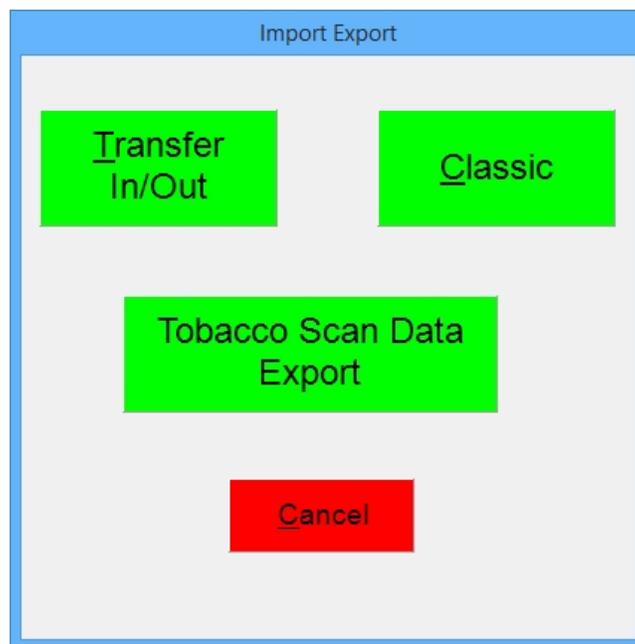


## Tobacco Scan Data Export Tool

### RJ Reynolds



Cash Register Express now supports the ability to export invoice data relating to a specified department in a file that can be given to companies that collect this data. This export can be used by brands that issue manufacturer coupons. This will make it easier for these manufacturers to calculate the total amount to refund to the store for coupons that were used to apply discounts to the tobacco products.

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### **Important Notes:**

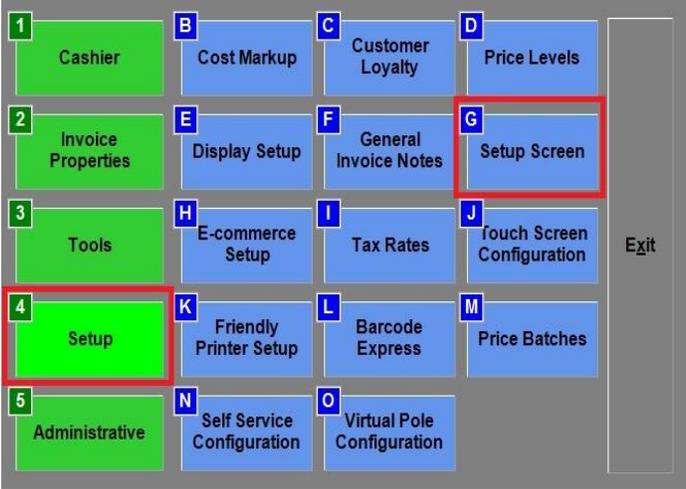
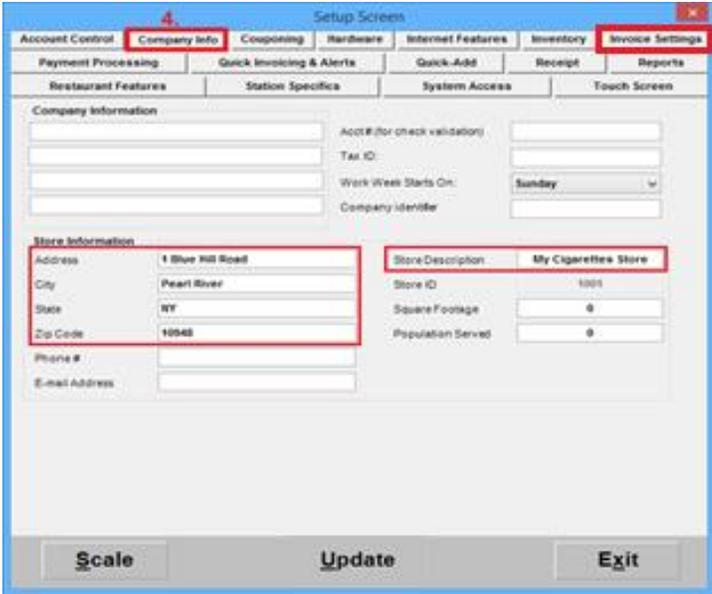
- **Before using this feature**, a retailer must contact a RJ Reynolds (MSA) representative to **register** their business. The retailer will then work RJ Reynolds (MSA) to certify their scan data exports before they begin to receive refunds for the manufacturer promotions. **Contact** the MSA Retailer Support Center @ 1-877-544-4429 or [rsc@msa.com](mailto:rsc@msa.com) to **learn how to register**.
- CRE Version **12.8035** or newer **must be installed** in order to use this feature.
- When configuring the descriptions of these discounts, the parts of the description that are **bold & underlined** **must be entered** in the specified description field in order for the exports to be accepted by RJ Reynolds.
- When configuring your manufacturer promotions, the **SECOND DESCRIPTION** is required in order for the scan data to export correctly.

## **Revision History**

<b>Document Version</b>	<b>Date</b>	<b>Author</b>	<b>Description of Changes</b>
1.0	March 8, 2018	MP	1st Release
1.1	March 20, 2018	MP	Added section for presented coupons
1.2	October 7,2024	BG	Disable Combine Lines

## Configuring CRE

Your store information must be configured in the **Company Information** tab of the **Setup Screen** prior to performing an export. The data export may be rejected if this information is wrong or missing. **Combine lines** must also be disabled.

 <p>A yellow button labeled "Manager" is positioned above a blue button labeled "Options".</p>	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials</li></ol>
 <p>A grid of menu items is shown. The "Setup" button is highlighted in green and circled in red. Other buttons include Cashier, Invoice Properties, Tools, Administrative, Cost Markup, Display Setup, E-commerce Setup, Friendly Printer Setup, Self Service Configuration, Customer Loyalty, General Invoice Notes, Tax Rates, Barcode Express, Price Levels, Setup Screen, Touch Screen Configuration, and Price Batches. An "Exit" button is on the right.</p>	<ol style="list-style-type: none"><li>2. Select <b>Setup</b></li><li>3. Select <b>Setup Screen</b></li></ol>
 <p>The "Setup Screen" window is shown with the "Company Info" tab selected. The "Store Information" section is highlighted with a red box. Fields include Address (1 Blue Hill Road), City (Pearl River), State (NY), Zip Code (10948), Store Description (My Cigarettes Store), Store ID (100), Square Footage (0), and Population Served (0). Buttons for "Scale", "Update", and "Exit" are at the bottom.</p>	<ol style="list-style-type: none"><li>4. Select the <b>Company Info</b> tab</li><li>5. Under the <b>Store Information</b> section enter your store's information in the following fields:<ul style="list-style-type: none"><li>● Store Description (<b>your store's name</b>)</li><li>● Address</li><li>● City</li><li>● State (<b>CAPITOL LETTERS ONLY</b>)</li><li>● Zip Code</li></ul></li></ol>

Setup Screen

Account Control | Company Info | Couponing | Hardware | Internet Features | Inventory | **Invoice Settings**

Payment Processing | Quick Invoicing & Alerts | Quick-Add | Receipt | Reports

Restaurant Features | Station Specifics | System Access | Touch Screen

Page 1 | Page 2

Display Tax in Price  
 Use Mix N Match  
 **Combine Lines**  
 Prompt Cashier ID  
 Prompt Salesperson  
 Prompt Amount Tendered

Stock Prompt  
 Earn Bonus Points for \$'s  
 Prompt Zip Code  
 Last Price Lookup  
 Customer Price Lookup

Enforce Item Properties  
 Auto-Kit / Auto-Combo  
 Exempt Tax from Foodstamp Purchases  
 Log Returns  
 Prompt Customer  
 Prompt Reason  
 Reason Codes

**Line Discount Prompt**  
 No reason code  
 Ask for reason code

**Return Media**  
 All Payment Methods  
 Gift Card Only  
 Print Store Credit Slip

**Idle Log Out**  
 minutes

**Valid Return Window**  
 days  
 -1 = Disabled  
 0 = Disallow Returns

**Log Exceptions for:**  
 Line Item Deletion  
 Line Item Discounts  
 No Sale

**Commission Prompt**  
 By invoice  
 Split by item

**Scale Barcode Parse Format**  
 Original Method  
 Custom Format  
 Regular Expression  
 Custom format example: 2AAAAVPPPPPC  
 Where: 2 = Variable Price Indicator, A = PLU Placeholder,  
 V = Verification Digit, P = Price Placeholder, Q = Quantity  
 ( or Weight) Placeholder, C = Check Digit  
 Regular expression that matches the above custom  
 format:  
 2{1}(?<PLU>d{4})d{1}(?<PRICE>d{5})d{1}

Scale      Update      Exit

6. Select **Invoice Settings**
7. Disable **Combine Lines**

Setup Screen

Account Control | Company Info | Couponing | Hardware | Internet Features | Inventory | Invoice Settings

Payment Processing | Quick Invoicing & Alerts | **Quick-Add** | Receipt | Reports

Restaurant Features | Station Specifics | System Access | Touch Screen

**If bar code scanned is not found...**

Display 'Item Not Found' message  
 Quick Enter, Forced  
 Quick-Enter, Prompt  
 Full Enter, Forced  
 **Full Enter, Prompt**

Charge Tax  
 Foodstampable  
 Prompt Cost

Default Department  
 NONE

Default Vendor  
 NONE

Default Description  
 NEW ITEM

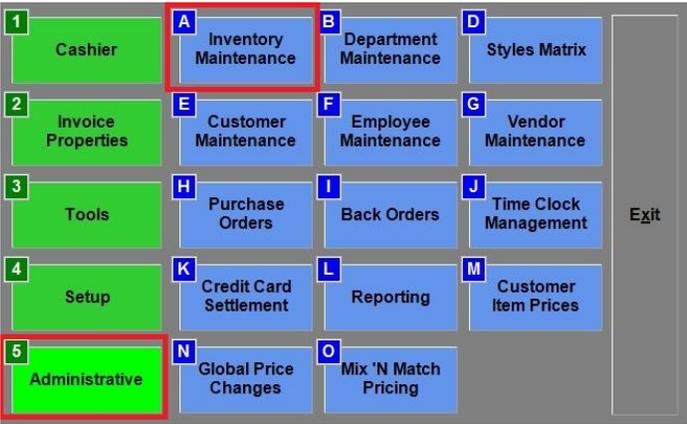
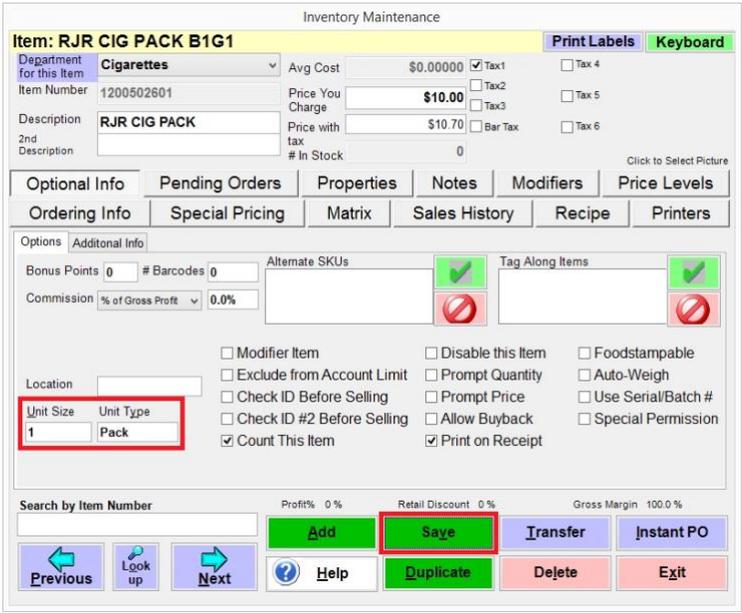
Scale      **Update**      Exit

8. Select Quick Add
9. Under **If bar code scanned is not found...** enable **Full Enter, Prompt**
10. Select **Update**

**Note:** You can select Full Enter, Forced, however you must complete the item setup when a # is entered in the **Scan Barcode Now...** field in the invoice screen.

