

# POS Manager



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group

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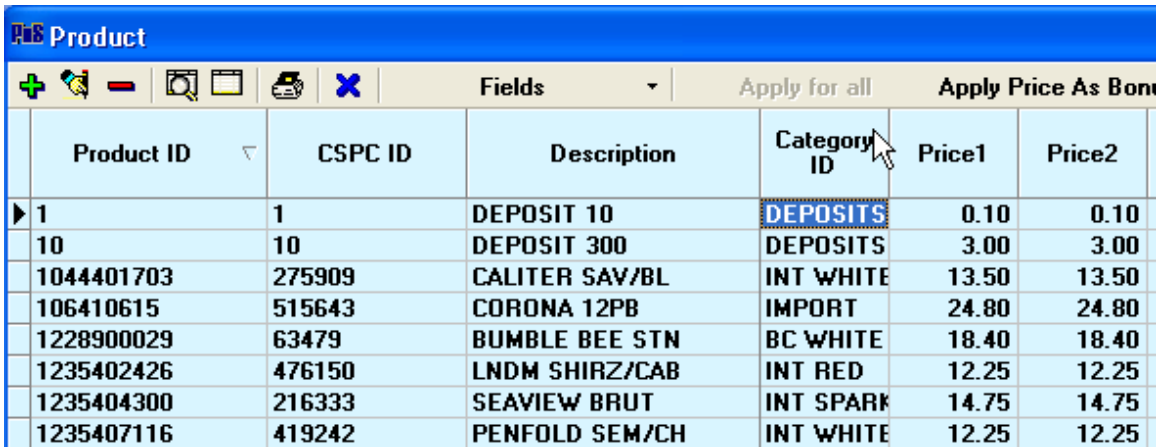
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# Getting Around POS Manager


## Organizing the files

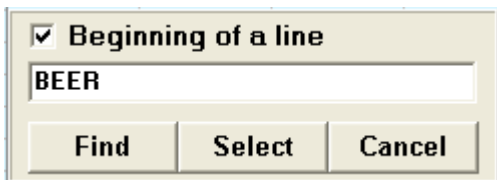
You may organize or sort most browser's in POS Manager by any field displayed in that browse. To organize the file ( such as By Category ID ) place your cursor immediately above the header descriptor but still inside its box for the column you want to organize the file by, and click the mouse. POS Manager will redisplay the information according to the new sort.



Product ID	CSPC ID	Description	Category ID	Price1	Price2
1	1	DEPOSIT 10	DEPOSITS	0.10	0.10
10	10	DEPOSIT 300	DEPOSITS	3.00	3.00
1044401703	275909	CALITER SAV/BL	INT WHITE	13.50	13.50
106410615	515643	CORONA 12PB	IMPORT	24.80	24.80
1228900029	63479	BUMBLE BEE STN	BC WHITE	18.40	18.40
1235402426	476150	LNDM SHIRZ/CAB	INT RED	12.25	12.25
1235404300	216333	SEAVIEW BRUT	INT SPARK	14.75	14.75
1235407116	419242	PENFOLD SEM/CH	INT WHITE	12.25	12.25

## Searching for any item

Organize the file and either click on the Search icon  and enter the value to search for



Beginning of a line

BEER

Find Select Cancel

then press [Find] or Organize the file and type in the value to search for then press [Enter] twice or click on [ Find ] or [Select]

## Selecting items

Organize the file so that most or all of the items are grouped together. Then hi-light the first item and while holding down the shift key drag your cursor down to the last item to be selected, this will hi-light a range of items.








2065462604	626044	INNISKLN CHARD	BC WHITE	13.20
2515700005	963462	CHABERTON BLNC	BC WHITE	12.90
5632727323	903393	EXTRA OLD STOCK	BEER	10.50
5632707431	695015	CANADIAN BUBBA	BEER	25.75
5691000010	910547	SPRING LAGER	BEER	12.25
5691000050	928259	SPRING PALE ALE	BEER	12.25
5632770323	911669	MOLSON DRY	BEER	11.15
5691000100	619486	1516 BAVARIAN LG	BEER	12.30
5632707255	900118	MOLSON CANADIAN	BEER	20.80
7944616020	706085	CHRISTMAS ALE	BEER	6.15
5632718323	906628	COORS LITE	BEER	11.15
5632707393	904409	MOLSON CANADIAN	BEER	14.70
5632707325	904805	MOLSON CANADIAN	BEER	21.80
5632759323	904540	OLD STYLE 6AR	BEER	10.50
5632707256	904375	CANADIAN 18PB	BEER	30.60
5691033000	904128	SHAFTEBURY HONEY	BEER	12.25
5691035000	560771	WINTER SOLSTICE	BEER	12.25
5632707323	904144	MOLSON CANADIAN	BEER	11.15
5632707327	923318	MOLSON CANADIAN	BEER	27.00
▶ 6206737437	945543	KOKANEE 15AR	BEER	27.00
6206737424	908376	KOKANEE 12AR	BEER	21.80

To select individual items while skipping over items in between . Organize the file as above and select those items by holding the [Ctrl] key down and clicking the mouse on the Selection column ( That is the very first column on the left)

2065462604	626044	INNISKLN CHARD	BC WHITE	13.20
2515700005	963462	CHABERTON BLNC	BC WHITE	12.90
5632727323	903393	EXTRA OLD STOCK	BEER	10.50
5632707431	695015	CANADIAN BUBBA	BEER	25.75
5691000010	910547	SPRING LAGER	BEER	12.25
5691000050	928259	SPRING PALE ALE	BEER	12.25
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6206737424	908376	KOKANEE 12AR	BEER	21.80

### The Icons:

POS Manager uses a number of common icons

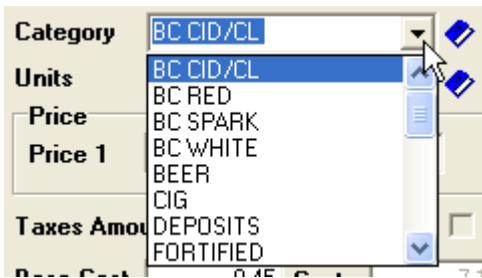
-  Add a new item
-  Update or Edit an item
-  Search for an item
-  Clear the Search field
-  Send to Printer
-  Exit the procedure or program
-  Select a key on the Keyboard

POS Manager also uses a number of procedures that are executed from the icon tray

- Fields** Select the fields to be displayed in the current browse
- Apply for all** Apply a global change to all selected products or products in a category in the current browse
- Create labels** Send a file to Labels Unlimited of all products
- Apply from stock counter** Read the contents of the stock counter into the current procedure

### Drop Down Box's

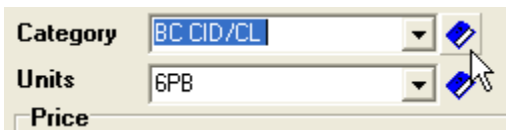
These are used to make selections from lists of items ( Categories, Vendors, etc)



Click on the button at the right end of the box and make your selection

### Adding Items “On the Fly”

You can add new items ( Categories, Vendors, etc) by clicking on the



Add to List icon to the right side of the drop down list

## Categories

Set the category information for all products in that category. **Categories** are contained in **Groups** which are contained in **Condensed Groups**.

Category ID	US WHITE			
Group	WINE	Cond. Group	LIQUOR	
Description	US WHITE WINE			
<input checked="" type="checkbox"/> GST 7%	<input type="checkbox"/> PST 7.5%	<input checked="" type="checkbox"/> SST 10%	<input type="checkbox"/> Tax4	<input checked="" type="checkbox"/> Tax Include
<b>Taxes for Purchasing</b>				
<input checked="" type="checkbox"/> GST 7%	<input type="checkbox"/> PST 7.5%	<input type="checkbox"/> SST 10%	<input type="checkbox"/> Tax4	<input checked="" type="checkbox"/> Tax Include
<b>Discount</b>				
<input checked="" type="radio"/> %	5.00	<input type="radio"/> Amount	0.00	Type
Start	11/01/2003	Finish	11/30/2003	<input checked="" type="radio"/> Price <input type="radio"/> Cost
Discount for Purchasing	19.521			
Service	LRS Flag		Bottle Return/Paid	
<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes		<input checked="" type="radio"/> No <input type="radio"/> Yes	
◀ ▶ Insert Save Close				

For example, the sample “US White” is in the **Wine** Group along with all the other wines and in the “**Liquor**” Condensed Group along with all other liquor products. All products in this category have the GST and SST tax’s included in the selling price and the GST tax included when purchased. There is a special 5% discount applied to the selling price from 11/01/2003 to 11/30/2003 and there is a standard discount of 19.521% applied to the cost when purchased. You can set all products in this category to Service ( items you don’t want to count), LRS flag ( Reporting to the Licensee Report for BC), and Bottle Return/Paid ( items that flow into the store when you sell them)

Important. The information applies to all products in that category. Use different categories for similar products that require different parameters.

*Hint: The Discount box is a very easy way to implement a dated price change.*



## Vendors

POS Manager needs to know all vendors you want to deal with.

