

## How to Set Stock Control (retail)

There are the steps to starting stock control with myPOS. This documents assumes you are familiar with entering the back office in myPOS. You should do the following steps first:

### **1. The Items file**

This is located under 'System Setup' and then 'PLU / Item management' and then 'Items / PLUs'. Anything that you want stock control on should be in here. We suggest - Any item that you want stock control on should have its Stock Control flag set to Y. Click on the item, change the flag to Y and press 'Data' and then 'Save' on the pull down menus.

### **2. Counting for the first time**

This is located under 'Back office' and then 'Stock take'. Z all tills and switch off. Run the 'Sync Tills' option under 'Back office'. Run a zeroising stock take.

Select Step 1 - Take Snapshot, answer yes to all questions.

Select Step 4 - Update Items file, tick the box 'update unmarked quantities as zero' and press Update. Remove the snapshot file; this will zero out the stock in the system.

Run the stock take again.

Select Step 1 - Take Snapshot, answer yes to all questions.

Select Step 2 - Enter Stock Take, select the icon 'print List' and select 'List all uncounted PLUs'. Go and do the physical count enter the count on the print out.

Select Step 2 - Enter Stock Take, enter quantities and reprint lists as required.

Select Step 3 - Report on changes --- This will be the count you just entered, as number 5 above was to zero stock for the first time.

Select Step 4 - Update Items, tick the box 'update unmarked quantities as zero' and press Update. This will send the new counts back and also zeroise again any uncounted items. Do not tick this box if you have just not counted some items.

Restart tills as required.

### **3. Counting the second time (the real stock count)**

Again this is located under 'Back office' and then 'Stock take'. Z all tills and switch off. Run the 'Sync Tills' option under 'Back office'.

Select Step 1 - Take Snapshot, answer yes to all questions.

Select Step 2 - Enter Stock Take, select the icon 'print List' and select 'List all uncounted PLUs'. Go and do the physical count enter the count on the print out.

Select Step 2 - Enter Stock Take, enter quantities and reprint lists as required.

Select Step 3 - Report on changes - This will be differences between the system and what you have counted, this should be investigated where there is a major difference, small decimal changes are probably due to wastage, inaccurate pouring etc.

Select Step 4 - Update Items, tick the box 'update unmarked quantities as zero' and press Update. This will send the new counts back and also zeroise again any uncounted items. DO NOT tick this box if you have just not counted some items.