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Point of Sale Module - Inventory

From the main menu, select **Point of Sale > Inventory > Inventory**

Inventory Items screen displays; click **Add** button to add a new item or click **Search** to update an item.

Inventory Items

Item ID: [] Receipt Description: [] Category: [] Inactive []

Description: [] Location: []

Details Purchasing Info Sales Breakdown

Ordering / Selling Information

On Hand: [0] Allow Negative Price [] Prompt User for Price []

Sell UOM: [] Selling Price: [] Avg Cost: []

Buy UOM: [] Sale Begin Date: [] Last Cost: [\$0.0000]

Factor: [] Sale End Date: [] Next PO: []

Reorder Level: [] Sale Price: [] Due Date: []

Reorder Qty: [] Taxable [] Tax Rate: [] On PO: []

Custom Prompt: []

LPC Codes

LPC [] Click here to add a new LPC Code

Cost Information

Date [] Cost [] Click here to add a new cost

Record 0 of 0

Internal Notes

No image data

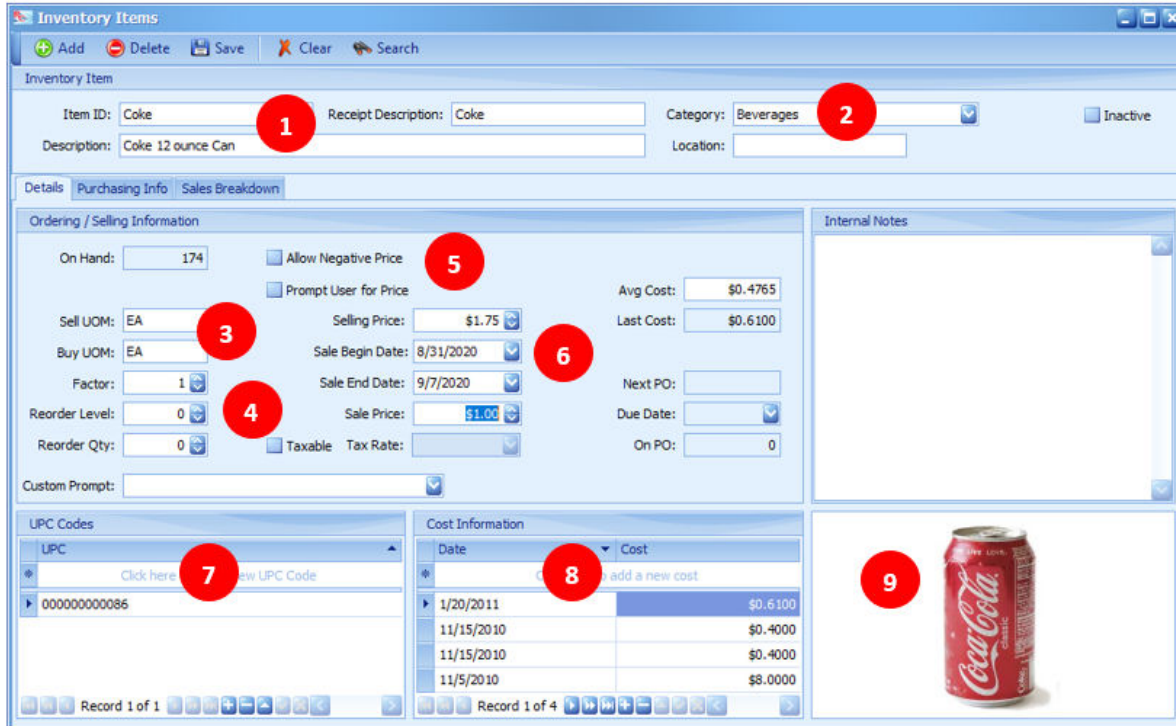
Inventory Lookup screen displays. Highlight line item, click **OK** button.

Item ID	Receipt Description	Description	Category	Location	On Hand	Sell UOM
Granola Bar	Granola Bar	Granola Bar	Food		105	EA
Hamburger (Item ID)	Hamburger	Hamburger	Food	Greenery Locations	96	EA
Hershey Bar	Hershey's Bar	Hershey's Chocolate Bar	Food		71	EA
Hot Dog	Hot Dog	Hot Dog	Food		27	EA
Ice Cream Sandwich	Ice Cream Sandwich	Ice Cream Sandwich	Food		25	EA
Lemonade	Lemonade	Lemonade	Beverages		188	EA
Movie Weekday M-F	Movie Weekday M-F	Movie Weekday M-F	Admissions		491	EA
Movie Weekend S-S	Movie Weekend S-S	Movie Weekend S-S	Admissions		998	EA
Mountain Dew	Mountain Dew	Mountain Dew 12 ounce Can	Beverages		91	EA
Pepsi	Pepsi	Pepsi	Beverages		559	EA
Physical Training	Physical Training	Physical Training	Drop In Courses		500	EA
RCS Bracelet	RCS Bracelet	RCS Bracelet	General Merchandise		100	EA
RCS Sweatshirt	RCS Shirt	RCS Long Sleeve Shirt	Clothing		45	EA
RePro Coffee Mug	RePro Coffee Mug	RePro Coffee Mug - Blue	General Merchandise		95	EA
RePro Cooler	RePro Cooler	RePro Insulated Cooler	General Merchandise		93	EA
RePro Hat	RePro Hat	RePro Hat with RePro Logo	Clothing		79	EA
RePro Tshirt	RePro Tshirt	RePro Logo Tshirt	Clothing		534	EA
RePro Watch	RePro Watch	RePro Watch with Black Band	Clothing		52	EA
Soccer	Soccer	Soccer	Drop In Courses		10,000	EA
Sprite	Sprite - Taxable	Sprite	Beverages		137	EA
Tai Chi	Tai Chi	Tai Chi	Drop In Courses		9,999	EA
Ticket Item ID	Ticket Receipt Desc	Ticket Description	Tickets Inventory Category	Ticket Location	10,000	EA
Transit 10 VAN G.P.	Transit 10 VAN G.P.	Transit 10 Ride - VAN General Public	Bus Passes		98	EA

[X] [Inactive] = 'Unchecked'

OK Cancel SOLD OUT INACTIVE

Inventory Items screen displays. Click **Add** button for a new record.



The screenshot shows the 'Inventory Items' window with the following fields and sections:

- Item ID:** Coke (1)
- Receipt Description:** Coke (1)
- Category:** Beverages (2)
- Description:** Coke 12 ounce Can
- Location:** (2)
- On Hand:** 174
- Sell UOM:** EA (3)
- Buy UOM:** EA (3)
- Factor:** 1 (4)
- Reorder Level:** 0 (4)
- Reorder Qty:** 0 (4)
- Custom Prompt:** (4)
- Allow Negative Price:** (5)
- Prompt User for Price:** (5)
- Selling Price:** \$1.75 (6)
- Sale Begin Date:** 8/31/2020 (6)
- Sale End Date:** 9/7/2020 (6)
- Sale Price:** \$1.00 (6)
- Avg Cost:** \$0.4765
- Last Cost:** \$0.6100
- Next PO:**
- Due Date:**
- On PO:** 0
- UPC Codes:** 000000000086 (7)
- Cost Information:**

Date	Cost
1/20/2011	\$0.6100
11/15/2010	\$0.4000
11/15/2010	\$0.4000
11/5/2010	\$8.0000

(8)
- Image:** A can of Coca-Cola (9)

- Item ID** – this is the text for the button on the POS screen (*this should be a brief description*). Enter **Receipt Description** for sales receipt and type **Description** for reports.
- Select **Category** from the drop down menu – this will tie to the revenue code.
- Sell UOM** (Unit of Measure) and **Buy UOM**. Factor is a numeric value for the UOM field, so if using case, example might be 12 to a case.
- Reorder Level** indicates what quantity not to go below and **Reorder Quantity** is what the standard repeat order should be. Optional select **Custom Prompt** from pick list (see page 5 for details).
- Allow Negative Price** – check box to allow staff to record a cash shortage when balancing the cash drawer at the end of the day. Check box to **Prompt User for Price** to enter the amount at the time of sale.
- Enter **Selling Price** – this is your standard price. **Sale Begin Date**, **End Date** and **Sale Price** – enter this when item goes on sale for a specified date range.
- If using a scanner, **UPC Code** can be scanned in and utilized during checkout.
- Cost Information** – user may enter with date and cost (pricing). **ReCPro™** will track Average Cost and Last Cost data.
- Image** – right mouse click white area to load a picture or clip art of what is being sold. This will appear on the button for the POS menu screen.

Purchasing Info – Click on **Purchasing Info** tab within Inventory Items screen.

The screenshot shows the 'Inventory Items' window with the 'Purchasing Info' tab active. The 'Vendor Parts' table (labeled 1) lists vendors and their primary status. The 'Receipt History' and 'Open Purchase Orders' tables (labeled 2) show transaction details. The 'View Purchase Order' button (labeled 3) is at the bottom.

Vendor	Vendor Part#	Primary
Petitpre Distributors, Inc.	2	<input checked="" type="checkbox"/>

Received	PO#	Vendor	Received Qty	UOM
1/20/2011	11-00001	Food and Beverage Supply Co.	10	EA
11/15/2010	10-00003	Petitpre Distributors, Inc.	24	EA

Due Date	Order Date	PO#	Vendor	Purchase Qty	Received Qty	UOM	Cost Each
5/15/2020	5/11/2020	20-00001	Food and Beverage Supply Co.	24	0	EA	\$0.6500

1. Add **Vendor** and **Vendor Number** and check **Primary** box particularly if there is more than one vendor supplying inventory items.
2. **Receipt History** and **Open Purchase Orders** field will populate as purchase orders and receiving are generated specific to vendor.
3. Click **View Purchase Order** button to review any purchase orders associated with the product.

Sales Breakdown– click on **Sales Breakdown** tab to get an idea of sales comparatively to prior years.

The screenshot shows the 'Inventory Items' window with the 'Sales Breakdown' tab active. The table displays sales data by month for the years 2015, 2016, 2017, and 2019, including quantity and variance.

Month	2015		2016		2017		2019		Grand Total
	Quantity	Variance	Quantity	Variance	Quantity	Variance	Quantity	Variance	
January									0
February									7
March	1			-1					2
April	-2	1	1	2	1	2		0	7
May		1	1	4	3			-4	7
June	-1						1	1	2
July							3	3	3
August		1	1			-1			1
September	2			-2					2
October	0	1	0			-1			3
November	6			-6					10
December		2	2			-2			15
Grand Total	6	6	-4	6	0	6	0	0	59



Custom Prompts

The Custom Prompt feature is so users can collect additional information when selling items through Point of Sale. From the main menu, go to **Point of Sale > Inventory > Custom Prompts**, then enter the **Short Label** and **Description / Question**

Short Label	Description / Question	Inactive
* Click here to add a new custom prompt		
Bus Pass	Please enter the bus pass number	<input type="checkbox"/>
Bus Pass 2	Enter the Bus Pass Information	<input checked="" type="checkbox"/>
Shirt Number	Enter the number to embroder on the back	<input type="checkbox"/>
Special Notes	Notes	<input type="checkbox"/>

Enter an **Inventory Item** and select **Custom Prompt** from the pick list and save.

