



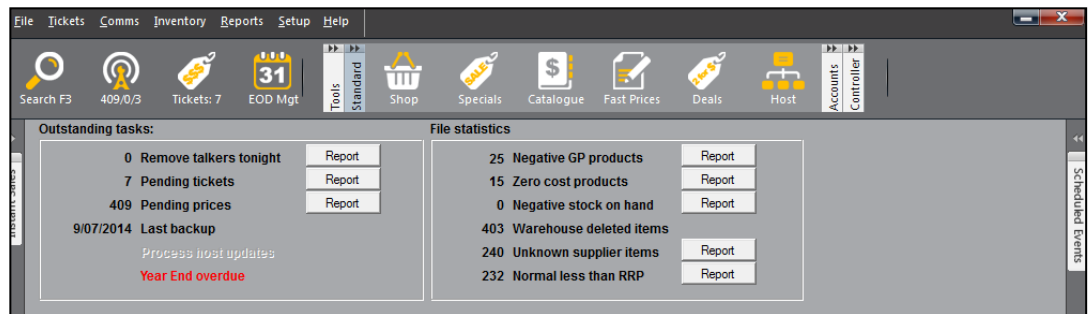
Standard Tasks

Overview

Keep this document near your Back Office PC as a reminder of the Tasks required to keep your system and store running smoothly. These tips aim to help you maintain your system and view potential problems with stock and pricing, while gaining greater insights into your business.

Daily Tasks

1. **Check Outstanding Tasks**
(from Main Menu)



- **Remove Talkers tonight:** Lists all products where the special is ending tonight.
- **Pending Tickets:** Lists all products that require a new shelf ticket.
- **Pending Prices:** Lists all products that have been changed but not yet sent to POS.
- **Last Backup:** Displays when last backup was run – check for AUTOMATIC DAILY BACKUP job which is normally a scheduled task set to run as part of the End of Day process. To run a manual backup go to *File > Backup > On Demand Backup*
- **Process host optional:** indicates the last host file from the warehouse has not been fully processed. Click **[Host]** icon and then **[Update Shop]** to process the hostfile.
- **Year End overdue:** indicates Year end should be run. Click *File > Period End > Year End*.

2. **Check your File Statistics daily**
(from Main Menu)





Click **Report** next to the report to view and print the report.

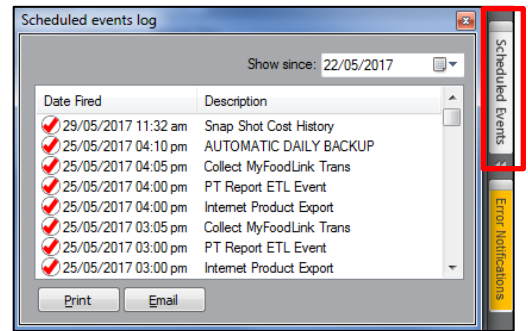
- **Negative GP products:** lists all products in Shop with negative GP%. Check cost, sells and specials and fix as required.
- **Zero cost products:** lists all products in Shop with a zero cost. Fix cost prices as required.
- **Negative SOH products:** lists all products in Shop with a negative SOH. Fix by performing a Stocktake or Transfer on these products.

- **Warehouse deleted items:** When a product is hosted down as **Deleted** the following happens:
 - ✓ if that product is in SHOP, the Supplier is changed to UNKNOWN SUPPLIER
 - ✓ The Type is changed to WAREHOUSE DELETED.
 - ✓ Product code is changed to the next millionth number in Profit-Track™ (eg. 10001234).
 - Stores should check these lines to see if they still want to stock the item by buying it from another Supplier. In Shop, **[F3]** Search on *Supplier* for UNKNOWN. Then change the Search Results **View** on the right to *Week Sales Qty* to see if you are still selling any of the products.
- **Unknown Supplier items:** lists all products with an Unknown Supplier. Refer to *Warehouse deleted items* above for how to manage these products.
- **Normal less than RRP:** lists all products in Shop where sell is below the RRP. Check and edit sell price if required.

