report* section.
3. Select Print from the **File** Menu (or click the button).
   - The Print Reports Dialog Box appears.
4. Select the type of information to print.
5. Click the OK button.

Deleting an FM Tally Report

This procedure demonstrates how to delete an FM Tally Report. Since the application creates one FM Tally Report per user per FM session, you need to periodically delete the obsolete reports to free up disk space.

To delete an FM Tally Report:

1. Start the FM Tally Report application from the Retalix Navigator (or StoreLine/ISS45 menu) FM Utilities folder.
   - The Retalix FM Tally Report window appears with a tree view on the left side of the window.
2. Select the FM Tally Report to delete in the tree view on the left side of the window.
3. Right-click the mouse.
4. Select Delete Report from the menu.
   - A message appears asking you to confirm that you want to delete the current FM Tally Report. Click the Yes button to continue.

FM Commands

The sections that follow list the FM commands that are available at the various levels of the following FM applications:

- FM Flexible Data Collect
- FM Item
- FM Ordering
- FM Receiving

FM Flexible Data Collect Commands

The following table shows the commands that are available for the FM Flexible Data Collect application.

Command	**FM Entry Format**
Display Individual Field	[/] field number [Enter]
Go	[/] [G] [Enter]
Help	[/] [H] [Enter]
List Available FM Parameter Files	[/] [L] [Enter]
Quit	[/] [Q] [Enter]
Suspend	[/] [S] [Enter]
Void Transaction	[/] [V] [Enter]
Who Am I	[/] [W] [Enter]

FM Item Commands

The commands that are available for FM Item depend on your current level within the application. You can see a list of the commands available at the current time by pressing [/] [**H**] [**Enter**] on your FM unit. The four levels of FM Item information are:

- FM Item Back Office Commands
- FM Item Stock Count Commands
- FM Item Receiving Info Commands
- FM Item Cost and Adjustment Commands

FM Item Back Office Commands

The following table shows the commands that are available for the FM Item application at the back office level.

Command	FM Entry Format
Change Field	field number [/] new value [Enter]
Change Query Index	[I] [/] field number [Enter]
Change to Receiving Info Level	[/] [S] [O] [Enter]
Delete Item	[/] [D] [Enter]
Display Individual Field	[/] field number [Enter]
Help	[/] [H] [Enter]
List Available FM Parameter Files	[/] [L] [Enter]
Next	[/] [N] [Enter]
Previous	[/] [P] [Enter]
Price Change	[%] new price [Enter]
Print RASCAL Labels	[P] [/] # of copies [/] format # [Enter]
Promo Info display	[P] [R] [O] [M] [O] [/] promo number
Quit	[/] [Q] [Enter]
Review Transaction	[/] [R] [Enter]
Save Changes	[/] [S] [A] [V] [Enter]
Show Query Index Field	[/] [I] [Enter]
Show Current Level	[/] [S] [Enter]
Void Transaction	[/] [V] [Enter]
Who Am I	[/] [W] [Enter]

FM Item Stock Count Commands

The following table shows the commands that are available for the FM Item application at the stock count level.

Command	FM Entry Format
Accept Displayed Count	[/] [V] [Enter] or [0] [Enter]
Add to Count	[A] [/] count to add [Enter] or [+] [/] count to add [Enter]
Change Stock Count Location	[L] [/] new location [Enter]
Display Stock Count Location	[/] [L] [Enter]
Enter Count	Count [Enter]
Replace Count	[R] [/] new count [Enter]
Save Changes	[/] [S] [A] [V] [Enter]
Subtract from Count	[S] [/] count to remove

	[Enter] or [-] [/] count to remove [Enter]
Command	**FM Entry Format**
Subtract Random Weight Item from Count	[/] [S] scan random weight item
Quit	[/] [Q] [Enter]
Who Am I	[/] [W] [Enter]

FM Item Receiving Info Commands

The following table shows the commands that are available for the FM Item application at the receiving info level.

Command	**FM Entry Format**
Add Receiving Info	[/] [A] [Enter]
Change Field	field number [/] new value [Enter]
Change to Item Adjustment Level	[/] [S] [A] [Enter]
Change to Item Cost Level	[/] [S] [C] [Enter]
Delete Receiving Info	[/] [D] [Enter]
Display Individual Field	[/] field number [Enter]
Generate Buy In Report (For more information, please see page 535).	[B] [I] [/] ######## [Enter] (where ######## is the supplier number)
Help	[/] [H] [Enter]
Next	[/] [N] [Enter]
Previous	[/] [P] [Enter]
Quit	[/] [Q] [Enter]
Review Transaction	[/] [R] [Enter]
Save Changes	[/] [S] [A] [V] [Enter]
Show Current Level	[/] [S] [Enter]
To Top Level	[/] [T] [Enter]
Up One Level	[/] [U] [Enter]
Void Transaction	[/] [V] [Enter]
Who Am I	[/] [W] [Enter]

FM Item Cost and Adjustment Commands

The following table shows the commands that are available for the FM Item application at the item cost and adjustment level.

Command	**FM Entry Format**
Add Cost or Adjustment	[/] [A] [Enter]
Change Field	field number [/] new value [Enter]
Delete Cost or Adjustment	[/] [D] [Enter]

Display Individual Field	[/] field number [Enter]
Help	[/] [H] [Enter]
Command	**FM Entry Format**
Next	[/] [N] [Enter]
Previous	[/] [P] [Enter]
Quit	[/] [Q] [Enter]
Review Transaction	[/] [R] [Enter]
Save Changes	[/] [S] [A] [V] [Enter]
Show Current Level	[/] [S] [Enter]
To Top Level	[/] [T] [Enter]
Up One Level	[/] [U] [Enter]
Who Am I	[/] [W] [Enter]

FM Ordering Commands

The following table shows the commands that are available for the FM Ordering application.

Command	**FM Entry Format**
Change Field	field number [/] new value [Enter]
Change Order Quantity	[%] new quantity [Enter]
Display Individual Field	[/] field number [Enter]
End an Order Group	[/] [E] [N] [D] [Enter]
Help	[/] [H] [Enter]
List Available FM Parameter Files	[/] [L] [Enter]
Next	[/] [N] [Enter]
Previous	[/] [P] [Enter]
Review Last Item	[/] [R] [Enter]
Show Order Subtotals	[/] [S] [U] [B] [Enter]
Show Order Totals	[/] [T] [O] [T] [Enter]
Quit	[/] [Q] [Enter]
Who Am I	[/] [W] [Enter]

FM Receiving Commands

The commands that are available for FM Receiving depend on your current level within the application. You can see a list of the commands available at the current time by pressing [/] [**H**] [**Enter**] on your FM unit. The two levels of FM Receiving information are:

- FM Receiving Invoice Master Level
- FM Receiving Invoice Line Item Level

FM Receiving Invoice Master Commands

The following table shows the commands that are available for the FM Receiving application at the invoice master level.

Command	FM Entry Format
Change Field	field number [/] new value [Enter]
Change to Invoice Line Item Level	[/] [S] [D] [Enter]
Change to Invoice Adjustment Level	[/] [S] [A] [Enter]
Conditionally Accept the Invoice	[/] [C] [O] [N]
Delete Invoice	[/] [D] [Enter]
Display Individual Field	[/] field number [Enter]
Generate Buy In Report (For more information, please see page 535). *	[B] [I] [/] ######## [Enter] (where ######## is the supplier number)
Help	[/] [H] [Enter]
Invoice Adjustment	[I] [A] [/] adjustment type code [/] adjustment amount [Enter]
List Available FM Parameter Files	[/] [L] [Enter]
Print Last Invoice Ticket *	[P] [L] [/] [Enter]
Print Suspended Invoice Tickets *	[P] [R] [/] Invoice # [/] Supplier # [/] # of copies [Enter]
Quit	[/] [Q] [Enter]
Review Transaction	[/] [R] [Enter]
Select Invoice Printer	[/][P] [R] [I] [N] [T] [E] [R] [Enter]
Show Current Level	[/] [S] [Enter]
Subtotal	[/] [S] [U] [B] [Enter]
Temporary Allowance	[T] [A] [/] Allowance Amount [Enter]
Temporary Discount	[T] [D] [/] Discount Percentage [Enter]
Total	[T] [O] [T] [/] amount [Enter]
Void Transaction	[/] [V] [Enter]
Who Am I	[/] [W] [Enter]

* - Only available at the “Enter Invoice #” prompt.

FM Receiving Invoice Line Item Commands

The following table shows the commands that are available for FM Receiving at the line item level.

Command	**FM Entry Format**
Change Field	field number [/] new value [Enter]
Credit	[C] [R] [/] $ amount [Enter]
Debit	[D] [E] [B] [/] $ amount [Enter]
Delete Line Item	[/] [D] [Enter]
Deposit	[D] [E] [P] [/] $ amount [Enter]
Deposit Return	[D] [E] [P] [R] [E] [T] [/] $ amount [Enter]
Display Individual Field	[/] field number [Enter]
Enter Each	[/] [E] [Enter]
Enter Return	[/] [R] [E] [T] [Enter]
Free Item	[/] [F] [R] [E] [E] [Enter]
Generate Buy In Report (For more information, please see page 535).	[B] [I] [/] ######## [Enter] (where ######## is the supplier number)
Help	[/] [H] [Enter]
Invoice Adjustment	[I] [A] [/] adjustment type code [/] adjustment amount [Enter]
Next	[/] [N] [Enter]
Previous	[/] [P] [Enter]
Review Transaction	[/] [R] [Enter] (you will be prompted to review all items or just those you enter or scan)
Select Invoice Printer	[/][P] [R] [I] [N] [T] [E] [R] [Enter]
Show Current Level	[/] [S] [Enter]
Subtotal	[/] [S] [U] [B] [Enter]
Suspend	[/] [S] [U] [S] [Enter]
Tax	[T] [A] [X] [/] $ amount [Enter]
Temporary Allowance	[T] [A] [/] Allowance Amount [Enter]
Temporary Discount	[T] [D] [/] Discount Percentage [Enter]
Total	[T] [O] [T] [/] amount [Enter]
Turn Each Mode On	[E] [/] [O] [N] [Enter]
Turn Each Mode Off	[E] [/] [O] [F] [F] [Enter]
Turn Free Mode On	[F] [R] [E] [E] [/] [O] [N] [Enter]
Turn Free Mode Off	[F] [R] [E] [E] [/] [O] [F] [F] [Enter]
Turn Return Mode On	[R] [E] [T] [/] [O] [N] [Enter]
Turn Return Mode Off	[R] [E] [T] [/] [O] [F] [F] [Enter]
Up One Level	[/] [U] [Enter]

Command	FM Entry Format
Who Am I	[/] [W] [Enter]

FM Fields

The sections that follow list the FM fields that are available at the various levels of the following FM applications:

- FM Item
- FM Ordering
- FM Receiving

Each FM field list shows the number to use to access the field, its abbreviation on the FM unit and its associated screen name.

> ***Note***: The fields shown for the FM Item application are specific to StoreLine or ISS45. To see a list of the FM Item fields for ScanMaster, see the **Appendix** at the back of this guide.

FM Item Fields

There are three levels of data available in FM Item application. They are:

- FM Item Back Office Level
- FM Item Receiving Info Level
- FM Item Cost and Adjustment Level

FM Item Back Office Fields

The following table lists the FM field number, FM Description and Item Maintenance Name of each Item back office field that is available on the FM unit for the StoreLine or ISS45 POS. See the **Appendix** at the back of this guide for the list of fields for the ScanMaster or ACS POS type.

FM Field Number	FM Description	Item Maintenance Name
1	Item#	Item Number
2	POS Desc	POS Description
3	Sup ID	Supplier ID
4	Item Cat CD	Item Category Code
5	Case Pack Amt	Case Pack Amount
6	Ord CD	Order Code
9	Dept	Department Number
10	Desc	Item Description
11	Ad Item	Advertised Item Flag
12	Add Usr	Added By User

FM Field Number	FM Description	Item Maintenance Name
13	Aisle	Aisle Location
18	Comm CD	Commodity Code
19	Comp Mult	Compare Price Multiple
20	Comp Prc	Compare Price
21	Comp Desc	Compare Description
31	Facings	# of Facings
37	FB Code	Frequent Buyer Code
39	Graph File	Graphics File
43	Hold Mult	Hold Price Multiple
44	Hold Prc	Hold Price
45	Hld Pr Chg	Hold Price Flag
46	On Hand	On Hand Qty
48	Add Date	Date Item Added
49	Add Time	Time Item Added
50	Item Disc	Item Discount Flag
51	Items/Face	Items/Facing
55	Lst M DT	Last Maintenance Date
56	Prc Chg Usr	Last Price Change User
59	Layers	# of Layers
65	Misc	Miscellaneous Alpha
66	Misc Int 1	Miscellaneous Number 1
67	Misc Int 2	Miscellaneous Number 2
68	M/M CD	Mix/Match Code
69	MSRP	Manufacturer's Suggested Retail Price
71	Order Trig	Order Trigger
72	Pkg Count	Package Count
81	PM	POS Price Multiple
82	Price Amt	POS Price
86	Prev PM	POS Previous Price Multiple
87	Prev Price	POS Previous Price
91	Prc Dt	Price Date
95	Rpt CD	Report Code
108	Sellable	Sellable Flag
110	Shelf	Shelf Factor Amount
111	Tag Qty	Shelf Tag Quantity
112	Tag Typ	Shelf Tag Type
120	USize	Unit Size
121	Size	Size Description
123	USR FL 1	User 1 Flag
124	USR FL 2	User 2 Flag
125	USR FL 3	User 3 Flag
126	USR FL 4	User 4 Flag
139	Cat #	Price Category Code
141	Lst Mvt DT	Last Movement Update Date
142	Keep Mvmt	Keep Movement History Flag
169	Target GM	Target Gross Margin %
170	Sale Trk ID	Sale Tracking ID

FM Field Number	FM Description	Item Maintenance Name
171	Car Wash Fl	Car Wash Item Flag
172	Exchg Tendr ID	Exchange Tender ID
173	Print Itm# FL	Print Item Number Flag
174	Bulk Tax Gr CD	Bulk Tax Group Code
177	Rx	Rx Item flag
178	Non Rx HC	Non Rx HealthCare Item flag
198	Wic Cvv FL	WIC CVV Flag
200	Price	POS Price Multiple and Price
201	Prev PM/Pric	Prev. Price Multiple and Price
202	Hold PM/Pric	Hold Price Multiple and Price
203	Comp PM/Pric	Compare Price Multiple and Price
205	Sale PM/Prc	Sale Price Multiple and Price
206	Alt PM/Prc	Alternate Price Multiple and Price
210	Internal ID	Item Number Link
211	POS Desc	POS Description
212	PM is Qty FL	Price Multiple is Quantity Flag
213	POS Cmp Desc	Price Comparison Description
214	Bonus Cpn FL	Bonus Coupon Flag
215	POS Cmpr PM Qty	Price Comparison Price Multiple
216	POS Cmpr Unit	Price Comparison Unit Size
217	Cmpr Uom Code	Price Comparison Unit of Measure
218	Compare Date	Price Comparison Date
219	POS Comp PR Amount	Price Comparison Amount
220	POS Comp PM Qty	Price Comparison Price Multiple Quantity
221	Comp Type Code	Price Comparison Type Code
223	POS Case CAmount	Case Cost Amount
224	Cost Plus FL	Cost Plus Item Flag
225	CPN Item Num	Coupon Item Number
226	Decimal Qty FL	Decimal Quantity Measurement Flag
227	DEA Grp Code	DEA Group Code
228	DPT Ovrrde FL	Department Override Flag
229	POS Adjust ID	POS Adjustment ID
230	Excl FS Min FL	Exclude from Frequent Shopper Minimum Purchase Flag
231	Fam1 Code	Family Code 1
232	Food Stmp FL	Food Stamp Flag
233	FS Limit Qty	Frequent Shopper Item Limitation
234	FS Type Code	Frequent Shopper Type Code

FM Field Number	FM Description	Item Maintenance Name
235	FS Disc Amt	Frequent Shopper Discount Amount
236	FS Cpn Amt	Frequent Shopper Coupon Amount
237	FS Disc Pctg	Frequent Shopper Discount Percentage
238	Fuel Flag	Fuel Item Flag
239	Prohib Qty FL	Prohibit Quantity Flag
240	Sale Itm FL	Item on Sale Flag
241	Bonus Pts Qty	Bonus Points Quantity
242	Reg Price FL	Regular Price Flag
243	Neg Item FL	Negative Entry Flag
244	Mark Inelig FL	Prohibit Sale Flag
245	Non Mdse Code	Non Merchandise Flag
246	POS Msg Code	POS Message Code
247	Prc Grp Code	Price Group Code
248	Reason Code	Reason Code
249	Req Vis Vfy FL	Request Price Visual Verification Flag
250	Req Qty FL	Force Quantity Entry Flag
251	Rtn Type Code	Product Return Type Code
252	POS Scale FL	Scale Flag
253	Fam2 Code	Family 2 Code
254	Shelf Life Days	Shelf Life Days
256	Store Stock FL	Store Stock Flag
257	Auth Sell FL	Supervisor Authorization Flag
258	Restrict Code	Sales Restriction Code
259	Sup Override FL	Supervisor Override Flag
260	SSP Product FL	Store Sales Product Report Flag
261	Store CPN FL	Store Coupon Flag
262	Subdept Code	Subdepartment Code
263	SWW Code	SWW Code
264	Tare Code	Tare Code
265	Tax 1	Tax Rate Table 1 Flag
266	Tax 2	Tax Rate Table 2 Flag
267	Tax 3	Tax Rate Table 3 Flag
268	Tax 4	Tax Rate Table 4 Flag
269	Tax 5	Tax Rate Table 5 Flag
270	Tax 6	Tax Rate Table 6 Flag
271	Tax 7	Tax Rate Table 7 Flag
272	Tax 8	Tax Rate Table 8 Flag
273	Case Pack Ramt	Case Pack Amount
274	Vendor Cpn FL	Vendor Coupon Flag
275	POS Vendor ID	Vendor ID Number
276	POS Vnd Itm#	Vendor Item Number
278	POS Unitsz Desc	POS Unit Size Description

FM Field Number	FM Description	Item Maintenance Name
279	Scale Item FL	Scale Item Flag
280	Req Weigh FL	Require Weigh
281	Wic Flag	Allow WIC Payment Flag
282	Promotions	Promotion Number
283	Pass On Pctg	Pass On Percentage
284	Min Pr Chg Amt	Minimum Price Change Amount
285	Item Group Code	Item Group Code
286	Misc Alpha 2	Miscellaneous Alpha 2
287	Reorder Qty	Reorder Quantity
288	Price List 1 Amt	Price List 1 Amount
289	Price List 2 Amt	Price List 2 Amount
290	Use Price List 1	Use Price List 1 flag
291	Use Price List 2	Use Price List 2 flag
292	Pkg Size Amt	Package Size Amount
293	Pkg UOM Code	Package Unit of Measure Code
294	Unit Factor Amt	Unit Factor Amount
295	FS PM Qty	Frequent Shopper Price Mulitple Quantity
296	FS Price Amt	Frequent Shopper Price Amount
297	Seasonal FL	Seasonal Flag
298	Misc Alpha 3	Miscellaneous Alpha 3
300	New Base Cost	New Base Cost Amount
301	New Cost DT	New Base Cost Date
302	Base Cost	Base Cost Amount
303	Cost DT	Cost Date
304	Unit Cost	Unit Cost Amount
305	Net Adj	Net Adjustments Amount
306	Adj Case Cost	Adjusted Case Cost Amount
307	Adj Unit Cost	Adjusted Unit Cost Amount
400	Supplier Desc	Supplier Description

FM Item Receiving Info Fields

The following table lists the FM field number, FM Description and Item Maintenance Name of each Item Receiving Info field that is available on the FM unit.

FM Field Number	FM Description	Item Maintenance Name
1	Ord CD	Order Code
2	Sup ID	Supplier ID
3	Seq CD	Sequence Number
4	Case ID	Case ID
6	Rnd Grp CD	Rounding Group Code
7	Authorized	Authorized Flag
8	UPC	Item Number
9	Recv Unit	Receiving Unit
10	C Pk Amt	Case Pack

FM Item Adjustment Fields

The following table lists the FM field number, FM Description and Item Maintenance Name of each Item Adjustment field that is available on the FM unit.

FM Field Number	FM Description	Item Maintenance Name
1	Adj CD	Adjust Code
2	Adj ID	Adjust ID
3	Adj Amt	Adjust Amount
4	Adj Pct	Adjust Percentage
5	Strt DT	Adjust Start Date
6	End DT	Adjust End Date
7	Min Qty	Minimum Quantity
8	Max Qty	Maximum Quantity
9	Disable	Disable Flag
10	Item#	Item Number
11	Sup ID	Supplier ID
12	Ord CD	Order Code
13	C Pk Amt	Case Pack Amount

FM Item Cost Fields

The following table lists the FM field number, FM Description and Item Maintenance Name of each Item Cost field that is available on the FM unit.

FM Field Number	FM Description	Item Maintenance Name
1	Strt DT	Cost Start Date
2	Brk Qty	Break Quantity
3	Cst Amt	Cost Amount
5	Dis Pct	Discount Percentage
6	Item#	Item Number
7	Sup ID	Supplier ID
8	Ord CD	Order Code
9	C Pk Amt	Case Pack Amount

FM Ordering Fields

There are two sets of fields that are available for display on the FM unit in the FM Ordering application. They are:

- Fields that display when a query returns one record
- Fields that display when a query returns multiple records

FM Ordering Fields - Single Record

The following table lists the FM field number, FM Description and screen Ordering Name of each order master field that is available on the FM unit.

FM Field Number	FM Description	Ordering Name
1	Order Qty	Order Quantity
2	Supp ID	Supplier ID
3	Order Cd	Order Code
4	Item Number	Item Number
5	Ord Dt	Order Date
6	Deal Flag	Deal Flag
7	Ad Res Type	Ad/Reserve Type
8	Rel Dt	Release Date
9	Canc Dt	Cancel Date
11	Cost	Case Cost
12	Adjustmt	Adjustment Amount
13	Adjust Start Dt	Adjustment Start Date
14	Adjust End Date	Adjustment End Date
15	Pallet Qty	Pallet Quantity
16	Case Pack	Case Pack
17	Supplier Desc	Supplier Description
18	Warehouse	Warehouse ID
19	Inv Status	Inventory Status
20	Avg Mvmt	Average Movement
21	Tot NCost	Total Net Cost

FM Field Number	FM Description	Ordering Name
22	Cat Code	Category Code
23	Order Grp	Order Group ID
36	Item Desc	Item Description
37	Dept No	Department Number
38	Price Amt	POS Price
39	Pr Mult	POS Price Multiple
40	Price	POS Price Multiple/Price
41	Unit Size/Desc	Unit Size Description

FM Ordering Fields - Multiple Records

The following table lists the FM field number, FM Description and screen Ordering Name of each order line item field that is available on the FM unit.

FM Field Number	FM Description	Ordering Name
2	Supp ID	Supplier ID
3	Order Cd	Order Code
4	Item Number	Item Number
10	Net Cost	Net Cost
11	Cost	Case Cost
12	Adjustmt	Adjustment Amount
13	Adjust Start Dt	Adjustment Start Date
14	Adjust End Date	Adjustment End Date
15	Pallet Qty	Pallet Quantity
16	Case Pack	Case Pack
17	Supplier Desc	Supplier Description
18	Warehouse	Warehouse ID
19	Inv Status	Inventory Status
20	Avg Mvmt	Average Movement
22	Cat Code	Category Code
23	Order Grp	Order Group ID
24	Order Grp Desc	Order Group Description
26	Cube Space	Cube Space
27	Cube Wt	Cube Weight
28	Rnd Grp Code	Rounding Group Code
29	Item Indicat	Item Indicator
30	UOM	Unit Of Measure
31	Case UOM	Case Unit Of Measure
32	Case ID	Case ID
33	By Case	By Case Flag
34	Auth Flag	Authorize Flag
35	Supp Deal	Supplier Deal Flag
36	Item Desc	Item Description
37	Dept No	Department Number
38	Price Amt	POS Price

FM Field Number	FM Description	Ordering Name
39	Pr Mult	POS Price Multiple
40	Price	POS Price Multiple/Price
41	Unit Size/Desc	Unit Size Description

FM Receiving Fields

There are two levels of data available in FM Receiving application. They are:

- FM Receiving Invoice Master Level
- FM Receiving Invoice Line Item and Adjustment Level

FM Receiving Invoice Master Fields

The following table lists the FM field number, FM Description and screen Receiving Name of each invoice master field that is available on the FM unit.

FM Field Number	FM Description	Receiving Name
1	Sup ID	Supplier ID
2	Inv ID	Invoice ID
3	Crte DT	Create Date
4	Crte TM	Create Time
5	Lst Md DT	Last Modified Date
6	Lst Md TM	Last Modified Time
7	Sup Inv DT	Supplier Invoice Date
10	Inv St CD	Invoice Status
11	Crtd By	Created By
12	Lst Md By	Last Modified By
13	Sup Cat	Supplier Category
14	Ext Retl	Extended Retail
15	Ext Cst	Extended Cost
16	Sup Amt	Supplier Amount
17	GL Acct Num	General Ledger Account Number
18	Piece Count	Supplier Delivery Piece Count
19	No Terms Tot	Invoice Total Before Net Terms Adjustment
20	Memo Text	Delivery Comment Text

FM Receiving Invoice Line Item Fields

The following table lists the FM field number, FM Description and screen Receiving Name of each invoice line item field that is available on the FM unit.

FM Field Number	FM Description	Receiving Name
1	Qty	Quantity
2	Recvd CD	Unit
3	POS Mult	POS Price Multiple
4	POS Prc	POS Price
5	Pkg Cst	Case Cost
6	C Pk Amt	Units/Case
8	C Pk CD	Case Pack Code
9	Rnd Gp CD	Rounding Group Code
10	Ext Cst	Extended Cost
11	Return	Return Flag
13	UPC	Item Number
14	POS Desc	POS Description
15	Ord CD	Order Code

FM Receiving Invoice Adjustment Fields

The following table lists the FM field number, FM Description and screen Receiving Name of each invoice adjustment field that is available on the FM unit.

FM Field Number	FM Description	Receiving Name
1	Adj CD	Adjust Code
2	Adj ID	Adjust ID
3	Adj Amt	Adjust Amount
4	Adj Pct	Adjust Percentage
5	Ext Adj Amt	Extended Adjust Amount

FM Application Procedures

The sections that follow contain step-by-step instructions for performing FM application procedures. There are basic FM procedures, FM Item procedures, FM Ordering procedures and FM Receiving procedures.

Basic FM Procedures

This section contains step-by-step instructions for performing basic FM procedures.

Signing On With the FM Unit

This procedure demonstrates how to sign on the Retalix BackOffice System using the FM unit. Before you sign on, make sure that your FM equipment is powered on and working and that the appropriate FM services are running.

To sign on with the FM unit:

1. Press [**On/Off**] to power on the FM unit.
   - The {ENTER} prompt appears on the FM unit.
2. Select an FM application by doing one of the following:
   - Press any alpha key followed by [**Enter**] to view a menu of the available applications. Select the FM application and press [**Enter**].
   - Press [**1**] [**Enter**] to select FM Item Maintenance.
   - Press [**2**] [**Enter**] to select FM Receiving.
   - Press [**3**] [**Enter**] to select FM Flexible Data Collect.
   - Press [**5**] [**Enter**] to select FM Ordering.
3. Enter your user name and press [**Enter**] when the {ENTER Name} prompt appears.
4. Enter your password and press [**Enter**] when the {ENTER Password} prompt appears.
5. Enter the FM Flexible Data Collect, FM Item Maintenance, FM Receiving, or FM Ordering Parameter File Number to use and press [**Enter**] when the {ENTER Parm #} prompt appears. You can press [/] [**L**] [**Enter**] to view a list of the available parameter files, if necessary.
6. If the Parameter File is password protected, type its 1-6 digit password and press **[Enter]**.
   - If you chose FM Flexible Data Collect, there may be up to four additional prompts. When your log-on entries are complete, the

FM unit shows you the current application, user, parameter file, file and Poll ID. When the {ENTER Query} prompt appears, you are ready to begin collecting data.

- If you choose an FM Item Maintenance parameter for Stock Count Only and the "Use Location" setting is enabled, enter the name of the location where stock counting is being performed. When the {ENTER Query} prompt appears, you are ready to begin stock counting.
- If you chose FM Receiving, your entries are complete. The FM unit shows you the current application, user, parameter file and invoice printer. Press [>] to scroll through the display. When the {ENTER Invoice #} prompt appears, you are ready to begin receiving.
- If you chose FM Ordering, the {ENTER Ord Grp #} prompt appears. Enter an Order Group Number and press [**Enter**]. The FM unit shows you the current application, user, parameter file and order group. Press [>] to scroll through the display. When the {ENTER Ord CD/UPC} prompt appears, you are ready to begin ordering.
- If you chose FM Item Maintenance, continue with the next step.

7. Enter the Batch Number to use and press [**Enter**] when the {ENTER BATCH NUM} prompt appears.
   - If you select a batch that is already used, the system automatically assigns the next available batch number. You can also enter zero to assign the next available batch.
8. Enter the Batch Description and press [**Enter**] when the {ENTER BATCH DESC} prompt appears.
9. Enter the following information if your parameter file uses an Apply "Later" type batch:
   - Enter [**T**] and press [**Enter**] to use the current date as the Start Date when the {ENTER START DATE} prompt appears.
   - Enter the Start Date (in MM/DD/YY format) and press [**Enter**] when the {ENTER START DATE} prompt appears.
   - Enter the Start Time (in HH.MM military time format) and press [**Enter**] when the {ENTER START TIME} prompt appears. You can press [**T**] [**Enter**] to use the current time.
10. Enter [**Y**] or [**N**] and press [**Enter**] when the {SCHEDULE BATCH?} prompt appears.
11. Enter [**Y**] or [**N**] and press [**Enter**] when the {TEMPORARY BATCH?} prompt appears.
    - If you choose Yes, the {ENTER END DATE} prompt appears.
    - Enter [**T**] and press [**Enter**] to use the current date as the End Date when the {ENTER END DATE} prompt appears.
    - Enter the End Date (in MM/DD/YY format) and press [**Enter**] when the {ENTER END DATE} prompt appears.

12. If you have implemented Hierarchical Pricing and you have created a temporary batch, the {ENTER PRIORITY CODE} prompt appears.
    - Enter the Priority Code for the batch (or enter **/H** to see a list of priority codes).
    - Your entries are complete. The FM unit shows you the current application, user, parameter file, mode, batch number, date and time. Press [>] to scroll through the display. When the {ENTER Query} prompt appears, you are ready to begin performing maintenance.

Signing Off With the FM Unit

This procedure demonstrates how to sign off the Retalix BackOffice System using an FM unit.

To sign off with the FM unit:

- Enter [/] [**Q**] [**Enter**]
- The {END SESSION} message appears on the FM unit.

Viewing a List of the Available FM Commands

This procedure demonstrates how to view a list of the FM commands available at the current time. Use this procedure if you are unsure of the commands (or their formats) that are available at any point in your FM session.

To view a list of available FM commands:

- Enter [/] [**H**] [**Enter**]
- Press [<] and [>] to scroll through the list

FM Flexible Data Collect Procedures

This section contains step-by-step instructions for performing FM Flexible Data Collect.

Collecting Item Data with the FM Unit

This procedure demonstrates how to use the FM unit to collect data for one or more items.

To collect item data with the FM unit:

1. Sign on the system, choosing the FM Flexible Data Collect application. See the *Signing On With the FM Unit* section if you do not know how to do this.
   - The {ENTER Query} prompt appears when the sign-on is complete.
2. Scan or enter the Item Number or Order Code of an item to data collect.
3. Enter any fields prompted for the item.
4. Repeat steps 2 and 3 for each item to collect.
5. Do one of the following when your data collection is complete:
   - Enter [/] [**S**] to sign off the application and suspend the data collect file. The next time you sign on and use the same FM parameter file, the data is appended to the same data collect file.
   - Enter [/] [**Q**] to sign off and save the data collect file.

FM Item Procedures

This section contains step-by-step instructions for performing various FM Item application procedures.

Looking Up an Item With the FM Unit

This procedure demonstrates how to use the FM unit to look up an item in the Retalix BackOffice Item File.

To look up an item with the FM unit:

1. Sign on the system, choosing the FM Item application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Do one of the following to look up an item:
   - Enter or scan the Item Number at the {ENTER Query} prompt. Information for the item appears on the FM unit. Press [>] and [<] to scroll through the information.
   - Change the current index and then enter the index value to search for the item. See the *Changing the Current Index With the FM Unit* section if you do not know how to do this. If there are multiple items, press [>] and [<] to scroll through the first item record. Enter [/] [**N**] [**Enter**] to view the next records and [/] [**P**] [**Enter**] to view the previous record until you find the one you want.

Changing the Current Index With the FM Unit

This procedure demonstrates how to use the FM unit to change the current index field during FM Item Maintenance.

To change the current index with the FM unit:

- Enter the change index command in the following format, replacing the field number with a value from the table below:

  [**I**] [/] **field number** [**Enter**]

FM Field Number	Field Name
1	Item Number
2	POS Description
3	Supplier ID
6	Order Code
FM Field Number	**Field Name**
9	Department Number
18	Commodity Code
68	Mix/Match Code
95	Report Code

- The {Query Fld = new index field} message appears on the FM unit showing you the new index field.

Adding an Item With the FM Unit

This procedure demonstrates how to use the FM unit to add an item to the Retalix BackOffice Item File.

To add an item with the FM unit:

1. Sign on the system, choosing the FM Item Maintenance application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Enter or scan the new Item Number at the {ENTER Query} prompt.
   - The {ITEM NOT ON FILE} {ADDING Item #} message appears on the FM unit.
   - The next prompt (and any that follow) depends on the contents of the FM parameter file you are using. The system prompts you for each field required when adding an item.
3. Enter each required field, as prompted.

- When your entries are complete, the FM unit shows the information you entered for the item. Press [>] and [<] to scroll through the information until you see the {ENTER Query} prompt.

4. Repeat steps 2 and 3 to add another item.

Changing Item Information With the FM Unit

This procedure demonstrates how to use the FM unit to change field information for an item.

To change item field information with the FM unit:

1. Sign on the system, choosing the FM Item Maintenance application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Look up the item to change. See the *Looking Up an Item With the FM Unit* section if you do not know how to do this.
3. Enter the field change in the following format:

field number [/] **new value** [**Enter**]

- See the *FM Item Back Office Fields* section if you are unsure of the field number.
- The FM unit shows you the field you changed and its new value. The {ENTER Query} prompt appears.

4. Repeat step 3 for each field change.
5. Repeat steps 2 and 3 to change a field for a different item.

Changing a Price With the FM Unit

This procedure demonstrates how to use the FM unit to change a price.

To change a price with the FM unit:

1. Sign on the system, choosing the FM Item Maintenance application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Look up the item for the price change. See the *Looking Up an Item With the FM Unit* section if you do not know how to do this.
3. Enter the price change in the following format:

[**Price Change**] **new price** [**Enter**]

- The new POS Price appears on the FM unit.

4. Repeat steps 2 and 3 for each price change.

Deleting an Item With the FM Unit

This procedure demonstrates how to use the FM unit to delete an item from the Retalix BackOffice Item File.

To delete an item with the FM unit:

1. Sign on the system, choosing the FM Item Maintenance application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Look up the item to delete. See the *Looking Up an Item With the FM Unit* section if you do not know how to do this.
3. Enter [/] [**D**] [**Enter**] to delete the item.
   - The {CONFIRM ITEM #} message appears on the FM unit.
4. Re-enter the Item Number to delete.
   - The {DELETED ITEM #} message appears on the FM unit.

Entering a Stock Count With the FM Unit

This procedure demonstrates how to use the FM unit to enter stock count information for one or more items.

To enter a stock count with the FM unit:

1. Sign on the system, choosing the FM Item Maintenance application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Look up the item to count. See the *Looking Up an Item With the FM Unit* section if you do not know how to do this.

Note: If you have scanned a random weight item, the stock count for the item is complete and the count will appear on the FM unit. The package count and weight both display on the count line (separated by the "#" sign).

3. Enter the stock count in the following format.

   #### (stock count) [**Enter**]

   - The count appears on the FM unit.
4. Repeat steps 2 and 3 for each item to count.

Adjusting a Stock Count with the FM Unit

This procedure demonstrates how to adjust previously entered stock count information for one or more items.

To adjust a stock count with the FM unit:

1. Sign on the system, choosing the FM Item Maintenance application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Look up the item to adjust. See the *Looking Up an Item With the FM Unit* section if you do not know how to do this.
   - The "Item Already Counted" message appears, displaying the amount previously counted (with a ">" next the present location if multiple locations exist) and the {ENTER Adjustment} prompt appears.
3. Adjust the stock count using one of the following formats.

   - Press [**V**] or [**0**] and press [**Enter**] to accept the displayed count.
   - Enter [**A**] or [+] [/] (amount to add) and press [**Enter**] to add to the existing count. (For example, **A/10** or **+/10**).
   - Enter [**S**] or [-] [/] (amount to subtract) and press [**Enter**] to subtract from the existing count. (For example, **S/10** or **-/10**).
   - Enter [**R**] [/] (count to replace) and press [**Enter**] to replace the existing count with a new count. (For example, **R/10**).

Note: If you want to remove a previously counted random weight item from the stock count, at the "Enter Query" prompt press [/] [**S**] and then scan the item. The negative package count and weight adjustments both display on the count line (separated by the "#" sign).

   - The new count appears on the FM unit.
4. Repeat steps 2 and 3 for each item to recount.

FM Ordering Procedures

This section contains step-by-step instructions for performing various FM Ordering application procedures.

Entering an Order With the FM Unit

This procedure demonstrates how to use the FM unit to order one or more items.

To enter an order with the FM unit:

1. Sign on the system, choosing the FM Ordering application. See the *Signing On With the FM Unit* section if you do not know how to do this.
   - The {ENTER Ord CD/UPC} prompt appears when the sign-on is complete.
2. Scan or enter the Item Number or Order Code of an item to order.
3. Do one of the following:
   - Enter the next item to order.
   - Change the quantity to order. See the *Changing the Order Quantity for an Item With the FM Unit* section if you do not know how to do this.
4. Repeat steps 2 and 3 for each additional item.

Changing the Order Quantity for an Item With the FM Unit

This procedure demonstrates how to use the FM unit to change the order quantity for an item.

To change the order quantity for an item with the FM unit:

1. Scan or enter an Item Number.
   - The quantity defaults to one (1).
2. Do one of the following to change the quantity:
   - Press [**Price Change**], enter the new quantity and press [**Enter**].
   - Enter [**1**] [/] new quantity [**Enter**].

Ending an Order With the FM Unit

This procedure demonstrates how to end an order on the FM unit.

To end an order on the FM unit:

- Once you are finished with your entries for an order, enter [/] [**E**] **N**] [**D**] [**Enter**] to end the order for this order group.
- The {Order Group # Ended} message appears, followed by the {ENTER Ord Grp #} prompt.

FM Receiving Procedures

This section contains step-by-step instructions for performing various FM Receiving application procedures.

Creating an Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to create a new invoice.

To create an invoice with the FM unit:

1. Sign on the system, choosing the FM Receiving application. See the *Signing On With the FM Unit* section if you do not know how to do this.
2. Enter the new invoice number at the {ENTER Invoice #} prompt.
   - The {ADDING NEW INV} message appears on the FM unit.
3. Enter the Supplier Number at the {ENTER Sup ID} prompt.

Note: You optionally scan an item the first item and the primary supplier for the item will be automatically assumed to be the supplier.

   - The next prompt that appears depends on the setting of your FM Parameter File. It can be {Enter Qty} or {Enter UPC}.
4. You can now begin receiving items.

Receiving an Item With the FM Unit

This procedure demonstrates how to use the FM unit to receive an item.

To receive an item with the FM unit

1. Create an invoice. See the *Creating an Invoice With the FM Unit* section if you do not know how to do this.
   - The prompt that appears next depends on the setting of the receiving sequence in the FM Receiving Parameter File you are using. The setting does one of the following:
     - Prompts you to enter the Qty then the UPC in two separate messages.
     - Prompts you to enter the UPC then the Qty in two separate messages.
     - Prompts you to enter the Qty and UPC in one message.
2. Enter the quantity and item to receive by doing one of the following:

- Enter the quantity and press [**Enter**] if the prompt is {Enter Qty} and your receiving sequence is set to prompt for the quantity and UPC in two messages. The next prompt is {Enter UPC}.
- Scan a bar code or enter an Item Number (or Order Code) and press [**Enter**] if the prompt is {Enter UPC}. The next prompt is {Enter Qty}.
- Enter the quantity, press [**Pr Chg**], then scan or enter an Item Number (or Order Code), if the prompt is {Enter Qty} but your receiving sequence is set to prompt for the quantity and UPC all in one message.

3. Once you enter the quantity and Item Number (or Order Code), the information for the item appears on the FM unit. Press [>] and [<] to scroll through the information until you see the prompt for the next item.
4. Repeat steps 2 and 3 for each additional item to receive.

Returning One Item With the FM Unit

This procedure demonstrates how to use the FM unit to return an item. This method lets you enter a return and then continue receiving the next item.

To return one item with the FM unit:

1. Create an invoice, if necessary. See the *Creating an Invoice With the FM Unit* section if you do not know how to do this.
2. Enter [/] [**R**] [**E**] [**T**] [**Enter**] at the {Enter Qty} or {Enter UPC} prompt.
   - The {Return Mode ON} message appears on the FM unit.
3. Enter the quantity and item number to return by doing one of the following:
   - Enter the quantity and press [**Enter**] if the prompt is {Enter Qty} and your receiving sequence is set to prompt for the quantity and UPC in two messages. The next prompt is {Enter UPC}.
   - Scan a bar code or enter an Item Number and press [**Enter**] if the prompt is {Enter UPC}. The next prompt is {Enter Qty}.
   - Enter the quantity, press [**Pr Chg**], then scan or enter an Item Number, if the prompt is {Enter Qty} but your receiving sequence is set to prompt for the quantity and UPC all in one message.
4. Once you enter the quantity and Item Number, the information for the item appears on the FM unit. Press [>] and [<] to scroll through the information until you see the prompt for the next item.
5. Receive the next item.

Returning More Than One Item With the FM Unit

This procedure demonstrates how to use the FM unit to return multiple items. This method enables Return Mode and lets you continue to enter returns until you disable Return Mode.

To return more then one item with the FM unit:

1. Create an invoice, if necessary. See the *Creating an Invoice With the FM Unit* section if you do not know how to do this.
2. Enter [**R**] [**E**] [**T**] [/] [**O**] [**N**] [**Enter**] at the {Enter Qty} or {Enter UPC} prompt.
   - The {Return Mode ON} message appears on the FM unit.
3. Enter the quantity and item number to return by doing one of the following:
   - Enter the quantity and press [**Enter**] if the prompt is {Enter Qty} and your receiving sequence is set to prompt for the quantity and UPC in two messages. The next prompt is {Enter UPC}.
   - Scan a bar code or enter an Item Number and press [**Enter**] if the prompt is {Enter UPC}. The next prompt is {Enter Qty}.
   - Enter the quantity, press [**Pr Chg**], then scan or enter an Item Number, if the prompt is {Enter Qty} but your receiving sequence is set to prompt for the quantity and UPC all in one message.
4. Once you enter the quantity and Item Number, the information for the item appears on the FM unit. Press [>] and [<] to scroll through the information until you see the prompt for the next item.
5. Repeat steps 3 and 4 until you enter all returns.
6. Enter [**R**] [**E**] [**T**] [/] [**O**] [**F**] [**F**] [**Enter**] at the {Enter Qty} or {Enter UPC} prompt to disable Return Mode and resume Receiving Mode.
7. The {Return Mode OFF} message appears on the FM unit.

Adding an Adjustment to an Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to add an adjustment to an invoice. You should add invoice adjustments from the line item level.

To add an adjustment to an invoice with the FM unit:

1. Enter [/] [**S**] [**Enter**] to find out your current level.
2. Switch to the line item level, if necessary. Do one of the following:

- Enter [/] [**S**] [**D**] [**Enter**] at the invoice master level to switch to the line item level.
- Enter [/] [**U**] [**Enter**] followed by [/] [**S**] [**D**] [**Enter**] at the invoice adjustment level to switch to the line item level.

3. Enter one of the following adjustment types at the {Enter Qty} or {Enter UPC} prompt:

Adjustment Type	**Entry**
Credit	[**C**] [**R**] [/] **$ amount** [**Enter**]
Debit	[**D**] [**E**] [**B**] [/] **$ amount** [**Enter**]
Deposit	[**D**] [**E**] [**P**] [/] **$ amount** [**Enter**]
Deposit Return	[**D**] [**E**] [**P**] [**R**] [**E**] [**T**] [/] **$ amount** [**Enter**]
Tax	[**T**] [**A**] [**X**] [/] **$ amount** [**Enter**]

   - The {Added Adjustment} message appears on the FM unit.
4. Repeat step 3 until you enter all adjustments.

Deleting an Adjustment from an Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to delete an adjustment from an invoice. You must delete invoice adjustments from the invoice adjustment level.

To delete an adjustment from an invoice with the FM unit:

1. Enter [/] [**S**] [**Enter**] to find out your current level.
2. Switch to the invoice adjustment level, if necessary. Do one of the following:
   - Enter [/] [**S**] [**A**] [**Enter**] at the invoice master level to switch to the invoice adjustment level.
   - Enter [/] [**U**] [**Enter**] followed by [/] [**S**] [**A**] [**Enter**] at the line item level to switch to the invoice adjustment level.
3. When the first adjustment record appears, press [>] and [<] to scroll through the information. Then use [/] [**N**] [**Enter**] and [/] [**P**] [**Enter**] to view the next and previous adjustments until you find the adjustment to delete.
4. Enter [/] [**D**] [**Enter**] at the {ENTER Command} prompt to delete the adjustment.
   - The prompt is {CONFIRM DELETE?}.
5. Enter [**Y**] [**Enter**] to delete the adjustment or [**N**] [**Enter**] to keep the adjustment.

Deleting an Item from an Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to delete a line item from an invoice.

To delete an item from an invoice with the FM unit:

1. Enter [/] [**S**] [**Enter**] to find out your current level.
2. Switch to the line item level, if necessary. Do one of the following:
   - Enter [/] [**S**] [**D**] [**Enter**] at the invoice master level to switch to the line item level.
   - Enter [/] [**U**] [**Enter**] followed by [/] [**S**] [**D**] [**Enter**] at the invoice adjustment level to switch to the line item level.
3. When the first line item record appears, press [>] and [<] to scroll through the information. Then use [/] [**N**] [**Enter**] and [/] [**P**] [**Enter**] to view the next and previous line item records until you find the line item to delete.
4. Enter [/] [**D**] [**Enter**] at the {ENTER Command} prompt to delete the line item.
   - The prompt is {CONFIRM DELETE?}.
5. Enter [**Y**] [**Enter**] to delete the line item or [**N**] [**Enter**] to keep the line item.

Finalizing an Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to finalize an invoice.

To finalize an invoice with the FM unit:

1. Once you are finished with your entries for an invoice, enter [/] [**S**] [**U**] [**B**] [**Enter**] to view your current invoice totals.
2. Press [>] and [<] to scroll through the total information (Total Received, Total Returned, Total Extended Cost and Total Extended Retail).
3. Enter your invoice total in the following format:

   [**T**] [**O**] [**T**] [/] **$ amount** [**Enter**]

4. If the invoice balances, the {Invoice Finalized} message appears and your entries are complete.

5. If the invoice does not balance, the {Ticket Does NOT Balance} message appears along with the amount the total is under or over. Do one of the following:
   - Enter [/] [**C**] [**O**] [**N**] [**Enter**] at the {ENTER Command} prompt to conditionally accept the invoice. The {Invoice Conditionally Accepted} message appears and the prompt is for the next invoice.
   - Enter [/] [**S**] [**U**] [**S**] [**Enter**] to suspend the invoice. The {Invoice Suspended} message appears and the prompt is for the next invoice.
   - Enter [/] [**S**] [**D**] [**Enter**] to go back to the line item level.

Suspending an Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to suspend an invoice.

To suspend an invoice with the FM unit:

- Enter [/] [**S**] [**U**] [**S**] [**Enter**]
- The {Invoice Suspended} message appears on the FM unit.

Resuming a Suspended Invoice With the FM Unit

This procedure demonstrates how to use the FM unit to resume a suspended invoice.

To resume a suspended invoice with the FM unit:

1. Enter the suspended Invoice Number at the {ENTER Invoice #} prompt.
   - You are automatically at the line item level. The information for the first line item record appears. Do the following:
2. Press [>] and [<] to scroll through the first record.
3. Enter [/] [**N**] [**Enter**] and [/] [**P**] [**Enter**] to view the next and previous line item records.
4. Make any necessary changes.
5. Finalize the invoice. See the *Finalizing an Invoice With the FM Unit* section if you do not know how to do this.

Host

The Host folder of the Retalix Navigator (or StoreLine/ISS45 menu) contains applications that allow host support of the local store from a remote location. There are three applications within the Host Menu on the Retalix Navigator (or StoreLine/ISS45 menu):

- General Import
- Host ID Maintenance
- Host Maintenance via SIL
- SBE Configuration Maintenance

General Import

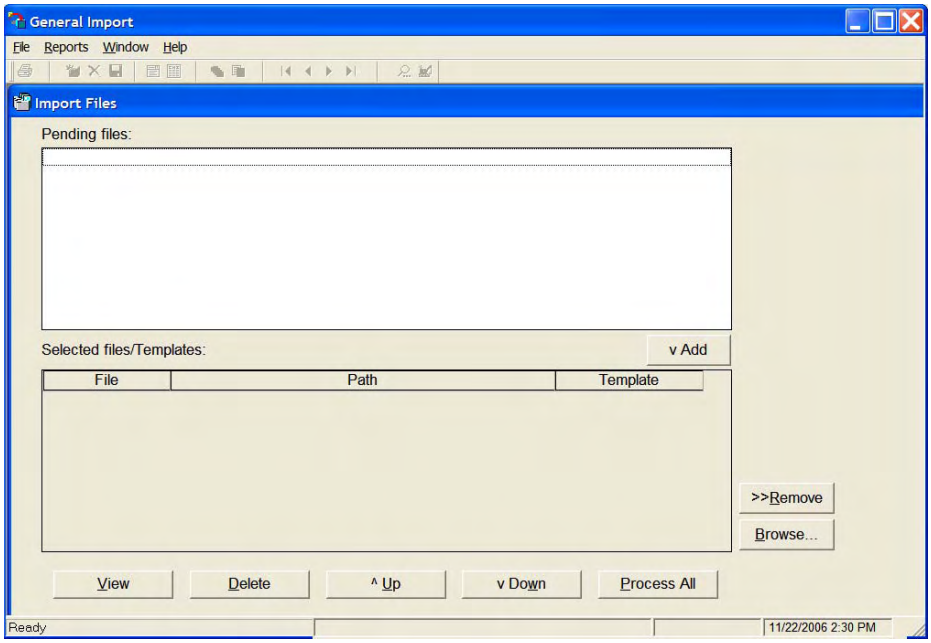
The General Import application provides a user-friendly and flexible interface for loading information from a character delimited (.csv, etc.) or fixed-format text file into RBO. The content of the text files that can be imported are not restricted to specific fields or a particular field order. The store can easily control what import values get sent to RBO and where they are stored.

Like SIL, General Import can be used to process maintenance from a Host system. The default folder for text files to be processed by General Import is the Retalix\Common\Communications\Host\General Import\Pending folder. Once in the application the user can easily pick the files in the Pending folder or browse to any location on the LAN and select the ones to be processed. Text files put into the Pending folder can be imported automatically by scheduling General Import to run in a BackOffice Task.

General Import allows data from a text file to be imported into one or more RBO batches or directly into the Item tables for a new load. The batches can be permanent or temporary and created based on information in the import file. For example, an import file may contain sale price changes with start and end dates. The sale dates can be used to define the start and end dates of temporary batch(es) containing the price changes.

The application supports the import of all item information including costs and all adjustment types. It fills a gap in supporting adjustment types not supported by SIL like “Can and Bottle Deposits”, “Shell Deposits”, “Lump Sum Cash Back”, etc.

When General Import is selected from the Host folder of the Retalix Navigator (or Storeline/ISS45 menu), the Import Files window appears:



The following buttons and list boxes appear in the Import Files window:

Pending Files list box (General Import) - This list box shows the text files that reside in the **Retalix\Common\Communications\Host\General Import\pending** folder. You can add files from this list box to the Selected Files list box.

Selected Files/Templates list box (General Import) - This list box shows the text files that are selected for import and the template that will be used to process each one. You can add and remove files from this list, change the order of the files in the list, view the contents of files, delete files and process files.

Add button (General Import) - Click this button to add the highlighted file in the Pending Files list box to the Selected Files list box.

Remove button (General Import) - Click this button to remove the highlighted file from the Selected Files/Templates list box.

Browse button (General Import) - Click this button to navigate to another location on your system or any other system on the LAN where your General Import files reside. Select the file and click the OK button. The file appears in the Selected Files/Templates list box.

View button (General Import) - Click this button to view the contents of the highlighted file in the Selected Files/Templates list box. The file appears in its associated text editor program (such as Windows Notepad or WordPad).

Delete button (General Import) - Click this button to delete the highlighted file in the Selected Files/Templates list box. A warning message appears to let you know that continuing permanently removes the file from your system. Click the OK button to delete the file or click the Cancel button to keep it.

Up button (General Import) - Click this button to move the highlighted file up one in the order of files in the Selected Files/Templates list box.

Down button (General Import) - Click this button to move the highlighted file down one in the order of files in the Selected Files/Templates list box.

Process All button (General Import) - Click this button to process all files in the Selected Files/Templates list box, in the order in which they appear. The Host Maintenance via General Import application validates each file and creates the necessary maintenance batches. Once a General Import file is successfully processed, the application removes it from the **Retalix\Common\Communications\Host\General Import\pending** folder and places it in the **Retalix\Common\Communications\Host\General Import\processed** folder.

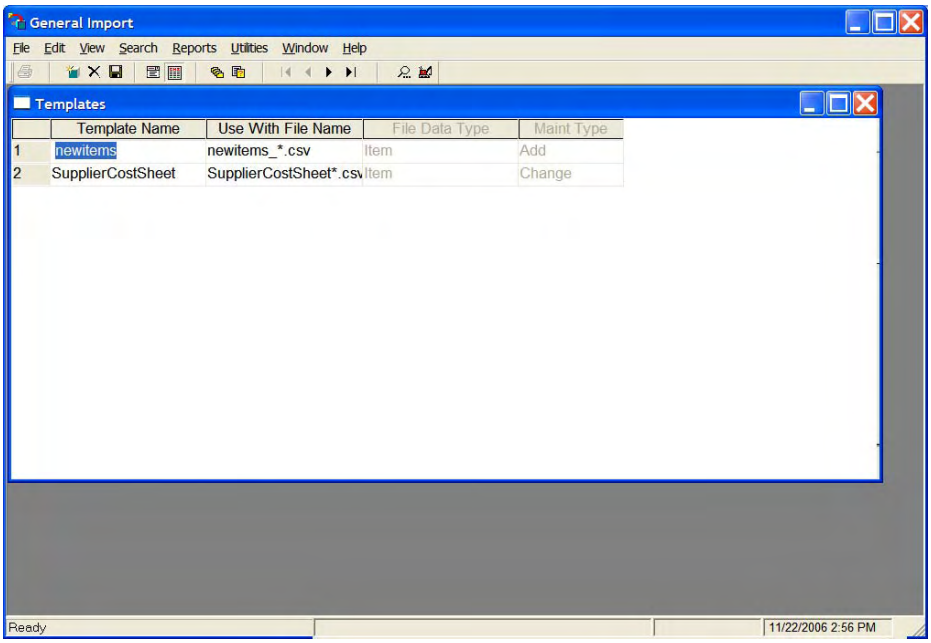
Import Template Window

Before a text file can be imported by the General Import application, an Import Template must be built which identifies the file to be imported, what type of file it is (character delimited or fixed length), what fields are being imported and what RBO fields to which the values in the import file should be mapped. Import Templates can be built or viewed in the Import Template Window. To work in this window, choose **Open** followed by **Templates** from the **File** Menu. You can also open this window from the **Import Files** window when a file is added to the Selected Files list and there is no matching Import Template for the file.

The Import Template window has both a Grid and Form view. The Grid view displays the templates in the system in a list format. Form view shows one template at a time, allowing you to enter or view all of the details that define a specific template. You can switch between Grid and Form views by choosing **Form** or **Grid** in the **View** Menu.

Grid View

The Import Template window opens in Grid view with all the import templates in the system displayed in a list by Template Name:



The following fields are displayed in Grid View:

Template Name field – This is the name of the template. It can be up to 20 characters in length and must be unique for all of the templates in the system.

