Save A Lot Browser

Save A Lot Store Users
Guide to the
Save A Lot store browser

v 2.7

Revised November 20, 2019

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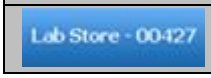
Save A Lot Browser Navigation

The Save A Lot browser is your central access point for all Save A Lot in-store applications. If the Browser is not visible, it can be activated by hitting the F11 key on your keyboard

Toolbar

The tool bar appears at the top of the browser screen and provides buttons that allow you to navigate within the browser, the store name and number is also included in the tool bar. The table below provides a short explanation for each of the icons available on the tool bar

	Home – returns you to the dashboard screen in the current tab
	Back – displays the previous page in the current tab. Only enabled if there is a previous page in the current tab's browser history
	Forward – displays the next page in the current tab. Only enabled if there is a next page in the current tab's browser history
	Refresh – refreshes the page being displayed in the current tab
	Stop – stops the load for the page being loaded in the current tab
	Print – prints the contents of the page in the current tab
	Offline / Online mode – toggles offline/offline mode, to be used when there is no network connectivity. To be used under help desk direction only
	Log out – logs the current user out and returns to the user login screen. Force closes all open tabs and opens the user login screen in a new tab
	Exit browser – initiates the SAL retail browser exit process. To be used under help desk direction only. Use the **Cancel** button in the password confirmation window to close this screen without exiting the browser
	**Store info** – displays the Save A Lot assigned store name and number

Tab Strip

The tab strip appears directly below the tool bar. Each tab will provide a short description of what application is open within it. Clicking on a tab provides quick access to the application within the tab. A maximum of 5 tabs can be open at any one time. To close a tab, click the "X" at the right of the tab

Menu Bar

The menu bar appears below the tab strip and provides access to the following functions:

- **Communications**
- **Applications**
- **Mail**
- **Links**

Communications Dashboard

The Communications link in the menu bar will indicate unread and urgent Communications prior to login, but access to the Communications Dashboard itself will require login. "New" Communications will be indicated by displaying the Communications link and corresponding "New" message count in bold, red font

There are four categories of communications sent to stores:

- Messages
- Bulletins
- Weekly Communications (Corporate Stores only)
- Display Plans

See the **Communications Dashboard** chapter for further information

Applications Menu

Applications are accessed by clicking on the Applications option located on the menu bar. The applications menu represents groupings of applications based upon their primary purpose. The Applications menu is visible only after you login. Your current username and password will be used to access these applications.

See the **Applications Menu** chapter for more information

Mail Menu

The Email menu will indicate unread and urgent email prior to login, but access to the Email system itself will require you to login with your username and password. An email envelope icon will display when you have unread email and will display if one or more unread emails is urgent. ("Urgent!" must be the first word in the subject line of a message for the envelope to turn Red.) When all urgent emails have been read, the envelope will turn from red to gold. The number of unread emails is shown in parentheses

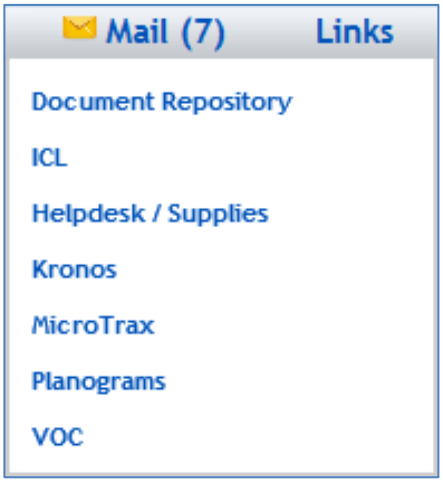
See the **Mail** section for more information

Links Menu

The **Links** menu is visible prior to login, but access to some menu options may require a separate login

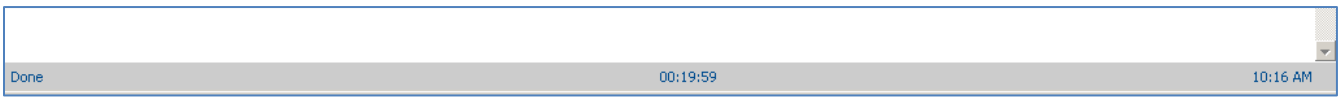
See the **Links Menu** section for more information

Retail Partners:



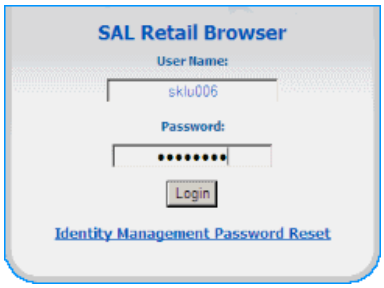
Corporate:

Status Bar



The status bar appears at the bottom of the screen and displays current information for the tab being viewed. The status bar gives a visual measure of the progress being made loading the current page. If the web page has been completely loaded, this progress bar is not visible, and the word "Done" is displayed in the bottom left hand corner of the status bar. The current time of day will appear in the bottom right hand corner of the status bar

Logging In and Out



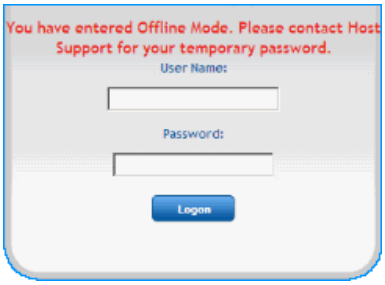
- At the user login screen enter your
  - User Name and Password
- Then click **Login** or press **Enter**
- To log out click the icon at the top of the screen. You will be logged out of the browser and returned to the login screen

Offline Mode

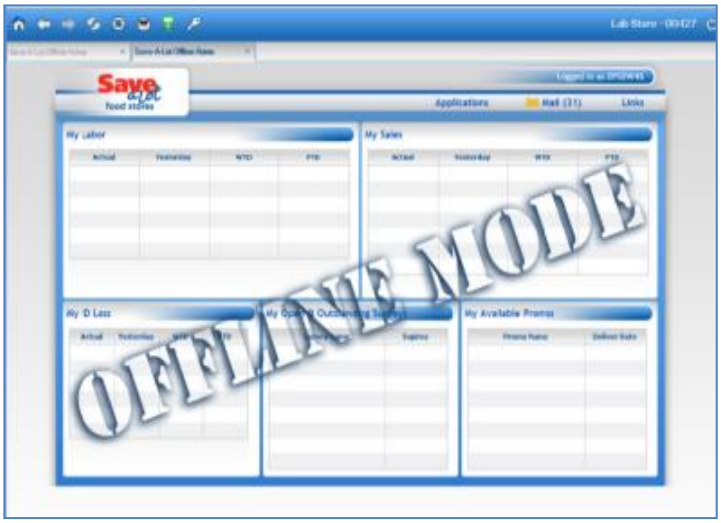
If your store loses network connectivity the browser can be accessed to update the store reports or ICL using offline mode. Before accessing offline mode contact the Save A Lot help desk at 1-800-323-9424

Logging In

- To access offline mode, click the icon in the tool bar



- The offline login screen will load. Enter the temporary User Name and Password given to you by the Save A Lot help desk and click **Login** or press **Enter**



- While in offline mode, the words **Offline Mode** will appear on the screen like the example shown

Logging Out

- To exit offline mode, click the icon on the tool bar

Password Maintenance

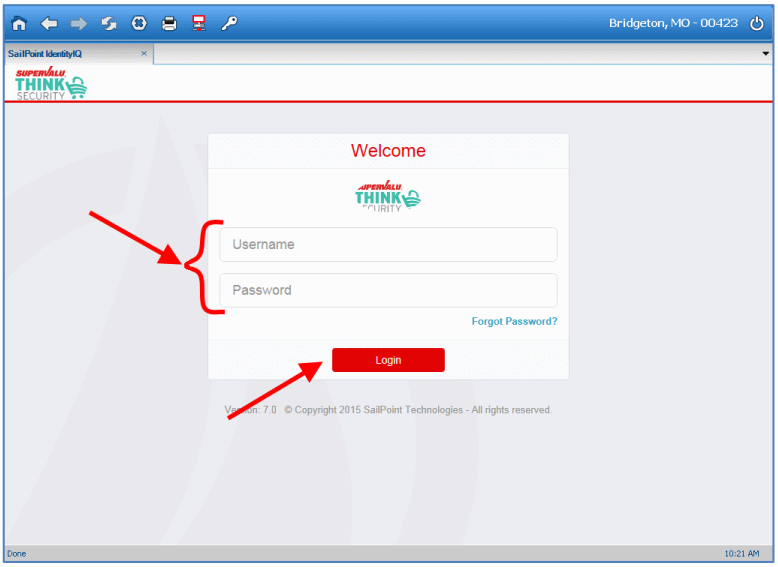
Corporate Stores

If you need to change or recover your browser password, you can access the SAL Password Self Service using the following procedure

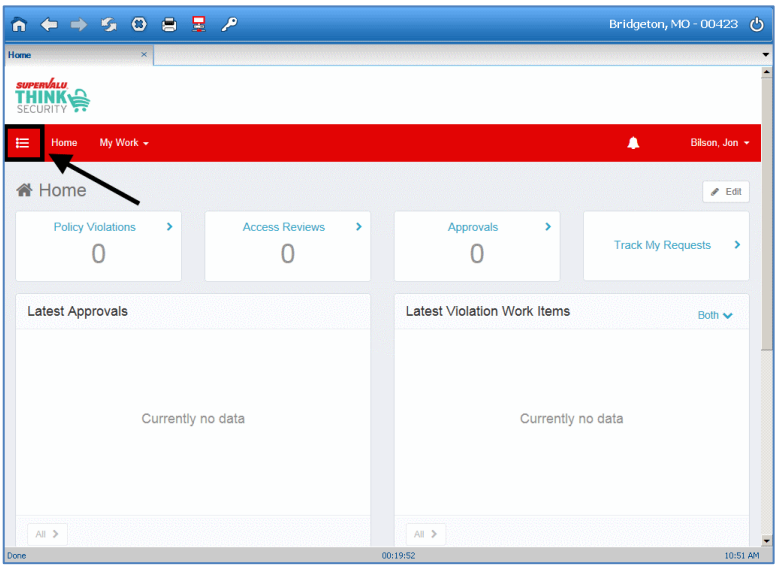
To Change Your Current Password

- From the SAL Browser log in page, click on **Identity Management Password Reset**

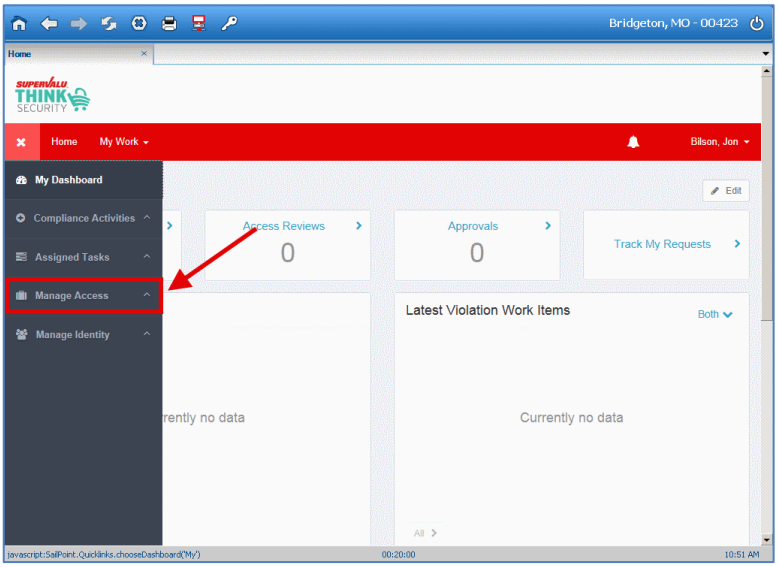
- Enter your current **Username** and **Password**
- Click **Logins**



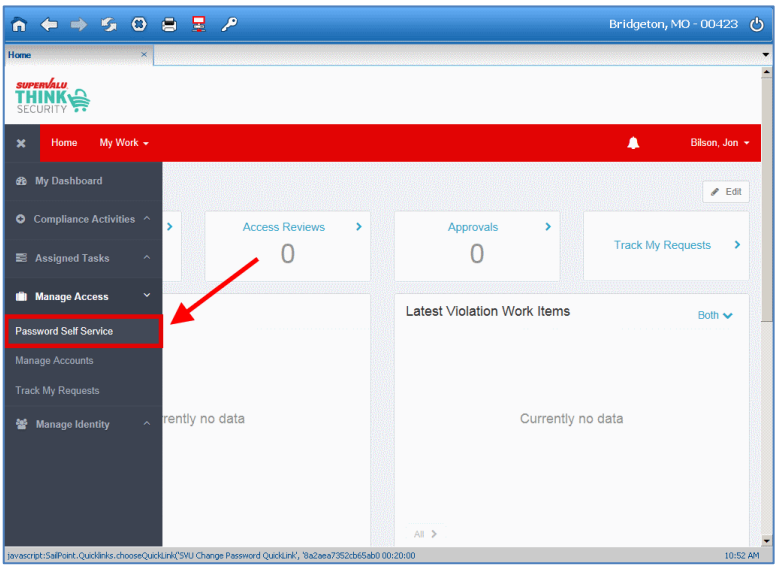
- Click the “hamburger” icon on the upper left-hand side



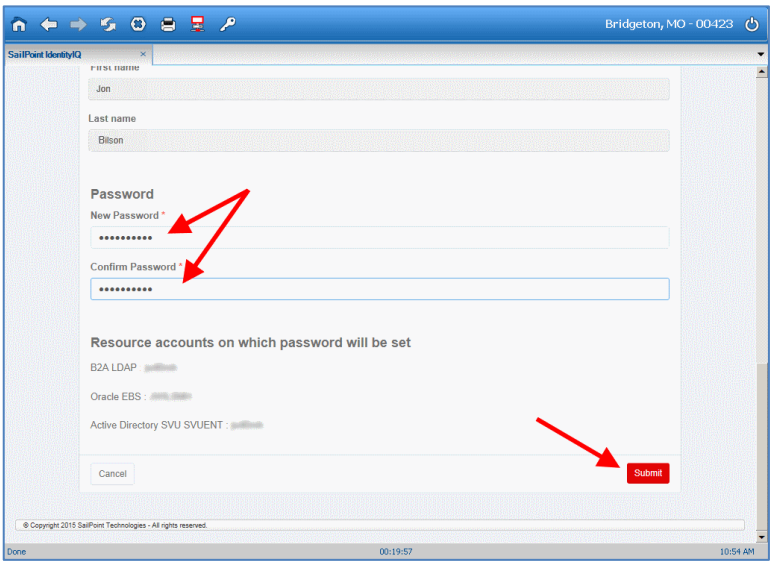
- Click **Manage Access**



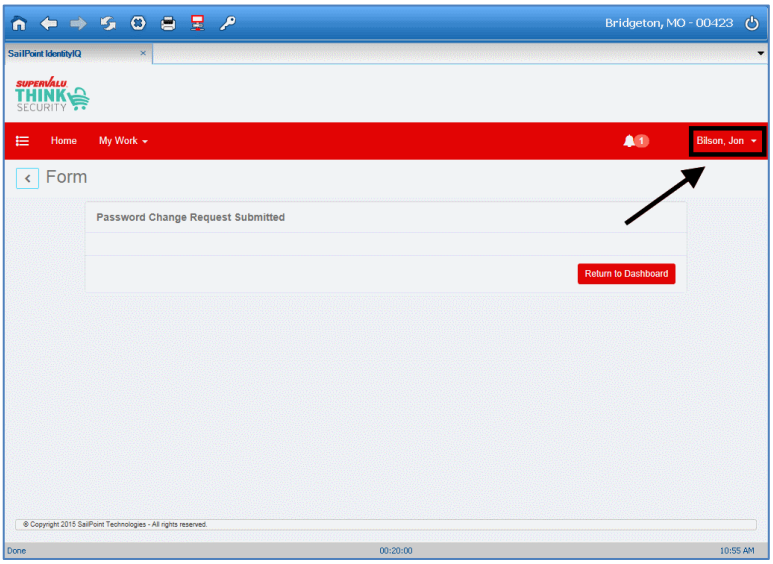
- Click **Password Self Service**



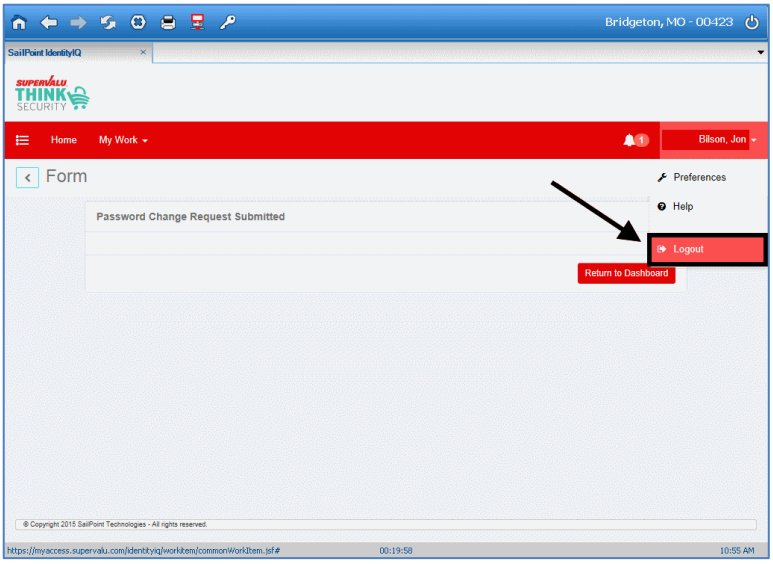
- Scroll down and enter your new password twice
- Click **Submit**



- Click on your name on the upper right-hand side

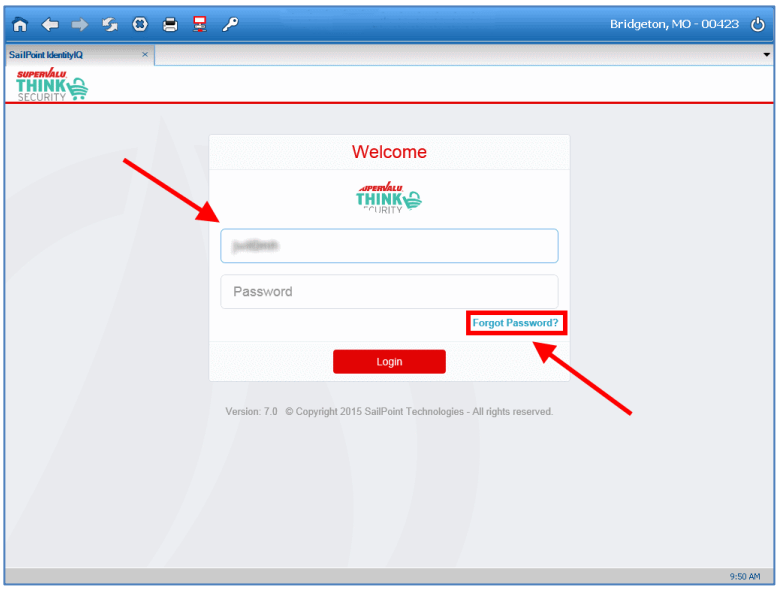


- Click **Logout**

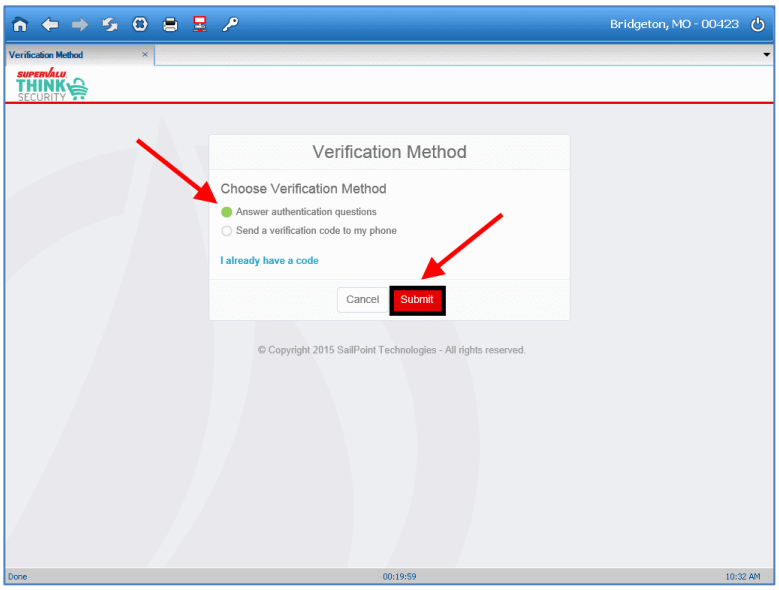


To Reset a Forgotten Password

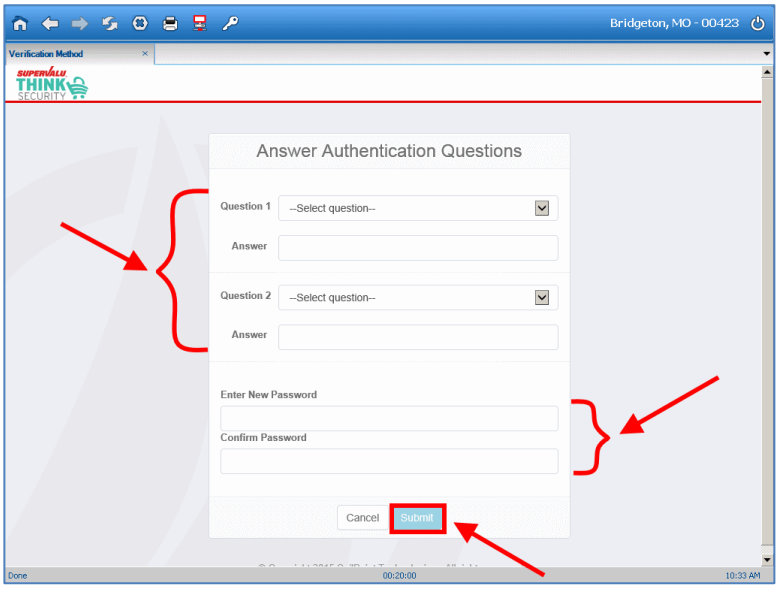
- Enter your username and double-click the **Forgot Password?** link
  - Yes, I said double-click



- Click **Answer authentication questions**
- Click **Submit**



- Select the questions you answered when you set up your MIO account and provide the matching answers
- **Enter** and **Confirm Password**
- Click **Submit**

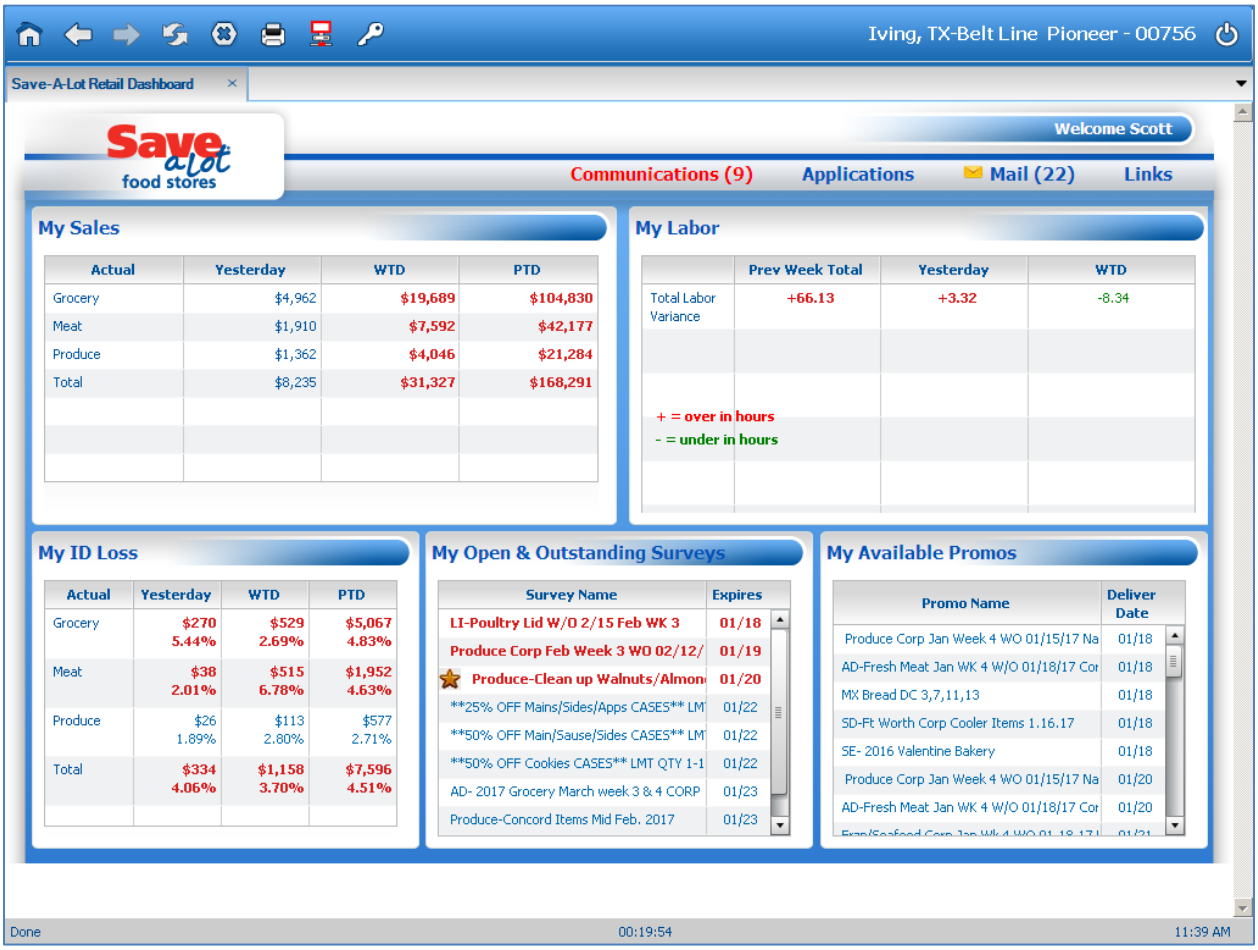


Retail Partner Stores

- To change your login password, click the **Change Password** link at the bottom of the browser login screen

- Complete all fields
- Click the **Save** button to confirm the password change

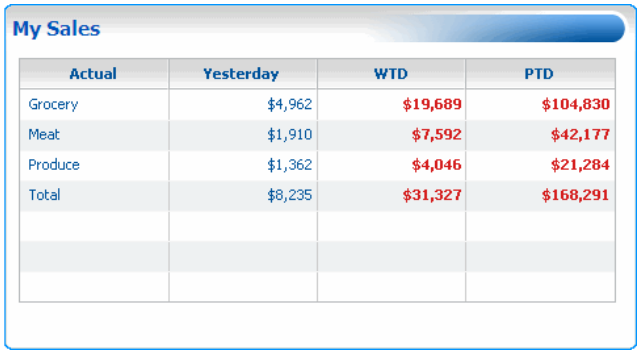
Retail Dashboard



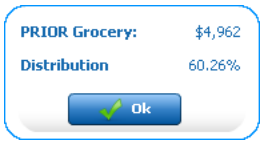
NOTE: *WTD and PTD values are through yesterday and are UNAUDITED*

My Sales

Requires Save A Lot Store Report Application usage by store



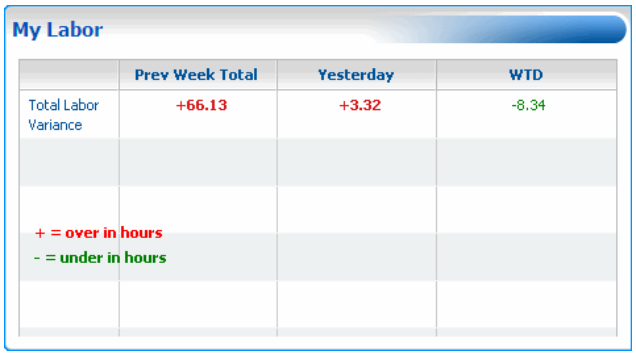
- Sales figures are from the SAL Store Report
- Shows sales for Yesterday, Week to Date and Period to Date



- Double clicking on one of the period totals will display a pop-up with more detail

My Labor (Corporate stores only)

- Hours are identified from Kronos
- Plan is identified from the Weekly Labor Planning Worksheet
- Shows actual hours for Previous week, yesterday, and Week to Date (**WTD**)
- **WTD** values turn red if they are equal to or greater than planned, green if they are equal to or less than planned

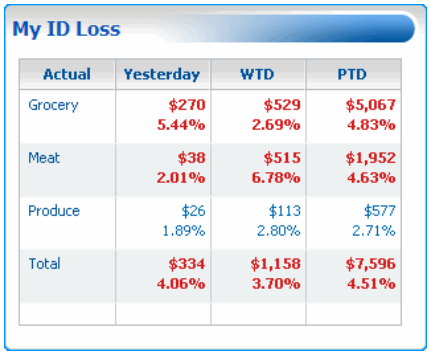

My Labor

	Prev Week Total	Yesterday	WTD
Total Labor Variance	+66.13	+3.32	-8.34

+ = over in hours
- = under in hours

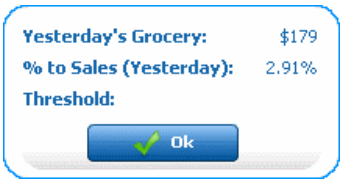
My ID Loss

- ID Loss dollars and percent of sales are identified from the ID Loss Reports
- Shows ID Loss for **Yesterday**, Week to Date (**WTD**), and Period to Date (**PTD**)
- Yesterday, **WTD**, and **PTD** values turn red if they are GREATER THAN the threshold amount for their corresponding sales
- Current thresholds are: Grocery 0.8%, Meat 2.0%, Produce 4.0%, Total 1.5%


My ID Loss

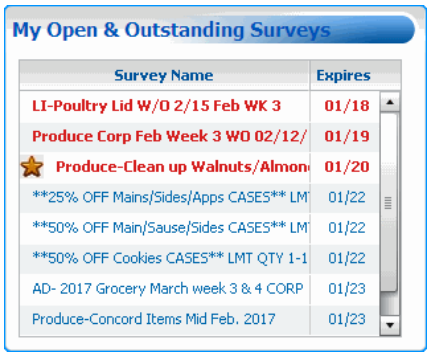
Actual	Yesterday	WTD	PTD
Grocery	$270 5.44%	$529 2.69%	$5,067 4.83%
Meat	$38 2.01%	$515 6.78%	$1,952 4.63%
Produce	$26 1.89%	$113 2.80%	$577 2.71%
Total	$334 4.06%	$1,158 3.70%	$7,596 4.51%

- Double clicking on one of the period totals will display a pop-up with more detail



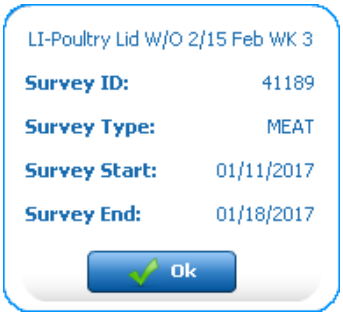
My Open & Outstanding Surveys

- Surveys will appear on their first effective date
- Surveys are listed oldest to newest
- Surveys will turn red when they are within three days of their expiration date
- Surveys will no longer appear once they expire
- Expedited surveys will be highlighted with a


My Open & Outstanding Surveys

Survey Name	Expires
LI-Poultry Lid W/O 2/15 Feb WK 3	01/18
Produce Corp Feb Week 3 WO 02/12/	01/19
Produce-Clean up Walnuts/Almon	01/20
25% OFF Mains/Sides/Apps CASES LM	01/22
50% OFF Main/Sause/Sides CASES LM	01/22
50% OFF Cookies CASES LMT QTY 1-1	01/22
AD- 2017 Grocery March week 3 & 4 CORP	01/23
Produce-Concord Items Mid Feb. 2017	01/23

- Double clicking a survey listing will display a pop-up window with that survey's details



My Available Promos

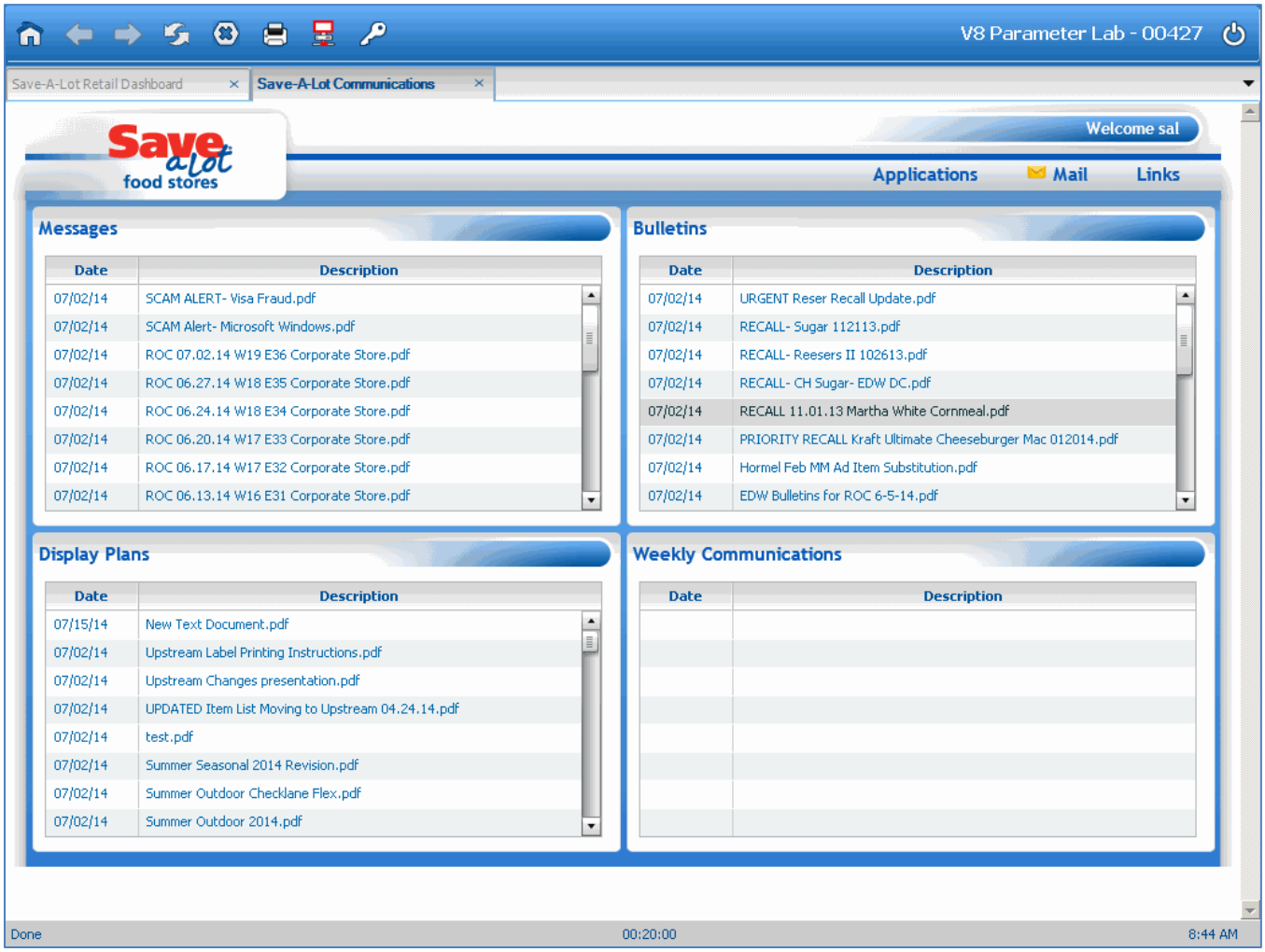
- Promos are identified from the Planning Report (2-week view)
- Shows promos that are available for delivery for the current and the following two weeks
- Promos will be listed in order from newest to oldest
- Promos with multiple release dates will appear on separate lines

- Double clicking a promo will display a pop-up window showing that item's release and delivery dates

Communications Dashboard

Select the Communications link from the menu bar. The number of new communications is displayed in red and in parentheses to the right

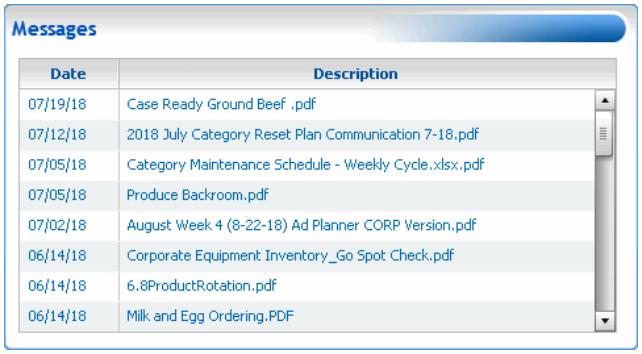
Communications are divided into four categories, each shown in a separate portlet. By default, communications are sorted to display the most recent messages at the top of the list. Messages displayed in red are new



- Double click the description to read the contents of the message

Messages

- A regular communication published by the retail operations communication team that contains broad based information gathered and consolidated from all members and departments of the company and enterprise
- Store Managers retrieve copies of this publication to review, print, and distribute to Store Associates in order to communicate the most current operational information
- **Messages** are updated every Tuesday and Friday

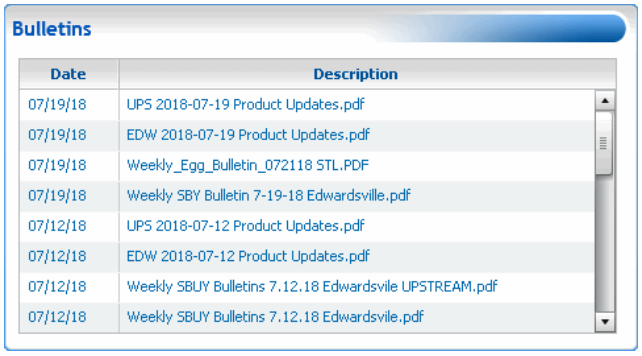


Messages

Date	Description
07/19/18	Case Ready Ground Beef .pdf
07/12/18	2018 July Category Reset Plan Communication 7-18.pdf
07/05/18	Category Maintenance Schedule - Weekly Cycle.xlsx.pdf
07/05/18	Produce Backroom.pdf
07/02/18	August Week 4 (8-22-18) Ad Planner CORP Version.pdf
06/14/18	Corporate Equipment Inventory_Go Spot Check.pdf
06/14/18	6.8ProductRotation.pdf
06/14/18	Milk and Egg Ordering.PDF

Bulletins

- **Bulletins** will contain important information regarding product available from your store's distribution center. Common information can include stock-out or product substitution notifications and new product info

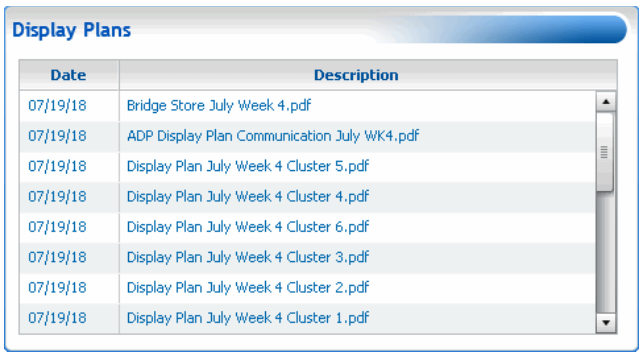


Bulletins

Date	Description
07/19/18	UPS 2018-07-19 Product Updates.pdf
07/19/18	EDW 2018-07-19 Product Updates.pdf
07/19/18	Weekly_Egg_Bulletin_072118 STL.PDF
07/19/18	Weekly SBY Bulletin 7-19-18 Edwardsville.pdf
07/12/18	UPS 2018-07-12 Product Updates.pdf
07/12/18	EDW 2018-07-12 Product Updates.pdf
07/12/18	Weekly SBUY Bulletins 7.12.18 Edwardsvile UPSTREAM.pdf
07/12/18	Weekly SBUY Bulletins 7.12.18 Edwardsvile.pdf

Display Plans

- Contain important information about current or upcoming promotions, sales, or surveys



Display Plans

Date	Description
07/19/18	Bridge Store July Week 4.pdf
07/19/18	ADP Display Plan Communication July WK4.pdf
07/19/18	Display Plan July Week 4 Cluster 5.pdf
07/19/18	Display Plan July Week 4 Cluster 4.pdf
07/19/18	Display Plan July Week 4 Cluster 6.pdf
07/19/18	Display Plan July Week 4 Cluster 3.pdf
07/19/18	Display Plan July Week 4 Cluster 2.pdf
07/19/18	Display Plan July Week 4 Cluster 1.pdf

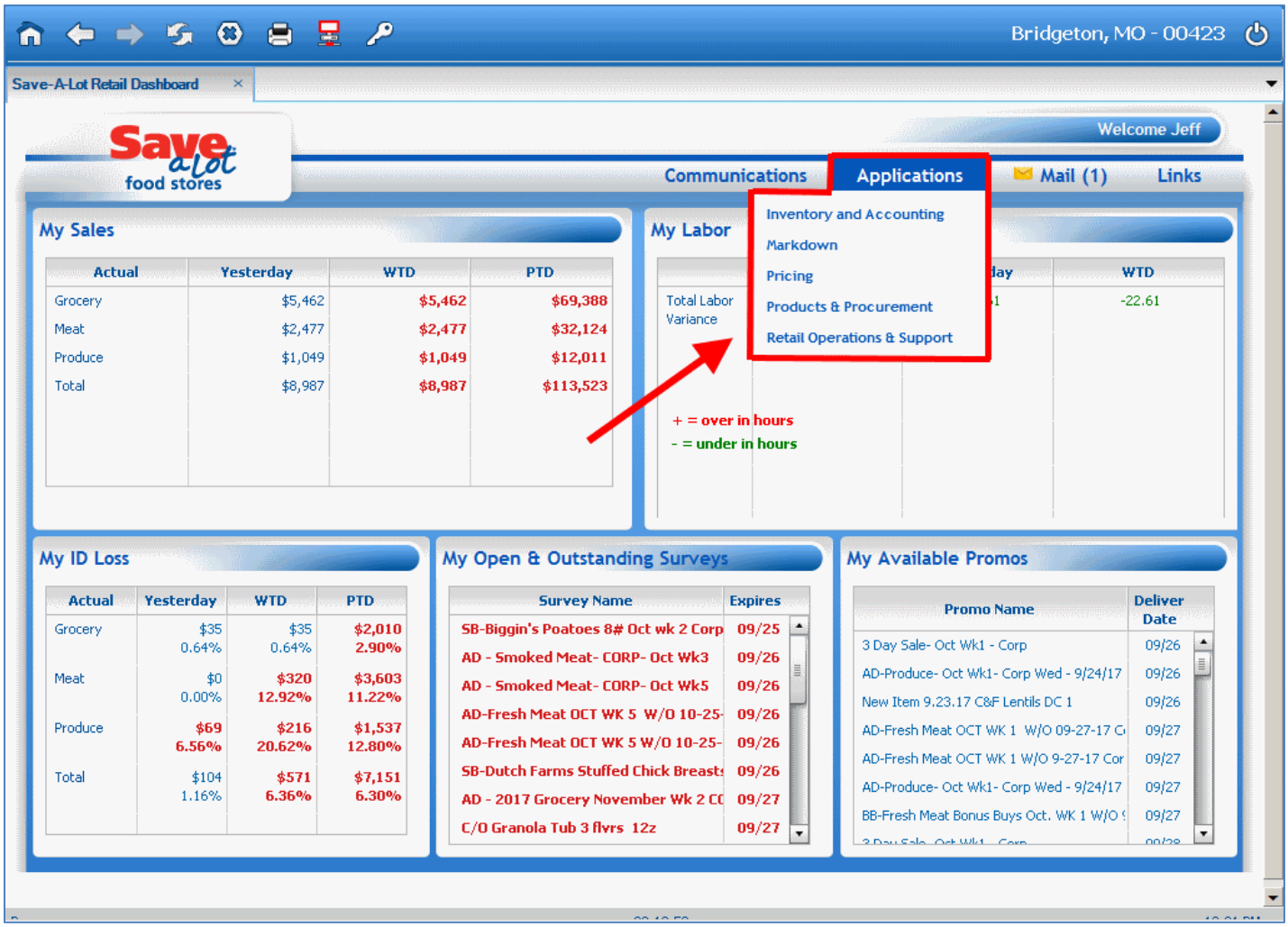
Weekly Communications (Corporate stores only)

- This publication will be available to stores each month, 2 weeks after period end

Weekly Communications

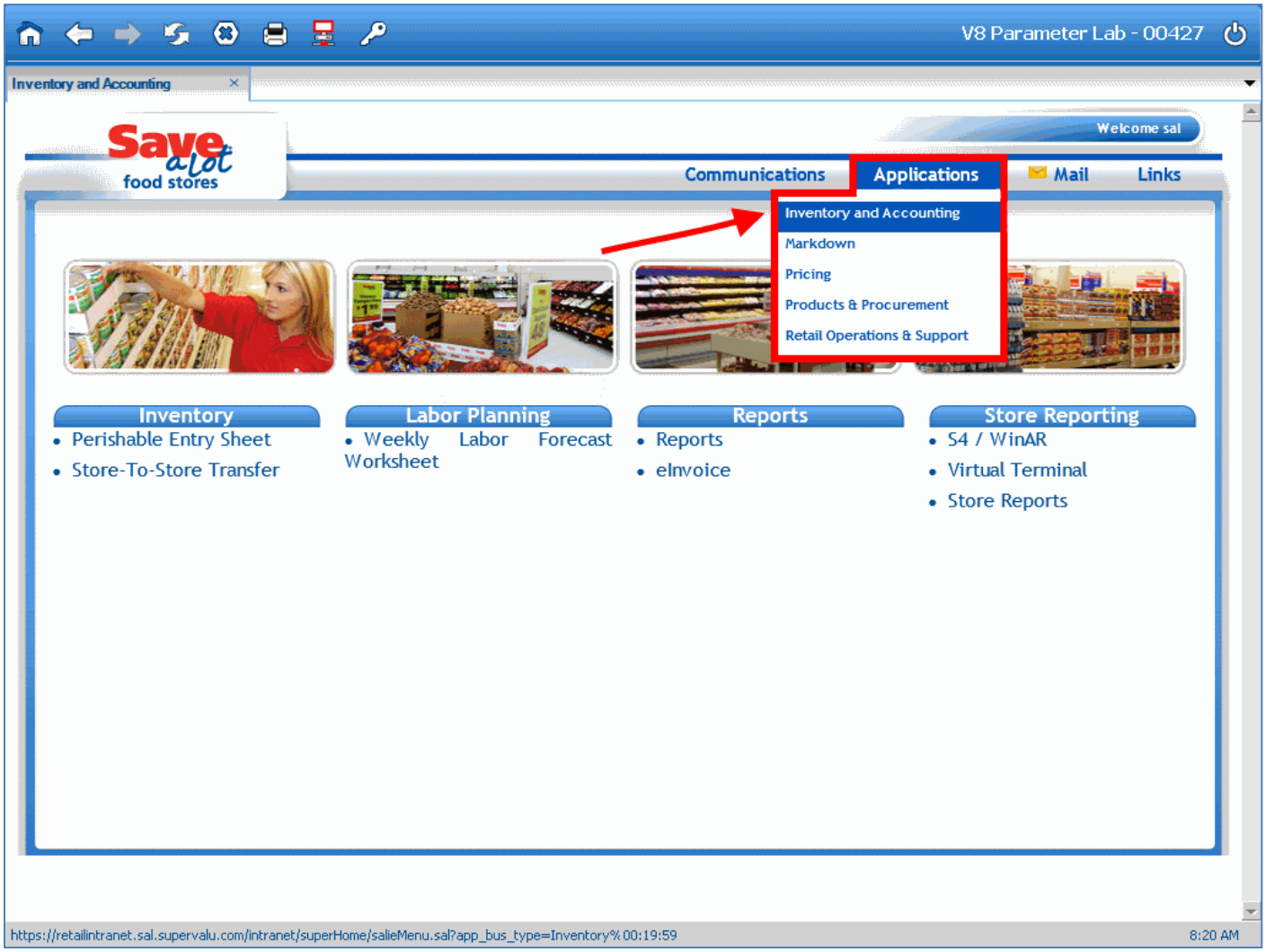
Date	Description
07/19/18	WRAP.CORP 7.19.18.pdf
07/12/18	WRAP.CORP 7.12.18.pdf
07/05/18	WRAP.Corp 7.5.18.pdf
06/29/18	WRAP.CORP 6.28.18.pdf
06/22/18	WRAP.Corp 6.21.18.pdf
06/14/18	WRAP CORP 6.14.18.pdf
06/07/18	WRAP.CORP 6.7.18.pdf
05/31/18	WRAP.CORP 5.31.18.pdf

Applications Menu



Inventory & Accounting	Applications used for store inventory, labor planning, invoices, cashier and store balancing and accounts receivable
Markdown	Applications used to inventory marked down items and to track product shrink
Pricing	Applications for performing price checks, access to pricing reports and sign and tag printing
Products & Procurement	Applications used for receipt of DSD product (Corporate stores only), product ordering and the SAL survey system
Retail Operations & Support	Security applications used to grant access to the SAL browser and other utilities

Inventory and Accounting



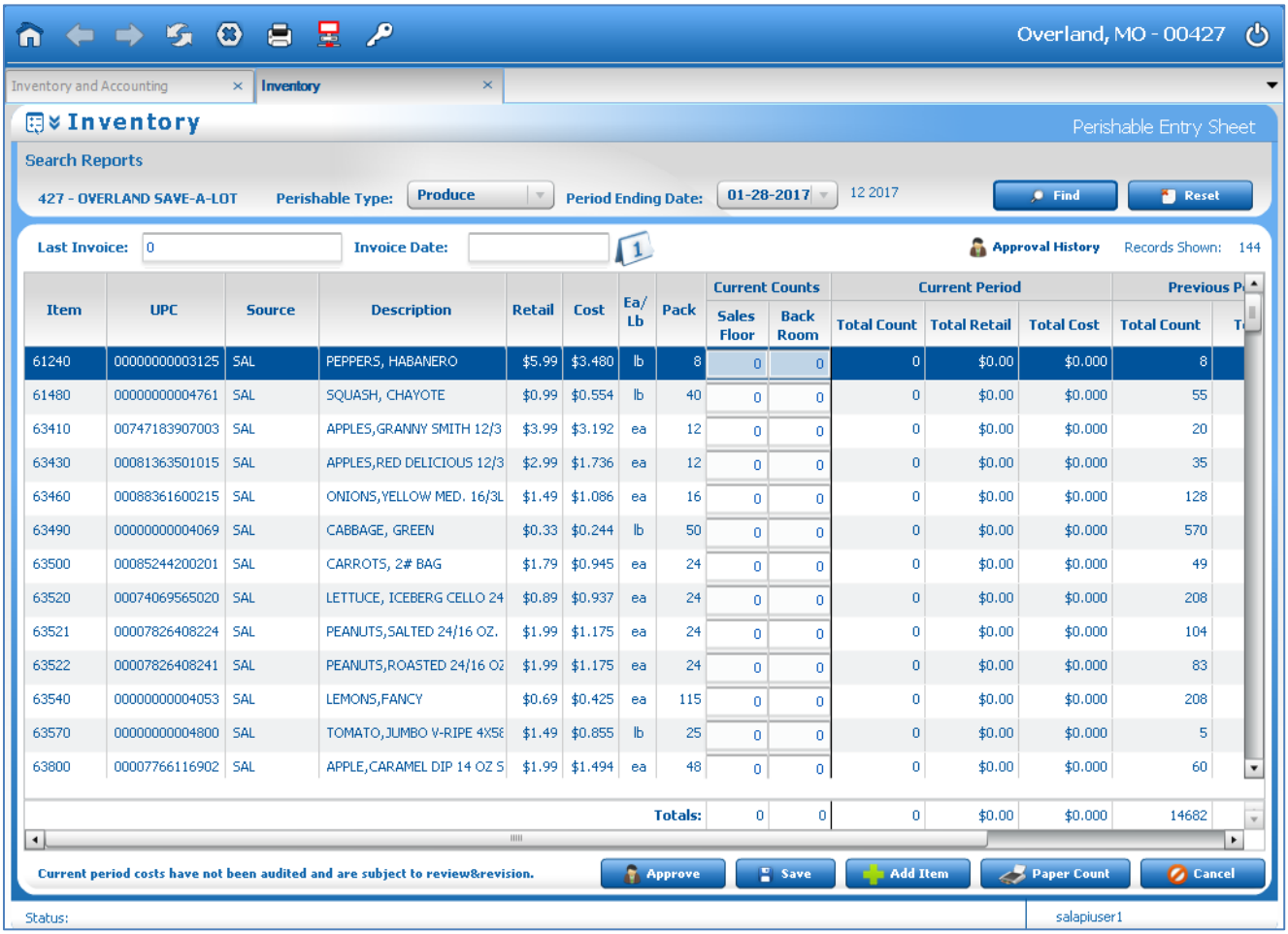
Perishable Entry Sheet (Corporate Stores)	Used to electronically submit perishable inventory counts at each period end
Store-to-Store Transfer (Corporate Stores)	Used for transferring close dated or excess stock between stores that are serviced by the same distribution center
Weekly Labor Forecast Worksheet	Used to forecast upcoming weekly labor hours, monitor the current week's labor, and review previous weeks
Reports	Used to search for invoices, search for product COOL information and display WIC transaction information in Texas and Ohio
eInvoice	Displays electronic invoice information
S4 / Win A/R	Optional accounts receivable software package used for billing at Retail Partner stores that maintain customer charge accounts
Virtual Terminal	Functionality moved to ISS45 Main menu
Store Reports	Used to balance safe, cashiers, and store

Perishable Entry Sheet (Corporate stores only)

- Select the **Perishable Type** whose counts you will enter first by clicking the **Perishable Type** drop down
- Choose one of the following:
  - **Produce**
  - **Fresh Meat**

- Select the current **Period Ending Date** from the drop-down menu.
- Click the **Find** button

- The **Perishable Inventory Entry Sheet** will appear. By default, items are displayed in ascending order by item
- Enter the invoice number of the last Save A Lot delivery in the **Last Invoice** Field
- Enter the date of the last Save A Lot delivery in the **Invoice Date** field by clicking the button
- Invoice information can be obtained from the **eInvoice** report



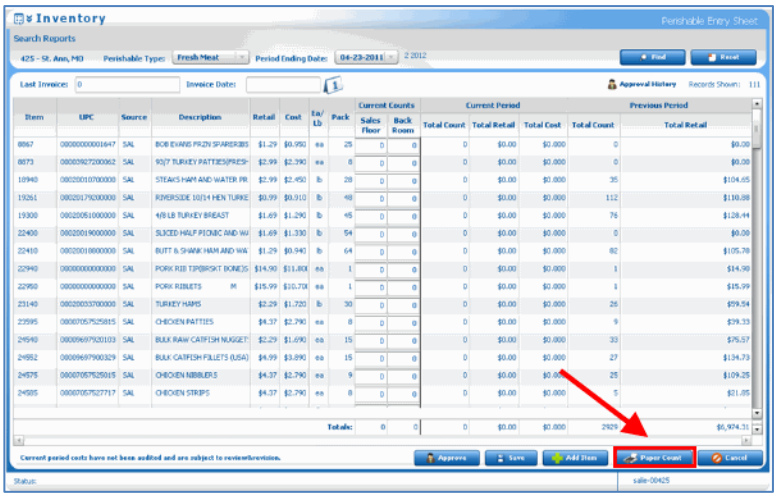
Item	Save A Lot item number
UPC	UPC number printed on the sellable package
Source	Indicates how this item was delivered to the store, from SAL (Save A Lot) or DSD
Description	Product description
Retail	Current Save A Lot retail price
Cost	Current item cost
Ea/Lb	Shows whether item is sold by unit (Ea.) or by weight (Lb.)
Pack	The contents count of 1 case of product
Current Counts Sales Floor	This field is used to enter current sales floor counts
Current Counts Back Room	This field is used to enter current stockroom counts
Current Period Total Count	This field automatically calculates when counts are entered
Current Period Total Retail/Cost	These fields automatically calculate when counts are entered
Previous Period Total Count/Retail	These field automatically populate with the previous period's information

- The **Item** and **Description** columns can be sorted ascending or descending by clicking on the column heading
- The period number and fiscal year are displayed after the **Period Ending Date**
- To clear all fields and display a different perishable type or period ending date click the **Reset** button

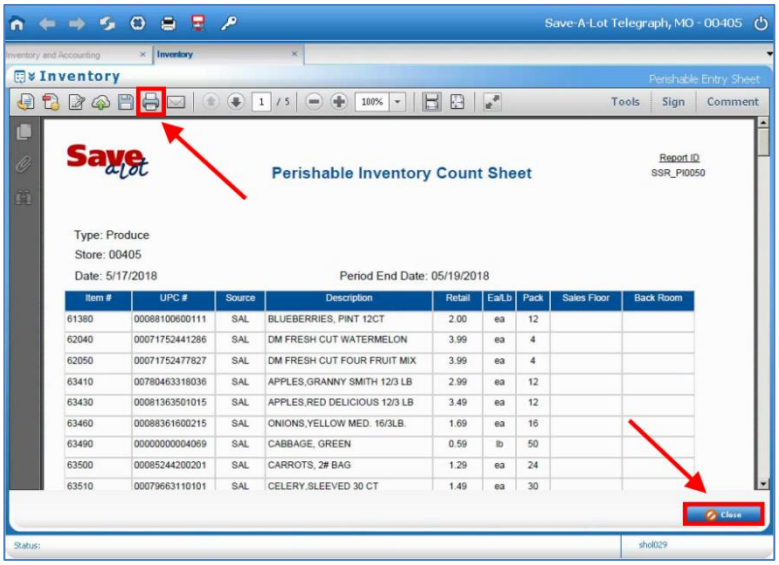
  NOTES: *Clicking **Reset** will erase any unsaved counts*

  *You may alphabetize the list by clicking on the **Description** column header. Having the list in alphabetical order makes it easier to find on the sheet, when out on the floor, or in the back room*

Printing the Perishable Inventory Count Sheet



- To begin the inventory process, click **Paper Count**



- The **Count Sheet** will be sorted the same as the **Entry Sheet**
- Click the icon in the toolbar to print
- Click the **Close** button when printing has completed to return to the **Perishable Inventory Entry Sheet**

  NOTE: *The* ***Count Sheet*** *includes blank fields at the bottom of the sheet to write in items (once printed) that are not listed*

- Take the printed copy of the **Inventory Count Sheet** to the sales floor and back room to complete inventory counting procedures
- Items to be included in perishable inventory:
  - Save A Lot-supplied perishable items that appear in the store's billing history within the previous 90 days
  - Save A Lot authorized DSD perishable items that are in the store's current DSD price book
  - Items that were manually added by a store user during the previous perishable inventory

Perishable Inventory Count Entry

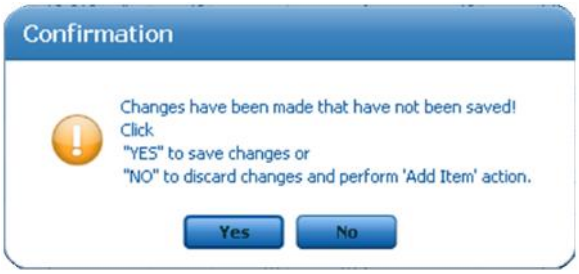
Description	Retail	Cost	Ea/ Lb	Pack	Current Counts		Current Period		Previous Period	
					Sales Floor	Back Room	Total Retail	Total Cost	Total Count	Total Retail
PEPPERS, HABANERO	$5.99	$3.480	lb	8	10	0	$59.90	$34.800	8	$47.92
SQUASH, CHAYOTE	$0.99	$0.554	lb	40	5	2	$6.93	$3.878	55	$54.45

- Once the count sheet has been completed, return to the **Perishable Inventory Entry Sheet** and begin entering counts in the **Current Counts** – **Sales Floor** and **Back Room** columns
- The **Total Count, Total Retail** and **Total Cost** fields for the current period will automatically calculate based on the sales floor and back room counts
- After all items from the count sheet are entered click the **Save** button to save your work
  NOTE: *if the last invoice and invoice date have not been entered when attempting to save, those fields will turn red to indicate an error. The invoice number and date must be entered prior to saving counts*
  Counts must be in whole numbers
- In the event of an entry error, click the **Cancel** button to reset all counts to 0 (zero)

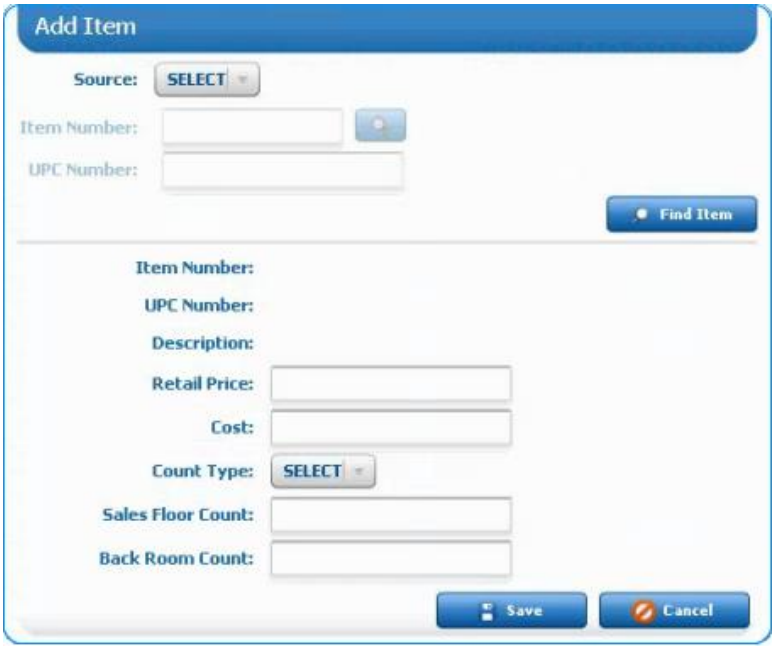
Adding Items to the Inventory Count Entry

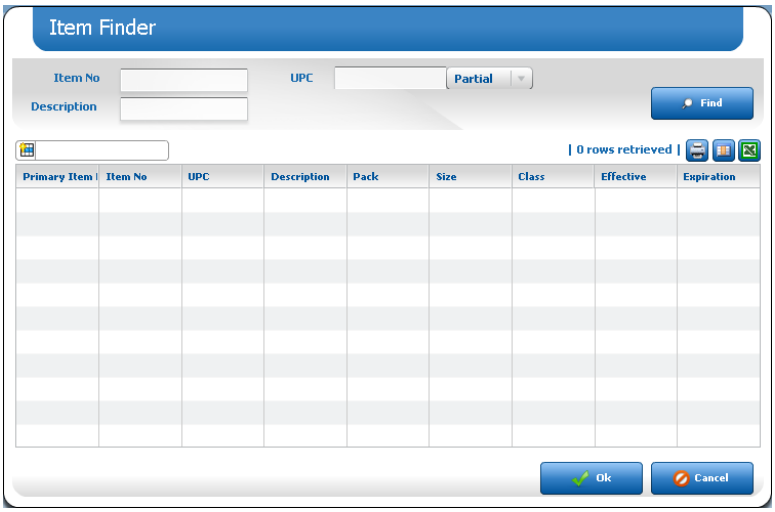
- If there are items on the count sheet that you manually wrote in, click the **Add Items** button

- If you have entered counts on the entry sheet and have not saved them prior to selecting the add item button this warning will be displayed
  - Clicking **No** will cause all unsaved counts to be lost
  - Click **Yes** to return to the entry sheet to save or change your counts



- Enter the product's source by clicking the **Source** drop down and choosing **SAL** or **DSD**
- Enter the item number or UPC number and click **Find Item**
  - If you are unsure of a product's item number, click the button to the right of the **Item Number** field to access the item finder



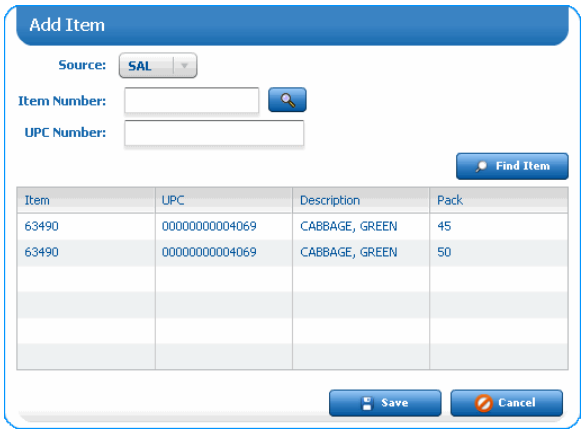


- Enter some or all of the following information to search for a product ID
  - Item No
  - UPC
  - Description
- Once you have entered the search criteria, click the **Find** button
- Use the field to further filter the search results
- To print the product listing, click the button
- Click the button to choose the columns that are displayed. Available columns are:

Primary item no	Main item number for an individual item
Item no	Item number associated with this product for larger ordering quantities (pallet vs. case)
UPC	UPC code of product
Description	Item description
Pack	Quantity of individual items when ordered by case/pallet
Size	Item size and unit of measure
Class	Commodity class
Effective/Expiration	NOT USED

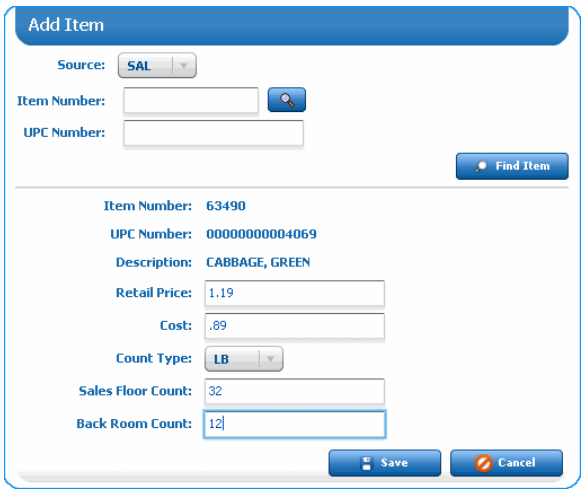
***NOTE**: The button is not used*

- Once you have located the item number, click the item and then click **Ok** to add the item number
- Click **Cancel** to return to the add item screen



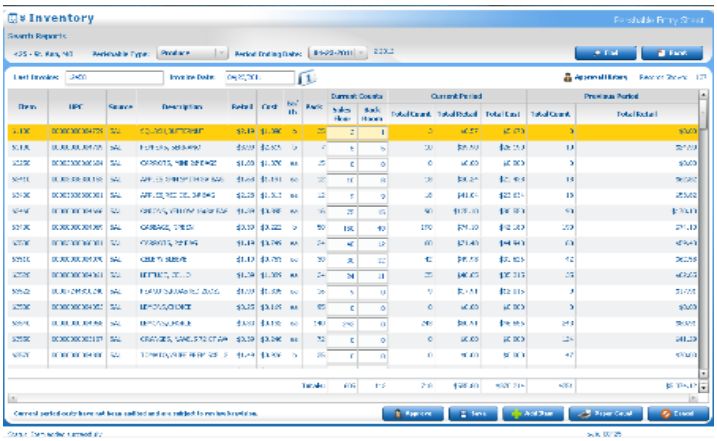
- If multiple case packs or UPCs exist for the item number, you will have to select the correct pack size and/or UPC from the menu that appears
- Click on the code under **UPC** that you will inventory

***NOTE:** inventory counts for the same item with multiple UPCs will need to be entered under one single UPC. Once the item number is added to the inventory it cannot be added again*



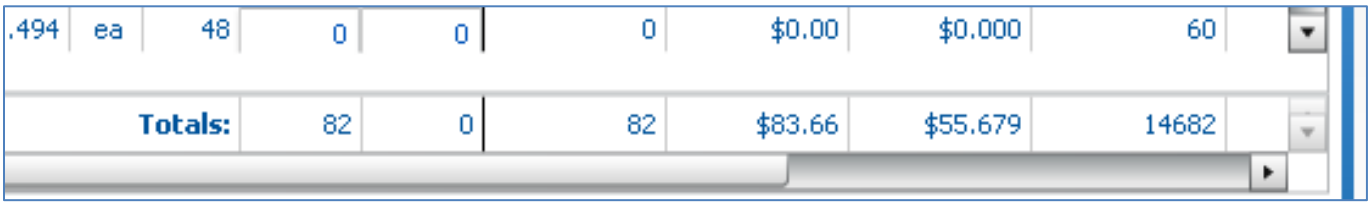
- Complete all fields
- Click **Save** when complete.

  NOTE: *if the cost of the item is not known enter .01 in the cost field for further research by the operations group*



NOTE: *Manually entered items will be highlighted in gold*

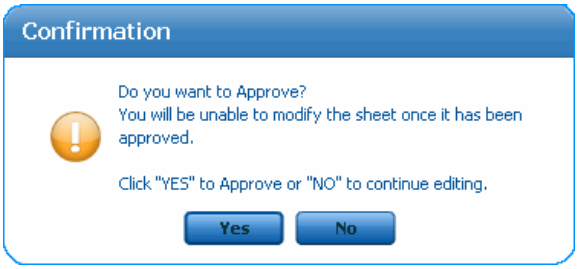
Inventory Approval



- Inventory totals are displayed at the bottom of the **Current** and **Previous Period** columns
- Review all entries for accuracy and click **Approve** to sign off on this perishable type

- If you are finished with this perishable type, click **Yes**
- If further changes are required, click **No** to return to the entry sheet

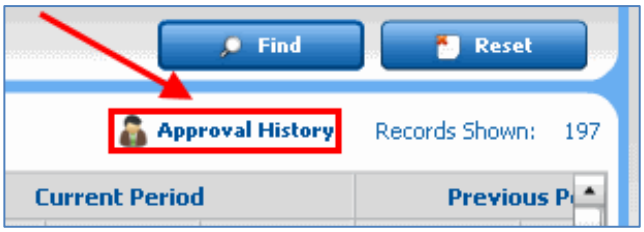
  NOTE: *after clicking* **Yes***, the store will no longer be able to make any changes to the inventory for the perishable type that was approved. All additional changes must be handled by the area business partner or regional merchandising manager for the store*

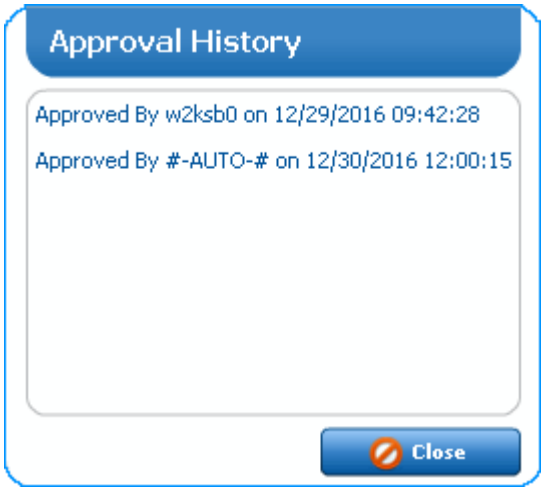


- The inventory sheet will save and display a Status: Inventory Approved in the bottom left corner of the screen

Perishable Inventory Approval History

- To view the user who approved an entry sheet, click **Approval History** after selecting the perishable type and period ending date

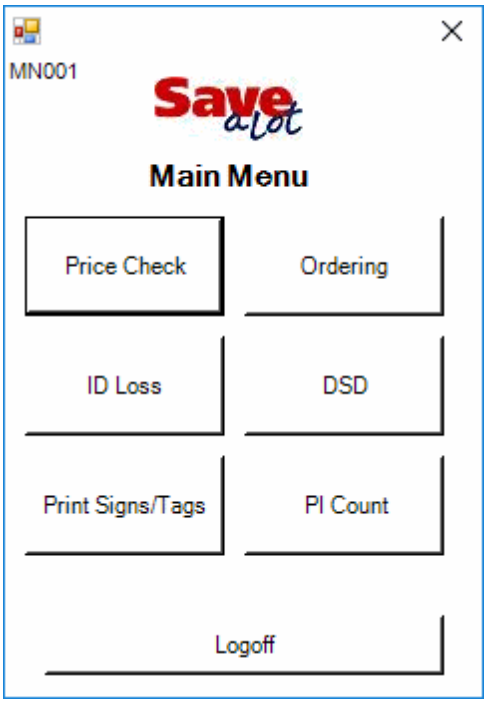




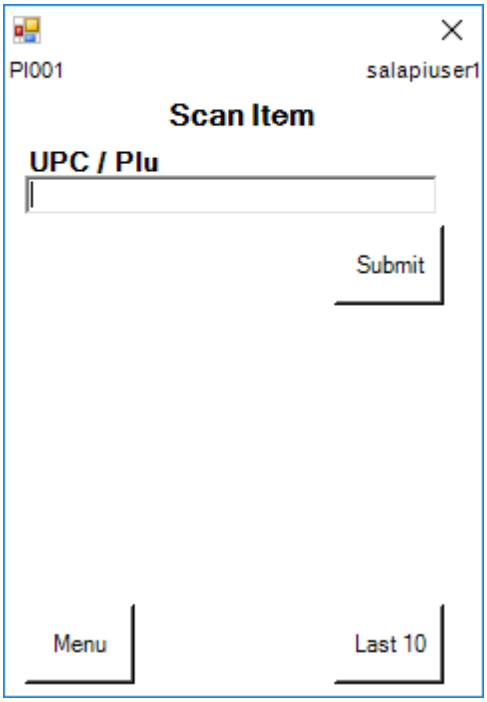
Perishable Entry using the Symbol Gun

Users can enter Sales Floor and Back Room counts for items by using the Handheld device instead of manually entering item counts on the printed PIC sheet. All quantities entered will be immediately updated on the **Perishable Inventory Count** sheet

NOTE: *Before the tool can be used on the Symbol gun, a* Perishable Inventory Count Sheet *MUST be started on the office PC*

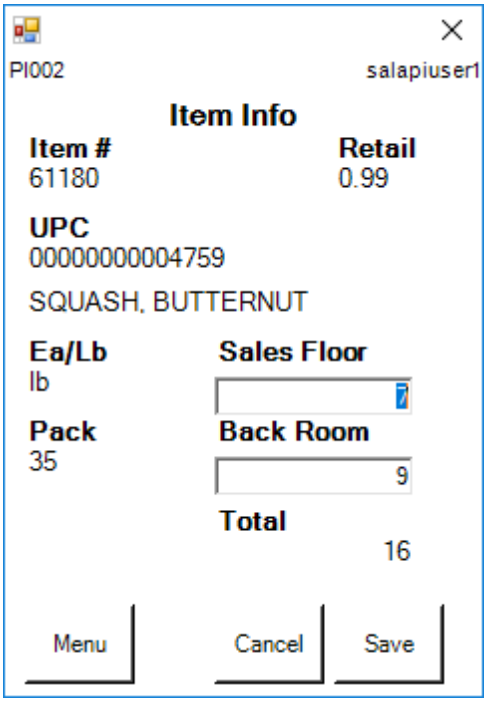


- From the Main menu, tap the **PI Count** button



- Enter the item to be counted by one of the following methods
  - Scan the **UPC** barcode on the package
  - Enter the **UPC** code by hand using the number pad on the handheld
  - Enter the **PLU** code by hand using the number pad on the handheld
- Press **Submit**

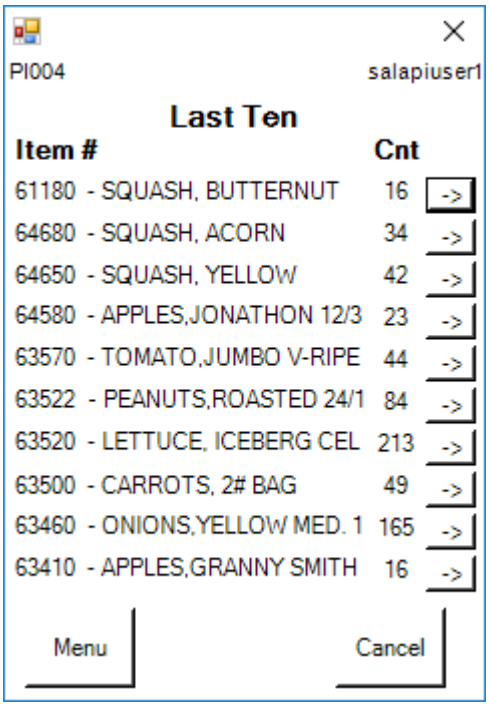
  NOTES: *Item numbers and shelf tag bar codes <u>cannot</u> be used in the UPC field.*
  The Last 10 button will display the 10 most recent items submitted



- Enter the current **Sales Floor** count of the selected item
- Enter the current **Back Room** count of the selected item
- Press **Save** to continue

  NOTES: *Press **Menu** to return to the main menu*
  *Press **Cancel** to return to the Scan Item screen*

Last Ten Screen



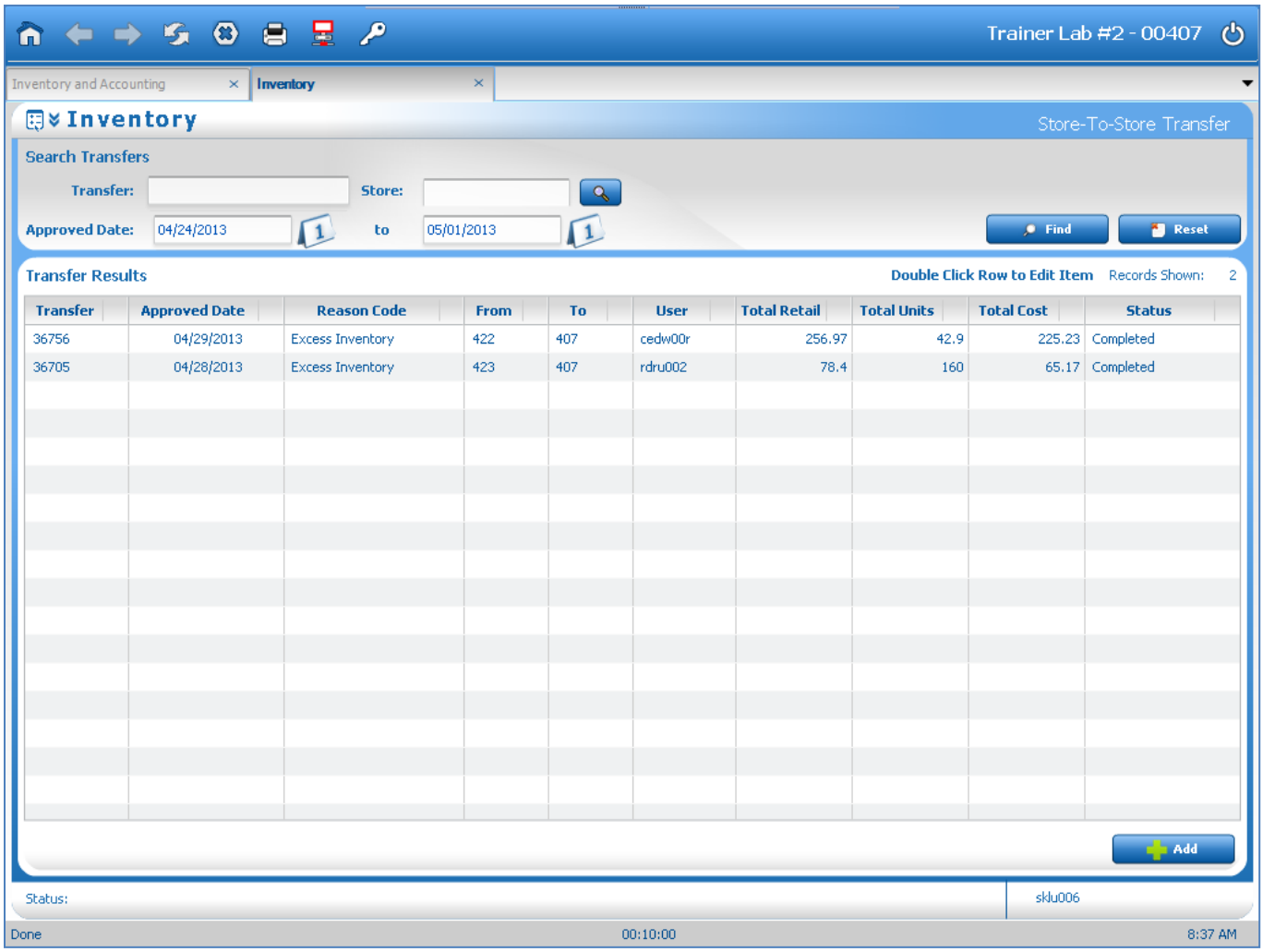
Item #	Save A Lot item #
Description	Save A Lot item description
CNT	The total Sales Floor and Back Room inventory as entered by the user

- The button returns the user to the Item Info screen

Store To Store Transfer (Corporate stores only)

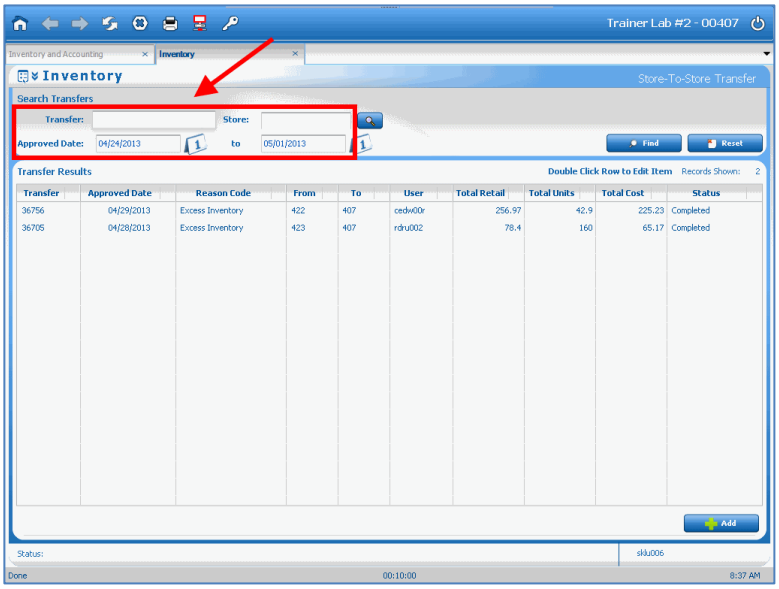
Viewing Transfers

The transfer screen shows the current week's incoming and outgoing transfers



Transfer	ID assigned when a transfer is created
Approved date	Date transfer was approved
Reason code	Reason for transferring product
From	Store transferring product
To	Store receiving product
User	User who created the transfer
Total retail	Total retail dollar amount of all items transferred
Total units	Total count of all items transferred
Total cost	Total cost dollar amount of all items transferred
Status	Status of transfer – pending or completed

Searching Transfers

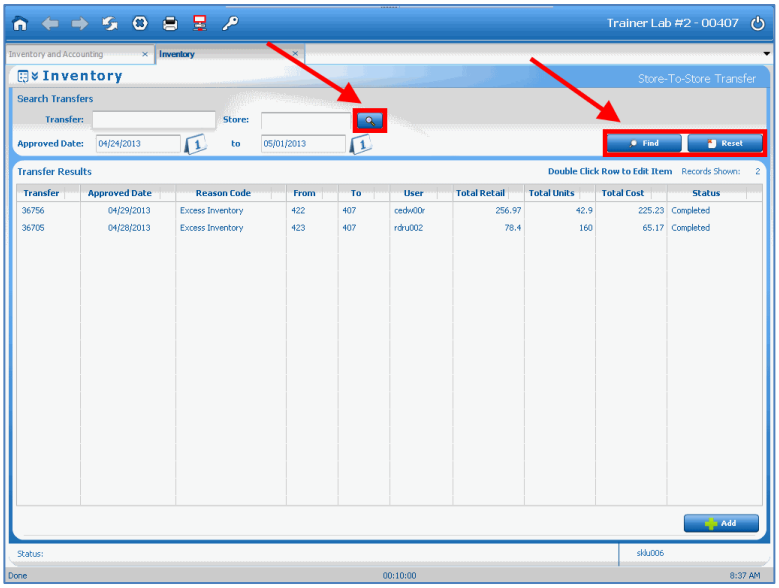


- Enter some or all of the following information

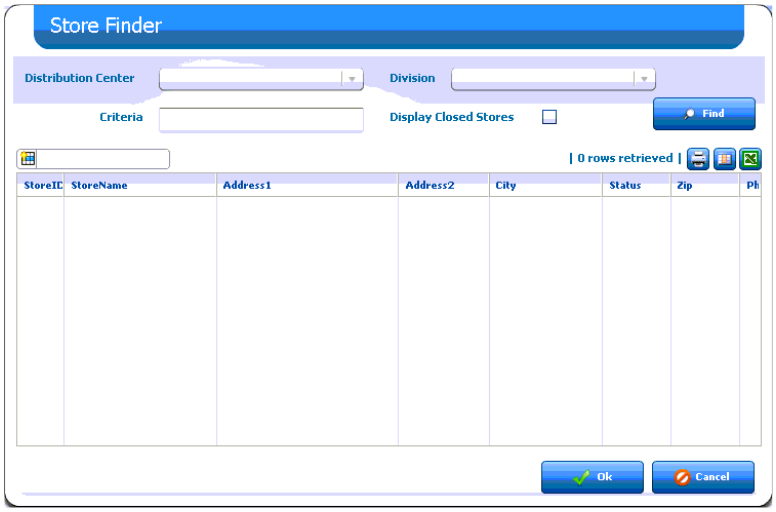
Transfer	Transfer ID number
Store	Sending or receiving store number
Approved Date	Time period that the transfer was approved

- Use the buttons to select dates

  NOTE: *Up to 14 months of previous transfer data is available to view*



- Once you have entered the search criteria, click **Find** to locate the transfer information or **Reset** to clear the search criteria
  - If you are unsure of the store that initiated a transfer, click the button to the right of the store field to access the store finder



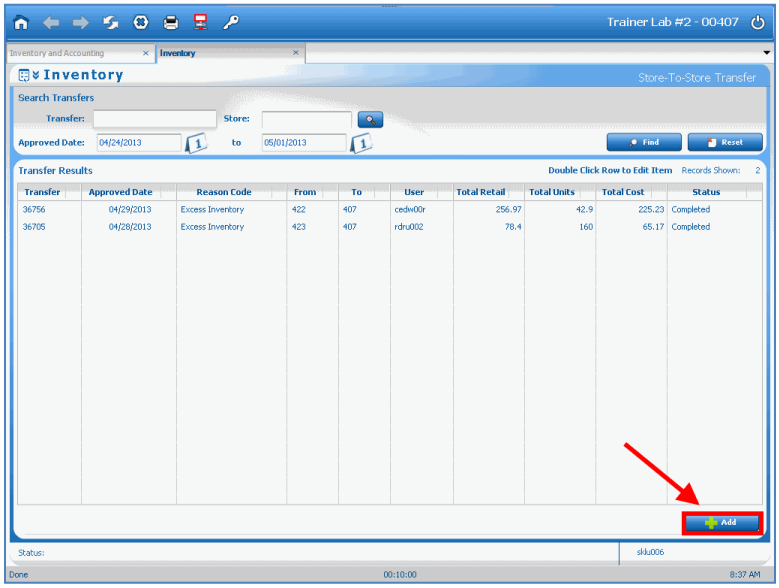
Distribution Center	Listing of distribution centers
Division	Listing of business units
Criteria	Used to enter additional information (city, etc.)

  - Use the field to filter the search results
  - Click the button to choose columns
  - Click the **Find** button

- Once you have located the store, click the store listing and then click **Ok** to add the store number to the search criteria
- Click the **Cancel** button to return to the transfer screen

Create a Transfer

***NOTE**: transfers can only be created for corporate stores that are serviced by the same distribution center. The receiving store must be open or in the process of opening*



- Click the **Add** button at the bottom right of the screen

Item	Product item number
Description	Item description
Pack	Quantity per case/pallet
Size	Item size and unit of measure
Cases	Count of case quantities of product
Units	Count of single product items
Retail Price	Retail price of item at time transfer is created
Extended Retail	Total retail price for all case and each quantities of item
Unit Cost	Cost of individual item
Case Cost	Cost of case/pallet of item
Extended Cost	Total cost for all case and each quantities of item

- Enter the receiving store number in the receiving store field
  - See [Searching Transfers]() for instruction on using the store search tool

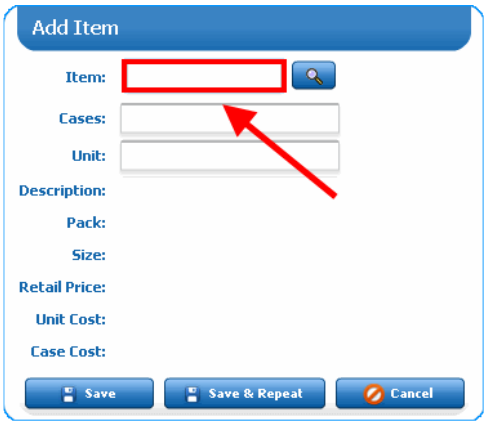
- Select the **Reason** for creating this transfer from the reason code drop box
  - Available transfer reasons are:

Excess Inventory	Sending store is transferring product to reduce inventory levels
Inventory Shortage	Receiving store is in need of additional product
Closed Store	Sending store has closed and remaining product is being redistributed
Close Dated	Product is being transferred to another store to avoid loss due to expired shelf life

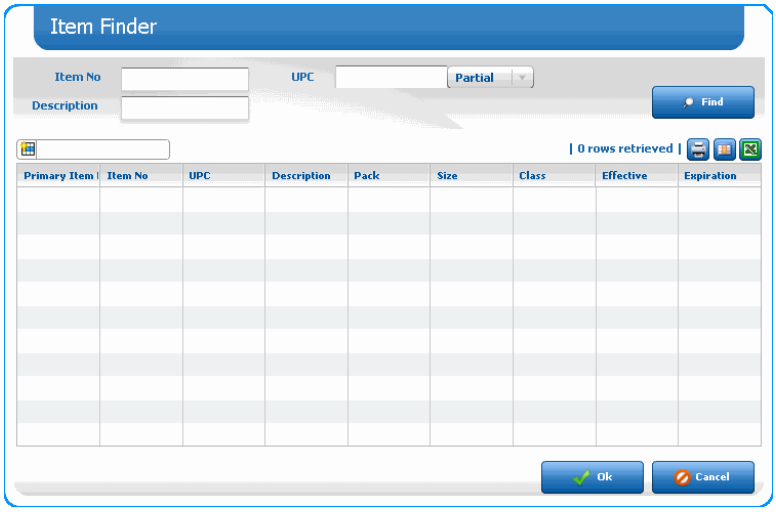
- Click the **Add Item** button to select an item to be transferred

- The **Add Item Screen** will be displayed
- Enter the **Item** code for the product being transferred on the **Item** line and then press the **Tab** key

  NOTE: *If an invalid item code is entered, the field will turn red and a flag reading* ***Item ID Is Invalid*** *will display*



- If you are unsure of a product's item number, click the button to the right of the item field to access the item finder



- Enter some or all of the following information to search for a product ID

Item no	Item number of the product
UPC	UPC code of product
Description	Full or partial description of product

- Once you have entered the search criteria, click the **Find** button
- Use the field to further filter the search results
- To print the product listing, click the button

- Click the button to choose the columns that are displayed in the result grid

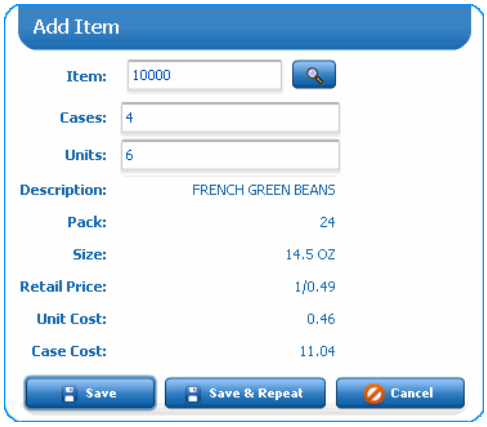
Primary Item No	Main item number for an individual item
Item No	Item number associated with this product for larger quantities (pallet vs. Case)
UPC	UPC code of product
Description	Item description
Pack	Quantity of individual items when ordered by case/pallet
Size	Item size and unit of measure
Class	Commodity class
Effective and Expiration	NOT USED

NOTE: *The button is not used*

- Once you have located the store, click the store listing and then click **Ok** to add the store number to the search criteria
- Click the **Cancel** button to return to the transfer screen

- Enter the total amount of cases and/or individual units of product you will be transferring

  NOTE: *up to 2 decimal places may be entered for random weight items*



- Click the **Save** button to add the item to the transfer and return to the add transfer request screen
- Click the **Save & Repeat** to add the item to the transfer and continue adding items
- Click the **Cancel** button to return to the add transfer request screen without adding items to the transfer

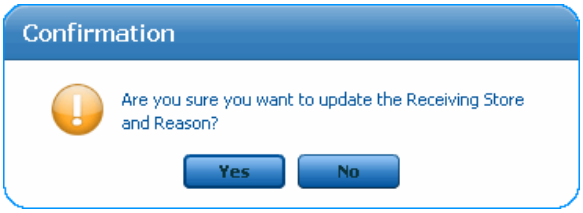
- The following guidelines must be followed when creating store to store transfers:
  - Items quantities can be in whole cases, units, or a combination of cases and units up to a total quantity of 99,999
  - Items numbers must be valid at the sending stores DC
  - Transferred product cannot be DSD
  - An item received as a pallet should be reduced to units for the transfer. The total number of units are to be keyed in the unit's field; no case field is available to key a quantity
  - Random weight items should be received in total pounds for the transfer. The system will allow quantity of total pounds keyed; no case field is available to key a quantity

Completing a Transfer

- As soon as one item is added a transfer number is created and one of the following options can be chosen:

Save

- Clicking **Save** allows the receiving store or the reason code to be changed after the transfer has been initiated



- If **Save** is selected the following message will appear
  - Click **Yes** to save the current transfer
  - Click **No** to continue working with the current transfer

- Clicking **Save** will set the transfer status as pending

  NOTE: *transfers not approved by midnight of the day created will be deleted*

Approve

- Clicking the **Approve** button submits the transfer. Once submitted the transfer is completed and no edits may be made to the item detail
  - Upon approval the transfer is automatically sent to the receiving store

Delete

- Clicking **Delete Transfer** will remove and cancel the current transfer request

Add Item

- Clicking **Add Items** will allow you to add additional items to the transfer request

Delete Item

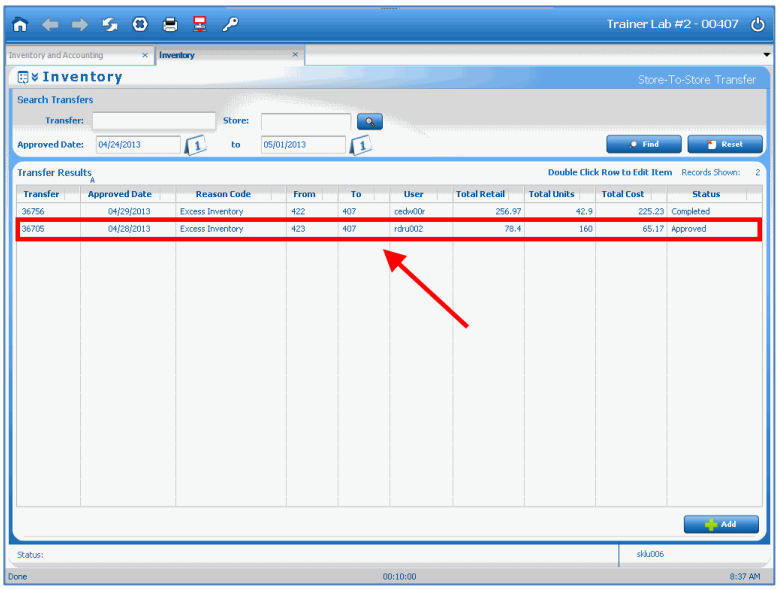
- Clicking an item in the transfer request and then clicking **Delete Item** will remove the item from the transfer

Cancel

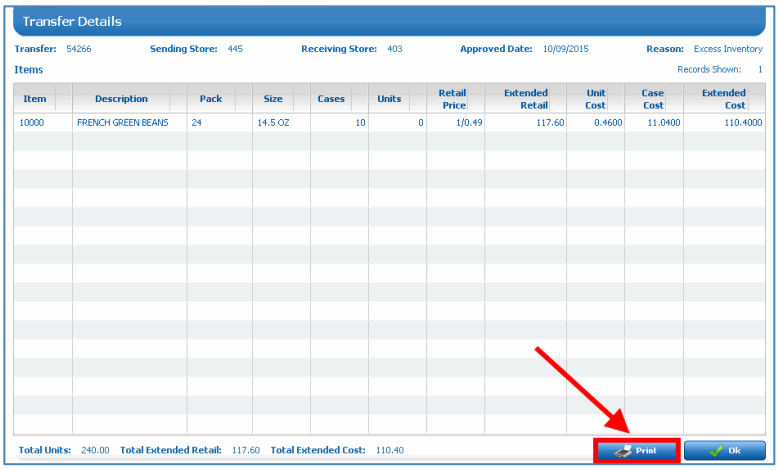
- Clicking **Cancel** will exit the add transfer request screen and return you to the **Store To Store Transfer** screen
- Canceling the transfer will leave it in a pending state until it is approved or deleted

Viewing Approved Transfers and Printing Packing Lists

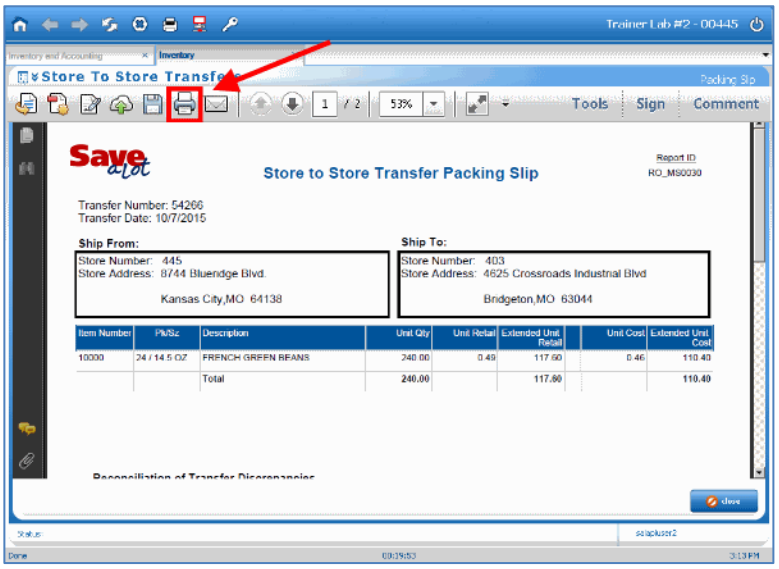
- Once approved, details of the transfer can be accessed by the receiving and sending stores
- Double click on the approved transfer in the **Store To Store Transfer Screen** to load the transfer details



- Clicking the **Print** button will load the transfer details in a separate tab



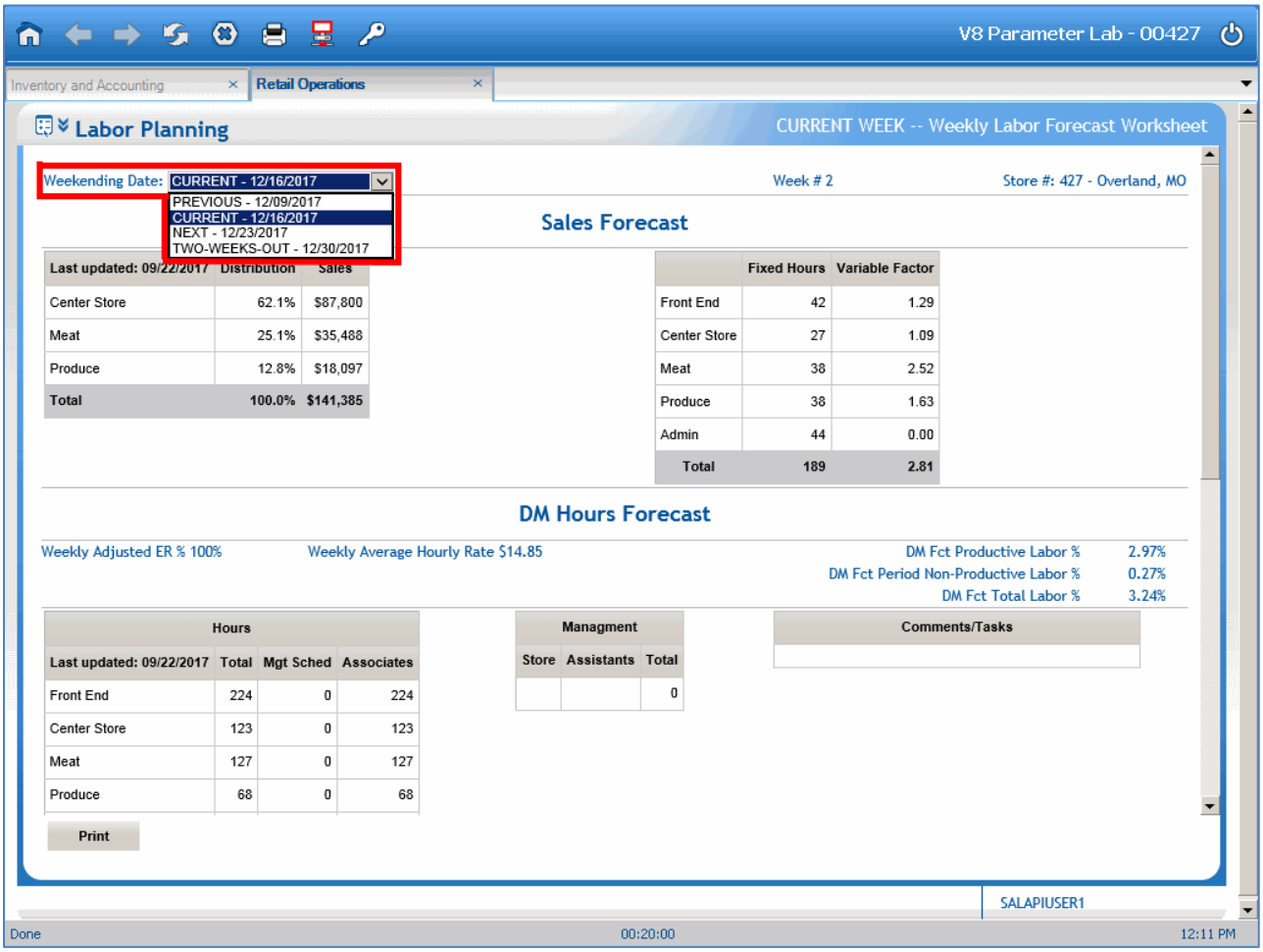
- Click the button to open the printer dialog and print the packing list
- Click **Close** to return to the **Store To Store Transfer** screen



Weekly Labor Forecast Worksheet (Corporate stores only)

The Weekly Labor Forecast Worksheet (WLFW) is used by corporate stores to forecast upcoming weekly labor hours, monitor the current week's labor and review previous weeks

- Select from the drop-down menu:

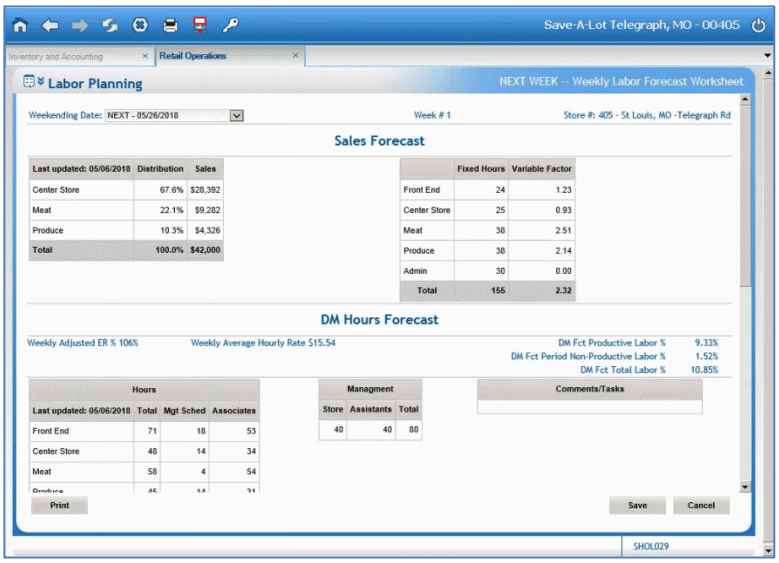


Previous	Available Sunday through Saturday. Displays the sales and labor hours data from the previous week
Current	Available Sunday morning through Saturday of the current week
Next	Available Wednesday morning through 11:59 pm central Saturday, stores may access the Next Week WLFW to enter the coming weeks sales and labor plan. The **Next Week WLFW** is the only WLFW that permits store user data entry and editing
Two-Weeks-Out	Store managers are asked to write and post the next week's schedule by the Monday of the week prior to that schedule's start date. You may modify up to midnight of the Saturday prior to the schedule start

- Scroll down the screen to the **Daily Tracking** section to continue

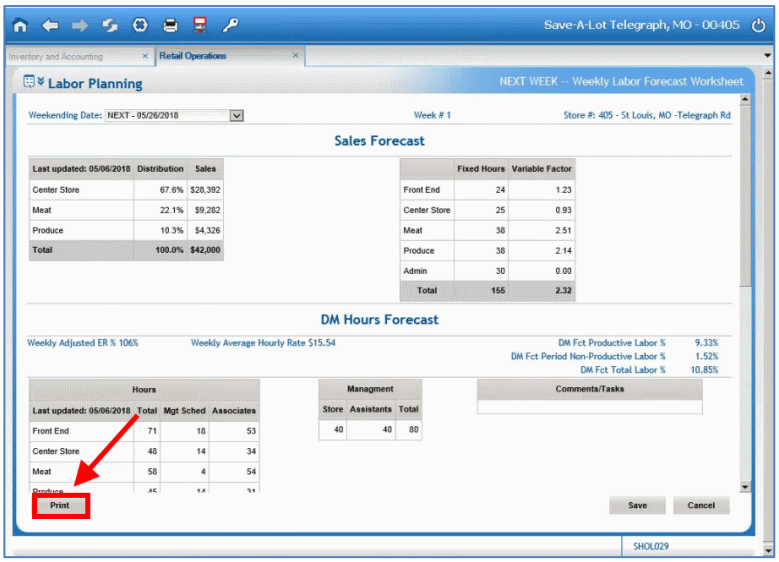
Previous Week WLFW (Corporate stores only)

- The previous week WLFW displays the same read only information as the current week **WLFW**, but for the week that has just ended (prior Sunday – Saturday)
- This **WLFW** can be referenced for final week to date totals (actual sales, actual hours, variances)
- Click **Save** to save the current entries
- Click **Cancel** to exit without saving

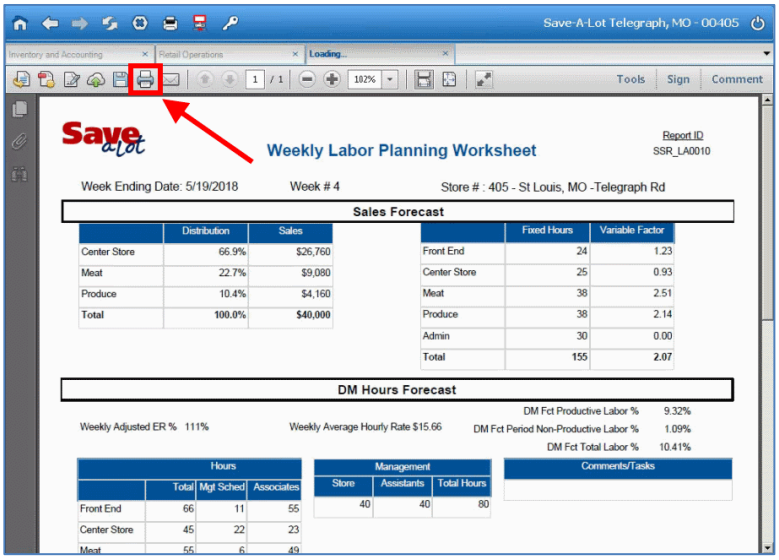


Printing A WLFW

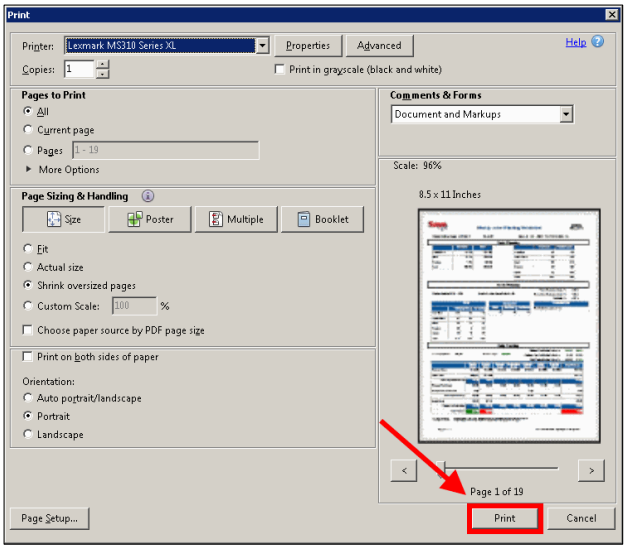
- To print any of the **WLFW**s, select the **Print** button in the bottom left of the screen



- Click the print icon to print

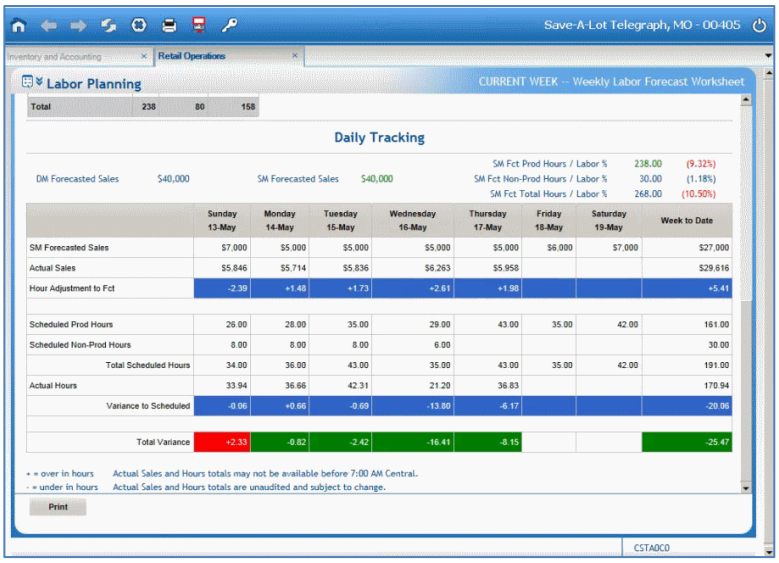


- Accept the default setting in the pop-up print screen and select **OK**
- Close the tab to return to the **WLFW** application

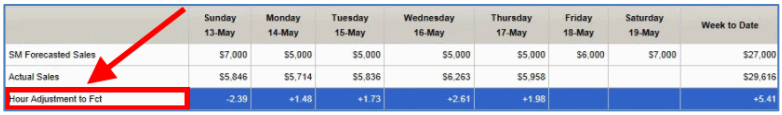


Current Week WLFW (Corporate stores only)

- Information displayed in the **Current Week WLFW** cannot be edited or modified



Hour Adjustment to Plan



- Actual sales will populate daily (typically no later than 7:00a central) from the previous day. All days for which sales data are available will be displayed
- The **week to date** column will also populate as actual sales are available. The forecasted sales week to date value reflects only days where actual sales are also available. In the example above, forecasted sales values for Friday and Saturday are excluded as there is no corresponding actual sales
- Once actual sales are available, a daily **Hour Adjustment to Fct** will be calculated and displayed. This number is the difference of actual sales and scheduled hours *(actual sales – forecasted sales)*
- This represents a recommendation and coaching tool for better sales forecasting and scheduling. In the example above, the Sunday actual sales were greater than forecasted. Using the store's total variable factor as a base, an additional 1.86 hours could be added to the schedule
- For days in which the inverse is true (forecasted sales > actual sales), a negative hour adjustment to plan will be displayed. This suggests that too many hours have been scheduled based on sales
- The total hour adjustment to plan for the week is displayed in the week to date column. In the example above, the store is trending positive to their sales plan by 22.07 hours

Variance to Scheduled

	Sunday 12-Jul	Monday 13-Jul	Tuesday 14-Jul	Wednesday 15-Jul	Thursday 16-Jul	Friday 17-Jul	Saturday 18-Jul	Week to Date
Planned Prod Hours	60.00	60.00	70.00	55.00	61.00	70.00	70.00	306.00
Planned Non-Prod Hours					8.00			8.00
Total Planned Hours	60.00	60.00	70.00	55.00	69.00	70.00	70.00	314.00
Actual Hours	36.28	70.66	66.28	76.15	65.54			314.91
Variance to Scheduled	-23.72	+10.66	-3.72	+21.15	-3.46			+0.91

- Actual hours (from Kronos) populate daily (typically no later than 7:00am central) from the previous day. All days for which Kronos data are available will be displayed
- Actual hours are *all* hours from Kronos, productive and non-productive
- The **week to date** column will also populate as **actual hours** are available. The scheduled prod hours week to date value reflects only days where **actual hours** are also available. In the example above, **scheduled prod hours** values for Friday and Saturday are excluded as there is no corresponding **actual hours**
- Once **actual hours** are available, a daily **Variance to Scheduled** will be calculated and displayed. This number is the difference between **actual hours** and **total scheduled hours** *(actual hours – total scheduled hours)*
- The total **Variance to Scheduled** for the week is displayed in the week to date column. In the example above, the store has used an additional .91 hours beyond their scheduled

Total Variance

	Sunday 12-Jul	Monday 13-Jul	Tuesday 14-Jul	Wednesday 15-Jul	Thursday 16-Jul	Friday 17-Jul	Saturday 18-Jul	Week to Date
Planned Sales	$18,000	$16,000	$15,000	$14,000	$14,000	$18,000	$15,000	$77,000
Actual Sales	$10,759	$10,105	$10,594	$15,007	$14,002			$56,006
Hour Adjustment to Plan	+1.66	+5.16	+8.81	+4.08	+2.16			+22.07
Planned Prod Hours	60.00	60.00	70.00	55.00	61.00	70.00	70.00	306.00
Planned Non-Prod Hours					8.00			8.00
Total Planned Hours	60.00	60.00	70.00	55.00	69.00	70.00	70.00	314.00
Actual Hours	36.28	70.66	66.28	76.15	65.54			314.91
Variance to Scheduled	-23.72	+10.66	-3.72	+21.15	-3.46			+0.91
Total Variance	-25.58	+5.50	-12.53	+17.07	-5.62			-21.16

+ = over in hours — Actual Sales and Hours totals may not be available before 7:00 AM Central.
- = under in hours — Actual Sales and Hours totals are unaudited and subject to change.

