



SSA News

PROFITTRACK
It's the software that
makes the difference

Volume 3 Issue 3

Editor: Michelle Woelz

END OF YEAR CHECKLIST

The end of financial year is fast approaching and the fact of the matter is that it is coming, ready or not!

We thought it may be helpful to provide a few tips for tasks associated with end of year processing in PROFIT TRACK, to allow you to get started on vitally important tasks. Please also refer to tips in last months newsletter.

First thing to remember about end of year is that this is not an automated procedure. On the 1st July, you need to go to FILE/PERIOD END/YEAR END and click on the START button. Do not process until you have completed all tasks associated with end of month as per the summary on the enclosed help notes.

STOCKTAKING OPTIONS

The SSA Help Desk receives many queries relating to stocktaking procedures at this time of the year. We are also providing the enclosed "*Tips for Stocktaking*" to assist you in understanding important procedures before launching into this arduous task.

Please read the attached notes on stock taking and end of year processing, and also refer to the F1 electronic help before calling the Help Desk for assistance.

NEW REMOTE SUPPORT SOFTWARE

In response to questions relating to security of data and privacy issues, SSA has implemented a powerful new software tool for the protection of all customers utilising remote access for support

LogMeIn Rescue is an industry leading technology in help desk management, providing an advanced audit trail log of all activity when connected to a Help Desk services provider.

LogMeIn Rescue also makes it easier for you to connect to the SSA Help Desk. Next time you wish to connect, proceed as follows:-

1. Open **internet explorer**
2. Go to **www.logmein123.com** and press ENTER
3. Enter a **6 digit number** provided by SSA
4. Press **RUN** to download the applet
5. Press **RUN** to open the applet
6. Read the terms and conditions and press **OK**

For subsequent use, **simply click on the SSA Support Icon** on your desktop and entering your 6 digit number, and then proceed with steps as detailed above (2-5).

VIRUS SOFTWARE WARNING

SSA strongly recommends that you review your virus protection software to ensure that it is being updated regularly to protect your technology investment against the latest nasties.

With considering a new anti-virus solution, please be aware that **Norton 360 is not compatible** with PROFIT TRACK. It conflicts with PROFIT TRACK files and in spite of its good reputation, it is simply not compatible with PROFIT TRACK.

SSA recommends Microsoft Security Essentials and it is free with Windows for small business users. (less than 10 PC's) Simply download from <http://www.microsoft.com/security/pc-security/mse.aspx>

For larger installations, we recommend NOD32, however there are costs associated with this. Download and pay for your subscription at <http://www.eset.com/us/download>

Do not install any associated firewall modules as these may conflict with the configuration of your ADSL Router, as these may conflict with the configuration and protection provided by your ADSL Router

ACCC Approves Metcash Acquisition of SSA

8th June - Australia commerce watchdog gave the green light to grocery wholesaler Metcash Australia to proceed with their purchase of SSA. The decision was approved "without contest".



Inside this issue:-

- ◆ Stock taking
- ◆ New Remote Support Software
- ◆ Virus Software Warning
- ◆ Tips for stock taking
- ◆ Abbreviated notes—using Denso PDE
- ◆ Increased hours and new conditions for after hours support

TIPS FOR STOCK-TAKING 2011



PT-Mate Give you the edge. Your Back-



Further stock-take Instructions.....

....can be seen under the PROFIT TRACK "Help" menu. To access this in PROFIT TRACK, click F1 then view CONTENTS, PROFIT TRACK USER GUIDE, SECTION 3 STOCK CONTROL, STOCKTAKES... select from the sub-menu and either view on-screen or select the 'print' button above.

DIFFERENT METHODS FOR RECORDING ITEM COUNTS

The fastest and most simple method is to scan the barcodes for each product with PDE and key the quantity. The SSA program for Denso PDE or PT-Mate PDA allows scanning of the barcode on the item or the ticket on the shelf to enter any zero counts for out of stock items.

