

**CHECKMATE**

**BACK OFFICE**

**USER MANUAL**

# CONTENTS

<b>CHAPTER 1 BACK OFFICE .....</b>	<b>4</b>
INTRODUCTION .....	4
BACK OFFICE ARCHITECTURE .....	4
<b>CHAPTER 2 CONTROLS .....</b>	<b>5</b>
SYSTEM .....	7
<i>Work Station Data Paths</i> .....	7
<i>Rebuild PLU Database</i> .....	7
<i>Database Utilities</i> .....	7
<i>Printer Setup</i> .....	8
<i>Modem/PDE/Scanner Setup</i> .....	8
ADMINISTRATION .....	9
<i>Site Setup</i> .....	9
<i>Coupon Voucher Types</i> .....	9
<i>Discount Types</i> .....	10
<i>EFTPos Card Types</i> .....	10
<i>User Maintenance</i> .....	11
<i>Print Pass Cards</i> .....	11
<i>Message Server</i> .....	12
POS .....	12
<i>Lane Configuration</i> .....	12
<i>Idle Message Setup</i> .....	13
<i>Receipt Header/Footer Format</i> .....	14
<i>Keyboard Mapping</i> .....	14
<b>CHAPTER 3 END OF DAY .....</b>	<b>16</b>
<b>CHAPTER 4 HOST .....</b>	<b>18</b>
RECEIVE HOST SUPPORT .....	20
PROCESS HOST INFORMATION .....	21
<b>CHAPTER 5 INVENTORY .....</b>	<b>24</b>
INVENTORY .....	26
<i>Inventory Master – Top Half</i> .....	27
<i>Inventory Master – Bottom Half</i> .....	28
<i>General Tab</i> .....	28
<i>Pricing Tab</i> .....	28
<i>Rules Tab</i> .....	29
<i>Purchasing Tab</i> .....	29
<i>APN/PLU Tab</i> .....	30
<i>Labels Tab</i> .....	30
<i>Multipacks Tab</i> .....	31
<i>Item Quick Add</i> .....	32
<i>Send Changes to Point Of Sale</i> .....	32
<i>Group Price Changes</i> .....	33
<i>Group Override Changes</i> .....	34
<i>Departments</i> .....	35
<i>Sub-Departments</i> .....	35
<i>Product Groups</i> .....	36
<i>Vendors</i> .....	36

<i>Fast Delete Items</i> .....	37
<i>Recycle Item Numbers</i> .....	38
PURCHASING .....	38
<i>Purchase Orders</i> .....	38
<i>Process Receivables – Invoice Entry</i> .....	39
<i>Generate Automatic Purchase Orders</i> .....	40
<i>Recalculate Reorder Levels</i> .....	40
STOCK TAKE .....	40
<i>Stock Level Adjustments</i> .....	40
<i>Process PDE Stocktake</i> .....	41
<i>Process Manual Stocktake</i> .....	41
PDE.....	42
<i>Import Data from PDE</i> .....	42
<i>Shelf Verify</i> .....	42
<i>Activate Lines</i> .....	43
<b>CHAPTER 6 REPORTING .....</b>	<b>44</b>
REAL TIME .....	46
<i>Gross Profit Reports</i> .....	46
<i>Specific Product Analysis</i> .....	47
<i>Sales Exception Report</i> .....	47
<i>Top 100 Product Ranking</i> .....	48
<i>Tracking Flag Hit Rate Report</i> .....	48
<i>Finalise Totals by Lane/Cashier Report</i> .....	49
<i>Electronic Journal Selection</i> .....	50
<i>Lane/Cashier Statistics</i> .....	50
<i>Cashier Status</i> .....	51
<i>Hourly Activity</i> .....	51
<i>Real time date availability</i> .....	52
END OF DAY .....	52
<i>Reprint Logs</i> .....	52
<i>Review EFTPos Log</i> .....	52
<i>Un-archive Sales Journal</i> .....	53
RECONCILIATION .....	53
<i>Finaliser Journals</i> .....	53
<i>Back Office Loans and Pickup Journal</i> .....	54
<i>Daily Reconciliation</i> .....	54
<i>Banking Summary</i> .....	55
<i>Reconciliation Analysis</i> .....	55
<i>Reconciliation Summary</i> .....	55
SALES .....	56
INVENTORY .....	58
<b>APPENDIX.....</b>	<b>63</b>
SEARCHING .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<i>Description Search</i> .....	65
<i>Permuted Search</i> .....	65
SEND CHANGES/COMMAND TO POS .....	67
<i>Send Command</i> .....	67
<i>Send Changes</i> .....	67
GLOSSARY .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
USEFUL HINTS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## Chapter 1 Back Office

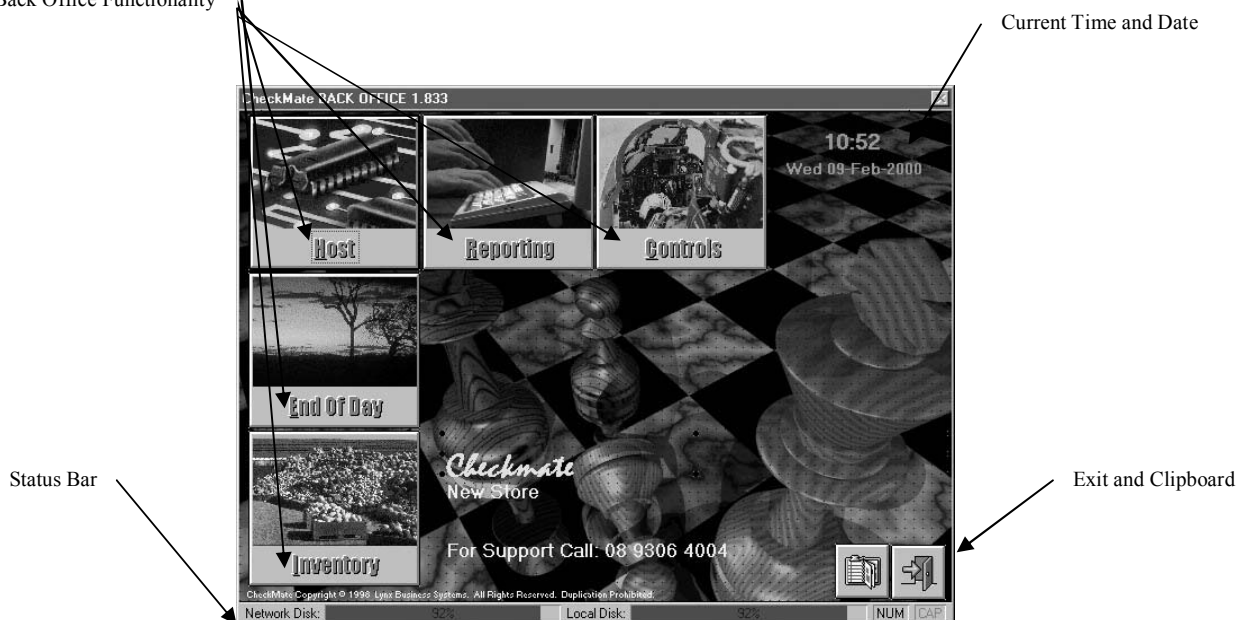
### *Introduction*

Back Office is the hub of all operations of the Checkmate system.

### *Back Office Architecture*

The back office architecture is accessed by five function buttons. From here you can access 'System Control', 'Reports and enquires', 'Host Support', 'Inventory Inventory Maintenance' and 'End of Day' routines. The status bar displays Network Disk usage and Local Disk usage.

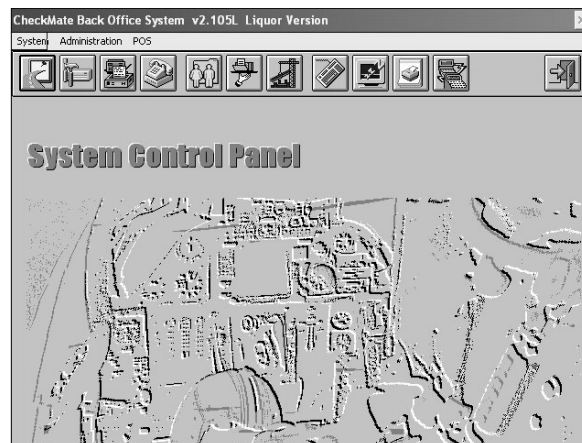
Back Office Functionality



## Chapter 2 Controls

The purpose of the controls window is for your Checkmate technician to configure your system. This chapter is separated into options you can use, and those for technician use only. Due to the technical nature of some options you can seriously alter your system by incorrectly altering them. Take note at the start of each section to see if it is safe to use without a Checkmate technician.

Click Here



## List of Buttons



**Work Station Data Paths** – Checkmate technician use only. This is a list of paths to directories used by CheckMate.



**Repair Damaged Database** – Checkmate technician use only.



**Printer Setup** – Checkmate technician use only. These values configure your printers for CheckMate.



**Modem setup** – Checkmate technician use only. These values handle CheckMate's interaction with your modem, scanner & PDE.



**User Administration** – From here you can add, modify or delete users for Point of Sale.



**Message Server Administration** – This is where you configure your message server for sending remote messages to the Point of Sale.



**Site Administration** – From here you can customise Checkmate Back Office to your store, add passwords, configure End of Day and set up purchase orders.



**Keyboard Mapper** – Allows you to modify your keyboard layout or add new keys & functions.



**Idle Message Setup** – You can set your screen saver message here.



**Lane Configuration** – Contains individual configurations for each POS terminal.



**Send Command to Point of Sale** – Relays changes made on Back Office to the POS terminals.

## System

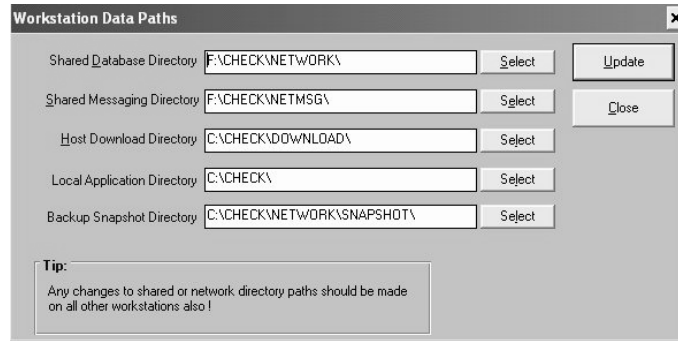
### Work Station Data Paths

This Section is only to be used by or on direct advice from a Checkmate technician.

#### Access Work Station Data Paths

Step 1: System/Workstation Data Paths or by quick button.

Shared Database Directory: Path to shared directory location.



Shared Message Directory: Path to shared message files location.

Host Download Directory: Path to where the host puts all downloads.

Local Application Directory: Path where the directory Checkmate is located.

Back Office Snapshot Directory: Path where the backups are located.

### Rebuild PLU Database

This Section is only to be used by or on direct advice from a Checkmate technician.

#### Access Rebuild PLU Database

1. System/Rebuild PLU Database

### Database Utilities

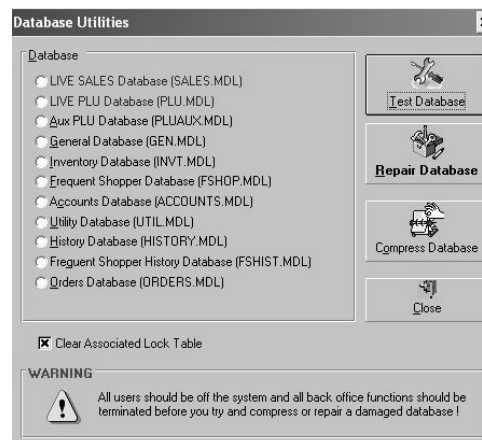
This Section is only to be used by or on direct advice from a Checkmate technician.

We strongly suggest that you backup your databases whenever they are altered, doing so will reduce the need for database repairs.

If repairing a database **ensure** no users are logged into Point of Sale, and all other Back Office functions should be closed before starting.

#### Access Database Utilities

1. System/Database Utilities or by quick button.



## Printer Setup

If installing a new Back Office printer, the printer must be installed onto the computer first (usually by cd-rom included with printer). It can then be selected from the Printer Setup window. If unsure how to install a printer please seek advice from a Checkmate Technician.

### Access Printer Setup

1. System/Printer Setup

## Modem/PDE/Scanner Setup

**This Section is only to be used by or on direct advice from a Checkmate technician.**

Configuration options for Com (Communication) Devices. Each device can be configured by selecting the different tabs.

