

POS Data Best Practice Recommendations

With a common point-of-sale system implemented throughout a retail group it is important to have consistent data management practices. Here are some suggestions.

Barcodes

- A Barcode must link to a single product, however a product may have many Barcodes e.g. old packs or promotional packs. This avoids a disjointed sales history.
- For products that do NOT have barcodes, a common code should be issued by your Head Office.

Single Items from Bulk Packs

- Single items and bulk packs should NOT use the same Barcodes as it corrupts stock levels and the sales history.
- For single products that do NOT have barcodes, a common code should be issued by your Head Office.

Deleting Products

- You should NOT delete products from your database! Once deleted, the sales which were made against this product will typically become 'Unknown'. This reduces the value of your data when undertaking analysis.
- Products in the database that have NEVER had sales or stock may be deleted.

Staff IDs

- Ensure that staff enter their operator ID into a till when making a sale. The use of a general store ID masks the true performance of your sales staff.

Miscellaneous Keys

- A miscellaneous code should theoretically only be used in the rare instances when a Barcode cannot be recognised. All too often however, this is used because the effort required to retrieve the correct code is too great.
- As a procedure, once a Barcode is not recognised you should make your Product File Administrator aware of the issue.
- Excessive use of miscellaneous key results in sales (of the true product) being understated, and your stock position being overstated. A target for Miscellaneous sales should be less than 1% of total sales \$.