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RMS LIQUOR PRICE IMPORT INSTRUCTIONS

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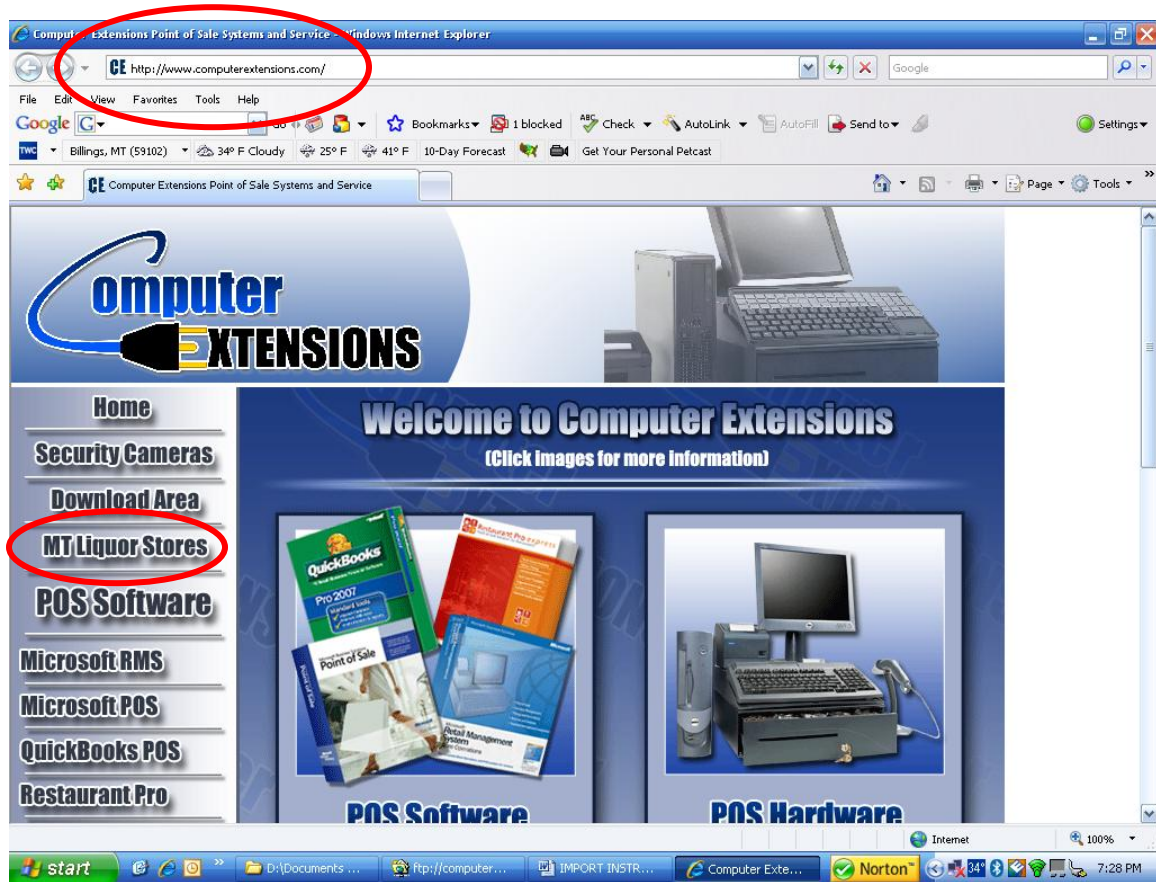
INSTRUCTIONS FOR IMPORTING MONTHLY LIQUOR STORE PRICE / COST CHANGES

