



Get to Know Your Store and Inventory Better with Location Codes

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WHAT YOU'LL LEARN

- Why location codes are a good idea
- Location codes help with Inventory Management
- A store location system starts with a planogram
- Creating location codes
- How to architect a location code system
- Expediting the entering of location codes
- Assigning location codes to inventory items
- Next step – implement suggested ordering

Why location codes are a good idea



Your largest business investment is typically your store's **inventory**. Location codes better organize your inventory and are the catalyst to implementing automated ordering.



The return on inventory investment (**GMROI**) is highly correlated with the quality of your customers' experience. Automated ordering helps to balance the inventory by reducing product outs and minimizing overstock.



You will develop **customer loyalty** and increase your turns when items are correctly labeled, easy to find, attractively priced, well presented, and in stock.



When you **regularly review your inventory**, 4-foot section by 4-foot section at a time, you are properly managing your inventory investment and ensuring high quality stocking measures.

Location codes help with Inventory Management



- A location coding system allows stores to automate inventory management.
 - Maintaining location codes follows best practices for implementing automated ordering.
 - Allows you to start small and expand section by section reducing effort and resources.
 - Easily locate items when helping customers and restocking.
 - Ability to isolate certain classifications of products when ordering, reporting, and managing inventory.
 - Allows you to focus in on GMROI section by section.
 - Gives you better control of cost per square foot.

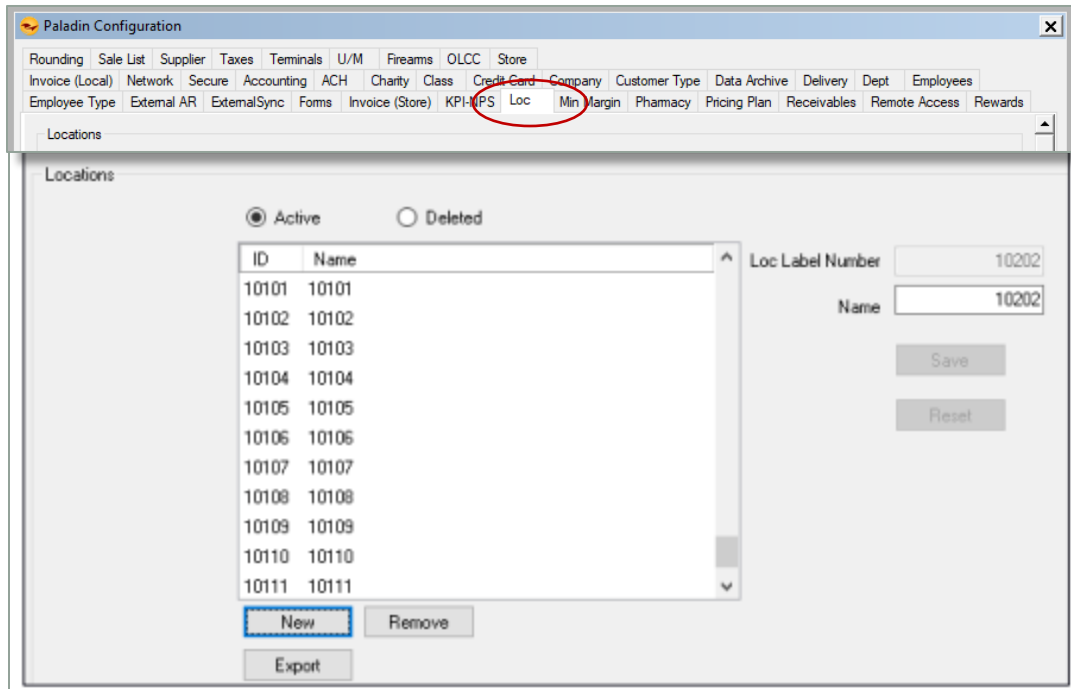
A store location system starts with a planogram



- Create a simple planogram of your store/yard/out buildings.
- Define sequential location codes for each aisle/row, gondola/section, and end-cap of your store.
- Use a preferred and simple location coding system.
- Label your store in 4-foot increments while cycle counting.

Tip: When cycle counting with the RF Gun, it automatically assigns location codes to each inventory item when the item is scanned.

