

User Manual

How to Get Help

Online Manuals

You are in the User Manual which contains My Pricebook How-To Guides, My Pricebook Reference, My MainOffice documentation and My Handheld documentation. Just use the Left panel to find what you need.

There is a My Pricebook Quick Start guide for people who are brand new to My Pricebook, Click here

The online manuals have videos included - please check back often as we will update and add to these manuals.

You can always access these Manuals and Videos by clicking on the Help Button @ on any screen inside My Pricebook.

Email Us

If you can't find what you are looking for in the manual or things are not working they way it's supposed to, send us an email at support@apexbos.com. We answer every email and will get back you as soon as we can, usually the same day.

Call Us

f your problem is urgent, you can call us at 1-888-989-2739 x2. We are available from 8am to 5pm Mountain time Monday through Friday. get an answer, please leave a message and we will get back you as soon as possible.	If you do not

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My Pricebook How-To Guides

These MyPB How-To guides are designed to help you complete the most common tasks you need to get done in My Pricebook. The guides are designed to give you quick step by step instructions to get tasks done.

If you are just starting and want to get rolling please go to the Quick Start Guide and then come back when you done.

Please note these MyPB How-To guides give you quick step by step instructions. If you want or need a deeper understanding of the section you are looking into, you may need to consult our My Pricebook Reference Section. We are always updating our documentation and will try to provide links to the manual page that applies to each step you are going through.

The MyPB How-To guides and the MyPB Reference Manual are always being updated, so please check back if you do not find something as it may appear later as we add to our documentation.

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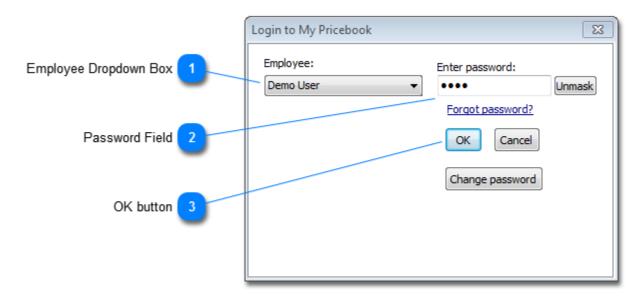


Login

Logging into My Pricebook

Video Available:

To log into My Pricebook you will need your Employee name and Password. For questions about other options in this window please go to <u>Login Screen</u> in the Reference part of this manual.



Please choose the Employee name. If this is the first time this Employee has logged in, the system will ask them to set up a new password. Please see the New Employee First Login section.

Password Field
Enter password:

••••

Enter your Password here

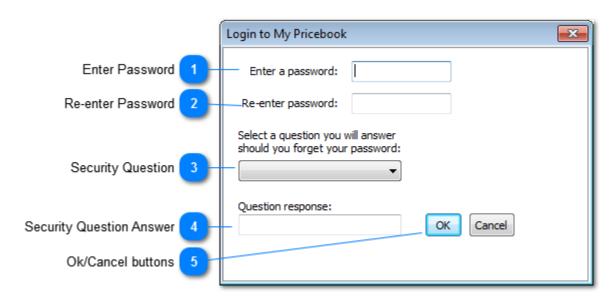
OK button

Click OK or Press Enter to continue to the Home screen of My Pricebook



New Employee First Login

This window appears when you log in to My Pricebook the first time. The system wants you to setup your password and a question for password recovery. No administrators will ever see your password.



- Enter Password

 Enter a password:
- Re-enter Password

 Re-enter password:
- Security Question

 Select a question you will answer should you forget your password:

Select a Security Question from the drop down box. This will help you recover your Password if you forget it.



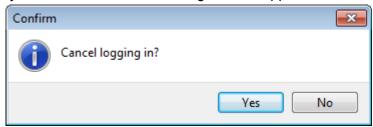
Please enter an answer to the Security Question you selected.

Ok/Cancel buttons



When complete select OK.

If you click Cancel, the following window appears:

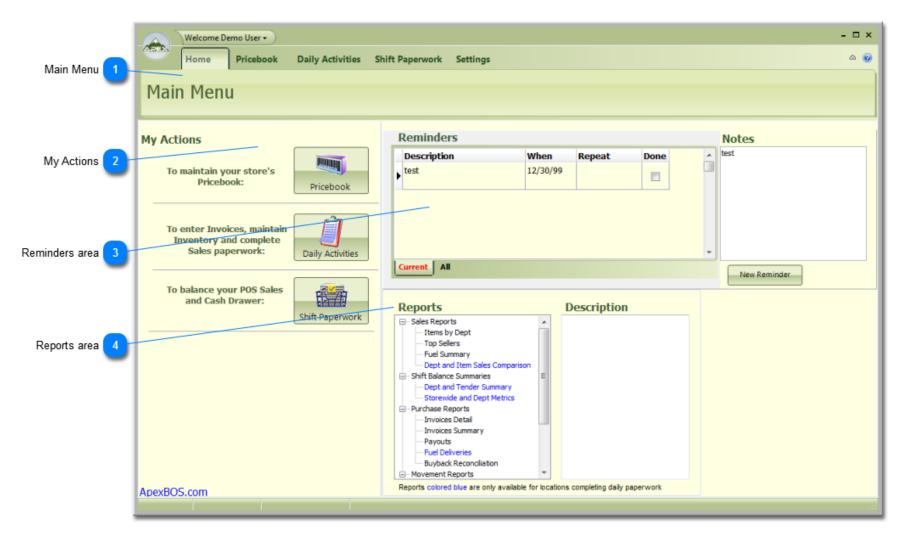


If you Click Yes My Pricebook will quit. If you Click No you will be sent back to entering a Password in Step 1.

Home

Welcome to the Home screen. You will access all features from this screen. Please note that your Home screen may look different depending on your version. We will note the differences throughout the manual.

Video Available



Main Menu



Clicking on these tabs is how you can enter each area

My Actions



Clicking these buttons will get you each area, same as the tabs.

Reminders area



You can add reminders to yourself and they will stay until you mark them Done



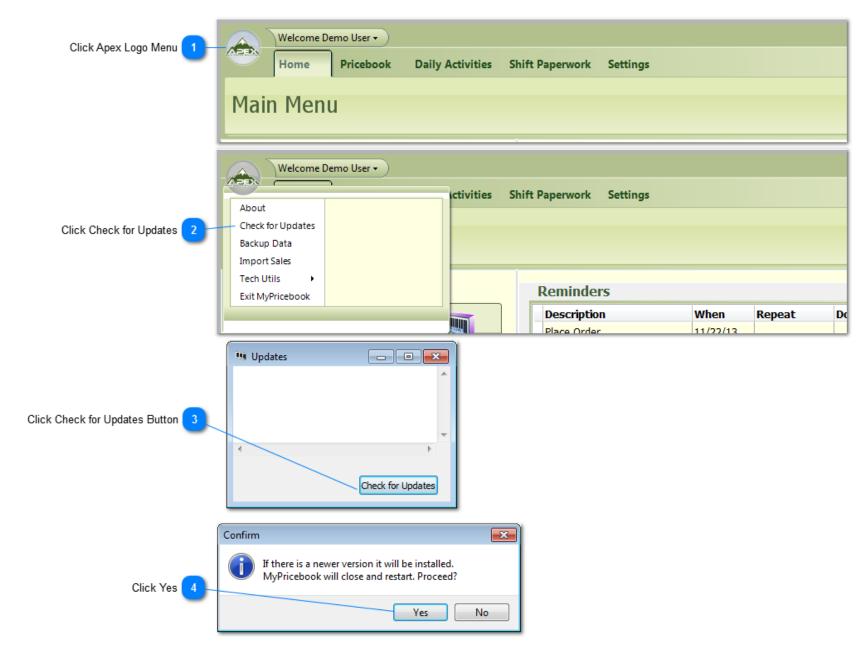
Reports area



You can print reports from this area by clicking on the Report names. After clicking on the report name, a window will appear giving you options for the report. After clicking the 'Run Report', please see the Print Report Preview section for instructions. Reports in Blue are only available to systems using the Daily Activities function.

Update My Pricebook

It is always good to be on the latest version of My Pricebook. You will have the latest fixes and features. Here is how you update My Pricebook.



Once the update installs, then My Pricebook will restart and you will need to login again.

Click Apex Logo Menu



Click on the Logo to open the Apex Logo Menu

Click Check for Updates Check for Updates

Click on Check for Update menu item.

Click Check for Updates Button Check for Updates

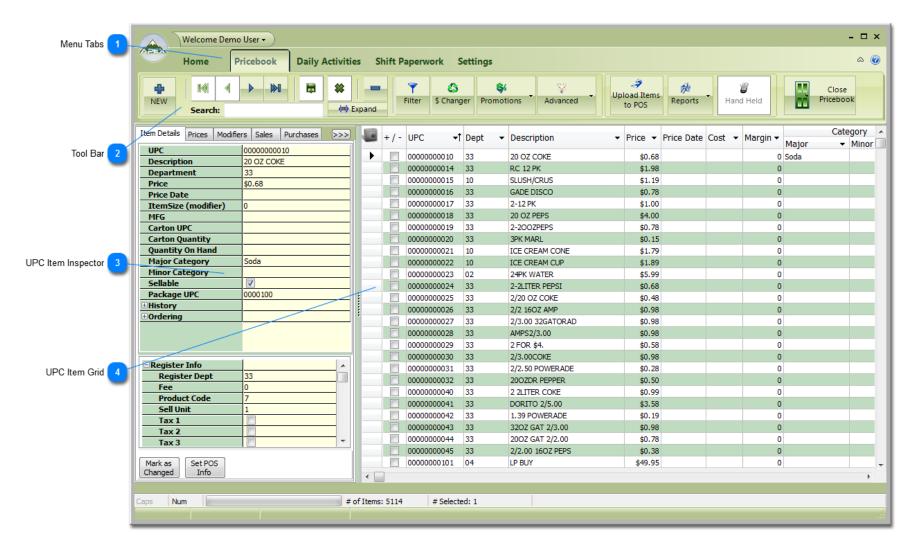
The Updates window opens, click on Check for Updates button

Click Yes Yes The Confirm window opens, click the Yes Button

Pricebook

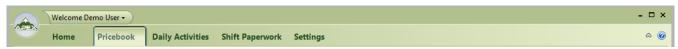
In the Pricebook you will add items, change items, manage prices and upload to your register.

Video Available









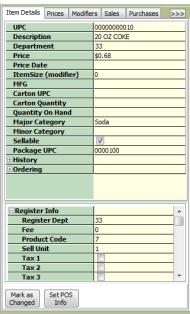
Clicking on these tabs is how you enter and the leave the Pricebook for other functions

Tool Bar

| Image: Search: | Image: Sear

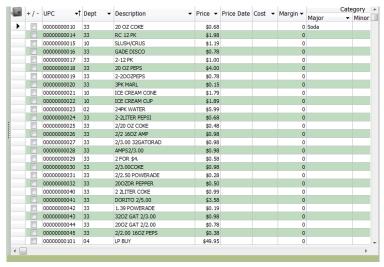
All the tools/buttons you will use to add and modify your items.

3 UPC Item Inspector



When you select an item in the grid, all information about that item is displayed and is editable in this inspector.

4 UPC Item Grid

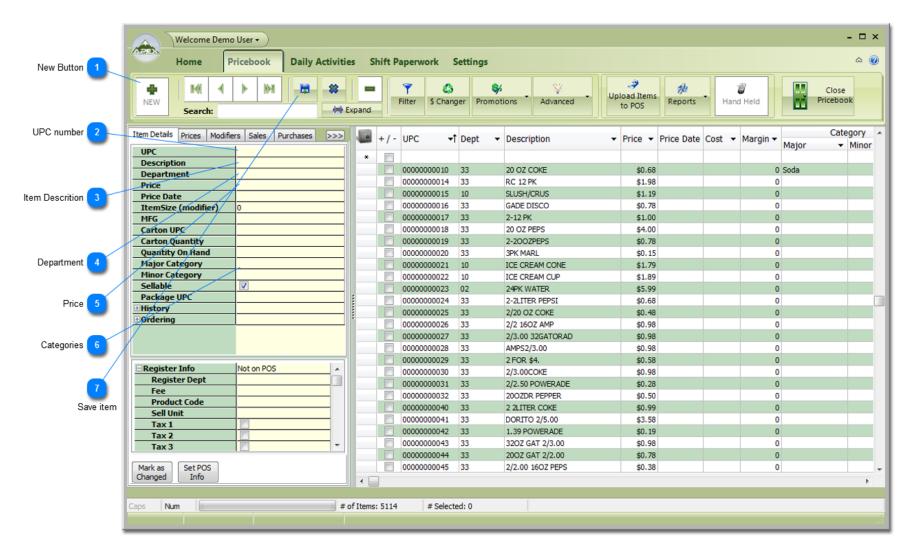


List of all your items in the store.

Add an item

Follow the steps to enter an item. Repeat the steps to enter multiple items. Go to <u>Upload to Register</u> when finished.

Watch Video



New Button



Click New Button

UPC number

Enter the items UPC number. Please enter the UPC from the item. My Pricebook will convert the UPC code to the UPCA format automatically. Please see UPC Codes Explained

Item Descrition

Description

Enter Description. You have 25 characters. Be as descriptive as possible

Department
Department

Enter the department that this item belongs to

Price Price

Enter Sell Price

Categories

Major Category

Minor Category

Adding Categories is optional but we highly recommend setting Categories up. They will make your price changes much easier and save huge amounts of time. Click here for help with Categories.

7 Save item

After all information for this item is entered - Click save. To enter the next item start back at Step1 - Click New button. When you are done go to Upload to Register

UPC Codes Explained

There are 2 types of UPC codes you will see most often UPC-A and UPC-E:

UPC-A barcode is divided into four areas:

- 1) The number system,
- 2) The manufacturer code.
- 3) the product code, and
- 4) the check digit.

Normally the number system digit is printed just to the left of the barcode, the check digit just to the right of the barcode, and the manufacturer and product codes are printed just below the barcode. See Below



UPC-E barcodes were created to allow the use of UPC barcodes on smaller packages where a full 12-digit barcode may not fit, a 'zero-suppressed' version of UPC was developed called UPC-E, in which the number system digit and all trailing zeros in the manufacturer code and all leading zeros in the product code are suppressed (omitted).

My Pricebook stores all UPC codes as UPC-A codes. If you enter a UPC-E code, My Pricebook will automatically covert that to UPC-A code:

If you enter: 0781140 My Pricebook will convert that to: 07800000114

When entering UPC codes, please enter the beginning digit and all digits except the very end digit. If you look at the diagram above you will always enter Number System digit and the middle digits. You almost never use the Check Digit however, depending how your register is set up, you may need to enter it..





UPC Codes

- 1	Docerintia	- n	20 OZ COVE	
	UPC		00000000010	

Categories

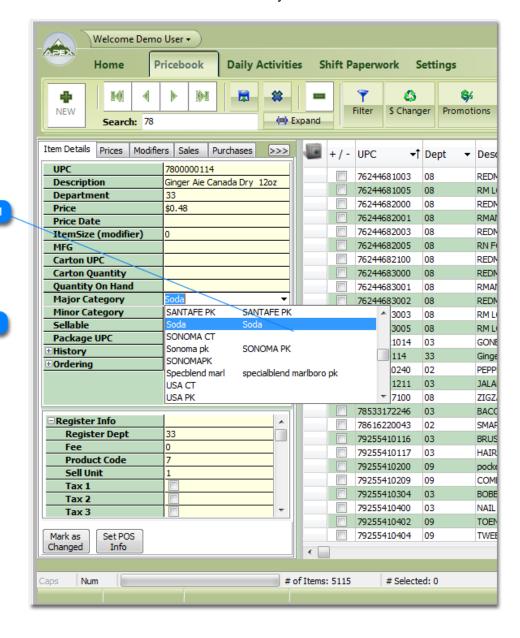
Categories are great way to group and sort your items. Categories can also be known as sub-departments. If you spend some time setting up and assigning categories it will make group price changes much easier.

Watch Video

The Pricebook has 2 Categories you can assign to every Item, a Major Category and a Minor Category. Using Categories

For example you may want an easy way to find all your cigarette cartons. The way to do this would be to create a Major Category called 'carton' and assign that Major category to all the cartons in the Item list, then you can find all your cartons by setting Filter on the Major category carton. This may cause a problem when you want to just change the price on just one vendor's cartons and not the rest. You have a couple of options. You could create major Categories for each vendor like VenderAcart, VenderBcart etc. Or, you could create a Major Category of carton and create Minor Categories for each vendor.

The good news is you can choose existing categories or add categories as you add or change items:



Choose Category

Or, Create New Category

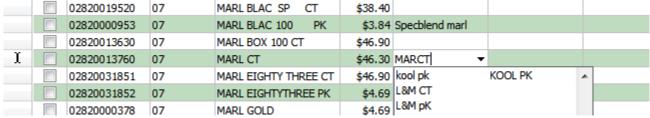


Choose Category

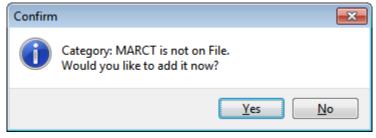
Major Category	Soda	▼	7624468	33002
Minor Category	SANTAFE PK	SANTAFE PK		3003
Sellable	Soda	Soda		3005
Package UPC	SONOMA CT			1014
History	Sonoma pk	SONOMA PK		114
±Ordering	SONOMAPK			
	Specblend marl	specialblend marlboro pk		0240
	USA CT			1211
	USA PK		*	7100

Or, Create New Category

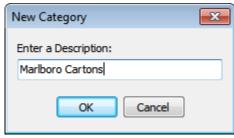
Step 1: Type in the new Category description and press enter:



Step 2: Confirm you are creating a new Category by clicking Yes:



Step 3: Enter a Description for the Category and save by clicking OK:



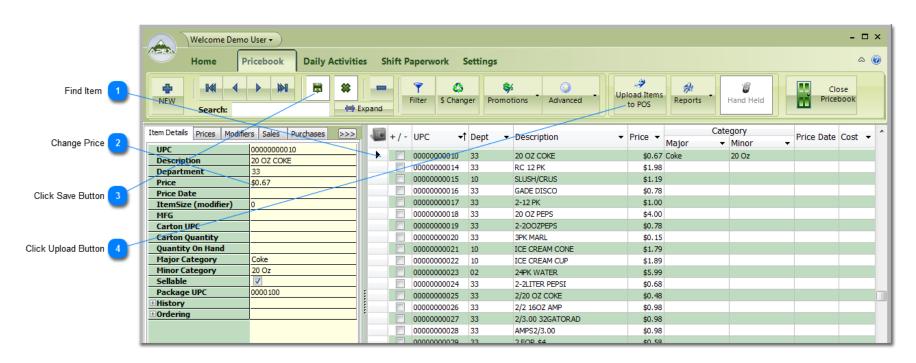
Step 4: The new Category is added to the item:

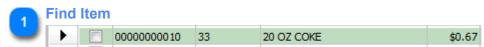
			•				
		02820000953	07	MARL BLAC 100 PK	\$3.84 Specblend mari		
		02820013630	07	MARL BOX 100 CT	\$46.90		
>	V	02820013760	07	MARL CT	\$46.30 MARCT	5/21/2014	
		02820031851	07	MARL EIGHTY THREE CT	\$46.90	5/21/2014	
					1	-11	

You are ready to add the new Category to more Items.

Change Price

How to change a price Watch Video





Click on the Item in the grid so the information for that item displays in the Item Inspector.

If you are having trouble finding the item you need to change, please see the section about Searching for Items. If you still cannot find the item make

FILTERED sure all filters are off - you should NOT see this on the bottom of your window. To clear this please see Filtering Items



Type in the new price for the Item



Click Save Button



Click the save button. This saves the new price to My Pricebook and marks this item to be uploaded to the register. At this point the register does not yet have the new price.



Click Upload Button

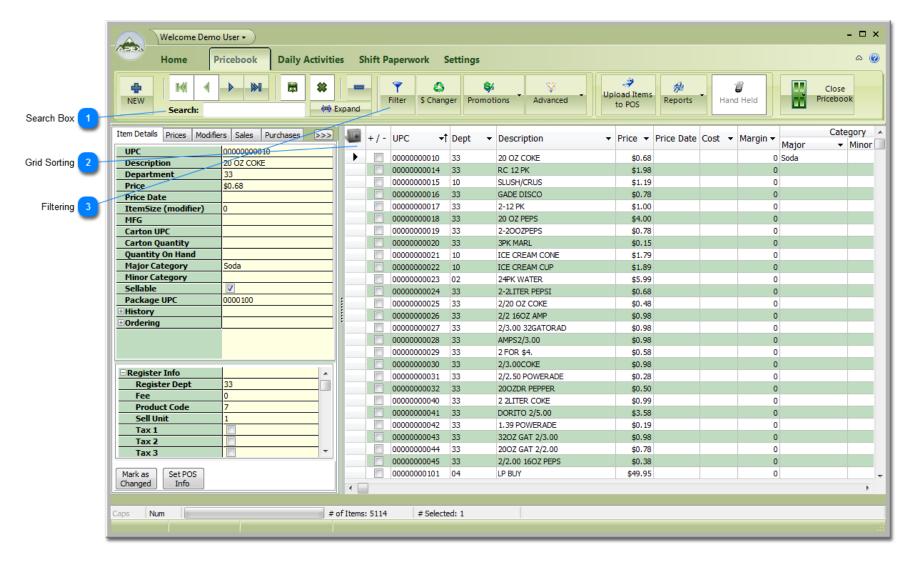


Click Upload to get the price change to the register. See <u>Upload to Register</u> for next steps.



Searching, Sorting and Filtering

When looking for an Item in the Pricebook, you can scroll up and down, but there are tools to help you quickly find the Item you are looking for. In this section we will show you how to <u>search</u>, <u>sort</u> and <u>filter</u> your items. These functions will help speed up your work and make price changes much easier.





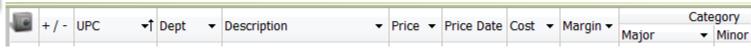




The Search box will search the grid for what you type into the box. This box only searches the column in the grid that displays the Directional arrow next to the Drop Down Menu arrow like this: For more on Sorting see the section on <u>Searching</u>.



Grid Sorting



The grid is sorted by the column that has the arrow next to the arrow. In the example here, the UPC column has up arrow so the data in the grid is the order of UPC code from smallest to largest. We know it is in smallest to largest because the arrow is pointing up. For more on Sorting see the section on **Sorting**.



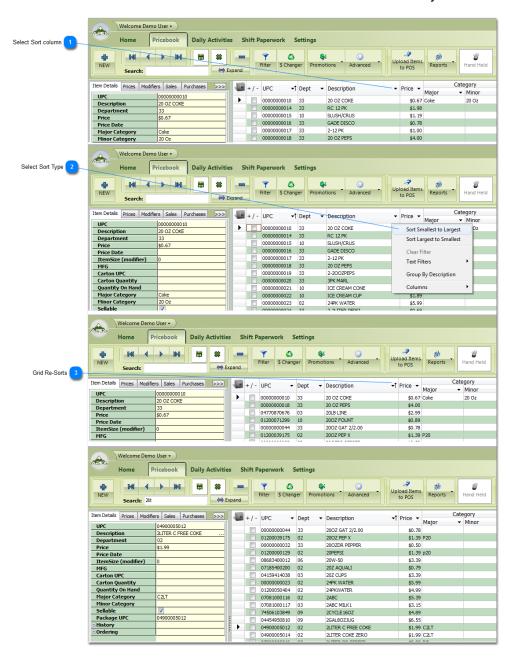
You can filter the grid to contain only items that match what you set up in the filter. See Filtering for a how-to on the Filter tool.

Sorting the Grid

Sorting the grid rearranges the items and puts them in the order of the column you select. When you start My Pricebook the grid is always Sorted by the UPC code. The grid is always going from smallest to largest UPC number. This means the UPC numbers starting with 0 will be at the top and the ones starting with 9 will be towards the bottom. If you are Sorting a column that has letters in the data, then the system considers that A is smaller than Z and puts the column in alphabetical order. If you are Sorting a column with numbers and letters the systems puts the numbers before the letters so 0 will come before A. Please note that when you exit My Pricebook your sort is not saved.

This example will show you the basics of sorting. In this example we will select the Description column to Sort.

Watch Video



Now you can Search this column using the Search box.



Click on the Drop Down arrow in the column you want to sort. In our example we selected the arrow next to Description.



After you click you will get a drop down menu of options. Click on Sort Smallest to Largest.

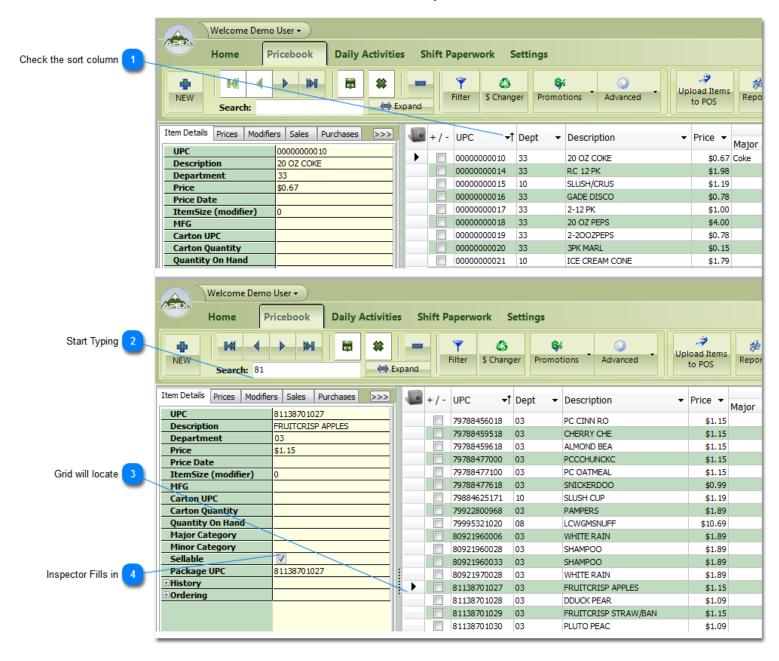


The grid will now re-sort the items and put the Direction Arrow next to the Drop Down Arrow which means the grid is sorted by this column. If you choose 'Sort Largest to Smallest' the Direction Arrow would point down.

Searching the Grid

To Search the grid please follow this example. It will show you the basics for using the search tool.

Watch Video



At this point you can edit the Item's information in the Item inspector.



Check the sort column



Find the column with Direction Arrow by the Drop Down Arrow in the Grid. This shows you what column the Search box is going to search. In this example we are searching the UPC column. If you want to change what column the search is going to use, please see the Sorting the Grid instructions on how to change the Search Column



Start Typing



Start Typing the information you want to match.



Grid will locate

	•	80921970028	03	WHITE RAIN
		81138701027	03	FRUITCRISP APPLES
		81138701028	03	DDUCK PEAR
		81138701029	03	FRUITCRISP STRAW/BA

Grid will locate to first item it finds that is a match to the characters you typed.



Inspector Fills in

•		
UPC	81138701027	
Description	FRUITCRISP APPLES	
Department	03	
Price	\$1.15	
Price Date		
ItemSize (modifier)	0	
MFG		
Carton UPC		
Carton Quantity		
Quantity On Hand		
Major Category		
Minor Category		
Sellable	V	
Package UPC	81138701027	
⊕ History		
⊕Ordering		

When the grid locates to the item, the Item inspector populates with that items information.



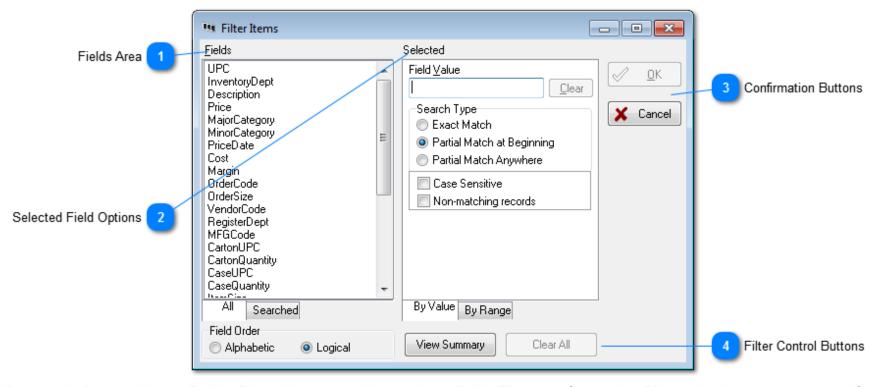
Filtering

Filtering your items allows you select a group of items, and any item not in the filter will be hidden from view. Filters stay on until you clear the filter or you leave the Pricebook. You can tell if your grid is filtered by looking at the bottom of the My Pricebook window. Filters will be used for doing things in a batch. The most common use will be to do group price changes.

To view the Filter tool click the Filter button Below is a quick overview of the Filter window.

from the Pricebook screen.

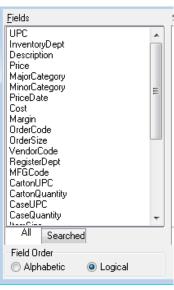
Filter



Next step is the learn how to Build a Filter. Another tool that works well with Filters are Categories. Please click here to learn about Categories

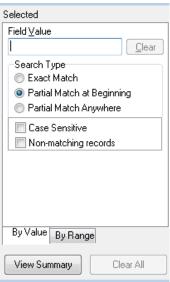






These are all the fields that My Pricebook keeps for each item. You can choose one or multiple fields to Filter the items.

Selected Field Options



After you choose a Field, this is where you set up what values and parameters will be applied to that Field to create your Filter







After creating your filter, you will either apply your filter by selecting OK or you can cancel out of the Filter and not apply it at all.

Filter Control Buttons View Summary Clear All

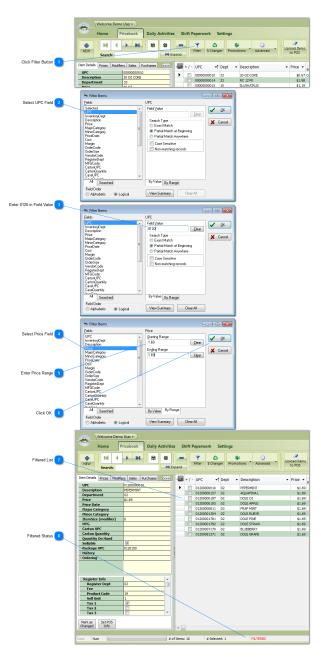
You can easily clear all existing Field Filters with the Clear All button, or you can view a summary of all Fields that are being used in the Filter.



Build a Filter

You can build a Filter using one or more fields. In this example we are going to create the following filter: All items with UPC codes that start with 0120(a large beverage Manufacturer) and that have a price of \$1.69.

Watch Video



Please note the Filter stays applied until it is Cleared in the Filter tool or you leave the Pricebook Tab.



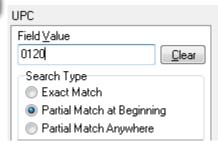


Click Filter button to open Filter window.

Select UPC Field
Fields
Selected
UPC

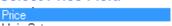
Click once on UPC to select UPC to be in the filter.

Enter 0120 in Field Value



Once we selected UPC, UPC is displayed above the Field Value, we enter our info, which is 0120 in this case. The default value for Search Type is Partial Match at Beginning.

Select Price Field



Select the Price Field by clicking once on Price.

Enter Price Range



The By Range control opens for the Price field automatically. You can enter a range of prices, but in our example we only want items that have a Price of \$1.69. so 1.69 is entered in the Starting and Ending Range.



Click OK to apply the filter that was just created.

Filtered List

le le	+/-	UPC ▼ ↑	Dept ▼	Description ▼	Price 🔻	N
-		01200000010	02	PEPERMINT	\$1.69	
		01200000157	02	AQUAFINA L	\$1.69	
		01200000187	02	DOLE OJ	\$1.69	
		01200000193	02	DOLE APPLE	\$1.69	
		01200000811	03	FRAP MINT	\$1.69	
		01200001304	02	DOLE RUBYR	\$1.69	
		01200001781	02	DOLE PINE	\$1.69	
		01200001782	02	DOLE STRAW	\$1.69	
		01200007179	02	BLUEBERRY	\$1.69	
		01200081371	02	DOLE GRAPE	\$1.69	

After applying the Filter, the only items visible in the grid are items that match the Filter.

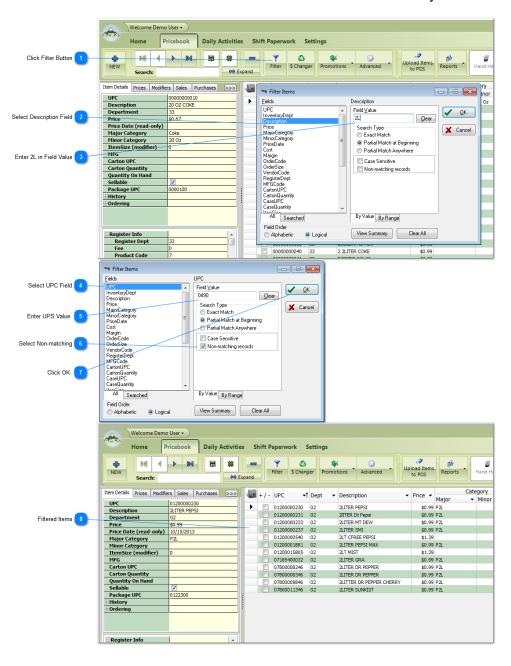


This status display will show when a filter is being applied. When no filter is being applied it shows All Items:



Build a Filter 2

You can build a Filter using one or more fields. In this example we are going to create the following filter: All 2 liter items but we want to exclude 1 vendor. How we will do that is the following: All items that start with '2L' in the description and are not from the vendor that whose UPC starts with 0490.



Please note the Filter stays applied until it is Cleared in the Filter tool or you leave the Pricebook Tab.



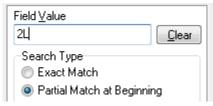


Click Filter button to open Filter window.

Select Description Field

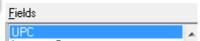
Click once on Description Field

Enter 2L in Field Value



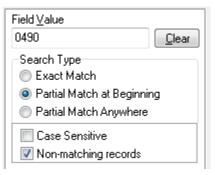
Enter 2L. The default value for Search Type is Partial Match at Beginning. Leave this setting because we want all items that have a 2L at the beginning of the description.

Select UPC Field



Select the UPC Field by clicking once on UPC.

Enter UPS Value



Enter the UPC value of the vendor we want to not use.

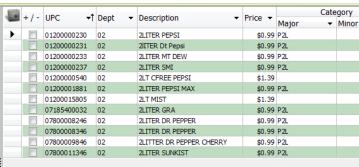


Click Non-matching records. This will tell the system to ignore(or take out of the filter) any items that match the UPC number we entered above. This feature gives you way to say "ignore these items".



Click OK to apply the filter that was just created.

Filtered Items



When our filter is complete, you will end up with a list that has all items that have 2L as the start of the Description and amy items that have a UPC that starts with 0490 have been removed from the list.

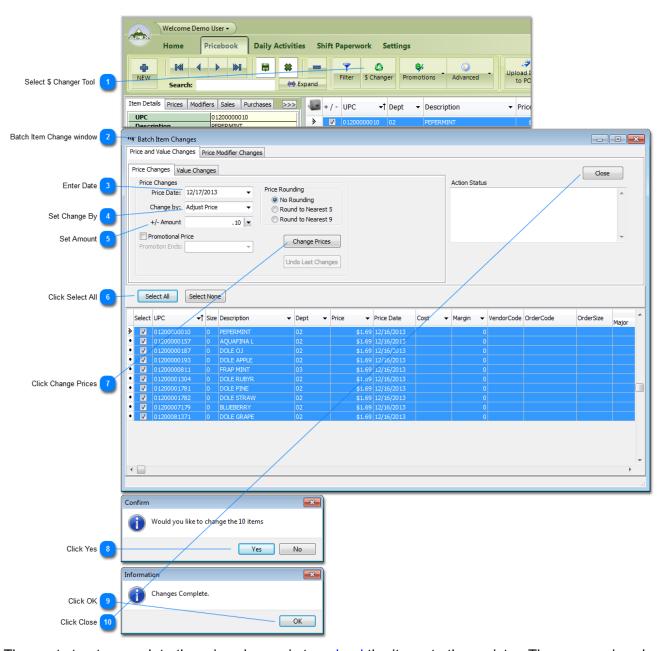


Group Price Change using Filter

You can change the prices on a group of items by using the Filter tool and Group Price/Settings Changer tool.

Watch Video

We will start this example by using the Filter we created in the Build a Filter how to. After creating and applying the Filter follow these step to do a group price change. In the example we will increase the price of a group items up 10 cents.



The next step to complete the price change is to <u>upload</u> the items to the register. The group price change automatically marks the items to be uploaded.





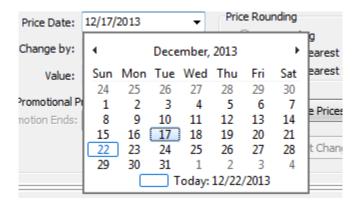
Select \$ Changer after the Filter is applied. If you need help with Filtering please see the Filtering How-To

Batch Item Change window

The Batch Item Change window opens.

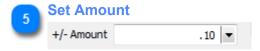


Enter date you want the price to start. Id you select the the Drop Down arrow you can choose a date from the calendar tool:





Set the Change By field to Adjust Price. This means the system will be adjusting the price of the selected items up or down by the amount you set in the +/- Amount field.



Set this field to the amount you want to adjust the price by. In this example we are going to adjust the price up by ten cents .10. If you wanted to go down you would put a minus sign - in front of the amount.



Click Select All. This selects all the items in the grid below the button. These items are the ones that were placed here by the filter created in the <u>Build a Filter How-To</u>. Only these items that are select will be affect by this price change.



Click Change Prices button to start the price change process.



The Confirm window tells you how many items the system will change. Click Yes to continue, No if you want to stop.

9 Click OK

The system updates the process. Click OK to finish.

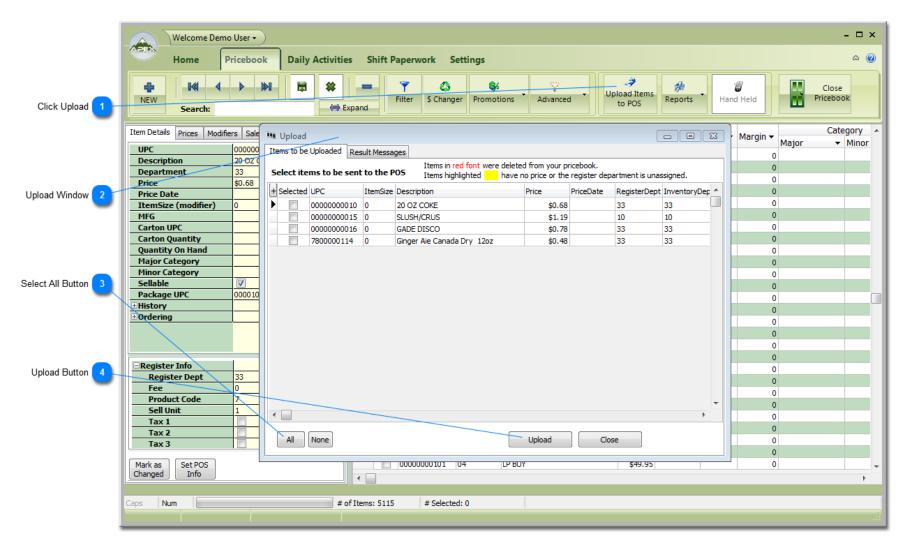


Click Close button when you are done.

Upload to Register

This function will upload all items you select to the register. Items you have added or changed are automatically added to the list of items available for upload.

