# Table of Contents

TRAINING SESSION 1 ..................................................................................................... 4
Starting Series 2K ........................................................................................................... 4
Menu - Main Menu ......................................................................................................... 6
Menu - POS Import ......................................................................................................... 6
  Importing POS data from the POS .............................................................................. 8
S2kAutoPOS ................................................................................................................. 10
  S2kAutoPOS Setup Settings ..................................................................................... 11
  Polling from the POS .............................................................................................. 12
  Importing Data into S2k ........................................................................................... 12
  Updating Price Book Items on the POS .................................................................... 13
  Getting New Price Book Updates from the Web and Send them to the POS ......... 13
Menu - Utilities ............................................................................................................. 14
  Backup ...................................................................................................................... 14
Menu - Daily Books ...................................................................................................... 15
  Fuel Invoices .......................................................................................................... 15
  Adding a New Fuel Invoice ...................................................................................... 16
Daily Processing and Reconciliation: .......................................................................... 17
  Fuel Sales ................................................................................................................. 17
  Fuel Reconciliation ................................................................................................. 18
  Other Sales .............................................................................................................. 18
  Cash Reconciliation ............................................................................................... 20
New Itemized Sales ....................................................................................................... 20
What Ifs ......................................................................................................................... 22
  What if Classic ......................................................................................................... 22
  What if Simple ......................................................................................................... 23
Sales Chart: .................................................................................................................. 24

TRAINING SESSION 2 ................................................................................................... 25
Batch Posting to QuickBooks ....................................................................................... 25
Excel Reports (Pivot Tables) Menu .............................................................................. 26
  Pivot Table Sales Analysis ....................................................................................... 26
  Pivot Table Sales Taxable vs. Non Tax .................................................................... 26
  Other Sales and Profit Margins .............................................................................. 26
  Pivot Report Detailed Profit Analysis .................................................................... 26
  SKU Sales Detail ..................................................................................................... 26
  Pivot Fuel Sales Report ........................................................................................... 26
Critical Inventory .......................................................................................................... 27
Sales Analysis ............................................................................................................... 27
Manual Input ............................................................................................................... 28
QuickBooks Menu ....................................................................................................... 29

TRAINING SESSION 3 ................................................................................................... 30
Barcode Examples and Procedures ............................................................................... 30
  UPC “A” will look as follows: ................................................................................. 30
  UPC “E” will look as follows: ............................................................................... 31
Adding and Changing Sku Items .................................................................................. 32
  Adding a new item ................................................................................................. 32
Deleting Modified Items List .................................................................................... 36
Manage SKU’s and Departments .............................................................................. 37
Wild Card .................................................................................................................. 37
Changing Prices ........................................................................................................ 38
Multi Packing Pricing ............................................................................................... 41
Checking/Correcting Inventory SKU’s ..................................................................... 43
Inventory System (Palm and EDI) ............................................................................. 43
Add Invoice (Paper) .................................................................................................. 44
Adding Master Invoices ............................................................................................ 44
Add Invoice (EDI) .................................................................................................... 45
Editing an EDI invoice: ............................................................................................ 46
Sorting the Invoice: ................................................................................................... 47
Finding/Entering Items Not in the Master File: ........................................................ 47
Making an Invoice balance to send to QuickBooks: ................................................ 48
TRAINING SESSION 4 ................................................................................................... 50
Palm Pilot Setup ............................................................................................................ 50
Setting up Hot Sync: ................................................................................................. 51
Symbol SPT1700/1800 Desktop Setup Screen: ....................................................... 51
After Initial Sync with the Symbol SPT1700/1800: Detailed Screens ....................... 52
EDI Invoicing from the Symbol SPT1700/1800: ......................................................... 53
Using the Symbol SPT1700/1800 Program as a Shelf Price Check ......................... 54
EDI Symbol SPT1700/1800 Invoicing after Hot Sync: ............................................. 56
EDI Main Invoice Select: ............................................................................................ 57
EDI Main Invoice Detail Screen: .............................................................................. 58
EDI Details basics: ..................................................................................................... 59
EDI Auto Importing from E-mail: ............................................................................ 61
Add Invoice (EDI) .................................................................................................... 61
TRAINING SESSION 5 ................................................................................................... 64
Itemized Inventory .................................................................................................... 64
Basic Process: ............................................................................................................. 64
Initializing the S2k Inventory System: ...................................................................... 64
Initial Inventory .......................................................................................................... 65
Taking Inventory Using the Hand Held .................................................................... 66
Reviewing data in the Desktop from the Palm ......................................................... 66
Viewing your Inventory Adjustment Invoice ........................................................... 69
Viewing On Hand Inventory ..................................................................................... 71
TRAINING SESSION 1

Starting Series 2K

Begin by Double-Clicking the Series 2K icon on your desktop:

If your program has not been registered simply click on “Run in Trial Mode” until you are registered (please call technical support for registration information):

As we are a subscription-based program when only 15 days are remaining on your paid subscription, we show a warning, which should not be updated until about 5 days are left
on the countdown. IT IS CRITICAL THAT YOU DO NOT LET THIS TIMER RUN OUT OF TIME AS YOU WILL LOOSE DATA IF THIS HAS EXPIRED. Look at the following screen:

Now in the above screen you will potentially have lost 6 days of data, so normally 5 – 10 days before the expiration, connect to the web, click on the “Renew subscription from the Web” button. Sometimes this needs to be done 2 – 3 times to get the correct registration. If after 3 times and it still says subscription failed please contact us immediately – do not wait as this will cause you to loose data. And try not to update on a Friday afternoon to make certain our staff is available should an error occur. This is rare but “Murphy” normally shows up on Friday afternoon.

Once successfully started you will see the Logon Menu:

Enter your Logon ID and Password.
(For training purposes use “sigma” or “admin” for both Logon ID and Password)
**Menu - Main Menu**

Make sure the correct company is shown or choose the company you would like to work with from the drop down menu (when you have multiple stations):

![Current Company Loaded is: Nucleus Test](image)

The Main Tabs at the top of your Main Menu will navigate you through Series 2K:

<table>
<thead>
<tr>
<th>Daily Books</th>
<th>Dept Info</th>
<th>Accounting</th>
<th>POS Import</th>
<th>Reports</th>
<th>Calendar</th>
<th>Utilities</th>
<th>Setup</th>
<th>Help</th>
</tr>
</thead>
</table>

**Daily Books**: Main menu that contains buttons to control all daily activities.

**Dept Info**: Department Price Book Management buttons including Palm Pilot.

**Accounting**: Takes you directly to your accounting program (i.e.: QuickBooks).

**POS Import**: Shortcut to the menu for importing information from your POS.

**Reports**: Provides you with a choice from a variety of reports or customize your own.

**Calendar**: Takes you to your personal organizer.

**Utilities**: Gives you a menu for backup, maintenance, and restore features.

**Setup**: Administrative tools for Series 2K technicians only. Please do not use.

**Help**: Help Menu

**Menu - POS Import**

~Clicking on the POS Import button will take you to your POS Interface for your POS.

![POS Import](image)

~The POS Interface program imports all your data from the POS into Series2K.

~Below is the menu in FULL MODE. This allows our administrators to assist you in finding the correct directories and databases to map to.
**NOTE: This should only be changed while working with a Series2K technician. Changing these settings on your own can cost you money for the time it takes us to find and fix any problems that may occur.

~The left side of the screen shows all your stations by ID name and type of POS.

~Once these settings are made, simply change the “Program Mode” by clicking on the bottom left side of the screen to choose “Simple Mode”.
~To go back to “Full Mode” simply click on the “Options” tab (far top-left corner in yellow) and click then choose “Full Mode”. 
Importing POS data from the POS

~Everyday, data from the POS must be imported into Series2K. This is done once a day, NOT after each shift change.
~Simply select “Import POS data (data and setup, overwrite existing data)”

~Select days that you wish to import, and click “ok”
~”Import POS data (data and setup, append to existing data) is used when information to be imported will be ADDED to existing data for that day. (If a cashier does several end of shifts instead of one end of day)
~”Move the Data files from the Nucleus (or Ruby or G-site) to the Local PC” simply moves data that is on the POS to S2K auto POS. This is used if data did not import into S2K accurately or if it was missing.

