

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.

Preferences

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

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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 belowas you are taking it out of inventory to add in singles.)

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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

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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.