

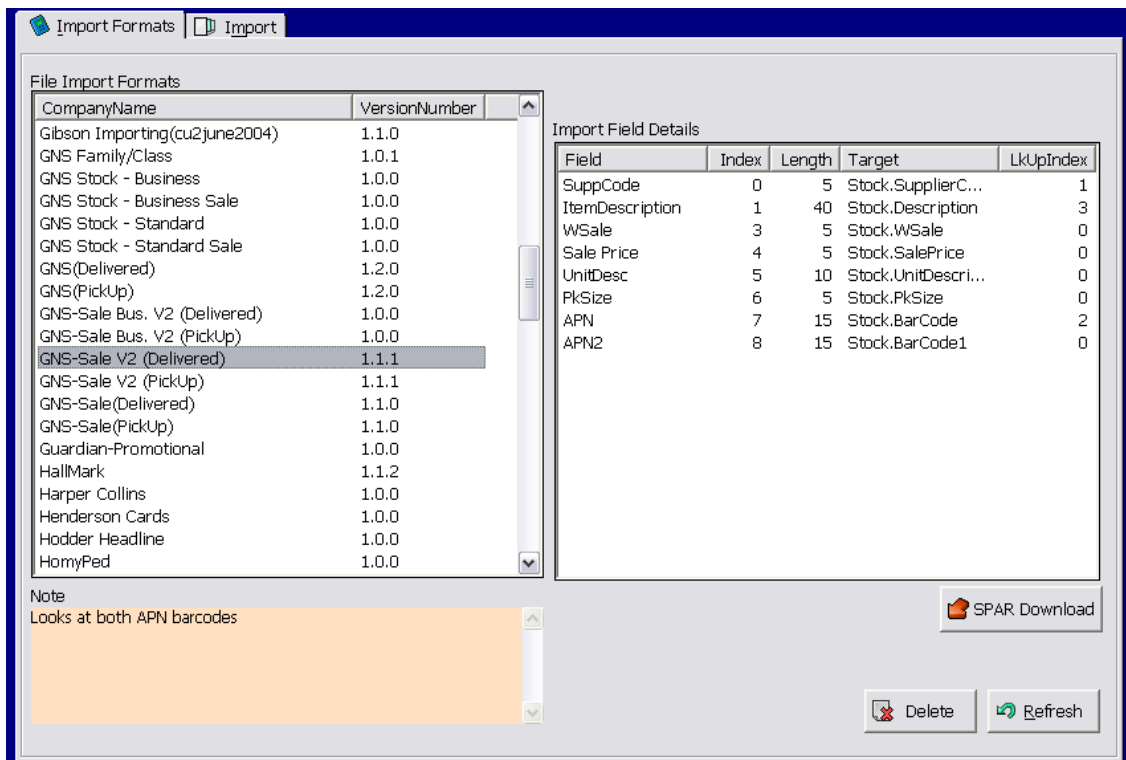
GNS / Newspower Mid Year Sale Import

Below are instructions on importing the GNS / Newspower Mid Year Sale file. If you need further assistance with this please contact the PosSolutions Helpdesk on (03) 9597 7222

STOCK IMPORT

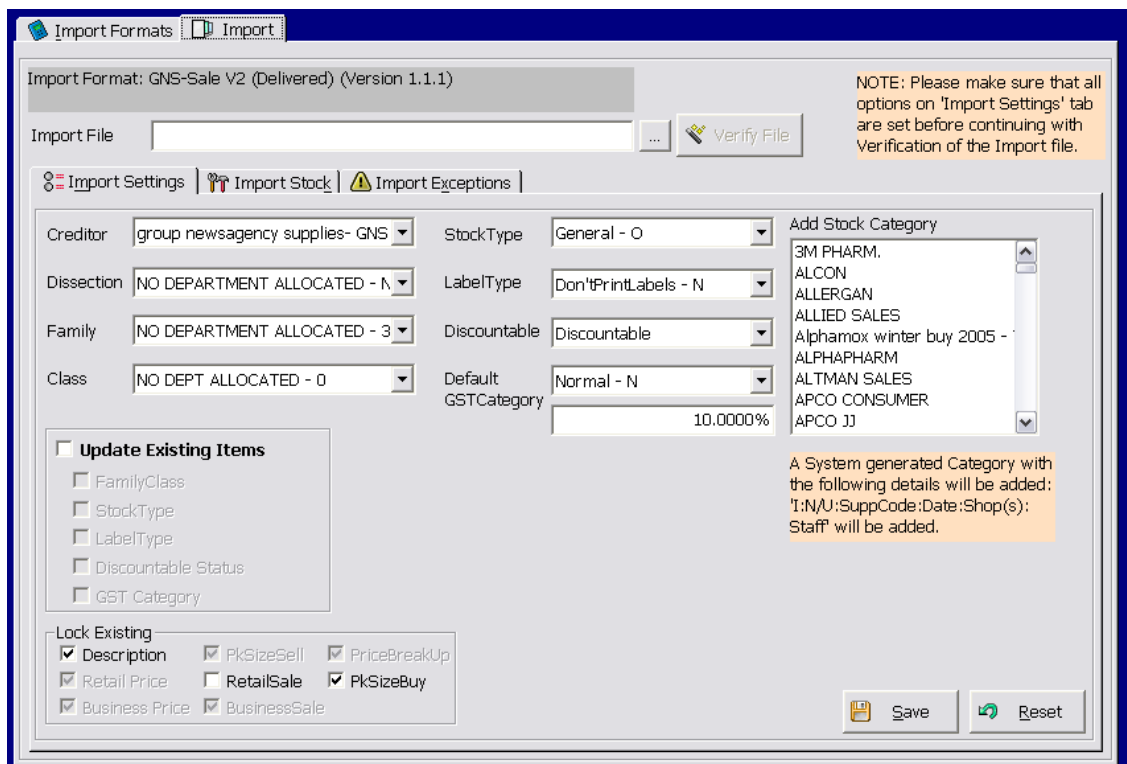
- Save the (.csv) file to your computer.
- Go to Main Menu.
- Go to Stock Systems.
- Go to Stock Import.
- Double Click on the GNS Sale V2 (Delivered), if you have the stock delivered or GNS Sale V2 (Pickup) format' if you pick the stock up from GNS. Refer to Pic.1