Watch Video



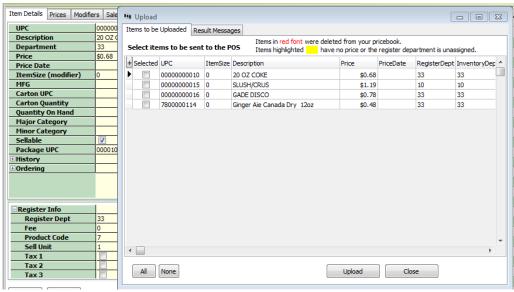
Click Upload



Click here to Upload all added/changed items to the register

2

Upload Window



The Upload window opens on top of the Pricebook.



Select All Button



Clicking the All button selects all items in the list. You can select/deselect each item by clicking in the box next to the item. This is useful if you do not want to upload everything in the list.



Upload Button



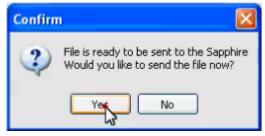
Clicking this button will upload all selected items to the register.

The next steps may vary a bit depending on your register:



1. Select Yes to continue the Upload or No if you want to stop at this point.

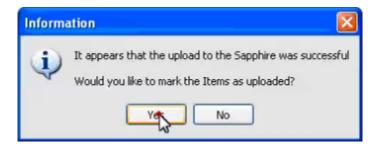
The system prepares the file:



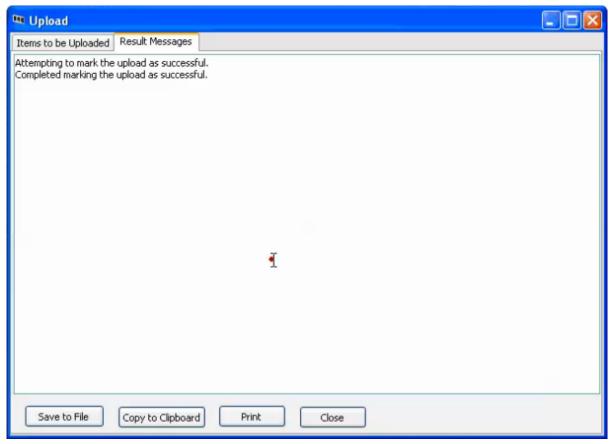
2. After the file is prepared you can continue by clicking Yes or you can click to stop at this point.



3. You will get a status message while the system uploads to the register. It may take a while depending on number of items you are uploading.



4. Once My Pricebook has finished uploading the changes, it will ask you if you want to mark the changes as uploaded. Clicking Yes will clear the changed items from the upload list. If you saw an error message come up in the Status window in Step 3, you may want to click No so you can leave the items in the Upload list and try the upload again. Typically, these results do not need to be saved or printed



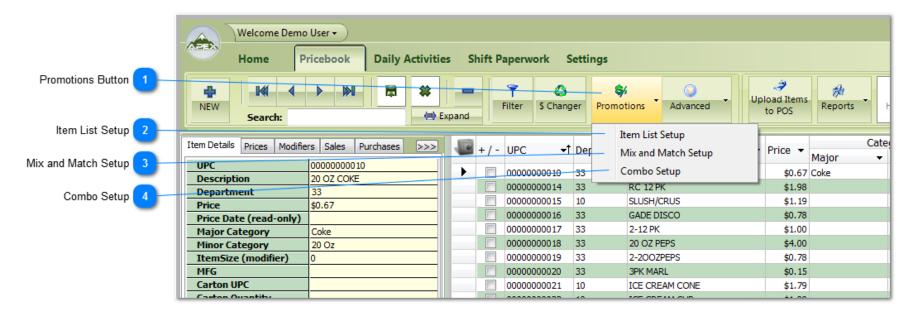
5. At completion My Pricebook will display the result messages from the Upload steps. You can Save these messages to a file, Copy these messages for pasting into another program like Notepad or Print these messages to your printer. Once you click Close the messages are removed and the system takes you back to the Pricebook screen. Typically, these results do not need to be saved or printed.

Promotions

Promotions are used to set up pricing like 2 for one pricing, combo pricing and other special pricing.

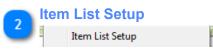
Setting up pricing specials involves 2 or 3 steps depending on your register:

- 1. Setting up the list of items that will get the special prices also known as the mix list. Click here to see instructions
- 2. Setting up quantity and prices for the promotions, also known as the Match prices. Click Here to see instructions.

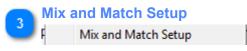




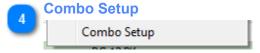
Promotions button open promotions menu.



Item List Setup selection.



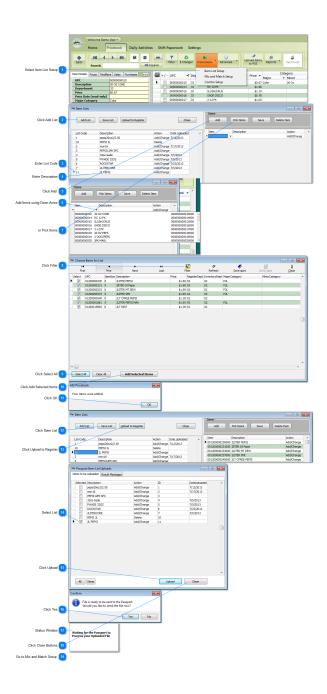
Mix and Match Setup selection.

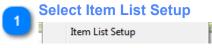


Combo Setup selection. Only used for Passport registers.

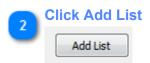
Create Item list

In this example we will create an Item list, also called a Mix list, that we can use for Match prices.

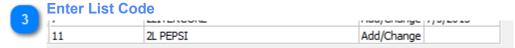




Click Item List Setup.



This will add a new line in the Item List grid.



Enter the code that will be used at the register.



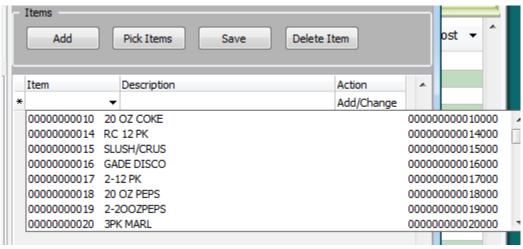
Enter Description. In this example we are make a List or Mix for 2 Iliter Pepsi Products

Click Add

Add

Start adding items to the Item List

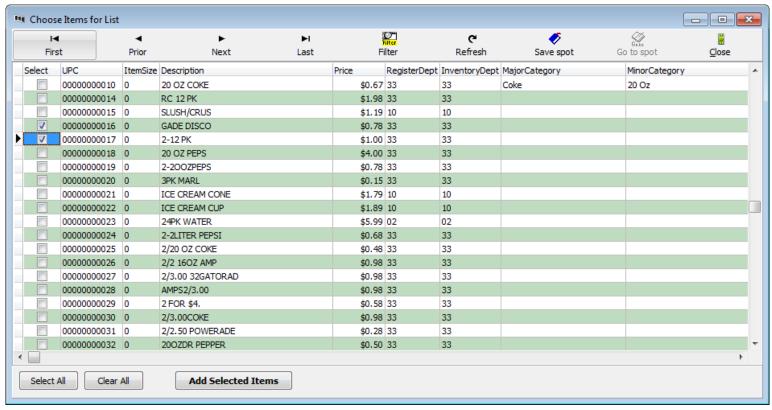
Add Items using Down Arrow



You can pick from a list of items that opens when you click the Down Arrow or....



Clicking Pick Items opens up a larger Choose Items for List window. In this window you can choose multiple items at once and apply a filter. In this example we apply a filter and use the items in the filter for the list. See an example of the Pick Items Window:



Please note multiple items can be selected. After completed the selections, click the Add Selected Items button. In this example we apply a filter and use the items in the filter for the list, we are not using this function.



Build and apply the filter you need for the Mix list you are creating. See Build a Filter 2 to see instructions for the filter we built in this example.



This will select all items in the list and put a check mark in the Select box by each item in the list. You can unselect by clicking in the Select box by an item. You can also clear all check marks by clicking the Clear All button.



When you have check marks next to the items you want, click this button.

Click OK
OK

Once all items are added, This window will pop up, click OK

Click Save List

Save List

Click Save List to save the list of items.

Click Upload to Register

Upload to Register

Once you have created the list the next step is to send this list to the register. Click this button to start the process.



Select the list to upload by clicking the Selected box. In this example we select the list we just created.

Click Upload
Upload

When all the lists you want are selected, click the Upload button.

Click Yes
Yes

If every thing is correct, click Yes. Click No to make changes to the Upload if needed.



While the List uploads, this window stays on screen - Messages may be different depending on your register type.

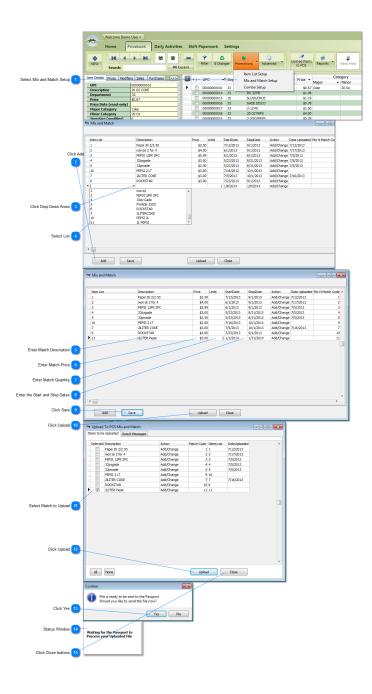


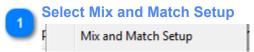
After every thing is complete, click the Close Buttons

Go to Mix and Match Setup Go To Mix and Match Setup instructions

Create Mix and Match Setup

Match Quantity and prices are setup here. There are some variations based on your register type. Please follow this example to get you Match setup completed

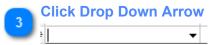




Select Mix and Match Setup from the Promotions menu.



Click the Add button to add the list of Items to add to Match pricing



Click the Drop Down Arrow to see a list of Item Lists you can add. To see an example of how to setup a list go to the Create Item List section.



Select the list you want to use in the Match setup



Enter Description to identify Match being set up.

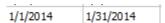
Enter Match Price 90.00 \$3.00

Enter the price of the Match. In our example we are doing 2 Pepsi 2 Liters for \$3.00 so we enter \$3.00 in the Price field.

Enter Match Quantity 2

Enter the Quantity for the match. In the example we enter 2 since the Match is 2 items for \$3.00.





Enter the time that this Match price will be effective. This is done by entering a Start and Stop date. The Match price will work at the register beginning on the Start Date and ending the day after the Stop date. You can edit these dates at any time and upload the change to the register. The Stop date behavior is different depending on register type.



Click the Save button to save once the Description, Price, Units and Dates are correct.

Click Upload
Upload

Click Upload to start the process to update the register with the Match price.

Select Match to Upload

Click next to the Match to upload. This will put a checkmark in the Selected box.

Click Upload

Upload

When the Match is selected, click the Upload button to send the Match selected to the register. The Action column should say Add/Change.

Click Yes
Yes

If everything is correct, click Yes. Click No to make changes to the Upload if needed.

Status Window



While the List uploads, this window stays on screen - Messages may be different depending on your register type.



Click Close buttons



Once the Upload process is complete, click the Close buttons to get back to the <u>Home screen</u>.



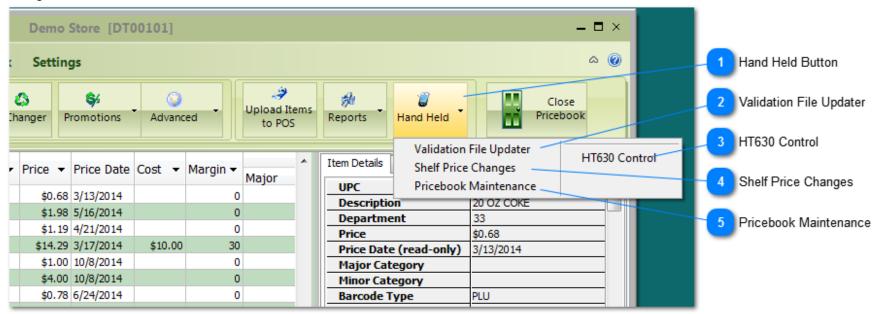
Hand Held

The Hand Held options are used for uploading and downloading data to and from a hand held scanning device. Please note this button will be inactive if your system has not been configured to work with a hand held device. Please <u>call or email support</u> if you need this configured.

The general work flow for using a hand held scanner is to update the database on the hand held with the database in My Pricebook. Then, you can use the different functions in the My Handheld app and upload your data back to My Pricebook and upload your register if needed.

The best way to learn to use your hand held scanner is to follow the steps in the My Handheld App guide. You can get to the guide by clicking here. The My Handheld app guide will help you know when to use the tools described below.

The guides below describe the data functions that are used with a hand held scanner.





Click on Hand Held button to open the Hand Held tools menu.



Validation File Updater Validation File Updater

Creates data files from My Pricebook for download to hand held scanner. Click here for instructions.

HT630 Control HT630 Control

Used for uploading data from a HT630 device - documentation coming soon.

Shelf Price Changes Shelf Price Changes

Imports Price Change data from hand held scanner. Click here for instructions.

Pricebook Maintenance Pricebook Maintenance

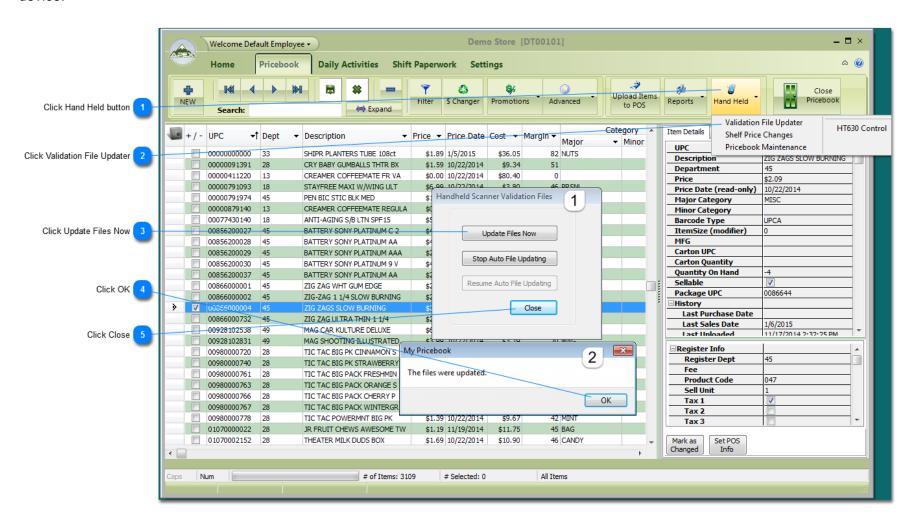
Imports Pricebook Maintenance data from hand held scanner. Click here for instructions.

Validation File Updater

This function creates the Pricebook, Departments, Vendors and Category files that will be upoaded to the hand held device. Doing this insures your hand held has the most up to date files. Follow the instructions below to create the files for the hand held.

If the Hand Held button is not active you will need to turn on the hand held option in Settings>Configuration.

When you have completed this process, click here for steps to 'Get Data from PC' to upload files to your hand held device.







Click here to open Hand held Menu. If this button is not active you will need to turn on the hand held option in <u>Settings>Configuration</u>.

Click Validation File Updater

Validation File Updater

Click this selection to Validation Files window.

Click Update Files Now

Update Files Now

Clicking here creates the Pricebook, Vendor, Department and Category files that will be uploaded to the hand held.

4 Click OK

Creating the files should be very quick. When MyPB is done, this window appears, click OK to complete. After clicking OK the window disappears.

Click Close

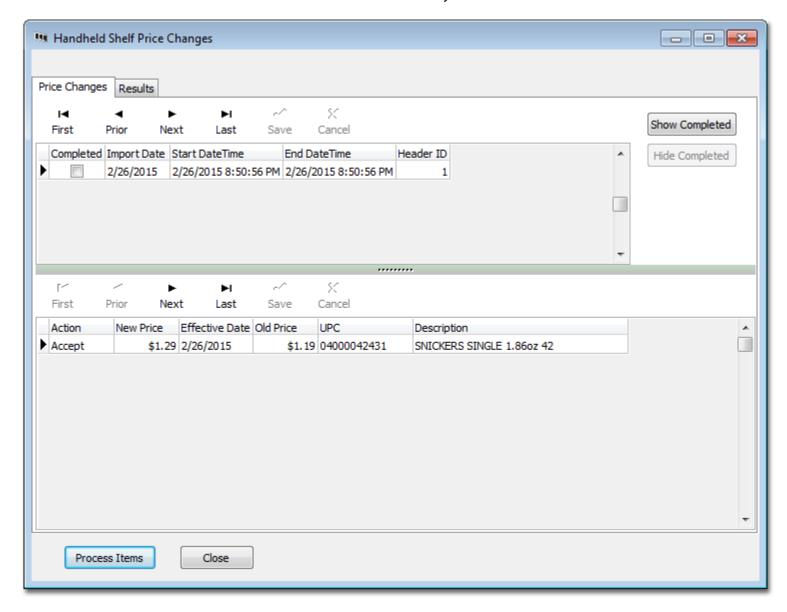
Click close to complete validation file create. You are now ready to upload to the hand held device. Click here for instructions

Shelf Price Changes

This function will import price changes that were uploaded from the hand held device.

Final Instructions coming soon!

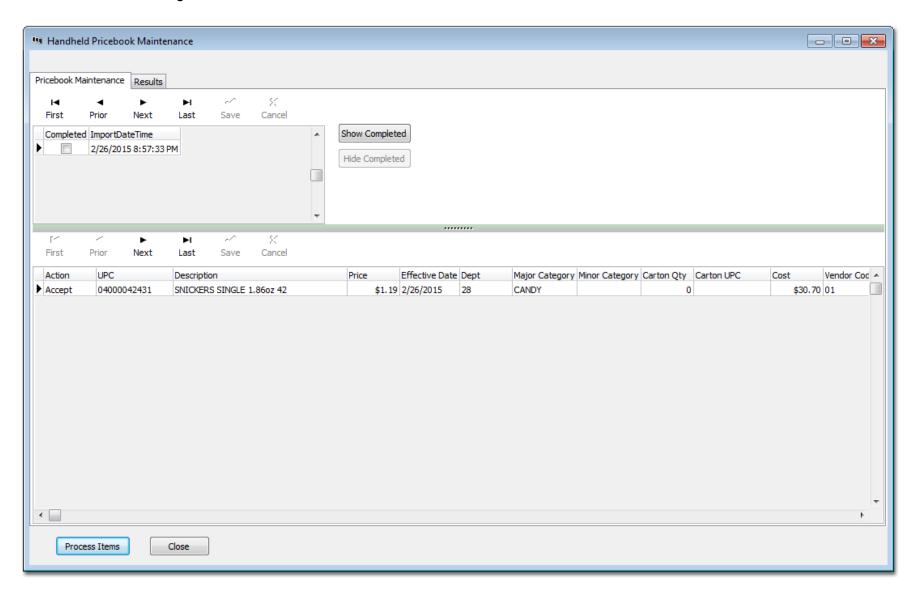




Pricebook Maintenance

This function will import item additions and modifications made by the hand held device in the Pricebook Maintenance function.

Final Instructions coming soon!



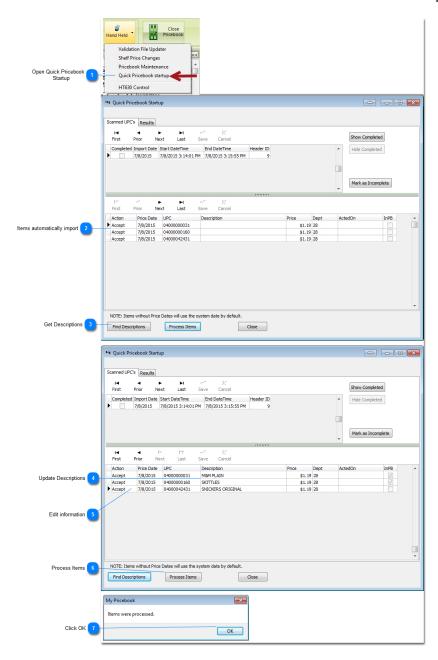
Quick Pricebook Startup

This function is designed to load items into My Pricebook from the My Handheld App on a hand held scanner. This is designed to only be used on initial setup when your items are not yet loaded in My Pricebook. This program will import items from hand held device that were entered in the Quick Builder function. For more information on the Quick Builder app, click here.

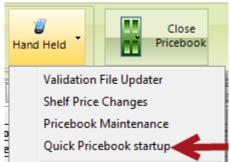
Before you begin using this app, please have Support load down a Master UPC list so that this program can supply descriptions for the items you will be adding to My Pricebook. This will save a lot of work for you.

These instructions assume you have already sent a **Quick Builder** file to the My Pricebook computer.





Open Quick Pricebook Startup



Open program from Pricebook screen by clicking on Hand Held button and then click on Quick Pricebook Startup.

Items automatically import

	Action	Price Date	UPC	Description	Price	Dept	Ac
Þ	Accept	7/8/2015	04000000031		\$1.19	28	
	Accept	7/8/2015	04000000160		\$1.19	28	
	Accept	7/8/2015	04000042431		\$1.19	28	

The items from the file will automatically import and fill the screen.

Get Descriptions



Click the Find Descriptions button. NOTE: Please make sure Support has helped you load a Master UPC list into your My Pricebook so the system has descriptions to look through.

Update Descriptions

Description	Price	Dept	ActedOn	InPB
M&M PLAIN	\$1.19	28		1
SKITTLES	\$1.19	28		1
SNICKERS ORIGINAL	\$1.19	28		

My Pricebook will find descriptions. It will also update the 'InPB' column. If there is a check mark in this column it means that this item was already in My Pricebook and the system pulled the description from there.



Edit information

	Action	Price Date	UPC	Description	Price	Dept	Ac
	Accept	7/8/2015	04000000031	M&M PLAIN	\$1.19	28	
	Accept	7/8/2015	04000000160	SKITTLES	\$1.19	28	
Þ	Accept	7/8/2015	04000042431	SNICKERS ORIGINAL	\$1.19	28	

You can edit Action, Price Date, Description, Price or Department if you need to.

The Action allows you to Accept or Ignore the item when updating the Pricebook

The Price Date is the date the price will take effect. You usually want that to be the day you are working on these item.

Update the Description, Price or Department if they need to be changed.



Process Items



Click Process Items button when you are happy with the information. This will create items that are not in the Pricebook and update the information for items that are in the Pricebook if those items have an Accept action. This will also mark this import as complete.



Click OK

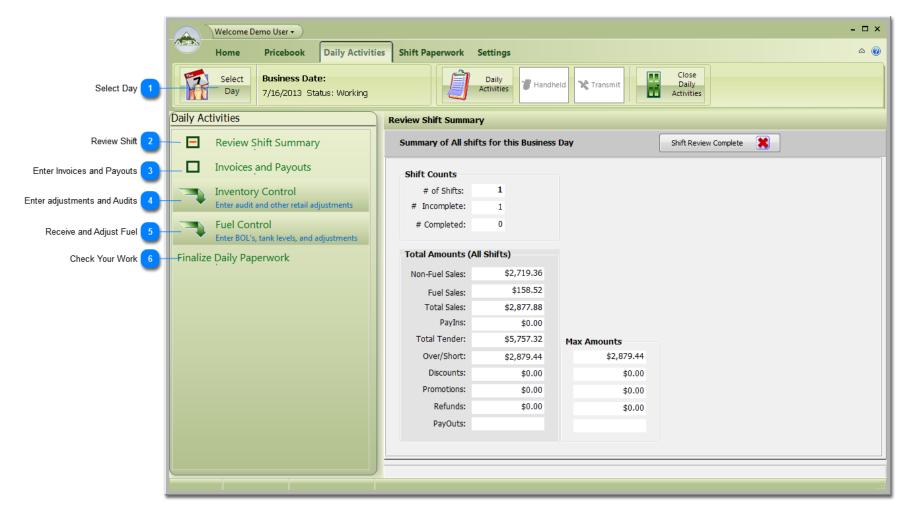


Click Ok and Click Close.

Daily Activities

The Daily Activities screen is where the manager daily tasks are done. Please scroll down to the numbered sections or click on the numbers for a description of the steps to get Daily work done.

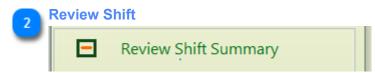
Watch Video



Select Day



The Day that will be worked on must be selected. See Select Day.



The Review Shift Summary shows an overview of the Shifts that have been downloaded/entered for the day being worked on. See Review Shift Summary

Enter Invoices and Payouts

Invoices and Payouts

Invoices are entered and Payouts are distributed in this section. See <u>Invoices and Payouts</u>

Enter adjustments and Audits

Inventory Control
Enter audit and other retail adjustments

Clicking on this opens the menu pictured below. Please see <u>UPC Adjustments</u>, <u>Audit Processing</u> and <u>Department Adjustments</u> for instructions.





Receive and Adjust Fuel



Entry for all fuel related paperwork. Clicking on this opens the Fuel Control menu pictured below. Please see the <u>Fuel Deliveries</u>, <u>Fuel Tank Reading</u> and <u>Fuel Tank Adjustments</u> sections.





Check Your Work

Finalize Daily Paperwork

This activity check over all the work entered or imported. Helps prepare the data for correct reporting and/or sending to the home office. See Finalize Daily Paperwork section.

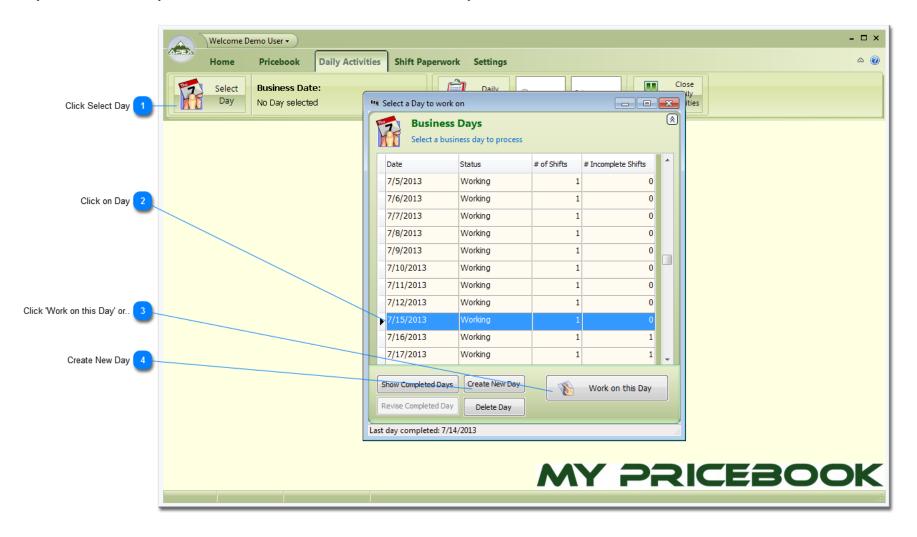
Select Day

Before any work can begin, the Day that will be worked on need to be selected.

Watch Video

If shift work is being tracked, shifts need to be completed before starting the Daily Activities. Please go to the Shift Paperwork section for more information.

Days will automatically be created if a Shift has been entered for a day.







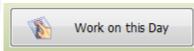
Click the Select Day button

Click on Day



Click on Day that you need to work with. If the Day you need to work with is not listed, this means that no Shifts have been created for the Business Day. Please see the section on Shift Paperwork. If you are not using or tracking shift work, please go to Step 4 below to create a new Day to work with.

Click 'Work on this Day' or..



Click the 'Work on this Day' button to start working. Double clicking the Day in the grid will also work. The date and status are displayed and you are placed in Review Shift Summary

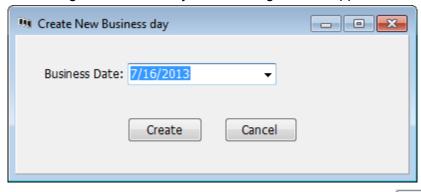




Create New Day

Create New Day

After clicking Create New Day the following window appears:



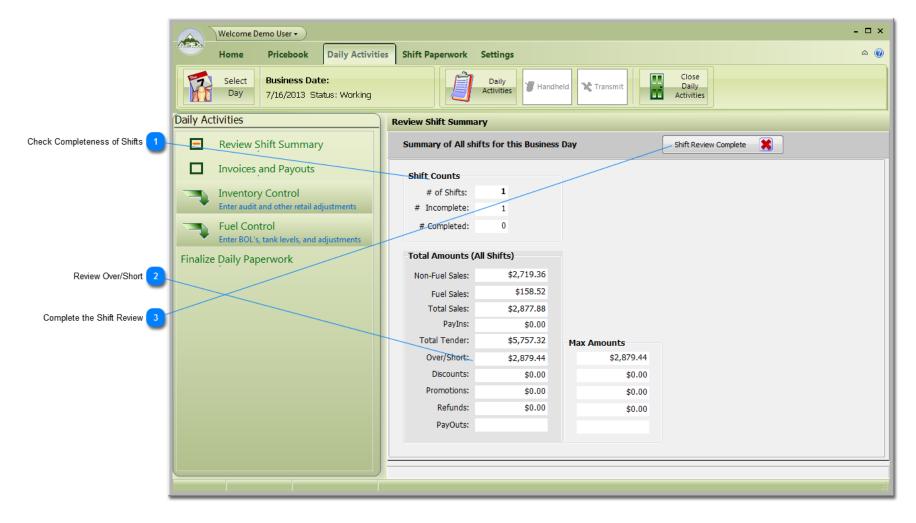
Choose the date from the drop down arrow and click Create Create. You can click Cancel to go back
After clicking Create, the date and status are displayed and you are placed in Review Shift Summary. See below:



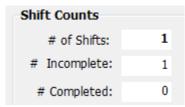
Review Shift Summary

This screen displays a summary of the information collected from the **Shift Paperwork** section of My Pricebook. This screen gives a quick overview of the state of the shifts downloaded from the register. This data is a combination of all the shifts in the shift count.

Watch Video



Check Completeness of Shifts



If you are importing data, you need to make sure all shifts are complete or you cannot complete the Day. If a shift is still open, please follow the instructions in the Shift Paperwork section to complete the shift.

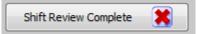
Review Over/Short



Look over the numbers. Pay attention to the Over/Short number and make sure it is acceptable for your store's policy. If corrections need to be made, go to the Shift Paperwork section and view/or modify the shift as needed.



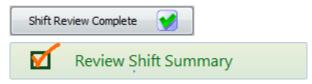
Complete the Shift Review



Once the numbers are correct click the Shift Review Complete Button.

After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:



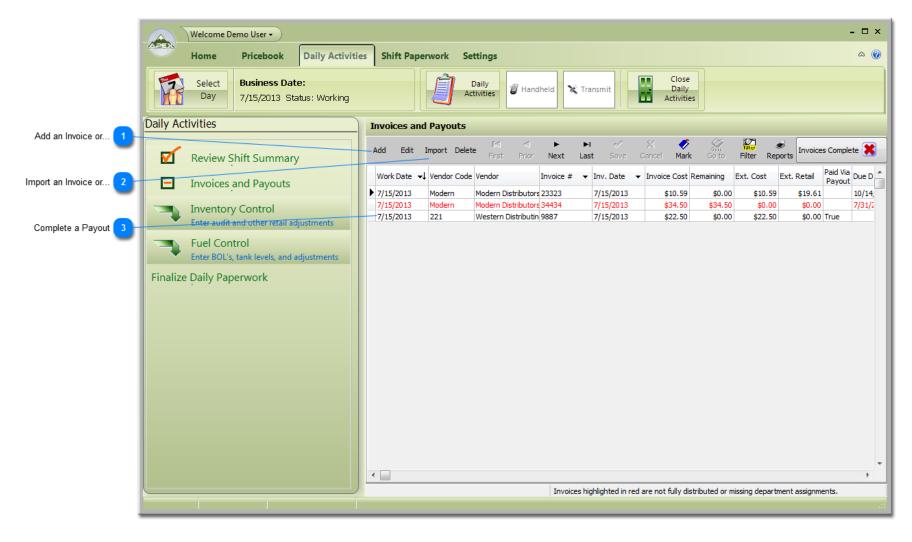


Corrections can always be made before the Day is completed. Please note, anytime changes are made to the Shifts on this Day, the checkmarks will go away and Review Shift Summary will need to be completed again.

Invoices and Payouts

This screen is where all Invoices are entered and/or imported. If you will be doing shift work, this is were Payouts will be completed as well. Follow the Instructions to Add an Invoice, Import an Invoice or complete a Payout from Shift Paperwork.

Watch Video



Add an Invoice or...





Click Add in the Invoice Navigation Bar. Follow the instructions in the Add an Invoice how-to.

Import an Invoice or...



Click Import in the Invoice Navigation Bar. Follow the instructions in the Import an Invoice how-to.

Complete a Payout

7/15/2013 221 Western Distributin 988	7/15/2013 \$22.50	\$0.00 \$22.50	\$0.00 True
---------------------------------------	-------------------	----------------	-------------

Paid Via Payout

To complete a Payout, click on one of the Payouts. The Payouts in the grid have a 'True' in the 'Paid via Payout' column True

You can double click on the Payout Invoice in the Grid or you can click on Edit in the Invoice Navigation Bar. Follow the instructions in the Complete a Payout how-to.

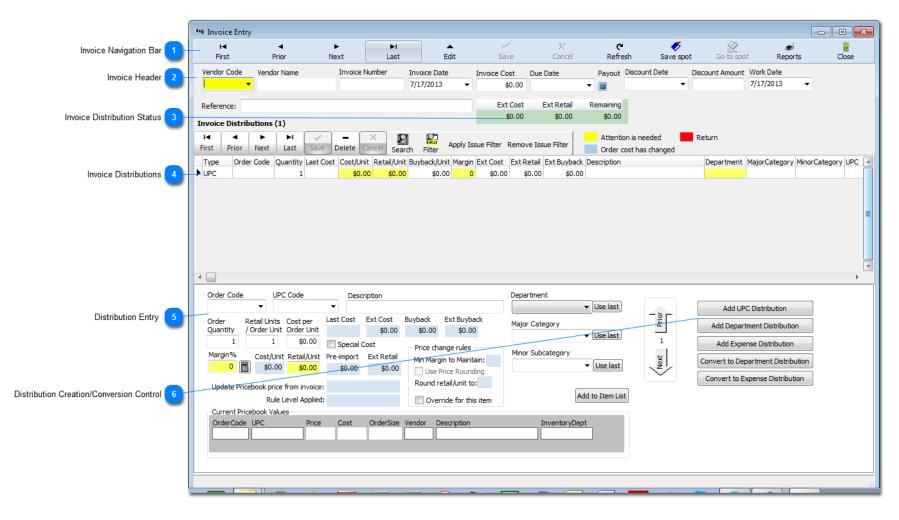
Add an Invoice

This screen is where all Invoices are entered or edited.

Watch Video

First lets give you a quick overview of the Invoice Screen.

Please read about each section and the go to the Invoice Header section to start adding an Invoice.





This Navigation Bar let's you move between invoices without having to go back to the previous screen. You will not need to use this Nav Bar while you are adding an Invoice. Please see the Navigation Bar section for instructions on operation.

Invoice Header



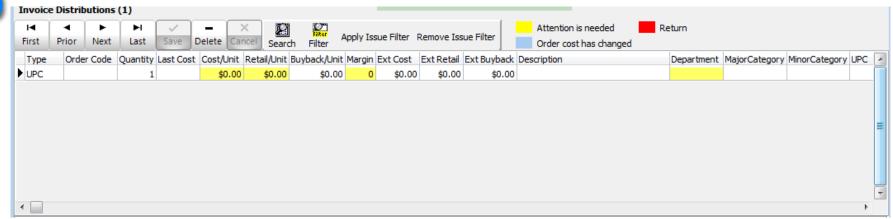
The Invoice header is where Vendor, Invoice date and total cost is entered.

Invoice Distribution Status

Ext Cost	Ext Retail	Remaining
\$0.00	\$0.00	\$0.00

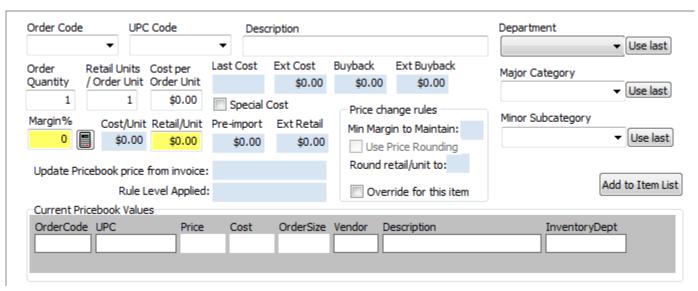
Displays Totals of Distributions entered in the Distribution Section compared to the Invoice Cost in the Invoice Header section. Invoices are not complete until the Remaining total is zero.

Invoice Distributions



This section displays all Distributions entered on this Invoice. Distributions are also known as items or line items on an Invoice.

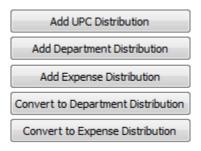
Distribution Entry



In this part of the screen you will enter all information for the Distribution you are working on. A detailed description of this screen is in the Add a Distribution how-to.

6

Distribution Creation/Conversion Control

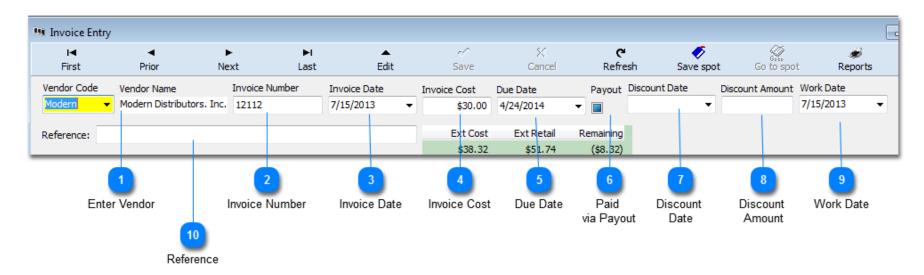


These buttons will be used to Add or Convert a Distribution. Go to the Invoice Header How-To to start your Invoice.

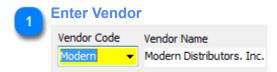
Invoice Header

The header section is where you put in the top or main information of the invoice. Follow the instructions below.

Watch Video



After entering your header go to Add a Distribution.



Enter a Vendor by choosing a Vendor Code using the drop down arrow. This will also fill in the Vendor Name. If you do not have a Vendor set up and this Invoice is from a Vendor that may only be used 1 time you can just enter the Vendor name. If you are going to be entering Distributions using UPC codes you should set up the Vendor in Vendor Setup.



Enter the Invoice number. Entry be numbers or letters.





Enter the Date from the Invoice. You can use the drop down arrow to choose a date.



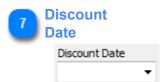
Enter the Total Amount due on the Invoice. This is the amount you will match to with the Distributions.



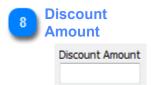
Enter or choose the Due Date from the invoice. If there is no Due Date just set it the same as the Invoice Date.



This denotes whether the this Invoice is a Payout from Shift Paperwork. Payouts can only be created in Shift Paperwork>Payouts.



Enter or choose the Discount Date from the invoice. This entry is optional.



Enter the amount of the available Discount from the Invoice. This entry is optional.



Enter or choose a work date. This date is important. If you are going to do UPC or Department Distributions, this date tells the My Pricebook what date the Items was put on the shelves for sale. The work date is only applicable if you are not doing Daily Activities/Shift Paperwork.



Enter a reference or description for this invoice. This is optional.



Add a Distribution

Next, you will start adding Distributions also known as line items to the Invoice.

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There are 3 kinds of Distributions you can add to your Invoice. Read each description and then choose the type of Distribution to add using the <u>Distribution Control</u> buttons. You can have multiple Distributions of the same or different types on one invoice.



UPC Distribution

Add UPC Distribution

UPC distribution is used when you are going to enter Items using the UPC codes. You will also be entering quantity and dollar amounts. See the UPC Distribution How-To for entry instructions.