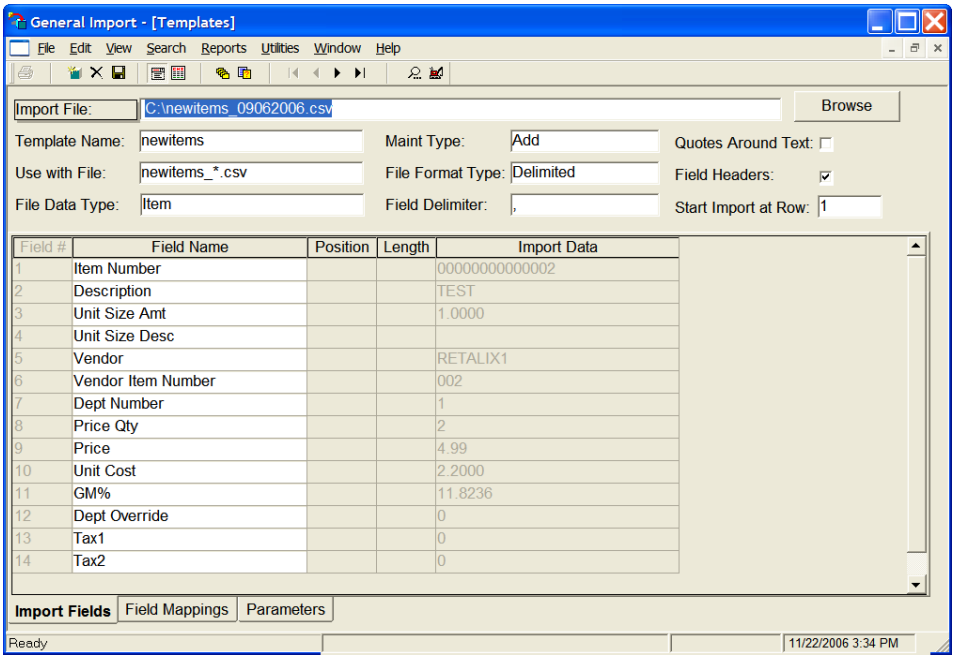
Use With File field – This is the name of a single text file or group of similarly named text file(s) for which this template can be used. You can enter a wildcard character "*" in this field to match files that have the same string at the beginning of their name. For example: "newitems_*.csv" will match any .csv import file that starts with 'newitems_'.

File Data Type field – This field identifies what type of data is contained in the import file. This field is displayed in the Grid for reference only. It can be changed in the Form view.

Maintenance Type field – This field identifies how the imported data should be treated when it is put into RBO. The options include Load, Add, Add/Replace, Change, Delete and TBD by Import Field. This field is displayed in the Grid for reference only. It can be changed in the Form view.

Form View

Form view has a header area containing general information about the template, a Browse button for selecting an import file and three tabs: Import Fields, Field Mappings and Parameters.



The following fields, checkboxes and buttons are displayed in the header area of Form view:

Import File field – This is the full path (directory and name) of a file that will be imported using this template. You can enter the Import File or use the **Browse button** to select the file. The Import File must be chosen or entered before the rest of template's information can be entered.

Browse button – Use this button to select the import file for this template. When a file is selected, the Import File field will be populated with the full path (directory and name) of the file.

Template Name field – This is the name of the template. It can be up to 20 characters in length and must be unique for all of the templates in the system.

Use With File field – This is the name of a single text file or group of similarly named text file(s) for which this template can be used. You can enter a wildcard character "*" in this field to match files that have the same string at the beginning of their name. For example "newitems_*.csv" will match any .csv import file that starts with 'newitems_'.

File Data Type field – This field identifies what type of data is contained in the import file. You can enter a value or pick it from a drop-down list.

Maintenance Type field – This field identifies how the imported data should be treated when it is put into RBO. You can enter a value or pick it from a drop-down list. Valid options include Load, Add, Add/Replace, Change, Delete and TBD by Import Field. The "Load" option clears all existing data first. If it is chosen, you will be warned at the time of the import of what data (tables) will be cleared in RBO. If Load is chosen with File Data Type = Item, the RBO Item file must be sent to the POS using the Send to POS option in Item Utilities when the import is completed.

File Format Type field – This identifies the format of the file: Delimited or Fixed Format. You can enter one of these values or pick it from the drop-down list.

Field Delimiter field – This is the character that is used to separate fields in the selected Import File if it has a Delimited File format. The most common text file delimiters are tab and comma.

Quotes Around Text checkbox – This checkbox is used to indicate whether the text in the import file has quotes around it. This is common in .csv (comma separated value) types where commas are sometimes embedded in the text being imported.

Field Headers checkbox – This checkbox indicates whether there are field headers in the import file that can be read to identify what fields are in the import file.

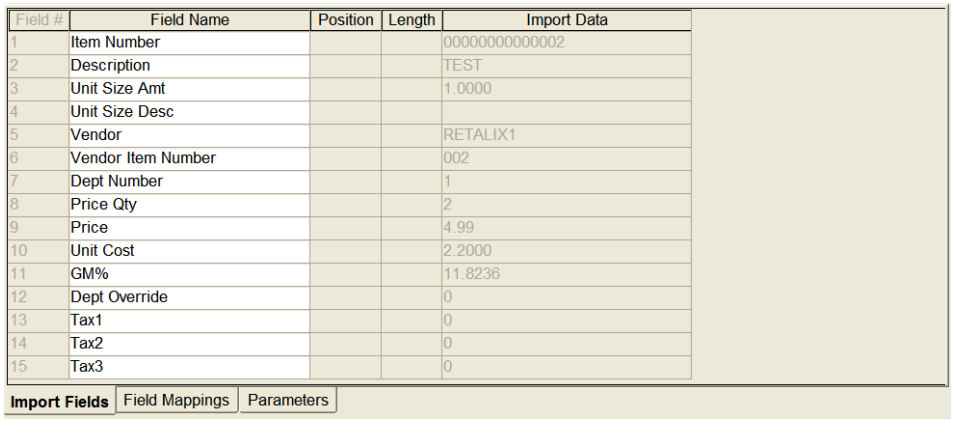
Start Import at Row field – This is the row or line in the Import File that contains the field headers if the Field Headers checkbox is checked. If the Field Headers checkbox is not checked, it is the line where the first row of data resides in the import file.

Import Fields Tab

The Import Fields tab is used to enter and maintain a list of fields that match the fields in the import file in the same order that they appear in the file. This list gets populated automatically when the name of a Delimited text file is entered into the **Import File** field in the header or selected via the Browse Button. In this case, the Field Names are read from the file if the application detects that there are names (non-numeric entries) for all the fields in the file in the line or row specified by the **Start Import at Row field**. Otherwise, a default value with the word 'field' followed by

the field# is put into each Field Name. When the import file is a Fixed Format file, the field list must be entered manually with values for **Position** and **Length** so that the fields in the file can be recognized.

In this tab, each Import field is defined in an individual row in the table shown below. The rows are automatically sorted by **Field#** which is the order number of the data field in the import file. So, comparisons can be easily done to insure that this list of fields matches the fields in the import file in the same order that they appear in the file. The Import field list can be expanded by adding rows to the end or by inserting rows immediately above the current row. To remove an import field, you delete the corresponding row.



Field #	Field Name	Position	Length	Import Data
1	Item Number			00000000000002
2	Description			TEST
3	Unit Size Amt			1.0000
4	Unit Size Desc			
5	Vendor			RETALIX1
6	Vendor Item Number			002
7	Dept Number			1
8	Price Qty			2
9	Price			4.99
10	Unit Cost			2.2000
11	GM%			11.8236
12	Dept Override			0
13	Tax1			0
14	Tax2			0
15	Tax3			0

Import Fields | Field Mappings | Parameters

The following fields are displayed in the Import Fields Tab:

Field # field – This is the order number of the data field in the import file. The number reflects the order in which the field appears in the import file. This is a read-only field.

Field Name field – This is a unique name for the data field in the import file. It is automatically populated when a delimited import file is entered. The names are read from the file if the application detects that there are names (non-numeric entries) for all the fields in the file in the line or row specified by the **Start Import at Row field**. Otherwise, a default value with the word 'field' followed by the field# is put into each Field Name.

Position field – Use this field to enter the start position of the data field in the import file when the import file is Fixed Format.

Length field – Use this field to enter the character length of the data field in the import file when the import file is Fixed Format.

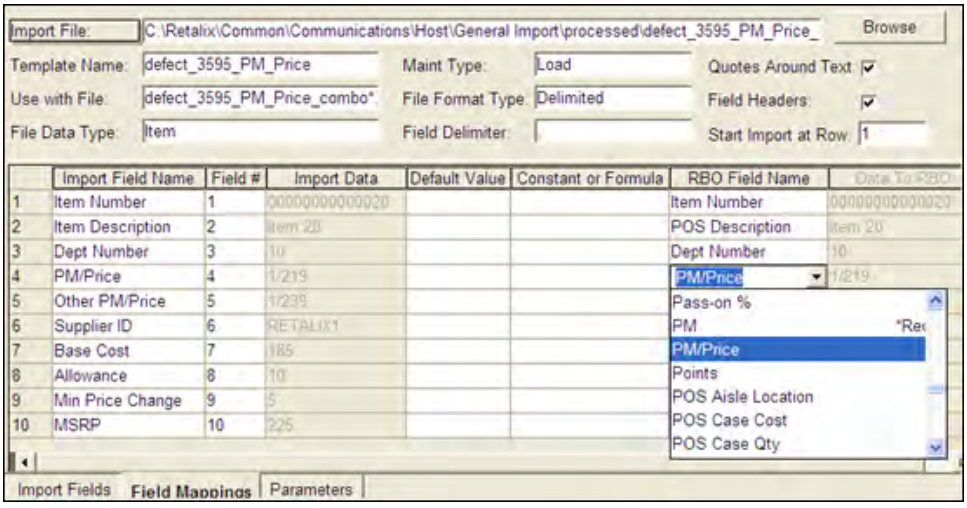
Import Data field – This displays the value that is in this field from the first data line read in the import file. The first data line is determined by

the value in the **Start Import at Row field** and the **Field Headers** checkbox. If the **Field Headers** checkbox is checked then the first data line begins at the line after the one specified in **Start Import at Row.**

Field Mappings Tab

The Field Mapping Tab is used to define which RBO fields will be populated by the import and which import fields will be used to populate them. You can choose to assign each of the fields in the text file to a corresponding RBO field or only a subset of the fields so that only the information that you want is imported into RBO. Data from Import fields not assigned to RBO fields will be ignored.

In this tab, each assignment or "mapping" of an Import field to an RBO field is defined in individual Field Mapping rows in a table as shown below. The rows are numbered sequentially in the leftmost column and are sorted in Import Field# order. To establish a new assignment of an Import field to an RBO field, you simply add a Field Mapping row and then enter the Import field and RBO field. To remove a field mapping, you delete the corresponding row.



Default values, Constants and Formulas can be defined in the field mappings when the values in the text file do not fully meet your requirements of what needs to be imported or when the values need to be changed to meet RBO's validation requirements.

The following fields are displayed in the Field Mappings Tab:

Import Field Name field – Use this field with its drop-down list to enter or select the name of an Import field that will be used in the mapping to an RBO field. Choose or enter "(None)" when there is no Import field

available to populate the RBO field and a Constant or Formula will be used instead.

Field # field – Use this field with its drop-down list to enter or select the number of an Import field that will be used in the mapping to an RBO field. Choose or enter "0" when there is no Import field available to populate the RBO field and a Constant or Formula will be used instead.

Import Data field – This displays the value that is in this field from the first data line read in the import file. The first data line is determined by the value in the **Start Import at Row field** and the **Field Headers** checkbox. If the **Field Headers** checkbox is checked then the first data line begins at the line after the one specified in **Start Import at Row.**

Default Value field – Use this field to define a value that will be imported when a text file does not always contain a value for a field that is being imported. For example, in the Field Mappings Tab shown above, a default value of "unit" was entered for importing the Unit Size Desc field. So, "unit" will be imported into the RBO Unit Size Desc field only when there is no value in the Unit Size Desc field of the text file row being imported.

Constant or Formula field – Use this field or the Edit menu option **Edit Formula…** to enter a constant or formula that will be used to provide a value for the RBO field in the mapping. A Constant must be a number, string, or date that is appropriate for the RBO field in the mapping. String and date values entered into this field must be embedded in quotes. A Formula is an arithmetic or string expression which can be evaluated into a value that is appropriate for the RBO field in the mapping. Formulas may contain Import fields, constants, functions and operators. When a constant or Formula cannot be evaluated, a "!" is displayed in the **Data to RBO field**.

The Field Mappings Tab shown above has the following example entries for this field.

- In row 1, the constant "new" was entered for the mapping to the RBO field **Misc Alpha 1** to assign the string "new" into this field. In this case, the **Import Field Name** is set to "(None)" since no Import field is being used in the mapping.
- In row 6, the constant "10" was entered for the mapping to the RBO field **Dept Number** to always override the value in the import file.
- In row 9, the formula "if(field:Tax1 = 1, "Y", "N")" was entered to change the Tax1 value 0 or 1 to an RBO flag N or Y.

RBO Field Name field – Use this field with its drop-down list to enter or select the name of an RBO field that will receive the import value defined

in the Field Mapping. For an Item import template this list includes batch fields to control what batches are generated, Sale and TPR price fields which automatically generate TPR and Sale batches and fields to support costs and all adjustment types.

Note: General Import supports the import of combined price multiple and price values such as '2/3.00'. When one of these fields is defined within a field mapping, General Import automatically separates the values before and after the '/' and then maps them to corresponding RBO price multiple and price fields. The following fields are supported (with the corresponding POS system in parenthesis):

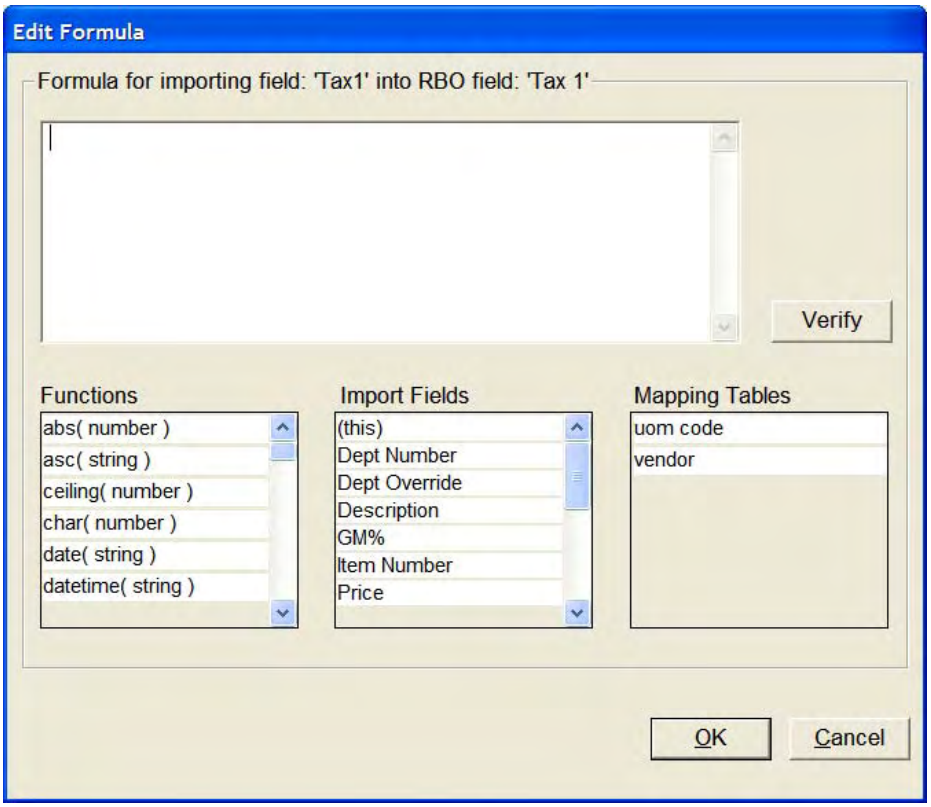
Bonus Buy Pricing PM/Price (ISS45 v7 and v8)
Competitor PM/Price (All)
Frequent Shopper PM/Price (ISS45 v7 and v8)
Hold PM/Price (All)
PM/Price (All)
Previous PM/Price (All)
Sale PM/Price (All)
Split PM/Price (ScanMaster *)
TPR PM/Price (All)

* - Split PM/Price provides the same functional mapping as PM/Price. However, it must be used instead of PM/Price when the ScanMaster specific field "Unit Price" is being mapped.

Data To RBO field – This field displays the result value that will be assigned to the RBO field in the field mapping when the value in the **Import Data field** is evaluated along with an entry in either the **Default Value field** or **Constant or Formula field**. This field is very useful for testing formulas and catching syntax mistakes. When a constant or formula cannot be evaluated, a "!" is displayed in this field.

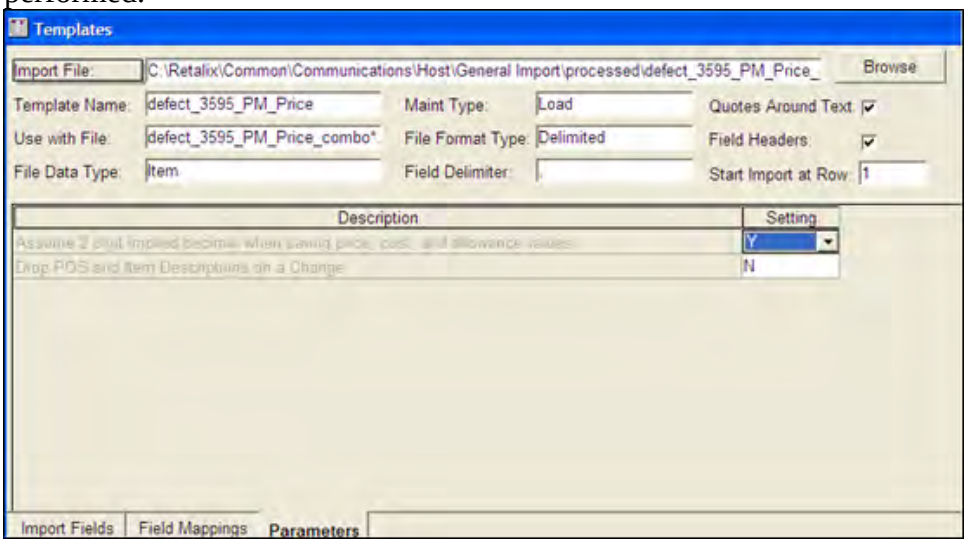
Edit Formula Window

The Edit Formula window is used to build and edit a formula for a field mapping to an RBO field. You can type in a formula and then click on the Verify button to make sure that it can be evaluated into a result value. You can use the Functions, Import Fields and Mapping Tables list boxes to aid in the construction of the formula by single-clicking on the listed item that you want. The listed item will then be pasted into your formula at the current cursor location.



Parameters Tab

The Parameters Tab is used to define rules that affect how the data is imported into RBO. Similar to system parameters, they are in effect only when the template is used. Unlike Formulas and Constants, the effects of Parameter settings will not be displayed in the **Data to RBO field** of the Field Mappings Tab because they are not applied until the import is performed.



The parameter options that are available to be set will vary depending on the **File Data Type** chosen.

Assume 2 digit implied decimal when saving price, cost, and allowance values field – When this parameter setting is 'Yes', General Import automatically checks all price, cost, and allowance values being imported for a decimal and if one is not present, it divides the value by a 100 before mapping it to the specified RBO field.

Note: This parameter option applies to the RBO fields which are listed in the table below (and may be used with combined price multiple and price value fields):

All POS	ScanMaster	V7 and V8
Allowance Amt	Limited Price	Bonus Buy Price
Base Case Cost	POS Case Cost	Cost Per Case
Competitor Price	Unit Price	Freq Shopper Coupon Amt
Hold Price	Split Price	Freq Shopper Discount Amt
Min Price Change		Freq Shopper Price
MSRP		Price List1 Amt
Price		Price List2 Amt
Previous Price		
Sale Price		
TPR Price		

Drop POS and Item Description on a Change field – This parameter is intended to provide the same functionality as the Host parameter used for SIL. When set to Y for "Yes", changes to the RBO POS Description and Item Description fields will be dropped when the **Maint Type** is "Change".

Mapping Tables Window

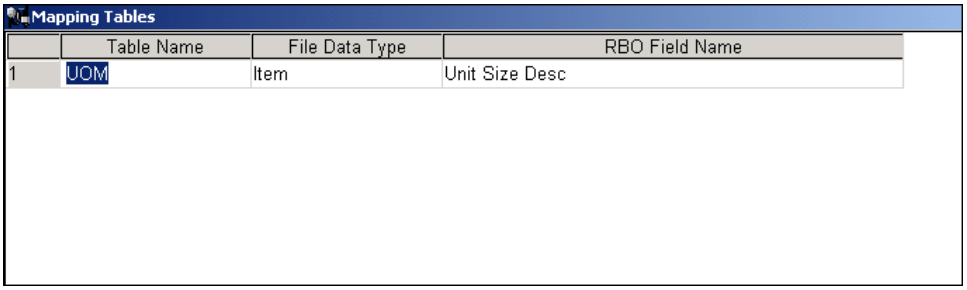
The Mapping Tables utility provides support for converting data from another source to RBO when there is a known set of values to be converted. For example, an import file may contain Unit Size Descriptions that are not quite the same as those stored in RBO. A mapping table can be setup to contain these descriptions along with the equivalent values in RBO. A formula can then be defined in the import template to access and use the mapping table. Refer to the procedure on ***Editing a Formula*** on page 422 for details on this.

To work in the Mapping Tables window, choose **Open Mapping Tables** from the **File** Menu. The Mapping Tables window has a Grid and Form

View. The Grid View displays a list of the mapping tables in the system while Form view shows one mapping table at a time, allowing you to enter or view all of the details that define a specific mapping table. You can switch between Grid and Form views by choosing **Form** or **Grid** in the **View** Menu.

Grid View

The Mappings Table window opens in Grid view with all the mapping tables in the system displayed in a list by Table Name:



The following fields are displayed in Grid View:

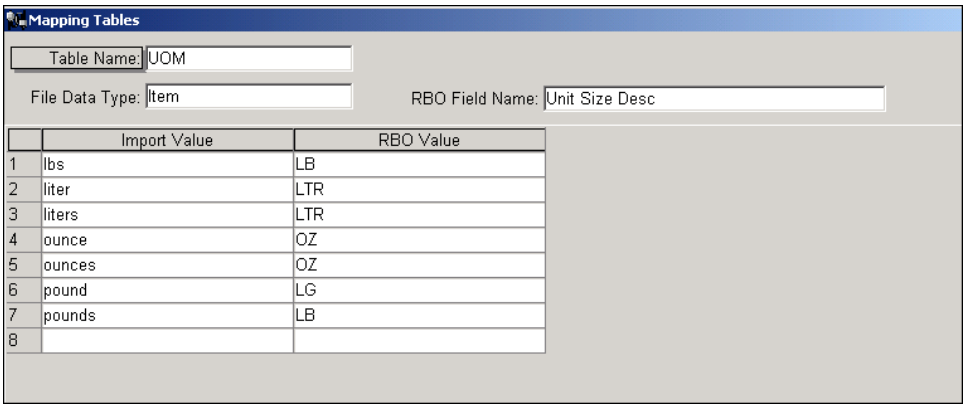
Table Name field – This is the name of the mapping table. It can be up to 20 characters in length and must be unique for all of mapping tables in the system.

File Data Type field – This field identifies what type of import data the mapping table is intended for. You can enter a value or pick it from a drop-down list. The value "(General)" is included in this list to indicate that it is not intended for a specific import data type.

RBO Field Name field – Use this field with its drop-down list to enter or select the name of an RBO field that the mapping table is intended for. The value "(General)" is included in this list to indicate that it is not intended for a specific field.

Form View

Form view has a header area containing the same fields as Grid View and a table for entering the contents of the mapping table – the import values and the equivalent RBO values:



	Import Value	RBO Value
1	lbs	LB
2	liter	LTR
3	liters	LTR
4	ounce	OZ
5	ounces	OZ
6	pound	LG
7	pounds	LB
8		

The mapping table contains rows with two columns or fields:

Import Value field – This field contains a value that will be converted by the import process. The value must be unique to all the rows in the mapping table.

RBO Value field – This field contains the result value that will be sent to RBO when the value being imported matches the value in the **Import Value field**. The *matching is case insensitive*, so using the mapping table above if the string "lbs" or "LBS" is imported, the value sent to RBO will "LB" using the values in row 1.

General File Import Procedures

This section provides step-by-step instructions for performing functions within the General File Import application.

Importing Text Files

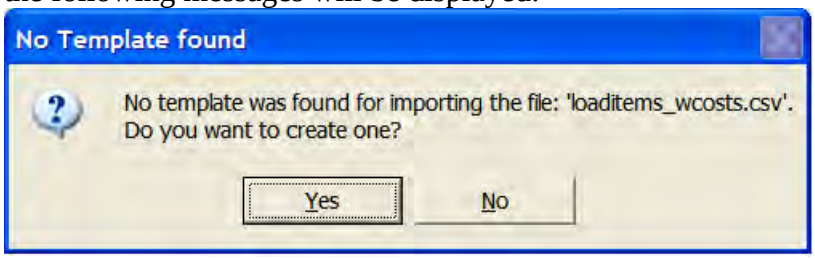
This procedure demonstrates how to import one or more text files.

To import text files:

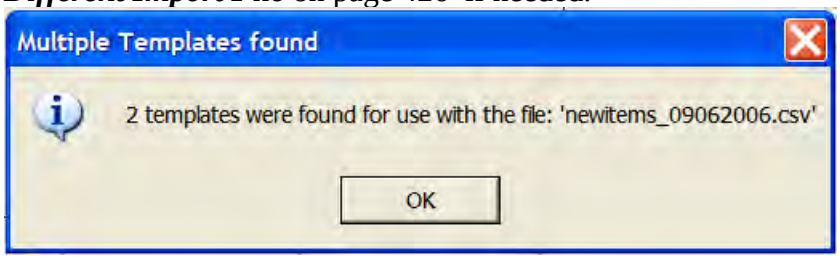
1. Start General Import from the Retalix Navigator (or Storeline/ISS45 menu) Host folder.
   - The Import Files window appears, listing the text files in the Retalix\Common\Communications\Host\General Import\Pending folder.
2. Do one of the following to select the text file(s) to import:
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. If a template exists that can be used to import this file, the file will be added to

the Selected Files list box. Otherwise, one of the following messages will be displayed.

- If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. If a template exists that can be used to import this file, the file will be added to the Selected Files/Templates list box. Otherwise, one of the following messages will be displayed:



3. If the **No Template Found question box** is displayed when a file is selected:
   - Choose "Yes" to create a new template if you have not previously defined a template to import a file of this type. The Import Template window will then be opened in Form View to define the template. The template must be fully defined and saved before advancing to the next step (refer to the ***Creating an Import Template*** procedure on page 417 if needed).
   - Choose "No" if you think you have previously defined a template to import a file of this type or if you want to duplicate an existing template for this file. Refer to ***Reusing a Template for Similarly Named Files*** on page 419 and ***Duplicating a Template for a Different Import File*** on page 426 if needed.

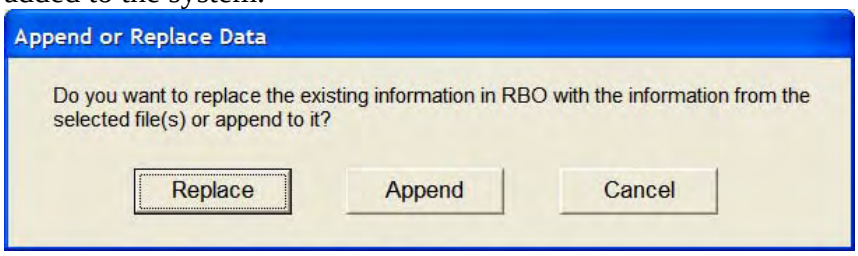


4. If the **Multiple Templates Found message box** is displayed when a file is selected:
   - Find the templates that match this file name and change their **Use with File Name field** so that only one matches the import file name. Refer to the ***Creating an Import Template*** procedure on page 417 if needed.
5. Repeat steps 2 through 4 until all of the text files to import appear in the Selected Files list box.

Note: The application processes the files in the order in which they appear. You can move a file up or down in the processing order by highlighting it and then clicking the Up button or Down button.

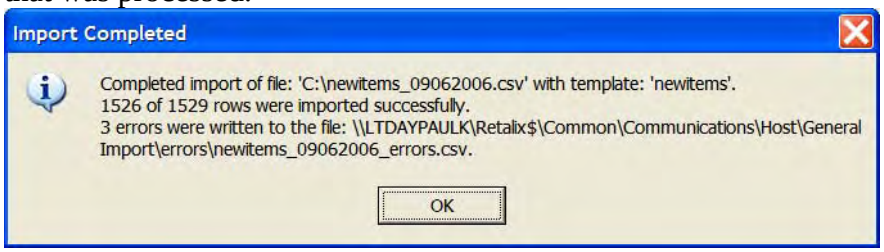
6. Click the **Process All** button to process the files.

- If the file being processed is for a "Load" as specified by the template being used, the **Append or Replace question box** will be displayed. If you choose "Replace", you will be prompted to confirm that you really want to clear the affected RBO table(s). If you choose "Append", only new records in the import file will be added to the system.

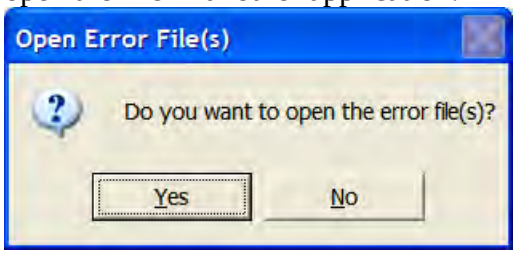


- A progress bar will be displayed showing the file being processed and the percentage of the file processed.
- The application processes the files and places them in the Retalix\Common\Communications\Host\General Import\Processed folder.

7. View the results of the Import.
   - The results will be displayed in a message box and will be written to the syslog.log and to a dated General Import log file accessible via the Reports menu. The results will include the number of rows imported and processed, the number of errors that occurred and the name of the error file that was generated (if any) for each file that was processed.



8. Open the error file(s) to view the errors and/or make corrections.
   - After closing the results message box, you will be prompted to open the error file(s) in Notepad. Choose "No", if you prefer to open the file in another application.



Note: The error file has the same name as the processed file with the string: "_errors" appended just before the file extension and is stored in the **Retalix\Common\Communications\Host\General Import\Error** folder**.**

9. Use the error file to find and correct import errors.
    - The error file will be in the same format as the import file containing all of the same fields, in the same order and delimited the same way. It will contain only the data that could not be processed along with an additional field for an error message that is appended after all the other fields.
    - Locate the error message(s) in the rightmost column of each line in the error file and determine the best course of action.
    - If the error indicates that an item, department, or supplier record is not on file, add the record to RBO if desired.
    - If the error indicates a validation issue, you can add a formula to the import template to convert the import data so that it will be accepted by RBO or you can correct the data in either the import file or error file.
    - Depending on the number and type of errors, you can choose to correct the errors directly in the error file and then import the error file using the same import template (see procedure on ***Importing Error Files*** below). This approach is the easiest and will take less processing time if the error file is smaller than the original import file. In either approach, if a batch is being generated by the import, it will be a different batch than the one created by the original import file.

Importing Error Files

The error files generated by General Import can be processed with the same import template as the original import file if the template's **Use with File** field is set to allow it. The error message field will be ignored by the import. This procedure demonstrates how to import error files.

To Import Error File(s):

1. Select the error file(s) to import.
    - In the Import Files window, choose Browse to select the error file in the **Retalix\Common\Communications\Host\General Import\Error folder** and click the OK button. If the original import file's template is setup to allow it, the file will be added to the Selected Files list box.
    - If the **No Template Found question box** is displayed when the file is selected, you will have to add or adjust the position of the wildcard character in the template's **Use with File** field**.** Refer to the ***Reusing a Template for Similarly Named Files*** procedure on page 419 for more details.

Viewing a General Import File

This procedure demonstrates how to view the contents of a General Import file.

To view a General Import file:

1. Start General Import from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears, listing the General Import files in the **Retalix\Common\Communications\Host\General Import\pending** folder.
2. Do one of the following to select the General Import file(s) to view.
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files/Templates list box.
   - If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files/Templates list box.
3. Click the General Import file in the Selected Files/Templates list box to highlight it.
4. Click the **View** button.
   - The file opens in its associated text editor program (such as Windows Notepad or WordPad).

Deleting a General Import File

This procedure demonstrates how to delete a General Import file. This procedure permanently deletes the file from your system.

To delete a General Import file:

1. Start General Import from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears, listing the General Import files in the **Retalix\Common\Communications\Host\General Import\pending** folder.
2. When files are displaying in the Selected Files/Templates window list box, click (highlight) a General Import file to delete.
3. Click the **Delete** button.
   - A warning message appears to let you know that the application will delete the file from your system.
4. Do one of the following:
   - Click the OK button to delete the file.
   - Click the Cancel button to keep the file.

Import Template Procedures

This section provides step-by-step instructions on how to create and maintain templates for importing text files into RBO.

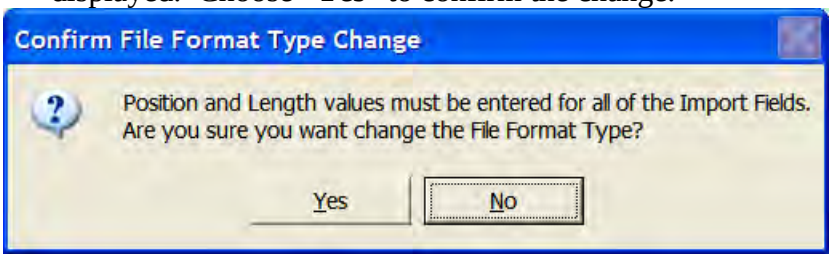
Creating an Import Template

This procedure demonstrates how to create an import template. Steps 1-3 below are done automatically when you select the import file in the Import Files window. Choose "Yes" to create a new template when the **No Template Found Question box** is displayed. This option is described in the ***Importing Text Files*** procedure on page 412.

To create an import template:

1. Select **Open→Templates** from the General Import **File Menu**.
   - The Templates window appears and will display the list of templates in the system in Grid View.
   - If there are no templates in the system, Form View is displayed with a new record automatically added to begin entering the first template. Skip to step 3.
2. Choose **Add Template** from the General Import **Edit Menu** to add a new import template. Switch to Form View by selecting **Form** from the **View Menu**.
3. Click the **Browse** button to select an import file or enter the full path into the Import File field.
   - The application will then read the file and determine if it is delimited by one of the recognized character delimiters (tab, comma, etc) and then it will set the File Format and Field Delimiter fields accordingly.
   - If the application determines that the file is delimited, it will automatically populate the Import Fields list based on the number of fields in the file. The names of the fields in list will be populated from the field headers in the first line of the file, if present. Otherwise, default names will be assigned to each field in the list.
4. Enter a unique name for the template into the **Template Name** field or keep the default name which will be the same as the filename.
5. Enter a file name with a wildcard character if desired into the **Use with File** field or keep the default value. The default value will be the same as the file name with a wildcard character entered just prior to the extension.
6. Enter or select the value for the **File Data Type** which defines what type of import the template is for. Currently, the only option is "Item".

7. Enter or select the **Maint Type** which determines what type of maintenance will be performed using this template. Choose **TBD by Import File** if the Maint Type is specified in the import file.
8. If the file format is fixed format, select it from the **File Format Type** choice list.
   - The Confirm File Format Type Change question box will be displayed. Choose "**Yes**" to confirm the change.



   - The **Field Delimiter** field will automatically change to "None" and the **Quotes Around Text** and **Field Headers** checkboxes will become disabled. In this case, skip steps 9-11 that address these fields.
9. Verify that the delimiter character in the Field Delimiter field is correct. If not, the import file likely contains a special delimiter that will have to be added to the RBO database (field_delimiter table) to be recognized by the General Import application.
10. Set the **Quotes Around Text** checkbox if the file's fields might have the character delimiter embedded in the text of a field. (This is common in .csv files since descriptions often contain commas.)
11. Verify that the **Field Headers** checkbox is set correctly. If the file contains headers and it is not checked, try checking it. If you receive a validation error when checking the **Field Headers** checkbox you can either:
    - Fix the file header in order to use the option where the names in the Import Fields list are populated from the file header.
    - Change the value in the **Start Import at Row** field to be the row where the first row of data is defined in the file so that the field header is ignored.
12. Verify that the **Start Import at Row** field is set to the line or row in the file that contains the field header, if present or to where the first row of data is specified.
13. If the file is fixed format, define the fields that are in the file in the Import Fields tab. The Import Fields listed in the template should always match the order and count of the fields in the file to be imported.
    - Enter the **Field Name**, character **Position** and **Length** for each field. Refer to the procedure on *Adding an Import Field* on page 419 if necessary.
14. Enter the template's field mappings in the Field Mappings tab. (Refer to ***Field Mapping Procedures*** on page 420 if necessary.)
15. Set the parameter(s) in the Parameters tab as desired.

16. Choose **Save** on the toolbar or from the File Menu to save the template.

Import Field Procedures

This section provides step-by-step instructions on how to add, insert and delete import fields for importing text files into RBO.

Adding, Inserting and Deleting Import Fields

Procedures to add, insert and delete a Template's Import Fields are needed when creating a template for a Fixed Format File and when changes are made to the fields in an existing template's import file. In either case, the Import Fields listed in the template should always match the order and count of the fields in the file to be imported. This section provides step-by-step instructions on how to add, insert and delete a template's Import Fields.

Adding an Import Field

This procedure demonstrates how to add a field onto the end of the Import Field list.

To add an Import Field:

1. Choose **Edit→Import Field→Add** from the Edit Menu or right click in the Import Fields list and choose **Add Import Field**.
2. Enter a logical Field Name (if desired).
3. If the File is a Fixed Format File, enter the field's character Position and Length. A subsequent new row will be added when the Length is entered so that continuous data entry can be done to enter Fixed Format fields.

Inserting an Import Field

This procedure demonstrates how to insert a field into the Import Field list.

To insert an Import Field:

1. Put the cursor in the Import Field row of where you want to insert the Import Field.
2. Choose **Edit→Import Field→Insert** from the Edit Menu or right-click in the Import Fields list and choose **Insert Import Field**.
3. Enter a logical Field Name (if desired).

4. If the File is a Fixed Format File, enter the field's character Position and Length.

Deleting an Import Field

This procedure demonstrates how to delete a field from the Import Field list.

To delete an Import Field:

1. Put the cursor in the Import Field row to be deleted.
2. Choose **Edit→Import Field→Delete** from the Edit Menu or right-click in the Import Fields list and choose **Delete Import Field**. If the Field being deleted is referenced in a Field Mapping, it will have to be removed from the Field Mapping before it can be deleted.

Field Mapping Procedures

This section provides step-by-step instructions on how to add and delete field mappings for importing text files into RBO.

Adding Field Mappings

Field Mappings can be manually added in groups or one at a time. They can also be added automatically when it is desirable to have all import fields mapped to RBO fields. This section provides step-by-step instructions on how to add Field Mappings to a template.

When adding a Field Mapping, the **RBO Field Name** will be automatically populated if the template's **File Data Type field** has been selected and the Import Field Name matches an RBO field's screen name or internal name. For example, the RBO Field Name will be recognized and set to "POS Description" if the Import Field Name is either "POS Description" or "item_short_desc" which is its internal name. You can also overwrite this value and choose a different RBO field if desired.

Automatically Adding All Import Fields as Field Mappings

The application will display the Auto-Add Field Mappings question box when the Field Mappings Tab is selected and no mappings have been defined yet.

Choose "Yes" if you want to assign all the Import fields to a corresponding RBO fields. A mapping row will be created and populated for each Import Field.

Adding Field Mappings from the Import Fields Tab

You can select one or more import fields to be mapped to RBO fields in the Import Fields tab and add them to the Field Mappings thru a right-click or main menu option. This approach saves time in building mappings since it easier to pick the import fields that you want rather than enter them by number or name in the Field Mappings tab. This procedure demonstrates how to do this.

To add Field Mapping(s) from the Imports Field tab:

1. If you want to just add one Import Field, put the cursor in the row of the Import Field that you want to a mapping for. If you want to add mappings for a group of fields, select the rows of the fields that you want to map using the shift-key for selecting a continuous set of rows or the ctrl-key for a discontinuous set of rows (as is supported in the Item Grid).
2. Choose **Edit→Field Mapping→Add** from the Edit Menu or right-click in the Import Fields list and choose **Add Field Mapping**. The Field Mapping tab will become selected with the new rows added at bottom of the table and the cursor will be placed in the Field Name of the first new row.
3. Enter the RBO Field Name for each new row and a Default Value, Constant or Formula if needed.

Adding a Field Mapping in the Field Mappings Tab

You can add Field Mapping rows one at a time in the Field Mappings Tab. This procedure demonstrates how to do this.

To add Field Mappings in the Field Mappings Tab:

1. Choose **Edit→Field Mapping→Add** from the Edit Menu or right-click in the Field Mappings table and choose **Add Field Mapping**. The new row will be added at the bottom of the table and the cursor will be placed in the Field Name.
2. Enter the RBO Field Name for each new row and a Default Value, Constant or Formula if needed.

Deleting Field Mappings

This procedure demonstrates how to do delete an individual or group of Field Mappings from a template.

To delete Field Mapping(s):

1. If you want to delete just one Field Mapping, put the cursor in the row that you want to delete. If you want to delete a group of them, select the rows that you want to delete using the shift-key for selecting a continuous set of rows or the ctrl-key for a discontinuous set of rows (as is supported in the Item Grid).
2. Choose **Edit→Field Mapping→Delete** from the Edit Menu or right-click in the Field Mappings table and choose **Delete Field Mapping**.

Editing a Formula

You can enter a Formula directly into the **Constant or Formula** field in the Field Mapping row or open the **Edit Formula window** to have easy access to the lists of Fields, Functions and Mapping Tables that can be used in the Formula. This procedure demonstrates how to open this window.

To open the Edit Formula Window:

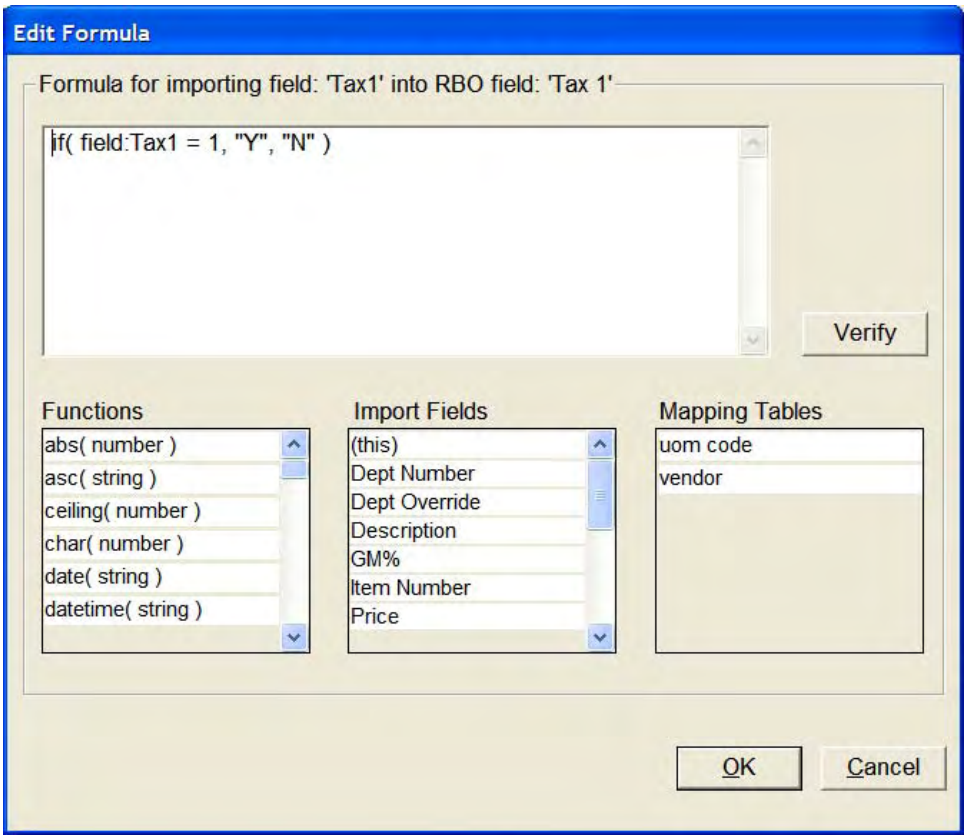
1. Put the cursor in the Field Mapping row that you want to edit.
2. Choose **Edit→Field Mapping→Edit Formula** from the Edit Menu or Right Click in the Field Mappings table and choose **Edit Formula**.

Building a Formula that Contains an If Function

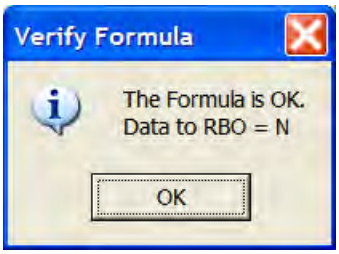
The following section illustrates the steps in constructing a formula to convert the value in the import field Tax1 which is a 0 or 1 to an ‘N’ or ‘Y’ value which is required for the Tax 1 RBO field.

To build a formula that contains an IF function:

1. Put the cursor in the field mapping row that contains the Tax1 RBO field.
2. Choose **Edit→Field Mapping→Edit Formula** from the Edit Menu or right-click in the Field Mappings table and choose **Edit Formula**.
   - The Edit Formula window opens with a description of the formula being edited "Formula for importing field:Tax1 into RBO field: Tax 1".
3. Find the **if(condition, value_if_true, value_if_false)** function in the Functions list box and click on it.
   - The function will be pasted into the Formula text box.
   - The formula text box now contains – if(condition, value_if_true, value_if_false).
4. Highlight the **condition** placeholder in the function and then find and click on the field **(this)** in the Import Fields list box.
   - The string **Field:Tax1** will replace the highlighted **condition** placeholder. (This refers to Tax1 in this case because Tax1 is selected as the Import Field in the field mapping.)
   - The formula text box now contains – if(Field:Tax1, value_if_true, value_if_false)
5. Enter the string **= 1** just before the first comma.
   - The Formula text box now contains – if(Field:Tax1 = 1, value_if_true, value_if_false).
6. Highlight the **value_if_true** placeholder in the function and then enter the string **"Y"** with the quotes.
   - The Formula text box now contains – if(Field:Tax1 = 1, "Y", value_if_false)
7. Highlight the **value_if_false** placeholder in the function and then enter the string: **"N"** with the quotes.
   - The Formula text box now contains – if(Field:Tax1 = 1, "Y", "N").



8. Click on the **Verify** button to check the formula.
   - The Verify Formula message box will indicate it is OK or not.
   - If the formula is OK, it also displays the evaluated **Data to RBO field** value which is "N" in this case because the **Import Data field** value in the field mapping is 0.



9. Click on the **OK** button to accept the formula.
   - The newly constructed formula – if(Field:Tax1 = 1, "Y", "N") will be displayed in the **Constant or Formula field** and the **Data to RBO field** will display "N" in the current field mapping row that contains the Tax1 RBO field.

Building a Formula that uses a Mapping Table

The following section illustrates the steps in constructing a formula that uses a Mapping Table to convert the value in the import field **Unit Size Desc** for the **RBO Unit Size Desc** field. This is desired in this example

because the import file may contain Unit Size descriptions that are not quite the same as those stored in RBO. The Mapping Table will be used to enforce a consistent set of descriptions.

To build a formula that uses a Mapping Table:

1. Create a Mapping Table named "uom code" that will be used by the formula being constructed in the following steps. Refer to the ***Creating a Mapping Table*** procedure on page 429 for details on how to do this.
2. Put the cursor in the field mapping row that contains the Unit Size Desc field.
3. Choose **Edit→Field Mapping→Edit Formula** from the Edit Menu or right-click in the Field Mappings table and choose **Edit Formula**.
   - The Edit Formula window opens with a description of the formula being edited "Formula for importing field: Unit Size Desc field into RBO field: Unit Size Desc field".
4. Find the **mappinglookup(table_name, string)** function in the Functions list box and click on it.
   - The function will be pasted into the Formula text box.
   - The formula text box now contains – mappinglookup(table_name, string).
5. Highlight the **table_name** placeholder in the function and then find and click on the table **uom code** that is listed in the Mapping Tables list box.
   - The string **uom code** will replace the highlighted **table_name** placeholder.
   - The formula text box now contains – mappinglookup(uom code, string).
6. Highlight the **string** placeholder in the function and then click on the Import Field **(this).**
   - The string **Field:Unit Size Desc** will replace the highlighted **string** placeholder. (This refers to Unit Size Desc in this case, because Unit Size Desc is selected as the Import Field in the field mapping).
   - The formula text box now contains – mappinglookup(uom code, Field:Unit Size Desc).
7. Click on the **Verify** button to check the formula.
   - The Verify Formula message box will indicate if it is OK or not.
8. Click on the **OK** button to accept the formula.
   - The newly constructed formula – mappinglookup(uom code, Field:Unit Size Desc) will be displayed in the **Constant or Formula field** in the current field mapping row that contains the Unit Size Desc RBO field.

Reusing a Template for Similarly Named Files

One template can be used to import similarly named files if the format and fields in the files are the same. This functionality is supported by the template's **Use with File** field. You can enter a wildcard character "*" into this field to match files that have the same string at the beginning of their name. For example "newitems_*.csv" will match any .csv import file that starts with 'newitems_'. This feature is useful particularly when the General Import application is receiving files from a Host system. The Host system can name the files in way that a specific template will always be used to import them. This feature is also useful when processing error files which are named like the original file but contain the string "_errors" just prior to the file extension.

Duplicating a Template for a Different Import File

It can be very helpful to duplicate a template when you have similar files to import into RBO. It can serve to jump start the template building process of a new file or to insure that a common set of field mappings are used when importing similar files. This procedure demonstrates how to duplicate a template to use with a different import file.

To duplicate a template for a different import file:

1. Query and retrieve the template to be duplicated or make the template to be duplicated the current record by clicking on the template in Grid View or by using the Previous and Next record options in the View menu to go to it.
2. Switch to Form View by selecting **Form** from the **View Menu.**
3. Choose **Utilities → Duplicate Template** and choose "**Yes**" in the confirmation dialog box.
   - The duplicate template will be created and will be made the current record so that it can be modified as needed for a different import file.
4. Browse and select or enter the import file in the duplicated template.
   - The application will then read the file and determine if it is delimited by one of the recognized character delimiters (tab, comma, etc) and then it will set the **File Format Type** and **Field Delimiter** fields accordingly.
   - If the application determines that the file is delimited, it will automatically compare the count and names of the fields in the file to the template's Import Fields list.
5. Resolve any differences between the fields in the file and the template's Import Field list.

- The application will inform you of differences (if any) between the fields in the file and the template's Import Field list by displaying the **Import Field Name Differences question box** and/or the **Import Field Count Difference question box**. Refer to the procedure below on ***Changing a Template's Fields to Match an Import File*** for details on these message boxes and on resolving field differences.

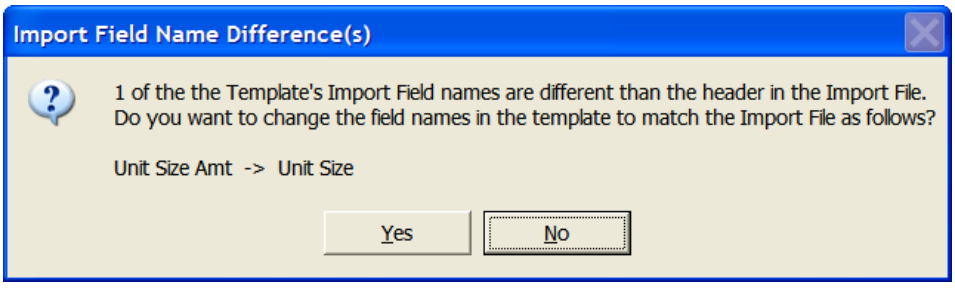
6. Change the **Use with File** field to contain a string that will match the names of files that can be imported with this template.
7. Verify that the other template attributes are correct and make any necessary changes.
8. Change field mappings and parameter settings if needed.
9. Save the template.

Changing a Template's Fields to Match an Import File

The General Import application will inform you of differences (if any) between the fields in the import file and the template's Import Field list. When editing a template the application displays field name and field count differences. Field name differences can only be detected when the import file contains field headers and the template's Field Headers checkbox is checked. Field name differences do not have to be resolved for a template to be used in an import but often they are red flag that the content of the import file has changed. Field count differences can occur with delimited files and their templates. These differences must be resolved before the template can be used in the import process. This section describes how the application informs you of these issues and how they can be resolved.

Resolving Field Name Differences between a Template and Import File

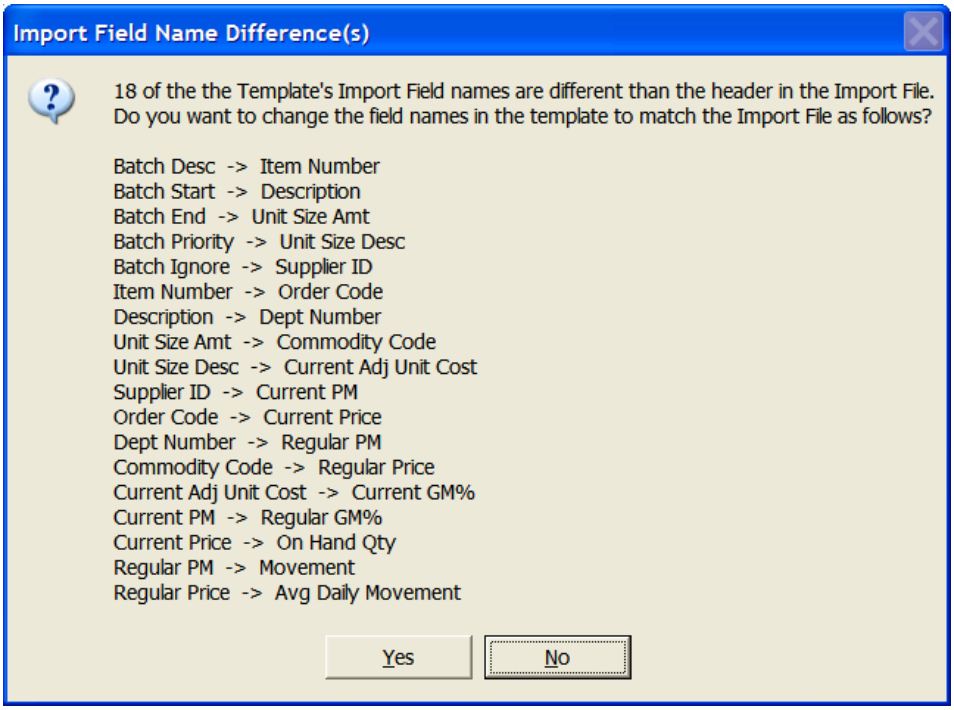
When editing a template that has its Field Headers checkbox checked and field name differences exist between the field headers in the import file and the template's Import Field list, the **Import Field Name Difference(s)** message displays.



By clicking “Yes” the application automatically updates the names in the Import Field list.

The difference being displayed in the example above appears to be a naming difference since the fields “Unit Size Amt” and “Unit Size” appear to be referring to the same value. You can inspect the file to verify that is the case and, if so, choose “Yes” to change the field name in the template.

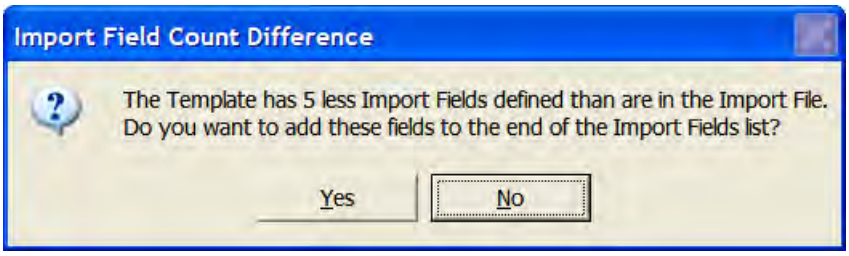
Sometimes, the differences may be more significant where the fields listed are not “like fields” as shown in the question box below.



In evaluating the differences displayed here, it appears that five batch fields have been added to the beginning of the import file causing the fields in the template to be misaligned with those in the file. In this case, you should answer “No” to the question box since it is revealing more than just a field naming issue. The differences can be resolved by inserting the five batch fields at the beginning of the template’s Import Field list.

Resolving Field Count Differences between a Template and Import File

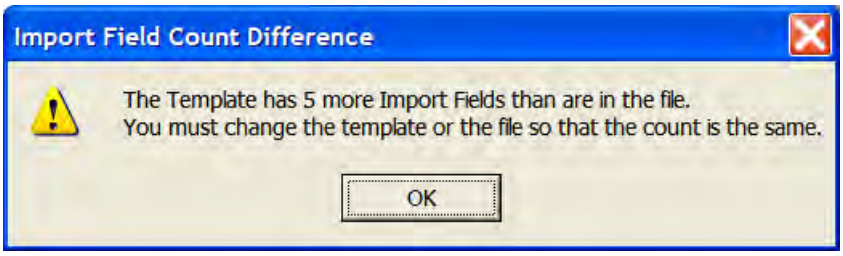
When editing a template and a field count differences exist between the import file and the template’s Import Field list, the **Import Field Count Difference** message displays.



By clicking "Yes" the application automatically appends the last field(s) from the import file to the Import Field list (assuming the template has fewer fields than the import file).

Choose "Yes" only if you are certain that it is the last fields in the file that are not present in the template's Import Field list. Otherwise you must determine what fields are missing from the template that are in the import file and insert them manually so that the fields are in the same order.

If the template has more fields than the import file, the application displays the **Import Field Count Difference** mesage.



In this case, you must determine what fields are in the template that are not in the file and remove them from the template's Import Field list.

Mapping Table Procedures

This section provides step-by-step instructions on how to create a mapping table and how to add and delete mapping values.

Creating a Mapping Table

This procedure demonstrates how to create a mapping table.

To create a Mapping Table:

1. Select **Open→Mapping Tables** from the General Import **File Menu**.

- The Mapping Tables window appears and will display the list of mapping tables in the system in Grid View.
- If there are no mapping tables in the system, Form View is displayed with a new record automatically added to begin entering the first mapping table. Skip to step 3.

