



Quick Start Guide



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Table of Contents

Table of Contents	2
Item Maintenance	3
Inventory Receiving	5
Vendor Interface	10
Saving the file from your Vendor	10
Importing the Invoice into Enable C-Store software	11
Reviewing / Editing the Invoice	12
Assign Product Group	14
Setting up Promotions	15
Actual Count of Inventory	17
Assign Category	22
Set Receiving Package Quantity	24

Item Maintenance

The Item Maintenance program allows you to do price checks and general spot checks of your inventory on your shelf. If the item is not found, you will be prompted to the "Add New Product" screen.

Count Inventory
Receive Product
Create PO
Item Maintenance
Promotions
Utilities

Click **Item Maintenance**.

Logout

Scan/Enter Product

or Description

Scan the item. If your item **IS** found, you can change the description, retail and cost. If the item **IS NOT** found, the "Add New Product" screen will display. (See below)

Select
Finish
Show Keyboard

Product Name	Cost	Price
--------------	------	-------

Item Maintenance

028200003577

Description
MARLBORO RED KING BOX

Select a Category
CIGARETTES

Case Qty	1
Cost	7.60
Price	8.20
Margin (%)	7.32
On Hand	126

This will **display** the SKU, Category, and current On Hand quantity.

You can **edit** the Product Description, Cost, Price, and change Category.

7	8	9
4	5	6
1	2	3
-	0	.

Add New Product Screen

Add new Product

0081131928751

Description

Select a Category

---Select A Category---

Change

Case Qty 1

Cost

Price

Margin (%)

On Hand 0

Enter

Cancel

Enter Item Description

Click the drop down arrow to see the list of available sub-categories, highlight to select.

Enter Package Quantity

Enter Cost

Enter Retail Price

Enter Margin Percent to calculate retail price. (User can utilize this feature.)

NOTE: The category selected when you started will continue to be the category attached to all items until you click on **Change Category** and choose a new category.

Click **Enter** to save any changes to the Item. This will bring you back to the Scan/Enter Product screen and you can repeat as many times as needed. When you are done with Item Maintenance click **Finish** to get back to the main menu.

Inventory Receiving

This document will walk through the steps to enter a vendor invoice using the mobile Enable C-Store software.



Click **Receive Product**.



Select a Vendor:

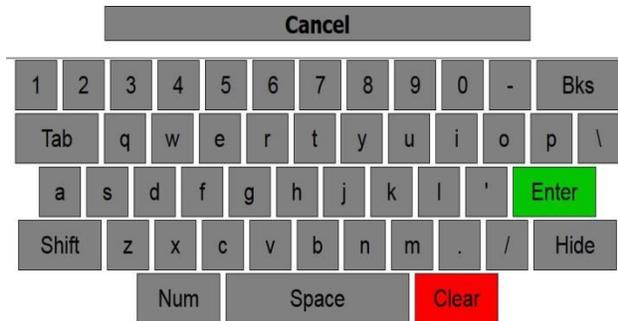
P

PEPSI OF MANKATO **Select**
Pioneer Rim and Wheel Co. **Select**
Pomp's Tire **Select**

Enter the first few letters of the name of the vendor you are receiving product for.

Then select the vendor from the drop down menu if it does not automatically appear.

Click **Select**.



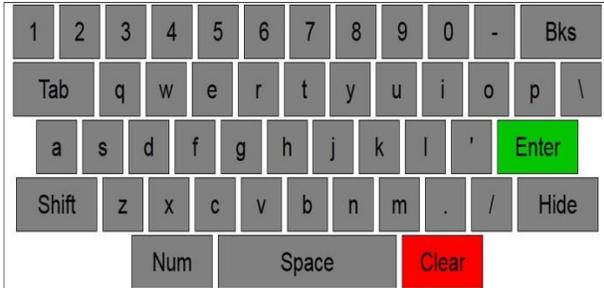
Vendor
1016 - PEPSI OF MANKATO

Invoice Number

1685732

Select
Cancel

Enter the Invoice Number.
Click **Select**.



Scan/Enter Product

or Vendor Part Number:

or Description

Select
Finish
Show Keyboard

Scan the product or
Enter the Vendor Part Number or
Enter the Description

NOTE: You can also type in the
entire barcode to enter a product.
A keyboard can be opened by
pressing Show Keyboard.

Product Name Cost Price

\$0.00

Vendor Part Number

Quantity: Total Quantity:

1 15

Total Cost: Cost Each:

18.03 1.2018

Price: Margin:

2.29 47.52%

Enter **Cancel**

7	8	9
4	5	6
1	2	3
-	0	.
Key	Clear	Bkspc
Enter		

Enter **Quantity** received.

NOTE: if there is a receiving package quantity setup then enter the receiving quantity here.

Enter the **Total Cost** of the item if different from what is displayed.

Enter the **Price** of the item if different from what is displayed.

You may add a Vendor Part Number to the Item.

Click **Enter**

Repeat this process for every item received. As you enter items the Scan/Enter Product screen will display the last product scanned as well as the Total of the Receiving.

Scan/Enter Product

or Vendor Part Number:

or Description

Select

Finish

Show Keyboard

Product Name	Cost	Price
GATORADE LEMON LI...	\$1.20	\$2.29
		\$18.03

If you need to add additional items to a receiving you will need to enter the vendor and invoice number and the program will ask if you want to append the existing invoice.

A receipt with this vendor and invoice number already exists.
Do you want to append?

Yes **No**

Click **Yes** and the items that are scanned will then be added to the existing invoice.

At any point after the first item is scanned the receiving can be accessed through the Enable software on the back office computer.

Click on Vendors → List Vendor Receipts → Double Click on the Invoice

Product Receipt

View Vendor Receipt

Vendor: 1003 Mauston Park Oasis

Receipt # 000005-1

Date: 4/12/2016

Terms:

Vendor Invoice #

Invoice Date: 4/12/2016

SKU	Description	Unit	Qty	Price	Cost	Allow	Total	Margin	Order #
0052000338775	GATORADE LEMON LIME	EA	15	\$2.29	\$1.202	\$0.00	\$18.03	47.51 %	

Shipping: 0.00

G/L Totals

Item(s) Subtotal: **\$18.03**

Additional Charges: **\$5.00**

Total Quantity: **15** Receipt Total: **\$23.03**

From here any editing can be done to the Invoice. Click **Edit** at the top right of the screen to make changes.

Entering Additional Charges: This is where you would enter charges for things that are not scannable, for example shipping charges and taxes.

