

Adding New Retail

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

Book Clients **Inventory** Reports Payroll Messages Online

INVENTORY

Enter SKU number or check Next to get the next available SKU number.

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

Retail Professional Kit

Product Description Sell Price Cost Price Best Price Parts Unit of Meas

Manufacturer UPC Code Best Qty Vendor Order No.

Category Min Max Order in Qlys of Last Ordered On PO # Average Cost

Group

Vendor Name

Inventory Date

Begin Qty Received Sold Returned Adjusted 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.

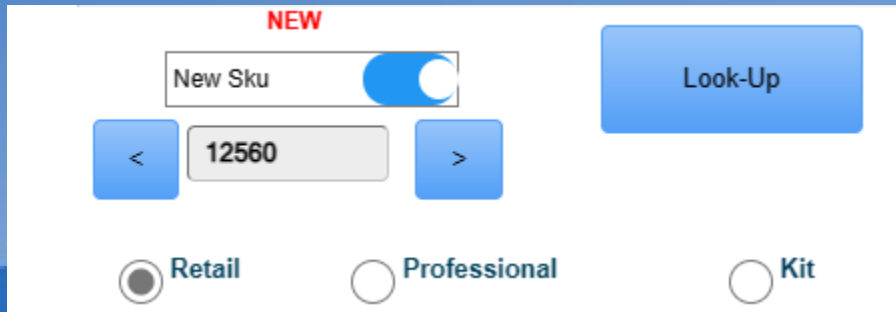
INVENTORY

Enter SKU number or check Next to get the next available SKU number.

New Sku Look-Up

Retail Professional 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 Retail.



NEW

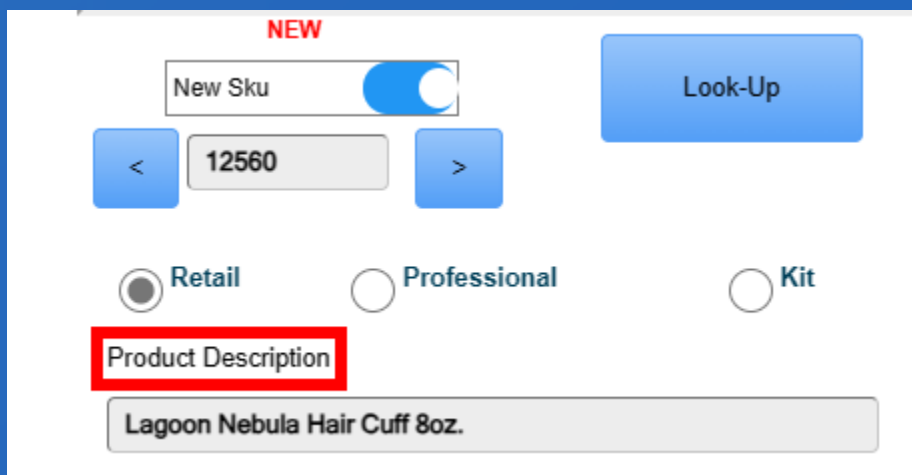
New Sku

Look-Up

< 12560 >

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 you offer the same product in different sizes.



NEW

New Sku

Look-Up

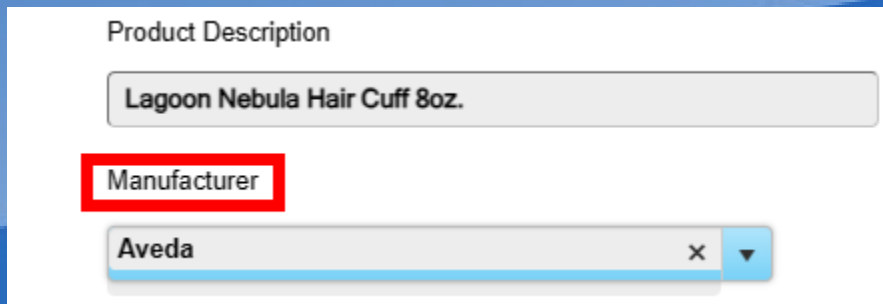
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Retail Professional Kit

Product Description

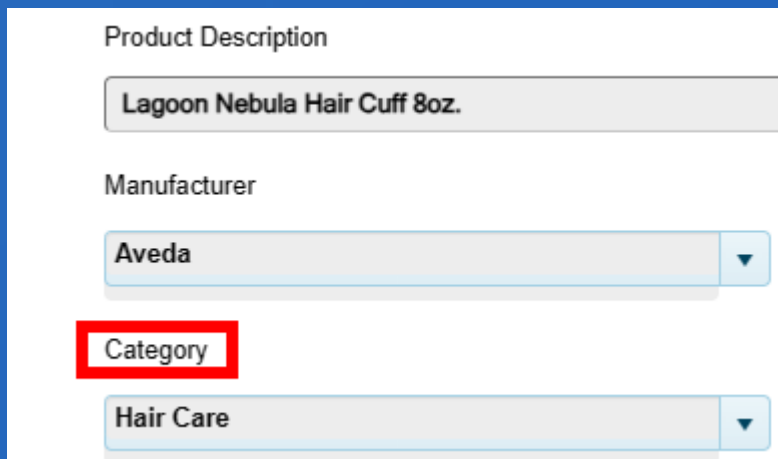
Lagoon Nebula Hair Cuff 8oz.