Pic.1



- Check that GNS is the selected Creditor.
- Check all other settings (e.g. Dissection/Family/Class for any new stock items contained in the catalogue). Refer to Pic. 2

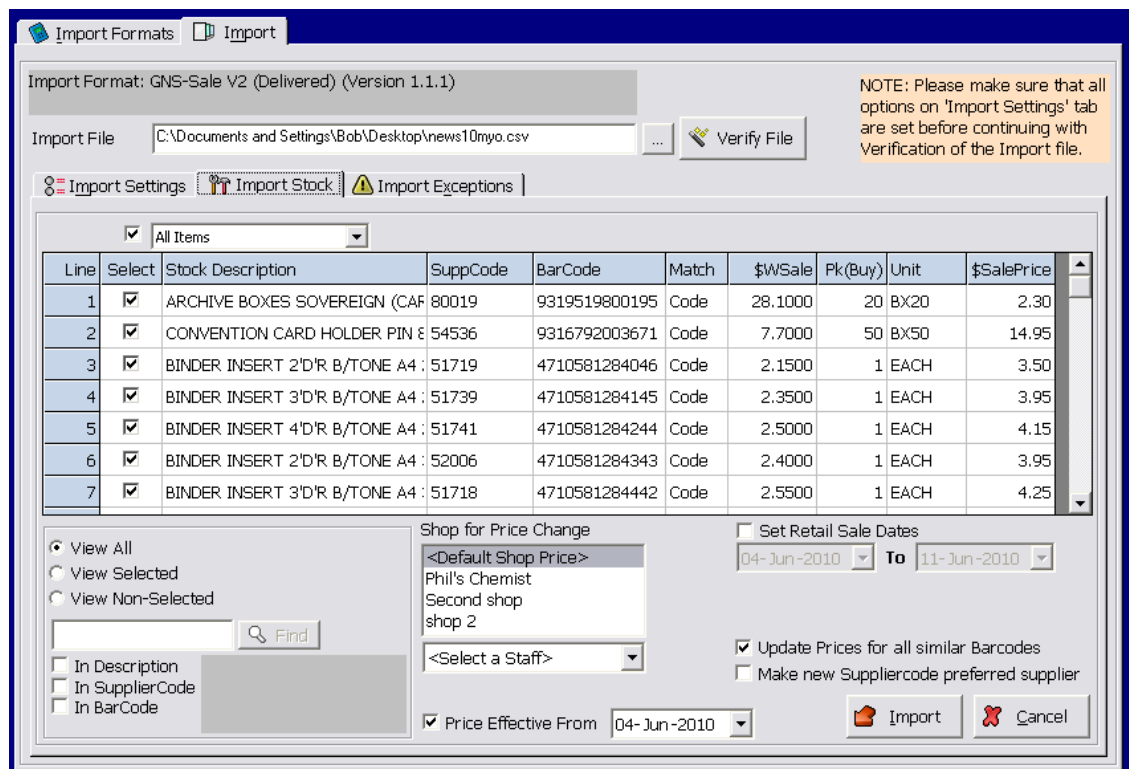
Pic. 2



- Click on the Save button (bottom of screen).
- Click on the  button beside the Import File field (top of screen).
- Find the file you saved to your computer and click on the Open button.
- Click on the Verify File button.

- Once completed go to the Import Exceptions Tab. Refer Pic.3

Pic.3



- If there are exceptions, click on the Print button at the bottom of the screen. These items will need to be manually changed through Stock Maintenance.
- Go to the Import Stock tab.
- Select the Shop/s you are importing the prices for.
- Check the Retail Sales Dates box and select a start and finish date for the sale.
- **Optional:** Check the Update Prices for Similar Barcodes box. This will set the retail price for items with multiple barcodes where the Pack Sell Size is the same.
- Click on the Import button.
- Click Yes on the 'Are you Sure Screen'
- Once completed a report is generated. Either print this out or close the report.