Department Distribution

Add Department Distribution

Department Distributions are used when you are going to enter total dollar values and not quantities of the Items on the invoice. An example would be and invoice for newspapers and rather than entering each Item you can enter the total dollar value in the Grocery department. See the <u>Department Distribution How-To</u> for entry instructions.

Expense Distribution

Add Expense Distribution

Expense Distributions are for entering items on the Invoice that do not have inventory you are going to sell or put on the shelf to sell. Delivery charge is an example of an Expense Distribution. See the Expense Distribution How-To for entry instructions.

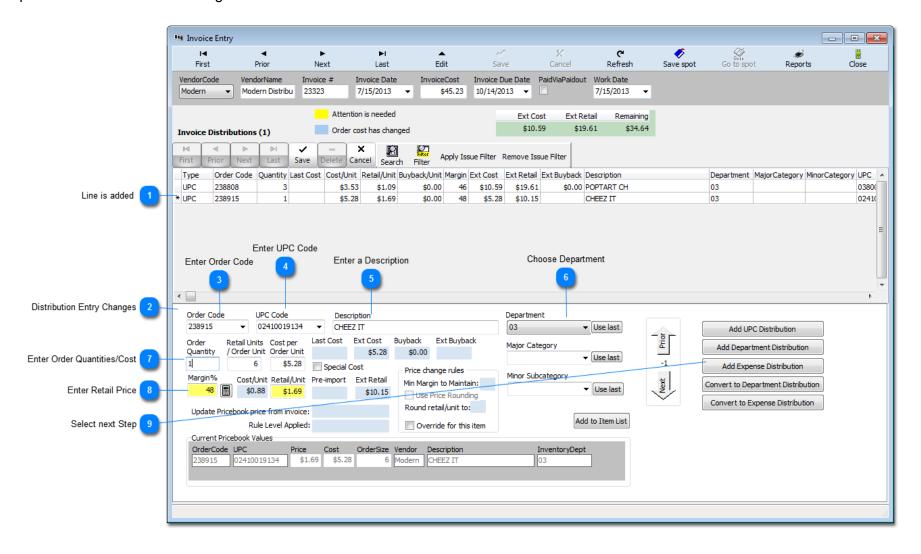


UPC Distribution

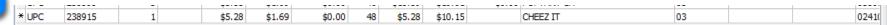
After you click the Add UPC Distribution Button, Add UPC Distribution follow the ins

follow the instructions below.

Please Note: UPC Distribution is a bit complex and is a very powerful tool. This Distribution not only updates your Invoice, it also updates the Pricebook, maintains Vendor Order codes and gets new Items and new prices ready to Upload to the Register. Your are getting many things done in one entry, please take care when entering.

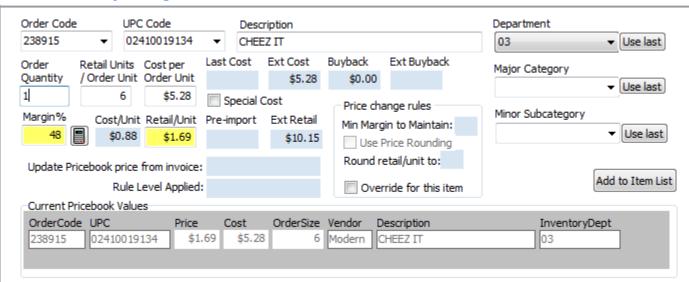






A line for the UPC Distribution is added to the Invoice Distributions grid.

Distribution Entry Changes



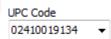
Distribution Entry screen changes fields for UPC Distributions.

Enter Order Code

Order Code 238915 ▼

Enter or select an Order Code. Order Codes are usually supplied by the Vendor on the Invoice. When Order codes are entered ,if they are not in the system already, they will be added to this Vendor. If your Vendor does not use Order Codes you can set them up yourself. Order Codes can be letters or numbers or a combination. Order Codes speed things up because once they are setup they will automatically fills UPC, Description, Department, Cost and Price fields. They save time and will improve accuracy moving forward.

Enter UPC Code



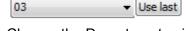
Enter or select UPC Code. If the UPC code does not exist in the system, entering a new one here will automatically add this Item to <u>Pricebook</u> and set it to be uploaded to the register. This field must be entered.



Enter the Description. Length may be limited by your register type.

Choose Department

Department



Choose the Department using the drop down arrow. If you click the 'Use last' button, the system will choose the last Department you selected in you last saved Distribution.

Enter Order Quantities/Cost
Order Retail Units Cost per

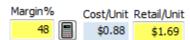


Enter the quantities and cost:

- 1. Order Quantity is the quantity that goes with the Order Code. These are Order Units.
- 2. Retail Units/Order Unit is the amount of Items will go on the shelf per Order unit. In our example on screen, there are 6 Items going on the shelf even though this is 1 Order unit for this Vendor.
- 3. Cost per Order unit is the cost of the Order Unit not the Retail Items. That comes in the next step.

L	Last Cost	Ext Cost	Buyback	Ext Buyback
3. After entering these fields you check totals by looking at this information:		\$5.28	\$0.00	

Enter Retail Price



Enter the Retail Price for an individual Item or the Margin. Entering one will calculate the other. After entry you can check you totals by looking at

Pre-import Ext Retail \$10.15

Select next Step

Add UPC Distribution

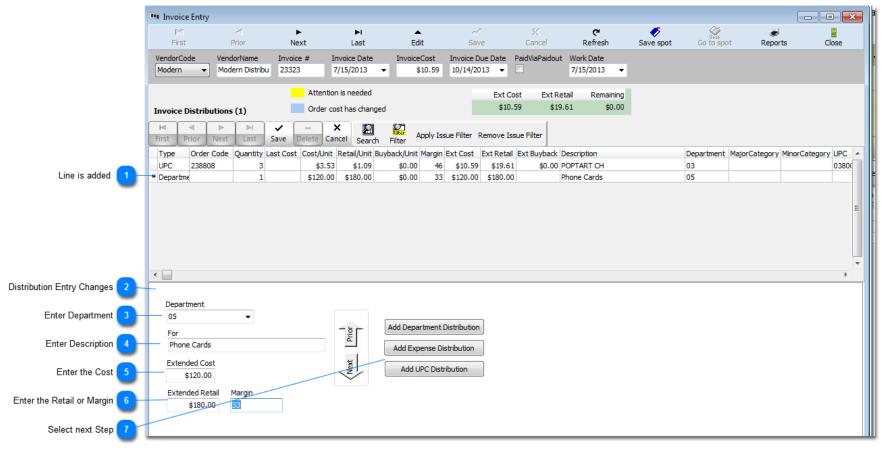
Add Department Distribution

Add Expense Distribution

You are ready to Add another Distribution or Finalize your Invoice. Click on one for next steps.

Department Distribution

After you click the Add Department Distribution Button, Add Department Distribution follow these instructions:

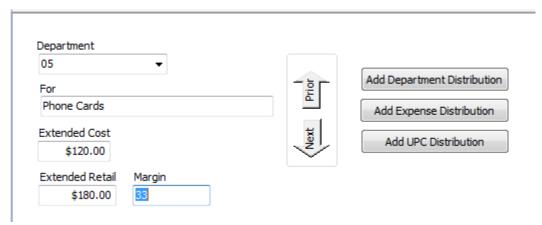


Line is added

* Departme 1 \$120.00 \$180.00 \$0.00 33 \$120.00 \$180.00 Phone Cards 05

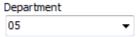
A line for the Department Distribution is added to the Invoice Distributions grid.

Distribution Entry Changes



Distribution Entry screen changes fields for Department Distributions.

Enter Department



Choose a Department from the drop down arrow that the Distribution belongs to. If the Department you want is not there, see <u>Department Setup</u>. Only <u>Inventory type</u> departments will show up.

Enter Description



Enter a short description. This is optional.

Enter the Cost



Enter the total Cost for this Department Distribution. This must be entered.

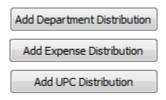
_



Enter the Total Retail or Margin for this Department Distribution. When you enter one of them the other one will calculate automatically. For a definition of Margin go to the <u>Definitions</u> section

7

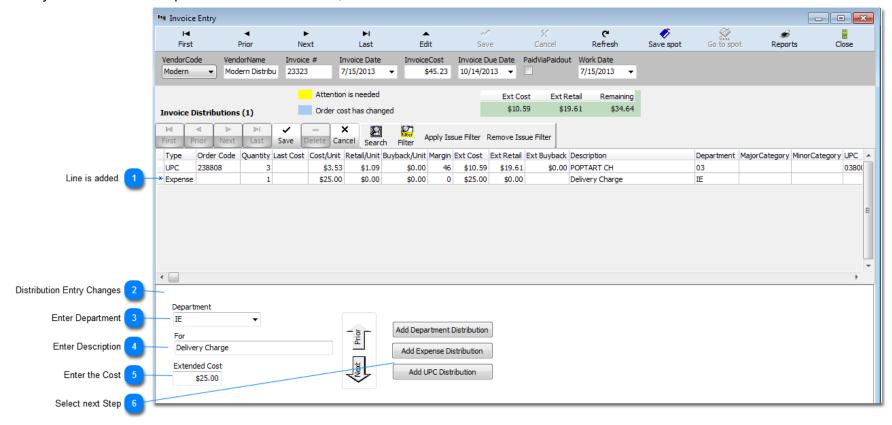
Select next Step



You are ready to Add another Distribution or Finalize your Invoice. Click on one for next steps.

Expense Distribution

After you click the Add Expense Distribution Button, Add Expense Distribution follow these instructions:

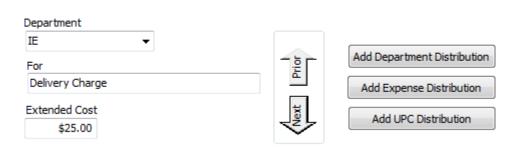


Line is added

*|Expense| 1 \$25.00 \$0.00 \$0.00 0 \$25.00 \$0.00 Delivery Charge IE

A line for the Expense Distribution is added to the Invoice Distributions grid.

2 Distribution Entry Changes



Distribution Entry screen changes fields for Expense Distributions.



Choose a Department from the drop down arrow that the Distribution belongs to. If the Department you want is not there, see <u>Department Setup</u>. Only <u>Expense type</u> departments will show up.

Enter Description
For
Delivery Charge

Enter a short description. This is optional.

5 Enter the Cost Extended Cost \$25.00

Enter the total Cost of the expense. This must be entered.

Add Department Distribution

Add Expense Distribution

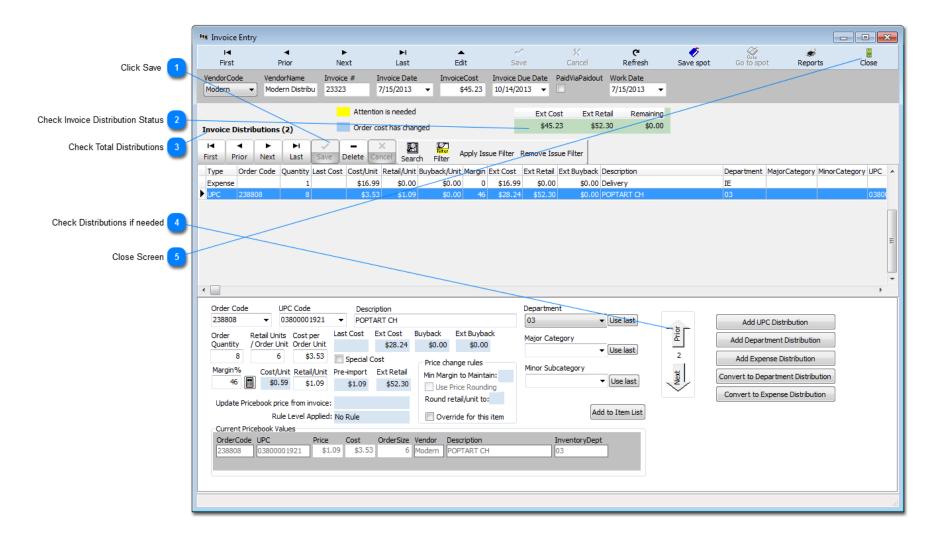
Add UPC Distribution

You are ready to $\underline{\mathsf{Add}}$ another $\underline{\mathsf{Distribution}}$ or $\underline{\mathsf{Finalize}}$ your $\underline{\mathsf{Invoice}}$. Click on one for next steps.

Finalize/Edit Invoice

To finalize your Invoice, follow these steps.

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Click the Save button in the Distribution navigation bar to save you last Distribution entry.

2

Check Invoice Distribution Status

Ext Cost	Ext Retail	Remaining
\$45.23	\$52.30	\$0.00

Check the Remaining Total. If the Total is not zero then a Distribution is wrong, or missing, or entered twice. It is also possible the Invoice cost in the Invoice Header is incorrect. You will need to correct things until the Remaining Total is zero. If the Invoices are not completed the Daily Activities cannot be completed

3

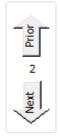
Check Total Distributions

Invoice Distributions (2)

Check the number of Distributions if your Remaining Total is not zero. It is a quick way to see if you missed something or added something more than once.

4

Check Distributions if needed



You can move up and down through your Distributions using these buttons.

You can also use the Distribution navigation bar



to move and Delete distributions if you need to.

5

Close Screen



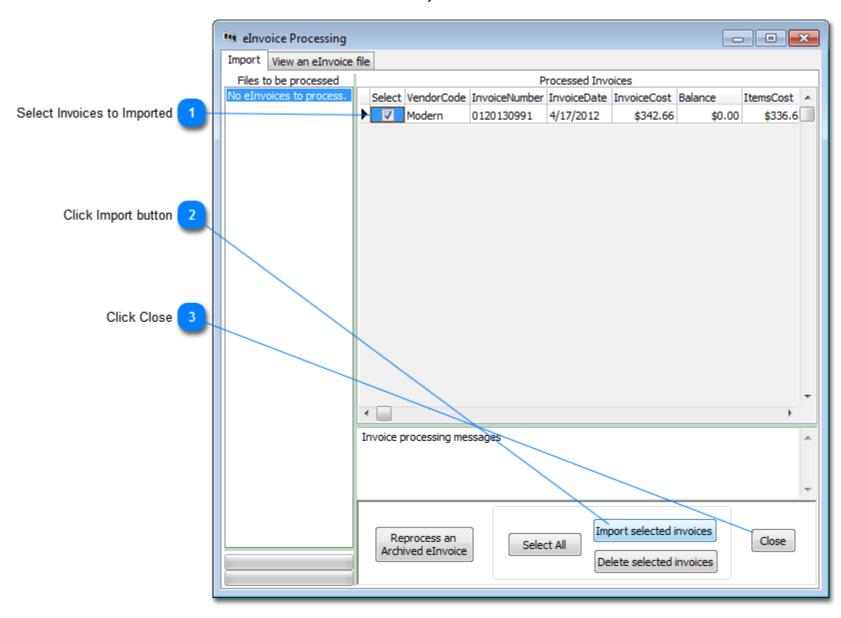
When you are done, you can close this screen. To add another Invoice go to Add an Invoice.

Import an Invoice

This screen is where you import elnvoices from your Vendors. Not all Vendors provide elnvoices but the big grocery Vendors usually do. Before you can use this tool, you must add your Vendor in Vendor Setup and also set up that Vendor's Invoice Processing. You must also add your elnvoices to the Vendor folder that is created when you set up Invoice Processing. Please follow the instructions below to import an invoice.

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Make Sure you have put your elnvoices in to the Vendor Folder or nothing will be on this screen to import.



Select Invoices to Imported



Select Invoices you want to import by clicking in the Select box next to the invoices. You can also select all invoices in the list by clicking the Select All button Select All button.

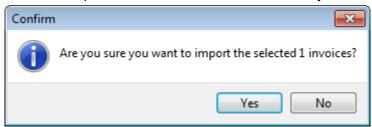
Select

If you want to remove an Invoice from the list that you are never going to import, select only that Invoice and click the 'Delete selected invoices' button Delete selected invoices.

Click Import button

[Import selected invoices]

Click the 'Import selected invoices' button. The system will prompt you to make sure of your selection:



Click Yes and the system will import the data, remove the Invoices from this list and add the to the <u>Invoices and Payouts</u> list in Daily Activities. clicking No will take you back to the elvoicing Processing window.

Click Close

Click close to take you back to the Invoice list in Daily Activities:

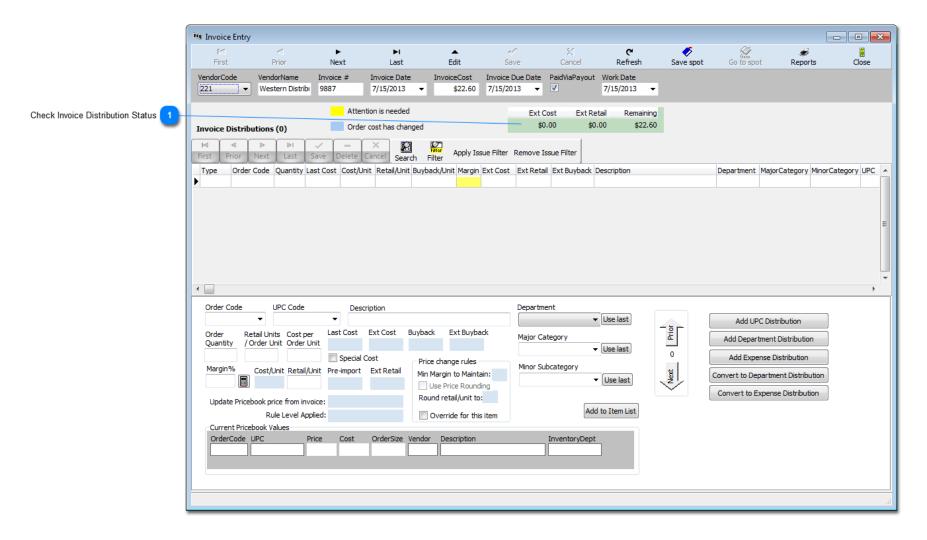


The imported Invoices will show in red. You will need to edit them and finalize the Distributions. Go to Finalize/Edit Invoices how-to for instruction.

Complete a Payout

Payouts come from the <u>Shift Paperwork</u>. Payouts need to be distributed properly to be completed. The system automatically creates and starts an Invoice. Distributions must be added to complete the Invoice. Once you have this screen open, please go to the <u>Add a Distribution How-To</u> for instructions. If the Payouts are not completed the <u>Daily Activities</u> cannot be completed.

Watch Video





Check Invoice Distribution Status

Ext Co	ost	Ext Ret	ail R	Remaining
\$0.	00	\$0.0	00	\$22.60

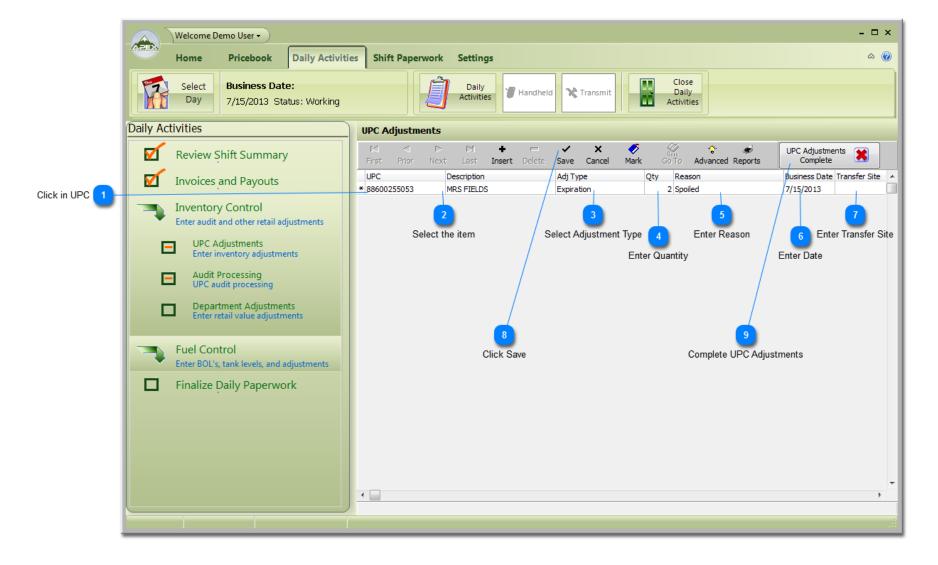
The Remaining Total will not be zero on a Payout. You will need to add Distributions to complete the Payout. Please go to the <u>Add a Distribution</u> how-to for instructions.

UPC Adjustments

UPC Adjustments are any changes to items that are inventoried in the store.

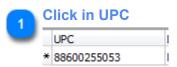
Please note that adjustments can be done by Department (see <u>Department Adjustments</u>) except for transfers between affiliated stores.. Department Adjustments do not adjust quantity, just value.

Please follow the steps below to enter adjustments.





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Click in the UPC field to start.

2 S

Select the item

ĺ	UPC	Description
	88600255053	MRS FIELDS

Select the Item using the drop down arrow or type in the UPC code.



Select Adjustment Type



Choose the Adjustment Type using the drop down arrow from the types below:

Audit/Inventory - For using an audit or inventory report. If you are using the My Pricebook Audit Processing, do not enter audits

here.

Breakage - For items that have been broken

Compose Package - For items you are going to group with other items to make a new item.

Decompose Package - For items to be pulled apart to from separate saleable items. An example would be pulling soda's out of a six pack to sell separately.

Expiration - For items that have expired and will not be sold.

Store Use - For items that were used or consumed in the store for business use.

Transferred from store - For items are sent to an affiliated store.

Transferred to store - For items that are brought in from an affiliated store.



Enter Quantity



Enter quantity to adjust. This is always a positive number and a required entry.

5

Enter Reason

D			
Reas	on		
Spoil	ed		



Enter reason for the adjustment. Some adjustment type are self explanatory, but other like Store Use should have a reason. This field is not required.



Enter the date that the item(s) were removed or added to the store.

Enter Transfer Site
Transfer Site

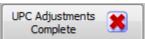
Used for Transfer Adjustments. Enter the name or ID of the other store. This field is not required.

8 Click Save

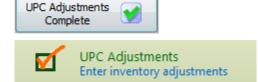
Click the Save button in the Navigation Bar which will be active

If you need to enter more Adjustments, Click Insert in the Nav Bar and go to Step 1.

Complete UPC Adjustments



When everything looks good, click the 'UPC Adjustments Complete' button. UPC Adjustments must be complete to complete the Day. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:



Corrections can always be made before the Day is completed. Please note, anytime changes are made to the grid, the checkmarks will go away and the Complete button needs to be clicked again.

Audit Processing

Audit Processing imports in an audit file and processes the inventory adjustments into the system. In order to use Audit Processing you must have an Audit file on the computer. Audit files can come from hand held Audit devices, from 3rd party Audit companies and you can create your own Audit files. Audits do not make any informational changes to Items in the Pricebook like Department or Description changes.

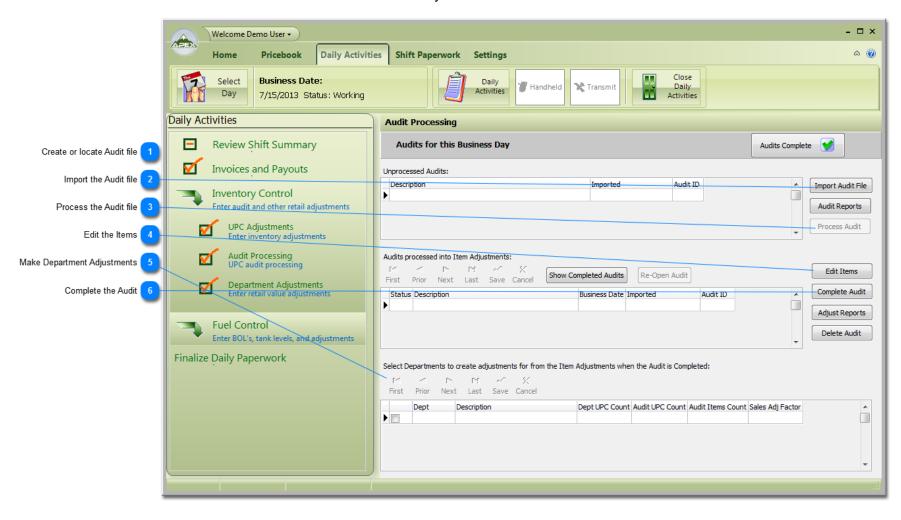
Watch Video

How Audits work in My Pricebook: When you process an audit, the systems takes the audit quantity, creates a total audit retail value by multiplying price x audit quantity and calculates the total audit cost from purchase history. The system compares those three audit values to those same values currently in the Pricebook, also called the book values. My Pricebook then calculates the difference between the audit values and the book values and those differences are put in the inventory Over/Short value for the day the audit is processed. My Pricebook then takes Audit values and makes them the book values as of the end of business on the day the audit is processed.

Very important note: Audit values are updated as of the end of the day that they are processed into. This means that on the day the audit is processed, that days' ending book value for the items in the audit will be set to to the audit value.

Best Practices: If possible, the actual counting of items should be done late at night or early in the morning. If audit was done at night the audit should be processed on same day of count. If the Audit was done early in the morning, the audit should be processed on previous day's work. This will keep book values as accurate as possible.

These are 6 steps to getting and Audit into the system:



Create or locate Audit file

The first thing you need to do is make sure you have your audit file on your computer. If you are using a handheld device or getting an audit file from a third party audit company you need to make sure those files have been saved on your computer and you know what folder they are in. If you are creating your own audit file please follow the instructions here.

Import the Audit file

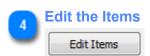
Import Audit File

In this step you will find the Audit file on the computer and bring the data in to My Pricebook. Click the 'Import Audit File' button above and then click here for instructions.



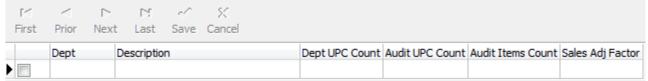
Process the Audit file

Next you will process the Audit file which will put the data in the correct format and match the Items in the Audit to the Items in the Pricebook. Click the 'Process Audit' button and then click here for instructions.

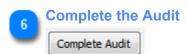


Adjust Reports Edit the quantities for the Items that came in on the Audit. You can check Audit totals using the Adjust Reports button to view a Summary Report for the Audit. Click the 'Edit Items' button and then click here for instructions.

Make Department Adjustments Select Departments to create adjustments for from the Item Adjustments when the Audit is Completed:



Make any Adjustments to the Department totals as needed. Click here for instructions.



After editing your Items and making any Department Adjustments, you need to completed the Audit. Click the 'Complete Audit' button and then click here for instructions.

Create an Audit File

This section will describe how to create a file you can use to count items in your store. In this section we will create a Audit File, open the file in Excel, print it and update the file with counts. These instructions assume you are using Excel. You can use other spreadsheet software, but you must make sure that the UPC codes stay intact.

Please follow the steps below.

Once you finish the Audit File go to Import the Audit file.

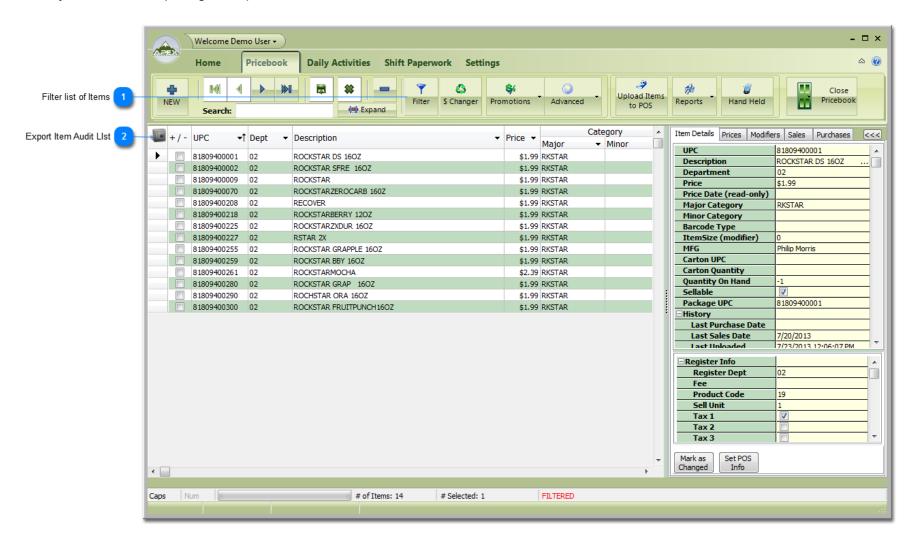


Create a list of Items to be audited

This section will describe how to create a file you can use to count items in your store. In this section you will create a Audit File, open the file in Excel, print it and update the file with counts. These instructions assume you are using Excel. You can use other spreadsheet software, but you must make sure that the UPC codes stay intact.

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Once you finish the export, go to Open file, Print and Count Items.





Filter list of Items



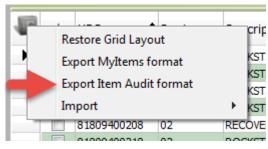
Filter your list of items to only show the items that you want to count. If you are counting all your soda you may want to filter using your soda Department, or you may want to filter to one manufacturer. The example screen is filtered using a Major Category. If you need a refresher on Filtering click here. If you want to set up Categories to use in Filters, click here for help on Categories.



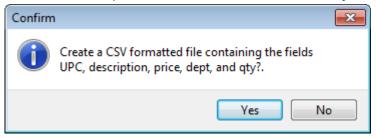
Export Item Audit List



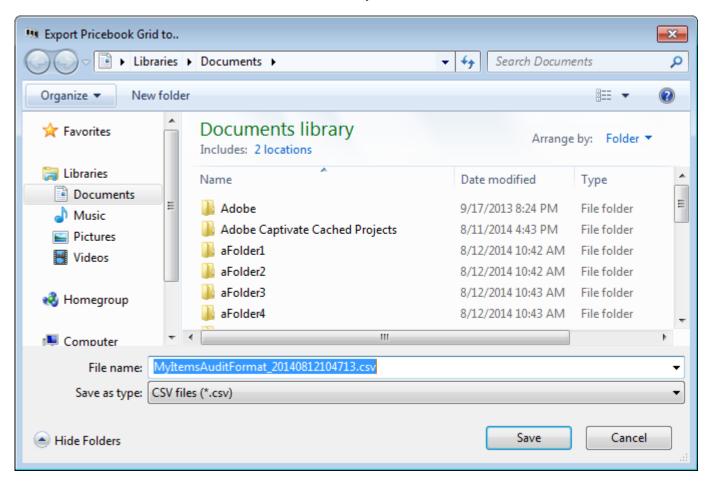
A. Click on the Grid tool button and the following menu will appear:



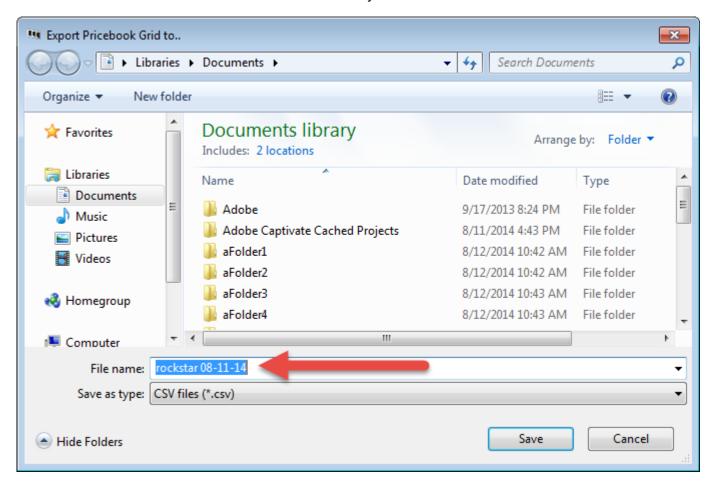
B. Click on 'Export Item Audit Format' and the Confirm box will appear. Please note the confirm box says you are creating a 'CSV' file. This is called a Comma Separated Value file and is readable by Excel and all other spreadsheet programs.



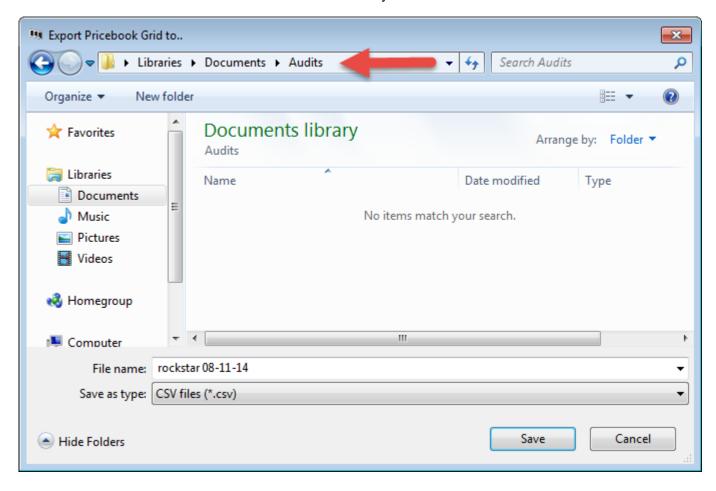
C: Click 'Yes' to continue. Click 'No' to cancel. After clicking 'Yes' a browse window appears to choose where you want to locate the file. It does not matter where you put the file, you just need to remember where you put it because we will be opening the file with other software:



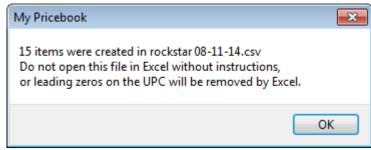
D: Type a name for your audit file. We recommend the name contains what you are auditing and the date. In this example our name is 'rockstar 08-12-14' See next screen shot:



E. At this point you can choose a folder where you want to save this file. You will need to remember what folder you are using because we will need to find this file later. In the example we have choosen the folder Audits in My Documents. See screen shot:



F: Click Save. A warning window will appear:

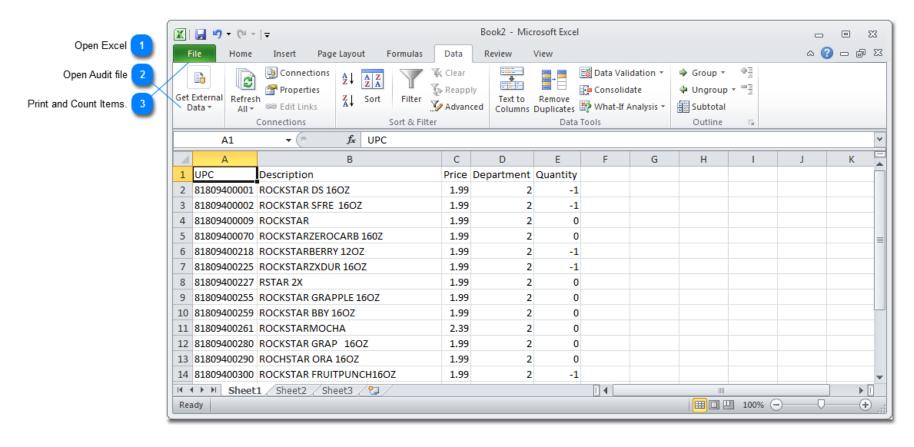


G: Click 'OK" this will take you back to the Pricebook screen.

Open File, Print and Count Items

In this section we will open, print and enter the count in the Audit file we created in 'Create a List of Items' section. We will use Excel. These instructions should work for Excel versions 2007, 2010 and 2013. If you have an earlier version of Excel or you are using something other than Excel and are not very familiar with your program, please call for support and we will help you through this process.

Once you finish these steps, go to **Update Audit File and Save**.



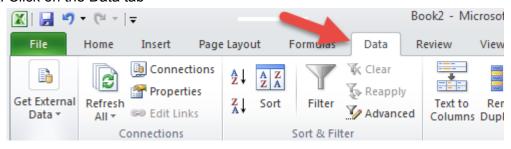


Open Excel. It will open to a blank worksheet. **DO NOT DOUBLE CLICK ON THE AUDIT FILE YOU JUST CREATED.** If you do this Excel will screw up the UPC codes and this file will not be usable. If you did this accidentally, just close Excel and do not save, then open Excel using the program icon or start menu.

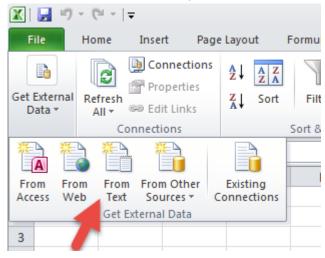
Open Audit file



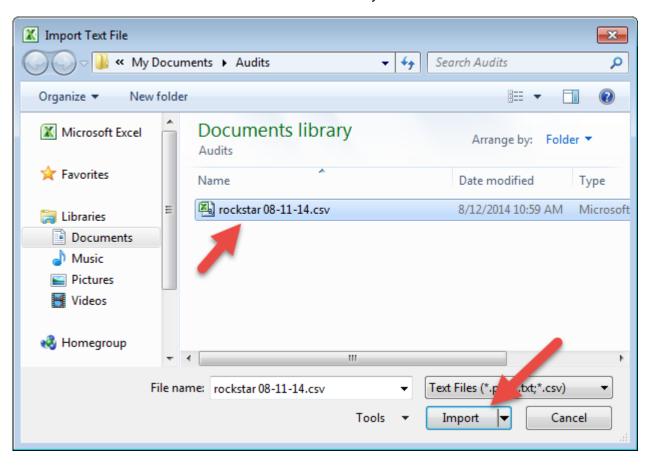
A. Click on the Data tab



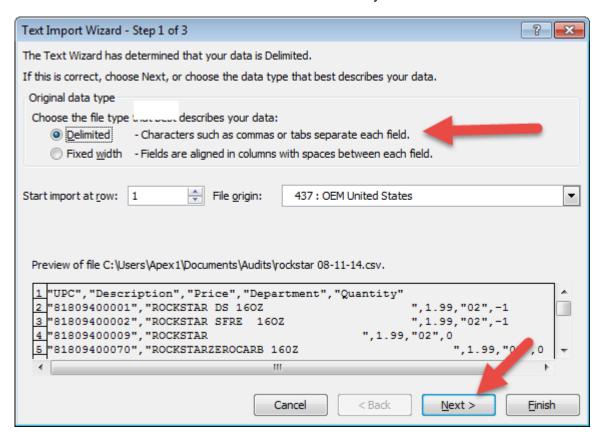
B. Click on 'Get External Data' and then click on 'From Text'. You may already see the 'From Text' button. Just click directly on that button. If this button is dim and not clickable you need to open a new worksheet in Excel and then go back to A. above.



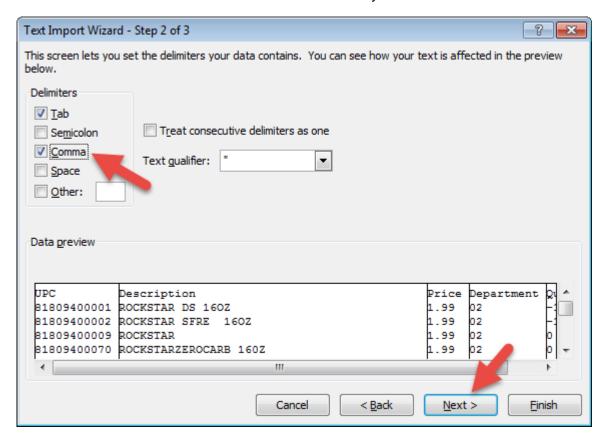
C. The 'Import Text File' window opens. Find the Audit file (go to the folder you saved it in) and then click on the Audit file and then click the 'Import' button:



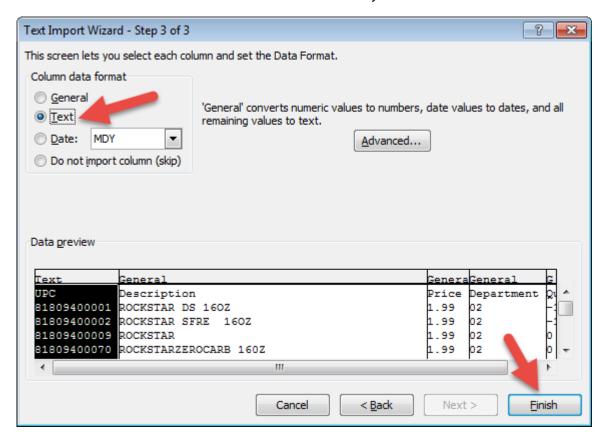
D. The 'Text Import Wizard' will open. Delimited should be checked - if it is not , click it and then click next:



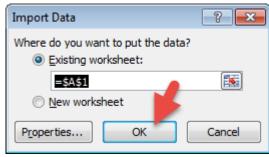
E. Step 2 of the wizard appears. Click on 'Comma' and click 'Next':



F. Step 3 of the wizard appears. The UPC column will be highlighted. Click 'Text'. The word Text should appear on top of the UPC column. Click Finish:



G. The 'Import Data' window will appear. Just click 'OK':



H. Your items should now appear in the spreadsheet and look similar to the sample spreadsheet at the top of this page. Look at the UPC codes. They should look correct and all should be same length. If this was done incorrectly the UPC codes will look strange and be different lengths. If the UPC codes are wrong close Excel and do not save and start over from Step 1.