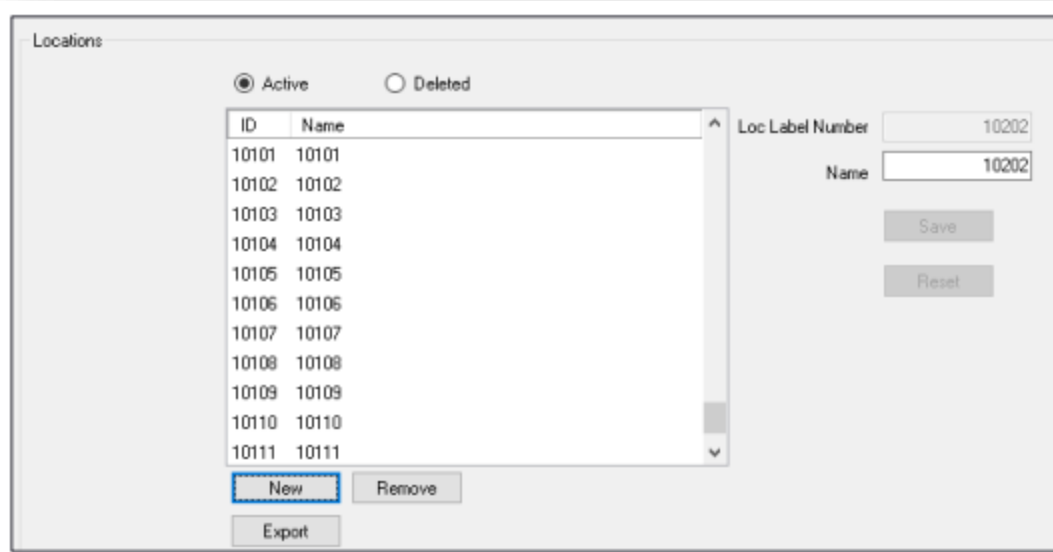
Creating location codes



The **Loc Label Number** appears as the **ID Number** in the **Locations** window and is shown on most reports and on the RF unit.

1. Create a map of all the locations in your store.
2. Create a numeric **ID** and **Name** for each location code.
3. In Paladin, from the main menu, select **File > Setup**.
4. Select the **Loc** tab.

Creating location codes (cont'd)



Locations

Active Deleted

ID	Name
10101	10101
10102	10102
10103	10103
10104	10104
10105	10105
10106	10106
10107	10107
10108	10108
10109	10109
10110	10110
10111	10111

Loc Label Number: 10202

Name: 10202

Save

Reset

New Remove

Export

5. For each location identified on the planogram, do the following:
 - a) In the **Locations** pane, click **New**.
 - b) In the **Loc Label Number** box, enter the location ID (up to 8 digits), and then click **Enter**.
 - c) In the **Name** box, enter the location Name. For simplicity, it's best to use the same ID number for the Name field.
 - d) Click **Save**.

Note: The location code must be pre-entered before you can assign it to any inventory item.

