

# IMPORTANT GENERAL INFORMATION FOR BEERMODO



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## I BOUGHT BEERMODO, NOW WHAT??

### Getting Started

Thank you for purchasing BeerModo! Here's what you can expect going forward:

#### **Information Gathering: Category and Vendor Set Up**

You will receive a list of all categories in our starter database with instructions on removing categories, adding categories and tying vendors to categories. This will help us set up a database that is best for your business. Please fill this out and get it back to Pomodo as quickly as possible.

#### **Training Session 1: Training on how to enter/edit the items within the database**

This training will be set up soon after your order is received and is typically done about a week after the order is placed. During this training, you will get access to the back office (Cloud) part of your software so that you can start working on your database. This is a web based training, or you can come in to the Pomodo office for training. We recommend that this training is done at a time where you are not distracted, as getting your items in the database correctly is vital to the use of the software. We can be flexible with the time, so if you have a time that works best for you, please let your sales rep know prior to setting up training.

#### **If purchased: Optional Onsite Data Entry**

You have the option to purchase time for onsite data entry by Pomodo. We can have technicians come out onsite to help you enter your products into inventory. This can be purchased at any time. Talk to your sales rep if you would like to explore this option.

#### **Things to Double Check in Database:**

1. Update child cost based on parent cost: This can be done individually or Pomodo Tech support can do it globally for you.
2. Check Sales Tax: To make sure there are no items that do not have tax that should have tax, go into Inventory → Products and under the filter Tax Group, select Non-Taxable. This will return a list of everything in your database that does not have a tax on it.
3. Contact Pomodo Tech Support and request that they check and review your database for any anomalies or discrepancies.

#### **Training Session 2: POS Install and Onsite Training**

Installation and Onsite training for the POS is typically done 2-3 weeks after purchase. Once you do the first training session, you will need some time to enter your inventory information and work on your database. The installation of the POS software/hardware

comes next so that you can go live with BeerModo. This is typically done onsite and takes about a half a day. This includes not only training for additional functionality in the Pomodo Cloud, but also training on the POS and how to ring up day to day transactions.

### Physical Inventory:

A physical inventory should be the last thing you do prior to going live. See detailed instructions later in the document for how to do a physical inventory.

### Go Live:

Once training is complete, and the database information is all set, you can choose a go live date. We like to know when you would like to go live with the POS, so that we can let our technicians know to be prepared for any questions that might come up. Please note that one of the most important things for beer distributors is the PA Beer reports. In order for those to come out right, you must have done a physical inventory, you must be using the POS, and you must be using Purchase Orders to bring new inventory in. These are all vital to having your reports come out correctly.

## POMODO TECHNICAL SUPPORT

There are 2 ways to reach tech support:

**1. PHONE NUMBER:** 888-239-7689 / 814-288-5034 Option 1

**\*\*This is the preferred method and will get you the quickest response\*\***

**2. EMAIL:** tech@pomodosoftware.com

## POMODO CLOUD BASICS

**1. BROWSER:** Google Chrome

**2. ENABLE POP UPS** Settings  Show Advanced Settings  Content Settings   
Pop-Ups – Turn off

## SET UP OF PRODUCTS IN POMODO

### Overview

You will be given the starter database that includes several thousand beer items that are sold in beer stores across PA. This database will not have any price, cost, vendor association, or vendor cost. These are all specific to each beer distributor so must be entered by the beer distributor. There are a lot of items that already have the SKUs so that they can easily be scanned, but there are some that do not, and will need to be entered. Each beer distributor can carry different types of beer as well, so if you carry something that is not already in our database, it will need to be added. This guide will give you a step by step method to entering your items in, and begin using BeerModo.

## Step 1: Make sure items, SKUs, and prices are in database so POs can be used

There are two important things that are needed in order to start ringing up sales at the POS. First, is to ensure that all of your items along with their SKUs are in the database. Second, is to make sure your price and cost (there is a later section explaining how Cost in Pomodo Works) in the database.

1. In the Pomodo Cloud, go to Inventory→Price Check/Change

### Options

2. Click  Include All Products in Package Family so that all items within a package type are searched when you scan an item.

3. Make sure that your cursor is in the Quick Search box. Scan your item. If the SKU you scanned is in the system, the package family will show up in a list on your screen.

a. Check the item code for each item within the package. If there is not a 12 digit SKU number for any of the items within the package family, click on the Details button. This will open the item in another tab. Enter the item SKU, the price, and the weighted average cost, click save, and CLOSE this tab. Go back to the tab with your package family. Do this for all items within the package family before taking the next step below.

b. Note: Time permitting, you can enter your vendor associations and check package associations at this time as well, so you do not have to go back through your products to do this later. Otherwise, you can skip this section and come back around to it after all of your SKUs, Price, and Cost are in.

