



Using the Cost Calculator for Pack Pricing

User Guide > Receiving

When receiving inventory items that are purchased in packs but sold individually, you will need to use the cost calculator for correct costing.

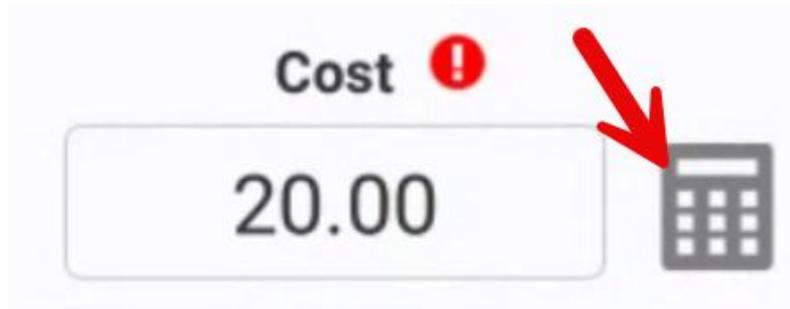
1. Type in the cost of the pack received.

The screenshot shows the 'Receive Item' app interface. At the top, there is a blue header with a back arrow, the text 'Receive Item', and icons for a printer, barcode scanner, and trash. Below the header, the item details are: '760263000901', 'Bear Creek', and 'MIX SOUP TORTILLA 8.8 Ounce'. A large circular dial for 'Quantity Received' is set to '0'. Below the dial, the 'Cost' field is highlighted with a red arrow and contains '0.00'. To the right of the cost field is a calculator icon. Below the cost field, there are four data points: 'Invoice Qty' (0), 'Invoice Price' (\$0.00), 'Store Price' (\$7.19), and 'Profit Margin' (NA).

You will be alerted that the cost of this item is more than the store sales price through the red exclamation point next to the cost, the calculator icon will shake, and the store price and profit margin will be off by a fair bit. This is usually due to items purchased in packs but sold individually.

This screenshot shows the same 'Receive Item' app interface as the previous one, but with the 'Cost' field set to '20.00'. A red exclamation point is next to the 'Cost' label. A red arrow points to the exclamation point, and another red arrow points to the calculator icon. Below the cost field, the 'Store Price' is now '\$7.19' and the 'Profit Margin' is '-178%'. Red arrows point to these two values.

2. Select the calculator icon to update for pack pricing.



3. Enter in the following:
 - a. Number of cases being received
 - b. Items per 1 case
 - c. Case price

A screenshot of a mobile application screen titled "Cost Calculator". The title bar is blue with a white back arrow on the left. Below the title bar is a grey section containing two rows of text: "Qty Received" with the value "0" and "Cost" with the value "0". Below this is a white section with three input fields. Each field has a red arrow pointing to its value: "Number of Cases" with the value "1", "Items Per Case" with the value "0", and "Case Price" with the value "0.00".

Field	Value
Qty Received	0
Cost	0
Number of Cases	1
Items Per Case	0
Case Price	0.00

4. The calculated “Qty Received” and “Cost” will automatically update.

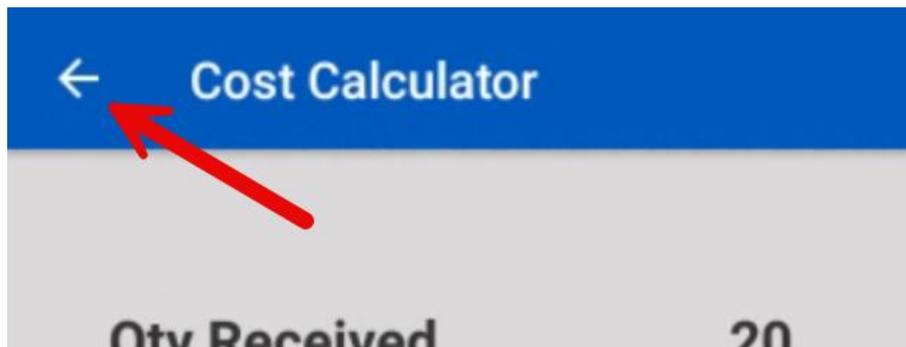
Qty Received	20
Cost	\$2.00

Number of Cases: 2

Items Per Case: 10

Case Price: 20.00

5. Select the back arrow to return to the “Receive Item screen”.



6. The quantity, item cost, and margin are now updated and correct for a case.

760263000901
Bear Creek
MIX SOUP TORTILLA 8.8 Ounce

Quantity Received !

— 20 +

Cost

2.00

Invoice Qty	Invoice Price
0	\$0.00
Store Price	Profit Margin
\$7.19	72%

7. You can either continue to scan items to receive the rest of the order, or select the back arrow to view the summary for this item in comparison with the order invoice. Either way, this received pack of items is now updated to sell individually. When you're done scanning items, upload your order to the portal to finish receiving this order.

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:

<https://orderdog-inc.kayako.com/>