To force poll the G-Site from this interface make certain that you manually start the GFTP program and then click on the button that says” Move Data Files from the G-Site to the Local PC”. This will bring in and convert all the available data from the G-site and will take approx., 25 minutes. Once this has finished you can then click on the Import POS data (data and setup, overwrite data) to import.

Now clicking on the “Import POS Data (data and setup, overwrite existing data) will give the following screen:
Now in reviewing the screen above there are some very important considerations:

The displayed date on the left indicates the time an actual day was ended, the Converted Sales Date, is the date that S2k has been setup to change the EOD date. This converted date is controlled by the to and from time found in the POS Setup and Maintenance Tab screen:

![POS System Start/Close Time Setup](image)

The converted Sales Date is any end of day that is done after this Start Time but before the End Time shown above. Of a specific end of day falls in between those 2 times then S2k will change the date based on the Offset Days. SO in this case the system adds 3 days (This is not normal – it will normally be either a −1 or +1)

This Import Select screen normally will have days shown in black and sometimes some dates in red. It is very important to understand the difference. If the days you want to import are shown in black with the correct date shown under the “Converted Sales Date” then all you need to do is to click OK and S2k will do the rest. Sometimes however the cashiers do end of day when they should not and so we need to change the imported day. To do this un-check the 2 ticks in the top left – now you can adjust the converted sales date and if necessary re-import the dates in red. THIS WILL ERASE ALL DATA ALREADY ENTERED SO IF CHANGES HAVE BEEN MADE BE CAREFUL. If in doubt cancel and contact us for advise until you fully understand this option.

A new feature that can be seen in the Import Screen is now we auto combine end of days:

![Import Screen](image)

IN the above example the date in red has already been imported (if you wanted to overwrite the existing data and re-import then remove the 2 check marks at the top and highlight this line to re-import.) On the second line, which is in black, you can see that there are 2 files shown with different dates. S2k will add these 2 together when importing. Any questions please contact S2k.
**S2kAutoPOS**

The new S2kAutoPOS system will need to be running ALL the time and orange icon should be displayed in the task bar all the time.

To view the menu, simply double-click the icon and following screen will be displayed:

![S2kAutoPOS Menu](image)

The basic functions that this screen will control are:

1) **Force Poll**: Auto polling the POS at specific time periods
   - Force Check will check the POS for a new end of day, where as Force Poll will go and get the latest data without checking.
   - Process (check or uncheck) is used to stop the S2kInterface from processing the files, this is used in the initial setup so we can do the setup as opposed to just process a day.

2) **Update SKU's**: Auto uploading price book updates to the POS
3) **Web Check**: Checking for new price books from the central office via the web

The timers can be set by simply sliding the arrow bar, which will change the time interval for polling from 1 hour to 4 hours. We suggest on Ruby using 60 minutes due to the fact that the number of days of data that the POS stores is normally only 2 days.
S2kAutoPOS Setup Settings

### Ftpe
- **Directory**: html/writesku/test/241/
- **FtpPassword**: ********
- **Host**: 
- **UseDUN**: 
- **User**: 

### General
- **POS**: GSite
- **StationID**: 8400

### GSite
- **Exe**: C:\Program Files\Gilbarco\GFtp\Gftps.exe
- **Host**: localhost
- **LastDate**: 10/13/2004 12:05:00 AM
- **Password**: 206657
- **RemoteFileStartsWith**: DAY
- **RemotePath**: CASH_SALES
- **User**: RPCI

### Pol
- **AutoEnabled**: False
- **AutoProcess**: False
- **Caf**: C:\Series2000\DATA\Ruby\GetDays.caf
- **Interval**: 240
- **TestCaf**: C:\Series2000\DATA\Ruby\Temp\GetTemp.caf

### Ruby
- **Baud**: 19200
- **Exe**: 
- **Port**: 1
- **Timeout**: 30

### SkuUpdate
- **AutoEnabled**: False
- **Directory**: C:\Series2000\DATA\Acacia\Pico8400\Export
- **Notify**: False

### WebSkuUpdate
- **AutoEnabled**: False
- **Interval**: 240

### Series2000 Setup
Polling from the POS

~The S2kAutoPOS checks for update on the POS by the specified time interval – this is currently set at every 240 minutes. This assures that cashiers doing multi end of days in one day can lose minimum data. NOTE: Ruby normally only retain 2 end of days so this can be a problem, whereas the G-Site will hold 4 – 5, Passport is 7 days and the Nucleus is almost indefinite.

~There are 2 basic functions controlled here, one is to “Force Check” which just makes certain that we have taken the last end of day, and “Force Poll” which gets the latest end of day data even if the data has already been retrieved. Please remember that “Force Poll” will take from 10 – 20 minutes depending upon the number of SKU’s on your system. Our system will also make certain all data is collected and will often keep running for a longer period if your connection is not as good as usual.

Importing Data into S2k

Prior to this new S2kAutoPos it was necessary to start another program to import the data into S2k. This is now no longer necessary (you can still do it the same way as previously if you want to) you now import the data using the orange S2kAutoPos icon:

As can be seen this now has the same features available to communicate with the POS as out regular S2k POS Interface. The S2kAutoPOS also has a better history on the right hand side so you can see exactly what is happening. Any questions please contact us.
Updating Price Book Items on the POS

~A major improvement over the way we have sent data to the POS is this function that will immediately start the export to the POS as soon as you have created a new price update. You can turn this auto send feature off by clicking on Modify Before Updating SKU” on POS. To send data to the POS just use the S2k price book as usual and export the items to change and this will auto start immediately.

Getting New Price Book Updates from the Web and Send them to the POS

~If you are running a central office system and want to send price updates to your stations, this feature must be setup. This will auto check the web every 60 minutes (variable) for any new updates from the central office. You MUST have DSL to use this feature. As soon as a new update has been received it will auto send to the POS unless the Notify button is clicked which will delay actually updating the prices until the manager approved the update.
**Menu - Utilities**

~All of your basic utilities needed for backup, maintenance and electronic invoices are located here.

**Backup**

~It is very important to backup S2K on a regular basis, as well as in advance of making any major changes (so if there are bad results, the system can be restored from that backup). Certainly, a manual backup is no substitute for a regular backup made to tape, or some other media that can be taken off-site in case of fire, theft, etc.

Click on:

This screen appears:

~Click on “Browse” and select a path from C:\Series2000\DATA, add date to data file, ex: SerTest4797A.011805. Select “Backup”.

---

*Backup Company To Disk*
**Menu - Daily Books**

~The Daily Books menu contains all of your daily activities:

**Fuel Invoices**

~This is the screen where fuel invoices are manually entered or edited. Series 2000 can be setup to electronically import fuel invoices if your vendor provides that data (either on their web site, or via emailed file).

~This is where you can view, change or add fuel invoices. The latest fuel invoice entered will be displayed. The dark green area names the fuel type, and detailed information about that fuel is located above that line. You can double click anywhere in that area to adjust prices or details about the fuel.
Fuel invoices should be entered into the system before any daily POS importing is done, since the Cost applied to each transaction imported from the POS is the Last Cost entered into the S2k system for each specific fuel (or an average cost of blended fuels). This avoids having to do a batch update to correct any invoice price changes and fuel reconciliation that would be necessary for the days that the fuel invoices were missed and put in later.

### Adding a New Fuel Invoice

1. Select Station ID
2. TAB to Vendor name, choose vendor
3. TAB to Invoice #, enter number
4. TAB to Inv $ Amt, enter dollar amount of invoice
5. TAB to True Inv Date, enter date on invoice
6. TAB to Recon Date, enter date that fuel is actually reconciled against sales
7. TAB to Select Pay Type, choose from drop down menu
8. TAB to check number, fill in if check written, or leave blank
9. Click on any area above gas name to enter details from invoice:

![Edit Fuel Invoice Lineitem](image)

**NOTES:**

~Gross and Net Qty are the same number unless you are in a state that uses different numbers.
~Price Per is the easy to read invoice cost located on your invoice.
~Fuel-Ad1 is the add-on for taxes and other expenses to achieve cost.
~Fuel PP-PP1 is only used in states where the oil company collects pre-paid sales tax
~Total cost is automatically figured.

**** IMPORTANT: Enter fuel invoices from *OLD to NEW*, otherwise non-delivered fuels for a specific day could have wrong costing as they are automatically defaulted from the previous days’ invoice.
**Daily Processing and Reconciliation:**

From the main menu click on the first option: “Daily Processing and Reconciliation”:

- This is the main sales management area. Information for Fuel, Cash and Sales can be found and adjusted here.

