

### Setting up items for stock Control:

Please find below two example items for setting up stock control. The items shown are for a common beer bought by the barrel and sold by the pint, and for a wine bought by the bottle and sold by the bottle or by the glass (small and large).

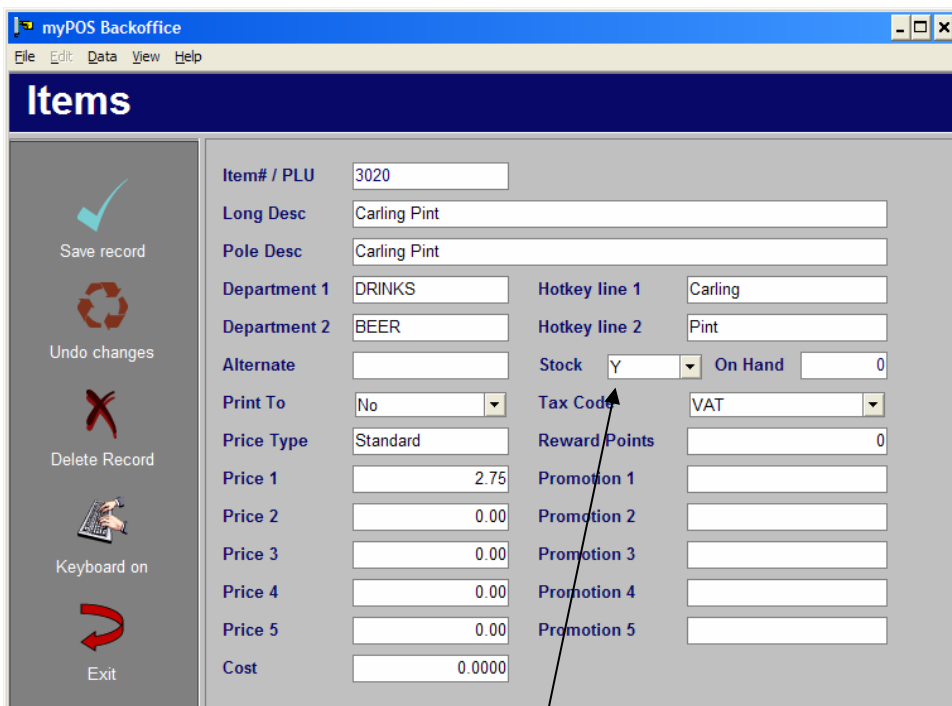
Set these up as examples. Even if you do not sell these actual items you can set them up and then delete them once finished with the exercise.

### Example 1: Beer

In this example we sell Carling as Pints and Half Pints. This means there will be two items in the items file – one for Carling Pint and one for Carling Half Pint.

#### Step 1: Set up the item Carling Pint

To do this go to 'System Setup', then 'PLU/Item management' and then 'Items/PLUs'