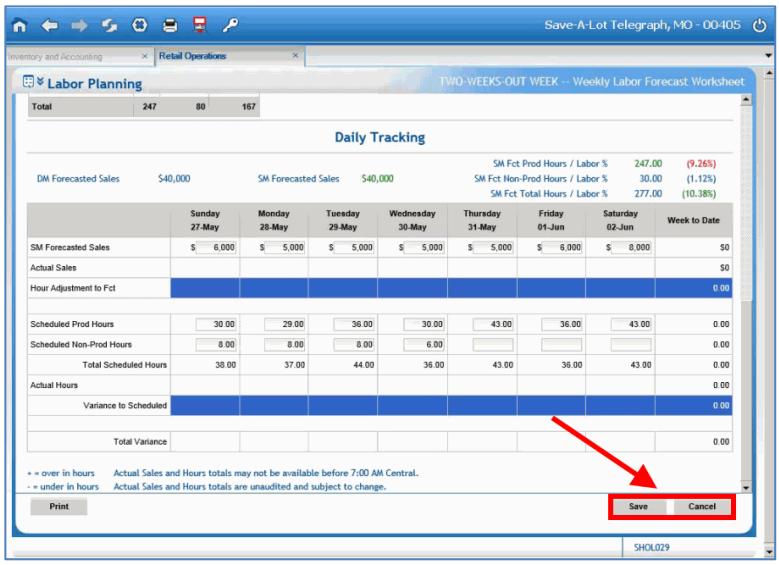
Print

- The **Total Variance** is a recommendation and coaching tool for sales forecasting and scheduling. Days with a green variance indicate a store used too few hours based on their actual sales and actual labor hours. Days with a red variance indicate a store used too many hours
- The **Sum Total Variance** is displayed in the **Week to Date** column

Next Week and Two-Weeks-Out WLFW

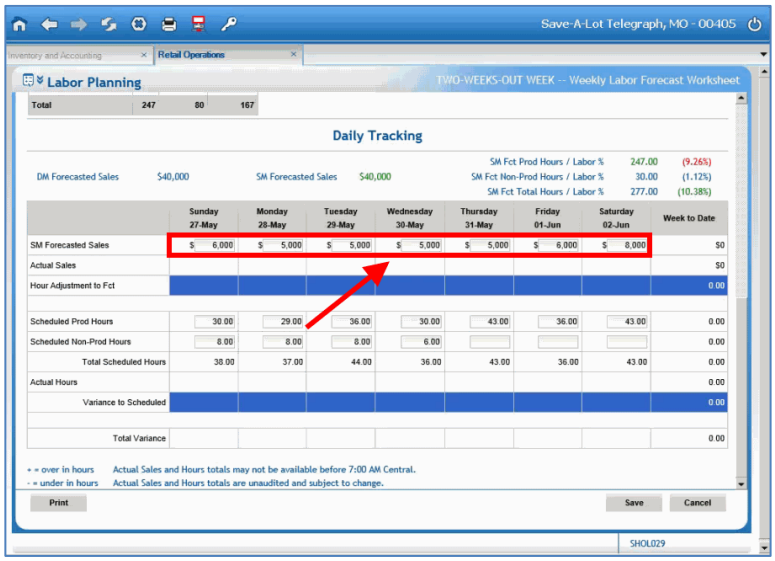
The **Next Week WLFW** requires a store user to enter their **SM Forecasted Sales**, **Scheduled Prod Hours** and **Scheduled Non-Prod Hours** for the upcoming week(s)**.** The ability to enter scheduled sales and scheduled hours is available only from Wednesday through Saturday

- Use the **Save** button to save entries to the planning fields
- Use the **Cancel** button to discard unsaved entries or edit to the planning fields

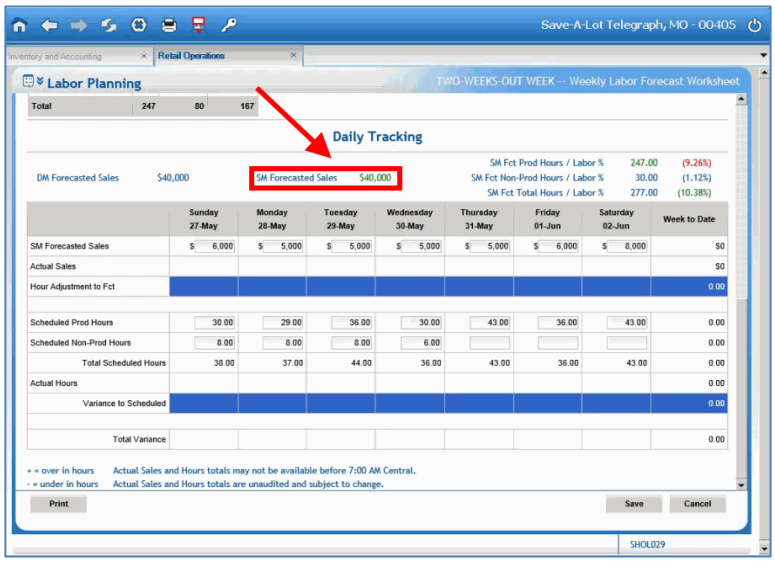


- Use the provided daily fields to enter your sales plan for the week

  NOTES: *All forecasted sales must be entered no later than 11:59p central on the Saturday prior to the week's start*
  An entry is required for each field, even if that entry is $0



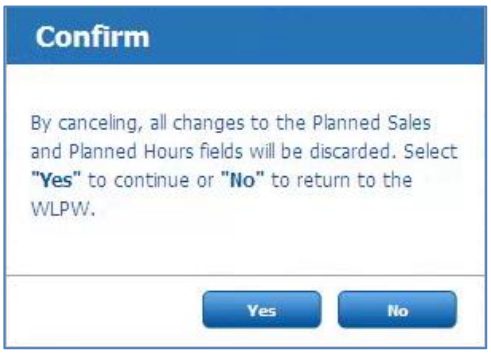
- A running total is displayed above and next to the total forecasted sales (entered by the DM) for the week
  - Red font indicates the forecasted sales entered are at least 3% above or 3% below the forecasted sales
  - Green font indicates the forecasted sales entered are within the 3% above/below threshold



- Once users begin entering forecasted sales, you must enter a value for each day. If you attempt to save an incomplete sales plan, then the following warning will appear:

- Selecting **Yes** will automatically enter a $0 value for all days without a user entered value. Selecting **No** will return the user to the daily tracking section without saving the values
- If a user attempts to save forecasted sales entries that are 3% above or 3% below the forecasted sales an additional warning message will appear:

- Selecting the **No** button will allow a user to discard any unsaved forecasted sales values and return them to the last saved entry for each field



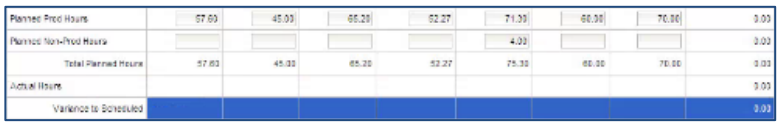
- The **Actual Sales** and **Hour Adjustment to Plan** automatically populate on the current week and previous week WLFW, but not on the next week WLFW

Entering Scheduled Hours (Productive and Non-Productive)

- Use the provided daily fields to enter your scheduled hours for the week

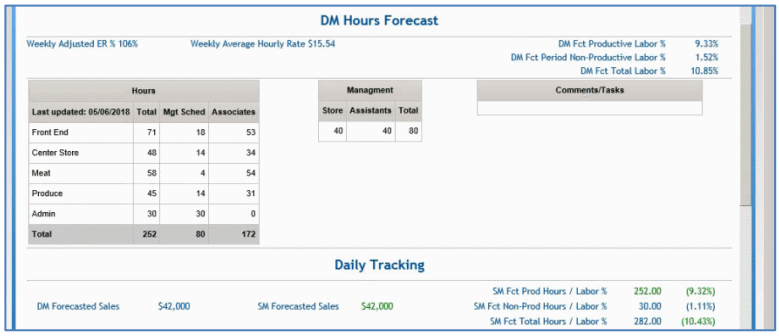
  - All scheduled prod and non-prod hours must be entered by Saturday, 11:59pm central before the week's start
  - Negative entries are not permitted
  - Entries of 0 are allowed, but users will get a warning (red-shaded cell, hover-over text indicating a zero entry)
  - A maximum of 5 digits is allowed; a maximum of two digits are allowed after a decimal point
  - Users must enter a decimal if entering anything other than a whole number. (ex. Enter 67.5, not 675)
  - An entry is required for each scheduled prod hours field, even if that entry is 0.00 (ex. Christmas day)
  - Users aren't required to enter scheduled non-prod hours for each day. Enter non-prod hours only as directed

- The sum of prod and non-prod hours is automatically displayed in the **Total Scheduled Hours** row
- The **Actual Hours** and **Variance to Scheduled** will automatically populate on the current week and previous week WLFW, but not on the next week WLFW



- As **Scheduled Prod Hours** are entered, a running total is displayed above, as is the corresponding labor percentage (based on the sales plan the user has entered). The font color of the **Scheduled Prod Hours** total changes as hours are added or removed:
  - Red font shows the scheduled prod hours entered are at least 3% above or below the forecasted total hours for the week
  - Green font shows the scheduled hours entered are within the 3% above/below threshold

- The font color of the **Scheduled Prod Labor %** will also change as hours are added or removed:
  - Red font indicates the labor % is above the forecasted weekly productive labor % (as shown in the hours planning header)
  - Green font shows the labor % is at or below the forecasted weekly productive labor %



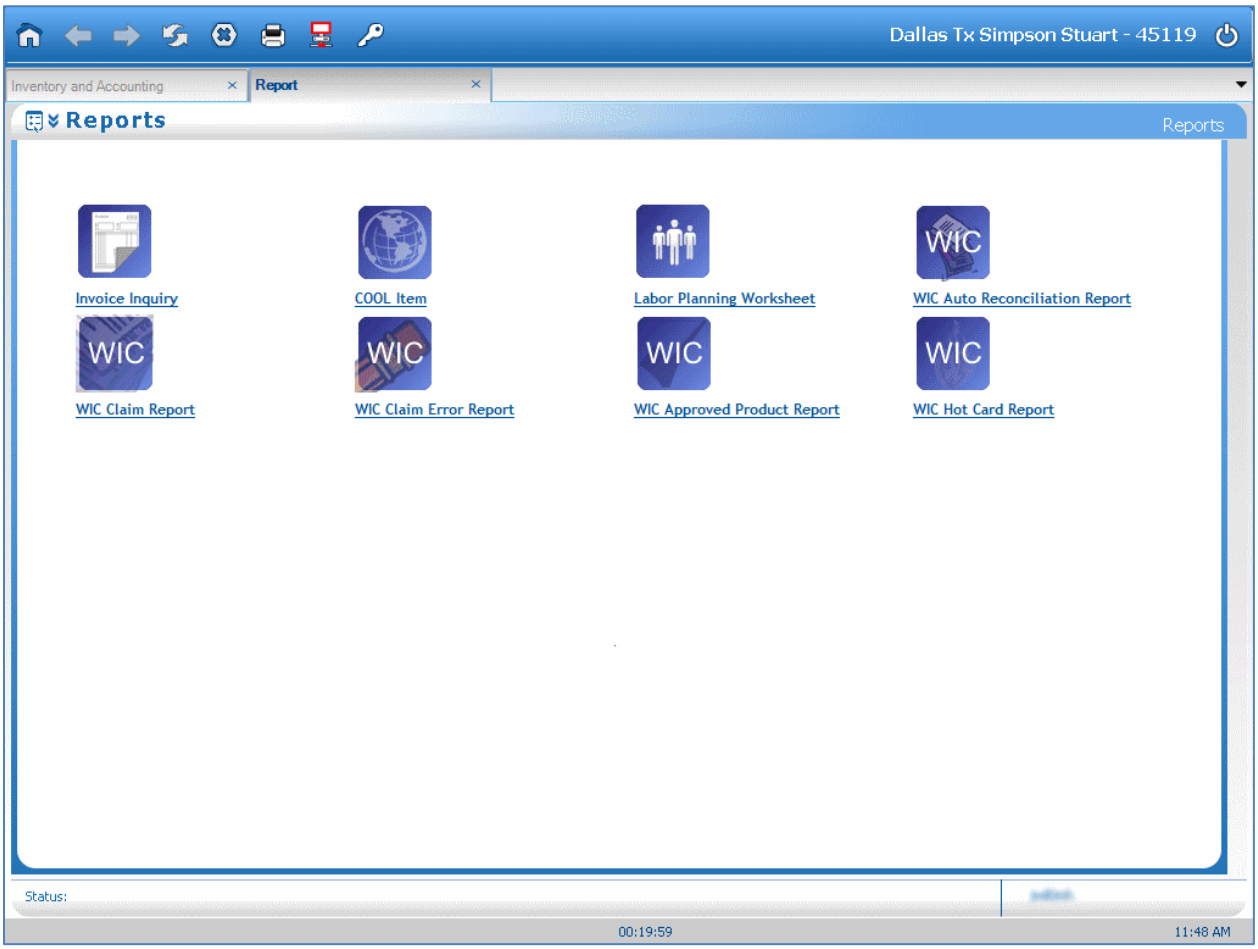
- Scheduled non-prod hours are also displayed, but color formatting is not applied to the totals. The non-prod labor % is measured against the store's period non-productive labor (as shown in the **hours planning** header)

- Finally, the total scheduled hours and total labor % for the week are displayed. These represent the sum of the prod and non-prod hours and labor %. No formatting is applied to the total scheduled hours. However, the font color for the total labor % will change as hours are added or removed:
  - Red font indicates it is above the forecasted total labor % (as shown in the hours planning header)
  - Green font indicates it is at or below the forecasted weekly productive labor %

- Once you begin entering scheduled prod hours, you must enter a value for each day. If you attempt to save an incomplete plan, the warning to the right will appear

- Selecting **Yes** will automatically enter a 0 value for all days without a user entered value. Selecting **No** will return the user to the daily tracking section without saving the values
  - If a user attempts to save scheduled prod hours entries that are 3% above or 3% below the forecasted hours an additional warning message will appear:
- Selecting the **No** button allows a user to discard any unsaved values and return to the last saved entry for each field

Reports

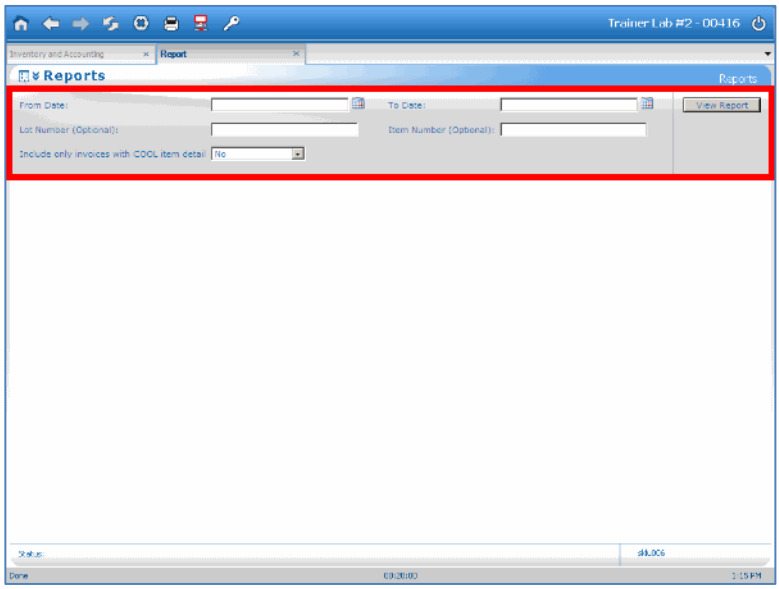


NOTE: *Available reports will vary by store*

Invoice Inquiry

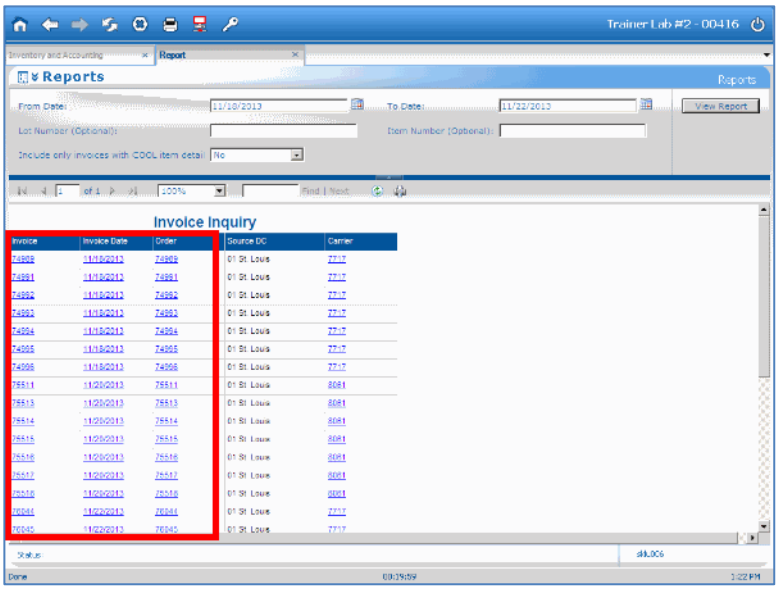
- Enter a **From Date** and a **To Date** by either typing in **mm/dd/yyyy** or by clicking the calendar button and selecting a date
  NOTE: *Searches can only be performed for a maximum of a five 5-day period. The system stores invoice history for two years*

- To narrow a search for a specific item, enter either the **Lot Number** or the **Item Number** of the item you are searching
  - When the invoices display, you will only see invoices that contain the item number or lot number for the selected criteria



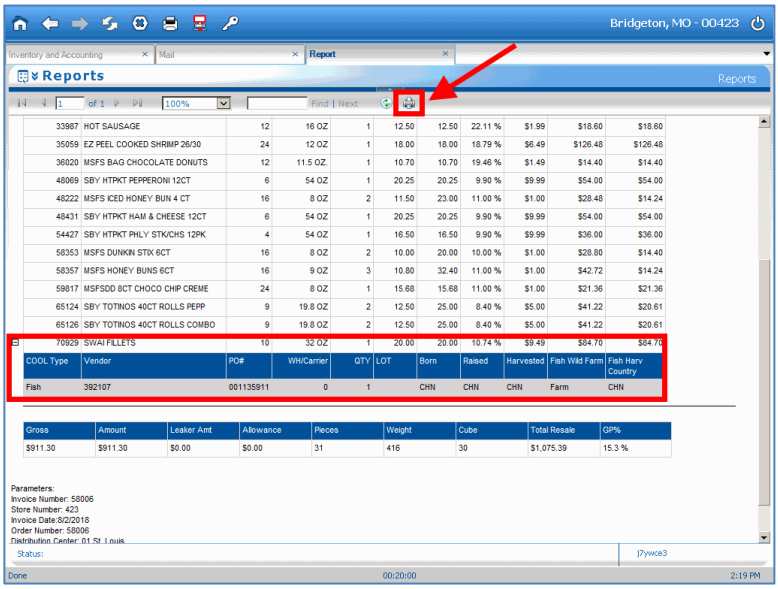
- To view an invoice, click on the **Invoice Number**, **Invoice Date**, or **Order Number**

  NOTE: *There may be multiple invoices for the same order number based on the billing process*

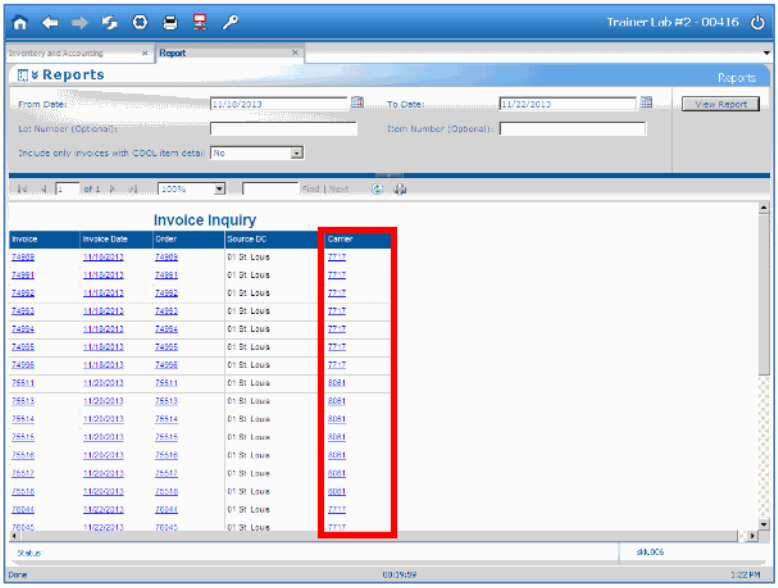


Any items that fall under the "COOL" Law will display the **COOL Type**, **Vendor**, **Lot** and **Country of Origin** information *beneath* the invoice entry for the item

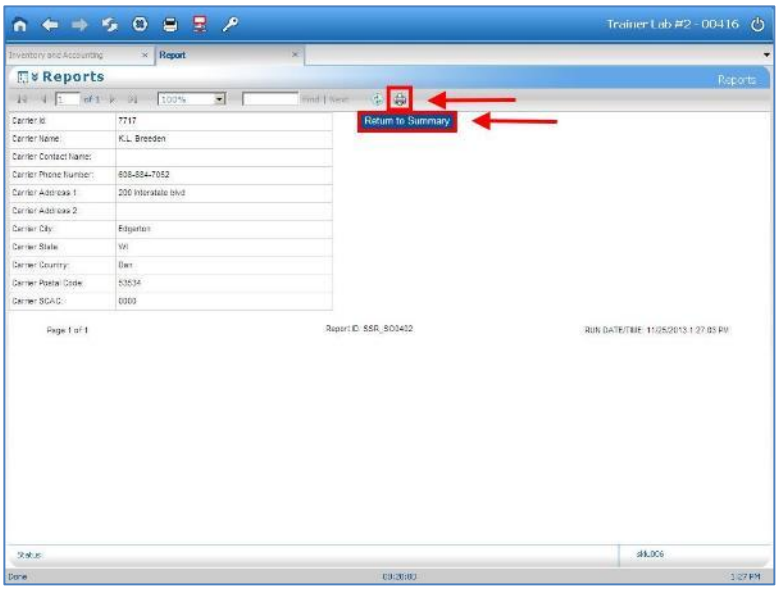
- To print the invoice, click at the top of the page
- To exit the invoice, scroll to the top of the page and click **Return To Summary**



- To view transport carrier information, click on a **Carrier** number



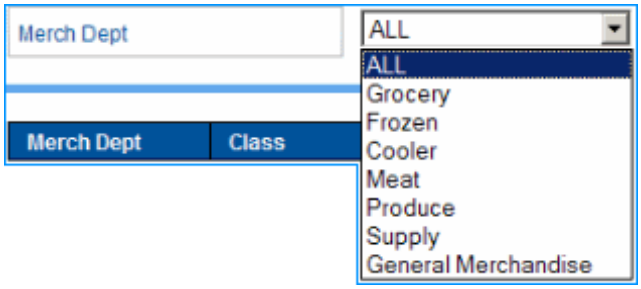
- Carrier information reflects the warehouse carrier used to transport items to the store for the selected invoice
- To print the carrier information, click the print icon at the top of the page
- To exit the invoice, click **Return To Summary**

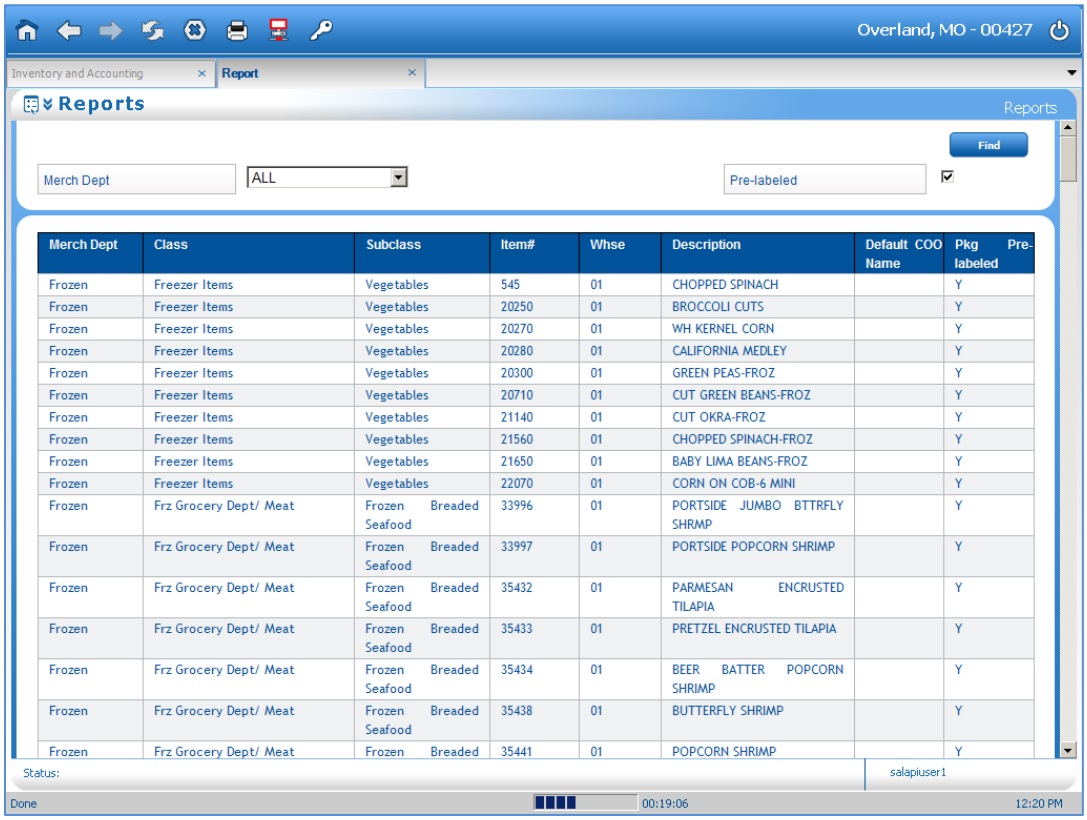


COOL Item

The COOL item report displays items that are covered under the COOL (Country of Origin Labeling) law

- In the **Merch Dept** field, you can accept the default of **All**, or click the drop-down arrow to choose a specific department
- To view all items in the store that are pre-labeled with cool information, place a checkmark in the **Pre-Labeled** checkbox
- Select a department and click **Find**





Merch Dept	Class	Subclass	Item#	Whse	Description	Default COO Name	Pkg Pre-labeled
Frozen	Freezer Items	Vegetables	545	01	CHOPPED SPINACH		Y
Frozen	Freezer Items	Vegetables	20250	01	BROCCOLI CUTS		Y
Frozen	Freezer Items	Vegetables	20270	01	WH KERNEL CORN		Y
Frozen	Freezer Items	Vegetables	20280	01	CALIFORNIA MEDLEY		Y
Frozen	Freezer Items	Vegetables	20300	01	GREEN PEAS-FROZ		Y
Frozen	Freezer Items	Vegetables	20710	01	CUT GREEN BEANS-FROZ		Y
Frozen	Freezer Items	Vegetables	21140	01	CUT OKRA-FROZ		Y
Frozen	Freezer Items	Vegetables	21560	01	CHOPPED SPINACH-FROZ		Y
Frozen	Freezer Items	Vegetables	21650	01	BABY LIMA BEANS-FROZ		Y
Frozen	Freezer Items	Vegetables	22070	01	CORN ON COB-6 MINI		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	33996	01	PORTSIDE JUMBO BTTRFLY SHRMP		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	33997	01	PORTSIDE POPCORN SHRIMP		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35432	01	PARMESAN ENCRUSTED TILAPIA		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35433	01	PRETZEL ENCRUSTED TILAPIA		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35434	01	BEER BATTER POPCORN SHRIMP		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35438	01	BUTTERFLY SHRIMP		Y
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded	35441	01	POPCORN SHRIMP		Y

- The **Cool Item Report** will display all items in the department subject to COOL legislation
- Does NOT display the specific Country of Origin

WIC EBT Reporting

Applies to AR, LA, MO, OH, PA, TX

The WIC EBT reports allow stores in smart WIC states to view electronic WIC transaction information

Smart WIC Glossary

Claim File

Claim files are generated daily at each store during the nightly End of Day process. The claim file contains itemized WIC EBT sales. These files are transmitted overnight to SAL HQ and passed to the state for processing. If the store has no WIC EBT sales for the day, there will be no claim file

Reconciliation File

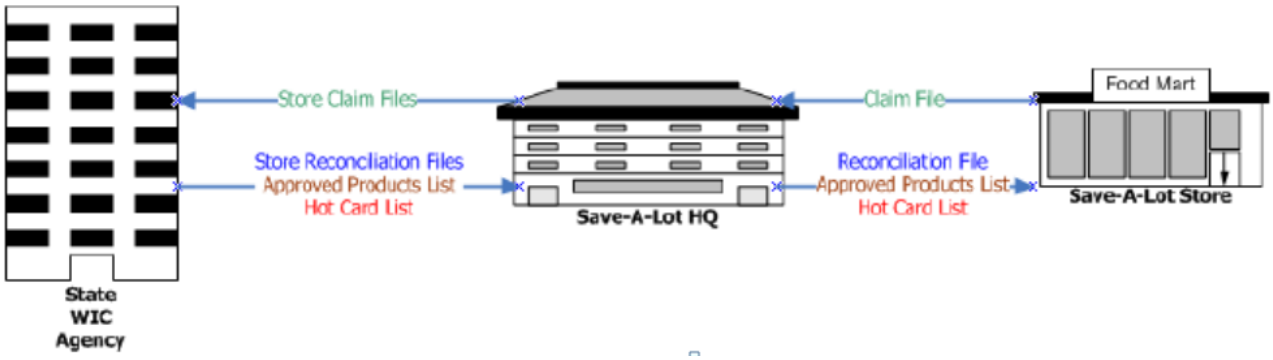
Reconciliation files are generated by the state WIC agency. Each reconciliation file corresponds to a claim file generated and submitted by a store. These files contain itemized settlement amounts to be paid

Approved Products List (APL)

The approved products list is provided by the state WIC agency. This file contains information on all WIC eligible products by the state. The file is updated by the state agency as items are added or expire. The store POS system is updated daily with the most current file

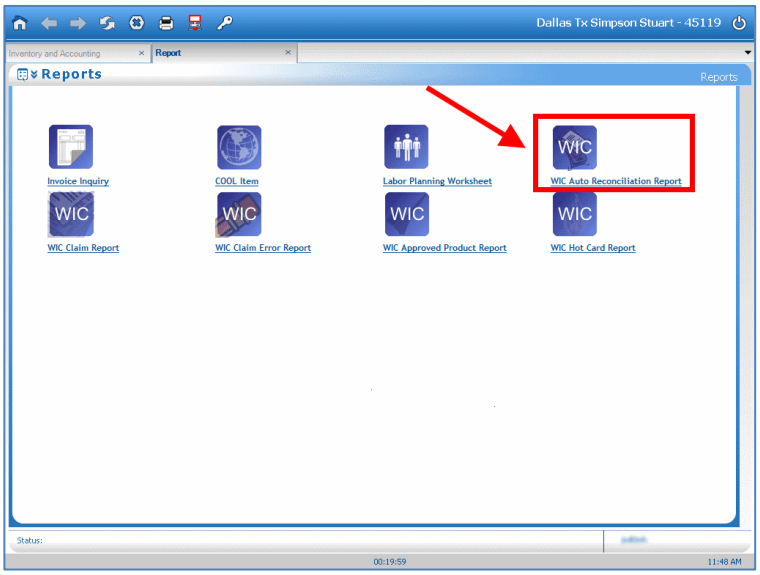
Hot Card List (HCL)

The hot card list is provided by the state WIC agency. This file contains a listing of all cards that have been flagged as ineligible. This file is updated daily by the state agency. The store POS system is updated daily with the most current file

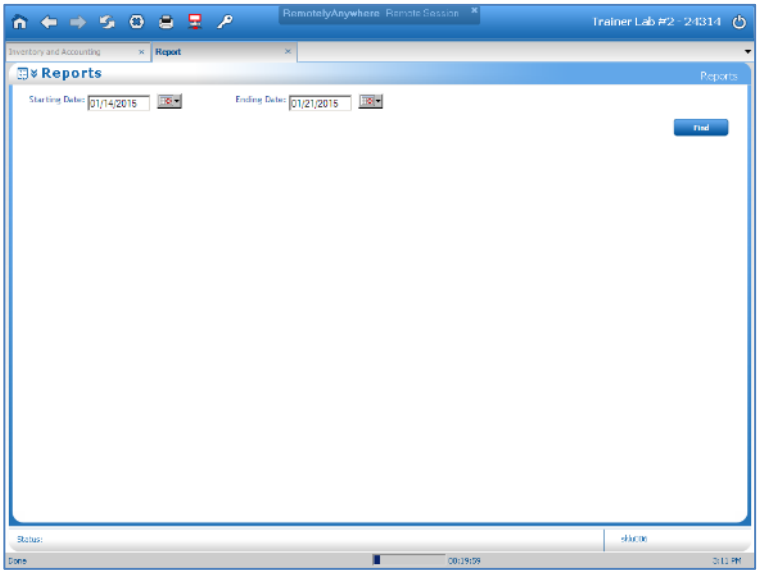


WIC Auto Reconciliation Report (OH, TX, AR)

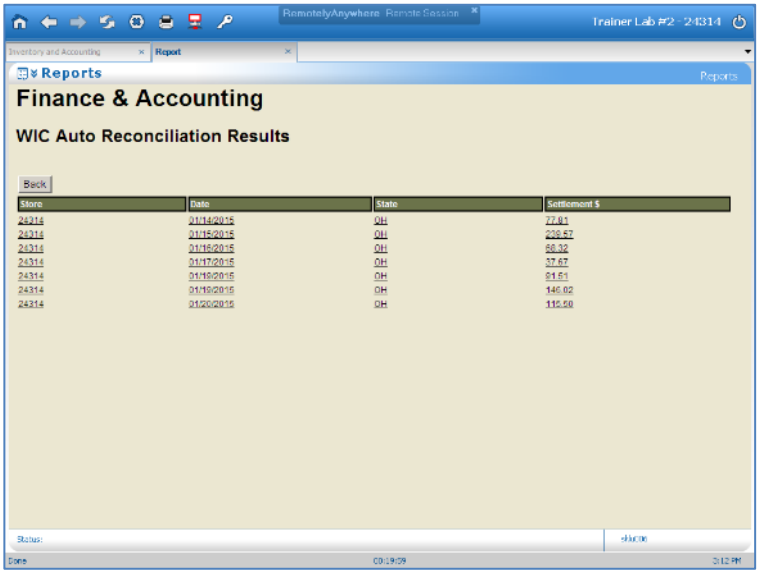
The WIC Auto Reconciliation Report shows details regarding claim files sent to the state which have been paid



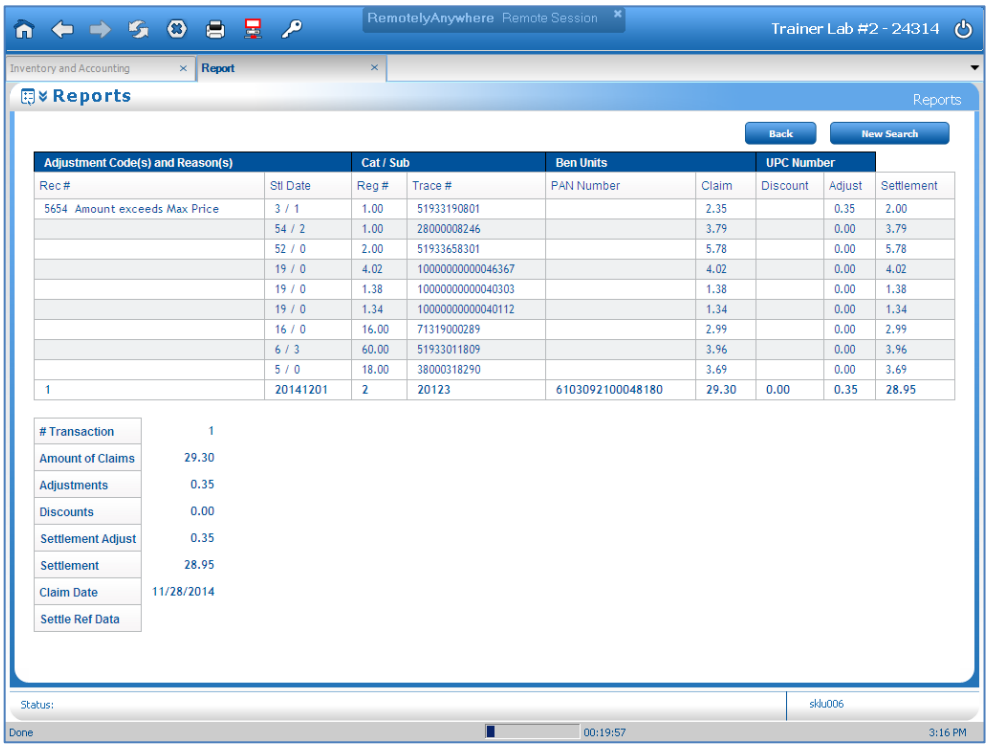
- Click the **WIC Auto Reconciliation Report** link



- Use the calendar icon or type a date range to find claim reports for the selected date range
  - Range between starting date and ending date cannot exceed 45 days
  - End date cannot be a future date
- Click **Find** to display search results



- The results screen displays a summary of the reconciliation reports found
- Each row corresponds to a **Reconciliation Report** and displays store #, report date, state and settlement amount
- Click any underlined link to view the corresponding detailed reconciliation report
- Click **Back** to return to the WIC auto reconciliation find screen

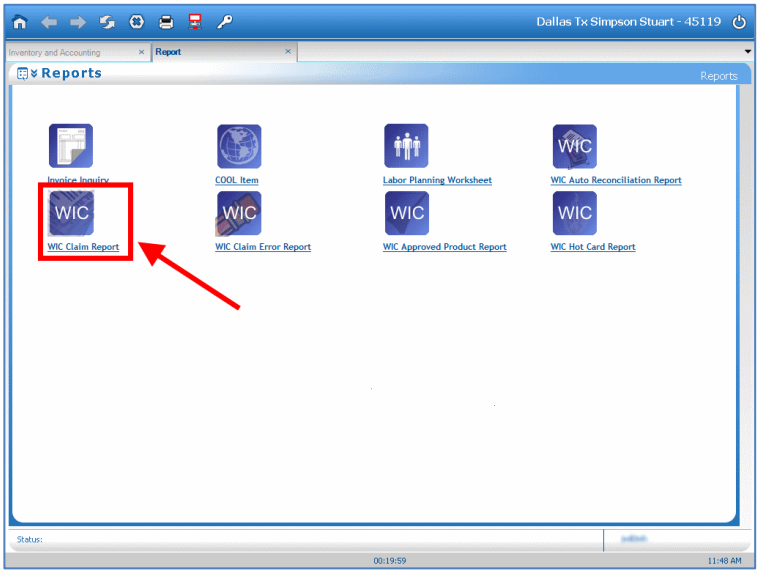


Adjustment Code(S) And Reason(S)	Code and/or reason for an adjustment to the settlement amount
Cat / Sub	Category and subcategory code for WIC benefits
Ben Units	Number of benefit units from claim
UPC Number	WIC eligible product UPC
Rec #	Record number assigned to each transaction
Stl Date	Settlement date
Reg #	Register number
Trace #	Identifier used to cross-reference claim record with reconciliation record
Pan Number	WIC EBT card number (personal account number)
Claim	Claim amount from claim file
Discount	Amount of discount applied to claim price for WIC item (e.g. Coupon)
Adjust	Adjustment to claim amount (item exceeded maximum allowable price)
Settlement	Settlement amount claim-discount-adjustment=settlement
# Transactions	Number transactions in reconciliation file
Amount of Claims	Total amount of claims
Adjustments	Total amount of adjustments
Discounts	Total amount of discounts
Settlement Adjust	Amount not linked with a transaction on the reconciliation report
Settlement	Settlement amount
Claim Date	Date of claim
Settle Ref Data	Reference number

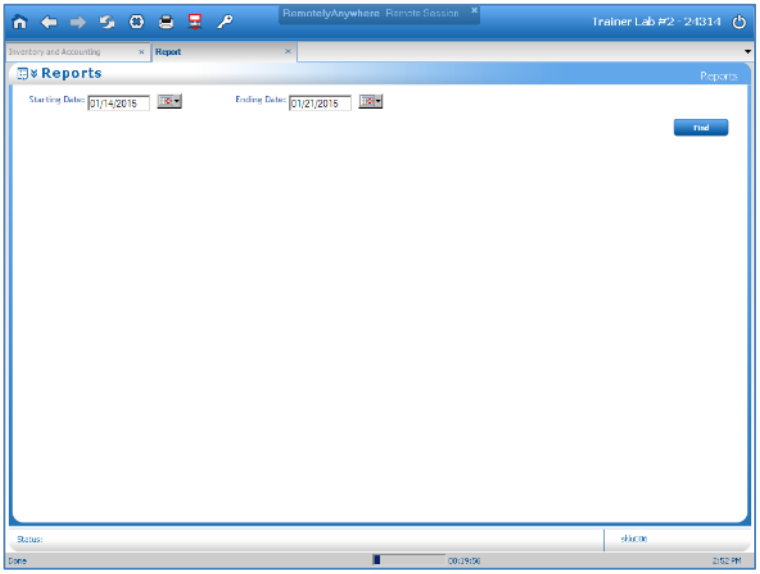
- Click the browser's **Print** button to print the current report
- Click **Back** to return to the WIC claim results screen
- Click **New Search** to return to the WIC claim find screen

WIC Claim Report (OH, TX, AR)

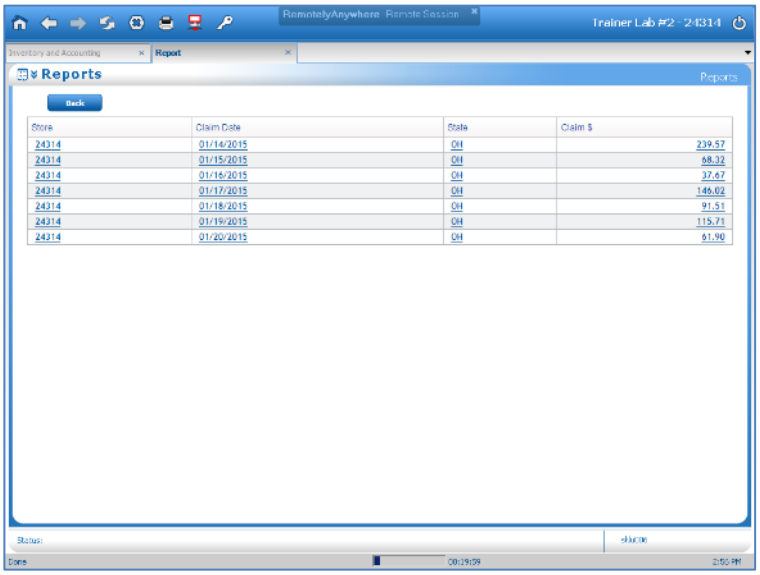
Allows stores to view claim files that have been submitted to the state



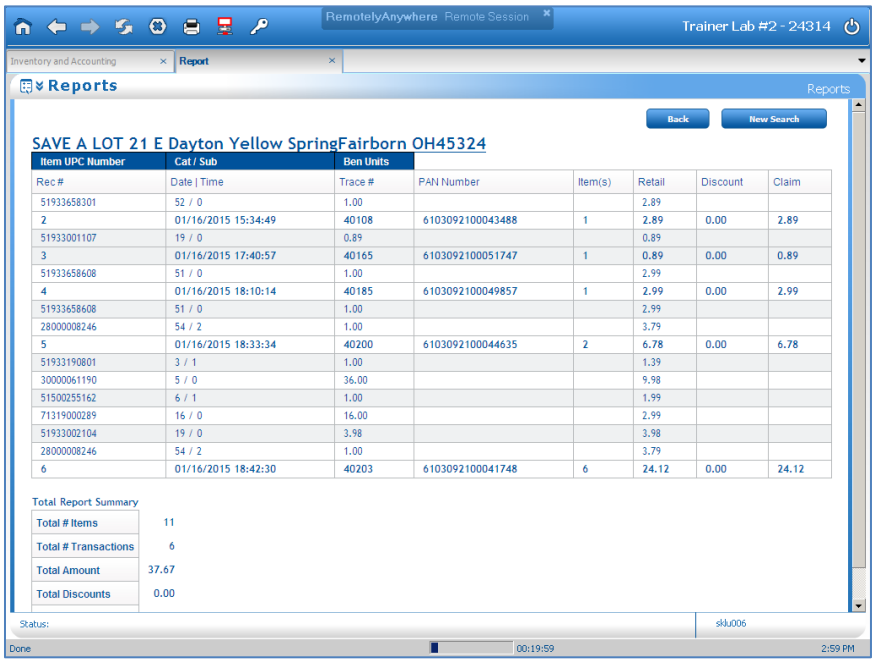
- Click the **WIC Claim Report link**



- Use the calendar button or type a date range to find claim reports for the selected date range
  - Range between **Starting Date** and **Ending Date** cannot exceed 45 days
  - **Ending Date** cannot be a future date
- Click **Cancel** to display search results



- The results screen displays a summary of the claim reports found
  - Each row corresponds to a claim report and displays store #, claim date, state, and claim amount
- Click any underlined link to view the corresponding detailed claim report
- Click **Back** to return to the find WIC claim screen

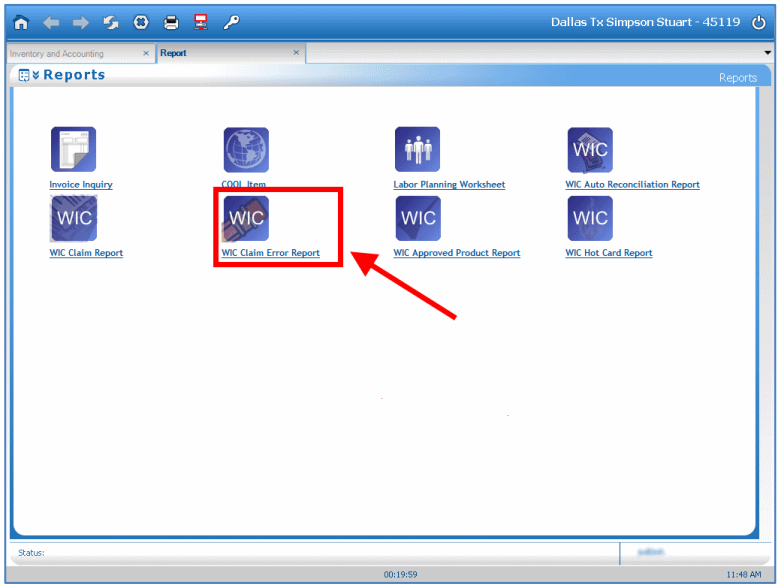


Item UPC number	WIC eligible product UPC
Cat / sub	Category and subcategory codes for WIC benefits
Ben units	Number of benefit units from claim
Rec #	Record number – each transaction within the claim report is numbered sequentially
Date / time	Date & time of the transaction
Trace #	Unique Identifier used to cross-reference claim record with reconciliation record
pan number	WIC EBT card number (personal account number)
Item(s)	Number of items claimed
Retail	Retail price of item from POS
Discount	Amount of discount applied to item
Claim	Claim amount

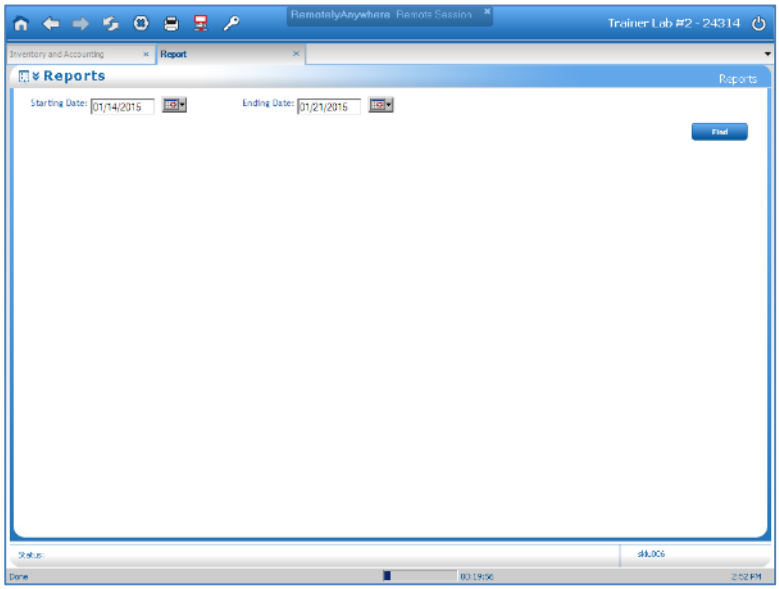
- Click the browser's print button to print the current report
- Click **Back** to return to the WIC claim results screen
- Click **New Search** to return to the WIC claim find screen

<u>WIC Claim Error Report</u> (Texas)

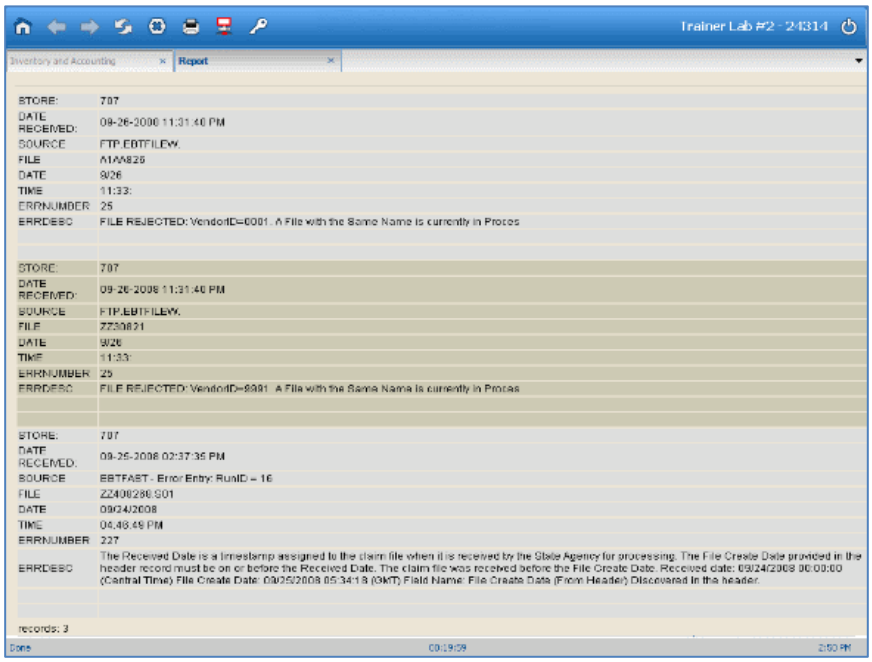
The WIC claim error report is used to determine if there have been any errors in processing claim files at the state



- Click the **WIC Claim Error Report** link



- Use the calendar button or type a date range to find claim reports for the selected date range
  - Range between **Starting Date** and **Ending Date** cannot exceed 45 days
  - **Ending Date** cannot be a future date
- Click **Find** to display search results



Store	Store number
Date received	Date the error file was received
Source	Source of error file
File	Filename
Date / time	Date & time the error file was generated
Errnumber	Error number
Errdesc	Error description

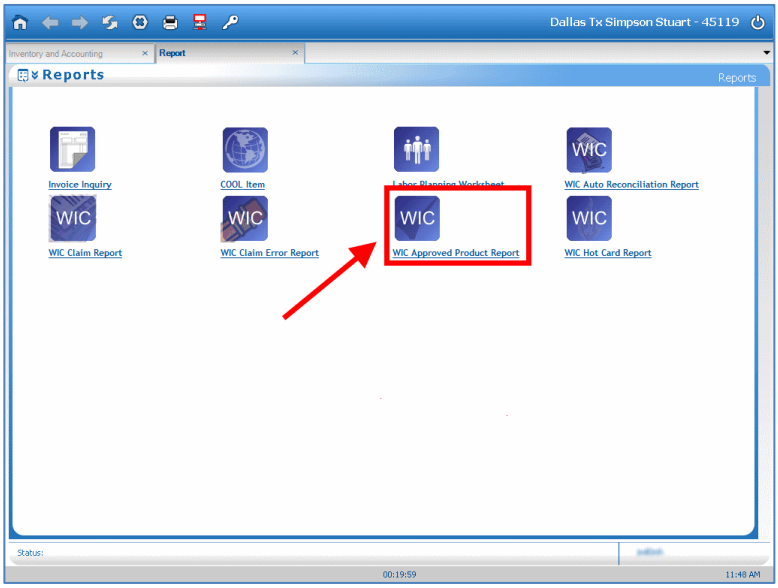
- Click the browser's print button to print the currently displayed error report

***NOTE**: claim file processing stops at the first error. If an error is generated, no auto-reconciliation file is created. The claim must be resubmitted without error to be properly processed*

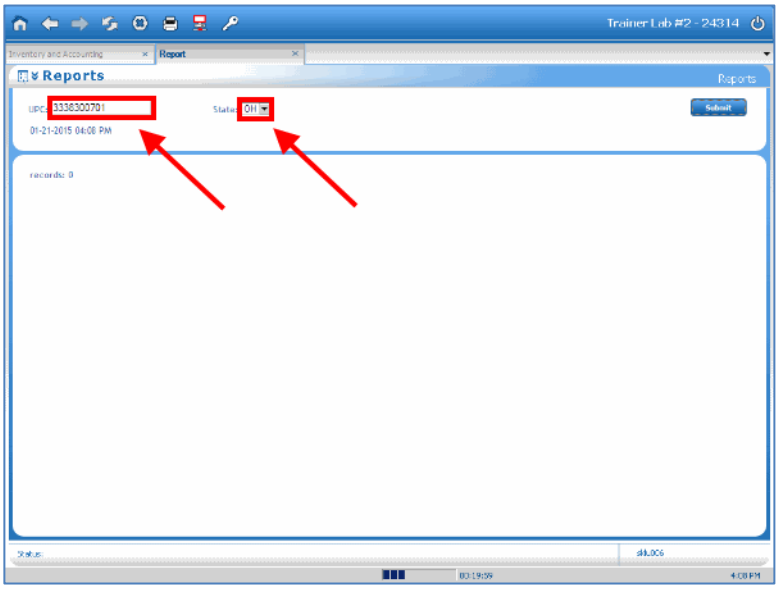
<u>WIC Approved Product Report</u> (OH, TX, AR)

The WIC Approved Product Report is used to determine if a product has been or is currently approved by the state

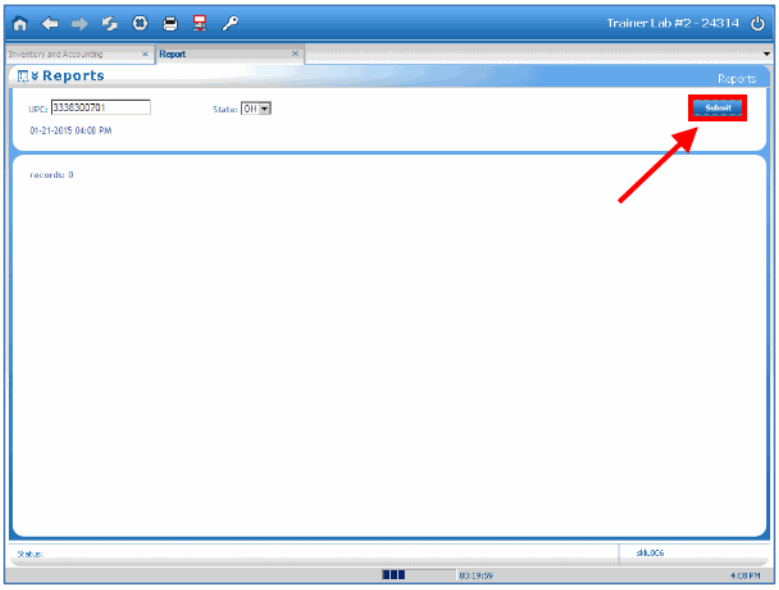
- Click the **WIC Approved Product Report** link

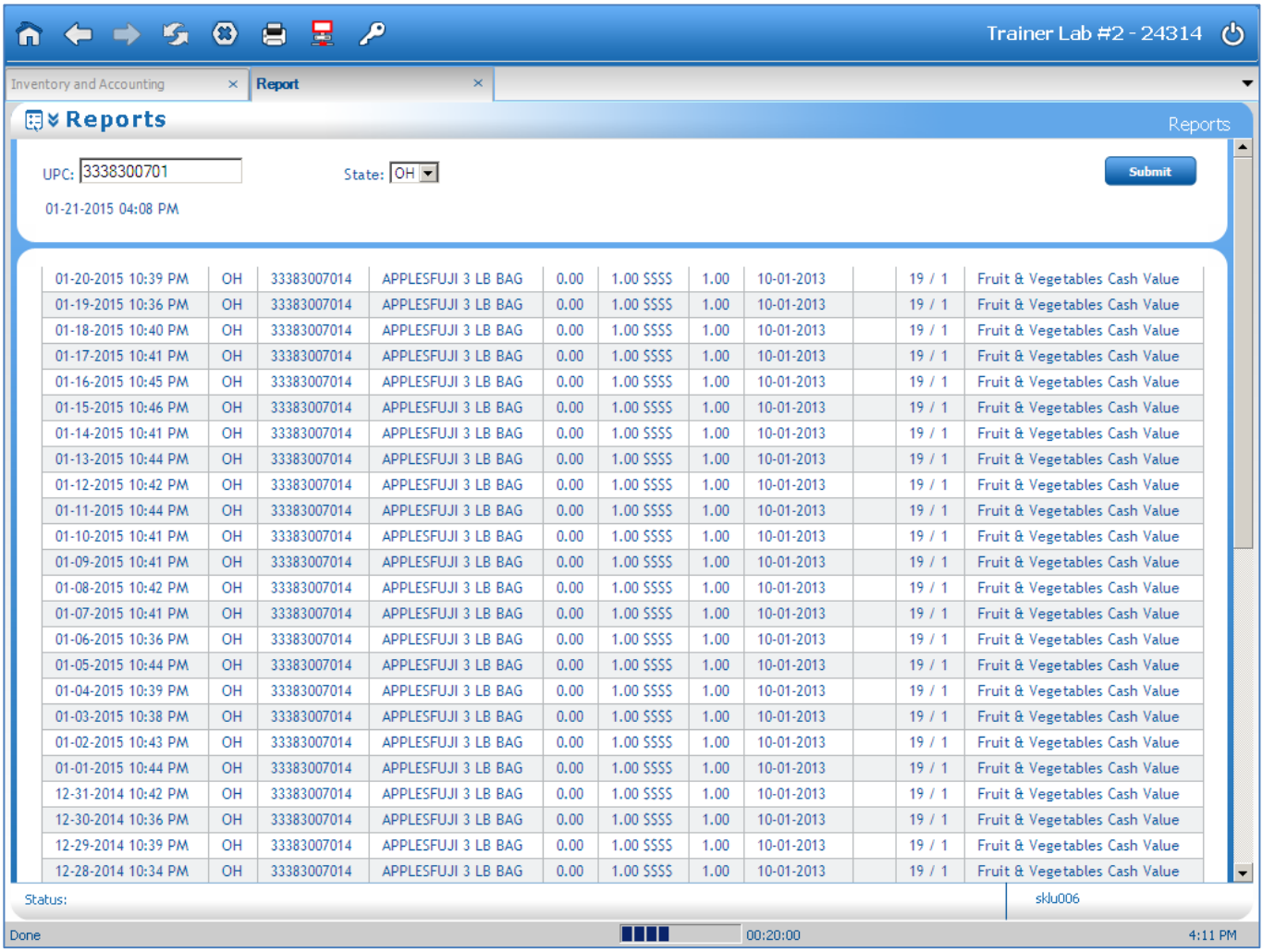


- Enter a product **UPC** code
- Select your state from the drop-down list



- Click **Submit** to display the search results





01-20-2015 10:39 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-19-2015 10:36 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-18-2015 10:40 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-17-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-16-2015 10:45 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-15-2015 10:46 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-14-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-13-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-12-2015 10:42 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-11-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-10-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-09-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-08-2015 10:42 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-07-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-06-2015 10:36 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-05-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-04-2015 10:39 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-03-2015 10:38 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-02-2015 10:43 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
01-01-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
12-31-2014 10:42 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
12-30-2014 10:36 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
12-29-2014 10:39 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value
12-28-2014 10:34 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 $$$$	1.00	10-01-2013		19 / 1	Fruit & Vegetables Cash Value

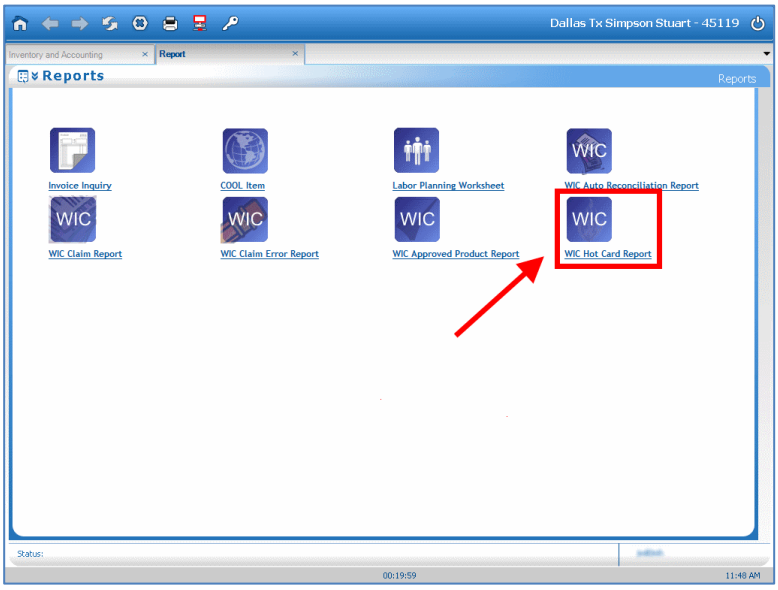
Received Date	Date the product first appeared on the approved product list
State	State
UPC	WIC eligible product UPC
Item Description	Item description from POS
Max Price	Maximum allowable claim price
UOM	Unit of measure
Pa	Package size – measure of package content in specified unit of measure
Effective	Item eligibility start date
Expiring	Item eligibility end date
Cat / Sub Cat	Category and subcategory code for WIC benefits
Sub Cat	Benefit subcategory

- Click the browser's print button to print the current report

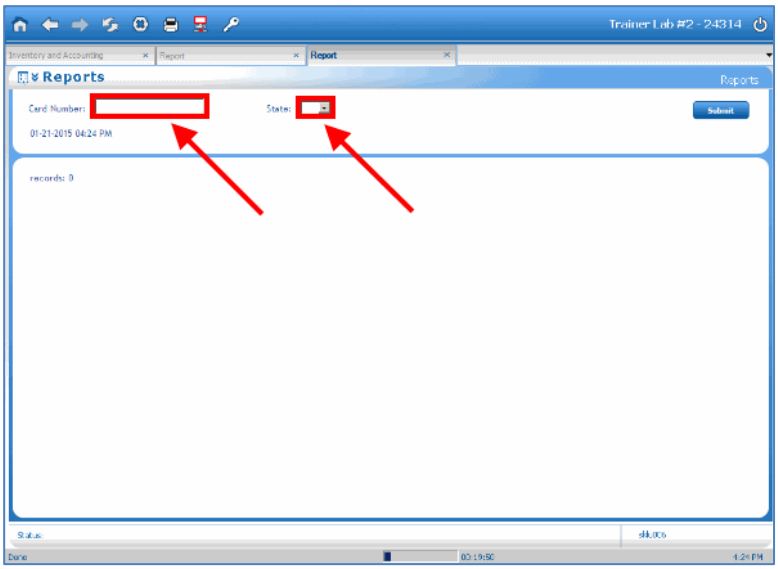
<u>WIC Hot Card Report</u> (OH, TX, AR)

The WIC Hot Card Report is used to determine if a WIC card is present on the states hot card list and if so, the reasons why.

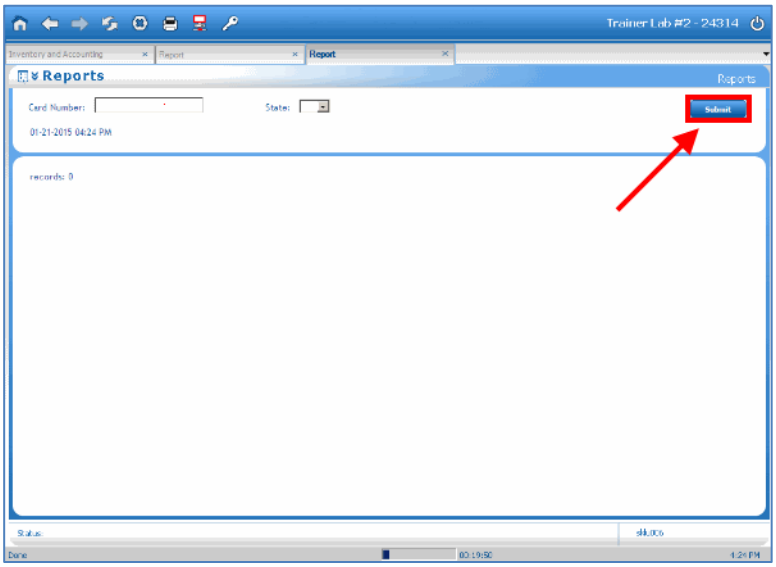
- Click the **WIC Hot Card Report** link

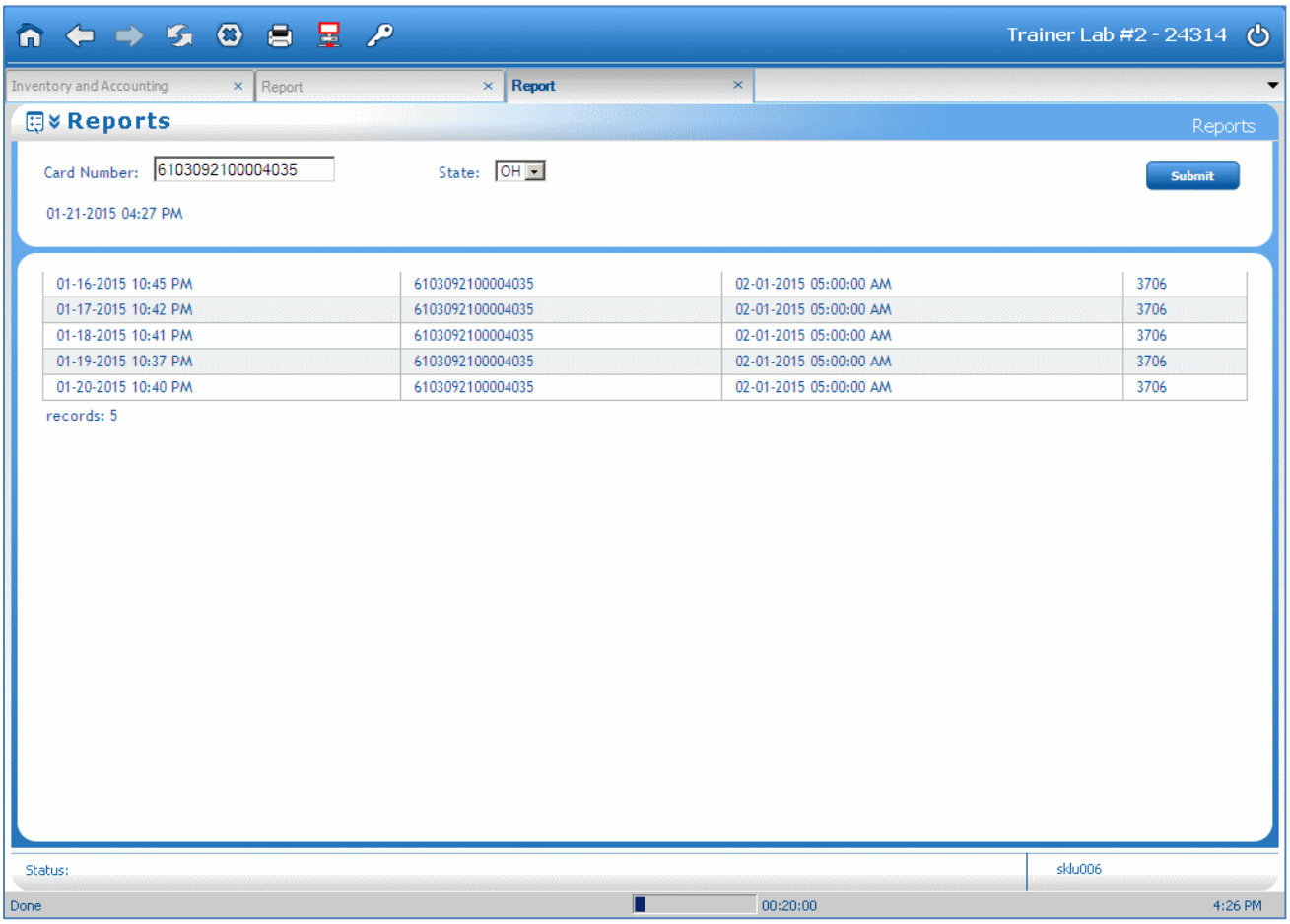


- Enter the **Card Number**
- Select a state from the drop-down list



- Click **Submit** to display the search results





Received date	Date the selected card first appeared on the hot card list	
Card number	WIC EBT card number (personal account number)	
Effective date	Date the card is to be considered ineligible for use	
Code	Numerical code for the reason the card has been placed on the hot card list	
	3000	Lost
	3001	Stolen
	3002	Undelivered prior to receipt at state agency
	3003	Counterfeit card – pan confirmed
	3700	Failed to function prior to issuance
	3701	Missing – delivered but prior to issuance
	3702	Damaged – delivered but prior to issuance
	3703	Damaged – after issuance
	3704	Failed to function after issuance
	3705	Dual participation, card in
	3706	Transferred to non-EBT site, card [pan]
	3707	Partial family transfer to any site, card [pan]

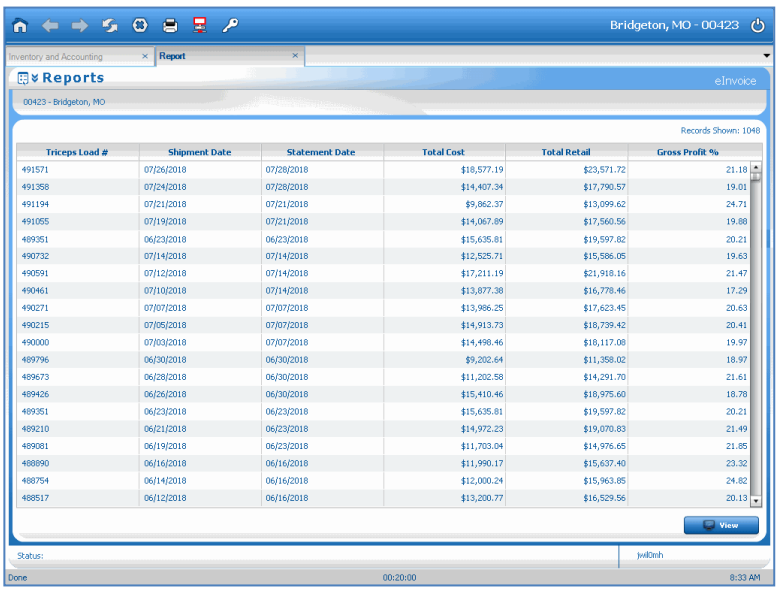
- Click the browser's print button to print the current report

eInvoice

Displays electronic invoice information from the distribution center. Available for viewing for up to two years

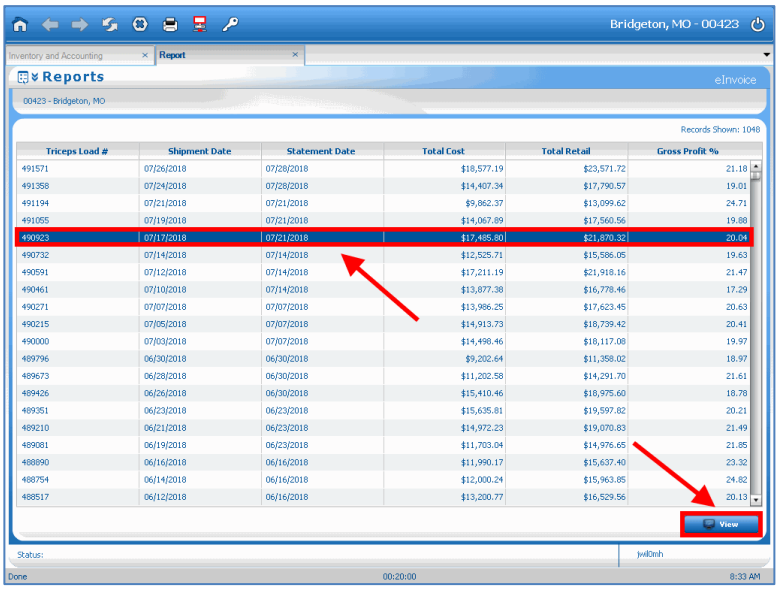
- Information in the **eInvoice** screen includes:

Triceps Load #	Number the warehouse uses to track the order
Shipment Date	Date the warehouse system released the order
Statement Date	Date the invoice was billed
Total Cost	Cost of the product in the load
Total Retail	Retail value of the product in the load
Gross Profit %	Gross profit value of product in the load



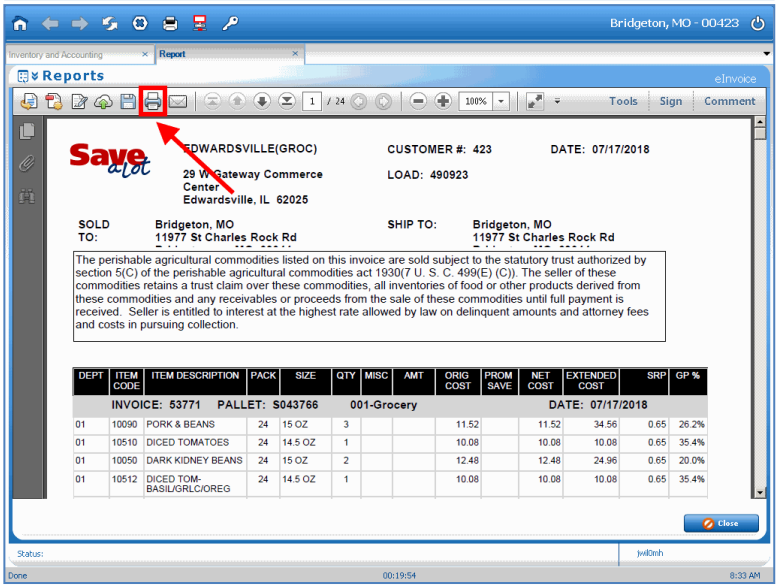
Triceps Load #	Shipment Date	Statement Date	Total Cost	Total Retail	Gross Profit %
491571	07/26/2018	07/28/2018	$18,577.19	$23,571.72	21.18
491358	07/24/2018	07/28/2018	$14,407.34	$17,790.57	19.01
491194	07/21/2018	07/21/2018	$9,862.37	$13,099.62	24.71
491055	07/19/2018	07/21/2018	$14,067.89	$17,560.56	19.88
489351	06/23/2018	06/23/2018	$15,635.81	$19,597.82	20.21
490732	07/14/2018	07/14/2018	$12,525.71	$15,586.05	19.63
490591	07/12/2018	07/14/2018	$17,211.19	$21,918.16	21.47
490461	07/10/2018	07/14/2018	$13,877.38	$16,778.46	17.29
490271	07/07/2018	07/07/2018	$13,986.25	$17,623.45	20.63
490215	07/05/2018	07/07/2018	$14,913.73	$18,739.42	20.41
490000	07/03/2018	07/07/2018	$14,498.46	$18,117.08	19.97
489796	06/30/2018	06/30/2018	$9,202.64	$11,358.02	18.97
489673	06/28/2018	06/30/2018	$11,202.58	$14,291.70	21.61
489426	06/26/2018	06/30/2018	$15,410.46	$18,975.60	18.78
489351	06/23/2018	06/23/2018	$15,635.81	$19,597.82	20.21
489210	06/21/2018	06/23/2018	$14,972.23	$19,070.83	21.49
489081	06/19/2018	06/23/2018	$11,703.04	$14,976.65	21.85
488890	06/16/2018	06/16/2018	$11,990.17	$15,637.40	23.32
488754	06/14/2018	06/16/2018	$12,000.24	$15,963.85	24.82
488517	06/12/2018	06/16/2018	$13,200.77	$16,529.56	20.13

- Click an invoice to highlight it
- Click **View** for a detailed view



Triceps Load #	Shipment Date	Statement Date	Total Cost	Total Retail	Gross Profit %
491571	07/26/2018	07/28/2018	$18,577.19	$23,571.72	21.18
491358	07/24/2018	07/28/2018	$14,407.34	$17,790.57	19.01
491194	07/21/2018	07/21/2018	$9,862.37	$13,099.62	24.71
491055	07/19/2018	07/21/2018	$14,067.89	$17,560.56	19.88
490923	07/17/2018	07/21/2018	$17,485.80	$21,870.32	20.04
490732	07/14/2018	07/14/2018	$12,525.71	$15,586.05	19.63
490591	07/12/2018	07/14/2018	$17,211.19	$21,918.16	21.47
490461	07/10/2018	07/14/2018	$13,877.38	$16,778.46	17.29
490271	07/07/2018	07/07/2018	$13,986.25	$17,623.45	20.63
490215	07/05/2018	07/07/2018	$14,913.73	$18,739.42	20.41
490000	07/03/2018	07/07/2018	$14,498.46	$18,117.08	19.97
489796	06/30/2018	06/30/2018	$9,202.64	$11,358.02	18.97
489673	06/28/2018	06/30/2018	$11,202.58	$14,291.70	21.61
489426	06/26/2018	06/30/2018	$15,410.46	$18,975.60	18.78
489351	06/23/2018	06/23/2018	$15,635.81	$19,597.82	20.21
489210	06/21/2018	06/23/2018	$14,972.23	$19,070.83	21.49
489081	06/19/2018	06/23/2018	$11,703.04	$14,976.65	21.85
488890	06/16/2018	06/16/2018	$11,990.17	$15,637.40	23.32
488754	06/14/2018	06/16/2018	$12,000.24	$15,963.85	24.82
488517	06/12/2018	06/16/2018	$13,200.77	$16,529.56	20.13

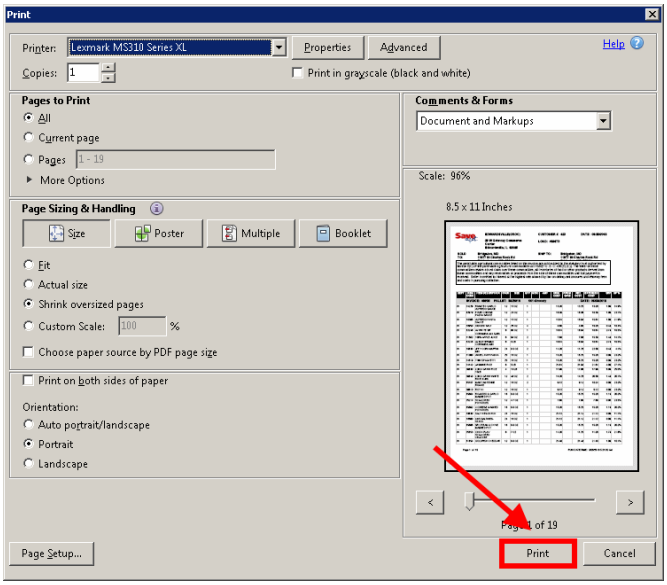
- You can view or print individual invoice detail from here
- Use the scroll bar on the right side of the screen to navigate through the invoice detail
- Click the icon to print the invoice detail



DEPT	ITEM CODE	ITEM DESCRIPTION	PACK	SIZE	QTY	MISC	AMT	ORIG COST	PROM SAVE	NET COST	EXTENDED COST	SRP	GP %
01	10090	PORK & BEANS	24	15 OZ	3			11.52		11.52	34.56	0.65	26.2%
01	10510	DICED TOMATOES	24	14.5 OZ	1			10.08		10.08	10.08	0.65	35.4%
01	10050	DARK KIDNEY BEANS	24	15 OZ	2			12.48		12.48	24.96	0.65	20.0%
01	10512	DICED TOM-BASIL/GRLC/OREG	24	14.5 OZ	1			10.08		10.08	10.08	0.65	35.4%

- Leave the default print settings and click **Print**
- After clicking **OK**, wait for the invoice to completely print before navigating away from the page

  NOTE: *Navigating away from the page early may cause the invoice to print incorrectly*



S4 / WinAR (Retail Partners only)

S4/WinAR is an accounts receivable software package used for billing by stores that maintain customer charge accounts. This software is not available at all stores. For support or questions on WinAR please contact Ann Acton of Retail Data Systems St. Louis at (314) 647-4444. You may also refer to the S4 WinAR manual in the Document Repository.

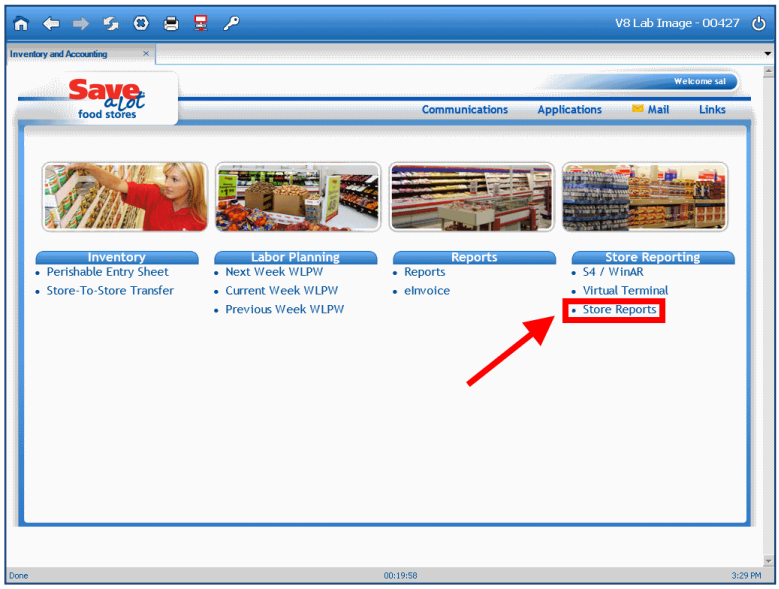
Store Reports

Cashier Recap

Cashier recap is used to balance cashiers before end of day

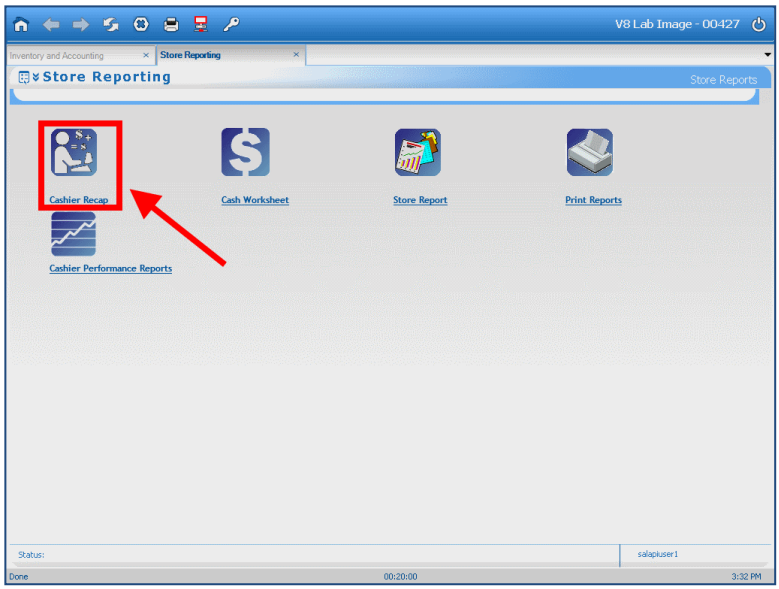
- Prior to beginning the **Cashier Recap,** you must perform the following steps:
  - Print a **Cashier Report** from ISS45 or **EOD X Read Report** at the lane
  - Run **Save A Lot Store Report Update** from ISS45 Main Menu
  - Print the cashier's Store Sales Summary by Store and Cashier –SSR03 MicroTrax report
  - Corporate Stores: print Cash Master report from drawer countdown

- From the **Applications** menu select **Inventory and Accounting**



- Select **Store Reports**

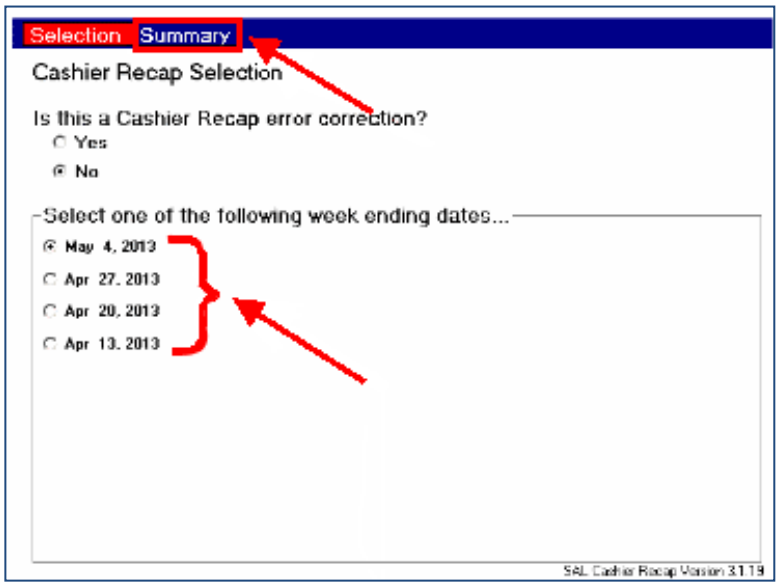
- Click **Cashier Recap**



- From the **Cashier Recap Selection** screen, click the radio button next to the **week-ending date** you would like to work with

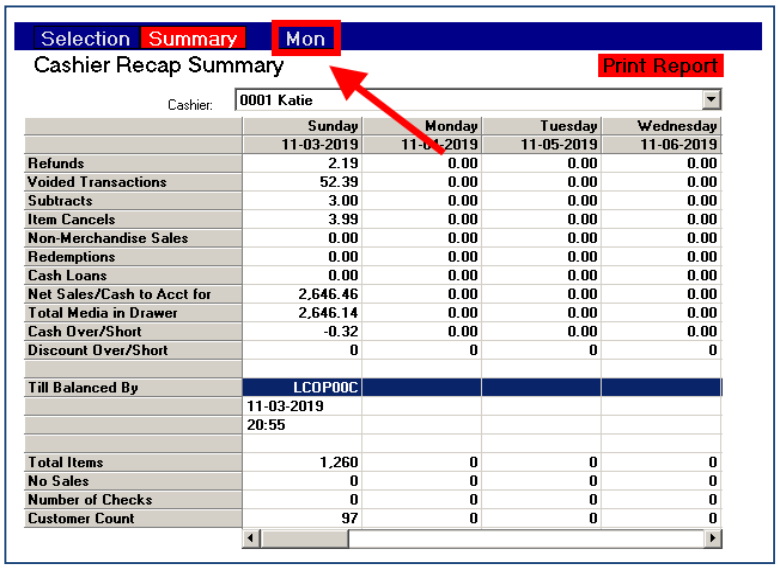
  NOTE: *Up to 52 weeks of history can be accessed. The current week ending date will not populate until store reports for the previous Saturday have been signed off. Please refer to the* **Error Correction** *section for more details*

- Click **Summary**



- From the **Cashier Recap Summary** screen, select the current working day in the blue taskbar

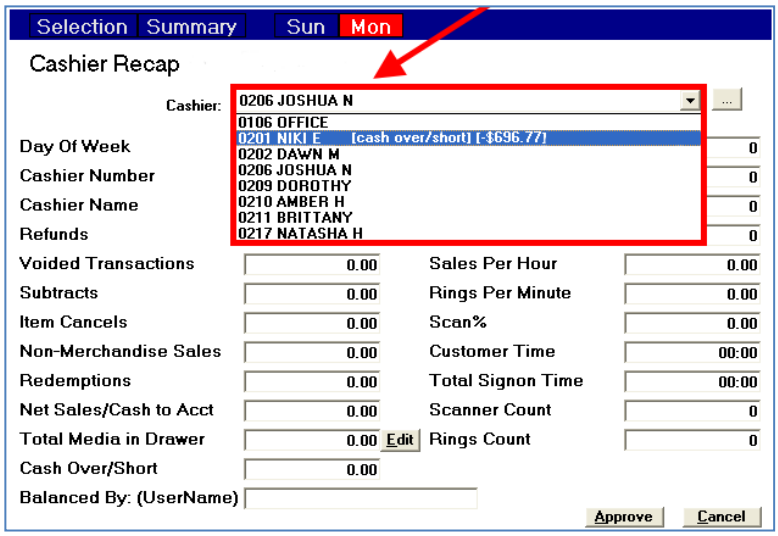
  NOTE: *The current day is only available if:*
  - *All prior days have been signed off*
  - **SAL Store Report Update** (ISS45) *has been run*
  - *You have sales for the current day*



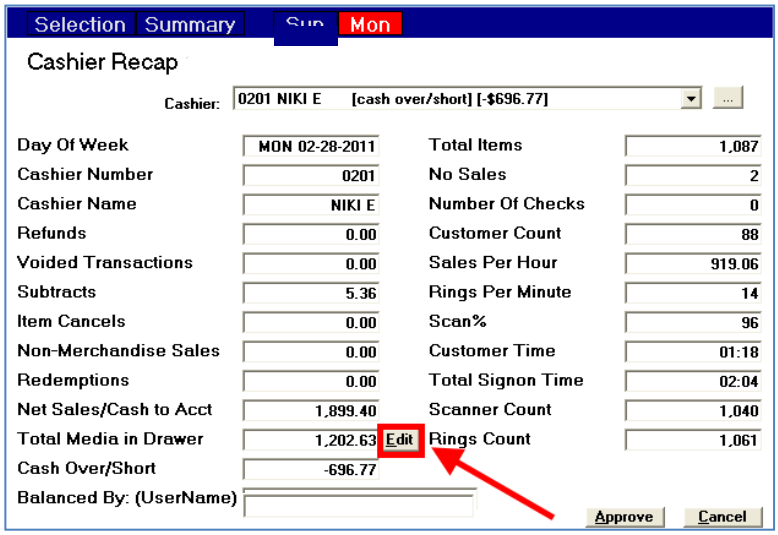
	Sunday 11-03-2019	Monday 11-04-2019	Tuesday 11-05-2019	Wednesday 11-06-2019
Refunds	2.19	0.00	0.00	0.00
Voided Transactions	52.39	0.00	0.00	0.00
Subtracts	3.00	0.00	0.00	0.00
Item Cancels	3.99	0.00	0.00	0.00
Non-Merchandise Sales	0.00	0.00	0.00	0.00
Redemptions	0.00	0.00	0.00	0.00
Cash Loans	0.00	0.00	0.00	0.00
Net Sales/Cash to Acct for	2,646.46	0.00	0.00	0.00
Total Media in Drawer	2,646.14	0.00	0.00	0.00
Cash Over/Short	-0.32	0.00	0.00	0.00
Discount Over/Short	0	0	0	0
Till Balanced By	LCOP00C			
	11-03-2019			
	20:55			
Total Items	1,260	0	0	0
No Sales	0	0	0	0
Number of Checks	0	0	0	0
Customer Count	97	0	0	0

- Click the drop-down box and select the cashier you wish to balance

  ***NOTE**: A **[cash over/short]** notation will appear for all cashiers with an overage/shortage >= $25*

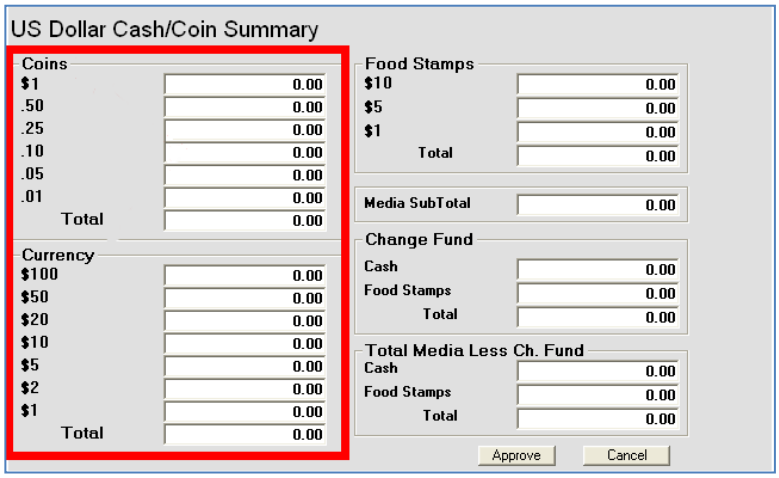


- To begin balancing the cashier's till, click on **Edit** button next to the **Total Media in Drawer** field

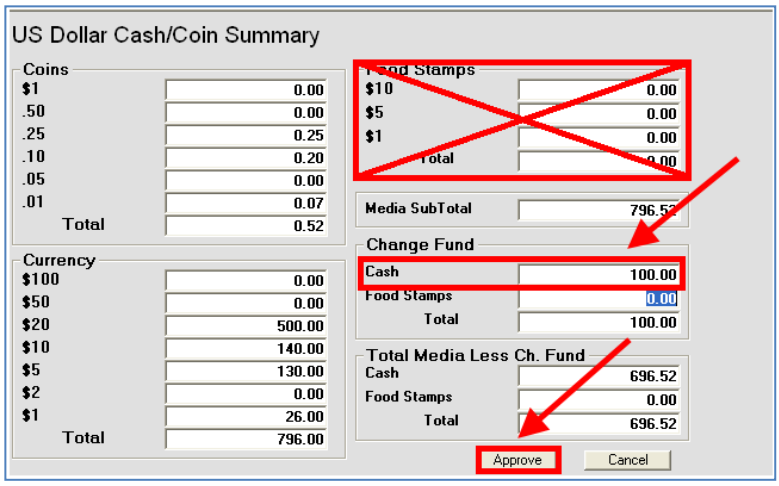


- Enter cashier's total cash (include the starting till amount) under the **Coins** and **Currency** sections
  - Decimal points are required when entering totals
  - Amounts entered into the **Coins** and **Currency** fields must be in multiples of that field's value

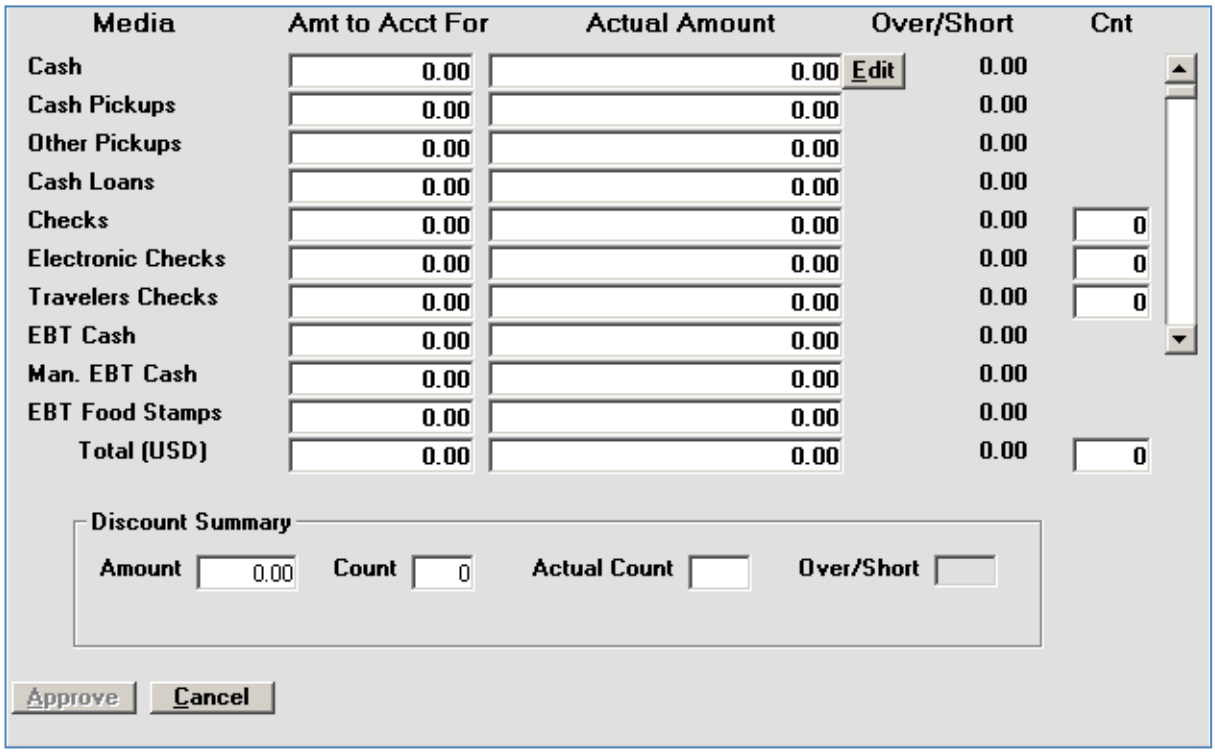
    ***NOTE:** For corporate stores the **Coins** and **Currency** amounts can be obtained from the Cash Master receipt*



- The **Food Stamps** section is not used
- Enter the cashier's starting till amount in the **Change Fund** section, **Cash** field
- When all entries are complete click **Approve**



- Finalize the approval process by clicking **Yes** to approve and sign off



NOTE: *The left column,* **Amt to Acct For***, automatically populates based on totals from the PoS system. These fields cannot be edited*

- Enter the cashier's totals in the **Actual Amount** column
  - The **Cash** field carries over from the previous screen; no additional action is required if the **Cash** - **Over/Short** is as expected. If it is not, click **Edit** to return to the **Cash/Coin** screen
- You must manually enter totals in the **Actual Amount** column for the following fields:

Cash Pickups	from the X read or cashier report
Checks	physical checks signed by the customer and retained by the store for deposit
House Charge	from the X read or cashier report
WIC (vouchers)	Sum of cashier's WIC and WIC CVV voucher sales
WIC Deposit (vouchers)	from the X read or cashier report
Vendor Coupons	from the X read or cashier report
Store Coupons	from the X read or cashier report
Gift Cert. Redeemed	from the X read or cashier report

- The **Actual Amount** column will automatically populate the following media totals:

Electronic Checks	Total sales of all checks processed by Telecheck and returned to the customer
EBT Cash	Total sales for EBT Cash
EBT Food Stamps	Total EBT Sales
MC/Visa	Total sales for MC, Visa, Amex, Discover
Debit Card	Total sales for Debit
eCommerce	Fees associated with online orders
WIC EBT	Smart WIC Sales
WIC EBT Deposit	eWIC sales
Gift Card Redeemed	Total Gift card redemption sales

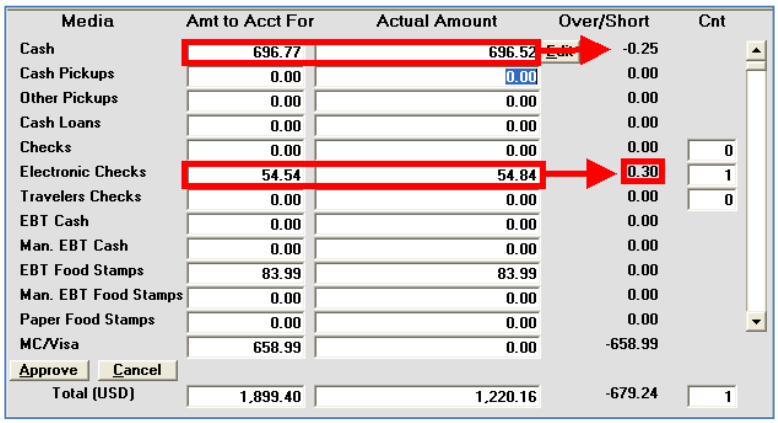
- The **Discount Summary** section will only be available at stores using the Discount function at the lanes

Amount	Autopopulates with the total dollar amount of all cashier's discounts
Count	Autopopulates with the total physical count of all cashier's discounts
Actual Count	Actual physical count of all discounts *(required even if count is zero)*
Over/Short	Difference between the Count and the Actual Count

  - If the Over/Short value is not "0", a message will appear stating, "Cashier Discount Over/Short exceeds policy. Please verify Actual Count"
  - This warning will not prevent you from approving the cashier's totals
- The **Cnt** (count) for physical checks retained by the store for deposit. You must enter this field manually
- The **Cnt** (count) column for **Electronic Checks** and **Gift Card Redeemed** will automatically populate

- The **Actual Amount** and **Cnt** fields should be manually entered/validated using the totals displayed on the cashier's **Store Sales Summary by Store and Cashier** MicroTrax report

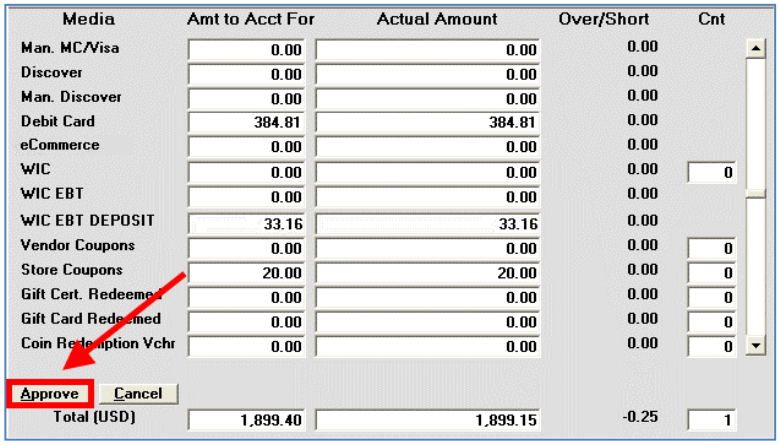
  NOTE: *The automatically populated* ***Actual Amount*** *and* ***Cnt*** *fields, if incorrect, can be only be edited in error correct mod*
- Review the **Over/Short** column to correct or verify any discrepancies



Media	Amt to Acct For	Actual Amount	Over/Short	Cnt
Cash	696.77	696.52	-0.25	
Cash Pickups	0.00	0.00	0.00	
Other Pickups	0.00	0.00	0.00	
Cash Loans	0.00	0.00	0.00	
Checks	0.00	0.00	0.00	0
Electronic Checks	54.54	54.84	0.30	1
Travelers Checks	0.00	0.00	0.00	0
EBT Cash	0.00	0.00	0.00	
Man. EBT Cash	0.00	0.00	0.00	
EBT Food Stamps	83.99	83.99	0.00	
Man. EBT Food Stamps	0.00	0.00	0.00	
Paper Food Stamps	0.00	0.00	0.00	
MC/Visa	658.99	0.00	-658.99	
Total (USD)	1,899.40	1,220.16	-679.24	1

- When finished, click **Approve**

  NOTE: *The* ***Approve*** *button will not be active until an entry has been made into the* ***Actual Count*** *field under the* ***Discount Summary*** *Section (if present) even if the count is zero*

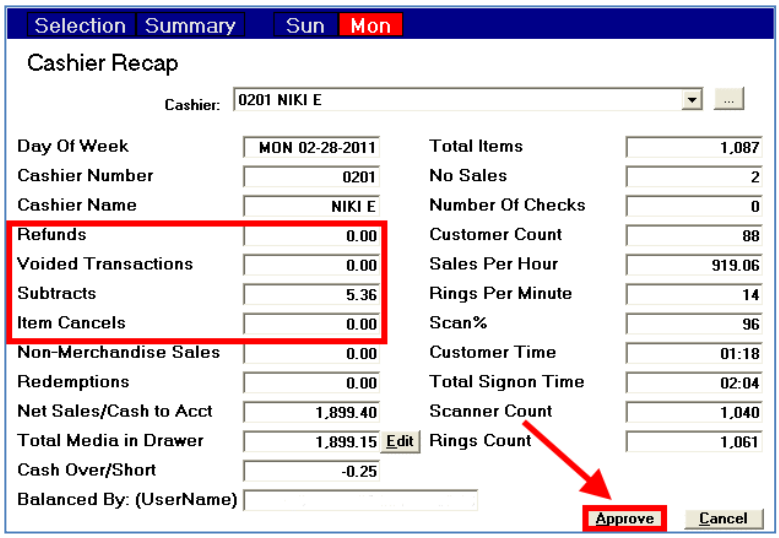


Media	Amt to Acct For	Actual Amount	Over/Short	Cnt
Man. MC/Visa	0.00	0.00	0.00	
Discover	0.00	0.00	0.00	
Man. Discover	0.00	0.00	0.00	
Debit Card	384.81	384.81	0.00	
eCommerce	0.00	0.00	0.00	
WIC	0.00	0.00	0.00	0
WIC EBT	0.00	0.00	0.00	
WIC EBT DEPOSIT	33.16	33.16	0.00	
Vendor Coupons	0.00	0.00	0.00	0
Store Coupons	20.00	20.00	0.00	0
Gift Cert. Redeemed	0.00	0.00	0.00	0
Gift Card Redeemed	0.00	0.00	0.00	0
Coin Redemption Vchr	0.00	0.00	0.00	0
Total (USD)	1,899.40	1,899.15	-0.25	1

- Finalize the approval process by clicking **Yes**

- Additional information such as **Refunds, Voided Transactions, Subtracts, Item Cancels**, **No Sales** and **Scan %** should be reviewed for irregular values
- Click **Approve** to finalize the balancing process for this cashier

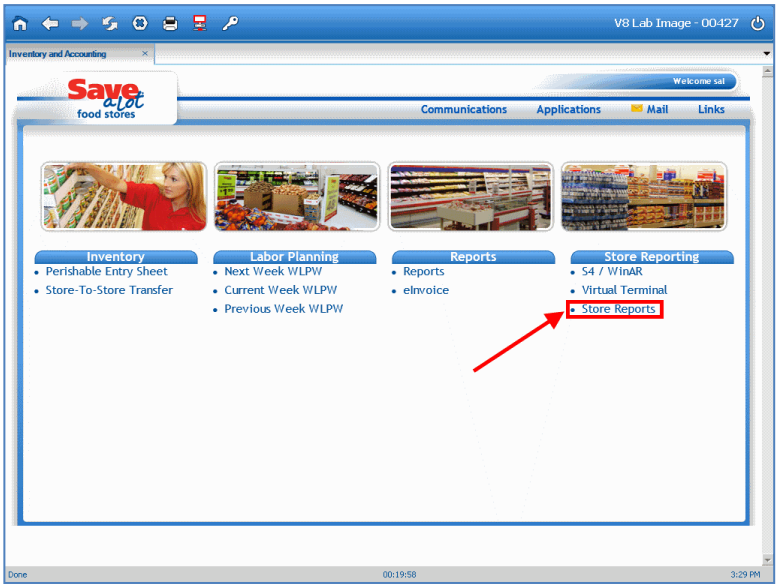
  ***NOTES**: The **Balanced By (UserName)** field will automatically fill with the username of the person signed on to the computer*
  *Any further changes for this cashier must be made through **Error Correct** mode*



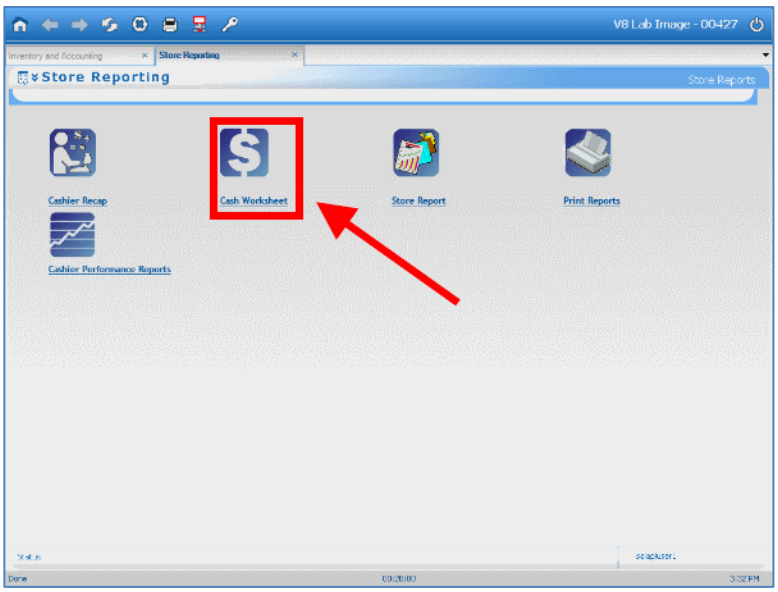
Cash Worksheet

Used to account for all monies to be left in the safe each day

- From the **Applications** menu select **Inventory and Accounting**



- Select **Store Reports**

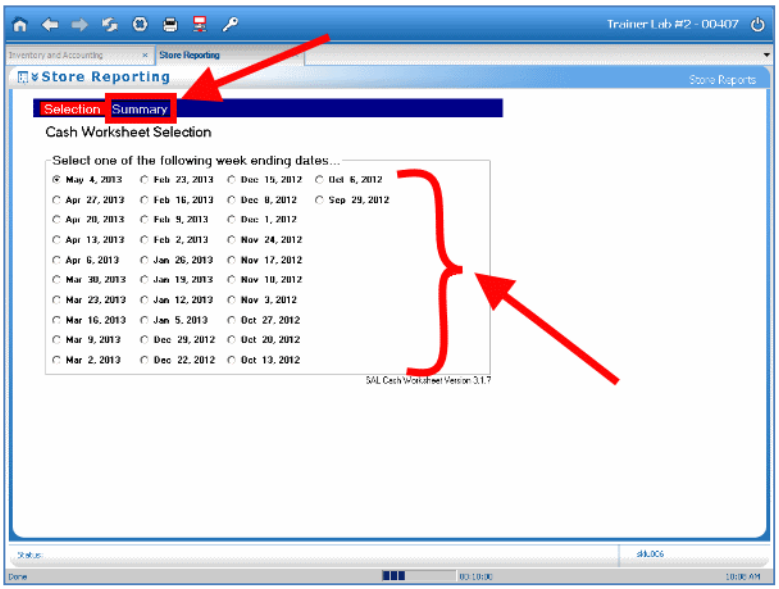


- Click **Cash Worksheet**

- From the **Cash Worksheet Selection** screen, click the radio button next to the week-ending date you would like to work with

  NOTE: *Up to 52 weeks of history can be accessed. The current week ending date will not populate until store reports for the previous Saturday has been signed off. Please refer to the* **Error Correction** *section for more details*

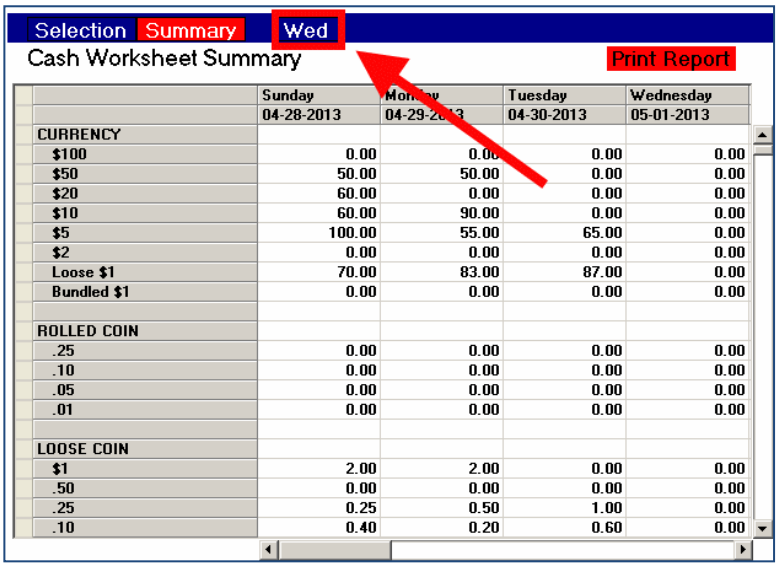
- Click **Summary** to continue



- From the **Cash Worksheet Summary** screen, select the current working day in the blue taskbar

  NOTE: *The current day is only available when the following conditions have been met:*

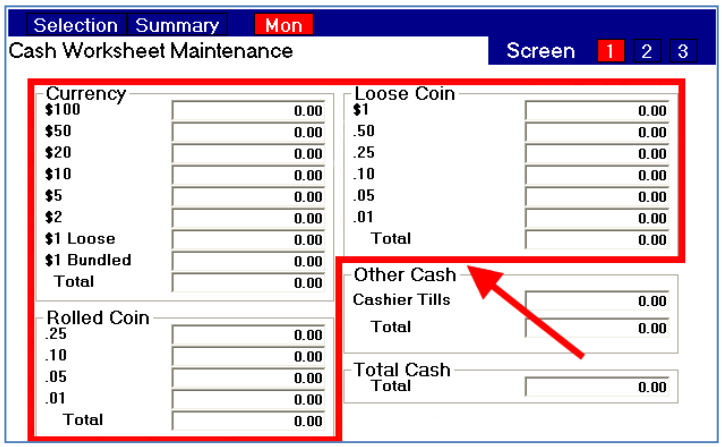
  - *All prior days have been signed off*
  - SAL Store Report Update *has been run*
  - *You have sales for the current day*



	Sunday	Monday	Tuesday	Wednesday
	04-28-2013	04-29-2013	04-30-2013	05-01-2013
CURRENCY				
$100	0.00	0.00	0.00	0.00
$50	50.00	50.00	0.00	0.00
$20	60.00	0.00	0.00	0.00
$10	60.00	90.00	0.00	0.00
$5	100.00	55.00	65.00	0.00
$2	0.00	0.00	0.00	0.00
Loose $1	70.00	83.00	87.00	0.00
Bundled $1	0.00	0.00	0.00	0.00
ROLLED COIN				
.25	0.00	0.00	0.00	0.00
.10	0.00	0.00	0.00	0.00
.05	0.00	0.00	0.00	0.00
.01	0.00	0.00	0.00	0.00
LOOSE COIN				
$1	2.00	2.00	0.00	0.00
.50	0.00	0.00	0.00	0.00
.25	0.25	0.50	1.00	0.00
.10	0.40	0.20	0.60	0.00

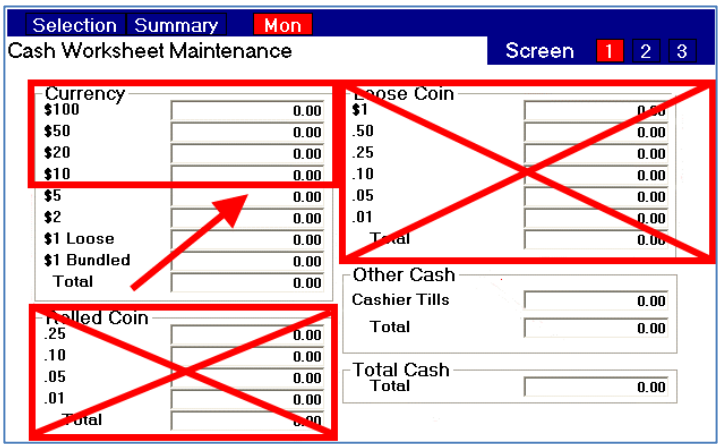
Cash Worksheet – Screen 1

Retail Partner



- Enter the dollar values of **Currency, Rolled Coin** and **Loose Coin** that will be kept in the safe and carried over to the next day. These amounts should *not* include any money being sent to the bank as a deposit

Corporate

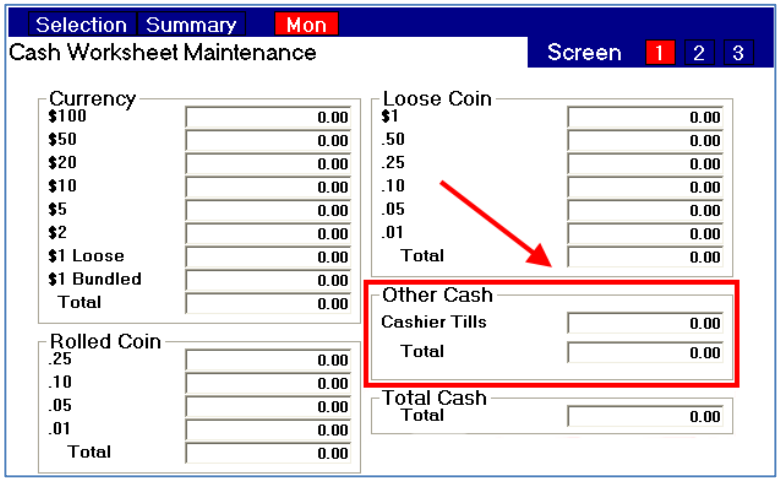


- Enter the dollar values of all *large* **Currency** that will be kept in the Manager's safe

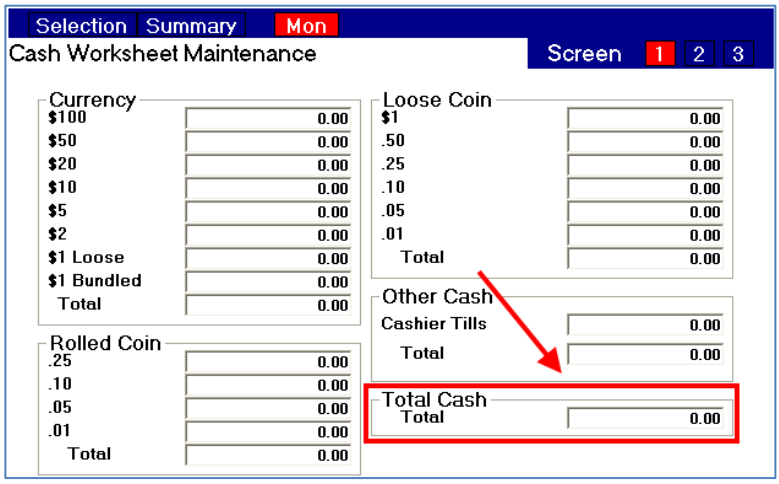
  NOTES: *All rolled coins, $1 bills and $5 bills should be kept in the hopper*

  Loose coins should be kept in the cashier tills

- Enter the total dollar value of all cashier tills in the **Other Cash** section, **Cashier Tills** field

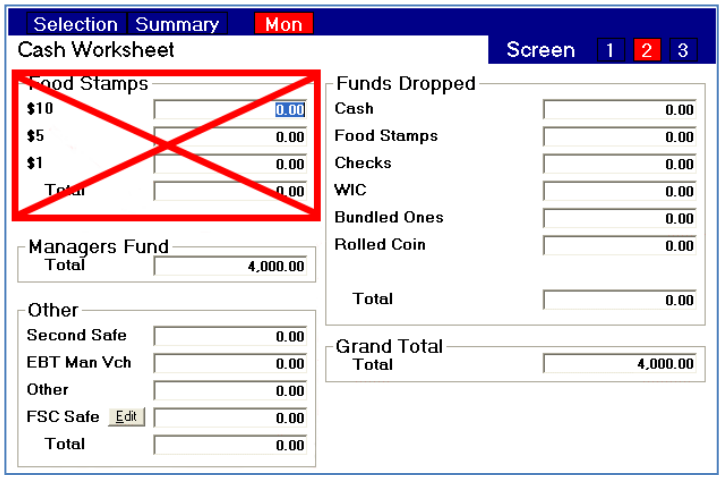


- The sum of all entries will be automatically calculated and displayed in the **Total Cash** section
- When all entries are complete, click on **Screen** 1 **[2]** 3



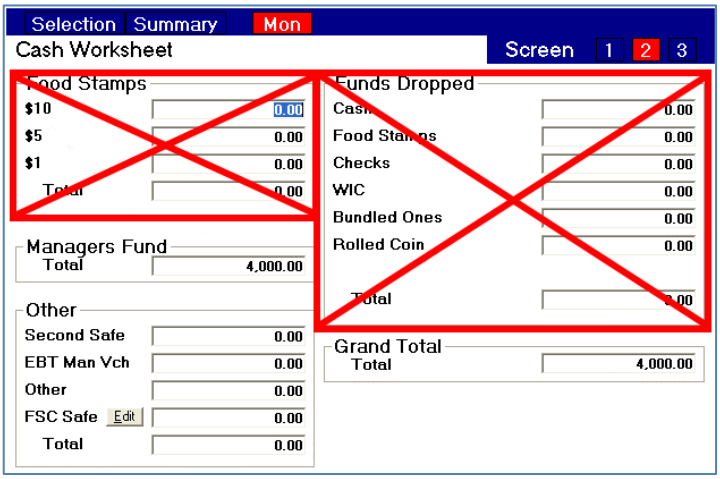
Cash Worksheet – Screen 2

Retail Partner



- The **Food Stamps** section is not used
- The **Managers Fund Total** carries over from screen 1
- The **Other** section allows you to enter any monies that are kept separate from the main safe funds
  - The **Second Safe** field can be used for a manager's change fund
  - If your store operates a money/financial service center and keeps a separate safe for it, those totals must be entered in the **FSC Safe** field by clicking **Edit**

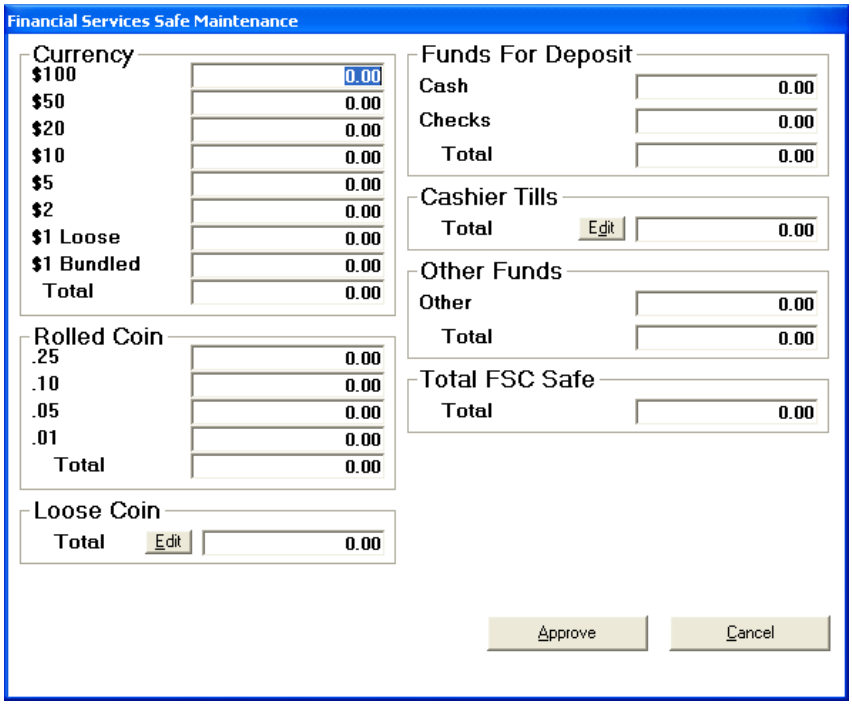
Corporate



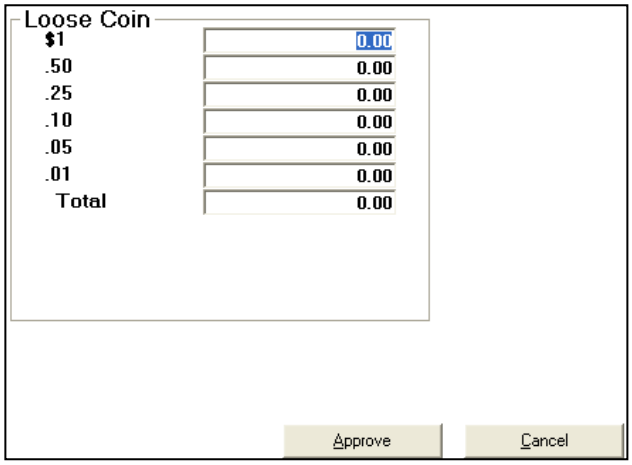
- The **Food Stamps** and **Funds Dropped** sections are not used
- The **Managers Fund Total** carries over from screen 1
- Enter the total of all monies kept in the Change Safe into the **Second Safe** field

- **This concludes the Cash Worksheet section for Corporate stores**
- For Retail Partners who operate a money center, proceed to the next section. For Retail Partners who *do not* operate a money center, skip to section: Cash Worksheet Screen 2 – (cont'd)

Financial Services Safe (FSC) Maintenance (Retail Partners only)

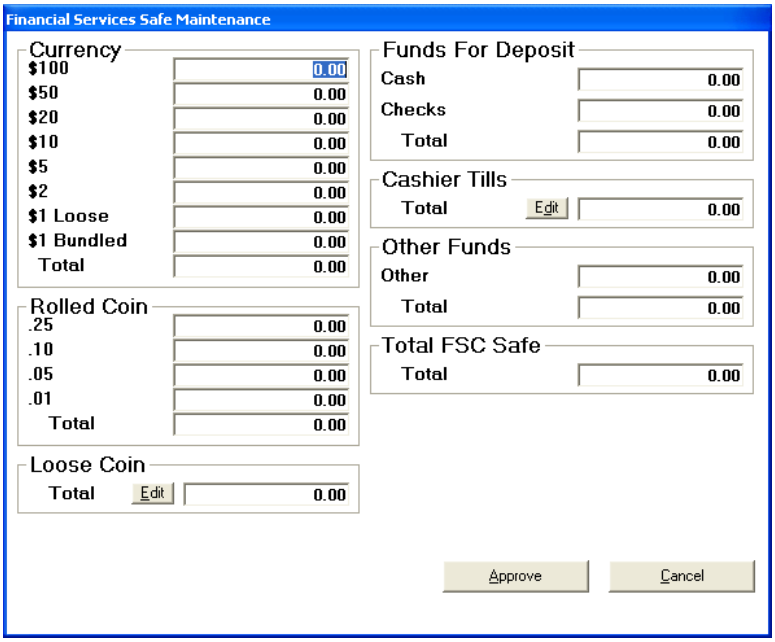


- Enter the dollar values of **currency, rolled coin** and **loose coin** that will be kept in the safe and carried over to the next day
- These amounts should not include any money being sent to the bank as a deposit
- All amounts entered must be in dollars and cents *not* the number of bills, coins, or rolls
- Decimal points are required when entering totals
- To enter **Loose Coin**, click **Edit**

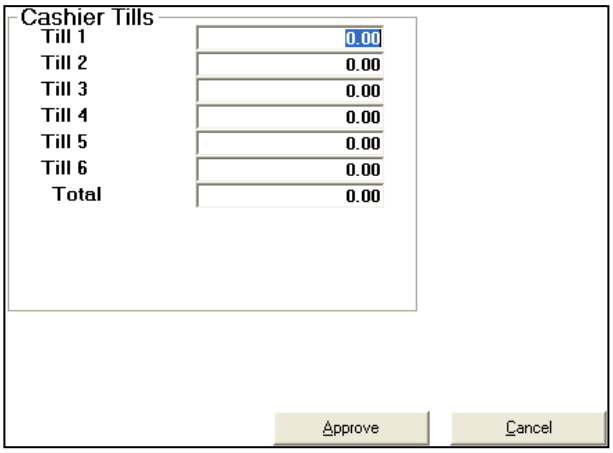


- Enter any loose coin that is in the FSC safe and click **Approve**

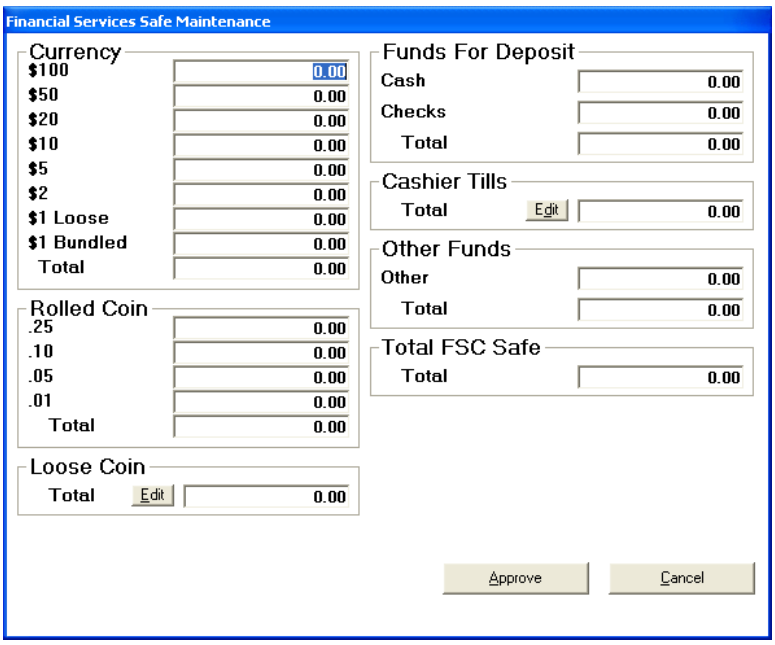
- Enter any cash or checks that are ready to go to the bank, but have not left the FSC safe in the **Funds For Deposit** section (funds that will be deposited at a future date)
- Amounts entered for **Cash** under the **Funds For Deposit** section must be in whole dollar amounts
- To enter any cashier tills that are left in the FSC safe, click **Edit** in the **Cashier Tills** section



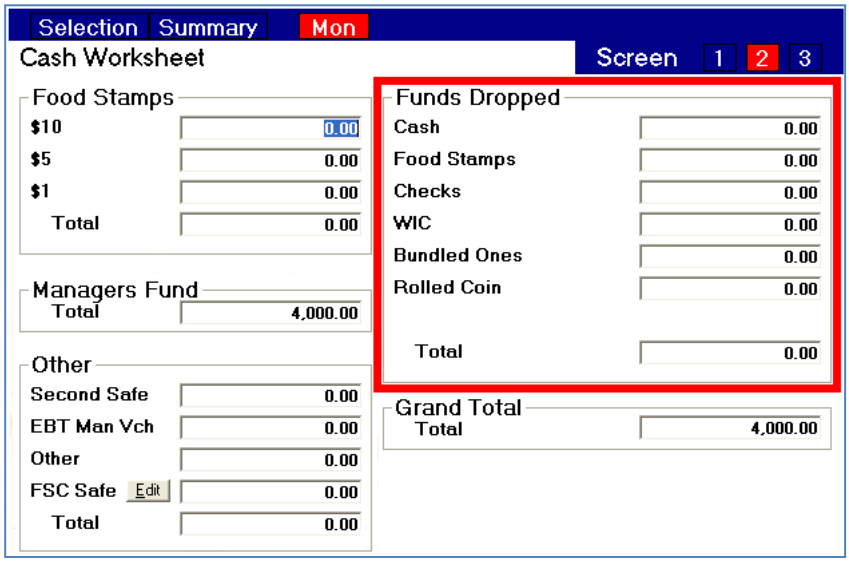
- Enter the total money that is left in each cashier till in the safe. When completed, click **Approve**



- Enter any other funds that are in the FSC safe, but have not been accounted for yet in the **Other Funds** section
- The **Total FSC Safe** section will show the total of all funds entered. Click **Approve** when finished

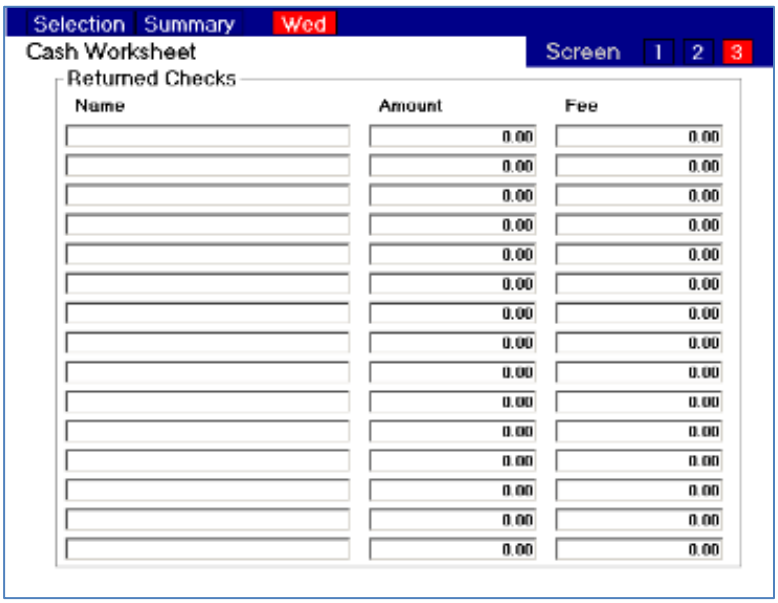


Cash Worksheet – Screen 2 (cont'd) (Retail Partners only)



- Enter any funds that are ready to go to the bank, but have not left the main safe in the **Funds Dropped** section (funds that will be deposited at a future date); this will apply to stores that do not make daily deposits
- Under the **Funds Dropped** section, amounts entered for **Cash**, **Bundled Ones** and **Rolled Coin** u must be in whole dollar amounts
  - A non-valid entry will be displayed in red to indicate that there is an error
  - Left click in the highlighted field and a description of the error will appear in the bottom right of the cash worksheet screen
- The **Grand Total** is equal to the sum of the **Totals** from **Screens 1** and **2**. The **Grand Total** becomes the **COH** (Cash on Hand) **End Of Day** total on Screen 4 of the Save A Lot Store Report
- When all entries are complete, click on **Screen** 1 2 **[3]**

Cash Worksheet – Screen 3 (Retail Partners only)



- Record the collection of any returned checks and their associated fees in the returned checks collected field
- If your store participates in Save A Lot's Telecheck ECA program you are not required to enter information on this screen

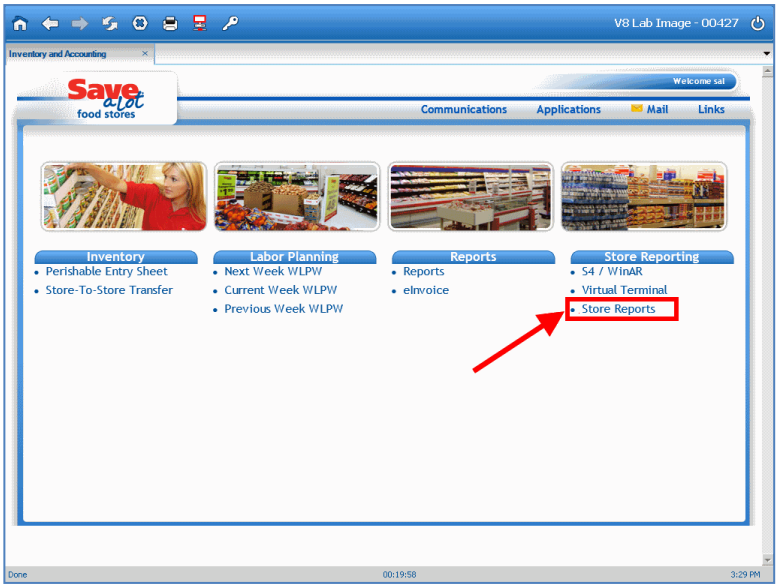
Store Report

Used to record and balance the store's income and deposits for the current day

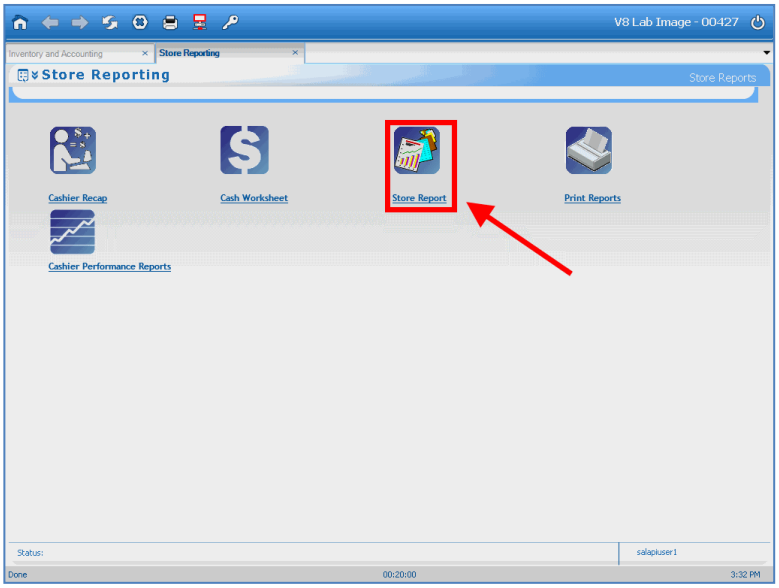
- Prior to completing the store report, you must perform the following steps:
  - Complete all cashier balancing in Cashier Recap
  - Complete safe balancing in Cash Worksheet
  - Print the Store Sales Summary By Store – SSR04 MicroTrax report

- From the **Applications** menu select **Inventory and Accounting**

- Select **Store Reports**



- Click **Store Report**

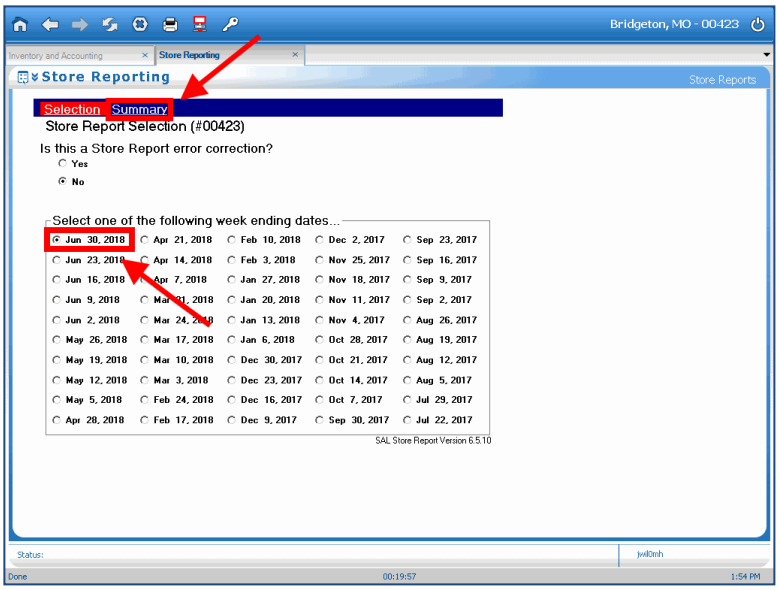


- From the **Store Report Selection** screen, click the radio button next to the **week-ending** date you would like to work with

  NOTE: *Up to 52 weeks of history can be accessed. The current week ending date will not populate until store reports for the previous Saturday has been signed off*

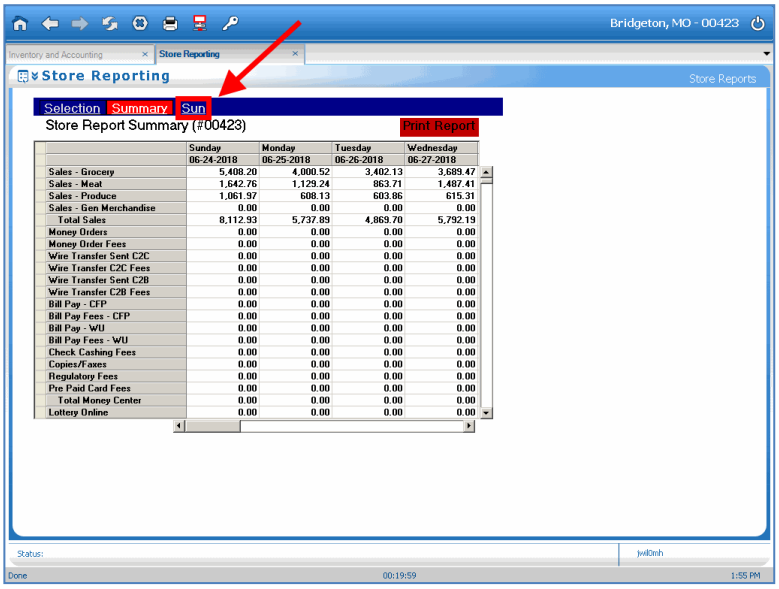
  Please refer to the **Error Correction** *section for more details*

- Click **Summary** to continue



- From the **Store Report Summary** screen select the current working day in the blue taskbar

  NOTE: *The current day is only available when all prior days have been signed off*

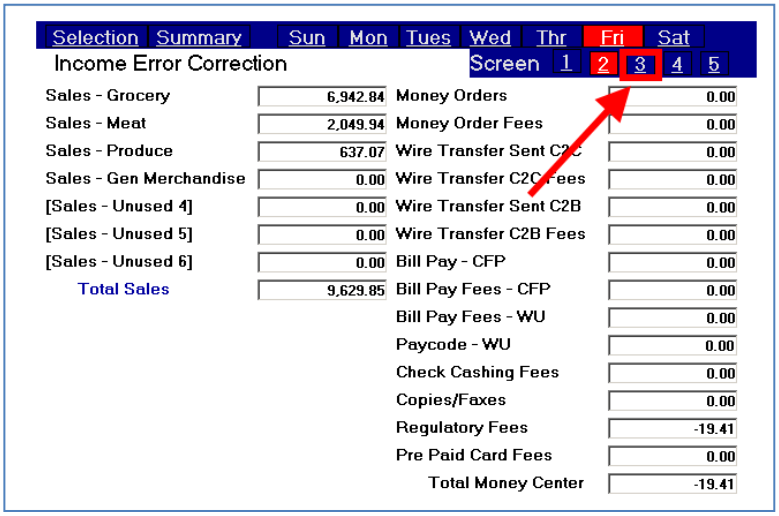


Store Report – Screen 2 - Income

- The information from this screen automatically populates sales totals from ISS45 and allows you to review group sales and money/financial service center totals

  NOTE: *The totals on this screen cannot be changed*

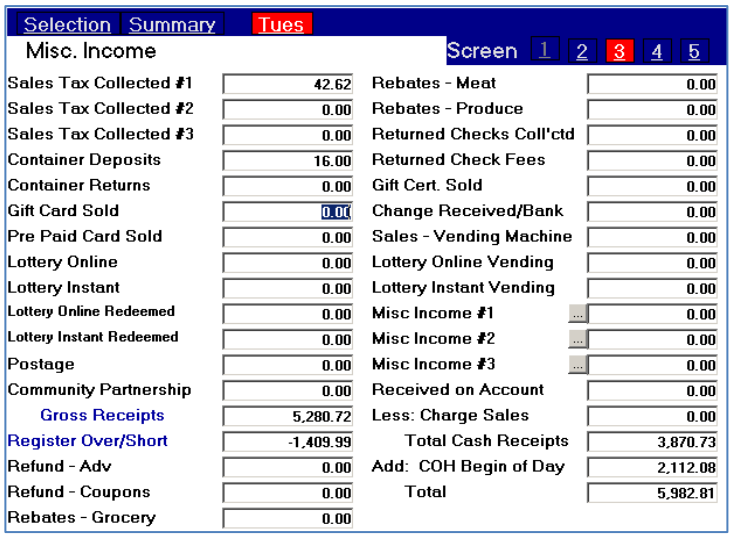
- Click on **Screen** 1 2 **[3]** 4 5 to continue



Store Report – Screen 3 - Misc. Income

Allows you to enter any income to the store that did not pass thru the cash registers

Retail Partners

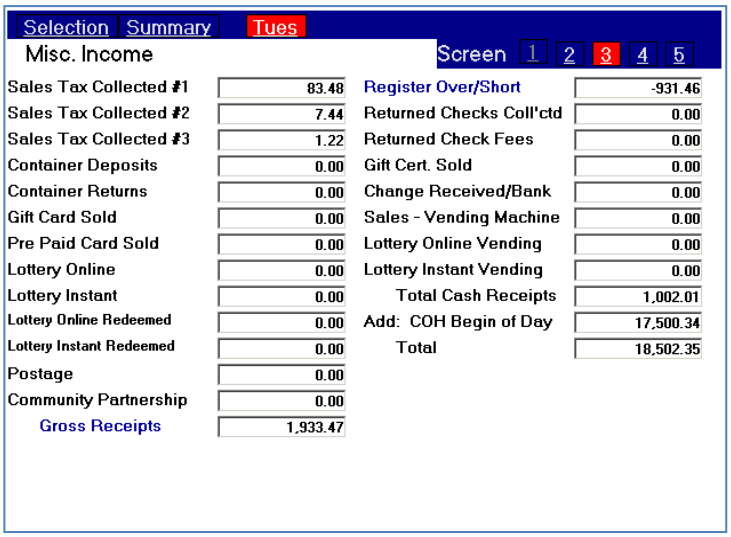


Selection Summary Tues

Misc. Income — Screen 1 2 3 4 5

Sales Tax Collected #1	42.62	Rebates - Meat	0.00
Sales Tax Collected #2	0.00	Rebates - Produce	0.00
Sales Tax Collected #3	0.00	Returned Checks Coll'ctd	0.00
Container Deposits	16.00	Returned Check Fees	0.00
Container Returns	0.00	Gift Cert. Sold	0.00
Gift Card Sold	0.00	Change Received/Bank	0.00
Pre Paid Card Sold	0.00	Sales - Vending Machine	0.00
Lottery Online	0.00	Lottery Online Vending	0.00
Lottery Instant	0.00	Lottery Instant Vending	0.00
Lottery Online Redeemed	0.00	Misc Income #1	0.00
Lottery Instant Redeemed	0.00	Misc Income #2	0.00
Postage	0.00	Misc Income #3	0.00
Community Partnership	0.00	Received on Account	0.00
Gross Receipts	5,280.72	Less: Charge Sales	0.00
Register Over/Short	-1,409.99	Total Cash Receipts	3,870.73
Refund - Adv	0.00	Add: COH Begin of Day	2,112.08
Refund - Coupons	0.00	Total	5,982.81
Rebates - Grocery	0.00		

