# Price Book Updates

**Who:**   *Galaxy Administrator*
**Why:**   *You are attempting to import a price file from one of your parts suppliers into the Galaxy Parts module.*
**Where:**   *The computer(s) at your parts counter.*
**FAQ:**
   *a)*   *It is suggested that you appoint one person within your company as your **Galaxy Administrator**. Your Galaxy Administrator should be responsible for ensuring that each step of the setup process is completed and placing the majority of your support calls to Systems 2000, Inc. Designating a Galaxy Administrator helps to ensure a smooth setup. This also helps to ensure that all support issues are resolved as quickly and efficiently as possible.*
   *b)*   *This document assumes that Galaxy will be installed into C:\Galaxy\ on your server and workstations, or standalone. If Galaxy will be installed into another location, **substitute that location for C:\Galaxy\** in the steps listed below.*

**Pre-Installation of Price Files:**

**Note:**   *Before completing any of these steps, verify that you have received the most up-to-date version of the parts price list from the supplier you are trying to update.*

1.   Double-click **My Computer**, the **C:** drive, then **Galaxy**
2.   Rename the price book shell's extension to the date the file is renamed (*e.g. price01.mde to price01.010104*)

**Note:**   *If you do not know the number of the price book you are attempting to update, double-click **Galaxy 2000 Dealership System**, click **Parts Inventory System**, click **Parts Miscellaneous Menu**, click **Price Book Menu**, and search through the list for the number of the supplier you are attempting to update.*

3.   Connect to the Internet if the computer is not already and minimize any open windows.
4.   Go to www.sys2.com and click **Support**
5.   Log into the website with the username and password given to you by Systems 2000, Inc.

**Note:**   *If you do not know your username and/or password for the website, please contact Systems 2000 at 407-358-2000*

6.   Click **Downloads**, then click **Price Book Files**
7.   Click on the supplier you wish to download, then click **Save**. In the Save In field, browse to C:\Galaxy, then click **Save**.
8.   Follow the instructions (if any) provided by your parts supplier to extract their parts data.

**Installation of Price Files:**
1.   Double-click **Galaxy 2000 Dealership System**
2.   Click **Parts Inventory System**, click **Parts Miscellaneous Menu**, and click **Price Books Menu**
3.   Select the price book you wish to modify and click **Open Selected Price Book**
4.   Click **Update Price Book**
5.   Browse for the price file given to you by the selected supplier, then click **Open**
6.   If you are sure that you are ready to update the pricing information for the parts in your Master On Hand Inventory, click **Yes**

**Note:**   *You may receive a message asking if you want to use the manufacturer's UPC numbers as your part numbers. Verify whether or not your company will use UPC numbers as part numbers before clicking **Yes** or **No**.*

7.   On the following message, make a notation of the value of your inventory before and after running the price book update. Be sure to report any differences to your accounting department.
8.   If you do not wish to add every single part listed in the price book into your Master Inventory, click **No**

**Note:**   *It is not recommended to add every part from each supplier into your Master Inventory. This will cause the Parts module to slow down considerably when searching for parts.*