Click on the **Additional Charges** link

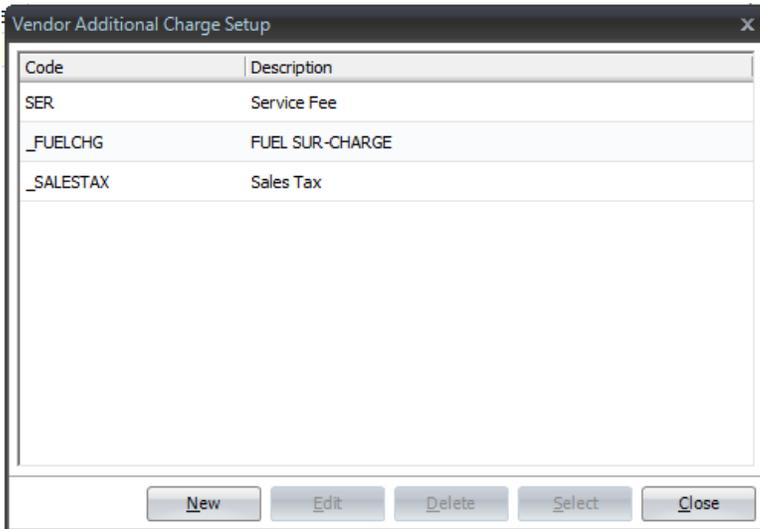
Additional Charges (Edit)

Code	Amount
▶ Shipping Charges	\$5.00
*	

Total Additional Charges: **\$5.00**

OK Cancel

If the charge is something that will be a one-time charge then type in the **Code** and the **Amount**.

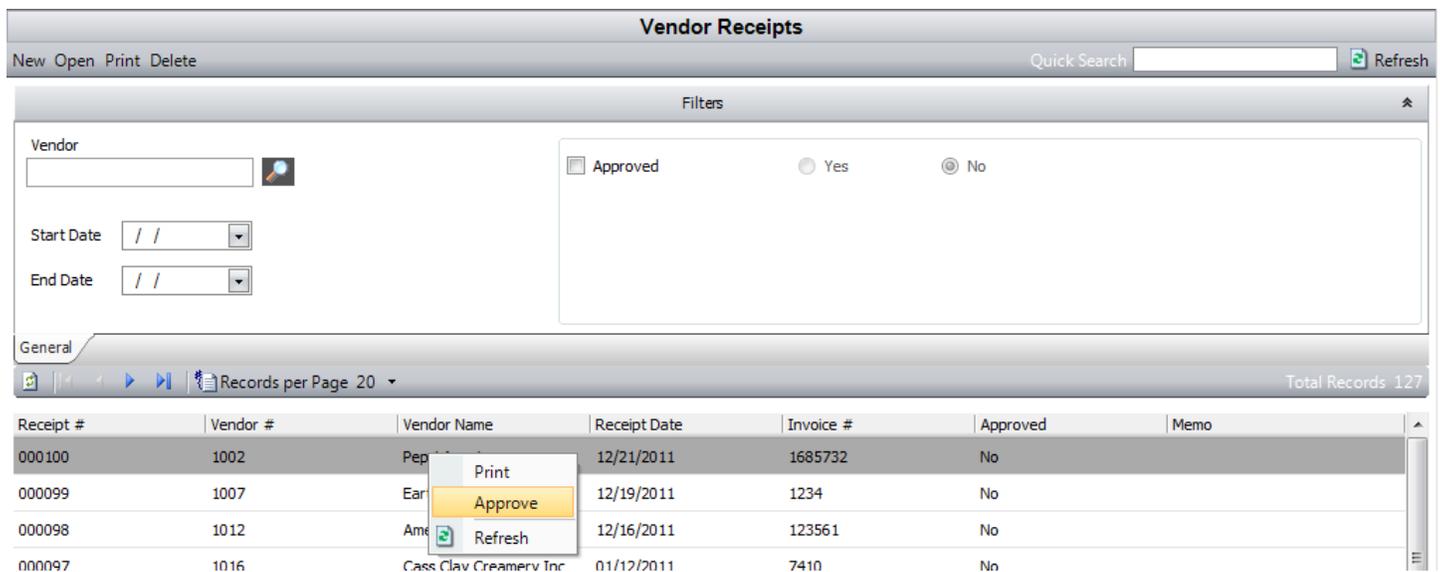


If the charge is something that is already setup as an Additional Charge then click on the box to the right of the Code field and a window will come up listing those charges that are setup:

Click on the **Code** that needs to be added to the invoice and then click on **Select**.

When the Receipt Total matches the invoice total on your paper invoice from the Vendor then click **Save** in the upper left corner.

Click Close on the Receipt screen and that will bring you back to the list of invoices.



Right click on the invoice and choose Approve. This will lock the invoice and transfer it to an approved accounting system.

Allowances

Allowances can be setup on individual items or thru Group Update under List Products. This will decrease the individual cost on an item but keep the amount of the receipt the same. When sales occur, cost (without allowance) will be used to calculate margins. When importing an invoice from your main supplier, the cost will be reduced by the allowance if the receipt date is between the start and end date of the allowance. Be sure to only put the allowance on the Pack **or** the Carton, not both. We recommend putting it on the carton.

