

SamPOS Express

Code Genesis Pty Ltd

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STOCK CONTROL THE BASICS

This Guide will walk through the following...

- Basic stock theory.
- Three product types in SamPOS.
- Reports.
- Incoming stock.

Basic Stock Theory.

In regards to stock there are three classes of products.

1) INVENTORY ITEMS:

a. Item is bought, increasing stock levels. Item is sold decreasing stock levels.

i. Example: Can of Coke, A Pair of Shoes, A Television

2) NON-INVENTORY ITEMS:

a. Stock levels don't exist for these kind of products.

i. Example: Door Cover Charge, Tip for a Waiter, Consultation Fee.

3) RECIPE ITEMS:

a. The sold item reduces the stock levels of another item or collection of items.

i. Example: Cocktail made up from nips of spirits and mixer.

ii. Example: Jug of beer decrementing Keg beer by .0251 of a Keg.

Stock levels are decremented each time SamPOS polls sales information from the Cash Registers. Stock levels increase when goods inwards are processed through the Stock Adjustment screen located in the **INVENTORY** Tab.

Three Product Types in SamPOS.

INVENTORY ITEMS:

Click here to set a product as an Inventory item.

SAMSUNG PLU REGISTER PLU'S

PLU **1** Long Description **MARS BAR** Unit **EACH**

Units in Pkg **1**

Pkg **BOX**

Inventory Item

ECR Station	Active	Cost	PRICE1	ON HAND
COUNTER	Y	\$2.00	\$3.00	1

Build From Recipe

Please note that stock on hand will show HERE and UNIT / PKG relationship is shown HERE. The unit is the selling unit and the PKG is the purchasing package.

NON-INVENTORY ITEMS:

Un-tick "Inventory Item" and un-tick "Build From Recipe" and the item is a NON-INVENTORY ITEM