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.



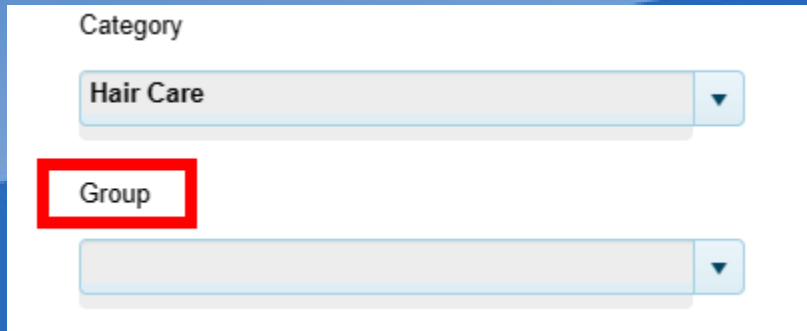
The screenshot shows a form with two fields. The first field is labeled "Product Description" and contains the text "Lagoon Nebula Hair Cuff 8oz.". The second field is labeled "Manufacturer" and is highlighted with a red box. It contains the text "Aveda" and has a small "x" icon and a downward arrow icon to its right, indicating a dropdown menu.

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.



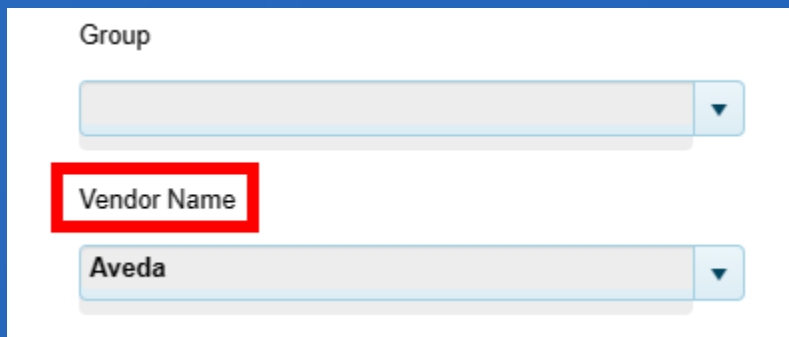
The screenshot shows a form with three fields. The first field is labeled "Product Description" and contains the text "Lagoon Nebula Hair Cuff 8oz.". The second field is labeled "Manufacturer" and contains the text "Aveda". The third field is labeled "Category" and is highlighted with a red box. It contains the text "Hair Care" and has a downward arrow icon to its right, indicating a dropdown menu.

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.



A screenshot of a web form with two dropdown menus. The first dropdown menu is labeled 'Category' and has 'Hair Care' selected. The second dropdown menu is labeled 'Group' and is currently blank. A red rectangular box highlights the 'Group' label.

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.



A screenshot of a web form with two dropdown menus. The first dropdown menu is labeled 'Group' and is currently blank. The second dropdown menu is labeled 'Vendor Name' and has 'Aveda' selected. A red rectangular box highlights the 'Vendor Name' label.

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) Vendor Order No. – The number you use when ordering this product from the Vendor.

G) Min – The minimum you ever want on hand of this product. This will be used when utilizing our purchase order system.

H) Max - The maximum you ever want on hand of this product. This will be used when utilizing our purchase order system.

I) 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.

Sell Price A	Cost Price B	Best Price C	
<input type="text" value="60.00"/>	<input type="text" value="30.00"/>	<input type="text" value="20.00"/>	
UPC Code E	Best Qty D	Vendor Order No. F	
<input type="text" value="03600029152"/>	<input type="text" value="12"/>	<input type="text" value="A742K9"/>	
Min G	Max H	Order in Qtys of I	Last Ordered
<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="1"/>	<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

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

NEW

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

< 12560 >

Retail Professional Kit

Product Description: Lagoon Nebula Hair Cuff 8oz.

Sell Price: 60.00 Cost Price: 30.00 Best Price: 20.00

Manufacturer: Aveda UPC Code: 03600029152 Best Qty: 12 Vendor Order No.: A742K9

Category: Hair Care Min: 2 Max: 6 Order in Qty's of: 1 Last Ordered: On PO #: Average Cost:

Group: Vendor Name: Aveda

Is sold @

Beginning Inventory Date					
Begin Qty	Received	Sold	Returned	Adjusted	Ending QOH
6					6