- Vendors and their specific cost can be added in the Vendor tab

- Package Type Tab – This is where you confirm and set up package types, parent/child relationships, and package break options. In the screenshot below,

Item Code	Description	Pkg Qty	Pkg Contents	Pkg Type	Qty On Hand	Parent Pkg to Break	Base Price	Weighted Avg Cost	Sellable	Receivable	Prompt for Pkg Size (Cloud/POS)	Active
Bud LT 12oz Can	Bud Light 12oz Can	1	Each	per Each	0	N/A	\$2.68	\$2.23	Yes	Yes	No / No	Yes
Bud LT 12oz Can 2/12	Bud Light 12oz Can 2/12PK	2	12-PK	per 24-PK (2x12)	0	N/A	\$23.89	\$19.91	Yes	Yes	No / No	Yes
Bud LT 12oz Can 4/6	Bud Light 12oz Can 4/6PK	4	6-PK	per 24-PK (4x6)	0	N/A	\$32.41	\$27.01	Yes	Yes	No / No	Yes
018200001062	Bud Light 12oz Can 6PK	6	Each	per 6-PK	0	N/A	\$9.46	\$7.88	Yes	Yes	No / No	Yes
018200530470	Bud Light 12oz Can 12PK	12	Each	per 12-PK	0	N/A	\$13.34	\$11.12	Yes	Yes	No / No	Yes
018200532184	Bud Light 12oz Can 18PK	18	Each	per 18-PK	0	N/A	\$12.10	\$10.08	Yes	Yes	No / No	Yes
018200531682	Bud Light 12oz Can 24	24	Each	per 24-PK	0	N/A	\$14.99	\$12.49	Yes	Yes	No / No	Yes
018200530302	Bud Light 12oz Can 30PK	30	Each	per 30-PK	0	N/A	\$14.99	\$12.49	Yes	Yes	No / No	Yes

Showing 1 - 8 of 8

you can see the Bud Light Can package family. The highlighted columns give you a quick easy view of what contents are in each of the items.

Pkg Qty is how many of the Pkg Contents are in the Pkg Type. For example, in the second line, you are looking at the item where there are 2, 12 packs, in a 24 pack (meaning, it's a 24 pack that is made up of 2- 12 packs). You cannot have more than 1 of any Pkg Type in any family.

Parent Pkg to Break: This is very important for your beer reports. Each item within a family can have a parent that gets broken down if you run out of inventory. For example, if you run out of 12 packs, you might open up a 24 pack made up of 2 12 packs in order to sell a 12 pack. You can have the system do this automatically, or it can be done manually, but the

parent has to be set up. If you click on any of the items within the package family, you can select the parent product at the top of the product, and the POS Package Break Type at the bottom of the pop up.

Auto Break: This means that if you run out of this particular package size, it will automatically deplete the parent package size by 1, and increase the qty of this item by however many are in the parent size. EX: If you set Auto Break on "Each" and the Parent is the 6 Pack, when an Each is sold but the Qty on Hand is 0, your 6 Pack quantity will decrease by 1 and your Each qty will be 5 after that sale.

Manual Break: This will prompt to ask you at the sale if you want to break the parent if there are 0 qty on hand.

None: If you sell an item with 0 qty on hand, that item's inventory will go into (-).

- b. Go through your package family on this same screen, and enter all of your pricing. NOTE: DO NOT enter qty at this time. Until you are ready to start using purchase orders, your quantities could get thrown off. Click SAVE at the bottom of the list.

4. If you scan a SKU and no results are returned, this item is either not in the database, or is in the database and does not have a SKU associated with it. It is important that you search for the item to see if it's in the database BEFORE you create a new item.

- a. Click on Inventory → Products
- b. Select Department: Beer; and find the brand name of the item in the Category Dropdown Box, click search

c. Find the item you're looking for in the results list, click on it, update the SKU by deleting the current Item code, and scanning the correct SKU into this box, and save it. Follow Step 3 above to make sure the rest of the package family is in.

#### 5. Entering an item that does not exist in the database

a. Add the Brand as a category if it doesn't already exist: Go to Inventory → Departments & Categories, click on Beer, Click on the right side and add the Brand name as a category. Note: Make sure you select the registers this category should show up on.

+ Add Category

b. Go back to your products screen and click +Add. You always want to enter the EACH for new items regardless of whether or not you sell by the each (i.e. bottle/can). Enter the following information:

-Item Type-Standard

- Item Code: SKU

-Item Description

-Extended Description

-Choose Department: Beer

-Choose Category: Brand name you just entered

-Mark sellable/receivable based on whether or not you sell and receive by this package size.

-Select Tax

-Make sure it's marked as Active

-Enter Base Price on right

-Enter weighted average cost near the bottom in right column (call Pomodo if you cannot change your weighted average cost – there is a config option for this).

-Custom Data: Enter Each Container \*\*\*This MUST be done for beer reports to come out right\*\*\*

-Go to Packaging Tab in order to add additional package sizes to this package family. Click Add New Product and fill out info for each additional package type.

## ADDITIONAL SET UP

### Keg Deposits & Returns

1. Create a department and category for Keg Deposits and Returns if there is not already one created, by going to the cloud → Inventory → Departments & Categories. Be sure to select the registers you want this to show up on.

2. Create 2 Items, one for Keg Deposit, one for Keg Return (NOTE: If you have multiple keg sizes with different deposit/return \$ amounts, you will want to create a Keg Deposit and a Keg Return item for EACH ONE.)

Both items should be non-inventory

Both items should have a POSITIVE base price

Keg Return Should be marked as a return item in the Options tab- this will ensure that when selected at the POS, the quantity will always be negative so that the \$ amount will then be negative at the POS.

3. Find all Kegs in inventory and add the Keg Deposit as a Follow Along item under the Special tab. This will make it so that when a keg is put on an order at the POS, the deposit will automatically follow along to charge the deposit fee.

### **Selling a Keg at the POS**

When a keg is put on the POS, the Keg item will populate along with the Keg deposit on the order. The deposit can always be removed if needed.

### **Returning a Keg Deposit at the POS**

At the POS, find your Keg Deposit/Return Dept and Category. Select your Keg Return item. Because this is marked as a Return item, the Keg return will populate as a negative quantity and therefore a negative price so that the customer can be credited. You can still sell other items on the same order if you would like.