IMPORTANT!! BEFORE YOU BEGIN YOUR PRICE UPDATES MAKE SURE YOU BACKUP RMS

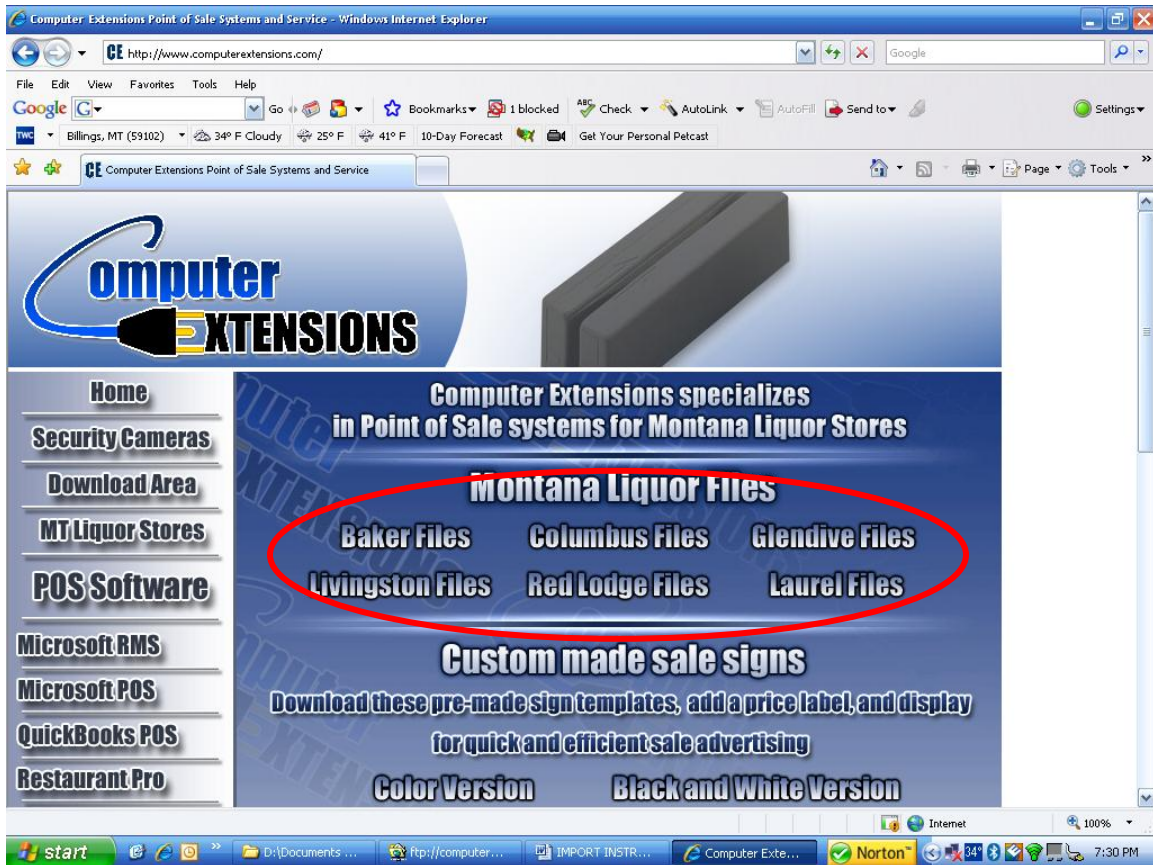
DOWNLOADING FILES - YOU MAY DOWNLOAD THE FILES AS SOON AS THEY ARE POSTED TO THE WEB SITE, BUT YOU CANNOT IMPORT THEM UNTIL AFTER THE LAST DAY OF THE MONTH.

STEP 1. CREATE A FOLDER ON THE DESKTOP CALLED IMPORT FILES – THIS CAN BE DONE BY RIGHT CLICKING ON THE DESKTOP AND SELECTING NEW FOLDER. THEN YOU CAN RENAME THE NEW FOLDER TO IMPORT FILES. YOU ONLY NEED TO CREATE THIS FOLDER ONCE. HERE IS WHERE WE WILL DOWNLOAD THE CURRENT MONTH’S FILES.