<b>Vendor ID</b>	LABATTS	<b>Serial Number</b>	0	<b>Group</b>	BDL
<b>Name</b>	Labatt Breweries				
<b>Address</b>	Box 580 210 Brunette Ave.			<b>City</b>	New Westminster
<b>Post code</b>	V3L 4Z2	<b>Area code</b>	0	<b>Province</b>	BC
<b>Tel.</b>	604-519-5511	<b>Fax</b>	604-520-7284	<b>e-mail</b>	
<b>LogIn</b>	*****	<b>Password</b>	*****		

Labatt is part of the BDL group and you will want to set the **On line Ordering Info** for BDL


<b>Vendor</b>	Brewers Distributing Ltd.
<b>Output</b>	C:\LANSA\payload.txt
<b>Input</b>	C:\LANSA\return.txt
<b>Run</b>	C:\LANSA\Integrator\UserAgent\bdl.bat

Set the **Period for Ordering** in days to order for. 7 in this sample



<b>Vendor</b>	Brewers Distributing Ltd.
<b>Category</b>	BEER
<b>Period (days)</b>	7

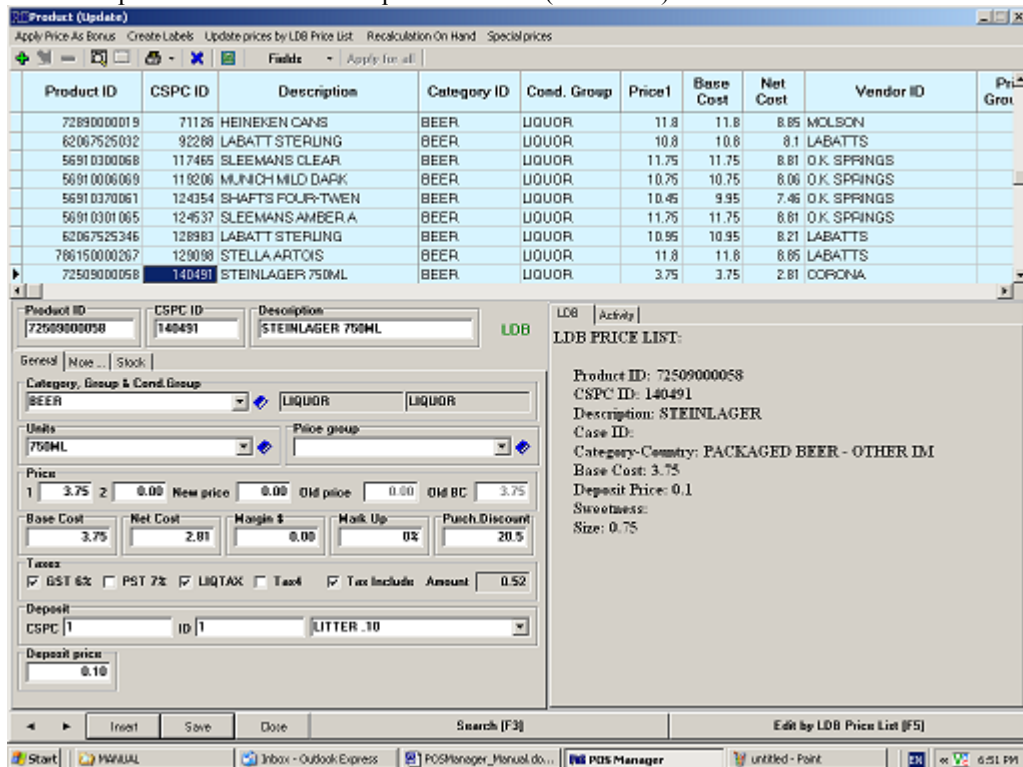
## Products:

### Changing Existing Products:

Select [ **Product Services** | **Product Maintenance** ] and find the product to change, then click the  Update icon. Proceed to make any changes. See Adding New Products for a description of each field. After all changes have been made Click on the [ **Save** ] button at the bottom of the page.

### Adding New Products:

Select [ **Product Services** | **Product Maintenance** ] and if it is at all possible find a similar product then click the  Update icon to view this existing product, then click the  icon to add the new product. Each new product must have a unique Product ID ( Bar Code)



The screenshot shows the 'Product (Update)' window in POS Manager. At the top is a table listing various beer products. Below the table, the 'Product ID' is 72509000058, 'CSPC ID' is 140491, and 'Description' is STEINLAGER 750ML. The 'LDB PRICE LIST' section on the right provides details for this product, including its base cost, net cost, and deposit price.

Product ID	CSPC ID	Description	Category ID	Cond. Group	Price1	Base Cost	Net Cost	Vendor ID	Pri Group
72890000019	71126	HEINEKEN CANS	BEER	LIQUOR	11.8	11.8	8.85	MOLSON	
62067525032	92288	LABATT STERLING	BEER	LIQUOR	10.8	10.8	8.1	LABATTS	
56910300068	117485	SLEEMANS CLEAR	BEER	LIQUOR	11.75	11.75	8.81	O.K. SPRINGS	
56910006069	119206	MUNCH MILD DARK	BEER	LIQUOR	10.75	10.75	8.06	O.K. SPRINGS	
56910370061	124354	SHAFTS FOUR-TWEN	BEER	LIQUOR	10.45	9.95	7.46	O.K. SPRINGS	
56910301065	124537	SLEEMANS AMBER A	BEER	LIQUOR	11.75	11.75	8.81	O.K. SPRINGS	
62067525346	128983	LABATT STERLING	BEER	LIQUOR	10.95	10.95	8.21	LABATTS	
786150000267	129098	STELLA ARTOIS	BEER	LIQUOR	11.8	11.8	8.85	LABATTS	
72509000058	140491	STEINLAGER 750ML	BEER	LIQUOR	3.75	3.75	2.81	CORONA	

**Product Details for STEINLAGER 750ML:**

- Product ID: 72509000058
- CSPC ID: 140491
- Description: STEINLAGER
- Case ID:
- Category-Country: PACKAGED BEER - OTHER IM
- Base Cost: 3.75
- Deposit Price: 0.1
- Sweetness:
- Size: 0.75

### Product ID

Is the primary and unique identity for POS Manager and is usually the bar code on the product... Bar codes are composed of a System digit, one or two sets of 5 or 6 digits, followed by a check digit. Consult with your installer as to which digits of the bar code to use.

Code	Sample
UPC-E	s ##### c
UPC-EAN-8	< ##### >
UPC-A	s ##### ##### c
UPC-EAN-13	s ##### #####c

To share a bar code with two different products such as a single can from a six pack precede the bar code with a "1" for example: the Bud Single will use 16206733535 for the Product ID

**CSPC ID**

The secondary, or vendors product identity. There may be duplicates of this number. All products sharing the same CSPC ID will be consolidated for the Licencee and Shortage report.

**Description**

The name of the product. Keep this short to allow for the largest possible font on the shelf label.

**Category**

Determines the taxes to be applied to both purchasing and sales.  
Group & Cond. Group are determined by the Category

**Units**

The size of the product

**Price 1**

The normal or default pricing level at POS Evolution.

**Price 2**

The Level 2 price. There are 7 price levels available.

**Taxes Amount**

Are determined by the Category

**Price Group**

Share the same pricing among this group

**Base Cost**

Equal to the current invoiced cost

**Cost**

Equal to the Net Cost with all taxes and discounts removed

**Margin & Markup%**

Changing the Margin or Markup% will immediately change Price 1

**Single ID for Adjustment**

Enter the CSPC or Product ID of the product this item will create when making adjustments in the Receives section. For example this Budweiser 6AL will create 6 Bud Singles

**Size Rate**

The number of products made up by the adjustment

**Case ID**

The bar code on the case for this product

**Units per Case**

The number of products in each case

**Multiple for Order**

The minimum number of products to purchase and the multiple i.e 25,50,75,100 etc.

**Vendor**

The Vendor that will be used in the Ordering section

**Bonus Points**

The Points that will be applied to customer accounts for each product sold

**Min Stock**

Represents the minimum inventory or PAR stock you want to maintain

**On Hand**

Represents the current inventory on hand

**Last Sold**

The date of the last sale for this product

**Period 1,2 & 3**

Represent the quantity sold in the current, and previous two weeks.

**Edit By LDB Price List****LDB**

Will change the Cost to the current cost in the LDB Price List file

After all changes have been made Click on the [ Save ] button at the bottom of the page.


## Multiple Bar Codes & Duplicate CSPC Numbers:

POS Evolution treats products with multiple bar codes as separate unique products. There is only one product with the only occurrence of that bar code. Many of these products however, may have the same CSPC number and their activity is consolidated on the Licensee & Shortage Report

## Price Changing

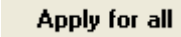
Price changes can be made in several procedures in POS Manager. From a simple price change within **Changing Existing Product**, Using the [ **Apply for All** ] procedure, making Price Changes according to the **LDB Price List** , to using the **Price Creation** function.

### Change Existing:

Select [ **Product Services | Product Maintenance** ] and find the product to change, then click the  Update icon. Change the Price 1 or Price 2. Click on the [ **Save** ] and [ **Close** ] buttons.

