

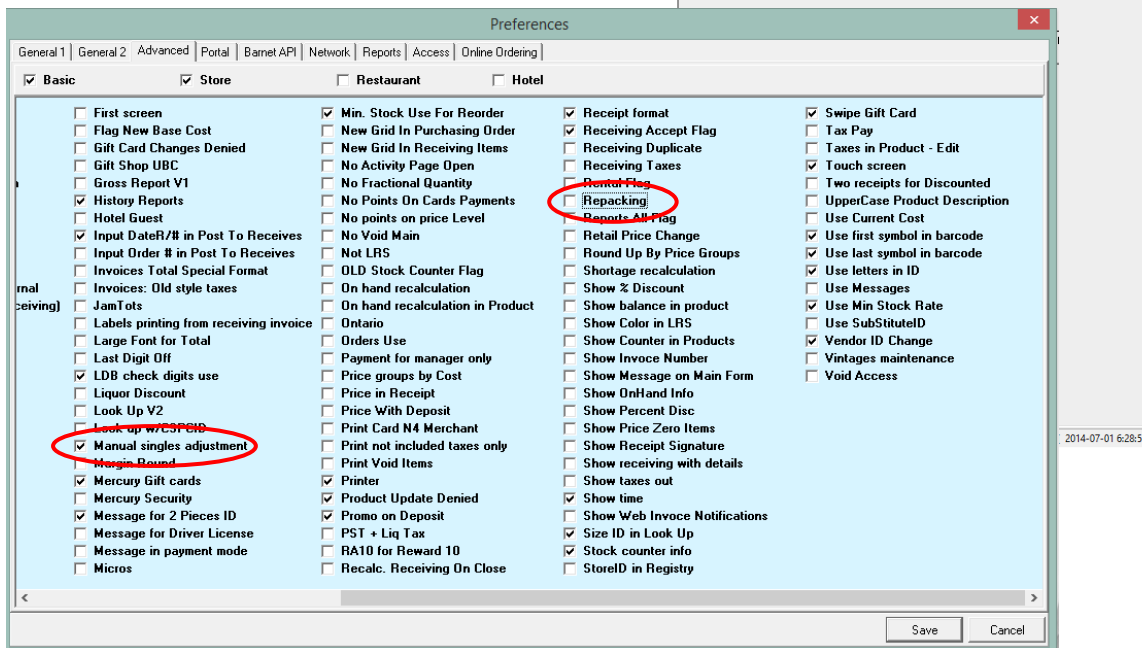
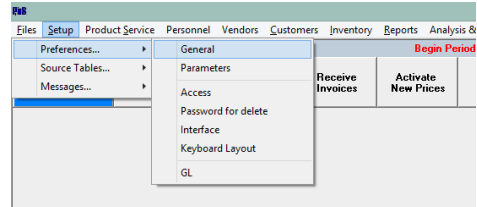


## Tip-Sheet – Setting Singles for Manual Repacking

In retail, larger “pack sizes” are often broken down into single units. The issue with this, is often, the single unit is branded with the same CSPC/SKU and UPC as the larger pack size. Here is how to set up a single item so the product will scan at the till. Using this process, you will need to manually adjust your repacking skus.

### Step 1. Set Singles for Manual Adjustments

- Go to Setup > Preferences > General >
- Select the ADVANCED tab
- Verify that the "Manual Singles adjustment" IS checked and "Repacking" is NOT checked.
- SAVE the preferences



## Step 2. Create Single Item in Product maintenance

Example: Original Product  
BUDWEISER 6 PACK CANS  
CSPC/SKU ID is 904334  
Product ID (barcode) is 62067335341

Create the new item:

- Click on the + symbol in the upper right corner
- New CSPC/SKU: 1904334 (Add a "1" before the original CSPC/SKU)
- New PRODUCT ID (barcode): 162067335341 (Add a "1" before the original)
- New DESCRIPTION: BUDWEISER SC
- Select the Vendor: There are two options, REPACKING or the actual VENDOR (ie:BDL). If you choose the actual vendor, your new item's sales will show-up in your reorder guide. You will need to convert those sales into the original pack size as you cannot submit the order with this item in it. *For example. If you sell 24 singles and you repack from 6's, you will need to add 4 extra units to your 6 pack order (for repacking into singles) and ZERO out the singles item in the order guide.*
- Fill in the remaining product information.
- Click <Save>
- Close out of Product Maintenance to move on to the next step