Corporate



Selection Summary Tues

Misc. Income — Screen 1 2 3 4 5

Sales Tax Collected #1	83.48	Register Over/Short	-931.46
Sales Tax Collected #2	7.44	Returned Checks Coll'ctd	0.00
Sales Tax Collected #3	1.22	Returned Check Fees	0.00
Container Deposits	0.00	Gift Cert. Sold	0.00
Container Returns	0.00	Change Received/Bank	0.00
Gift Card Sold	0.00	Sales - Vending Machine	0.00
Pre Paid Card Sold	0.00	Lottery Online Vending	0.00
Lottery Online	0.00	Lottery Instant Vending	0.00
Lottery Instant	0.00	Total Cash Receipts	1,002.01
Lottery Online Redeemed	0.00	Add: COH Begin of Day	17,500.34
Lottery Instant Redeemed	0.00	Total	18,502.35
Postage	0.00		
Community Partnership	0.00		
Gross Receipts	1,933.47		

- The following fields will auto populate from sales information or from info previously entered

Sales Tax Collected	Total of all sales taxes collected by rate
Container Deposits	Total of bottle deposit amounts collected
Container Returns	Total of bottle return amounts paid out
Gift Card Sold	Total of all gift cards sold
Pre-Paid Card Sold	Total of all pre-paid cards sold (phone card, etc.)
Lottery Online/ Instant	Total of all online and instant lottery sales
Lottery Online/Instant Redeemed	Total of all online and instant lottery pay outs
Postage	Total of all postage sold
Community Partnership	Total of all charitable contributions made under the community partnership category
Gross Receipts	Total of all sales from cash registers, not including cashier over/shorts
Register Over/Short	Total over/short of all cashiers
Returned Checks Coll'ctd/Fees	Total of returned checks collected, and check fees entered into the cash worksheet
Gift Certificate Sold	Total of all gift certificates sold
Less: Charge Sales (RP only)	Gross Sales minus Charge Account Sales
Total Cash Receipts	Total of the gross receipts, miscellaneous income and the register over/short
Add: COH Begin of Day	Total amount of cash entered into the cash worksheet
Total	The sum of the total cash receipts and the add: COH begin of day

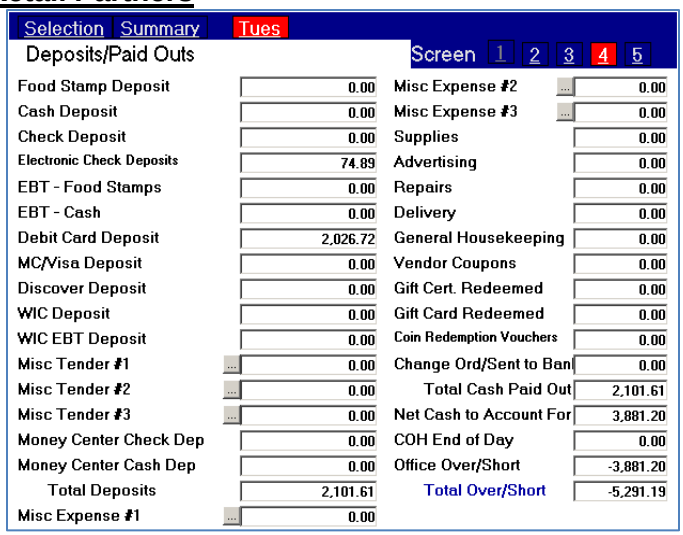
- Manually enter amounts in the following fields, if applicable

Refunds/Rebates (RP only)		Income from vendors
Change Received/Bank	Retail Partners	Include ONLY money that will increase your day-to-day safe amount
	Corporate	Change orders for actual amount received to be entered on the day money is received
Sales – Vending Machine (RP only)		Vending machine income that was removed from the machine
Lottery Online Vending (RP only)		Lottery funds that do not come from scratch off ticket sales
Lottery Instant Vending (RP only)		Lottery funds from scratch off ticket sales
Misc Income (RP only)		Any income not otherwise described
Received on Account (RP only)		Charge account payments not rung through the register

- Click on **Screen** 1 2 3 **[4]** 5 to continue

Store Report – Screen 4 - Deposits/Paid Outs

Retail Partners

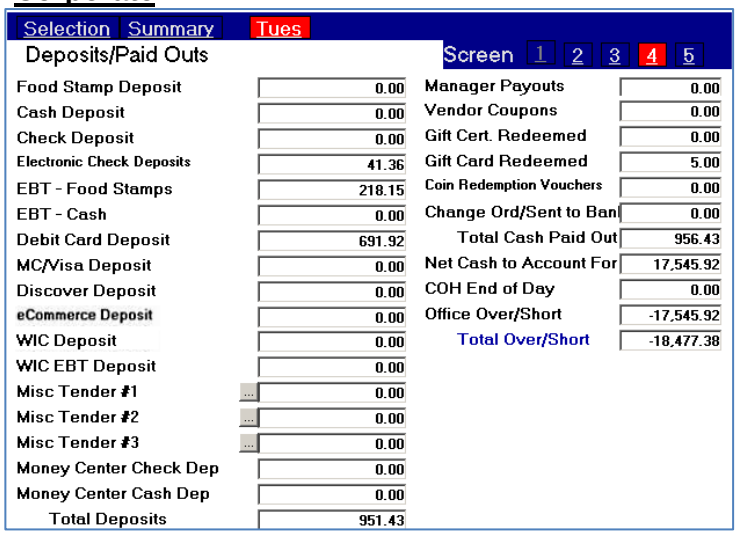


Selection | Summary | Tues

Deposits/Paid Outs — Screen 1 2 3 4 5

Food Stamp Deposit	0.00	Misc Expense #2	0.00
Cash Deposit	0.00	Misc Expense #3	0.00
Check Deposit	0.00	Supplies	0.00
Electronic Check Deposits	74.89	Advertising	0.00
EBT - Food Stamps	0.00	Repairs	0.00
EBT - Cash	0.00	Delivery	0.00
Debit Card Deposit	2,026.72	General Housekeeping	0.00
MC/Visa Deposit	0.00	Vendor Coupons	0.00
Discover Deposit	0.00	Gift Cert. Redeemed	0.00
WIC Deposit	0.00	Gift Card Redeemed	0.00
WIC EBT Deposit	0.00	Coin Redemption Vouchers	0.00
Misc Tender #1	0.00	Change Ord/Sent to Ban	0.00
Misc Tender #2	0.00	Total Cash Paid Out	2,101.61
Misc Tender #3	0.00	Net Cash to Account For	3,881.20
Money Center Check Dep	0.00	COH End of Day	0.00
Money Center Cash Dep	0.00	Office Over/Short	-3,881.20
Total Deposits	2,101.61	Total Over/Short	-5,291.19
Misc Expense #1	0.00		

Corporate



Selection | Summary | Tues

Deposits/Paid Outs — Screen 1 2 3 4 5

Food Stamp Deposit	0.00	Manager Payouts	0.00
Cash Deposit	0.00	Vendor Coupons	0.00
Check Deposit	0.00	Gift Cert. Redeemed	0.00
Electronic Check Deposits	41.36	Gift Card Redeemed	5.00
EBT - Food Stamps	218.15	Coin Redemption Vouchers	0.00
EBT - Cash	0.00	Change Ord/Sent to Ban	0.00
Debit Card Deposit	691.92	Total Cash Paid Out	956.43
MC/Visa Deposit	0.00	Net Cash to Account For	17,545.92
Discover Deposit	0.00	COH End of Day	0.00
eCommerce Deposit	0.00	Office Over/Short	-17,545.92
WIC Deposit	0.00	Total Over/Short	-18,477.38
WIC EBT Deposit	0.00		
Misc Tender #1	0.00		
Misc Tender #2	0.00		
Misc Tender #3	0.00		
Money Center Check Dep	0.00		
Money Center Cash Dep	0.00		
Total Deposits	951.43		

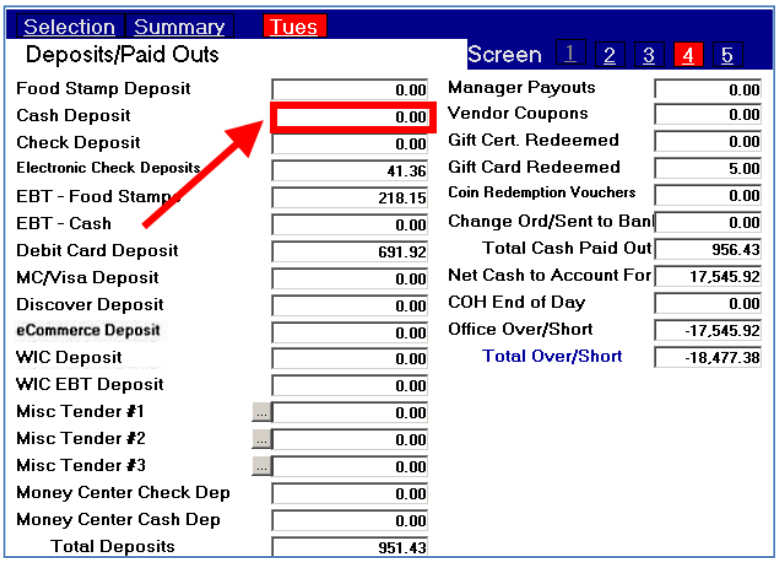
- The following fields will auto populate and can be validated against the Store Sales Summary by Store report. These fields can only be edited in Error Correct mode

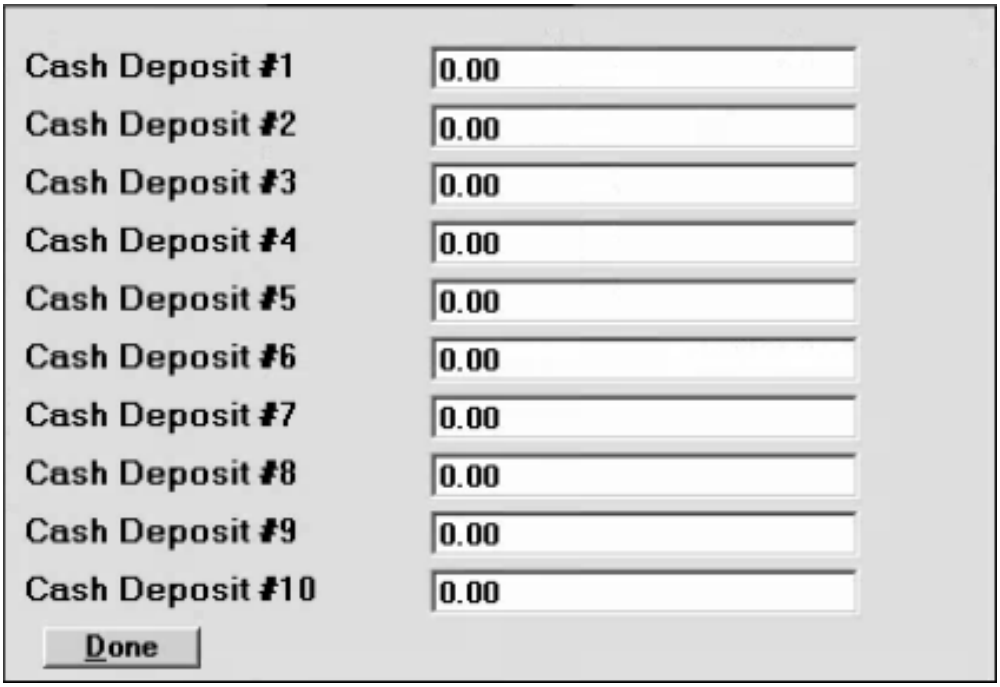
Food Stamp Deposit	NOT USED
Electronic Check Deposit	For stores using Telecheck, checks that were cleared and returned to customer
EBT – Food / Cash	Total electronic food stamp and EBT Cash benefits redeemed
Debit Card Deposit	Total debit card sales
MC/Visa	All CC sales figures available (MC, Visa, Discover, Amex, etc.)
WIC EBT Deposit (eWIC)	Total electronic WIC benefits redeemed
eCommerce	Fees associated with online ordering
WIC EBT Receivable (Smart WIC)	Total Smart WIC benefits redeemed
Total Deposits	Subtotal of previous lines
Vendor Coupons	Total vendor coupon sales
Gift Cert. Redeemed (RP only)	Total gift certificate redemptions
Gift Card Redeemed	Total gift card redemptions
Coin Redemption Vouchers (RP only)	Total amount of coin redemption
Total Cash Paid Out	Subtotal of all deposits and expenses
Net Cash to Account For	Total from screen 3 – Total Cash Paid Out
COH End of Day	Grand Total from Cash Worksheet
Office Over/Short	COH End of Day – Net Cash to Account For
Total Over/Short	Office Over/Short + Register Over/Short from screen 3

- Manually enter amounts in the following fields, if applicable

Cash Deposit	Total $ amount of cash for deposit (from safe Grand X Report)
Check Deposit	Total $ amount of customer checks kept for deposit
Discover Deposit	NOT USED
WIC Deposit (eWIC states)	Sum of all voucher sales
WIC Receivable (Smart WIC states)	Sum of all voucher sales
Misc. Tenders (RP only)	Tender type may be selected using the … button
Money Center Check Dep (RP only)	For stores that operate a separate money center
Money Center Cash Dep (RP only)	For stores that operate a separate money center
Misc. Expenses – (RP only)	Any expenses not otherwise described
Manager Payouts- (Corp only)	Any money taken from the safe for purchases outside the store
Supplies, Ads, Repairs, Delivery, Housekeeping	Misc. expenses
Change Ord/Sent to Bank (RP only)	Change order sent to bank with deposit for later pickup/drop-off

- Click in the **Cash Deposit** field
  NOTE: *The* ***Food Stamp Deposit*** *section is not used (formerly for entry of paper food stamps)*

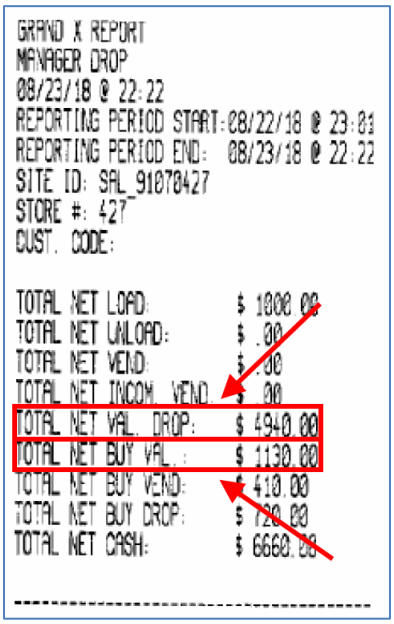




Retail Partners

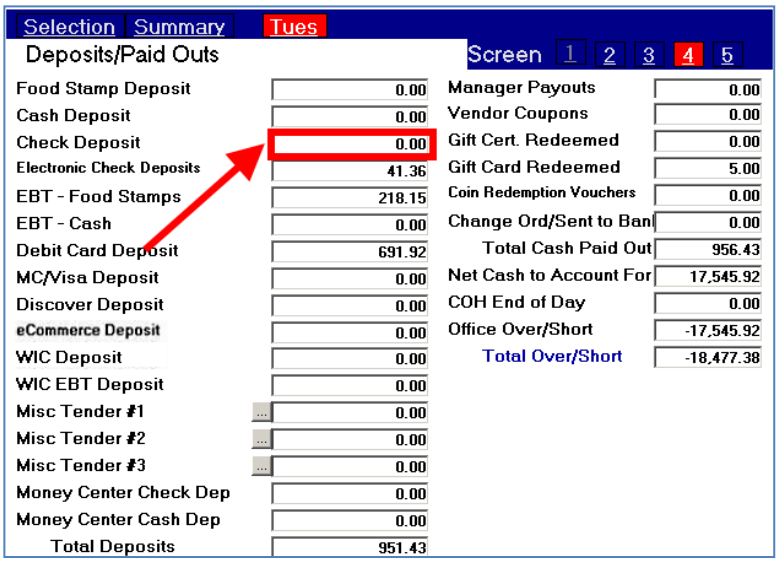
- Enter your **Cash Deposit**(s)
  NOTE: *If you have multiple bank deposit slips, enter each one on a separate line*
- Click **Done**

Corporate Stores

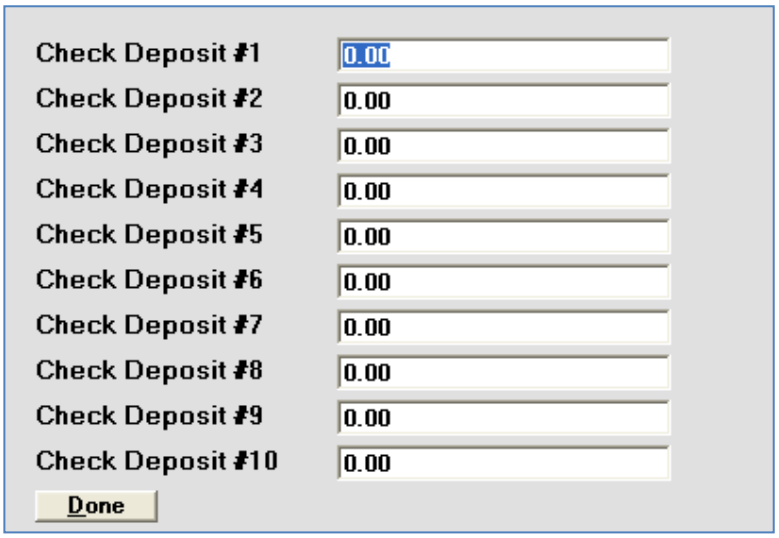


- Using the Grand X Report from the safe, record the following:
  - Under **Cash Deposit #1** enter the **TOTAL NET VAL. DROP**
  - Under **Cash Deposit #2** enter the T**OTAL NET BUY VAL.**

- If any checks were retained by the store for bank deposit, click in the **Check Deposit** field

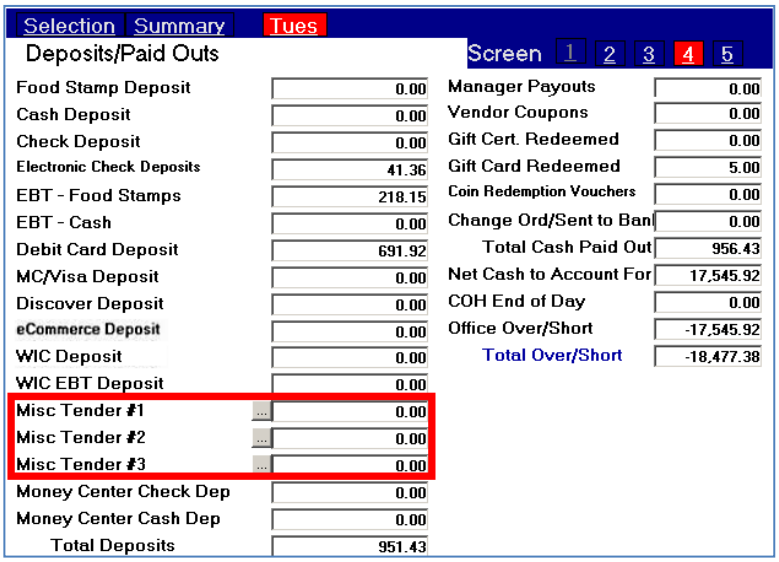


  - The **Check Deposit** pop-up screen will allow for 10 deposit entries, corresponding to individual deposit slips
  - Enter your **Check Deposit**(s) and click **Done**
  - The sum of all Check Deposit entries will appear on the **Check Deposit** line

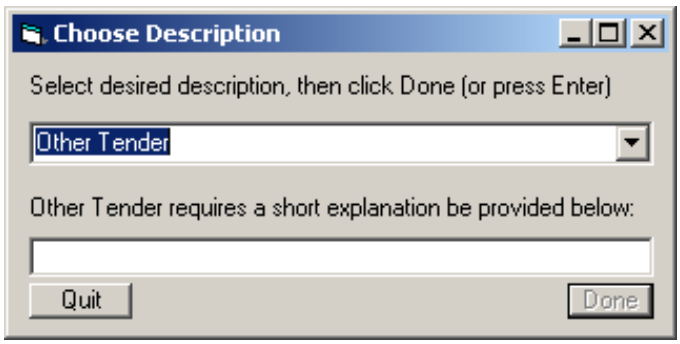


- The **Misc Tender** fields allow you to select from additional tender types, or enter a description of a tender that does not match any of the provided fields
  - This description will be valid for the entire store report week; all three fields will reset to **Misc Tender #** at the beginning of the next week
- To use the freeform field, select the ... button next to the **Misc Tender #** field you would like to edit

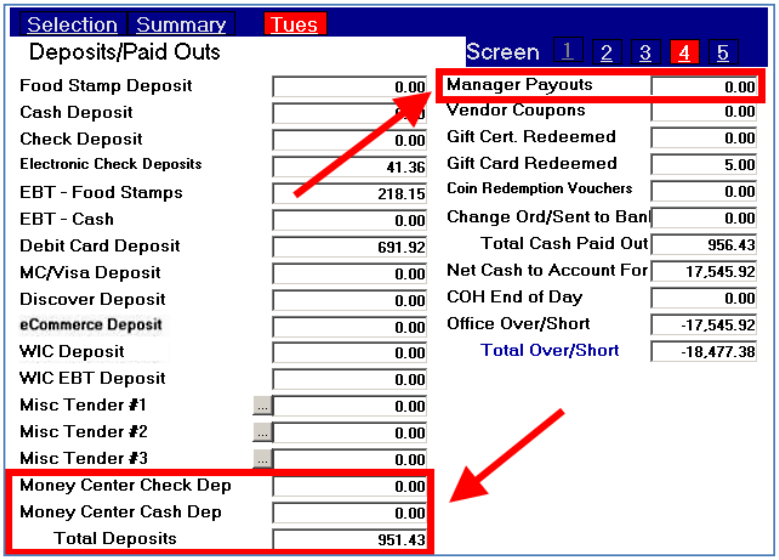
  NOTE: *The **Misc Tenders** fields should not be used in Corporate stores*



- Click the drop-down arrow to select a tender
- To enter your own descriptions, select "**Other Tender**"
- Select **Done** when you are finished or select **Quit** to cancel and discard any changes

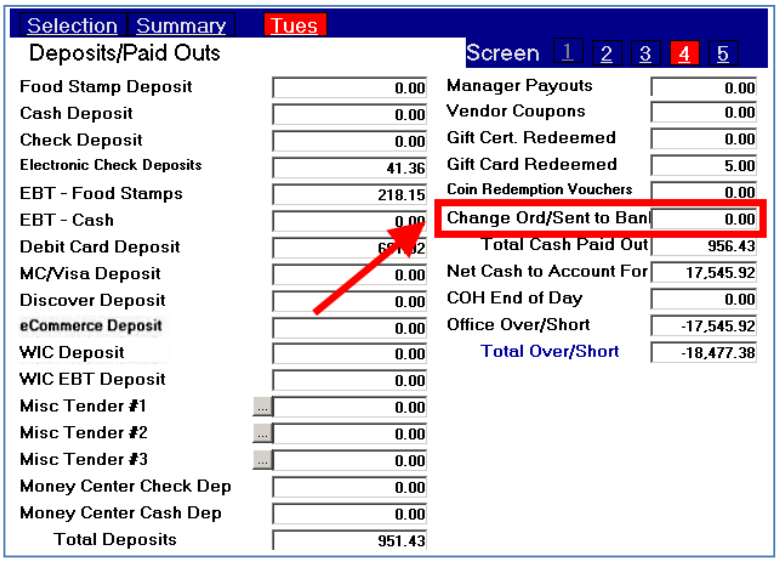


- If your store has a money/financial service center, enter its check and cash deposits on the **Money Center Check Dep** and **Money Center Cash Dep** lines
- The sum of all deposits (physical and electronic) is displayed on the **Total Deposits Line**
- You must now account for any money that left the store as an expense or payout today. Combine all payouts and enter the total on the **Manager Payouts** line (Corp stores only)

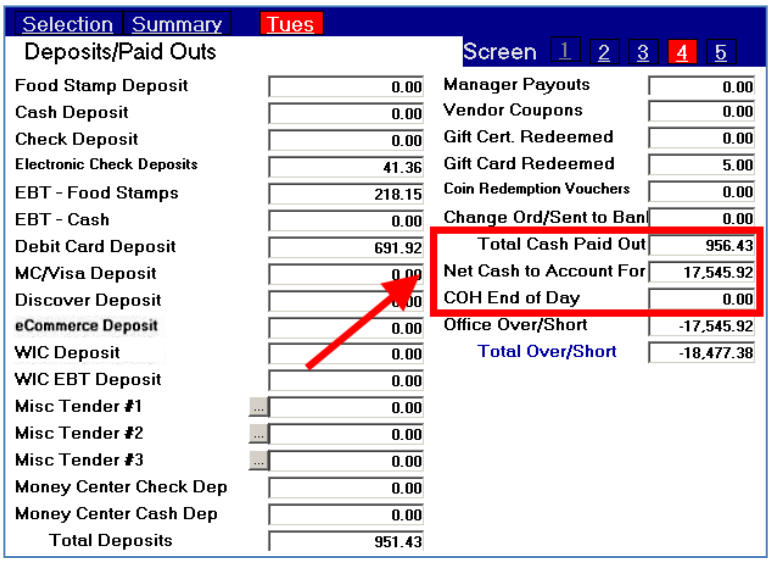


- **Change Ord/Sent to Bank** field is to be filled in with any money sent to the bank today for change and did not receive the change back
  - For example, a change order from the bank that will be repaid in next days' deposit

    NOTE: *The* **Change Ord/Sent to Bank** *field* ***should not*** *be used in Corporate stores*



- **Total Cash Paid Out** is the sum of all deposits and expenses
  - Total Cash Paid Out = Total Deposit (from screen 4) + Any Expenses (from screen 4)
- **Net Cash to Account For** is the **Total** from screen 3 minus all Deposits/Paid Outs
- **COH End of Day** is the **Grand Total – Total** from the **Cash Worksheet**

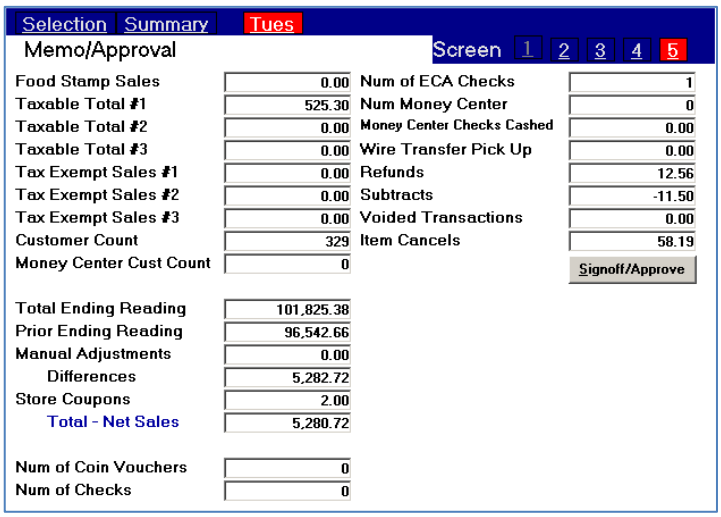


- Click on **Screen** 1 2 3 4 **[5]** to continue

Store Report – Screen 5 Memo/Approval

All fields on **Screen 5** update automatically; you do not enter any information on this screen

Retail Partners



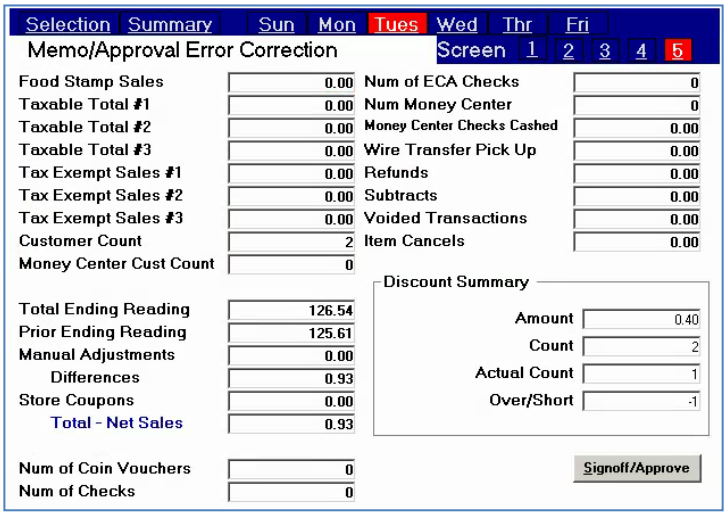
Selection | Summary | Tues

Memo/Approval — Screen 1 2 3 4 5

Food Stamp Sales	0.00	Num of ECA Checks	1
Taxable Total #1	525.30	Num Money Center	0
Taxable Total #2	0.00	Money Center Checks Cashed	0.00
Taxable Total #3	0.00	Wire Transfer Pick Up	0.00
Tax Exempt Sales #1	0.00	Refunds	12.56
Tax Exempt Sales #2	0.00	Subtracts	-11.50
Tax Exempt Sales #3	0.00	Voided Transactions	0.00
Customer Count	329	Item Cancels	58.19
Money Center Cust Count	0		
Total Ending Reading	101,825.38		
Prior Ending Reading	96,542.66		
Manual Adjustments	0.00		
Differences	5,282.72		
Store Coupons	2.00		
Total - Net Sales	5,280.72		
Num of Coin Vouchers	0		
Num of Checks	0		

Signoff/Approve

Corporate



Selection | Summary | Sun | Mon | Tues | Wed | Thr | Fri

Memo/Approval Error Correction — Screen 1 2 3 4 5

Food Stamp Sales	0.00	Num of ECA Checks	0
Taxable Total #1	0.00	Num Money Center	0
Taxable Total #2	0.00	Money Center Checks Cashed	0.00
Taxable Total #3	0.00	Wire Transfer Pick Up	0.00
Tax Exempt Sales #1	0.00	Refunds	0.00
Tax Exempt Sales #2	0.00	Subtracts	0.00
Tax Exempt Sales #3	0.00	Voided Transactions	0.00
Customer Count	2	Item Cancels	0.00
Money Center Cust Count	0		
Total Ending Reading	126.54		
Prior Ending Reading	125.61		
Manual Adjustments	0.00		
Differences	0.93		
Store Coupons	0.00		
Total - Net Sales	0.93		
Num of Coin Vouchers	0		
Num of Checks	0		

Discount Summary

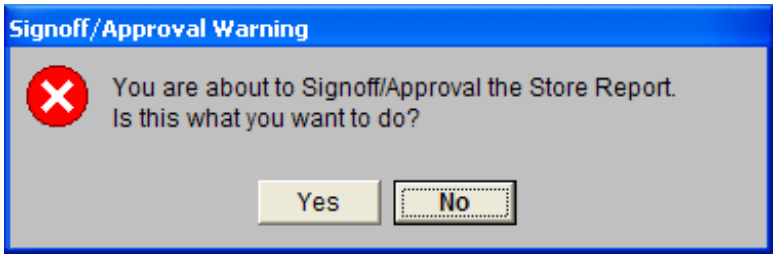
Amount	0.40
Count	2
Actual Count	1
Over/Short	-1

Signoff/Approve

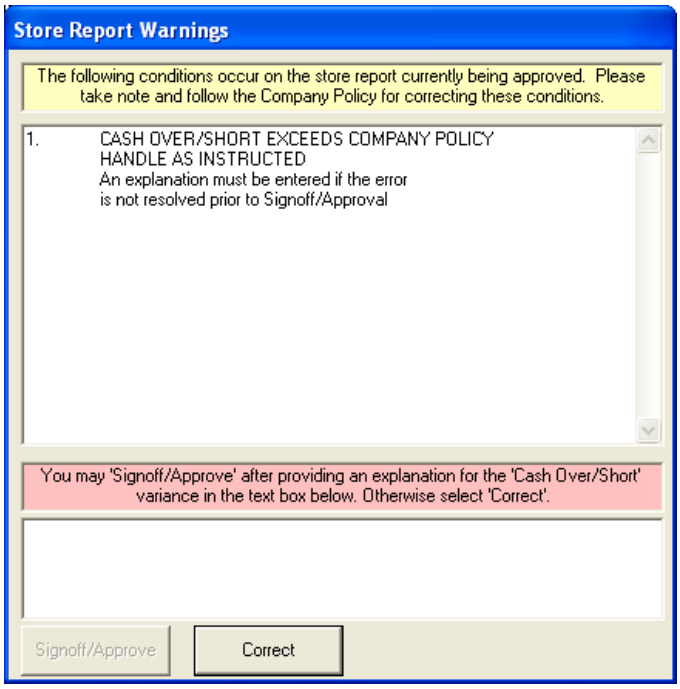
- Important fields to review include the following
  - **Store coupons** total populates from the cashier recap and, if incorrect, must be addressed on a per-cashier basis
  - **Total – Net Sales** should match your **Gross Receipts** on page 3
  - **Num of Checks / ECA Checks** should match the transaction count on your store sales summary by store MicroTrax report
  - **Refunds, Subtracts, Voided Transactions, Item Cancels** should be reviewed for irregular amounts or potential fraud
  - **Load Invoice** and **Amount** fields must be manually entered
  - The **Discount Summary** fields are not editable and show the total from all cashiers
- When finished, click **Signoff/Approve**

- Click **Yes**

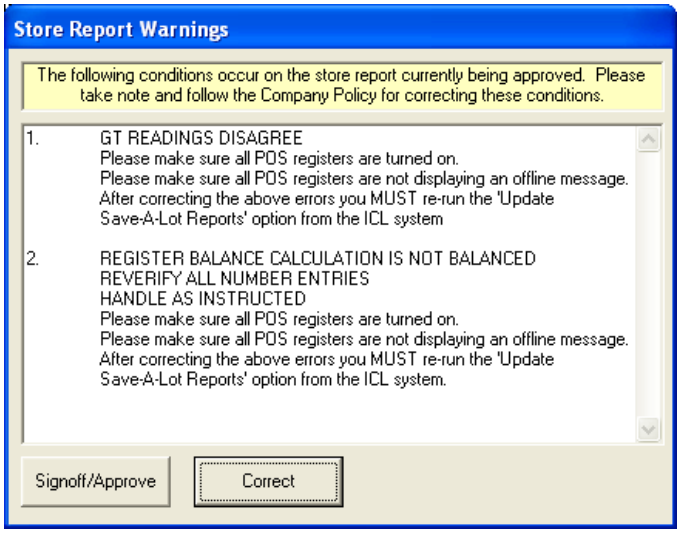
  NOTES: *Once the store report is signed-off, the* ***Cashier Recap, Cash Worksheet****, and* ***Store Report*** *can no longer be edited*
  The Signoff/Approve procedure will allow you to access the next business day's report



Store Report – Warnings



- If your store has a **total over/short** of more than $25.00 for the business day you will receive an error message
  - You may select **Correct** to return the Store Report and attempt to correct the issue without providing an explanation
  - If you cannot correct the issue you must provide an explanation to proceed
- After completing the explanation, click the **Signoff/Approve** button



- If you receive a GT READINGS DISAGREE or REGISTER BALANCE CALCULATION
  - Follow the onscreen instructions to address the issue

NOTE: *if the error cannot be resolved and you continue with approval of the* ***Store Report*** *you are required to notify the Save A Lot help desk (1-800-323-9424) no later than the next business day. This message is not to be ignored as it warns that sales figures reported on the store report may not be accurate*

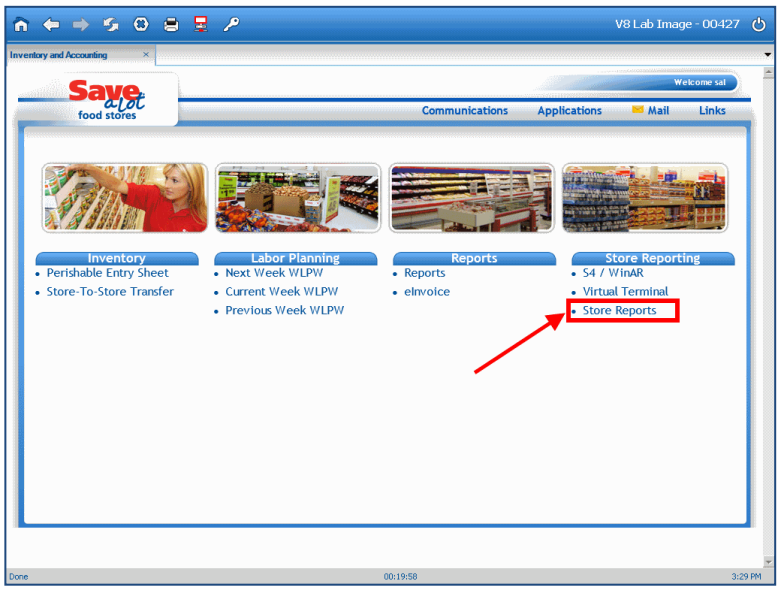
Error Correction

Error correction allows editing of a previous or current day's Cashier Recap, Cash Worksheet (Retail Partners only) or Store Report data

> ***NOTE:*** *Due to the ability to edit accountability totals, it's recommended that only the store manager has access to error correction. Access is controlled through* ***License Store Security*** *or* ***Retail Security*** *in the* ***Retail Operations and Support*** *link on the Save A Lot browser*

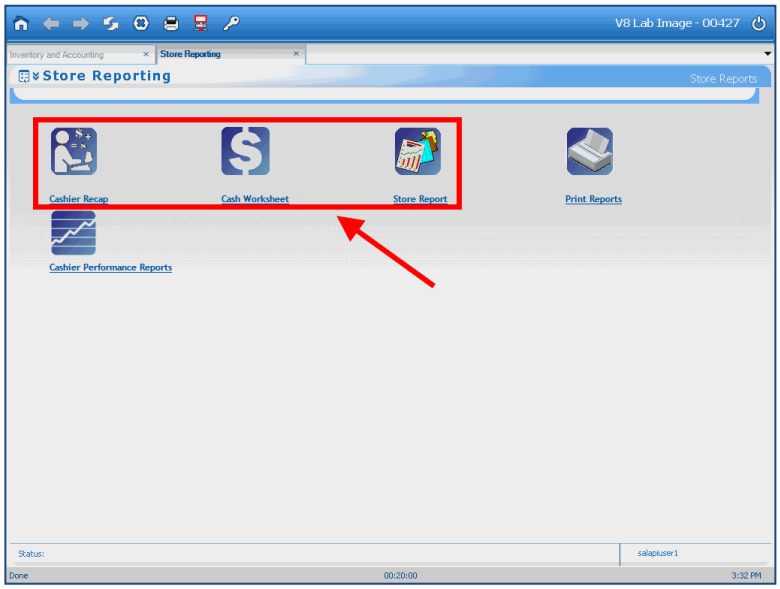
- From the **Applications** menu select **Inventory and Accounting**

- Select **Store Reports**



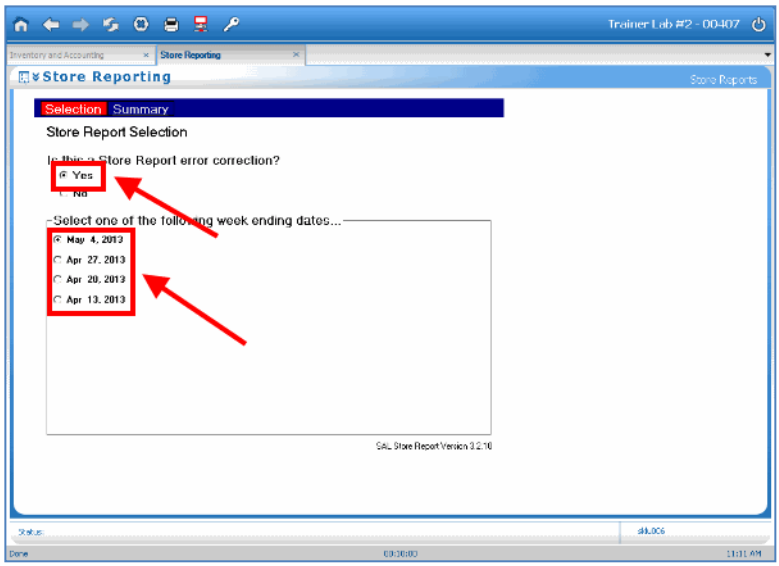
- Select the report type that requires correction (**Cashier Recap, Cash Worksheet** or **Store Report**)

  > ***NOTE:*** *Only Retail Partners can perform Error Correction on the* ***Cash Worksheet***



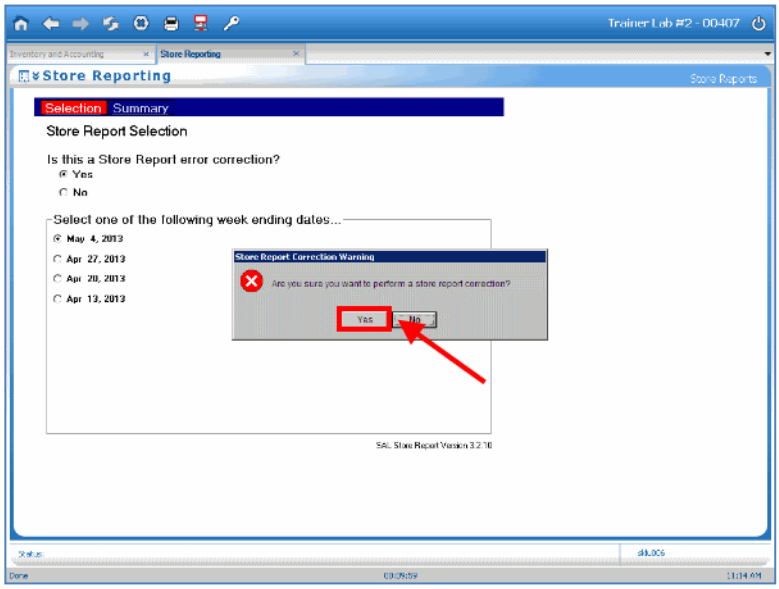
- Click **Yes** in the **Is this a Store Report error correction?** section
- From the **Store Reporting** screen, click the radio button next to the week-ending date you would like to work with

  NOTE: *Up to 52 weeks of cash worksheet history can be viewed and accessed*

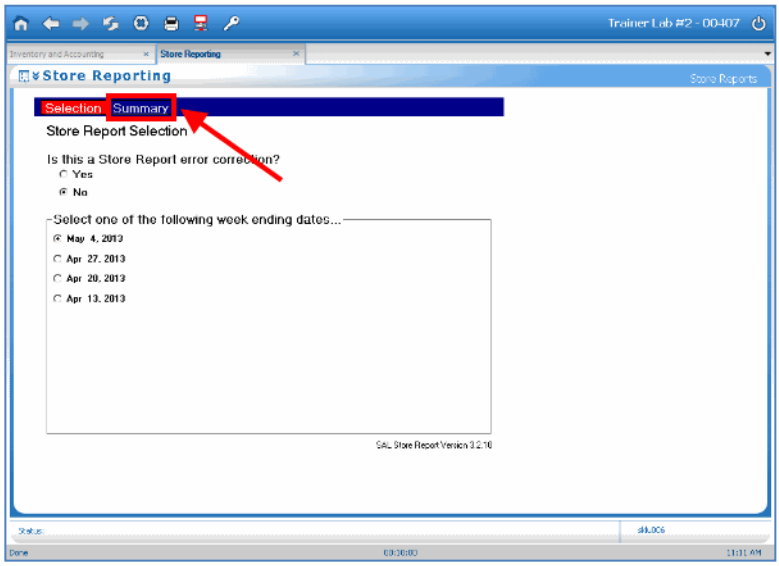


- Click **Yes** at the **Are you sure you want to perform a report correction** pop-up

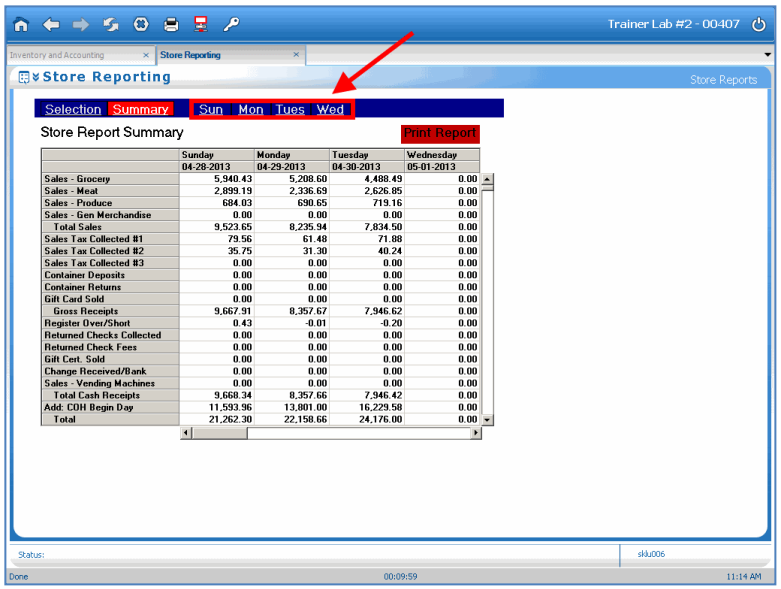
  NOTE: *If you do not have permission to complete an error correct, the radio button **Yes** option will be grayed out*



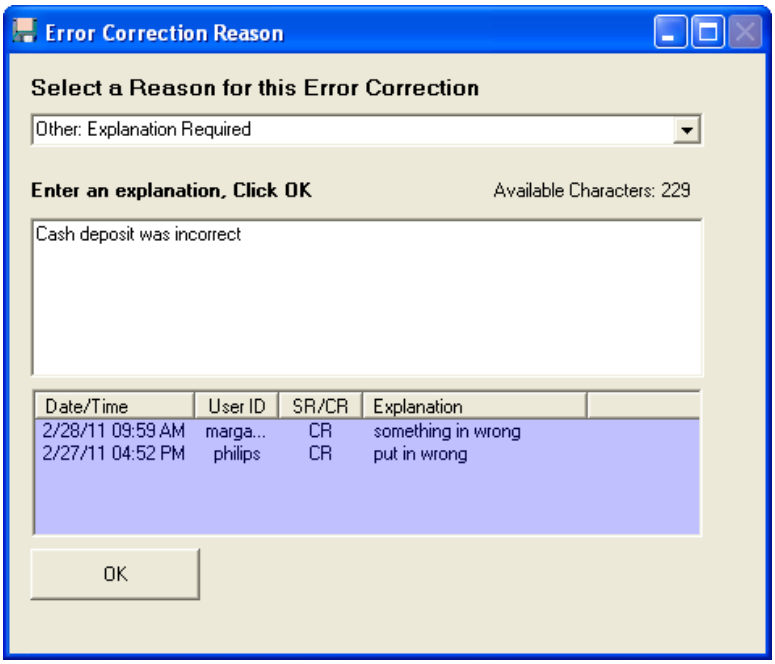
- Click **Summary**



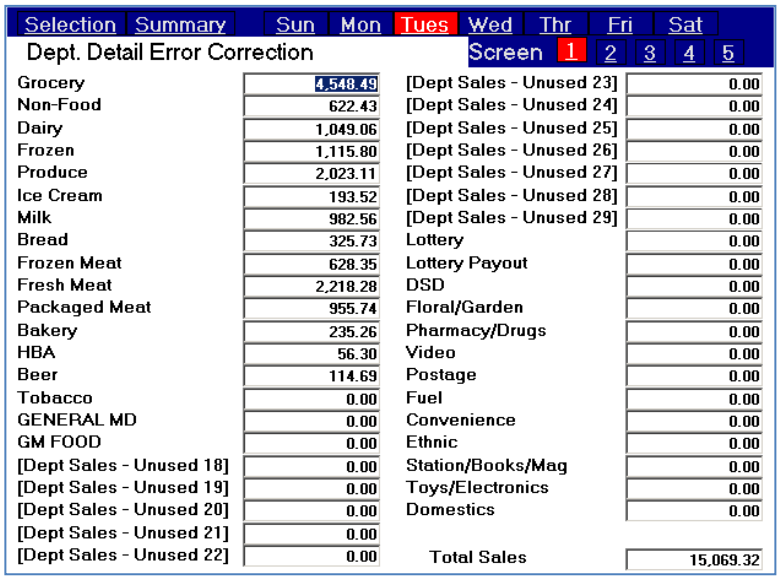
- Select the day of the week you wish to correct



- Upon entering error correct mode, you will be prompted to enter an explanation for the error correction
- You may type a maximum of 255 characters
- The error correction history will be displayed in the blue text box at the bottom
  - **Date/Time**
  - **User ID-** displays the user logged into store reports during the error correction
  - **SR/CR-** indicates whether the error correction was made to the **Store Report** (SR) or the **Cashier Recap** (CR)
  - **Explanation-** the reason provided by the user for the error correction
    NOTE: *The blue history screen is read-only. You cannot click to select a reason from the error correction history. It is required that an explanation be typed each time*

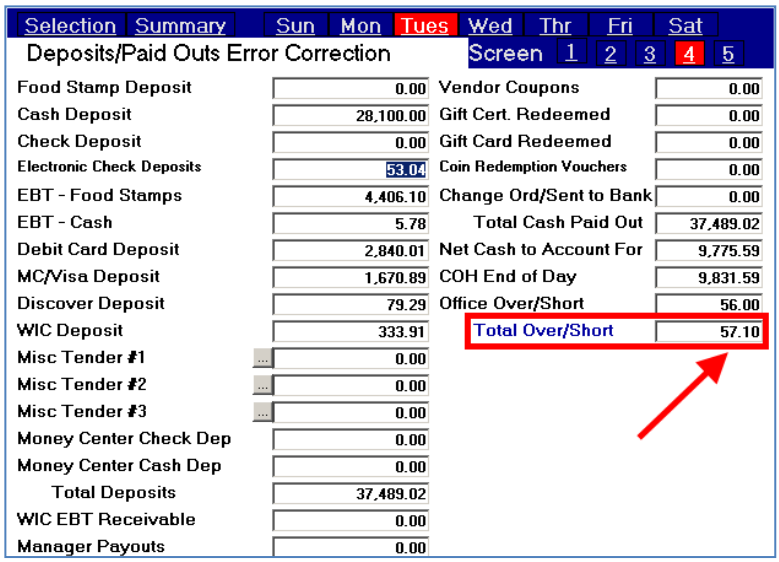


- **Screen 1** of the store report opens and displays the department sales for the selected day. Department sales *should not* be error corrected without contacting Save A Lot host support first
- Select the screen number that requires an error correction. Typically, error corrections are made to **Screen 4** of the **Store Reports**, **Deposits/Paid Outs** due to an incorrect cash/check deposit entry

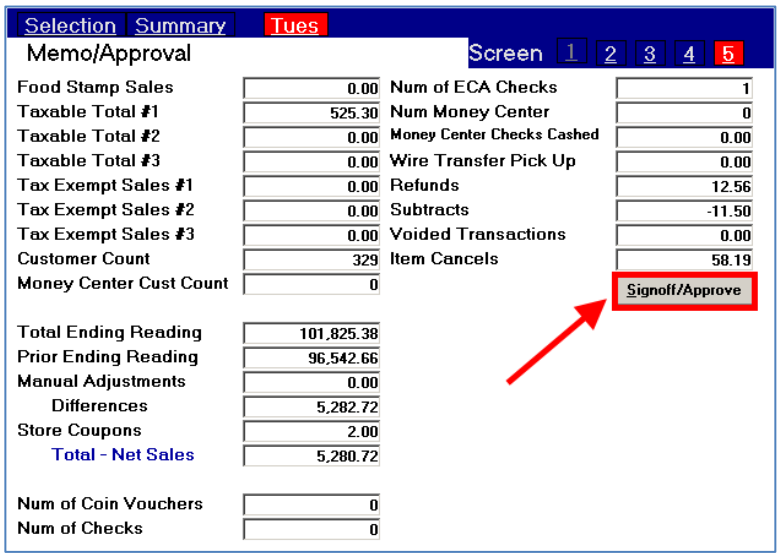


- Verify your entries are correct and the corrected **Total Over/Short** is displayed

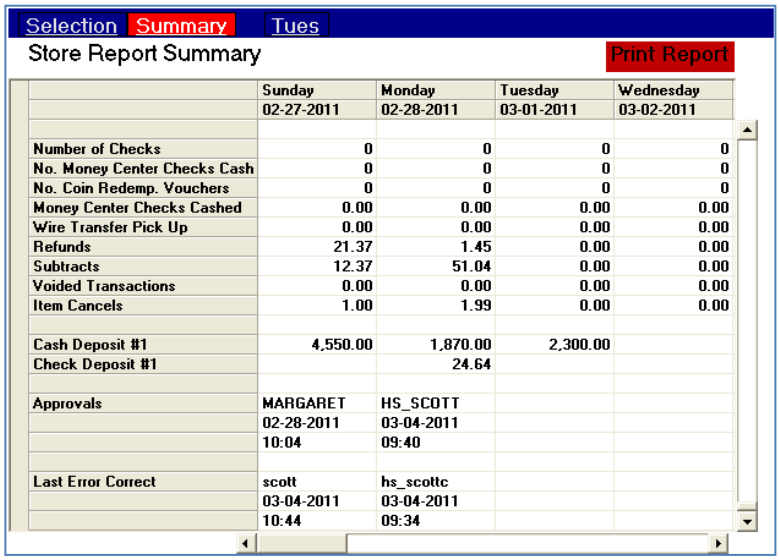
  NOTE: *Some fields will not allow the user to type in different amounts*



- To complete the error correction process, click the **Signoff/Approve** on **Screen 5**



- Error corrections will be displayed in the **Store Report Summary** screen
- Error correction reasons and approving users will be displayed when printing reports

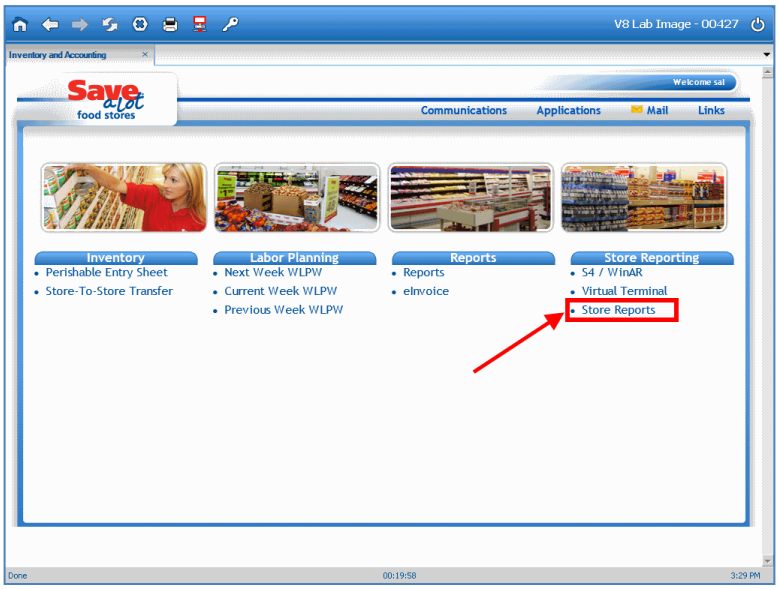


	Sunday 02-27-2011	Monday 02-28-2011	Tuesday 03-01-2011	Wednesday 03-02-2011
Number of Checks	0	0	0	0
No. Money Center Checks Cash	0	0	0	0
No. Coin Redemp. Vouchers	0	0	0	0
Money Center Checks Cashed	0.00	0.00	0.00	0.00
Wire Transfer Pick Up	0.00	0.00	0.00	0.00
Refunds	21.37	1.45	0.00	0.00
Subtracts	12.37	51.04	0.00	0.00
Voided Transactions	0.00	0.00	0.00	0.00
Item Cancels	1.00	1.99	0.00	0.00
Cash Deposit #1	4,550.00	1,870.00	2,300.00	
Check Deposit #1		24.64		
Approvals	MARGARET 02-28-2011 10:04	HS_SCOTT 03-04-2011 09:40		
Last Error Correct	scott 03-04-2011 10:44	hs_scottc 03-04-2011 09:34		

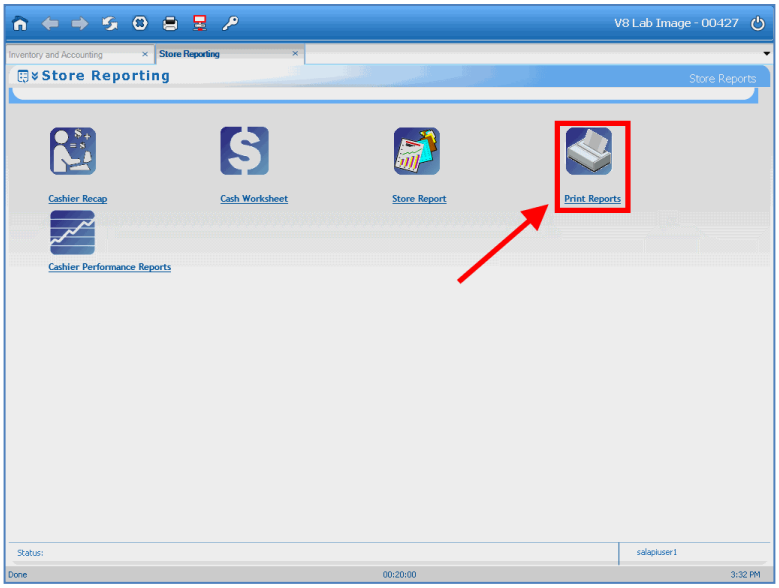
Print reports

Print reports is used to print the cashier recap, cash worksheet, and store report

- From the **Applications** menu select **Inventory and Accounting**



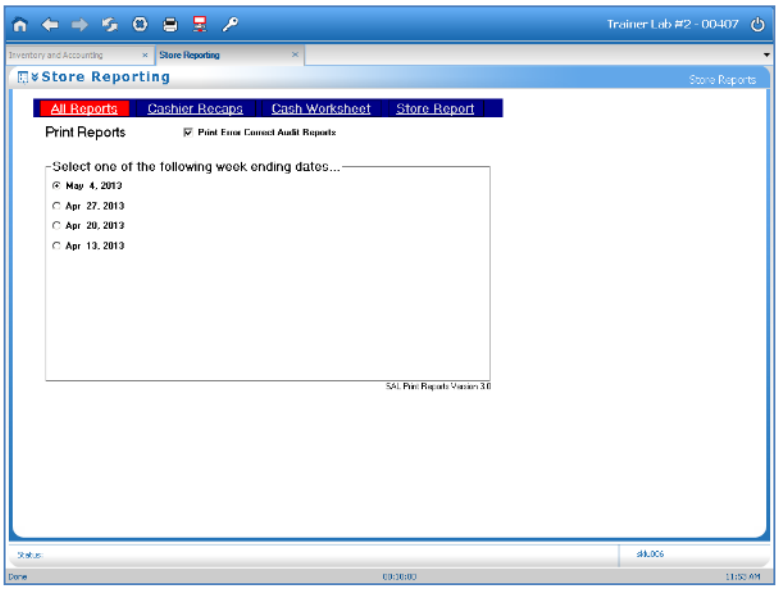
- Select **Store Reports**



- Click **Print Reports**

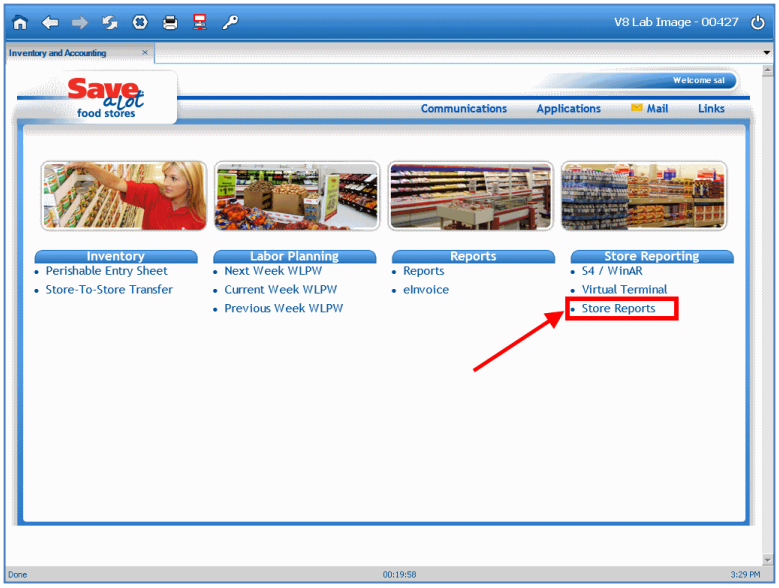
- Select the report you would like to print from the blue bar, or choose **All Reports**
- From the **Print Reports** selection screen, click the radio button next to the week-ending date you would like to print

  NOTE: *Up to 52 weeks of report history can be accessed*
- You may also choose to **Print Error Correct Audit Reports** to view before/after error correct totals and approving managers

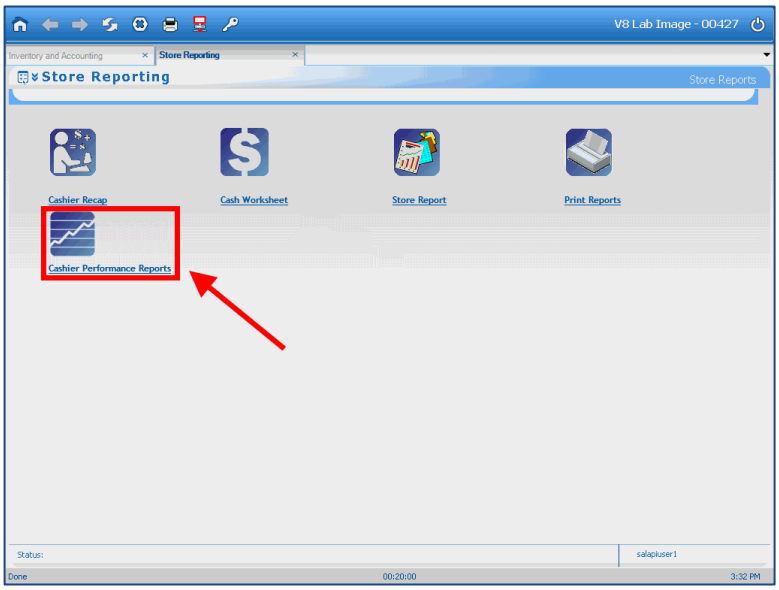


Cashier Performance Reports

- From the **Applications** menu select **Inventory and Accounting**

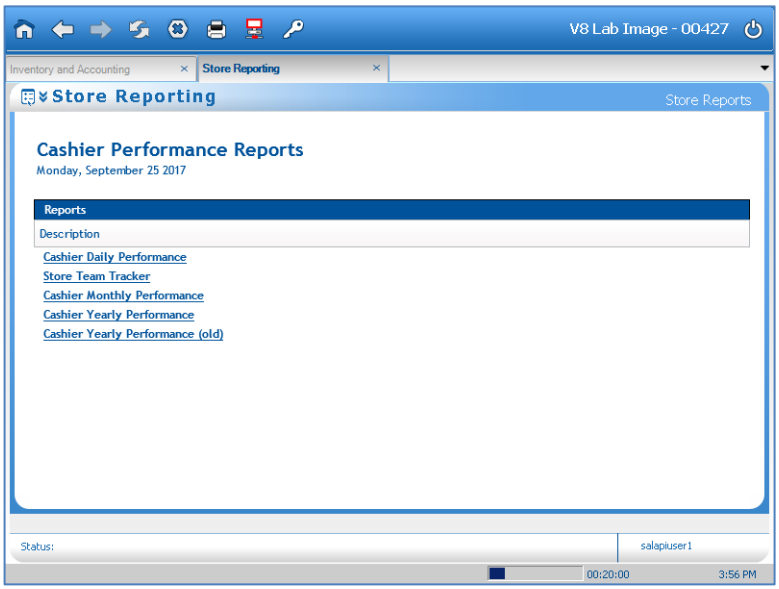


- Select **Store Reports**



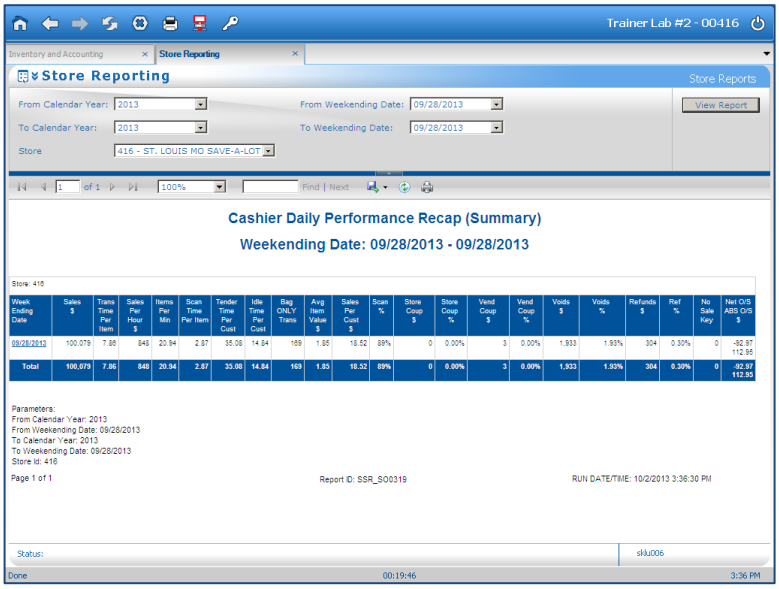
- Click on **Cashier Performance Reports**

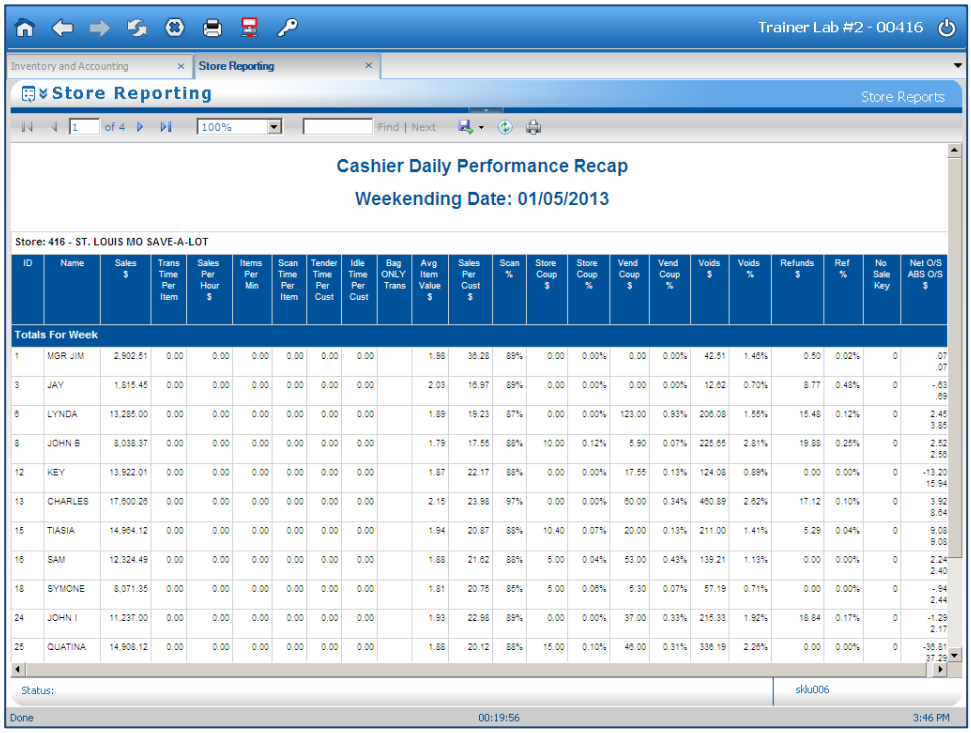
- **Cashier Daily Performance** displays the daily totals by cashier for 1 week
- **Store Team Tracker** displays an 8-week performance snapshot for all cashiers
- **Cashier Monthly Performance Recap** displays the monthly totals by cashier for 1 month
- **Cashier Yearly Performance** displays the totals by cashier for 1 year
- **Cashier Yearly Performance Recap** displays the annual totals by cashier for a defined period of time



Cashier Daily Performance Report

- Select the desired week ending dates for the beginning and end of the period and then click **View Report**
  - Previous years' information can be displayed by changing the **From** and **To Calendar Year** fields
- Click the link under the **Week Ending Date** column to display the **Cashier Daily Performance Recap** report





Trainer Lab #2 - 00416

Inventory and Accounting | Store Reporting

Store Reporting

Store Reports

1 of 4 100% Find | Next

Cashier Daily Performance Recap

Weekending Date: 01/05/2013

Store: 416 - ST. LOUIS MO SAVE-A-LOT

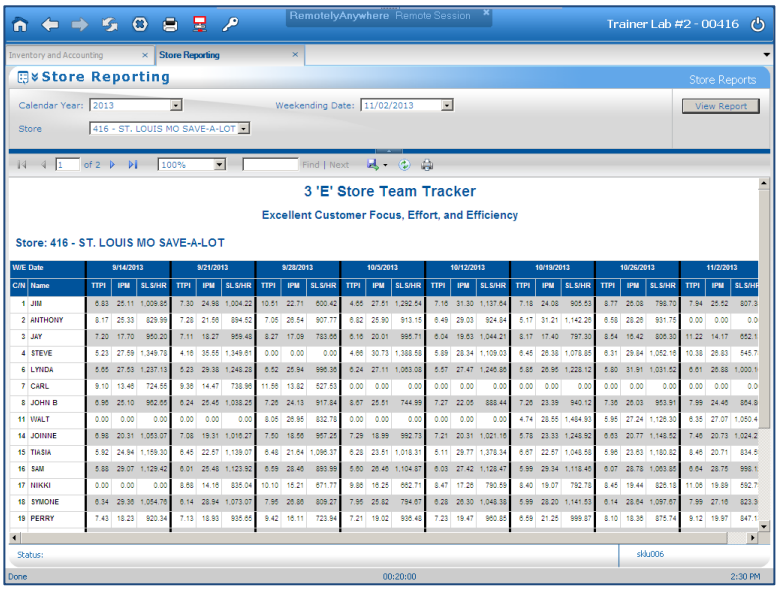
ID	Name	Sales $	Trans Time Per Item	Sales Per Hour $	Items Per Min	Scan Time Per Item	Tender Time Per Cust	Idle Time Per Cust	Bag ONLY Trans	Avg Item Value $	Sales Per Cust $	Scan %	Store Coup $	Store Coup %	Vend Coup $	Vend Coup %	Voids $	Voids %	Refunds $	Ref %	No Sale Key	Net O/S ABS O/S $
Totals For Week																						
1	MGR JIM	2,902.51	0.00	0.00	0.00	0.00	0.00	0.00		1.98	36.28	89%	0.00	0.00%	0.00	0.00%	42.51	1.46%	0.50	0.02%	0	.07 .07
3	JAY	1,815.45	0.00	0.00	0.00	0.00	0.00	0.00		2.03	16.97	89%	0.00	0.00%	0.00	0.00%	12.62	0.70%	8.77	0.48%	0	-.63 .69
6	LYNDA	13,285.00	0.00	0.00	0.00	0.00	0.00	0.00		1.89	19.23	87%	0.00	0.00%	123.00	0.93%	206.08	1.55%	15.48	0.12%	0	2.45 3.85
8	JOHN B	8,038.37	0.00	0.00	0.00	0.00	0.00	0.00		1.79	17.55	88%	10.00	0.12%	5.90	0.07%	225.65	2.81%	19.88	0.25%	0	2.52 2.56
12	KEY	13,922.01	0.00	0.00	0.00	0.00	0.00	0.00		1.87	22.17	88%	0.00	0.00%	17.55	0.13%	124.08	0.89%	0.00	0.00%	0	-13.20 15.94
13	CHARLES	17,600.26	0.00	0.00	0.00	0.00	0.00	0.00		2.15	23.98	97%	0.00	0.00%	60.00	0.34%	460.89	2.62%	17.12	0.10%	0	3.92 8.64
15	TIASIA	14,964.12	0.00	0.00	0.00	0.00	0.00	0.00		1.94	20.87	88%	10.40	0.07%	20.00	0.13%	211.00	1.41%	5.29	0.04%	0	9.08 9.08
16	SAM	12,324.49	0.00	0.00	0.00	0.00	0.00	0.00		1.88	21.62	88%	5.00	0.04%	53.00	0.43%	139.21	1.13%	0.00	0.00%	0	2.24 2.40
18	SYMONE	8,071.35	0.00	0.00	0.00	0.00	0.00	0.00		1.81	20.75	85%	5.00	0.06%	5.30	0.07%	57.19	0.71%	0.00	0.00%	0	-.94 2.44
24	JOHN I	11,237.00	0.00	0.00	0.00	0.00	0.00	0.00		1.93	22.98	89%	0.00	0.00%	37.00	0.33%	215.33	1.92%	18.84	0.17%	0	-1.29 2.17
25	QUATINA	14,908.12	0.00	0.00	0.00	0.00	0.00	0.00		1.88	20.12	88%	15.00	0.10%	46.00	0.31%	336.19	2.26%	0.00	0.00%	0	-36.81 37.29

Status: slku006

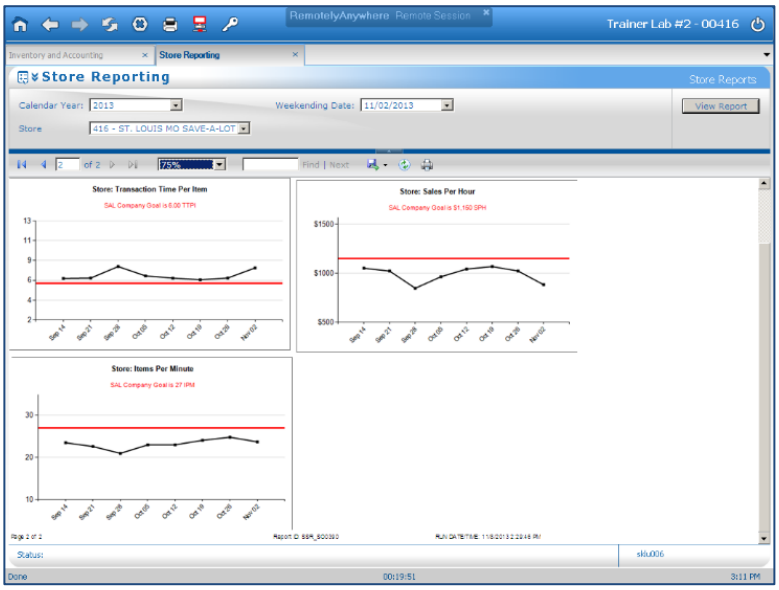
Done 00:19:56 3:46 PM

Id	Cashier ID number
Name	Cashier's name
Sales $	Total sales for the week selected
Trans Time Per Item	Average time in seconds to ring one item, includes items scanned and hand keyed (scan time + tender time + Idle time) / total items
Sales Per Hour $	Average sales per hour in dollars
Items Per Min	Average amount of items rung per minute, includes items scanned and hand keyed
Scan Time Per Cust	Aver time in seconds taken to scan an item
Tender Time Per Cust	Average time in seconds spent in tender per customer
Idle Time Per Cust	Average time in seconds spent Idle per customer
Bag Only Trans	Amount of transactions that consisted of only bags
Avg Item Value $	Average dollar amount per item
Sales Per Cust $	Average sales per customer in dollars
Scan %	Percentage of total items rung that were scanned
Store Coup $	Total dollar value of store coupons tendered
Store Coup %	Percentage of total sales in store coupons (coupon $ / cashier total sales)
Vend Coup $	Total dollar value of vendor coupons tendered
Vend Coup %	Percentage of total sales in vendor coupons (coupon $ / cashier total sales)
Voids $	Total dollar value of voids
Voids %	Percentage of total sales that were voided voids (void $ / cashier total sales)
Refunds $	Total dollar value of refunds
Refunds %	Percentage of refunds (refunds $ / cashier total sales)
No Sale Key	Number of times the no sale key was used
Net O/S Abs O/S $	Cashiers net loss/gain and absolute o/s (calculates all errors as positive)

Store Team Tracker

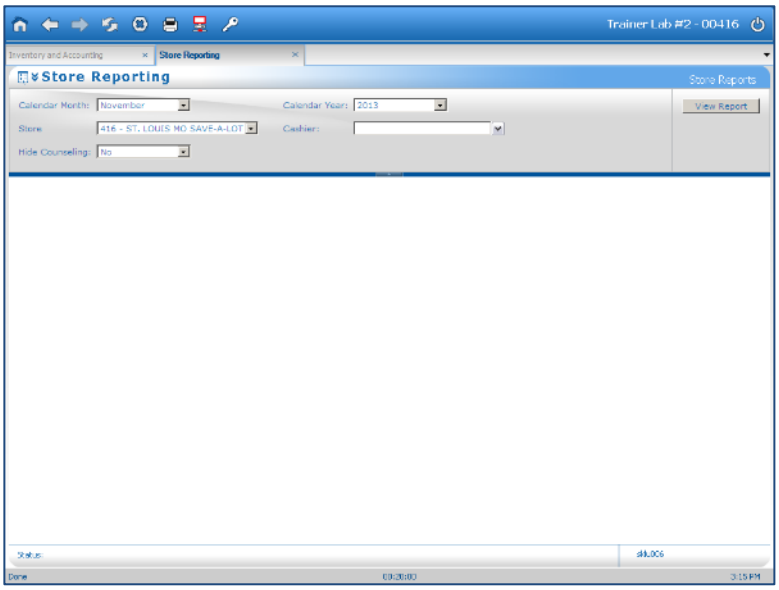


- The **Store Team Tracke**r shows an 8-week snapshot of data focusing on 3 key metrics.
  - Total Transaction Time Per Item (**TTPI**)
  - Items Per Minute (**IPM**)
  - Sales Per Hour (**SPH**)
- The first page shows the data for each of these metrics per cashier
- To display page two of the report, click the button

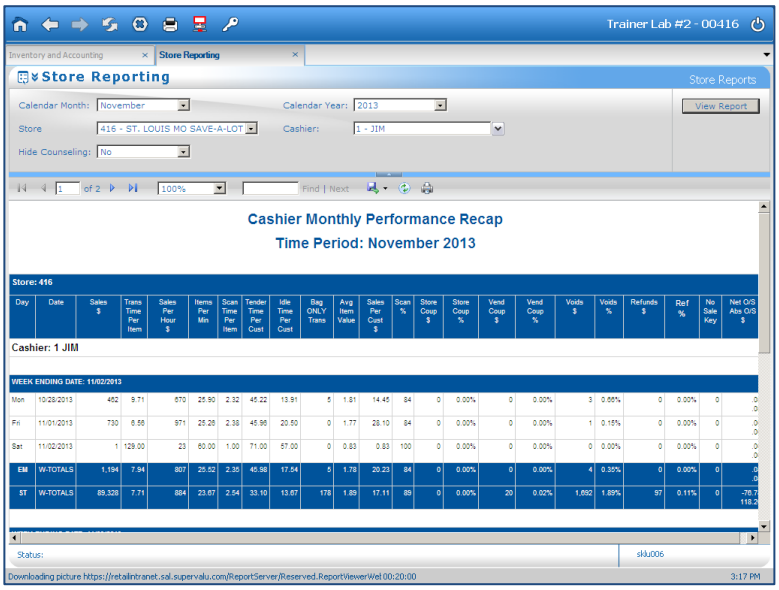


- Page 2 of the report shows graphs for each metric

Cashier Monthly Performance Recap



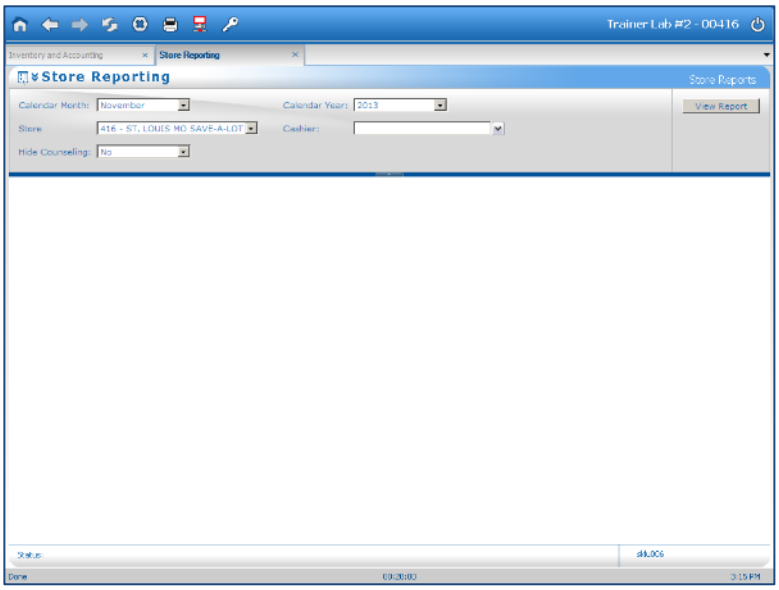
- Select a **Month**, **Year**, **Cashier ID**, and whether to **Hide Counseling**
  - Counseling provides a signature line on the printed report for the cashier and manager to complete
- Click **View Report**



- The **Cashier Monthly Performance Recap** is displayed

- The **Monthly Performance Recap** will offer you the same information as the Daily Report, but for the defined time period
- If a cashier requires coaching or a written warning on their performance, make sure **hide counseling** is unchecked. A signature line for the cashier and manager will print with the report
- To print this report, click the icon in the toolbar the top of the screen

Cashier Yearly Performance Report

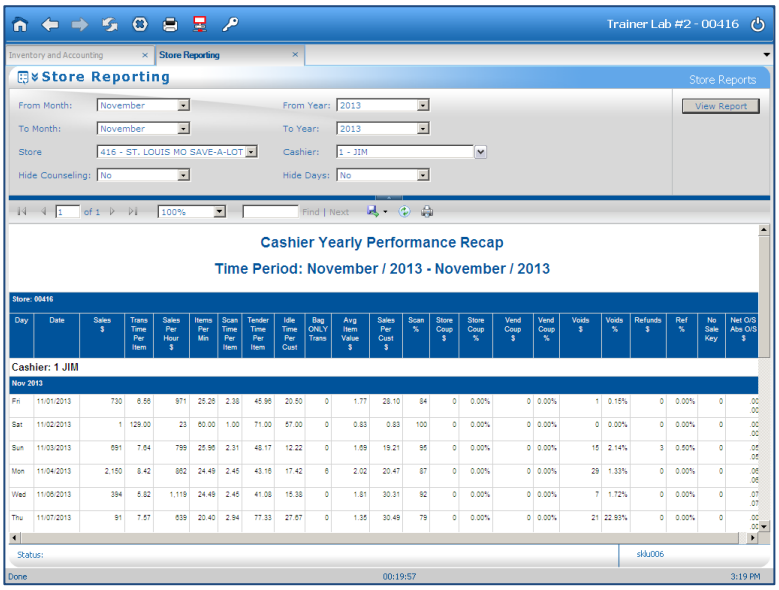


- The **Cashier Yearly Performance Report** will require the user to select a month, year, cashier ID, along with the option to hide counseling and hide days

  NOTES: *Reports can be run for the last seven (7) years.*

  This report can also be run for shorter periods for those employees requiring mid-year reviews

- Click **View Reports**



- The **Cashier Yearly Performance Recap** is displayed

Cashier Yearly Performance Recap

- The yearly performance recap will offer you the same information as the monthly report, but for the defined time period
- If a cashier requires coaching or a written warning on their performance, make sure **hide counseling** is unchecked. A signature line for the cashier and manager will print with the report
- To view only the monthly totals for the defined period (not day-by-day totals) select **hide days** when configuring this report
- To print this report, click the printer icon at the top of the Save A Lot browser

Markdown (Corporate stores only)

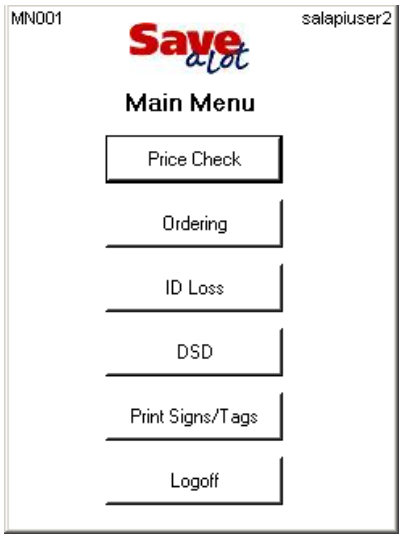
Track inventory that is involved in weekly price changes, monitor shrink, and regulate total revenue loss as a result of item discounts

IDLoss

ID Loss identifies known shrink and regulates total revenue loss as a result of item discounts

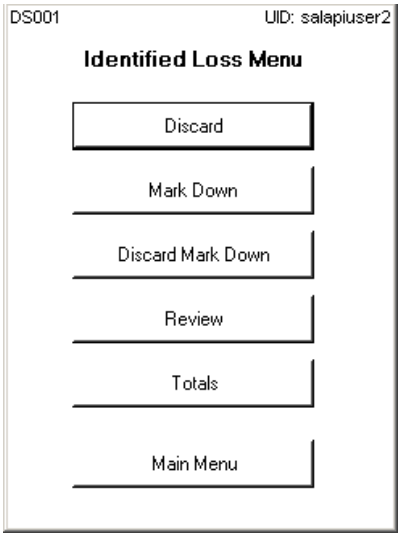
ID Loss on the Symbol Gun

- Enter your **User ID** and **Password** and press the **ENT** button on the keypad



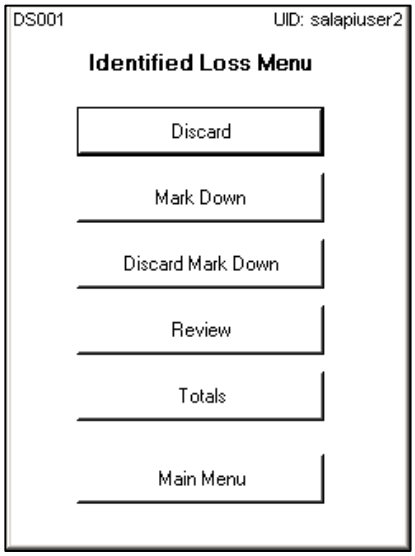
- Click the **ID Loss** button

Discard	Items taken from full retail price and discarded (thrown away)
Markdown	Items where the current selling price is being reduced
Discard Markdown	Items that were previously marked down and are now being discarded
Review	User can see the last 10 items from the symbol gun and all items from the office PC that they scanned for reduction
Totals	Allows the user to view total figures of items reduced
Main menu	Returns the user to the SAL main menu screen for application selection

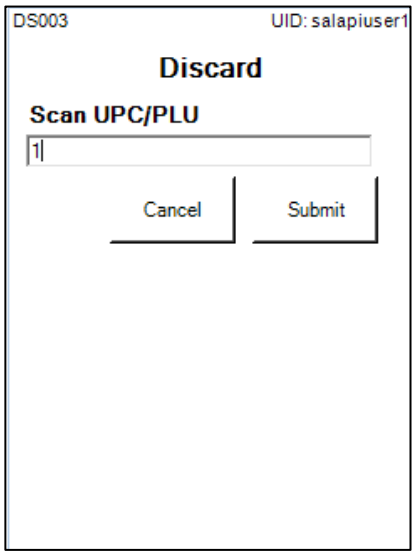


Discard

Used to record spoiled or damaged items that have been taken out of inventory for disposal

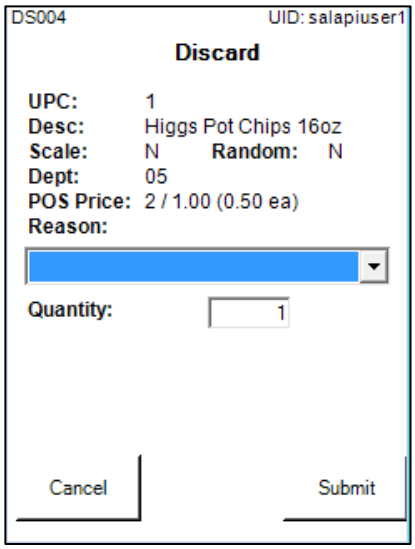


- Click the **Discard** button



- Scan the product or type the UPC or PLU number and then press **Enter** on the keyboard or **Submit** on the screen

UPC	UPC/PLU number that was entered
Desc	POS item description
Scale	Weighed item
Random	Is the UPC a random weight item (fresh meat and produce that is wrapped in the store)
Dept	Department
POS Price	Current POS price

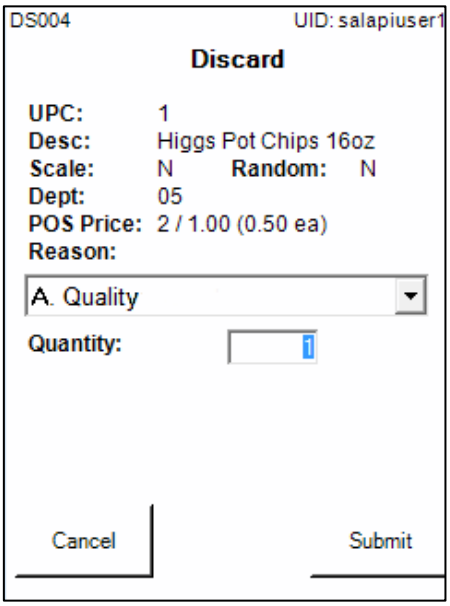


- Select a reason for discarding the item by touching the arrow at the right of the **Reason** field
- **I**f you know the reason code, you can type that letter without opening the drop-down list

A. Quality	Product that does not not meet SAL's quality standards
B. Breakage	Product that that has been damaged. For Packaged Meat use **Code I.** Seal Breakage
C. Out of Date	Product that will be discarded or marked down due to dating issues
D. Store Consumption	Product that will be used at the store level in any capacity
E. Equipment Breakdown	Product that will be discarded or marked down due to equipment breakdown
F. Donation	Product that will be donated to a local food bank or charity
G. Cold Chain	Product that must be discarded due to cold chain failure
H. Excess	Survey product whose quantities did not match sales volume
I. Seal Breakage	Product to be discarded due to a broken seal. Includes Bacon and Smoked Meats
J. K-Z Retail Partner Use Only The remaining fields are to be used by Retail Partners ONLY	
K. Quality: DC/Received	Product that does not meet SAL's quality standards upon delivery to the store
L. Quality: Culled	Product to be discarded/marked down because it did not meet SAL's quality standards
M. Quality: DC Force Outs	Product that was received as a result of a DC force-to be discarded or marked down
N. Store Use: Breakroom Items	Product that will be used at the store level
O. Store Use: Sample	Product that will used by the store for customer product sampling
P. Seasonal	Product being marked down because it is at the end of its selling season.
Q. Theft: Internal	Product stolen from the store by employees. Must have direct evidence to use this code (empty box, wrappers, etc.)
R. Theft: External	Product stolen by non-employees. Must have direct evidence to use this code
S. Ad Markdown	Product that arrives after markup/markdown, but is on Ad
T. Natural Disaster	Product that was discarded as a result of a disaster. Executive Sponsor of the Crisis Team will determine when this reason code is used.
U. Out of Code/Spec	Product that will be discarded or marked down due to dating issues
V. Close Dated	Product marked down because it is close to expiration
W. Power Outage	Product to be discarded due to power outage
X. Donation	Repetetive
Y. Theft	Repetetive
Z. Cargill Quality	Cargill products with quality issues

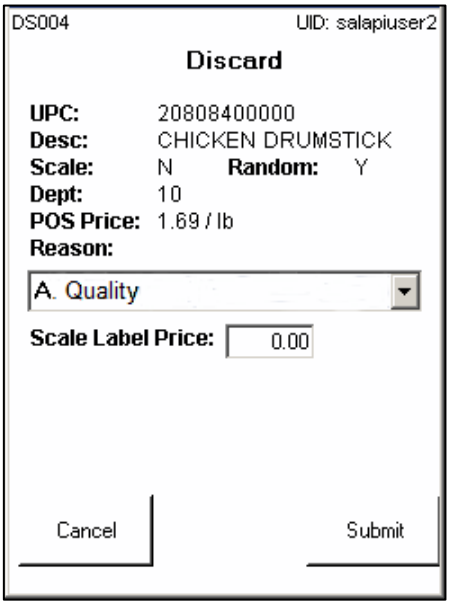
Grocery Items

- Enter the total count of all items in the **Quantity** field



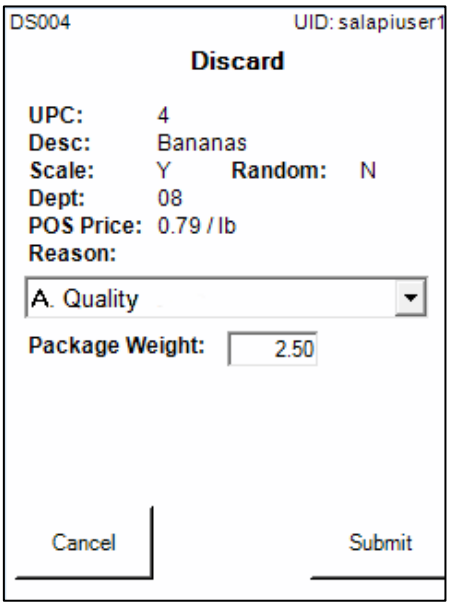
Fresh Meat Items

- Enter the package price as shown on the printed meat label in the **Scale Label Price** field
- Each package of fresh meat must be entered individually



Produce Items

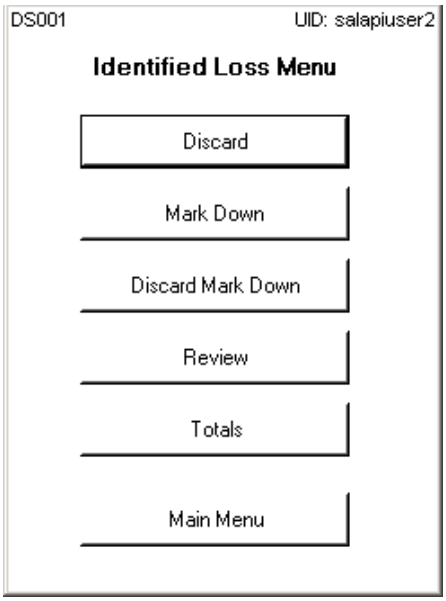
- Enter the total weight of produce being discarded in the **Package Weight**



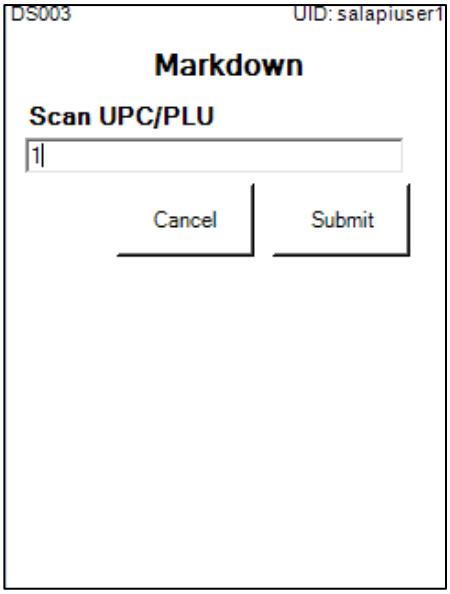
- Press the **Submit** button to complete the discard
- The screen will return to the **Discard – Scan UPC/PLU** screen
- If you have more discards to process, scan the next item or enter the UPC/PLU number
- To exit from discard and perform another function press **Cancel**

Mark Down

Used to record items that have had their retail price reduced

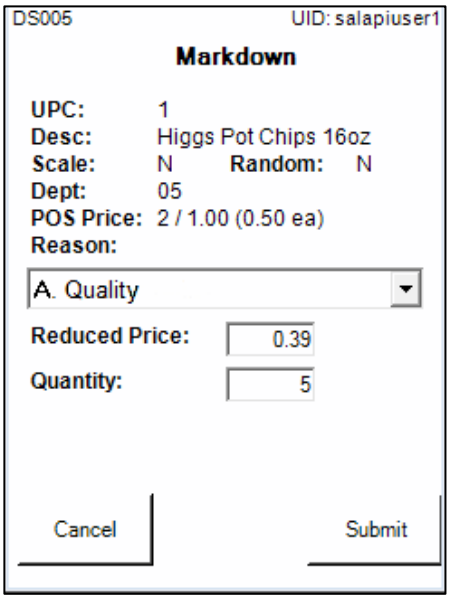


- Click the **Mark Down** button



- Scan the product or type the UPC or PLU number and press **Enter** on the keypad or press **Submit** on the screen

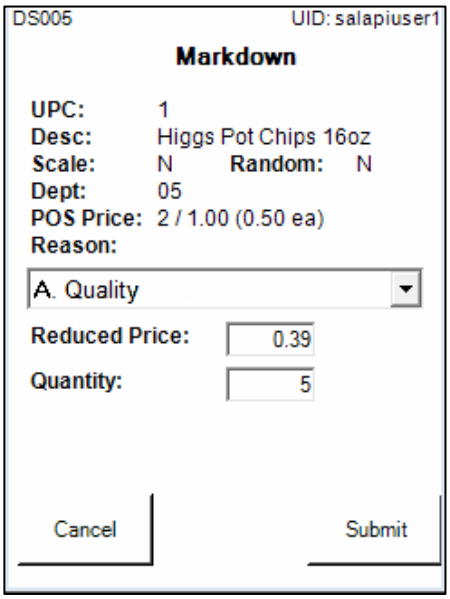
UPC	UPC/PLU number that was entered
Desc	POS item description
Scale	Scale Y or N (is the item flagged to be weighed at
Random	Is the UPC a random weight item (fresh meat and
Dept	Department
POS price	Current POS price



- Select a reason for marking down the item by touching the arrow to the right of the **Reason** field. These are the same reason codes used by the Discard application
- If you know the reason code, you can type that letter without opening the drop-down list

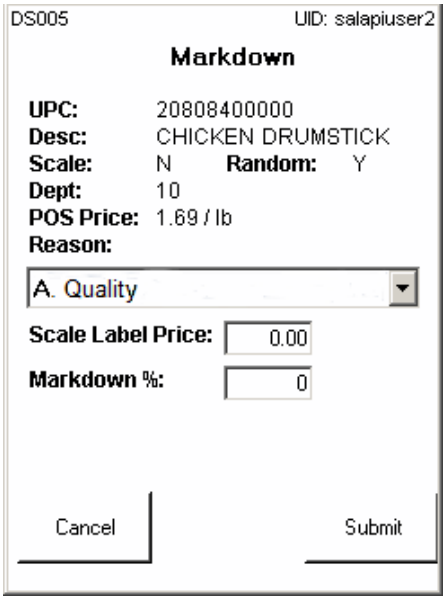
  NOTE: *Stores should exclude any items for which they will be receiving a credit*

Grocery Items



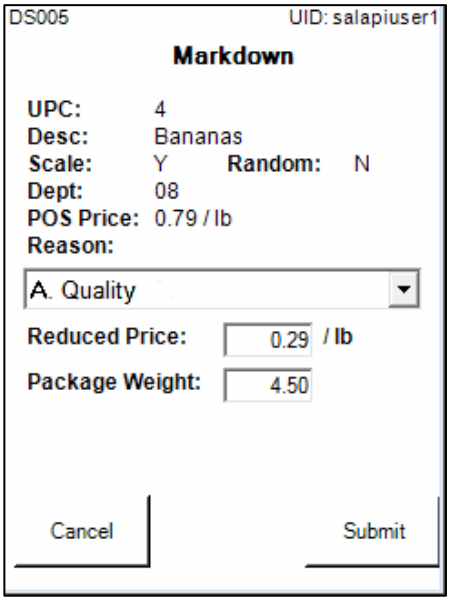
- Enter the new **Reduced Price** and the **Quantity** of items that are being marked down

Fresh Meat Items



- Enter the package **Scale Label Price** and the percentage the package will be marked down
- Each package of fresh meat must be entered individually

Produce Items

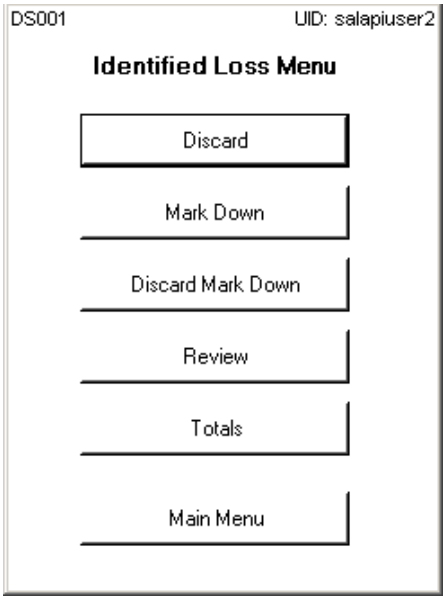


- Enter the **Reduced Price** and the **Package Weight** of the produce being marked down

- Press the **Submit** button to complete the markdown
- The screen will return to the **Markdown – Scan UPC/PLU** screen
- If you have more markdowns to process, scan the next item or enter the UPC/PLU number
- To exit from markdown and perform another function, click **Cancel**

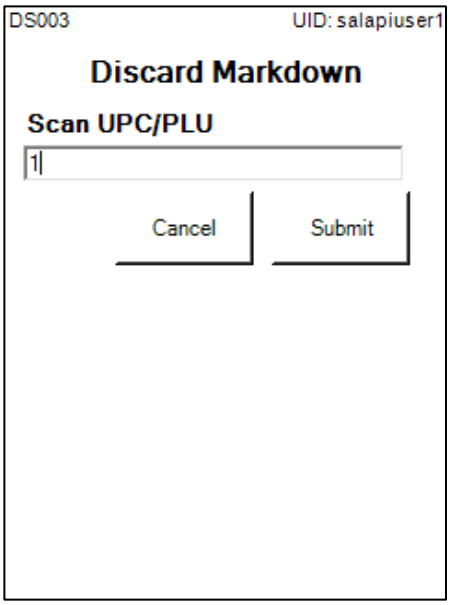
Discard Mark Down

Used to discard items that were previously marked down



- Click **Discard Mark Down**

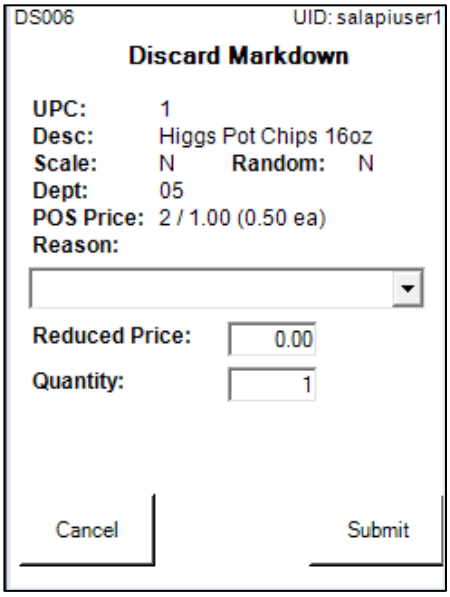
- Scan the product or type the UPC or PLU number and press **ENT** on the keypad or **Submit** on the screen



UPC	UPC/PLU number that was entered
Desc	POS item description
Scale	Scale Y (weighed at the register) or N
Random	Random weight item
Dept	Department
POS price	Current POS price

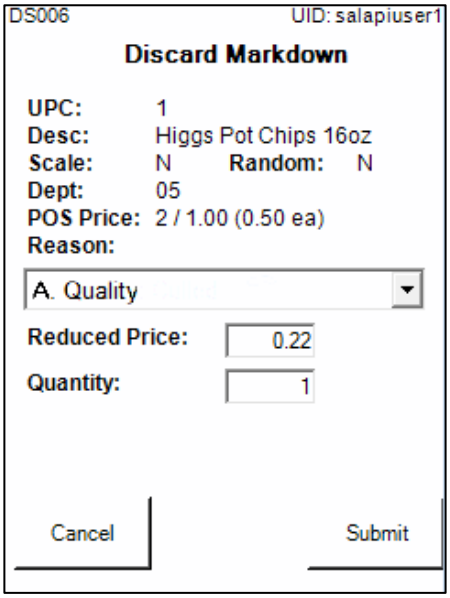
- Select a reason for marking down the item by touching the arrow to the right of the **Reason** field. These are the same reason codes used by the Discard application
- **If** you know the reason code, you can type that letter without opening the drop-down list

  NOTE: *Stores should exclude any items that they will be receiving a credit on*

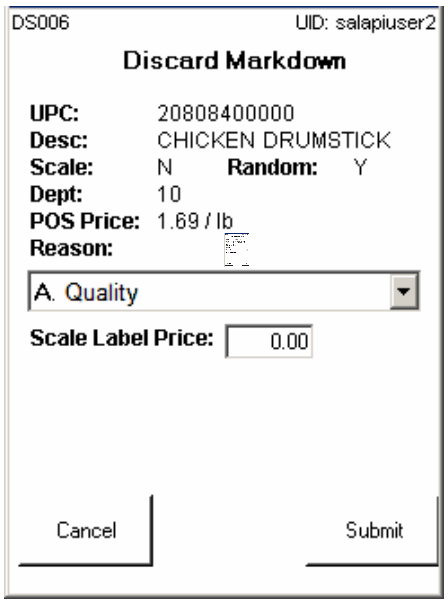


Grocery Items

- Enter the current **Reduced Price** of the item to be discarded
- Enter the **Quantity** of all items to be discarded



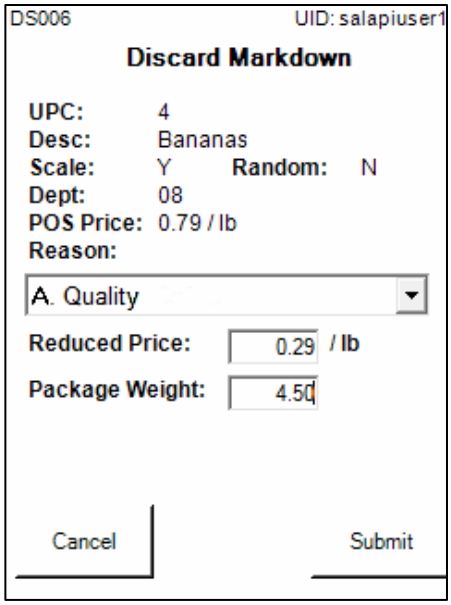
Fresh Meat Items



- Enter the package **Scale Label Price**
- Each package of fresh meat must be entered individually

  NOTE: *when the fresh meat item was originally marked down, the markdown percentage was entered in the gun and the item package was weighed and labeled with the new price and a generic description. The markdown from the original retail to the reduced retail was recorded at that time. When you discard a meat item that was previously marked down, you will only be recording the current (reduced) label price and a general description of meat dept. This will complete the markdown from the full retail to zero and the item can then be discarded*

Produce Items

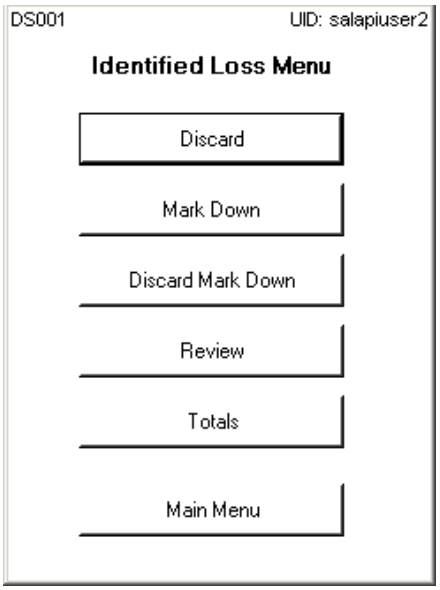


- Enter the current **Reduced Price** of the produce to be discarded
- Enter the total **Package Weight** of produce being discarded
- Press the **Submit** button to complete the discard

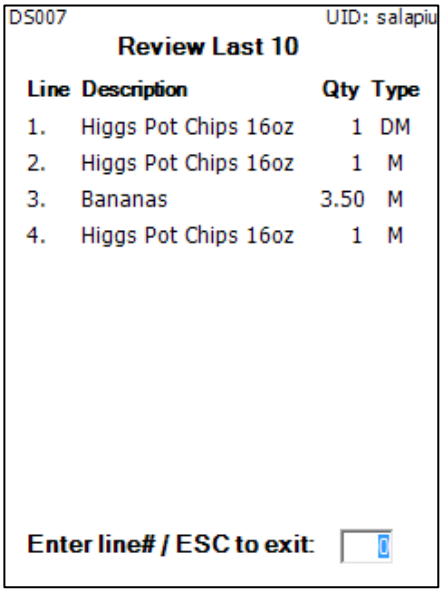
- The screen will return to the **Discard – Scan UPC/PLU** screen
- If you have more discards to process, scan the next item or enter the UPC/PLU number
- To exit from discard and perform another function, click **Cancel**

Review

Used to review and edit the last ten items scanned and entered



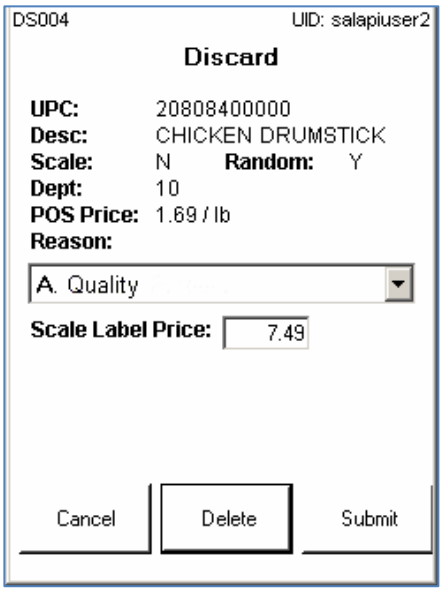
- Click **Review**



- This screen shows the last 10 items that were entered in the **Identified Loss** program and allows the user to update the items:

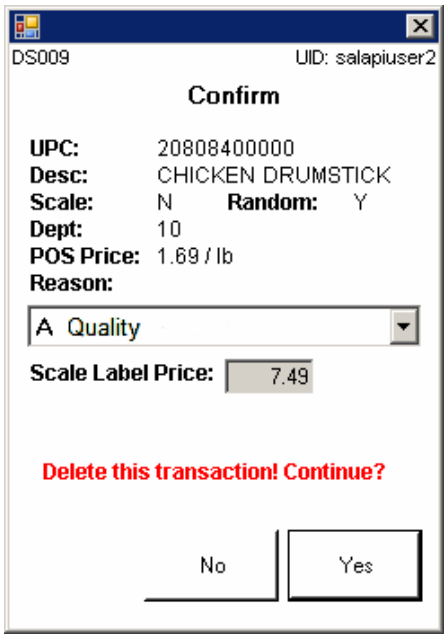
Line	Numerical listing	
Description	The item's description as listed in the POS system	
Qty	The quantity entered by the user when the item was entered	
Type	Identified loss type for the item	
	DM	Discard mark down
	M	Mark down
	D	Discard

- To edit an entry, type the **Line** number and press **Enter**



- The item screen appears showing the item as it was originally entered
- If needed updates can be made to items that have been discarded or marked down
- Enter any item corrections required and then press **Submit**
- To completely delete an item that has been discarded or marked down choose the **Delete** button
- If an item is entered under the wrong transaction type (e.g. – item was entered as discard rather than mark down) it must be deleted

- After clicking **Delete** you will be prompted to confirm the deletion

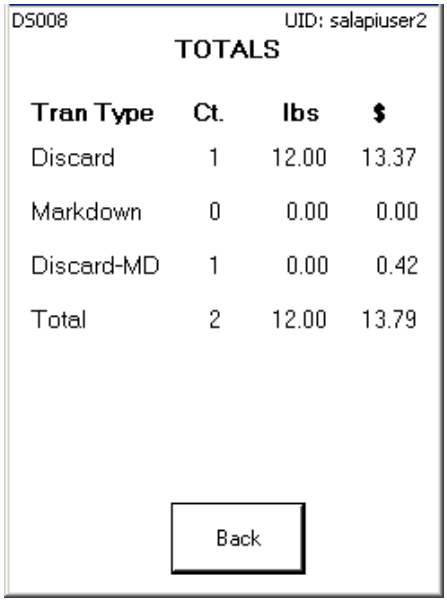


Totals

Used to view total figures of all items that have been discarded and marked down

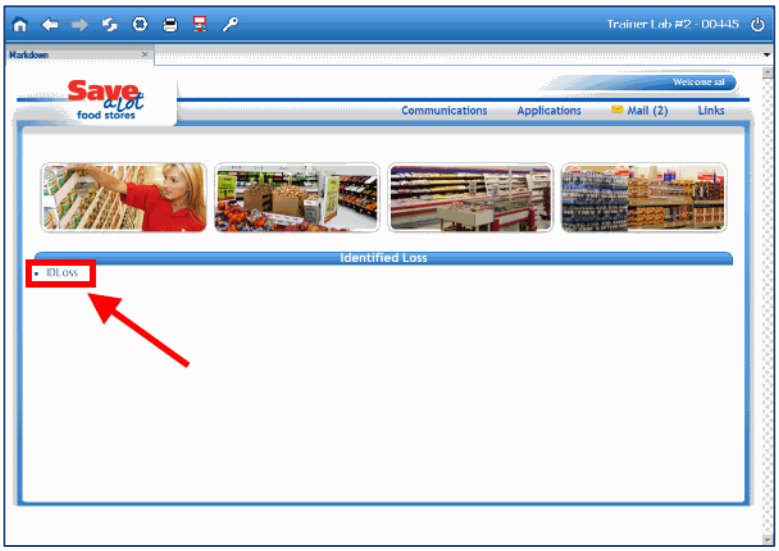
Tran type	Transaction type (discard, mark down, etc.)
Ct	Total number of each item entered
T	Pounds – the total weight of random weight items
$	The total value of mark downs and discards

- These totals should be reviewed for accuracy. Press the **Back** button after reviewing to return to the **Select Transaction Type** screen.



