

## HOW TO GUIDE FOR IGManager

1. ITEM MAINTENANCE
  - a. Adding New Items
  - b. Changing Items
  - c. Special Pricing
  - d. Sales and TPRs
  - e. Futures
  - f. Sub-Departments and Categories
2. REGISTER COMMUNICATIONS
  - a. Sending Items to the POS
  - b. Updating Sales from the POS
3. Advanced Item Maintenance
  - a. Range Item Modifications
  - b. Sale Builder
  - c. "Reduced Calorie"
  - d. Item Status
  - e. Deleting Items
4. Reports
5. FM Unit Price Verification Operations
  - a. Quick Check Mode
  - b. Standard Mode
  - c. DSD Operations
  - d. More Receiving Options
6. DSD Operations
  - a. Basic Steps
  - b. Real World Stuff
  - c. On-Hand Count Control
7. Offline Store Charge Module
  - a. Add New Account
  - b. Modify Existing Account
  - c. Add a manual charge to an account
  - d. Add a manual payment to an account
  - e. Review previous Invoice or Payment (Already Posted)
  - f. Daily Procedure
  - g. Print Statements for one or more accounts.
8. Signs and Labels
  - a. Setting items to print from within Item Maintenance
  - b. Using "Pick n Shoot" to set items to print
  - c. Printing Signs or Labels
  - d. Using Range options to set items to print



**1-a. Adding New Items**

1. From within IGMANAGER, click INVENTORY
2. The SELECT ITEM screen will appear
3. Ensure the item list box has focus by clicking on the gray NAME area.
4. Using the keyboard, enter the UPC of the new item.
  - a. As you type the UPC, the upc should appear next to the SEARCH:
  - b. The inventory list will attempt to locate the UPC as you type it.
5. Once the UPC is entered, press ENTER on the keyboard. IGM will now attempt to find the item you have entered
  - a. If the item exists as you typed it, the item will be displayed. To modify, see 1-b
  - b. If the item exists but has extra 0's on the front, your entry will be changed to the found UPC. If you press Enter again, the item will be displayed.
  - c. If the item is not found you will get "UPC xxxxxxxxx not found. Do you want to add this item?"
  - d. Ensure the UPC in the message is correct and press YES to add
  - e. You will be asked one last time, R U SURE? Add new Record?. Answer YES
  - f. A blank item screen will appear. Note that you are taken directly to the UPC code. MAKE SURE YOU DO NOT OVERWRITE THIS NUMBER.
  - g. Fill in the necessary information. Refer to 1-b for field definitions.
  - h. To save this item, click SAVE. To abort, click CANCEL

**REFER TO APPENDIX A FOR HOW TO ENTER VARIOUS TYPES OF BARCODES**

**1-b. Changing Items**

1. From within IGMANAGER, click INVENTORY to bring up the SELECT ITEM window
2. Ensure the inventory list has focus by clicking on the gray NAME area.
3. Using the keyboard, enter the UPC of the item. Examples
  - a. 0-43000-70630-5 you would enter: 04300070630
  - b. PLU 4011 you would enter: 00000004011 (must have 11 digits)
  - c. For PLU 4011, you can enter 4011. IGM would "pad" the number out to 00000004011 for you.
  - d. 0-549293-5, also known as UPC-E
    - i. BEFORE entering any numbers, click the UPC-E button
    - ii. Enter the UPC-E Code (this example you would enter 0549293) and click OK
    - iii. The expanded UPC code will appear next to the SEARCH:
  - e. Random Weight Item 2-02011-00754-2 you would enter 20201100000. The last 5 digits must be a Zero since the last 5 digits actually contain the price the register will ignore these digits when looking up the item

*REFER TO APPENDIX A FOR HOW TO ENTER VARIOUS TYPES OF BARCODES*

4. As you were entering the item's UPC, the Inventory list would have been homing-in on the item.
5. Press ENTER to bring-up the item.
6. If it is not found, you will see "UPC code xxxxxxxxx not found. Do you want to add this item?"
  - a. If you want to add the UPC code listed, Press YES and follow Section 1-a.
  - b. If the UPC is wrong or you do not want to add at this time, press NO
7. If the item is found, you will see the Edit Inventory Item screen.
  - a. UPC: The UPC or Itemcode for this item
  - b. Description: A verbose description used for reports and on signs and labels
  - c. 2<sup>nd</sup> Line: A second line for more item info. For example: the flavor.
  - d. Size: The description of the product's size (ie 10oz)
  - e. \*Vendor: The supplier for this item
  - f. ReOrder: The supplier's reorder number for this item



- g. Sign/Label Codes: By entering the sign/label codes here, the item is flagged to print various tags.
- h. Immediate Flag: Used in sending to the POS system to allow the operator to selectively send this item separate from any other pending changes.
- i. Register Description: The shorter description used by the POS
- j. \*Dept: Sales department used by the POS
- k. TAX A,B,C: Flags for this item's tax status inside the POS
- l. Food Stamp: Flag for food stampable item
- m. Scale: This item requires a weight entry from the POS Scale (A TARE entry will appear if this is checked)
- n. Age 21/Age 18: Age required flags
- o. WIC: This item is allowed for purchase with WIC
- p. No Disc: This item is not to be included in transaction discounts.
- q. No Dbl Cpn: Coupons may not be doubled on this item
- r. NOT FOR SALE: The item exists in the system but will display "NOT FOR SALE" at the POS if a sale is attempted
- s. QTY Required: A quantity is required to purchase this item. Usually used on produce lookups to ensure the cashier knows it is by count and not by weight..
- t. Regular Retail: The normal Retail for this item when there are no Sales or TPRs.
- u. \*MixMatch: A grouping code to link like items together. Also used to control special pricing like Buy 1 Get 1.
- v. Linked Item: A link to itemcode 1-9999 for linked sales like deposits.
- w. \*Sub-Dept: User defined item groupings. Used for reporting and grouping like-priced items to make range price changes to
- x. \*Category: User defined item groupings. Though can be used for range price changes, usually is used for grouping like-type items (ie DRESSINGS) for reporting.
- y. 2<sup>ND</sup> Group: A method available to group like items for reporting and other functions

#### 8. SALE/TPR TAB

- a. TPR: "Temporary Price Reduction" is usually reserved for MGR specials to make temporary changes to the item's price. TPR Overrides ALL SALES
- b. SALE 1,2,3: "SALES" are used for planned sale prices for an item. The SALE to the left rules no matter what the sale RETAIL is. (example: If SALE1 and SALE3 are active on the same date, SALE1 will be the controlling price)
- c. TPR/SALE Retail: The retail to use for the SALE or TPR
- d. \*TPR/SALE MixMatch: Just as the regular MixMatch, used to group items and control special pricing.
- e. \*TPR/SALE Start Date: The first day this item is on SALE or TPR
- f. \*TPR/SALE End Date: The last day this item is on SALE or TPR. (Example: Item is on sale through 6/01/01, the End date would be 6/01/01)
- g. TPR/SALE Qty Limit: A qty limit attached to this TPR/SALE price. (Example: 0.89ea limit 4)
- h. FUTURE SALE: Future sale is used to "stage" the next TPR/SALE while a current sale is active. Example: Apples are 1.29/lb on SALE 1 from today(7/20/05) through (7/27/05). They will be on sale AGAIN starting 7/28/05 for 1.39/lb. You could either setup SALE 2 with the 7/28/05 starting date. If you are using SALE 1 to indicate a certain type of sale and you need to have the 7/28/05 sale also be a SALE 1 you can't just enter starting date of 7/28/05 since that would clear the current sale. You would set the FUTURE SALE to S1 and enter the information just as you would in the SALE 1 field. On 7/28/05 this information will OVERWRITE the SALE 1 field and become active.

#### 9. CURRENT VENDOR COST TAB. (This tab is a mini-version of the COST screen accessible from the COST button in the center of the Item Edit Screen)

- a. Case/Pack: Number of sales units included in one Case.
- b. NORMAL AREA: This information is similar to the REGULAR RETAIL area in that this information is the active pricing UNLESS something else is active.
  - 1. CASE COST: The everyday case cost for this item



