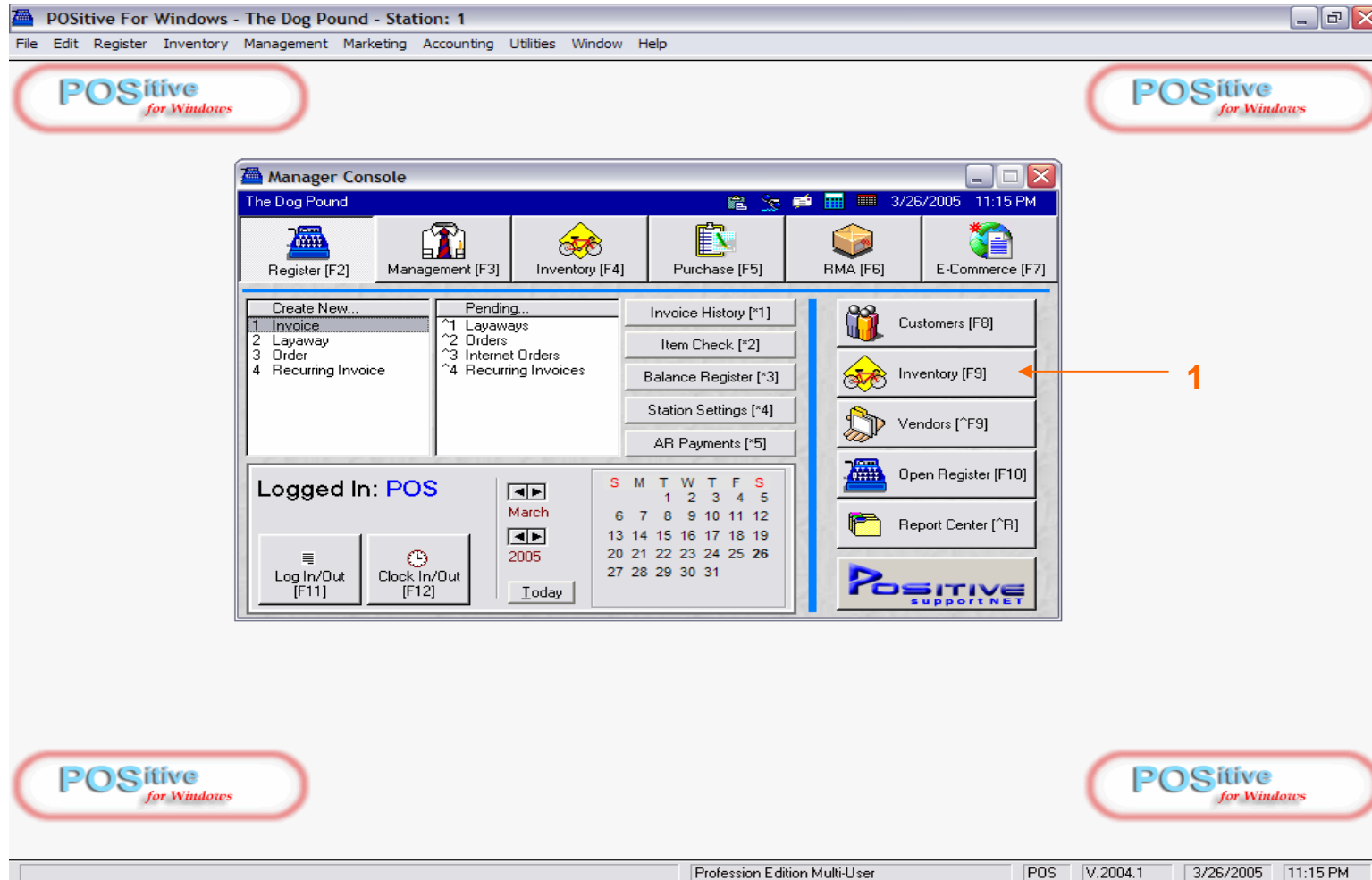


Inventory Item Setup



To create a new Inventory Item File....
1) Click the Inventory List (F9) button

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

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Inventory List

Menu [ESC] Find [F3] Dept/Catg Filter[F8] Item Menu [F12] InfoBar

Dept: CANDY Catg: .25/Cents Candy Hide Detail [F11]

