

Updating/downloading IPIC index files LIFO-PRO for Windows Software Instructions

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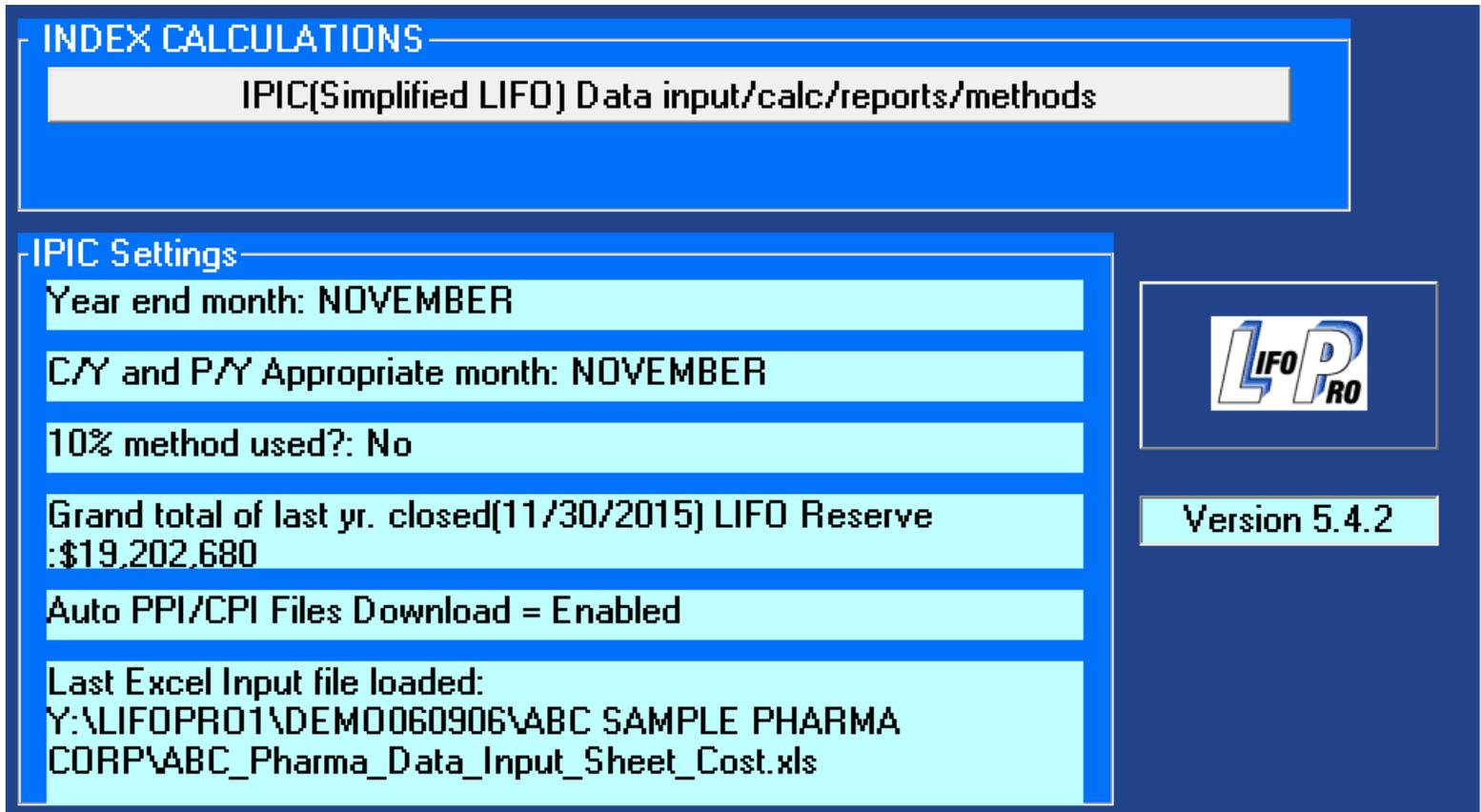
Website: www.lifopro.com



Section 1: Updating index files automatically in LIFO-PRO

Step 1: Begin by opening LIFO-PRO and navigate to the main menu

Step 2: Click on the IPIC Module button under the index calculations label (see screenshot below):



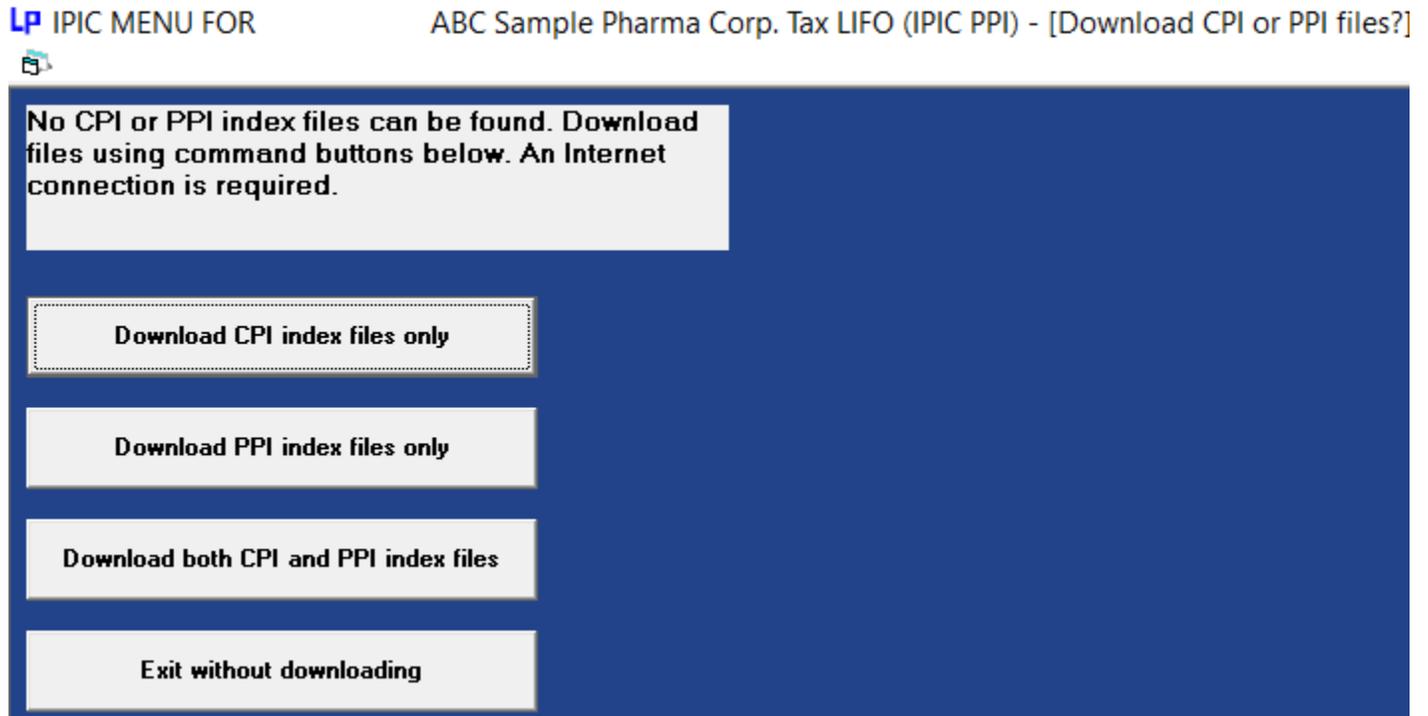
The screenshot displays the LIFO-PRO software interface. At the top, a blue header bar contains the text "INDEX CALCULATIONS" and a button labeled "IPIC(Simplified LIFO) Data input/calc/reports/methods". Below this, a "IPIC Settings" panel is visible, containing several fields: "Year end month: NOVEMBER", "C/Y and P/Y Appropriate month: NOVEMBER", "10% method used?: No", "Grand total of last yr. closed(11/30/2015) LIFO Reserve :\$19,202,680", "Auto PPI/CPI Files Download = Enabled", and "Last Excel Input file loaded: Y:\LIFOPRO1\DEMO060906\ABC SAMPLE PHARMA CORP\ABC_Pharma_Data_Input_Sheet_Cost.xls". To the right of the settings panel, there is a logo for "LIFO PRO" and a box indicating "Version 5.4.2".

Step 3: LIFO-PRO Software users downloading index update files for the first time- complete step 3 as follows (*proceed to step 5 if there are previously downloaded IPIC index files present in the LIFO-PRO application folder*)- you will be prompted to choose one of four options:

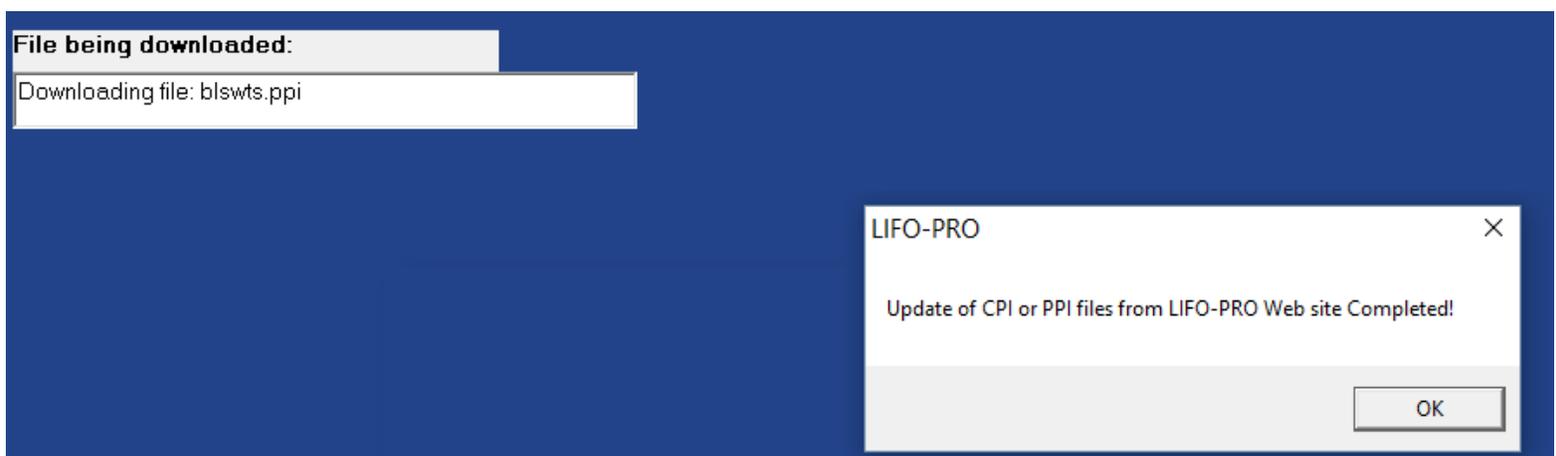
- Download CPI index files only
- Download PPI index files only
- Download both CPI and PPI index files
- Exit without downloading

Select the appropriate choice based on the indexes you will be using (see the screenshot on the top of the next page for further reference).

