

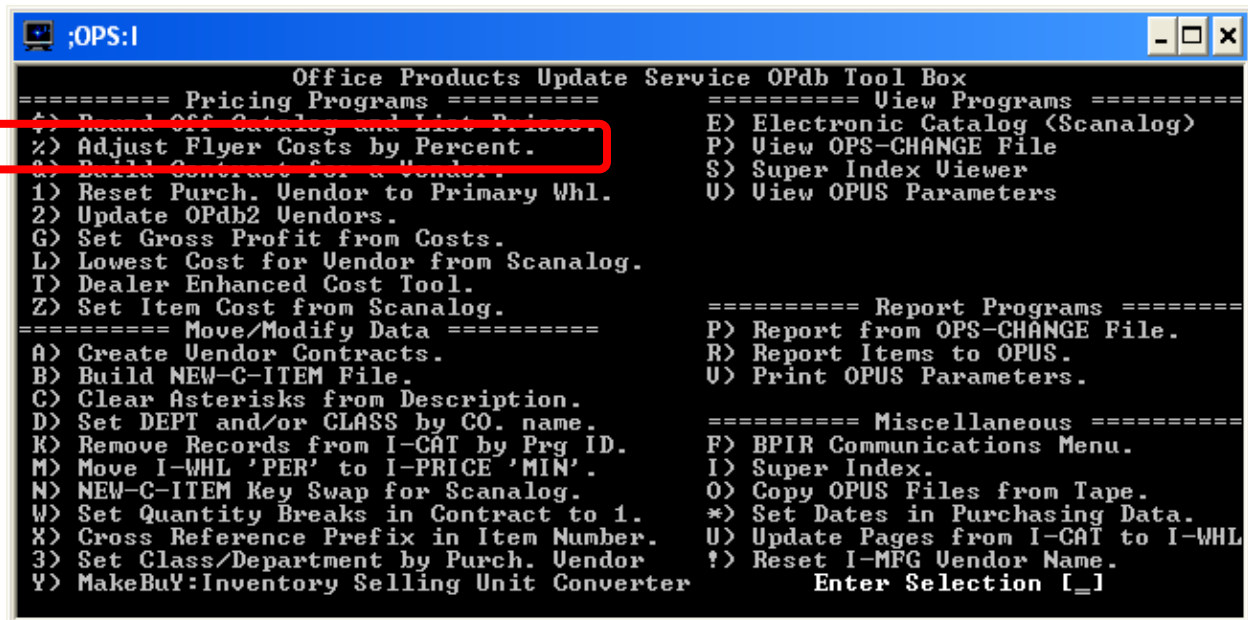
Adjusting Flyer Costs By a Percentage (+I-%)

The (+I) OPdb Toolbox is a menu of utilities that perform a variety of special functions with your Item database and related data.

The (+I-%) Adjust Flyer Costs by Percent function is used when a dealer wants to increase the flyer/catalog cost. to cover overhead expenses, or to decrease the flyer/catalog cost if the wholesaler gives you a better price than the already discounted item cost.

You can access the (+I) OPdb Toolbox and use this tool if you have previously loaded O/PUS® software and the OPdb® multi-vendor catalog quarterly update.

1. From the Ensite Pro Master Menu, double-click **Keyops Menu**.
2. Double-click **Specials**. The (+) Special Programs screen opens.
3. Make sure your CAPS LOCK key is on.
4. Type **I** to access the O/PUS ToolBox screen. (Although you do not actually see the [I] option on the (+)Special Programs screen, if you have O/PUS loaded, you can select it.)



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===== Pricing Programs =====
*) Round Off Catalog and List Prices.
*) Adjust Flyer Costs by Percent.
*) Build Contract for a Vendor.
1) Reset Purch. Vendor to Primary Whl.
2) Update OPdb2 Vendors.
G) Set Gross Profit from Costs.
L) Lowest Cost for Vendor from Scanalog.
I) Dealer Enhanced Cost Tool.
Z) Set Item Cost from Scanalog.
===== Move/Modify Data =====
A) Create Vendor Contracts.
B) Build NEW-C-ITEM File.
C) Clear Asterisks from Description.
D) Set DEPT and/or CLASS by CO. name.
K) Remove Records from I-CAT by Prg ID.
M) Move I-WHL 'PER' to I-PRICE 'MIN'.
N) NEW-C-ITEM Key Swap for Scanalog.
W) Set Quantity Breaks in Contract to 1.
X) Cross Reference Prefix in Item Number.
3) Set Class/Department by Purch. Vendor
Y) MakeBuY:Inventory Selling Unit Converter

===== View Programs =====
E) Electronic Catalog (Scanalog)
P) View OPS-CHANGE File
S) Super Index Viewer
U) View OPUS Parameters

===== Report Programs =====
P) Report from OPS-CHANGE File.
R) Report Items to OPUS.
U) Print OPUS Parameters.

===== Miscellaneous =====
F) BPIR Communications Menu.
1) Super Index.
O) Copy OPUS Files from Tape.
*) Set Dates in Purchasing Data.
U) Update Pages from I-CAT to I-WHL
?) Reset I-MFG Vendor Name.
Enter Selection [ _ ]
  
```

5. To select Adjust Flyer Costs by Percent, type the percent (%) sign.
6. At the prompt below, choose the appropriate option:
 - Type D to decrease.
 - Type I to increase.
 - Type R to reset from the last cost.

This Program will Adjust Selected Flyer Costs in I-CAT by Percent.
Select [D]ecrease, [I]ncrease or [R]eset from Last Cost

Adjusting Flyer Costs By a Percentage (+/-%)

7. At the printer prompt shown below, specify the printer where you wish to print the options you select when running this tool.

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Enter Printer for Report [P1]
Printer number for exceptions report.
```

8. At the program prompt shown below, choose the appropriate action:

```
Enter Program ID to Figure [ ] Blank = All XXX = No Flyers
```

- If you want to decrease a single price plan/program cost, enter the **Program ID** of the catalog that you loaded into I-CAT, up to three characters.
- If you want to decrease ALL items (price plans AND the default dealer cost by vendor, leave **Blank**.
- If you want to decrease JUST the dealer cost from a vendor, omitting price plans/program costs, enter **XXX**.

9. At the vendor prompt shown below, choose the appropriate action:

```
Enter Vendor to Select [ ] Blank = ALL
```

- If you are decreasing the dealer cost on a single vendor's Price Plan/Program, enter the first four characters of the vendor's name.
- If you want to apply the change to all vendors, leave this blank.

10. At the prefix prompt shown below, choose the appropriate action:

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Enter Prefix to Select [ ] Blank = ALL
```

- Enter the wholesaler's three-character Prefix for items you wish to Decrease Cost.
- If you want to apply the change to all vendors, leave this blank.

11. If prompted to enter a percent, choose the appropriate action:

- If you selected to decrease, enter the percent to Decrease.

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Enter Percent to Decrease [ 5.0]
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- If you selected to increase, enter the percent to Increase.

```
Enter Percent to Increase [ 5.0]
```

- If you selected to reset from last cost, this prompt does not appear. Go to step 12.

12. At the prompt shown below, type Y to proceed, or N to return to the Toolbox.

```
O.K. to Proceed ?
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