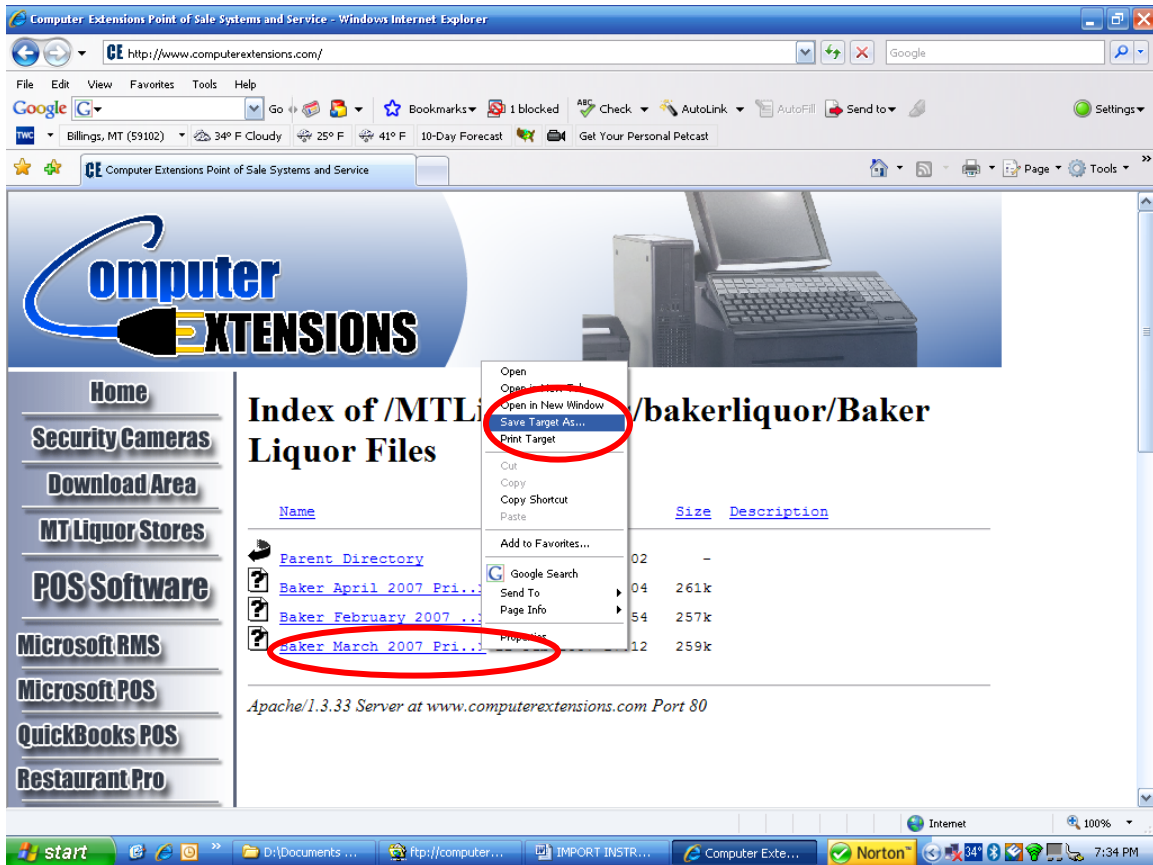
STEP 2. LOAD YOUR WEB BROWSER (INTERNET EXPLORER) AND TYPE IN [WWW.COMPUTEREXTENSIONS.COM](http://www.computerextensions.com) IN THE ADDRESS BOX. AFTER THE PAGE LOADS CLICK ON THE LINK THAT SAYS MT LIQUOR STORES.



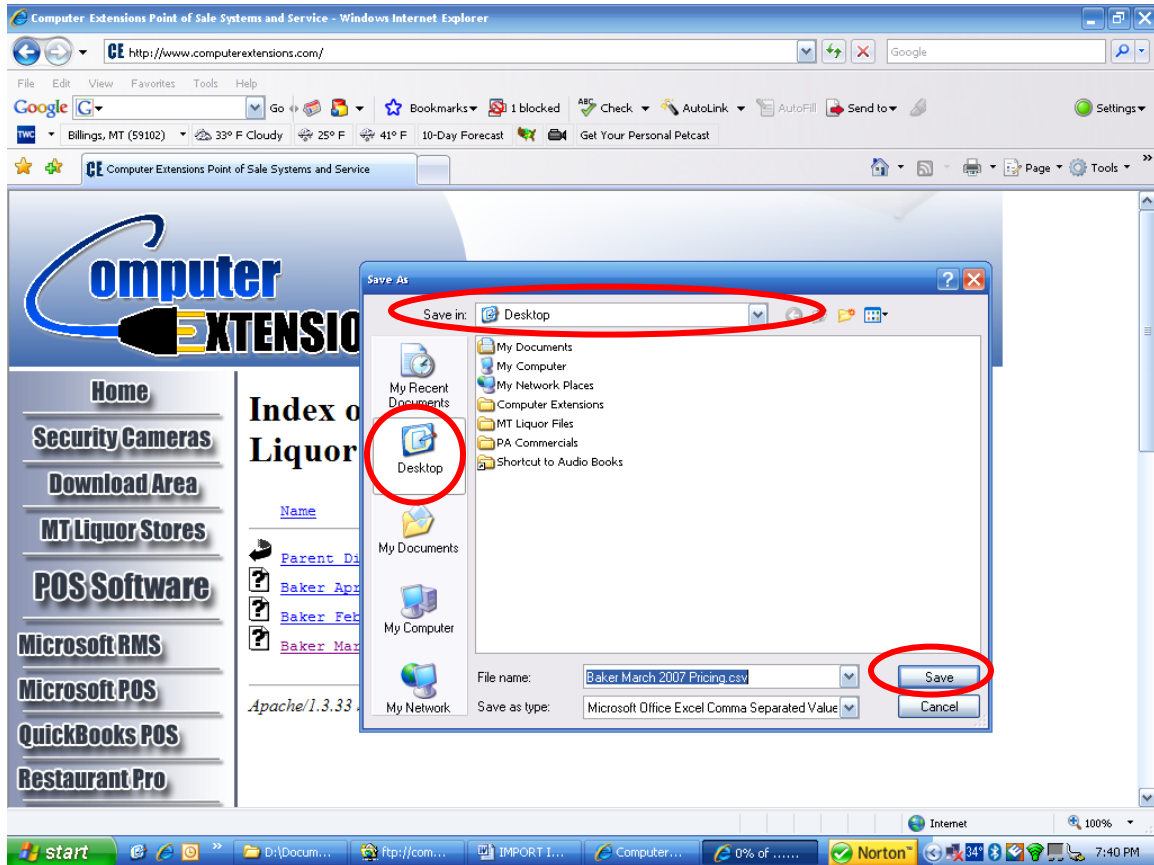
STEP 3. CLICK ON THE LINK FOR YOUR LIQUOR STORE AND ENTER IN USER NAME AND PASSWORD. CALL GREG IF YOU DO NOT KNOW YOUR USER NAME OR PASSWORD.