## RJ Reynolds - Configuring Items with correct Units of Measure

RJ Reynolds requires **specific descriptions** to be used for **unit types** and **sizes**. As an example, for a pack of cigarettes it must have **“Pack”** as the **unit type**, not PK or pack or box. A list of these specific description will be displayed on the next page.

 <p>The image shows a menu with a yellow box labeled 'Manager' and a blue box labeled 'Options' below it.</p>	<ol style="list-style-type: none"> <li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials</li> </ol>
 <p>The image shows a grid of administrative menu items. A red box highlights 'Administrative' (labeled 5) and 'Inventory Maintenance' (labeled A). Other items include Cashier, Invoice Properties, Tools, Setup, Global Price Changes, and various maintenance options.</p>	<ol style="list-style-type: none"> <li>2. Select <b>Administrative</b></li> <li>3. Select <b>Inventory Maintenance</b>.</li> </ol>
 <p>The image shows the 'Inventory Maintenance' configuration screen for item 'RJR CIG PACK B1G1'. The 'Unit Size' is set to '1' and the 'Unit Type' is set to 'Pack'. The 'Save' button is highlighted with a red box. Other fields include Department (Cigarettes), Price You Charge (\$10.00), and various checkboxes for tax and printing options.</p>	<ol style="list-style-type: none"> <li>4. Navigate to the PRJ Reynolds item that needs to be configured.</li> <li>5. For <b>Department for this item</b> select a department. This department must match the selected department during the export to include the item.</li> <li>6. In the <b>Unit Size</b> specify the number of packs within the carton.</li> <li>7. In the <b>Unit Type</b> specify the unit of measure of the item, check the table on the next page to ensure it has the unit of measure specified.</li> <li>8. Select <b>Save</b></li> </ol>

## RJ Reynolds - Acceptable units of Measure

Below is a table containing the acceptable descriptions for units of measure that must be entered in the **Unit Type** field for each tobacco item in Inventory Maintenance.

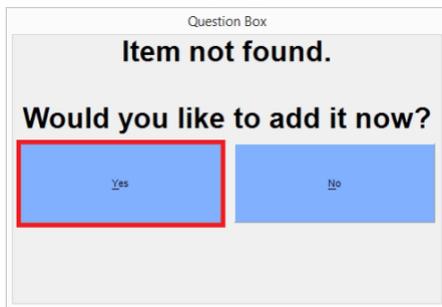
<b>TOBACCO CATEGORY</b>	<b>UNITS OF MEASURE</b>
Cigarettes	Pack, Carton, or Case
Cigars/Little Cigars	Each (For single stick cigar), Pack, Box, Case
Pipe Tobacco	Bag, Tub, Canister, Case
E-Cigs	Each (for single Sticks E-cigs), Pack, Kit, Bottle, Cartridge, Box, Case
Tubes	Tubes, Pack, Carton, Box, Case
RYO	Pack, Bag, Canister, Box, Case
Loose Tobacco	Pooch, Pack, Canister, Box, Case
Papers/Wraps	Booklet, Pack, Box, Case
Premium Cigars	Each (for single sticks of cigars), Bundle, Pack, Box, Case

### **Additional Notes for Unit of Measure:**

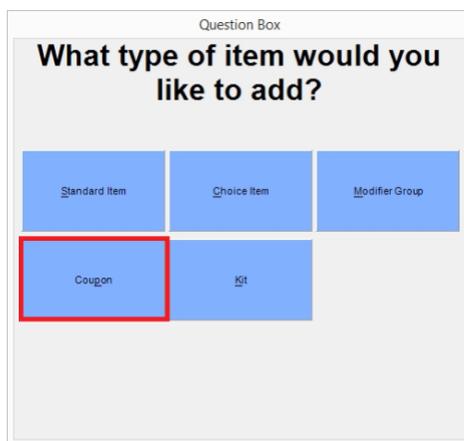
- Do not use any abbreviations (like EA, PK or CTN).
- You may use 2PK, 3PK, etc. but only to describe bundles (2 or more individual items packed/cellophane together).
- 5PK can be used to describe sales of half cartons.
- EACH should only be used for sales of single sticks of cigarettes, cigars or E-cigs. It can't be used to describe sales of individual packs, cans, etc.
- Sizes (oz., ml, etc.) and/or Counts (1CT, 2CT, 10CT, etc.) are not valid UOM.
- Please try to keep consistency when reporting UOM for items within the same tobacco category.

## Adding Coupons for Tobacco Products

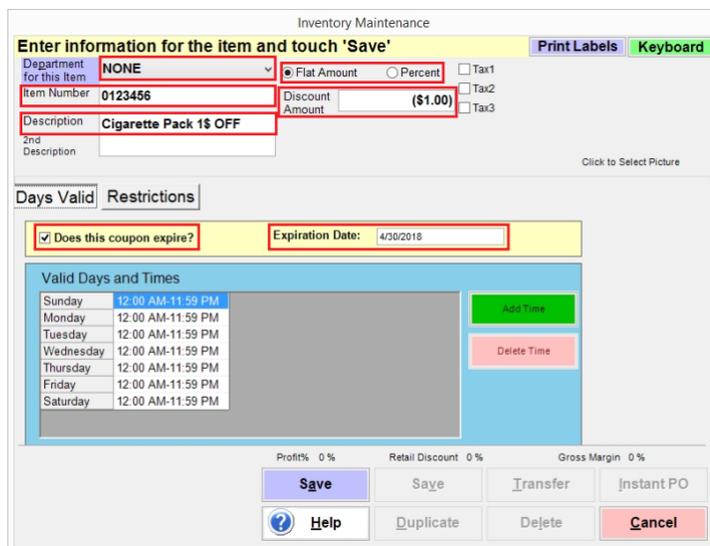
When a customer presents a manufacturer coupon with a scan-able barcode while scanning their items, follow these steps to add it to your inventory so its discount can be automatically applied the next time the same coupon is scanned. You can also use these steps for coupons that do not have a barcode, you'd give the coupon its own unique item#.



1. After scanning a barcode on a manufacturer coupon, you'll receive the prompt "Item not found. Would you like to add it now?"
2. Select **Yes** to continue with adding the coupon to your inventory or select **No** to continue to add other items to the invoice.



3. Select **Coupon**



Inventory Maintenance

Enter information for the item and touch 'Save'

Department for this Item: NONE

Item Number: 0123456

Description: Cigarette Pack 1\$ OFF

Discount Amount: (\$1.00)

Expiration Date: 4/30/2018

Valid Days and Times

Day	Time
Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

Buttons: Save, Duplicate, Dejeite, Cancel, Help, Transfer, Instant PO

4. Configure the **Department** to a department that does not contain your tobacco items
5. Configure the **Description** to contain a title of the coupon
6. Select the **type of discount** either **Flat Amount** or **Percent**, it is usually **Flat Amount**
7. Enter a **Negative** amount in the **Discount Amount** field
8. **Uncheck** all of the **tax rates**
9. If the coupon expires, put a check in the **Does this coupon expire?**
10. Enter the **expiration date** of the coupon in the format **MM/DD/YYYY** or **double click/tap** the expiration Date Field to open the touch screen date selection screen.
11. Select **Restrictions** to configure how the coupon can be applied to items.

Inventory Maintenance

**Coupon: Cigarette Pack 1\$ OFF** Print Labels Keyboard

Department for this Item: NONE  Flat Amount  Percent  Tax1  
 Item Number: 0123456 Discount Amount: (\$1.00)  Tax2  Tax3  
 Description: Cigarette Pack 1\$ OFF  
 2nd Description:

Days Valid:  Restrictions:

Rule	Type	Description

Minimum Amount: \$0.00 # Days Between Use: 0  
 Include all items besides above exceptions  Only allow through bonus plan  Allow on Deposit Invoices  
 Apply only to parent items  Suppress Bonus Points of Affected Items  Apply to already discounted items  
 Apply to items using special pricing  Require Permission

Search by Item Number:  Profit: 36.737 % Retail Discount: 0 % Gross Margin: 26.867 %

To configure what items the coupon can be applied too, follow the steps below:

12. Select **Include**

Question Box

**What type of rule would you like to add?**

13. Select **Item**, do not use department or category this may result in the coupon being used to discount an item that is not eligible for the discount.

Search Inventory

Item Number	Description	Price	Stock	Description 2	Vendor Part Num
0123456	Cigarette Pack 1\$ OFF	-1.00	0		
23049658	Cigarette Pack	10.00	100		

Category: No Category Selected Department: No Department Select Vendor: No Vendor Selected

Item Number  Description  Vendor Part Num  Style  Search Main Fields

Enter Search Text:

14. Search for the tobacco product the coupon can be used to discount.

15. Press **Select** after highlighting the product.

Inventory Maintenance

**Enter information for the item and touch 'Save'** Print Labels Keyboard

Department for this Item: NONE  Flat Amount  Percent  Tax1  
 Item Number: 0123457 Discount Amount: (\$1.00)  Tax2  Tax3  
 Description: Cigarette Pack 1\$ OFF  
 2nd Description:   
 Click to Select Picture

Days Valid | Restrictions

Rule	Type	Description	
Include	Item	Cigarette Pack	Include
			Exclude
			Exclusive
			Delete

Minimum Amount \$0.00 # Days Between Use 0  
 Include all items besides above exceptions  Only allow through bonus plan  Allow on Deposit Invoices  
 Apply only to parent items  Suppress Bonus Points of Affected Items  Apply to already discounted items  
 Apply to items using special pricing  Require Permission

Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

Save Save Transfer Instant PO  
 Previous Look up Next Help Duplicate Delete Cancel

16. Select **Save**

Cash Register Express - Station 01 - Cashier: 100101 - 1/10/2018 04:32 PM

Scan Barcode Now... Quantity 1 Search

#	Item Info	Quantity	Price
1	23049658 @ 1 Pack \$10.00 Cigarette Pack	1.0	\$10.00
2	0123457 @ (\$1.00) Coupon 1\$ OFF	1.0	(\$1.00)

Sub Total \$9.00  
 Tax \$0.63  
 Grand Total \$9.63

LIQUOR Cigarette Pack  
 BEER  
 WINE  
 NON-ALCOHOL  
 TOBACCO  
 MISC ITEMS

DELETE DISCOUNT CH-L QUAN CHANGE PRICE CHANGE  
 CASH CHECK CREDIT PAY

F1-Help F2-Inventory F3-Click In/Out F4-Customers F5-Price Check F6-Cash Sale  
 F7-Check Sale F8-CC Sale F9-On Account F10-Cashier F11-Invoice Info F12-Item Options

17. The created coupon will automatically be applied to the invoice.

Inventory Maintenance

**Coupon: Cigarette Pack 1\$ OFF** Print Labels Keyboard

Department for this Item: NONE  Flat Amount  Percent  Tax1  
 Item Number: 0123456 Discount Amount: (\$1.00)  Tax2  Tax3  
 Description: Cigarette Pack 1\$ OFF  
 2nd Description:   
 Click to Select Picture

Days Valid | Restrictions

Rule	Type	Description	
Exclusive	Item	Cigarette Pack 1\$ OFF	Include
Include	Item	Cigarette Pack	Exclude
			Exclusive
			Delete

Minimum Amount \$0.00 # Days Between Use 0  
 Include all items besides above exceptions  Only allow through bonus plan  Allow on Deposit Invoices  
 Apply only to parent items  Suppress Bonus Points of Affected Items  Apply to already discounted items  
 Apply to items using special pricing  Require Permission

Search by Item Number Profit% 36.737% Retail Discount 0% Gross Margin 26.867%

Add Item Save Transfer Instant PO  
 Previous Look up Next Help Duplicate Delete Exit

**NOTE:** if you need to configure the coupon so it can only be applied to the invoice **only once**, Lookup the created coupon in **Inventory Maintenance** & follow steps 11 through 15, except select **Exclusive** and search for and select the **created coupon** item.