Inventory Item

Item ID: BUS PASS 1 Receipt Description: Bus Pass 1 Category: Special Items Inactive

Description: Bus Pass 1 - Clinton Township Location:

Details Purchasing Info Sales Breakdown

Ordering / Selling Information

On Hand: 47 Allow Negative Price Prompt User for Price Avg Cost: \$0.0000

Sell UOM: EA Selling Price: \$10.00 Last Cost: \$0.0000

Buy UOM: EA Sale Begin Date: Next PO: Due Date: On PO: 0

Factor: 1 Sale End Date: Taxable Tax Rate: Custom Prompt: Bus Pass

Reorder Level: 0 Reorder Qty: 0

UPC Codes Cost Information

UPC Date Cost

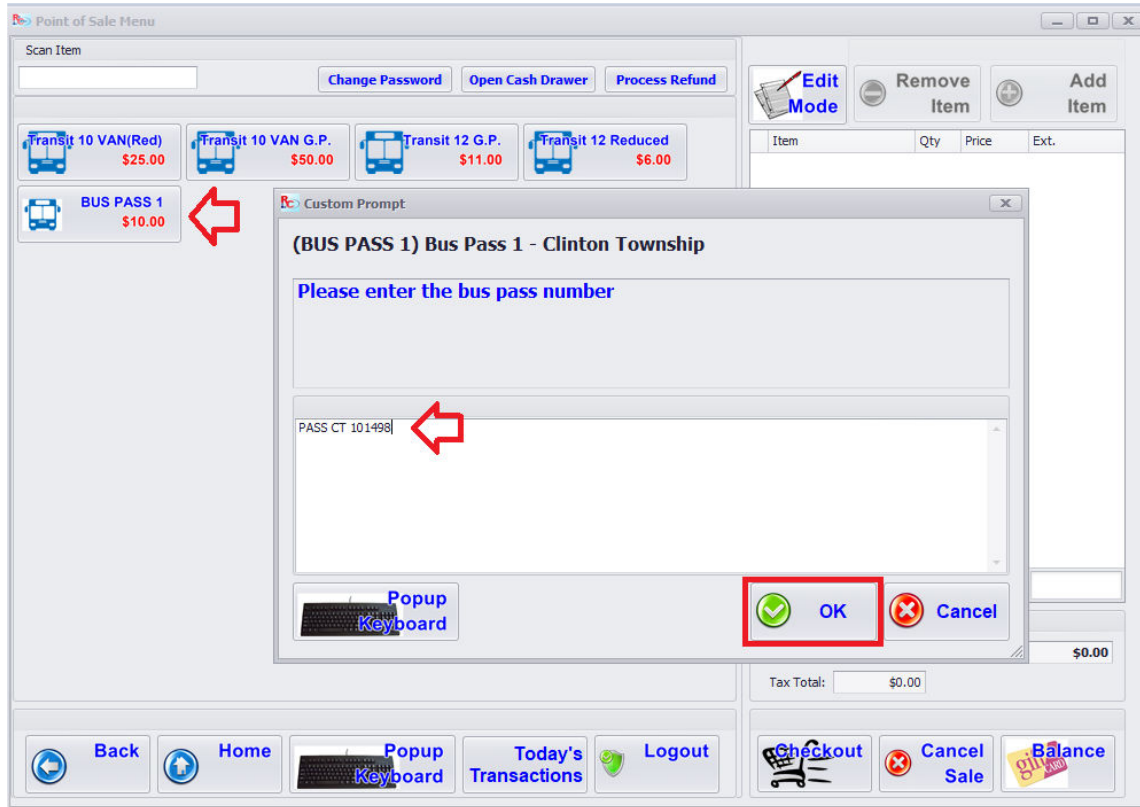
* Click here to add a new UPC Code * Click here to add a new cost

Record 0 of 0 Record 0 of 0

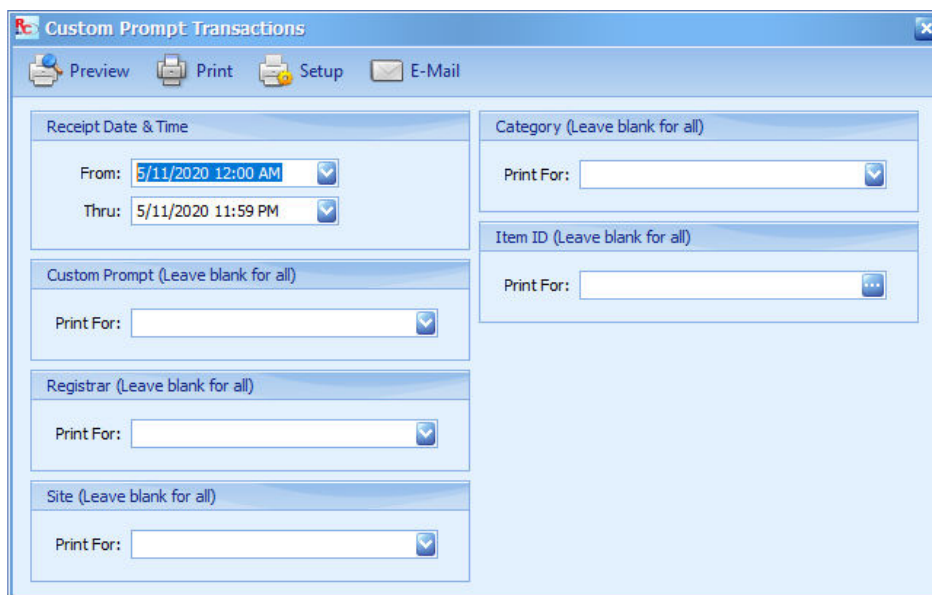
Bus



When using **POS / Inventory**, user will get a prompt to type the information. In this example the bus pass number can be entered.



User can run a report on this information (**Reports > POS / Inventory > Custom Prompt Transactions**) and utilize filters to isolate information.



Inventory Categories

From the main menu, select **Point of Sale > Inventory > Categories**

Inventory Categories				
Save Print Grid				
Name	Non-Tax Revenue Account	Taxable	Tax Rate	Taxable Revenue Account
* Click here to add a new inventory category				
Admissions	1040	<input type="checkbox"/>		
Beverages	1040	<input checked="" type="checkbox"/>	6.0000	1030
Books	1031	<input checked="" type="checkbox"/>	4.0000	1030
Clothing	1031	<input checked="" type="checkbox"/>	6.0000	1030
Food	1040	<input checked="" type="checkbox"/>	6.0000	1041

Type **Name** and select **Non-Taxable Revenue Account** number by clicking the arrow (the GL Account table will display to select item); if the category is taxable, check box **Taxable** to enable **Tax Rate** and **Taxable Revenue Account** selection; click **save** button.

Inventory Adjustments

From the main menu, select **Point of Sale > Inventory > Adjustments**

Inventory Adjustment

Clear Search

Inventory Item

Item ID: Receipt Description: Category: ☐ Inactive

Description: Location:

Adjustment

Date:

Current On Hand Qty:

Change Qty:

New On Hand Qty:

Description:

OK Cancel

Transactions

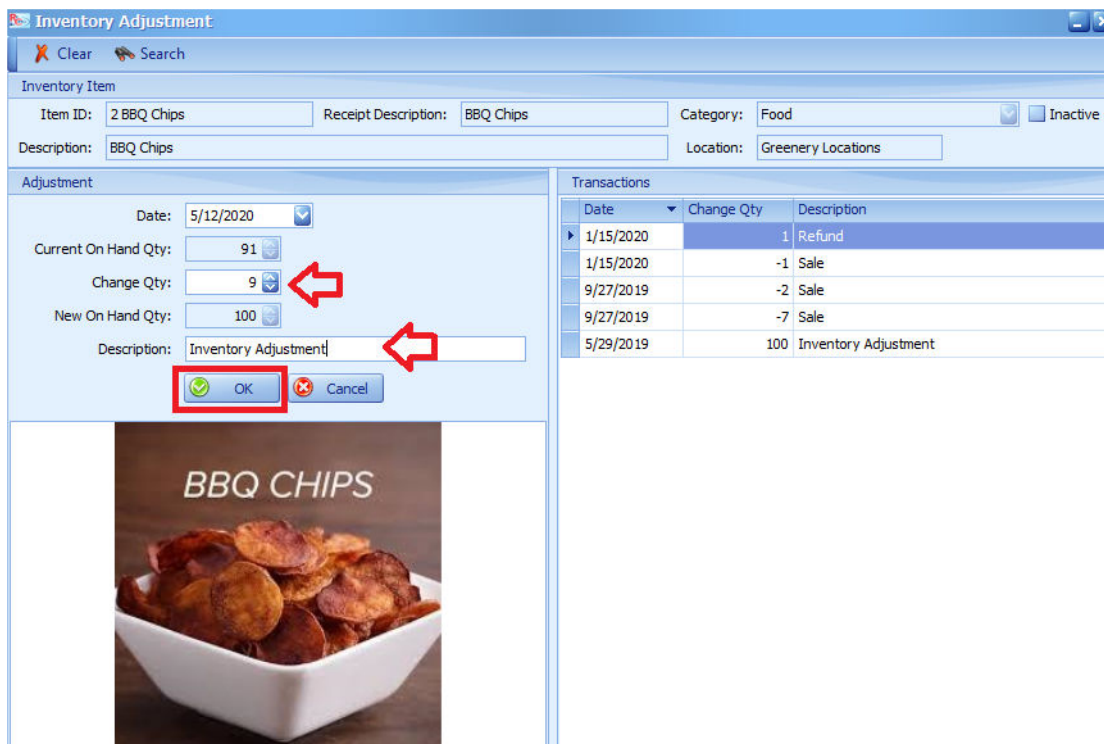
Date	Change Qty	Description
No image data		

Search inventory item that has already been added to the database



Item ID	Receipt Description	Description	Category	Location	On Hand	Sell UOM
1002 Polo Shirt	RecPro Polo Shirt	Black RecPro Polo Shirt with Embroide...	Clothing	Office	32	EA
1003 Jacket	Jacket Rental	Life Jacket Rental	General Merchandise		7	EA
1004 Jacket Refund	Jacket Refund	Life Jacket Refund	General Merchandise		0	EA
1005 Over Short	OverShort	Cash Over or Short	General Merchandise		-5	EA
1401	Three Musketeers	Three Musketeers Candy Bar	Food		58	EA
2 BBQ Chips	BBQ Chips	BBQ Chips	Food	Greenery Locations	91	EA
BPASS2	Bus Pass 2	Bus Pass 2	Special Items		31	EA
BUS PASS 1	Bus Pass 1	Bus Pass 1 - Clinton Township	Bus Passes		47	EA
Candy Bar 1	Candy Bar 1	Candy Car 1	General Merchandise	Front Desk	18	EA
Cheeseburger	Cheeseburger	Cheeseburger	Food	Greenery Locations	94	EA
Choc Cake	Cake	Chocolate Cake	Food		19	EA
Coke	Coke	Coke 12 ounce Can	Beverages		174	EA
Coke 20oz	Coke 20oz	Coke 20oz	Beverages		22	EA
DietCoke	Diet Coke	DietCoke	Beverages		16	EA
Dippin Dots!!!	Ice Cream	Dippin Dots Ice Cream	Food	Greenery Locations	974	EA
Discount Test	Discount Test	Discount Test	Special Items	Test	993	EA
FitBit	Fit Bit	Fit Bit	Clothing		-10	EA
Granola Bar	Granola Bar	Granola Bar	Food		105	EA
Hamburger (Item ID)	Hamburger	Hamburger	Food	Greenery Locations	96	EA
Hershey Bar	Hershey's Bar	Hershey's Chocolate Bar	Food		71	EA
Hot Dog	Hot Dog	Hot Dog	Food		27	EA
Ice Cream Sandwich	Ice Cream Sandwich	Ice Cream Sandwich	Food		25	EA
Lemonaide	Lemonaide	Lemonaide	Beverages		188	EA

Inventory Lookup screen displays; select item and click **OK** button.



Inventory Adjustment

Clear Search

Inventory Item

Item ID: 2 BBQ Chips Receipt Description: BBQ Chips Category: Food ☐ Inactive

Description: BBQ Chips Location: Greenery Locations

Adjustment

Date: 5/12/2020

Current On Hand Qty: 91

Change Qty: 9

New On Hand Qty: 100

Description: Inventory Adjustment

☐ OK ☐ Cancel

Transactions

Date	Change Qty	Description
1/15/2020	1	Refund
1/15/2020	-1	Sale
9/27/2019	-2	Sale
9/27/2019	-7	Sale
5/29/2019	100	Inventory Adjustment

BBQ CHIPS

Inventory Adjustment screen displays with selected item and defaults to today's date. Change the quantity and add description, click **OK** button. It toggles over to **Transactions** side of screen and automatically saves.



Price Update

There are three ways to update pricing in the Point of Sale module.

Margin - Most people find it easier to work with Gross Margin because it directly tells you how many of your sales dollars are profit. $\text{Sales price} = \text{unit cost} / (1 - \text{margin})$

Example: An item costs \$4.00. We want to use a 30% margin, meaning 30% of the selling price will be profit. **ReCPro™** calculates a selling price of \$5.71. 30% of that price is the profit made on the sale of the item.

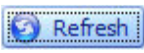
Markup - the amount added to the cost to determine the selling price. Markup can be expressed either as a decimal or as a percentage, but is used as a multiplier.

Example: An item costs \$4.00. We want to use a 30% markup, meaning 30% of the cost will be profit. **ReCPro™** will calculate the selling price by adding the cost to 30% of the cost. The selling price will be \$5.20.

MSRP - Manufacturer's suggested retail price. **ReCPro™** adds a flat amount to cost to calculate the selling price.

From the main menu, select **Point of Sale > Inventory > Price Update**

Use the drop-down arrow to select the **Category**. Select the **From Item ID** and the **Thru Item ID**. Select the **Calculation Type** radio button, enter the value in the **Calculation Amount** field, and select the **Based-On** options, either **Last Cost** or **Average Cost**.

Click  button



In the example using the **Margin** radio button, the **New Price** field determines the lowest price for selling in order to make a 50% profit.