2. Unit Cost: Calculated based on the Case/Pack
3. GM %: Calculated GM on the NORMAL CASE COST ALONE
4. Adjusted Case Cost: The case cost as the result of any active deals (rebates or discounts)
5. Adjusted Unit Cost: The unit cost resulting from the Adjusted Case Cost
6. Adjusted GM%: The GM resulting from the Adjusted Unit Cost
- c. REBATE (aka DEAL 1): This is used for case based rebates (Example: 1.50 off a case for the next 2 weeks)
  1. Amt: The amount to deduct from each received case.
  2. \$ or %: Determines the value of the AMT. \$ will take off a fixed dollar amount per case. % will take off a percentage of the NORMAL CASE COST
  3. Active: Dates this is active. Just like TPR/SALE this is inclusive (Example: Rebate runs 07/15/05 through and including 07/31/05 then the dates would be 07/15/05 and 07/31/05)
  4. Rebate Case Cost: Calculated Case Cost with this rebate
  5. Rebate Unit Cost: Calculated Unit Cost with this rebate
  6. Rebate GM%: The GM of this Rebate alone.
- d. DISCOUNT (aka. DEAL 2): This is a second case based deal available. The only differences are that the discount is ONLY a fixed dollar amount.
- e. FUTURE COST: If you know this item's case cost is scheduled to change on a future date, you may enter this information here. The Unit Cost and GM are based on the Regular Retail of the item (not any future retail that may be available)
10. CHANGES TAB. This tab will display any recorded changes to this item. Note that a workstation must be set to record changes for them to be recorded.
  - a. Display Line Area: This is where you will see each date and fields changed
  - b. Load History Button: This will load the Display Line Area with changes from the Dates entered to the left of the button. We recommend starting with a small range. If you do not find a change, then move the history dates back. A large date range will take longer and may display too much information.
11. SHOW FUTURE RETAIL BUTTON. This button will expand the edit screen to the right and expose the following areas. The button will change to "SHOW LESS" to hide this area.
  - a. FUTURE RETAIL
    1. Active Date: The date to move this Retail and MixMatch into the REGULAR RETAIL AREA
    2. RETAIL: The future retail
    3. MixMatch: The future mixmatch code.
  - b. SIGNS/LABEL TAB. This provides a quick access to select/deselect a sign/tag type to print on this item. This tab updates the SIGN/LABEL CODES in the gray area in the Item Edit Screen.
  - c. BASIC TAB: Provides other information about this item.
12. COST BUTTON [shortcut: ~ (tilde key) ] Will access the COST SCREEN
13. SALES BUTTON will access the ITEM SALES SCREEN where you can view this items sales history
14. MORE BUTTON will access the ITEM MORE SCREEN where you can set Compare To and other sign-ish type information.
15. WILL SET area: The button with the disk icon will take the current codes in the SIGN/LABEL CODES and save them so that EVERY TIME THIS ITEM IS SAVED, THESE CODES WILL BE SET. This is can be used to ensure you are printing shelf tags for dsd items when you change an item's information.
16. LINK BUTTON (Button with the 3 links of a chain) This will bring up the LINK ITEM screen where you can setup an item to be a slave to a master item's pricing information. If an item is linked and therefore slaved to a master item ALL PRICING CONTROLS ARE BLOCKED and the MASTER ITEM TAB APPEARS INSTEAD
17. MASTER ITEM TAB. This appears and shows basic information about this item's master.
  - a. EDIT MASTER ITEM will open the master item for editing
  - b. BREAK THE LINK will remove this item's attachment to to the master



\*- When this entry is selected, pressing either F2 or right-clicking the mouse will bring up a selection list or calendar.

Use the mouse to select desired fields to change or use the following short cut keys:

- F3- Register Description
- F4- Regular Retail
- F5- TPR Retail or NORMAL Case Cost (depending on which tab is active)
- F6- SALE 1 Retail or REBATE Amount (depending on which tab is active)
- F7- SALE 2 Retail or DISCOUNT Amount (depending on which tab is active)
- F8- SALE 3 Retail or FUTURE Case Cost (depending on which tab is active)
- F9- FUTURE SALE Amount
- F10- SAVE this Item
- F12- Flag Immediate

### 1-c. Special Pricing with Mix-Match

\*\*\*All special pricing is controlled by MIX-MATCH.\*\*\*

To bring up the MixMatch list:

1. Open the item you need to set special pricing on as in 1-b
2. Left click in the MixMatch field
3. When you see the flashing cursor, right-click in the field, or press F2
4. You will see BROWSE THE MIXMATCH FILE
5. If you see a mixmatch you want, double click on it's entry to select
6. If you want to change an existing MixMatch (not recommended):
  - a. Left click ONCE on the desired entry
  - b. Once it is selected, click on the CHANGE button on the right
  - c. The CHANGING A MIXMATCH RECORD window will appear.
  - d. Make the required changes and click OK
  - e. If you want to use the selected MixMatch, either double-click on it's entry or Click SELECT
7. If you want to add a new MixMatch Code, click the INSERT button on the right
  - a. The ADDING A MIXMATCH RECORD window will appear
  - b. Complete the information as follows:
    1. CODE: A number 1-99 to use for this MixMatch
    2. DESCRIPTION: A description you can use to remember what this is for
    3. QTY: The total group quantity
    4. PRICE: The price for the QTY
    5. SINGLE PRICE: The single price of the item until the QTY is reached.
  - c. EXAMPLES:
    1. 3 for 1.00, 34c EA
      - a. CODE: (Your choice)
      - b. DESCRIPTION: 3/1.00
      - c. QTY: 3
      - d. PRICE: 1.00
      - e. SINGLE PRICE: 0.34
    2. Buy One/Get One Free, \$2.99 each
      - a. CODE: (Your choice)
      - b. DESCRIPTION: B1G1 2.99
      - c. QTY: 2
      - d. PRICE: 2.99
      - e. SINGLE PRICE: 2.99
  - d. When the form is complete, press OK

You will be returned to the BROWSE THE MIXMATCH FILE screen and your new MixMatch will be listed there.



1-d. Other use of Mix-Match

In the POS Mix-match is not only used to group special pricing as in 1-c. It is also used to group items together for correct pricing of split-price items (ie. 3/1.00) In IGM you have 2 options to handle these pricing issues:

- A. Setup ALL split-price groups as mix-matches code (1-99) and they will control the pricing. A problem with this is that you only have 99 groups and when you add in the BOGOs etc. you can run out of room.
- B. Setup any groups of items that are not "special pricing" in mix-match codes GREATER THAN 100. If IGM sees a mix-match code of over 100, it does not base any pricing on this code and it is passed to the register as just a grouping type mix-match.

**1-e. SALES and TPRs**

TPR- Temporary Price Reduction

TPRs are usually reserved for "abnormal" pricing events like the bananas are turning, you have too much of a particular item etc. The TPR will override any and all SALE prices on an item.

SALES- Sale events

There are 3 "levels" of sales in the IGMANAGER system. This allows you to plan overlapping sales without having to do the balancing act of ensure the correct price is applied to the items when one sale ends with another still ongoing. The lower NUMBER SALE (ie SALE1) will override a higher SALE (ie SALE2 or SALE3).

Most locations standardize the Sale levels to meet their pricing needs. One example:

A store has a Month-long "Wall of Value" sale along with a Weekly sale and then sometimes a Limited 1-3 day sale event. In this scenario, the store will program the "Wall of Value" Month long sale in the SALE 3 area, the Weekly in the SALE 2 area and the 1-3 day sales in the SALE1 area.

Special Pricing like Buy One/Get One is handled by the MixMatch just as in regular pricing.

**1-f. FUTURE Pricing**

If you know, in advance that a particular item's price will change at a future date, you program the item to automatically change on that date by entering the new price or mixmatch and the active date in the gray FUTURE area of the item. This area is reached by clicking the "SHOW FUTURE RETAIL BUTTON"

When the IGMANAGER program is started on the date entered above, the information in the FUTURE area will AUTOMATICALLY OVERWRITE the regular retail information therefore, when a Register Updates, is performed the POS will be changed to the new Retail.

NOTE: Future prices are activated immediately. If you enter a "Future Retail" with either today's date or a past date, the SEND POS will attempt to change the POS to the "Future Retail". In this case, until the morning file scan is completed, the "REGULAR RETAIL" area will still show the old price and the FUTURE RETAIL will be in effect.

**1-g. Sub-Departments, Categories and 2<sup>nd</sup> Groups**

The IGMANAGER system has three additional ways of grouping like items for reporting and price controls, Sub-Department and Category.

Sub-Department is usually reserved for LIKE-PRICED items, example: PEPSI BRAND 2L Bottles. This Sub-Department can then be used to report these items and also to perform RANGE PRICE CHANGES for all of the groups members in RANGE OPTIONS.



Category can also be used to group like-priced items, it's normal usage is to group LIKE-TYPE items, example SODA 2L Bottles for reporting and comparison information. Some stores also use Category to group a particular sale's items for reporting back to the wholesaler or vendor.

2<sup>nd</sup> Group is a third method of grouping items for reporting, etc. The only difference is that 2<sup>nd</sup> Group does not have an available list where you can store these values.

### 2-a. Sending Items to the POS

*\*\*\*All changes in the IGMANAGER system are not sent to the POS system until the REGISTER UPDATE procedure is run.\*\*\**

1. From within IGMANAGER, click REGISTER UPDATES
2. You will see the CREATE BATCH screen.
3. Unless told otherwise, leave the CREATE FOR date set to today.
4. Press START to start the batch build process.
5. At this time, each item in the IGMANAGER system is compared against a copy of the POS file and any changes are flagged and reported in the left section.
6. When the scan is finished, the Right side of the screen will change to select the changes found in the scan of the file.
7. At this point you may choose to send only selected types of changes by removing or placing checks in front of the types of changes desired.
8. Press the SEND BATCH button to send selected changes to the register
9. The CREATE REGISTER TRANSFER FILE screen will appear, it will clear in approx. 5 sec.
10. A file specific to your POS will be created and sent to the POS.
11. You will be asked "Would you like to print the batch?". To view and/or print a report of all items just sent to the POS, press YES and the report will appear.
12. You will be returned to the CREATE BATCH screen. To exit, click the X in the upper right corner of the window.

### 2-B Updating Sales Information from the POS

Data from your POS system is updated by a "Scheduled Task" that should be running each night or early morning after the POS Close Period is complete. If you are getting the "MISSED DATA" red screen. Attempt to run the "EOD" task in the Windows Scheduled Task Manager.

