

Advance Inventory Tools, Training Outline (Don's Notes)

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Info File

Manual

Help File (also F1 on current topic)

Sources for advanced student in store operations manual creation

Advanced lessons – examples are gift cards, inventory control, and bar code labels

Pricing Options

Promotional Pricing – To reduce the price of an item or group of items for a specific period of time

From the Manager Console, select **Inventory (F4) : Promo Manager #5 : Items : Set start date and end date. Time of day will also be included.**

Select a form or promotion – A set price, a dollar reduction, a % reduction, or other. (see Price Breaks below)

Enter the SKU of item being promoted by scanning the item or entering the SKU. You may also search for an item to enter using “find” procedures.

A category, department, or the entire inventory may also be chosen as the item for the promotion.

Discount (use %) and time period for promotion. Close the screen and when in the register/invoice screen, items scanned in the promotion will reflect the discount price during the time period entered.

Price Breaks – More commonly known as 2 for, or 3 for pricing.

Use the same procedures as listed above for setting a time period for the promotion, but select the last option (Price Breaks) when you get to selecting the type of promotion.

Add a Description for your pricing option (i.e. 2 for \$1.00)

Complete each option listed - Group (all price levels), Action (sell), Quantity (2), Price (\$1.00)

Add the SKU by scanning the item or entering the SKU manually.

Now when in the register/invoice screen, when items listed in the price break are scanned or entered in multiples listing in the price break, the break price will appear.

Mix and Match Pricing

From the Manager Console, select Inventory (F4) : Mix & Match Manager from the Maintenance :

On the left side of the screen define your mix and match.

Add a Description for your pricing option (i.e. 2 for \$1.00)

Complete each option listed - Group (all price levels), Action (sell), Quantity (2), Price (\$1.00)

On the right side of the screen, include items that will be mixed and match at that price

Add the SKUs by scanning the item(s) or entering the SKU for all items included in the Mix and Match. Individually each item will ring up at a regular price,

together in any combo of multiple items they will reflect the discount “2 for”, or “3 for” price.

Merchandise returned by customers – To properly adjust for all merchandise placed back in stock and to adjust for the decrease in sales due to the return.

From the Invoice screen – Locate the tab for returns (lower right) – Show more options (F2) to view Return from invoice (F7)

Select invoice sale being returned from the invoice history list – Enter invoice number if known from the receipt.

If unknown, search all invoices (F3) by scrolling the invoice list, or scan the item’s bar code, or if still unknown, choose Can’t Find (F4) and locate from the master inventory list.

Complete the transaction as if were a regular sale. Hit F10 to process the return.

Print two receipts, one for the customer, and one for your sales records.

** You may want to include your return policy printed on your register receipts. This will clarify your policy on time limits, restocking fee, damage or worn items, etc. before the customer brings an item back.

Purchasing

For all Purchase Order activity, your entire inventory must be accurate and up-to-date.

All quantity, retail, and costs must be current. No SKU problems must be present.

If your inventory needs adjustment, refer to the Physical Inventory Section in the Reports Training Guide and the Inventory Adjustments Section listed below.

A easy and convenient way to record the receipt of merchandise to use the purchasing options in POSitive. One way is To Receive an Invoice without a PO.

Manager Console : Purchasing Center (F5) : Receive w/o PO #4

In the screen that appears, enter the vendor #, a PO # (use any number), the invoice # (actual), terms of the purchase, freight charges, date of the invoice, and date arrived.

On the purchase order screen that appears, enter (add) each SKU for the items as they appear on the actual invoice (**in the order they appear**). You may scan a bar code or enter manually to enter each item. *Candy box bar codes must have already been entered as an alternate SKU for this to process properly. Enter the quantity of each (# of boxes only, not the contents per box). Make sure the purchase quantity (i.e. 36/case) appears for each bulk item received. Lines may be added, edited, or deleted as in any previous POSitive record screen. The total at the bottom of the PO should match the total on the Invoice.

You may **Save (F10) the PO to post later or post the PO (and receive all now)** when entered. When posted the quantity will be updated in the inventory files of each item and will record the PO # and date entered.

Print one or two copies of the PO (F7) for your records and match with the invoice received.

To check to make sure items have been posted to inventory, go to an individual item and select the Stock tab (lower right) on the screen. The details of purchase/receipt will be shown.

Receiving Inventory – Inventory Adjustments

After receiving items into inventory or to adjust after a physical inventory to reconcile counts has been taken.

Inventory (top menu bar) : Physical inventory : Reconcile inventory : Select SKU or Description tab : Find item by number or letter beginning or scroll list to locate (or scan to find) : Enter new stock count : List reason for adjustment : Click OK

For a few items to be adjusted individually.

Manager Console : Inventory Center (F9) : View inventory list : Locate item by SKU or Description : Right Click highlighted item : Verify/Adjust count : Enter reason : OK

An alternative to entering in corrected counts item by item manually is to use a bar code system to make count adjustments.

Go to **Purchasing Center (F5) : Enter Print Inventory Labels tab (*1)** : On the Labels Screen select **Import Items (F3) : Select a query for a particular Department or Category** your are counting / **Or Select Do Not Apply a Query** to import your entire inventory list.

Adjust all quantities to “1” and make sure all are tagged to print. **Print the labels (F7)**. 30 bar codes will print per page until your listing is complete. *You do not need to use address labels.

Store workers can now take the bar coded sheet by department or category to count and then adjust. When adjusting the correct count levels, scan the bar code, and verify/adjust count as listed above or using other traditional methods.

Sales tracking at a satellite location

Register Center (F2)

Set up time of sale as the customer (i.e. 3rd hour lunch)

Create an “Order”

Select a customer (3rd hour)

Record items taken to satellite location – enter the SKU and Quantity. (for bagels, pop, etc.)

Save the order (F10)

No Deposit is recorded for this order

Print to later

Pending

Convert (tab) to an invoice to record and adjust to record the items sold from the order quantity previously listed.

Record tender received for the sale(s).