

Using the ONFC Excel Macro Package

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Getting Started

Requirements

To use this software you require Microsoft Excel. This software will work on either a PC or a Mac.

Installing or upgrading the ONFC macro package

To install, or upgrade, the ONFC macro package either (i) copy all files on the diskette, (ii) detach all the files from the email, or (iii) download all the files from the ONFC web site to the same directory (either a new one or an existing one) on your computer's internal disk. If upgrading from an older version, replace the old files with the new ones (you may, optionally, want to rename the old files first, until you are sure that the new version works fine). Do not rename any of the new files otherwise you might find that some functions of the package will not work. If interested, refer to *About the Files* on page 14 for a description of all the files.

Running the ONFC macro package

To start the ONFC Excel macro package start Excel and open the ONFC.XLM macro file (in the directory it was copied to). When opening the file you may receive a warning that the file contains macros. In this case you must click on *Enable Macros* for this software to work. This will cause the ONFC macro functions to be loaded and the catalogue to be opened ready for use. The macro functions provide the ability to create new orders, look up order codes to find product information, generate a master order for faxing, etc. The functions use a catalogue spread sheet (CATALOG.XLS) as the source of all the product information for all the products available from the ONFC. It contains product descriptions, single and case costs, sizes, singles per case, etc. It is required by the macro **Look Up Codes** function to fill in all the order information.

After opening ONFC.XLM, a menu entitled **ONFC** will be added to the Excel function menus. This menu provides access to all the order processing functions. While the catalogue and macro files need to be open, you should not need to look at or alter them (in fact, they are normally hidden from view). The catalogue file will need to be updated every few months as the ONFC catalogue itself is updated. The ONFC makes the updates available on the web.

Creating an Order

Starting a new order

To start (create) a new order select **Start New Order** from the ONFC menu. This will cause a new order sheet, with all the correct titles, to be created. At this point the new order should be saved so that it can be named. A convenient file name convention to use for this is the order delivery date (e.g. 07FEB15.XLS).

Entering orders

By default, new orders start with **data entry mode** enabled. **Data entry mode** allows orders to be typed more quickly since it automatically looks up codes you enter and moves the active cell (cell surrounded by a dark black box) to the next field to fill in each time you hit the Enter or Tab key. To enable/disable **data entry mode**, simply select it in the ONFC menu. The description below assumes you have data entry mode enabled.

Enter each person's order one by one. To do this:

1. Start an individual or family's order by putting their name in the next empty cell in the **Name** column. You can use the cursor arrow keys to move the active cell to the **Name** column, if required. Do not leave a space (empty row) between the previous person's order (or the titles row if this is the first person's order) and the new order. If you do, it will cause no harm, but it will be removed when you sort the order.
2. Enter a code for the person's order in the **Codes** column. There is no need to fill in the page, vendor, description, etc. Simply enter the code (using lowercase is fine) one per row in the form xxxnnn (e.g. che002). You do not need to put a space between the letters and numbers. After you type in the code and hit the Enter or Tab key, the code you have just typed is automatically looked up in the catalogue file and the vendor, description, price, etc. for that code is filled in in your order. The active cell is then moved to the **Num** column.

If information associated with an entered code was not filled in (description, cost, etc. are blank and active cell still in the **code** column) then the specified item was not found in the catalogue. Check that the code you entered is correct (some common errors include: miss typing the code and typing O instead of 0 (zero) or vice versa). Simply correct (or just reenter) the code in error and hit the Tab or Enter key again to look it up.

If the code is correct, but not found in the catalogue, there may be a catalogue error or the item may be a new one since the catalogue was last updated (e.g. a new item listed on a "specials" flyer). In this case, after looking it up in the catalogue (so that the formulas for that item will be set), you should enter the vendor, description, flavour, single and case costs, size and singles per case information by hand. Once this is done, don't look it up in the catalogue again (i.e. don't hit Tab or Enter while the active cell is positioned on that item's code) or the information you entered by hand will be cleared.

Important Note: When entering the information associated with a new item (e.g. from the "specials" flyer) by hand, if you do not know how many items there are in a case then set the S/Cs column number to a large value (e.g. 1000). The reason for this is that this number is used to convert multiple singles ordered into cases. If this number is set to 1, for example, and 3 singles get ordered, this will be converted to 3 cases on the collated order (fax) sheet!

3. Now (the active cell should be in the **Num** column), enter the number of singles or cases to be ordered for this item. If cases are to be ordered, then enter the number with a 'c' appended to it (e.g. enter: 2c). When you hit Enter or Tab, the active cell is moved to the **Code** column in the next row, ready for the next item.

If the number you entered had a 'c' appended to it, then a 'C' is automatically entered in the **SorC** column.

A 'C' (or 'c') in the **SorC** column indicates that case(s) are to be ordered. When the **SorC** column is left empty (or contains 's' or 'S') then the software assumes singles are to be ordered for that item. When you entered the number and case designation (if required), the total cost for the item is calculated and can be compared against total costs filled out on people's order forms (assuming they are provided). This acts as a convenient double check that no mistakes have been made.

