10 Tips to Get Your School Store Ready

By Trainer Don Immen

1. Did you back up & save an End-of-Year Archive Copy of POS? PFW users make a copy of School-Store folder (on C-drive) and rename it (2010-2011). PRM users backup on Flash-Drive and rename your file (2010-2011.BAK)

2. Did you run end-of-year reports? Inventory Listing with stock counts, Inventory Valuation with dollar cost values, various Sales Reports with margin and dollar profits…? Remember, PRM reports can be saved as a PDF, so you can rename & date the file. (Inv_2011.PDF)

3. Did you delete Employees who are no longer work at the store? Add new Employees?

4. Did you remove discontinued items off your inventory list? Make them Inactive rather than deleting them? PFW & PRM users please consult PDF Guides & Videos. (or email us for help)

5. Did you make sure your stock counts are accurate? Print Stock count report and verify.

6. Did you check vendor cost for changes & modify Inv. Costs & Retail? Add any new items.

7. Did you delete Gift Cards with exhausted balances ($0.00)? Do you need new Gift Cards?

8. Did you make sure past Customer (Staff) debts have been paid? Add any new Teachers.

9. Once the new, POS data is accurate, restore to POS Training. Have students practice in Sales.

10. In POS Tutor, review with your Managers Training Guides (PDF) & watch Videos? Challenge students with POS Certification. Call or Email us, if you do not have PRM or PFW POS Tutor.

POSITIVE RETAIL MANAGER

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