2. Choose **Add Mapping Table** from the General Import **Edit Menu** to add a new import template. Switch to Form View by selecting **Form** from the **View Menu.**
   - Form View is displayed with a new record added to begin entering the mapping table.
3. Enter an unused mapping table name.
4. Enter the File Data Type and RBO Field Name that the mapping table is to be used with (if any).
5. Enter an Import Value that needs to be converted and then the corresponding result or converted value into the RBO Value field.
6. Repeat step 5, until the table is fully defined.
7. When finished, choose **Save** from the toolbar or File menu.

Adding and Deleting Mapping Values

These procedures demonstrate how to add and delete values from the mapping table.

To add Mapping Values:

1. Choose **Mapping Values→Add** from the **Edit Menu** or right-click in the mapping table and choose **Add Mapping Values.**
2. Enter an Import Value and corresponding RBO Value.

To delete a Mapping Values:

1. Place the cursor in the mapping values row to be deleted.
2. Choose **Mapping Values→Delete** from the **Edit Menu** or right-click in the mapping table and choose **Delete Mapping Values.**

Importing Item Data

When "Item" is selected as a template's File Data Type, data from an import file can be put into one or more RBO batches – Permanent or Temporary or directly into the Item tables for a new load. The template's **Maint Type field** controls whether the import is for a new load or to generate batch(s). When the Maint Type field is set to "Load", the data in the import file will be sent directly to the item tables.

All other **Maint Type field** settings "Add", "Add/Replace", "Change", etc. are used to generate batch(s). By default, a Permanent batch with Today's date is created when one of these settings are chosen. A Temporary batch, a batch with a different batch date, or even multiple batches can be generated if the RBO Batch fields, Sale Price fields, or TPR Price Fields are mapped in the template's Field Mappings.

Importing a File for an Item File Load

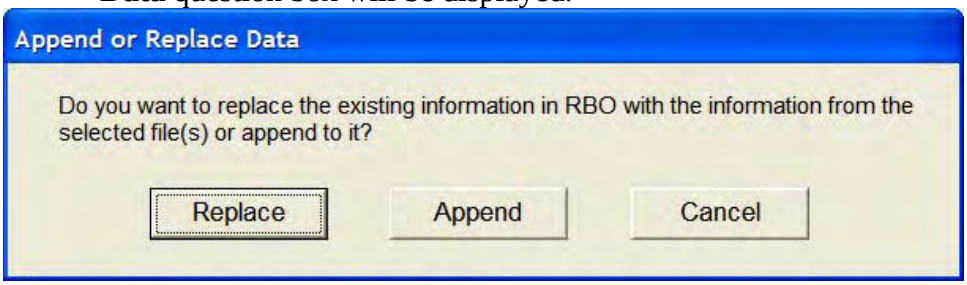
General Import can be used for loading the RBO Item File directly. In this case, no batches are created and only the RBO Item File is affected. The Item File must be sent to the POS when the import process is complete. This section provides details on how to create and use a template for doing an Item File load into RBO.

To import a file for an Item File Load:

1. Create a template for the file that will be used in the Item File Load. Refer to the procedure for *Creating an Import Template* on page 417 for details if needed. Switch to Form View by selecting **Form** from the **View Menu.**
2. Set the File Data Type field to "Item".
3. Set the Maint Type field in the template to "Load".
4. Verify that the required Field Mappings have been defined in the template which includes Item Number, POS Description, Dept Number, PM and Price. They are required to save the template.
5. Save the template.
6. Process the file in the Import Files window. Refer to the procedure on Importing Text Files on page 412 if needed.

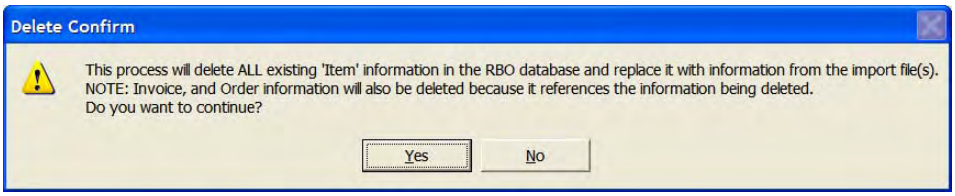
NOTE: Processing cannot be done in a BackOffice Task because it is a file load.

- When you click on the Process All button, the **Append or Replace Data** question box will be displayed.

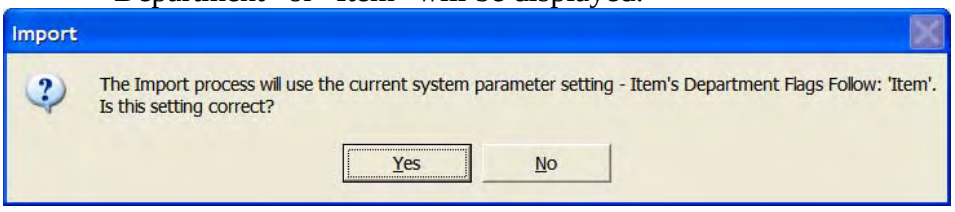


- If you choose "Replace" you will be prompted to confirm that you want to clear the affected RBO table(s).

NOTE: This will also include Invoice and Order information.



- If you choose “Append” only new records in the import file will be added to the system. Import data that matches existing records will be written to the error file.
- If the POS Type is ScanMaster, the prompt to confirm the parameter setting of what the Item’s Department Flags Follow “Department” or “Item” will be displayed.



7. Send the Item File to the POS when the import is complete and errors have been resolved. (See page 274 for more information).

Importing a file into RBO Batch(es)

Batches are created in RBO Batch Manager when the **Maint Type** field value of the template used in the General Import is not set to “Load”. The value in this field determines the Maint Type of the records that are put into one or more of the generated batches. This includes the values “Add”, “Add/Replace”, “Change” and “Delete”. If this field is set to “TBD by Import”, the Maint Type field must be mapped in the template’s Field Mapping table so that it can be determined during the import process.

By default, a batch created by the import process will be a Permanent Batch with a Start Date of today and a Description which contains the import file name. But, you can override these defaults in the import template by defining field mappings to any of the defined RBO Batch fields. They include the following:

- Batch ID
- Batch Description
- Batch Start Date
- Batch End Date
- Batch Priority
- Batch Ignore Flag

Multiple batches can be generated from one import file when field mappings are defined on any of the key batch fields (Batch ID, Batch Start

Date and Batch End Date) and their values come from fields in the import file.

NOTE: Batch ID always has precedence over the Batch Start and End Dates.

If Batch ID is mapped and its value does not change, only one batch will be generated even though the Batch Start and End Dates vary.

Importing a File into RBO Batch Manager

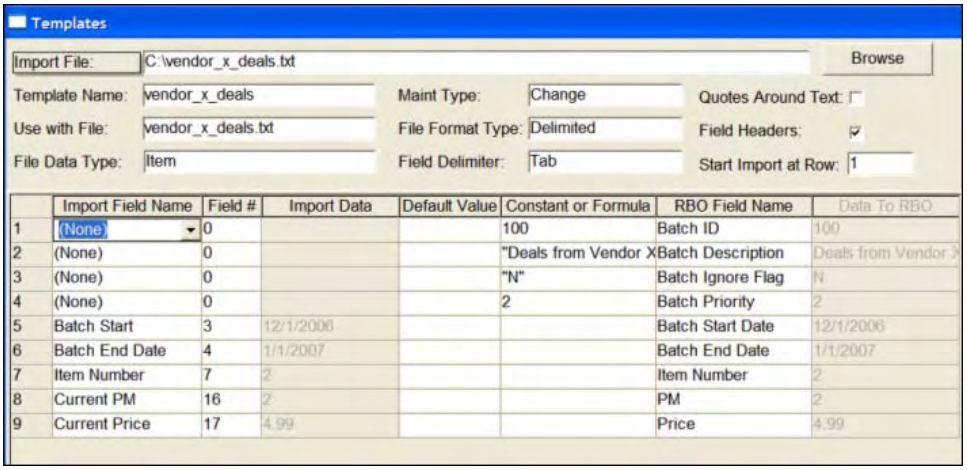
This section provides details on how to create and use a template for importing a text file into both a single RBO batch and multiple RBO batches.

To import a file into RBO Batch(es):

1. Create a template for the file that will be used to create the RBO batch. (Refer to the procedure on *Creating an Import Template* on page 417 for details if needed.). Switch to Form View by selecting **Form** from the **View Menu.**
2. Set the **File Data Type** field to "Item".
3. Set the **Maint Type** field in the template to the desired type "Add", "Add/Replace", "Change", "Delete" and "TBD by Import".
4. Verify that the required Field Mappings have been defined in the template. They are required to save the template.
   - If the Maint Type is set to "Add" or "Add/Replace", then the Item Number, POS Description, Dept Number, PM and Price field are required.
   - If the Maint Type is set to "Change", "Delete" or "TBD by Import", only the "Item Number" field is required.

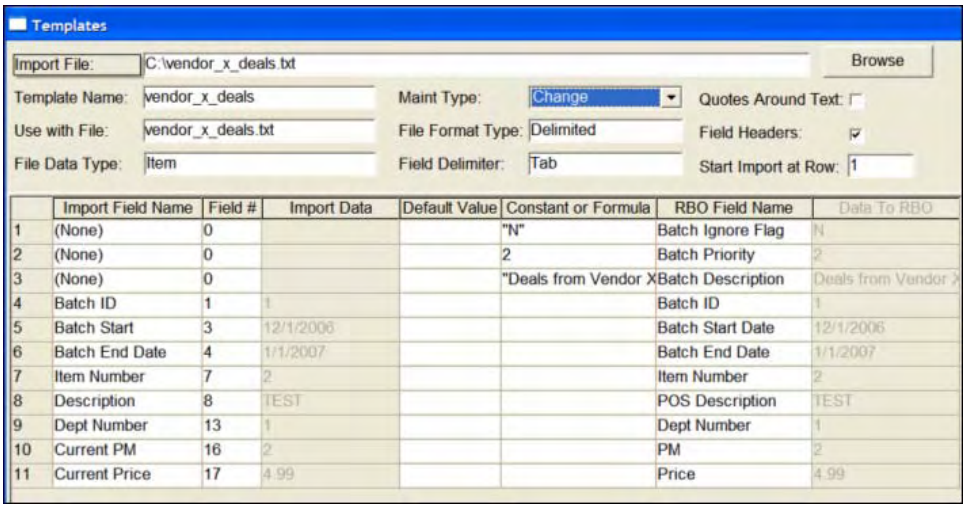
NOTE: In this last case, if the file contains "Add" or "Add/Replace" maintenance the POS Description, Dept Number, PM and Price field should also be mapped to avoid errors in the import process.

5. Add field mappings to any batch fields that you want to control or change. Batch field values can come from the import file or can be defined as a constant or formula. Below are a two examples:
   - A single Temporary Batch with Priority = 2, Description of "Deals from Vendor X", Start Date = 12/1/06 and End Date = 1/1/07 will be generated from the template shown below. It will have a Batch ID of 100 (or the next available number) and its Ignore Flag will be turned off. In this case, the start and end dates are imported from the file and the other values are defined as constants.



- Multiple Temporary Batches with Priority = 2 and Description of "Deals from Vendor X" may be generated from the template shown below when the values for these fields are not constant in the import file.

NOTE: The difference between the example below and the one above is how the Batch ID field is mapped. In the one above it is set as constant and in the example below it is mapped from an import field.



6. Save the template.
7. Process the file in the Import Files window. Refer to the procedure on Importing Text Files on page 412 if needed.

Importing Sale and TPR Prices into Temporary Batches

General Import supports the processing of Sale and TPR price fields as supported by SIL. When this feature is turned on the Host Tab in Parameter Maintenance, values mapped to the special RBO fields listed below will potentially generate multiple Temporary Batches (Sale and/or

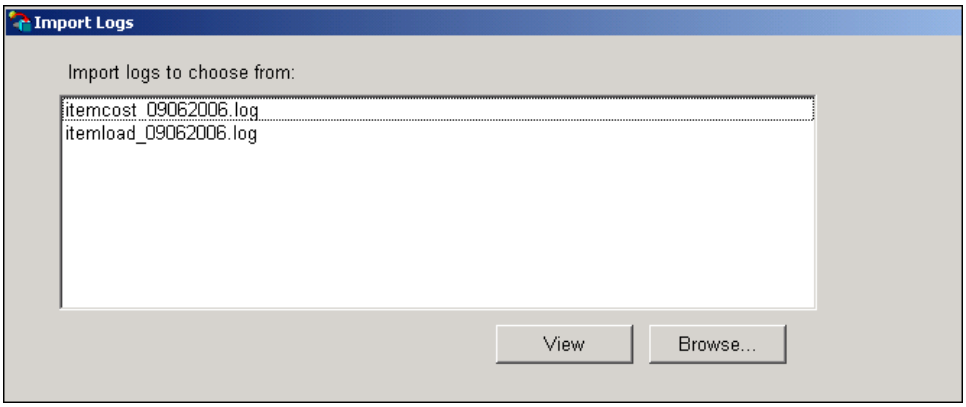
TPR) with the batch dates defined by the values in the Start and End Date fields and price values from the corresponding PM and Price fields. All other maintenance included in the import file will be sent to a Permanent batch.

- Sale Start Date
- Sale End Date
- Sale PM
- Sale Price
- TPR Start Date
- TPR End Date
- TPR PM
- TPR Price

General Import Logs

When you process a General Import file, the General Import Maintenance application creates a log file with results about the processing of the file. The information includes the number of rows imported and processed, the number of errors that occurred and the name of the error file that was generated (if any) for each file that was processed

When you choose the Import Log option from the **Reports** Menu, the Import Logs window appears similar to the following:



The following buttons appear on the Import Logs window:

View button (Import Log) - Click this button to view the contents of the highlighted Import Log file. The file appears in its associated text editor program (such as Windows Notepad or WordPad).

Browse button (Import Log) - Click this button to navigate to another location on your system or any other system on the LAN where your log files may reside. Select the file and click the OK button.

Viewing an Import Log

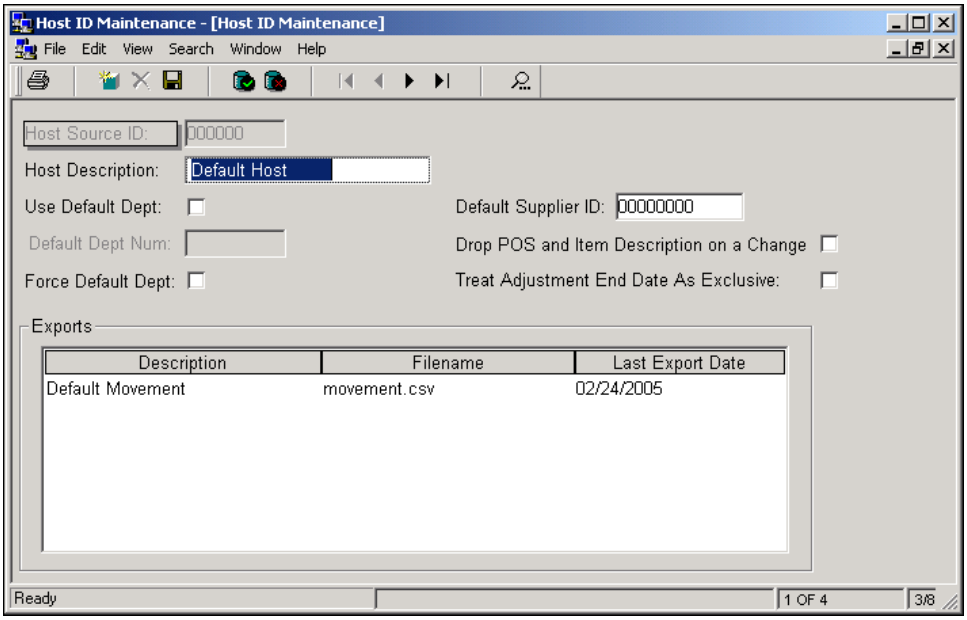
This procedure demonstrates how to view the contents of an Import Log file.

To view a General Import Log File:

1. Start General Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The General Import window appears.
2. Select Import Log from the **Reports** Menu.
   - The Import Log window appears, listing the log files.
3. Click the log file to view by highlighting it.
4. Click the **View** button.
   - The file or report opens in its associated text editor program (such as Windows Notepad or WordPad).

Host ID Maintenance

The Host ID Maintenance application lets you define and maintain multiple hosts to associate with the SIL files sent to Retalix BackOffice and the export data to return back to the host. Start the Host ID Maintenance application from the Host folder of the Retalix Navigator (or StoreLine/ISS45 menu). The Host ID Maintenance window appears:



The following fields and flags appear in the Host ID Maintenance window:

Host Source ID field - This field contains the unique identifier associated with this SIL host. This field can be up to six characters in length. This is an index field you can use to search for Host ID information.

Host Description field - This field contains a description of this SIL host. This field can be up to twenty characters in length. This is an index field you can use to search for Host ID information.

Use Default Dept flag - If this flag is checked, then Retalix BackOffice uses the default Department Number when adding items it receives through SIL that do not contain a Department Number. If this flag is not checked, then Retalix BackOffice rejects items it receives through SIL that do not contain a Department Number.

Default Dept Num field - This field is available only when the Use Default Dept flag is checked. It contains the default Department Number that Retalix BackOffice uses when adding an item received through SIL

that does not contain a Department Number. Enter the Department Number or use the drop-down list to select a default department.

Force Default Dept flag - This flag is available only when the Use Default Dept flag is checked. If this flag is checked, then Retalix BackOffice uses the default Department Number for all items received through SIL, even if an item contains a Department Number.

Default Supplier ID field - This field contains the default Supplier ID that Retalix BackOffice uses if host does not specify a Supplier ID for an item. Enter the Supplier ID or use drop-down list to select a default supplier.

Drop POS and Item Description on a Change flag - Check this flag to prevent the Host Maintenance via SIL application from changing item and POS descriptions coming from this host. Host Maintenance via SIL still adds the descriptions from host for new items. Leave this parameter unchecked for Host Maintenance via SIL to change any description that is different from what is on file. The default value for this flag is unchecked.

Treat Adjustment End Date As Exclusive flag - If this flag is checked, then Retalix BackOffice treats adjustment end dates from this host as exclusive. Since the Retalix BackOffice end dates are inclusive, the application converts exclusive end dates to inclusive by subtracting one from the date. If this flag is not checked there is no date conversion required. Note that types of adjustments include allowances, cost breaks and discounts.

Exports Window

The Exports Window displays the Description, Filename and Last Export Date for each export scheme for returning data to the host. The Default Movement scheme can be added when a new Host Source ID is added.

Adding a Host ID

This procedure demonstrates how to add Host IDs.

To add a Host ID:

1. Start Host ID Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   The Host ID Maintenance window appears, listing the first defined host).
2. Click the Insert Button to add a new host.
3. Enter a Host ID Number and press the Tab key.

- You are prompted if you to add the default movement export file scheme.

4. Select **Yes** to add the Default Movement Export or **No** bypass the export creation.
5. Enter a Host Description and press the Tab key.
6. Establish the desired field and flag settings.
7. Click the Save button.
8. Repeat steps 2 through 7 for each store to add.
9. When finished, click **File** followed by **Exit** from the toolbar.

Adding or Modifying a Host Export Scheme

This procedure demonstrates how to add a new Host Export Scheme or to modify an existing scheme (such as Default Movement).

1. Start Host ID Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host ID Maintenance window appears, listing the first defined host.
2. Use the navigation buttons to locate the Host Source ID you wish to modify.
3. Click the Add Export button to add a new export scheme or double-click an existing export sheme (i.e. Default Movement).
   - The Dialog Box appears with the Query Tab highlighted.
4. (Optional) Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the Building a Query procedure (on page 140).
5. (Optional) Click the Sort Tab to modify the default sort order (by item number). Add the desired Available Columns to the Sort Columns list and arrange the sort order by dragging and dropping the Sort Columns.
6. (Optional) Click the Filter Tab to place a condition on the query to further limit the results by creating a filter statement.
7. Click the Export File Tab. Specify the name and location for the export file.
8. If desired, modify the export header options and file delimiter and text quotation designations.
9. (Optional) Click the Export Columns Tab to modify the columns that are exported. Add the desired Available Columns to the Selected Columns list and arrange the sort order by dragging and dropping the Selected Columns.
10. When finished, click the **Save As** button and name the export file scheme (or select an existing export scheme to update by clicking the field selection arrow).
11. Click **OK**.
    - If updating an export scheme, you will be prompted if you want to replace it.

12. Click **Yes**.
    - You are returned to the Host ID Maintenance screen.

Note: See page 269 for information on performing Host Exports.

Removing a Host ID

This procedure demonstrates how to remove a Host ID.

To remove a Host ID:

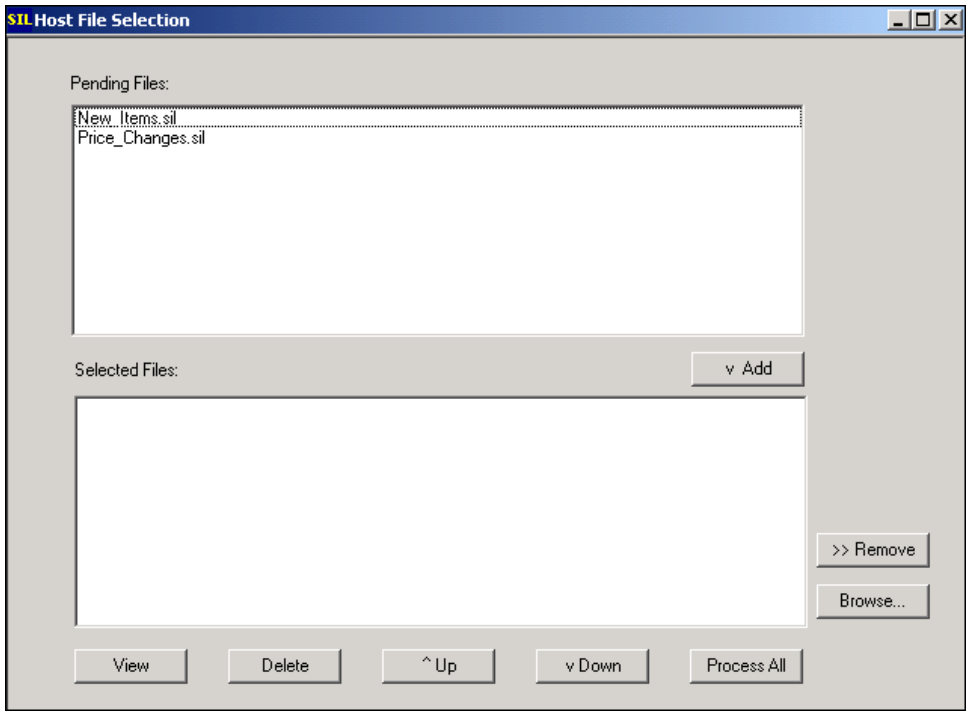
1. Start Host ID Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host ID Maintenance window appears, listing the first defined host).
2. Use the navigation buttons to locate the host you wish to remove.
3. Press the Delete button.
   The "Delete Current Record?" message appears.
4. Click **Yes**.

Host Maintenance via SIL

SIL (Standard Interchange Language) is a language defined and governed by the UCC (Universal Code Council). It is used to communicate information to, from and within stores. In Retalix BackOffice, your host system can use SIL to send maintenance to your store. Once SIL files reside on your Retalix BackOffice computer or another computer on the LAN, the Retalix BackOffice SIL application is the interface for processing the SIL files. The default folder for the SIL files is the **Retalix\Common\Communications\Host\Sil\pending** folder. Once you are in the application you can browse to any location on the LAN, if necessary. The Host Maintenance via SIL application on the BackOffice server processes SIL files, creating maintenance batches within the RBO Batch Manager. The Host Maintenance via SIL application supports the following SIL tables:

- Item Table (item_dct)
- Allowance Table (allow_dct)
- Cost Break Table (cstbrk_dct)
- Discount Table (disc_dct)
- Future Cost Table (fcost_dct)
- Supplier Table (vendor_dct)

When you start Host Maintenance via SIL from the Host folder of the Retalix Navigator (or StoreLine/ISS45 menu), the Host File Selection window appears:



The following buttons and list boxes appear in the Host File Selection window:

Pending Files list box (SIL) - This list box shows the SIL files that reside in the **Retalix\Common\Communications\Host\Sil\pending** folder. You can add files from this list box to the Selected Files list box.

Selected Files list box (SIL) - This list box shows the SIL files that are selected. You can add and remove files from this list, change the order of the files in the list, view the contents of files, delete files and process files.

Add button (SIL) - Click this button to add the highlighted file in the Pending Files list box to the Selected Files list box.

Remove button (SIL) - Click this button to remove the highlighted file from the Selected Files list box.

Browse button (SIL) - Click this button to navigate to another location on your system or any other system on the LAN where your SIL files reside. Select the SIL file and click the OK button. The file appears in the Selected Files list box.

View button (SIL) - Click this button to view the contents of the highlighted file in the Selected Files list box. The file appears in its associated text editor program (such as Windows Notepad or WordPad).

Delete button (SIL) - Click this button to delete the highlighted file in the Selected Files list box. A warning message appears to let you know that continuing permanently removes the file from your system. Click the OK button to delete the file or click the Cancel button to keep it.

Up button (SIL) - Click this button to move the highlighted file up one in the order of files in the Selected Files list box.

Down button (SIL) - Click this button to move the highlighted file down one in the order of files in the Selected Files list box.

Process All button (SIL) - Click this button to process all files in the Selected Files list box, in the order in which they appear. The Host Maintenance via SIL application validates each file and creates the necessary maintenance batches. Once a SIL file is successfully processed, the application removes it from the **Retalix\Common\Communications\Host\Sil\pending** folder and places it in the **Retalix\Common\Communications\Host\Sil\processed** folder.

Host Maintenance via SIL Procedures

This section provides step-by-step instructions for performing functions within the Host Maintenance via SIL application.

Processing SIL Files

This procedure demonstrates how to process one or more SIL files.

To process SIL files:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears, listing the SIL files in the **Retalix\Common\Communications\Host\Sil\pending** folder.
2. Do one of the following to select the SIL file(s) to process:
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files list box.
   - If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files list box.
3. Repeat step 2 until all of the SIL files to process appear in the Selected Files list box.

- The application processes the files in the order in which they appear. You can move a file up or down in the processing order by highlighting it and then clicking the Up button or Down button.

4. Click the Process All button to process the files.
   - The application processes the files and places them in the **Retalix\Common\Communications\Host\Sil\processed** folder.

Viewing a SIL File

This procedure demonstrates how to view the contents of a SIL file.

To view a SIL file:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears, listing the SIL files in the **Retalix\Common\Communications\Host\Sil\pending** folder.
2. Do one of the following to select the SIL file(s) to view:
   - If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files list box.
   - If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files list box.
3. Click the SIL file in the Selected Files list box to highlight it.
4. Click the View button.
   - The file opens in its associated text editor program (such as Windows Notepad or WordPad).

Deleting a SIL File

This procedure demonstrates how to delete a SIL file. This procedure permanently deletes the file from your system.

To delete a SIL file:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears, listing the SIL files in the **Retalix\Common\Communications\Host\Sil\pending** folder.
2. When files are displaying in the Selected Files window list box, click (highlight) a SIL file to delete.
3. Click the Delete button.

- A warning message appears to let you know that the application will delete the file from your system.

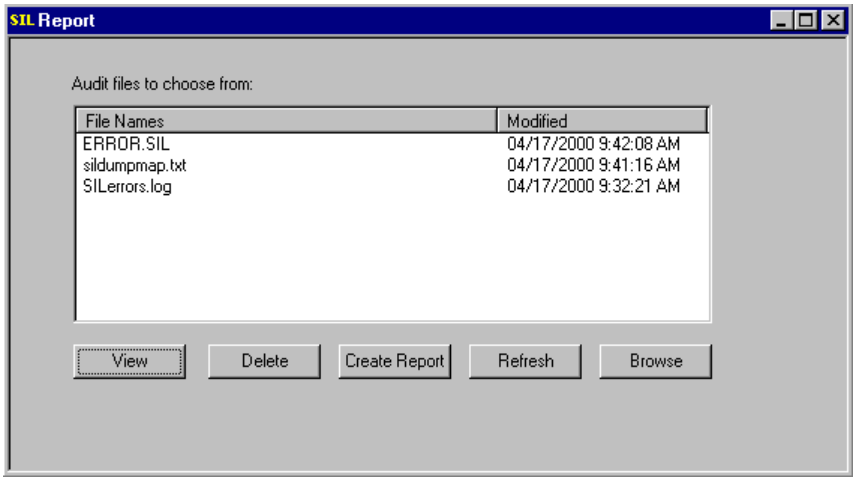
4. Do one of the following:
   - Click the OK button to delete the file.
   - Click the Cancel button to keep the file.

SIL Audit Report

When you process a SIL file, the Host Maintenance via SIL application creates an audit or log file with information about the processing of the file. Use the Audit Reports option to do the following:

- View a SIL audit file in its raw form
- Put a SIL audit file in report format for easier reading
- Delete a SIL audit file or report

When you choose the Audit Reports option from the **Reports** Menu, the Report window appears similar to the following:



The following buttons and list boxes appear in the Report window:

Audit Files list box (SIL Audit Report) - This list box contains the SIL audit files that are available. You can view the contents of a file from this list, delete a file, refresh the list of files and put a file from this list in a report format for viewing/printing. You can sort the audit files in ascending or descending order by File Name or Modified date. Click the File Names column header or Modified column header to sort.

View button (SIL Audit Report) - Click this button to view the contents of the highlighted file in the Audit Files list box. The file appears in its associated text editor program (such as Windows Notepad or WordPad).

Delete button (SIL Audit Report) - Click this button to delete the highlighted file in the Audit Files list box. A warning message appears to let you know that continuing permanently removes the file from your system. Click the OK button to delete the file or click the Cancel button to keep it.

Create Report button (SIL Audit Report) - Click this button to create an audit report of the highlighted file in the Audit Files list box. The application takes the information in the raw audit file and formats it into a report. The report appears on the screen. You can view and/or print the report.

Refresh button (SIL Audit Report) - Click this button to reload the log files from the **Retalix\Common\Communications\Host\Sil\logs** folder and refresh the list.

Browse button (SIL Audit Report) - Click this button to navigate to another location on your system or any other system on the LAN where your SIL files reside. Select the file and click the OK button.

SIL Logging

Entries written to the SIL audit log are also inserted into the Audit_DCT table. This table consists of the following eight columns:

Audit Number - The first column (A01) in the Audit_DCT table the Audit Number. It contains a number for an error or acknowledgement that occurred for the SIL statement or row being processed. A standardized list of possible errors and acknowledgements is defined in SIL General Messages (see page 446).

Native Status - The second column (A02) in the Audit_DCT table is Native Status. It contains an application specific Message Number defined in the message table when an RBO-specific error or acknowledgement occurs (see page 447). If A01 is not an application error, this column will be null.

Reject Level - The Reject Level (A03) is the third column in the Audit_DCT table. It indicates by a numeric value, how much of the SIL file was rejected because of an error: 0 = Nothing Rejected, 1 = File Rejected, 2 = Table or View Rejected, 3 = Batch Rejected, 4 = Statement Rejected, 5 = Row Rejected.

Statement Number - The Statement Number (A04) is the fourth column in the Audit_DCT table. It specifies the location in the SIL file of where

an error or acknowledgement occurred. Statement numbers start with 1 and are incremented each time a semi-colon is encountered in the SIL file.

Row Number – The Row Number (A05) is the fifth column in the Audit_DCT table. It is the row number in the current batch where the error occurred. Row numbers start with 1 after a batch header is processed. They are incremented after each group of Insert values enclosed in parenthesis is processed.

Description - The Description Number (A06) is the sixth column in the Audit_DCT table. It contains a short description of the error or acknowledgement. Generally, these follow the descriptions found in SIL Specifications. However, application (4000) errors will have short descriptions that are defined in the SIL General Messages (see below).

Data – Data (A07) is the seventh column in the Audit_DCT table. It is a detailed description of the error. Specifically, if the description is of an item error, it will always begin with: 'ITEM' followed by the Item Number. If it is a supplier error, it will begin with 'SUPPLIER' followed by the Supplier ID.

Query Count – Query Count is the eighth column in the Audit_DCT table. It is only relevant for Audit Numbers 0 and 1 (which are acknowledgements that describe whether or not maintenance was processed successfully). These entries are included in the General Messages table below. In these two cases, Query Count will contain the number of rows processed successfully. The count will include rows that had errors and warnings as long as the rows were not rejected.

SIL General Messages

This SIL General Messages list includes data format errors (i.e.data type, missing fields, etc.) referred to as syntax errors. In addition, it contains acknowledgements for indicating whether maintenance in a batch was processed successfully or with errors. It includes an entry indicating when an application specific error or acknowledgment has occurred. Application specific messages are always indicated by an Audit Number of 4000. RBO uses the standardized list of possible errors and acknowledgements when it processes a SIL file to return the appropriate Audit Number if a problem is found or when an acknowledgement needs to be returned.

Audit Number (A01)	Reject Level (A03)	Native Status Message Number	Short Description (A06)	Data Description (A07) Examples

		(A02)		
0	0		MAINT PROCESSED SUCCESSFULLY	A08 (NEXT COLUMN) CONTAINS NUMBER OF ROWS SUCCESSFULLY PROCESSED
1	0		MAINT PROCESSED WITH ERRORS	A08 (NEXT COLUMN) CONTAINS NUMBER OF ROWS SUCCESSFULLY PROCESSED
4000	0	0	MAINT RESULTS	XX Successful XX Warnings XX Failures
4000	0	1	BATCH INFO	Batch XXX opened at MM/DD/YYYY HH:MM:SS AM/PM. (Requested Batch XXX)
4000	0	2	HOST SETTINGS	The following setting(s) for host id:XXXXXX will be applied. Force department number for all adds to NNN.
4000	0	3	PARAMETER SETTINGS	Processing any Cost Changes as Add/Replaces If Supplier is given.
4000	0	4	SUPPLIER INFO	Supplier XXXXXXXX Added Successfully
4000	0	20	ERROR SAVING FIELD XXX	ITEM xxxxxxxxxxxxx - Dept Code xxx is not on file
4000	0	25	WARNING SAVING FIELD XXX	ITEM xxxxxxxxxxxxx - PM cannot be 0, using default value of 1. ITEM xxxxxxxxxxxxx - Allowance Number was ignored

Application Specific Messages

The following message tables contain all of the RBO or application specific messages that can be generated by SIL. They are organized by SIL table (header_dct, item_dct, fcost_dct, etc.) with a separate table called General Messages that applies to all of the SIL tables. The detailed description (A07) varies depending on what caused the message. Only some examples are listed in the message tables below.

HEADER_DCT Messages

Audit Number (A01)	Reject Level (A03)	Native Status Message Number (A02)	Short Description (A06)	Data Description (A07) Examples
4000	3	10	ERROR IN HEADER FIELD XXX	BATCH XXX FIELD H14 (TEMP BATCH END DATE) - BAD DATE FORMAT
4000	3	11	ERROR OPENING BATCH	BATCH XXX FIELD H14 (TEMP BATCH END DATE) - BAD DATE FORMAT
4000	0	15	WARNING IN HEADER FIELD XXX	BATCH XXX FIELD H09 (APPLY DATE) - NOT SPECIFIED. BATCH WILL NOT BE SCHEDULED TO BE APPLIED.

ITEM_DCT Messages

Audit Number (A01)	Reject Level (A03)	Native Status Message Number (A02)	Short Description (A06)	Data Description (A07) Examples
4000	5	30	ERROR SAVING ITEM	ITEM xxxxxxxxxxxxx - A valid POS Description is required
4000				ITEM xxxxxxxxxxxxx - A valid Dept Code is required
4000				ITEM xxxxxxxxxxxxx - Price is required
4000	5	31	ERROR ADDING ITEM	ITEM xxxxxxxxxxxxx - Item number is Invalid
4000				ITEM xxxxxxxxxxxxx - Price not specified
4000	5	32	ERROR CHANGING ITEM	ITEM xxxxxxxxxxxxx - Item Number is not on file or in the current batch
4000	5	33	ERROR ADD / REPLACING ITEM	ITEM xxxxxxxxxxxxx - Item number is Invalid

4000	5	34	ERROR DELETING ITEM	ITEM xxxxxxxxxxxxx - Item number is Invalid
4000	0	35	WARNING SAVING ITEM	ITEM xxxxxxxxxxxxx - Item has a zero price
4000	0	39	WARNING DELETING ITEM	
4000	0	41	ERROR ADDING PACKAGE	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file
4000	0	43	ERROR ADD / REPLACING PACKAGE	ITEM xxxxxxxxxxxxx - Supplier is not on file
4000	0	48	WARNING ADD / REPLACING PACKAGE	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file. It will be processed like it was not specified.
4000	0	51	ERROR ADDING COST	ITEM xxxxxxxxxxxxx - Item Number is not on file
				ITEM xxxxxxxxxxxxx - Supplier is not on file
4000	0	52	ERROR CHANGING COST	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	53	ERROR ADD / REPLACING COST	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	56	WARNING ADDING COST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file. It will be processed like it was not specified.
4000	0	57	WARNING CHANGING COST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	58	WARNING ADD / REPLACING COST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default

				Supplier will be used instead.
4000	0	61	ERROR ADDING SALE PRICE	ITEM xxxxxxxxxxxxx - Parameter not enabled to process Sale Fields (F135-F138) into Temp Batch
4000	0	66	WARNING ADDING SALE PRICE	FIVE OR MORE ITEMS ARE MISSING SALE FIELDS, WILL STOP LOGGING THESE ERRORS
4000	0	71	ERROR ADDING TPR PRICE	ITEM xxxxxxxxxxxxx - Parameter not enabled to process Sale Fields (F135-F138) into Temp Batch
4000	0	76	WARNING ADDING SALE PRICE	FIVE OR MORE ITEMS ARE MISSING SALE FIELDS, WILL STOP LOGGING THESE ERRORS
4000	0	81	ERROR LINKING PROMOTION	ITEM xxxxxxxxxxxxx
4000	0	82	ERROR UNLINKING PROMOTION	ITEM xxxxxxxxxxxxx

FCOST_DCT Messages

Audit Number (A01)	Reject Level (A03)	Native Status Message Number (A02)	Short Description (A06)	Data Description (A07) Examples
4000	5	100	ERROR SAVING FCOST	ITEM xxxxxxxxxxxxx
4000	5	101	ERROR ADDING FCOST	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	5			ITEM xxxxxxxxxxxxx - Supplier is not on file
4000	5	102	ERROR CHANGING FCOST	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	5	103	ERROR ADD / REPLACING FCOST	ITEM xxxxxxxxxxxxx - Item Number is not on file

4000	5	104	ERROR DELETING FCOST	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	105	WARNING SAVING FCOST	ITEM xxxxxxxxxxxxx
4000	0	106	WARNING ADDING FCOST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file. It will be processed like it was not specified.
4000	0	107	WARNING CHANGING FCOST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	108	WARNING ADD / REPLACING FCOST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	109	WARNING DELETING FCOST	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.

COST BREAK_DCT Messages

Audit Number (A01)	Reject Level (A03)	Native Status Message Number (A02)	Short Description (A06)	Data Description (A07) Examples
4000	0	120	ERROR SAVING COST BREAK	ITEM xxxxxxxxxxxxx
4000	0	121	ERROR ADDING COST BREAK	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file
4000	0	122	ERROR CHANGING COST BREAK	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	123	ERROR ADD / REPLACING	ITEM xxxxxxxxxxxxx - Item Number is not on

			COST BREAK	file
4000	0	124	ERROR DELETING	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	125	COST BREAK WARNING SAVING COST BREAK	ITEM xxxxxxxxxxxxx
4000	0	126	WARNING ADDING COST BREAK	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file. It will be processed like it was not specified.
4000	0	127	WARNING CHANGING COST BREAK	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	128	WARNING ADD / REPLACING COST BREAK	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	129	WARNING DELETING COST BREAK	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.

DISCOUNT_DCT Messages

Audit Number (A01)	Reject Level (A03)	Native Status Message Number (A02)	Short Description (A06)	Data Description (A07) Examples
4000	0	130	ERROR SAVING DISCOUNT	ITEM xxxxxxxxxxxxx - Adjustment Amount must be specified
4000	0	131	ERROR ADDING DISCOUNT	ITEM xxxxxxxxxxxxx - End Date must be >= Start Date
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file
4000	0	132	ERROR CHANGING	ITEM xxxxxxxxxxxxx - Item Number is not on

			DISCOUNT	file
4000	0	133	ERROR ADD / REPLACING DISCOUNT	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	134	ERROR DELETING DISCOUNT	ITEM xxxxxxxxxxxxx - Item Number is not on file
4000	0	135	WARNING SAVING COST DISCOUNT	ITEM xxxxxxxxxxxxx
4000	0	136	WARNING ADDING COST DISCOUNT	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000				ITEM xxxxxxxxxxxxx - Supplier is not on file. It will be processed like it was not specified.
4000	0	137	WARNING CHANGING DISCOUNT	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	138	WARNING ADD / REPLACING DISCOUNT	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.
4000	0	139	WARNING DELETING DISCOUNT	ITEM xxxxxxxxxxxxx - Supplier is not on file. The Host Default Supplier will be used instead.

SUPPLIER_DCT Messages

Audit Number (A01)	Reject Level (A03)	Native Status Message Number (A02)	Short Description (A06)	Data Description (A07) Examples
4000	0	300	ERROR SAVING SUPPLIER	SUPPLIER xxxxxxxx
4000	0	301	ERROR ADDING SUPPLIER	SUPPLIER xxxxxxxx - Supplier is already on file
4000	0	302	ERROR CHANGING SUPPLIER	SUPPLIER xxxxxxxx - Supplier is not on file

4000	0	303	ERROR ADD / REPLACING SUPPLIER	SUPPLIER xxxxxxxx - XXXXXXXXX is too long for column: Supplier ID
4000	0	304	ERROR DELETING SUPPLIER	SUPPLIER xxxxxxxx - Supplier: xxxxxxxx cannot be deleted. It is referenced in xx invoice(s).
4000	0	305	WARNING SAVING SUPPLIER	SUPPLIER xxxxxxxx
4000	0	306	WARNING ADDING SUPPLIER	SUPPLIER xxxxxxxx
4000	0	307	WARNING CHANGING SUPPLIER	SUPPLIER xxxxxxxx
4000	0	308	WARNING ADD / REPLACING SUPPLIER	SUPPLIER xxxxxxxx
4000	0	309	WARNING DELETING SUPPLIER	SUPPLIER xxxxxxxx

Creating a SIL Audit Report

This procedure demonstrates how to create a SIL audit report from a SIL audit file. This procedure takes a raw file and puts it in a report format for easier reading.

To create a SIL audit report:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears.
2. Select Audit Reports from the **Reports** Menu.
   - The Report window appears, listing the SIL audit files.
3. Click the SIL audit file to make into a report in the Audit Files list box.
4. Click the Create Report button.
   - The report opens in its associated text editor program (such as Windows Notepad or WordPad).
   - To print the report, select Print from the **File** Menu.

Viewing a SIL Audit Report or File

This procedure demonstrates how to view the contents of a SIL audit report or file.

To view a SIL audit report or file:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears.
2. Select Audit Reports from the **Reports** Menu.
   - The Report window appears, listing the SIL audit files.
3. Click the SIL audit file to view in the Audit Files list box.
4. Click the View button.
   - The file or report opens in its associated text editor program (such as Windows Notepad or WordPad).

Deleting a SIL Audit Report

This procedure demonstrates how to delete a SIL audit report file. This procedure permanently deletes the file from your system.

To delete a SIL audit report:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears.
2. Select Audit Reports from the **Reports** Menu.
   - The Report window appears, listing the SIL audit files.
3. Click the SIL audit file to delete in the Audit Files list box.
4. Click the Delete button.
   - A warning message appears to let you know that the application will delete the file from your system.
5. Do one of the following:
   - Click the OK button to delete the file.
   - Click the Cancel button to keep the file.

SIL Summary Reports

When you process a SIL file, the Host Maintenance via SIL application also creates a summary report that contains the results for each file. Information includes:

- File Location and Name
- Dictionary Used
- Processing Start Date and Time
- Total Records in SIL file

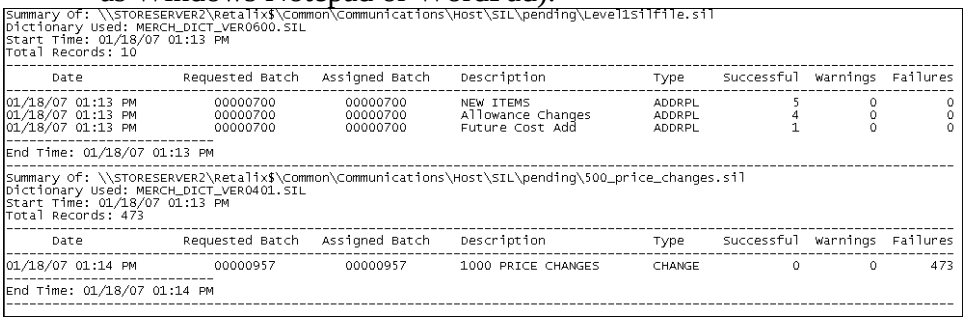
- Batch Creation Start Date and Time
- Requested Batch
- Assigned Batch
- Batch Description
- Maintenance Type
- Succesful Record Count
- Warning Record Count
- Failure Record Count
- Processing End Date and Time

NOTE: SIL Summary Reports may be automatically generated after SIL processing using the Host Tab's "Display SIL Summary" parameter in Parameter Maintenance.

This procedure demonstrates how to generate the SIL Summary Report.

To generate a SIL Summary Report:

1. Start Host Maintenance via SIL from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   - The Host File Selection window appears.
2. Select Summary Reports from the **Reports** Menu.
3. Select the reports from which day of the week you wish to view or select **All** for all days.
   - The file or report opens in its associated text editor program (such as Windows Notepad or WordPad).

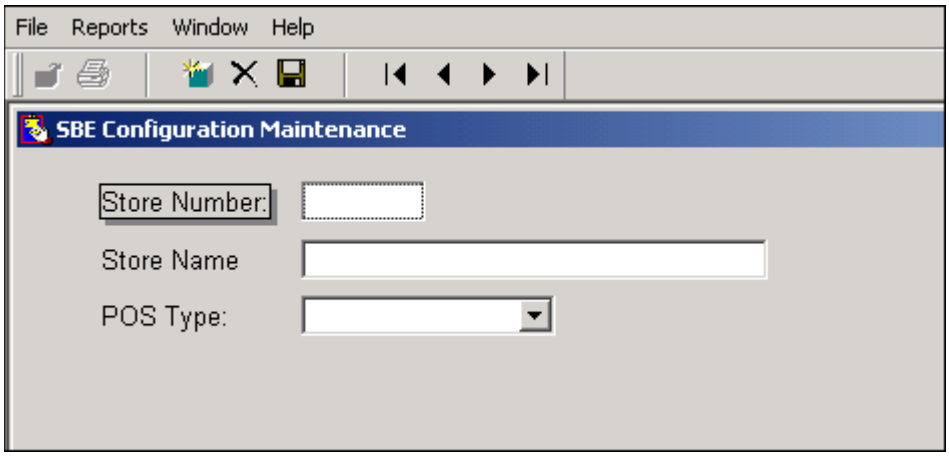


```
Summary Of: \\STORESERVER2\Retalix$\Common\Communications\Host\SIL\pending\Level1Silfile.sil
Dictionary Used: MERCH_DICT_VER0600.SIL
Start Time: 01/18/07 01:13 PM
Total Records: 10
-------------------------------------------------------------------------------------------------------------------------------
      Date              Requested Batch   Assigned Batch    Description              Type     Successful  Warnings  Failures
-------------------------------------------------------------------------------------------------------------------------------
01/18/07 01:13 PM          00000700          00000700       NEW ITEMS                ADDRPL            5         0         0
01/18/07 01:13 PM          00000700          00000700       Allowance Changes        ADDRPL            4         0         0
01/18/07 01:13 PM          00000700          00000700       Future Cost Add          ADDRPL            1         0         0
---------------------------
End Time: 01/18/07 01:13 PM
-------------------------------------------------------------------------------------------------------------------------------
Summary Of: \\STORESERVER2\Retalix$\Common\Communications\Host\SIL\pending\500_price_changes.sil
Dictionary Used: MERCH_DICT_VER0401.SIL
Start Time: 01/18/07 01:13 PM
Total Records: 473
-------------------------------------------------------------------------------------------------------------------------------
      Date              Requested Batch   Assigned Batch    Description              Type     Successful  Warnings  Failures
-------------------------------------------------------------------------------------------------------------------------------
01/18/07 01:14 PM          00000957          00000957       1000 PRICE CHANGES       CHANGE            0         0       473
---------------------------
End Time: 01/18/07 01:14 PM
-------------------------------------------------------------------------------------------------------------------------------
```

SBE Configuration Maintenance

The SBE (SIL Batch Export) Configuration Maintenance application lets you define and maintain multiple destination stores that are to receive the SIL Export files. A unique SIL Export File will be created based on the destination store's POS type. Once the SIL Batch Export has executed from the RBO Batch Manager, a SIL Export File can be found in the \Retalix\Communications\Host\OutBox folder for each Store Number configured in the SBE Configuration Maintenance program.

Note: The transmission of SIL Export files to the store is not part of the integrated Retalix BackOffice SIL solution. SIL Export files must be transmitted independently of this program and placed in the destination store's **\Retalix\Common\Communications\Host\SIL\pending** folder.



The following fields appear in the SBE Configuration Maintenance window:

Store Number field - This field contains the unique number associated with the destination store. This field can be up to four numbers in length.

Store Name field - This field contains a description of destination store. This field can be up to forty characters in length.

POS Type field - This field contains the POS Type of the destination store. This field is defined so the export utility will process the proper item file fields. Use the drop-down list to select the POS system of this store.

Note: Although the SIL Batch Export process in RBO Batch Manager validates the POS type field for the purpose of determining which fields to include, it does not validate specific field restrictions such as field length, alpha/numeric restrictions, etc.

Adding SIL Destination Stores

This procedure demonstrates how to add stores that will receive SIL export files.

To add a destination store:

1. Start SBE Configuration Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   The SBE Configuration window appears, listing the first defined store (if any).
2. Click the Insert Button to add a new store.
3. Enter a Store Number and press the Tab key.
4. Enter a Store Name and press the Tab key.
5. Click the POS Type field's drop-down arrow and select the destination store's POS type.
6. Click the Save button.
   The Saved message appears.
7. Click OK.
8. Repeat steps 2 through 6 for each store to add.
9. When finished, click **File** followed by **Exit** from the toolbar.

Removing SIL Destination Stores

This procedure demonstrates how to remove a SIL destination store from your export list.

To remove a destination store:

1. Start SBE Configuration Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   The SBE Configuration window appears, listing the first defined store.
2. Use the navigation buttons to locate the store you wish to remove.
3. Press the Delete button.
   The "Delete Current Record?" message appears.
4. Click **Yes**.

Generating a SIL Store List Report

This procedure demonstrates how to print the Store List Report. This report lists the configuration settings for each of your SIL destination stores.

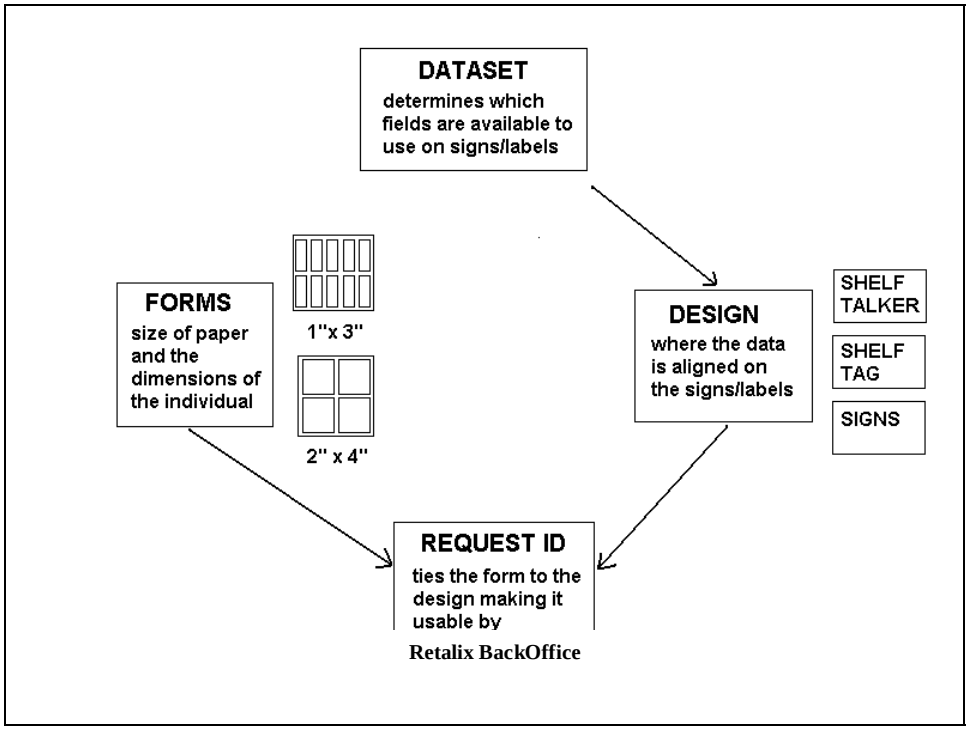
To print the Store List Report:

1. Start SBE Configuration Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Host folder.
   The SBE Configuration window appears, listing the first defined store.
2. Select Store List Report from the **Reports** Menu.
   The report is displayed to the screen.

Label and Sign Management

Stylus is the label printing application used by Retalix BackOffice for printing tags, signs and mailing labels. There are four steps you must complete to set up Stylus before you can begin printing:

1. Defining the data set
2. Creating the form or sheet information
3. Designing the label by laying out where the information is located on the label
4. Adding the request to the Request Manager

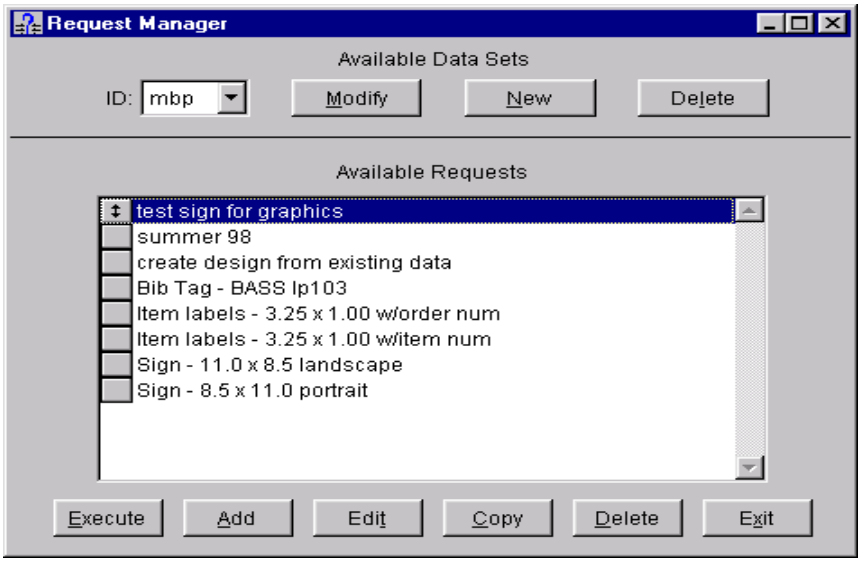


Data Sets

Data Sets determine what information is available to be put on a label. Retalix BackOffice will have default data sets that contain the more common data fields. To begin modifying the Data Set, you must first open Stylus.

To open Stylus through the Navigator (or StoreLine/ISS45 menu):

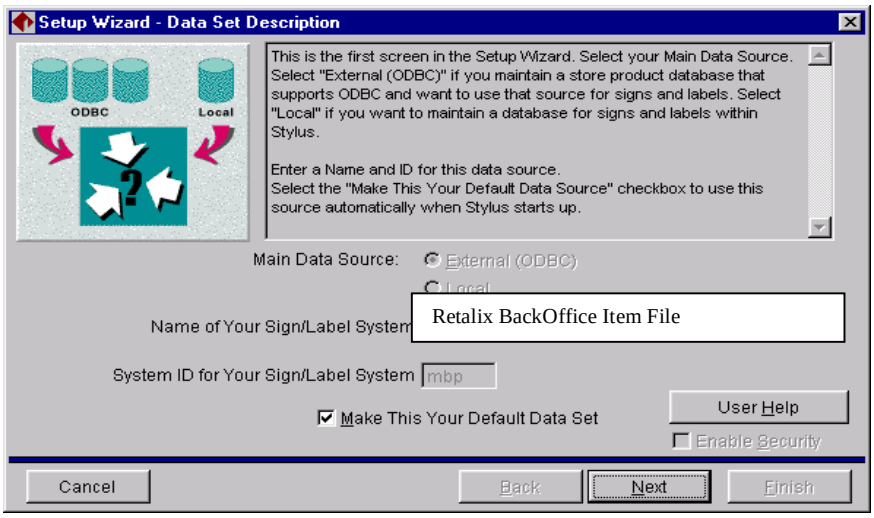
1. Start Group Label and Sign Printing from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
   - The Group Label Printing window appears.
2. Select Open from the **File** Menu.
3. Select Label Design from the **Open** Submenu.
   - A message box appears asking you if you want to perform interactive label design.
4. Click Yes to continue or No to exit back to Group Label Printing.
   - If you selected Yes, Stylus opens and the Request Manager window appears.