Inventory Selling Price Update

Pricing Criteria

Category: Food
From Item ID: Cheeseburger
Thru Item ID: Ice Cream Sandwich

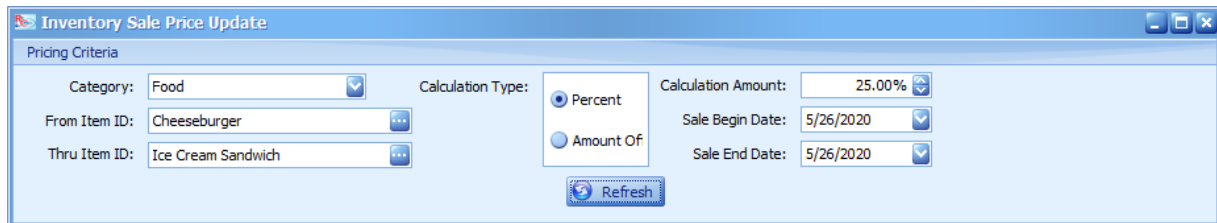
Calculation Type: ☒ Margin ☐ Markup ☐ MSRP
Calculation Amount: 50.00%
Based On: ☒ Last Cost ☐ Average Cost


Item ID	Description	Last Cost	Average Cost	Calculation Amount	Current Selling Price	New Selling Price	Variance
Cheeseburger	Cheeseburger	\$0.0000	\$0.0000	50.00%	\$4.25	\$0.00	(\$4.25)
Choc Cake	Chocolate Cake	\$0.0000	\$0.0000	50.00%	\$2.00	\$0.00	(\$2.00)
Dippin Dots!!!	Dippin Dots Ice Cream	\$2.0000	\$0.0000	50.00%	\$3.00	\$4.00	\$1.00
Granola Bar	Granola Bar	\$0.5000	\$0.4091	50.00%	\$1.00	\$1.00	\$0.00
Hamburger (Item ID)	Hamburger	\$0.0000	\$0.0000	50.00%	\$2.50	\$0.00	(\$2.50)
Hershey Bar	Hershey's Chocolate Bar	\$0.5200	\$0.5040	50.00%	\$1.50	\$1.04	(\$0.46)
Hot Dog	Hot Dog	\$0.0000	\$0.0000	50.00%	\$2.00	\$0.00	(\$2.00)
Ice Cream Sandwich	Ice Cream Sandwich	\$0.0000	\$0.0000	50.00%	\$1.50	\$0.00	(\$1.50)

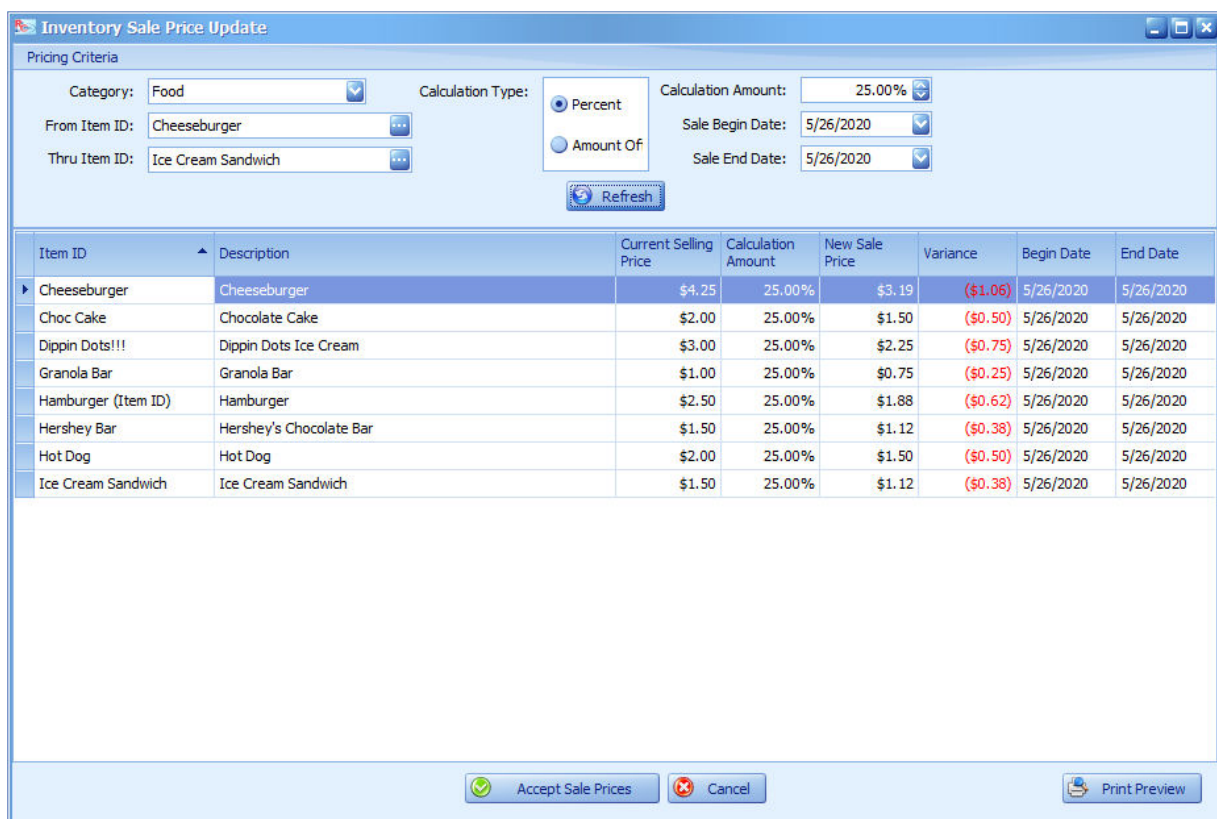
Inventory Sale Price Update

From the main menu, select **Point of Sale > Inventory > Inventory Sale Price Update**

Use the drop down arrow to select the **Category**. Select the **From Item ID** and the **Thru Item ID**. Select the **Calculation Type** radio button (**Percent** or **Amount Off**), enter the value in the **Calculation Amount** field, and select **Sale Begin Date** and **Sale End Date**.



Click  button



Item ID	Description	Current Selling Price	Calculation Amount	New Sale Price	Variance	Begin Date	End Date
Cheeseburger	Cheeseburger	\$4.25	25.00%	\$3.19	(\$1.06)	5/26/2020	5/26/2020
Choc Cake	Chocolate Cake	\$2.00	25.00%	\$1.50	(\$0.50)	5/26/2020	5/26/2020
Dippin Dots!!!	Dippin Dots Ice Cream	\$3.00	25.00%	\$2.25	(\$0.75)	5/26/2020	5/26/2020
Granola Bar	Granola Bar	\$1.00	25.00%	\$0.75	(\$0.25)	5/26/2020	5/26/2020
Hamburger (Item ID)	Hamburger	\$2.50	25.00%	\$1.88	(\$0.62)	5/26/2020	5/26/2020
Hershey Bar	Hershey's Chocolate Bar	\$1.50	25.00%	\$1.12	(\$0.38)	5/26/2020	5/26/2020
Hot Dog	Hot Dog	\$2.00	25.00%	\$1.50	(\$0.50)	5/26/2020	5/26/2020
Ice Cream Sandwich	Ice Cream Sandwich	\$1.50	25.00%	\$1.12	(\$0.38)	5/26/2020	5/26/2020

In the example using the **Percent** radio button, the **Sale Price** field is 25% off the **Current Selling Price** for the calendar date range selected. If the calculation looks correct, highlight the lines (shift + down key) and click the **Accept Sale Prices** button.

Inventory Availability

From the main menu, select **Point of Sale > Inventory > Availability**

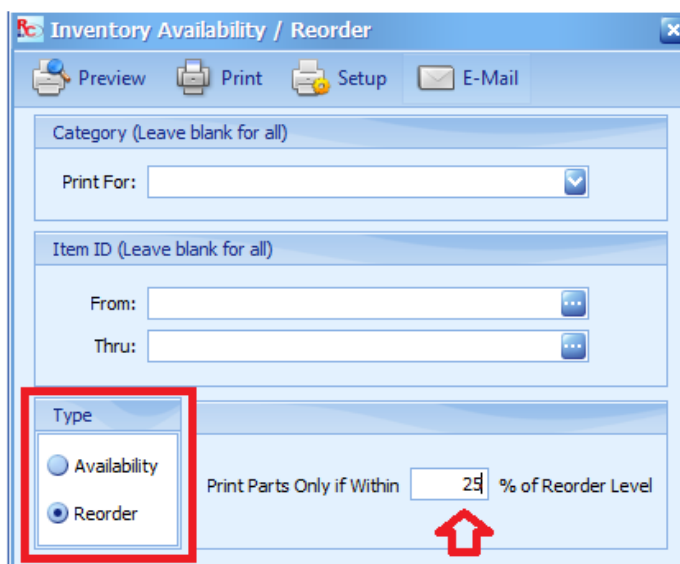
This is a quick reference grid to see what is in stock and what needs to be ordered.



Item ID	Description	Location	Reorder Level	Reorder Qty	Qty On Hand	Qty On PO	UOM
Category: Admissions							
Movie Weekday M-F	Movie Weekday M-F		0	0	491	0	EA
Movie Weekend S-S	Movie Weekend S-S		0	0	998	0	EA
Weekday M-F	Weekday M-F		0	0	999	0	EA
Weekend S-S	Weekend S-S		0	0	999	0	EA
Category: Beverages							
Coke	Coke 12 ounce Can		0	0	174	24	EA
Coke 20oz	Coke 20oz		0	0	22	0	EA
DietCoke	DietCoke		15	10	16	0	EA
Lemonade	Lemonade		0	0	188	20	EA
MtDew	Mountain Dew 12 ounce Can		0	0	91	0	EA
Pepsi	Pepsi		0	0	559	0	EA
Sprite	Sprite		0	0	137	0	EA
Vernors	Vernors		0	0	63	0	EA
Water	Water		0	0	181	0	EA
Category: Bus Passes							
BUS PASS 1	Bus Pass 1 - Clinton Township		0	0	47	0	EA
Transit 10 VAN G.P.	Transit 10 Ride - VAN General Public		0	0	98	0	EA
Transit 10 VAN(Red)	Transit 10 Ride - VAN Elderly/Disabled		0	0	87	0	EA
Transit 12 G.P.	Transit 12 Ride - General Public		0	0	90	0	EA
Transit 12 Reduced	Transit 12 Ride - Elderly/Disabled		0	0	94	0	EA
Category: Clothing							
1002 Polo Shirt	Black RecPro Polo Shirt with Embroidered Lettering	Office	55	5	32	0	EA
FitBit	Fit Bit		0	0	-10	0	EA

An **Inventory Availability** report can also be generated.

From the main menu, go to **Reports > POS > Inventory > Availability**



Inventory Availability / Reorder

Preview Print Setup E-Mail

Category (Leave blank for all)

Print For: [Dropdown]

Item ID (Leave blank for all)

From: [Text Box]

Thru: [Text Box]

Type

☐ Availability

☒ Reorder

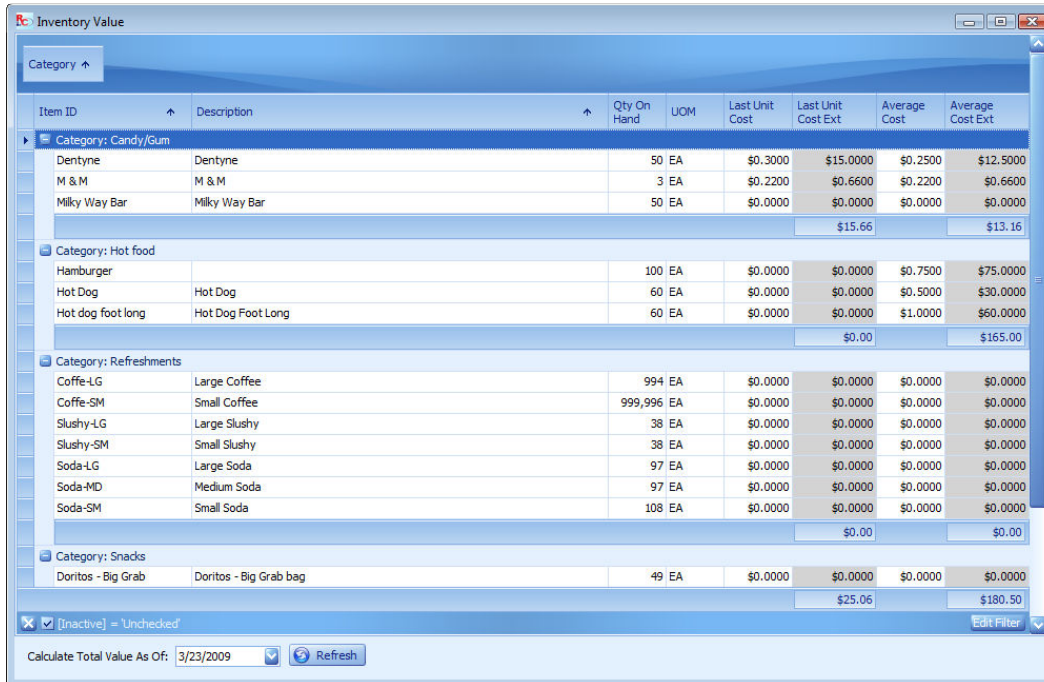
Print Parts Only if Within % of Reorder Level

Reorder Report with a % of **Reorder Level** is also available by selecting the **Reorder** radio button and entering a percentage.

