

EncorePOS Inventory Count Utility

How to Use the EncorePOS™ Inventory Count Application

This portion of the EncorePOS Dashboard suite of Utilities allows you to use a variety of cell phones to take inventory in your store and upload to LiquorPOS®. It is fast, easy and requires no investment in dedicated hardware. In the process, you can add items to your Product List as well as produce a variance report which can be sent to Excel. This application does require a wireless network through which your cell phone can access the Server.

You can also use the Inventory Count App to create a Purchase Order on the fly! Scan all the items you'd like to order, enter quantities, load the file and simply click on Create PO!

Here's how it works!

Planning for your Inventory Count

Getting an accurate count is important for your business in so many ways. From making sure you have items in stock when your customers come to purchase, to getting accurate reports, to ordering efficiently, to producing accurate reports for tax purposes. With our App, you can have as many people counting as you need. Each individual user creates their own count file which can be individually uploaded or combined with files created by other users. In a smaller store, it may be sufficient to use one phone and one upload. In a larger store, the process can involve 5 or 10 people easily.

Either way, one of the best ways to get accurate counts is to complete counting on however many devices you are going to use. You can then review each file, preferably exporting the Variance Report to Excel and saving it in order to review for problems and for tax purposes. Cancel the process before accepting the count file. You can also choose to combine count files from any of the devices used by clicking on the Combine button and selecting the files to combine.

Once you have saved the Variance Report, go into LiquorPOS® and zero the inventory using Item Group Edit. This means there will be no inventory remaining of items that are no longer in the store and ensures that once you are done, your inventory represents only what you have on hand and that your Inventory Valuation and Stock Status Reports in LiquorPOS® will be correct. Once you have zeroed the inventory, go back into the EncorePOS Dashboard and accept the count file or files, selecting Replace.

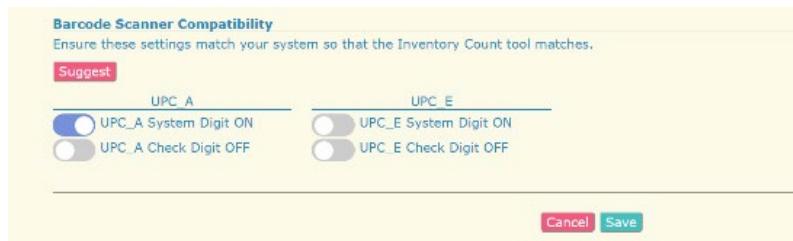
Spot checks of inventory can also be done throughout the year and it is generally easier to simply view and save the variance report and then replace the quantities on hand.

Requirements

You will need to have wireless capability on the same network as your Server so that the phones/tablets used will be able to transmit to the EncorePOS Dashboard application running on your Server. The EncorePOS application must be running all during this process. The phones/tablets you plan to use will need to be on this wireless network and granted access to the Server if that is locked down. A simple wireless access point plugged into your existing router or switch should accomplish this for you. Depending upon the layout of your store, you may need to add wireless access points in strategic locations to get reliable coverage.

Check Barcode Settings in EncorePOS

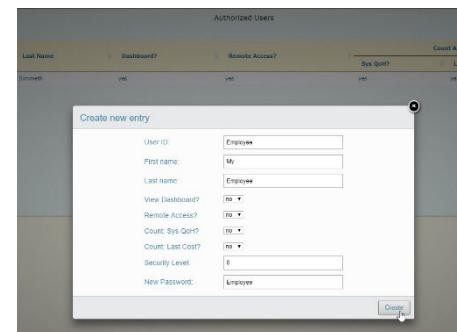
To make sure EncorePOS matches the way you have entered barcodes in LiquorPOS, you'll need to run a short test. In the EncorePOS Dashboard, click on Welcome in the upper right hand part of the screen. Click on Settings. At the bottom of this screen you'll see a section titled Barcode Scanner Compatibility. Click on Suggest, then 'Yes, change my settings!' Finally, click Save at the bottom of the page. This will change NOTHING in LiquorPOS® as it simply makes sure the App knows how to transmit the barcodes.



Note: If this screen displays any ? marks you may have some inconsistent barcode entries and will need to perform these settings manually to match the majority of items in your database. Just toggle the switch to set correctly and then click Save.