An alternative procedure for deli or fresh items is to print stock take listing sheets and write counts on paper and then select Stock take entry by group, and enter the quantities via keyboard. Items will appear on computer screen in the same sequence as the listing sheets.

IDEAS TO CONSIDER BEFORE STARTING

- ◆ To ensure accuracy of the valuation stock taking is best done **outside of trading hours**. We recommend to start counting the slow moving items first, then the faster moving items closer to the end of day.
- ◆ If another facing of the same item is scanned again **PROFIT TRACK will correctly consolidate multiple counts for the same PLU** (even from multiple PDE's) when entered into the current stock take in the back office computer.
- ◆ It is not necessary for all staff counting stock to have a PDE. Consider the suggestion that **some staff move ahead with a white board marker**, and write the count on the shelf stripping.
- ◆ **Do multiple downloads**. Plan when you will transmit PDE data (eg. Each aisle). It is recommended not to do the whole store before transferring to the PC. Check each batch sent from the PDE, and then clear counts in the PDE and continue. Do not start multiple stock take sessions in the back office PC; rather continue to download into the one session.
- ◆ **Start with the shop product file in PDE/PDA**. If you are using PT-Mate or an SSA program, it is recommended that the SHOP file be loaded before commencing stock take. In the Denso PDE use the ("scan, key, find" menu) the PDE will beep to acknowledge that the item scanned exists in the SHOP file.
- ◆ **Not found items**. If the Denso PDE beeps twice, and says 'not found', then take that item to the back office computer to ensure the PLU is added before the stock take is processed.
- ◆ If you are using a **PDE supplied by Metcash**, remember to select the APN entry option.
- ◆ For products such as cigarettes and liquor items with varying pack sizes, it is possible to **scan either the packet or carton barcode** and the combined total count will be processed in PROFIT TRACK. **Enter carton quantities as 1**
- ◆ **Zero items not counted before finalising a stock take**. This is only relevant when a total store stock take is being done. The benefit of doing this is that items that have not been counted will then be changed to a zero count. To achieve this, before finalising the stock take, right click on the stock take line and choose "add all items not counted - all products" (or 3.4g b85 or later upgrades include new option "Items not counted"...)
- ◆ Once the data from the PDE/PDA has been transmitted into the PC, **take time to view reports before FINALISING**. This will provide opportunity to edit/correct any entries before processing. Stock take reports should be run for the current stock take, for just the current stock counts entered. Various reports are available if you highlight the stock take line, and then click on REPORTS.
- ◆ **Reports after finalising**. Other valuation reports are available under the heading REPORTS, STOCK REPORTS, STOCK VALUATIONS etc. View and select the report that best suits your purposes. These reports give you the option to see all product information (detail) or just group and department totals. Optional selections exclude items with negative or zero counts.

Stock take reports give the option of a number of cost prices

NORMAL COST

Is the cost valuation if you were to re-purchase the stock at today's normal cost prices

CURRENT COST

Is today's cost including any special prices currently available for the product

LAST BUY COST

Is the cost valuation based on your last purchase price for the product

AVERAGE COST

This is only relevant if the store is regularly processing invoices for inwards stock and running 'live' inventory and 'use average cost' has been selected.

Please remember to **practice and plan your stock take procedures** a few days before needed.

ABBREVIATED STOCKTAKING NOTES – DENSO PDE

The following instructions are for stocktaking in PROFIT TRACK with a hand held PDE unit:-

1. Checking the Denso/Symbol 1100 PDE

Ensure that the PDE contains **no existing counts** in the unit, clear any counts by:-

Option 4 functions

Option 3 clear data, and press F8 twice to clear the counts

2. Entering stock counts into the Denso PDE In the Denso or Symbol PDE1100 select option (2 Scan, Find, Key) then scan each product and key in the quantity and press ENT. Scan counts added to the stock-take. This is performed multiple times until the stock-take is completed.