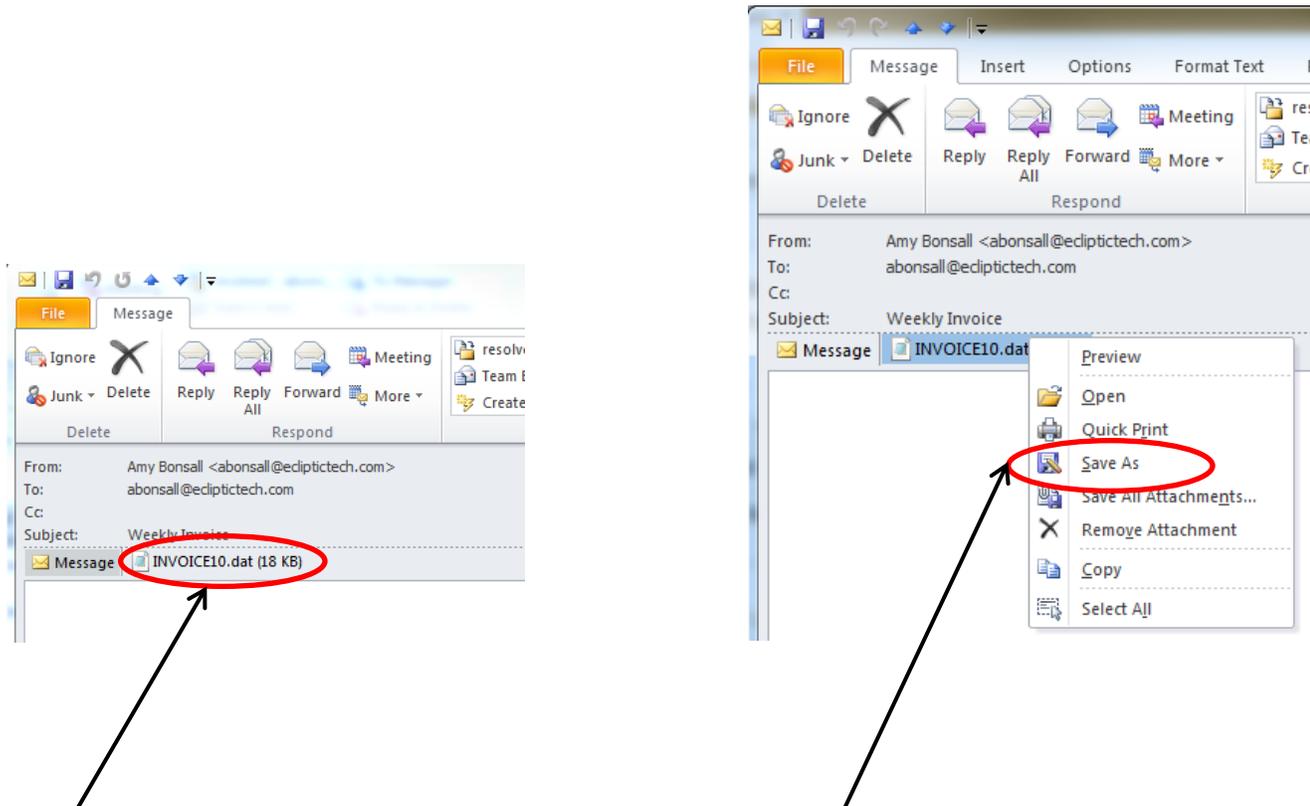
Vendor Interface

This will allow you to import electronic files from your vendor into the Enable C-store software. Once imported any price changes or new items will automatically be sent to your till for up-to-date pricing and products at the till. Note that this feature is only available if the vendor provides your invoice in an approved electronic file format.

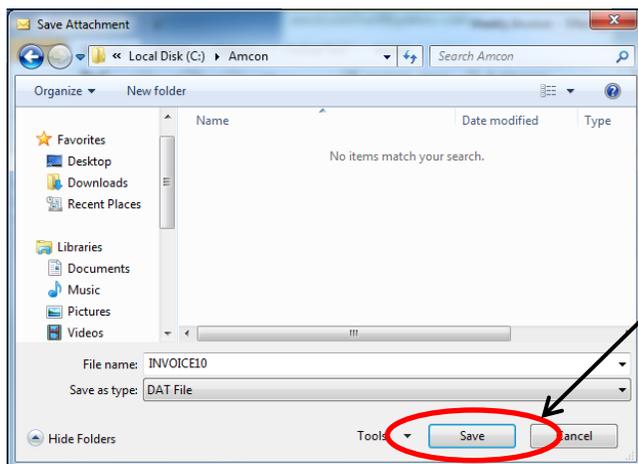
Saving the file from your Vendor

Your vendor will send you an email with the invoice file attached to it. **This process may vary based on the email program you are using.

Open the email from your vendor



Right click on the attachment and a menu will pop up, choose the Save As option.



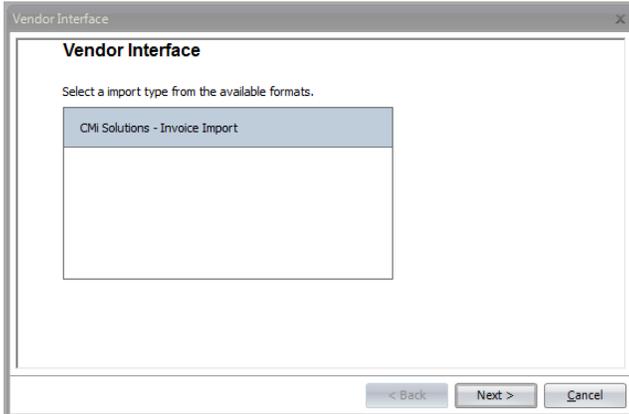
The file will typically be saved in a folder on the c: drive named with the Vendor Name. You will want to make a note of the file name for when you are importing into the Enable software.

Click Save and this will place the file in the folder on your computer.

Importing the Invoice into Enable C-Store software

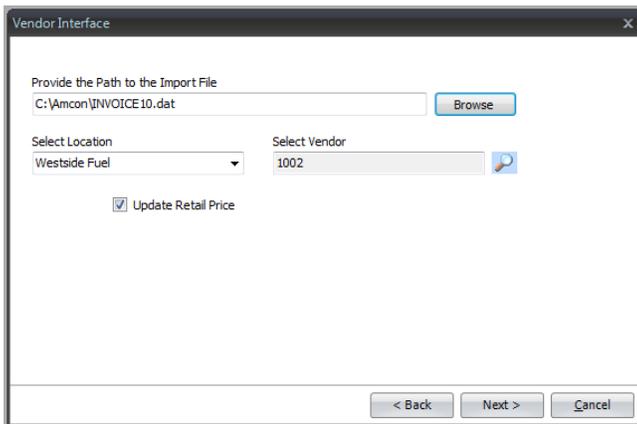
Log in to the Enable software

Click on Inventory – Vendor Interface



Choose the Vendor you are importing – there may be a number listed here if you have multiple vendors that can provide you with electronic files.

Click **Next**



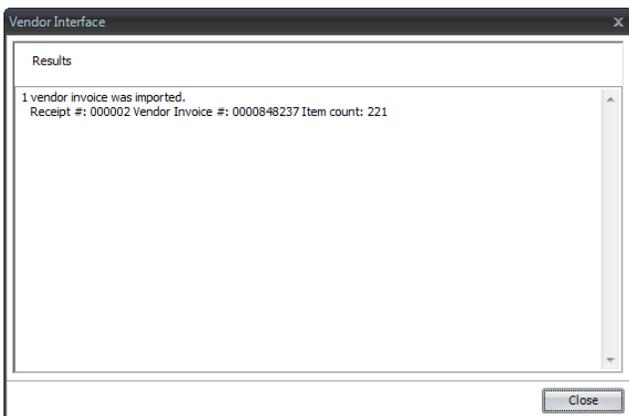
The **Path to the Import File** will need to be filled in with where you saved the file from your email earlier. Normally this will be c:\Amcon (or whatever your vendor name is).