### 3-a. Range Item Maintenance

***THIS PROCEDURE CAN PERMANENTLY CHANGE YOUR PRICING AND OTHER ITEM INFORMATION. THERE IS NO STOPPING THE PROCESS AFTER A CHANGE IS STARTED AND THERE IS NO RECOVERY AFTERWARDS.***

1. From within IGMANAGER, Press INVENTORY to bring up the SELECT ITEM screen.
2. Click on RANGE OPTIONS to the right of the Inventory List
3. You will see the "WARNING WARNING WARNING" screen and asked for a password. Unless a specific password has been set in setup, the default password is nothing and just press GO. Otherwise, enter the Range Options password and press GO
4. You will see the RANGE OPTIONS screen. The LEFT SIDE shows the selected ranges of items and the RIGHT SIDE indicates what actions to perform on the selected items.
5. ACTIONS:
  - a. DEPARTMENT: If there is an entry here, all selected items will have their DEPARTMENT changed to this entry



- b. VENDOR: If there is an entry here, all selected items will have their VENDOR changed to this entry
- c. SubDEPT: If there is an entry here, all selected items will have their SUB-DEPARTMENT changed to this entry
- d. CATEGORY: If there is an entry here, all selected items will have their CATEGORY changed to this entry
- e. PROMO: This will populate the ACE Promotion Code
- f. PRICE EXPLOSION:
  - 1. \$ INCREASE: Current Regular retail will be increased by the VALUE amount
  - 2. % INCREASE: Current Regular retail will be increased by the percentage entered in the VALUE field
  - 3. \$ DECREASE: Current Regular retail will be lowered by the VALUE amount
  - 4. % DECREASE: Current Regular retail will be lowered by the percentage entered in the VALUE field.
  - 5. NEW RETAIL: Current Regular retail will be replaced with the VALUE field entry
  - 6. NEW COST: Current Case COST will be replaced with the VALUE field entry.
  - 7. TPR/SALE1/SALE2/SALE3: Will set the Retail, Start and End dates for the selected TPR,SALE1,2,3
  - 8. FUTURE RETAIL: Will fill the FUTURE Field in the items with the selected retail and the Date in the start date area of the TPR/SALE section.
  - 9. DELETE ITEMS: The selected items will be flagged for delete from the POS system
  - 10. FORCE STATUS: Will force the TAX, Food Stamps, and AGE Requirements as set here.
- 6. You may use F2 or Right-click in each of the range fields to bring up a list box of choices. For each range the LEFT is the START and the RIGHT is the END. ENSURE THAT BOTH FIELDS ARE FILLED IN.
- 7. When you are set with a range on the left and actions selected on right, press SET ITEMS.
- 8. The itemfile will be scanned for matching items.
- 9. The VIEW PENDING RANGE CHANGES window will appear. Look closely at this screen. If there are any items listed that you do not wish to modify, press the RED "THESE ARE NOT THE ITEMS I WANT. DO NOT USE" button to abort.
- 10. If you are sure you wish to modify ALL of the items in the displayed list, click the GREEN "THESE ITEMS ARE OK, CONTINUE"
- 11. You will be asked, "Proceed with Item Range Setting? This CANNOT be reversed!!!!". This is a true statement. To continue press YES otherwise press NO
- 12. You will be given one more chance to abort with the question "This process cannot be reversed one started. Still proceed?". Chose your action.
- 13. When the update is done, the Range Options window will close

### 3-b Sale Builder

Sale builder is a mini-item editor written to quickly enter the sale information in items.

1. From within IGMANAGER, Press INVENTORY to display the SELECT ITEM screen.
2. Click on the SALE BUILDER button to the right of the inventory list
3. The QUICK SALE BUILD screen will appear.
4. In the SALE PARAMETERS section
  - a. Select the desired TPR , SALE or FUTURE RETAIL. **Sale Builder DEFAULTS to SALE 2 every time!**
  - b. Enter the START Date for this sale
  - c. Enter the END Date for this sale
  - d. To update the SubDepartment as you set these items, enter that value in the Set SubD
5. Click in the Area next to ENTRY. Once a cursor appears you may begin to enter items.
6. To enter the UPCs of items, make sure UPC is selected to the right of the entry box



7. To enter the ReOrder Number of items, select REORDER.
8. Enter the item's UPC or REORDER Number in the Entry box and press ENTER
9. If the item is found, the cursor will jump to the SET PRICE: field and the items information will appear immediately above the SET ITEM entry.
10. Enter the SALE or TPR price and press the PLUS (+) KEY to set.
11. The item will now appear in the LAST ITEMS list at the top right of the screen and the cursor will jump back to the ENTRY box for the next UPC/REORDER NUMBER
12. To set an item to a MixMatch, in the SET PRICE FIELD enter a capitol M followed by the MixMatch Code (Example to set MM Code 45, you would type M45). To see the MixMatch list, click the MixMatch Lookup key
13. To have IGM automatically calculate a % off regular retail enter Pxx where xx is the percent off. (example 10% off becomes P10)
14. Continue steps 8-11 until done.
15. Depending on the status of the items the following things can occur after you press (+)
  - a. The screen may flash blue- This means the retail you've entered doesn't make sense. The amount you entered may be more than the current retail or may be less than half the current retail. If this is ok, just ignore it and it will stop. IF YOU HAVE MADE AN ERROR, SET THE ITEM AGAIN.
  - b. Message "This item is currently on sale. Do you want to key this in the Future Sale?" In this case this item is on the selected SALE or TPR TODAY, therefore you cannot write this information in that slot. If you want, sale builder will stick this in the FUTURE SALE field for you so that it will be ready to go.
  - c. Message "<upc> has CURRENT DATES of <date> to <date> <price>. Do you want to EXTEND this sale to <date>" This item is on SALE/TPR TODAY at the same price you just entered. IGM will change the END DATE of the current sale to match this sale if you would like. If this is not an EXTENTION of the current sale say NO and you will be sent to message "b" above.
  - d. Message titled "CURRENT DATES AND FUTURE ALREADY SET" This item is currently on the selected SALE/TPR and you already have a FUTURE SALE/TPR set therefore sale builder can't do anything about with this sale. You will need to directly edit the item to set this sale.
  - e. Message "This item is deleted or set to delete. Do you want to reactivate this item and set this sale" As the message says, this item is deleted or is flagged to delete therefore changes to this item are not forwarded to the POS system. If you want this item to be on sale you will have to re-activate it to set it.
  - f. You press (+) but the item never shows in the Last Items area. If you did not get a warning message then more than likely the item is deleted or flagged for delete and your options are set for sale builder to ignore these items and not say anything. (Setting is in EDIT -> OPTIONS ->Sale Builder)
16. Click CLOSE to exit.

NOTE: All sale builder is doing is populating each item's TPR/SALE or FUTURE RETAIL fields. This is not a separate "batch" of item changes.

### 3-c. "LOW CALORIE" Edit mode

"Low Calorie" edit mode is designed for those who access IGMANAGER through a remote access program like pcANYWHERE. The functions in the screen are the same as the normal edit screen.

1. In the SEARCH: Enter the UPC as normal then either click GO or press ENTER
2. The item will appear in the form below.
3. To switch to a new item, press either SAVE or CANCEL to exit the current item and return to the search entry.

### 3-d. ITEM STATUS SCREEN



Item Status will scan the entire item file looking for upto 20 different criteria such as DEPT is 0, no price, no description, etc. When the scan is complete, you will be presented with the list of conditions and the number of items that fit that condition.

To view these items, double-click on an entry. The list of items will appear. From this list you can print the item list for use in correcting these items or you may click directly on an item's entry to bring up the Item Editor.

### **3-e. DELETING ITEMS**

You have two methods of deleting items, individually or by range. To delete by range, use the RANGE OPTION screen and select DELETE ITEMS as your action.

To delete individually:

1. locate the item in the Inventory List.
2. Once located right-click on the item and select DELETE from the pop-up menu.
3. The item will appear with the question "Delete this record?". If you want to delete this record, press YES otherwise press CANCEL
4. You will then be asked "Delete this record IMMEDIATELY? (Unless told otherwise, use NO)?" Unless told otherwise, select NO

At this point the item is "Flagged" for delete but is still active in the POS. It's entry on the Inventory List will now be White on Bright RED.

**When an item is flagged as a delete, no changes are sent to the POS system for this item.**

In order to delete items out of the POS:

1. Start the REGISTER UPDATE procedure like normal.
2. Items that have been set for delete for less than the set number of days will be counted as NEW DELETES. These can not be sent until they age to OLD DELETES.
3. After pressing START and before pressing SEND BATCH, check the box to the left of OLD DELETES.

Once the deletes are sent to the POS and the item is removed from the POS, the item remains in the inventory as a GHOST Item.

### **3-f. GHOST ITEMS**

Once an item is removed from the POS system as a delete. The item record in IGManager is hidden as a GHOST ITEM. This is for various reasons, the most important is reporting purposes.

If you enter an Itemcode of a GHOST ITEM, you will be allowed to view it. If you attempt to SAVE the item, you will be asked if you want to "RE-ACTIVATE" the item. If you answer YES, the item will reappear in your Inventory List and will be sent on the next Update POS as an ADD ITEM.

You can see the GHOST items in your item list by checking the SHOW GHOSTS option on the Select Item Screen. These items will be a shadowy gray color in the item list.



4. REPORTS

There are 2 screens common to most reports: the Date Range and the Item Range screens.

The “SELECT DATE RANGE” window allows you to enter the START and END dates for a report. The “All days” and the individual day checks only affect a minority of reports therefore just keep ALL DAYS checked.

Right clicking or pressing F2 in the date entries will bring up a calendar window to pick from.

“SELECT ITEMS” will determine which items to include in the report. The left entry is the low range and the right is the high range.

Right-click or F2 will bring-up a select list for the fields that have lookup tables.

The ABORT button will stop this report.