- **After importing POS Data**, the Daily Processing and Reconciliation menu is used to monitor:
  - Fuel Sales
  - Fuel Reconciliation
  - Other Sales
  - Cash Reconciliation

- You can print a report based on the day selected that will show information about all four of these areas.

  NOTE: The “print” button at the top of the screen will not become active until all four screens are viewed.

**Fuel Sales**

- Contains details of fuel sold by:
  - Grade
  - Quantity of Fuel Sold
  - Amount sold in dollars
  - Sell with Tax $ price per gallon
  - Sell without Tax $ price per gallon
  - Cost per gallon
  - Profit Margin
• **Profitability**

• **Last 30 D Profit**

*You can click in any area to make changes if necessary.*

### Fuel Reconciliation

~ This screen shows each tank for a specific station along with the:

- **Opening Stick** (note the opening stick is always the closing stick reading from the previous day and can only be changed by selecting the previous day and changing the closing stick on that day)

- **Sales** in gallons (If blended tanks *Series2k* automatically calculates the correct fuel taken from each tank for the blended grades)

- **Net and Gross Purchases** (These are taken from the fuel invoices for that day based on the Recon date in the Fuel Invoice section)

- **Closing Stick** (This can either be automatically imported from the POS system if available or manually entered by double clicking on the tank and entering the reading)

- **Net and Gross Over and Short** (The net and gross reading are automatically calculated and will normally be within 100 gallons per grade – you need to know on your specific station what your allowed tolerance is)

*Double-Click on any line to make changes as necessary.*

<table>
<thead>
<tr>
<th>Tank</th>
<th>Opening</th>
<th>Sales</th>
<th>Net Purchase</th>
<th>Gross Purchase</th>
<th>Close Gross</th>
<th>Net Over/Short</th>
<th>Gross Over/Short</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Regular Fuel</td>
<td>5,000,000</td>
<td>2,904,000</td>
<td>2,700,000</td>
<td>2,500,000</td>
<td>2,400,000</td>
<td>300,000</td>
<td>-300,000</td>
</tr>
<tr>
<td>2 Diesel Fuel</td>
<td>3,300,000</td>
<td>3,300,000</td>
<td>3,300,000</td>
<td>3,300,000</td>
<td>3,300,000</td>
<td>0,000</td>
<td>0,000</td>
</tr>
<tr>
<td>3 Unleaded Fuel</td>
<td>10,000,000</td>
<td>8,400,000</td>
<td>5,800,000</td>
<td>5,800,000</td>
<td>5,800,000</td>
<td>300,000</td>
<td>-300,000</td>
</tr>
<tr>
<td>Total Tank Over/Short</td>
<td>5,797,629</td>
<td>8,303,609</td>
<td>8,356,039</td>
<td>8,356,039</td>
<td>8,356,039</td>
<td>47,620</td>
<td></td>
</tr>
</tbody>
</table>

### Other Sales

~ This screen is used primarily to show your sales whether from C-Store, Car Wash, Service Bay, or other Profit centers. This also shows tax collected.

~Tells you:

- **Department**

- **Amount**

- **Margin**

- **Profitability**

- **Last 30 Days Profit**

*Make changes if needed by double-clicking in that area.*
The Margin is automatically calculated based on one of 2 methods:

1) The Scanning Method – if you are scanning a specific department we calculate the average profit for the items in a specific department each day and display that % profit and dollar profit. This profit dollar amount is also transferred to QuickBooks all automatically for you if you are using QuickBooks.

2) Non Scanned Departments – some departments will not have scanned items in it and for this we use the average profit method. This is the difference between the retail price of $1.00 in your Department Name and the cost. So if you have a 30% profit you would need to set your cost at $0.70.

3) Tax items – these are also displayed mainly for cash recon purposes and obviously have a zero profit %.

Again we also show you’re past 30 days profit so you can see whether you are on target or not for this current period. Please remember to use the Batch Update button to correct any changes in your system.

A new feature we have recently added is the fact that when SKU items are auto imported from the POS system we take the cost that is currently in the Inventory database. Unfortunately, many dealers do not always have accurate pricing in this table and do not realize it until after the importation has taken place. This will then incorrectly calculate your profitability in the above screen, all reports and more importantly data that is sent to QuickBooks.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Amount</th>
<th>Margin</th>
<th>Profitability</th>
<th>Last 30D Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snacks - Soda</td>
<td>164.880</td>
<td>31.42%</td>
<td>51.802</td>
<td>1,314.883</td>
</tr>
<tr>
<td>Snacks - Snacks</td>
<td>124.380</td>
<td>34.13%</td>
<td>42.453</td>
<td>1,610.659</td>
</tr>
<tr>
<td>Lottery - Lottery Dept</td>
<td>271.000</td>
<td>27.50%</td>
<td>74.525</td>
<td>2,004.281</td>
</tr>
<tr>
<td>Juice - Juice</td>
<td>40.180</td>
<td>37.82%</td>
<td>15.195</td>
<td>598.358</td>
</tr>
<tr>
<td>Haba - Haba</td>
<td>34.540</td>
<td>40.30%</td>
<td>13.919</td>
<td>257.476</td>
</tr>
<tr>
<td>Juice - Juice</td>
<td>40.180</td>
<td>37.82%</td>
<td>15.195</td>
<td>598.358</td>
</tr>
<tr>
<td>Grocery - Grocery NonT</td>
<td>184.160</td>
<td>48.00%</td>
<td>90.406</td>
<td>1,053.520</td>
</tr>
<tr>
<td>Grocery - Grocery Tax</td>
<td>59.620</td>
<td>26.46%</td>
<td>15.797</td>
<td>697.694</td>
</tr>
<tr>
<td>NonT - NonT</td>
<td>184.160</td>
<td>48.00%</td>
<td>90.406</td>
<td>1,053.520</td>
</tr>
<tr>
<td>NonT - NonT</td>
<td>184.160</td>
<td>48.00%</td>
<td>90.406</td>
<td>1,053.520</td>
</tr>
<tr>
<td>Total Shop Sales</td>
<td>2,547.610</td>
<td>32.00%</td>
<td>820.681</td>
<td>24,374.444</td>
</tr>
</tbody>
</table>
### Cash Reconciliation

~ Shows all cash activity, and allows for changes as needed.
~ Lets you know if there are QuickBooks' accounts that need defining.
~ Gives you the cash over or short for that day.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>SendQB?</th>
<th>QB Acct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Cash</td>
<td>-234,150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td>13,094,070</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Debit Card</td>
<td>873,460</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Cash Back</td>
<td>91,000</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Lottery Pd</td>
<td>74,050</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Charge</td>
<td>320,000</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Cash Added</td>
<td>64,000</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Cash Drop</td>
<td>9,667,000</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Check Drop</td>
<td>0,000</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Paid Out</td>
<td>0,000</td>
<td>[Not defined]</td>
<td></td>
</tr>
<tr>
<td>Close Cash</td>
<td>760,090</td>
<td>[Not defined]</td>
<td></td>
</tr>
</tbody>
</table>

**Total Receipts**  
Fuel and Shop Sales Total: 24,800,930
Cash Over/Short: -78,510

### New Itemized Sales

Another new feature lets you see every item you sold for the day you are reviewing, to see this click on the View SKU Sales in the top line of icons and you will get the following screen:
This screen works very similar to the S2k Price Book and you sort, display and drill down on any items. Remember all our screen work the same and you can drag and drop the headers to create Totals by items that interest you and then print the report:

You can also click on each item and see all the specific details on that item. To print this screen click on the Print button and it will print exactly as displayed. In the above example we actually increased the sales date period and S2k auto added all items together to get a total sold for that specific period. To get totals you must drag the Category to the top bar.
What Ifs

To assist dealers in figuring out their profit margin and street prices we have install a new “What If Scenario” to show your WAM. Click on the What Ifs button on the top main line and the following screen will display, noting data is always displayed for the last day in the system:

Clicking the What if button above will display the following screen;

What if Classic:

We offer 2 types of what if’s screens, the Classics as shown above and the Simple that is shown in the next section. The basic difference is that the Classic takes all the cost data from your system including fuel invoices from S2k whereas the Simple you will enter more data manually.