See the image to the left as an example of the configured **restrictions** section.

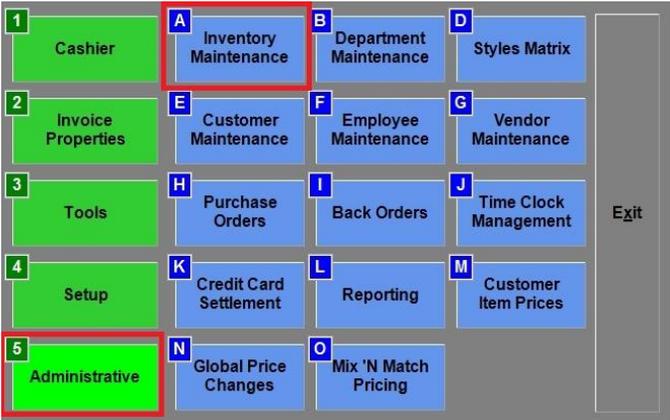
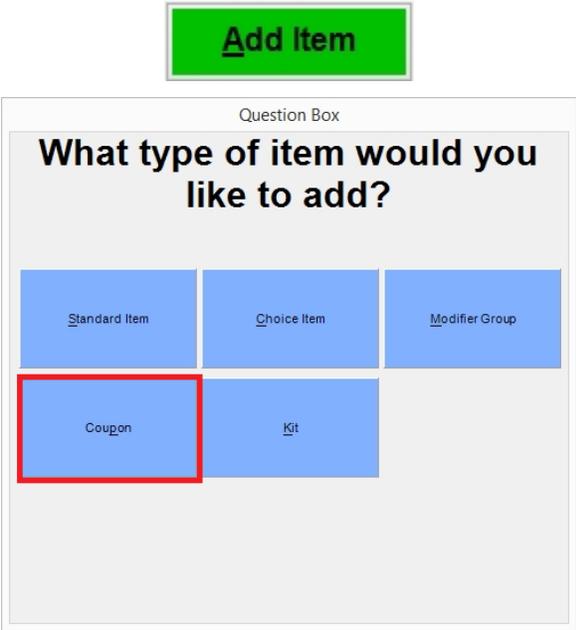
**NOTE:** if the coupon can be applied to multiple items, lookup the created coupon in **Inventory Maintenance** & follow steps 11 through 15 and select the item the discount can be applied to for each item.

## Adding Manufacturer Promotions to CRE

RJ Reynolds offers many different types of discounts that can be refunded. There are value added promotions, buy-down, FGI, and more. In order to apply these discounts in CRE and have export correctly they must be configured as coupon items and Mix n Match discounts.

### Value Added Promotion Dollar Discount Amount – Coupon Configuration

Value added promotions are discounts that are included in the price that is specified via the barcode that comes on the item. This barcode is usually found on the plastic wrapping that advertises the discount on the outside of the pack, roll, carton etc.

	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Coupon</b> when prompted.</li></ol>

Inventory Maintenance

**Coupon: \$1 OFF** [Print Labels](#) [Keyboard](#)

Department for this Item: **NONE**  Flat Amount  Percent  Tax  Tax 4  
 Item Number: **677** Discount Amount: **(\$1.00)**  Tax 2  Tax 5  
 Description: **\$1 OFF**  Tax 3  Tax 6  
 2nd Description: **MFGVAP RJR VAP \$1 OFF**

Click to Select Picture

---

**Days Valid** **Restrictions**

Does this coupon expire? Expiration Date: 4/4/2018

**Valid Days and Times**

Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

Add Time  
Delete Time

---

Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 0%

← Previous
Look up
Next →

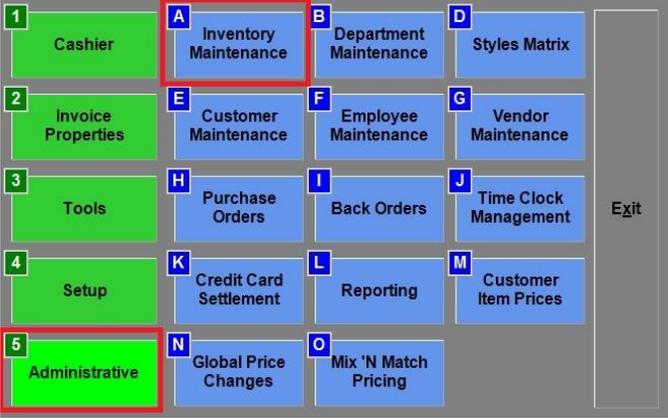
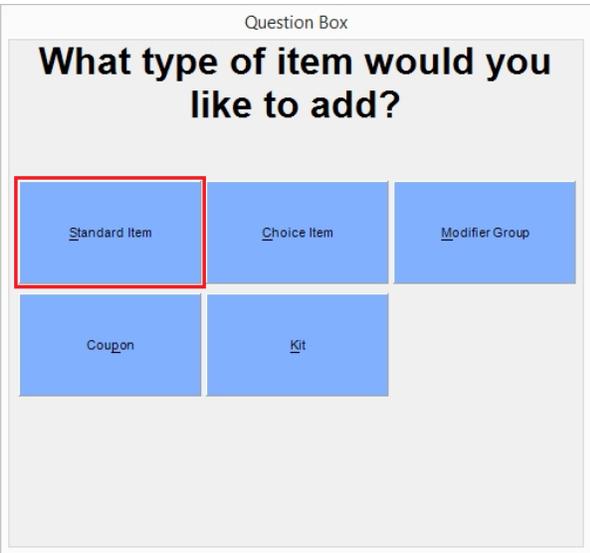
**Save**
Save
Transfer
Instant PO

↩
↪

? Help
Duplicate
Delete
**Cancel**

6. Configure the **Item Number**, this can be any number that is not already in use.
7. Set the **Department for this item** to a department that **is not used** for your **tobacco** items..
8. Enter a **Description** that explains the value added promotion for the item.
9. For **Second Description, You Must** enter "**MFGVAP**" followed by "**RJR VAP**" followed by "**discount description**", for **discount description**, it can be anything that accurately explains the Manufacturer Promotion Description.
10. Set the **Discount Type & Discount Amount**, enter a **negative** amount that will be discounted from the item.
11. Leave the **Tax** boxes **unchecked**.
12. Configure the restriction settings for the coupon.
13. Select **Save**.

## Value Added Promotion Dollar Discount Amount – Item Configuration

	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Standard Item</b> when prompted.</li></ol>

Inventory Maintenance

**Enter information for the item and touch 'Save'** **Print Labels** **Keyboard**

Department for this Item	Cigarettes	Avg Cost	\$0.00000	<input checked="" type="checkbox"/> Tax	<input type="checkbox"/> Tax 4
Item Number	12300502603	Price You Charge	\$10.00000	<input type="checkbox"/> Tax 2	<input type="checkbox"/> Tax 5
Description	n Crsh Slvr 85 Men \$0.75 off	Price with tax	\$10.70	<input type="checkbox"/> Tax 3	<input type="checkbox"/> Tax 6
2nd Description		# In Stock	83	<input type="checkbox"/> Bar Tax	

Click to Select Picture

Optional Info	Pending Orders	Properties	Notes	Modifiers	Price Levels
Ordering Info	Special Pricing	Matrix	Sales History	Recipe	Printers

Options Additional Info

Bonus Points 0	# Barcodes 0	Alternate SKUs	<input checked="" type="checkbox"/>	Tag Along Items	<input checked="" type="checkbox"/>
Commission % of Gross Profit	0.0%		<input type="checkbox"/>		<input type="checkbox"/>

Location

Unit Size	Unit Type	<input type="checkbox"/> Modifier Item	<input type="checkbox"/> Disable this Item	<input type="checkbox"/> Foodstampable
1	Pack	<input type="checkbox"/> Exclude from Account Limit	<input type="checkbox"/> Prompt Quantity	<input type="checkbox"/> Auto-Weigh
		<input type="checkbox"/> Check ID Before Selling	<input type="checkbox"/> Prompt Price	<input type="checkbox"/> Use Serial/Batch #
		<input type="checkbox"/> Check ID #2 Before Selling	<input type="checkbox"/> Allow Buyback	<input type="checkbox"/> Special Permission
		<input checked="" type="checkbox"/> Count This Item	<input checked="" type="checkbox"/> Print on Receipt	<input type="checkbox"/> Hide from TS

Search by Item Number

Profit% 0 %    Retail Discount 0 %    Gross Margin 100.0 %

			<b>Save</b>	Save	Transfer	Instant PO
<b>Previous</b>	Look up	<b>Next</b>		Duplicate	Delete	<b>Cancel</b>

6. For **Item Number** enter the barcode code number of the value added promotion item. This barcode number is usually found on the plastic wrapping that advertises the discount on the normal pack of cigarettes.
7. For **Description**, enter the description of the item and discount.
8. Select the appropriate **Department** for this item.
9. Enable any **Tax** rates that are required.
10. For **Price You Charge**, set the price of the item to be the **full price** of the item.
11. Set **Unit Size** to 1, this applies to VAP discounted items that are a bundle.
12. Set **Unit Type** to the container of the item, see the [RJ Reynolds - Acceptable units of Measure](#) section.
13. Select the **green check mark** next to **Tag Along** items.