Choose one of the download options from the IPIC Menu Prompt screen:

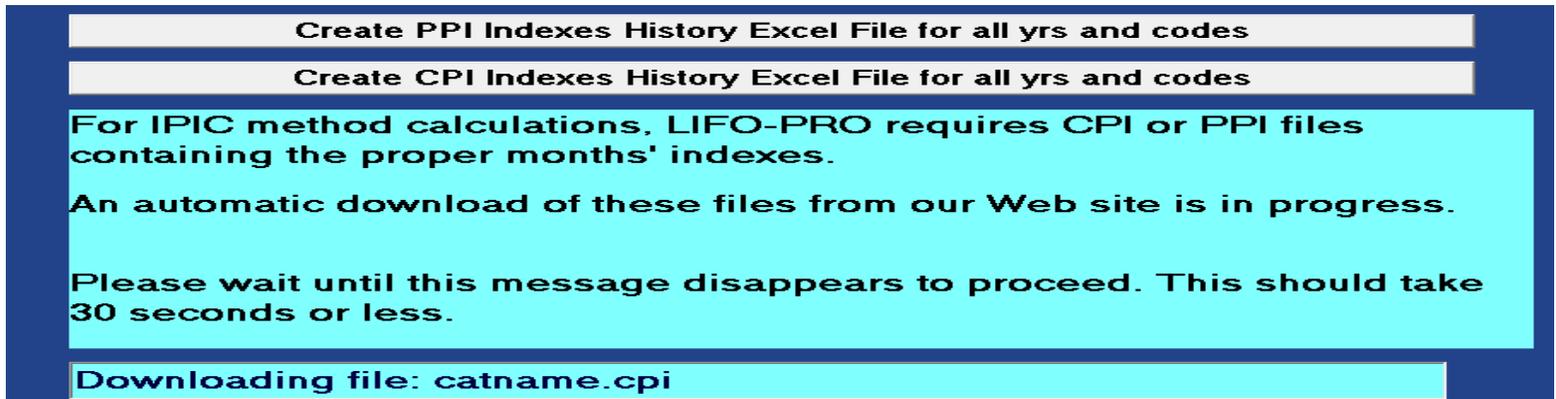


Step 4: Once you have selected an option to download index files, a “Files being downloaded:” message will appear towards the bottom of the screen. After the file download process has completed, a notification screen will appear stating “Update of CPI/PPI files from LIFO-PRO website complete!”. Click the OK button to continue (See the screenshot below):

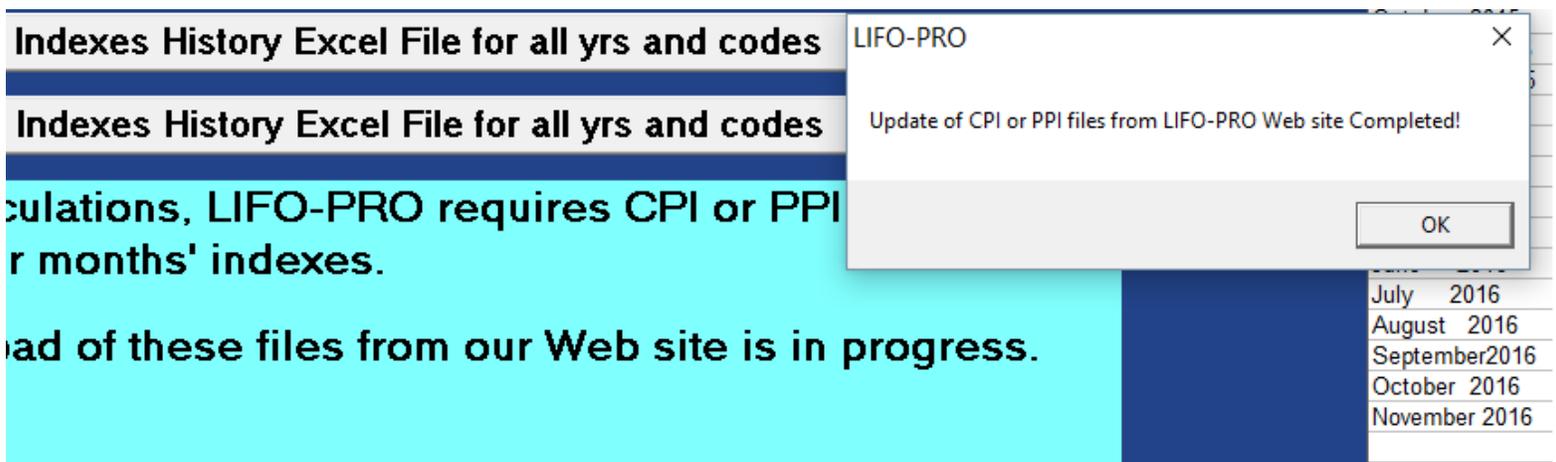


Step 5: LIFO-PRO Software users that have previously downloaded IPIC index files or have IPIC index files present in your LIFO-PRO application folder, complete step 5 as follows (*proceed to step 7 if you are a LIFO-PRO*

Software user that is downloading IPIC index update files for the first time or you do not have IPIC index files in your LIFO-PRO application folder)- a light blue message box will appear below the “Create CPI Indexes History Excel File” notifying you that an automatic download of CPI/PPI index files is required for the LIFO-PRO Software and that an automatic download is in progress (see the screenshot below):



Step 6: After the file download process has completed, a notification screen will appear stating “Update of CPI/PPI files from LIFO-PRO website complete!”. Click the OK button to continue (See the screenshot below):



Step 7: You may now use the LIFO-PRO Software to complete IPIC LIFO calculations, and the most recent BLS indexes will be available for use in completing year end LIFO calculations and/or making LIFO projections. The LIFO-PRO Software has the BLS release dates built into the IPIC module, and will continue to automatically download the most recent set of PPI/CPI index update files according to the BLS-defined release dates.

A schedule of past, current & future index release dates are shown on the right side of the IPIC Module. CPI & PPI index update files are uploaded by LIFO-PRO to enable index update files to be downloaded in LIFO-PRO by 9am CST on the day of the respective indexes subsequent release dates (see the screenshot below for release date reference):

List of CPI and PPI files available:			
File Name	Earliest Period	Latest Period	
C:\LIFOPRO\bls\			
indx2016.cpi	Jan2016	Apr2016	
indx2015.cpi	Jan2015	Dec2015	
indx2014.cpi	Jan2014	Dec2014	
blswts.cpi			
catname.cpi			
dates.bl			
indx2016.ppi	Jan2016	Apr2016	
indx2015.ppi	Jan2015	Dec2015	
indx2014.ppi	Jan2014	Dec2014	
blswts.ppi			
catname.ppi			
SCHEDULE OF FUTURE CPI & PPI FILES RELEASE DATES:			
MONTH	PPI	CPI	
December 2014	1-15-2015	1-16-2015	
January 2015	2-18-2015	2-26-2015	
February 2015	3-13-2015	3-24-2015	
March 2015	4-14-2015	4-17-2015	
April 2015	5-14-2015	5-22-2015	
May 2015	6-12-2015	6-18-2015	
June 2015	7-15-2015	7-17-2015	
July 2015	8-14-2015	8-19-2015	
August 2015	9-11-2015	9-16-2015	
September2015	10-14-2015	10-15-2015	
October 2015	11-13-2015	11-17-2015	
November 2015	12-11-2015	12-15-2015	
December 2015	1-15-2016	1-20-2016	
January 2016	2-17-2016	2-19-2016	
February 2016	3-15-2016	3-16-2016	
March 2016	4-13-2016	4-14-2016	
April 2016	5-13-2016	5-17-2016	
May 2016	6-15-2016	6-16-2016	
June 2016	7-14-2016	7-15-2016	
July 2016	8-12-2016	8-16-2016	
August 2016	9-15-2016	9-16-2016	
September2016	10-14-2016	10-18-2016	
October 2016	11-16-2016	11-17-2016	
November 2016	12-14-2016	12-15-2016	

Section 2: Downloading & updating index files manually

Step 1: Open your internet browser and navigate to the LIFO-PRO homepage in order to open the Downloads page (lifopro.com/downloads).

Step 2: The fastest of the two available IPIC index files download options is using the .exe self-extracting executable version of the index update files method. Software users choosing the .exe file version to update IPIC index files should complete Step 2 as follows (*proceed to step 9 if you are downloading the .zip version of the IPIC index update files*)- Click the [cpifiles.exe/ppifiles.exe](#) link to download the applicable set of index files.

LIFO-PRO Downloads & Updates Page (www.lifopro.com/downloads):

- [IPIC LIFO Advantages](#)
- [LIFO Reports](#)
- [IRS LIFO Methods](#)
- [LIFO Glossary](#)
- [Good LIFO Candidates](#)
- [LIFO Projections](#)
- [Training & Reference Material](#)
- [PPI Inflation History](#)
- [Request Forms](#)
- [FAQ's](#)
- [Common LIFO Errors](#)
- [LIFO Misconceptions](#)
- [Sec. 263A UNICAP Costs](#)
- [Special LIFO Challenges for Supermarkets](#)
- [PPI Category Changes](#)
- [CPI Category Changes](#)
- [Resources & Links](#)
- [LIFO Coalition](#)
- [Best LIFO Practices Review](#)
- [Tax Specialty Services](#)

Downloads & Updates Page

CPI files required for LIFO-PRO IPIC (Simplified LIFO) calculations:

If the automatic download feature within LIFO-PRO does not work on your PC to allow you to download the most recent CPI files, you can get these files by clicking on one of the following file download links.

