

Import Munce Group Discounts into Booklog

Booklog and The Munce Group (a marketing company for Christian bookstores) work together so that you can load The Munce Group's discount catalogs directly into Booklog.

Booklog's import program adds any new items that aren't in your database and updates any existing records to use the discounted price. You can also create a Purchase Order directly from the import window.

During the discount period, the discount price will appear in the cash register when you sell an item on the catalog. Once the discount expires, the price will go back to the standard value.

These instructions will walk you through all of the necessary steps. Occasionally, you will see a reference to "Parable" in some Booklog windows. That's because the windows have not yet been renamed to indicate that they can also be used for files from The Munce Group.

NOTE

When you load the scheduled discount, the discount is added to hidden fields within the inventory record. This means that there is no way to change the amount of a Munce Group discount. It will remain active until the promotion expires. However, if you do not want to discount the item at all, you can mark it as "exclude from discount". Check the Exclude checkbox in the Price Controls section of the item record.

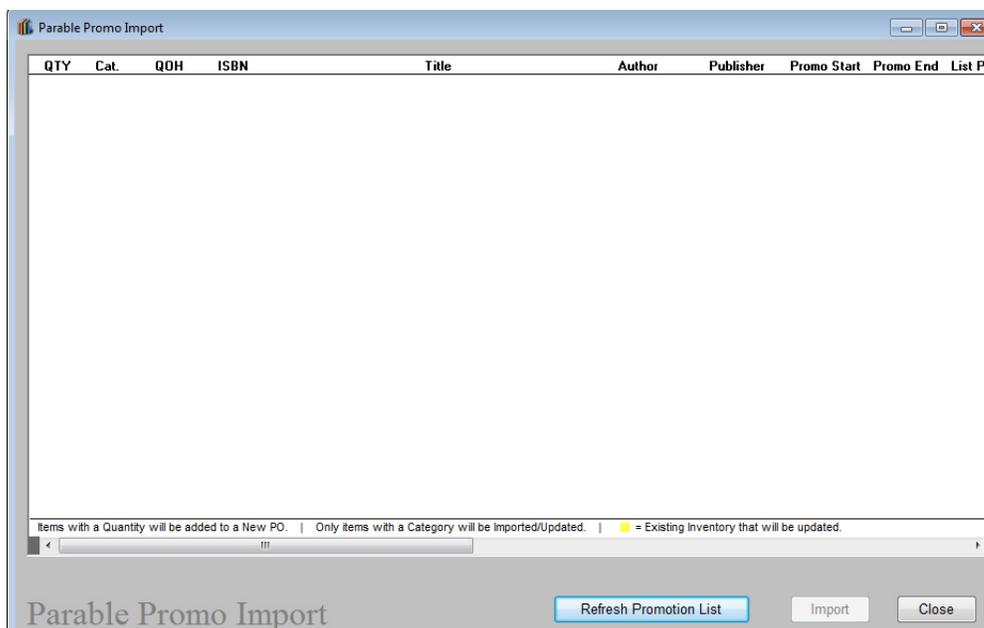
Download your Munce Group File

Before you import the discount file into Booklog, download it from The Munce Group. The Munce Group will periodically notify you that a new promotion file is available, and will provide you with a link to their website. Download the file from the website using The Munce Group's instructions. Save it on your computer, and keep it in a location where it will be easy to find in the future.

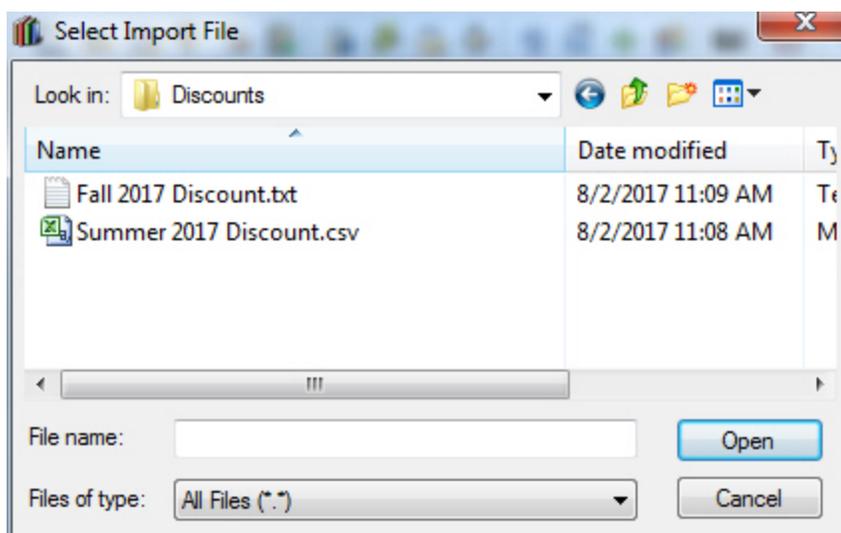
Import Records and Promotions

Once you download The Munce Group's promotion file from their website, you can load the items and discounted prices directly into Booklog. You can also automatically add the items to a new Purchase Order.

