

## What is XSite Office?

XSite Office is a web-based (SaaS) Gas Station & C-Store store management software solution that allows you to manage inventory, edit items, print reports, create purchase orders and monitor performance from any device with an Internet connection. Manage one location, or multiple locations at one time, to maximize productivity.

## Item Pricing and Tax Information

1 LTR DIET COKE 049000005240

SAVE ACTIONS -

Identification and Grouping Pricing and Taxes Ordering Margin History Inventory Site Overrides Region Overrides Item Performance

**Pricing and Taxes**

Price: 2.29 **36.2% gross margin** EDIT

Taxes: TAXI -

Sales Restriction: NONE -

Linked Item: PLU, UPC, Description

Secondary Linked Item: PLU, UPC or description

Promotions: ADD

Easily edit with quick scroll tabs

## Features:

- Custom report builder allows reporting on information that is specifically relevant to your company
- History, bookmarks and recent event log on main page allows quick navigation and easy accessibility to common tasks
- Enables consistency of control and information throughout multiple locations
- Reduces human errors and data discrepancies between locations

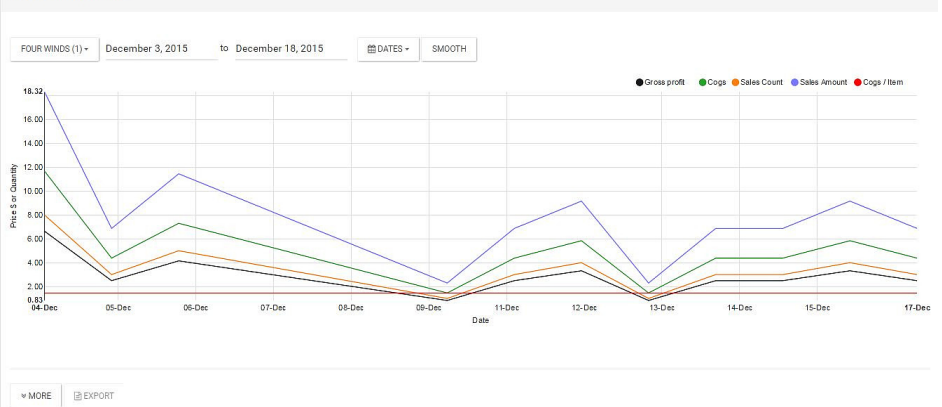
**Passport / Radiant**

INACTIVE
FOOD STAMPABLE
DISCOUNTABLE
QUANTITY ALLOWED
QUANTITY REQUIRED
PROMPT FOR PRICE

## Item Information

Information for each item is displayed on the handheld device by PLU, UPC code, product description, part number, price, cost and units on hand. Use this convenient tool in order to keep items information up-to-date.

## Item Performance



## Item Margin History and Inventory

Diet Coke 2L 74

SAVE ACTIONS -

Identification and Grouping Pricing and Taxes Ordering Margin History Inventory Site Overrides Region Overrides Item Performance

**Margin History**

Changed	Price	Case Cost	Last Cost	Average Cost	Margin
December 16, 2015 7 days ago	3.49	12.60	1.58	1.58	54.7%
October 5, 2015 3 months ago	3.12	12.60	1.58	1.58	49.4%
October 5, 2015 3 months ago	3.12	12.60	1.57	1.57	49.7%
May 15, 2015 7 months ago	3.12	0.00	0.00	0.00	0.0%

**Inventory**

Site	QOH	Average Cost	Total Cost
Waterville GrabNGo 1	35	1.58	55.30
Nackawic GrabNGo 2	0	1.58	0.00
Halifax Airport 3	10	1.58	15.80
		1.58	71.10

View inventory at multiple locations

Track changes to product margin

### Inventory

Quickly and easily track or change QOH levels for individual items or for multiple products. Changes can be made through bulk batch counts or item inventory valuation reports.

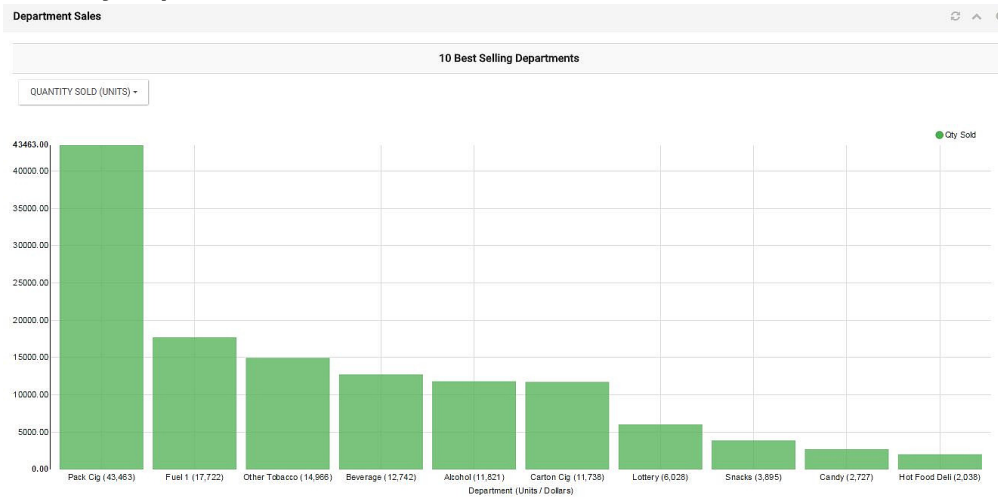
### Batch Changes

Make batch price changes based on department and price. Change the vendor for a group of items from the central location and send it the information to all applicable sites.

### Users

A user can easily login to the head office server with a user ID and password. This account is used to log the user's actions within the system. Roles can be defined for a group of users who have the same set of permissions, each user is assigned to a role to determine what they are allowed to do within the system.

### Sales by Department



### Sites

Each of the sites in your company are assigned a site record. This record is used to denote the items, suppliers, etc., that are available for that specific site. Each site is also assigned to a single region. This region is used to easily make changes for all the sites within a single region.

### Purchase Order Overview

#### Purchase Orders

Number	Supplier	Date	Expected / Received	Status	Invoice Total	Title	Post Notes
359121	CORE-MARK	Dec 8, 2015	Dec 2, 2015	posted	716.00	RN	<a href="#">PRINT</a>
359132	CORE-MARK	Dec 8, 2015	Dec 1, 2015	posted	2.52	R	<a href="#">PRINT</a>
389184	CORE-MARK	Dec 9, 2015	Dec 4, 2015	posted	-31.42	RN	<a href="#">PRINT</a>
389185	CORE-MARK	Dec 9, 2015	Dec 3, 2015	posted	2,703.80	RN	<a href="#">PRINT</a>

### Price Book

Common information that does not change between sites is stored in the item price book. This represents your PLU's descriptions departments groupings, etc.

### Batch Count Entry

Drop Inventory Count file here

[Click to select](#)

Import a count or add items individually

December 23, 2015 1186719

Item	Location	Count	Created	Status
PLU, UPC, Description	FLOOR			<a href="#">ADD</a>
COKE ZERO 16OZ BTL (049000051216)	Floor	5	Dec 23 2015 @ 12:54PM	<a href="#">REMOVE</a>