Authorize Users

Each individual you would like to download the Inventory App and count using their phones will need to be authorized as a User in EncorePOS. To do so, open EncorePOS and click on the Welcome Menu in the top right. Click on My Account. Click on Users. To add a User, click on New. Enter the User information – both User Id and Password are case sensitive – and indicate the kind of access you want the User to have. By limiting access to the Dashboard and the Remote, you can simply allow staff to use their phones to take inventory. You can also indicate if you want them to see the existing computer count and the last cost. Once you have entered all the User info, click on create. Repeat for all users and click Close when finished.



Download the Android or iPhone App

Search for EncorePOS or POSAdvisors in either the Google Play Store or the iTunes App Store. Download the App and follow the rest of the instructions that follow!

Enter the IP Address of your Server

When you first launch the App, you will need to enter the IP address of your Server – the computer in your store that hosts the LPOS DATA folder. The easiest way to find this is to open EncorePOS and click on the Welcome Menu at the top right. Go to Settings. At the top left of the settings page you will see the server address. You do not need to type the `http://` Enter that IP address on your phone and tap Test. If the test is successful, tap Save and proceed to Login. If it is not successful, check the address you have entered and your access to the server.

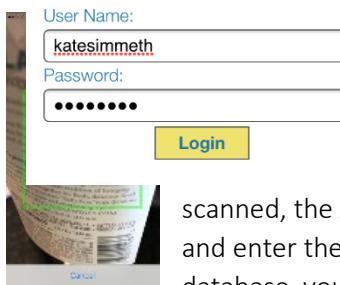


Login

To login, you will need to be added as a user to the EncorePOS Dashboard as described in the Authorize Users above. Users with a Security Level of 95 or



higher will be able to log on to the phone App but not to the EncorePOS Dashboard itself.



You're Ready! -- Start Scanning

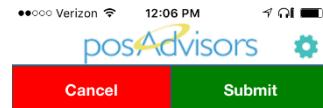
It's easy! Just tap either of the scanner icons at the bottom of your screen and let your camera focus on the barcode you'd like to scan. Use the red line to help you center the barcode. Once the barcode has been

scanned, the App will bring up the item, tap in the quantity line and enter the count. Tap Submit and go on to the next item. If an item is not found in the database, you will get an opportunity to add its basic details and add it to your Product List as part of the count upload.



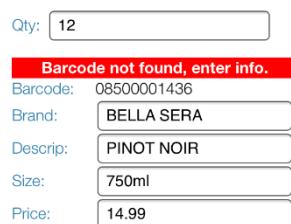
Adding Items

If you scan barcodes that are not in your Product List, the app will tell you the barcode is not found and you can use the screen to add the basic product information. When you load the count file you will have a chance to add the product as a new item or to add the barcode to an existing item in the Product List. These new items will need to be addressed before proceeding to the full count list.



Review the File

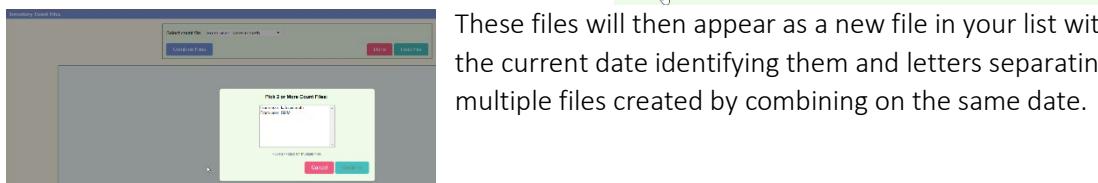
Use the forward and back buttons to review the file, check to see if you counted an item or to edit a count. If you find a number you need to edit, click on the pencil icon to edit, make your correction and tap Submit.