Zip file: Contains CPI indexes from 2001 through January 2016 along with other CPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2001 CPI index file = indx2001.cpi). Upon completion of file download, extract the zip file to the \bls folder shown on the top row of the CPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Click here to download the password-protected .zip file: [cpifiles.zip](#)

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files. Upon clicking the .exe download link, click run (may need to click run twice); when prompted for the file location to save the .exe file to, navigate (by pressing the browse button) to the \bls folder shown on the top row of the CPI files listed on the right side of the IPIC menu, overwriting any existing files with the same names.

Click here to download the self-extracting executable file: [cpifiles.exe](#)

 **CPI Self-extracting executable link**

PPI Table 9 index files required for LIFO-PRO IPIC (Simplified LIFO) calculations:

If the automatic download feature within LIFO-PRO does not work on your PC to allow you to download the most recent PPI files, you can get these files by clicking on one of the following file download links.

Zip file: Contains PPI indexes from 2009 through January 2016 along with other PPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2009 PPI index file = indx2009.ppi). **Click here to download the password-protected .zip file:** [ppifiles.zip](#)

Extract these files from the zip file to the \bls folder shown on the top row of the PPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files

Click here to download the self-extracting executable file: [ppifiles.exe](#)

 **PPI Self-Extracting executable link**

Step 3: A prompt screen will appear at the bottom of your internet browser asking if you want to run or save your .exe file from lifopro.com. Click the “run” button to proceed (see the screenshots below):

Part 1- Prompt screen appears upon clicking on .exe file download link:

- [IPIC LIFO Advantages](#)
- [LIFO Reports](#)
- [IRS LIFO Methods](#)
- [LIFO Glossary](#)
- [Good LIFO Candidates](#)
- [LIFO Projections](#)
- [Training & Reference Material](#)
- [PPI Inflation History](#)
- [Request Forms](#)
- [FAQ's](#)
- [Common LIFO Errors](#)
- [LIFO Misconceptions](#)
- [Sec. 263A UNICAP Costs](#)
- [Special LIFO Challenges for Supermarkets](#)
- [PPI Category Changes](#)
- [CPI Category Changes](#)
- [Resources & Links](#)
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- [Best LIFO Practices Review](#)
- [Tax Specialty Services Providers](#)

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PPI Table 9 index files required for LIFO-PRO IPIC (Simplified LIFO) calculations:

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Zip file: Contains PPI indexes from 2009 through January 2016 along with other PPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2009 PPI index file = indx2009.ppi). **Click here to download the password-protected .zip file:** [ppifiles.zip](#)

Extract these files from the zip file to the \bls folder shown on the top row of the PPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files

Click here to download the self-extracting executable file: [ppifiles.exe](#)

Upon clicking the .exe download link, click run (may need to click run twice); when prompted for the file location to save the .exe file to, navigate (by pressing the browse button) to the \bls folder shown on the top row of the PPI files listed on the right side of the IPIC menu, overwriting any existing files with the same names.

Do you want to run or save **cpifiles.exe** (276 KB) from **lifopro.com**? x

 This type of file could harm your computer.

Run

Save

Cancel

Part 2- Click “Run” again upon being prompted a second time:

- [IPIC LIFO Advantages](#)
- [LIFO Reports](#)
- [IRS LIFO Methods](#)
- [LIFO Glossary](#)
- [Good LIFO Candidates](#)
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Click here to download the password-protected .zip file: [cpifiles.zip](#)

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files. Upon clicking the .exe download link, click run (may need to click run twice); when prompted for the file location to save the .exe file to, navigate (by pressing the browse button) to the \bls folder shown on the top row of the CPI files listed on the right side of the IPIC menu, overwriting any existing files with the same names.

Click here to download the self-extracting executable file: [cpifiles.exe](#)

PPI Table 9 index files required for LIFO-PRO IPIC (Simplified LIFO) calculations:

If the automatic download feature within LIFO-PRO does not work on your PC to allow you to download the most recent PPI files, you can get these files by clicking on one of the following file download links.

Zip file: Contains PPI indexes from 2009 through January 2016 along with other PPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2009 PPI index file = indx2009.ppi). **Click here to download the password-protected .zip file:** [ppifiles.zip](#)

Extract these files from the zip file to the \bls folder shown on the top row of the PPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files

Click here to download the self-extracting executable file: [ppifiles.exe](#)

Upon clicking the .exe download link, click run (may need to click run twice); when prompted for the file location to save the .exe file to, navigate (by pressing the browse button) to the \bls folder shown on the top row of the PPI files listed on the right side of the IPIC menu, overwriting any existing files with the same names.

All PPI index files contain preliminary indexes; those originally published in the monthly PPI Detailed Report. The PPI BLS Weights in blwtr.ppi are final weights.



The publisher of cpifiles.exe couldn't be verified. Are you sure you want to run the program? [Learn more](#)

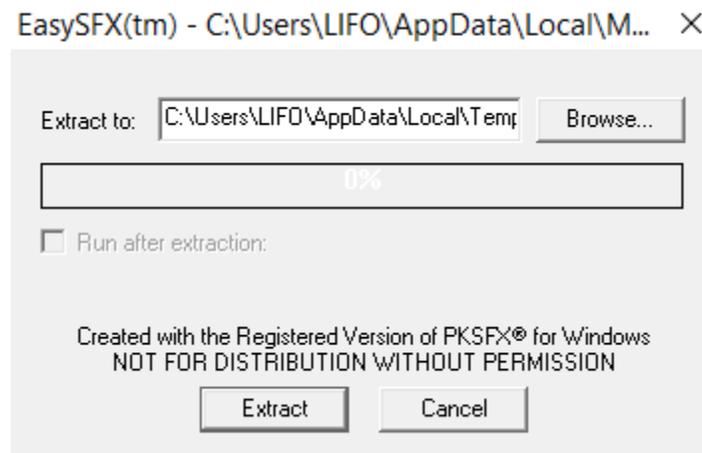
Run

View downloads

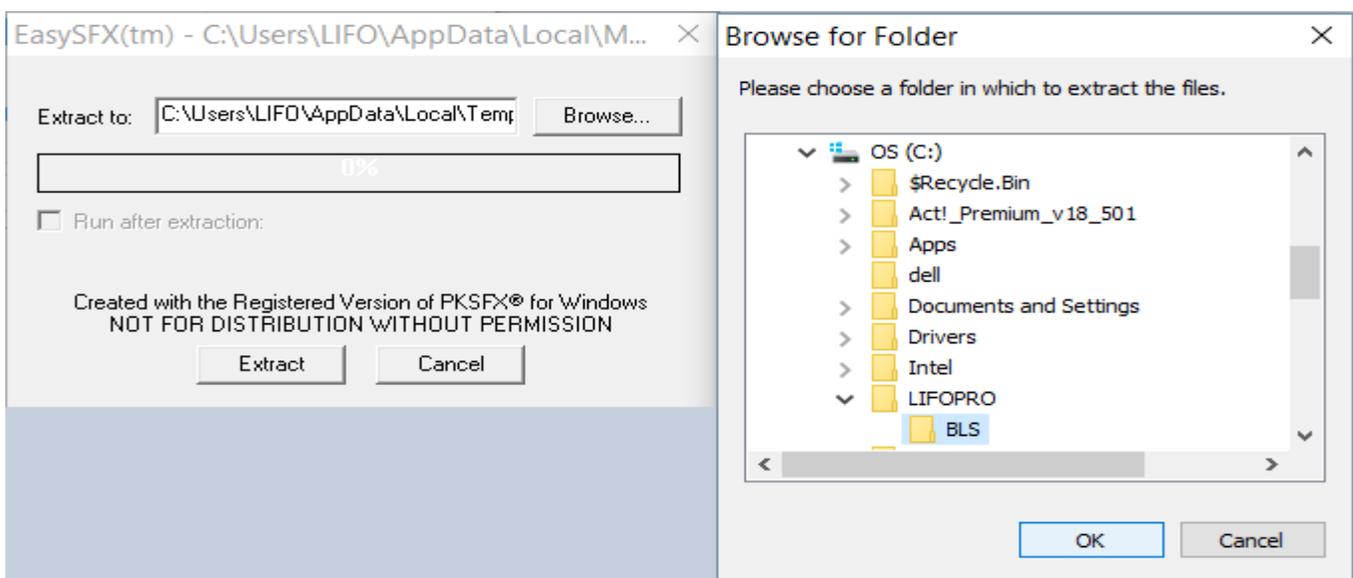


Step 4: An EasySFX menu box will appear showing the default folder location that the index update files will be extracted to. Click the browse button to open the file explorer menu screen.

EasySFX screen. Click the browse button to proceed:

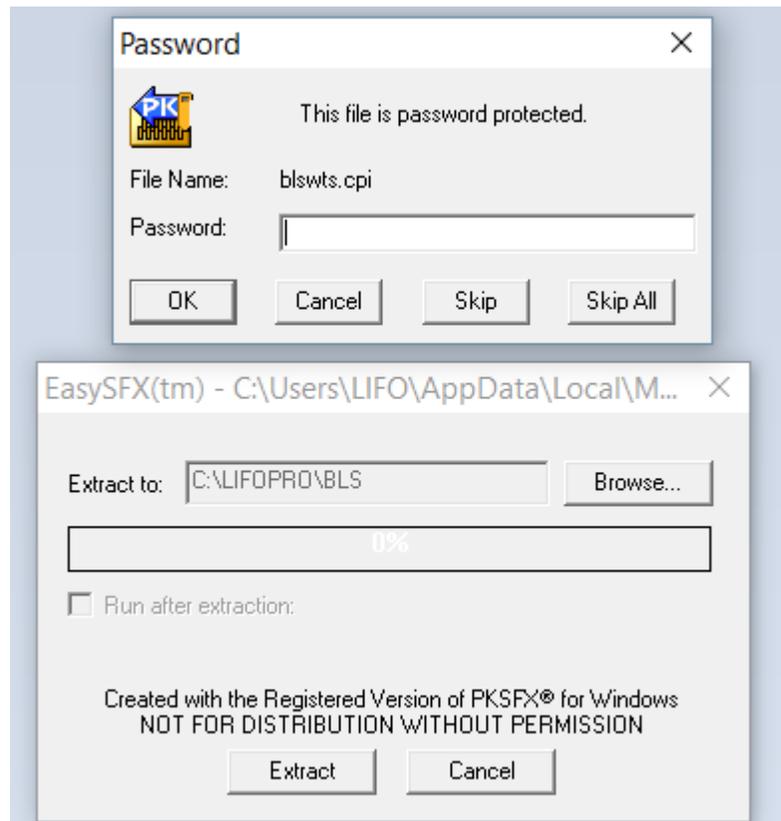


Step 5: Navigate to the location of your LIFO-PRO application folder. Left-click the down arrow to open this folder. Select the “BLS” folder by left-clicking on the folder icon/name. If you don’t have a BLS folder inside the LIFO-PRO application folder, you may extract the files directly into the LIFO-PRO application folder (not recommended). Click the OK button to proceed with extracting the files (see the screenshot below):