1. Go to Inventory | Import Into Inventory | Parable Promo
2. The Parable Promo Import window will open.

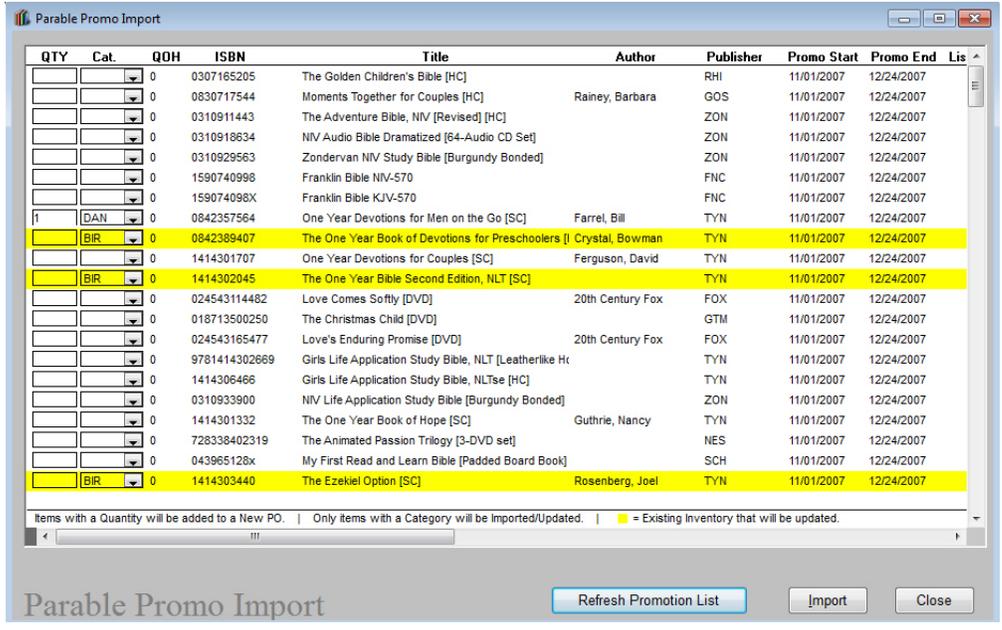


3. Click on the Refresh Promo List button.
4. The Select Import File window will open.

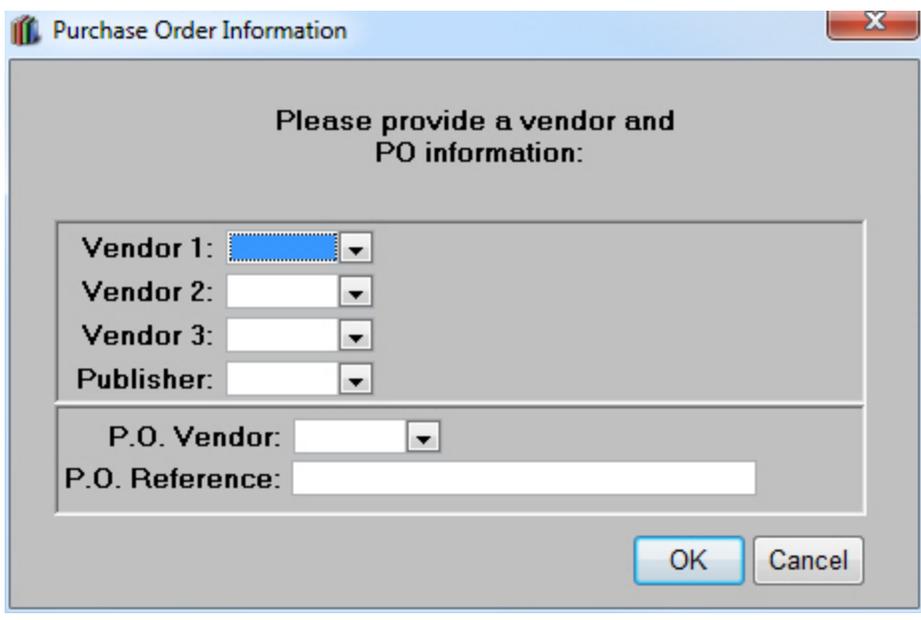


5. Navigate to the stored file.

6. Click Open.
7. The items will be loaded into the Parable Promo Import window. Items that already exist in your database will be highlighted. Items that are not yet in your database will not be highlighted.



8. Enter a category in the Cat. field for each item you want to import. Items will not import if they do not have a category.
9. Enter number in the QTY field for each item that you want to add to a new PO.
10. Once you have selected all of your items, click Import.
11. The Purchase Order Information window will open.



Import Records and Promotions

12. The top section of the window concerns the vendor and publisher fields in the item records. Select values for the Vendor 1 and Publisher fields from the pull-down lists. If you wish, also select values for Vendor 2 and Vendor 3.
13. The bottom section of the window concerns the new PO that you are creating for these items. Select a P.O. Vendor from the pull-down list.
14. If you want to include a brief note on the PO, enter it into the PO Reference field.
15. Click OK.
16. You will get a message saying that the files were successfully imported and that the PO was created.

Troubleshooting

Most import errors occur because you selected the wrong file.

Item does not pass the validation test.

Make sure that you are importing the right file. You may have chosen a file for a different import program.

Item Validation error on Import

Make sure that you are importing the right file. You may have chosen a file for a different import program.