3. Transferring data from Denso PDE to computer

On the PDE select F1 to go to the main menu. Select Option 4

In the computer go to inventory, stock take entry and click on NEW. Type in a name for the stock take and click on PDE entry. Ensure that the PDE is connected to the computer. Click on START button on the bottom of the screen in the computer, then click on load PDE. On the PDE, select Option 2 (send to PC).

At this stage you will see data transferring from the PDE to the computer and when completed the message will appear on the screen.

Click on ACCEPT. This process may vary depending on which version of Profit Track you have installed.

4. Checking data in computer

You will now see all entries from

the PDE appearing on the computer screen. It is possible to add items by manually typing a product code or searching for the product using F3 and entering a quantity of either units or cartons. You may also search for products within the stock take by holding the shift button then F3.

When satisfied that the stock take entries are correct, click on CLOSE, and then print variance reports.

Reports include entry sequence or variance listings and items not counted reports. It is recommended NOT TO FINALISE the stock take until the variance reports have been checked.



NEW CONCEPTS – STOCKTAKE SNAPSHOT

The new concept of "*stock take snapshot*" considers today's current sales quantities of each item, (as at the precise time of commencing the stock take), when calculating the variance between the actual stock take counts and the system stock-on-hand figures.

The most efficient way of utilizing this "*stock take snapshot*" feature is to take an updated snapshot immediately before commencing to count products.

RECOMMENDED PROCEDURE FOR STOCKTAKING

The stock take *snapshot* concept is more effective when the counting of items is completed as soon as possible after a *snapshot* has been taken. This ensures the least possible movement of stock between the time of snapshot and counting the items on the shelf. If more people are involved in counting than there are hand held PDE units, then the idea of writing the counts on the data strip with a whiteboard marker may significantly speed up the counting process.

With the new *snapshot* concept it is **not time critical to upload the counts** from the PDE into the computer and process the stock take. That can be done at your convenience later that day. The valuation report and the stock adjustments will both be based on the difference between the counts keyed into the PDE, as compared to the system *snapshot* taken at the time of commencement. . PT-Mate Users please refer to special instructions to merge multiple uploads before finalizing.

There are 2 reports that are considered to be most helpful before finalizing a stock take:-

- ◆ A list of goods not counted so that these items can be checked and have quantities reset to zero if in fact there are none in store.
- ◆ A variance report to enable checking of quantities on any items with unusually large variances.

END OF YEAR PROCESSING

– must be done manually on 1st July (not automated)

Processing of end of year in PROFIT TRACK is really an anti climax. It happens so quickly that you may feel that nothing at all has occurred. There are no reports printed as the financials for the end of month of the last month of the year are really the financials for the end of year. On 1st July, click on FILE, END PERIOD, YEAR END.

PS. Remember to End of Month First

Anyone you know here?



© Original Artist
Reproduction rights obtainable from
www.CartoonStock.com



"Somebody must be pulling your leg
— the whole internet can't be
closed for inventory."

Version G New Features – Launch Early 2011

The upgrade to PROFIT TRACK Series G contains new features and functionality to provide you with more efficient management of products and margins within your store. We have listed these new features:

Shop:

- Sales History view in shop products has been amended to default to weekly not daily and the average is now based on 13 weeks not total period. The view also shows when the product was last sold.

Specials:

- There is also a modified user interface when adding a new special/promotion. It has a field for the type of special/promotion you are adding and provides the correct date selections based on the type of special/promotions.
- This area has also been modified to add special cost as an ex GST value if the system option is set to do this.
- Modified specials listing by adding options to select by Dates Only or Special Type.

Rebates:

- A new 'Rebate' option within the Specials module has been added so you can add 'buy triggered' or 'sell triggered' rebate specials. If you are given a rebate by the supplier which is a dollar value ie. \$1.00 off the current cost price you are now able to enter this into the pricing for your special.

This can be accessed via the Specials icon and selecting the option.

Prices and Margins:

- Fast Prices screen has been modified and now incorporates the same rules as those for PLU Replication ie. when changing one price it will prompt to 'replicate price change for entire range'. It will also show price changes already made in Blue.