Select the **location** you want to import into. This will automatically fill in with the default location.

Select the **Vendor** by clicking on the magnifying glass and choosing the correct vendor. This will remember the last one you chose, after going through the wizard the first time.

Check **Update Retail Price** if you want to update the retail prices with what is provided from the Vendor. ****Note** that if there are certain categories of products that you do not want the retails from the vendor then an Enable Support specialist can assist you with putting in an exception.

Click **Next**, and a screen with a progress bar will come up as the file is imported into the software.



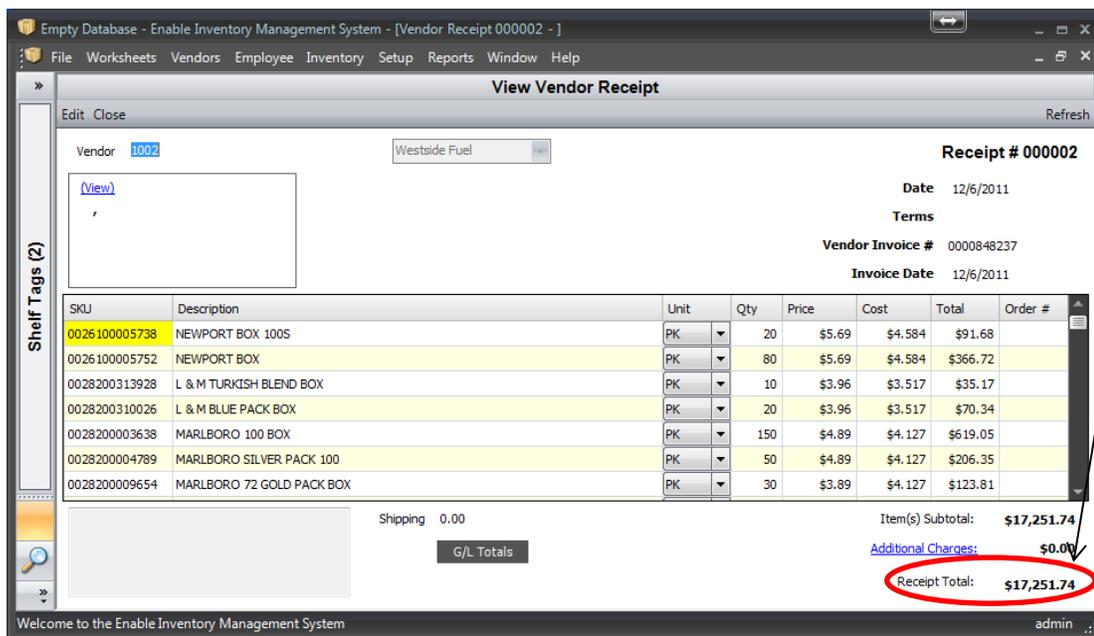
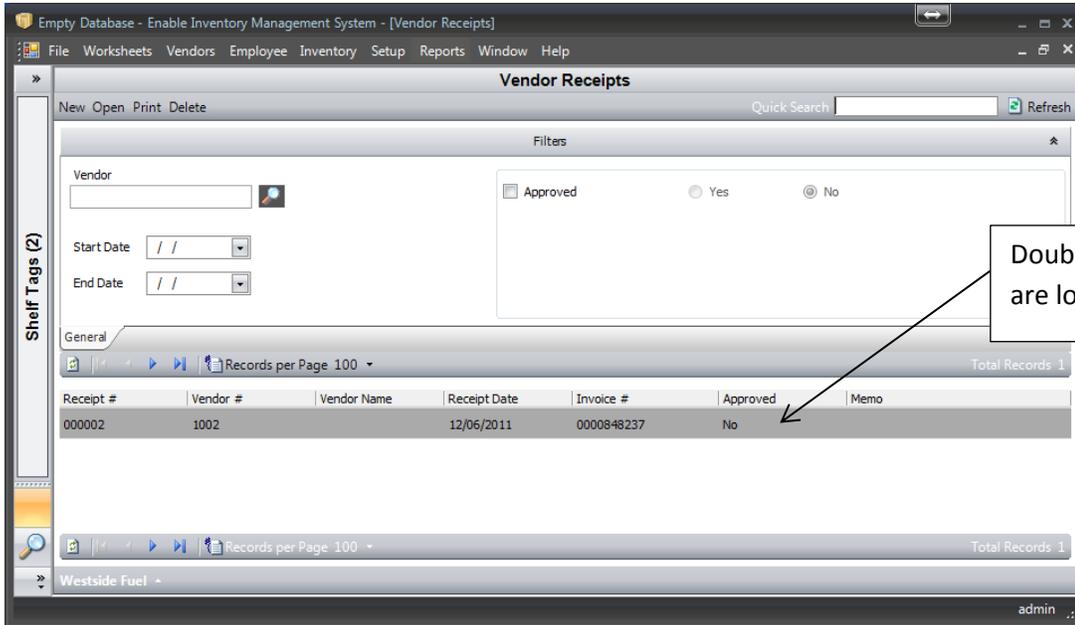
When completed, the last screen will give you the Vendor Invoice # and the Item count.

Click **Close**.

Now to verify the invoice that was imported is correct you will need to find and open it through the List Receipts option.

Reviewing / Editing the Invoice

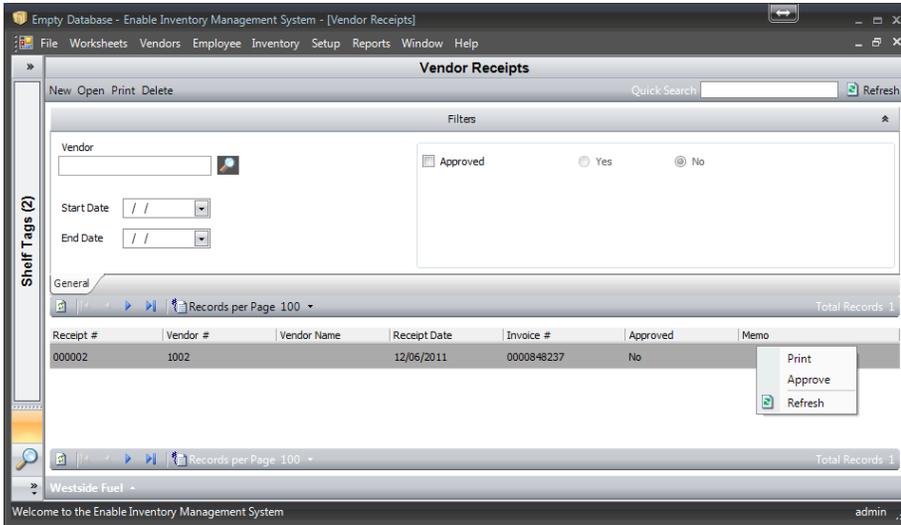
Click Vendors – List Vendor Receipts



If this matches then the invoice is complete. If you are sending the invoices to an external accounting program you will need to **approve** the invoice.

