



**Assyst POS
Item Maintenance
User Guide
Version 4.09**

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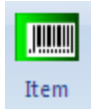
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Introduction to Item Maintenance

A major component in item management involves the creation and maintenance of item records. Item Maintenance functions offer a mechanism to review and adjust item records individually.

Item records must be configured in Item Maintenance before they may be sold.



To access Item Maintenance, click on the **Item** option in the Maintenance PANEL of the Assyst Point of Sale ribbon group.

Searching for Item Records

When first launching Item Maintenance, Assyst Point of Sale displays a blank item record with a **Search** prompt.

If a number is entered or scanned, the system will search for a UPC code. If a description is entered, the system will search by Description.

NOTE: Default settings for search functions are retained after the first successful search and will be retained until closing Item Maintenance. To select an alternative search method, such as Wholesaler or Vendor Order #, click on the  icon to the right of the search bar.

Create a New Item File

Click on the  icon to create a new item file with an in-house UPC code.

Alternatively, if the product already has a manufacturer UPC code, search for the UPC code. If the UPC is not found, the system will display a blank record for the item which may be modified for use.



View or Modify an Item File

If a product search results in a single match, the system will display the matching item record.

If the system locates more than one product matching the search criteria, the system will show a chart displaying all matching records.

The screenshot shows the 'Item Lookup' window with the 'View' set to 'Item File' and 'Include Non Stock' checked. The search term 'KIT' is entered in the search field. The results table lists 15 items, including 'KIT AM GIRL', 'KIT HNDPRNT', 'KIT KAT 26CT', 'KIT KAT BAR', 'KIT KAT BITES', 'KIT KAT BITES (CELLO)', 'KIT KAT CHUNKY', 'KIT KAT DARK', 'KITCHEN ANGL', 'KITCHEN CRACKLE SET COWBOY', 'KITCHEN GINGER H/LOTION B/WASH', 'KITCHEN MAGC', 'KITCHEN RACK', and 'KITCHEN SET'. The 'Additional Information' section at the bottom shows details for the selected item, including Vendor, Order No, Mfg, Remarks, Dept, Family, GM%, Last 12, Avg, Pr. Price, Type, and Related.

Upc	Description	Pk Size	UM	Price	T	Onhand	Last Sold
1501276125	KIT AM GIRL	1.00	EA	20.00		0	00/00/0000
1501269070	KIT HNDPRNT	1.00	EA	6.99		0	00/00/0000
5980029871	KIT KAT 26CT	312.00	G	9.95		0	Oct 4, 2010
598033	KIT KAT BAR	53.00	GM	1.19		9	Dec 2, 2011
5980088599	KIT KAT BITES	36.00	G	1.19		0	Apr 4, 2011
5980062336	KIT KAT BITES (CELLO)	210.00	G	4.69		11	May 13, 2010
5980015204	KIT KAT CHUNKY	55.00	GM	1.19		0	Sep 6, 2011
598043	KIT KAT DARK	45.00	G	1.19		0	Sep 14, 2011
1501298725	KITCHEN ANGL	1.00	EA	16.98		0	00/00/0000
9087643792	KITCHEN CRACKLE SET COWBOY	1.00	EA	21.89		0	Nov 5, 2010
6432304751	KITCHEN GINGER H/LOTION B/WASH	3.00	PK	20.85		1	Mar 19, 2010
1501291005	KITCHEN MAGC	1.00	EA	16.99		0	00/00/0000
1501286384	KITCHEN RACK	1.00	EA	14.95		0	00/00/0000
1501264460	KITCHEN SET	1.00	EA	41.95		0	00/00/0000

Additional Information:

Vendor: Order No: Mfg: Remarks:
 Dept.: 26 Family: 2610 GM%: 36.00 Last 12: 0 Avg: 0.0
 Promo: Pr. Price: Type: Regular
 Related: Qty: Desc: Addtl Desc:

Comma Separated Search (, All). 29 Found

NOTE: If a search term is preceded by a comma (,) the system will search for records containing the specified criteria. To show all records, just press the comma key with no other search criteria.

Double-click on the desired item record to display it on screen.

NOTE: Unless permissions preclude full access to Item Maintenance, all item records will be opened in modify mode. Changes made on an item card may be saved or discarded from an item file upon exit.

Previously Deleted Items

If the item search is performed using a UPC that has been previously deleted, the system will display an item recovery prompt.

The 'Deleted Item' dialog box displays the message 'This Item Was Previously Deleted!' and provides details about the deletion: Date: Apr 12, 2011, Time: 16:04, Deleted From: Other, Deleted By User: Telus Support. It asks 'Recover This Item's Past History?' and has 'OK' and 'Cancel' buttons.

If the item was deleted in error and is to be recovered, click on **OK**.

If the previous item is to remain deleted and/or it is preferable to manually recreate the item record, click on **Cancel**. The system will then display a new, blank item record for the UPC.



Item File Settings

On any item file, a variety of settings exist to aid in automating activities related to its management and sale. These options will aid in the tracking of sales by department, inventory valuation, automating reorder, and pricing analysis.

The screenshot shows the 'Item Maintenance' window with the following details:

- Description:** COFFEE CRISP
- UPC Code:** 5980000021
- Stock:** Stocked
- Line Price:** 1 / 1.19
- Onhand:** 26
- Cost:** .860
- On Order:** 0
- Pack Size:** 1.00
- Unit:** EA
- Type:** Regular
- Margin:** 27.73
- Promotion:** 0099
- Active:** \$1.19
- Dept.:** 2 CONFECTIONERY
- Family:** 0210 CHOCOLATE BARS
- Manufacturer:** ROWN ROWNTREE LTD.
- Brand:**
- Location:**
- Buyer/Rep:**
- Shelf Tags:** 1
- Product ID:**
- Average Cost:** .8459
- Last Price:** 1.09
- Last Cost:** .780
- Regular Cost:** .870
- Target:** 25.00
- Date:** Jan 14, 2011
- Date:** Sep 12, 2011
- Date:** Dec 7, 2011
- Setup:** Dec 1, 1994
- Changed:** Dec 9, 2011
- Last Sold:** Dec 7, 2011
- Counted:** Jan 2, 2007

On the right, the 'Ordering Information' table shows:

Rank	Vendor	Order #	Unit	Quantity
1	MCK	323758	EACH	48
4	PROC	841854	EACH	48

Below this, the 'Related Information' table is empty.

NOTE: Clicking on the  icon will copy the selected item record to a new UPC code. This may be helpful if creating multiple records for products without manufacturer-assigned UPC codes.

Basic Settings

Near the top of the Item Maintenance window, just below the search bar, are basic item settings.

These settings include:

UPC Code

This option should contain the main UPC code for the product. Typically, UPC codes are entered without leading and/or trailing "check digits".

Stock

This option is used to indicate products not regularly stocked or reordered by a store. Most items will be **Stocked** items.

For products not typically or consistently stocked and/or replenished by reordering such as magazines, cards, and seasonal items and therefore should be set as **Not Stocked**.

The option **Variable**, as applies to the Stock flag, indicates that a product has a price which may vary depending on the situation. For example, if a store sells soft drinks with the same UPC at different prices depending on whether they are cold or warm, this flag may be set as variable. When the soft drink UPC is scanned, the system will automatically prompt the cashier for a per-unit price for the product.



Description

Descriptions, when applied correctly, offer a meaningful way of searching for products to maintain, sell, order, or receive.

Similar products should be configured with similar descriptions. It is customary for stores to develop their own internal standards for product descriptions to facilitate more effective product lookups.

For example, all Halls products might be entered using the standard convention of HALLS FLAVOUR OTHER. Therefore the HALLS CHERRY, HALLS PEPPERMINT, and HALLS CHERRY CENTRES may exist in the system. The naming convention would make it very easy to search for the Halls products by the most basic search term "HALLS", followed by flavours, and then any other pertinent details such as a special type of Halls candy.

The length of the description is limited to 30 characters to ensure proper appearance on receipts.

Pack Size and Unit

Enter the numeric pack size of the product in the Pack Size field. The Unit field is meant to contain a 1 or two character descriptor for the pack size.

Here are some examples:

General Product Description	Pack Size	Unit
53 gram chocolate bar	53.00	GM
1.2L bottle of juice	1.20	L
OR:	1200.00	ML
6 pack of 237ML nutritional supplements	6.00	PK
2 pairs of compression stockings	2.00	PR
A bottle of 30 acetaminophen tablets	30.00	TB
A hot water bottle	1.00	EA

 **NOTE:** The above list is not exhaustive, nor does it include all possible pack size or unit of measure descriptors for each product listed.

In order to maximize the effectiveness of product searches, pack size and unit settings should be consistently applied throughout the item file.

Type

Most products in retail stores are **Regular** type items.

The following special item types also may be available:

Gift Card – If the item file is for a gift card product, this function will facilitate the activation and initial loading of the gift card using the integrated debit/credit pinpad at the till.

Card Reload – Set the item file to Card Reload if the item file is intended for use with gift cards that have been previously activated, but to which funds are being added using the integrated debit/credit pinpad at the till.

 **NOTE:** Not all gift cards may be set up using Gift Card-related options. These options may only be utilized by licensed users of integrated debit/credit functionality and is limited to gift cards supported by Chase Paymentech.



Serialized – If the product is intended to be tracked by serial number, set the item type as Serialized.

Serial / Reference – If the product is intended to be tracked by serial number and/or some additional identification reference, set the item type to Serial / Reference.

Tracked – If the product is simply to be tracked, but is not sold to clients by conventional means, the item file may be set as a tracked UPC.