Remember, if you want to include deleted (Ghost) items in the range, you must check “Include Ghost Items”

**QUICK LIST TAB** provides quick access to the most common reports

INVENTORY LIST- Basic Price-book type listing.

| INVENTORY LISTING  |   |    |      |          |        |            |         |                            |    |
|--|---|----|------|----------|--------|------------|---------|----------------------------|----|
| UPC:00000000012 - 00000099999 DEPT:All SubDEPT:All CAT:All VENDOR:All REORDER:All 2ndGROUP:All RETAIL: All |   |    |      |          |        |            |         |                            |    |
| UPC  | ITEM                                      | LB | DEPT | Sub DEPT | Vendor | Reorder    | Reorder | Retail/Sales               |    |
| 00000000012  | BABY RED POTATOES<br>2nd DESCRIPTION LINE | LB | 1    | 201      | TEST2  | 34938201-1 | 0.98    | S1: 9/01/01- 9/01/05= 0.75 | 3F |
| 00000000013  | LOOSE GREENS                              |    | 31   | 201      |        |            | 1.28    |                            | FW |
| 00000000014  | LEEK'S BLINCH                             |    | 31   | 201      |        |            | 0.98    |                            | F  |

ITEMS ON SALE and ITEMS ON TPR- Report items that will be on SALE or TPR during the Date Range selected

| SALE ON REPORT |      |          |                   |        |         |             |        |       |  |
|----------------|------|----------|-------------------|--------|---------|-------------|--------|-------|--|
| UPC            | Dept | Sub Dept | Description       | RETAIL | Start   | Special End | Price  | Level |  |
| 00000000001    | 31   | 201      | ARTICHOKES        | 1 1.79 | 7/01/05 | 8/30/05     | 1 1.61 | 2     |  |
| 00000000012    | 1    | 201      | BABY RED POTATOES | 1 0.98 | 9/01/01 | 9/01/05     | 1 0.75 | 1     |  |

ITEMS GOING OFF SALE and ITEMS GOING OFF TPR- Report items who have a SALE or TPR ENDING in the Date Range

| SALE OFF REPORT |      |          |                   |        |         |             |        |       |  |
|-----------------|------|----------|-------------------|--------|---------|-------------|--------|-------|--|
| UPC             | Dept | Sub Dept | Description       | RETAIL | Start   | Special End | Price  | Level |  |
| 00000000001     | 31   | 201      | ARTICHOKES        | 1 1.79 | 7/01/05 | 8/30/05     | 1 1.61 | 2     |  |
| 00000000012     | 1    | 201      | BABY RED POTATOES | 1 0.98 | 9/01/01 | 9/01/05     | 1 0.75 | 1     |  |

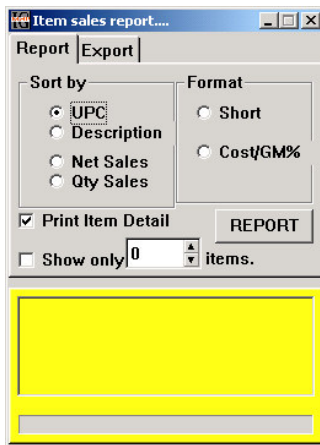


DEAD ITEMS- Reports items who's last sale date is before the given date. This report can be limited by the Item Range Selections.

| DEAD ITEMS  |          |      |                    |           |
|-------------|----------|------|--------------------|-----------|
| UPC         | Sub DEPT | DEPT | ITEM               | Last Sale |
| 00000000100 | 31       | 201  | APRICOTS           | / /       |
| 00000001000 | 15       | 481  | SNAPPLE 20Z (CASE) | / /       |

FILE LISTINGS- Allows printing of DEPARTMENTS, SUB-DEPARTMENTS, CATEGORY, MIX-MATCH and VENDOR files.

ITEM SALES-After selecting the Date range and the Item range the sales data is scanned. When the scan is complete you are given these options:



### REPORT TAB

- SORT BY:** Order to list the items. Net sales is\$\$.
- FORMAT:** Short shows only retail info. Cost/GM% shows these fields also.
- PRINT ITEM DETAIL:** If not checked, you will only get a total for the report.
- SHOW ONLY xx ITEMS:** If checked, only the first xx items will be reported. This makes reports like "TOP 20 Sellers" reports.
- REPORT BUTTON** runs the report

### EXPORT TAB

Exports the data to IRI.EXP

### SHORT FORMAT:

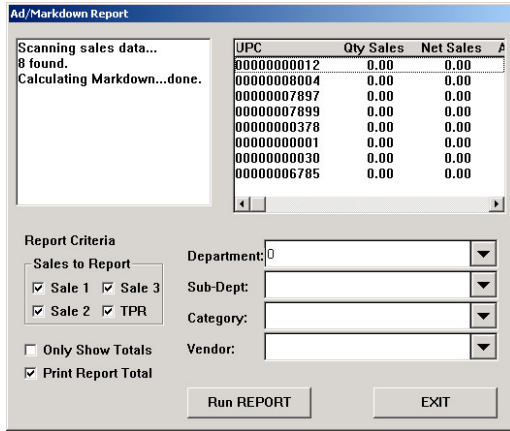
| Item Sales Report (UPC order)<br>1/01/05 - 4/01/05(Total Only) |                     |      |      | No Range Limits Given<br>Entire File Selected |        |                      |       |                   |           |       |
|--|---------------------|------|------|---|--------|----------------------|-------|-------------------|-----------|-------|
| UPC  | Description         | Net  | Qty  | Weight  | Retail | CURRENT<br>Unit Cost | GM%   | AVERAGE<br>Retail | Unit Cost | GM%   |
| 00000000106  | GALA APPLES         | 5.00 | 1.00 |   | 0.88   | 0.000                | ###.# | 5.00              | 0.000     | ###.# |
| 00000000700  | DANNON SPRING WATER | 0.00 | 0.00 |   | 0.00   | 0.000                | ###.# | 0.00              | 0.000     | ###.# |
| 00000000800  | CASA BLANCA SPICES  | 0.00 | 0.00 |   | 2.48   | 0.000                | ###.# | 0.00              | 0.000     | ###.# |
| 00000001000  | SNAPPLE 20Z (CASE)  | 2.97 | 3.00 |   | 14.95  | 0.000                | ###.# | 0.99              | 0.000     | ###.# |

### COST/GM%

| Item Sales Report (UPC order)<br>1/01/05 - 4/01/05 |                     |          |          | No Range Limits Given<br>Entire File Selected |               |  |
|--|---------------------|----------|----------|---|---------------|--|
| UPC  | Description         | Net      | Qty      | Weight  | Curent Retail |  |
| 00000000106  | GALA APPLES         | 5.00     | 1.00     |   | 0.88          |  |
| 00000000700  | DANNON SPRING WATER | 0.00     | 0.00     |   | 0.00          |  |
| 00000000800  | CASA BLANCA SPICES  | 0.00     | 0.00     |   | 2.48          |  |
| 00000001000  | SNAPPLE 20Z (CASE)  | 2.97     | 3.00     |   | 14.95         |  |
| 00000002000  | EMPLOYEE DISC..     | 1,964.25 | 2,619.00 |   | 10.00         |  |
| 00030000010  | MTO DILL RELISH     | 23.63    | 17.00    |   | 1.38          |  |



AD/MARKDOWN REPORT- Provides markdown for items on Sale/TPR in the given date range. You are asked to include Zero-Sales items and for Department Totals after the sales scan. You can print the report with these options:



SALES TO REPORT: What sales and/or TPR to include on this print out.

DEPARTMENT, SUB-DEPT, CATEGORY and VENDOR can be used to limit the report.

ONLY SHOW TOTALS- Will not show each item's data

PRINT REPORT TOTAL- Adds a total to the end of the report.

Run REPORT- Runs the report with the selected options.

| Markdown Report dates: 1/01/01 to 2/02/02 |                |                 |               |                 |                 |                |
|---|----------------|-----------------|---------------|-----------------|-----------------|----------------|
| UPC                                       | Description    | Qty             | Net \$ Sales  | Unit Retail     | Sale Retail     | Loss           |
| 00000000100                               | DEMO BIG1 ITEM | 1.00            | 0.50          | 1.79            | 0.50            | -1.29          |
| <b>1</b>                                  | <b>DELI</b>    | <b>1.00</b>     | <b>0.50</b>   | <b>1.79</b>     | <b>-Totals-</b> | <b>-1.29</b>   |
| 00000000302                               | MEDIUM EGGS    | 2,555.00        | 823.03        | 0.45            | 0.32            | -326.72        |
| <b>10</b>                                 | <b>EGGS</b>    | <b>2,555.00</b> | <b>823.03</b> | <b>1,149.75</b> | <b>-Totals-</b> | <b>-326.72</b> |
| 02926200001                               | VALLEY RICH    | 660.00          | 1,683.00      | 2.59            | 2.55            | -26.40         |

MARGIN REPORT –

### ITEM STATUS REPORTS TAB

GOING ON/OFF REPORT-

Same as the reports with this name on the QUICK LIST TAB

PENDING FUTURE RETAILS-

Lists any items with a Future Retail active date in the selected Date Range

DEAD ITEMS-

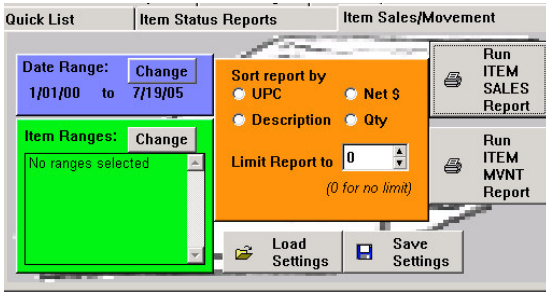
Same report as run on the QUICK LIST TAB

QUICK DEAD ITEMS-

This scans the itemfile and determines the number items who's last sale date is within 7 ranges. You are able to flag all items in the last 4 ranges for delete by clicking the ←Set delete button next to the range.