Search Inventory

Item Number	Description	Price	Stock	Description 2	Vendor Part Num
677	\$1 OFF	-1.00	-14	MFGVAP RJR VAP \$1 OFF	
678	B1G1	-10.00	-11	MFGVAP RJR VAP B1G1	
679	B2G\$1 OFF	-1.00	-10	MFGVAP RJR VAP B2G\$1 OFF	
680	10 OFF CART	-10.00	-5	MFGVAP RJR VAP \$10	
B1G1C	B1G1 discount	-10.00	0	MFGVAP RJR B1G1	

Keyboard

Modifiers

Modifier Groups

Choice Items

Kits

Rentals

Style Items

Serial Number Items

Add New Item

Help

Search

Category: No Category Selected | Department: No Department Select | Vendor: No Vendor Selected

Item Number   
  Description   
  Vendor Part Num   
  Style   
  Search Main Fields   
 Enter Search Text: 667

Select   
Cancel

14. **Search** for the created VAP coupon you created in the previous section via its description or item number.

15. **Select** the coupon to highlight it in blue

16. Press **Select**

Inventory Maintenance

Enter information for the item and touch 'Save'

Print Labels   
Keyboard

Department for this Item: Cigarettes | Avg Cost: \$0.00000 |  Tax |  Tax 4

Item Number: 12300502603 | Price You Charge: \$10.00000 |  Tax 2 |  Tax 5

Description: n Crsh Slvr 85 Men \$0.75 off | Price with tax: \$10.70 |  Tax 3 |  Tax 6

2nd Description:  | # In Stock: 83 | Click to Select Picture

Optional Info
Pending Orders
Properties
Notes
Modifiers
Price Levels

Ordering Info
Special Pricing
Matrix
Sales History
Recipe
Printers

Options Additional Info

Bonus Points: 0 | # Barcodes: 0 | Alternate SKUs:

Commission: % of Gross Profit: 0.0%

Tag Along Items

677

Modifier Item   
 Exclude from Account Limit   
 Check ID Before Selling   
 Count This Item   
 Disable this Item   
 Prompt Quantity   
 Check ID #2 Before Selling   
 Print on Receipt   
 Foodstampable   
 Auto-Weigh   
 Use Serial/Batch #   
 Special Permission   
 Hide from TS

Location:  | Unit Size: 1 | Unit Type: Pack

Search by Item Number
Profit%: 0%
Retail Discount: 0%
Gross Margin: 100.0%

Save
Save
Transfer
Instant PO

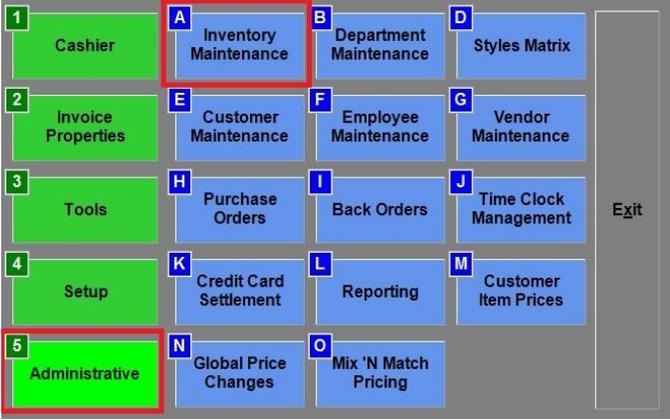
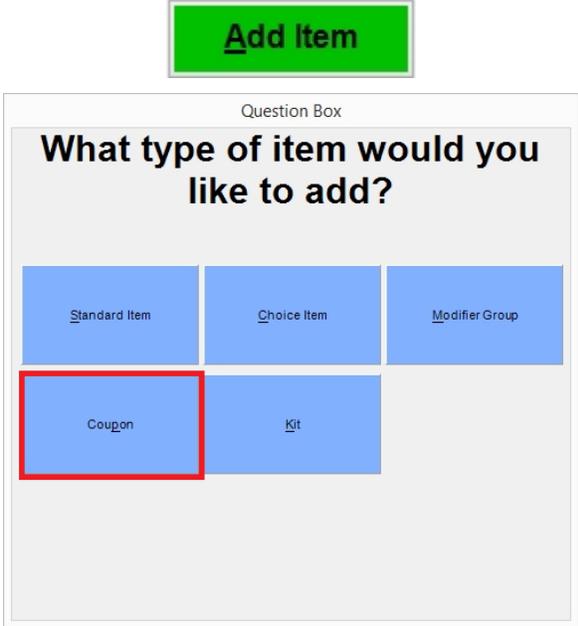
Previous
Lock up
Next
Help
Duplicate
Delete
Cancel

17. The value added promotion Coupon item is now added as a tag along item for the discounted item. This will ensure that the discount for the value added promotion is applied to the item every time it is sold.

18. Select **Save**

You can add the same Value added promotion coupon item to each item that has the same discount amount in your inventory.

## Value Added Promotion Buy One Get One – Coupon Configuration

 <p>The image shows a yellow box labeled "Manager" above a blue box labeled "Options".</p>	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
 <p>The image shows a grid of menu options. The "Administrative" option is highlighted with a red border. The grid includes: 1 Cashier, 2 Invoice Properties, 3 Tools, 4 Setup, 5 Administrative, A Inventory Maintenance, B Department Maintenance, C Styles Matrix, E Customer Maintenance, F Employee Maintenance, G Vendor Maintenance, H Purchase Orders, I Back Orders, J Time Clock Management, K Credit Card Settlement, L Reporting, M Customer Item Prices, N Global Price Changes, O Mix 'N Match Pricing, and an Exit button.</p>	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
 <p>The image shows a dialog box titled "Add Item" with the question "What type of item would you like to add?". The "Coupon" option is highlighted with a red border. Other options include Standard Item, Choice Item, Modifier Group, and Kit.</p>	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Coupon</b> when prompted.</li></ol>

Inventory Maintenance

**Coupon: B1G1** [Print Labels](#) [Keyboard](#)

Department for this Item: **NONE**  Flat Amount  Percent  Tax  Tax 4  
 Item Number: **678** Discount Amount: **(\$10.00)**  Tax 2  Tax 5  
 Description: **B1G1**  Tax 3  Tax 6  
 2nd Description: **MFGVAP B1G1**

[Click to Select Picture](#)

**Days Valid** **Restrictions**

Does this coupon expire? Expiration Date: 4/5/2018

**Valid Days and Times**

Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

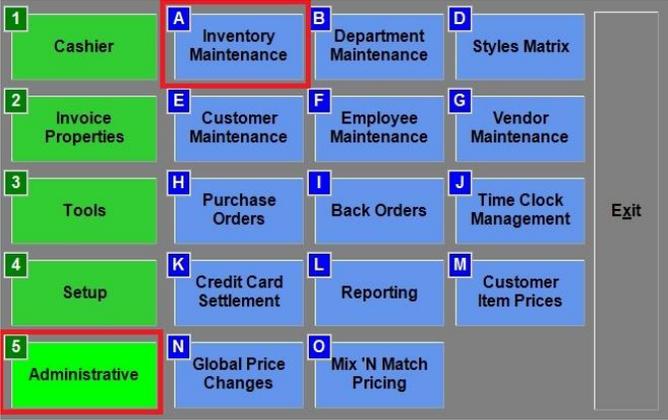
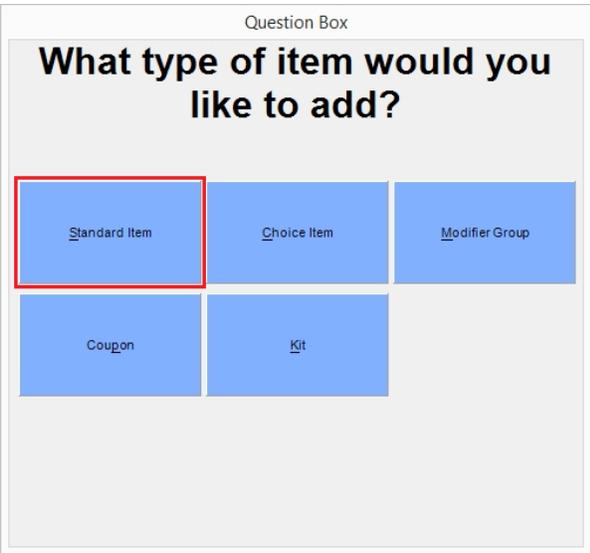
[Add Time](#)  
[Delete Time](#)

Search by Item Number Profit% 0 % Retail Discount 0 % Gross Margin 100.0 %

[Previous](#) [Look up](#) [Next](#) [Add Item](#) [Save](#) [Transfer](#) [Instant PO](#)  
[Help](#) [Duplicate](#) [Delete](#) [Exit](#)

6. Configure the **Item Number**, this can be any number that is not already in use.
7. Set the **Department for this item** to a department that **is not used** for your **tobacco** items.
8. Enter a **Description** that explains the value added promotion for the item.
9. For **Second Description**, Enter "**MFGVAP**" followed by followed by "**B1G1**"
10. Set the **Discount Type & Discount Amount**, enter a **negative** amount that is equal to the price of **one** tobacco product.
11. Leave the **Tax** boxes **unchecked**.
12. Configure the restriction settings for the coupon.
13. Select **Save**.

## Value Added Promotion Buy One Get One – Item Configuration

	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Standard Item</b> when prompted.</li></ol>

Inventory Maintenance

**Enter information for the item and touch 'Save'** **Print Labels** **Keyboard**

Department for this Item	Cigarettes	Avg Cost	\$0.00000	<input checked="" type="checkbox"/> Tax	<input type="checkbox"/> Tax 4
Item Number	1200502601	Price You Charge	\$20.00000	<input type="checkbox"/> Tax 2	<input type="checkbox"/> Tax 5
Description	RJR CIG PACK B1G1	Price with tax	\$21.40	<input type="checkbox"/> Tax 3	<input type="checkbox"/> Tax 6
2nd Description		# In Stock	83	<input type="checkbox"/> Bar Tax	

Click to Select Picture

Optional Info	Pending Orders	Properties	Notes	Modifiers	Price Levels
Ordering Info	Special Pricing	Matrix	Sales History	Recipe	Printers

Options Additional Info

Bonus Points 0	# Barcodes 0	Alternate SKUs	<input checked="" type="checkbox"/>	Tag Along Items	<input checked="" type="checkbox"/>
Commission % of Gross Profit	0.0%		<input type="checkbox"/>		<input type="checkbox"/>

Location

<input type="checkbox"/> Modifier Item <input type="checkbox"/> Exclude from Account Limit <input type="checkbox"/> Check ID Before Selling <input type="checkbox"/> Check ID #2 Before Selling <input checked="" type="checkbox"/> Count This Item	<input type="checkbox"/> Disable this Item <input type="checkbox"/> Prompt Quantity <input type="checkbox"/> Prompt Price <input type="checkbox"/> Allow Buyback <input checked="" type="checkbox"/> Print on Receipt	<input type="checkbox"/> Foodstampable <input type="checkbox"/> Auto-Weigh <input type="checkbox"/> Use Serial/Batch # <input type="checkbox"/> Special Permission <input type="checkbox"/> Hide from TS
---	---	--

Unit Size  Unit Type

Search by Item Number

Profit% 0 %    Retail Discount 0 %    Gross Margin 100.0 %

			<b>Save</b>	Save	Transfer	Instant PO
<b>Previous</b>	Look up	<b>Next</b>	Help	Duplicate	Delete	<b>Cancel</b>

6. For **Item Number** enter the barcode code number of the value added promotion item. This barcode number is usually found on the plastic wrapping that advertises the discount on the normal pack of cigarettes.
7. For **Description**, enter the description of the item and discount.
8. Select the appropriate **Department** for this item.
9. Enable any **Tax** rates that are required.
10. For **Price You Charge**, set the price to be equal to the **cost of 2** of products.
11. Set **Unit Size** to 1, this is because the customer is buying **one bundle**.
12. Set **Unit Type** to the container of the item, see the [RJ Reynolds - Acceptable units of Measure](#) section.
13. Select the **green check mark** next to **Tag Along** items.