STEP 4. RIGHT CLICK ON THE CURRENT MONTH'S FILE AND LEFT CLICK ON SAVE TARGET AS.



STEP 5. IN THE SAVE AS WINDOW SELECT DESKTOP ON THE LEFT SIDE OF THE WINDOW AND THEN SELECT IMPORT FILES IN THE CENTER WINDOW. WHEN SAVE IN SAYS IMPORT FILES, CLICK ON SAVE.



NOTE: FOR WINDOWS 98 YOU MUST CHANGE SAVE AS TYPE TO ALL FILES BEFORE YOU CLICK ON SAVE.

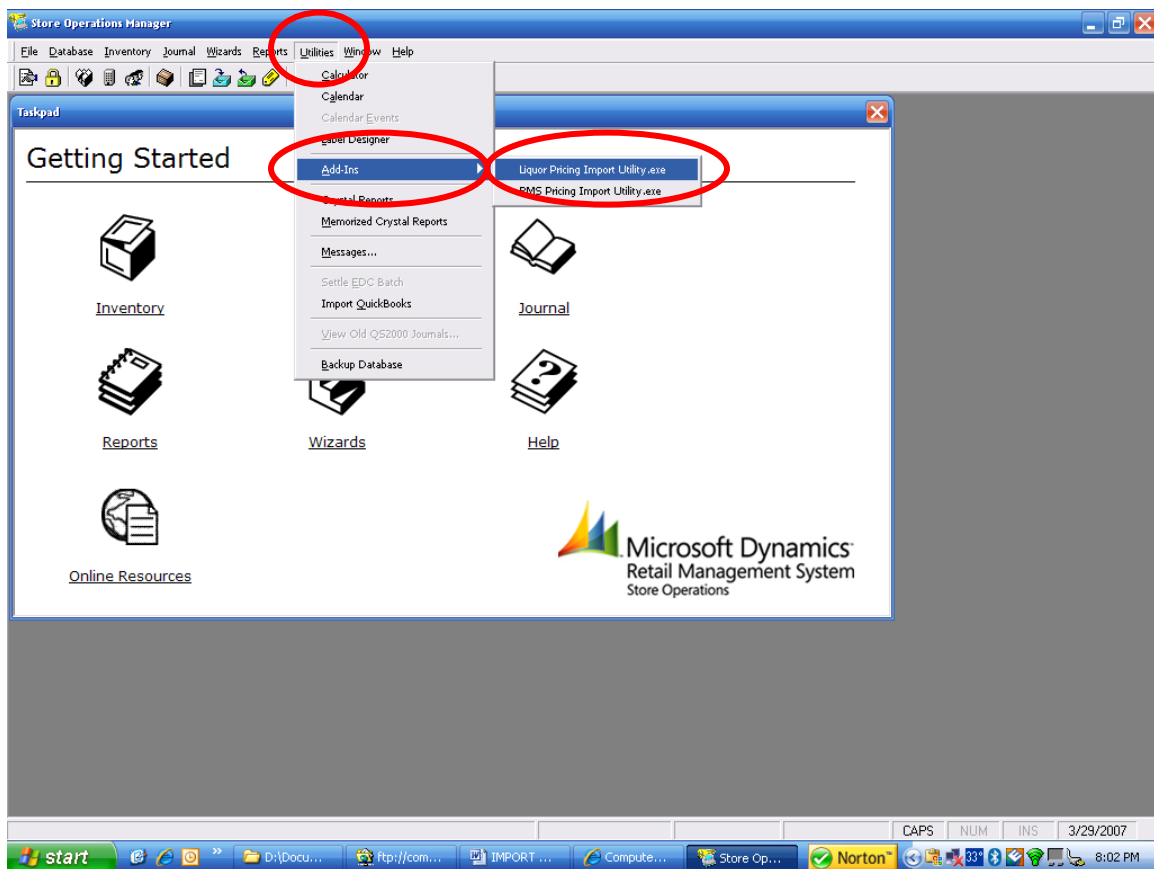
IF YOU HAVE DONE EVERYTHING CORRECTLY, YOU NOW HAVE THE IMPORT FILE DOWNLOADED INTO A FOLDER ON YOUR DESKTOP CALLED IMPORT FILES. NOW YOU ARE READY TO IMPORT THE FILES INTO MICROSOFT RETAIL MANAGEMENT SYSTEM USING THE IMPORT PROGRAM.