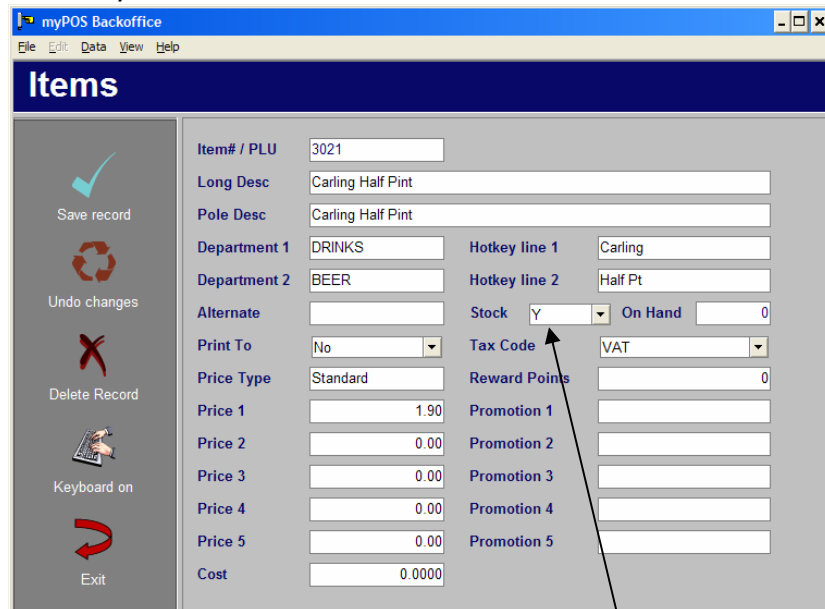


Item# / PLU	3020	
Long Desc	Carling Pint	
Pole Desc	Carling Pint	
Department 1	DRINKS	Hotkey line 1: Carling
Department 2	BEER	Hotkey line 2: Pint
Alternate		Stock: Y On Hand: 0
Print To	No	Tax Code: VAT
Price Type	Standard	Reward Points: 0
Price 1	2.75	Promotion 1
Price 2	0.00	Promotion 2
Price 3	0.00	Promotion 3
Price 4	0.00	Promotion 4
Price 5	0.00	Promotion 5
Cost	0.0000	

Note: The stock control flag is set to Y

### Step 2: Set up the item Carling Half Pint

To do this go to 'System Setup', then 'PLU/Item management' and then 'Items/PLUs'



The screenshot shows the 'Items' configuration window in myPOS Backoffice. The 'Stock' dropdown menu is set to 'Y', and an arrow points to it from the text below.

Item# / PLU	3021	
Long Desc	Carling Half Pint	
Pole Desc	Carling Half Pint	
Department 1	DRINKS	Hotkey line 1: Carling
Department 2	BEER	Hotkey line 2: Half Pt
Alternate		Stock: Y On Hand: 0
Print To	No	Tax Code: VAT
Price Type	Standard	Reward Points: 0
Price 1	1.90	Promotion 1
Price 2	0.00	Promotion 2
Price 3	0.00	Promotion 3
Price 4	0.00	Promotion 4
Price 5	0.00	Promotion 5
Cost	0.0000	

Note: Again note that Stock Control is set to Y

### Step 3: Set up the Units of Measure for item Carling Pint

To do this go to 'System Setup', then 'PLU/Item management' and then 'Stock Control'

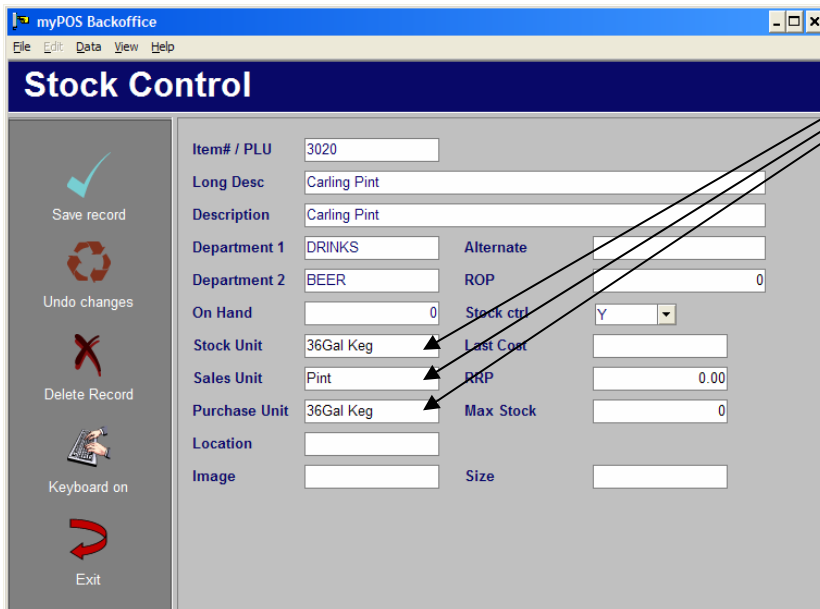
Click on Find Record on the bottom left and select to find by description. Type in 'carling' and press enter



The screenshot shows the 'Stock Control' window in myPOS Backoffice. It displays a table of items with columns for Item / PLU#, Description, and Department 1.