### Access Modem/PDE/Scanner Setup

1. System/ [option] Setup or quick button.

**Script File:** The location of the script file.

**Port Number:** The com port number for the coms device.

**Data bits:** The number of data bits for the coms device.

**Parity:** Set the parity level for the coms device.

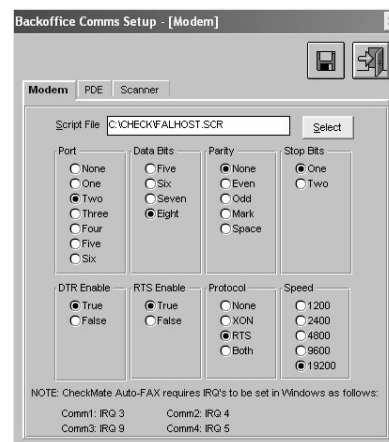
**Stops Bits:** Setting for the coms device.

**DTR enabled:** Enable or disable DTR.

**RTS enabled:** Enable or disable RTS.

**Protocol:** Set protocol for the coms device.

**Speed:** Set the baud rate for the coms device.





## Administration

### Site Setup

In site setup up, there are two tabs that should only be altered with assistance from a Checkmate technician.

#### Access Site Setup

1. Administration/Site Setup

#### Personalisation Tab

1. Enter Site Name and ABN number.
2. Change Site Name by selecting different fonts, size, bold or italic.
3. Additional text usually has site address and support phone number.

#### General Tab

This Section is only to be used by or on direct advice from a Checkmate technician.

#### End of Day Tab

This Section is only to be used by or on direct advice from a Checkmate technician.

#### Purchase Orders Tab

Supply & Delivery information for generating purchase orders.

## Coupon Voucher Types

From here you can add, modify or remove all store coupons and vouchers.

#### Access Coupon Voucher Types

1. Step 1: Administration/Coupon Voucher Types.

#### Add Coupon Voucher

1. Enter coupon type in text box.
2. Select if change should be given on a purchase that doesn't use the full amount of a coupon.
3. Press Add. Coupon should appear.

#### Modify Coupon Voucher

1. Select coupon type.
2. Modify coupon type or allow change selection.
3. Press Modify.

Remove Coupon Voucher

1. Select coupon type.
2. Press Remove.
3. Confirm if you want to remove coupon.

**Discount Types**

From here you can add, modify or remove all store discounts.

Access Discount Types

1. Administration/Discount Types.

Add Discount Voucher

1. Enter discount type in text box.
2. Enter discount value in percentage.
3. Press Add. Discount should appear.

Modify Discount Voucher

1. Select discount type.
2. Modify discount type or allow discount amount.
3. Press Modify.

Remove Discount Voucher

1. Select discount type.
2. Press remove.
3. Confirm if you want to remove discount.

**EFTPos Card Types**

From here you can add, modify or remove all EFT card names.

Access EFT Card Types

1. Administration/EFT Card Types.

Add EFT Card Name

1. Enter card name in text box.
2. Select card type.
3. Press Add. Card name should appear.

Modify EFT Card Name

1. Select card name.
2. Modify card name or card type.
3. Press Modify.

Remove Discount Voucher

1. Select card name.

2. Press remove.
3. Confirm if you want to remove discount.

## **User Maintenance**

From here you can add, modify or remove User accounts, passwords and access levels.

### Access User Maintenance

1. Administration/User Maintenance.

### Add User Maintenance

1. Enter user logon id in text box.
2. Enter full name in text box.
3. Enter pin number in text box. (1 – 4 numbers, Cannot Start with 0)
4. Select user type.
5. Press Add. User should appear.

### Modify User

1. Select user.
2. Modify details.
3. Press Modify.

### Remove User

1. Select user.
2. Press remove.
3. Confirm if you want to remove discount.

### Log User Out

1. Select user.
2. Press log user out. User should be logged out.

## **Print Pass Cards**

From here you can print pass cards for each user. The print out will include the persons name and a barcode used to login.

### Access Print Pass Cards

1. Administration/Print [option] Pass Cards.

### User Cards Tab

1. Select one or more users.
2. Press Print. Pass cards are printed.

### Supervisory Cards Tab

This function will print three supervisor pass cards for each different password that has been defined, along with a list of the lanes that it will work on.

1. Press Print. Pass cards are printed.

### Training Cards Tab

This function will print three training pass cards. You may prefer to control training mode by assigning training mode security levels to new operators in the User Administration screen.

1. Press Print.

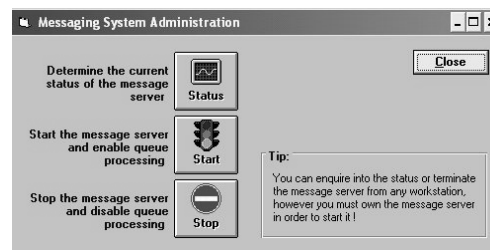
## **Message Server**

The Message Server is a program which runs a lot like an e-mail server on the Internet; it allows the sending of messages through the Network. This can be handy if you have to pass a message onto one of your staff, if you don't have the time to run around your shop. You can send a message through this server directly to their POS.

### Access Message Server

1. Administration/Message Server.

**Status** - This send a query to the Message Server, if it is working the server will reply with an OK message



**Start** – Straightforward – Starts the server.

**Stop** – Straightforward – Stops the server and removes message queue.

## **POS**

### **Lane Configuration**

The Lane Configuration Tool holds the setup information for your lanes. It is recommended that if you are unaware of what an option does, don't change it. This menu contains all the configuration data for your lanes', if the data is incorrect the lane will not operate. Remember to update changes to POS when done.

### Access Lane Configuration

Step 1: POS/Lane Configuration

### Printer/Scanner/Scale/EFTPos/Pod Tab

**This Section is only to be used by or on direct advice from a Checkmate technician.**

This will set up the Printer for the lane which is selected.

1. Select Lane number.
2. Select [device] type.
3. Enter port, data bits, parity, stop bits, DTR enable, RTS enable, protocol and speed.

Security Tab

From here you can set the supervisor and shutdown passwords.

1. Enter Supervisor/Shutdown password.

Templates Tab

Using the templates that you have already designed and saved, you can select to use them from this screen.

1. Use the drop down menu to select template.
2. If template needs to be edited, press Edit.

Rounding Tab

The rounding of cash and vouchers are easily configured from this tab. EFTPos & Cheques are not rounded. Press update when you have finished your changes.

Misc Tab

By selecting the check boxes on this screen, you can optimise cashiers display for monochrome, cheque and voucher validation, allow change or cash out on cheques, opening of cash draw on cashier log out or change, prevent discounts being applied to items already reduced and change between a single or dual cashier draw.

Receipts

Printing of receipts can be set to during sale, at end of sale and on request only. Receipt mode can be set to thirty or forty columns.

**Idle Message Setup**

During the working hours of the day, it may not be required to have all the lanes open at once, while the lanes aren't being used you can display a message across the screen. (E.g. *Welcome to My Store, Please come again Soon*)

Access Idle Message Setup

1. POS/Idle Message Setup

Recall Settings From: Get all ready set settings from another POS.

Apply: Everything is OK, click to save settings.

Message Display Style: Choose the style of message. None means no message, static means message doesn't move and scrolling means message will scroll along the screen.

Simulation: Simulates what will appear on the POS monitor.

**Delays:** Select the delay for the text. Commencement delay means the time the POS has to be idle until the message appears, and Inter-character delay means how many milliseconds between each character.

**Apply To The Following Lanes:** Highlight the lanes which you want the settings to take effect.

#### New Idle Message Setup

1. Select lanes that are being changed.
2. Select Message Display Style.
3. Enter Message in text box.
4. Select Commencement Delay value.
5. Select Inter-character delay value.
6. Press Simulate to see preview. Press Close.
7. If correct press Apply.

#### Idle Message from another lane

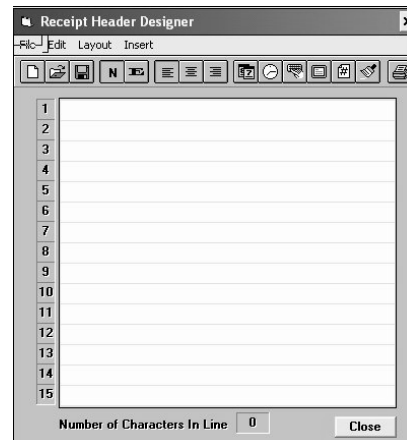
1. Select lane from 'recall settings from'.
2. Make any changes as required.
3. Press Simulate to see preview. Press Close.
4. If correct press Apply.

## **Receipt Header/Footer Format**

The receipt header and footer designer is like any other editor. Some differences are that you can insert some predefined values, and the capability to preview what the receipt will look like. Each receipt has allowed 15 lines to be designed by you.

#### Access Receipt Header/Footer Designer

1. POS/Receipt Header/Footer Designer



## **Keyboard Mapping**

This Section is only to be used by or on direct advice from a Checkmate technician.

Keyboard mapping is required by the POS. To understand what this does you have to understand *basically* how a keyboard works. Every key on the keyboard has its own unique (ASCII) code.

When you press a key the computer is sent the unique code, and interprets this code to know what key you pressed. With this menu you can set up your POS keyboards, add remove or change keys and add your most common items to a “quick-key”.

To change keys it’s recommended you refer to a keyboard template (contact Lynx if required) which is a printout displaying what code each key will send.

#### Access Keyboard Mapping

##### 1. POS/Keyboard Mapping

Scan Code: This is the code (refer to template) ie. Code 97 on your template will be Scan Code 97 in the menu.

Function: If you click on this box a drop down box will appear with the functions you can assign the key.

Supervisor: Whether Supervisor access is necessary to use this key.

Data: Additional data to be sent with the keypress,  
ie. If Function is FAST\_PLU then the data would be the item number of the product you want the key to sell.

## Chapter 3 End of Day

To finalise your store for the day, an End of Day is required. This processes the information from POS and checks that no information was missed during the day of trade then collates the information in the sales database and prepares the database for the next day of trade. It also updates the History files to allow reports to be generated. An End of Day should be run at the completion of each day. However if you do forget to process an End of Day it can be processed at a later date.

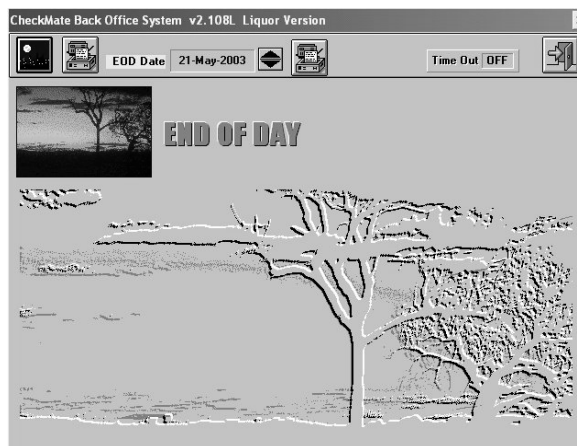
To process a previous EOD set the EOD date back to the relevant date then run your EOD. There is a time-limit on how long an EOD can be delayed, this is user configurable but the default is 7 days, after that you will lose any data that has not been finalised.

Day procedure.

Click Here



This will bring up End of day Window.





### ***Requirements for End of Day***

- Ensure no cashiers are logged onto the tills out the front.
- During EOD your system is not active, POS will not work and your store cannot trade, run EOD outside of trading hours.
- Back Office work completed, you will not be able to use your system while your End of Day is running.
- End of Day can't be done on a Back Office, it is run from the server.

The EOD button on your Back Office will be disabled, if you click on End of Day and nothing happens, your on the wrong computer.

If you need to find out which computer is your Server, please have a look at '**A brief run down of your system**'.

### ***Perform End of Day***

1. Click on Night time button.
2. A box will appear, enter current trading day and then next trading day.
3. Press continue
4. End of day will proceed. The end of day log will appear in a window as the process runs.

### ***Print End of day log***

Click on Printer button.

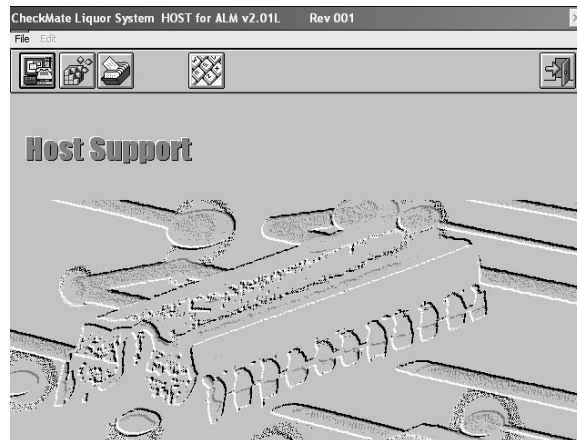
## Chapter 4 Host

The Host window is where you receive and process the Host information. Your host file consists of the information relating to the changes to items within your store, this information which will be downloaded on a weekly base and imported into your store.

Click Here →



Through the quick buttons you can download and process the host files.