USING THE RMS LIQUOR IMPORT PROGRAM

THESE INSTRUCTIONS FOR USING THE IMPORT PROGRAM WILL ONLY CHANGE THE MONTANA POSTED PRICE AND THE COST IN RMS. THE IMPORT PROGRAM HAS SOME ADVANCED FEATURES THAT THESE INSTRUCTIONS DO NOT GO INTO.

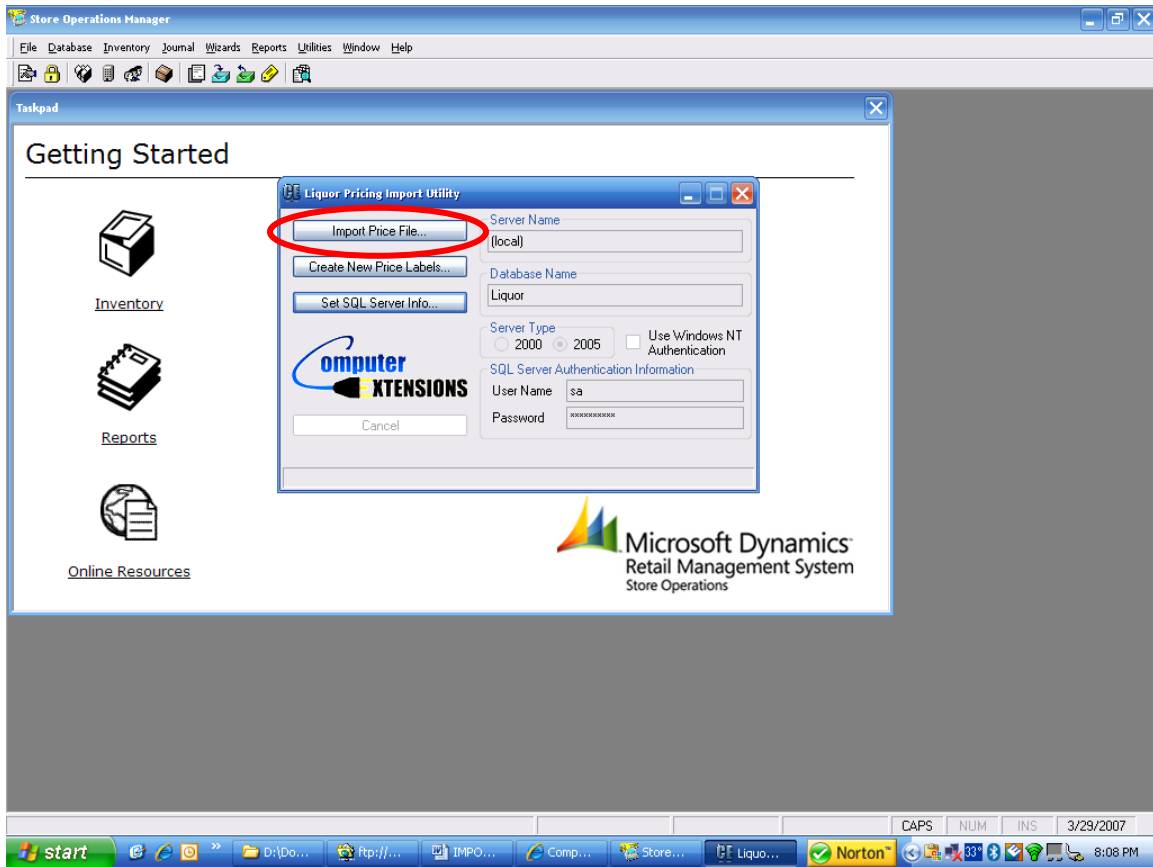
STEP 1. MAKE A BACKUP OF RMS STORE OPERATIONS