 **NOTE:** Serialized and Tracked item types are only available to licensed users of Assyst HME. For more information, see the Assyst HME User Guide.

Price

Product pricing may be entered and tracked in one of two ways:

-  Regular Price
-  Using Price Tables or Line Pricing

Price: /

If a product is to be sold with a standard price per unit, the price may be set in the two part **Price** field on the item record.

The first part of an item price indicates the quantity related to the total price. The second part of the field is the price for the listed quantity. The above example illustrates a product sold at \$12.85 per 1 unit.

If a product is priced at 2 units for a total of 3.00 (1.50 each), the price may be entered as 2 / 3.00.

 Copy Item  Tables  History  Branch

Line Price: /

Alternatively, products may be offered at prices which vary based on the quantity of product purchased.

A product configured in this way displays the Price option label as **Line Price**.

For more information about Line Pricing matrices, consult the section of this guide entitled **Using Price Tables**.

Cost

This cost should contain the most recent acquisition cost for the product.

This option is updated automatically by the system whenever product is received.

Margin

A product's margin will be automatically calculated based on the retail price and most recent acquisition cost for the product.

 **NOTE:** When creating a new product record, any two of Price, Cost and Margin may be set. The system will then automatically calculate the third value whether it's price, cost or margin.

Onhand

When products are received, sold, transferred into stock or counted, the system will update the Onhand field to contain the quantity of stock available for sale.

 **NOTE:** This field MAY be edited directly, though it is recommended that the **Transfers** function be used to correct inventories. Specific explanations may be recorded when adjusting inventory using the Transfers function, which may be reviewed later in an item's audit history. For more information about Transfers, consult the Transfers User Guide.

On Order

If a product has been ordered through Assyst Point of Sale Order Processing and has not been received, the quantity of product on any outstanding, finalized or transmitted P.O.s will be displayed in this field.

Promotions

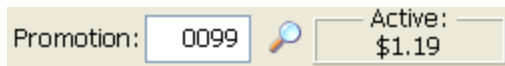
If the product has ever been on a promotion, the system will display details in the basic item settings.

The promotion number and the promotional pricing are provided in the Item Maintenance screen.

The system will display details for products which appear on promotions regardless of whether they are currently **Active**, **Upcoming**, or **Over**.

An Active promotion will take precedence over all other types, and promotions that are Upcoming take precedence over promotions that are Over.

More comprehensive details of promotional sales history and pricing for an item may be reviewed in the item **History**.



NOTE: Further information about the History section of Item Maintenance is documented later in this guide.

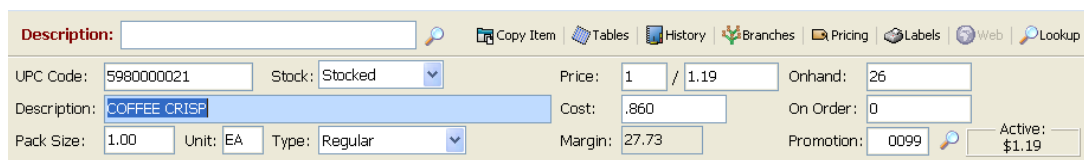
Using Price Tables

Pricing for products set up with Line Pricing may not be directly modified. As such, the options are greyed out. To modify pricing for products tied to a Price Table or Line Pricing matrix, click on **Tables**.

NOTE: A price table may also be used to link pricing of common products even where no quantity discounts are offered. This procedure may simplify price standardization within a product line.

Creating a Price Table

Price Table creation may be accessed from any product not attached to a line price matrix. Click on **Tables**.



NOTE: A price table may also be created from the **Lookups** for Price Tables found in the Miscellaneous panel of the POS Functions ribbon group.

The system will display a list of Price Tables along with a search bar. Once the list of price tables has finished loading, click on the  icon to create a new price table.

Each price table has a collection of settings which apply to all linked products.

Price Table Maintenance

Add New

Price Table: BARS (1.00 EA)

Description: REGULAR PRICE CHOCOLATE BARS

☐ Mix and Match for Price Breaks

Limit of: 9999 Limit Price: 999999.99

Qty	Target	Price	Margin	Tax 123
1	25	1.19	27.7%	☒ ☒ ☒
2	25	1.69	-1.8%	☒ ☒ ☒
				☐ ☐ ☐
				☐ ☐ ☐

GST# 123456789- 5.00 Arrow Keys Navigate

Price Table – This option must contain a unique code which may be set on item files and may be used in product searches.

Description – Set the Description for the table which will appear in the table lookup.

NOTE: This description should contain details of products contained to allow for easy identification of desired line price matrices.

Mix and Match for Price Breaks – Select this option if products attached to the selected table may be mixed to receive any available quantity-based discounts.

NOTE: If the Mix and Match option is unchecked, products linked to the same line price matrix will only be subject to discounted pricing where the products purchased are identical.

Limit Of – This option is not used at this time.

Limit Price – This option is not used at this time.

The lower half the Price Table Maintenance screen contains the pricing grid.

On the first line, enter the details applicable to the sale of a single unit of product.

Qty – Enter 1 on the first line. On any subsequent line, any number other than 1 may be used to indicate a quantity at which a discounted price is available.

Target – If known, key in the Target Margin for the product price matrix for each quantity listed.

Price – Key in the total price for the related quantity. On the first line, this would be the price for a single unit. On any subsequent lines, it would be the total price for all units at that price level.

NOTE: The system will insert a default price for the specified price level based on the Target. This option may be modified.

Margin – The Margin option will automatically calculate the actual margin earned based on the total retail price for the quantity to which it relates.

Tax 123 – This option allows for the setting of taxes for each price level. Check off any taxes applicable to the selected price level.

NOTE: The illustration on the preceding page shows a tax field highlighted. The specific tax to which the option refers is displayed in the lower left corner of the window.

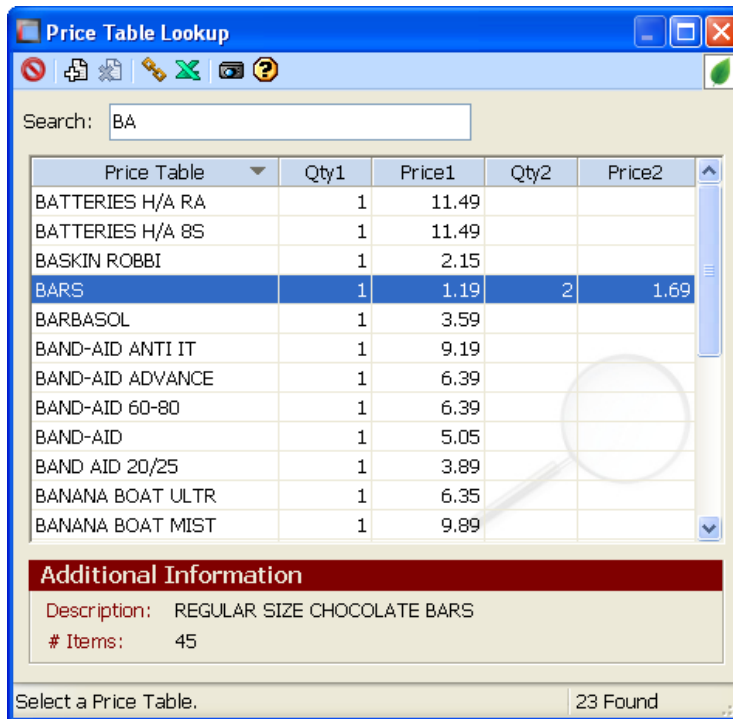
The grid may have multiple lines for different quantities at which a new discounted total price is required. Add as many lines as required to complete the grid for all applicable quantities.

NOTE: If a price level has been added in error, it may be removed by highlighting the line and clicking on the icon at the far right of the line.

Adding a Product to an Existing Table

Products not attached to a price table may be linked to a new or pre-existing table by accessing **Price Table** functions.

To access Price Table functions, click on **Tables**.



In the selection to the right, the search entry "BA" was entered to search for all tables with table IDs beginning with BA.

For any price table highlighted in the grid, the extended table **Description** and **# of items** attached to the table are displayed at the bottom of the popup window.

Double-click on the desired table to add the selected product to the table.

The system will then display the price table. When the table appears, click on  to link the product to the table.

Reviewing Products on a Price Table

In some cases, a price table code or description may not be sufficiently detailed to affirm that the proper table is selected.

When a price table is displayed in Price Table Maintenance, it is possible to review a list of attached products by clicking on the  icon.

The system will then display a grid listing all products linked to the table.

Reviewing a Price Table

A price table attached to a product may be displayed by selecting the **Tables** icon within Item Maintenance.

The system will then display the price table linked to the current product.

If the product has been matched to the wrong price table, it may be removed by clicking on the  icon.



Category Settings

Item Maintenance contains a number of settings related to item categories. These options are located towards

Item categories may be used to:

- Group products for summary reporting
- Facilitate product searches by category using Item Quick Maintenance
- Identify products for special discounts, such as Loyalty discounts
- Aid in locating products and/or merchandising

Item Maintenance

Description: [Search Icon] Copy Item Tables History Branches Pricing Labels Web Lookup

UPC Code: 5980000021 Stock: Stocked Line Price: 1 / 1.19 Onhand: 26

Description: COFFEE CRISP Cost: .860 On Order: 0

Pack Size: 1.00 Unit: EA Type: Regular Margin: 27.73 Promotion: 0099 Active: \$1.19

Dept: 2 CONFECTIONERY

Family: 0210 CHOCOLATE BARS

Manufacturer: ROWN ROWNTREE LTD.

