

Pricing and Tagging



Pricing & Tagging



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Overview

The Pricing & Tagging program (P&T) is a pricing tool designed to help Carpet One and Flooring America members manage their **carpet and hard surface** selling prices for one or multiple stores using flexible price calculation criteria. The software program is fully integrated with Product Gateway and RFMS core and makes the entire pricing process, from margin management to price tag printing, accurate and efficient.

- **Price Calculation:** Prices are calculated based on the selected margin, overhead, calculation and rounding criteria.
- **Product Information:** Pricing using Gateway product data will print display information on each tag. B2B, Imported and Manual records can also be priced, but will not contain display and warranty information.
- **Price Tags:** The Printing Wizard allows filtering tags to be printed. A tag is queued for printing whenever a cost or calculation factor changes. The tag file can also be exported to an excel file format.

Members can use P&T to manage multiple locations (e.g. - 3 Carpet One stores) from one RFMS data base. **It is important to note that all locations managed under one RFMS data base must use the same pricing grid.** For each store to have a different pricing structure using the same set of product records, than an additional program called Store Specific Products must be installed from RFMS.

Key Features

- Fully integrated with Product Gateway and RFMS core
- Accommodates all product sources: [Product Gateway](#) , [B2B](#), Manual Entry and Imported.
 - Product Gateway data will include [Warranty](#) , and display information.
- Organize pricing and tag printing using advance filter features

Pre-Requisites

- Must update to at least RFMS version 10.5.4, the latest version is available from RFMS website (www.rfms.com/program updates)
- Each workstation must have MS Windows .NET 3.5 sp1 installed before loading P&T module (see detailed instructions)
- You must obtain a license from the Business Office before you install the program.
- Must install P&T program (V10.5.4) available from RFMS website after first 2 steps are completed.
- Microsoft Sequel version 2005 or greater is required.

RFMS Training & Support

- Webinar training classes available at www.rfms.com/training (sign up online)
- Help Desk & Technical Support available at 1-888-215-8665
- For directions on setting up the software go to [Setup](#).

Installation



Notes:

Please call RFMS to assist you with this installation.

Starting the Software

Steps	Button
Click on Windows Start button.	
Then go to programs.	 Programs ▶
Open the RFMS folder.	 RFMS for Windows ▶
Finally click on the Pricing and Tagging button.	 CCA Pricing and Tagging
Do not close the main Pricing and Tagging Screen until ready to exit the program.	

Getting Ready to Use the Software

Settings

File>Settings

Show Background Image

Checking this box makes the background Image show. Turning the image off makes running the software faster in certain multi-location scenarios.

Figure: Settings Screen

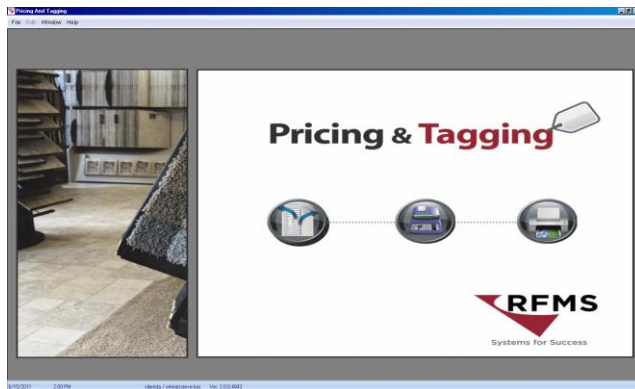


Figure: Background On

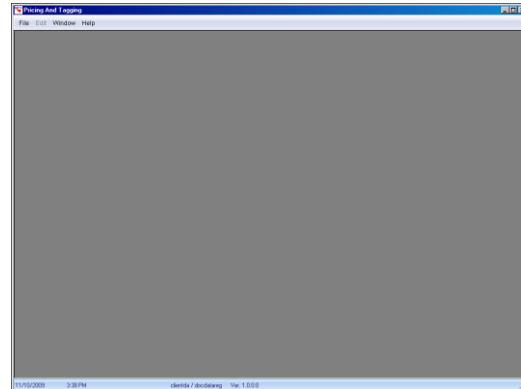


Figure: Background Off

Center Feed Printer

Check this box if for printers which the feed guide is moved to the center to print envelopes or smaller paper.



Cost to Use for price calculations:

Use Promo Cost for Sale Price only- this is the default setting. The system will use promo cost (where it exists) when an item is marked as “on sale”, otherwise will use regular cost

Use Regular Cost for all Prices- Select this to use regular cost for all calculations.

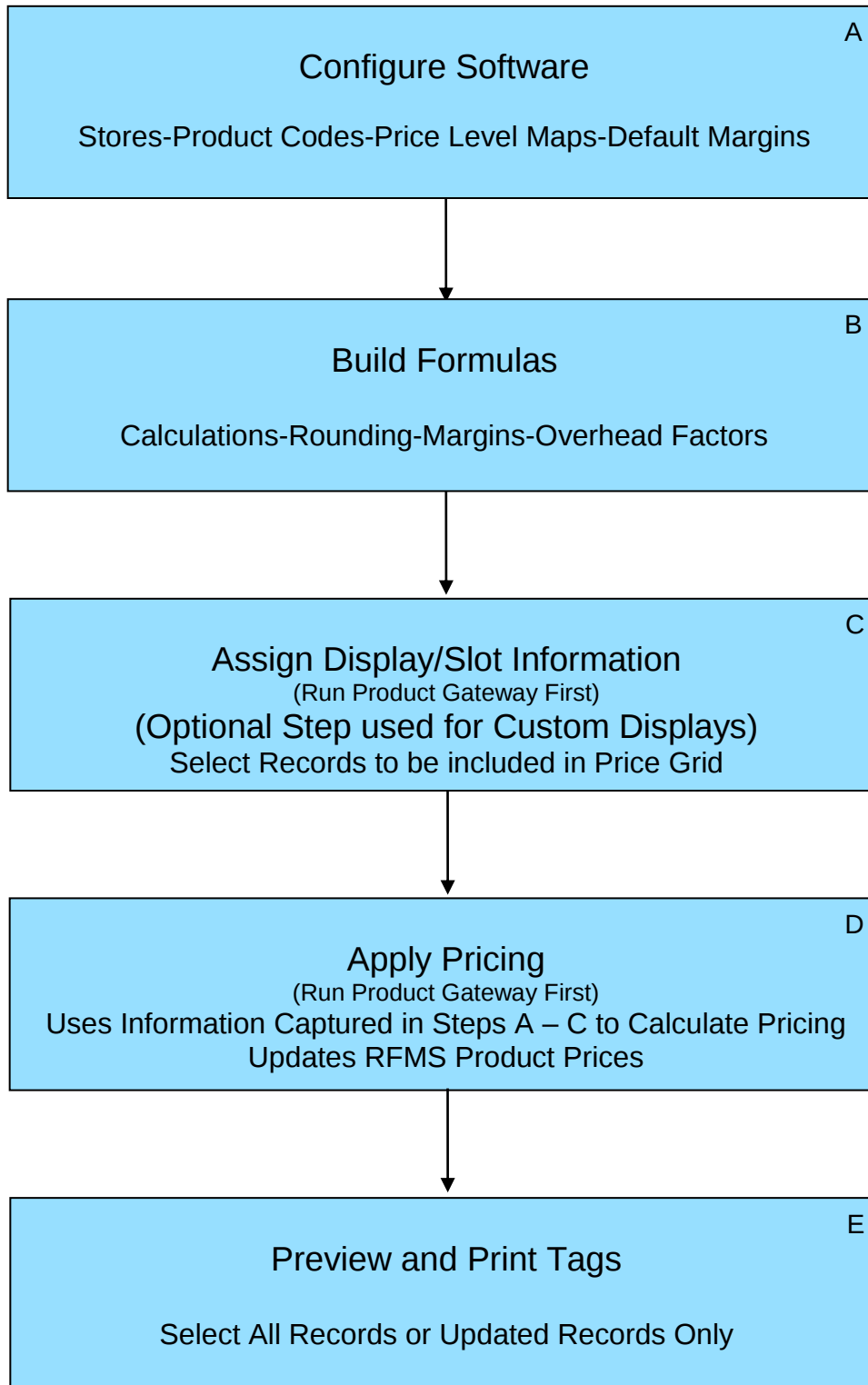
Hide Builder and Minimum

Setting for Citrix Users

For clients running Pricing and Tagging on a Citrix Server, the User Ini Directory switch in RFMS must be checked. This allows pricing and tagging to pick up the RFMS parameters such as the SY/SF settings. This switch is located in *Order Entry>Utilities>Parameters>Parameters Public>Switches cont.*

☐	Lock Tax Status if fro
☐	User Ini Directory
☐	Certified Payroll

Pricing and Tagging Process



Setup Details

File>Setup

Setup Steps

These steps will need to be performed initially and then again only if information changes.