To Search, type the first few characters of the SKU

SKU> [F5]	Description [F6]	Our Price: [F7]
1222	WINTERFRESH GUM TEST	0.25
15151	TEST SWEATSHIRT BLACK/LARGE	13.00
45545445	DIET PEPSI 20OZ BTL TEST	1.00
AA	APPAREL MISC*****	0.00
BB	BEVERAGES MISC*****	0.00
CC	CANDY MISC*****	0.00
DD	SMART GIFT CARDS*****	0.00

Stock ^SKUs Pic Icons

In Stock 140
Held 0
Available 140
On Order 0
Committed 0
Pre-Sold 0
Extra 0
Due
Units Per 24

Bin Locations

^Bin Maintenance

Promos Actions Status

Current Promos: None

Standard Note:

UDF Edit [F2]

Notes General Pricing Stock Vendors Links Prmos Price Breaks

Close

1

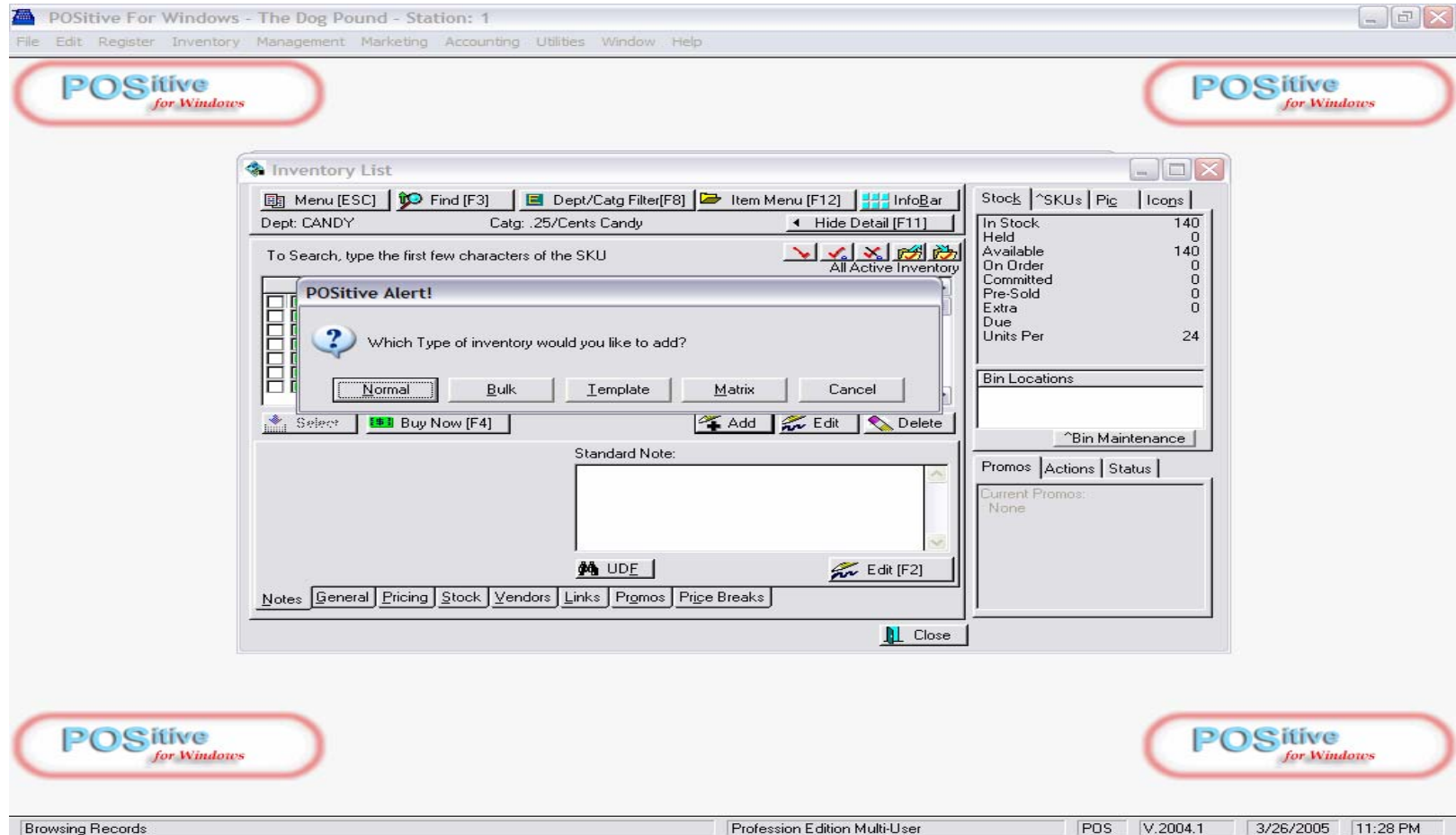
2

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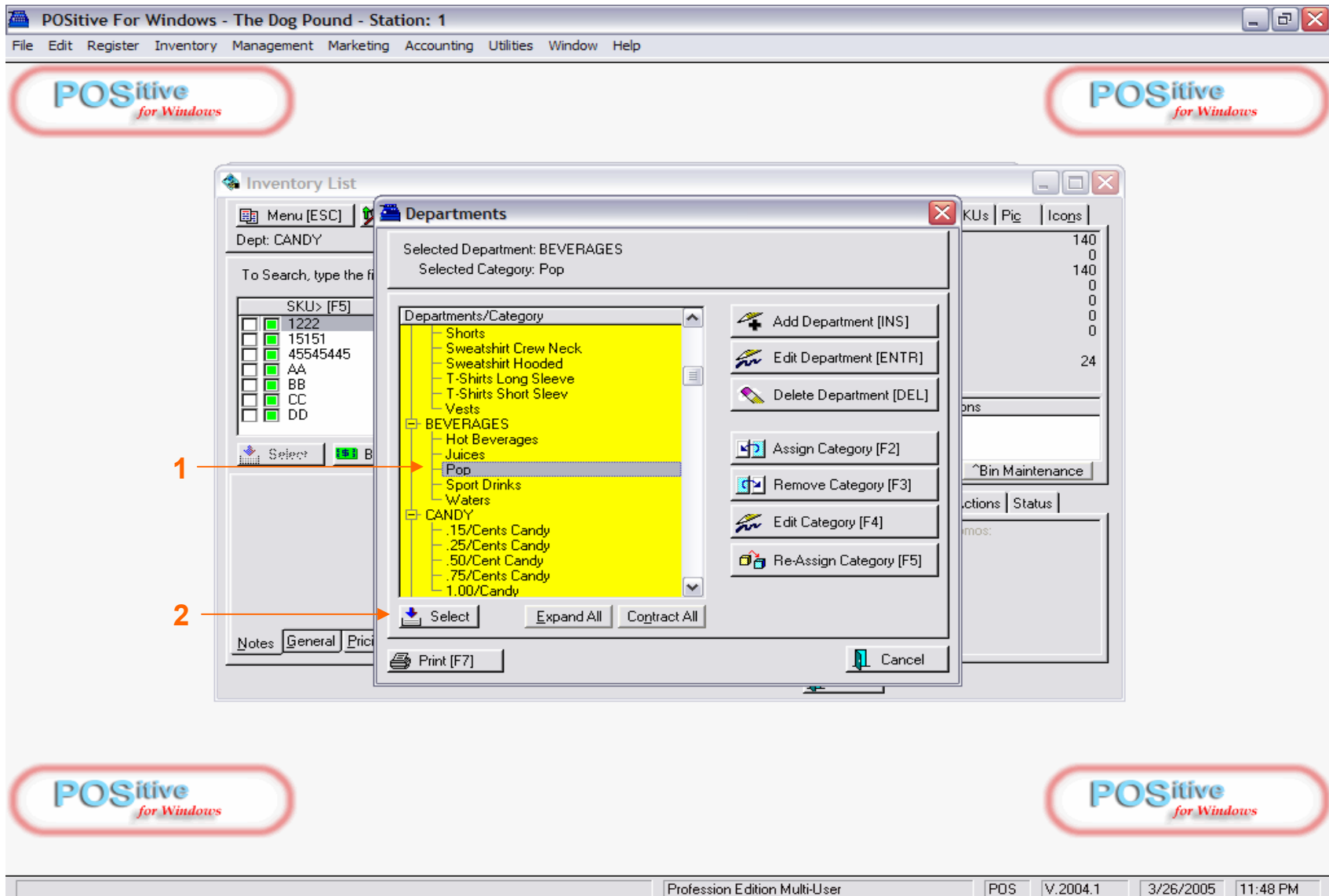
Profession Edition Multi-User POS V.2004.1 3/26/2005 11:21 PM

- You will see an Inventory List arranged by Sku's (see F5 Column)
- 1) Click Add button to add a new Inventory Item.
 - 2) Click Edit button to change a pre-existing Inventory Item file.