3. *Check Scheduled Events TAB*

Ensure all jobs have run successfully

- Scheduled events include Auto Collect Sales, Auto Collect Accounts and Backup.
- Click *Scheduled Events* tab on the right side of any Profit-Track™ screen.
 -  indicates job has run successfully
 -  indicates job did not run successfully



4. *EOD Management*

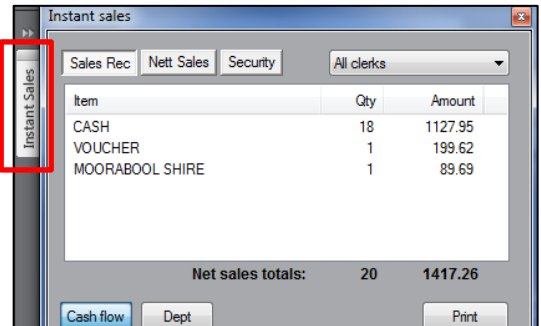
- Reconcile Cash drops, drawer contents and EFT to Profit-Track™ EOD financial reports.

5. *Check Deliveries*

- Check all Deliveries have been Goods Received into Profit-Track™ (only applicable for stores using stock control).
- *Inventory* ➤ *Goods Received*

6. *Instant Sales Tab*


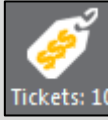


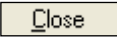


- Displays current sales from all connected POS lanes.
- Can view by Cash or Department for Sales, Nett Sales and Security by Clerk (eg: cancelled sales, returns etc).
- This figure will be cleared at each EOD.




7. *Check POS Scales*

- At least once a week stores should check the accuracy of the scales on all POS lanes using the test weight.

Weekly Tasks

8.	 Host Process Host	<ul style="list-style-type: none"> Collect and process your weekly host on the nominated day. To check when the Warehouse Host was last Processed: Click Show Effected Since and change to a few weeks back to view all Hosts processed since that date. 										
9.	 Tickets: 10 Print Shelf Tickets	<ul style="list-style-type: none"> Print Pending Price changes created from the Host file and in-store changes made in Shop. 										
10.	 Specials Manage Specials & Print Talkers	<ul style="list-style-type: none"> Check that new Specials have Talkers displayed and finalised Specials have Talkers removed. 										
11.	 Send: 274 Send Changes to Registers	<ul style="list-style-type: none"> This is normally set as a Scheduled Event to run at EOD 										
12.	End of Period - Week	<ul style="list-style-type: none"> Normally set as a automated scheduled task, but can be run manually from <i>File > Period End > Week end.</i> 										
13.	Weekly Reports	<table border="1"> <tr> <td data-bbox="387 1030 742 1205"> GP Variance Report </td> <td data-bbox="742 1030 1540 1205"> <ul style="list-style-type: none"> Lists products where GP varies from expected margins. Should be run after Host has been Updated into Shop. <i>Reports > Management Reports > GP Variance Report</i> </td> </tr> <tr> <td data-bbox="387 1205 742 1281"> Department Sales Report </td> <td data-bbox="742 1205 1540 1281"> <ul style="list-style-type: none"> <i>Reports > Sales Reports > Department Sales Summary</i> </td> </tr> <tr> <td data-bbox="387 1281 742 1357"> Time Sales Report </td> <td data-bbox="742 1281 1540 1357"> <ul style="list-style-type: none"> <i>Reports > Sales Reports > Time Sales Summary</i> </td> </tr> <tr> <td data-bbox="387 1357 742 1433"> No Sales Report </td> <td data-bbox="742 1357 1540 1433"> <ul style="list-style-type: none"> <i>Reports > Sales Reports > Products with no sales</i> </td> </tr> <tr> <td data-bbox="387 1433 742 1518"> Product Ranking Report </td> <td data-bbox="742 1433 1540 1518"> <ul style="list-style-type: none"> <i>Reports > Sales Reports > Product rankings</i> </td> </tr> </table>	GP Variance Report	<ul style="list-style-type: none"> Lists products where GP varies from expected margins. Should be run after Host has been Updated into Shop. <i>Reports > Management Reports > GP Variance Report</i> 	Department Sales Report	<ul style="list-style-type: none"> <i>Reports > Sales Reports > Department Sales Summary</i> 	Time Sales Report	<ul style="list-style-type: none"> <i>Reports > Sales Reports > Time Sales Summary</i> 	No Sales Report	<ul style="list-style-type: none"> <i>Reports > Sales Reports > Products with no sales</i> 	Product Ranking Report	<ul style="list-style-type: none"> <i>Reports > Sales Reports > Product rankings</i>
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14.	Reboot Back Office PC	<ul style="list-style-type: none"> The Profit-Track™ BOS PC should be rebooted weekly to keep it in good running order. This should be done during the day, so if you run into any problems Support can be contacted. To exit from Profit-Track™: click  at the bottom right of every screen until all options are closed. When you are back at the main menu (screen shot above) click  in the top right corner of your screen. To Reboot PC: click  (bottom left) and then change Shutdown to Restart. 										
15.	Weekly Manual Backup	<ul style="list-style-type: none"> In addition to the automated Daily backups, we recommend you run manual Weekly & Monthly backups onto rotating backup USB drives. Click <i>File > Backup > On Demand Backup.</i> 										