If the total does not match the paper invoice then you will need to go through and compare each line to see where the difference is.

To **Approve** or **Print** an invoice close the View Vendor Receipt window and you should be back at the Vendor Receipts list.



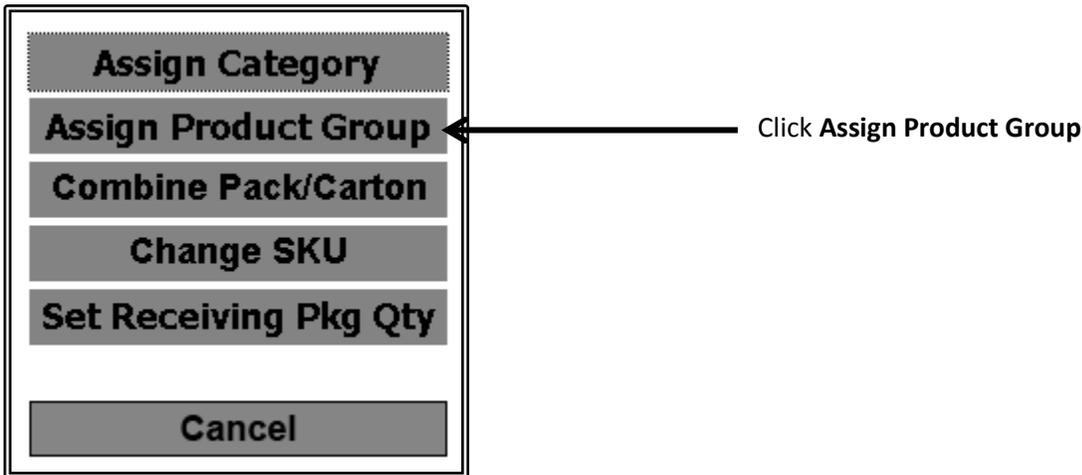
Right click on the Invoice.

Click **Approve** and the Invoice will be marked approved and it will be sent to your accounting software as an Accounts Payable invoice.

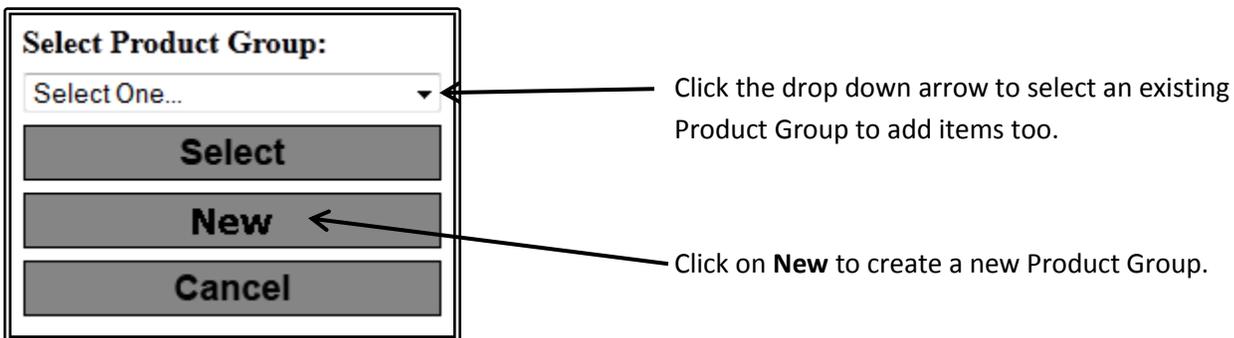
Click **Print** and the Print Preview screen will open. From that screen you can either print to a printer or save the file as a PDF.

Assign Product Group

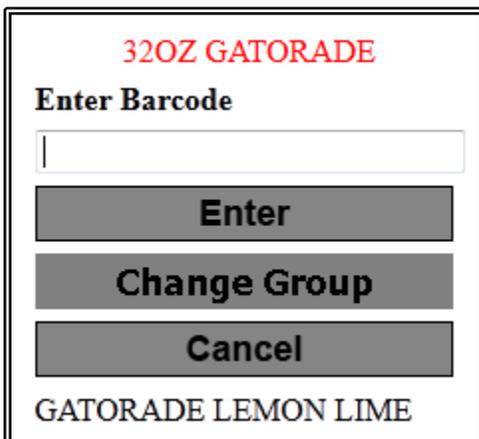
This allows you to assign multiple items to a product group.



You will be able to add items to an existing product group or create a new product group.



When creating a **New Product Group**, type in the name of the Group and click **Enter**.



The Product Group name will be listed in **red** at the top.

Scan each item that needs to be added to that group. As you scan items the description of the last scanned item will be listed at the bottom of the screen.

Click on **Change Group** to change the Product Group that items should be assigned to.

When finished click on **Cancel** to return to the Utilities menu.

Promotions – Mobile App

This document will walk through the steps to enter a promotion using the mobile Enable C-Store software.

Count Inventory
Receive Product
Create PO
Item Maintenance
Promotions
Utilities

Click **Promotions**.

Logout

Add Promotion
Edit Promotion
Finish

Click to Add Promotion.
You can also Edit Promotion and make changes to start/end date, quantity, pricing, and add items to the promotion.

Brand (ex: PEPSI):

Size (ex: 20OZ):

Quantity (ex: 5):

Price (ex: 5.50):

Start Date: · ·

End Date: · ·

Enter Brand, Size, Quantity, and Price.
Enter Start and End Date. If it is already on, put yesterday in. If End Date is unknown, put the end of the year in.
Click **Next**.

Next
Cancel

7	8	9
4	5	6
1	2	3
-	0	.
Key	Clear	Bkspc
Enter		

PEPSI 20OZ 2 FOR 2.22

Enter Barcode

Enter

Finish

Scan the product.