Brand: [Search Icon]

Location: [Search Icon] ☒ Discountable

Buyer/Rep: [Search Icon] ☒ PST (5.00%)

Shelf Tags: 1 ☒ GST # 123456789- (5.00%)

Product ID: [Search Icon] ☐ HST (13.00%)

Average Cost: .8459 28.9 Target: 25.00

Last Price: 1.09 Date: Jan 14, 2011

Last Cost: .780 34.5 Date: Sep 12, 2011

Regular Cost: .870 26.9 Date: Dec 7, 2011

Setup: Dec 1, 1994 Last Sold: Dec 7, 2011

Changed: Dec 9, 2011 Counted: Jan 2, 2007

Ordering Information: Add Remove Vendor Web Freeze Ordering

Rank	Vendor	Order #	Unit	Quantity
1	MCK	323758	EACH	48
4	PROC	841854	EACH	48

Order Calculation: 0 Class: 0

UR: 0.0 OP: 0 LP: 0 Shelf Face: 0

Min: .00 Max: .00 Lead: 0

Related Information: Add Remove Split to New Set to Main

Related UPC	Quantity	Description

Enter Search Criteria and Press Enter, or Press Item Lookup Button to Begin. (.6s)

Categories featuring lookup capabilities are indicated by the presence of a  icon to the right of a category option. For more information about such categories, consult the Assyst POS Item Category Maintenance User Guide.

Categories should be uniformly applied to item records wherever possible to maximize the efficiency of product lookup functions.

Department

This option is used to indicate the department to which the product belongs.

NOTE: A valid department **MUST** be set on each and every item file. As such, this is the first field which must be configured when creating a new item record.

Departments are used as the primary category by which sales totals are grouped on a daily, monthly, and annual basis.

Products with common basic characteristics will typically share a category. For example, hair combs and shampoo may both be configured as belonging to the Hair Care department.



Family

If used, indicate the family in which the product belongs. Families may be used to more narrowly define product categories.

For example, within the Hair Care department, there may be different families for subsidiary categories such as hair combs/brushes, hair colour, shampoo/conditioner, and hair styling accessories.

 **NOTE:** Some stores may require a family to be set on each item. Consult your front store manager to determine if this is applicable at your store.

Manufacturer

This option may be used to indicate the manufacturer of a particular product if desired.

Each product with an industry standard, globally accepted UPC code is linked by the UPC to a particular manufacturer. These details come from the first segment of digits in the UPC code.

However, some manufacturers may use multiple different manufacturer UPC identifiers. Using this option alone can make searches for similar products manufactured by a single company somewhat difficult.

The Manufacturer option in Item Maintenance may be used to indicate a manufacturer independently of the UPC.

 **NOTE:** Some item files, when created, may automatically fill in a manufacturer code. This indicates that the manufacturer UPC identifier is known to the system.

For more information about manufacturers and their UPCs, consult the Manufacturer Maintenance section of the Item Category Maintenance User Guide.

Brand

This option may be used to indicate the brand applicable to a product, independent of its description.

For example, a store may have five or six different brands of analgesic products for which the product description is indicated as ACETOMINOPHEN 650MG EXTRA STRENGTH. One such product may be manufactured by McNeil Pharmaceuticals.

The Brand option may be used in Item Quick Maintenance to find lists of products with a common brand name, such as Tylenol™.

Buyer/Rep

This field may be used by stores to indicate the name or lookup code which applies to a specific vendor representative.

At stores with more than one purchaser, the field may alternatively be used to indicate the purchaser responsible for acquiring one or more products.

Location

This 6 character field may be set to include a location code or ID.

Location codes may be used in reports, item lookups, or when performing inventory count activities.

 **NOTE:** Users not interested in using **Brand**, **Buyer** and/or **Location** options as suggested in this guide may elect to use the options in other ways to facilitate lookup or aid in item update activities related to Assyst Multistore functions.



Shelf Tags

Indicate the number of shelf tags to be printed when shelf tags are generated for the item.

In most cases, the quantity of shelf tags to be printed will be 1.

If a product is stocked in multiple locations in the store, it may be necessary to generate multiple shelf tags to cover all stock locations. Key in the number of labels desired.

If shelf tags are never to be printed for the product, even when prices change, set this option to 0.

Product ID

Assyst HME users may have the option of setting a Product ID on certain products.

For more information about the use of Product IDs, consult the Assyst HME User Guide.

Discount and Tax Settings

Each item record has its own settings which determine if the product is subject to taxes and/or may be discounted at the till.

The screenshot shows the 'Item Maintenance' window for 'COFFEE CRISP'. The 'Description' tab is active. In the 'Tax' section, the following settings are visible:

- ☒ Discountable
- ☒ PST (5.00%)
- ☒ GST # 123456789- (5.00%)
- ☐ HST (13.00%)

The 'Shelf Tags' field is set to 1. The 'Product ID' field is empty. The 'Ordering Information' section shows a table with two rows:

Rank	Vendor	Order #	Unit	Quantity
1	MCK	323758	EACH	48
4	PROC	841854	EACH	48

The 'Related Information' section is empty.

Select any **taxes** which apply to the product. In the above example, the product is subject to the first two taxes: PST and GST. The product is exempt from the third tax which bears the label HST.

If a product is subject to discounts to regular customers such as conventional Item Discounts, Senior Sale Discounts, and/or Transaction Discounts, select the **Discountable** option. Products with this option de-selected will not be eligible for discounts to regular customers.

NOTE: The settings on the item file take precedence over any settings on the department which do not match.

Additional Cost Details

Each Item File contains a section which offers information about product costing.

Item Maintenance

Description: Copy Item Tables History Branches Pricing Labels Web Lookup

UPC Code: 5980000021 Stock: Line Price: 1 / 1.19 Onhand: 26

Description: COFFEE CRISP Cost: .860 On Order: 0

Pack Size: 1.00 Unit: EA Type: Regular Margin: 27.73 Promotion: 0099 Active: \$1.19

Dept.: 2 CONFECTIONERY

Family: 0210 CHOCOLATE BARS

Manufacturer: ROWN ROWNTREE LTD.

Brand:

Location: ☒ Discountable

Buyer/Rep: ☒ PST (5.00%)

Shelf Tags: 1 ☒ GST # 123456789- (5.00%)

Product ID: ☐ HST (13.00%)

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Order Calculation: 0 Class: 0

UR: 0.0 OP: 0 LP: 0 Shelf Face: 0

Min: .00 Max: .00 Lead: 0

Related Information: Add Remove Split to New Set to Main

Related UPC	Quantity	Description

Enter Search Criteria and Press Enter, or Press Item Lookup Button to Begin. (.6s)

Average Cost

When products are received and transferred, Assyst Point of Sale will automatically recalculate an average cost for all in-stock units.

This cost is used for reporting for all products, excepting those with serial numbers. The average cost value is used to populate the cost of sale section of sales activity and/or inventory valuation reports.

NOTE: This value is typically keyed in manually at the time a product is set up and otherwise not directly modified by users.

To the right of the Average Cost option is a value which reflects the calculated margin percentage based on the Average Cost and current retail Price per unit.

Last Price

When the retail Price for a product has been changed, Assyst Point of Sale will record the previous price in the Last Price field.

NOTE: This value is not typically directly modified by users.

To the right of the Last Price option, Assyst Point of Sale displays the date on which the Price was changed.

Last Cost

When the most recent acquisition Cost has been changed, Assyst Point of Sale will record the previous cost in the Last Cost field.



To the right of the Last Cost option is a value which reflects the calculated margin percentage based on the Last Cost and current retail Price per unit.

NOTE: This value is not typically directly modified by users.

Further to the right, Assyst Point of Sale displays the date on which the Cost was changed.

Regular Cost

For locations using integrated and regularly updated catalogues, Assyst Point of Sale may be configured to update catalogue pricing on item records for the store's primary vendor. These details are displayed in the Regular Cost field.

NOTE: This value is not typically directly modified by users.

To the right of the Regular Cost option is a value which reflects the calculated margin percentage based on the Regular Cost and current retail Price per unit.

Further to the right, Assyst Point of Sale displays the date on which the Regular Cost was changed.

Item Update Dates

Item Maintenance displays a number of dates relevant to specific types of item updates provided for informational purposes.

NOTE: These options are not typically modified directly by users.

Item Maintenance

Description: Copy Item Tables History Branches Pricing Labels Web Lookup

UPC Code: 5980000021 Stock: Stocked Line Price: 1 / 1.19 Onhand: 26

Description: COFFEE CRISP Cost: .860 On Order: 0

Pack Size: 1.00 Unit: EA Type: Regular Margin: 27.73 Promotion: 0099 Active: \$1.19

Dept.: 2 CONFECTIONERY

Family: 0210 CHOCOLATE BARS

Manufacturer: ROWN ROWNTREE LTD.

Brand:

Location: ☒ Discountable

Buyer/Rep: ☒ PST (5.00%)

Shelf Tags: 1 ☒ GST # 123456789- (5.00%)

Product ID: ☐ HST (13.00%)

Average Cost: .8459 28.9 Target: 25.00

Last Price: 1.09 Date: Jan 14, 2011

Last Cost: .780 34.5 Date: Sep 12, 2011

Regular Cost: .870 26.9 Date: Dec 7, 2011

Setup: Dec 1, 1994 Last Sold: Dec 7, 2011

Changed: Dec 9, 2011 Counted: Jan 2, 2007

Ordering Information: Add Remove Vendor Web Freeze Ordering

Rank	Vendor	Order #	Unit	Quantity
1	MCK	323758	EACH	48
4	PROC	841854	EACH	48

Order Calculation: 0 Class: 0

UR: 0.0 OP: 0 LP: 0 Shelf Face: 0

Min: .00 Max: .00 Lead: 0

Related Information: Add Remove Split to New Set to Main

Related UPC	Quantity	Description

Enter Search Criteria and Press Enter, or Press Item Lookup Button to Begin. (.6s)

Setup

This option displays the date on which an item record was first added to the system



Changed

This option displays the date on which an item record was last modified.

