

# Inventory Stock Manager

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
-------------	----------	-------	-------	-------

Bill To | Ship To | Note |

Quick Sale [Cyan Field]

Show More Options [F2] Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals: 0.00 SubTotal: 0.00  
Taxable: 0.00 - Coupon: 0.00  
SalesTax: 0.00 - Deposit: 0.00  
Item Count: 0.00 Total: 0.00

0.00 Tender [F10]

Keyboard Sales

1 (Arrow pointing to Show More Options [F2])

2 (Arrow pointing to Manager Mode [F9])

## IN KEYBOARD SALES MODE:

To view Stock Manager you must go to Manager Mode.

1. Select Show More Options Button (F2)

2. Select Manager Mode Button(F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

# Inventory Stock Manager

2

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
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Quick Sale

Line Totals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Manager



## IN TOUCH SCREEN SALES MODE:

To view Stock Manager you must go to Manager Mode.

1. Touch Manager Button

# Inventory Stock Manager

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00    SubTotal: 0.00  
 Taxable: 0.00    - Coupon: 0.00  
 SalesTax: 0.00    - Deposit: 0.00  
 Item Count: 0.00    Total: 0.00

Cursor Down    Cursor Up

0.00

Exit Program    Logout    Go to Sales

Balance Reg.    Daily Sales Summary    Gift Certificates    Edit Bill To

Invoice History    Make AR Payment    Note    Edit Notes

Open Cash Drawer    Report Center    Price Check    Return From Invoice

Discount    Time Clock    Show Costs    Void

Manager Mode

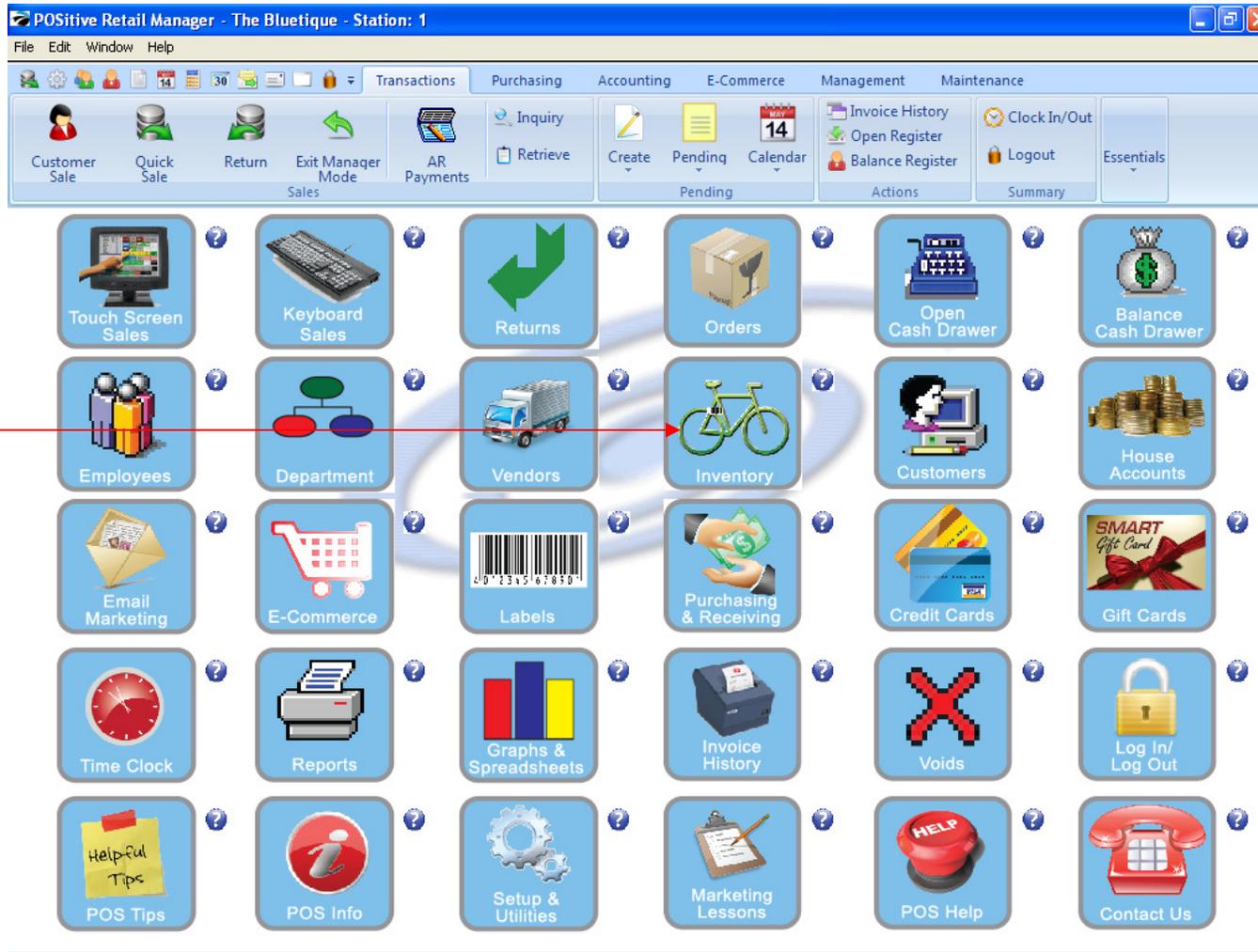


## ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

# Inventory Stock Manager



IN MANAGER MODE:  
Go to Inventory Center  
To view Stock Manager, go to INVENTORY

1. Select Inventory Button

# Inventory Stock Manager

Invoice: 1950 By: POS Cashier: POS Date: 1/27/2011 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return TouchScreen AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

**Inventory Center**

Locate:  go! ? ↶ ↷ 🗂️ 🔍 A M T U Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Ave
<input type="checkbox"/>	145267	OTIS COOKIES	0.62	0.62	20.00	
