

# Adding a Professional Product

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 are buttons for 'Look-Up', 'Activity', 'Sell Online', 'Sales Tax', 'DARCI', and 'Save'. Below the search bar is a 'New Sku' toggle switch, which is currently turned off. Below the toggle switch are three radio buttons for 'Retail', 'Professional', and 'Kit'. The main area contains several input fields: 'Product Description', 'Manufacturer', 'Category', 'Group', and 'Vendor Name'. There are also fields for 'Sell Price', 'Cost Price', 'Best Price', 'Parts', 'Unit of Meas', 'UPC Code', 'Best Qty', 'Vendor Order No.', 'Min', 'Max', 'Order in Qtys of', 'Last Ordered', 'On PO #', and 'Average Cost'. At the bottom right, there is an 'Inventory Date' section with a table of input fields for '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 top bar shows the word 'INVENTORY'. 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 is a 'New Sku' toggle switch, which is currently turned off. To the right of the toggle switch is a 'Look-Up' button. Below the toggle switch 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 Professional.

NEW

New Sku

Look-Up

< 12570 >

Retail  Professional  Kit

4. Enter the name of the product in the 'Product Description' field. Be sure to include the size of the product just in case this same product comes in different sizes.

New Sku

Look-Up

< 12570 >

Retail  Professional  Kit

Product Description

Lagoon Nebula Hair Cuff 8oz.

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.

Product Description

Lagoon Nebula Hair Cuff 8oz.

Manufacturer

Aveda

6. Enter the name of the Category for this product. You can choose to be more generic (i.e. Hair Care) or more specific (i.e. Shampoo). 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.

Product Description

Lagoon Nebula Hair Cuff 8oz.

Manufacturer

Aveda

Category

Hair Care

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

Hair Care ▼

Group

▼

8. Enter the Vendor name. The Vendor is the company you purchase the product from. Frequently the Vendor is the same as the Manufacturer, but not always. Because in this example we are using a product that is both made and purchased from Aveda, we will type in Aveda once more into this field and click 'Enter' on the keyboard. Again, if this Vendor was previously entered you can select it using the drop-down window.

Group

▼

Vendor Name

Aveda ▼

9. We will now fill out some of the product details. Please note that none of these fields are mandatory to add a new product and can always be edited later.

- A) Sell Price – This is how much you will sell this product for.
- B) Cost Price – This is how much you purchase the product from the Vendor for.
- C) Best Price – The discounted price (if any) when you buy in bulk.
- D) Best QTY – The bulk amount you must order to receive the ‘Best Price.’
- E) UPC Code – The barcode number. Enter this if you wish to use a barcode scanner.
- F) Min – The minimum you ever want on hand of this product. This will be used when utilizing our purchase order system.
- G) Max - The maximum you ever want on hand of this product. This will be used when utilizing our purchase order system.
- H) Order in Qtys of – The quantity in which this product must be ordered. While almost all products are ordered in quantities of 1, there are times when the Vendor makes you order in different multiples.
- I) Parts – Used for auto-deducting inventory when used in a formula. In this example our product is 8 ounces so we will enter the number 8 for parts.
- J) Unit Of Measure – Used for auto-deducting formula. In this example our product is measured in ounces so we will enter Ounce as the unit of measure.
- K) Vendor Order No. – The number you use when ordering this product from the Vendor.

<b>A</b> Sell Price	<b>B</b> Cost Price	<b>C</b> Best Price	Parts <b>I</b>	Unit of Meas <b>J</b>	
<input type="text" value="60.00"/>	<input type="text" value="30.00"/>	<input type="text" value="20.00"/>	<input type="text" value="8"/>	<input type="text" value="OUNCE"/>	
UPC Code <b>E</b>		Best Qty <b>D</b>	Vendor Order No. <b>K</b>		
<input type="text" value="03600029152"/>		<input type="text" value="12"/>	<input type="text" value="A742K9"/>		
Min <b>F</b>	Max <b>G</b>	Order in Qtys of <b>H</b>	Last Ordered	On P/O #	Average Cost
<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Beginning Inventory Date: In this section you will type in ONLY the Begin Qty field. Enter the number of products you currently have on hand of this product and click 'Enter' on your keyboard.

**Beginning Inventory Date**

Begin Qty	Received	Sold	Returned	Adjusted	Ending QOH
6					

11. Lastly, click 'Add' in the top right of the product screen to add this product into your software.

INVENTORY - x

This is the current quantity-on-hand for this product.

**NEW**

New Sku   Look-Up Activity Sell Online Sales Tax DARCI Add

Retail  Professional  Kit

Product Description:

Manufacturer:

Category:

Group:

Vendor Name:

Sell Price:  Cost Price:  Best Price:

UPC Code:  Best Qty:  Vendor Order No.:

Min:  Max:  Order in Qtys of:  Last Ordered:  On PO #:  Average Cost:

Is sold @

Begin Qty	Received	Sold	Returned	Adjusted	Ending QOH
6					6