### ITEM SALES/MOVEMENT REPORT TAB

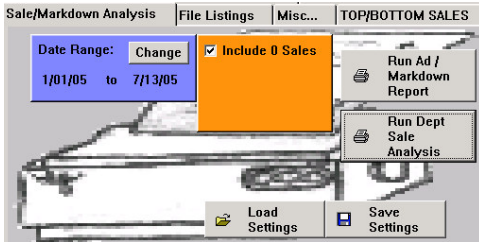


This TAB and the SALES/MARKDOWN TAB will produce the same reports as their counterparts on the QUICK LIST. Using the TABs allows you to set the DATE RANGE, ITEM RANGE, SORT ORDER and REPORT LIMIT and then SAVE these settings for next time.

Example: Every Tuesday the Owner wants an item sales report for every item in Sub Department 567 (His watch list) for the period of Sunday – Sunday. You could go through the ITEM SALES on the QUICK LIST each week, entering the dates and ranges OR you could: Click on the CHANGE in the blue date range and select the dates for last week. Click on the CHANGE in the green item ranges area and select the Sub Dept 567. Select the Sort order the owner likes then SAVE SETTINGS as OWNER\_WK. Next week, you open reports to this tab and select LOAD SETTINGS. IGManager will AUTOMATICALLY ADJUST the start and end dates for today based on your saved settings. Now all you have to do is click Run ITEM SALES Report!!

ITEM MVNT (Movement) REPORT includes sales and received counts for the period.

### SALE/MARKDOWN ANALYSIS REPORT TAB



The Run Ad/Markdown Report is the same Markdown Report as found on the QUICK LIST TAB.

As on the ITEM SALES/MOVEMENT TAB, you are able to save some of the report parameters for use later.

The DEPT SALES ANALYSIS Report will, using the Date Range in the blue area, break down the total item sales in each department by Regular Retail, Sale 1,2,3, and TPR.





## 5. IGMANAGER FM OPERATIONS

```
Welcome!
IGMANAGER FM MODE
[Multi Ver. 1]
Press [ENTER]
```

This screen will appear after the FM is Signed on.  
Press the Green Enter key to continue,

```
Select Mode:
1)Price Verify
2)DSD 3)Inv Control
4)STR CHG 5)Others
CHOICE:
```

This is the main selection screen.

- 1- Price Verify – is used for price checking/ item maintenance
- 2- DSD- Direct Store Delivery Mode
- 3- Inventory Control – functions like Physical Counts
- 4- Store Charge – Access to store account info.

### 5-a. QUICK CHECK PRICE VERIFICATION MODE

```
Select Mode:
1)Price Verify
2)DSD 3)Inv Control
4)STR CHG 5)Others
CHOICE:
```

In this mode, there is no changing of price or other item data. You just scan one item after another with no other keyboard entry,

From the main selection screen, press the number 1 for PRICE VERIFY and press ENTER

This will bring up the Select PV Mode screen.

```
Select PV Mode:
1)Quick Check Mode
2)Sales 3)Futures
[ENTER]Standard
```

To start the Quick Check mode, press 1 and press ENTER

```
Quick Check Mode
Enter sign default
A-Tag B-Shlf C-Big
->
```

This screen is asking you if you wish to force every item you scan in this session to be set to print a tag or label. If you wish to set a type of tag or label, enter the appropriate code.

If you are not flagging items to print, just leave the entry blank and press ENTER.

```
Quick Check Mode
->
```

The FM is now ready for you to enter the item's UPC code. You may either scan an item by pressing the thin green bar in the center top half of the FM unit or enter the UPC using the same guidelines for entering UPCs in the IGMANAGER PC. If you hand enter the UPC, press ENTER to send. (The scanner will automatically send)

```
01115605515
TETLEY TEA
0/ 1.29
[ 0.000]*
```

For example, we have scanned an item with UPC 01115605515.

The item's pricing information appears on the screen. In this case it's \$1.29. Also, the FM will say, "One – Twenty – Nine"

The information in the [ ] is selectable. In this case it is set to COST.

Now, you may just scan the next item. If you press enter, the FM will assume you are looking for item code 0.

```
Record Not Found
Next ITEM>*
```

If you enter a UPC that is not in the file, or you just pressed enter on the previous screen. You will see this screen along with hearing multiple beeps. Since we are in Quick Check mode, there is nothing we can do but go on to the next item.



```
00000000011
18 PKG LARGE EGG
0/ 0.99 *S1/ 0.79
[ 0.637]*
```

Here we have entered an item that is on sale. The FM will announce the normal price as “Ninety-Nine” then you will hear 3 short beeps and the sale price of \$0.79 will appear to the right of the regular price.

```
Record Not Found
Next ITEM>*
```

To end the Quick Check mode, at either of these two types of screens, press the END key and then press enter on the keyboard and you will be signed out back to the FM main menu

```
00000000011
18 PKG LARGE EGG
0/ 0.99 *S1/ 0.79
[ 0.637]*
```

### 5-b. STANDARD MODE PRICE VERIFICATION

This mode allows you to modify item data at the FM. Remember, price and other data will not be visible to the POS System until UPDATE POS is run on the IGMANAGER PC.

```
Select PV Mode:
1)Quick Check Mode
2)Sales 3)Futures
[ENTER] Standard
```

After selecting 1) Price Verify from the Main Menu, you will see the Select PV Mode screen.

To enter STANDARD MODE, just press ENTER

```
UPC->*
```

Note the difference between the STANDARD MODE entry and the QUICK ENTRY MODE above. At this point, scan or enter the UPC as before.

```
01115605115
TETLEY TEA
0/ 0.99
[$,M,ENT]->
```

The item will be displayed and the regular retail will be announced. The display itself is very similar to the Quick Check screen. But, in this mode are able to make changes to this record as indicated by the [\$,M,ENT] line. If we don't want to change anything on this item, we just press enter. Note, we will not be able to go on to the next item until we press enter.

```
01115605115
TETLEY TEA
0/ 0.99
[$,M,ENT]->2/ 1.79
```

To change the regular retail of this item, we would enter the new retail in the form of either 1.99 or 2/1.99. Remember, you need to use the decimal point! Press enter when completed.

```
01115605115
TETLEY TEA
2/ 1.79
[$,M,ENT]->M
```

The item will be displayed again showing the new regular retail price. To complete this item and move on, press ENTER for the UPC-> prompt. To few more fields of this item ENTER the letter M and press ENTER.

```
VIEW:01115605115
TAX1,2,3,F:
REGNAME:TETLY TEA
NEW REGNAME::*
```

After entering M, you will now be walked through selected fields of the item. You can not break out of the list of fields, you must enter through all of them.



Here we are being shown the current POS Description and have been asked for the new POS Description. We can either enter a new one, or just press enter for the next field. Depending on the program settings you will see REGNAME, SIZE, DEPT, ReOrder, Vendor, SubDept, Category, TAX/FS. Remember to leave a field alone, just press ENTER. You will be returned to the UPC prompt at the end of the list

```
Record Not Found
Press ENTER or
DESCR:*
```

If you have scanned or entered an UPC that is not found in the file, you will see this screen.  
 If you may have entered the code wrong, or you do not want to add an item at this time, just press ENTER.  
 If you wish to add this item, enter the item Description and press enter. You will then see the list of fields, complete them as appropriate.

WARNING: The Tax/FS status will not be automatically set for you. You must enter it manually at the TAX1,2,3,F: prompt. Example: Tax 1 and F/S would be: 1F Tax 1 and Tax2 would be :12 Just F/S would be: F

### 5.c- DSD Operations

```
Select Mode:
1)Price Verify
2)DSD 3)Inv Control
4)STR CHG 5)Others
CHOICE:
```

To start DSD mode, select 2 for DSD from the Main Menu

```
Receiving Mode
Press [ENTER]
```

You will see this screen. Press ENTER

```
INVOICE:
DSD
```

Enter the Invoice number you are receiving.

```
INVOICE: 77 [1]
Store:*
```

Enter your store number. The data found in the brackets [ 1 ] is the default data if you just press ENTER.

```
INVOICE:77
STORE #:1
Total $:
[ 0.000]
```

Next, enter the invoice amount.

```
INVOICE:77
STORE #:1 [0]
Total #: 59.91
ITEM COUNT:
```

Next, enter the total item count from the invoice.



```
UPC: *
INVOICE CNT  AMT
```

After the required invoice information is entered, you will see the item entry screen. The area under INVOICE CNT and AMT will show you the running invoice item count and calculated \$ amount. Scan the 1<sup>st</sup> item.

```
Klgs.C/POPs
COUNT: *
U-UNIT F-FREE R-REBT
T-TPR
```

If the item is found in the itemfile, you will see this screen. Enter in the Qty received.

```
UPC: *
INVOICE CNT  AMT
      5      51.950
```

As you can see, our running counts and amount are updated and we are ready to scan the next item. Continue scanning items until you finish the receiver. When done, press [END] and press [ENTER]

```
INVOICE:77
CALC TOTAL: 51.950
ITEM COUNT:5
COMPLETE INV[YES/NO]
```

Here you see the invoice number and calculated \$ and item counts.