Search Inventory

Item Number	Description	Price	Stock	Description 2	Vendor Part Num
676	B1G1	-10.00	-11	MFGVAP B1G1	
891	RJR CIG PACK B1G1	20.00	97	RJR	
902	RJR CIG PACK B1G1	20.00	86		
B1G1C	B1G1 discount	-10.00	0	MFGVAP RJR B1G1	

Keyboard

Modifiers

Modifier Groups

Choice Items

Kits

Rentals

Style Items

Serial Number Items

Add New Item

Category: **No Category Selected** | Department: **No Department Select** | Vendor: **No Vendor Selected**

Item Number   
 Description   
 Vendor Part Num   
 Style   
 Search Main Fields

Enter Search Text:

Select   
Cancel   
b1g1   
Search

14. **Search** for the created VAP coupon you created in the previous section via its description or item number.
15. **Select** the coupon to highlight it in blue
16. Press **Select**

Inventory Maintenance

**Item: RJR CIG PACK B1G1** Print Labels Keyboard

Department for this Item: **Cigarettes**    Avg Cost: \$0.00000     Tax     Tax 4  
Item Number: **1200502601**    Price You Charge: **\$20.00000**     Tax 2     Tax 5  
Description: **RJR CIG PACK B1G1**    Price with tax: \$21.40     Tax 3     Tax 6  
2nd Description:    # In Stock: 97     Bar Tax     Tax 6

Options    Additional Info

Bonus Points: 0    # Barcodes: 0    Alternate SKUs:     
Commission: % of Gross Profit: 0.0%   

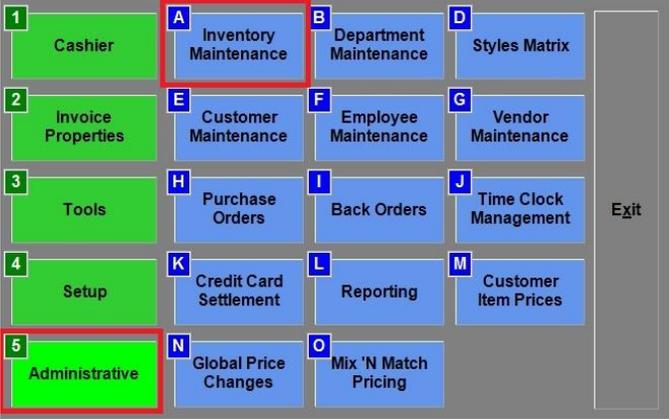
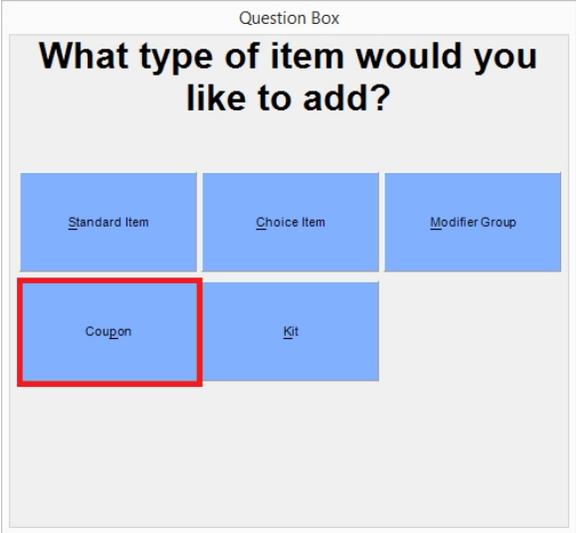
Modifier Item     Exclude from Account Limit     Check ID Before Selling     Check ID #2 Before Selling     Count This Item  
 Disable this Item     Prompt Quantity     Prompt Price     Allow Buyback     Print on Receipt  
 Foodstampable     Auto-Weigh     Use Serial/Batch #     Special Permission

Search by Item Number:    Profit%: 0%    Retail Discount: 0%    Gross Margin: 100.0%

Save    Save    Transfer    Instant PO  
Previous    Look up    Next    Help    Duplicate    Delete    Cancel

17. The value added promotion Coupon item is now added as a tag along item for the discounted item. This will ensure that the discount for the value added promotion is applied to the item every time it is sold.
18. Select **Save**

## Value Added Promotion Buy Two Get \$ Off – Coupon Configuration

	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Coupon</b> when prompted.</li></ol>

Inventory Maintenance

**Coupon: B1G1** [Print Labels](#) [Keyboard](#)

Department for this Item: **NONE**  Flat Amount  Percent  Tax  Tax 4  
 Item Number: 678 Discount Amount: **(\$1.00)**  Tax 2  Tax 5  
 Description: **B2G\$1 OFF**  Tax 3  Tax 6  
 2nd Description: **MFGVAP RJR VAP B2G\$1 OFF**

[Click to Select Picture](#)

**Days Valid** **Restrictions**

Does this coupon expire? Expiration Date: 4/5/2018

**Valid Days and Times**

Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

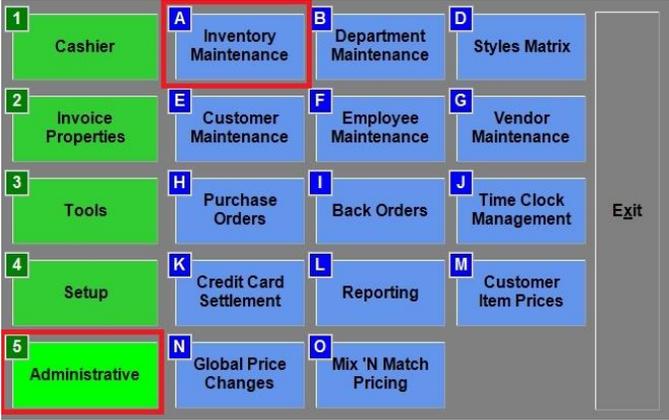
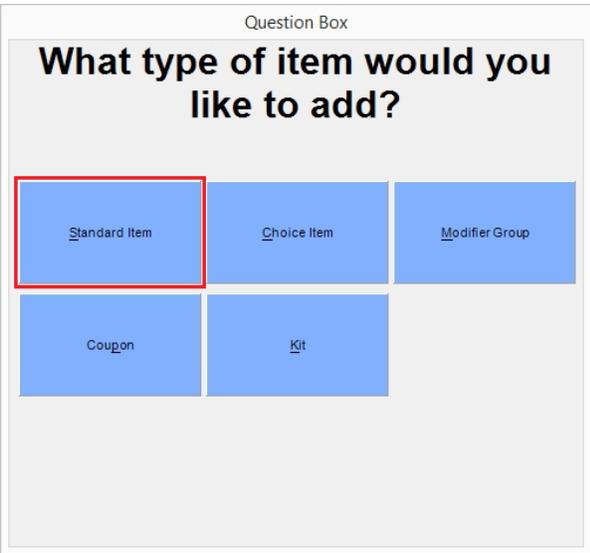
[Add Time](#)  
[Delete Time](#)

Search by Item Number:  Profit% 0 % Retail Discount 0 % Gross Margin 100.0 %

[Add Item](#) [Save](#) [Transfer](#) [Instant PO](#)  
[Previous](#) [Look up](#) [Next](#) [Help](#) [Duplicate](#) [Delete](#) [Exit](#)

6. Configure the **Item Number**, this can be any number that is not already in use.
7. Set the **Department for this item** to a department that isn't used for your tobacco items.
8. Enter a **Description** that explains the value added promotion for the item.
9. For **Second Description**, Enter "**MFGVAP**" followed by followed by "**B1G\$ OFF**" You can include the number for the dollar amount that is discounted. **Example**; B1G\$0.50 OFF or B1G\$1.00 OFF
10. Set the **Discount Type & Discount Amount**, enter a **negative** amount that will be discounted from the item.
11. Leave the **Tax** boxes **unchecked**.
12. Configure the restriction settings for the coupon.
13. Select **Save**.

## Value Added Promotion Buy Two Get \$ Off – Item Configuration

	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Standard Item</b> when prompted.</li></ol>

Inventory Maintenance

**Enter information for the item and touch 'Save'** **Print Labels** **Keyboard**

Department for this Item	Cigarettes	Avg Cost	\$0.00000	<input checked="" type="checkbox"/> Tax	<input type="checkbox"/> Tax 4
Item Number	12300502603	Price You Charge	\$20.00000	<input type="checkbox"/> Tax 2	<input type="checkbox"/> Tax 5
Description	RJR CIG PACK B2G\$1 OFF	Price with tax	\$21.40	<input type="checkbox"/> Tax 3	<input type="checkbox"/> Tax 6
2nd Description		# In Stock	83	<input type="checkbox"/> Bar Tax	

Click to Select Picture

Optional Info	Pending Orders	Properties	Notes	Modifiers	Price Levels
Ordering Info	Special Pricing	Matrix	Sales History	Recipe	Printers

Options Additional Info

Bonus Points 0	# Barcodes 0	Alternate SKUs	<input checked="" type="checkbox"/>	Tag Along Items	<input checked="" type="checkbox"/>
Commission % of Gross Profit	0.0%		<input type="checkbox"/>		<input type="checkbox"/>

Location

Unit Size	Unit Type	<input type="checkbox"/> Modifier Item	<input type="checkbox"/> Disable this Item	<input type="checkbox"/> Foodstampable
1	Pack	<input type="checkbox"/> Exclude from Account Limit	<input type="checkbox"/> Prompt Quantity	<input type="checkbox"/> Auto-Weigh
		<input type="checkbox"/> Check ID Before Selling	<input type="checkbox"/> Prompt Price	<input type="checkbox"/> Use Serial/Batch #
		<input type="checkbox"/> Check ID #2 Before Selling	<input type="checkbox"/> Allow Buyback	<input type="checkbox"/> Special Permission
		<input checked="" type="checkbox"/> Count This Item	<input checked="" type="checkbox"/> Print on Receipt	<input type="checkbox"/> Hide from TS

Search by Item Number

Profit% 0 %    Retail Discount 0 %    Gross Margin 100.0 %

			<b>Save</b>	Save	Transfer	Instant PO
<b>Previous</b>	Look up	<b>Next</b>		Duplicate	Delete	<b>Cancel</b>

6. For **Item Number** enter the barcode code number of the value added promotion item. This barcode number is usually found on the plastic wrapping that advertises the discount on the normal pack of cigarettes.
7. For **Description**, enter the description of the item and its discount.
8. Select the appropriate **Department** for this item.
9. Enable any **Tax** rates that are required.
10. For **Price You Charge**, set the price to be equal to the **cost of 2** of products.
11. Set **Unit Size** to 1, this is because the customer is buying **one bundle**.
12. Set **Unit Type** to the container of the item, see the [RJ Reynolds - Acceptable units of Measure](#) section.
13. Select the **green check mark** next to **Tag Along** items.