Note: Some items can only be ordered by the case, or half case. When this is the situation, the **Fu/Ha** column will indicate Fu (full cases only) or Ha (half or full cases only). Ensure that the total ordered (across the entire order) for such items meets the corresponding full or half case designation (otherwise an error will be reported when you later collate the order). Orders can be entered as cases (or 0.5 cases) or the appropriate number of singles. For half case only products, that contain an odd number of singles per case, you can round up or down to the nearest half case amount (e.g. if product contains 15 singles/case then half case is either 7 or 8 singles). When collating the order for the ONFC, the software will always round up when converting fractional case amounts to singles.

4. Repeat this process until all the orders are entered. Remember to save your work periodically as you go along. Notice that the person's name associated with an item is automatically copied from the row above after you enter each code. When you start entering a new person's order, remember to first type their name in the **Name** column.

You don't have to worry about the order in which you enter items for each person's order. Later, as the orders get processed, each person's order will be sorted into the same order as the items appear in the catalogue.

If some of the items you order are on special, there is no need to correct their prices at this time. The invoice you receive when the order is delivered will contain the specials prices and you can correct them then (typically you will have to do this step at that time even if no specials were ordered).

You may prefer to work in a mode in which you first enter all the codes for a person's order, and then enter the number for each of the items. If so, select the **Options...** item on the ONFC menu and set the *Data entry mode Enter key movement* selection to *Down*. This will cause the Enter key to move down after entering a code or a number, instead of across. The Tab key will still move across rows.

The mouse or cursor arrow keys can be used to move the active cell at any time, when required. The Enter and Tab keys movement behaviour are simply provided for convenience, but may not always go where you want to go next! Also, if you make an error in the last cell you entered, you can use Shift-Enter and Shift-Tab keys to move back to the previous cell to make corrections.

As mentioned, the description above assumes that you have **Data Entry Mode** enabled. If this is not the case then codes will not be looked up automatically and the active cell will not jump between the **Code** and **Num** column automatically. In this case, to look up the codes, select the codes you have entered (typically, with the mouse, by clicking down

and dragging from the first entered code to the last one). Now look up the selected codes by choosing the **Look Up Codes** item from the ONFC menu (or type Cntrl-I). All the information (page, description, prices, etc.) associated with the entered codes should now be filled in. In addition, the person's name entered in the first row of their order should be copied all the way down the **Name** column. Now you will have to enter the number of items in the **Num** column and put a 'C' in the **SorC** column (for cases) when appropriate (note that you can not enter numbers in the form '2c' in the **Num** column if **data entry mode** is disabled).

Once all the orders are entered, if you wish to see the total cost for each person's order as well as the grand total for all the orders, select **Add in Totals** from the ONFC menu. This will cause the tax, surcharge, and total information for each person's order to be added after each order. The grand total for the entire order is also added at the end. To remove all of the totals information, select **Remove Totals** from the ONFC menu (this must be done before generating the fax order, described below).

If you need to add items to a person's order, after having already entered other orders below it, simply insert a row below their order (click on the left hand row number below their order and select **Insert** from the Edit menu). Now enter the item code and look it up, as described above. Don't worry about trying to find the correct catalogue position for the item, it will get sorted into the correct position automatically.

Combining orders from club members

If you have many, or all, members in your club that are using the ONFC Excel Macro package to create their orders, then you will need to combine all their orders into one file to collate for the ONFC. To do this have the members create their order as described above. They should then either email the file (as an attachment to the email), or save the file on diskette to hand over, to the person who will be collating the order and sending it to the ONFC.

After starting a new "master" order, the collating person can then detach the file from the email and open it, or open it from the diskette. Once opened in Excel, select all the data rows of the file (click on the row number itself, starting at row 2, and drag downwards to select all data rows in the file). It is important to select entire rows so that all hidden columns will be copied over (e.g. column S). Then select **Copy** from the Edit menu. Now return to the "master" order file by selecting it under the Window menu. Position the active cell in column A of the next empty row and select **Paste** from the Edit menu. This process can be repeated for other member's orders. Once all the member's orders have been combined (copy and pasted) into one "master" order, proceed to the next step, below.

Note that if a club member has used an old version of the catalogue file to generate their order, then it is a good idea for the collating person (using a new version of the catalogue file) to repeat the step of looking up all the codes that were pasted into the master order. This is done by selecting all the pasted codes and then selecting **Look Up Codes** from the ONFC menu.

Collating the order for the ONFC

Once all the orders are entered (and saved) it is time to generate the collated order ready to email or fax to the ONFC. Do this by selecting the **Generate ONFC Order** from the ONFC menu. This will cause a new sheet to be opened which contains a list of all the items and total number of singles and cases for each that must be ordered. The original order sheet is left just as it was when this step was performed (and should be saved for use when the order is delivered).

