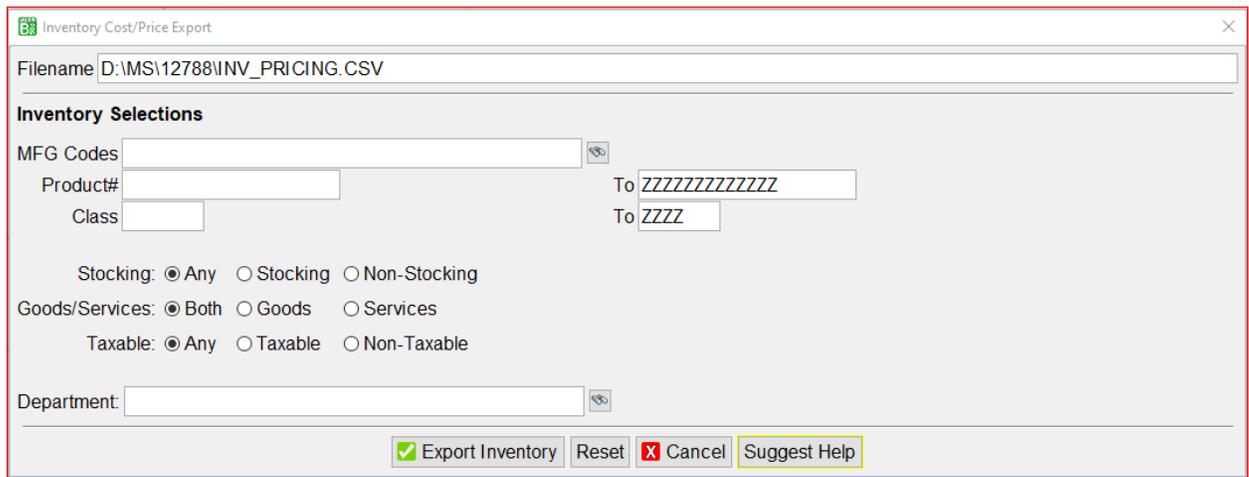


Inventory Cost/Price Export and Import

To Edit Selling Prices and/or Costs:

1. Click on **Views** → **Administration & Utilities** → **Inventory** → **CSV Price & Cost Export Utility**. Here you can filter what items you would like to export. You can filter by MFG Code, Department, etc. or just export all items.



The screenshot shows a dialog box titled "Inventory Cost/Price Export". The "Filename" field contains "D:\MS\12788\INV_PRICING.CSV". Under "Inventory Selections", there are input fields for "MFG Codes", "Product#" (with a "To" field containing "ZZZZZZZZZZZZ"), and "Class" (with a "To" field containing "ZZZZ"). Below these are radio button options for "Stocking" (Any, Stocking, Non-Stocking), "Goods/Services" (Both, Goods, Services), and "Taxable" (Any, Taxable, Non-Taxable). A "Department:" field is also present. At the bottom, there are buttons for "Export Inventory" (checked), "Reset", "Cancel", and "Suggest Help".

2. Once you are done making your selections, click on the **Export Inventory** button. The program will run and when it's done, click on the **Open CSV File** button. This will open up a spreadsheet listing all the items in your inventory that match the criteria you selected. Edit the columns as needed.

Please Note #1 – If you are copy/pasting from another spreadsheet (ex. A supplier's spreadsheet), you can delete the data that gets exported **except the headers**, then copy/paste the new data from your supplier's spreadsheet into the BPOS spreadsheet. All you need is the Product # and then whatever other data you are wanting to update. Be sure to format the columns as TEXT.

Please Note #2 - it is VERY IMPORTANT that you do not change the order or the name of any of the columns in this spreadsheet. Please do not edit the column headers at all. They need to remain in this order to ensure that all the information gets imported correctly.

3. When you have made all your edits, save your spreadsheet (as **c:\gstnet\inv_pricing.csv**).

- In BPOS, click on **Views→Administration & Utilities→Inventory→CSV Price & Cost Update Utility**. Here you should see the file you've been working with listed where it says "Select File". If this is not the correct file, you can use the binoculars button to select your file to upload, if it's not already select:

The first line of your import file must have the following columns and header exactly as shown:
Product#, Size, Desc/Mfg, Style Code, Price1, Percent1, Price2, Percent2, Price3, Percent3, Price4, Percent4, AvgCost(w/FET), FET, DBP(noFET), LastCost(w/FET), Table Code
* Average cost ONLY updated if corporate quantity is ZERO.
* Product#, Size, Desc/Mfg, and Style are NOT updated.

Select File

Select Fields To Update...

<input type="checkbox"/> Price1	<input type="checkbox"/> Percent1	<input type="checkbox"/> FET	<input type="checkbox"/> Table Code
<input type="checkbox"/> Price2	<input type="checkbox"/> Percent2	<input type="checkbox"/> AvgCost(w/FET) - Zero Quantity ONLY	
<input type="checkbox"/> Price3	<input type="checkbox"/> Percent3	<input type="checkbox"/> DBP(noFET)	
<input type="checkbox"/> Price4	<input type="checkbox"/> Percent4	<input checked="" type="checkbox"/> LastCost(w/FET)	

- Once your file is selected, you will then need to select each column that you are wanting to update. Check each box beside the Column name you wish to update with your spreadsheet.
- Click on **Import** to import your spreadsheet. Your data will now be updated with the new information.

PLEASE NOTE: If you have opted to only update your Target Percentages and not your pricing – unless you intend to update your prices as part of your receiving pricess, you may wish to take the additional step of running the **Target Percentage Price Change** routine to update your pricing based on your new percentages – See **AV #723**. As you have already updated your percentages, you can skip that section and move directly to the section regarding updating your selling prices.