The above screen (Classic View) has only 3 edit boxed and those are colored yellow. You can enter in the change in cost for each grade noting for a blended grade use the same cents as the fuels that are used to blend that fuel. If there is a difference in INCREASE that increase will need to be calculated but normally is always the same. Then you can either put in how much you want to increase the street price or the new street price (Sell +/- or New Street) and S2k will auto calculate the new margin and dollars increase or decreased and new total dollars profit based on that scenario. S2k will also save that data so it can be brought up later for review. We will display the fuel gallons based on that days sales ONLY. Please note the Street $ is the average street price for the day displayed not the latest price on the street. Also the cost is the last cost from your fuel invoices so if you have not purchased fuel after a price increase, the system will NOT reflect the latest cost until a new invoice is entered.

If you want to see other days or a range of days, simply “Click here to change criteria” button and put in the date range and you can see all days.
What if Simple:

The What if Simple is can be displayed by clicking on the Simple button:

To get a revised margin, enter or change the Sell price (your latest street or what if street price) along with your new cost and the system will show you your new margin.

This data will be stored and can be displayed later for history review. You can also display multi days by clicking on the “Click here to change criteria”, enter the date range on the next screen and the following will be displayed:

These charts can be printed by using the Print Preview button and printing.
Sales Chart:

We have also created a Sales Chart so you can review profit and sales to watch trends:

This can be useful to review trends, and can be viewed by Date (Day) Month or Grade.

Notes from Training Session 1:
TRAINING SESSION 2

Batch Posting to QuickBooks

- This function sends information gathered from POS and from invoices entered in Series2K to QuickBooks.
- Be sure to backup both QuickBooks and Series2K before Batch Posting.
- The first time you post to QuickBooks, the chart of accounts will be created for you automatically.
- You can post the following information individually:
  - Fuel Invoices
  - POS Sales
  - Accounts Receivable
  - Cash Payouts
  - Detailed Invoices from EDI and Palm
  - Post Receipts
  - EFT Credit Card Fee
  - EFT Bank Transfers
**Excel Reports (Pivot Tables) Menu**

~Take any or all of your information and transfer into an excel spreadsheet to analyze data or create charts.
~Can also create “what if” scenarios, data changed and adjusted in excel are not permanently changed in Series 2K.

---

**Excel Reports (Using Pivot Tables)**

Double click to launch the feature…

- Pivot Report Sales Analysis
- Pivot Report Detailed Profit Analysis
- Pivot Report Taxable vs Non Tax
- Pivot Sku Sales Details
- Pivot Receipts Detailed Report
- Pivot Fuel Sales Report
- Pivot Other Sales and Profit Margins

---

**Pivot Table Sales Analysis**

~Create a pivot table in excel
~Can adjust numbers and refresh as necessary

**Pivot Table Sales Taxable vs. Non Tax**

~Create a pivot table comparing sales tax items against non taxable items
~Adjust numbers as needed, check out numbers for different days

**Other Sales and Profit Margins**

~Analyze the profitability for all other sales by profit center name and make adjustments as needed.

**Pivot Report Detailed Profit Analysis**

~Analyze your profit margin in percentages and compare on a day to day basis through the month you choose

**SKU Sales Detail**

~Analyze sales by SKU number and create reports in Excel.

**Pivot Fuel Sales Report**

~View Fuel Sales and Margins in Excel
Critical Inventory

~Manage critical inventory such as cigarettes and lottery on a daily basis.

Sales Analysis

~Analyze all of your sales for a specific day and from previous week, current week, previous month and current month.
~Details include:
  • Sales Quantity
  • Sales Revenue
  • Profitability
  • Fuel Reconciliation
  • Cash Reconciliation

<table>
<thead>
<tr>
<th>Sales</th>
<th>Today</th>
<th>Last Week</th>
<th>%/</th>
<th>Last 7 Days</th>
<th>Prev 7 Days</th>
<th>%/</th>
<th>Last 30 Days</th>
<th>Prev 30 Days</th>
<th>%/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total C-Store</td>
<td>1,852.32</td>
<td>1,705.35</td>
<td>8.82%</td>
<td>12,867.14</td>
<td>13,562.53</td>
<td>-5.27%</td>
<td>55,375.93</td>
<td>59,551.69</td>
<td>-7.07%</td>
</tr>
<tr>
<td>Total Cash</td>
<td>424.29</td>
<td>541.18</td>
<td>-21.68%</td>
<td>2,622.71</td>
<td>5,191.62</td>
<td>-48.48%</td>
<td>15,348.84</td>
<td>20,271.42</td>
<td>-24.28%</td>
</tr>
<tr>
<td>Total Fuel Sales</td>
<td>21,360.63</td>
<td>19,973.43</td>
<td>6.95%</td>
<td>145,619.13</td>
<td>134,957.21</td>
<td>7.39%</td>
<td>574,899.16</td>
<td>538,966.40</td>
<td>6.68%</td>
</tr>
<tr>
<td>Total Lottery</td>
<td>271.00</td>
<td>202.00</td>
<td>-31.68%</td>
<td>2,485.00</td>
<td>2,630.02</td>
<td>-5.51%</td>
<td>11,568.02</td>
<td>15,184.51</td>
<td>-23.02%</td>
</tr>
<tr>
<td>Total Oil Change</td>
<td>788.68</td>
<td>1,038.31</td>
<td>-24.04%</td>
<td>5,114.34</td>
<td>6,768.80</td>
<td>-24.44%</td>
<td>23,036.26</td>
<td>25,236.98</td>
<td>-8.72%</td>
</tr>
<tr>
<td>Total Sales Tax</td>
<td>104.01</td>
<td>102.30</td>
<td>1.67%</td>
<td>729.40</td>
<td>774.90</td>
<td>-5.86%</td>
<td>3,122.84</td>
<td>3,363.34</td>
<td>-7.15%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>24,000.53</td>
<td>23,642.57</td>
<td>4.50%</td>
<td>159,917.00</td>
<td>163,608.00</td>
<td>2.28%</td>
<td>693,441.03</td>
<td>662,614.34</td>
<td>4.64%</td>
</tr>
</tbody>
</table>
Manual Input

<table>
<thead>
<tr>
<th>Shift</th>
<th>ProfitCenter</th>
<th>STL</th>
<th>Sales Qty</th>
<th>Sales Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUD</td>
<td>CarWash</td>
<td></td>
<td>424.29</td>
<td>$424.29</td>
</tr>
<tr>
<td>EUD</td>
<td>CarWash</td>
<td></td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>100.32</td>
<td>$100.32</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>222.60</td>
<td>$222.60</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>246.14</td>
<td>$246.14</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>115.41</td>
<td>$115.41</td>
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<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>494.29</td>
<td>$494.29</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>189.18</td>
<td>$189.18</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>59.62</td>
<td>$59.62</td>
</tr>
<tr>
<td>EUD</td>
<td>C-Store</td>
<td></td>
<td>34.54</td>
<td>$34.54</td>
</tr>
</tbody>
</table>

~In case of cashier errors or lost days, this screen allows you to manually input or change data for any day including:

- Shift Sales
- Cash Reconciliation
- Stick Reading

~Simply click in the areas you wish to change or enter data and don’t forget to “Save Record”. Use drop down menus for different departments.
QuickBooks Menu

Accounting Integration (Quickbooks and MAS90/200)

Double click to launch the feature...

- Batch Posting to Accounting (Quickbooks and MAS90)
- Receipt Mapping Table to Accounting
- Setup Payment Mapping to Accounting
- Chart of Accounts Mapping Table
- False Post to your Accounting System
- Accounting_mapping_setup
- Batch Posting to Accounting (Quickbooks and MAS90)

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Daily Books and Fuel Invoice Entry (Sales, Reconciliation and Analysis)

Dept SKU Price Book Management (Enter Invoices)

Accounting Integration (Quickbooks and MAS90/200)

~This Menu is used for QuickBooks mapping, DO NOT use without a Series2K technician.

Notes from Training Session 2:
TRAINING SESSION 3
Dept Price Book Management

~This menu has several new buttons, but gives you easy access to other buttons already mentioned such as: Batch Posting to QuickBooks, EFT System Menu, Manage Inventory, QuickBooks Menu, and Critical Shift Inventory Menu.