### Apply for All:

Select [ **Product Services | Product Maintenance** ] and organize the file( by Category or Price Group ) so that you can view the group of products together on the browse. Left Click on the price field or the first item to be changed and while holding down the [ **Shift** ] key Left Click on the last item to be change. Then

Click on the  **Apply for all** button. This will display the Apply for All dialog box

PLAYERS LIGHT KING	CIG	5.50
PLAYERS EXTRA LIGHT	CIG	5.50
DU MAURIER LIGHT	CIG	5.50
MATINEE EXTRA MILD	CIG	5.50
EXPORT A EXTRA LIGHT	CIG	5.50
DU MAURIER ULT LIGHT	CIG	5.50
CIGARETTES	CIG	8.40
CRAVEN A KING SIZE	CIG	5.50
ROTHMANS KING SIZE	CIG	5.50
PLAYERS LIGHT	CIG	5.50
DU MAURIER	CIG	5.50



Enter the new selling price in the Value field and then click on [ **OK** ]

You can also select the Category and apply the same price to all products in that category.

### LDB Price Changes

Select [ **Product Service | Update by LCB Price List** ] and confirm file name

Barnet\POS\Import\PRICCODE.TXT then click OK

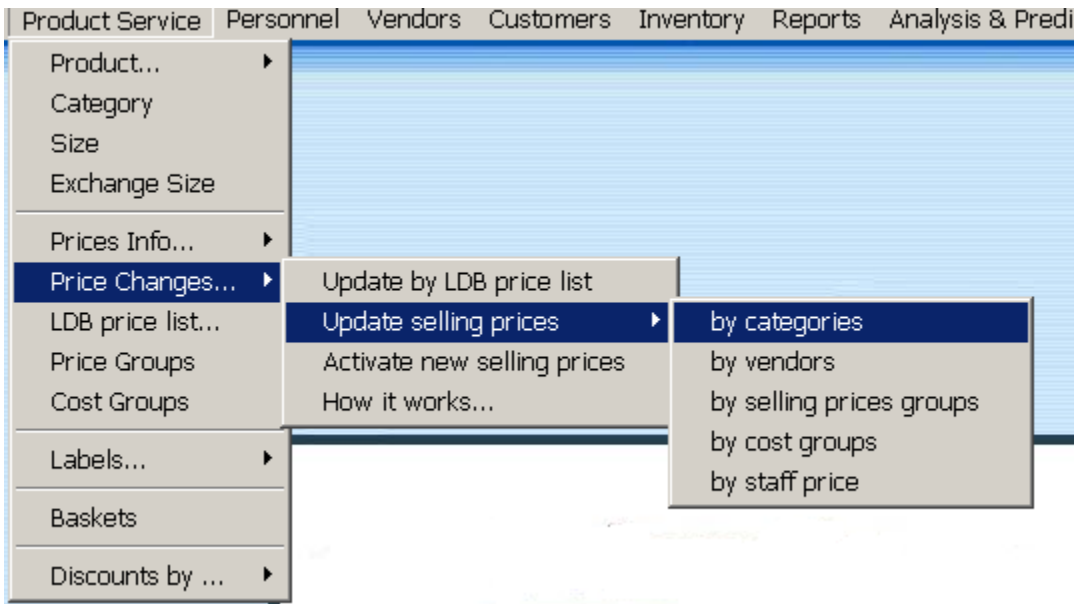
Confirm 'Delete All records from Price List'

Click [ **Cancel** ] when finished

Then set new selling prices by Price Creation

## Price Creation

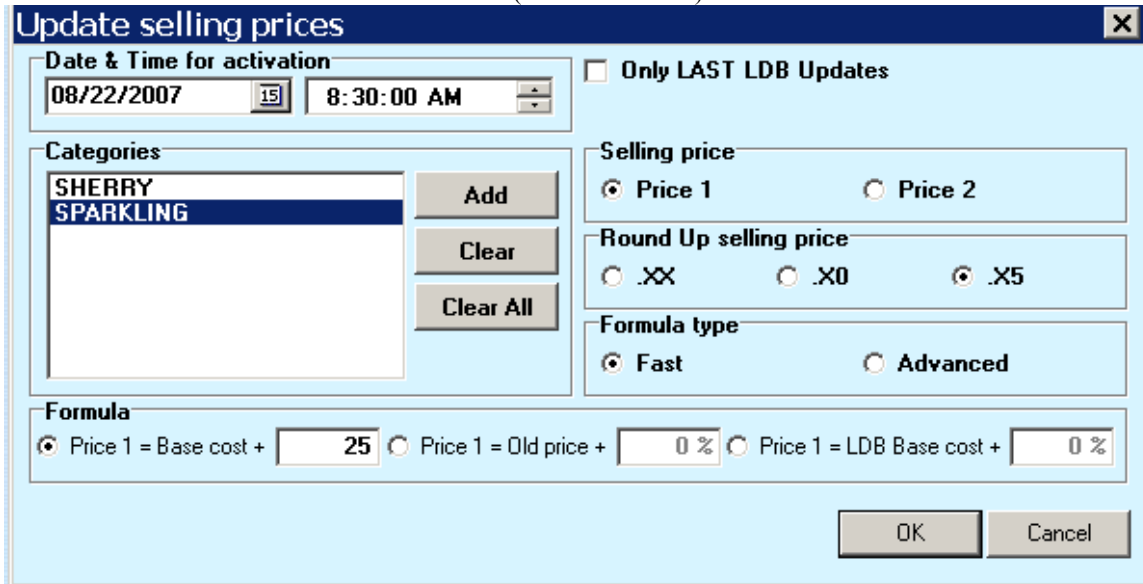
Select [ **Product Services** | **Price Changes** ] [Update Selling Prices]



and select a category

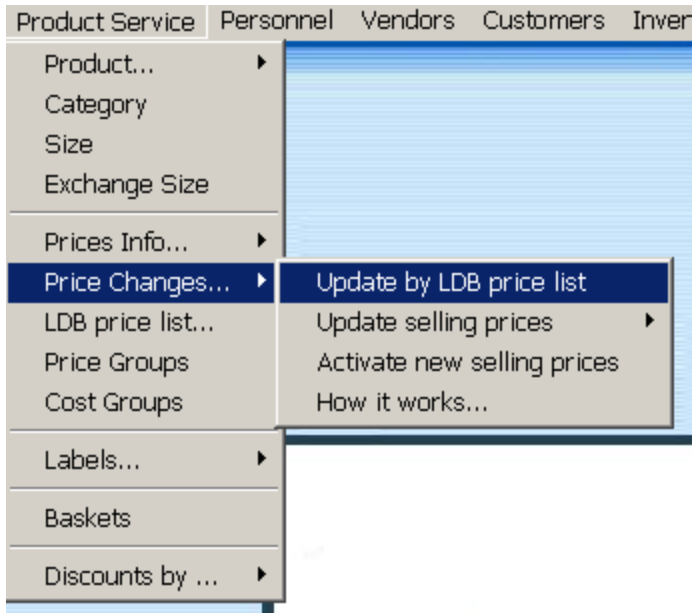
Example:

Set Price 1 to 25% over the Base Cost ( Invoice amount)

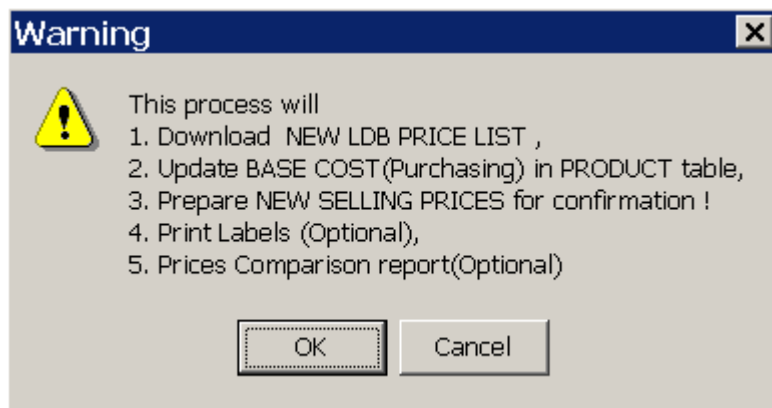


## LDB Prices Update

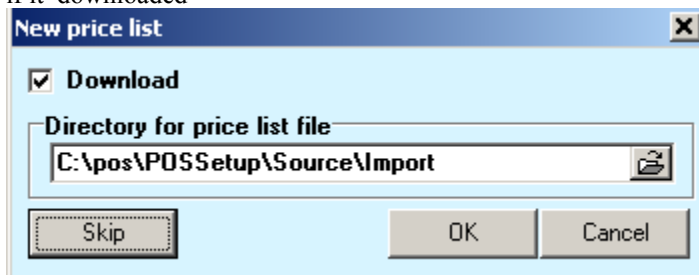
1. Product service-> Price Changes -> Update by LDB price list