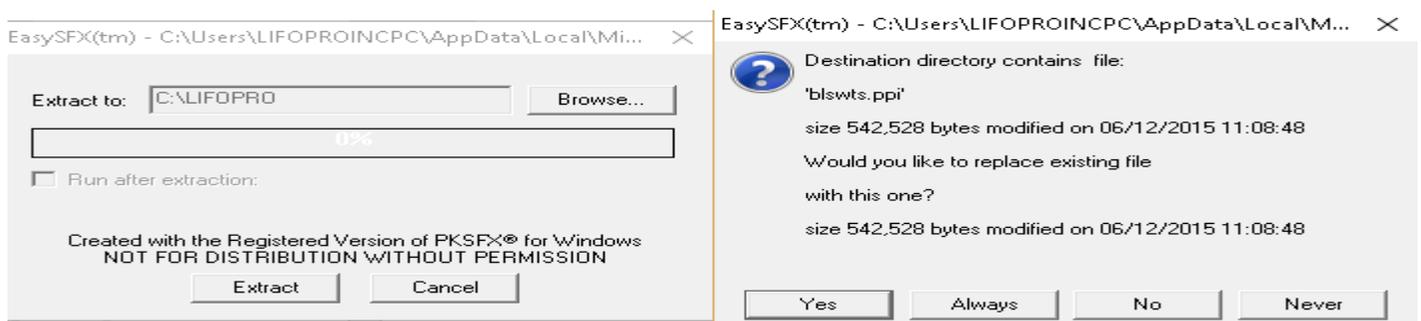
Step 6: Upon the password-protected prompt screen appearing, enter the LIFO-PRO Software index file update password, and then click OK.

Enter the index file update password and click “OK” to proceed:



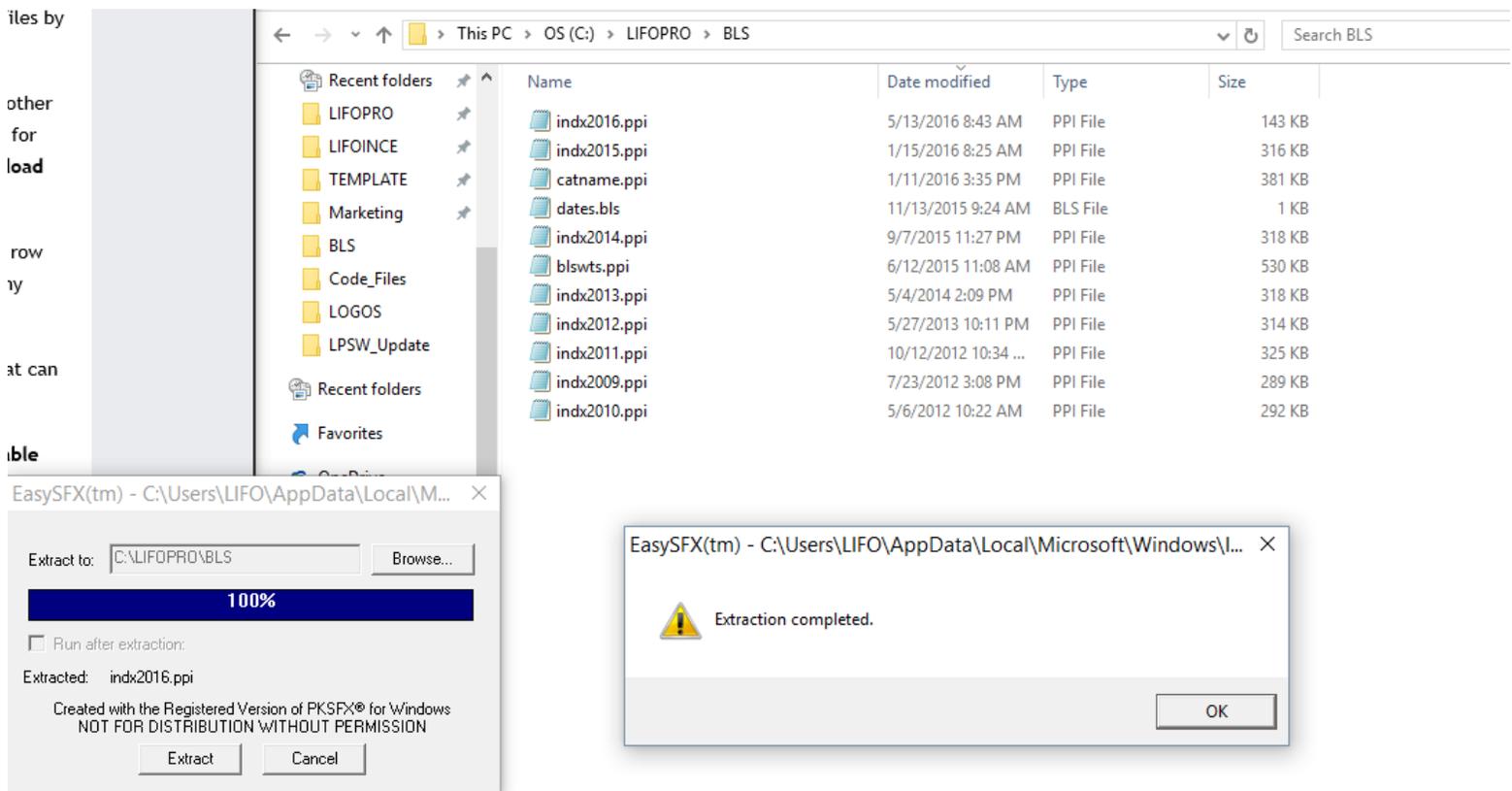
Step 7: If you have files present in the folder location that you’re extracting the updated IPIC index files into, you will receive a prompt asking to choose one of four options for handling how to deal with the extracted files that are already present in the location that they are to be saved. If you receive this notification, click the “Always” button.

Click the “Always” button to complete extracting the index update files:



Step 8: Upon the file extract process completing, a notification box will appear that states “Extraction completed.”. Click OK. You should see all index files inside the LIFO-PRO/BLS folder or the respective folder location. You have completed all necessary steps to update your LIFO-PRO Software index update files, and can now use the LIFO-PRO Software using the most recent CPI/PPI indexes that have been released by the BLS.

Extraction completion notification with extracted files in BLS folder:



Step 9: Software users choosing the .zip file version to update IPIC index files should complete Step 9 as follows: Click the cpifiles.zip/ppifiles.zip link to download the applicable set of index files (see screenshot below):

LIFO-PRO Downloads & Updates Page (www.lifopro.com/downloads):

- [IPIC LIFO Advantages](#)
- [LIFO Reports](#)
- [IRS LIFO Methods](#)
- [LIFO Glossary](#)
- [Good LIFO Candidates](#)
- [LIFO Projections](#)
- [Training & Reference Material](#)
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Downloads & Updates Page

CPI files required for LIFO-PRO IPIC (Simplified LIFO) calculations:

If the automatic download feature within LIFO-PRO does not work on your PC to allow you to download the most recent CPI files, you can get these files by clicking on one of the following file download links.

Zip file: Contains CPI indexes from 2001 through January 2016 along with other CPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2001 CPI index file = indx2001.cpi). Upon completion of file download, extract the zip file to the \bls folder shown on the top row of the CPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Click here to download the password-protected .zip file: [cpifiles.zip](#)  [CPI .zip file link](#)

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files. Upon clicking the .exe download link, click run (may need to click run twice); when prompted for the file location to save the .exe file to, navigate (by pressing the browse button) to the \bls folder shown on the top row of the CPI files listed on the right side of the IPIC menu, overwriting any existing files with the same names.

Click here to download the self-extracting executable file: [cpifiles.exe](#)

PPI Table 9 index files required for LIFO-PRO IPIC (Simplified LIFO) calculations:

If the automatic download feature within LIFO-PRO does not work on your PC to allow you to download the most recent PPI files, you can get these files by clicking on one of the following file download links.