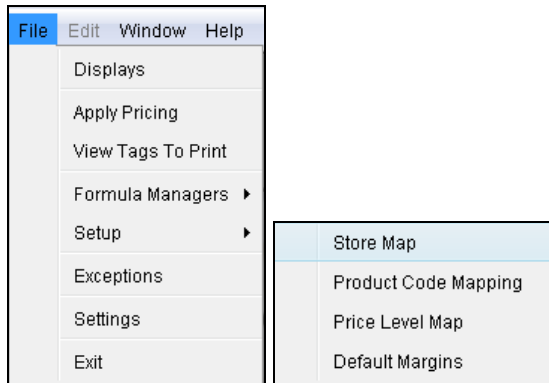


Figure: File Menu and Setup Menu

Click on the words below to go to that setup option.

[Store Map](#)

[Product Code Mapping](#)

[Price Level Maps](#)

[Default Margins](#)

Store Map

File>Setup>Store Map

First set up the store code or store codes which will be using the Pricing and Tagging Program.

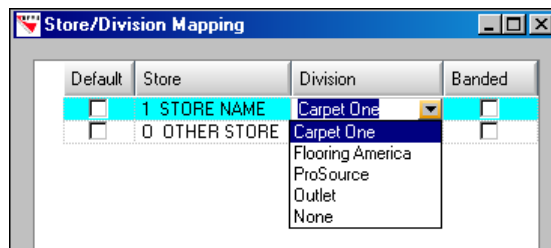


Figure: Multiple Stores

To control pricing on a per-store basis, with one RFMS Installation (copy of software) which has data for multiple divisions, [Store Specific Products](#) needs to be loaded. For installations with Store Specific Products enabled the list of available stores will be shown to choose the default store.

Default: Set the default store for this workstation. Even with only one store, the default store must be set. This must be done before any other set up can be done. This will be the store for which this

computer will apply pricing and print tags. If a user needs to use this workstation to create pricing and / or tags for a different store, they first need to change the default store in this area.

Division: choose the CCA Division that applies to the highlighted store. This setting will control which tags are available to print.

Banded: Check to apply [Banding](#)/Price Groups

Product Code Mapping

File>Setup>Product Code Mapping

Next map RFMS Product Codes to the Pricing and tagging product categories.

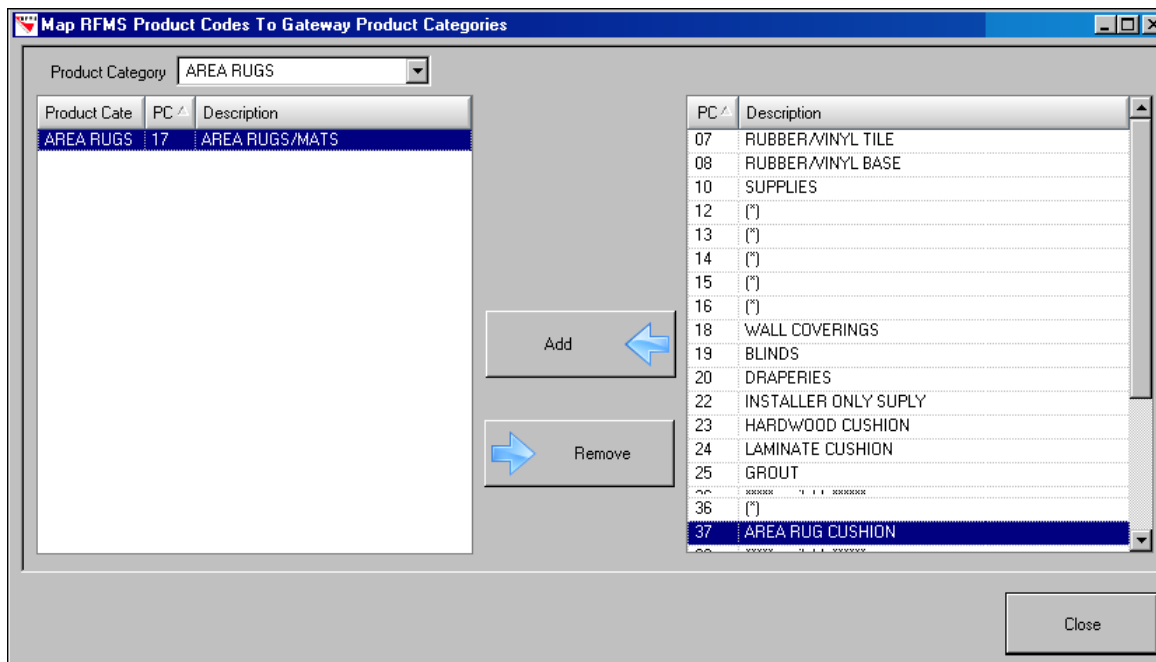


Figure: Map Product Code Screen

Pricing and Tagging has a list of predefined product categories which correspond to the product categories provided through Product Gateway. Product codes from the RFMS Product list must be assigned those products categories.

The predefined product categories are:

- Area Rugs
- Carpet
- Carpet Tile
- Ceramic
- Cushion
- Hardwood
- Laminate
- Natural Stone
- Sundry
- Vinyl Sheet
- Vinyl Tile

Bring up the product category to assign then highlight the product code to add. Click on the add button to assign the product code to the product category. It works the same way to remove a product code from a product category assignment.

More than one product code per product category assignment is possible. For example for separate product codes wall tiles and ceramic; map both of those to the product category “ceramic”.

Click the **Done** button when finished.

Price Level Maps

File>Setup>Price Level Maps

Next map RFMS Price Levels to the Pricing and Tagging Price Names.

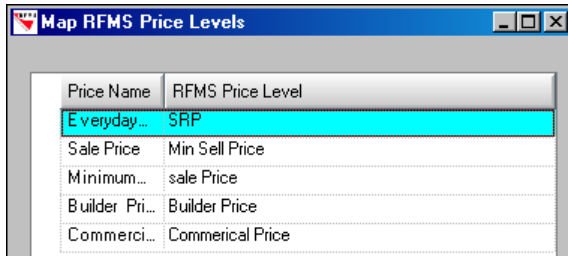


Figure: Price Level Map Screen

The Pricing and Tagging Price Names:

Everyday

Sale Price

Minimum Sale Price

Builder Price

Commercial Price

Each of these price names needs to be mapped to one of the 13 RFMS price levels. If using store specific products with price levels named differently by store, Pricing and tagging should pick up those names for mapping. A RFMS Price Level cannot be mapped to more than one Price Name. Make note of these mapped levels as they can only be edited via pricing and tagging and not Price Range Edit or General Range edit in RFMS. Click the Close button when finished. Other RFMS Price Levels can still be managed through RFMS.

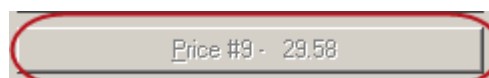


Notes:

The sale price is the only price level which looks at the “Promotional Cost” on the product record.

If the product is not on sale, the price level button in Order Entry which is mapped to The Pricing & Tagging "Sale Price" price will be grayed out.

Price Name	RFMS Price Level
Everyday...	Price #8
Sale Price	Price #9
Minimum...	Price #10
Builder Pri...	Price #11
Commerci...	Price #12



To have the system behave as before with the sale price level showing regardless of the sale price status, deselect the check box in *Order Entry>Utilities>Parameters>Parameters Private>Products*.

Formula Managers

File>Formula Managers

Click on the links below to access formula manager options.

[Calculation Manager](#)

[Rounding Manager](#)

[Margin Manager](#)

Calculation Manager

File>Formula Manager>Calculation Manager

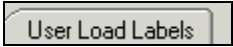
Figure: Calculation Manager Screen

This screen determines how (as a dollar value or a percentage) and when (Pre- or Post-Margin) load factors are applied. Pre-Margin means Cost + Loads X Margin, while Post Margin is Cost X Margin + Loads. Most use pre margin.

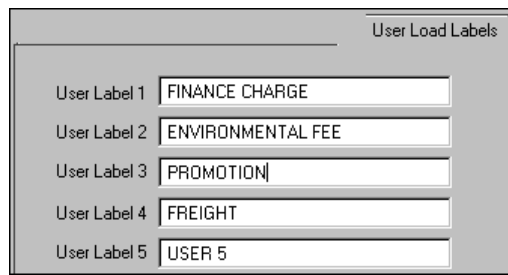
Pre-Margin vs Post-Margin Example				
Cost	Load	Margin	Calculation	Selling Price
\$2	\$1	50%	$(\$2 + \$1)/.5$	\$6
\$2	\$1	50%	$(\$2/.5) + \1	\$5

Each category can be selected individually or use the buttons on the bottom right to apply the calculation settings globally to the product category.

Selecting “Not used” will allow a onetime run to set an alternate price without changing the settings. Both Standard(predefined) and User defined loads work the same way.

Click on User Load Labels  to name the loads.

Then just type in the name(s) to use. These labels will show in the Margin Manager and Add/edit exceptions screen.



The dialog box titled "User Load Labels" contains five input fields labeled "User Label 1" through "User Label 5". The fields contain the following text: "FINANCE CHARGE", "ENVIRONMENTAL FEE", "PROMOTION", "FREIGHT", and "USER 5".