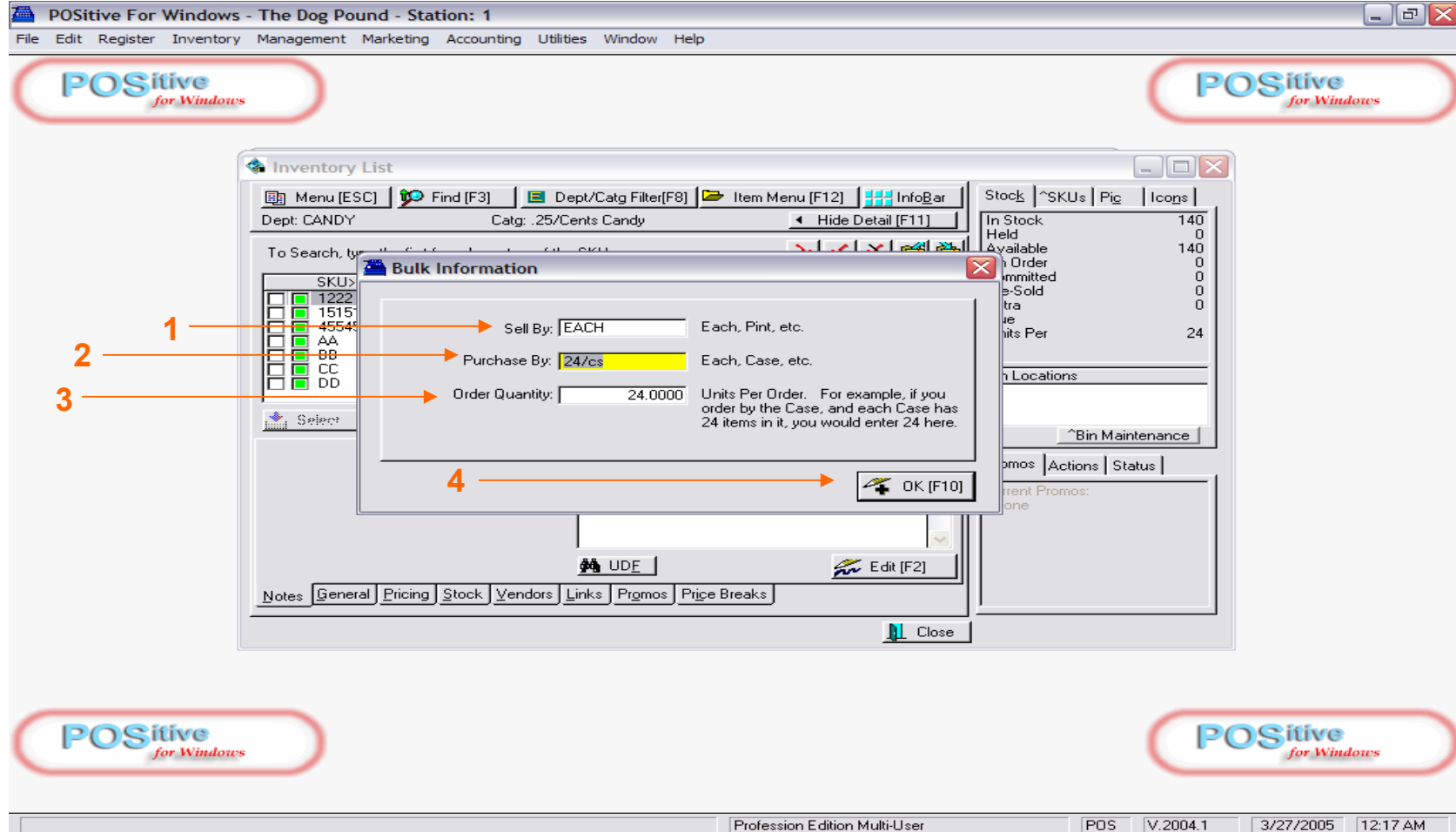


Upon clicking the Add button, you will be alerted on choices to make:

- 1) **Normal**, is an item that doesn't have to be vendor purchased in a certain package quantity.
- 2) **Bulk**, is an item that has to be vendor purchased in a certain package quantity. (12/cs, 24cs)
 - **For this lesson, we will click, BULK**
 - *Template & Matrix are inventory types that are seldom used in a school store.*