SAMSUNG PLU REGISTER PLU'S

PLU **3** Long Description **SANDWICH** Unit **EACH**

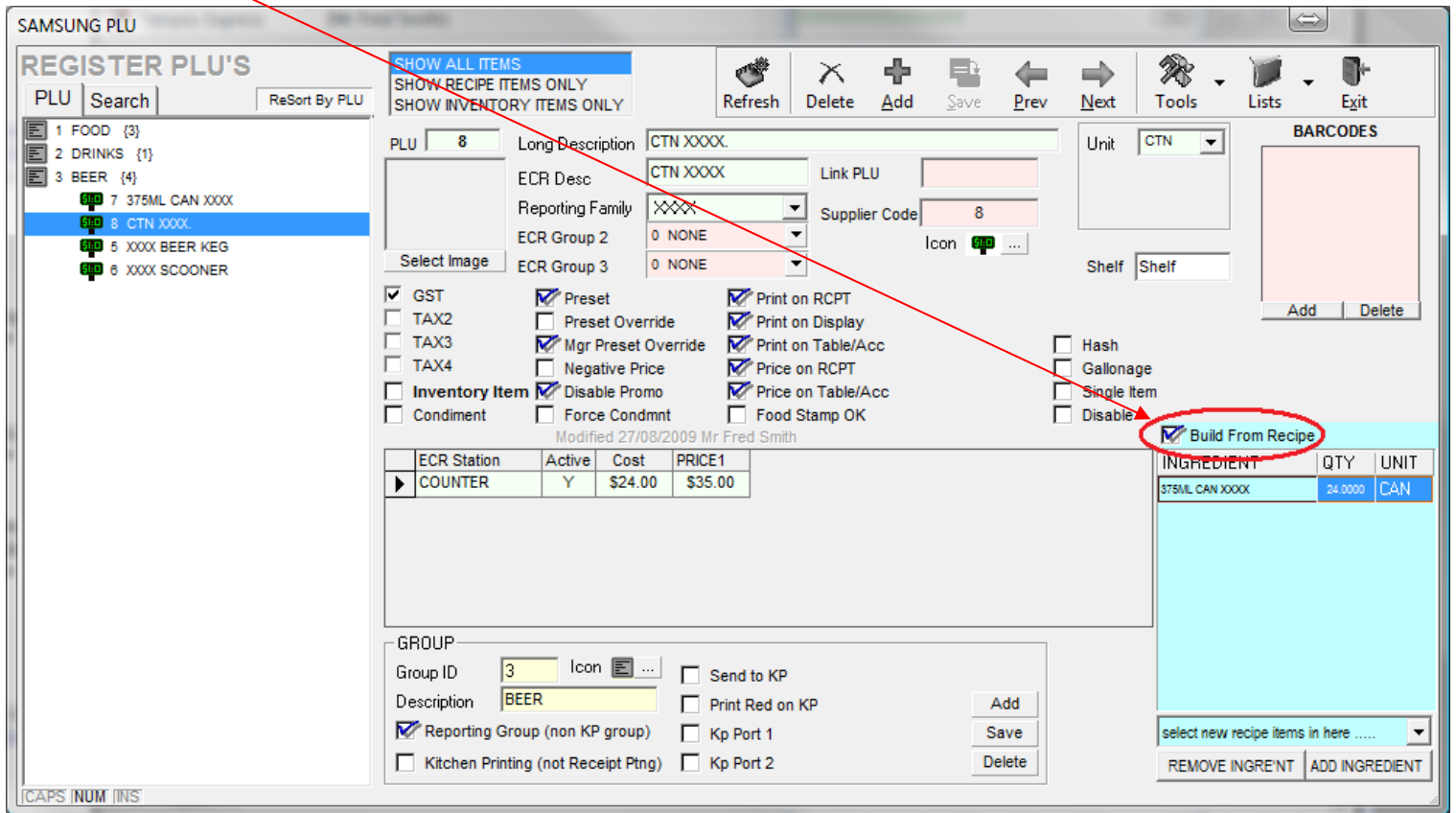
Inventory Item

Build From Recipe

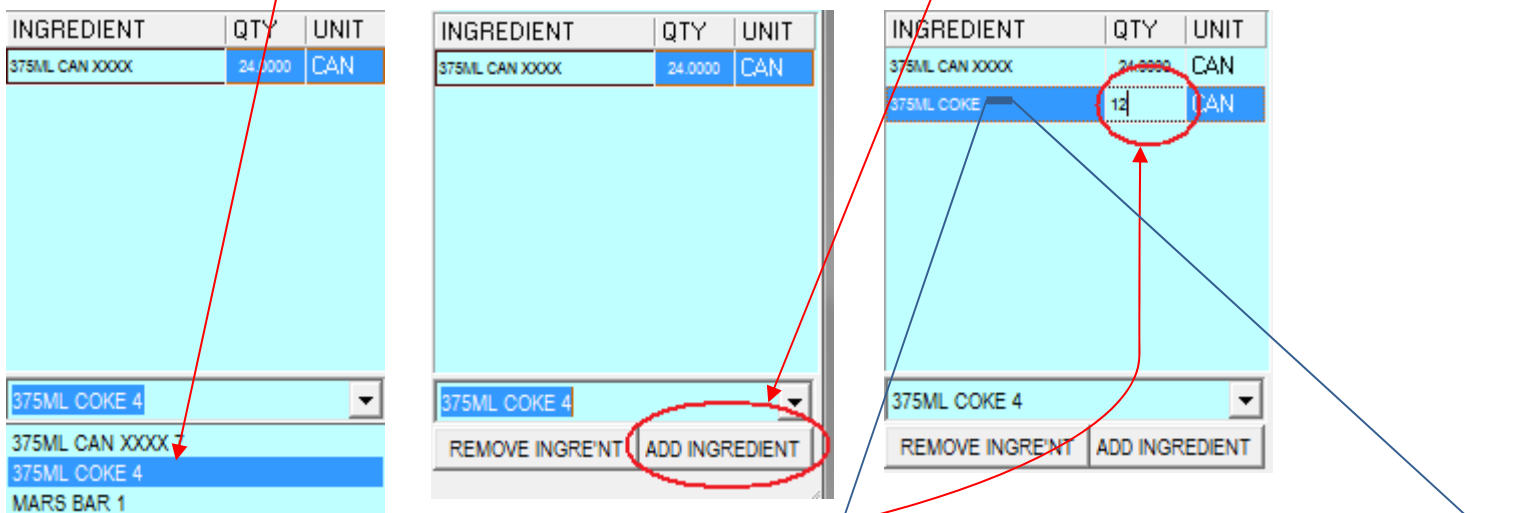
ECR Station	Active	Cost	PRICE1
COUNTER	Y	\$1.00	\$4.50

