

POSitive Tips

SEPTEMBER 6, 2006 VOLUME 1, NUMBER 2

TIP OF THE MONTH

"How To Save Time with Templates"

4 VARIATIONS PRODUCE GREAT RESULTS

TEMPLATE

A list of several inventory items each selling at its regular price.

PACKAGE

A list of inventory items selling at a "Group" price. The customer sees the components of the package, but not individual prices.

KIT

A list of inventory items sold invisibly. The customer does not know the contents; just the description and price.

ASSEMBLY

A Kit which melds the individual components into one stock item. This does not allow for substitutions.

Templates Save Time

If you find you are frequently adding the same group of inventory items to an invoice, then a Template could save you time. Common uses for templates are computer systems, aquarium starter sets, living room suites, kits, and a host of other "sets" of inventory.

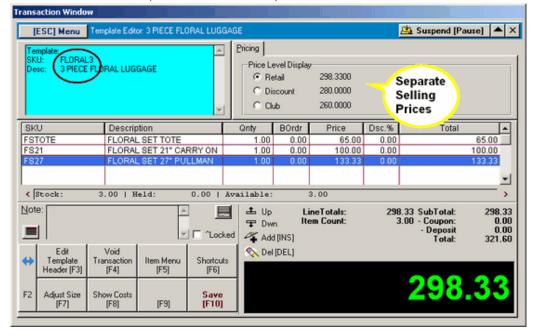
A Template saves time because...

- It is a listing of several inventory items to be sold as a group, created in advance, and used over and over
- It uses just one SKU to sell all the items eliminating many keystrokes
- It is easy to adjust selling quantities en masse
- It is able to control selling prices, offering discounts and price reductions for buying the whole set

TEMPLATE

One SKU Sells a "Set" of Several Items

This is the easiest setup. Just create a template and add the items to be sold.



While invoicing, just enter the template SKU, and all the items will be added to the invoice with each item displaying its original selling price.

The final selling price is automatically based upon the customer's price level.

PACKAGE

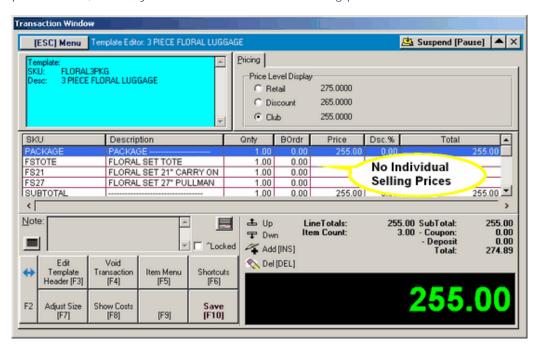
One SKU Sells a "Set" of Several Items at One "Group" Price

After adding items to a template, add a "Package" line at the top of the list and a "Subtotal" line at the end. The advantage here is that the customer sees what the products are, but they do not see the individual selling price of each item

The steps for creating a Template are very simple.

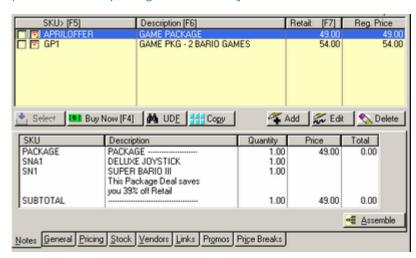
- 1. At the Inventory List choose ADD and select Template
- 2. After choosing a Department and Category, enter a SKU, Description and set the options desired.
- 3. Add the inventory to the Template, set pricing, and save your changes.

PRESS F1 for On-Line HELP



You may choose to sell the "package" to all price levels at the same price or you may assign different prices per price group.

Include Notes – Press CTRL-N to add line notes either before or after the package. This note could state your store policy, some special instructions, or the fact that the purchase of the package saves money.



Discounting prices can be done in multiple ways.

- CTRL-D for discounting by dollar off or percentage
- 2. Package Price for each price level
- 3. Kit and eCommerce manual adjustment of prices.

PRESS F1 for On-Line HELP

Additional Ideas

Serial numbers can be assigned to Assembled Kits.

Special Labels can be designed and printed for any of the four types of templates.

> POSitive Software Company

www.gopositive.

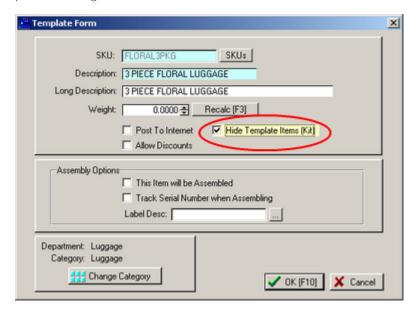
Sales 800-735-6860

Support 866-368-2266

KIT

One SKU Sells a "Hidden Set" of Several Items

This is referred to as a Kit. With a simple switch in the settings for the template you can choose to not itemize the contents. The invoice will only display the Description and Price. This is especially useful if you are creating a whole new product using various materials in raw form.



ASSEMBLY

For more advanced inventory control

Assembly Options allows you to reserve stock components for use in kits and permits the remaining components to be sold separately.

