Stocktaking in
memsec
EPoS

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Products

Once a category is defined, adding products into that category is the next step. Products under MemSec EPoS should be thought of as items that are purchased and counted but not what you sell. The importance of this distinction when it comes to stock taking cannot be underestimated. Using a draught beer example, if you take on a new draught product you can set it up very simply in the products screen by selecting add new, typing the name, selecting the draught beer category and simply then clicking 'Save'. This will generate a prompt asking how much a Pint and Half Pint will be sold for. This is a shortcut that we provide to creating the corresponding default sale items for the new product, as defined in the category. So far, so good. However, if you also need buttons on the till for shandy under the new draught it might be tempting simply to repeat the process and just add 'Shandy' to the product name. If you're not using the system for stocktaking that works fine but now that we're looking to record product usage accurately it's not. This is because the system has no means of linking the sale of the beer (or for that matter the lemonade) contained within the shandy with any purchased stock. Instead, shandies should be set up under the main product as separate sale items. Please see the sale items guide in this series for more information.

Much like the category to which it belongs a product should generally be something you'll create once and configure to your requirements. All measurements for a product will be inherited from the category to which it belongs but can and should if necessary be amended to reflect any difference

for that product. It may be, for example, that a particular spirit is only ever bought in 1.5 litre bottles where others are 70cl. In that instance it makes sense for not just the delivery size but also the stocktake measurement to be changed to reflect the actual bottles used. Another alteration is common with wines – those sold by the glass will be counted in bottles and then some fraction of a bottle (usually tenths) but those sold only by the bottle need only be counted in whole bottles. Dependent on what proportion of your wine list is available by the glass you'll set your wine categories to include or exclude the sub-measure but some products will need to be changed from the default.

It's vital to understand that once a product is created, although changing delivery sizes and even stocktake measurements is possible, changing the smallest measurement is not. This is because every aspect of the system relies on that being constant. All sales are recorded with a cost based on the number of smallest units. All deliveries generate that cost based on the number of smallest units. All stock counts are saved as the number of those smallest units. Therefore if it becomes apparent that the smallest sale unit for a product no longer provides sufficient scope or accuracy then the only option is to delete the product and create a new one with the new smallest measure. The old product will still be available to report on historic sales and deliveries.

We often see 'Products' called things like 'Lager Shandy', 'Jug of Lager or '3 for £10 bottles'. Because there's no item purchased from a supplier called 'Lager Shandy' etc these don't fit the definition of Products from a stock point of view. For every 'Jug of Fosters' that's sold the till has no means of knowing that 80 fluid ounces of the product 'Fosters' has come out of stock. For that reason it's absolutely key to successful stocktaking in MemSec EPoS that all products included in a stocktake are real, tangible purchasable items and that every button that appears on the till is a sale item derived from one of those products. If you have products like that on your system they'll need to be deleted and replaced as part of the preparation for stocktaking.

Please note that it's still possible to have non-stock products. These can be thought of as pseudo or virtual products, and examples are cocktails or food dishes. This type of virtual product is useful for positioning buttons on the till screen but needs to be backed up with proper recipes in its sale items for stocktaking to work (see the related document 'Sale Items'). Tap water and

other tangible goods that you don't wish to include in stocktaking such as tea or coffee can also be set up as products but excluded from stocktakes.

In setting about preparing an existing database for full stocktaking it will be necessary to examine every individual product in order to ascertain whether it conforms to your expected configuration for the category it's in. Unfortunately there's no shortcut for this process, though in some circumstances it may be possible for our support team to apply some changes to every product in a category. For instance if you have all spirits set to use millilitres as the smallest measure but want to change some or all of them to be counted in 70cl bottles and then tenths of a bottle we can apply this change in the background for you. Please email support@active-workspace.com if you require any such changes.

Cont.

Adding a new product:

To add a new stock product:

- Select 'Add New' in Products.
- Type in the product name
- Select the appropriate category
- Make sure that the sale measure is the correct smallest measure
- Select the purchase units to reflect the size in which you most commonly purchase this product. If you change from the category default make

sure that the 'Sale Units Per Purchase Unit' figure is correct for the new size.

- You can also select the default supplier and enter the default purchase price. This will make the selected Purchase Units available to order from the selected supplier and will provide a default cost per unit for the product. Other sizes, if required, need to be configured in Delivery Sizes & Costs.

- If required you can alter the number of decimal places used to configure the product (DPlaces). By default this is zero but you can change it to 1 or 2. In the above spirit example zero is normally sufficient but if you have cocktails that include a half measure you'd need to change it to 1 decimal place (12.5ml) or 2 if you need a third of a measure (8.33ml).

- Stocktake units will again be inherited from the category defaults but can be changed if required. For a spirit this would normally mean changing to the default delivery size if that's not the category default but other types of product will have different measures entirely (see categories document for examples)

- Count Delivery Items allows a product to be counted in a stock take in terms of each of the delivery sizes configured. This is most commonly applied to spirits where 70cl and 1.5ltr bottles are both used.

- Min. stock days is a figure used by the automated ordering system to ensure that you will always have a certain level of stock of a product based on recent sales. If left blank it will assume 1 day.

- Reorder level and warning level are rarely used but can provide a warning on the till screen when the system identifies the stock level of the product as being below these figures. This of course requires at least one stocktake to have been performed and further requires delivery records to have been maintained since that stocktake.

Sub-Categories

In the above example you can see that within the category spirits the product 'New Spirit' has been placed in the sub-category 'Vodka'. Sub-categories are used solely for the purpose of arranging stocktake reports so that more detailed analysis on like products within a category can be performed. By default there's only one sub-category to each category, with the same name.

You can change this and add other sub-categories in Stock Management>Settings. On the Stock Setup tab, which displays by default, you can add or edit stock families and set which categories belong to them, order the categories within each family for reporting purposes, add/edit and order sub-categories and you can also if required set up different stocktake reasons and the level of office grade required to access them.