5. Click the Modify button to begin. The Data Set Description Dialog Box appears.

Data Set Description Dialog Box

The Data Set Description Dialog Box appears as follows:

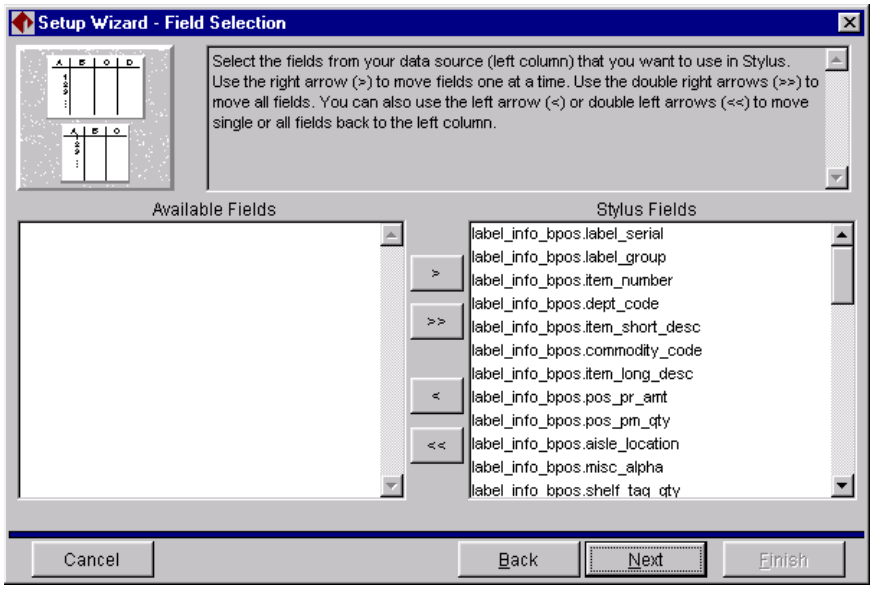


Make sure the following entries appear in the Data Set Description Dialog Box and then click Next to continue:

- Set the Main Data Source to External (ODBC).
- The Name of Your Sign/Label System field contains the description that was given to the Data Set.
- The System ID for Your Sign/Label System field contains a three-character alpha field that is attached to your data set.
- If you are going to use this as your default data set, check the box beside Make This Your Default Data Set.
- The Enable Security check box is not used.

Field Selections Dialog Box

Use this dialog box to set the Field Selections. These are the fields you would like to be able to use on your label format.

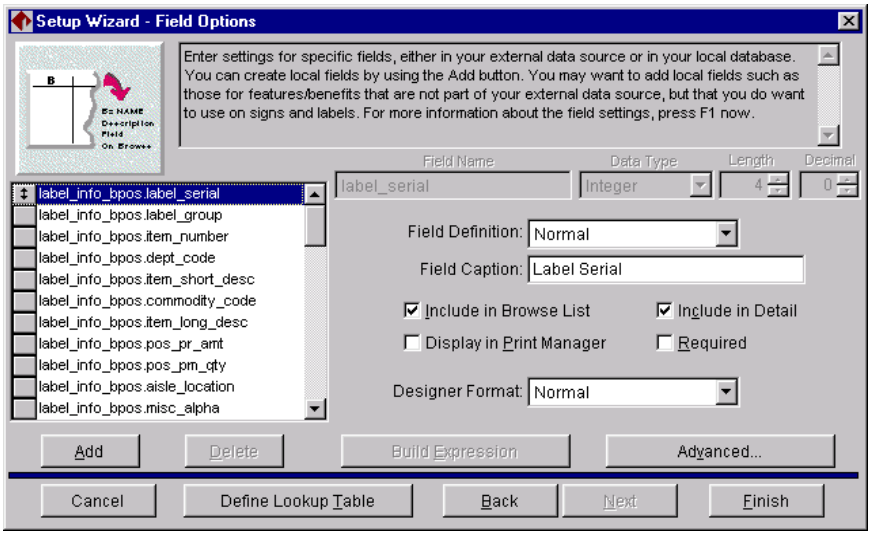


You have several options at this point. Do one or more of the following and then click Next to continue:

- Add one field by clicking on the field under the Available Fields column and then pressing [>]
- Add all fields by pressing [>>]
- Remove a field by clicking on the field under the Stylus Fields column and then pressing [<]
- Remove all fields from the Stylus list by pressing [<<]

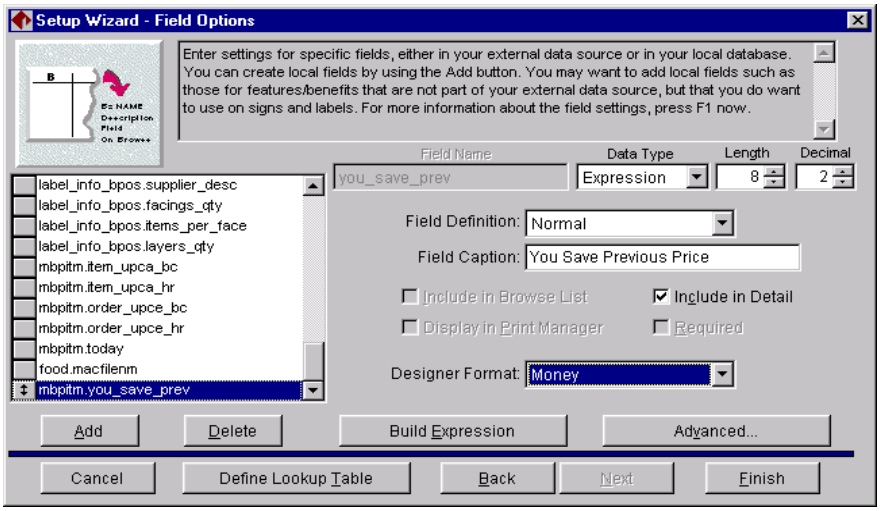
Field Options Dialog Box

The Field Options Dialog Box appears next.



This dialog box lets you create your own custom fields that will become part of your dataset. An example of such a field would be a You Save Amount field. You could create a math statement for this field to calculate the savings amount for you and then place the resulting savings on the sign or label. The following example illustrates how to create a custom field for You Save Amounts. Click the Add button to begin.

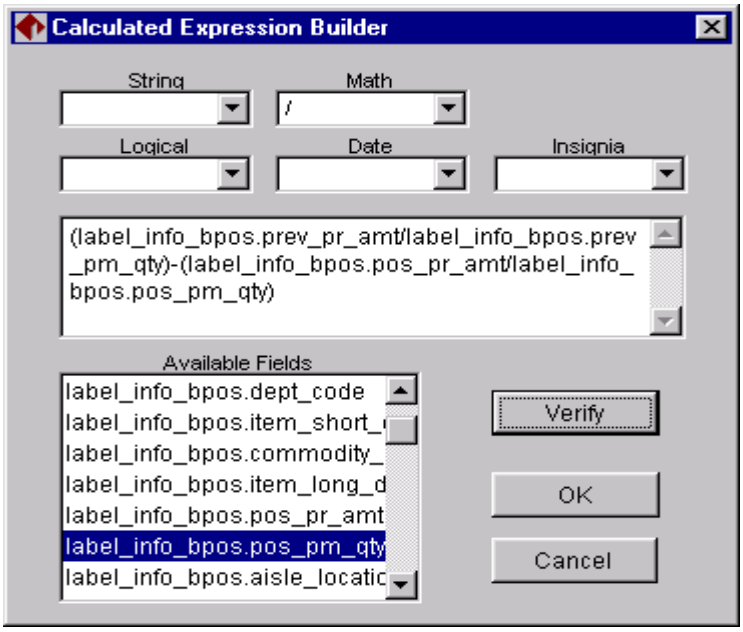
After you click on Add, the first prompt is for the Field Name. Enter a description of what you want to create. For this example, use "you_save_prev" as the Field Name.



The next prompt is for the Data Type. Use the drop-down list to make a selection. Because this will be a math calculation, select Expression. The next two fields define the Length (8) and the number of the Decimal (2) places. Use the arrow buttons to help to make your entries.

Use the drop-down list to select Normal for Field Definition. The next field that you need to set is Designer Format. Use the drop-down list to make a selection. Because the result we are looking for will be a currency value, select Money. Click the Build Expression button to continue.

Build Expression is where the actual math calculation to figure the savings amount will appear. The example that follows shows the (Previous Price divided by the Previous Price Quantity), minus (POS Price divided by the POS Price Quantity).



Once you enter the values, click the Verify button to confirm your math statement. If the system returns “Equation is Valid” in a pop-up window, click OK. Next click the Finish button to continue. When the Merge Existing Forms option appears, select No.

The following message box appears:

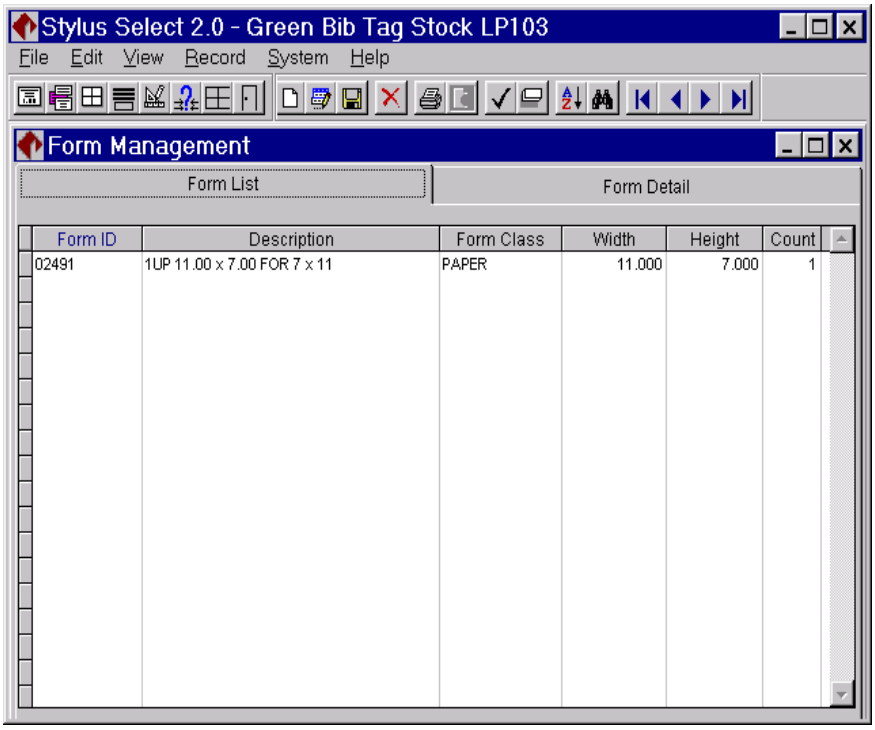
Click the Cancel button to return to the Request Manager window. Stylus assigns the Request ID after the format is complete.

Note: This message box only appears the first time you modify the data sets.

At this point you are ready to continue with the Forms Manager and create your label sheet.

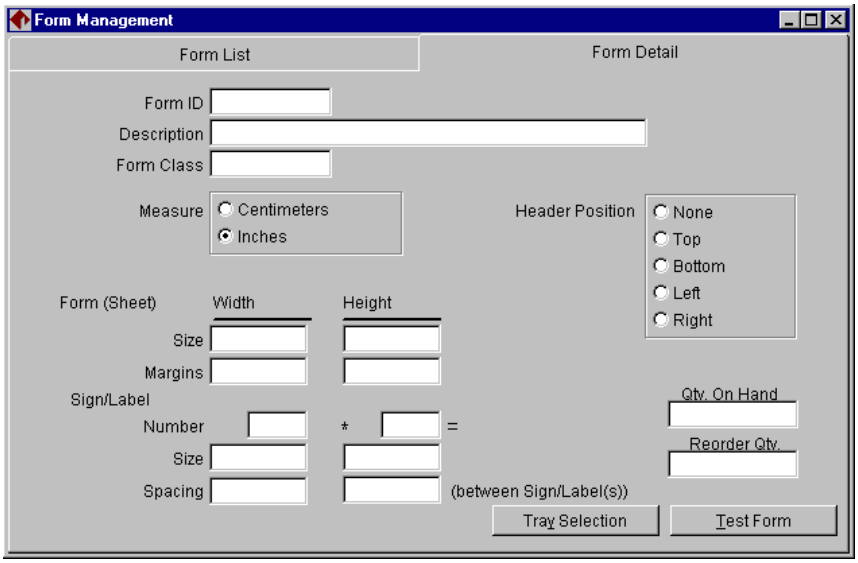
Forms Manager

To begin, select Forms Manager from the **View** Menu (pressing [**F3**] achieves the same results.) The following window appears:



Using the tool bar, click the button to begin. This opens a blank Form Detail.

Enter the following information:



Form ID - This field identifies your Form records using an ID of up to eight digits. You assign IDs to new Form records as you create them. Once saved, the unique IDs cannot be changed or duplicated.

Description - This is a required field that contains a description of the Form. This 30-digit description can consist of the number of signs/labels on the Form, the size of each sign/label and the size of the entire Form.

Form Class - This is not a required field. Use this field to describe what the paper is made of, like paper or vinyl.

Measure - Select either Centimeters or Inches.

Form (Sheet) - Determines the size of the entire Form. Common Form sizes are 8.5 x 11 and 11 x 17.

Form Margins - Determines the size of the margins at the top and sides of the Form. The margin is the blank space between the edge of a sign/label and the edge of the Form stock.

For the height, measure from the top edge of the Form to the first sign/label. For the width, measure from the left edge of the Form to where the sign/label starts. The bottom margin is determined by the size of the signs/labels and the spacing between them; the right margin uses the remaining value based on the left margin width plus sign/label size.

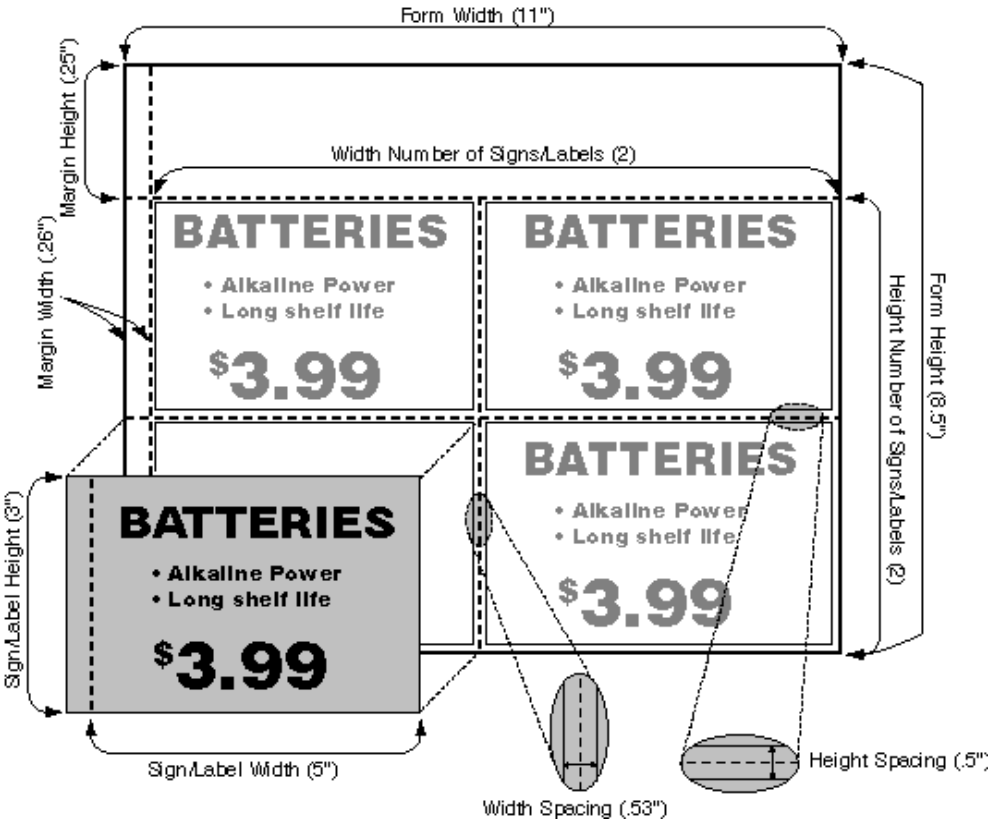
> ***Note***: Laser printers require at least a slight margin since they cannot print to the edge of a page.

Sign/Label Number - Determines the number of signs/labels across the width of the Form and down the height of the Form.

Sign/Label Size - Determines the size (width and height) of the individual sign(s) or label(s) that will print on the Form (e.g., 7 x 11 and 3.5 x 5.5).

Sign/Label Spacing - Determines the space between each sign/label on the Form. For width, enter the space from the right edge of one sign/label to the left edge of the next. For height, enter the space from the bottom of one sign/label to the top of the next.

Overrun Error - An overrun error will appear below the Form chart if you enter values that will cause printing on the Form to exceed the Form size you entered.

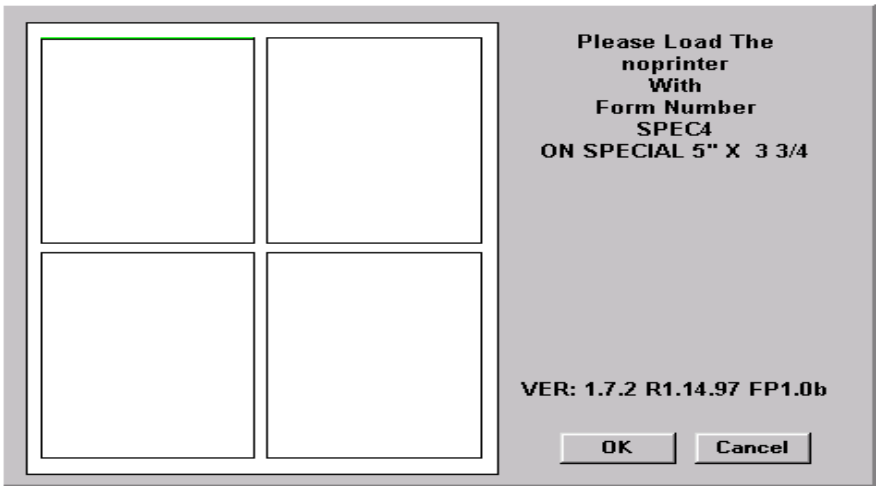


Header Position - These options allow you to determine where on the Form margin the Form memo will print.

Qty On Hand - Stylus Select can keep track of your Form usage and will warn you that you are at or below the supply you specify. If you want Stylus Select to let you know when the supply is at or below 100 Forms, you would enter "100" in the "Reorder Quantity" field.

Click the Test Form button to continue. A message box appears asking you if you want to save your changes. Click Yes to continue.

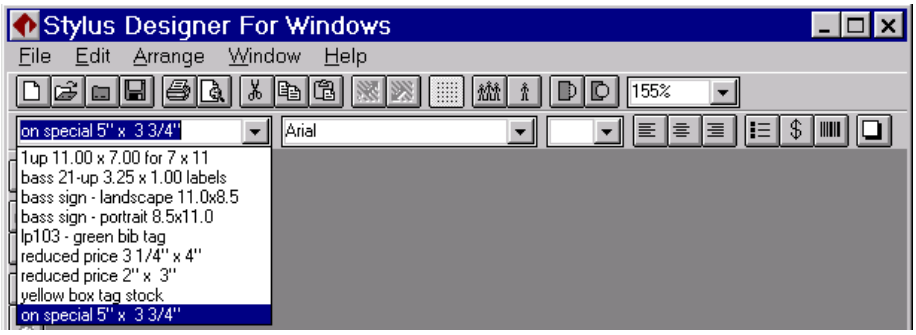
After you select Yes, the system will load the label form. The following dialog box appears. Click OK and the system will print a blank sheet with the border of the labels. You can lie this over your tag stock to make sure the sizes are correct.



Click OK to continue.

Form Designer

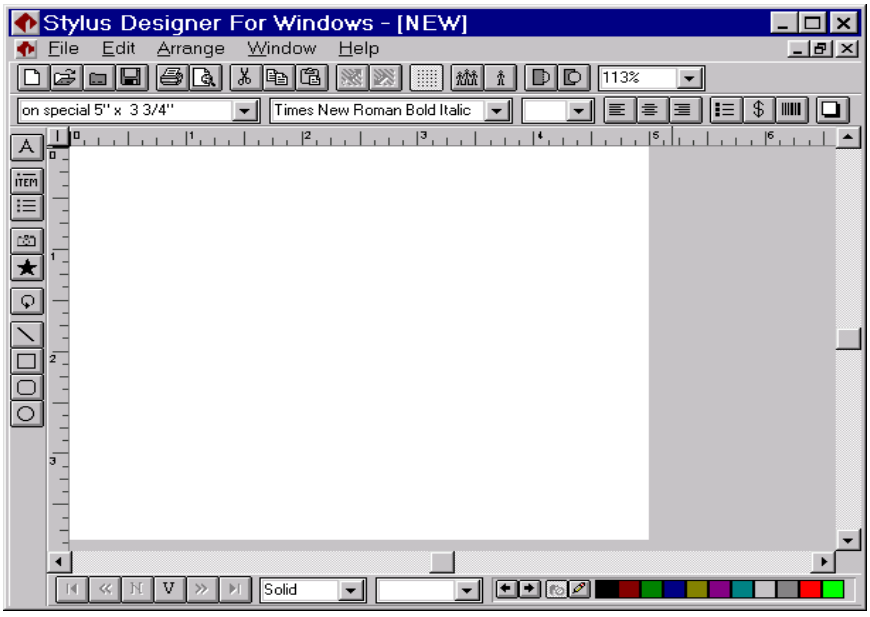
1. Click the button on the toolbar to open Designer.



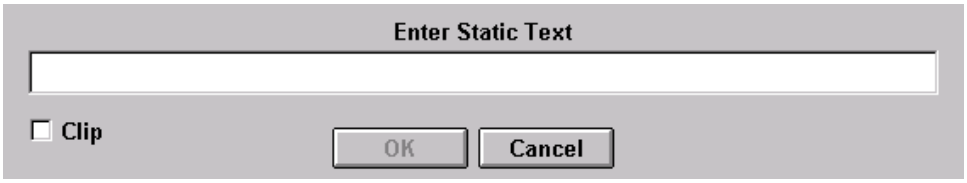
2. Use the drop-down list located below the **Cut** button on the toolbar to select the form created.

3. Click the button or press [**Ctrl**] + [**N**].

4. A blank sheet appears. You are now ready to begin designing your sign.

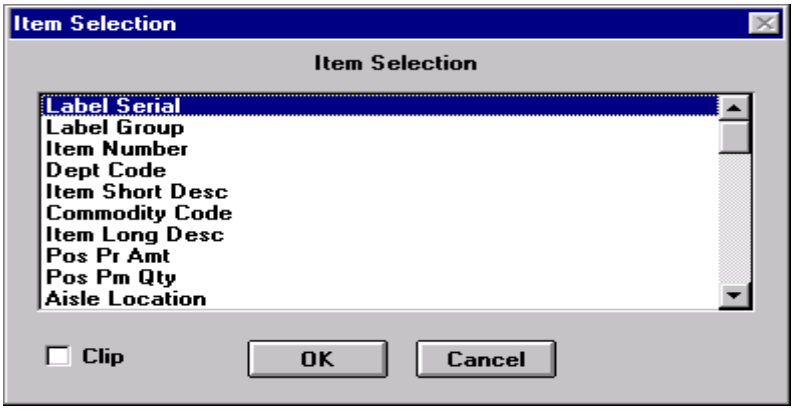


Static Text button - To add text, click the button. Move your mouse to the upper left corner of where you want the text box to begin. Click and keep the mouse button depressed. Drag it down and to the right, creating a box where the text will be placed. When you release the mouse button the following appears:



Type in your text and click OK. The text you enter appears in the box. To resize the field, click on the text. Use your mouse, click and hold one of the boxes around the text. Drag until your text is resized appropriately. To change the text, select the current text and then left click on the text. The Text Window will re-appear. Type in the new information and then click OK.

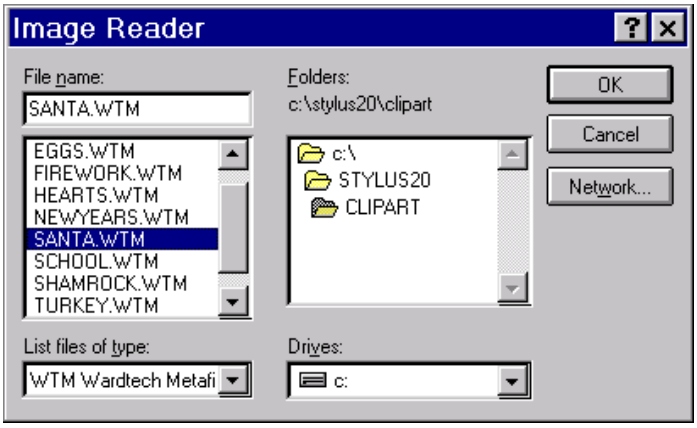
Item button - To enter a field from the database, click the button. Move your mouse to the upper left corner of where you want the field box to begin. Click and keep the mouse button depressed. Drag it down and to the right, creating a box where the field will be placed. When you release the mouse button, the following dialog box appears:



Click the field to use, then click OK. The field you selected appears in the box. If you want to re-size and change the Item fields, follow the instructions given to re-size and change text fields.

Subfield button - Use the Subfield button to create a duplicate of the selected box. Click the item, text or graphic field you want to duplicate, then click the subfield button. The subfield button creates an exact duplicate of the field if it is a text or a graphic field. However, if it is an item field box you wish to duplicate, you will be prompted with the Item Field drop-down menu so that you can select the field to use.

Clip Art button - Use the Clip Art button to insert images into your design. Click the line art button and then create the box that will hold the image. The following pop-up window appears:



Select the image to use. It will appear in the box you created.

Symbol button - Use the Symbol button to insert images out of the Stylus application.

Rotate button - Use the Rotate button to rotate any box on your design. Click the rotate button, then click the box to rotate. To be able to rotate a box, locate the [x] on the black square in the upper right-hand corner of the selected box. Click and hold the mouse. Move it up or down to rotate the box.

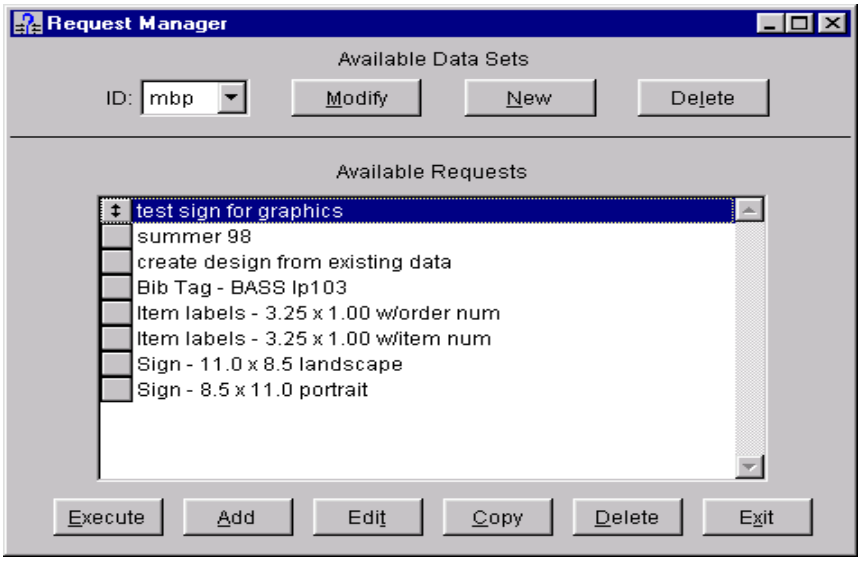
Line, Box, Rounded Box and Circle buttons - Use the Line, Box, Rounded Box and the Circle to insert lines, boxes and circles into your design.

Once you have finished, select Save or Save As from the **File** Menu. Use Save As if this is a new design. Use Save if you are modifying an existing design.

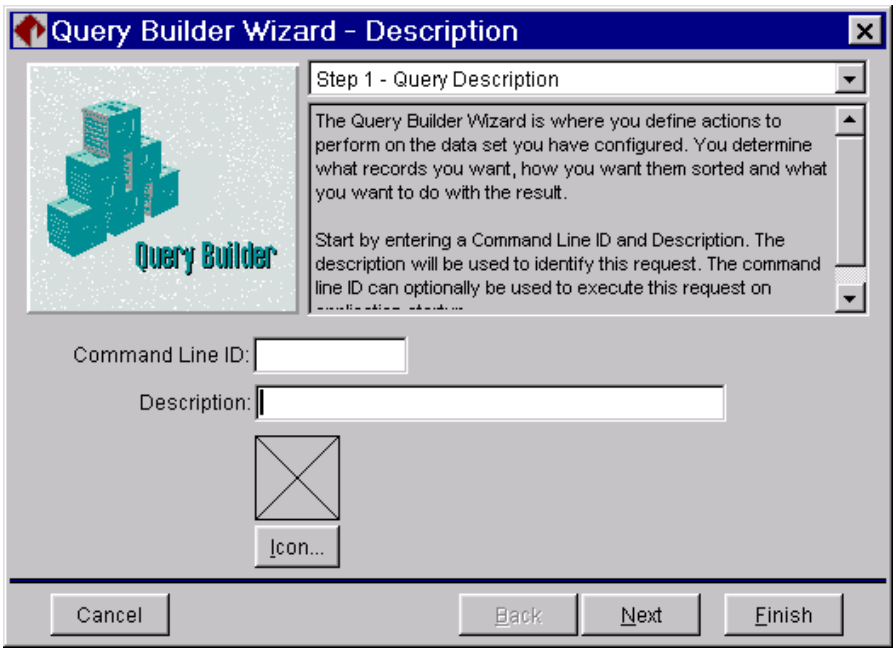
In the above example: Christmas Special is showing the use of Static Text and Rotate. The Santa Claus is an example of Clip Art. The reindeers are an example of Symbols and the remaining are examples of Fields.

Request Manager

Use the Request Manager to tie the Form to the Design. Without this step the sign will never appear in Retalix BackOffice.



1. Click the Add button at the bottom of the Request Manager window. The following dialog box appears:



2. Enter a unique Description and Command Line ID. Use Christmas Shelf talker for the Description and XMAS for the Command Line ID.

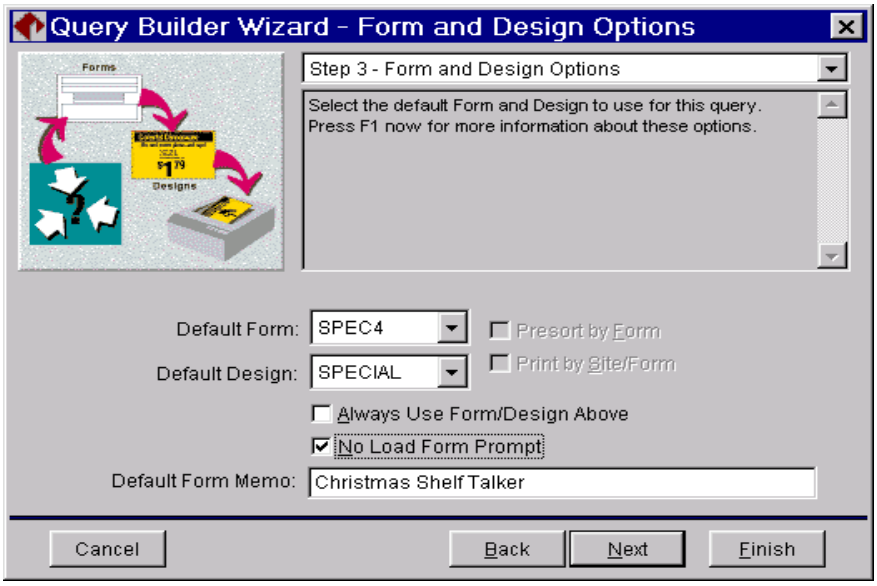
3. Click Next to continue. The following Query Destination Dialog Box appears:

4. Set the Printer radio button and click Next to continue.
5. The Form and Design Options window appears. First click the down-arrow that relates to Default Form and select your form. You may have to use the scroll bar to find the desired form.

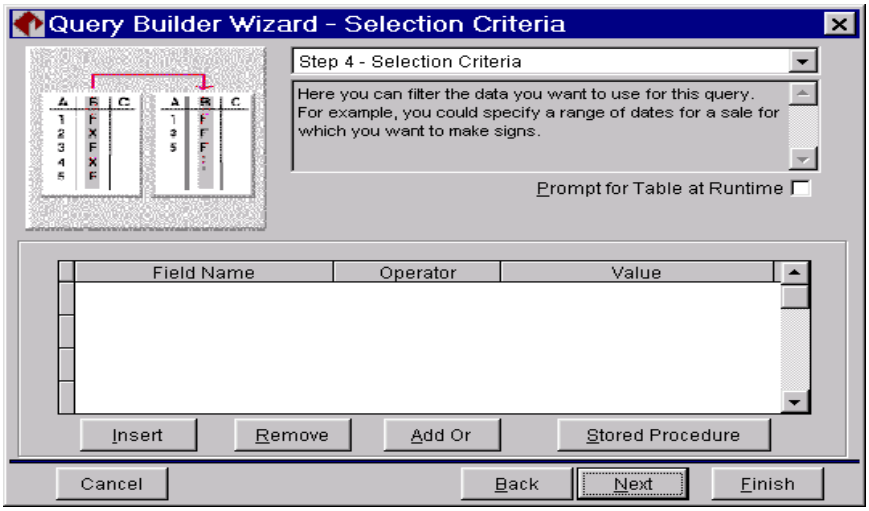
6. Next click the down arrow that relates to Default Design. A list of designs appears. Click on the appropriate design.

7. There are two additional checkboxes:

   - Always Use Form/Design Above - Leave unchecked.
   - No Load Form Prompt – If checked, the label form prompt will not appear.



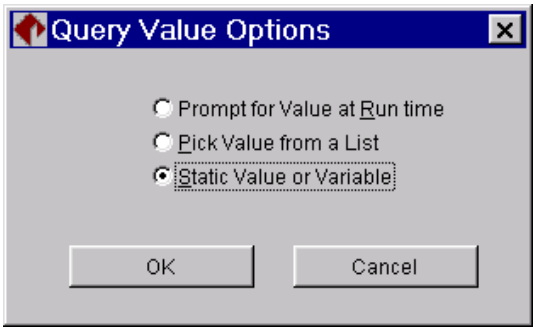
8. Click Next to continue. The Selection Criteria Dialog Box appears.



9. Click on the first row below Field Name. A drop-down list will appear under Field Name. Click on the down arrow, then scroll through the list and select **label_info_bpos.batch number - Batch Number**.

10. Next click the box below Operator. Use the drop-down list to select Equal.

11. Click the box below Value. A pop-up window will appear. Select Static Value or Variable (which is the default) and click OK to continue:



12. Under Value, type in the following for the Static Value or Variable: **&xxbatchidxx**

This will complete the first row. Do the following for the next row:

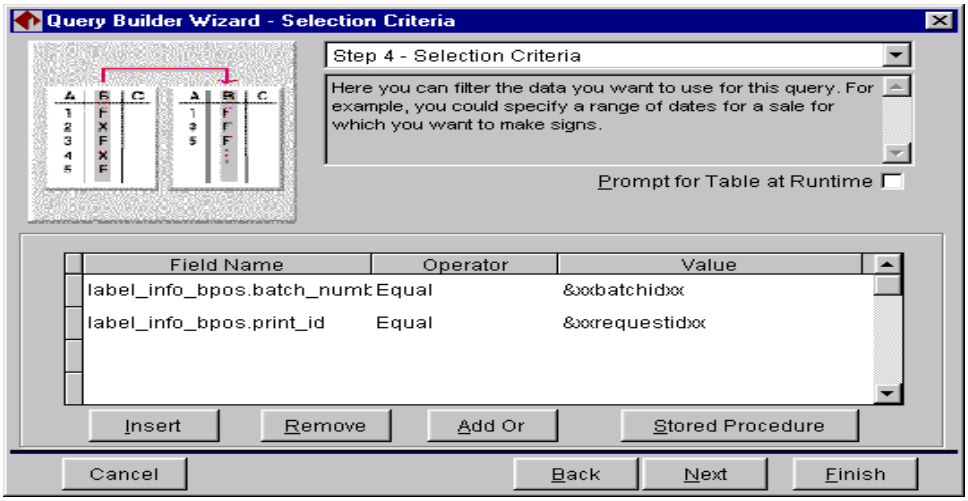
13. Click on the second row below Field Name. A drop-down list will appear under Field Name. Click on the down arrow and then scroll through the list and select **label_info_bpos.print id - Print ID**.

14. Next click the box below Operator. Use the drop-down list to select Equal.

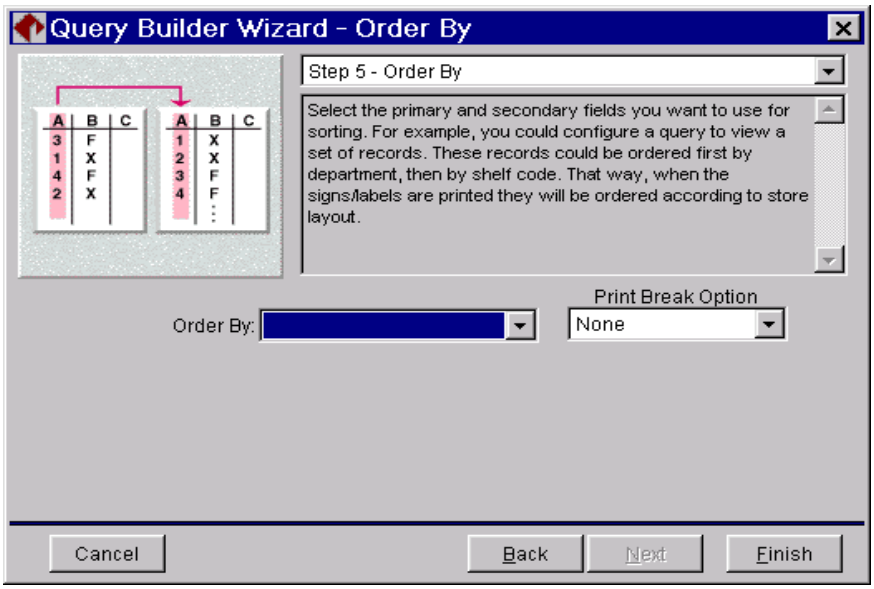
15. Click the box below Value. A pop-up window will appear containing three choices. Select Static Value or Variable (which is the default). Click OK to continue.

16. Type the following for the Static Value or Variable: **&xxrequestidxx**

This will complete the last row. The display should look like this:



17. Click Next to continue. The Order By Dialog Box appears:



18. Click Finish. This will put your request on the Request Manager and also make it available to print through Retalix BackOffice.

Group Label and Sign Printing

Group Label and Sign Printing is available if you have purchased label design software. The Group Label and Sign Printing application lets you print groups of labels. Start Group Label and Sign Printing from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). You can choose the following selections within Group Label and Sign Printing:

- Group by Item File
- Group by Label Print Batch
- Group by Maint. Batches

The Group by Item File lets you create a label batch for a specific set of Item File records. Retalix BackOffice prompts you to build a new query or open an existing query to find the records. Once these records appear, select Print from the **File** Menu (or click the button) to save the information in a label batch. You can print the labels now or just generate the batch. Later, you can choose the Group Label Print Batch option and then select batch number zero to print the labels. Keep in mind that each time you select Print to create a label batch; the system deletes the previous batch zero.

The Group by Label Print Batch option lets you print existing Item File label batches. These are the batches Retalix BackOffice creates when you choose one of the other Group Label Printing options (or Label Print in the Item Maintenance applications).

The Group by Maint. Batches option lets you create a label batch for item maintenance batches. You can select one or more batches to print labels for and then select Print from the **File** Menu (or click the button). Retalix BackOffice saves the maintenance batch information in a label batch. You can print the labels now or just generate the batch. The label batch number is the same as the maintenance batch number. Later, you can open the Group by Label Print Batch option and choose the appropriate label batch number to print the labels.

Group Label Printing Procedures

This section provides step-by-step instructions for the various tasks you can perform in Group Label Printing.

Creating a Label Batch (Group Label Printing)

This procedure demonstrates how to create a label batch for one or more Item Maintenance batches.

To create a label batch in Group Label Printing:

1. Start Group Label and Sign Printing from the Retalix Navigator (or StoreLine/ISS45 menu) Label and Sign Management folder.
2. Select Open from the **File** Menu.
3. Select Group by Maint. Batches from the **Open** Submenu.
4. Select Item File Maintenance.
   - A list of the available maintenance batches appears.
5. Select each maintenance batch to include in the label batch.
6. Enter the number of labels to print for each record in the Quantity field.
7. Select Print from the **File** Menu (or click the button).
   - A message appears asking you if you want to print the labels now.
8. Do one of the following:
   - Click the Yes button to print the labels now.
   - Click the No button if you do not want to print the labels.

Printing Labels for a Label Batch

This procedure demonstrates how to print labels for an existing label batch. You can create a label batch for an Item Maintenance batch using the Create Label Batch option within the maintenance applications or the Group By Maint. Batches option within Group Label Printing.

To print labels for a label batch:

1. Start Group Label and Sign Printing from the Retalix Navigator (or StoreLine/ISS45 menu) Label and Sign Management folder.
2. Select Open from the **File** Menu.
3. Select Group by Label Print Batch from the **Open** Submenu.
4. Select Item File Labels.
   - The Label Batch Printing window appears with the list of available label batches.

5. Do one of the following to select the label batches to print:
   - Click each individual label batch to highlight it.
   - Choose Select All from the **Edit** Menu (or click the button) to print labels for all label batches.
   - Choose Select None from the **Edit** Menu (or click the button) if you make a mistake to unselect all label batches.
6. Select Print from the **File** Menu (or click the button) to begin printing.
   - A message appears asking you if you want to print the batches
7. Do one of the following:
   - Click the Yes button to print the labels now.
   - Click the No button if you do not want to print the labels.

Deleting a Label Batch

This procedure demonstrates how to delete an existing label batch.

To delete a label batch:

1. Start Group Label and Sign Printing from the Retalix Navigator (or StoreLine/ISS45 menu) Label and Sign Management folder.
2. Select Open from the **File** Menu.
3. Select Group by Label Print Batch from the **Open** Submenu.
4. Select Item File Labels.
   - The Label Batch Printing window appears with the list of available label batches.
5. Click each label batch to highlight it.
6. Select Delete from the **Edit** Menu (or click the button).
   - A message appears asking you if you want to delete the batches
7. Do one of the following:
   - Click the Yes button to delete the label batches.
   - Click the No button if you do not want to delete the batches.

Printing Item File Labels

This procedure demonstrates how to print labels for items in the Item File.

To print Item File labels:

1. Start Group Label and Sign Printing from the Retalix Navigator (or StoreLine/ISS45 menu) Label and Sign Management folder.
2. Select Open from the **File** Menu.
3. Select Group by Item File from the **Open** Submenu.
   - The Build Query Dialog Box appears.
4. Do one of the following to find the records to print labels for:
   - Open an existing query. See the *Opening a Query* section if you do not know how to do this.
   - Build a query. See the *Building a Query* section (on page 140) if you do not know how to do this.
5. When the requested records appear, select Print from the **File** Menu (or click the button).
   - The Label Print Batching Dialog Box appears.
6. Use the drop-down list in the Request ID field to select the label format to use for printing the labels.
7. Enter the number of labels to print for each item or account in the Quantity field.
8. Click the Print button. One of the following occurs:
   - If the Enable Prompt for Shelf Tag Type Before Printing Labels parameter is checked, the Shelf Tag Quantity Dialog Box appears. Do the following:
     - Check the Use Shelf Tag Type option to print labels check box to print labels using a specific Shelf Tag Type.
     - Set the “equal” or “not equal” option.
     - Enter the Shelf Tag Type.
     - Click the OK button.
   - If the Enable Prompt for Shelf Tag Qty Override Before Printing Labels parameter is checked, the Shelf Tag Quantity Override Dialog Box appears. Do the following:
     - Check the Override the Shelf Tag Quantity when printing labels…check box to print labels to specify the label quantity.
     - Enter the Shelf Tag Quantity.
     - Click the OK button.
   - A message appears asking you if you want to print the labels now.
9. Do one of the following:
   - Click the Yes button to print the labels now.
   - Click the No button if you do not want to print the labels.

RASCAL Label Design

The RASCAL Label Design application lets you create label formats for use with the RASCAL Printer. The Retalix BackOffice database can store a maximum of nine label formats at one time. After creating formats, download them to the RASCAL Printer using the serial port connection on your PC. Once the formats exist in the printer's memory, you can carry the RASCAL Printer along with your FM unit and print labels on demand. You can scan shelf items with the BASS FM-4000 and print labels without leaving the area.

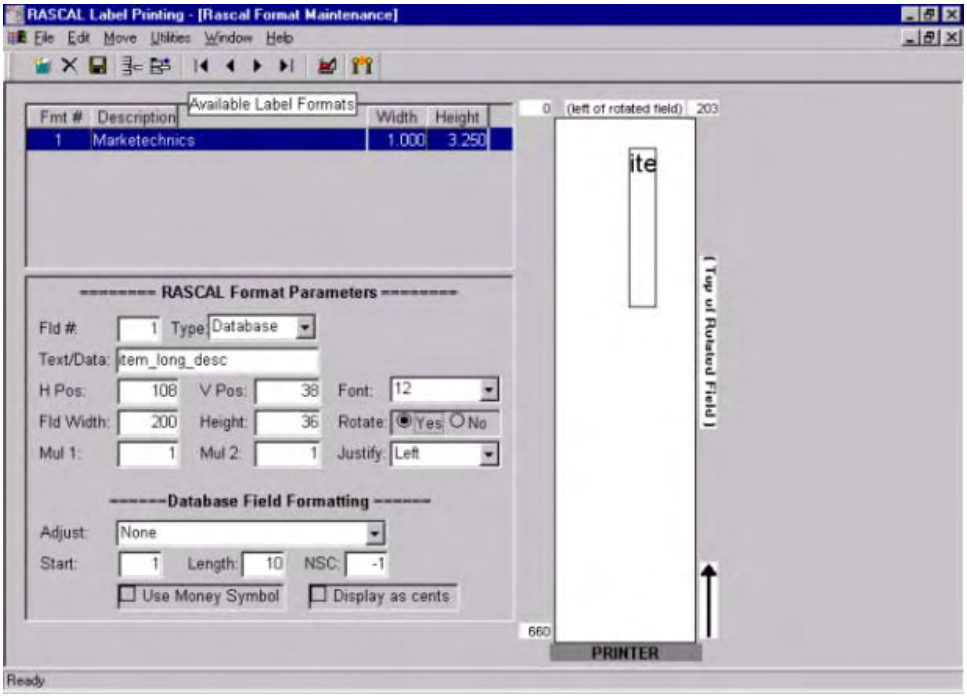
Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). There are two applications within RASCAL Label Design. They are:

- RASCAL Format Maintenance
- RASCAL Format Build

RASCAL Format Maintenance

RASCAL Format Maintenance lets you create label formats to use with your RASCAL Printer. The Retalix BackOffice database can store a maximum of nine label formats at one time. When creating a label format you must define the label dimensions and the fields that will print on the label. While you are designing your label format, select Regen Display from the **Utilities** Menu (or click the button) to see a screen view of your label format.

Select Add from the **Edit** Menu (or click the button) to add a new label format. The Rascal Format Maintenance window appears:



The label size fields are:

Fmt # field (RASCAL Label Design) - This field contains the unique identification number for this label format. The application automatically assigns this number and you cannot change it.

Description field (RASCAL Label Design) - This field contains a description of this RASCAL label format. This field can be up to forty (40) characters in length.

Width field (RASCAL Label Design) - This field contains the width of the label in inches. The maximum width of a RASCAL label is approximately 1.88 inches, or 383 dots.

Height field (RASCAL Label Design) - This field contains the height of the label in inches. The maximum height of a RASCAL label is approximately 4.99 inches, or 1014 dots.

Select Insert Field from the **Edit** Menu (or click the button on the tool bar) to add a field to your label format. The RASCAL Printer requires definition of the following format parameters for each field:

Fld # field (RASCAL Label Design) - This field contains the field number. The application automatically assigns this number and you cannot change it.

Type field (RASCAL Label Design) - This field contains the field type. Use the drop-down list to select a field type of Database, Text, or Line. A Database type field is an item property field from the Retalix BackOffice database. A Text type field is whatever data you enter in the Text/Data field. A Line type field is an actual line that prints on the label.

Text/Data field (RASCAL Label Design) - This field contains the actual data that prints on each label for a Text type field or the name of the Database type field. The text can be up to forty (40) characters in length. Use the drop-down list to select a Database field. This field is not applicable for Line type fields.

H Pos field (RASCAL Label Design) - This field contains the horizontal position where the field should print on the label. Enter this value in the number of dots from the left of the label. Use the label display on the screen as a guide.

V Pos field (RASCAL Label Design) - This field contains the vertical position where the field should print on the label. Enter this value in the number of dots from the top of the label. Use the label display on the screen as a guide.

Font field (RASCAL Label Design) - This field contains the font size or bar code type for this field. Use the drop-down list to select a setting. The letter 'N' next to a number indicates that the font size can only print numeric characters (dollar sign, cent symbol, numbers). The letter 'C' means that the font is a condensed font. A condensed font has less spacing between characters than a regular font.

Fld Width field (RASCAL Label Design) - This field contains the width of the field in dots. For text and database fields, the application automatically fills in the maximum possible width required for the font selected and either the length of the text or the length selected from the database field formatting. If the width is larger than desired, you can change it. For lines and bar codes, this field determines the length. Note that the sum of the H Pos field and this field cannot exceed 383, the maximum width of a label.

Fld Height field (RASCAL Label Design) - This field contains the height of the field in dots. The application automatically fills in the proper value for the font selected. If you choose a bar code, you must fill in the height of the bar code. The height of a bar code should be greater than 46 for the bar code to be scannable. Note that the sum of the V Pos field and this field cannot exceed 1014, the maximum height of a label.

Rotate radio buttons (RASCAL Label Design) - Set the 'Yes' radio button to rotate this field 90° clockwise on the label. Set the 'No' radio button to keep this field horizontal. The default setting for this flag is `Yes'.

Mul 1 field (RASCAL Label Design) - This is the Multiplier 1 field. The use of this field depends on the type of field you are defining. For text fields, this is a font multiplier. The font multiplier can have a value between 1 and 4, inclusive. It multiplies the font width by the value you enter. For bar codes, this field determines the thickness of the narrow element (thin line) of the bar code. Its value can be from 1 to 8. For lines, this field specifies the thickness of the line, in dots.

Mul 2 field (RASCAL Label Design) - This is the Multiplier 2 field. The use of this field depends on the type of field you are defining. For text fields, this is a font multiplier. The font multiplier can have a value between 1 and 4, inclusive. It multiplies the font height by the value you enter. For MSI bar codes, this field determines the thickness of the wide element (thick line) of the bar code. Its value can be from 2 to 24. For UPC-A bar codes, this field is automatically set to zero and you cannot change it. For lines, this field must be zero.

Justify field (RASCAL Label Design) - This field determines how the data in the field is justified. Use the drop-down list to select Left, Right, or Center justification. 'Left' starts the data at the left edge of the field. 'Right' causes the data to go to the right edge of the field. 'Center' places the data in the center of the field.

You can use the following field display parameters to modify the way the data displays on the label:

Adjust field (RASCAL Label Design) - This field describes how to format the data in this field. Use the drop-down list to select a formatting option. Some of the options include reducing white space, stripping off leading spaces and specifying the number of digits after the decimal point.

Start field (RASCAL Label Design) - This field specifies the starting location of the data displayed. This field works in conjunction with the Length field. For example, if you want to print only the last eleven characters of a fourteen-character field, enter a starting position of 4 and a length of 11.

Length field (RASCAL Label Design) - This field specifies the length of the data displayed. This field works in conjunction with the Start field. For example, if you want to print only the last eleven characters of a fourteen-character field, enter a starting position of 4 and a length of 11.

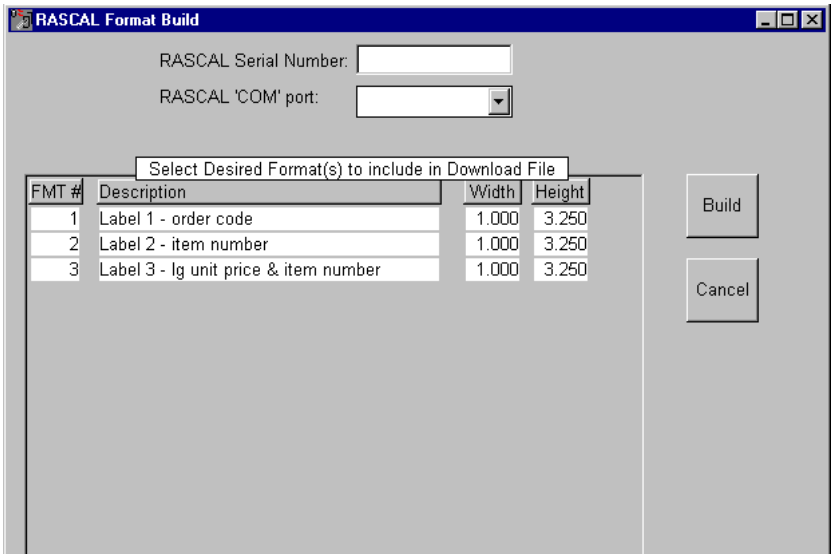
NSC field (RASCAL Label Design) - This field lets you specify a different NSC value for the current item. The number you enter here replaces the existing NSC number for the current item. Enter '-1' to disable this feature.

Use Money Symbol flag (RASCAL Label Design) - Set this flag to print the appropriate money symbol (dollar sign or cents sign).

Display as Cents flag (RASCAL Label Design) - Set this flag to convert the money field to cents if it is less than one dollar.

RASCAL Format Build

The RASCAL Format Build application lets you build a file containing one or more label formats. You must then download this file to the RASCAL Printer prior to printing labels. You can download a maximum of thirty (30) fields per download file. Select Build 'rascal.fmt' from the **Utilities** Menu (or click the button). The RASCAL Format Build window appears:



The RASCAL Format Build fields, list boxes and buttons are:

RASCAL Serial Number field (RASCAL Label Design) - This field contains the serial number of your RASCAL Printer. Enter the serial number from the sticker on the side of your RASCAL Printer.

RASCAL COM Port field (RASCAL Label Design) - This field contains the name of the serial port to which your RASCAL Printer Cable is connected.

Format File list box (RASCAL Label Design) - This list box contains the names of the all of RASCAL label formats. Click each format to download to the printer. If you make a mistake, you can click a selected file to un-select it.

Build button (RASCAL Label Design) - Click this button to build the RASCAL format file. The next step is to download this file to the printer. You can choose to download now or later.

Cancel button (RASCAL Label Design) – Click this button to exit and close RASCAL Format Build.

RASCAL Label Design Procedures

This section provides step-by-step instructions for the various tasks you can perform in RASCAL Label Design.

Creating a RASCAL Label Format

This procedure demonstrates how to create a RASCAL label format.

To create a RASCAL label format:

1. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Open from the **File** Menu.
3. Select Add from the **Edit** Menu (or click the button).
4. Enter the Description, Width and Height for the label format.
5. Select Insert Field from the **Edit** Menu (or click the button).
6. Enter the information for the field then do one of the following:
   - Press [**Tab**] or [**Enter**] to move to the next field.
   - Click the entry area of the next field.
7. Repeat step 6 until your entries are complete.
8. Select Save Changes from the **Edit** Menu (or click the button).

Building the RASCAL Format File

This procedure demonstrates how to build the format file for downloading to the RASCAL Printer.

To build the RASCAL format file:

1. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Open from the **File** Menu.
3. Select Build 'rascal.fmt' from the **Utilities** Menu (or click the button).
   - The RASCAL Format Build window appears.
4. Enter the RASCAL Serial Number and RASCAL COM Port fields, if necessary. The last serial number and COM port used automatically appears.
5. Select each label format to include in the download file by clicking it.
   - If you make a mistake, you can click a selected format to un-select it.
6. Click the Build button.
   - A message appears to let you know that the build was successful and asks you if you want to download the file now. Click the Yes button to download. See the *Downloading the RASCAL Format File* section. Click the No button to return to the RASCAL Format Build window.

Downloading the RASCAL Format File

This procedure demonstrates how to download the format file to the RASCAL Printer. You must first build the RASCAL format file. If you have not done this, see the *Building the RASCAL Format File* section.

To download the RASCAL format file:

1. Connect the RASCAL Printer Cable to the RASCAL printer.
2. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
3. Select Open from the **File** Menu.
4. Select Build 'rascal.fmt' from the **Utilities** Menu (or click the button).
   - The RASCAL Format Build window appears.
5. Select Download FMT File from the **Utilities** Menu (or click the button).

- The prompt is to move the switch on the RASCAL Printer to the 'cable' position.

6. Remove the battery pack from the RASCAL Printer and move the switch to the 'cable' position. Replace the battery pack.
7. Verify that the RASCAL printer is powered on and click the OK button to continue.
   - When the download is complete, the prompt is to move the switch on the RASCAL Printer back to the 'RF' position.
8. Remove the battery pack and move the RASCAL switch to the 'RF' position. Replace the battery pack. Press [**Return**].
9. Remove the RASCAL Printer Cable from the RASCAL printer.

Adding a Field to a RASCAL Label Format

This procedure demonstrates how to add a field to a RASCAL label format.