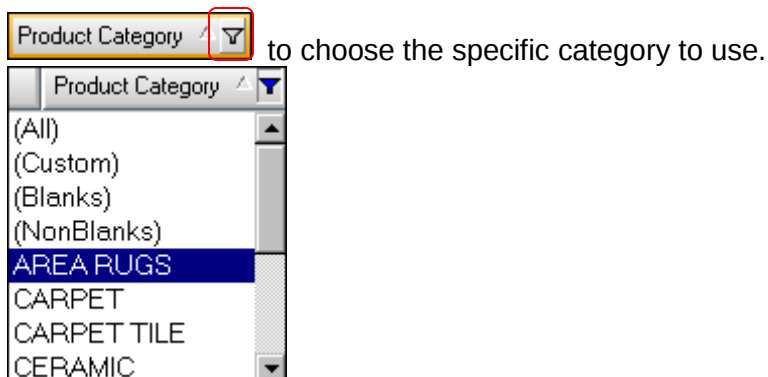
Figure: User Load Labels

Click the OK Button when finished.

Rounding Manager

File>Eormula Manager>Rounding Manager

Any of the column headings may be used to filter data. Click on the funnel icon



The image shows a "Product Category" filter dropdown. The dropdown is open, showing a list of categories: "(All)", "(Custom)", "(Blanks)", "(NonBlanks)", "AREA RUGS", "CARPET", "CARPET TILE", and "CERAMIC". The "AREA RUGS" category is highlighted in blue. Above the dropdown, there is a button with a funnel icon, which is highlighted with a red box.

Figure: Choosing Product Category

Then highlight all of the records to edit. See [List Selection](#) for selecting multiple categories. Here Area Rugs are highlighted for all prices except sale and commercial.

Product Code /	Price Name	Round Method	Round Dollars	Dollar High	Dollar Low	Round Cents	Cents1	Cents2	Cents3	Cents4
AREA RUGS	Everyday Price	Next Dime	Regular	0	0	Regular	0	0	0	0
AREA RUGS	Sale Price	Next Dime	Regular	0	0	Regular	0	0	0	0
AREA RUGS	Minimum Sellin...	Next Dime	Regular	0	0	Regular	0	0	0	0
AREA RUGS	Builder Price	Next Dime	Regular	0	0	Regular	0	0	0	0
AREA RUGS	Commercial Pri...	Next Dime	Regular	0	0	Regular	0	0	0	0

Figure: Example Selection

Then click on the edit selected button.



A wide variety of options are available for the rounding method. Dollars or cents are treated differently depending on which rounding method is chosen.

Rounding Methods

Figure: Rounding Method Screen

Actual Gives the actual amount with no rounding.

99 Rounds up to .99 for example 3.88 would go to 3.99, as would 3.08.

49/99 Rounds up to .49 or .99 for example 3.88 would go to 3.99, but 3.08 would go to 3.49.

99 and 49/99 are the most popular rounding methods.

Nearest Dime Rounds up to the nearest dime. 3.88 would go to 3.90 and 3.08 would go to 3.10.

Nearest Nickel Rounds up to the nearest nickel. 3.82 would go to 3.85 and 3.08 would go to 3.10.

Truncate Cents Rounds by completely taking off the cents portion of the product record price. 3.88 and 3.08 would be 3.00.

Round Dollars

Selecting this option allows rounding to whole dollars only. Once Round Dollars is selected, the following will become available.

Figure: Rounding Dollar Options

Regular dollar amount can be entered. Entering this amount allows rounding all pricing information for this specific product category to that nearest dollar amount. For instance, if round up to the nearest 9 dollars is chosen, all pricing for this product category will round up the nearest dollar amount ending in a 9. In the example above with round to "9", \$355 would round to \$359 and \$360 would round to \$369.

High/Low rounding amount may also be chosen. Entering amounts here allow rounding pricing for a specific product to a high and low pricing amount. For instance, if a low amount of 3 and a high amount of 7 is entered, all prices that are currently less than or equal to \$3 will be rounded to \$3. Any prices that are currently greater than \$3 and less than and equal to \$7 will be rounded to \$7. Any prices currently greater than \$7 will round up to the next \$3. For example \$351 would round to \$353, \$355 would round to \$357 and \$359 would round to \$363. This is commonly used for high dollar items such as area rugs.

Round Cents

Selecting this option allows rounding to cents only. Once Round Cents is selected, the following will become available.

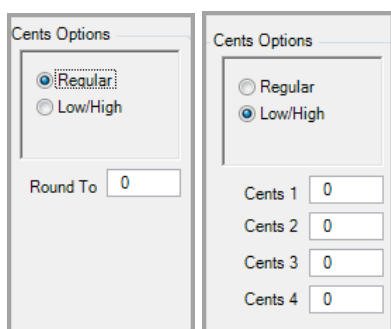


Figure: Rounding Cent Options

Regular cents amounts can be entered. Entering this amount allows rounding all pricing information for this specific product category to that nearest cent amount. For instance, if round up to the nearest 0 cents is chosen, all pricing for this product category will round up the nearest cent amount ending in a 0. In the example above with round to "0", \$355.69 would round to \$355.70 and \$360.22 would round to \$360.30.

Low/High gives you the ability to choose up to 4 different rounding values.

Rounding Dollars and Cents

Selecting this option will display the following

Figure: Rounding Dollar and Cents Option

The dollar rounding ignores what happens with the cents rounding because they are independent.

Click the OK button when finished.

Margin Manager

File>Extension Manager>Margin Manager

Default Margins

Next setup default margins if desired.

Right click in the Actions screen. Click Default Margins.

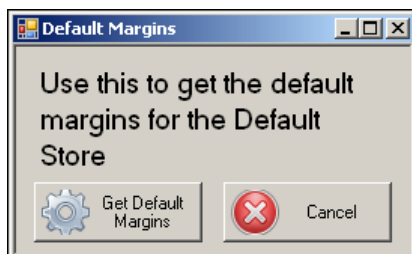


Figure: Default Margin Screen

Clicking this button connects with the CCA Web service which will populate margins for certain product categories and warranties based on the division's recommended guidelines. A live internet connection will be needed to run this routine. After program setup, formula set up is next.

Also, from this screen both [Margin](#) and [Load](#) can be edited.

To make editing easier after the initial setup, click to see only the products which have a margin value of zero. This means the margin has not been set for the Product category, Price Name and

Warranty Combination. 

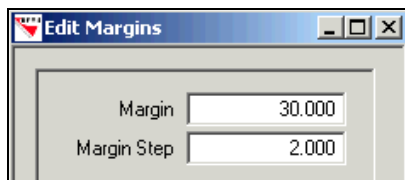
Choose the category to edit. For our example we will edit the ceramic category and "Everyday Price" Price Name. Once data is filtered, simply click on any category heading to sort by that column.

Here, we wanted the margins to increase with the warranty level, so we sorted the data by that column so that when we viewed it we see it in that order.

	Product Category ▾	Price Name ▾	Warranty ▾	Margin ▾	Overhead ▾	Pad ▾	Labor ▾	Fit Load ▾	EverGuard ▾	USE ▾	USE ▾	USE ▾	USE ▾	USER 5
	CERAMIC	Everyday Price	None	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	CERAMIC	Everyday Price	Level 1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	CERAMIC	Everyday Price	Level 2	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	CERAMIC	Everyday Price	Level 3	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	CERAMIC	Everyday Price	Level 4	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	CERAMIC	Everyday Price	Level 5	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Figure: Margin Manager View Screen

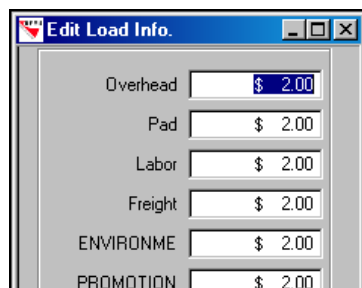
Click Edit Margins.  The margins above resulted from entering a margin of 30 with a margin step of 2. Meaning each categories increases in margin by a factor of 2. To enter a percent enter it as a whole number not a decimal.



The 'Edit Margins' dialog box contains two input fields. The 'Margin' field is set to 30.000 and the 'Margin Step' field is set to 2.000.

Figure: Edit Margin Screen

Click Edit Load.  Enter the values to use for each Load factor.



The 'Edit Load Info' dialog box shows several load factors with their respective values: Overhead (\$ 2.00), Pad (\$ 2.00), Labor (\$ 2.00), Freight (\$ 2.00), ENVIRONME (\$ 2.00), and PROMOTION (\$ 2.00).

Figure: Edit Load Screen

Click the OK button when finished.

Displays

Display Overview

The Display information will initially be transmitted via [Product Gateway](#), so a Gateway download must be run before working with displays. When this information is imported, all of the 200+ possible displays are inactive. Activate only the ones needed. Although they will be listed here, the information on Gateway originated displays *cannot* be edited. The number of displays listed may be limited by checking Active Only and Show Custom Displays Only. A display is similar to what some systems term a Pod and a slot is similar to a pin.

☒ Active Only ☐ Show Custom Displays Only

Add/Edit Custom Display

[File>Displays](#)

A non-gateway display can be added, these are called *custom displays*. To add or edit a custom display click the button 

Then from the Displays menu, choose to add, edit or delete a display. This allows adding or changing the Display name, making it active or inactive or deleting it. You can add multiple displays but remember the list is not saved until you click OK. A display may refer to an actual stand to hold samples, but a display may be set as a category for printing tags. An example of this would be setting up a “Display” for a group of services for which to print a price list.