<input type="checkbox"/>	145268	OTIS COOKIES	0.62	0.62	0.00	
<input type="checkbox"/>	1AR	1 ARNOLD PALMER	1.00	1.00	0.00	
<input type="checkbox"/>	1C	1 COOKIE	0.50	0.50	0.00	
<input type="checkbox"/>	251554545	PAPER MATE MECHANICAL PENCIL	0.75	0.75	142.00	

Showing All Departments Showing All Categories Copy Add Edit Delete

1AR Dept: BEVERAGES All Active Inventory  
1 ARNOLD PALMER Catg: Juices Standard Item  
1 ARNOLD PALMER Sub-Categories

Specials: None

Current Promos: None

Notes:

Bins: Location Stock

Show Inactive Only UDE

**General**

Summary  
Detail  
Management

**View**

Stock Manager  
SKU Manager  
Picture Manager  
Promo Pricing  
Price Breaks  
Item Notes  
Vendors  
Item Activity  
Documents

**Actions**

To Order List  
Change Dept/Catg  
Verify Inventory  
Cost Verifier  
Physical Inventory  
Global Price Changes

## INVENTORY CENTER:

1. Highlight the inventory item
2. Under View on the Menu bar, select Stock Manager



# Inventory Stock Manager

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File Edit Window Help

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Inventory Center

General

- Summary
- Detail
- Management

View

- Stock Manager
- SKU Manager
- Picture Manager
- Promo Pricing
- Price Breaks
- Item Notes
- Vendors
- Item Activity
- Documents

Actions

- To Order List
- Change Dept/Catg
- Verify Inventory
- Cost Verifier
- Physical Inventory
- Global Price Changes

Locate:  go! ? ↶ ↷ 📄 🔍 A M T U Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Ave
<input type="checkbox"/>	012	HOODIE MASCOT LOGO BLACK/LARGE	22.50	25.00	3.00	
<input type="checkbox"/>	013	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
<input type="checkbox"/>	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
<input type="checkbox"/>	0145111	BULK ITEM TEST	0.50	0.50	48.00	
<input type="checkbox"/>	015648524621	1 ARNOLD PALMER	1.00	1.00	0.00	

Showing All Departments Showing All Categories Copy Add Edit Delete

Current Stock | Transaction Log | Stock Location | Links | Seasonal Levels

Tracking TN54-2000055 Internal ID: 2000055

Received	PO Number	Vendor	Landed Cost	Stock
1/03/2011	9	Jansport Apparel Vendor	7.1560	3.00