Note that when you collate the order error checking is performed. If there are errors in your order you will be informed and will have to correct the errors before trying again. Error checks are done to ensure no discontinued items are ordered, that half/full case items sum to valid totals, that no key cells are empty, etc.

Once the list is generated you will be prompted for information concerning the delivery date, address, contact person's name, etc. Also enter the month of the specials you used for creating the order. Fill in the information and click the OK button once complete.

Tip: Use the tab key to move between fields in the information prompt box.

If you accidentally click the OK button too soon (or hit the enter key), select **Alter Order Header Information** from the ONFC menu to be prompted again.

The collated order file is protected to prevent accidental modification before sending to the ONFC. If corrections are required after collating the order make them in the original order file and generate the order again.

At this point you can save and attach the collated order file to an email that you send to the ONFC. Alternatively you can print this sheet and fax it to the ONFC or, if your computer supports a fax modem, fax it directly without printing it.

Once complete, you can save a copy of the collated order list. I usually keep a copy of the collated order list only until the order is delivered and processed (in case any questions arise before delivery). After that it is of little use.

Finally, before the order is delivered, you may want to print a sorter's list in advance. Refer to the start of the next section for more information about this.

Processing a Received Order

Much of the information described here assumes you will use the computer to help process the orders once sorted. If this is not possible, print the order summaries (see *Printing the orders*, below) and sorter's list (see below) in advance and, after sorting the orders, adjust the summary totals (and tax, etc.) by hand for any items that did not arrive.

Sorting the order

Once the complete order is delivered, there are two approaches that can be taken to sorting the delivered order into individual orders. One approach is to gather all the items for one person's order together, repeating the process for each individual. The second approach is to distribute the items to all the individual's orders. This approach can be a bit more efficient since multiples of the same item can be distributed to different individual orders quickly (rather than having to locate that same item multiple times over). In other words, it cuts down on searching time. Each approach is described below.

Sort method 1: Gathering together each individual order

Print a copy of each person's order for use when sorting the orders. Printed orders, with complete descriptions, tend to be easier to use when sorting than hand written orders are. To do this, go back (if it is closed, open it) to the worksheet with the orders you entered and select **Prepare for Printing** from the ONFC menu. This will cause all the orders to be prepared for printing, one order per page, with each person's name at the top. Now, print the orders by selecting **Print...** from the File menu. To sort, go through the printed orders, one at a time, and find each item listed.

Sort method 2: Distributing items to individual's orders

Generate a sorter's list for use when sorting the orders. To do this, go back (if it is closed, open it) to the worksheet with the orders you entered and select **Generate Sorter's List** from the ONFC menu. This list itemizes all the products that have been ordered down the left side of the page and people's names across the top of the page. Individual's ordered items are indicated, as required, at any intersection point. This list can either be:

- (i) printed as is, in which case items are listed in the same order as they are on the invoice, or
- (ii) sorted by description before printing (select **Sort by Description** from the ONFC menu to do this). In this case items may be easier to find when sorting since vendor names are listed alphabetically and are sorted together, but will be harder to locate on the invoice.

To avoid wasting time looking for undelivered items, find all the items on the invoice that were not delivered and cross them off on the sorter's list. This is particularly easy to do if the list is in the same order as the invoice. This is another advantage of using method (i) of sorting.

After printing the sorter's list, close the list without saving it (select **Close** from the File menu).

Note that the **Re/Fr** column indicates items that require refrigeration or freezing.

Regardless of which method you use, while sorting, be sure to **mark on sorting lists all items that did not arrive or were not complete** (e.g. 3 ordered, but only 2 shipped). Also, if extra, unordered items (assuming extra were delivered) are added to someone's order, make a note of this too. Recording these changes is especially important if someone else will be using this information later to update the orders on the computer.

Updating the orders

Once sorting is complete, return to the computer with the hand corrected sorting lists. Open the worksheet containing people's orders. If the totals are entered below each person's order then remove them by selecting **Remove Totals** from the ONFC menu. This allows more information to be displayed on screen at once.

Now enter the corrections noted on the corrected order forms (sort method 1) or sorters list (sort method 2). To do this, first sort the order on screen into the same order as the corrected lists you are working from (if it is not already in that order). This is done by selecting the appropriate sort function from the ONFC menu. Now locate the items, one by one, on screen that need updating and change the entry in the **Num** column for each

item that is incorrect. Since the order on screen matches the list order, items to be updated should be quick to find. If the item did not arrive at all set its **Num** entry to 0. You may have to do this for multiple rows on the screen if more than one person ordered that item (this is easy to do when working from a sorter's list since the items will be sorted together). If less arrived than were ordered set it to the number received (for the appropriate person). As you do this (after changing a number and hitting enter) the total for the item will be adjusted. Sometimes when a case(s) of an item is ordered, one or more singles are shipped instead. If this happens, in addition to adjusting the **Num** entry for the item, the 'c' (or 'C') in the **SorC** column will have to be deleted (or changed to a 's').