### **When returning a Keg to your Vendor (Purchase Orders)**

Add the Keg Return item to the PO, and it will automatically populate as a negative quantity and a negative price so that the amount owed to you is subtracted from the total PO amount.

### **Modifier Alias (multiple items with same UPC codes)**

A master modifier group allows you to set the same UPC code for multiple different items. If you have several items that share the same UPC code, you can set up a Master Modifier Group so that all items included in the group will come up as options when the UPC code is scanned or entered at the POS.

1. In the Cloud go to inventory.
2. Bottom left tabs go to Modifier Groups.
3. Click the green +Add button
4. In the pop up screen in the code scan or type in the UPC code that the items share. In Description Name it what you want to remember it. See picture below.



**Add/Edit Modifier Group**

**Code\***  
4632156457742

**Description**  
Master Mod

If this group is a modifier alias, enter the Bar Code here. Otherwise, enter a unique code.  
Enter your modifier description. This will show on the Order screen and/or the POS screen.

Active

Select Add Existing Product to assign products to this modifier group

[+ Add Existing Product](#)

Only **Save** to update, otherwise **Cancel**; **Save & Continue** to remain on page; **Save** will close the current page.

[Save](#) [Save & Continue](#) [Cancel](#)

5. Add your products with the same bar code using the green +Add Existing Products. Uncheck only show modifiers and search for your products to add them. See picture below.

**Product Search**

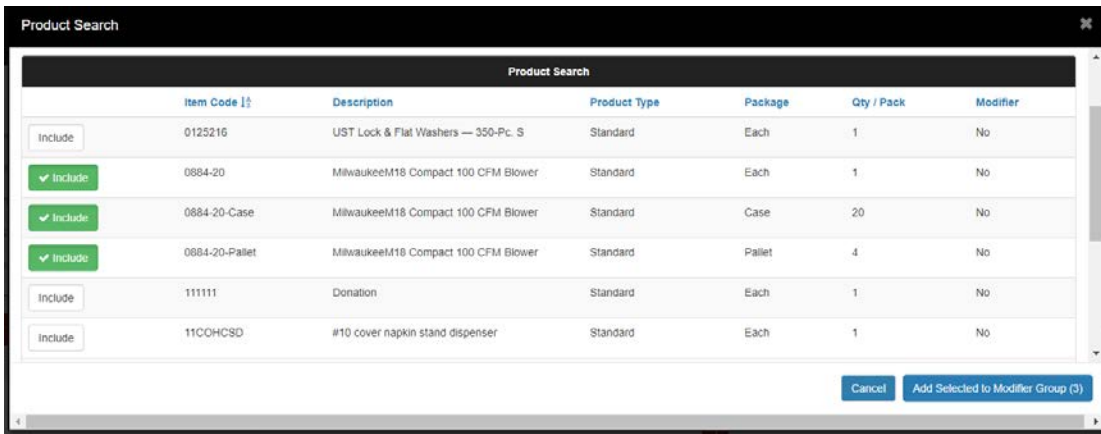
**Item Code** **Description (Name)** **Department** **Category**

Only Show Modifiers [Search](#) [Reset](#)

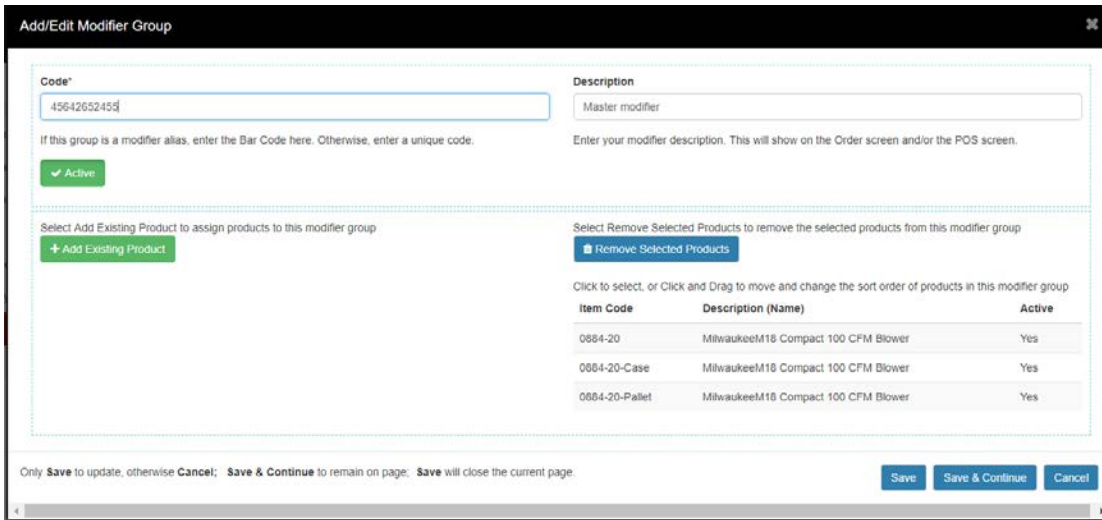
Item Code	Description	Product Type	Package	Qty / Pack	Modifier
There are no products in the system yet.					

[Cancel](#) [Add Selected to Modifier Group \(0\)](#)

6. Click the include button to add the items to the master modifier group and hit the Add selected to modifier group.



7. Hit save or save and continue and you're done.



All items included in this group will come up as options at the POS when this barcode is scanned or entered.

## Slushies

In order to manage slushies and report on them correctly on state reports, take the following steps:

Making Slushies: When taking cans out of inventory to put in the slushy machine, transfer the cans out of inventory using a transfer out. This will ensure that the removal from inventory will show up in line 9 "Other Removals" on the beer report.