In Stock 3.00  
Held 0.00  
Pre-Sold 0.00  
Available 3.00  
On Order 0.00  
Committed 0.00  
Extra 0.00  
Due 0.00  
In Kits 0.00  
Units Per 1.00

Verify/Adjust View PO Labels Stats

**INVENTORY CENTER:**  
In Stock Manager, you can....

1. Verify/Adjust Inventory Stock on highlighted Item
2. View Purchasing History
3. Print Inventory Labels
4. Status area shows how many are in stock, on order and available for sale



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Inventory Center

General Summary Detail Management

View Stock Manager SKU Manager Picture Manager Promo Pricing Price Breaks Item Notes Vendors Item Activity Documents

Actions To Order List Change Dept/Catg Verify Inventory Cost Verifier Physical Inventory Global Price Changes

Locate: go! ? ↶ ↷ 🔍 A M T U Sell It Now [F4] Close

Verify/Adjust: 013 HOODIE MASCOT LOGO BLACK/XLARGE

This procedure will verify that your Inventory totals are correct. Make any adjustments to your in-stock quantity below, and press OK to continue.

**IMPORTANT!**

This procedure requires that all Purchase Orders for this item have been received. Your stock counts will not be accurate if you have not received all Purchase Orders!

- \* The stock count entered below will become your current Stock Count
- \* Any Pre-Sold counts will be zeroed
- \* Backorders and amounts held on order will be verified
- \* Re-order quantities will be verified

Price	Total Stock	Ave
25.00	3.00	
25.00	3.00	
20.00	9.00	
0.50	48.00	
1.00	0.00	

Add Edit Delete

Internal ID: 2000055

Current Stock Quantity: 3.0000

New Stock Quantity: 4.00

Reason For Adjustment: Found one in stock room

GL Account: 60200-001 (Capital)

OK [F10] Cancel

Stats

**INVENTORY CENTER:**  
When you click Verify/Adjust button....

1. Insert the new stock quantity
2. Insert the reason for adjustment (Reason will appear in Transaction Log)
3. Click OK to save.

Note: Please see Physical Inventory PDF for more information.





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**Purchase Order History**

Jansport Apparel Vendor

Save [F10] Cancel

PO Number: 9 PO Invoice: 14545 Terms: 30-DAYS

Vendor SKU	SKU	Description	Ordered	Received	Units	Cost	Unit Cost	Total
013	013	HOODIE MASCOT LOGO BLACK/A	3.00	3.00	1.00/EACH	7.06	7.06	21.18
05JHBXL	05JHBXL	JANSPORT HOODIES BLUE/XLAI	10.00	10.00	1.00/EACH	10.00	10.00	100.00
JAN-2000060-M	JAN-2000060-M	JANSPORT HOODIE M123XS-Blu	10.00	10.00	1.00/EACH	10.00	10.00	100.00

Print [F7]

Vendor Info

Jansport Apparel Vendor

Bill To Ship To

Totals

Subtotal:	221.18
Freight:	3.00
Tax On Order:	0.00
Tax On Freight:	0.00
Total:	224.18

Inventory

**INVENTORY CENTER:**  
When you click View PO button....

1. A List of Purchase Orders will appear
2. You can reprint any Purchase Orders
3. Select Save to continue

**NOTE:** Please see Purchasing & Receiving PDF for more details

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Inventory Center

General Summary Detail Management

View Stock Manager SKU Manager Picture Manager Promo Pricing Price Breaks Item Notes Vendors Item Activity Documents

Actions To Order List Change Dept/Catg Verify Inventory Cost Verifier Physical Inventory Global Price Changes

Locate: [go] [?] [↶] [↷] [🔍] [A] [M] [T] [U] Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Ave
<input type="checkbox"/>	012	HOODIE MASCOT LOGO BLACK/LARGE	22.50	25.00	3.00	
<input checked="" type="checkbox"/>	013	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	4.00	
<input type="checkbox"/>	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
<input type="checkbox"/>	0145111	BULK ITEM TEST	0.50	0.50	48.00	
<input type="checkbox"/>	015648524621	1 ARNOLD PALMER	1.00	1.00	0.00	

POSitive Alert! ? Preview Labels?