STEP 2. LOAD RMS STORE OPERATIONS MANAGER AND CLICK ON UTILITIES * ADD-INS * LIQUOR PRICING IMPORT UTILITY.

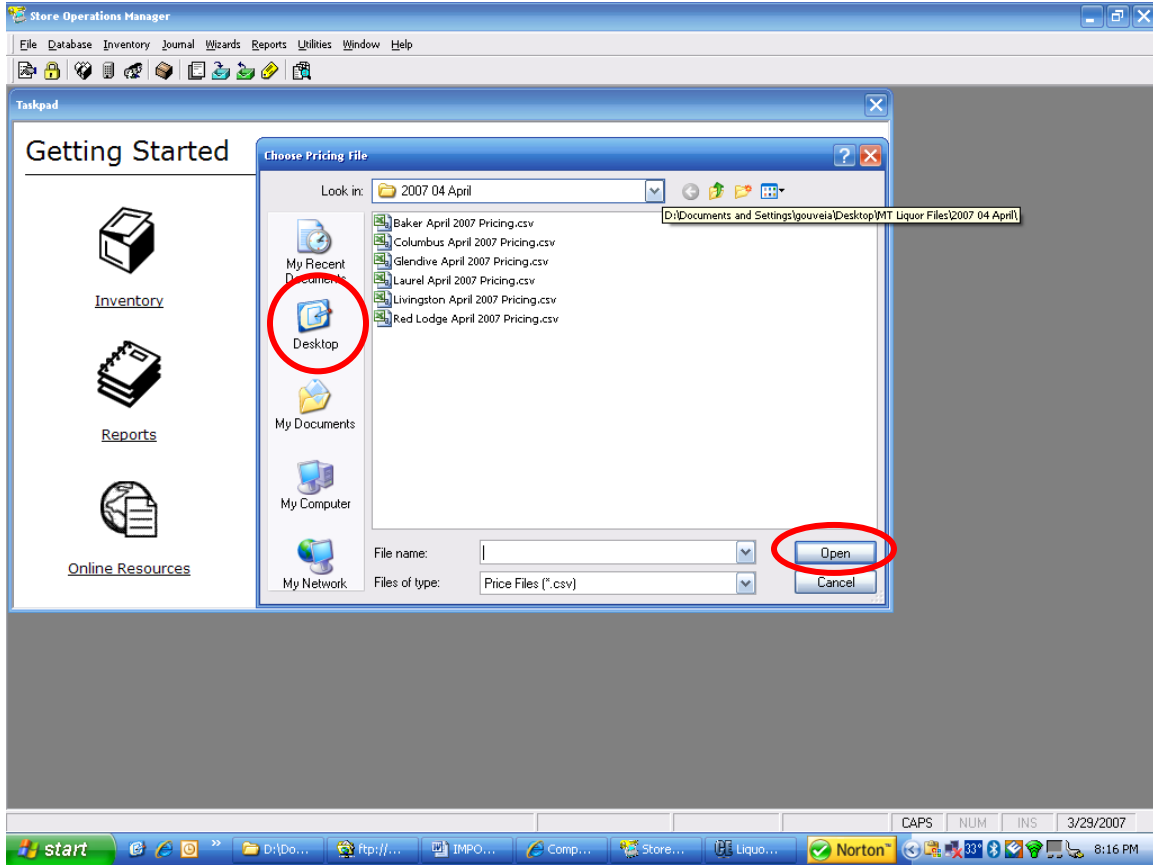


THE IMPORT PROGRAM WILL ASK YOU IF YOU HAVE DONE A BACKUP. SELECT YES IF YOU HAVE ALREADY DONE YOUR BACK UP.

STEP 2. FROM LIQUOR PRICING IMPORT UTILITY SELECT IMPORT PRICE FILE.



STEP 3. IN THE CHOOSE PRICING FILE WINDOW SELECT DESKTOP ON THE LEFT SIDE OF THE WINDOW AND THEN SELECT IMPORT FILES IN THE CENER WINDOW. HIGHLIGHT THE MONTH YOU WANT TO IMPORT BY LEFT CLICKING IT AND LEFT CLICK OPEN.



