F106: Inventory Products

(How to view, enter, edit, delete and sell inventory products, and view inventory product reports.)

1. Viewing a List of Inventory Products
2. Entering a new Inventory Product
3. Editing or Deleting Inventory Products
4. Selling Inventory Products
5. Inventory Product Reports

Viewing a List of Inventory Products

1. Click **Settings** > **Inventory Product**.
2. You will see the *Inventory Product* screen:

Entering a New Inventory Product

1. Click **Settings** > **Inventory Product**.
2. Click **Add Product** in the upper-right corner.
3. Enter the requested information. Below is an example:

Category	Food and Beverage ▾ *
Product Name	Protein Shake *
Description	Chocolate protein shake
SKU	11598756654
Price ($)	4.95 *
Tax	NO TAX (0.0000%) ▾ *
	● I want to track item quantity
	○ I do not want to track item quantity
Quantity	100 *
Reorder Level	10 *
Add Type Name	Club ▾ *
Active	☑

Save   Cancel

4. The SKU number is used in conjunction with barcode scanning. It makes entering - and selling - inventory products fast and easy.
5. If you specify a *Reorder Level*, you will be notified by the system whenever your inventory falls below this level.

Editing or Deleting Inventory Products

1. Select **Settings** > **Inventory Product**. You will see a listing of all inventory products.
2. To edit an item, click on the black edit icon in the *Edit* column.
3. To delete an item, click on the red delete icon in the *Delete* column.
4. **Note**: Once an inventory item is sold, it can no longer be deleted. If there is no red delete icon, in the *Delete* column, next to an inventory item, then that inventory item cannot be deleted.

Selling Inventory Products

1. Go the record of the member, prospect, or employee who is making the purchase, and click on the **Point of Sale** icon in the Relate Bar.
2. **Note**: If you are making a sale to someone not in your database, just click the **Point of Sale** Control Shortcut running across the top of your screen.
3. Click the **Inventory Item** button in the upper-right corner of the screen.
4. You will see a list of inventory products available to be purchased:

Select	Product Name	Quantity	Price($)
☐	5 HR Energy	0	3.00
☐	ABC keychain	0	4.09
☐	Access Card Fee	0	20.00
☐	Auxillary Access	0	0.00
☐	Beverages	0	2.00
☐	Bottled Water	0	0.00

5. To sell an item, click in the *Select* column at the left. A quantity of "1" will automatically be selected.
6. To update the *Quantity* or *Price* of any selected item, just type directly in the field at the right.
7. When you are finished, click **Sell** near the lower-right corner of the screen.

Inventory Product Reports

1. Click **Reports** > **Inventory Report**. You will see a list of all available inventory reports.