Some items, such as cheese, can be shipped as fractional singles (e.g. 3 ordered, 3.1 delivered). When this occurs (check the invoice to see), adjust the **Num** entry for such an order to reflect the amount received (e.g. set it to 3.1). If the singles ordered are split between two or more people's orders, the only accurate way to check how much each person received is to weigh the items! If you can live with a small error, simply split the fractional difference between people's orders.

If unordered item(s) have been added to someone's order (with a different code from any item in their order), insert a new row on screen, one per new code, and enter their name in the **Name** column (make sure you spell it exactly the same way as it is spelled for the rest of their order) and code(s) for the item(s). Now select the codes (click and drag over the codes) and look them up in the catalogue by selecting **Look Up Codes** in the ONFC menu.

Repeat this process until all the corrections are entered. Once complete, if required, you can sort the orders by name by selecting **Sort by Name** from the ONFC menu.

Tip: When making the corrections it is most convenient to try to maximize the amount of data you can see on the screen at once (to avoid having to constantly adjust what you are looking at). To do this maximize the Excel window as well as the order window you are working with in Excel (use the buttons in the top right corner of the window). After doing this, if all the columns (from **Name**, on the left to **Total**, on the right, do not fit on the screen at once, either:

- shrink the size of some columns (e.g. **Vendor**, **Description** and/or **Flavour**) somewhat until they do fit (assuming a small adjustment will be enough). To do this, position the pointer over the line between the E and F above the **Description** and **Size** columns (watch for the double ended arrow with a vertical line through it to appear) and click and drag left. See the description of the ORDER.XLT file in the *About the Files* section of the manual for information about how to do this permanently for all new orders.
- adjust the zoom associated with the display to 90% or 80%. Adjust this in the toolbar or under the **Zoom ...** option of the View menu.

Checking prices and delivery information on the invoice

Once all the corrections from the order forms are entered it is necessary to ensure that the order information on screen and the invoice agree. Usually, the simplest first step is to see how close your calculated total is to the invoice total. To generate this, select **Add in**

Totals from the ONFC menu. If the grand total on screen is close to the invoice total, there is a good chance that your order information is correct. If not, or if you want to be sure, the steps below describe how to proceed.

First sort the order into the same order as it is in the catalogue, which is also the order the invoice is in. To do this select **Remove Totals** (assuming you added them in, above) and then **Sort into Catalog Order** from the ONFC menu.

Go through the items on the invoice one by one. Check for the following:

1. If only one person ordered the item then the totals on screen and in the invoice should match. If they do, then go on to the next item. If they don't, check
 - (i) if the number ordered/delivered match, or
 - (ii) if the single/case indication match, or
 - (iii) if the single/case prices (depending on which is appropriate) match.

If the prices don't match, adjust the single or case price, as appropriate, for that item on screen. If the number of singles/cases or singles/cases designation does not match then there is either an error in the invoice or in the person's order. Check carefully (check the corrected order form, sorter's list or the actual order itself) to ensure that your information on screen is correct. If it is, then **make a note of the error on the invoice** and continue.

2. If more than one person ordered the item then the sum of the totals for that item on screen (they will all be together because of the sorting) should match the invoice total. To check that they do either mentally add up the totals for the items or ensure that the single/case prices match and that the total number of singles/cases match the invoice (if they do the totals are sure to match too). Once again, when there is a discrepancy, check in more detail as described in step 1 above.

Note that all items that did not arrive, and which have already been set to 0, should all be shown with 0 shipped on the invoice.

Remember to save your corrections periodically as you work. Select **Save** from the File menu to do this.

Tip: When working in a pair, one person can read information from the invoice (typically total price for each item shipped) while the other checks and updates information on screen. This is quite quick to do since the order of the items is the same in both places.

Once everything has been checked and corrected, the totals for each person's order, as well as the grand total for the entire order, can be generated (or regenerated). Select **Add in Totals** from the ONFC menu (it is not necessary to select **Sort by Name** first as this will be done automatically).

If there were no invoice errors (e.g. charges for a product that was not shipped), the grand total for the entire order on screen (at the bottom of the order) should now match that on the invoice (or come reasonably close). Note that you can change the Freight and COD Discount fields (set them as appropriate) if the default values are not correct for your order. If there were errors or other discrepancies (tax or 2% surcharge mismatch), refer to the next sections. Otherwise refer to the section about printing.