## List of Buttons



**Host:** Dials in and receives host file



**Fault Button:** This button is only to be used under direct instruction from an Checkmate technician.



**Fault Button:** This button is only to be used under direct instruction from an Checkmate technician.



**Keyboard:** Brings up edit host file window.



**Exit Keyboard:** Exits edit host file window.



**Toggle Current Item:** Firstly select the item you wish to toggle for processing or not, and click this button cycle through a tick or a cross.



**Accept all items in this section:** If you wish to select all items for import in each individual section, click this button to put the green tick in front of every change.



**Reject all items in this section:** If you wish to reject all items for import in each individual section, click this button to put the red cross in front of every change, please keep in mind doing this may be in breach of your franchise agreement.



**Toggle bookmark on selected item:** A host file can be extremely large and contain over 3000 changers in one section alone, you may wish to view each of these and make sure you wish to take them, since this is a lengthy process you can set a bookmark and recall back to it at a later time.



**Go to next bookmark:** If you use a bookmark during the editing of your hostfile, use this button to automatically go to the next bookmark inside of the hostfile.



**Go to previous bookmark:** If you use a bookmark during the editing of your hostfile, use this button to automatically go to the previous bookmark inside of the hostfile.



**Print current section:** If you wish to have a paper copy of all the changes within a section, click this button to send the information to the printer.



**Process immediately:** You have two ways of processing your hostfile, one being letting it all process over night with the end of day procedure, or if needs be you can process the hostfile information during the day while your store is still trading.

## ***Host Information***

The file is a text based document, tailor made to suit your store's items. Inside this file you will have the following information:

- **Deletions:** Items that are to be range coded for DELETE, and set to Inactive in store and warehouse.
- **Price Changes:** This is where prices on certain items both being buy and sell pricing will be raised.
- **Advertised Promotions:** These are promotions which are franchise specific.
- **Price Decreases:** This is where prices on certain items both being the buy and sell pricing, will be lowered.
- **Temporary Price Reductions:** TPR promotions are a requirement by most franchises, these are monthly promos.
- **First time buys:** Any new item to your store, which you haven't purchased within 6 months, will be added from this section.
- **New Lines:** New lines are a way of keeping your host file up to date, if a new item is added, it will be sent to your store weather it's active or inactive inorder to keep an up to date file.
- **Other changes:** Other changes is basically anything which doesn't fall into the above categories, anything from description changes, to status changes will be found inside here, you will need to accept all of these.

## ***Receive Host Support***

At the end of day the Back office will start importing the information into your stores database files. Please keep in mind when we say importing we do not mean into your back office inventory file and not into the point of sale. This is done later once you have edited your host file.

1. Click Host Button on main.
2. The check mate terminal will appear.
3. Click on the phone button. This will then start the automatic procedure of dialling in and retrieving your host file (You will be able to view the process on your screen).



## ***Processing Hostfile***

There are two ways to process your hostfile within CheckMATE and make it scan at the Point of sale, you will have to work out which one suits your store better, please make sure you have printed all the pending host changes, and get the labels ready. As once they are processed they disappear out of the pending host changes section.

## ***Process with End of Day***

By far the easiest way to process your hostfile, this way will not tie up your computers during the day, unlike the process immediately which can take a little while depending on the size of your host file. Once you have edited your host file, and everything looks all good. You will then notice down in the bottom left hand corner of the screen, a check box with a cross in it by default labeled: 'Suspend Tonight's Application until Further Notice'. Once you remove the cross from this box, the program will then process any changes which have the green approved tick next to it. Any items with a cross next to them have either been rejected by yourself, or have the 'Disable Host Modification of Buy or Sell' crossed in the inventory maintenance under the Rules tab. Now it is just a matter of waiting to process your End of Day procedures, and leaving them to process the information over night. By the morning, the Server and BackOffice will have the new changes, and be awaiting the correct date to tick over in order to start using these changes. Most people do it this way as it requires the least amount of effort on your behalf, and it doesn't tie the system up during the day, while it is going through the lengthy process of importing a large host file into the database format.

## ***Process during day***

Usually people don't like using this one, as it can take a long time depending on your computer hardware speed, and it ties the system up during the day when you could be doing work on your BackOffice. However if any problems arise upon importing the host file, you have the ability to process the hostfile immediately during the day time, and get it scanning immediately without the need of any End of Day.

By using the process immediately button, *See above Button List*. You have to firstly take the cross out of the 'Suspend Tonight's Application until Further Notice' and from there then click on the 'Process Immediately'. You will then see a progress bar appear on the screen, giving you a percentage value of how further it has left to go.

You can now see all the new information on your Server/Back Office, but we need to get the information scanning at point of sale.

## ***Send Changes to the Point of Sale***

Sending changes to Point of Sale only need to be done when host file is processed during day.

To access the 'Send Changes to Point of Sale' screen follow the below steps:

- *Go to Inventory*
- *Inventory menu tab*
- *Send changes to the Point of Sale*

When you access this screen, any pricing changes that you have not sent instantly to the Point of Sale, changes done since your last End of Day, and hostfile changes will be displayed in this window. To send them all in one go to the Point of Sale simply click on 'Send' a graph bar will then be displayed showing the percentage it is up to.

## ***Downloading a previous hostfile***

From time to time operator error will happen, it could be the host file was erased before being processed, or possibly the operator left everything with a red cross and the host file was processed. When this happens, it is usually easier to dial into your host supplier and download the previous hostfile, from CheckMATE we have allowed to dial in and download the last downloaded host file, there is one more file before that which your support staff can access, however you shouldn't need to. Keep in mind though however as you download a host file, they all move along the cue, so be careful not to move the file you want to the end and it then gets removed.

To access the setup to switch between current hostfile and previous hostfile download follow from the main CheckMATE window:

- *Controls*
- *System (Up the Top)*
- *Modem Setup...*

Here you will notice a box with the label: 'SCRIPT FILE' next to it on the left, you will then notice that to the right of this box there is a 'SELECT' button. The two files which should appear are as follows:

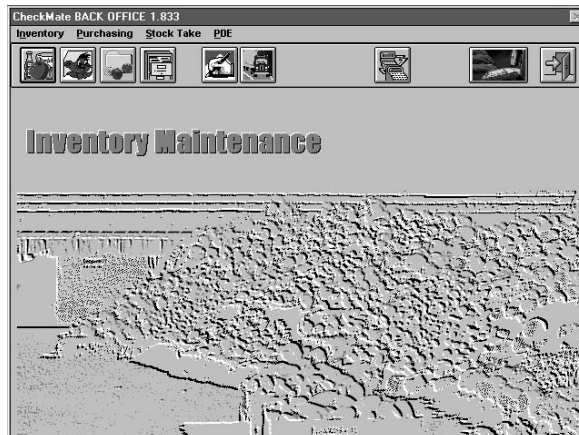
- *To download the current host file highlight 'FALHOST.SCR' and click 'OK'.*
- *To download the previous host file highlight 'LASTWEEK.SCR' and click 'OK'.*

NOTE: The next thing you must not forget to do, if you are downloading the previous host file, **DO NOT** forget to change it back to the 'FALHOST.SCR'. Otherwise next week when it comes to download your hostfile, you will be downloading the previous hostfile, and thus receiving the wrong one.

## Chapter 5 Inventory

The Inventory Maintenance window is where you maintain your inventory database file. It contains functions relevant to Inventory, Purchasing and Stocktaking.

Click Here →





## ***List of Buttons***



**Inventory Master Screen** – Control Centre for all Inventory Maintenance



**Item Quick Add** – Add items to the inventory database.



**Group Price** – View and modify item groups & ranges.



**Vendor** – From here you can add and modify your vendors.



**Generate Automatic Purchase** – Automated Ordering System



**Purchase Orders and Receivables** – Add and modify vendor invoices.



**Send Changes to Point of Sale** – Sends any changes made to inventory to point of sale.



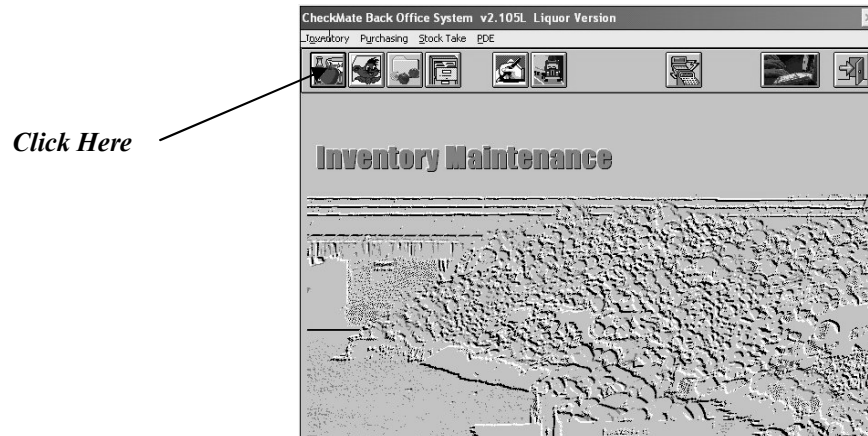
**Reports Screen** – Reports screen. (Same as Reports from Main Menu)



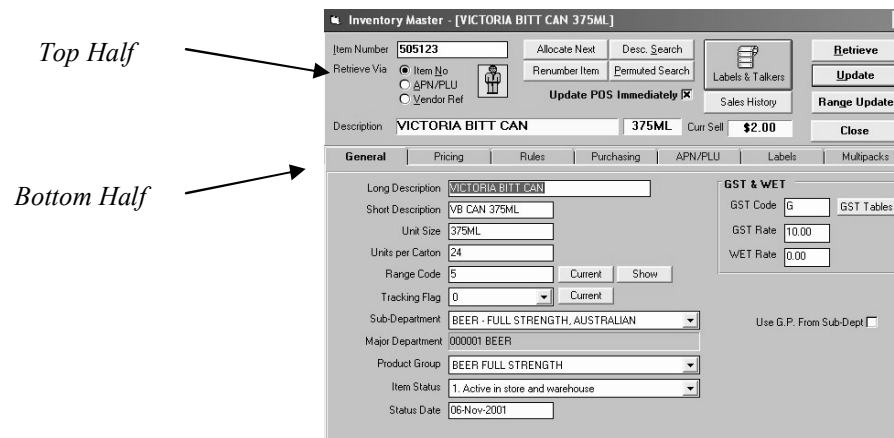
**Exit** – This will step you back to the Back Office Main Menu.

## Inventory

From this window you can set all the options for each individual item, or change the options for a whole set of. To access the 'Inventory Master file' Window, click on quick button or select Inventory/Inventory Master from Menu bar.



Inventory Master Screen is split up into two sections Top and Bottom.



## Inventory Master – Top Half

**The Item / APN / Vendor Reference No.** – Enter either of the three in the top box, click on Retrieve and the item will appear on the screen

**Description** – When you select your item, a description of the item will appear here

**Allocate Next** – When there is no Item Number assigned to an Item, you have to assign your own. Clicking here will automatically assign an Item Number to an Item

**Desc Search** – Quick Search by item Description (ie. Coca (Cola), see Desc Search

**Permuted Search** – Advanced & Multiple-Field Search engine, see Permuted Search

The screenshot shows the 'Inventory Master' window with the following elements:

- Item Number**: A text input field.
- Retrieve Via**: Radio buttons for **Item No** (selected), **APN/PLU**, and **Vendor Ref**.
- Description**: A text input field.
- Buttons**: **Allocate Next**, **Desc. Search**, **Renum Item**, **Permuted Search**, **Update POS Immediately** (with a checked checkbox), **Labels & Talkers**, **Sales History**, **Retrieve**, **Update**, **Range Update**, and **Close**.
- Cur Sell**: A small button next to the Description field.

**Update POS Immediately** – Changes are made on the computer you make them on. They must then be sent to your POS. Click here to update the POS terminals immediately after changing.

**Sales History**  
Brings up sales history for an item.

**Update**  
Update a singular item

**Range Update**  
Make changes to a range of items.

**Labels & Talkers**  
See Separate section

## Inventory Master – Bottom Half

The bottom half is spit into 7 pages that are accessible from the different tabs.

### General Tab

This tab brings up all the general information about an item.

From here you can check if an items information is correct, and if not change it.

You can also alter the status of an item and if necessary change the WET and GST rate for an item.

### Pricing Tab

**Store Override** – Store set sale price.

**Advertised** – These prices are controlled by suppliers.

**Monthly** – These prices are controlled by suppliers

**Usual Price** – This is the usual price the item is sold for

**History Buttons** - Click here for a history report for the different fields

**Current Price** – This is the current price the item is being sold for.

**Extend button** – Extend the promotion by the a week, four weeks or by a month

**G.P** – This gives a quick comparison between Actual and Target GP.

## Rules Tab

Rules allow you to decide buy & sell price priorities for specials. Default will sell at the lowest marked price.

