

1



To add or edit inventory items, you must go to **Manager Mode**.

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

Adding & Editing Inventory Items

2

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	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

Cursor Down Cursor Up

0.00

Buttons: Foods Misc, Coffee Small, Coffee Large, Beverages Misc, Customer List, Suspend, Retrieve, Invoice Prompt, Coupon, Delete Item, Tender, Manager, Adjust Quantity, 2, 3, More



IN TOUCH SCREEN SALES MODE:

To add or edit inventory items, you must go to Manager Mode.

1. Touch Manager Button

Adding & Editing Inventory Items

3

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
Sales Tax: 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



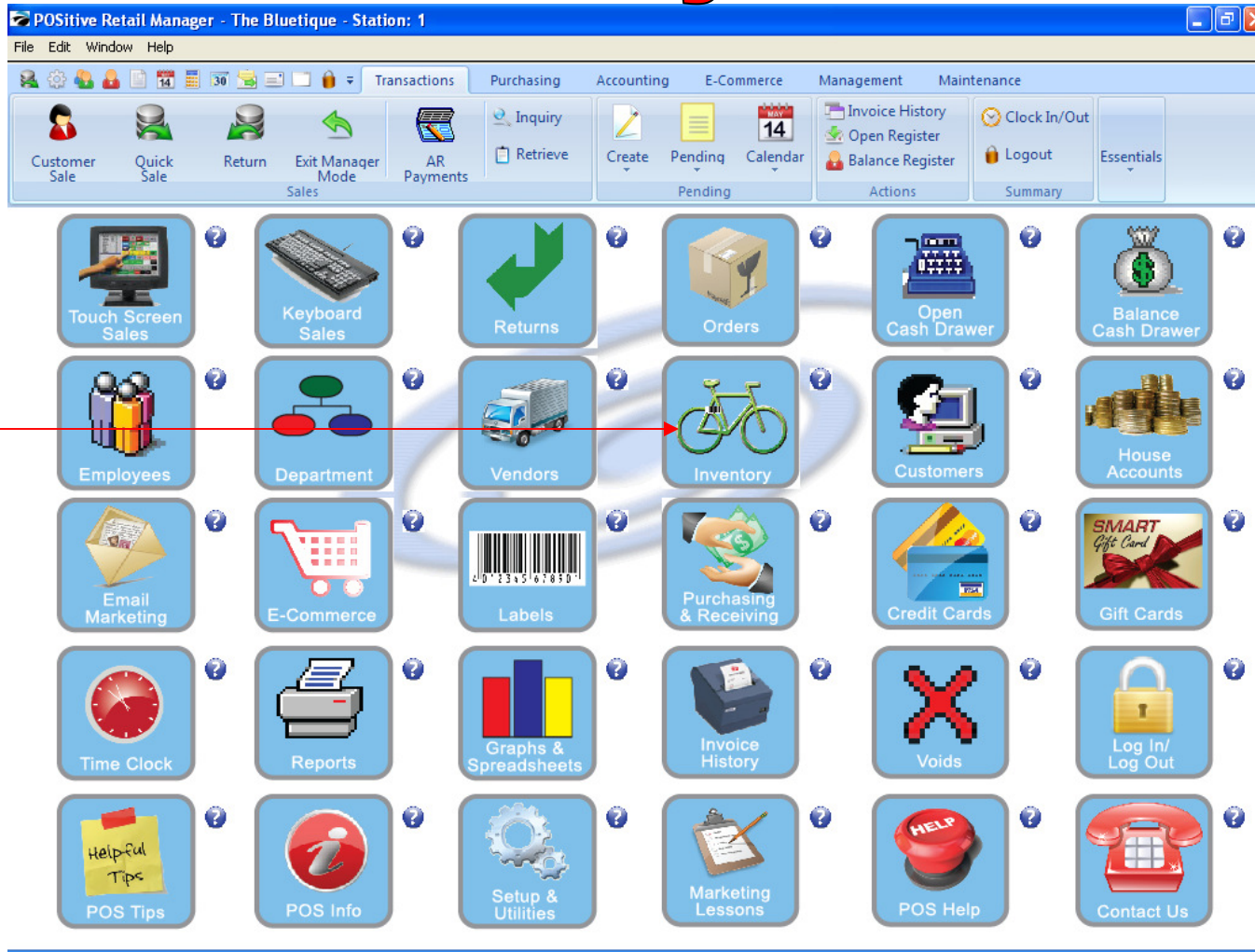
ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

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

Adding & Editing Inventory Items

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IN MANAGER MODE:

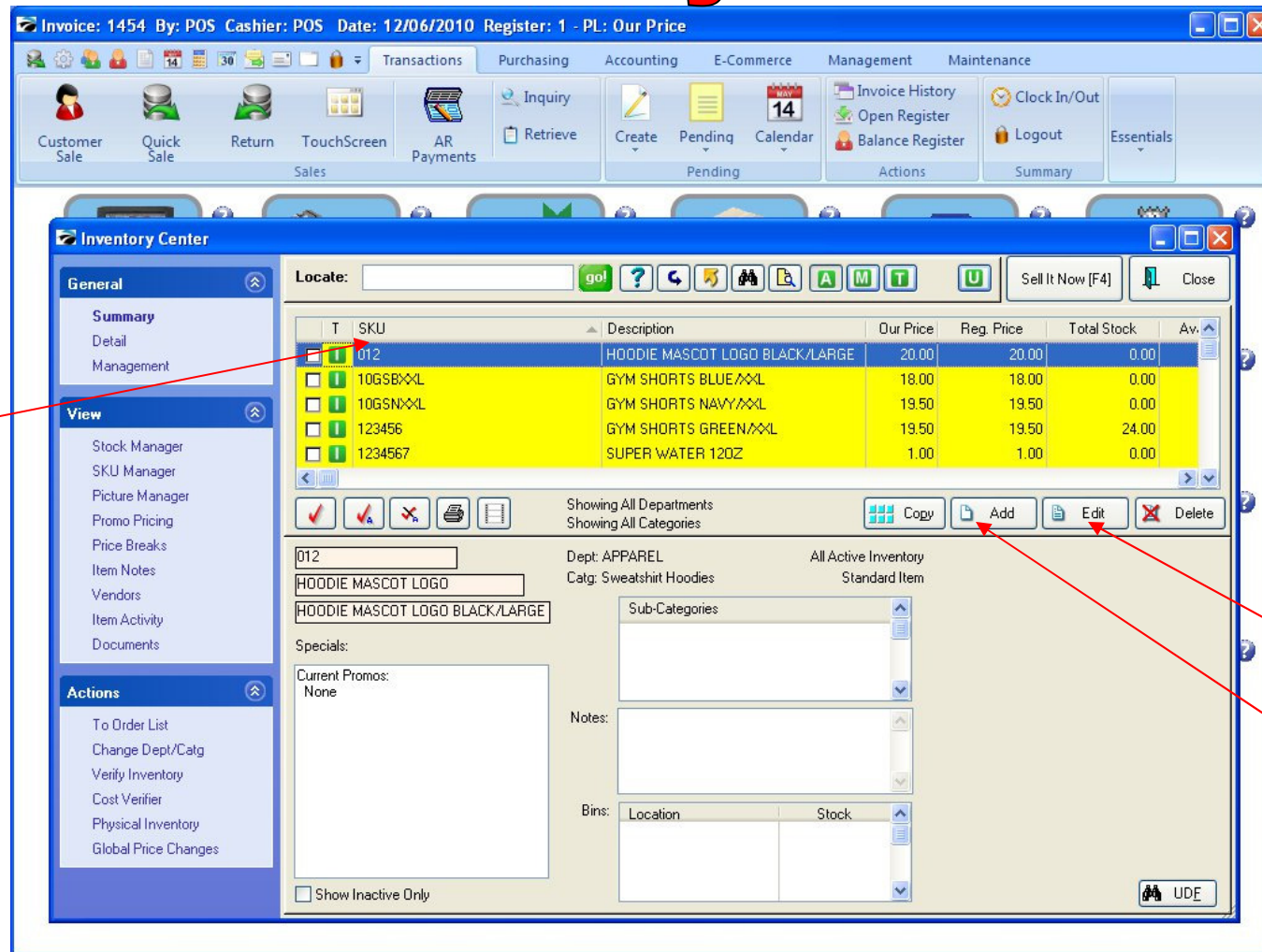
Go to Inventory Center

To add or edit inventory items, go to Inventory.

1. Select Inventory Button

Adding & Editing Inventory Items

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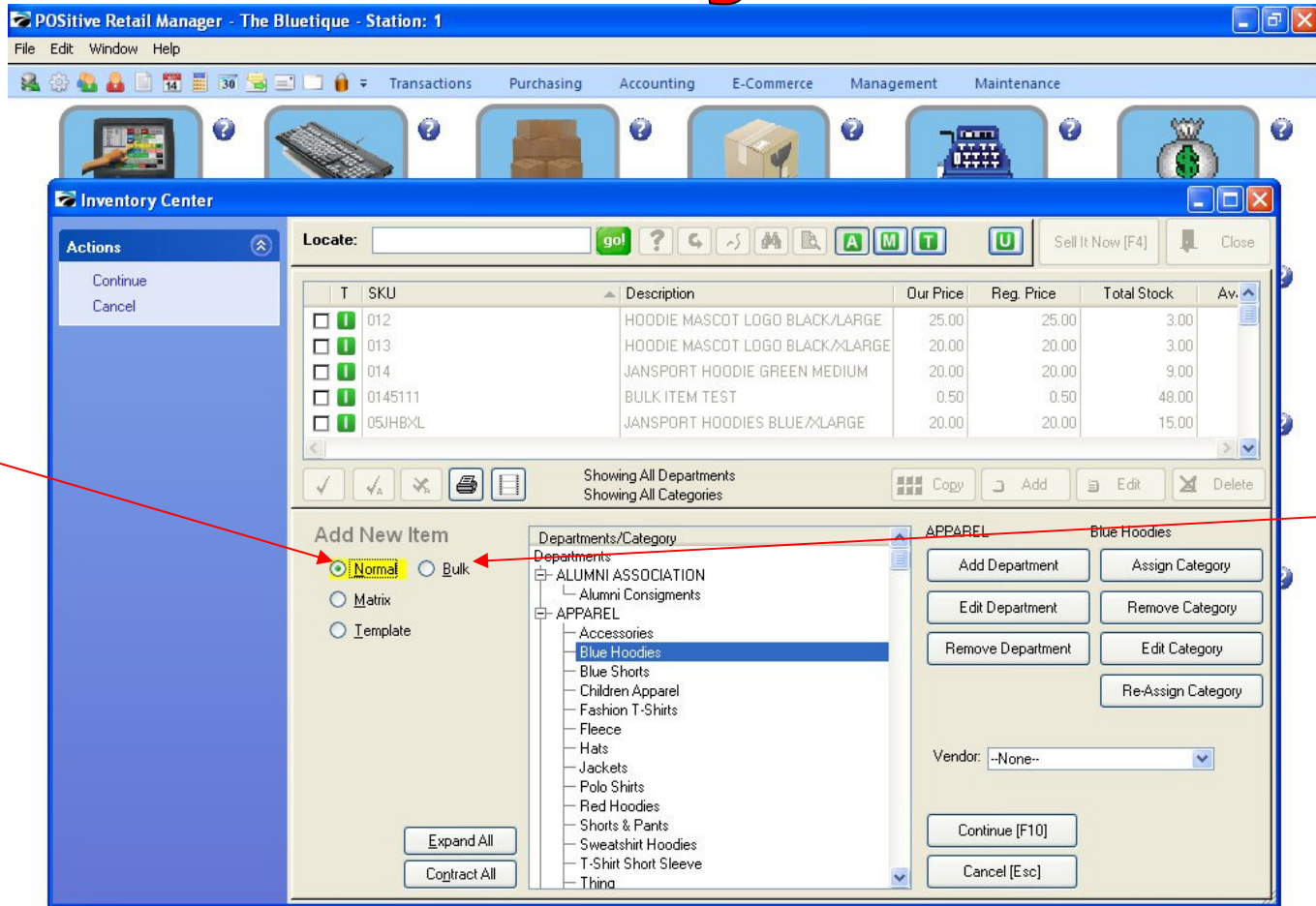
Inventory Center

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



Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

Actions: Continue Cancel

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

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPORT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments Showing All Categories Copy Add Edit Delete

Add New Item

☒ Normal ☐ Bulk

☐ Matrix ☐ Template

Expand All Contract All

Departments/Category

- Departments
 - ALUMNI ASSOCIATION
 - Alumni Consignments
 - APPAREL
 - Accessories
 - Blue Hoodies
 - Blue Shorts
 - Children Apparel
 - Fashion T-Shirts
 - Fleece
 - Hats
 - Jackets
 - Polo Shirts
 - Red Hoodies
 - Shorts & Pants
 - Sweatshirt Hoodies
 - T-Shirt Short Sleeve
 - Thing