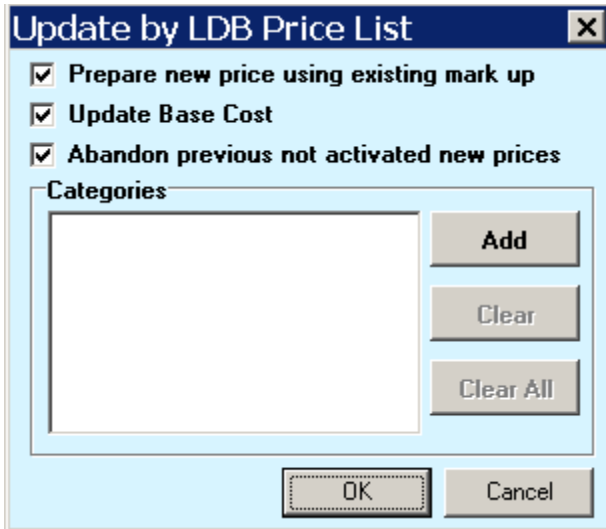
2. Click <OK>



3. Click <OK> to download the last LDB PRICE LIST, or click <SKIP> if it downloaded



4. Click <OK> to Update Base Cost and Prepare new selling prices for confirmation.



5. Click <Activate All Selling Prices> or <Abandon changes for all Items> .

Product ID	CSPC ID	Description	Selling Price			
			Existing	Suggesting	Increased %	Old
1023001	900100	KEITHS-ING	57.00	58.13	1.982	20.15
1033012	632083	SPRING 1516-ING	26.10	26.35	0.958	10.60
1083003	697342	BACARDI ORANGE-ING	20.92	21.15	1.099	9.20
1103008	313049	PEACH SCHNAPPS-ING	115.73	121.82	5.262	18.90
1113009	623678	CAROLANS-ING	175.87	164.86	-6.26	31.90
1273007	1206	BACARDI GOLD-ING	124.84	118.97	-4.702	21.20
1213007	69781	STOLI-ING	124.84	126.55	1.37	21.90
1333006	480624	WOODFORD RESERVE-ING	167.44	171.17	2.228	44.90
1343004	94065	GLENMORANGIE 10-ING	194.22	202.22	4.125	47.90

6. Or you can <Activate> each Item ,using <Update> Mode:

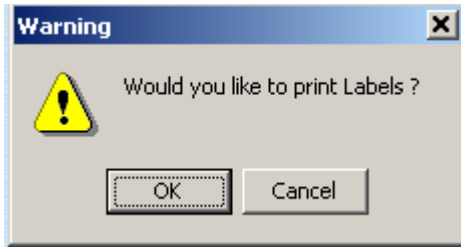
Click

7. Make your changes and press <Save and Activate> or <Abandon>

8. <Close> Update Mode

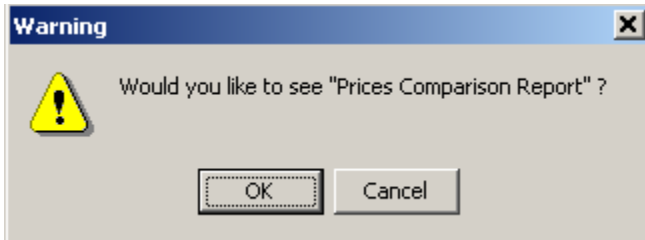
9.<Close> <Activation> window ...after finished update for all Items

10.Next Screen:



Press <Ok> to print Labels...

11.Final Screen:



Press <OK> if you would like to see the Comparison Report For New and Old Prices...

## Product Sizes:

POS Manager needs to know the descriptors of each sized used

The screenshot shows a window titled "Size" with a toolbar containing icons for adding, deleting, and printing. Below the toolbar is a table with two columns: "Size ID" and "Description".

Size ID	Description
1.5LTR	1.5LTR
4LTR	4LTR
18PB	18PB
6AR	6AR
12AR	12AR
15AR	15AR
6AL	6AL
5L	5L
1LTR	1LTR
4 PB	4 PB
6 PB	6 PB

## Personnel

POS Manager and POS Evolution needs to know all personnel that will be using these programs.



Person ID

LastName  FirstName

Address  City

Post code  Area code  Province

Tel.  e-mail

Password  Security

no  yes   
 no  yes   
 no  yes   
 no  yes   
 no  yes   
 no  yes   
 no  yes   
 no  yes   

no  yes   
 no  yes   


  
   

The Password is the LOG IN number for both POS Evolution and POS Manager. ID 55 is to be used for training purposes. Set the functions you want the person to do. Even if the password is changed all transactions ( receipts etc.) remain attached to that Person ID.

## Receiving Inventory:

### Manual Receives:

Select [ Inventory | Receiving ]

Select the Starting and Ending Dates, and then click on the  Add Item button to start a new document  
Enter the Order ( Invoice ) number, Date Shipped, and Select the Vendor

Receiving Number  Order

Date   Hour  Min

Vendor

Click on [ Save ] and [ Close ]

Select that order and click on the  Order Item icon to open up this order

Qty#	UPC	CSPC	Description	Units	Price	Total	Deposit
10	59300002818	494123	DU MAUPREY KING 11	KINGS	7.29	72.90	0
10	59300000510	494810	DU MAUPREY LIT K 13	KINGS	7.29	72.90	0
20	59300006120	494214	DU MAUPREY LIGHT K 12	KINGS	7.29	145.80	0
10	60100000558	485237	EXPORT ALIGHT KING 29	KINGS	7.39	73.90	0
10	6190739	484867	OPAWEN ALITE K 7	KINGS	7.53	75.30	0
10	6193223	485858	OPAWEN M KINGS 10	KINGS	7.53	75.30	0
10	6194232	485864	DUNHILL 21	KINGS	7.53	75.30	0
10	81025104384	470443	OLD PORT MILD 10/8	10/8	6.11	61.10	0
50	78952018933	473214	PRIME TIME RUM		1.12	56.00	0
12	6828078910	50237	DULE PINEAPPLE JUICE	1 L	1.70	20.40	0.6
12	68912006243	161315	MOTS CLAMATO ORIG	1 L	2.34	28.08	0.6
12	3120007277	162729	DUH SPRY SPANBERRY DOCKY	473	1.19	14.28	0.6
12	57361000785	57361000785	SUNNY PE LIMEWET ORANGE		1.48	17.76	6
12	76183164631	162537	SNAPPLE KIWI STRAWBERRY	1.09	13.08	1.2	
12	76183164709	160838	SNAPPLE REG. LEMONADE	375	1.10	13.20	0.6
36	50882007020	501059	HAYWARDS		0.66	24.48	0
12	68100157291	60424	FRANKLES MINI ORIGINALS		0.70	8.40	0
20	57708288065	568000	HALLS HONEY LEMON		0.86	17.20	0
10	57706213688	573088	HONEYBERRY	050	0.87	8.70	0
12	17082007537	255071	JACK LINKS PEPPERED		2.80	33.60	0
12	58716870094	120580	PLANTERES HDNEY FROASTED		0.67	8.04	0
10	59300004553	484339	MATINEE EX MILD KINGS	KINGS	6.47	64.70	0
10	59300002504	59300002504	PETER JACKSON JS	KINGS	5.69	56.90	0

Subtotal : 1734.92  
+ Deposit : 9.60  
- Discount : 0.00  
= Total : 1734.52  
Taxes : 152.91  
Total units: 634

Select [ **Receiving** ] and then click on the  Add Item icon to start adding products to this order.  
 Repeat entering new items to the order until finished:

- Enter the CSPC # or Product ID and press [ **Enter** ]
- Select Units or Cases
- Enter the quantity Received
- Change the Base Cost if necessary
- Press [ **Enter** ] to Save

When finished entering all items in the order click on [ **Close** ]

The products have now been added to the inventory as of the Date shipped on the order.

Click on the Printer icon and print the receiving report


<b>JOHN B LIQUOR STORE</b> 1000 AUSTIN AVENUE COpulian,BC,V3K 3P1  Phone: 6049312337 Fax: 6049312814 e-mail: JBFB@ATTGLOBAL.NET	From: <b>MISSION HILL</b>  Phone: Fax: e-mail:	<b>Receiving</b> License : 492568  Receiving #: 273131 Purchasing order #: 0 Date: 06/22/2006 Vendor : MISSION HILL
---	---	---

Page # 1

Item ID	Description	Units	Quantity	Unit Price	Total	Deposit
208439	CABMRLT BIN 88 MH 5	750	12	13.99	107.88	1.20
387118	MH PROPRTR SEL RED	750	24	8.29	198.96	2.40
<b>Total: CANADA RED</b>			<b>36</b>		<b>306.84</b>	
				<b>Discount</b>	<b>74.97</b>	
				<b>GST 7%</b>	<b>19.89</b>	
				<b>Net Cost</b>	<b>272.78</b>	
				<b>Deposit</b>	<b>3.60</b>	
281436	CHARD MH BIN 88 RSV	750	12	15.99	191.88	1.20
387092	SONORA RANCH PS WHT	1.5	8	14.99	89.94	1.20
<b>Total: CANADA WHT</b>			<b>18</b>		<b>281.82</b>	
				<b>Discount</b>	<b>57.59</b>	
				<b>GST 7%</b>	<b>14.67</b>	
				<b>Net Cost</b>	<b>209.56</b>	
				<b>Deposit</b>	<b>2.40</b>	
<b>TOTAL</b>			<b>54</b>		<b>448.66</b>	
				<b>Discount</b>	<b>132.56</b>	
				<b>GST 7%</b>	<b>33.76</b>	
				<b>Net Cost</b>	<b>482.34</b>	
				<b>Deposit</b>	<b>6.80</b>	
				<b>Total To Pay</b>	<b>522.10</b>	

### Returns and Replaced by Supplier:

Start up a new Order or select an existing order as in above section **Receiving Manual**:

Select [ **Return** ] or [ **Adjust** ] and then click on the  Add Item icon to start adding products to this order.