Search Inventory

Item Number	Description	Price	Stock	Description 2	Vendor Part Num
676	B1G1	-10.00	-11	MFGVAP B1G1	
891	RJR CIG PACK B1G1	20.00	97	RJR	
902	RJR CIG PACK B1G1	20.00	86		
B1G1C	B1G1 discount	-10.00	0	MFGVAP RJR B1G1	

Keyboard

Modifiers

Modifier Groups

Choice Items

Kits

Rentals

Style Items

Serial Number Items

Add New Item

Category: **No Category Selected** | Department: **No Department Select** | Vendor: **No Vendor Selected**

Item Number   
 Description   
 Vendor Part Num   
 Style   
 Search Main Fields

Enter Search Text:

Current Selection: **678**    Select    Cancel

14. **Search** for the created VAP coupon you created in the previous section via its description or item number.
15. **Select** the coupon to highlight it in blue
16. Press **Select**

Inventory Maintenance

**Item: RJR CIG PACK B1G1**    Print Labels    Keyboard

Department for this Item: **Cigarettes**    Avg Cost: \$0.00000     Tax     Tax 4

Item Number: **12300502603**    Price You Charge: **\$20.00000**     Tax 2     Tax 5

Description: **RJR CIG PACK B1G1**    Price with tax: \$21.40     Bar Tax     Tax 6

2nd Description:    # In Stock: 97    Click to Select Picture

Optional Info    Pending Orders    Properties    Notes    Modifiers    Price Levels

Ordering Info    Special Pricing    Matrix    Sales History    Recipe    Printers

Options    Additional Info

Bonus Points: 0    # Barcodes: 0    Alternate SKUs:      Tag Along Items: **B1G1**   

Commission: % of Gross Profit: 0.0%     Modifier Item     Disable this Item     Foodstampable

Location:      Exclude from Account Limit     Prompt Quantity     Auto-Weigh

Unit Size: 1    Unit Type: Pack     Check ID Before Selling     Prompt Price     Use Serial/Batch #

Count This Item     Print on Receipt

Search by Item Number    Profit%: 0%    Retail Discount: 0%    Gross Margin: 100.0%

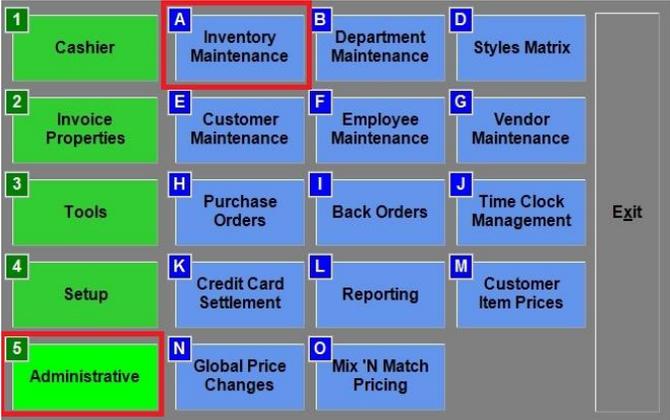
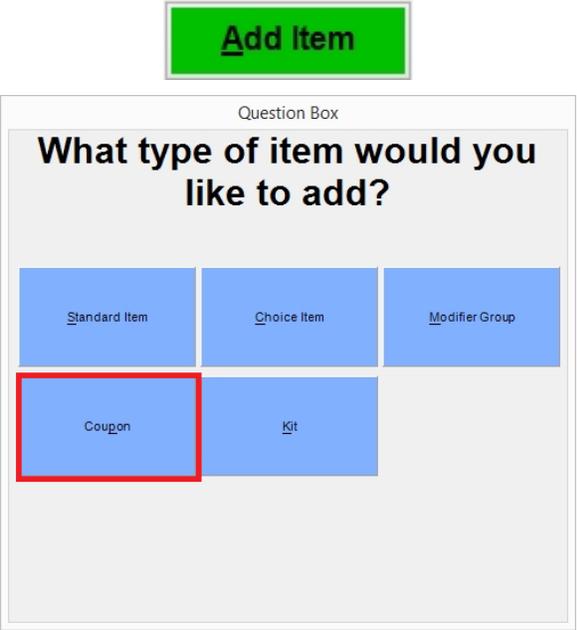
Save    Save    Transfer    Instant PO

Previous    Look up    Next    Help    Duplicate    Delete    Cancel

17. The value added promotion Coupon item is now added as a tag along item for the discounted item. This will ensure that the discount for the value added promotion is applied to the item every time it is sold.
18. Select **Save**

## Buy-down Promotion – Coupon Configuration

A buy down discount is sale on the tobacco products offered from the manufacturer to the retailer, this discount uses the original barcode of the standard tobacco product. This discount is tracked via a coupon that is created and then applied to the standard product similar to a value added promotion. The other method of applying the buy down discount to an item is to enter the item # of the coupon into the **Scan Barcode Now...** field to apply it to the item.

 <p>The image shows two buttons: a yellow button labeled "Manager" and a blue button labeled "Options".</p>	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
 <p>The image shows a grid of menu items. The "Administrative" button is highlighted with a red border. Other buttons include Cashier, Invoice Properties, Tools, Setup, Inventory Maintenance, Customer Maintenance, Purchase Orders, Credit Card Settlement, Global Price Changes, Department Maintenance, Employee Maintenance, Back Orders, Reporting, Mix 'N Match Pricing, Styles Matrix, Vendor Maintenance, Time Clock Management, and Customer Item Prices. An "Exit" button is also visible.</p>	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
 <p>The image shows a dialog box titled "Add Item" with the question "What type of item would you like to add?". There are five buttons: Standard Item, Choice Item, Modifier Group, Coupon, and Kit. The "Coupon" button is highlighted with a red border.</p>	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Coupon</b> when prompted.</li></ol>

Inventory Maintenance

**Coupon: \$1 OFF** [Print Labels](#) [Keyboard](#)

Department for this Item: NONE  
 Item Number: BD1  
 Description: RJR CIG Buydown \$1 OFF  
 2nd Description: BUYDOWN CAMEL \$1 OFF

Discount Type:  Flat Amount  Percent  
 Discount Amount: (\$1.00)  
 Tax:  Tax 4  Tax 5  Tax 6  
 Tax 2  Tax 3

Days Valid **Restrictions**

Does this coupon expire? Expiration Date: 4/4/2018

Valid Days and Times

Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

Buttons: Add Time, Delete Time

Search by Item Number: \_\_\_\_\_ Profit% 0% Retail Discount 0% Gross Margin 0%

Buttons: Previous, Look up, Next, **Save**, Help, Duplicate, Transfer, Delete, Instant PO, Cancel

6. Configure the **Item Number**, this can be any number that is not already in use.
7. Set the **Department for this item** to a department that isn't used for your tobacco items.
8. Enter a **Description** that explains the value added promotion for the item.
9. For **Second Description**, Enter "**BUYDOWN BRAND discount description**"
  - For **BRAND**, it can be the brand of tobacco product. **Example**; Camel, Newport, etc.
  - For **discount description**, it can be anything that accurately explains the Promotion Description.  
**Second Description Example**; "BUYDOWN CAMEL \$1 OFF."
10. Set the **Discount Type & Discount Amount**, enter a **negative** amount.
11. Leave the **Tax** boxes **unchecked**.
12. Configure the **Restrictions** settings for the coupon.
13. Select **Save**.

## Buy-down Promotion – Item Configuration

Inventory Maintenance

**Item: Newport 100 Bx Men** Print Labels Keyboard

Department for this Item: Cigarettes Avg Cost: \$0.00000  Tax  Tax 4  
 Item Number: 26100005738 Price You Charge: \$6.60000  Tax 2  Tax 5  
 Description: Newport 100 Bx Men Price with tax: \$6.96  Bar Tax  Tax 6  
 2nd Description: # In Stock: 89 Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels  
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points 0 # Barcodes 0 Alternate SKUs  Tag Along Items

Commission % of Gross Profit 0.0%  Modifier Item  Disable this Item  Foodstampable  
 Exclude from Account Limit  Prompt Quantity  Auto-Weigh  
 Check ID Before Selling  Prompt Price  Use Serial/Batch #  
 Check ID #2 Before Selling  Allow Buyback  Special Permission  
 Count This Item  Print on Receipt

Location:   
 Unit Size: 1 Unit Type: Pack

Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

Previous Look up Next Add Save Transfer Instant PO  
Help Duplicate Delete Exit

1. Access Inventory Maintenance.
2. Navigate to an item you'd like to add the buy-down discount too.
3. Select the **Tag Along** check mark.

Search Inventory

Item Number	Description	Price	Stock	Description 2	Vendor Part Num
679	B2G\$1 OFF	-1.00	-10	MFQVAP RJR VAP B2G\$1 OFF	

Category: No Category Selected Department: No Department Select Vendor: No Vendor Selected

Item Number Description Vendor Part Num Style Search Main Fields Enter Search Text: 679

Current Selection: 679 Select Cancel Search

Keyboard  
 Modifiers  
 Modifier Groups  
 Choice Items  
 Kits  
 Rentals  
 Style Items  
 Serial Number Items  
 Add New Item  
 Help

4. **Search** for the buy-down discount you'd like to apply to the item.
5. Select the discount to highlight it in blue.
6. Press **Select**.

Inventory Maintenance

**Item: RJR CIG PACK B2G\$1 OFF** Print Labels Keyboard

Department for this Item: Cigarettes Avg Cost: \$0.00000  Tax  Tax 4  
 Item Number: 903 Price You Charge: \$20.00000  Tax 2  Tax 5  
 Description: RJR CIG PACK B2G\$1 OFF Price with tax: \$21.40  Bar Tax  Tax 6  
 2nd Description: # In Stock: 87 Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels  
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points 0 # Barcodes 0 Alternate SKUs  Tag Along Items

Commission % of Gross Profit 0.0%  Modifier Item  Disable this Item  Foodstampable  
 Exclude from Account Limit  Prompt Quantity  Auto-Weigh  
 Check ID Before Selling  Prompt Price  Use Serial/Batch #  
 Check ID #2 Before Selling  Allow Buyback  Special Permission  
 Count This Item  Print on Receipt

Location:   
 Unit Size: 1 Unit Type: Pack

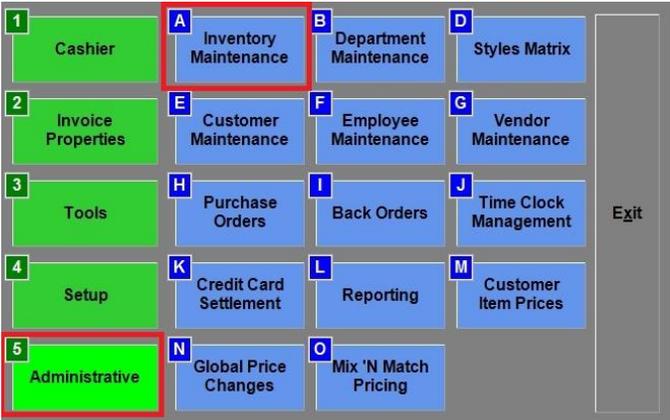
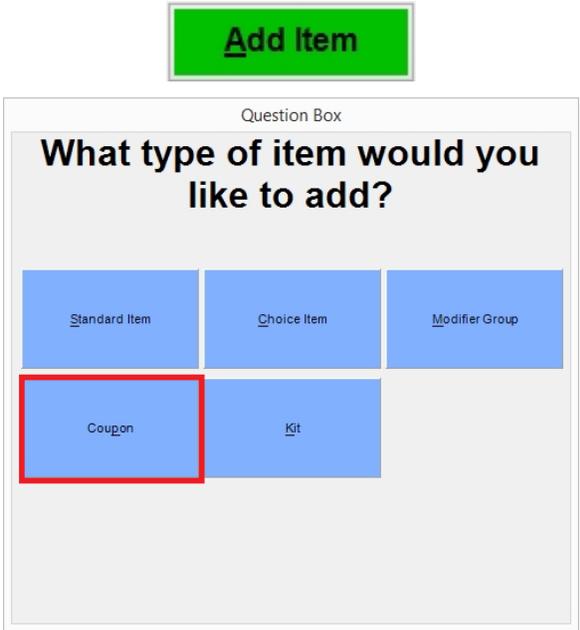
Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

Previous Look up Next Add Item Save Transfer Instant PO  
Help Duplicate Delete Exit

7. The buy-down discount is now associated with the item. **Note:** the buydown discount must be removed from each item manually when the buy-down promotion ends. Select the remove button from the tag along section in inventory maintenance to remove it.
8. Select **Save**.

