

Topic: **UNDERSTANDING SALES BATCHES**

As the sales data is collected from individual POS Terminals into Uniwell Lynx, it is arranged into what the software terms a Sales Batch. **Sales Batches are the collected sales data from one POS for each occasion a Collect Sales is performed.**

FAQ: What does it mean to 'process' a Sales Batch?

When a Sales Batch is processed, the sales figures are included in 'live' sales reports and, if you are performing stock control in Uniwell Lynx, stock appropriately decremented from your stock levels. The processing of a batch can be performed automatically at the time of collection, or can be left for a period of time and processed later.

FAQ: In what situation might I collect the sales from my POS terminals but not process the batch immediately?

One possible reason for not Processing Sales Batches immediately could be to facilitate an accurate stocktake. If a stocktake takes multiple days to perform and enter, sales collected after the stocktake but prior to stocktake data being finalised and updated can be left unprocessed until the stocktake is completed, making the task of verifying the stocktake easier.

FAQ: Do I need to manually process every Sales Batch that comes back to the software?

No, the Collect Sales function has an option to "Process Sales Batches" automatically. If you have a Scheduled Job that performs your Collect Sales, this can also be configured to "Process Sales Batches".

FAQ: I've collected sales and processed the Sales Batches. Is there any way I can unprocess the Sales Batches and reprocess them at a later time?

Yes, Uniwell Lynx has an Unprocess Sales Batches function which withdraws the sales and stock information from 'live' data. Any Sales Reports or related Stock Transactions will no longer include information from that Sales Batch. When you are ready to process the Sales Batch again, go to the Process Sales Batches screen from the Sales menu.

FAQ: Can I see what information is in the Sales Batch without processing it?

Yes, Sales Batch Reports can be found in the Sales menu of the software. There are a limited number of reports that can be generated from this screen, regardless of whether the Sales Batch is processed or not.

FAQ: I have a Sales Batch that won't process due to 'Unknown Items.' What can I do?

This is occurring due to item sales within the batch being associated with a PLU number or Barcode that doesn't exist in your Uniwell Lynx database. You have 3 options:

- 1. Go to the Sales Batch Reports screen, highlight the batch in question & select "Delete Unknown Items" (**Note:** Transaction & Group Sales will not be altered. The unknown items will simply be removed from Item Sales data)*
- 2. Print the Item Sales Batch Report (with "Unknown Items Only" selected) for that Sales Batch. Manually create new items with applicable details in your database to match the PLU/barcode number on that report.*
- 3. Go to Extract Program (on the Communications menu) and retrieve the PLU & Barcode information from your Sales Terminals. (**Note:** Be sure to **select "New Items Only"** before performing this task)*

Once you have performed one of these options, you should be able to process the Batch in question.

FAQ: If a Sales Batch has been processed against the wrong date, is there any way I can change it?

- Yes. Unprocess the Sales Batch*
- Go to "Sales Batch Reports", highlight the batch in question and click on "Properties"*
- Adjust the date you want the sales in the Sales Batch to be associated with and click 'Ok'*
- Go to "Process Sales Batches" and reprocess the Sales Batch*

FAQ: What happens if I delete a Sales Batch?

- The information within that Sales Batch will be permanently lost*
- You cannot delete a Sales Batch that is currently processed*