

Price Import Tools

Andrew:

Our vendor has updated some of their pricing... How does that impact us?

Robert:

Well for one thing, we'll want to adjust some of the retail Prices to reflect the new costs.

Once we have our pricing updates in a spreadsheet, we can map and upload it using Price Import Designer.

Andrew:

Oh yeah, that's right. Then once we import it, we'll finalize the changes in Item Price Change (IPC).

I'll go pull up the spreadsheet they sent us...

Robert:

Select a topic to follow along with us.

Topics

- Create Source Data File
- Map Source Data File
- Import Data
- Review and Finalize

Create Source Data File

To import a price update for the Inventory File, you must prepare a source data file.

This is a spreadsheet file with the pricing data for Eagle to import.

Vendors can provide one by request or you may prepare this on your own.

Review the spreadsheet for accuracy and make changes as needed. You will assign some or all of the columns to corresponding Eagle fields.

While you do not need the row with the column headers, it is helpful to have for easy reference while building the Import Map.

It's a Best Practice to include a column with item SKU's. Eagle uses these to match the item from the source data file with your system's Inventory File.

Open the File menu and select Save As. Enter your file name and set the file type to either Comma delimited (.CSV) or a Tab delimited (.TXT).

Press Save.

Map Source Data File

Once you prepare your Source Data File, use the Price Import Designer to map this information to your system.

This tells Eagle which columns in the spreadsheet refer to which fields in the Inventory File.

Select Open and navigate to the source data file.

Select it and press Open.

Eagle displays the name of the file here.

Choose the Import File Type that matches your data file and select Input.

The Price Import Designer displays the first 10 records in the viewer.

Now you're ready to tell the system where you want to store the new information. Start by pressing Map Field, then select a system field to include for the import. We'll use SKU as the example.

You may find it helpful to have a digital or printed copy of your source data file handy for reference. Enter the position of the corresponding field in the source data file. Position 1 refers to the leftmost column.

Mapping a Price or Cost field needs additional information. Enter the Position and Decimals according to your import file's data.

If you do not have decimal points in your file, this field tells Eagle where to place them as it carries out the import. Refer to your import document to see if you need this. Our example data file already has decimals in it, so we'll leave this blank.

The Multiplier field multiplies the value from the spreadsheet by the amount you enter here. Entering .70 would reduce the values in the selected field by 30%, and 1.20 would increase them by 20%.

Enter the values and press OK.

Map the rest of the data as needed. Your spreadsheet may contain fields that go unused.

Review the mapped fields and adjust the SKU Options to fit your store's records.

When mapping a file, you must specify a field for the Item Match. This is usually the Inventory SKU field.

This tells Eagle to update items when the information in the data file matches this field in your Inventory File.

If the first row in the source data file has column headings (such as Item, Description, Retail, etc.), enable the Ignore first record option to exclude that row from the import.

You can save an Import Map to speed up the process next time when uploading another source data file that has the same format. This is helpful if you receive frequently updated cost information from a vendor.

Select Save map, enter a description and press Save.

Import Data

After selecting the source data file and creating or loading your import map, select the Import button to begin the upload process.

Choose the Store or stores to apply the Import to. Note that if Eagle is configured to Keep Prices the same in all stores, you must choose to update prices in All Stores.

If your Eagle uses Matrix Prices that are marked up from cost, enable the Update (+) Type Matrix Prices checkbox.

In the Change field, choose if you want Eagle to update the Cost and/or Price using your source data file.

Select an option that best fits how you want to handle your Costs and Prices.

Option B updates both Cost and Price according to the source data file.

Choose the Cost type to use for the Cost field values.

Select the Vendor, if any.

Assign either Retail or List to the Price field.

The Date Effective tells Eagle when to apply the prices from the import.

If you have multiple people that can edit and finalize prices, a Best Practice is to set the Date Effective for a few months in the future.

This gives you time to review and manipulate pricing in Inventory Price Change (IPC) and print Bin Label Tags without the possibility of someone else finalizing the prices before you are ready.

You can change this date when you're ready to finalize the update.

Enable the Trial Run option to generate an error report without entering price changes into the Price Change File.

Select Import and Eagle imports the source data file and adds the updates to an Item Price Changes (IPC) file.

Once the import finishes, Eagle creates a log file that tells you how many records have been read and if there were any errors that prevent the source file from importing.

To view the errors, select View Log. Scroll down to the current date and time to locate the relevant errors if any.

The most common errors are forgetting to map the SKU column and attempting to load a price update for a SKU that doesn't exist in your inventory file.

Correct the error in the source data file, save it in the appropriate file type, and import the updated version.

Review and Finalize

Once you map and upload the source data file, Open Item Price Change (IPC) and review the changes.

Press Enter to display the imported data.

You can make adjustments by selecting a field and entering the correction.

Press the Change button to save your changes.

To Finalize the price changes, open the Price Change Report (RPC).

In Print Setup, choose the option for Spooler Only.

On the Options tab, enable report Option F and disable all others.

Run the report, and Eagle carries out the changes to the Inventory File.

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Corporate Office

804 Las Cimas Parkway
Austin, TX 78746
USA

Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico

Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom

Phone: +44.1344.468468
Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684

Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia

Phone: +61.2.9927.6200
Fax: +61.2.9927.6298