Item / PLU#	Description	Department 1
3020	Carling Pint	DRINKS
3021	Carling Half Pint	DRINKS

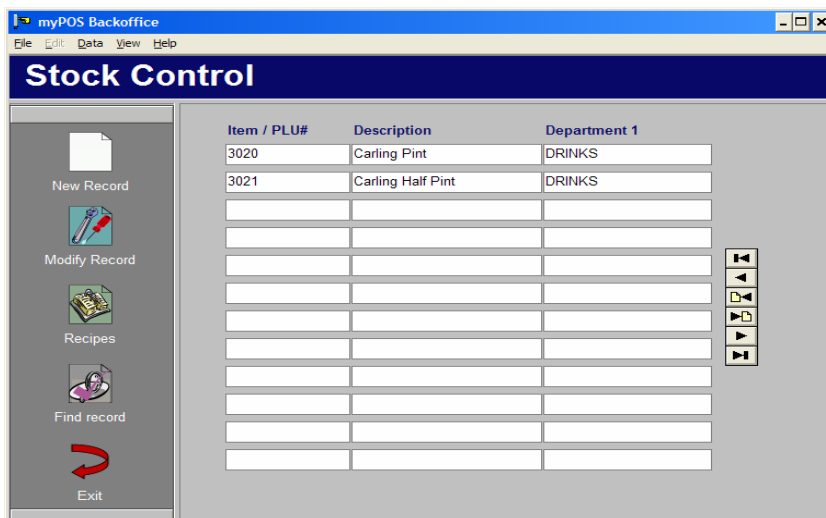
Click on the first record, Carling Pint and modify the Stock, Sales and Purchase Units to be '36Gal Keg', 'Pint' and '36 Gal Keg' respectively.



Save the record by using Ctrl+S together on your keyboard.

**Step 4:** Set up the Units of Measure for item Carling Half Pint  
To do this go to 'System Setup', then 'PLU/Item management' and then 'Stock Control'

Click on Find Record on the bottom left and select to find by description.  
Type in 'carling' and press enter

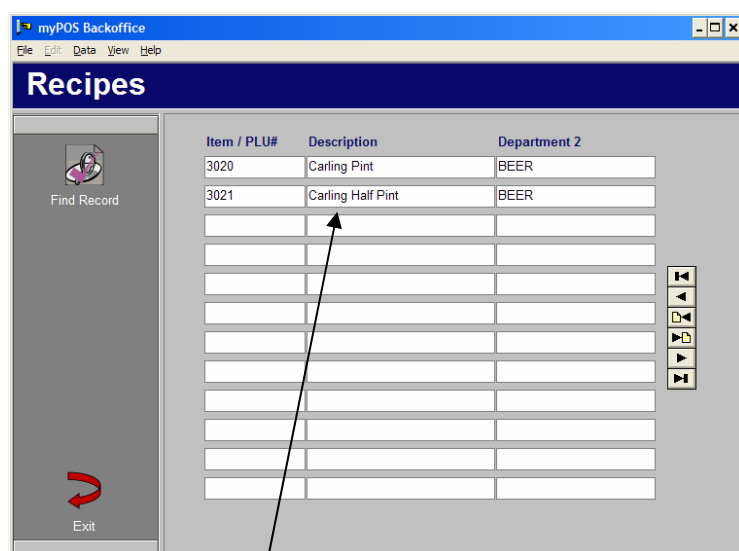


Item / PLU#	Description	Department 1
3020	Carling Pint	DRINKS
3021	Carling Half Pint	DRINKS

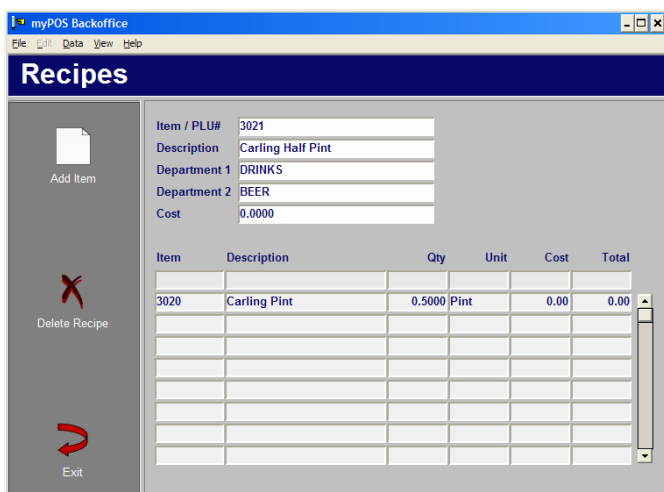
Click on the second record, Carling Half Pint and modify the Stock, Sales and Purchase Units to be 'Half Pint', 'Half Pint' and 'Half Pint' respectively.