STEP 4. YOU WILL NOW SEE THE ITEMS WITH CHANGED COST WINDOW. THIS WINDOW SHOWS YOU ALL THE CHANGES THE IMPORT PROGRAM IS GOING TO DO TO YOUR PRICING. YOU CAN MAXIMIZE THE SCREEN BY CLICKING THE BOX NEXT TO THE X IN THE UPPER RIGHT CORNER. WHEN YOU ARE SATISFIED WITH THE CHANGES, LEFT CLICK ON IMPORT PRICES ON THE LOWER RIGHT CORNER

Lookup Code	Description	Print Label	Lbl Category	Inv. Class	Old Markup %	New Markup %	Old Price	New Price	Old Cost	New Cost	Old Price A	New Price A
015-001538-75-1	02 TANQUERAY NO. TEN W/2 GLS	No		P	30.2850	31.3865	32.6000	Same	25.0950	24.8808	28.9500	28.9500
015-003115-75-1	03 AMARETTO GOZIO W/GLASSES	No		P	30.4494	31.5724	23.6000	Same	18.1603	18.0053	20.9500	20.9500
015-001541-75-1	03 BEEFEATER W/COLLINS GLASS	No		P	30.2156	31.3366	21.3900	Same	16.4266	16.2864	18.9500	18.9500
015-001480-75-1	03 BOMBAY SAPPHIRE MRTI GLS PK	No		P	30.1134	31.2341	25.4000	Same	19.5906	19.4233	22.8000	22.8000
005-001888-05-1	03 BRIT NAVY MINI DECANTER	No		J	30.8257	31.9530	10.4000	Same	8.0183	7.9498	9.2500	9.2500
365-049830-75-1	03 CALVADOS POMME DEVE	No		S	74.9908	76.4972	79.7125	Same	45.5524	45.1636	52.5500	52.5500
015-002915-75-1	03 CAROLANS FINEST W/2 CORDIAL	No		P	30.5779	31.7019	15.7900	Same	12.0924	11.9892	13.9500	13.9500
040-002229-75-1	03 CHRISTIAN BROSD HOLIDAY NOG	No		P	74.9656	76.4711	9.7825	Same	5.5911	5.5434	6.4600	6.4600
015-001986-75-1	03 COURVOISIER VS W/2 HI-BALL	No		P	75.0349	76.5418	43.9250	Same	25.0950	24.8808	28.9500	28.9500
015-001044-75-1	03 CUTTY SARK W/4 SHOT GLASSES	No		J	30.4761	31.5995	22.7900	Same	17.4688	17.3177	20.1500	20.1500
015-003057-75-1	03 DER LACHS GOLDWASSER W/2 GLS	No		J	30.3251	31.4470	29.0900	Same	22.3211	22.1306	25.7500	25.7500
015-002932-75-1	03 DEVONSHIRE IRISH CREAM W/GL	No		J	30.3625	31.4848	15.9900	Same	12.2658	12.1611	14.1500	14.1500
015-003488-75-1	03 DON JULIO ANEJO W/SHIFTERS	No		P	30.0628	31.2131	50.6900	Same	38.9646	38.6318	44.9500	44.9500
398-059100-75-1	03 EVAN WILLIAMS EGG NOG	No		P	30.3858	31.5077	7.2900	Same	5.5911	5.5434	6.4600	6.4600
015-002025-75-1	03 EXTASE XO W/GLASSES	No		P	30.0790	31.1991	63.9900	Same	49.1932	48.7732	56.7500	56.7500
015-001699-75-1	03 FLOR DE CANA W/GLASSES	No		P	74.9837	76.4902	54.5300	Same	31.1629	30.9896	35.9500	35.9500
015-003085-37-1	03 FRANGELICO W/GLASS SET	No		P	30.5779	31.7019	15.7900	Same	12.0924	11.9892	13.9500	13.9500
015-001118-75-1	03 GLENFIDDICH W/GLASS SET	No		P	30.1604	31.2810	41.6500	Same	32.0207	31.7563	38.9500	38.9500
015-001858-75-1	03 GREY GOOSE LCIT W/PEWT GLS	No		P	30.1526	31.2733	31.5900	Same	24.2715	24.0643	28.0000	28.0000
015-001859-75-1	03 GREY GOOSE LORG W/PEWT GLS	No		P	30.1526	31.2733	31.5900	Same	24.2715	24.0643	28.0000	28.0000