Barcode Examples and Procedures

It is very important that you use the correctly formatted barcodes when manually entering. The following image gives you the 2 types of barcode that we use in a typical C-Store:

UPC “A” will look as follows:

Based on this number you must follow the following procedure:

If the first number is a zero ignore the number, anything else MUST be included. Then ALWAYS ignore the last number. So in the above example you would enter into S2k
1234568490 making 10 digits. Again if the first number is say a 5 then the number would be 51234567890 making 11 digits.

**UPC “E” will look as follows:**

![UPC Barcode Image](image)

In the above this is a “short barcode known as a UPC”E” and MUST be translated to a long code. To translate the short to a long code put the whole number into S2k price book or Invoice system and click on the barcode icon beside the number and S2k will correctly translate the number you need.

The above number when typed into S2k will translate from 01234565 to: 1234500006, that is the correct number to use in S2k

![Search for items by:](image)

Hope that helps
Adding and Changing Sku Items

S2k uses a temporary SKU list to know what items are currently being worked on. This list is maintained in the SKU price book and can be displayed by clicking on the SKU price book and click the “Display Modified Items Only” Button as shown below:

By checking the “Display Modified Items Only” button and clicking Search you will only see the current items being reviewed. Before you start any new invoices you need to delete the Modified Items using the big blue X and then start editing items to send to the POS.

Adding a new item

The correct procedure to add new SKU’s and change pricing is normally via the invoice screen. This is because new invoices will immediately identify new items, or items that need prices to change due to cost increases or decreases. These invoices can be input using the EDI import procedure, the Palm system, using a master invoice or manually entering.

Sometimes, however, you do not have a new invoice but simply want to add or change a number of items. In either case we suggest using the S2k invoice system. If you do not have an invoice but simply want to change a few items we suggest creating a “false or temporary” invoice. To do this go to the Invoice System and create a new invoice and use a vendor called 1PriceCheck. If this vendor does not exist create it. The reason we use 1Price Check is so this vendor is always first in the drop down list and accounting knows it is not a true invoice.
Once you have created an invoice as shown above, scan or type the SKU number into the yellow area. BE VERY CAREFULL – here are the rules that apply:

1) If the Sku number has a zero as the first digit (usually just outside the barcode) DO NOT TYPE IT as part of the SKU number.

2) Do not use the last digit, so normally the SKU will be 10 digits long (if the first is a zero) or 11 if the first is not a zero.

3) If the item is a short SKU (A UPC E) then type the full number into the yellow and press the bar code icon on the left. This will translate the short to a long UPC. Again if the translated number has a zero in the first position pls. remove it.

4) Then put in the cost and sell for that item.

5) If the item is not in the system (as shown above) the black line will show “UPC Not in the system” – in this case double click on the yellow and enter the info as shown below:
In the description type the description of the item. If this is an item to be scanned DO NOT CHANGE the “Stock”, select the dept and sub cat as required and click on the exit button.

6) Now this item is added to the system but has not yet been sent to the POS.

7) Add any items that you need to adjust and once finished with the invoice click on the Blue Update Arrow:

Now very important – the tick mark above – if selected will Update the base retail prices shown in red in the invoice detail. If that check mark is not showing then the red prices to be updated WILL NOT be updated.

8) By clicking on the blue arrow 2 things will happen:

a) The prices that are in blue and red in the invoice detail will change the main system prices.

b) All these items will now be put in the modified items list for updating to the POS

c) For items with no cost or retail those will be updated in the red and blue price area.

9) Once you have finished entering items now go to the SKU price list system and put the tick mark on the Display Modified Items only button and click on search.

10) Once this is done you will get the following screen depending upon items that are in the modified list:
11) Look at the departments and make certain are all “good” departments. By good we mean, they are departments that exist on the POS. Once this is ok drag the Category header from the top line to the main line to display all the items without grouping:

<table>
<thead>
<tr>
<th>Item UPC</th>
<th>Description</th>
<th>Item Cost</th>
<th>Item Retail</th>
<th>Station Retail</th>
<th>Category</th>
<th>Sub Category</th>
<th>Case Packs</th>
<th>Profit</th>
<th>Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>155004010</td>
<td>LS JAK</td>
<td>$0.00</td>
<td>$0.50</td>
<td>$0.50</td>
<td>w/o SALTY SNACKS</td>
<td>C Store</td>
<td>0</td>
<td>100.00</td>
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<tr>
<td>155004010</td>
<td>LS SHOT</td>
<td>$0.00</td>
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<td>$0.50</td>
<td>$0.50</td>
<td>w/o SALTY SNACKS</td>
<td>C Store</td>
<td>0</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Now you should use the sort function on each row header to make certain all Item Retail and Profit % are correct. If they are not correct you can adjust the items individually by double clicking on the line that needs adjusting and editing the retail price, or by using the group edit described later on in this manual.

12) Once all items are OK’s then click on the Export to POS button and select the station and post:
This will show a confirmation of items lists and provided that is ok, click on the ok button and you will get a printable report. If the list looks ok, then press the process button to start sending the data to the POS.

<table>
<thead>
<tr>
<th>Depl. A</th>
<th>Item Number</th>
<th>Description</th>
<th>Pack Size</th>
<th>New Retail Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALTY SNACKS</td>
<td>16000224708</td>
<td>NV STRAWBB</td>
<td>1</td>
<td>$0.69</td>
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<tr>
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<td>16000224729</td>
<td>NV CHWY YG</td>
<td>1</td>
<td>$0.68</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>16000226348</td>
<td>NATURE V B</td>
<td>1</td>
<td>$0.59</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>16000268299</td>
<td>CEREAL B&amp;B</td>
<td>1</td>
<td>$0.69</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>15901004506</td>
<td>LS VAL</td>
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<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>1590004540</td>
<td>LS SALT</td>
<td>1</td>
<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
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<td>LS Swt ON</td>
<td>1</td>
<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
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<td>LS CHILE</td>
<td>1</td>
<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>15900006440</td>
<td>LS ORIG</td>
<td>1</td>
<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>15901004560</td>
<td>LS BBQ</td>
<td>1</td>
<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>16000236330</td>
<td>NAT VAL GR</td>
<td>1</td>
<td>$0.69</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>16000262108</td>
<td>BM CHX TRA</td>
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<td>$1.95</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>1783000386</td>
<td>LINK HOT HEA</td>
<td>1</td>
<td>$0.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>1783000382</td>
<td>LINK STEAK B</td>
<td>1</td>
<td>$1.99</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>2620045670</td>
<td>DAMO VAL</td>
<td>1</td>
<td>$1.19</td>
</tr>
<tr>
<td>SALTY SNACKS</td>
<td>2620045670</td>
<td>DAMO BBQ</td>
<td>1</td>
<td>$1.19</td>
</tr>
</tbody>
</table>

**Deleting Modified Items List**

Provided the list as successfully received by the POS (method depends on the POS) you can now delete the Modified List from the SKU price book. It is VERY import to do this, otherwise you will have a very large list building, and not know which are the recent modified items.

This will delete all items that are currently in the modified list. If you want to resend items and still have the temporary invoices, or actual invoices, simply go back to the
invoice, update the prices (blue arrow) and then all those items will once again be in the modified list.

**Manage SKU’s and Departments**

- This menu allows you to update prices, review profit margins and move categories around to analyze your inventory.
- Simply drag and drop the category column names to the gray area above to sort.

**Wild Card**

- The wild card is used in all Microsoft based programs. It helps you to search for items with specified text using the * key. *Series2K* uses this feature to find a group of items in your inventory. We use the search table on the bottom of the “Manage SKU’s” page:

~In this example we wanted to find all of the Marlboro cigarettes in inventory. We simply typed “*marl*” under “Description” and press the “Search” button. This brings up all your Marlboro Cigarettes in your system:
Changing Prices

Changing prices for a group of products is simple. Let’s say we wanted to change the price for all Marlboro cigarettes that were $3.70 to $3.80. Simply:

1) Enter 3.70 under “Retail” on the search table,
2) Click “Search”, and all the Marlboro cigarettes that are priced $3.70 show up:

~To change the price to $3.80, simply:

1) Highlight all the items using the shift key
2) Type in $3.80 under “Retail” in the search area
3) Click the “Make Changes” button on the bottom right side:

4) Answer “yes” to the screen prompts (safety feature)
5) All the prices will be changed
6) NOTE: When you change an item or add a new price for an item from an EDI that has been updated to this SKU screen, S2K creates a temp folder for these items so
you can export them. Simply click on the “Display Modified Items Only” button on the bottom right corner, this will only show items in the temp folder needing to be exported to the POS.