Zip file: Contains PPI indexes from 2009 through January 2016 along with other PPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2009 PPI index file = indx2009.ppi). **Click here to download the password-protected .zip file:** [ppifiles.zip](#)  [PPI .zip file link](#)

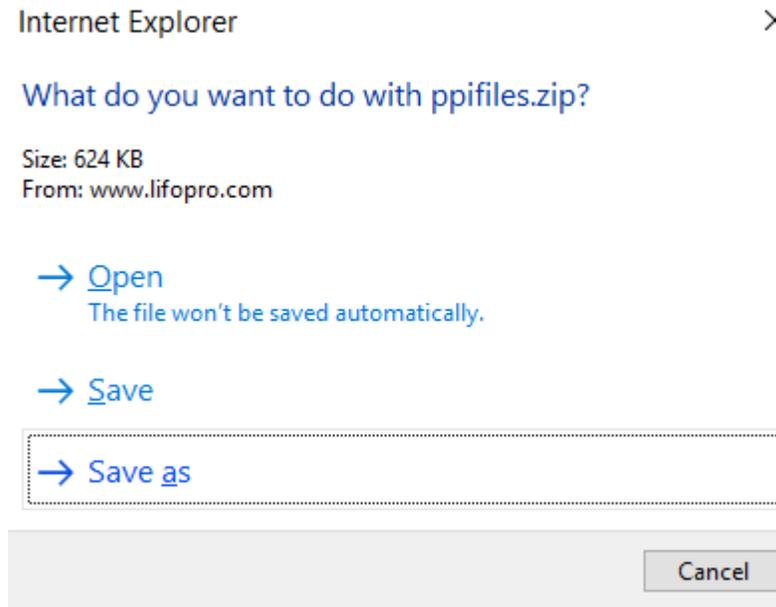
Extract these files from the zip file to the \bls folder shown on the top row of the PPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files

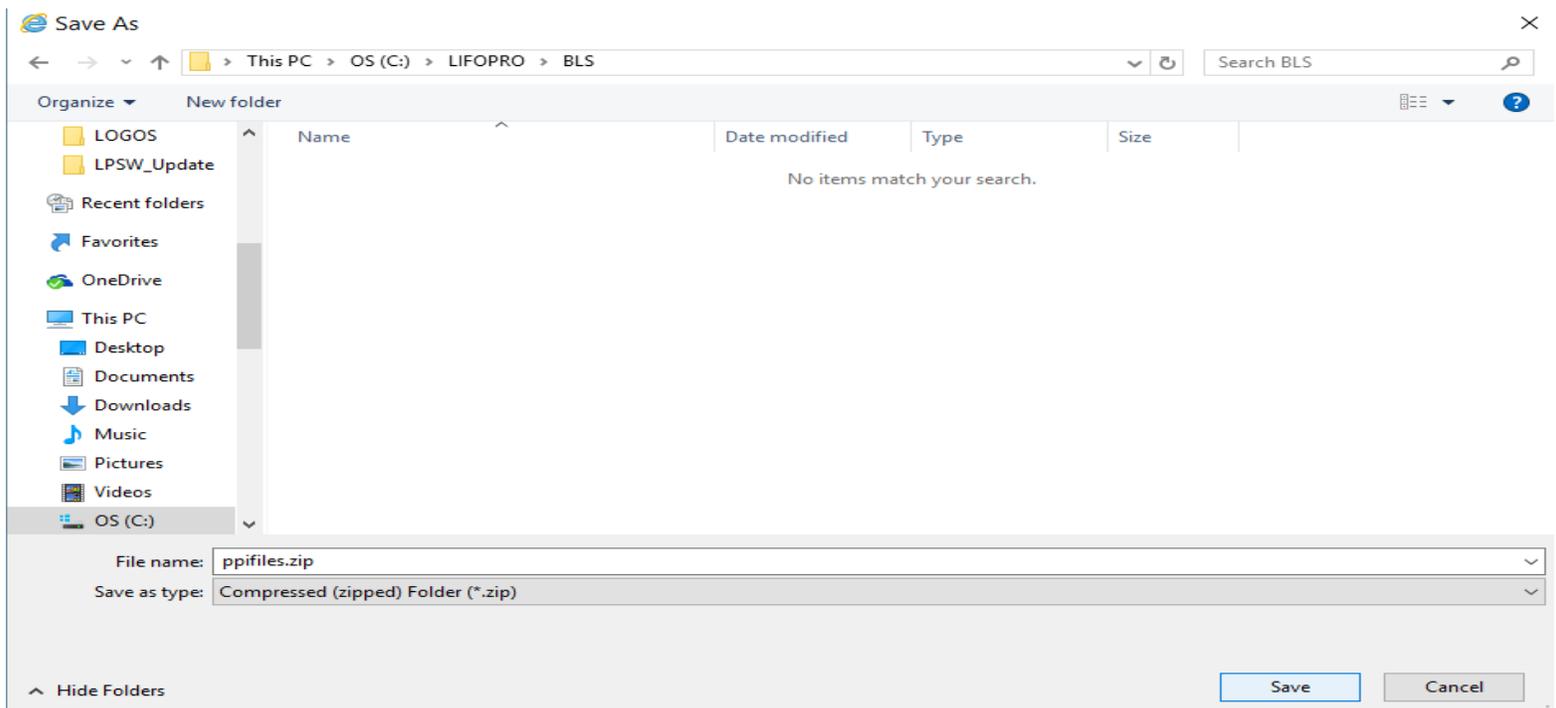
Click here to download the self-extracting executable file: [ppifiles.exe](#)

Step 10: An Internet Explorer prompt box will appear asking what is should do with the .zip file. Click the "Save as" button as shown in the screenshot on the top of the next page:

Click “Save as” to proceed downloading the index update .zip file:

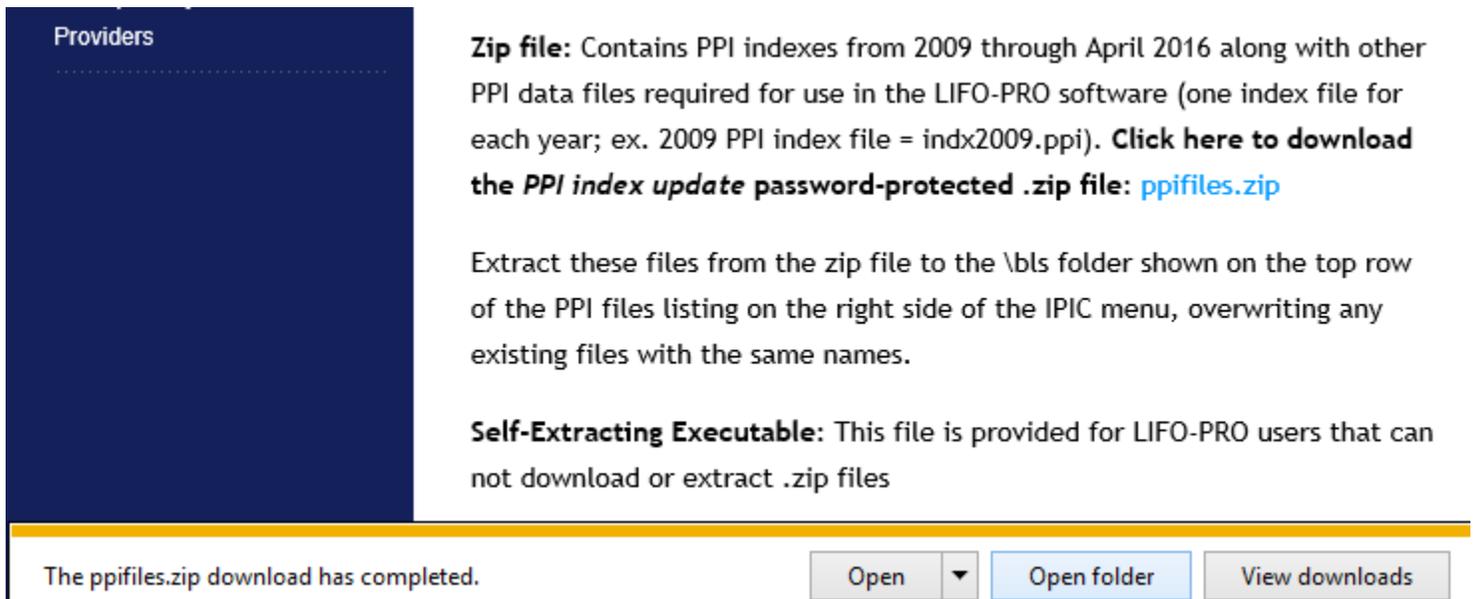


Step 11: Navigate to your LIFO-PRO application file folder location. Upon entering it, select the “BLS” folder by double clicking it on the right-hand side of your file explorer screen. If you don’t have a BLS folder inside the LIFO-PRO application folder, you may extract the files directly into the LIFO-PRO application folder (not recommended). Click the OK button to proceed with unzipping the index update files (see the screenshot below):



Step 12: A notification bar will appear at the bottom of your Internet Explorer browser screen upon the index .zip file download completing. Click the “Open folder” button to proceed (see screenshot below):

Click the Open folder button to view the .zip file in File Explorer:



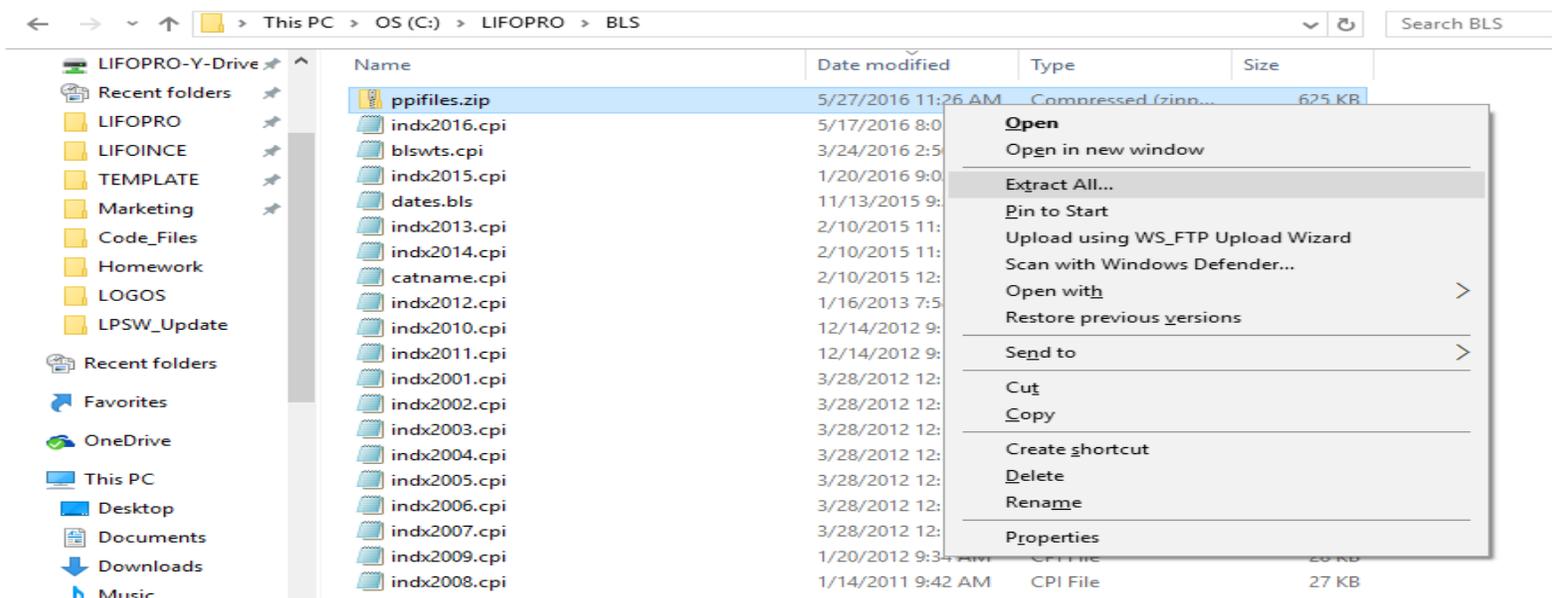
Zip file: Contains PPI indexes from 2009 through April 2016 along with other PPI data files required for use in the LIFO-PRO software (one index file for each year; ex. 2009 PPI index file = indx2009.ppi). **Click here to download the PPI index update password-protected .zip file: [ppifiles.zip](#)**

Extract these files from the zip file to the \bfs folder shown on the top row of the PPI files listing on the right side of the IPIC menu, overwriting any existing files with the same names.