How to architect a location code system

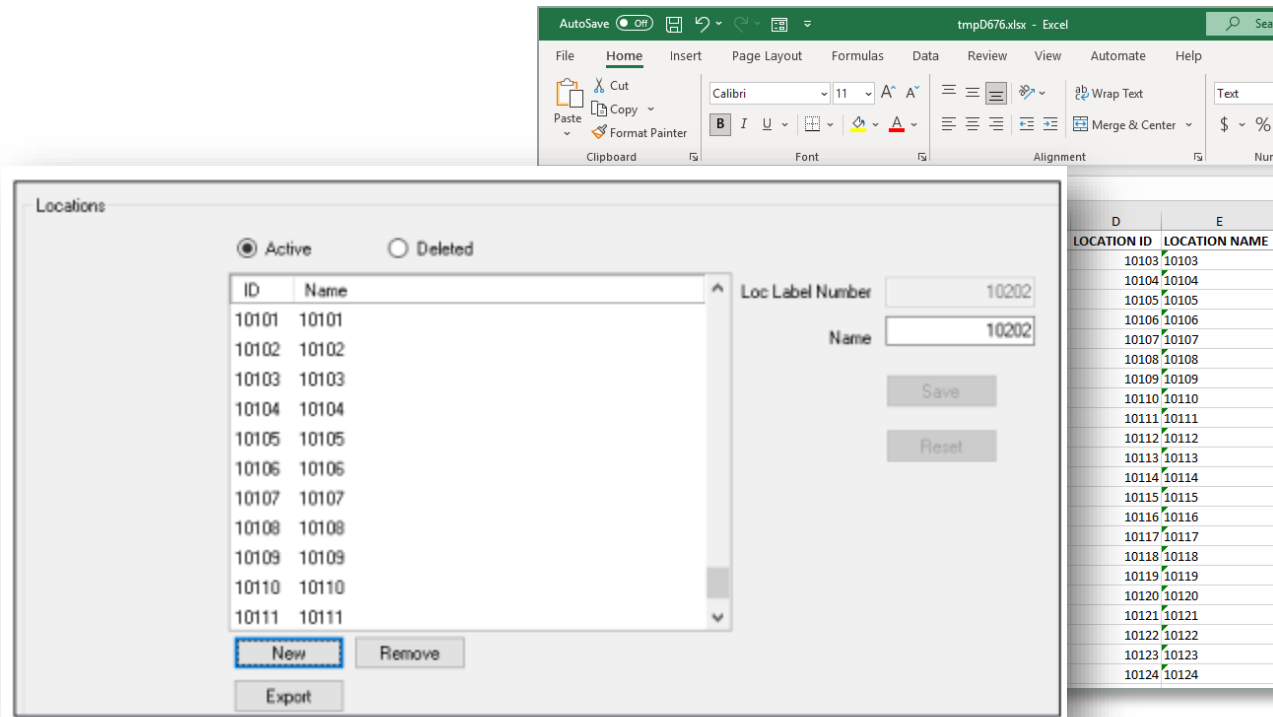
Sample location codes

<u>ID Code</u>	<u>Name</u>	<u>Row</u>	<u>Side</u>	<u>4ft Section</u>
10101	10101	Row 1	01=Left	1 st 4ft Section
10102	10102	Row 1,	01=Left,	2 nd 4ft Section
10201	10201	Row 1,	02=Right,	1 st 4ft Section
10202	10202	Row 1,	02=Right,	2 nd 4ft Section
20101	20101	Row 2,	01=Left,	1 st 4ft Section
20102	20102	Row 2,	01=Left,	2 nd 4ft Section
100220	100220	Row 10,	02=Right,	20 th 4ft Section

Tip: An important goal is to follow a sequential range for reporting by location.

- Start with a 5-digit number for both the **Location ID** and **Location Name**.
 1. Start with aisle 1 for the first one or two characters. Do not enter a leading zero.
 2. The next two characters will be the left side or right side – 01 for left, 02 for right
 3. The next two characters can be the 4-foot section or gondola, starting with 01.
 4. For end-caps, replace 4-foot section with '98' for front and '99' for rear end-cap, i.e.: 10198 & 10199
- Optionally, you can add the shelf number for the next two characters, starting with shelf 01.

Expediting the entering of location codes



The screenshot shows an Excel spreadsheet with a table of location codes. The table has two columns: 'LOCATION ID' and 'LOCATION NAME'. The data rows are as follows:

LOCATION ID	LOCATION NAME
10103	10103
10104	10104
10105	10105
10106	10106
10107	10107
10108	10108
10109	10109
10110	10110
10111	10111
10112	10112
10113	10113
10114	10114
10115	10115
10116	10116
10117	10117
10118	10118
10119	10119
10120	10120
10121	10121
10122	10122
10123	10123
10124	10124

The 'Locations' dialog box is open, showing a list of location codes (ID and Name) and fields for 'Loc Label Number' and 'Name'. The 'Active' radio button is selected. The 'Loc Label Number' field contains '10202' and the 'Name' field contains '10202'. There are 'Save' and 'Reset' buttons. At the bottom, there are 'New', 'Remove', and 'Export' buttons.

