

# Wholegoods Inventory List Export

Ibcos have produced a spreadsheet to manipulate the standard export file for the Wholegood Inventory List into a professional format useful for salespersons.

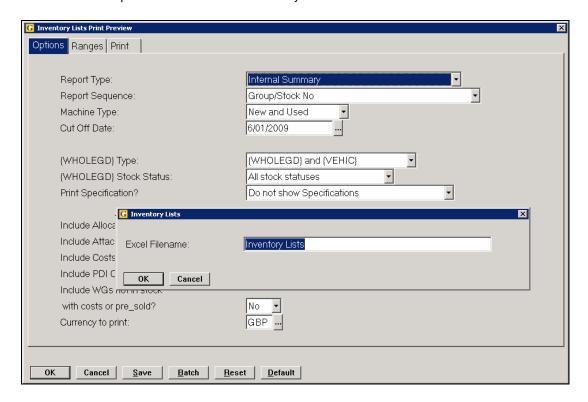
The resulting Excel spreadsheet is divided into separate sheets for wholegood group codes with each stocked wholegood detailed within.

The Ibcos spreadsheet is named whlgood.xls and is available from Ibcos Support. This spreadsheet should be stored on a users pc, ideally in the same location as the Gold excel export files are stored when produced in Windows Gold.

Note: this is only available for a Terminal Server set up.

#### 1. Export the Wholegood Inventory List

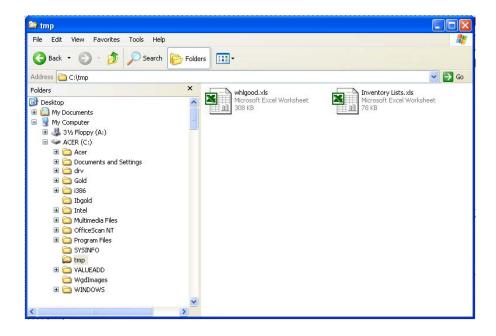
From the Windows version of Gold, use the standard option to export the Wholegood Inventory List to Excel. This produces a default of the Internal Summary style of report and creates a spreadsheet called Inventory Lists.xls



The spreadsheet will be saved to the default directory set up for the user, for example, C:\tmp

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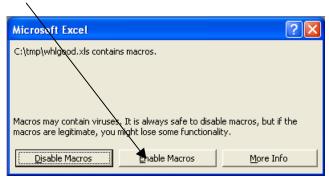




#### 2. Open whlgood.xls

Using Microsoft Excel, open the spreadsheet whlgood.xls

Office 2000 and 2003 will prompt that the spreadsheet contains macros. Select "Enable Macros" to continue. Office 2007 may need the security options for macros adjusted.



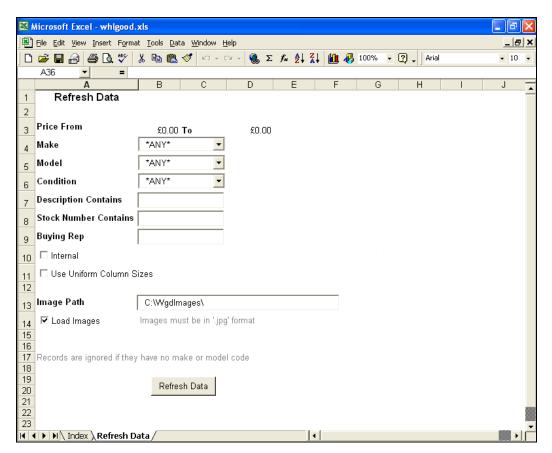
The spreadsheet may take a minute to load as it builds the background information.

If the source spreadsheet (Inventory Lists.xls) is changed the whlgood.xls spreadsheet must be reloaded.



#### 3. Refresh Data

Using Microsoft Excel, open the spreadsheet whlgood.xls



#### **Key Entry Fields**

Price From/To	The default will include all wholegoods regardless of price. A
	price range may be entered to include wholegoods with a sell
	price within the range entered.
Make	Enter a 2 character make (supplier) code or select from the
	list.
Model	Enter a model code or select from the list.
Condition	Enter a condition or select from the list.
Description	Enter a partial description if required, e.g. Tractor.
Contains	
Stock Number	Enter a partial stock number if required, e.g. 100004
Contains	
Buying Rep	Enter the buying sales representatives initials if required to
	see data for a single rep.