Current Stock | Transaction Tracking TN54-2

Received	PD Num	Stock
1/03/2011	S	3.00
/ /	No PD	Manually Entered 7.1900

Internal ID: 2000055

In Stock 4.00  
Held 0.00  
Pre-Sold 0.00  
Available 4.00  
On Order 0.00  
Committed 0.00  
Extra 0.00  
Due  
In Kits 0.00  
Units Per 1.00

Copy Add Edit Delete

Verify/Adjust View PD Labels

Stats

INVENTORY CENTER:  
When you click Labels button....

1. Select Yes to Preview labels before printing.

**NOTE:** Please see Inventory Labels PDF for more detailed information.



# Inventory Stock Manager

The screenshot shows the POSitive Retail Manager interface. The main window is 'Inventory Center', which displays a list of inventory items. A dialog box titled 'Quantity To Print' is open, showing the item '013 - HOODIE MASCOT LOGO BLACK/XLARGE' and a quantity of 4. A red arrow points to the quantity input field in the dialog box.

T	SKU	Description	Our Price	Reg. Price	Total Stock	Ave
	012	HOODIE MASCOT LOGO BLACK/LARGE	22.50	25.00	3.00	
	013	HOODIE MASCOT LOGO BLACK/XLARGE	25.00	25.00	4.00	
	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
	0145111	BULK ITEM TEST	0.50	0.50	48.00	
	015648524621	1 ARNOLD PALMER	1.00	1.00	0.00	

**INVENTORY CENTER:**  
When you click Labels button....

1. The number of labels to be printed will equal your current in-stock QTY
2. Clicking OK (F10), will send 24 labels to a label list for future printing.

**NOTE:** Please see Inventory Labels PDF for more detailed information.

# Inventory Stock Manager

The screenshot shows the POSitive Retail Manager interface. The main window is 'Inventory Center', which displays a list of inventory items. A dialog box titled 'Quantity To Print' is open, showing the selected item '013 - HOODIE MASCOT LOGO BLACK/XLARGE' and a text input field containing the number '4'. A red arrow points to this input field.

T	SKU	Description	Our Price	Reg. Price	Total Stock	Ave
	012	HOODIE MASCOT LOGO BLACK/LARGE	22.50	25.00	3.00	
	013	HOODIE MASCOT LOGO BLACK/XLARGE	25.00	25.00	4.00	
	014	JANSFORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
	0145111	BULK ITEM TEST	0.50	0.50	48.00	
	015648524621	1 ARNOLD PALMER	1.00	1.00	0.00	

## INVENTORY CENTER:

An Add Inventory to Label List prompt window will appear:

1. The number of labels to be printed will equal your current in-stock QTY
2. Clicking OK (F10), will send 24 labels to a label list for future printing.

**NOTE:** Please see Inventory Labels PDF for more detailed information.

# Inventory Stock Manager

The screenshot shows the POSitive Retail Manager interface. The main window is titled "Inventory Center" and contains a table of inventory items. A "Print Options" dialog box is open over the table, allowing users to configure printing settings. The dialog includes options for export media, direct printing, and page selection. A red arrow labeled "1" points from the "Select..." button in the "Options" section to the "Inventory" icon on the left. Another red arrow labeled "2" points from the "Start" button in the dialog to the number "2" on the right.

T	SKU	Description	Our Price	Reg. Price	Total Stock	Ave
			22.50	25.00	3.00	
			25.00	25.00	4.00	
			20.00	20.00	9.00	
			0.50	0.50	48.00	
			1.00	1.00	0.00	