If you are done with this invoice press YES, otherwise press NO and continue entering the invoice.

```
Invoice completed
Press [ENTER] to
restart
```

The invoice is saved and your are ready to start the next receiver. Press ENTER.. Depending on your settings, the Receiver may be printed at this time

## 5-d. More Receiving Options

```
INVOICE NUMBER EXIST
APPEND TO INVOICE OF
6/24/02
[YES] [NO]
```

If you enter an invoice number that is still open in the system you will see this screen.

If you wish to APPEND (add) items to this invoice, press YES. To re-enter the Invoice Number, press NO.

Note: You can not have more than one un-posted invoice

with the same invoice number.

If you choose to add/append to the invoice, you will be asked again the Store number, Amount and count. The entries you provided previously will be on the screen in the [brackets] and pressing enter to these questions will keep those values.

```
UPC: 00000000001
HAS NO COST INFO
Case Cost: *
```

If the item you scan has no cost information, you may enter it here.

First, you will be asked the CASE COST then you will be asked PACK/CASE which is the number of items in one case.



```
Klgs.C/POPs  
COUNT: U10  
U-UNIT F-FREE R-REBT  
T-TPR
```

To receive a partial case (by unit). Enter the count as Uxx where xx is the number of units. Example: To receive only ten units when a case holds 12, enter U10

To receive promotional merchandise for zero cost (ie. FREE) Enter the count as Fxx where xx is the number of CASES received at zero cost.

To receive merchandise at a TEMPORARY COST enter the count as Txx where xx is the number of CASES received. You will then be asked for the new cost for this entry:



## 6. DSD Operations

### 6-a. BASIC STEPS:

Step 1. Receive Inventory from a vendor (at PC)

Click on RECEIVE ITEMS

You will see the RECEIVING SCREEN. This screen functions like a handheld unit.

You will be asked the following questions:

1. ENTER INVOICE NUMBER

Enter the Invoice Number from the invoice, this number will be used to reference this receiver. This number will also allow you to append entries to this receiver.

2. STORE NUMBER

Enter your store number. In most cases this would be 1

3. Invoice Total \$

Enter the Invoice Total \$\$\$ amount. This will be compared to the calculated invoice total.

4. INV Item Count

Enter the Invoice Total item count. This will be compared to the calculated invoice item count.

Once these questions are answered, you will see ENTER ITEM:. At this point you enter the UPC of the item being received.

If the item entered is in the Itemfile, the BLUE area will be filled with the item information.

Next, you will be asked RECEIVED QTY:. You enter the QTY received. If you are using CASE COUNTS (this would be indicated by a Case/Pk value greater than 1) you enter the number of cases, otherwise you enter the number of items.

After you enter the received qty, you will be taken back to the Enter ITEM: prompt and the last item will appear in the mini-invoice printout on the right. Also note the lower left-hand corner, the running calculated \$ total and item count are shown.

When you have finished receiving items, Click DONE. You will be taken to the REVIEW RECEIVER SCREEN.

The REVIEW RECEIVER SCREEN is where you can edit, add, post and print an invoice. Prior to saving (with DONE) or printing the invoice, you must set a vendor for this receiver. To do so, click on the ... box to the right of the Vendor entry, and select the vendor from the pop-up list.

On this screen, note the DIFFERENCE line. This area shows the differences between the calculated invoice total based on your data in the Itemfile and the Invoice total you entered at the start of this receiver. Also listed is the item count difference. In a perfect world, there should be no difference between your calculated total and the invoice total. If there are differences, you should review the entire invoice to look for changes in cost from the vendor. **THIS IS THE MAIN REASON FOR DSD EXISTING AT ALL... CATCH THE COST CHANGES!!!**

To print the invoice, click PRINT INVOICE.

If you are totally happy with the receiver and want it to update your inventory counts, click POST INVOICE.

If you want to hold off posting you may click on DONE to save this receiver for now.

Step 2. Review Invoices

If you do not POST an invoice while you are receiving it, you must use the REVIEW INVOICES screen to open it back up.

Click on the REVIEW INVOICES button. You will see a list of ALL the invoices in the system. POSTED invoices will have a GREEN THUMB TACK and PENDING invoices will have a RED QUESTION MARK.

Locate the invoice to review and click on it. You will be brought back to the same Review Receiver screen as when you received it.



Here you may print, adjust, and post just as when you received it. Notice though, the Return to Entry button is disabled. If you need to add more entries to this invoice you must use the RECEIVE ITEMS mode and enter the invoice number of this invoice. You will be asked if you wish to append to the existing invoice.

### Step 3: Daily Recap

You will probably want a daily recap of all the receiving for the day. You get this by clicking the RECAP REPORT button.  
Enter the day to recap and press report You will see a short report listing all the invoices dated on the date you entered, the Invoice total, Calculated total and if it has been posted.

## 6-b. REAL WORLD STUFF

### Step 1: Receiving

If you enter an itemcode not in the database, you will be asked ADD NEW RECORD? If you answer YES, you will be taken to a modified item edit screen to build the item. You can not receive an item that is not in the system

If you enter a received quantity for an item that has no cost information you will be asked ITEM HAS NO COST! UPDATE COST NOW? If you answer YES, you will be taken to the COST EDIT screen to enter the information.

To switch between receiving CASES and UNITS, click the appropriate button in the RECV BY section or use F3 for CASE and F4 for UNIT

At the RECEIVED QTY prompt, if you are in the wrong item, click the ESCAPE button to return to the ENTER ITEM prompt.

At the RECEIVED QTY prompt, if you wish to modify the item data, click ITEM EDIT and you will be taken to the modified edit screen as in ADD ITEM.

To "receive" an inventory credit (ie. out of date bread) enter the item like normal and enter a negative qty: example to "credit" 5 loaves enter -5 for the RECEIVED QTY MAKE SURE YOU ARE SET TO THE CORRECT SIZE (CASE OR UNIT)!

### Step 2: Review Receiver

To add adjustments like shipping, case return etc.:  
Click on Add Adjustments  
Choose type- CREDIT is money to you CHARGE is money to them  
Enter a description for this entry (ie SHIPPING)  
Enter the Amount  
Click ADD ADJUSTMENT to add to the receiver.  
You will be asked to verify the entry, if all is ok press YES.

## 6-c. ON-HAND COUNT CONTROL

The on-hand count of an item is modified by one of four actions- sales, receiving, write-off and physical counts.

SALES



Each day, the sales information is transferred to the IGMANAGER PC. Each item's on-hand count is changed based on the amount sold

#### RECEIVING

Once a receiver is POSTED, the on-hand count for each item in that receiver are adjusted.

#### WRITE-OFF

A "write-off" is an adjustment to inventory to account for product that can no-longer be sold and must be taken out of inventory.

#### PHYSICAL COUNT

A physical count is a count of the on-hand of a particular item. When a physical count is posted, the on-hand of the item is changed to the physical count.

In order to have "Perpetual Inventory Control" you must initialize the on-hand count. Then continuously update the inventory by sales, receiving and write-offs.

Procedure to setup Perpetual inventory on a group of items.

1. Perform a PHYSICAL COUNT of the entire on-hand qty for each item in the group.
2. POST the PHYSICAL COUNT
3. Maintain sales and receiving data.

PHYSICAL COUNTS are accomplished using the FM Handheld. Start the FM and get to the Main Menu. Choose INV CONTROL. Choose PHYSICAL COUNT

At the ENTER UPC->, scan the item. At the COUNT-> enter the on-hand count you see. If there is more of this item in another location, don't worry about it, just put in the count you see here. You will be taken back to the ENTER UPC->. Continue to scan all products in the group. If you scan an item that you have already entered a qty, you will see "PREVIOUS COUNT FOUND". On this screen you will also see the UPC code, date and time of the last count and the amount counted. You can choose to Add more on-hand to this number by selecting 1 or you may OVERWRITE the count on the screen by selecting 2. Just pressing ENTER will escape out of the screen with no modification of the counts.

When you have finished the Physical Counts, go into DSD on the backroom computer and select PHYSICAL COUNTS.

You will see a list of all pending physical counts. To apply the counts to the on-hand inventory, click APPLY TO INVENTORY. Counts are applied based on the DATE they where entered, so you would choose the date the physical count we are working on was completed (normally you do this the same day). Onse you pick the date, you will be asked, "You have selected to apply Physcial Counts dated xx/xx/xx. This will override any On-Hand data currently for these items. Do you wish to continue?" If you are set to force the on-hand qty to be the qty you entered during the Physical Count, press YES.



## 7. Offline Store Charge for the IBM ACE

How it works:

A windows PC is attached to the IBM ACE system. Nightly, this Backroom PC pulls the transaction log from the previous day, scans it and enters charges and payments to be posted. The customer balances are not updated until the POST ALL TRANSACTIONS is processed.

The IBM system does not know the current balances of the accounts or the account numbers.

### HOW TO .....

#### 7-a. ADD NEW ACCOUNT

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR\_CUST file" screen will appear
3. Click on INSERT
4. "Adding a AR\_CUST record" window will appear. Enter in the information for this customer.
5. When complete, press OK to save.
6. If you do not wish to save the information on the screen, press CANCEL.
7. The "Adding a AR\_CUST record" screen will close and you should see your new account listed with the others

#### 7-b. MODIFY AN EXISTING ACCOUNT

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR\_CUST file" screen will appear
3. Using the slider on the right of the customer list, locate the account you wish to modify.
4. Once found, click on the account's information.
5. The "Changing a AR\_CUST record" screen will appear. Make the desired changes.
6. When complete, press OK to save.
7. If you do not wish to save the information, press CANCEL.