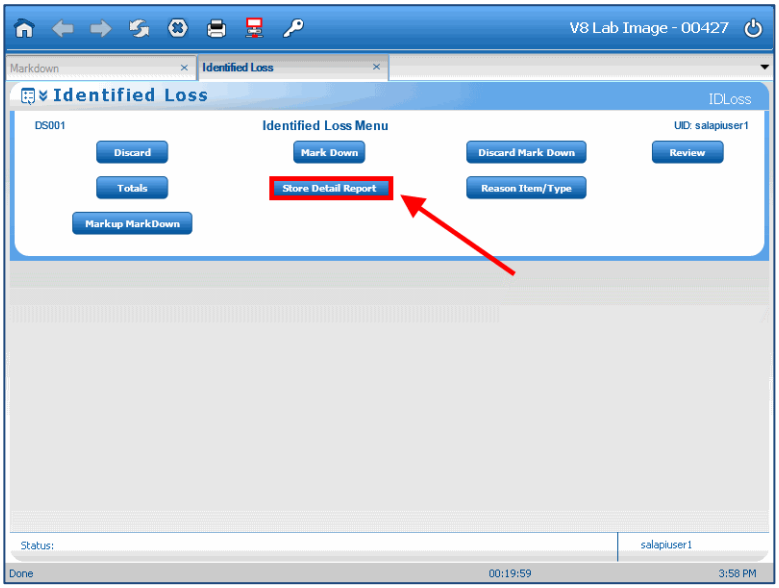
ID Loss on the Office PC

- From the **Applications** menu click **Markdown**



- Click **IDLoss**

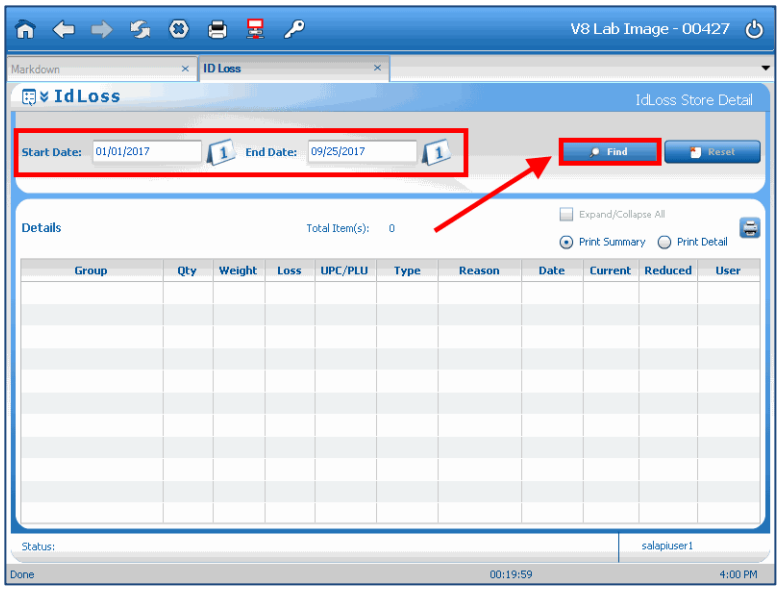
Store Detail Report



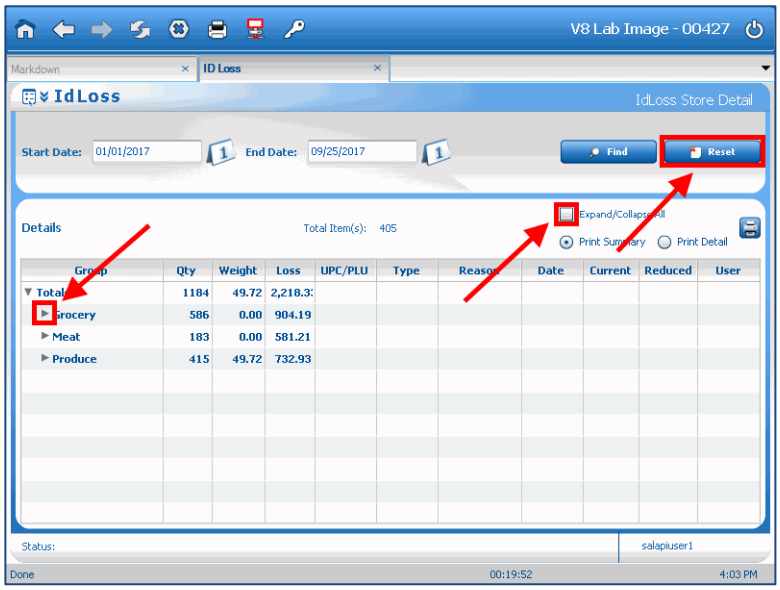
- Click the **Store Detail Report** button

  NOTE: *The Store Detail Reports option is only available on the office PC*

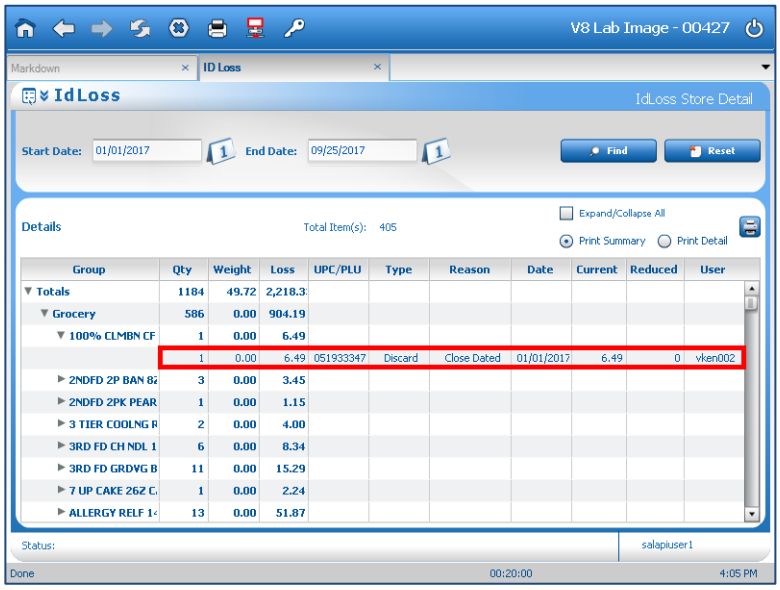
- Click the button next to the **Start Date** and **End Date** fields to set the desired dates
  NOTE: *The Store Detail Report will only be available for the last 100 days*
- Click the **Find** button to begin



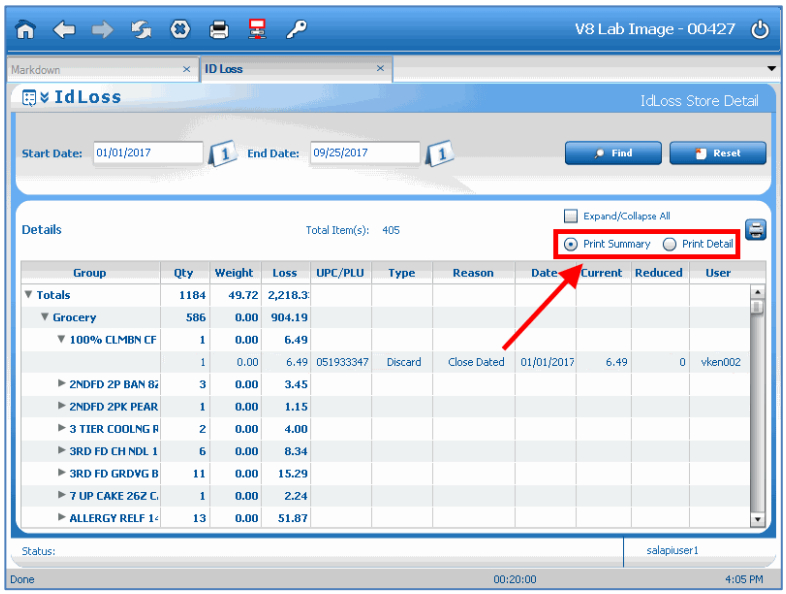
- Individual groups can be expanded by clicking the icon
- Expand ALL groups by placing a checkmark in the box next to **Expand /Collapse All**
- To clear the report, click the **Reset** button



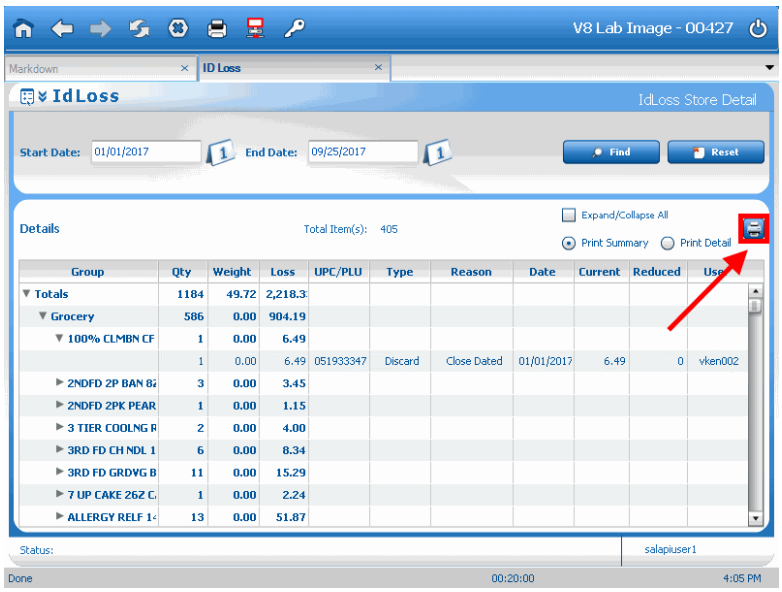
Qty	The quantity of the item / group (for non-weighed items)
Weight	The total weight of the item / group
Loss	The retail dollar value of the item / group
UPC/PLU	The UPC or PLU code
Type	Discard, mark down, or discard mark down
Reason	Markdown/Discard reason
Date	Date the item was entered
Current	Current retail value
Reduced	Reduced % entered for fresh meat items
User	User who entered the item



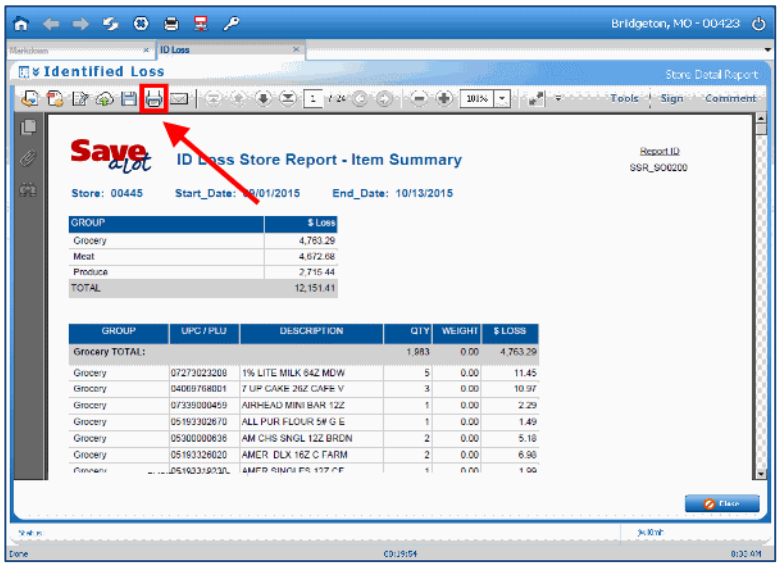
- Select **Print Summary** to generate a summary report or for a more detailed report containing all item information, select **Print Detail**



- Click the button



- Click the button in the toolbar to print the report

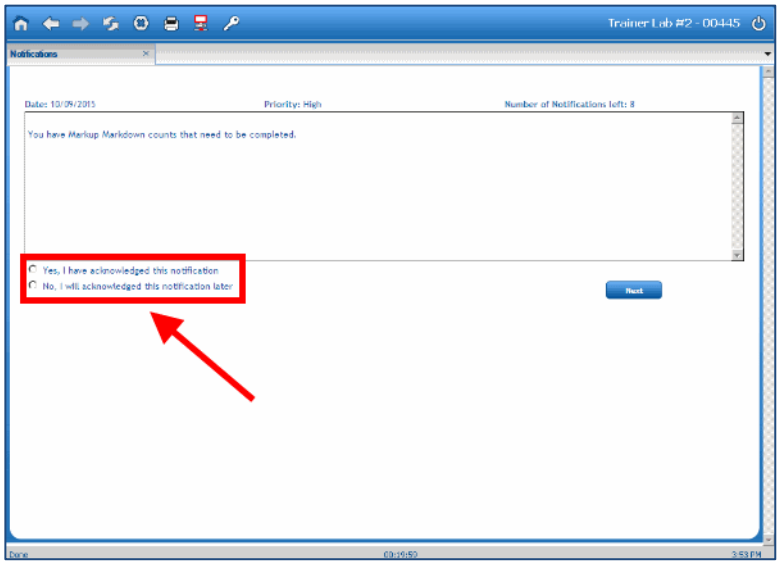


Markup Markdown (Corporate stores only)

Notifications

When a price change is downloaded to the ICL system, a manager will receive a notification, upon signing into the Save A Lot browser, that there are markup markdowns that need to be completed

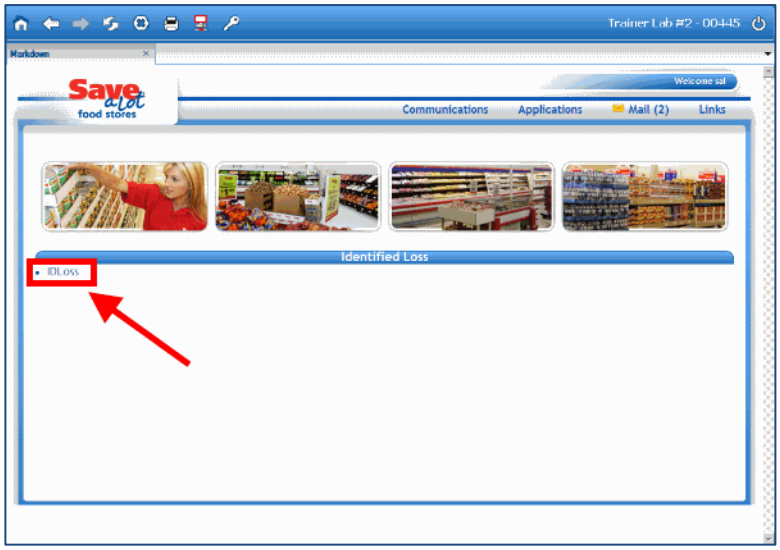
- Review the information that is displayed
- Acknowledge the notification by selecting **Yes, I have acknowledged this notification** and click **Next**
- Selecting **No, I will acknowledge this notification later** will cause the notification to reappear the next time you sign on to the Save A Lot browser



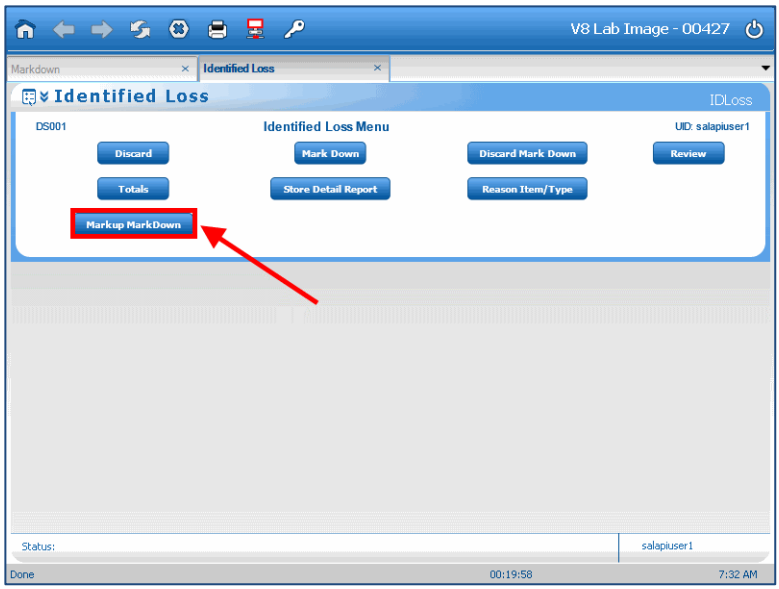
Markup Markdown

- From the **Applications** menu click **Markdown**

- Click **IDLoss**



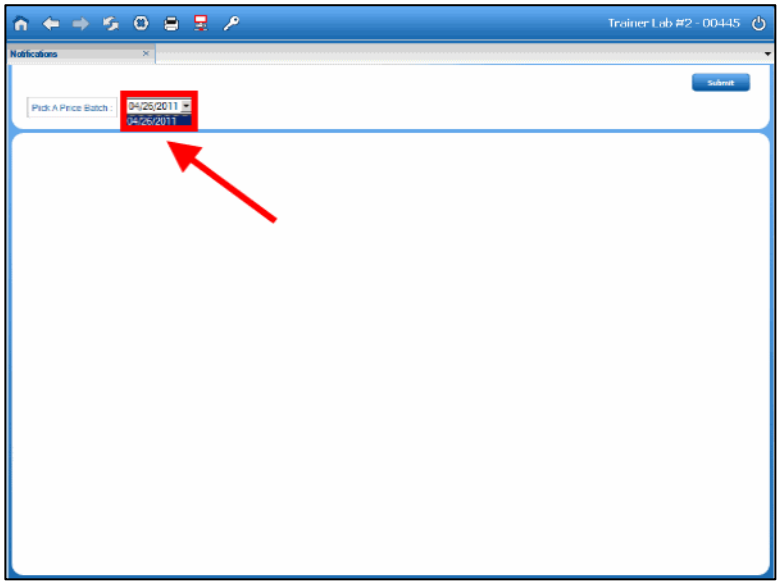
- Click the **Markup Markdown** button



Printing the Inventory Count Sheet

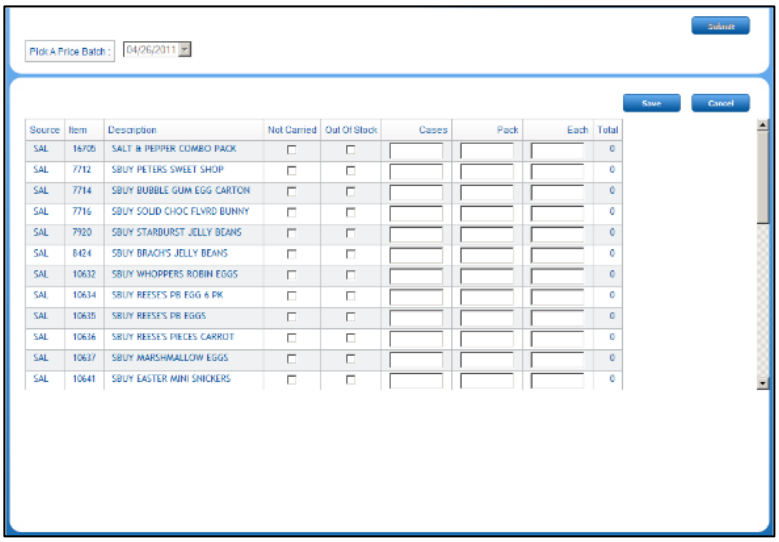
- Click the drop-down arrow next to **Pick a Price Batch**
- Select the date for the price change you wish to work with and then click the **Submit** button

  NOTE: *when a count sheet becomes available, a store has 2 days to start the inventory procedure. After 2 days the count sheet will no longer be available*



- The inventory count sheet will be displayed

  NOTE: *fresh meat and produce items should not appear in the markup mark down count sheets. If you are seeing these items, please contact the Save A Lot helpdesk immediately at 800-323-9424*



Source	SAL (Save A Lot item) or DSD (Direct Shipment Delivery)
Item	Save A Lot item number
Description	Save A Lot item description
Not carried	Items that are not carried at the store
Out of stock	Items that are out of stock
Cases	Total number of full cases that are currently in the store's inventory
Pack	Quantity of items in 1 case
Each	Total number of loose items
Total	Sum of case, pack, and each totals

- Click at the top of the page to print the count sheet
- Take the printed copy of the count sheet to the sales floor and complete the inventory counting procedures

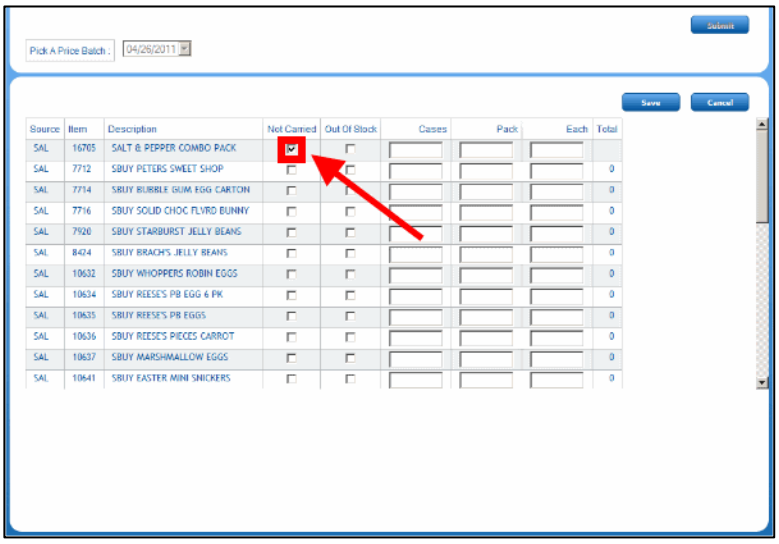
  NOTE: *If you are entering case quantities, you **must** complete both the cases and pack fields. Failure to enter one of these fields will leave the total column with a "0" value*

Entering Markup Markdown Counts

- After completing the Markup Markdown Count Sheet, return to the office PC and enter your counts
- Using the count sheet, complete the Markup Markdown counts

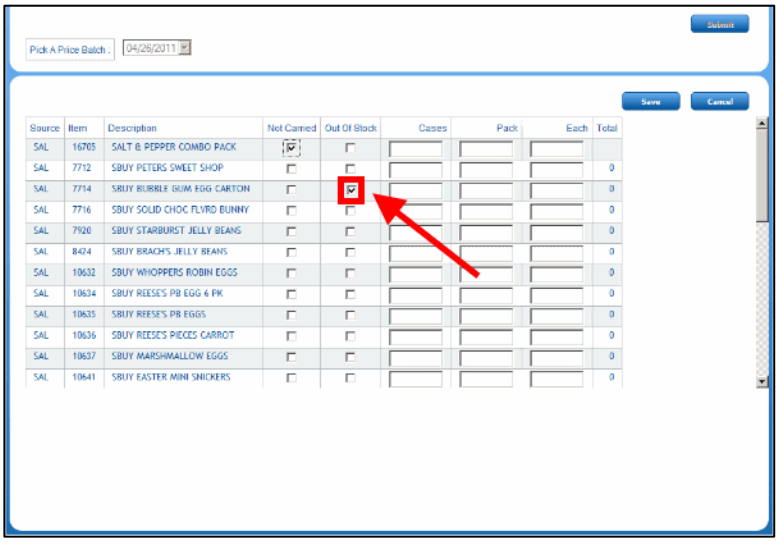
  NOTE: *when a count sheet is started, it must be completed by midnight local store time. After midnight, any data entered on the sheet will be submitted and the store will no longer be able to make adjustments*

Not Carried Items



- In the **Not Carried** field, place a checkmark on the line for any item that is not carried by the store

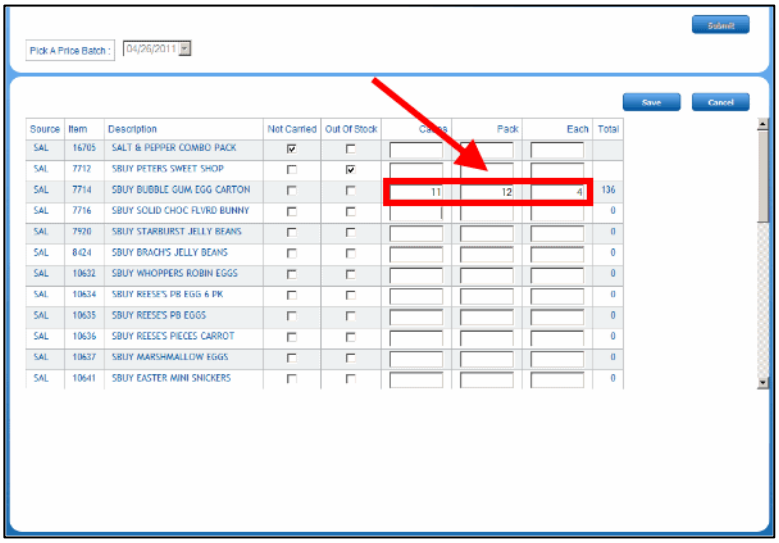
Out of Stock



- In the **Out Of Stock** field, place a checkmark on the line for any item that is currently out of stock at the store

Case and Pack Quantities

- For items in case quantities, enter the count in the **Cases** field
  - For items with a quantity entered in the cases field, the pack quantity per case must be entered into the **Pack** field. The system will automatically multiply the value in the cases field by the value in the pack field and update the value in the total column
  - Entering a 0 (zero) count in the **Cases, Pack** or **Each** field without indicating the item is not carried or out of stock will result in an error
- For loose items from cases that are not full and are currently in the store's inventory enter this quantity in the **Each** field

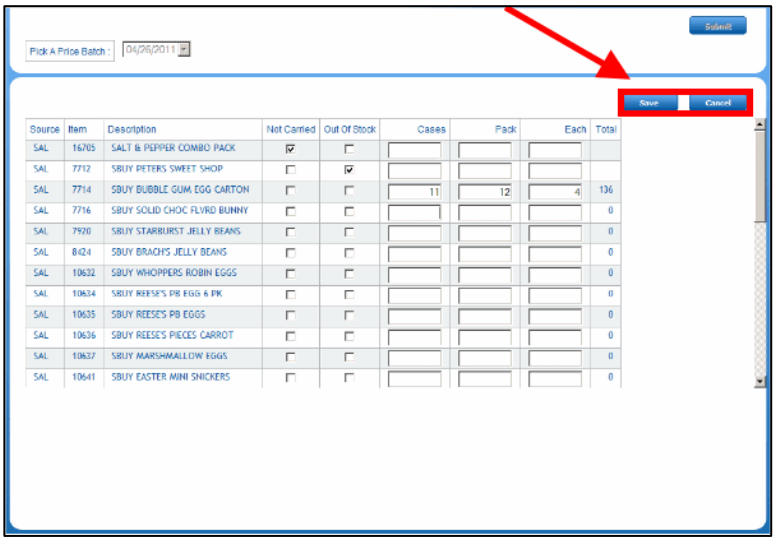


Saving the Markup Markdown Sheet

- After the store counts have been entered into the system, be sure to click the **Save** button

  NOTE: *Once you have saved your work the markup markdown sheet will be sent to accounting and can no longer be changed*

- If you need to exit the count sheet without saving, click the **Cancel** button



- To return to the markup markdown screen click **Cancel**
- If you have completed all inventories, select **Logoff**

Error Correction Procedure

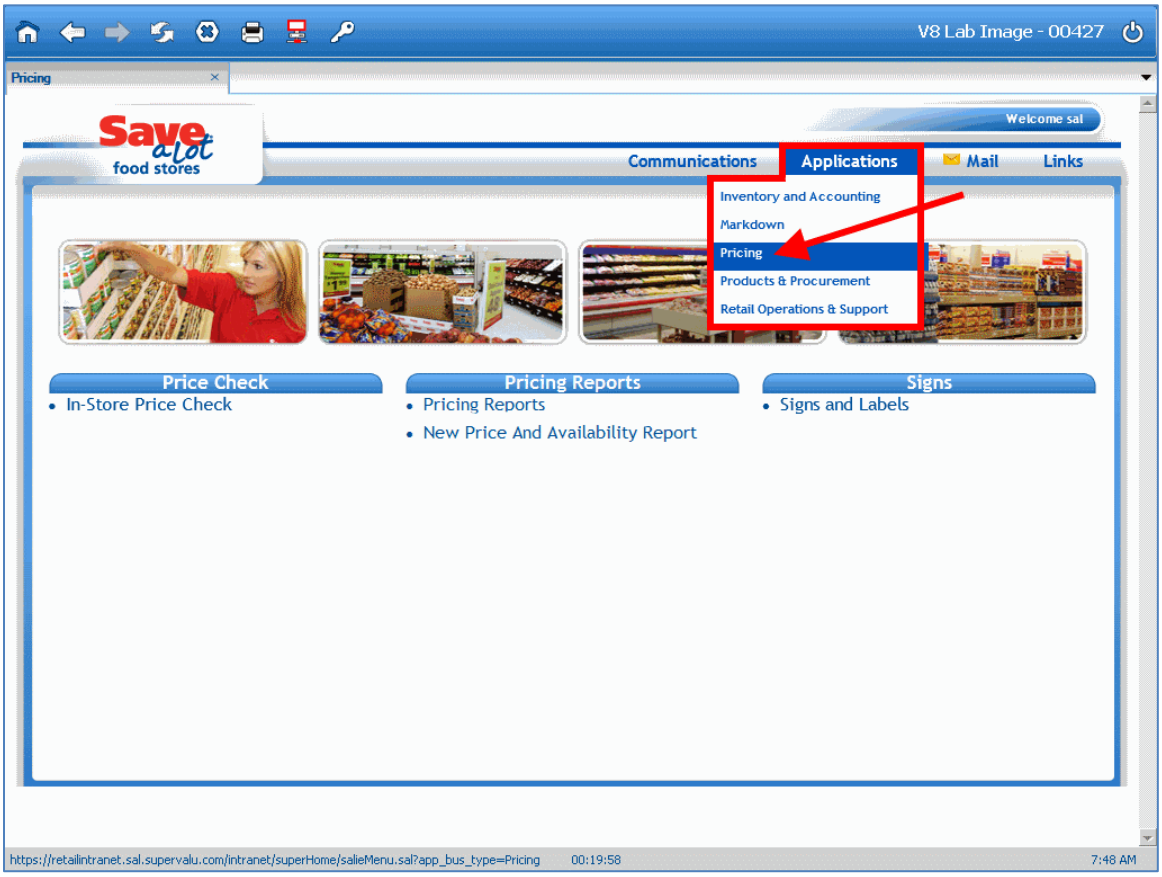
The following procedure should be followed if you identify an error has been made on a submitted markup/mark down count sheet. Once the entries have been submitted corrections cannot be performed at store level. This process should be used as last resort for correcting errors. All entries should be verified prior to submission to avoid the need to have entries adjusted by the Save A Lot accounting department.

> ***NOTE****: The on-hand inventory for the items that underwent a price change will only be able to be edited or completed up until midnight local time on the same day the inventory capture was initiated.*

If an error has been made on a **submitted** markup/mark down count sheet after 11:59:59 pm local time, the following process must be followed to ensure the error is corrected.

- Call the help desk at 1-800-323-9424
- Explain that you need a correction to an entry error on a submitted markup/mark down price batch.
- The call will be escalated, and you will receive a return phone call from SAL home office.
- Be prepared to Identify to the return caller:
  - The count sheet price batch date on which the error occurred.
  - The item number and description of the item on which the error occurred.
  - The incorrect entries and values for the item.
  - The correct entries and values for the item.

Pricing

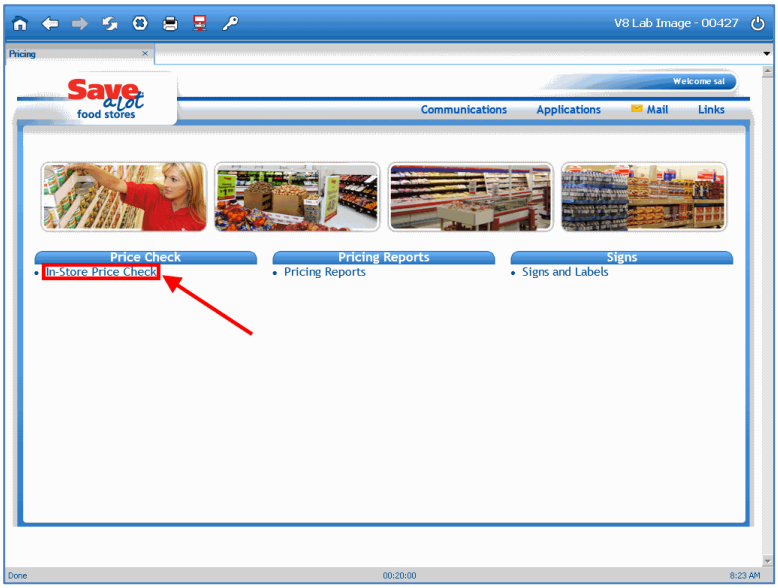


In-Store Price Check	Conduct and view in-store price check sessions
Pricing Reports	View various reports
Signs and Labels	Create, download, and print price signs and labels
New Price and Availability	

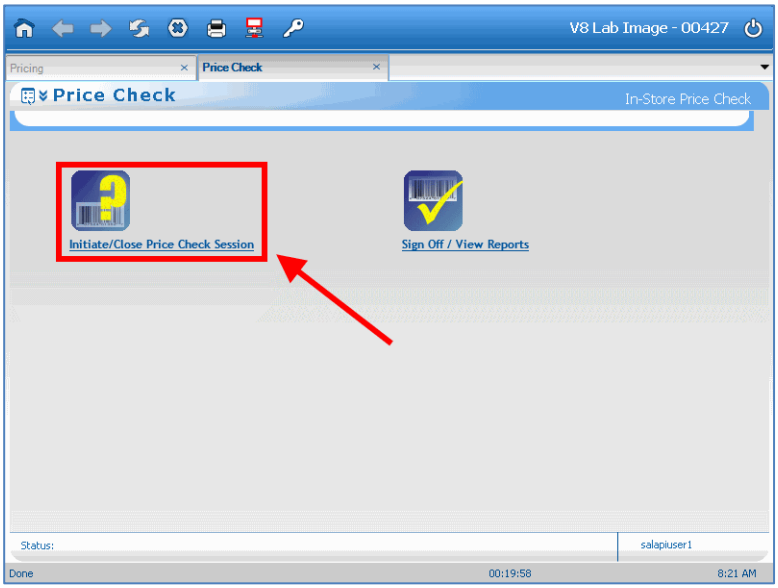
In Store Price Check

The in-store price check application verifies that the price tags in the store match the actual item prices at the register

Initiate Price Check on the Office PC



- Select **In-Store Price Check**



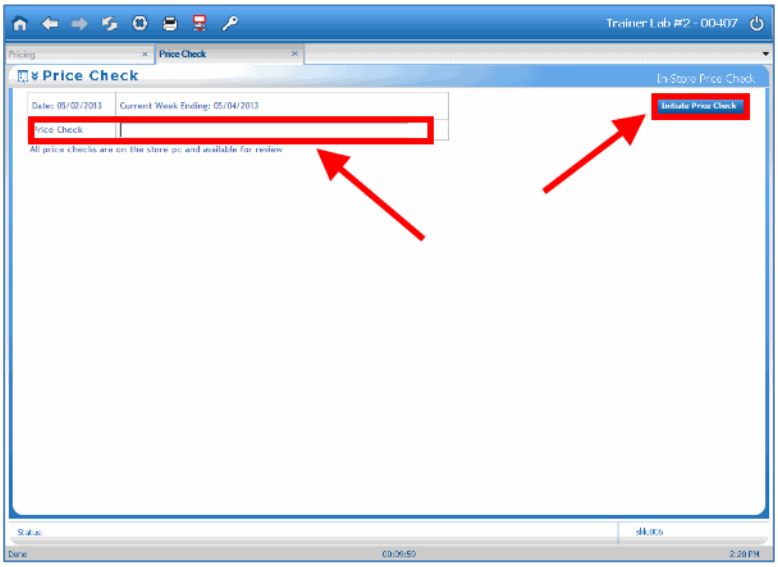
- Click **Initiate/Close Price Check Session**

  NOTE: *You must initiate a price check on the office PC before you can use the symbol gun to scan items*

- Enter a brief description of what you will be price checking (ex. Aisle 1) in the **Price Check** field.

  NOTE: *descriptions can only contain alphanumeric characters.*

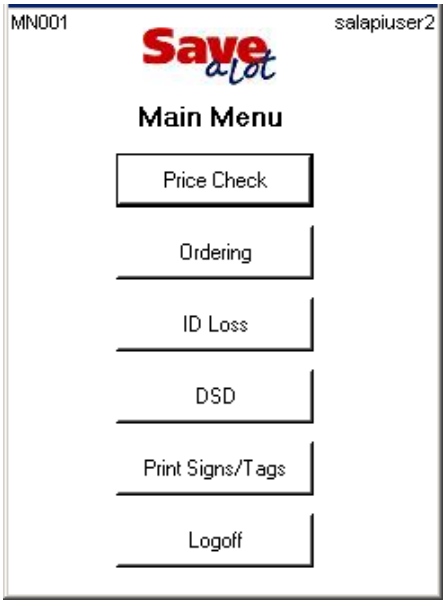
- Click **Initiate Price Check**
- You can now begin to price check using the symbol gun

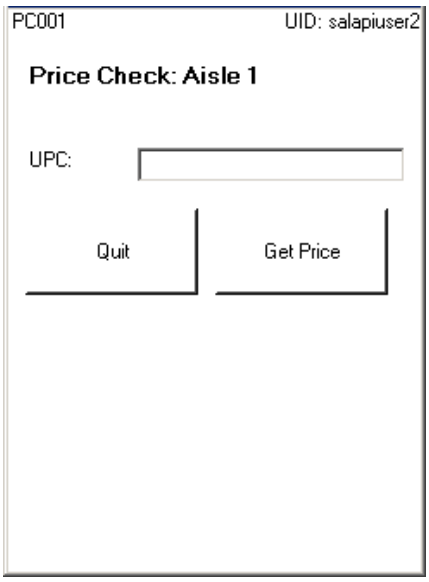


Price Check Using the Symbol Gun

- Type your **User ID** and **Password** and press **ENT**

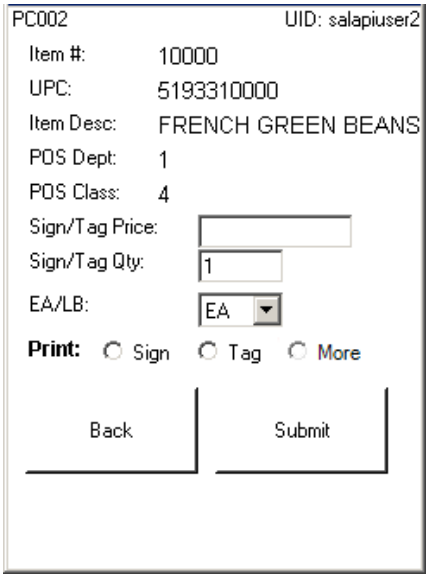
- Click the **Price Check** button





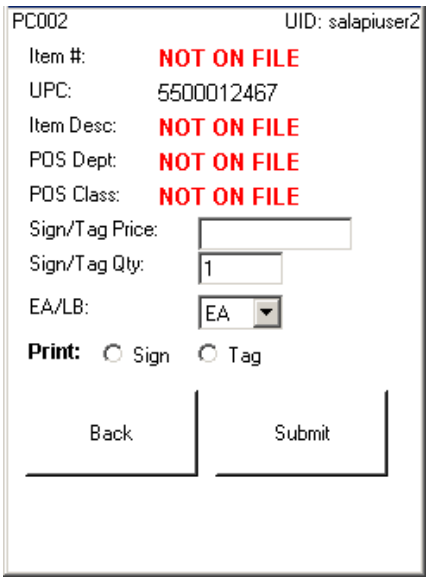
- Enter the item to be checked by one of the following methods
  - Scan the **UPC** barcode on the package
  - Enter the **UPC** code by hand using the number pad on the handheld
  - Enter the **PLU** code by hand using the number pad on the handheld

  NOTE: *Item numbers and shelf tag bar codes cannot be used in the UPC field*



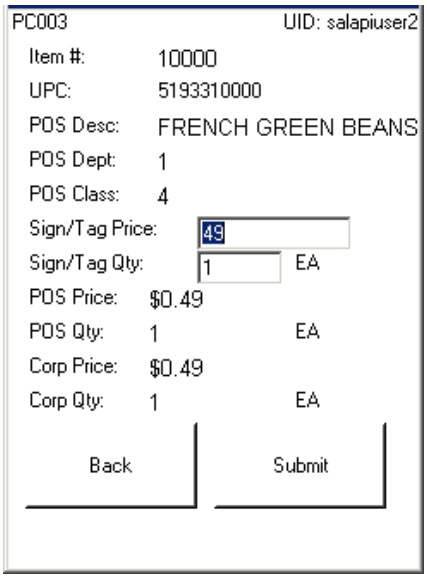
Item #	The Save A Lot item number
UPC	UPC code from the product
Item Desc	Order book description of the item
POS Dept	Department to which the item reports
POS Class	Sub department to which the item reports
Sign/Tag Price	Price that is displayed on the sign / tag
Sign/Tag Qty	Quantity per price on the sign / tag
EA/LB.	Select whether the item is sold by quantity or weight
Print: Sign/Tag	Print a current corporate sign or label
More	Print sign / tag using non-standard template

NOTE: *The* **More** *option will only appear if the store is using non-default print templates*
For detailed instructions see [Printing Signs/Labels from Symbol Gun]



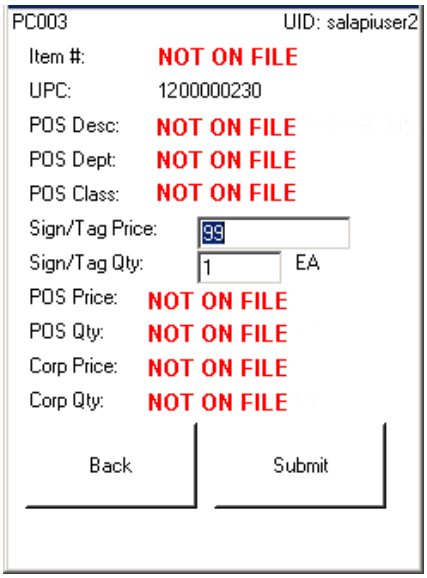
NOTE: *If* ***NOT ON FILE*** *appears in the* ***Item Desc, POS Dept*** *and* ***POS Class*** *fields then the UPC/PLU is not in the store's ISS45 item file.*
It is possible that the item may be in the ISS45 item file but does not have a POS class (sub department) assigned

- Enter the **Sign/Tag Price, Qty** and **EA/LB then c**lick **Submit** or press ENT on the symbol keypad



- Review the information on this screen

  ***NOTE**: if the **Sign/Tag Price** or **Quantity** entered on the item detail screen is incorrect they can be corrected here*



***NOTES:** If **NOT ON FILE** appears on the **POS Desc, POS Dept, POS Class, POS Price,** and **POS Qty** lines, it means that the item is not present in the Store's PLU file and must be entered before it can be sold*

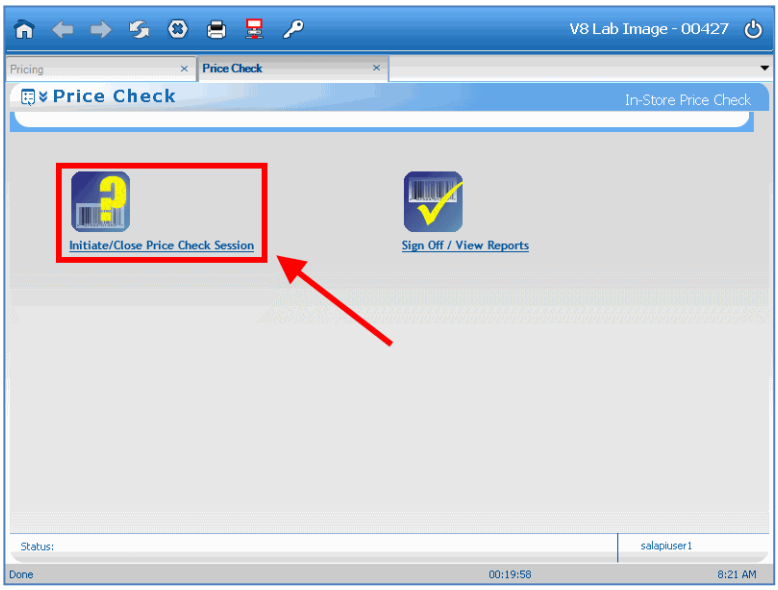
*If **NOT ON FILE** appears on the **Item #, Corp Price** and **Corp Qty** lines, it means that the item is not present in the Corporate PLU file **.** <u>This is normal for DSD items at Retail Partners' stores</u>*

Item #	The Save A Lot item number
UPC	UPC code from the product
Item Desc	Order book description of the item
POS Dept	Department in the ISS45 item file where the sales will report
POS Class	Sub department number in the POS file
Sign/Tag Price	Price found on the shelf tag or sign and was entered on the previous
Sign/Tag Qty	Quantity per price found on the shelf tag or sign and was entered on the previous
POS Price	Current retail price in the ISS45 item file (the price the item will scan at the register)
POS Qty	Quantity for the retail price in the ISS45 item file; EA or LB will be indicated to the right
Corp Price	Current Save A Lot suggested retail price for the store's pricing zone/tier
Corp Qty	Quantity for the suggested retail price

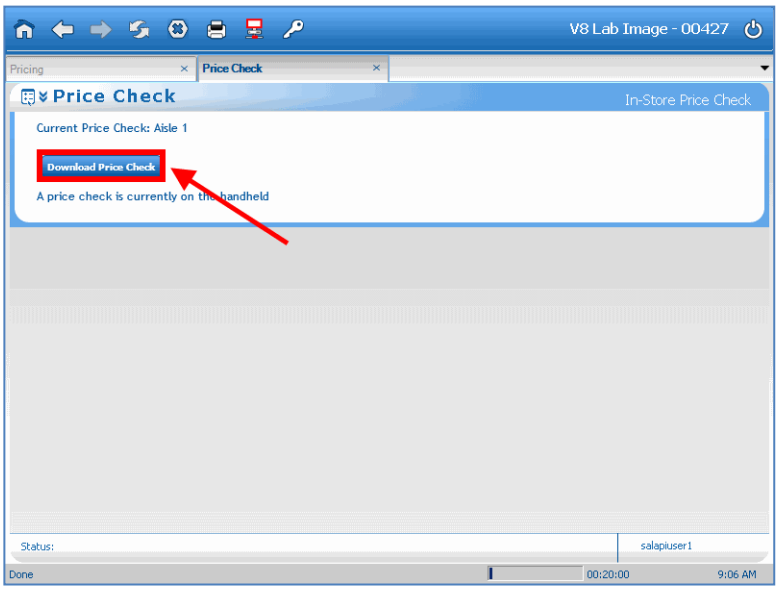
- Click **Submit** or ENT to submit the information entered and return to the price check screen
- Click **Back** to return to the price check screen

Reviewing A Price Check Session

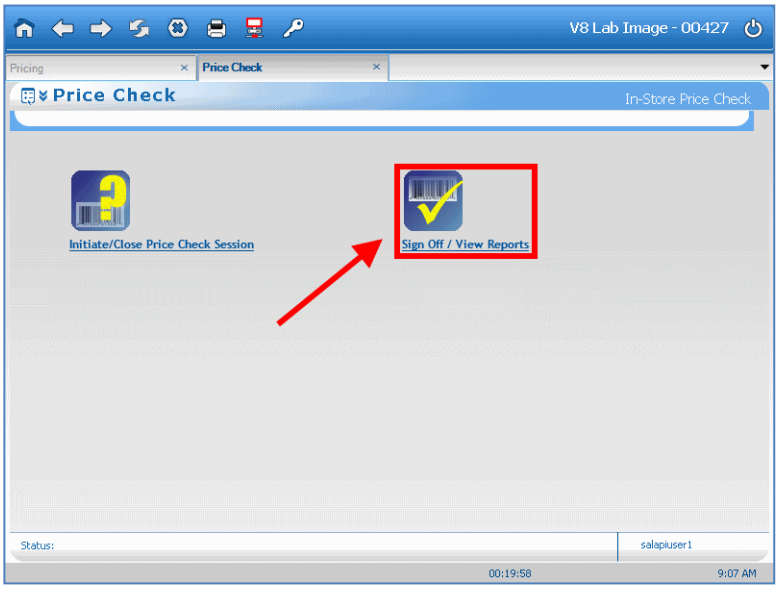
- From the **Price Check** screen click **Initiate/Close Price Check Session**



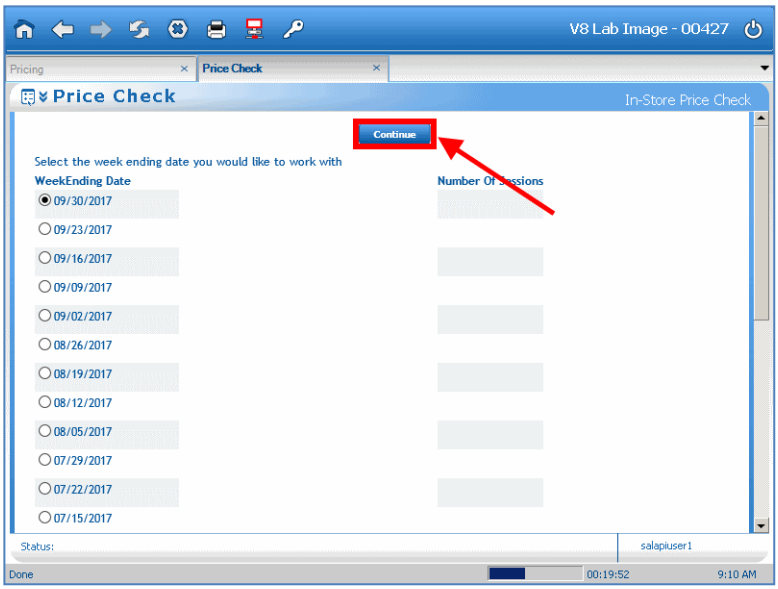
- Click the **Download Price Check** button to download the session from the symbol gun



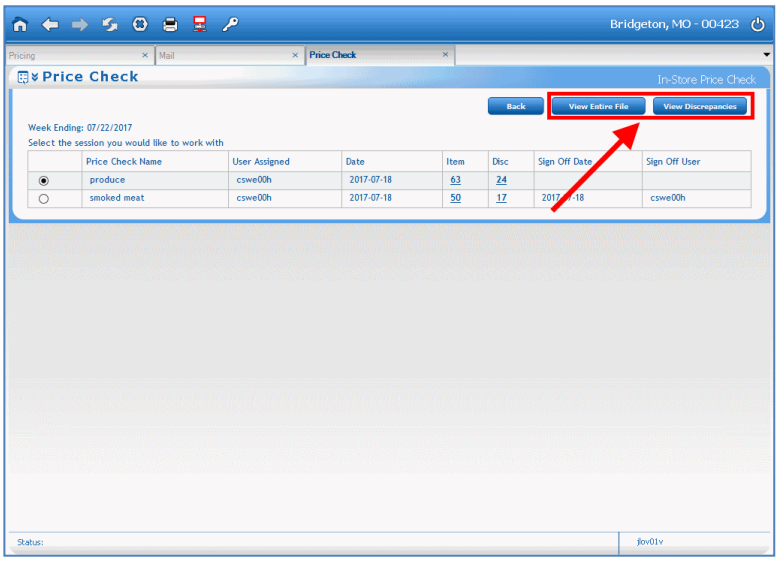
- Click on **Sign Off / View Reports**



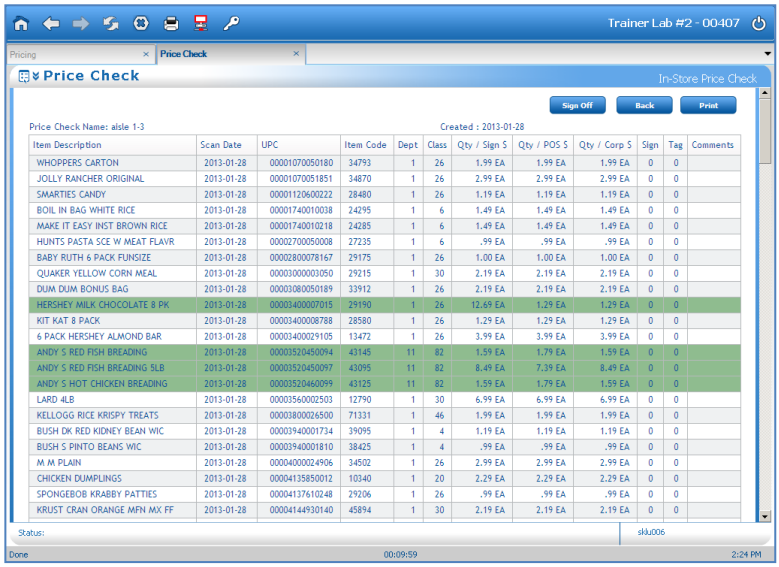
- Select the current **WeekEnding Date**
  - The number of price check sessions generated during that week is displayed in the column to the right of the screen
- Click **Continue**



- Select the price check you wish to view by clicking in the circle to the left of the **Price Check Name**
  - Click **View Entire File** to show all items scanned in the price check session
  - Click **View Discrepancies** to only show the items that were found to have errors



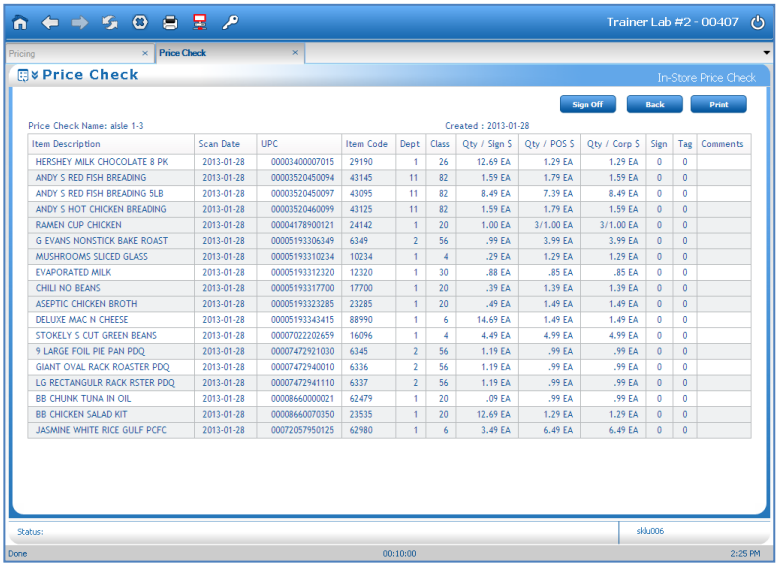
View Entire File



Item Description	Scan Date	UPC	Item Code	Dept	Class	Qty / Sign $	Qty / POS $	Qty / Corp $	Sign	Tag	Comments
WHOPPERS CARTON	2013-01-28	00001070050180	34793	1	26	1.99 EA	1.99 EA	1.99 EA	0	0	
JOLLY RANCHER ORIGINAL	2013-01-28	00001070051851	34870	1	26	2.99 EA	2.99 EA	2.99 EA	0	0	
SMARTIES CANDY	2013-01-28	00001120600222	28480	1	26	1.19 EA	1.19 EA	1.19 EA	0	0	
BOIL IN BAG WHITE RICE	2013-01-28	00001740010038	24295	1	6	1.49 EA	1.49 EA	1.49 EA	0	0	
MAKE IT EASY INST BROWN RICE	2013-01-28	00001740010218	24285	1	6	1.49 EA	1.49 EA	1.49 EA	0	0	
HUNTS PASTA SCE W MEAT FLAVR	2013-01-28	00002700050008	27235	1	6	.99 EA	.99 EA	.99 EA	0	0	
BABY RUTH 6 PACK FUNSIZE	2013-01-28	00002800078167	29175	1	26	1.00 EA	1.00 EA	1.00 EA	0	0	
QUAKER YELLOW CORN MEAL	2013-01-28	00003000003050	29215	1	30	2.19 EA	2.19 EA	2.19 EA	0	0	
DUM DUM BONUS BAG	2013-01-28	00003080050189	33912	1	26	2.19 EA	2.19 EA	2.19 EA	0	0	
HERSHEY MILK CHOCOLATE 8 PK	2013-01-28	00003400007015	29190	1	26	12.69 EA	1.29 EA	1.29 EA	0	0	
KIT KAT 8 PACK	2013-01-28	00003400008788	28580	1	26	1.29 EA	1.29 EA	1.29 EA	0	0	
6 PACK HERSHEY ALMOND BAR	2013-01-28	00003400029105	13472	1	26	3.99 EA	3.99 EA	3.99 EA	0	0	
ANDY S RED FISH BREADING	2013-01-28	00003520450094	43145	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
ANDY S RED FISH BREADING 5LB	2013-01-28	00003520450097	43095	11	82	8.49 EA	7.39 EA	8.49 EA	0	0	
ANDY S HOT CHICKEN BREADING	2013-01-28	00003520460099	43125	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
LARD 4LB	2013-01-28	00003560002503	12790	1	30	6.99 EA	6.99 EA	6.99 EA	0	0	
KELLOGG RICE KRISPY TREATS	2013-01-28	00003800026500	71331	1	46	1.99 EA	1.99 EA	1.99 EA	0	0	
BUSH DK RED KIDNEY BEAN WIC	2013-01-28	00003940001734	39095	1	4	1.19 EA	1.19 EA	1.19 EA	0	0	
BUSH S PINTO BEANS WIC	2013-01-28	00003940001810	38425	1	4	.99 EA	.99 EA	.99 EA	0	0	
M M PLAIN	2013-01-28	00004000024906	34502	1	26	2.99 EA	2.99 EA	2.99 EA	0	0	
CHICKEN DUMPLINGS	2013-01-28	00004135850012	10340	1	20	2.29 EA	2.29 EA	2.29 EA	0	0	
SPONGEBOB KRABBY PATTIES	2013-01-28	00004137610248	29206	1	26	.99 EA	.99 EA	.99 EA	0	0	
KRUST CRAN ORANGE MFN MX FF	2013-01-28	00004144930140	45894	1	30	2.19 EA	2.19 EA	2.19 EA	0	0	

- Lines highlighted in green indicate discrepancies

View Discrepancies



Item Description	Scan Date	UPC	Item Code	Dept	Class	Qty / Sign $	Qty / POS $	Qty / Corp $	Sign	Tag	Comments
HERSHEY MILK CHOCOLATE 8 PK	2013-01-28	00003400007015	29190	1	26	12.69 EA	1.29 EA	1.29 EA	0	0	
ANDY S RED FISH BREADING	2013-01-28	00003520450094	43145	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
ANDY S RED FISH BREADING 5LB	2013-01-28	00003520450097	43095	11	82	8.49 EA	7.39 EA	8.49 EA	0	0	
ANDY S HOT CHICKEN BREADING	2013-01-28	00003520460099	43125	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
RAMEN CUP CHICKEN	2013-01-28	00004178900121	24142	1	20	1.00 EA	3/1.00 EA	3/1.00 EA	0	0	
G EVANS NONSTICK BAKE ROAST	2013-01-28	00005193306349	6349	2	56	.99 EA	3.99 EA	3.99 EA	0	0	
MUSHROOMS SLICED GLASS	2013-01-28	00005193310234	10234	1	4	.29 EA	1.29 EA	1.29 EA	0	0	
EVAPORATED MILK	2013-01-28	00005193312320	12320	1	30	.88 EA	.85 EA	.85 EA	0	0	
CHILI NO BEANS	2013-01-28	00005193317700	17700	1	20	.39 EA	1.39 EA	1.39 EA	0	0	
ASEPTIC CHICKEN BROTH	2013-01-28	00005193323285	23285	1	20	.49 EA	1.49 EA	1.49 EA	0	0	
DELUXE MAC N CHEESE	2013-01-28	00005193343415	88990	1	6	14.69 EA	1.49 EA	1.49 EA	0	0	
STOKELY S CUT GREEN BEANS	2013-01-28	00007022202659	16096	1	4	4.49 EA	4.99 EA	4.99 EA	0	0	
9 LARGE FOIL PIE PAN PDQ	2013-01-28	00007472921030	6345	2	56	1.19 EA	.99 EA	.99 EA	0	0	
GIANT OVAL RACK ROASTER PDQ	2013-01-28	00007472940010	6336	2	56	1.19 EA	.99 EA	.99 EA	0	0	
LG RECTANGULR RACK RSTER PDQ	2013-01-28	00007472941110	6337	2	56	1.19 EA	.99 EA	.99 EA	0	0	
BB CHUNK TUNA IN OIL	2013-01-28	00008660000021	62479	1	20	.09 EA	.99 EA	.99 EA	0	0	
BB CHICKEN SALAD KIT	2013-01-28	00008660070350	23535	1	20	12.69 EA	1.29 EA	1.29 EA	0	0	
JASMINE WHITE RICE GULF PCFC	2013-01-28	00072057950125	62980	1	6	3.49 EA	6.49 EA	6.49 EA	0	0	

- This report will only show the items that were:
  - Missing a sign/tag
  - Not in the store PLU file
  - Not in the Corporate PLU file
  - There is a discrepancy between two or more of the following: the store PLU file price, the Corp PLU file price and the sign/tag price
  - Not assigned a subdepartment in ISS45

Item Description	The item's description in store's PLU (ISS45) file
Scan Date	The calendar date the item was entered into the price check session
UPC	The UPC number that was scanned or entered during the price check session
Item Code	The Save A Lot item number used for ordering
Dept	The department to which the item reports
Class	The sub department to which the item reports
Qty/Sign $	The quantity and price entered during the price check session
Qty/POS $	The quantity and price that are currently in the ISS45 item file
Qty/Corp $	The quantity and price that are the current Save A Lot recommended retail
Sign/Tag	A "1" in either column indicates a sign or tag was printed, "0" means no sign/tag printed
Comments	Descriptions of problems found

- **Sign Off** allows the user to sign off and close the price check application
- **Back** returns the user to the main price check screen
- **Print** allows the user to print the report

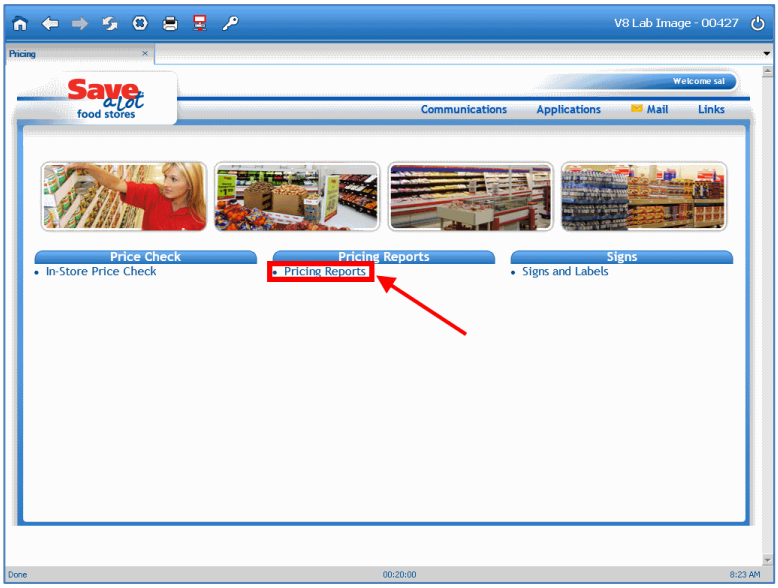
Pricing Reports

Perishable Retail Pricing Report (Corporate stores only)

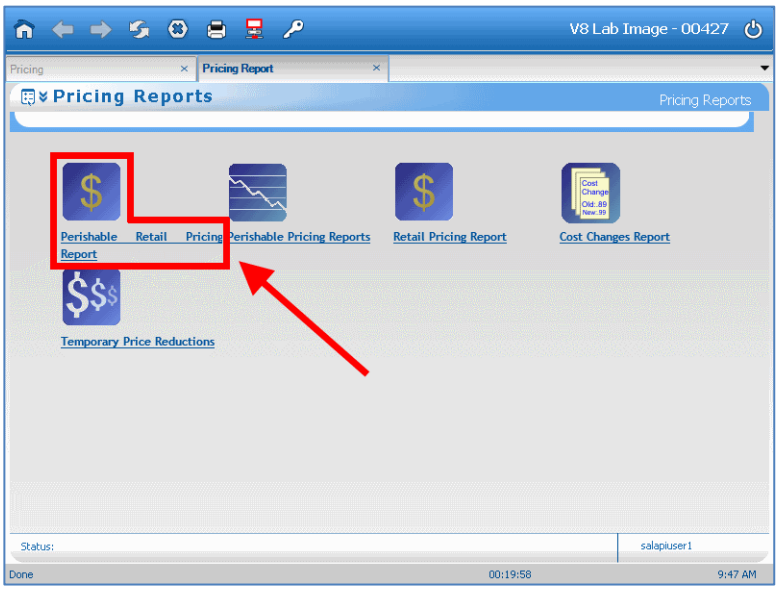
Allows a store to review and/or print perishable pricing information specific to their store for the current and next week

***NOTE**: Next Week report becomes available on Thursday*

- Select **Pricing Reports**

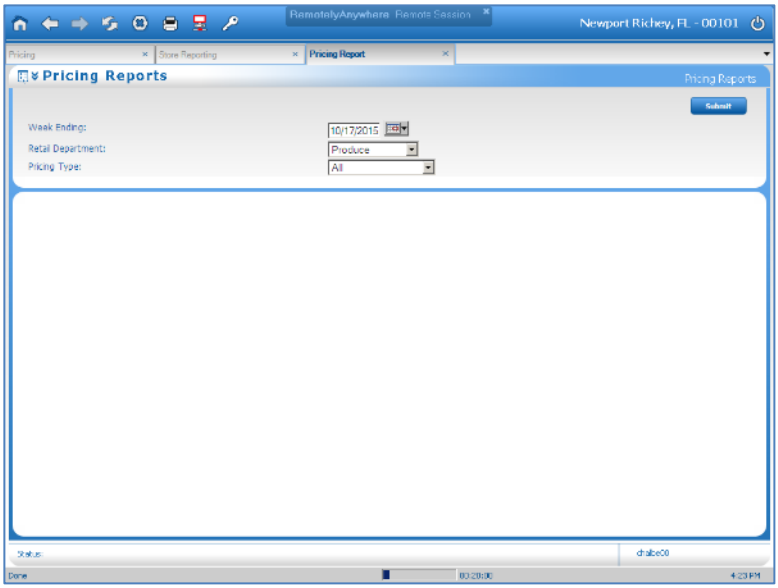


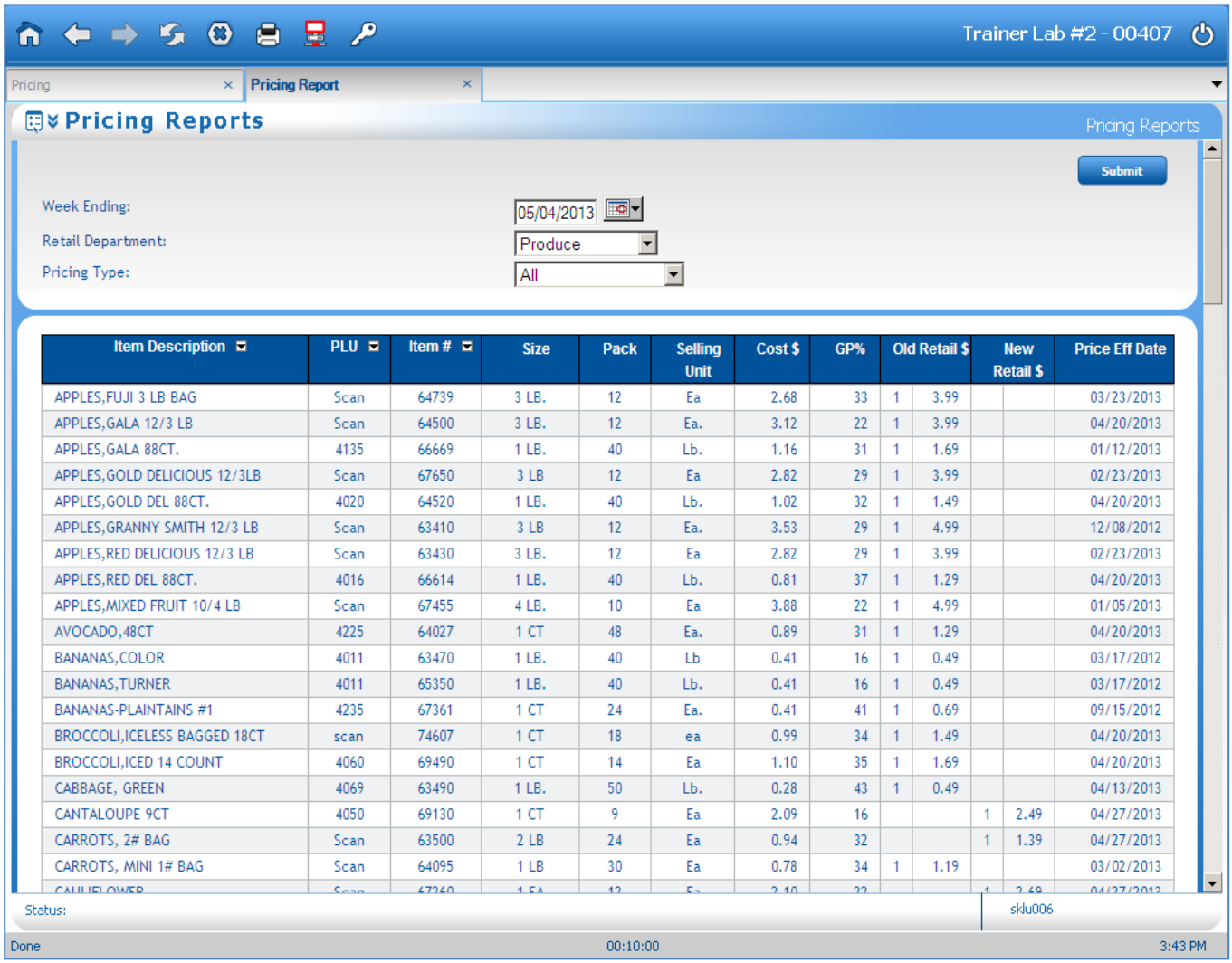
- Click **Perishable Retail Pricing Report**



- To view a **Perishable Retail Pricing Report**:
  - Select a week ending date by clicking on the button, and then click on the date
  - Select a department using the drop-down next to **Retail Department**
  - Select a pricing type using the drop-down next to **Pricing Type**
  - Click the **Submit** button

  NOTE: *You can review pricing history for the last 13 weeks. The next week's pricing will become available on Thursday of the current week*





Item Description	PLU	Item #	Size	Pack	Selling Unit	Cost $	GP%	Old Retail $		New Retail $		Price Eff Date
APPLES,FUJI 3 LB BAG	Scan	64739	3 LB.	12	Ea	2.68	33	1	3.99			03/23/2013
APPLES,GALA 12/3 LB	Scan	64500	3 LB.	12	Ea.	3.12	22	1	3.99			04/20/2013
APPLES,GALA 88CT.	4135	66669	1 LB.	40	Lb.	1.16	31	1	1.69			01/12/2013
APPLES,GOLD DELICIOUS 12/3LB	Scan	67650	3 LB	12	Ea	2.82	29	1	3.99			02/23/2013
APPLES,GOLD DEL 88CT.	4020	64520	1 LB.	40	Lb.	1.02	32	1	1.49			04/20/2013
APPLES,GRANNY SMITH 12/3 LB	Scan	63410	3 LB	12	Ea.	3.53	29	1	4.99			12/08/2012
APPLES,RED DELICIOUS 12/3 LB	Scan	63430	3 LB.	12	Ea	2.82	29	1	3.99			02/23/2013
APPLES,RED DEL 88CT.	4016	66614	1 LB.	40	Lb.	0.81	37	1	1.29			04/20/2013
APPLES,MIXED FRUIT 10/4 LB	Scan	67455	4 LB.	10	Ea	3.88	22	1	4.99			01/05/2013
AVOCADO,48CT	4225	64027	1 CT	48	Ea.	0.89	31	1	1.29			04/20/2013
BANANAS,COLOR	4011	63470	1 LB.	40	Lb	0.41	16	1	0.49			03/17/2012
BANANAS,TURNER	4011	65350	1 LB.	40	Lb.	0.41	16	1	0.49			03/17/2012
BANANAS-PLAINTAINS #1	4235	67361	1 CT	24	Ea.	0.41	41	1	0.69			09/15/2012
BROCCOLI,ICELESS BAGGED 18CT	scan	74607	1 CT	18	ea	0.99	34	1	1.49			04/20/2013
BROCCOLI,ICED 14 COUNT	4060	69490	1 CT	14	Ea	1.10	35	1	1.69			04/20/2013
CABBAGE, GREEN	4069	63490	1 LB.	50	Lb.	0.28	43	1	0.49			04/13/2013
CANTALOUPE 9CT	4050	69130	1 CT	9	Ea	2.09	16			1	2.49	04/27/2013
CARROTS, 2# BAG	Scan	63500	2 LB	24	Ea	0.94	32			1	1.39	04/27/2013
CARROTS, MINI 1# BAG	Scan	64095	1 LB	30	Ea	0.78	34	1	1.19			03/02/2013
CAULIFLOWER	Scan	67260	1 EA	12	Ea	2.10	22			1	2.69	04/27/2013

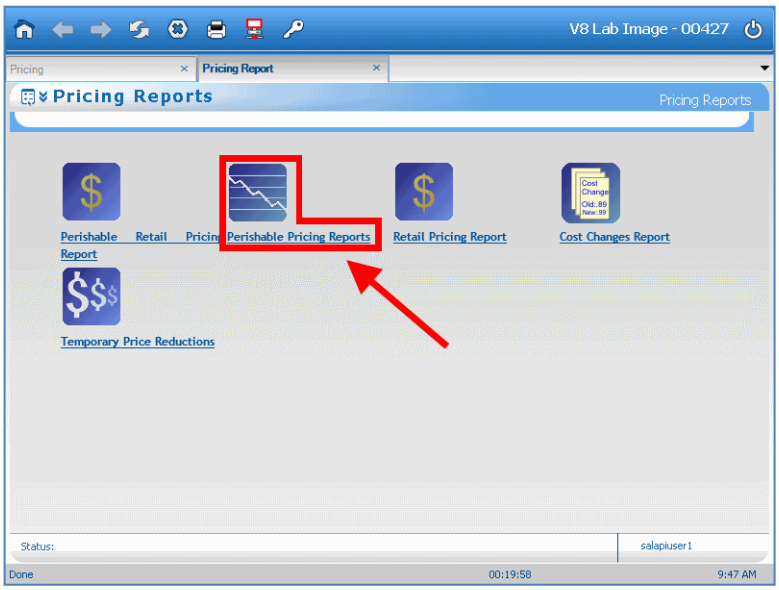
Item Description	Description of the item
PLU #	PLU code of the item
Item #	Save A Lot order number
Size	Size and unit of measure
Pack	Quantity of items per case
Selling Unit	Shows if item is sold by weight or quantity
Cost	Case quantity cost of item
GP%	Percentage of gross profit
Old Retail	Current quantity/price of item
New Retail	New quantity/price of item, if different from old
Price Eff Date	Last date of price change

- To sort the report in ascending or descending order by **Item Description**, **PLU**, or **Item #**, click the button next to the corresponding column header
- To return to the default sort of the report: click the **Submit** button again
- To print a copy, click on the button

Perishable Pricing Reports

Perishable pricing reports allow the store to review and print perishables pricing guides for the current or upcoming week

- Click **Perishable Pricing Reports**

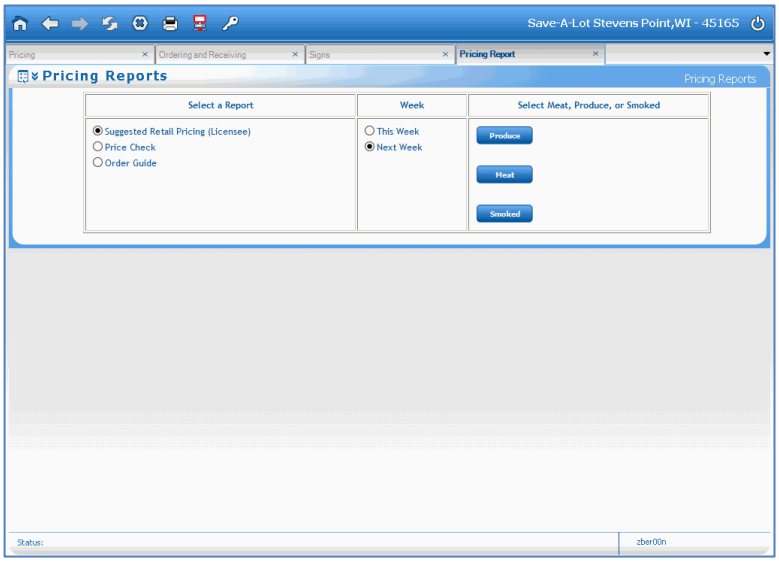


Suggested Retail Pricing (Retail Partners)

- Select the radio button next to **Suggested Retail Pricing (Licensee)**
- Click the radio button next to the desired date range

  NOTE: *Pricing for the upcoming week becomes available on Thursday afternoons*

- Select the perishable type
  - Produce
  - Meat
  - Smoked



Save-A-Lot Stevens Point,WI - 45165

Pricing | Pricing Report

Pricing Reports

Pricing Reports

PRICE AND AVAILABILITY UPDATE - 14-Edgerton
Week of: 7/15/2018 (created 07-12-2018 10:22:58)
Suggested Retail Pricing for Independent Retailers

14-Edgerton

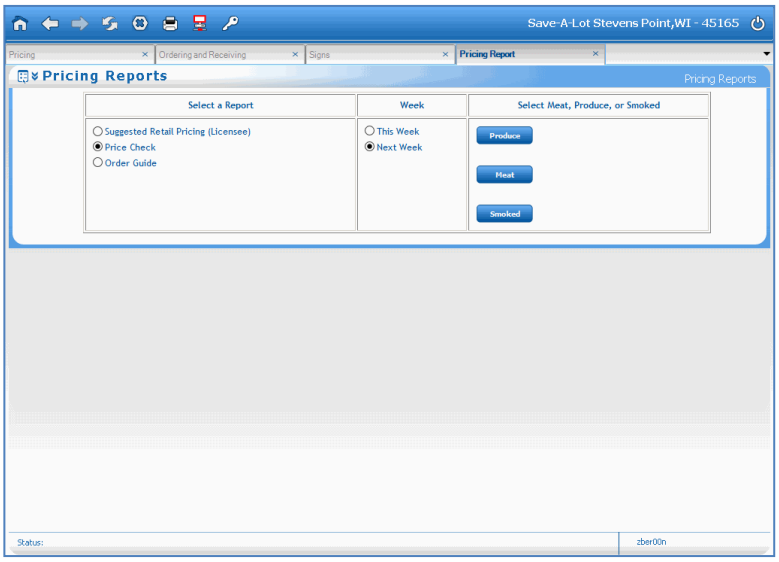
Item #	PLU	Description	Type	CP	Unit	Old Cost	New Cost	Unit $	Old Retail		New Retail		GP	Retailer Use Only	
64500	Scan	APPLES,GALA 12/3 LB	USA	12	Ea.	26.40		2.20	1	3.29	1	3.49	37%		
64535	4133	APPLES,GALA EURO	WA	27	Lb.	25.42		0.94	1	1.49			37%		
64515	4021	APPLES,GOLD DEL EURO	WA	27	Lb.	26.10		0.97	1	1.49			35%		
67650	Scan	APPLES,GOLD DELICIOUS 12/3LB	USA	12	Ea	34.88		2.91	1	3.29	1	3.49	17%		
66676	4139	APPLES,GRANNY EURO	WA	27	lb	28.56		1.06	1	1.49			29%		
63410	Scan	APPLES,GRANNY SMITH 12/3 LB	USA	12	Ea.	31.83		2.65	1	3.29	1	3.49	24%		
64505	4015	APPLES,RED DEL EURO	WA	27	Lb.	25.45		0.94	1	1.49			37%		
63430	Scan	APPLES,RED DELICIOUS 12/3 LB	USA	12	Ea	33.72		2.81	1	3.29	1	3.49	19%		
67455	Scan	APPLES,MIXED FRUIT 10/4 LB	USA	10	Ea	49.58	44.64	4.46	1	5.99			26%		
64091	4417	PEARS,D'ANJOU EURO	NW	27	Lb.	39.69	37.80	1.40	1	1.49	1	1.59	12%		
66384	Scan	BLACKBERRIES 6 OZ	IMP	12	Ea	19.42	21.60	1.80	2	5.00			28%		
61380	Scan	BLUEBERRIES, PINT 12CT	USA	12	Ea	21.66	19.93	1.66	2	5.00	2	4.00	17%		
66385	Scan	RASPBERRIES 6OZ.	USA	12	Ea	28.13		2.34	2	5.00			6%		
67350	Scan	STRAWBERRIES 1# CLAMSHELL	USA	8	Ea.	15.29	16.00	2.00	2	5.00	2	4.00			
63530	4958	LEMONS,CHOICE	CA	140	Ea	35.45		0.25	2	1.00			50%		
66090	4306	LIMES,VOL.FILL CARTON	MX	230	Ea.	15.88		0.07	10	1.00			30%		
67220	4048	LIMES	IMP	54	Ea	8.52		0.16	4	1.00			36%		
67001	SCAN	ORANGES, NAVEL 3 LB	IMP	9	Ea.	27.84		3.09	1	4.49			31%		
74231	4012	ORANGES,NAVEL 48 SIZE	USA	48	Ea	45.45		0.95	1	0.99			4%		
69380	Scan	ORANGES,VALENCIA 10/4 LB BAG	CA	10	Ea.	35.17		3.52	1	4.49			22%		
67632	Scan	CLEMENTINE 3# BAG	IMP	10	Ea	39.35		3.94	1	4.69	1	3.99	1%		
66380	4056	GRAPES,BLACK SEEDLESS	USA	19	Lb	33.46	25.00	1.32	1	2.29	1	1.99	34%		
66830	4022	GRAPES,RED SDLS CALIFORNIA	USA	19	Lb	28.95	25.20	1.33	1	2.00	1	1.99	33%		

Status: Kmal00l

Item #	Save A Lot order book code
PLU	PLU / UPC of item
Description	Item description
Type	Indicates the state or country of origin for produce; package size or cut of meat
CP	Case pack
Unit	Indicates if item is sold by weight or by unit; indicates package size (meat)
Old Cost	Save A Lot cost per case pack for the previous week
New Cost	Save A Lot cost per case pack for the current week
Unit $	Current Save A Lot cost per unit
Old Retail	Number of units offered per Retail price
	Save A Lot suggested retail for the previous week
New Retail	Number of units offered per Retail price
	Save A Lot suggested retail for the current week
GP	Gross profit percentage
Retailer Use Only	Reserved for Retail Partner notes

Price Check

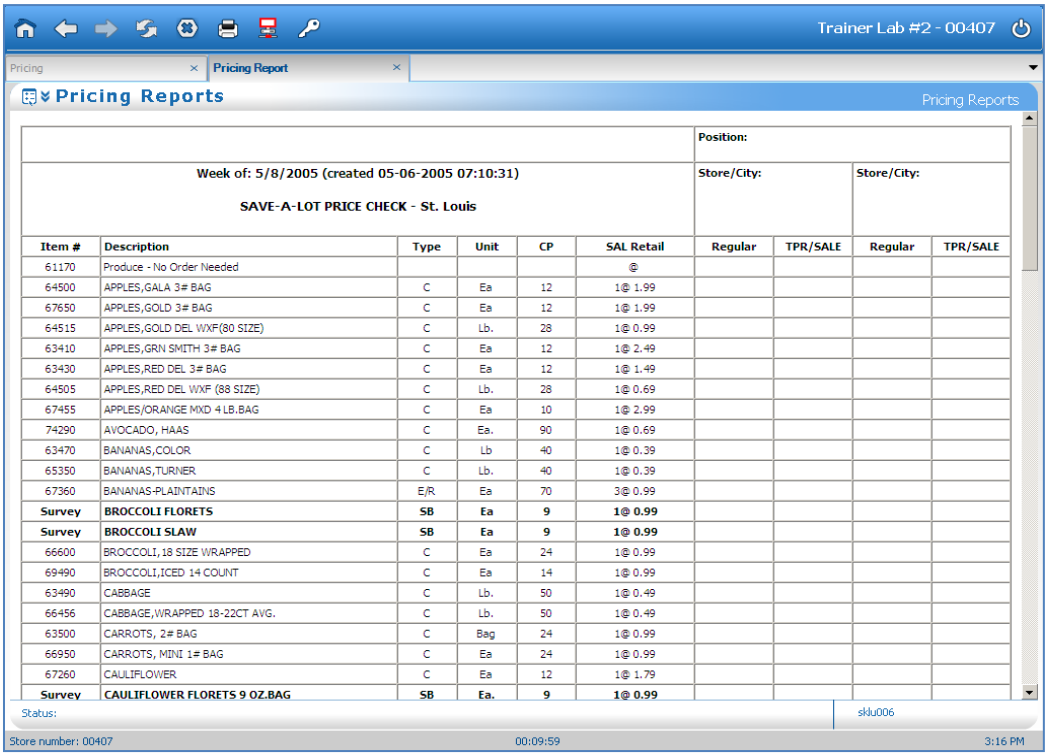
The **Price Check Report** allows you to enter up to two competitor stores to assist in competitive pricing



- Click the radio button next to **Price Check**
- Click the radio button next to the desired date range

  NOTE: *Pricing for the upcoming week becomes available on Thursday afternoons*

- Select the perishable type
  - Produce
  - Meat
  - Smoked

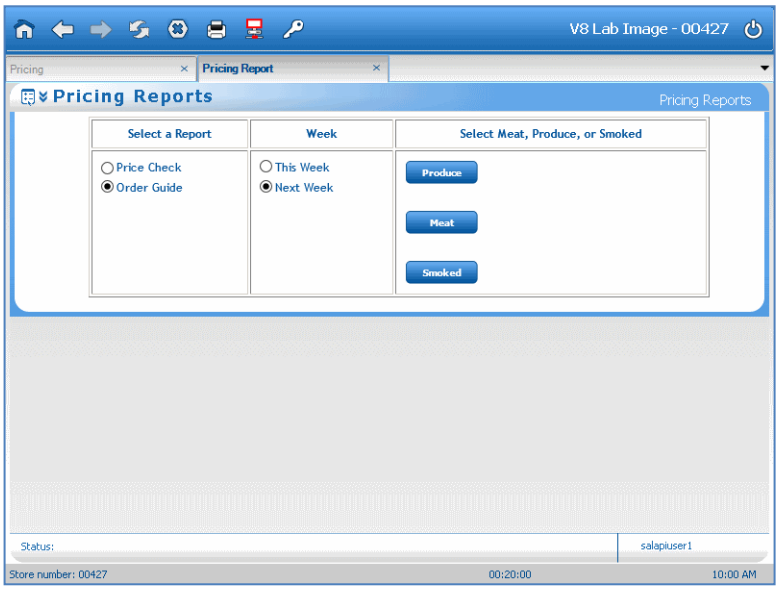


Item #	Description	Type	Unit	CP	SAL Retail	Regular	TPR/SALE	Regular	TPR/SALE
61170	Produce - No Order Needed				@				
64500	APPLES,GALA 3# BAG	C	Ea	12	1@ 1.99				
67650	APPLES,GOLD 3# BAG	C	Ea	12	1@ 1.99				
64515	APPLES,GOLD DEL WXF(80 SIZE)	C	Lb.	28	1@ 0.99				
63410	APPLES,GRN SMITH 3# BAG	C	Ea	12	1@ 2.49				
63430	APPLES,RED DEL 3# BAG	C	Ea	12	1@ 1.49				
64505	APPLES,RED DEL WXF (88 SIZE)	C	Lb.	28	1@ 0.69				
67455	APPLES/ORANGE MXD 4 LB.BAG	C	Ea	10	1@ 2.99				
74290	AVOCADO, HAAS	C	Ea.	90	1@ 0.69				
63470	BANANAS,COLOR	C	Lb	40	1@ 0.39				
65350	BANANAS,TURNER	C	Lb.	40	1@ 0.39				
67360	BANANAS-PLAINTAINS	E/R	Ea	70	3@ 0.99				
Survey	**BROCCOLI FLORETS**	**SB**	**Ea**	**9**	**1@ 0.99**				
Survey	**BROCCOLI SLAW**	**SB**	**Ea**	**9**	**1@ 0.99**				
66600	BROCCOLI, 18 SIZE WRAPPED	C	Ea	24	1@ 0.99				
69490	BROCCOLI,ICED 14 COUNT	C	Ea	14	1@ 0.99				
63490	CABBAGE	C	Lb.	50	1@ 0.49				
66456	CABBAGE,WRAPPED 18-22CT AVG.	C	Lb.	50	1@ 0.49				
63500	CARROTS, 2# BAG	C	Bag	24	1@ 0.99				
66950	CARROTS, MINI 1# BAG	C	Ea	24	1@ 0.99				
67260	CAULIFLOWER	C	Ea	12	1@ 1.79				
Survey	**CAULIFLOWER FLORETS 9 OZ.BAG**	**SB**	**Ea.**	**9**	**1@ 0.99**				

Item #	Save A Lot order book code
Description	Item description
Type	Indicates the state or country of origin for produce; package size or cut (meat)
Unit	Indicates if item is sold by weight or by unit; indicates package size (meat)
CP	Case pack
SAL Retail	Save A Lot suggested retail for the current week
Regular	Competitor's everyday price
TPR/Sale	Competitor's temporary price reduction or sale price

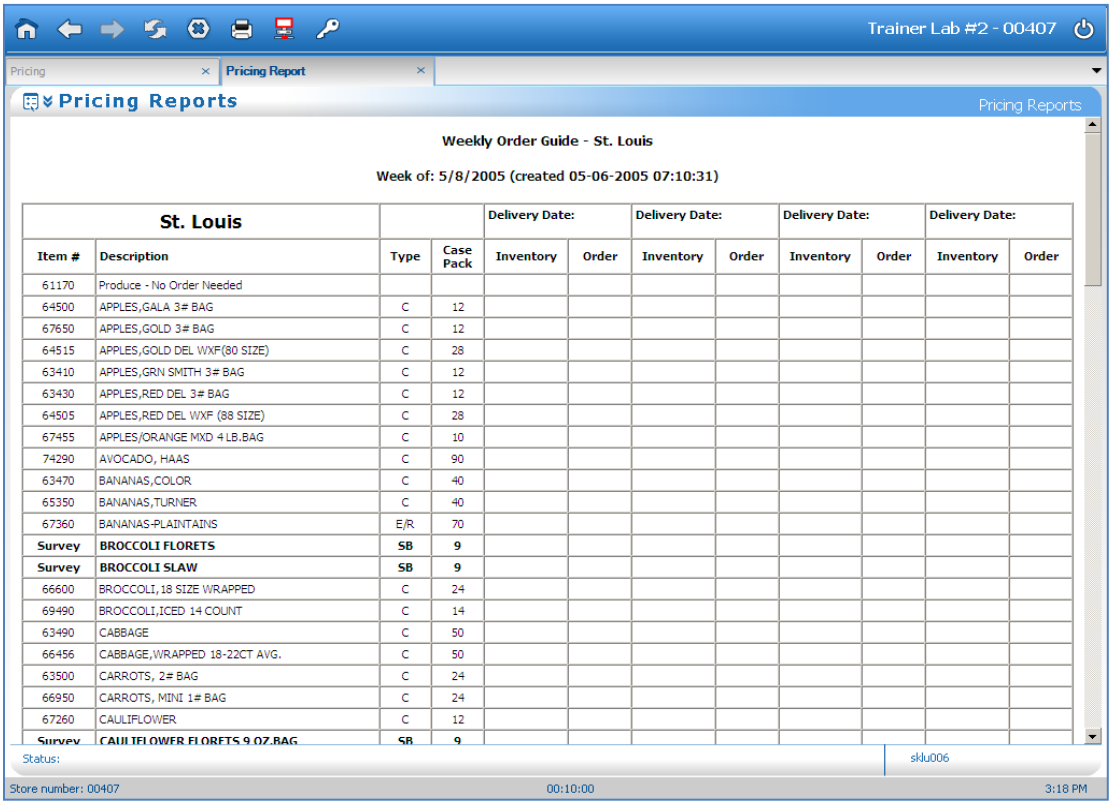
- To print a copy, click the printer icon in the toolbar at the top of the page

Order Guide



The **Order Guide Report** provides a format to enter by hand the current inventory and desired produce or meat orders. Click the radio button next to **Order Guide** in the **Select A Report** column

- Click the radio button next to the desired date range in the **Week** column
  - The next week's pricing becomes available on Thursday afternoons
- Select
  - Produce
  - Meat
  - Smoked



St. Louis				Delivery Date:		Delivery Date:		Delivery Date:		Delivery Date:	
Item #	Description	Type	Case Pack	Inventory	Order	Inventory	Order	Inventory	Order	Inventory	Order
61170	Produce - No Order Needed										
64500	APPLES,GALA 3# BAG	C	12								
67650	APPLES,GOLD 3# BAG	C	12								
64515	APPLES,GOLD DEL WXF(80 SIZE)	C	28								
63410	APPLES,GRN SMITH 3# BAG	C	12								
63430	APPLES,RED DEL 3# BAG	C	12								
64505	APPLES,RED DEL WXF (88 SIZE)	C	28								
67455	APPLES/ORANGE MXD 4 LB.BAG	C	10								
74290	AVOCADO, HAAS	C	90								
63470	BANANAS,COLOR	C	40								
65350	BANANAS,TURNER	C	40								
67360	BANANAS-PLAINTAINS	E/R	70								
Survey	**BROCCOLI FLORETS**	**SB**	**9**								
Survey	**BROCCOLI SLAW**	**SB**	**9**								
66600	BROCCOLI,18 SIZE WRAPPED	C	24								
69490	BROCCOLI,ICED 14 COUNT	C	14								
63490	CABBAGE	C	50								
66456	CABBAGE,WRAPPED 18-22CT AVG.	C	50								
63500	CARROTS, 2# BAG	C	24								
66950	CARROTS, MINI 1# BAG	C	24								
67260	CAULIFLOWER	C	12								
Survey	**CAULIFLOWER FLORETS 9 OZ.BAG**	**SB**	**9**								

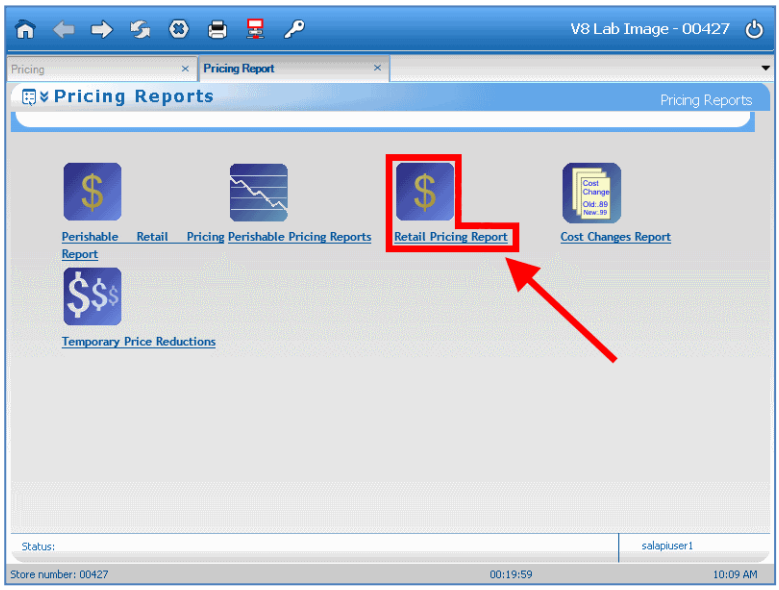
- The **Order Guide** report, when printed, allows you to enter current inventory and order quantity needed for up to four deliveries.

Item #	Save A Lot order book code
Description	Item description
Type	Indicates the state or country of origin for produce; package size or cut for meat
Case Pack	Sellable units per case

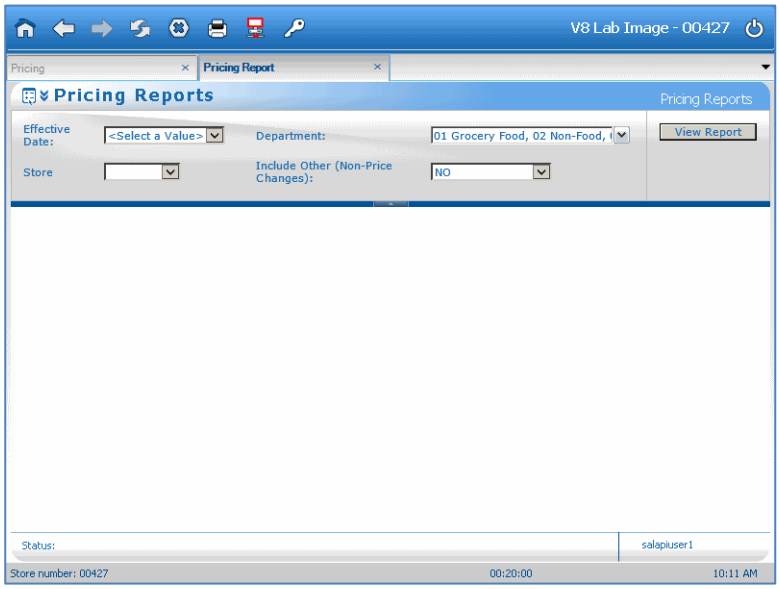
- To print a copy, click the printer icon in the toolbar at the top of the page

Retail Pricing Report

Displays all new items and price changes occurring since a certain date



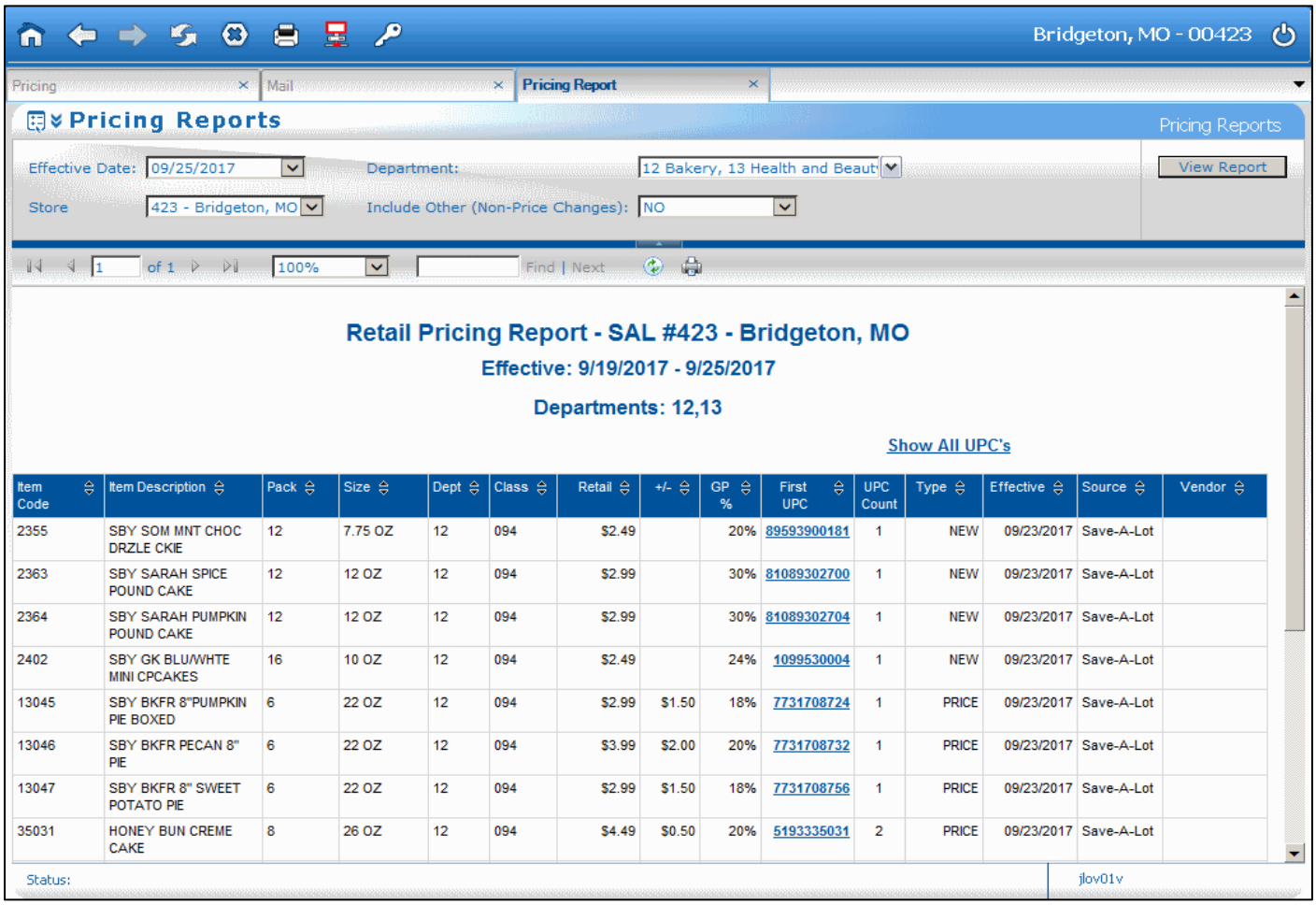
- Click **Retail Pricing Report**



Effective Date	Displays the Cost-Effective Dates
Department	Choose departments using the drop-down. By default, all departments are selected.
Store	The store selection cannot be changed
Include Other (Non-Cost Changes)	By default, item changes that are not "new" or "cost" are not displayed on the retail pricing report.

NOTE: *If no items within a selected department have changes within the effective date range, the department will not be displayed on the report*

- After configuring your report click **View Report**



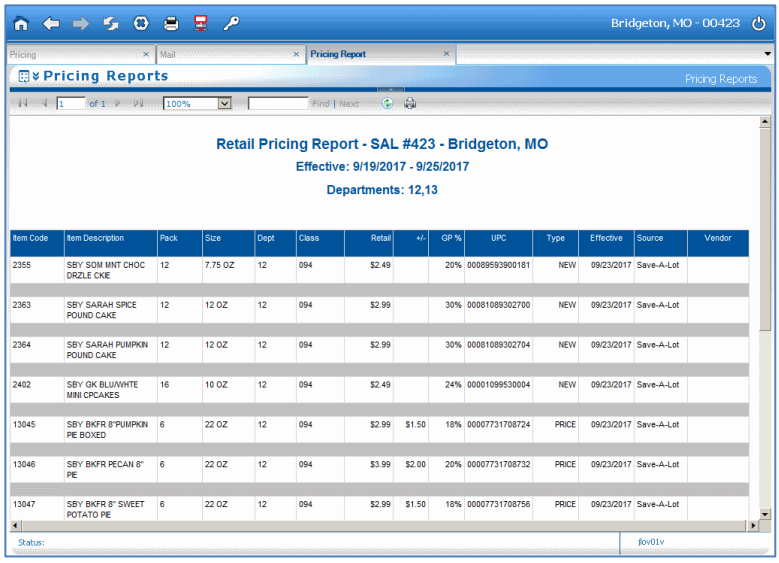
Item Code	Item Description	Pack	Size	Dept	Class	Retail	+/-	GP %	First UPC	UPC Count	Type	Effective	Source	Vendor
2355	SBY SOM MNT CHOC DRZLE CKIE	12	7.75 OZ	12	094	$2.49		20%	89593900181	1	NEW	09/23/2017	Save-A-Lot	
2363	SBY SARAH SPICE POUND CAKE	12	12 OZ	12	094	$2.99		30%	81089302700	1	NEW	09/23/2017	Save-A-Lot	
2364	SBY SARAH PUMPKIN POUND CAKE	12	12 OZ	12	094	$2.99		30%	81089302704	1	NEW	09/23/2017	Save-A-Lot	
2402	SBY GK BLU/WHTE MINI CPCAKES	16	10 OZ	12	094	$2.49		24%	1099530004	1	NEW	09/23/2017	Save-A-Lot	
13045	SBY BKFR 8"PUMPKIN PIE BOXED	6	22 OZ	12	094	$2.99	$1.50	18%	7731708724	1	PRICE	09/23/2017	Save-A-Lot	
13046	SBY BKFR PECAN 8" PIE	6	22 OZ	12	094	$3.99	$2.00	20%	7731708732	1	PRICE	09/23/2017	Save-A-Lot	
13047	SBY BKFR 8" SWEET POTATO PIE	6	22 OZ	12	094	$2.99	$1.50	18%	7731708756	1	PRICE	09/23/2017	Save-A-Lot	
35031	HONEY BUN CREME CAKE	8	26 OZ	12	094	$4.49	$0.50	20%	5193335031	2	PRICE	09/23/2017	Save-A-Lot	

- The report will display all new items and price changes occurring within the effective date range selection
- The effective date is the first day the item began shipping from the distribution center
- Items in the report can be sorted by clicking the up/down arrows in the column header

Item Code	SAL item code
Item Description	Item description
Pack	Item case pack
Size	Item unit size and unit of measure
Dept	Department number
Class	Commodity class / Subdepartment number
Retail	Item unit retail qty and retail price
+/-	Item unit retail dollar variance (increase or decrease) from the previous effective retail
GP %	Item unit gross profit percentage
First UPC	Only the first UPC associated with an item in the SAL pricing system is displayed. Click the underlined UPC number to view additional UPCs (if available – see **UPC count** below).
UPC Count	The number of UPCs associated with the item in the SAL pricing system.
Type	Maintenance type identifier: new, price or other
Effective	Effective date of the price change
Source	SAL or DSD
Vendor	DSD vendor ID number, not applicable for SAL (DC) items

- To sort multiple columns, hold the shift key, then click the up/down arrows on columns to sort

- To view all UPCs associated with the items displayed in the retail pricing report, click the **Show All UPCs** link
- Click to return to the **Retail Pricing Report** home screen
- Click to print the report

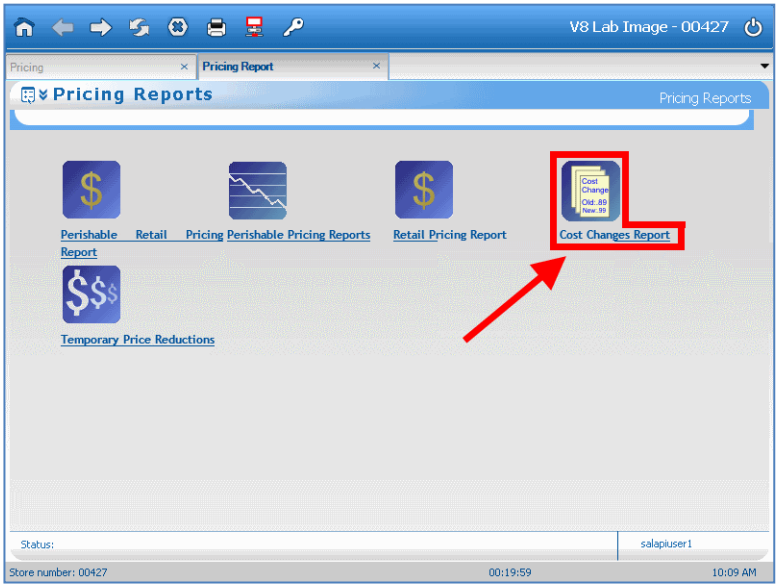


Item Code	Item Description	Pack	Size	Dept	Class	Retail	+/-	GP %	UPC	Type	Effective	Source	Vendor
2355	SBY SOM MNT CHOC DRZLE CKIE	12	7.75 OZ	12	094	$2.49		20%	00089593900181	NEW	09/23/2017	Save-A-Lot	
2363	SBY SARAH SPICE POUND CAKE	12	12 OZ	12	094	$2.99		30%	00081089302700	NEW	09/23/2017	Save-A-Lot	
2364	SBY SARAH PUMPKIN POUND CAKE	12	12 OZ	12	094	$2.99		30%	00081089302704	NEW	09/23/2017	Save-A-Lot	
2402	SBY GK BLU/WHTE MINI CPCAKES	16	10 OZ	12	094	$2.49		24%	00001099530004	NEW	09/23/2017	Save-A-Lot	
13045	SBY BKFR 8"PUMPKIN PIE BOXED	6	22 OZ	12	094	$2.99	$1.50	18%	00007731708724	PRICE	09/23/2017	Save-A-Lot	
13046	SBY BKFR PECAN 8" PIE	6	22 OZ	12	094	$3.99	$2.00	20%	00007731708732	PRICE	09/23/2017	Save-A-Lot	
13047	SBY BKFR 8" SWEET POTATO PIE	6	22 OZ	12	094	$2.99	$1.50	18%	00007731708756	PRICE	09/23/2017	Save-A-Lot	

Cost Changes Report

Displays new items and changes in cost of existing items within a specified date range

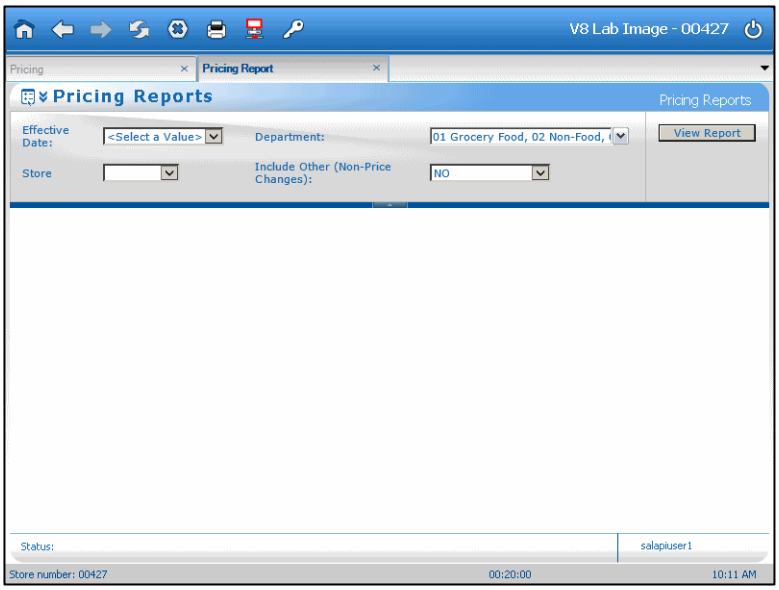
- Click **Cost Changes Report**

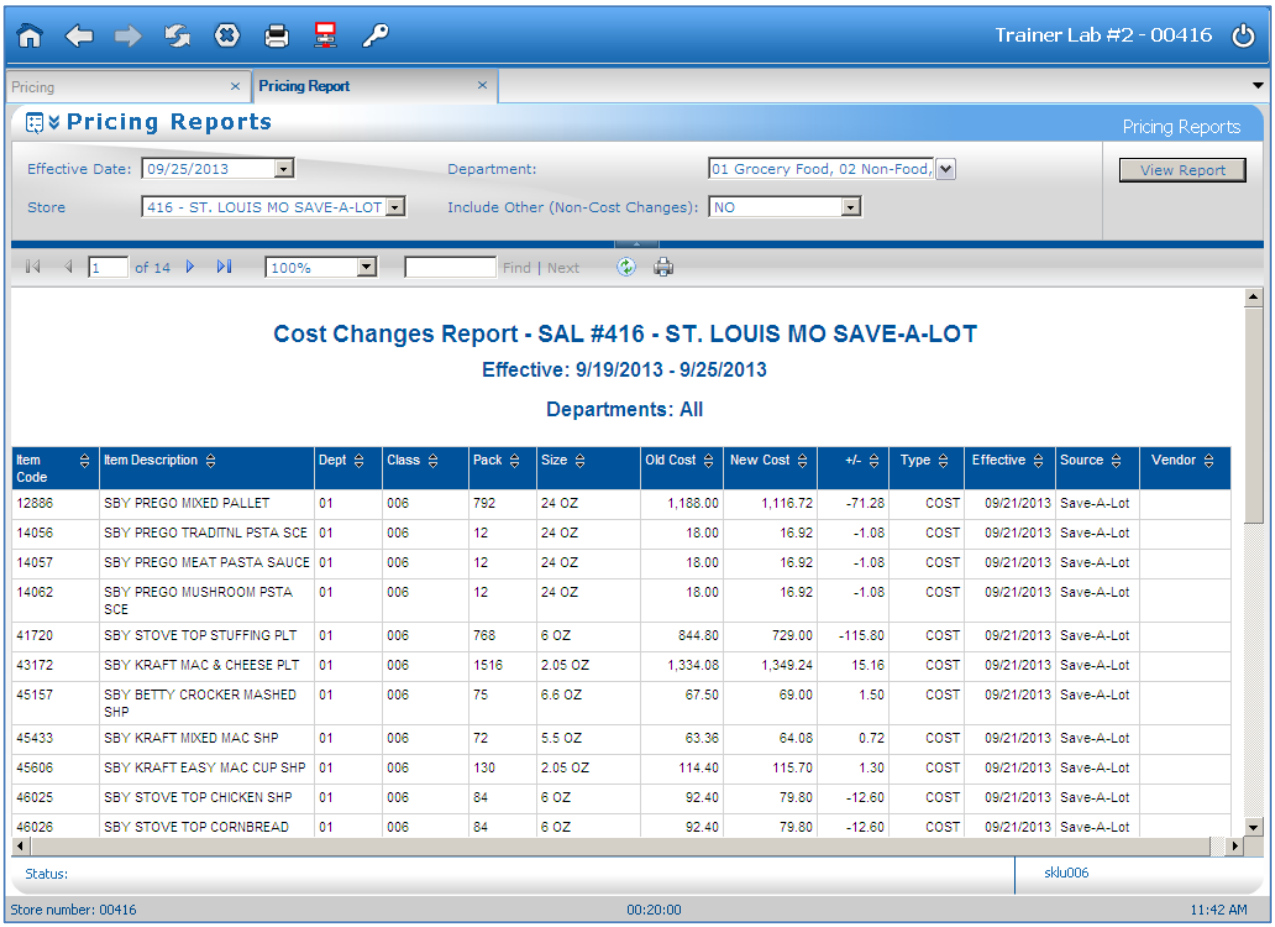


Effective Date	Displays the Cost-Effective Dates
Department	Choose departments using the drop-down. By default, all departments are selected.
Store	Cannot be changed
Include Other (Non-Cost Changes)	By default, item changes that are not "new" or "cost" are not displayed on the retail pricing report.

NOTE: *If no items have changes within the effective date range department will not be displayed on the report*

- After configuring your report click the **View Report** button





Item Code	Item Description	Dept	Class	Pack	Size	Old Cost	New Cost	+/-	Type	Effective	Source	Vendor
12886	SBY PREGO MIXED PALLET	01	006	792	24 OZ	1,188.00	1,116.72	-71.28	COST	09/21/2013	Save-A-Lot	
14056	SBY PREGO TRADITNL PSTA SCE	01	006	12	24 OZ	18.00	16.92	-1.08	COST	09/21/2013	Save-A-Lot	
14057	SBY PREGO MEAT PASTA SAUCE	01	006	12	24 OZ	18.00	16.92	-1.08	COST	09/21/2013	Save-A-Lot	
14062	SBY PREGO MUSHROOM PSTA SCE	01	006	12	24 OZ	18.00	16.92	-1.08	COST	09/21/2013	Save-A-Lot	
41720	SBY STOVE TOP STUFFING PLT	01	006	768	6 OZ	844.80	729.00	-115.80	COST	09/21/2013	Save-A-Lot	
43172	SBY KRAFT MAC & CHEESE PLT	01	006	1516	2.05 OZ	1,334.08	1,349.24	15.16	COST	09/21/2013	Save-A-Lot	
45157	SBY BETTY CROCKER MASHED SHP	01	006	75	6.6 OZ	67.50	69.00	1.50	COST	09/21/2013	Save-A-Lot	
45433	SBY KRAFT MIXED MAC SHP	01	006	72	5.5 OZ	63.36	64.08	0.72	COST	09/21/2013	Save-A-Lot	
45606	SBY KRAFT EASY MAC CUP SHP	01	006	130	2.05 OZ	114.40	115.70	1.30	COST	09/21/2013	Save-A-Lot	
46025	SBY STOVE TOP CHICKEN SHP	01	006	84	6 OZ	92.40	79.80	-12.60	COST	09/21/2013	Save-A-Lot	
46026	SBY STOVE TOP CORNBREAD	01	006	84	6 OZ	92.40	79.80	-12.60	COST	09/21/2013	Save-A-Lot	

- The effective date is the first day the item began shipping from the distribution center.
- Items in the report can be sorted by clicking the up/down arrows in the column header.

Item Code	SAL item code
Item Description	Item description
Dept	Department number
Class	Commodity class / Subdepartment number
Pack	Item case pack
Size	Item unit size and unit of measure
Old Cost	Previous effective cost of the item
New Cost	Item cost based on the effective date displayed
+/-	Item cost variance (increase or decrease) from the previous effective cost
Type	Maintenance type Identifier: new, cost or other
Effective	Effective date of the change
Source	SAL or DSD
Vendor	DSD vendor ID number, not applicable for SAL (DC) items

- To sort multiple columns press and hold the **shift** key, then click the up/down arrows on each column to sort, in the order you wish to view them
- To print a copy, click the printer icon in the toolbar at the top of the page

Temporary Price Reduction

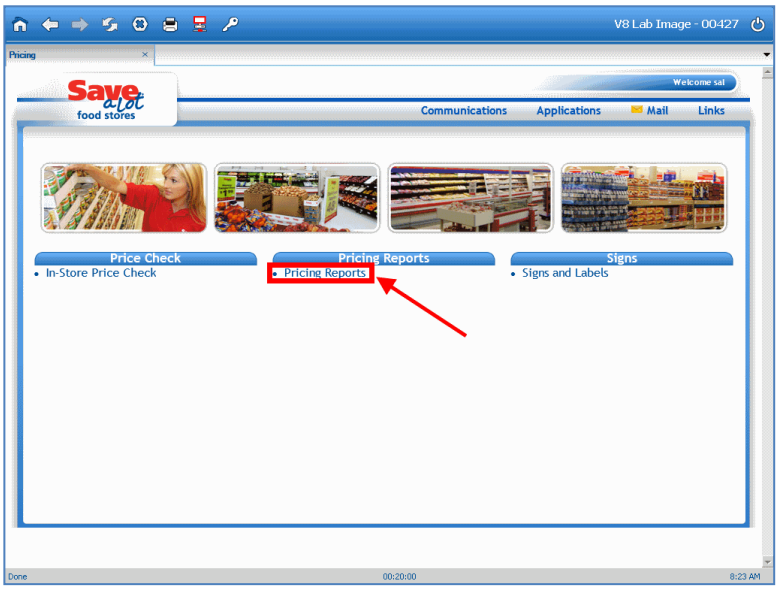
Used to adjust special pricing for excessive quantity items or slow-moving special buy items that will not be re-ordered or do not have additional release dates

Overview

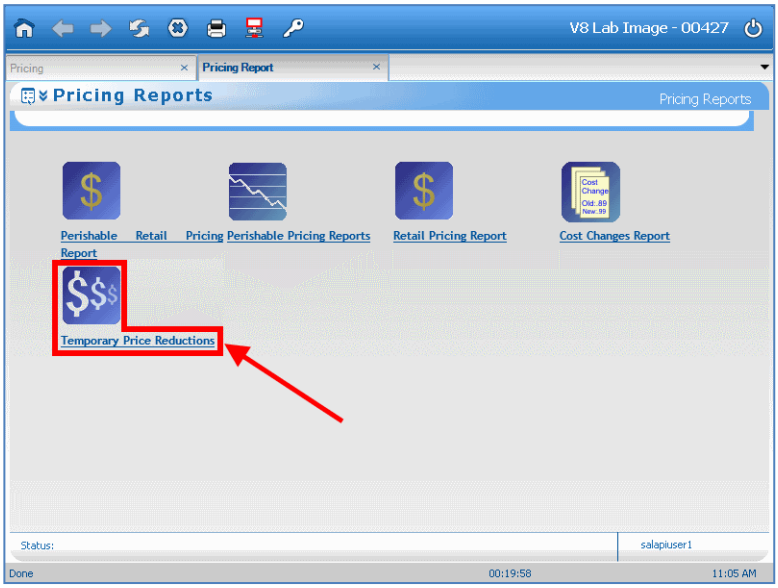
- When should I use the TPR application?
  - For excess quantity or slow-moving Special Buy items that will not be reordered and do not have additional release dates
  - TPR should not be used for everyday or DSD items
- What day of the week should I use TPR?
  - Though TPR can be used at any time, planning your price reductions so that they are all entered on the same day of the week will make monitoring and management of reduction activations and expirations much more efficient
  - Save A Lot recommends doing TPR the day before your weekly price changes so that batches, signs, mark ups/downs can be run together as the most effective day of the week to make your TPR entries
- Price reductions entered into this application are not immediate
  - Entries completed by 10pm central time will create a unique POS markdown batch that will be available to execute by 6am (local time) on the following day
  - For this reason, you must plan your markdowns in advance
- Price reductions will be considered temporary
  - Price reduction entries will expire thirty (30) days from the date the markdown was made available to the store (the day following its creation)
  - After thirty days a new batch will be created. When executed, this batch will set the item to the current retail price
- Price reduction batches can be “expired” earlier than the 30-day initial markdown date
  - Price reduction entries will create a unique POS expiration batch that will be available to execute by 6am on the following day
  - They are not immediate. You must plan your early expirations in advance
- Corresponding signs or tags must be requested, printed, and displayed in coordination with executing both price reduction and expiration batches
- Markup/markdown count sheets will be created and need to be completed for each price reduction and expired price reduction
- Produce and meat items are excluded from markup/markdown
- You must use the ID Loss system to capture the shrink impact of the TPR

Entering a New Temporary Price Reduction

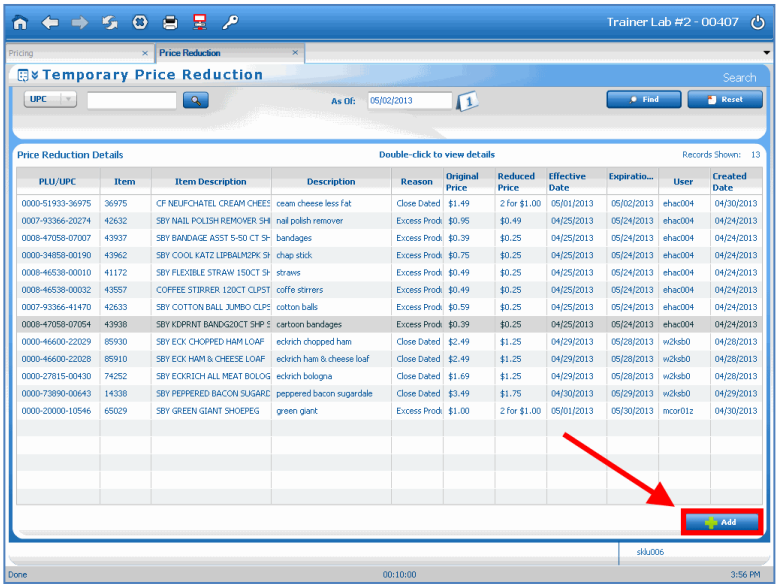
- Click **Pricing Reports**



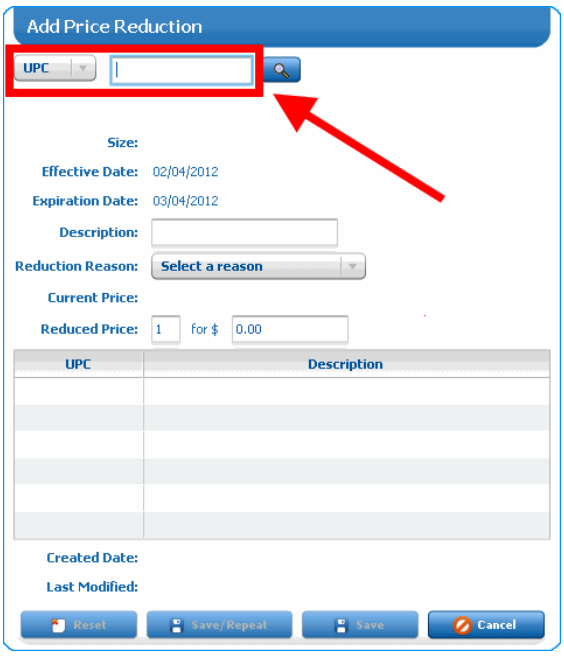
- Click **Temporary Price Reductions**



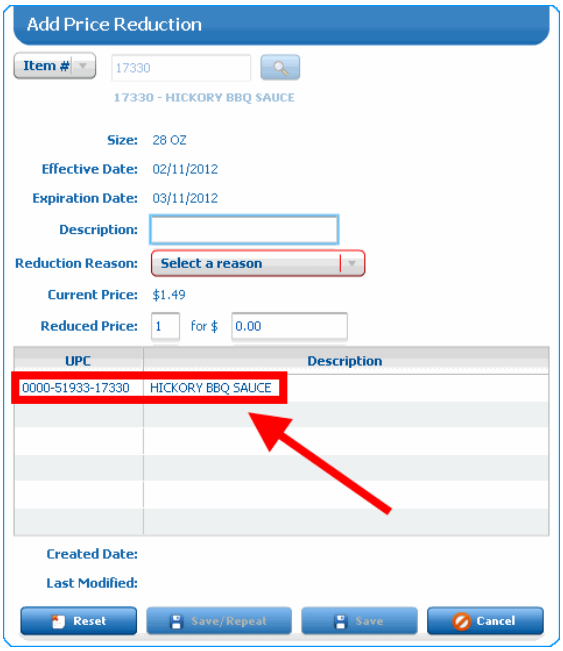
- Click the **Add** button



- The **Add Price Reduction** box appears
- Choose an option from the drop-down menu (**UPC**, **PLU**, or **Item #**) and enter the number in the adjacent field
- Press Tab key twice or click in the **Description** field to continue

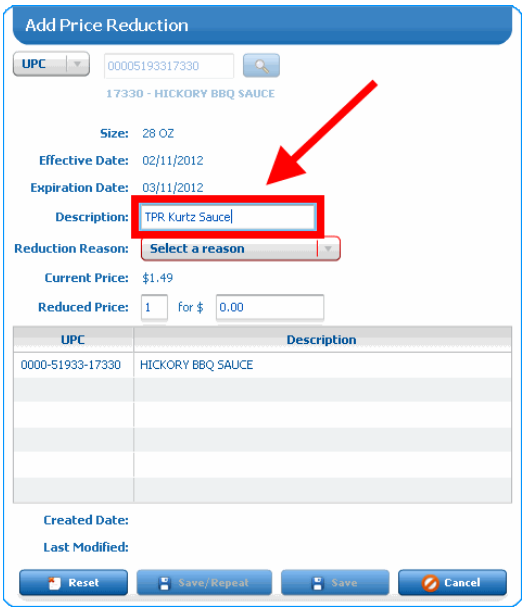


- A list appears of items associated with the number you entered
- All of these UPCs will be updated with your price reduction. Verify that you have entered the correct item before proceeding

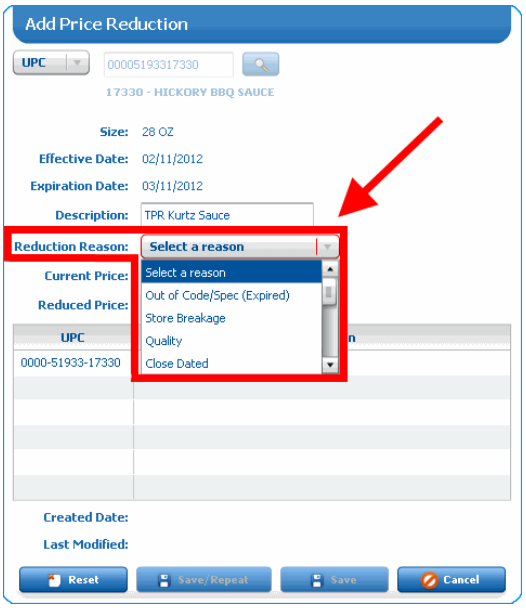


Size	Review item size to validate that you have selected the correct item
Effective Date	This cannot be changed; the system automatically selects the next business day as the date the reduced price will become available in a POS batch for execution. The effective date will not change regardless of when the reduced-price batch is executed
Expiration Date	This cannot be changed; the date is automatically selected as 30 days from the effective date. On this date a POS batch will become available for execution that will change the reduced price to the current price. The effective date will not change regardless of when the reduced-price batch is executed

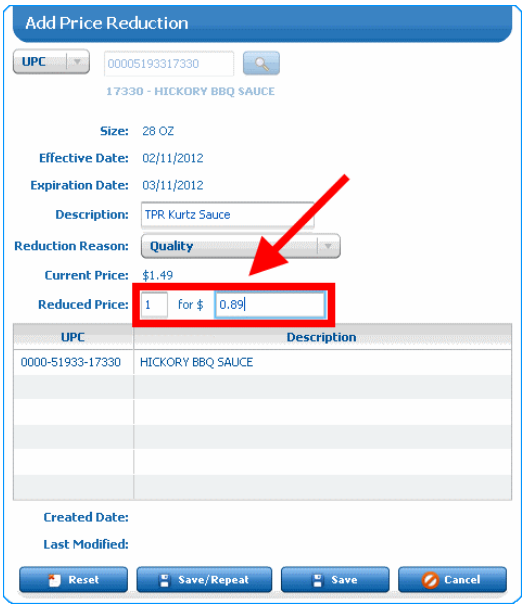
- Enter a **Description**
  - This description will be part of the POS markdown batch, helping you Identify the contents of the batch
- The **Description** can be a maximum of 20 characters
- This **Description** also helps identify price reduction activity on the price reduction summary screen



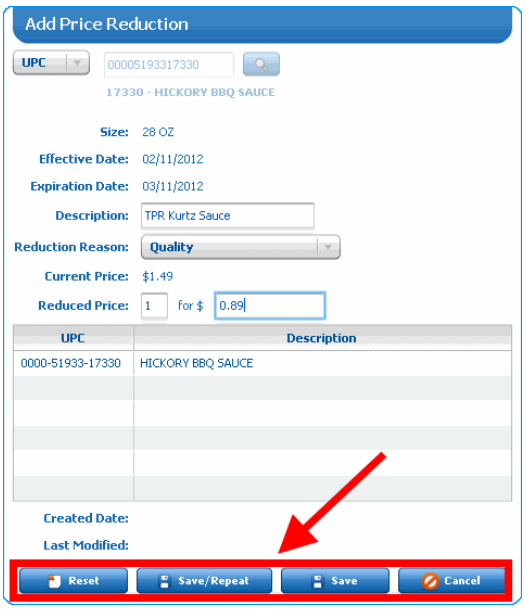
- Select a **Reduction Reason.** Each price reduction must be assigned a reduction reason code. These are the same [reason codes used by the ID loss application](#).



- The current price field displays the present **POS retail price** of the item
- In the **Reduced Price** field confirm the quantity, then enter the reduced price
- A decimal point is not required in the $ field



- Click **Reset** to reset all fields and start over
  - Entries will not be saved.
- Click **Save/Repeat** to save the current entries and add another price reduction to the same TPR batch.
- Click **Save** to save the current entries and return to the price reductions home screen.
- Click **Cancel** to return to the price reductions home screen without saving.



Activating the Temporary Price Reduction

A host batch for your TPR entry will become available on the "effective date" (the day after you created the entry).

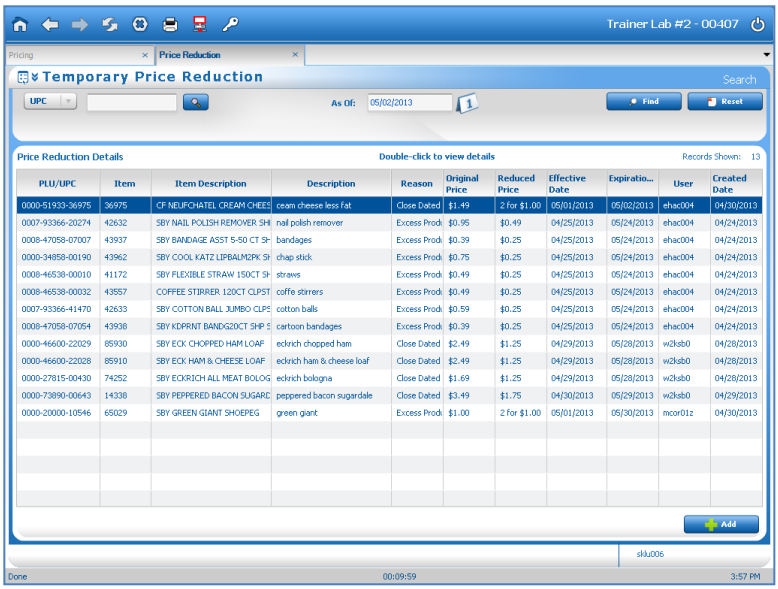
- Execute the price reduction batch
  - This batch must be executed in ISS45 host batch file maintenance (the same procedure as weekly batch file execution) for the reduced price to become active in the POS; this batch will *not* auto-execute.
  - The batch will have a unique name that is prefixed with TPR: followed by the description you entered when creating the price reduction. Example: TPR: Maxwell house coffee.
  - For assistance in executing host batch files please see PLU Batch Execution in the ISS45 User Guide
- Print and hang related signs or tags
  - In coordination with executing the price reduction batch you must also request and print a sign or tag that represents the new price for reduced item. This is performed through the normal print replacement sign/tag process.
  - You must enter the TPR effective date when requesting the sign or tag to get the correct price to print.
  - For assistance in requesting a replacement sign or tag please see Signs and labels
- Enter Markup/Markdown counts
  - Any price reduction will create a markup/mark down count sheet that must be recorded. The markup/mark down count sheet notification will appear on the effective date of the price reduction. Counts should be entered as part of the price reduction process.
  - For assistance in completing a markup/markdown please see Markdown
  - Perishable items are excluded from markup markdown count sheets. Counts are completed during perishable inventory at period end.

Activating the Temporary Price Reduction Expiration

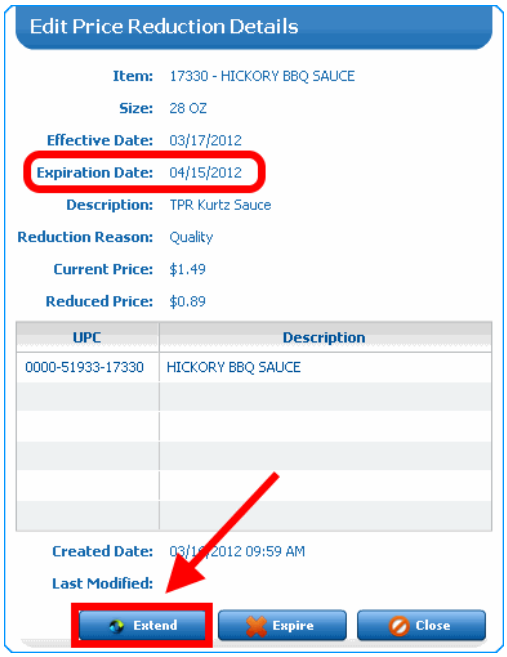
Price reduction entries will expire thirty (30) days from the effective date. At this time a new host batch will be available.

- Execute the price expiration batch
  - This batch must be executed in ISS45 host batch file maintenance (the same procedure as weekly batch file execution) for the current corporate retail price to become active in the POS; this batch will *not* auto-execute.
  - The batch will have a unique name that is prefixed with TPR: followed by the description you entered when creating the price reduction. Example: **TPR: Maxwell house coffee.**
  - For assistance in executing host batch files please see PLU Batch Execution.
- Print and hang related signs or tags
  - In coordination with executing the price reduction batch you must also request and print a sign or tag that represents the new price for the item. This is performed through the normal print replacement sign/tag process.
  - For assistance in requesting a replacement sign or tag please see Signs and labels
- Enter markup/markdown counts
  - Any price change will create a markup/mark down count sheet that must be recorded. The markup/mark down count sheet notification will appear on the expiration date of the price reduction. Counts should be entered as part of the price change process.
  - For assistance in completing a markup/markdown please see Markdown.
  - Perishable items are excluded from markup markdown count sheets. Counts are completed during perishable inventory at period end.