Handling errors

When there are errors on the ONFC invoice, its total will not match the calculated grand total. This makes it difficult to know if any other errors may have slipped by. To overcome this problem, and to have a record of the invoice errors, make dummy entries for the items in error. To do this first remove all the totals from the order (if they have already been added in) by selecting **Remove Totals** from the ONFC menu. Now, at the bottom of the order, enter the codes of the items in error. Set the **Name** field for these items to **ZZError** (so they will always be sorted to the bottom of the order). Now select (click and drag) the codes entered and look them up in the catalogue by selecting **Look Up Codes** from the ONFC menu. Update the rest of the information as follows:

- for items that were **not shipped but which were charged for** on the invoice, insert a comment at the start of their description stating "Not shipped, charged". Set the **Num** and **SorC** fields to indicate the quantities involved. Note that if only some of the ordered items were shipped (e.g. 5 ordered, only 3 shipped but still charged for 5) then the **Num** field should be set to indicate only the discrepancy (e.g. from previous example: 2).
- for items that were **shipped but which were not charged for** on the invoice, two situations are possible:
 - (i) if the items **were not** taken by anyone, and are to be returned to the ONFC, insert a comment at the start of their description stating "Shipped, not charged, to be returned". Set the **Num** and **SorC** fields to indicate the quantities involved and also set the **Total** field to 0 (that is, change the automatically calculated total for the item to 0). This type of entry simply acts as a record of the errors that occurred in the order but does not affect the calculated grand total.
 - (ii) if the items **were** taken by someone, insert a comment at the start of their description stating "Shipped, not charged, taken by <person's name>". Set the **Num** and **SorC** fields to indicate the quantities involved. Since the items were taken, they should have been charged for on the individual(s) order already. So, in order to counteract the effect this had on the calculated grand total, change the **Num** field for each item to be negative (e.g. 2 becomes -2). This will allow the grand total to match the invoice.

Once all the error entries are complete, add in the totals for the order once again by selecting **Add in Totals** from the ONFC menu. The **ZZError** entries will now have their own totals section. If the errors total amount is positive, then the buying club is owed this amount from the ONFC. If negative, the buying club owes this amount to the ONFC.

At this point the grand total for the order should match, or be close to, the total on the invoice. If it is not, and the section below does not explain the discrepancy, then there are error(s) on one or more orders. If the error is large enough to be of concern (greater than \$10 perhaps) you will have to check over people's orders once more as has been previously described.

The error record section is a useful reference for the order prime when calling in the errors to the ONFC. It can also be useful, in the future, to ensure that credit notices sent

to the buying club are correct. For this reason, don't forget to save all your changes when complete.

Tax, 2% surcharge and other anomalies

One point to take note of is that the calculated tax grand total may not quite match the invoice tax total. It can be tricky to tell if the software and the invoice agree on which items are taxable. The invoice usually states "PG" or "pg" in the item descriptions if an item is taxable, but sometimes they are missing. To tell for certain, compare invoice column "Ext Price" with "Ext Amt + Taxes". If the latter is larger then the item is taxable. In this case there should be a PG against the item in the **TaxT** column in your order file, and no PG if smaller.

A second point to note is that a 2% surcharge is automatically added to each person's order if the grand total for the entire order is less than \$1000. This can sometimes be incorrect (e.g. if \$1100 worth was ordered but only \$950 worth was delivered). If the invoice indicates that no surcharge was applied, but it has been on screen, then after adding in the totals simply change the calculated **Grand 2% Surcharge**, field at the end of the on screen order to 0. This will automatically cause the 2% surcharge on each person's order to also be set to 0. If for some reason you remove and then later add in the totals again, you will need to repeat this step.

Also, as mentioned earlier, you can change the Freight and COD Discount fields (set them as appropriate) if the default values are not correct for your order.

Printing the orders

Once you are satisfied that the information on screen for each person's order is correct, prepare the order for printing. To do this, select **Prepare for Printing** from the ONFC menu. This causes a title row (which includes the order person's name) and page break to be added above each person's order. It also causes some of the columns (e.g. the **Name** column) to be hidden, which makes more room for complete descriptions on the page. By default the orders will be scaled to fit on a one page wide portrait page. You can also adjust the some column widths, especially the **Vendor**, **Description** or **Flavour** columns, if you desire (so printed invoices will be more complete).

When you are happy with how things look on screen, print the individual invoices by selecting **Print...** from the File menu. Finally, once printing is complete, put the printed invoices with their sorted orders and go home!

Unloading the ONFC software

Once you have finished processing an order, you can exit Excel. If you wish to continue using Excel, but not the ONFC package, you can unload the ONFC package by selecting **Unload ONFC Package** from the ONFC menu.

When you close Excel you may get a message asking "Do you want to save changes you made to 'Onfc.xml'?". You can safely answer "No" to this question. The reason that this message gets generated is that internal variables in the Onfc.xml file get updated when you use the software; however, these variables do not need to be saved.

