InTempo

Process Documentation

Department:
Customer Service
Last Updated:
2/13/2026 10:54 AM

NAME OF PROCESS

Uploading New Price Sheets for Vendors

Use Case / Objectives

This process is used to **set parameters for uploading a vendor's price list flat file** into RentalMan. Before running the upload, you must first **create a vendor price list definition** using the Price Definition Maintenance program.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

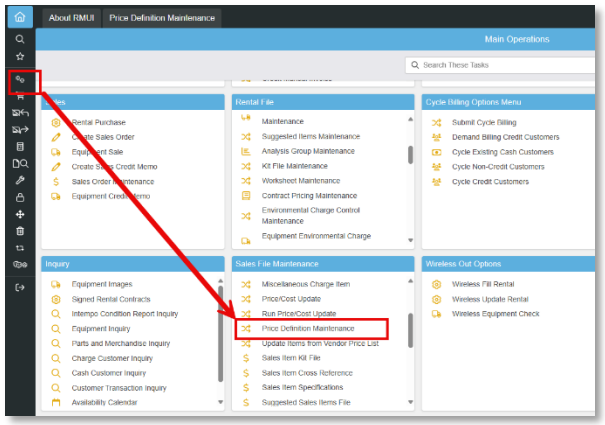
Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:
Operations options => Sales File Maintenance => Price Definition Maintenance (1-52-11)
Operations Options => Sales File Maintenance => Update Items from Vendor Price list (1-52-12)

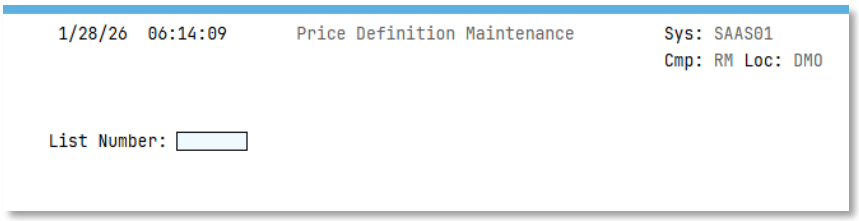
Create Vendor Price List Definition

Process Steps

1. Log into the **RolePlay environment** using your credentials.
2. From the **Main Operations Menu**, click on **Price Definition Maintenance** in the **Sales File Maintenance** section.

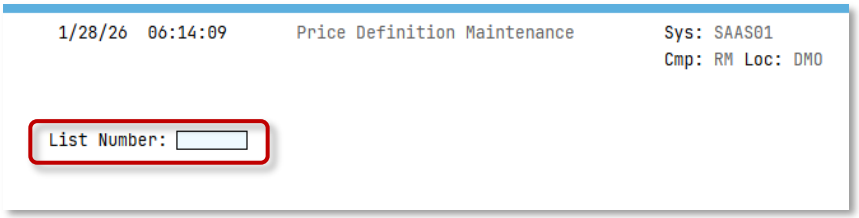


   a. The **Price Definition Maintenance** screen opens.

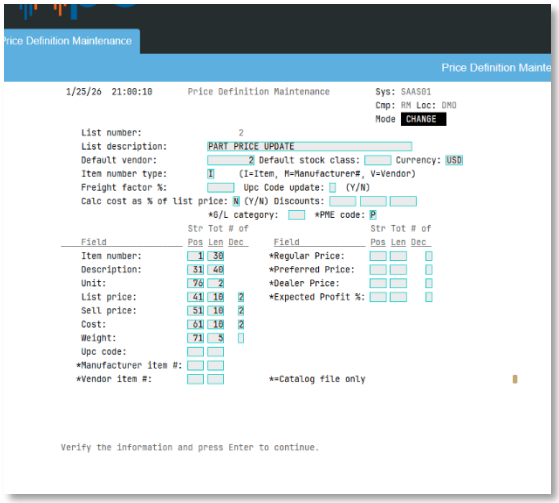


3. To use an existing definition, type in the *List Number* field or press F4 to search the available Definitions.
4. To select an existing Definition, type **1** next to the desired Definition and press Enter; otherwise, continue to the next step to create a NEW Definition.

5. If the Definition does not exist or if you would like to create a new Definition, type a non-existing number into the *List Number* field.



   a. The **Price Definition Maintenance** screen will open. **NOTE:** This is where the data from the provided **Vendor Price** file is mapped into the system to create the update file. **NOTE 2:** The starting positions and field lengths must be pulled from the flat file provided by the vendor. **NOTE 3:** The format must be .prn fixed with format.
   b. Once the settings are pulled from the vendor file, the maintenance screen is used to create the Rental Man File.



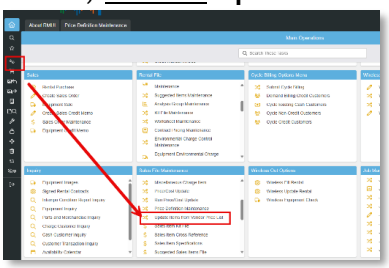
6. The fields Start Position is based off the position in the file, with the length based on the filed length. If the Field has a decimal, the decimal value signifies the decimal position of the value, i.e., 2 would mean the value would be xxxx.xx and 3 would be xxx.xxx decimal placement. Once the list is created, it is used in the Update items from Vendor Price List option. Hit enter to save the values and return to the screen.