Monthly Tasks

16.	<i>Warehouse Deleted Products Report</i>	<ul style="list-style-type: none"> ▪ <i>Reports > Product Reports > Products for warehouse type > select TYPE of Warehouse Deleted type.</i> ▪ You may want to check if these products still have stock and if so, consider discounting them to move them off the shelves.
17.	<i>Housekeeping Reports</i>	<ul style="list-style-type: none"> ▪ <i>Reports > Utility > Housekeeping</i> <ul style="list-style-type: none"> • <i>Duplicate PLU Report</i> – should be no data • <i>Duplicate Product Code Report</i> – should be no data ▪ Fix any products found on this report.
18.	<i>System Statistics</i>	<ul style="list-style-type: none"> ▪ <i>Reports > Utility > System Statistics</i> ▪ Check the information on the first page, for example: <ul style="list-style-type: none"> • Does the number of products in Catalogue and SHOP look correct? • Are most of your products following the RRP?
19.	<i>Stock Valuation report</i>	<ul style="list-style-type: none"> ▪ <i>Reports > Stock Reports > Stock Valuation</i> ▪ Provides a snapshot of your stock holdings.
20.	<i>Stock Transfer Report</i>	<ul style="list-style-type: none"> ▪ <i>Reports > Stock Reports > Transfer Reports</i> ▪ View transfers for the week – may be required to write off shrinkage in Financials
21.	<i>Deletion Management</i>	<ul style="list-style-type: none"> ▪ <i>Inventory > Deletion Management</i> ▪ Delete items which are no longer stocked and have no SOH from your SHOP file. ▪  Refer to Profit-Track™ F1 Help for more information.
22.	<i>Monthly Manual Backup</i>	<ul style="list-style-type: none"> ▪ In addition to the automated Daily backups, we recommend you run manual Weekly & Monthly backups onto rotating backup USB drives. Click <i>File > Backup > On Demand Backup</i>.
23.	<i>End of Period – Month.</i>	<ul style="list-style-type: none"> ▪ Normally set as a automatic scheduled task but can be run manually from <i>File > Period End > Month</i>

Yearly Tasks

24.	<i>End of Year</i>	<ul style="list-style-type: none"> ▪ EOY is normally run on the 1st July each year after performing EOW and EOM if these fall on the same day. EOY must be completed prior to the next End of Day otherwise your accumulated figures will include extra days. EOY rolls sales/inventory data and clears the year's sales details ready for the year commencing. <ol style="list-style-type: none"> 1. Run a backup before EOY: <i>File > Backup > On Demand Backup</i> 2. End of Year is run Manually (cannot be setup as a Scheduled event). <ul style="list-style-type: none"> • Click <i>File > Period end > Year end</i>
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