#### 7-c. ADDING A MANUAL CHARGE TO AN ACCOUNT FROM CUSTOMER MAINT.

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR\_CUST file" screen will appear.
3. Using the slider on the right of the customer list, locate the account you wish to update.
4. Once located, click on that account's information.
5. The "Changing a AR\_CUST record" screen will appear.
6. Click on ADD INVOICE
7. "Adding a AR\_HDR record" screen will appear.
8. Enter the date of the invoice in the DATE field



9. Enter the time of the invoice (or leave at the default) in the TIME field
10. Enter the transaction number, if known, in the TRANS field
11. Enter the register number, if known, in the REG field
12. Enter an explanation of the invoice in the TEXT field
13. Enter the amount of the invoice in the AMOUNT field
14. Ensure that INVOICE is selected in the TRANSACTION TYPE
15. Ensure the correct customer is listed in the RED AREA on the top right
16. Once all is correct, press SAVE to save this invoice.
17. If you do not want to save this information, click CANCEL

**7-d. ADDING A MANUAL PAYMENT TO AN ACCOUNT FROM CUSTOMER MAINT.**

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The “Browse the AR\_CUST file” screen will appear.
3. Using the slider on the right of the customer list, locate the account you wish to update.
4. Once located, click on that account’s information.
5. The “Changing a AR\_CUST record” screen will appear.
6. Click on ADD PAYMENT
7. “Adding a AR\_HDR record” screen will appear.
8. Enter the date of the payment in the DATE field
9. Enter the time of the payment (or leave at the default) in the TIME field
10. Enter the transaction number, if known, in the TRANS field
11. Enter the register number, if known, in the REG field
12. Enter an explanation of the payment in the TEXT field
13. Enter the amount of the payment in the AMOUNT field
14. Ensure that PAYMENT is selected in the TRANSACTION TYPE
15. Ensure the correct customer is listed in the RED AREA on the top right
16. Once all is correct, press SAVE to save this payment
17. If you do not want to save this information, click CANCEL

**7-e. REVIEW A PREVIOUS INVOICE OR PAYMENT (ALREADY POSTED)**

1. Click on CUSTOMER MAINTENANCE
2. Locate the desired customer using the slide bar on the right of the list
3. Click on the selected customer
4. The “Changing a AR\_CUST” record screen will appear
5. In the lower section, all of this customer’s transactions will be listed. Those transactions in RED have been posted, those that are BLACK have not.
6. Locate the desired transaction and click to open it.
7. The “Changing a AR\_HDR record” window will appear.
8. To view the transaction details for this entry, press VIEW DETAILS
9. Explanation of the fields:
  - a. SEQ NO- The control number for this entry
  - b. CODE- The customer account code
  - c. DATE- Date for this invoice or payment



- d. TIME- Time of the invoice or payment
  - e. TRANS- The POS transaction number for this entry
  - f. REG- The POS terminal this was entered on
  - g. TEXT- Description printed on the statements for this entry
  - h. AMOUNT- The amount of this invoice or payment
  - i. TRANSACTION TYPE- Selects if this is a payment or invoice
  - j. RED AREA- The customer information based on the CODE
10. To close, press CANCEL. Note: You will not be able to SAVE an entry that has been posted
11. You will return to the selected customer's screen.

### 7-f. DAILY PROCEEDURE

1. Run the UNPOSTED TRANSACTION REPORT (ALL)
  - a. Click REPORTS AND STATEMENTS
  - b. Select UNPOSTED TRANSACTIONS(ALL)
  - c. Check that the printer is ready and press the Printer Icon in the upper left of the screen
  - d. The report should print.
  - e. Close the REPORT window by clicking CLOSE
2. Review & verify the unposted transactions
  - a. Compare each entry on the report from step #1 with the front-end receipts.
  - b. Ensure each entry has a valid account name. Unknown account numbers will print ?????????? as the customer name.
3. Correct any incorrect entries
  - a. Click on POST TRANSACTIONS
  - b. Locate the offending transaction in the list
  - c. Click on the desired entry
  - d. The "Changing a AR\_HDR record" will appear
  - e. Make the appropriate changes, then press SAVE
4. Post the transactions
  - a. If not already on the screen, click POST TRANSACTIONS
  - b. Click on POST ALL PENDING TRANSACTIONS
  - c. A red "POST TRANSACTION" screen will appear.
  - d. Unless told otherwise, leave the posting date at the default.
  - e. To post, press POST.
  - f. "You have selected to post all transactions prior to....." question will appear. Press YES to go ahead and post.
  - g. You should be returned to a now empty POST TRANSACTION list.
  - h. If you receive an error stating, "Some transactions could not be posted." This means there is one or more transactions with a bad account number or other issue. Repeat steps 1 through 4 again to correct these entries.
  - i. Close the POST TRANSACTION window.
5. Print current balance report (optional)



- a. Click REPORTS AND STATEMENTS
- b. Select SHORT CUSTOMER LIST WITH BALANCES
- c. The report will appear.
- d. Ensure the printer is ready and press the Printer button In the upper left side
- e. The report should print
- f. Close the Reports window by clicking CLOSE
6. Print Daily Recap report (optional)
  - a. Click REPORTS AND STATEMENTS
  - b. Select DAILY TRANSACTION LOG
  - c. The "Daily Log" window will appear.
  - d. Enter the date for the log in the form of MM/DD/YY
  - e. To print the report, click PRINT. To exit, press CANCEL
  - f. The report will appear on the screen.
  - g. Ensure the printer is ready and press the PRINT button to print
  - h. Close the report window.

**7-g. PRINT STATEMENTS FOR ONE OR MORE ACCOUNTS:**

1. Click on REPORTS AND STATEMENTS
2. Select MONTHLY STATEMENTS (SELECTED)
3. A screen will appear with 2 lists. Moving accounts from the left list to the right list will set those accounts to print.
4. The >>> key will move the account selected on the left list to the right
5. The <<< key will remove an account from the right list and place it back in the left
6. The >>>50 After button will transfer the selected account and the next 50 to the To Print list
7. The >> all after and << all after move the selected account and all entries after.
8. Once you have the desired accounts listed in the TO PRINT (right) column, complete the green area as follows
  - a. Statement Ending Date:
  - b. Skip \$0.00 Bal: Check here will skip the printing for accounts that currently have a 0 bal
  - c. Preview Each: Check here will bring the preview screen for EACH STATEMENT selected
  - d. Print Trans Detail: Check here will print each transaction's receipt detail on the statement for all selected accounts.
9. Click PRINT STATEMENTS to print.



## 8. Signs and Label Printing

Introduction to Signs/Label Interface-

IGManager's Sign/Label Interface is a program that exports item data into industry standard databases for printing of signs and labels by an external program.

An item is set to print a sign or label by setting a flag in the sign/label field. These flags are CAPITAL letters (A-Z with some exclusions) that represent types of signs and labels. In practice, "A" stands for Shelf Tag, "B" a larger Shelf Talker type sign and "C" standing for a large (8x11) sign. These are user-definable and IGManager does not care what code is used for a particular sign or label.

When a specific type of sign is selected to print, all items with the matching label code are exported into the transfer database for the external program to print.

### 8-a. Setting Items to print from within Item Maintenance

To set an item to print a sign or label, enter the code for the desired sign or label to print in the Sign/Label Code block then save the item

The screenshot shows the 'Edit Inventory Item' window. The 'Sign/Label Codes' field is set to 'A'. Other fields include UPC (01258760932), Description (GLAD 13 GAL TL KTCHN DR), Size (45'S), Vendor ([Unknown]), and ReOrder (More...). A 'Will Set:' button is visible next to the Sign/Label Codes field. The bottom of the window shows a 'Save' button and a keyboard shortcut 'F4'.

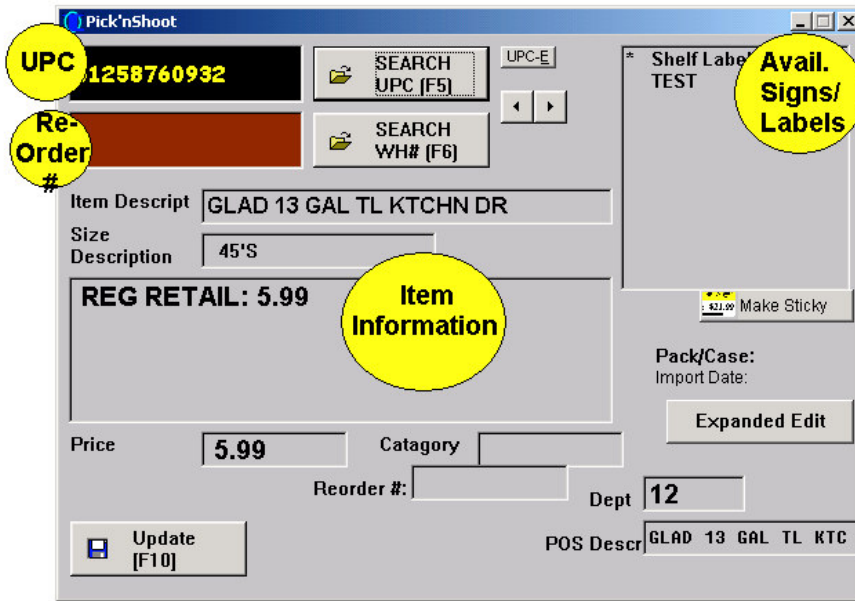
If you want to print more than one copy of a particular type, you may enter multiple codes ie AA for 2 Shelf Tags.

