



SuperPOSS 2002 Hidden Functionality

Backoffice software is an invaluable resource for a retailer. It is the cornerstone of any loss prevention strategy. It saves time, and therefore money, on inventory management. It can assist in ordering decisions and anticipating out-of-stock profit loss.

No retailer is too small to benefit from performing backoffice functions, nor is any chain too large to evaluate its backoffice usage.

MEISolutions offers training classes throughout the year (for more information, call us), and repeatedly finds that SuperPOSS users are overlooking program features that could enhance their stores' operations.

We would like to devote this issue of the MEISolutions Newsletter to detailing these "hidden functions" of SuperPOSS. For some readers, this will be an affirmation of current backoffice routines. For many others, this issue will explore new territory in backoffice functionality.

As always, we love to hear from SuperPOSS users. If you have questions about how to derive additional benefit from your existing software, contact us at (509) 232-3177 ext25. Your sales representatives and our support department will be happy to speak with you.

Register Reporting

If you are using an NCR Legacy Register System (2126/2127), SuperPOSS can generate more readable financial reports than the registers, and eliminate the feet of tape produced in a register-run report.

To run a register report from SuperPOSS:

Your store must be pulling register reports to SuperPOSS either regularly through the End of Day Processing, or manually.

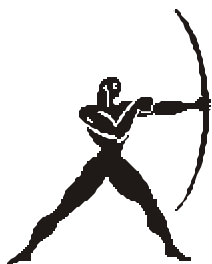
To manually pull register reports to SuperPOSS:

- * From the Main Menu, select [C] Register Reporting.
- * Select [A] Daily Register Reports.
- * Type the letter of a Selection and of a Function in the same prompt. To pull financials from the register type [D for Store Financials and C] to Receive Report. Then hit [Enter].

Once SuperPOSS has the financial information from the registers, you can run the register report:

- * From the Main Menu, select [C] Register Reporting.
- * Select [A] Daily Register Reports.
- * Type the letter of a Selection and of a Function in the same prompt. To print a report on store financials type [DA], or to display store financials type [DB]. Then hit [Enter].

For some selections you will be further prompted to choose detailed or summary reports, and to enter a checker number.



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Tech Reminder: PLU File Cleaning

You can remove inactive items from your PLU file by identifying and deleting zero movement PLUs. By setting a baseline date (the “compare date”), SuperPOSS will create a batch of items (the “zero movement deletion batch”) which have not moved through your Point of Sale since that time.

To run the zero movement delete option:

- * Select [E] Special Functions from the Main Menu.
- * Select [E] PLU Range/Zero Move Deletion.
- * Select [C] to compare the entire file.
- * At the prompt “Enter the Date To Begin Deleting PLU’s with Zero Movement,” you may choose a date after which zero movement items will be included in the batch. For example, if you enter a compare date of one month prior, any items that have not been sold within the last month will be included. **Please note** that entering the current date at this prompt will delete all items in the PLU file. New items entered into the PLU file since the established compare date **will not** be included in the zero movement deletion batch. Also watch for **seasonal items** captured in this batch.
- * Follow the prompts, choosing to delete the zero movement batch and to generate a report if desired. When printing a report of the zero movement deletion batch, a “Last Move Quantity” will appear with the items. This number represents the quantity sold on the last date that the item moved through the Point of Sale.

Please note that deleting zero movement items as a method of cleaning the PLU file is only an option for those users who pull movement information from their register systems. *If you are not pulling movement, do not run the zero movement delete option*, as it may delete all PLUs.

Zero movement deletion will help you remove items from the PLU file which are no longer stocked on your shelves, as well as identify unpopular items taking up valuable shelf space. For these reasons, MEISolutions recommends including a zero movement deletion as part of your regular backoffice maintenance routine.

Report Writer: Customizing Your SuperPOSS Reports

Many users do not realize: you can customize the reports generated from SuperPOSS by using the Report Writer function.