Selling Slushies: Create a Slushy item that is a Non Inventory item. When slushies are sold, this will ensure that they do not get pulled out of inventory (since you already did the transfer out), but are still recorded as a sale on the beer reports.

## Lottery

The suggestion method to handle the sale and paid out of Lottery tickets is as follows.

First Create a department and category

Item: LOTTO (make the Item no-Inventory if you do not want to keep track of QTY)

Description: Lotto Ticket

Sale the tickets just like any other Product

### Lottery Pay outs

Use the POS Payed out feature

On the Paid out screen you can enter all the pertinent Lottery info you can even ask the customer to sign you then can keep the receipt.

## GENERAL INFORMATION

### Product Quantity Information

#### Qty On Hand

Displays quantity of the item that is physically available.

#### Min Qty to Have on Hand (Reorder Point)

Displays the minimum number of the item to have on hand before you should issue a purchase order to acquire an additional amount. This number is used as the trigger to determine when additional quantities of the item need to be ordered. When the quantity on hand reaches this number or lower, the program will calculate a suggested quantity to order.

#### Preferred Qty to Have on Hand (Restocking Level)

Displays the minimum quantity you would like to have in stock for the item. The difference between the quantity on hand and the preferred quantity to have on hand will be suggested to order.

#### Suggested QTY to Order

Displays the quantity required to order to reach the preferred quantity to have on hand (Restocking Level) if the quantity on hand is less than or equal to the minimum quantity to have on hand (reorder point).

Example 1: if the Qty On Hand is 12, the Reorder Point is 15, and the Restocking Level is 20 the Suggested QTY to Order will be 8.

Example 2: if the Qty On Hand is 16, the Reorder Point is 15, and the Restocking Level is 20 the Suggested QTY to Order will be 0. (The Qty On Hand has not yet reached the Reorder Point of 15).

#### Qty Committed

Displays the quantity of this item that is going out for any reason. This includes in a POS Transaction on hold, an open cloud order or shipment, or transfer out that has not yet been completed. This also would include any items that are on a PO for return.

### **Qty Available**

Displays the quantity on hand less the quantity committed.

### **Qty on PO/Transfer**

Displays the quantity of this item that is going to be coming in. This includes in a purchase order or transfer in that has not yet been received.

### **Qty Back Ordered**

Displays the quantity of this item that is not available for an invoice or shipment, or for a shipment that has not yet been sent to the shipping bump bar.

## Credit Cards

### **General Information:**

Merchants should check all credit cards daily to look for any pending transaction issues. Go into the Pomodo Cloud Reports / POS Reports / Transactions and sort by status "Pending Credit Card Response".

### **Important Information for Merchants:**

If something happens at the time of any Credit Card transactions that closes or locks up the POS, you need to check to see if the transaction went through. You can do this by checking the on hold to see if the transaction is stuck in there. If no receipt was produced, you never saw the complete sale screen and the transaction is on hold, it is best to assume that the transaction did not go through.

**It is up to each Merchant to determine the best course of action for this scenario. It's Pomodo's recommendation that if you don't think the transaction went through, run it again. The worst case is that the card gets processed twice, but you or a Pomodo Tech can easily Call Vantiv and credit that Card back. If you don't charge the card again, you may not get the money for that transaction.**

### **The Credit Card Process:**

- As soon as you hit the Quick Credit button or the credit card button at the pay screen the transaction is put into a Pending Status, until the transaction is complete and has received approval from the Processor.
- Currently (3/16/2018) Pomodo does not support split payments with multiple Credit Cards. You can do a split payment with one card and another form of payment like cash or check, but not with two or more cards.
- **Signatures:**  
The default threshold to require a signature should always be set by Pomodo in the TriPos config to \$50. However, what is returned from Vantiv can override

that. If Vantiv sends back "Unknown" the signature will be required regardless of what the amount is.

- o **Merchants:**

Pomodo has preset the threshold for signature at \$50, however, the bank or processor can override that and require a signature as a safeguard, so occasionally you will see a signature requirement for transactions under \$50.

- o **Debit Cards:**

If a debit card is used there are a couple of scenarios

No chip, if a Debit card is swiped and has no chip the credit card reader will ask the user "Debit or Credit" If debit is selected it will ask for a Pin number if Credit is selected it will not ask for a pin number.

Has Chip, no pin number is required if a Debit card has a chip the card reader will ask the user " US DEBIT or VISA DEBIT"

If Visa Debit is selected it will print a Signature or if you are using a Signature Capture it will prompt for a Signature.

If US Debit is selected no signature is required.

### Troubleshooting for Merchants:

- If you are unsure if a Credit Card has gone through the receipt shows the credit card transaction information at the bottom of the receipt. You can always reprint the receipt at the POS or on the Pomodo Cloud you can also check the transaction online through your Vantiv portal to determine the status. All Credit Card Transactions go into a temporary "On Hold Status at the POS. To see the status at the POS click the "Recall Button"

On Hold Status:

- o Yellow: Pending
- o Green: Regular On Hold Transaction
- o Red Text: Transaction was done at another register

### Scenario 1:

#### POS or hardware "hiccup"

If there was an event that happened mid credit card transaction that cause the POS to "hiccup" (i.e. power issue, POS lock up, Cashier closing POS). The transaction was sent out to Vantiv but no response was received.