RECIPE ITEMS:

Tick "Build From Recipe" to make an item a construct of other inventoried items.



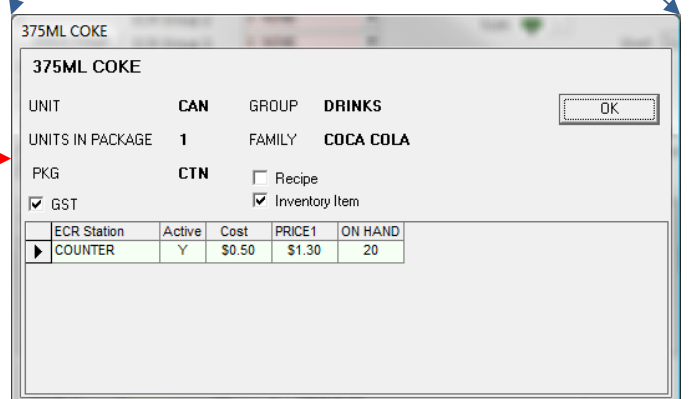
Once a recipe item, select an item from the pull down list and then click on ADD INGREDIENT to add to the list



Then edit the QTY once item is added.

You can quickly check the details of an item by double clicking on it.

If I double Click on the 375MI Coke above the following appears.



Note: The new calculated cost of the Recipe's item will be reflected in the centre of the screen.

<input type="checkbox"/> TAX3	<input checked="" type="checkbox"/> Mgr Preset Override	<input checked="" type="checkbox"/> Print on Table/Acc	<input type="checkbox"/> Hash
<input type="checkbox"/> TAX4	<input type="checkbox"/> Negative Price	<input checked="" type="checkbox"/> Price on RCPT	<input type="checkbox"/> Gallonage
<input type="checkbox"/> Inventory Item	<input checked="" type="checkbox"/> Disable Promo	<input checked="" type="checkbox"/> Price on Table/Acc	<input type="checkbox"/> Single Item
<input type="checkbox"/> Condiment	<input type="checkbox"/> Force Condmt	<input type="checkbox"/> Food Stamp OK	<input type="checkbox"/> Disable

Modified 27/08/2009 Mr Fred Smith

ECR Station	Active	Cost	PRICE1
COUNTER	Y	\$30.00	\$35.00

INGREDIENT	QTY	UNIT
375ML CAN XXXX	24.0000	CAN
375ML COKE	12.0000	CAN

Reports.

The Following Reports are the most commonly used for product sales.

PLU Sales Reports:

These list products sold by selling item listing **cost**, **profit** and **Tax** for each sale item.

Sales Reports are located [here](#).

File	Utilities	Product Utilities	Report Spreadsheets	Help
<h1>PLU SALES</h1>				
Favourites				
Date Range PLU Sales				
PLU Sales Spreadsheet				
PLU Sales Consolidated				
PLU Sales Sub-Grouped By Group				
PLU Sales Sub-Grouped By Family				
PLU Performance (Select From Group/Family)				
SPECIALS sales performance				
PLU Sales (Summarised by Group)				
PLU Sales (Summarised by Family)				
PLU Sales (Summarised by ECR Station)				
Group Sales				
PLU Family Sales (Inc Tax)				
Sales by ECR Station				
Sales By Store				
Period PLU Sales				
Period Sales Comparison By Group				
PLU Period Sales Comparison By Family				
PLU Period Sales Comparison By ECR Station				
PLU Period Sales Comparison By Store				
Date Range GP%				
TOP SELLERS				
WORST SELLERS				

Stock Consumption Reports:

These reports list actual inventory consumed as products were sold. EG: 375 CAN XXXX may show up in sales reports as a mix of singles, cartons and six packs, but inventory consumed reports it would simply be a single total number of 375 XXXX CANS.