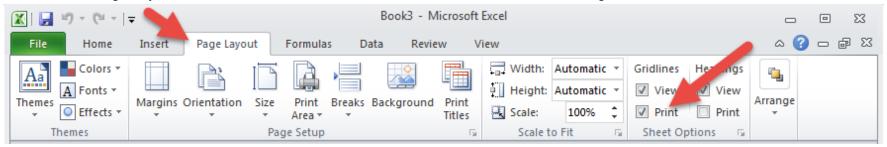
3

Print and Count Items.

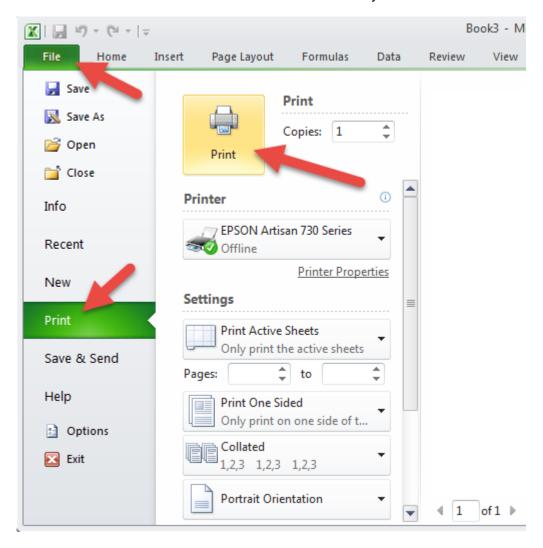


In this step we will print the Audit sheet so you can take it out in the store and count your items. We will set up Excel print grid lines. It makes writing your count on the paper easier.

A. Click on the 'Page Layout' tab and then click in the 'Print' box under 'Gridlines'. You should get a checkmark in that box:



B To Print click on File tab or the Flag button in Excel 2007 . Make sure you have paper in the printer and then click on Print and then the click the square Print button:



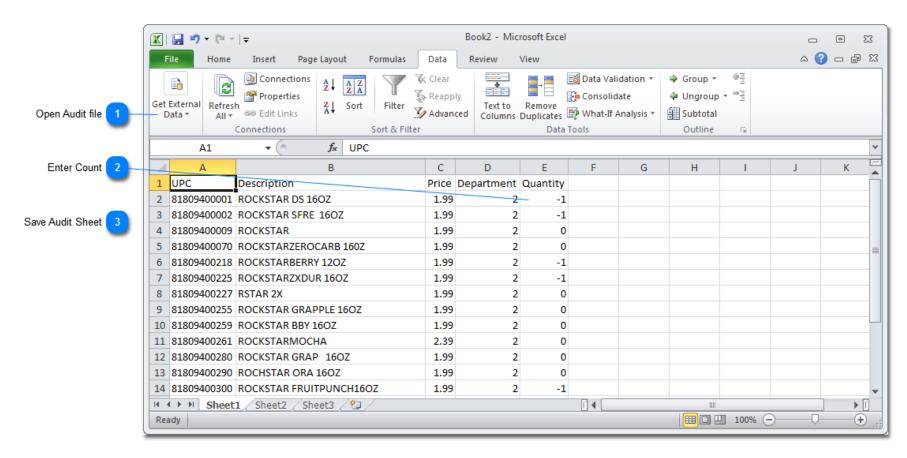
C. Your Audit sheet should print. You are now ready to take this sheet and count the items in the store. Write down the count for each item in the column next to Quantity.

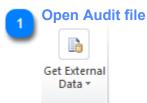
You can leave this file open and come back after you have counted your Items. If you close this file, **DO NOT SAVE! you will scramble the UPC codes.** You will reopen this file when you are done with the count.

Update Audit File and Save

In this section we will enter your count and save the Audit file.

Once you finish these steps, go to Import the Audit File.





If your Audit file is open go to Step 2, otherwise you need to open the Audit file. **DO NOT DOUBLE CLICK ON THE AUDIT FILE**. If you do this Excel will screw up the UPC codes and this file will not be usable. If you did this accidentally, just close Excel and do not save. Click here for instructions on how to open your Audit file and the continue to Step 2.



Enter Count



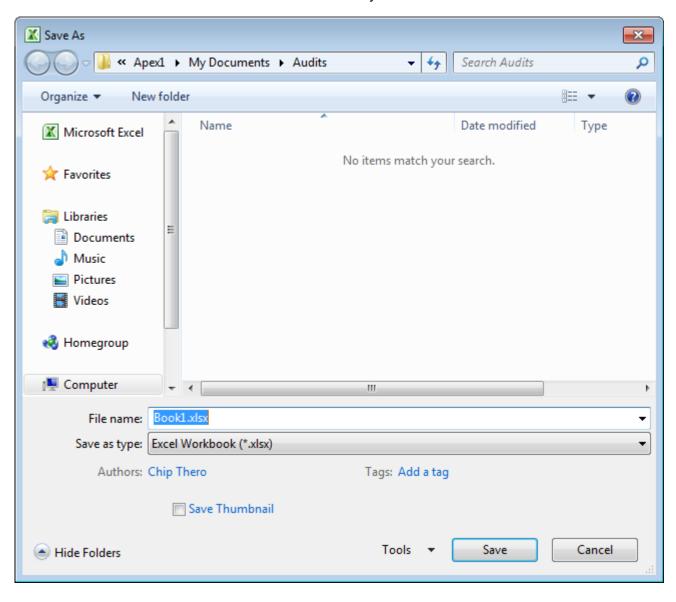
You are going to enter right over the Quantity values. Click into the top Quantity cell, type the count number, use the down arrow key on your keyboard to go down to next cell, enter that number. Repeat until your are done.



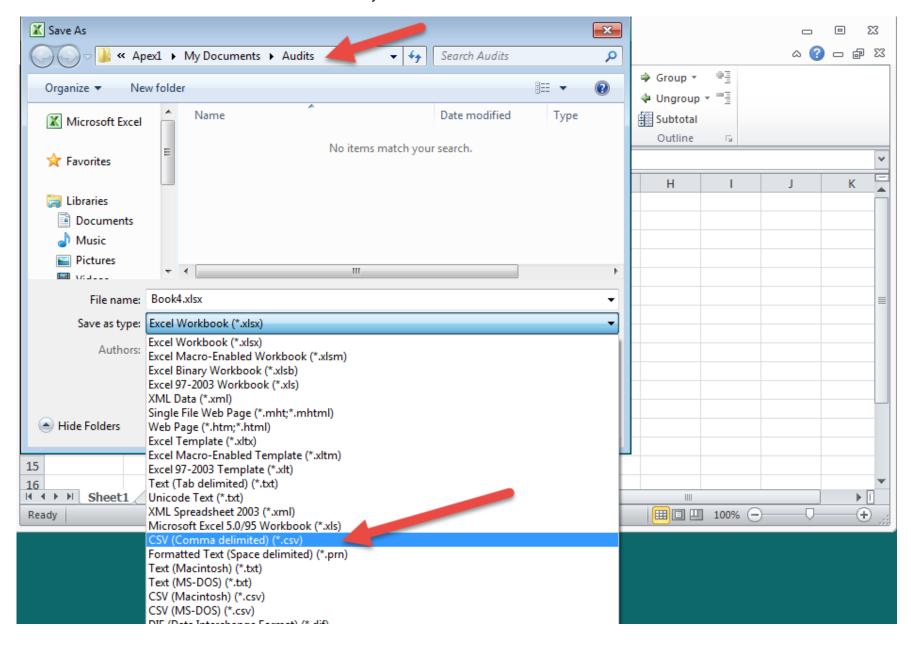
Save Audit Sheet

You can click the Save icon but you must change the file type. If you do not change the file type you will screw up the UPC codes and the file will be unusable. Please follow the instructions below:

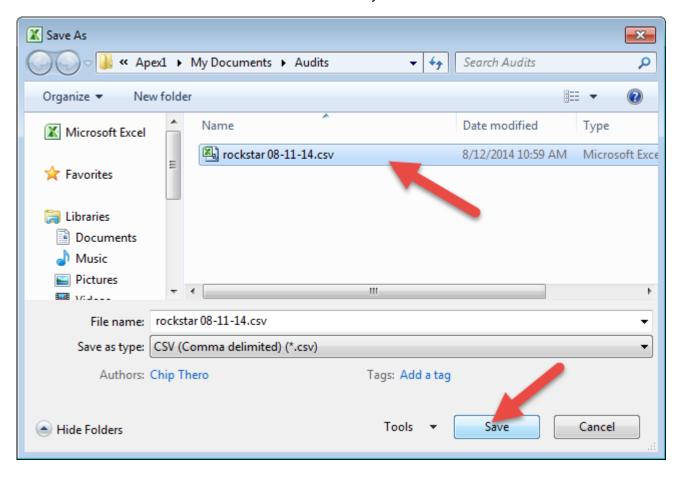
A. Click the Save icon or click Save. The Save window will appear:



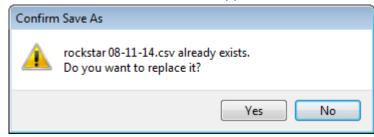
B. Make sure you are in the folder where you created the Audit file originally. Select CSV in 'Save as Type' field:



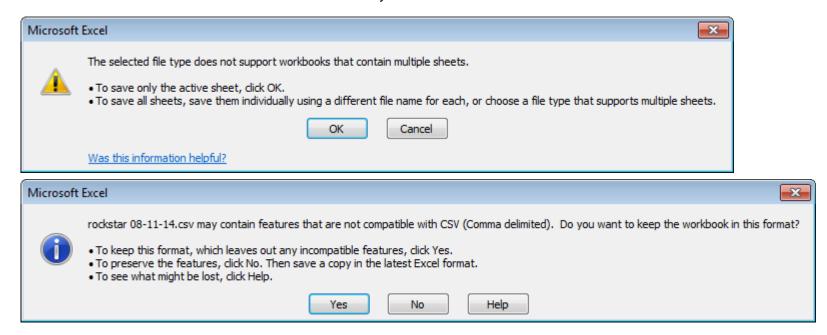
C. Click on the Audit file and then click the Save button:



D. The 'Confirm Save As' window appears. Click Yes;



E. Excel will show 1 or 2 File Type warning windows. They are warning you that this file type does not have all the features that a regular Excel will have. This is normal, just click the 'OK' button in both windows:



Your are finished and ready to import this Audit file in My Pricebook. Please continue to the section Import the Audit File.

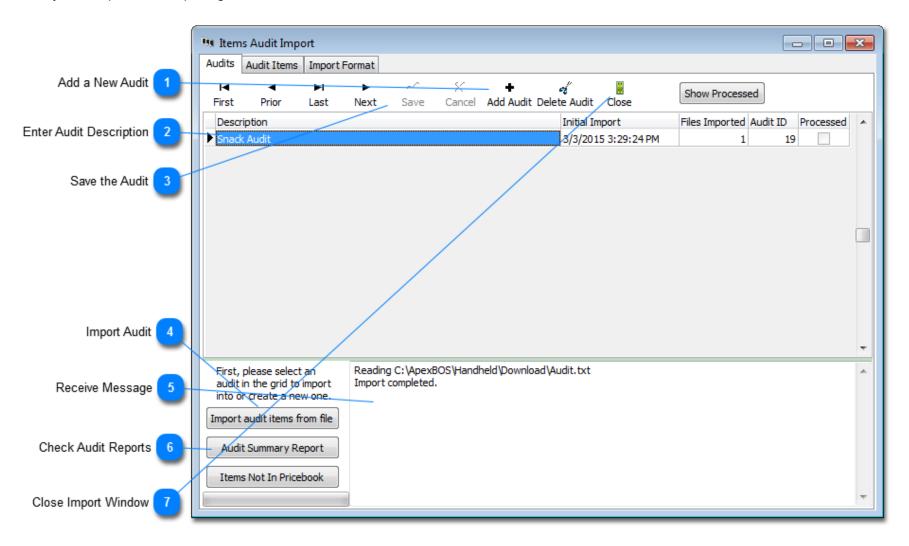
Import the Audit File

In this section you will import an audit file into My Pricebook. The Audit file will need to be on the computer, or on an inserted USB drive. You will need to know the name of the file as well.

Watch Video

If the Audit file was uploaded from a hand held device, the name of the file will be Audits.txt.

Once you complete the import, go to Process the Audit file.



Add a New Audit



Add Audit I

Click add a new Audit. This will add a new line to the Audits grid and insert the date and time in the Initial Import field and add an Audit ID in the last field.

2 Enter Audit Description

Description

Snack Audit

Enter a description for this Audit

Save the Audit

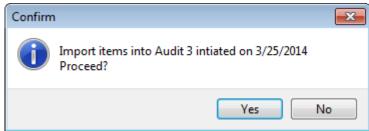
Click Save to save your work to the grid.

Import Audit

Import audit items from file

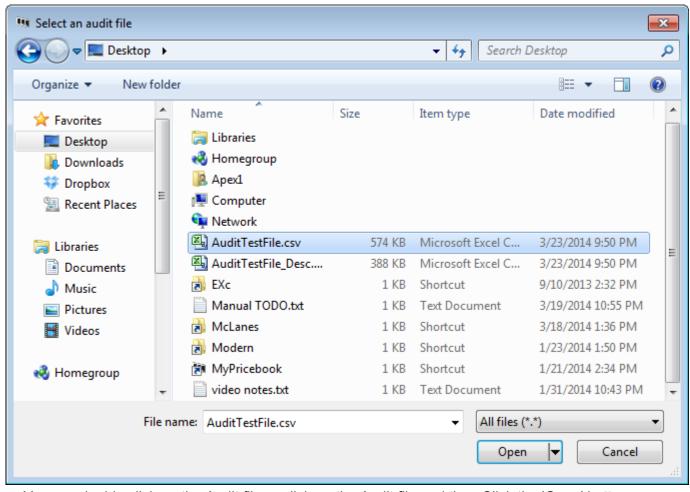
Click on 'Import audit items from file' Button.

1. You will get the Confirm Window:



The Audit that was added in Step 3 should have the same Audit ID as in the confirmation window. Click 'Yes' to proceed or 'No' to go back.

2. A Browse window will open. You will need to find and select the Audit file you are going to import.



You can double click on the Audit file or click on the Audit file and then Click the 'Open' button.

Receive Message

Reading C:\ApexBOS\Handheld\Download\Audit.txt Import completed.

Files Imported

When the import completes, you will receive a message in the message box. The 'Files Imported' field will increase by 1. You can import multiple files into one Audit.

Please make sure you see the "Import completed. xxxx records were added' If no records were added you me need help getting the system to recognize the Audit file. Please call Support.

Check Audit Reports

Audit Summary Report

Items Not In Pricebook

This is optional. Audit reports can be run and checked here. The can also be run from the Audit Processing screen.

Close Import Window



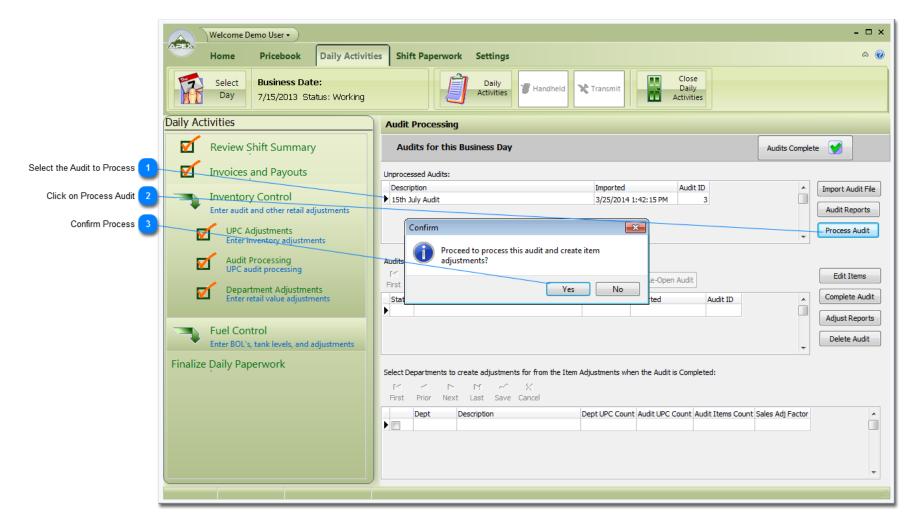
Click the Close icon or the Red X to close the Import window.

Process the Audit File

Process the Audit moves the Audit file into a format that My Pricebook can work with. Follow the Steps below to Process the Audit.

Watch Video

Once you finish processing, go to Edit the Audit Items.



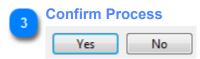
Select the Audit to Process

١		Description	Imported	Audit ID	
	١	15th July Audit	3/25/2014 1:42:15 PM	3	

Click on the Audit in the Unprocessed Audits you want to process

Click on Process Audit
Process Audit

Click on 'Process Audit' button



Click on 'Yes' to continue and 'No' to stop action. If you click 'Yes' the system will Procees the file and make you wait. It will display a progress bar. When complete, the Audit will leave the Unprocessed Audits grid and move to the Audits Processed into Item Adjustments grid.

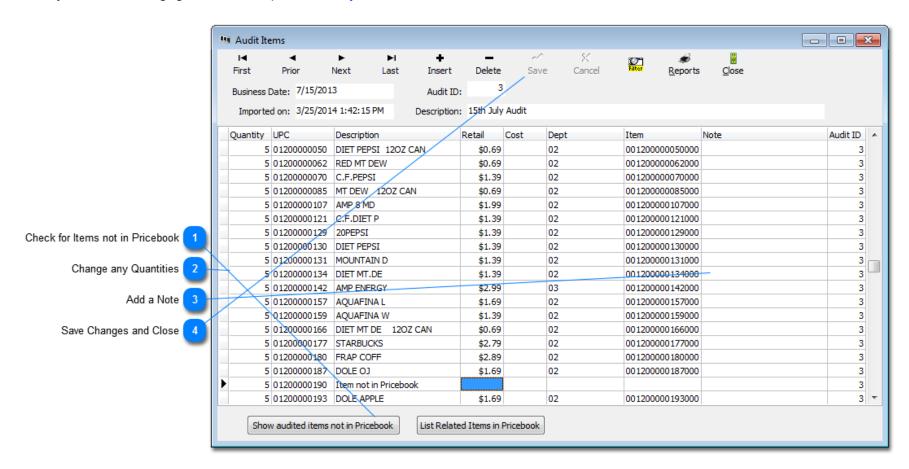
Edit the Audit Items

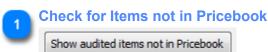
Editing the Audit Items allows you to change quantities in the Items that were Audited. You can modify the quantity and add a Note as to why the change was made. You can also add (Insert) or delete an Item.

Watch Video

You only need to use this function if there is a mistake in the Audit. You can check Audit totals using the Adjust Reports button to view a Summary Report for the Audit.

Once you finish Editing, go to Make Department Adjustments.





Check for any items not in the Pricebook by clicking on this button. If there are no Items in the list then click the button again and go to Step 2.



If there are Items in the list then these Items are on your shelf and should be in the Pricebook. Please go to the Pricebook and add the Items. Use the Add an Item How-to for instructions. Return back here to complete the Audit.



Change any Quantities that need it. Normally the Audit quantities will be fine.



Enter on Note on any Items that were changed. Explain why a change was needed.



Click Save after completing work and then Close



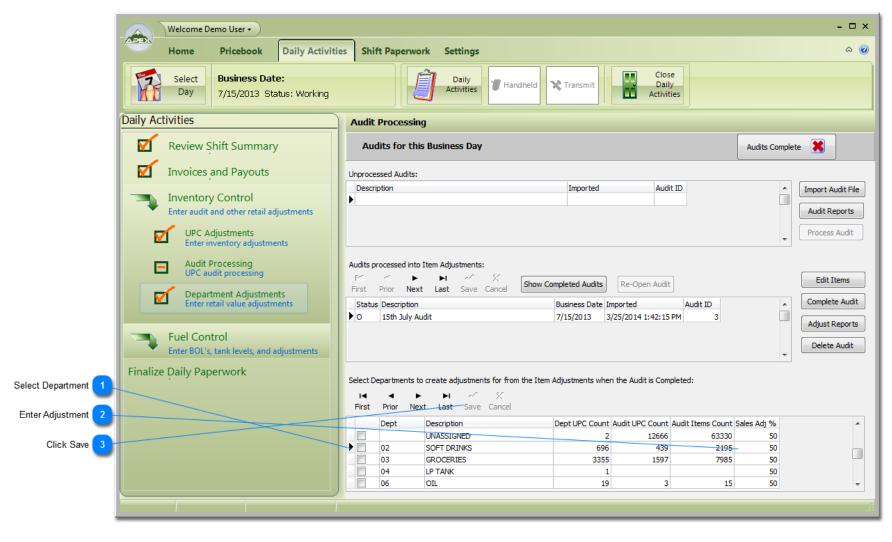
APEX

Make Department Adjustments

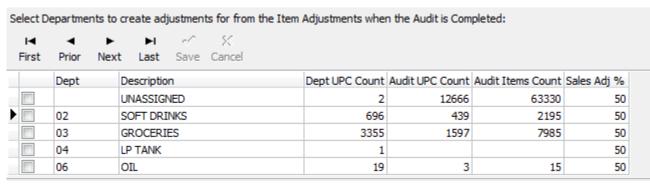
Department Adjustments are for compensating counts to when the Audit was taken. My Pricebook applies Audit counts to the end of the day. Adjustments should be applied to estimate correct totals. As an example, if the audit was completed one third the way through a day then you know that probably two thirds or 66% of the day's sales happened after the Audit. To make the audit count more accurate for the day, a Sales Adjust Factor of 66 (which means 66%) should be applied. The system will add 66% average daily sales value to the Audit to keep it accurate to the end of the day in which the Audit is applied.

Once you finish Editing, go to Complete the Audit.

Watch Video



Select Department



Select the Department to adjust by clicking on the Department in the grid or use the <u>navigation bar</u>.



50 50

Enter the percentage adjustment in the 'Sales Adj %' column. They entry is in whole numbers. Example: 55=55%. Do this for all the Departments you want to adjust.

Click Save

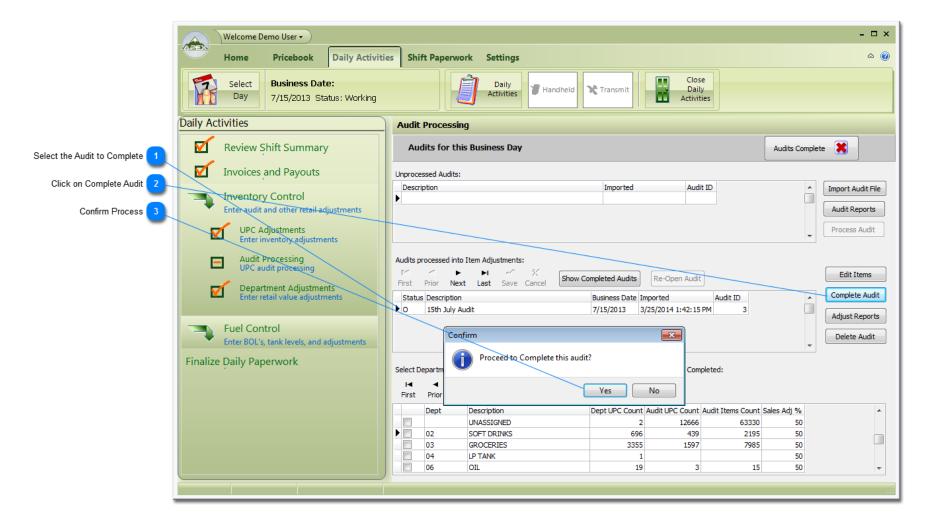
Save your adjustments.

Complete the Audit

Process the Audit moves the Audit file into a format that My Pricebook can work with. Follow the Steps below to Process the Audit.

Watch Video

Once you finish processing, go to Edit the Audit Items.



Select the Audit to Complete Description Imported Audit ID

Click on the Audit in the 'Audits Processed into Item Adjustments:' grid you want to complete.

Click on Complete Audit

Click on 'Complete Audit' button



Click on 'Yes' to continue and 'No' to stop action. If you click 'Yes' the system will Complete the file and make you wait. It will display a progress bar. When complete, the Audit will leave the Unprocessed Audits grid and move to the Audits Processed into Item Adjustments grid.

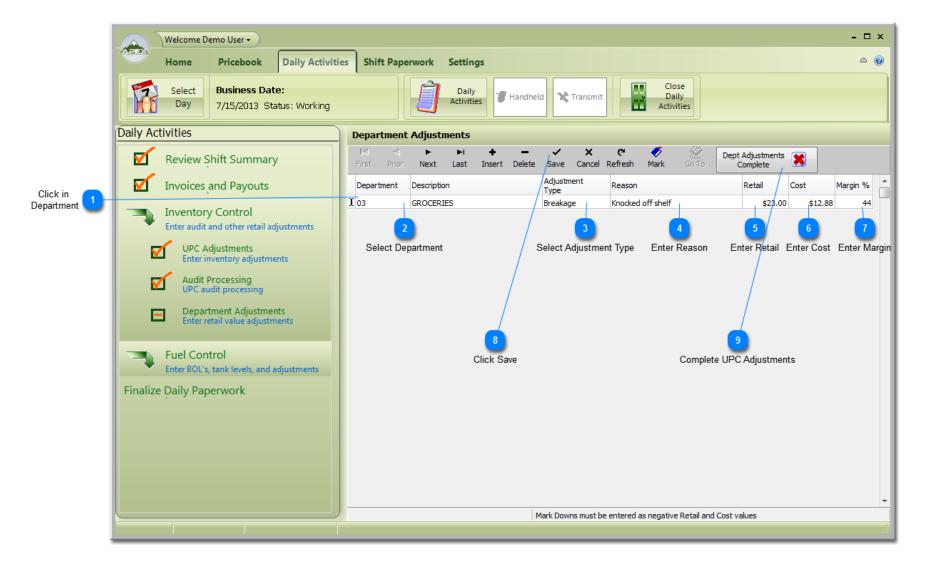
Department Adjustments

Watch Video

Department Adjustments is for entering adjustment to inventory departments. These adjustments are value adjustments, meaning your add adding or subtracting dollar values to the departments.

Please note, if the adjustments that need to be made need to have a quantity, you need to use the UPC Adjustment screen.

Please follow the instructions below to enter Department Adjustments.







Click in the Department field to start.

Select Department

Department	Description
03	GROCERIES

Select Department using the drop down arrow or type the Department code.

🥎 Select Adjustment Type

Adjustment Type	
Breakage	

Choose the Adjustment Type using the drop down arrow from the types below:

Audit/Inventory - For using an audit or inventory report. If you are using the My Pricebook Audit Processing, do not enter audits

here.

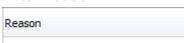
Breakage - For items that have been broken.

Expiration - For items that have expired and will not be sold.

Markup/Mark Down - For price changes to items.

Store Usage - For items that were used or consumed in the store for business use.

Enter Reason



Knocked off shelf

Enter reason for the adjustment. Some adjustment type are self explanatory, but others like Store Use should have a reason. This field is not required.

5 Enter Retail



How to enter the Retail, Cost and Margin Fields:

Retail and Cost fields are dollar amounts. They should be positive except for Markdowns which should be negative.

Margin is a percentage(%). Margin is entered as a whole number as follows: 44 for 44%. Below are the options for entry:

- 1. Only Retail is required entry. You can enter only Retail.
- 2. Enter Retail and Cost then Margin will calculate.
- 3. Enter Retail and Margin then Cost will calculate.
- 4. Enter Cost and Margin then Retail will calculate.



Enter Cost



How to enter the Retail, Cost and Margin Fields:

Retail and Cost fields are dollar amounts. They should be positive except for Markdowns which should be negative.

Margin is a percentage(%). Margin is entered as a whole number as follows: 44 for 44%. Below are the options for entry:

- 1. Only Retail is required entry. You can enter only Retail.
- 2. Enter Retail and Cost then Margin will calculate.
- 3. Enter Retail and Margin then Cost will calculate.
- 4. Enter Cost and Margin then Retail will calculate.



Enter Margin



How to enter the Retail, Cost and Margin Fields:

Retail and Cost fields are dollar amounts. They should be positive except for Markdowns which should be negative.

Margin is a percentage(%). Margin is entered as a whole number as follows: 44 for 44%. Below are the options for entry:

- 1. Only Retail is required entry. You can enter only Retail.
- 2. Enter Retail and Cost then Margin will calculate.
- 3. Enter Retail and Margin then Cost will calculate.
- 4. Enter Cost and Margin then Retail will calculate.





Click Save



Click the Save button in the Navigation Bar which will be active

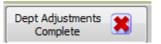


If you need to enter more Adjustments, Click Insert

in the Nav Bar and go to Step 1.



Complete UPC Adjustments



When everything looks good, click the 'Dept Adjustments Complete' button. Department Adjustments must be complete to complete the Day. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:



Corrections can always be made before the Day is completed. Please note, anytime changes are made to the grid, the checkmarks will go away and the Complete button needs to be clicked again.



Fuel Deliveries

Fuel Deliveries is where the fuel delivery paperwork is entered. Entering these deliveries will update the Fuel inventory and cost on hand amounts in the Fuel reports

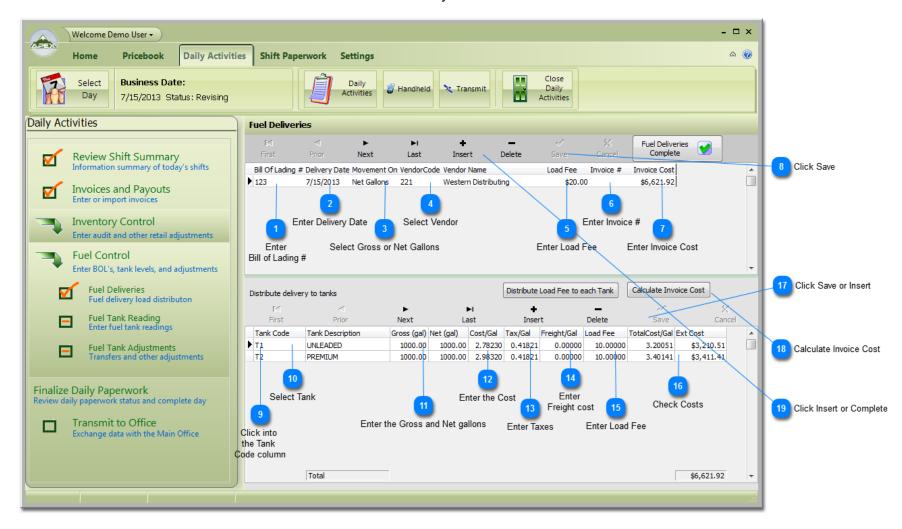
Watch Video

The screen is split into 2 sections.

The top or Bill of Lading(BOL) section is the main information about the BOL. Multiple BOLs can be entered.

The bottom or Distribution Section is where the information about each product is entered. There can multiple products on one BOL.

Please follow the steps below to enter a Fuel Delivery.





Bill Of Lading # I 123

Enter the Bill of Lading #. Please note the Bill of Lading number is usually different from the Invoice number, but they can be the same number if there is only one number on the document.



Enter the Delivery Date. The date the fuel was dropped into the tank at the store

Select Gross or Net Gallons

Movement On

Net Gallons

Select whether this BOL is using Gross or Net gallons.



Select the Vendor the fuel came from using the drop down arrow. If the Vendor is not in the list, the Vendor will need to be set up. See <u>Vendor Setup</u> for instructions. The system will allow you go set a Vendor up and come back to this screen to finish your work.

5 Enter Load Fee
Load Fee
\$20.00

Enter the Load Fee is there is one. This is **not required**.

Enter Invoice #

Enter the Invoice #. This is usually not the Bill of Lading # but they can be the same if there is only one number. This is **not required.**

Enter Invoice Cost
Invoice Cost
\$6,621.92

Enter the total cost of the invoice which includes the load fee. The Invoice Cost can be calculated automatically after you finish entering the Fuel received. Please see Step 18 for instructions. This entry is **Not Required.**





Click Save in the in the Invoice <u>navigation bar</u>. If you do not click Save the system will net let you enter any Tank distributions.

9 Click into the Tank Code column



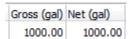
Click into the Tank Code column in the Distribution section.





Select the Tank that matches the product you are entering. If you have 2 tanks with the same product, please select the tank were the fuel was dropped.

Enter the Gross and Net gallons



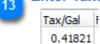
Please enter the Gross and Net gallons for the fuel product. If you only have one amount, put that amount in both Gross and Net.

Enter the Cost



Enter the cost **per gallon** before the fuel taxes and shipping cost(freight) and Load Fee. Make sure it is the cost per gallon and not the total cost. This is **not required**.

Enter Taxes





Enter the total fuel tax per gallon. Sometimes this is shown as one rate, sometimes it is broken into state, federal an other taxes and must be added together. This is not required.



Enter Freight cost per gallon. This can also be labeled as freight. This is not required.



0.00000

If there is a Load Fee, it can be entered as a total here. If there is only one product on the Invoice then enter the same Fee as in the Invoice section.

If there is more than one product then the Load fee should be split across all products.

To spread the Load Fee across products do the following:

- 1. Enter all products to the Tanks in the Distribution Section and make sure the last Tank entered is saved.
- Distribute Load Fee to each Tank 2. Click the Distribute Load Fee to each Tank button
- 3. The Load Fee will be split evenly to each Tank and saved.

This is **not required**.



Check Total Cost per Gallon and Extended Cost to make sure your entry is correct. You may need to apply the Load Fee. See Step 15 to do this automatically.



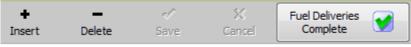
If there was only one product Click Save Save on the Tank navigation bar.

If there is more than one product click Insert on Tank navigation bar and go back to Step 9 and enter you next product.



This step is optional. If you already entered the Invoice Cost you can skip this step. Otherwise, after all the fuel received is entered, click this button and the system will calculate and insert. Invoice Cost.

Click Insert or Complete



If you have more Deliveries to enter, click the Insert on the BOL section navigation bar and go to Step 1 to enter your next Delivery.

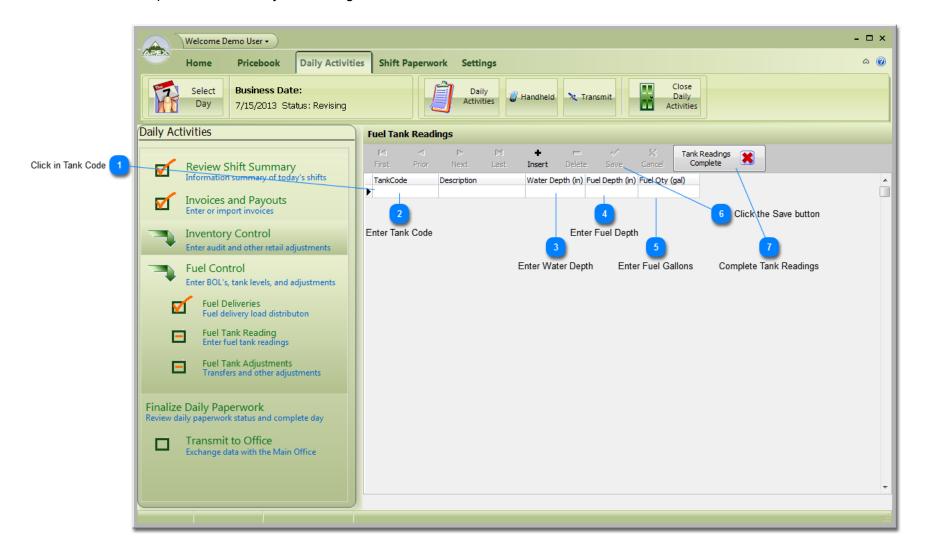
If there are no more Deliveries, click the Fuel Deliveries Complete button. You are ready to go to the <u>Fuel Tank Reading</u> section.



Fuel Tank Reading

Watch Video

Fuel Tank readings is for entry of stick readings from the stations tanks. By entering the readings, My Pricebook will keep a history for reporting. Please follow the steps below to enter your readings





Click in Tank code to start entering reading.



Select Tank Code from drop down arrow.



Enter Water depth in inches. Entry is not required.



Enter Fuel Depth in inches. Entry is not required.



Enter Fuel gallons.

If a Tank Chart has been set up and the Water and Fuel depths have been entered, the Fuel gallons will automatically calculate. This can be overridden. For more information about Tank Charts see <u>Tank Setup</u> in <u>Settings</u>.



Click the Save button in the Navigation Bar which will be active







If you need to enter more Readings, Click Insert

in the Nav Bar and go to Step 1.



Complete Tank Readings



When everything looks good, click the 'Tank Readings Complete' button. Tank Readings must be complete to complete the Day. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:

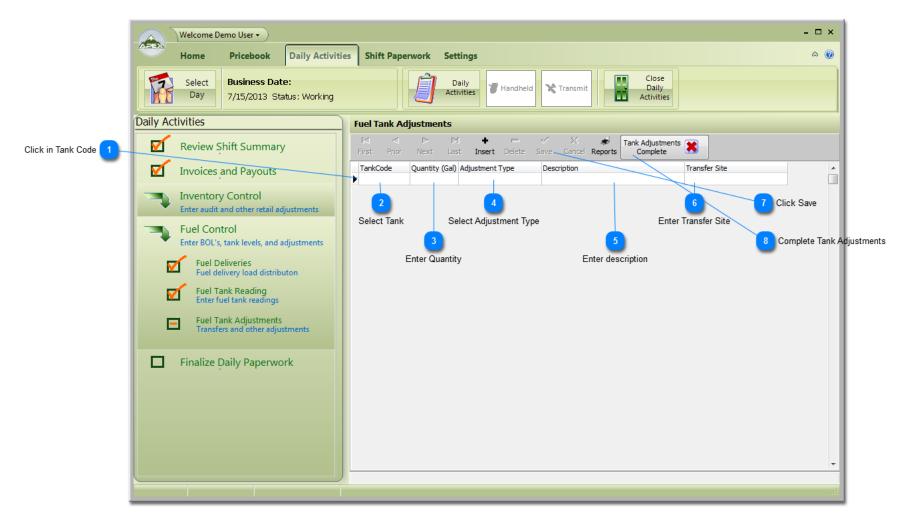


Corrections can always be made before the Day is completed. Please note, anytime changes are made to the grid, the checkmarks will go away and the Complete button needs to be clicked again.

Fuel Tank Adjustments

Fuel Tank Adjustments are things that happen to Fuel quantities other than sales. The most common would be a transfer in or out.

Watch Video





Click in the Tank Code to start entering.



Select Tank from the drop down arrow that will be adjusted.