To create and use customized reports:

- * Select [E] Special Functions from the Main Menu.
- * Select [H] Print or Display PLU File.
- * Select [B] PLU Master Selection.
- * Select [A] Generate PLU Report Selection.
- * Choose a number and name for the new report. SuperPOSS will store up to 36 different user-defined reports for future use.
- * In the PLU Report Definition: Select Sort Fields screen, use the arrow and tab keys to select fields by which to sort. Type S1 and [Enter] for the first sort type, S2 and [Enter] for the second sort type, and so on. If you would like the items to be sorted first by UPC, no additional sort criteria are necessary since UPCs are unique.
- * Use the F1 key to skip the remaining fields.
- * In the PLU Report Definition: Select Print Fields screen, use the arrow and tab keys to select the fields you would like to see printed in your report. Choose fields by entering numbers next to the abbreviations.
- * Use the F1 key to skip the remaining fields.
- * If you would like to select an itemizer like Store Credit or Mix/Match, use the F2 key and enter the subsequent number. For example, if your last print field was number 3, the itemizer should be numbered 4.
- * Use the F1 and X keys as appropriate to go back to the PLU File Menu screen.
- * Select [C] PLU Master File Reporting.
- * Select [A] PLU Report Selection.
- * Choose the number of the report you just created. Select [P] to print a report or [D] to save the report to a disk. If you select [D], the report will be named PLURPT.R## with the ## being the number you assigned to that report.
- * You may choose field comparisons, which allow you to restrict the report parameters by specifying the value of one or more of the fields. This step can be skipped by hitting the [Enter] key.

SuperPOSS: Keeping an Eye on Your Bottom Line

Backoffice software is more than a tool for applying price changes and tracking shrink. It is an application that will help owners and managers monitor the profitability of their store. When used properly, backoffice software will aid in critical decision-making to impact a store's bottom line.

The SuperPOSS Backoffice System has a variety of features that help managers make decisions. Incorporating the following suggestions into your routine will arm you with valuable information.

Layered and Nested Batches:

Maintaining accurate pricing can help ensure that your profit margins are on target. Many times, several price changes can be applied to a single item, creating potential for confusion about priority. Layered and nested batches are the SuperPOSS answer to price accuracy in complicated situations like these.

Batches are applied in the order in which they were created, based on their effective dates. Also, items in Ad Sale batches have hold down dates, which protect them from Immediate Updates. In this way, the same prices on promotional material available to the public have priority in the store's backoffice.

One longtime SuperPOSS user called layered and nested batches "ground-breaking in regard to pricing." We hope that you feel the same way.

Reports:

SuperPOSS allows retailers to run reports to determine if their prices are yielding the targeted margins, and to make appropriate adjustments. Furthermore, zero movement items can be identified and removed from shelves, to be replaced with more profitable products. "Item management decisions are based on your store's movement and the needs of your customer," says one longtime SuperPOSS user, "not on hearsay or group numbers."

SuperPOSS reports can be exported and loaded to a store's category management program, or shared with vendors.

Synchronization with ScanMaster and ICL Registers

Please Remember: All PLU maintenance should be performed via SuperPOSS. Maintenance performed from an ICL or ScanMaster register will not transfer to SuperPOSS and your PLU files will be out-of-synchronization (Error Message "004E").

Vendor and Manufacturer In-Store Promos:

SuperPOSS will generate an Ad Loss report to present to vendors and manufacturers who offer promotions in your store. The report compares the promotion price to your regular price for that item and gives a value for reimbursement.

Direct Store Delivery:

A major chain that MEISolutions has been working with for years estimates that stores running SuperPOSS DSD can increase profits by 2 to 10%. We estimate that the SuperPOSS DSD module can pay for itself within a matter of months.

DSD has three main benefits for stores:

- * **Time Saving.** During backdoor receiving, store employees can scan items with portable data terminals and SuperPOSS will automatically update the on-hand count of the items.
- * **Double-Check Receiving.** By producing a receiver's invoice to reconcile with the vendor invoice, DSD adds a level of verification. Monthly vendor reports allow further benchmarking.
- * **Future Item Maintenance.** When vendors offer specials to your store, DSD makes it easy to pass those savings on to your customers by planning ahead for promotions.

Instructions Included

The Windows Version of SuperPOSS 2002 includes an online user manual. It can be found in the same folder as your SuperPOSS program icon. If this icon does not appear, call our support line for assistance.

President's Corner

We hope you learned something new about SuperPOSS in our "Hidden Features" Issue that will help your store(s) run more efficiently. If you would like more information about anything you read here, our sales and support departments will be happy to speak with you. *~John Edward Molloy, President*