Adding Items to the Catalogue

Sometimes, during the course of the year, new items become available from the ONFC (e.g. in the specials). If you wish to add these items to the catalogue so that they can be used to assist in order processing, follow these steps:

1. Open the CATALOG.XLS file. This file is normally hidden, so you may need to unhide it after opening it by selecting **Unhide...** from either the File or Window menu.
2. Unprotect the file by selecting either **Unprotect Document...** from the Options menu or **Unprotect Sheet ...** from the Tools menu (depends on which version of Excel you are using).
3. Go to the bottom of the file.
4. Insert new rows, one per item to be added, **above** the last line in the file.
5. Fill in the information in each row as follows:
 - Set the **Item No** to be one greater than the **Item No** in the line above.
 - Set the **Page** to be equal to the line above.
 - Set the **Code** to the new item's code. Use uppercase for letters. Do not insert a space between the letter and number parts of the code.
 - Enter the name of the vendor (company name) that produces the product in the **Vendor** column (e.g. Eden, Spectrum, Oak Manor, Frontier, etc.).
 - Enter a description of the type of product in the **Description** column (e.g. Juice, Beans, Flour, Salad Dressing, Cereal, Pasta, Tea, etc.)
 - Enter the details that describe this particular product in the **Flavour** column (e.g. particular type of tea, cereal, oil, pasta, etc.)
 - If the product is an organic product, enter O in the **Org** column. Otherwise enter a single space (" ") in this column. This space causes long descriptions in the **Flavour** column not to overlap other columns, which can be confusing to read.
 - If the item is a refrigerated item, enter Re in the **Re/Fr** column. If it is a frozen item enter Fr in this column. Otherwise leave it blank.
 - If the item can only be ordered by the half and/or full case only, enter Ha (half or full cases only) or Fu (full cases only) in the **Fu/Ha** column.
 - Enter the product **Size**. Include the size of each item in the case, if appropriate (e.g. 300 g). If the item can only be ordered by the case then also include the number of items per case in this field (e.g. 12/300 g)
 - Enter the number of items per case in the **S/Cs** column. If the product can only be ordered by the half or full case, set this field to 1 (even if there are more than one item per case). If you do not know how many items there are in a case then set this number to a large value (e.g. 1000). The reason for this is that this number is used to convert multiple singles ordered into cases. If this

number is set to 1, for example, and 3 singles get ordered, this will be converted to 3 cases on the fax sheet!

- Fill in the single and case prices as appropriate (if one or the other is unknown, leave it empty). If the product can only be ordered by the half or full case, set the single price to be the same as the case price.
 - Enter G and/or P in the **TaxT** column if the item is subject to GST and/or PST, respectively.
6. Optionally, once complete, protect the data by selecting either **Protect Document...** from the Options menu or **Protect Sheet ...** from the Tools menu (depends on which version of Excel you are using). Don't provide a password in the prompt box (they are too easy to forget). Protecting the document is simply done to prevent accidental modification.
 7. Save and then hide (under the Window menu) the file. When you exit Excel, if it again asks you if you want to save changes to the catalogue, say yes (Excel considers hiding the file to be a change).

Order Processing Options

The ONFC menu function **Options ...** can be used to alter order processing options. The options provide:

- the ability to turn on or off yellow backgrounds in the order total cells (some people found them hard to read when printed),
- whether or not to automatically turn on data entry mode when you start a new order,
- the preferred movement (across or down) to associate with the Enter key when in Data Entry mode (note that the Tab key always moves across),
- whether or not to include the 2% surcharge on each person's order total when the grand total is less than \$1000 (some clubs collect dues to cover this charge),
- the delivery charge (freight) amount,
- whether or not to include the COD (Collect On Delivery) discount formula in individual and grand total calculations (some clubs don't pay COD),
- whether or not to divide the freight charge equally across the individual orders.
- the PST and GST rates, entered in decimal format (e.g. 0.08).

In addition, the ONFC menu function **Alter Order Header Information ...** can be used to alter the information associated with the active collated order (Fax) worksheet and also for any future collated order worksheet that is generated using the **Generate ONFC Order** menu function.

The options and order header information settings that you set are all stored in the OPTIONS.XLS file.

About the Files

This section briefly describes the files that come with, or are generated by, the ONFC Excel Macro Package. Note that the three letter file extensions shown below may be hidden from view depending on the options you have set on your PC.

- | | |
|--------------|---|
| CATALOG.XLS | This is the source of all the product information. It is used by the Look Up Codes menu function and when Data Entry Mode is enabled. By default this file is loaded automatically and hidden from view when the ONFC software is started. |
| ONFC.XLM | This contains the macro package code that implements the ONFC menu functions. Opening this file starts Excel and enables the software for use (creates the ONFC menu in Excel). |
| ORDER.XLT | This is the template for a new order sheet. It is used by the Start New Order menu function. This file is automatically created by the software the first time the Start New Order menu function is used.