Enter the Quantity in gallons. This will be a positive amount even if gallons are being reduced. The Adjustment Type will handle reductions correctly.



Select the Adjustment Type using drop down arrow:

Other Fuel Loss - Choose if Fuel is lost.

Transfer from Store (out) - Choose if fuel was transferred to another store.

Transfer to Store (in) - Choose if fuel was transferred from another store.



Enter description of adjustment. Mostly used for Other fuel loss type. This field is not required.

Enter Transfer Site

Transfer Site

Used for Transfer Adjustments. Enter the name or ID of the other store. This field is not required.





Click the Save button in the Navigation Bar which will be active



If you need to enter more Adjustments, Click Insert

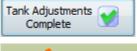
in the Nav Bar and go to Step 1.



Complete Tank Adjustments



When everything looks good, click the 'Tank Adjustments Complete' button. Tank Adjustments must be complete to complete the Day. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:





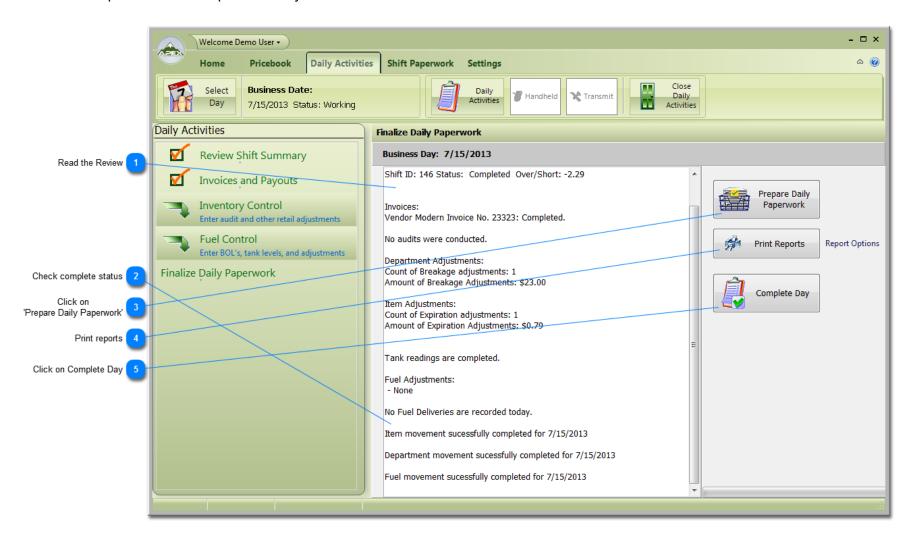
Corrections can always be made before the Day is completed. Please note, anytime changes are made to the grid, the checkmarks will go away and the Complete button needs to be clicked again.

Finalize Daily Paperwork

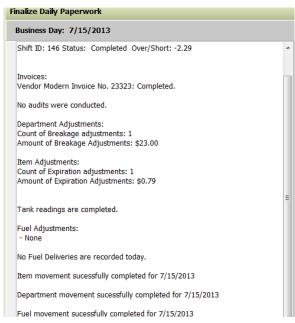
Finalize Daily Paperwork is where all work for the day is reviewed, the daily paperwork is prepared and any reports required can be printed.

Watch Video

Follow the steps below to complete the day.



Read the Review



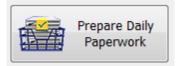
Read over the Review of the Daily Activities.

Check complete status

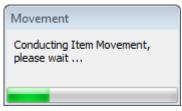
At the end of the Review you should find this statement: "The day can be completed now". You can continue to the next step.

If at the end of the Review the there is this statement: The day can not be completed yet. Look through all the Daily activities and make sure they are all completed. Make any changes then come back here and check the status.

Click on 'Prepare Daily Paperwork'



Click this button. The system updates inventories that are affect by the Daily work entered. The following window appears:



The following statements are added to the Review window:

Item movement sucessfully completed for 7/15/2013

Department movement sucessfully completed for 7/15/2013

Fuel movement sucessfully completed for 7/15/2013

The 'Print Reports' and 'Complete Day' buttons will become active.

4

Print reports



Click the 'Print Reports' button to display the Reports. Please see the <u>Print Reports Preview</u> section for instructions. Before printing, set the print options - once these options are set they stay the same.



Choose the reports desired, and then click Close.

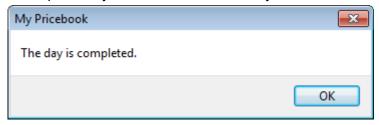
You can re-open a day later if you need to get to these reports. All of the Daily reports are available in the Reports on the Home Screen.

5

Click on Complete Day



Click the 'Complete Day' button to finish the Daily work. The following window will appear:



Click OK.

The Day will close and you are ready to work on another Day!

Shift Paperwork

The Shift Paperwork is where you will check the shift report information that was imported from the register. Alternately, you can enter the shift information manually. Shift paper work collects all the data about the day's shift(s). Multiple shifts can be imported/entered for one day. The Shift Paperwork section records all of the Sales and Receipts in the register for the day. This information can then be reported and/or sent back to the home office.

Watch Video

The Tender Over/Short Department in Settings>Configuration must have a value for Shift Paperwork to close The Shift Paperwork home screen gives visual clues about the status of each activity:

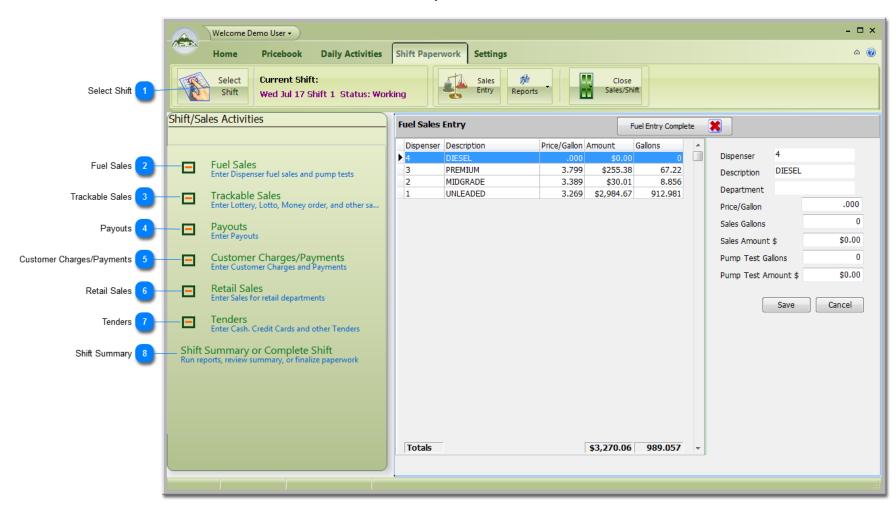
A check mark means the activity has been looked at and is completed

A dash means the activity has been looked at and possibly changed, but has not been completed.

An empty box means this activity has not been looked at and needs to be worked on and completed.

All activities must be completed and have check marks before the shift can be completed.

Please click on the steps listed below for a description..



Select Shift



Select the shift to work on. In this function a shift will be selected or created. Go to Select Shift for instruction

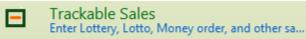
Fuel Sales

Fuel Sales Enter Dispenser fuel sales and pump tests

Check the imported Fuel sales and gallons sold. Go to Fuel Sales for instruction.

Please note this selection will not be on the menu if no dispensers are setup in Dispenser Setup.

Trackable Sales



Enter sales of items that have a trackable number like lottery tickets or licenses. Go to Trackable Sales for instruction. Please note this selection will not be on the menu if no trackable items are setup in Trackable Items Setup.

Payouts

Payouts **Enter Payouts**

Enter transactions that have been paid out of the register during the shift. Go to Payouts for instruction.

Customer Charges/Payments



Enter all in-house customer charge or payment transactions for the shift. Go to Customer Charges/Payments for instructions. Please Note: This section may not be on your menu if your store does not use Customer Charges/Payments. If you need this feature and it is not there, it can be turned on in **Settings>Configuration**.

Retail Sales

Retail Sales Enter Sales for retail departments

Check the imported sales numbers or enter those numbers for the shift. Trackables, Payouts and Customer Charges/Payments also update numbers in Retail Sales. Go to Retail Sales for instruction.

Tenders



Check or enter all money coming into the register for the shift. Go to <u>Tenders</u> for instruction.

8

Shift Summary

Shift Summary or Complete Shift Run reports, review summary, or finalize paperwork

See summary of all work in previous steps, check the Over/Short and complete the shift. Go to Shift Summary for instruction.



Select Shift

Shifts must be created for data to be entered or imported into My Pricebook. Select Shift allows for creation of shifts and selection of shifts that have already been created. It also allows the user to import data from the register into shifts. It is also possible to select shifts that have been completed. Select Shift is the main tool for telling My Pricebook which shift is to be worked on. You can have many incomplete shifts, but can only have 1 that is Working.

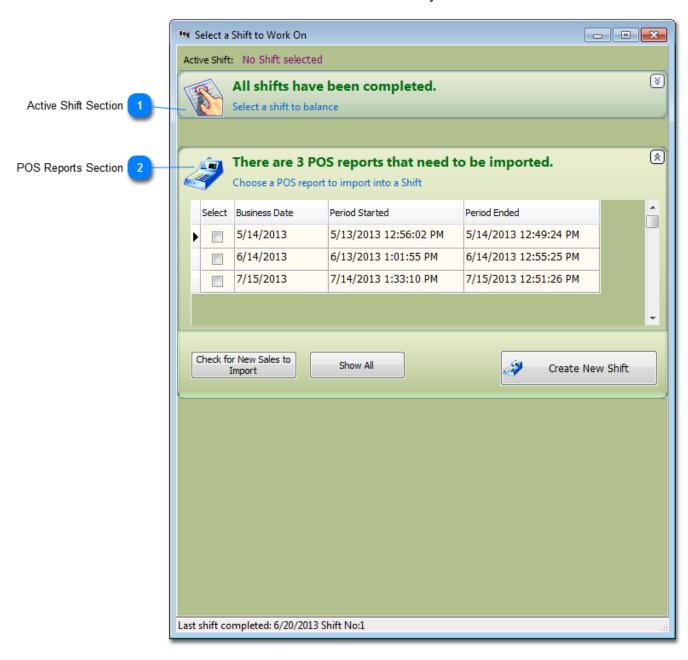
Watch Video

Please see below to get acquainted with the Select Shift screen, then go to these sections to get started.

- 1. Creating a shift and importing register data includes creating an empty Shift for manual entry
- 2 Selecting/deleting an existing Shift

There are 2 main Sections to the Select Shift screen:

The Active Shifts Section and the POS reports section. POS stands for Point of Sale. Also referred to as register.

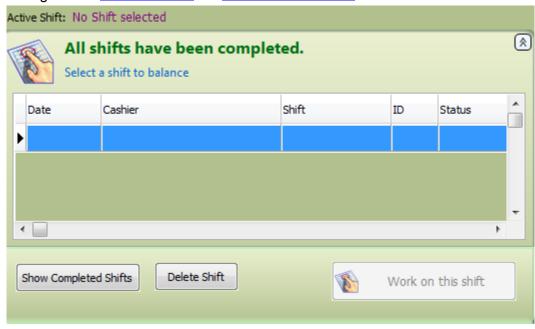


Active Shift Section



This section will expand when there are Active shifts that have been created but not completed.

When this section is expanded (see below), this section will list all created, incompleted shifts. The buttons at the bottom of the section we will go through in the Create a Shift and Select/Delete a Shift sections



POS Reports Section



This section lists the available data that can be imported from the register. This data list is automatically updated when My Pricebook is launched.

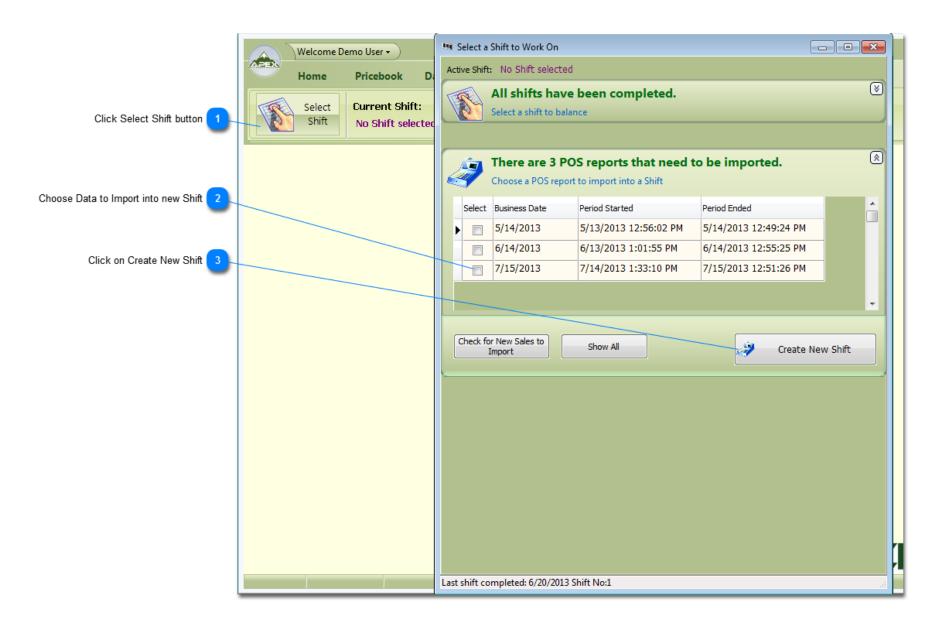
Clicking the Check for New Sales to Import button will go out and see if there is any new data from the register to add to the

Check for New Sales to

list. The Show All button will show all data that is available for import and data that has already been imported. Please see the Create a Shift section for instructions on the Create New Shift button.

Create a Shift

To create a shift please follow these instruction. Please note that creating a shift also creates a Day. Please see <u>Daily Activities</u> for more information



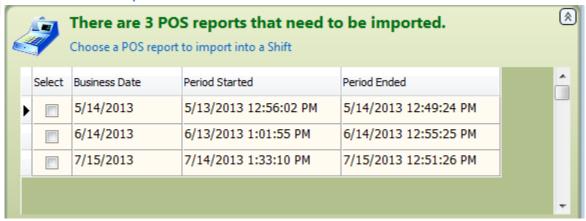


Click Select Shift button



Once this button is clicked, the 'Select a Shift to Work On' window opens. The Active Shift section will be in collapsed mode if there are no open shifts. The POS section will display all data that is ready to be imported from the register(POS).

Choose Data to Import into new Shift



If data will be entered manually and/or a blank/empty shift is desired, please go to Step 3.

If there is no data in the POS section and there should be, My Pricebook can check for data by clicking the Check for New Sales to Import

Import button . The system will go check to see if any data has come in. It is a good idea to use this button if the My Pricebook program has been running for a few days. My Pricebook checks for new data when it is launched.

Select the POS(Register) data by clicking in the box next to the date of the data to be imported into the new shift.



Click on Create New Shift

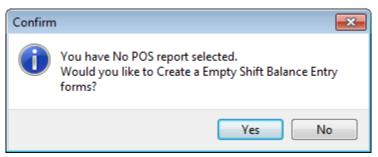


Check for New Sales to

Click on the Create New Shift button.

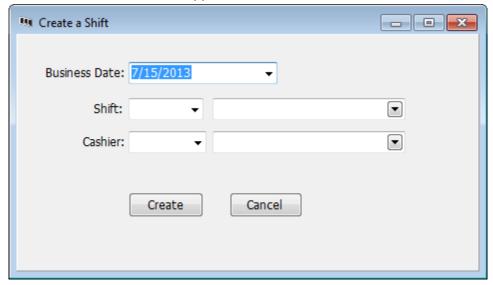
If a blank shift is being created the following window appears:





Click Yes to continue or No to go back to the Shift Select window.

The Create a Shift Box will appear:



The business date will be set to the same date as the data to be imported.

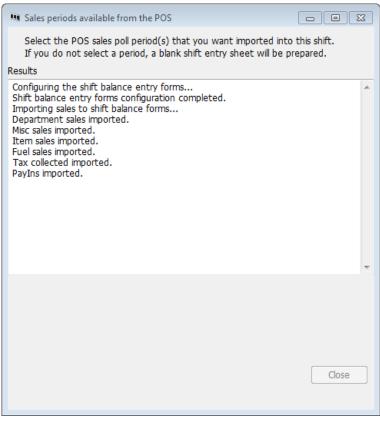
Select the Shift from the drop down arrow in either box next to Shift.

Select the Cashier from the drop down arrow in either box next to Cashier

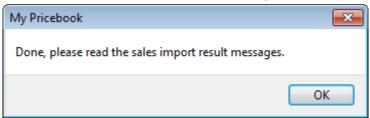
If the information looks correct click Create, if it is not correct, click cancel to start again.

If a blank/empty shift is being created, this is your last step and you are ready to go to the <u>Retail Sales</u> section! Shifts can be deleted. And, when they are deleted, the opportunity to imported the data again will be available.

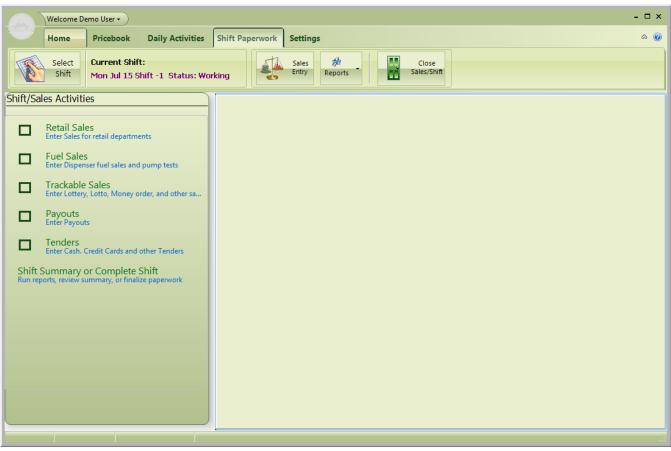
After clicking Create, My Pricebook opens a windows and displays the results of the import of data as it happens..



When the import completes, the following window appears:



After reading the messages in the previous window, click the OK button and both windows will close and My Pricebook will move to the Shift Paper menu with the newly created shift selected.

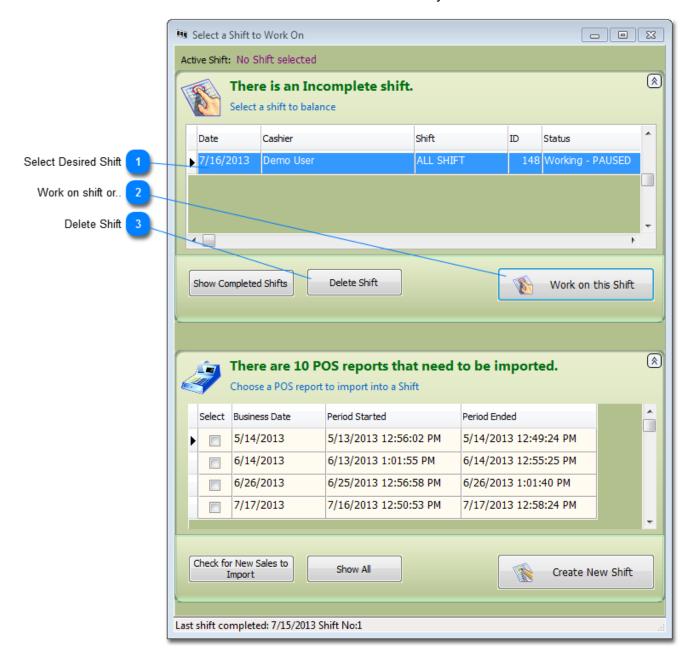


You are ready to go to the Retail Sales section!

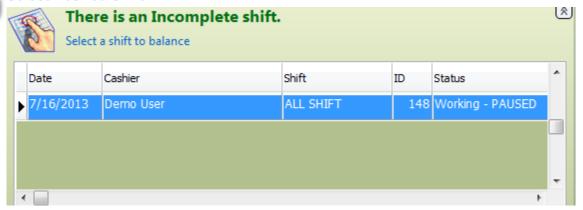
Select/Delete a Shift

My Pricebook can have multiple shifts open at time, however only 1 shift may be worked at time. Creating a shift automatically makes the new shift the active shift. There will time where a shift will need to be selected(activated) to work with. When exiting My Pricebook, all work on a shift is saved, but when you go back into My Pricebook, you must Select the shift to continue to work on the shift.

Some times a shift may need to be deleted to start fresh or import data again.



Select Desired Shift



Please note the status:

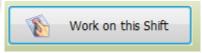
Working means this shift is the current working(active) shift.

Working - PAUSED means this shift is created but not active.

The Shift Select window always highlights the Working shift.

To select a shift to work on, the easiest way is to just double click on the shift desired and My Pricebook selects that shift and goes to the Shift Paperwork screen with the shift selected ready for the next step.

Work on shift or..

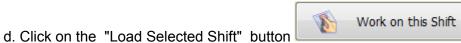


There are 2 ways to Work on a shift:

- 1. The easiest way is to just double click on the shift desired and My Pricebook selects that shift and goes to the Shift Paperwork>Retail Sales Entry screen with the shift selected and ready to go!
 - 2. Follow these instructions:

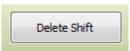


- b. The button will change to say 'Work on this Shift'
- c. Click on the shift in the grid to be worked on.



e. My Pricebook will go to the Shift Paperwork>Retail Sales Entry screen with the selected shift loaded and ready to go!

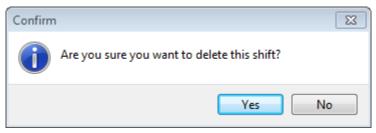
Delete Shift



- 1. Click on the shift that needs to be deleted.
- 2. If the shift has a status of Working, the shift needs to be paused or deactivated first. Click the 'Pause this shift'

Pause this shift button button. If this is not done and the Delete button is clicked, the system will give a warning that it cannot delete the shift.

- 3. Click the Delete Shift button.
- 4. Confirm deletion in the confirmation window:



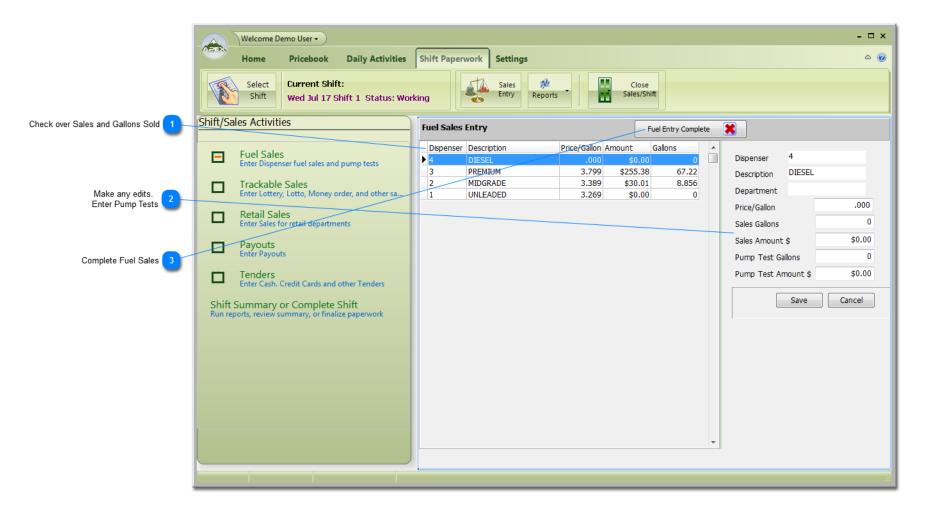
- 5. Click Yes to delete or No to go back
- 6. Clicking Yes removes the shift from the Select Shift window and the My Pricebook system
 Please note if the shift that was deleted was created using imported data, the data will be available to import again. To do this please close the Shift Select window and follow the instructions in the Create a Shift section.

Fuel Sales

This screen displays fuel sales that were imported from the register. The data comes in by dispenser. Please note imported data usually comes in by fuel grade, so dispensers are set up to represent a grade, like premium rather than an actual physical pump or nozzle. Generally, imported dispenser data and totals are correct.

Watch Video

Please note information can be entered manually on this screen if there is no import from the register. Go to Step 2 for instruction



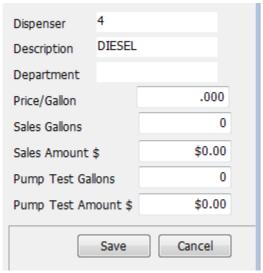


Check over Sales and Gallons Sold

	Dispenser	Description	Price/Gallon	Amount	Gallons
Þ	4	DIESEL	.000	\$0.00	0
	3	PREMIUM	3.799	\$255.38	67.22
	2	MIDGRADE	3.389	\$30.01	8.856
	1	UNLEADED	3.269	\$0.00	0

Look at Dollars and Gallons and Prices. If any corrections need to be made, continue to Step 2, otherwise go to Step 3. If Dispensers are missing, or old ones need to be removed, corrections can be made in <u>Dispenser Settings</u>.

Make any edits. Enter Pump Tests



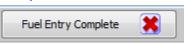
Edits to the Fuel Dispensers can be made by clicking on the dispenser in the grid. When a dispenser is highlighted in the grid, the inspector fills with the data that can be edited.

Price. Sales gallons, Sales amount. Pump Test Gallon, Pump Test Amount can all be changed. Sales Amount and Pump Test Amount calculate automatically when other fields are changed, but can still be overridden.

If there is a value in Pump Test Gallons, Pump Test Amount or both, that will decrease the totals. Pump Test are assumed to be metered sales were no money was collected.

Once the values in the fields are correct, click Save Save If needed, click Cancel to start over. This will set the fields back they were before any changes were made.

Complete Fuel Sales



When everything looks good, click the Fuel Entry Complete button. Fuel Sales must be complete to complete the shift. After you click the button, checkmarks will show up on the button and on the left menu. See images below:



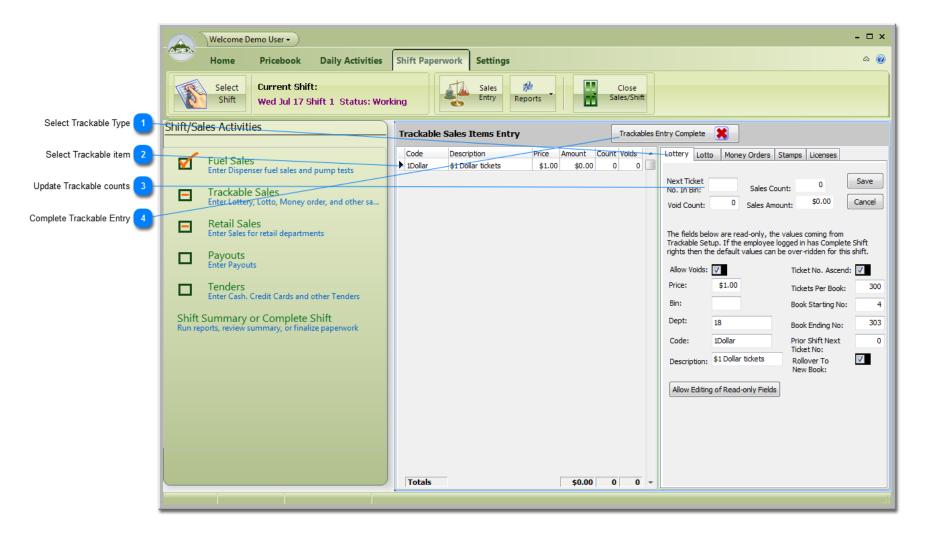
Corrections can always be made before the Shift is completed. Please note, anytime changes are made to the Fuel items, the checkmarks will go away and the Complete button needs to be clicked. Also note that making changes to Fuel Sales also sets Retail Sales to incomplete since the Totals from here are transferred to Retail Sales. Retail Sales will need to be completed again.

Trackable Sales

This screen allows entry trackable sale items. Trackable items are items that have a number sequence that needs to entered at the end of every shift. The trackable types are Lottery, Lotto, Money Orders, Stamps Licenses. Trackable items are not imported from the register.

Watch Video

To use the Trackable item feature, items need to be set up in <u>Trackable Settings</u> before creation of the shifts that will use this feature.







Click on the tab of the type of trackable item to be entered.

Select Trackable item



Select the item to update by click on the item in the grid

Update Trackable counts

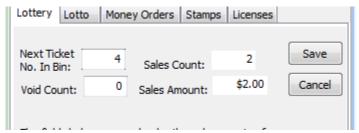


Update the count data for the item select. Different types of Trackable items data screen are slightly different. On this screen, Next Ticket and

Void count are the only editable fields, the rest are calculated. Click Save save when completed. Cancel can be clicked to clear the entry and start again.

Here is an example of an entered count:





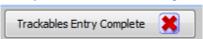
Click on the next item in the grid to enter the count. Do this until all items are complete.

Next, go back to Step 1 until all Trackable types are completed.

Please note when Save is clicked, My Pricebook updates the Sales amount in the Department for the Trackable item in Retail Sales. Retail Sales will be set back to an incomplete status and it must be completed again before the Shift can be closed.



Complete Trackable Entry



After all Trackable counts are entered, click the Trackables Entry Complete button. Trackables Entry must be complete to complete the shift. After you click the button, checkmarks will show up on the button and on the left menu. See images below:



Corrections can always be made before the Shift is completed. Please note, anytime changes are made to the Trackable items, the checkmarks will go away and the Complete button needs to be clicked.

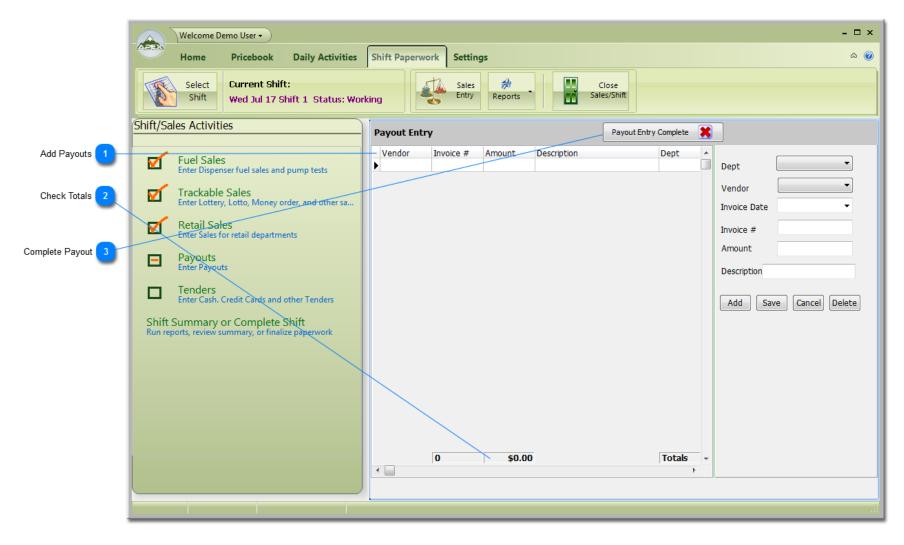
Also note that making changes to Trackable Sales also sets <u>Retail Sales</u> to incomplete since the Totals from here are transferred to Retail Sales. Retail Sales will need to be completed again.



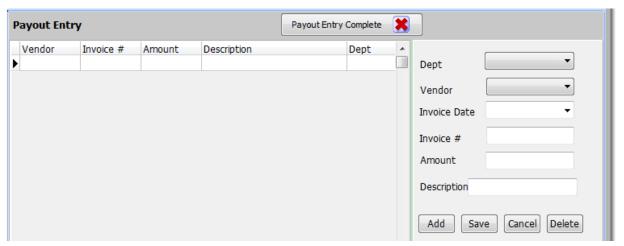
Payouts

This screen allows entry of Payouts. Payouts may be imported from some registers. A payouts is an Invoice from a Vendor that is paid via cash from the till or safe. Thus, this invoice will not have a balance that would need to be paid in the future.

Watch Video



Add Payouts

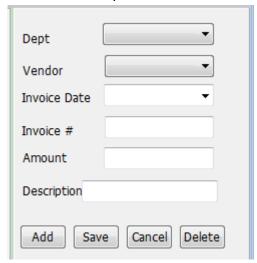


When adding Payouts, there are 2 options:

1. Add directly in the grid:

Vendor	Invoice #	Amount	Description	Dept	Date	
* Modern		\$0.00			7/15/2013	3

2. Add in the inspector:



In both instances, required fields are Vendor, Amount, Department, Invoice# and Date. Description is for reference. The department at the top represents the whether the payout is for sellable goods (merchandise) or Expenses. If the Vendor you require is not in the list, it must be setup in <u>Vendor Setup</u>.

If there is no Department in the drop down list, a Department must be setup with a type of Payout in <u>Department Settings</u>.

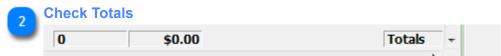
Once all information is in, click the Save button Save. To Add another Payout click the Add button Add. The clear out an entry back to blank, click the Cancel button Cancel.

If a saved Payout needs to be deleted, click on that Payout in the grid. The data will display in the inspector, then click the Delete button

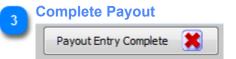
If a saved Payout needs to be deleted, click on that Payout in the grid. The data will display in the inspector, then click the Delete button

Enter all Payouts that happened in the shift.

A saved Payout can be changed by clicking on the Payout in the grid and the changing the data in the inspector in the left window. Click once the changes are completed.



Check the total of all Payouts entered. If the total is incorrect, edit the incorrect Payout using the grid and inspector.



When everything looks good, click the Payout Entry Complete button. Payouts must be complete to complete the shift. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:



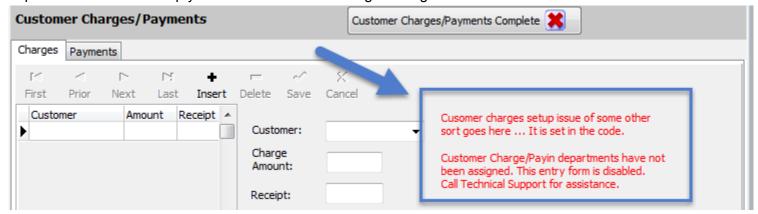
Corrections can always be made before the Shift is completed. Please note, anytime changes are made to the Payouts, the checkmarks will go away and the Complete button needs to be clicked.

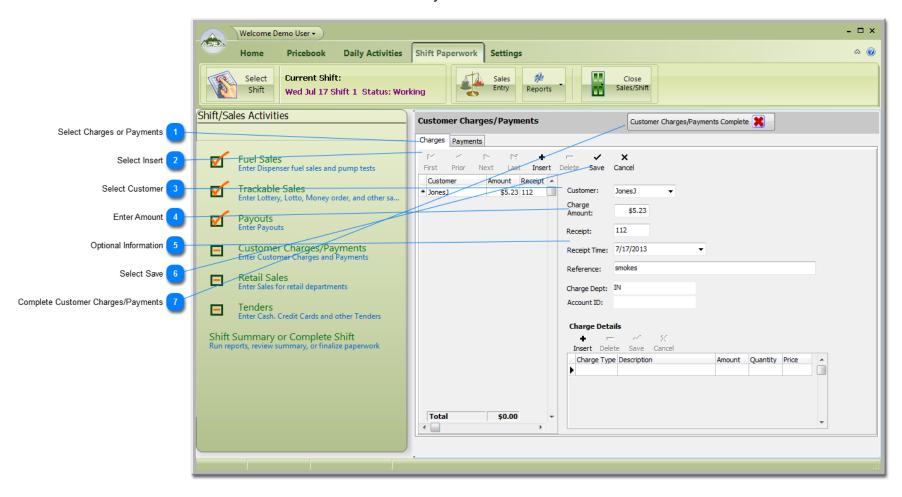
Customer Charges/Payments

This screen allows entry customer charges and payments that occured during the shift. Some registers may support the import of this infomation.

To use the Customer Charges/Payments feature, Customers need to be setup in Settings> Customer Setup.

Departments need to set in <u>Settings>Configuration</u> before My Pricebook will allow entry of charges or payments. If these departments are not set up you will receive the following message:





Select Charges or Payments

Customer Charges/Payments

Charges Payments

Click on the Charges or Payments tab.

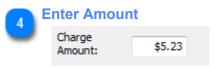
Select Insert

Insert

Select Insert to add an new Charge or Payment

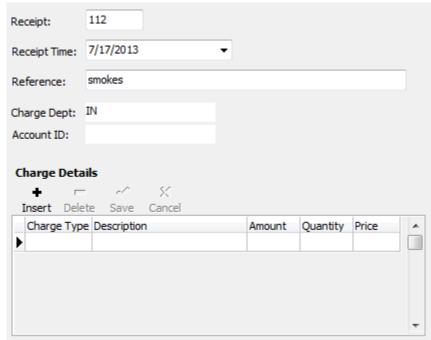


Select Customer from drop down menu.



Enter the Charge or Payment amount, depending on which tab you are currently on.

Optional Information



The information in the screen shot above is optional. The charge Dept will automatically fill in. If you want the optional information included and sent to the home office you will need to enter the information.



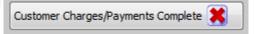
Select Save



After all information is entered, select Save. If you need to enter another Charge or Payment go to Step 2. If you are finished go to Step 7.



Complete Customer Charges/Payments



After all Payments and Charges are entered, click the Customer Charges/Payments Complete button. Customer Charges/Payments must be completed to complete the shift.

After you click the button, checkmarks will show up on the button and on the left menu. See images below:



Corrections can always be made before the Shift is completed. Please note, anytime changes are made to the Customer Charges/Payments, the checkmarks will go away and the Complete button needs to be clicked.

Also note that making changes to Customer Charges/Payments also sets Retail Sales to incomplete since the Totals from here are transferred to Retail Sales. Retail Sales will need to be completed again.

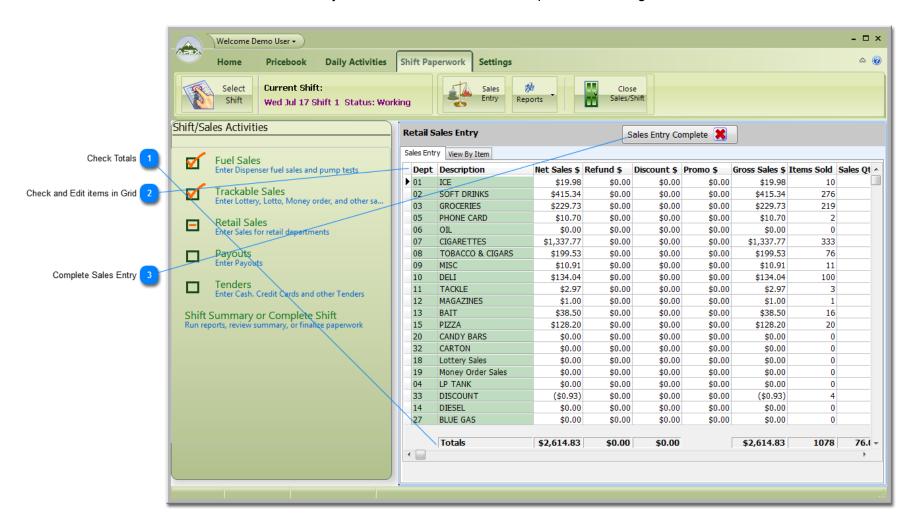


Retail Sales

This screen displays sales that were imported from the register. The sales data comes in by department. Generally the data by department and totals are correct.

Watch Video

Please note information can be entered manually on this screen if there is no import from the register.







Check the total sales . If Totals are correct, go to Step 3. If not, go to Step 2..

If departments are changed, added or deleted problems can occur with totals until changes are made in the <u>Department Settings</u> to make all the departments are correct.

🦱 Check and Edit items in Grid



The data from the register is summarized by <u>Department</u>. Look over the department totals - numbers can be changed by clicking in the cell to be changed. Arrow keys, Tab and Enter also work in the grid. Please note the grid scrolls to the right with more data collected depending on the register used.

Check totals after all changes have been made.