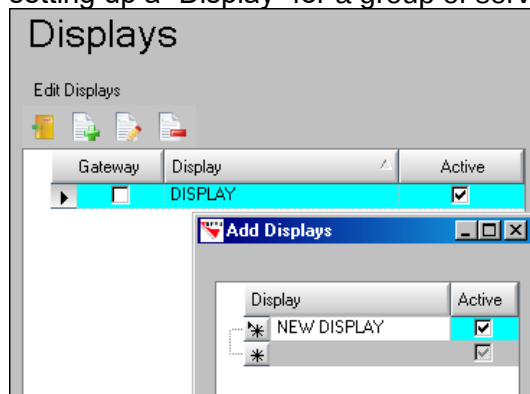


Figure: Adding a display

Slots

The right side of the screen lists the slots associated with the display. Highlight a display then from the slots menu click on add, edit or delete slot. Multiple slots may be added but remember the list is not saved until OK is clicked. A slot may refer to an actual space in a display stand to hold samples, but slots may also be set up as sub-categories for printing tags. In our Service Display example, we might have a slot for installation and a slot for rug binding.

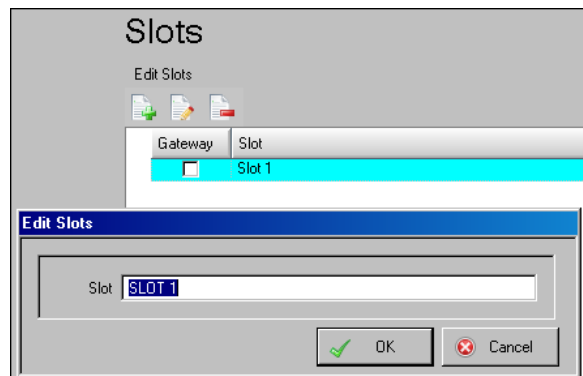


Figure: Edit Slot Screen

Click the Exit Button  to go back to [assign products](#) to the slots.

Assign Products to Slots

Select the display to work with by highlighting it. Then click on the plus sign next to it to show the slots available. (This will change the plus to a minus). Then highlight the slot to work with.



Figure: Assign product to slot screen

First use the [Find button](#) to populate the list of products. Next find the product to add to the slot. Next select the style and color(s), and click on the Add Selected Style/Color to slot bar at the bottom of the screen to add to the slot. More than one color or product can be added to a slot. See [list selection](#) on methods for selecting more than one product at a time.

Product Category	Style	Color	Style Numb	Collectio	SKU	Manufacturer	Warranty	Cost	Units
CARPET	GAZEBO	NAVAJO WHITE	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	PAINTED DESERT	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	WATERBURY CREAM	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	TWILIGHT BEIGE	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	ASPEN WHITE	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	WATER CHESTNUT (100%	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	CRYSTALLINE	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	BOULDER TAN (100% OL	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	VANILLA MIST (100% O	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	BIRCH	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	NATURAL GRAIN	836			ADVANCED ADH...	NONE		SY
CARPET	GAZEBO	PALISADE (100% OLEFI	836			ADVANCED ADH...	NONE		SY

As of version 10.5.6 the SKU and Cost are shown on the product selection grid. Use the scroll bar to see these columns.

Style	Color
EVAN BLAKE	RED
MORNING SUNSHINE	YELLOW
DISNEY BIKE	PINK WITH FLOWERS
TEST INACTIVE	RED PRIVATE
MY TEST STYLE	TEST COLOR RED
MY TEST STYLE	ANOTHER COLOR
MY TEST STYLE	ONE MORE COLOR
A ROLL	A ROLL
COBRA	MILITARY GREEN

Figure: Slot with multiple products

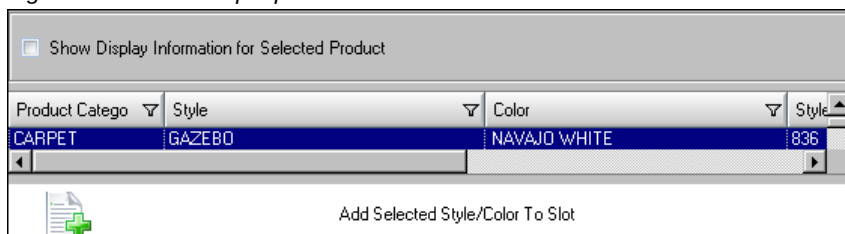


Figure: Add selection to slot screen

Checking Show display information for selected product box, will cause the display information to show when you highlight a product on the right.

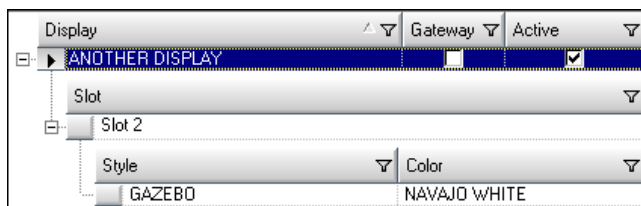


Figure: Show display detail

Products can be removed from a slot by highlighting and clicking on remove from slot.

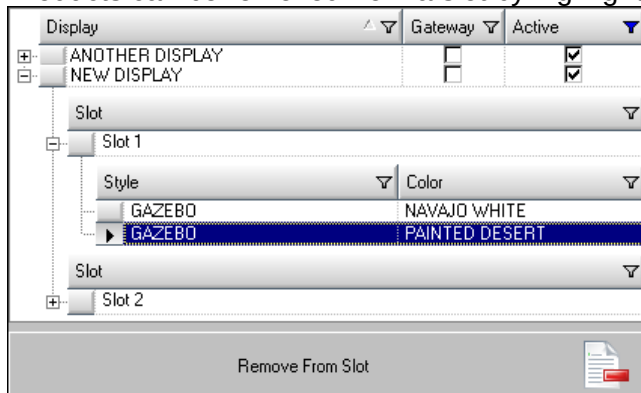


Figure: Remove from slot

Then click OK to exit the Display section.

Scenarios

For a tag to be printed it must be included in a display and a slot. One Tag per style name per display slot will be printed. Following are some custom scenarios for printing tags. Reminder: All Gateway Display information will be transmitted automatically. There is no need to set up displays for these products.

Single Board

For a display board that will not be going into a display system. Create a display called non-display and named the slot board1. Then find the product and colors on that board and add them to the slot. A tag can be printed for that individual display board.



Sample Book

For a sample book, set the display name as the book name and then creates a slot for each page.

Rack

Multiple colors with same price grouped in a region make 1 slot.

Each space has a different product make a slot for each.

Basket

For a basket of various products with various prices, create a display called basket, and create 1 slot. Then export to excel for a price list printout instead of many tags.

Make your own Price Book or Sheet for Items not sampled

Make 1 one display with 1 slot per style/price point then print price tags and place in a notebook.

Make 1 one display with 1 slot then send to excel for a price list printout instead of many tags.

Exceptions

File>Exceptions

An exception allows manually managing pricing based on user defined criteria. Exceptions will not override [Rounding Manager](#) or [Calculations Manager](#) settings. Exceptions like all other products must be assigned to a display for a price tag to be generated through pricing and tagging.

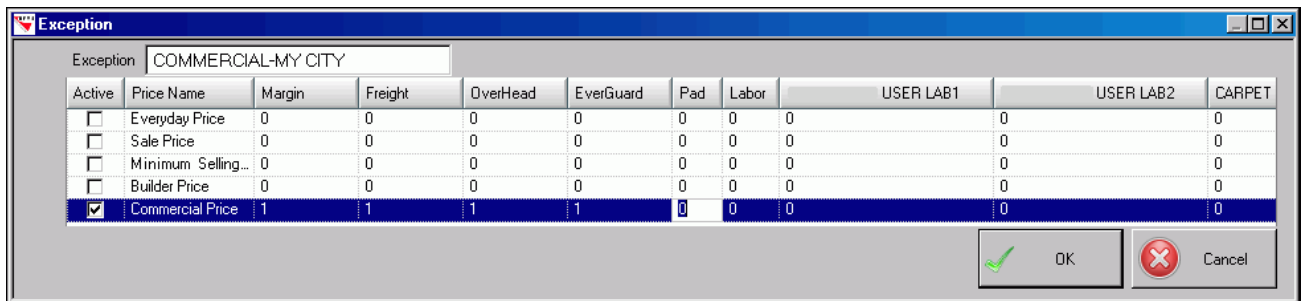
While Pricing and Tagging, in general, allows setting formulas for a large group based on product category, price name and warranty, exceptions allow setting a unique formula for a list of styles.

First set up the exception by clicking on add exception. This exception can be saved to be used later.



Figure: Exception Menu

As of version 10.5.6, the add exception screen allows setting values for all prices with one exception.