1. Transaction will go in to on hold as pending
2. POS will be able to be closed at the end of the night but a message will come up telling the Merchant to call Pomodo Tech Support.
3. The Merchant and or Pomodo Tech Support will need to call Vantiv and find out whether or not the transaction was received and approved. If not received/approved the transaction do not get processed. The Merchant will have to try to find the Card Holder and rerun the card. If Merchant has any questions they can call Pomodo and ask for Management to explain.

If approved gather the following information from Vantiv:

- a. Approval Code, Transaction ID,

Pomodo on the Back end can enter the info in the transaction and push the sale through. The sale will be part of the current Z batch at the time it was push through.

4. Transaction will stay in pending permanently unless Pomodo on the Back end updates its status. Pomodo will either clear it out if the transaction that never went through, or we will put the necessary information on it or set it to approve. Note: The transaction will be on the batch that is open when Pomodo fixes the transaction, not on the day that the transaction took place. The date of the transaction will remain the day that it actually occurred.

## Scenario 2:

### Appeared to go through but remains in On Hold

The transaction appeared to go through with no issues at the POS, but remains in On Hold with a pending status. This could mean that the transaction went out to Vantiv and got approved, but was not marked paid in the DB.

Option 1:

Let transaction be automatically marked approve on close: Leave the transaction in On Hold, and Z out as normal at the end of the night. There will be no messages when closing the register, but all Pending transactions will be checked and marked Paid at that time if the approval was received.

Option 2:

Manually check for approval: Go into On Hold and click on the order, then recall the order. If approved, a message will come up to mark the order as paid- click Yes and it will be marked as paid.

## Merchants:

We recommend leaving the transactions On Hold to automatically let them go through at the time of close.

## Scenario 3:

### Cancels the Transaction

The customer cancels the transaction at the credit card terminal. When you cancel a transaction at the cc terminal the Cashier will have 2 options

1<sup>st</sup> is to pick a different form of payment or run a different credit card.

2<sup>nd</sup> is to Void the Sale, in this case the Credit Card will not be charged.

## Scenario 4:

### Partially Approved

The amount of the transaction was only partially approved because the customer did not have enough money on the card to pay for the full amount of the transaction.

In this scenario the amount that was available will be charged automatically (I.e. it was Debit Card and the sale was for \$100.00 but the Card only had \$50 the card will be charged the \$50 automatically)

The Cashier has 2 options, select another form of payment for the remaining balance or Void and the Cashier will be prompted that the **Credit Card will be reversed.**

- **Reversal**
  - **Used by Pomodo for:**
    - Reversals from Partial Approvals
    - Voids
    - Aborts from On Hold/Pay Screen
  - **Restrictions:**
    - Only works on transactions within the current open credit card batch.
  - **Requires Card swipe:** No
- **Return**
  - **Used by Pomodo for:**
    - Non-debit card returns with a receipt
  - **Restrictions:**
    - Can only be used for transactions within 120 days
  - **Requires Card swipe:** No
- **Refund**
  - **Used by Pomodo for:**
    - Debit card returns or non-Debit card returns without a receipt
  - **Restrictions:** None
  - **Requires Card swipe:** Yes

## How Cost Works

Your Pomodo software is a perpetual inventory tracking system and handles cost of inventory products by using **Weighted Average cost.**

The software keeps track of the cost which is used for COGS (cost of goods sold) and your inventory value.

**Weighted Average Cost:** The weighted average cost is the average cost per product. This is calculated based on purchase order and transfer costs. It also looks at package breaks i.e. if a 24 pack with 4 six packs is broken into six packs, the weighted average cost of the 6 packs will be updated as if 4 of them were received at  $\frac{1}{4}$  the price of the 24 pack. There is a configuration option to be able to edit this manually, but this is only recommended when first starting with the software, but can be done at any time. Each time a product is received via a Purchase Order or Transfer, or when a parent package is broken down into child packages this cost will be updated to reflect that. If entered manually, all previous costs are ignored and the manually entered weighted average cost will be used for COGS until anything else affecting it is done (purchase order, transfer, or package break). When this occurs, a new weighted average cost is calculated using the manually entered amount and the cost from the occurrence.

**Vendor Cost:** The vendor cost is the cost for a specific item from your Vendor. You can have multiple vendors with multiple different costs. This cost is what will show on your purchase orders.

If your vendor cost changes, you can change it on the PO when ordering, and update your vendor cost from there. If you don't update vendor cost from PO, the vendor cost will remain the same.

When you receive your PO whatever cost was on the PO at the time of receiving will update your **Weighted Average cost**.

**Example:** You're creating a PO and your vendor has an item on sale, if you change the cost on the PO for that item but don't mark it to be update for the vendor the next time you add the product the vendor cost will have not been changed.

#### **Important Notes:**

- Vendor Cost is what shows up on a PO. If you do not have a Vendor cost in for a specific item, when creating a PO for that Vendor and adding that item, there will be no associated Cost
- Weighted Average Cost is updated when receiving a Purchase Order.
- COGS: Your COGS is determined by the Weighted Average Cost method whatever that cost is at the time of the sale is the COGS for that sale of that product.
- Last Cost is shown on items as a reference but this is not how cost is calculated. It is there simply so you know what the cost was the last time you received a PO for the item.

#### **Cost Explained:**

This method is used for Pomodo software to update the item cost based on an average cost of all units of that item. When you receive new items, Pomodo Software adds the total cost of the unit received to the total cost of the existing units. This total cost is then divided by the total number of units on hand.

#### **Weighted Average**

The weighted-average method relies on average unit cost to calculate cost of units sold and ending inventory. Average cost is determined by dividing total cost of goods available for sale by total units available for sale. The below calculation is based on purchase orders, transfers, and package breaks.