You may set different types at the same time, for example: "AB" would set 1 copy of a Shelf Tag and 1 copy of the Shelf Talker.

If you want to CLEAR a pending sign/label, clear that code from the item's Sign/Label Codes area.

8-b. Using Pick 'n Shoot to set items

In the Signs program, you may use “Pick ‘n Shoot” to flag items for printing. To access “Pick ‘n Shoot”, click the Add Items button.



To find an item, enter it’s UPC in the BLACK area and click “Search UPC” (or press F5) or enter it’s reorder number in the RED area and click “Search WH#” (or press F6).

If the item is found, it’s information will be displayed and any signs or labels set to print will be flagged in the list of sign types on the right with an asterisk “\*”.

If you want to set a sign type, click on it’s entry and the asterisk will appear. Clicking a set sign type will clear the flag and the asterisk.

Click the “Update” button (or press F10) to save.

The cursor will jump back to either the UPC or RE-ORDER entry depending on which search you chose.

You may walk through the file in the search order by using the Page-Up and Page-Down keys on the keyboard.

“MAKE STICKY”- Pressing this button will make the current sign settings sticky. This means on the next item, if you press UPDATE, these settings will be “added” to any checks the next item already has. To stop this, click “UN-STICK”

8-c. Printing Signs or Labels

Click on the Print button in Signs

The Print Signs window will open and scan the itemfile for pending signs and labels

When the scan is complete, click the arrow in the “Sign type to print” entry. You will see a list of defined signs/labels and the number pending of each.

Choose the type of sign/label you wish to print.



Ensure the desired PRICE SOURCE is used.

REGULAR RETAIL – No matter what the sale/tpv status, the sign/labels will get the item's Regular Retail price. This is the normal choice for shelf tags.

USE Sale/TPR - The price sent to the sign/labels will be determined using the date given below (Sale,TPR, Regular Retail) This is the normal choice for Shelf Talkers and Big Signs

If you do not choose one of these choices, if an item is found currently on Sale or TPR, you will be asked what price to use (Regular or Sale/TPR). Note that this question will be asked for EVERY ITEM. This is why it is important to chose the correct Price Source.

If you would like the signs/labels printed in an order different from UPC order, you may choose that in the "Sort Items by"

Once you have selected a sign type to print, the PRINT xxx button will enable showing you, once again, how many signs/labels are set to print. Click the PRINT xxx button to send the items to the external program. You will see "Prepare to print (sign type)", this means get your paper ready. Click OK

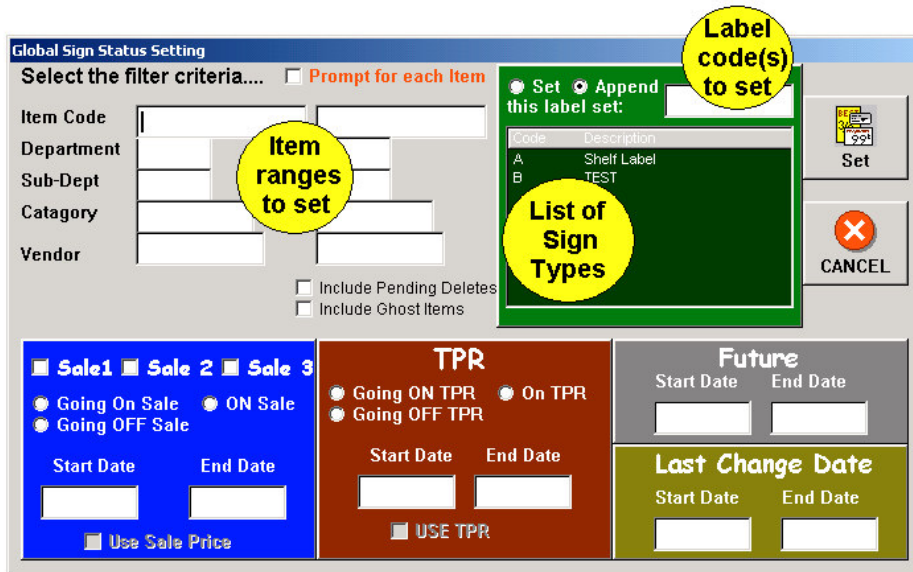
The sign printing program will start.

Once the sign printing program exits, you will be back in the Sign program with a question "Did the signs print ok?" Clicking "YES" will clear those items' flag to print this sign type. Clicking "NO" will leave those items set to print that sign type.



8-d. Using Range Options to set items to print.

There are occasions where you will want to set a group of items to print a sign or label. You may set a range of items using the “Range Add” button in Signs.



To set a range of items, fill in the desired range limits. You can limit by Itemcode (UPC), department, sub-department, category, vendor. You may also tag items based on the Sale or TPR status, a pending future retail change or the last change date.

In the GREEN area, you select what to do with these items. In this section you can see a list of the defined sign types for reference. Selecting “APPEND” will ADD the entered codes on to whatever the items may already have. Selecting “SET” will OVERWRITE what an item has in it’s sign/code field.

## APPENDIX A. How to enter barcodes into IGMANAGER

### UPC-A Codes



The above bar code would be entered as: 07164100494  
 The last 8 is a Check-Digit and is only used by the scanner to verify a good scan and is not used in the actual item code. Note that you add the leading 0. This leading number can be 0,3,4,6,7,8 and 9. A leading 2 is covered later.



Following the example above, this item would be: 76604000546  
 Note that we MUST enter that leading digit.



Both of these codes would be entered as the first one was: 07164100494  
 If the leading digit is not printed, you should assume a 0.  
 In any case, an UPC-A barcode should end up being 11 digits.

### EAN-13



EAN-13 looks a lot like UPC-A. The differences are that there are 2 groups of 6 digits. In the EAN-13, the right most digit under the barcode is actually the check-digit and will be ignored just as in the UPC-A.  
 For this example, you would enter: 912345612345 (skipping the last digit)  
 EAN-13 barcodes will end up as 12 digit numbers in IGMANAGER.



**UPC-E**



UPC-E is also referred to as “Zero-Suppressed”. Some products are too small to hold the full-size UPC-A code, so the UPC-E code was developed.

To enter an UPC-E code into IGMANAGER:

Click on the UPC-E button next to the SEARCH area.

Enter the first 7 digits (once again, ignoring the check-digit) and click OK

The expanded UPC-A code will be inserted into your search field.

You may now continue as if you typed the expanded code yourself.

For you who are interested, the expansion logic is this:

| UPC-E    | UPC-A         |
|----------|---------------|
| 0-987650 | 0-98000-00765 |
| 0-987651 | 0-98100-00765 |
| 0-987652 | 0-98200-00765 |
| 0-987653 | 0-98300-00765 |
| 0-987654 | 0-98700-00065 |
| 0-987655 | 0-98765-00005 |
| 0-987656 | 0-98765-00006 |
| 0-987657 | 0-98765-00007 |
| 0-987658 | 0-98765-00008 |
| 0-987659 | 0-98765-00009 |

### UPC-2 (Random Weight)



In an UPC-2 code, the price for the item is included in the barcode. Since the price can be different for each item, you must replace the price section of the barcode with 00000 to allow the POS to match the scanned item.

The UPC-2 code consists of the leading 2 followed by a 5-digit itemcode then 5 digits representing the price of the item. To enter you use the leading 2, the 5-digit itemcode and 5 0's. Just as always, the check digit is ignored,

This example item would be: 21056500000

## **APPENDIX B**

### **Everything You ever wanted to know about Mix-Match, but were afraid to ask!**

*Remember: Mix-Match codes 1-99 are “controlling” and determine the price of the item. Mix-Matches of greater than 100 are “informational” and are only used by the POS to group items for split pricing purposes.*

The easiest way to make changes to the MixMatch file is to first bring up an item you need to setup as a mixmatch.

1. Left Click in the MIXMATCH field you wish to set
2. Once you see the cursor flashing there, Right click or Press F2
3. The BROWSE THE MIXMATCH FILE window will appear.
4. If you see a mixmatch you want, double click on it's entry to select
5. If you want to change an existing MixMatch (not recommended):
  - f. Left click ONCE on the desired entry
  - g. Once it is selected, click on the CHANGE button on the right
  - h. The CHANGING A MIXMATCH RECORD window will appear.
  - i. Make the required changes and click OK
  - j. If you want to use the selected MixMatch, either DoubleClick on it's entry or Click SELECT
6. If you want to add a new MixMatch Code, click the INSERT button on the right
  - e. The ADDING A MIXMATCH RECORD window will appear
  - f. Complete the information as follows:
    6. CODE: A number 1-99 to use for this MixMatch
    7. DESCRIPTION: A description you can use to remember what this is for
    8. QTY: The total group quantity
    9. PRICE: The price for the QTY
    10. SINGLE PRICE: The single price of the item until the QTY is reached.
  - g. EXAMPLES:
    3. 3 for 1.00, 34c EA
      - f. CODE: (Your choice)
      - g. DESCRIPTION: 3/1.00
      - h. QTY: 3
      - i. PRICE: 1.00
      - j. SINGLE PRICE: 0.34
    4. Buy One/Get One Free, \$2.99 each
      - f. CODE: (Your choice)
      - g. DESCRIPTION: B1G1 2.99
      - h. QTY: 2
      - i. PRICE: 2.99
      - j. SINGLE PRICE: 2.99
  - h. When the form is complete, press OK



- i. You will be returned to the BROWSE THE MIXMATCH FILE screen and your new MixMatch will be listed there.