Repeat entering new items to the order until finished:

Enter the CSPC # or Product ID and press [ **Enter** ]

Select Units or Cases

Enter the quantity Received

Change the Base Cost if necessary

Press [ **Enter** ] to Save

When finished entering all items in the order click on [ **Close** ]

The products have now been added to or removed from inventory as of the Shipping Date on the Order.

### Adjustments:

POS Manager supports moving inventory from one product to another. On the Product Update screen for each product set the Single ID for Adjustment information.




Single ID for adjustment

CSPC	940775	ID	16206737435	Description	KOKANEE SINGLE	Size Rate	6.000
------	--------	----	-------------	-------------	----------------	-----------	-------

Notice that you can have many products ( 6, 12, and 18 packs, etc. ) all connecting to the same single To manage these adjustments keep a log book of when you break open on of these 6, 12 packs , etc and once a week Start up a new Order as in above section **Receiving Manual**:

Use your store as the vendor.

Click on the  Add Item icon to start adding products to this order.

Repeat entering new items to the order until finished:

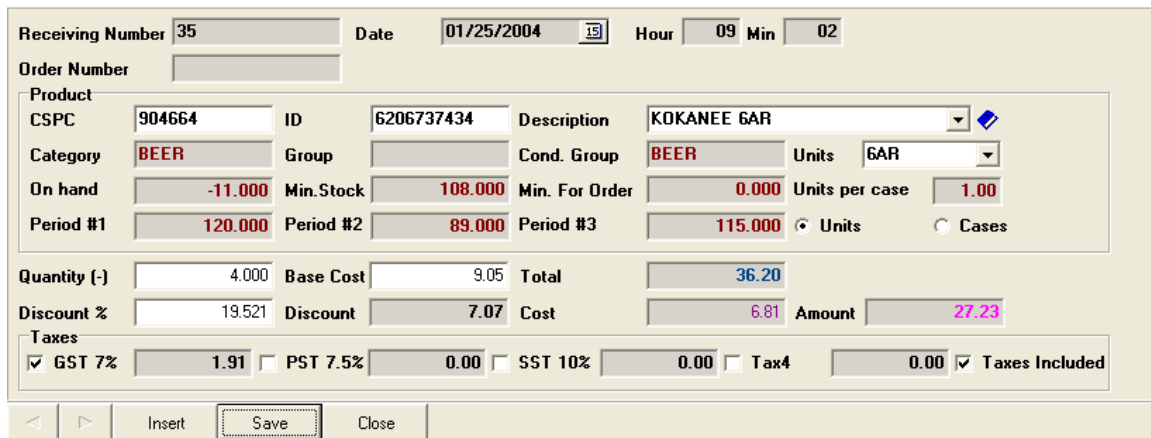
Enter the CSPC # or Product ID and press [ **Enter** ]

Select Units or Cases

Enter the quantity opened (+ OR -)

Press [ **Enter** ] to Save

When finished entering all items in the order, click on [ **Close** ]



Receiving Number 35 Date 01/25/2004 Hour 09 Min 02

Order Number

Product

CSPC	904664	ID	6206737434	Description	KOKANEE GAR
Category	BEER	Group		Cond. Group	BEER
Units	GAR	On hand	-11.000	Min. Stock	108.000
Min. For Order	0.000	Units per case	1.00	Period #1	120.000
Period #2	89.000	Period #3	115.000	Units	<input checked="" type="radio"/> Units <input type="radio"/> Cases

Quantity (-) 4.000 Base Cost 9.05 Total 36.20

Discount % 19.521 Discount 7.07 Cost 6.81 Amount 27.23

Taxes

GST 7% 1.91  PST 7.5% 0.00  SST 10% 0.00  Tax4 0.00  Taxes Included

Save

Those products have now been reduced in inventory and the corresponding **Single For Adjustment** product has increased in inventory.

## Receives Using Stock Counter:

POS Manager supports using the stock counter to record your receives.

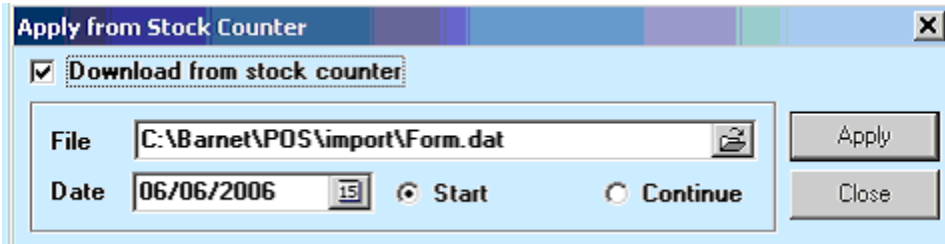
Clear the stock counter of any data

Scan those products and their quantity received.

Then drag and drop the file into the C:\BARNET\POS\IMPORT folder.

See the Using the Stock Counter. Of this manual


Then Click on Apply from Stock Counter to add those entries to the order.



Finish of the order as per above sections.

## Purchase Orders:

### Adding New Order

Select [ **Inventory** | **Orders** ] and click on  Add Record icon

Select the Vendor and set the Date Shipping

Click on the Order items icon to open up this order

Click on [ **Apply Min Stock** ] to fill this order with that vendors product and suggested quantities

This quantity is equal to the Minimum stock, minus inventory on hand, rounded up to the Multiple for Order.

Click on the Order Item icon to add any additional products to this order.

Repeat entering new items to the order until finished:

Enter the CSPC # or Product ID and press [ **Enter** ]

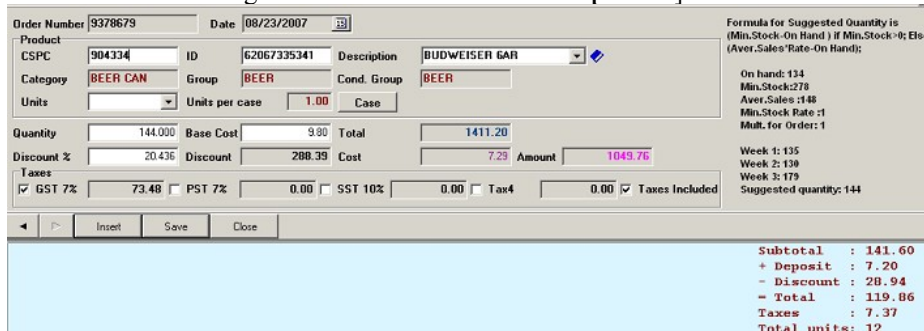
Select Units or Cases

Enter the quantity to purchase

Change the Base Cost if necessary

Press [ **Enter** ] to Save

When finished entering all items in the order click on [ **Close** ]



Field	Value
Order Number	9378679
Date	08/23/2007
Product	BUDWEISER GAR
CSPC	904334
ID	62067335341
Description	BUDWEISER GAR
Category	BEER CAN
Group	BEER
Cond. Group	BEER
Units	Case
Units per case	1.00
Quantity	144.000
Base Cost	9.80
Total	1411.20
Discount %	20.436
Discount	288.39
Cost	7.23
Amount	1049.76
Taxes	GST 7% 73.48, PST 7% 0.00, SST 10% 0.00, Tax4 0.00
Taxes Included	Checked
On hand	134
Min. Stock	278
Aver. Sales	148
Min. Stock Rate	1
Mult. for Order	1
Week 1	135
Week 2	139
Week 3	179
Suggested quantity	144
Subtotal	141.60
+ Deposit	7.20
- Discount	28.94
= Total	119.86
Taxes	7.37
Total units	12

## Ordering Using the Stock Counter:

POS Manager supports using the stock counter to make up an order

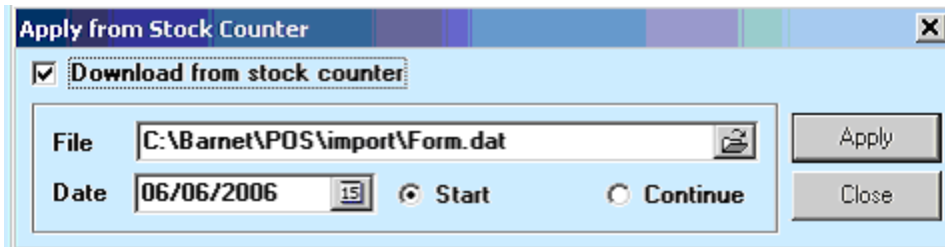
Clear the stock counter of any data

Scan those products and their quantity to be purchased.

Then drag and drop the file into the C:\BARNET\POS\IMPORT folder.

See the Using the Stock Counter. Of this manual

Then Click on Apply from Stock Counter to add those entries to the order.



Finish of the order as per above sections.

