

## 2 Goals to Accomplish by Using a POS System

For all activities and functions dealing with the POS, we are using the assumption that 2 major over-all goals with the point-of-sale are being accomplished.

1. All sales of inventory are being tracked individually by a specific SKU & Description and sold for a specific retail price.

Central Logo Hoodie Blue Medium

or

Bag of Baked Lays chips 1<sup>3</sup>/<sub>4</sub> oz.

or

Large Coffee

2. All inventory on-hand stock quantity has been entered in POS correctly either by Verify-Adjust inventory or Vendor Purchase Order (PO) receiving

For each sale = -1 (subtract quantity 1)

and

For purchases = +1 (add quantity 1)

- Normal Vendor Purchases receive each (qty 1)
  - Bulk Vendor Purchases receive case quantities (6, 12, 24, 36..)
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- Vendor Shipments received can be managed in Purchasing Center Most popular is the Receive w/o PO function, where all inventory stock quantities can be updated with one click of a button.
  - Misc. Department Keys, (on Smart Keyboard) such as Apparel Misc. are to be used in **emergency situations only**.
    1. When an item cannot be scanned (unreadable, lost or new barcode)
    2. When an item is a Non-Stock item (Special Order)
      - Be sure to choose the Hot-Key NOTE (on your smart keyboard) to describe the Misc. Department Key Purchase.....!