**Buy Price  
Priority Rules** –  
Set by selecting  
one toggle button.

**Set Price Priority  
Rules** – Set by  
selecting on  
toggle button.

**Host  
Modification  
Rules** – set one or  
both check boxes.

## Purchasing Tab

**Preferred/Alternate  
vendors** – Set using  
drop down list.

**Purchase options** –  
Set using one or more  
check boxes.

**Unit Stock  
values - Set  
stock limits.**

**Reordering - Set  
order limits**

## APN/PLU Tab

This screen is used for assigning and un-assigning APN and PLU numbers to a selected item. In most cases the items will come with their own APN / PLU number when the host file is downloaded from FAL.

From here you can remove APN / PLU numbers, add new ones, or add multiple numbers. Note that for items without an APN, you will have to assign a PLU number to the item.

This can be done from clicking on Allocate New PLU, select the range for the PLU number, then click on Calculate.

Inventory Master - [VICTORIA BITT CAN 375ML]

Item Number: 505123  
 Retrieve Via: ☒ Item No ☐ APN/PLU ☐ Vendor Ref

Buttons: Allocate Next, Desc Search, Renum Item, Permuted Search, Labels & Talkers, Retrieve, Update, Range Update, Sales History, Update POS Immediately ☒

Description: VICTORIA BITT CAN 375ML Cur Sell \$2.00

Tabs: General | Pricing | Rules | Purchasing | **APN/PLU** | Labels | Multipacks

APN or PLU Number:  Add To List Allocate New PLU

All Known PLU/APN's: 9320000100670  
 Buttons: Remove From List, Deactivate APN, ReActivate APN

Inactive PLU/APN's:

Carton Outer APN: 0

## Labels Tab

From here you can set number of shelf labels to be printed, shelf label format, and shelf location for easy reference.

Inventory Master - [VICTORIA BITT CAN 375ML]

Item Number: 505123  
 Retrieve Via: ☒ Item No ☐ APN/PLU ☐ Vendor Ref

Buttons: Allocate Next, Desc Search, Renum Item, Permuted Search, Labels & Talkers, Retrieve, Update, Range Update, Sales History, Update POS Immediately ☒

Description: VICTORIA BITT CAN 375ML Cur Sell \$2.00

Tabs: General | Pricing | Rules | Purchasing | APN/PLU | **Labels** | Multipacks

No. Shelf Labels: 1

Shelf Label Format: Normal

☒ Price Label Required Now  
☐ Shelf Talker Required Now

Shelf Location:

**Tip**  
 You should use a consistent naming convention for shelf locations, so that ranges can be applied without ambiguity. Eg. A40101, A80102, etc. (A80102 = Aisle A, Facing B, Bay 01, Shelf 02.)  
 A simplified version might be A1, A2, A12 etc. (A12 = Facing A, Bay 12)

## Multi-packs Tab

From here you can view child items, or can create new child items, or add existing child items and remove child item.

Description	Size	Pack Qty	Unit Sell	Usual Sell	GP
VICTORIA BITT CAN	375ML	1	\$ 2.00	\$ 2.00	55.45%
VICTORIA BITT CAN 6PK	375ML	6	\$ 1.83	\$ 11.00	51.40%
VICTORIA BITT CAN 12PK	375ML	12	\$ 1.67	\$ 20.00	46.54%
VICTORIA BITT CAN 24PK	375ML	24	\$ 2.00	\$ 48.00	55.45%
VICTORIA BITT CAN 24PK	375ML	24	\$ 1.35	\$ 32.50	34.20%
VICTORIA BITT CAN 30PK	375ML	30	\$ 1.23	\$ 37.00	27.76%

As for the example in the figure below, you can double click using the mouse on a child item to find out its pack quantity, pack buy/sell price, and actual and target GP percentages.

Description	Size	Pack Qty	Unit Sell	Usual Sell	GP
VICTORIA BITT CAN	375ML	1	\$ 2.00	\$ 2.00	55.45%
VICTORIA BITT CAN 6PK	375ML	6	\$ 1.83	\$ 11.00	51.40%
VICTORIA BITT CAN 12PK	375ML	12	\$ 1.67	\$ 20.00	46.54%
VICTORIA BITT CAN 24PK	375ML	24	\$ 2.00	\$ 48.00	55.45%
VICTORIA BITT CAN 24PK	375ML	24	\$ 1.35	\$ 32.50	34.20%
VICTORIA BITT CAN 30PK	375ML	30	\$ 1.23	\$ 37.00	27.76%

By clicking on Create new child item, the input box will appear. From here you can change pack quantity, usual sell price, GST rate and current GP percentage. When pressing Add Child button, this new item will be added to inventory.

Price Per Unit			Price Per Pack		
Usual Buy	Parent Sell	Parent GP	Pack Buy	Pack Sell	Pack GP
0.81000	2.00	55.49	0	0.00	55.49

By clicking on Add existing child item, an Inventory item search box will appear, from here you can find the child item and then it can be added.

## Item Quick Add

From the Inventory Maintenance window you can select Inventory/Item quick add from the menu bar, or click on the ‘Item quick add’ quick button.

You can add a new item or edit an existing one.

**Item Quick Add**

Item Number

APN / PLU

Auto Calc from APN/PLU ☐ from Item No ☒

Long Description

Short Description

Unit Size

Carton Size

Sub-Department

Department

Product Group

Range Code

GST Code  GST % Rate

Usual Unit ex Buy  Target GP%  ☒ Use Sub-Dept GP%

Usual Inc Sell

Preferred Vendor

Vendor Reference

☐ Charge Back ☐ Direct Supply

**Add** – Press to add item, set or unset check box to change Update POS.

**Item Search** – you can search for an item to edit by selecting one of these options.

## Send Changes to Point Of Sale

Each time you make a change to an item, you have the option of sending changes to point of sale immediately or hold the change.

To send all held changes, select 'Inventory' from menu bar and then select 'Send Changes to Point of Sale'.

This will bring up this screen. From here select the change you want to send using the arrow keys and then press 'Send'. This will send change to point of sale.

[illegible]



## Group Price Changes

From this window you can change the usual buy and usual sell for a group of items.

The top screen is used to find all the items you want to change.

### Search for group

1. Fill in relevant search fields.
2. Press Search.

This will bring up all records of items that match your selection criteria.

Item No.	Desc	Size	GST	Ctn	Rec GP	Act GP	Usual Buy	Ctn Buy	Usual Sell
502379	EMU BITTER CAN	375ML	10.0	30	21.00	-3.29	1.03290	30.99	1.10
502379	EMU BITTER CAN	375ML	10.0	1	20.00	14.73	30.98700	30.99	40.00
502379	EMU BITTER CAN 12PK	375ML	10.0	1	25.00	38.03	12.39480	12.39	22.00
509185	EMU BITTER CAN 30PK	375ML	10.0	30	21.00	0.00	1.07867	32.30	0.00
502379	EMU BITTER CAN 6PK	375ML	10.0	1	20.00	43.19	6.19740	6.20	12.00

Note: In the Partial Description search field wildcards can be used with the \* key.  
 Eg. Searching for Bacardi Breezers by description Breezer will not work as the item does not begin with the word Breezer, however searching for \*Breezer will return any items with Breezer anywhere in the description. This type of wildcard search can be slower than a normal search.

The search records are colour coded to represent different things.

### Colour scheme (Background/Letters)

Grey/Green: Item has been edited

Grey/Red: Item not active

Grey/Black: Item active and not been edited

Red/White: Actual GP is negative

Grey/Yellow: Actual GP is lower than recommended GP, but no below zero

Green/White: Actual GP is higher than Recommended GP

### Change Usual Buy/Sell

1. Use mouse to select usual buy/sell of an item.
2. Using the number pad enter new price.
3. Press Enter
4. Using the colour scheme you can visually see what affect your change has done.
5. When happy with changes press 'update changes' main inventory file (server). If you select 'Update POS Immediately' check box, it will change PLU as well.

## Automatic Edit

This will do automatic edits to the list of records.

1. Press 'Automatic Edit'
2. Select 'Update Usual BUY Price' and/or 'Update Usual Sell Price' using check boxes.
3. Select options using toggle buttons. If a percentage value is needed, enter in text box.
4. Select/unselect check box to 'skip edited rows' or 'Do not alter if current sell is higher'
5. Press 'Update'.

Group Price Update Automatic Edit

☐ Update Usual BUY Price

☒ Increase By Specified %  
☐ Decrease By Specified %  
☐ Update To Specified \$ Amount  
☐ Copy First Row To All Others

Enter Percentage Increase

☐ Update Usual SELL Price

☒ Increase By Specified %  
☐ Decrease By Specified %  
☐ Update To Specified \$ Amount  
☐ Update To BUY Plus Recommended G.P. %  
☐ Update To BUY Plus Specified G.P. %  
☐ Update To BUY Plus Specified Markup %  
☐ Update To BUY Plus Specified \$ Amount  
☐ Copy First Row To All Others  
☐ Update To SELL Plus Specified \$ Amount

Enter Percentage Increase

Do not alter if current sell higher than new sell

Update

Skip edited rows

Close

## Group Override Changes

## Go to Inventory Dropdown Menu/Group Override Changes

From this window you can override the sell price for a group of items for a period of time.

Search for group

1. Fill in relevant search fields.
2. Press Search.

[illegible]

## Override Sell

1. Enter a dollar amount in Override Sell Box.
2. Enter a date value in 'Override From/Override To'
3. Press Update Changes.

## Departments

This will display the master list of departments. From this window you can add or modify departments.

## Access Departments

1. Select 'Inventory' from menu bar. Select 'departments'.

## Add Departments

1. Enter department field values in text boxes.
2. Press Add Department.
3. If department number is unique, department will be added, if not an error dialog box will appear advising of this.

Department	Long Description	Short Description	Rec. GP %	Default GST
1	BEER	BEER	15.00	10.0
2	PORT SHERRY ETC	PORT SHERRY	24.00	10.0
3	WINE	WINE	28.00	10.0
4	SPIRITS	SPIRITS	18.00	10.0
5	LIQUEURS	LIQUEURS	20.00	10.0
6	MINIATURES	MINIATURES	25.00	10.0
7	MIXERS	MIXERS	25.00	10.0
8	SPIRITS READY TO DRINK	SPIRITS RTD	25.00	10.0
9	CIDER	CIDER	25.00	10.0
10	SOFT DRINKS	SOFT DRINKS	30.00	10.0
11	SHOP ACCESSORIES	SHOP ACC	20.00	10.0
12	TOBACCO	TOBACCO	12.00	10.0
13	SNACKS AND SAVOURIES	SNACKS	25.00	10.0
14	SUNDRIES	SUNDRIES	20.00	10.0
99	UNALLOC - ASSIGN TO MAJ DEPT	UNALC DEPTS	20.00	10.0

Department No

Long Description

Short Description

Recommended G.P.  %

Default POS GST Rate ☒
 GST  %

Add Department

Modify Department

Close

### Modify Departments

1. Use mouse to select department.
2. Modify field values into text boxes.
3. Press Modify Department.

## Sub-Departments

From this window you can add or modify sub-departments.

### Access Sub-Departments

Step 1: Select 'Inventory' from menu bar. Select 'sub departments'.

## Open Sub-Department

Step 1: From the drop down list select department using mouse.

Step 2: This will display the master list of sub-departments.

[illegible]

Add Sub-Departments

1. Enter sub-departments field values in text boxes.
2. Press Add Sub-Dept button.
3. If sub-department number is unique, sub-department will be added, if not an error dialog box will appear advising of this.

Modify Sub-Departments

1. Use mouse to select sub-department.
2. Modify field values into text boxes.
3. Press Modify sub-department.

**Product Groups**

From this window you can add or modify product groups.

Access Product Groups

1. Select 'Inventory' from menu bar. Select 'Product Groups'.

Add Product Groups

1. Enter product group field values in text boxes.
2. Press Add Group button.
3. If product group number is unique, product will be added, if not an error dialog box will appear advising of this.

Prod Group	Description	Rec. GP %
1	BEER MID	20.00
5	LIGHT BEER	20.00
7	MIDSTRENGTH BEER	20.00
10	BEER FULL STRENGTH	20.00
30	STOUT	20.00
50	PORT / FORTIFIED	20.00
70	SHERRIES / FORTIFIED	20.00
90	OTHER FORTIFIED WINE	20.00
100	VERMOUTH	20.00
110	BULK WINES / SOFT PAC	20.00
120	BULK WINES / GLASS	20.00
130	WINES RED / BOTTLED	20.00
170	WINES WHITE / BOTTLED	20.00
210	WINES ROSE / BOTTLED	20.00
250	WINES / SPARKLING	20.00
260	WINES / SPECIALITY	20.00

Product Group	<input type="text" value="1"/>	<input type="button" value="Add Group"/> <input type="button" value="Modify Group"/> <input type="button" value="Close"/>
Long Desc.	<input type="text" value="BEER MID"/>	
Rec. G. P.	<input type="text" value="20"/> %	

Modify Product Groups

1. Use mouse to select product group.
2. Modify field values into text boxes.
3. Press Modify group.

**Vendors**

From this window you can add or modify vendors, as well as look at current deals.