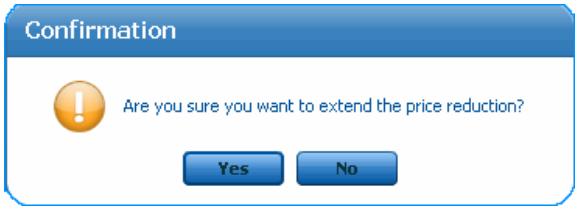
Extending Temporary Price Reductions



- You can extend a price reduction provided the expiration date has not been reached
- Extending a price reduction will create a new expiration date 30 days from the date you extended it
- Double click the correct row for the price reduction you want to extend on the **Price Reduction Details** screen



- The **Edit Price Reduction Details** box appears
- Verify you have selected the correct item (note the current expiration date), and then click **Extend**

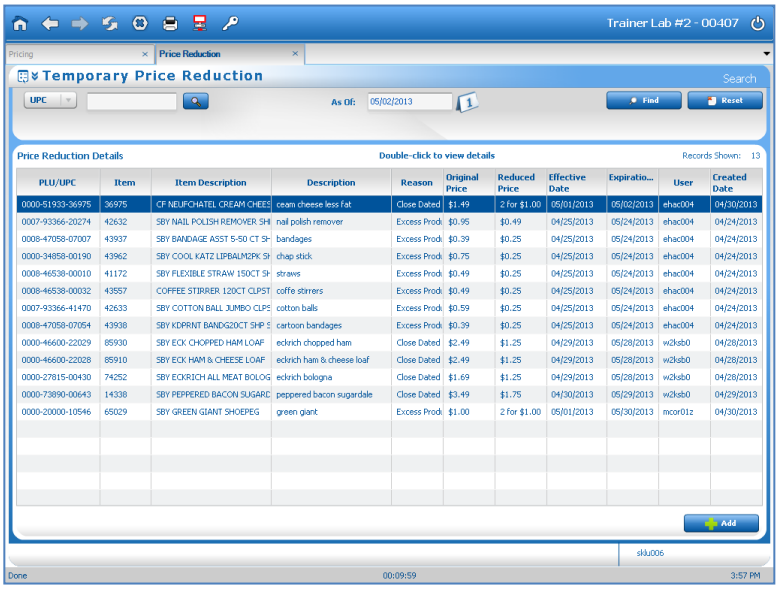


- Click **Yes** at the prompt to confirm the reduction extension
- The system will extend the reduction to 30 days from today (*not* an additional 30 days from the original expiration date).
- This will extend the TPR for all items in the initial TPR batch. You may not extend individual items from within the batch

- When complete, you are returned to the **Edit Price Reduction Details** box
- Note the new expiration date
- Click **Close** to return to the **Price Reduction Details** screen

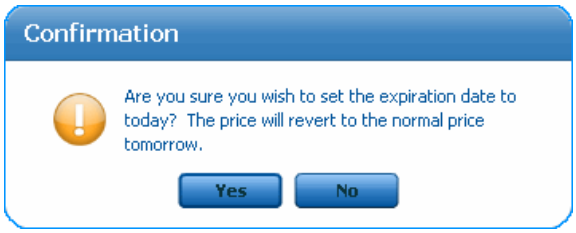
Expiring a Temporary Price Reduction Early

- Expiring a price reduction will set the retail price of the item to its current corporate suggested retail price
- You can expire a price reduction earlier than its current expiration date
- Expiring a price reduction will expire the price reduction the day after your request is submitted
- Double click the row for the price reduction you want to expire on the price reduction details screen



- The **Edit Price Reduction** details box appears
- Verify you have selected the correct item (note the current **Expiration Date**), and then click **Expire**

- Click **Yes** at the prompt to confirm the reduction's early expiration
- The system will set the **Expiration Date** to the next calendar day
- This will expire the TPR for all items in the initial TPR batch entry
- You may not select individual items from within the batch



- When complete, you are returned to the **Edit Price Reduction Details** box
- Note the new **Expiration Date**
- Click **Close** to return to the price reduction details screen

Items with a Progressive Markdown

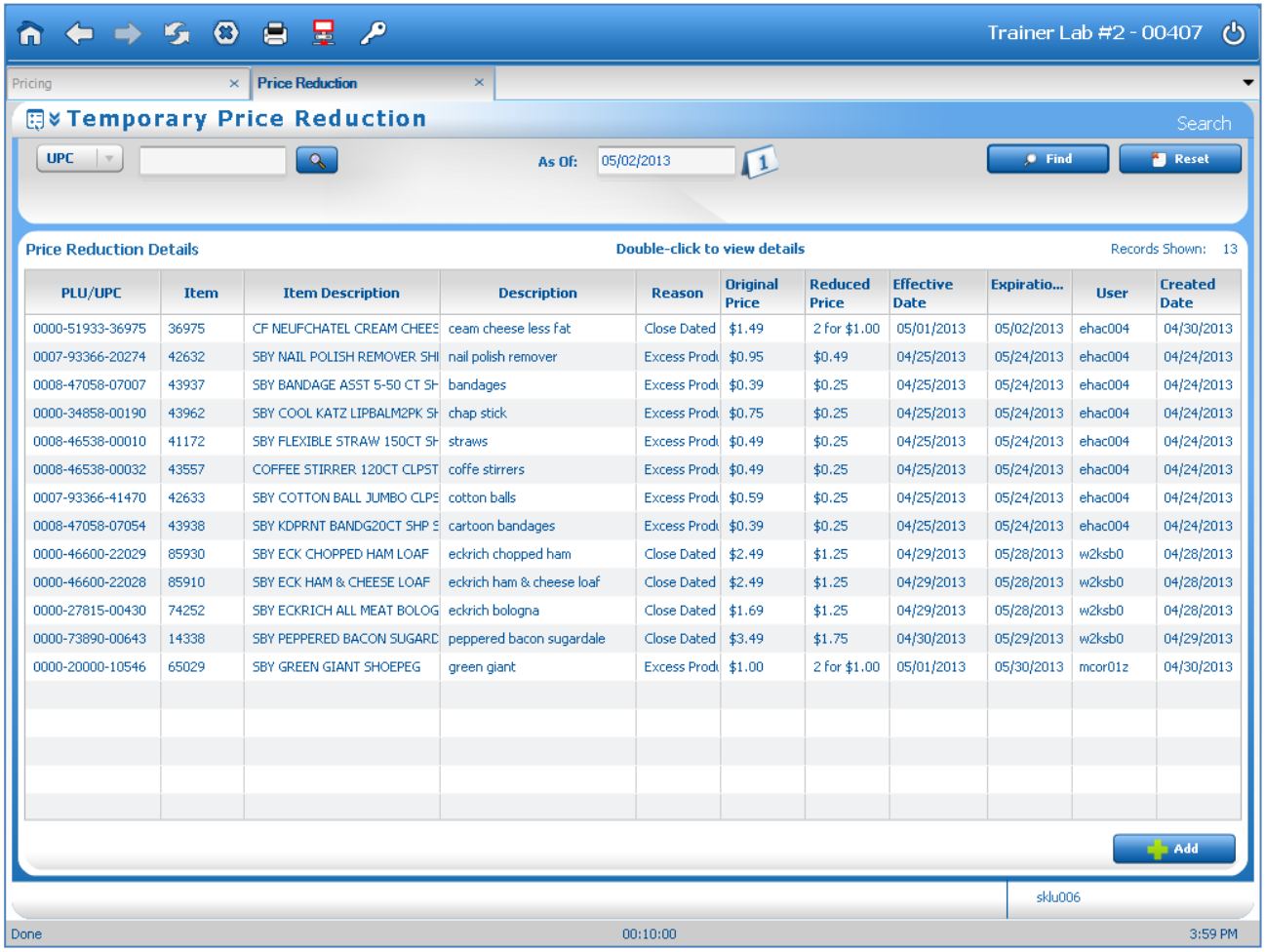
Price reductions for special buy items in excess of 25 units should follow the guideline of 20% off original retail price. Additional markdowns should follow this same guideline to sell through the product

Example

Frankenberry® cereal Special Buy

Original retail price	$4.00/unit
TPR 1st markdown	$3.20/unit
TPR additional markdown if necessary to move product	$2.56/unit

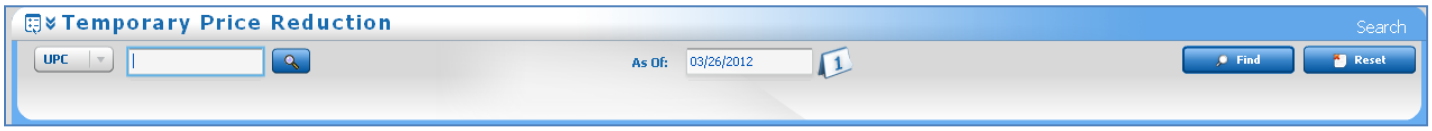
- Reviewing Temporary Price Reduction Activity



PLU/UPC	Item	Item Description	Description	Reason	Original Price	Reduced Price	Effective Date	Expiratio...	User	Created Date
0000-51933-36975	36975	CF NEUFCHATEL CREAM CHEES	ceam cheese less fat	Close Dated	$1.49	2 for $1.00	05/01/2013	05/02/2013	ehac004	04/30/2013
0007-93366-20274	42632	SBY NAIL POLISH REMOVER SHI	nail polish remover	Excess Prod	$0.95	$0.49	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47058-07007	43937	SBY BANDAGE ASST 5-50 CT SH	bandages	Excess Prod	$0.39	$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-34858-00190	43962	SBY COOL KATZ LIPBALM2PK SH	chap stick	Excess Prod	$0.75	$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-46538-00010	41172	SBY FLEXIBLE STRAW 150CT SH	straws	Excess Prod	$0.49	$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-46538-00032	43557	COFFEE STIRRER 120CT CLPST	coffe stirrers	Excess Prod	$0.49	$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0007-93366-41470	42633	SBY COTTON BALL JUMBO CLPS	cotton balls	Excess Prod	$0.59	$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47058-07054	43938	SBY KDPRNT BANDG20CT SHP S	cartoon bandages	Excess Prod	$0.39	$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-46600-22029	85930	SBY ECK CHOPPED HAM LOAF	eckrich chopped ham	Close Dated	$2.49	$1.25	04/29/2013	05/28/2013	w2ksb0	04/28/2013
0000-46600-22028	85910	SBY ECK HAM & CHEESE LOAF	eckrich ham & cheese loaf	Close Dated	$2.49	$1.25	04/29/2013	05/28/2013	w2ksb0	04/28/2013
0000-27815-00430	74252	SBY ECKRICH ALL MEAT BOLOG	eckrich bologna	Close Dated	$1.69	$1.25	04/29/2013	05/28/2013	w2ksb0	04/28/2013
0000-73890-00643	14338	SBY PEPPERED BACON SUGARD	peppered bacon sugardale	Close Dated	$3.49	$1.75	04/30/2013	05/29/2013	w2ksb0	04/29/2013
0000-20000-10546	65029	SBY GREEN GIANT SHOEPEG	green giant	Excess Prod	$1.00	2 for $1.00	05/01/2013	05/30/2013	mcor01z	04/30/2013

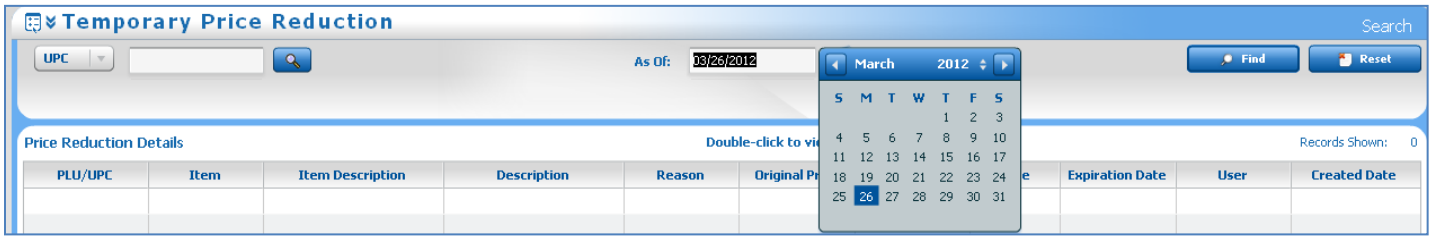
- The price reduction details screen allows you to review price reduction activity. Activity can be searched and displayed for specified periods of time or for specific items within a period of time
- Each of the column headers can be sorted by double-clicking the header name
- Review the price reduction details screen regularly to identify item price reduction expiration dates and plan your price change activities accordingly
- When initially entering the **Price Reduction Details** screen the UPC # field is blank and the **As Of:** date will contain today's date. All price reductions with an **Expiration Date** equal to or greater than the **As Of:** date will appear
- Example shown: The **As Of:** date is 05/02/2012. All reductions expiring on 05/02/2012 and beyond will display

Finding Price Reductions for Specific Items



- Click the **Reset** button to clear the items on the price reduction detail screen
- Enter the **UPC, item #,** or **PLU** that you are looking for
- If you are looking for price reduction activity that may have already expired use the calendar button to change the **As Of:** date
- Click **Find** and transactions that match your search criteria will display
- When ready to begin a new search click the **Reset** button

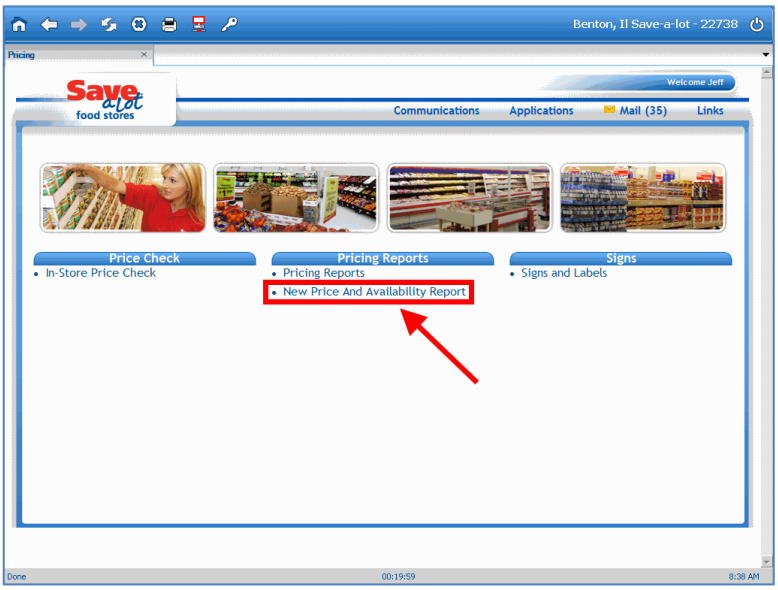
Finding Price Reductions Based on Effective Date



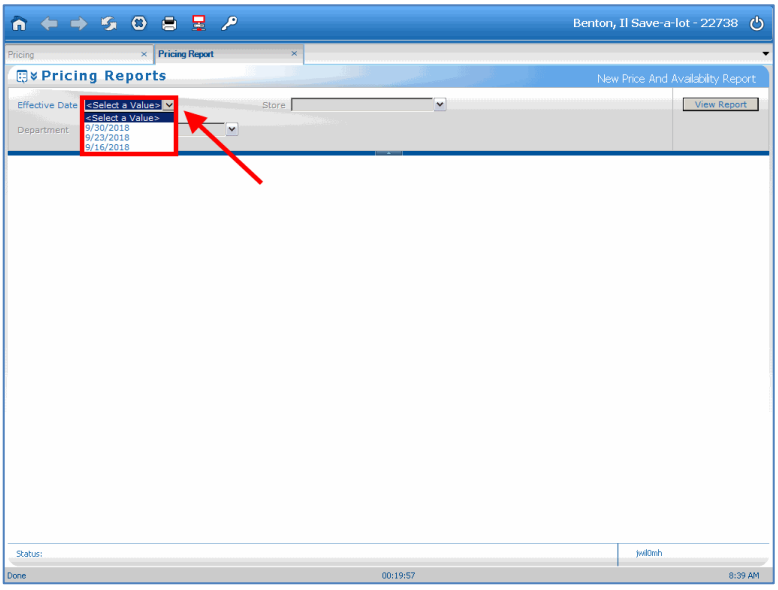
- Click the **Reset** button to clear the items on the **Price Reduction Detail** screen
- Click the calendar button to search for activity based on the **Effective Date** and beyond
- Click **Find** and transactions that match your search criteria will display
- To begin a new search, click the **Reset** button

New Price and Availability Report

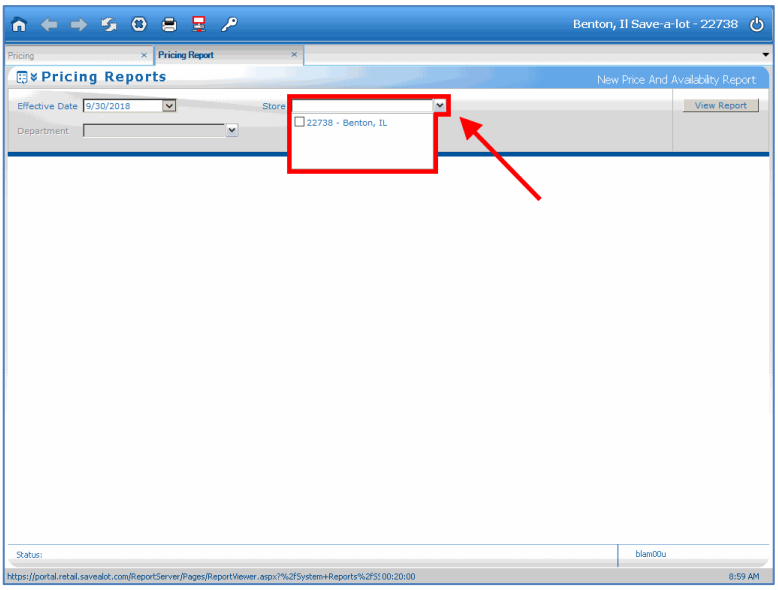
- Select **New Price and Availability Report**



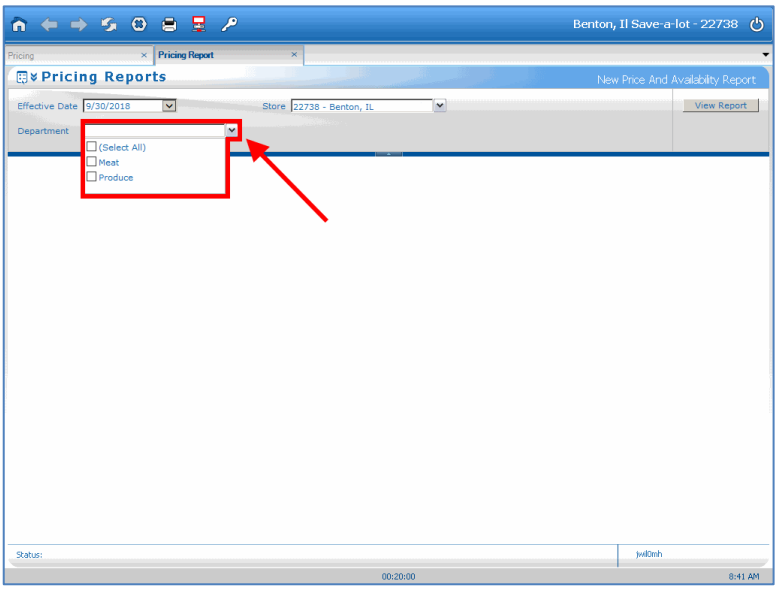
- Select the **Effective Date** using the dropdown menu

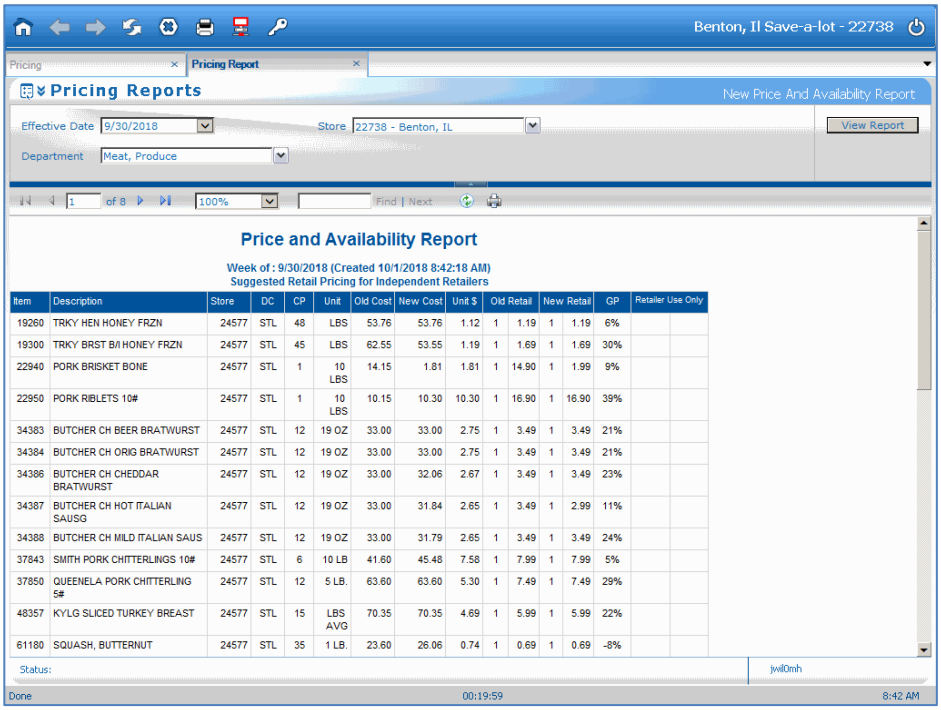


- Select your store from the dropdown menu



- Select the **Department**
  - **All**
  - **Meat**
  - **Produce**





Price and Availability Report

Week of : 9/30/2018 (Created 10/1/2018 8:42:18 AM)
Suggested Retail Pricing for Independent Retailers

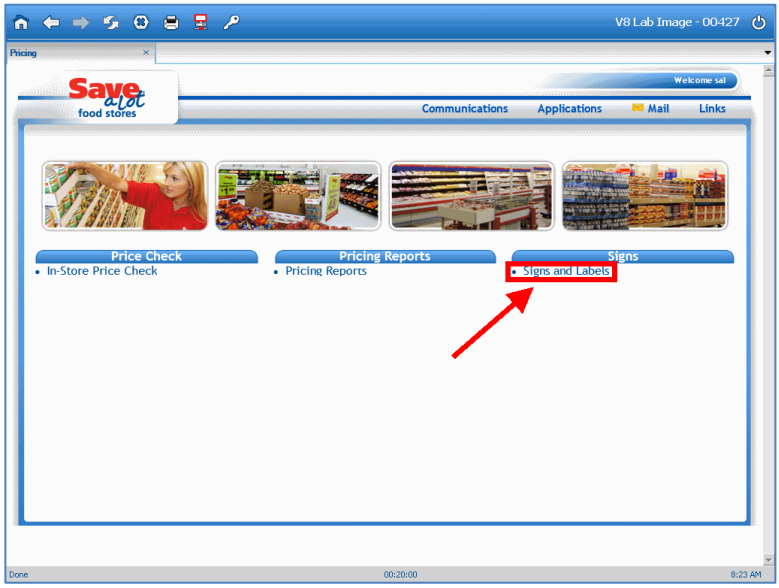
Item	Description	Store	DC	CP	Unit	Old Cost	New Cost	Unit $	Old Retail		New Retail		GP	Retailer Use Only	
19260	TRKY HEN HONEY FRZN	24577	STL	48	LBS	53.76	53.76	1.12	1	1.19	1	1.19	6%		
19300	TRKY BRST B/I HONEY FRZN	24577	STL	45	LBS	62.55	53.55	1.19	1	1.69	1	1.69	30%		
22940	PORK BRISKET BONE	24577	STL	1	10 LBS	14.15	1.81	1.81	1	14.90	1	1.99	9%		
22950	PORK RIBLETS 10#	24577	STL	1	10 LBS	10.15	10.30	10.30	1	16.90	1	16.90	39%		
34383	BUTCHER CH BEER BRATWURST	24577	STL	12	19 OZ	33.00	33.00	2.75	1	3.49	1	3.49	21%		
34384	BUTCHER CH ORIG BRATWURST	24577	STL	12	19 OZ	33.00	33.00	2.75	1	3.49	1	3.49	21%		
34386	BUTCHER CH CHEDDAR BRATWURST	24577	STL	12	19 OZ	33.00	32.06	2.67	1	3.49	1	3.49	23%		
34387	BUTCHER CH HOT ITALIAN SAUSG	24577	STL	12	19 OZ	33.00	31.84	2.65	1	3.49	1	2.99	11%		
34388	BUTCHER CH MILD ITALIAN SAUS	24577	STL	12	19 OZ	33.00	31.79	2.65	1	3.49	1	3.49	24%		
37843	SMITH PORK CHITTERLINGS 10#	24577	STL	6	10 LB	41.60	45.48	7.58	1	7.99	1	7.99	5%		
37850	QUEENELA PORK CHITTERLING 5#	24577	STL	12	5 LB.	63.60	63.60	5.30	1	7.49	1	7.49	29%		
48357	KYLG SLICED TURKEY BREAST	24577	STL	15	LBS AVG	70.35	70.35	4.69	1	5.99	1	5.99	22%		
61180	SQUASH, BUTTERNUT	24577	STL	35	1 LB.	23.60	26.06	0.74	1	0.69	1	0.69	-8%		

Item	SAL item number
Description	SAL Item description
Store	Store number
DC	Distribution center (warehouse)
CP	Case Pack (units per case)
Unit	Unit size / weight
Old Cost	Old cost per case/pack
New Cost	New cost per case/pack
Unit $	New cost per item
Old Retail	Previous price per quantity of item (based on **Effective Date** selected above)
New Retail	Current price per quantity of item (based on **Effective Date** selected above)
GP	Gross Profit percentage
Retailer Use Only	

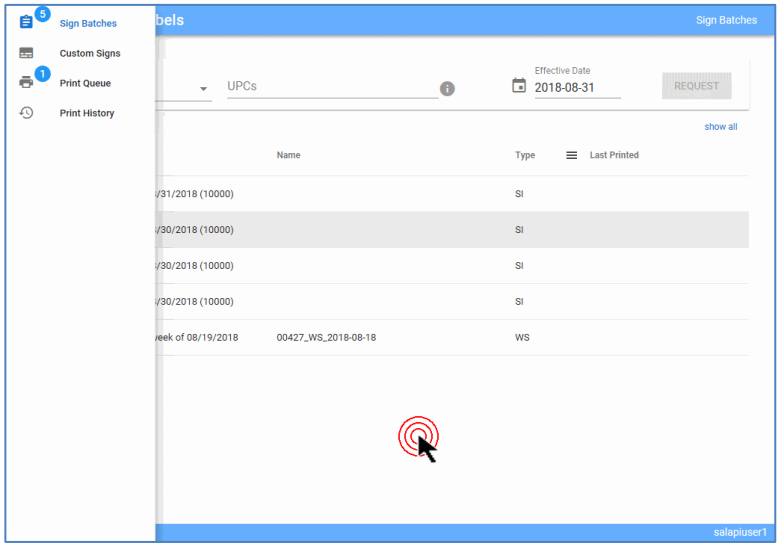
Signs and Labels

Used to create, download, and print price signs and labels. The symbol gun offers a similar application

- From the **Applications** menu select Pricing



- Click **Signs and Labels**

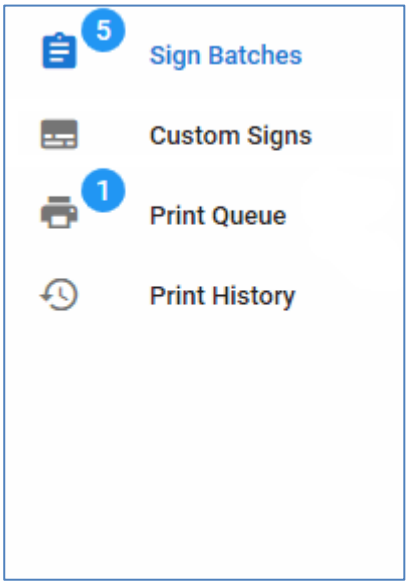


- The **Sign Batches** screen will appear

  NOTE: *Depending on your screen resolution, the sliding menu may be visible on the left-hand side of the screen. Dismiss it by clicking off of it in some unused portion of the screen*

Main Menu

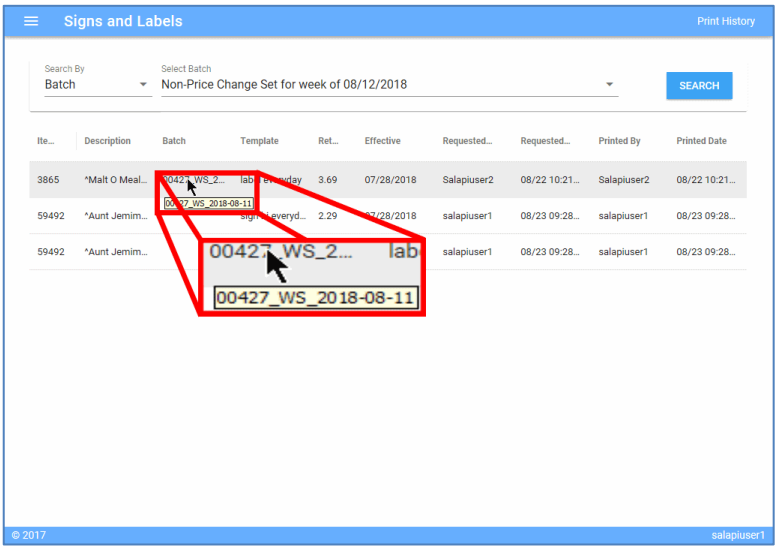
The sliding menu can be accessed by clicking the "hamburger" icon in the upper left-hand part of the screen. To dismiss the menu, click off of it on some dead space in the main window



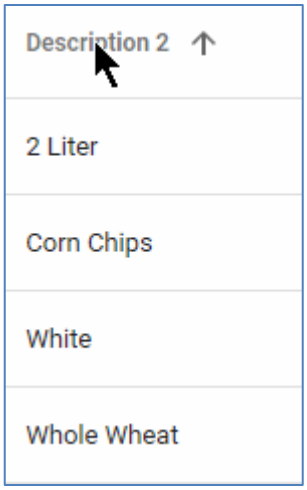
Sign Batches	View and print downloaded host maintenance batches Request, view, and print SAL signs/tags
Custom Signs	Design, edit, save, and print signs/tags for DSD and custom priced items
Print Queue	Reserved for future use
Print History	View history for printed tags including date and user activity

- The numerical badges 5 indicate the number of new or unprocessed items

Columns, Sorting, and Filtering



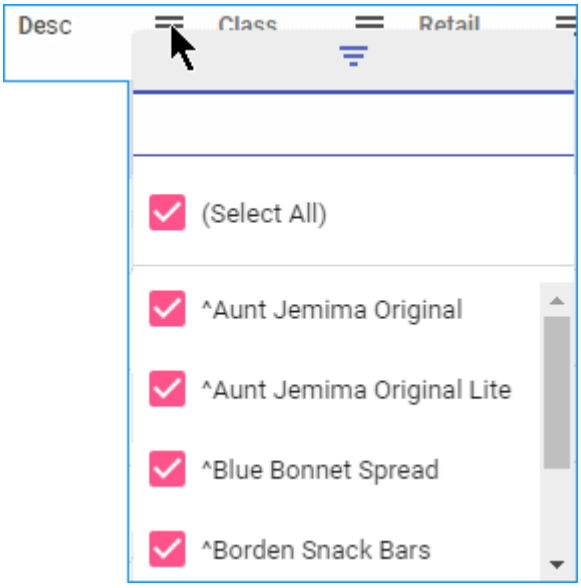
- Depending on your monitor's resolution, some column information may be truncated. To view, hold the mouse cursor over the desired text and a pop-up will appear



- Many list columns can be sorted by clicking the column header
- Up ↑ and down ↓ arrows indicate sorting direction

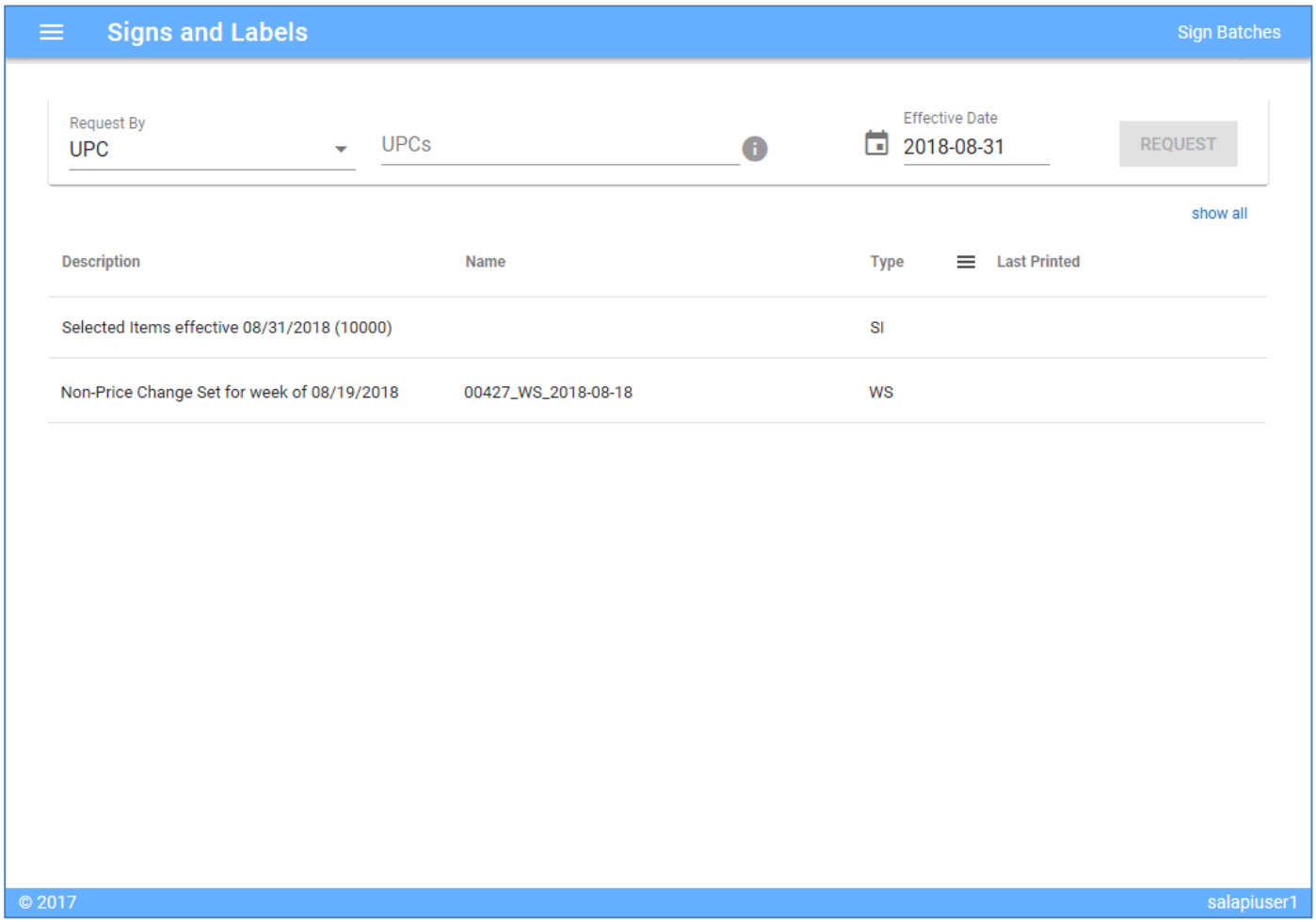
  NOTE: *↑ sorts A-Z, ↓ sorts Z-A*

- Many lists can be filtered by selecting the “hamburger” menu ☰ at the top of each column.



Sign Batches

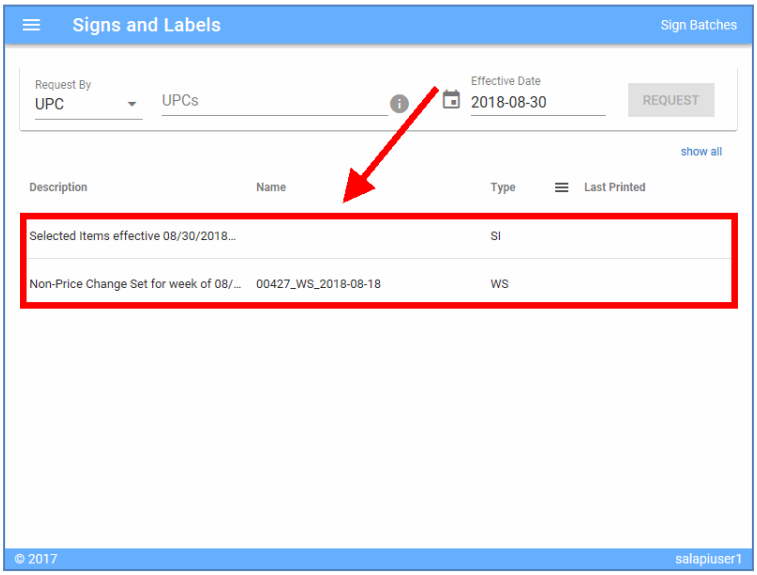
Host Maintenance Batches



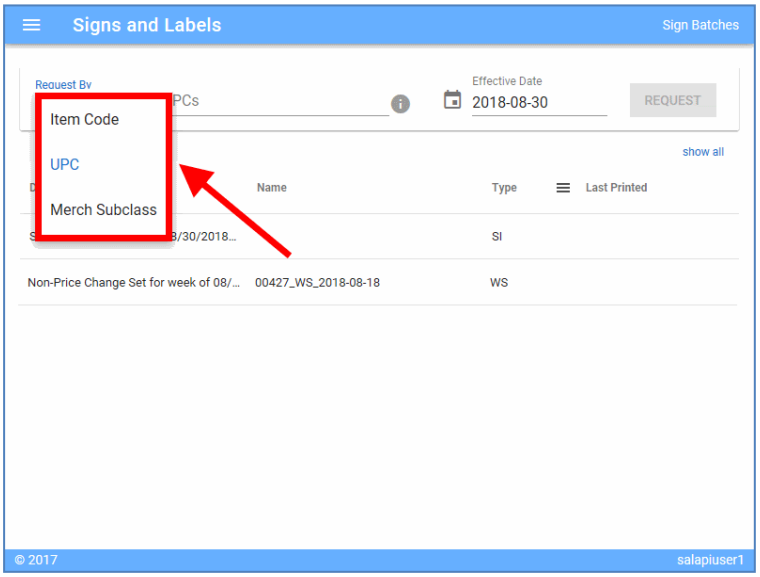
- This page lists all signs and tags requested by the store as well as all updated sign batches sent from Save A Lot
- When price change batch files are available in ISS45, a corresponding Host sign batch will be available for printing. The types of Host batches available are:
  - **Non-Price Change Set for week of** mm/dd/yyyy–Contains signs/labels for items that have a non-price related change (e.g. Description)
  - **Std New Items For** mm/dd/yyyy–Contains signs/labels for new Save A Lot items. The corresponding ISS45 change batch file will be listed in the "name" column
  - **Std Price Changes For** mm/dd/yyyy–Contains signs/labels for items that have a price related change. The corresponding ISS45 price change batch file will be listed in the "name" column
  - **Ad – W/O** mm/dd/yyyy–Contains signs/labels for ad items that have a price related change. The corresponding ISS45 price change batch file will be listed in the "name" column
  - **TPR *Item Name* For** mm/dd/yyyy and **Cmp Price Changes For** mm/dd/yyyy–If your store uses the temporary price reduction application, contains signs/labels generated for items that have been reduced. The corresponding ISS45 change batch file will be listed in the **Name** column
- Once a single label from a set has been printed, it will no longer appear in this list; to see all downloaded signs/labels for the current business day click **Show All** on the upper right
- To view the signs/labels click on the description

Request Save A Lot Signs / Labels

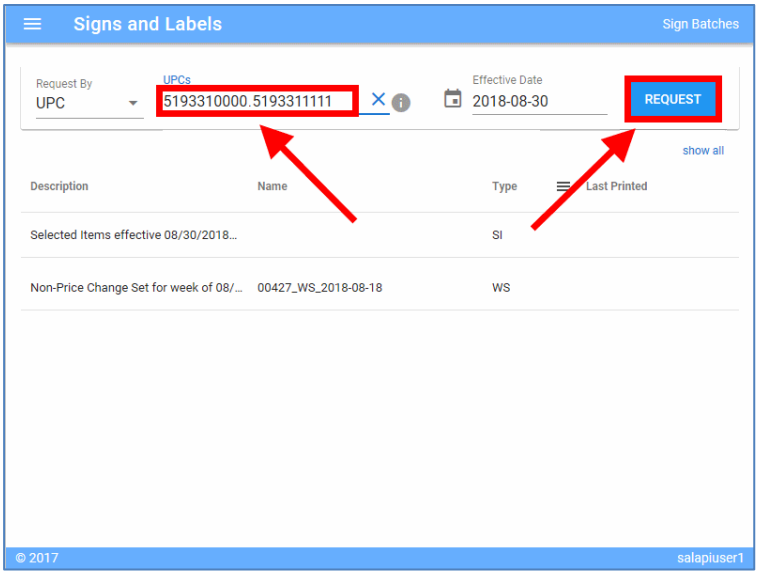
***NOTE**: This screen will **not** obtain retail pricing information from your POS system; instead, the pricing is based on the Save A Lot Corporate retail for your store's pricing zone*



- Any previously requested labels are displayed on this page along with any sign/tag batches corresponding to PLU batches downloaded in ISS45



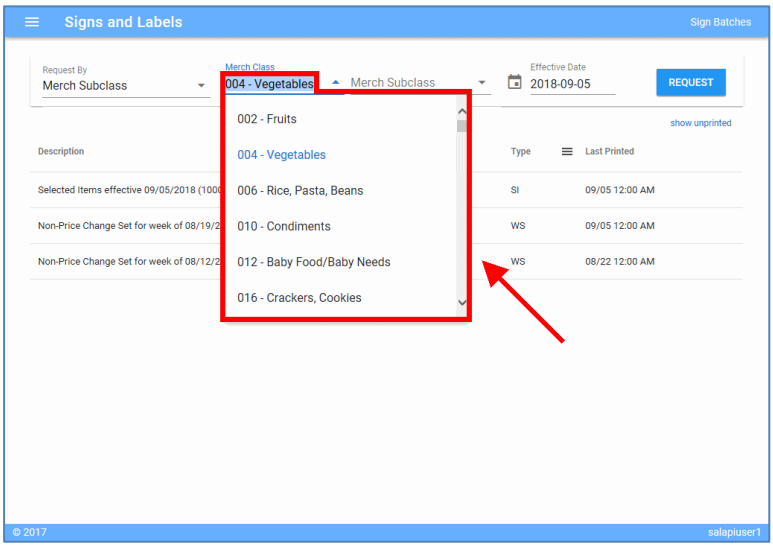
- Click in the **Request By** field and select **Item Code**, **UPC,** or **Merch Subclass**



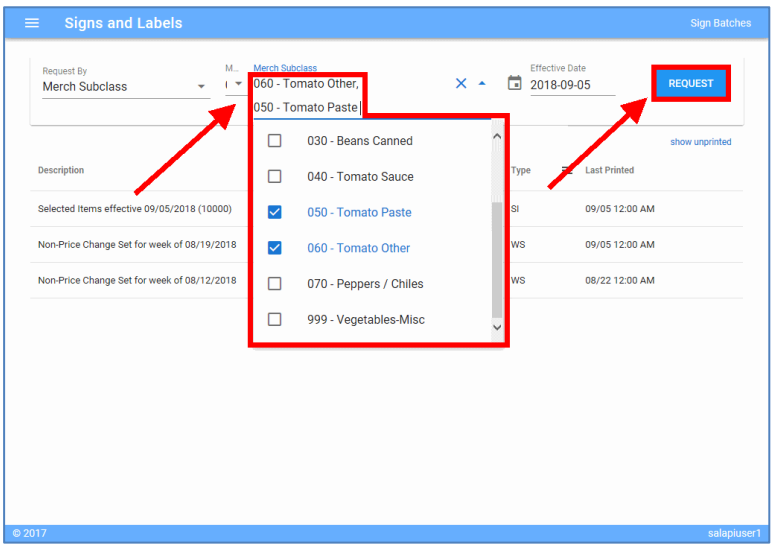
- To search by **Item Number** or **UPC** enter the appropriate information on the next line
- Click **Request**

  ***NOTES** : You may enter multiple UPCs / Item #s by separating each code with a comma or period*
  <u>PLUs cannot be used</u>
  You may change the Effective Price Date by clicking on the calendar icon and selecting a date from the pop-up menu

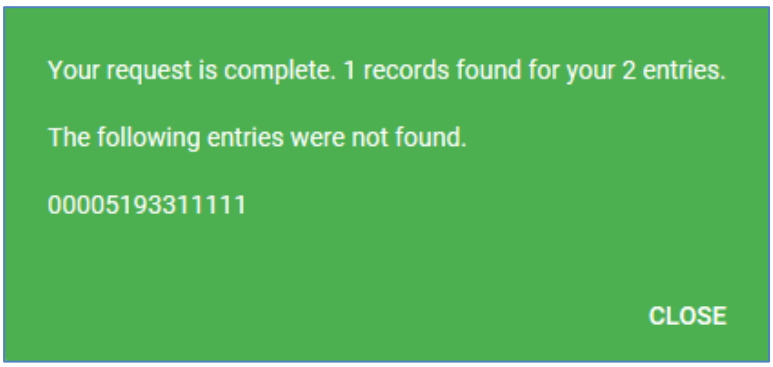
- To search by **Merch Subclass**, first make a single selection from the **Merch Class** dropdown menu



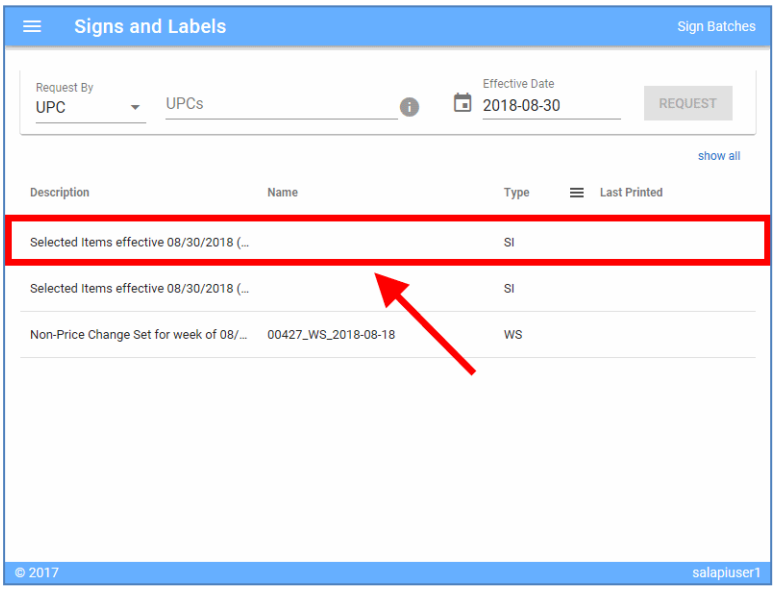
  - Next make one or more selections using the **Merch Subclass** dropdown menu
  - Click **Request**



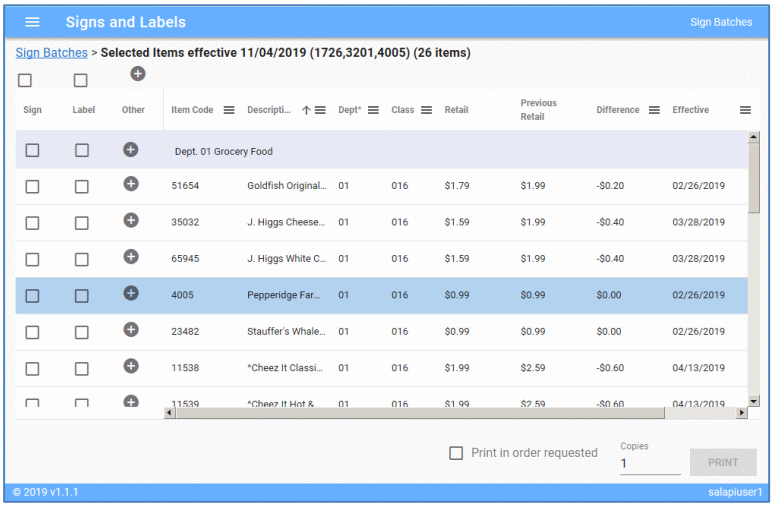
- A confirmation will appear showing how many of your requests were completed
- Click **Close**
- ***NOTE:*** *Items that fail to download require that a sign/label be created manually (see* [Custom Signs / Labels]*)*

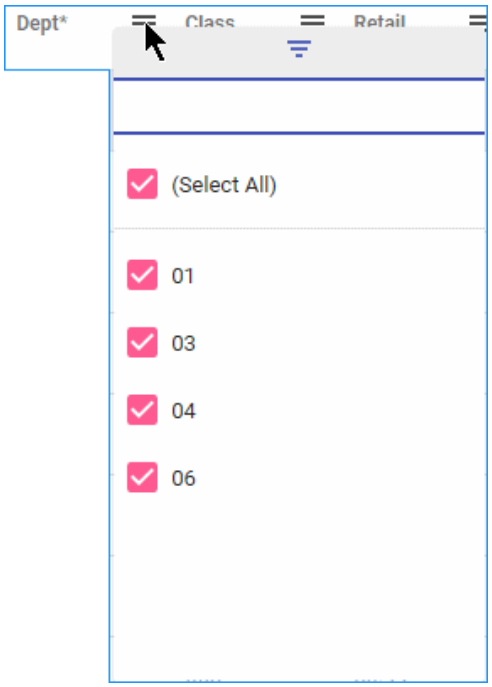


- After your signs/tags have downloaded they will be added to the **Sign Batch** list
- All requested and downloaded sign/tag batches will be preceded by the words **Selected items effective mm/dd/yyyy**
- Click on the desired line



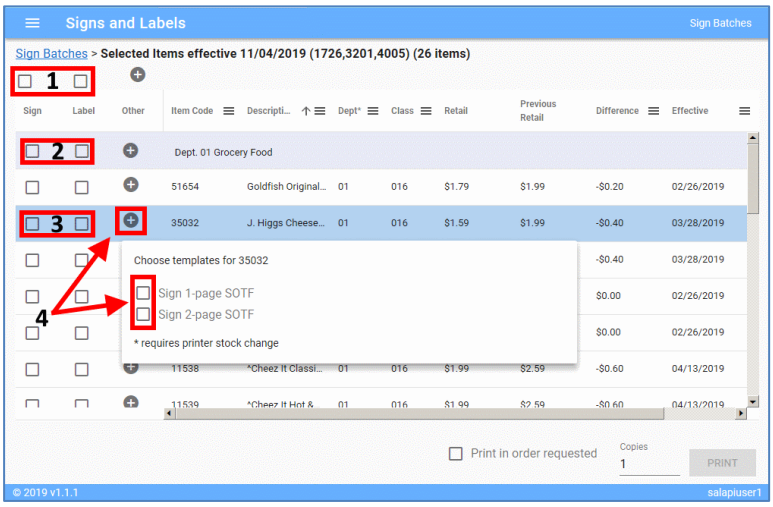
Sign/Label/ Other	Media type
Item Code	SAL item code
Description	Item description
Dept	Item Department
Class	Item subdepartment
Retail	Current retail price
Previous Retail	Most recent price prior to the current retail becoming effective
Difference	Difference between Retail and Previous Retail
Effective	Price effective date
Sleeve	Type of sign/label





- You can filter the list by clicking on the "hamburger" icon ≡ to the right of each column header
- Select or unselect items as needed
- Search the filter list by typing in the blank field at the top of the filter list

- You may choose to print a sign or label for all items in the batch by using the checkboxes at the top left **(1)**
- You may print a sign or label for all items in each subgroup using the checkboxes **(2)**
- You may print a sign or label for each item individually using the items' checkboxes **(3)**
- To print a Store of the Future (SotF) sign, click the icon then select a template **(4)**



- If desired, check the box next to **Print in order requested**

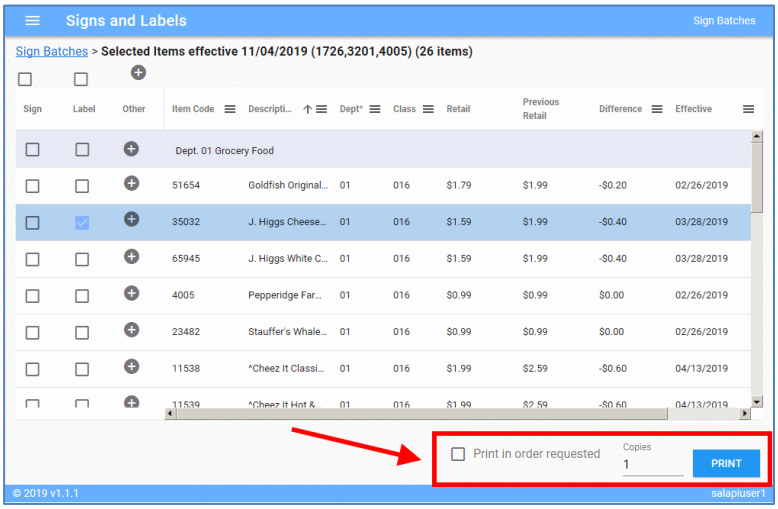
  NOTE: *This feature is only available for store-requested tag batches*

- Select the number of **Copies** to print

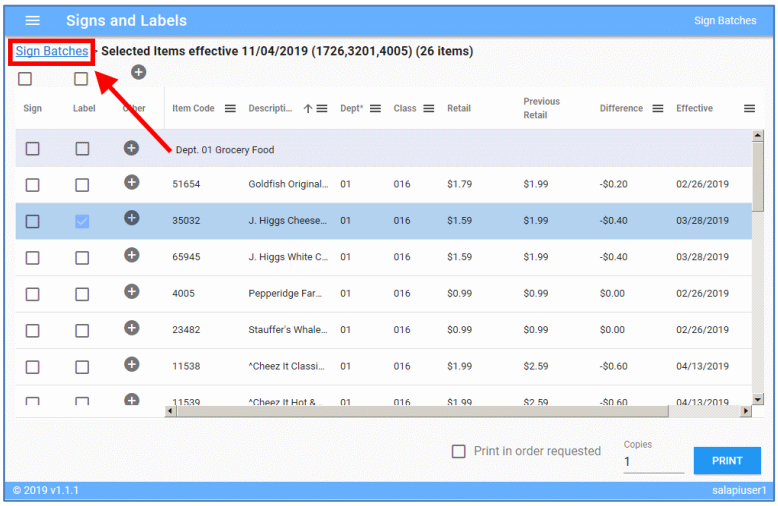
  NOTE: *The number of copies applies to ALL signs/tags selected. Entering a 5 here will print 5 copies of <u>each selected</u> sign/tag*

- Click **Print**

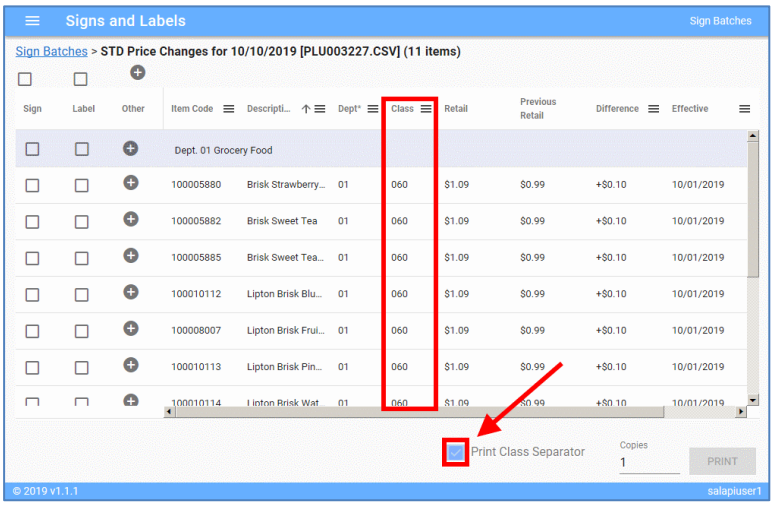
  NOTE: *The system automatically purges all manually downloaded signs/labels daily during the end of day process*



- Return to the previous screen by clicking on **Sign Batches** in the upper left-hand corner

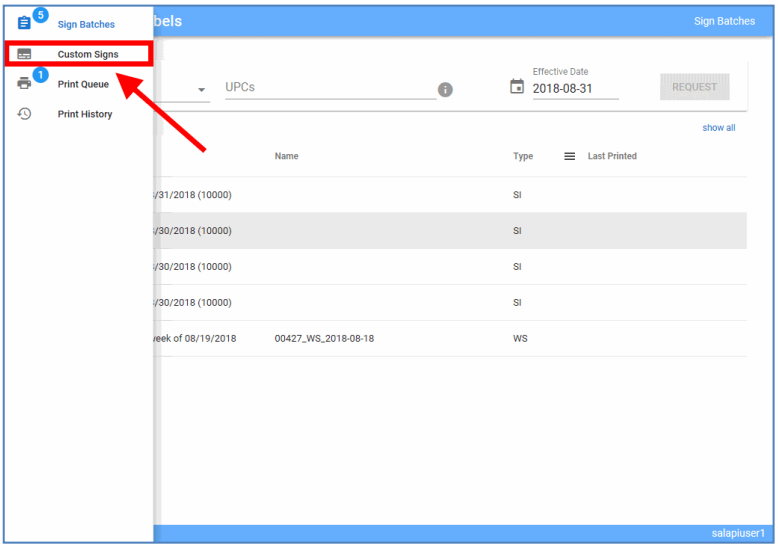


- If this is a Host sign/tag batch you can print a separator page between tags of different Merchandise **Classes**
- To activate, put a check in the box next to **Print Class Separator**

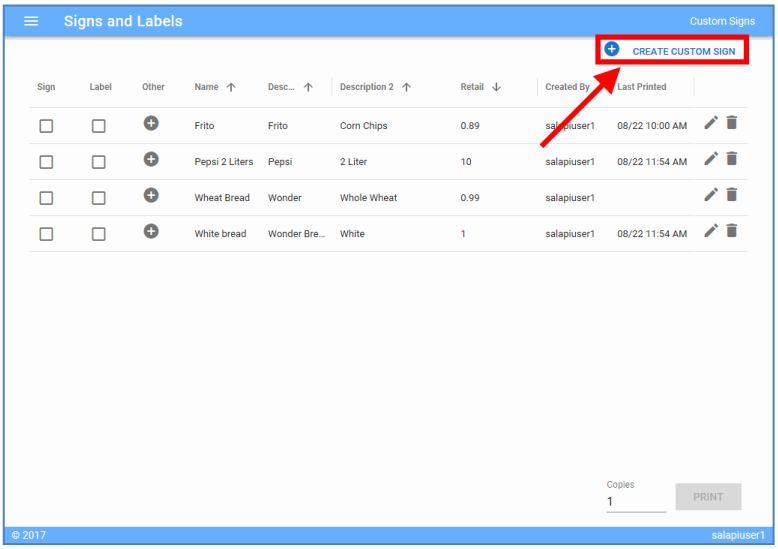


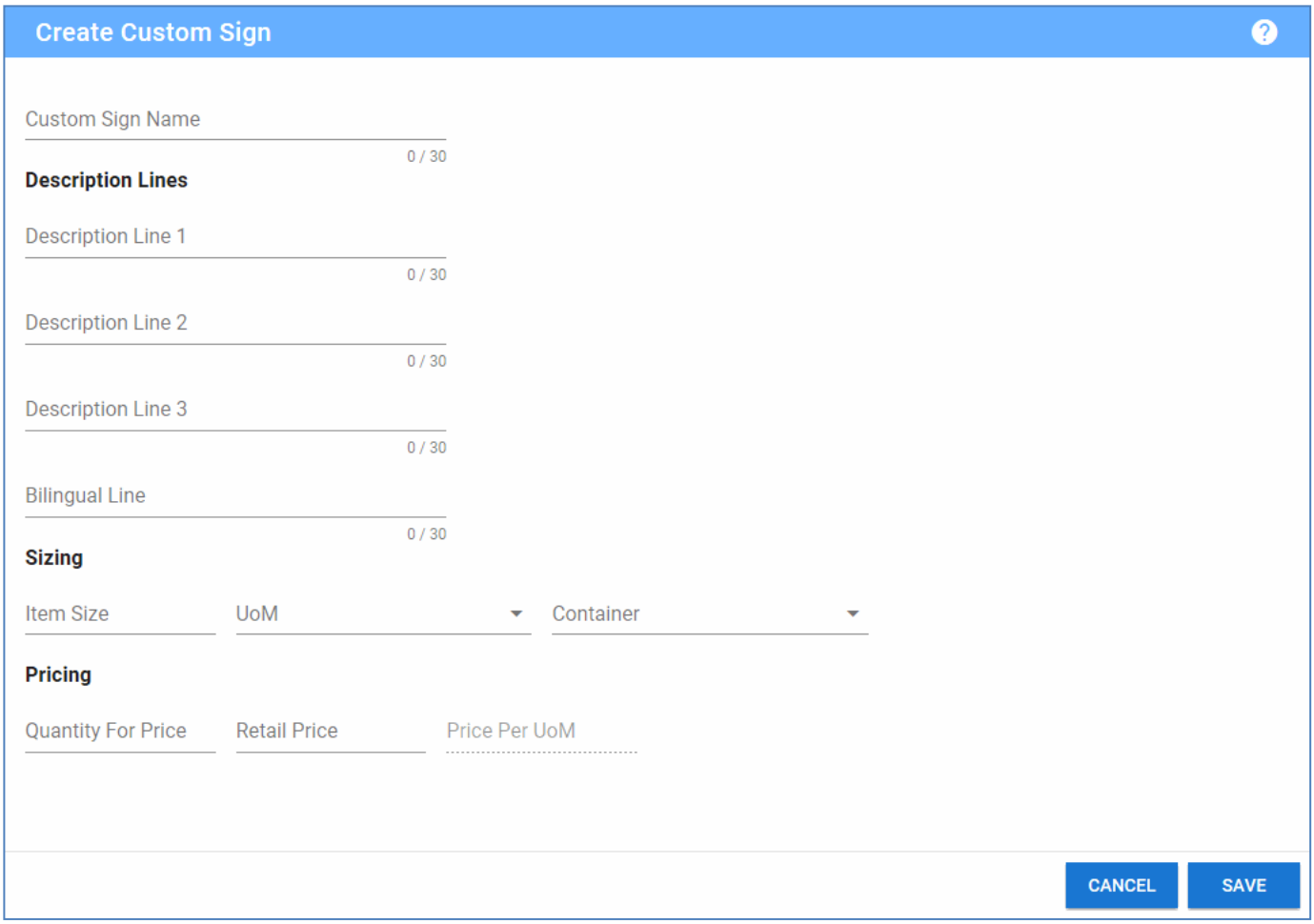
Custom Signs / Labels

- The **Custom Signs** option is used to create and print signs/labels for DSD (Direct Store Delivery) items like Little Debbie, Frito Lay, and Pepsi and everyday Save A Lot items that your store may be custom pricing
- To access the Custom Sign menu, click on the "hamburger" icon in the upper left-hand corner then click on **Custom Signs**



- Any previously created items will be shown here
- To create a new sign/label click **Create Custom Sign**

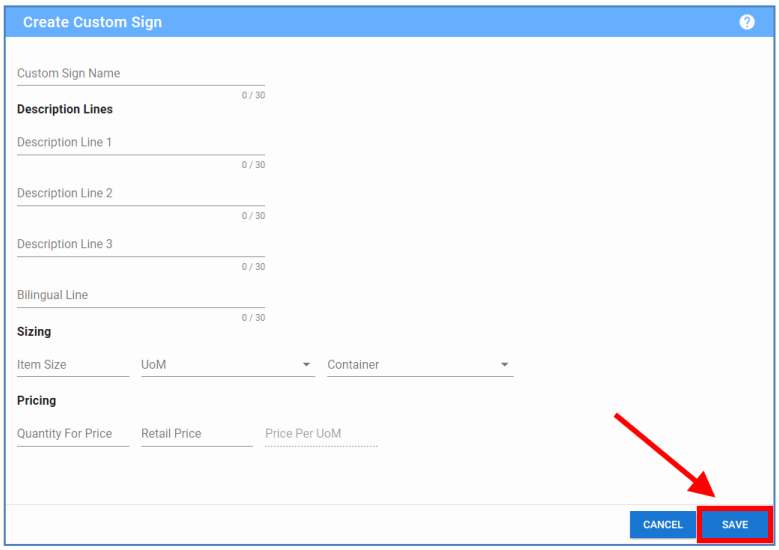




Custom Sign Name	Short description of the item. This will not appear on the printed sign label
Description Line 1	Appears as the first (and smallest) line of text on the sign/ label. Up to 30 characters may be entered
Description Line 2	Appears as the second line of text on the sign/label. Up to 30 characters may be entered
Description Line 3	Appears as the third line of text on the sign/label. Up to 30 characters may be entered
Bilingual Line	For bilingual stores only
Item Size	The weight of the package or item count for non-weighed items. Example for a package that weighs 16 ounces you would enter 16 in the item size field
UoM (Unit of Measure)	From the drop-down menu, select the UoM that matches the package description (ounces, pounds, etc.)
Container	From the drop-down, select the container description that best matches the product (pkg, bag, jar)
Quantity For Price	Number of items sold for the **Retail Price**
Retail Price	The price must be entered with decimal points (.35, 1.99, 3.00). Do not enter a $
Price Per UOM	This is automatically calculated by the sign program

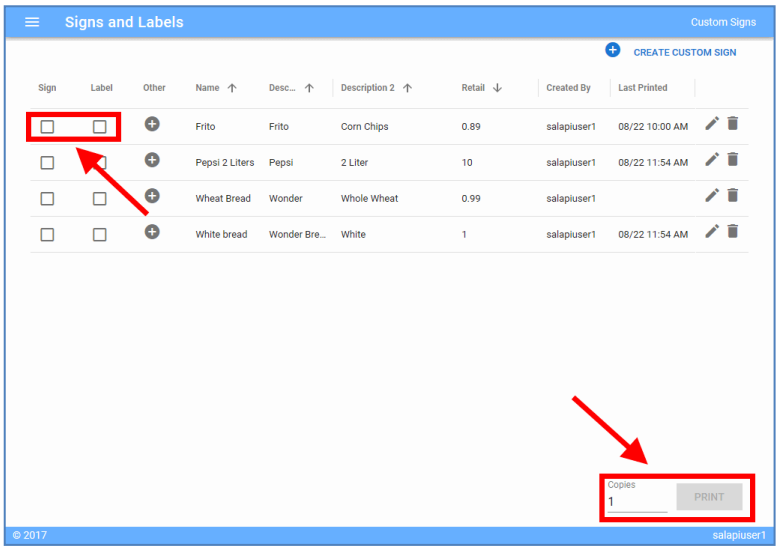
- Press the help button to see a sample tag
- For additional assistance, click the **Help** button to view examples of completed signs/labels

- When finished click the **Save** button



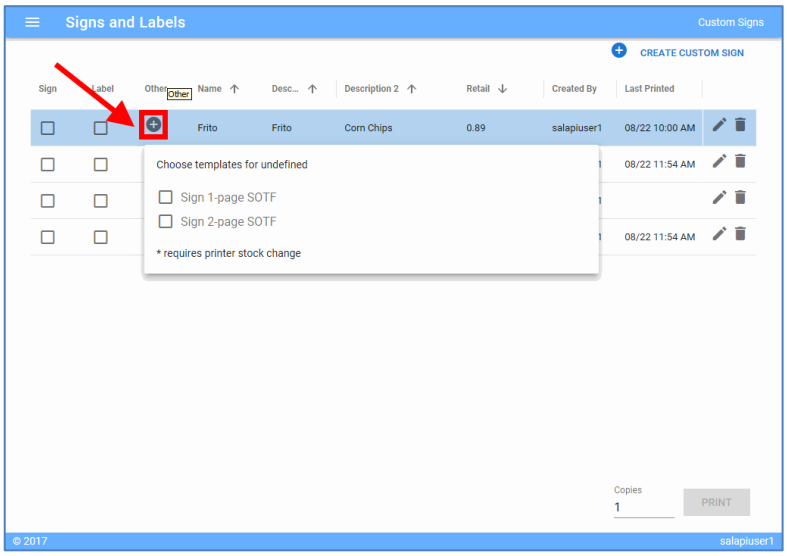
- The newly created sign/label is now displayed on the **Print Custom Signs and Labels** screen
- Select the desired item(s) using the checkboxes on the left
- Click **Print**

  NOTE: *To print multiple copies enter a number in the* ***Copies*** *field*

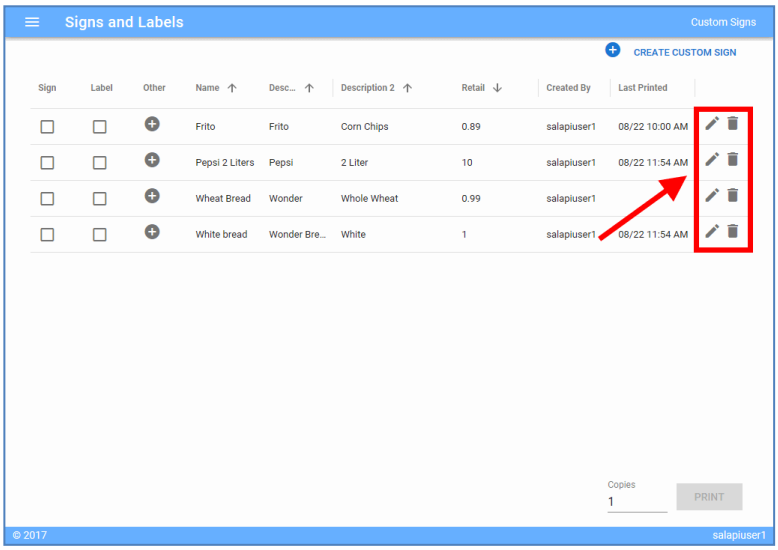


- To print a Store of the Future sign, select the desired template using the icon

  NOTE: *if the SotF template you select requires a different paper stock to be loaded into the printer, the sign will be sent to the* **Print Queue**. *You will need to change the paper then print the sign from the Queue*



Editing or Delete an Existing Custom Sign/Label

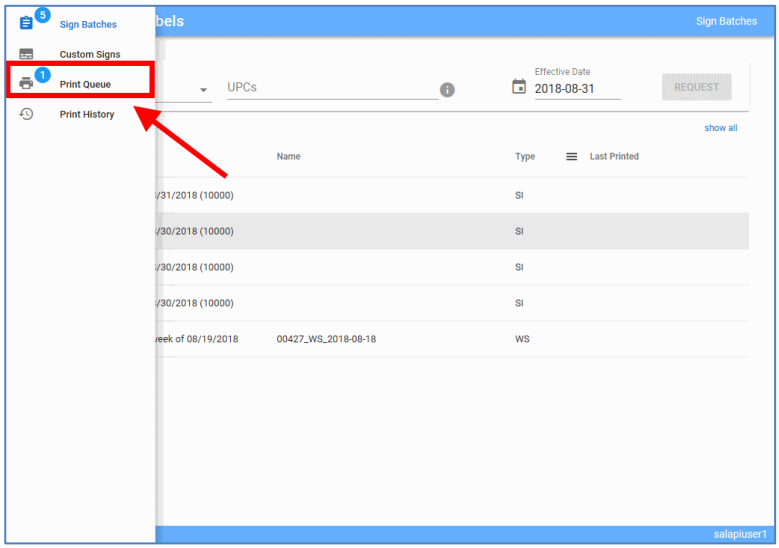


- Edit or delete using the icons to the right of each template

  NOTES: *Custom data will never be removed from this screen unless a store user initiates the deletion*
  There is no limit to the number of entries

Print Queue

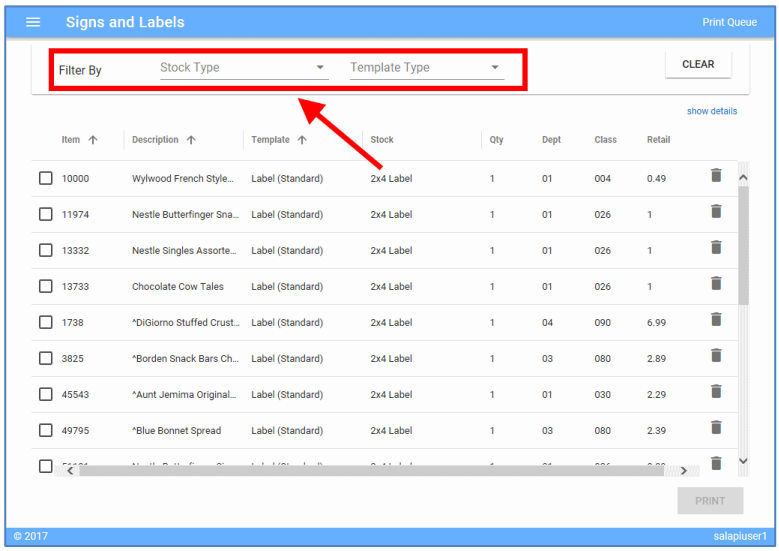
If your store has access to non-default sign templates, you may need to change paper stock in the printer prior to printing. To allow you time to do this, items that require non-default templates will be sent to the print queue rather than directly to the printer



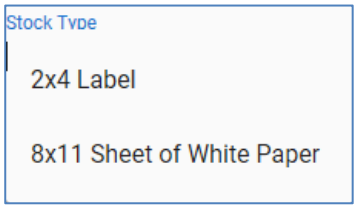
- To access the Print Queue menu, click on the "hamburger" icon in the upper left-hand corner then click on **Print Queue**

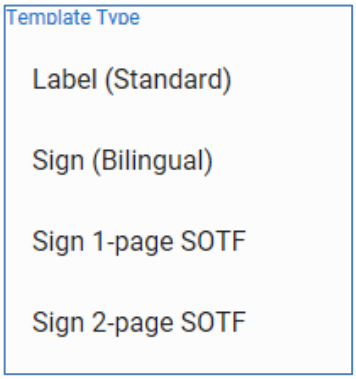
- Filter the list using the **Filter By** fields at the top

  NOTE: *You may remove all filters and revert to the default list by using the* ***Clear*** *button in the upper right-hand corner*

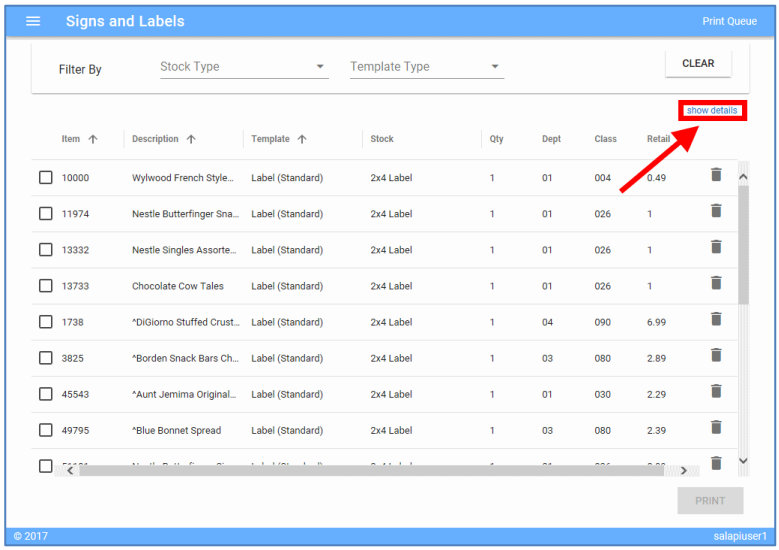


- You can filter by **Stock Type** or **Template Type**



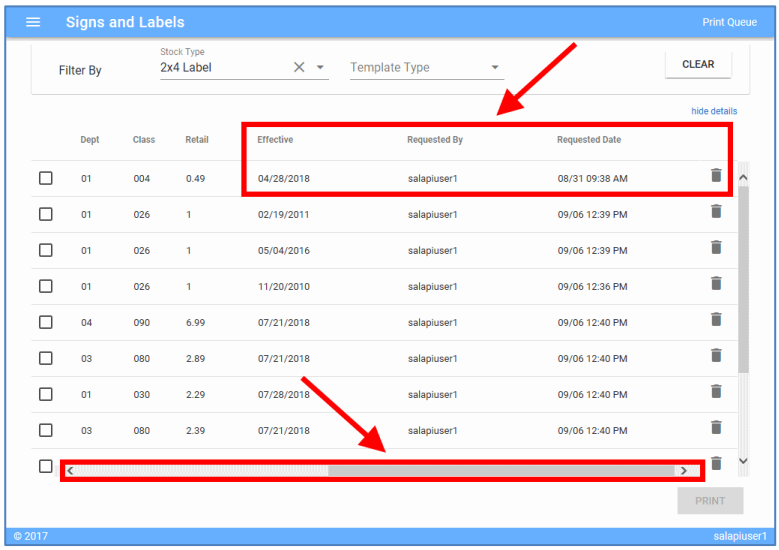


- To view more information about a particular sign/tag click **show details**

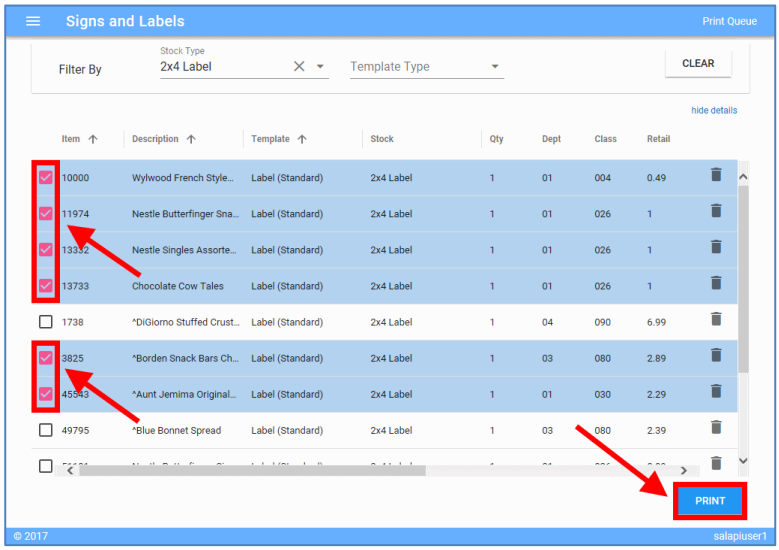


- You can view the **Effective Price Date,** the name of the user who requested it and the date it was requested
- You can delete an item from the queue using the trashcan icon

  NOTE: *You may need to scroll to the right to view the additional information*



- Select the desired items using the checkboxes on the left and click **Print**

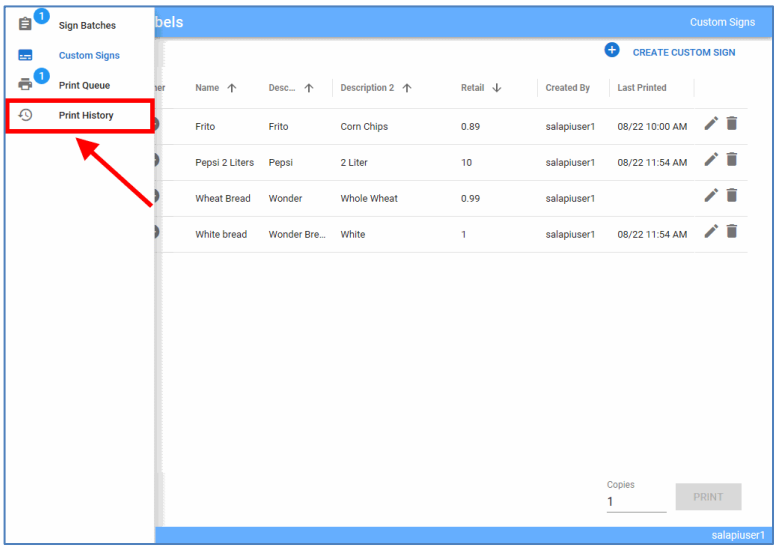


Print History

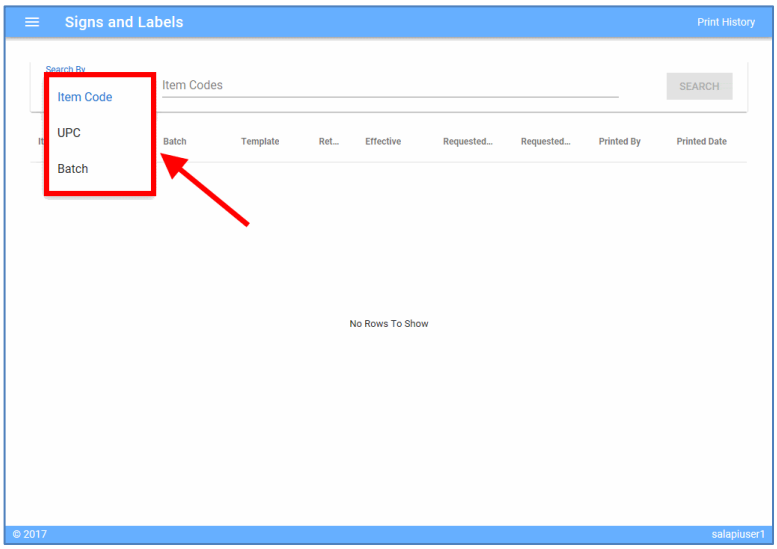
The **Print History** allows you to search for and view the last date an item was printed and by whom at your store

- To access the Custom Sign menu, click on the "hamburger" icon in the upper left-hand corner then click on **Print History**

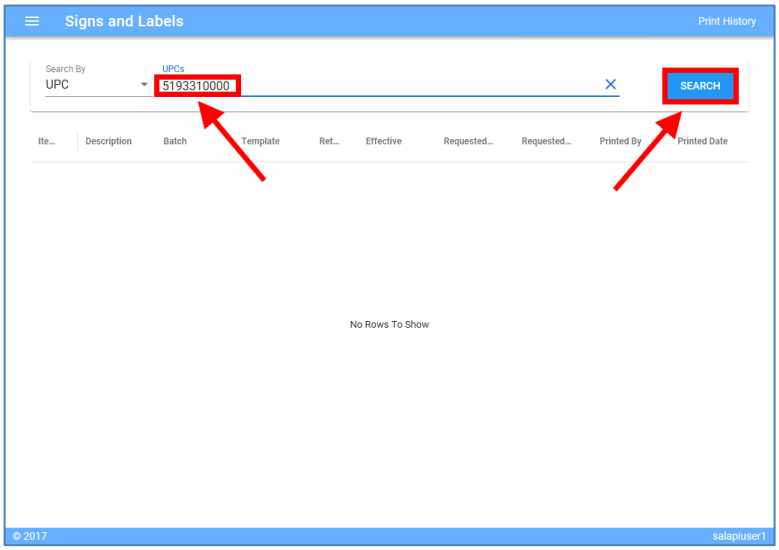
  NOTE: *There is no option to print from this screen – this is for reference only*



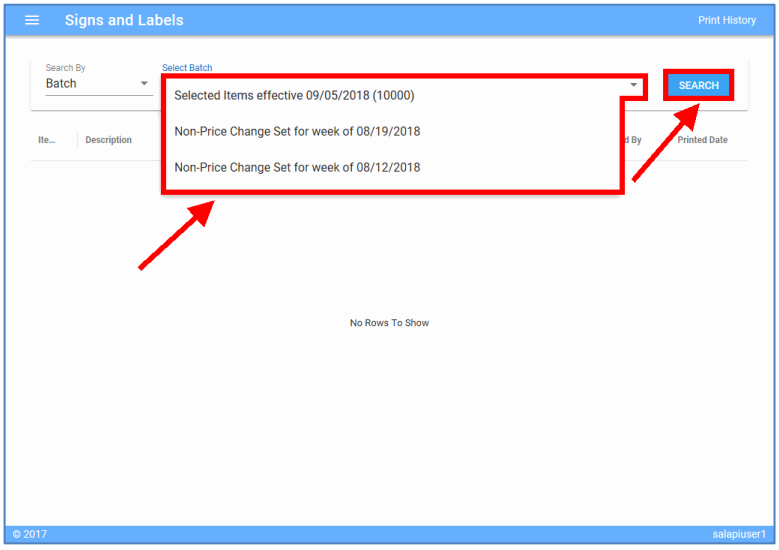
- Click in the **Search By** field and select **Item Code**, **UPC,** or **Batch**



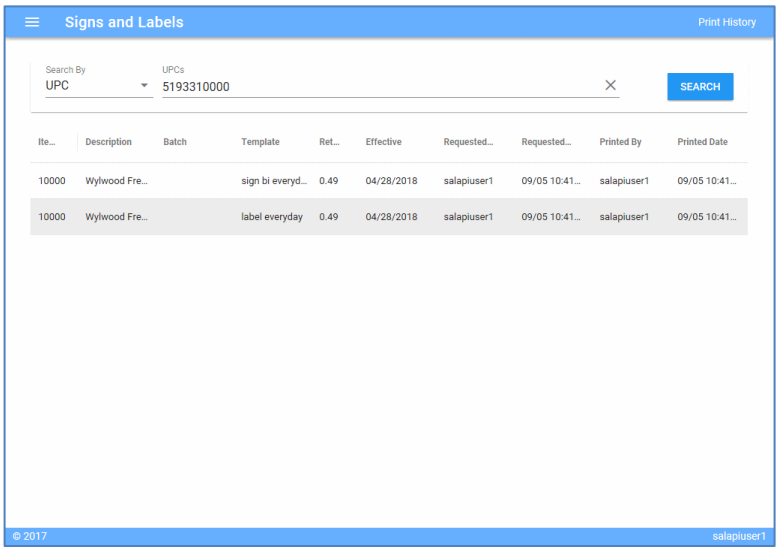
- For **Item Number** or **UPC** searches, type the number into the next field
- Click **Search**

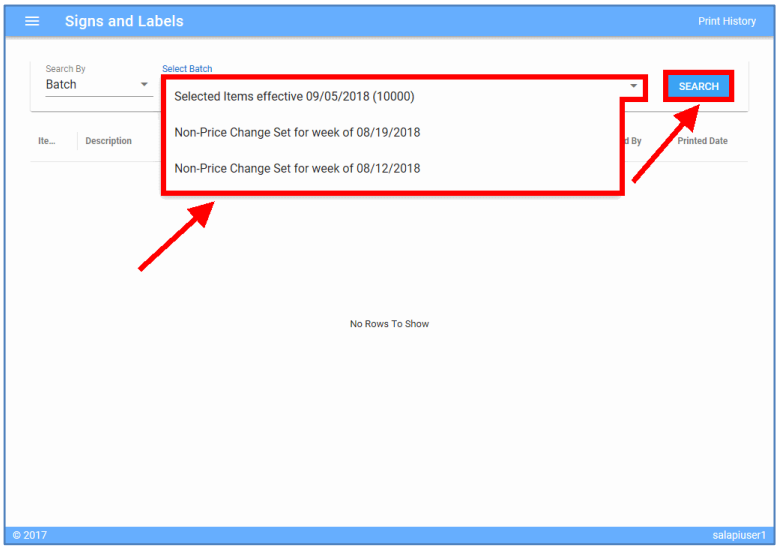


- For **Batch** searches select the desired batch from the drop-down to the right
- Click **Search**

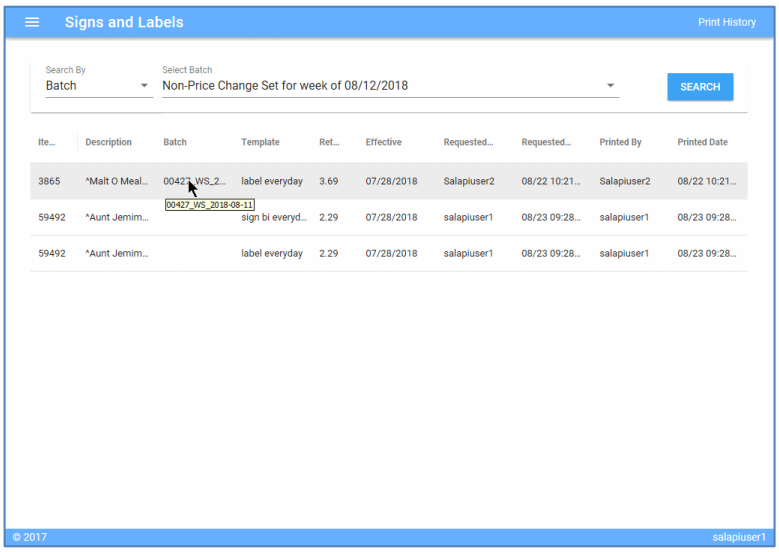


Item Code	SAL item number
Description	Item description
Batch	Item batch (if applicable)
Template	Type of sign/tag
Retail	SAL retail price
Effective	Price effective date
Requested By	User who requested sign/tag
Requested Date	Date sign/tag was requested
Printed By	User who printed sign/tag
Printed Date	Date sign/tag was printed





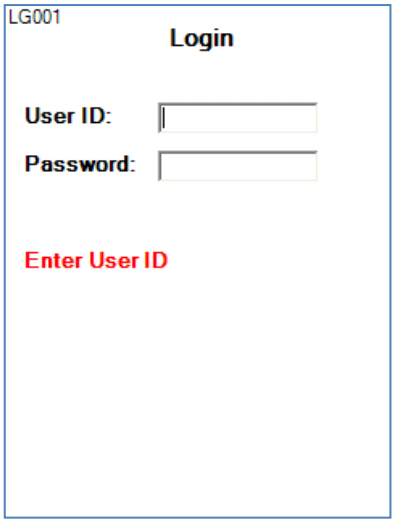
- For **Batch** searches select the desired batch from the drop-down to the right
- Click **Search**



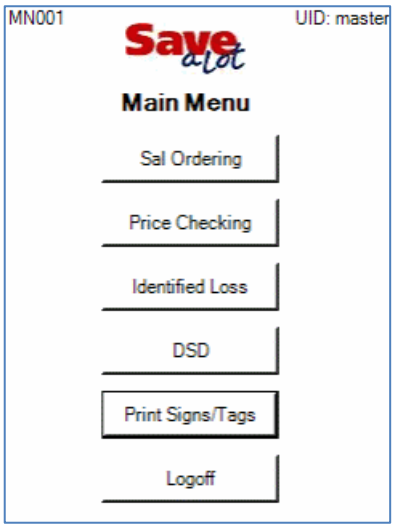
- All items from the selected batch that have been printed will be displayed

Printing Signs/Labels from Symbol Gun

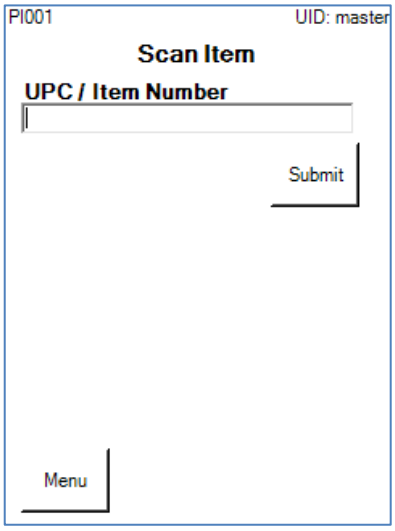
Enables the store to request a sign or tag from the handheld.



- Enter your **User ID** and **Password**



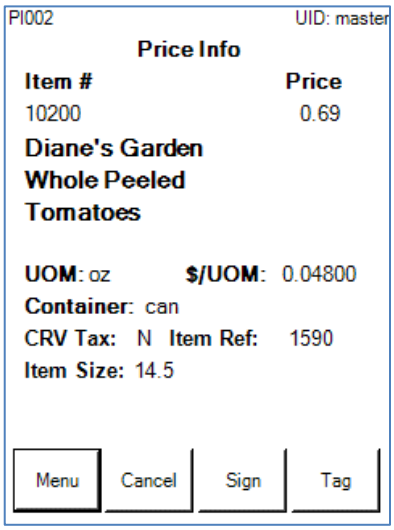
- Select **Print Signs/Tags**



- Scan an item or enter **UPC / Item Number** then click the **Submit** button

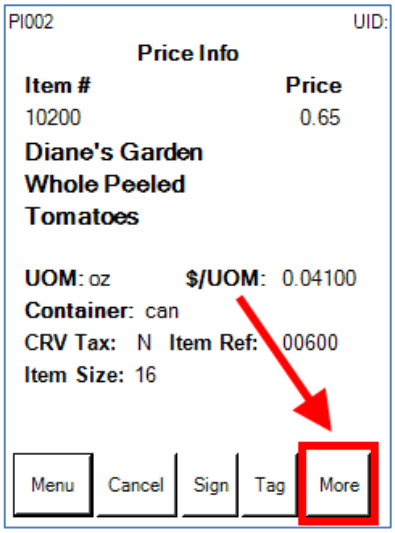
- Select either the **Sign** or **Tag** button
- The selected sign/tag will immediately print in the office

  NOTE: *To print more than one sign or tag, you must rescan the item again and request the sign or tag needed.*



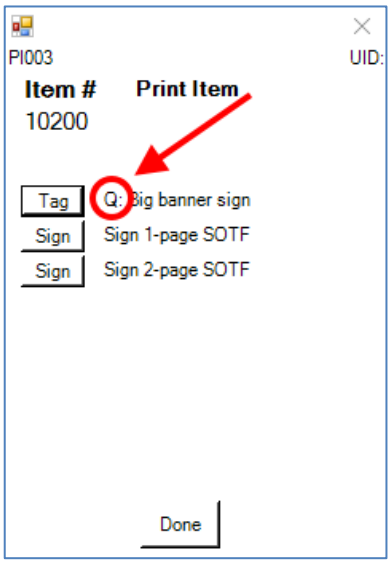
- Press the **More** button to see a list available templates

  NOTE: *The More button will only appear if your store is using non-standard sign/tag templates*

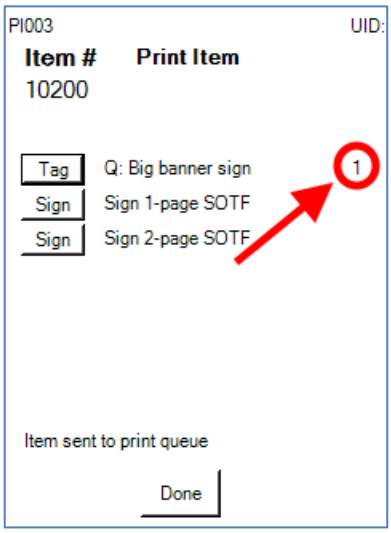


- Click the **Sign** or **Tag** button next to the desired template name to print

  NOTE: *If the sign/tag uses a template that requires the paper stock to be changed, it will be sent to the* ***Print Queue****. These items are identified by the letter* ***Q***



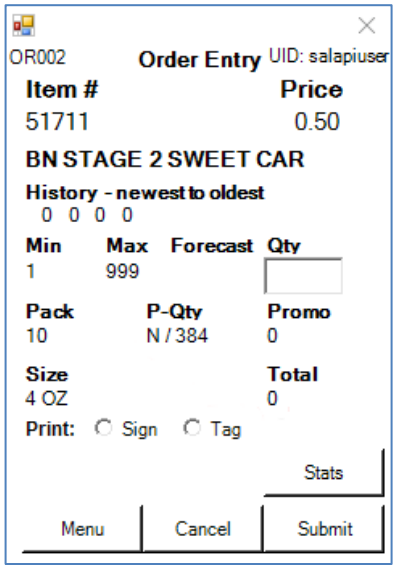
__NOTE:__ The number to the right shows the number of signs/tags that were printed or queued



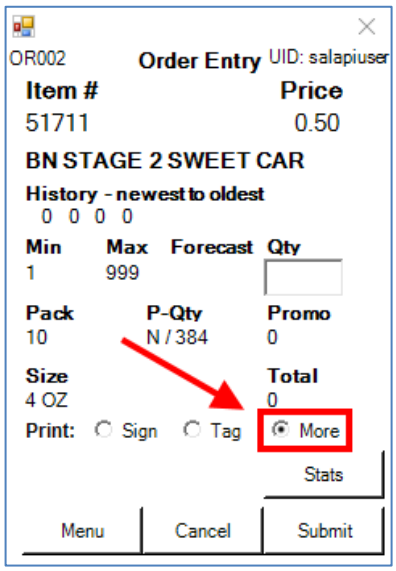
- Click **Done** to return to the **Scan Item** screen

Printing from the Order Entry Screen on the Handheld

- After scanning an item into an order:
- Select the **Sign** or **Tag** button to print for the currently displayed item
- When **Submit** is selected, the sign or tag will immediately print on the printer in the back office
- *__NOTE__: To print more than one sign or tag, you must rescan an item again and request the sign or tag needed*

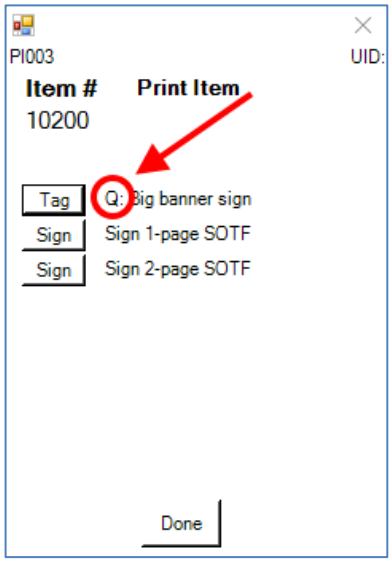


- If the store has more than the default templates, the item detail screen will display a **More** radio button
- Press the more button to see a list available templates

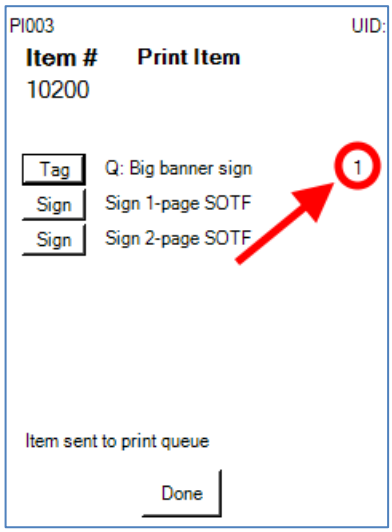


- Click the **Sign** or **Tag** button next to the desired template name to print

  NOTE: *If the sign/tag uses a template that requires the paper stock to be changed, it will be sent to the* **Print Queue**. *These items are identified by the letter* ***Q***



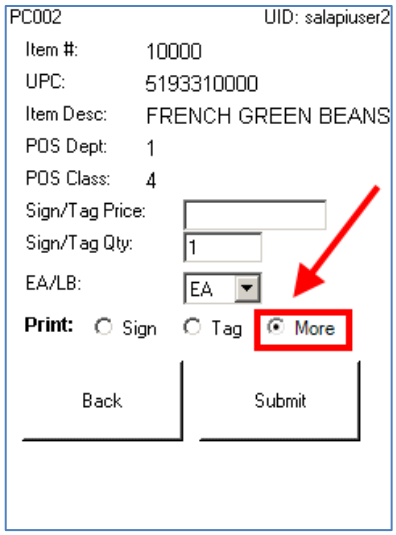
- ***NOTE:*** *The number to the right shows the number of signs/tags that were printed or queued*

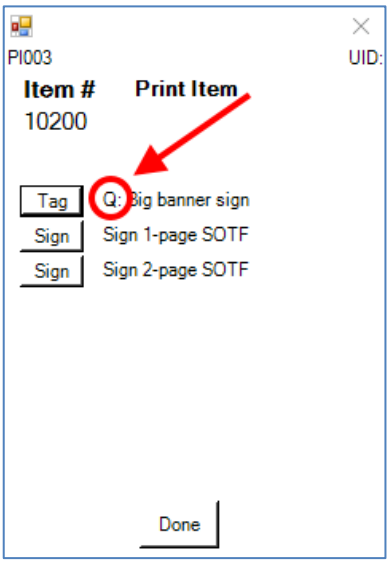


Printing from the Price Check Screen on the Handheld

After scanning an item for price verification:

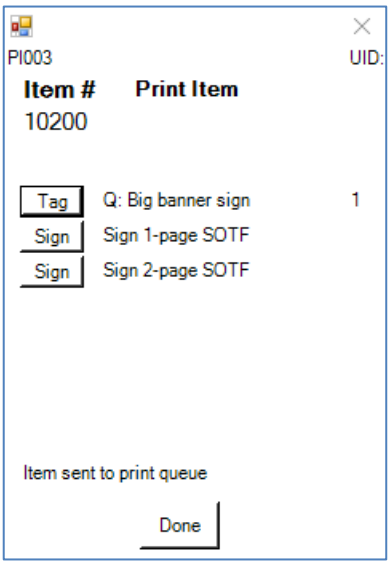
- Select the **Sign** or **Tag** button to print for the currently displayed item
- When **Submit** is selected, the sign or tag will immediately print on the printer in the back office
  NOTE*: To print more than one sign or tag, you must rescan an item again and request the sign or tag needed*





- Click the **Sign** or **Tag** button next to the desired template name to print

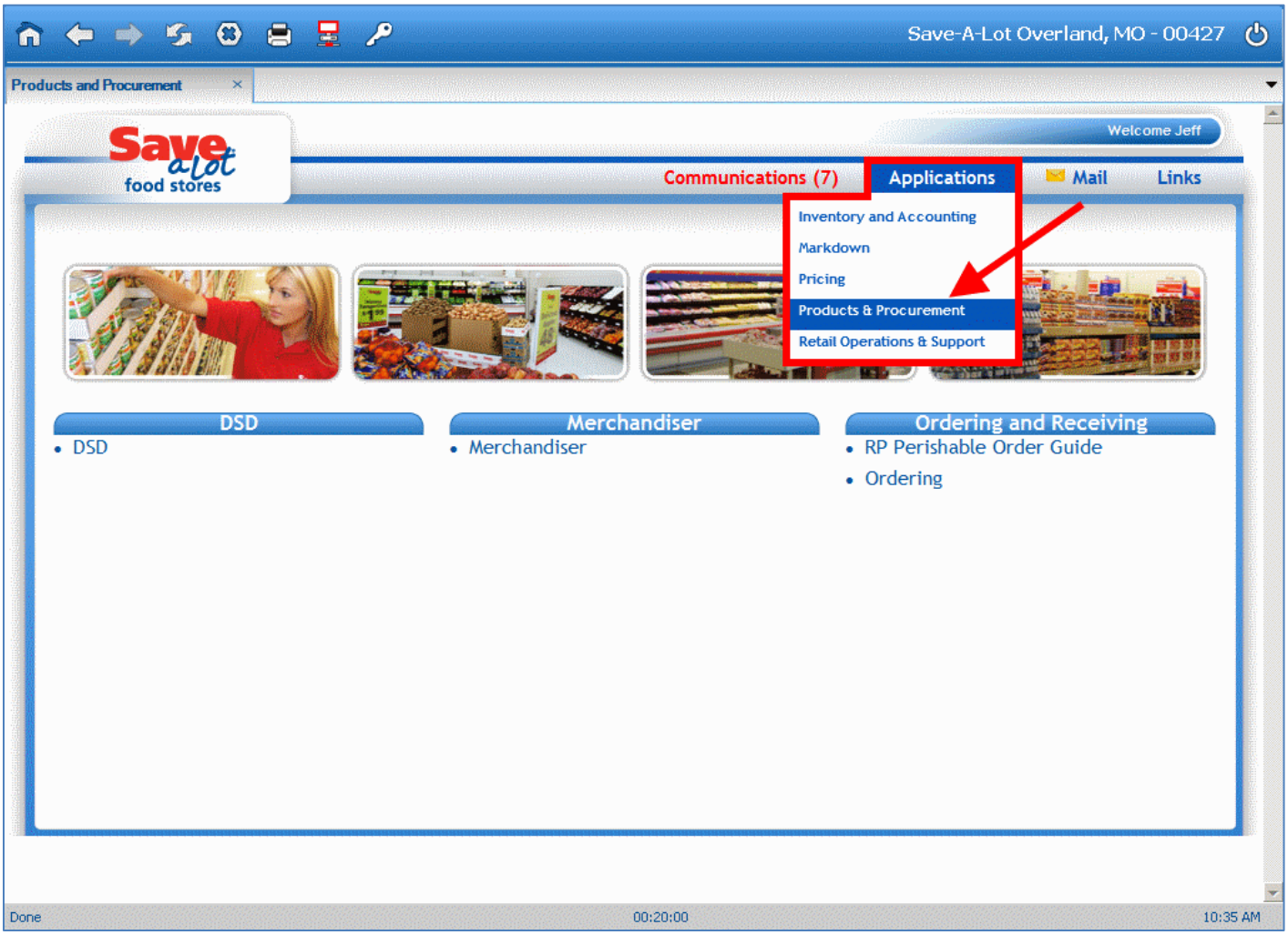
NOTE: *If the sign/tag uses a template that requires the paper stock to be changed, it will be sent to the* ***Print Queue****. These items are identified by the letter* ***Q***



- ***NOTE:*** *The number to the right shows the number of signs/tags that were printed or queued*

Products and Procurement

Allows the user to manage DSD items, create and submit orders to the SAL Distribution Center (DC), monitor and participate in the SAL Survey program



DSD	Allows the manager to check-in and receive DSD product while the vendor is at the store
Merchandiser	Merchandiser bulletins display information relating to new items available for ordering
Ordering and Receiving	Allows you to create, edit, and submit orders to your Distribution Center (DC), generate various reports and participate in the SAL Survey program

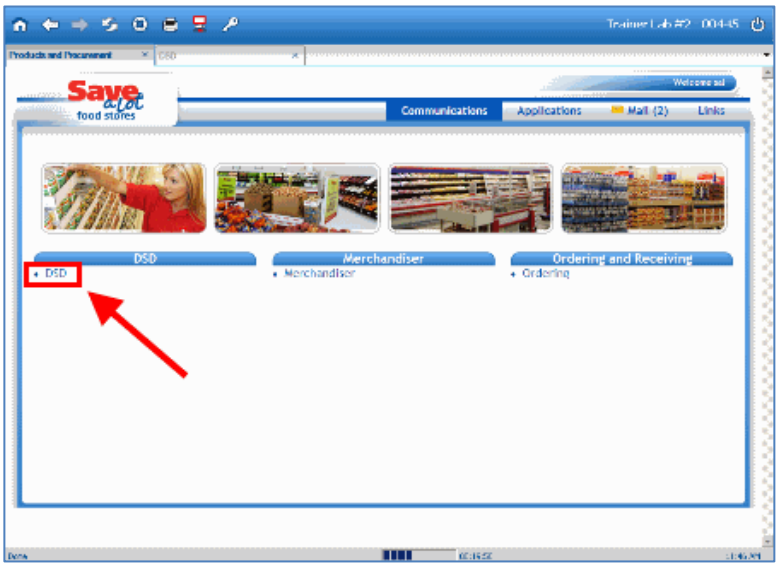
DSD (Corporate stores only)

Allows the manager to check-in and receive DSD product while the vendor is at the store. The application will assist the manager in Identifying unauthorized items, sell-by date issues, and other receiving issues that have not traditional been found until the vendor has left the store

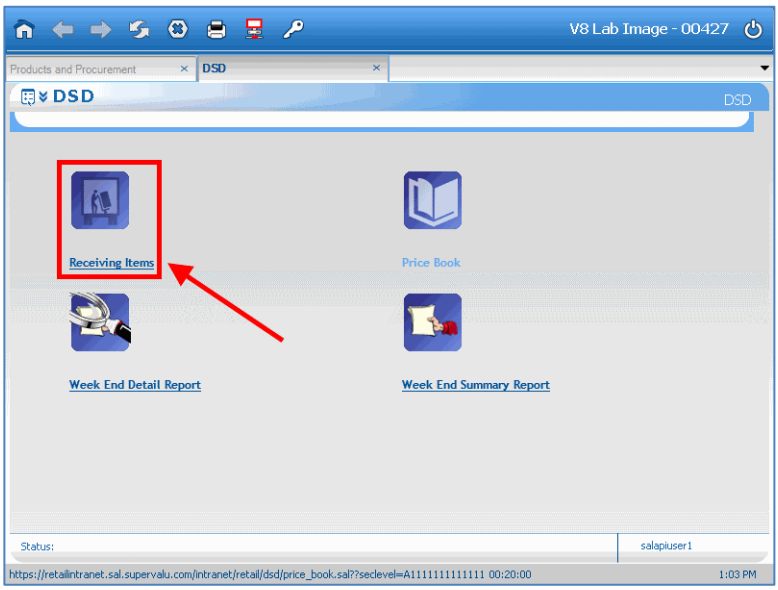
- The DSD application will not require the store to match the invoice total $ to the received total $. The system will require the store to match actual received quantities with the invoice quantities. Any cost differences will be addressed by Home Office
- All vendors need to separate receipts and credits on separate invoices. Combined invoices cannot be entered into the system
- All invoices need to be completed on the day the merchandise is received at the store
- Any invoices that have been started, but have not been approved by the store will be automatically deleted from the system at midnight each day
- If you are not finished receiving an invoice, but have accidentally selected the **Done** button, select **Cancel** from the Review invoice screen. This will then allow you to open the invoice again by scanning an item and will place the handheld back into receiving mode

Receiving Items on the Office PC

- Click **DSD**

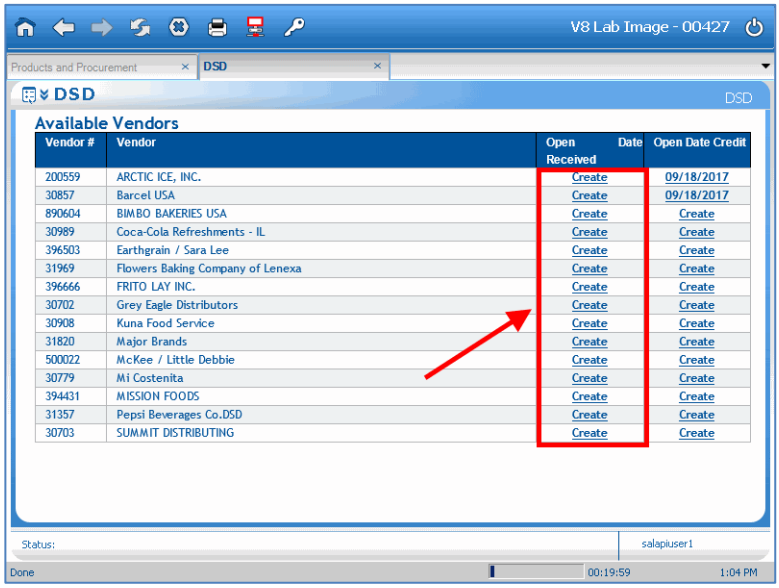


- Click the **Receiving Items** icon



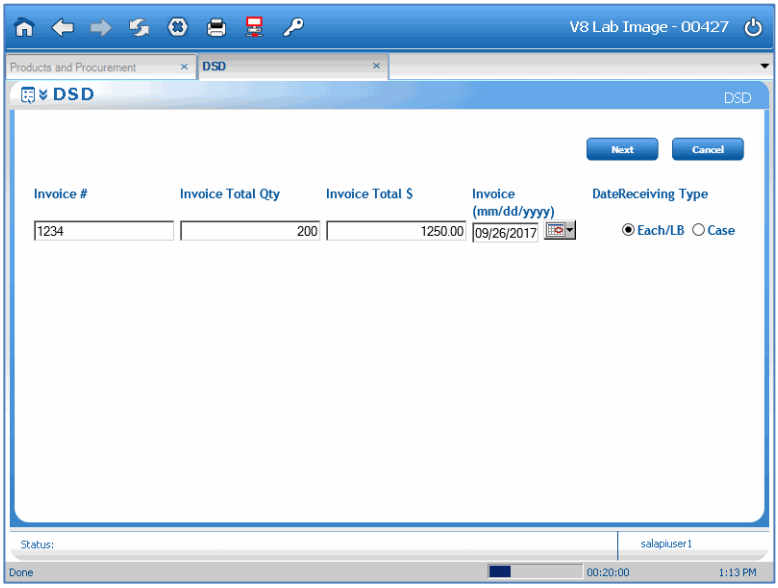
Creating a Product Invoice on the Office PC

- Click **Create** under the **Open Date Received** column for the vendor that is delivering product
  - All vendors must provide receipts and credits on separate invoices. Combined invoices cannot be entered into the system
  - All invoices need to be completed on the day the merchandise is received at the store
- Any invoices that have been started, but have not been approved by the store will be automatically deleted at midnight



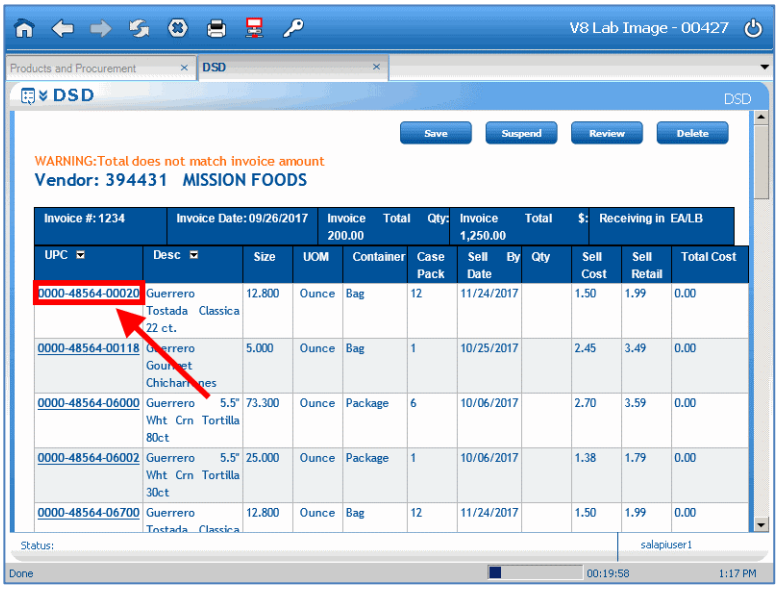
Vendor #	Vendor Identification number assigned by Save A Lot
Vendor	The name of the vendor
Open date received	Click **Create** to enter a merchandise receipt for that vendor
Open date credit	Click **Create** to enter a merchandise credit for that vendor

- Enter the **Invoice #**
- Enter the **Invoice Total Qty**
- Enter the **Invoice Total $**
- To change the date, click the button
- Under **Receiving Type** select to receive the invoice as either **Each/Lb** or **Case** quantities
  - An invoice can only be received in **Each/LB** or case quantities. The option you choose determines how the entire invoice will be entered
- Click **Next** to continue



- Click the **UPC** number of an item to enter a quantity.

  ***NOTES**: Clicking the arrows in the **UPC** and **Desc** column headers will sort the list accordingly*
  If the product is short dated, decline the merchandise receipt from the vendor



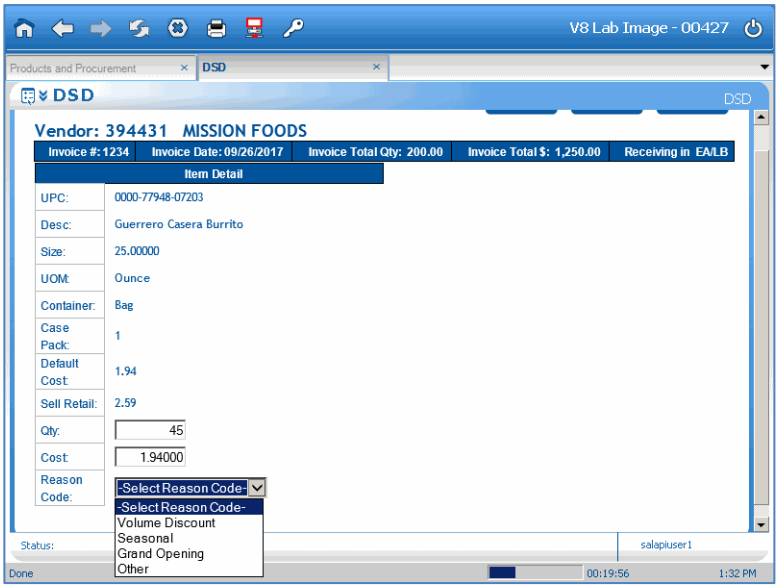
UPC	The item UPC code
Desc	The item description
Size	The weight or count of one sellable unit
UOM	Unit of measure (count, ounce, pound) of the sellable unit
Container	Packaging of the sellable unit
Case Pack	The number of units in a case (this will default to 1 if receiving type – case was chosen)
Sell By Date	Minimum acceptable Sell by Date
Qty	Amount the user has entered as received on this invoice
Case Cost	The known cost per case from the vendor (only visible if receiving type – case was chosen)
Sell Cost	Cost per unit (case cost/case pack)
Sell Retail	Save A Lot's recommended retail price per unit
Total Cost	Quantity received multiplied by sell cost

Entering Regular Items

- Enter the quantity (**Qty**) being received

  NOTE: *If the item does not have a set cost per case/item the item detail screen will display the* ***Default Cost*** *and a* ***Cost*** *field that allows the user to enter the cost from the invoice*

- If a cost other than the default is entered, you must select a **Reason Code** from the drop-down menu
- Items must be entered as they appear on the vendor invoice. If the same item is invoiced as multiple line items, you must create matching line items on the DSD Invoice by clicking the **Copy** button
- Click **Save** to continue or **Cancel** to return to the previous screen

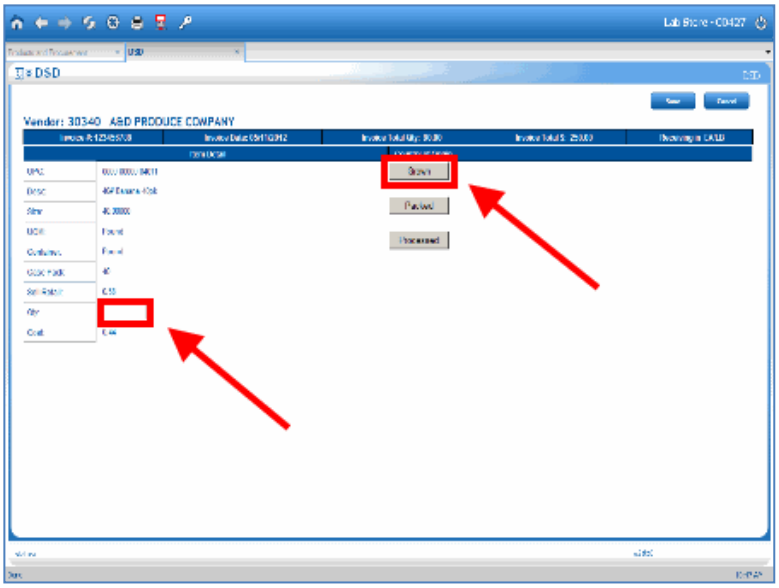


Entering Cool Items

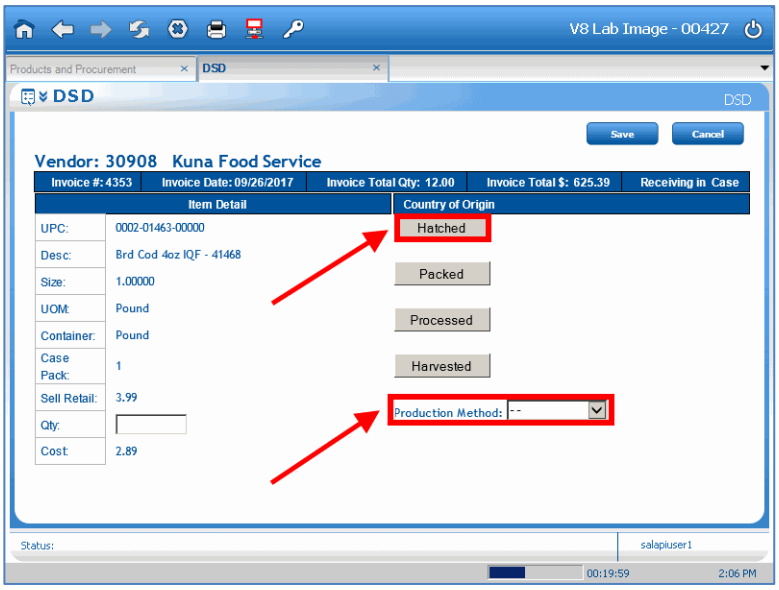
- Enter the quantity (**Qty**) being received

  NOTE: *If the item does not have a set cost per case/item the item detail screen will display the* ***Default Cost*** *and a* ***Cost*** *field that allows the user to enter the cost from the invoice*

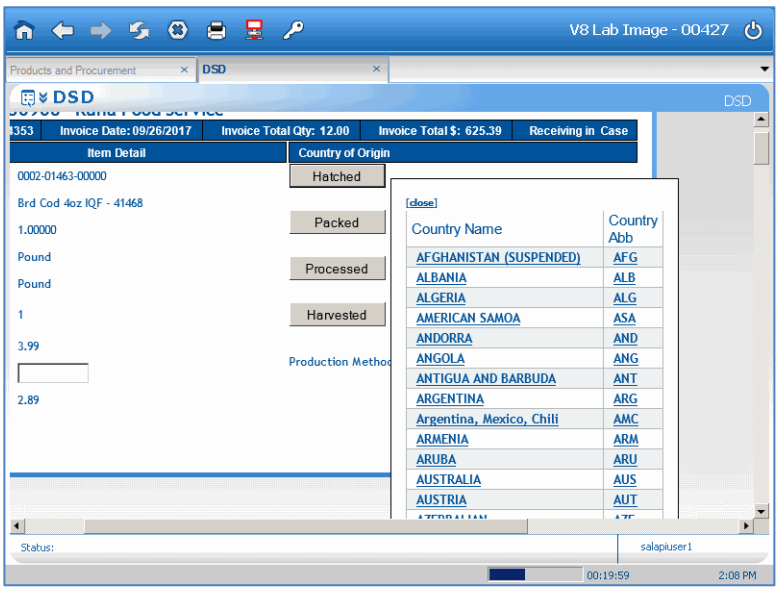
- If a cost other than the default is entered, you must select a **Reason Code** from the drop-down menu
- Click the **Grown** button



- Seafood items require the user to enter the **Hatched** and **Production Method** in addition to the **Packed**, **Processed,** and **Harvested** fields



- Select the **Country Name** from the list
- The country selected will populate for the **Grown**, **Packed**, and **Processed** fields
- Click **Save** to continue or **Cancel** to return to the previous screen



Additional Charges

- If authorized by the purchasing group, some vendors may charge additional fees when they deliver product. Enter the charges from the invoice in the fields for:
  - Surcharge
  - Bottle deposit
  - Tax
  - Container
  - Discount

- Click **Save** to save the items entered and continue receiving additional items
- Click **Suspend** to save the items entered and return to the available vendor screen
- Click **Review** to view the invoice totals and approve the merchandise receipt
- Click **Delete** to delete the invoice and all entered values

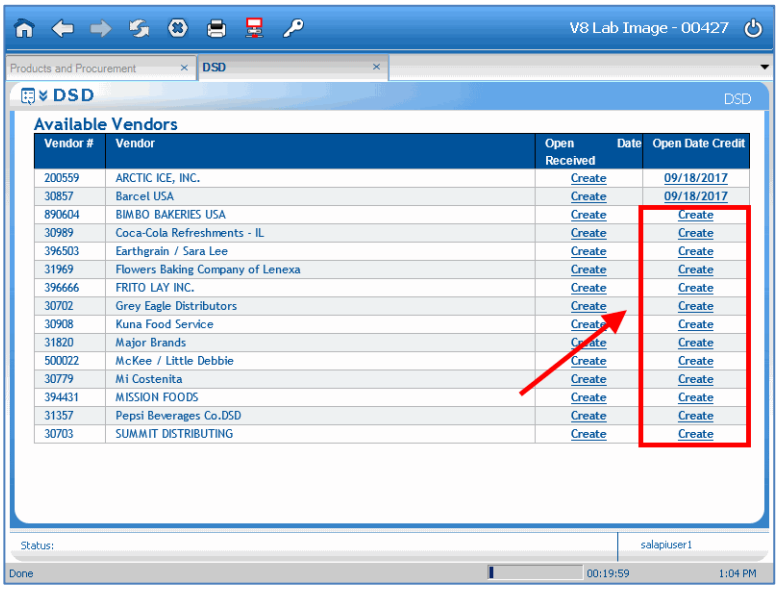
Creating a Credit Invoice on the Office PC

- Click **Create** under the **Open Date Credit** column for the vendor that is issuing the credit

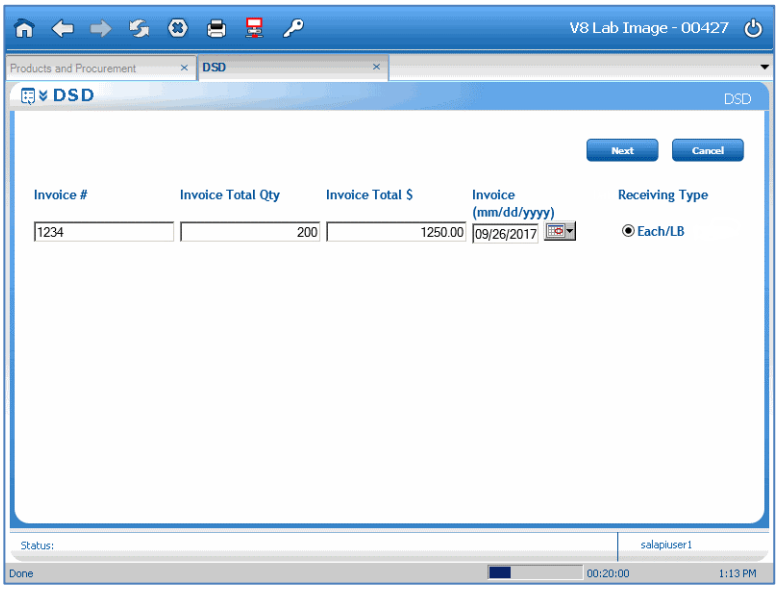
  NOTES: *All vendors must provide receipts and credits on separate invoices. Combined invoices cannot be entered into the system*

  All invoices need to be completed on the day the credit invoice is received at the store

  Any invoices that have been started, but have not been approved by the store will be automatically deleted at midnight

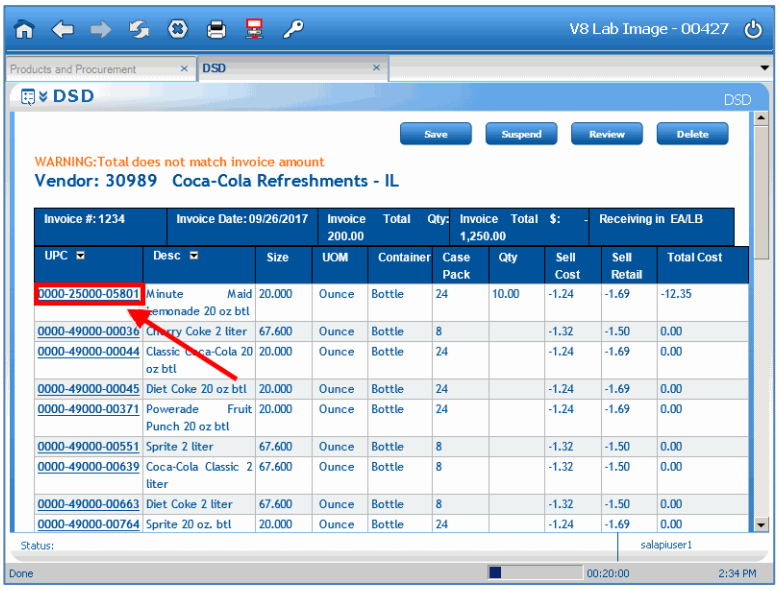


- Enter the **Invoice #**
- Enter the **Invoice Total Qty**
- Enter the **Invoice Total $**
- To change the date, click the button
- Click **Next** to continue



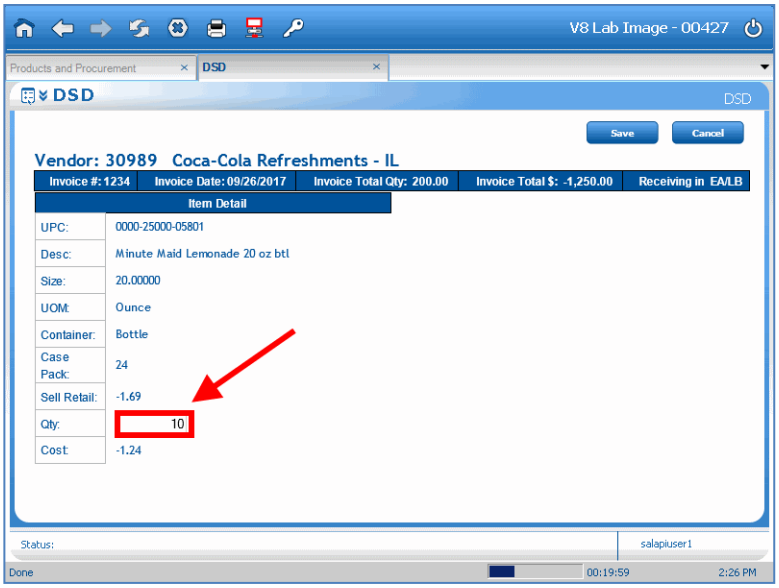
- Click the **UPC** number of an item to enter a quantity.

  ***NOTES**: Clicking the arrows in the **UPC** and **Desc** column headers will sort the list accordingly*

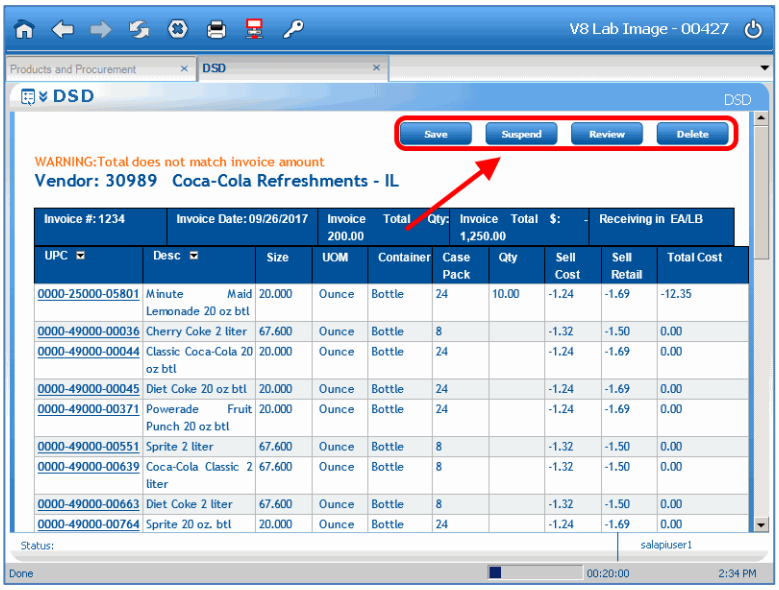


UPC	The item UPC code
Desc	The item description
Size	The weight or count of one sellable unit
UOM	Unit of measure (count, ounce, pound) of the sellable unit
Container	Packaging of the sellable unit
Case Pack	The number of units per case
Qty	Amount the user has entered as received on this invoice
Sell Cost	Displayed as negative, cost per unit (case cost/case pack)
Sell Retail	Displayed as negative, Save A Lot's recommended retail price per unit
Total Cost	Quantity credited at the sell cost
Desc	Item description

- Enter the quantity (**Qty**) being credited
- Click the **Save** button when complete
- Click the **Cancel** button to discard all changes and exit to the item list screen

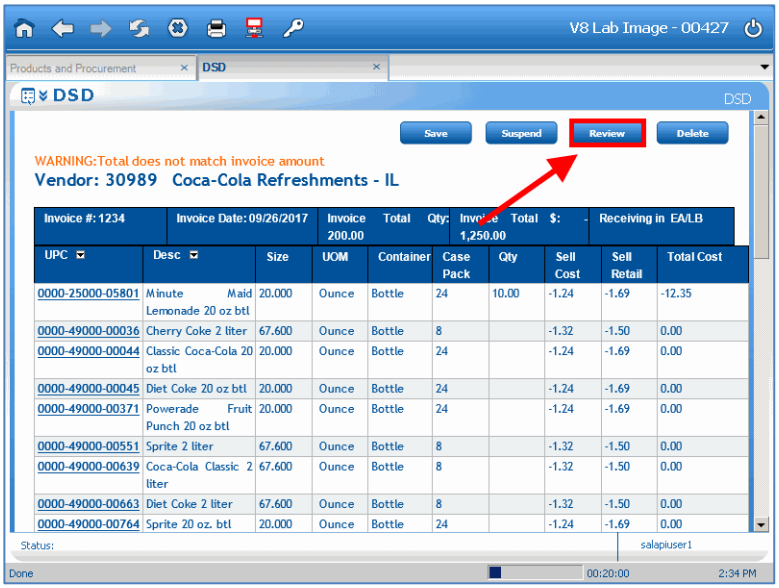


- Click **Save** to save the items entered and continue receiving additional items
- Click **Suspend** to save the items entered and return to the available vendor screen
- Click **Review** to view the invoice totals and approve the merchandise receipt
- Click **Delete** to delete the invoice and all entered values

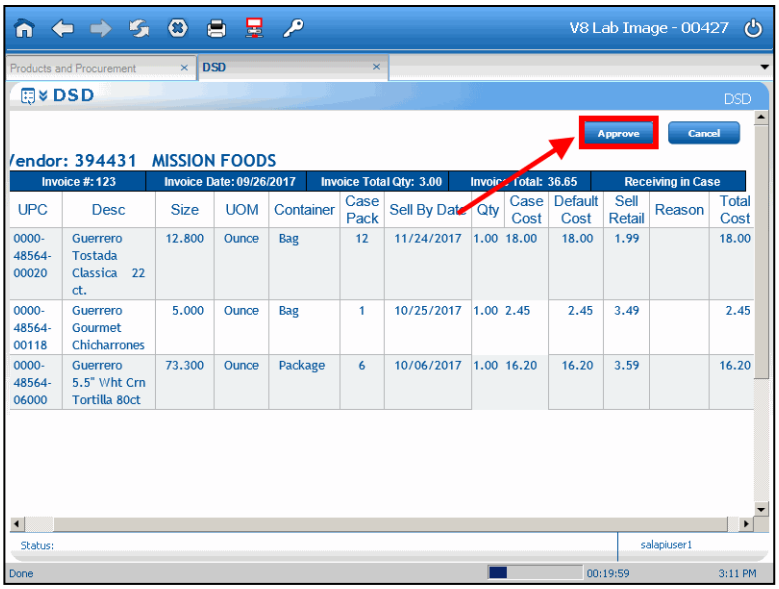


Reviewing and Approving Invoices and Credits on the Office PC

- Click the **Review** button to begin the approval process

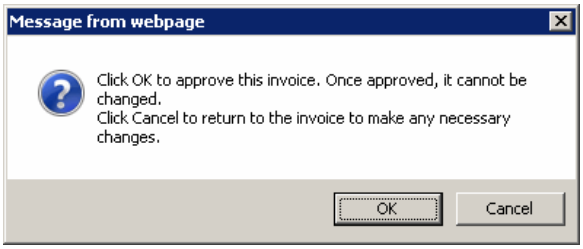


- Verify that there are no error messages (see table below)
- Click the **Approve** button



- Possible error messages may include

Warning: Total Does Not Match Invoice Amount	The total invoice amount does not match the calculated value in the DSD system • This could be caused by incorrect costs in the system or by an invoice being received on a date after it was delivered • This warning can be overridden.
Invoice Quantity Must Equal Receiving Quantity Total	The quantity that was entered from the invoice does not match the quantities that were entered for each item • This warning cannot be overridden • Verify that all items have been entered correctly



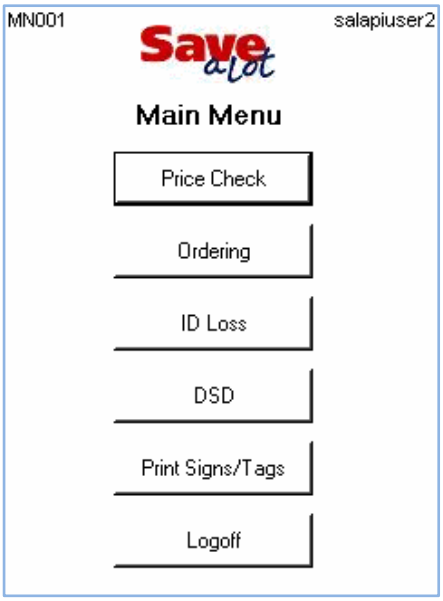
- Click **OK** to approve the invoice.
- Click **Cancel** to return to the invoice for editing

Receiving Items from the Symbol Gun

Creating a Product Invoice on the Symbol Gun

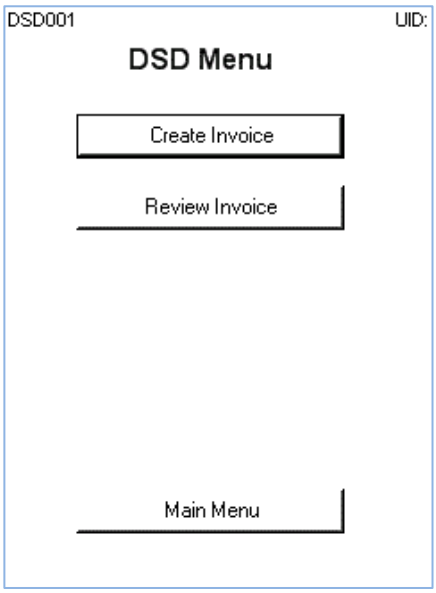
- Enter your **User ID** and **Password** and press the **ENT** button on the keypad

- Click the **DSD** button

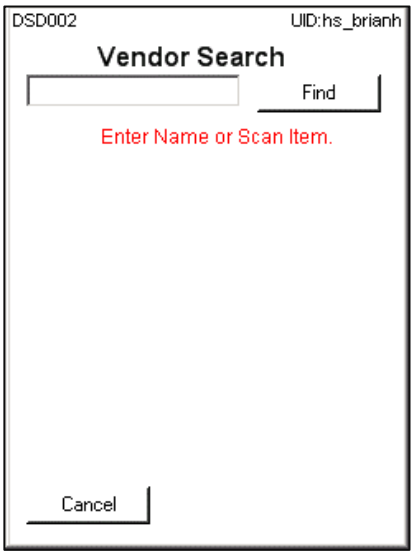


- From the DSD Menu, choose **Create Invoice**

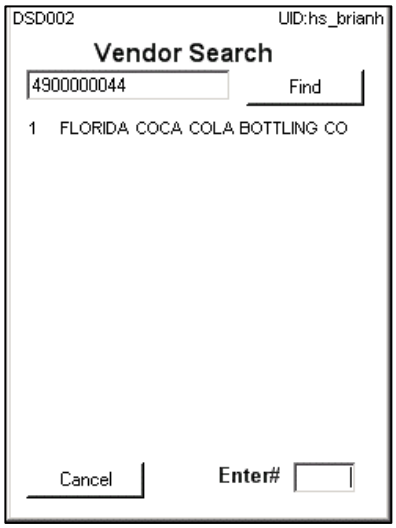
  NOTES: Create Invoice *allows the user to receive product and process credits for DSD authorized vendors*
  Review Invoice*: allows the user to review any invoice that has not been approved*



- On the **Vendor Search** screen, either
  - **Scan** the barcode of one of the vendor's items
    Or
  - Enter part of the vendor's name (i.e. Frito Lay) you could enter (i.e. Frit) and click **Find,** this will generate a "short" list of vendors to select from
    Or
  - Click **Find** to select from a list of vendors



To Search Vendors by Scanning a Product Barcode



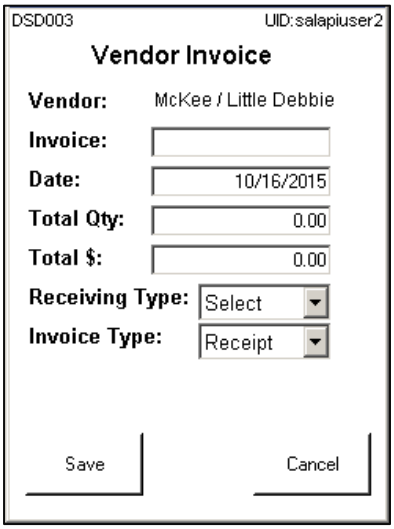
- From the **Vendor Search** screen, scan one of the items being received
- A list of approved vendors will appear
- In the **Enter #** field, type the number for the vendor you are receiving

To Search Vendors Using the Vendor Find Function

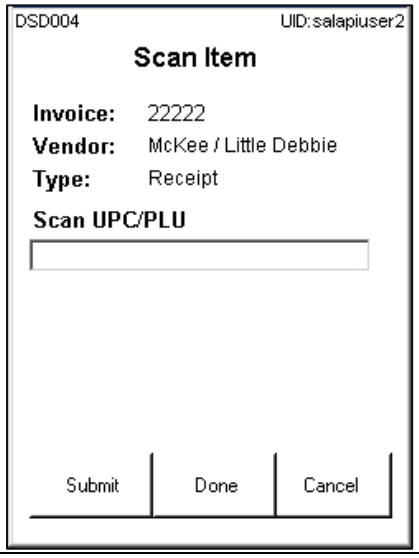
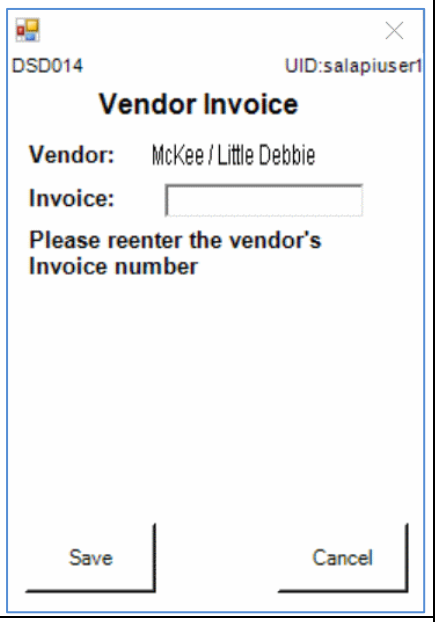
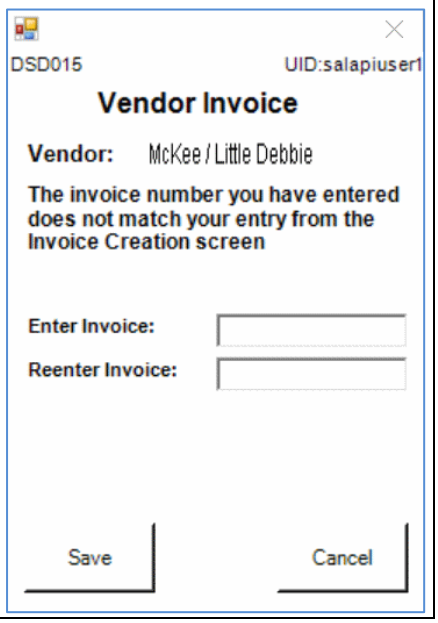
- From the **Vendor Search** screen, click **Find**
- A list of approved vendors will appear
- In the **Enter #** field, enter the number to the left of the vendor that you will be receiving

- Enter the **Invoice #** and press Tab
- The **Invoice Date** will default to today's date
- Enter the **Total Qty** and press Tab
- Enter the **Total $** (the total dollar amount from the invoice) and press Tab
- Select the **Receiving Type** by clicking the down arrow to the right of the field
- An invoice can be received as **EA\LB** or **Cases**
  - If the invoice is written in case quantities, select **Cases**
  - If the invoice is in each quantity or pounds, select **EA\LB**

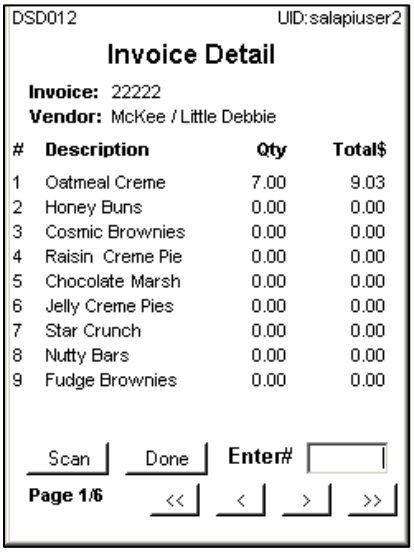
  NOTE: *once a receiving type is selected, all items in the invoice MUST be received in the same manner*
- Select the **Invoice Type** by clicking the down arrow to the right of the field
  - **Receipt** – used when receiving merchandise from the vendor
  - **Credit** – used when returning merchandise to the vendor



- Press the **Save** button

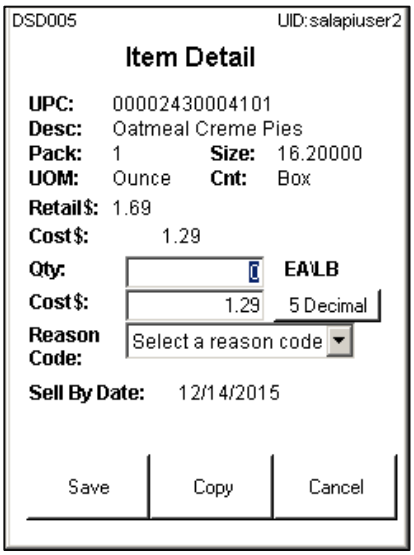
• Scan the item being received o If the item being received does not have a barcode click the **Cancel** button on the scan item screen	
• Re-enter the **Vendor Invoice** number	
• ***NOTE:*** *The re-entered Invoice Number must match the Invoice Number entered previously*	

- Find the desired item on the list and enter the corresponding number
  - If there is more than one page of products available use the arrow buttons at the bottom of the screen to change pages
- Click **Done** or press **ENT**



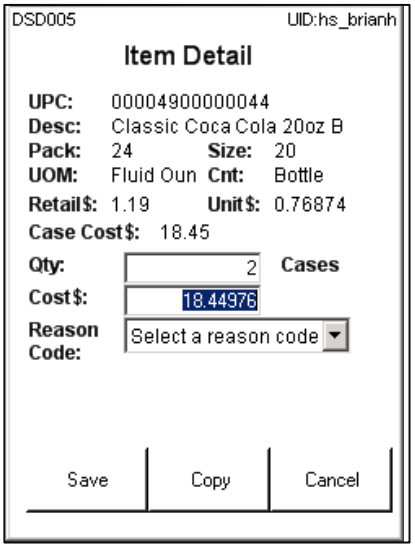
Receiving – Basic Items

- Verify the correct item appears on the screen and enter the quantity (**Qty**) being received
- If the item does not have a set cost per case/item, the item detail screen will display a **Cost $** field that allows the user to enter the cost from the invoice
- If a cost other than the default is entered, you must select a **Reason Code** from the drop-down menu.
- If the item has a sell by date, the date will appear at the bottom of the screen in the **Sell By Date** field.
- Compare this date to the date on the package. Do not accept any short-dated product.

