

Tip-Sheet – Setting Singles for Automatic 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 and update the inventory automatically.

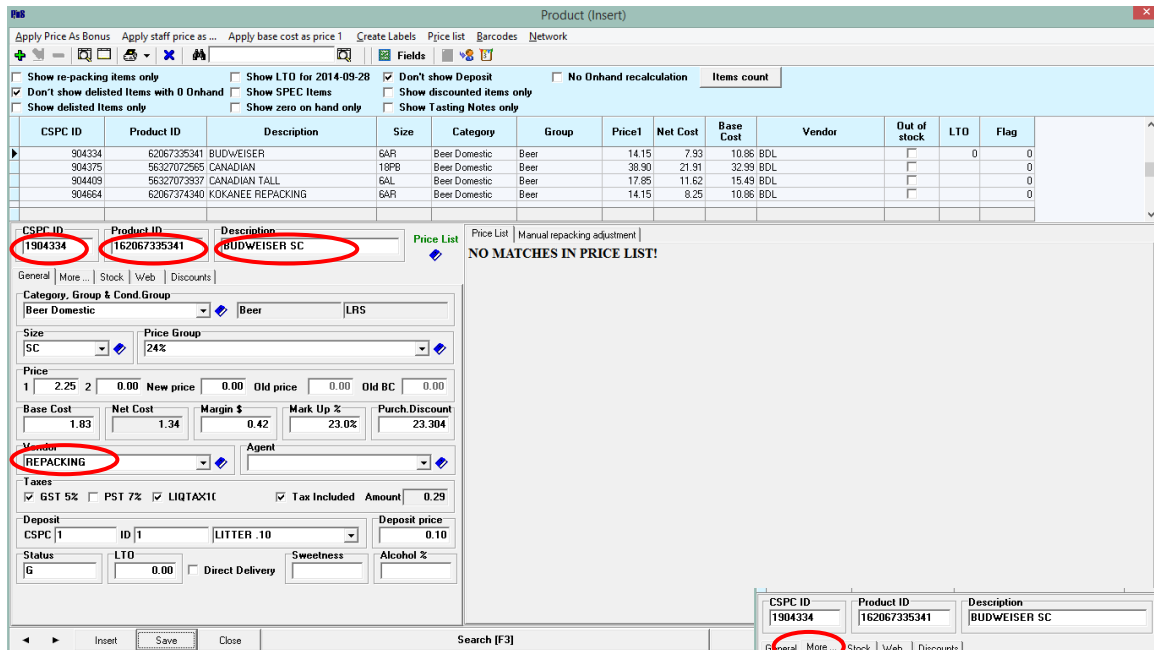
Step 1. Create Single Item in Product maintenance

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 REPACKING as the Vendor

Fill in the remaining product information.

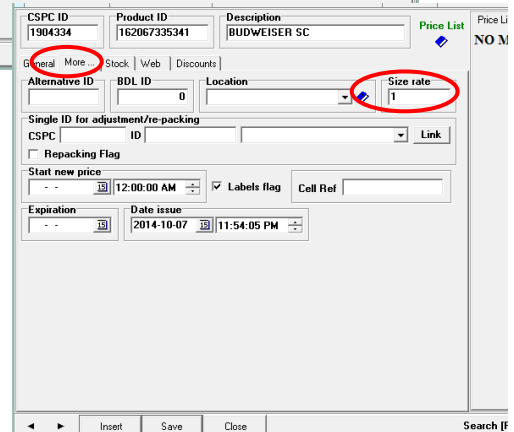


CSPC ID	Product ID	Description	Size	Category	Group	Price1	Net Cost	Base Cost	Vendor	Out of stock	LTO	Flag
904334	62067335341	BUDWEISER	6AR	Beer Domestic	Beer	14.15	7.93	10.86	BDL	<input type="checkbox"/>	0	0
904375	96327072565	CANADIAN	18PB	Beer Domestic	Beer	39.90	21.91	32.99	BDL	<input type="checkbox"/>		0
904429	96327072937	CANADIAN TALL	6AL	Beer Domestic	Beer	17.85	11.62	15.49	BDL	<input type="checkbox"/>		0
904664	62067374340	KOKANEE REPACKING	6AR	Beer Domestic	Beer	14.15	8.25	10.86	BDL	<input type="checkbox"/>		0

Product (Insert) window details:

- CSPC ID: 1904334
- Product ID: 162067335341
- Description: BUDWEISER SC
- Price List: NO MATCHES IN PRICE LIST!
- Category: Beer Domestic
- Size: SC
- Price Group: 24%
- Price: 1 | 2.25 2 | 0.00 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
- Taxes: GST 5% PST 7% LIQTAX10 Tax Included Amount: 0.29
- Deposit: CSPC: 1 ID: 1 LITTER: .10 Deposit price: 0.10
- Status: 6 LTO: 0.00 Direct Delivery Sweetness: Alcohol %:

- Select the "More" Tab and Set the SIZE RATE to “1”
- Click SAVE



Product (Insert) window - More tab details:

- Alternative ID: BDL ID: 0 Location: Size rate: 1
- Single ID for adjustment/re-packing: CSPC: ID: Link:
- Repacking Flag:
- Start new price: 12:00:00 AM Labels flag: Cell Ref:
- Expiration: 2014-10-07 Date issue: 2014-10-07 11:54:05 PM