Access Vendors

1. Select 'Inventory' from menu bar. Select 'Vendor'.

Open Vendors

1. From the drop down list select vendor using mouse.
2. This will display the master information on the vendor.

Select Vendor To Modify Or Copy From:

Maintenance ☒ Current Deals ☐

Vendor No.   ☐ Direct Supplier

Vendor Name

Address

Phone  Usual Contact

Fax  EDI Order Script

AEN

Payment Terms: ☒ 7 Days ☐ 14 Days ☐ 30 Days

Rebate Terms  % Rebate If Paid Before  Days

☐ Use vendor reference on printed orders

### Add Vendors

1. Enter vendor field values in text boxes.
2. Press Add vendor button.
3. If vendor number is unique, vendor will be added, if not an error dialog box will appear advising of this.

### Modify Vendors

1. Modify field values into text boxes.
2. Press Modify vendor.

### View Current Deals

1. Use mouse to press 'Current Deals' tab.

## **Fast Delete Items**

From this window you can delete items from list.

### Access Fast Delete Items

1. Select 'Inventory' from menu bar. Select 'Fast Delete Items'.

### Add items to List

1. Retrieve item using item No/APN-PLU/Vendor Ref.
2. Press Add to list.
3. Item added to list.

### Add items to list via Description search

1. Press Description search.
2. Start typing item description (Again wildcards can be used with the \* key). At any time select item from list and press select.
3. Item added to list.

### Add items to list via Permuted Search

1. Press permuted search.
2. Fill in relevant search fields.
3. Press Search.
4. For all items that you don't want added to list, change status to reject.
5. Press close.
6. This will add all non rejected items to fast delete list.
4. From this list you can add more items or clear items from list.
5. When list is complete, press update.
6. Items are deleted.



## Recycle Item Numbers

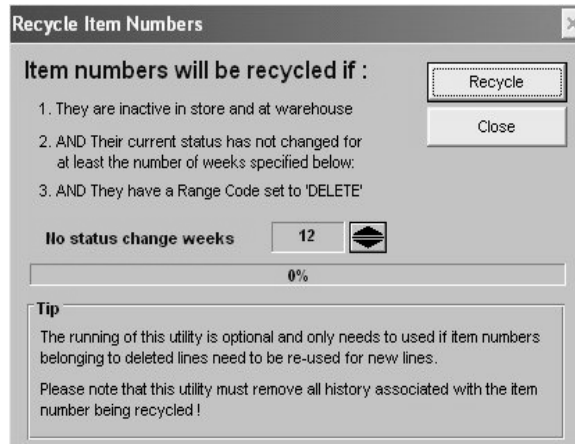
The running of this utility is optional and only needs to be used if item numbers belonging to deleted lines need to be re-used for new lines. Please note that this utility removes all history associated with the item number being recycled. To recycle an item number three conditions must be met: Item must be inactive in store and warehouse, current item status has not changed for at least the number of weeks specified and item range code is set to delete.

### Access Recycle Item Numbers

1. Select 'Inventory' from menu bar. Select 'Recycle Item Numbers'.

### Recycle Item Numbers


1. Press Recycle
2. If they is item numbers that quality to be recycled. Press ok confirmation screen.



**Recycle Item Numbers**

Item numbers will be recycled if :

1. They are inactive in store and at warehouse
2. AND Their current status has not changed for at least the number of weeks specified below:
3. AND They have a Range Code set to 'DELETE'

No status change weeks:  

0%

**Tip**  
The running of this utility is optional and only needs to be used if item numbers belonging to deleted lines need to be re-used for new lines.  
Please note that this utility must remove all history associated with the item number being recycled!

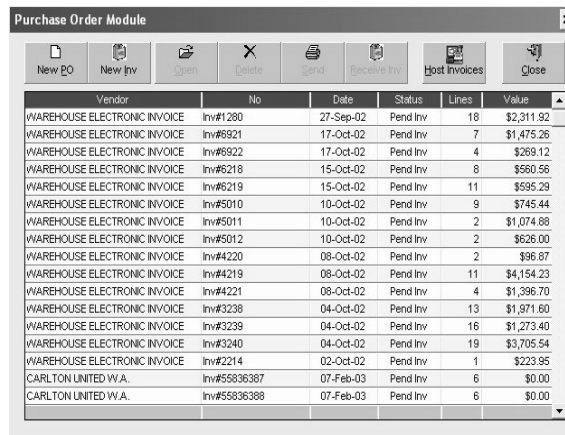
## Purchasing

### Purchase Orders

Views All Pending & Completed  
Purchase Orders & Invoices

### Access Purchase Orders

1. Select 'Purchasing' from menu bar. Select 'Purchase Orders'.



**Purchase Order Module**

Vendor	No	Date	Status	Lines	Value
WAREHOUSE ELECTRONIC INVOICE	Inv#1280	27-Sep-02	Pend Inv	18	\$2,311.92
WAREHOUSE ELECTRONIC INVOICE	Inv#6921	17-Oct-02	Pend Inv	7	\$1,475.26
WAREHOUSE ELECTRONIC INVOICE	Inv#6922	17-Oct-02	Pend Inv	4	\$269.12
WAREHOUSE ELECTRONIC INVOICE	Inv#6218	15-Oct-02	Pend Inv	8	\$560.56
WAREHOUSE ELECTRONIC INVOICE	Inv#6219	15-Oct-02	Pend Inv	11	\$595.29
WAREHOUSE ELECTRONIC INVOICE	Inv#5010	10-Oct-02	Pend Inv	9	\$745.44
WAREHOUSE ELECTRONIC INVOICE	Inv#5011	10-Oct-02	Pend Inv	2	\$1,074.88
WAREHOUSE ELECTRONIC INVOICE	Inv#5012	10-Oct-02	Pend Inv	2	\$626.00
WAREHOUSE ELECTRONIC INVOICE	Inv#4220	08-Oct-02	Pend Inv	2	\$96.87
WAREHOUSE ELECTRONIC INVOICE	Inv#4219	08-Oct-02	Pend Inv	11	\$4,154.23
WAREHOUSE ELECTRONIC INVOICE	Inv#4221	08-Oct-02	Pend Inv	4	\$1,396.70
WAREHOUSE ELECTRONIC INVOICE	Inv#3238	04-Oct-02	Pend Inv	13	\$1,971.60
WAREHOUSE ELECTRONIC INVOICE	Inv#3239	04-Oct-02	Pend Inv	16	\$1,273.40
WAREHOUSE ELECTRONIC INVOICE	Inv#3240	04-Oct-02	Pend Inv	19	\$3,705.54
WAREHOUSE ELECTRONIC INVOICE	Inv#2214	02-Oct-02	Pend Inv	1	\$223.95
CARLTON UNITED W.A.	Inv#55836387	07-Feb-03	Pend Inv	6	\$0.00
CARLTON UNITED W.A.	Inv#55836388	07-Feb-03	Pend Inv	6	\$0.00

## Process Receivables – Invoice Entry

From here you can add new invoices or modify old invoices.

### Create New Invoice

1. Press New Invoices.
2. Enter Vendor Name
3. Enter Invoice Date
4. Enter Purchase order number if applicable
5. Enter Vendor invoice number
6. Enter Invoice Total amount including GST, excluding freight and administration.
7. Enter fees and freight amount per carton including GST.
8. Select check box if invoice will include GST in the line total cost.
9. Press Proceed.

### Enter New Invoice

1. Enter vendor reference of first item on invoice. Press Enter.
2. Enter carton quantity. Press Enter.
3. Enter price for items. Press Enter.
4. If the buy price for an item has changed you will be asked if you want to change its sell price and that of the child items. A separate box will appear displaying the child items. Make changes and then accept.
5. Repeat steps until all items are completed.

### Commit Invoice

1. Press Save.
2. Press Commit.
3. Press Yes to accept order.

## **Generate Automatic Purchase Orders**

Will automatically generate purchase orders based on your minimum and maximum stock levels. These levels can be set individually from the inventory master menu or can be done automatically (see Recalculate Reorder Levels).

### To Access Automatic Orders

1. Click on Purchasing/Generate Automatic Purchase Orders
2. Select Specific Vendor, Entire Inventory or a Permuted Search item list.
3. Select Scope
4. Select to Print or Not Print Report
5. Click on Generate Order

## **Recalculate Reorder Levels**

Will automatically generate reorder levels for your inventory. Reorder levels can be applied to a list of items from the permuted search or for your entire inventory. If using the option to Set to a specific number of days stock requirements or reorder days stock requirements ensure you have enough history to accurately calculate necessary stock levels.

### To Access Recalculate Reorder Levels

1. Click on Purchasing/Recalculate Reorder Levels
2. Select from Permuted Search list or from Entire Inventory
3. Select whether to modify Min or Max level, or both.
4. Select Calculation Method
5. Click Begin Recalc

## **Stock Take**

### **Stock Level Adjustments**

This is best used when a manual stock take is done. Going through each item you can change its stock quantity.

### Access Stock Level Adjustments

1. Stocktake/Stock Level Adjustments
2. Search for item or add Item, APN/PLU, vendor reference.
3. Press Retrieve. This will bring up stock on hand value for item.
4. Enter Adjustment quantity.
5. Select reduce, increase or exact.
6. Press adjust. Change log appears.



## Process PDE Stocktake

### Access Stock Level Adjustments

1. Inventory/stocktake/process PDE stocktake.
2. Enter password.

### Import PDE file

1. Make sure PDE is connected to computer.
2. Press PDE import.
3. Select Stocktake on PDE import type.
4. Select Import.
5. Save File.

### Process PDE stocktake

1. Select either add/overwrite/remove stock.
2. Press process.
3. Select PDE file to access. Press ok.
4. Product lines processed changes to show progress.
5. Press Yes/No to delete from.

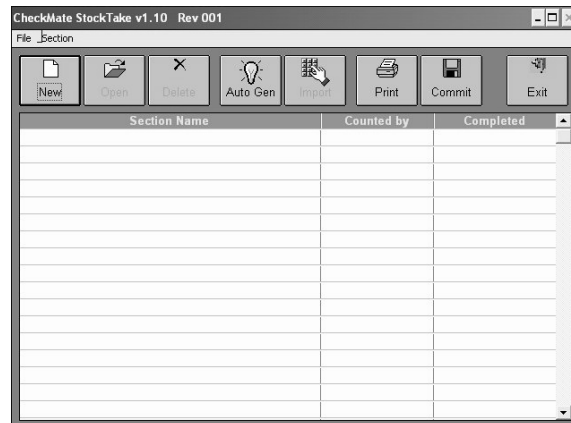
## Process Manual Stocktake

### Access Manual Stocktake

1. Inventory/stocktake/process manual stocktake.
2. Enter password

### Create new stocktake list

1. Press New
2. Enter stock take file name.  
Naming convention is  
[stk(date).stk]. e.g.  
stk010102.stk.



### Add section to stocktake list

From this screen we will choose what stock will be included into the stocktake.

1. Click on Auto generate button.
2. Use the filter items to select item/items to stocktake.
3. Use the section grouping to group stock take items.
4. Press Generate.
5. These stock items will be added to stocktake list.

Print Stocktake list

1. Click on print button.
2. Select stock count sheets from report type.
3. Select either entire stocktake or current section.

Enter Stocktake figures

1. Double click on section name.
2. Enter stock amount for each item and press enter.

Commit Stocktake

1. Press Commit button.
2. Select commit method.
3. Press Commit to inventory Button.
4. When finished the total of records processed will be displayed. Press ok.

**PDE****Import Data from PDE**Access Import Data from PDE

1. Inventory/PDE/Import Data from PDE

Import PDE file

1. Make sure PDE is connected to computer.
2. Press PDE import.
3. Select PDE import type.
4. Select Import.
5. Save file.

**Shelf Verify**

You can use shelf verification to check on item discrepancies, and print a list out of them. This information is very useful in keeping actually shelf prices current with registry prices.

