

Stock Control for Uniwell POS Systems

for Clubs & Pubs

The Pros and Cons of Stock Control

Running a proper inventory requires commitment at management level and good procedures for operational staff



Pros

- Accurate stock valuation
- Track causes of shrinkage
- Efficient stock coverage
(not enough or too much stock)
- Speed up reordering processes

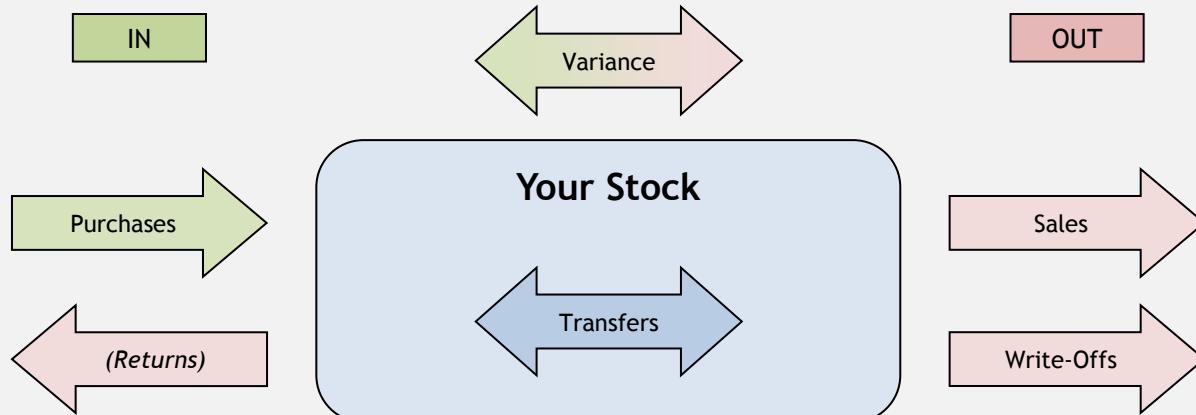
Cons

- Takes time to maintain data
- Requires specific procedures

Stock Control reporting is only as good as
the data that is being entered... *“Rubbish in... rubbish out”*

Introduction to Stock Control

Stock Control is an important management tool for hospitality sites with high turnover inventories



Good inventory management assists with cost control, speeds up ordering processes & reduces shrinkage

Important Uniwell Lynx Terminology

With a stock control site the setup emphasis shifts
from the POS to the back-office

- Stock Control (items)
- Linked Items
- Costs (standard, last & average)
- Supplier Stock Codes
- Reorder levels



The better the inventory database is set up, the easier it is to
manage, the clearer reports are and more time that is saved



Linked Items

This optional module is used when components or combinations are required

1. Components – eg. Schooner = 425/49500 of a keg
2. Multiples – eg. Beer Carton = 24 x single bottles
3. Combinations – eg. Cocktail = 30/700 Liqueur 1 + 30/700 Liqueur 2
4. Utilise linked items and stock transfers to handle ‘house’ drinks
eg. – Use a ‘holding’ item (“House Red Litres”) & link items to it
Transfer 5 x 750ml wine bottles into 3.75 x House Red Litres

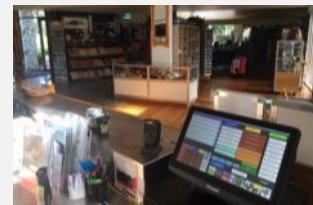
If a pub, club or convenience store wants to do stock control,
always include Linked Items in the quote



Notes on Setting Up the Inventory Database

The order of events is very important when stock control is involved

1. Set up the Uniwell Lynx database first (not the POS)
2. Using 'Extract Program' from the POS terminal to build a stock control database does not provide a well set up inventory
3. Establish 'numbering conventions' to keep the inventory organised
4. Develop the initial database in Excel and utilise the Uniwell Lynx CSV import facility (Groups & Items)
5. Use the multi-item editing and Item Selling Prices grid features to adjust the database quickly



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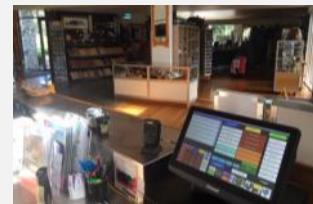
Optional Stock Item Settings

These settings are not compulsory, but add value to the reporting and supplier ordering processes

1. Reorder & Recommended Levels (& Reorder Pack Size)
2. Primary Supplier
3. Supplier Item Codes



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Stock Transaction Types

- **Stock Purchases** – the net quantity of stock received from suppliers
 - Items are returned to a Supplier by creating a Stock Purchase and giving it a negative quantity
 - Purchase Orders can be generated in Uniwell Lynx and emailed to Suppliers, and transferred to Stock Purchase when the order is received
- **Sales** – items that are sold at your POS terminals (and subsequently removed from stock when sales batches are collected from the POS & processed)
- **Variance (stocktake)** – the net quantity of stock that is adjusted when a Stocktake is performed and the theoretical stock figure in your stock database differs from the actual figure on hand
 - A negative difference in the Stocktake screen means that you have less stock than the theoretical level showing in Uniwell Lynx. ‘Updating Stock Levels’ will log a Variance that removes stock to match the count
 - A positive difference in the Stocktake screen means that you have more items in stock than the theoretical level. ‘Updating Stock Levels’ will log a Variance that adds stock to your inventory to match the count
- **Write-Offs** – items that are removed from your inventory manually. For example broken items or prize giveaways would be recorded as ‘written off’
- **Transfers** – an internal stock movement (from one Location to another) or redesignation (from one Item to another)