Update Items from Vendor Price List

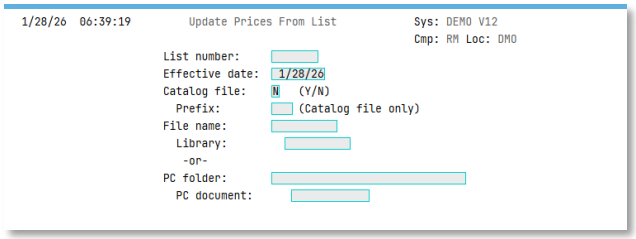
Process Steps

Prior to executing the following steps, InTempo Customer Support must be contacted to copy your vendor file into a folder for the program to access.

1. To update items from the Vendor price list, on the **Main Operations** screen, in the **Sales File Maintenance** section, click on **Update Items from Vendor Price List**.



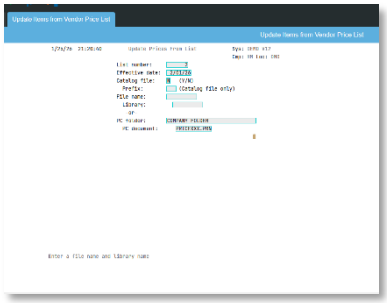
   a. The **Update Prices from List** screen will open.



2. Type in the following:

   a. The vendor price list definition number you will use for the upload in the *List number* field. **NOTE:** This comes from the **Price Definition Maintenance** setup.
   b. The date when these vendor list prices become active in the *Effective Date* field. This helps RentalMan know which price records to start using and when.
   c. In the *Catalog File Creation* field, type **Y** if you want to build a catalog file from the vendor's list
   d. If you entered **Y** in the *Catalog File Creation* field, type a prefix for catalog item numbers in the *Prefix* field. **NOTE:** This is useful for grouping or searching.
   e. Enter either the *File name* and *Library* or the *PC folder* and *PC document* details in the corresponding fields.

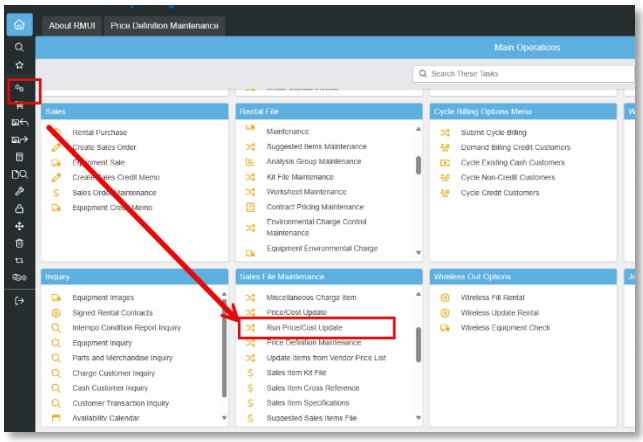
3. After entering all parameters, Hit enter to run the program to import the flat file.



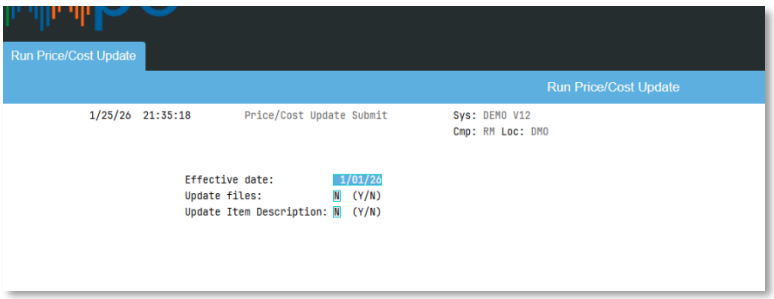
Run the Price/Cost Update

Process Steps

1. On the **Main Operations** screen, in the **Sales File Maintenance** section, click on the **Run Price/Cost Update** option.



   a. The **Price/Cost Update Submit** screen opens.



2. In the *Effective Date* field, type in the date for which you want to either run the report or apply the changes in the master files.
3. In the *Update Files* field, type **Y** to update the prices in the item files or type **N** to run the report only. **NOTE:** InTempo recommends running only the report first to verify the updates and once verified, change to **Y**. **NOTE 2:** The changes cannot be reversed if there are any input errors once you enter **Y**.
4. If you want to *Update Item Description* for the item numbers on the list, type **Y** in the corresponding field.
5. Once the values are input, enter though to update the report/prices.

Reference Glossary

Field Definitions for Tasks

Price Definition Maintenance – Launch

- *List Number* - Enter the number of the price list definition you want to create or maintain. If you do not know the number, press F4 to search for it.