Example:

ABC Beer has 5 cases of beer in stock that cost \$15 each. Then ABC Vendor ordered more cases and paid \$200 for 10 cases of beer, producing an average cost of \$20.00 per case (\$200/\$10). To determine the weighted average cost, the following calculation is done:

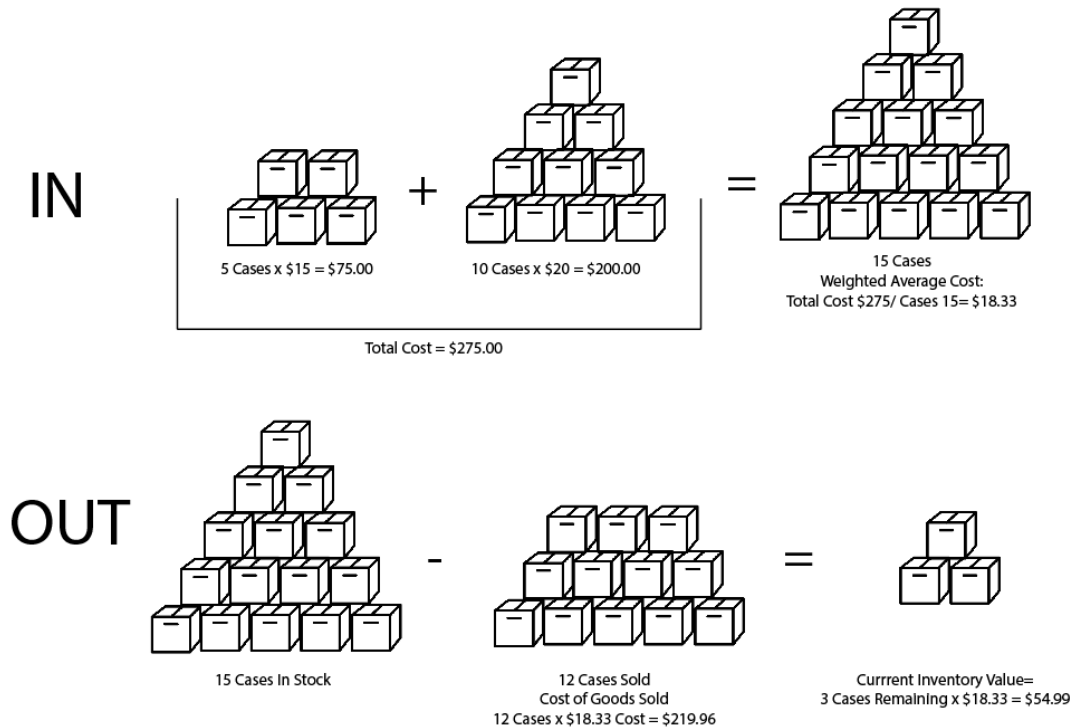
5 Cases @ \$15 each + 10 @ \$20 each = Total Cost \$275.00

Weighted Average Cost= \$275 (total cost) /15 (total cases) =\$18.33

If the ending inventory consisted of 3 cases, or \$54.99 (3 cases X \$18.33 average price per case). The cost of goods sold was \$219.96 (12 cases X \$18.33 average price per case)



It is important to note, that if you ever manually enter a WAC, that will be the new COGS for the inventory in stock. Weighted Average Cost will then be calculated as explained above going forward.



## What is the Inventory Valuation?

Inventory valuation is the cost associated with an entity's inventory at the end of a reporting period. It forms a key part of the cost of goods sold calculation, and can also be used as collateral for loans. This valuation appears as a current asset on the entity's balance sheet.

## BEER REPORTS

### Setting Up and Running Beer Reports

Your beer reports will be set up to run properly when you receive access to your software, but here is the breakdown of how it works for your information.

1. As an administrator, configure your Beer Report:

<u>Report &amp; Receipt Control</u>
Receipt Control
Report Control
<b>Beer Report Setup</b>
Beer Report Group Assignments

- All items that will be reported using the PA Beer Reports must be in the same department. Currently there can be only one department. You must select the Department that contains the beer items.
- The container size must be identified in a Product Custom field using a drop-down list.  
You must select this custom field.
- You can optionally select the Company Settings: Account Id, Federal EIN, LID Number, and LCB License Number. These values are required on the report. If they are entered in the configuration they will automatically be printed on the appropriate fields on the reports. If left blank the user will be required to write them on the report.

## Beer Report Setup

<p><b>Company Settings</b></p> <p><b>Account ID</b>  <input type="text" value="12345678"/></p> <p><b>Federal EIN</b>  <input type="text" value="12-1234567"/></p> <p><b>LID Number</b>  <input type="text" value="12345"/></p> <p><b>LCB License Number</b>  <input type="text" value="A12345"/></p>	<p><b>Group Settings</b></p> <p><b>Department</b>  <input type="text" value="Beer"/></p> <p><b>Custom Field</b>  <input type="text" value="Each Container"/></p>
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2. As an administrator, configure your Beer Report Group Assignments:

Report & Receipt Control
Receipt Control
Report Control
Beer Report Setup
<b>Beer Report Group Assignments</b>

- Here you will find a list of each container size identified in the selected Product Custom fields that you selected in step 2 to identify the container size. Beneath each container size is a drop-down list of the 13 container size groups required for the PA State Report.

**NOTE:** You must identify a group for every container size that holds beer, otherwise the containers not identified will not be included in the reports.

The system currently ignores containers not included in reports. No notification is generated to let the user know of missing containers.

**RECOMMENDATION:** Do a physical inventory before using PA Beer Reports. You don't want to have negative values on this.