Correct Stocktaking Procedure

While Uniwell Lynx does allow stocktakes to be backdated, the most correct process for stocktaking is as follows:

1. Before the stock count is performed, ensure that all Purchases, Write-offs & Transfers that effect current stock levels are entered
2. Collect Sales from the POS terminals & process the batches for all sales that effect current stock levels
3. Perform the stock count & enter the Stocktake into Uniwell Lynx
4. Verify the Stocktake Variances and make any changes necessary
5. Update Stock Levels to commit to the revised count & log variances

Always perform a data backup prior to Updating Stock Levels



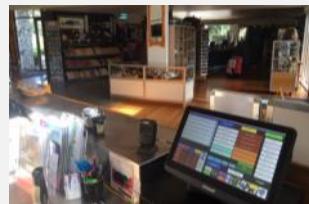
Setting Opening Stock Levels

An initial stocktake will be needed to set Opening Stock Levels for the inventory database

1. It's recommended to run the system for a few weeks before starting Stock Control – this allows all cost prices to be entered and any anomalies to be sorted
2. Purge "ALL Stock/Supplier Transactions/Balances/Levels" before entering the Stocktake
3. The first time a stock level is entered against an item, Uniwell Lynx considers it an 'opening stock level' and doesn't log a variance

Note: We recommend that you work with your Uniwell Lynx support provider when performing this one-off process

Having item costs entered into the system prior to the opening stocktake provides an immediate Stock Valuation



Typical Stock Control Routine

While it does require good data maintenance, a properly set up inventory doesn't impose an unreasonably high workload



- **Daily**

1. Perform a **Collect Sales** to retrieve sales data from POS terminals
Note: Sales Batches must be 'Processed' for sold stock to be deducted from stock levels



- **Weekly**

1. Enter **Stock Purchases** (and returns if required)
2. Enter **Stock Write-Offs** and **Stock Transfers**
3. Print Stock Reports as required (can be automated)



- **Monthly/Periodically**

1. Perform a **Stocktake**

Note: If your inventory is typically operating within acceptable parameters, you may only need to perform partial stocktakes each month to verify ongoing accuracy

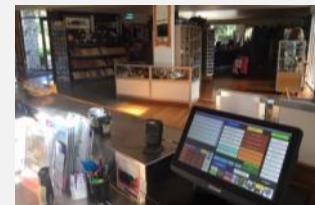


A good inventory maintenance routine is crucial, and should be discussed as part of your training

Use Purchase Orders

The combination of Reorder Levels, Default Supplier & Supplier Item Codes make Purchase Orders a strong feature of Uniwell Lynx

1. Create a Purchase Order, select the Supplier, add the items & once complete, it can be recorded and emailed directly to the Supplier
2. The Reorder button automates the order generation based on recommended levels for items with the selected Supplier set as the Default Supplier – it can then be modified to suit
3. Use the Receive Order button on the Purchase Orders grid to automate a Stock Purchase that can be modified to suit

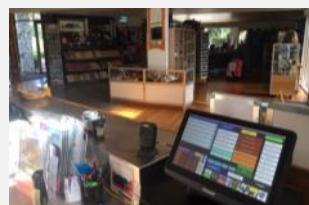


When the Stock Database is properly set up, using Purchase Orders saves time and improves systemisation

Using LynxScan Portable Data Terminal

This is an excellent option for simplifying and speeding up the stocktake process for larger inventories

1. LynxScan software uses the Windows Mobile Device Center to communicate between the PDT and Uniwell Lynx – Windows 10 requires some settings for this to operate properly
2. The LynxScan PDT can perform stocktakes, purchase entry & transfers. It also has a Price Check feature as well as the ability to associate barcodes with existing items within the database
3. Remember that stocktake data imported from the LynxScan PDT appends existing stock count data in the Stocktake screen



Using a LynxScan PDT also minimises the errors associated with manual compilation of written stocktake information

Stock Control Listings & Reports

Advising end-users of the ways they can benefit from Uniwell Lynx reports is a crucial part of the training process

1. Stock Valuation Report
2. Stock Movement Report
3. Stock Transaction Report
4. Stock Coverage Report
5. Reorder Report
6. Linked Item Listing



Use Smart Reporting

Scheduled saved reports sent to email or cloud locations

Troubleshooting Stock Control Issues

Anomalies in stock levels can be analysed to verify whether they come from data entry errors or a legitimate inventory problem

1. Check that all Sales Batches have been processed (& that Item Sales have not been incorrectly suppressed from batches)
2. Ensure that all Stock Purchases/Returns, Write-offs and Transfers have been entered correctly
3. Check whether Linked Items associated with the item in question have correct quantities set



If problems with an item persist, conduct regular partial stocktakes to provide greater opportunities for assessment

This presentation has been designed for use as an outline & memory aid for the training provided by your Uniwell Lynx software support provider, in conjunction the Training Tutorials available on the [POSLynx website](#)