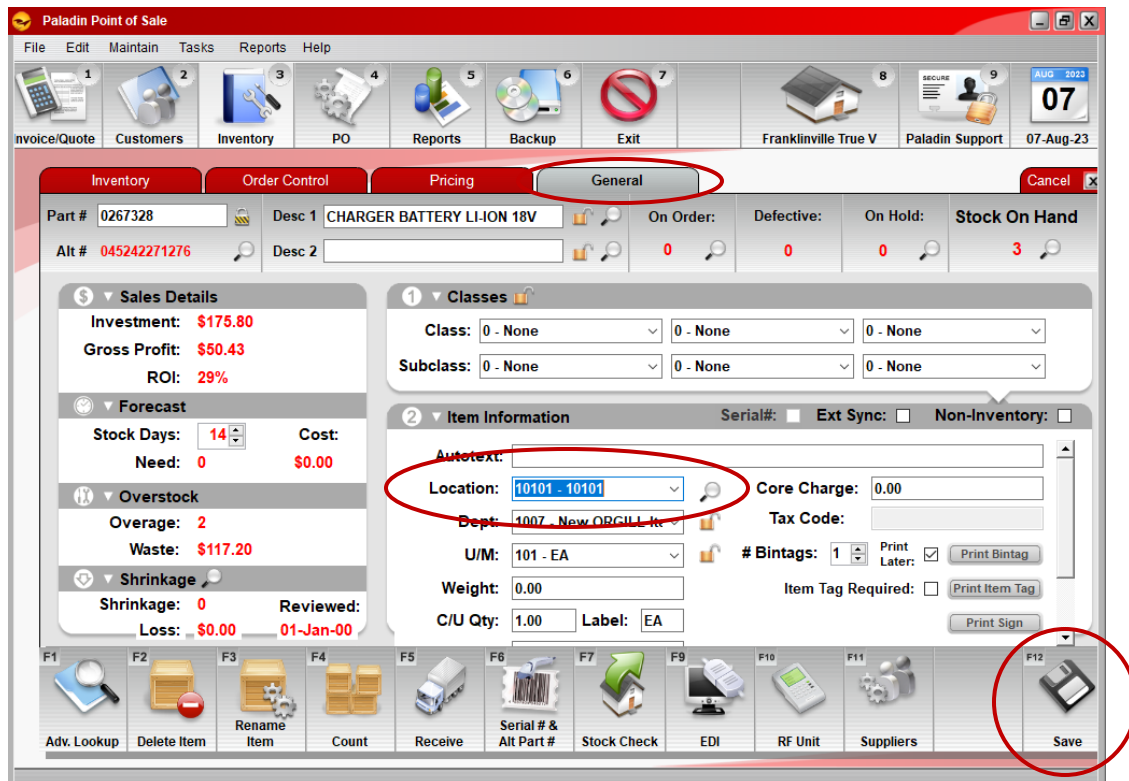
- Optionally, you can enter your **Location ID's** and **Location Names** into an **Excel** spreadsheet.
- The Paladin data team can be commissioned to import your Location ID's and Location Names into the **Locations** table.

Assigning location codes to inventory items – method 1

Assign locations to inventory items using any of the following methods:

In Paladin's **Inventory** module, you can assign a location to each item.

- Search for the part number.
- Click the **General** tab.
- In the **Item Information** pane, in the **Location** list, select a location.
- Click **F12 Save**.



Assigning location codes to inventory items – method 2



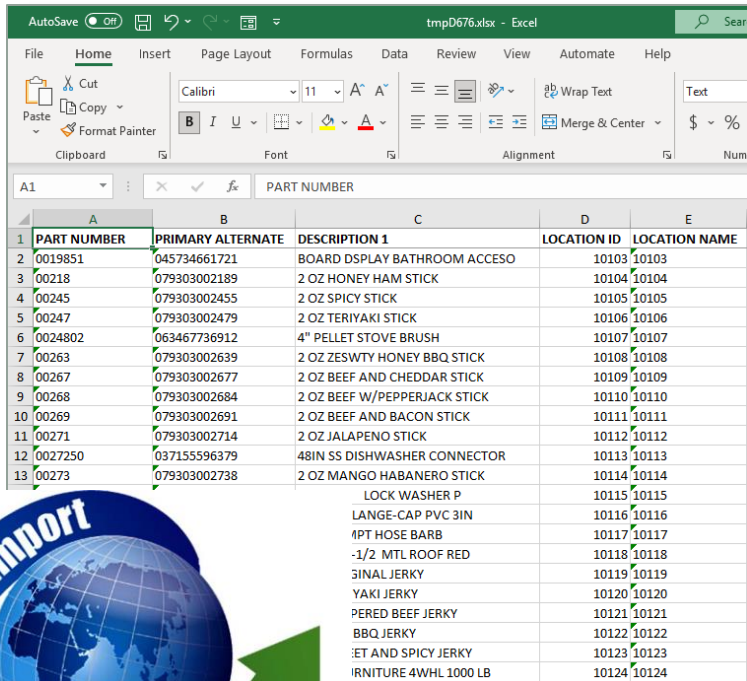
You can use an RF unit.

- In the **Append to SOH** mode or **Overwrite SOH** mode, enter a location ID. Everything that you scan will be assigned to that location.
- To change to another location, do the following:
 - On the WorthData RF unit, press the **BEGIN** key, and then press **ENTER** to trigger the new location prompt.

Assigning location codes to inventory items – method 3

You can import location codes in bulk.

- Use the inventory export and import feature to add or update location codes in bulk.
- Inventory data is exported from Paladin, then imported into Microsoft Excel.
- Once the location codes are associated with the products in the file, then they are imported into the Inventory table.