Active	Price Name	Margin	Freight	OverHead	EverGuard	Pad	Labor	USER LAB1	USER LAB2	CARPET
☐	Everyday Price	0	0	0	0	0	0	0	0	0
☐	Sale Price	0	0	0	0	0	0	0	0	0
☐	Minimum Selling...	0	0	0	0	0	0	0	0	0
☐	Builder Price	0	0	0	0	0	0	0	0	0
☒	Commercial Price	1	1	1	1	0	0	0	0	0

Figure: Set up exception screen

Enter the details of the exception. Click **OK** when finished. Then add products to the exception by clicking on the Attach Products button. 

Click on the [find](#) button to select the possible list of products for the exception.  Filters

On the next screen, the top area shows the products that have been added to the Exception, and the bottom of the screen shows search results for products that can be added. Once a product is added to an exception it will no longer show in the pick list for addition to other exceptions.



Figure: Attach products to exceptions screen

Then highlight the record or records to add to the exception. Click on the Add to Exception button or hit Alt+A to on your keyboard add to the exception list. To remove an item from the exception list, highlight it and click on Remove from exception or hit Alt+R on your keyboard.

Click Close when finished.

Exceptions Reporting

Exception Report

This report prints the exceptions and then lists the products that belong to it.

11/27/2009 1:47:00PM		EXCEPTION REPORT									
FAMILY		Minimum Selling Price									
Margin	1.00	Freight	1.00	Pad	1.00	User1	1.00	User3	1.00	User5	1.00
		Overhead	1.00	Labor	1.00	User2	1.00	User4	1.00		
<u>Supplier</u>		<u>Style</u>				<u>Style Number</u>					
GULISTAN CARPET		BALI - 12'				40320					
GULISTAN CARPET		BARBADOS - 12'				40350					
GULISTAN CARPET		BELLINGHAM - 12'				40450					
GULISTAN CARPET		BONFAIR - 12'				40300					
GULISTAN CARPET		BOUNTIFUL PLUS - 12'				40970					

Figure: Example Exception Report

Product Exception Report

This report prints the products in style order shows the associated exception.

11/27/2009 1:50:51PM		Product Exception Report			
<u>Supplier</u>	<u>Style</u>	<u>Style Num</u>	<u>Exception Name</u>		
BEAULIEU	ADOBE VILLAGE	80041	MINIMUM		
BEAULIEU	ADOBE VILLAGE	80041	MINIMUM		
BEAULIEU	ADOBE VILLAGE	BEA416	MINIMUM		
BEAULIEU	ADOBE VILLAGE	BEA416	MINIMUM		
GULISTAN CARPET	BALI - 12'	40320	FAMILY		
GULISTAN CARPET	BARBADOS - 12'	40350	FAMILY		
GULISTAN CARPET	BELLINGHAM - 12'	40450	FAMILY		
GULISTAN CARPET	BONFAIR - 12'	40300	FAMILY		
GULISTAN CARPET	BOUNTIFUL PLUS - 12'	40970	FAMILY		

Figure: Example Product Exception Report

Report Options

Once a report has been generated, it can be printed by clicking on the printer button on the top left of the report view screen.

Apply Pricing

File>Apply Pricing

Before applying pricing, be sure to have the latest Gateway data. A reminder of this will be displayed before continuing to apply pricing. Apply pricing after each Gateway Import. This will update RFMS Product Pricing based on the criteria set up in the Pricing and Tagging program. Only the mapped prices will be updated. Formulas can still be used in RFMS to calculate pricing for the non mapped price levels.

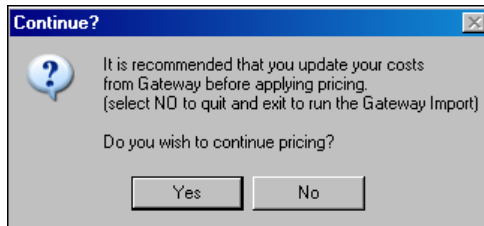


Figure: Gateway Reminder

Next, **select the products to have new pricing applied by clicking on the Find button.** If you do not use the find function, the system will check all of your products to see if updates need to be applied.



Notes:

If you do not use the find function, the system will look at all products in your products file to see if new pricing should be applied.

Set the Cost Date to Use. The Cost Date to Use can be in the future, for monthly promotions, vendor specials and price increases. You can type in a date or click on the down arrow to bring up a calendar. Be cautioned that cost changes with the same effective date could be transmitted from your supplier after you apply the pricing.

Click the Run Pricing Button. If you need to stop this process, click the Cancel button.

Any products for which any of the prices have changed will be queued for tag printing.

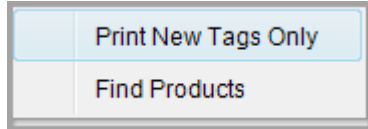
Prices will be applied to products that belong to the default store as set on [store map](#) screen.

Prices are calculated for 5000 products per pass. This conserves memory on the workstation. Because of this, the top progress bar may go to 100% several times before the process is finished. The bottom progress bar shows the overall progress.

Print Tags

File>Print Tags

Tag Printing Overview



You can choose to print new tags only or for a product you specify. The system records the date/time of the last printing of tags for each product and compares it to the last time the price changed. This could be a change of either the cost information or your calculations/rounding/load.

One Tag per style name per display slot will be printed. For example, if you have Display Slot 1 Style A with 5 colors and Slot 2 Style A with 5 more colors then 2 price tags would be printed. In the place of color, the tag will be blank due to the multiple colors.



Notes:

If you have a Gateway Style whose colors have different prices, they will be different styles in RFMS.

Any product with both an everyday price and sale price which calculates to zero will not be included in your listing.

From the Tag printing Browse screen, you can make changes on the fly by clicking on a price field and editing it. If you make changes for one color of a style, it changes all the instances of that style.

If using exceptions, the affected product will be listed in the browse twice, once as regularly priced and once as the exception.

Grid Features

Column Options

You can now choose which fields will display on this screen and the order of the display.



Click on the Field Chooser at the top left corner of the grid.

Then click in the box next to the fields you wish to display on the grid.

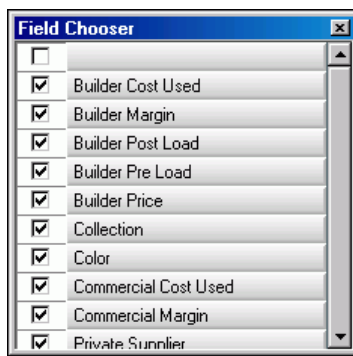


Figure: Grid Field Chooser

To see more of the grid, place the mouse cursor over the bottom edge until the cursor shows as a double headed arrow, then left click and pull the edge down. You can also use the scroll bar to move up or down the list.

You can also use the mouse to grab one of the column heading and pull it into the area above the grid to remove it from the display.

To change the order of the display grab the column to move with the mouse, then drag it to where you want to place it. When the double arrows are shown where you want to place the column, then you can release the column.

By default, the following are visible in this order:

1. Product Category
2. Collection
3. Display
4. Slot
5. Style
6. Color
7. Manufacturer
8. Style #
9. Standard Cost
10. Everyday Cost Used
11. Everyday Margin
12. Everyday Post Load
13. Everyday Pre Load
14. Everyday Price
15. Everyday Price Locked
16. On Sale
17. Sale Start Date
18. Sale End Date
19. Sales Cost Used
20. Sale Margin
21. Sale Post Load
22. Sale Pre Load
23. Sale Price
24. Sale Price Locked
25. Warranty
26. Product Group
27. Unit of Measure
28. Exception Name
29. Promo Cost-This text is written in red (hidden when they expire)
30. Promo Start Date This text is written in red (hidden when they expire)
31. Promo End Date This text is written in red (hidden when they expire)
32. Percent Off
33. Size
34. Species

New Columns

These columns were added in version 10.5.6

On Sale ▾	Sale Start Date ▾	Sale End Date ▾
☒	6/1/2010	7/31/2010
☒	6/1/2010	7/31/2010
☒	6/1/2010	7/31/2010
☒	6/1/2010	7/31/2010

On Sale

This box will have a check mark if the current date is within the **sale start date** and **sale end date** range. You can use this box to help determine which products need sale tags, and you can check or un-check this box to assist in filtering.

Apply Pricing Date

Apply Pricing Date ▾
07/06/2010

This is the date chosen when pricing was applied.

Pre/Post Price Loads and Margins

Everyday Cost Use ▾	Everyday Margin ▾	Everyday Pre Load ▾	Everyday Post Load ▾	Everyday Price ▾
\$14.91	66.00 %	\$6.04	\$0.00	\$61.99
\$11.29	66.00 %	\$6.04	\$0.00	\$50.99
\$29.80	66.00 %	\$6.04	\$0.00	\$105.99

Exception Name

Exception Name ▾ ▾
COMMUNITY DISC...
CLEARANCE

Tips

Hover your mouse over one of the prices, and a pop up will show how that was calculated.

Everyday Price ▾	Sale Cost Used ▾	Sale Margin ▾
\$11.39	\$3.41	48.00 %
\$11	Margin = 64% Freight = 0.5 As Dollars Applied Pre-Margin Overhead = 5.6 As Percent Applied Pre-Margin Rounding Method = Actual Cost Date Used 7/1/2010 Price Calculated On 7/1/2010	
\$10		

Re-printing Tags

File>Print Tags>Find Products

If you wish to print tags other than the ones with changed information, go to the Find Products menu to search for the products. Only products which are in displays will be pulled into this list. This will pull up the [find](#) function.