**Step 5:** Set up a recipe that tells the system how to “make” a Half Pint. To do this go to 'System Setup', then 'PLU/Item management' and then 'Stock Control', on the left click on 'Recipes'.

Click on Find Record on the top left and select to find by description. Type in 'carling' and press enter



Click on the Carling Half Pint. This is the one that will have a recipe. Click on the Add Item on the top left. Add the item Carling and say the quantity is .5



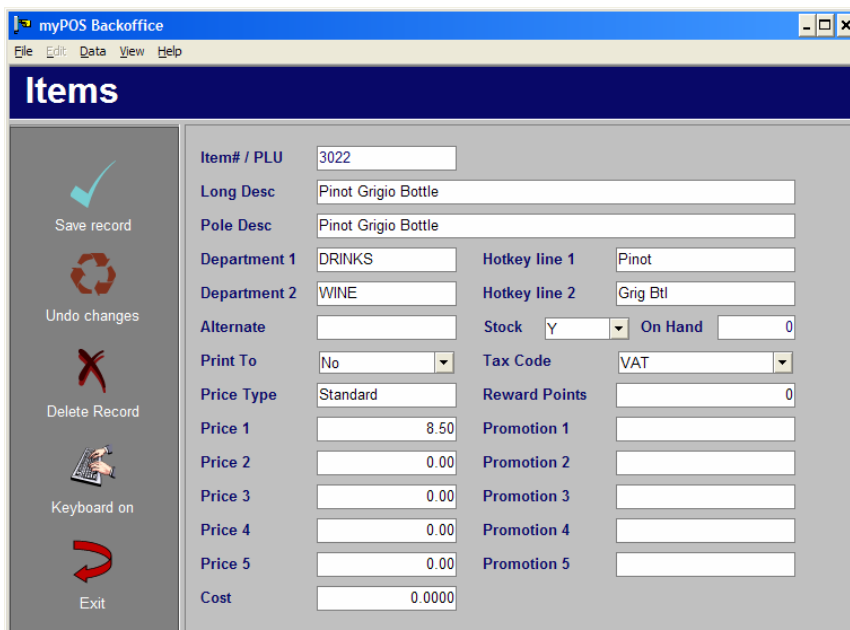
## Example 2 : Wine

In this example we sell Pinot Grigio by the Small Glass, Large Glass and by the Bottle

This means there will be three items in the items file – one for the Bottle and one for Large Glass and one for the Small glass. Our large glass will be 250ml in size and our small will be 175ml

### Step 1: Set up the item Pinot Grigio Bottle

To do this go to 'System Setup', then 'PLU/Item management' and then 'Items/PLUs'



Item# / PLU	3022	
Long Desc	Pinot Grigio Bottle	
Pole Desc	Pinot Grigio Bottle	
Department 1	DRINKS	Hotkey line 1 Pinot
Department 2	WINE	Hotkey line 2 Grig Btl
Alternate		Stock Y On Hand 0
Print To	No	Tax Code VAT
Price Type	Standard	Reward Points 0
Price 1	8.50	Promotion 1
Price 2	0.00	Promotion 2
Price 3	0.00	Promotion 3
Price 4	0.00	Promotion 4
Price 5	0.00	Promotion 5
Cost	0.0000	

Note: Again the stock control flag is set to Y

### Step 2: Set up the item Pinot Grigio Large Glass

To do this go to 'System Setup', then 'PLU/Item management' and then 'Items/PLUs'



myPOS Backoffice

File Edit Data View Help

### Items

Item# / PLU: 3023

Long Desc: Pinot Grigio Large Glass

Pole Desc: Pinot Grigio Large G

Department 1: DRINKS Hotkey line 1: Pinot

Department 2: WINE Hotkey line 2: Grig Lrg

Alternate:  Stock:  On Hand: 0

Print To: No Tax Code: VAT

Price Type: Standard Reward Points: 0

Price 1: 2.50 Promotion 1:

Price 2: 0.00 Promotion 2:

Price 3: 0.00 Promotion 3:

Price 4: 0.00 Promotion 4:

Price 5: 0.00 Promotion 5:

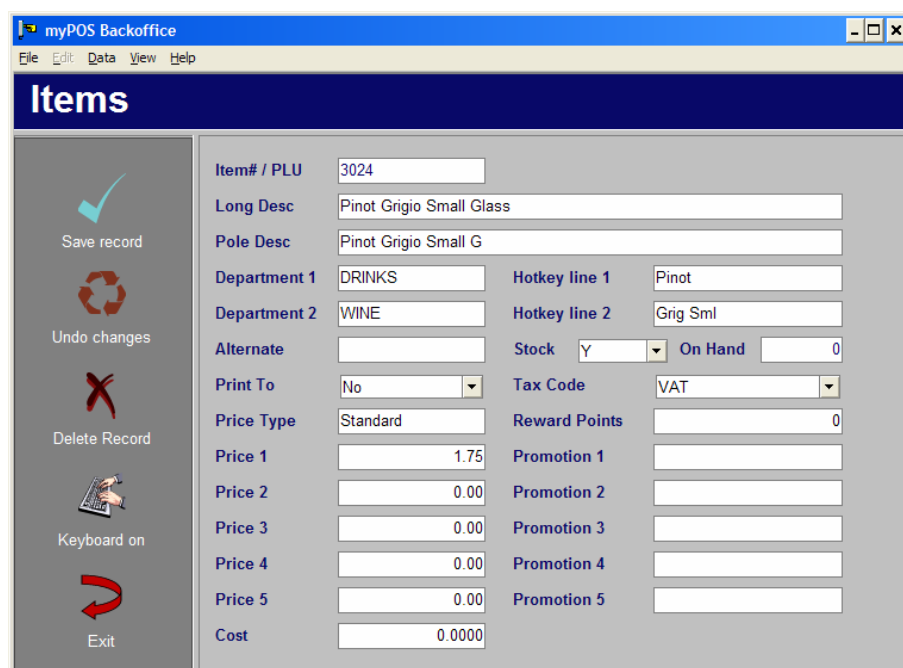
Cost: 0.0000

Save record  
Undo changes  
Delete Record  
Keyboard on  
Exit

Note: Again the stock control flag is set to Y

### Step 3: Set up the item Pinot Grigio Small Glass

To do this go to 'System Setup', then 'PLU/Item management' and then 'Items/PLUs'



myPOS Backoffice

File Edit Data View Help

### Items

Item# / PLU: 3024

Long Desc: Pinot Grigio Small Glass

Pole Desc: Pinot Grigio Small G

Department 1: DRINKS Hotkey line 1: Pinot

Department 2: WINE Hotkey line 2: Grig Sml

Alternate:  Stock:  On Hand: 0

Print To: No Tax Code: VAT

Price Type: Standard Reward Points: 0

Price 1: 1.75 Promotion 1:

Price 2: 0.00 Promotion 2:

Price 3: 0.00 Promotion 3:

Price 4: 0.00 Promotion 4:

Price 5: 0.00 Promotion 5:

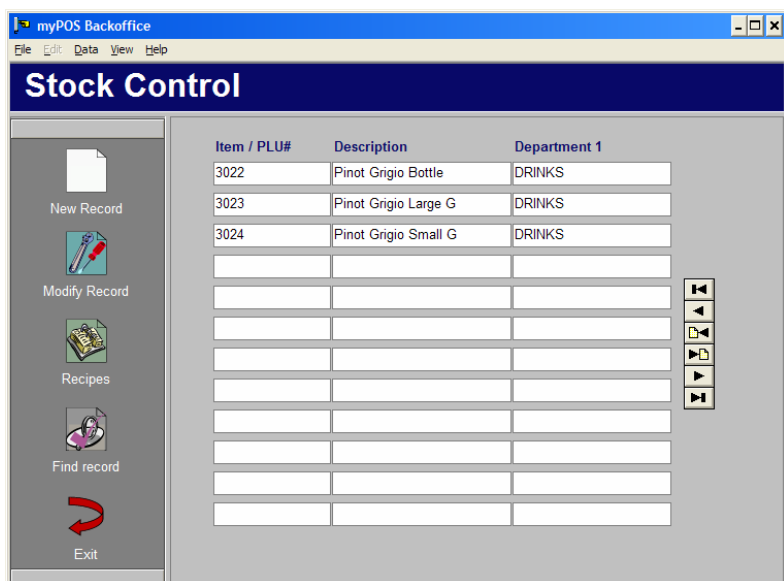
Cost: 0.0000

Save record  
Undo changes  
Delete Record  
Keyboard on  
Exit

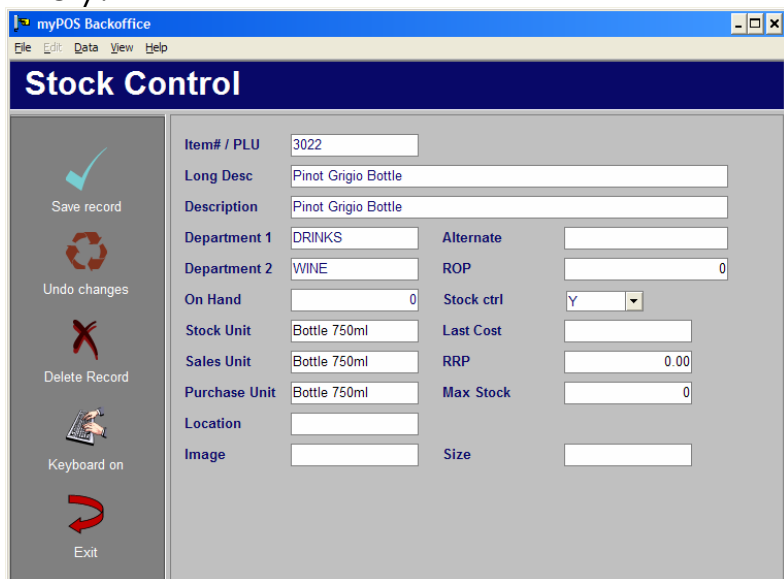
**Step 4:** Set up the Units of Measure for items Pinot Grigio (Bottle, Large Glass and Small Glass)

To do this go to 'System Setup', then 'PLU/Item management' and then 'Stock Control'

Click on Find Record on the bottom left and select to find by description. Type in 'Pinot Grigio' and press enter



Click on the first record, "Pinot Grigio Bottle" and modify the Stock, Sales and Purchase Units to be 'Bottle 750ml', 'Bottle 750ml' and 'Bottle 750ml' respectively.



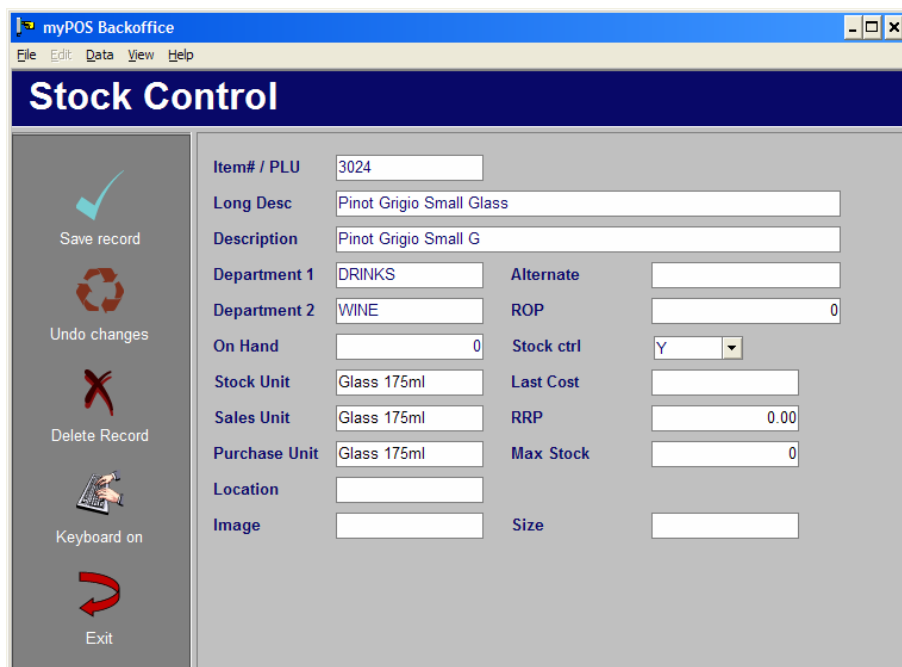
Click on the second record, "Pinot Grigio Large Glass" and modify the Stock, Sales and Purchase Units to be 'Glass 250ml', 'Glass 250ml' and 'Glass 250ml' respectively.