	A	B	C	D	E
1	PART NUMBER	PRIMARY ALTERNATE	DESCRIPTION 1	LOCATION ID	LOCATION NAME
2	0019851	045734661721	BOARD DSPLAY BATHROOM ACCESSO	10103	10103
3	00218	079303002189	2 OZ HONEY HAM STICK	10104	10104
4	00245	079303002455	2 OZ SPICY STICK	10105	10105
5	00247	079303002479	2 OZ TERIYAKI STICK	10106	10106
6	0024802	063467736912	4" PELLET STOVE BRUSH	10107	10107
7	00263	079303002639	2 OZ ZESWTY HONEY BBQ STICK	10108	10108
8	00267	079303002677	2 OZ BEEF AND CHEDDAR STICK	10109	10109
9	00268	079303002684	2 OZ BEEF W/PEPPERJACK STICK	10110	10110
10	00269	079303002691	2 OZ BEEF AND BACON STICK	10111	10111
11	00271	079303002714	2 OZ JALAPENO STICK	10112	10112
12	0027250	037155596379	48IN SS DISHWASHER CONNECTOR	10113	10113
13	00273	079303002738	2 OZ MANGO HABANERO STICK	10114	10114
			LOCK WASHER P	10115	10115
			LANGE-CAP PVC 3IN	10116	10116
			4PT HOSE BARB	10117	10117
			-1/2 MTL ROOF RED	10118	10118
			SINAL JERKY	10119	10119
			YAKI JERKY	10120	10120
			PERED BEEF JERKY	10121	10121
			BBQ JERKY	10122	10122
			ET AND SPICY JERKY	10123	10123
			RNITURE 4WHL 1000 LB	10124	10124



Learn more:

[How to export inventory data to Microsoft Excel](#)

[How to import inventory data into a Paladin Point of Sale database](#)

Next step – implement suggested ordering

- It's important to perform a cycle count for each location before using the **Suggested Order Report**.
- With only your first 4-foot section counted and location code set, you are ready to begin using Paladin's automated ordering system.
- Run the Suggested Order Report by **location range**.
- As you assign location codes and count other sections, you can increase the range of locations, eventually ordering for the entire store.

Suggested Order Report Page: 3

Line	Record Number	Order #1	SOH On Order	Sup Ratio Demand	Order #2 MFG Number													
	Last Rec'd	Lst Count	Qty Req	Sup Qty	EXT	1	2	3	4	5	6	7	8	9	10	11	12	13
23	MF534136	MF534136	2	1	7219264	Ave 4= 37.920	0	0	0	0	0	0	0	0	0	0	0	0
	HEX CAP GRS ZN (BOX)		0	6		Let 4= 37.920	Min= 0		SugMin= 0	0rdQty= 1	Dept= 20	Sup1= 16	YTDQty= 6					
	16-Jan-23/2	01-Jan-00	4	4	151.60	Mkt 4= 37.920	Max= 999		SugMax= 7	Ord X =100	Loc = -1	Sup2= 13	YTD\$\$\$= 281.94					
24	7488385	7488385	0	1	7488385	Ave 4= 147.830	0	0	0	2	0	0	0	0	0	0	0	0
	GRIDDLE TABLETOP W/HOOD 22IN		0	1	1813	Let 4= 147.830	Min= 0		SugMin= 0	0rdQty= 1	Dept= 1007	Sup1= 15	YTDQty= 2					
	01-May-23/2	01-Jan-00	1	1	147.83	Mkt 4= 147.830	Max= 999		SugMax= 2	Ord X =100	Loc = -1	Sup2= 0	YTD\$\$\$= 152.99					
25	0095385	0095385	0	1	0095385	Ave 4= 136.690	0	1	1	0	0	0	0	0	0	0	0	0
	CART HOSE REEL GARDEN 400FT		0	1	TC4703	Let 4= 136.690	Min= 0		SugMin= 0	0rdQty= 1	Dept= 1007	Sup1= 13	YTDQty= 2					
	18-Jul-22/2	01-Jan-00	1	1	145.61	Mkt 4= 145.610	Max= 999		SugMax= 3	Ord X =100	Loc = -1	Sup2= 0	YTD\$\$\$= 439.98					
	203711	203711	0	1	939547	Ave 4= 37.660	0	0	0	2	0	2	0	0	0	0	0	0

Suggested Order Report

1 Report Settings

Selection	Beginning	Ending
PartNumber		ZZZZZZZZZZZZZZZZ
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	10101 - 10101	10101 - 10101

Learn More

To learn more, see the following resources in our [Help Portal](#)

- [How to set up a location system in your store](#)
- [Paladin Pointers: Best Practices for Reviewing Inventory](#)

A recording of this webinar will be available at portal.paladinpos.com/webinars.

Next Webinar:
Getting Back to Basics:
The Building Blocks of Retailing
August 29 at 9am PT
<https://portal.paladinpos.com/webinars/>



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