Price Definition Maintenance

- *List Number* - Displays the number of the price list definition you are creating or maintaining.
- *List Description* - Enter a brief description of the price list definition.
- *Default Vendor* - If applicable, enter the number of the vendor with which you want to update the sales item master and location files for the items where prices are uploaded.
- *Default Stock Class* - If applicable, enter the stock class with which you want to update the sales item master and location files for the items where prices are uploaded.
- *Currency* - Enter the currency in which the prices are listed.
- *Item Number Type* - Indicate which type of item number the vendor used in their price list. For example, if you enter M=Manufacturer Number, the system matches the item numbers in the vendor price list file to the number you have in the Manufacturer's Item Number field in the sales item master records.
- *Freight factor* - Enter the percentage to multiply against the item's vendor list price to arrive at the Adjusted list price as displayed in the **Price/Cost Update** program.
- *UPC Code Update* - Indicate whether to update the item's UPC code while updating cost and pricing information.
- *Calculate Cost as a Percentage of the List Price* - Indicate whether you want to calculate an item's cost as a percentage of the list price. Use the *Discounts* fields to enter the percentages to use in the calculation.
- *Discounts* - Enter one or more discounts for the system to use when calculating item costs from the list prices. For example, the vendor may give 10% and 2% discounts. In this case, if an item's list price is $100, the system first calculates a 10% discount to arrive at $90. It then calculates a 2% discount on the $90 to arrive at a cost of $88.20.
- *G/L Category* - Enter the code that represents the link between the items in the vendor's price list file and the G/L sales revenue distribution file. This information is needed only if you plan to build a catalog file from the vendor price list, and you want to be able to order items from that catalog that you do not normally carry in stock. When you order one of those items, the system automatically creates an item master record for it and uses this G/L category in the record.

- *P/M/E code* - If you plan to build a catalog file from the vendor price list, enter the code to assign to items that you order from the vendor's catalog that you do not normally stock. When you order one of those items, the system automatically creates an item master record for it and uses this PME code in the record . Valid codes are:
    - P - Part
    - M - Merchandise
    - E - Equipment
- *Field* - Displays the name of the field that the vendor might have in their price list file. At minimum, the vendor should have the Item Number and the List Price fields in their file. Fields marked with an asterisk (*) are written to a catalog file only. You can use this catalog file to search for vendor items (ones you do and do not stock) via the **Parts/Merchandise Search by Catalog Items** program.
- *Starting Position* - For any field that the vendor has in their price list flat file, enter the starting position for that field. For example, if the Item Number field is the first field in the file, it starts at position 1. If the Description is the second field, and it starts right after the item number, which is 30 characters long, the starting position for Description is 31.
- *Total Length* - For any field that the vendor has in their price list flat file, enter the total character length of that field. For example, if the Description field is 25 characters long in the file, enter 25.
- *Number of Decimal Places* - For any field that the vendor has in their price list flat file that is an amount, enter a digit that represents how many decimal places are displayed for the amount.

Update Prices from List

- *List Number* - Enter the number of the price list definition you want to use to upload the vendor's flat file.
- *Effective Date* - Enter the date at which the vendor's list prices become effective.
- *Catalog File* - Indicate whether you also want to create a vendor catalog file in addition to updating items with the vendor's list prices. You can use this catalog file to search for vendor items (ones you do and do not stock) via the **Parts/Merchandise Search by Catalog Items** program. The *Effective Date* field is not used when this field is set to **Y**.
- *Prefix* - If you are also creating a catalog file during this upload process, optionally enter a prefix to append to the item numbers in the catalog. For example, if you are uploading a vendor price list for NAPA parts, you could enter a prefix of NAP to append to all of the item numbers in the price list. This groups all of the items together in the search results screen when you search by catalog items.
- *File Name* - Enter the name of the physical file on the AS/400 (System i) server that contains the information to upload. If you use this field, you must enter a library name.

- *Library* - If you entered a file name, enter the name of the library where the file is located.
- *PC Folder* - If you did not enter a file name and library, enter the name of the folder on your PC or shared network drive that contains the information for the upload. If you use this field, you must enter a PC document name.
- *PC Document* - If you entered a PC folder, enter the name of the file in the folder that is to be uploaded.

Price/Cost Update Submit

- *Effective Date* - Enter or accept the effective date of the price/cost changes for which you want to either run a report or apply the changes in the master files.
- *Update Files* - Indicate whether you want to update the sales item master files with the price/cost changes that were entered in the Price/Cost Update program. Enter N to run a report of the changes and not update the master files. Enter Y to update the master files.
- *Update Item Description* - Indicate whether you want to update the sales item master files with the changes made to item descriptions that were entered in the Price/Cost Update program. Enter N to run a report of the changes and not update the master files. Enter Y to update the master files.
- *By Location/District/Region* - Indicate whether you want to run the report or apply changes by Location (L), District (D), or Region (R).
- *Omit/Include* - Indicate whether you want to omit (O) or include (I) the locations, districts, or regions listed in the fields below this one. When you select O=Omit, the program runs a report for or applies changes to all locations except the ones you list.