Complete Sales Entry



When everything looks good, click the Sales Entry Complete button. Retail Sales must be complete to complete the shift. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:

Sales Entry Complete 🥑





Corrections can always be made before the Shift is completed. Please note, anytime changes are made to the grid, the checkmarks will go away and the Complete button needs to be clicked.

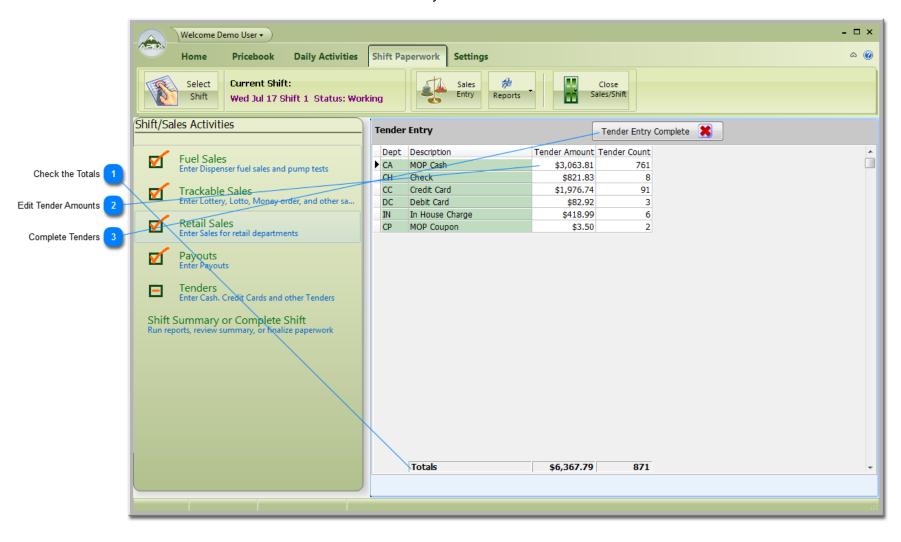
Tenders

This screen displays Tenders that were imported from the register. Tenders are all forms of money into the register. The Tender data comes into Tender type departments. Generally the data by department and totals are correct. Although we assign the Tender Codes to departments, the tenders are not, by definition, imported by department. It is possible to have more than 1 tender import into a single department, as an example Cash and Checks both updating a "Bank Deposit" department.

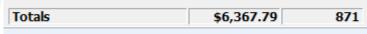
Watch Video

Changes can be made to the numbers on this screen if they are incorrect.

Please note information can be entered manually on this screen if there is no import from the register.



Check the Totals



If the total looks good, changes will not need to be made. Go to Step 3. If the Totals are incorrect, go to Step 2.

Edit Tender Amounts

en	der	Entry	Tender Entry	Complete	
De	pt	Description	Tender Amount	Tender Count	
CA		MOP Cash	\$3,063.81	761	
СН		Check	\$821.83	8	
CC		Credit Card	\$1,976.74	91	
DC	;	Debit Card	\$82.92	3	
IN		In House Charge	\$418.99	6	
СР		MOP Coupon	\$3.50	2	

To change or enter amounts, click into the field and enter the data. Data can be entered in Amount, or Count or both. Arrow keys, Enter and Tab can be used to navigate the Grid.

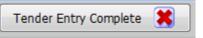
After making changes, check Totals. If Totals are correct proceed to Step 3

If a Tender type needs to be added or removed, go to **Department Settings**.

Please note if tender departments are changed, added or deleted you can have problems with totals until changes are made in the <u>Department Settings</u> to make sure all the Tender departments are correct.



Complete Tenders



When everything looks good, click the Tender Entry Complete button. Tender must be complete to complete the shift. After the complete button is clicked, checkmarks will show up on the button and on the left menu. See images below:

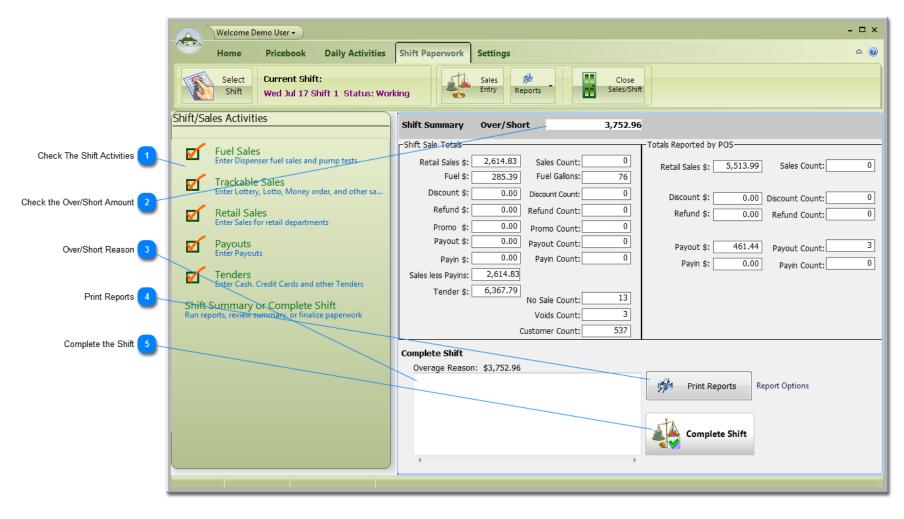


Corrections can always be made before the Shift is completed. Please note, anytime changes are made to the grid, the checkmarks will go away and the Complete button needs to be clicked.

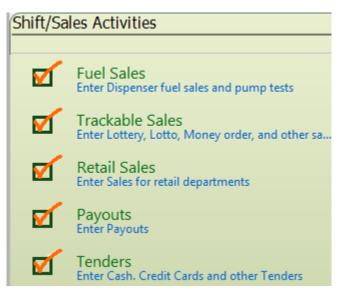
Shift Summary-Complete Shift

This screen gives a quick step by step overview of the state of the shift. The Shift must be completed so the Daily Activities can be completed.

Watch Video



Check The Shift Activities



Visually check to see if all activities have a check mark. Click on the ones that do not have a check mark and complete them.

Check the Over/Short Amount

Shift Summary Over/Short 3,752.96

Check the Over/Short amount. The ideal is for this amount to be zero. Check the store policies for an acceptable amount of Over/Short. This amount cannot be changed here. Changes must be made in the Activity that has the problem.

Tips to help trouble shoot Over/Short:

1. If Over/Short is a large Negative number

Look For:

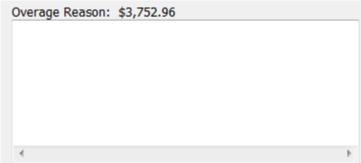
- A. Retail Sales Total that is too big caused by a Department sales number that is over stated.
- B. A Tender Total that is too small caused by a miss entered number or a Tender department that may be missing
- C. Fuel Sales Total that is too big
- D. Payout that is too small.
- 2. If Over/Short is a large positive number:

Look For:

- A. Retail Sales total is too low caused by a Department sales number that is missing or too small.
- B. A Tender Total number that is too large.
- C. Fuel Sales Total that is too small
- D. Payout Total that is too big
- 3. Any time Departments are updated or changed at the register, this may cause Over/Short problems due to missing Departments that need to be added or changed in <u>Department Settings</u> in My Pricebook.







Once the Over/Short amount has been verified, please enter a reason for the amount.

Print Reports



Printing report is optional. Printing does not need to be done to complete the shift. Reports can be printed as many times as needed. The reports should be printed before Completing the shift. See the Print Reports Preview section
Before printing, set the print options - once these options are set they stay the same.

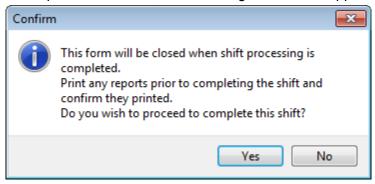


Choose the reports desired, and then click Close.

Complete the Shift



Click the Complete Shift button, the following window will appear:



Click Yes to complete the shift. Clicking no cancels the Complete and the Shift will stay open - in revise/working status.



After My Pricebook processes the shift a confirmation window confirms the completion - Click Yes to continue. The system will go back to the My Pricebook application window with no shift selected.

My Pricebook Reference Section

The Reference Section has in depth information on different parts of My Pricebook. If you want Step by Step instructions, go to the My Pricebook How-To Guide.

The Reference Section is always being updated, so please check back if you do not find something as it may appear later as we add to our documentation.

How to Get Help

Online Manuals

You are in the User Manual which contains My Pricebook How-To Guides, My Pricebook Reference, My MainOffice documentation and My Handheld documentation. Just use the Left panel to find what you need.

There is a My Pricebook Quick Start guide for people who are brand new to My Pricebook, Click here

The online manuals have videos included - please check back often as we will update and add to these manuals.

You can always access these Manuals and Videos by clicking on the Help Button and on any screen inside My Pricebook.

Email Us

If you can't find what you are looking for in the manual or things are not working they way it's supposed to, send us an email at support@apexbos.com. We answer every email and will get back you as soon as we can, usually the same day.

Call Us

If your problem is urgent, you can call us at 1-888-989-2739 x2. We are available from 8am to 5pm Mountain time Monday through Friday. If you do not get an answer, please leave a message and we will get back you as soon as possible.



Login Screen

Logging into My Pricebook

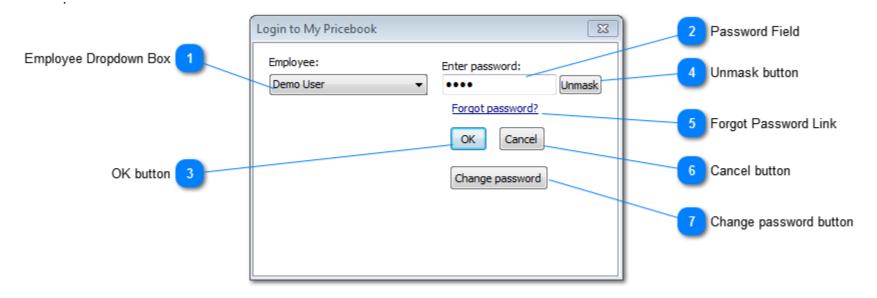
To log into My Pricebook you will need your Employee name and Password. Employees are set up in the system by the Manager. Click here for Employee setup instructions.

There is one default employee in the system after installation:

Name: Default Employee

Password: pw

This user has Manager privileges





Please choose the Employee name. If this is the first time this Employee has logged in, the system will ask them to set up a new password. Please see the New Employee First Login section.



Enter your Password here



Click Ok or Press Enter to continue to the Home screen of My Pricebook

Unmask button
Unmask

Clicking this button will remove the * when you type your password so you can see what you are typing

Forgot Password Link
Forgot password?

If you have forgotten your password, click this link and follow the instructions.

6 Cancel button

If you do not want to login, just click the cancel button.

Change password button

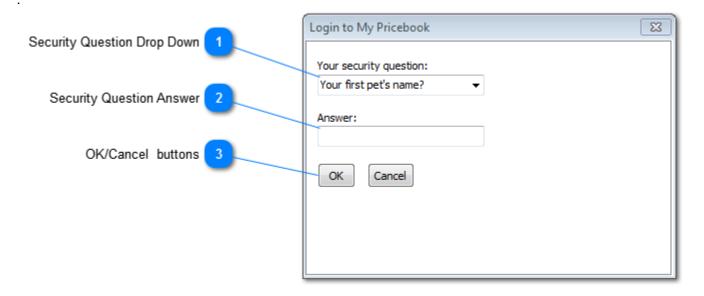
Change password

If you need to chnage your password, you can click this button an follow these instructions



Forgotten Password window

This screen is accessed from the Login window and the Employee drop down menu on the Home screen





The Security Question that was setup when the password was created will be displayed

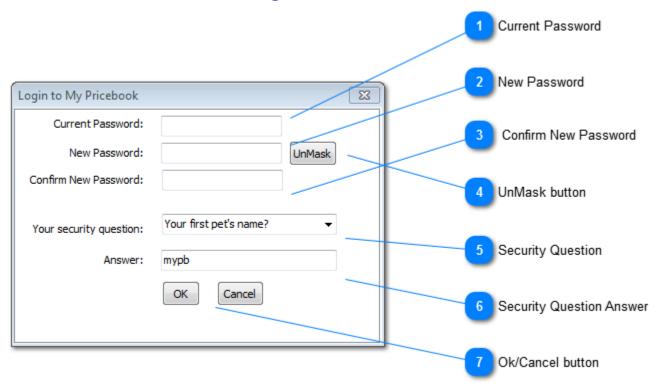


Please type the answer to the question displayed in number 1.



Click OK when you are ready, If answered correctly, a window will display that shows the password and then continues to the home screen, Otherwise click cancel if you do not know the answer.

Change Password window



Current Password		
Current Password:		
Please enter vo	ur current Password	

New Password
New Password:

Confirm New Password
Confirm New Password:



Clicking this button will remove the * when you type your password so you can see what you are typing

Security Question

Your security question:

Your first pet's name? ▼

Select a Security Question from the drop down box

Security Question Answer

Answer: mypb

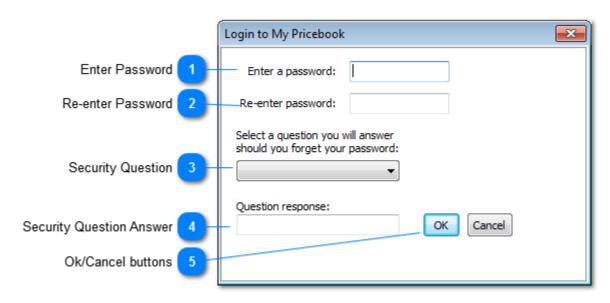
Please enter an answer to the select Security Question

Ok/Cancel button
OK Cancel

When complete select OK or you an Cancel the change.

New Employee First Login

This window appears when you log in to My Pricebook the first time. The system wants you to setup your password and a question for password recovery. No administrators will ever see your password.



- Enter Password

 Enter a password:
- Re-enter Password
 Re-enter password:
- Security Question

 Select a question you will answer should you forget your password:

Select a Security Question from the drop down box. This will help you recover your Password if you forget it.



Please enter an answer to the select Security Question.

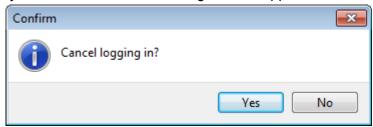
5

Ok/Cancel buttons



When complete select OK.

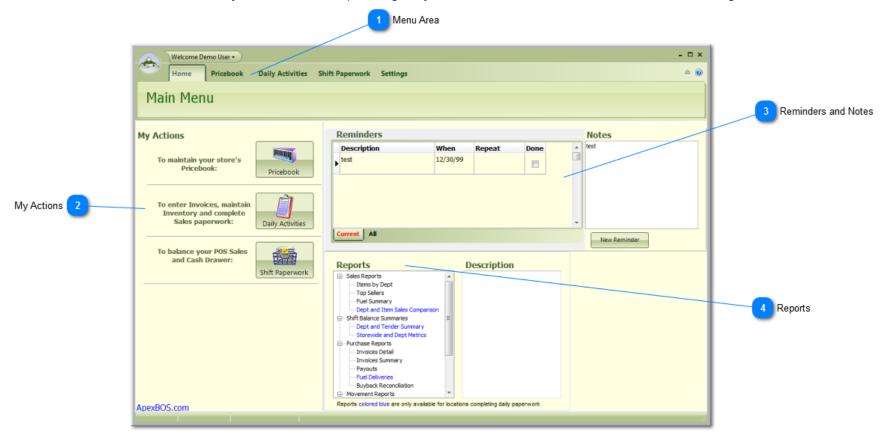
If you click Cancel, the following window appears:



If you Click Yes My Pricebook will quit. If you Click No you will be sent back to entering a Password in Step 1.

Home screen

Welcome to the Home screen. You will access all features from this screen. Please note that your Home screen may look different depending on your version. We will note the differences throughout the manual.





Full My Pricebook menu

My Pricebook menu with daily work turned off

Using these tabs and dropdowns is how you will move around In My Pricebook. You can click the items below to get information about each Menu item.

Menu items

- 1. Home You are on that page now
- 2. Pricebook Adding, changing, uploading and everything to do with prices.
- 3. Daily Activities Receiving items, audits, finishing daily paperwork.
- 4. Shift Paperwork Check and finalize imported data from register or manually enter register work.
- 5. Settings Setup, change and manage your database such as vendors.
- 6. User Menu Logout or change password
- 7. ApexBOS logo menu Access utilities such as checking version and updating.

2

My Actions



Full My Pricebook Actions active

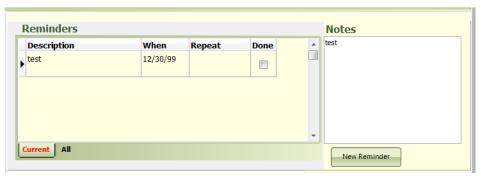
My Pricebook with just price book features.

This is a quick menu to access different sections of My Pricebook it will look different depending on your version of My Pricebook.

- 1. Pricebook Adding, changing, uploading and everything to do with prices.
- 2. Daily Activities Receiving items, audits, finishing daily paperwork.
- 3. Shift Paperwork Check and finalize imported data from register or manually enter register work.
- 4. Invoices Receiving items from vendors.



Reminders and Notes



Add reminders to yourself of things you need to to.

Reports



List of Reports My Pricebook can display - Reports go to screen first and can be sent to a printer.

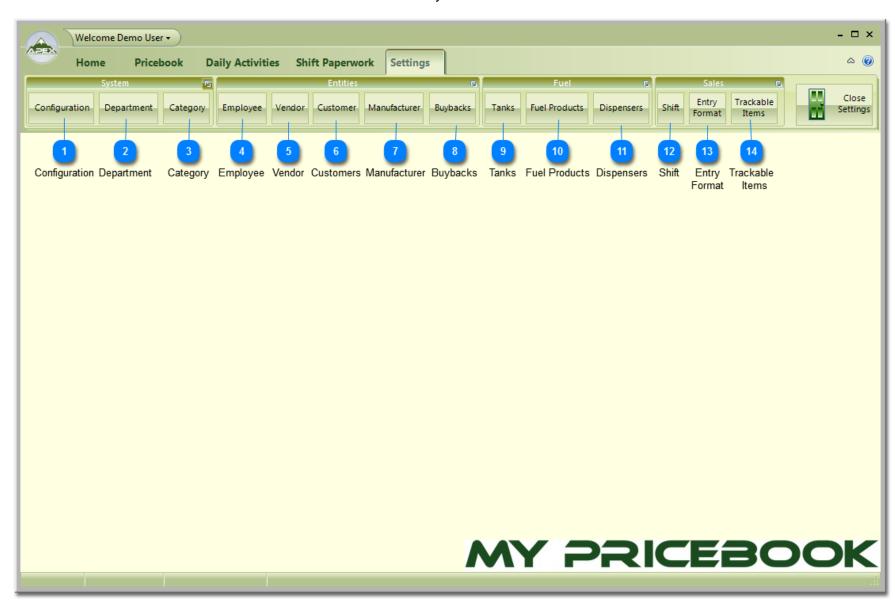
Settings

The Settings section of My Pricebook is where the main database items for the system are setup and maintained. If this part of the system is not setup correctly, My Pricebook will not give you the desired results.

When doing initial setup, it is good to complete the settings menu from left to right. The Settings furthest to the right are dependant on having things setup that are more to the left.

Click in the number of the Setting for a description and a link for more information.

If you think you need to make changes in these screens but are not sure, please contact <u>Support</u>.







Configuration settings for options and register communications Click here to go to the Configuration section.



Add, edit and delete departments used in Pricebook, Daily Activities and Shift Paperwork Click here to go to the Department Setup.



Add, edit and delete major and minor Categories used in the Pricebook. Click here to go to the Category Setup.



Add, edit and delete Employees that will use My Pricebook. Click Here to go to Employee Setup.



Add, edit and delete Vendors used in Daily Activities and Shift Paperwork. Click Here to go to Vendor Setup.

6 Customers



Add, edit and delete Customers used in Shift Paperwork.

Click Here to go to Customer Setup.



Add, edit and delete Manufacturers. These are used in buy backs and can be added while items are being added to the Pricebook Click Here to go to Manufacturer Setup.



Maintain list of buybacks. Buyback are money you receive back from Manufacturers or Vendors for selling certain products. Tobacco companies frequently use buybacks.

Click Here to go to Buybacks Setup.



Add, edit and delete the fuel tanks at your location.

Click Here to go to Tank Setup.



Add, edit and delete the Fuel products sold at your location.

Click Here to go to Fuel Product Setup.

11 Dispensers



Add, edit and delete the dispensers that your register reports sales through. Click Here to go to Dispenser Setup.



Shift



Add, edit and delete the shifts that will be tracked at your location. Click Here to go to Shift Setup.





Maintain the way the My Pricebook will display and accept input for all Sales and Tenders from the register. Click Here to go to Entry Format Setup.



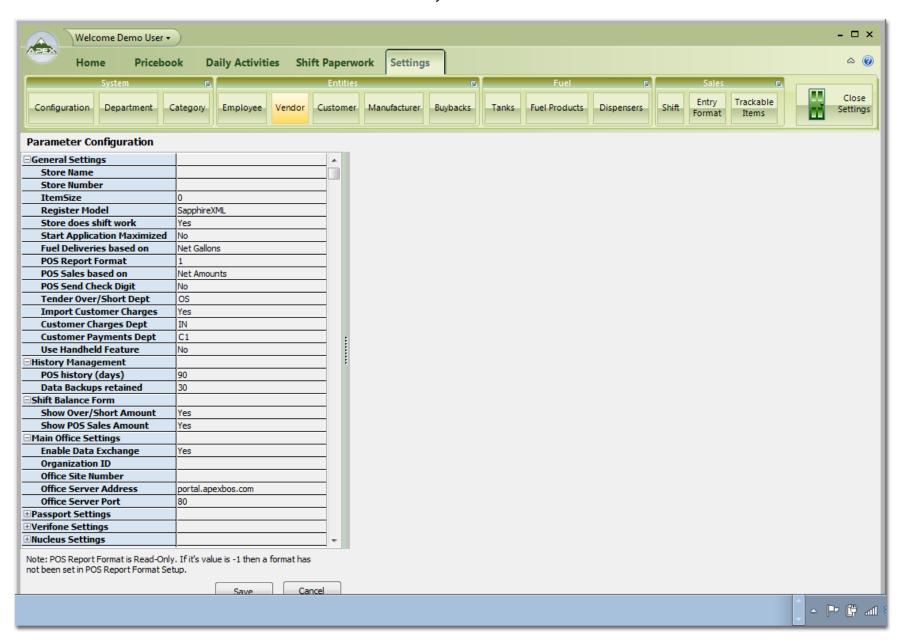


Set up items that are tracked using a sequential number. Click Here to go to Trackable Item Setup.



Configuration

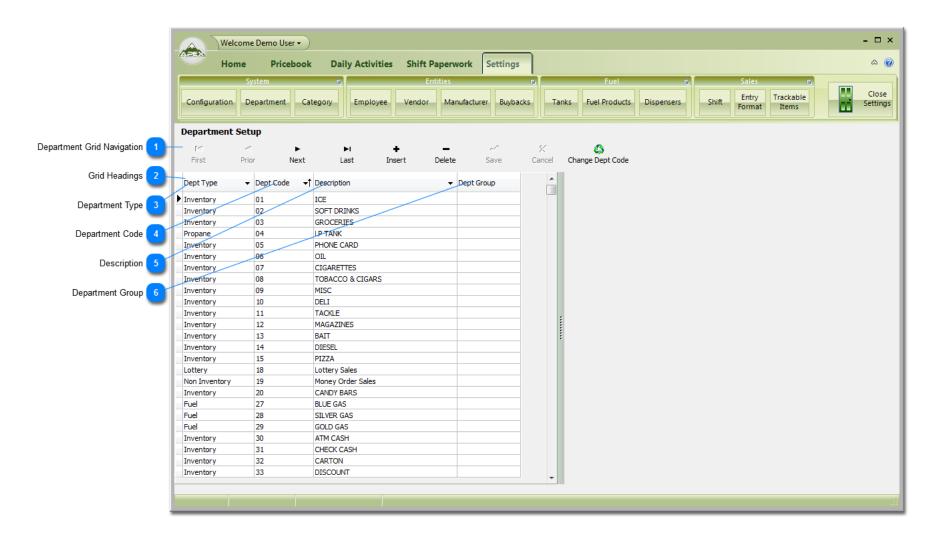
If you think you need to make changes in this screen, please contact <u>Support</u>. Some of the settings in here can break the communication with the POS system if they are incorrect.



Department Setup

This screen displays all the departments set up in the system. Departments can be added, edited or deleted and descriptions and types changed. On initial setup, some registers allow you to import the departments, they will need to be assigned types. To see the Department Types go to 3.

If you think you need to make changes in these screens but are not sure, please contact Support.



Department Grid Navigation

63



Insert new, Delete and Save entries in the Department grid. Please see Grid Navigation instructions here.

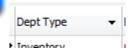
The 'Change Dept Code' button is for changing Department codes after the Departments have been used in the <u>Pricebook</u> or even in the <u>Shift</u> and <u>Daily</u> work. For instructions go to <u>Change Department Code</u>.

Grid Headings

Dept Type ▼ Dept Code ▼↑ Description ▼ Dept Group

These are the columns for the Departments. Please see sections listed below for a full description. To sort the grid using the different columns, please see instructions on sorting here.

Department Type



Choose the Department Type from the list.

Expense For expense items - a department with this type will be used in <u>Invoices and Payouts</u> to handle fees on invoices

Fuel Assigned to Fuel Sales departments. Gives the departments the ability to track gallons

Game Winners For a department that tracks Lottery and Lotto winners paid out of the register

Inventory Most common type - used for departments where store counts will be done and inventory tracked.

Kerosene For stores that sell Kerosene. Allows Fuel functions like gallon tracking

Lottery Used for the Lottery sales department. This allows inventory tracking on Lottery tickets.

Lotto Used for the Lotto sales department. No inventory functions.

Non-Inventory Used for Sales tracking, bit no inventory functions.

Over/Short Used for the department that tracks the over/short - can use more than one.

Payment Future Use - will be used to track customer payments at the register.

Payout Used to track Payments for items or services out of the register. Can have more than one.

Propane For stores that sell Propane. Allows Fuel functions like gallon tracking

Tax Collected Used for departments that track the sales tax collected. Can have more than one.

Tender Used for Departments that track the different types of Payments taken at register, like Cash, Cr Cards etc. Can have

more than one.





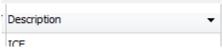
Department Code



Department codes are user definable. We suggest you use the department code in your register, or, if My Pricebook will tie back to a home office, that the home office provide a list of Department codes.



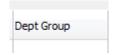
Description



Description, Please make this match your register or home office list.



Department Group

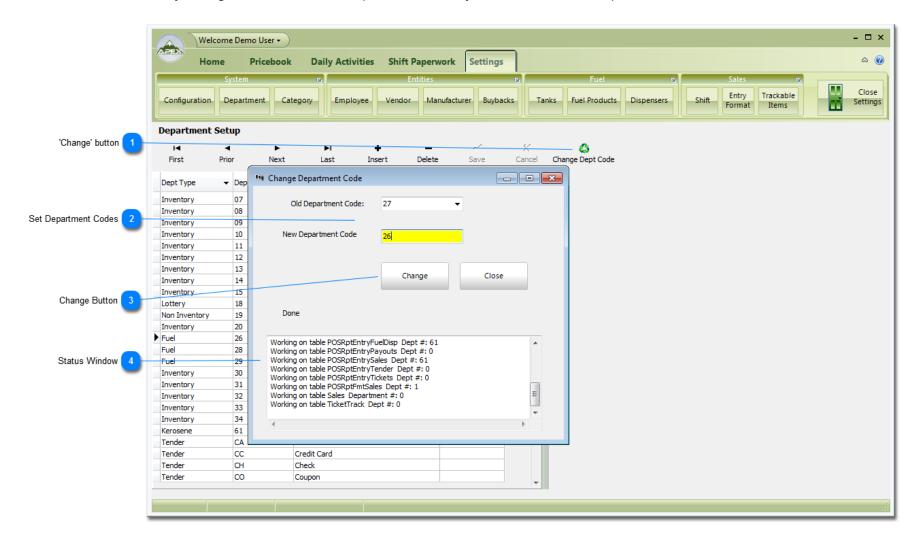


Optional field that allows you to a assign a group ID to a Department. This will be used in for sorting in reports.

Change Department Code

This Utility is for changing Department Codes after they have been in use in other sections of My Pricebook. If you are just initially setting up, you do not need to use this utility.

Please Note, This utility changes historical data. Reports with history will have the new Department Codes.



1 'Change' button



Click on 'Change' button. This will open the 'Change Department Code' window.

Set Department Codes

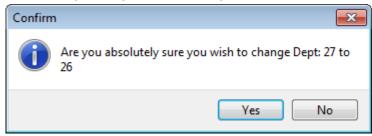


Select the Old Department from the drop down arrow. Type in the New Code.

Change Button

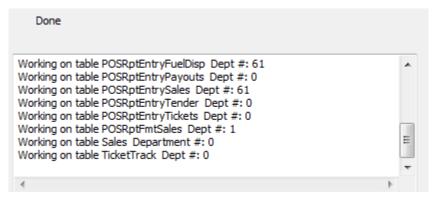


Click 'Change' to start the conversion, click 'Close' to close this Utility. Clicking Close before the conversion starts, will cancel the conversion. After clicking Change, the following window appears:



Clicking 'Yes' will start the process to change the Department Code. It may take some time depending on how much data is in the system. Clicking 'No' will cancel the change.

Status Window



The Status window will display the progress of the conversion. Once complete, the word 'Done' will display. The Utility can be run as many times as needed.

Category Setup

Categories will help with <u>filtering</u> your <u>Pricebook</u>. They make prices changes much easier if they are setup correctly. Categories can bet set up in <u>Pricebook</u> while you are adding items.

There are 2 types of categories Major and Minor

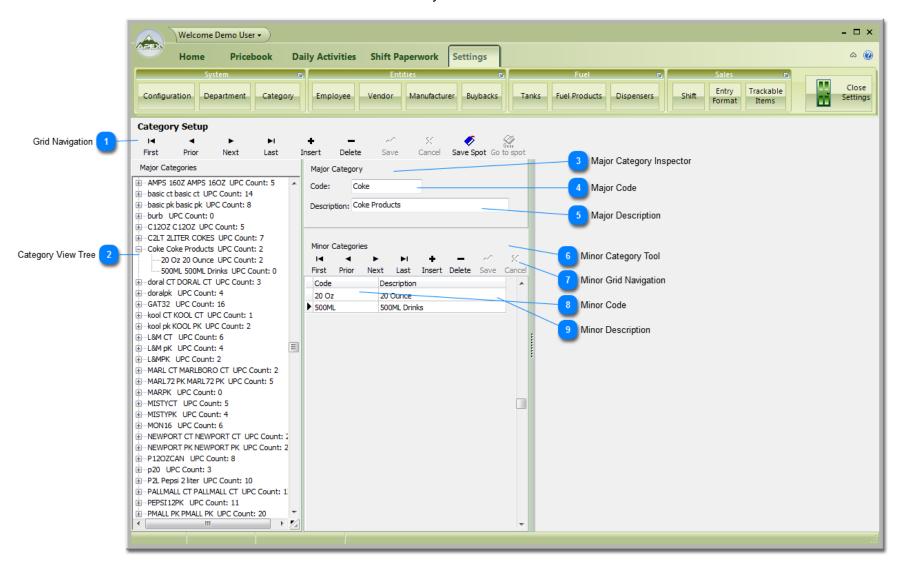
Major is for large groups of items.

Minor is a sub group of the Major category

An example may be Coca Cola as a Major and 20oz drinks as a minor. In that example (which is on the screen shot below) if you received a price increase on 20oz drinks from Coca Cola, you could <u>filter</u> your <u>Pricebook</u> and change the prices very quickly. Please click on numbers to get descriptions and instructions for Categories.

If you think you need to make changes in these screens but are not sure how to proceed, please contact Support.





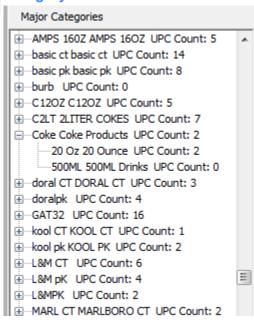
Grid Navigation



Please see Grid Navigation instructions here. Please note that this navigation is driving the Category Tree.



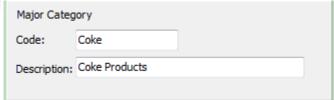
Category View Tree



The Category Tree shows all of the Major Categories. If the plus sign 🖹 is clicked next to a Major Category the tree will display the Minor Categories associated to the Major Category. This will also display the Major Category in the Major Category Inspector (item 3) and display all the Minor Categories in the Minor Category tool. (item 6). This also allows you to edit the Major and Minor Categories.



Major Category Inspector



All additions, modifications and deletions to the Major categories are made in the Inspector. To Add a Major Category, Click the Insert icon in the the Grid Navigator (item 1). To Modify a category, navigate to it using the Grid Navigator or click directly on the Category in the Tree. Categories cannot be deleted if they are being used by items in the Pricebook.



Major Code



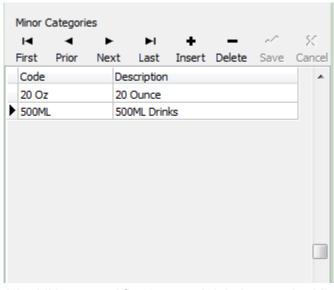
This is User defined. Make it simple.



Description: Coke Products

This is User defined. Be descriptive so it is easy to match items to the Category.

Minor Category Tool



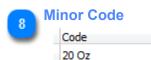
All additions, modifications and deletions to the Minor categories are made in this tool. To Add a minor Category, Click the Insert icon in the the Minor Grid Navigator (item 7). To Modify a category, navigate to it using the Minor Grid Navigator or click directly on the Minor Category in the Tree. Categories cannot be deleted if they are being used by items in the Pricebook.

Minor Grid Navigation



Please see Grid Navigation instructions here.





This is User defined. Make it simple.



This is User defined. Be descriptive so it is easy to match items to the Category.

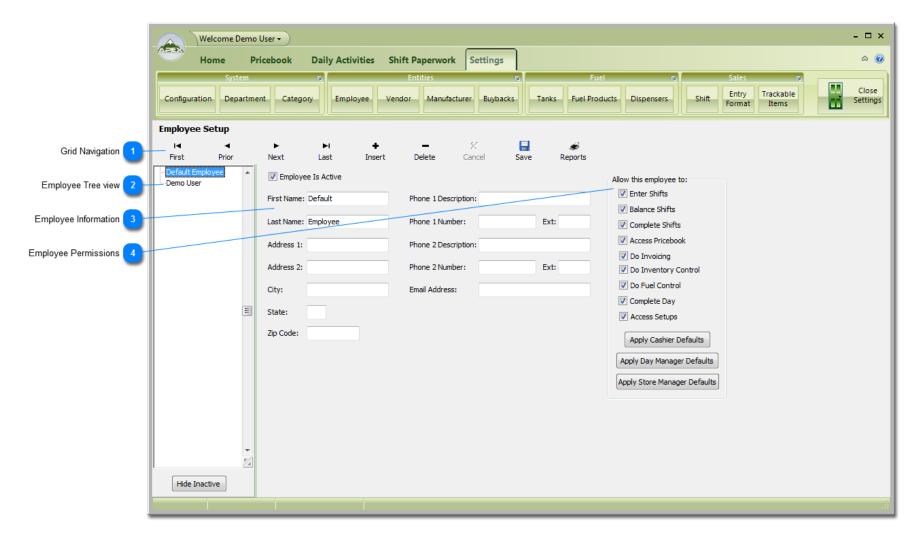


Employee Setup

This screen is where Employees are Added/Edited and Deleted or set Inactive.

When you create an Employee, the first time they login the will be asked to create a password. See the 'New Employee First Login' section

If you think you need to make changes in this screens but are not sure, please contact Support.



Grid Navigation



Please see Grid Navigation instructions here. Please note that the navigation bar is driving the Employee Tree.

To Add an Employee just click on the Insert button Insert and fill out the information and permissions.

To Select an Employee to edit just use the navigation bar to highlight the Employee or click on the Employee in the <u>Tree view</u>.





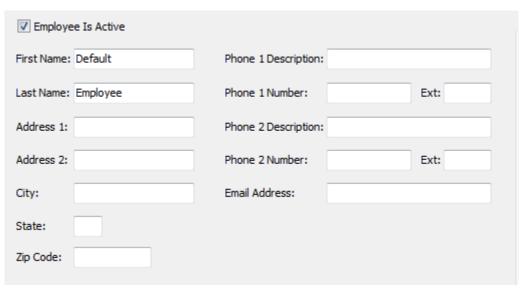
List of all Employees set up in the system. You can click on the names to view/edit the information for any Employee in the list.

If you have Employees in the list that are Inactive, you can hide them by clicking the 'Hide Inactive' button. \Box



3

Employee Information

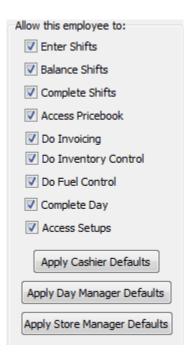


This is the information for the Employee that is highlighted in the Tree view. When adding fill in as much information as you can. You can edit this information at any time. First and Last name are required fields.

The Active box Employee Is Active must be checked for an Employee to be able to login to the system. When an Employee leaves, just untick this box and Save and the Employee will no longer be able to login.

4

Employee Permissions



Apply Cashier Defaults

Apply Day Manager Defaults

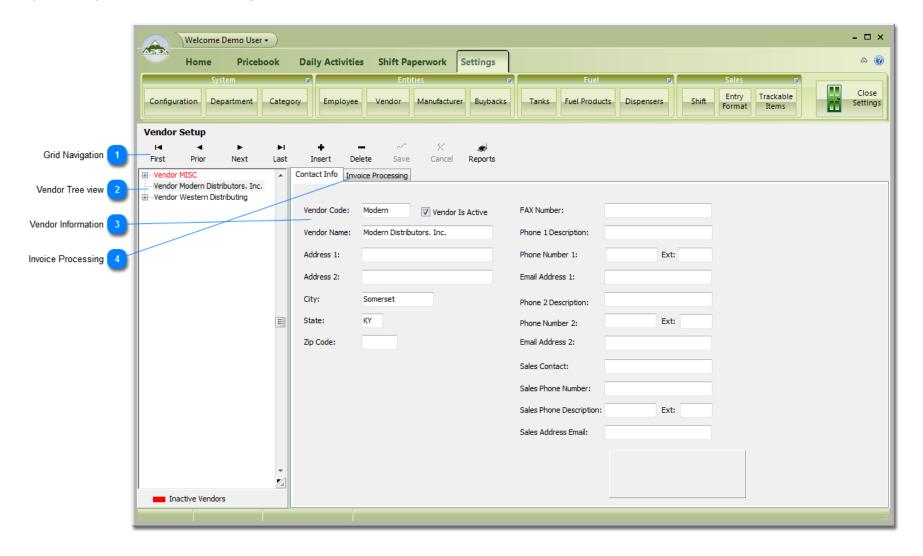
Apply Store Manager Defaults

Permissions determines what an Employee can do in My Pricebook. Clicking on the different 'Apply... Defaults' buttons checks and un-checks the different parts of My Pricebook. You can also manually change the checkmarks by clicking on them. When there is no checkmark, the Employee that is highlighted will not have access to that part of My Pricebook.

Vendor Setup

This screen is where Vendors are Added/Edited and Deleted or set Inactive. Vendors must be created and set to Active to enter <u>Invoices</u> and do <u>Payouts</u>

If you think you need to make changes in this screen but are not sure, please contact Support.







Please see Grid Navigation instructions here. Please note that the navigation bar is driving the Vendor Tree.



To Add a Vendor just click on the Insert button Insert and fill out the information.

To Select a Vendor to edit just use the navigation bar to highlight the Vendor or click on the Vendor in the <u>Tree view</u>.

