PM STARS Version 5.20 MULTICAT COMBINED 'TOB' FILE UPDATE

- **New / Updated Fields: ITEMS**
  MSA Category Code
  > This is automatically set (when the MSA file is created) for cigarettes (PM) and smokeless (US) reporting (you don't need to worry about it)   For other tobacco items, you will need to enter an appropriate category code (a lookup table is included in this update) and you will find guidelines in the Wholesale Leaders 08 documentation.

  Sticks / Items per unit
  > In the past, this was only used for cigarettes and was automatically set to 200 (unless changed). This is now required for all tobacco products. Examples: 5-pack of cigars = 5 Single cigar = 1 Sleeve of Skoal = 10. See the Wholesale Leaders 08 documentation for specifics.

  Project Identifier
  > There is a new code for other tobacco products (cigars, etc.): 'OT'
  > Continue to set cigarettes = 'PM', smokeless tobacco = 'US' (if participating in UST program), all other tobacco products = 'OT'

- **New feature: Quick Item Maintenance - MULTICAT fields**
  This feature allows you to view / edit all the fields related to the new MULTICAT requirements. You can also set values for multiple items.   From the Main Menu: Utilities | Quick Item Maintenance - MULITICAT Fields

  Click in any field (except Item #) to edit a value.
  To set values for multiple items:

  1. Select items by clicking the gray selector box to the left of the 'Item #'. Hold down the 'Ctrl' key on your keyboard to select more than one item.
  2. Check the fields that you wish to set (i.e. 'Set Project ID') and choose/enter a value
  3. Click 'Update' to set the selected field values for all selected items

- **New feature: Add Items From External Database**
  For those who need to add in other tobacco products, a partial tobacco item list has been included from which you can select / add items to your exiting data.   After adding items, you will need to also use the above 'Quick Item Maintenance' to set the 'items per unit' field as this information was not available to include in this update (and may differ from distributor to distributor).

  From the Main Menu: Utilities | Add Items From External Database
  Click 'Yes' when asked 'Add Multiple Items From Grid'

  Select items by clicking the gray selector box to the left of the 'Description'. Hold down the 'Ctrl' key on your keyboard to select more than one item.

  Select / enter a Project Identifier and MSA Category Code for the selected items and then click 'Add Selected Items'

- **New procedure: MULTICAT 'COMBINED FILE'**
  You now have a selection in the dropdown list on the Main Menu for Program = 'MULTICAT: COMBINED FILE'
  This will create a file which contains all items with a project identifier set to 'PM, 'US' or 'OT' (using the items per unit and MSA category code found in each item). The file extension for the 'Combined' file will be '.PMC' (i.e. 20080126.pmc) The Cigarettes: MULTICAT and US Tobacco programs continue to run the same way they always did.

  To send a test file select 'MULTICAT: COMBINED FILE' and click 'Generate Manufacturer File'. Select your Week Ending Date and under 'Options', click ' Test Data Only'

  Once approved, you will only send the MULTICAT: COMBINED FILE. To set this as your default selection:
  From the Main Menu: Edit | Options   Set 'MSA Select' = 1