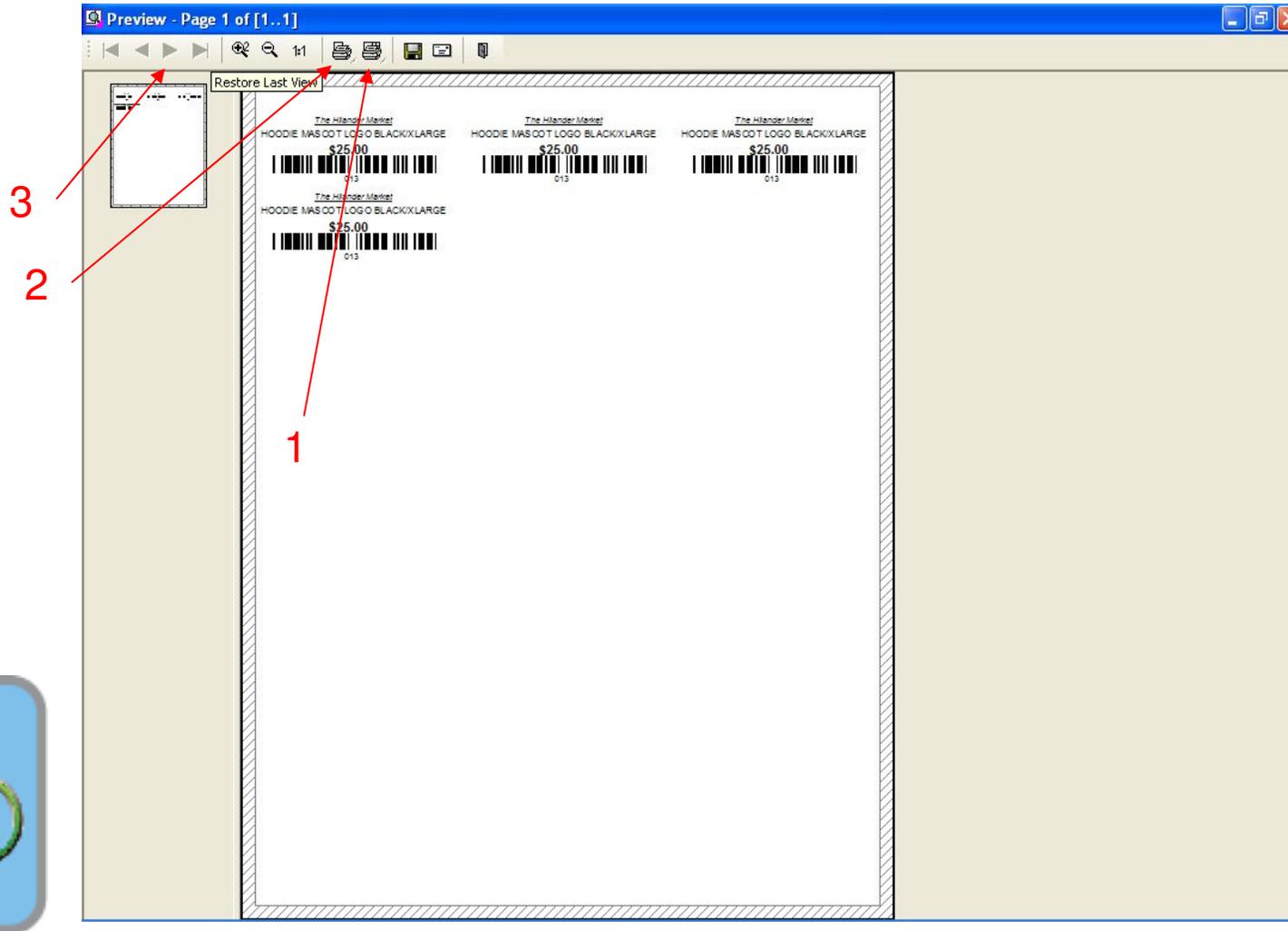
## INVENTORY CENTER:

- Your Label Printer will always be your Report Printer (The default Windows Printer) unless changed here.

- Choose Select only if you are re-using a page of labels and want to start printing on a specific label (2-30)
- Choose START to go to Print Preview of Labels Page(s)

**NOTE:** Please see [Inventory Labels PDF](#) for more detailed information.

# Inventory Stock Manager



## INVENTORY CENTER:

1. Choose the printer icon on the right to print 1 or 100 pages! (Fast way to print)
2. Choose the printer icon on the left to print only the page you see. (Slow way to print)
3. Click arrow icon to move forward to the next page.

**NOTE: Please see Inventory Labels PDF for more detailed information.**