Click **Finish** when done.

Repeat for other products that belong in the promotion.

NOTE: If it is a new product you will be redirected to the new product screen and return.

- The above steps will create a Promotion and Product Group. You can also manually create them on the desktop app using the steps below.
- If you need to remove an item from the product group, go on the desktop app to Setup – Product Groups and find it. Double-click on it then highlight the item you want to remove and hit your <Delete> key on your keyboard.
- If you want to add an item to the group you can either go on the tablet to Edit the Promotion and scan it in or use above step and add the item to the group.
- If you Delete a promotion:
 - On a Passport, click on File – Till Interface – Send Changes to Till – Send Promotions to Till.
 - On a Ruby, click on File – Till Interface – Send Changes to Till – Send All Items to Till.
 - On a Pinnacle, click on File – Till Interface – Send Changes to Till – Send All Items to Till.
 - On a DCH till, no steps necessary.

Actual Count of Inventory

This document will describe the process for doing a Physical Count of your Inventory.

Count Inventory
Receive Product
Create PO
Item Maintenance
Promotions
Utilities

Click **Count Inventory**

Logout

Scan/Enter Product

or Description

Scan the Item

Select
Finish

1	2	3	4	5	6	7	8	9	0	-	Bks
Tab	q	w	e	r	t	y	u	i	o	p	\
a	s	d	f	g	h	j	k	l	'	Enter	
Shift	z	x	c	v	b	n	m	.	/	Hide	
	Num		Space				Clear				

Product
No: 0052000338775
Product Description: GATORADE LEMON LIME
Current
Quantity: -95
Actual Count:
<input type="text"/>
Enter
Cancel

Enter the **quantity** of the Item.
Click **Enter** (or press the Enter button on the scanner)

The screen will return to the Scan/Enter Product. Repeat this process for all items that you want to count.

If an item was counted once already and then gets scanned in a different part of your store a message will come up asking what you want to do:

This product was last counted on 9/17/2012 at 9:43 AM

Replace the previous count or add to it?

Current Count: 10

New Count: 5

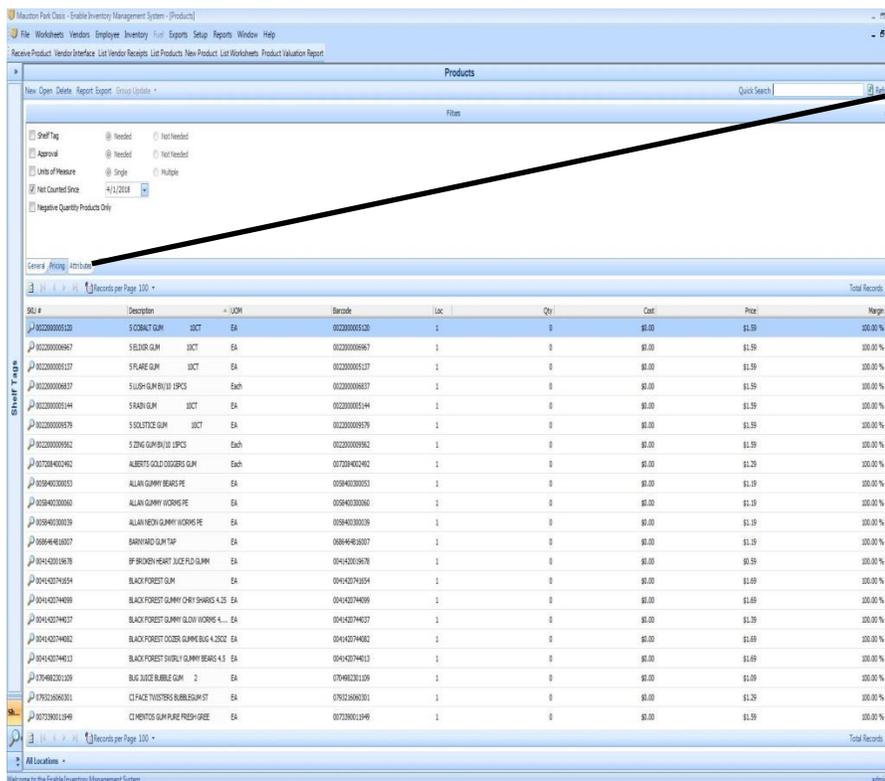
Replace	Add
Cancel	

Replace: This will overwrite the count that is already there with the number entered.

Add: This will add the number counted to the number that was counted previously.

NOTE: This will continue to ask this question for 24 hours. After 24 hours the program will assume you are doing a new count and will no longer ask what you want to do.

After counting a group or all products, you can zero out the items not counted by going to: **List Products.**



Filter: Select filters. Under Categories select **Attributes** and you can select "Not Counted Since". Enter one day before you started counting. Click <Refresh>.

1. Filter your list by selecting category or other selection criteria.
2. Use above step to filter Items Not Counted.
3. Look thru list to be sure items were not missed.
4. Click on Group Update.
5. Select "Zero Quantity on Hand".
6. <Update> to zero the list of items. Be sure you have verified numbers before continuing.

After zeroing out products not counted you can print a Long / Short Report. **NOTE:** The Long / Short report is **ONLY** available after counting and **BEFORE** posting the actual count.

Click on **Reports → Inventory Reports → Long / Short Report**

Selection Options:

Select Location: Choose your location (if more than one location)

Select Categories: Choose specific categories if you only counted certain categories

Click **OK** to generate the report.

Inventory Long/Short								
Generated by Admin on 01/02/2012 03:14 PM							Page: 1	
SKU	Description	Unit	QOH	Actual Count	L/S Qty	L/S Cost	L/S Retail	
Candy > Chocolate Bars/Packs > Chocolate Bars King								
0040000006039	3 MUSKETEERS KING SZ	Each	29	27	-2	-\$1.48	-\$2.98	
Cigarettes > Premium > Filter								
0028200003577	MARLBORO RED BOX	Each	27	30	3	\$11.40	\$11.97	
Total Long/Short:						\$9.92	\$8.99	

After reviewing the Long / Short Report then the Actual Count needs to be posted.

Click on **Inventory → Post Actual Counts**

Post Actual Counts

This process updates the quantity on hand for all products with pending quantity adjustments.