Self-Extracting Executable: This file is provided for LIFO-PRO users that can not download or extract .zip files

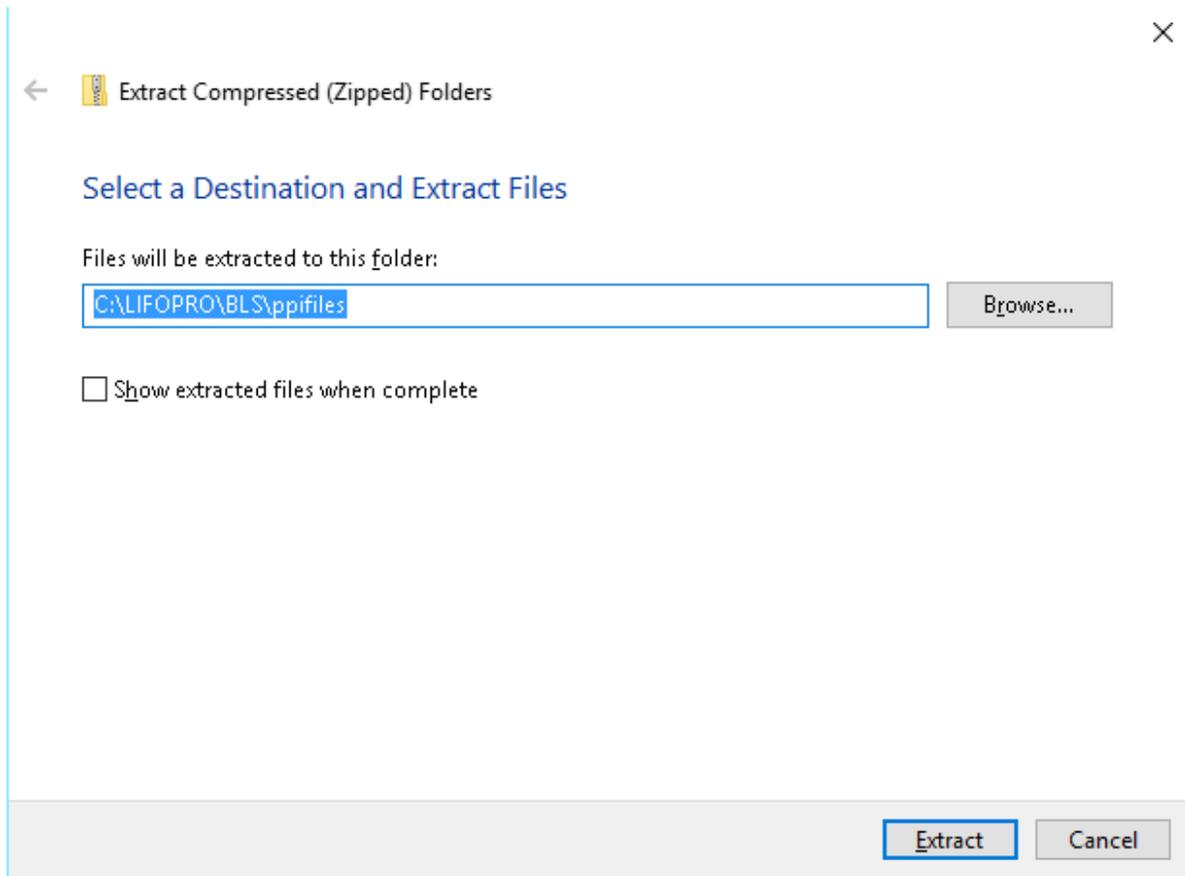
Step 13: Your file explorer screen will show the .zip file residing in the location you saved it to. Right-click on the file name/icon, and select the “Extract All” option from the drop-down menu bar.

Single right-click cpi/ppifilex.zip & single left-click Extract All:



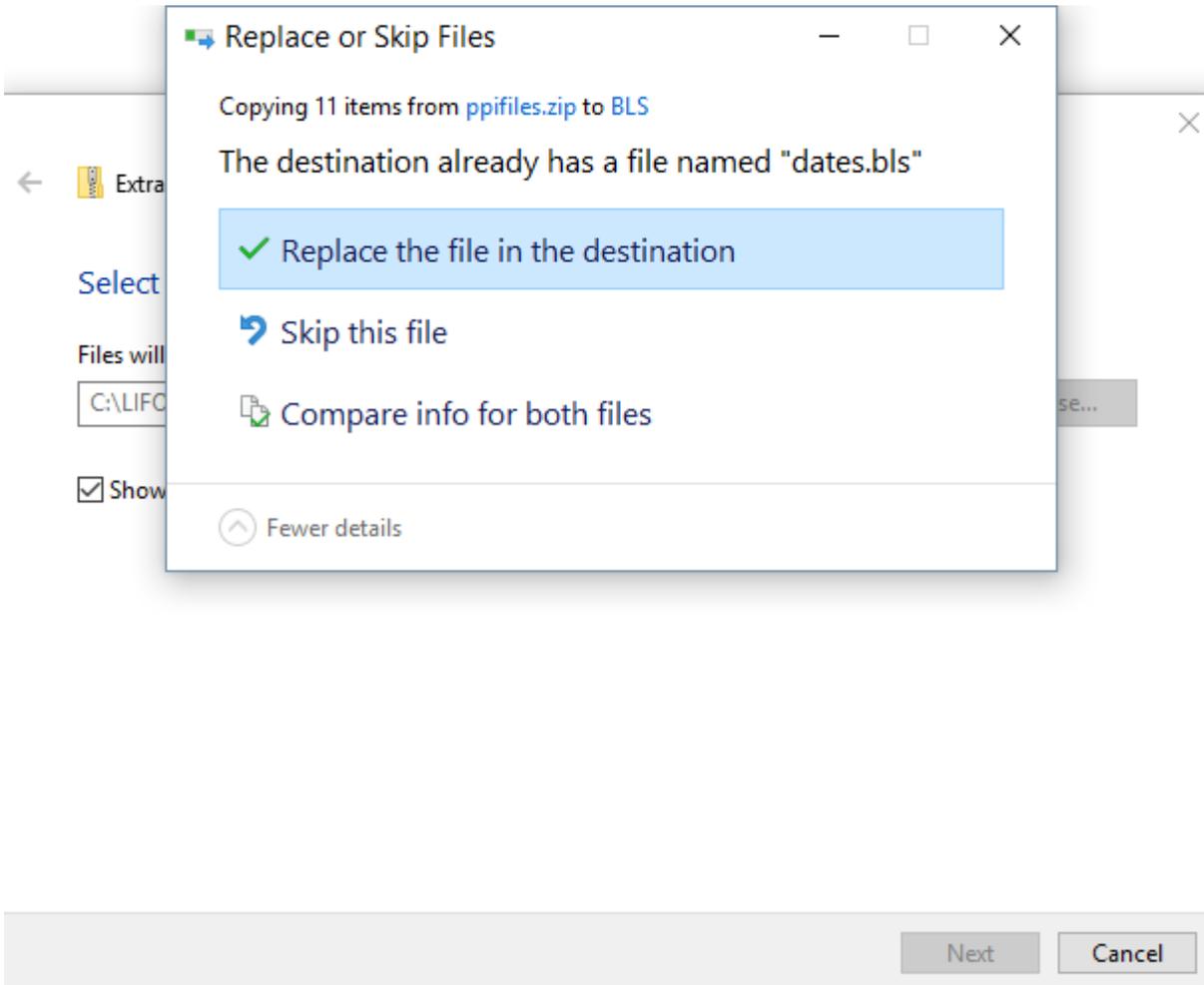
Name	Date modified	Type	Size
ppifiles.zip	5/27/2016 11:26 AM	Compressed (zipp...	625 KB
indx2016.cpi	5/17/2016 8:0		
blswts.cpi	3/24/2016 2:5		
indx2015.cpi	1/20/2016 9:0		
dates.bls	11/13/2015 9:		
indx2013.cpi	2/10/2015 11:		
indx2014.cpi	2/10/2015 11:		
catname.cpi	2/10/2015 12:		
indx2012.cpi	1/16/2013 7:5		
indx2010.cpi	12/14/2012 9:		
indx2011.cpi	12/14/2012 9:		
indx2001.cpi	3/28/2012 12:		
indx2002.cpi	3/28/2012 12:		
indx2003.cpi	3/28/2012 12:		
indx2004.cpi	3/28/2012 12:		
indx2005.cpi	3/28/2012 12:		
indx2006.cpi	3/28/2012 12:		
indx2007.cpi	3/28/2012 12:		
indx2009.cpi	1/20/2012 9:34 AM	CPI File	26 KB
indx2008.cpi	1/14/2011 9:42 AM	CPI File	27 KB

Step 14: The ppi/cpifiles.zip file will automatically create a PPI/CPI folder for the set of files that it will extract. Click the extract button to continue that index update file process.