If you wish to change the default column widths of subsequently created new orders, then, from within Excel select Open... from the File menu to open this file (once it has been created). Find the file in the pop up window and then open it <u>with the shift key held down</u> . Alter the column widths (and any other characteristics you like, such as font type, size, etc.) and then save the file. Holding the shift key when opening the file causes the template file itself to be opened rather than a new blank worksheet based on the template. |
| FAX.XLT | This is the template for the collated order (Fax) summary sheet. It is used by the Generate ONFC Order menu function. This file is automatically created by the software the first time the Generate ONFC Order menu function is used. If desired, its default column widths, font, etc. can be altered in the same way as described under the ORDER.XLT file above (once the file has been created). |
| SORTLIST.XLT | This is the template for the sorter's list. It is used by the Generate Sorter's List menu function. This file is automatically created by the software the first time the Generate Sorter's List menu function is used. If desired, its default column widths, font, etc. can be altered in the same way as described under the ORDER.XLT file above (once the file has been created). |
| INSTRUCT.DOC | Microsoft Word version of this manual. |
| INSTRUCT.HTM | HTML (Web) version of this manual. |
| ORDFORM.XLS | A sample order form, done in Excel, which can be printed and distributed to club members for use in placing orders. This form is designed to be filled out by hand and handed in to whoever is collating the club's order. Before printing, fill in the club's name |

in the **Header** section of the **Page Setup** dialog box (under the File menu). You may also need to adjust column widths to suit your printer. Try to ensure all columns print together on one page.

OPTIONS.XLS This file is created automatically when the ONFC.XLM file is first loaded in Excel (it is not part of the distributed software). It is used to store a number of options and buying club information (as set when using either the **Options ...** or **Alter Order Header Information ...** ONFC menu functions).

Known Problems

The following is a list of known problems and quirks of behavior associated with this package:

1. There is a limit to length of the header information (club name, etc.) on the top of each fax page of 255 characters. When you enter the header information, if it is too long you will be informed and asked to shorten some of the text you have entered.
2. If you change the column titles some functions may no longer work properly, so don't do this!
3. If you reduce the width of a column of numbers (e.g. the **Num** column) too much, some numbers in the column may get rounded. An order for 1.5 cases, for example, may get displayed as 2 cases if the **Num** column is too narrow. This is a property of Excel. Take care when adjusting column widths.
4. If two or more people order something that adds up to a full case (or more), then there is no easy way to assign the small savings in ordering a case to each person. The only way this can be done is to set each persons order, when this occurs, to be a fraction of a case rather than the correct number of singles (e.g. 0.5 of a case rather than 6 singles of a 12 singles per case product).
5. The software expects all its required files to be in the same directory.
6. You can not rename the Excel files used by the software without altering the macro software. I recommend leaving the names as they are.
7. Some versions of Excel convert codes of the format "MAY008" to the date May 8th! To get around this enter the code, in upper case, with a preceding single quote like this: 'MAY008
8. When you have **Data Entry Mode** enabled, it is automatically disabled if you activate any other worksheet in Excel or **Add in Totals** to the order. It is not re-enabled when you activate the original work sheet or **Remove Totals**.

Version Change Summaries

Changes in version 4.5

- Add the PST and GST rates to the Options dialog box. Set the default GST rate to 5%.

Changes in version 4.3 and 4.4

- More error checking added when collating orders. Can no longer order discontinued items. Ensures that full/half case designation is adhered to. Ensure all codes are in AAAnnn format (3 letters then 3 numbers).
- When the order is collated, decimal case amounts are converted to cases + singles amount on a separate line.
- Can no longer modify the collated order file (file is protected after it is generated).
- Order header information must be filled in when generating the order for the ONFC.
- Changed the GST tax rate to 6%.

Changes in version 4.2

- Tax handling improvement.

Changes in version 4.1

- Fixed the macro error that occurred when you tried to generate the ONFC order or generate the sorter's list if the name of the order file you had created had spaces or other unusual characters in it. Specifically, the errors were: "Macro error at cell: [Onfc.xlm]Onfc!B701" and "Macro error at cell: [Onfc.xlm]Onfc!B1005". This problem was introduced in version 4.0 of the software. You can now use spaces in the names of order files you create.
- Modified the tax calculation formulas to include the GST on the freight charge (since the ONFC charges GST on this). It will be included in the grand tax total at the end of all orders. It will also be included in the tax totals for each person's individual order if you have the option selected to share the freight charges across each member's order.
- Modified the layout of the collated (fax) order that gets sent to the ONFC to be in landscape mode. Also increased the size of some column widths and the font size of the item descriptions. This change was requested by the ONFC since their order desk staff were having troubles reading the compressed font size that was created when the order was squeezed to fit to one page wide portrait mode printing.
- Increased the default column width of the Page column in orders to accommodate three digit page numbers.
- Fixed errors that occurred in some functions if there was only one item in the entire order.
- Clarified some error messages that the software generates.

Changes in version 4.0

- Added 5 new columns of data to the orders. These are **Vendor**, **Flavour**, **Org** (Organic item), **Re/Fr** (to indicate a refrigerated or frozen item) and **Fu/Ha** (to indicate items that can only be ordered by the case or half case). Now the three columns **Vendor**, **Description** and **Flavour** fully describe a product. In the past this information was all combined in the single **Description** column. The default font size for these three columns is set to an 8 pt font so that more text will show.
- Added specials date (month) field to the fax page header, and corresponding query dialog box (that pops up upon collation of an order).
- Changed the term “unit” to “single”, in the titles and in the manual, to align with that used in the ONFC catalogue. In the column titles, **UperCase** is now called **S/Cs**, and **UorC** is now called **SorC**.
- Added the capability to the software to automatically create (or upgrade to the new format) the template files required by this software. Once the files are created, the user can format the template files to their liking (e.g. to alter default column widths, set font sizes, etc.). See the description of the ORDER.XLT file in the *About the Files* section of this manual to learn how to do this. You will get a message informing you of the creation, or upgrade, of these files when they are next accessed. The files are created in the same directory (folder) as the ONFC.XLM file is in.
- Improved some headers and printing formatting. Set printing to default to one page wide to avoid the problem of columns of data getting orphaned on separate pages. Added a page break before the Grand Totals information when an order is prepared for printing.