Select Location
Mauston Park Oasis

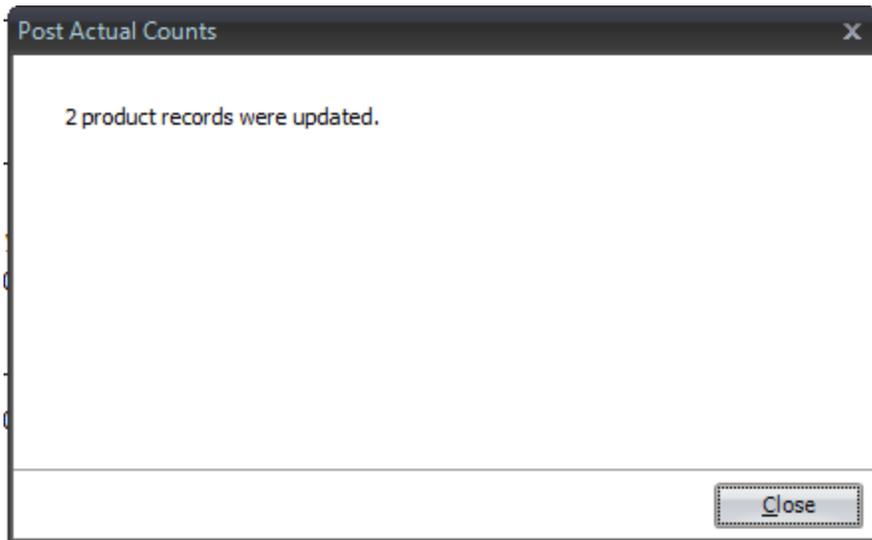
Select Categories

Select All Unselect All

- AUTO
- BEER
- CANDY
- CHEESE
- CIGS
- COFFEE
- COFFEE/REST
- Department

Next >> Cancel

Select the location you are working on and click **Next**.



The program will update all of the Quantities. Click Close to finish the process.

Generating the Valuation Report is the last step to this process.

Click on **Reports → Inventory → Current Valuation Report**

Report Options

Detail – Generates all UPCs and then summaries at the end

Summary –Generates just the summary pages

Print Options

Include Zero Quantity Items – The report will include ALL inventory items including those with zero quantity on hand.

Use G/L Conversion Factors – When the report generates it will use the G/L Conversion Factor to calculate quantities when appropriate.

Select Location

Choose the location the report is being generated for

Select Category

This allows you to choose specific categories to generate the report for. If you want all categories do nothing with this option.

Select Product Group

This allows you to choose specific product group to generate the report for. If you want all product groups do nothing with this option.

Enter as of date

This allows you to print the report back a few days. If you haven't finished your actual counts until April 3, you can put in March 31 and report will include those counts and back off sales, receipts, and transfers to get your inventory as of the end of March 31st. If you want the report to show your valuation as of the current time skip this field.

Enter Last Counted Date

Select the date to flag items that have not been counted since this date. They will be marked with an * on the report. This will show you what items that were not counted when you did your count.

Click **OK** to generate the report.

The generated report will have 3 parts

SKU Detail: This will list the SKU, Description, Category Code, G/L Code, Quantity on Hand, Cost Retail, and Extended Cost, as well as an asterisk on any item that has not been counted since the date specified. NOTE: This will only print if the Detail option is chosen.

Category Summary: This will show a summary by category listing Quantity, Total Cost, and Total Retail, as well as a Grand Total.

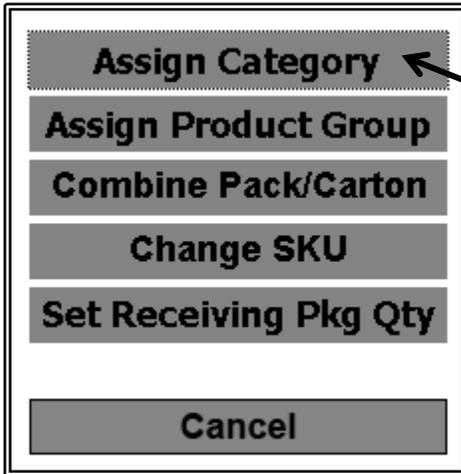
GL Code Summary: This will show a summary by GL Code listing Quantity, Total Cost and Total Retail, as well as a Grand Total.

Notes:

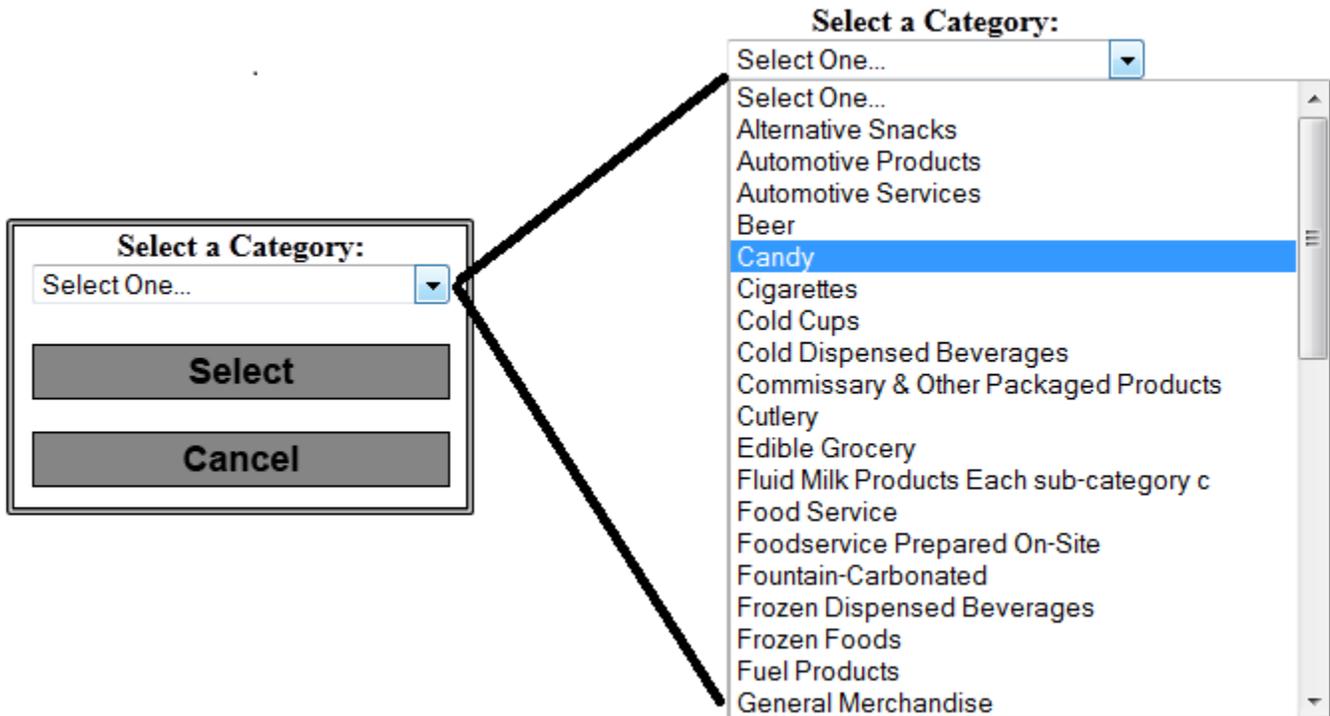
- Be sure when doing actual counts: If product has been delivered to the store and put on the shelf, enter receipt before counting. If product has not been put on the shelf, do not count and enter the receipt after counting (so it is not doubled-up).
- When counting cooler items, count a door at a time. Count the same products that are in storage after finishing one door so all of those items for that door are counted inside a 24-hour window.
- Counts are Real-Time so as soon as you count quantities are updated in Enable.