APPAREL Blue Hoodies

Add Department Assign Category

Edit Department Remove Category

Remove Department Edit Category

Re-Assign Category

Vendor: --None--

Continue [F10] Cancel [Esc]



Inventory Center:

Upon clicking the Add button:

1) **Normal**, is an item that doesn't have to be 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)

Note: For help using Matrix and Template, please call the office for assistance *Template & Matrix are inventory types that are seldom used in a school store.*

• **For this lesson, we will click, NORMAL.**

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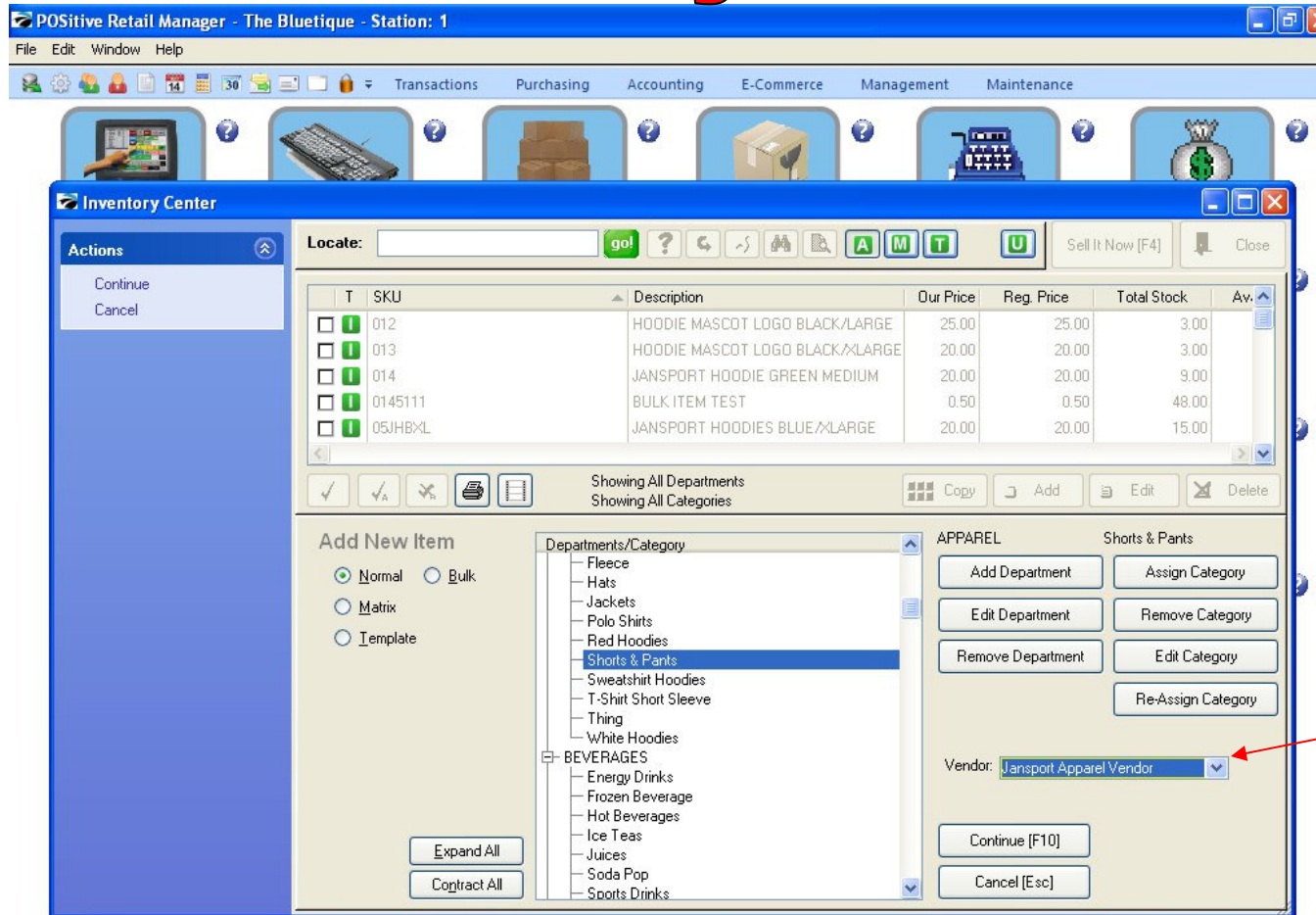


After Selecting NORMAL, you need to select a CATEGORY

1) Highlight the **Category** that you want your item to be associated with.

Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

Actions: Continue, Cancel

Locate: [Search Bar] [go] [?] [A] [M] [T] [U] Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPORT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments Showing All Categories

Add New Item

Normal ☒ Bulk ☐ Matrix ☐ Template ☐

Expand All Contract All

Departments/Category

- Fleece
- Hats
- Jackets
- Polo Shirts
- Red Hoodies
- Shorts & Pants
- Sweatshirt Hoodies
- T-Shirt Short Sleeve
- Thing
- White Hoodies
- BEVERAGES
 - Energy Drinks
 - Frozen Beverage
 - Hot Beverages
 - Ice Teas
 - Juices
 - Soda Pop
 - Sports Drinks

APPAREL

Shorts & Pants

Add Department Edit Department Remove Department

Assign Category Remove Category Edit Category

Re-Assign Category

Vendor: Jansport Apparel Vendor

Continue [F10] Cancel [Esc]



Inventory Center:

After Selecting CATEGORY you need to select a VENDOR.