- The Fast Prices screen has also been amended to allow display and adjustments to Debtor Price levels. This enables the user to adjust the customer selling prices when the option 'Account Prices' is selected.

- Within the Multi-level price matrix for specific customer price levels, modifications to the user interface have also been made to further simplify the process of adding records.

Ticket Management:

You are now able to reprint tickets onto another ticket style. After viewing the tickets you can request the same batch to print on another style. In ticket management you have a "Reprint Options" section to select.

Once the 'Reprint' option has been decided, click the Reprint button and select the talker type.

PT-Pos:

- The Shift Receipt now records the Lane # and Shift # at the start.

- We have also added the Display of live scale weight on the customer screen. This feature is only available for scales that can handle this functionality.

- The facility to error correct multiple items has been changed and is now an 'Option' in Profit Track. The default only permits one error correction.

- Payout button on POS will prompt operator for a reference entry on the keyboard. Could be alpha description, numeric docket number or both. If you do not require a reference just select the Cancel button.

- Deals are now printed on the receipts, this also includes the quantity for each item.

- Payouts (ie. Safe Drops) will display the \$ Cash amount in the draw so a decision can be made as to how much to be taken out for a safe drop. Previously you had to do a 'no sale' to open the draw before determining what amount to safe drop.

- Added 'Date of Birth' functions to each clerk profile. This will prevent under-age clerks from selling age verified products.

- Fuel Redemption vouchers can be processed on the POS to automatically reduce the fuel sale price by a 'cents per litre' amount.

- Cheque printing is now available for sites with printers that have a slip printer. This enables cheque details to be printed and the bar-code on the cheques to be read.

PT-Mate:

- Multiple PDT units or sessions have been allowed to create one Goods Received entry. If the invoice number and supplier is the same from any PT-Mate unit then the details will be combined into one entry.

PDE/PDA Uploads

- Profit Track now saves the PDE uploads and these may be re-processed in the event of any error or problem with the business process. This is really just a safety net feature, but comes in very handy in case of any problems. In the event that you need to use previous data, select the option 'Previous PDE Data' and after selecting OK, a list will appear from which to choose.

Host:

- Unit of measure hosting for TIW and ARLI has been completed and is now available.

- When a product is reinstated by host, the default label type has been changed from 'deleted' type to 'normal' type.

Fuel:

- BP Card integration is now included.

PROFITTRACK

It's the software that makes the difference

Point of Sale & Retail
Technology Specialists



13-21 Mayes Avenue,

Logan Central, Q'ld 4114

Phone: +61 7 3387 5555

Fax: +61 7 3387 5588

E-mail: info@scanningsystems.com.au

Web: www.scanningsystems.com.au

Blog: <http://scanning-systems.net/POSReport>

Twitter:

<http://twitter.com/scanningsystems>

Facebook: <http://on.fb.me/mPOFBd>

EJ Viewer:

- Following requests from a number of advanced users we have now implemented the concept where it is possible to scroll through transactions either side of any transaction that appears in the list selected. For example if there was a list of cancelled sales on the screen, management may wish to view what transactions occurred immediately before or after any one of them. In the near future we will also provide the ability to select multiple transaction types in the one list ie. All cancelled sales and all no sales.

Inventory : Order Management

- Orders can now be filled by doing a search and ticking the products using the space bar that will then be brought into the order with a default of 1 carton. The F3 search function in Order Management will list products and any ticked products will add to the order with a default quantity of 1. Eg. If you select 3 items as per example below, all 3 items will now populate in the order.

- Modifications to Auto Ordering to include number of weeks to average, number of highs and lows to exclude, average sales across a specific day of the week and to set averages per group, has been made.

Sales History period for calculation of stock forecast

> Selection of commencement date for sales history

> Selection of number of weeks of history

> Option to select Day of the week if product category is ordered daily eg. Milk and bread