Last Sold

This option displays the date on which the product was last sold.

Counted

This option displays the date on which the product was last subject to a regular inventory count.

NOTE: Transfers and adjustments do not impact the date on this field, though inventory counting functions as entered in either the **Stock Count** or **Handheld Download** section of **Utilities** will affect the Counted date.

General Tab

In Item Maintenance, some settings are found along the tab selections at the right of the screen, located just below the basic item settings.

On the general tab are functions related to the reorder, warehousing, and indicating products which are equivalent to the main item UPC.

Ordering Information

The Ordering Information section of the General tab contains details related to how and from where a product may be ordered.

Item Maintenance

Description: Copy Item Tables History Branches Pricing Labels Web Lookup

UPC Code: 4167915891 Stock: Stocked Line Price: 1 / 2.29 Onhand: 12

Description: BOOST NUT. DRINK STRAWBERRY Cost: 1.610 On Order: 0

Pack Size: 237.00 Unit: ML Type: Regular Margin: 29.69 Promotion:

Dept.: 36 MISC NON TAXABLE

Family: 3610 NUT.SUPPLEMENTS

Manufacturer: MEAD MEAD JOHNSON CANADA

Brand:

Location: ☒ Discountable

Buyer/Rep: ☐ PST (5.00%)

Shelf Tags: 1 ☐ GST # 123456789- (5.00%)

Product ID: ☐ HST (13.00%)

Average Cost: 1.6350 28.6 Target: 25.00

Last Price: 1.66 Date: Jul 7, 2010

Last Cost: 1.610 29.7 Date: Nov 15, 2011

Regular Cost: 9.800 327.9- Date: Dec 7, 2011

Setup: Jul 24, 2001 Last Sold: Nov 30, 2011

Changed: Dec 9, 2011 Counted: Sep 2, 2008

Add/Remove/Modify Order Numbers For This Item.

General Miscellaneous HME Setup Catalog

Ordering Information: Add Remove Vendor Web Freeze Ordering

Rank	Vendor	Order #	Unit	Quantity
1	MCK	912634	EACH	4
2	PROC	812951	CASE	24

Order Calculation: 0 Class: 0

UR: 0.0 OP: 0 LP: 0 Shelf Face: 0

Min: .00 Max: .00 Lead: 0

Related Information: Add Remove Split to New Set to Main

Related UPC	Quantity	Description
4167994466	24	CASE

To enable Assyst Point of Sale to allow product lookup by wholesaler order number and/or allow a product to be selected when creating suggested orders, it is very important to list the details of any vendor from whom the product may be acquired.



Settings related to vendors include:

Rank – Indicate the rank of the vendor from whom the product may be ordered.

 **NOTE:** Not all products will have a vendor bearing Rank 1. Ranks must be kept consistently among vendors to ensure that vendors' electronic catalogue updates, if applicable, are properly processed.

Vendor – Indicate the abbreviated vendor code used for the desired vendor.

 **NOTE:** Vendor codes may be looked up by pressing **F12** when the Vendor option is highlighted.

Order # – Indicate the vendor's order number for the product, also known as the wholesaler number.

Unit – This unit of measure option is used to indicate the way in which the product is ordered. Any description of 4 characters or less may be entered, though CASE and EACH are commonly used to differentiate products purchased in case lots or as individual resaleable units.

Quantity – Indicate the number of resaleable products which are ordered when ordering 1 unit of the specified order number from the vendor. In the illustrated example, ordering 1 of order # 812951 from the vendor PROC will result in the arrival of 24 resaleable units.

Some stores may have offsite warehouses to stock excess quantities of inventory. As such, they may occasionally need to replenish stock from the offsite warehouse.

Shelf Face – The Shelf Face option is typically set to 0 by locations not using picking slips and/or offsite warehouses. This option should be set to indicate the desired shelf quantity of the product to be available at all times in the public area of the store.

 **NOTE:** If this field is configured for all items, picking slip functions may be used to help replenish stock from offsite inventory.

Additional ordering options are available to automate the creation of suggested orders.

Order Calc – Specify the previously defined order calculation number to be used when creating suggested orders.

Min – If Min/Max ordering is in use, Assyst Point of Sale will identify products on qualified reorder calculations for which the current onhand has reached the minimum onhand.

Max – If Min/Max ordering is in use, items identified for reorder by comparing onhands to the items' Min setting will automatically suggest an order sufficient to reach the Max value set.

The following ordering options are only used in conjunction with EOQ-based product reorder calculations:

Class – The Class option is most often utilized as a component of EOQ ordering. If used, the Item Classification function found in Order Processing may be periodically run to update this setting on all items at once.

UR – This option refers to an item's Usage Rate, which is the average number of this item sold per month. The Usage Rate for all items is typically set to update when the Item Classification is run.

OP – This option refers to an item's Order Point, which is conceptually similar to the Min setting. In an EOQ-based ordering calculation, the OP is used instead of a user-defined minimum onhand. When the onhand reaches the specified level, the product will be reordered. This value is typically set to update when the Item Classification is run.

LP – This option refers to an item's Line Point, which is used to help achieve required minimum order values required by a vendor. Similar to an Order Point, items with an onhand closest to their Line Point will be added to a suggested order first. This value is typically set to update when the Item Classification is run.

Lead – The lead time is the typical amount of time that elapses between the time a product is reordered and the day it is received.

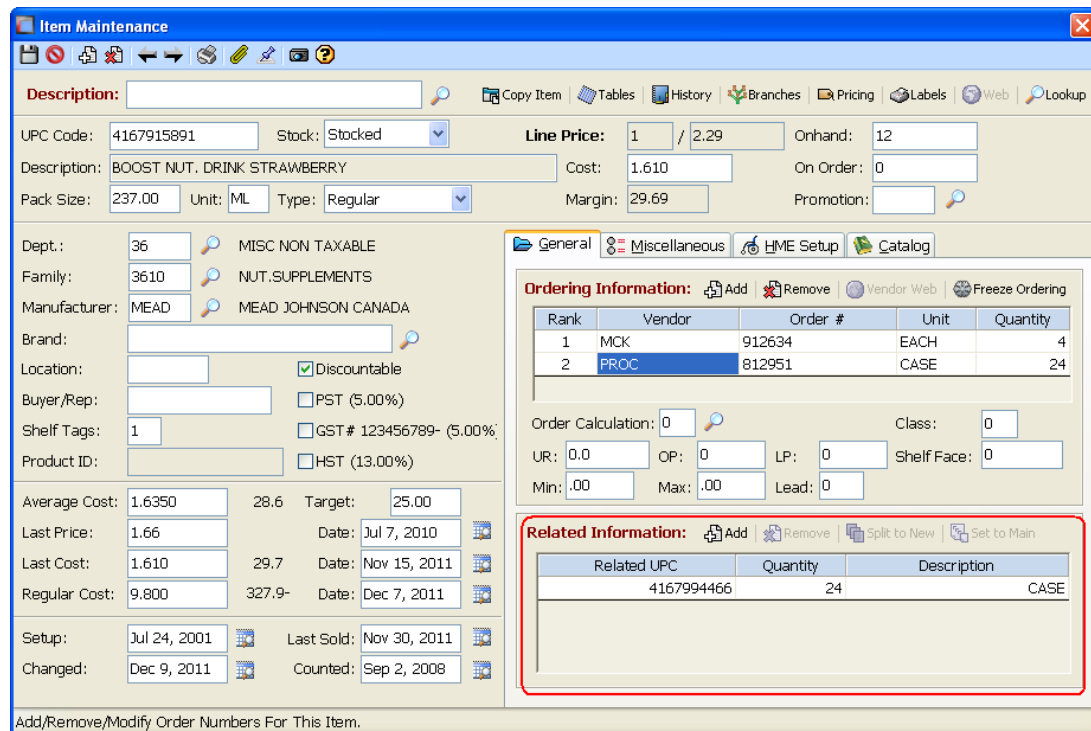
NOTE: For more information about product reorder automation, consult the Order Processing User Guide.

The following buttons are available in the Ordering Information section of Item Maintenance:

Icon	Function
	Add a new order number
	Remove an order number
	Freeze (discontinue) product reorder
	Access the website indicated on the selected vendor's catalogue entry for the item

Related Information

At the bottom of the **General** tab in Item Maintenance are functions related to defining product equivalencies. An equivalent product may refer to an identical product available for sale using a different UPC.



The following functions may be used in Related Information on any item record:

Icon	Function
	Add a new related UPC
	Remove the selected related UPC
	Splits the UPC to a new, separate item record
	Sets the selected related UPC as the main UPC



Bonus Packs

A product equivalency may exist where a regularly available product is available with a free bonus.

For example, Pantene Pro V Shampoo may be available with a sample container of Pantene Pro V Conditioner.

The product is basically the same, though there is a free bonus available. The bonus pack bundle typically has a different UPC than the regular product UPC.

Change of Packaging

Where a manufacturer has changed a product package as a result of a shift in marketing strategy, a product equivalency may exist.

For example, the packaging for Boost is transitioning towards a brighter container rather than the dark red. To differentiate the two, the manufacturer has opted to assign a new UPC to the product with the updated package style though the product is otherwise identical.

Different Sale Quantity

In the case of a product like Boost Strawberry Flavour, it is possible to sell it by the bottle, by the six pack, and by the case.