Inventory Value

From the main menu, select **Point of Sale > Inventory > Value**

This is a quick reference grid to show the quantity on hand of each item, plus the cost to acquire item. Cost is broken down by category or by overall total.

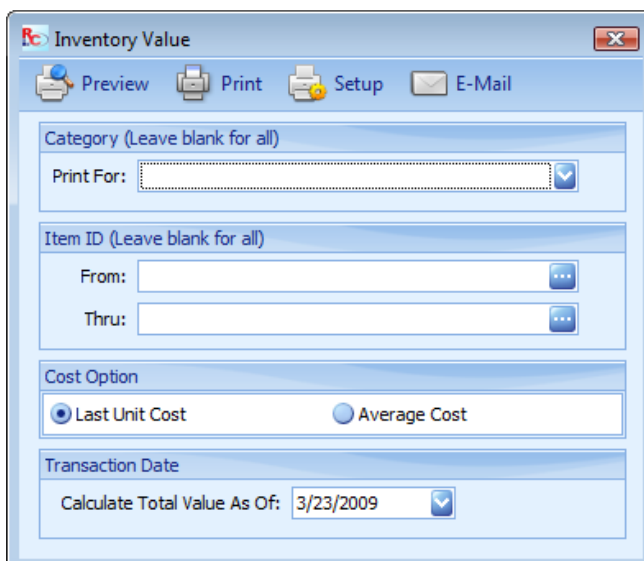


Item ID	Description	Qty On Hand	UOM	Last Unit Cost	Last Unit Cost Ext	Average Cost	Average Cost Ext
Category: Candy/Gum							
Dentyne	Dentyne	50	EA	\$0.3000	\$15.0000	\$0.2500	\$12.5000
M & M	M & M	3	EA	\$0.2200	\$0.6600	\$0.2200	\$0.6600
Milky Way Bar	Milky Way Bar	50	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
						\$15.66	\$13.16
Category: Hot food							
Hamburger		100	EA	\$0.0000	\$0.0000	\$0.7500	\$75.0000
Hot Dog	Hot Dog	60	EA	\$0.0000	\$0.0000	\$0.5000	\$30.0000
Hot dog foot long	Hot Dog Foot Long	60	EA	\$0.0000	\$0.0000	\$1.0000	\$60.0000
						\$0.00	\$165.00
Category: Refreshments							
Coffe-LG	Large Coffee	994	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Coffe-SM	Small Coffee	999,996	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Slushy-LG	Large Slushy	38	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Slushy-SM	Small Slushy	38	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Soda-LG	Large Soda	97	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Soda-MD	Medium Soda	97	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Soda-SM	Small Soda	108	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
						\$0.00	\$0.00
Category: Snacks							
Doritos - Big Grab	Doritos - Big Grab bag	49	EA	\$0.0000	\$0.0000	\$0.0000	\$0.0000
						\$25.06	\$180.50

Calculate Total Value As Of: 3/23/2009 Refresh

An **Inventory Value** report can also be generated.

From the main menu, go to **Reports > POS > Inventory > Value**



Inventory Value

Preview Print Setup E-Mail

Category (Leave blank for all)

Print For: [Dropdown]

Item ID (Leave blank for all)

From: [Text Box] [Dropdown]

Thru: [Text Box] [Dropdown]

Cost Option

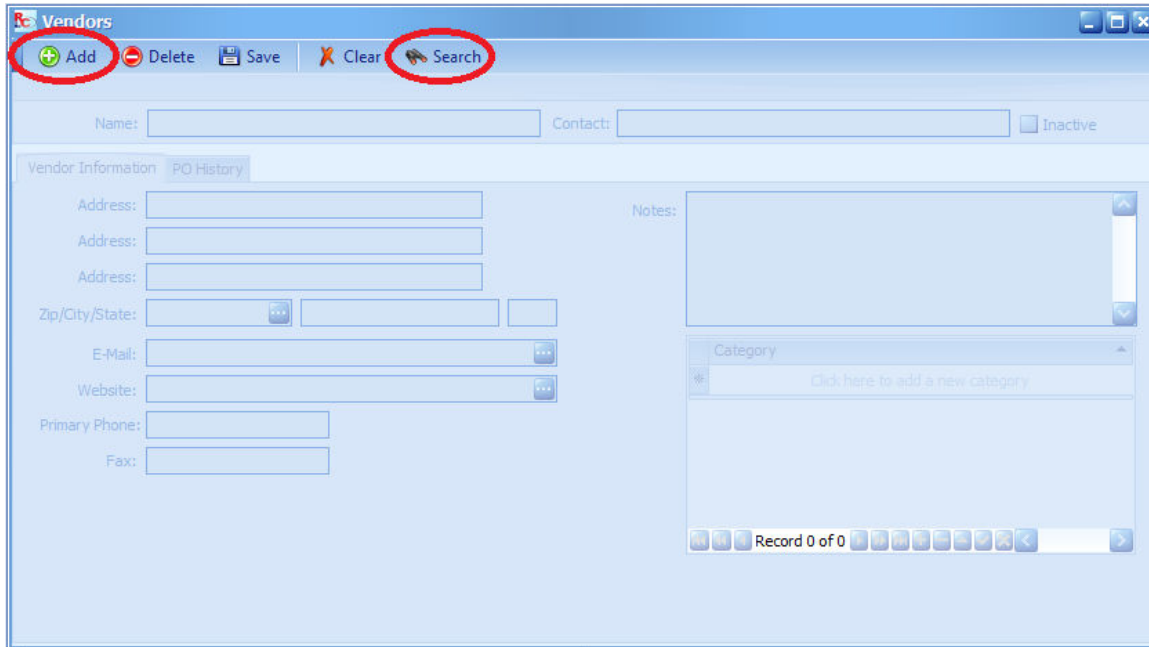
☒ Last Unit Cost ☐ Average Cost

Transaction Date

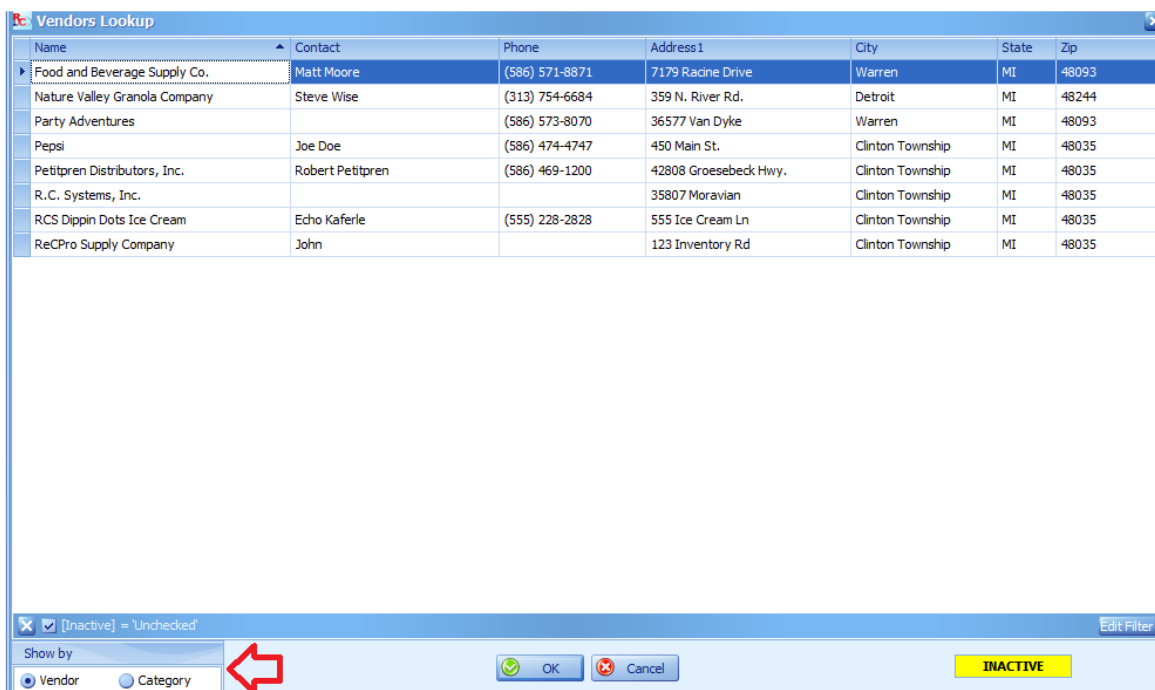
Calculate Total Value As Of: 3/23/2009 [Dropdown]

Vendors

From the main menu, select **Point of Sale > Vendors > Vendors**



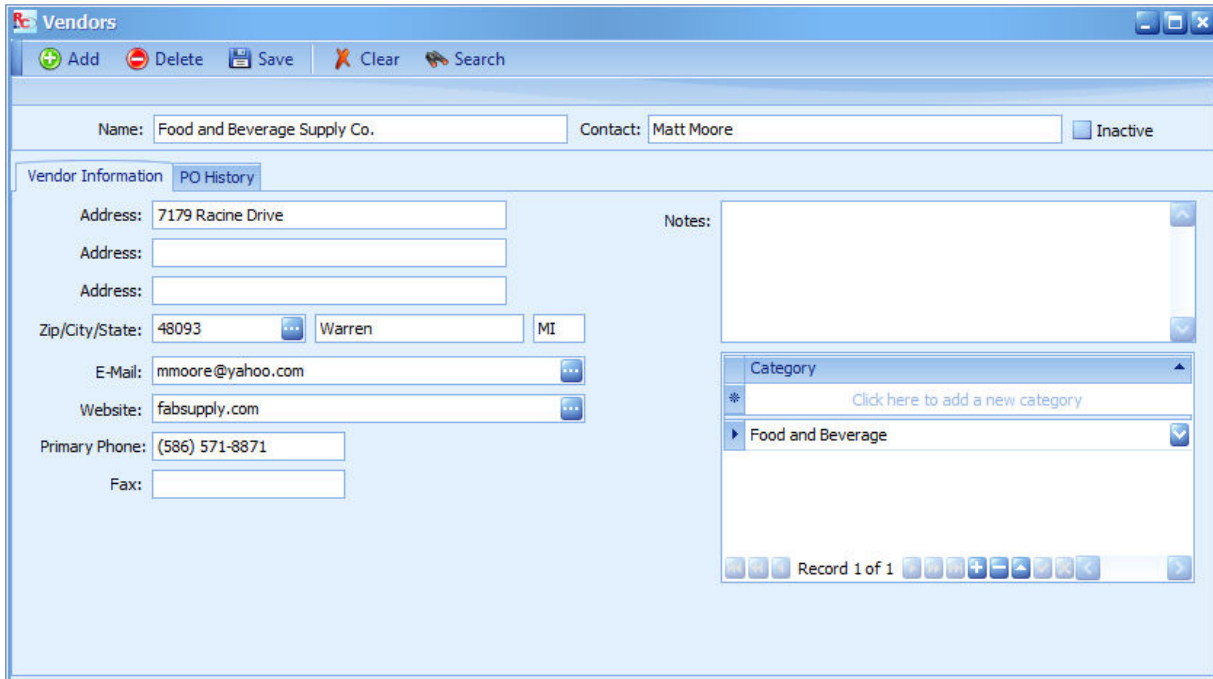
Click **Search** button to update current vendor information or click **new** button to add a new vendor.
Select vendor from the list and click **OK** button.



Name	Contact	Phone	Address1	City	State	Zip
Food and Beverage Supply Co.	Matt Moore	(586) 571-8871	7179 Racine Drive	Warren	MI	48093
Nature Valley Granola Company	Steve Wise	(313) 754-6684	359 N. River Rd.	Detroit	MI	48244
Party Adventures		(586) 573-8070	36577 Van Dyke	Warren	MI	48093
Pepsi	Joe Doe	(586) 474-4747	450 Main St.	Clinton Township	MI	48035
Petitpren Distributors, Inc.	Robert Petitpren	(586) 469-1200	42808 Grosebeck Hwy.	Clinton Township	MI	48035
R.C. Systems, Inc.			35807 Moravian	Clinton Township	MI	48035
RCS Dippin Dots Ice Cream	Echo Kaferle	(555) 228-2828	555 Ice Cream Ln	Clinton Township	MI	48035
ReCPro Supply Company	John		123 Inventory Rd	Clinton Township	MI	48035

The vendor list can also be sorted by **Category**.