To add a field to a RASCAL label format:

1. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Open from the **File** Menu.
3. Click the label format to add the field to.
4. Do one of the following to add a field:
   - Select Insert Field from the **Edit** Menu.
   - Click the button.
   - Right-click the mouse on a blank area of the screen label display. The application automatically fills in the default information that you can edit.
5. Enter the information for the field.
   - You can move a field around on the label display by clicking the field and dragging it to the desired location. Click and hold the left-mouse button on the field you want to move. Continue to hold the mouse button while dragging the field. Release the mouse button when you reach the desired location on the label display.
6. Repeat steps 4 and 5 until you add all desired fields.
7. Select Save Changes from the **Edit** Menu (or click the button).

Removing a Field From a RASCAL Label Format

This procedure demonstrates how to remove a field from a RASCAL label format.

To remove a field from a RASCAL label format:

1. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Open from the **File** Menu.
3. Click the label format to remove the field from.
4. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the label field to remove.
5. Select Remove Field from the **Edit** Menu (or click the button).
   - A message appears asking you to confirm that you want to delete the selected field. Click the Yes button to continue.
6. Repeat steps 4 and 5 until you delete all of the label fields you want.

Changing a RASCAL Label Format

This procedure demonstrates how to change a RASCAL Label Format.

To change a RASCAL label format:

1. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Open from the **File** Menu.
3. Click the label format to modify.
4. Do one of the following:
   - Highlight the field to modify by tabbing to it or clicking it.
   - Select First, Previous, Next and Last from the View Menu (or click the , , and buttons) to find the label field you want.
5. Enter the new information.
6. Repeat steps 4 and 5 until your entries are complete.
7. Select Save Changes from the **Edit** Menu (or click the button).

Deleting a RASCAL Label Format

This procedure demonstrates how to delete a RASCAL label format.

To delete a RASCAL label format:

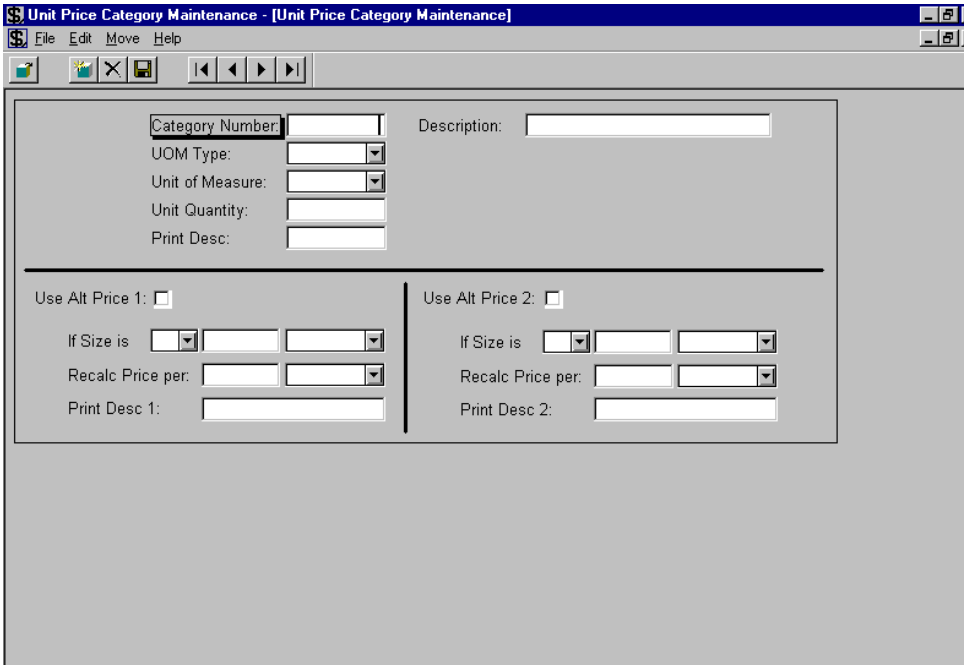
1. Start RASCAL Label Design from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Open from the **File** Menu.
3. Click the label format to delete.
4. Select Delete from the **Edit** Menu (or click the button).
   - A message appears asking you to confirm that you want to delete the selected format. Click the Yes button to continue.
5. Repeat steps 3 and 4 until you delete all of the label formats you want.

Unit Price Category Maintenance

In the grocery store environment you may sell an item in several different units of measure but wish to display the unit prices in the same unit of measure. For example, you may sell milk in pint, quart and gallon sizes. But, you may want to display the unit prices for all milk in fluid ounces so consumers can compare prices to find the best buy. Some states have laws that specify what units of measure stores must use when displaying unit prices for certain commodities.

Unit Price Category Maintenance lets you define up to ninety-nine (99) Unit Price Categories. Within each unit price category, you specify the unit of measure to use in calculating the unit price to display on shelf tags. Once you define the Unit Price Categories, you can assign them to the items in your Retalix BackOffice Item File. For example, you can have one Unit Price Category for milk. You then assign that Unit Price Category (the Price Cat Code field in the Item Maintenance Label/Location Tab) to each milk item in the Retalix BackOffice Item File so that all unit prices for milk appear in the same unit of measure.

Start Unit Price Category Maintenance from the Label and Sign Management folder of the Retalix Navigator (or StoreLine/ISS45 menu). The Unit Price Category Maintenance window appears as follows:



The Unit Price Category Maintenance fields are:

Category Number field - This field contains a unique number that identifies a Unit Price Category. Use this number to assign items in the Retalix BackOffice Item File to this Unit Price Category. The valid entries are 1 through 99.

Description field (UP Category Maintenance) - This field contains a description of the Unit Price Category. The description can be up to twenty-five (25) characters in length.

UOM Type field - This field contains the type of unit of measure to use for items in this category. Use the drop-down list to choose a unit of measure type. Some of the units of measure types that are available include weight, volume, length, area and count.

Unit of Measure field - This field contains the base unit of measure to use in calculating the unit price for items in this category. Use the drop-down list to choose a base unit of measure. The choices that appear on the list are based on the value of the UOM Type field.

Unit Quantity field - This field contains the base quantity to use in calculating the unit price for items in this category. The default value for this field is 1.0000.

Print Desc field - This field contains the description that appears on the shelf tag as the unit quantity description. The description can be up to twenty (20) characters in length.

Use Alt Price 1 flag - If this flag is checked, it indicates to use an alternate price for this item depending on the size of the item. The system recalculates the unit price of the item (using the Recalc Price Per field) if the item meets the conditions defined in the If Size Is field.

Use Alt Price 2 flag - If this flag is checked, it indicates to use a second alternate price for this item depending on the size of the item. The system recalculates the unit price of the item (using the Recalc Price Per field) if the item meets the conditions defined in the If Size Is field.

If Size Is field - This field appears with the Alt Price 1 and Alt Price 2 information. This field contains a condition that an item must meet for the system to recalculate the unit price using the appropriate Recalc Price Per information. Use the drop-down lists to define the condition an item must meet before the system uses alternate price information.

Recalc Price Per field - This field appears with the Alt Price 1 and Alt Price 2 information. This field contains the alternate unit quantity and alternate unit of measure for the system to use in recalculating the unit price if an item meets the condition in the If Size Is field. Use the drop-down list to define the alternate unit quantity and unit of measure to use in recalculating unit price.

Print Desc 1 (or 2) field - This field contains the alternate description to appear on shelf tags. The system prints this description when the Use Alt Price 1 or Use Alt Price 2 flag is checked and an item meets the size condition for recalculating the unit price.

ESL Functionality

Before applying POS item changes, RBO will confirm that the ESL (Electronic Shelf Label) application is running. When RBO releases maintenance to the POS, it first determines if the system is using ESL (using the “ESL Enabled” parameter). If enabled and the “ESL Type” parameter is set to “Watch File”, a “watch” file will be checked to determine if the file has been updated within the time specified by the “Check Frequency” parameter. If not, the update of the item at both the POS and RBO database will not take place and a release error will be issued. Using an Immediate Maintenance Batch, the release error will be displayed to the user. Using RBO Release Manager, an error record will be visible after the release of item maintenance has been attempted.

The watch file check is made each time before maintenance is released. If the watch file has been updated within the time specified by the "Check Frequency" parameter, maintenance will be released to both the POS and the RBO **item_esl** table. (The ESL system will need to monitor this table for changes.)

If ESL is enabled and the "ESL Type" parameter is set to "Pricer", maintenance is sent directly to Pricer ESL. (This includes changes made to an item through either an Immediate Maintenance Batch or the RBO Release Manager).

NOTE: As of the current RBO release (4.08), Pricer ESL is only supported in ScanMaster systems running 2.06.01 (or later). RBO saves the required item data to an existing ScanMaster table (ESLChanges) when an item record is released to the POS. This data is in turn picked up by the ScanMaster ESL service (responsible for sending the item price information to Pricer). If for some reason the release of an item fails in RBO, then the changes are not sent to Pricer ESL.

If ESL is down, the following functions will not update items:

- Immediate item maintenance (Form, Grid or FM).
- Releasing staged items – using Item Maintenance, Batch Manager, Release Manager, or through any automated process.
- SIL changes will not be applied to the system (but SIL batches may be created).

If ESL is down, the following functions will continue to function:

- Send Item File to POS.
- Delete Zero Mmovers.
- Pull POS Movement.
- Build Item File from POS.

Receiving

The Receiving folder of the Retalix Navigator (or StoreLine/ISS45 menu) contains applications that control the delivery and accountability of items received both suppliers and your wholesaler. There are two applications within the Receiving Menu on the Retalix Navigator (or StoreLine/ISS45 menu):

- Invoice Import Maintenance
- Receiving

Invoice Import Maintenance

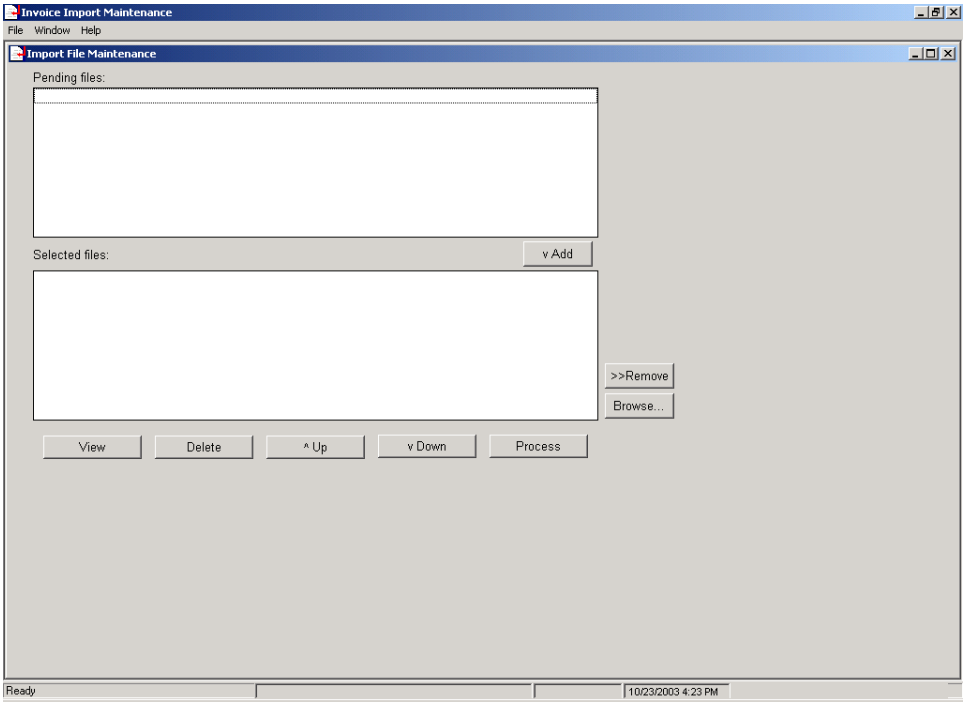
The Invoice Import process allows wholesalers to electronically send invoice data to RBO. Importing invoices will expedite the receiving process and automatically update inventory. The import can be run automatically through a control string or manually, using this menu function.

NOTE: The Invoice Import process requires the entry of a DUNS Number in the Supplier table. If it does not exist, the file will not be processed.

Invoice Import Maintenance will import files (in XML format) located in the \Retalix\Common\Communications\Host\XML\pending directory.

NOTE: Invoice Import Maintenance can also be used expedite receiving inventory transfers from another store. An XML file can be created from the "transferring" store during the Create Store Transfer process and sent to the "receiving" store. See page 280 for more information.

Select Invoice Import Maintenance from the Receiving folder of the Retalix Navigator (or StoreLine/ISS45 menu). When you select Open from the Invoice Import Maintenance File Menu, the Invoice File Maintenance window appears:



The following buttons and list boxes appear in the Import File Maintenance window:

Pending Files list box (Invoice Import Maintenance) - This list box shows the Invoice Import Maintenance files that reside in the **Retalix\Common\Communicaitons\Host\XML\pending** folder. You can add files from this list box to the Selected Files list box.

Selected Files list box (Invoice Import Maintenance) - This list box shows the Invoice Import Maintenance files that are selected. You can add and remove files from this list, change the order of the files in the list, view the contents of files, delete files and process files.

Add button (Invoice Import Maintenance) - Click this button to add the highlighted file in the Pending Files list box to the Selected Files list box.

Remove button (Invoice Import Maintenance) - Click this button to remove the highlighted file from the Selected Files list box.

Browse button (Invoice Import Maintenance) - Click this button to navigate to another location on your system or any other system on the LAN where your Invoice Import Maintenance files reside. Select the Invoice Import Maintenance file and click the OK button. The file appears in the Selected Files list box.

View button (Invoice Import Maintenance) - Click this button to view the contents of the highlighted file in the Selected Files list box. The file

appears in its associated text editor program (such as Windows Notepad or WordPad).

Delete button (Invoice Import Maintenance) - Click this button to delete the highlighted file in the Selected Files list box. A warning message appears to let you know that continuing permanently removes the file from your system. Click the OK button to delete the file or click the Cancel button to keep it.

Up button (Invoice Import Maintenance) - Click this button to move the highlighted file up one in the order of files in the Selected Files list box.

Down button (Invoice Import Maintenance) - Click this button to move the highlighted file down one in the order of files in the Selected Files list box.

Process All button (Invoice Import Maintenance) - Click this button to process all files in the Selected Files list box, in the order in which they appear. The Import File Maintenance application validates each file and imports them as receiving invoices. Once an Invoice Import Maintenance file is successfully processed, the application removes it from the **Retalix\Common\Communications\Host\XML\pending** folder and places it in the **Retalix\Common\Communications\Host\XML\processed** folder.

Invoice Importing Procedures

This section provides step-by-step instructions for performing functions within the Invoice Import Maintenance application.

Processing Invoice Import Files

This procedure demonstrates how to process one or more Invoice Import Files (in XML format).

To process Invoice Import Maintenance files:

1. Start Invoice Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select **File**, **Open** from the Invoice Import Maintenance menu.
   - The Import File Maintenance window appears, listing the import files in the **Retalix\Common\Communications\Host\XML\pending** folder.
3. Do one of the following to select the import file(s) to process:

- If the file appears in the Pending Files list box, highlight it and click the Add button or just double-click the file. The file appears in the Selected Files list box.
- If the file does not appear in the Pending Files list box, click the Browse button. Navigate to the file and click the OK button. The file appears in the Selected Files list box.

4. Repeat step 3 until all of the import files to process appear in the Selected Files list box.
   - The application processes the files in the order in which they appear. You can move a file up or down in the processing order by highlighting it and then clicking the Up button or Down button.
5. Click the Process All button to process the files.
   - The application processes the files and places them in the **Retalix\Common\Communications\Host\XML\processed** folder.

Viewing an Invoice Import Maintenance File

This procedure demonstrates how to view the contents of an Invoice Import Maintenance file.

To view Invoice Import Maintenance files:

1. Start Invoice Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select **File**, **Open** from the Invoice Import Maintenance menu.
   - The Import File Maintenance window appears, listing the import files in the **Retalix\Common\Communications\Host\XML\pending** folder.
3. Click the XML file in the Selected Files list box to highlight it.
4. Click the **View** button.
   - The file opens in its associated text editor program (such as Windows Notepad or WordPad).

Deleting an Invoice Import File

This procedure demonstrates how to delete a invoice file. This procedure permanently deletes the file from your system.

To delete an Invoice Import Maintenance file:

1. Start Invoice Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select **File**, **Open** from the Invoice Import Maintenance menu.

- The Import File Maintenance window appears, listing the import files in the **Retalix\Common\Communications\Host\XML\pending** folder.

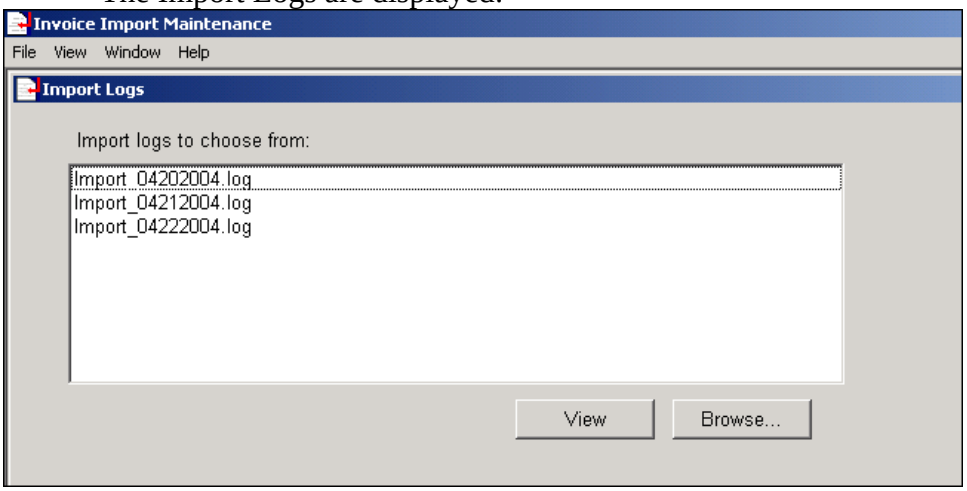
3. Click the import file in the Selected Files list box to highlight it.
4. Click the Delete button.
   - A warning message appears to let you know that the application will delete the file from your system.
5. Do one of the following:
   - Click the **OK** button to delete the file.
   - Click the **Cancel** button to keep the file.

Viewing the Import Log

This procedure demonstrates how to view the invoice import logs. The import logs display import activity detail and error messages resulting from the import.

To view Invoice Import Logs:

1. Start Invoice Import Maintenance from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select **View**, **Import Log** from the Invoice Import Maintenance menu.
   - The Import Logs are displayed:



3. Click (highlight) the import log to view.
4. Click the **View** button.
   - The log is displayed on the screen using Notepad.

Note: By default the Import Logs screen will display all logs located in the \Retalix\Common\Communications\Host\XML\logs folder. Click the **Browse** button to open log files from an alternate location.

Receiving

The Receiving application controls the delivery of items from your DSD suppliers. It provides a way of receiving the items and comparing your invoice expectations with the actual supplier invoice. You can receive items by entering them on your computer or on your Retalix FM unit. You enter the quantity you receive of each item, along with returns and invoice adjustments. The application lets you receive items as cases or single units (eaches). Start the Receiving application from the Receiving folder of the Retalix Navigator (or StoreLine/ISS45 menu).

The Receiving application calculates your invoice total, based on the information you enter and the information on file. When you are ready to finalize the invoice, the system prompts you to enter the supplier's invoice total. If the two totals are within the balancing range you define in the Receiving Tab of Parameter Maintenance, then the invoice is accepted. If there is a discrepancy between the two totals, you can conditionally accept the invoice for verification later. You can also suspend an invoice and finish it later by selecting Open from the **File** Menu.

In addition to item-level receiving, RBO provides the ability to perform department-level receiving. Department Level Receiving allows a store to receive at the department level using department totals versus individual items. Before receiving items, the operator must select which level will be used. When receiving at the department level, multiple departments may be received on the same invoice. The operator will obtain the summary cost/retail information and the item count from the wholesaler.

There are a variety of Receiving Reports available that give you information on the invoices in your system, the suppliers you deal with and the products they deliver. Select these reports from the **Reports** Menu.

Inventory Buckets and Inventory Valuation Methods

To electronically maintain accurate cost data for your DSD items, Retalix BackOffice uses the “Inventory Bucket” model. Each time stock is received for a DSD item, a new inventory bucket is created which contains the unit cost (net of adjustments) and quantity received of the item. When an item is sold, Retalix BackOffice records the cost of the item and adjusts the item on-hand counts in the open bucket based on the implemented inventory valuation method.

RBO supports three different generally accepted valuation methods:

FIFO - "First In - First Out" - The oldest inventory is sold first

LIFO - "Last In - First Out" - The last inventory received is the first inventory to be sold.

Current - The Current method does not use inventory buckets. Rather, once each day the current cost (less current discounts and allowances) are added together to determine cost. Each item's sell cost for that day is based on this figure and is only adjusted once a day.

RBO processes cost and movement data for each inventory valuation method differently. When the quantity received in an inventory bucket equals its quantity sold due to sales, adjustments and/or returns, a new inventory bucket becomes active. RBO then matches cost data for the now active inventory bucket with the item's next movement. Under FIFO, the next inventory bucket to become active is the oldest bucket. Under LIFO, the next inventory bucket to become active is the most recently created bucket.

An Inventory Bucket contains the following data about DSD items :

- UPC for the item
- Quantity and date received
- Quantity sold
- Base unit cost
- Adjustments

Each time a DSD item is received, the date and quantity received is recorded in a new inventory bucket. Item movement is allocated against the appropriate bucket (based on the inventory valuation method chosen) until the quantity sold = the quantity received. When an inventory bucket has been fully emptied (the quantity received has been sold), the bucket is automatically marked as "inactive" and its data is retained for historical audit purposes. RBO looks to the next active bucket for cost information following the inventory valuation method specified at system configuration.

For example, here are three inventory buckets for one item's UPC:

UPC # 00000000000000000001

Bucket #	Date Recv'd	Quantity Received	Quantity Sold *	Item Cost
Bucket 1	1/10/1999	15	3	$ 1.00
Bucket 2	1/15/1999	10	0	$ 1.05
Bucket 3	1/21/1999	15	0	$ 1.07
	Total	**40**	**3**	

The Quantity On-Hand = Total Quantity Received - Total Quantity Sold
In this example, the Total Quantity On-Hand is 40 – 3 = 37.

NOTE: Quantity Sold also includes adjustments for returns and inventory adjustments.

By tracking inventory this way, the system knows that the store has a total on-hand quantity of 37 for UPC # 1 plus it knows how many were purchased at what cost. This tracking method enables cost & inventory valuation calculations for "cost of an item sold" as follows:

Inventory Valuation Method Used	For UPC # 1 Cost of Item Sold
FIFO	$ 1.00
LIFO	$ 1.07

When RBO detects that a DSD item is sold, it looks up that item in the inventory file, locates the correct “Bucket” (based on chosen inventory valuation method) and increments the sold quantity. When the sold quantity is equal to the received quantity, the system opens the next Inventory Bucket and will attach its unit cost to the next unit sold.

Receiving Toolbar Buttons

This section lists the toolbar buttons that are specific to Receiving. For an explanation of the basic toolbar buttons, see the *Basic Toolbar Buttons and Functions* section in the **Overview** chapter of this guide.

Return Mode

Click this button in Receiving to change the default mode from Receiving Mode to Return Mode. This mode lets you return items instead of receive them. When you choose this option, the Return Mode button on the Receiving Toolbar is depressed and a check mark appears in the **Edit**

Menu next to the Return Mode option. The Return Mode remains active until you choose this option again to go back to Receiving Mode. When this mode is active and you insert a line item, the Receiving application automatically checks the Return flag for the item.

Auto Fill Items

Click this button in Receiving to automatically fill in the invoice with all of the supplier's items.

Refresh Info

Click this button in Receiving to refresh the invoice cost and adjustment information that appears on the screen.

Item Adjustments -

Click this button to add either an allowance amount or discount percentage to a line item.

Invoice Adjustments

Click this button in Receiving to view and add invoice adjustments. The Invoice Adjustments Dialog Box appears.

Show Non-Zero

Click this button in Receiving to show only the items with non-zero quantities. When you choose this option, the Show Non-Zero button on the Receiving Toolbar is depressed and a check mark appears in the **Search** Menu next to the Show Non-Zero option. The Receiving window continues to show only items with non-zero quantities until you choose this option again to show all items.

Suspend the Invoice -

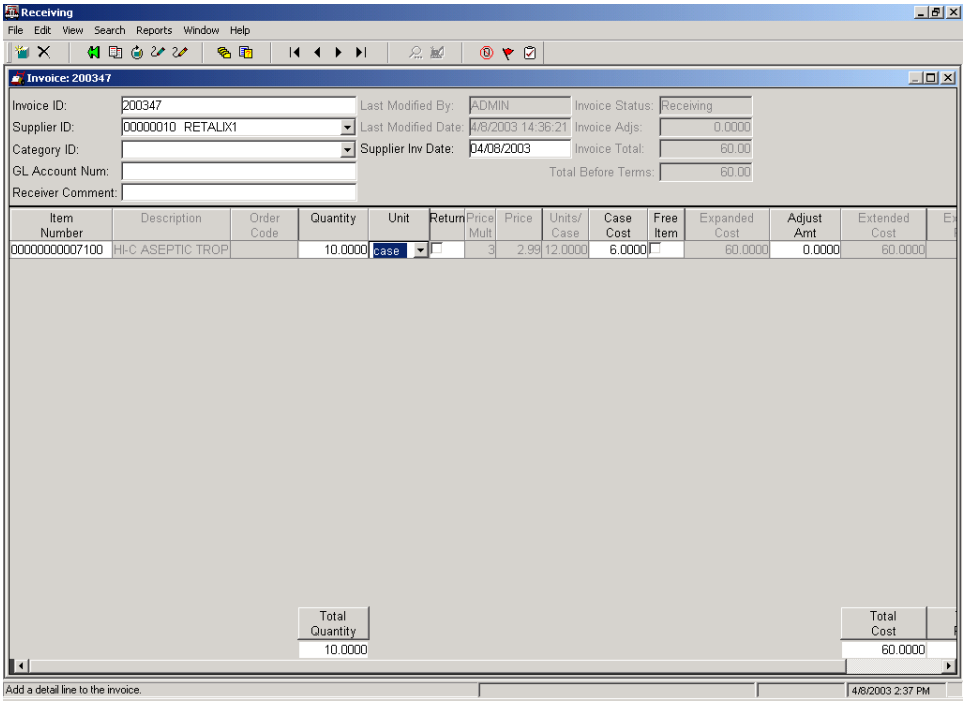
Click this button to save the invoice in a "suspended" status and exit the receiving window.

Finalize the Invoice -

Click this button after recording the last item received. You will be prompted to enter the supplier invoice total.

Receiving Window

The (Item Level) Receiving window appears as follows:



There are three types of fields that appear in the Receiving window: Invoice Level Fields, Line Item Level Fields (Item-Level Receiving) and Line Item Department Level Fields.

Invoice Level Fields

The invoice level fields apply to the entire invoice and apply to both Item Level and Department Level Invoices. These fields appear in the top and bottom portions of the Receiving window. They are:

Invoice ID field - This is the identifier assigned to this invoice. This can be the supplier's invoice number, user defined number or a number automatically assigned by RBO (by entering "**0**" in the field and pressing **Enter**). This number can be up to twenty-two (22) characters in length. The Receiving application requires an entry in this field.

Supplier ID field (Receiving) - This field contains the unique identifier associated with the supplier. Enter the Supplier ID or use the drop-down list to select the supplier. The Receiving application requires an entry in this field.

Purchase Order field (Receiving) - (Optional) Enter the Purchase Order number associated with this receipt. Muliple invoices from a single supplier may refer to same Purchase Order number.

Category Desc field - This field contains a description of the supplier category. The maximum length of this field is thirty (30) characters. Enter the category description or use the drop-down list to select a supplier category. Once you begin entering line items you can no longer modify this field.

GL Account Num field (Receiving) - This is the General Ledger Account Number assigned to this invoice for accounting purposes. This field may be up to ten characters in length and defaults to the GL Account Number assigned to the supplier (in Supplier Maintenance) associated with this invoice.

Receiver Comment - This field contains a user-entered comment specific to this delivery.

Last Modified By field (Receiving) - This field contains the name of the person who last modified this invoice. The Receiving application automatically fills in this name and you cannot change it.

Last Modified Date field (Receiving) - This field contains the date and time of the last modifications to this invoice. The Receiving application automatically fills in this field and you cannot change it.

Supplier Inv Date field - This field contains the date and time of the last modifications to this invoice. The Receiving application automatically fills in this field and you cannot change it.

Invoice Status field - This field contains the status of this invoice. The status can be Accepted, Conditionally Accepted, or Suspended. To query on all invoices for a specific invoice status, use the code equivalent for the status. The invoice status codes are 3 for Suspended, 4 for Conditionally Accepted and 5 for Accepted. The Receiving application automatically fills in this field and you cannot change it.

Invoice Adjs field - This field contains the total of all invoice level adjustments. The Receiving application automatically fills in this field and you cannot change it.

Invoice Total field - This field contains the invoice total calculated by the Receiving application. This total includes adjustments. The Receiving application automatically fills in this field and you cannot change it.

Total Quantity field (Receiving) - This field contains the sum of the Quantity column for this invoice. The application automatically fills in the value of this field and you cannot change it.

Total Cost field (Receiving) - This field contains the sum of the Extended Cost column for this invoice. This field does not include invoice level adjustments. The application automatically fills in the value of this field and you cannot change it.

Total Retail field (Receiving) - This field contains the sum of the Extended Retail column for this invoice. The application automatically fills in the value of this field and you cannot change it.

Line Item Level Fields

The line item level fields appear in the invoice line item area of the window. The following fields appear for each invoice line item (each item you receive or return). They are:

Item Number field (Receiving) - This field contains the unique number that identifies the item. You can use Item Number or the Order Code to identify the item to receive.

Description field (Receiving) - This field contains the description of this item. You cannot modify this field.

Order Code field (Receiving) - This is the code you use to order this item from the supplier. You cannot modify this field.

Quantity field (Receiving) - This field contains the number of eaches, cases, or pounds received. Enter the number of units that you are receiving (or returning).

Unit field (Receiving) - This field contains the unit of measure that is the receiving unit for the current line item. Use the drop-down list to select the receiving unit.

Return flag (Receiving) - Check this flag if you are returning an item instead of receiving it. If Return Mode is active, the application automatically checks this flag when you insert a line item.

Price Mult field (Receiving) - This field contains the current price multiple of this item. You cannot change this field.

Price field (Receiving) - This field contains the current price of this item. You cannot change this field.

Units/Case field - This field contains the number of units of this item in a case. The system automatically fills in this field and you cannot change it. The value of this field comes from the Case Pack field of the current order package.

Case Cost field (Receiving) - This field contains the cost of one case of this item. The value of this field depends on the current order package and cost information. You can change this field for an item. It is a temporary change because it is only in effect for this item on this invoice.

Free Item flag (Receiving) - Check this flag if this line item is a free item. When this flag is checked, "Free" appears under the Case Cost column for this line item on the Invoice Ticket. The Case Cost for this line item is zero and no adjustments will apply.

Expanded Cost field (Receiving) - This field contains the expanded cost for the item. It is the Case Cost multiplied by the quantity received, without any adjustments.

Adjust Amt field (Receiving) - This field contains the total amount of item level adjustments for this line item.

Extended Cost field - This field contains the cost you expect to pay for the item. This cost includes all adjustments. The calculation for this field is:

Expanded Cost - Adjustments

Extended Retail field - This field contains the extended retail for the item. It is calculated as follows: (Price / Price Multiple) ∗ Case Pack ∗ Qty.

Gross Margin field - This field contains the gross margin percentage of the item. The calculation is:

(Extended Retail - (Expanded Cost - Adjustments)) / Extended Retail

Note: The adjustments included in the gross margin calculation are only those adjustments whose Include in Gross Margin flag is checked in Item Adjustment Type Maintenance.

Line Item Department Level Fields

The department level fields appear in the invoice line item area for Department-Level Receiving. The following fields appear for each invoice line item (for each department from which you receive). They are:

Department field (Department Receiving) - Click the field selection arrow and choose the department receiving the items.

Quantity field (Department Receiving) - This field contains the total number of eaches, cases and/or pounds received into this department. Enter the number of units that you are receiving.

Cost field (Department Receiving) - - This field contains the total cost of the eaches, cases and/or pounds received into this department. Enter the total cost to assign to this department.

Debit Amount field (Department Receiving) - Enter the dollar amount of any additional miscellaneous charges to add to the amount received into this department.

Debit Memo field (Department Receiving) - Enter the description of the debit charges added to this department's total cost amount of goods received.

Credit Amount field (Department Receiving) - Enter the dollar amount of any additional miscellaneous credits to subtract from the amount received into this department.

Credit Memo field (Department Receiving)- Enter the description of the credit amount deducted from this department's total cost amount of goods received.

Total Cost field (Department Receiving) - (Read Only) This field contains the computed total amount of goods received into this department (less any debit amounts and/or plus any credit amounts).

Total Retail field (Department Receiving) - This field contains the total retail amount of the eaches, cases and/or pounds received into this department if all goods were sold.

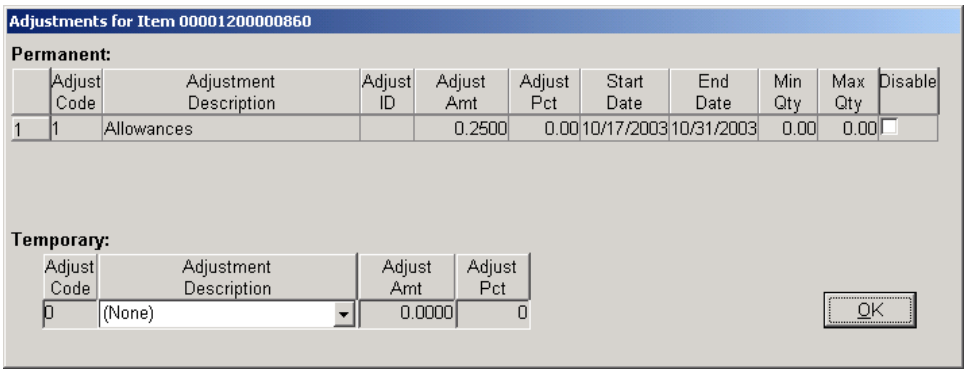
Gross Margin field (Department Receiving) - (Read Only) This field contains the total expected gross margin of the department goods received based on the following calculation:

$$\frac{\text{Total Retail} - \text{Total Cost}}{\text{Total Retail}}$$

Item Adjustments Dialog Box

The Item Adjustments Dialog Box appears when you select Item Adjustments from the Receiving **Edit** Menu (or click the button). When this dialog box appears, any existing item adjustments defined for the current item and any existing supplier adjustments appear under "Permanent" adjustments. This information is for information purposes as all fields are read-only.

This dialog box lets you add either an allowance amount or discount percentage to the line item. If using an allowance adjustment, enter the allowance amount on a "per unit" basis. If using a discount percentage adjustment, enter a discount percentage amount of line item "expanded cost". This "temporary" adjustment is for this line item on this invoice only. The Invoice Adjustments Dialog Box look like this:



The following fields and buttons appear in the Item Adjustments Dialog Box:

Adjustment Description field (Item Adjustments) - This field contains a description of the item adjustment type. Click the selection arrow and choose "Allowances" or "Discount %".

Adjust Amt field (Item Adjustments) - This field contains the dollar amount of the allowance adjustment. The supplier adjusts your line total by this amount. The field is only available when using an Adjustment Description of "Allowances".

Adjust Pct field (Item Adjustments) - This field contains the Adjustment Percentage. The supplier adjusts your line item Expanded Cost total by this percentage.

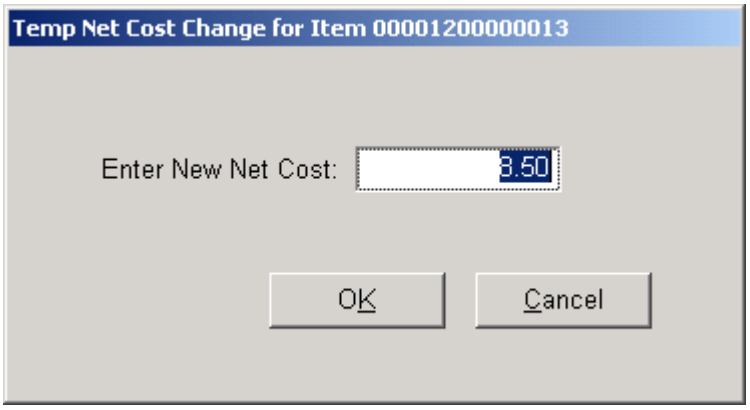
OK button - Click this button when you are finished working in the dialog box.

Temp Net Cost Change Dialog Box

The Temporary Net Cost Change Dialog Box appears when you select Item Net Cost Change from the Receiving **Edit** Menu.

Note: The Net Cost Change feature is enabled by checking the "Allow Net Cost Override at Receiving" parameter located on the Receiving Tab.

The dialog box allows you to temporarily enter a net cost for the item. Once a net cost change is made to an item, a cost and/or adjustment override are prohibited.



The following fields and buttons appear in the Temporary Net Cost Change Dialog Box:

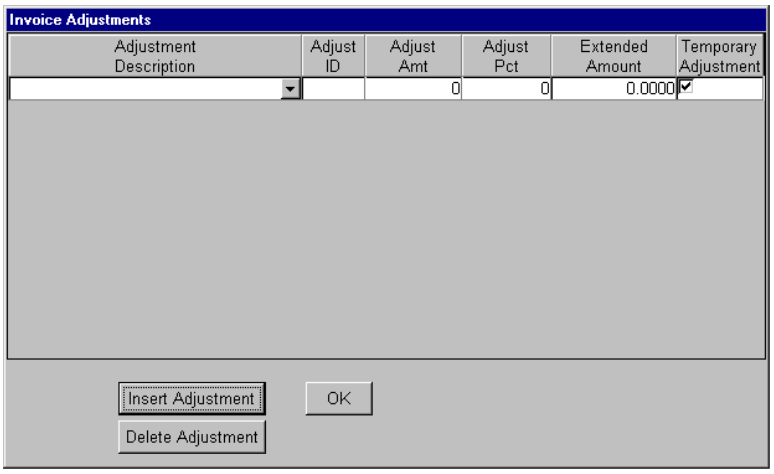
Enter New Net Cost field - This field contains the temporary net cost for the item for this invoice.

OK button - Click this button when you are finished working in the dialog box and wish to implement the net cost change.

Cancel button - Click this button if you want to cancel the net cost change and return to receiving.

Invoice Adjustments Dialog Box

The Invoice Adjustments Dialog Box appears when you select Invoice Adjustments from the Receiving **Edit** Menu (or click the button). When this dialog box appears, any invoice adjustments defined for the current supplier (in Supplier Maintenance) appear. This dialog box lets you add and delete invoice level adjustments. The Invoice Adjustments Dialog Box look like this:



The following fields and buttons appear in the Invoice Adjustments Dialog Box:

Adjustment Description field (Invoice Adjustments) - This field contains a description of the invoice adjustment type. Enter the adjustment description or use the drop-down list to select the invoice adjustment type.

Adjust ID field (Invoice Adjustments) - This field contains the Adjustment ID you use to identify this adjustment.

Adjust Amt field (Invoice Adjustments) - This field contains the dollar amount of the adjustment. The supplier adjusts your invoice total by this amount.

Adjust Pct field (Invoice Adjustments) - This field contains the Adjustment Percentage. The supplier adjusts your invoice total by this percentage.

Extended Amount field (Invoice Adjustments) - This field contains the total amount of the adjustment. The application automatically calculates this field and you cannot change it. The sum of this field should equal the

amount in the Invoice Adjs field in the header portion of the Receiving window.

Temporary Adjustment flag (Invoice Adjustments) - Check this box to indicate that this invoice level adjustment is a temporary adjustment. A temporary adjustment is an adjustment that is in effect only for this invoice. Leave this box unchecked if this is a permanent invoice level adjustment.

Insert Adjustment button (Invoice Adjustments) - Click this button to add an invoice adjustment.

Delete Adjustment button (Invoice Adjustments) - Click this button to delete the current invoice adjustment.

OK button - Click this button when you are finished working in the dialog box.

Receiving Procedures

This section contains step-by-step instructions for basic receiving functions.

Creating an Item Level Invoice

This procedure demonstrates how to create a new item-level invoice in the Receiving application.

To create an item-level invoice:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select New from the **File** Menu.
3. Select **Item Receiving**.
   - The Receiving window appears.
4. Enter the supplier's Invoice ID, or any Invoice ID of your choice.
5. Enter the Supplier ID or use the drop-down list to select a supplier.
   - You can modify the Category Desc and Supplier Inv Date fields if necessary.
6. Use one of the following methods of adding line items to the invoice:
   - Add each line item individually. See the *Adding an Invoice Line Item* section to see how to do this.

- Use the Auto Fill Items option to fill in the invoice. See the *Automatically Filling an Invoice With a Supplier's Items* section to do this.

Note: If the "Allow Receiving of Unauthorized Items" Receiving Parameter is enabled and you are receiving an item that has no defined receiving package for the supplier, the message "Item is not defined for this supplier. Do you want to add it to this invoice?" displays. Click **OK** to continue with receiving the item. If this parameter is disabled, the message "Item is not defined for Supplier" displays. You are prohibited from receiving the item. Click **OK** and return to the invoice.

Creating a Department Level Invoice

To create a department-level invoice:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select New from the **File** Menu.
3. Select **Department Receiving**.
   - The Receiving window appears.
4. Enter the supplier's Invoice ID, or any Invoice ID of your choice.
5. Enter the Supplier ID or use the drop-down list to select a supplier.
   - You can modify the Category Desc and Supplier Inv Date fields if necessary.
6. Select Add from the **Edit** Menu (or click the button).
7. Click the Department field's selection arrow and choose (click) the department into which you wish to receive.
8. Press the **Tab** key and enter the quantity (of eaches, cases and/or pounds) to receive.
9. Press the **Tab** key and enter Total Cost of the quantity received.
10. (Optional) Press the **Tab** key and enter any debit and credit amounts (along with a memo description).
11. **Tab** into the Total Retail field and enter the total retail amount of the goods received into this department if all goods were to be sold.
12. Repeat steps 6 through 11 for each department receiving goods.

Adding an Invoice Line Item

This procedure demonstrates how to add an invoice line item.

To add an invoice line item:

1. Create an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Select Add from the **Edit** Menu (or click the button).

Note: If you have implemented an "Add Mode Key" in Receiving Parameters, you may use either the "+" key, "Down Arrow" or "Right Arrow" keys instead.

3. Enter the Item Number (or Order Code), Quantity and Unit fields.
4. Repeat steps 2 and 3 to add each additional line item.

Automatically Filling an Invoice With a Supplier's Items

This procedure demonstrates how to automatically fill an invoice with all of the items the supplier delivers.

To automatically fill an invoice with a supplier's items:

1. Create an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Select Auto Fill Items from the **Edit** Menu (or click the button).
   - The application automatically fills in the line item portion of the window with the items the supplier delivers.

Showing Only Items With Non-Zero Quantities

This procedure demonstrates how to show only items with non-zero quantities in the Receiving window. This procedure is useful when you automatically fill in the invoice with all of the items a supplier delivers.

To show only items with non-zero quantities in the Receiving window:

1. Create an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Choose Auto Fill Items from the **Edit** Menu (or click the button).
   - The application automatically fills in the line item portion of the window with the items the supplier delivers.
3. Enter the Quantity field for the items you are receiving.
4. Select Show Non-Zero from the **Search** Menu (or click the button).
   - The application re-paints the window with only those line items with the Quantity field greater than zero.

Returning an Item

There are two methods of returning an item. They are:

- Returning an Item Using the Return Mode
- Returning an Item Using the Return Flag

Returning an Item Using the Return Mode

This procedure demonstrates how to return an item using the Return Mode.

To return an item using the Return Mode:

1. Create an invoice, if necessary. See the *Creating an Invoice* section if you do not know how to do this.
2. Select Return Mode from the **Edit** Menu (or click the button) to enable Return Mode.
3. Select Add from the **File** Menu (or click the button) to add a line item.
4. Enter the Item Number, Quantity and Unit fields.
   - Notice that the Return flag already contains a check mark.
5. Repeat steps 3 and 4 until you enter all returns.
6. Select Return Mode from the **Edit** Menu (or click the button) to disable the Return Mode.

Returning an Item Using the Return Flag

This procedure demonstrates how to return an item using the Return flag.

To return an item using the Return flag:

1. Create an invoice, if necessary. See the *Creating an Invoice* section if you do not know how to do this.
2. Select Add from the **File** Menu (or click the button) to add a line item.
3. Enter the Item Number, Quantity and Unit fields.
4. Click the Return flag to place a check mark in it.
5. Repeat steps 2 through 4 until you enter all returns.

Finalizing an Invoice

This procedure demonstrates how to finalize an invoice.

To finalize an invoice:

1. Once you are finished with your entries for an invoice, select Finalize from the **File** Menu (or click the icon).
   - The Finalize Dialog Box appears.
2. Enter the Supplier Total and optionally (unless required) select a status code to qualify the delivery. Click the **OK** button.
   - If the Supplier Total does not match the Retalix BackOffice Invoice Total, the Finalize Dialog Box appears with both totals and three actions you can take. This dialog box also appears when the Supplier Total is not within the balancing range specified in the Receiving Parameters.
3. Do one of the following:
   - Re-enter the Supplier Total. Continue with the next step.
   - Click the Conditionally Accept option button. Continue with the next step.
   - Click the Return to Invoice option button. You return to the Receiving window to view/modify the invoice.
4. Click the **OK** button.
   - The Invoice Ticket appears on the screen.
5. Do one of the following:
   - Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to move through the Invoice Ticket.
   - Select Print from the **File** Menu (or click the button) to print the Invoice Ticket.

Conditionally Accepting an Invoice

This procedure demonstrates how to conditionally accept an invoice. You can do this when there is a discrepancy between the Supplier Invoice Total and the Retalix BackOffice Invoice Total.

To conditionally accept an invoice:

This procedure assumes that you have finalized the invoice and there is a discrepancy between the Supplier Total and the Retalix BackOffice Invoice Total. The Finalize Dialog Box appears with a list of the actions you can take.

1. Click the Conditionally Accept option button and then click the OK button.
2. Click the OK button.
   - The Invoice Ticket appears on the screen.
3. Do one of the following:
   - Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to move through the Invoice Ticket.
   - Select Print from the **File** Menu (or click the button) to print the Invoice Ticket.

Suspending an Invoice

This procedure demonstrates how to suspend an invoice. You can resume the invoice later to finish it.

To suspend an invoice:

1. Once you are finished with your entries for an invoice, select Suspend from the **File** Menu (or click the button).
   - The application closes the invoice and clears the screen.

Opening an Invoice

This procedure demonstrates how to open an existing invoice.

To open an invoice:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select Open from the **File** Menu.
   - The Select Invoice Dialog Box appears.
3. Check one or more types of invoices in the Available Types area of the Select Invoice Dialog Box.
4. Enter the Invoice to resume or use the drop-down list to select an invoice.
5. Click the OK button.
   - The Receiving window appears with the requested invoice. If you selected an invoice that is Accepted, the **Edit** Menu is disabled because you can only view the invoice.

Changing an Invoice Line Item

This procedure demonstrates how to modify an invoice line item.

To change an invoice line item:

1. Create or resume an invoice. See the *Creating an Invoice* or *Opening an Invoice* sections if you do not know how to do this.
2. Click the line item field to change to position the pointer on that line item and to highlight the field.
3. Enter the new information.
4. Repeat steps 2 and 3 until your entries are complete.
5. Finalize or Suspend the invoice. See the *Finalizing an Invoice* or *Suspending an Invoice* sections if you do not know how to do this.

Deleting an Invoice Line Item

This procedure demonstrates how to delete an invoice line item.

To delete an invoice line item:

1. Create or open an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Click the line item to delete.
3. Select Delete from the **Edit** Menu (or click the button).
   - The application deletes the line item.

Adding an Invoice Adjustment on an Invoice

This procedure demonstrates how to add an invoice level adjustment to an invoice.

To add an invoice adjustment to an invoice.

1. Create or resume an invoice. See the *Creating an Invoice* or *Opening an Invoice* sections if you do not know how to do this.
2. Select Invoice Adjustments from the **Edit** Menu (or click the button).
   - The Invoice Adjustments Dialog Box appears.
3. Click the Insert Adjustment button.
4. Enter the Adjustment Description or use the drop-down list to select an invoice adjustment.
5. Enter the Adjust ID and Adjust Amt or Adjust Pct.
   - The application calculates the Extended Amount field.
6. Check the Temporary Adjustment flag if this is a temporary adjustment (an adjustment that is for this invoice only).
7. Click the OK button.

Changing an Invoice Adjustment on an Invoice

This procedure demonstrates how to modify an invoice level adjustment on an invoice.

To change an invoice adjustment on an invoice:

1. Create or resume an invoice. See the *Creating an Invoice* or *Opening an Invoice* sections if you do not know how to do this.
2. Select Invoice Adjustments from the **Edit** Menu (or click the button).

- The Invoice Adjustments Dialog Box appears.

3. Click the adjustment field to change. This positions the pointer on the correct adjustment and highlights the field to change.
4. Enter the new information.
5. Repeat steps 3 and 4 until your entries are complete.
6. Click the OK button.

Deleting an Invoice Adjustment from an Invoice

This procedure demonstrates how to delete an invoice level adjustment from an invoice.

To delete an invoice adjustment from an invoice:

1. Create an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Select Invoice Adjustments from the **Edit** Menu (or click the button).
   - The Invoice Adjustments Dialog Box appears.
3. Click the Invoice Adjustment to delete.
4. Click the Delete Adjustment button.
   - The application deletes the invoice adjustment.
5. Click the OK button.

Adding an Item Invoice Adjustment

This procedure demonstrates how to add either a temporary allowance amount or discount percentage to an invoice line item.

To add an item adjustment to an invoice:

1. Create an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Enter the quantity received for the item that will incur additional discounts.
3. Select Item Adjustments from the **Edit** Menu (or click the button).
   - The Item Adjustments Dialog Box appears.
4. Click the Adjustment Description drop-down list and select an adjustment type: Allowances or Discount%.
5. Enter either an allowance amount (on a per unit basis) or a discount percentage amount (of the line item Expanded Cost).
6. Click the OK button.

Entering a Net Cost Change

This procedure demonstrates how to make a net cost change to an item instead of making a temporary modification to either the cost or adjustment of an item.

NOTE: This feature is only available if the "Allow Net Cost Override at Receiving" parameter setting is enabled. Once a net cost change is made to an item, a cost and/or adjustment override are prohibited. However, multiple net cost changes are allowed.

To enter a temporary net cost change for an item:

1. Create an invoice. See the *Creating an Invoice* section if you do not know how to do this.
2. Enter the quantity received for the item whose net cost will be temporarily overridden.
3. Select Item Net Cost Change from the **Edit** Menu.
   - The Temp Net Cost Change Dialog Box appears.
4. Enter the temporary net cost amount.
5. Click the **OK** button.
   - The Adjustment Amount is automatically computed and you are returned the receiving screen.

Closing an Invoice

When you are closing an invoice, there are four different situations that can occur. They are:

- Closing an Invoice With No Modifications
- Closing an Invoice Using the Save and Suspend Option
- Closing an Invoice Using the Save and Finalize Option

Closing an Invoice With No Modifications

This procedure demonstrates how to close an invoice that you did not modify.

To close an invoice with no modifications:

1. Once you are finished viewing the invoice, select Close from the **File** Menu.
   - The application clears the screen.

Closing an Invoice Using the Save and Suspend Option

This procedure demonstrates how to close an invoice using the Save and Suspend option.

To close an invoice using the Save and Suspend option:

1. When you are finished working on the invoice, select Close from the **File** Menu.
   - The Close Invoice Dialog Box appears.
2. Click the Save and Suspend option button.
3. Click the OK button.
   - The application saves the invoice and clears the screen.

Closing an Invoice Using the Save and Finalize Option

This procedure demonstrates how to close an invoice using the Save and Finalize option.

To close an invoice using the Save and Finalize option:

1. When you are finished working on the invoice, select Close from the **File** Menu.
   - The Close Invoice Dialog Box appears.
2. Click the Save and Finalize option button and then the OK button.
   - The Finalize Dialog Box appears.
3. Enter the Supplier Total and click the OK button.
   - If the Supplier Total does not match the Retalix BackOffice Invoice Total, the Finalize Dialog Box appears with both totals and three actions you can take.
4. Do one of the following:
   - Re-enter the Supplier Total. Continue with the next step.
   - Click the Conditionally Accept option button. Continue with the next step.
   - Click the Return to Invoice option button. You return to the Receiving window to view/modify the invoice.
5. Click the OK button.
   - The Invoice Ticket appears on the screen.
6. Do one of the following:

- Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to move through the Invoice Ticket.
- Select Print from the **File** Menu (or click the button) to print the Invoice Ticket.

Printing an Invoice Ticket

This procedure demonstrates how to print an Invoice Ticket.

To print an Invoice Ticket:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select Invoice Ticket from the **Reports** Menu.
3. Select Wide Format (landscape) or Narrow Format (portrait) from the **Invoice Ticket** Submenu.
   - The Select Invoice Dialog Box appears.
4. Select one or more types of invoices in the Available Types area of the Select Invoice Dialog Box.
5. Enter the Invoice ID or use the drop-down list to select an invoice.
6. Click the OK button.
   - The Invoice Ticket appears on the screen.
7. (Optional) Select Sort Data from the **View** Menu and alter the default sort order of the listed items to match the sort order on the vendor's invoice (to make it easier to identify descrepancies).
8. Select Print from the **File** Menu (or click the button) to print the Invoice Ticket.

Receiving Utilities

There are three invoice-related utilities available on the Receiving **Utilities** Menu:

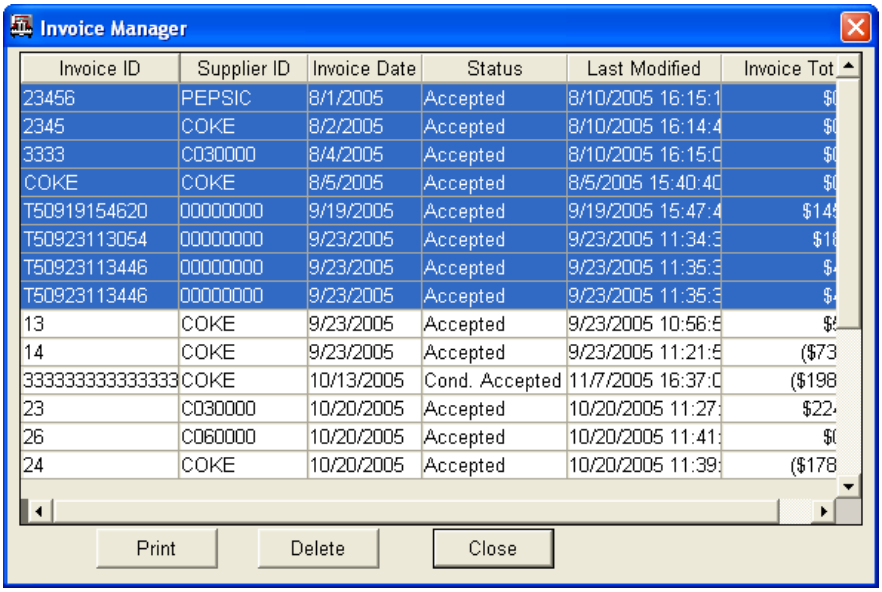
- Invoice Manager
- Invoice Extract
- Accounts Payable Export

Invoice Manager Utility

The Invoice Manager Utilty lets you reprint and delete one or more invoices invoices from the Retalix BackOffice System. Invoices stay on your system until you perform this utility to remove them. You can choose to run this utility manually or in a BackOffice Task. When running in a BackOffice Task, this utility deletes Accepted and Conditionally Accepted invoices based on the setting of the Invoice Keep Days parameter (but will not delete active costs).

NOTE: The Invoice Keep Days parameter appears on the Receiving Tab of Parameter Maintenance and states how many days to keep an Accepted/Conditionally Accepted invoice since it was last modified.

Choose the Invoice Manager option from the Receiving **Utilities** Menu. The Invoice Manager window appears listing all of the invoices on file. The following fields appear for each invoice and are display only.



Invoice ID field - This is the identifier assigned to this invoice. This can be the supplier's invoice number or any invoice number you enter manually. This number can be up to twenty-two (22) characters in length.

Supplier ID field (Receiving) - This field contains the unique identifier associated with the supplier.

Invoice Date field (Receiving) - This field contains the creation date of the invoice.

Status field - This field contains the status of this invoice. The status can be Accepted, Conditionally Accepted, or Suspended.

Last Modified field (Receiving) - This field contains the date and time of the last modifications to this invoice.

Invoice Total field - This field contains the invoice total calculated by the Receiving application. This total includes adjustments.

NOTE: You can sort the display order of the invoice list based on any of these fields. Click the column heading once to sort the list in ascending order. Click the column heading again to sort the list in descending order. The default sort is by Invoice Date.

The following buttons appear at the bottom of the Invoice Delete Utility window:

Delete button (Invoice Manager) - Click this button to delete the selected invoice(s) from the system. A message appears asking you to confirm that you want to delete the invoice(s). Click the Yes button to remove the invoice(s).

Print button (Invoice Manager) - Click this button to print copies of the selected invoice(s). A message appears asking you to confirm that you want to print the invoice(s). Click the Yes button to print the invoice(s).

Close button - Click this button to close the dialog box.

Deleting Invoices

This procedure demonstrates how to delete one or more invoices from your Retalix BackOffice System.

To delete invoices:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select Invoice Manager from the **Utilities** Menu.
   - The Invoice Manager window appears.
3. Click each invoice to delete (keeping the **Ctrl** key down).
   - If you make a mistake, click the invoice again to un-select it.
4. Click the Delete button.
   - A message appears asking you to confirm that you want to delete the selected invoice(s).
5. Click the Yes button to remove the invoice(s).