The bottles have a different UPC than the six packs, which have a different UPC than the cases which contain 24 units.

In this case, to track the product properly, the main UPC on the item file is defined as the smallest applicable resale unit. In this example, it would be the individual bottle.

A related item may be configured with its UPC defined and a quantity of 6. This would indicate that when the six pack UPC is scanned at the till, the store has actually sold 6 bottles.

A further related item may also be configured with its UPC defined and a quantity of 24. As with the six pack UPC, scanning the case UPC would result in the system identifying that 24 individual bottles have sold.

Thus all of the Boost Strawberry flavour are tracked using a single item record, regardless of whether they are present as individual bottles, six packs, cases, or a mixture of available packages.

 **NOTE:** Not all products which are similar are necessarily equivalent. For example, some products such as vitamins may be ordered from vendors with a different wholesaler number and therefore it is possible to easily differentiate among the products. Stores may opt to keep these products separate to streamline inventory and ensure that only the desired package style is reordered.

Miscellaneous Tab

The Miscellaneous Tab contains item settings which are used less often on item records.

Item Maintenance

Description:

UPC Code: 4167915891 Stock: Line Price: 1 / 2.29 Onhand: 12

Description: BOOST NUT. DRINK STRAWBERRY Cost: 1.610 On Order: 0

Pack Size: 237.00 Unit: ML Type: Regular Margin: 29.69 Promotion:

Dept.: 36 MISC NON TAXABLE

Family: 3610 NUT.SUPPLEMENTS

Manufacturer: MEAD MEAD JOHNSON CANADA

Brand:

Location: ☒ Discountable

Buyer/Rep: ☐ PST (5.00%)

Shelf Tags: 1 ☐ GST # 123456789- (5.00%)

Product ID: ☐ HST (13.00%)

Average Cost: 1.6350 28.6 Target: 25.00

Last Price: 1.66 Date: Jul 7, 2010

Last Cost: 1.610 29.7 Date: Nov 15, 2011

Regular Cost: 9.800 327.9- Date: Dec 7, 2011

Setup: Jul 24, 2001 Last Sold: Nov 30, 2011

Changed: Dec 9, 2011 Counted: Sep 2, 2008

Remarks:

Other:

☐ Warehouse Item

☒ Enforce Quantity

☐ Coupon Item

☐ Scale Item

Linked Item: 0

Enter 25 Character Remark For This Item.

Remarks

The Remarks option in Item Maintenance may be used to enter a brief note about an item file for reference. There are two lines available in the Remarks field.

The contents of this field will not appear on any report or till receipt.

Other

Other settings available on item records include:

Warehouse Item – If selected, the item is a warehouse item.

Enforce Quantity – If selected, the Enforce Quantity option will prompt cashiers to key in a quantity of units sold. For most products, this option is left deselected.

Coupon Item – If the UPC is for a scannable coupon, this option may be selected. It effectively reverses the price when the product is scanned or entered at the till. If an item set as a coupon has a retail price of \$15.99 and is “sold”, Assyst Point of Sale will reduce the total of the sale by \$15.99. Typically this option is left deselected.

Scale Item – Select this option if the product is sold by weight and is not scanned at the till using a source-marked barcode. This requires the use of a suitable scale at any lanes where this product might be sold.

Linked Item – A linked item is automatically sold when the main UPC is sold. If a product is subject to an additional statutory surcharge, such as a bottle deposit, environmental levy or other fee, it may



be set up in the system as a separate UPC. Once the UPC for the statutory fee has been configured, it may be set on an item file as a linked UPC.

NOTE: A linked item may be, in turn, linked to another item. In the event that both a bottle deposit and environmental levy apply to the sale of a soft drink, the soft drink UPC may have a Linked Item set as the in-house UPC for the deposit set as its link item. The deposit may have a Linked Item set to the in-house UPC for the environmental levy.

HME Setup Tab

Options listed in the HME Setup tab may only be used by licensed users of Assyst HME and/or Assyst Multistore functionality.

For more information about options detailed in this section of Item Maintenance, see the Assyst HME User Guide.

Catalog Tab

The Catalog tab may be used to display the details of items appearing on installed vendor catalogues.

Item Maintenance

Description:

UPC Code: 4167915891 Stock: Stocked Line Price: 1 / 2.29 Onhand: 12

Description: BOOST LIQ STRAWBERRY BOTTLE 6X237ML Cost: 1.610 On Order: 0

Pack Size: 237.00 Unit: ML Type: Regular Margin: 29.69 Promotion:

Dept.: 36 MISC NON TAXABLE

Family: 3610 NUT.SUPPLEMENTS

Manufacturer: MEAD MEAD JOHNSON CANADA

Brand:

Location: ☒ Discountable

Buyer/Rep: ☐ PST (5.00%)

Shelf Tags: 1 ☐ GST # 123456789- (5.00%)

Product ID: ☐ HST (13.00%)

Average Cost: 1.6350 28.6 Target: 25.00

Last Price: 1.66 Date: Jul 7, 2010

Last Cost: 1.610 29.7 Date: Nov 15, 2011

Regular Cost: 9.800 327.9- Date: Dec 7, 2011

Setup: Jul 24, 2001 Last Sold: Nov 30, 2011

Changed: Dec 9, 2011 Counted: Sep 2, 2008

Select Vendor: MCKESSON CANADA (MCK)

Vendor Catalog Information

UPC: 4167915891 Size: 6237.00ML

Description: BOOST LIQ STRAWBERRY BOTTLE 6X237ML

Price: 14.69 Cost: 9.800 Order Quantity: 4.00

If multiple vendor catalogues are installed, the **Select Vendor** option may be used to switch between the catalogues.

If a match exists on the selected vendor catalogue, the **Vendor Catalog Information** section will display a selection of commonly accessed details listed in the catalogue.

To view the full catalogue record for the product, click **View Catalog**.

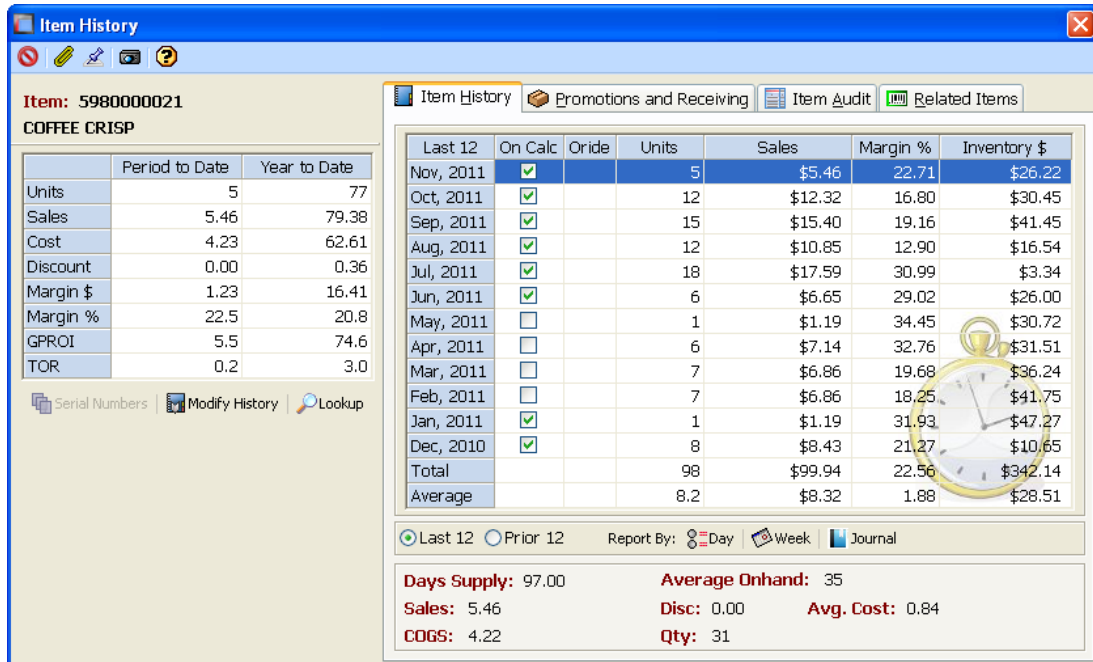
To update the current item information including Ordering Information using details listed in the catalogue, click on **Update Item From Catalog**.



History

All item records in Assyst Point of Sale retain a detailed item history including sales, costing, receiving, adjustments, and promotional histories.

To access historical information for an item, load the item record and click on the  **History** icon.