Changes in version 3.3

- Added option to specify the membership loan percentage. The default value for this option is 4%. Once the ONFC stops collecting the membership loan, this value should be set to 0.
- Added option to specify whether the freight charges should be shared equally across all orders.
- Slightly modified the COD option to specify if the COD discount should be applied to individual orders (as well as in the grand total section).

Changes in version 3.2

- Fixed a problem encountered by Mac users in which the Options.xls file would not get loaded properly.

Changes in version 3.1

- Fixed the problem with the Onfc.xml file that caused an error, when loading, that stated something like “Can not add any more custom formats”. Also, greatly reduced the size of the Onfc.xml file. This causes it to load faster.

Changes in version 3.0

- Added a new data entry mode that speeds the process of entering orders. In this mode, each code entered is looked up automatically after you enter it. The active cell is then positioned at either the correct cell to enter the number of singles or in the next row ready for the next code (there is an option to select the desired cell movement behaviour). When in the **Num** column, case amounts can be entered in the form “1c”, which will then be converted to a 1, with a C filled in in the **SorC** column. After entering a number, the active cell is then advanced to either the next **Code** or **Num** cell. This mode is enabled or disabled with the new **Data Entry Mode** item in the ONFC menu.

In data entry mode, you can still use the arrow keys to move the active cell around (you will need to do this, for example, when you need to enter a new person’s name in the **Name** column). After entering a new code, the tab key moves across the row to the **Num** column. The enter key either behaves in the same way or moves down a row (see the *Order Processing Options* section above). After entering a number in the **Num** column, the tab key moves to the code cell in the next row. Again, the enter key either behaves the same or moves down a row depending on the option. You can use shift tab or shift enter to move in the reverse direction (e.g. to go back and correct a data entry error). If you enter a code that is invalid (not found in the catalogue), the active cell is not moved when you hit tab or enter. Likewise, when in the **Num** column, the active cell will not be moved if you fail to enter a number.

The *Entering orders* section has been updated to reflect the use of this new mode.

- Made the **Generate Sorter’s List** menu item round fractional case totals to a maximum of 2 decimal places. This allows columns to be as narrow as possible so more will fit on a page.
- Improved the error checking that is done before sorting or generating the fax or sorter’s lists. If any critical incomplete fields (e.g. missing names or entries in the **Num** column) in the order are detected they will be highlighted and the user will have a chance to fill them in. This should help avoid errors in the order from going undetected.
- Any blank rows in the order are now automatically deleted whenever the order is sorted or the fax or sorter’s list is generated.
- Product codes entered with any spaces in them are now automatically converted to codes with no spaces in them when you look up the codes. In the past, looking up such codes would fail.
- There is now a new options file (OPTIONS.XLS) and associated menu item used by this software package. The options file is used to save the buying club name, delivery address, etc. It is also used to store order processing behavioural options. The options file is created automatically when this version of the software is first loaded into Excel. Once created, it can be edited directly or by selecting either the **Alter Order Header Information ...** or **Options ...** menu items in the ONFC menu.

The new order processing behavioural options are all described in the *Order Processing Options* section on page 13.

In future, when new versions of the software are distributed and loaded, these options, as well as the club name, etc., will be remembered.

- Added 1% membership discount to totals generated for each persons order and to grand totals. They are included automatically when using the **Add in Totals** function. Note that the 1% discount is also applied automatically to the tax field as well (that is, tax is calculated on any taxable item after its price has been reduced by 1% first).
- Fixed error that occurs in Excel 97 when using the **Undo Printing Preparation** function.
- Reduced the size of the three *.XLT files (there was some junk in them taking up space).
- Updated many of the descriptions in this manual and added descriptions of all the new functionality.

Software Distribution Conditions

Club members are free to make a copy of the software from the ONFC. In other words, a buying club should only need receive one copy of the software, even if two or more members **within the same club** wish to install it on their computer. Please do not make copies of the software for other buying clubs, instead ask them to get a copy of the software from the ONFC.

The software should work on the PC and Macintosh. If you need to share the software between a PC and a Mac, you should still only need to purchase one copy; however, you will have to arrange to copy the files between the two different computers (perhaps the Mac can read PC diskettes).

Contact Information

If you have questions or comments about these instructions or about the ONFC Excel Macro Package, please contact its author:

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I hope you find this software useful and I look forward to hearing your comments and ideas for improvements.