Access Shelf Verify

1. PDE/Shelf Verify.

Process File

1. Press Process File
2. Select weather to compare against usual or current price.
3. Find file to process.
4. Press ok.

Item#	APN	Description	Size	File	Shelf	Diff
4	098317	*** NOT ON FILE ***				0.01
5	200093	ALPINE EXTRA LIGHTS	25'S			0.45
6	060563	*** NOT ON FILE ***				0.03
7	231665	BENSON & HEDGES S/F	25'S			0.35
8	225711	BRANDON SUPER KINGS LIGHT	40'S			0.32
9	844845	*** NOT ON FILE ***				0.16
10	208043	CAMBRIDGE EXTRA MILD	35'S			0.50
11	228255	CRAVEN SPECIAL MILD	25'S			0.18
12	267716	DUNHILL DE LUXE MILD	25'S			0.18
13	402745	*** NOT ON FILE ***				0.03
14	232904	*** NOT ON FILE ***				0.27
15	248339	HOLIDAY KINGS 4M	30'S			0.42
16	212016	HOLIDAY EXTRA MILD	50'S			0.26
17	801216	*** NOT ON FILE ***				0.13
18	244672	HOLIDAY EXTRAS 12MG	25'S			0.31
19	242896	HORIZON ULT/MILD K/SIZE 4M	30'S			0.36
20	424846	*** NOT ON FILE ***				0.05
21	246522	HORIZON K/S ULTRA MILD 4M	50'S			1.28
22	054542	*** NOT ON FILE ***				0.23
23	244388	LONGBEACH SUPER MILD	20'S			0.34
24	468497	*** NOT ON FILE ***				0.01
25	245984	LONGBEACH MENTHOL	30'S			0.62
26	038431	*** NOT ON FILE ***				0.03

Filter List

1. From drop down list select filter. This will change the list below.

Print Preview

1. Process File
2. Filter File
3. Press Print Preview

**Activate Lines**

You can use activate lines window to select a PDE file and to active lines or set tracking flags.

Access Activate Lines

1. PDE/Activate Lines

Look at File

1. Press Select File
2. Pick File. Press ok.
3. Press Filter. Select Filter
4. Window lists items set to current filter.

Activate inactive lines

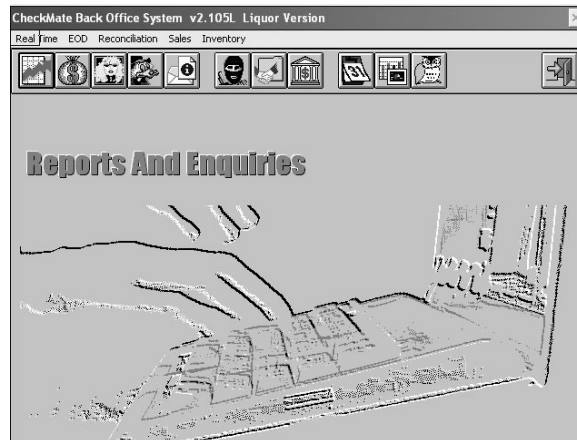
1. Select File
2. Select filter to look at items
3. Press Activate inactive lines

Item#	Description	APN	Size	Item Status
5	ALPINE EXTRA LIGHTS	200093	25'S	
7	BENSON & HEDGES S/F	231665	25'S	Active Store & Warehouse
8	BRANDON SUPER KINGS LIGHT	225711	40'S	Active Store & Warehouse
10	CAMBRIDGE EXTRA MILD	208043	35'S	Active Store & Warehouse
11	CRAVEN SPECIAL MILD	228265	25'S	Active Store & Warehouse
12	DUNHILL DE LUXE MILD	267716	25'S	Active Store & Warehouse
15	HOLIDAY KINGS 4M	246339	30'S	Active Store & Warehouse
16	HOLIDAY EXTRA MILD	212016	50'S	Active Store & Warehouse
18	HOLIDAY EXTRAS 12MG	244872	25'S	Active Store & Warehouse
19	HORIZON ULT MILD K/SIZE 4M	242896	30'S	Active Store & Warehouse
21	HORIZON K/S ULTRA MILD 4M	246522	50'S	Active Store & Warehouse
23	LONGBEACH SUPER MILD	244988	20'S	Active Store & Warehouse
25	LONGBEACH MENTHOL	245984	30'S	Active Store & Warehouse
28	LONGBEACH MILD	209740	40'S	Active Store & Warehouse
29	MARLBORO LIGHTS PACKET	204986	20'S	Active Store & Warehouse
30	PETER JACKSON SUPER MILD	208744	20'S	Active Store & Warehouse
32	PETER JACKSON VIRG	262145	30'S	Active Store & Warehouse
34	STRADBROKE EXTRA MILD 8MG	218340	40'S	Active Store & Warehouse
36	SUPERKINGS ULTRA LIGHT 4M	245771	20'S	Active Store & Warehouse
37	WINFIELD K/S FT RED	229024	25'S	Active Store & Warehouse
39	WINFIELD EXTRA MILD 12MG	244708	20'S	Active Store & Warehouse

## Chapter 6 Reporting

The Reports and Enquires Window is where you can query all the history and real-time data from your store to generate informative reports. You can call up reports on Real Time data, EOD, Reconciliation, Sales & Inventory

Click Here



## List of Buttons



**Real Time Department GP Analysis** – Displays all the department sales for one day, and the information on the GP.



**Real Time Finaliser Status** – Displays the data from a POS terminal on a selected date. (Subject to Real Time Data Availability)



**Real Time Cashier Statistics** – Displays all actions taken by a selected Cashier



**Hourly Activity** - Displays information on the total number of items, customers and sales going through the POS terminal as well as averages.



**Real Time Data Availability** – Displays the total amount of data available (number of transactions) for one day.



**Loan and Pickups** – Used for transferring money to or from a register.



**Reconciliation** – Allows comparison between \$ sold and \$ in till, by cashier or lane.



**Bank Summary** – Report of the total amount of money which went through your store for the selected date.



**Department Period Analysis** – Displays information on sales from a selected department for a selected period of time.



**Department Comparison** – Display information on sales for all the departments and allow comparisons the different departments.



**Price Exception Report** – Allows you to query your databases for price exceptions.. (eg. Display Beer where Usual Buy is Greater than Usual Sell)

## Real Time

This report window is used for displaying recent sales; it will also display information on the GP% rate.

## Gross Profit Reports

Gross Profit reports can be broken down into department, sub-department, product group, vendor, cashier, lane, tracking flag and Item.

### Access Gross Profit Reports

1. Real Time/GP/Department or Press Real Time GP analysis quick button.

### Generate Report

1. Choose the date range. Data from the date range will be used for report.
2. Choose Report Type, and if necessary Filter type.
3. Select a toggle button which will be used to base your report on.
4. Press Generate report button.

### Graph Report

1. Generate Report.
2. Press Graph button.
3. Select column to graph on. Press Graph.
4. Select type of graph, print if need be.

### Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

### Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok.

## Specific Product Analysis

Specific Product Analysis report is a report on an individual item over a period of time. The report includes buy price, sell price, quantity sold, hits, dollar sales, dollar cost, gross profit dollar value, gross profit percentage and recommended percentage.

### Access Specific Product Analysis

1. Real Time/Specific Product Analysis.

### Generate Report

1. Choose the date range. Data from the date range will be used for report.
2. Select item by using Item number, apn/plu number, vendor reference, description search or permuted search.
3. Press generate report button.

Buy Price	Sell Price	Qty Sold	Hits	Sales	Cost	GP	GP %	Rec %
1.90	2.00	1	1		3.80	-3.80		21.00
1.90	2.45	1.00	1	2.45	1.90	0.55	22.52	21.00
1.90	2.70	2.00	1	5.40	3.80	1.60	29.69	21.00
1.90	2.80	79.00	46	216.92	148.97	66.95	30.86	21.00
<b>TOTALS</b>		<b>84.00</b>	<b>49</b>	<b>224.77</b>	<b>158.46</b>	<b>65.31</b>	<b>29.06</b>	<b>21.00</b>

### Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

### Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok.

## Sales Exception Report

Sales exception report is used to look at transactions types, discounts and other functions cashiers use.

### Access Exception Report

1. Real Time/Sales exception report.

### Generate Report

1. Choose the date range. Data from the date range will be used for report.

2. Choose all cashiers or choose a particular cashier.
3. Choose transaction type.
4. Press Preview.

## Print Report

1. Generate report.
2. Press print button.

## Top 100 Product Ranking

## Tracking Flag Hit Rate Report

## Access Tracking Flag Hit Rate Report

1. Real Time/Tracking Flag Hit Rate report.

## Generate Report

1. Choose the date.
2. Press generate report button.

## Graph Report

1. Generate Report.
2. Press Graph button.
3. Select column to graph on.  
Press Graph.
4. Select type of graph, print if need be.

Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

## Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok.



## Finalise Totals by Lane/Cashier Report

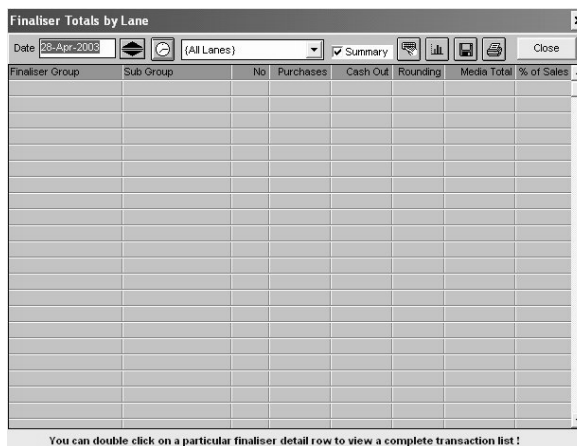
In this section we cover finalising totals by lane and cashier. The steps are exactly the same as each other.

### Access Finalise Totals by Lane/Cashier Report

1. Real Time/Access Finalise totals by lane or. Access Finalise totals by cashier.

### Generate report

1. Select Date. You can check available report dates, by press the clock.
2. Select all lane/cashiers or one.
3. If you would like a break down of sub payment methods leave summary unchecked, if not check summary check box.
4. Press generate button.



### Graph Report

1. Generate Report.
2. Press Graph button.
3. Select column to graph on. Press Graph.
4. Select type of graph, print if need be.

### Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

### Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok.

## Electronic Journal Selection

Searches through the electronic journal displaying details of all transactions in real time.

### Access Electronic Journal Selection

1. Real Time/Electronic Journal Selection or [ctrl] J.

### Generate report

1. Select Date, cashier, lane.
2. If searching using sale range, check box, and enter sale range in dollar values.
3. If searching using time range, check box, and enter time using 24hour time.
4. Select sale type.
5. Press Search.

### Looking at transaction

1. Double click on a transaction to bring up the transaction window.
2. Use arrow keys to scroll current sale lines; insert brings you to previous transaction; delete brings you to next transactions; and esc to exit.

### Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

### Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok
- 5.

## Lane/Cashier Statistics

Reports All Lane or Cashier statistics for

### Access Lane/Cashier Statistics

1. Real Time/Electronic Journal Selection.

### Generate report

1. Select Report Date.
2. Press generate report button.

Graph Report

1. Generate Report.
2. Press Graph button.
3. Select column to graph on. Press Graph.
4. Select type of graph, print if need be.

Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok.

**Cashier Status**

Reports which cashiers are logged into the system and the lane number.

Access Cashier Status

1. Real Time/Cashier status

**Hourly Activity**

This report looks at a date, and then gives a breakdown of sales, items and customers for each hour of the day.

Access Cashier Status

1. Real Time/Hourly Activity.

Generate Report

1. Select Date.
2. Press Generate report.

Graph Report

1. Generate Report.
2. Press Graph button.
3. Select column to graph on.  
Press Graph.
4. Select type of graph, print if need be.

One Hour From	No. Customers	No Items	Total Sales \$	Avg. Items	Avg. Sale \$

Save Report

1. Generate Report.
2. Press save button.
3. Select drive to save to.

Print Report

1. Generate Report.
2. Press print button.
3. Select printer. Press ok.
4. Review Report, and then press print. Press ok.

**Real time date availability**

Reports the availability of transaction data for real-time reports.

1. Access Real Time Date availability

***End of Day*****Reprint Logs**

All of these reprints are derived from the log entries for that day. The three main log reprints are end of day, host import and host application. All of the windows are the same.

Access Logs

1. End of Day/Reprint [option] log.

Generate reprint

1. Select date.
2. Select type of log file.
3. Press Preview.

Print log

1. Generate log.
2. Press print button.

**Review EFTPos Log**

This will reprint the EFTPos log file for that day.

Access EFTPos log

1. End of Day/Review EFTPos Log.

Generate log

1. Select Date.
2. Press Generate button.

Print log

1. Generate log.
2. Press print button.

**Un-archive Sales Journal**

This will unzip your archived sales journal for you to save.

Access Un-archive Sales Journal

1. End of Day/Unarchive sales journal.

Using Un-archive Sales Journal

1. Enter Sales Journal Date. Press ok.
2. Save archive. Press ok.

**Reconciliation****Finaliser Journals**

When a cashier accidentally enters a sale as a wrong transaction type this can be rectified by using the finaliser journal.

Access Finaliser Journals

1. Reconciliation/Finaliser Journals

Create Journal

1. Enter Date.
2. Enter Cashier, lane.
3. Enter amount.
4. Select Transaction type to deduct from.
5. Select Transaction type to add to.
6. Add any comment if need be.
7. Press Create.