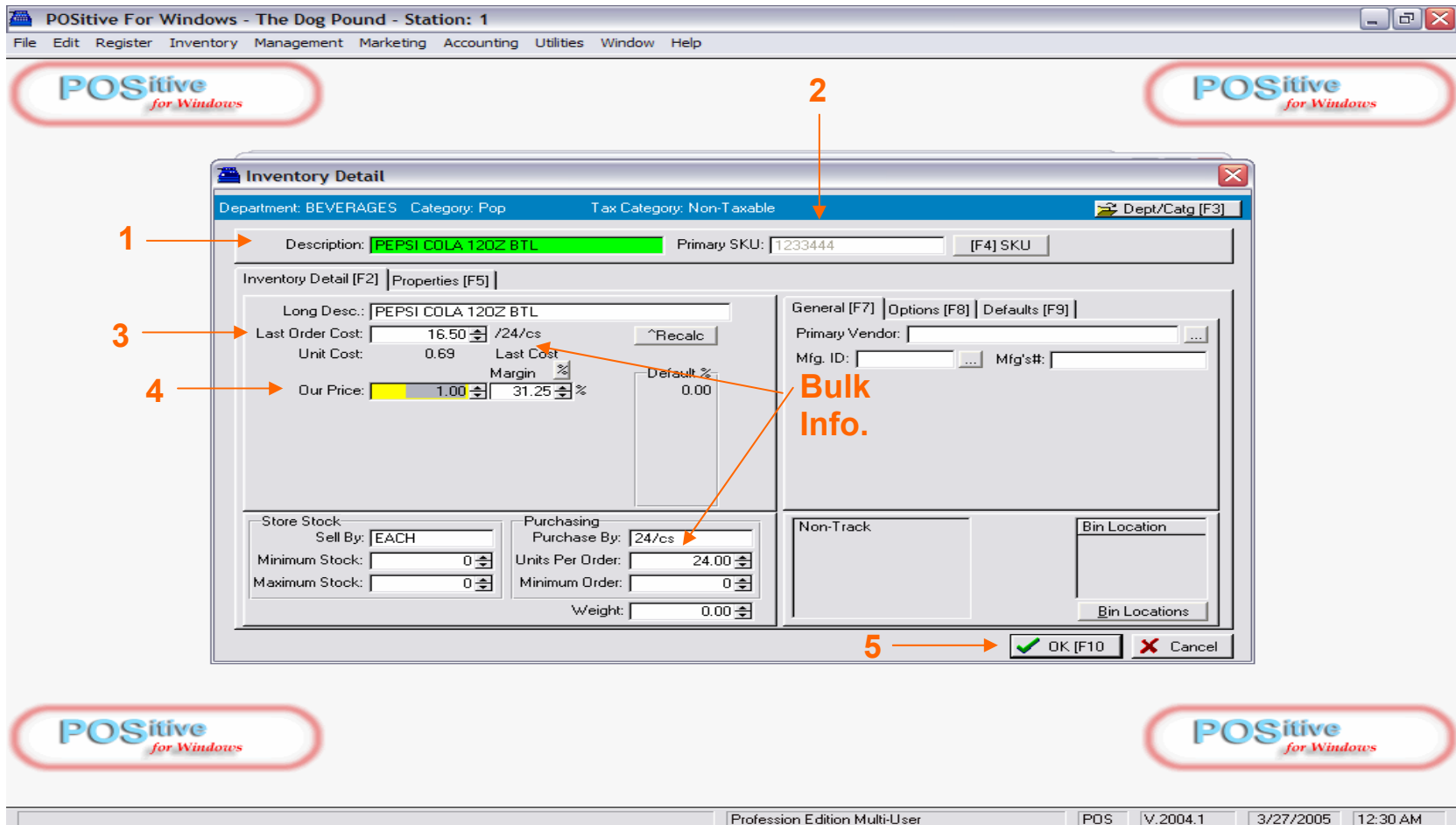


- Upon selecting BULK, you will be asked to select a CATEGORY
- 1) Highlight the Category that you want your item to be associated with.
 - 2) Click the SELECT button, located at the bottom of page.