~You can search for any items in your inventory by UPC, Description, Cost, Retail price, Category/Dept, Sub-Category, or Case Pack.
~Changes can be made simply and much quicker that you ever could have imagined!!

7) If you want to post these new prices to the POS, simply click “Export to POS” located on the bottom of the page. (Make sure a Station ID is selected):

The following screen is displayed:
~You can edit this list using the left and right arrows and also you can change the Modify Type code. To modify the code type select the items and click on modify and select what you want to do – Add, Modify or Delete items. Then click Ok and the system will send the file automatically to the POS.
~After you have successfully exported the changes to your POS, you should press the “Delete Temp Files” button at the top of your Manage SKU page. This cleans out the temp folder for the next change you make. That way you do not keep exporting items already exported which can take up time.
Multi Packing Pricing

~Series2k~ offers the user the option of creating Multi pack pricing by simply clicking on a specific item or group of items, adding a new pricing for a specific station and then sending these to the POS as usual.

To add multi prices, go to the SKU price book:

In the blue area ‘Display Price for Station:’ and select the stationID that you want to add a multi price and then in the Sell Quantity put in the Quantity you want to add or review.

Display Price for Station: 4647 and Sell Quantity of: 6

Now in the price book find the items you want to add multi prices, so in this example we are going to add a 6 pack special for Marlboro cigarettes:
Now highlight the items that you want to change and put in the retail price the total price for the 6 pack that you want to add:

So in the above example we are going to add a 6 pack at $19.99, once you have this as shown, press the “make Changes” button as usual. Once that is done this will add a 6 pack for all these items, and these can be sent to the POS as usual. To confirm this when you send these to the POS you will see that each item has 2 prices, one is the unit price and the next one is the multi pack. You can have many multi pack prices (3 pack, 6-pack etc) but most POS systems only allow you to add 5 prices.

As you can see in the above report we now have 2 prices per item, $4.00 for a single pack, and $19.99 for a 6 pack.

If you want to view all the multi pack prices you have in the system you can click on the “Station Multi Price” tab and this will display the following:
As you can see in the above screen shot, we have a tree system showing the multi prices available under each dept, in the above case we have multi prices of 1 and 6. By clicking on the + sign you can view the prices for the 6 pack.

Checking/Correcting Inventory SKU’s

~In Managing SKU’s and Dept, you can check to make sure that all your UPC’s, prices or descriptions are correct. If you are missing retail prices for a specific product, that product will sell for $0.00 at the register and obviously making your company no money for selling that product.

~To check for missing retail (or cost) prices simply enter $0.00 under “Retail” (or “Cost”) and “Search”. Any items without sell or cost prices will come up and you can manually enter them and post changes to the POS.

Inventory System (Palm and EDI)
Add Invoice (Paper)

To add a new vendor invoice to Series2K manually, simply select “Add Invoice” from the “Inventory System” menu. Then the “Add Invoice” screen appears:

1) Select “Supplier Name” from the drop-down list. (If New, you must add the vendor first under “Supplier Setup” in the Dept & Price Book Mgt Menu)
2) TAB to select StationID
3) TAB to Invoice Date; enter date on the invoice you have.
4) TAB to Invoice Number, enter number as on your invoice.
5) TAB to Invoice Total, enter dollar amount.
6) TAB to Received by, enter information
7) TAB to Delivered by, enter if you know
8) TAB to Payment Method, select from drop-down list
9) TAB to Check number, enter if paid by check
10) Enter any details desired below and then click “add invoice”
11) Exit and “Refresh Page” on the main menu (Inventory System) to see new invoice

Adding Master Invoices

S2k allows you to create Master Invoices of repeat invoices. This enables you to reload an already saved invoices so minor changes can be made to a new invoice. Any suppliers
invoice can be saved and re saved as a Master Invoice but ONLY one supplier invoice. To create and use the Master invoice system as follows:

1) Create a regular invoice like a Frito Lay invoice and once completed click on Save As Master
2) To use an already created Master click on Load Master and select the Vendor that you want and put in a new Invoice Number and the New Date. A new invoice will be created exactly that same as the Master.

3) Once the new invoice is created simple select that invoice from the Invoice section and edit accordingly. Correct the total dollar of the invoice first. If some items were not received change the quantity to zero.
4) If you added a few items to the master, re save this new invoice as the master, this will replace the existing master with the more upto date master. If you are making a new master do not delete items that are not delivered, just enter a quantity of zero.

Add Invoice (EDI)
1) Select “Import Electronic Invoice” from the “Add Invoice” Menu
2) Select file to import from EDI folder in Series2000 folder
3) When prompted, enter Station ID

![Microsoft Access dialog box]

4) This screen appears:

5) We do not suggest importing the suggested retail price as this can change ALL your pricing to the retail price that your vendor suggests.

6) A screen will appear showing successful import with backup address:

![Microsoft Access dialog box]

**Editing an EDI invoice:**

~Once you have imported an invoice either from EDI or the Symbol Palm Pilot we now need to edit this invoice. To do that simply find the imported invoice on the invoice list as shown in invoice system and the Invoice information will display.

~You can manage inventory by seeing what is/is not in the master file and make sure prices of new inventory are correct. Use these buttons to show you this information:

![Invoice management buttons]

~If an item shows up with a red symbol on the left side, this means there is no description for the item, it is not in your inventory. A solution until you figure out what the item is specifically is to label as Beer X or Coremark X, depending on how much you know about the product. That way you can have the item in the correct category.

~Double-Click on the yellow field and the details for that item will come up. Enter the description with an X (or vendor name and X) and then select a department. Then Exit.

~Then to update the prices to your Manage SKU menu for uploading to the POS, you must push the button “Update Prices” and check the box “update sell price” if you want to do that. Then mark the invoice as posted at the top and that shows that you have taken care of that invoice. This information goes to the temp file mentioned earlier.
Sorting the Invoice:
If you have imported that from an EDI invoice, find the invoice and then use our special sort feature to match the order of the above invoice to your actual vendor invoice. To sort the order of this invoice you can sort by many fields:

1) The Inv. Order (Original order per the supplier’s invoice)
2) By UPC Number
3) Quantity
4) Cost
5) Sell

Finding/Entering Items Not in the Master File:
To find all items that are not in the master inventory file, click on the button just above the % Profit field called Show items not in the master file. By clicking on that item the screen will now display all items NOT in the master file yet. A red symbol and the text “UPC not in the system” will appear, these items are not in the inventory table yet.

NOTE: A solution until you figure out what the item is specifically is to label as Beer X or Coremark X, depending on how much you know about the product. That way you can have the item in the correct category.

~If this list is imported using the S2K Email/EDI system you can easily add these items by clicking on the yellow box with the UPC number in it. This brings up the Inventory data Entry Screen:
~ As you can see above we can identify the item and also save the UPC/SKU number in the top right hand side. Now all you need to do is to decide which department that this item belongs to. **NOTE: If this item is to be scanned DO NOT CHANGE the department drop down list in green from **Stock** - **Stock** indicates that this item is going to be scanned. If you change it from “Stock” in this field, the item, even though it exists in our system, will not be sent to the POS system. Enter the description with an X (or vendor name and X) and then select a category from the drop down list in blue. Then Exit.

~Then to update the prices to your Manage SKU’s menu for uploading to the POS, you must push the button “Update Prices” and check the box “update sell price” if you want to do that. Then mark the invoice as posted at the top and that shows that you have taken care of that invoice. This information goes to the temp file mentioned earlier.

**Making an Invoice balance to send to QuickBooks:**

When invoices are brought in via the Symbol SPT1700/1800 or manually often minor errors are made and the invoice does not balance or you do not want to enter all the itemized items into an invoice. In this case the total invoice value and the calculated detail value do not match as shown below:
As can be seen in the above invoice we balance (Total Calculated Difference = $ 0.00). Should that have a dollar difference then the invoice needs adjusting, let's say we are $109.24 short based on the itemized count and the actual Invoice Total. After reviewing the above invoice from the vendor we calculated that of the total invoice value of $256.36 actually $185.67 was beer and the balance of $70.69 was for soda. So in this case we will apply the excess dollars to the Bud department and the Soda department as shown below:

~In the above example it is very important to understand the way we arrived at the quantity.
Remember all our departments are sold at a base price of $1.00 and the cost is the % profit from $1.00. Therefore in the above example the Budweiser is running at a 20% cost ($0.80 cost per $1.00 sold) therefore in this example we needed $76.30 more of Budweiser to make that department balance ($185.67 which we know was all the beer on this invoice - the amount already allocated to item purchases of $147.12 = $76.50. This then needs to be divided by the profit of Budweiser to achieve the quantity so $76.30 / $0.80 = 95.375. Now for the Pepsi that was included on this invoice we know that we had $32.94 worth of Pepsi also included and Pepsi has a profit margin of 25% so taking the $32.94 / .75 = 43.92 as a quantity and then the invoice balances. Now when this invoice is sent to QuickBooks S2K will calculate as follows: Budweiser dept = $212.44 and the Pepsi Department = $43.92 so inventory will increase accordingly.