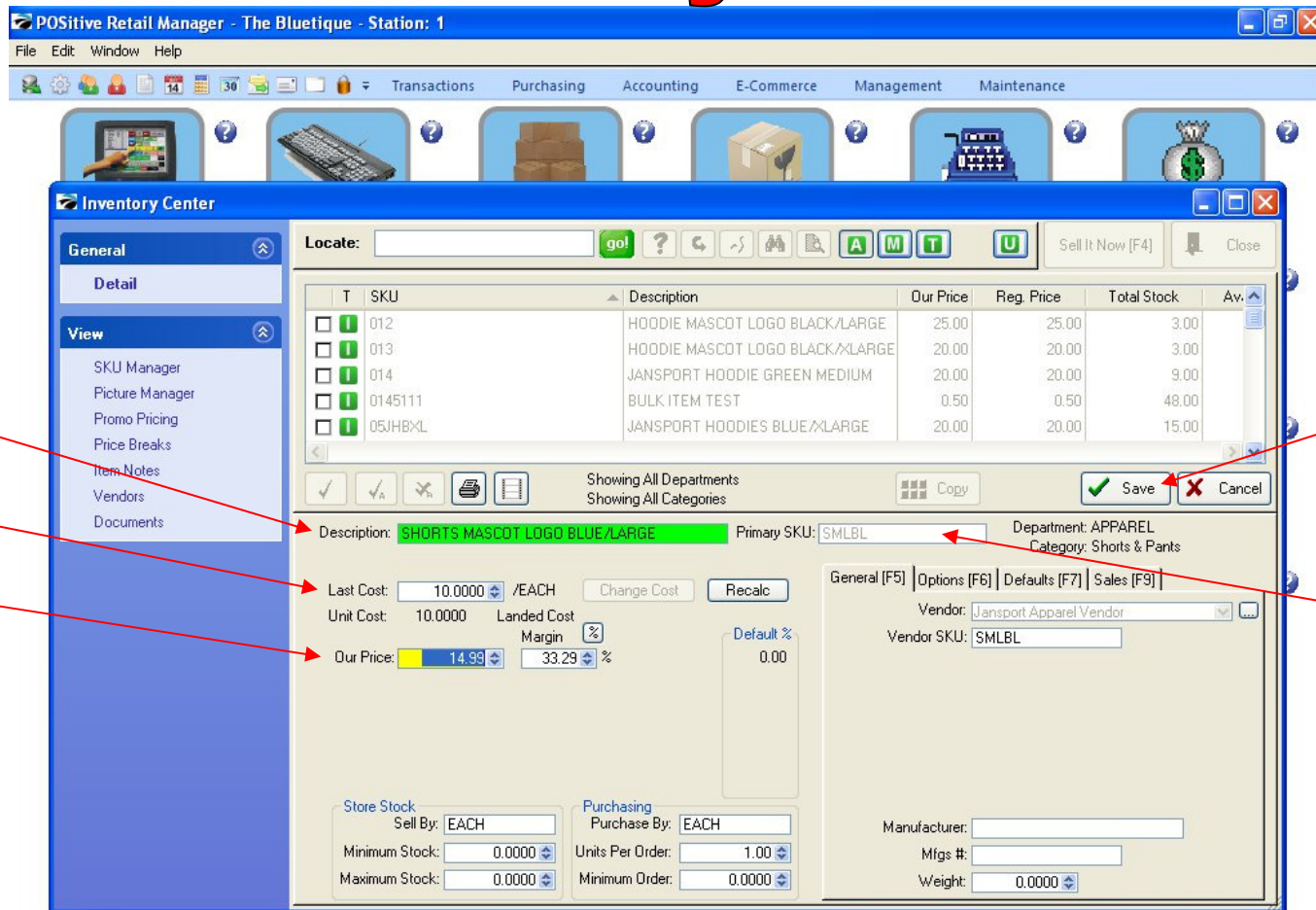
1) From the drop down menu, select one of the Vendors you previously entered.

Note: For information on how to add a VENDOR, see the VENDOR training PDF.

2) Select Continue (F10) to add inventory item details

Adding & Editing Inventory Items

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POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

General Detail View

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

Locate: Sell It Now [F4]

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPORT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments Showing All Categories

Description: **SHORTS MASCOT LOGO BLUE/LARGE** Primary SKU: Department: APPAREL Category: Shorts & Pants

Last Cost: /EACH

Unit Cost: Landed Cost %

Our Price: %

Default %

General [F5] Options [F6] Defaults [F7] Sales [F9]

Vendor: Vendor SKU:

Manufacturer: Mfgs #: Weight:

Store Stock: Sell By: Minimum Stock: Maximum Stock:

Purchasing: Purchase By: Units Per Order: Minimum Order:



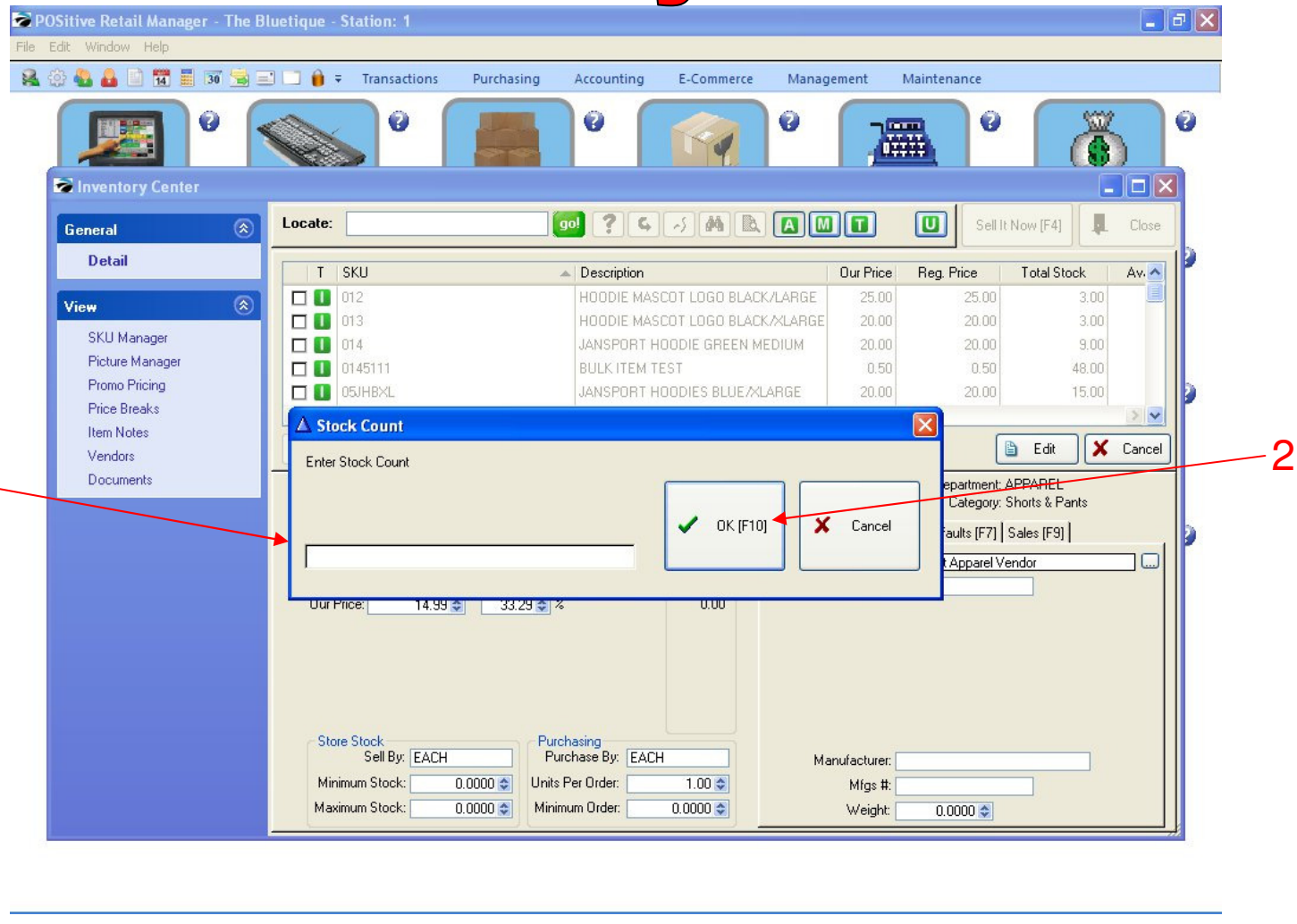
ADDING NEW INVENTORY:

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 5 digits long)
- 3) **Last Order Cost:** Insert cost here. Use the decimal point.
- 4) **Our Price:** Insert your Retail Price here. Use the decimal point.
- 5) Click **SAVE** to Save Inventory file

Adding & Editing Inventory Items

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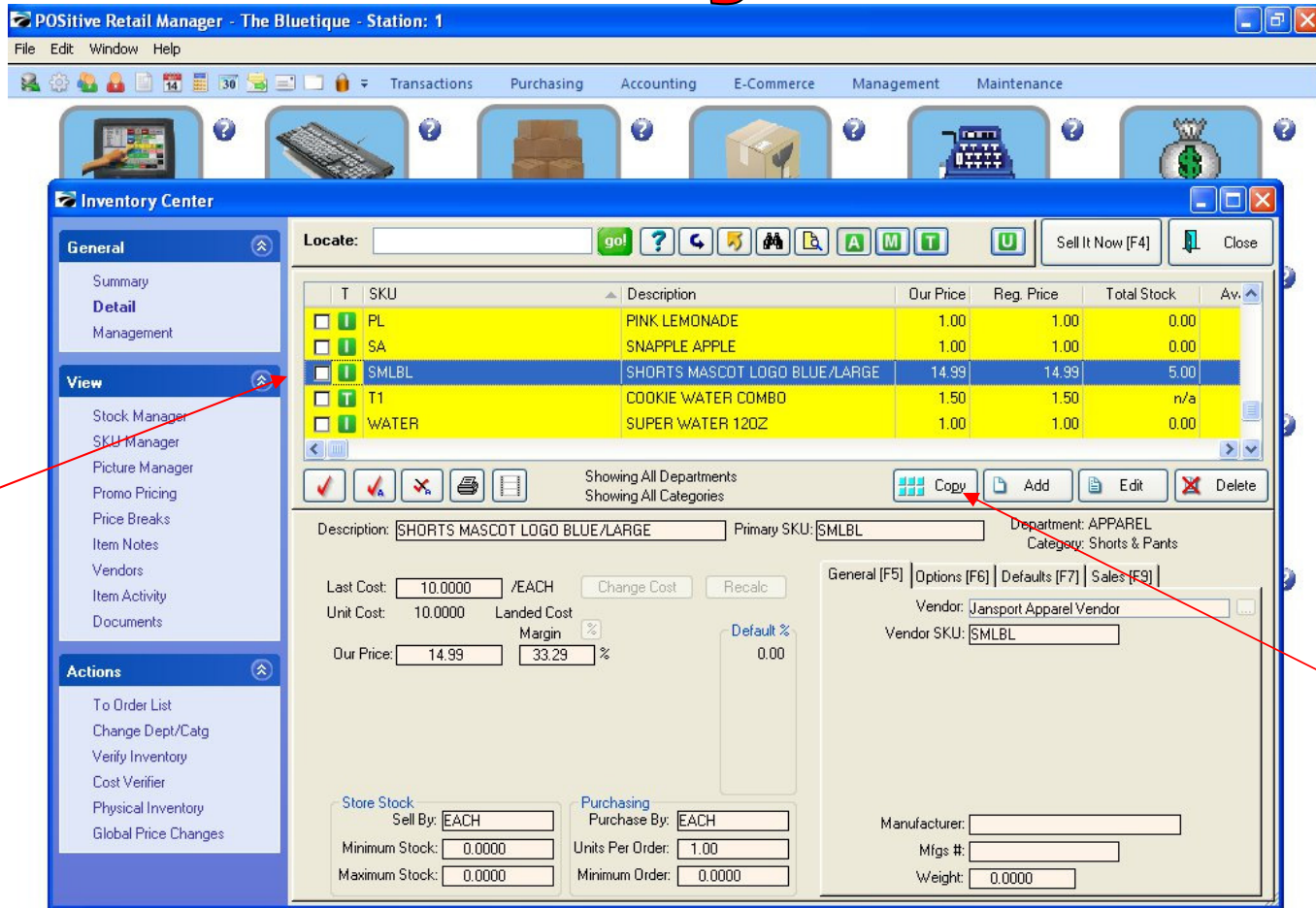
ADDING NEW INVENTORY:

Upon selecting **SAVE**.....

- 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

Adding & Editing Inventory Items

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INVENTORY CENTER:

Upon selecting a OK (F10), your in inventory item will save.....

- 1) Your new inventory item will appear in your inventory list
- 2) Click COPY button if you wish to copy a similar item. (Same Dept/Category, Same \$\$ & Vendor)

HINT: Copy is a Time Saver. Copy a small T-Shirt file to a Large T-Shirt file in Seconds!!!