Sending Order to Vendor:

Receiving the Order

## Closing Count

### 1.Inventory ->Closing Count -> Add Closing Count

#### 1.1.Using Stock Counter

1.1 You can calculate the Inventory by :

- All
- Specific Category
- Group of Categories
- Group of Items

1.2 The period is not limited.

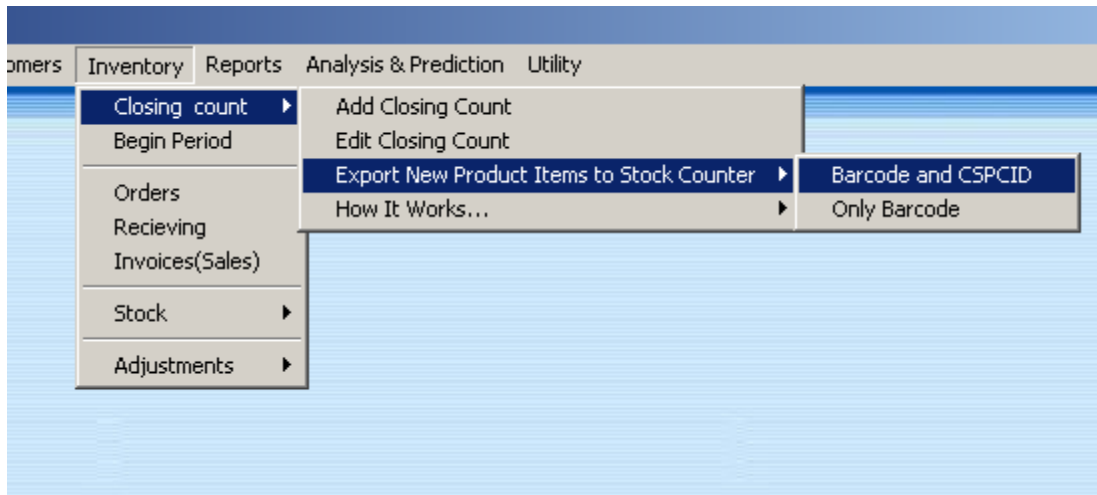
Please, Pay attention to select the day of Calculating Inventory... It will affect your Shortage/Over Calculation. The day you select from calendar. The Time is – “The Start Time of your Store”

### Please, follow the instruction:

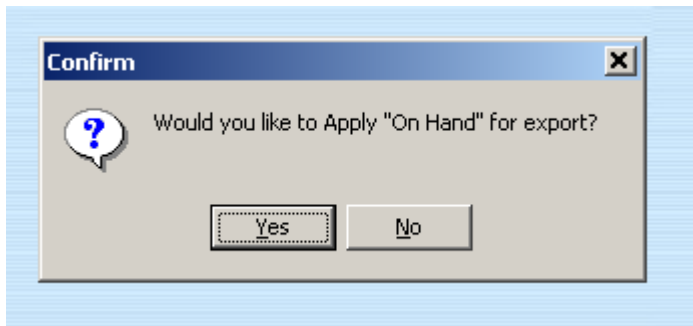
#### I. Send the Reference file to the stock counter:

##### In POS Manager:

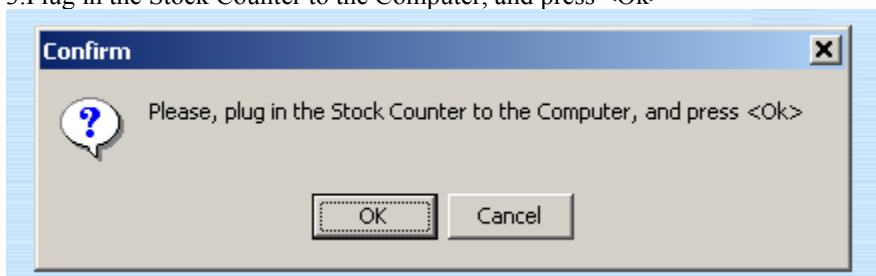
1. Export the Reference File



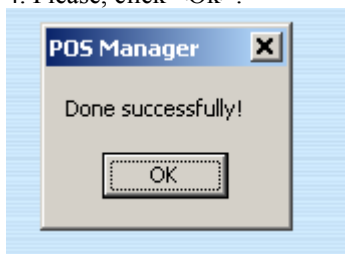
2. Please, select Yes or No:



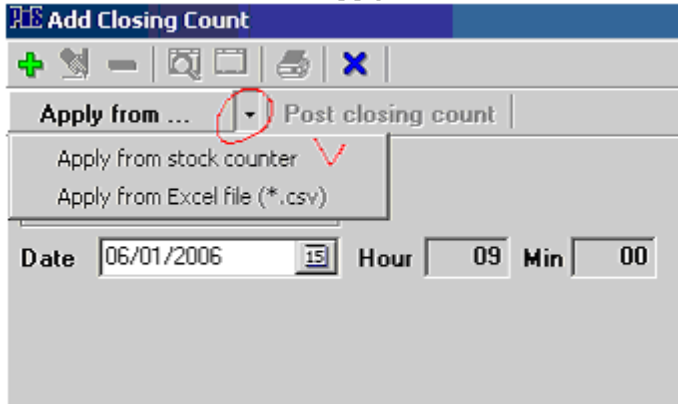
3. Plug in the Stock Counter to the Computer, and press <Ok>



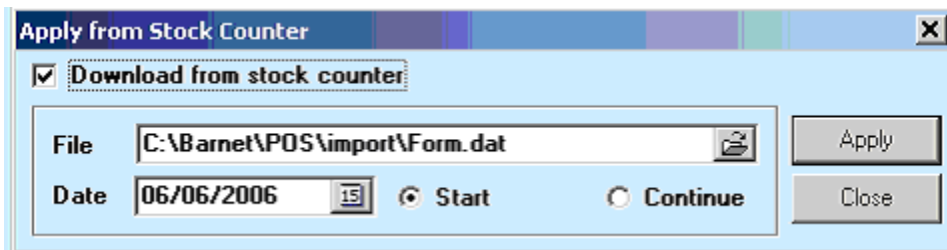
4. Please, click <Ok>:



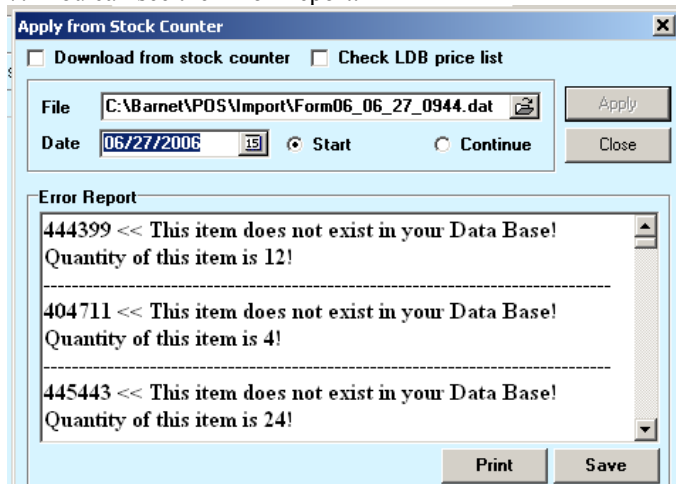
- II. Transferring the count to the computer
- Connect the stock counter to the cable
- Go to Inventory->Closing Count-> Add Closing Count
- Select the day of Closing Count
- Press the button “Apply from Stock Counter”



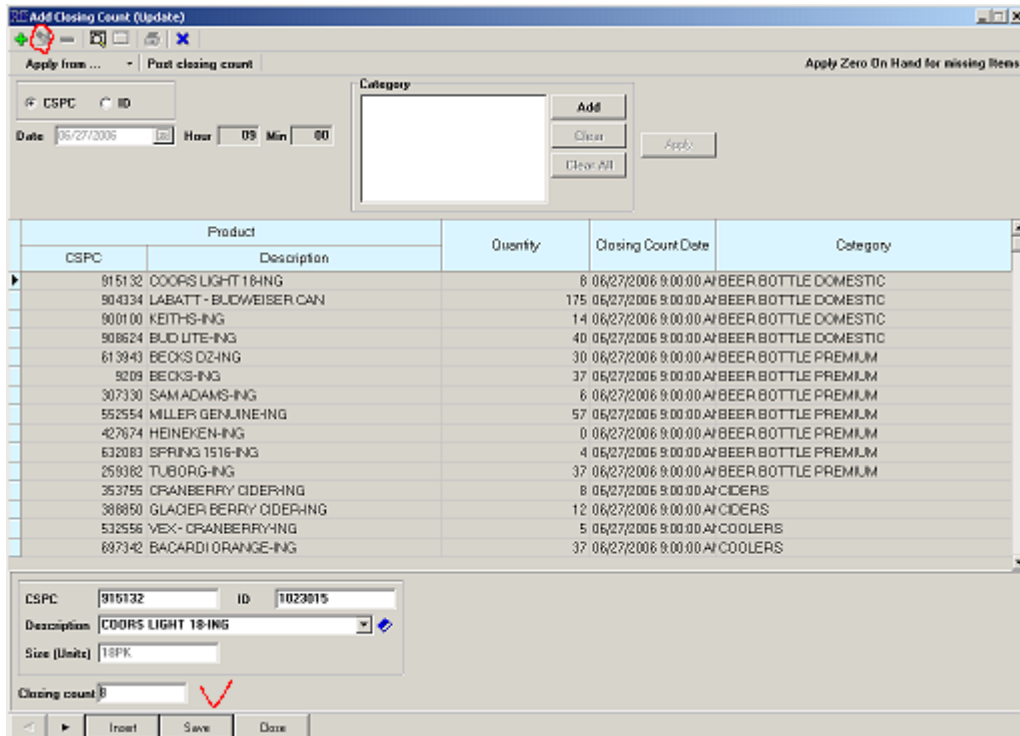
1. Press <Apply> :