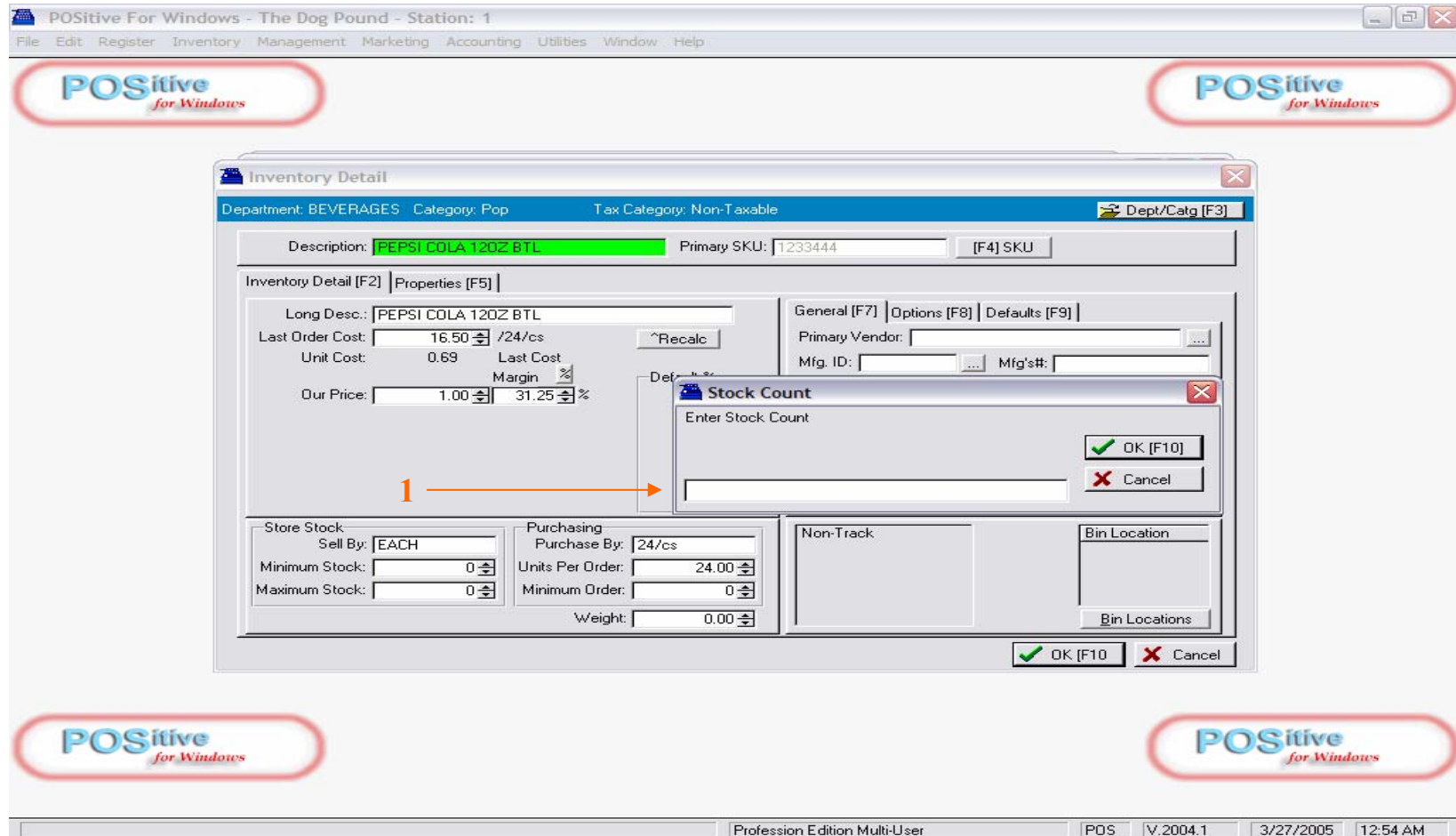
Upon selecting Bulk Type and a CATEGORY you will be prompted for BULK Information:

- 1) **Sell by: EACH**, just hit ENTER on your keyboard and move to next field.
- 2) **Purchase By:** Type in the minimum # Qty (**24**) that your vendor sells to you and the package it comes in (**CS**)
- 3) **Order Quantity: Repeat** the minimum # Qty (**24**) that your vendor sells to you
- 4) **Click OK (F10)** to save Bulk Information