Step 2. Link your new item to the original item to the Item

- Open the original item (ie: BUDWEISER 6 PAK CANS 604334)
- Under the "MORE" tab, enter the new item's CSPC/SKU in the SINGLE ID ADJUSTMENT box (The ID and DESCRIPTION should fill in automatically. If not, the wrong CSPS/SKU may have been entered)
- Click <Save>
- Close out of Product Maintenance to move on to the next step

Product (Update)

Apply Price As Bonus Apply staff price as ... Apply base cost as price 1 Create Labels Price list Barcodes Network

Show re-packing items only Show LTO 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 Show zero on hand only Show Tasting Notes only

CSPC ID	Product ID	Description	Size	Category	Group	Price1	Net Cost	Base Cost	Vendor	Out of stock	LTO	Flag
903187	62067374029	KOKANEI	12PB	Beer Domestic	Beer	27.10	16.25	22.25	BDL	<input type="checkbox"/>		0
903261	62067335044	BUDWEISER	18PB	Beer Domestic	Beer	38.50	21.91	32.99	BDL	<input type="checkbox"/>		0
904144	56327073234	CANADIAN REPACKING	6AR	Beer Domestic	Beer	9.95	6.57	8.99	BDL	<input type="checkbox"/>		0
904334	62067335341	BUDWEISER	6AR	Beer Domestic	Beer	14.15	7.93	10.86	BDL	<input type="checkbox"/>	0	0

CSPC ID: 904334 Product ID: 62067335341 Description: BUDWEISER Price List

General More... Stock Web Discounts

Alternative ID: BDL ID: 64 Location: Size rate: 6

Single ID Adjustment/Re-packing

CSPC: 1904334 ID: 162067335341 BUDWEISER Link

Start new price: 12:00:00 AM Labels flag Cell Ref

Expiration: Date issue: 12:00:00 AM

PRICE LIST:

Product ID: 62067335341
 CSPC ID: 904334
 Description: LABATT - BUDWEISER CAN
 Case ID:
 BDL ID:
 Category: BEER PACKAGED
 Group ID: BEER
 Category ID: BRITISH COLUMBIA
 Base Cost: 9.69
 Deposit Price: 0.6
 Date Effect: 2014-08-31
 Sweetness:
 Alcohol %: 5
 Size: 0.355
 Type: DOMESTIC 2
 Distributor: LABATT BREWERIES OF BRITISH COLUMBIA

Insert Save Close Clone Search [F3] Edit by LDB Price List [F5]

Step 3. Set automatic singles adjustments for inventory purposes

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

Files Setup Product Service Personnel Vendors Customers Inventory Reports Analysis &

Preferences... Source Tables... Messages...

General Parameters Access Password for delete Interface Keyboard Layout GL

Begin Period Receive Invoices Activate New Prices

Preferences

General 1 General 2 Advanced Portal Barnett API Network Reports Access Online Ordering

Basic Store Restaurant Hotel

First screen Min. Stock Use For Reorder Receipt format Swipe Gift Card

Flag New Base Cost New Grid In Purchasing Order Receiving Accept Flag Tax Pay

Gift Card Changes Denied New Grid In Receiving Items Receiving Duplicate Taxes in Product - Edit

Gift Shop UBC No Activity Page Open Receiving Taxes Touch screen

Gross Report V1 No Fractional Quantity Rental Flag Two receipts for Discounted

History Reports No Points On Cards Payment Repacking UpperCase Product Description

Hotel Guest No points on price Level Reports All Flags Use Current Cost

Input Date/ID in Post To Receives No Void Main Retail Price Change Use first symbol in barcode

Input Order # in Post To Receives Not LRS Round Up By Price Groups Use last symbol in barcode

Invoices: Total Special Format OLD Stock Counter Flag Shortage recalculation Use letters in ID

Invoices: Did style taxes On hand recalculation Show % Discount Use Messages

JamTots On hand recalculation in Product Show balance in product Use Min Stock Rate

Labels printing from receiving invoice Ontario Show Color in LRS Use Substituted

Large Font for Total Orders Use Show Counter in Products Vendor ID Change

Last Digit Off Payment for manager only Show Invoice Number Vintage maintenance

LDB check digits use Price groups by Cost Show Message on Main Form Void Access

Liquor Discount Price in Receipt Show OnHand Info

Lock Up V2 Price With Deposit Show Percent Disc

Look up w/CSPCID Print Card N4 Merchant Show Price Zero Items

Manual singles adjustment Print not included taxes only Show Receipt Signature

Message Round Print Void Items Show receiving with details

Mercury Gift cards Printer Show taxes out

Mercury Security Product Update Denied Show time

Message for 2 Pieces ID Promo on Deposit Show Web Invoice Notifications

Message for Driver License PST + Liq Tax Size ID in Lock Up

Message in payment mode RA10 for Reward 10 Stock counter info

Micros Recalc. Receiving On Close StoreID in Registry

Save Cancel

Step 3. 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.)

NOTES

The linked product will reflect the appropriate adjustment(s) created by sales of the singles item whenever an Inventory Report (Closing, Shortage, Licensee etc) is produced.

For inventory purposes, all singles are converted back to their original pack size after POSTING closing counts. (It is best to double count repacking items before posting.)

When reordering using the RE-ORDER GUIDES, singles sales will not show. The original pack size will reflect sales and suggest an order amount based on them.

Manual adjustments may still be made from RECEIVING for any products that have not been linked.