Finaliser Journals

Journal Date: 29-Apr-2003

Cashier: JOE

Lane: 01 LIQUOR 1

Amount: 100

Deduct From:

- ☒ Cash
- ☐ Cheque
- ☐ EFTPOS
- ☐ Voucher

Add To:

- ☐ Cash
- ☒ Cheque
- ☐ EFTPOS
- ☐ Voucher

Comment: BACK OFFICE JOURNAL

## Back Office Loans and Pickup Journal

Records cash transfers to or from a lane.

### Access Back Office Loans and Pickup Journal

1. Reconciliation/Back Office Loans and Pickups

### Create Journal

1. Enter Trading date.
2. Select Cashier and Lane.
3. Select pickup or Loan.
4. Enter amount.
5. Press Create.

## Daily Reconciliation

Used to compare the money in a lane with the transaction data collected by the lane. If a lane/cashier has a green tick, this means that it has been reconciled.

### Access Daily Reconciliation

1. Reconciliation/Daily Reconciliation.

### Reconcile Lane/Cashier

1. Select Reconcile Lane or Cashier.
2. Select Date.
3. Select Reconciling Area.
4. Enter opening cash balance.
5. Enter amounts as counted.
6. Press Reconcile.
7. Press Close, this will prompt you to save. Save all figures where correct.

Reconciling Area	Rec' Balance	Counted	Variation
<input checked="" type="checkbox"/> JOE GIUFFRE	\$981.82	\$983.92	\$2.10
<input checked="" type="checkbox"/> MARIO FIASCHI	\$591.50	\$591.00	-\$0.50
<input checked="" type="checkbox"/> MATT STILLITANO			
<input type="checkbox"/> NOEL HUTCHINSON			

Opening Cash Balance:  Use Last Closing

Cash As Counted:

Cheques As Counted:

EFT Vouchers As Counted:

Vouchers/Coupons As Counted:

Account Sales As Counted:

### Print Reconciliation

1. Enter Date.
2. Select Reconciling Area.
3. Press Print.

## Banking Summary

From here you can preview or print all reconciliation banking summaries.

### Access Banking Summary

1. Reconciliation/ Banking summary

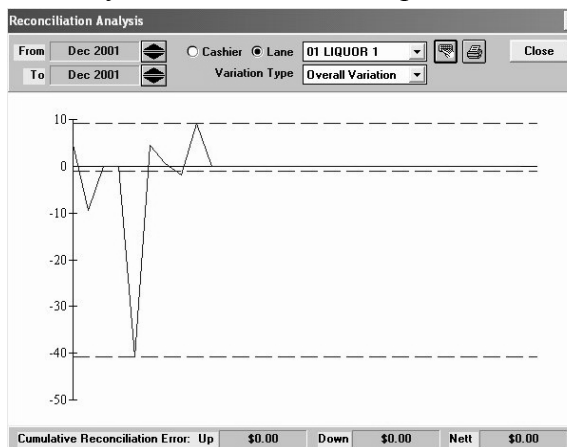
### Generate or Print Report

1. Enter dates to summarise on.
2. Select cashier or lane.
3. Select report type.
4. Press print or preview.

## Reconciliation Analysis

The Reconciliation analysis report compares daily reconciliation over a period of time for one lane/cashier.

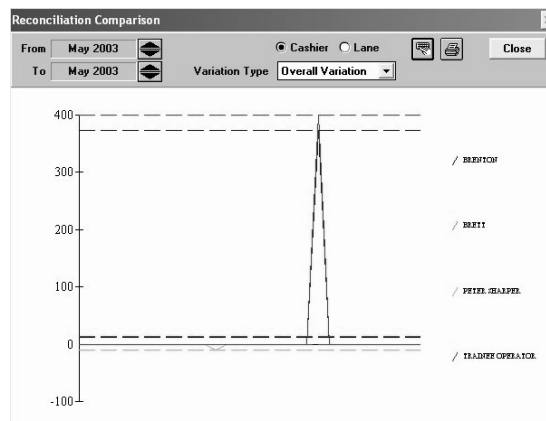
1. Select time period to report over.
2. Select either lane or cashier.
3. Select variation type.
4. Press generate report button.



## Reconciliation Comparison

The Reconciliation comparison report compares daily reconciliation over a period of time for more than one lane/cashier.

1. Select time period to report over.
2. Select either lane or cashier.
3. Select variation type.
4. Press Generate report button.







## Aged Sales Report

Generates reports from history along with data on previous months sales.

The screenshot shows the 'Aged Sales Report' dialog box. It has three tabs: 'Item Sales Ranking', 'Multipack Splits Sales', and 'Aged Sales' (which is selected). Below the tabs are three dropdown menus: 'Department' (set to '(All Departments)'), 'Sub Department' (set to '(All Sub Departments)'), and 'Vendor' (set to '(All Vendors)'). There are two radio buttons for 'Report Period Type': 'Weekly' (unselected) and 'Monthly' (selected). At the bottom, there is a 'No. History Periods To Include' field set to '3'. On the right side, there are buttons for 'Print', 'Preview', and 'Close'.

## Permuted Sales Report

Generates reports based on a user defined permuted search item list.

The screenshot shows the 'Permuted Search Sales Report' dialog box. It has three tabs: 'Item Sales Ranking', 'Multipack Splits Sales', and 'Permuted Search Sales' (which is selected). Below the tabs are two buttons: 'Permuted Search' and 'Sort By...'. There are three radio buttons for 'Report Period Type': 'Daily' (unselected), 'Weekly' (unselected), and 'Monthly' (selected). Below these is a 'Report Period' section with a 'Months' field set to '13' and a 'Report Ends W/E' field set to '24-May-2003'. At the bottom, it says 'No Items Selected from Permuted Search...'. On the right side, there are buttons for 'Print', 'Preview', and 'Close'.

## Promotional Sales Report

Generates reports from history on all items sold on promotion for a period, and can be refined by department, sub-department and vendor.

The screenshot shows the 'Promotional Sales Report' dialog box. It has three tabs: 'Item Sales Ranking', 'Multipack Splits Sales', and 'Promotional' (which is selected). Below the tabs are three dropdown menus: 'Department' (set to '(All Departments)'), 'Sub Department' (set to '(All Sub Depts)'), and 'Vendor' (set to '(All Vendors)'). There are two date fields: 'Start Date' (set to '06-May-2003') and 'End Date' (set to '21-May-2003'). At the bottom, there is a checkbox labeled 'Promotional Item Sales Only' which is currently unchecked. On the right side, there are buttons for 'Print', 'Preview', and 'Close'.

## Item Sales Ranking

Generates a report from sales history displaying your best or worst performing items based on GP%, GP\$, Sales \$ or Quantity Sold. The report can be further refined by department, sub-department or vendor.

The screenshot shows a software window titled "Item Sales Ranking Report". It has three tabs: "Permuted Search Sales", "Promotional", and "Aged Sales". The "Item Sales Ranking" tab is selected. On the right side of the window are three buttons: "Print", "Preview", and "Close". The main area contains several dropdown menus: "Department" (set to "(All Departments)"), "Sub Department" (set to "(All Sub Departments)"), "Vendor" (set to "(All Vendors)"), "Period" (set to "Week to Date"), "Number" (set to "First 25"), "Order" (set to "Best Performers"), and "Criteria" (set to "Gross Profit \$").

## Multi-pack Splits Sales

Generates a report for a period detailing multipack quantities & sales.

The screenshot shows a software window titled "Multipack Splits Report". It has three tabs: "Permuted Search Sales", "Promotional", and "Aged Sales". The "Multipack Splits Sales" tab is selected. On the right side of the window are three buttons: "Print", "Preview", and "Close". The main area contains two date input fields: "Start Date" (set to "21-May-2003") and "End Date" (set to "21-May-2003"). At the bottom of the window, there is a note: "Please Note - This report is only applicable to Live Sales held".

# Inventory

## Master Listings

Department Master List will display recommended GP for all departments, as well as a break down of gross profit, recommended gross profit, host department number and sub-department number at sub-department level.

Vendor Master List provides vendor number, name, address, phone, fax, and contact for all vendors.

Product Group Master List displays product group number, description, and recommended gross profit percent for each product group.

Master Listings

Report Type

☒ Department  
☐ Product Group  
☐ Vendor

Sort By

☒ Description  
☐ Number

Print

Preview

Close

## Item Promotion History

This will show all promotional history on a selected item. It reports on Promotional number, buy start, buy end, buy dollar value, quantity bought, sell from date, sell to date, sell dollar value, and quantity sold for each promotion.

[illegible]

## Store Price Book

By using the permuted search features in this report generator, you can produce a report detailing user-defined items. Item number, description, size, apn, usual buy price, usual sell price, last modified date and vendor for each item will be displayed.

The **Store Price Book** window contains the following fields and controls:

- Description:** Text input field, followed by **Size** (text input).
- Item No.:** Range selection from 000000 to 999999.
- APN/PLU:** Range selection.
- Department:** Dropdown menu (All Departments).
- Sub Department:** Dropdown menu (All Sub-Departments).
- Product Group:** Dropdown menu (All Product Groups).
- Vendor:** Dropdown menu (All Vendors).
- Last Modified:** Date range from 1-Jan-1990 to 22-May-2003.
- Multipack Qty:** Text input field.
- Sort By:** Radio buttons for Description (selected), Item Number, APN, and Usual Sell.
- Order:** Radio buttons for Ascending (selected) and Descending.
- Include Buy Prices:** Check box (unchecked).
- Buttons:** Print, Preview, and Close.
- Warning:** A text box stating: "WARNING - The store price book is potentially a very large report depending on the vendor or department selections made!"

## Low Margin Items Report

Generates a report for items within a specific GP% range.

The **Margin Exception Report** window contains the following fields and controls:

- Filter Section:**
  - Description:** Text input field, followed by **Size** (text input).
  - Item No. Range:** Range selection.
  - Department:** Dropdown menu (All Departments).
  - Sub Department:** Dropdown menu (All Sub Departments).
  - Product Group:** Dropdown menu (All Product Groups).
  - Vendor:** Dropdown menu (All Vendors).
- Item Promotional Filter:** Radio buttons for All Items (selected), Promotional Items Only, Store Override Items Only, Advertised Items Only, and TPR Items Only.
- Prices To Evaluate:** Radio buttons for Current Buy And Sell (selected) and Usual Buy And Sell Only.
- Active Lines Only:** Check box (checked).
- Buttons:** Print, Preview, Clear Filters, and Close.
- Margin Exception Basis:**
  - Radio buttons for Less Than Recommended GP % (selected), Less Than Specified GP %, More Than Recommended GP %, and More Than Specified GP %.
  - Specified GP Percent:** Text input field with value 5.00.

## Stock Valuation Report

Generates reports detailing department stock values, or the value of an item within a department. Can also be used to identify redundant stock.

The image shows two side-by-side screenshots of software windows. The left window is titled 'Stock Valuation' and has tabs for 'Redundant Stock' and 'Stock Valuation'. It contains a 'Report Type' section with two radio buttons: 'Summary By Department' (selected) and 'Item Detail For Specific Department'. Below this are two dropdown menus for 'Department' (set to '{All Departments}') and 'Sub-Department' (set to '{All Sub-Departments}'). To the right are 'Print', 'Preview', and 'Close' buttons. The right window is titled 'Redundant Stock Report' and has tabs for 'Redundant Stock' and 'Stock Valuation'. It features a 'No. Weeks Since Last Sale' spinner set to '12' and a checked checkbox 'On hand stock must be greater than zero'. It also has 'Department' and 'Sub-Department' dropdown menus and 'Print', 'Preview', and 'Close' buttons.

## Prices on/off Report

Generates a report detailing the start or end of any promotions for a given day.

The screenshot shows the 'Prices On / Off Report' window. It has a 'Price Reference Date' field set to '23-May-2003 Fri' with a calendar icon. To the right are 'Print', 'Preview', and 'Close' buttons. Below the date is a 'Scope' section with two radio buttons: 'Prices Ending' (selected) and 'Prices Starting'. At the bottom is a 'Price Type' section with four radio buttons: 'In Store Override', 'Advertised Promotion', 'TPR Promotion', and 'All Promotions' (selected).

## Promotional Stock Alerts

Generates a report on promotional items to alert you to a low stock level. The report can be refined to display at zero stock, less than minimum stock, less than maximum stock or less than a user-specified amount of stock.

The screenshot shows the 'Promotional Stock Alerts' window. It has a 'Scope' section with three radio buttons: 'Advertised Promotional Items Only' (selected), 'TPR Promotional Items Only', and 'All Promotional Items'. To the right are 'Print', 'Preview', and 'Close' buttons. Below the scope is a 'Test Required' section with four radio buttons: 'Zero Stock' (selected), 'Less Than Minimum Stock', 'Less Than Maximum Stock', and 'Less Than Specified Stock'. At the bottom is a 'Specified Stock Level' text input field.

