



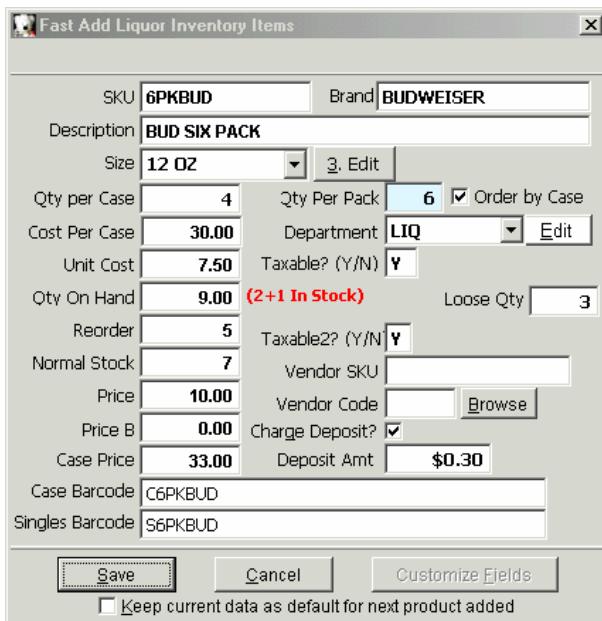
LiquorBiz: Aggregate SKUs



Setting Up Aggregate SKU

The Liquor module of MicroBiz 12.5 contains a new feature that allows the setup of aggregate SKUs through the “Fast Add” option. This means that you can set up items that can be sold alone, in packs, and in cases. You can assign different SKUs based on the quantity of the item you are selling. This is a particularly useful function for liquor stores as many items are sold in this way (beer, soda, cigarettes, etc).

To get started, click on Inventory – Add/Edit Inventory – and lastly, the “Fast Add” button. This will open up the Fast Add screen.



You are now ready to set up your aggregate SKU. The top “SKU” box will be for the main or “aggregate” SKU. The “Description” field will be used to define the aggregate SKU, which would be “Bud Six Pack” in this example. The “Size” field would be used for the size of the item (if applicable). In this example, bottles are 12 OZ. The “Qty Per Case” amount would be the amount of the aggregate SKU included in the case NOT the individual item amount included in the case. In this example, there are 4 - 6 packs in the case. The “Cost Per Case” field applies to the cost for ordering a case of the item. In this example, the cost for ordering 4 – 6-packs, would be \$30.00. The “Unit Cost” field will then be automatically be calculated and filled with the correct cost for the 6-pack.

The “Qty per Pack” field would apply to the amount of singles in the aggregate SKU. In this example, there are 6 singles in the 6-pack. You will also see an option for “Order by case.” This works just like in previous versions. If you leave this option unchecked, it will assume that you order by the 6-pack. If you check this option, the item will be ordered by case. Enter in the department in the “Department” field (if applicable) and ‘Y’ or ‘N’ if you charge tax in the “Taxable?” field. The “Qty On Hand” applies to the amount of the aggregate SKU that you have in stock. In this example, there are 9 – 6-packs in stock. The “Loose Qty” is the amount that has broken off from the aggregate SKU. This amount MUST be less than the amount for “Qty per pack.” In this example there are 3. The “Reorder” and “Normal Stock” fields apply to the amounts you would like to set for a reorder as well as the normal stock level for the item. Simply enter in these amounts. For the “Vendor SKU” and “Vendor Code” fields, enter in the correct ordering information (if applicable). Check the “Charge Deposit” option if you would like to charge a bottle deposit for the item. For the “Deposit Amt” field, again it applies to the aggregate SKU (if it is \$.05 per bottle, it would need to be set at \$.30 for the 6-pack). Enter in the correct “Price” and “Price B” for the aggregate SKU. In this example, the price is \$10.00 for the 6-pack. The “Case Price” would be the amount you would like to charge for 4 – 6-packs (one case). In this example, the price for a case is \$33.00. Lastly, you will need to set up a “Case Barcode” and a “Singles Barcode.” ***Make sure that you do not already have SKUs created for a case or singles of this item.** These SKUs will automatically be assigned to the aggregate SKU and will keep track of your inventory, ordering levels, reports, etc. accordingly. Click on the “Save” button and you are all set!

X-Charge Banner

MicroBiz 12.5 now contains an X-charge banner on the F9-Tender screen. We recommend that you use X-charge for your credit card processing needs! For more information about X-Charge or information to disable the banner, please contact Sales @ 1-800-937-2289.

Click on the link to see how X-Charge works:

<http://www.x-charge.com/products/video.asp>

MicroBiz Tech Support (800) 929-8324

Sales Office (800) 937-2289

Please send newsletter feedback to:

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