The screenshot shows the 'myPOS Backoffice' window with the 'Stock Control' section active. The item being edited is 'Pinot Grigio Large Glass' (Item# 3023). The 'Stock Unit', 'Sales Unit', and 'Purchase Unit' are all set to 'Glass 250ml'. Other fields include Department 1 (DRINKS), Department 2 (WINE), On Hand (0), Stock ctrl (Y), Last Cost, RRP (0.00), Max Stock (0), Location, and Image.

Item# / PLU	3023	
Long Desc	Pinot Grigio Large Glass	
Description	Pinot Grigio Large G	
Department 1	DRINKS	Alternate
Department 2	WINE	ROP
On Hand	0	Stock ctrl
Stock Unit	Glass 250ml	Last Cost
Sales Unit	Glass 250ml	RRP
Purchase Unit	Glass 250ml	Max Stock
Location		
Image		Size

Click on the third record, "Pinot Grigio Small Glass" and modify the Stock, Sales and Purchase Units to be 'Glass 175ml', 'Glass 175ml' and 'Glass 175ml' respectively.

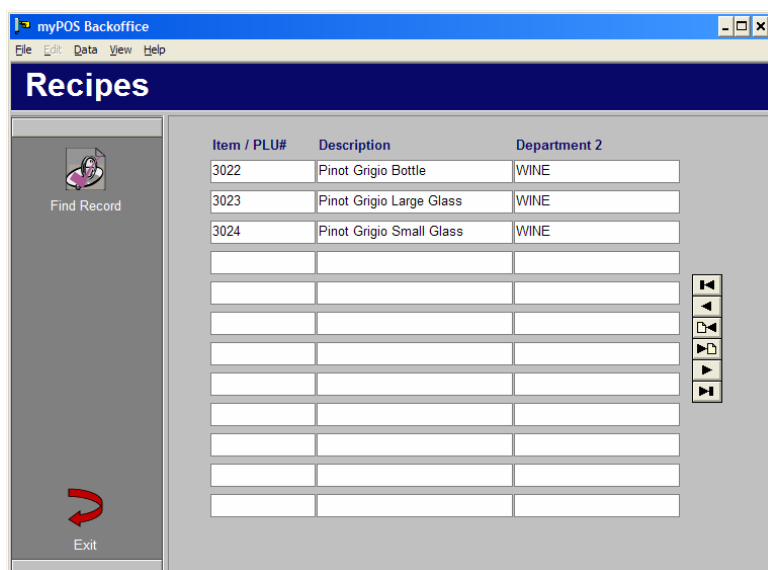


The screenshot shows the 'myPOS Backoffice' window with the 'Stock Control' section active. The item being edited is 'Pinot Grigio Small Glass' (Item# 3024). The 'Stock Unit', 'Sales Unit', and 'Purchase Unit' are all set to 'Glass 175ml'. Other fields include Department 1 (DRINKS), Department 2 (WINE), On Hand (0), Stock ctrl (Y), Last Cost, RRP (0.00), Max Stock (0), Location, and Image.

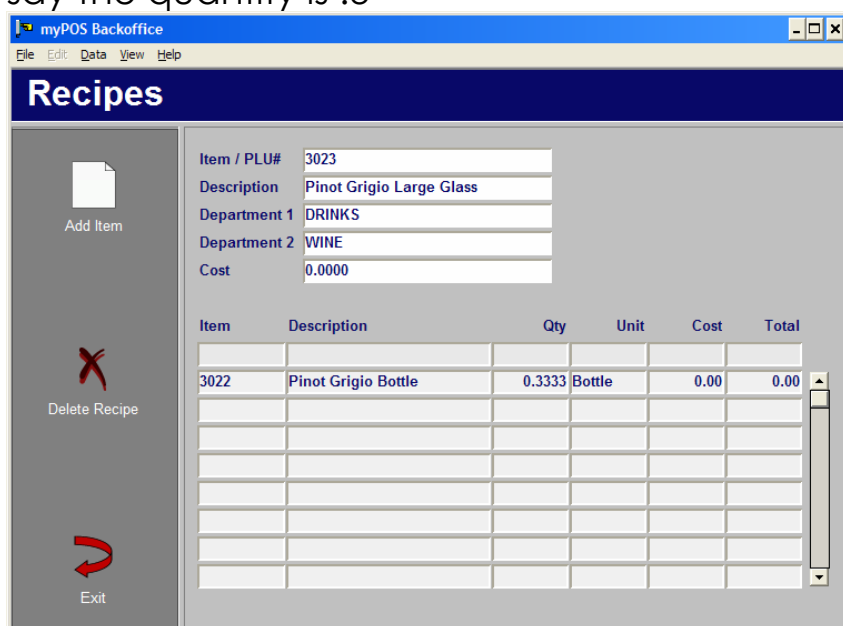
Item# / PLU	3024	
Long Desc	Pinot Grigio Small Glass	
Description	Pinot Grigio Small G	
Department 1	DRINKS	Alternate
Department 2	WINE	ROP
On Hand	0	Stock ctrl
Stock Unit	Glass 175ml	Last Cost
Sales Unit	Glass 175ml	RRP
Purchase Unit	Glass 175ml	Max Stock
Location		
Image		Size