Update vendor information and click **save** button.



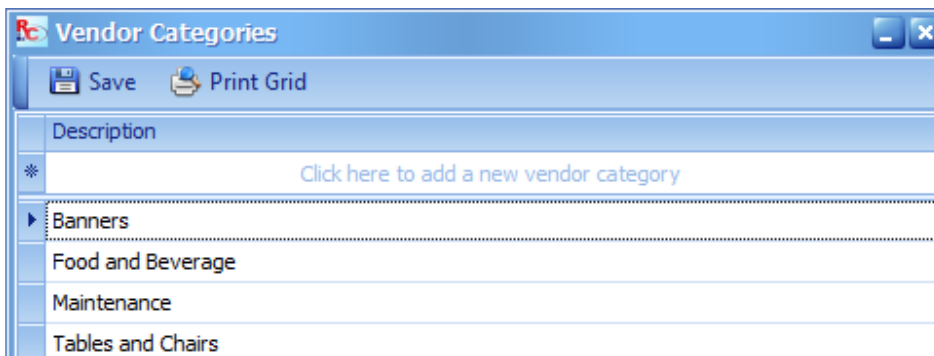
The screenshot shows the 'Vendors' window with the following details:

- Name:** Food and Beverage Supply Co.
- Contact:** Matt Moore
- Inactive:** ☐
- Vendor Information:**
 - Address:** 7179 Racine Drive
 - Address:** (empty)
 - Address:** (empty)
 - Zip/City/State:** 48093 Warren MI
 - E-Mail:** mmoore@yahoo.com
 - Website:** fabsupply.com
 - Primary Phone:** (586) 571-8871
 - Fax:** (empty)
- Notes:** (empty text area)
- Category:** Food and Beverage (selected from a dropdown menu)
- Record 1 of 1**

If adding a new vendor record, click **Add** button; add **Name** of vendor and **Contact**, **address info**, **email** and **website** if applicable. Click **save** button, then add **category** from drop down menu.

Vendor Categories

From the main menu, select **Point of Sale > Vendors > Categories**



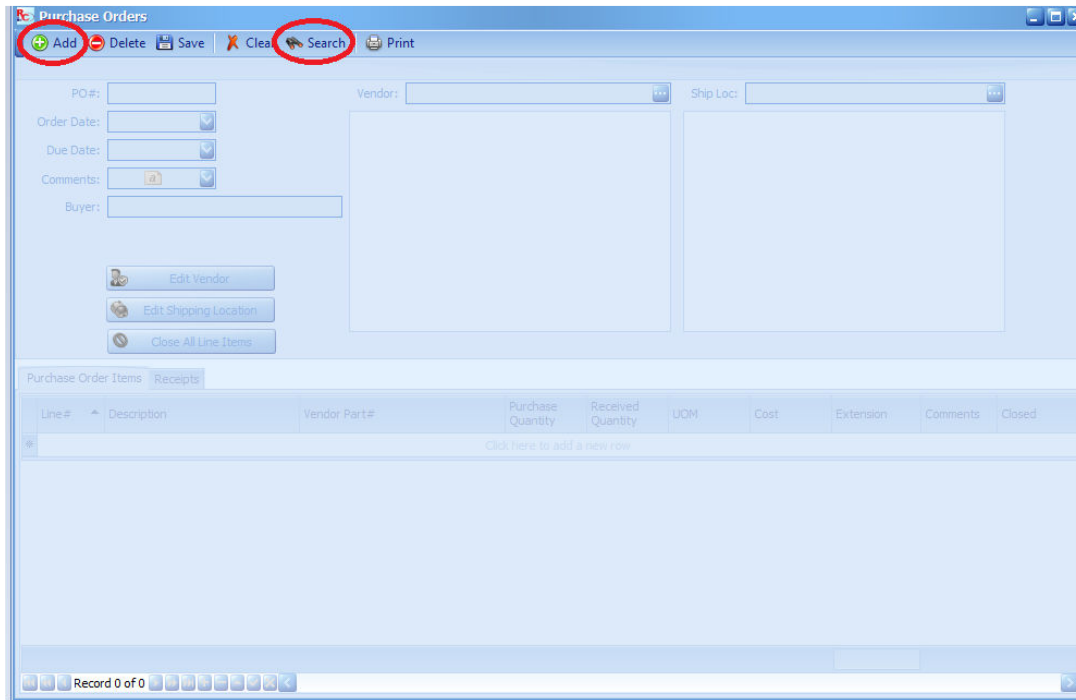
The screenshot shows the 'Vendor Categories' window with the following details:

- Description:** (empty text area)
- * Click here to add a new vendor category**
- Banners** (selected category)
- Food and Beverage**
- Maintenance**
- Tables and Chairs**

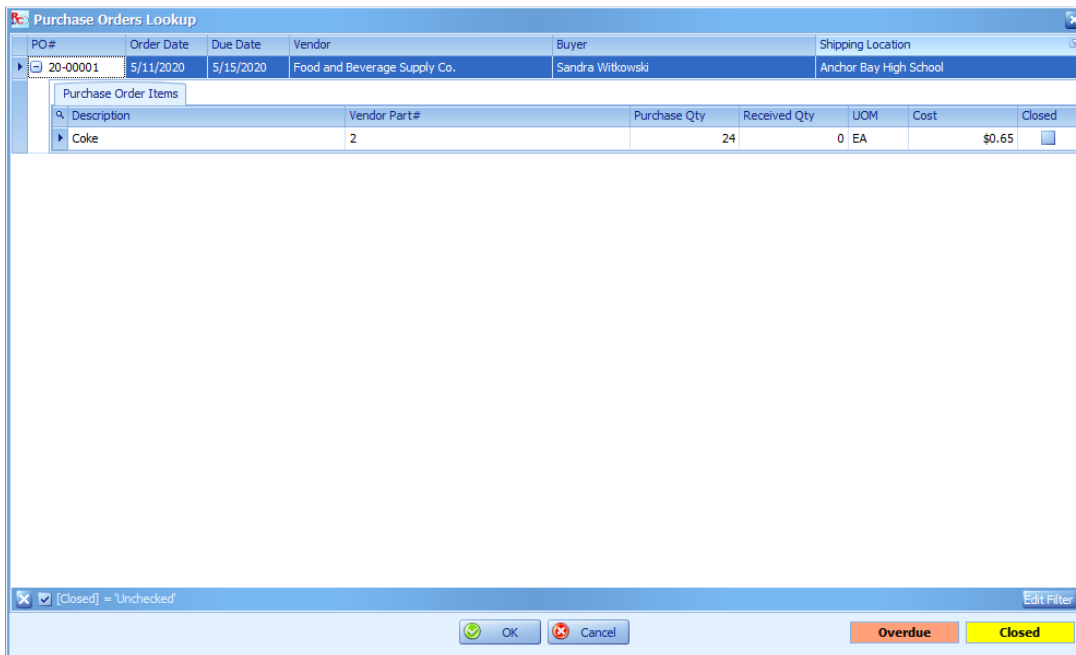
Type **Description** in the **Vendor Categories** grid; click **save** button.

Purchase Orders

From the main menu, select **Point of Sale > Purchase Orders > Purchase Orders**



Click **Search** button to find an existing **Purchase Order** or click **Add** to create a new purchase order.



PO#	Order Date	Due Date	Vendor	Buyer	Shipping Location
20-00001	5/11/2020	5/15/2020	Food and Beverage Supply Co.	Sandra Witkowski	Anchor Bay High School

Description	Vendor Part#	Purchase Qty	Received Qty	UOM	Cost	Closed
Coke	2	24	0	EA	\$0.65	<input type="checkbox"/>

Purchase Order Lookup screen displays; highlight line item, click **OK** button.



Purchase Order can be updated or click **Add** to start a new one.

Purchase Orders

PO#: 20-00001 Vendor: Food and Beverage Supply Co. Ship Loc: Anchor Bay High School

Order Date: 5/11/2020 Due Date: 5/15/2020

Comments: Buyer: Sandra Witkowski


Vendor Information

Address: 7179 Racine Drive
City: Warren
State: MI
Zip: 48093
Attention: Matt Moore
Phone: (586) 571-8871
Fax:
Email: mmoore@yahoo.com

Ship-To Information

Address: 459 County Line Rd.
City: New Baltimore
State: MI
Zip: 48051
Phone: (586) 347-1234
Fax: (586) 347-9999
Email:

Edit Vendor Edit Shipping Location Close All Line Items

Add **Order Date**, **Due Date** and **Comments**. Use  to search **Vendor Lookup** screen.

Vendors Lookup

Name	Contact	Phone	Address 1	City	State	Zip
Food and Beverage Supply Co.	Matt Moore	(586) 571-8871	7179 Racine Drive	Warren	MI	48093
Nature Valley Granola Company	Steve Wise	(313) 754-6684	359 N. River Rd.	Detroit	MI	48244
Party Adventures		(586) 573-8070	36577 Van Dyke	Warren	MI	48093
Pepsi	Joe Doe	(586) 474-4747	450 Main St.	Clinton Township	MI	48035
Petitpren Distributors, Inc.	Robert Petitpren	(586) 469-1200	42808 Groesebeck Hwy.	Clinton Township	MI	48035
R.C. Systems, Inc.			35807 Moravian	Clinton Township	MI	48035
RCS Dippin Dots Ice Cream	Echo Kaferle	(555) 228-2828	555 Ice Cream Ln	Clinton Township	MI	48035
ReCPro Supply Company	John		123 Inventory Rd	Clinton Township	MI	48035

[Inactive] = 'Unchecked' Edit Filter

Show by Vendor Category OK Cancel INACTIVE

Highlight vendor and click **OK** button; click  button to search Ship Location (Facility Lookup screen)



Name	Primary Phone	Address	City	State	Zip Code	Show Online
Anchor Bay High School	(586) 347-1234	459 County Line Rd.	New Baltimore	MI	48051	<input checked="" type="checkbox"/>
Cousino High School	(586) 574-1300	30333 Hoover Road	Warren	MI	48093	<input checked="" type="checkbox"/>
Pittsburgh Park		123 Park	Washington	MI	48094	<input checked="" type="checkbox"/>
Troy Racquet Club (Inside the troy sport center)	(248) 528-3400	3400 Civic Center Drive	Troy	MI	48084	<input checked="" type="checkbox"/>

Highlight facility and click **OK** button; the fields are loaded on the purchase order screen.

Be sure to **save** the record at this point. **RePro™** will automatically assign the **PO #** and **Buyer** information.

PO#: 20-00001
Order Date: 5/11/2020
Due Date: 5/15/2020
Comments:
Buyer: Sandra Witkowski

Vendor: Food and Beverage Supply Co.
Ship Loc: Anchor Bay High School

Vendor Information
Address: 7179 Racine Drive
Address:
Address:
City: Warren
State: MI
Zip: 48093
Attention: Matt Moore
Phone: (586) 571-8871
Fax:
Email: mmoore@yahoo.com

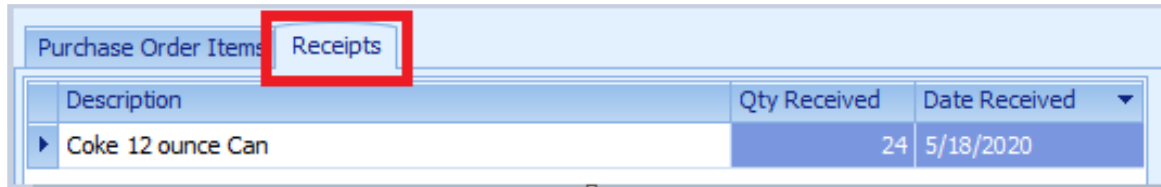
Ship-To Information
Address: 459 County Line Rd.
Address:
City: New Baltimore
State: MI
Zip: 48051
Phone: (586) 347-1234
Fax: (586) 347-9999
Email:

Line#	Description	Vendor Part#	Purchase Quantity	Received Quantity	UOM	Cost	Extension	Comments	Closed
1	Coke 12 ounce Can	2	24	0	EA	\$0.6500	\$15.6000		

Record 1 of 1

\$15.60

Purchase Order Items tab, select details such as **Description** (this maps over from the inventory items including the **Vendor Part #**). Enter the **Purchase Quantity** and **Cost**, tab across until a new line appears and the total dollar value is displayed. **ReCPro™** will assign the line number after the description is selected and will calculate the **Extension** field based on **Purchase Quantity** and **Cost** fields.