## Running Report

Report month will automatically populate to previous month.

You can change the Report date if you want the Date on the report to show a different date than current date.

## How Beer Reports are Calculated

### How Month Beginning Inventory is calculated on Report:

1. Pomodo identifies the **Current Date** (today, now, the current time too).
2. Pomodo identifies the **Current Inventory** (of each item) now – when the report is being generated.
3. Pomodo identifies the **Inventory Date** (usually the 1<sup>st</sup> of the month or the last day of the month.)

4. Pomodo identifies all Sales between the **Inventory Date** and the **Current Date**. Then sum the **Quantity Sold** for each product. (Sales can be both Cloud and POS)
5. Pomodo identifies all Purchase Orders "Received" between the **Inventory Date** and the **Current Date** using the Purchase Order's date received. Sum the **Quantity Received** for each product.
6. Pomodo identifies all of the Transfers between the **Inventory Date** and the **Current Date**. Sum the **Quantity Transferred In** for each product. Sum the **Quantity Transferred Out** for each product.
7. Pomodo calculates the Inventory as of **Inventory Date**:

$$\text{Inventory} = \text{Current Inventory} + \text{Quantity Sold} - \text{Quantity Received} - \text{Quantity Transferred In} + \text{Quantity Transferred Out}$$

**NOTE:** Because of the way inventories are calculated, the starting inventory can be modified when the user manually changes an item's quantity on hand. If this is done the beginning inventory on a Beer Report generated for a month that a manual change to Quantity on Hand was made, will not be equal to the previous month's same Beer Report's ending inventory.

Recommendation: Don't allow manual changes for beer. Instead, use a transfer In/Out to document why the change was made.

Pennsylvania requires attached documentation to the Beer Report for all non-sale removals.

## Distributor's Monthly Report Calculations (How Line 2 is calculated-PA Schedule A)

### General Info

All lines originate from the Quantity Changes View, which calculate changes made to inventory:

- Tendered Cloud Invoices (negative)
- Tendered Cloud Returns (positive)
- Tendered POS Invoices/Returns (negative if an invoice, positive if a return)
- Purchase Order Products Received (negative)
- Tendered Cloud Shipments (negative)
- Completed Transfers (negative if Out, positive if In)

All lines are grouped by the specified groupings for the Beer Reports.

**Calculations for Specific Lines (all of these are grouped by the specified groupings)**

Line 1: Reporting Month Beginning Inventory

- Each product's Quantity on Hand minus all Quantity Changes since the start of the month.

Line 2: Purchased from Pennsylvania Manufacturers

- Each product's Quantity Changes from Purchase Orders between the start and end of the month.

Line 3: Purchased from Importing Distributors

- This is all zeros for now, as we don't have any applicable customers.

Line 4: Purchased from Out-of-State Manufacturers

- This is all zeros for now, as we don't have any applicable customers.

Line 5: Total (Add lines 1, 2, 3, & 4)

- The sum of lines 1, 2, 3, and 4.

Line 6: Reporting Month Ending Inventory

- Each product's current Quantity on Hand minus all Quantity Changes since the end of the month.

Line 7: Balance to Account for (Line 5 minus Line 6)

- Line 5 minus Line 6.

Line 8: Sales of Malt Beverage

- Each product's Quantity Changes from Cloud Invoices>Returns, POS Invoices>Returns, and Shipments, all multiplied by -1.

Line 9: Other Removals

- Each product's Quantity Changes from everything other than Cloud Invoices>Returns, POS Invoices>Returns, Shipments, and Purchase Orders, all multiplied by -1.
  - This is currently just transfers (transfer out will be positive number, transfer in will be negative number), but if the Quantity Changes View is updated with additional information, that will be counted here by default.

Line 10: Total Accounted for (Add Lines 8 & 9) This Total must equal Line 7.

- Line 8 + Line 9.

## PHYSICAL INVENTORY

Once you have everything entered and are ready to go live, that is when you want to do a physical inventory. In order for your inventory to be accurate, you must enter the correct starting amount, do all receiving through purchase orders or transfers, and everything going out must be done through a sale or a transfer. Physical inventory can be done at any other time as well to check your inventory levels.

Before starting physical inventory

**Important: You should do your physical inventory when you are closed and not selling or receiving any products. The physical inventory looks at what you have on hand at the time you put it on the physical inventory count, so if you do physical inventory over a period of several days when your store is open, your counts will be off based on what was sold and received while open. If you cannot do physical inventory when the store is closed, we recommend doing small sections at a time and committing them to ensure that no quantity changes are happening while counting.**

1. Check your configuration settings: Configuration → Product & Inventory Control → Physical Inventory

### Physical Inventory

Input Methods Allowed

- Print List
- Quick Scan
- On Screen Inventory List
- Show Message On Count Update

Locations

▲ If one or more locations are created, then all inventory items count must use a location.

2. Create Inventory Snapshot (this can be skipped on first inventory count if you would like but it is nice to have going forward prior to doing a physical inventory. It shows you your inventory value by department. Inventory → Inventory Snapshot on left side menu → Create Snapshot

Start Physical Inventory:

Under Inventory, click on Physical Inventory in left side menu

- Click +Add to start a new physical inventory count.

### Physical Inventory

Click "Add" to create a new Physical Inventory

- Enter a number and a description to identify your Inventory Case, and click “Open Physical Inventory Case”

Physical Inventory Details

Physical Inventory #  Description

- The show/hide fields section controls what will be displayed on the Quick Scan section. Click update button to save any changes you make here.

