

POS System Best Practices



Sales & Inventory Analysis Session Worksheet

- Group Exercise – Six Critical Issues
- Cash Register Functions - Best Practices Worksheet
- Inventory Analysis Metrics - Best Practices Worksheet
- Inventory Analysis Product Groups - Best Practices Worksheet
- Inventory Analysis Product Sales - Best Practices Worksheet

**2005 – Spring Arbor Distributors
Retailer Momentum Series**



Inventory Analysis - #2

Product Groups [Fixed Fields] - Best Practices Worksheet

Information analyzed in this inventory analysis group is determined by a "fixed" field within a stores product database. Information in these fields remains "fixed" and does not change with the accrual of sales data or changes in inventory levels. An example in this group would be "publisher". This is a "fixed" field that does not change regardless of sales or inventory levels of the SKU.

Develop a list of other fixed field inventory data groups below that could be used to develop best practices reports for your store.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____
- 9.) _____
- 10.) _____



Inventory Analysis

#1 - Metrics [Measurements] - Best Practices Worksheet

Identify the key statistics that should be measured and monitored in your store to track productivity. These will be numerical values reported from POS data or values calculated from industry standard formulas.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____
- 9.) _____
- 10.) _____

**POS Cash Register Functions
 Best Practice Measurements Worksheet**

#	Key Measurement/Statistic – Description	Frequency
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

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Group Exercise – Six Critical Issues

Using the suggested phrases below, develop a list of the 6 most critical issues you feel the stores represented in your group need to address.

Reduce or Increase - - Improve or Enhance - - Do More of or Do Less of

1.	
2.	
3.	
4.	
5.	
6.	



Inventory Analysis – #3

Product Sales [Variable Data] - Best Practices Worksheet

Inventory Analysis by Product Sales serves an entirely different purpose than that of Inventory Analysis by Product Group. In the previous fixed data inventory analysis section, we mentioned that ultimately it is the individual SKU's movement and productivity that contributes to the profitability of a store. Therefore, it is necessary to identify a variety of reports that focus on individual SKU's not based on "fixed data," but on the movement of product found in "variable data" fields. Information in these fields is termed "variable" because it is moving - constantly changing with the accumulation of buying, sales, and on-hand transactions.

We will develop two sets of criteria to help identify and develop Best Practices that will measure and monitor Product Sales. First, let's identify a list of the data fields that contain information that is in any way related to product movement – such as accumulated sales history, on-order and on-hand quantities, etc.

Data fields used to analyze product movement

1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

To perform Inventory Analysis by Product Sales, we use data fields related to product movement or SALE\$ – identified above. Product movement can easily be classified in four logical and recognizable levels of movement – active, moderate, low, and all others. We have developed worksheet tables below for each of the four product movement classifications. Identify the Inventory Analysis Product Sales Best Practices reports within each of the four product movement sections that can be used to measure and monitor store productivity:

Active Product Movement Reports

1.	
2.	
3.	
4.	
5.	
6.	

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Moderate Product Movement Reports

1.	
2.	
3.	
4.	
5.	
6.	

Low Product Movement Reports

1.	
2.	
3.	
4.	
5.	
6.	

Other Product Movement Reports

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	