Upload the File

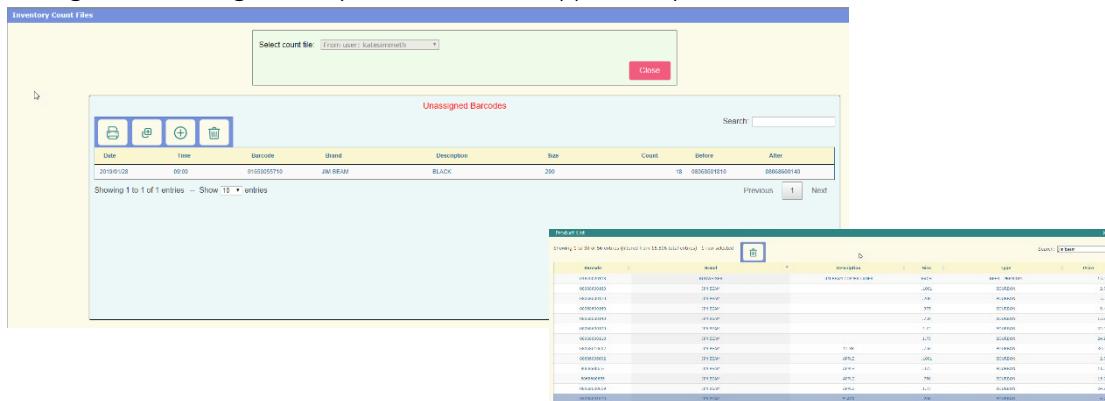
Once you have finished scanning with your phone or tablet, open the EncorePOS Dashboard and go to the Utilities Tab. Click on Inventory Count. Files are stored in EncorePOS under the user name used to login on the cell phone app. To upload files:

1. If there is more than one file you can access them by clicking on the down arrow and selecting the correct file. You can also select files to combine in order to get one upload and one variance report.
2. To Combine files, click on the Combine button and then select the files you would like to combine.



These files will then appear as a new file in your list with the current date identifying them and letters separating multiple files created by combining on the same date.

3. Click on Load File. If prompted, address the unassigned barcodes by highlighting each item and indicating whether it should be added as a new item  or added to an existing item . If adding to an existing record you will have the opportunity to select the item.



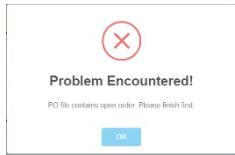
- Once you have addressed any unassigned barcodes, your Count File will appear on the screen Count File Entries. Note that the Variance in quantities on hand and cost is displayed in the right-hand columns and totaled at the end of the report. You may need these numbers as your accountant prepares your tax returns.
- Here you can Edit or Delete Entries by highlighting the line you wish to edit and then clicking on the Edit or Delete buttons.
- You can also Print the list or Export it to an Excel, the clipboard or PDF file.
- Once you have reviewed the file and are certain it is correct, click on the Post Count button and then select Add or Replace as appropriate. You can also click the Close button to exit and save the count for later import – for example if you want to zero inventory in LiquorPOS before importing. Or click the Delete button if there is an issue with the file and you do not want to use it.
- Once you have accepted the count the file is flushed and you are DONE!

Note: EncorePOS does archive the count files should you find an issue and need the assistance of our technical support team.

Creating a Purchase Order

Use the EncorePOS Inventory App to create a quick Purchase Order! Simply scan items and enter quantities as you do when doing an inventory count except enter the number of items you'd like to order. Once you have scanned all the items you would like to order:

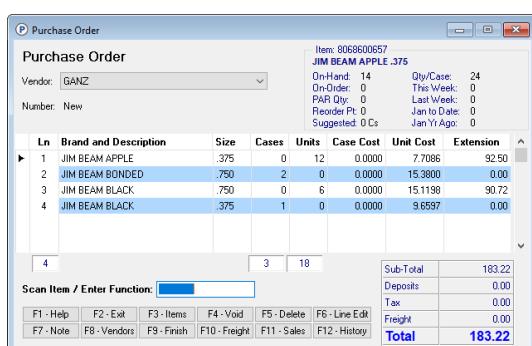
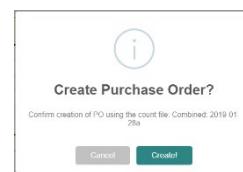
1. Open the EncorePOS DashBoard and go to the Utilities Tab. Click on Inventory Count. Your file will be stored under the user name used to login to the cell phone app.
2. Select the file if there is more than one listed and click on Load File.
3. Make any adjustments you might need to by highlighting and editing the item requiring editing and when all the quantities appear correctly, click on Create PO.
4. As we do not want to overwrite any work in progress in LiquorPOS, if you have a Purchase Order in progress in LiquorPOS (not yet saved) you will see this error. Go back to



Purchase Order.



LiquorPOS, click on the  button and finish the Purchase Order that appears before going back into EncorePOS and click Create to build your



5. Once you load the Purchase Order, go back to the Purchase Order screen in LiquorPOS ON THE SAME STATION as you were running

EncorePOS, click on the  and you'll see your Purchase Order.

6. You will need to select a Vendor, make any further changes you'd like and then click F9 to finish and save the Purchase Order.