Item History

Item: 5980000021
COFFEE CRISP

	Period to Date	Year to Date
Units	5	77
Sales	5.46	79.38
Cost	4.23	62.61
Discount	0.00	0.36
Margin \$	1.23	16.41
Margin %	22.5	20.8
GPROI	5.5	74.6
TOR	0.2	3.0

Serial Numbers | Modify History | Lookup

Last 12	On Calc	Oride	Units	Sales	Margin %	Inventory \$
Nov, 2011	☒		5	\$5.46	22.71	\$26.22
Oct, 2011	☒		12	\$12.32	16.80	\$30.45
Sep, 2011	☒		15	\$15.40	19.16	\$41.45
Aug, 2011	☒		12	\$10.85	12.90	\$16.54
Jul, 2011	☒		18	\$17.59	30.99	\$3.34
Jun, 2011	☒		6	\$6.65	29.02	\$26.00
May, 2011	☐		1	\$1.19	34.45	\$30.72
Apr, 2011	☐		6	\$7.14	32.76	\$31.51
Mar, 2011	☐		7	\$6.86	19.68	\$36.24
Feb, 2011	☐		7	\$6.86	18.25	\$41.75
Jan, 2011	☒		1	\$1.19	31.93	\$47.27
Dec, 2010	☒		8	\$8.43	21.27	\$10.65
Total			98	\$99.94	22.56	\$342.14
Average			8.2	\$8.32	1.88	\$28.51

Last 12 | Prior 12 | Report By: Day | Week | Journal

Days Supply: 97.00 | **Average Onhand:** 35

Sales: 5.46 | **Disc:** 0.00 | **Avg. Cost:** 0.84

COGS: 4.22 | **Qty:** 31

On the left side of the screen, the following details are displayed for Period (Month) and Year to Date sales activities:

Units – Displays the number of units of the selected product sold during the current fiscal month/year

Sales – Displays the sales revenue earned for the selected product during the current fiscal month/year

Cost – Displays the direct cost of product sold for the selected product during the current fiscal month/year

Discount – Displays the value of sales discounts offered for the selected product during the current fiscal month/year

Margin \$ – Displays the dollar value of gross margin earned for the selected product during the current fiscal month/year

Margin % – Displays the percentage value of gross margin earned for the selected product during the current fiscal month/year

 **NOTE:** Margin percentages are calculated by comparing margin (direct profit) dollars to retail prices or total revenue.

Margin \$
Revenue

GPROI – Displays the gross profit return on investment for the specified time frame.

 **NOTE:** GPROI is a ratio which compares gross profit dollars for the specified time frame to the current inventory value of the selected product.



TOR – Displays the projected number of times the current inventory will sell through during the time frame specified.

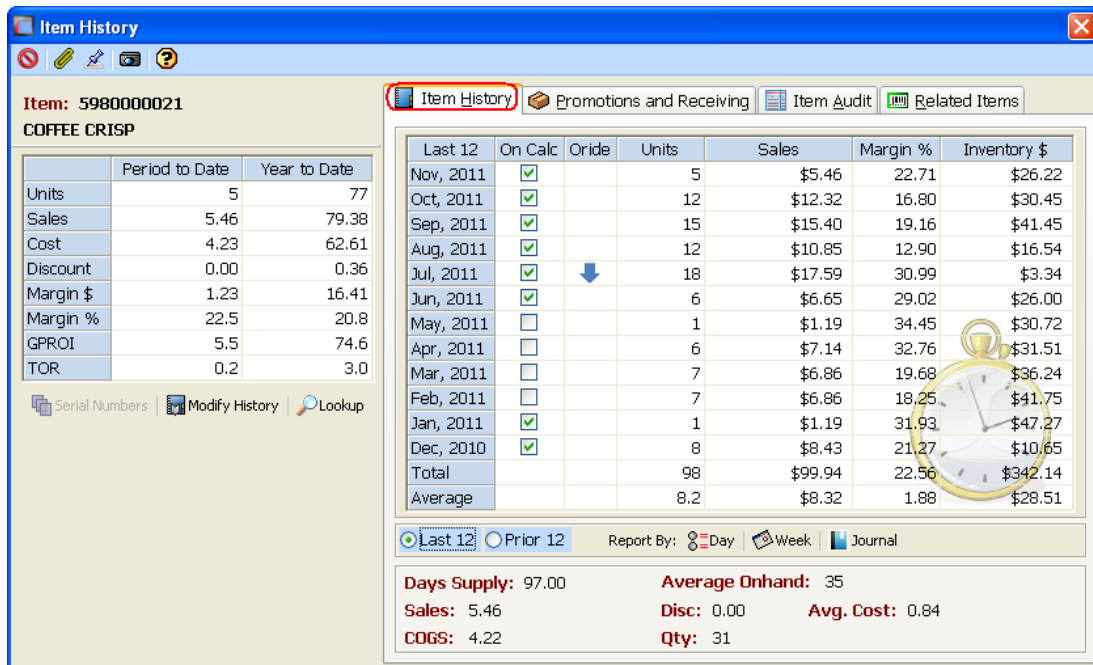
NOTE: TOR looks at sales units during the Period or Year to Date timeframes and divides them by the current Onhand to arrive at the TOR.

The  icon, located beneath the Period and Year-to-Date sales histories, may be used to review customers' **A/R Invoices** (or orders) for the selected product and/or **Purchase Orders** on which the selected product was ordered.

NOTE: A/R Invoices refers only to invoices or orders entered using Invoice Posting. For Assyst HME users, this refers to orders entered via the Order Entry section of Accounts Receivable.

Item History

Basic item sales history for an item is located in the **Item History** tab section.



Item History

Item: 5980000021
COFFEE CRISP

	Period to Date	Year to Date
Units	5	77
Sales	5.46	79.38
Cost	4.23	62.61
Discount	0.00	0.36
Margin \$	1.23	16.41
Margin %	22.5	20.8
GPROI	5.5	74.6
TOR	0.2	3.0

Serial Numbers | Modify History | Lookup

Last 12	On Calc	Oride	Units	Sales	Margin %	Inventory \$
Nov, 2011	☒		5	\$5.46	22.71	\$26.22
Oct, 2011	☒		12	\$12.32	16.80	\$30.45
Sep, 2011	☒		15	\$15.40	19.16	\$41.45
Aug, 2011	☒		12	\$10.85	12.90	\$16.54
Jul, 2011	☒	↓	18	\$17.59	30.99	\$3.34
Jun, 2011	☒		6	\$6.65	29.02	\$26.00
May, 2011	☐		1	\$1.19	34.45	\$30.72
Apr, 2011	☐		6	\$7.14	32.76	\$31.51
Mar, 2011	☐		7	\$6.86	19.68	\$36.24
Feb, 2011	☐		7	\$6.86	18.25	\$41.75
Jan, 2011	☒		1	\$1.19	31.93	\$47.27
Dec, 2010	☒		8	\$8.43	21.27	\$10.65
Total			98	\$99.94	22.56	\$342.14
Average			8.2	\$8.32	1.88	\$28.51

☒ Last 12 ☐ Prior 12 Report By: ☒ Day ☐ Week ☐ Journal

Days Supply: 97.00 **Average Onhand:** 35
Sales: 5.46 **Disc:** 0.00 **Avg. Cost:** 0.84
COGS: 4.22 **Qty:** 31

The topmost section of the Item History tab displays a snapshot of either the **Last 12** or **Prior 12** months' sales history. The timeframe displayed will be determined by the selections at the bottom of the sales activity table.

On Calc

This option relates to the ordering calculation defined for the item. If the box is checked, the ordering calculation will consider sales for the specified month when determining reorder quantities where sales history and EOQ based order calculations are applied.

Oride

If a Sales History entry has been modified, the Oride column will show either an up arrow or down arrow.

Sales may be modified occasionally due to the impact on sales history-based ordering calculations by clicking on the  **Modify History** icon.



Units

This column displays the quantity sold during the specified period in the table.

Sales

This column displays the total sales dollars earned during the selected period, not including discounts.

Margin %

This column displays the margin percentage earned during the selected period, including discounts.

Inventory \$

This column displays the approximate inventory value as of the end of the period, rounded to the nearest cent.

Item History Snapshot

At the bottom of the Item History tab is a section which contains a snapshot of selected item details.

The following details are displayed in the Item History Snapshot:

Days Supply – Based on average sellthrough for the 12 month period displayed and current onhand, Assyst Point of Sale calculates a projected days supply. This figure can be tremendously important when planning a purchase order.

Average Onhand – Displays the average onhand quantity for the 12 month period displayed. This value is calculated based on month end onhand quantities.

Sales – Displays the total sales, before discounts, of the current UPC during the selected period.

Disc – Displays the total discounts offered on the current UPC during the selected period.

Avg. Cost – Displays the average cost per unit onhand as of month end in the selected period for the current UPC, rounded to whole cents.

COGS – Displays the cost of goods sold for the current UPC during the selected period.

Qty – Displays the quantity of resaleable units onhand in the current UPC as of month end during the selected period.

Item History Buttons

Between the Item History table and the Item History snapshot are a selection of buttons. Two of these buttons may be used to query the electronic journal for sales summaries or transaction-level details.

Day – Click the  button to show sales summaries by day for the specified period. When clicked, a date range prompt will appear with default start and end dates reflecting the first and last day of the selected month. Date ranges may be adjusted to show more specific date ranges before clicking **OK**.

Week – Click the  button to show sales summaries by week for the specified period. The system will display a prompt asking which day is to be considered the first day of the week. Set the desired day of the week and click **OK**.



Weekly Sales Data For May

Week As Of	Units	Sales	Cost	Margin %	Price
02	3	2.70	2.34	13.3	\$0.90
09	2	1.80	1.56	13.3	\$0.90
16	3	2.70	2.34	13.3	\$0.90
23	1	0.90	0.78	13.3	\$0.90
30	1	0.90	0.78	13.3	\$0.90

At left is a sample summary screen.

When displaying summaries by day, all days containing sales are displayed including details of that day's:

- unit sales
- sales revenue
- cost of sales
- margin
- price per unit

When displaying summaries by week, the same details are offered with the first day of the week listed at the far left.

Another button is available to query item histories from the electronic journal. This button will display a report containing details of transactions which included the specified product.

Journal – Click the  button to query the electronic journal and show the report onscreen. This feature is similar to the functionality of the Receipt/Exception Report, and includes all sales of the selected UPC within the date range specified in the prompt. The detail level may also be adjusted. For more information on these options, see the Assyst Point of Sale Reporting User Guide.