Price Override

From the Tag printing Browse screen, you can make changes on the fly by clicking on a price field

and editing it. You must have a check in the

☒ Allow Price Override
--

 box to allow changes. You can password protect the ability to check this box. If you make changes for one color of a style, it changes all the instances of that style.

Show Cost

If you are allowing this workstation to see cost there will be a column with a show cost button. Click that button to View the Product Costs. This permission is set in *RFMS>Order Entry>Utilities>Parameters>Private Parameters>Switches*.

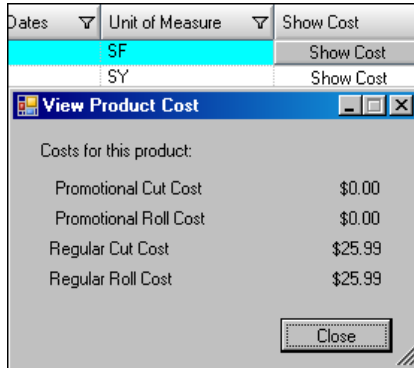


Figure: View product cost screen

Tagging Records

Tag the products for which you want to print tags. You can tag by clicking each one individually or by [selecting a list](#) and using one of the tag buttons. Tags will be printed in the order they are listed in on the screen.



Export Pricelist Data to Excel

To export the pricelist into excel where you can print a custom list, click the Excel Button.



Moving Fields

Choose the fields from the first column to export by clicking on the field name and then clicking the right arrow button. It will move them to the second column. If you wish to remove a field from the list to be exported, highlight it and then click on the left arrow button. To move all the fields, click on the double arrow buttons.

Changing Field Order

If you wish to change the order of the fields on your spreadsheet, just highlight in the right column the field you want to move and then click on either Up or Down to change its order in the list.

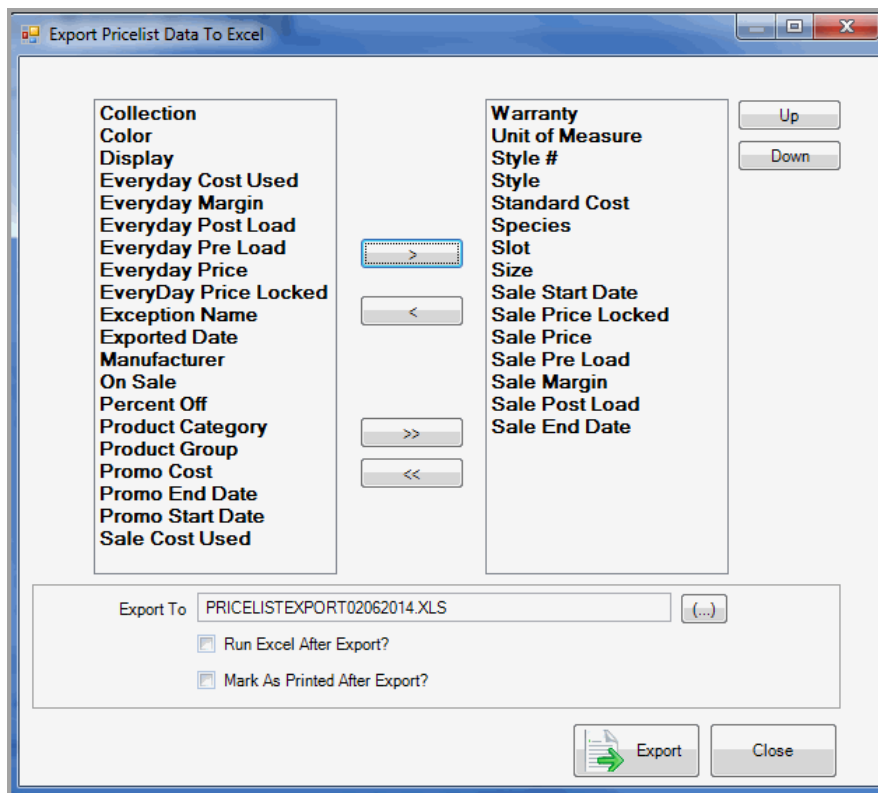


Figure: Export Pricelist Data to Excel Screen

You can specify the spreadsheet name by typing in the “Export To” field. You can specify the location by clicking on the ellipsis button and then navigating to the location where you want to save the file.

If you check the box next to Run Excel after Export, Excel will automatically open after you click the export button .

Click the door button to exit the export screen.

Tag Printing Wizard

Click the Print button .

Next choose the tag type from the list. This list is predetermined by the division you chose during your setup.

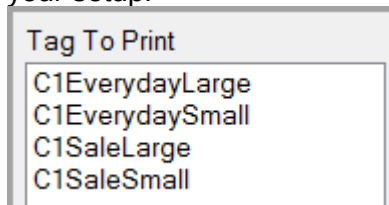


Figure: Carpet One Tag Selection Screen

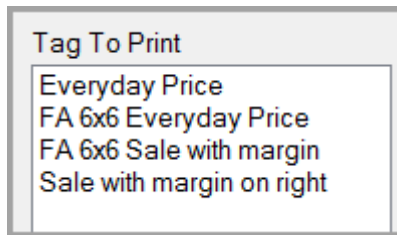


Figure: Flooring America Tag Selections

Then click next . Some tags have their own parameter settings. These parameters will be saved and restored on the next printing of that tag.

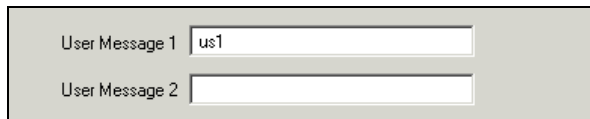


Figure: User Defined Tag Messages Screen

Some tags allow choices on the print output.

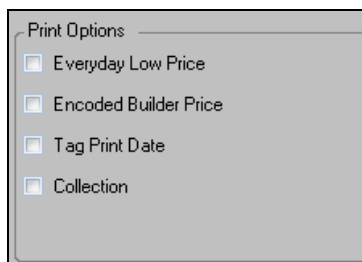


Figure: Tag Print Options Screen

The user message options on many tags were changed in version 10.5.6 to a set of Tag Message Options with radio button choices. The choice defaults to Materials only.

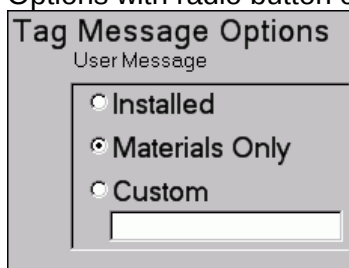


Figure: Tag Parameters

Click the radio button for one of the options. Type your custom message into the blank. Your selection and custom message are retained until manually changed.

Then click  Preview the Image. If you have multiple tags, you can use the arrow buttons across the top of the preview screen to scroll back and forth through the tags.

If it is what you want, click on print .

If not, click back **Back** to go to the previous screen to select a different tag, or cancel **Cancel** to go back to the tagging screen.

When you choose **Finished** from that screen, the tag printed date is updated.

Click finished without printing if you just want to clear the unprinted tags list.

If you accidentally clear the products without printing tags, you can use the Find function to bring them up again for printing.

If you want to print the tags more than once, click on Print to print your first set of tags and then hit cancel and the products will still show in the Tags for printing list.

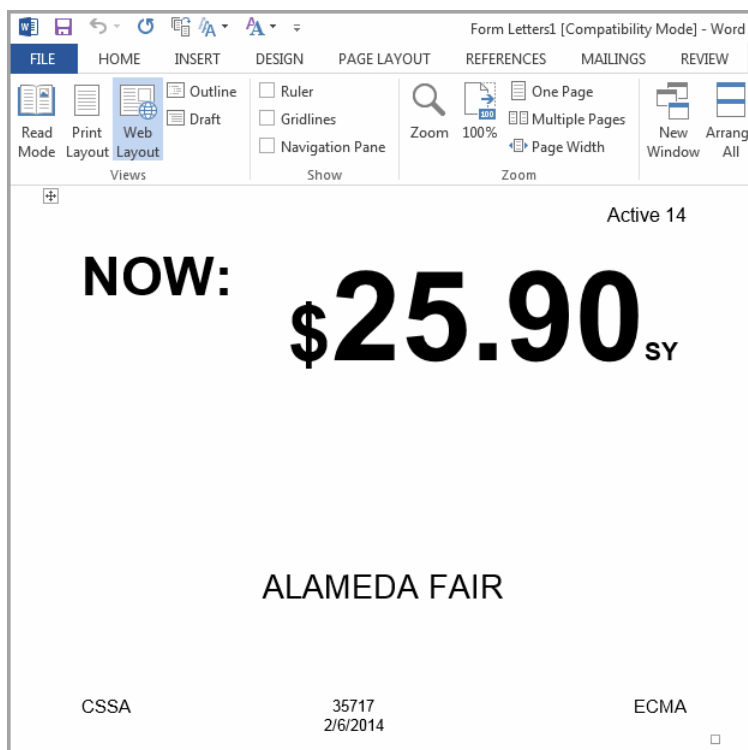


Figure: Print Preview of Tag

Tags are generated to Microsoft Word. You can print the tags from here using the Print command in Word. This tag printing feature is compatible with Word 2007, Word 2010 and Word 2013.

