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## Creating different Pack Sizes and Booking-In

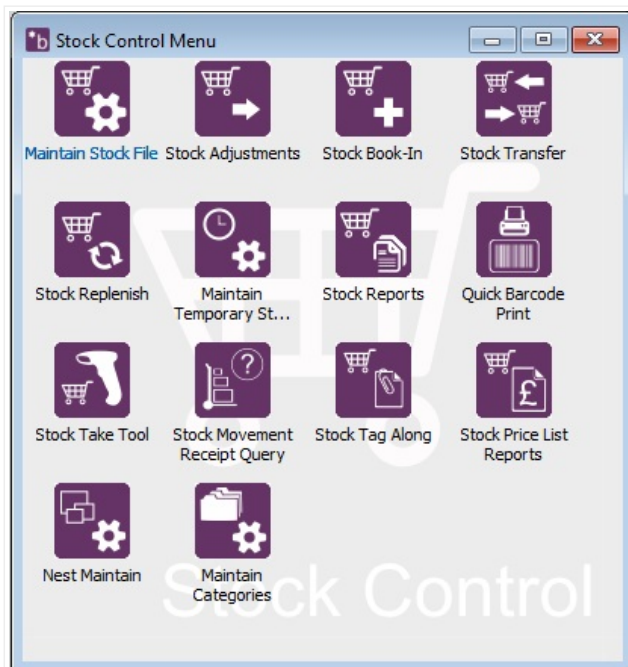
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When booking-in stock you may want to book in a case or a pack rather than booking all the items separately one by one. In order to do this, you need to add a pack size on the existing stock file first. When you create new stock, you have to create a pack size of 1 initially before you can create more.

1. Double click on **'Stock Control'**.



2. Double click on **'Maintain Stock File'**.



3. Next to the **'Product Code'** click on the Ellipsis (...) to find a stock. Select and click **'Proceed'**. All details should be filled in.

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4. Click on the **'Pricing'** tab at the top. You should see the pricing for pack size 1.  
At the bottom of the window click on the **'Add'** tab.

In Stock	Packsize	Cost Price	Packs	% Margin
14/10/2016 ...	1	£3.50	1	16.00
17/10/2016 ...	1	£3.50	3	16.00

5. Here you can add a new pack size. Fill in the details.

- **'Pack size'** will be the size of the packs/cases you have (for e.g. 24)
- **'Last Unit Cost'** will be the last cost for 24 (for e.g.  $24 \times 3.50 = £84.00$ )
- **'Selling Price'** will be the selling price for 24 (for e.g.  $24 \times 5 = £120$ )
- Click **'Add'**.

**Maintain Stock File**

Master Details Pricing Discounts Quantities Sales Analysis Comments Image Custom Merlin Online

Product Code: MUG-MARROW Product Description: Marrow Mug Location: Single Branch Only

Packsize	1
Last Cost	£3.50
Next Cost	-
1+	£5.00

Add Pack / Price Break:

Pack Size: 24 Units Last Unit Cost: £84.00

Price Break: 1

Ask for price at sale in EPOS: ☐

Price Scheme: ☒ Selling Price £120.00 ☐ Margin %16.00

Edit Add Delete Save Cancel Refresh Status

6. You will see the new pack size appear in the window.

**Maintain Stock File**

Master Details Pricing Discounts Quantities Sales Analysis Comments Image Custom Merlin Online

Product Code: MUG-MARROW Product Description: Marrow Mug Location: Single Branch Only

Packsize	1	24
Last Cost	£3.50	£84.00
Next Cost	-	-
1+	£5.00	£120.00

Last Unit Cost: £3.50

Next Unit Cost: £

Ask for price at sale in EPOS: ☐

Price Scheme: ☒ Selling Price £5.00 ☐ Margin %16.00

Actual Margin: %16.00

In Stock	Packsize	Cost Price	Packs	% Margin
14/10/2016 ...	1	£3.50	1	16.00
17/10/2016 ...	1	£3.50	3	16.00

Edit Add Delete Save Cancel Refresh Status

7. If you want to attach a barcode to this new pack size (which is normally on the outer packaging of the stock) then go to the 'Master Details' tab. On the 'Branch Details' section click on the 'View Packsize' drop down menu. Your new pack size will be there, select this. At the bottom it says 'Associate Barcode', in the box put a full stop '.' then scan the barcode on the outer packaging. This will be easier when booking-in stock.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Merlin Onlin