015-001860-75-1	03 GREY GOOSE LVAN W/PEWT GLS	No		P	30.1526	31.2733	31.5900	Same	24.2715	24.0643	28.0000	28.0000
015-001857-75-1	03 GREY GOOSE W/PEWT GLASS S...	No		P	30.1526	31.2733	31.5900	Same	24.2715	24.0643	28.0000	28.0000
015-002075-75-1	03 HARDY VS W/GLASS SET	No		P	30.0489	31.1691	22.4900	Same	17.2935	17.1458	19.9500	19.9500
015-001154-75-1	03 ISLE OF JUARA GIFT SET	No		J	30.3853	31.5083	31.5900	Same	24.2282	24.0213	27.9500	27.9500
015-003135-75-1	03 JAGERMEISTER LIQ W/GLS SET	No		P	74.9646	76.4718	30.2575	Same	17.2935	17.1458	19.9500	19.9500
035-000952-75-1	03 JD BLACK LABEL W/GLASSES	No		P	30.4404	31.5724	23.6000	Same	18.1603	18.0053	20.9500	20.9500
040-000420-75-1	03 JIM BEAM BLACK W/FLASK	No		P	30.3456	31.4683	20.7900	Same	15.9499	15.8137	18.4000	18.4000
020-001846-75-1	03 KETEL ONE W/SHAKER	No		P	74.9939	76.5008	35.4200	Same	20.2407	20.0679	23.3500	23.3500
015-002945-75-1	03 MCCORMICK IR CRM W/2 GLSSES	No		P	74.9641	76.4715	17.0625	Same	9.7520	9.6687	11.2500	11.2500
398-062600-75-1	03 MOTHERS HOLIDAY NOG	No		P	74.9649	76.4726	10.4650	Same	5.9812	5.9301	6.9000	6.9000
398-062906-75-1	03 MR BOSTON EGG NOG	No		P	31.4464	32.5795	8.0900	Same	6.1546	6.1020	7.1000	7.1000
398-062908-17-1	03 MR BOSTON EGG NOG	No		P	30.5344	31.6589	16.6900	Same	12.7859	12.6767	14.7500	14.7500
015-002956-75-1	03 OLEARY IRISH CRM W/GLASSES	No		J	30.0516	31.1710	16.2900	Same	12.5268	12.4189	14.4500	14.4500
398-061616-75-1	03 PENNSYLVANIA DUTCH EGG NOG	No		P	75.0476	76.5556	12.2150	Same	8.9781	8.9185	8.0500	8.0500
015-002951-75-1	03 ST BRENDANS IR CRM W/GLASS	No		J	30.0938	31.2138	16.6900	Same	12.8292	12.7197	14.8000	14.8000
040-001625-75-1	03 WHALERS VAN W/GLASS & STIR	No		P	30.2003	31.3208	14.3900	Same	11.0522	10.9579	12.7500	12.7500
015-001449-75-1	03 WISERS DELUXE W/2 GLASSES	No		P	30.4001	31.5235	20.2900	Same	15.5598	15.4269	17.9500	17.9500
499-089230-75-1	1800 ANEJO	No		W	30.0578	31.1779	42.3900	Same	32.5932	32.3140	37.8000	37.8000
499-089206-75-1	1800 REPOSADO	No		4	40.8954	42.1088	29.1900	Same	20.7175	20.5406	23.9000	23.9000
280-038166-75-1	3 VODKA	No		S	30.1873	31.3080	28.8900	Same	22.1911	22.0017	25.8000	25.8000
485-084159-75-1	99 APPLES	No		W	30.6662	31.7912	16.9900	Same	13.0026	12.8916	15.0000	15.0000
485-084170-75-1	99 BANANAS	No		1	30.6662	31.7912	16.9900	Same	13.0026	12.8916	15.0000	15.0000
485-084166-75-1	99 BLACKBERRIES	No		W	30.6662	31.7912	16.9900	Same	13.0026	12.8916	15.0000	15.0000
151-018610-75-1	A.H. HIRSCH 16YR BOURBON	No		S	30.0497	31.1695	101.29...	Same	77.8856	77.2207	89.8500	89.8500

A SMALL WINDOW WILL ASK IF YOU ARE SURE YOU WANT TO CONTINUE. LEFT CLICK YES.

YOUR PRICES ARE NOW UP TO DATE.

YOU SHOULD STILL SPOT CHECK A FEW ITEMS TO MAKE SURE THEY ARE RINGING UP AT THE CORRECT PRICE.