View Report Screen Options



To print the report, click the printer button.

The print dialog box will come up allowing printer selection.

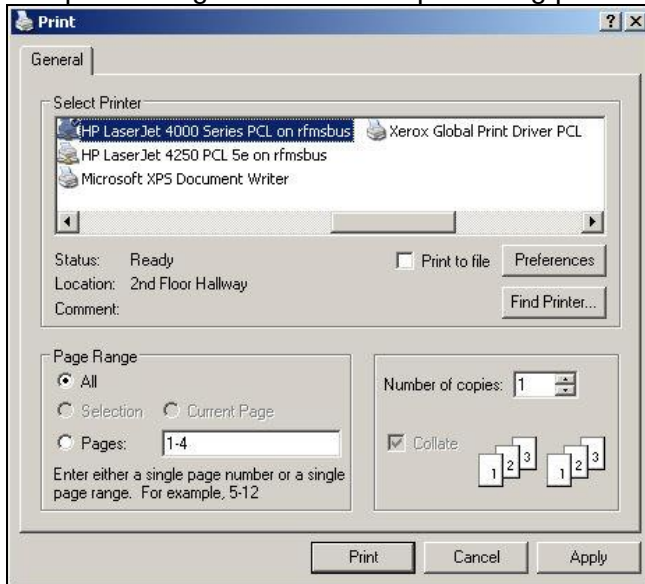
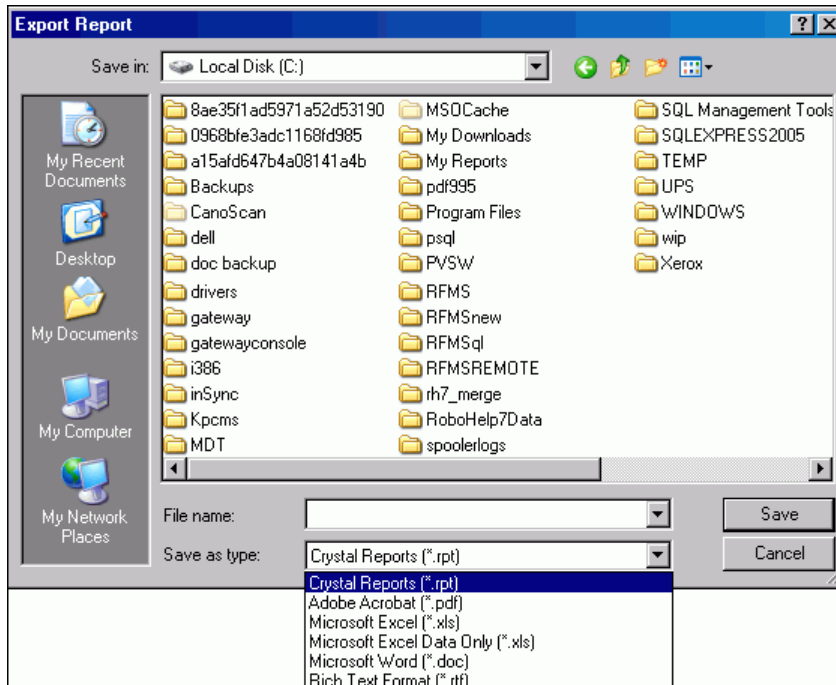


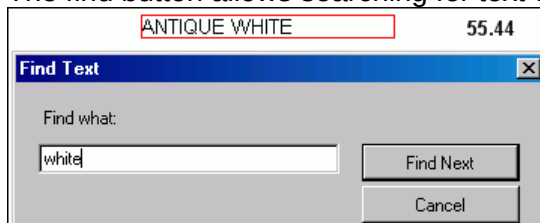
Figure: Printer Selection Screen

To save the report to another format, click the **export report** button.  Doing so, allows selecting the location and file type for saving the file.

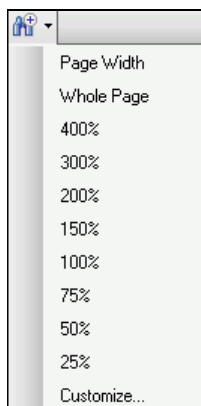


The arrows allow moving backward and forward in the report view.

The find button allows searching for text within the report.



The size of the preview can be changed by clicking on the zoom button and choosing the size.



Passwords

The password system for Pricing and Tagging is similar to the password system for RFMS. Press the F6 Key to enter set password mode. Press F6 again to exit set password mode.

When in set password mode, the selections available for passwording will have a green circle next to them. It will change to red when there is a password set. When you exit password mode, no circles are visible.

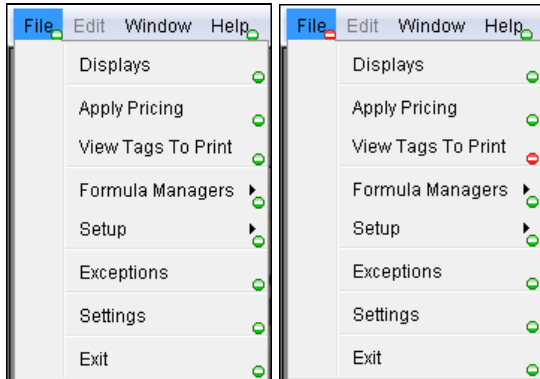


Figure: File menu with password indicators and then with passwords set.

Right click on the menu selection, which will bring up the Security Setting Button.



Click on it bringing up the Set Password Screen.

Setting a Password



Figure: Set Password Screen

From here you can use the buttons below to manage your passwords.

Button	Function	Detail
	Select	Selects the highlighted option as the password for that menu selection.
	Insert	Allows you to add a password.
	Edit	Allows you to edit the highlighted password.
	Delete	Allows you to delete the highlighted password.
	Remove	Removes the password from that menu selection.
	Exit	Exit without making any changes.

This screen also confirms for you where the password will be set and what the current password level is. For example, below there is a password set on the View Tags to print menu selection and it is set at level 2.

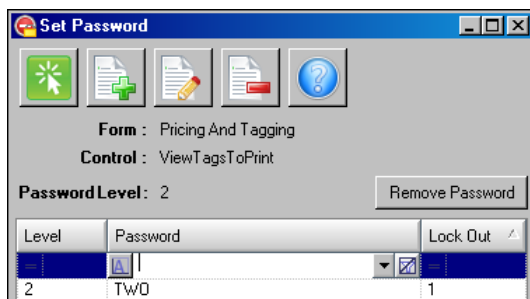


Figure: Set Password Screen Example

Adding a new Password

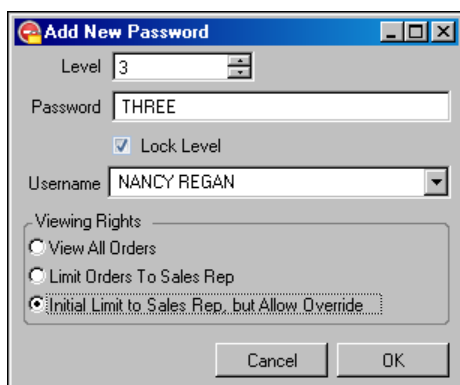


Figure: Add a new password screen

Adding a new password here will add it to your RFMS system as a whole. For more details on passwords and RFMS, see the RFMS help files.

First give the level of the password. 1 is the highest level and as it used for setting passwords here and throughout RFMS, it is recommended that you use the next high level password when you want a high level password to be used in the system.

Other password levels are ranked in descending order, the lowest one allowing the user to access only the menu selection at which it was set. A high level password will always override and access a low-level password request. You can have more than one password on a particular level.

Next, type in the actual password.

Checking the Lock Level box means only passwords on that level and those on Level One will be acceptable for menu selections that have been protected by that level

Click OK to save that password. You must click the Select button to add the password to the menu selection.

Enterprise Manager

If you use Enterprise Manager as your security system for RFMS, the Pricing and Tagging program will use it also.

Navigation

Find



In several areas of the program, you can use this function to narrow down the products you will be working with. This decreases the processing time in some instances and can make your pricing and tagging more precise. Be careful with this or you may leave out some products.

The fields which have ellipses boxes at the end have associated pick lists of information. Click on the box, choose the information and then click the select button or you can type into the field.

Your selections are “sticky”, meaning they will be saved for the next find unless you change them.

The 'Set Product Filter' dialog box is divided into several sections for filtering products. On the left, 'Supplier Information' includes fields for Supplier, Supplier Style, Supplier Style Number, Collection, FOB Point, and Manufacturer, each with a pick list icon. Below this, 'Other Fields' includes Exception Name, Display Name, and Product Group, also with pick list icons. At the bottom left, 'Entry Types' has checkboxes for Manual, Imported, E-Commerce, and Gateway. The middle section contains 'Private Information' with Private Supplier, Private Style, and Private Style Number fields, and 'User Definable Fields' with User, Private User, FHANum (user definable), and Toxicity # fields. Below these are 'Input Date' fields for Starting and Ending Input Date, a checkbox for 'Use fuzzy search (adds % to end of parameters)', and a 'Reset' button. On the right, the 'Product Type' section features a large list box containing: AREA RUGS, CARPET, CARPET TILE, CERAMIC, CUSHION, HARDWOOD, LAMINATE, NATURAL STONE, SUNDRY, VINYL SHEET, and VINYL TILE. 'Ok' and 'Cancel' buttons are at the bottom right.