Adding & Editing Inventory Items

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Invoice: 1454 By: POS Cashier: POS Date: 12/06/2010 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

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:

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	20.00	20.00	0.00	
☐	10GSBXXL	GYM SHORTS BLUE/XXL	18.00	18.00	0.00	
☐	10GSNXXL	GYM SHORTS NAVY/XXL	19.50	19.50	0.00	
☐	123456	GYM SHORTS GREEN/XXL	19.50	19.50	24.00	
☐	1234567	SUPER WATER 120Z	1.00	1.00	0.00	

Showing All Departments
Showing All Categories

012 Dept: APPAREL All Active Inventory
HOODIE MASCOT LOGO Catg: Sweatshirt Hoodies Standard Item
HOODIE MASCOT LOGO BLACK/LARGE Sub-Categories

Specials:

Current Promos:
None

Notes:

Bins:

☐ Show Inactive Only

UDE

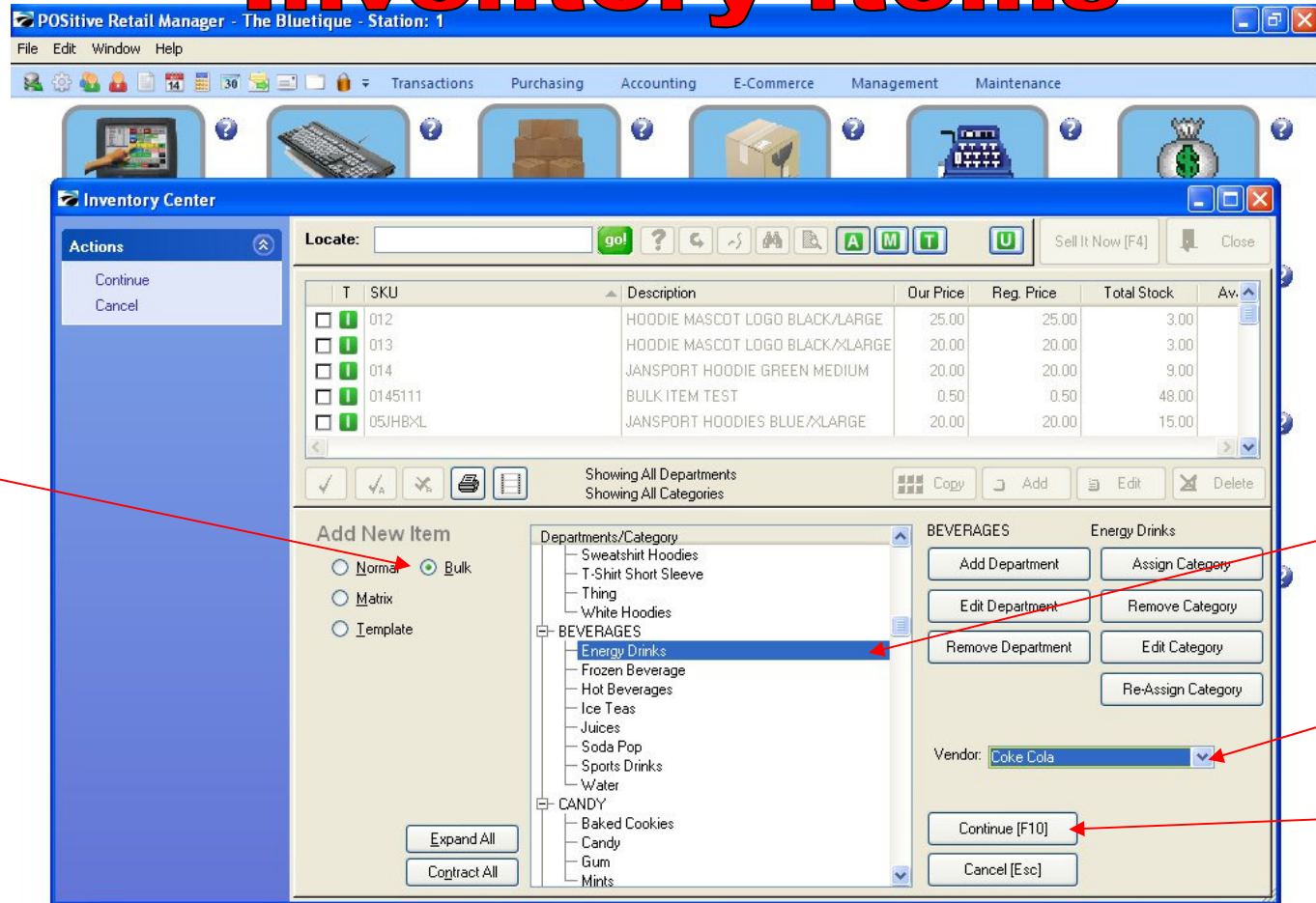


Inventory Center:
Adding a Bulk Inventory Item....

1) Click the Add button

Adding & Editing Inventory Items

13



POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

Actions: Continue, Cancel

Locate: Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPORT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments Showing All Categories

Copy Add Edit Delete

Add New Item

Normal ☒ Bulk ☐ Matrix ☐ Template ☐

Expand All Contract All

Departments/Category

- Sweatshirt Hoodies
- T-Shirt Short Sleeve
- Thing
- White Hoodies
- BEVERAGES
 - Energy Drinks
 - Frozen Beverage
 - Hot Beverages
 - Ice Teas
 - Juices
 - Soda Pop
 - Sports Drinks
 - Water
- CANDY
 - Baked Cookies
 - Candy
 - Gum
 - Mints

BEVERAGES Energy Drinks

Add Department Assign Category

Edit Department Remove Category

Remove Department Edit Category

Re-Assign Category

Vendor:

Continue [F10] Cancel [Esc]