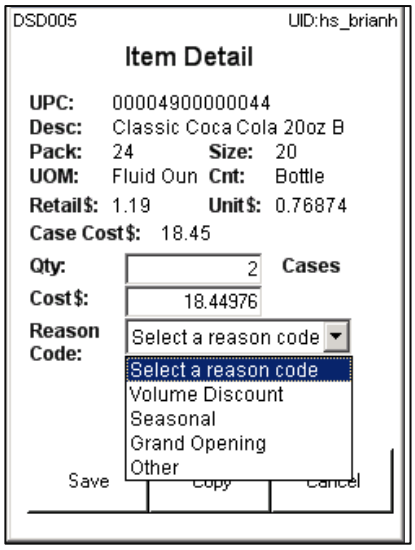


- If the vendor is "Deal Authorized", the **Cost$** field will be available for editing. If the vendor is offering you a lower cost than is showing, adjust the cost to the vendor cost.

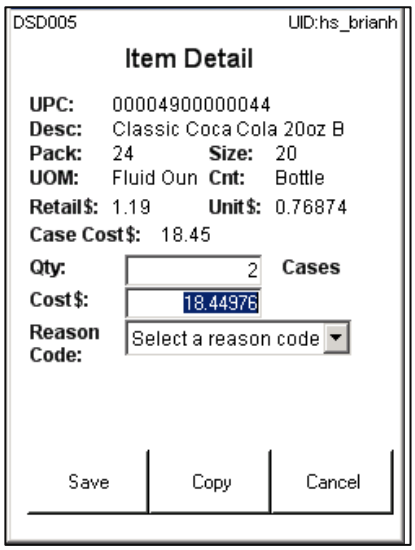
  NOTE: *Costs can only be entered at or below the approved cost. You will not be able to increase the cost*



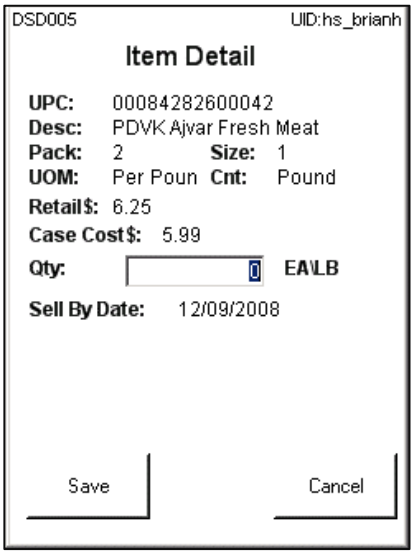
- If the **Cost$** field is adjusted, you will need to enter a **Reason Code**.



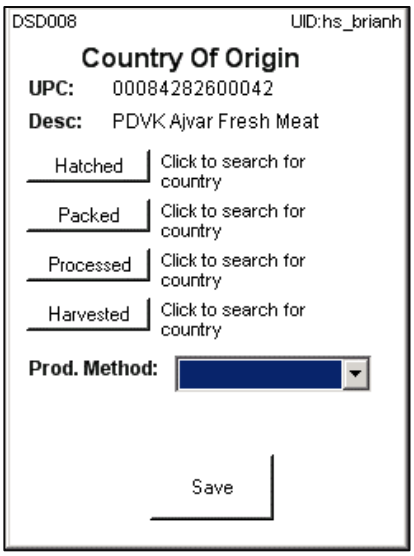
- Click the **Save** button when complete
- Click the **Copy** button to save the current quantity and cost information of the item you are receiving and open a new receiving instance of the same item (with cost and quantity fields reset to defaults)
- Click the **Cancel** button to discard all changes and exit to the item list screen



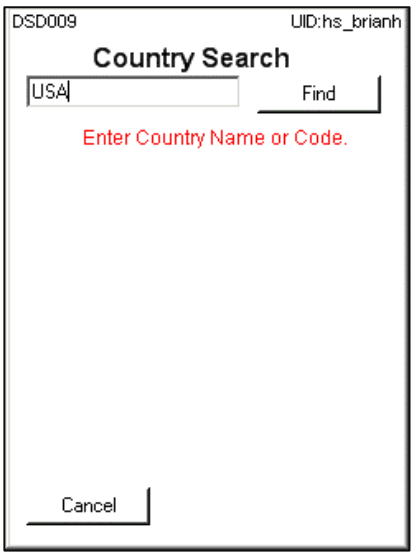
Receiving – COOL Items



- Verify the correct item appears on the screen and enter the quantity (**Qty**) being received
- Click the **Save** button

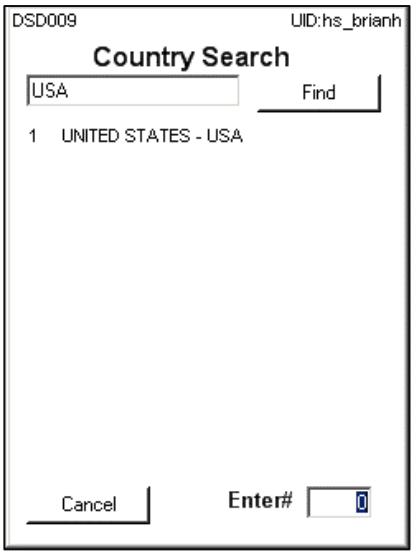


- The buttons will be based on the information that is provided on the invoice.
- Click the first button (in this case **Hatched**)

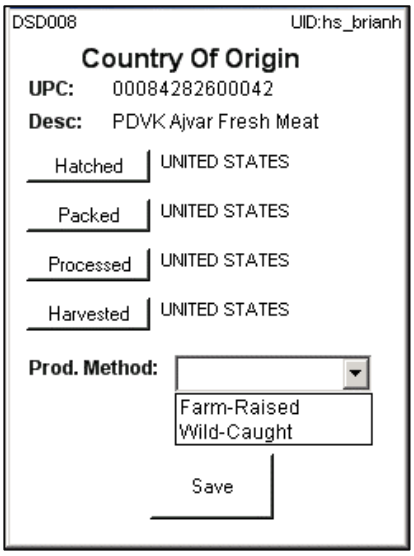


- On the **Country Search** screen, enter the first few letters of the country name to limit the search and then click the **Find** button

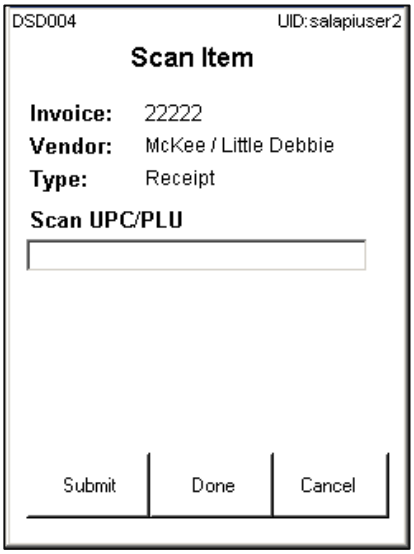
- A list of countries matching the search criteria will appear. Type the number next to the country name in the **Enter#** field and press **ENT**



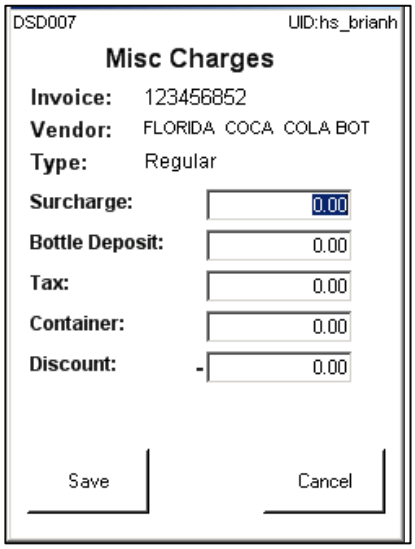
- The country selected will populate for all required fields
- If any of these entries on the invoice are different, click the appropriate field to change
- Seafood items require the user to enter the **Hatched** and **Prod. Method** in addition to the packed, processed and harvested fields
- Click the **Save** button to return to the scan item screen



- When all items are entered for this invoice click **Done**.



Receiving – Additional Fees

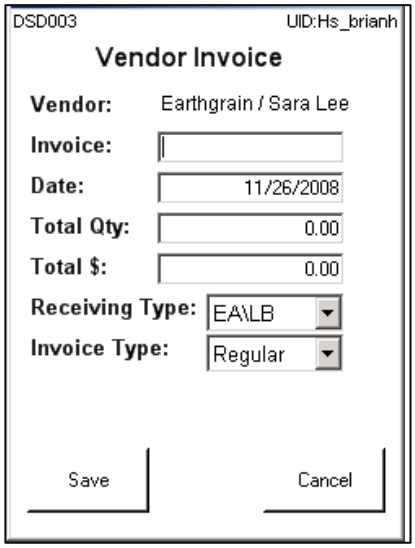


- Some vendors are authorized to charge additional fees when they deliver product. Enter the charges from the invoice in the fields for:
  - Surcharge
  - Bottle Deposit
  - Tax
  - Container
  - Discount

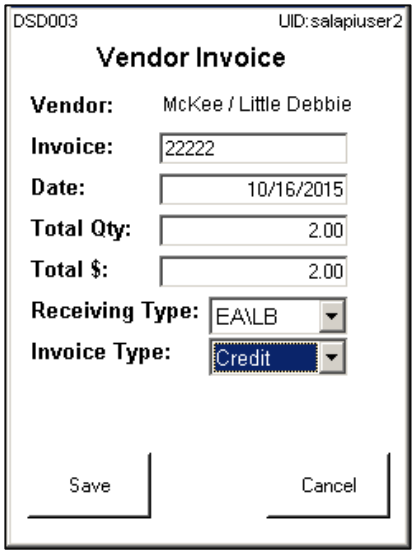
  NOTE: *The additional charge lines will only appear when a vendor is authorized to charge these fees.*

- Click the **Review** button to continue the approval process.

Creating a Credit Invoice on the Symbol Gun

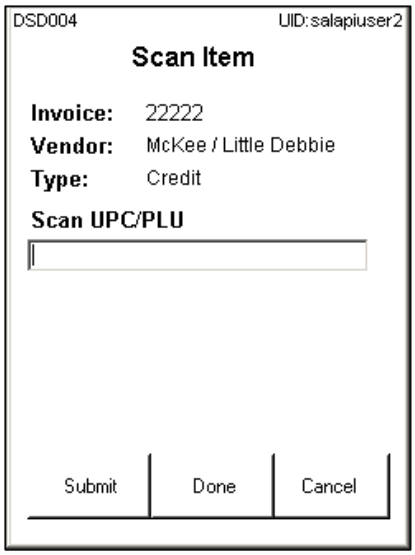


- Type the **Invoice** number and use Tab to move to the next field.
- The **Date** field will default to the current date. Use TAB to move to the next field.
- Type the **Total Qty** from the invoice. Use Tab to move to the next field.
- Type the **Total $** (Invoice Total). Click the drop-down arrow next to **Receiving Type**.

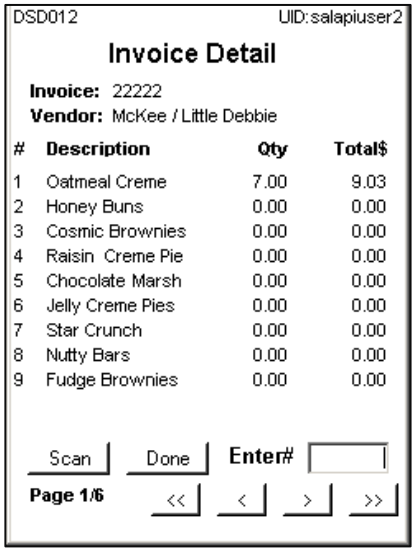


- Select **EA\LB** from the **Invoice Type** drop down
  - Credit invoices can only be entered as **EA\LB**, selecting cases will result in an error
- Select **Credit** from the **Invoice Type** drop down
- Press the **Save** button

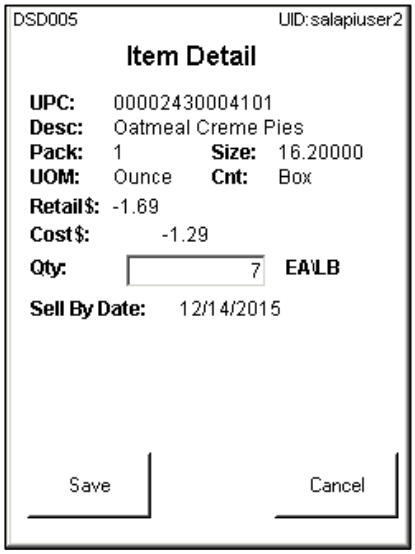
- Scan or enter the item's UPC



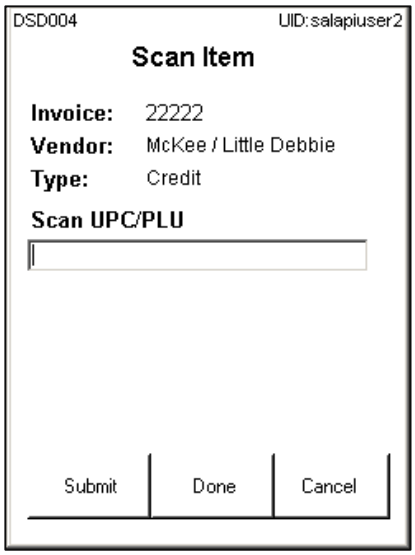
- If the item being received does not have a barcode click the **Cancel** button on the scan item screen
- Find the desired item on the list and enter the corresponding number
- Use the arrow buttons at the bottom of the screen to change pages
- Press **Done** or press **ENT**



- Enter the quantity (**Qty**) of the item being returned and press **Save**

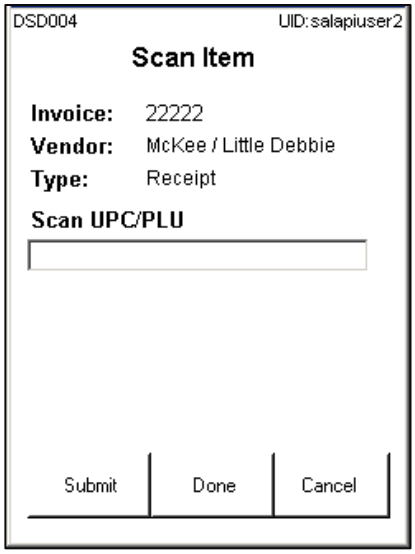


- When all items are entered for this return invoice press **Done**

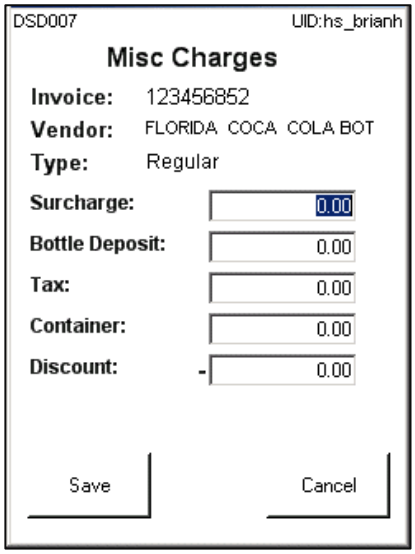


Credit Invoice Approval on the Symbol Gun

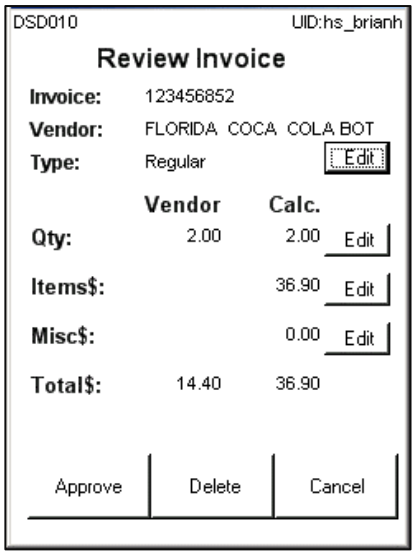
- Scan item and press **Submit** to continue
- Press **Done** when finished



- Some vendors are authorized to charge additional fees when they deliver product
- Enter the charges from the invoice in the fields for:
  - Surcharge
  - Bottle deposit
  - Tax
  - Container
  - Discount
- The additional charge lines will only appear when a vendor is authorized by the purchasing group to charge these fees
- Click **Save** to continue

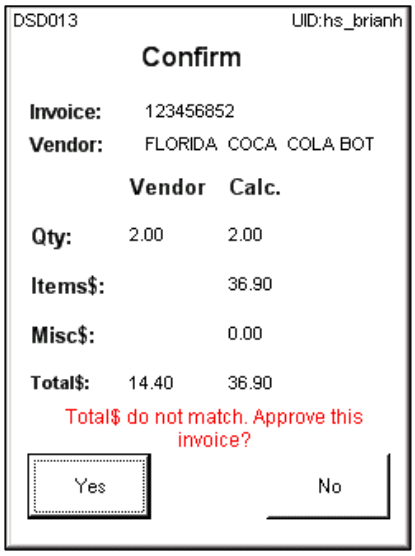


- The **Review Invoice** screen will show a comparison between:
  - **Vendor:** invoice totals
  - **Calc.:** totals of items scanned and received
- **Qty** totals must match between the **Vendor** and **Calc.** columns in order to approve the DSD receipt.
- The **Edit** buttons can be used to update the items being received
- When the totals are correct, click the **Approve** button
- Click the **Delete** button to delete the invoice and all items entered
- Clicking the **Cancel** button will take you to the unapproved invoices screen



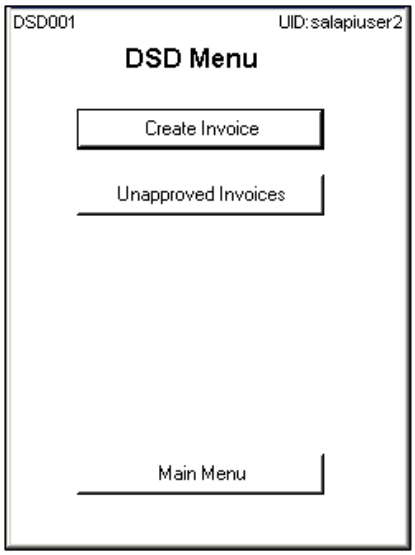
- Verify that you have entered the invoice and the received items correctly
  - If you need to correct some entries, click **No** and you will be returned to the review invoice screen.
- When all entered information is correct, press the **Yes** button.

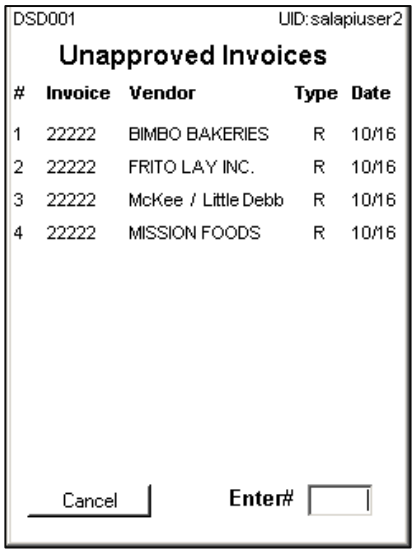
  NOTE: *the DSD application requires the store to match quantities with the invoices. Any cost differences will be addressed by home office*



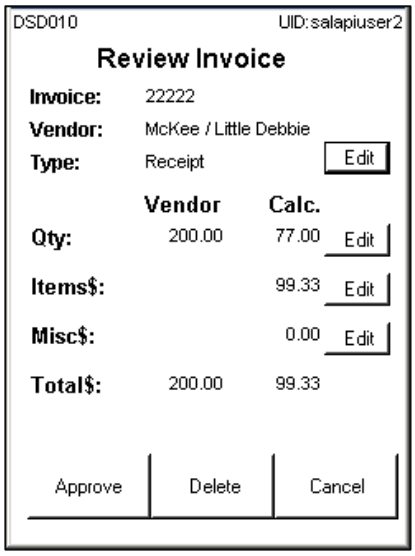
Reviewing Unapproved Invoices on the Symbol Gun

- From the DSD menu screen, click **Unapproved Invoices**





- Any invoices that have been started, but have not been approved are shown on this list
- To view an invoice, type the **#** in the **Enter#** field and press **Enter**

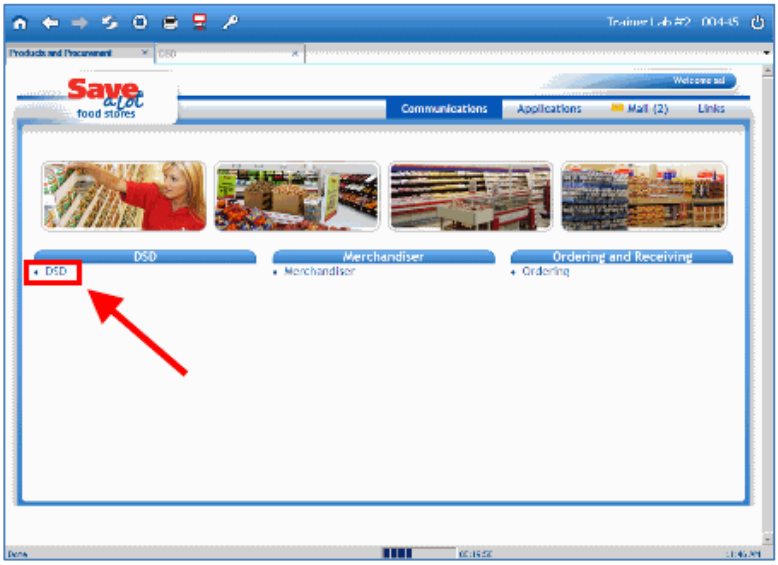


- From the review invoice screen, you can use:
  - **Edit** to update the information on that line.
  - **Approve** to submit the invoice.
  - **Delete** to remove the invoice from your system.
  - **Cancel** to return to the unapproved invoice screen.

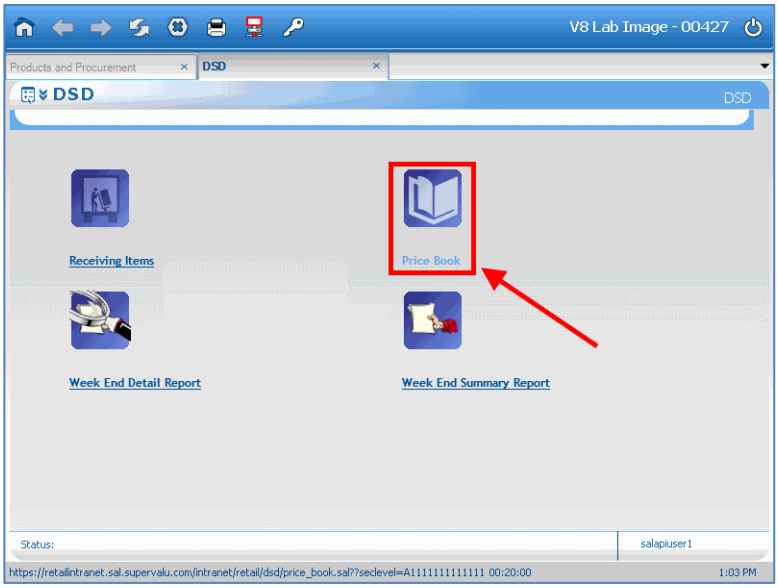
Price Book (Corporate Stores only)

The DSD price book is used to review and print authorized vendor price books

- Click **DSD**

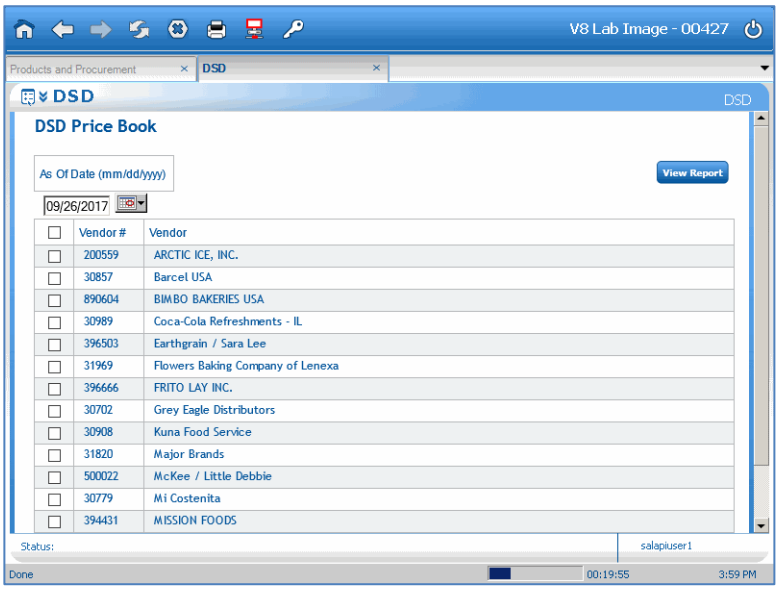


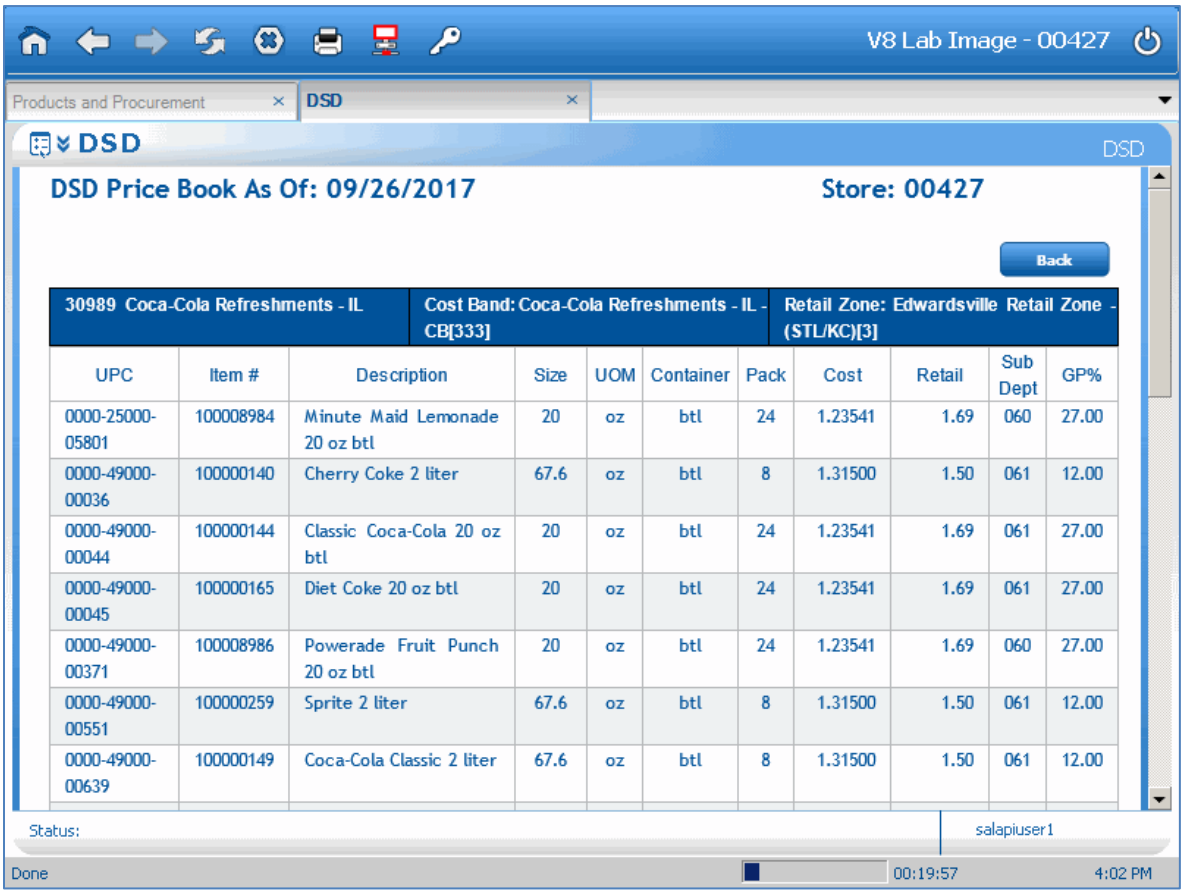
- Click **Price Book**



- To view price books for a previous date, click the button
- Select the date by clicking on the day required
- Select the vendor(s) for which you would like to review pricing by clicking in the checkbox next to the **Vendor Number**
- To select all vendors, place a checkmark in the box next to **vendor #** on the header row
- Once a vendor is selected click **View Report**

  NOTE: *Changes to the price book can be made at any time during the week and will update the store's report immediately*





UPC	Item #	Description	Size	UOM	Container	Pack	Cost	Retail	Sub Dept	GP%
0000-25000-05801	100008984	Minute Maid Lemonade 20 oz btl	20	oz	btl	24	1.23541	1.69	060	27.00
0000-49000-00036	100000140	Cherry Coke 2 liter	67.6	oz	btl	8	1.31500	1.50	061	12.00
0000-49000-00044	100000144	Classic Coca-Cola 20 oz btl	20	oz	btl	24	1.23541	1.69	061	27.00
0000-49000-00045	100000165	Diet Coke 20 oz btl	20	oz	btl	24	1.23541	1.69	061	27.00
0000-49000-00371	100008986	Powerade Fruit Punch 20 oz btl	20	oz	btl	24	1.23541	1.69	060	27.00
0000-49000-00551	100000259	Sprite 2 liter	67.6	oz	btl	8	1.31500	1.50	061	12.00
0000-49000-00639	100000149	Coca-Cola Classic 2 liter	67.6	oz	btl	8	1.31500	1.50	061	12.00

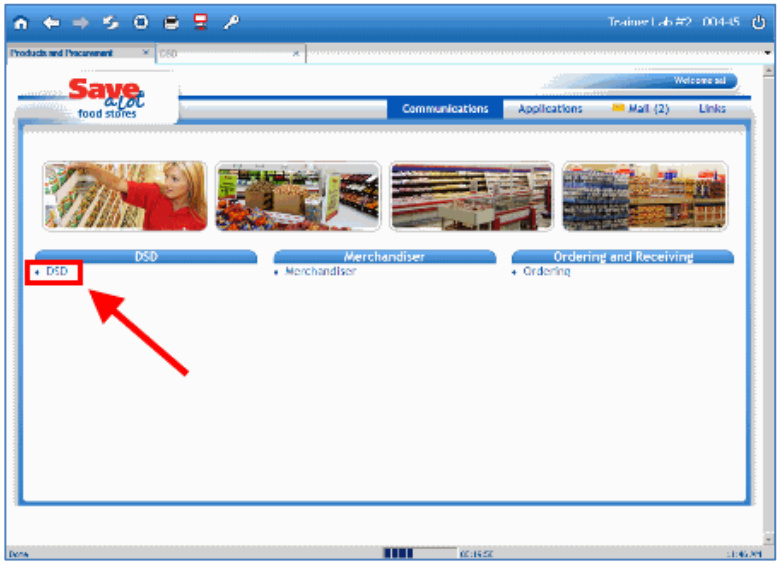
UPC	The items UPC code
Item #	Save A Lot's item number
Description	The item description
Size	The weight or count of one sellable unit
UOM	Unit of measure (count, ounce, pound) of the sellable unit
Container	Packaging of the sellable unit
Pack	Sellable units per container
Cost	The known cost per unit from the vendor
Retail	Save A Lot's recommended retail price per unit
Sub dept	Item class within the ISS45/Save A Lot department
GP%	Gross profit percentage per sellable unit at the recommended retail

- To print the report, click the print button in the toolbar at the top of the screen
- To choose another price book report, click the **Back** button

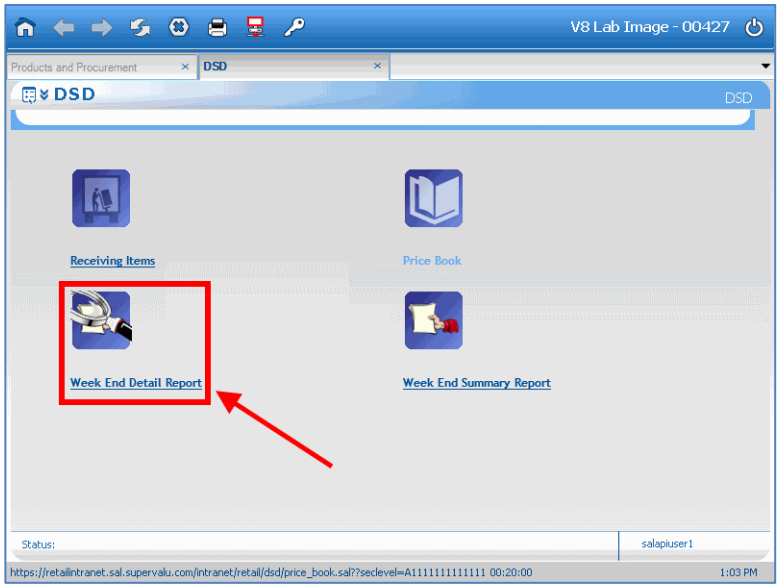
Week End Detail Report

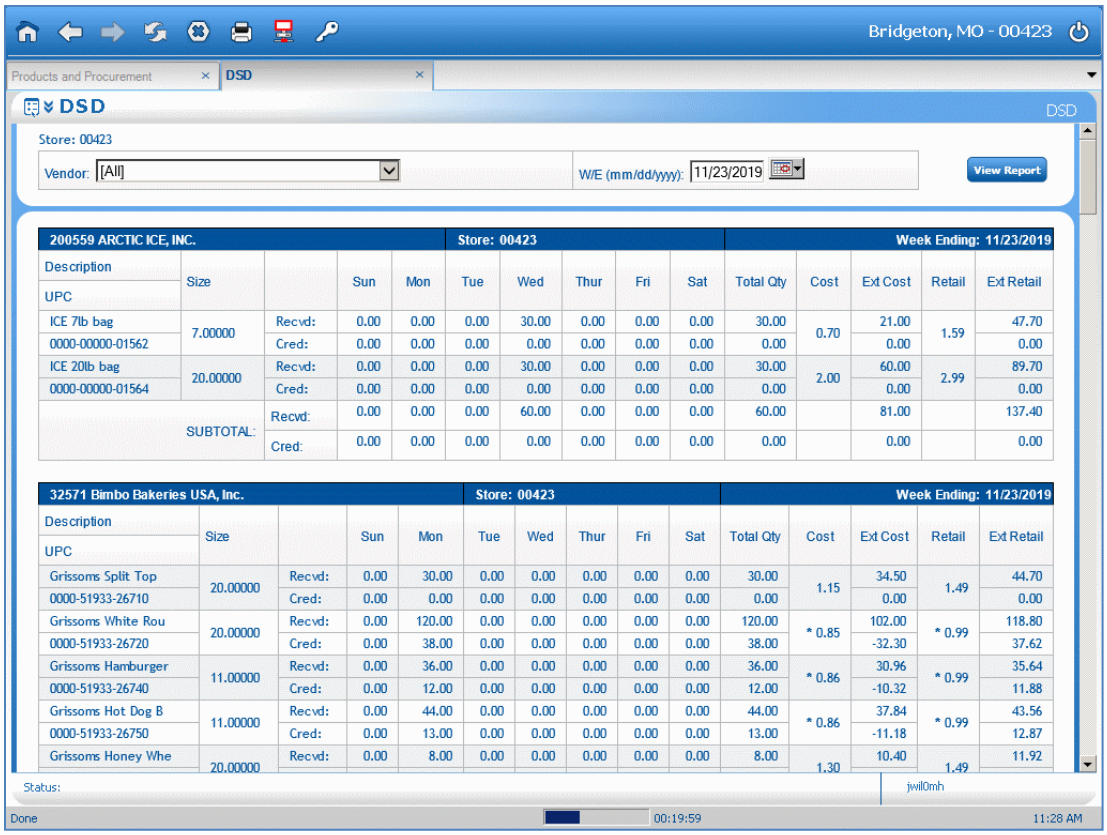
Lists all items received through a defined period. This report should be printed at the end of each week and submitted with the week's invoices.

- Click **DSD**



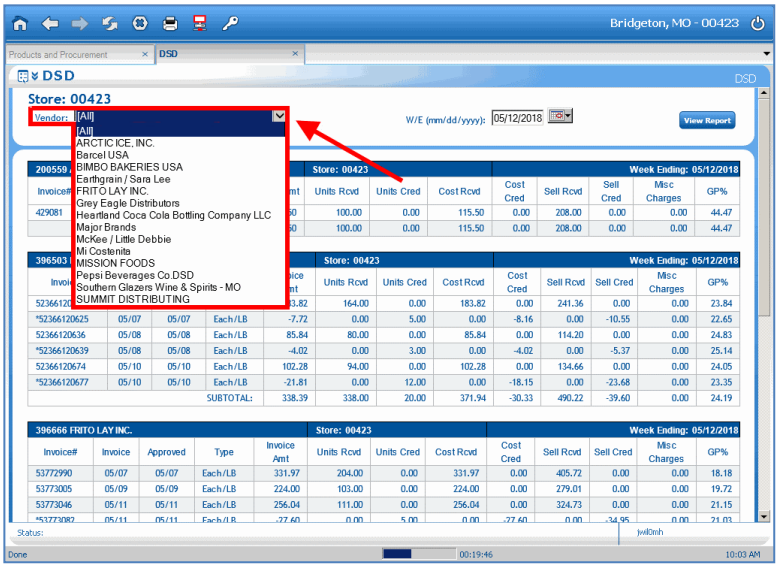
- Click **Week End Detail Report**



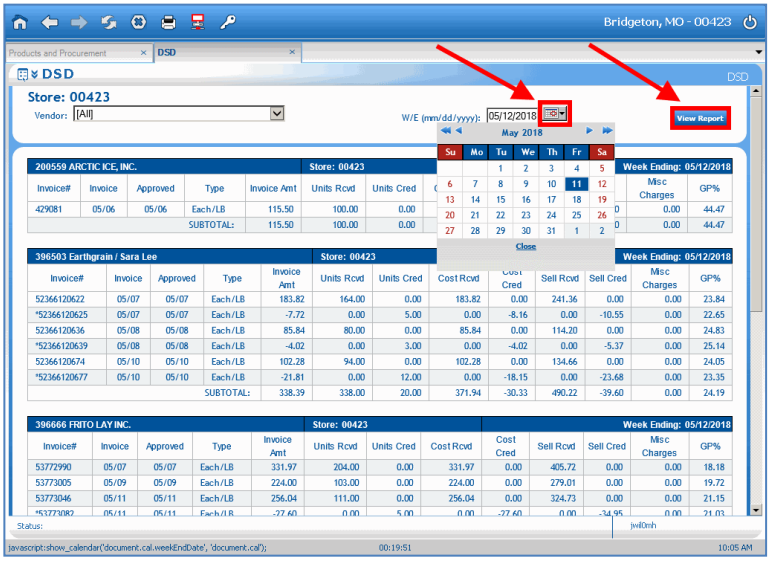


Description/UPC	Item description and UPC code
Size	Weight/count of the item
Sun-Sat	Item quantity received on each day
Total Qty	Total quantity received for the week
Cost	Cost per sellable unit
Ext Cost	Extended cost, the total cost for the quantity received
Retail	Suggested retail price per sellable unit
Ext Retail	Extended retail, the total retail value for the quantity received

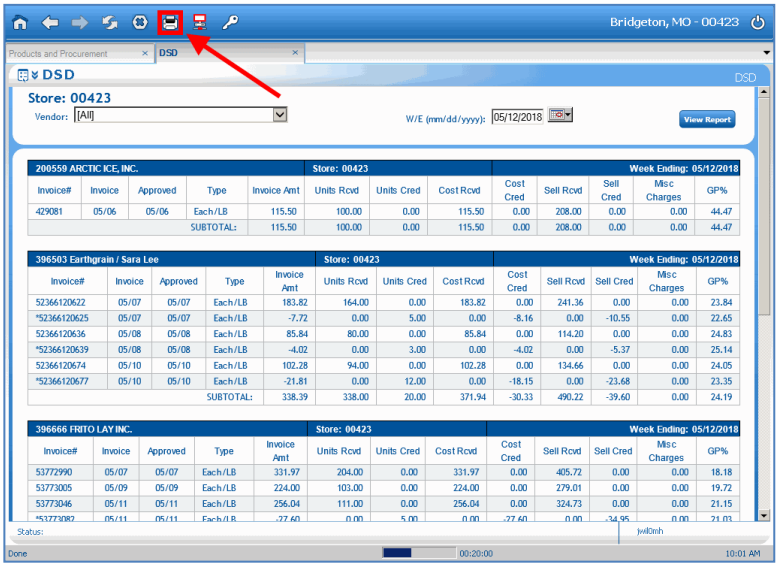
- Select a specific vendor using the drop down next to the **Vendor** field



- If you wish to change the week ending date, click the calendar
- Click the **View Report** button



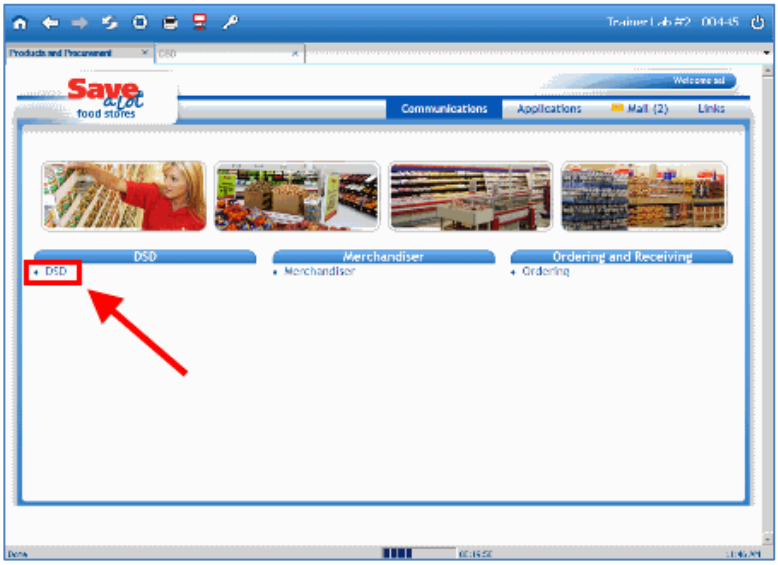
- To print a copy, click the printer icon in the toolbar at the top of the page



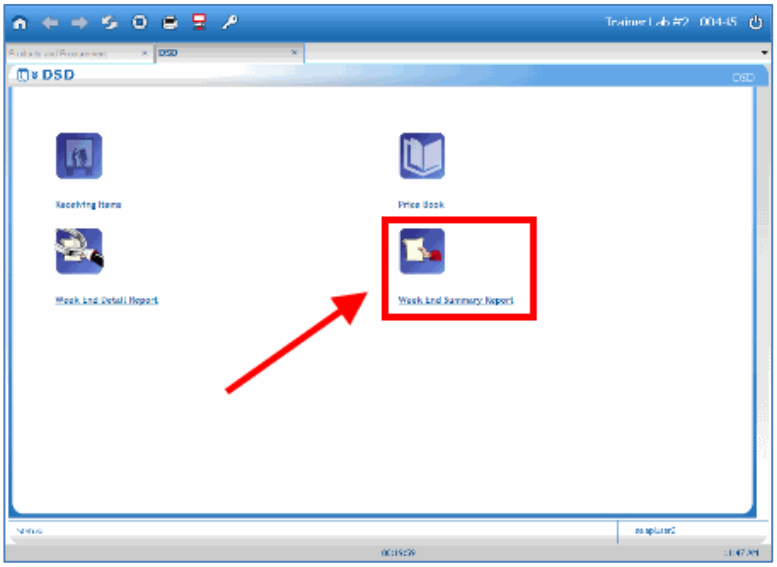
Week End Summary Report

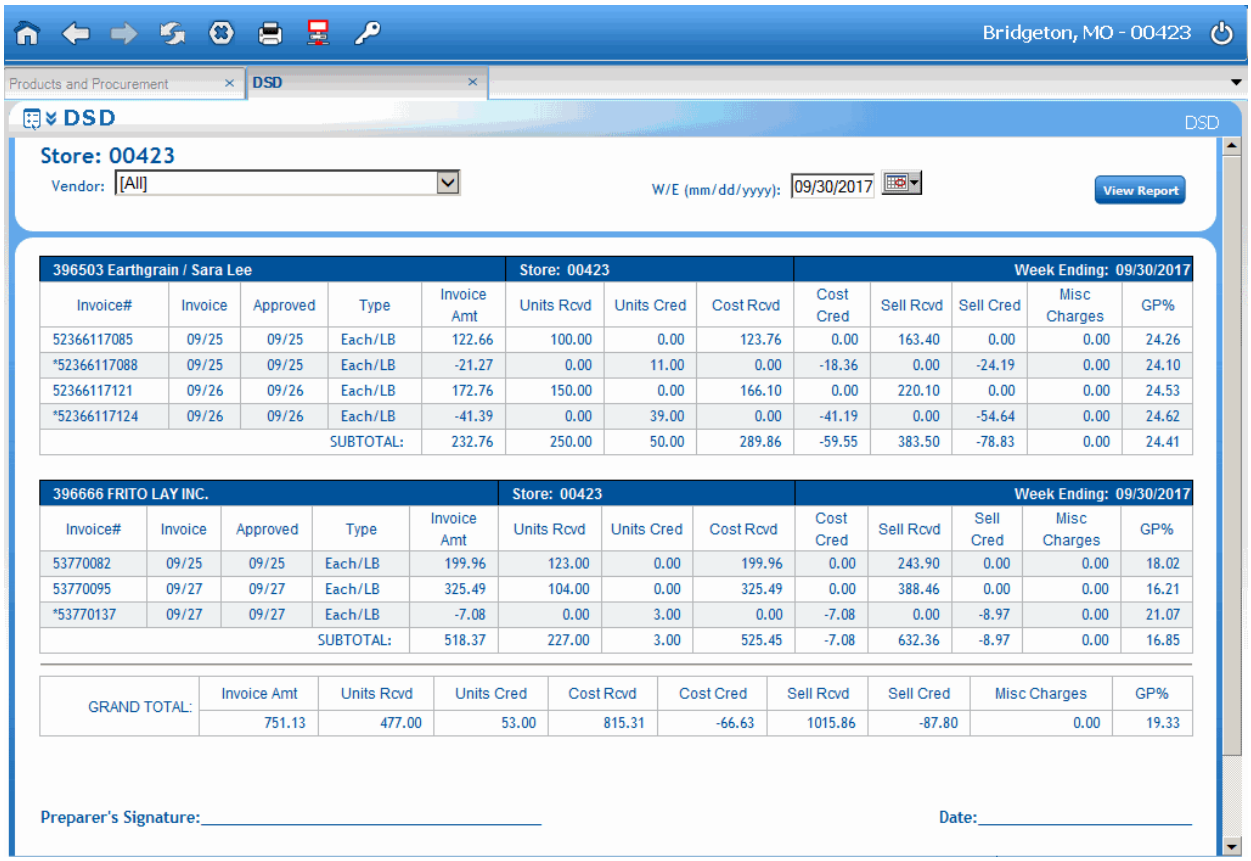
Displays a summary of invoices received for the defined period. This report should be printed at the end of each week, signed and submitted with the week's invoices

- Click **DSD**



- Click **Week End Summary Report**





Bridgeton, MO - 00423

Products and Procurement | DSD

DSD

Store: 00423

Vendor: [All]

W/E (mm/dd/yyyy): 09/30/2017

View Report

396503 Earthgrain / Sara Lee					Store: 00423						Week Ending: 09/30/2017	
Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
52366117085	09/25	09/25	Each/LB	122.66	100.00	0.00	123.76	0.00	163.40	0.00	0.00	24.26
*52366117088	09/25	09/25	Each/LB	-21.27	0.00	11.00	0.00	-18.36	0.00	-24.19	0.00	24.10
52366117121	09/26	09/26	Each/LB	172.76	150.00	0.00	166.10	0.00	220.10	0.00	0.00	24.53
*52366117124	09/26	09/26	Each/LB	-41.39	0.00	39.00	0.00	-41.19	0.00	-54.64	0.00	24.62
			SUBTOTAL:	232.76	250.00	50.00	289.86	-59.55	383.50	-78.83	0.00	24.41

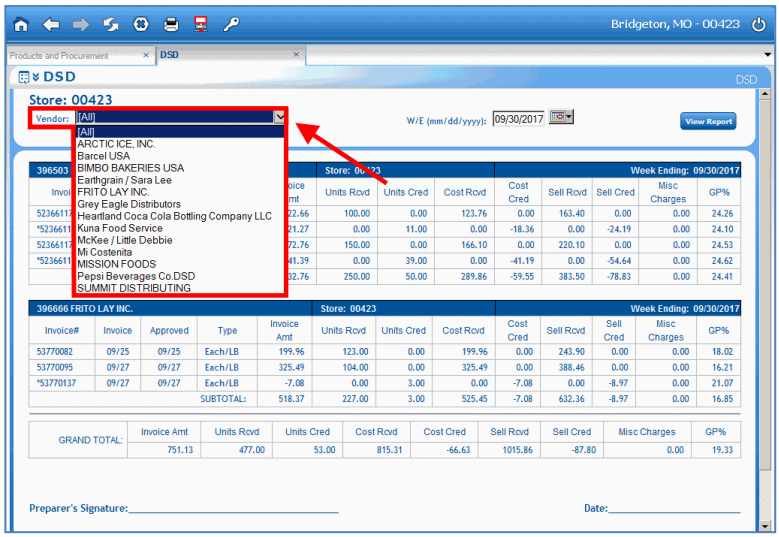
396666 FRITO LAY INC.					Store: 00423						Week Ending: 09/30/2017	
Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
53770082	09/25	09/25	Each/LB	199.96	123.00	0.00	199.96	0.00	243.90	0.00	0.00	18.02
53770095	09/27	09/27	Each/LB	325.49	104.00	0.00	325.49	0.00	388.46	0.00	0.00	16.21
*53770137	09/27	09/27	Each/LB	-7.08	0.00	3.00	0.00	-7.08	0.00	-8.97	0.00	21.07
			SUBTOTAL:	518.37	227.00	3.00	525.45	-7.08	632.36	-8.97	0.00	16.85

GRAND TOTAL:	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
	751.13	477.00	53.00	815.31	-66.63	1015.86	-87.80	0.00	19.33

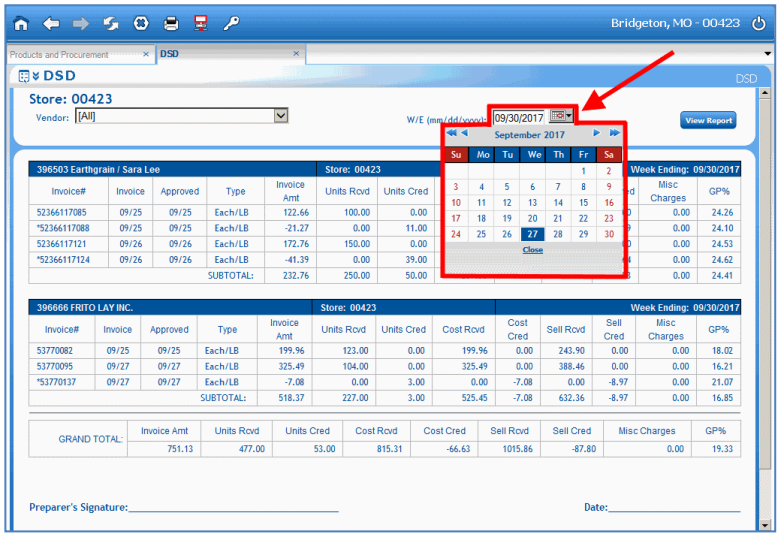
Preparer's Signature:_____ Date:_____

Invoice#	Invoice number
Invoice	Date invoice was entered by a store user
Approved	Date the invoice was approved/sign off by a store user
Type	Each/LB or case (how the item was received)
Invoice Amt	Invoice amount
Units Rcvd	Sellable units received
Units Cred	Sellable units the store received credit on
Cost Rcvd	Total cost of sellable units received
Cost Cred	Total cost of sellable units the store received credit on
Sell Rcvd	Retail value of sellable units received
Sell Cost	Retail value of sellable units the store received credit on
Misc Charges	Any additional fees, charges or discounts
GP%	Gross profit percentage of the sellable units received (at suggested retail price)

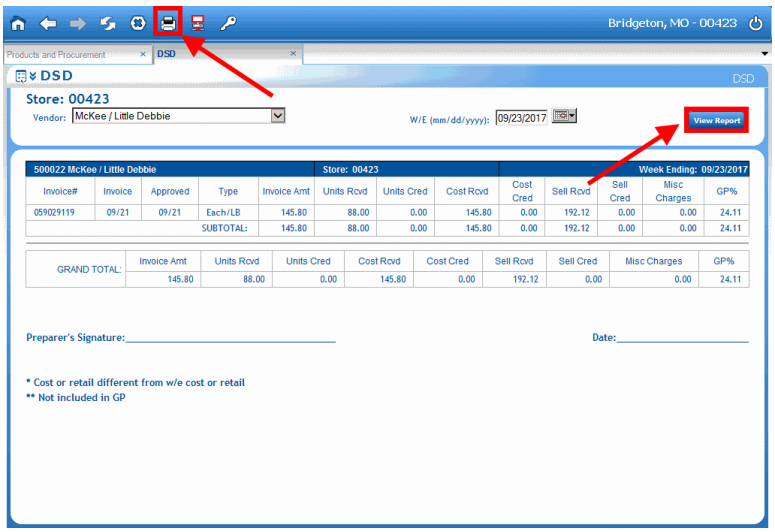
- To select a specific vendor, click the drop-down arrow next to the **Vendor** field



- If you wish to change the week ending date, click the calendar
- Click the **View Report** button



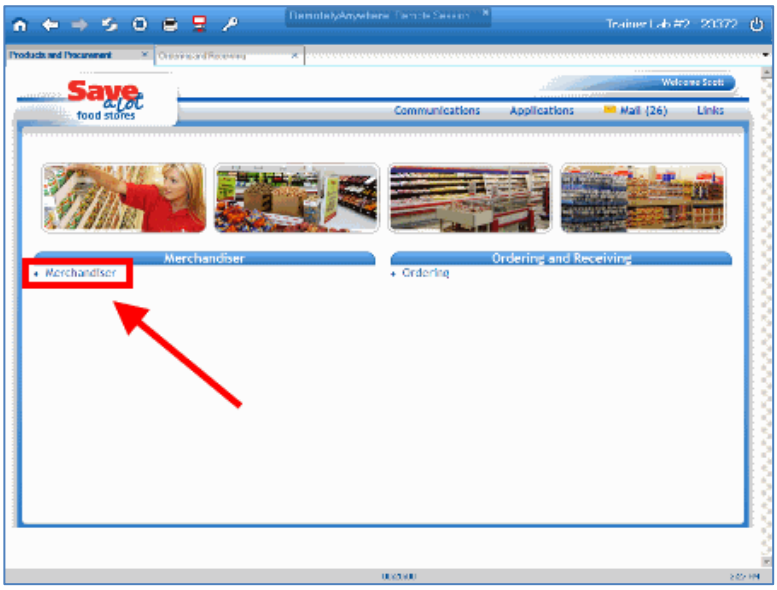
- To print a copy, click the printer icon in the toolbar at the top of the page
- To view a different report, change the vendor or week ending date information and click the **View Report** button.



Merchandiser

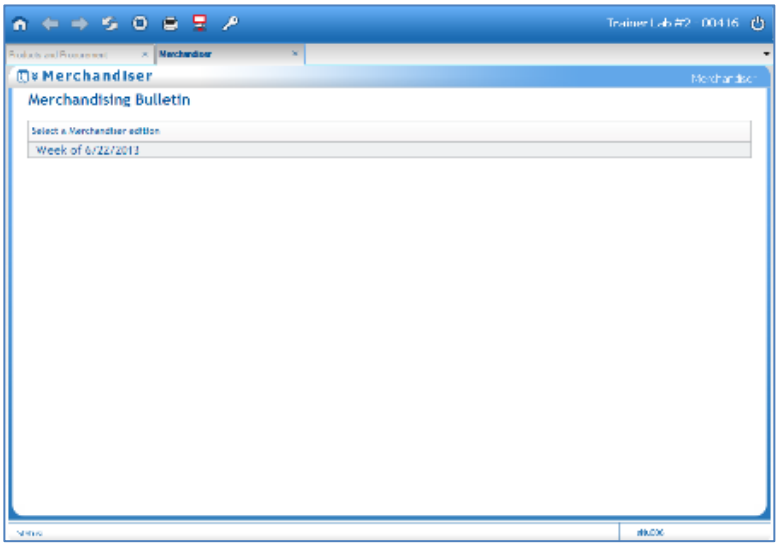
Merchandiser bulletins display information relating to new items available for ordering

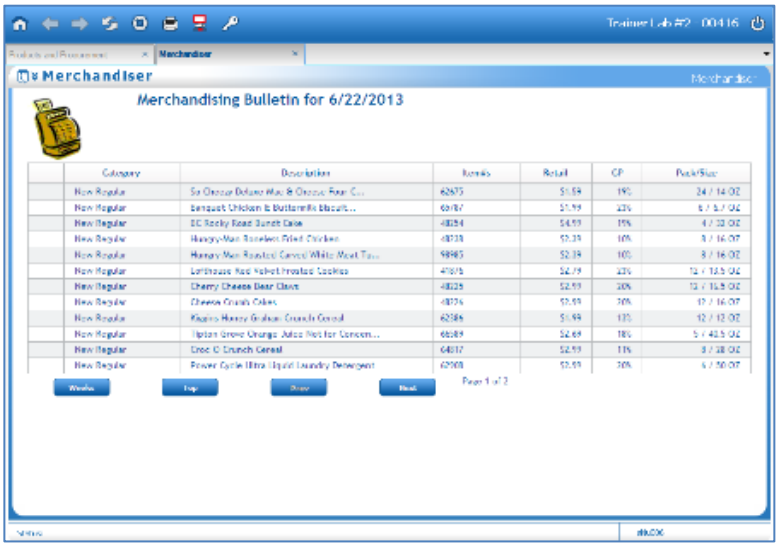
- Click **Merchandiser**



- Click the desired week

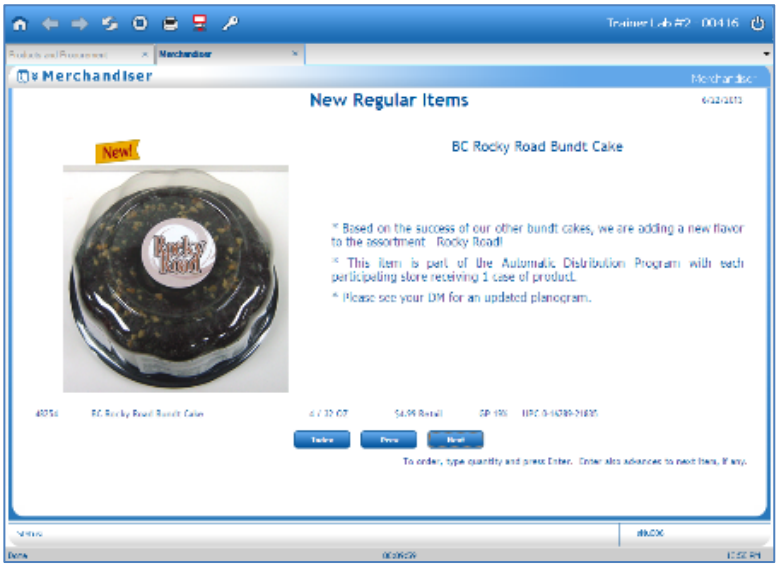
  NOTE: *The **Merchandising Bulletin** screen displays up to three weeks of merchandising bulletins*





Category	Indicates if the item is a new regular, special buy, etc.
Description	Item description
Item#'s	Save A Lot order code
Retail	Suggested retail sale price
GP	Gross profit at suggested retail price
Pack size	Quantity per case and item size

- Click the **Weeks** button to return to the bulletin screen
- Click the **Top** button to return to the first page of item listings
- Click the **Prev** button to display the previous page (if applicable)
- Click the **Next** button to display the next page (if applicable)

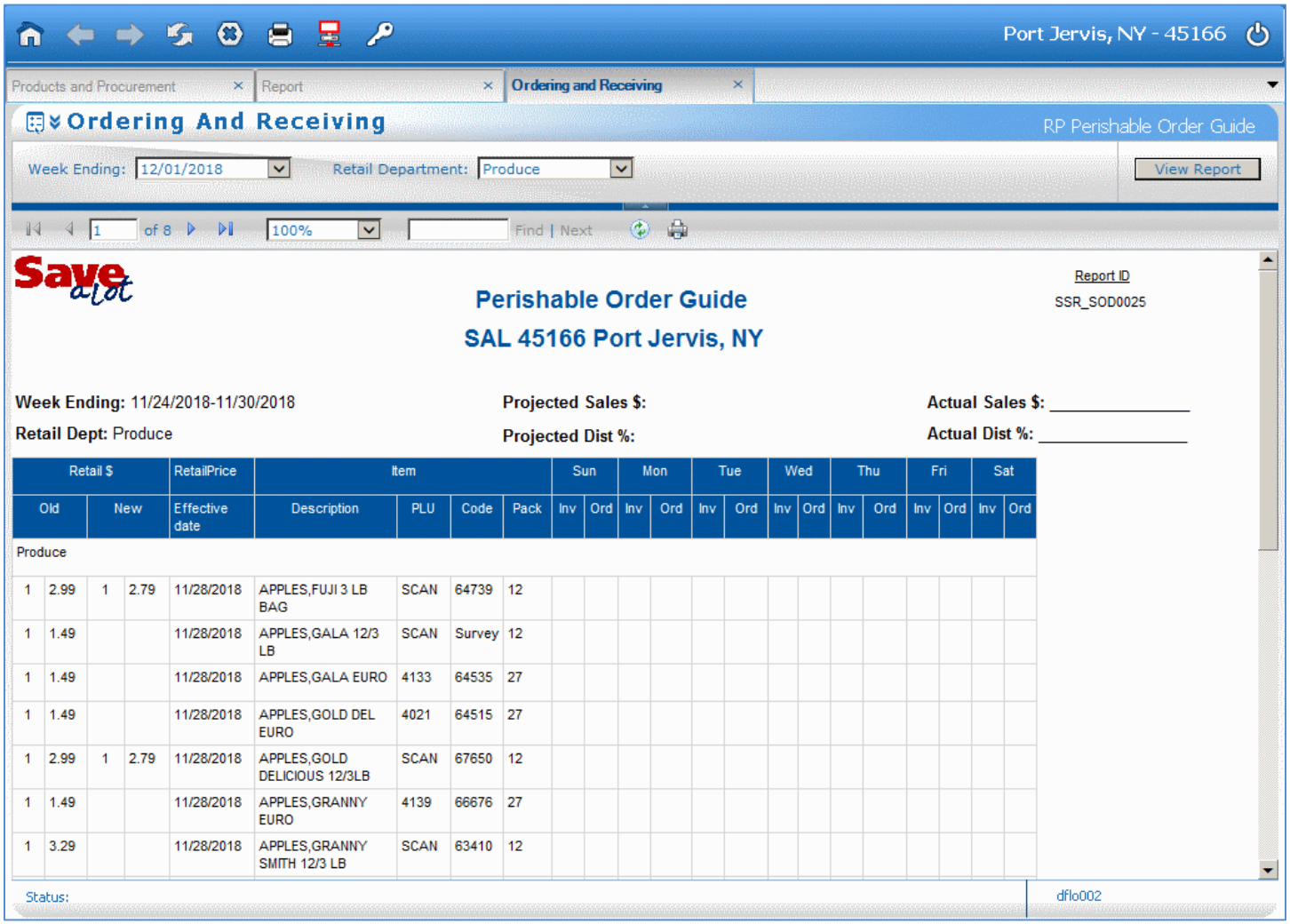


- Clicking an individual item displays a more detailed description, picture (if available) and the item's UPC(s)
- If an order was opened prior to viewing the merchandiser, the item displayed can be ordered from this screen
- Click in the **Order Qty** box, type the quantity desired, and press **Enter**
- The amount entered will automatically be added to your current open order

- Click **Index** to return to the previous bulletin screen.
- Click **Prev** to display the previous item.
- Click **Next** to display the next item in this merchandiser.

RP Perishable Order Guide (Retail Partners only)

Assists in planning future fresh meat and produce ordering



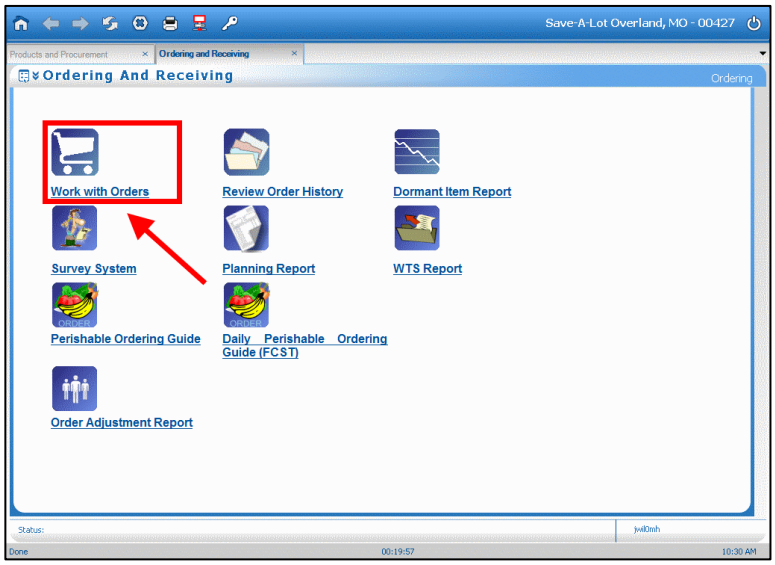
Retail $				RetailPrice	Item				Sun		Mon		Tue		Wed		Thu		Fri		Sat	
Old		New		Effective date	Description	PLU	Code	Pack	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord
Produce																						
1	2.99	1	2.79	11/28/2018	APPLES,FUJI 3 LB BAG	SCAN	64739	12														
1	1.49			11/28/2018	APPLES,GALA 12/3 LB	SCAN	Survey	12														
1	1.49			11/28/2018	APPLES,GALA EURO	4133	64535	27														
1	1.49			11/28/2018	APPLES,GOLD DEL EURO	4021	64515	27														
1	2.99	1	2.79	11/28/2018	APPLES,GOLD DELICIOUS 12/3LB	SCAN	67650	12														
1	1.49			11/28/2018	APPLES,GRANNY EURO	4139	66676	27														
1	3.29			11/28/2018	APPLES,GRANNY SMITH 12/3 LB	SCAN	63410	12														

Retail $ (Old and New)	Provides the old and new (if applicable) retail price for the item for the week ending date the report represents. Data is the same as is on the corresponding perishable retail pricing report
Item	Item information showing product description, PLU code (if applicable) and case pack quantity
Days of The Week	Fields for you to record on the printed report the on-hand inventory and item order quantity for each day of the week

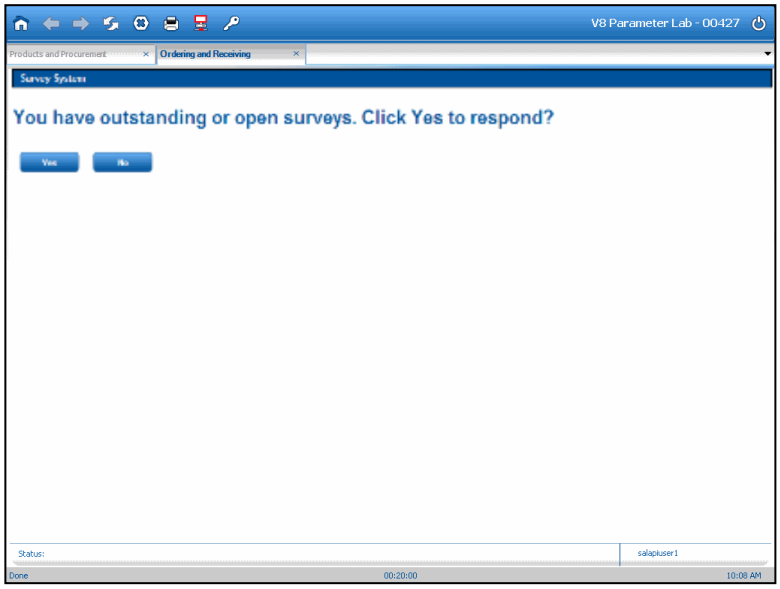
Ordering

Allows you to create, edit and submit orders to your Distribution Center

Creating an Order



- Click on **Work with Orders**



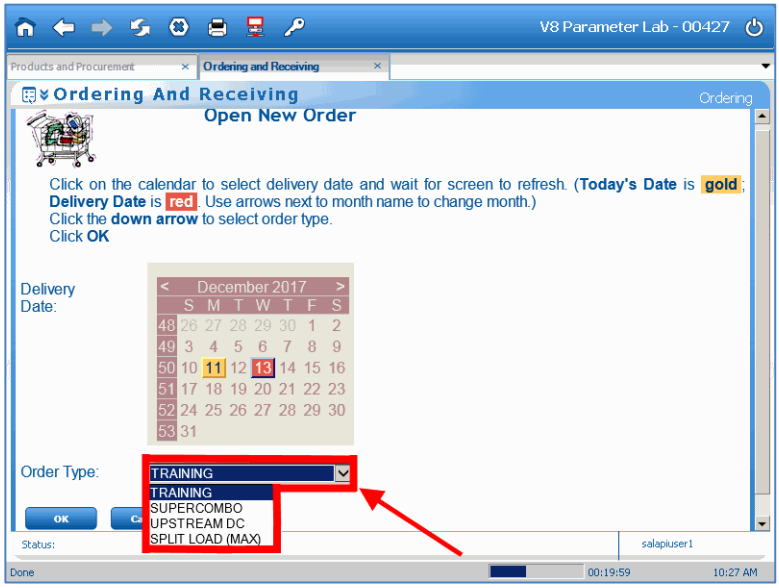
- If there are open or outstanding surveys, the system will send a reminder
  - Click **Yes** to open the Survey List
    Or
  - Click **No** to continue

- Select the appropriate order delivery date using the calendar
- The next month can be accessed by clicking the arrow to the right of the current month
- The screen will refresh and load the **Order Types** available for that date

- Select the **Order Type** using the drop-down list

  NOTE: *Some stores may not have access to all the order types listed below*

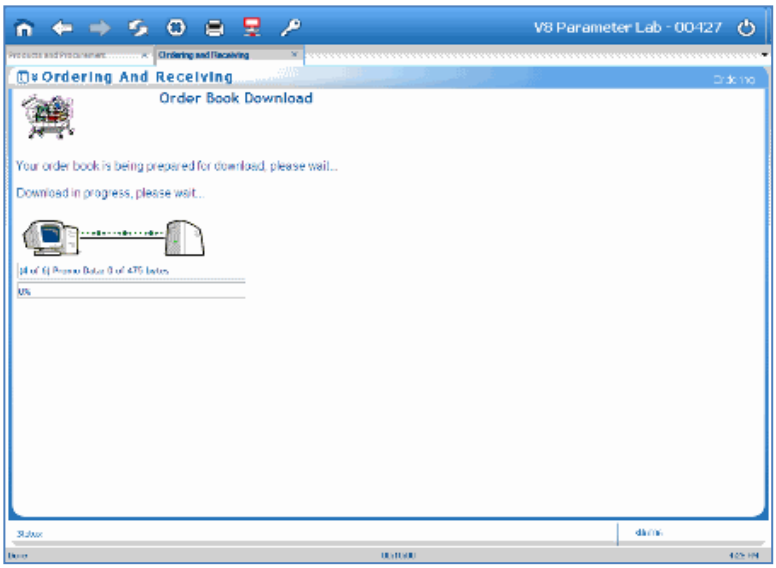
- Click **OK**



Supercombo	Allows you to order all grocery and perishable items and store supplies available from your DC
Supercombo – No Milk	Same as super combo but without milk
Split (RP only)	Allows you to submit an order with lower weight and cube requirement
Split – No Milk	Same as Split but without milk
Split Load (Max) (Corporate)	Allows you to split a truck with another store
Upstream DC	Allows the ordering of general merchandise (HBA, pet supplies, chemicals, etc.)
Training	A simulated order book to be used for practice
Milk	This is specific to the state and if allowed it will be present in the order type drop-down

NOTES: *Stores may change between Supercombo and Split-type orders at any time prior to order submission using the* ***Order Type*** *dropdown on the* Current Order Information screen *All other order types* ***cannot*** *be changed after the selection is made on the page shown above*
Cube min/max limits are 1600/1800 for Supercombo; 400/850 for Split
Weight min/max limits are 40,000/42,000 for Supercombo; 10,000/21,000 for Split

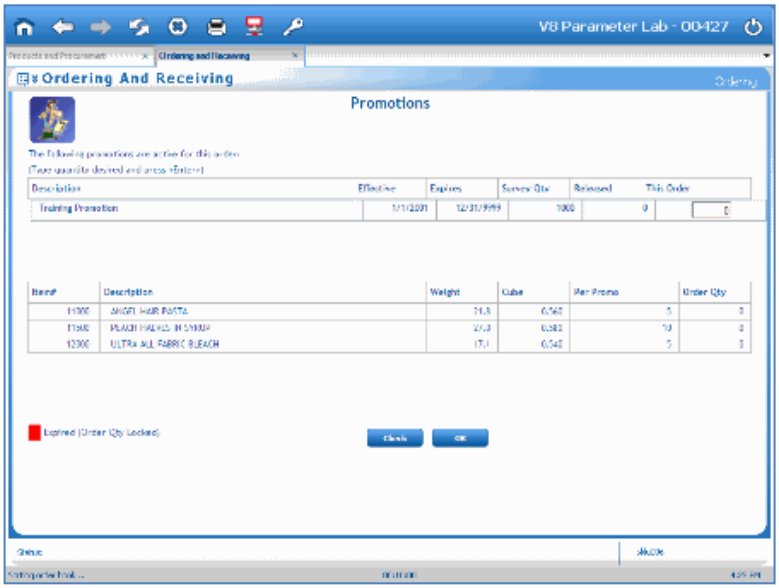
- An order book will download



Reviewing Promotions

- The **Promotions** screen will appear for current/active promotions, which are pre-surveyed product to which you have committed quantities.

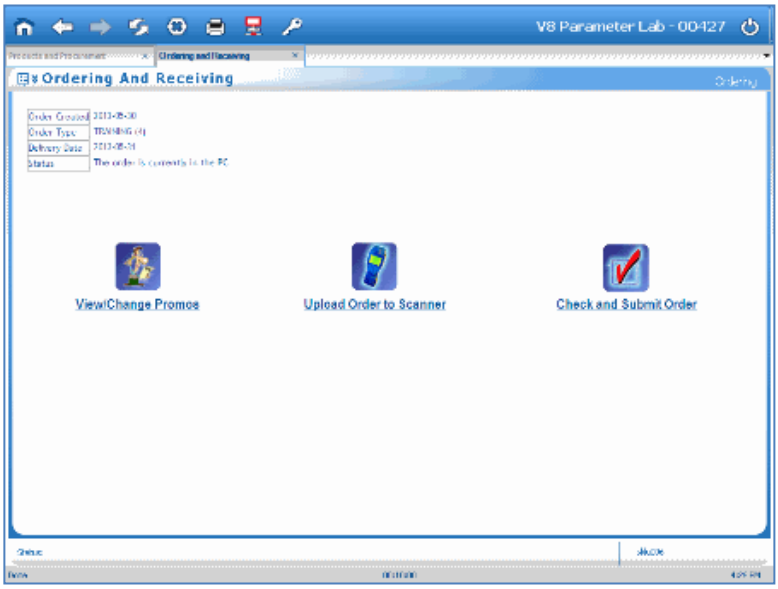
Effective	Earliest date that the product is available for delivery
Expires	Date the promotion expires
Survey Qty	Total promotional quantity to which you have committed
Released	Quantity of the promotional item you have already received
This Order	Auto-populated with any unreleased promotional quantities. This field is editable unless the current order delivery date is on or beyond the expiration date for this promo. Any surveyed, but unreleased quantities will be automatically added to this order.



- Locked (red filled) quantities cannot be cleared
- The item toolbar, displayed below the promo grid, provides information on the selected promo item
- Any previously delivered promotion which was incomplete due to back-ordered items will also show up on the promotions screen, so verify the order quantities in the item list at the bottom of the screen
- To order your promo, click the box under “this order” and enter the desired quantity, then click OK

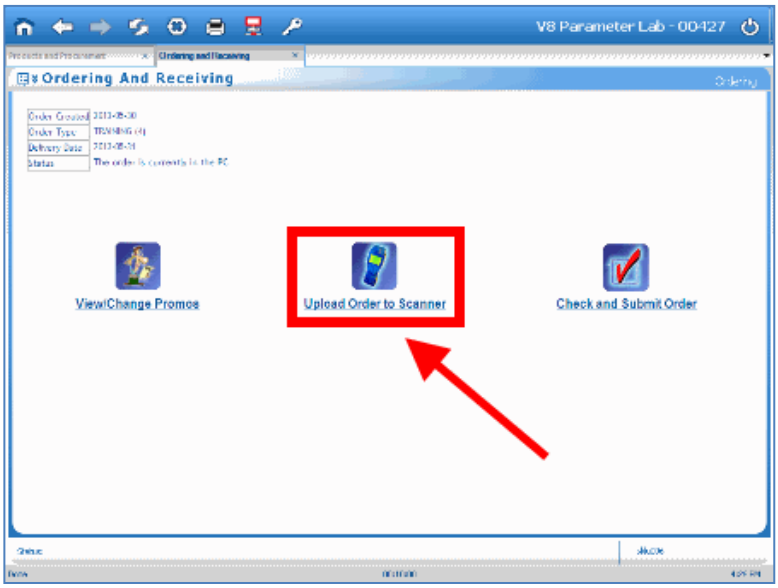
Work Current Order

- **View/Change Promos**
  - Returns you to the Promotions screen
- **Upload Order to Scanner**
  - This function transfers control of the order book to and from the PC to the symbol handheld scanner
- **Check and Submit Order**
  - View the order book
  - Print order book classes
  - Add/modify order quantities
  - Add/modify order "fill" quantities
  - Check your order for weight and cube requirements
  - View your current weight, case count, and cube
  - Find items by description
  - View item availability
  - Display item order history for your last 4 orders
  - View item statistics including sales for the previous 5 weeks

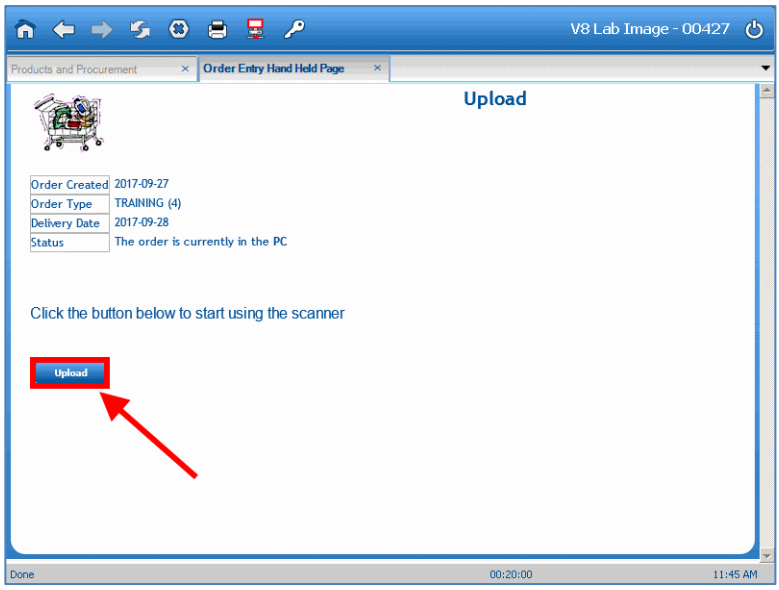


Ordering With The Symbol Handheld

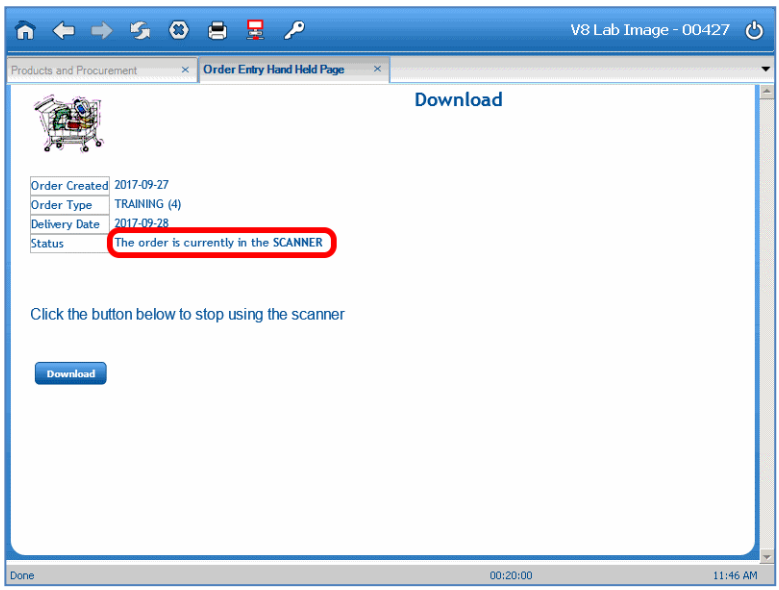
- Select **Upload Order to Scanner** to begin the order process.



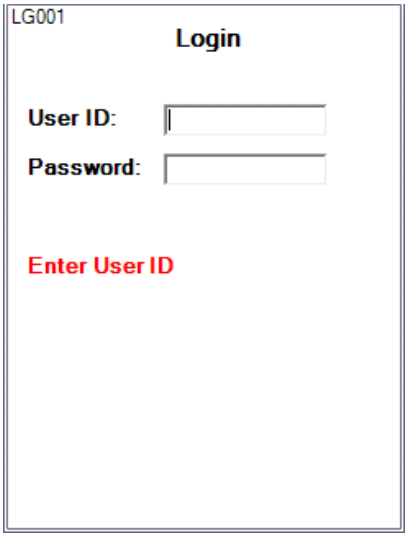
- Click **Upload** to transfer control of the order book to the symbol handheld
  - Once the order is uploaded to the symbol, the ability to edit the order book on the PC is prohibited.



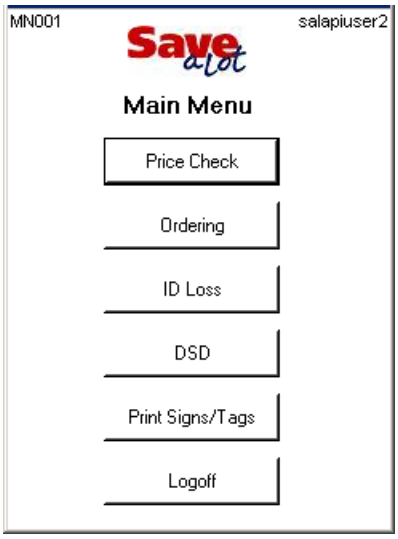
- When completed, the **Status** will read, **The order is currently in the SCANNER**



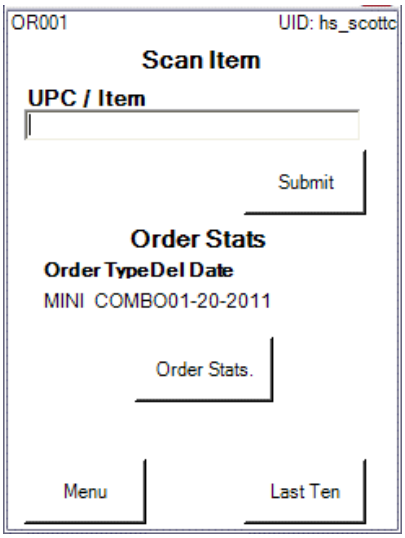
- On the symbol gun type your **User ID** and **Password** and press **ENT**



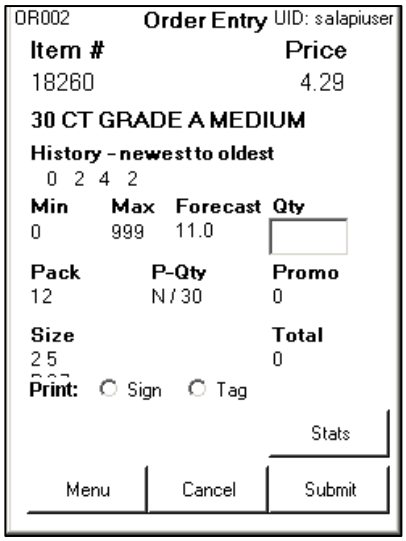
- Select **Ordering**



UPC/item number	Scan a UPC code, enter a UPC code, scan a shelf label or enter an item number
Submit	Records the UPC/item number if typed manually
Order type	The type of order that was selected when the order book was created
Del date	Delivery date
Order stats.	Weight and cube of the order when selected
Menu	Return to the main menu
Last ten	Displays the last 10 items that were scanned or manually entered

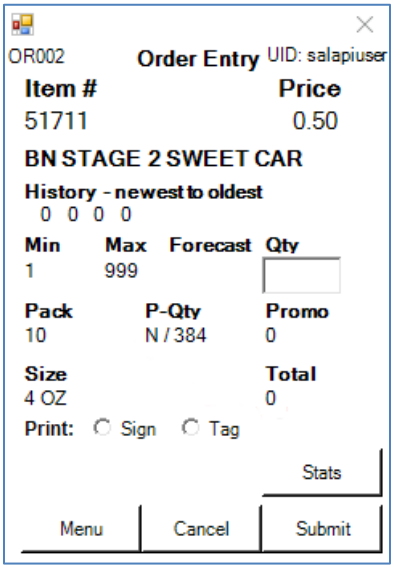


- Enter the desired quantity
- Press **ENT** or **Submit** to continue
- Press **Stats** to view past order info for this item



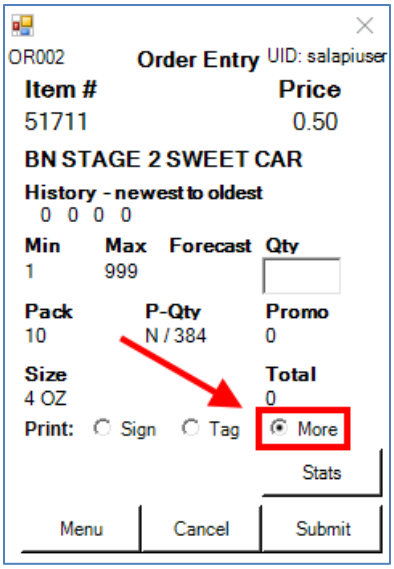
Item #	Save A Lot ordering number
Price	Save A Lot recommended retail price (not the ISS45 item file price)
History	Last 4 ordered quantities, listed left to right from newest to oldest, based on order type
Min	The minimum case quantity that can be ordered
Qty	Enter the amount to order, in cases
Forecast (Corp only)	Forecast of product sales prior to placing your next order
Pack	Item quantity per case
P-Qty	N – not ordered by the pallet, Y – ordered by the pallet/the quantity in cases that come on a pallet
Promo	Quantity scheduled to be delivered in this order, if item was from a survey. Promo field is un-editable
Size	The item size that is sold
Total	The sum of the promo and manually entered Qty fields
Print:	See Sign and Tag Printing
Stats	See Item Statistics
Menu	Return to start menu
Cancel	Return to scan item screen
Submit	Records the ordered quantity

Sign and Tag Printing



- Selecting the **Sign** or **Tag** buttons will request a sign or tag to print for the currently displayed item.
- When **Submit** is selected, the sign or tag will immediately print on the printer in the back office.

  NOTE*: To print more than one sign or tag, you must rescan an item again and request the sign or tag needed.*



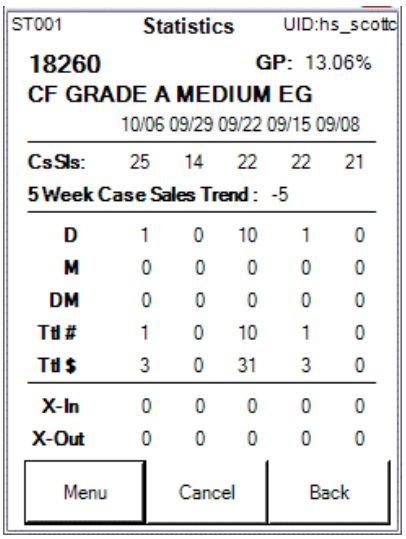
- If the store has more than the default templates, there will be a **More** radio button
- Press the **More** button to see a list available templates

  NOTE: *For detailed instructions on printing non-standard signs/tags see* [Printing Signs/Labels from Symbol Gun]

Item Statistics

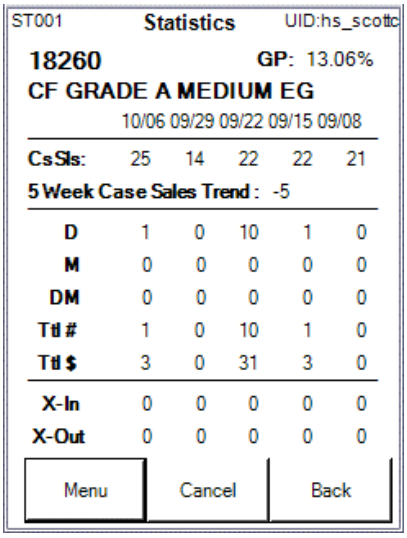
- The **Stats** screen displays general item information in the following categories at the top of the screen

GP	The item's gross profit based on the current order delivery date and suggested retail price
MM/DD	Week ending dates of the previous five completed weeks, newest to oldest Current week is not displayed
CsSls	Total cases of the item sold in each of the previous five-week periods Cases round up at .50 (half of a case) or more; down at .49 or less
5 Week Case Sales Trend	Displays the difference in cases sold for the last five weeks as compared to the five weeks prior to that For example, if the last five weeks sales were 100 cases, and the prior five weeks were 80 cases, the trend would be +20)



- The middle row of fields is updated from the **Id Loss** application
- Quantities are in sellable units or pounds, rounded to the nearest whole number

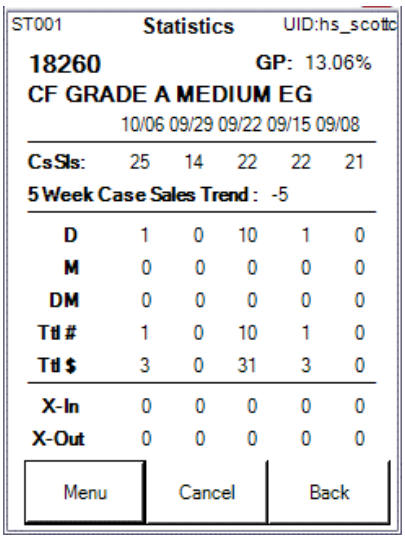
D	Discard quantity
M	Markdown quantity
Dm	Discard markdown quantity
Ttl #	Total discard, markdown and discard markdown quantities
Ttl $	Total discard, markdown and discard markdown dollars



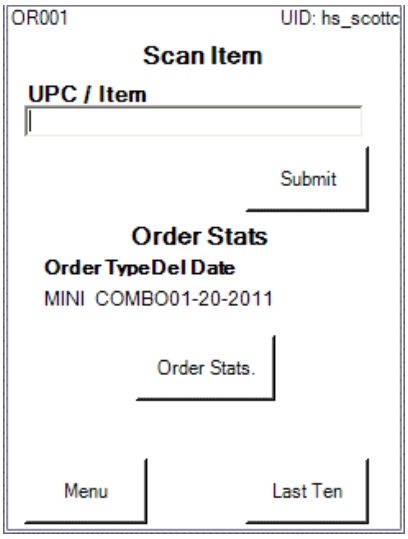
- The bottom row of fields is updated from the **Store To Store Transfer** application
- Quantities are in sellable units or pounds, rounded to the nearest whole number:

X-in	Quantities transferred into the store
X-out	Quantities transferred out of the store
Menu	Return to the main menu
Cancel	Cancel out of this screen and return to the screen to enter/scan a new item
Back	Return to the order entry screen for this item

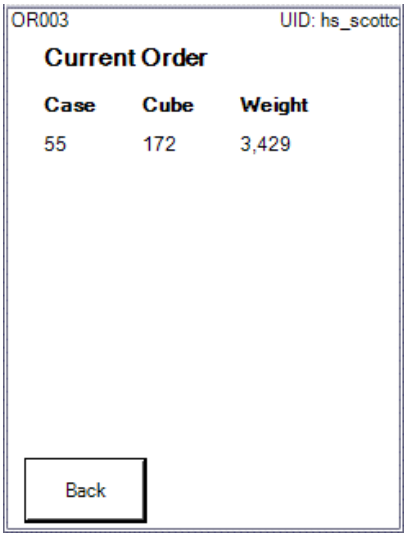
NOTE: *quantities entered on the order entry screen will not be saved when clicking menu and cancel from the item statistics screen. You must first return to the order entry screen and click submit to record quantities.*



Order Statistics

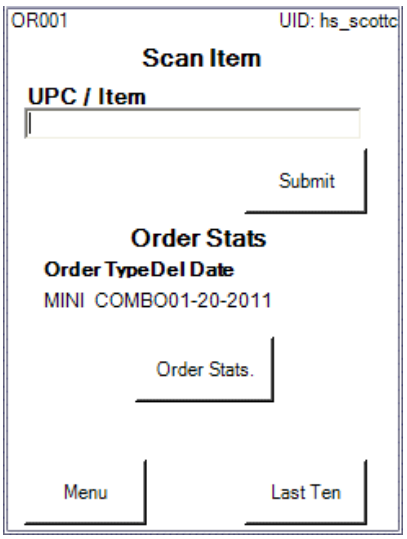


- Once you've submitted or cancelled out of your previously selected item, the scan item screen returns and the application is ready to scan or manually enter the next item
- The **Order Stats** button will display current order information

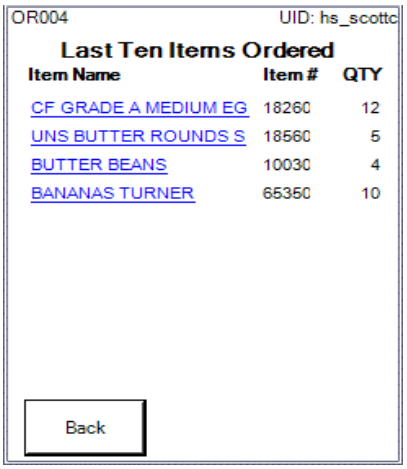


- The **Current Order** screen displays current order totals for case, cube and weight
- The **Back** button returns to scan item screen

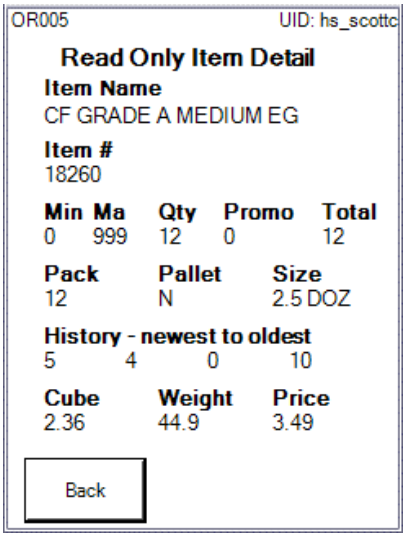
Last Ten Items



- From the scan item screen, the **Last Ten** button displays the last ten items that were scanned or manually entered in this order

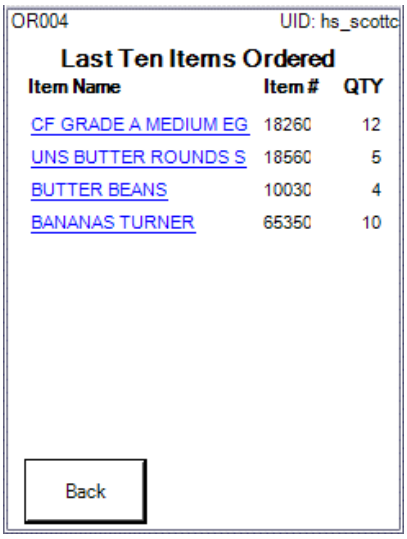


- Each item will appear as a link to the item detail in the order book
- The **QTY** column includes any promo quantities that are scheduled to be delivered within this order
- Click on an item name to view its **Read Only Item Detail**

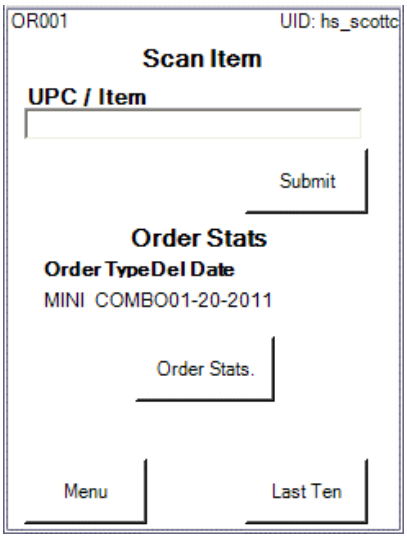


- Press the **Back** button to return to the **Last Ten Items Ordered** screen

Item name	The name associated with the item
Item #	The Save A Lot item number
Min	The minimum case quantity that can be ordered
Max	The maximum case quantity that can be ordered
Promo	If this item was part of a survey, the quantity scheduled to be delivered with this order is displayed. This field cannot be edited
Qty	The case quantity ordered
Total	The sum of the promo and Qty fields
Pack	Item quantity that will be in the case
Pallet	N – not ordered by the pallet, Y – ordered by the pallet
Size	The sellable item size
History	The last 4 ordered quantities are listed from newest to oldest for the current order type
Cube	The cube size this item adds to the order
Weight	The weight this item adds to the order
Price	Save A Lot recommended retail price

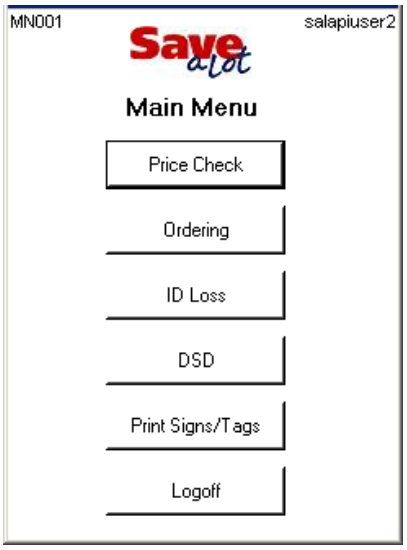


- Press the **Back** button to return to the **Scan Item** screen



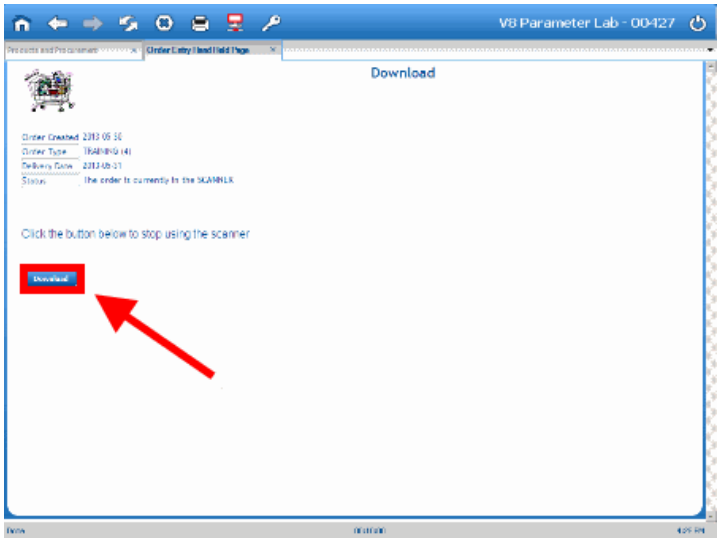
- Press the **Menu** button to return to the **Main Menu** screen

- From the **Main Menu** screen, press **Logoff** to exit the symbol gun



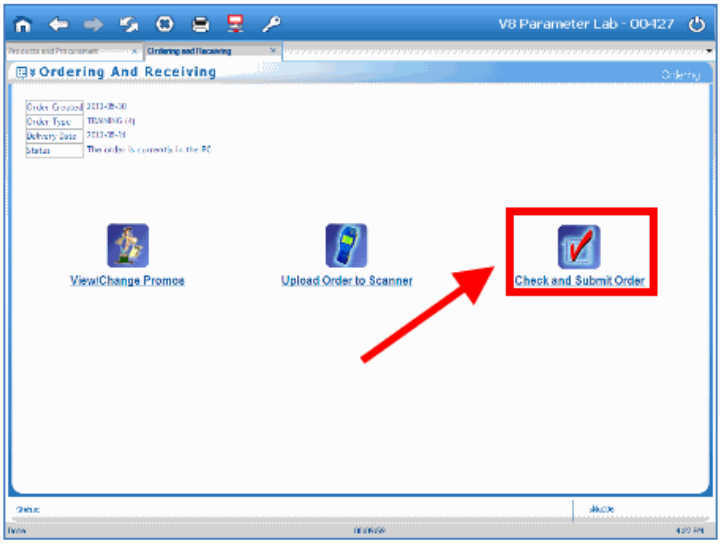
Downloading Order to PC

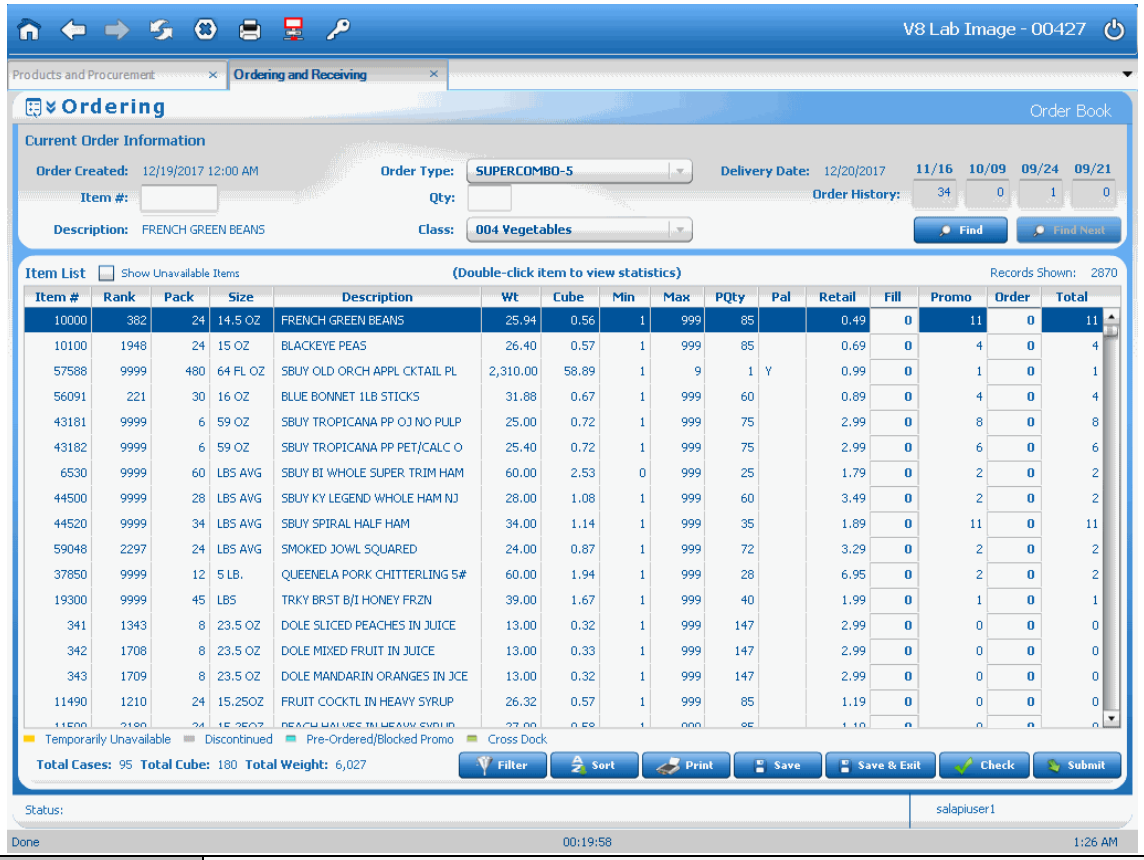
- Click **Download** button



Working with the Order Book on the Office PC

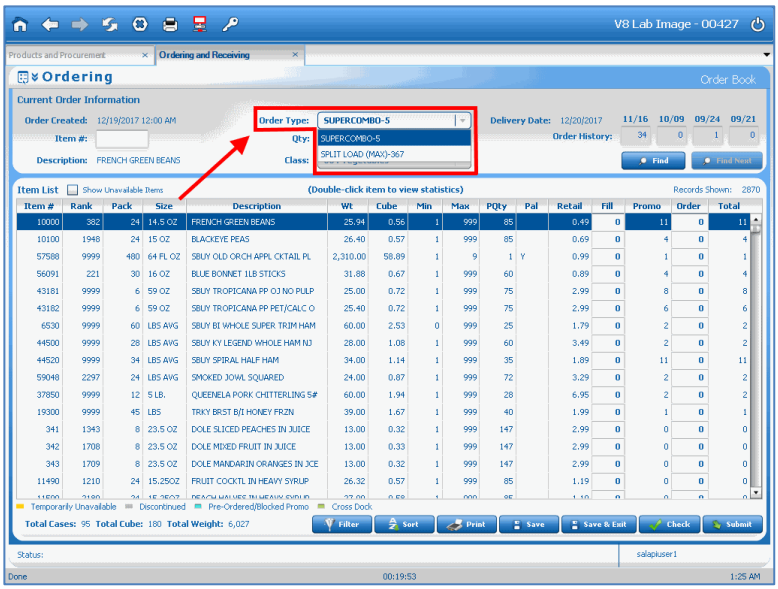
- Click on **Check and Submit Order** to continue



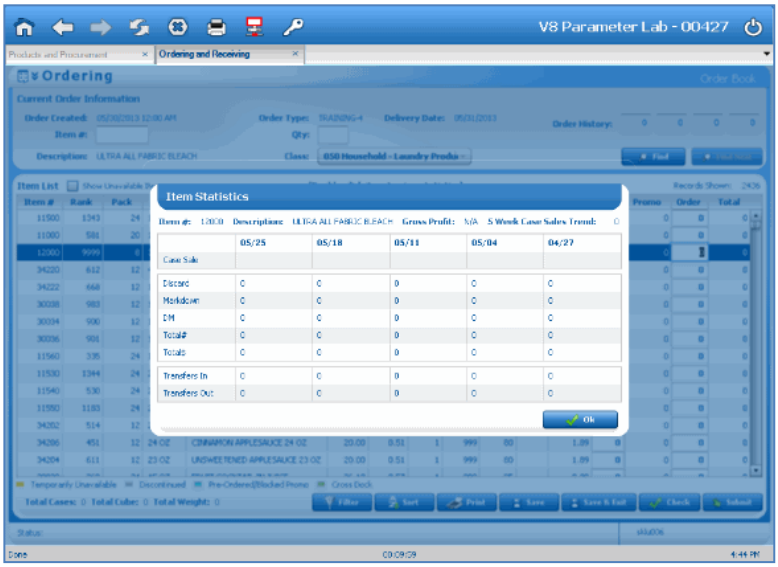


Order Created	Date and time the order book was downloaded
Order Type	Supercombo, split, upstream, etc.
Delivery Date	Date selected for delivery prior to downloading the order book
Item #	Used to enter the Save A Lot item code of an item you wish to order.
Qty	Used to order quantity of the product code entered
Order History	Displays the quantity of items ordered for this product on the last four orders
Description	Product name
Class	Drop-down box used to locate groups of items by product class
Item List	Select this option to show items that are unavailable for ordering
Records Shown	The number of items currently displayed in the order book grid
Item #	The Save A Lot five-digit order number
Rank	Ranks the items by the frequency with which they are ordered by your store
Pack	Units per case/pallet
Size	Unit size/weight
Description	Product description
Wt	Weight of one case/shipping unit
Cube	Item size
Min	Minimum order amount
Max	Maximum order amount
P-Qty	Pallet quantity – units per pallet
Pal	Indicates if the item is palletized
Retail	Current retail price
Fill	Field for manually entering quantities for “order fill”
Promo	Amount of survey items attached to this order that can be changed from this screen
Order	Field for manually entering desired quantity of an item
Total	Sum of the promo and order columns for an item
Total Cases/Cube/Weight	Provides current status of order size

- ***NOTE:*** *You may switch between Supercombo and Split Load* (Retail Partner) *or Supercombo and Split Load (Max) (Corporate) at any time prior to order submission using the* ***Order Type*** *drop down box*



- Double click on any item row to view additional information on the item



Gross Profit	The item's gross profit based upon the current delivery date and suggested retail price
5 Week Case Sales Trend	Displays the difference in cases sold for the last five weeks as compared to the five weeks prior to that For example, if the last five weeks sales were 100 cases and the prior five weeks were 80 cases the trend would be +20
MM/DD	Week ending dates of the previous five complete weeks, newest to oldest
Case Sale	Total cases of the item sold in each of the previous five-week periods Cases round up at .50 (half of a case) or more; down at .49 or less

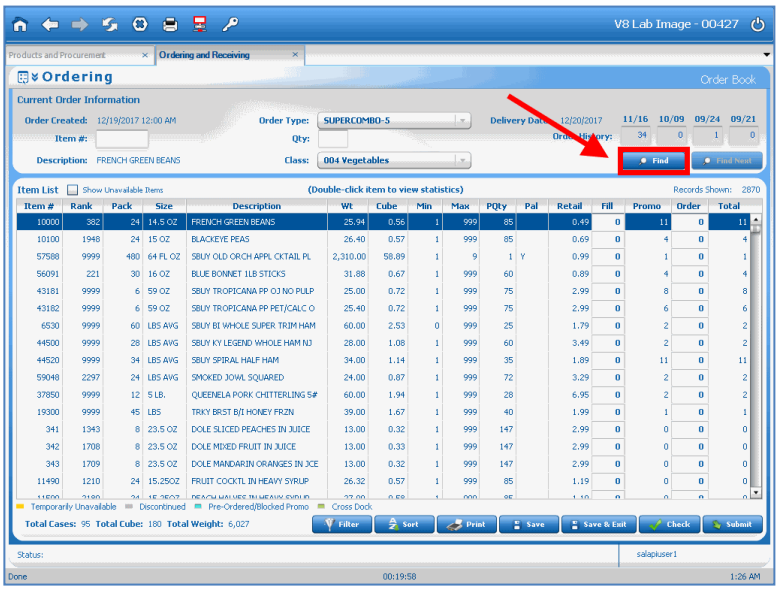
- The following fields are updated from the **IDLoss** application; quantities are in sellable units or pounds rounded to the nearest whole number:

Discard	Discard quantity
Markdown	Markdown quantity
DM	Discard markdown quantity
Total#	Total discard, markdown and discard markdown quantities
Total$	Total discard, markdown and discard markdown dollars

- The following fields are updated from the **Store To Store Transfer** application; quantities are in sellable units or pounds, rounded to the nearest whole number:

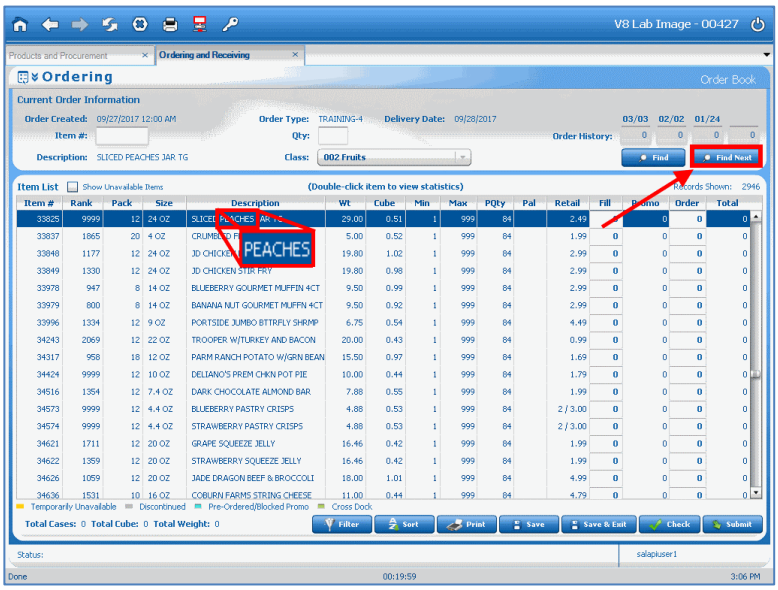
Transfers in	Quantities transferred into the store
Transfers out	Quantities transferred out of the store

Find an Item



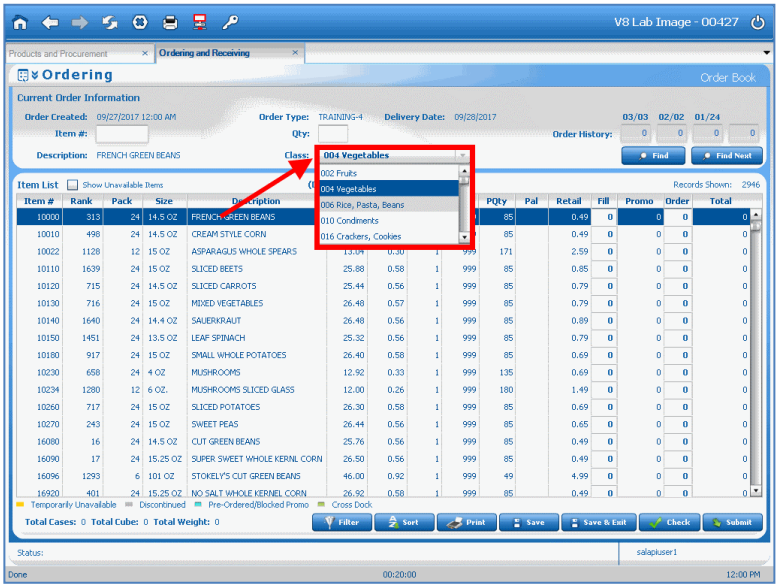
- To locate an item using a word in the item's description, click **Find**

- In the **Search Order** screen, type all or part of the product description in the search field and click **Find**
- **Reset** clears any information entered in the **Search** field
- **Cancel** closes the **Search Order** screen without applying any search criteria

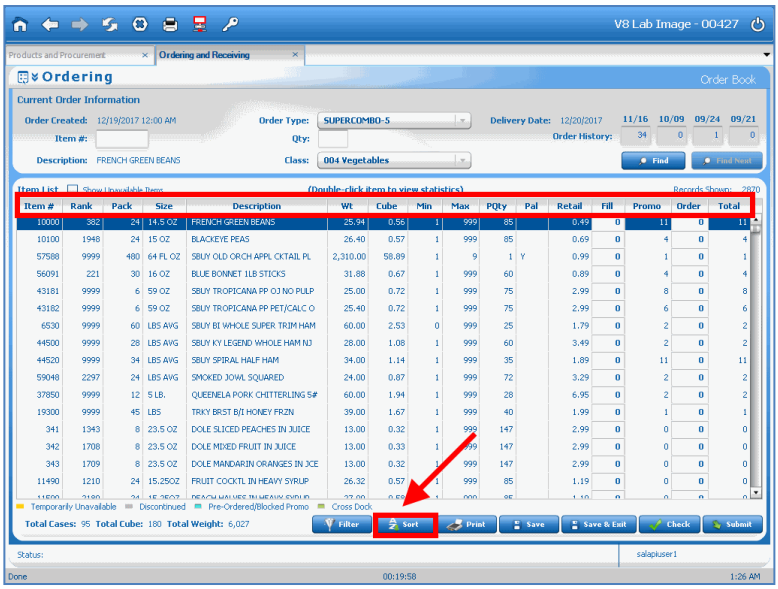


- After clicking **Find** the first result matching your search will be highlighted. To continue searching with the same (partial) description, click **Find Next**

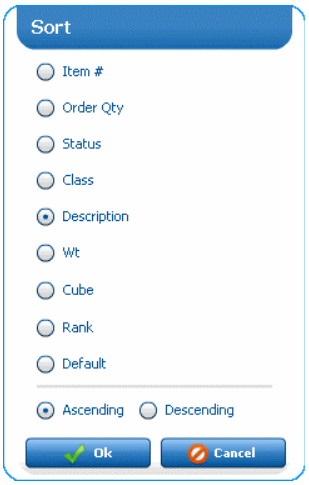
Sorting the Order Book



- Click the drop-down list to select a **Class**
- The list will advance to the first occurrence of an item belonging to the selected class

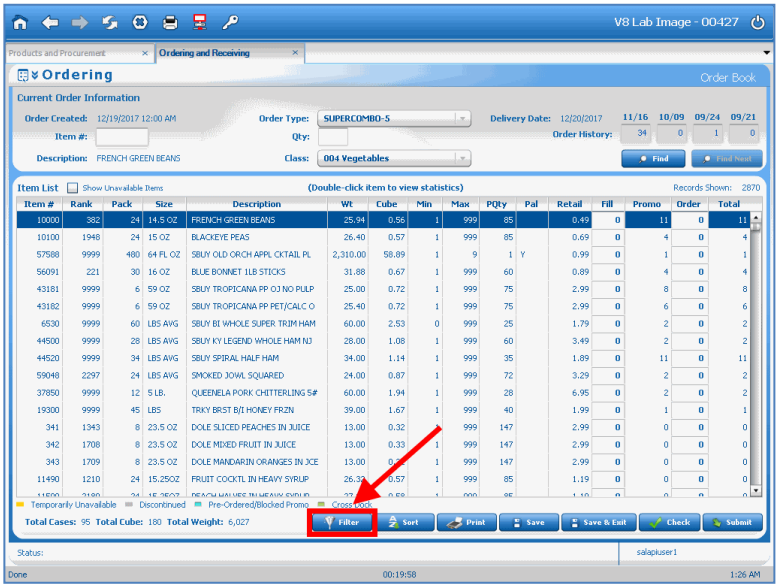


- The order book can be sorted by clicking the column headers or by using the **Sort** button

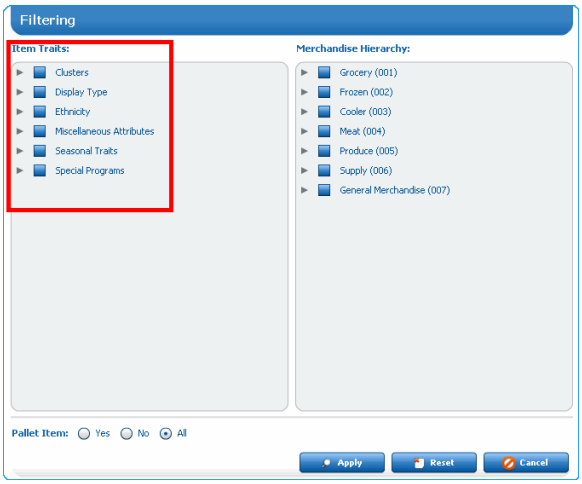


- The Sort button allows you to select sorting criteria as well as sort order: **Ascending** or **Descending**
- Choose the **Default** option to return the order grid to its unsorted state (how the book appears when the screen first opens)

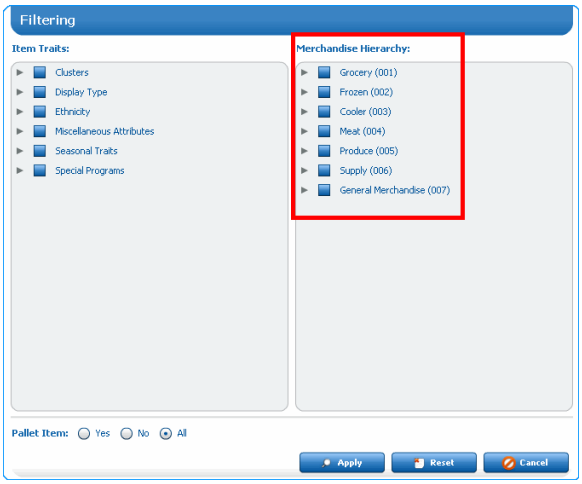
Filtering the Order Book



- To apply filters to the order book so that only specific items or classes appear in the order grid, click **Filter**



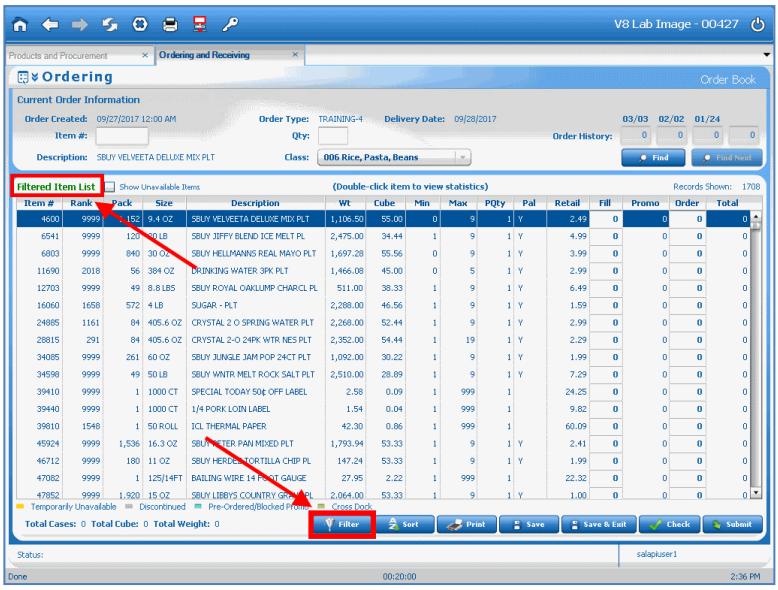
- Within each **Item Trait** additional values are listed. To view the values, click the arrow next to the **Item Trait** name to expand the selection



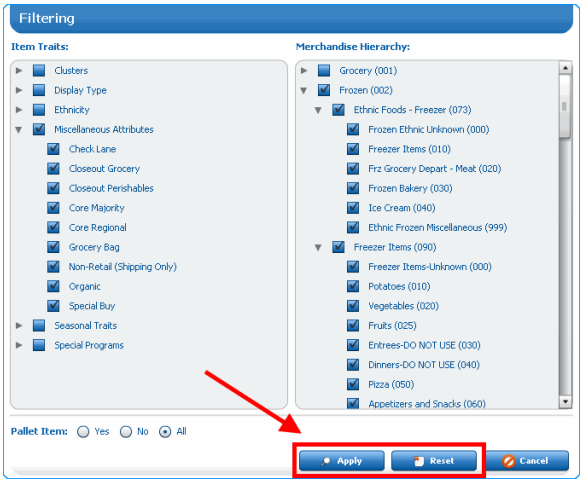
- **Merchandise Hierarchy** allows you to view one or more classes at once, broken down by product groups
  - Grocery
  - Frozen
  - Cooler
  - Meat
  - Produce
  - Supply
  - General merchandise

- Expand a group by clicking the arrow next to the group name to display all product classes that report to the group
- To select all values in a group, click the checkbox to the left of the group name
- Use the **Pallet Items** field to filter your results further if needed
- Click **Apply** to view the filtered results in the order book grid

- The filtered results appear and are indicated by the words "**Filtered Item List**" on the top left of the order grid, and an updated number of "**Records Shown**" on the top right
- To clear the filter and view all available items in the order grid, click **Filter** again.