Screen Print

Font Size: < >

RECEIPT #:	DATE:	CLERK:	REG:	Reg Price	Price Saving	Club Saving	Free/Bonus	Points Redeem
33203	11/05/03 10:12	Joan	01	0.90				
KIT KAT BAR								
ITEM DISCOUNT 20 % 0.18-								
SUB-TOTAL: 0.72								
CASH 1.03 PST 0.11								
CHANGE DUE: 0.20 T O T A L: 0.83								
33317	11/05/04 9:57	Joan	01	0.90				
KIT KAT BAR								
ITEM DISCOUNT 20 % 0.18-								
SUB-TOTAL: 0.72								
CASH 1.00 PST 0.11								
CHANGE DUE: 0.17 T O T A L: 0.83								
33612	11/05/06 13:16	Joan	01	0.90				
KIT KAT BAR								
ITEM DISCOUNT 20 % 0.18-								
SUB-TOTAL: 0.72								
CASH 0.83 PST 0.11								
CHANGE DUE: 0.00 T O T A L: 0.83								
33760	11/05/09 9:43	Joan	01	0.90				
KIT KAT BAR								
ITEM DISCOUNT 20 % 0.18-								
SUB-TOTAL: 0.72								
CASH 0.83 PST 0.11								
CHANGE DUE: 0.00 T O T A L: 0.83								
34206	11/05/12 12:07	Joan	01	0.90				
KIT KAT BAR								
ITEM DISCOUNT 20 % 0.18-								
SUB-TOTAL: 0.72								
CASH 0.83 PST 0.11								
CHANGE DUE: 0.00 T O T A L: 0.83								

Search:    



Promotions and Receiving

The Promotions and Receiving section of Item History details activities relating to product acquisition and promotional sellthrough.

This tab is divided into three segments:

- Receiving History
- Promotional History
- Snap Shot

Item History

Item: 5980000021
COFFEE CRISP

	Period to Date	Year to Date
Units	5	77
Sales	5.46	79.38
Cost	4.23	62.61
Discount	0.00	0.36
Margin \$	1.23	16.41
Margin %	22.5	20.8
GPROI	5.5	74.6
TOR	0.2	3.0

Serial Numbers | Modify History | Lookup

Date	Type	Quantity	Cost	Price	Shelf	Reference #
Jun 22, 2011	RCVD	48	0.82	1.19	26	4413770EL
Jan 20, 2011	RCVD	48	0.85	1.19	0	00083656
Oct 1, 2010	RCVD	48	0.77	1.09	0	3912145EL
Jul 6, 2010	RCVD	48	0.85	1.09	0	3651985LL
May 26, 2010	RCVD	48	0.85	1.00	0	3350127EL
Dec 4, 2009	RCVD	48	0.77	1.00	0	3296973EL
Sep 22, 2009	RCVD	48	0.77	1.00	0	3146535LL

Promotion	Start Date	End Date	Price	Sold
0058 - PP FLYER SALE SEPT 9-16	Sep 9, 2011	Sep 16, 2011	0.69	0
0054 - JUNE10 - JUNE 17 FLYER SAL	Jun 10, 2011	Jun 17, 2011	0.53	9
0130 - ARP SHARP PRICING OCTOBE	Oct 1, 2009	Oct 31, 2009	2/1.09	64
0128 - ARP SHARP PRICING SEPT.	Sep 1, 2009	Sep 30, 2009	2/1.09	21
0099 - CLEARANCE PROMO	Nov 11, 2008	Dec 31, 2008	1.19	361

Ranked: 508 UR: 0.0 OP: 0
Out Of: 569 LP: 0

Receiving History

The Receiving History section at the top of the tab contains details of all receiving activities for the specified item.

Details are listed in a table for each finalized session in which the selected product was received:

Date – The date of the receiving session

Type – Always displays RCVD, indicating a receiving session

Quantity – The quantity received during the receiving session

Cost – The cost per unit specified for the item during the receiving session

Price – The retail price on file for the item as of completion of the receiving session

Shelf – The shelf quantity on file for the item as of completion of the receiving session

Reference # – The reference number specified for the receiving session, usually a vendor's invoice number or packing slip number

More information about specific receiving sessions is available in the **Item Audit** history.



Promotional History

The Promotional History section, located below the Receiving History, offers details related to the sale of the selected item while on promotion.

Summary details tracked by promotion are listed herein:

Promotion – Displays the promotion number and description

Start Date / End Date – Displays the Start Date and End Date set on the promotion

Price – Displays the item price as configured on the promotion

Sold – Displays the quantity sold at the promotional price

NOTE: If a promotion is deleted, or the item is deleted from the promotion, the promotional sales history will no longer be available.

Promotions and Receiving Snap Shot

At the bottom of the Promotions and Receiving tab are details related to the item sellthrough which may be relevant to product reorder.

Ranked / Out Of – If a product ranking or classification has ever been performed, the item Ranked and Out Of options will be filled in.

NOTE: The content of the rankings may indicate a rank within the whole store or a specific category if updated using the Top/Bottom Movers report. The content could alternatively indicate a rank within a Class if updated using the Item Classification.

UR / LP / OP – These options reflect the Usage Rate, Line Point, and Order Point set on the main Item Maintenance screen.

Item Audit

The Item Audit tab in Item History contains more detailed information about backoffice activities impacting on product inventory and/or costing.

Item History

Item: 5980000021
COFFEE CRISP

	Period to Date	Year to Date
Units	5	77
Sales	5.46	79.38
Cost	4.23	62.61
Discount	0.00	0.36
Margin \$	1.23	16.41
Margin %	22.5	20.8
GPROI	5.5	74.6
TOR	0.2	3.0

Serial Numbers Modify History Lookup

Date	Type	Quantity	Cost	Price	Vend	Reference
Feb 10, 2012	O ST	2	0.82	1.19		
Feb 8, 2012	T IN	2	0.82	1.19		14141408
Aug 24, 2011	MCNT	2	0.82	1.19	Old:32	New:34
Aug 24, 2011	MCNT	32	0.82	1.19	Old:36	New:32
Jun 22, 2011	RCVD	48	0.82	1.19	U.P.	110622,
Feb 24, 2011	MAN	2-	0.85	1.09	Old:24	New:22
Jan 20, 2011	MAN	4-	0.85	1.09	Old:53	New:49
Jan 20, 2011	RCVD	48	0.85	1.09	U.P.	110120,
Oct 1, 2010	RCVD	48	0.77	1.09	U.P.	101001,
Jul 27, 2010	MCNT	6	0.85	1.09	Old:47	New:53
Jul 27, 2010	MCNT	47	0.85	1.09	Old:53	New:47
Jul 6, 2010	RCVD	48	0.85	1.09	U.P.	100706,
May 26, 2010	RCVD	48	0.85	1.09	PRATTS	100526,
May 26, 2010	MAN	5-	0.84	1.09	Old:5	New:0
Dec 4, 2009	RCVD	48	0.77	1.09	U.P.	091204,

Type: Manual Change Adj. Type: CNT FRONT STORE G/L: No
User: Tri-Comp Support Time: 17:09:17



The details listed in the Item Audit screen are very similar to those displayed in Receiving History.

Date – Displays the date on which the activity occurred

Type – Indicates the type of activity performed in the backoffice using one of the following codes:

RCVD – Received

TOUT – Transfer Out entered via the Transfers function

TIN – Transfer In entered via the Transfers function

RET – Return to vendor entered via the Transfers function

ADJ – Adjustment entered via the Transfers function

MCNT – Manual Change/Inventory Count

MAN – Other manual changes entered in Item Maintenance

Quantity – Indicates the quantity of units impacted by the specified activity (ie. items received, units transferred or adjusted)

Cost – Acquisition cost specified for the referenced activity

Price – Retail price of the product as of completion of the referenced activity

Vendor – For entries processed via receiving and transfer functions, the vendor specified for the receiving or transfer session is listed. For other types of adjustments such as manual counts or onhand changes, the Old onhand is listed.

Reference – For entries processed via receiving and transfer functions, the reference specified for the receiving or transfer session is listed. For other types of adjustments such as manual counts or onhand changes, the New onhand is listed.

Audit Snapshot

The Audit Snapshot, displayed at the bottom of the Item Audit tab, offers more details of specific activities listed in the audit.

The following details are displayed for a specific selected transaction:

Type – Indicates the expanded Type description indicated for the selected activity

Adj. Type – Offers a more detailed description of the reason specified for the activity. For example, an inventory count where an onhand has changed appears as Cnt Front Store. A transfer or adjustment will display the type of adjustment specified when the activity was processed.

G/L – For clients using Assyst G/L, this option will indicate whether a journal entry was to have been created for the activity indicated. If this option shows Yes, a journal entry was created and transferred to the General Ledger. If this option shows No, no journal entry was created by the system for the selected activity.

User – If Authorizations are enabled in Assyst Point of Sale, the User who entered the activity is listed. If blank, Authorizations were not enabled at the time of the activity.

Time – Displays the exact time that the activity was entered in 24 hour format. For example, 13:48:27 is 27 seconds past 1:48pm.



Related Items

The Related Items tab offers details about the sale of related UPCs set in the main Item Maintenance screen.

