

Adding a Kit (Gift Basket)

1. From the main screen, click the Inventory button.

The screenshot shows the 'INVENTORY' software interface. At the top, there is a navigation bar with buttons for 'Book', 'Clients', 'Inventory' (highlighted in pink), 'Reports', 'Payroll', 'Messages', and 'Online'. Below this, a search bar contains the text 'Enter SKU number or check Next to get the next available SKU number.' To the right of the search bar is a 'Save' button. Below the search bar, there are several buttons: 'New Sku' (with a toggle switch), 'Look-Up', 'Activity', 'Sell Online', 'Sales Tax', and 'DARCI'. Below these buttons are three radio buttons for 'Retail', 'Professional', and 'Kit'. The main form area contains various input fields: 'Product Description', 'Manufacturer', 'Category', 'Group', and 'Vendor Name' (all dropdown menus); 'Sell Price', 'Cost Price', 'Best Price', 'UPC Code', 'Min', 'Max', 'Order in Qlys of', 'Last Ordered', 'On PO #', and 'Average Cost' (all text boxes); 'Parts' and 'Unit of Meas' (text box and dropdown menu); and 'Best Qty' and 'Vendor Order No.' (text boxes). At the bottom right, there is an 'Inventory Date' section with a table of input fields: 'Begin Qty', 'Received', 'Sold', 'Returned', 'Adjusted', and 'Ending QOH'.

2. In the top left, click 'New SKU.' SKUs are auto-assigned by the software in increments of ten. Do not manually type in a SKU number.

This is a close-up screenshot of the 'INVENTORY' software interface. The title 'INVENTORY' is at the top. Below it is a search bar with the text 'Enter SKU number or check Next to get the next available SKU number.' Below the search bar, the 'New Sku' button (with a toggle switch) is highlighted with a red box. To the right of the 'New Sku' button is a 'Look-Up' button. Below these buttons are three radio buttons for 'Retail', 'Professional', and 'Kit'.

3. Select the type of product this is. Retail, Professional or Kit. Kits are multiple products that make up one package, such as a gift basket. In this example we will choose Kit.

New Sku

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Retail Professional Kit

4. Enter the name of the Kit in the 'Product Description' field as well as how much you will be selling this Kit for into the 'Sell Price' field.

Retail Professional Kit

Product Description **Sell Price**

Holiday Beauty Pack 125.00

5. Type in the name of the Manufacturer for this product and click 'Enter' on your keyboard. If this Manufacturer has been previously entered, it will appear in the drop-down list to be selected. Often times Kits consist of products from multiple different manufacturers. In that instance you can enter something generic such as 'Miscellaneous' as the manufacturer.

Product Description

Holiday Beauty Pack

Manufacturer

Aveda ▼

6. Enter the name of the Category for this product. You can choose to be more generic (i.e. Gift Basket) or more specific (i.e. Hair Care Kit). Once again, if the category was previously entered you can choose it from the dropdown, otherwise type it in and click 'Enter' on your keyboard.

Manufacturer

Aveda

Category

Gift Baskets

7. Groups are essentially another layer of categories. If you decide to in fact, be more specific in your categories, you can create a more generic 'Group' that consists of multiple categories. You will be able to run reports of this Group if you choose to use it but it is not a necessary field so in this example, we will leave it blank.

Category

Gift Baskets

Group

8. Because Kits consist of other products, you must have already entered those individual products into the software. In this section, type in the SKU number of an existing product. This will auto populate the Product Description, QTY and Cost. If this Kit consists of more than one quantity for an individual product, you can type in a new number into the QTY field. That will auto-update the 'Cost' field. Repeat these steps for however many products that make up this Kit.

SKU No.	PRODUCT DESCRIPTION	QTY	COST
2460	Invati Advanced Scalp Revitalizer	1	25.00
1840	Damage Remedy Daily Hair Repair	1	50.00
12560	Botanical Repair Strengthening Treatm..	1	25.00
1400	Be Curly Style-Prep	1	25.00
Total Cost			125.00

9. Lastly, click the 'Add' button.

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Retail
 Professional
 Kit

Sell Price

Product Description	Sell Price	SKU No.	PRODUCT DESCRIPTION	QTY	COST
Holiday Beauty Pack	125.00	2460	Invati Advanced Scalp Revitalizer	1	25.00
		1840	Damage Remedy Daily Hair Repair	1	50.00
		12560	Botanical Repair Strengthening Treatm..	1	25.00
		1400	Be Curly Style-Prep	1	25.00

Manufacturer

Category