Reprinting Invoices

This procedure demonstrates how to reprint one or more invoices on your Retalix BackOffice System.

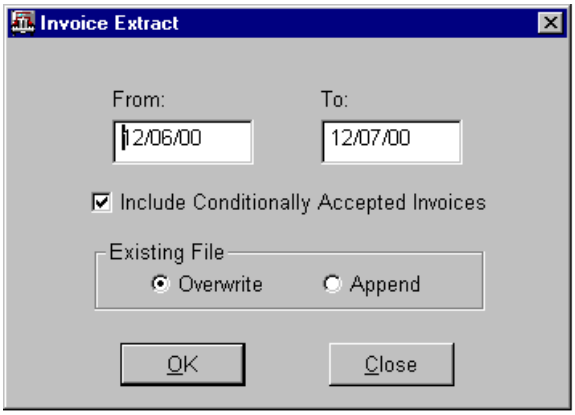
To reprint invoices:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select Invoice Manager from the **Utilities** Menu.
   - The Invoice Manager window appears.
3. Click each invoice to print (keeping the **Ctrl** key down).
   - If you make a mistake, click the invoice again to un-select it.
4. Click the Print button.
   - A message appears asking you to confirm that you want to print the selected invoice(s).
5. Click the Yes button to print the invoice(s).

Invoice Extract Utility

The Invoice Extract Utility lets you create multiple files of invoice information for use by host or with an accounting system. The Invoice Extract Utility writes the invoice extract data to six separate files (one for each invoice table). These files contain comma-separated values with headers. You must define the location of each file in the Receiving Tab of Parameter Maintenance.

When you choose this option from the Receiving **Utilities** Menu, the Invoice Extract Dialog Box appears:



The dialog box appears with default settings for the invoice extract. The default information that appears is based on the settings of the following parameters:

- Days To Extract parameter
- Extract Conditionally Accepted Invoices parameter
- Invoice Extract Start Date is Today Minus (n) Day(s) parameter
- Overwrite Existing Extract Files parameter

You can change the information in the dialog box before running the invoice extract. The following fields and buttons appear in the Invoice Extract Dialog Box:

From field (Invoice Extract) - This field contains the start date for the invoice extract. The Invoice Extract Utility automatically fills in this date based on the setting of the Invoice Extract Start Date is Today Minus (n) Day(s) parameter (located on the Receiving Tab of Parameter Maintenance). You can use the default value or enter another start date.

To field (Invoice Extract) - This field contains the end date for the invoice extract. The Invoice Extract Utility automatically fills in this date based on the settings of the Extract Start Date is Today Minus (n) Days and Days To Extract parameters (located on the Receiving Tab of Parameter Maintenance). You can use the default value or enter another end date. Note that this date is not inclusive.

Include Conditionally Accepted Invoices check box (Invoice Extract) - Check this box to include invoices with a status of Accepted and Conditionally Accepted in the invoice extract. If this box is not checked, then the invoice extract will include only Accepted invoices. The Invoice Extract Utility automatically sets this field based on the setting of the Extract Conditionally Accepted Invoices parameter (located on the Receiving Tab of Parameter Maintenance).

Overwrite radio button (Invoice Extract) - Enable this radio button to overwrite the existing invoice extract files with the new information. The Invoice Extract Utility automatically sets this field based on the setting of the Overwrite Existing Extract Files parameter (located on the Receiving Tab of Parameter Maintenance).

Append radio button (Invoice Extract) - Enable this radio button to append the new invoice information to the existing invoice extract files. The Invoice Extract Utility automatically sets this field based on the setting of the Overwrite Existing Extract Files parameter (located on the Receiving Tab of Parameter Maintenance).

OK button - Click this button when you are finished working in the dialog box.

Close button - Click this button to close the dialog box.

Extracting Invoice Information

This procedure demonstrates how to extract invoice information from the Retalix BackOffice System.

To extract invoice information:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select Invoice Extract from the **Utilities** Menu.
   - The Invoice Extract Dialog Box appears.
3. If necessary, change the settings of one or more fields in the dialog box.
4. Click the OK button to start the extract.
   - The message “Extract complete” appears in the dialog box when the invoice extract process is complete.
5. Do one of the following:
   - Repeat steps 3 and 4 to create another extract.
   - Click the Close button.

Accounts Payable Export

The Accounts Payable Export utility creates an export file of finalized invoice data in a format that can be imported into the store’s accounting software. The export text file is placed in the \Retalix\Common\Communications\Host\Outbox folder and stamped with the following name format: ap_export_yymmdd_storenumber.txt (where

"yymmdd" is the export date and "storenumber" is the 4-digit store number).

The data export format of "Type I " contains the following fields for each line item:

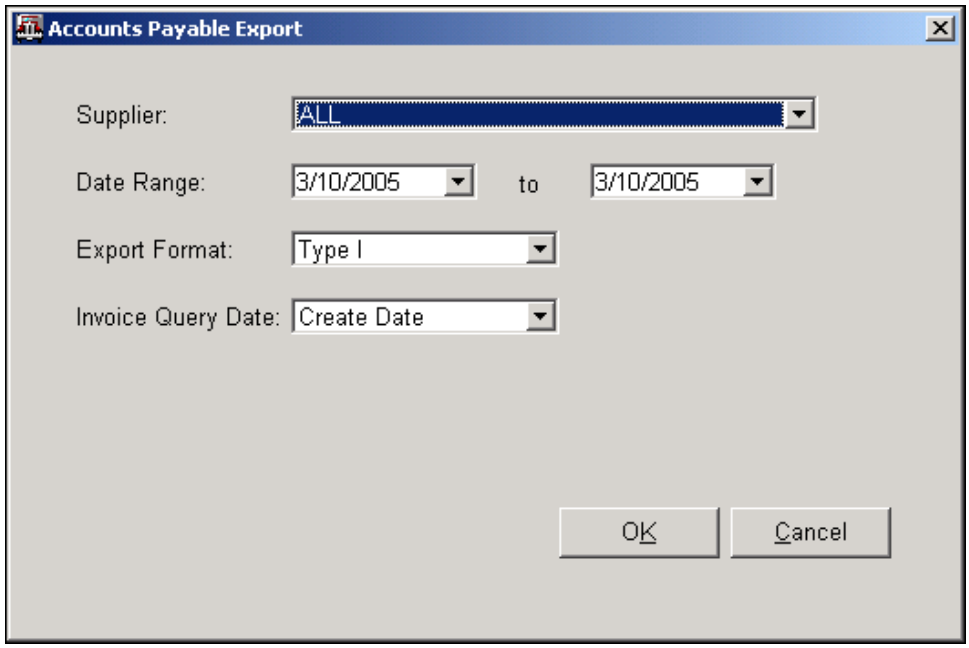
- Supplier ID
- Invoice Number
- GL Account Number
- Department Number
- Invoice Create Date
- Last Modified Date
- Quantity
- Total
- COD Flag

The data export format of "Type II " contains the following fields:

- Supplier Number
- Invoice Number
- Supplier Invoice Date*
- Invoice Due Date (based on Net Terms if present)
- Account Number
- Distribution Number **
- GL Account Number
- Total

* The Supplier Invoice Date is typically the create date unless the invoice was pre or post-dated.
** The Distribution Number is the number of unique lines per invoice. Each department will have a GL Account Number and each line line will be unique per GL Account Number.

When you choose this option from the Receiving **Utilities** Menu, the Invoice Extract Dialog Box appears:



The dialog box appears with the default export range equal to the system date. The following fields and buttons appear in the Accounts Payable Export Dialog Box:

Supplier Field - Click the field's selection arrow and choose a specific Supplier's finalized invoice data to export or accept the default of "All" suppliers.

Date Range From field - Enter the beginning date of the invoice date range.

Date Range End field - Enter the Ending date of the invoice date range.

Export Format field - Click the field selection arrow and change the default data file format to use for exports: Type I or Type II.

Invoice Query Date field - Click the field selection arrow and change which default date to use for the Accounts Payable record search: Create Date or Last Modified Date.

OK button - Click this button when you are ready to generate the export file.

Cancel button - Click this button to return to the Receiving Menu.

Exporting Accounts Payable Information

This procedure demonstrates how to export Accounts Payable information from the Retalix BackOffice System.

To export Accounts Payable information:

1. Start Receiving from the Retalix Navigator (or StoreLine/ISS45 menu) Receiving folder.
2. Select Accounts Payable Export from the **Utilities** Menu.
   - The Accounts Payable Export Dialog Box appears.
3. If necessary, change the settings of one or more fields in the dialog box.
4. Click the OK button to start the export.
   - The Export Complete message appears.
5. Click the OK button to return to the Accounts Payable Export dialog box.

Receiving Reports

There are a number of reports available in Receiving that report on receiving information. Select the following reports from the Receiving **Reports** Menu:

- Buy In Report
- Buyer's Report
- Going In Going Out Gross Profitability
- Invoice Exception Report
- Invoice List Report
- Invoice Summary Report
- Invoice Ticket Report
- Item Profitability
- Price Book Report
- Recap Report
- Receiver Analysis Report
- Supplier Cost Sheet Validation
- Supplier List Report

Note: Receiving Reports can be also be generated as file exports. For more information, please see page 59.

Buy In Report

The Buy-In Report and Buyer's Report are two of the primary features of the RBO Receiving system. The Buy-In Report shares planned or negotiated price increases with receiving personnel. By showing the receiver what future price increases are scheduled, the receiver can make more informed buying decisions. Smart buying means:

- Purchasing extra inventory while the item is on deal
- Preventing over-stock of an item before a deal on the item begins

Choose the Buy In Report from the Receiving **Reports** Menu to view or print the report. The following fields appear on the Buy In Report:

Item Number	The item number.
Item Description	The description of the item.
Department	The department code for the item.
Case Qty	The quantity per case.
Current Net Case Cost	Today's current net case cost (including adjustments)
New Cost Date	The date the new cost takes effect
New Net Cost	The next net case cost after the pending price change
Buy-In Savings	The difference between the new net cost increase and the current net cost.
On Hand Inventory	The number of remaining sell packs of an item in inventory (on hand).
Avg Daily Mvmt*	The item's average daily movement for the last number of days specified in the "Days to Calculate Average Daily Movement" parameter.
Avg Daily Unit Sales*	The item's average daily dollar amount for the last number of days specified in the "Days to Calculate Average Daily Movement" parameter.

* These averages are only available for those items where movement history is being tracked. Please see Movement History Parameter Maintenance for more information.

Running a Buy In Report

This procedure demonstrates how to run the Buy in Report. By default, the information displayed on the Buy In Report is for both a specified supplier and deal start date.

To run the Buy In Report:

1. Start the Receiving application from Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Buy In from the **Reports** Menu.
   - The Print Specifications Dialog Box appears (defaulting to prompt for Supplier ID and start date at run time).
3. To change the defaults, click the New button in the Print Specifications Dialog Box.
   - The Build Query Dialog Box appears.
4. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
   - Do the following to run the Buy In Report for a supplier:
     - Use the drop-down list to select the supplier in the 'Value' Column field for the first row.
     - Enter the business starting date in the 'Value' Column field for the second row. (Finalized receivers that are equal to or greater than this date will appear on the report).
     - Enter the business ending date in the 'Value' Column field for the second row. (Finalized receivers that are equal to or less than this date will appear on the report).
     - Use the drop-down list to select the desired primary sort field in the 'Column' field for the first sort order row.
     - Use the drop-down list to select the desired field ordering in the 'Sort Order' field for the first sort order row.
     - Complete the second Sort Option row for a secondary sort field, if desired.
5. Click the **OK** button to return to the Print Specifications Dialog Box.
6. Click either Printer or Screen for the Print To method.
7. Enter the number of Copies, if you are printing the report.
8. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

NOTE: By default the report will include applicable data looking forward the number of Deal Days (specified in the "Deal Days" Receiving Parameter) from today's date.

Buyer's Report

Similar to the Buy In Report, the Buyer's Report shares both future price decreases as well as price increases, with receiving personnel.

Choose the Buyer's Report from the Receiving **Reports** Menu to view or print the report. The following fields appear on the Buyer's Report:

Item Number	The item number.
Item Description	The description of the item.
Department	The department code for the item.
Case Qty	The quantity per case.
Current Net Case Cost	Today's current net case cost (including adjustments)
New Cost Date	The date the new cost takes effect
New Net Cost	The next net case cost after the impending price change
Buy-In Savings	The difference between the new net cost and the current net cost (+ means savings; - means cost increase)
On Hand Inventory	The number of remaining sell packs of an item in inventory (on hand)..
Avg Daily Mvmt*	The item's average daily movement for the last number of days specified in the "Days to Calculate Average Daily Movement" parameter.
Avg Daily Unit Sales*	The item's average daily dollar amount for the last number of days specified in the "Days to Calculate Average Daily Movement" parameter.

* These averages are only available for those items where movement history is being tracked. Please see Movement History Parameter Maintenance for more information.

Going In Going Out Gross Profitability Report

The Going In - Going Out Gross Profitability Report compares critical Direct Store Delivery item data elements at user specified beginning (Going-In) and ending (Going-Out) time periods. Use this report to evaluate:

- **Profitability** of some or all of your DSD items (by vendor and/or department)
- **Quality** of buying decisions (smart buying should cause an increase in profitability – net margin)
- **Performance** of specific departments

- **Impact** of pre-deal overstocking on profitability (compare Net % Going In vs. Going Out)

The following fields appear on the Going In Going Out Gross Profitability Report:

Item Number	The number of an item that has been received/sold.
Item Description	The description of the item that is received/sold.
Supplier	The primary supplier for the item.
Department	The department code for the item.
Eaches Received	The total count of single units received..
Eaches Sold	The total count of single units sold.
Total Cost	The total cost of items received versus the cost of items sold during a specified date range. (This cost is based on the selected inventory valuation method).
Total Retail	The total sell price of items sold when delivered (going in) and when sold (going out). This is based on the sell price of those items at the time of their receipt, versus the actual total sell price (revenue received) for the items sold during the date range specified.
Profit	The difference between the total retail value of inventory for an item and its total cost. "Going In" profit is calculated using the retail and cost at the time of receipt. "Going Out" profit is calculated using the actual retail and actual cost (using the established inventory method)..
GM % (Going In)	The gross margin of the item received (going in) calculated as: $\frac{\text{Unit POS Price} - \text{Adjusted Unit Cost}}{\text{Unit POS Price}}$
GM% (Going Out)	The gross margin of the item sold (going out) calculated as: $\frac{\text{Unit Sales Amount} - \text{Unit Item Cost Amount}}{\text{Unit Item Sales Amount}}$

Running a Going In Going Out Gross Profitability Report

This procedure demonstrates how to run the Going In Going Out Gross Profitability Report. By default, the information displayed on the Going In Going Out Gross Profitability Report is for both a specified supplier and date range.

To run the Going In Going Out Gross Profitability Report:

1. Start the Receiving application from Retalix Navigator (or StoreLine/ISS45 menu).
2. Select Going In Going Out Gross Profitability Report from the **Reports** Menu.
   - The Print Specifications Dialog Box appears (defaulting to prompt for Supplier ID start date and end date at run time).
3. To change the defaults, click the New button in the Print Specifications Dialog Box.
   - The Build Query Dialog Box appears.
4. Use the drop-down lists to make selections for the Column, Operator and Value fields. If you do not know how to do this, see the *Building a Query* section (on page 140).
   - Do the following to run the Going In Going Out Gross Profitability for a supplier:
     - Use the drop-down list to select the supplier in the 'Value' Column field for the first row.
     - Enter the starting date in the 'Value' Column field for the second row. (Deals pending that are equal to or greater than this date will appear on the report).
     - Use the drop-down list to select the desired primary sort field in the 'Column' field for the first sort order row.
     - Use the drop-down list to select the desired field ordering in the 'Sort Order' field for the first sort order row.
     - Complete the second Sort Option row for a secondary sort field, if desired.
5. Click the OK button to return to the Print Specifications Dialog Box.
6. Click either Printer or Screen for the Print To method.
7. Enter the number of Copies, if you are printing the report.
8. Click the Print button to begin generating the report.
   - The report prints or appears on the screen.

Invoice Exception Report

The Invoice Exception Report shows the following irregularities that may occur during a delivery:

- Any change to the invoice after suspension
- Any cost/adjustment change before suspending, finalizing, or conditionally accepting
- Any change to an invoice that is imported

There are two types of exception reports: By Receiver and By Supplier. The following fields appear on the Invoice Exception Report.

- Invoice Number field
- Invoice Date field
- Invoice Duration field
- Status Code field
- Item Number field
- Item Description field
- Field Name field
- New Value field
- Previous Value field
- Exception Type field

Invoice List Report

Choose the Invoice List Report from the Receiving **Reports** Menu to generate a list of invoices currently in the system. You can generate a report that includes all entries or a custom report. The following fields appear on the Invoice List Report:

- Invoice Number field
- Creation Date field
- Supplier Number field
- Supplier Name field
- Invoice Status field
- Total Number of Invoices field

Invoice Summary Report

Choose the Invoice Summary Report from the Receiving **Reports** Menu to generate a report showing invoice totals. You can generate a report that includes all entries or a custom report. The following fields appear on the Invoice Summary Report:

- Invoice Number field
- Invoice Date field
- Supplier ID field
- Supplier Name field
- Purchase Order Number field
- Invoice Status field
- Supplier Category field
- Total Item Adjs field
- Total Invoice Adjs field
- Invoice Total field
- Supplier Total field
- Total Number of Invoices field

Invoice Ticket Report

Choose the Invoice Ticket Report from the Receiving **Reports** Menu to generate a listing of any accepted or conditionally accepted invoice currently in the system. When you select Invoice Ticket, the **Invoice Ticket** Submenu appears with the following options:

- Narrow Format (Portrait)
- Wide Format (Landscape)

The Narrow Format and Wide Format invoice tickets are similar, but the Narrow Format contains fewer fields in the line item section than the Wide Format.

The following sections appear on the Invoice Ticket:

- Header
- Line Items
- Memo Totals
- Item Level Adjustments
- Invoice Level Adjustments
- Totals
- Invoice Adjustments

Invoice Ticket Header Section

The following fields appear in the header section of the Invoice Ticket:

- Invoice Number field
- Store Number field
- Store Name field
- Store Address fields
- Supplier Category field
- Supplier ID field
- Supplier Name field
- Supplier Address fields
- Purchase Order Number field
- Invoice Date field
- Invoice Date field
- Time Received field
- Receiver field
- Reciever Status field
- Comment field
- Last Mod Date field

- Last Mod Time field
- Last Receiver field
- Invoice Status field
- Supplier Invoice Date field
- Invoice Due Date field
- Originally Imported flag
- COD Supplier flag

Invoice Ticket Line Item Section

The following fields appear in the line item section of the Invoice Ticket:

- Item Number field
- Supplier Order Code field
- Dept No. field (Wide Format only)
- Item Description field
- Case Qty field
- Qty Desc field
- Qty/Case field
- Unit Size field
- UOM field
- Item Retail field
- Extended Retail field (Wide Format only)
- GM % field
- Case Cost field *
- Expanded Cost field (Wide Format only)
- Extended Cost field

* - A “T” will display next to the Case Cost if the cost was overridden.

Invoice Ticket Memo Totals Section

The following fields appear in the Memo Totals section of the Invoice Ticket:

- Total Cases Received field
- Total Eaches Received field
- Total Weight Received field
- Total Cases Returned field
- Total Eaches Returned field
- Total Weight Returned field
- Total Items Listed field
- Date Paid field
- Amount Paid field

- Reference/Check # field

Invoice Ticket Item Level Adjustments Section

The Item Level Adjustments section of the Invoice Ticket shows totals for the item level adjustments on the invoice. The following fields appear in the Item Level Adjustments section of the Invoice Ticket:

- Total Deposits field
- Total Returns field
- Total Item Discounts field
- Total Item Allowances field
- Other Item Adj. field

Invoice Ticket Invoice Level Adjustments Section

The Invoice Level Adjustments section of the Invoice Ticket shows totals for the invoice level adjustments on the invoice. The following fields appear in the Invoice Level Adjustments section of the Invoice Ticket:

- Tax field
- Additional Deposits field
- Add. Deposits returned field
- Misc. Debits field
- Misc. Credits field
- Other Invoice Adj. field

Invoice Ticket Totals Section

The following fields appear in the Totals section of the Invoice Ticket:

- Total Expanded Cost field
- Total Item Adj field
- Total Invoice Adj field
- Invoice Total field
- Supplier Total field
- Difference field
- Total Before Net Terms field
- Total Extended Retail field
- Invoice Total field
- Invoice Profit Subtotal field

- Adjs Excluded from GM% field
- Invoice Profit field
- Invoice Gross Margin field

Invoice Ticket Invoice Adjustments Section

The following fields appear on the Invoice Ticket for each Invoice Adjustment:

- Description field
- Amount field
- Temporary check box

Item Profitability Report

Choose the Item Profitability Report from the Receiving **Reports** Menu to generate a detailed listing of present and future item profitability. The following fields appear on the Item Profitability Report.

Supplier Name	The supplier's name.
Supplier Number	The supplier code.
Item Number	The item code.
Item Description	The item descriptor.
Department	The item's department number.
Qty/Cs	The quantity per case.
Case Cost	The regular case cost.
Net Unit Cost	The item's unit cost after the line item adjustment.
Adjust Type	The code associated with the adjustment type. The system automatically assigns this code so that there are no duplicates.
Total Adjustment Amount	The total adjustment amount (per case) after the line item adjustment.
Start Date	The date the adjustment begins.
End Date	The date the adjustment expires.
Price Retail	The current retail price of the item.
GM %	The gross margin of the item calculated as: $\frac{\text{Unit POS Price} - \text{Adjusted Unit Cost}}{\text{Unit POS Price}}$
Total Items Listed	The number of line items listed in the report.

NOTE: An aggregate row on the report will appear for items with multiple adjustments. The Gross Margin Percentage is calculated using all adjustments.

This report can be grouped either by department (all or one), by supplier (all or one), or both. Either a most profitable or least profitable report can be created depending on the GM% sort order of the report: ascending or descending order.

Price Book Report

Choose the Price Book Report from the Receiving **Reports** Menu to generate a listing of pricing information for items that a supplier delivers. You can generate a report that includes all entries or a custom report. The following fields appear on the Price Book Report:

- Item Number field
- Supplier Order No. field
- Sequence Number field
- Supplier # field
- Supplier Name field
- Item Description field
- UOM field
- Dept No. field
- Size field
- Case Qty field
- Case Cost field
- Adj Unit Cost field
- Adjustments field
- Reg Retail field
- Current Retail field
- Reg GM % field
- Current GM % field
- Total Number of Items field

Supplier Recap Report (Summary)

Choose the Recap Report – Summary from the Receiving **Reports** Menu to generate a listing of invoices on file. You can generate a report that includes all entries or a custom report. The following fields appear on the Summary Recap Report:

Receiver	The receiver identification number or name.
Supplier	The supplier’s number and name.
Invoice ID	The supplier's invoice number.
Invoice Date	The supplier’s invoice date.
PO Number	The Purchase Order number.
Disc & Allowances	The total dollar amount of item discounts and allowances.

Debits	The total dollar amount of invoice debits.
Credits	The total dollar amount of invoice credits.
Cases Received	The total count of cases received.
Weight Received	The total weight of cases received.
Eaches Received	The total count of single units received.
Eaches Returned	The total count of single units returned.
GM % (without adjustments)	Margin calculated as follows: $\frac{\text{Unit POS Price – Gross Unit Cost}}{\text{Unit POS Price}}$
GM % (with adjustments)	Margin calculated as follows: $\frac{\text{Unit POS Price – Net Unit Cost}}{\text{Unit POS Price}}$
Extended Retail	The total retail dollar amount of the items received.
Deposits Paid	The total dollar amount of deposits paid.
Invoice Total	The total RBO computed receiver cost.
Variance	The variance between supplier invoice amount and receiver invoice amount.

Supplier Recap Report (Detail)

Choose the Recap Report – Detail from the Receiving **Reports** Menu to generate a more detailed receiver recap report which include all the fields listed above and the following:

Invoice Status	The Status code assigned to the received transaction (For example, Accepted, Conditionally Accepted, Suspended)
Quantity Free	The number of items received free.
Receiver Comment	The delivery comment entered by the mobile operator.
Discounts	The total dollar amount of discounts taken.
Allowances	The total dollar amount of allowances taken.
Tax	The total dollar amount of DSD receiving taxes.
Deposit Returns	The total dollar amount of deposits returned.
Gross Margin %	The gross margin % (before discounts and allowances) based on retail price at time of receipt.
Invoice Profit field	The total profits to be earned from the receipt of this delivery after all items are sold.
Supplier Total	The supplier calculated invoice total.
Other Item Adjustments	The total of all other item level adjustments.
Other Invoice Adjustments	The total of all other invoice level adjustments.
Items Listed	The number of items listed in the report.

The supplier totals for all receivers are calculated for each field at the end of the report.

Supplier Recap Report Item Level Adjustments Section

The Item Level Adjustments section of the Supplier Recap Report shows totals for the item level adjustments on the invoice. The following fields appear:

- Allowances field
- Deposits field
- Discounts field
- Other Item Adjustments field
- Returns field
- Temporary Adjustment field

Supplier Recap Report Invoice Level Adjustments Section

The Invoice Level Adjustments section of the Supplier Recap Report shows totals for the invoice level adjustments on the invoice. The following fields appear:

- Additional Deposits field
- Add. Deposits returned field
- Misc. Credits field
- Misc. Debits field
- Other Invoice Adj. field

Tax field

Supplier Recap Report Totals Section

The following Supplier Summary Total fields appear on the Supplier Recap Report for all reported invoices:

- Cases Received
- Eaches Received
- Eaches Free
- Eaches Returned
- Total Discounts
- Total Allowances
- Total Deposits
- Total Returns

- Total Debits
- Total Credits
- Total Tax
- Invoice Total
- Supplier Total
- Difference
- Invoice Adjustments
- Total Extended Retail
- Average GM%
- Average GM% (w/out adjustments)

Receiver Analysis Report

Choose the Receiver Analysis Report from the Receiving **Reports** Menu to generate a listing of completed receiving transactions during a specified time period. For each receiving transaction within the report options parameters chosen, the following fields are reported:

Supplier Name	The supplier's name.
Supplier Number	The supplier's identification code.
Invoice ID	The Supplier's invoice number.
Invoice Date	The date of the finalized invoice receipt.
Received Count	The number of items actually received.
Supplier Count	The number of items on the supplier invoice.
Count Diff	The difference between receiver and supplier counts.
Received Total	The total dollars of product received.
Supplier Total	The total dollars on the supplier invoice.
Total Diff	The difference between receiver and supplier dollar totals.
Receiver	The mobile operator ID who received the delivery.

This report can be used to evaluate the accuracy of receiving personnel, quality of supplier delivery and changes in performance over time (by supplier or receiving personnel).

Supplier Cost Sheet Validation Report

Choose the Supplier Cost Sheet Validation Report from the Receiving **Reports** Menu to generate a report showing future cost data by supplier. It is used to compare entered cost data to the supplier's notification of price changes and deals. It is typically sent to the supplier to verify cost information entered by a receiver against the supplier's price list. By requiring supplier validation before the prices/costs on these items go into

effect, disputes with the supplier about accurate costs are reduced. The following fields appear on the Supplier Cost Sheet Validation Report.

Item Number	The item number.
Item Description	The item description.
Case	The number of units in a case.
Pack	The number of units packaged for sale.
Size	The item's per unit size.
Measure	The item's unit of measure.
Start Date	The start date of the item's cost sheet change or deal.
Quantity	This field contains the cost break quantity for this cost record. It is the minimum quantity of this item that you must purchase to get this cost.
Cost	The case cost.
Discount	The case discount adjustment amount.
Allowance	The case allowance adjustment amount.
Expiration Date	The expiration date of the discount and/or allowance.

Supplier List Report

Choose the Supplier List Report from the Receiving **Reports** Menu to generate a listing of suppliers on file. You can generate a report that includes all entries or a custom report. The following fields appear on the Supplier List Report:

- Supplier Number field
- Supplier Name field
- Primary Product
- Primary Contact
- Phone Number
- Total Number of Suppliers field

Order Management

The Ordering application lets you manage the ordering process from order entry through order transmission and confirmation. Below is a list of the steps involved with setting up RBO for Ordering and initiating an order:

1. Make sure you have established up your Ordering Parameters (see page 34).
2. Set up ordering information for each supplier. This is located on the Ordering Tab of Supplier Maintenance. See page 76 for details. Make sure the "Allow Ordering" field is checked.
3. Add warehouse information for each supplier. This is located under the Warehouse Tab of Supplier Maintenance.
4. Enable items for ordering. Under the Item Maintenance Receiving Info Tab (see page 114) for an item, add a receiving package for a selected supplier. Select a warehouse code, order code and make sure the "Orderable" flag is set to "Yes". Enter cost information for the item. Stage and release maintenance.
5. Define your order groups (a.k.a. Vendor Numbers). An order group describes an order in terms of the supplier(s) who delivers the items to your store. The RBO Ordering application uses the unique combination of Order Group and Order Code to establish a list of items that can be included in a specific order. Start the Ordering application from the Order Management folder of the Retalix Navigator (or StoreLine/ISS45 menu) then select **Order Group Maintenance** from the Ordering **Utilities** Menu. Define your order groups and select the suppliers to be associated with each Order Group ID.
6. Now you can use the Retalix FM unit or screen Order Entry to enter order information. Using Screen Order Entry, select **Order Entry** under the **Utilities** Menu. Select **Order Group** from the drop down list. Enter the Item Code. Save and close this window.
7. The next step in the ordering process is to create orders from the information entered with the Retalix FM and the screen order entry utility. To select the items to include on an order, select **New** from the Ordering **File** Menu. Click the supplier in the left column. Click the warehouse that drops down in the same column. The Work Area Maintenance window appears with the information in the order work area. Double-click the items to include on the order and change the quantity as desired.
8. Select **Create Order** from the **Utilities** Menu. Enter an Order Number. If Transmit is left checked (default) the order will be transmitted as soon as you click close. If this box is unchecked, the file is saved and can be sent at a later date. You can modify orders that

have not been transmitted using Order Maintenance. Select Open from the **File** Menu to start Order Maintenance. A list of saved, but not transmitted, orders is displayed.

There are three types of reports available in the Ordering application. Select them from the Ordering **Reports** Menu.

Order Group Maintenance

Order Group Maintenance lets you define and maintain your order groups. Each order group is made up of one or more suppliers. When entering orders (using an FM unit or screen order entry), the order entry operator must input an order group. In this way, you can use order groups to limit the items an order entry operator can order. You assign each order entry operator a specific order group for placing orders. Choose Order Group Maintenance from the Ordering **Utilities** Menu. The Order Group fields are:

Order Group ID field (Order Group Maint) - This field contains the unique identifier for this order group. This field can be up to twelve characters in length. This is an index field you can use to search for order group records.

Group Desc field (Order Group Maint) - This field contains a description of this order group. This field can be up to thirty characters in length. This is an index field you can use to search for order group records.

Suppliers list box (Order Group Maint) - The Suppliers list box appears in the Order Group Maintenance window. It lists each supplier defined in Supplier Maintenance. Use this list to select the supplier(s) to include in the order group. Click a supplier to select it or un-select it. Choose Select All from the **Edit** Menu to select all suppliers. Choose Select None from the **Edit** Menu to select no suppliers.

Order Entry

There are two methods of order entry that you can use with the Retalix BackOffice Ordering application. They are:

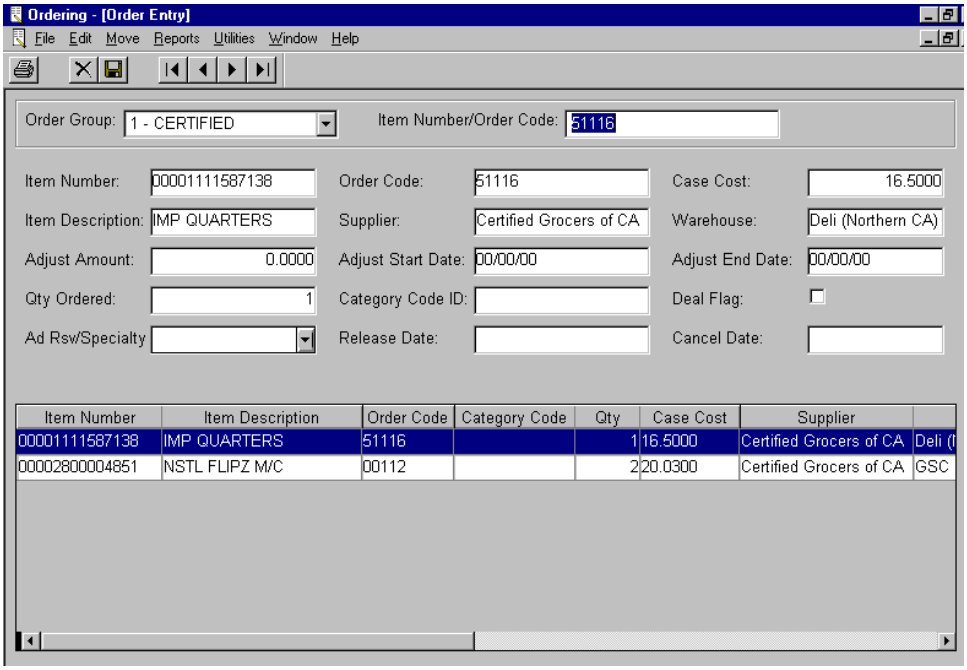
- FM Order Entry
- Screen Order Entry

FM Order Entry

One method of order entry is to use the Retalix FM unit. You enter the Order Code or Item Number (either manually or by scanning it) of each item you want to request to order. The FM Ordering application collects this information and places it in the order work area. Then, you use the Create Order utility to actually generate the orders.
Before you can use the Retalix FM unit for ordering, you must set up your FM Ordering parameter files. Each FM Ordering operator must enter the number of a parameter file at sign-in time. This parameter file determines the fields that appear on the FM unit when requesting to order an item. See the *Defining a New FM Ordering Parameter File* section for instructions on how to do this.

Screen Order Entry

In addition to FM Order Entry, the other method of order entry is to use the screen Order Entry utility. Start the Ordering application from the Order Management folder of the Retalix Navigator (or StoreLine/ISS45 menu) then select Order Entry from the Ordering **Utilities** Menu.



When the Order Entry window appears, use the drop-down list to select an Order Group. The bottom half of the window shows a list of each item that is in the order work area for the selected order group. When an item is in the order work area it means that there is a request to order the item

but the actual order has not been created. You can click an item in the lower portion of the window to select it. Selecting an item causes it to appear in the top portion of the window, where you can modify certain fields. The fields you can modify are the Qty, Category Code, Deal Flag and Ad Reserve/Specialty fields.

The same fields appear on the top and bottom portions of the window. They are:

Order Group field (Ordering) - This field contains the order group used for this order. Use the drop-down list to select the order group. The Ordering application requires an entry in this field.

Item Number/Order Code field (Ordering) - This field appears in the Order Entry window. Enter the Item Number or Order Code of the item to order. The Ordering application requires an entry in this field.

Item Number field - This field contains the unique number that identifies the item. You can use Item Number or the Order Code to identify the item to order or receive. You cannot modify this field.

Item Description field - This field contains the description of this item. You cannot modify this field.

Adjust Amount field - This field contains the dollar amount of the adjustment. The supplier adjusts the cost of this item by this amount. You cannot modify this field.

Qty Ordered field - This field contains the quantity of this item to order. This field does not increment. Instead, an entry in this field replaces the previous value. For example, if the value of this field is three and you want to order four, enter "4" instead of "1."

Ad Reserve/Specialty field - This field indicates whether this item is an Ad Reserve or Specialty item. Use the drop-down list to make a selection. When you select Ad Reserve or Specialty, you must enter the Release Date and Cancel Date.

Order Code field - This is the code you use to order this item from the supplier. In Ordering, you can use this field or the Item Number to identify the item to order.

Supplier field - This field contains the name of the supplier who delivers this item to your store. You cannot modify this field.

Adjust Start Date field - This field contains the date when this adjustment becomes effective. You cannot modify this field.

Category Code ID field - This field is used to group items together for the reporting of totals.

Release Date field - This field contains the date you want to start receiving this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Case Cost field - This field contains the cost of one case of this item. The system automatically fills in this field and you cannot change it. The value of this field depends on the current order package and cost information.

Warehouse field - This field contains the name of the supplier warehouse to deliver this item. You cannot modify this field.

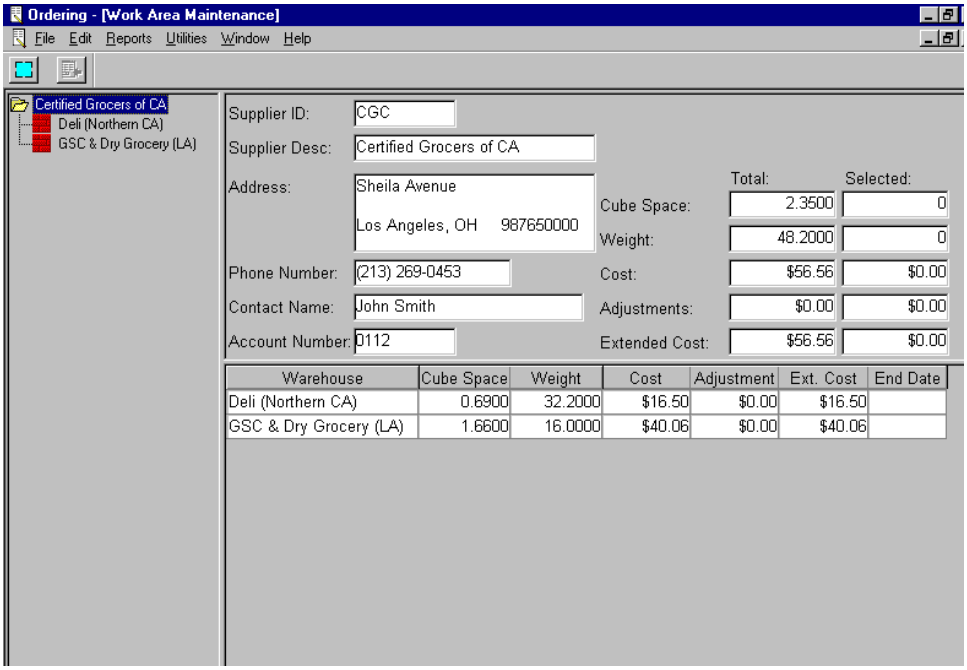
Adjust End Date field - This field contains the last date that this adjustment is in effect. You cannot modify this field.

Deal flag - Check this flag to indicate there is a supplier deal on this item.

Cancel Date field - This field contains the last date you will accept delivery of this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Work Area Maintenance

When you enter orders using the Retalix FM unit or screen Order Entry, Retalix BackOffice collects the information in what is called the order work area. Work Area Maintenance lets you edit this information and then create the actual orders. Select New from the **File** Menu to start Work Area Maintenance.



When the Work Area Maintenance window appears, the left side of the window contains a tree control of the information in the order work area. You can use this tree control to move between the two levels of detail information in the order work area: supplier level and warehouse level. The detail information appears in the grid on the lower right-hand side of the window.

The tree control shows a folder for each supplier with items in the order work area. The upper right-hand portion of the window contains summary information. The lower right-hand portion of the window contains a grid with a line for each warehouse (if at the supplier level) or item (if at the warehouse level) in the work area. You can change the information in the grid to show supplier-level information or warehouse-level information. If you do not know how to do this, see the *Changing Screen Detail Information in Work Area Maintenance* section.

When you are ready to create an order, select each item to include on the order by clicking it (you can do this at the warehouse or item level) and then select Create Order from the **Utilities** Menu.

Work Area Maintenance Fields

The Work Area Maintenance window contains two different types of fields:

- Summary Fields
- Detail Fields

Work Area Maintenance Summary Fields

The upper right-hand portion of the Work Area Maintenance window shows summary information. These fields change slightly depending on the current level of detail. The summary fields are:

Supplier ID field (Ordering) - This field contains the unique identifier associated with the current supplier. You cannot modify this field.

Supplier Desc field (Ordering) - This field contains the name of the current supplier. You cannot modify this field.

Address field (Ordering) - This field contains the street address, city, state and zip code for the current supplier. You cannot modify this field.

Phone Number field (Ordering) - This field contains the area code and telephone number for the current supplier. You cannot modify this field.

Contact Name field (Ordering) - This field contains the name of the person at the supplier location who handles your account. You cannot modify this field.

Account Number field (Ordering) - This field contains the account number assigned to your store by the supplier. You cannot modify this field.

Warehouse ID field (Ordering) - This field appears in the summary portion of the window. It contains the unique identifier for the current supplier warehouse. You cannot modify this field.

Warehouse Desc field (Ordering) - This field appears in the summary portion of the window. It contains a description of the current supplier warehouse. You cannot modify this field.

Cube Space field (Ordering) - This field appears in both the summary and detail areas of the window. Cube space is the amount of space taken up by the case during distribution, as specified by the supplier. The summary portion of the window shows the Total Cube Space and the Selected Cube Space. The Total Cube Space is the sum of the cube space for everything shown in the lower (detail) portion of the window. The Selected Cube Space is the sum of everything selected (highlighted) in the lower portion of the window. You cannot modify this field.

Weight field (Ordering) - This field appears in both the summary and detail areas of the window. Weight is the weight of the case, as specified by the supplier. The summary portion of the window shows the Total Weight and the Selected Weight. The Total Weight is the sum of the weight for everything shown in the lower (detail) portion of the window. The Selected Weight is the sum of everything selected (highlighted) in the lower portion of the window. You cannot modify this field.

Cost field (Ordering) - This field appears in both the summary and detail areas of the window. Cost is the base cost of a case of the item. The summary portion of the window shows the Total Cost and the Selected Cost. The Total Cost is the sum of the cost for everything shown in the lower (detail) portion of the window. The Selected Cost is the sum of everything selected (highlighted) in the lower portion of the window. You cannot modify this field.

Adjustments field (Ordering) - This field appears in both the summary and detail areas of the window. The summary portion of the window shows the Total Adjustments and the Selected Adjustments. The Total Adjustments is the sum of the adjustments for everything shown in the lower (detail) portion of the window. The Selected Adjustments is the sum of everything selected (highlighted) in the lower portion of the window. You cannot modify this field.

Extended Cost field (Ordering) - This field appears in both the summary and detail areas of the window. The summary area of the window shows the Total Extended Cost and the Selected Extended Cost. The Total Extended Cost is the sum of the extended cost for everything shown in the lower (detail) portion of the window. The Selected Extended Cost is the sum of everything selected (highlighted) in the lower portion of the window. You cannot modify this field.

Work Area Maintenance Detail Fields

The lower right-hand portion of the Work Area Maintenance window shows detail information about the items in the work area. This information appears in the grid. There are two levels of detail fields that can appear:

- Supplier-Level Fields
- Warehouse-Level Fields

Work Area Maintenance Supplier-Level Fields

The lower right-hand portion of the Work Area Maintenance window shows detail information. These fields change depending on the current level: supplier or warehouse. The supplier-level fields are:

Warehouse field - This field contains the name of the supplier warehouse to deliver this item. You cannot modify this field.

Cube Space field (Ordering) - Cube space is the amount of space taken up by the case during distribution, as specified by the supplier. Cube Space at the item level is the quantity ordered times the individual cube space for the item. You cannot modify this field.

Weight field (Ordering) - Weight is the weight of the case, as specified by the supplier. Weight at the item level is the quantity ordered times the individual case weight for the item. You cannot modify this field.

Cost field (Ordering) - Cost is the base cost of a case of the item. Cost at the item level is the quantity ordered times the individual case cost for the item. You cannot modify this field.

Adjustments field (Ordering) - This field contains the amount of any adjustments for the item. You cannot modify this field.

Ext. Cost field (Ordering) - Extended Cost is cost minus adjustments. You cannot modify this field.

End Date field - This field contains the last date that this adjustment is in effect. You cannot modify this field.

Work Area Maintenance Warehouse-Level Fields

The lower right-hand portion of the Work Area Maintenance window shows detail information. These fields change depending on the current level: supplier or warehouse. The warehouse-level fields are:

Item Number field - This field contains the unique number that identifies the item. You cannot modify this field.

Order Code field - This is the code you use to order this item from the supplier. You cannot modify this field.

Deal flag - Check this flag to indicate there is a supplier deal on this item.

POS Desc field (Ordering) - This field contains the POS Description for this item. You cannot modify this field.

Qty field - This field contains the quantity of this item to order. This field does not increment. Instead, an entry in this field replaces the previous value. For example, if the value of this field is three and you want to order four, enter "4" instead of "1."

Ad/Reserve field - This field indicates whether this item is an Ad Reserve or Specialty item. Use the drop-down list to make a selection. When you select Ad Reserve or Specialty, you must enter the Release Date and Cancel Date.

Release Dt field - This field contains the date you want to start receiving this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Cancel Dt field - This field contains the last date you will accept delivery of this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Category Code field - This field is used to group items together for the reporting of totals.

Cube Space field (Ordering) - Cube space is the amount of space taken up by the case during distribution, as specified by the supplier. Cube Space at the item level is the quantity ordered times the individual cube space for the item. You cannot modify this field.

Case Weight field (Ordering) - Weight is the weight of the case, as specified by the supplier. Weight at the item level is the quantity ordered times the individual case weight for the item. You cannot modify this field.

Avg Mvmt field (Ordering) - This field contains the average movement out of the supplier warehouse for this item for a specified time period. You cannot modify this field.

Inventory Status field (Ordering) - This field contains the inventory levels for this item reported by the supplier's warehouse. Examples of inventory statuses are: Available, Low Inventory, Out Of Stock, New Item and Discontinued. You cannot modify this field.

Cost field (Ordering) - Cost is the base cost of a case of the item. Cost at the item level is the quantity ordered times the individual case cost for the item. You cannot modify this field.

Adjustments field (Ordering) - The Adjustments field contains amount of any adjustments for the item. You cannot modify this field.

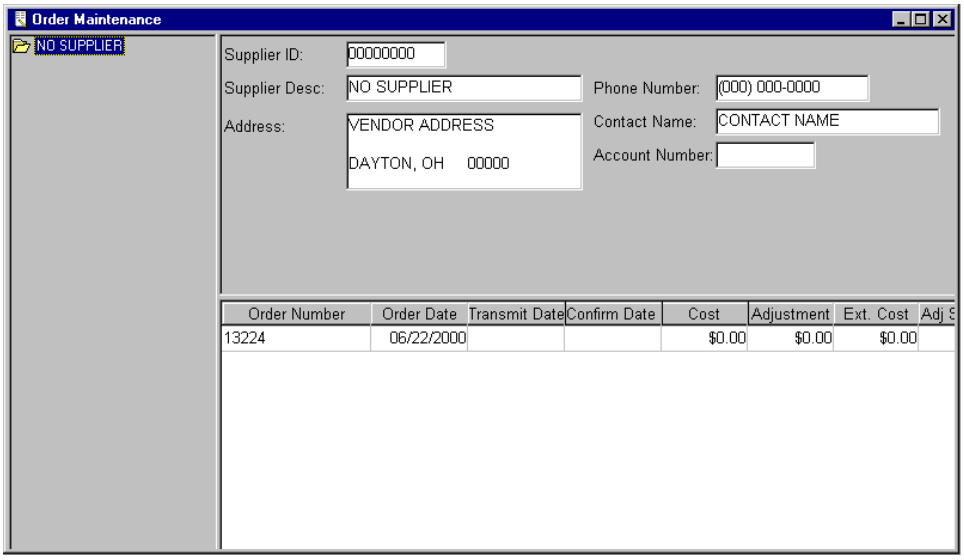
Ext. Cost field (Ordering) - Extended Cost is cost minus adjustments. You cannot modify this field.

Adj End Dt field - This field contains the last date that this adjustment is in effect. You cannot modify this field.

Adj Start Dt field - This field contains the date when this adjustment becomes effective. You cannot modify this field.

Order Maintenance

Order Maintenance lets you edit orders that have not been transmitted. Select Open from the **File** Menu to start Order Maintenance.



When the Order Maintenance window appears, the left side of the window contains a tree control of the orders. You can use this tree control to move between the two levels of order detail: order level and item level. The detail information appears in the grid on the lower right-hand side of the window.

The tree control shows a folder for each supplier with orders. The upper right-hand portion of the window contains summary information. The lower right-hand portion of the window contains a grid with a line for each order (if at the order level) or item (if at the item level) in the work area. You can change the information in the grid to show order-level

information or item-level information. If you do not know how to do this, see the *Changing Screen Detail Information in Order Maintenance* section.

At the item level, the window shows each item ordered within the selected warehouse. If necessary, you can edit the information for an item before creating an order. See the *Changing Item Order Information* section if you do not know how to do this.

When you are ready to transmit an order, select Order File Transmission from the **Utilities** Menu.

Order Maintenance Fields

The Order Maintenance window contains two different types of fields:

- Summary Fields
- Detail Fields

Order Maintenance Summary Fields

The upper right-hand portion of the Order Maintenance window shows summary information. These fields change depending on the current level of detail. The summary fields are:

Order Number field (Ordering) - This is the unique identifier assigned to this order. This field can be up to twenty-two (22) characters in length. You cannot modify this field.

Order Date field (Ordering) - This field contains the date the order will be sent to the supplier. You cannot modify this field.

Supplier ID field (Ordering) - This field contains the unique identifier associated with the current supplier. You cannot modify this field.

Supplier Desc field (Ordering) - This field contains the name of the current supplier. You cannot modify this field.

Address field (Ordering) - This field contains the street address, city, state and zip code for the current supplier. You cannot modify this field.

Phone Number field (Ordering) - This field contains the area code and telephone number for the current supplier. You cannot modify this field.

Contact Name field (Ordering) - This field contains the name of the person at the supplier location who handles your account. You cannot modify this field.

Account Number field (Ordering) - This field contains the account number assigned to your store by the supplier. You cannot modify this field.

Warehouse ID field (Ordering) - This field contains the unique identifier for the current supplier warehouse. You cannot modify this field.

Warehouse Desc field (Ordering) - This field contains a description of the current supplier warehouse. You cannot modify this field.
Created field (Ordering) - This field is a combination of the date and time this order was created. You cannot modify this field.

Created By field (Ordering) - This field contains the name of the person who created the order. You cannot modify this field.

Last Modified field (Ordering) - This field is a combination of the date and time of the last change to this order. You cannot modify this field.

Modified By field (Ordering) - This field contains the name of the person who modified the order. You cannot modify this field.

Transmitted field (Ordering) - This field is a combination of the date and time this order was transmitted to the supplier. You cannot modify this field.

Transmit File field (Ordering) - This field contains the name of the transmission file for this order. You cannot modify this field.

Confirmed field (Ordering) - This field is a combination of the date and time this order was confirmed by the supplier. You cannot modify this field.

Status field (Ordering) - This field contains the inventory levels for this item reported by the supplier's warehouse. Examples of inventory statuses are: Available, Low Inventory, Out Of Stock, New Item and Discontinued. You cannot modify this field.

Order Maintenance Detail Fields

The lower right-hand portion of the Order Maintenance window shows detail information. This information appears in the grid. There are two levels of detail fields that can appear:

- Order-Level Fields
- Item-Level Fields

Order Maintenance Order-Level Fields

The lower right-hand portion of the Order Maintenance window shows detail information. These fields change depending on the current level: order or item. The order-level fields are:

Order Number field (Ordering) - This is the unique identifier assigned to this order. This field can be up to twenty-two (22) characters in length. You cannot modify this field.

Order Date field (Ordering) - This field contains the date the order will be sent to the supplier. You cannot modify this field.

Transmit Date field (Ordering) - This field contains the date the order was transmitted to the supplier. You cannot modify this field.

Confirm Date field (Ordering) - This field contains the date the order transmission was confirmed by the supplier. You cannot modify this field.

Cost field (Ordering) - Cost is the base cost of a case of the item. Cost at the item level is the quantity ordered times the individual case cost for the item. You cannot modify this field.

Adjustment field (Ordering) - The Adjustments field contains amount of any adjustments for the item. You cannot modify this field.

Ext. Cost field (Ordering) - Extended Cost is cost minus adjustments. You cannot modify this field.

Adj Start Dt field - This field contains the date when this adjustment becomes effective. You cannot modify this field.

Adj End Dt field - This field contains the last date that this adjustment is in effect. You cannot modify this field.

Order Maintenance Item-Level Fields

The lower right-hand portion of the Order Maintenance window shows detail information. These fields change depending on the current level: order or item. The item-level fields are:

Warehouse field - This field contains the name of the supplier warehouse to deliver this item. You cannot modify this field.

Order Code field - This is the code you use to order this item from the supplier. You cannot modify this.

Item Number field - This field contains the unique number that identifies the item. You cannot modify this.

Deal flag - Check this flag to indicate there is a supplier deal on this item.

Qty field - This field contains the quantity of this item to order. This field does not increment. Instead, an entry in this field replaces the previous value. For example, if the value of this field is three and you want to order four, enter "4" instead of "1."

POS Desc field (Ordering) - This field contains the POS Description for this item. You cannot modify this field.

Ad/Reserve field - This field indicates whether this item is an Ad Reserve or Specialty item. Use the drop-down list to make a selection. When you select Ad Reserve or Specialty, you must enter the Release Date and Cancel Date.

Release Date field - This field contains the date you want to start receiving this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Cancel Date field - This field contains the last date you will accept delivery of this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Category Code field - This field is used to group items together for the reporting of totals.

Cost field (Ordering) - Cost is the base cost of a case of the item. Cost at the item level is the quantity ordered times the individual case cost for the item. You cannot modify this field.

Adjustments field (Ordering) - The Adjustments field contains amount of any adjustments for the item. You cannot modify this field.

Ext. Cost field (Ordering) - Extended Cost is cost minus adjustments. You cannot modify this field.

Adj Start Dt field - This field contains the date when this adjustment becomes effective. You cannot modify this field.

Adj End Dt field - This field contains the last date that this adjustment is in effect. You cannot modify this field.

Cube Space field (Ordering) - Cube space is the amount of space taken up by the case during distribution, as specified by the supplier. Cube Space at the item level is the quantity ordered times the individual cube space for the item. You cannot modify this field.

Case Weight field (Ordering) - Weight is the weight of the case, as specified by the supplier. Weight at the item level is the quantity ordered times the individual case weight for the item. You cannot modify this field.

Edit Work Area

The Edit Work Area window appears when you double-click an item in the Work Area Maintenance window or the Order Maintenance window. Use the Edit Work Area function to modify various fields for an item before creating an order or to modify an item on an order that has not yet been transmitted. The item fields you can modify are the Qty, Deal, Category Code and Ad Reserve/Specialty fields.

Edit Work Area Fields

The Edit Area Maintenance window contains two different types of fields:

- Summary Fields
- Detail Fields

Edit Work Area Summary Fields

The following fields appear in the summary section of the Edit Work Area window:

Order Code field - This is the code you use to order this item from the supplier. You cannot modify this field.

Item Number field - This field contains the unique number that identifies the item. You cannot modify this field.

Cube Space field (Ordering) - Cube space is the amount of space taken up by the case during distribution, as specified by the supplier. You cannot modify this field.

Avg Mvmt field (Ordering) - This field contains the average movement out of the supplier warehouse for this item for a specified time period. You cannot modify this field.

Inventory Status field (Ordering) - This field contains the inventory levels for this item reported by the supplier's warehouse. Examples of inventory statuses are: Available, Low Inventory, Out Of Stock, New Item and Discontinued. You cannot modify this field.

Supplier ID field (Ordering) - This field contains the unique identifier associated with the current supplier. You cannot modify this field.

Warehouse ID field (Ordering) - This field contains the unique identifier for the current supplier warehouse. You cannot modify this field.

Supplier Deal flag - Check this flag to indicate there is a supplier deal on this item.

POS Desc field (Ordering) - This field contains the POS Description for this item. You cannot modify this field.

Case Weight field (Ordering) - Weight is the weight of the case, as specified by the supplier. You cannot modify this field.

Pallet Qty field - This field contains the number of cases of this item that fit on a pallet and the number of cases to order to purchase a pallet of this item.

Item Indicator field (Ordering) - This field identifies an item as either Grocery Specialty Company or Bakery Item. You cannot modify this field.

Supplier Desc field (Ordering) - This field contains the name of the current supplier. You cannot modify this field.

Warehouse Desc field (Ordering) - This field contains a description of the current supplier warehouse. You cannot modify this field.

Edit Work Area Detail Fields

The following fields and buttons appear in the detail area of the Edit Work Area window:

Order Code field - This is the code you use to order this item from the supplier. You cannot modify this field.

Deal flag - Check this flag to indicate there is a supplier deal on this item.

Qty field - This field contains the quantity of this item to order. This field does not increment. Instead, an entry in this field replaces the previous value. For example, if the value of this field is three and you want to order four, enter "4" instead of "1."

Ad/Reserve field - This field indicates whether this item is an Ad Reserve or Specialty item. Use the drop-down list to make a selection. When you select Ad Reserve or Specialty, you must enter the Release Date and Cancel Date.

Release Date field - This field contains the date you want to start receiving this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Cancel Date field - This field contains the last date you will accept delivery of this item. You must enter this date when you indicate that this is an Ad Reserve or Specialty item.

Category Code field - This field is used to group items together for the reporting of totals.

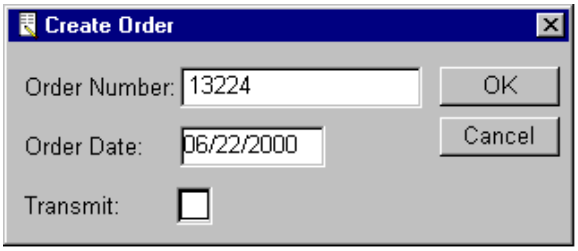
OK button - Click this button when you are finished working in the dialog box.