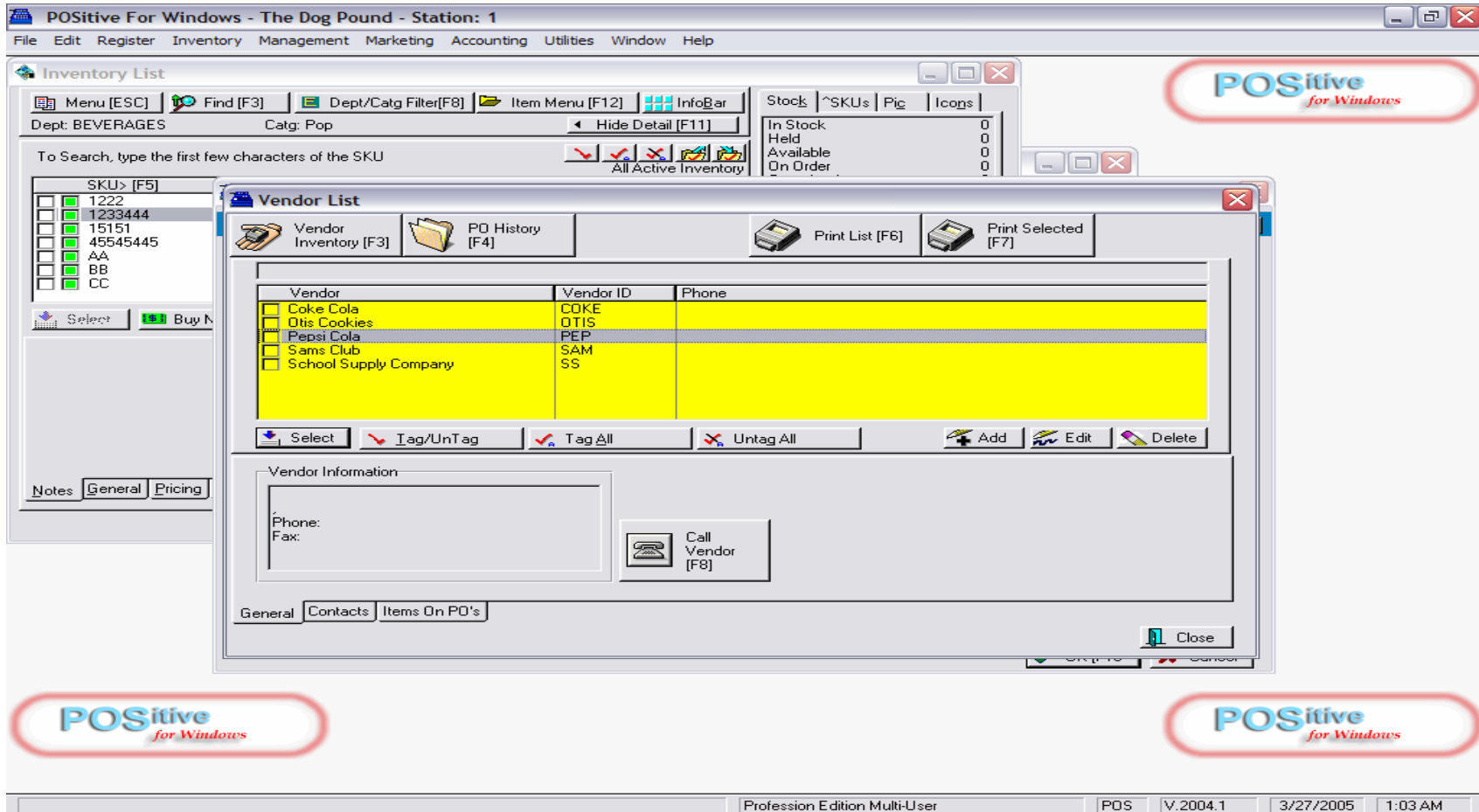
The new Inv. Item File is ready to accept your data:

- 1) **Description:** Type in the full description of Inventory item. Make the 1st word a key one, and not abbreviated.
- 2) **SKU:** Scan Barcode here. If item doesn't have a UPC, make one up (alphanumeric and at least 4 digits long)
- 3) **Last Order Cost:** Ignore Long Description; Insert package (CASE) cost here. Use the decimal point.
- 4) **Our Price:** Insert your Retail Price here. Use the decimal point.
- 5) **Click OK (F10) to Save Inventory file,** and wait for more prompts