- To clear all filters, click **Reset** then **Apply**



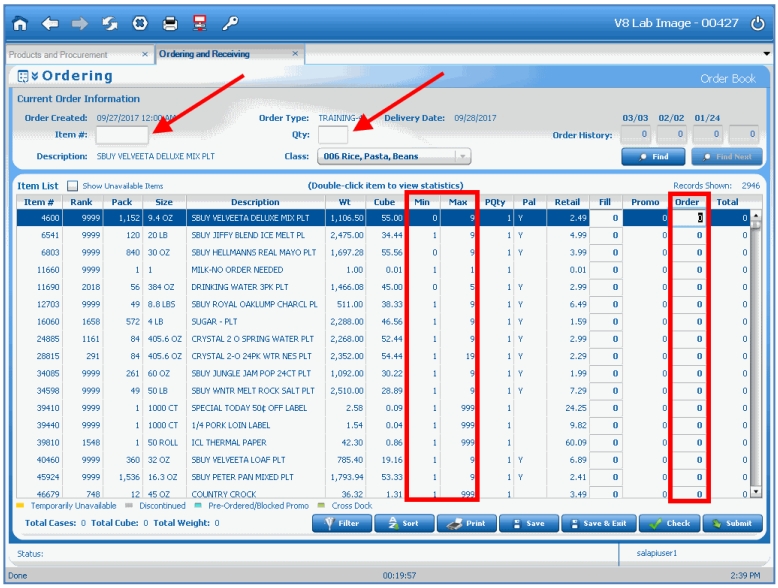
Ordering Items Using the Qty Field

- Enter a Save A Lot item number in the **Item #** field
- Type the quantity of the item you wish to order, and press **Enter**

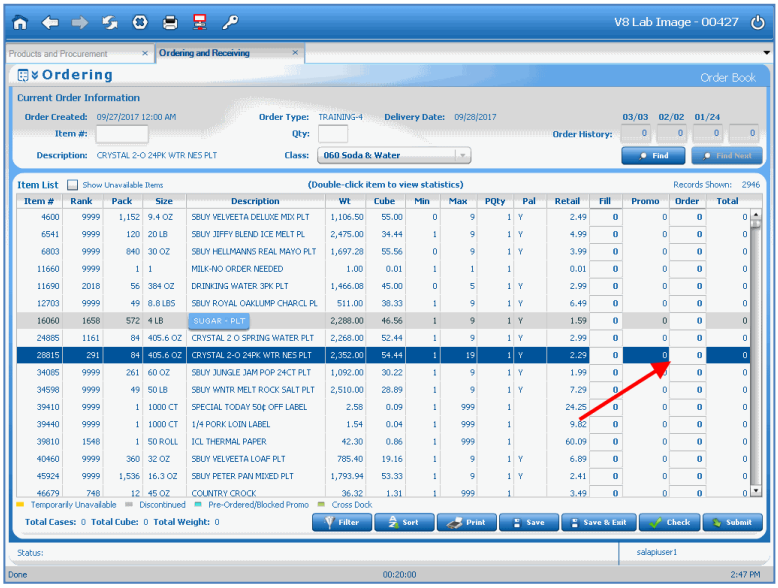
  NOTES: *Any quantity entered must fall between the item's minimum (**Min**) and maximum (**Max**)*

  *The quantity entered will appear in the **Order** column in the item's row*

- The cursor will automatically return to the **Item #** field



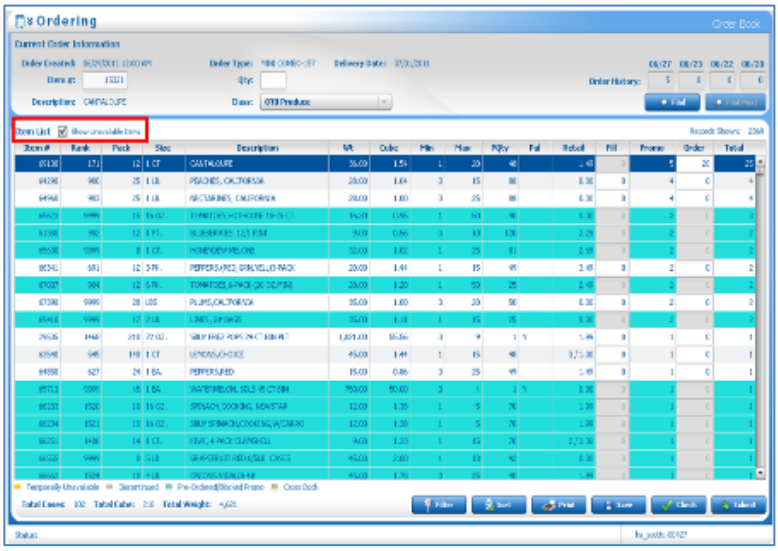
Ordering Items Using the Order Column



- Locate the item you wish to order
- Click in the **Order** field in the item's row. Type the quantity to be ordered and press **Enter**
  - Any quantity entered must fall between the item's minimum (**Min**) and maximum (**Max**)
- The cursor will move to the **Order** field of the next item down

Ordering Additional Quantities of Promo Items

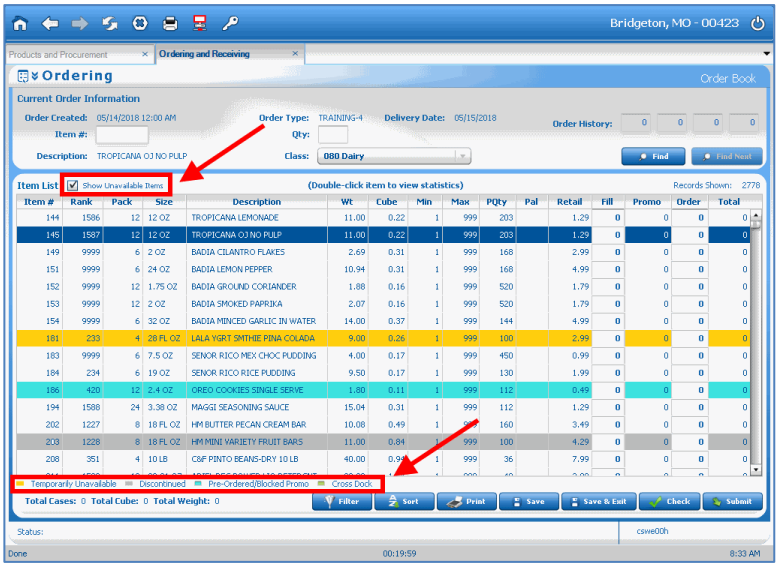
NOTES*: Stores are permitted to order additional quantities of promotional items – as open stock – regardless of whether the survey commitment has been fulfilled, provided inventory is available*
Additional order quantities for the promo product can be ordered by entering the desired order quantity in the ***Order*** *field*
Min/Max *restrictions apply only to the order field quantities*
Total case, weight and cube calculations will be calculated based on the ***Total*** *column*



- To view all promos attached to the open order click the checkbox next to **Item List**
- If open stock inventory is not available to order for a promo item, its row will be shaded in light blue
  - You are prohibited from entering any additional order quantity for these items

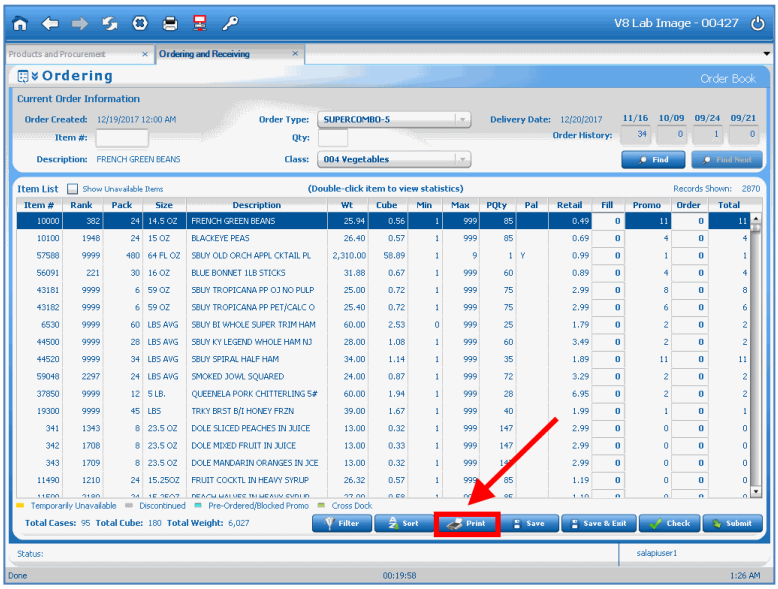
List Color Codes

The legend at the bottom left of the screen gives descriptions of the various color codes used in the list

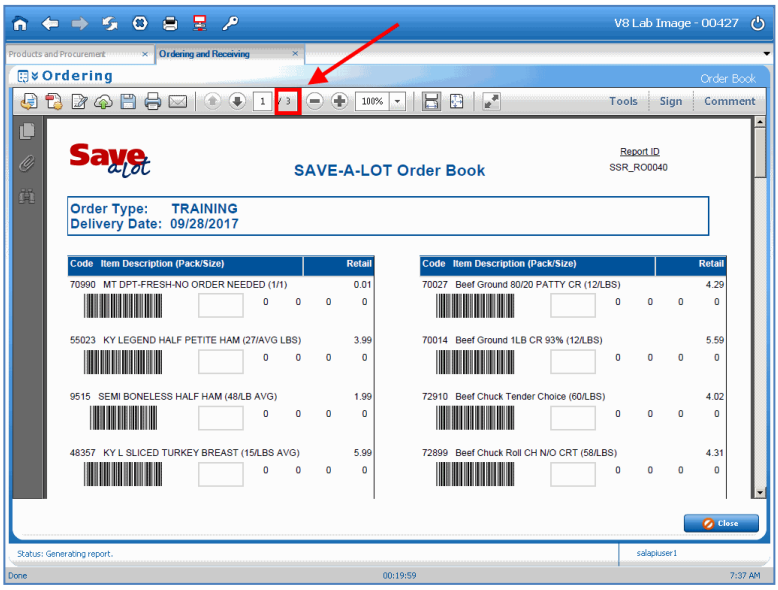


- Yellow: Item is unavailable
  - To enable, check the **Show unavailable Items** checkbox above the item list
- Grey: Item has been discontinued
- Cyan: Pre-Ordered/Blocked Promo
- Green: Cross Dock (upstream)

Print an Order Book

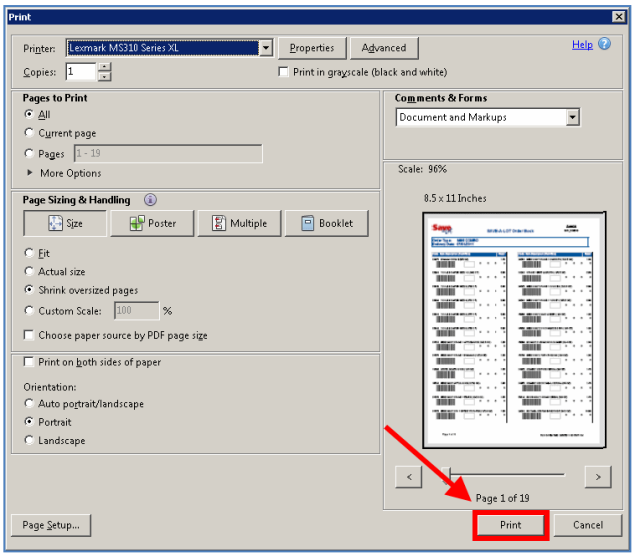


- To print a copy of the order book, first apply a **Merchandise Hierarchy** filter as described in the section, [Filtering the Order Book]
- With the filter applied, click **Print** to review the order book prior to printing



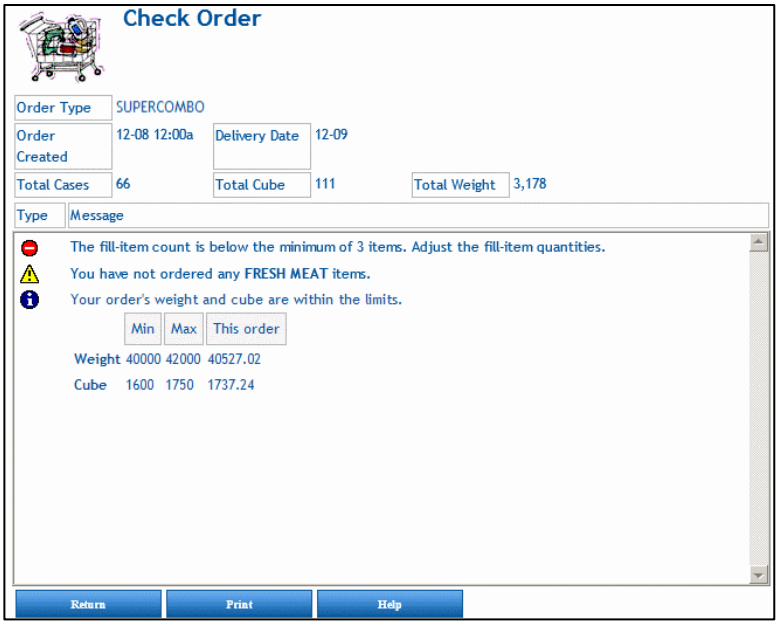
- Confirm the number of pages to print in the field indicated in the screenshot
  - Failure to apply a filter will cause all available items (2000+ items depending on the order run type) to print
  - Click the printer icon to open the print dialogue

- Click **OK** to print



Errors and Warnings

- Order rules are separated into three categories:



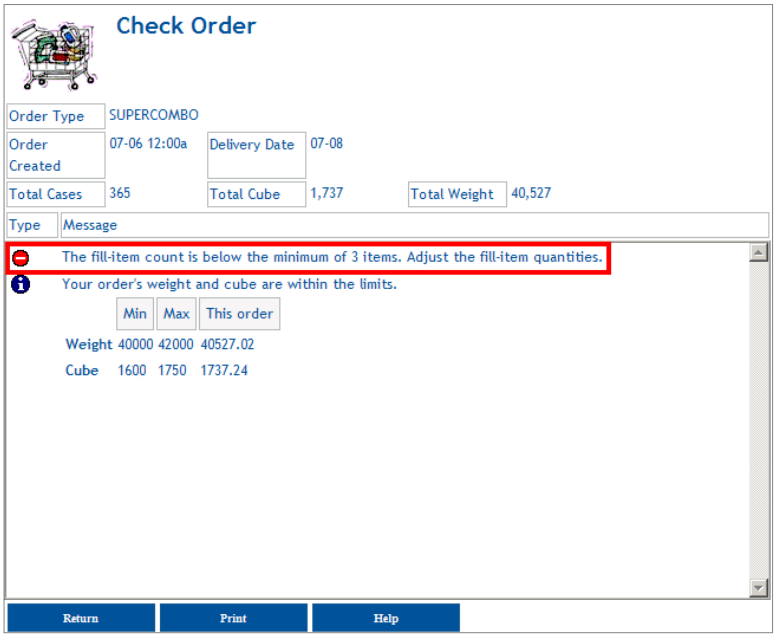
Errors provide detailed information about a definite issue with your order. This message requires you to take corrective action. The system will not accept your order until you resolve the issue. The error message will always provide a suggestion as to how to resolve the issue

Warnings provide a suggestion about a possible issue with your order. This message does not require you to take corrective action. However, the system will not accept your order until you specifically click a checkbox that signifies you have read the warning and have chosen to proceed

Information provides information about your order. This message does not require you to take any corrective action. The total weight and cube of your order is considered an “informational” message

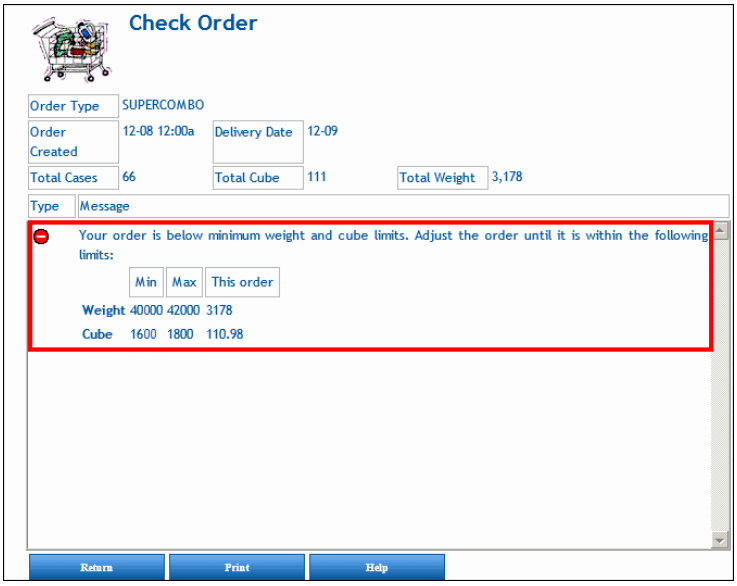
Error – Fill Item

NOTE: *the fill-item error applies only to super combo orders*



- Fill items are added to your shipment by the DC if there are "out-of-stocks" or the truck is below minimum weight requirements after fulfilling your order. Entering fill items allows you to designate which items you will receive in the event this happens
- Requirements to satisfy the fill-item rule:
  - Enter order quantities for 3 to 5 items in the fill column for each super combo order you submit
  - Fill items must be pallet items (sort the **pal** column of the order grid to find items with a "y") *or* quantities equal to a full pallet of an item (use the **PQty** column of the order grid to find the pallet quantity of an item)
  - Total of the fill items must meet a minimum of 75 cube and 2000 lb. (failure to meet the minimums will result in an additional error)
  - Items cannot be from the following classes: milk, dairy, ice cream, fresh meat, supplies
- Click **Return** to navigate back to the **Current Order Information** screen
- The totals for fill items are ***not*** included in the order's total weight & cube
- Insert the **Fill** quantity as the final step before submitting your order. Any entered fill quantities will be removed if the order is uploaded to the handheld scanner
- If you need assistance in determining which items to use for fill, click the **Rank** column heading
  - **Rank** will display items in ascending or descending (double-click) order according to how frequently they are ordered

Error – Weight and Cube

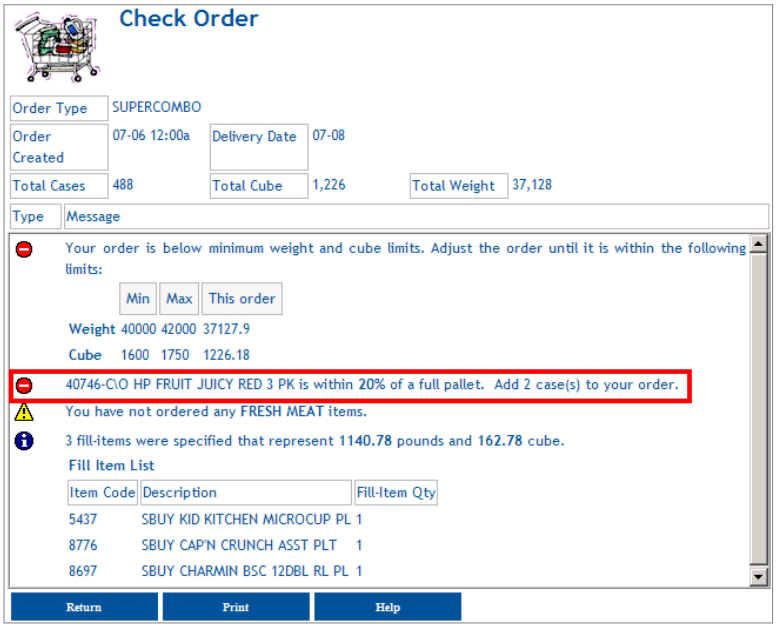


- If your order is above or below cube / weight limits, the system will ask you to adjust the size of your order

  NOTE: *Weight and cube requirements vary by order type*

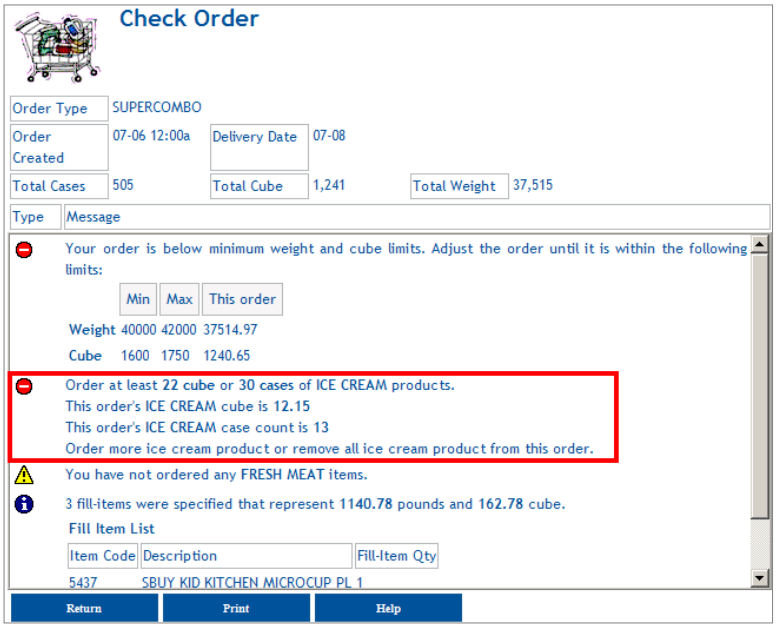
- Click **return** to navigate back to the order grid

Error – Pallet Rounding



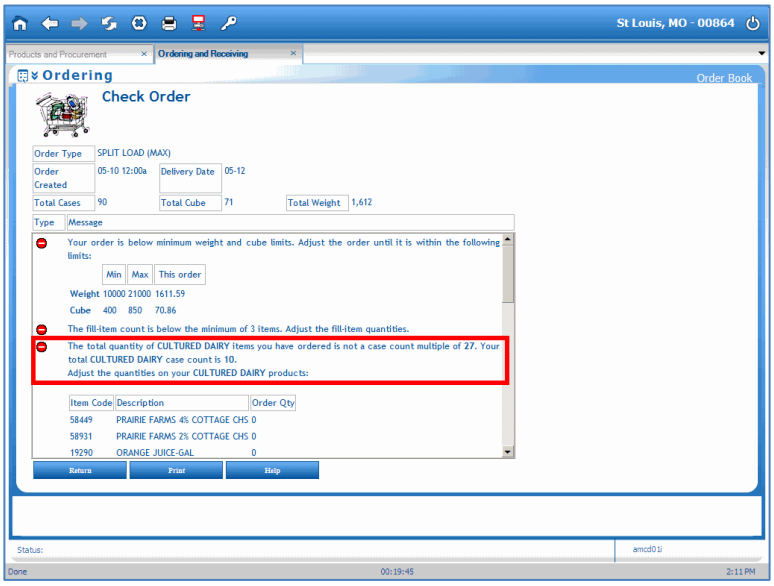
- Pallet rounding applies to all non-pallet items
  - If the ordered quantity is within more or less than 20% of a full pallet, this rule requires the order quantity to be changed to a full pallet quantity
  - Use the **PQty** column of the order grid to find the pallet quantity of an item
- Click **Return** to navigate back to the order grid

Error – Ice Cream



- Ice cream requires rounding to 22 cube or 30 cases, or a multiple thereof
- Click **Return** to navigate back to the order grid

Error - Milk

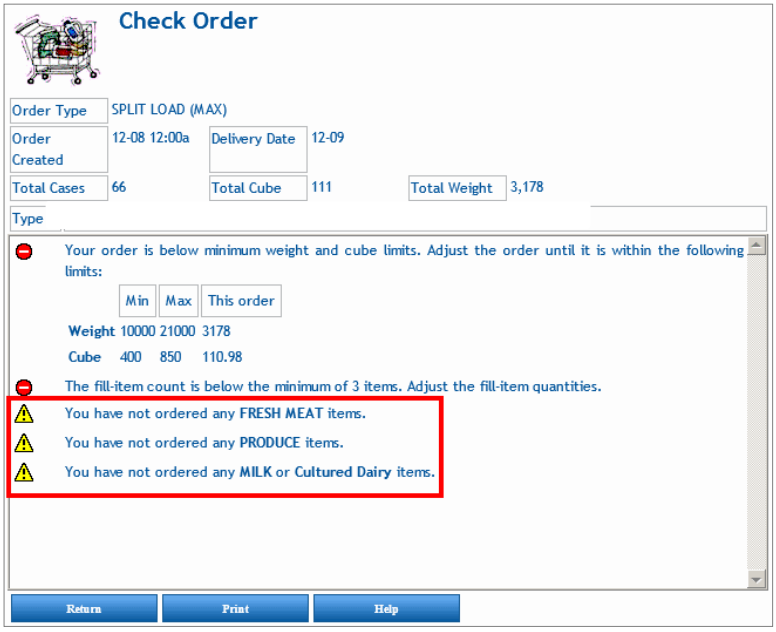


- Milk requires your case count to be a multiple of 27
- Click **Return** to navigate back to the order grid

Warnings

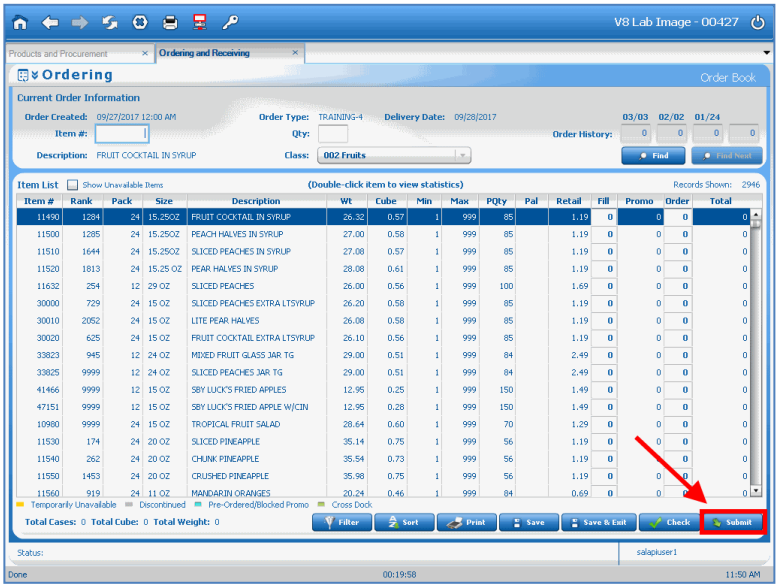
- "You have not ordered any…"
  - **Fresh Meat** indicates that the current order includes no fresh meat items
  - **Produce** indicates that the current order includes no produce items
  - **Milk/Cultured Dairy** indicates that the current order includes no milk or cultured dairy items

- Click **Return** to navigate back to the **Current Order Information** screen

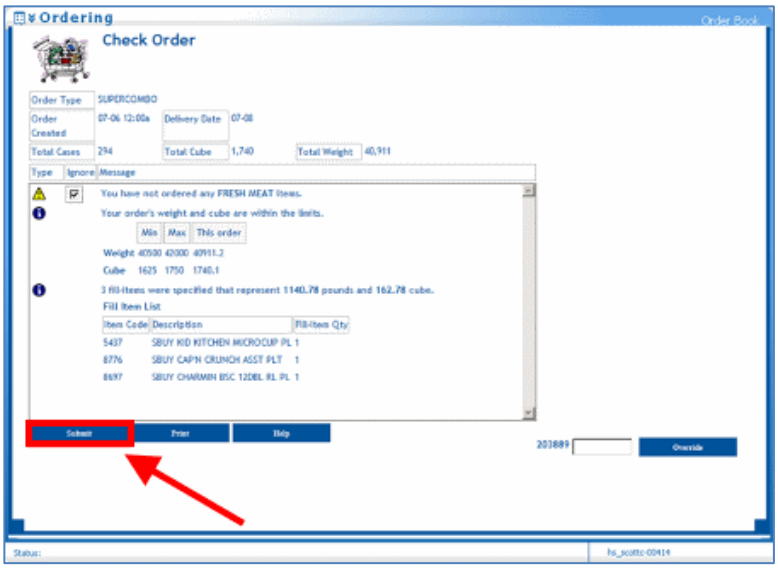


Submitting an Order

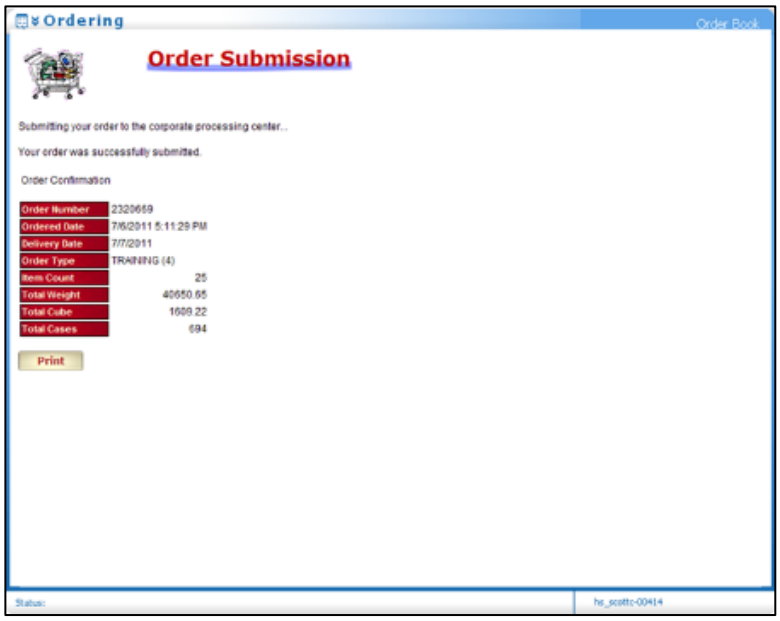
- Once you have checked your order for errors and warnings and are ready to submit, click **Submit**



- After all error and warning messages have been acknowledged or corrected, a **Submit** button is displayed in place of the **Return** button
- Click **Submit**



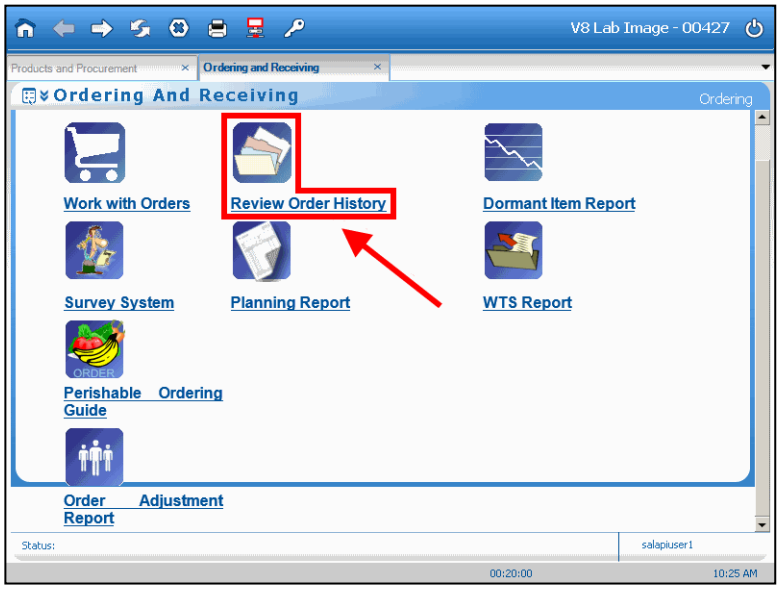
- The system will connect and send your order
- Please allow at least 3 submission attempts
  - If unsuccessful, refer to the **Support** tab for information on contacting the Retail Systems Department
- When the order has been successfully submitted, an **Order Submission** screen will be displayed
- Click **print** at the bottom of the screen for a record of your submission
  - The order number is your confirmation number



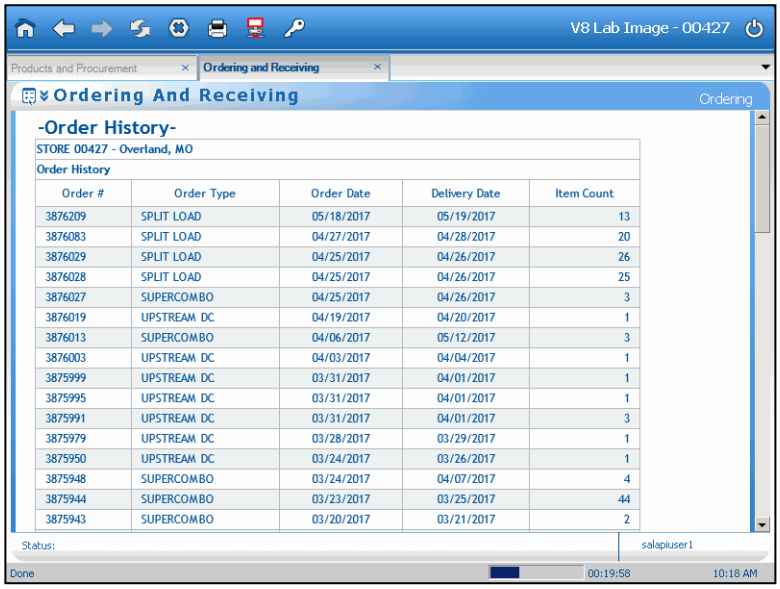
Review Order History

Review order history allows the user to review information regarding previously submitted orders

- Click **Review Order History**

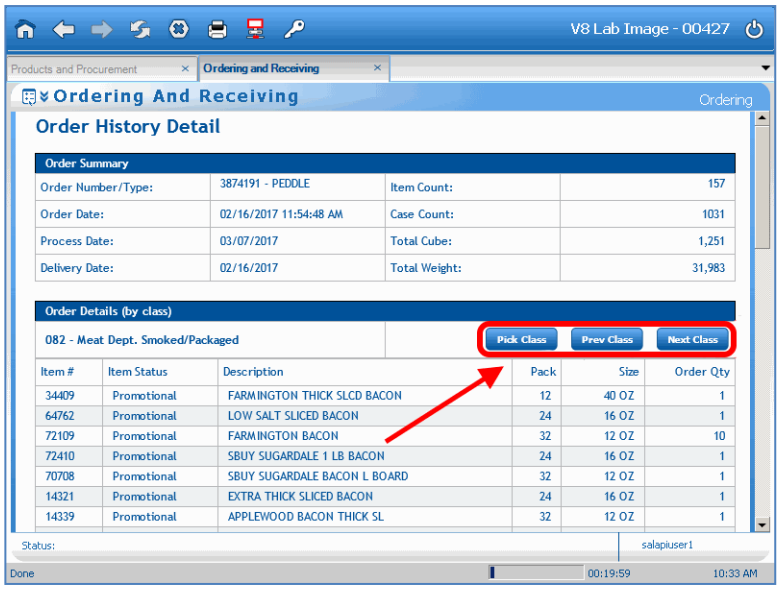


- The screen shows all orders submitted within the past 56 days
- The orders are displayed chronologically, beginning with the most recent delivery date
- Click an order to view it

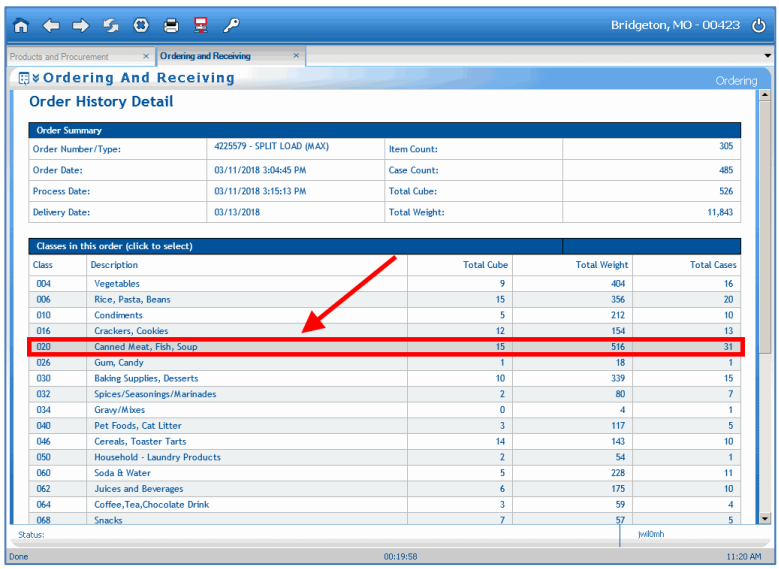


Order #	Order Type	Order Date	Delivery Date	Item Count
3876209	SPLIT LOAD	05/18/2017	05/19/2017	13
3876083	SPLIT LOAD	04/27/2017	04/28/2017	20
3876029	SPLIT LOAD	04/25/2017	04/26/2017	26
3876028	SPLIT LOAD	04/25/2017	04/26/2017	25
3876027	SUPERCOMBO	04/25/2017	04/26/2017	3
3876019	UPSTREAM DC	04/19/2017	04/20/2017	1
3876013	SUPERCOMBO	04/06/2017	05/12/2017	3
3876003	UPSTREAM DC	04/03/2017	04/04/2017	1
3875999	UPSTREAM DC	03/31/2017	04/01/2017	1
3875995	UPSTREAM DC	03/31/2017	04/01/2017	1
3875991	UPSTREAM DC	03/31/2017	04/01/2017	3
3875979	UPSTREAM DC	03/28/2017	03/29/2017	1
3875950	UPSTREAM DC	03/24/2017	03/26/2017	1
3875948	SUPERCOMBO	03/24/2017	04/07/2017	4
3875944	SUPERCOMBO	03/23/2017	03/25/2017	44
3875943	SUPERCOMBO	03/20/2017	03/21/2017	2

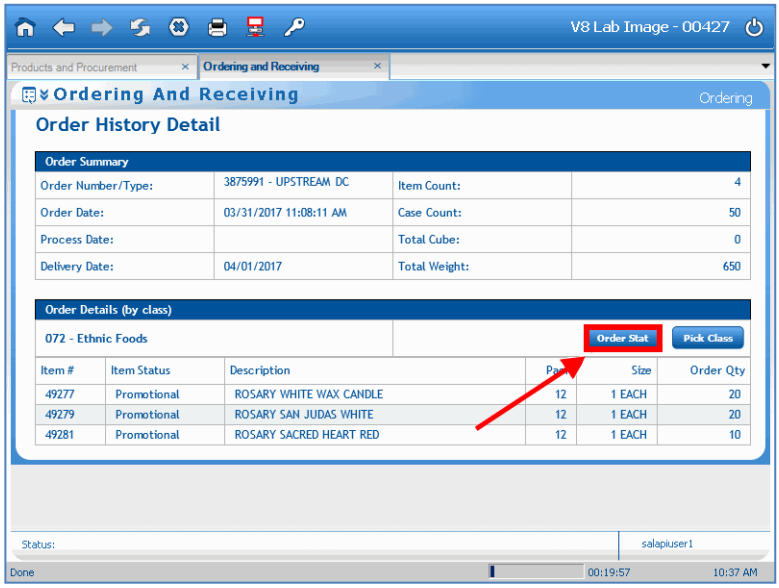
- Use the **Pick Class**, **Previous Class** and **Next Class** buttons to navigate between classes



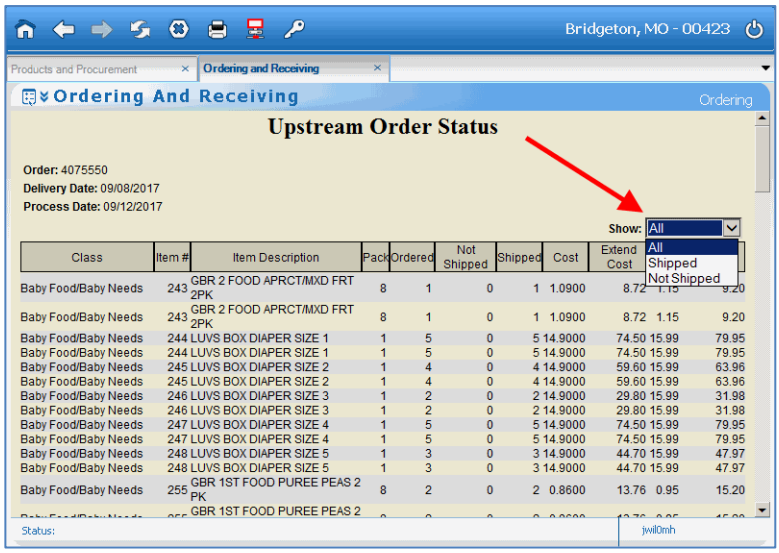
- Click any line to view ordered items in the selected class



- If this order is from the upstream DC, you can view the **Upstream Order Status Shipment Detail Report**, by clicking **Order Stat**



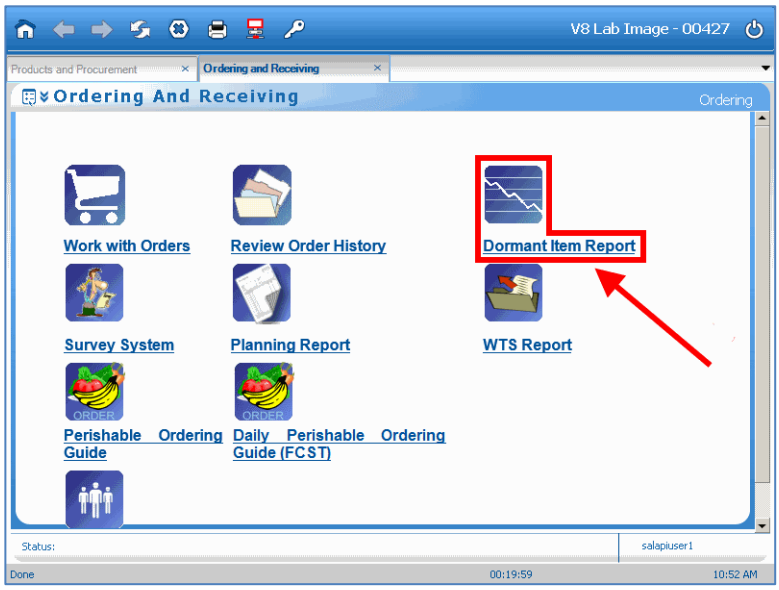
- **Upstream order status shipment detail report** can be filtered by selecting criteria from the drop-down box
  - **All** displays all items that were in the order
  - **Shipped** displays only items that were ordered and have shipped
  - **Not shipped** displays only items that were ordered but have ship quantity of zero (0)
- The **Not Shipped** filter can be used as a starting point for next week's order



Dormant Item Report

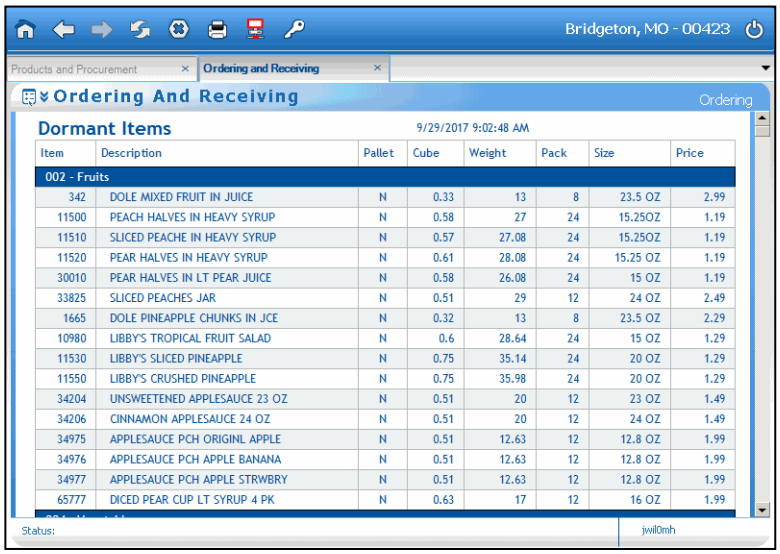
Allows the user to review items that have not been ordered within the previous five weeks

- Click **Dormant Item Report**

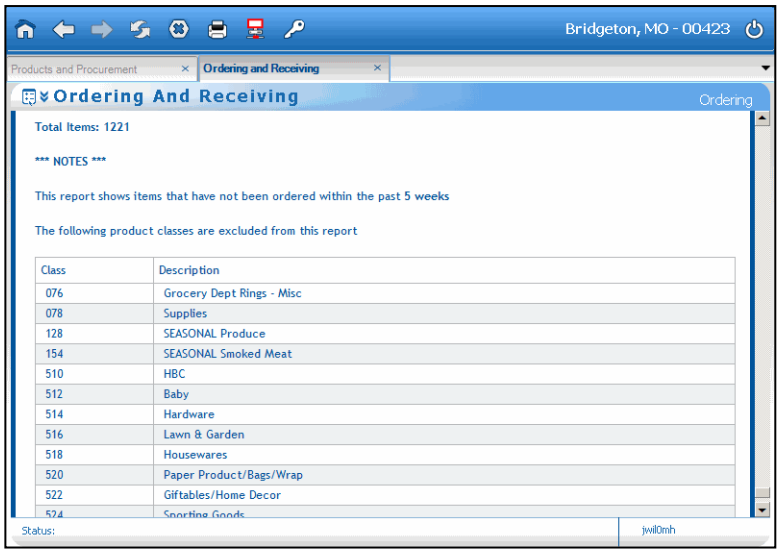


- The **Dormant Item Report** displays items listed by class

  NOTE: *special buy and closeout items are excluded from the report*



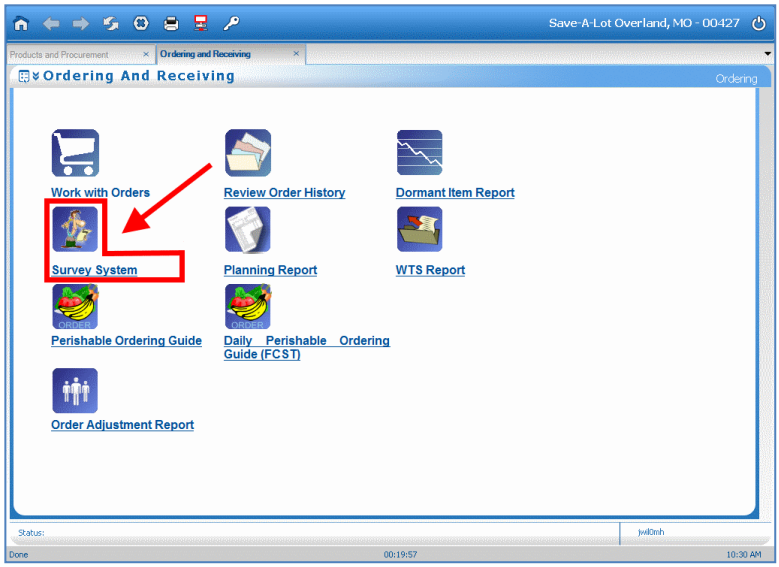
- An informational message at the bottom of the report details the classes that are excluded from this report



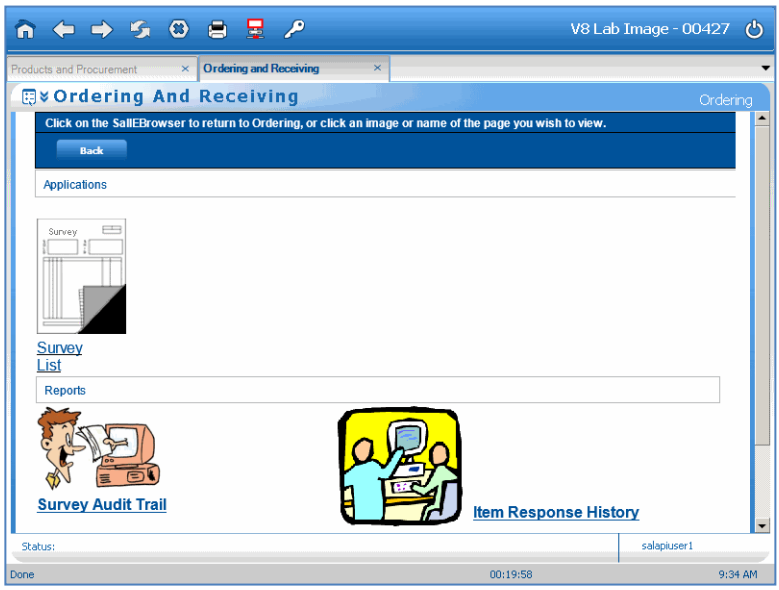
Survey System

The Save A Lot survey system allows for stores to order special buy, limited quantity or advertised items

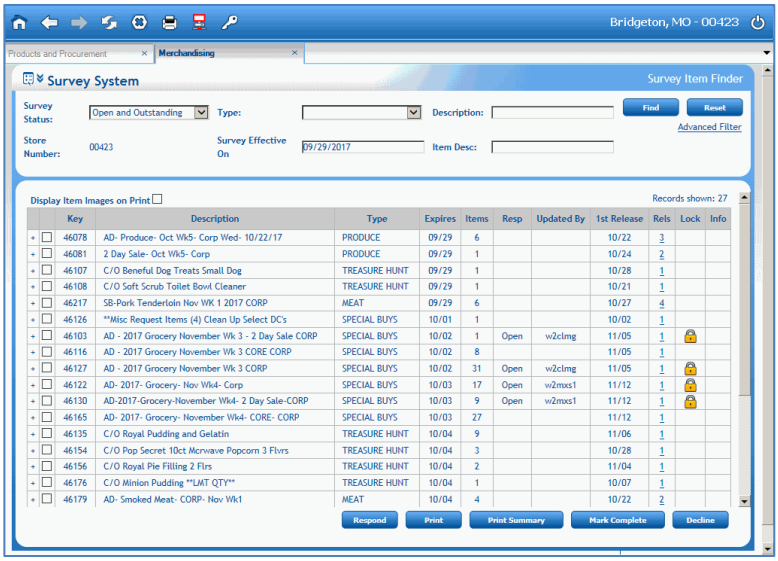
- Click **Survey System**



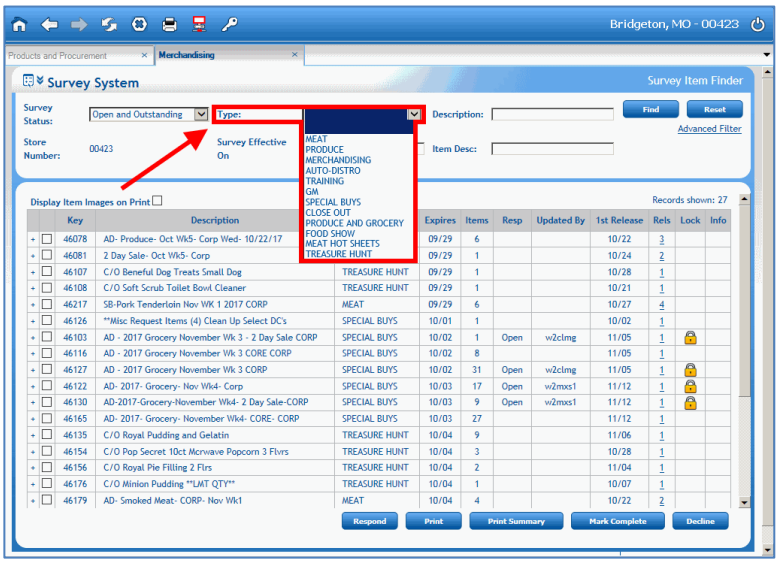
- From the Survey System screen, click on the desired survey application
  - **Survey List** displays all surveys within the allowable response period
  - **Survey Audit Trail** displays the last time a survey was modified, who modified it, and the current status of surveys within a defined time period
  - **Item Response History** displays the survey history of a particular item within a defined time period



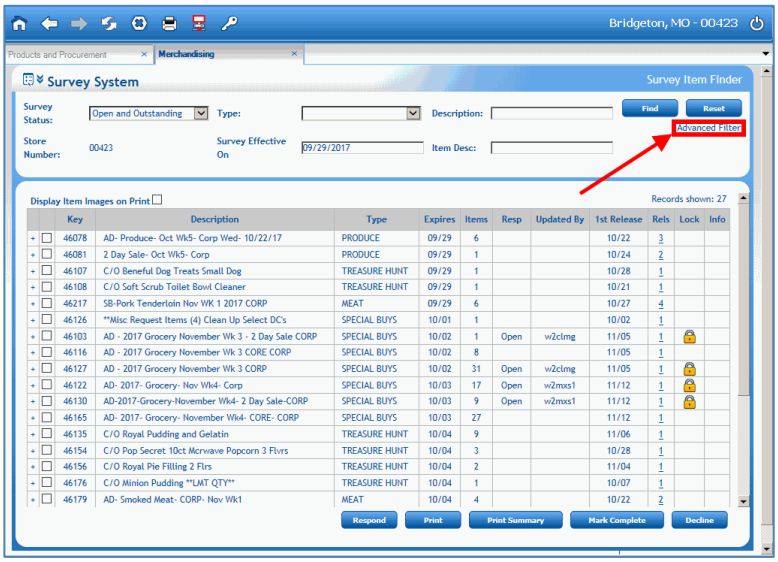
Survey List



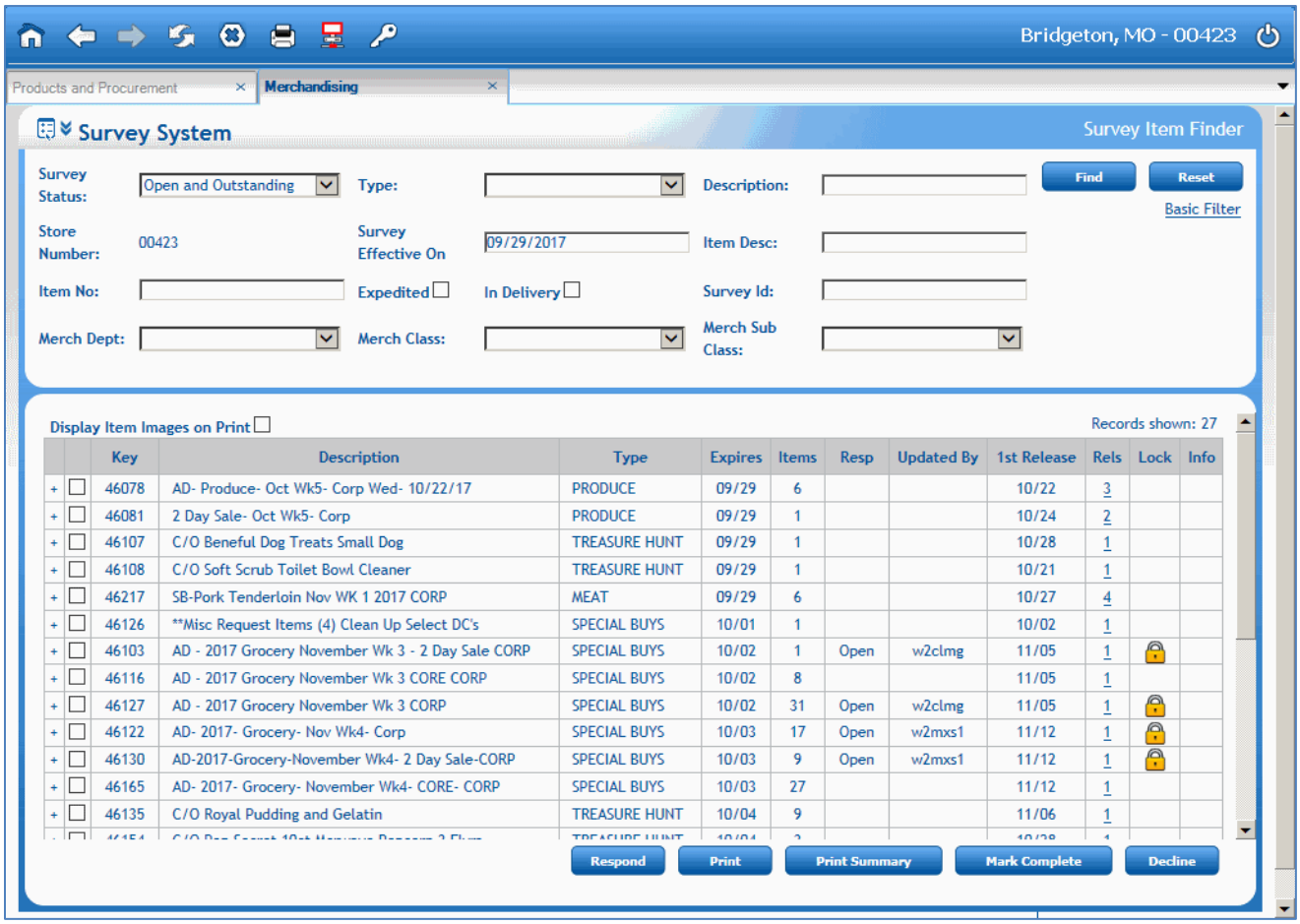
- By default, all open and outstanding surveys are shown in the **Survey List**
- The **Survey List** can be filtered to narrow the list of surveys displayed
- **Survey status –** click the drop-down arrow to sort all surveys in the allowable response period by:
  - **Open and Outstanding**
  - **Completed and Declined**
  - Blank – All Surveys



- **Type –** use the drop down to sort by:
  - Meat
  - Produce
  - Merchandising
  - Auto-Distro
  - Training
  - Gm
  - Special Buys
  - Close Out
  - Produce and Grocery
  - Food Show
  - Meat Hot Sheets
  - Treasure Hunt
- **Description** filters results for a survey within the allowable response period using a keyword in the survey name
- **Item Desc** filters results for a survey within the allowable response period using a keyword in an item description



- Additional filters can be accessed by clicking the **Advanced Filter** link in the top right of the survey window
  - **Item Number** – enter an item number to show only surveys that include that item
  - **Expedited** – click this box to show only expedited surveys
  - **In Delivery** – click this box to show only surveys that are in delivery
  - **Survey ID** – enter the ID number of the survey
- **Merch Dept, Class and Sub Class** – these drop-down menus allow you to filter the survey list to only show surveys that include items from the selected department, class and/or sub class



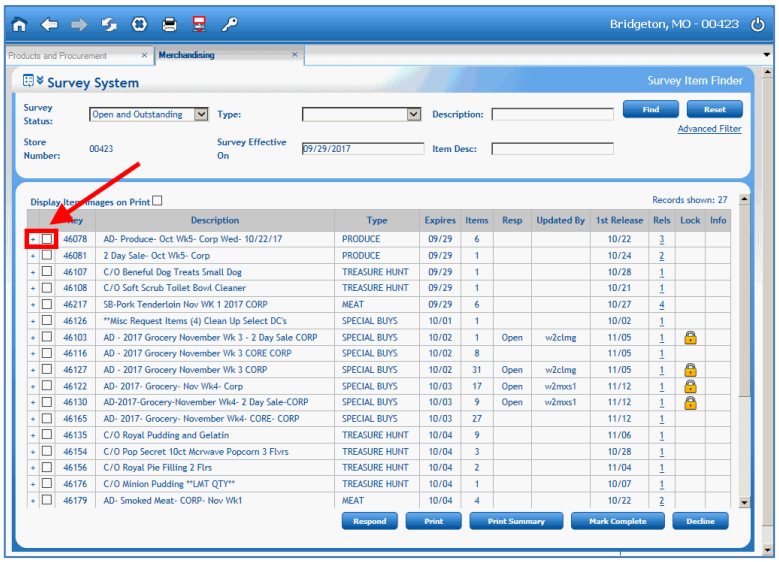
Key	Description	Type	Expires	Items	Resp	Updated By	1st Release	Rels	Lock	Info
46078	AD- Produce- Oct Wk5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22	3		
46081	2 Day Sale- Oct Wk5- Corp	PRODUCE	09/29	1			10/24	2		
46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
46217	SB-Pork Tenderloin Nov WK 1 2017 CORP	MEAT	09/29	6			10/27	4		
46126	**Misc Request Items (4) Clean Up Select DC's	SPECIAL BUYS	10/01	1			10/02	1		
46103	AD - 2017 Grocery November Wk 3 - 2 Day Sale CORP	SPECIAL BUYS	10/02	1	Open	w2clmg	11/05	1		
46116	AD - 2017 Grocery November Wk 3 CORE CORP	SPECIAL BUYS	10/02	8			11/05	1		
46127	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	31	Open	w2clmg	11/05	1		
46122	AD- 2017- Grocery- Nov Wk4- Corp	SPECIAL BUYS	10/03	17	Open	w2mxs1	11/12	1		
46130	AD-2017-Grocery-November Wk4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	w2mxs1	11/12	1		
46165	AD- 2017- Grocery- November Wk4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	1		
46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	1		

Key	Save A Lot survey Identification number	
Description	Name of survey	
Type	Lists the specific type of survey	
Effective	First day that the user can work with the survey	
Expires	Last day that the user can work with the survey (includes a specific time that the survey will lock and no longer be available for editing) note: all times are central time zone	
Items	The number of items included in that survey	
Resp	Indicates if that survey has been responded to and its current status	
Updated by	Login ID of the last person to update that survey	
1st release	First date that survey items can be released	
Rels	Indicates the release periods for this survey. Clicking the underlined number will show you all release periods available	
Lock	icon will indicate if this survey has been locked	
Info		Indicates the survey is being expedited
	C	Indicates there is a comment
	P	Indicates there is an image

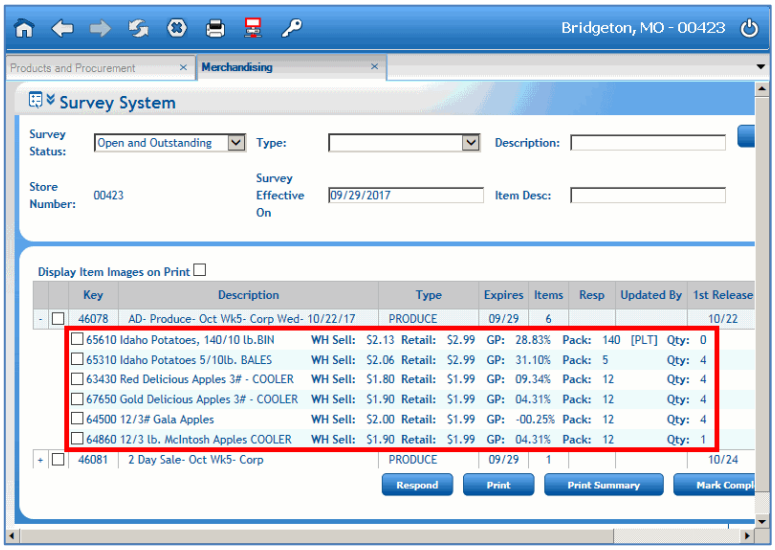
- Click the **Find** button to filter the survey list
- Click the **Reset** button to return to the complete list of surveys

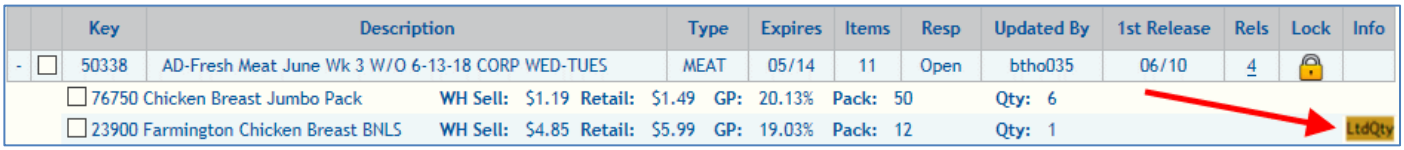
- To select surveys to respond to, click the checkbox to the left of the survey
- To view the items attached to a survey, click the plus sign (+) to the left of the survey listing

  NOTE: *Surveys can be acted upon either individually or in combination with other surveys*



- Select individual items using the checkboxes

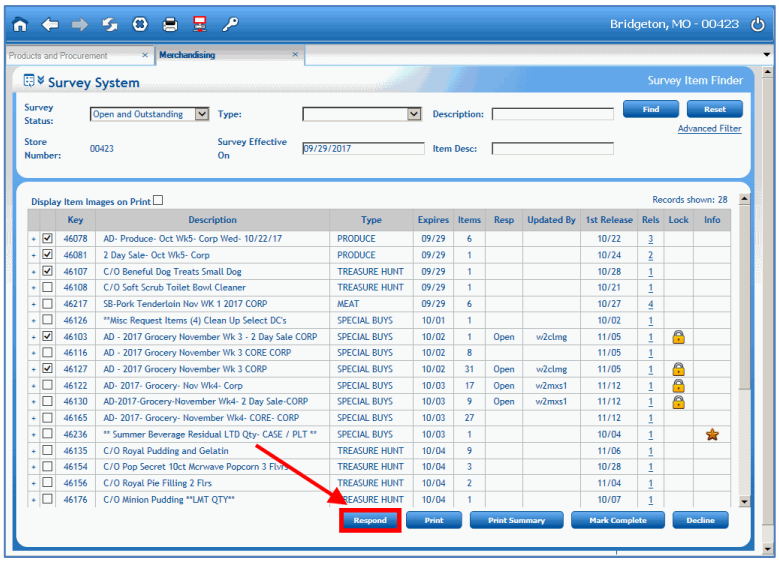




- If an item is sold out or has limited quantity, a sold out or limited quantity indicator will appear in the info column

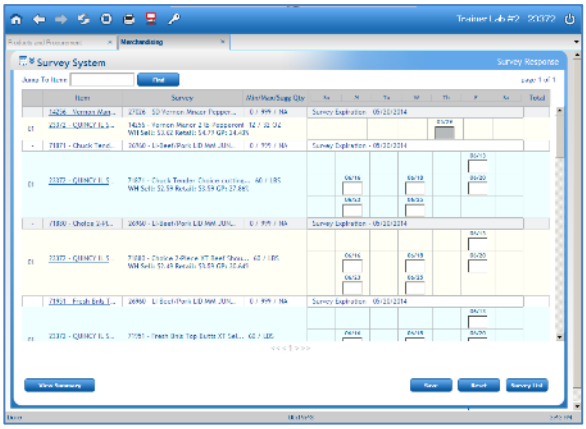
- The system will display basic information about the item along with a photo if applicable

- Click **Respond** to respond to the selected surveys
- Click **Print** to print the batch survey report
- Click **Mark Complete** to mark the selected surveys as completed
- Click **Decline** to mark the selected surveys as declined

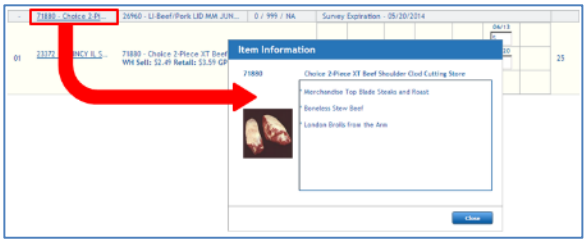


Responding To Surveys

- Clicking **Respond** from the **Survey List** screen displays a detailed listing of items from all surveys selected
- To find a specific item in the survey detail, enter the item number in the **Jump To Item** field and click **Find**
- Click the highlighted **H** (if present) to display the **Associated Item History** report

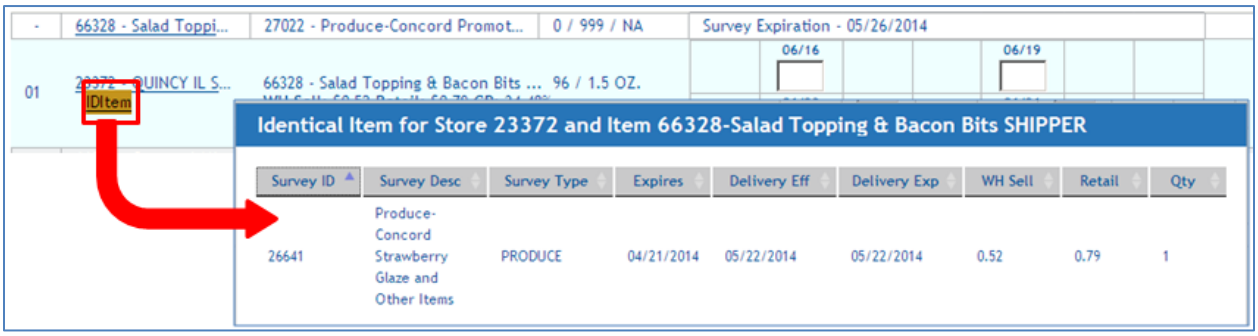


- To see an image (if available) and more information of an item listed in survey detail, click the item number at the top of the listing

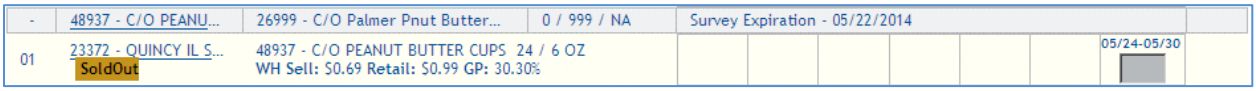


- To order survey items, enter the quantity desired in the fields to the right of the listing. Dates above the entry fields are individual release dates. Specific quantities can be entered for each release date
- The total amount of items ordered for all available release dates will be displayed the along with the Recommended Order Quantity in the **ROQ/TTL** column
- Clicking the Load ROQ

button at the bottom of the page will auto-populate the numbers listed in the **ROQ** field into each store/item's order fields (Retail Partners only)

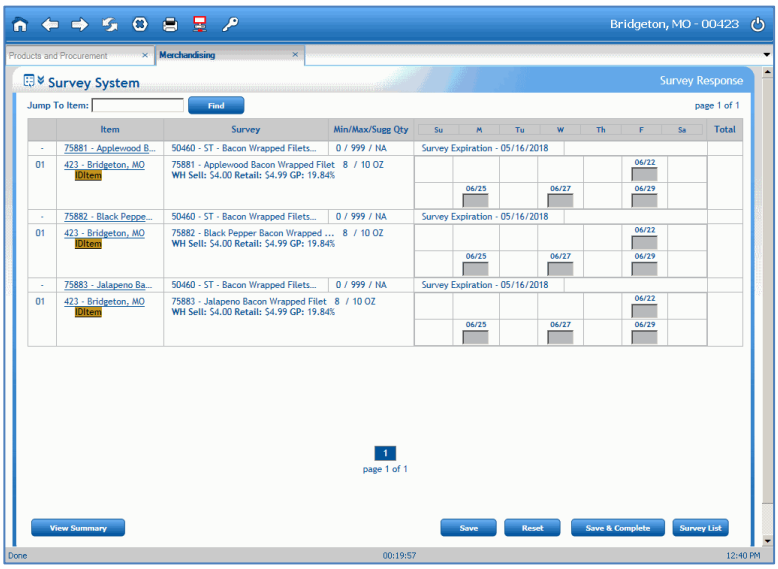


- If the survey you are responding to contains an item that is also present in another survey the IDItem indicator will be displayed
- Clicking the indicator will show more information about this item, including the item's survey number, release date and quantity ordered

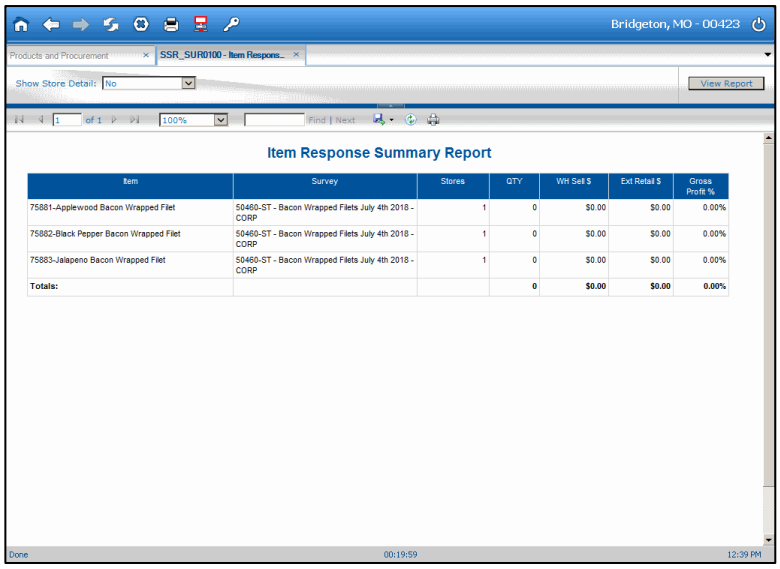


- If a survey item is sold out the SoldOut indicator will be displayed, and the order amount entry field will be grayed out

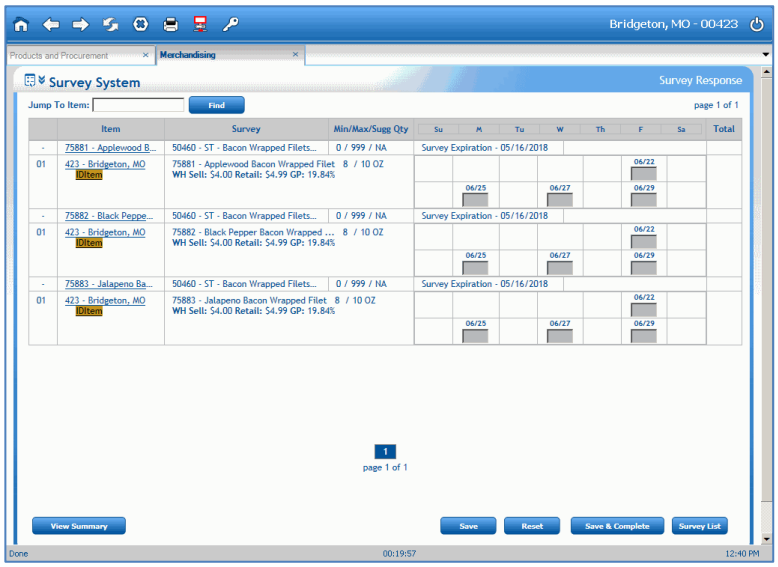
- Click **View Summary** from the Survey List screen to display the **Item Response Summary Report**



- To return to the survey item list, click the **Back** arrow at the top of the browser screen



- To save all order quantities entered, click **Save**
- To reset all order quantities entered, click **Reset**
- To complete the survey click **Save & Complete**
- To return the **Survey List** screen, click **Survey List**

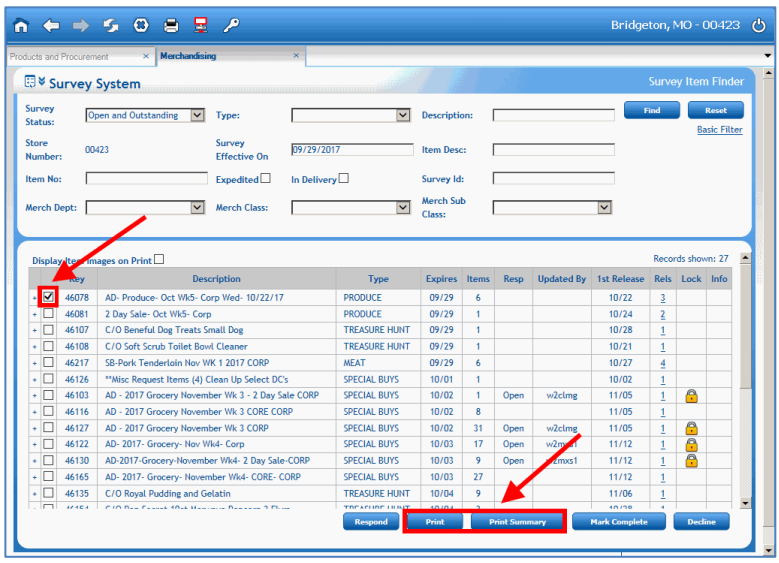


Printing Surveys

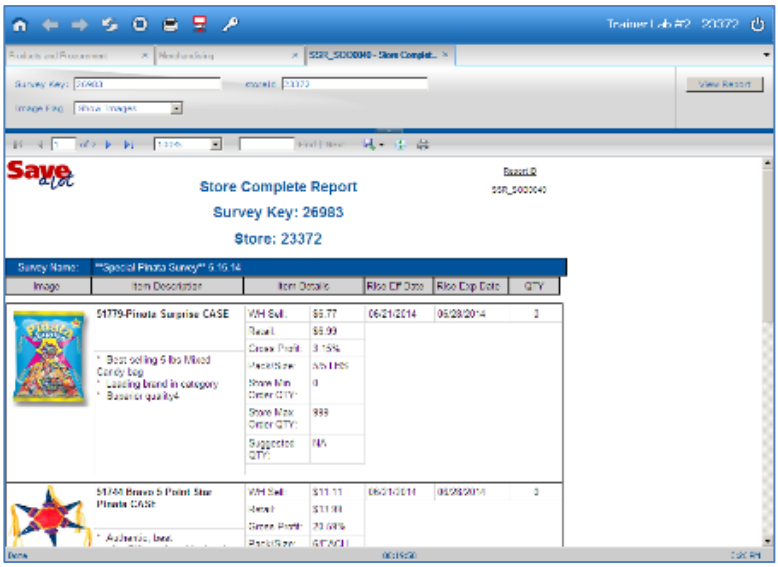
- From the **Survey List** screen select the checkbox to the left of the survey you want to print
  - Check the box next to display item images if you want images to print

  ***NOTE**: Selecting images will take longer to print*

- Click **Print** to print a detailed report
- Click **Print Summary** to print a text-only report
- A blank page will load
  - Click **View Report** button
- Survey will load and can be printed



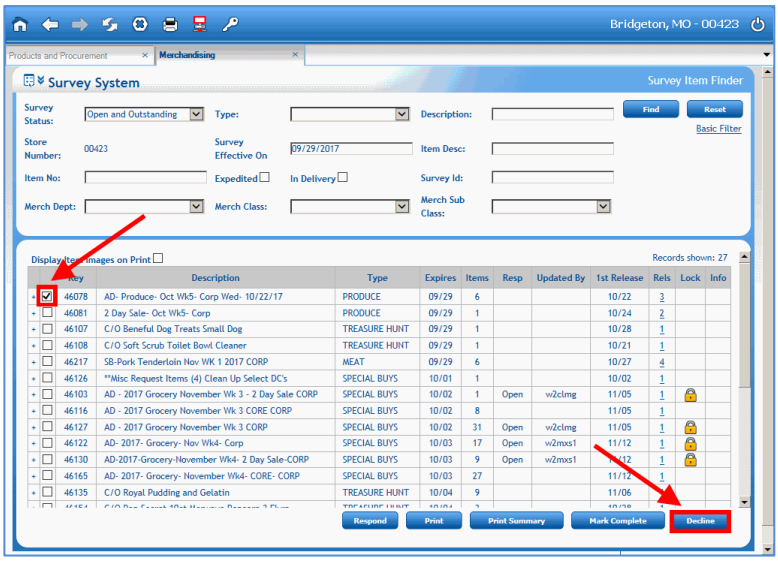
- The **Survey Report** will be displayed
- To print this report, click the printer icon above the report, then click **OK**



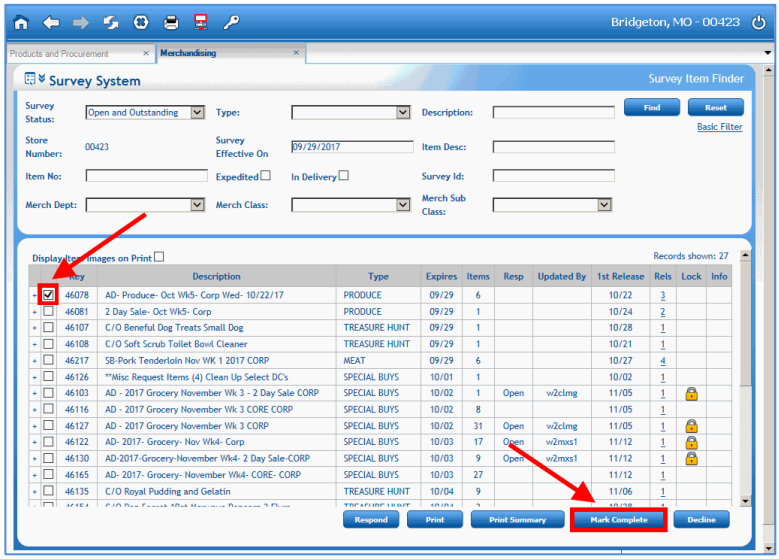
Declining a Survey

- If you wish to decline all items in a survey click the checkbox to the left of the survey listing, then click **Decline**
  - This will mark all item quantities as zero and the survey status will become **"declined"**

  NOTE: *If you fail to either approve or decline the survey before it expires, any quantities that have been entered will be approved as entered and the product will be delivered to your store.*



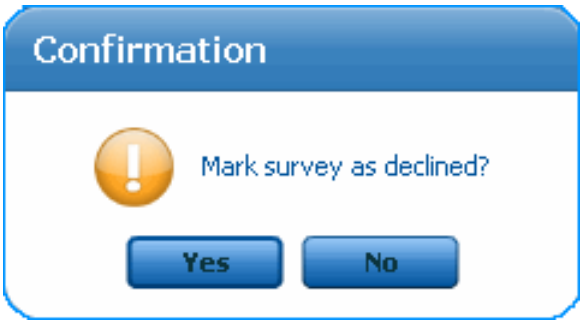
Completing a Survey



- When you are ready to mark the survey as complete, click the checkbox button to the left of the survey listing and then click **Mark Complete**

- You may choose to mark a survey complete without viewing the survey or entering quantities. If you make this selection a warning will appear
  - Click **Yes** to mark the survey as complete or **No** to leave the survey in an open status

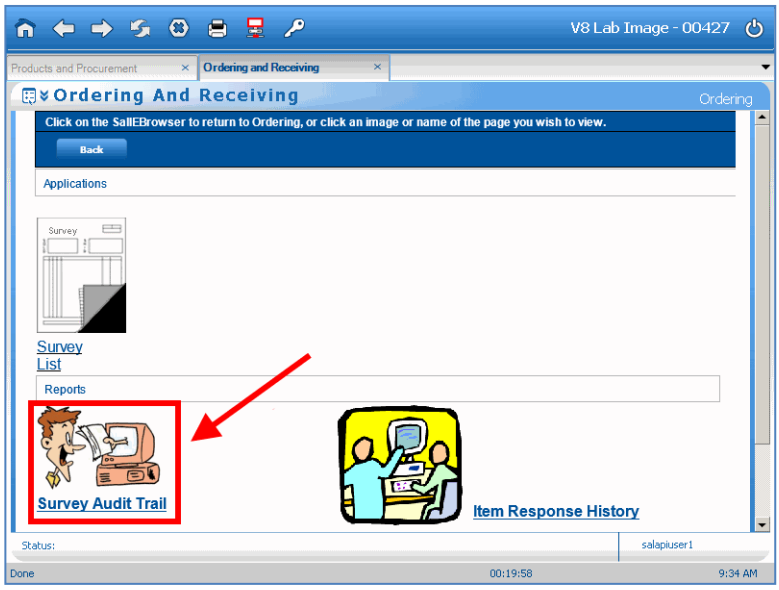
  NOTE: *If you fail to either approve or decline the survey before it expires, any quantities that have been entered will be approved as entered and the product will be delivered to your store*



Survey Audit Trail

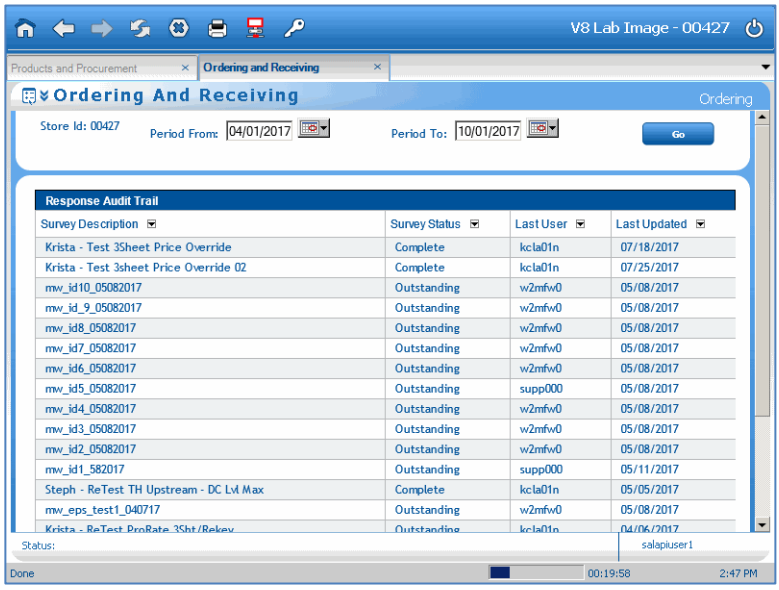
Allows a user to view the status and response history of surveys in a defined time period

- From the Survey System screen, click **Survey Audit Trail**



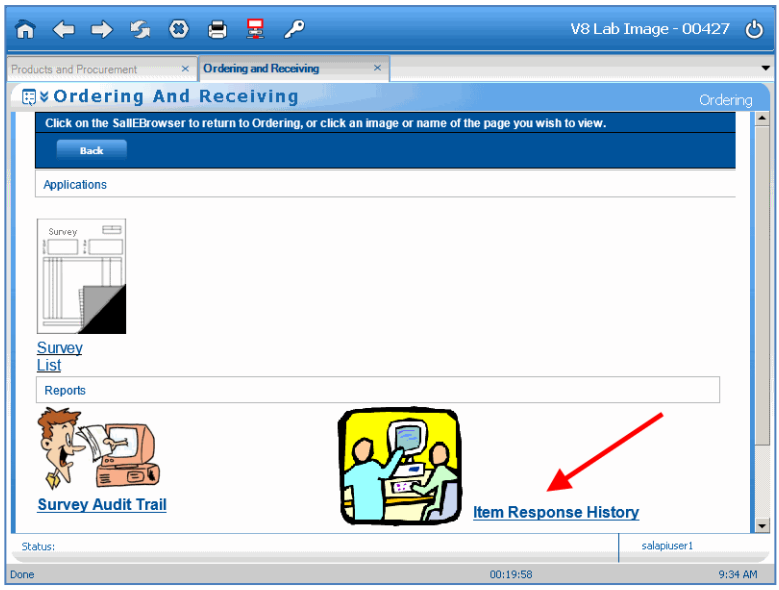
The report displays all surveys for the current calendar month

- To view a different date range, enter the desired survey period dates by clicking on the calendars next to **Period From** and **Period To**
- Click **Go** to load survey data for the requested date range

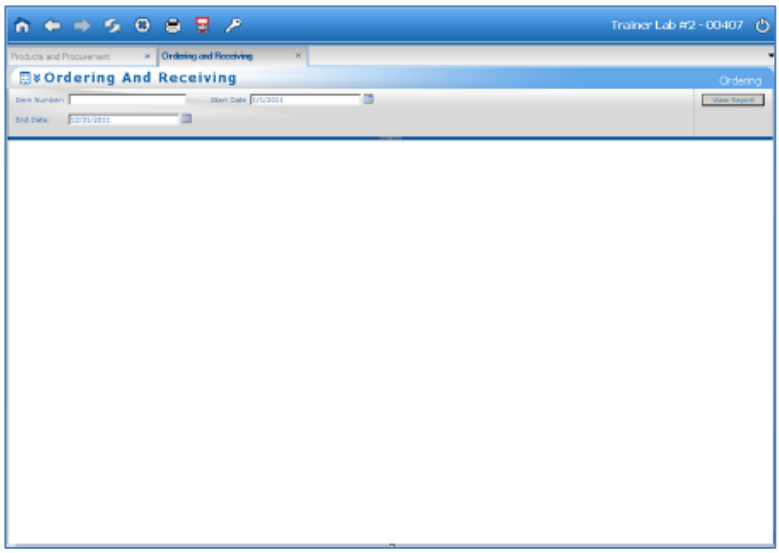


Item Response History

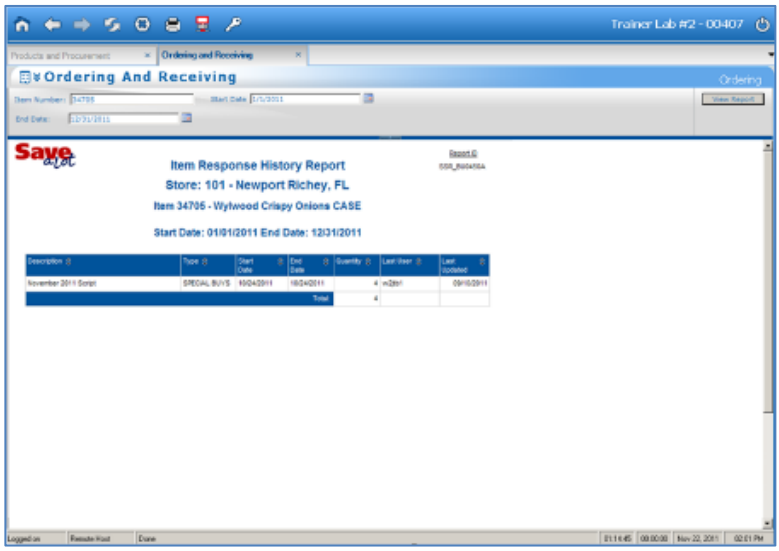
- Click **Item Response History**



- Enter search criteria to select a survey
- Enter the desired **Item Number**
- Select a **Start Date** and **End Date** by clicking on the calendar icon in each field
- Click **View Report**



- This report is strictly informational and the quantities displayed cannot be changed



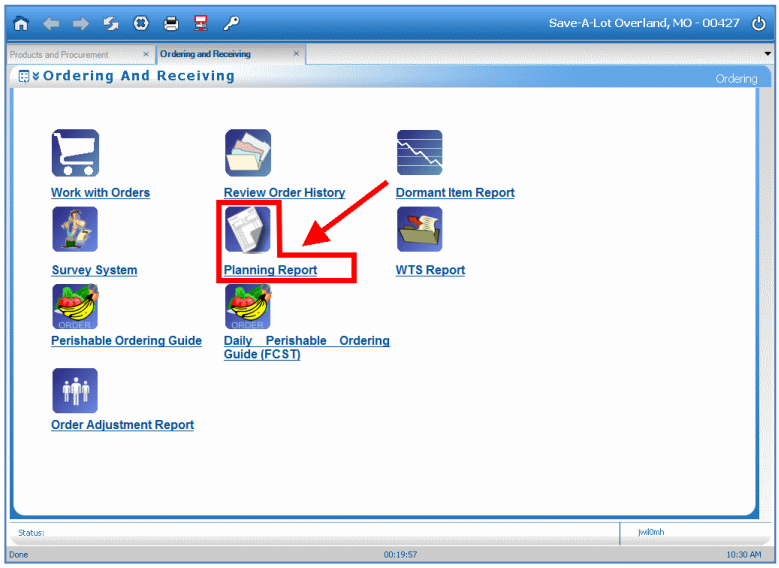
Description	Name of survey containing the item
Type	Type of survey
Start and end dates	Release period start and end dates are the dates the items are shipped to stores
Quantity	The quantity ordered to be shipped for that item in the specified release period
Last user	The user who last made a change to the survey
Last updated	Date of the last user change to the survey

- You can sort each column by clicking the arrow located next to the heading

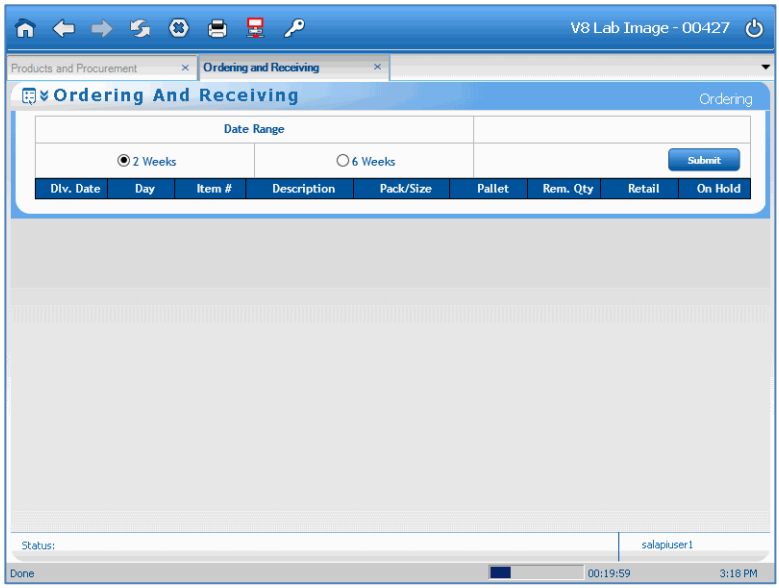
Planning Report

Allows the user to review all survey and promotional deliveries, and lists all surveyed and promotional items due for delivery over the next two or six weeks

- Click **Planning Report**

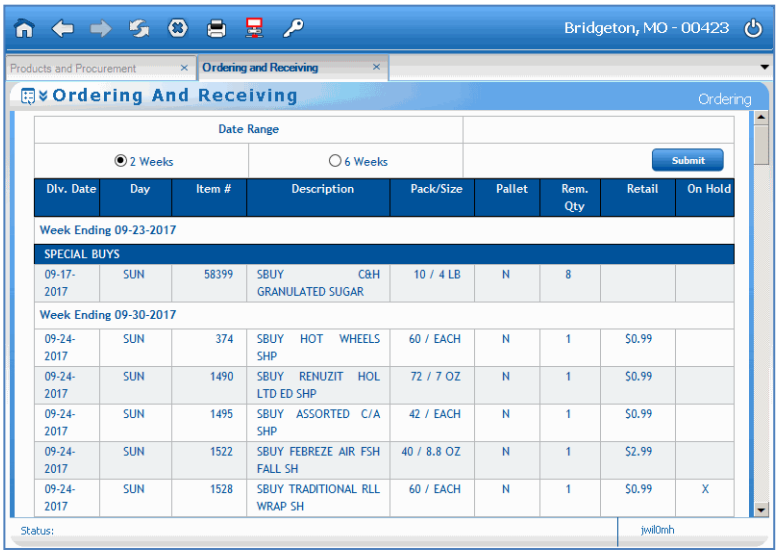


- Choose desired **Date Range**; 2 or 6 weeks
- Click **Submit**



- The **Survey & Promo Planning Report** screen displays all survey and promotional items
- The current week is displayed, PLUs either the next two (2) or six (6) weeks, depending on the date range selected

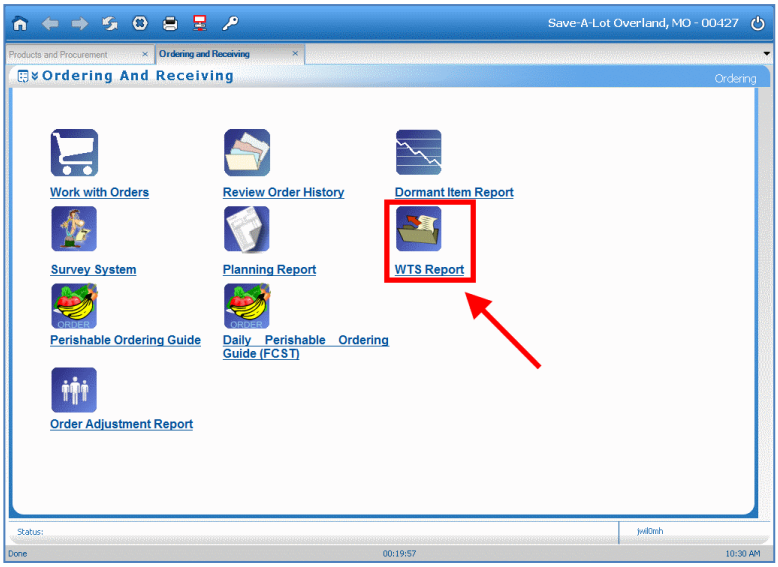
Dlv. Date	Scheduled delivery date
Day	Delivery date day of the week
Item#	Sal ordering item number
Description	Description of items in survey or promo
Pack/size	Quantity per case and size of each item
Pallet	Indicates whether item is shipped as a pallet or non-pallet item
Rem. Qty	Quantity of items still to be delivered in the promo
Retail	The retail price of the item
On hold	Indicates delivery status of that item



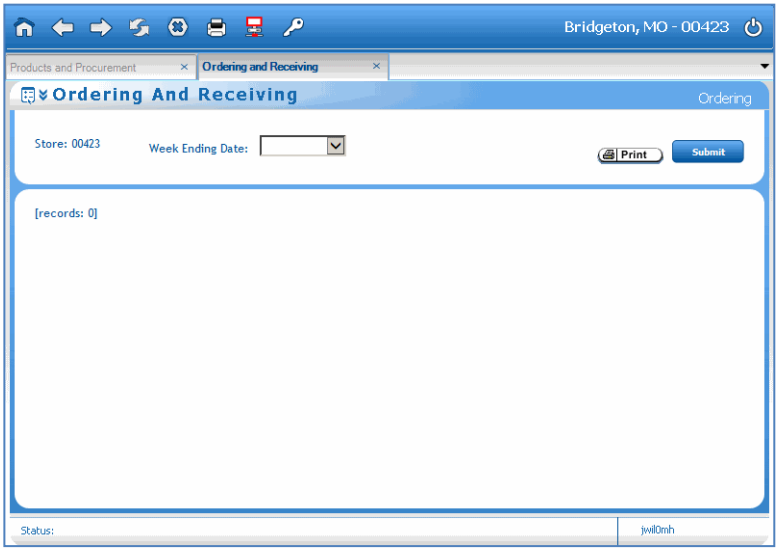
WTS Report (Corporate stores)

Used to verify charges and credits from the Primary DC to the store

- Click **WTS Report**

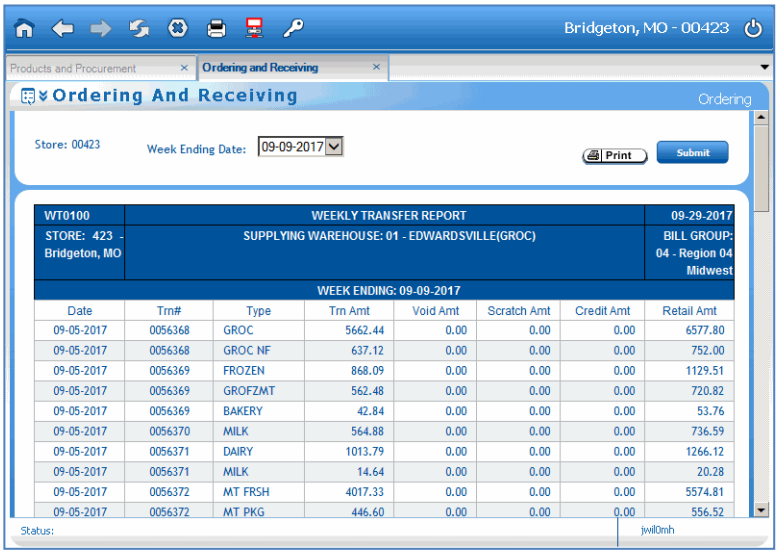


- Select the **Week Ending Date** using the drop-down box
- Click **Submit**



- The weekly transfer report displays

Date	The date the transfer occurred
Trn#	Transfer number
Type	The billing department
Trn Amt	Transfer amount (in dollars)
Void Amt	Dollar amount of items removed from the transfer
Scratch Amt	Dollar amount of items scratched (out-of-stock) from the transfer
Credit Amt	Dollar amount of credit applied to the transfer
Retail Amt	Dollar amount of total retail value

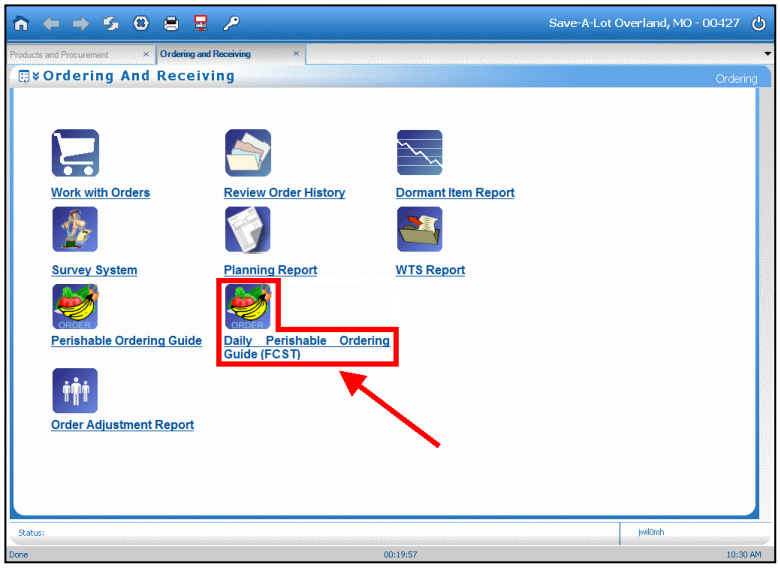


Date	Trn#	Type	Trn Amt	Void Amt	Scratch Amt	Credit Amt	Retail Amt
09-05-2017	0056368	GROC	5662.44	0.00	0.00	0.00	6577.80
09-05-2017	0056368	GROC NF	637.12	0.00	0.00	0.00	752.00
09-05-2017	0056369	FROZEN	868.09	0.00	0.00	0.00	1129.51
09-05-2017	0056369	GROFZMT	562.48	0.00	0.00	0.00	720.82
09-05-2017	0056369	BAKERY	42.84	0.00	0.00	0.00	53.76
09-05-2017	0056370	MILK	564.88	0.00	0.00	0.00	736.59
09-05-2017	0056371	DAIRY	1013.79	0.00	0.00	0.00	1266.12
09-05-2017	0056371	MILK	14.64	0.00	0.00	0.00	20.28
09-05-2017	0056372	MT FRSH	4017.33	0.00	0.00	0.00	5574.81
09-05-2017	0056372	MT PKG	446.60	0.00	0.00	0.00	556.52

<u>Daily Perishable Ordering Guide (FCST)</u> (Corporate Stores)

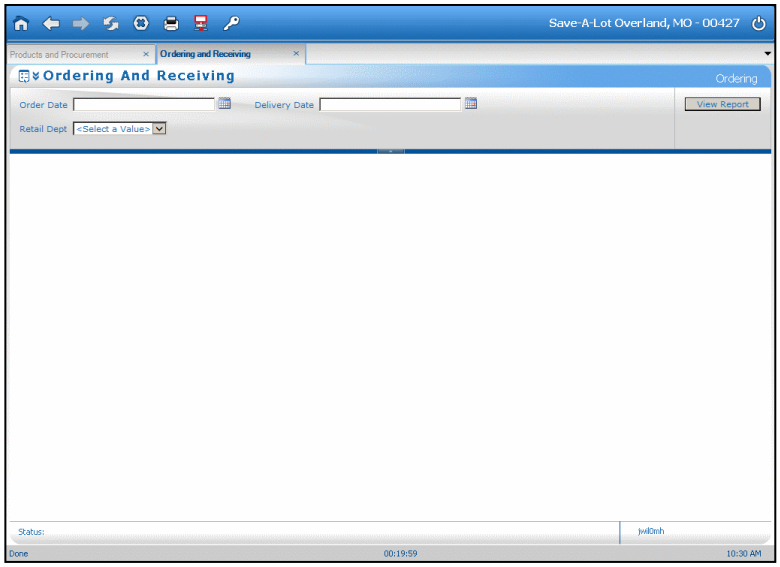
Assists in planning future fresh meat and produce ordering

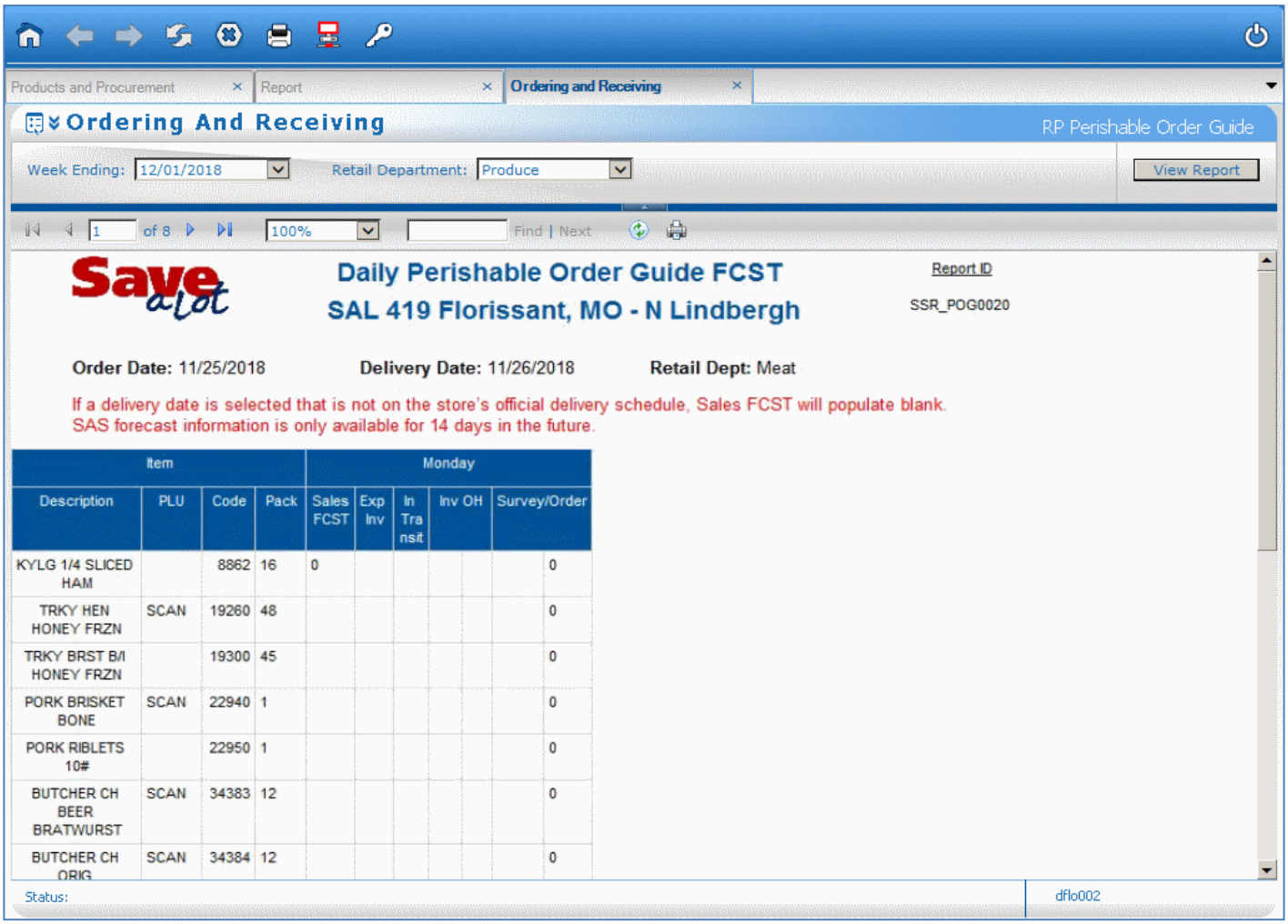
- Click the **Perishable Ordering Guide** icon



- Select the **Order Date** from the drop-down box
- Select the **Delivery Date** from the drop-down box
- Select the **Retail Dept** from the drop-down box

  NOTE: *Meat will include both fresh meat and packaged meat*





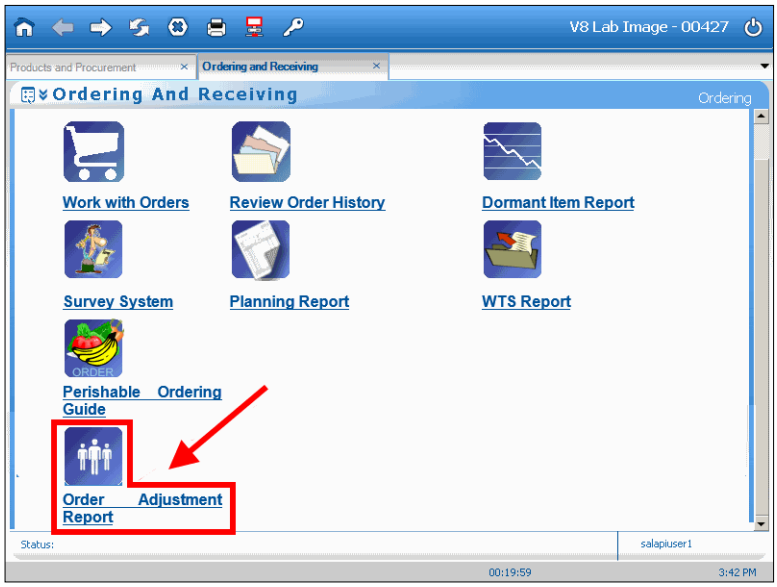
Item				Monday				
Description	PLU	Code	Pack	Sales FCST	Exp Inv	In Transit	Inv OH	Survey/Order
KYLG 1/4 SLICED HAM		8862	16	0				0
TRKY HEN HONEY FRZN	SCAN	19260	48					0
TRKY BRST B/I HONEY FRZN		19300	45					0
PORK BRISKET BONE	SCAN	22940	1					0
PORK RIBLETS 10#		22950	1					0
BUTCHER CH BEER BRATWURST	SCAN	34383	12					0
BUTCHER CH ORIG	SCAN	34384	12					0

Description	SAL item description
PLU	Item PLU / UPC
Code	SAL Item number
Pack	Pack size (units per pack)
Sales FCST	
Exp Inv	
In Transit	
Inv OH	
Survey Order	

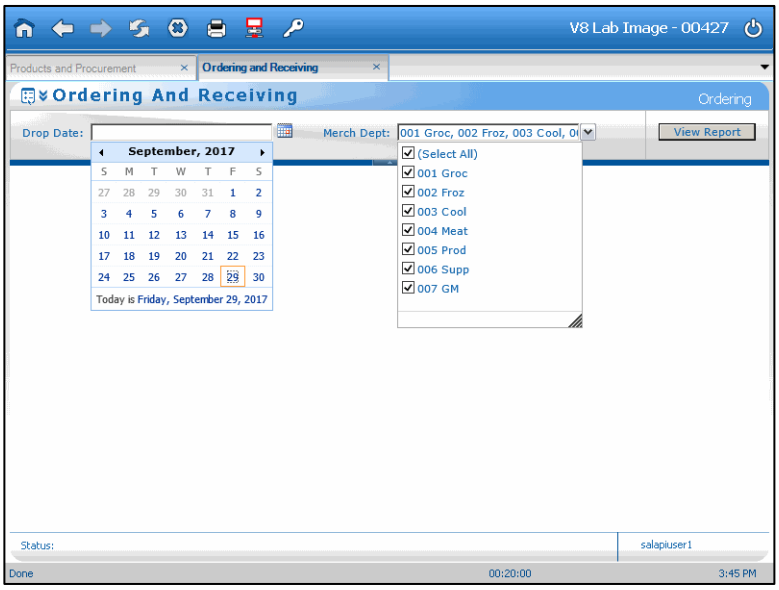
Order Adjustment Report

Can be printed prior to receiving a shipment from your DC to get notice of items that have not been shipped due to out of stock

- Click the **Order Adjustment Report** icon



- Click the icon next to the **Drop Date** field to select the order shipment date
- Select the **Merch Dept** using the drop down
- Click **View Report**



Trainer Lab #2 - 00427

Products and Procurement | Ordering and Receiving

Ordering And Receiving

Ordering

Drop Date: 11/17/2016

View Report

1 of 1 100% Find | Next

Save a lot

Pre-Selection Order Adjustments for 11/17/2016

Report ID
SSR_BU0572

This information is preliminary, prior to order selection. The actual shipment may vary.