Assign Category

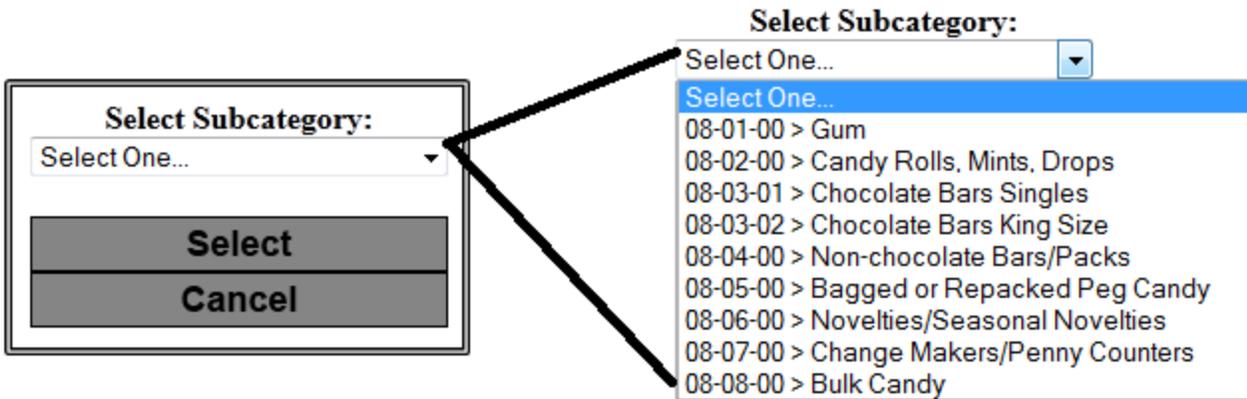
This will assign a new category to one or more existing inventory items.



Click **Assign Category**



Select the **Category** that you want to assign to the items that you will be scanning. If there are any Sub-Categories associated with this Category you will be asked to choose the Sub-Category.



Scan the item that you want to have this category assigned to and then click **Enter**. The screen will clear and be ready for you to scan the next item.

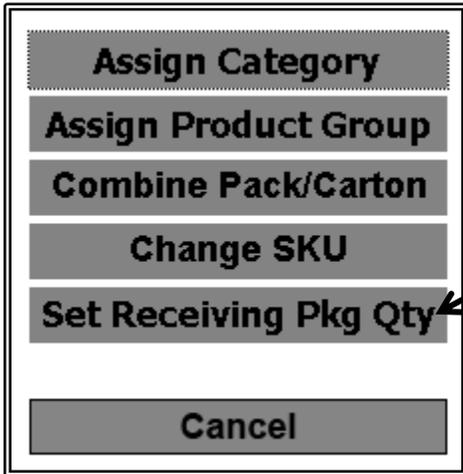
This can be repeated for as many items as necessary.

To **Change** the Category that is being assigned click on the **Change Category** button and this will bring you back to the **Select a Category** screen.

When you are done click on **Cancel** and you will be returned to the Utilities menu.

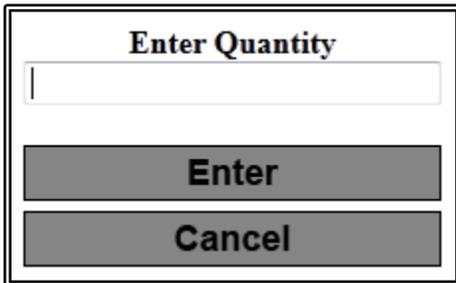
Set Receiving Package Quantity

This utility allows you to assign a Receiving Package Quantity to one or more items.



A vertical menu titled "Assign Category" with the following options: "Assign Product Group", "Combine Pack/Carton", "Change SKU", "Set Receiving Pkg Qty", and "Cancel". The "Set Receiving Pkg Qty" option is highlighted in a darker grey, and an arrow points from the text "Click Set Receiving Pkg Qty" to it.

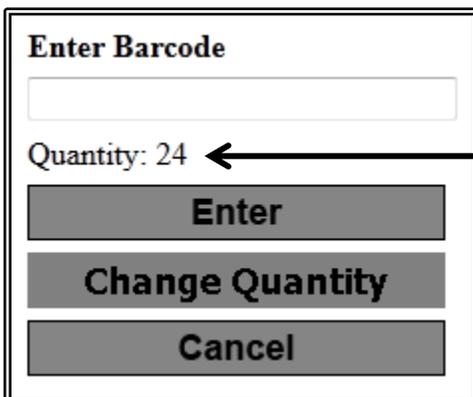
Click **Set Receiving Pkg Qty**



A dialog box titled "Enter Quantity" with an empty text input field, an "Enter" button, and a "Cancel" button.

Enter the **Receiving Package Quantity** for the Items you will be scanning. Click **Enter**.

Remember this is the quantity that is in the unit received from the vender. For example a 20oz Pepsi would have a receiving package quantity of 24 because that is the number of bottles in the flat that is received.



A dialog box titled "Enter Barcode" with an empty text input field, the text "Quantity: 24" with a left-pointing arrow, and three buttons: "Enter", "Change Quantity", and "Cancel". An arrow points from the text "It will display the current package quantity that will be applied." to the "Quantity: 24" text.

Scan the Item that will be received for this package quantity.

It will display the current package quantity that will be applied.

Click **Change Quantity** to change the package quantity that needs to be assigned to the item.

Click **Cancel** to return to the Utilities menu.