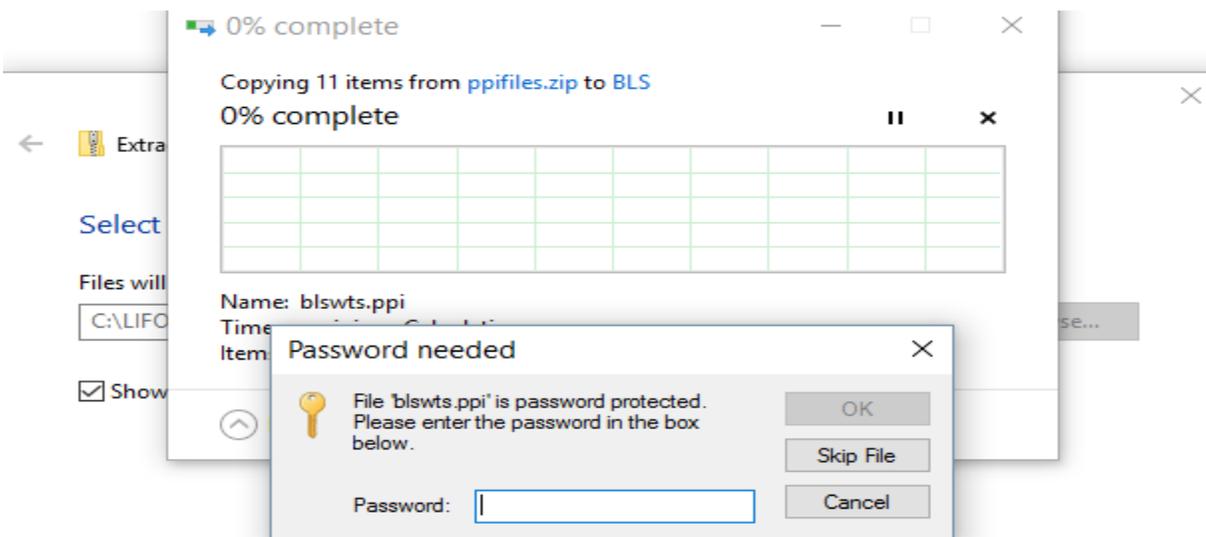


Step 15: LIFO-PRO Software users that already have a PPI/CPI folder present in their LIFO-PRO application folder will be prompted to choose replacing or skipping the index update files. Click the replace option to continue extracting the index update files (see the screenshot on top of the next page).

LIFO-PRO users receiving this prompt should choose the replace option:



Step 16: Upon the password-protected prompt screen appearing, enter the LIFO-PRO Software index file update password, and then click OK.



Step 17: You will see all index files now present inside of your PPI/CPI folder. You have completed all necessary steps to update your LIFO-PRO Software index update files & will now have access to the most recent BLS indexes for use in the LIFO-PRO Software. Although not required, it is recommended to delete your ppifiles.zip file that you downloaded.

Delete the cpi/ppifiles.zip file upon completion of file extract

The screenshot shows a Windows File Explorer window with the address bar set to C:\LIFOPRO\BLS. The ribbon is set to 'Compressed Folder Tools' with the 'Extract' tab selected. The main pane displays a list of files and folders. The file 'ppifiles.zip' is selected, and a context menu is open over it, with the 'Delete' option highlighted.

Name	Date modified	Type	Size
ppifiles.zip	5/27/2016 11:26 AM	Compressed (zipp...	625 KB
indx2016.cpi	5/17/2016 8:01 AM	CPI File	
indx2016.ppi	5/13/2016 8:43 AM	PPI File	
blswts.cpi	3/24/2016 2:50 PM	CPI File	
indx2015.cpi	1/20/2016 9:02 AM	CPI File	
indx2015.ppi	1/15/2016 8:25 AM	PPI File	
catname.ppi	1/11/2016 3:35 PM	PPI File	
dates.bls	11/13/2015 9:24 AM	BLS File	
indx2014.ppi	9/7/2015 10:27 PM	PPI File	
blswts.ppi	6/12/2015 11:08 AM	PPI File	
indx2013.cpi	2/10/2015 11:13 AM	CPI File	
indx2014.cpi	2/10/2015 11:10 AM	CPI File	
catname.cpi	2/10/2015 12:58 AM	CPI File	
indx2013.ppi	5/4/2014 2:09 PM	PPI File	
indx2012.ppi	5/27/2013 9:11 PM	PPI File	
indx2012.cpi	1/16/2013 7:58 AM	CPI File	
indx2010.cpi	12/14/2012 9:13 AM	CPI File	
indx2011.cpi	12/14/2012 9:13 AM	CPI File	
indx2011.ppi	10/12/2012 9:34 AM	PPI File	
indx2009.ppi	7/23/2012 2:08 PM	PPI File	289 KB
indx2010.ppi	5/6/2012 9:22 AM	PPI File	292 KB
indx2001.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2002.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2003.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2004.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2005.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2006.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2007.cpi	3/28/2012 12:51 PM	CPI File	24 KB
indx2009.cpi	1/20/2012 9:34 AM	CPI File	27 KB
indx2008.cpi	1/14/2011 9:42 AM	CPI File	27 KB

Note: Both the .exe and .zip versions of the index update files are password-protected. LIFO-PRO Software Users need to use the password that was sent via email from LIFO-PRO. This is the same password used to open the LIFO-PRO Software download file.

Section 3: General tips & troubleshooting steps

The following content provides tips for known issues that occur due to incorrect LIFO-PRO Software configuration. This section also provides troubleshooting based on certain error messages received while running the LIFO-PRO Software.

“MUTLIPLE FOLDERS WITH .PPI OR .CPI FILES” error message:

LIFO-PRO Software users will be prompted with this message when there are duplicate versions of BLS index files within either of these locations:

- 1) LIFO-PRO Software application folder
- 2) LIFO-PRO Software company data folder

LIFO-PRO will run LIFO calculations and function to the best of its ability even when this message is displayed, but it is highly recommended to keep only one set of index files to prevent this message from appearing. The screenshot below is an example of what you will see in the LIFO-PRO Software when this message appears:

The screenshot shows the LIFO-PRO software interface. At the top, there are menu items: "IPIC MENU FOR ABC Sample Pharma Corp. Tax LIFO (IPIC PPI)", "Help", and "Save Log File". The main menu area contains several buttons: "Load Last EXCEL Data Input File" (green), "Load Different EXCEL Data Input File" (white), "Use 11/2015 Year end Report 23 for Projection" (yellow), and "Load Different Report 23 for Projection" (orange). Below these are buttons for "VIEW PREVIOUSLY CALCULATED IPIC REPORTS 23 and 24", "IPIC METHODS SETTINGS", "IPIC POOLING METHOD POOL NUMBER ASSIGNMENTS", and "RETURN TO MAIN MENU". At the bottom, there are buttons for "Create PPI Indexes History Excel File for all yrs and" and "Create CPI Indexes History Excel File for all yrs and". On the right side, there is a "List of CPI ar" table with columns "File Name" and "Ea P". The table lists various files like "C:\LIFOPRO\bis\...", "indx99.cpi", "indx98.cpi", etc. An error message dialog box is overlaid on the bottom right, titled "MULTIPLE FOLDERS WITH .PPI OR .CPI FILES!". The message reads: "This program may not work properly when more than one folder contains .ppi or .cpi files. Delete the folder and or files with the older file dates before continuing." There is an "OK" button at the bottom of the dialog.

Follow these steps to prevent the duplicate files message from appearing:

- Step 1:** Navigate to the LIFO-PRO application folder using File Explorer (Type in file explorer in the start menu to open File Explorer).
- Step 2:** Using your search bar in file explorer, type in “.cpi” or “.ppi”.
- Step 3:** Click on the Folder column label to sort by folder location.
- Step 4:** Identify the location where duplicate BLS index files reside.
- Step 5:** Delete duplicate files. You will no longer receive the multiple folders with index files message upon completing this step.

See the screenshots below for additional help with this issue:

The screenshot shows the Windows File Explorer interface. The address bar displays 'CALIFOBRO'. The search bar in the top right corner is highlighted with a yellow arrow and a callout box that says "Perform a single left-click inside File Explorer Search Bar". Another yellow arrow points to the search bar area with a callout box that says "Navigate to your LIFO-PRO application folder location using File Explorer".

Name	Date modified	Type	Size	Folder	Folder name
BLS	6/14/2016 1:12 PM	File folder		LIFOPRO (C:)	LIFOPRO
Report18a.xls	11/8/2012 3:53 AM	XLS File	66 KB	LIFOPRO (C:)	LIFOPRO
testOpenExcel2007File.log	1/26/2015 1:42 PM	Text Document	2 KB	LIFOPRO (C:)	LIFOPRO
test.log	1/3/2014 8:04 PM	Text Document	1 KB	LIFOPRO (C:)	LIFOPRO
ReadXLPinMain.log	6/14/2016 5:13 PM	Text Document	24 KB	LIFOPRO (C:)	LIFOPRO
LPSLogFileNew Company-5328.bt	1/27/2015 1:28 PM	Text Document	12 KB	LIFOPRO (C:)	LIFOPRO
LPSLogFileABC Sample Pharma Corp. Bo...	4/10/2015 1:44 PM	Text Document	15 KB	LIFOPRO (C:)	LIFOPRO
LPSLogFile.bt	6/14/2016 5:13 PM	Text Document	31 KB	LIFOPRO (C:)	LIFOPRO
indx2016.ppi	5/13/2016 8:43 AM	PPI File	143 KB	LIFOPRO (C:)	LIFOPRO
indx2015.ppi	1/15/2016 8:25 AM	PPI File	316 KB	LIFOPRO (C:)	LIFOPRO
indx2014.ppi	9/7/2015 10:27 PM	PPI File	318 KB	LIFOPRO (C:)	LIFOPRO
indx2013.ppi	5/4/2014 2:09 PM	PPI File	318 KB	LIFOPRO (C:)	LIFOPRO
indx2012.ppi	5/27/2013 9:11 PM	PPI File	314 KB	LIFOPRO (C:)	LIFOPRO
indx2011.ppi	10/12/2012 9:34 AM	PPI File	325 KB	LIFOPRO (C:)	LIFOPRO
indx2010.ppi	5/6/2012 9:22 AM	PPI File	292 KB	LIFOPRO (C:)	LIFOPRO
indx2009.ppi	7/23/2012 2:08 PM	PPI File	289 KB	LIFOPRO (C:)	LIFOPRO
catname.ppi	1/11/2016 3:35 PM	PPI File	381 KB	LIFOPRO (C:)	LIFOPRO
blswts.ppi	6/12/2015 11:08 AM	PPI File	530 KB	LIFOPRO (C:)	LIFOPRO
QBSBC_Prod_fe - AddProjStatus.accdb	6/14/2016 11:03 AM	Microsoft Access ...	47,876 KB	LIFOPRO (C:)	LIFOPRO
PPICT-111215_fe.accdb	5/17/2016 3:05 PM	Microsoft Access ...	20,864 KB	LIFOPRO (C:)	LIFOPRO
PPICT-111215_bu.accdb	1/13/2016 3:43 PM	Microsoft Access ...	358,052 KB	LIFOPRO (C:)	LIFOPRO
LPSysInf.dat	6/14/2016 1:01 PM	DAT File	3 KB	LIFOPRO (C:)	LIFOPRO
ipicinfw.dat	12/4/2012 6:32 PM	DAT File	2 KB	LIFOPRO (C:)	LIFOPRO
coinfow.dat	12/4/2012 6:31 PM	DAT File	4 KB	LIFOPRO (C:)	LIFOPRO
bhist.dat	1/20/2012 3:17 PM	DAT File	23 KB	LIFOPRO (C:)	LIFOPRO
lifopro.ini	4/14/2016 9:14 AM	Configuration sett...	1 KB	LIFOPRO (C:)	LIFOPRO
LIFO_HELP6-500.chm	8/26/2010 1:38 PM	Compiled HTML ...	2,935 KB	LIFOPRO (C:)	LIFOPRO
dates.bls	11/13/2015 9:24 AM	BLS File	1 KB	LIFOPRO (C:)	LIFOPRO
lp32bit.exe	5/24/2016 3:47 PM	Application	5,640 KB	LIFOPRO (C:)	LIFOPRO