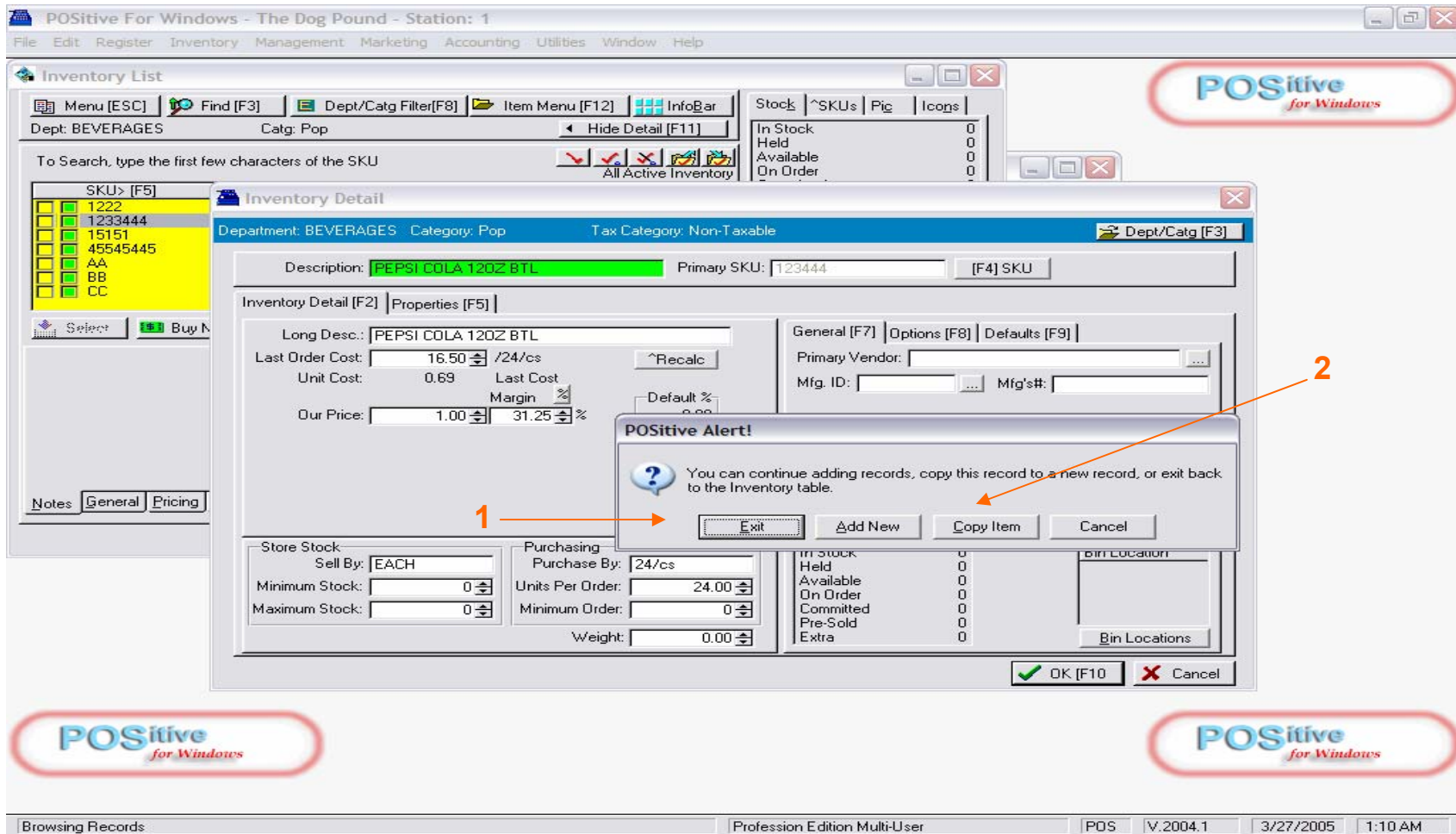
Upon selecting OK (F10).....

- 1) **Enter Stock Count:** Ignore this prompt unless the item needs you to print barcode labels.
 - If so (usually Apparel items) enter physical unit inventory count here.
- 2) **Click OK (F10)** to save Stock Count



Upon selecting OK (F10), a VENDOR List will appear

- 1) **Highlight the Vendor who sells you the product**
 - A quick way to do this, is to type in the 1st letter of the Vendor's Name
- 2) **Click the Select button (at bottom of page) to link the Vendor to the item**



Upon selecting a VENDOR, a POS alert will appear.....

- 1) Click EXIT button if you wish to SAVE the inventory file, and you don't want to copy it.
- 2) Click COPY button if you wish to copy a similar item. (Same Dept/Category, Same \$\$ & Vendor)