7. You can see the Error Report:



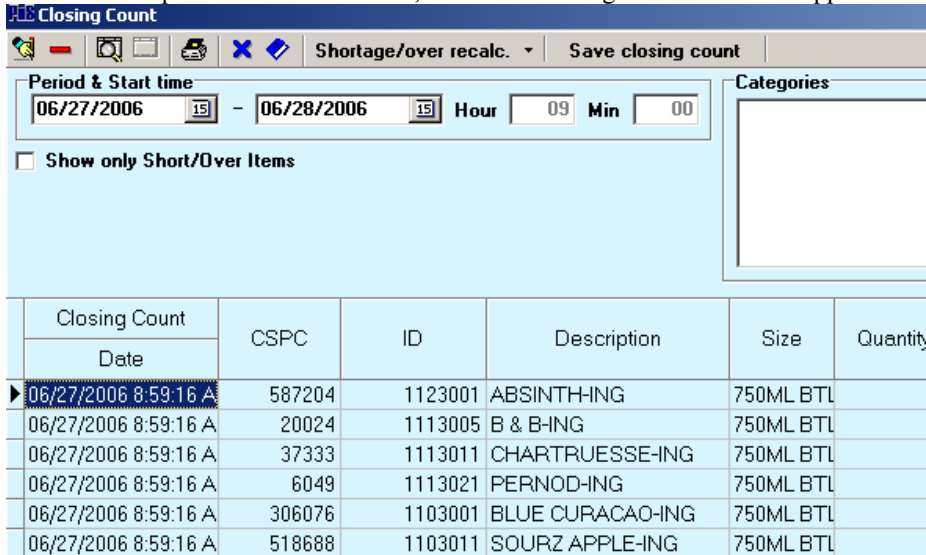
8. Print, and Close this window.
9. <Apply from Stock Counter> is finished.
8. You can make your Corrections(using Update Button)



## 10. POST TO CLOSING COUNT

Press <Post to Closing Count> button

11. When this process will be finished, the <Edit Closing Count> window appears :



12. You can make changes, print (all, or only Short/Over Items)...

13. Close this Window

14. Close <ADD Closing Count> Window...

## Manual Closing Count

In POS Manager select [ Reports | Inventory | Closing Form ]

Select the category you want, or leave the Category field blank for the entire file



Click on the Printer icon to print

Count the inventory, making sure that you do not miss or double count any products. Most stores use one person to call out the CSPC number and quantity and another person to record the CSPC and quantities onto the form. If you can not use the CSPC use the Barcode instead.

In POS Manager select [ **Inventory | Closing Count | Add Closing Count** ]  
Select the add icon and repeat until finished

Enter the CSPC number and [Enter]  
Enter the Quantity and [Enter]  
Press [Enter] for save


When finished select [ **Post Closing Count** ]

### **1.3.Closing Count additional features:**

1.3.1.You can apply 0 as Closing Count for the Items, which is missing in “ADD Closing Count” window for the particular categories. It will not affect categories, which do not appear in this window.

1.3.2. You can edit any Item – press Edit button() from the toll bar .

1.3.3. You can any time delete entering Items and start the process again.

1.3.4 You can track the transactions for each Item – by pressing the Details button() from the toll bar.

1.3.5. The system makes the copy of Closing Count file .It means you can repeat the process any time.

## **Stock Counter**

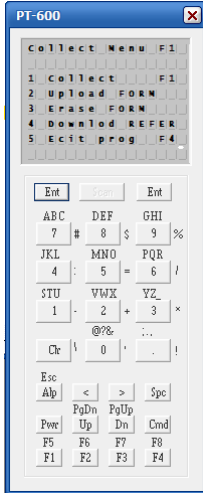
### **I. Re-Charging the Stock Counter**

The Unitech PT-600/630 is equipped with either a Docking Station that provides a slow trickle charge or a hi speed cable re-charger. Both provide the communications function. Leave the stock counter in the Docking station whenever it is not being used to maintain the battery or connect the hi-speed cable one day before you intend to use the stock counter. Do NOT LEAVE THE STOCK COUNTER CONNECTED TO THE CABLE FOR LONG PERIODS OF TIME. This will burn out the battery in the stock counter

The light on cable will indicate Green for charged and Red for Re-Charging

## II. In STOCK COUNTER:

### 1. Run COLLECT.EXE on stock counter



Turn it on by pressing the PWR button 2<sup>nd</sup> Button left side

### 2. Clear the Stock Counter of last count

Whenever you start a new count in the stock counter it is very important that you clear out the last count from the stock counter. **Press 3 Erase FORM**

#### Stock counter:

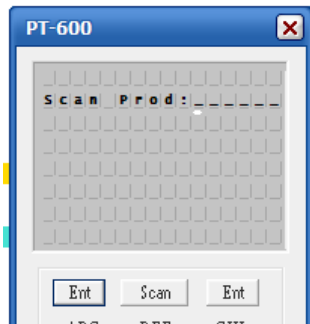
It is very important that you establish and maintain an order as to what sequence you will use to count inventory. **COUNT ALL OF THE INVENTORY!** For whatever reason a product is in the store, count it. This includes all singles, product about to be returned, and product loaned to the bar.

:  
Disconnect the Stock counter from the cable

On the stock counter select **1 Collect**

Note: **[F1]** will always return you to the Collect Menu

**[F4]** will exit the Collect program



Repeat until finished

**Item:** Scan product using Center orange button  
or  
Enter the bar code and press Enter  
or

Enter CSPC # and press Enter (Min 4 digits)

**Note:** The Collect program will compare this barcode with its Reference Product file. If it finds a match it will display the products name, bar code, Size, Selling price, and inventory on hand. Information it received from this reference file.

**Quant.** Enter Qty: # and press Enter (6 digits max)

Note: If Collect does not find a match, it will beep 3 times and tell you **PROD NOT FOUND**. Press [ENT] You can then enter 0 for the quantity or the real count **if you know the Barcode was good** ( perhaps you used the CSPC number)

Note: You can use the ( C ) button to clear the last .If collect is not accepting your count keystrokes try pressing the [Alpha] key. Alpha characters are not accepted but will cause a beep click sound

The rule for counts is; if the product is in the store count it, this includes singles and product about to be returned to the supplier.

Finished Counting

You can turn **OFF** and **ON** the stock counter at any time without losing any previous counts. You should turn off the stock counter if it is going to be idle for any length of time.

Press the PWR (O) key for Two Seconds

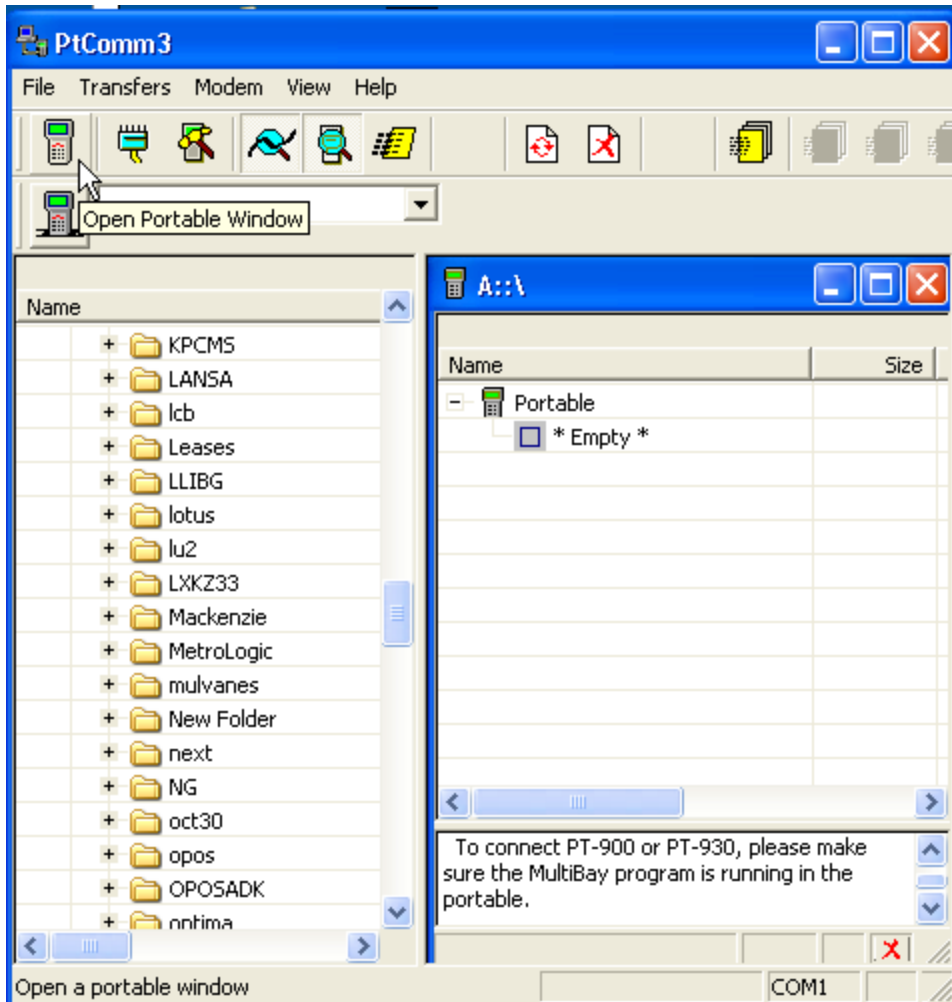
## Common Problems with the Stock Counter

**ERROR** displays whenever I try to enter a Bar code number or Quantity from the keypad.

PRESS [ESC] [CMD] [ESC] to return to the main menu  
Then select 2 ... TER  
Then select 2 ... Form Caching

The stock counter **Never Wakes Up** whenever I try to run PtComm.