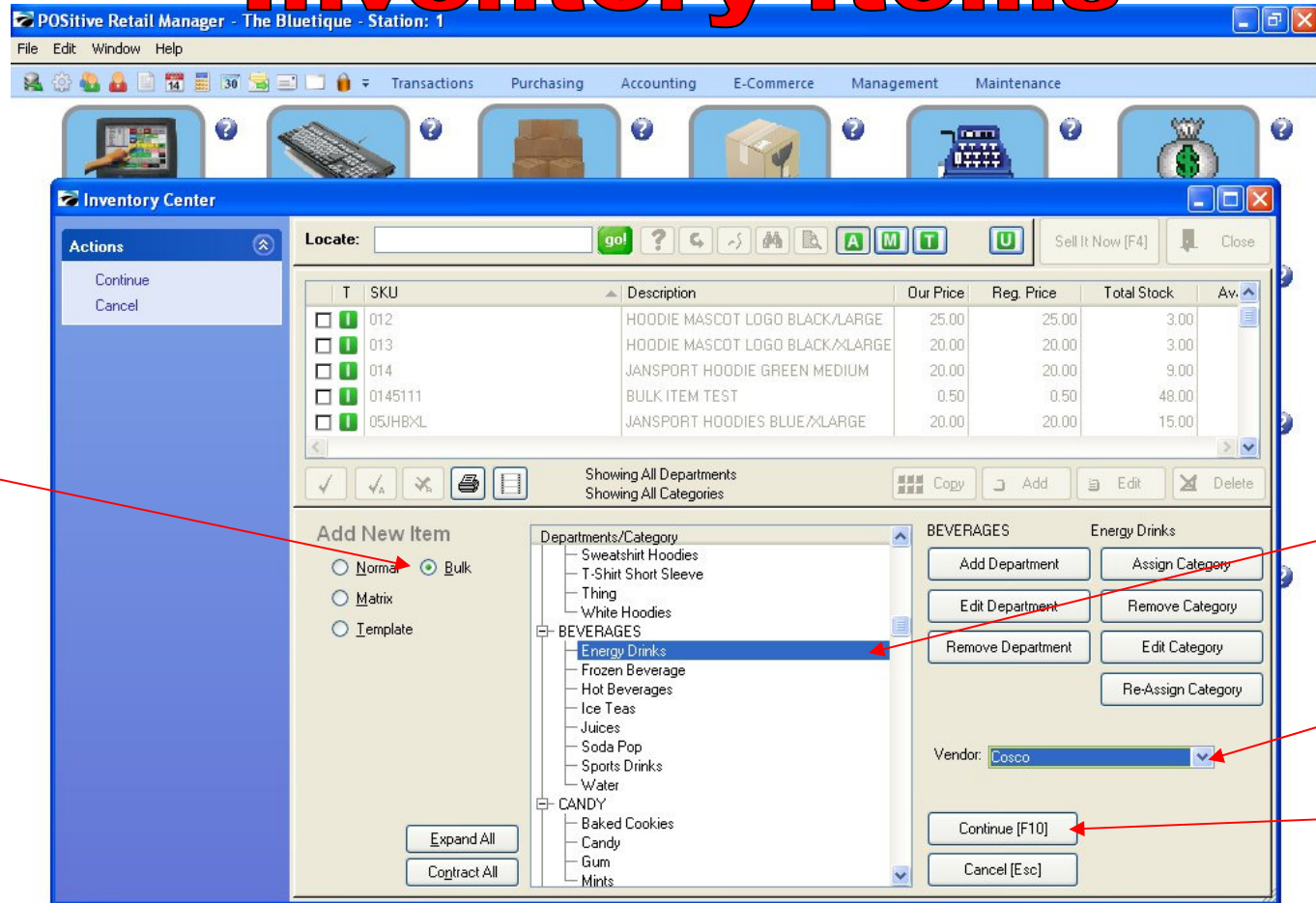


Inventory Center:

1. Select Bulk to add an item that has to be vendor purchased in a certain package quantity. (12 or 24 to a case)
2. Highlight the Category that you want your item to be associated with.
3. From the drop down menu, select one of the Vendors you previously entered.
4. Select Continue (F10) to add inventory item details

Adding & Editing Inventory Items

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Inventory Center:

1. Select Bulk to add an item that has to be vendor purchased in a certain package quantity. (12 or 24 to a case)
2. Highlight the Category that you want your item to be associated with.
3. From the drop down menu, select one of the Vendors you previously entered.
4. Select Continue (F10) to add inventory item details

Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

Actions

Cancel

Locate: Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPOUT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPOUT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments
Showing All Categories

Copy Save Cancel

Description: 5 HOUR ENERGY SHOT BERRY Primary SKU: 0888010001 Department: BEVERAGES
Category: Energy Drinks

Last Cost: 0.0000 /EACH Change Cost Recalc

Unit Cost: 0.0000 Landed Cost

Our Price: 0.00 Margin: 0.00 % Default %: 0.00

General [F5] Options [F6] Defaults [F7] Sales [F9]

Vendor: Cosco Vendor SKU:

Manufacturer:

Mfgs #:

Weight: 0.0000

Store Stock
Sell By: EACH
Minimum Stock: 0.0000
Maximum Stock: 0.0000

Purchasing
Purchase By: EACH
Units Per Order: 1.00
Minimum Order: 0.0000

1

2



ADDING NEW BULK INVENTORY:

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 5 digits long)

Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

Actions

Cancel

Locate: Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐				0.50	48.00	
☐			20.00		15.00	

Bulk Information

Sell By: Each, Pint, etc.

Purchase By: Each, Case, etc.

Order Quantity: Units Per Order. For example, if you order by the Case, and each Case has 24 items in it, you would enter 24 here.

OK [F10]

Store Stock

Sell By:

Minimum Stock:

Maximum Stock:

Purchasing

Purchase By:

Units Per Order:

Minimum Order:

Manufacturer:

Mfgs #:

Weight:

Department: BEVERAGES

Category: Energy Drinks

[F6] Defaults [F7] Sales [F9]

Cosco



ADDING NEW BULK INVENTORY:

Upon clicking enter, a Bulk inventory alert will appear

- 1) Sell by: Enter how you are selling the item. (Note: This will normally be "EACH")
- 2) Order by: Enter how you order the bulk item (Note: This will normally be "CASE")
- 3) Order Quantity: Enter how units are in your order (Note: This will normally be "12, 24 or 36")
- 4) Select Ok (F10) to proceed

Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

General Detail View

SKU Manager Picture Manager Price Breaks Item Notes Vendors Documents

Locate: Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPOORT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPOORT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments Showing All Categories

Description: **5 HOUR ENERGY SHOT BERRY** Primary SKU: 0888010001 Department: BEVERAGES Category: Energy Drinks

Last Cost: 20.0000 /Case Unit Cost: 1.6667 Landed Cost: Margin: 44.26 % Default %: 0.00

Our Price: 2.99

Store Stock Sell By: EACH Minimum Stock: 0.0000 Maximum Stock: 0.0000 Purchasing Purchase By: Case Units Per Order: 12.00 Minimum Order: 0.0000

General [F5] Options [F6] Defaults [F7] Sales [F9]

Vendor: Cosco Vendor SKU: 0888010001

Manufacturer: Mfgs #: Weight: 0.0000



ADDING NEW BULK INVENTORY:

1. **Last Order Cost:** Insert cost of **CASE** here. Use the decimal point. The Unit cost appears below.
2. **Our Price:** Insert your Retail Price **per UNIT** here. Use the decimal point.
3. **Margin:** Not the % profit margin will now appear.
4. **Markup:** You can view % markup by clicking the % Button.
5. **Click SAVE to Save Inventory file**

Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

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:

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPOUT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPOUT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments
Showing All Categories

Description: HOODIE MASCOT LOGO BLACK/XLARGE Primary SKU: 013 Department: APPAREL
Category: Sweatshirt Hoodies