**Step 5:** Set up a recipe that tells the system how to “make” a Large Glass  
To do this go to ‘System Setup’, then ‘PLU/Item management’ and then ‘Stock Control’, on the left click on ‘Recipes’.

Click on Find Record on the top left and select to find by description. Type in ‘Pinot Grigio’ and press enter.

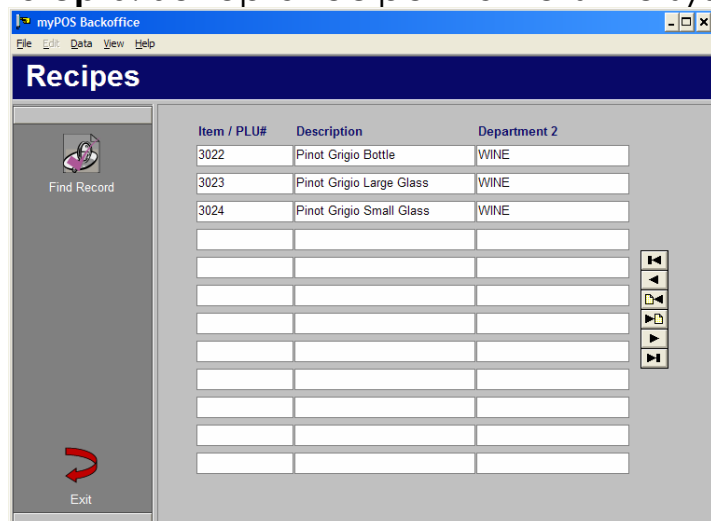


Click on the Pinot Grigio Large Glass. This is the one that will have a recipe.  
Click on the Add Item on the top left. Add the item Pinot Grigio Bottle and say the quantity is .3

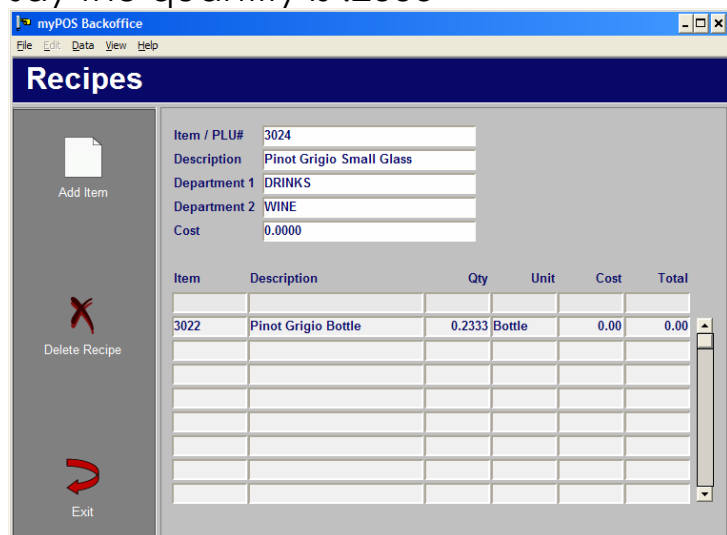


Essentially you are saying that it takes .3333 of a 750ml bottle to make a 250ml glass.

### Step 6: Set up a recipe that tells the system how to “make” a Small Glass



Click on the Pinot Grigio Small Glass. This is the one that will have a recipe. Click on the Add Item on the top left. Add the item Pinot Grigio Bottle and say the quantity is .2333



Essentially you are saying that it takes .2333 of a 750ml bottle to make a 175ml glass. To work this out take 750 divided by 175 – this gives 4.2857

Take the number 1 and divide this by the 4.2857 to get 0.2333