## FGI Discount – Coupon Configuration

An FGI discounts works in a similar way that Buy-down discounts, but FGI discounts can be applied on top of Buy-down discounts.

 <p>A yellow button labeled "Manager" is positioned above a blue button labeled "Options".</p>	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
 <p>A grid of menu items is shown. On the left, a vertical list of green boxes is numbered 1 to 5: 1 Cashier, 2 Invoice Properties, 3 Tools, 4 Setup, 5 Administrative. The Administrative box is highlighted with a red border. In the main grid, a box labeled 'A Inventory Maintenance' is also highlighted with a red border. Other boxes include: B Department Maintenance, D Styles Matrix, E Customer Maintenance, F Employee Maintenance, G Vendor Maintenance, H Purchase Orders, I Back Orders, J Time Clock Management, K Credit Card Settlement, L Reporting, M Customer Item Prices, N Global Price Changes, O Mix 'N Match Pricing. An 'Exit' button is on the right.</p>	<ol style="list-style-type: none"><li>2. Select <b>Administrative</b>.</li><li>3. Select <b>Inventory Maintenance</b>.</li></ol>
 <p>A green button labeled "Add Item" is at the top. Below it is a "Question Box" with the text "What type of item would you like to add?". There are five blue buttons: Standard Item, Choice Item, Modifier Group, Coupon, and Kit. The Coupon button is highlighted with a red border.</p>	<ol style="list-style-type: none"><li>4. Select <b>Add Item</b> when the inventory maintenance screen appears.</li><li>5. Select <b>Coupon</b> when prompted.</li></ol>

Inventory Maintenance

**Coupon: \$1 OFF** [Print Labels](#) [Keyboard](#)

Department for this Item: NONE

Item Number: FGI3

Description: RJR CIG FGI \$.50 OFF

2nd Description: FGI RJR NEWPORT FGI|

Discount Type:  Flat Amount  Percent

Discount Amount: (\$0.50)

Tax:  Tax  Tax 2  Tax 3  Tax 4  Tax 5  Tax 6

Click to Select Picture

**Days Valid** **Restrictions**

Does this coupon expire? Expiration Date: 4/4/2018

**Valid Days and Times**

Sunday	12:00 AM-11:59 PM
Monday	12:00 AM-11:59 PM
Tuesday	12:00 AM-11:59 PM
Wednesday	12:00 AM-11:59 PM
Thursday	12:00 AM-11:59 PM
Friday	12:00 AM-11:59 PM
Saturday	12:00 AM-11:59 PM

Add Time  
Delete Time

Search by Item Number:

Profit% 0% Retail Discount 0% Gross Margin 0%

[Previous](#) [Look up](#) [Next](#) [Save](#) [Save](#) [Transfer](#) [Instant PO](#)

[Help](#) [Duplicate](#) [Delete](#) [Cancel](#)

6. Configure the **Item Number**, this can be any number that is not already in use.
7. Set the **Department for this item** to a department that isn't used for your tobacco items.
8. Enter a **Description** that explains the value added promotion for the item.
9. For **Second Description**, Enter "**FGI**" followed by "**RJR BRAND FGI**" for **BRAND**, it can be it can be the brand of the item being discounted. Example Newport, Camel, etc. **This format for the description is required by RJ Reynolds.**
10. Set the **Discount Type & Discount Amount**, enter a **negative** amount.
11. Leave the **Tax** boxes **unchecked**.
12. Configure the **Restrictions** settings for the coupon.
13. Select **Save**.

# FGI Discount – Item Configuration

Inventory Maintenance

**Item: Newport 100 Bx Men** Print Labels Keyboard

Department for this Item: Cigarettes Avg Cost: \$0.00000  Tax  Tax 4  
 Item Number: 26100005738 Price You Charge: \$6.50000  Tax 2  Tax 5  
 Description: Newport 100 Bx Men Price with tax: \$6.96  Bar Tax  Tax 6  
 2nd Description: # In Stock: 89 Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels  
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points 0 # Barcodes 0 Alternate SKUs  Tag Along Items

Commission % of Gross Profit 0.0%  Modifier Item  Disable this Item  Foodstampable  
 Exclude from Account Limit  Prompt Quantity  Auto-Weigh  
 Check ID Before Selling  Prompt Price  Use Serial/Batch #  
 Check ID #2 Before Selling  Allow Buyback  Special Permission  
 Count This Item  Print on Receipt

Location:   
 Unit Size: 1 Unit Type: Pack

Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

Previous Look up Next Add Save Transfer Instant PO  
Help Duplicate Delete Exit

1. Access **Inventory Maintenance**.
2. Navigate to an item you'd like to add the buy-down discount too.
3. Select the **Tag Along** check mark.

Search Inventory

Item Number	Description	Price	Stock	Description 2	Vendor Part Num
777	\$1 OFF PACK	-1.00	-2	RJR CIG FGI	
FGI	RJR CIG FGI 1 OFF	-1.00	-10	FGI CIG FGI 1 OFF	
FGI1	RJR CIG FGI \$0.15 OFF	-0.15	-5	FGI RJR NEWPORT FGI	
FGI2	RJR CIG FGI \$5 OFF	-5.00	-9	FGI RJR NEWPORT FGI	
FGI3	RJR CIG FGI \$50 OFF	-50.00	-5	FGI RJR NEWPORT FGI	

Category: No Category Selected Department: No Department Select Vendor: No Vendor Selected

Item Number Description Vendor Part Num Style Search Main Fields Enter Search Text: FGI

Current Selection: FGI3 Select Cancel Search

4. **Search** for the FGI discount you'd like to apply to the item.
5. Select the discount to highlight it in blue.
6. Press **Select**.

Inventory Maintenance

**Item: Newport 100 Bx Men** Print Labels Keyboard

Department for this Item: Cigarettes Avg Cost: \$0.00000  Tax  Tax 4  
 Item Number: 26100005738 Price You Charge: \$6.50000  Tax 2  Tax 5  
 Description: Newport 100 Bx Men Price with tax: \$6.96  Bar Tax  Tax 6  
 2nd Description: # In Stock: 89 Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels  
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points 0 # Barcodes 0 Alternate SKUs  Tag Along Items

Commission % of Gross Profit 0.0%  Modifier Item  Disable this Item  Foodstampable  
 Exclude from Account Limit  Prompt Quantity  Auto-Weigh  
 Check ID Before Selling  Prompt Price  Use Serial/Batch #  
 Check ID #2 Before Selling  Allow Buyback  Special Permission  
 Count This Item  Print on Receipt

Location:   
 Unit Size: 1 Unit Type: Pack

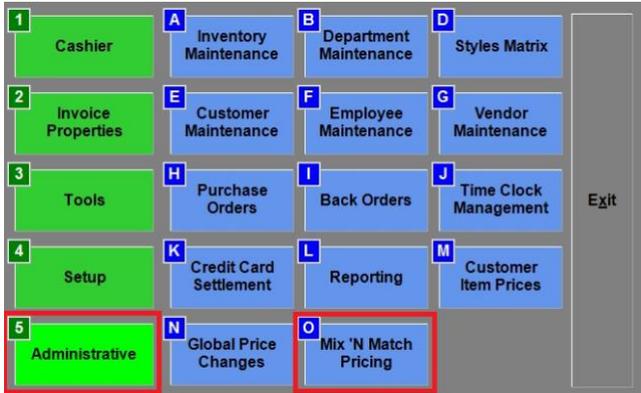
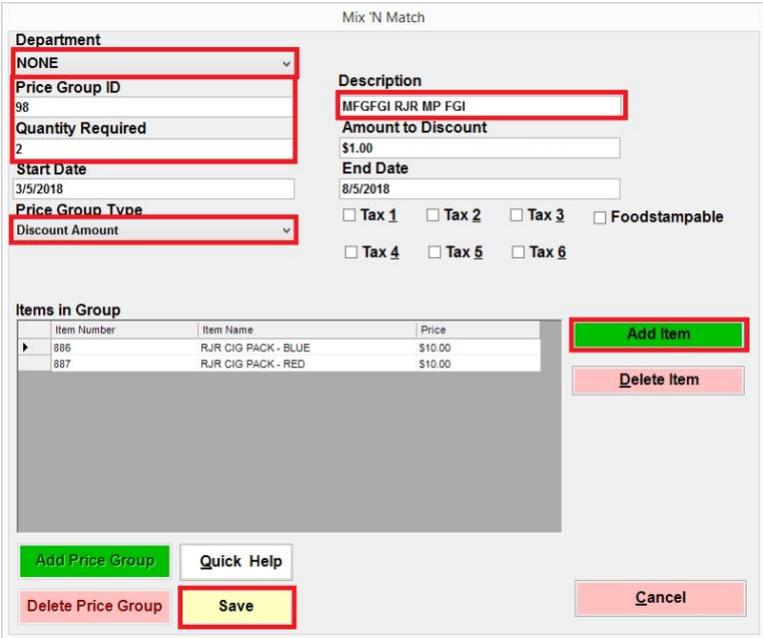
Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

Previous Look up Next Add Save Transfer Instant PO  
Help Duplicate Delete Exit

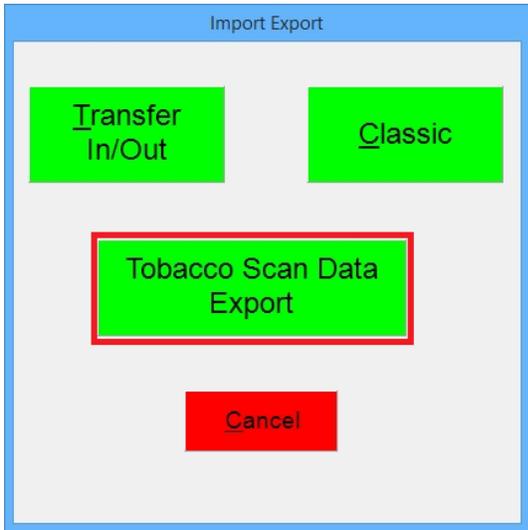
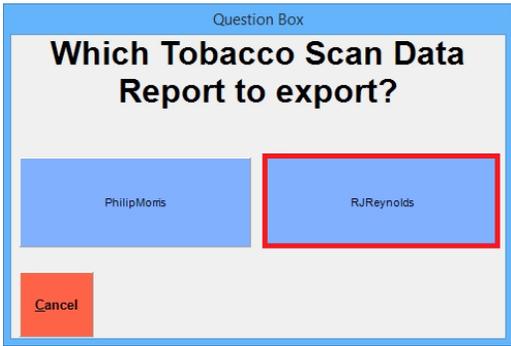
7. The buy-down discount is now associated with the item. **Note:** the FGI discount must be removed from each item manually when the FGI promotion ends. Select the remove button from the tag along section in inventory maintenance to remove it.
8. Select **Save**.