Show/Hide Fields

Item Code  Description  Department  PK Type  Show Cost

PK Qty  Qty On hand  Category  Last Count Date  Last Counted By

- The Quick Scan section is where you can scan or type your item codes to find them and enter the counted quantity. Once a product is counted and saved, it will show in the “counted list”.

Counted List

User: Both DiGuardi Search Product:  Department: Select Department Category: Select Category Package Type: Select Package Type

Show Only Not Counted Products  Show Only Counted Products

ItemCode	Description	Department	Category	Pk Type	Pk Qty	Cost	Qty On Hand	Qty Counted	Difference	Last Count Date	Last Counted By
61047	Grip Rivets — 1000-Pc.	Tools	Hardware Kits	Each	1	10.14	20	4	-16	09/10/2018	Beth DiGuardi

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- To see what products you have not counted yet, click the “show only not counted products” and click “Print List”. This will print a list of all products not counted. If both buttons are not checked, it will print all items, both counted and not counted.

- Tips and Suggestions
  - The filters will control what is printed on your list. You can set certain categories and do a physical inventory on only portions of your stock.

Search Product:  Department: Select Department Category: Select Category Package Type: Select Package Type

- o You may want to click and “update” Show Inactive Products to make sure that no products were marked inactive mistakenly and need to be counted.
- o When you’re done counting, before you commit, you can run the reconciliation report to review.

✔ Show Inactive

- o If you do not count a product it will not change the qty on hand
- o If you did an entire physical inventory of everything you have, and run the inventory snapshot, the inventory value should match on the physical inventory and the reconciliation report. Note: If you did not count everything or if you have inactive items that you didn’t update etc. these might not match.
- o Remember: No quantities will be updated or changed until you click the “Commit” button. This cannot be reversed once you commit.

Commit

## TIPS AND TRICKS

### Quick Tips and Tricks

#### Call and schedule ongoing training.

What is the difference between calling for tech support vs training.

Tech calls are meant to be quick questions or there is a problem with your systems.

Training should be scheduled in advance so both you and the Pomodo staff can spend quality and focused time together. Also knowing the topic ahead of time helps the Pomodo Staff to prepare and or get the most appropriate staff member to provide the training on your topic.

#### \*Suggestion\*

Training is always available at no charge at our Pomodo office in Johnstown, PA. Sometimes this is a good option because there are fewer distractions during the training.

Training on a case by case basis can be scheduled after hours or on weekends with advance notice.

#### State Beer Reports

Save your Beer Reports as a PDF for your record.

You can always export your Beer Reports as a excel file and make changes to the report if necessary.

#### Add popular products to you POS home Page

This make selling popular product easy especially if the product does not have a bar code on it. i.e. Ice



### If you sell a product before it is received or has a cost associated to it.

If you do this and you run a sales report or use the accounting batches, your COGS (cost of goods sold) will be \$0. And QTY on hand will go into the negative.

**\*Suggestion\*** Enter cost on at least the parent for your products before selling them.

### What is the difference between the Vendors cost and weighted average cost.

This is important to know, please see are BeerModo guide to more details.

### **\*Alert\*** Changing your inventory QTY on hand through the Product page.

This is not preferred as it will not reflect on any reports and there is no record of when/why the change was made.

Use the physical inventory or transfer feature to maintain an audit Trail of what has changed

### **\*Alert\*** If you stocking your coolers and are breaking your Packaging

If you do not use the Product break (on the Product PK tab) and let the POS do the breaking at the time of the sale, when you look at your inventory it will not look correct. I.e. you break open a loose 24 pack and stock your cooler (you don't use the product break) someone calls and asks if you have a case in stock the system will say you have it because it has not been broken yet until that first bottle is sold.

### Always add the lowest package size i.e. the "Can"

This will make it easier if you ever need to add the "Can" in the future.

### PK size does not have a barcode

Example you sell a " 6 PK" but not the "Can"

The can has the barcode on it but not the 6 PK

### Options

a. Prompt for PK size on both

b. Swap the barcodes take the can barcode and put it in the 6 PK

**\*Alert\*** If you make the "Can" that has the barcode inactive it will not scan at the POS

The system will not allow duplicate UPC Codes

Package Family													
Item Code	Description	Pkg Qty ↓	Pkg Contents	Pkg Type	Qty On Hand	Parent Pkg to Break	Base Price	Weighted Avg Cost	Sellable	Receivable	Prompt for Pkg Size (Cloud/POS)	Active	
★ 01820000164	Budweiser 12oz Can	1	Each	per Each	17	6-PK	\$2.68	\$2.23	Yes	No	No / Yes	Yes	
Budweiser 12oz Can 6	Budweiser 12oz Can 6PK	6	Each	per 6-PK	-2	24-PK-(4x6)	\$9.46	\$7.88	Yes	No	No / Yes	Yes	

### The date you receive your PO's

The Beer reports use the PO receive date for the date it show on the beer reports.

### Entering in your vendors reorder numbers and use the PO Copy function

If you do this it will speed up creating a PO drastically.

Products

Item Code	Description	Vendor Reorder #	Product Type	Package Type	Qty/Pkg	Qty on Hand	Qty Committed	Wt Avg Cost	Vendor Cost	Qty to Order	QTY Received	Ext. Cost	Select
0728901-00214	Ametel Light - 12oz Bot 4/EPK	13462	S	24-PK (4x6)	4	4	0	\$23.75	\$23.75	1	0	\$23.75	Select

Quick add New Products  
Scan Barcode or Type Item Code or Vendor Reorder # then hit "Enter" or "Tab"

Bar Code / Item Code / Vendor Reorder    Quantit

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