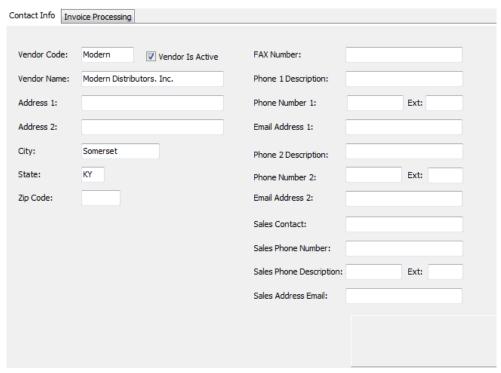




List of all Vendors set up in the system. You can click on the names to view/edit the information for any Vendor in the list. Vendors in red are Inactive and will not be shown in other parts of My Pricebook.

3

Vendor Information



This is the information for the Vendor that is highlighted in the Tree view. When adding an new Vendor, fill in as much information as you can. You can edit this information at any time. Vendor Code and Name name are required fields.

The Active box Vendor Is Active must be checked for a Vendor to be used in the system.

Invoice Processing Invoice Processing

> This section does not need to be setup to start using a Vendor. This section must be set up to import invoices from a Vendor. Click this tab will display the screen that displays how the select Vendor will process imported invoices. Rules to update the Pricebook prices from the imported invoice are also setup on this tab.

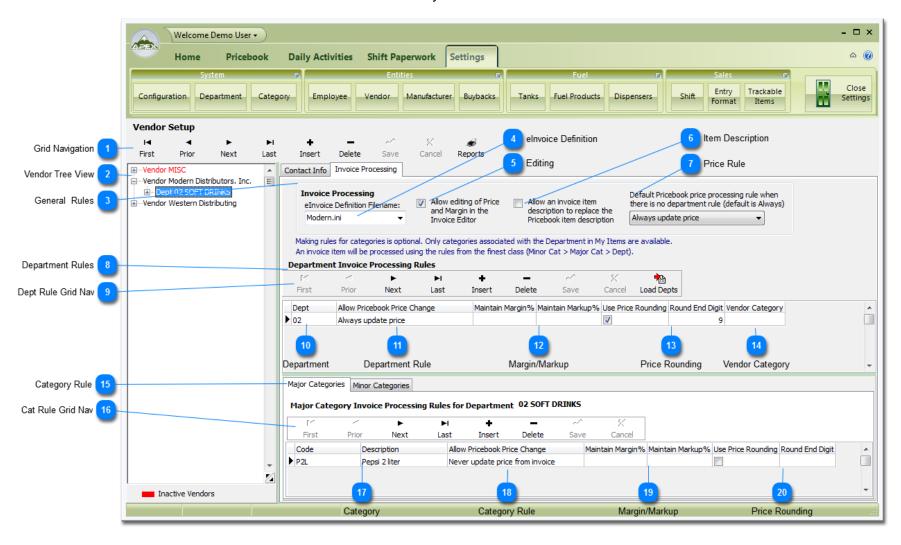
For instructions on this, please go to Vendor Setup - Invoice Processing.

Vendor Setup - Invoice Processing

This screen displays the settings for importing electronic Invoices (elnvoices) from a Vendor. Rules to update the Pricebook Prices from the imported invoice are also setup on this screen.

The Price being referred to on this screen is the retail Price of an Item, or the Price that will be charged at the register. Please pay attention to <u>item 7</u>, it will affect your prices in the <u>Pricebook</u>

If you think you need to make changes in this screen but are not sure what to do after looking through these instructions, please contact Support.



Grid Navigation



Please see Grid Navigation instructions here. Please note that the navigation bar is also driving the Vendor Tree.

To Select a Vendor's Invoice Processing screen to edit just use the navigation bar to highlight the Vendor or click on the Vendor in the <u>Tree view</u>.

2

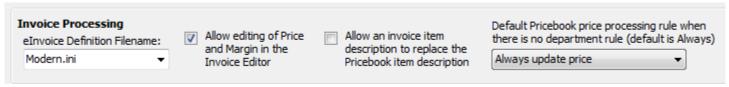
Vendor Tree View



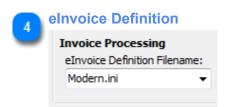
You can click on the Vendor to view/edit the information in Invoice Processing for any Vendor in the list. Clicking the plus sign will display the Departments that have Processing rules. These Rules are optional.

3

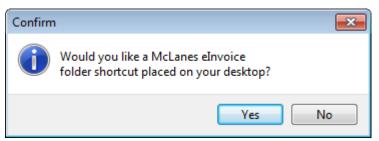
General Rules



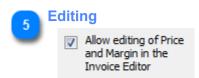
These rules is will be followed for this Vendor when you import elnvoices. Make sure the rules are set up they way you need them.



You need to choose the Definition file that matches your Vendor using the drop down arrow. If your Vendor is not in the list please go to the elnvoice Setup section for help to get this done. The elnvoice import will not work if you do not have the correct file selected. Please note: When you save your Invoice Processing, the system will ask you if you would like to create a folder shortcut:



We recommend you answer yes to this. The system will create a folder on your desktop named with the name of the Vendor. You will save all the elnvoices you receive from the Vendor in this folder so My Pricebook can find the invoices. If you have multiple vendors that you receives elnvoices from, then you will have multiple folders on your desktop.

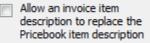


Allows editing of Price and Margin after the Invoice is imported. The default is checked which means allow editing.





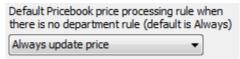
Item Description



When checked, the Item description on the elnvoice will replace the description in the <u>Pricebook</u>. This is not reversible. The default is unchecked which means do NOT replace the descriptions.



Price Rule



This rule sets what will happen to the Retail Prices when an elnvoice is imported. This is NOT reversible. The default is to change the prices. Your options for prices are as follows:

- 1. Always update price This will overwrite the prices in the Pricebook.
- 2. Never update price from invoice this will not update the prices we recommend using this option if you are unsure about the prices coming from your Vendor.
- 3. Update price if invoice price is greater this will update the Pricebook price if the price in the Pricebook is smaller than the price on the invoice.

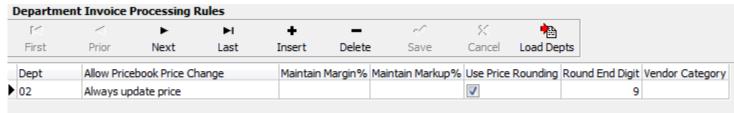
Note: How pricing rules are applied to the Pricebook:

The system will move through these steps in order for every Item on an Invoice.

- 1. If Item's Minor category matches a Minor Category Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 2. If Item's Major category matches a Major Category Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 3. If Item's Department matches a Department Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 4. The system will use the Price Rule from the General rules section.



Department Rules





Department rules for prices are optional. This section allows you to setup price rules for Departments. If these rules are set up, then the price updates for an Item will be applied if the Department that was assigned to that Item in the Pricebook matches the Department for the rule.

Note: How pricing rules are applied to the Pricebook:

The system will move through these steps in order for every Item on an Invoice.

- 1. If Item's Minor category matches a Minor Category Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 2. If Item's Major category matches a Major Category Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 3. If Item's Department matches a Department Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 4. The system will use the Price Rule from the General rules section.



Dept Rule Grid Nav



Please see Grid Navigation instructions here.



You can add a Department Rule by clicking the Insert button Insert and then filling out the rule.

The Load Depts button Load Depts will automatically add a line for all Inventory type Departments that are in the system. You will then need to finish setting up the rules for each Department.



Department

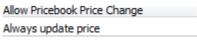


Select the department you want to create a rule for.

軸



Department Rule



Select type of rule to apply:

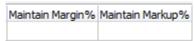
- 1. Always update price This will overwrite the prices in the Pricebook.
- 2. Update price if invoice price is greater this will update the Pricebook price if the price in the Pricebook is smaller than the price on the invoice.



- 3. Update price to maintain min margin this will update the Pricebook price if the margin on the Invoice for the Item is less that the margin setup in the Rule. See Item 12
- 4. Never update price from invoice this will not update the prices.



Margin/Markup

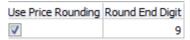


These two fields only work with Department Rule 3 in <u>Item 11</u>. You enter either the Margin or the Markup and the system will calculate the the other one. If you enter a Margin the system calculates Markup and vice versa. Entry is number.

For an explanation of Markup and Margin please go to the **Definitions** section.



Price Rounding



Price rounding allows you have your prices end in a number you set. Price round is applied after the Department Rule in <u>Item 11</u> is applied.

Use Price Rounding

To make it work make sure there is a check mark in 'Use Price Rounding' field . Then set the ending in the 'Round End Digit' field 9. In the example all prices will set to end in 9.



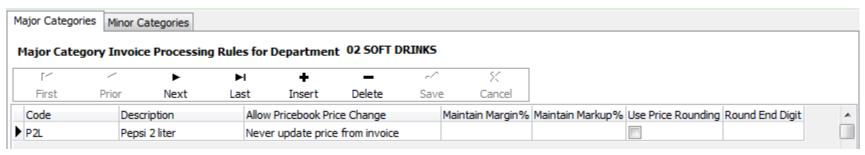
Vendor Category



Some Vendor assign Items a category on their invoices. If you know the category that the Vendor uses, please enter it here. This entry is optional. The benefit of setting this in is If the systems encounters an Item that is not set up in the Pricebook, the system can add the Item, assign the Department and the price and set the Item to <u>upload to the register</u>. This is not related to the Categories set up in the Pricebook.



Category Rule



Category rules for prices are optional. Category Rules are sub rules to Department Rules so you must have a Department Rule setup to create Category rules for that Department. This section allows you to setup rules for Major and Minor Categories. If these rules are set up, then the price updates for an Item will be applied if the Categories that were assigned to that Item in the Pricebook matches the Categories for the rule. Categories must have been setup before you can add rules. Major and Minor setup is the same just choose which rules you want to work in by

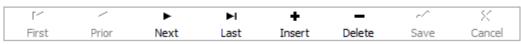
Major Categories Minor Categories clicking on the Major Categories or Minor Categories tab Please the Category Setup section for instructions on setting up Categories.

Note: How pricing rules are applied to the Pricebook:

The system will move through these steps in order for every Item on an Invoice.

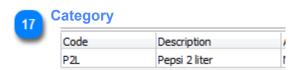
- 1. If Item's Minor category matches a Minor Category Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 2. If Item's Major category matches a Major Category Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 3. If Item's Department matches a Department Rule, the system will update the Pricebook Price using that rule and will look at no other rules.
- 4. The system will use the Price Rule from the General rules section.

Cat Rule Grid Nav



Please see Grid Navigation instructions here.

You can add a Category Rule by clicking the Insert button Insert and then filling out the rule.



Select the Category you want to create a rule for. If you do not see the Category you will need to set the Category up. See Category Setup.

18

Category Rule

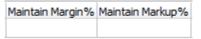
Allow Pricebook Price Change Never update price from invoice

Select type of rule to apply:

- 1. Always update price This will overwrite the prices in the Pricebook.
- 2. Update price if invoice price is greater this will update the Pricebook price if the price in the Pricebook is smaller than the price on the invoice.
- 3. Update price to maintain min margin this will update the Pricebook price if the margin on the Invoice for the Item is less that the margin setup in the Rule. See <u>Item 19</u>.
- 4. Never update price from invoice this will not update the prices.



Margin/Markup



These two fields only work with Category Rule 3 in <u>Item 18</u>. You enter either the Margin or the Markup and the system will calculate the the other one. If you enter a Margin the system calculates Markup and vice versa. Entry is number.

Use Price Rounding

For an explanation of Markup and Margin please go to the <u>Definitions</u> section.

20

Price Rounding



Price rounding allows you have your prices end in a number you set. Price round is applied after the Category Rule in Item 15 is applied.

To make it work make sure there is a check mark in 'Use Price Rounding' field . Then set the ending in the 'Round End Digit' field 9. In the example all prices will set to end in 9.

elnvoice Setup

What is an elnvoice?

An elnvoice is an invoice you receive from you vendors through an email account. It is usually in a format that is computer readable. Getting your invoices in this format makes it easy because you can automatically import the invoice without having to key it in manually.

In order to start using elnvoices, please follow the steps bellow for each vendor that can send elnvoices:

- 1. Make sure you have an email address where invoices can be emailed and the store can get access to those emails
- 2. Contact vendor and see if they offer elnvoices in a computer readable format (please see computer readable format defined below)- some vendors do not Sam's does not offer an elnvoice option.
- 3. Have the vendor start emailing the invoices
- 4. Complete the Invoice Processing tab in Vendor Setup
- 5. Once you start receiving the elnvoice files, save them in the Vendor folder that should be on your desktop after completing Step 4
- 6. Import the elnvoices go the Import an Invoice section for instructions.

How to get a Vendor elnvoice format definition added to My Pricebook

If your Vendor can send elnvoices but My Pricebook does not have a <u>Definition filename in Invoice Processing setup</u> for your Vendor, please follow the steps below so we can add a definition to My Pricebook:

- 1. Make sure you have an email address where invoices can be emailed and the store can get access to those emails.
 - a. If you are already receiving elnvoices from your vendor you can skip to Step 3 and just attach an einvoice file to the email mentioned in Step 3
- 2. Contact your Vendor and see if they offer elnvoices. If they do, please email this document to them: <u>Apexbos elnvoice Spec.pdf</u>. If you cannot email, you can print the Spec and fax or mail it, but having an email is key to using elnvoices.
- 3. Contact Apex at support@apexbos.com or call 888-989-2739 and let us know we will need to work on a new Vendor elnvoice definition file
- 4. Apex will get back to you with a time frame and next steps to get your elnvoice definition file installed.

What is computer readable format?

Computer readable means a computer can open and read/import the data. Computers can open most files, but some file types make the data very difficult to extract. Below is a list of files types.

- 1. .txt or text files will work
- 2. .csv or comma separated value files will work
- 3. .xls .xlsx or Excel files can work but are not recommend and will take extra steps on your part.
- 4. .pdf or portable document format files will NOT work.
- 5. .doc .docx or Word files will NOT work.

If an elnvoice file has a different type than those listed it will probably not work.

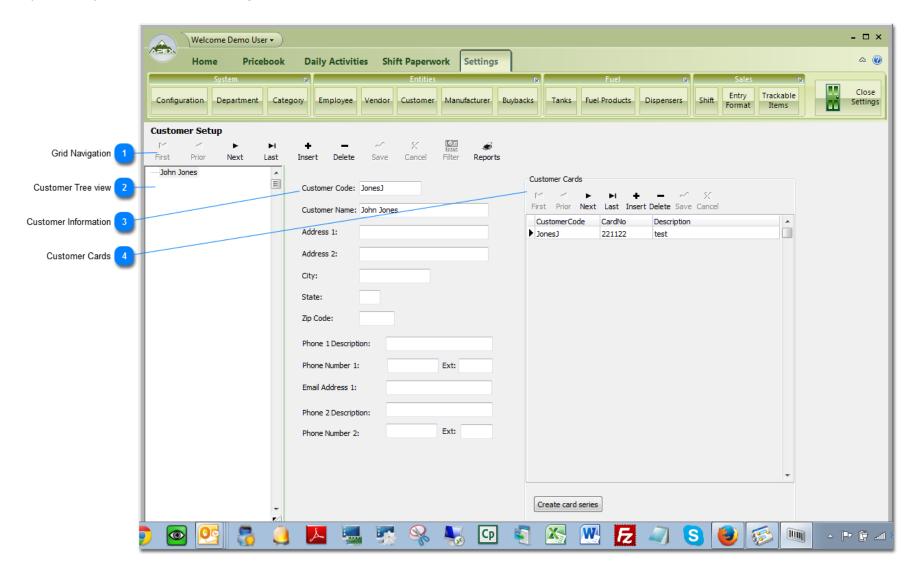


Customer Setup

This screen is where Customers are Added/Edited and Deleted.

Customers must be setup before using <u>Customer Charges/Payments</u> in <u>Shift Paperwork</u>.

If you think you need to make changes in this screens but are not sure, please contact Support.





Grid Navigation

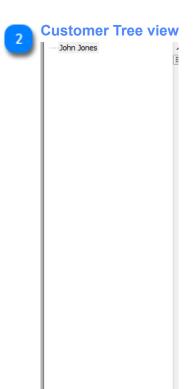


Please see Grid Navigation instructions here. Please note that the navigation bar is driving the Employee Tree.



To Add a Customer just click on the Insert button Insert and fill out the information and permissions.

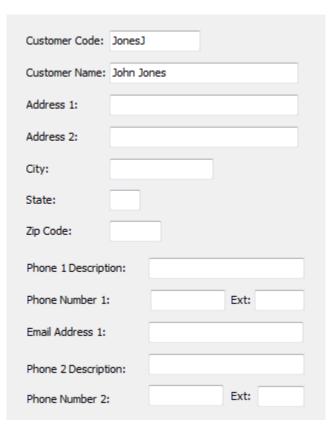
To Select a Customer to edit just use the navigation bar to highlight the Customer or click on the Employee in the <u>Tree view</u>.



List of all Customers set up in the system. You can click on the names to view/edit the information for any Customer in the list.

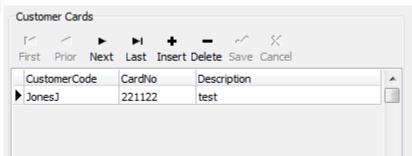


Customer Information



This is the information for the Customer that is highlighted in the Tree view. When adding a customer, fill in as much information as you can. You can edit this information at any time. Customer Code and Customer Name are required fields.

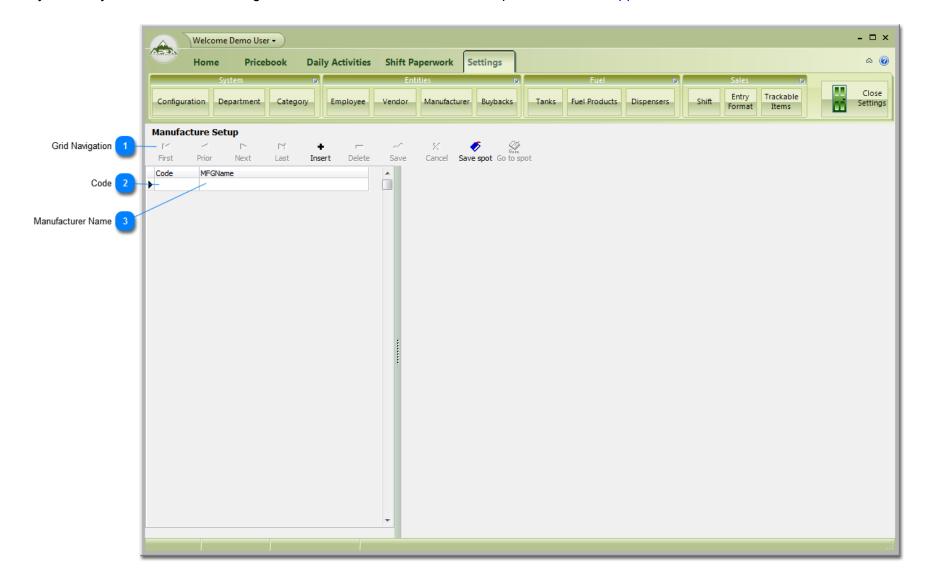
Customer Cards



Customer cards is where proprietary cards that were issued to your customers for doing in-ihouse charges are setup. This setup is optional since only a few POS systems will support this functionality.

Manufacturer Setup

Add, edit and delete Manufacturers. Manufacturers are used in <u>Buy Backs</u> and can be added while items are being added to the <u>Pricebook</u>. If you think you need to make changes in these screens but are not sure, please contact <u>Support</u>.







Please see Grid Navigation instructions here.



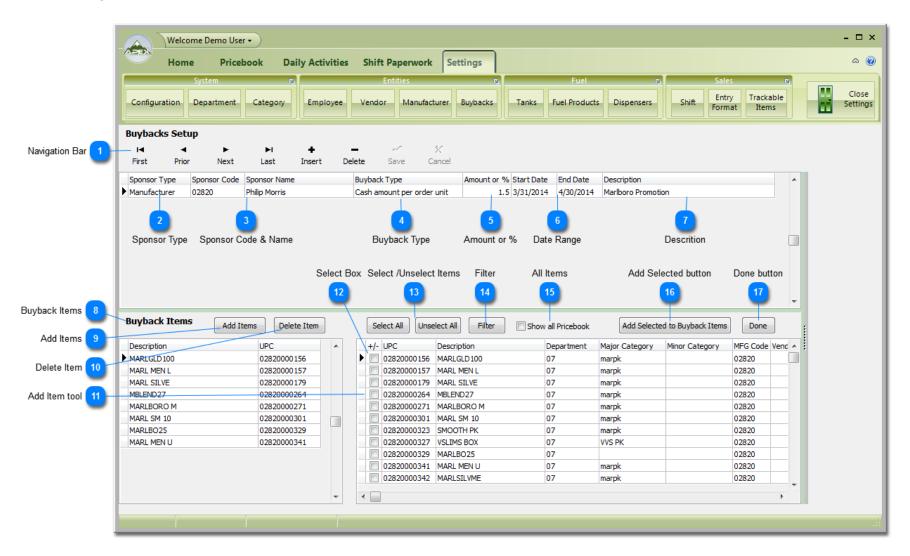
This is the Manufacturer's Code that is in the **UPC code**.



Enter the Manufacturer's Name

Buybacks Setup

Buybacks are used to track promotional pricing on Items being purchased. They can be set up by Vendor or Manufacturer. If an Item has a Buyback set up, when that Item is purchased the system will track the Buyback. The system does 2 things with Buyback information. You will be able to generate report of all the Items purchased that have eligible Buybacks. The system also shows the Buyback Amount when entering an Invoice and displays a more accurate margin.







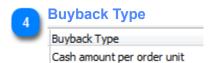
This allows you to Add or Edit or Delete Manufacturers or Vendors that you are setting Buybacks up for. Please see <u>Grid Navigation instructions</u> <u>here</u>.



Choose Vendor or Manufacturer. Choose the type that will be paying the Buyback.



Choose the Sponsor using the drop down arrow in the Sponsor code field. The Sponsor Name will fill in automatically.



Choose what the basis of the Buyback is. Either 'Cash amount per order unit' or 'Percentage of order unit cost'



Enter the dollar amount or Percentage amount depending on what was chosen in item 4.

Date Range

| Start Date | End Date | 3/31/2014 | 4/30/2014 |

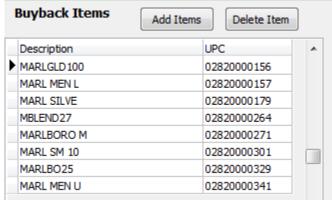
Enter the Start and End date of the Buyback.



Enter the Description of the Buyback.

8 Bu

Buyback Items



List of Items that the Buyback items will be applied to.



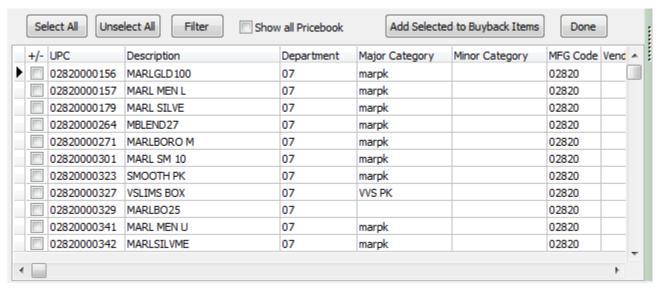
Click the 'Add Items' button to add Items to the Buyback Items list. You will use the tool in item 11 to add the Items.

Delete Item

Delete Item

To delete an item in the list, click on the Item you want to delete in the grid and click the 'Delete Item' button. The item deletes instantly.

Add Item tool



This tool appears when you click the 'Add Item' button. The system will bring up a list of items that match the Manufacturer or Vendor code select for this Buyback.

Select Box



You can select the Items to add to the Buyback list by clicking in the Select box next to the Item you want. A checkmark will appear in the box of

the Item that is selected. Once all the Items needed are selected, click on the 'Add Selected to Buyback Items' button put the items in the list.

Add Selected to Buyback Items to

Select /Unselect Items

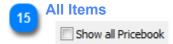
Select All Unselect All

You can Select or Unselect all items in the list by clicking these buttons.

14 Filter



You can Filter the list by clicking this button. For instructions on Filtering a list see the Filter how-tos.



Initially, this list is populated with Items that match the Vendor or Manufacturer. If this box is checked, all items from the <u>Pricebook</u> will be available to add to the Buyback list.

Add Selected button

Add Selected to Buyback Items

Once the Items to add are selected, click this button to add them to the Buyback Items. This can be done multiple times.

Done button

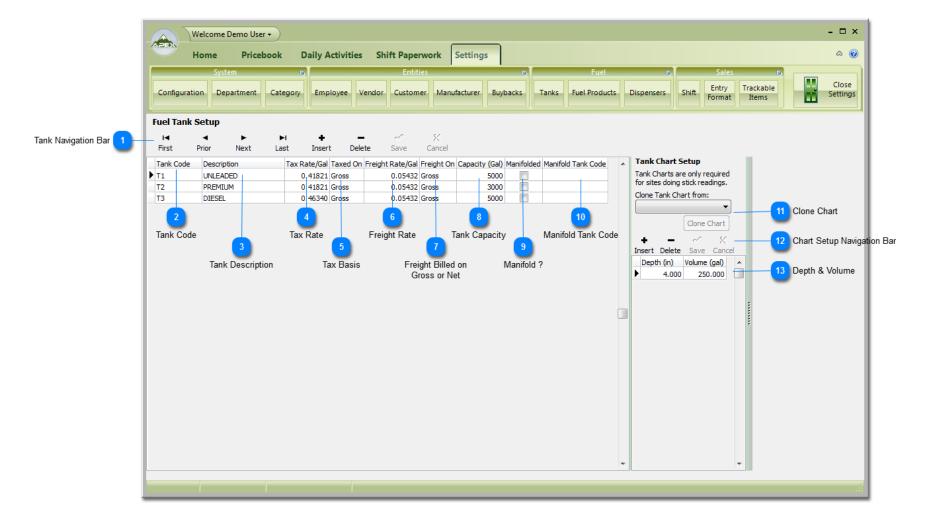
Click this button once all Items are added to the Buyback Items. The add toll will disappear from the screen.

Tank Setup

Tank Setup displays all the Tanks at your store's site. These are the Tanks that Fuel Products will be inventoried and sold from. Tanks must be setup before the Fuel Products and the Dispensers can be setup.

If you will be recording stick readings, you can set up Tank Charts so you can put inches into the system and the system will convert them to gallons. Tank Charts are optional.

If you think you need to make changes in these screens but are not sure how to proceed, please contact Support.







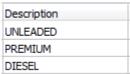
Please see Grid Navigation instructions here. This allows you to Insert or Edit or Delete Tanks.





Code for the Tank. Generally set up as T1,T2 etc. Can be set up any way needed. Mandatory field.





Description of the Tank.

Tax Rate

Tax Rate/Ga	Γax Rate/Gal	
0.4182	1	
0.4182	1	
0.46340)	

Enter the total tax and fees collected on fuel. This includes Federal tax, State tax and any fees collected with the tax. These taxes are usually listed as separate items on the fuel manifest or invoice. This is an optional entry. These rates will pull into the <u>Fuel Delivery</u> screen.

Tax Basis



Select Gross or Net.



Fuel is taxed on Gross gallons or Net gallons. This tax basis is set by the state where your station is located. Normally, the fuel manifest will display both amounts and will show which amount aill be used prices and taxes.



Freight Rate

Freight Rate/Gal	
0.05432	
0.05432	
0.05432	

Enter the freight rate for the product in this Tank. This is an optional entry. These rates will pull into the <u>Fuel Delivery</u> screen.



Freight Billed on Gross or Net

Freight On	ı
Gross	L
Gross	
Gross	L

Select Gross or Net. Freight can be charged on Gross or Net gallons and this is determined by the carrier that delivers the fuel. This is an optional entry. It will be used in the <u>Fuel Delivery</u> entry screen.



Tank Capacity

Capacit	ty (Gal)
	5000
	3000
	5000

Total Gallons of product that the Tank can hold.



Manifold?



Is this Tank connected to another Tank by a manifold? A check mark means Yes and no check mark means No.





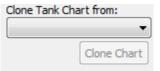
Manifold Tank Code



Select the Tank that is connected to the Tank that is being worked on. If the connected Tank has not been set up yet, set that Tank up and come back and edit this Tank.



Clone Chart

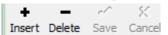


Clone (copy) a Tank Chart that has already been setup on another Tank. Use the drop down arrow to select the Tank to copy the chart from.

Once selected, Click the 'Clone Chart' button to copy the chart. This would complete Tank Chart Setup for the Tank being setup or edited.



Chart Setup Navigation Bar



Insert new, Delete and Save entries in the Tank Chart grid. Please see Grid Navigation instructions here if you are not sure about these controls.



Depth & Volume



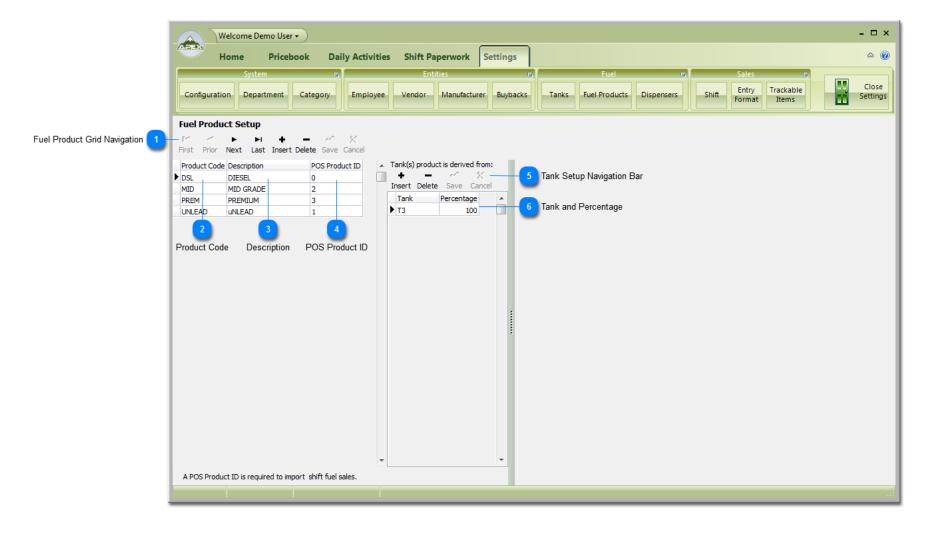
Enter the Depth in Inches and then enter how many gallons would be in the Tank when the Fuel level is at the Inches entered. Enter all the Inch-Volume combinations needed for this Tank.

Fuel Product Setup

Fuel Product Setup displays all the Fuel Products set up in the system. Fuel Products can be added, edited or deleted and descriptions changed in this Setup screen. Fuel Products are matched to the Tanks where the products are inventoried and sold from. All Fuel Products the POS sells must be setup.

All Tanks must be setup in Tank Setup first before Fuel Products can be set up.

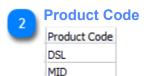
If you think you need to make changes in these screens but are not sure, please contact Support.







Please see Grid Navigation instructions here. This allows you to Add or Edit or Delete Products.



Code for the Product. Generally set up as DSL, UNLEAD etc. Can be set up any way needed. Mandatory field.



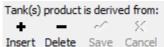
Description of Product.

POS Product ID



POS ID is the ID or code that is set up the Point of Sale register. This is used to pull in the sales by Products. This must be setup.

🔁 Tank Setup Navigation Bar



Insert new, Delete, Save and Cancel entries in the Tank grid. Please see <u>Grid Navigation instructions here</u> if you are not sure about these controls.

Tank and Percentage

Tank	Percentage
T3	100

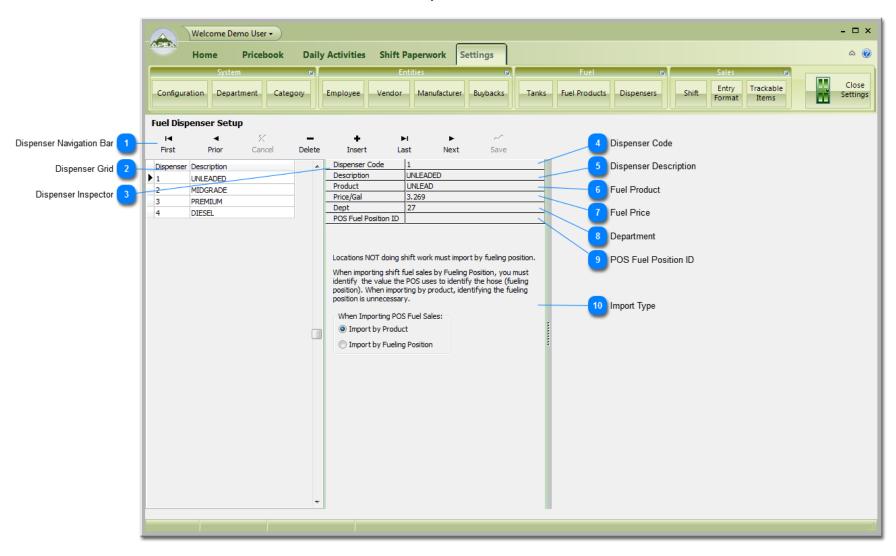
Enter the Tank and the Percentage of the selected Product that is pulled from the Tank. In most cases the Percentage will be 100. for 100%. In the the case of mid-grade fuels, these are usually a blend of fuels coming from 2 different Tanks. To set up a blend, select the Product that is a blend, add one Tank and set the Percentage from that tank, then add another Tank and set the Percentage. The Percentage for all Tanks must total 100%.

Dispenser Setup

Fuel Dispenser Setup displays all the Fuel Dispensers currently in the system. Dispensers can be Inserted (Added), Edited or Deleted and descriptions changed. Making changes to this information will affect sales numbers in the <u>Fuel Sales</u> screen.

Dispensers must be set up to sell and track Fuel. Before Dispensers can be setup, <u>Tanks</u> and <u>Fuel Products</u> must be setup first.

In most cases Dispensers will be set up to based upon Fuel Grade sales. In other words, one Dispenser for Unleaded, one Dispenser for Premium..etc. If it is needed, actual Dispenser sales tracking can be set up for each position there is a hose pumping Fuel. Not all POS systems support sending hose position information back.



Dispenser Navigation Bar



Insert new, Delete and Save entries in the Dispenser grid. Please see Grid Navigation instructions here if you are not sure about these controls.

Dispenser Grid

	Dispenser	Description
۰	1	UNLEADED
	2	MIDGRADE
	3	PREMIUM
	4	DIESEL

Shows a list of Dispensers in the system. Information for Dispensers will be edited in the Dispenser Inspector below.

3

Dispenser Inspector

Dispenser inspector					
Dispenser Code	1				
Description	UNLEADED				
Product	UNLEAD				
Price/Gal	3.269				
Dept	27				
POS Fuel Position ID					
Locations NOT doing shift work must import by fueling position. When importing shift fuel sales by Fueling Position, you must identify the value the POS uses to identify the hose (fueling position). When importing by product, identifying the fueling position is unnecessary. When Importing POS Fuel Sales: Import by Product Import by Fueling Position					

The Inspector shows all the information about the Dispenser selected in the Dispenser Grid. This is where the information for the Dispensers is entered and edited.



Dispenser Code

Dispenser Code 1

The code is the Dispenser number. Mandatory field. The most common configuration is to set up one Dispenser for each <u>Fuel Product</u> sold. If set up for each actual Dispenser or position is needed, we recommend putting a 0 before the single digit Dispenser Positions like 01 for 1 and 02 for 2 etc. This will make reading reports and sorting easier.



Description UNLEADED

Description of Dispenser

Fuel Product

Product UNLEAD

Select the Fuel Product that is being Sold through this Dispenser.

Fuel Price

Price/Gal 3.269

Enter Price for this Fuel Product. This price will update as new information is polled in from the POS..

Department

Dept 27

Select the Department where the Fuel sales will be recorded.

POS Fuel Position ID

POS Fuel Position ID

Enter the ID that identifies this Dispenser as it is set up in POS system. This will not be used if 'Import by Product' is selected in 10 'Import Type' below.

Import Type

Locations NOT doing shift work must import by fueling position.

When importing shift fuel sales by Fueling Position, you must identify the value the POS uses to identify the hose (fueling position). When importing by product, identifying the fueling position is unnecessary.

When Importing POS Fuel Sales:

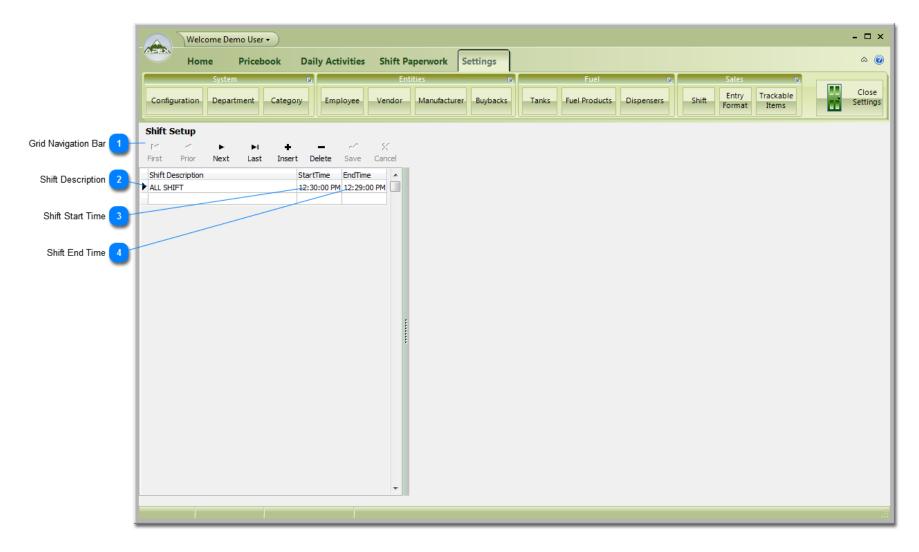
- Import by Product
- Import by Fueling Position

Select the Import type for this POS system. Generally, 'Import by Product' is used. If tracking each Dispenser will be tracked, select 'Import by Fueling Position' and make sure to set up every Dispenser (Position or Hose).

Shift Setup

Add, edit and delete the shifts that will be tracked at your location. Shifts should be created to match how your register will send data. Usually 1 shift for the whole day is created.

If you think you need to make changes in these screens but are not sure, please contact Support.



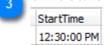




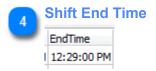
Please see Grid Navigation instructions here.