- 1) Open File Explorer
- 2) Navigate to your LIFO-PRO Application folder location
- 3) Click inside the search bar located on the top right of the File Explorer Screen

Perform a single left-click on the file explorer column labeled "Folder" to sort by folder name.

Type in .ppi or .cpi into File Explorer search bar to display all files that are present within the LIFO-PRO folder

Identify duplicate files present within LIFO-PRO Application folder

Name	Date modified	Type	Size	Folder
blswts.ppi	6/12/2015 11:08 AM	PPI File	530 KB	BLS (C:\LIFOPRO)
catname.ppi	1/11/2016 3:35 PM	PPI File	381 KB	BLS (C:\LIFOPRO)
INDX92.PPI	3/28/2012 12:51 PM	PPI File	271 KB	BLS (C:\LIFOPRO)
INDX93.PPI	3/28/2012 12:51 PM	PPI File	271 KB	BLS (C:\LIFOPRO)
INDX94.PPI	3/28/2012 12:51 PM	PPI File	273 KB	BLS (C:\LIFOPRO)
INDX95.PPI	3/28/2012 12:51 PM	PPI File	276 KB	BLS (C:\LIFOPRO)
INDX96.PPI	3/28/2012 12:51 PM	PPI File	286 KB	BLS (C:\LIFOPRO)
INDX97.PPI	3/28/2012 12:51 PM	PPI File	299 KB	BLS (C:\LIFOPRO)
INDX98.PPI	3/28/2012 12:51 PM	PPI File	300 KB	BLS (C:\LIFOPRO)
INDX99.PPI	2/13/2007 1:25 AM	PPI File	309 KB	BLS (C:\LIFOPRO)
indx2000.ppi	1/12/2009 7:31 PM	PPI File	394 KB	BLS (C:\LIFOPRO)
indx2001.ppi	1/12/2009 7:32 PM	PPI File	342 KB	BLS (C:\LIFOPRO)
indx2002.ppi	4/12/2002 12:11 PM	PPI File	100 KB	BLS (C:\LIFOPRO)
indx2003.ppi	2/23/2005 11:32 PM	PPI File	328 KB	BLS (C:\LIFOPRO)
indx2004.ppi	8/16/2009 3:03 PM	PPI File	290 KB	BLS (C:\LIFOPRO)
indx2005.ppi	3/12/2006 5:01 PM	PPI File	276 KB	BLS (C:\LIFOPRO)
indx2006.ppi	8/16/2009 2:52 PM	PPI File	269 KB	BLS (C:\LIFOPRO)
indx2007.ppi	8/8/2010 2:58 PM	PPI File	270 KB	BLS (C:\LIFOPRO)
indx2008.ppi	8/7/2010 3:05 PM	PPI File	276 KB	BLS (C:\LIFOPRO)
indx2009.ppi	7/23/2012 2:08 PM	PPI File	289 KB	BLS (C:\LIFOPRO)
indx2010.ppi	5/6/2012 9:22 AM	PPI File	292 KB	BLS (C:\LIFOPRO)
indx2011.ppi	10/12/2012 9:34 AM	PPI File	325 KB	BLS (C:\LIFOPRO)
indx2012.ppi	5/27/2013 9:11 PM	PPI File	314 KB	BLS (C:\LIFOPRO)
indx2013.ppi	5/4/2014 2:09 PM	PPI File	318 KB	BLS (C:\LIFOPRO)
indx2014.ppi	9/7/2015 10:27 PM	PPI File	318 KB	BLS (C:\LIFOPRO)
indx2015.ppi	1/15/2016 8:25 AM	PPI File	316 KB	BLS (C:\LIFOPRO)
indx2016.ppi	5/13/2016 8:43 AM	PPI File	143 KB	BLS (C:\LIFOPRO)
blswts.ppi	6/12/2015 11:08 AM	PPI File	530 KB	LIFOPRO (C:)
catname.ppi	1/11/2016 3:35 PM	PPI File	381 KB	LIFOPRO (C:)
indx2009.ppi	7/23/2012 2:08 PM	PPI File	289 KB	LIFOPRO (C:)
indx2010.ppi	5/6/2012 9:22 AM	PPI File	292 KB	LIFOPRO (C:)
indx2011.ppi	10/12/2012 9:34 AM	PPI File	325 KB	LIFOPRO (C:)
indx2012.ppi	5/27/2013 9:11 PM	PPI File	314 KB	LIFOPRO (C:)
indx2013.ppi	5/4/2014 2:09 PM	PPI File	318 KB	LIFOPRO (C:)
indx2014.ppi	9/7/2015 10:27 PM	PPI File	318 KB	LIFOPRO (C:)
indx2015.ppi	1/15/2016 8:25 AM	PPI File	316 KB	LIFOPRO (C:)
indx2016.ppi	5/13/2016 8:43 AM	PPI File	143 KB	LIFOPRO (C:)

- 4) Type in ".ppi" or ".cpi" into the File Explorer search bar
- 5) Left-click on the column labeled "Folder" to sort by folder name.
- 6) Locate duplicate files present within LIFO-PRO application folder

Continued on next page

Navigate to the folder location where the duplicate index files are located

Name	Date modified	Type	Size	Folder	Folder name
BLS	6/14/2016 6:46 PM	File folder		LIFOPRO (C:)	LIFOPRO
Report18a.xls	11/8/2012 3:53 AM	XLS File	66 KB	LIFOPRO (C:)	LIFOPRO
testOpenExcel2007File.log	1/26/2015 1:42 PM	Text Document	2 KB	LIFOPRO (C:)	LIFOPRO
test.log	1/3/2014 8:04 PM	Text Document	1 KB	LIFOPRO (C:)	LIFOPRO
ReadXLPInMain.log	6/14/2016 5:13 PM	Text Document	24 KB	LIFOPRO (C:)	LIFOPRO
LPSLogFileNew Company-5328.txt	1/27/2015 1:28 PM	Text Document	12 KB	LIFOPRO (C:)	LIFOPRO
LPSLogFileABC Sample Pharma Corp. Bo...	4/10/2015 1:44 PM	Text Document	15 KB	LIFOPRO (C:)	LIFOPRO
LPSLogFile.txt	6/14/2016 5:13 PM	Text Document	31 KB	LIFOPRO (C:)	LIFOPRO
indx2016.ppi	5/13/2016 8:43 AM	PPI File	143 KB	LIFOPRO (C:)	LIFOPRO
indx2015.ppi	1/15/2016 8:25 AM	PPI File	316 KB	LIFOPRO (C:)	LIFOPRO
indx2014.ppi	9/7/2015 10:27 PM	PPI File	318 KB	LIFOPRO (C:)	LIFOPRO
indx2013.ppi		PPI File	318 KB	LIFOPRO (C:)	LIFOPRO
indx2012.ppi		PPI File	314 KB	LIFOPRO (C:)	LIFOPRO
indx2011.ppi		PPI File	325 KB	LIFOPRO (C:)	LIFOPRO
indx2010.ppi		PPI File	292 KB	LIFOPRO (C:)	LIFOPRO
indx2009.ppi		PPI File	289 KB	LIFOPRO (C:)	LIFOPRO
catname.ppi		PPI File	381 KB	LIFOPRO (C:)	LIFOPRO
blswts.ppi		PPI File	530 KB	LIFOPRO (C:)	LIFOPRO
QBSBC_Prod		Microsoft Access	47,876 KB	LIFOPRO (C:)	LIFOPRO
PPICT-11121		Microsoft Access		LIFOPRO	LIFOPRO
PPICT-11121		Microsoft Access		LIFOPRO	LIFOPRO
LPSysInf.dat		DAT File		LIFOPRO	LIFOPRO
ipicinfw.dat		DAT File		LIFOPRO	LIFOPRO
coinfow.dat	12/4/2012 6:31 PM	DAT File	4 KB	LIFOPRO (C:)	LIFOPRO
bhist.dat	1/20/2012 3:17 PM	DAT File	23 KB	LIFOPRO (C:)	LIFOPRO

Select the duplicate files by holding down shift key & using up/down arrows on keyboard

Perform a single right click within area where files are highlighted & select/click "Delete"

- 7) In File Explorer, navigate to the location within your LIFO-PRO application folder where the duplicate BLS index files reside.
- 8) Select the duplicate BLS index files by single left-clicking the first duplicate file name. Select all other duplicate index files by holding down the shift key using the up/down arrows on your keyboard.
- 9) Perform a single-right click within the highlighted area (blue area shown above in screen shot), move your mouse cursor over the delete drop-down menu box option, and perform a single left-click to delete the duplicate files.

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