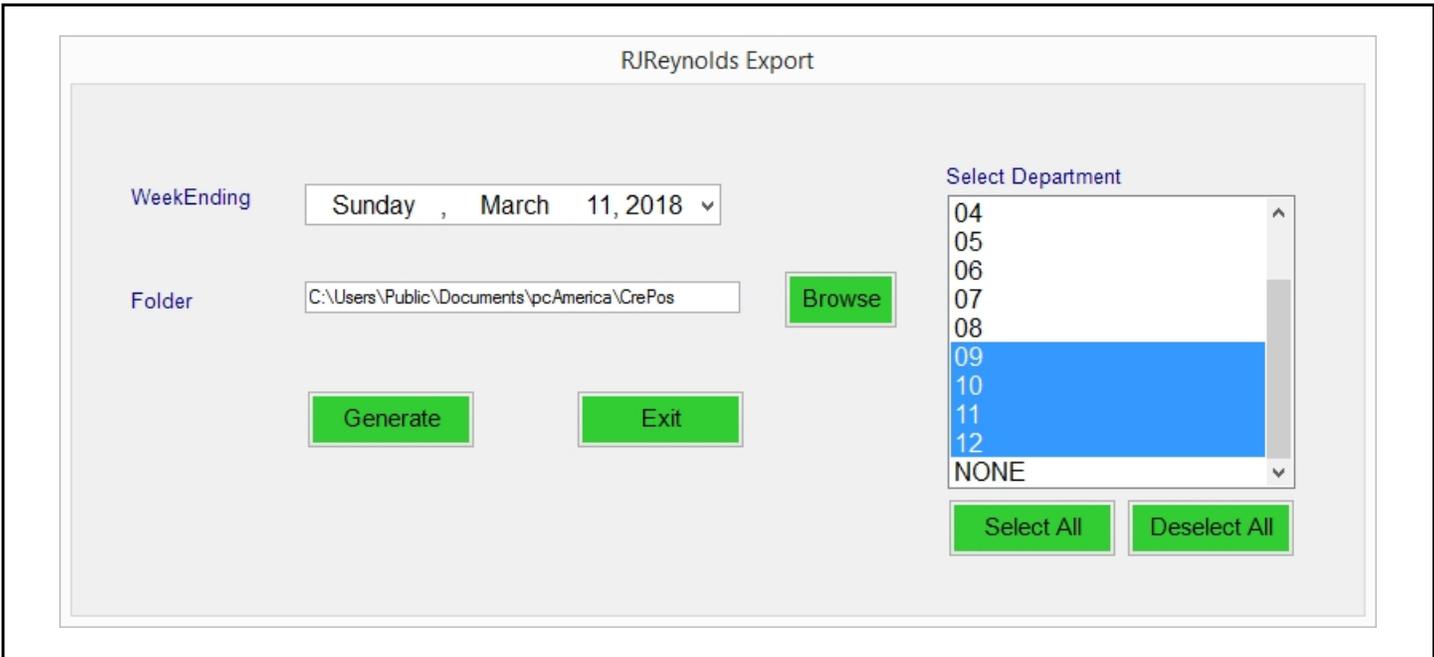
## Multipack FGI – Discount Configuration

Multipack FGI discounts are discounts that allow the customer to buy different brands of cigarettes together and receive a discount when the required quantity is reached. This can be setup via CRE’s Mix n Match discounts.

 <p style="text-align: center;"><b>Manager</b></p> <p style="text-align: center;"><u>O</u>ptions</p>	<ol style="list-style-type: none"> <li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li> </ol>									
 <p>The main menu grid contains the following items:</p> <ul style="list-style-type: none"> <li>1. Cashier</li> <li>2. Invoice Properties</li> <li>3. Tools</li> <li>4. Setup</li> <li>5. Administrative</li> <li>A. Inventory Maintenance</li> <li>B. Department Maintenance</li> <li>C. Customer Maintenance</li> <li>D. Styles Matrix</li> <li>E. Employee Maintenance</li> <li>F. Vendor Maintenance</li> <li>G. Purchase Orders</li> <li>H. Back Orders</li> <li>I. Time Clock Management</li> <li>J. Credit Card Settlement</li> <li>K. Reporting</li> <li>L. Customer Item Prices</li> <li>M. Global Price Changes</li> <li>N. Mix 'N Match Pricing</li> <li>Exit</li> </ul>	<ol style="list-style-type: none"> <li>2. Select <b>Administrative</b></li> <li>3. Select <b>Mix 'N Match Pricing</b></li> </ol>									
 <p>The screenshot shows the 'Mix 'N Match' configuration form with the following fields and values:</p> <ul style="list-style-type: none"> <li>Department: NONE</li> <li>Price Group ID: 98</li> <li>Quantity Required: 2</li> <li>Start Date: 3/5/2018</li> <li>Price Group Type: Discount Amount</li> <li>Description: MFGFGI RJR MP FGI</li> <li>Amount to Discount: \$1.00</li> <li>End Date: 8/5/2018</li> <li>Tax 1, Tax 2, Tax 3, Tax 4, Tax 5, Tax 6, Foodstampable: All unchecked</li> </ul> <p>The 'Items in Group' table contains:</p> <table border="1"> <thead> <tr> <th>Item Number</th> <th>Item Name</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>886</td> <td>RJR CIG PACK - BLUE</td> <td>\$10.00</td> </tr> <tr> <td>887</td> <td>RJR CIG PACK - RED</td> <td>\$10.00</td> </tr> </tbody> </table> <p>Buttons: Add Price Group, Quick Help, Delete Price Group, Save, Add Item, Delete Item, Cancel.</p>	Item Number	Item Name	Price	886	RJR CIG PACK - BLUE	\$10.00	887	RJR CIG PACK - RED	\$10.00	<ol style="list-style-type: none"> <li>4. Select <b>Add Price Group</b></li> <li>5. For <b>Price Group ID</b>, enter a number.</li> <li>6. Select a Department <b>other than</b> the department of your tobacco products.</li> <li>7. For <b>Quantity required</b> enter the # of items needed to trigger the discount.</li> <li>8. Configure the <b>Start</b> and <b>End</b> dates.</li> <li>9. Select <b>Discount Amount</b> for <b>Price Group Type</b></li> <li>10. For <b>Description</b> enter "<b>MFGFGI RJR MP FGI</b>" – <b>**Required by RJ Reynolds, this description will not change.**</b></li> <li>11. Select <b>Add Item</b> and search for the items to include in the price group.</li> <li>12. Select <b>Save</b>.</li> </ol> <p>When a customer purchases the required quantity of items within the price group, a discount will automatically be applied to the invoice.</p> <p><b>**</b> When the multipack-FGI promotion changes, simply, delete the items that are no longer included in the promotion and add the items that are. <b>**</b></p>
Item Number	Item Name	Price								
886	RJR CIG PACK - BLUE	\$10.00								
887	RJR CIG PACK - RED	\$10.00								

## Performing an Export

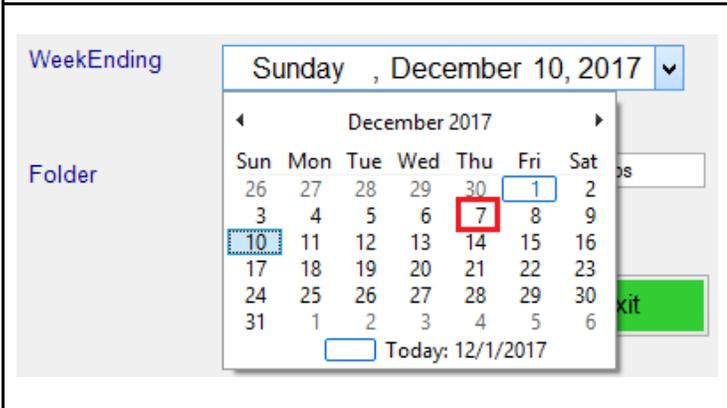
 <p>A yellow box labeled "Manager" is positioned above a blue box labeled "Options".</p>	<ol style="list-style-type: none"><li>1. Select <b>Manager</b> or <b>Options</b> and enter the administrative credentials.</li></ol>
 <p>A grid of menu items is shown. The "Tools" menu item is highlighted with a red border. Other items include Cashier, Invoice Properties, Setup, Administrative, ASCII Transfer, Labor Scheduler, Wage Calculator, Scheduler, Cash Pullout, Vendor Payouts, Serial/Batch Number Tracking, Send Mass E-Mail, and Inventory Track Express. An "Exit" button is on the right.</p>	<ol style="list-style-type: none"><li>2. Select <b>Tools</b>.</li><li>3. Select <b>ASCII Transfer</b>.</li><li>4. Enter the <b>administrative password</b>.</li></ol>
 <p>The "Import Export" dialog box shows two buttons: "Transfer In/Out" and "Classic". Below them is a button labeled "Tobacco Scan Data Export" which is highlighted with a red border. A "Cancel" button is at the bottom.</p>	<ol style="list-style-type: none"><li>5. Select <b>Tobacco Scan Data Export</b>.</li></ol>
 <p>The "Question Box" dialog asks "Which Tobacco Scan Data Report to export?". It has two buttons: "PhilipMorris" and "RJReynolds", with "RJReynolds" highlighted by a red border. A "Cancel" button is at the bottom left.</p>	<ol style="list-style-type: none"><li>6. Select <b>RJReynolds</b>.</li></ol>



The RJReynolds Export screen shown above contains the following configuration options.

- **Week Ending Date** - determines what week of sales data is included in the export. See image below for more information for choosing the correct date.
- **Folder** - this shows where the export file will be created in Windows. You change this location by select the **Browse** button and choosing where a new folder location.
- **Select Department** - determines what items are included in the export. It is highly recommended that you separate your types of tobacco products into different departments. Chewing Tobacco, Cigarettes, Cigars, Vape products should all have their own departments.
- **Generate** - creates the report in the specified folder, if a file already exists with the same week ending date, you'll be prompted to confirm that you want to overwrite the file.

After you've configured the settings above, select the **Generate** button. This will create a .txt file with your store name and the selected week ending date as the name of the file. Example; Myliquorstore20171210.txt



**For the Week Ending Date**, select any date for an entire week's worth of sales data to include in the export. For RJ Reynolds, the sales data for all transactions that contain tobacco products **starting on Monday** and ending on **Sunday** are required. As an example, if I select Thursday December 7th, it will automatically specify the week ending on Sunday December 10th. The sales data from December 4th through December 10th is included in the export.