Shift Start Time



Start time of the shift. Must be in HH:MM:SS XM format

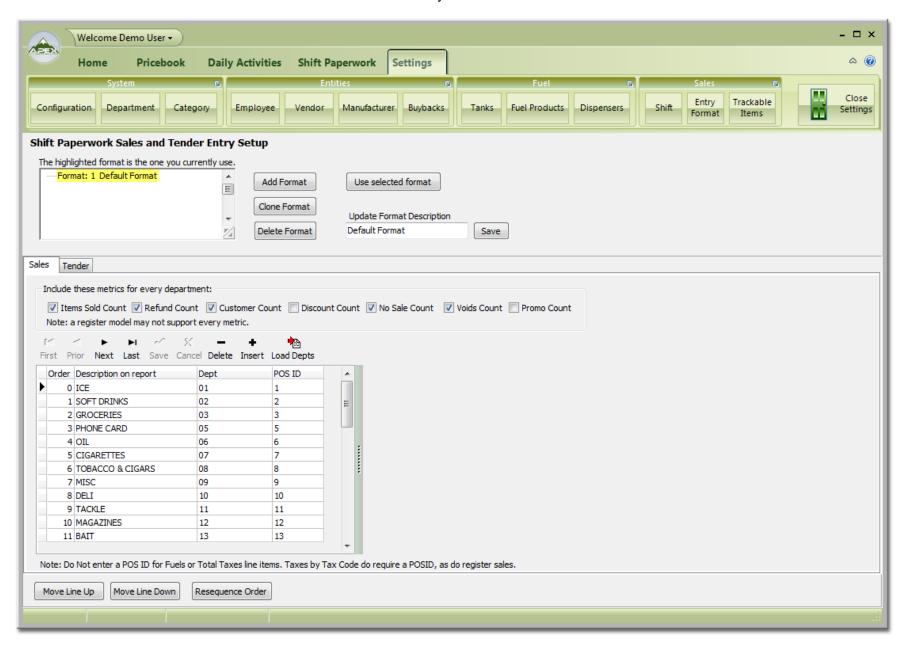


End time of the shift. Must be in HH:MM:SS XM format

Entry Format Setup

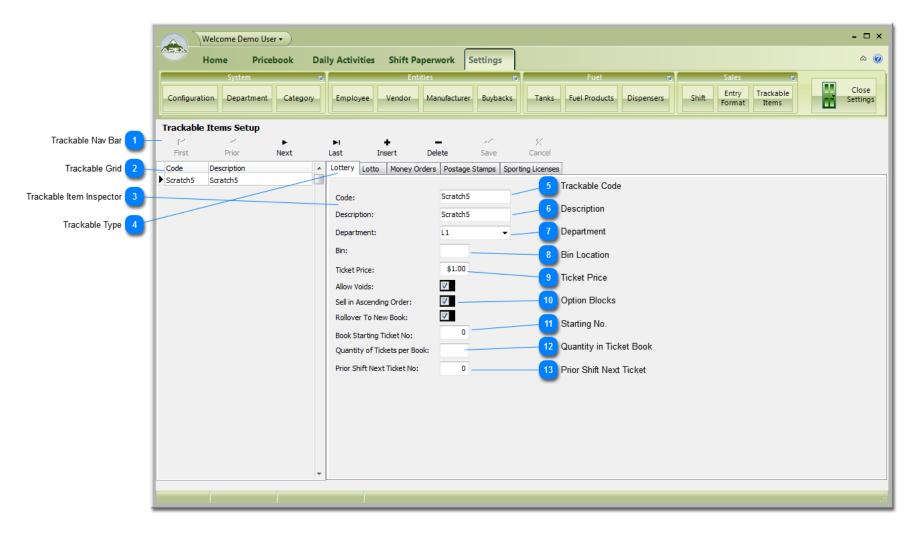
Entry Format Setup controls what Departments display on the <u>Retail Sales</u> and <u>Tender</u> screens. If these Formats are not setup up correctly or changes have been made at the POS <u>Shift Paperwork</u> will not balance.

If you think you changes needed to be made to these Formats , please contact <u>Support</u>.



Trackable Items Setup

Trackable Items are items that have a rolling number or quantity that can be updated at the end of every shift or day. This allows for a cross check between sales and calculated sales. It makes for an easy way to make sure nothing that is trackable left without a sale being rung up. After a trackable is setup, entry of the quantity sold will be available in Trackable Sales in Shift Paperwork.



Trackable Nav Bar



Insert new, Delete and Save entries in the Trackable grid. Please see Grid Navigation instructions here if you are not sure about these controls.

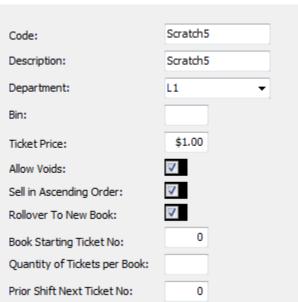
Trackable Grid

Code Description

Scratch5 Scratch5

Trackable grid contains all Trackable items that are setup for the Trackable Type selected. For information on Trackable Types see Item 4

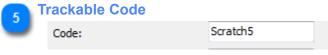
Trackable Item Inspector



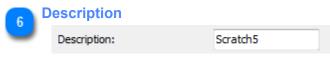
The Inspector shows all the information about the Trackable Item selected in the Trackable Grid. This is where the information for the Trackable Items is entered and edited.



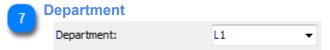
Select the Trackable Type to setup or edit. When you select/Click on one of the Types, the Trackable Items grid changes to contain the Items of matching Type. The Inspector also changes to the fields that apply the the Type as well.



Trackable Code can be alpha or numeric.



Description of Trackable.



Choose Department using the drop down arrow. This will be the Department that is updated with the Trackable Items sales amount.



This is the Bin location of the Lottery Trackable. This field is only available in the Lottery Trackable Type.

Ticket Price: \$1.00

This is the Purchase price of the Lottery Ticket. This field is also used in Lotto and Postage Stamps.



These options are on when there is a checkmark and off when the box is empty. Change them by clicking on them.



- 1. Allow Voids This allows you to enter void counts in <u>Trackable Sales</u> if it is on. This option is available in all <u>Trackable Types</u>.
- 2. Sell in Ascending Order You must sell the Lottery tickets in ascending order if this is on. This is only available in Lottery.
- 3. Rollover To New Book If on, this will rollover to zero. This only Available to Lottery.



This is the starting number when you begin using Trackables.

Quantity in Ticket Book

Quantity of Tickets per Book:

This is the number of Lottery tickets in each book. This is only available in the Lottery Type.

Prior Shift Next Ticket

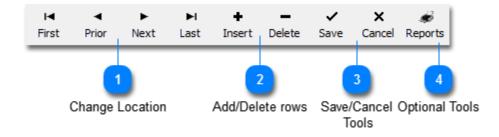
Prior Shift Next Ticket No: 0

This is the next Ticket number available for sale when you start using Trackables. This number will change automatically as <u>Trackable Sales</u> is used.

Grid Navigation Bar

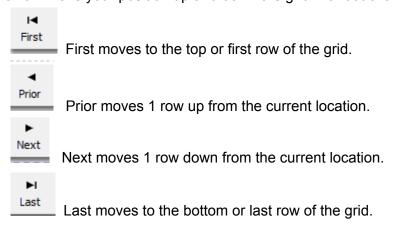
The Grid Navigation Bar is used above many grids used through out My Pricebook. The grids are full of information that are organized into rows called records. Each row or record has fields. Fields are columns in the rows.

This navigation helps you move up and down the rows as well as insert and delete rows. This is done by clicking on the desired icon on the nav bar. The functions are described below.





These arrow move your position up and down the grid with out changing any data:



Add/Delete rows



+

These tools insert a row, which is adding new data to the grid or delete an existing row.

You can insert data anywhere in the grid. Inserting in a specific position does not mean the row will stay where the it is inserted. Row position in the grid is dependent on the way the grid is sorted. Click here for a sort explanation.

Set the position in the grid of the row to be removed and click Delete. A confirmation box will ask if you are sure. If you click yes the row is deleted. This is not reversible.



Save and cancel will either Save rows you have added to the grid or Cancel the addition that were made and not save the rows.



These tools do not show up on all nav bars.

Report will let you print a report of the rows in the grid.

Save spot Will save your spot in a grid. When you come back to the grid you can use the Go To Spot tool to to back to the same spot in the rows in the grid.

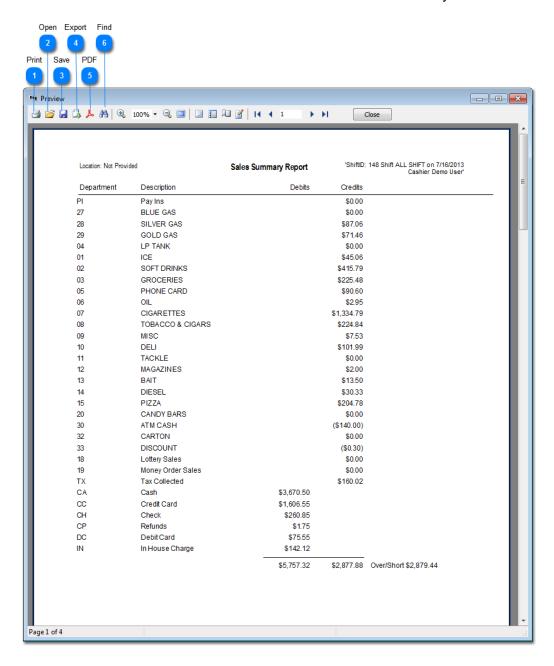
Go to spot Works with the Save Spot tool. See above.

Print Reports Preview

This is the Report Preview window. This window displays whenever a report is 'printed'. From this window you have many options from just viewing the reports to printing and saving them to the computer.

Please click on the numbers to see the explanation of the tools across the top of the window.







Will let you print the report to a printer.



Open reports that were saved with the Save icon.



Saves the report in the format that can only be opened using the Open icon.



Allows you to save the report in the following different formats:

PDF file - This is for Adobe Acrobat RTF file - This is for Word

CSV file - This is many other programs including Excel and Word

Excel table - this is for Excel.

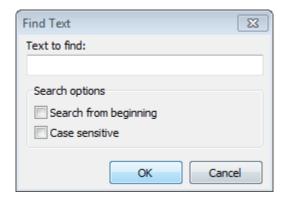


Exports a PDF file. Stands for Portable Document Format.



Allows you to search the report for a text string. The following window opens to allow the search:





Definitions

Markup Vs Margin

Many people have a problem with jargon and often get confused between the terms "margin" and "markup" which are often used interchangeably.

Let's explain in simple terms.

Say you bought an item for \$.50 and could sell it for \$1.00, doubling your money.

In this case your markup would be (the difference between selling price and cost) divided by the cost of the item and multiplied by 100 to bring it to a percentage.

Example: (\$1.00 - \$.50) = \$.50 (difference). \$.50 (difference) / \$.50 (cost) = 1 x 100 = 100% (here "/" stands for divide)

Your markup was then 100%.

When you look at the margin on that sale, that would be (difference between selling price and cost) divided by the selling price and multiplied by 100 to bring it to a percentage.

Example: (\$1.00 - \$.50) = \$.50 (difference). \$.50 (difference) / \$1.00 (selling price) = .5 x 100 = 50%

As you can see in the examples given above, the only difference in the equations are in red (dividing by the cost or by the selling price).

"Profit" is the difference between what you sell it for and what you paid for it. "Margin" simple means you turn that into a percentage of the selling price. You do this so you can compare different items easily.

So the difference is that markup is your profit as a percentage of the cost and profit margin is your profit as a percentage of your selling price.

When you are deciding how much you want to make on the item and determining the price in which the goods should be sold, you would use markup. You would know it costs you \$.50 and if you want to double your money you would use a markup of 100%. Of course, you could just double the \$.50 as well and get to the same price.

Retail Inventory

<TO DO>



My Handheld App Documentation

My Handheld is an app that is installed on a handheld scanner like a Unitech 692 or other device. The app allows you to do inventory audits, check in deliveries, enter an order, check item prices, maintain your item database and guickly add items when setting up My Pricebook.

Before you can start using a handheld device with My Pricebook, please call the support number below and have a support technician make sure your handheld scanner is communicating with your computer and the My Handheld app is installed and configured to work with My Pricebook.

If you have a handheld device and want it to work with My Pricebook or you want a handheld device, please call the support number below.

To start using the My Handheld app, click here.

How to Get Help

Online Manuals

You are in the User Manual which contains My Pricebook How-To Guides, My Pricebook Reference, My MainOffice documentation and My Handheld documentation. Just use the Left panel to find what you need.

There is a My Pricebook Quick Start guide for people who are brand new to My Pricebook, Click here

The online manuals have videos included - please check back often as we will update and add to these manuals.

You can always access these Manuals and Videos by clicking on the Help Button on any screen inside My Pricebook.

Email Us

If you can't find what you are looking for in the manual or things are not working they way it's supposed to, send us an email at support@apexbos.com. We answer every email and will get back you as soon as we can, usually the same day.

Call Us

If your problem is urgent, you can call us at 1-888-989-2739 x2. We are available from 8am to 5pm Mountain time Monday through Friday. If you do not get an answer, please leave a message and we will get back you as soon as possible.

Updated for My Handheld Version 3.02

My Handheld App Menu

This is the main menu for the My Handheld app on your handheld device.

Your device should automatically start at this screen after powering on the device. If it does not, the hand held should have and icon or menu item that is titled My Handheld. Please click or tap on that item and the app should start and bring the system to this screen.

The general work flow for using this app is to update the data on the hand held with the data from My Pricebook. Then, you can use the different functions in the app and upload your data back to My Pricebook. You can upload the changes to your register if needed. The guides below will walk you through the steps for each function.

This data uploaded from this App works with the <u>Hand Held</u> tools in My Pricebook. We will provide links to the tools

Please begin with the <u>Get Data from PC</u> selection. This will update your device with the current database from My Pricebook.

Updated for My Handheld Version 3.02



Get Data from PC

Get Data from PC

Get data form My Pricebook. This will update the handheld with the most current data from My Pricebook. Click here for more instructions

2 Audit Inventory

Audit Inventory

Enter Audits or physical counts using this function. Click here for more instructions

Deliveries

Deliveries

Scan in deliveries from Vendors when the arrive. Click here for more instructions

Ordering

Ordering

Enter Orders for more product using the scanner. Click here for more instructions. Vendor will need to support this function.

Price Check

Price Check

Check and Change prices with scanner. Click here for more instructions.

Pricebook Maintenance

Pricebook Maintenance

Add new items or edit current items. Click here for more instructions.

Quick Builder

Quick Builder

Add new items quickly. Use this to add all your items when you are setting up My Pricebook the first time. Click here for more instructions.

8 Settings





Set or change settings for handheld to work with My Pricebook. Click here for more instructions.

Get Data from PC

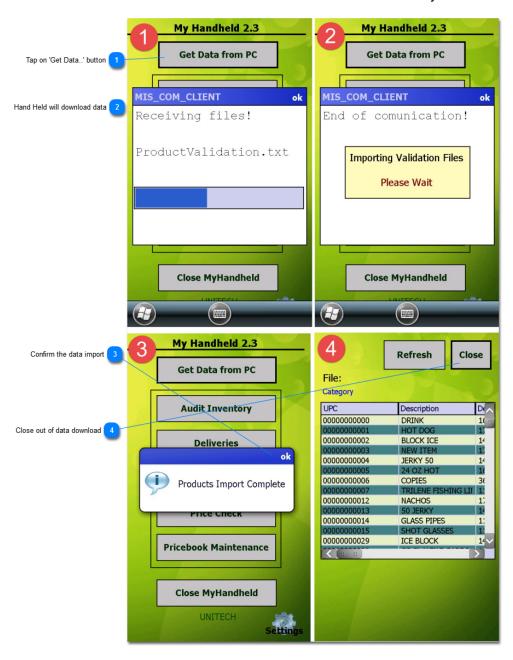
This function downloads the database from My Pricebook and updates the database in the hand held. This will overwrite the existing database in the hand held.

BEFORE DOING THIS STEP:

- 1. You must create validation files in My Pricebook. Please go to the instructions on the <u>Validation File</u> <u>Updater by clicking here</u>.
 - 2. The hand held must be connected to the computer with My Pricebook using the cradle or USB cable.

Please follow the steps below to download My Pricebook data to your hand held. When this process is complete, you can use the other functions of the My Handheld app.

Valid for My Handheld Version 3.02

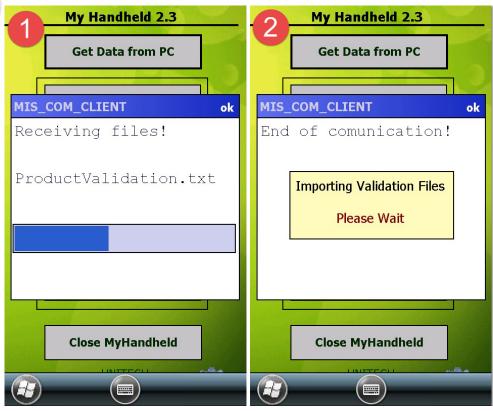


Tap on 'Get Data..' button

Get Data from PC

Tapping on the 'Get Data from PC' button will start the automatic download of data from My Pricebook to hand held device.

Hand Held will download data



The hand held will display status messages as shown in screens 1 and 2 while the data downloads. If you do not see these messages, please contact support.

Confirm the data import



Once the hand held finishes the data import and verification, you will be prompted to confirm the import of the data. Tap on ok. You will be prompted 4 times, once for Products, Vendors, Departments and Categories. Tap ok for each.

Close out of data download



When the hand held is finished downloading, verifying and importing the data, it will display a list of imported items as shown in screen 4. Just tap the 'Close' button and you are ready to <u>use your hand held.</u>

Audit Inventory

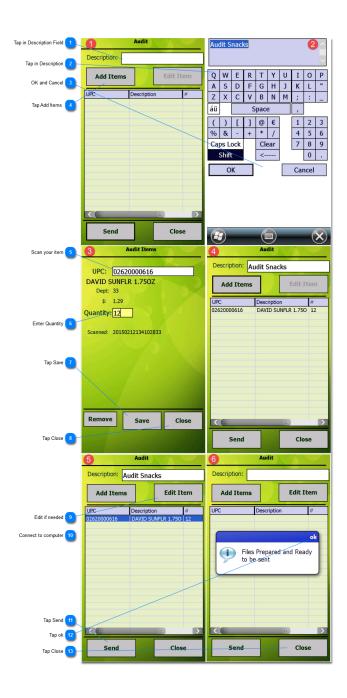
The Audit function allows you to enter an audit or count into the hand held and then upload the audit to My Pricebook for inventory adjustments.

Before doing an audit, please update your validation files on the hand held. <u>Instructions on downloading new validation files are here.</u>

When your audit is complete, import your audit into My Pricebook by following these instructions.

Updated for My Handheld Version 3.02







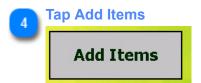
Tapping in the Description field will open a keyboard to enter a description for this Audit.



Tap in your description using the on screen keyboard.



Tap Ok to confirm your description then tap Cancel to clear the keyboard off the screen.



Tap Add Items to start.

5

Scan your item

UPC: 02620000616

DAVID SUNFLR 1.750Z

Dept: 33

\$: 1.29

Scan item you are counting. You will hear a beep and the UPC field will fill when you receive a successful scan. A description, department and price will also display and the app will be waiting in the Quantity field. If you see a UPC number but no other information that could mean 3 possible things.:

- 1. Your Validation file is not up to date or did not load. Click here for instructions to load Validation file.
- 2. This is a new item and is not yet in My Pricebook. You can continue and update this product's description and department when you import this audit.
- 3. Your hand held is not reading the UPC codes properly. Please <u>contact support</u> to help calibrate your hand held device. This is not likely but can be an issue.

Enter Quantity

Quantity: 12

Enter quantity you counted using the keypad on the hand held.

7 Tap Save

Save

Tap Save. The app will send you back to the UPC field and you are ready for your next item.

Repeat steps 5 thru 7 until you have counted all the items you wish to count in this audit.

Tap Close

Close

After all items are entered, tap Close. The app will then go to screen and will be filled with all the items you entered.

9 Edit if needed



If you want to edit or remove an item in this audit, tap on the item you want to change and the line will highlight in blue, then tap Edit item. The

app will take you to screen and you can change the quantity or tap to delete the item from this audit.

Connect to computer

When you are done entering the audit, connect the hand held device to your My Pricebook computer so the audit can be uploaded.

Tap Send
Send

Tap Send to prepare the Audit file for upload.

12 Tap ok ok

Tap ok after the file has been prepared. The app will upload the file to the computer.

Tap Close
Close

After the upload is complete, tap Close. You are now ready to import the audit into My Pricebook. Click here for instructions to import your audit.

Deliveries

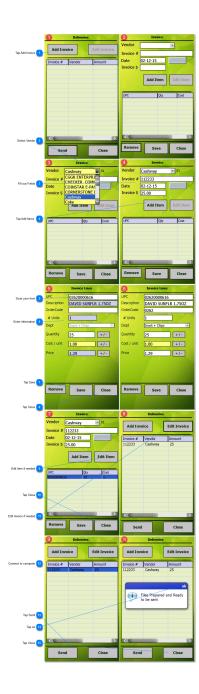
The Delivery function allows you to receive deliveries and create e-invoices from vendors by scanning the items delivered. You can then upload the e-invoices to My Pricebook for automated entry.

Before receiving a delivery using the hand held, please update your validation files on the hand held. <u>Instructions on downloading new validation files are here</u>.

When your entry is complete, import your deliveries/e-invoices into My Pricebook by <u>following these</u> instructions.

Updated for My Handheld Version 3.02







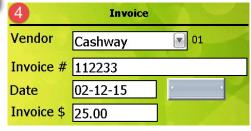
Tap Add Invoice, the app will open screen

Select Vendor



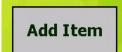
Select Vendor by tapping on drop down arrow . Find correct Vendor and select Vendor by tapping Vendor name. If your Vendor is not in the list you will need to add the Vendor in My Pricebook and re-download the validation files. For <u>instructions on adding a Vendor click here</u>.

Fill out Fields



Enter the invoice number, date and invoice cost. You can tap on the bar next to the date to bring up a calendar to choose a date.

Tap Add Items



Tap Add Items to start.

5

Scan your item



Scan item you are receiving. You will hear a beep and the UPC field will fill when you receive a successful scan. A description, department, price and other info will also display and the app will be waiting in the Quantity field. If you see a UPC number but no other information that could mean 3 possible things.:

- 1. Your Validation file is not up to date or did not load. Click here for instructions to load Validation file.
- 2. This is a new item and is not yet in My Pricebook. You can continue and update this product's information.
- 3. Your hand held is not reading the UPC codes properly. Please <u>contact support</u> to help calibrate your hand held device. This is not likely but can be an issue.

Enter information

Description	DAVID SUNFLR 1.750Z	Description	DAVID SUNFLR 1.750Z
OrderCode		OrderCode	0262
# Units	1	# Units	1
Dept	Snack + Chips	Dept	Snack + Chips
Quantity	25 +/-	Quantity	25 +/-
Cost / unit	1.00 +/-	Cost / unit	1.00 +/-
Price	1.29 +/-	Price	1.29 +/-

Enter quantity you are receiving. You can modify or change other information on the screen if the field is white. In order to modify Description, # of Units or Price, the Manager Override must be on in the Settings.

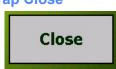
7 Tap Save



Tap Save. The app will send you back to the UPC field and you are ready for your next item.

Repeat steps 5 thru 7 until you have received all the items that were delivered.

Tap Close



After all items are entered, tap Close. The app will then go to screen 7 and will be filled with all the items you entered.

Edit Item if needed



If you want to edit or remove an item in this delivery, tap on the item you want to change and the line will highlight in blue, then tap Edit item. The

app will take you to screen 5 and you can change the information or tap



to delete the item from the delivery.

Tap Close



Tap Close to end out of Item entry.

Edit Invoice if needed



If you want to edit or remove an invoice, tap on the Invoice you want to change and the line will highlight in blue, then tap Edit Invoice. The app

will take you to screen and you can change header information, edit items or tap Close you have completed your changes and continue to Step12.

Remove

to delete the Invoice from the scanner. Tap

Connect to computer

When you are done entering all your invoices, connect the hand held device to your My Pricebook computer so the deliveries/invoices can be uploaded.

Tap Send



Tap Send to prepare the Delivery file for upload.

Tap ok ok

Tap ok after the file has been prepared. The app will upload the file to the computer.

Tap Close

Close

After the upload is complete, tap Close. You are now ready to import the audit into My Pricebook. <u>Click here for instructions to import your</u> deliveries.

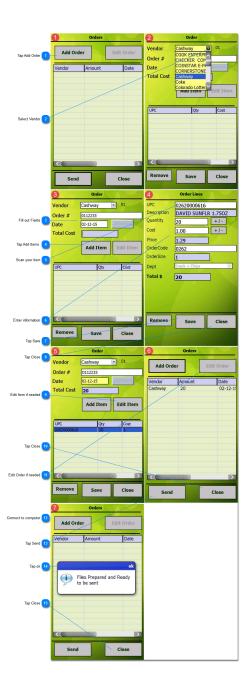
Ordering

The Orders function allows you to create e-orders for vendors by scanning the items you want to order. You will upload the e-order file to the computer and then email or upload to your vendor. Check with your vendor to see if they can work with e-order files.

Before creating orders using the hand held, please update your validation files on the hand held. <u>Instructions on downloading new validation files are here.</u>

When you have completed these steps, a file called Order.txt will be located in C:\ApexBOS\Handheld \Download folder. You can use this file to send to your Vendor.







Tap Add Order, the app will open screen

Select Vendor



Select Vendor by tapping on drop down arrow. Find correct Vendor and select Vendor by tapping Vendor name.

If your Vendor is not in the list you will need to add the Vendor in My Pricebook and re-download the validation files. For instructions on adding a Vendor click here.

Fill out Fields



Enter the Order number and Date. You can tap on the bar next to the date to bring up a calendar to choose a date.

Tap Add Items



Tap Add Items to start.

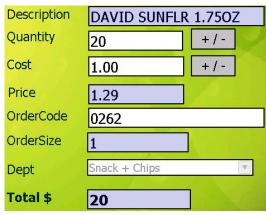
Scan your item

UPC 02620000616

Scan item you are ordering. You will hear a beep and the UPC field will fill when you receive a successful scan. A description, department, price and other info will display and the app will be waiting in the Quantity field. If you see a UPC number but no other information that could mean 2 possible things.:

- 1. Your Validation file is not up to date or did not load. Click here for instructions to load Validation file.
- 2. Your hand held is not reading the UPC codes properly. Please contact support to help calibrate your hand held device. This is not likely, but can be an issue.

Enter information



Enter Quantity and other information. Entering on the keypad will move you to the next field. You can always tap on a field to enter information. The gray fields are read only.

Tap Save



Tap Save. The app will save the items, clear the fields and send you back to the UPC field. You are ready for your next item. Repeat steps 5 thru 7 until you have entered all the items you wish to order.

Tap Close



After all items are entered, tap Close. The app will then go to screen 5 and will be filled with all the items you entered.

Edit Item if needed



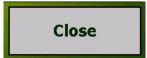
If you want to edit or remove an item in this order, tap on the item you want to change and the line will highlight in blue, then tap Edit item. The

app will take you to screen 4 and you can change any of the information or tap



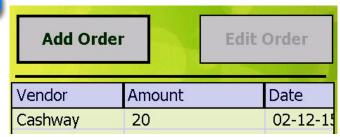
to delete the item from this order.

Tap Close



Tap close to end out of entering Items.

Edit Order if needed



If you want to edit or remove an order, tap on the Order you want to change and the line will highlight in blue, then tap Edit Order. The app will

take you to screen 4 and you can change header information, edit items or tap completed your changes and continue to Step12.



to delete the Order. Tap Close when you have

Connect to computer

When you are done entering all your Orders, connect the hand held device to your My Pricebook computer so the Orders can be uploaded.

Tap Send
Send

Tap Send to prepare the Order file for upload.

Tap ok ok

Tap ok after the file has been prepared. The app will upload the file to the computer.

Tap Close
Close

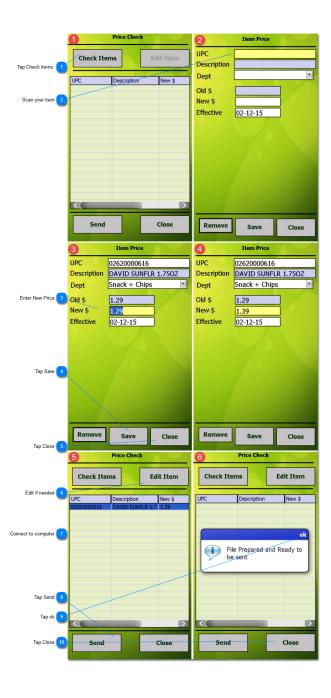
After the upload is complete, tap Close. You are now ready to use the Orders.txt as your Vendor has instructed. The Orders.txt file will be located in the C:\ApexBOS\Handheld\Download folder on the My Pricebook computer.

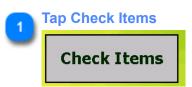
Price Check

The Price Check function allows you to check prices and enter price changes into the hand held and then upload the price change to My Pricebook and to the register. You can also modify the Description and the Department if needed.

Before doing Price Checks please update your validation files on the hand held. <u>Instructions on downloading</u> new validation files are here.

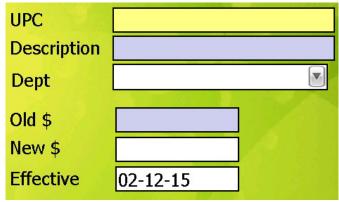
When your Price Checks are complete, import the Price changes into My Pricebook by <u>following these instructions</u>.





Tap Check Items to start.

Scan your item



Scan item you are checking. You will hear a beep and the UPC field will fill when you receive a successful scan. A description, department and old price will also display and the app will be waiting in the New price field.

If you see a UPC number but no other information that could mean 3 possible things.:

- 1. Your Validation file is not up to date or did not load. Click here for instructions to load Validation file.
- 2. This is a new item and is not yet in My Pricebook. You can continue and update this product's description and department when you import this price check .
- 3. Your hand held is not reading the UPC codes properly. Please <u>contact support</u> to help calibrate your hand held device. This is not likely, but can be an issue.

3

Enter New Price



Enter a new price if the price is incorrect. You can also modify the Description and Department if the Manager Override is on in the Settings.



Tap Save. The app will send you back to the UPC field and you are ready for your next item. Repeat steps 2 thru 4 until you have checked all the items.

5 Tap Close
Close

After all items are entered, tap Close. The app will then go to screen 5 and will be filled with all the items you checked.

Check Items Edit Item

UPC Description New \$
02620000616 DAVID SUNFLR 1,7 1.39

If you want to edit or remove an item, tap on the item you want to change and the line will highlight in blue, then tap Edit item. The app will take

you to screen and you can change the information or tap

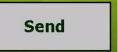


to delete the item.

7 Connect to computer

When you are done entering Price Checks, connect the hand held device to your My Pricebook computer so the changes can be uploaded.

8 Tap Send



Tap Send to prepare the Price Check file for upload.

9 Tap ok

Tap ok after the file has been prepared. The app will upload the file to the computer.

Tap Close

Close

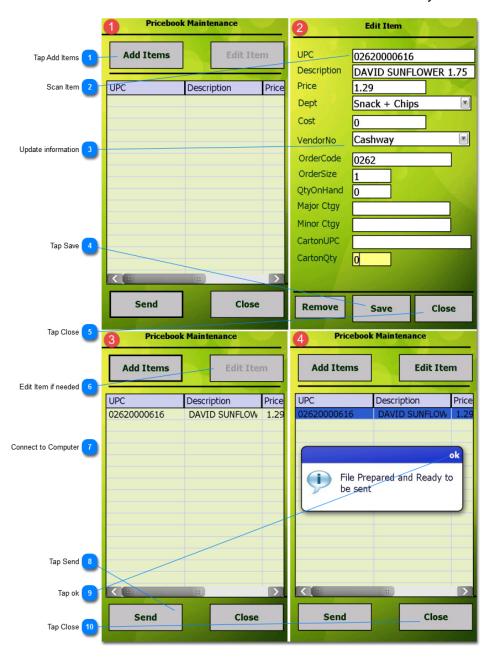
After the upload is complete, tap Close. You are now ready to import the Price Check changes into My Pricebook. <u>Click here for instructions to import your changes</u>.

Pricebook Maintenance

The Pricebook Maintenance function allows you to modify or add items to your Pricebook. Modifications and additions will them be uploaed to My Pricebook and then to your register.

Before doing Pricebook Maintenance please update your validation files on the hand held. <u>Instructions on downloading new validation files are here.</u>

When your Pricebook Maintenance is complete, import the changes into My Pricebook by <u>following these</u> instructions.





Tap Add Items to edit and existing item or add a new item.

Scan Item

UPC 02620000616

Scan item.

If the item was already in the Pricebook, the fields will fill and you can modify any information.

If the item is not in the Pricebook, you can update the information.

If no information displayed and you think it should have, your Validation file is not up to date or did not load. Click here for instructions to load Validation file.

Update information Description DAVID SUNFLOWER 1.75 Price 1.29 • Snack + Chips Dept Cost V Cashway VendorNo OrderCode 0262 OrderSize QtyOnHand Major Ctgy Minor Ctgy CartonUPC CartonQty

Change or add information for this item. All Items must have a Price, Department and Description to work with a register.

Tap Save



Tap Save. The app will send you back to the UPC field and you are ready for your next item.

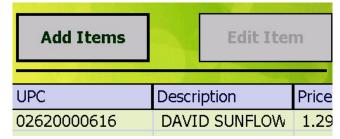
Repeat steps 2 thru 4 until you have updated or added all the items.

Tap Close



After all items are entered, tap Close. The app will then go to screen 3 and will be filled with all the items you updated or added.

Edit Item if needed



If you want to edit or remove an item, tap on the item you want to change and the line will highlight in blue, then tap Edit item. The app will take

you to screen 2 and you can change the information or tap

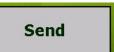


to delete the item.

Connect to Computer

When you are done entering Items, connect the hand held device to your My Pricebook computer so the changes can be uploaded.

Tap Send



Tap Send to prepare the Maintenance file for upload.



Tap ok after the file has been prepared. The app will upload the file to the computer.

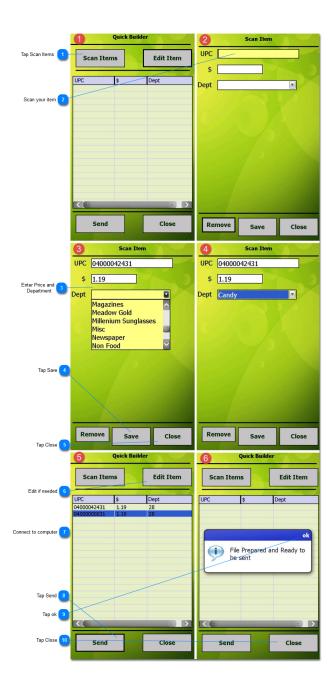
Tap Close
Close

After the upload is complete, tap Close. You are now ready to import the Maintenance changes into My Pricebook. <u>Click here for instructions to import your changes</u>.

Quick Builder

The Quick Builder function helps you scan all items in the store in order to get them loaded into My Pricebook as quickly as possible. The Quick Builder is intended to only be used when first setting up My Pricebook. If you already have your items in My Pricebook and want to update prices or other information about your items, please use the PriceCheck or Pricebook Maintenance functions of My Handheld. Please follow the instructions below to use Quick Builder.

- 1. Make sure My Pricebook is running on your computer and your inventory Departments are set up. <u>Click Here for instructions on setting up Departments</u>.
- 2. Load Departments into the hand held by using the Get Data from PC function on your hand held. <u>Instructions</u> on using Get Data from PC are here.
- 3. You ready to go scan your items! Instructions on scanning items and moving them to your computer are described below. You do not need to scan the entire store at one time. Scan your store in sections and then upload the items to My Pricebook by following the instructions in step 4. You can then go do another section.
- 4. When you are ready, import the scanned items into My Pricebook by following these instructions.
- 5. Repeat steps 3 and 4 until all items are in My Pricebook.





Tap Check Items to start.

Scan your item

UPC

\$
Dept

Dept

Scan item you are adding. You will hear a beep and the UPC field will fill when you receive a successful scan.

Enter Price and Department



Enter a price and choose a Department. If there are no Departments in the selector please check the following:

- 1. You have you Departments setup in My Pricebook. Click here for instructions.
- 2. The Departments have not been loaded from your computer. <u>Click here for instructions to get the Departments from your computer.</u> It is required that a department is entered.



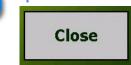




Tap Save. The app will send you back to the UPC field and you are ready for your next item.

Repeat steps 2 thru 4 until you have scanned all the items you want to add.

Tap Close



After all items you want to add are entered, tap Close. The app will then go to screen 5 and will be filled with all the items you added.

Edit if needed



If you want to edit or remove an item, tap on the item you want to change and the line will highlight in blue, then tap Edit item. The app will take

you to screen and you can change the information or tap

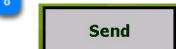


to delete the item.

7 Connect to computer

When you are done entering items, connect the hand held device to your My Pricebook computer so the items can be uploaded.

Tap Send



Tap Send to prepare the Quick Builder file for upload.



Tap ok after the file has been prepared. The app will upload the file to the computer.



After the upload is complete, tap Close. You are now ready to import the items into My Pricebook. <u>Click here for instructions to import your changes</u>.

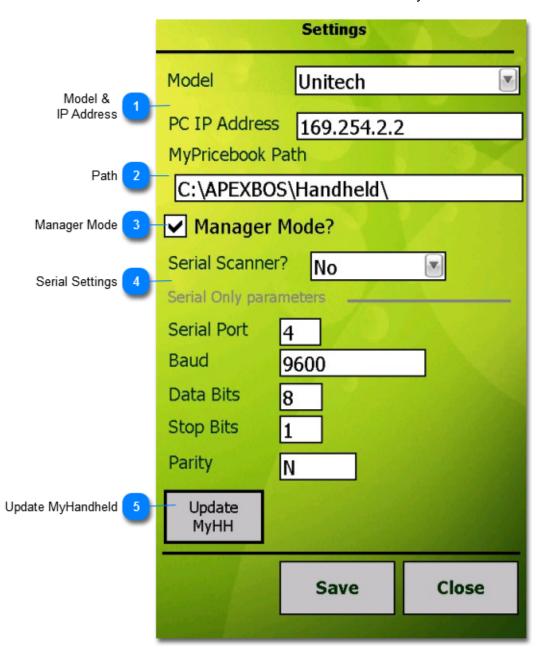
You can start back at <a>Step1 to add more items.

Settings

Settings should already be set by Apex Back Office Solutions before you get your hand held device. You can break the communication with computer if these settings are incorrect.

You may want to update Manger Mode. Please see the instructions below. If you need help with these settings, please contact <u>Support</u>.

If you change any settings, Tap on Save then exit the app and re-open the app for the new settings to take effect.



Model & IP Address



Model is just a description, anything can be entered in this field.

The IP Address is the IP address of the computer the hand held will be connects to. We recommend <u>contacting support</u> to help getting the correct address.

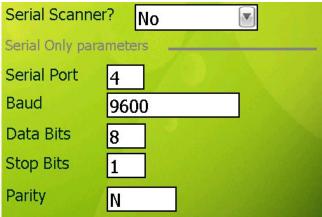
Path MyPricebook Path C:\APEXBOS\Handheld\

This is the path of the folder where information is uploaded to and downloaded from on the computer. The folder in the screen shot is the correct path for My Pricebook.

Manager Mode ✓ Manager Mode?

Manger Mode allows the app to override fields in <u>Deliveries</u> and <u>Price Check</u>. If you want the ability to override fields, the box must have a check mark.

Serial Settings



Normally you will not need these settings. If you have a serial scanner please contact Support to get these set up correctly.





Update MyHandheld



DATA WILL BE LOST ON UPDATE - ONLY TAP THIS BUTTON IF ALL DATA FROM OTHER FUNCTIONS HAS BEEN UPLOADED TO MY PRICEBOOK Tap on this button to check for an update to the My Handheld App. If an update is available, the update file will download and the My Handheld app will restart. If there is no update available, the 'No Updates found' window will display - tap ok to continue.

Support

How to Get Help

Online Manuals

You are in the User Manual which contains My Pricebook How-To Guides, My Pricebook Reference, My MainOffice documentation and My Handheld documentation. Just use the Left panel to find what you need.

There is a My Pricebook Quick Start guide for people who are brand new to My Pricebook, Click here

The online manuals have videos included - please check back often as we will update and add to these manuals.

You can always access these Manuals and Videos by clicking on the Help Button @ on any screen inside My Pricebook.

Email Us

If you can't find what you are looking for in the manual or things are not working they way it's supposed to, send us an email at support@apexbos.com. We answer every email and will get back you as soon as we can, usually the same day.

Call Us

If your problem is urgent, you can call us at 1-888-989-2739 x2. We are available from 8am to 5pm Mountain time Monday through Friday. If you do not get an answer, please leave a message and we will get back you as soon as possible.

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