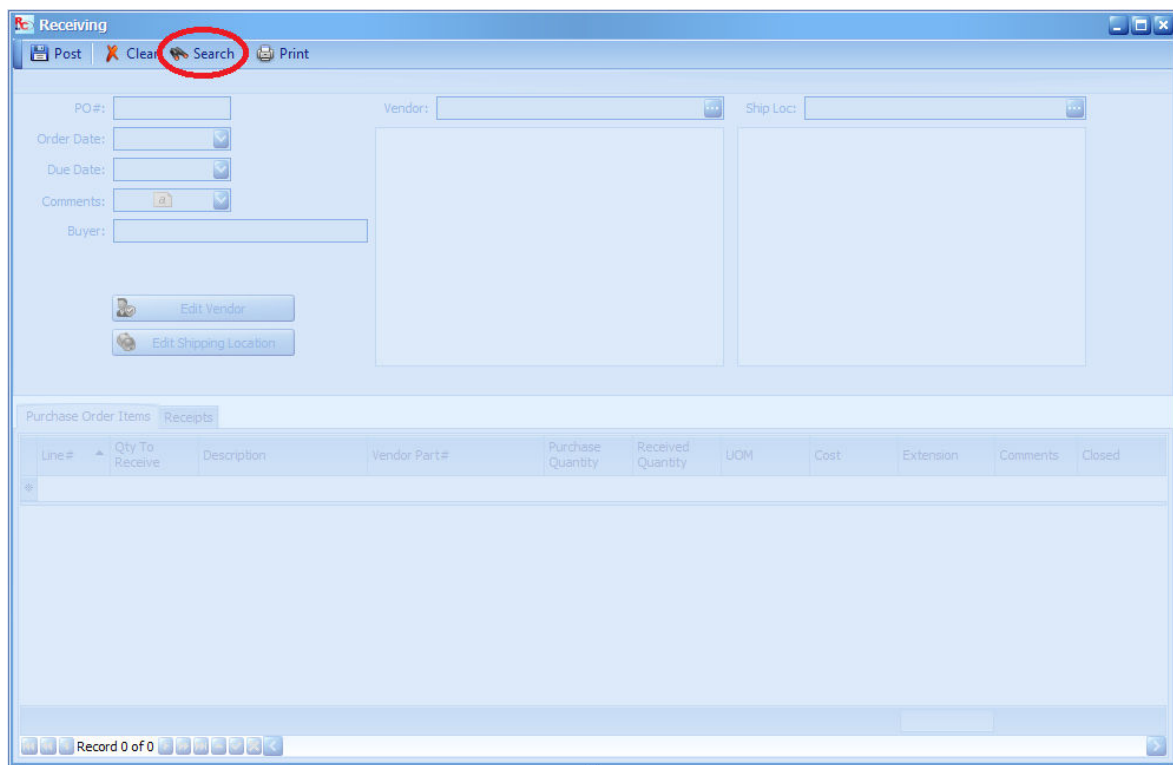
Description	Qty Received	Date Received
Coke 12 ounce Can	24	5/18/2020

Receipts tab is a view only and maps over when purchase orders are fulfilled

Receiving

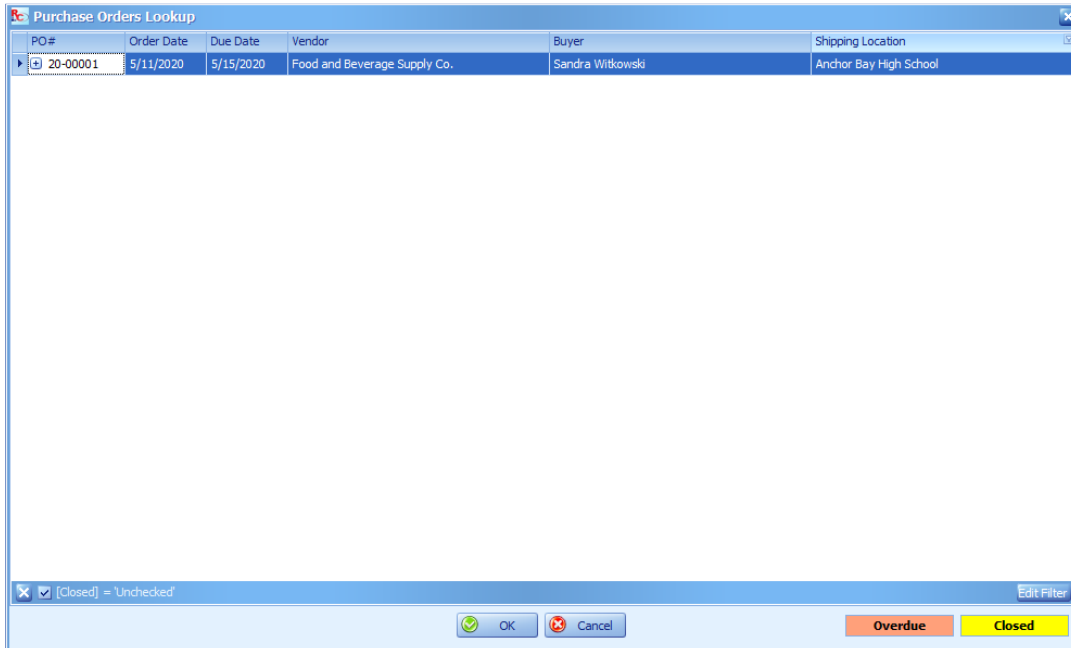
From the main menu, select **Point of Sale > Purchase Orders > Receive Orders**

Purchase Orders screen displays; click **Search** button and select appropriate purchase order.



Receiving window interface showing search and receipt entry options.

Purchase Order Lookup screen displays; highlight PO and click **OK**.



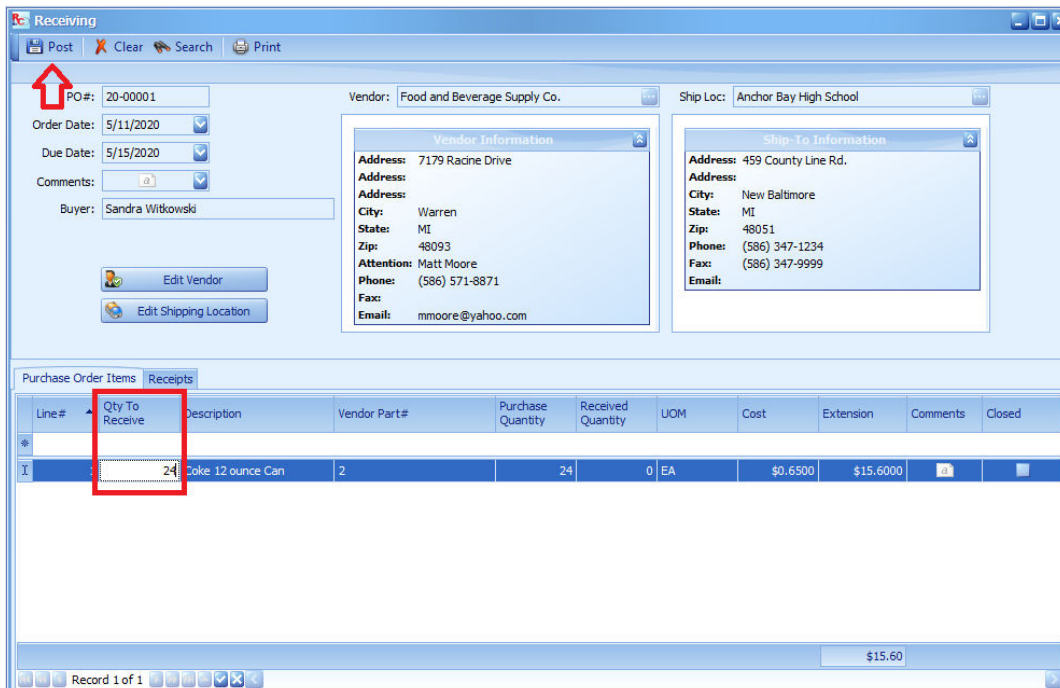
The **Purchase Orders Lookup** window displays a table with the following data:

PO#	Order Date	Due Date	Vendor	Buyer	Shipping Location
20-00001	5/11/2020	5/15/2020	Food and Beverage Supply Co.	Sandra Witkowski	Anchor Bay High School

At the bottom, there is a status bar with a checkbox for "[Closed] = Unchecked", buttons for **OK** and **Cancel**, and two buttons labeled **Overdue** and **Closed**.

Purchase order details will populate in the fields.

Enter the **Qty to Receive** value, and check closed if purchase quantity has now been completely received or will not be shipped.



The **Receiving** window displays the following information:

PO#: 20-00001
Order Date: 5/11/2020
Due Date: 5/15/2020
Comments:
Buyer: Sandra Witkowski

Vendor: Food and Beverage Supply Co.
Ship Loc: Anchor Bay High School

Vendor Information:
 Address: 7179 Racine Drive
 Address:
 City: Warren
 State: MI
 Zip: 48093
 Attention: Matt Moore
 Phone: (586) 571-8871
 Fax:
 Email: mmoore@yahoo.com

Ship-To Information:
 Address: 459 County Line Rd.
 Address:
 City: New Baltimore
 State: MI
 Zip: 48051
 Phone: (586) 347-1234
 Fax: (586) 347-9999
 Email:

Purchase Order Items

Line#	Qty To Receive	Description	Vendor Part#	Purchase Quantity	Received Quantity	UOM	Cost	Extension	Comments	Closed
1	24	Coke 12 ounce Can	2	24	0	EA	\$0.6500	\$15.6000		

At the bottom, there is a status bar with a checkbox for "Record 1 of 1", buttons for **Post**, **Clear**, **Search**, and **Print**, and a total amount of **\$15.60**.

Click **Post** button



Line#	Qty To Receive	Description	Vendor Part#	Purchase Quantity	Received Quantity	UOM	Cost	Extension	Comments	Closed
1	0	Coke 12 ounce Can	2	24	24	EA	\$0.6500	\$15.6000		<input checked="" type="checkbox"/>

Record 1 of 1

\$15.60

ReCPro™ will automatically save and add the **Qty to Receive** field to the **Received Quantity** field.

Description	Qty Received	Date Received
Coke 12 ounce Can	24	5/14/2020

Back Out

Click **Receipts** tab to view. Click **Back Out** button if wrong inventory item was selected or incorrect quantity was entered.

Back Out

Are you sure you want to back out this transaction?

Yes No

Verification screen will display, click **Yes** button to continue.

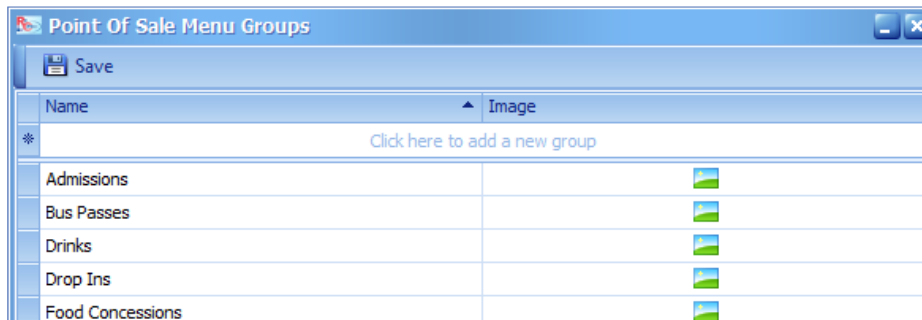
Description	Qty Received	Date Received
-------------	--------------	---------------

Back Out

Item is deleted from **Receipts** screen.