Delivery Date	DC	Store	Store Name	Order #	Item #	ORIGINAL ITEM #	Item Description	Original QTY Ordered	Adjusted QTY	Adjustment	Adjustment Description	Scratch Code	Survey Item
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	22805		SAVE TODAY PAPER TOWEL 8ROLL	2	0	-2	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	33823		MIXED FRUIT GLASS JAR TG	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	34233		KIGGINS FRUITY DIAMONDS	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	46439		TROOPER CHUNKY CHICKN DOG FD	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3 Sheet Order	54560		BALL PARK MEAT HD		8	8	3 Sheet Order		N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	57233		CHIQUITA YUCA	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	58407		BC RTS FROSTING VANILLA	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	61480		SQUASH, CHAYOTE	3	2	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	64013		PEPPERS,BANANA HOT	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-	3832427	65200		GREENS, MUSTARD 1	2	1	-1	PRORATED	Pro rate	Y

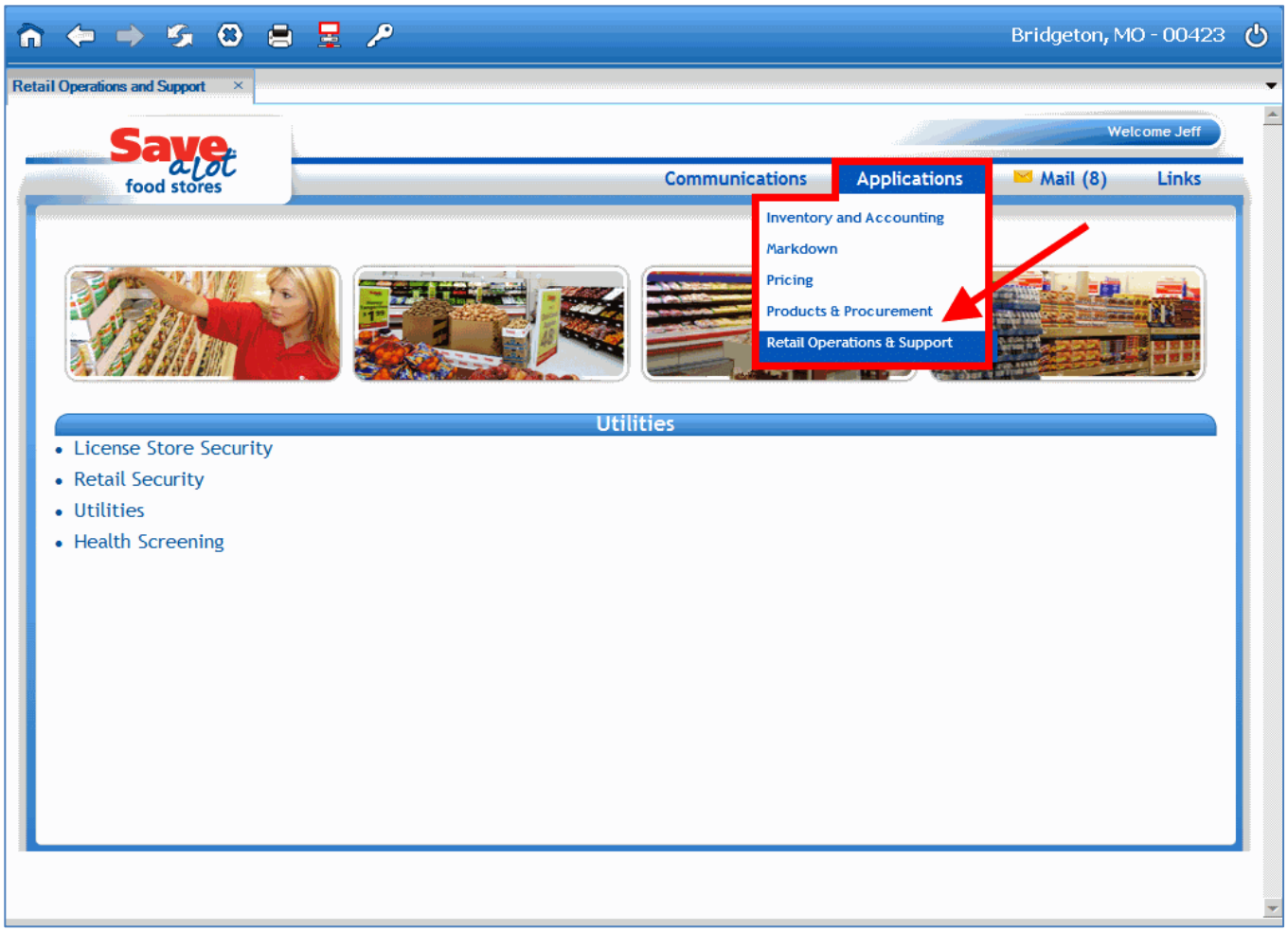
Status: salapiuser1

Done 00:20:00 4:11 PM

Delivery date	Item scheduled delivery date
DC	Distribution center delivering item
Store	Store receiving item
Store name	Name of store
Order #	Order in which item was requested
Item #	Item order number
Original Item #	Item originally ordered, if substitute product is being shipped
Item Description	Description of item
Original Qty Ordered	Amount of product ordered
Adjusted Qty	Amount of product shipped
Adjustment	Difference between amount ordered and amount shipped
Adjustment Description	Reason for adjustment
Scratch Code	Adjustment code
Survey Item	Indicates if this item was ordered from a survey

Retail Operations and Support

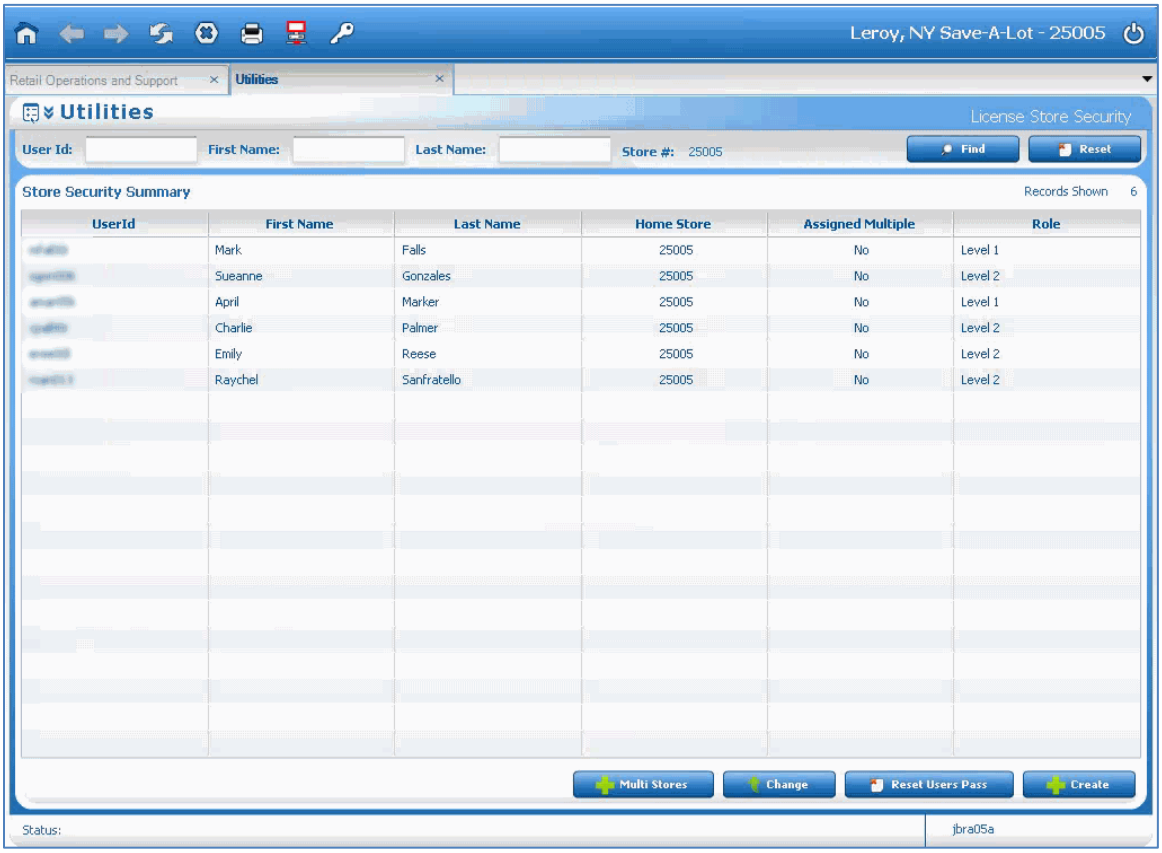
Allows access to user account settings as well as various system utilities



License Store Security (Retail Partners)	Create, edit, and delete user accounts for logging in to the SAL Browser
Retail Security (Corporate stores)	Create, edit, and delete user accounts for logging in to the SAL Browser
Utilities	Various system tools
Health Screening	On-demand reports for Covid-19 Employee Health Checklists

License Security (Retail Partners)

Retail security is used to grant access and assign permissions for new and existing Save A Lot browser users

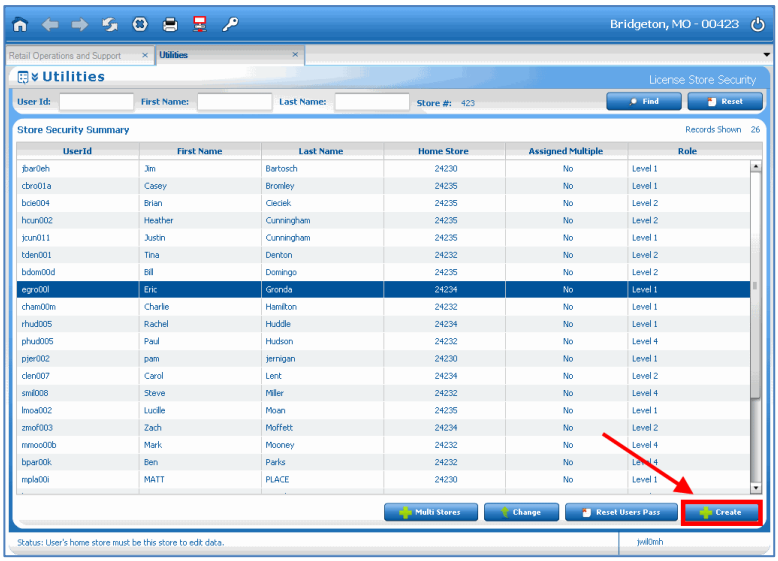


- All users that currently have access to your store PC will be displayed on this screen
- The following information is provided for each user
  - **User ID**
  - **First Name**
  - **Last Name**
  - **Home Store** number
  - **Assigned Multiple** store indicator
  - User **Role** assignment

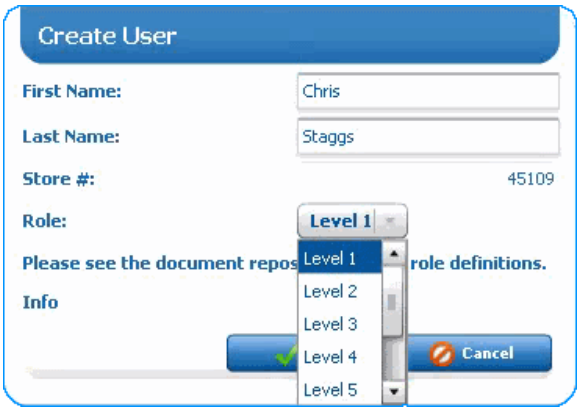
Adding a new Home Store User

- When a user is added to the system for the first time, that store will automatically become that user's home store. Future changes to this user cannot be done from any retail store other than their home store
- Stores do not have the ability to change a user's home store assignment. If an employee has been transferred to another store or you accidentally assign an incorrect new user to your store, contact your area business partner, store owner, or the SAL help desk
- Users will be automatically removed from any store to which they are assigned after 30 consecutive days of inactivity

- To add a new user, click **Create** from the **Store Security Summary** screen



- Enter new user's **First Name**
- Enter new user's **Last Name**
- Select a **Role** for the new user
  - Refer to **Access Roles** table below
- Click **Ok**



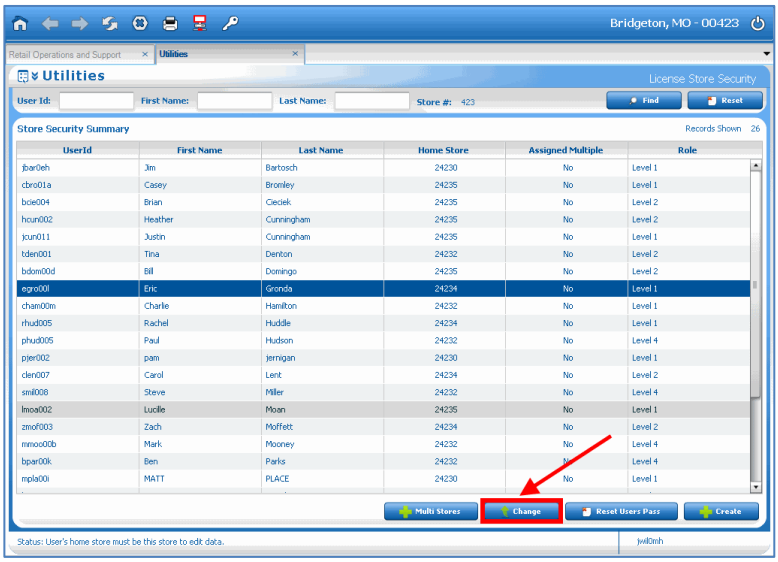
Retail Partner Access Roles

- Access to individual browser applications is determined by the user role assignment

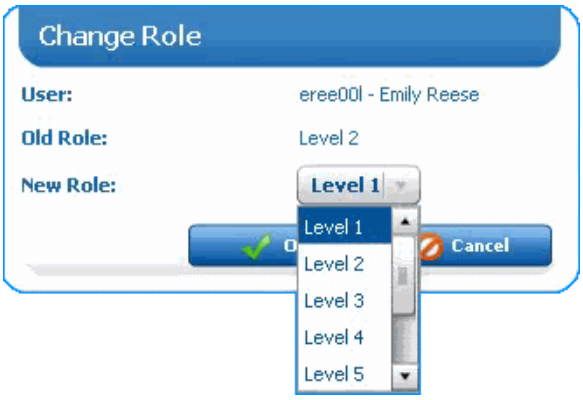
  NOTES: *User roles do not determine access to external applications (ex. MicroTrax, Kronos). These applications use their own access controls and are not controlled by the browser logins*

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Error Correction	✓	✓	✓					
Identified Loss	✓	✓	✓	✓	✓	✓	✓	
Mail	✓	✓	✓	✓	✓	✓		
Display Plans	✓	✓	✓	✓	✓			
Ordering	✓	✓	✓	✓				
Price Check	✓	✓	✓	✓	✓	✓	✓	✓
Pricing	✓	✓	✓	✓				
Reports	✓	✓	✓	✓	✓	✓		
Repository	✓	✓	✓	✓				
Signs	✓	✓	✓	✓	✓	✓	✓	✓
Store Reporting	✓	✓	✓	✓				
S4/WinAR	✓	✓						
Store Security	✓							
Retail Dashboard	✓	✓	✓	✓	✓	✓		
Communications	✓	✓	✓	✓	✓			
Utilities	✓	✓	✓	✓				

Changing a Home Store User Access Role



- From the **Store Security Summary** screen, click on the user whose role is to be changed
- Click **Change**

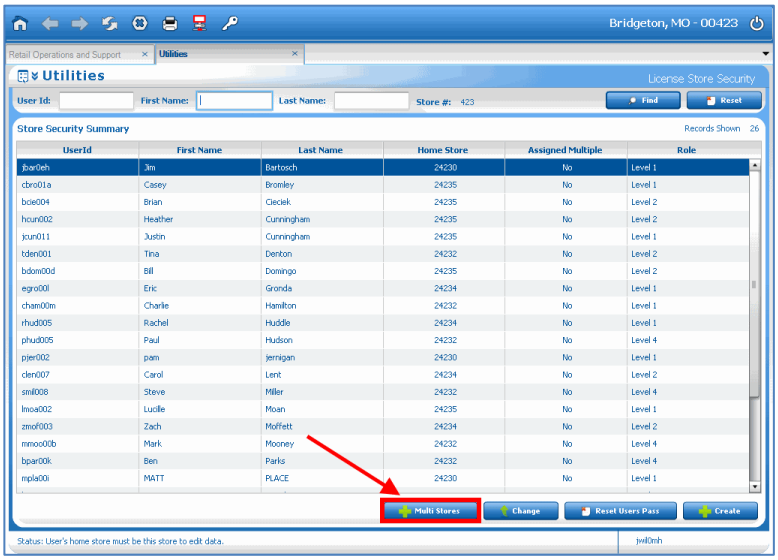


- Select the new user role from the **New Role** drop-down box
  - Refer to the **Retail Partner Access Roles**
- Click **Ok**

Multi Store Users

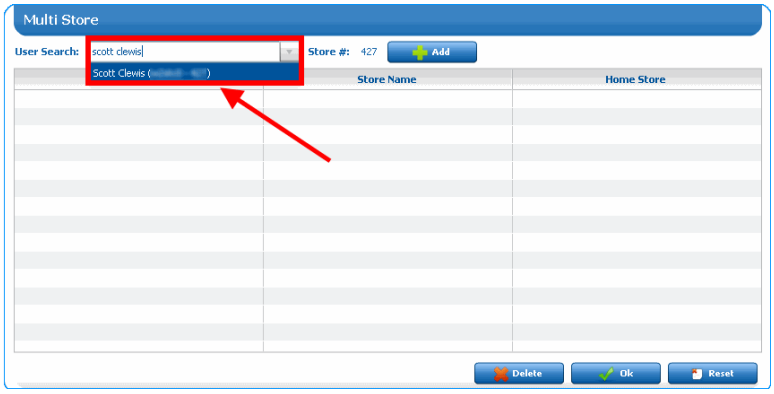
Users with an existing home store assignment can be granted temporary access to a different store's browser. Access roles assigned for this user will be Identical to the role they have been assigned at their home store

Adding a Multi Store User

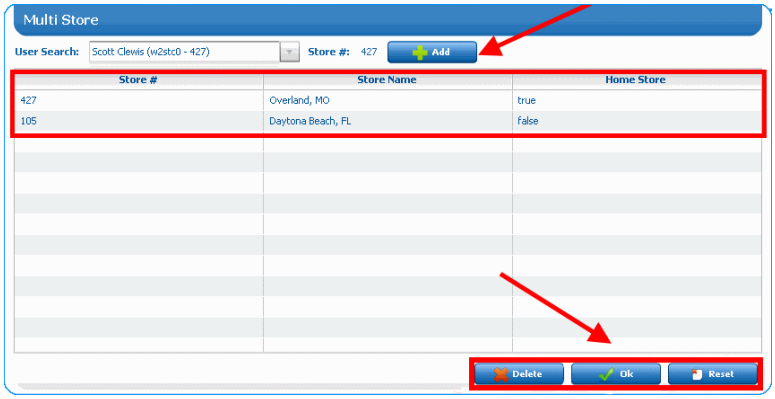


- From the **Store Security Summary** screen, click **Multi Stores**

- Type the user's **Name** in the user search field



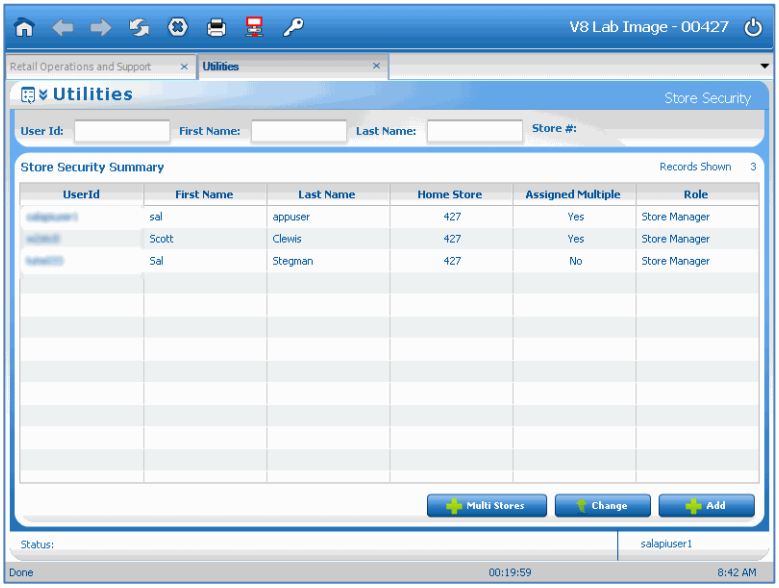
- Click **Add** or press the Tab key to view the user's current store assignment(s)
- Click **Ok** to add the user to your store
- Click **Reset** to clear all fields and retry your search
- Click **Delete** to remove the user from indicated store



Retail Security (Corporate stores)

Used to grant access and assign permissions for new and existing Save A Lot browser users

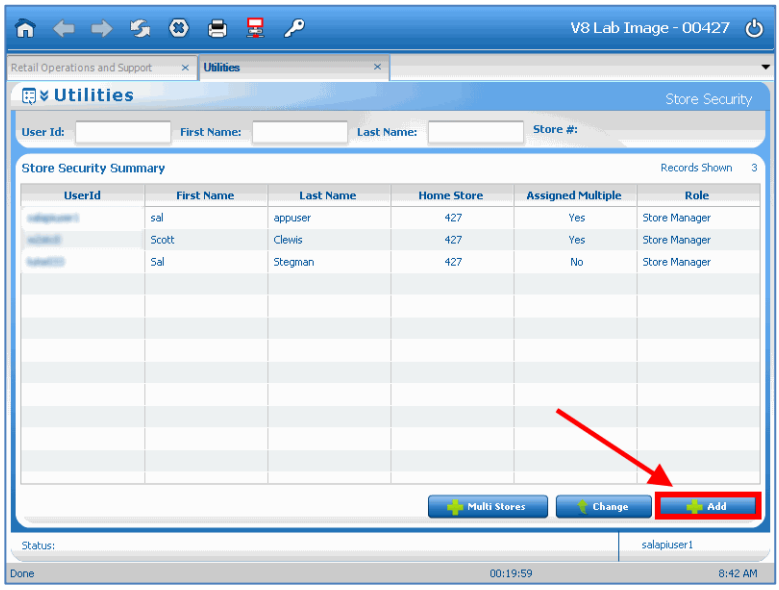
- The following information is provided for each user
  - **UserId** (MIO)
  - **First** and **Last Name**
  - **Home Store number**
  - **Assigned Multiple** store indicator
  - User **Role** assignment



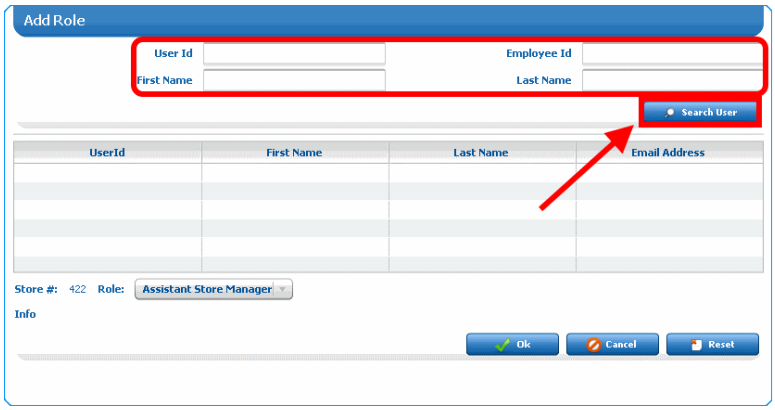
Adding a New Home Store User

- When you add a new user, your store will automatically become that user's home store
- Future changes to this user's store PC access role cannot be done from any retail store other than their home store, thus your store will be responsible for making future changes to this user's store PC access role
- If a user is *permanently transferred* from your store to another store, their home store assignment will be updated as part of the SAL home office 545 transfer processing process
- Stores do not have the ability to change a user's home store assignment
  - In the event you accidentally assign an incorrect new user to your store, contact the SAL help desk for assistance in correcting the error
- Users will be automatically removed from any store to which they are assigned after 30 consecutive days of inactivity

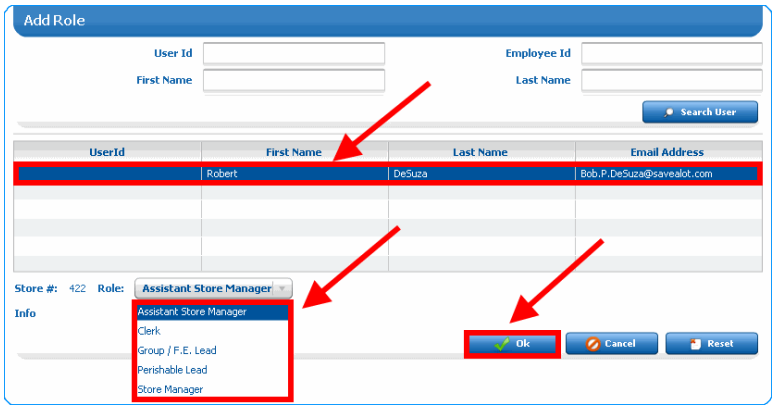
- To add a new user, click **Add** from the store security summary screen



- To locate the user to be added, enter the new user's details to search, including one or more of the following
  - **User ID**
  - **Employee ID**
  - **First Name**
  - **Last Name**
- Click **Search User**



- Highlight the user you wish to add
- Select the role you wish to assign to the user
  - Refer to **Access Roles** table below
- Click **OK**



Access Roles

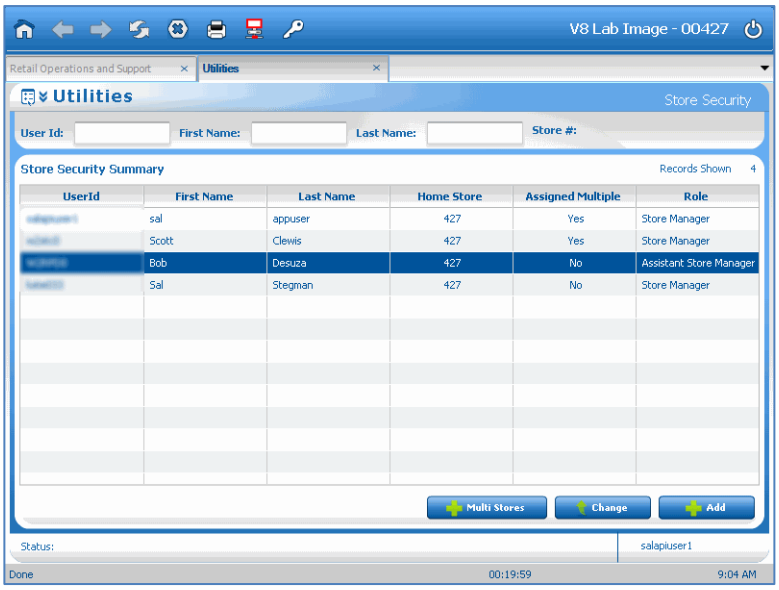
- Access to individual browser applications is determined by the user role assignment

  NOTES: *Shaded cells indicate the user can access the function referenced*

  User roles do not determine access to external applications (ex. MicroTrax, Kronos). These applications use their own access controls and are not controlled by the browser logins

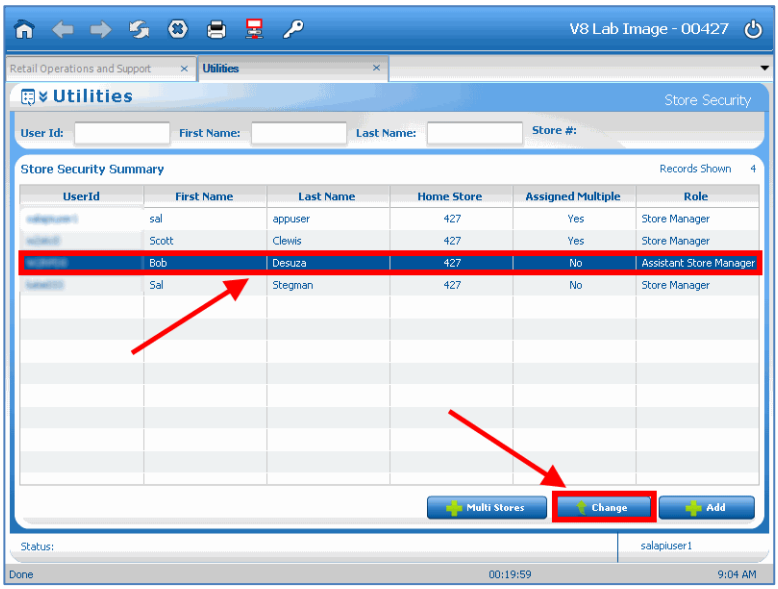
	Store Manager	Assistant Store Manager	Group or Front-End Lead	Perishable Lead	Clerk
DSD	✓	✓	✓	✓	
Error Correction	✓	✓			
Identified Loss / MUMD	✓	✓	✓	✓	
Inventory	✓	✓		✓	
Mail	✓	✓			
Display Plans	✓	✓	✓	✓	
Notifications	✓	✓	✓		
Ordering	✓	✓	✓	✓	
Price Check	✓	✓	✓	✓	✓
Pricing	✓	✓		✓	
Reports	✓	✓	✓	✓	
Repository	✓	✓	✓	✓	
Signs	✓	✓	✓	✓	
Store Reporting	✓	✓	✓		
TPR	✓	✓			
Retail Store Security	✓				
Retail Dashboard	✓	✓	✓	✓	✓
Communication Dash	✓	✓	✓	✓	
Utilities	✓	✓	✓	✓	

- The new user will now be displayed on the **Store Security Summary** screen



Changing a Home Store User Access Role

- From the **Store Security Summary** screen, highlight the user whose role is to be changed
- Click **Change**



- Select the new user role from the **New Role** drop-down box
  - Refer to **Access Roles** table for definitions

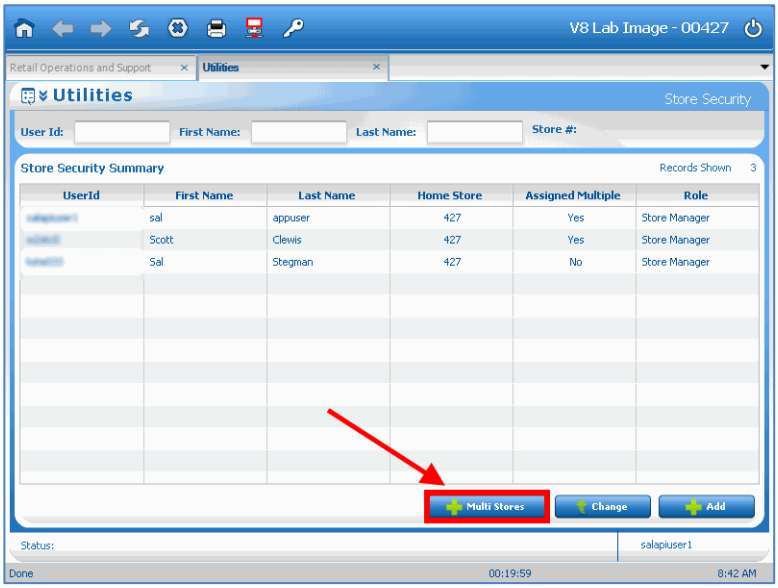
- Click **Ok**

Multi Store Users

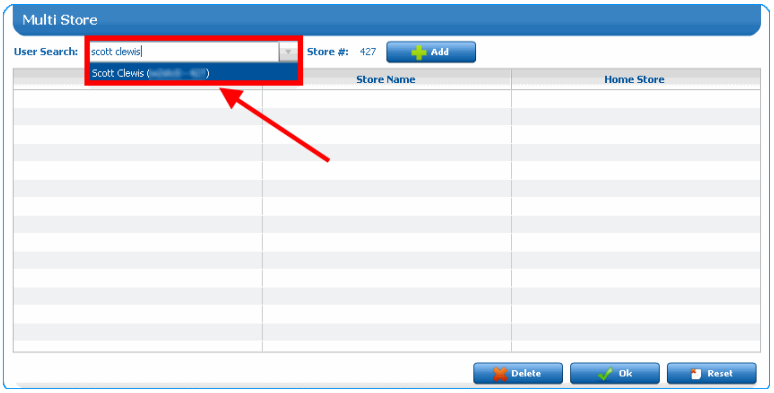
Users with an existing home store assignment can be granted temporary access to a different store PC's browser. Access roles assigned for this user will be identical to the role they have been assigned at their home store

Adding a Multi Store User

- From the **Store Security Summary** screen, click **Multi Stores**



- Type the user's **Name** in the user search field and click the appropriate name when it appears

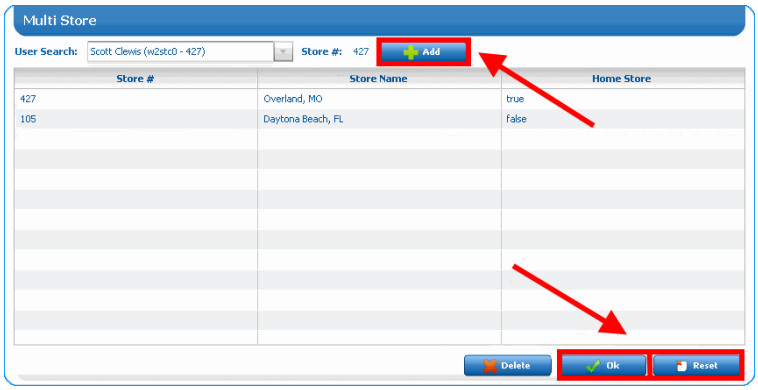


- Click **Add** or press the Tab key to view the user's current store assignment(s)
- Click **Ok** to add the user to your store

  OR

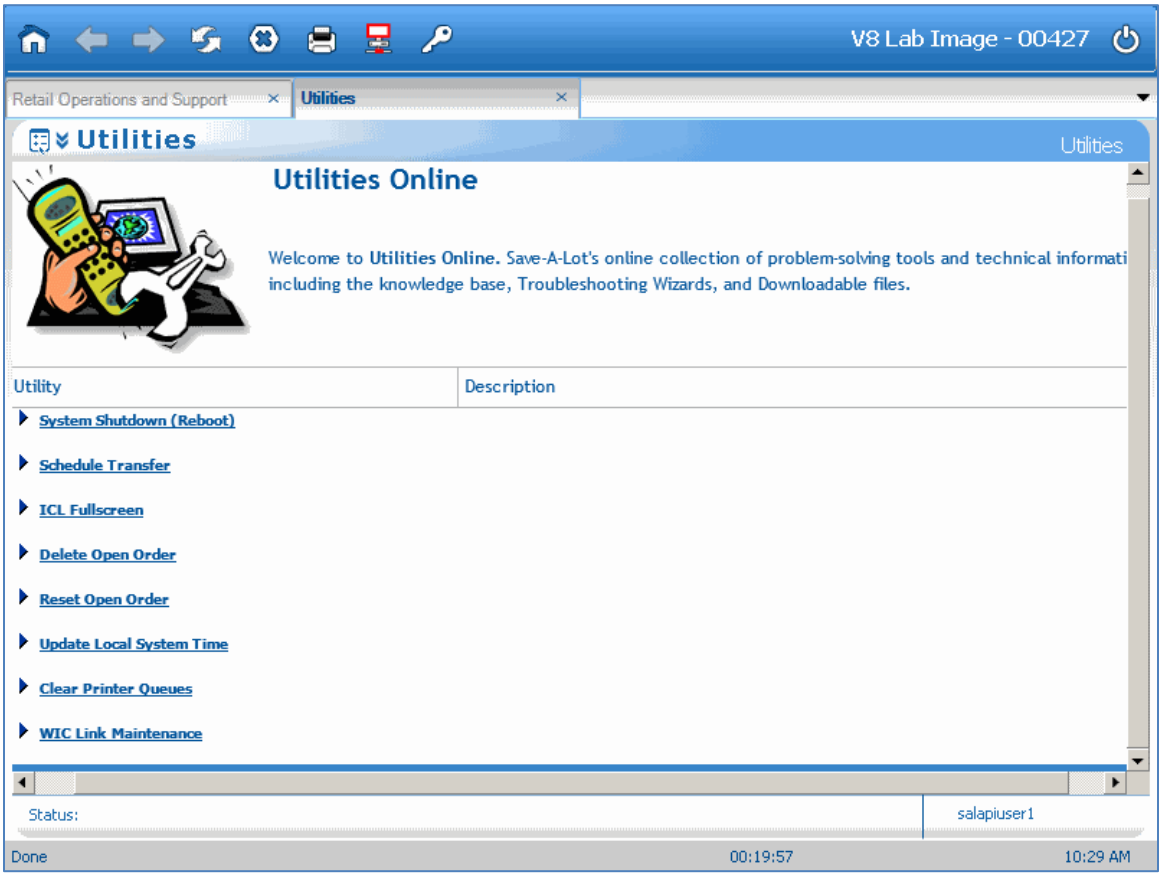
- Click **Reset** to clear all fields and retry your search

  NOTE: *The* **Delete** *button is disabled at Corporate stores*



Utilities

The Utilities menu includes various tools used with the Save A Lot POS system



System Shutdown

- The **System Shutdown** (reboot) utility can restart your computer in the event of problems

  NOTES: *please contact the Save A Lot helpdesk before using this utility*

  The reboot process takes approximately 5 minutes

Schedule Transfer

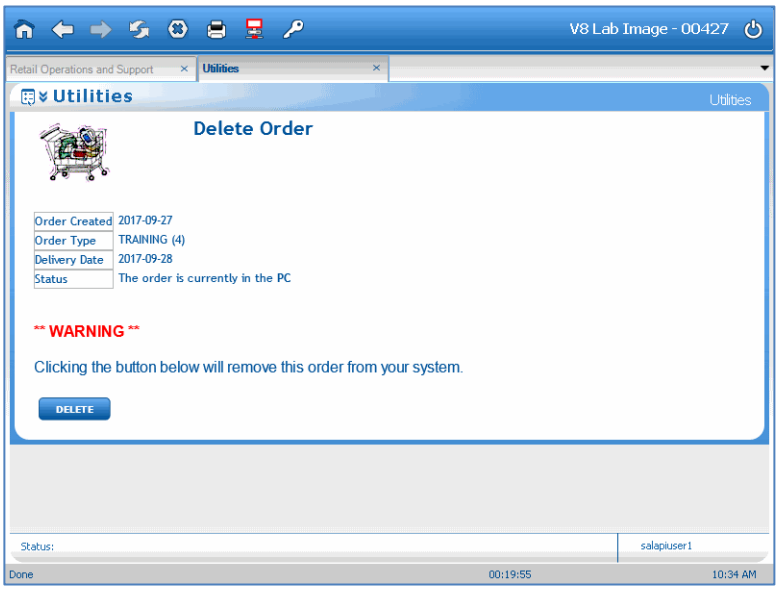
The **Setup Transfer** utility is for Retail Systems Support use only

ICL Fullscreen

This feature is no longer in use

Delete Open Order

- This utility allows you to remove an order from the system without submitting it
  - Once an order has been deleted, it cannot be retrieved
- Be sure the order is in the PC before using the **Delete Order** utility
  - If not, download the order from the scanner before proceeding
  - See [Uploading Order To PC]() for more information on downloading an order to the PC

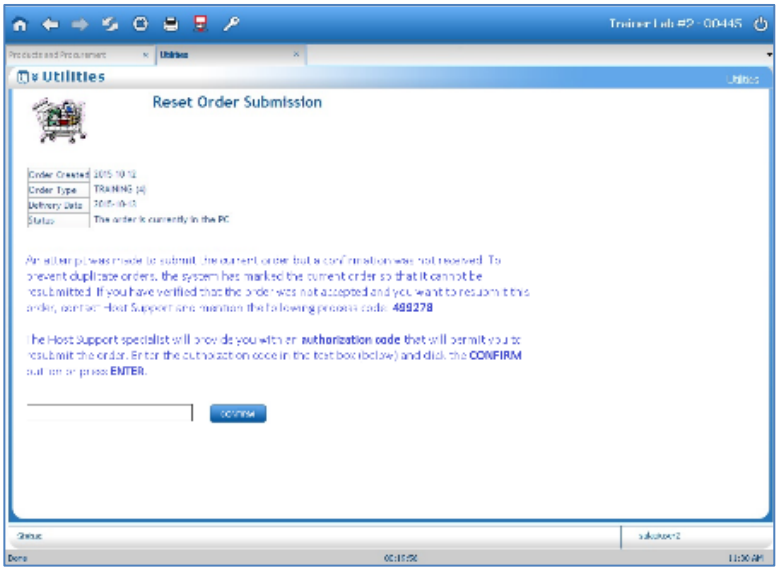


Reset Open Order

The **Reset Open Order** utility is used in the event the system is unable to determine if the current order has been successfully submitted

- Use this feature if you receive the message:
  A previous attempt to submit this order has filed. Please contact support for further instructions
- Contact the SAL Helpdesk

- Once you have contacted the helpdesk, you will be provided an authorization code
- To use the code, click **Reset Open Order** from the Utilities menu
- Type the authorization code in the box and click **Confirm**

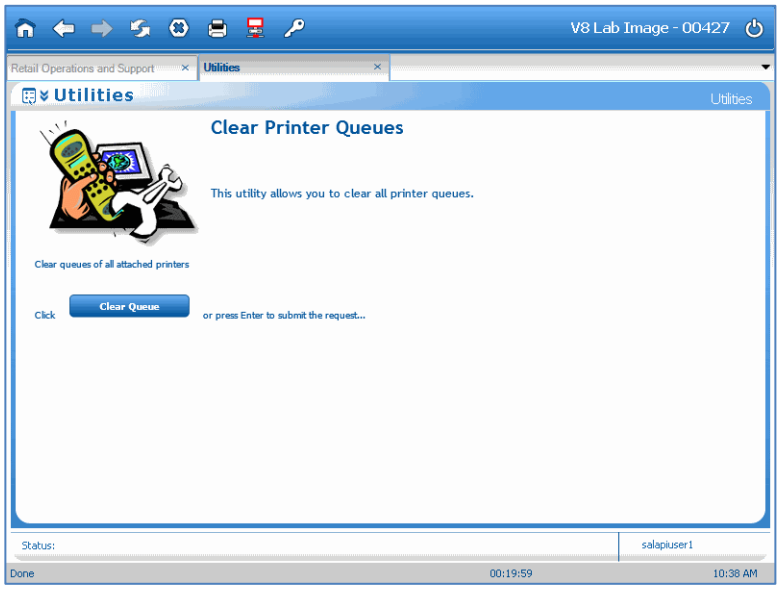


Update Local System Time

The **Update Local Time** utility is for Retail Systems Support use only

Clear Printer Queues

- The **Clear Printer Queues** utility is used to clear any pending print jobs for the Lexmark sign/report printer and the label printer
- Use this utility in the event you accidently print a lengthy report or sign/tag weekly set that is not needed
- Select **Clear Printer Queues** from the Utilities menu. Click **Clear Queue**



WIC Link Maintenance

This feature is now accessed through ISS45

Health Screening (Corporate stores)

Provides an on-demand (user requested) report from the COVID-19 Health Checklist

Health Screening Reponses Report

- Select Start Date, End Date and Store Number from drop-down boxes
- Report will show employee answers to Covid-19 screening questions for the specified date

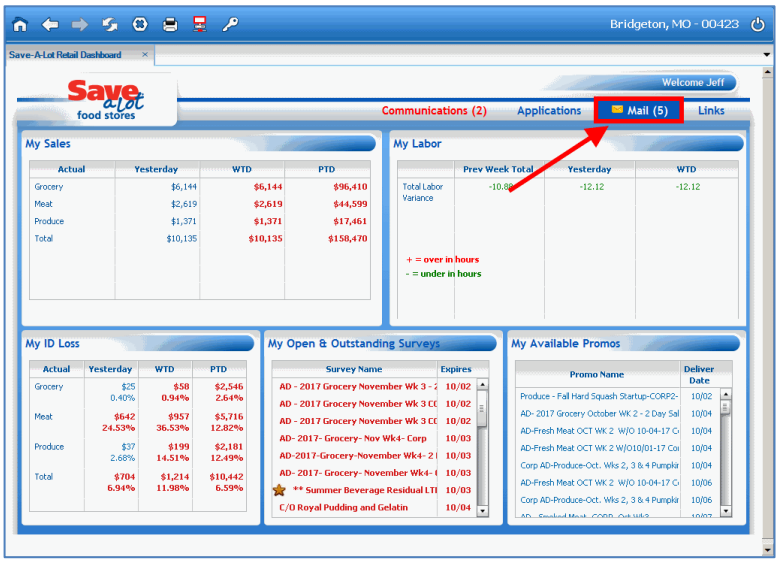
Submission Date	Store Name	Associate Last Name	Associate First Name	Notify Manager	Felt Feverish/Chill	Have Fever	Dry Cough	Short Breath	Loss of Taste /Smell	Contact With SomeOne	Self Quarantine
6/22/2020 9:01:18 AM	427 Overland, MO	[illegible]	[illegible]	Yes	No	No	No	No	No	No	No
6/22/2020 7:01:45 AM	427 Overland, MO	[illegible]	[illegible]	No	No	No	No	No	No	No	No

Mail

Accessing email

- Your store will periodically receive mail messages. To retrieve your messages, click the **Mail** link

  NOTES: *if you have new mail, the number of unread messages will appear next to the* ***Mail*** *link*
  Messages are sent and received automatically by the system every hour from 7:00am – 11:00pm local time

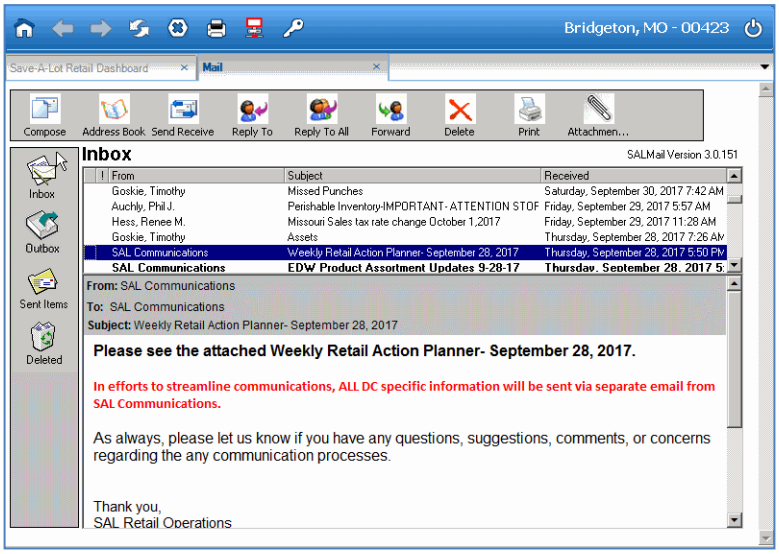


Reading Email

- Click on any part of a message to view
- Click the **Send Receive** button to retrieve new mail
- To print the message, highlight and click the **Print** button
- To delete a message, highlight it and click **Delete**

Inbox	Messages that have been received
Outbox	Messages you have composed that are waiting to be delivered
Sent Items	Messages that have been sent
Deleted	Messages that have been deleted

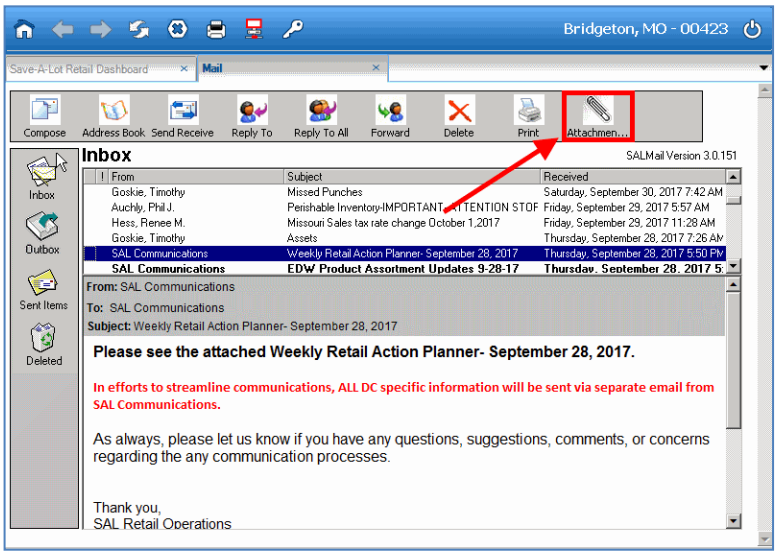
A red exclamation mark **!** *to the left of a message indicates that the message has been flagged as urgent*



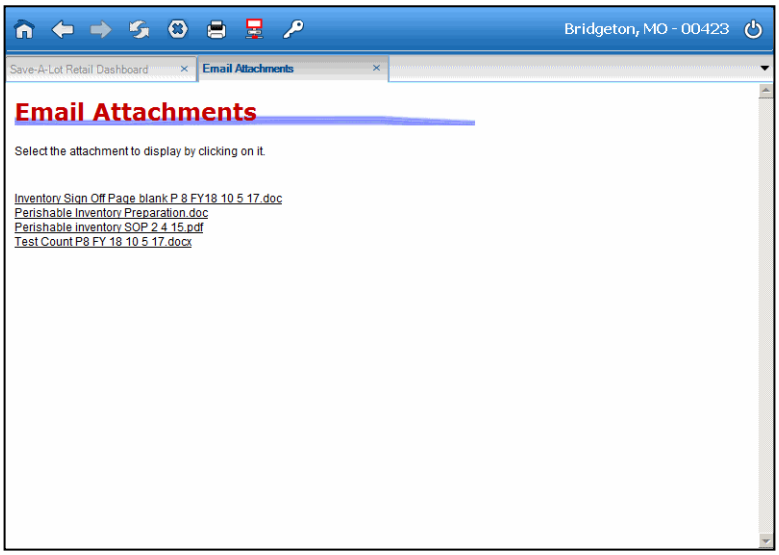
Viewing Attachments

- When an e-mail with an attachment is selected, the

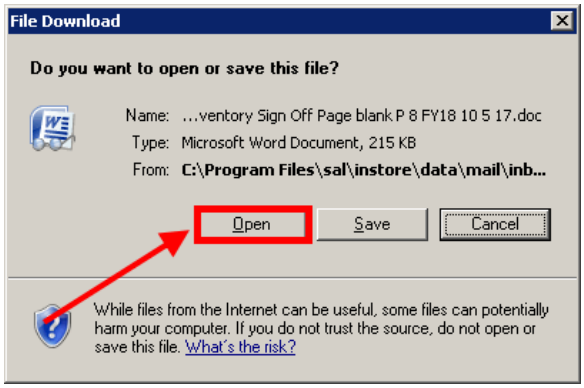
button will appear in the tool bar. Click this button to view the attachment(s)



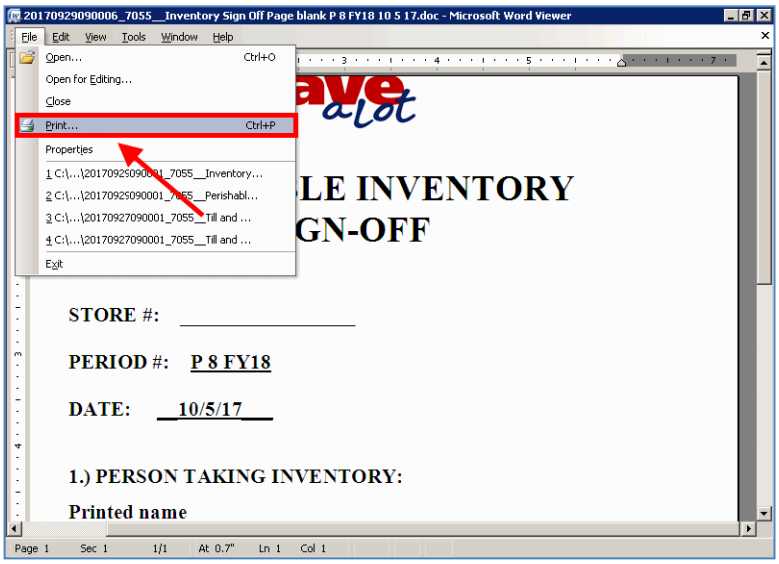
- You may have multiple attachments in an email. Valid attachment types are **.doc(x)**, **.pdf**, **.rtf** and **.xls(x)**
- Click the attachment you want to view



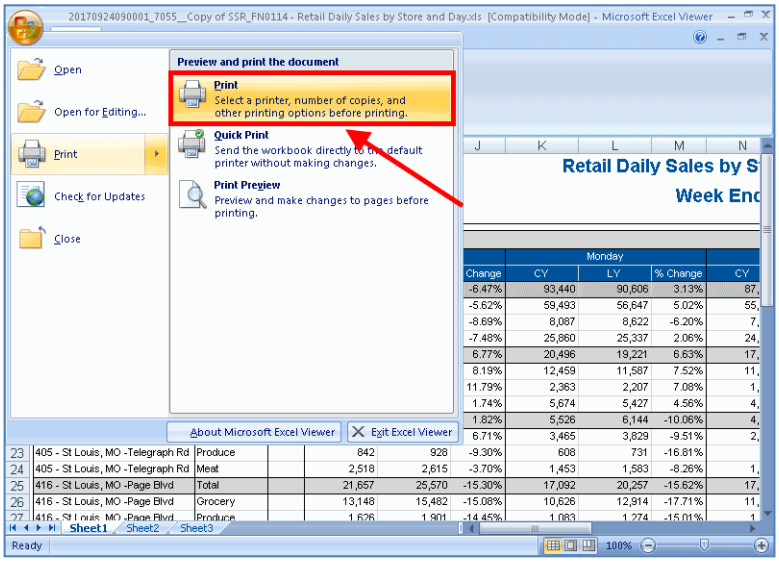
- If you are presented with the **File Download** dialogue, click **Open**



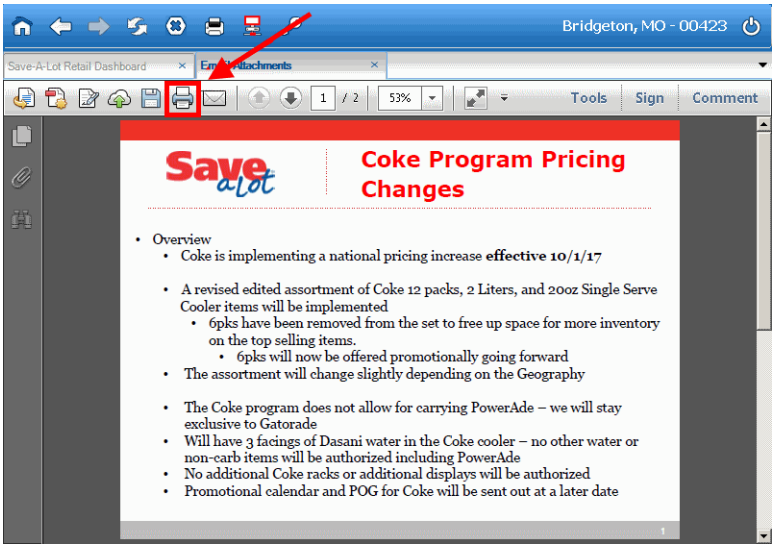
- To print a word or rtf file click **File → Print…** or type CTRL+P



- To print an excel file click the windows **Ribbon → Print → Print**

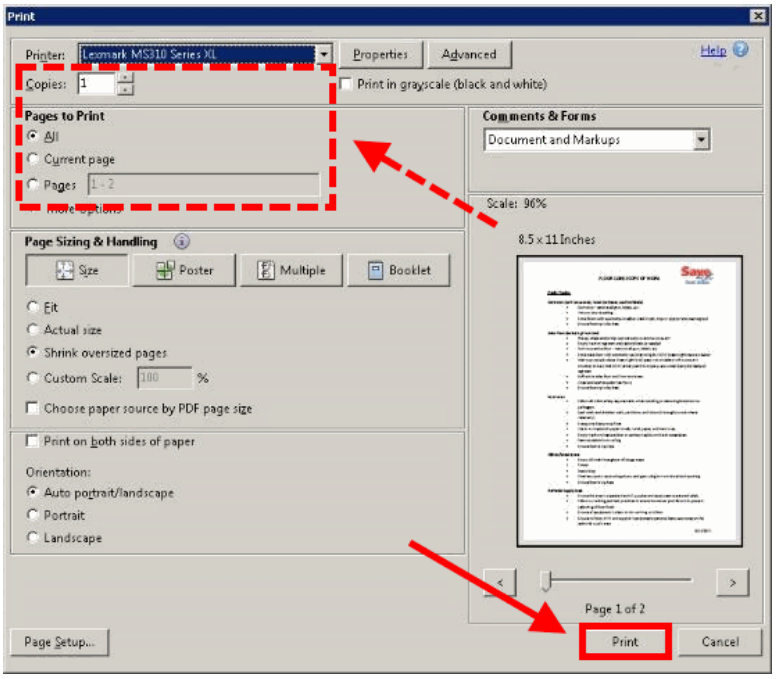


- To print a pdf document, click on the printer icon

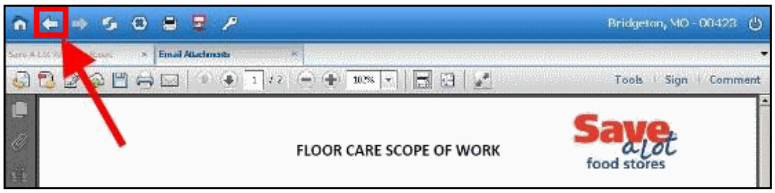


- Click **Print**
  - You may adjust the number of **Copies** or **Pages to Print**

    NOTE: *Do not change the default printer selection!*

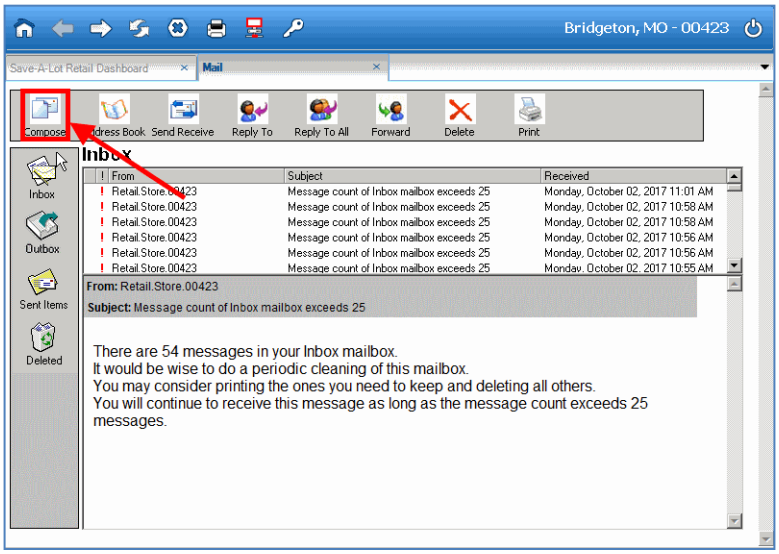


- To exit the pdf viewer, click the left arrow icon in the toolbar at the top of the screen

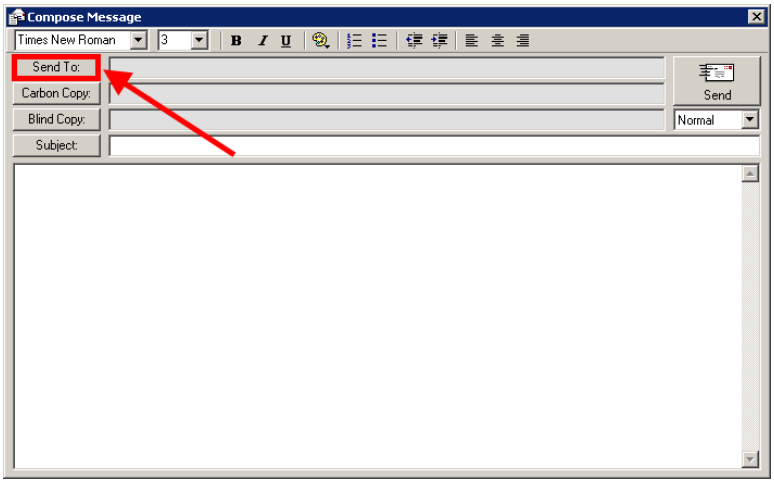


Composing a New Message

- To create a new message, click **Compose**



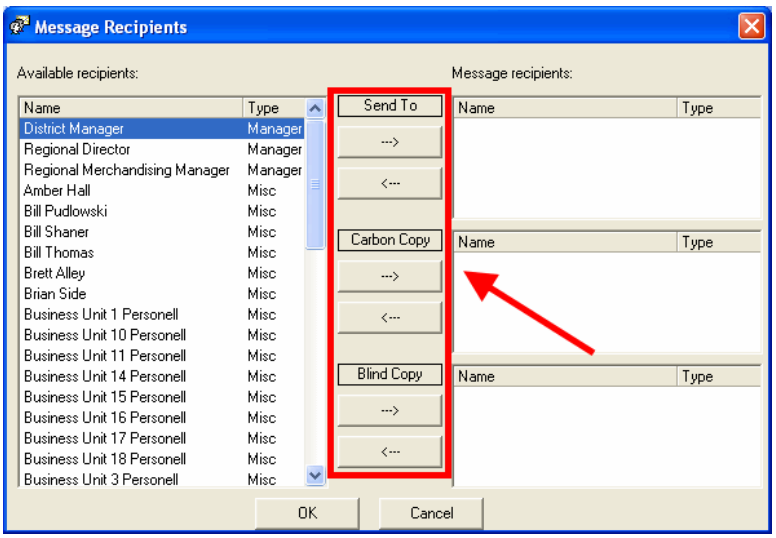
- To choose message recipients, click the **Send To** button



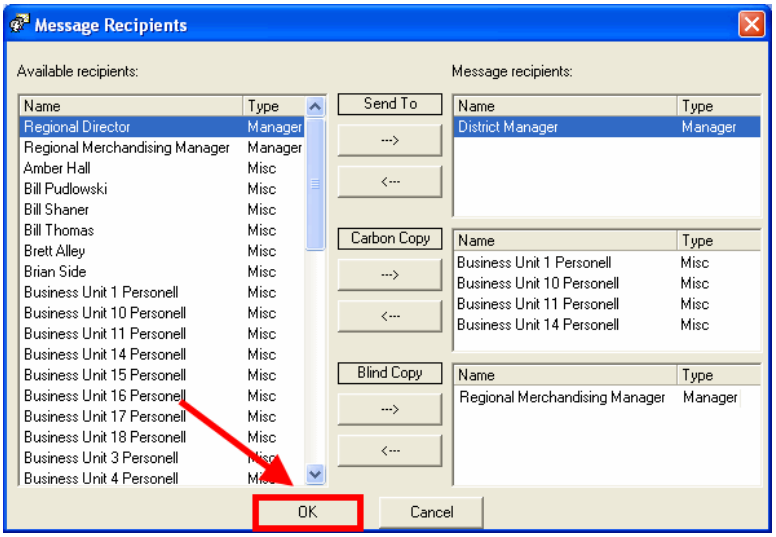
- Choose the recipients for your message by clicking the name in the left side under **Available Recipients** then use the arrows under **Send To**, **Carbon Copy** or **Blind Copy** as needed

  NOTE: *If the person you need to contact is not listed:*

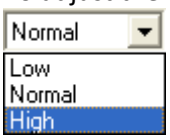
  - *Locate a message in the inbox that person has previously sent you and select* ***Reply To***
  - *Contact your Area Business Partner and ask them to create a Save A Lot help desk ticket to request an addition to your address book*



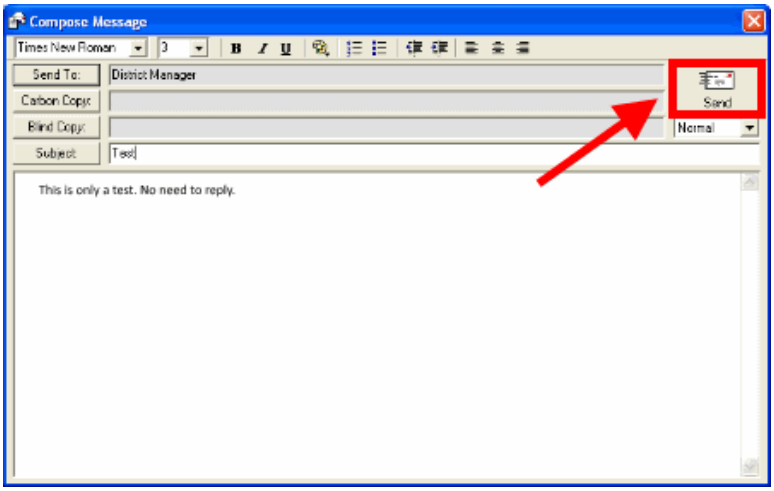
- Selected recipients will be displayed in the **Message Recipients** boxes on the right-hand side. After all recipients have been selected, click **OK**



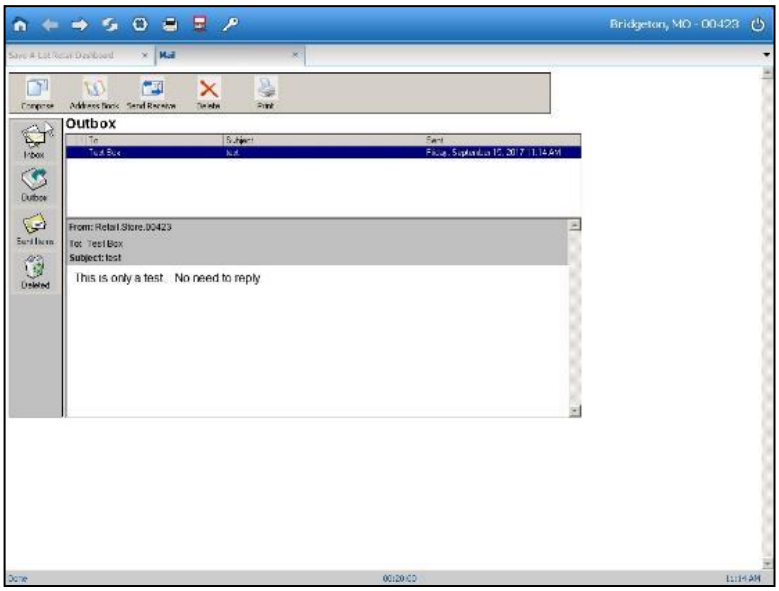
- Click in the **Subject** field to type your message subject
- Click in the message body to type your new mail message
- To adjust the message priority, click the



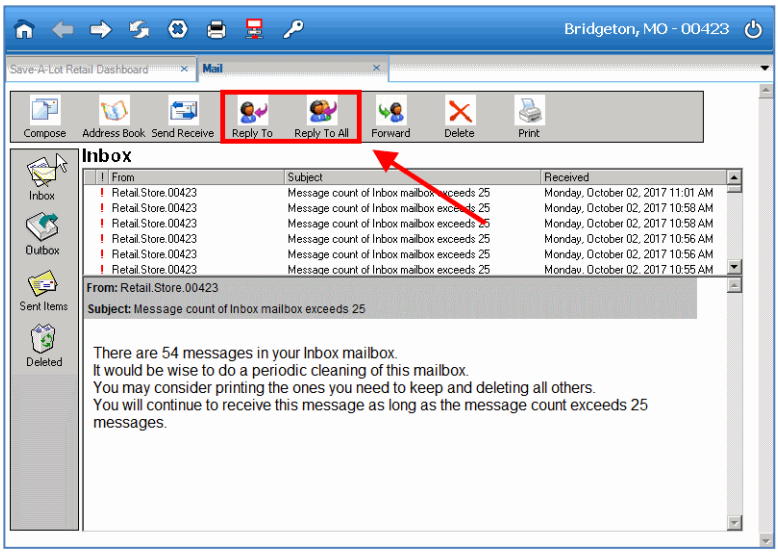
- When you are satisfied with your new message, click the **Send To** button in the upper right corner of the window



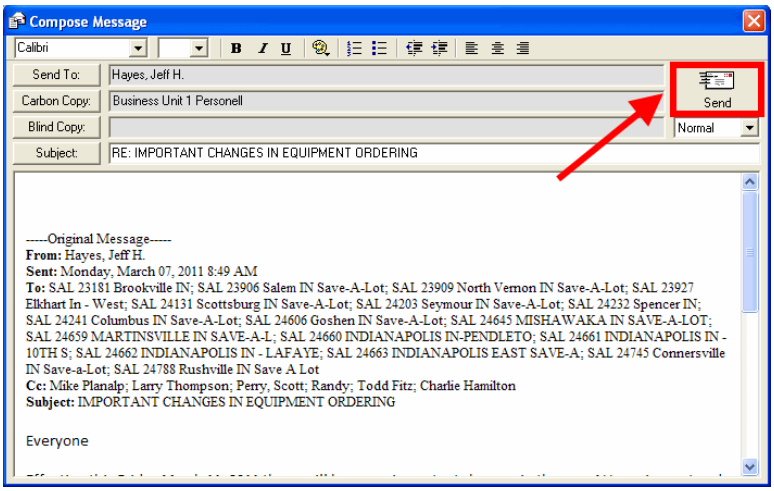
- Your message will be moved to the **Outbox** and await delivery. Mail messages are sent and received hourly from 7:00am – 11:00pm. Any messages waiting to be delivered will be sent at these times. If you wish to send or receive mail immediately, click the **Send Receive** button



Replying to an email

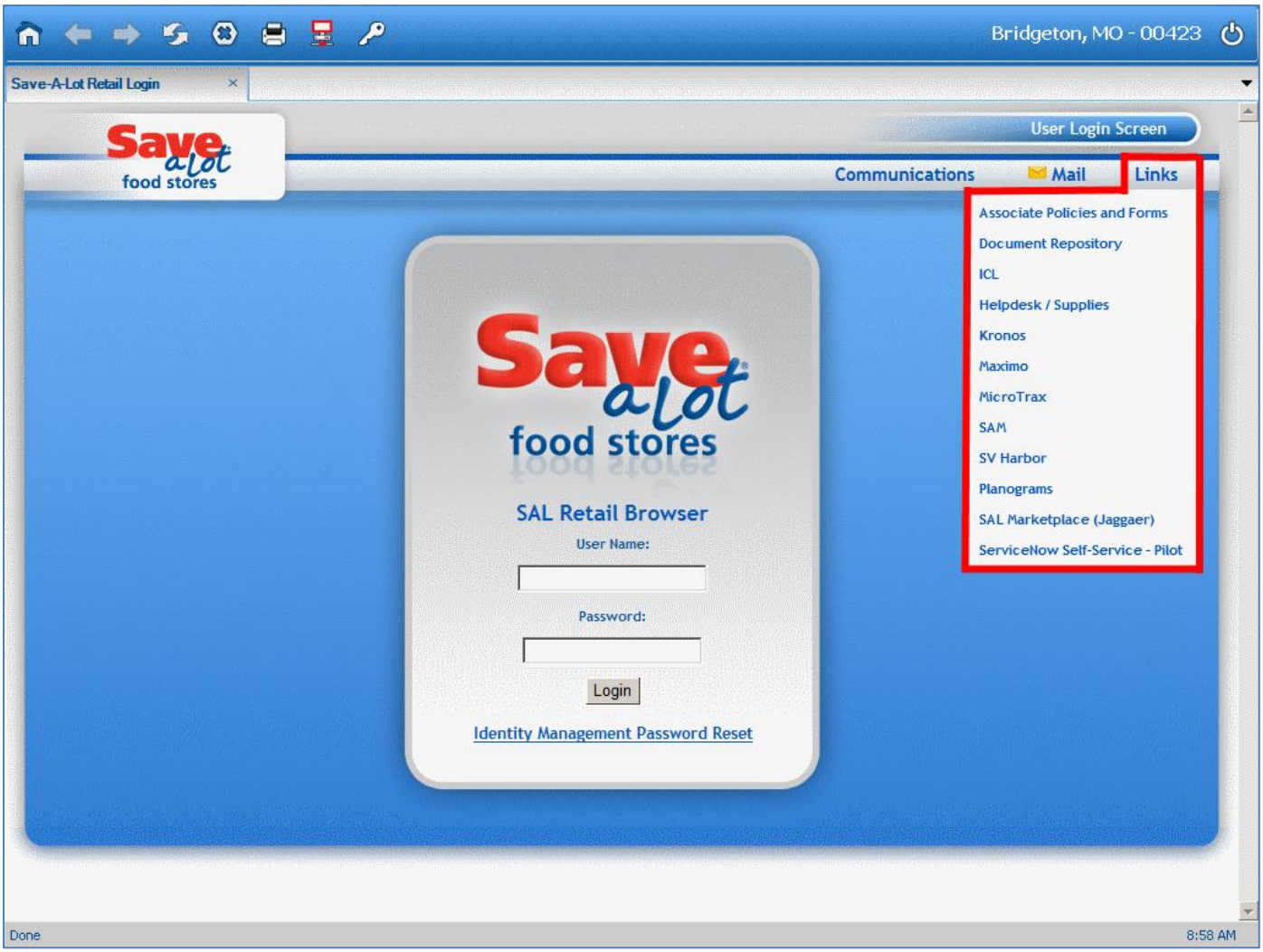


- To reply to the sender of an email click **Reply To**
- To reply to all persons copied on the email click **Reply All**



- A compose message box will pop up; make your comments and click **Send**
- Add additional recipients using the **Sent To**, **Carbon Copy**, and **Blind Copy** buttons

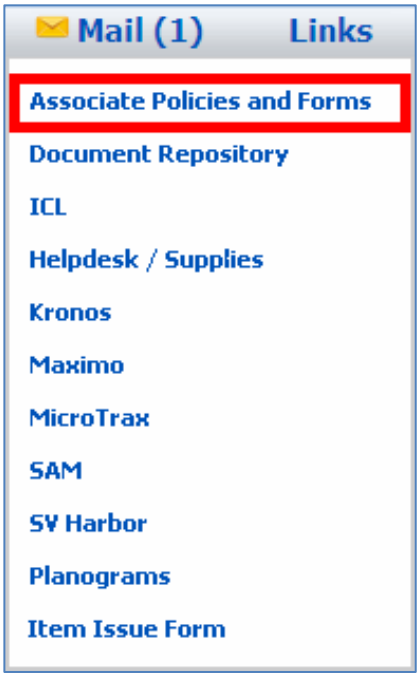
Links Menu



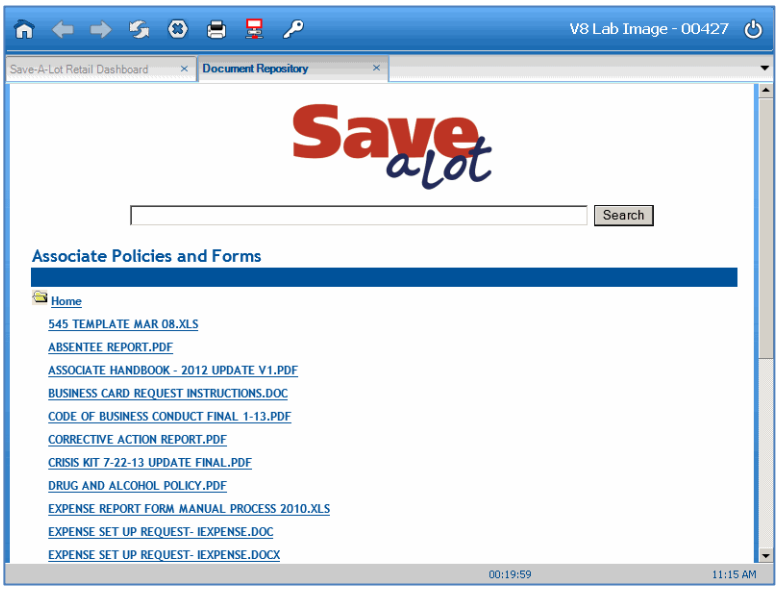
Associate Policies and Forms (Corporate)	Documents for the store and retail staff
Document Repository	Database for training documentation; maintenance, and employee forms
ICL (ISS45)	Back office database for file maintenance, user setup, and reporting
Helpdesk / Supplies	Helpdesk numbers, contacts for ordering Lexmark toner, POS printer ribbon, parts for signs/labels, etc.
Kronos	Used to enter and maintain employee hours worked
Maximo	*Not Used*
MicroTrax	Reporting for electronic payments and transactions
SAM (Corporate)	Store Action Manager for recording tasks to be completed by the store (e.g. recall items)
SV Harbor	*Not Used*
Planograms	Merchandising layouts for products
SAL Marketplace (Jaggaer) (Corporate)	Link to ordering products such as cleaning supplies, grocery carts, mops, etc.
ServiceNow Self-Service	Submit and view SAL Helpdesk tickets

Associate Policies and Forms

Documents for the store and retail staff



- Hover on **Links** and then click **Associate Policies and Forms**

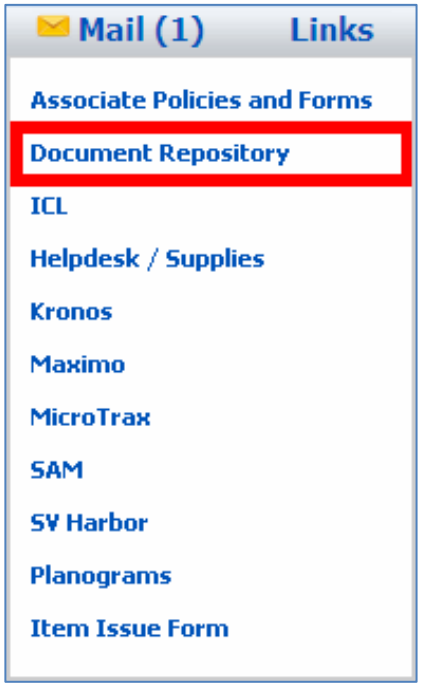


- Click on the document you wish to view
- To print the documents, refer to the instructions on printing PDF files in the Email – Viewing Attachments section

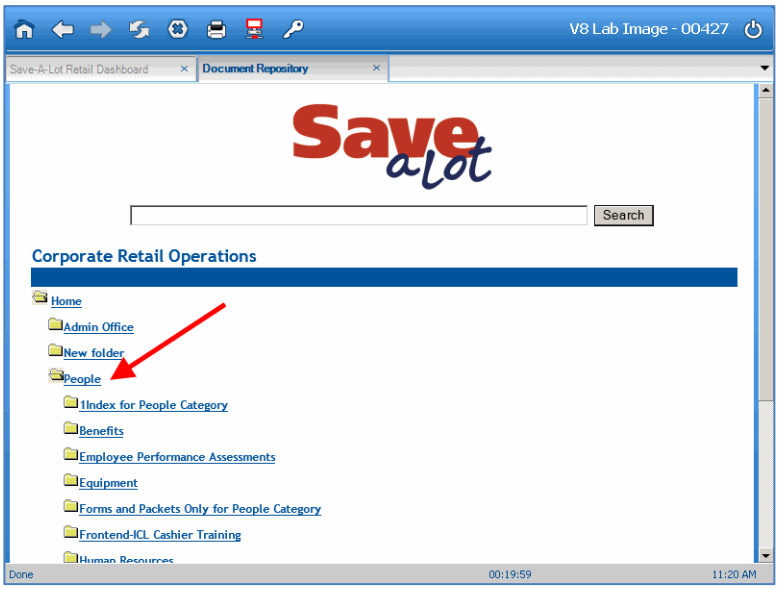
Document Repository

Searchable document database containing training documentation, maintenance and employee forms

Browsing the Document Repository

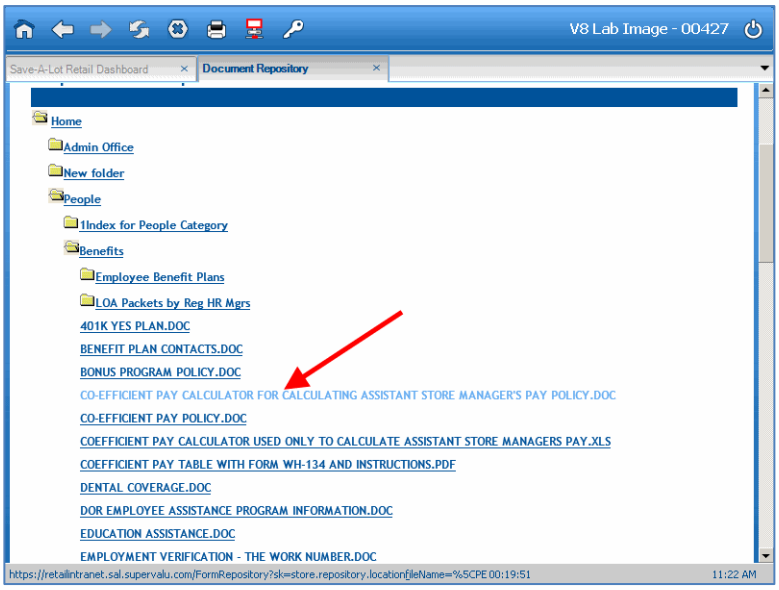


- Select **Links** and then click **Document Repository**



- Documents in the repository are stored in folders. Each folder contains documents that pertain to a specific topic or section of the store
- Clicking a folder will expand the folder's contents

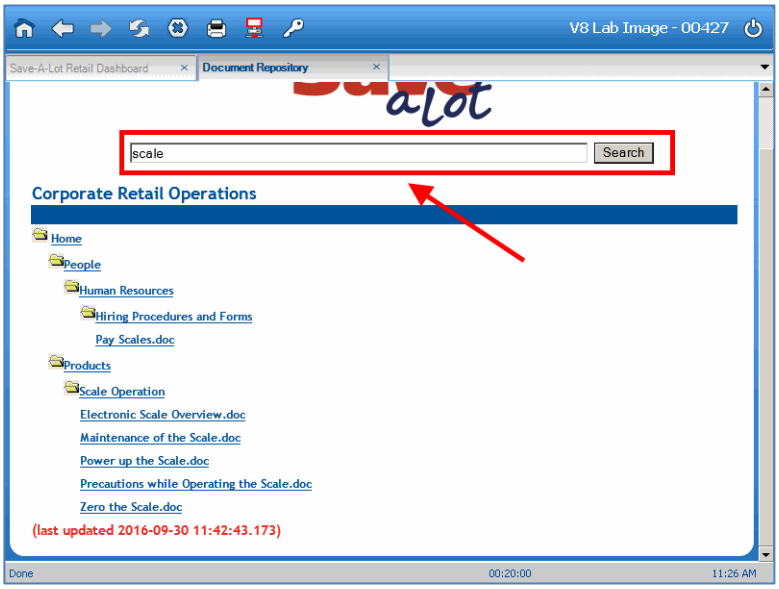
- Click on the document you wish to view
- To print the documents, refer to the various instructions in the [Email – Viewing Attachments] section



Searching the Document Repository

- To complete a search within the **Document Repository,** enter all or part of a word/phrase in the field provided at the top of the screen
  - For example, if you were attempting locate the Electronic Scale Overview.doc you might type the word "scale" and click Search. All documents that contain "scale" anywhere in their filename will be displayed

  ***NOTE**: Only filenames are searchable–the content of documents, forms, and policies is not included in the search*



ICL (ISS45)

Please refer to the latest version of the ISS45 User Guide in the [Document Repository]

Helpdesk / Supplies

Here you will find the phone number for the SAL helpdesk

Kronos

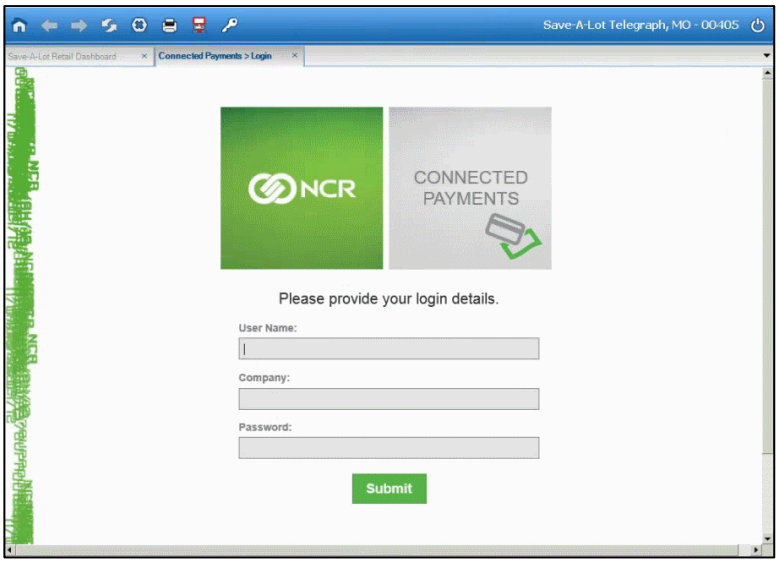
Please refer to the Kronos manual in the [Document Repository]

MicroTrax

MicroTrax allows the store to view and print totals for electronic tenders from the MTX EPS website

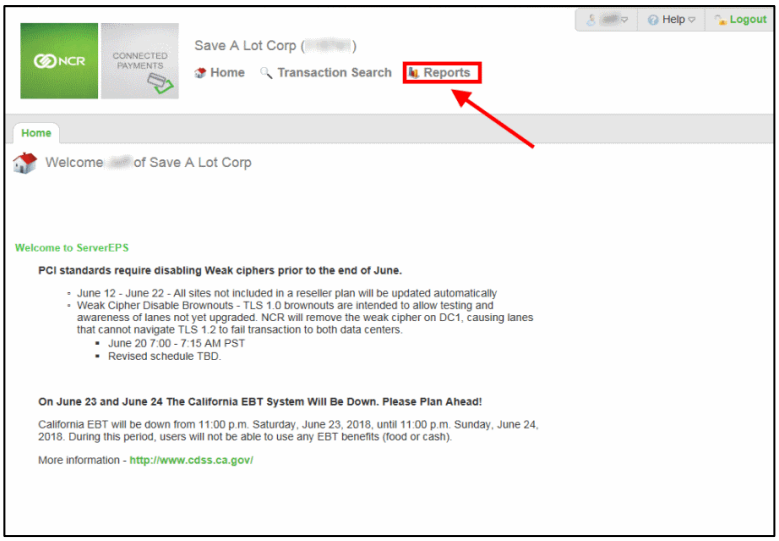
Accessing MicroTrax

- From the **Links** menu select **MicroTrax**

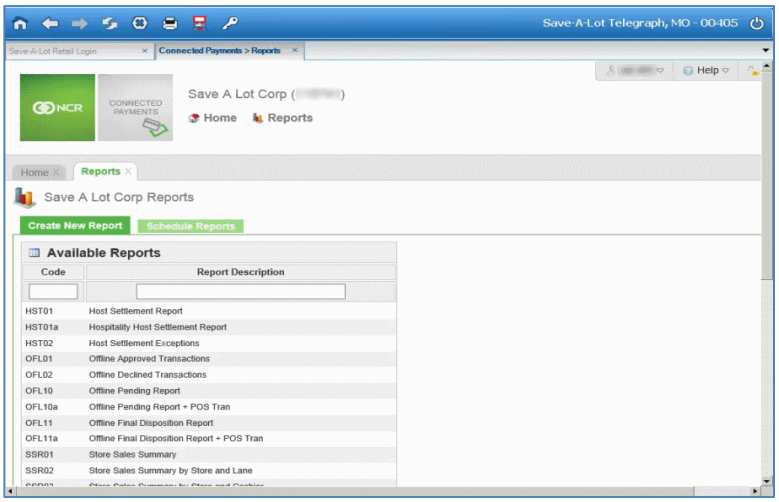


- Enter your store's:
  - **User Name**
  - **Company #**
  - **Password**

- Click on **Reports** from toolbar at the top of the screen

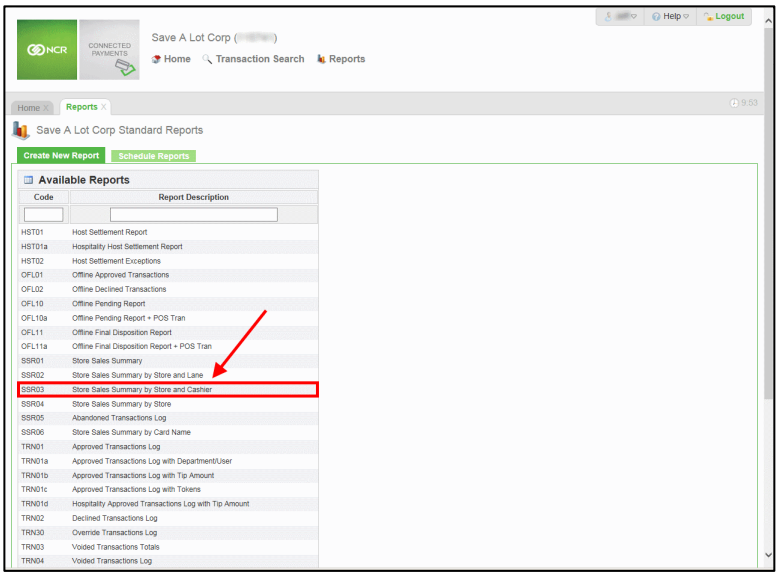


- Some reports you may need to access:
  - **Store Sales Summary by Store and Cashier – SSR03** Individual cashier totals for Credit, Debit, EBT, Gift Card and Electronic Checks. This report is required for cashier balancing
  - **Store Sales Summary by Store – SSR04** Storewide totals for Credit, Debit, EBT, Gift Card and Electronic Checks. This report is ***required*** for store balancing
  - **eWIC Variance Report – TRN60** Variances between the amount charged for WIC eligible items and the maximum amount paid by the state



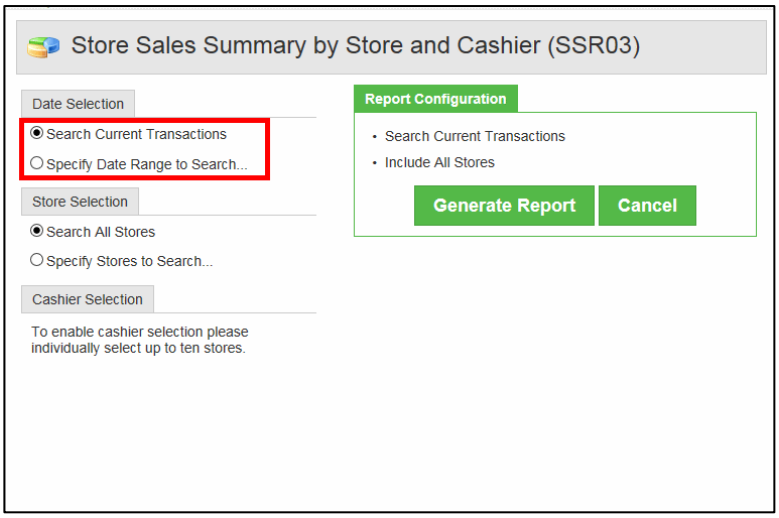
Store Sales Summary by Store and Cashier

- Click on **SSR03 - Store Sales Summary by Store and Cashier**

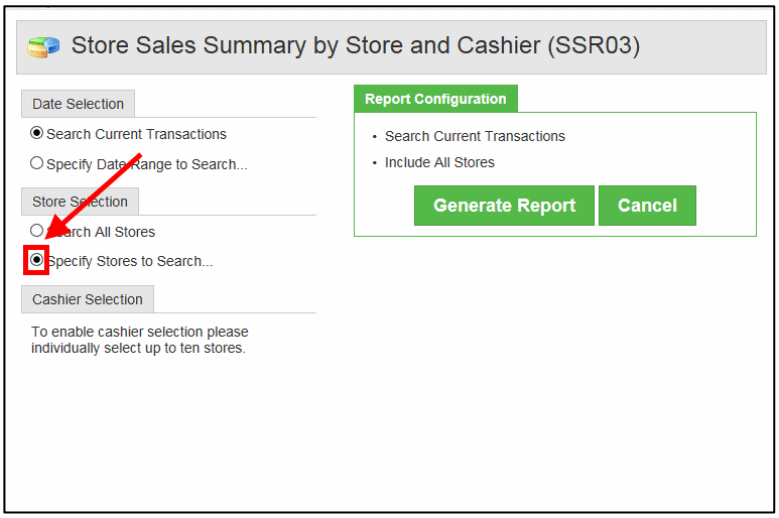


- By default, **Search Current Transactions** is selected

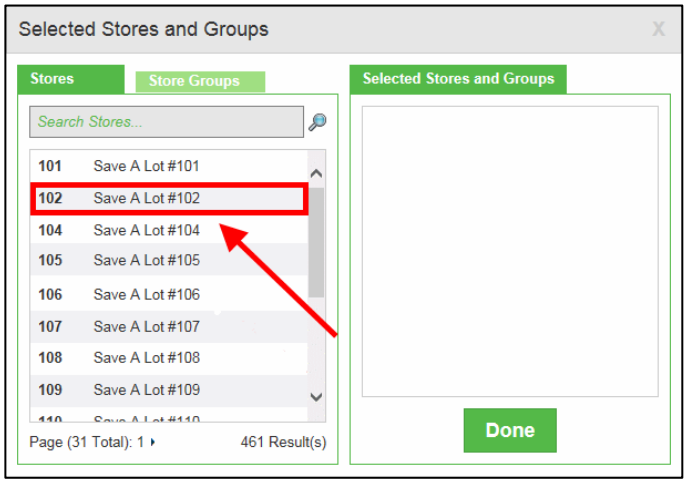
  NOTE: *To view totals from a previous date or date range, select* ***Specify Date Range to Search…*** *and choose the date(s) from the pop-up calendar*



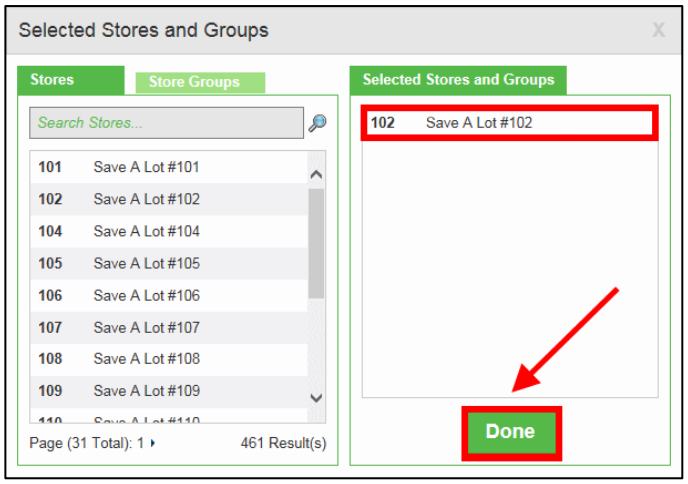
- By default, **Search All Stores** is selected
- Click the radio button next to **Specify Stores to Search**



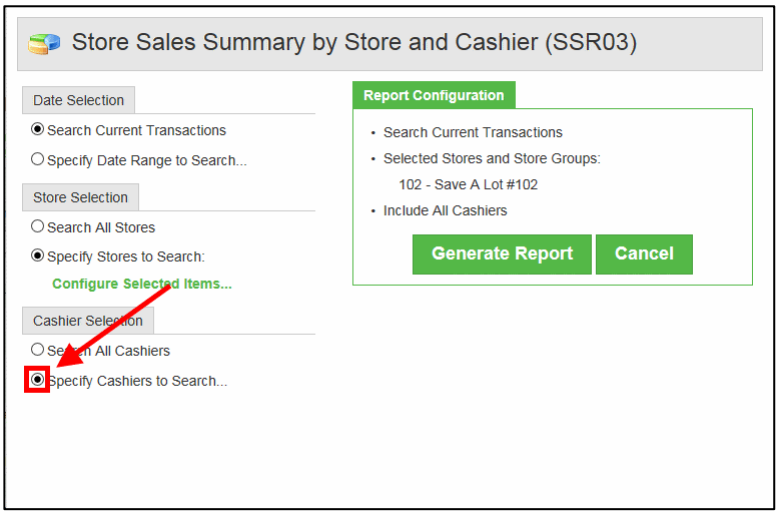
- In the **Stores** field on the left, select your store



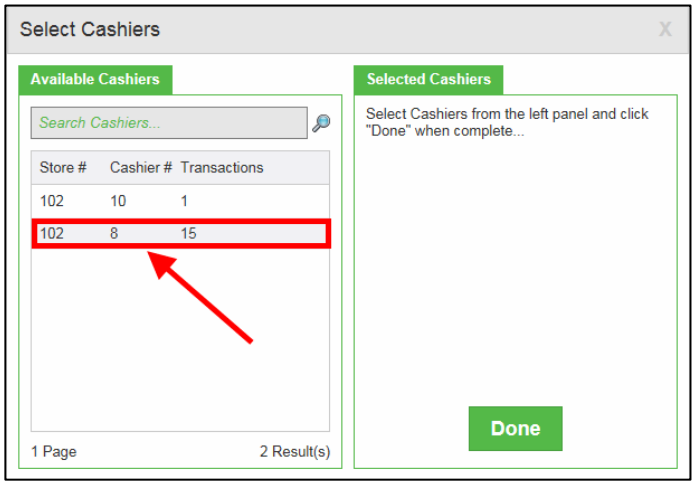
- Your store will appear in **Selected Stores and Groups** list at the right
- Click **Done**



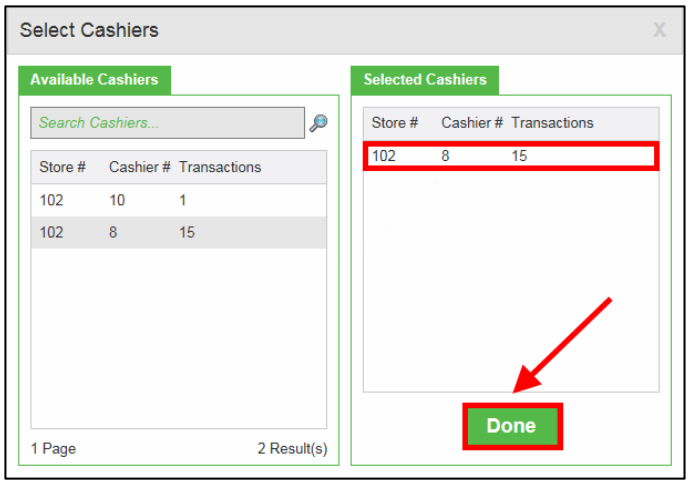
- Click the radio button next to **Specify Cashiers to Search…**



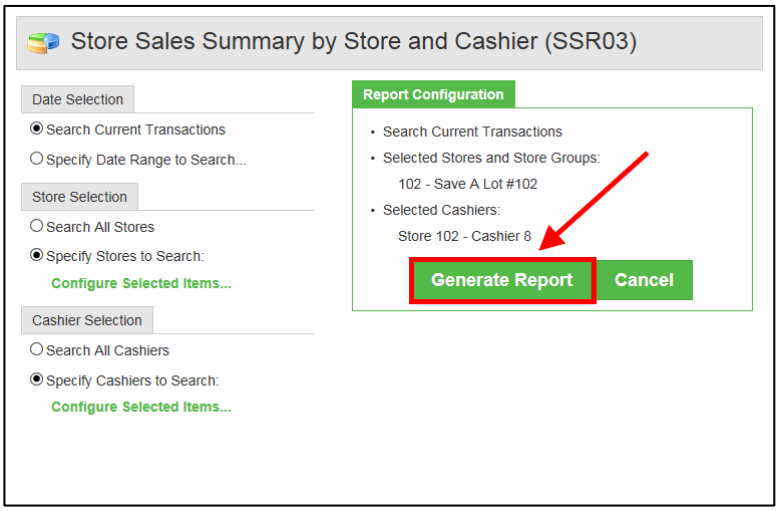
- In the **Available Cashiers** field on the left, select a cashier

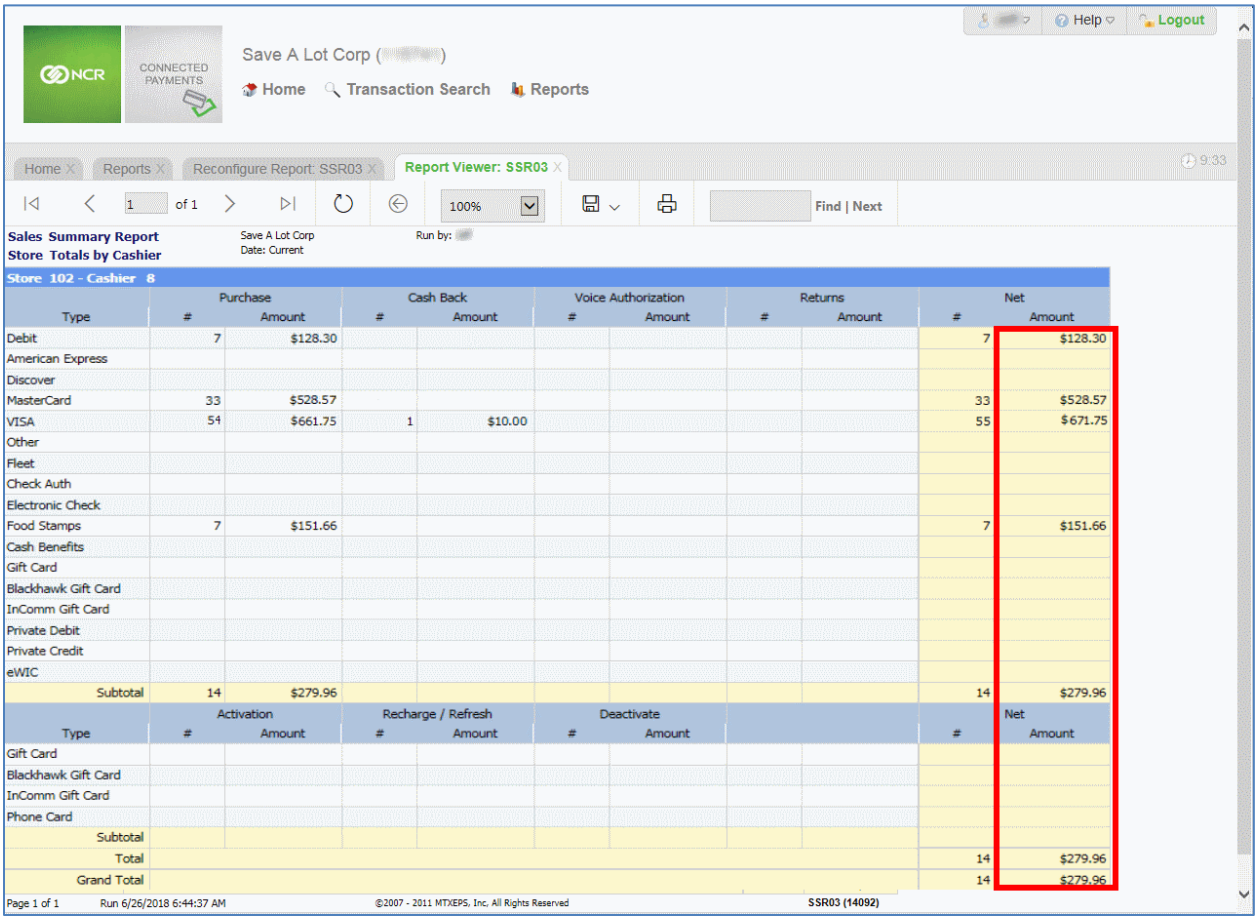


- The cashier will appear in **Selected Cashiers** list at the right
- Click **Done**



- Click **Generate Report**





Save A Lot Corp ( )

Home | Transaction Search | Reports

Home | Reports | Reconfigure Report: SSR03 | Report Viewer: SSR03

1 of 1 | 100% | Find | Next

Sales Summary Report
Store Totals by Cashier

Save A Lot Corp
Date: Current

Run by:

Store 102 - Cashier 8

Type	Purchase #	Purchase Amount	Cash Back #	Cash Back Amount	Voice Authorization #	Voice Authorization Amount	Returns #	Returns Amount	Net #	Net Amount
Debit	7	$128.30							7	$128.30
American Express										
Discover										
MasterCard	33	$528.57							33	$528.57
VISA	54	$661.75	1	$10.00					55	$671.75
Other										
Fleet										
Check Auth										
Electronic Check										
Food Stamps	7	$151.66							7	$151.66
Cash Benefits										
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Private Debit										
Private Credit										
eWIC										
Subtotal	14	$279.96							14	$279.96

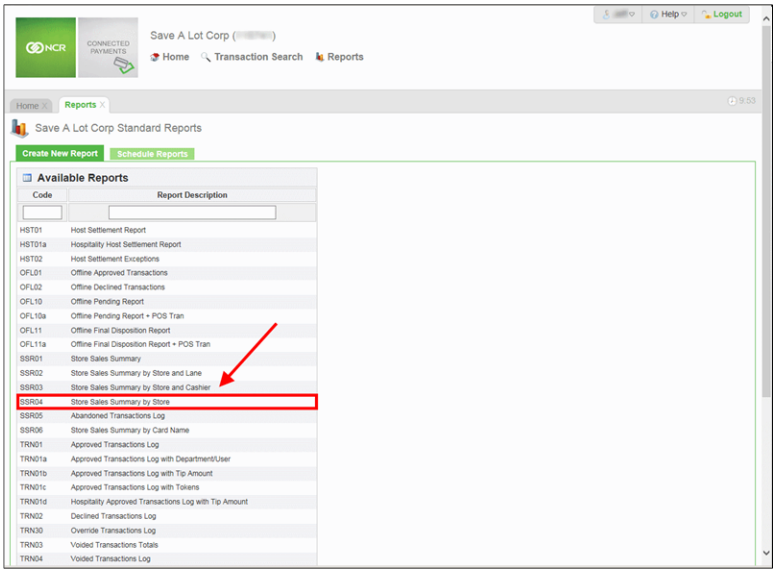
Type	Activation #	Activation Amount	Recharge / Refresh #	Recharge / Refresh Amount	Deactivate #	Deactivate Amount			Net #	Net Amount
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Phone Card										
Subtotal										
Total									14	$279.96
Grand Total									14	$279.96

Page 1 of 1 Run 6/26/2018 6:44:37 AM ©2007 - 2011 MTXEPS, Inc. All Rights Reserved SSR03 (14092)

- The **Net** totals on this report represent the correct totals for the cashier. This report ***must*** be used when balancing each cashier
- The **MasterCard** and **Visa** net totals must be added together, and the total entered into the **Cashier Recap, MC/Visa** field
- Enter the **Discover** net total into the **Cashier Recap, Discover** field
- For stores using Telecheck – verify the **Check Auth** total matches the number of checks that were not voided, but have been endorsed and kept by the cashier
- Match the Debit, Electronic Check, Food Stamps, Cash Benefits and Gift Card totals on this report to the totals that auto-populate the Cashier Recap, Actual Amount fields
- The automatically populated **Actual Amount** field on the Cashier Recap, if incorrect, can be edited in Error Correct mode only
- To exit the current report and generate another report click the **Home** tab
- To exit the current report and end your MicroTrax session, click **Logout** and press **F11** to return to the Save A Lot browser

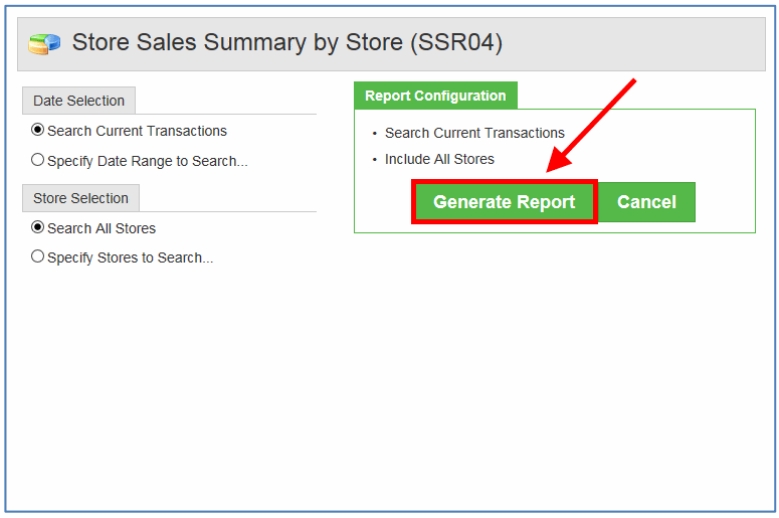
Store Sales Summary by Store

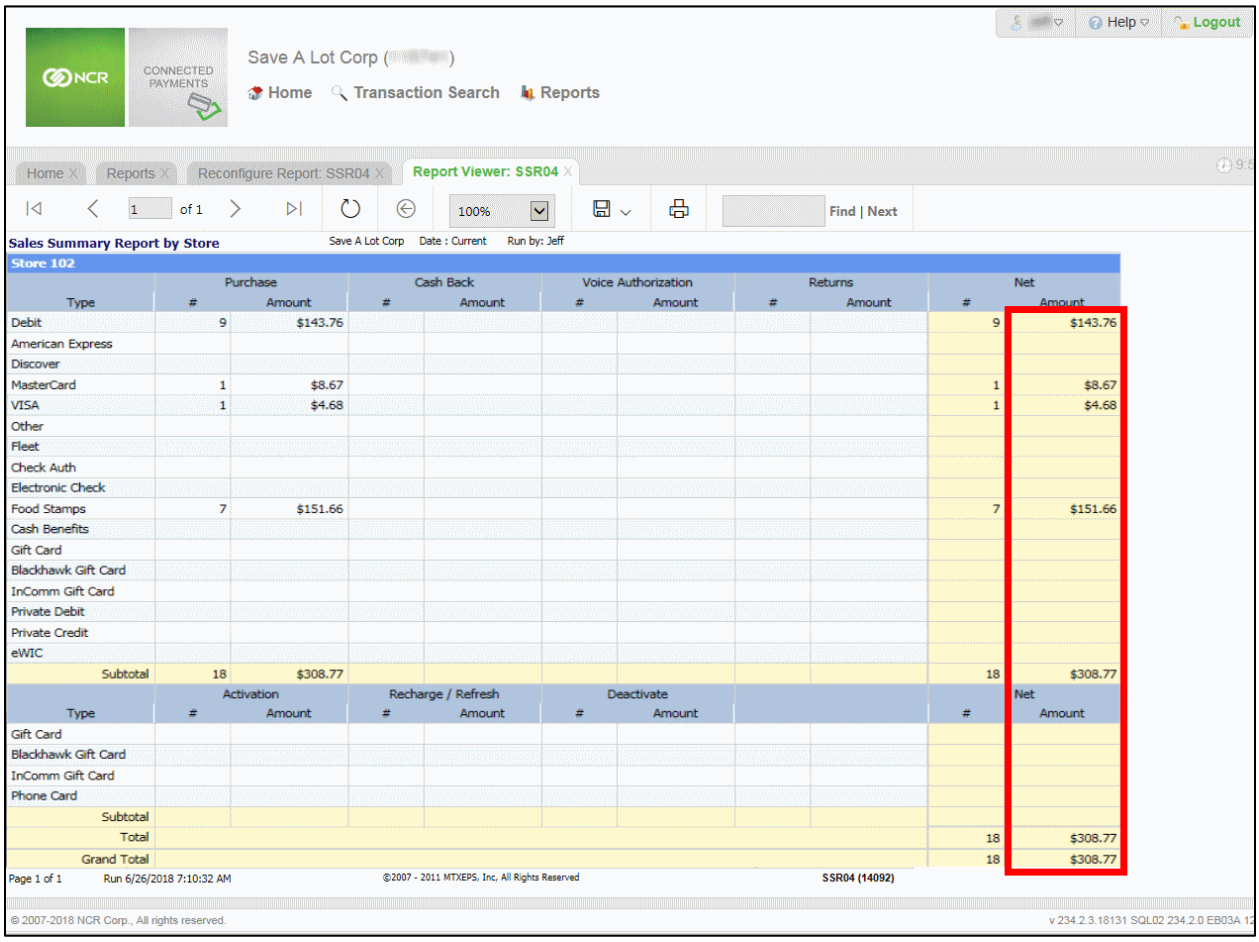
- From the **Reports** tab click on **Store Sales Summary by Store**



- By default, **Search Current Transactions** and **Search All Stores** are selected
- Click **Generate Report**

  NOTES: *You only have permission to view your own store's totals*
  To view totals from a previous date or date range, select ***Specify Date Range to Search…*** *and choose the date(s) from the pop-up calendar*





Save A Lot Corp ( )

Home | Transaction Search | Reports

Home | Reports | Reconfigure Report: SSR04 | Report Viewer: SSR04

1 of 1 | 100% | Find | Next

Sales Summary Report by Store Save A Lot Corp Date : Current Run by: Jeff

Store 102

Type	Purchase #	Purchase Amount	Cash Back #	Cash Back Amount	Voice Authorization #	Voice Authorization Amount	Returns #	Returns Amount	Net #	Net Amount
Debit	9	$143.76							9	$143.76
American Express										
Discover										
MasterCard	1	$8.67							1	$8.67
VISA	1	$4.68							1	$4.68
Other										
Fleet										
Check Auth										
Electronic Check										
Food Stamps	7	$151.66							7	$151.66
Cash Benefits										
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Private Debit										
Private Credit										
eWIC										
Subtotal	18	$308.77							18	$308.77

Type	Activation #	Activation Amount	Recharge / Refresh #	Recharge / Refresh Amount	Deactivate #	Deactivate Amount	Net #	Net Amount
Gift Card								
Blackhawk Gift Card								
InComm Gift Card								
Phone Card								
Subtotal								
Total							18	$308.77
Grand Total							18	$308.77

Page 1 of 1 Run 6/26/2018 7:10:32 AM ©2007 - 2011 MTXEPS, Inc, All Rights Reserved SSR04 (14092)

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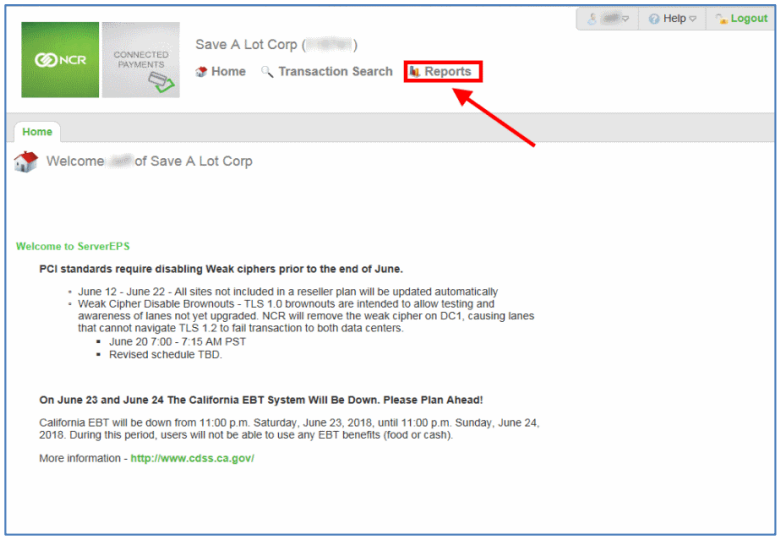
- The **Net** totals on this report represent the correct totals for the store's deposits. This report ***must*** be used when entering deposit totals
- The **MasterCard** and **Visa** net totals must be added together, and the total entered into the **Store Report, MC/Visa Deposit** field on screen 4
- Enter the **Discover** net total into the **Store Report, Discover Deposit** field on screen 4
- For stores using Telecheck – verify the **Check Auth** total matches the number of checks that were not voided, but have been endorsed and kept for deposit
- Match the **Debit, Electronic Check, Food Stamps, Cash Benefits** and **Gift Card** totals on this report to the totals that auto-populate the **Store Report, Deposit** fields
- The automatically populated deposit fields, if incorrect, can be edited in Error Correct mode only
- To exit the current report and generate another report click the **Home** tab
- To exit the current report and end your MicroTrax session, click **Logout** and press **F11** to return to the Save A Lot browser

eWIC Variance report

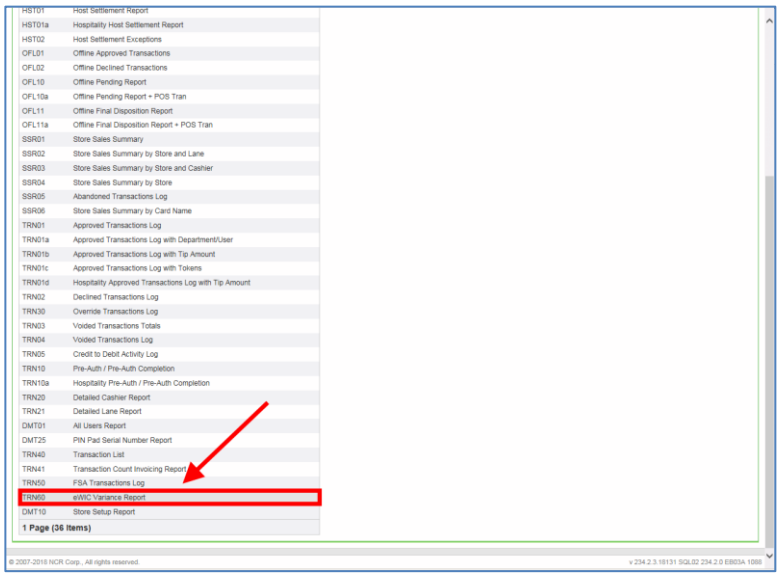
A variance is created when the store has an item priced higher than the state's Allowable Amount. The state will only reimburse the store for the Allowable Amount, NOT the Transaction Amount

Store should monitor the eWIC Variance report daily to ensure they are following the states Least Expensive Brand pricing guidelines

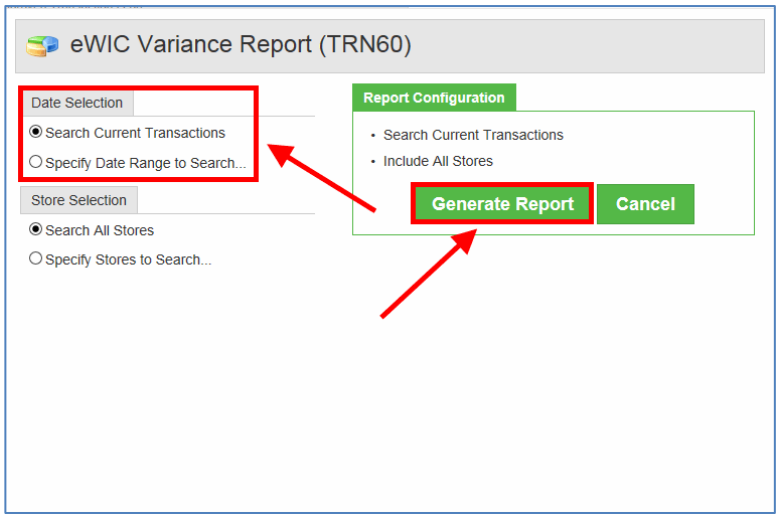
- After logging in to MicroTrax, click on **Reports**



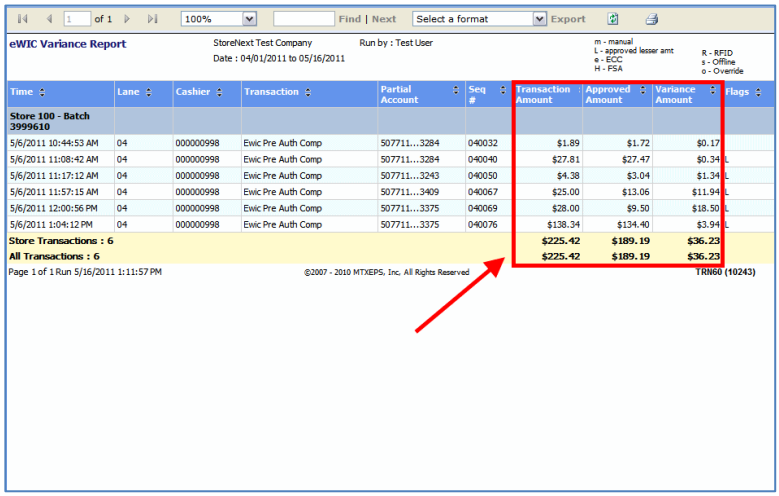
- Click on **TRN60 - eWIC Variance Report**



- By default, **Search Current Transactions** is selected
  - To view the report from a previous date or date range, select **Specify Date Range to Search…** and choose the date(s) from the pop-up calendar
- Click **Generate Report**



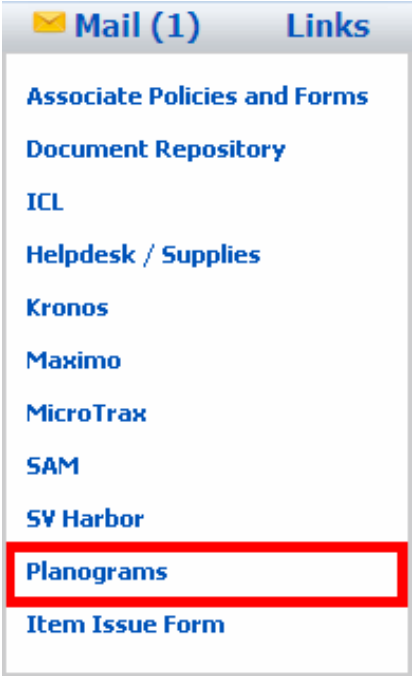
- The **Transaction Amount** is the total of all eWIC transactions sent to the state for approval
  - This number populates on [Screen 4 of the Store Report] under **WIC EBT Deposit**
- The **Approved Amount** is the actual amount that the state approved
- The **Variance Amount** is the difference between the **Transaction Amount** and the **Approved Amount**
- Print the report using the button



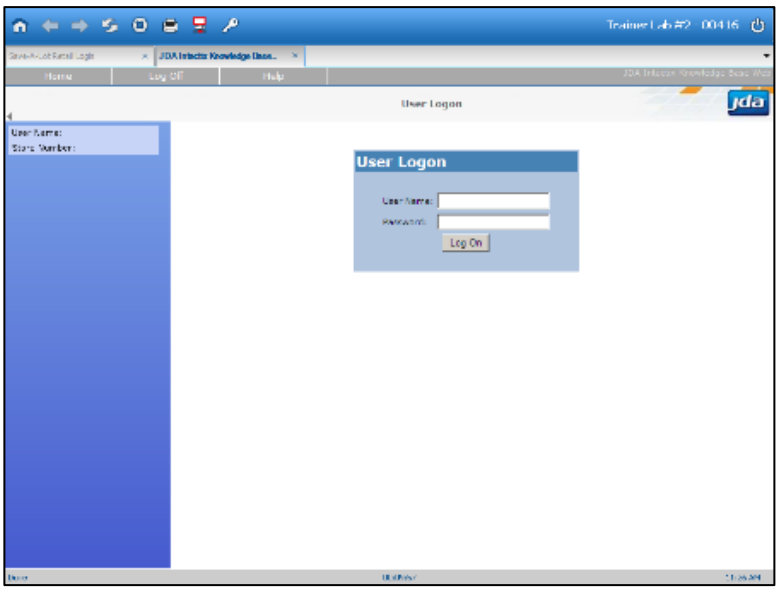
Planograms

Please refer to “JDA Floor Layout and Planograms.pdf” in the Document Repository

Accessing the JDA Planogram and Floorplan site



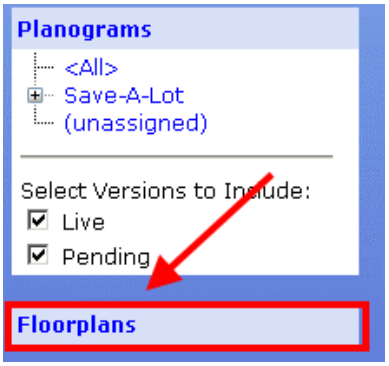
- From the **Links** menu select **Planograms**



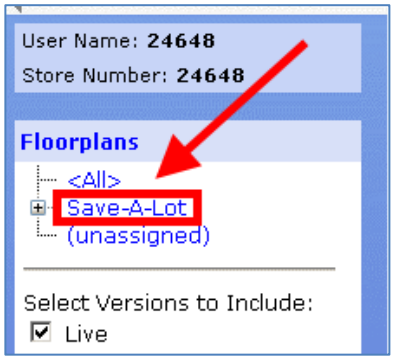
- Enter your login information
- If you experience issues logging in, please contact the Save A Lot help desk at 1-800-323-9424

Printing Floorplans

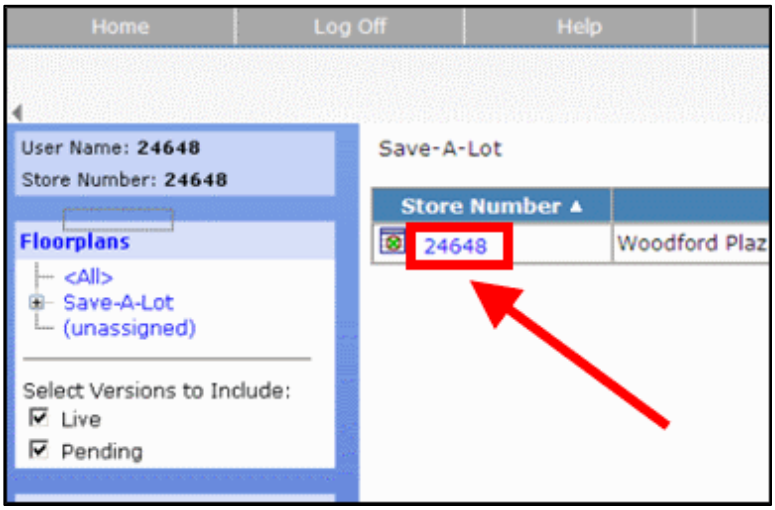
- Click **Floorplans**



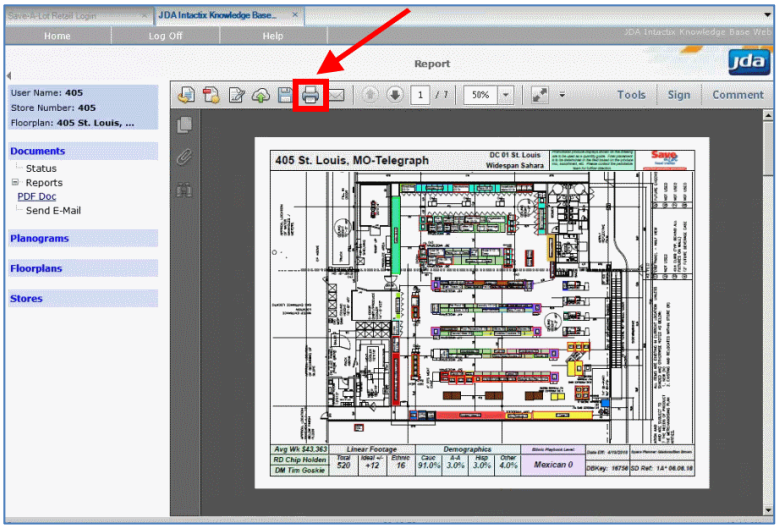
- Verify that only **Live** is checked under **Select Versions to Include** and then click **Save A Lot**

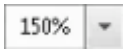


- Click the **Store Number**

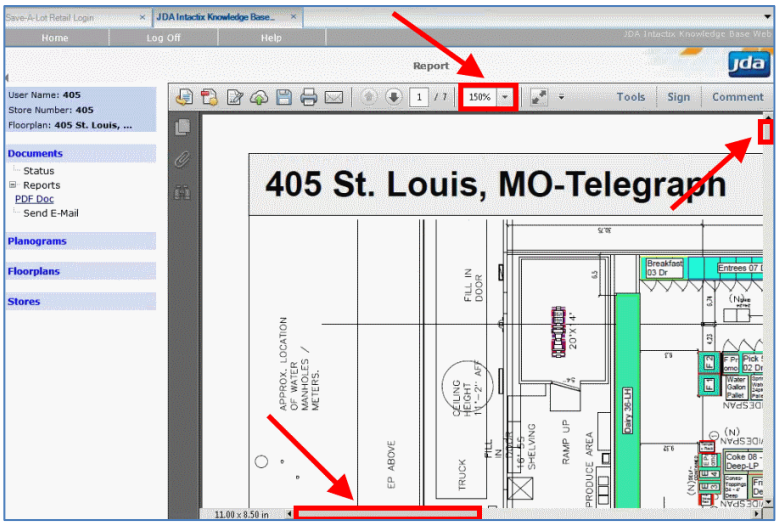


- Page 1 will be the floorplan
- Pages 2 and up will list any planograms included in the documents
- To print the Floorplan, click the icon and press **OK**

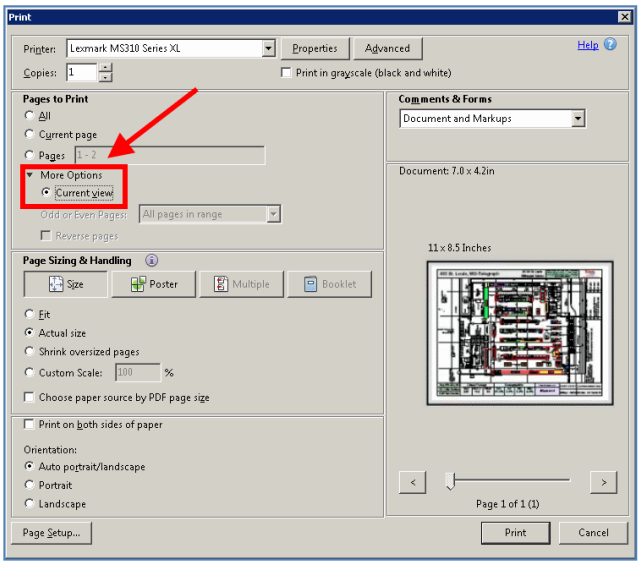


- To print individual sections of the floorplan, use the zoom control box 

at the top of the document to enlarge the image, and the scroll bars at the right and bottom of the document to bring the area to be printed into view

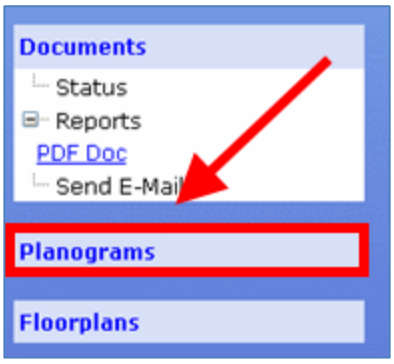


- When printing zoomed sections make sure to expand the **More Options** section and select **Current View**

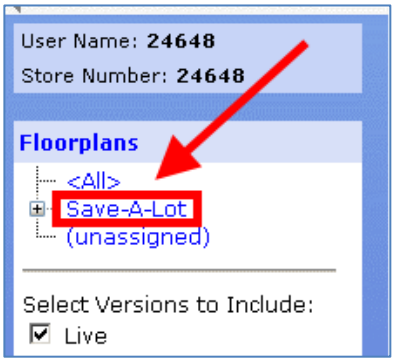


Printing Planograms

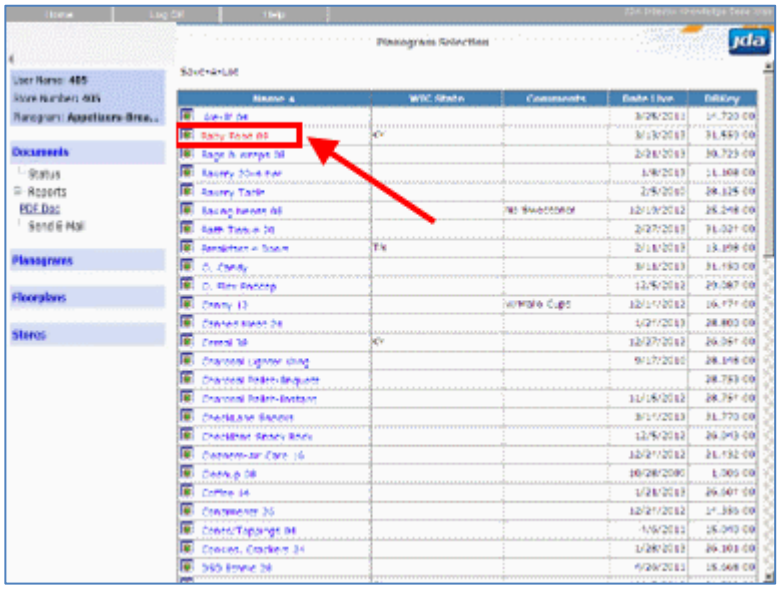
- To access the floorplans available for your store, Click **Planograms**



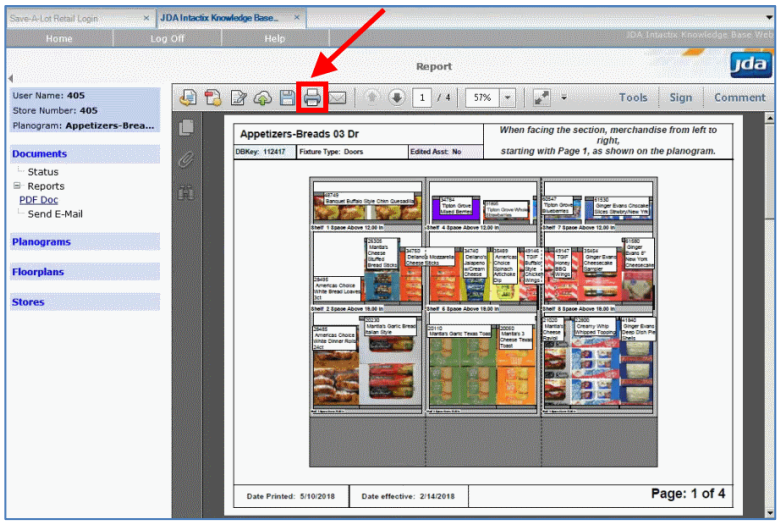
- Verify that only **Live** is checked under **Select Versions to Include** and then click **Save A Lot**



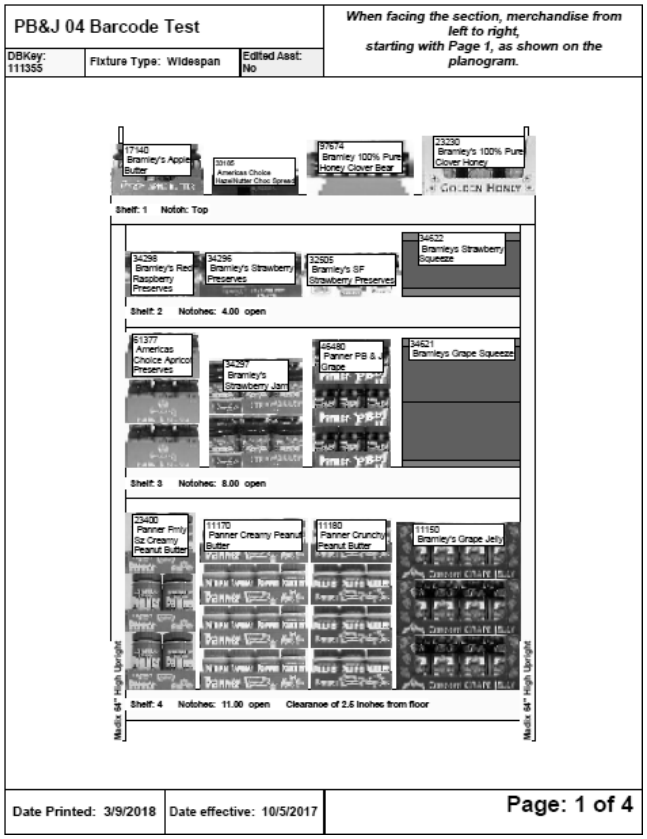
- Click the name of the planogram that you wish to print



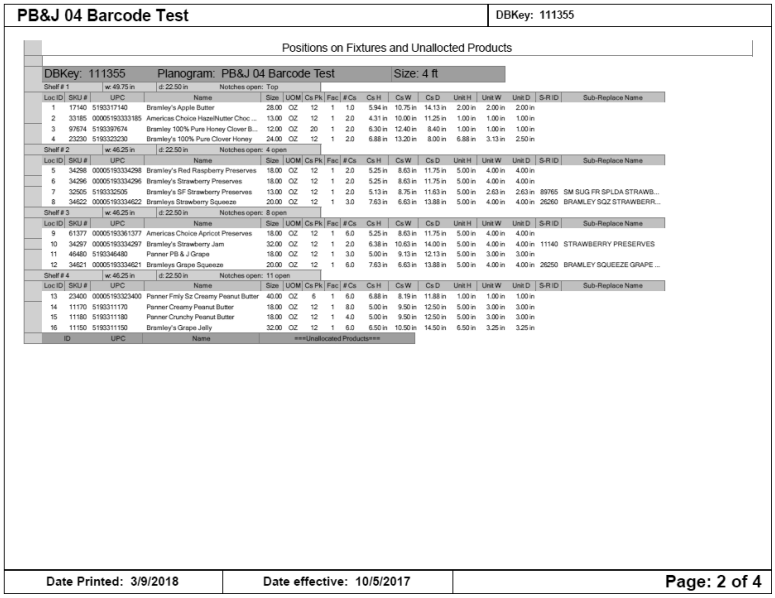
- To print the planogram, click the icon and then press **OK**



- The printed planogram will consist of
  - Illustrations for store display . . .



- Charts containing various information about the products shown . . .



PB&J 04 Barcode Test | DBKey: 111355

Positions on Fixtures and Unallocated Products

DBKey: 111355 Planogram: PB&J 04 Barcode Test Size: 4 ft

Shelf # 1 w: 49.75 in d: 22.50 in Notches open: Top

Loc ID	SKU #	UPC	Name	Size	UOM	Cs Pk	Fac	# Cs	Cs H	Cs W	Cs D	Unit H	Unit W	Unit D	S-R ID	Sub-Replace Name
1	17140	5193317140	Bramley's Apple Butter	28.00	OZ	12	1	1.0	5.94 in	10.75 in	14.13 in	2.00 in	2.00 in	2.00 in		
2	33185	000051933331 85	Americas Choice HazelNutter Choc ...	13.00	OZ	12	1	2.0	4.31 in	10.00 in	11.25 in	1.00 in	1.00 in	1.00 in		
3	97674	5193397674	Bramley 100% Pure Honey Clover B...	12.00	OZ	20	1	2.0	6.30 in	12.40 in	8.40 in	1.00 in	1.00 in	1.00 in		
4	23230	5193323230	Bramley's 100% Pure Clover Honey	24.00	OZ	12	1	2.0	6.88 in	13.20 in	8.00 in	6.88 in	3.13 in	2.50 in		

Shelf # 2 w: 46.25 in d: 22.50 in Notches open: 4 open

Loc ID	SKU #	UPC	Name	Size	UOM	Cs Pk	Fac	# Cs	Cs H	Cs W	Cs D	Unit H	Unit W	Unit D	S-R ID	Sub-Replace Name
5	34298	000051933342 98	Bramley's Red Raspberry Preserves	18.00	OZ	12	1	2.0	5.25 in	8.63 in	11.75 in	5.00 in	4.00 in	4.00 in		
6	34296	000051933342 96	Bramley's Strawberry Preserves	18.00	OZ	12	1	2.0	5.25 in	8.63 in	11.75 in	5.00 in	4.00 in	4.00 in		
7	32505	5193332505	Bramley's SF Strawberry Preserves	13.00	OZ	12	1	2.0	5.13 in	8.75 in	11.63 in	5.00 in	2.63 in	2.63 in	89765	SM SUG FR SPLDA STRAWB...
8	34622	000051933462 2	Bramleys Strawberry Squeeze	20.00	OZ	12	1	3.0	7.63 in	6.63 in	13.88 in	5.00 in	4.00 in	4.00 in	26260	BRAMLEY SQZ STRAWBERR...

Shelf # 3 w: 46.25 in d: 22.50 in Notches open: 8 open

Loc ID	SKU #	UPC	Name	Size	UOM	Cs Pk	Fac	# Cs	Cs H	Cs W	Cs D	Unit H	Unit W	Unit D	S-R ID	Sub-Replace Name
9	61377	000051933613 77	Americas Choice Apricot Preserves	18.00	OZ	12	1	6.0	5.25 in	8.63 in	11.75 in	5.00 in	4.00 in	4.00 in		
10	34297	000051933429 7	Bramley's Strawberry Jam	32.00	OZ	12	1	2.0	6.38 in	10.63 in	14.00 in	5.00 in	4.00 in	4.00 in	11140	STRAWBERRY PRESERVES
11	46480	5193346480	Panner PB & J Grape	18.00	OZ	12	1	3.0	5.00 in	9.13 in	12.13 in	5.00 in	3.00 in	3.00 in		
12	34621	000051933462 1	Bramleys Grape Squeeze	20.00	OZ	12	1	6.0	7.63 in	6.63 in	13.88 in	5.00 in	4.00 in	4.00 in	26250	BRAMLEY SQUEEZE GRAPE ...

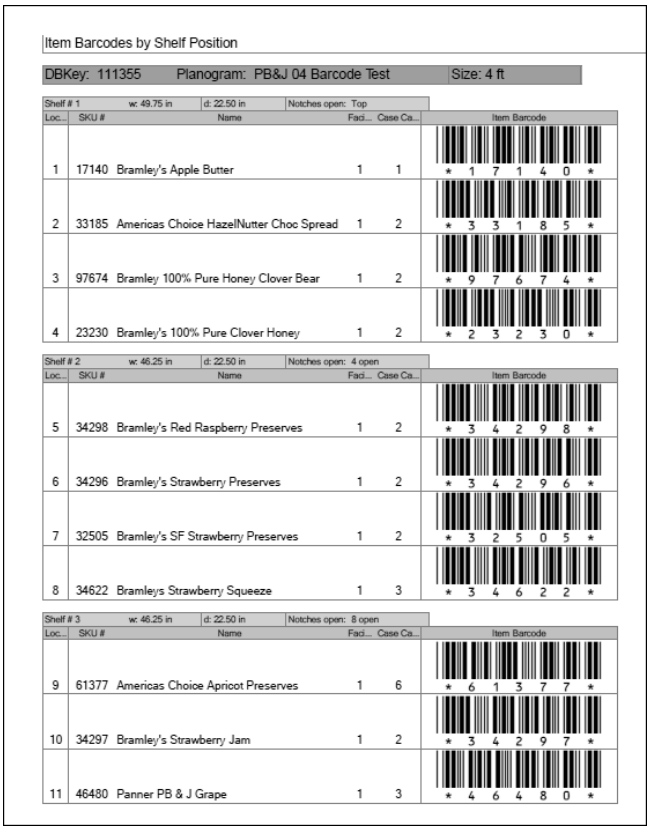
Shelf # 4 w: 46.25 in d: 22.50 in Notches open: 11 open

Loc ID	SKU #	UPC	Name	Size	UOM	Cs Pk	Fac	# Cs	Cs H	Cs W	Cs D	Unit H	Unit W	Unit D	S-R ID	Sub-Replace Name
13	23400	000051933234 00	Panner Frnly Sz Creamy Peanut Butter	40.00	OZ	6	1	6.0	6.88 in	8.19 in	11.88 in	1.00 in	1.00 in	1.00 in		
14	11170	5193311170	Panner Creamy Peanut Butter	18.00	OZ	12	1	8.0	5.00 in	9.50 in	12.50 in	5.00 in	3.00 in	3.00 in		
15	11180	5193311180	Panner Crunchy Peanut Butter	18.00	OZ	12	1	4.0	5.00 in	9.50 in	12.50 in	5.00 in	3.00 in	3.00 in		
16	11150	5193311150	Bramley's Grape Jelly	32.00	OZ	12	1	6.0	6.50 in	10.50 in	14.50 in	6.50 in	3.25 in	3.25 in		

ID	UPC	Name
		Unallocated Products

Date Printed: 3/9/2018 | Date effective: 10/5/2017 | Page: 2 of 4

- Barcodes for printing signs / labels



Item Barcodes by Shelf Position

DBKey: 111355 Planogram: PB&J 04 Barcode Test Size: 4 ft

Shelf # 1 w: 49.75 in d: 22.50 in Notches open: Top

Loc...	SKU #	Name	Faci...	Case Ca...	Item Barcode
1	17140	Bramley's Apple Butter	1	1	*17140*
2	33185	Americas Choice HazelNutter Choc Spread	1	2	*33185*
3	97674	Bramley 100% Pure Honey Clover Bear	1	2	*97674*
4	23230	Bramley's 100% Pure Clover Honey	1	2	*23230*

Shelf # 2 w: 46.25 in d: 22.50 in Notches open: 4 open

Loc...	SKU #	Name	Faci...	Case Ca...	Item Barcode
5	34298	Bramley's Red Raspberry Preserves	1	2	*34298*
6	34296	Bramley's Strawberry Preserves	1	2	*34296*
7	32505	Bramley's SF Strawberry Preserves	1	2	*32505*
8	34622	Bramleys Strawberry Squeeze	1	3	*34622*

Shelf # 3 w: 46.25 in d: 22.50 in Notches open: 8 open

Loc...	SKU #	Name	Faci...	Case Ca...	Item Barcode
9	61377	Americas Choice Apricot Preserves	1	6	*61377*
10	34297	Bramley's Strawberry Jam	1	2	*34297*
11	46480	Panner PB & J Grape	1	3	*46480*

Change Log

Date	Comments
10/3/17	v 1.0 • Initial publication
10/11/17	v 1.1 • Added Community Donation reason code for Markdown / Discard
11/8/17	v1.2 • Added new screen shots to Discard/Markdowns. • Added new Reason Codes for ID Loss
12/12/17	v1.3 • Updated Labor/Sales Forecasting section • Updated screenshots
1/4/18	v1.4 • Updated ordering cube and weight information and screenshots • Update DSD to include using partial description to pull up the vendor short list
2/5/18	v1.5 • Removed LP Request Form from Links menu and updated screenshots
2/20/18	v1.6 • Updated Reason Codes for TPRs • Updated TPR best practices • Removed Store Condition from Links menu and updated screenshots
3/6/18	v1.7 • Added info and screenshots on printing planograms
4/8/18	v1.8 • Updated Reason Codes for ID Loss and TPRs • Reworked Price Check section • Many formatting and grammatical fixes
5/15/18	V1.9 • Update ID Loss Reason Codes • Added password recovery section
7/19/18	v2.0 • Verified document against current browser version • Added section on SotF signs • Updated PoS Screen layout • Updated many screenshots
8/23/18	v2.1 • Removed 25 message limit for emails
9/5/18	v2.2 • Added SotF sign printing on the handheld while ordering and during price verification • Fixed screenshots in Communications section

10/2/18	v2.3 • Added New Pricing and Availability Report section • Updated Store Reports per Accounting/Operations • Many, many formatting, screenshot improvements
11/07/18	v2.4 • Added new Signs/Tags section and removed all references to old signs/tags
1/23/19	v2.5 • Added sections on Retail Partner and Corporate Perishable Order Guides
2/15/19	v2.6 • Added section on invoice number confirmation when using symbol gun to receive DSD • Added section on Perishable Count using the symbol gun • Updated verbiage for Forecast when ordering via the handheld
11/20/19	v2.7 • Updated Signs and Tags with new columns info and screenshots • Updated Cashier Recap and Store Report sections with Discount info and screenshots • Updated Store Report screenshots for WU-PoS • Updated ID Loss and TPR Reason Codes
1/13/20	v2.8 • Removed Item Issue Form and Added SNOW and Jaggaer information to links menu • Update Survey response section with ROQ feature
6/22/2020	v2.9 • Added section for COVID-19 Health Screening Report
7/9/20	v2.9.1 • Added eCommerce information for Cashier and Store reports