Figure: Find Product Screen

User Defined Fields

You can choose to find just the product fields you defined in *RFMS>Order Entry>Utilities>Parameters>Public Parameters>Prompts-#1*.

The field labeled private is for items only.

Other Fields

Exceptions: You can choose to find just by a certain exception.

Display Name: You can choose to find just by a certain display.

Product Group: You can choose to find just by a certain product group.

Input Dates

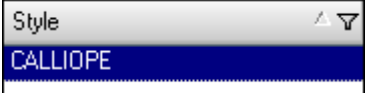
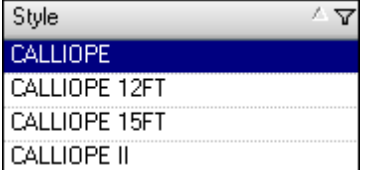
This refers to the date the products were input into your system. Leaving these blank ignores the entry dates.

Entry Types

You can choose any combination of the listed entry types, but you must choose at least one.

Use Fuzzy Search

Checking this box searches for fields *containing* what you typed into the field rather than exactly what you typed.

Check Box	Typed into Private Style Field	Results
Not checked (Exact Search)	Calliope	
Checked (Fuzzy Search)	Calliope	

Reset

Clicking this button clears your selections and lets you start over.

Product Type

You must choose at least one product type to be included in your selection. Click on a single product type or see the directions below for [list selection](#) for multiple products.

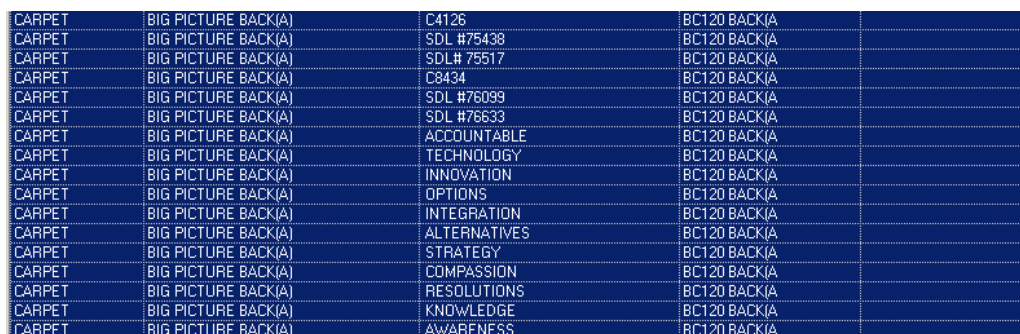
You can choose any combination of products.

List Selection

Standard Windows selection rules apply here.

Ctrl- A selects the entire list.

To select several items in a row, choose the first by clicking it. Then go to the last item on the list and hold the Shift Key plus left click the mouse. All of the items between the first and last selection will be highlighted.



CARPET	BIG PICTURE BACK(A)	C4126	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	SDL #75438	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	SDL# 75517	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	C8434	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	SDL #76099	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	SDL #76633	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	ACCOUNTABLE	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	TECHNOLOGY	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	INNOVATION	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	OPTIONS	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	INTEGRATION	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	ALTERNATIVES	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	STRATEGY	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	COMPASSION	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	RESOLUTIONS	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	KNOWLEDGE	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	AWARENESS	BC120 BACK(A)	

Figure: A list selected

To choose multiple items which are not in a row, highlight the first item and then hold down the Control Key and left click on each item to select.

CARPET	BIG PICTURE BACK(A)	SDL #76099	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	SDL #76633	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	ACCOUNTABLE	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	TECHNOLOGY	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	INNOVATION	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	OPTIONS	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	INTEGRATION	BC120 BACK(A)	
CARPET	BIG PICTURE BACK(A)	ALTERNATIVES	BC120 BACK(A)	

Figure: Multiple items selected

Filtering

From a list you can further filter by one or more of the column headings. To filter, click on the funnel next to the title of the column you wish to filter by. Then select the specific category to use in the filter. The funnel will turn blue for columns used for filtering. The screen below has been filtered by “Product Category: Carpet” and is about to be filtered by “Supplier: Carpet One.”

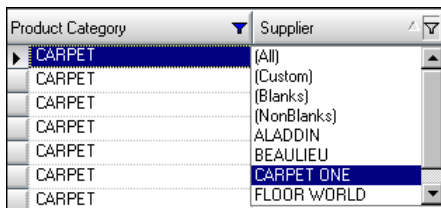


Figure: Filtering by product category

Custom

This allows you to create a filter matching your own criteria. This is an advanced feature.

Under any of the column heading that shows a funnel you can choose “Custom”.



This brings up the Enter filter criteria dialog box.

First, add a condition. In this example we are searching for all Styles beginning with the letter D through S. If you have more than one condition, you must specify whether they are added together (AND conditions) or independent (OR conditions.)

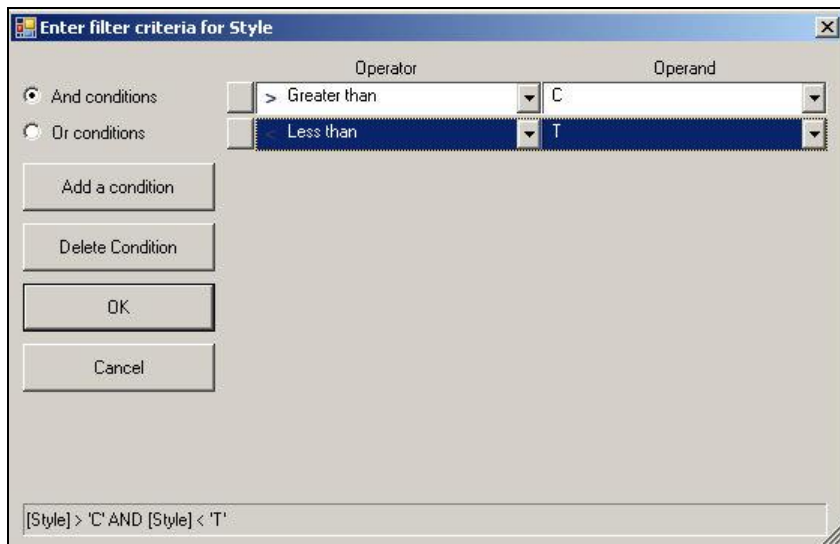


Figure: Custom filter screen

Important Terms

B2B

B2B E-Commerce is defined as a method of doing business through the use of supplier based websites. RFMS E-Commerce allows you to receive your product catalogs, advance ship notices and supplier invoices for select manufacturers electronically through the internet. B2B E-commerce also allows you to send your purchase orders in real time and receive electronic acknowledgements back directly through the RFMS System. By sending and receiving documents electronically, you are able to process critical business documents in a faster, more efficient and accurate manner.

Banding/Price Groups

Bands/Price Groups are groups of material that use an average group cost rather than individual costs. For example there are 12 products in a display, price group B1, then all their cost would be added together and divided by 12. Once an average cost is determined, the formula will be generated based on previous setup but using the average cost. This results in fewer price points for the consumer. Other products in price group B1 in a different display may generate a different price. This applies to Carpet One Members only. Bands are predetermined and cannot be changed except as a result of new groupings downloaded from the Product Gateway database.

Displays/Slots

These are similar to Pods/Pins in other systems. A display may refer to an actual stand to hold samples, but you may also set up a display as a category for printing tags. A slot may refer to an actual space in a display stand to hold samples, but you may also set up slots as sub-categories for printing tags.

Load

A "load" is an amount that is added into the price because it represents an additional cost to the business above the bare cost of the product. A few examples of common loads include freight, labor, and pad. Loads can be expressed as currency amounts or as a percentage of the bare cost. Loads can be added to the cost pre- and post-margin (or pre- and post-factor). And they can also be split so that some of the loads are applied before the margin/factor calculation, and some are applied afterward.

Margin

A “margin” is the percentage difference between cost to the member and price to the customer. To find the margin given the Price and Cost: $((\text{Price}-\text{Cost}) / \text{Price}) = \text{Margin}$. To find what the price should be for a given Margin: $\text{Cost} / (1- \text{Margin}) = \text{Price}$.

Product Gateway

Product Gateway is a product database developed by CCA exclusively for CCA members. It allows members to download CCA product catalog information. Product information is available to view and download from the CCA members.net website. RFMS has developed an interface that works together with the Gateway website to enable members to download product data efficiently and accurately. Gateway data will include warranty and display information as well as sale costs.

Warranty

Sometimes called the Warranty Rating; this label ranks the products by their quality. In Carpet One it is a metal rating. In Flooring America it is a Star Rating for others it could be Good, Better, Best.

Store Specific Products

“Store specific products” is an add-on program that allows a flooring dealer using the RFMS Products module to sell the same products at different price points in a multi-store configuration. Greater control over your selling prices can mean greater profits.