POS Menu Groups

From the main menu, go to **Point of Sale > POS Menu Groups**

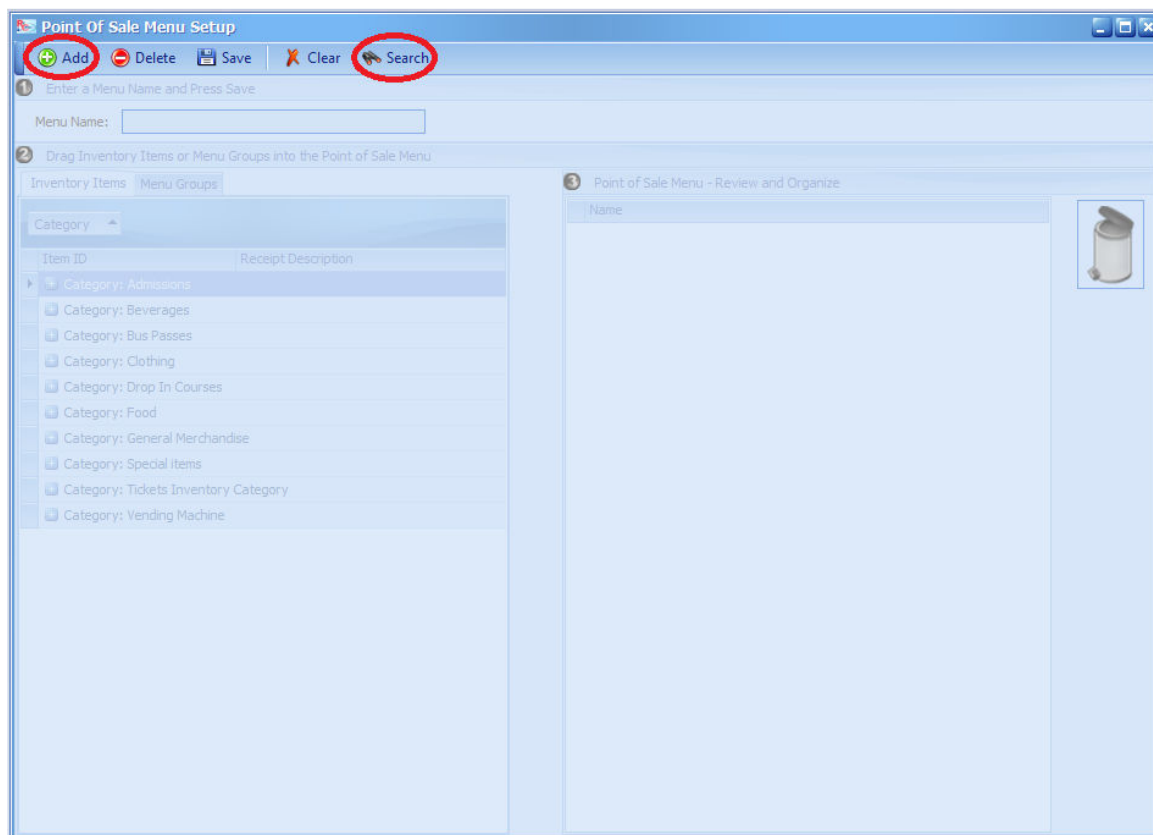


This is a way to group inventory items together. Enter record and save. An image can also be uploaded.

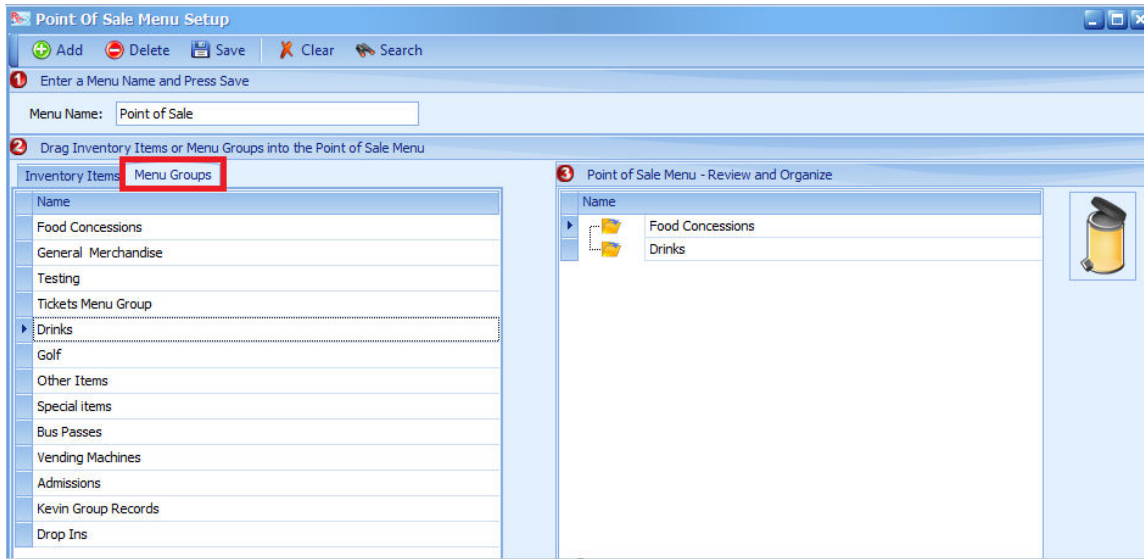
POS Menu Setup

From the main menu, go to **Point of Sale > POS Menu Setup**

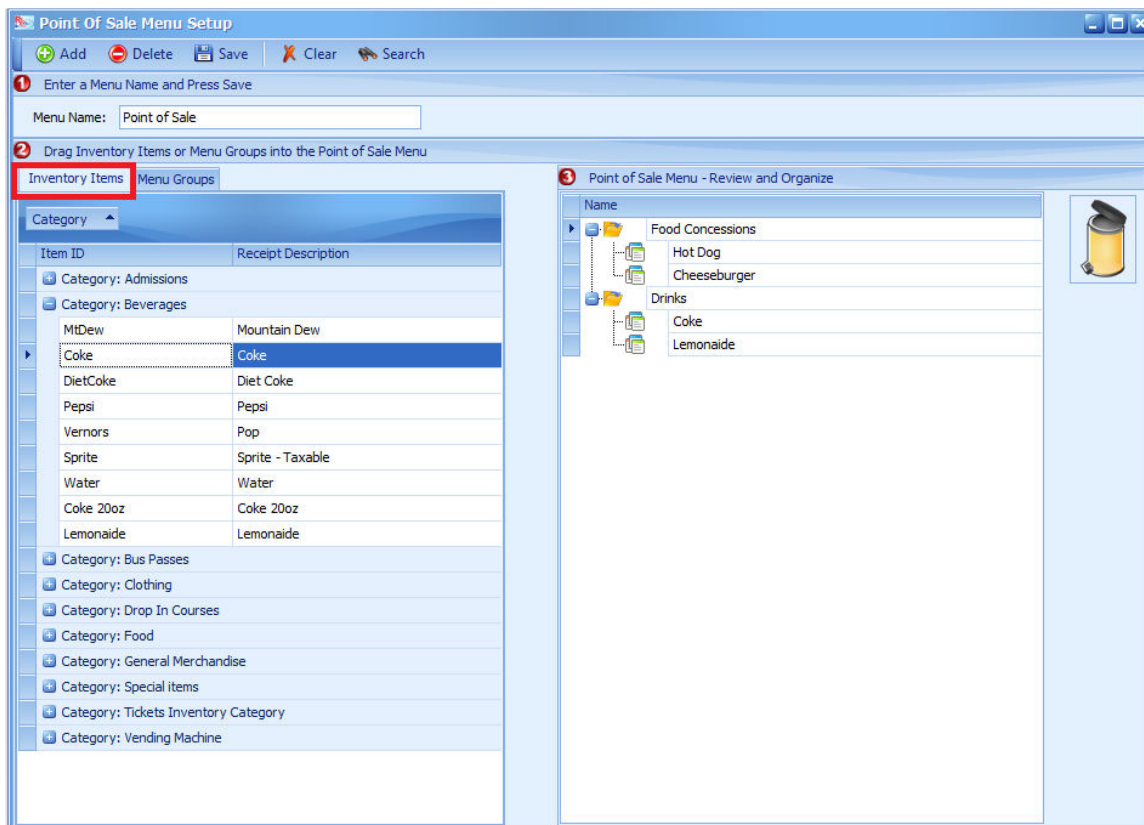
To create a new menu, click **Add** button and type **Menu Name** in field and click **save** button. To update an existing menu, click **Search** button.



Click the **Menu Group**, hold the left mouse button down and drag to step 3, right side of screen.



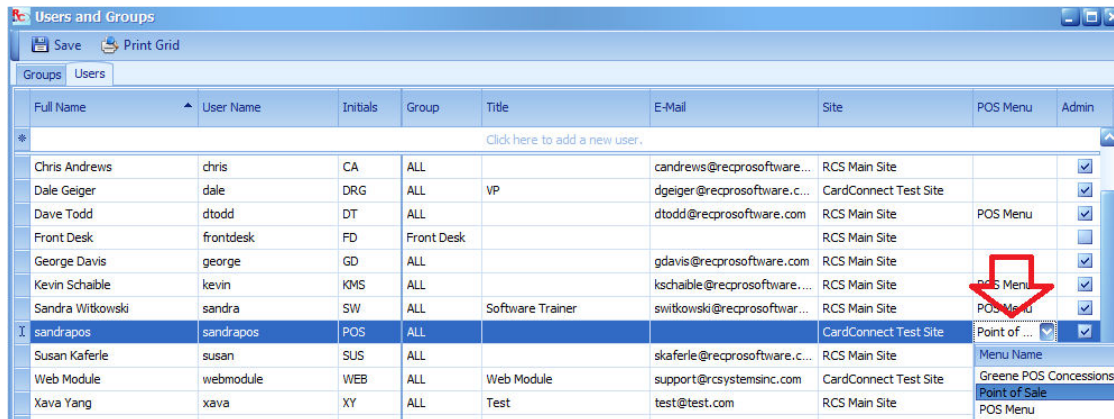
Click the **Inventory Items**, expand category and select item, click and drag to step 3, right side of screen.



After menu is built, click **save** record.

Setup

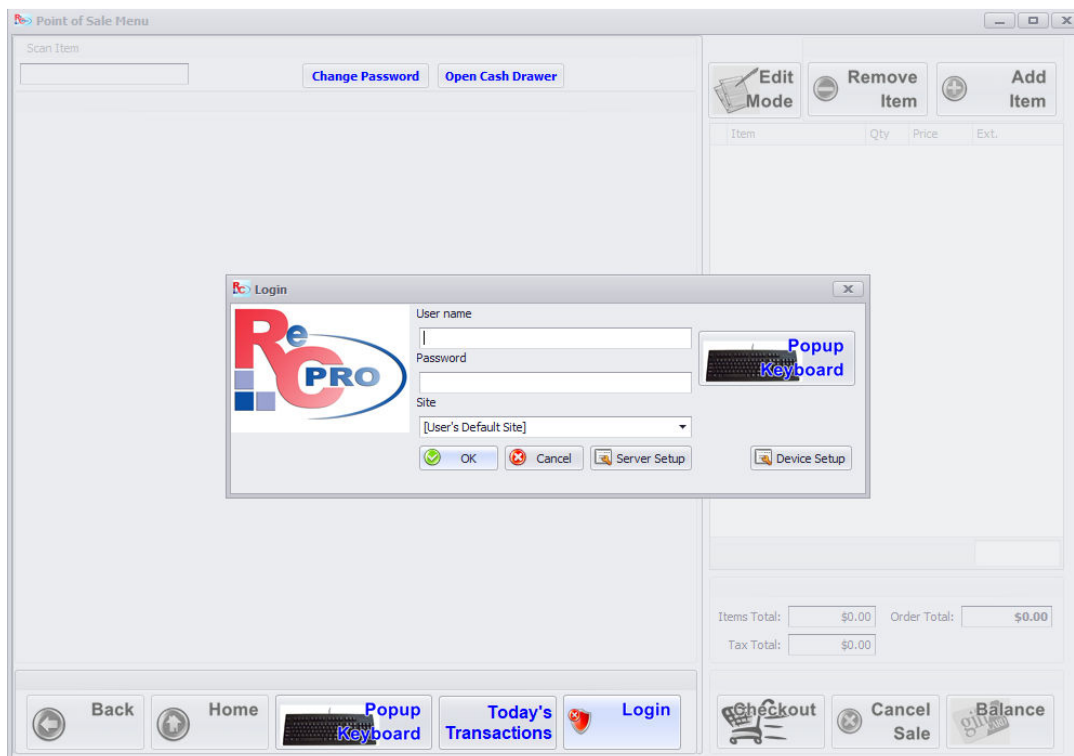
Before user can check their work, a unique POS user must be set up in the admin setup. From the main menu, go to **Setup > Administrative Tools > User Group and Setup > click user tab**