Product Code: MUG-MARROW | Product Description: Marrow Mug | Location: Single Branch Only

**Master Details**

EPOS Description: Marrow Mug  
 Type: R - Regular  
☐ Gift Aid ☐ Inc in Loyalty Scheme  
 Brand:   
 Stock Cat. 1: Mugs  
 Stock Cat. 2: Coloured  
 Pack Type: Units  
☐ Send to Kitchen Printer  
☐ Members Only

**Branch Details**

**View Packsize** (highlighted)  
 VAT Code: 1  
 24  
 Manufacturer's Code:   
 Preferred Supplier: H  
 Bin Ref/Shelf Ref:   
 Associated Barcodes:   
 Remove Barcode:   
 Associate Barcode:   
 Add Barcode:   
 User defined Barcodes must be 10 digits only.

Account Codes  
 Sales:   
 Cost:   
 Stock:   
 Status

8. If you want the system to remind you when you are low on stock and make re-ordering easier then go to the **'Quantities'** tab at the top. In the **'Re-Order Editor'** section, fill in the details.

- **'Packsize to order in'** will be the new pack size (for e.g. 24).
- **'Reorder @ level'** is the number of items left in stock before you need to reorder.
- **'Quantity to order extra'** is how many packs you want (for e.g. 2 packs of 24).
- Click **'Save'**.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Merlin Onlin

Product Code: MUG-MARROW | Product Description: Marrow Mug | Location: Single Branch Only

**Quantities**

Available: 4  
 On Purchase Order: 0  
 On Back Order: 0  
 On Sales Order: 0  
 Delivered Not Invoiced: 0

**Re-Order Editor**

Packsize to order in: 24  
 Reorder @ Level: 8.00 Units  
 Quantity to order extra: 2.00 x Packsize

Print Stock Label  
 Print  
 Status

### Booking-in Packs

Booking-in packs is very similar to booking-in singular stock, it will be easier now that you have done the above process.

1. Double click on **'Stock Book-In'**.



2. Fill in the details.

- **'Product Code'** is the product. Either type in the code or use the Ellipsis (...).
- This should automatically fill in the **'Location'** and **'Description'**
- **'Packsize'** you can now select the one you created (for e.g. 24).
- This should fill in the **'Cost'**.
- Select a **'Supplier'** from the drop down menu.
- **'Qty Available'** is the amount of stock you have left.
- **'Book-In Packs'** is the quantity of packs you want to book in.
- **'Unit Cost'** is the last cost (you can see this already filled out on the right).
- **'Total cost'** will be filled in automatically.
- Click **'Add'**.

 A screenshot of a software window titled 'Book In Stock'. The window has a blue title bar with standard Windows controls. Inside, there's a section titled 'Transaction Contents' with a table that has columns: Product Code, Supplier, Pack / ..., Cost Pk / ..., Ps / Qty, and Total. Below this is a 'Booked In by' text box and 'Accept', 'Clear', and 'X' buttons. The main section is 'Book In Line', which contains several input fields: 'Product Code' (MUG-MARROW), 'Location' (NEE - Neelam Enterprises), 'Description' (Marrow Mug), 'Packsize' (24), 'Costs' (Next: n/a, Last: 84.00), 'Supplier' (NEE-STEELCITY), 'Qty Available' (4), 'Book-In Packs' (1), 'Unit Cost' (£ 84.00), 'Total Cost' (£ 84.00), and 'Best Before'. There are 'Add' and 'Save' buttons at the bottom right. The window has a purple border and the text 'Book In Stock' is written in a stylized font at the bottom.

3. You will then see the order in the window at the top. Type your name/initials in the **'Booked In by'** box and click **'Accept'**. It will ask if you want to print a receipt and create stock labels, select which is applicable to you.

Book In Stock

Transaction Contents

Product Code	Supplier	Pack / ...	Cost Pk / ...	Ps / Qty	Total
MUG-MARROW	NEE-STEEL...	24	£84.00	1	£84.00

Booked In by

Neelam Lodhia

Accept

Clear

X

Book In Line

Product Code

...

Qty Available

Location

NEE - Neelam Enterprises

Book-In Packs

Description

Unit Cost

£

Packsize

Total Cost

£

Costs

Next

Last

Best Before

£

Add

Save

Supplier

Book In Stock

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