Aspect Software, Inc.
Back-office software for restaurateurs

IMPORTING PFG INVOICES

Step 1 – Go to the PFG website

Step 2 – At the welcome page, choose "Order Entry" on the left

Step 3 – Log into your PFG Account on the website
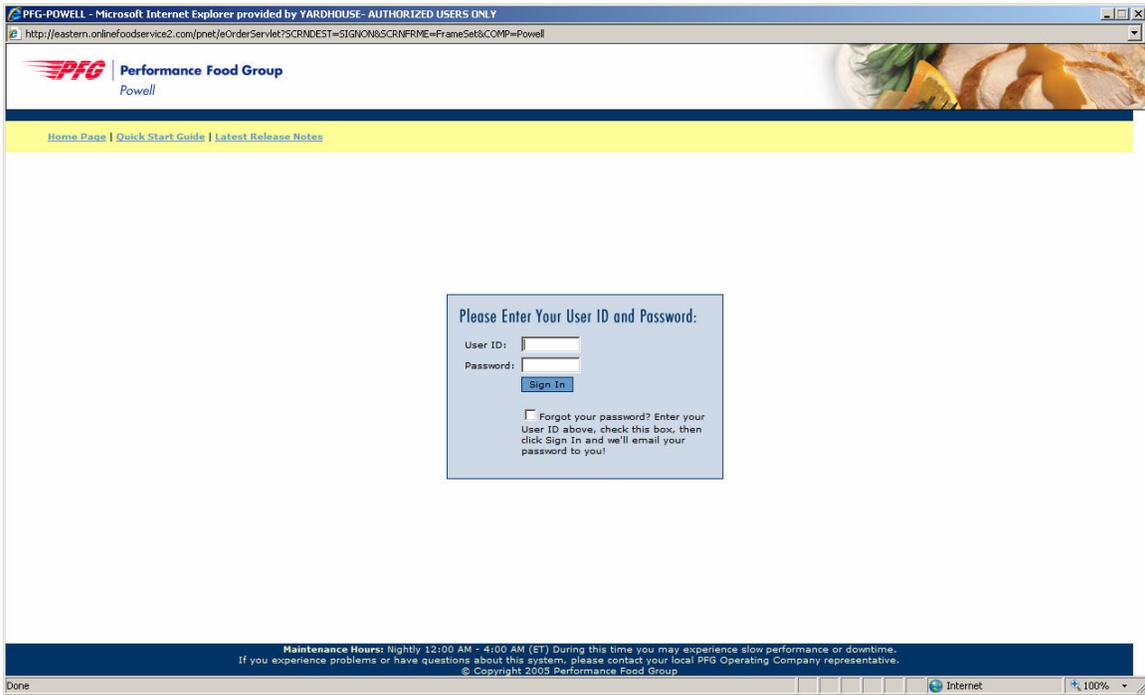
Step 4 – Choose "Order" and then "History"

Step 5 – Once in the "History Screen", click on one of your orders.

Delete	Order #	Order Type	Order Date	Ship Date	Qty	Qty Ship	Total Invoice	Instructions	Status
	15939	Order	07/04/2007		51	0	$1679.99		In Use
	15907	Order	06/28/2007		48	0	$1758.91		In Use

Step 6 – You will now have all the detail for that particular order you selected.

Item	Pack	Size	Brand	Description	OE	Qty	Each	Price	Each	
DISPENSING EQUIPMENT (02735)										
995220	1	1 CT	SCA	DSPNSR TOILET TISSUE DBL SMKD S	Ⓢ			14.13		
POTS/PANS/UTENSILS (02774)										
20882	1	48 CT	MILKCO	JUG GA EMPTY				28.12	1	06/22/2007
CLEANING ACCESSORIES (02814)										
947849	1	12 CT	ROYAL	PAD S/S SCRUBBER				4.00	1	06/04/2007
SKIN CARE (02841)										
970487	4	1000 ML	AFFLAB	SOAP HAND FOAMING ANTIMIC				60.07	1	06/25/2007
CLEANERS (02861)										
61810	6	1 GA	POC	BLEACH				9.08	1	06/07/2007
970654	4	1 GA	AFFLAB	CLEANER PINE AP EVERGREEN				22.70		06/25/2007
990448	2	1 GA	SSDC	SANITIZER SUPER SAN QUAT 23%				47.40	1	06/25/2007
998813	2	1 GA	AFFLAB	FLOOR TREATMENT KT_CLEANER EZ				35.90	1	06/25/2007
998854	2	1 GA	AFFLAB	DEGREASER DOUBLE_KWIK				32.93	1	06/15/2007
WAREWASHING (02881)										
970608	1	5 GA	AFFLAB	DETERGENT DISH MACHINE LOW_TEMP				59.15	1	06/29/2007
998834	4	1 GA	AFFLAB	DETERGENT DISH MANUAL ECO_PINK				22.95	1	07/04/2007
998862	1	5 GA	AFFLAB	RINSE AGENT KLEER_KWIK				63.98	1	06/11/2007
BAGS/WRAPS/FILTERS (02901)										

Step 7 – From the detailed order screen, click on "Advanced" and "Export"

Step 8 – When prompted for the export, you will choose "Save". Save this file to the c:\aspect\pfg folder. If you don't have a "pfg" folder, you will need to create it first, then simply store the files here.

Step 9 – Open Aspect and go to Inventory / Edit Invoices

Step 10 – To import the file, go to Edit / Import Electronic Invoice. You will then be prompted to choose the path of the file. You will need to navigate to c:\aspect\pfg and find the file you wish to import. When you have it selected, click OK.