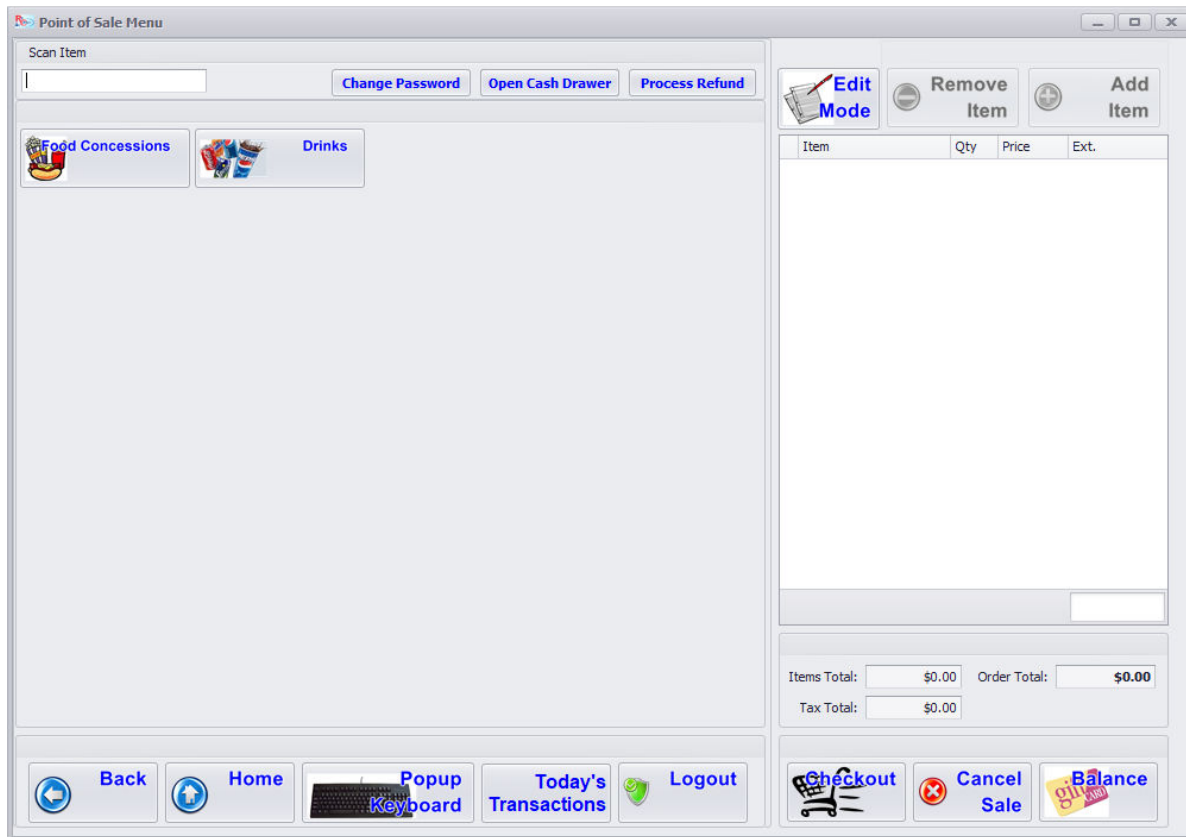


If the user has a User ID and password for ReCPro there must be a secondary User ID and password for POS. It must be unique. The **POS User** box must be checked and the **POS Menu** must be selected. Click **save** button.

Login to Point of Sale Menu

Open ReCPro Point of Sale and Login screen displays, type user name and password.

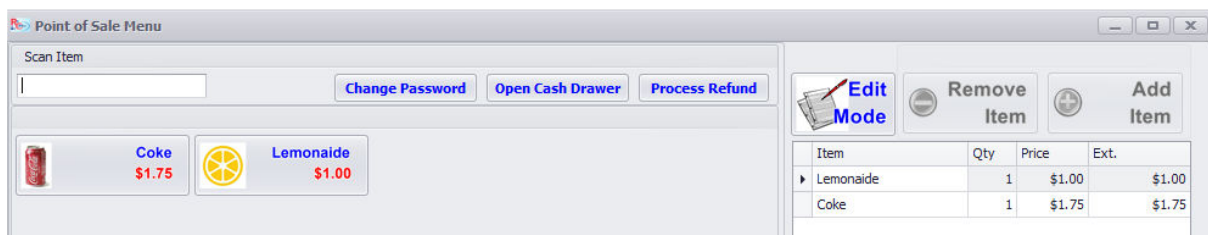




Notice the **Menu Groups** are now buttons



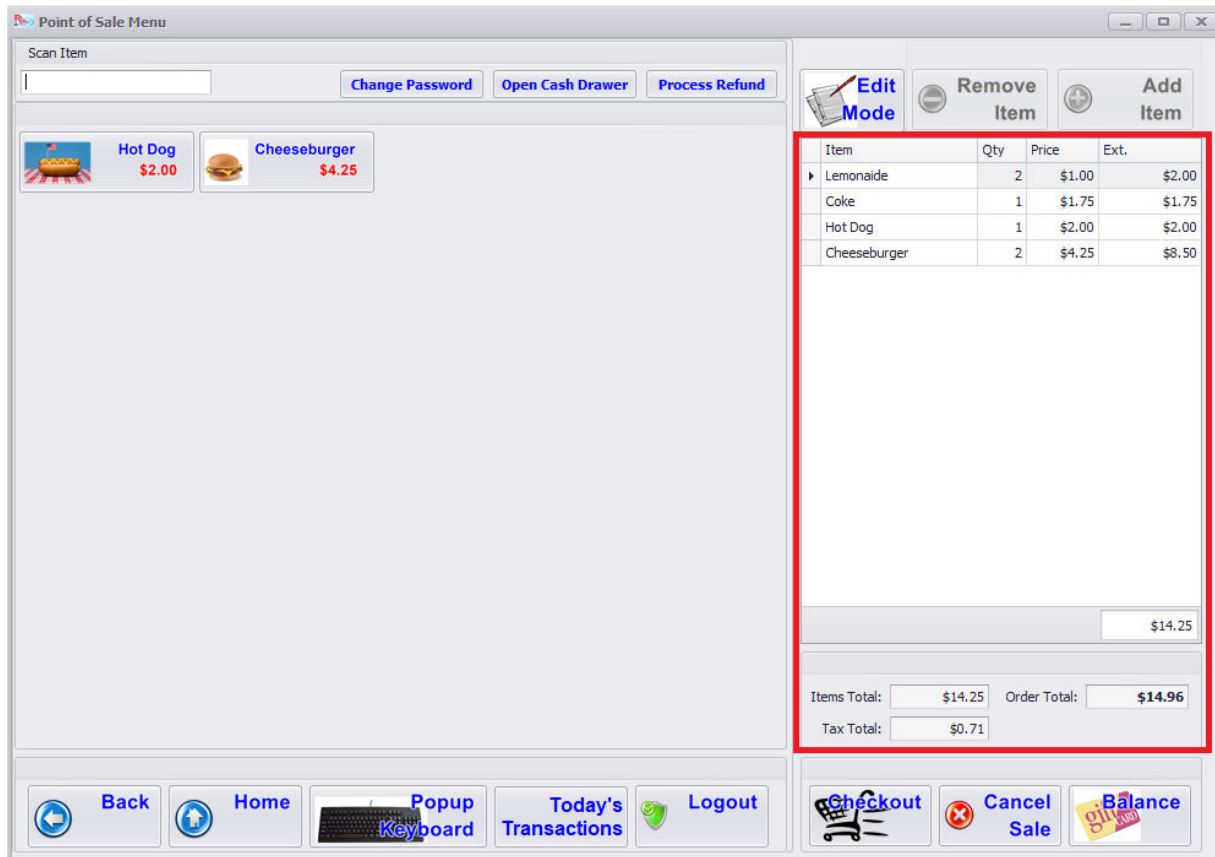
When **Drinks** button is pressed, it drills down to the inventory items with prices.



As buttons are clicked, the item loads to the right for purchase. The quantity can be changed or press the button multiple times.



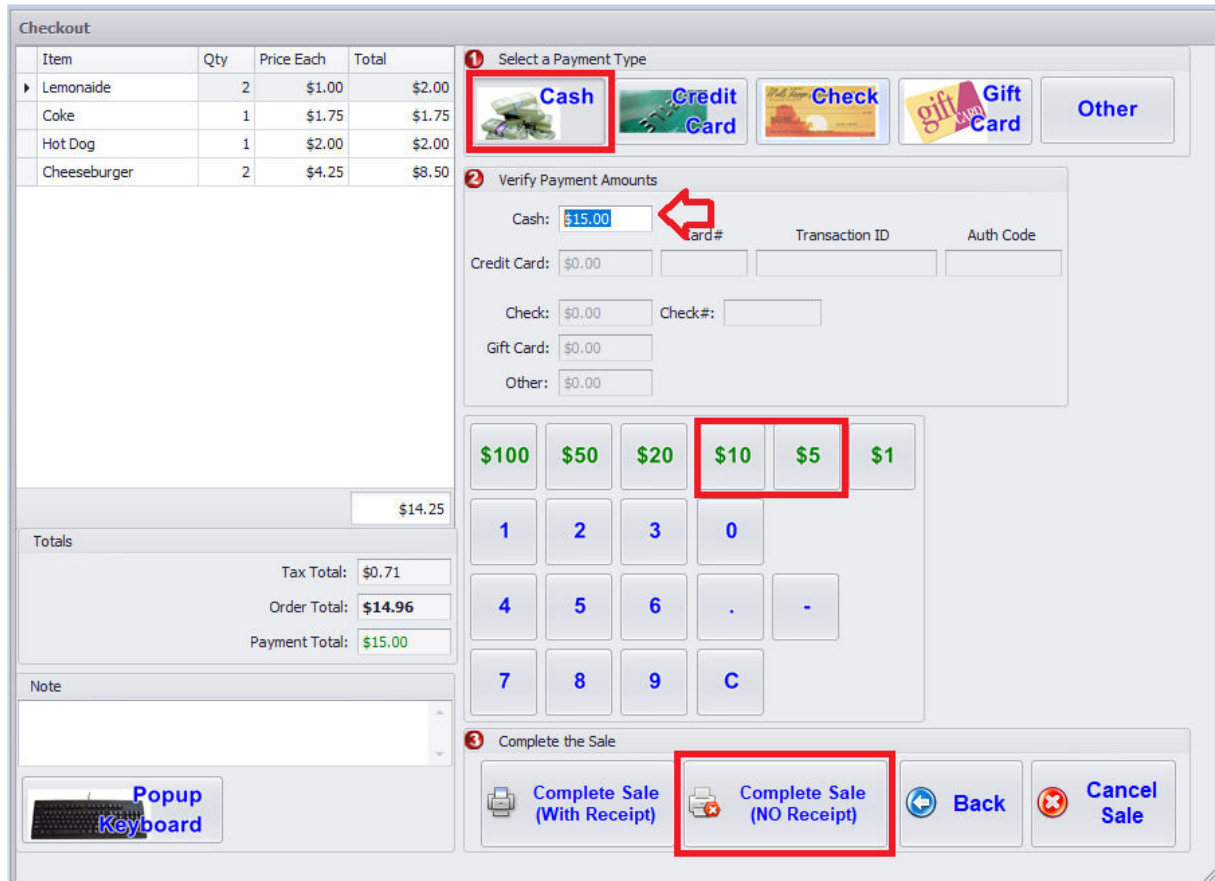
Click button to select another Menu Group



The register might look something like this, with a total of 6 items costing \$14.25

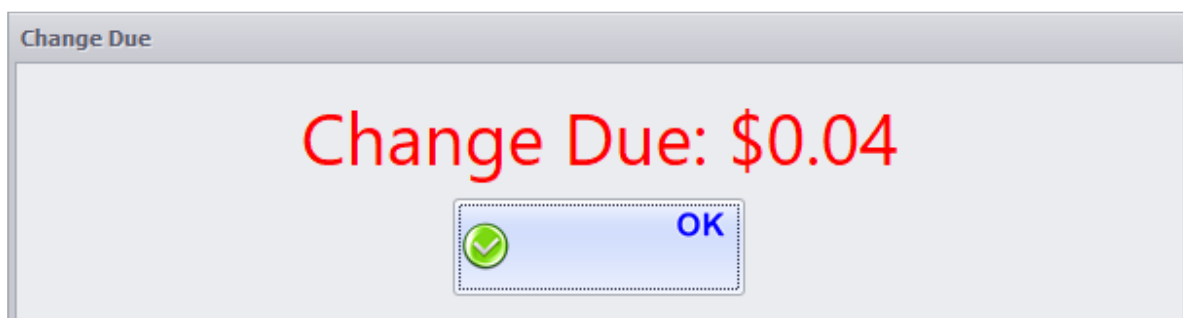


Click button

Step 1


The **Checkout** screen displays; select **Payment Type: Cash, Credit Card, Check** or **Other** button. At any given time, the **Cancel Sale** button can be used or **back** button if customer desires to add an item.

In this example the **Cash** button was clicked which opened the **Cash** field. Then the **\$5** button was clicked. **ReCPro™** automatically put \$5.00 in the **Cash** field.



Receipt will print and screen displays **Show Change** due. Click **Ok** button and the screen is ready for next sale.