Stock Consumption Reports are located [HERE](#)

The screenshot displays the 'INVENTORY' software interface. The main window title is 'INVENTORY'. The menu bar includes 'File', 'Utilities', 'Product Utilities', 'Report Spreadsheets', and 'Help'. On the left, there is a vertical navigation pane with sections: 'TODAY', 'SETUP', 'INVENTORY', 'REPORTS', 'PLU Sales', 'Inventory', 'Banking & Misc', 'General Ledger', 'View Raw Reports', and 'TOOLS'. The 'REPORTS' section is expanded, showing a 'Sales' folder containing several report options: 'Stock Consumption by Date', 'Stock Consumption By Period', 'Item Audit for Area/Period', 'Inventory Count Related', 'Adjustments (wastage & Purchases)', 'Inventory and Reordering', and 'Transfers'. A red circle highlights the 'Inventory' icon in the left pane, and a red arrow points from the word 'HERE' in the text above to this icon. On the right side of the window, there is a 'Report Parameters' panel with various dropdown menus and input fields: 'Adjustment #', 'Stocktake #', 'Transfer #', 'From Date' (19/10/2009), 'To Date' (19/10/2009), 'From Period', 'To Period', 'From Group' (1 FOOD), 'To Group' (3 BEER), 'From Family', 'To Family', and 'ECR Station'. At the bottom left, there are tabs for 'CAPS', 'NUM', and 'INS'. The top right of the window contains a toolbar with icons for 'Refresh', 'Fav Add', 'Fav Rem', 'Open', and 'Preview'.

Incoming Stock:

Stock inwards is entered into the following screen. To receive a new group of products click on “New Adjustment”

The screenshot shows the 'INVENTORY ADJUSTMENT' window. The 'New Adjustment' button is circled in red. Red arrows point from this button to the 'Add Line' and 'SCAN' buttons in the toolbar. The 'SCAN' button is also circled in red. The main table has columns: PLU, Qty, Unit, Tot Cost, Comment, and ECR Station. The bottom status bar shows 'CAPS NUM INS'.

Enter each item by clicking on **Add Line**. Then type in the supplier code, or just select from list, or press the SCAN button above and use a keyboard wedge. Each of these will result in an item being selected.

Drag a column header here to group by that column

PLU	Qty	Unit	Tot Cost	Comment
*				
SupplierCo...	Plu	LongDescription		
7				7 375ML CAN XXXX
				4 375ML COKE
1				1 MARS BAR
2				2 SMITHS CHIPS
5				5 XXXX BEER KEG

Use positive numbers in the QTY column for goods inwards and negative numbers for loss or wastage.

Sampos Express (Mr Fred Smith)

File Utilities Product Utilities Report Spreadsheets Help

TODAY
SETUP

INVENTORY

Inventory Counts
Inventory Adjustments (Purchases / Waste)
Set Inventory reorder levels
Inventory Transfers

REPORTS
TOOLS

CAPS NUM INS

INVENTORY ADJUSTMENT

Add Line Delete Line Preview SCAN

New Adjustment Delete adjustment **POST Adjustment** Update PDE D/Load data

ID: >>> 1 DATE: 19/10/2009

COMMENT:

Drag a column header here to group by this column

PLU	Qty	Unit	Tot Cost	Comment	ECR Station
7 375ML CAN XXXX	12	CAN	\$12.00		COUNTER
I 2 SMITHS CHIPS	67	EACH	\$73.70		COUNTER

79.00 85.70

Current Value PLU (2) \$1.10 New Unit Value \$1.10 Variance \$0.00

Click on POST Adjustment to commit the changes.