



Catalog Load Online Training

- **Introduction to Catalog Load**
 - What is the Catalog Load?
 - What information can I load?
 - Where do I get the information to load into the catalog?
 - What format is required? ASCII format only.

- **Where is the Catalog information used in ACS**
 - Order Entry/OP Invoice Entry
 - PO Requisition Entry/PO Entry
 - Material Charges
 - Estimate Entry
 - Quote Entry

- **What are the benefits of loading catalogs into ACS**
 - Catalog Lookup when entering non-stock items
 - Organize your catalogs to fit your needs
 - Searches based on your criteria
 - Up to 45 user-defined fields
 - Ability to assign graphics id
 - Ability to assign item number to catalog items

- **Setting up in Master before Upload**
 - Catalog Setup
 - Catalog Maintenance

- **Excel Template**
 - Loading information into the template

- **Uploading the Excel Template**
 - Verify/checking error log
 - Updating

- **Examples of how the catalog is used ACS Master**
 - Catalog Lookup
 - Catalog Inquiry in SpeedSearch

- **Q&A**