Cancel button - Click this button to cancel and exit the current window or dialog box.

Delete button (Ordering) - Click this button to delete the selected item (s) from the work area.

Create Order

Choose this option from the **Utilities** Menu (or click the button) while in Work Area Maintenance to create an order that includes all selected (highlighted) items. The Create Order Dialog Box appears:



This dialog box lets you enter the Order Number, Order Date and indicate whether to transmit the order to the supplier. The following fields and buttons appear in the Create Order Dialog Box:

Order Number field (Ordering) - This is the unique identifier assigned to this order. This field can be up to twenty-two (22) characters in length. The Create Order Dialog Box requires an entry in this field.

Order Date field (Ordering) - This field contains the date the order will be sent to the supplier. Enter a date or accept the default of today's date.

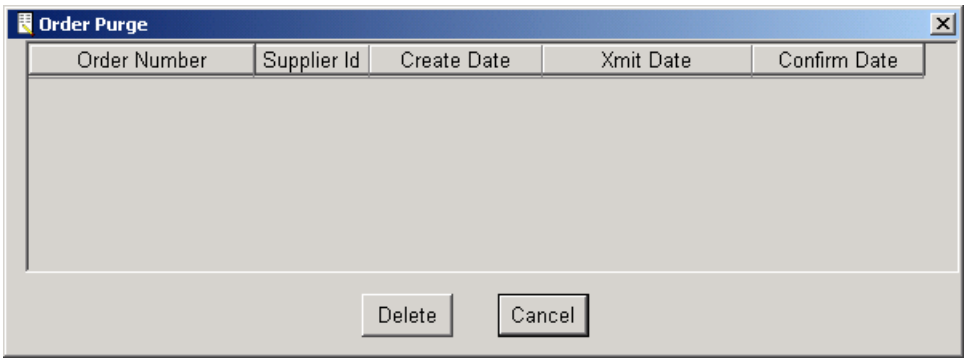
Transmit flag (Ordering) - Check this flag to transmit the order to the supplier immediately. If you choose not to check this flag, you can transmit the order later.

OK button - Click this button when you are finished working in the dialog box.

Cancel button - Click this button to cancel and exit the current window or dialog box.

Order Purge

The Order Purge utility lets you delete orders from your Retalix BackOffice System. Select Order Purge from the Ordering **Utilities** Menu.



The following fields and buttons appear in the Order Purge window:

Order Number field (Ordering) - This is the unique identifier assigned to this order. This field can be up to twenty-two (22) characters in length. You cannot modify this field.

Supplier ID field (Ordering) - This field contains the unique identifier associated with the current supplier. You cannot modify this field.

Create Date field (Ordering) - This field contains the date this order was created. You cannot modify this field.

Xmit Date field (Ordering) - This field contains the date the order was transmitted to the supplier. You cannot modify this field.

Confirm Date field (Ordering) - This field contains the date the order was confirmed by the supplier. You cannot modify this field.

Delete button (Ordering) - Click this button to delete the selected order(s) from the system. A message appears asking you to confirm that you want to delete the selected order(s). Click the Yes button to remove the orders from the system.

Cancel button - Click this button to cancel and exit the current window or dialog box.

Ordering Utilities

The Ordering Utilities Menu contains several options that let you download, transmit and process files. They are:

Download Authorization File

Choose this option from the Ordering **Utilities** Menu to begin communication to a supplier to download the current authorization product list and the current Specialty File. When the download is complete, this procedure begins the update of the Item File using the new Authorization File. This process also updates any specialty order status to Confirmed for items in the Specialty File.

Order File Transmission

Choose this option from the Ordering **Utilities** Menu to begin communication to a supplier to transmit an existing order to the supplier. The Transmit Order Dialog Box appears for you to enter a Supplier, Order Number and File Name. If the transmission is successful, Confirmation File processing begins.

Process Authorization File

Choose this option from the Ordering **Utilities** Menu to process an Authorization File that has already been downloaded. This process updates, inserts, or deletes items from the Item File depending on the contents of the Authorization File.

Process Confirmation File

Choose this option from the Ordering **Utilities** Menu to process an existing Confirmation File. This process sets the confirmed flag for all items confirmed in the file.

Process Specialty File

Choose this option from the Ordering **Utilities** Menu to process a Specialty File that has already been downloaded. This process sets the confirmed flag for all items in the file.

Ordering Procedures

This section provides step-by-step instructions for performing various functions in the Ordering application.

Changing Screen Detail Information in Work Area Maintenance

This procedure demonstrates how to change the detail information that appears in the Work Area Maintenance window. You can choose to see supplier-level information or warehouse-level information.

To change screen detail information in Work Area Maintenance:

Do one of the following:

- Double-click a supplier folder in the tree control to see all warehouses with item information in the order work area. Then click a warehouse to see each item ordered from that warehouse.
- Double-click a warehouse line item in the grid to see the items ordered for that warehouse.

To return to the supplier-level of detail from the warehouse-level:

- Double-click the supplier folder in the tree control to return to the list of warehouses with item information in the order work area.

Changing Screen Detail Information in Order Maintenance

This procedure demonstrates how to change the detail information that appears in the Order Maintenance window. You can choose to see order-level information or item-level information.

To change screen detail information in Order Maintenance:

1. Double-click a supplier folder in the tree control to see all orders that have not been transmitted.
2. Click the plus sign to the left of an order to see each warehouse on the order.

3. Click on the order number to view the items for all warehouses in the bottom portion of the window.
4. Click on a warehouse to see only the items for that specific warehouse.

To return to the order-level of detail from the item-level:

- Double-click the supplier folder in the tree control to return to the list of orders for a supplier.

Entering an Order Using the Screen

This procedure demonstrates how to enter an order for an item using the screen Order Entry utility.

To enter an order using the screen:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select Order Entry from the **Utilities** Menu.
   - The Order Entry window appears.
3. Use the drop-down list to select an Order Group.
4. Enter the Item Number or Order Code of the item to order and press [**Enter**].
5. Do one of the following:
   - Press [**Enter**] to increment the Qty Ordered field by one.
   - Click the Qty Ordered field to place the cursor there. Enter a new quantity.
6. If necessary, modify the Ad Reserve/Specialty, Category Code ID, or Deal Flag fields.
   - If you select Ad Reserve or Specialty, you must enter the Release Date and Cancel Date fields.
7. Repeat steps 3 through 5 for each item to order.
8. Select Save Changes from the **Edit** Menu (or click the button).

Creating an Order

This procedure demonstrates how to create an order.

To create an order:

1. Start Ordering from Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select New from the Ordering **File** Menu.

- The Work Area Maintenance window appears.

3. Do one of the following to select items for the order:
   - Click a warehouse at the bottom of the window to select all items for that warehouse.
   - Change the screen to show the individual items for a warehouse. See the *Changing Screen Detail Information in Work Area Maintenance* section if you do not know how to do this. Click each item to include on the order.
4. Select Create Order from the **Utilities** Menu.
   - The Create Order Dialog Box appears.
5. Enter the required information in the Create Order Dialog Box and click the OK button.

Changing Item Order Information

This procedure demonstrates how to modify order information for an item. This is generally done before creating an order for the item, but can also be done before an order is transmitted. This procedure is available during Work Area Maintenance and Order Maintenance.

To change item order information:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select New or Open from the Ordering **File** Menu.
   - The Work Area Maintenance or Order Maintenance window appears.
3. Change the screen detail to show the individual items. See the *Changing Screen Detail Information in Work Area Maintenance* section or the *Changing Screen Detail Information in Order Maintenance* section if you do not know how to do this.
4. Double-click the item to modify.
   - The Edit Work Area window appears.
5. Make your changes and click the OK button.

Deleting an Item from the Work Area

This procedure demonstrates how to delete an item from the order work area.

To delete an item from the order work area:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.

2. Select New from the Ordering **File** Menu.
   - The Work Area Maintenance window appears.
3. Change the screen detail to show the individual items. See the *Changing Screen Detail Information in Work Area Maintenance* section or the *Changing Screen Detail Information in Order Maintenance* section if you do not know how to do this.
4. Double-click the item to delete.
   - The Edit Work Area window appears.
5. Click the Delete button.

Deleting an Item from an Order

This procedure demonstrates how to delete an item from an order that has not been transmitted.

To delete an item from an order:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select Open from the Ordering **File** Menu.
   - The Order Maintenance window appears.
3. Change the screen detail to show the individual items. See the *Changing Screen Detail Information in Work Area Maintenance* section or the *Changing Screen Detail Information in Order Maintenance* section if you do not know how to do this.
4. Double-click the item to delete.
   - The Edit Work Area window appears.
5. Click the Delete button.

Deleting an Order

This procedure demonstrates how to delete (remove) an order from your Retalix BackOffice System.

To delete an order:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select Order Purge from the **Utilities** Menu.
   - The Order Purge window appears.
3. Click each order to select it.
   - If you make a mistake, click the order again to un-select it.
4. Click the Delete button.

- A message appears asking you to confirm that you want to delete the selected order(s).

5. Click the Yes button to remove the order(s).

Ordering Reports

There are three types of reports available in the Ordering application. Select the following reports from the Ordering **Reports** Menu:

- Order List Report
- Order Ticket Report
- Ad Reserve/Specialty Report

Order List Report

Choose the Order List Report from the Ordering **Reports** Menu to generate a listing of the orders currently in the system. A submenu appears for you to choose to include all orders or only those orders that are not confirmed. The following fields appear on the Order List Report:

- Warehouse field
- Order Date field
- Transmit Date field
- Confirm Date field
- Status Code field
- Qty field
- Weight field
- Cube Space field
- Extended Cost field
- Extended Retail field
- Supplier ID field
- Order Number field
- Supplier Totals field

Printing the Order List Report

This procedure demonstrates how to print the Order List Report.

To print the Order List Report:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select Order List from the **Reports** Menu.
   - The Order List Submenu appears.
3. Select All Orders or Orders Not Confirmed from the **Order List** Submenu.
   - The Order List Report appears on the screen.
4. Select Print from the **File** Menu (or click the button).
   - The Order List Report prints.

Order Ticket Report

Choose the Order Ticket Report from the Ordering **Reports** Menu to generate a listing of any order currently in the system. You must select the Supplier and the Order Number for the order ticket. The order ticket contains the following sections:

- Header Fields
- Line Item Fields

Order Ticket Header Fields

The following fields appear in the header portion of Order Ticket Report:

- Order Number field
- Supplier field
- Created By field
- Last Modified By field
- Transmit Date field
- Confirm Date field
- Total Items field
- Total Quantity field
- Total Cubes field
- Total Weight field
- Extended Cost field

Order Ticket Line Item Fields

The following fields appear for each order line item in the report:

- Item Number field
- Item Description field
- Qty field
- Order Code field
- Case Pack field
- Weight field
- Cube Space field
- Case Cost field
- Adjustment End Date field
- Adjustment field
- Extended Cost field
- Warehouse field

Printing an Order Ticket

This procedure demonstrates how to print an Order Ticket.

To print an Order Ticket:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select Order Ticket from the **Reports** Menu.
3. Enter the Supplier or use the drop-down list to select a supplier.
4. Click the OK button.
5. Enter the Order Number or use the drop-down list to select an order.
6. Click the OK button.
   - The Order Ticket Report appears on the screen.
7. Select Print from the **File** Menu (or click the button).
   - The Order Ticket Report prints.

Ad Reserve/Specialty Report

Choose the Ad Reserve/Specialty Report from the Ordering **Reports** Menu to generate a listing of the ad reserve/specialty items currently in the Ordering system. The Select Ad Reserve/Specialty Dates Dialog Box appears for you to enter the range of dates to include in the report. The following fields appear on the Ad Reserve/Specialty Report:

- Order Code field
- Qty field
- Description field
- AR/S Type field
- Deal flag
- Transmit Date field
- Cancel Date field
- Case Pack field
- Weight field
- Cube Space field
- Case Cost field
- Adjustment End Date field
- Adjustment field
- Extended Cost field
- For Release Date field
- Supplier field
- Warehouse field
- Item Count field
- QTY field

Printing the Ad Reserve/Specialty Report

This procedure demonstrates how to print the Ad Reserve/Specialty Report.

To print the Ad Reserve/Specialty Report:

1. Start Ordering from the Retalix Navigator (or StoreLine/ISS45 menu) Order Management folder.
2. Select Ad Reserve/Specialty from the **Reports** Menu.
   - The Select Ad Reserve/Specialty Dates Dialog Box appears.
3. Enter the Start Date and End Date for the Report.
4. Click the OK button.
   - The Ad Reserve/Specialty Report appears on the screen.
5. Select Print from the **File** Menu (or click the button).
   - The Ad Reserve/Specialty Report prints.

Task Scheduling

Task Scheduling is a powerful tool of Retalix BackOffice. It allows you to automatically initiate a variety of functions without being present. You can schedule tasks to run at any time of the day.

A BackOffice Task can contain one or more actions that you want to automate. Once built you can schedule a BackOffice Task to run whenever you want. For example, you can run Retalix BackOffice Inventory Reports at the same time every day without having to remember to do it yourself. There are many system functions you can include in a BackOffice Task.

There are two steps involved in scheduling a task. The first step is to build the BackOffice Task using the Build BackOffice Tasks function. The Build BackOffice Tasks function contains a drop-down list of various Retalix system functions you can include. You can optionally define your own non-Retalix actions to include in a BackOffice Task using the BackOffice Task Choice Maintenance utility. After building a BackOffice Task, the second step is to schedule a time and date for the task to run using the Schedule BackOffice Tasks function.

In addition to the Schedule BackOffice Tasks and Build BackOffice Tasks options, there is a Schedule Backups option that lets you schedule backups of your database and system.

BackOffice Task Scheduler Toolbar Buttons

This section lists the toolbar buttons that are specific to the BackOffice Task Scheduler. For an explanation of the basic toolbar buttons, see the *Basic Toolbar Buttons and Functions* section in the **Overview** chapter of this guide.

Add Action

Click this button in the Add BackOffice Task Actions window to add an action to a BackOffice Task. Use the drop-down list to select an action.

Delete Action

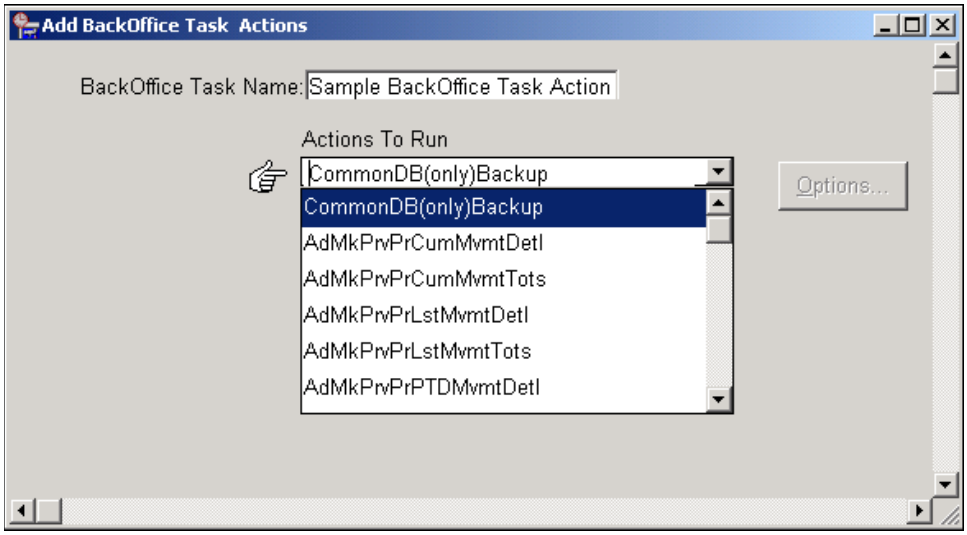
Click this button in the Add BackOffice Task Actions window to delete the last (or currently selected) action from a BackOffice Task.

Modify Schedule

Click this button in the Schedule BackOffice Tasks window to modify the schedule of the selected BackOffice Task.

Build BackOffice Tasks

Choose this option from the **Open** Submenu to build a new BackOffice Task. The Add BackOffice Task Actions window appears:



The following fields and buttons appear in the Add BackOfficeTask Actions window:

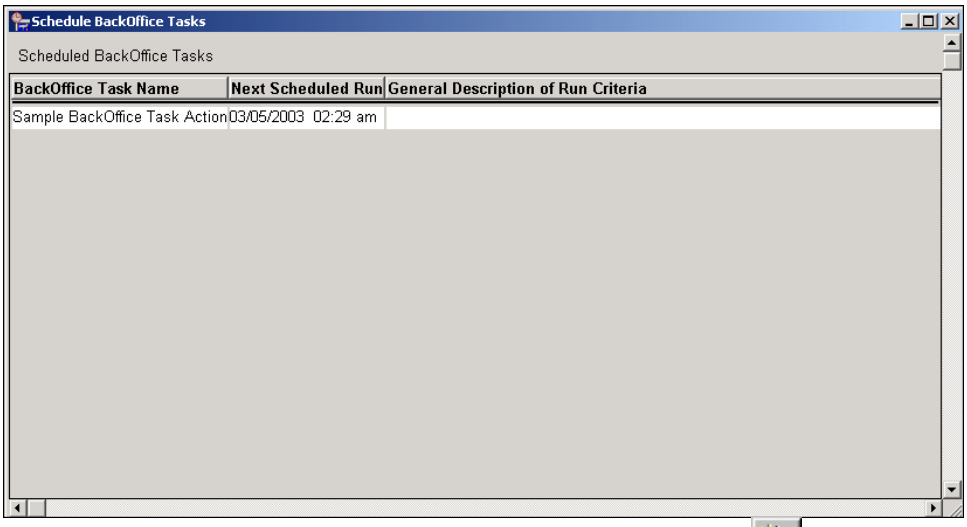
BackOffice Task Name field (Build BackOffice Tasks) - Enter a name, up to thirty characters in length, for the BackOffice Task. This name should be something that identifies the contents of the BackOffice Task.

Actions to Run field (Build BackOffice Tasks) - Use the drop-down list to select an action (system functions) to include in the BackOffice Task. If you have defined any of your own non-Retalix actions using BackOffice Task Choice Maintenance, those actions should also appear in this list.

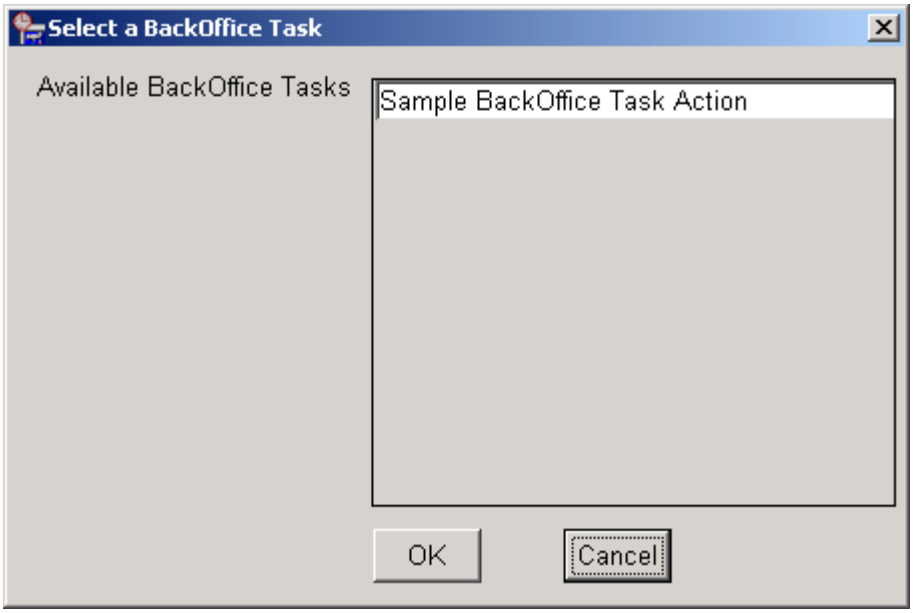
Options button (Build BackOffice Tasks) - This button is available when you select a BackOffice Task action that requires more definition. For example, if you select a report you must define the custom report and the report output for the task.

Schedule BackOffice Tasks

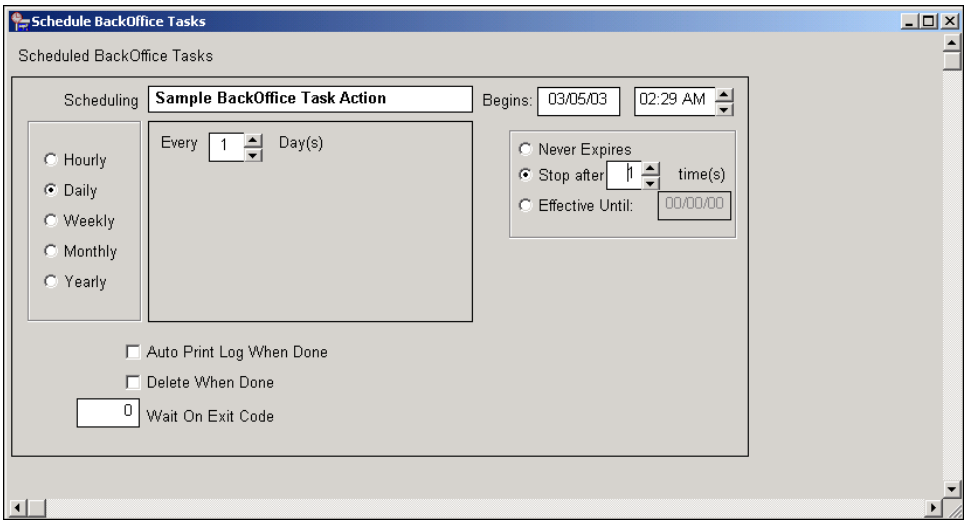
Choose this option from the **Open** Submenu to schedule a BackOffice Task to run. The Schedule BackOffice Task window appears listing the tasks that are currently scheduled. In addition to scheduling a task, you can also modify the schedule of a BackOffice Task and delete a task from the schedule.



When you choose Insert from the **Edit** Menu (or click the button) to schedule a BackOffice Task, the Select a BackOffice Task window appears listing the BackOffice Tasks that are available for scheduling:



Highlight the BackOffice Task to schedule and click the OK button. Once you select the task to schedule or if you choose to modify the schedule BackOffice Task window appears with the scheduling parameters:



There are three types of scheduling parameters to define:

- Beginning Date and Time Parameters
- Frequency Parameters
- Duration Parameters

Beginning Date and Time Parameters (Schedule BackOffice Tasks)

The beginning date and time parameters let you determine when to begin running the BackOffice Task. You must set the following two fields:

Beginning Date Field (Schedule BackOffice Tasks) - Enter the date you want the system to begin running the task. This date defaults to today's date if you do not enter a date.

Beginning Time Field (Schedule BackOffice Tasks) - Enter the time you want the system to begin running the BackOffice Task. You can type the time and select AM or PM by typing an upper case "A" or "P." Highlight the hour, or simply place the cursor in the hour field and then use the arrow buttons to select the hour you want. Repeat this procedure for the minutes and AM or PM. This field defaults to the current time if you do not enter a time.

Note: BackOffice Tasks should not be scheduled to run between 2:00 and 3:00 AM on Sunday mornings if the operating system will be changing the system time automatically for daylight savings time. This will prevent the chance of tasks running twice (or not at all) on these dates.

Frequency Parameters (Schedule BackOffice Tasks)

The frequency parameters let you determine how often you want the BackOffice Task to run. Choose from the following:

Hourly Frequency (Schedule BackOffice Tasks) - Select this frequency type to schedule a task to run on an hourly basis. When you enable hourly frequency, you must also indicate how often you want the BackOffice Task to run. Do this by specifying how many minutes or hours you want to elapse between executions. For example, you may want the task to run every fifteen minutes. You can also optionally specify a range of hours when you want the task to run. For example, you may want the task to run only between the hours of 9:00 AM and 11:00 PM.

Daily Frequency (Schedule BackOffice Tasks) - Select this frequency type to schedule a BackOffice Task to run on a daily basis. When you enable daily frequency, you must also indicate how often you want the task to run. For example, you may want the BackOffice Task to run every two days.

Weekly Frequency (Schedule BackOffice Tasks) - Select this frequency type to schedule a BackOffice Task to run on a weekly basis. When you enable weekly frequency, you must also indicate how often you want the task to run. For example, you may want the BackOffice Task to run every four weeks. You must also indicate the day of the week when you want the task to run. For example, you may want the BackOffice Task to run on Sunday.

Monthly Frequency (Schedule BackOffice Tasks) - Select this frequency type to schedule a BackOffice Task to run on a monthly basis. When you enable monthly frequency, you must also indicate how often you want the task to run. For example, you may want the BackOffice Task to run every three months. You must also indicate when you want the task to run within the month. You must choose one of the following types of occurrences:

- On the first, second, third, fourth, or last specific day (Monday, Tuesday, etc.), day, weekday, or weekend day of a specific month
- On a specific date of the month

For example, you could choose to run the BackOffice Task on the last Monday of the month or on the 15th of the month.

Yearly Frequency (Schedule BackOffice Tasks) - Select this frequency type to schedule a BackOffice Task to run on a yearly basis. When you enable yearly frequency, you must also indicate how often you want the task to run. For example, you may want the BackOffice Task to run every year. You must also indicate when you want the task to run within the year. You must choose one of the following types of occurrences:

- On the first, second, third, fourth, or last specific day (Monday, Tuesday, etc.), day, weekday, or weekend day
- On a specific date of a specific month

For example, you could choose to run the BackOffice Task on the last day of the year or on the 15th of December.

Duration Parameters (Schedule BackOffice Tasks)

The duration parameters let you determine how long you want the BackOffice Task to remain in the schedule. Choose one of the following:

- Never expires
- Stop after a specific number of times

- Effective until a specific date

In addition to the frequency, date and time and duration parameters, you can set the following flags and fields:

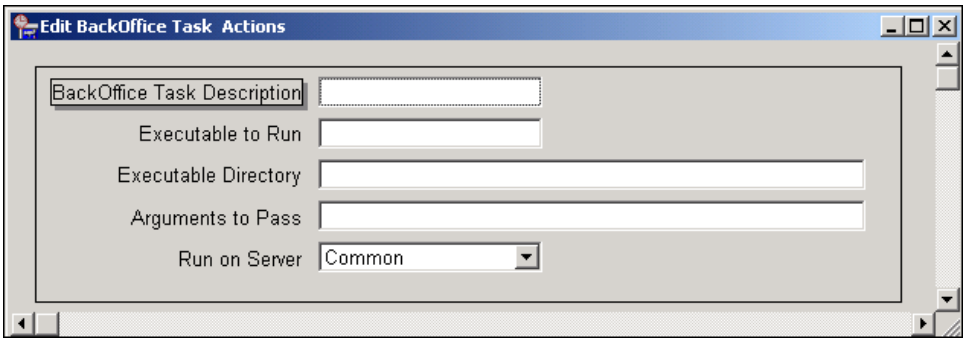
Auto Print Log When Done flag - Check this flag if you want the system to automatically print the BackOffice Task log after running this BackOffice Task.

Delete When Done flag - Check this flag if you want the system to automatically delete this BackOffice Task after running it.

Wait On Exit Code field - Set this code to let the BackOffice Task application know whether this task can run at the same time as another BackOffice Task or whether it needs to run alone. Set the value of the Wait On Exit Code to zero to indicate that the task can run at the same time as another BackOffice Task. Set this code to a non-zero value for the application to initiate this task and then wait for it to finish before initiating another BackOffice Task. This may be necessary when you have more than one BackOffice Task scheduled to run at the same time using the same device.

BackOffice Task Choice Maintenance

BackOffice Task Choice Maintenance lets you define your own BackOffice Task actions. The actions you define then become part of the choice list of actions you can choose when building a BackOffice Task. The actions you can define are for functions that are not part of the Retalix software. An example of an action you could add is a system backup. You can also use this function to modify the description of existing Retalix tasks. Select BackOffice Task Choice Maintenance from the **Utilities** Menu. The Edit BackOffice Task Actions window appears:



The following fields appear in the Edit BackOffice Task Actions window:

BackOffice Task Description field (BackOffice Task Choice Maint) - This field contains a description of the action. Enter the description, as you want it to appear in the choice list within the Build BackOffice Tasks function.

Executable to Run field (BackOffice Task Choice Maint) - This field contains the name of the executable program for this action. Enter the name of the program executable for this action.

Executable Directory field (BackOffice Task Choice Maint) - This field contains the name of the directory where the executable program for this action resides. Enter the full path location of the executable.

Arguments to Pass field (BackOffice Task Choice Maint) - This field contains any arguments (parameters) to pass to the executable program for this action.

Run on Server field (BackOffice Task Choice Maint) - This field appears when you are adding a new BackOffice Task. It contains the name of the product server where the action will run. Use the drop-down list to select the product server to run the BackOffice Task action you are defining.

Database and System Backup Utility

The Schedule Backup utility lets you schedule three types of backups:

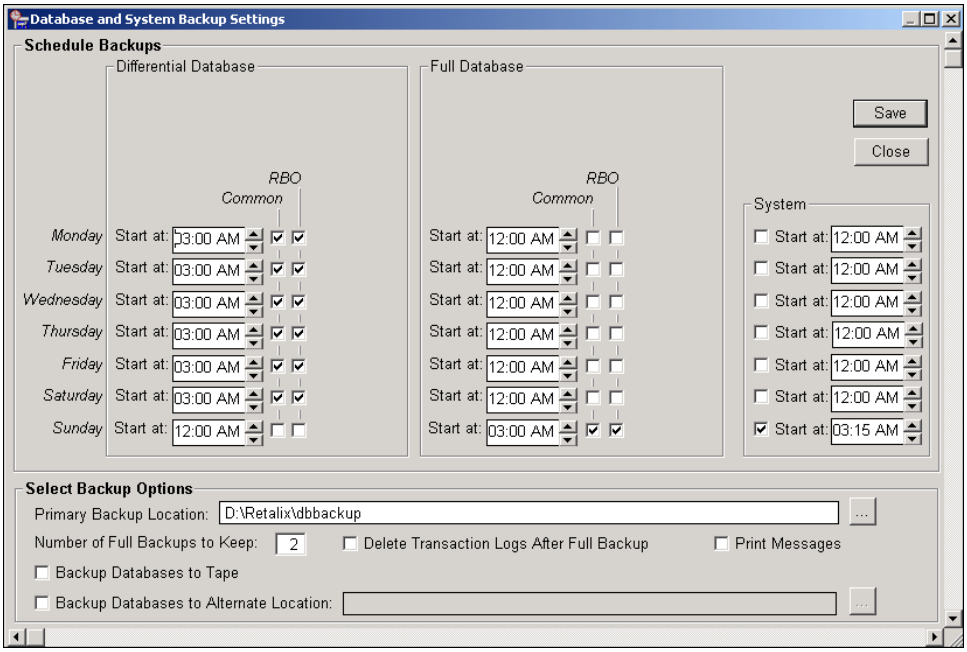
- Full Database Backup
- Incremental Database Backup
- System Backup

The *full database backup* copies and saves the entire database to the **Retalix\DbBackup** folder on your hard drive. Each database has a separate folder. You can also optionally back the database up to tape and/or an alternate location. When you perform a full database backup, it will also delete old records and back up information in the database transaction log. The backed-up database transaction logs are saved in the same folder as the database and follow the *yymmddxx.log* naming convention. You should schedule the full database backup to run at least once per week. You can back up the database for each Retalix product on your system. Only the databases that appear on the Database and System Backup Settings window are available for backup.

The *incremental database backup* deletes old records and backs up the database transaction log. The backed-up transaction logs are saved in the same folder as the database and follow the *yymmddxx.log* naming convention. You should schedule the incremental database backup to run every day that the full database backup is *not* scheduled. You can back up the database for each Retalix product on your system. Only the databases that appear on the Database and System Backup Settings window are available for backup.

The *system backup* copies and saves the entire Retalix folder to tape. You can optionally choose to also back up the local system registry. You should schedule the system backup to run at least once per week.

Backups run automatically through BackOffice Tasks. You only need to set your backup options one time by selecting Open from the BackOffice Task Scheduler **File** Menu, followed by Schedule Backups from the **Open** Submenu. The Database and System Backup Settings window appears:



You can use the default settings or change them. The settings include the day for each backup, the start time for each backup and any additional options. Once you make your selections, click the Save button to save your backup settings.

You can choose whether to show or hide backup-related BackOffice Tasks in the Schedule BackOffice Tasks window by selecting the Hide Backup CS option on the **Search** Menu. When a check mark appears in the **Search** Menu next to the Hide Backup CS option, all backup-related

BackOffice Tasks are hidden. The setting of this option remains in effect until you choose Hide Backup CS from the menu again.

Differential Database Backup Options

Use the following fields and check boxes to set the days and times to run the differential database backups of your Retalix software products:

Differential Database Start Time field - This is the time to start the differential database backup. Enter the time or position the cursor in the hour or minutes portion of the time and use the arrow buttons to change it. To switch between AM and PM, you must enter an upper case A or P. There is a separate time field for each day.

Differential RBO check box - Check this box to perform a differential backup of the RBO database for the corresponding day of the week. There is a separate check box for each day of the week.

Differential Common check box - Check this box to perform a differential backup of the RetalixCommon database for the corresponding day of the week. There is a separate check box for each day of the week.

Full Database Backup Options

Use the following fields and check boxes to set the days and times to run the full database backups of your Retalix software products:

Full Database Start Time field - This is the time to start the full database backup. Enter the time or position the cursor in the hour or minutes portion of the time and use the arrow buttons to change it. To switch between AM and PM, you must enter an upper case A or P. There is a separate time field for each day.

Full Database Retalix Common check box - Check this box to perform a full backup of the Common database for the corresponding day of the week. There is a separate check box for each day of the week.

Full Database RBO check box - Check this box to perform a full backup of the RBO database for the corresponding day of the week. There is a separate check box for each day of the week.

System Backup Options

Use the following fields and check boxes to set the days and times to run the system backup of your Retalix folder:

System Start Time field - This is the time to start the system backup. Enter the time or position the cursor in the hour or minutes portion of the time and use the arrow buttons to change it. To switch between AM and PM, you must enter an upper case A or P. There is a separate time field for each day.

System Day check box - Check this box to perform a system backup for the corresponding day of the week. There is a separate check box for each day of the week.

Select Backup Options

In addition to setting the days and times for each type of backup, there are several backup options that you can specify. They are:

Primary Backup Location field - This field contains the path to where the incremental or full database backup function should save the database. Click the Browse button to navigate to the primary database backup location.

Number of Full Backups to Keep - This field contains the number of full backup files to maintain. The default is 2. Backups that are older than the 2 most recent backups will be automatically removed.

Delete Transaction Logs After Full Backup check box - Check this box to delete the last week's transaction logs after performing a full database backup. The backup function deletes the logs after successfully completing a full database backup.

Print Messages check box - Messages from the backups are logged to the system log and BackOffice Task log files. Check this box to automatically print the BackOffice Task log file.

Backup Databases to Tape check box - Check this box to also save the database to tape on incremental and full database backups. If this option is not selected, the database will only be saved to your hard drive. The incremental and full database backup functions save the database to the **Retalix\DbBackup** folder on your hard drive. Each database has a separate folder.

Backup Databases to Alternate Location check box - The incremental and full database backup functions save the database to the **Retalix\DbBackup** folder on your hard drive. Each database has a separate folder. Check this box to also save the database to an alternate location. When you select this option, you must specify the alternate location in the Alternate Database Backup Location field. If this option is not selected, the database will only be saved to your hard drive.

Saving Backup Information for the First Time

The first time you save your backup settings, a message box appears asking you if you want to delete any backups that have been defined and scheduled using the Build BackOffice Tasks and Schedule BackOffice Tasks options. You should go ahead and answer yes to delete these BackOffice Tasks.

Another message box will appear to let you know that you must manually delete any backups scheduled through the Windows "AT.exe" command. You need to remove *all* scheduled back up commands for the "AT.exe" scheduler. Re-schedule all backups using the Database and System Backup utility in BackOffice Tasks. Re-schedule all non-backup commands manually using the "Scheduled Tasks" utility that is available by double-clicking the My Computer icon.

BackOffice Task Procedures

This section contains step-by-step instructions for performing basic BackOffice Task procedures.

Building a BackOffice Task

This procedure demonstrates how to build a BackOffice Task.

To build a BackOffice Task:

1. Start the BackOffice Task Scheduler application from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Build BackOffice Tasks from the **Open** Submenu.
   - The Add BackOffice Tasks Actions window appears.

4. Select Add from the **Edit** Menu (or click the button).
5. Enter the BackOffice Task name.
6. Select Add Action from the **Edit** Menu (or click the button).
7. Use the drop-down list to select an action.
   - If you select an action that requires further definition, the Options button is available.
8. Do one of the following:
   - Click the Options button to continue defining the action, if necessary. The Set Arguments Dialog Box appears. See the *Defining a Report in a BackOffice Task* section to continue.
   - Repeat steps 6 and 7 to define another action.
9. Select Save Changes from the **Edit** Menu (or click the button).

Defining a Retalix BackOffice Report in a BackOffice Task

This procedure demonstrates how to define a Retalix BackOffice report in a BackOffice Task.

To define a Retalix BackOffice report in a BackOffice Task:

This procedure assumes that you are building a BackOffice Task and have selected a Retalix BackOffice report as the action to perform.

1. Click the Options button, if necessary.
   - The Set Arguments Dialog Box appears.
2. Use the drop-down list to select a custom report for the BackOffice Task.
3. In the Output Options area of the dialog box, click one or more of the Print, Export and E-mail check boxes to enable the type of report output you want.

NOTE: If setting arguments for the Ad Markdown, Ad-Loss or Date Range Movement Reports you may also enter the number of days before you current date that you wish to query for data.

4. If you enabled the Print check box, enter the number of copies to print or use the drop-down list to select the number of copies.
5. If you enabled the Export check box, click the Options button. The Select Export File Dialog Box appears. Do the following:
   - Use the drop-down list to select the data format for exporting the report.
   - Enter the directory path and file name for the report or click the Browse button to navigate to it.

- Click the OK button.

6. If you enabled the e-mail check box, click the Options button. The Select Export File Dialog Box appears. Do the following:
   - Use the drop-down list to select the data format for exporting the report.
   - Click the Recipients button. The Choose Profile Dialog Box appears.
   - Fill in the necessary information and then click the OK button.
   - Click the OK button in the Select Export File Dialog Box.
7. Click the OK button in the Set Arguments Dialog Box.
   - The Add BackOffice Task Actions window appears.
8. Select Save Changes from the **Edit** Menu (or click the button).

Adding an Action to a BackOffice Task

This procedure demonstrates how to add an action to an existing BackOffice Task.

To add an action to a BackOffice Task:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Build BackOffice Tasks from the **Open** Submenu.
4. Enter the BackOffice Task Name or select First, Previous, Next and Last from the **View Menu** (or click the , , , and buttons) to find the task you want.
5. Select Add Action from the **Edit** Menu (or click the button).
   - A blank field appears in the Actions to Run area of the window.
6. Use the drop-down list to select an action.
7. Select Save Changes from the **Edit** Menu (or click the button).

Deleting an Action from a BackOffice Task

This procedure demonstrates how to delete an action from a BackOffice Task.

To delete an action from a BackOffice Task:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Build BackOffice Tasks from the **Open** Submenu.

4. Enter the BackOffice Task Name or select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the task you want.
5. Click the action to delete in the Actions to Run area of the window.
6. Select Delete Action from the **Edit** Menu (or click the button).
   - The application deletes the action.

Deleting a BackOffice Task

This procedure demonstrates how to delete a BackOffice Task.

To delete a BackOffice Task:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Build BackOffice Tasks from the **Open** Submenu.
4. Enter the BackOffice Task Name or select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) to find the task you want.
5. Select Delete from the **Edit** Menu (or click the button).
   - A message appears asking you to confirm that you want to delete the current BackOffice Task.
6. Click the OK button.

Scheduling a BackOffice Task to Run

This procedure demonstrates how to schedule a date and time for a BackOffice Task to run.

To schedule a BackOffice Task to run:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Schedule BackOffice Tasks from the **Open** Submenu.
   - The Schedule BackOffice Tasks window appears.
4. Select Add from the **Edit** Menu (or click the button).
   - The Select a BackOffice Task Dialog Box appears.
5. Highlight the BackOffice Task to schedule.
6. Click the OK button.
   - The scheduling parameters appear.

7. Click one of the following frequency flags to enable it: Hourly, Daily, Weekly, Monthly, or Yearly.
   - The frequency options that are available change depending on your selection.
8. Enter any other parameters that relate to your frequency selection.
9. Enter the date to begin running the BackOffice Task.
   - Click the date field and enter it in MM/DD/YY format.
10. Enter the time to begin running the BackOffice Task. Type the time in HH:MM format, typing "A" for AM or "P" for PM. You can use the arrow buttons to set the time as follows:
    - Highlight the hour, or place your cursor in the hour field and then click the arrow buttons until find the hour you want.
    - Highlight the minutes, or place the cursor in the minutes field and then click the arrow buttons until you find the minutes you want.
    - Highlight the AM/PM, or place the cursor in the AM/PM field and then click one of the arrow buttons to change to AM or PM.
11. Define the duration of the BackOffice Task by clicking one of the following flags:
    - Never Expires
    - Stop After Number of Times (use the arrow buttons to select the number you want)
    - Effective Until (enter an ending date)
12. Select Save Changes from the **Edit** Menu (or click the button).

Modifying a BackOffice Task Schedule

This procedure demonstrates how to modify the schedule of a BackOffice Task.

To modify a BackOffice Task schedule:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Schedule BackOffice Tasks from the **Open** Submenu.
   - The Schedule BackOffice Tasks window appears listing the scheduled tasks.
4. Highlight the task to modify by clicking it.
5. Select Modify Schedule from the **Edit** Menu (or click the button).
   - The scheduling options appear.
6. Make the appropriate changes to the schedule.
7. Select Save Changes from the **Edit** Menu (or click the button).

Deleting a BackOffice Task from the Schedule

This procedure demonstrates how to delete a BackOffice Task from the schedule.

To delete a BackOffice Task from the schedule:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select Open from the **File** Menu.
3. Select Schedule BackOffice Tasks from the **Open** Submenu.
   - The Schedule BackOffice Tasks window appears listing the scheduled tasks.
4. Highlight the BackOffice Task to delete by clicking it.
5. Select Delete from the **Edit** Menu (or click the button).
   - A message appears asking you to confirm that you want to delete the current record.
6. Click the OK button.

Adding Your Own BackOffice Task Action

This procedure demonstrates how to add your own BackOffice Task action. This action then becomes a part of the actions you can choose to include in a BackOffice Task.

To add your own BackOffice Task action:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select BackOffice Task Choice Maintenance from the **Utilities** Menu.
   - The Edit BackOffice Task Actions window appears.
3. Select Add from the **Edit** Menu (or click the button).
4. Enter each field. The fields you need to enter are: BackOffice Task Description field, Executable to Run field, Executable Directory field and Run on Server field. You may or may not need to enter the Arguments to Pass field.
5. Select Save Changes from the **Edit** Menu (or click the button).

Deleting an Action from the BackOffice Tasks Application

This procedure demonstrates how to delete your own BackOffice Task action from the list of actions you can choose to include.

To delete an action from the BackOffice Tasks application:

1. Start the BackOffice Task Scheduler from the Retalix Navigator (or StoreLine/ISS45 menu - under BackOffice) Utilities folder.
2. Select BackOffice Task Choice Maintenance from the **Utilities** Menu.
   - The Edit BackOffice Task Actions window appears.
3. Select First, Previous, Next and Last from the **View Menu** (or click the , , and buttons) until you find the action to delete.
4. Select Delete from the **Edit** Menu (or click the button).
   - A message appears asking you to confirm that you want to delete the current record.
5. Click the Yes button to delete the BackOffice Task action or click the No button to keep it.

Appendix A - Services

Services are programs that run in the background and are required to support the Retalix BackOffice applications. To view and maintain the services on your computer, select **Programs**, followed by **Administrative Tools** and then double-click the **Services** icon. The Windows Services Dialog Box appears listing the services on your computer. There are two pieces of information that appear for each service: Status and Startup. The Status can be blank, indicating that the service is not running, or Started, indicating that the service is running. The Startup can be Automatic, indicating that the service automatically starts at system boot, or Manual, indicating that the service starts on demand. The Retalix BackOffice services begin with "Retalix." Retalix BackOffice requires the following services:

Retalix Backup Utility Monitor - The Retalix Backup Utility Monitor service oversees the database and system backup utility and displays a message when a backup may be hanging.

Retalix Control Strings - The Retalix Control Strings Service executes scheduled BackOffice Tasks to run without operator intervention.

Retalix FM Batch File Uploader - The Retalix FM Batch File Uploader service moves price collect files from your Retalix FM or SP unit to your Retalix computer. It requires your Retalix BackOffice FM system to be fully functional.

Retalix FM Flexible Data Collect Server - The Retalix FM Flexible Data Collect Server Service is the Retalix BackOffice FM Flexible Data Collect application.

Retalix FM Item Server - The Retalix FM Item Server Service is the Retalix BackOffice FM Item Maintenance application.

Retalix FM Ordering Server - The Retalix FM Ordering Server Service is the Retalix BackOffice FM Ordering application.

Retalix FM Receiving Server - The Retalix FM Receiving Server Service is the Retalix BackOffice FM Receiving application.

Retalix FM Terminal Manager - The Retalix FM Terminal Manager Service is the interface between the FM applications and the FM Terminal Controller.

Retalix Host File Routing Service - The Retalix Host File Routing Service delivers files to their specified locations and starts the appropriate processing.

Retalix LM Service - The Retalix LM Service is the licensing service that validates each Retalix product to make sure it has been purchased.

Retalix Message Router - The Retalix Message Router Service sends and receives messages so that the Retalix BackOffice applications can communicate with each other.

Retalix Registry Editor - The Retalix Registry Editor Service lets remote client systems use a master registry on the server.

Retalix Remote Agent - The Retalix Remote Agent service starts processes on a given machine in a multi-server environment.

Retalix Remote Event Logger - The Retalix Remote Event Logger Service lets remote client systems use an event log on the server.

Retalix Service Monitor - The Retalix Service Monitor oversees the condition of the other Retalix services.

Retalix SP Terminal Manager - The Retalix SP Terminal Manager Service is the interface between the FM applications and the SP (spread spectrum) units.

Appendix B - ScanMaster POS

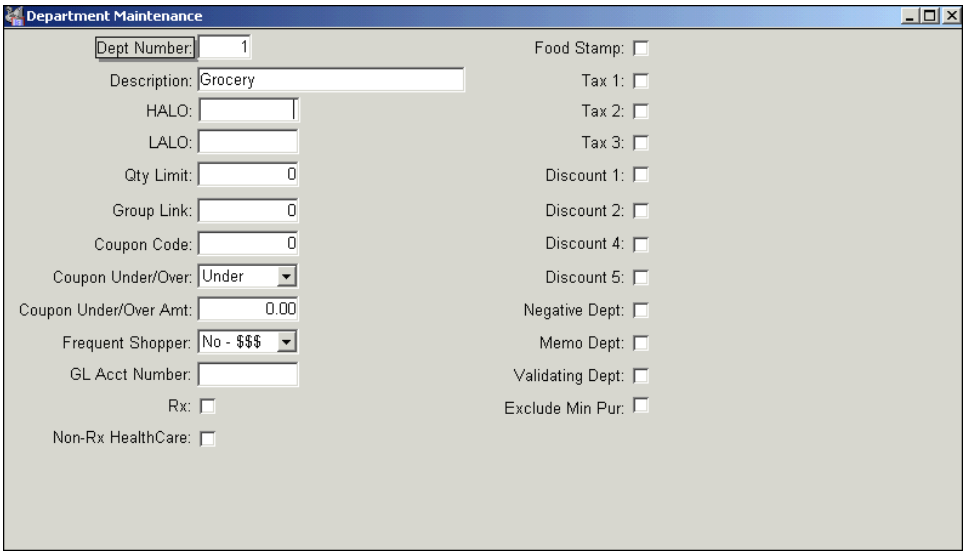
This appendix contains screen captures and field-level information specific to the ScanMaster POS. The operation of the following applications is explained in the main portion of this guide:

- Department Maintenance
- Item Maintenance

This appendix provides field-level information for the ScanMaster versions of these applications.

Department Maintenance

When you start Department Maintenance from the Utilities folder of the Retalix Navigator (or StoreLine/ISS45 menu), the ScanMaster Department Maintenance window appears:



The Department Maintenance fields and flags are:

Dept Number field (ScanMaster Dept Maint) - This is the POS department number. It is a two-digit numeric field. You can use this field to search for Department File records.

Description field (ScanMaster Dept Maint) - This is the department description. The maximum length of this field is fifteen characters. You can use this field to search for Department File records.

HALO field (ScanMaster Dept Maint) - This is the High Amount Lock Out (HALO) amount for this department. This is the highest dollar amount that a checker may enter for an item in this department. This field must be greater than or equal to the Low Amount Lock Out (LALO) but no greater than 999999.99.

LALO field (ScanMaster Dept Maint) - This is the Low Amount Lock Out (LALO) amount for this department. This is the lowest dollar amount that a checker may enter for an item in this department. This field must be greater than or equal to zero but less than or equal to the High Amount Lock Out (HALO), up to 99.99.

Qty Limit field (ScanMaster Dept Maint) - This is a two-digit field that limits the selling quantity of items in this department.

Group Link field (ScanMaster Dept Maint) - This is a two-digit field that groups departments together to produce subtotals on the ScanMaster department report.

Coupon Code field (ScanMaster Dept Maint) - This is a number (0 - 9999) that indicates what coupon to print at the end of the customer's receipt if the customer meets the purchase requirements for this department. This coupon that prints must be created and enabled on the ScanMaster POS.

Coupon Under/Over field (ScanMaster Dept Maint) - This field indicates whether to generate a coupon for a sale over or under the amount specified in the Coupon Under/Over Amt field. Use the drop-down list to select Under or Over.

Coupon Under/Over Amt field (ScanMaster Dept Maint) - This field contains the minimum or maximum dollar amount for a customer to purchase before a coupon prints at the end of the receipt. The value of the Coupon Under/Over field determines whether the amount is a maximum or minimum.

Frequent Shopper field (ScanMaster Dept Maint) - This field determines the frequent shopper status of items in this department. Use the drop-down list to select a frequent shopper status of No, 1, 2, or 3.

GL Acct Number field (ScanMaster Dept Maint) - This field contains the account number associated with this department for accounting purposes. This field may be up to ten characters in length.

Rx checkbox (ScanMaster Dept Maint) - For Flexible Spending Account (FSA) Support, a check in this box indicates this is an Rx department.

Non-Rx HealthCare checkbox (ScanMaster Dept Maint) - For Flexible Spending Account (FSA) Support, a check in this box indicates this is a Non-Rx Healthcare department.

Food Stamp flag (ScanMaster Dept Maint) - If this flag is checked, then food stamps can be used to purchase items in this department.

Tax 1 flag (ScanMaster Dept Maint) - If this flag is checked, then items in this department are taxable under Tax Plan 1.

Tax 2 flag (ScanMaster Dept Maint) - If this flag is checked, then items in this department are taxable under Tax Plan 2.

Tax 3 flag (ScanMaster Dept Maint) - If this flag is checked, then items in this department are taxable under Tax Plan 3.

Discount 1 flag (ScanMaster Dept Maint) - If this flag is checked, then Discount 1 applies to items in this department.

Discount 2 flag (ScanMaster Dept Maint) - If this flag is checked, then Discount 2 applies to items in this department.

Discount 4 flag (ScanMaster Dept Maint) - If this flag is checked, then Discount 4 applies to items in this department.

Discount 5 flag (ScanMaster Dept Maint) - If this flag is checked, then Discount 5 applies to items in this department.

Negative Dept flag (ScanMaster Dept Maint) - If this flag is checked, then this is a negative department.

Memo Dept flag (ScanMaster Dept Maint) - If this flag is checked, then this is a memo department.

Validating Dept flag (ScanMaster Dept Maint) - If this flag is checked, then the POS validates this department when selling an item in this department.

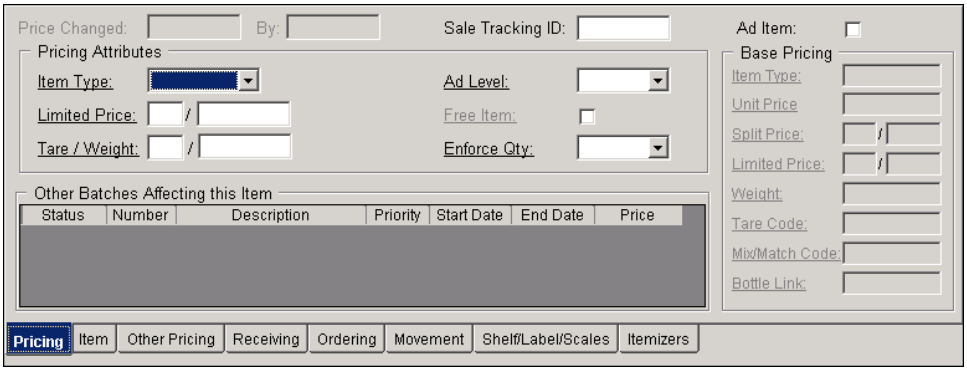
Exclude Min Pur flag (ScanMaster Dept Maint) - If this flag is checked, it indicates that items in this department do not count towards frequent shopper minimum purchase requirements. The default value for this field is unchecked.

Item Maintenance

The fields that appear on the ScanMaster Item Maintenance screen are similar to those discussed previously within the **Item Maintenance** chapter (see page 101) in the main part of this guide. The fields described below for each tab are POS-specific for the ScanMaster system.

Pricing Tab (ScanMaster)

The Pricing Tab appears as follows:



The ScanMaster-specific fields are:

Item Type field (ScanMaster Item Maint) - This field contains the item type for this item. Set this field to indicate the kind of information stored in the item record. Use the drop-down list to select from the following item types:

> ***Note***: The accessibility of the pricing fields (in the top half of the Item Maintenance window), Tare/Weight fields and Price Limit fields will vary depending on the Item Type setting.

Unit	A Unit item type uses the Unit Price Field. It reflects the price of one item (or the price of an item up until the Split Quantity Mult has been sold). Other fields that work with a Unit are: Split Price Multiple, Split Price, Limited Qty and Limited Qty Price.
Split Qty	A Split Qty type item divides the Split Price by the Split Quantity to compute the unit price (if no Unit Price is specified). Other fields that work with a Split Price Type are: Unit Price, Limited Qty and Limited Qty Price.
Scale	A Scale type item requires the item to be placed on the scale. A scale type reads the Unit Price field. The Unit Price field reflects

	the price per unit of measure (typically pounds). The system takes the price per unit of measure and calculates the price based on the weight.
Store Cpn	A Store Cpn type permits a store coupon to have an assigned UPC number. When the coupon UPC number is entered at the POS workstation, the amount of the store coupon is deducted from the transaction. Store Coupons reduce the taxable amount of a sale.
Mfg Cpn	An item type of "Mfg Cpn" permits a manufacturer's coupon to have an assigned UPC number. When the coupon UPC number is entered at the POS workstation, the amount of the manufacturer's coupon is deducted from the transaction. Manufacturer Coupons do not reduce the taxable amount of a sale.
Linked	An item that is linked to a master item. The Linked to Item Number field contains the master item number.

Limited Qty field (ScanMaster Item Maint) - This field is available when the Item Type is Unit or Split Qty. It contains the limited quantity that a customer can purchase of this item at the Limited Price. The price reverts to the unit price once the limited quantity is reached. The Ltd Qty field can also be used in combination with the Unit Price and Split Price fields to limit how many separate split transaction can occur before reverting back to Unit Price.

Limited Price field (ScanMaster Item Maint) - This field is available when the Item Type is Unit. It contains the Limited Price associated with the Limited Quantity. On reports, this field is sometimes combined with the Limited Qty field.

Tare field (ScanMaster Item Maint) - This field is available when the Item Type is Scale. This field contains the tare code number of the weighted item from the Tare Table. Tare is the weight of the package that contains the item (such as a plastic bag, Styrofoam, or no bag).

Weight field (ScanMaster Item Maint) - This field is available when the Item Type is Scale. It contains the weight the unit price field is based upon.

Ad Level field (ScanMaster Item Maint) - This field contains the advertising level for this item. Use the drop-down list to select no sale or a level from 1 - 9. Setting ad levels lets ScanMaster track the sale and movement information for an item based on the time the ad level was active to the time the ad level was deactivated.

NOTE: If the **Set Base Price From Competitor or MSRP** parameter is enabled, the Ad Level field will be set to read-only. Changes will not be permitted to the Ad Level field because it will be automatically set using this feature.

Free Item flag (ScanMaster Item Maint) - If this flag is checked, it indicates that this is a free item. This flag is only available when the POS Price, Split Price Amt and Limited Price fields are zero.

Enforce Qty field (ScanMaster Item Maint) - This field indicates whether the checker can enter a quantity for this item. Use the drop-down list to select a value. Selecting No allows the checker to enter a quantity but does not require it. Selecting Enforce requires the checker to enter a quantity. Selecting Inhibit prevents the checker from entering a quantity.

Ad Item Flag (ScanMaster Item Maint) - If this flag is checked, it indicates that the store is currently advertising this item. The flag is unique to RBO and is a way to ensure that an advertised price takes precedence over other pricing maintenance.

Base Pricing fields (Informational \ Display Only)

Base Price fields contain the item's permanent price record. Base Price fields replace the item's current selling price fields when the End Date for all temporary maintenance is reached.

Pricing Examples:

Below are examples of list of how the pricing fields work to implement different pricing methods and the how the transaction might appear on the customer's receipt.