The screenshot displays the 'Product (Insert)' window. At the top, there are menu options: 'Apply Price As Bonus', 'Apply staff price as ...', 'Apply base cost as price 1', 'Create Labels', 'Price list', 'Barcodes', and 'Network'. Below these are several checkboxes for display options, such as 'Show re-packing items only', 'Show LTD for 2014-09-28', 'Don't show Deposit', 'No Onhand recalculation', 'Items count', 'Don't show delisted items with 0 Onhand', 'Show SPEC. Items', 'Show discounted items only', 'Show delisted items only', and 'Show zero on hand only'. A table lists existing products with columns for CSPC ID, Product ID, Description, Size, Category, Group, Price1, Net Cost, Base Cost, Vendor, Out of stock, LTO, and Flag. Below the table, the 'Price List' tab is active, showing 'NO MATCHES IN PRICE LIST!'. The 'Manual repacking adjustment' checkbox is checked. The form fields for the new product are: CSPC ID: 1904334, Product ID: 162067335341, Description: BUDWEISER SC, Category: Beer Domestic, Group: Beer, Size: SC, Price Group: 24%, Price: 2.25, New price: 0.00, Old price: 0.00, Old BC: 0.00, Base Cost: 1.83, Net Cost: 1.34, Margin \$: 0.42, Mark Up %: 23.0%, Purch. Discount: 23.304, Vendor: REPACKING, Agent: (blank), Taxes: GST 5%, PST 7%, LIQTAX1C, Tax Included, Amount: 0.29, Deposit: CSPC 1, ID 1, LITTER .10, Deposit price: 0.10, Status: G, LTO: 0.00, Direct Delivery: (unchecked), Sweetness: (blank), Alcohol %: (blank). The bottom of the window has 'Insert', 'Save', and 'Close' buttons, a search field with 'Search [F3]', and 'Edit by LDB Price List [F5]'.

### Step 3. Making Adjustments

From RECEIVE INVOICES, create a new receiving invoice by clicking on the + in the upper left corner.

Enter the RECEIVING NUMBER (or use the automatically generated number), the DATE and the VENDOR (typically REPACKING is used as the VENDOR), click on SAVE to open the Receiving Invoice.

Click on the + in the upper left corner to add items. Enter the SKU/CSPS (or item DESCRIPTION) of the first item to repack into singles and the QUANTITY to repack. (This number should be a negative number as in the example belows you are taking it out of inventory to add in singles.)

Select NO when asked if you would like to move the item.

The screenshot shows the 'Receiving items (Insert)' window. At the top, there are tabs for 'Apply from stock counter', 'Import from CSV', 'Receiving', 'Return', 'Payment', 'Update prices by current Price List', and 'Accept'. Below the tabs is a table with columns: Quantity, CSPC, Description, Units, Price, Net Amount, Total, and Deposit. The table contains one row with values: -3, 904334, BUDWEISER, 6AR, 10.86, -23.79, -32.58, -1.80. Below the table, there are fields for 'Receiving #', 'Date', and 'Time'. A dialog box is open in the center, asking 'This item belongs to BDL, do you want to move it to Vendor REPACKING?'. The 'No' button in the dialog box is circled in red. At the bottom right, there is a summary table:

|             |          |
|-------------|----------|
| Subtotal    | : -32.58 |
| + Deposit   | : -1.80  |
| - Discount  | : -7.59  |
| Total       | : -26.79 |
| Taxes       | : -1.19  |
| Total units | : -3     |

Next add the SKU/CSPC for the singles item, add the QUANTITY of singles to add into inventory (If removing 3 - 6packs, you will add 18 singles.) and BASE COST

The screenshot shows the 'Receiving items (Insert)' window with the product details for BUDWEISER [SC]. The 'Product' field is 'BUDWEISER [SC]' and the 'CSPC' field is '1904334'. The 'Quantity' field is '18' and the 'Base Cost' field is '1.81'. The 'On hand' field is '0.00'. The 'Description' field is 'BUDWEISER [SC]'. The 'Units per case' field is '0.00'. The 'Mark Up %' field is '32.6%'. The 'Net Amount' field is '23.76' and the 'Subtotal' field is '32.58'. The 'Taxes' field is '1.19'. The 'Deposit' field is '0.10'. The 'GST 5%' field is '1.19' and the 'PST 7%' field is '0.00'. The 'LIQTAX1%' field is '0.00'. The 'Taxes Included' checkbox is checked. At the bottom right, there is a summary table:

|             |          |
|-------------|----------|
| Subtotal    | : -32.58 |
| + Deposit   | : -1.80  |
| - Discount  | : -7.59  |
| Total       | : -26.79 |
| Taxes       | : -1.19  |
| Total units | : -3     |

TIP: Divide the cost of the original pack size by the number of singles to determine the proper BASE COST

Click on SAVE. The inventory has been updated.

#### Step 4. Sell a Single Item

Press the SINGLES button and scan the item (You may or may not have a SINGLES button depending on your screen set-up. If you do not have a SINGLES button, please refer to SPEED BUTTON SET-UP or ask for assistance.