Re-Insert Stock Counter into the docking station or re-connect the hi speed cable.  
Run PtComm  
Wait until program times out trying to communicate  
Close down the Right hand Window ( A::\ )  
Then Click on the Stock Counter icon to re-establish communications



## Shelf Labeling

1) In POS Manager select [ **Product Services** | **Product Maintenance** ] and select those products you want labels for by hi-lighting. Then click on [ **Create Labels** ] and then exit POS Manager

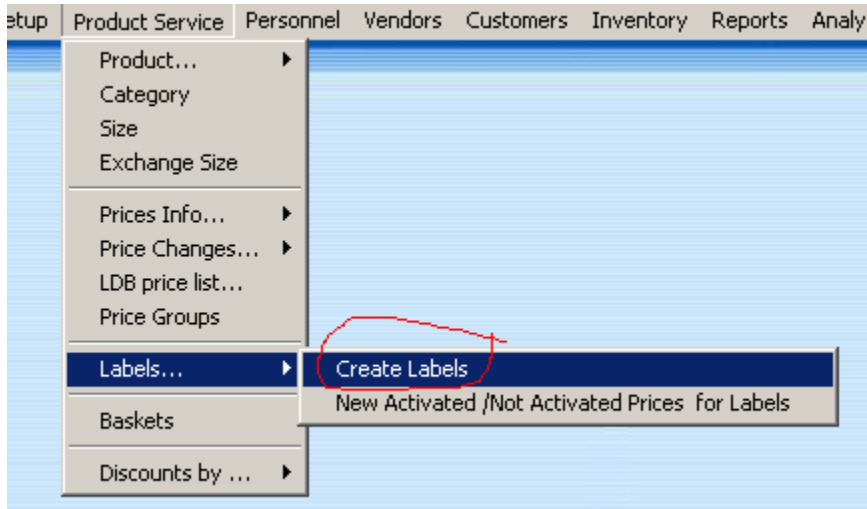
Product									
Fields Apply for all Apply Price As Bonus Create labels									
Product ID	CSPC ID	Description	Category ID	Price1	Price2	Price3	Cost	Base Cost	
2065462604	626044	INNISKLN CHARD	BC WHITE	13.20	13.20	13.20	7.48	9.95	
2515700005	963462	CHABERTON BLNC	BC WHITE	12.90	12.90	12.90	8.20	10.90	
5632727323	903393	EXTRA OLD STOCK	BEER	10.50	10.50	10.50	6.43	8.55	
5632707431	695015	CANADIAN BUBBA	BEER	25.75	25.75	25.75	11.28	15.00	
5691000010	910547	SPRING LAGER	BEER	12.25	12.25	12.25	7.48	9.95	
5691000050	928259	SPRING PALE ALE	BEER	12.25	12.25	12.25	7.48	9.95	
5632770323	911669	MOLSON DRY	BEER	11.15	11.15	11.15	6.81	9.05	
5691000100	619486	1516 BAVARIAN LG	BEER	12.30	12.30	12.30	7.48	9.95	
5632707255	900118	MOLSON CANADIAN	BEER	20.80	20.80	20.80	12.75	16.95	
7944616020	706085	CHRISTMAS ALE	BEER	6.15	6.15	6.15	4.90		
5632718323	906628	COORS LITE	BEER	11.15	11.15	11.15	6.81	9.05	
5632707393	904409	MOLSON CANADIAN	BEER	14.70	14.70	14.70	9.03	12.00	
5632707325	904805	MOLSON CANADIAN	BEER	21.80	21.80	21.80	13.35	17.75	
5632759323	904540	OLD STYLE 6AR	BEER	10.50	10.50	10.50	6.43	8.55	
5632707256	904375	CANADIAN 18PB	BEER	30.60	30.60	30.60	18.69	24.85	
5691033000	904128	SHAFTEBURY HONEY	BEER	12.25	12.25	12.25	7.48	9.95	
5691035000	560771	WINTER SOLSTICE	BEER	12.25	12.25	12.25	7.48	9.95	
5632707323	904144	MOLSON CANADIAN	BEER	11.15	11.15	11.15	6.81	9.05	

From the Desktop click on **Labels Unlimited**  
 In Labels Unlimited select [ **Open Recent Job** | C:\Barnet\...\LABELS.JOB ]

Click on the **Printer icon** on the upper row and click on [ **Print** ]

## 2) OR

### 2.1.



**Create labels** [X]

Create labels for ...

All
  Selection
  With new prices
  Last LDB Update

Select items

CSPC:  ID:

Description:  [v] [d]

	CSPC	ID	Description
▶	18	72890000033	HEINEKEN

2.2.

## Monthly Procedures

POS Manager maintains a perpetual inventory count according to the sales, receives, and transfers as they occur. However to identify any losses, it is necessary to count and record the actual inventory in a timely fashion. Usually this will be done on a weekly basis or at the end of each financial period. It is very important that all receives and transfers are **UP-TO-DATE** before counting inventory. It is possible to make partial counts ( for one category ) but it is equally important that you count all occurrences of any product being counted. POS Manager expects inventory for the same product will occur at several locations within the store so it does not matter what order POS Manager gets its information as long as the information is complete. To help reduce the skipping or double counting of products you should always maintain a consistent and logical path or order when counting products.

### Receives

Have all purchase orders or invoices that have been shipped into the store been entered into POS Manager? If there are any they must be entered now.


### Transfers

Have all transfers been entered?

Entering Transfers or Adjustments

Select [ **Inventory** | **Receiving** ]

Start up a new receiving document with [ + ] and [ **Save** ]

Add new items with the  Order items button and click on the [ **Adjustments** ] button  
Repeat until finished

- Enter the CSPC of the product you are breaking up (i.e. 12, 18, or 24 Pak ) and press [ **Enter** ]
- Enter the quantity of that product. (POS Manager knows it is a negative) and press [ **Enter** ]
- Press [ **Enter** ] or click on [ **Save** ]
- POS Manager will display the matching single on the next line with its quantity.

Ship When		Ship Via					
12/30/2003 9:02:00 A							
Quantity	UPC	CSPC	Description	Units	Price	Total	
-2	6206737434	904664	KOKANEE 6AR	6AR	9.05	-18.10	
12	16206737435	940775	KOKANEE SINGLE	473ML	1.51	18.12	

### Counting Inventory

#### Checking the Count:

Print a Shortage report to identify any products that may need to be recounted

#### Period End Reports

You can print any report at any time you choose for any time period you choose. Set the starting and Ending dates, and select one category or leave the Category field blank to get all products.

Sales

Financial

Product

Category

Receiving

Receives

Inventory

Select [ **Reports** | **Inventory** | **Evaluation** ]

Set the date ( default is today), Zero Line, and/or Category  
Click on the **[Printer]** icon to print  
Shortage  
Licensee  
Re-Order

## **LDB Price List**

## **Error Messages**

### **POS Manager**

Important. The proper operation of POS Manager depends on the continuous running of the server computer, and each lanes computer.

#### **Computer Locks Up**

Press the [Ctrl] [Alt] and [Delete] keys at the same time to enter the Windows Task Manager and shut down the offending program. If this fails hold the computers power button down for 8 seconds to shut the computer down. Then restart the computer.

#### **Power Failure**

Restart the computer

#### **Network Failure**

Check the network cables to each computer and router. Each lane can continue on with its own Local Database until the problem is fixed.

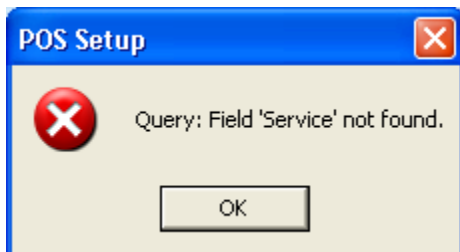
#### **Wrong Date & Time on computer**

Exit POS Manager and click on the time display on the Task Bar in the bottom right corner of the screen. Correct the Time and date. It is Very important that all computer use the correct time and date for proper reporting.

#### **Error Reading Drive C:**

It is Very important that you have the computer serviced immediately. The hard drive is probably failing which will cause a loss of data. Each day POS Evolution takes a copy of the entire journal from the server and stores it onto its computer at each lane. Contact Barnet if it is necessary to re-establish one of these copies.

#### **Query: Field “xxxxxxx” not found**



One of the data tables does not have the correct format for this version of POS Manager. Contact Barnet to update your data tables

#### **Missing NTLDR.DLL file on computer startup**



Remove any diskettes or CD's from computer and restart again. If problem continues reload Windows 2000 Using the Emergency Manual Repair options. **Do not** re-format disk drive.