Item History

Item: 4167915891
BOOST NUT. DRINK STRAWBERRY

	Period to Date	Year to Date
Units	0	0
Sales	0.00	0.00
Cost	0.00	0.00
Discount	0.00	0.00
Margin \$	0.00	0.00
Margin %	0.0	0.0
GPROI	0.0	0.0
TOR	0.0	0.0

Serial Numbers | Modify History | Lookup

UPC	Quantity	Description	Last 12	Sales
4167994466	24	CASE	0	\$0.00

Last 12	Oride	# Sold	Sales
Nov, 2011		0	\$0.00
Oct, 2011		0	\$0.00
Sep, 2011		0	\$0.00
Aug, 2011		0	\$0.00
Jul, 2011		0	\$0.00
Jun, 2011		0	\$0.00
May, 2011		0	\$0.00
Apr, 2011		0	\$0.00
Mar, 2011		0	\$0.00
Feb, 2011		0	\$0.00
Jan, 2011		0	\$0.00
Dec, 2010		0	\$0.00
Total		0	\$0.00
Average		0.0	\$0.00

☒ Last 12
☐ Prior 12

All known related UPCs are listed in a table along with details of the related UPC. The last 12 months' sales units and sales revenue earnings are provided at the right of the table.

Below the Related UPC history table is a monthly history table for the highlighted related UPC. This table may be set to show the **Last 12** or **Prior 12** months' sales details by selecting the buttons to the right of the lower table.

Like the table listing the UPC codes, the monthly sales table offers details of quantities sold of the specified UPC and sales revenue earnings.

NOTE: Sales histories may also be overridden for related UPCs for ordering purposes using the **Modify History** icon.

Serial Number History

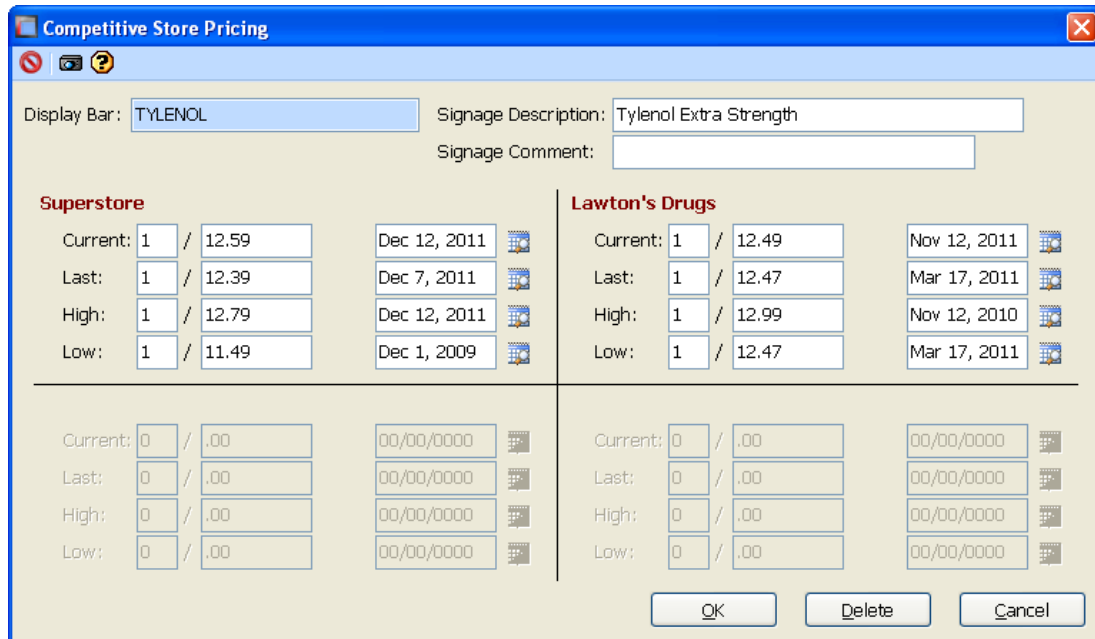
Serial Number details and history may be reviewed by clicking the  button beneath the Period and Year-to-Date sales summaries.

For more information about items with serial numbers, consult the Assyst Home Medical Equipment User Guide.

Pricing

Within any Item Maintenance record, it is possible to enter and track details relating to instore signage and pricing details including competitors' pricing.

Click on the  icon to show the Pricing information for the selected item.



The screenshot shows the 'Competitive Store Pricing' window. It has a title bar with a close button. Below the title bar are three icons: a red circle with a slash, a magnifying glass, and a question mark. The window is divided into two main sections: 'Superstore' and 'Lawton's Drugs'. Each section contains a table of pricing data. The 'Superstore' section has a 'Display Bar' field with 'TYLENOL' and a 'Signage Description' field with 'Tylenol Extra Strength'. The 'Lawton's Drugs' section has a 'Signage Description' field with 'Tylenol Extra Strength' and a 'Signage Comment' field. Below these are two tables of pricing data. The first table has columns for 'Current', 'Last', 'High', and 'Low' prices, each with a quantity and a date. The second table has columns for 'Current', 'Last', 'High', and 'Low' prices, each with a quantity and a date. At the bottom are 'OK', 'Delete', and 'Cancel' buttons.

Superstore				Lawton's Drugs				
Current:	1	/	12.59	Dec 12, 2011	Current:	1	/ 12.49	Nov 12, 2011
Last:	1	/	12.39	Dec 7, 2011	Last:	1	/ 12.47	Mar 17, 2011
High:	1	/	12.79	Dec 12, 2011	High:	1	/ 12.99	Nov 12, 2010
Low:	1	/	11.49	Dec 1, 2009	Low:	1	/ 12.47	Mar 17, 2011
Current:	0	/	.00	00/00/0000	Current:	0	/ .00	00/00/0000
Last:	0	/	.00	00/00/0000	Last:	0	/ .00	00/00/0000
High:	0	/	.00	00/00/0000	High:	0	/ .00	00/00/0000
Low:	0	/	.00	00/00/0000	Low:	0	/ .00	00/00/0000

The following Signage options are available in Competitive Store Pricing:

Display Bar – If different from the standard product description, an alternative description may be keyed herein which will appear on the display pole at a till if one is installed

 **NOTE:** This has occasionally been set to something other than a product description such as PRIVATE to offer privacy to clients purchasing items of a sensitive nature.

Signage Description – If different from the standard product description, key in the alternative description which is to be used when printing a sign for the product

 **NOTE:** This may be set to contain lower case characters, and may be particularly important if case sensitive sign templates are configured.

Signage Comment – This optional field may be configured with a comment. Comment fields may be available on some signage templates, and are not generally considered part of the description.

Below the Signage and Display options, Competitive Store Pricing options are available. These options may be used as aids to assessing the pricing structure for key products.

 **NOTE:** The competitors listed must be configured in Competitive Store Pricing Settings to be available in the form. Up to 4 competitors may be configured.

For each listed competitor, the following options are available:

Price – Listed in a manner consistent with the Price options in the main Item Maintenance screen, prices are listed as Qty / Price. A product sold at 2 for 2.49 would be listed as 2 / 2.49.

Date – The dates refer to the date on which the referenced price was obtained from the competitor.

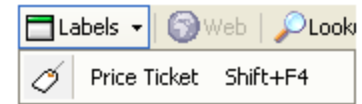
Competitors' pricing may vary over time, so options exist to enter a variety of different dates for different prices. The details of **High, Low, Last** and **Current** prices are available to offer some historical context for current pricing of the vendor. These details may be relevant when examining product pricing.

Assyst Point of Sale offers two reports which use this information. For more details, consult the Assyst Point of Sale Reporting User Guide.



Labels

Product shelf tags and/or price tickets may be requested for print within an item record using the **Labels** icon.



Labels

Click on **Labels** to enqueue one or more shelf tags for the product.

The quantity of labels enqueued will depend on the item's Shelf Tag setting.

Shelf Tags/Labels for Products on Price Tables

If a product is on a price table, Assyst Point of Sale will show an additional prompt after selecting the Label option.



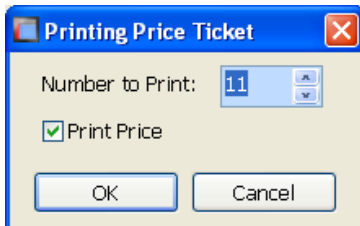
Select the **Print for Entire Price Table** option to enqueue shelf tags for all products linked to the price table.

Click on **OK** to enqueue the shelf label selected for print, or **Cancel** to cancel addition of the label to the print queue.

Price Tickets

Price Tickets may be printed for products without readable barcodes and/or to affix pricing to products using an adhesive label.

Select **Price Ticket** from the **Labels** drop down menu to set the number of tickets to be enqueued for the selected product.



The default number of tickets to be enqueued for the product will be based on the current onhand quantity.

This may be manually adjusted within the **Number to Print** prompt.

If prices are to be printed on the tickets, select the **Print Price** checkbox.

Click on **OK** to enqueue the price tickets selected for print, or **Cancel** to cancel addition of the label to the print queue.



Other Item Maintenance Functions

Branches

Sites using Assyst Point of Sale that participate in Multistore communication of item records, inventories and sellthrough, will show a Branches button at the top of the main Item Maintenance screen.

More information about the use of the **Branches** button within item maintenance may consult the Assyst Multistore User Guide.



NOTE: Branches information is only available at stores participating in the daily update of item onhands and/or sellthrough details.

Web

This option is only available if a Hyperlink-type Note exists on the item. Clicking this icon will load the website contained within the note in the system's default web browser.

Lookup

The  icon, along the function panel at the top of an Item Maintenance record, may be used to review details related to invoicing and purchasing of the selected product.

The lookup features the ability to view **A/R Invoices** (or orders) for the selected product and/or **Purchase Orders** on which the selected product was ordered.



NOTE: A/R Invoices refers only to invoices or orders entered using Invoice Posting. For Assyst HME users, this refers to orders entered via the Order Entry section of Accounts Receivable.

Copy Item

Click on the  icon to create a new instore UPC record for the current product which is otherwise identical to the current product.



NOTE: All relevant settings of item categories are copied. Some details specific to the original UPC will not be copied to the new record.