Last Cost: 7.0600 /EACH Change Cost Recalc
Unit Cost: 7.1900 Landed Cost
Margin 64.05 % Default % 33.30
Our Price: 20.00

General [F5] Options [F6] Defaults [F7] Sales [F9]

Vendor: Jansport Apparel Vendor
Vendor SKU:

Manufacturer:
Mfgs #:
Weight: 0.0000

Store Stock
Sell By: EACH
Minimum Stock: 3.0000
Maximum Stock: 3.0000

Purchasing
Purchase By: EACH
Units Per Order: 1.00
Minimum Order: 1.0000



EDIT A CURRENT INVENTORY ITEM:

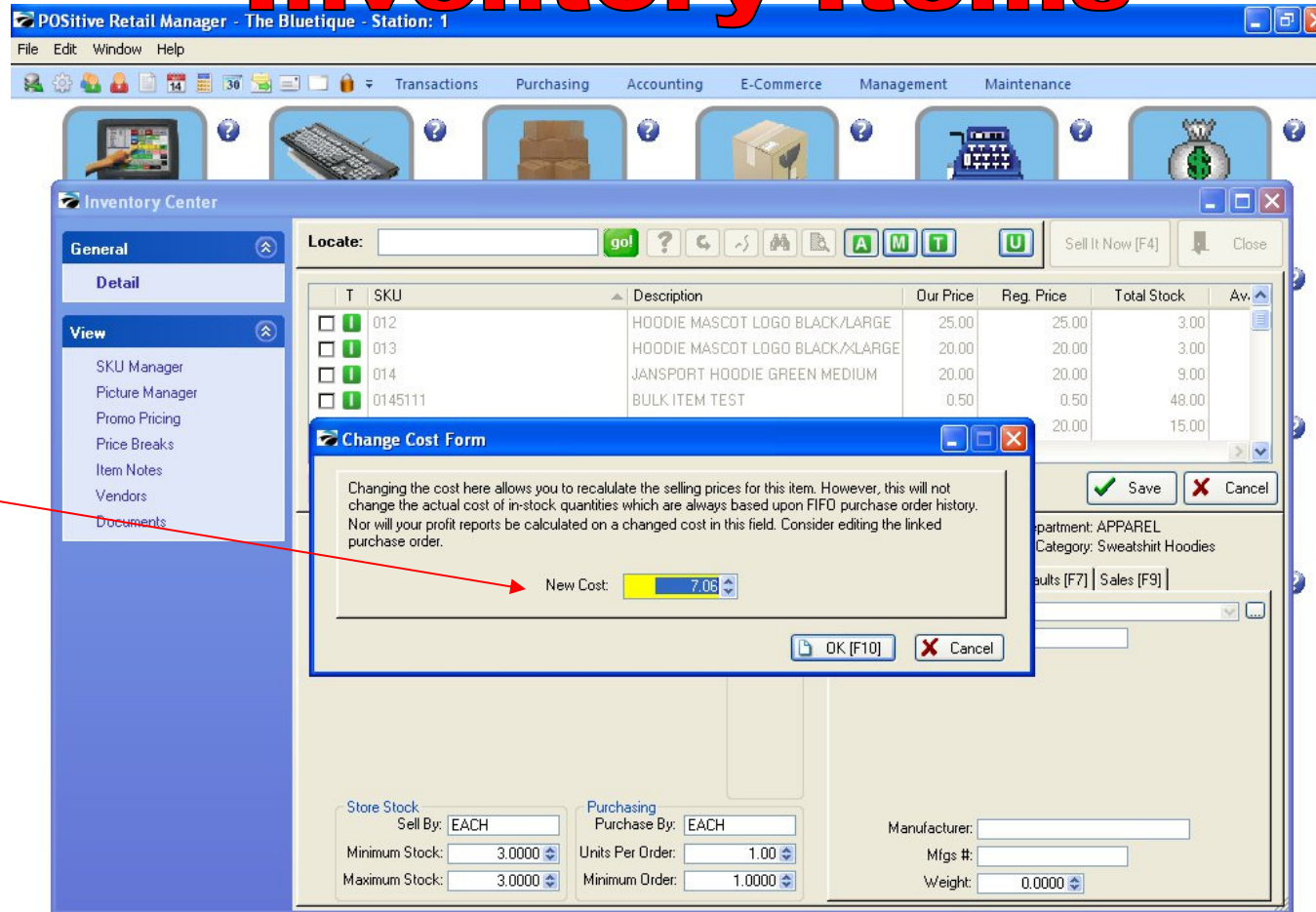
1. Locate the inventory item and highlight
2. Click the **EDIT** button, to proceed to the Inventory file



1. To change your cost, click **Change Cost** button

Adding & Editing Inventory Items

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EDIT A CURRENT INVENTORY ITEM:

A Change Cost Form will appear....

1. Type in your new cost
2. Select Ok (F10) to proceed

Adding & Editing Inventory Items

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POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Inventory Center

General Detail

View

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

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

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
☐	012	HOODIE MASCOT LOGO BLACK/LARGE	25.00	25.00	3.00	
☐	013	HOODIE MASCOT LOGO BLACK/XLARGE	20.00	20.00	3.00	
☐	014	JANSPOUT HOODIE GREEN MEDIUM	20.00	20.00	9.00	
☐	0145111	BULK ITEM TEST	0.50	0.50	48.00	
☐	05JHBXL	JANSPOUT HOODIES BLUE/XLARGE	20.00	20.00	15.00	

Showing All Departments Showing All Categories Copy Save Cancel

Description: HOODIE MASCOT LOGO BLACK/XLARGE Primary SKU: 013 Department: APPAREL Category: Sweatshirt Hoodies

Last Cost: 10.0500 /EACH Change Cost Recalc

Unit Cost: 10.1800 Landed Cost Margin % Default %

Our Price: 25.00 59.28 % 33.30

General [F5] Options [F6] Defaults [F7] Sales [F9]

Vendor: Cosco Vendor SKU: 013

Manufacturer: Mfgs #: Weight: 0.0000

Store Stock Sell By: EACH Minimum Stock: 3.0000 Maximum Stock: 3.0000

Purchasing Purchase By: EACH Units Per Order: 1.00 Minimum Order: 1.0000

Inventory

EDIT A CURRENT INVENTORY ITEM:

1. Your cost will change
2. Based on cost changes, you may need to change your retail price. (Note the change of your profit %)
3. If you change vendors, you can select a new vendor
4. Click SAVE to Save Inventory file