## Override/Promotional Pricing Reports

Generates a report on all items currently on promotion detailing its usual buy, usual sell, and all other TPR/Advertised/Override prices for the item.

The dialog box titled "Override / Promotional Pricing Report" contains the following controls:

- Price Type:** A group box with four radio buttons: "Override Pricing Only", "Advertised Promotional Pricing Only", "TPR Promotional Pricing Only", and "All Promotions" (which is selected).
- Scope:** A group box with three radio buttons: "Buy Price Only", "Sell Price Only", and "Either Price" (which is selected).
- Sorting:** A group box with four radio buttons: "Item No", "Description", "Department", and "Product Group" (which is selected).
- Department:** A dropdown menu currently showing "{All Departments}".
- Buttons:** "Print", "Preview", and "Close" buttons are located on the right side of the dialog.

## Pricing Exception Report

Allows you to query your databases for price exceptions.  
(eg. Display Beer where Usual Buy is Greater than Usual Sell)

The dialog box titled "Price Exception Report" contains the following controls:

- Restrict Report To Department:** A dropdown menu showing "{All Departments}".
- Restrict Report To Vendor:** A dropdown menu showing "{All Vendors}".
- Exception Test Required:** A section with three dropdown menus labeled "Price 1", "Test", and "Price 2".
- Buttons:** "Print", "Preview", and "Close" buttons are located on the right side of the dialog.

## On Hand Exception Report

Generates a report detailing all items where the amount of the item in-stock is either less than or equal to zero, less than the minimum stock value for that item or greater than the maximum stock value for the item. Can be refined by department & vendor and can include multipack items.

The dialog box titled "On Hand Exception Report" contains the following controls:

- Restrict Report To Department:** A dropdown menu showing "{All Departments}".
- Restrict Report To Vendor:** A dropdown menu showing "{All Vendors}".
- Scope:** A group box with three radio buttons: "On Hand Less Than Or Equal Zero" (which is selected), "On Hand Less Than Minimum Stock", and "On Hand Greater Than Maximum Stock".
- Buttons:** "Print", "Preview", and "Close" buttons are located on the right side of the dialog.

## Item Detail Exception Report

Generates a report detailing all items that are missing selected fields. The report can be refined by department and vendor.

**Item Detail Exceptions**

Restrict Report To Department: {All Departments} [v]

Restrict Report To Vendor: {All Vendors} [v]

Exceptions To Test For:

- ☒ No Short Description
- ☒ No Size
- ☒ No Department Allocation
- ☒ No Sub-Department Allocation
- ☒ No Vendor Number
- ☒ No Product Group Allocation
- ☐ No Vendor Reference
- ☐ No Range Code

Print

Preview

Close

## Appendix

### *Range Update*

Before attempting a range update, it is imperative that you understand the process involved. Range update is an extremely useful tool in processing changes to multiple items HOWEVER you must be careful as incorrect operation could cause massive alterations to your stores database files. If your unsure of how to work this utility we recommend calling Lynx support staff for assistance.

There are a few steps to the process

- Your template item
- Your Permuted search range
- The selection criteria

### **Your Template Item**

A template item is an item from your database that is used to base changed to other items from. An item has multiple fields (details), your template item should contain the detail(s) that you wish to apply to your range of items. Simply select the item in your Inventory Master window as normal then click on Range Update.

## Your Permuted Search Range

The next step is to choose the list of items that you want to update. Click on the permuted search button inside the range update window. Refine the search as necessary, items can be rejected from the list by right-clicking on them. When satisfied with the list of items to be changed close the permuted search.

## The Selection Criteria

You now have a list of fields (item details) to choose from, select the fields that you want to copy from your template item to the rest of your item list.

For example: Selecting Usual Sell, Vendor and Maximum Stock fields will copy those details from the template item to all other items in your list. All items in your list will then have the same Usual Sell, Vendor and Maximum Stock as your template item.

Remember to send the changed to POS for them to have effect at your lanes.

**Ranged Update - Field Selection**

<input type="checkbox"/> Unit Size	<input type="checkbox"/> Vendor	<input type="button" value="Update Range"/> Apply Promotions <input type="checkbox"/> Update POS Immediately <input type="checkbox"/> <input type="button" value="Permuted Search"/> <input type="button" value="Select All"/> <input type="button" value="Select None"/> <input type="button" value="Close"/>
<input type="checkbox"/> Carton Size	<input type="checkbox"/> Alternate Vendor	
<input type="checkbox"/> Range Code	<input type="checkbox"/> Freight Per Carton	
<input type="checkbox"/> Tracking Flag	<input type="checkbox"/> Direct Supply Flag	
<input type="checkbox"/> Department/Sub-Department	<input type="checkbox"/> Charge Back Flag	
<input type="checkbox"/> Product Group	<input type="checkbox"/> Show PD Qty As Carton Flag	
<input type="checkbox"/> Item Status	<input type="checkbox"/> Round PD To Carton Flag	
<input type="checkbox"/> Store Override Buy Detail	<input type="checkbox"/> No Min/Max Recalc Flag	
<input type="checkbox"/> Store Override Sell Detail	<input type="checkbox"/> No Suggested Reorder Flag	
<input type="checkbox"/> Promotional Buy Detail	<input type="checkbox"/> Minimum Stock	
<input type="checkbox"/> Promotional Sell Detail	<input type="checkbox"/> Maximum Stock	
<input type="checkbox"/> TPR Buy Detail	<input type="checkbox"/> Reorder Days	
<input type="checkbox"/> TPR Sell Detail	<input type="checkbox"/> Qty On Hand	
<input type="checkbox"/> Usual Buy	<input type="checkbox"/> No Shelf Labels	
<input checked="" type="checkbox"/> Usual Sell	<input type="checkbox"/> Shelf Label Type	
<input type="checkbox"/> GST Code & Rate	<input type="checkbox"/> Shelf Label Required Flag	
<input type="checkbox"/> Target GP %	<input type="checkbox"/> Talker Required Flag	
<input type="checkbox"/> Buy Priority Rules	<input type="checkbox"/> Bin Location	
<input type="checkbox"/> Sell Priority Rules	<input type="checkbox"/> Scaleable Flag	
<input type="checkbox"/> Host Buy Mod Inhibit	<input type="checkbox"/> Made In W.A. Flag	
<input type="checkbox"/> Host Sell Mod Inhibit		
<input type="checkbox"/> TPR Buy Mod Inhibit		
<input type="checkbox"/> TPR Sell Mod Inhibit		

**CAUTION ! ALL The Selected Item Value's above will be applied to ALL Items listed in the Permuted Search.**



# Searching

## Description Search

The Description Search window is a great way of finding items quickly; there are four main options in this window.

There are two ways to search for an item.

Inventory Master - [VICTORIA BITT CAN 375ML]			
Item Number	<input type="text" value="505123"/>	Allocate Next	Desc. Search
Retrieve Via	<input checked="" type="radio"/> Item No <input type="radio"/> APN/PLU <input type="radio"/> Vendor Ref	Renumber Item	Permuted Search
		Update POS Immediately <input checked="" type="checkbox"/>	
Description		VICTORIA BITT CAN	375ML
		Curr Sell	\$2.00
General		Pricing	Rules
		Purchasing	APN/PLU
		Labels	Multipacks
Long Description		<input type="text" value="VICTORIA BITT CAN"/>	
Short Description		<input type="text" value="VB CAN 375ML"/>	
Unit Size		<input type="text" value="375ML"/>	
Units per Carton		<input type="text" value="24"/>	
Range Code		<input type="text" value="5"/>	Current Show
Tracking Flag		<input type="text" value="0"/>	Current
Sub-Department		<input type="text" value="BEER - FULL STRENGTH, AUSTRALIAN"/>	
Major Department		<input type="text" value="000001 BEER"/>	
Product Group		<input type="text" value="BEER FULL STRENGTH"/>	
Item Status		<input type="text" value="1. Active in store and warehouse"/>	
Status Date		<input type="text" value="06-Nov-2001"/>	
		GST & WET	
		GST Code	<input type="text" value="G"/> GST Tables
		GST Rate	<input type="text" value="10.00"/>
		WET Rate	<input type="text" value="0.00"/>
		Use G.P. From Sub-Dept <input type="checkbox"/>	

Quick Search: Looks for any items that are in your inventory that starts with the letters you have inputted into the text box.

**Extended Search:** Looks for any items that are in you inventory that contains the combination of letters you have inputted into the text box.

**Incremental Button:** This will toggle your search results including and excluding inactive items.

Select an item: With the item highlighted click select or double click the item with your mouse.

## Permuted Search

The Permuted Search window is a more advanced search engine, giving you more options to search by.

To refine your search results you can use one or many of the options.

**Partial Desc:** Enter partial description. Search will be refined to searching for items that start with the description.  
Eg EM = EMU.

**Range Code:** Enter the range code. Search will be refined to searching for items that are in the range code. Click 'SHOW' to show the range codes.

Permuted Inventory Search (Inventory Master)			
Partial Desc.	<input type="text"/>		
Range Code	<input type="text"/> Show	Unit Size	<input type="text"/>
Item No. Range	<input type="text"/>	To	<input type="text"/>
APN Range	<input type="text"/>	To	<input type="text"/>
Department	(Any) ▾		
Sub-Dept	(Any) ▾		
Product Group	(Any) ▾		
Vendor	(Any) ▾		
Promotion No	<input type="text"/>	TAX Code	<input type="text"/> Track Flag (Any) ▾
Shell location	<input type="text"/>	Last Modified	<input type="text"/>

Search
Reset Search
Select Item
Toggle All
Close

☐ Scalable  
☒ Current Promos ONLY  
☐ Active Lines ONLY  
☐ Inactive Lines ONLY  
☐ Show Multipack Items

Set Search....

Unit Size: Enter Size. Search will be refined to searching for items of that particular size. EG 375 = 375ML

Item No Range, APN Range: Enter the range of an item. Search will be refined to searching for items that are in the range. Eg 900000 – 9999999 will display the items which have an item number between. Same rules apply for APN range.

Department: Select a department. Search will be refined to searching for items that are in that department. Eg BEER will display items in the BEER department.

Sub Department: Select a department within a department. Search will be refined to searching for items that are in the sub department. Eg BEER – MID STRENGTH will select the MID STRENGTH department within the BEER department.

Product Group: Select a group of products. Search will be refined to searching for items that are in the product group. Eg CIGARS will show us a list of all the CIGARS in the store.

Vendor: Select the vendor. Search will be refined to searching for items that come from the vendor. Eg ALM will show all items that come from ALM.

Promotion No: Enter promotion Number. Search will be refined to searching for items that have the promotion number.

Tax Code: Enter tax code. Search will be refined to searching for items in that tax code.

Track Flag: Select tracking flag. Search will be refined to searching for item in that tracking flag code.

Shelf location: Enter shelf location. Search will be refined to searching for items that are in the shelf location entered.

Last Modified: Enter Last Modified Date. Search will be refined to searching for items that have been last modified on that date. Eg 12/03/03. Will show all items that where last modified on the 12<sup>th</sup> of March 2003.

Scaleable: Select Scaleable. Search will be refined to all items that can have to be weighted.

Current Promos only: Select Current Promos only. Search will be refined to all items that are on current promos.

Active Lines only: Select active lines only. Search will be refined to all items that are active.

Inactive lines only: Select active lines only. Search will be refined to all items that are no active.

Show Multipack Items: Select show multipack items. Search will extend to add all items in a multipack.

Search: Click here to search using selected criteria.

Reset Search: Reset all options back to default.

Select Item: This will select the item that is highlighted in result list.

Toggle All: Will toggle all item status.

## ***Send Changes/Command to POS***

Inventory and control changes are dealt with by different windows. Inventory changes are controlled by the sending changes to POS window, and control changes are controlled by the sending command to POS window.

### **Send Command**

By selecting a command instruction, you can instruct POS to look at all system configuration changes, send a memo to lane operator, perform an ad-hoc end of day close off, apply mirror database to sales database, wake up and initialize for new day and synchronize POS machines date and time with Back Office.

#### Access Send Command to POS

1. Control/POS/Send Command to POS

#### Send Command

1. Select Command Instruction.
2. Change send option to yes for all lanes that will instruct POS.
3. Press Send.

### **Send Changes**

Most windows that change details of inventory have a send changes immediately to POS check box, with this checked they is no need to send changes again. But for all the changes that aren't sent, you can do it from this window.

#### Access Send Changes to POS

1. Inventory/Inventory/Send changes to POS.

#### Send Changes

1. Select change from list
2. Press Send.

Last Revised: 19/06/2003

Author: Peter Sharper