Notes from Training Session 3:

TRAINING SESSION 4

Palm Pilot Setup

~Locate the PRC File to Install S2K onto the Symbol SPT1700/1800
First you will need to load the S2K program onto the Symbol SPT1700/1800. You will need to locate the file type “PRC” to do this. This file should be located in the C:Series2000PalmSeries2kForPalm.prc directory. In that directory will be 2 files: Series2kForPalm.prc and Series2kForPalm-Install.prc. If you have not installed the S2K on your Palm yet, double click on the Series2kForPalm-Install.prc file, if you want
to just update the program then click on the Series2kForPalm.prc. Then re-sync the Palm. This will load the new program onto your palm.

**Setting up Hot Sync:**

Now you need to check the Hotsync setup and connect the Series2k Database/Program with the Symbol SPT1700/1800. To do this start the Hotsync and right click on the Hotsync icon located on the bottom right hand side of your screen. And select Custom:

**Symbol SPT1700/1800 Desktop Setup Screen:**

In the following screen it is important to set this up before syncing to the Symbol SPT1700/1800:
Make certain that all options are shown as above. The only difference will be the **Desktop database file path**: shown at the bottom of the screen. This must be set for the database that is used at your store, normally located in the C:\Series2000\Data path. Once that is all done press on OK and proceed to sync the Symbol SPT1700/1800 from the cradle or the soft screen on the Symbol SPT1700/1800.

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**After Initial Sync with the Symbol SPT1700/1800: Detailed Screens**

Once the Symbol SPT1700/1800 has been synced initially you will need to find the S2K Symbol SPT1700/1800 Program on the Symbol SPT1700/1800 screen which is shown below:
To Hotsync find the above screen on the Symbol SPT1700/1800 and click on the Hot Sync Button

1.

Once the S2k program is installed find the above icon and click on it.

2.

Then click on the Preference Button.

3.

From the drop down menu select your station ID – if it is not there you need to check that the correct database is setup in the Hot Sync menu.

4.

In the above screen select all of the options for standard use except Download all UPC’s and Force to Sign. Then click OK. If the StationID does not show up please re-sync and try again.

5.

From this menu click on EDI and Invoicing

6.

**EDI Invoicing from the Symbol SPT1700/1800:**
Using the Symbol SPT1700/1800 Program as a Shelf Price Check

We suggest using the Symbol SPT1700/1800 as a Shelf Price Check and Adjust system as well as an invoice/inventory device. To do this simply create a new vendor called “PriceCheck” and follow the instructions below:

Step 1 – Organize your shelves and label them:

Organize and label all your shelves – we can provide you with special shelf barcode labels that you can use on each shelf.

Step 2 – Create a new “fake” invoice:

Use the EDI Purchase system in the Symbol SPT1700/1800 as described above. If you have a barcode label system on your shelves start by scanning that (in the example below
the “HABA10” is the shelf id which can be scanned using barcode special labels) then enter the invoice number which should describe the shelf and date like haba 10 012404 – this reference MUST be unique. Select the vendor “PriceCheck” (you should have already setup a PriceCheck” vendor in the S2K system) THEN click on Details and proceed as if you were receiving an invoice as shown below:

**Step 3 – Click on details and scan items:**

Once you are at the detail screen simply scan the item and proceed as follows:

1) If the item exists and is correct then simply scan another item, no need to press "Done", simple scan another item.

2) If the item has a wrong price in either the Cost or Price change as usual

3) If the item does not exist, put the item in a basket and enter the sell price and take back to the office so you can enter the description into the S2K and send to the POS after syncing with the Symbol SPT1700/1800.

4) When finished click on “Done” and then exit the Symbol SPT1700/1800 S2K program and sync as usual.
EDI Symbol SPT1700/1800 Invoicing after Hot Sync:

Before syncing with the S2K desktop program make certain that the S2K program is closed. Then click on the hot sync button and the following screen will display the progress of the data being synced:

EDI Progress Screen:

Once that has finished restart the S2K program and go to the Dept Info icon and then Invoice and EDI and the following screen will be displayed:
EDI Main Invoice Select:

This screen shows invoices that have been either entered manually, imported using the E-mail EDI system or via the Symbol SPT1700/1800 syncing. To view the latest invoice simply double click on the invoice that was just imported from the Symbol SPT1700/1800. The invoices that were downloaded from the Symbol SPT1700/1800 usually with have a date and a time next to it, as opposed to just a date.
EDI Main Invoice Detail Screen:

The following screen will show the details of that invoice:

This screen gives a lot of detail and can actually be used for the following purposes:

1) To check and change prices on the shelf to the POS
2) To record invoice and details of items received at the front door using the Symbol SPT1700/1800.
3) To add items into the system and get them ready to send to the POS
4) To import data from an EDI source – like your vendor invoices electronically sent via e-mail
5) To setup a master invoice file so you can simply use a previous invoice to add a new invoice based on previous items and prices.

Most of the header detail is self explanatory except the invoice barcode which is an image reference used if you decide to scan your invoices into a PC and want to see actual copies of each invoice. The other item is our exclusive Web Import system, which will allow you to download unknown SKU numbers from the web.
EDI Details basics:

Here are some explanations of each header:

1) **Inv Order**: shows the order that the items were either scanned or entered in electronically – this is purely a sort number and bears no significance on the invoice.

2) **UPC In Sys?**: A symbol will indicate if the item is not in the system.

3) **UPC E to A**: Enter a short UPC E number in the yellow area and then click button and it will translate the short UPC to a long standard type UPC.

4) **COST**: The number entered in here is the price that you want to update the COST in the main system.

5) **SELL**: The number entered in here is the price that you want to update the RETAIL in the main system.

6) **Quantity**: is the Quantity purchased for that item.

7) **Look up by UPC#**: This lets you look up by UPC number

8) **Look up by description**: This lets you look up by UPC number

9) **Look up by Supplier**: Sorts by supplier

10) **Update Base Cost Prices**: This button will update the cost and sell prices from the BLUE and RED numbers to the main database. NOTE: The light blue line shows the main database department, cost and sell and this line will ONLY be updated when the Update Prices button is pressed – also the Click here Update Sell Price? Must also be clicked to update the sell price – this is a safety feature to avoid incorrect updates.
11) **Display items that:** There are 3 options on this line:

- **Items not in the master file:** Only display items not in the system.
- **All items from invoice:** Displays all items in this invoice.
- **Items with price +/- From saved price:** If new price is more or less than 1% from existing price.

Another feature that can be very useful is that the Quantity, Cost and Sell fields have a simple calculator built into each field. If you know you purchased 24 units for $13.59 simply type the following in the cost field: 13.59/24 and then hit enter and the correct result will be entered automatically.

**Entering New Items into the database from this screen:**

Many clients find it very easy to actually use this screen to add new items in the system. To do this simply type or scan in using the desktop scanner, into the yellow field.

~If the item is not known, simply double click on this field and the following screen will be displayed:

<table>
<thead>
<tr>
<th>Description</th>
<th>C-Store = Department</th>
<th>Fuel = Fuel Department</th>
<th>Stock = Scanned Item</th>
</tr>
</thead>
</table>

Use this field to define the type of item you are setting up as follows:

- **Stock**

**Dept or Category:**

Enter Dept Here: Sub-Cat or Profit Ctr for Quickbooks:

- **C-Store**

Cost: $5.8800

Retail: $6.9900

Ruby Deposit Lookup: N/A

Nucleus Car Wash Key: N/A

Profit %: 15.88%

When setting up a department always use C-Store in the green box above and in the Cost and Retail box always use $1.00 Retail and the Cost is the profit differential, i.e. a cost of $0.75 will have a 25% profit ($1.00 - $0.75 = $0.25), for a 35% profit use a cost of $0.65 etc.

