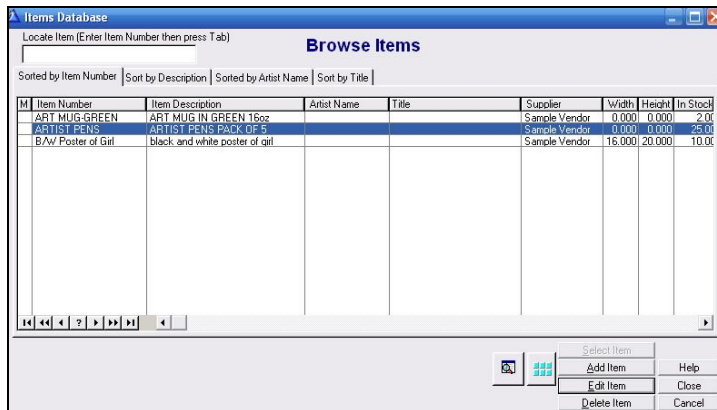


# Retail Items & Inventory

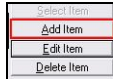
# Retail Items Database & Inventory

(Basic & Full Versions or Retail Inventory Add On)

1. Click Browse – Inventory Items.
2. In the Browse Items database you will see all your previously entered Items which you had created and added to your database. If you have not created any items so far, the window will be blank.



3. Click the Add Item button at the bottom right of the window.



4. An Adding a Retail Item window will appear.

The screenshot shows a window titled 'Adding a Retail Item' with the following fields and values:

- Item Number: PASTEL PAINT SET
- Qty: 3.000
- Last Update: 3/29/2008
- Item UPC Symbol: 4.562.597.456
- Item Description: PASTEL PAINT SET FOR KIDS
- Vendor Name: Sample Vendor
- Artist name: (empty)
- Title: (empty)
- Print Number: (empty)
- Catalog Name or Number: (empty)
- Cat Pg no.: (empty)
- Item / Image Width: 0.000
- Item / Image Height: 0.000
- Wholesale Amt.: 4.03
- Markup: 4.000
- Retail Price: 16.12

There is a 'Consignment Information' section with the following fields:

- Consignment Percentage Your Fee: 0%
- Consignment Payable to Supplier / Artist: (empty)
- Consignment Profit after Markup: (empty)

Buttons at the bottom include 'Help', 'Cancel', and 'OK'.

5. Enter in all the appropriate information you want to include.
6. When you enter the price, make sure to enter in wholesale amount along with a markup to generate a retail price. If however, you do not have a wholesale amount, you can enter the retail price as the wholesale with a markup of 1. If you only enter in a Retail Price, it will zero out because this is a calculation field, not a regular entry field. It is advised however to set a wholesale price for reference.
7. You can also see a Consignment Percentage however, this feature has not fully been completed for reporting purposes as of the time of this writing. You can use the field for reference however.
8. Click on the tab labeled Inventory.

Items: Inventory | Adding a Retail Item

Quantity On-Hand:

Quantity On-Order:

Re-Order Level:

Minimum Order Allowed:

Batch Order Size:

Usual Order Size:

Last Order Date:

Last Receive Date:

Last Order Quantity:

Wholesale Price:

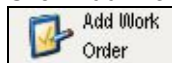
Average Cost:

9. Here you can enter any information regarding inventory levels you want to maintain such as Quantity on Hand, Re-Order Level (this is useful with the Retail Re-Order Reports in the Reporting features).
10. When finished click Ok.
11. Your new item is available in the database. Make sure to use the UPC features and Barcode printing to make checkout a breeze!

## Add a Retail Item to a Custom Framing Work Order

(Basic & Full Versions or Retail Inventory Add On)

1. Click Add Work Order icon.



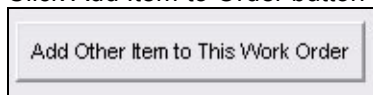
2. Click the Other Items button on the left of the window.



3. The view will change to the List of Items view.

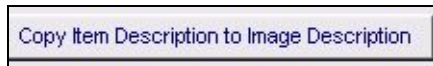
 A screenshot of a software window titled "\*\*\*\*\* Work Order for --> , -- Invoice Number 2 \*\*\*\*\*". The window shows a table with columns: Row No., Item Number, Description, In Stock, Quantity, Retail Price, Disc, Price, Total. The table is currently empty. On the left side of the window, there is a sidebar with the same menu as in the previous image, including "ReadyMade", "Order Entry", "Other Items", "New Name", "Customer Search", and "W/O Cost".

4. Click Add Item to Order button at the bottom right.



5. The Add Item window will appear.

6. If the item is in the database, enter the Item Number in the Item Number field and tab out.
7. When you tab out all the information you have stored for that item will automatically fill in.
8. If the item is not recognized by the system it will open the Retail Items database window for you to locate the item. When you find it, double click the item to select it for your work order.
9. If the item is NOT in the database (such as in the Basic version which allows you add an item to a work order, but not keep a retail item database), simply check the Item Not in Inventory Database checkbox at the top of the window.
10. Enter in all the appropriate information including the Qty and Price fields.
11. NOTE: If the item is in your database but you want to adjust the price here, you will need to still check the Item Not in Inventory Database and then you can change the price. The reason is you may have an item which is offered with 2 different prices, therefore, the system will not recognize the price as a database price b/c it technically is NOT in the database.
12. When ready, click the Add Item to Work Order button.
13. To copy the Item Description over to the Work Orders' Image Description field, simply click the Copy Item Description to Image Description button at the lower left of the window.



14. When finished, return to the Work Order view by clicking the Order Entry button on the left.

15. Notice the dollar amount of the Retail Item is included on the bottom of the window in the Items Total field.