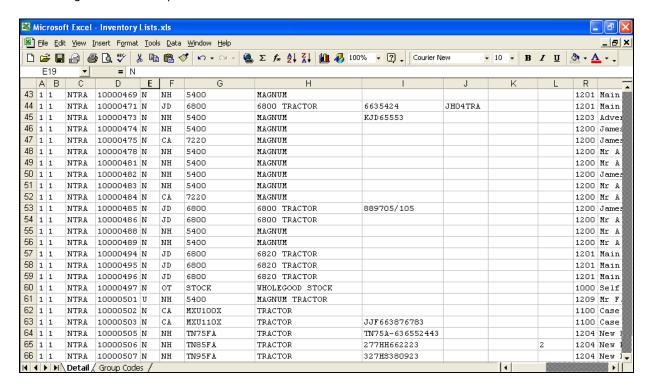
Internal	Adds Cost Price and Estimated Cost to the spreadsheet. Also includes the Group cost on the Index page.
Use Uniform Column Sizes	If ticked, all columns on all pages will be the same size as the biggest column. Otherwise each column is sized to fit the contents.
Image Path	If required a path to a folder containing pictures of the wholegoods may be entered. Images must be jpg format and the file name needs to be the wholegood number followed by a-z for multiple images, e.g. 10000468a.jpg
Load Images	Tick the option to include images from the path entered above.

After selecting the required options, click on "Refresh Data" to update the data from the Inventory Lists spreadsheet.

### 4. Completed Spreadsheet

### Inventory Lists.xls

The original file as exported from Gold.



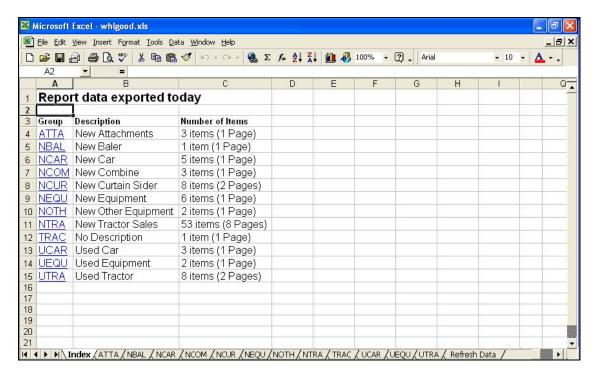


## Whlgood.xls

New formatted spreadsheet.

The **Index** page displays a summary of the following sheets, which are split into respective Wholegood groups.

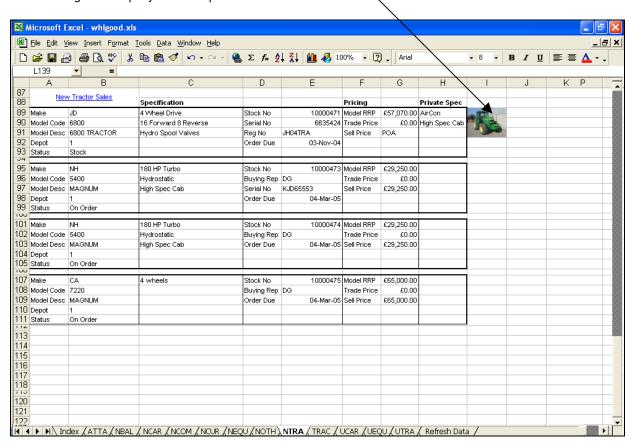
Click on a group code to jump to that sheet or use the tabs at the bottom of the spreadsheet.





Each tabs shows all the wholegoods within the group code with details such as description, stock status, RRP and Sell price (cost prices are only shown if the Internal option is selected when refreshing data).

If images have been created these are shown as thumbnails alongside the wholegood. Click on an image to display the full picture.



#### 5. Saving

It is recommended that the spreadsheet is **not** saved on exit but refreshed each time it is loaded. If a static copy is required, the "Save As" option can be used.