Straight Unit Pricing

Straight unit pricing permits you to determine the price of an item. This is usually how most items are set up.

Item Type	Unit	Grocery	$1.00	TF
Unit Price	$1.00	Grocery	$1.00	TF
		Grocery	$1.00	TF

Split – Unlimited without Item Price

Split pricing allows you to create deals for the customer. In this example, ScanMaster calculates the item price based on the Split Quantity and Split Price. If the Register Control File option, Use Enhanced Split Qty Calc was set to Yes, only the last item would be discounted: `$0.34, $0.34, $0.32.`

Item Type	Split	1 @ 3/$1.00 Widgets	$0.34	TF
Unit Price		1 @ 3/$1.00 Widgets	$0.33	TF
Split Quantity	3	1 @ 3/$1.00 Widgets	$0.33	TF
Split Price	1.00	1 @ 3/$1.00 Widgets	$0.34	TF
		1 @ 3/$1.00 Widgets	$0.33	TF
		1 @ 3/$1.00 Widgets	$0.33	TF

Split – Unlimited with Unit Price

In this instance, the customer would have to purchase 3 items to get any discount, because you determined the Unit Cost. ScanMaster calculates the price of the third item.

Item Type	Split	1 @ 3/$1.00 Gadgets	$0.40	TF
Unit Price	$0.40	1 @ 3/$1.00 Gadgets	$0.40	TF
Split Quantity	3	1 @ 3/$1.00 Gadgets	$0.20	TF
Split Price	$1.00	1 @ 3/$1.00 Gadgets	$0.40	TF
		1 @ 3/$1.00 Gadgets	$0.40	TF
		1 @ 3/$1.00 Gadgets	$0.20	TF

Split – Limited Quantity with Price

This example is similar to the previous example except that there is a limit on the number of times that the discount is received. Setting the limited quantity means that the ScanMaster will cycle through the split pricing deal the number of times that you determine.

Item Type	Split	1 @ 3/$1.00 Widgets	$0.40	TF
Unit Price	$0.40	1 @ 3/$1.00 Widgets	$0.40	TF
Split Quantity	3	1 @ 3/$1.00 Widgets	$0.20	TF
Split Price	$1.00	1 @ 3/$1.00 Widgets	$0.40	TF

Limited Qty	1	1 @ 3/$1.00 Widgets $0.40 TF
		1 @ 3/$1.00 Widgets $0.40 TF

Promotional Pricing

Promotional pricing allows you to give the customer a discounted item for only a set number of times. After that, they must pay full price for the item. In the example below, the customer receives 3 items for $0.35 after that the price returns to $0.50.

Item Type	Unit	1 @ Limit 3/$0.35 REG $0.50 EA Gadgets $0.35 TF
Unit Price	$0.50	1 @ Limit 3/$0.35 REG $0.50 EA Gadgets $0.35 TF
Limited Qty	3	1 @ Limit 3/$0.35 REG $0.50 EA Gadgets $0.35 TF
Limited Price	$0.35	1 @ Limit 3/$0.35 REG $0.50 EA Gadgets $0.50 TF
		1 @ Limit 3/$0.35 REG $0.50 EA Gadgets $0.50 TF
		1 @ Limit 3/$0.35 REG $0.50 EA Gadgets $0.50 TF

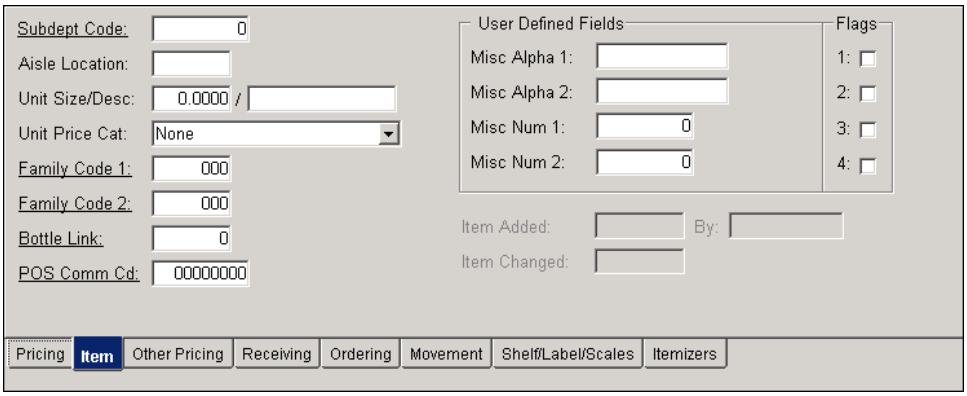
Buy One Get One Free – With Limit (BOGO)

In this example , the customer can buy one item and get the second item free. This example has a limit of two – meaning that ScanMaster will cycle through the deal two times and then the customer must pay full price for every item thereafter. If you want to have this as an unlimited quantity deal, just leave Limited Qty blank.

Item Type	Split	1 @ 2/$1.00 Widgets $1.00 TF
Unit Price	$1.00	1 @ 2/$1.00 Widgets $0.00 TF
Split Qty	2	1 @ 2/$1.00 Widgets $1.00 TF
Split Price	$1.00	1 @ 2/$1.00 Widgets $0.00 TF
Limited Qty	2	1 @ 2/$1.00 Widgets $1.00 TF
		1 @ 2/$1.00 Widgets $1.00 TF

Item Tab (ScanMaster)

The Item Tab appears as follows:



The ScanMaster-specific fields are:

Subdept Code field (ScanMaster Item Maint) - This field contains the three-digit subdepartment forthis item. This field is only available if you are using subdepartments in ScanMaster.

Aisle Location field (ScanMaster Item Maint) - This field contains the number used by ScanMaster to identify the aisle where this item is located in the store.

Unit Size field (ScanMaster Item Maint) - Enter the total "Unit Measure" quantity within each stocking unit. For example, if the item is a 5-pound box of detergent and your description field (below) is "Ounces", enter 80 in this field (5 lbs @ 16 ozs/pound). The Unit Size is used to generate a price "per common measure" for shelf tag purposes.

Unit Size Description field (ScanMaster Item Maint) - Enter the description associated with the stocking unit of measure. For example, Gallons, Pounds, Ounces, etc.

Family Code 1 field (ScanMaster Item Maint) - This field contains the first Manufacturer Coupon Family Code used with NSC 5 coupons for this item.

Family Code 2 field (ScanMaster Item Maint) - This field contains the second Manufacturer Coupon Family Code used with NSC 5 coupons for this item.

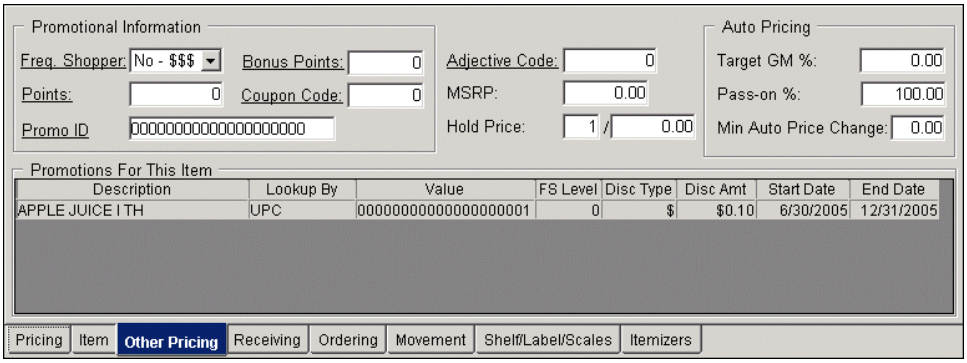
Bottle Link field (ScanMaster Item Maint) - This field contains the two-digit bottle link code for this item. There are 99 bottle link codes available on the ScanMaster POS. When this item is scanned on the POS,

the system automatically adds the amount associated with this bottle link to the sale of this item.

POS Commodity Code field (ScanMaster Item Maint) - Enter the Host/Warehouse code for item grouping purposes.

Other Pricing Tab (ScanMaster)

The Other Pricing Tab appears as follows:



The ScanMaster-specific fields are:

Freq Shopper field (ScanMaster Item Maint) - This field displays how frequent shopper points are to be generated from the item. The characteristics of this field are dependent upon a ScanMaster BackOffice Control File setting (See the ***ScanMaster User Guide*** for more information). For Frequent Shopper Dollars, frequent shopper points are not awarded when NO $$$ is selected. Selecting 1X $$$ applies the original item price to the customer's frequent shopper points (1 penny = 1 point); 2X $$$ doubles the item price and applies double the dollar amount to the customer's frequent shopper points; and 3X $$$ triples the item price and applies triple the dollar amount to the customer's frequent shopper points. For example, if the item is $1.99, 1x means the customer will accumulate 199 points. If this field is set to 2x, the customer will receive 398 points. If this field is set to 3x, the customer will receive 597 points. For Frequent Shopper Points, click on the field's selection arrow and select "Yes" to make this item eligible to receive Points and Bonus Points (entered below) upon purchase.

Points field (ScanMaster Item Maint) - For Frequent Shopper Points, enter the number of Frequent Shopper Points a customer is issued if this product is purchased. To make points on the this item active, click the Freq. Shopper field's selection arrow (above) and select "Yes" to make this item eligible to receive Points upon purchase.

Promo ID (ScanMaster Item Maint) - This field allows the store to attach the item to a ScanMaster promotion. Enter the Promotion Code-type Electronic Promotion number to add the item to the promotion.

Bonus Points field (ScanMaster Item Maint) - For Frequent Shopper Points, enter the number of Frequent Shopper Bonus Points a customer is issued if this product is purchased. To make bonus points on the this item active, click the Freq. Shopper field's selection arrow (above) and select "Yes" to make this item eligible to receive Bonus Points upon purchase.

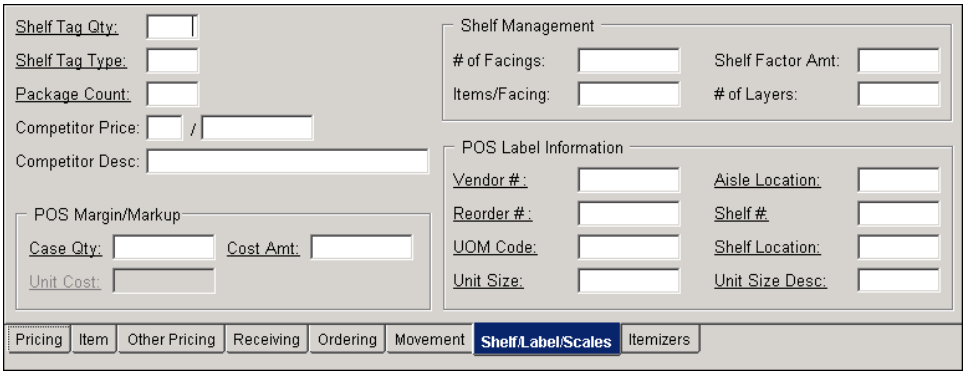
Coupon Code field (ScanMaster Item Maint) - This field contains a code (0 - 9999) that indicates the coupon to print on the customer receipt for this item when it is sold at the POS. After a coupon layout is created in the ScanMaster Promotion Coupon Editor, the coupon may be entered in this field.

Adjective Code field (ScanMaster Item Maint) - This field contains the unique code for this item if it has multiple prices. The valid entries are 0 through 9999. This code must match the one set up in Adjective Price Maintenance in ScanMaster.

Promotions For This Item (ScanMaster Item Maint) (Read Only) – This section displays the Scanmaster Electronic Promotion data for each promotion in which the item is attached.

Shelf/Labels/Scales Tab (ScanMaster)

The Shelf/Labels/Scales Tab appears as follows:



The ScanMaster-specific fields are:

Reorder # field (ScanMaster Item Maint) – This field contains the reorder number for the item. This field may be up to ten characters in length.

Unit of Measure field (ScanMaster Item Maint) – This field contains the item's tag identification number from the ScanMaster Unit of Measure table.

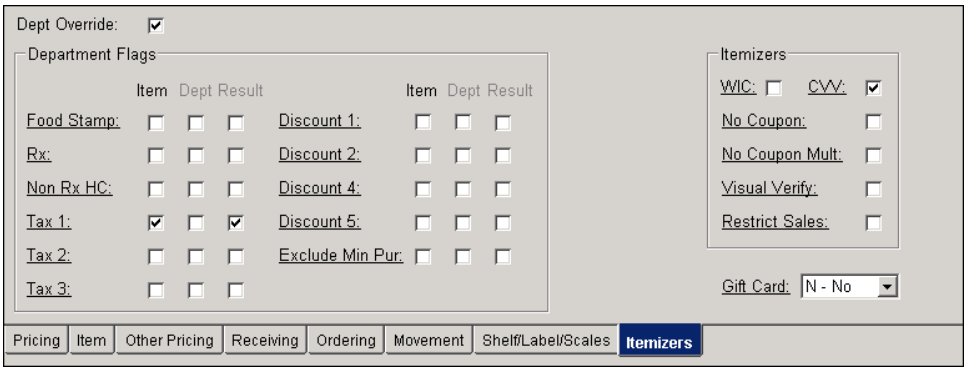
Aisle Location field (ScanMaster Item Maint) - This field contains the number used by ScanMaster to identify the aisle where this item is located in the store. The valid entries for this field are 0 through 999.

Shelf Number field (ScanMaster Item Maint) - This field contains the number used by ScanMaster to identify the shelf where this item is located in the store. The valid entries for this field are 0 through 999.

Shelf Location field (ScanMaster Item Maint) - This field contains the number used by ScanMaster to identify the location on the shelf where this item is in the store. The valid entries for this field are 0 through 999.

Itemizers Tab (ScanMaster)

The Department Itemizers Tab appears as follows:



The tab provides the user with the "result" of a department flag setting change – either "on" (checked) or "off" (unchecked). The Item Column displays the item setting, the Dept Column displays the department default setting and the Results Column displays the result of any change.

If the "Item's Department Flags Follows" parameter (see page 48) is set to "Item" and the "Dept Override" flag is checked, a change to a department default flag will show the corresponding "result" of the change to the item. Likewise, if the Item's Department Flag Follows parameter (see page 48) is set to "Dept" and the "Dept Override" flag is checked, a change to a department default flag will be treated as an "individual" override and the corresponding "result" of the change will display.

The Department Itemizer fields are:

Dept Override flag (ScanMaster Item Maint) - If this flag is checked and a flag is changed from the department default, the "Result" column will indicate the change. If this flag is unchecked, item, department and result flag fields will be inactive.

Food Stamp flag (ScanMaster Item Maint) - If this flag is checked, then a customer can use food stamps to purchase this item.

Rx Item flag (ScanMaster Item Maint) - For Flexible Spending Account (FSA) Support, if this flag is checked it indicates the item is an Rx product.

Non Rx HC flag (ScanMaster Item Maint) - For Flexible Spending Account (FSA) Support, if this flag is checked it indicates the item is a Non-Rx Healthcare product.

NOTE: The end result of the **Food Stamp**, **RX** and **Non Rx HC** flags being overridden is mutually exclusive. Only one of the three flags can be set for an item. If the **Food Stamp** and either the **Rx** and **Non-Rx HC** flags are set, the item will be flagged for **Food Stamp** as the end result. If the **Food Stamp** flag is not set and both the **Rx** and **Non-Rx HC** flags are set, the item will be flagged as **Rx** as the end result.

Taxable 1 flag (ScanMaster Item Maint) - If this flag is checked, then this item is taxable under Tax Table 1.

Taxable 2 flag (ScanMaster Item Maint) - If this flag is checked, then this item is taxable under Tax Table 2.

Taxable 3 flag (ScanMaster Item Maint) - If this flag is checked, then this item is taxable under Tax Table 3.

Discount 1 flag (ScanMaster Item Maint) - If this flag is checked, then Discount 1 is in effect for this item.

Discount 2 flag (ScanMaster Item Maint) - If this flag is checked, then Discount 2 is in effect for this item.

Discount 4 flag (ScanMaster Item Maint) - If this flag is checked, then Discount 4 is in effect for this item.

Discount 5 flag (ScanMaster Item Maint) - If this flag is checked, then Discount 5 is in effect for this item.

Exclude Min Pur flag (ScanMaster Item Maint) - If this flag is checked, it indicates that this item does not count towards frequent

shopper minimum purchase requirements. The default value for this field is unchecked.

WIC flag (ScanMaster Item Maint) - If this flag is checked, then a customer can purchase this item under the WIC program.

WIC CVV flag (ScanMaster Item Maint) - If this flag is checked, it indicates department sales to this department can be tendered with WIC CVV vouchers.

NOTE: The **WIC flag** and **WIC CVV** flags are mutually exclusive and only one of the flags can be set for an item. If either flag is checked, it will be automatically unchecked when the other is selected.

No Coupon flag (ScanMaster Item Maint) - If this flag is checked, then no coupons can be used toward the purchase of this item.

No Coupon Mult. Flag (ScanMaster Item Maint) - If this flag is checked, then no coupon multiples can be used toward the purchase of this item.

Visual Verify flag (ScanMaster Item Maint) - If this flag is checked, it indicates that the system forces the checker to verify the price of this item when the item is rung on the POS.

Restrict Sales flag (ScanMaster Item Maint) - If this flag is checked, then the sale of this item is restricted.

Gift Card (ScanMaster Item Maint) - For Gift Card items, click the field selection arrow and choose whether the card is an EAN-128 Gift Card or a UPC Gift Card.

NOTE: An EAN 128 gift card contains both the item number and account number in the barcode (requiring only one scan for sale and activation).

FM Item Back Office Fields

The following table lists the FM field number, FM Description and Item Maintenance Name of each Item back office field that is available on the FM unit for the ScanMaster POS.

FM Field Number	FM Description	Item Maintenance Name
1	Item#	Item Number
2	POS Desc	POS Description
3	Sup ID	Supplier ID
4	Item Cat Cd	Category Code
5	Case Pack Amt	Case Pack Amount
6	Ord CD	Order Code
9	Dept	Department Number
10	Desc	Item Description
11	Ad Item	Advertised Item Flag
12	Add Usr	Added By User
13	Aisle	Aisle Location
18	Comm CD	Commodity Code
19	Comp Mult	Compare Price Multiple
20	Comp Prc	Compare Price
21	Comp Desc	Compare Description
24	Fam CD1	Family Code 1
25	Coupon CD	Coupon Code
31	Facings	# of Facings
35	Food Stamp	Food Stamp Flag
37	FB Code	Frequent Buyer Code
38	Electrnc Cpn	Electronic Coupon Flag
43	Hold Mult	Hold Price Multiple
44	Hold Prc	Hold Price
45	Hld Pr Chg	Hold Price Flag
46	On Hand	On Hand Qty
48	Add Date	Date Item Added
49	Add Time	Time Item Added
51	Items/Face	Items/Facing
55	Lst M DT	Last Maintenance Date
56	Prc Chg Usr	Last Price Change User
59	Layers	# of Layers
63	Lnk Item	Link Item
64	Bottle CD	Bottle Link
65	Misc	Miscellaneous Alpha
66	Misc Int 1	Miscellaneous Number 1
67	Misc Int 2	Miscellaneous Number 2
68	M/M CD	Mix/Match Code
69	MSRP	Manufacturer’s Suggested Retail Price
71	Order Trig	Order Trigger
72	Pkg Count	Package Count

FM Field Number	FM Description	Item Maintenance Name
76	POS Com CD	POS Commodity Code
77	POS Cost	POS Case Cost Amount
81	PM	POS Price Multiple
82	Price	POS Price
86	Prev PM	POS Previous Price Multiple
87	Prev Prc	POS Previous Price
91	Prc Dt	Price Date
95	Rpt CD	Report Code
97	Restrict Sls	Restrict Sales Flag
110	Shelf	Shelf Factor Amount
111	Tag Qty	Shelf Tag Quantity
112	Tag Typ	Shelf Tag Type
115	Tare CD	Tare
116	Tax 1	Tax 1 Flag
117	Tax 2	Tax 2 Flag
118	Tax 3	Tax 3 Flag
120	USize	Unit Size
121	Size	Size Description
123	USR FL 1	User 1 Flag
124	USR FL 2	User 2 Flag
125	USR FL 3	User 3 Flag
126	USR FL 4	User 4 Flag
137	Vis Verify	Visual Verify Flag
139	Cat #	Price Category Code
140	Limit Qty	Limited Qty
141	Lst Mvt DT	Last Movement Update Date
149	Fam CD2	Family Code 2
150	Weight	Weight
151	Food Stamp	Food Stamp Flag
155	Discount 1	Discount 1 Flag
156	Discount 2	Discount 2 Flag
157	Discount 4	Discount 4 Flag
158	Discount 5	Discount 5 Flag
159	Freq Shpr	Frequent Shopper
160	Enforce Qty	Enforce/Inhibit Quantity
162	Limit Prc	Limited Price
163	Ad Level	Ad Level
164	WIC	W.I.C. Flag
166	Coupon CD	Coupon Code
168	No Cpn	No Coupon Flag
169	Target GM	Target GM%
170	Sale Trk ID	Sale Track ID
171	Promo ID	Promotion ID
174	No Min Prch	No Minimum Purchase Flag
175	No Cpn Mult	No Coupon Multiple Flag
176	POS Case Qty	POS Case Quantity
177	Rx	Rx Item
178	Non Rx HC	Non Rx HealthCare Item
179	Sub-Dept CD	Subdepartment Code

FM Field Number	FM Description	Item Maintenance Name
180	Item Type	Item Type
181	Split Prc	Split Price Amount
182	Split PM	Split Price Multiple
183	POS Unit Cost	POS Unit Cost
184	POS Vendor ID	POS Supplier ID
185	POS Order CD	POS Order Code
186	POS Reg Price	POS Regular Price
187	POS Unit Size	POS Unit Size
188	POS UOM	POS UOM
189	POS Aisle Num	POS Aisle Number
190	POS Shelf Num	POS Shelf Number
191	POS Shelf Loc	POS Shelf Location
192	Master Link	Master Item
193	Adj Code	Adjective Code
194	Points	Points
195	Bonus Points	Bonus Points
196	Free Item	Free Item
197	Excl Fr Min Pur	Exclude Minimum Purchase Flag
198	Wic Cvv FL	WIC CVV Flag
200	POS Price	POS Price Multiple and Price
201	Prev Price	Previous Price Multiple and Price
202	Hold Price	Hold Price Multiple and Price
203	Comp Price	Compare Price Multiple and Price
204	POS PM/Prc	POS Price Multiple and Price
205	Reg PM/Price	Regular Price Multiple and Price
228	Dpt Ovrrde Fl	Department Override Flag
283	Pass On Pctg	Pass On Percentage
284	Min Pr Chg Amt	Minimum Price Change Amount
285	Itm Group CD	Item Group Code
286	Misc Alpha 2	Miscellaneous Alpha 2
287	Reorder Qty	Reorder Quantity
288	Gift Card	Gift Card Type Setting (N=None, Y=EAN, U=UPC)
289	POS Unit Sz Desc	POS Unit Size Description
298	Misc Alpha 3	Miscellaneous Alpha 3
300	New Base Cost	New Base Cost Amount
301	New Cost DT	New Cost Date
302	Base Cost	Base Cost
303	Cost DT	Cost Date
304	Unit Cost	Unit Cost
305	Net Adj	Net Adjustment Amount
306	Adj Case Cost	Adjusted Case Cost
307	Adj Unit Cost	Adjusted Unit Cost
400	Supplier Desc	Supplier Description

Appendix C - ACS POS

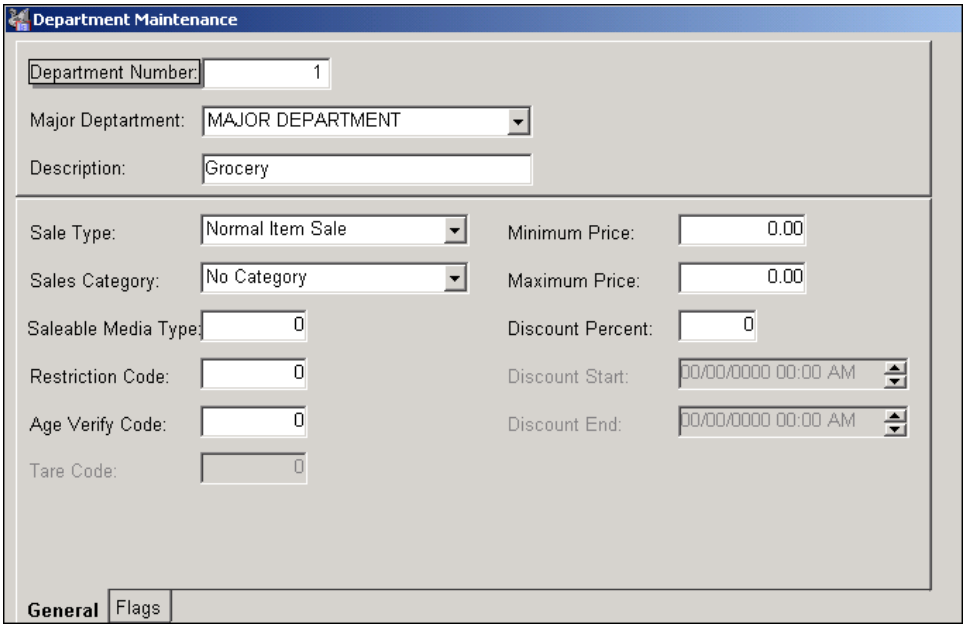
This appendix contains screen captures and field-level information specific to the NCR ACS and ACR-IR POS. The operation of the following applications is explained in the main portion of this guide:

- Department Maintenance
- Item Maintenance
- FM Utilities

This appendix provides field-level information for the ACS versions of these applications.

Department Maintenance

When you start Department Maintenance from the POS Utilities folder of the Retalix Navigator, the ACS Department Maintenance window appears:



Department Maintenance Index Fields

There are three index fields in Department Maintenance. Use any of these fields to search for Department File information:

Department Number field (ACS Dept Maint) - This is the point-of-sale department number. The maximum length is four digits and you must make a non-zero entry in this field. You can use this field to search for Department File records.

Major Department field (ACS Dept Maint) - This is the Major Department associated with this department. To define this department as a major department, select Major Department from the drop-down list. Otherwise, use the drop-down list to select a major department. You can use this field to search for Department File records.

Description field (ACS Dept Maint) - This is the description, up to twenty (20) characters in length, of this department. Retalix BackOffice uses this field to describe the department in reports. You can use this field to search for Department File records.

General Tab (Dept Maint)

Click this tab in Department Maintenance to view the general information for this department. The General fields are as follows:

Sale Type field (Dept Maint) - This field defines the type of items that belong to this department. Use the drop-down list to select a department type:

Normal Sale Item
Deposit Item
Deposit Return Item
Tax For Another Item
Manufacturer Coupon
Store Coupon Item
Store 2 Coupon Item
Negative Item

Sales Category field (ACS Dept Maint) - This field defines the sales category of items in this department. Use the drop-down list to select a sales category:

No Category
Grocery
Produce
Deli/Bakery
Seafood
Pharmacy
Non-Food
Nutrition
Salad
Cheese
Meat

Saleable Media Type field (ACS Dept Maint) - This field contains a code specifying the saleable media type for this department. The valid entries are 0 through 7.

Restriction Code field (ACS Dept Maint) - This field contains a code specifying a period of time when sales of items in this department are restricted. Enter one of the following codes:

0	No Restrictions
1	Sunday All Day
2	Election and Thursday
3	Election, Thursday, & Friday
4	Time-Day until 2000
5	Election and Friday
6	Election and Wednesday
7	Election and Wednesday
8	Election and Tuesday
9	Always Restricted

Age Verify Code field (ACS Dept Maint) - This field contains a code specifying whether a customer must be a minimum age (in years) to purchase items in this department. The valid entries are 0 through 7.

Tare Code field (ACS Dept Maint) - This field contains a code representing the weight of the packaging of items in this department. The valid values for this field are 0 to 99.

Minimum Price field (ACS Dept Maint) - This field contains the minimum price required for items in this department. Enter a value up to 9999.99.

Maximum Price field (ACS Dept Maint) - This field contains the maximum price allowed for items in this department. Enter a value up to 9999.99.

Discount Percent field (ACS Dept Maint) - This field contains the discount percentage to use in calculating discounts for items in this department.

Discount Start field (ACS Dept Maint) - This field contains the date the discount becomes effective for items in this department. This field is enabled after a Discount Percent is entered.

Discount End field (ACS Dept Maint) - This field contains the date the discount is no longer in effect for items in this department. This field is enabled after a Discount Percent is entered.

Flags Tab (Dept Maint)

Click this tab in Department Maintenance to view the flags for this department:

The Flags are as follows:

Supervisor Required flag (ACS Dept Maint) - If this flag is checked, it indicates that the system requires supervisor intervention at the POS to sell items in this department.

Excl from Cust Count flag (ACS Dept Maint) - If this flag is checked, it indicates to exclude customer counts that accumulate for this department from the store's customer count.

Accum Into Major flag (ACS Dept Maint) - If this flag is checked, it indicates that the totals that accumulate for this department also accumulate for the associated major department. This flag is only available when this department is not a major department.

Accum Into Store flag (ACS Dept Maint) - If this flag is checked, it indicates that the totals that accumulate for this department also accumulate into the store's financial totals. This flag is only available when this department is a major department.

Tax 1 flag (ACS Dept Maint) - If this flag is checked, it indicates that items in this department are taxable under Tax Table 1.

Tax 2 flag (ACS Dept Maint) - If this flag is checked, it indicates that items in this department are taxable under Tax Table 2.

Tax 3 flag (ACS Dept Maint) - If this flag is checked, it indicates that items in this department are taxable under Tax Table 3.

Tax 4 flag (ACS Dept Maint) - If this flag is checked, it indicates that items in this department are taxable under Tax Table 4.

Food Stamp (Itmzr1) flag (ACS Dept Maint) - This is the Food Stamp flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number one instead of to the department totals.

NOTE: For Flexible Spending Account (FSA) Support, configure one specific Selective Itemizer flag to be an item "Rx" flag and another as an item "Non Rx HC" (Healthcare) item.

Itemizer 2 flag (ACS Dept Maint) - This is the Selective Itemizer 2 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number two instead of to the department totals.

Itemizer 3 flag (ACS Dept Maint) - This is the Selective Itemizer 3 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number three instead of to the department totals.

Itemizer 4 flag (ACS Dept Maint) - This is the Selective Itemizer 4 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number four instead of to the department totals.

Itemizer 5 flag (ACS Dept Maint) - This is the Selective Itemizer 5 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number five instead of to the department totals.

Itemizer 6 flag (ACS Dept Maint) - This is the Selective Itemizer 6 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number six instead of to the department totals.

Itemizer 7 flag (ACS Dept Maint) - This is the Selective Itemizer 7 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number seven instead of to the department totals.

Itemizer 8 flag (ACS Dept Maint) - This is the Selective Itemizer 8 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number eight instead of to the department totals.

Itemizer 9 flag (ACS Dept Maint) - This is the Selective Itemizer 9 flag. If this flag is checked, it indicates that the system adds this department's sales to selective itemizer number nine instead of to the department totals.

Prohibit Qty flag (ACS Dept Maint) - If this flag is checked, it indicates that the system does not allow entry of a quantity value for items in this department during a transaction. This field is disabled if the Require Quantity flag is set.

Prohibit Refund flag (ACS Dept Maint) - If this flag is checked, it indicates that customers cannot receive a refund for items in this department.

Prohibit Return flag (ACS Dept Maint) - If this flag is checked, it indicates that customers cannot return items in this department.

Prohibit Repeat flag (ACS Dept Maint) - If this flag is checked, it indicates that checkers must scan or enter the item number of items in this department instead of pressing the Repeat key when a customer is buying more than one of this item.

Prohibit Cpn Mult flag (ACS Dept Maint) - This is the Prohibit Coupon Multiples flag. If this flag is checked, it indicates that a manufacturer coupon multiple is not allowed for items in this department.

Prohibit Markdown flag (ACS Dept Maint) - If this flag is checked, it indicates that checkers may not mark items in this department down when selling them.

Prohibit Min Order flag (ACS Dept Maint) - If this flag is checked, it indicates that items in this department cannot be included when computing

whether a minimum purchase amount has been reached for discounting purposes.

Weight Item flag (ACS Dept Maint) - If this flag is checked, it indicates that checkers must manually weigh items in this department when selling them.

Visual Price Verify flag (ACS Dept Maint) - If this flag is checked, it indicates that the system forces the checker to verify the prices of items in this department against the prices shown at the POS.

Allow Price Override flag (ACS Dept Maint) - If this flag is checked, it indicates that the checker may manually enter a price for items in this department.

WIC Item flag (ACS Dept Maint) - If this flag is checked, it indicates that items in this department can be sold within a W.I.C. transaction.

Require Qty flag (ACS Dept Maint) - If this flag is checked, it indicates that the system requires entry of a quantity value for items in this department during a transaction. This field is disabled if the Prohibit Quantity flag is set.

Require Price flag (ACS Dept Maint) - If this flag is checked, it indicates that the system requires entry of a price for items in this department during a transaction.

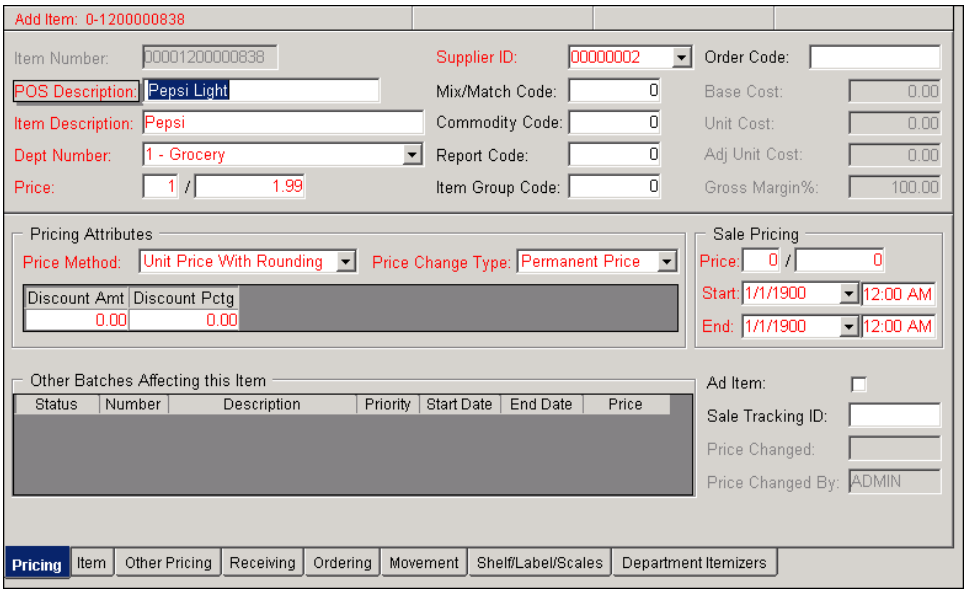
Tag Department flag (ACS Dept Maint) - If this flag is checked, it indicates to data capture sales for items in this department when ringing them at the POS.

Item Maintenance

The fields that appear on the ACS Item Maintenance screen are similar to those discussed previously within the **Item Maintenance** chapter (see page 101) in the main part of this guide. The fields described below for each tab are POS-specific for the NCR ACS system.

Pricing Tab (NCR ACS)

The Pricing Tab appears as follows:



The ACS-specific fields are:

Price Method field - This field contains the Primary Pricing Method for this item. This is the default pricing method used by the POS workstations unless another pricing scheme is selected within the item record. Use this drop-down list to select one of the following pricing methods:

- Fixed Price
- Unit Price With Rounding
- Split Package Pricing
- Group Threshold Pricing
- Group Discount Pricing
- Unlimited Quantity Discount
- Limited Quantity Discount
- Promo With No Minimum Order
- Promo With Minimum Order
- Variable Price Per Pound

Price Chg Type field - This field is available for every pricing method. It specifies the type of price change defined for the item. Use the drop-down list to choose one of the following price change types:

- Permanent Price
- Permanent Sale
- Permanent Clearance

Discount Amt field - This field is available for the Fixed Price and Unit Price With Rounding pricing methods. It contains the amount of the discount to apply to this item. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit.

Discount Pctg field - This field is available for the Fixed Price and Unit Price With Rounding pricing methods. It contains the percentage to use to calculate the amount of the discount to apply to this item.

For Qty field - This field is available for the Split Package Pricing, Group Threshold, Group Discount, Unlimited Quantity Discount and Limited Quantity Discount pricing methods. It contains the number of items to sell before adjusting the price to the For Price.

For Price field - This field is available for the Split Package Pricing, Group Threshold and Group Discount pricing methods. It contains the price for this item. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit.

Discount Price field - This field is available for the Unlimited Quantity Discount and Limited Quantity Discount pricing methods. It contains the discount price. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit.

Discount Qty field - This field is available for the Unlimited Quantity Discount and Limited Quantity Discount pricing methods. For the Unlimited Quantity Discount pricing method, this field contains the number of items to sell at the regular price before going to the Discount Price. For the Limited Quantity Discount pricing method, this field contains the number of items to sell at the Discount Price before returning to the regular price.

Promo Price field - This field is available for the Promo With No Minimum Order and Promo With Minimum Order pricing methods. It contains the promotional price. Enter a value up to $9999.99. If you do

not enter the decimal point, the system assumes two places from the rightmost digit.

Promo Qty field - This field is available for the Promo With No Minimum Order and Promo With Minimum Order pricing methods. It contains the number of items to sell at the Promo Price before returning to the regular price.

Min Order field - This field is available for the Promo With Minimum Order pricing method. It contains the minimum number of items to sell before going to the Promo Price.

Min Order 1 field - This field is available for the Variable Price Per Pound pricing method. It contains the dollar amount of this item that must be purchased before receiving Promo Price 1.

Unit Price 1 field - This field is available for the Variable Price Per Pound pricing method. This field contains the price to use once the Min Order 1 amount is reached. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit.

Min Order 2 field - This field is available for the Variable Price Per Pound pricing method. It contains the dollar amount of this item that must be purchased before receiving Promo Price 2.

Unit Price 2 field - This field is available for the Variable Price Per Pound pricing method. This field contains the price to use once the Min Order 2 amount is reached. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit.

Min Order 3 field - This field is available for the Variable Price Per Pound pricing method. It contains the dollar amount of this item that must be purchased before receiving Promo Price 3.

Unit Price 3 field - This field is available for the Variable Price Per Pound pricing method. This field contains the price to use once the Min Order 3 amount is reached. Enter a value up to $9999.99. If you do not enter the decimal point, the system assumes two places from the rightmost digit.

Sale Quantity field - This field is available for every pricing method except Variable Price Per Pound. It contains the number of items that you can sell at the sale price.

Sale Price field - This field is available for every pricing method except Variable Price Per Pound. It contains the sale price to use when the sale goes into effect on the POS for this item. Enter a value up to $9999.99. If

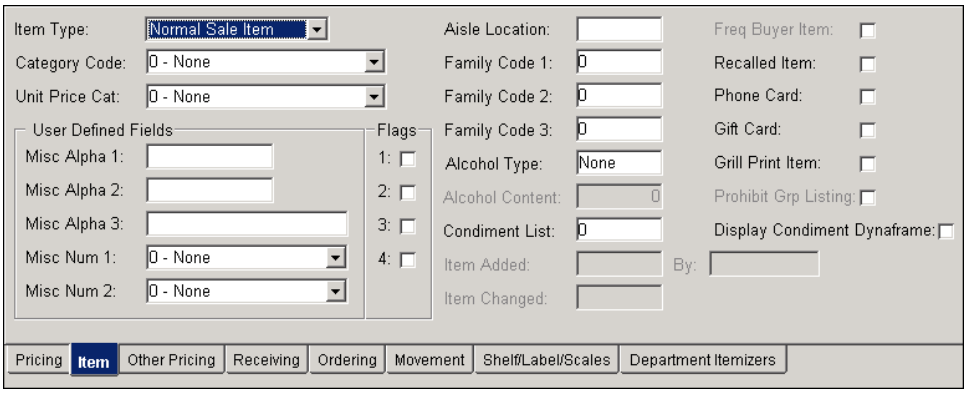
you do not enter the decimal point, the system assumes two places from the rightmost digit.

Sale Start field - This field is available for every pricing method except Variable Price Per Pound. It contains the date the sale price goes into effect for this item.

Sale End field - This field is available for every pricing method except Variable Price Per Pound. It contains the date the to stop charging the sale price for this item.

Item Tab (NCR ACS)

The Item Tab appears as follows:



The ACS-specific fields are:

Item Type field -- This field specifies the ACS item type for this item. Use the drop-down list to choose one of the following item types:

- Normal Item Sale
- Deposit Item
- Deposit Return Item
- Tax For Another Item
- Manufacturer Coupon
- Store Coupon Item
- Store 2 Coupon Item
- Negative Item

Family Code 3 field - This field contains the third Manufacturer Coupon Family Code used for this item.

Alcohol Type field - This field indicates whether this item contains alcohol. Use the field selection arrow and select one of the following:

- None
- Beer
- Wine
- Liquor

Alcohol Content field - For items containing alcohol, this field contains the item's alcohol content.

Condiment List field - This field contains the number of the ACS condiment list to which the item belongs.

Freq Buyer Item flag - If this flag is checked, it indicates that this item is a frequent buyer coupon. This flag is available only when the Item Type is a coupon. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked.

Recalled Item flag - If this flag is checked, it indicates that the manufacturer has recalled this item. The default value for this flag is not checked. On reports, the setting of this flag is shown as Y or N.

Phone Card flag - If this flag is checked, it indicates that the item is a phone card. The default value for this flag is not checked. On reports, the setting of this flag is shown as Y or N.

Gift Card flag - If this flag is checked, it indicates that the item is a gift card. The default value for this flag is not checked. On reports, the setting of this flag is shown as Y or N.

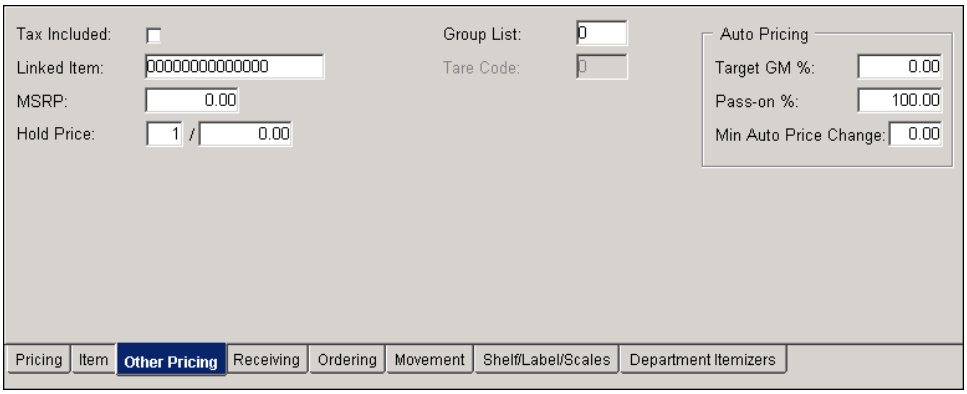
Grill Print Item field - This field contains a second identification number for this item. This may be a warehouse number, order number, etc. This field may be up to 12 characters in length.

Prohibit Grp Listing flag - If this flag is checked, it indicates that this item cannot be included in a group list that displays on the POS. This flag is available only when there is a value in the Group List field (Other Pricing Tab). The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Display Condiment Dynaframe flag - If this flag is checked, it indicates that a condiment list should automatically display when this item is entered on the POS. The default value for this flag is not checked. On reports, the setting of this flag is shown as Y or N.

Other Pricing Tab (NCR ACS)

The Other Pricing Tab appears as follows:



The ACS-specific fields are:

Tax Included flag - If this flag is checked, it indicates that the required tax for this item is included in the base POS price. The default value for this flag is not checked.

Linked Item Number field - This field contains the Item Number to which this item is linked. This field may be up to fourteen characters in length.

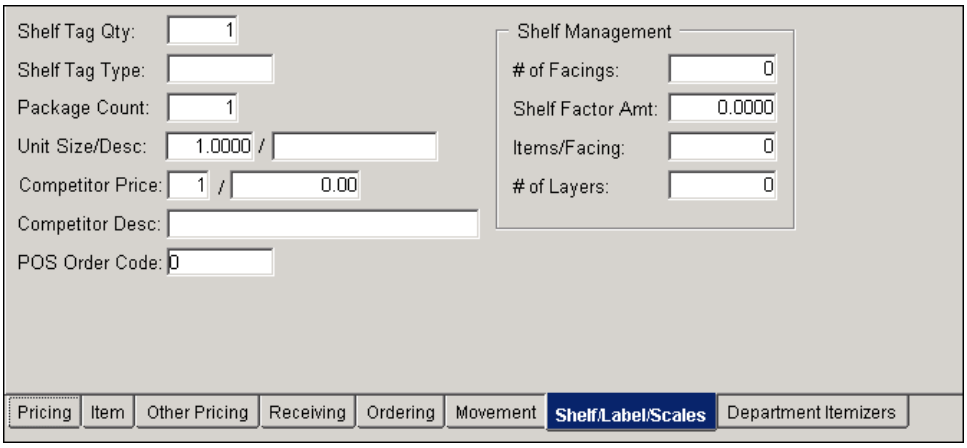
Group List field - This field contains the number of the ACS group list to which this item belongs. The valid entries are 0 to 999.

Tare Code field - This field contains a code representing the weight of the packaging of this item. This flag is available only for Weight Items. The valid values for this field are 0 to 99.

Condiment List field - This field contains the number of the ACS condiment list to which this item belongs. The valid entries are 0 to 999.

Shelf /Label/Scales Tab (NCR ACS)

The Shelf/Label/Scales Tab appears as follows:

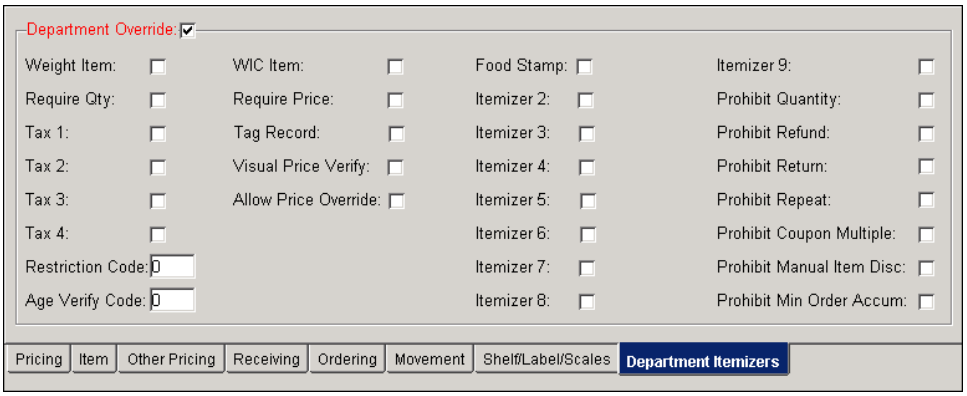


The ACS-specific field is:

POS Order Code field - This field contains a second identification number for this item. This may be a warehouse number, order number, etc. This field may be up to 12 characters in length.

Department Itemizers Tab (NCR ACS)

The Department Itemizers Tab appears as follows:



The ACS Item Flags are:

Department Override flag - This is the Department Override flag. If this flag is checked, it indicates that the system uses the flags set up for this item instead of the flags set up in the department record. In other words, the item information overrides the department information. If this flag is

not checked, then the item flags have no meaning for this item. On reports, the setting of this flag is shown as Y or N.

Weight Item flag - If this flag is checked, it indicates that the checker must manually weigh this item when selling it to determine the total price. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked.

Require Qty flag - If this flag is checked, it indicates that the system requires entry of a quantity value for this item during a transaction. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Tax 1 flag - If this flag is checked, it indicates that the item is taxable under Tax Table 1. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Tax 2 flag - If this flag is checked, it indicates that the item is taxable under Tax Table 2. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Tax 3 flag - If this flag is checked, it indicates that the item is taxable under Tax Table 3. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Tax 4 flag - If this flag is checked, it indicates that the item is taxable under Tax Table 4. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked d. On reports, the setting of this flag is shown as Y or N.

Restriction Code field - This field contains a number representing the time period when the sale of this item is restricted. The valid entries are:

0	No Restrictions
1	Sunday All Day
2	Election and Thursday
3	Election, Thursday, & Friday
4	Time-Day until 2000
5	Election and Friday
6	Election and Wednesday
7	Elections and Wednesday
8	Election and Tuesday
9	Always Restricted

Age Verify Code field - This field contains a code indicating whether a customer must be a minimum age (in years) to purchase this item. The valid entries are 0 through 7.

WIC flag - If this flag is checked, it indicates that this item can be sold within a W.I.C. transaction. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Require Price flag - If this flag is checked, it indicates that the system requires entry of a price for this item during a transaction. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Tag Record flag - If this flag is checked, it indicates to data capture sales for this item at the POS. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Visual Price Verify flag - If this flag is checked, it indicates that the system forces the checker to verify the price of this item against the one shown at the POS. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Allow Price Override flag - If this flag is checked, it indicates that the checker may manually enter a price for this item. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Food Stamp flag - This is the Food Stamp (Selective Itemizer 1) flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number one instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

NOTE: For Flexible Spending Account (FSA) Support, configure one specific Selective Itemizer flag to be an "Rx"item flag and another as a "Non Rx HC" (Healthcare) item flag.

Itemizer 2 flag - This is the Selective Itemizer 2 flag. If this flag is checked, it indicates that the system adds this item's sales to selective

itemizer number two instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 3 flag - This is the Selective Itemizer 3 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number three instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 4 flag - This is the Selective Itemizer 4 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number four instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 5 flag - This is the Selective Itemizer 5 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number five instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 6 flag - This is the Selective Itemizer 6 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number six instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 7 flag - This is the Selective Itemizer 7 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number seven instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 8 flag - This is the Selective Itemizer 8 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number eight instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Itemizer 9 flag - This is the Selective Itemizer 9 flag. If this flag is checked, it indicates that the system adds this item's sales to selective itemizer number nine instead of to the department totals. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Quantity flag - This is the Prohibit Quantity flag. If this flag is checked, it indicates that the system does not allow entry of a quantity value for this item during a transaction. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Refund flag - This is the Prohibit Refund flag. If this flag is checked, it indicates that customers cannot receive a refund for this item. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Return flag - This is the Prohibit Return flag. If this flag is checked, it indicates that customers cannot return this item. The default value for this flag is not checked. This flag has meaning only when the Override Attributes flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Repeat flag - This is the Prohibit Repeat flag. If this flag is checked, it indicates that checkers must scan or enter the item number instead of pressing the Repeat key when a customer is buying more than one of this item. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Coupon Multiple flag - This is the Prohibit Coupon Multiples flag. If this flag is checked, it indicates that a manufacturer coupon multiple is not allowed for this item. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Manual Item Disc flag - If this flag is checked, it indicates that checkers may not manually enter a discount amount when selling it. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

Prohibit Min Order Accumulation flag - If this flag is checked, it indicates that this item cannot be included in a minimum purchase amount for discount purposes. The default value for this flag is not checked. This flag has meaning only when the ACS Override Store Attributes (Dept) flag is checked. On reports, the setting of this flag is shown as Y or N.

FM Item Back Office Fields

The following table lists the FM field number, FM Description and Item Maintenance Name of each Item back office field that is available on the FM unit for the ACS POS.

FM Field Number	FM Description	Item Maintenance Name
1	Item#	Item Number
2	POS Desc	POS Description
3	Sup ID	Supplier ID
4	Item Cat CD	Category Code
5	Case Pack Amt	Case Pack Size
6	Ord CD	Order Code
9	Dept	Department Number
10	Desc	Item Description
11	Ad Item	Ad Item
12	Add Usr	Item Add By User
13	Aisle	Aisle Location
18	Comm CD	Commodity Code
19	Comp PM	Compare Price Multiple
20	Comp Price	Compare Price
21	Comp Desc	Compare Description
31	Facings	# of Facings
43	Hold PM	Hold Price Multiple
44	Hold Price	Hold Price
46	On Hand	On Hand Quantity
48	Add Date	Item Added Date
49	Add Time	Item Added Time
51	Items/Face	Items/Facing
55	Lst M DT	Last Maintenance Date
56	Prc Chg Usr	Price Change User
59	Layers	# of Layers
65	Misc	Miscellaneous Alpha 1
66	Misc Int 1	Miscellaneous Numeric 1
67	Misc Int 2	Miscellaneous Numeric 2
68	M/M CD	Mix/Match Code
69	MSRP	MSRP
71	Order Trig	Order Trigger
72	Pkg count	Package Count
81	PM	Price Multiple
82	Price Amt	Price

FM Field Number	FM Description	Item Maintenance Name
86	Prev PM	Previous Price Multiple
87	Prev Price	Previous Price
91	Prc Dt	Price Change Date
95	Rpt CD	Report Code
110	Shelf	Shelf Factor Amt
111	Tag Qty	Shelf Tag Quantity
112	Tag Typ	Shelf Tag Type
120	USize	Unit Size
121	Size	Unit Size Description
123	USR FL 1	User Flag 1
124	USR FL 2	User Flag 2
125	USR FL 3	User Flag 3
126	USR FL 4	User Flag 4
139	Cat #	Unit Price Category Code
141	Lst Mvt DT	Last Movement Date
169	Target GM	Target GM
170	Sale Trk ID	Sale Tracking ID
200	PM/Prc	Price
201	Prev PM/Prc	Previous Price
202	Hold PM/Prc	Hold Price
203	Comp PM/Prc	Compare Price
204	POS PM/Prc	POS Price
205	Reg PM/Prc	Regular Price
209	Sale PM/Prc	Sale Price
211	Link Item#	Linked Item
212	Family CD1	Family Code 1
213	Family CD2	Family Code 2
214	Family CD3	Family Code 3
215	Price Method	Price Method
216	Item Type	Item Type
217	Group List	Group List
218	For Price	For Price
219	Min Order	Min Order
220	VP Min Ord1	Minimum Purchase Amount 1
221	VP Min Ord2	Minimum Purchase Amount 2
222	Promo Price	Promotional Price
223	VP Price1	Promotional Price 1
224	VP Price2	Promotional Price 2
225	Promo Qty	Promotional Quantity
226	Disc Price	Discount Price
227	Disc Qty	Discount Quantity
229	Sale Price	Sale Price
230	Sale Start DT	Sale Price Start Date
231	Sale Start TM	Sale Price Start Time
232	Sale End DT	Sale Price End Date
233	Sale End TM	Sale Price and Time
234	Disc Amt	Discount Amount

FM Field Number	FM Description	Item Maintenance Name
235	Restr CD	Restrict Code
236	Tare CD	Tare Code
237	Age Ver CD	Age Verification Code
238	Str Ord CD	Store Order Code
240	Req Qty	Required Quantity
241	Prhb Qty	Prohibit Quantity
242	Prhb Rfd	Prohibit Refund
243	Prhb Rtn	Prohibit Return
244	Prhb Rpt	Prohibit Repeat
245	Prhb Cpn Mlt	Prohibit Coupon Multiple
246	Weigh Item	Scale Item Flag
247	Req Prc	Require Price
248	Vis Prc Vfy	Visual Price Verify
249	Price Ovrd	Price Override
250	Tax Incl	Tax Included
251	Tag Record	Tax Record
253	Disc Typ Flg	Discount Type Flag
254	Prohib Mkdn	Prohibit Markdown
255	Excl Min Ord	Exclude from Minimum Order
256	WIC Item Flg	WIC Item Flag
257	Dept Ovrd Flg	Department Override Flag
259	Grill Print	Grill Print Item Flag
260	Display Cond	Display Condiment Flag
261	Tax1 Flg	Tax 1 Flag
262	Tax2 Flg	Tax 2 Flag
263	Tax3 Flg	Tax 3 Flag
264	Tax4 Flg	Tax 4 Flag
265	Food Stamp	Food Stamp
266	Itemizer 2	Itemizer 2
267	Itemizer 3	Itemizer 3
268	Itemizer 4	Itemizer 4
269	Itemizer 5	Itemizer 5
270	Itemizer 6	Itemizer 6
271	Itemizer 7	Itemizer 7
272	Itemizer 8	Itemizer 8
273	Itemizer 9	Itemizer 9
274	Recalled Itm	Recalled Itm
275	Velocity CD	Velocity Code
276	Price Chg Typ	Price Change Type
277	Cond List CD	Condiment List
278	Disc Pctg	Discount Percentage
280	Sale PM	Sale Price Multiple
281	VP Min Ord3	Minimum Order Amount 3
282	VP Price3	Minimum Order Price 3
283	Pass On Pctg	Pass On Pctg
284	Min Pr Chg Amt	Min Pr Chg Amt
285	Itm Group CD	Item Group Code
286	Misc Alpha 2	Misc Alpha 2

FM Field Number	FM Description	Item Maintenance Name
287	Reorder Qty	Reorder Qty
288	Alcohol Typ	Alcohol Type
289	Gift Card	Gift Card
290	Phone Card	Phone Card
291	Alcohol Cnt	Alcohol Content
297	Seasonal FL	Seasonal Flag
298	Misc Alpha 3	Misc Alpha 3
300	New Base Cost	New Base Cost
301	New Cost DT	New Cost Date
302	Base Cost	Base Cost
303	Cost DT	Cost Date
304	Unit Cost	Unit Cost
305	Net Adj	Net Adjustment
306	Adj Case Cost	Adjusted Case Cost
307	Adj Unit Cost	Adjusted Unit Cost
320	For Qty	For Qty
400	Supplier Desc	Supplier Desc
601	POS Base Pr	POS Base Price
602	POS Pkg Sz	POS Package Size
603	POS Price	POS Price
604	POS Pri Meth	POS Price Method

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