~Use the tab key and enter the description of the item in the Blue area, then tab to the **Stock** button. Usually this should be left on stock if the item is sold and scanned, if the item is not sold then change this field to Service or Non-Stock. DO NOT CHANGE IT TO FUEL OR C-STORE as these are used for departments only.

~Then tab to the Dept or Category – this must be taken from the drop down list which will set which department this item will be sent to the POS. Then tab to the Sub Category.
field – this is a user defined field. Then enter the cost and retail in the space and the click on the close button.

That will update and add the item to the database.

**EDI Auto Importing from E-mail:**

~A lot of vendors are offering electronic invoicing today and this is can be done usually by e-mail. Before this is possible you need to send us the vendors name and phone number and your account number so we can set you up for auto invoicing. Once this is done each day you will receive an email with an attachment. Once you receive that email download the attachment (varies on email program – if uncertain how to do this contact your email program provider) and save the attachment in the C:\Series2000\EDI directory. The file that is downloaded will have the following format: XXXX-YYYYYY.cap where XXXX is your station number and the YYYYYY is the suppliers invoice number to you. After saving this invoice open up the EDI and Symbol SPT1700/1800 invoicing section in the S2k and click on Import EDI either from the main directory page or in any invoice you are editing:

Click on Invoice System (Symbol SPT1700/1800 and EDI)

**Add Invoice (EDI)**

1) Click on Invoice System (Symbol SPT1700/1800 and EDI)

2) Select “Import Electronic Invoice” from the “Add Invoice” Menu

This screen will appear:

3) Then look in the C:\Series2000\Edi directory

You should see the invoices that you have downloaded from your email system.
4) Select the one you want to import by double-clicking or highlighting and then click on the Series-2000 EDI button.

5) When prompted, select Station ID:

![Station ID Selection Screen]

6) This screen appears:

![Import Suggested Retail Price Prompt]

NOTE: We do not suggest importing the suggested retail price as this can change ALL your pricing to the retail price that your vendor suggests. If you import suggested retail price you need to be very careful not to update their suggested price unless you are certain that you want to change ALL these items to their price. If you do NOT want to update these retail prices either change the retail price to $ 0.00 (Not simply delete) or do not click on the update Retail price button when you actually update prices.

7) A screen will appear showing successful import with backup address:
Notes from Training Session 4:
Itemized Inventory

Itemized inventory is a new feature we have added to S2k over the past 6 months and is now finally available. This very powerful feature will enable the user to keep track of all sales, purchases and adjustments for each and every item. S2k has tried to develop a system that is both flexible, yet easy to correct should errors be detected.

Basic Process:

The only way to make itemized inventory work correctly is to make certain that all items that want to be tracked are entered correctly into the S2k invoice system and all sales are scanned at the POS. Please be aware that we only pull Sku sales from the POS at the end of day so to get an exact count, taking inventory should be done after close of day at night while the store is closed. One nice feature of S2k is that you can select specific items to check each night, so it is not necessary to do a complete inventory each time.

Initializing the S2k Inventory System:

To turn on the inventory system go to the QuickBooks interface and select QuickBooks/Preferences and then Setup Options:

And then from the next menu expand the menu options:
And select Use Itemized Inventory Tracking in Series2k and select the date to start. This date is also used to close previous inventory info from changing once a period is finalized. This would be done once you have done a COMPLETE inventory and do not want anything to change prior to that date.

The system is now active.

Initial Inventory

Starting an inventory system is always difficult due to the time and making certain all items are in the system but there are a number of ways to begin. The first method is after end of day close, take a complete inventory. This method is fine except if you do not, from the next day, input ALL your ITEMIZED purchases accurately either using electronic invoices, the Symbol Handheld or manually then your inventory for those missed items will be incorrect the next day. We would suggest testing the system first with a select group of items that you are purchasing using electronic invoices, or simple items like lottery. Then once you have grasped the method then arrange to do a complete (here complete means items that you are purchasing on an item level) inventory and start your system.
**Taking Inventory Using the Hand Held**

To take inventory using the hand held you start the S2k program on your SPT unit and go to **EDI and Invoicing** option and then click on the **Take Inventory** option. In the next screen under **Location** type the name of the shelf and user (if multiple users are taking inventory) so a suggestion is 100Candy1 – where 100 is the user and Candy is the dept and 1 is the shelf number (all shelves and areas should be numbered separately). As you move from shelf to shelf start a new **Take Inventory**. Then select the user and then click on detail and scan the first item. As you scan the same item more than one time the quantity will increase or if a lot of items are at a location you can use the number pad or the numbers at the bottom of the screen to change the quantity. Once that item is done simply scan the next item, that will auto save the data.

Once finished click on done and exit out of the Palm and trying syncing the first dept to make certain all is working correctly.

It is important that when entering locations not to use duplicate reference numbers, so write these down and decide what numbering system you will use. Remember a successful take inventory requires planning.

**Reviewing data in the Desktop from the Palm**

On S2k desktop go the Dept Sku price book main menu and select “Inventory System”
Then select the tab 1) View Take Inventory Items:

As can be seen this view shows total details of each item from different locations, you will find it easier to edit items if you drag the Category – Item Number down to view items in one form:

If errors were made at the time of taking inventory we suggest writing these down and now correcting here. If you want to delete an item simply highlight the left hand grey area (where the black arrow is below) and when the line is hi-lite press the delete key – you can select as many items to delete as you like using the shift and control keys:
Once the list is checked and correct if necessary then click on the next tab 2) Show Stock Differential:

Series2K – Stock Comparison

When you execute ‘Compare report’ the system will calculate the stock diff. value between "the Take Inventory numbers from your hand held" and the calculated "In Stock number" and then store it for creating invoice. In the second step "Invoice Adjustment", the data created in the step-1 will be used.

Station Id: 4847

Step -1 Create Stock Comparison Report

Step -2 Create Invoice (Invoice Adjustment)

Adjust or Show Take Inventory Items as taken by the Palm or manually

Pre-View Current Report

Exit

Then click on Step – Create Stock Comparison Report. If no inventory has been activated and run this option will not work until an initial stock value is calculated using S2k.

Once the comparison report is done a report will automatically show:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Inv Date</th>
<th>Date Taken</th>
<th>On Hand</th>
<th>Taken Qty</th>
<th>Diff qty</th>
<th>Cost</th>
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AS you can see this report will combine all items, the item number 1230000005 above shows an Inv. Date of 7/30/2005 as no item were bought or sold for that item. If the report is correct and inventory does not require editing you will proceed to Step – 2
Create Invoice. This will create an invoice to correct the quantities on hand based on the take inventory date, and it will also auto update the inventory on hand. Now if you run the same 1) Create Comparison report again you should get a message saying “Your Inventory Matches – No Report Generated”.

Viewing your Inventory Adjustment Invoice

To view the invoice that was just generated go to the S2k invoice screen and you will see an invoice automatically entered:

If you have not already added a TI VENDOR supplier do so now using the Edit Vendor button above. Now to view the invoice click on that invoice:

Now if you view any of the items in this list, double click on the item in yellow you will show the details and then click on the Stock tab and you will see this screen:
Now viewing the above data you will see a number of things:

1) Prior to taking inventory the system had calculated that there were –9 items in stock as no detailed invoices had been added.
2) The Take Inventory invoice corrected the quantity on hand to be 12, as this was the total inventory count.
3) We do not allow corrections in this screen, as any adjustments must be entered using an invoice.
4) If you have spoilage or broken items we suggest creating a supplier called Spoilage and Broken Items (You can have as many as you like depending on your tracking requirements) and then entering negative quantities to track these problems.
**Viewing On Hand Inventory**

You can view and print any on hand report for any date, department or specific items by using the 3rd tab on the inventory system:

As can be seen from the above example we have used wild cards to find only the items that interest us. WE would suggest that you setup your Sub Category to be more precise based on your personal requirements for sorting and finding. Like using Premium, Generic etc so you can easily find these groups of items.

In the above screen you can see all the items and you can even double click on any item to view the details of the item. By un-selecting the Show Sku you will get a total only report based on whatever you select on the grouping in the header:

Clicking on the print button can print these reports.
Notes from Training Session 5: