



# Software Update Notes

## for the **AXIS™** Retail Management System

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Software Version 2.3

Publication Date: January 2015

The AcuSport Retail Technology Group (RTG) provides this document as a guide to the additions, changes, and improvements made to the AXIS™ Retail Management System software with the update to version 2.3.

This update includes the following highlights:

- [Automatic System Updates](#)
- [Help Buttons](#)
- [Receiving and Invoicing](#)
- [Min/Max Values](#)
- [Inventory Adjustments](#)
- [Deposits](#)
- [Firearms](#)
- [Miscellaneous Reports](#)

To view this document's contents online, click [here to view the AXIS Online Guide](#).

For assistance with technical issues and questions, contact RTG Support Line at 1-800-547-7120 or [RTGSupport@AcuSport.com](mailto:RTGSupport@AcuSport.com).

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# Overview

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The AXIS<sup>™</sup> Retail Management System software update to version 2.3 includes the following highlights:

## Automatic System Updates

In order to prepare existing data for the changes in this update, the system will automatically perform the following processes the first time the updated software is launched:

- Every vendor's **Allow Back Orders** checkbox will be checked to allow the processing of all partially received purchase orders.

**Note:** Be sure to revise individual vendor records accordingly after the update.

- All partially received purchase orders will be processed.
- All existing invoices will be converted to conform to the new processes.
- Every item's **Average Cost** value will be updated to ensure consistency going forward.
- Every item's **Value On Hand** value will be updated to reflect its revised **Average Cost** value.

## Help Buttons and the Online Guide

The system now provides a direct link from a screen's blue **Help** button to its corresponding topic in the new [AXIS Online Guide](#).

## Receiving and Invoicing

The procedures for receiving items and managing invoices (as well as performing related functions) have been simplified and streamlined with the addition of the new and improved features in the **Receiving** and **Setup** portions of the **Data Center** application:

- The new [Receiving](#) and [Receiving Details](#) screens have simplified the receiving process.
- The new [Receiving Details report](#) may be viewed and printed from multiple locations.
- The new [Invoicing](#) and [Invoice Details](#) screens have simplified the invoicing process.
- The new [Invoice report](#) may be viewed and printed from multiple locations.
- The behavior of the [Vendor Product Detail window](#) during the receiving process may be controlled at the UPC or global level.
- The [Receiving History](#) and [Receiving History By Item](#) screens allow the user to review receiving and invoicing history.

**Note:** Click [here](#) for a video overview of these features.

## Min/Max Values

The system now calculates suggested min/max values based on sales data and allows the user to determine how these values are implemented with these new and improved features in the **Inventory Management** and **Setup** portions of the **Data Center** application:

- The new [Weighted Suggestion screen](#) allows the user to control the variables that are used to calculate suggested min/max levels.
- The updated [Inventory Level screen](#) allows the user to control the method by which an item's min/max levels are set and adjusted.

- The new [Min/Max Import screen](#) allows the user to import min/max levels.
- The new [Sales Analysis tab](#) (along with the updated [Product Edit tab](#)) in the [Product Edit window](#) allows the user to review an item's sales data and set its min/max values/
- The [Vendor Reorder screen](#) allows the user to review a list of items that have fallen below their minimum inventory levels and should probably be reordered.
- The [Out of Stock Report screen](#) allows the user to review a list of items that were out of stock for a day or more during a selected 31-day time period.

**Note:** Click [here](#) for a video overview of these features.

## Inventory Adjustments

The system now allows the user to adjust an item's Quantity on Hand (QoH) and to post inventory adjustments to the accounting software with the addition of these new and improved features in the **Accounting** and **Inventory Management** portions of the **Data Center** application:

- The **Product Inventory Stocktaking** screen allows the user to create a group containing a single item and complete a count for that item.
- The **Adjust QoH** field on the updated [Product Edit tab](#) in the [Product Edit window](#) allows the user to adjust an item's QoH.
- The new [Adjustments Posting screen](#) allows the user to view a list of all active, unredeemed deposits.
- The updated [Accounting Setup screen](#) provides an **Adjustment Account** drop-down to link adjustments to accounting software.

**Note:** Click [here](#) for a video overview of these features.

## Deposits

The system now allows a customer to make a deposit toward a future purchase (such as a firearm) with the addition of these new and improved features in the **Register** application and the **Accounting, Customer Admin**, and **Reports** portions of the **Data Center** application:

- The [Deposit button](#) on the **Cash Register** screen allows the user to receive a deposit.
- The [Deposits heading](#) in the customer's **Current** window allows the user to review the customer's active deposits and apply a deposit to a transaction.
- The updated [Overview of screen](#) displays the total deposits for the individual customer.
- The new [Deposits List screen](#) allows the user to view a list of all active, unredeemed deposits.
- The updated [Accounting Setup screen](#) provides a **Deposit Liability** drop-down in the **Liability Accounts** to link deposits to accounting software.
- The updated [Daily Info Report screen](#) now includes a **Deposits Created** line item.
- The updated [Daily Sales Report screen](#) now the **Deposits** and **Deposit Redemptions** columns.

**Note:** Click [here](#) for a video overview of these features.

## Firearms

The system now includes these improved firearm-related features in the **Firearms** and **Setup** portions of the **Data Center** application:

- The updated [Firearm Inventory With Costs screen](#) now allows the user to view more information and print firearm labels.
- The updated [Bound Book screens \(Non-NFA, Gunsmith, and NFA\)](#) allow the user to better control which records are displayed and printed.



- The updated [Firearm UPC screen](#) now populates the **UPC** drop-down with both the **UPC** and the **Receipt Description**.

## Miscellaneous Reports

The system now includes these improved reporting features in the **Reports** portion of the **Data Center** application:

- The [Items Sold Report screen](#) has replaced the **Daily Items Sold Report** screen.
- The [Audit Log screen](#) has replaced the **PCI Audit Log** screen.
- The [Value On Hand Report screen](#) has replaced the **Value On Hand** report that was accessed through the **Report List** screen.



# New and Updated Features

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# Accounting

The following features have been added to or updated in the **Accounting** portion of the **Data Center** application.

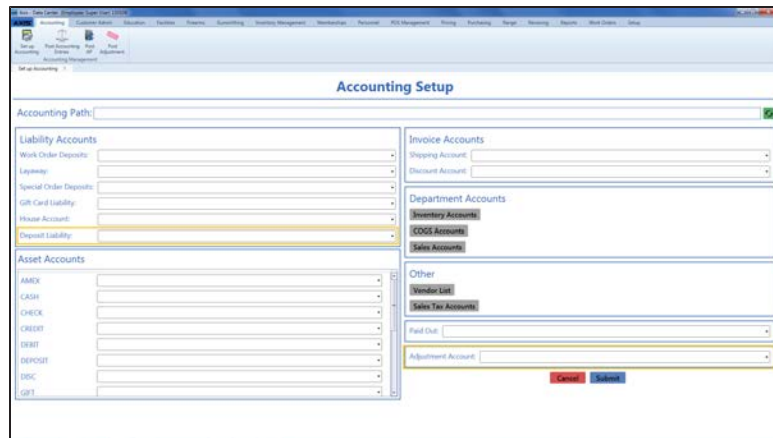
## Post Adjustment Button



The **Post Adjustment** button is a new addition to the main menu. Click this button to display the [Adjustment Postings screen](#).

## Accounting Setup Screen

The **Accounting Setup** screen has been updated with new features. Refer to [Set Up Accounting Links and Features](#) for information on using this screen.



The screen includes the following updates:

- The **Deposit Liability** drop-down has been added to the **Liability Accounts** section.
- The **Adjustment Account** drop-down has been added to the bottom of the screen.

## Adjustment Postings Screen

The **Adjustment Postings** screen allows the user to review inventory adjustments and post them to the accounting software. Refer to [Post Inventory Adjustments to the Accounting Software](#) (see page 40) for information on using this screen.

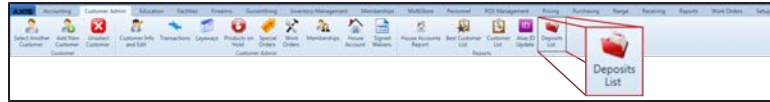


# Customer Admin

The following features have been added to or updated in the **Customer Admin** portion of the **Data Center** application.

## Deposits List Button

The **Deposits List** button is a new addition to the main menu. Click this button to display the **Deposits List screen**.



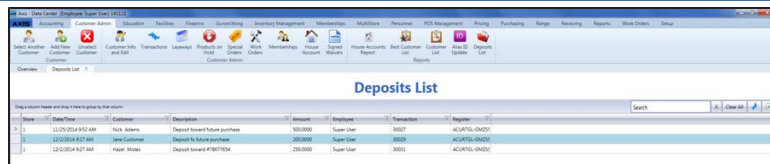
## Overview of Screen

The **Overview of** screen now displays the selected customer's total deposits.



## Deposits List Screen

The **Deposits List** screen provides a list of all active (unredeemed) deposits. Refer to [View the Deposits List \(see page 42\)](#) for information on using this screen.



# Firearms

The following features have been added to or updated in the **Firearms** portion of the **Data Center** application.

## Firearm Inventory With Costs Screen

The **Firearm Inventory With Costs** screen now allows the user to view more information and print firearm labels. Refer to [View and Update the Firearm Inventory With Costs Report](#) for information on using this screen.

Item #	Name	Log #	Size	Firearm UPC	MFG #	Item #	Cost	Sales Price	Name/Class	Manufacturer	Importer	Model	Serial Number	Barrel Length	Gauge/Caliber	Type Of Action	Is Rental	Row
45	211	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	1
45	352	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	2
45	901	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	3
45	911	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	4
45	921	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	5
45	931	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	6
45	941	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	7
45	951	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	8
45	961	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	9
45	971	1	900012140000	TEST GUN #1			\$100.00	\$100.00	TEST GUN	TEST GUN	TEST GUN	TEST GUN	TEST GUN	100.00	100.00	TEST GUN	0	10

The screen includes the following updates:

- The **Select All** and **Deselect All** have been added as methods for controlling which firearms are selected for label printing.
- The selection checkboxes have been added as a method for selecting individual firearms for label printing.
- The **Cost** column has been added.
- The **Sales Price** column has been added. The user may modify this value.
- The **Print** button has been added. The user can click this button to print labels for selected firearms.

## Bound Book Screens

The **Bound Book** screens (**Non NFA**, **Gunsmith**, and **NFA**) and **Archived Bound Book** screens provide new methods to control which records are displayed. Refer to [Manage a Bound Book](#) or [View a Bound Book Archive](#) for information on using these screens.

Item #	Bound Book #	UPC	Name/Class	Manufacturer	Importer	Model	Serial No.	Type of Action	Barrel Length	Cal/Gauge	Acquisition Name	Action
1.1	1	023614205050	New	TEST	TEST	TEST	TEST	TEST	100.00	100.00	2013 Jun 12 - Acq	On
1.2	1	023614205050	New	TEST	TEST	TEST	TEST	TEST	100.00	100.00	2013 Jun 12 - Acq	On
1.3	1	023614205050	New	TEST	TEST	TEST	TEST	TEST	100.00	100.00	2013 Jun 12 - Acq	On
1.4	1	023614205050	New	TEST	TEST	TEST	TEST	TEST	100.00	100.00	2013 Jun 12 - Acq	On
1.5	1	023614205050	New	TEST	TEST	TEST	TEST	TEST	100.00	100.00	2013 Jun 12 - Acq	On

The screens include the following updates:

- The **Include Active Records Only** checkbox has been added. The user can check this box to display only active records on the screen.

# Inventory Management

The following features have been added to or updated in the **Inventory Management** portion of the **Data Center** application.

## Min/Max Import Button



The **Min/Max Import** button is a new addition to the main menu. Click this button to display the [Min/Max Import screen](#).

## Excel Import Button



The **Excel Import** button has replaced the **Excel Load** button. Click this button to display the [Excel Import screen](#).

## License Maintenance Button



The **License Maintenance** button has replaced the **Define Product** button. Click this button to display the **License Maintenance** screen.

## Product Edit Window

The **Product Edit** window now provides integrated inventory level controls on the **Product Edit tab**, a new receiving process option on the **Vendor Product tab**, and an entirely new **Sales Analysis tab** for reviewing and utilizing sales data. Refer to [Manage Product Information](#) for information on using this window.

A screenshot of the 'Product Edit' window. The window is titled 'Product Edit Vendor Product'. It has several tabs: 'Product Info', 'Product Attribute Descriptor', 'Product Tax Info', and 'Product Price Info'. The 'Product Info' tab is active, showing fields for 'Product UPC', 'Item Number', 'Manufacturer Ref #', 'Receipt Description', 'Item Description', 'Auto Order', 'Min Level', 'Max Level', 'Price', and 'Register Lookup Description'. The 'Product Attribute Descriptor' tab shows a table with columns 'Del', 'Attribute', and 'Descriptor'. The 'Product Tax Info' tab shows a table with columns 'Del', 'Tax Type', 'Description', and 'Tax Rate'. The 'Product Price Info' tab shows a table with columns 'Del', 'Type', 'Description', and 'Price'. There are also buttons for 'Delete Product', 'Cancel', and 'Submit' at the bottom.



## Product Edit Tab

The **Product Edit** tab now allows the user to view and update min/max levels and other associated product values.

The screenshot shows the 'Product Edit' tab with the following sections:

- Product Info:** Includes fields for Product UPC, Item Number, Manufacturer Ref #, Receipt Description, and Item Description. A 'Register Lookup Description' field is highlighted in yellow.
- Product Attribute Descriptor:** A table with columns 'Attribute' and 'Descriptor'. It lists 'DEPARTMENT' and 'ITEM' as 'UNDEFINED', and 'MANUFACTURER' as 'UNDEFINED'. There are 'Add/Edit Attribute Descriptor' and 'Update A/D' buttons.
- Product Image:** Includes 'Quick Pick Image' and 'Register Lookup Image' fields, each with a 'Select Image' button.
- Product Tax Info:** A table with columns 'Tax Type' and 'Tax Rate'. It lists 'City Sales Tax' and 'State Sales Tax' at 0.00%.
- Product Price Info:** Includes fields for Price, Last Cost, Avg Cost, QoH, and Adjust QoH. The Price, Last Cost, and Avg Cost fields are highlighted in yellow.
- Min/Max Type:** A drop-down menu set to 'Suggested'.
- Min Level and Max Level:** Fields for 'Current' and 'Suggested' min/max levels. The 'Current' fields are highlighted in yellow.

The tab includes the following updates:

- The **Register Lookup Description** field has been relocated to just under the **Item Description** field.
- The **Min/Max Type** drop-down has been added to the tab. The user may select a min/max type (**Suggested**, **Manual**, or **Automatic**) to modify the product's **Min/Max Type** designation on the [Inventory Level screen](#).
- The **Current** designation has been added to the **Min Level** and **Max Level** fields. The user may edit these fields to modify the product's **Current Min** and/or **Current Max** fields on the [Inventory Level screen](#).
- The **Suggested** min and max levels are displayed to the right of the **Min Level** and **Max Level** fields. These fields may not be edited.
- The **Avg Cost** and **Adjust QoH** fields have been added to the tab.
- The **Price**, **Last Cost**, **Avg Cost**, and **Adjust QoH** fields may be edited.

**Note:** The **Adjust QoH** field should not be used with firearms or serialized nonfirearm items.

## Vendor Product Tab

The **Vendor Product** tab now provides a method for controlling whether or not the **Vendor Product Detail window** displays when this product is identified during the receiving process.

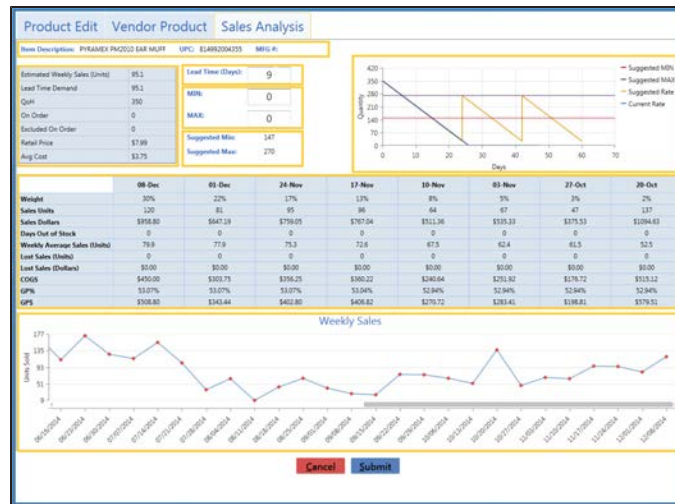
The screenshot shows the 'Vendor Product Detail' window with the following elements:

- A checkbox labeled 'Disable Vendor Product Details Pop-up for this product.' which is currently checked.
- Buttons for 'ADD' and 'DELETE'.
- Fields for 'UPC' and 'Description'.
- A status bar at the bottom with fields for 'Vendor', 'Vendor Part #', 'Catalog Cost', 'Last Received', 'Last Ordered', 'Vendor Priority', and 'Sell Pack'.
- 'Cancel' and 'Submit' buttons at the bottom.

## Sales Analysis Tab

The **Sales Analysis** tab is a new addition to the **Product Edit** window.

**Note:** This tab may be accessed directly from the **Inventory Level screen** by clicking an item's **Details** button.



This tab provides sales data in a variety of formats that can be used to identify trends and inform purchasing decisions. It includes the following features:

- The item's **Item Description**, **UPC**, and **MFG #** fields are displayed on this tab.
- If the item is a unit UPC associated with a case UPC, the **Case UPC** field is displayed. The user may click the **Case UPC** field to display the case UPC's **Sales Analysis** tab.
- If the item is a case UPC associated with a unit UPC, the **Unit UPC** field is displayed. The user may click the **Unit UPC** field to display the unit UPC's **Sales Analysis** tab.
- The **Calculation Data** section includes the **Estimated Weekly Sales (Units)**, **Lead Time Demand**, **QoH**, **On Order**, **Excluded On Order**, **Retail Price**, and **Avg Cost** fields. Some of these fields may be edited on the **Product Edit tab**.
- The **Lead Time (Days)** field reflects the value displayed in the **Lead Time Days** field on the vendor's **Vendor Information for** screen. The user may temporarily adjust this value on this tab to display its effect on calculations, but it can only be permanently changed on the vendor's **Vendor Information for** screen. Refer to **Set Up and Maintain a Vendor Record** for more information.
- The **MIN** and **MAX** fields reflect the item's current minimum and maximum values (respectively). They may be edited on this tab.
- The **Suggested Min** and **Suggested Max** fields reflect the suggested minimum and maximum values (respectively). The system calculates these values according to the item's lead time, lead time demand, safety stock percentage and estimated weekly sales.

**Note:** If an item does not have 8 weeks of sales data or the item was out of stock for more than 50% of the 8-week period, the suggested values will be "0."

If the **Lead Time Days** field is not populated, the suggested values will be "N/A."

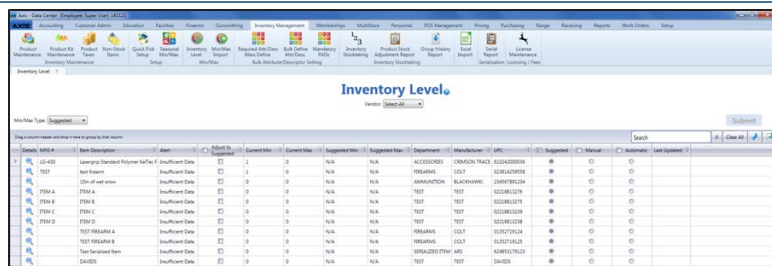
- The **Saw Tooth Graph** section presents a graphic representation of comparative inventory levels over the past year. This graph allows the user to identify how changes to min/max levels can help avoid overstock and out of stock situations.
- The **8-Week Sales Data** section includes the **Weight, Sales Units, Sales Dollars, Days Out Of Stock, Weekly Average Sales (Units), Lost Sales (Units), Lost Sales (Dollars), COGS, GP%, and GP\$** fields.

**Note:** The **Days Out Of Stock, Lost Sales (Units), and Lost Sales (Dollars)** fields display values for items that go out of stock after the system software is updated. Values are not calculated for items that are or were out of stock prior to the update.

- The **Weekly Sales** section presents a graphic representation of weekly sales over a 52-week period. The user may hover over a week's red diamond to display data from that week.

## Inventory Level Screen

The **Inventory Level** screen now provides tools to control the method by which an item's min/max levels are set and adjusted. Refer to [Manage a Product's Min/Max Levels](#) (see [page 43](#)) for information on using this screen.



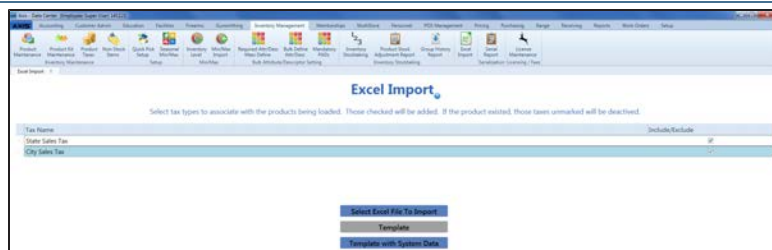
## Min/Max Import Screen

The **Min/Max Import** screen provides a method for importing min/max data into the system. Refer to [Import Min/Max Levels](#) (see [page 46](#)) for information on using this screen.



## Excel Import Screen

The **Excel Import** screen has replaced the **Import Data from Excel** screen. Refer to [Import Inventory Item Data](#) for information on using this screen.



# Receiving

The following features have been added to or updated in the **Receiving** portion of the **Data Center** application.

---

## Receiving Button

The **Receiving** button has replaced the **Receive By PO** button. Click this button to display the [Receiving screen](#).



---

## Invoicing Button

The **Invoicing** button has replaced the **Enter Invoice** button. Click this button to display the [Invoicing screen](#).



---

## Receiving History Button

The **Receiving History** button now activates a completely updated feature. Click this button to display the [Receiving History screen](#).



---

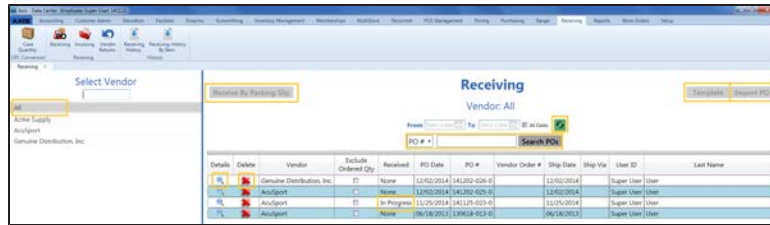
## Receiving History By Item Button

The **Receiving History By Item** button is a new addition to the main menu. Click this button to display the [Receiving History By Item screen](#).



## Receiving Screen

The **Receiving** screen has replaced the **Receive By PO** screen. Refer to [Receive Inventory Items](#) (see page 48) for information on using this screen.

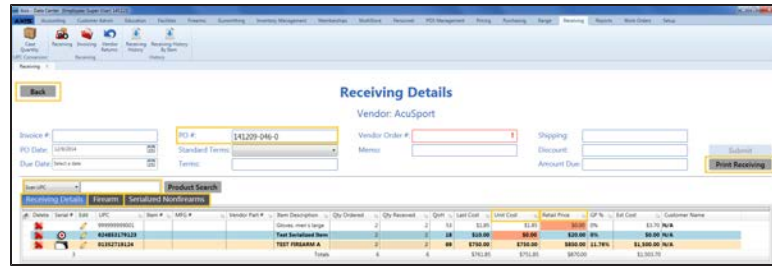


The screen includes the following updates:

- The **Select Vendor** list now includes the **All** option. This option displays all active purchase orders and is selected by default when the screen is initially opened.
- The **Receive By Packing Slip** button has replaced the **New Receiving by Packing Slip** button and been relocated to the top of the screen. It is available only when an actual vendor (not **All**) has been selected from the **Select Vendor** list.
- The **Import PO** and **Template** buttons are available only when an actual vendor (not **All**) has been selected from the **Select Vendor** list.
- The **Refresh** button has replaced the **Show Open POs** button.
- The **Search POs** feature includes a drop-down that allows the user to perform a search for a specific identifier (**PO#**, **Scan UPC**, **Scan MFG #**, **Scan Item #**, or **Scan Vendor Part #**).
- The **Details** button has replaced the selection checkbox as the tool for displaying a purchase order's details on the [Receiving Details screen](#).
- The **Delete** button is now available for every purchase order.
- The **Received** column now displays either **None** or **In Progress**. (The **Partial** status has been removed.)

## Receiving Details Screen

The **Receiving Details** screen has replaced the secondary **Receive By PO** screen in the receiving process. Refer to [Receive Inventory Items \(see page 48\)](#) for information on using this screen.

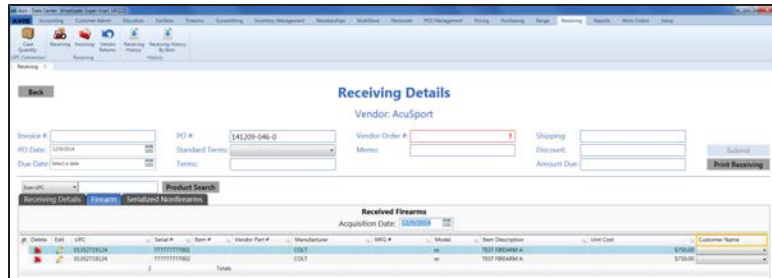


The screen includes the following updates:

- The **Back** button allows the user to return to the **Receiving** screen. Information entered on the **Receiving Details** screen will be retained and the **Receiving** screen will display the previously selected filters and options.
- If receiving by packing slip, the **PO #** field may be edited.
- The product identifier feature drop-down now includes a **Scan Vendor Part #** option in addition to the **Scan UPC**, **Scan MFG #**, and **Scan Item #** options.
- The product identifier feature displays a message if the user enters an identifier that is not in the database. If the **Scan UPC** or **Scan Item #** option was selected, the message gives the user the opportunity to add the identifier to the database with a new **Product Edit** window.
- The **Receiving Details** tab has replaced the main list portion of the screen.
- The **Firearm tab** has replaced the **Received Firearms** list portion of the screen.
- The **Serialized Nonfirearms tab** has replaced the **Received Serialized Nonfirearm** list portion of the screen.
- The **Print Receiving** button allows the user to access/print the **Receiving Details report**.
- The **Unit Cost** column highlights a cell if its value is zero or is larger than the value in the corresponding **Last Cost** cell.
- The **Retail Price** column highlights a cell if its value is zero.
- The **Mark Fully Received** button has been removed.

## Firearm Tab

The **Firearm** tab has replaced the **Received Firearms** list portion of the **Receiving Details** screen.

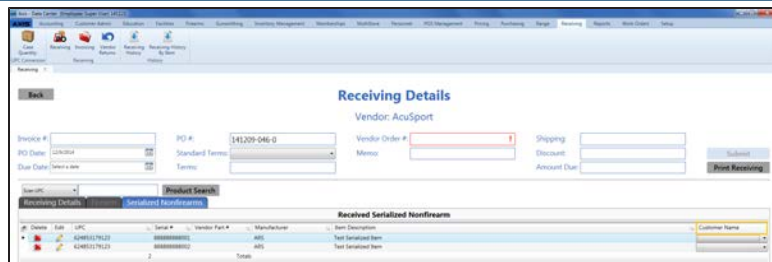


The tab includes the following updates:

- The **Customer Name** column automatically assigns a received firearm to the customer with the oldest special order for the firearm. The user can utilize the drop-down to undo the assignment or select another special order customer.

## Serialized Nonfirearms Tab

The **Serialized Nonfirearms** tab has replaced the **Received Serialized Nonfirearm** list portion of the **Receiving Details** screen.

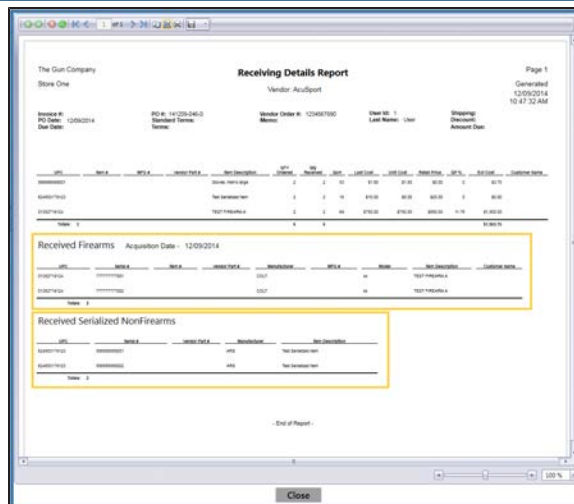


The tab includes the following updates:

- The **Customer Name** column automatically assigns a received serialized item to the customer with the oldest special order for the item. The user can utilize the drop-down to undo the assignment or select another special order customer.

## Receiving Details Report

The **Receiving Details** report is a new feature available during the receiving process and during reviews of the receiving history. Refer to [Receive Inventory Items \(see page 48\)](#), [Complete the Label Printing Window \(see page 57\)](#), or [View and Use the Receiving History Record \(see page 67\)](#) for information on accessing this report.



The report includes the following features:

- The **Received Firearms** section displays details from the **Firearm** tab.
- The **Received Serialized Nonfirearms** section displays details from the **Serialized Nonfirearms** tab.

## Vendor Product Detail Window

The **Vendor Product Detail** window allows the user to capture vendor part numbers during the receiving process to improve other processes and functions. Refer to [Complete the Vendor Product Detail Window \(see page 55\)](#) for information on using this window.

**Vendor Product Detail**

Gloves, men's large

Vendor: Genuine Distribution, Inc.

Vendor Part #:

Catalog Cost:

Vendor Priority: 1

Sell Pack: 1

Do not show the Vendor Product Detail screen for this UPC

Cancel Submit

The window has been updated with new features:

- The UPC's **Item Description** now displays near the top of the window.
- The **Do not show the Vendor Product Detail screen for this UPC** checkbox allows the user to prevent the window from displaying for this UPC during the receiving process. Refer to [Manage the Vendor Product Detail Windows \(see page 79\)](#) for additional methods of controlling this window.

## Label Printing Window

The **Label Printing** window has replaced the **Select Items and Quantity to Print** window in the receiving and invoicing processes. Refer to [Complete the Label Printing Window \(see page 57\)](#) for information on using this window.

**Label Printing**

**Select Items and Quantity to Print**  
& Detail Item Cost Adjustment  
Purchase Order # 141209-049-0

Qty to Print	UPC	Item Description	Qty Ordered	Qty Received	Qty Returned	QOH	Last Cost	Unit Cost	Retail Price
1	01312719124	TEST FIREARM A	1	1	0	75	\$750.00	\$750.00	\$850.00
1	01312719124	TEST FIREARM A	1	1	0	75	\$750.00	\$750.00	\$850.00
2	024811279123	Test Generated Item	2	2	0	24	\$10.00	\$0.00	\$10.00
2	99999999001	Gloves	2	2	0	99	\$1.85	\$1.85	\$0.00
6	Totals								

Print Receiving Cancel Submit

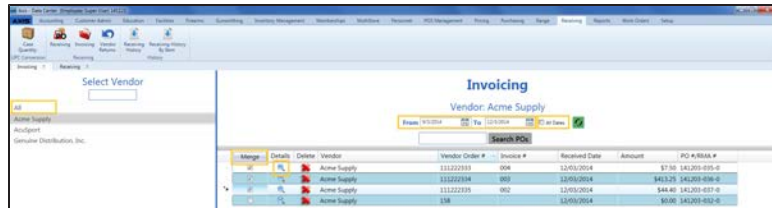
The window has been updated with new features:

- The **Unit Cost** column highlights a cell if its value is zero or is larger than the value in the corresponding **Last Cost** cell.
- The **Retail Price** column highlights a cell if its value is zero.



## Invoicing Screen

The **Invoicing** screen has replaced the **Enter Invoice or Receive By Invoice** screen. Refer to [Manage Invoices \(see page 62\)](#) for information on using this screen.

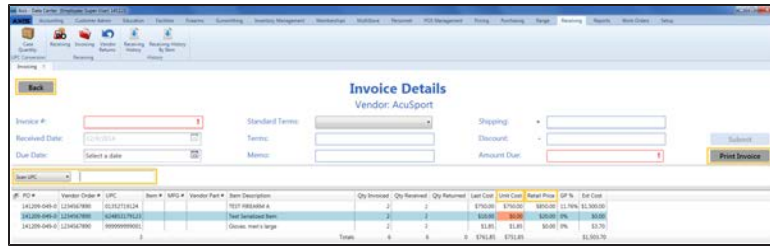


The screen includes the following updates:

- All submitted purchase orders are automatically moved to the **Invoicing** screen.
- The **Select Vendor** list now includes the **All** option. This option displays all active invoices and is selected by default when the screen is initially opened.
- The **From** and **To** fields default to a 3-month date range ending on the current date.
- The **All Dates** checkbox overrides the values in the date range fields to display all active invoices from any time period.
- The **Merge** column allows invoices to be selected and merged into a single invoice. It is available only when an actual vendor (not **All**) has been selected from the **Select Vendor** list.
- The **Details** button has replaced the selection checkbox as the tool for displaying an invoice's details on the [Invoice Details screen](#).
- The **Delete** button permanently removes the invoice.
- The **New Invoice** button has been removed.
- The **New Receive By Invoice** button has been removed.
- The **New Credit Memo** button has been removed.

## Invoice Details Screen

The **Invoice Details** screen has replaced the secondary **Enter Invoice** and **Receive By Invoice** screens in the invoicing process. Refer to [Manage Invoices \(see page 62\)](#) for information on using this screen.

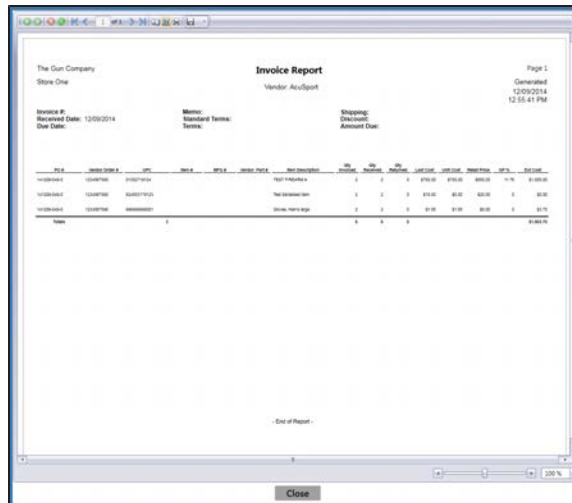


The screen includes the following updates:

- The **Back** button allows the user to return to the **Invoicing** screen. Information entered on the **Invoice Details** screen will be retained and the **Invoicing** screen will display the previously selected filters and options.
- The ability to add products to an invoice has been removed.
- The product identifier feature drop-down now includes a **Scan Vendor Part #** option in addition to the **Scan UPC**, **Scan MFG #**, and **Scan Item #** options.
- The **Print Invoice** button allows the user to access/print the **Invoice report**.
- The **Unit Cost** column highlights a cell if its value is zero or is larger than the value in the corresponding **Last Cost** cell.
- The **Retail Price** column highlights a cell if its value is zero.
- The **Zero All Qty** button has been removed.
- The **Delete** button has been removed from the list.

## Invoice Report

The **Invoice** report is a new feature available during the invoicing process and during reviews of the invoicing history. Refer to [Manage Invoices \(see page 62\)](#), [Complete the Label Printing Window \(see page 57\)](#), or [View and Use the Receiving History Record \(see page 67\)](#) for information on accessing this report.



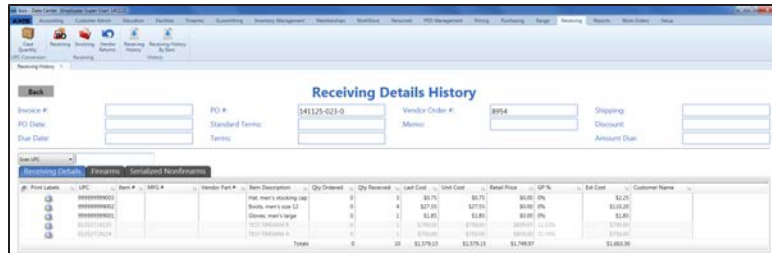
## Receiving History Screen

The **Receiving History** screen provides a review of the receiving and invoicing processes and has been updated with new features. Refer to [View and Use the Receiving History Record](#) (see [page 67](#)) for information on using this screen.



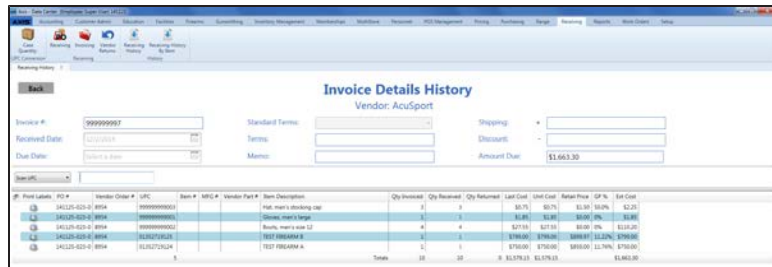
## Receiving Details History Screen

The **Receiving Details History** screen is a new feature of the **Receiving History** screen. Refer to [View and Use the Receiving History Record](#) (see [page 67](#)) for information on using this screen.



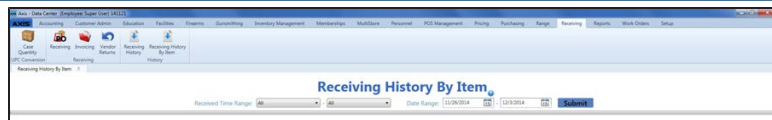
## Invoice Details History Screen

The **Invoice Details History** screen is a new feature of the **Receiving History** screen. Refer to [View and Use the Receiving History Record](#) (see [page 67](#)) for information on using this screen.



## Receiving History By Item Screen

The **Receiving History By Item** screen provides an item-by-item review of items received during a selected timespan. Refer to [View and Use the Receiving History Record](#) (see [page 67](#)) for information on using this screen.

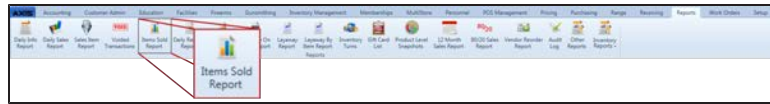


# Reports

The following features have been added to or updated in the **Reports** portion of the **Data Center** application.

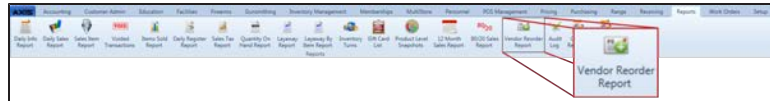
## Items Sold Report Button

The **Items Sold Report** button has replaced the **Daily Items Sold Report** button. Click this button to display the [Items Sold Report screen](#).



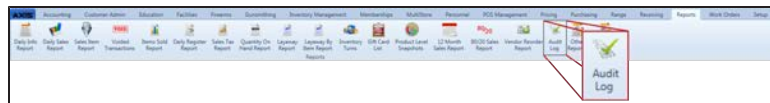
## Vendor Reorder Report Button

The **Vendor Reorder Report** button is a new addition to the main menu. Click this button to display the [Vendor Reorder screen](#).



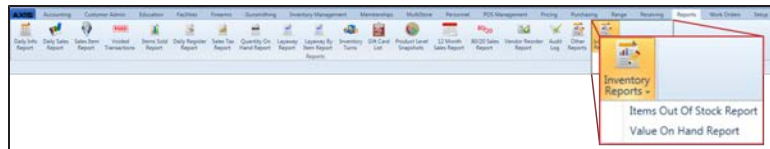
## Audit Log Button

The **Audit Log** button has replaced the **PCI Audit Log** button. Click this button to display the [Audit Log screen](#).

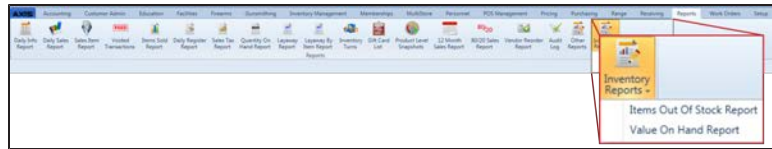


## Inventory Reports > Items Out of Stock Report Option

The **Inventory Reports > Items Out of Stock Report** option is a new addition to the main menu. Click this option to display the [Items Out of Stock Report screen](#).



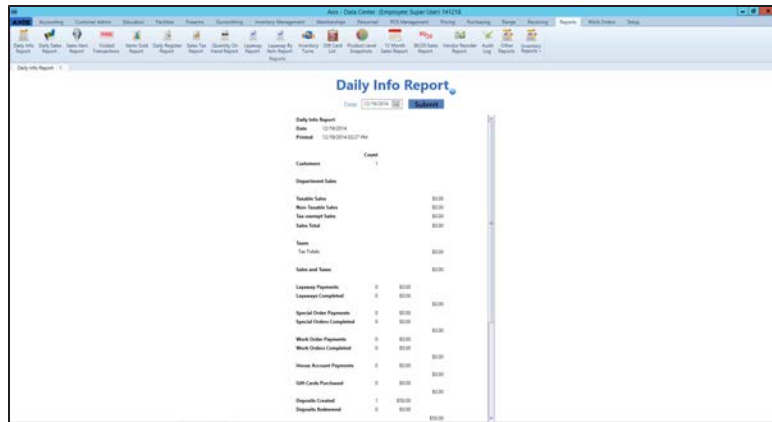
## Inventory Reports > Value On Hand Report Option



The **Inventory Reports > Value On Hand Report** option is a new addition to the main menu. Click this option to display the [Value On Hand Report screen](#).

## Daily Info Report Screen

The **Daily Info Report** screen has been updated to include the **Deposits Created** and **Deposits Redeemed** line items. Refer to [View the Daily Info Report](#) for information on using this screen.



## Daily Sales Report Screen

The **Daily Sales Report** screen has been updated to include the **Deposits** and **Deposit Redemptions** columns. Refer to [View the Daily Sales Report](#) for information on using this screen.



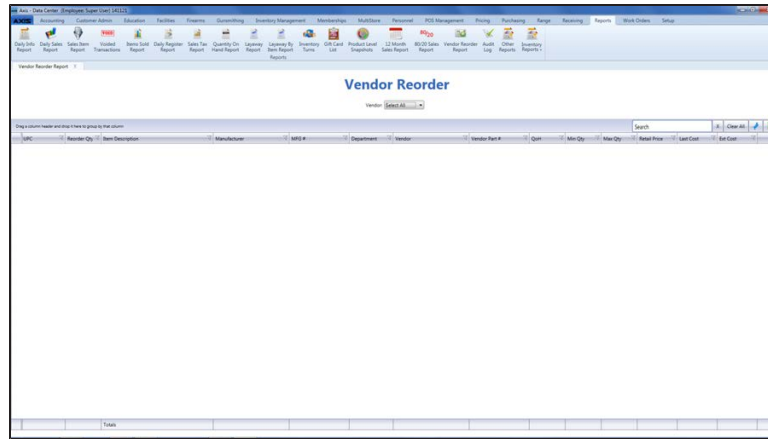
## Items Sold Report Screen

The **Items Sold Report** screen has replaced the **Daily Items Sold Report** screen. Refer to [View the Items Sold Report](#) for information on using this screen.



## Vendor Reorder Screen

The **Vendor Reorder** screen provides a list of items that have fallen below their minimum inventory levels and should probably be reordered. Refer to [View the Vendor Reorder Report \(see page 71\)](#) for information on using this screen.



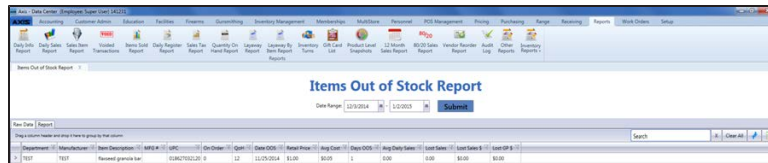
## Audit Log Screen

The **Audit Log** screen has replaced the **PCI Audit Log** screen. Refer to [View the Audit Log](#) for information on using this screen.



## Items Out of Stock Report Screen

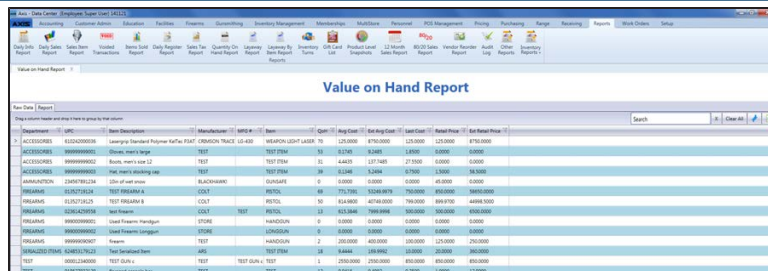
The **Items Out of Stock Report** screen provides a list of items that were out of stock for a day or more during a selected 31-day time period. Refer to [View the Items Out of Stock Report \(see page 72\)](#) for information on using this screen.



**Note:** The screen displays items that go out of stock after the system software is updated. It does not reflect items that are or were out of stock prior to the update.

## Value On Hand Report Report Screen

The **Value On Hand Report** screen has replaced the **Value On Hand** report that was accessed through the **Report List** screen. Refer to [View the Value On Hand Report \(see page 73\)](#) for information on using this screen.

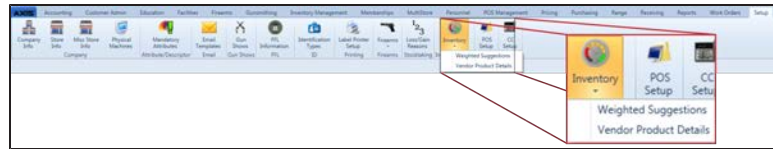


# Setup

The following features have been added to or updated in the **Setup** portion of the **Data Center** application.

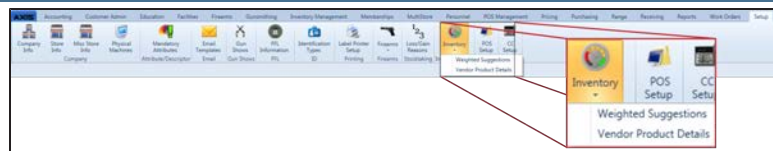
## Inventory > Weighted Suggestions Option

The **Inventory > Weighted Suggestions** option is a new addition to the main menu. Click this option to display the [Weighted Suggestion Setup screen](#).



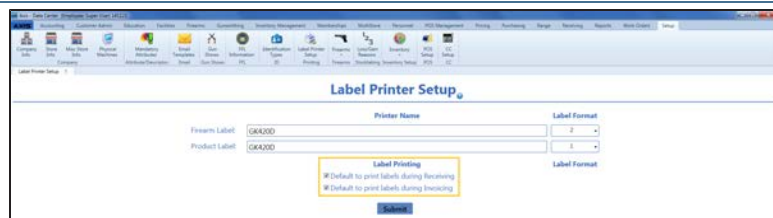
## Inventory > Vendor Product Setup Option

The **Inventory > Vendor Product Setup** option is a new addition to the main menu. Click this option to display the [Vendor Product Setup screen](#).



## Label Printer Setup Screen

The **Label Printer Setup** screen now includes options to automatically check the print label checkboxes on the **Label Printing** window during the receiving and invoicing processes. Refer to [Manage Label Printers \(see page 74\)](#) for information on using this screen.



## Firearm UPC Screen

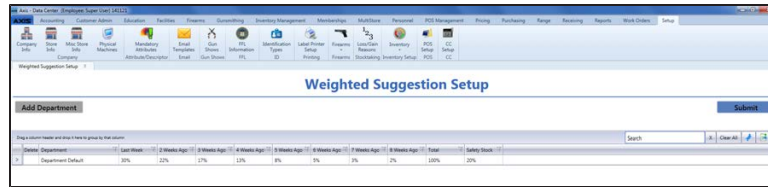
The **Firearm UPC** screen now populates the **UPC** drop-down with both the **UPC** and the **Receipt Description**. Refer to [Manage Firearm UPCs](#) for information on using this screen.



---

## Weighted Suggestion Setup Screen

The **Weighted Suggestion Setup** screen provides tools to set up and maintain weight percentages used to calculate min/max values. Refer to [Manage Weighted Suggestions](#) (see page 76) for information on using this screen.



---

## Vendor Product Setup Screen

The **Vendor Product Setup** screen provides a method for controlling whether or not the **Vendor Product Detail window** displays during the receiving process. Refer to [Manage the Vendor Product Detail Windows](#) (see page 79) for information on using this screen.





# Register Application

The following features have been added to or updated in the **Register** application.

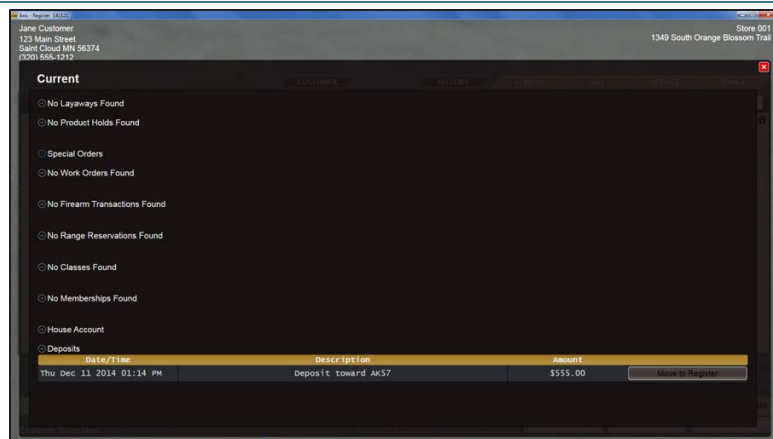
## Deposit Button

The **Deposit** button has been added to the **Cash Register** screen. It is present only if a customer has been selected. Refer to [Receive a Deposit \(see page 81\)](#) for information on using this feature.



## Deposits Heading

The **Deposits** heading has been added to the **Current** window. Refer to [View a Customer's Active Deposits \(see page 82\)](#) or [Apply a Deposit to a Transaction \(see page 83\)](#) for information on using this feature.





## New and Updated Procedures

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# Sort and Filter Reporting Screen Data

Complete the following procedures as needed to adjust the arrangement and selection of data shown on a reporting screen.

UPC	Vendor Part #	Item Description	Auto Order	Manufacturer	Min Qty	Max Qty	QOH	Last Received	Last Received From	Department	Item	YTD Sales	YTD Qty	PY Sales	PY Qty	MTD Sales
61024200038		Leserup Standard Polymer Kaffee F N	N	CRIMSON TRACE	3	10	67	06/12/2013	AcuSport	ACCESSORIES	WEAPON LIGHT LASER	\$750.00	6	\$21,874.00	130	\$750.00
023614259558		test firearm	N	COLT	0	0	13	12/03/2014	Acme Supply	FIREARMS	PISTOL	\$0.00	0	\$0.00	0	\$0.00
234987891234		Blackhawk Safe	N	BLACKHAWK!	10	100	0		Acme Supply	AMMUNITION	GUNSAFE	\$0.00	0	\$0.00	0	\$0.00
00228613276		ITEM A	N	TEST	2	6	1290	06/18/2013	AcuSport	TEST	TEST	\$200.00	12	\$0.00	0	\$200.00
00228613275		ITEM B	N	TEST	0	0	654		AcuSport	TEST	TEST	\$250.00	10	\$0.00	1	\$250.00
00228613299		ITEM C	N	TEST	0	0	508	06/18/2013	AcuSport	TEST	TEST	\$0.00	0	\$0.00	0	\$0.00
00228613238		ITEM D	N	TEST	0	0	229	06/18/2013	AcuSport	TEST	TEST	\$0.00	0	\$0.00	0	\$0.00
01352719124		TEST FIREARM A	N	COLT	5	12	75	12/09/2014	AcuSport	FIREARMS	PISTOL	\$0.00	0	\$0.00	0	\$0.00
01352719125		TEST FIREARM B	N	COLT	4	12	50		AcuSport	FIREARMS	PISTOL	\$0.00	0	\$0.00	0	\$0.00

## Sort Rows According to a Column's Contents

- Click the column heading once to sort the rows in ascending (A-Z; 1-2-3; Chronological; etc.) order .
- Click the column heading again to sort the rows in descending (Z-A; 3-2-1; Reverse-Chronological; etc.) order.

## Group Rows According to a Column's Contents

- Drag a column heading onto the gray bar at the top of the table to collect rows in groups.

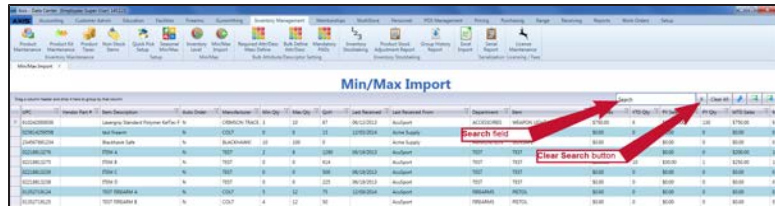
UPC	Vendor Part #	Item Description	Auto Order	Manufacturer				
∨	ARS	Count: 1	\$0.00	0	\$0.00	0	\$0.00	0
∨	BLACKHAWK!	Count: 1	\$0.00	0	\$0.00	0	\$0.00	0
∨	COLT	Count: 3	\$0.00	0	\$0.00	0	\$0.00	0
∨	CRIMSON TRACE	Count: 1	\$750.00	6	\$21,874.00	130	\$750.00	6
∨	STORE	Count: 2	\$0.00	0	\$0.00	0	\$0.00	0
∨	TEST	Count: 12	\$470.00	22	\$30.00	1	\$450.00	20

- Click a group's **Expand** (down arrow) button to display the rows inside it.

UPC	Vendor Part #	Item Description	Auto Order	Manufacturer				
∨	ARS	Count: 1	\$0.00	0	\$0.00	0	\$0.00	0
∨	BLACKHAWK!	Count: 1	\$0.00	0	\$0.00	0	\$0.00	0
∧	COLT	Count: 3	\$0.00	0	\$0.00	0	\$0.00	0
	023614259558	test firearm	N	COLT				
	01352719124	TEST FIREARM A	N	COLT				
	01352719125	TEST FIREARM B	N	COLT				
∨	CRIMSON TRACE	Count: 1	\$750.00	6	\$21,874.00	130	\$750.00	6
∨	STORE	Count: 2	\$0.00	0	\$0.00	0	\$0.00	0
∨	TEST	Count: 12	\$470.00	22	\$30.00	1	\$450.00	20

- Click a group's **Contract** (up arrow) button to hide the rows inside it.
- If desired, drag the column heading back to its original position to undo the grouping.

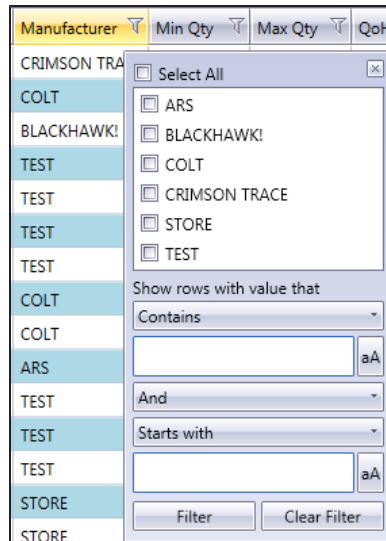
## Filter Data with a Search Term



1. Enter the desired character string in the **Search** field.
2. If desired, click the **Clear Search (X)** button to undo the search.

## Filter Data According to a Column's Contents

1. Click the **Filter** (funnel shape) button in the column heading to display a filter selection menu.



2. Complete any of these procedures to select the value(s) to be retained:

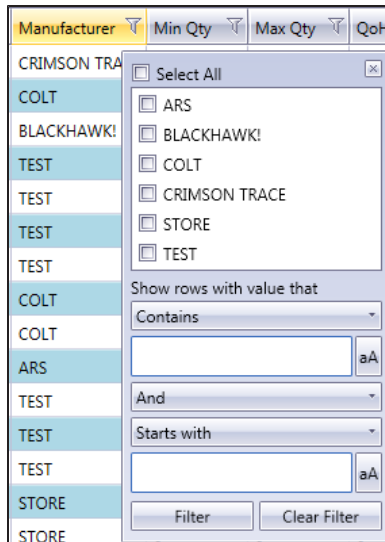
**Note:** If no checkboxes are checked, all values are retained in the list.

- Check a value's checkbox to select it for retention.
- Uncheck a value's checkbox to deselect it for retention. (It will be filtered out of the list.)
- Check the **Select All** checkbox to select all values for retention.

3. Click the **Close** button in the menu's top right corner to close it.

## Custom Filter Data According to a Column's Contents

1. Click the **Filter** (funnel shape) button in the column heading to display a filter selection menu.



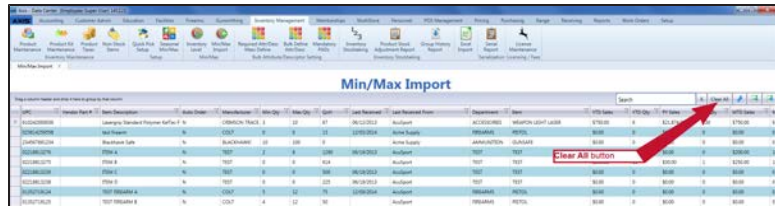
2. Complete the following procedure to define a filter criterion:
  1. Select a condition (**Is equal to**, **Starts with**, etc.) from the **Contains** drop-down.
  2. Enter the desired character string in the field below it.
  3. If needed, click the **aA** button to toggle the case match control for the entered text.
3. If desired, complete the following procedure to define a secondary filter criterion:
  1. Select a connector (**And**, **Or**) from the **And** drop-down.
  2. Select a condition (**Is equal to**, **Starts with**, etc.) from the **Startw with** drop-down.
  3. Enter the desired character string in the field below it.
  4. If needed, click the **aA** button to toggle the case match control for the entered text.
4. Click the **Filter** button to display the filtered list.
5. If desired, click the **Clear Filter** button to undo the filtering.

## Toggle Column Filter Controls



Click the **Toggle Filters** button to display filter controls at the tops of the columns. (Click again to hide the controls.)

## Clear all Filters

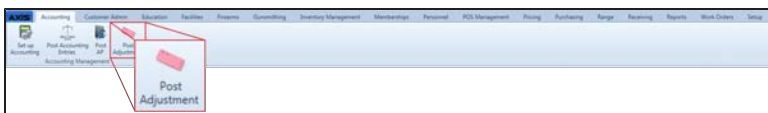


Click the **Clear All** button to undo the search.

# Post Inventory Adjustments to the Accounting Software

Complete the following procedure to post one or more inventory adjustment entries to the QuickBooks application.

1. **Navigate to the Adjustment Postings screen.**
  1. If it is open, close the **Data Center (IMS)** application.
  2. Make sure all other users are logged out of the QuickBooks application.
  3. Log in to the QuickBooks application with Administrator rights.
  4. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



5. Select **Accounting > Post Adjustment** from the main menu to display the **Adjustment Postings** screen.



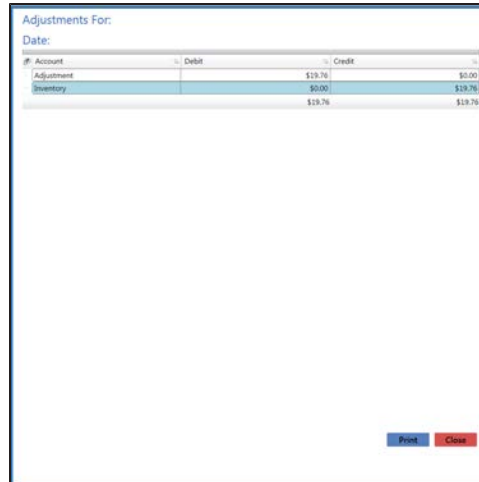
2. Complete any combination of the following to determine which entries will display on the screen:
  - Enter the desired starting and ending dates in the **Date Range** fields.
  - Select an adjustment type from the **Adjustment Type** drop-down field.
  - Select a type (status) from the **Type** drop-down field.
3. Click the **Submit** button to display all entries matching the selection criteria.
4. Complete the following procedures as appropriate:



---

## Preview and Print an Adjustment Record

1. Click the entry's **Preview** button to display the entry preview window.



Adjustments For:

Date:

#	Account	Debit	Credit	%
	Adjustment	\$19.76	\$19.76	\$19.76
	Inventory	\$19.76	\$19.76	\$19.76

Print Close

2. If desired, click the **Print** button to display the **Print** window.
3. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
4. Click the **Print** button to print the entry.
5. Click the **Close** button to close the entry preview window.

---

## Post a Single Entry to QuickBooks Software

1. Locate the desired entry.
2. Click the entry's **Post** button in the **Type** column to post the entry. This step changes the name of the button from **Post** to **Posted xx/xx/xxxx** (with xx/xx/xxxx being the date of the posting).

**Note:** Do not click the button in the **Type** column if it is named anything other than **Post**.

---

## Post Multiple Entries to QuickBooks Software

1. Check the checkboxes in front of all desired entries to select them (or click the **Select All** button to select all entries).

**Note:** Do not select an entry if the button in its **Type** column cell is named anything other than **Post**.

2. Click the **Post Selected** button to post the entries. This step changes the name of each entry's **Type** column cell button from **Post** to **Posted xx/xx/xxxx** (with xx/xx/xxxx being the date of the posting).

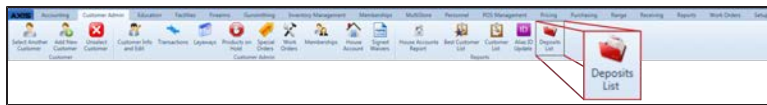
5. Click the tab's **Close** button to close the screen.

# View the Deposits List

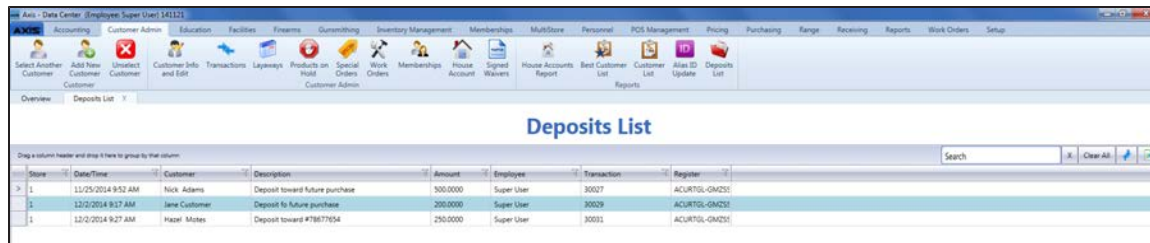
Complete the following procedure to view all active deposits. (The **Deposits List** screen does not display redeemed deposits.)

1. Navigate to the **Deposits List** screen.

1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Customer Admin > Deposits List** from the main menu to display the **Deposits List** screen.



2. If needed, [Sort and Filter Reporting Screen Data \(see page 36\)](#).

3. Click the tab's **Close** button to close the screen.

# Manage a Product's Min/Max Levels

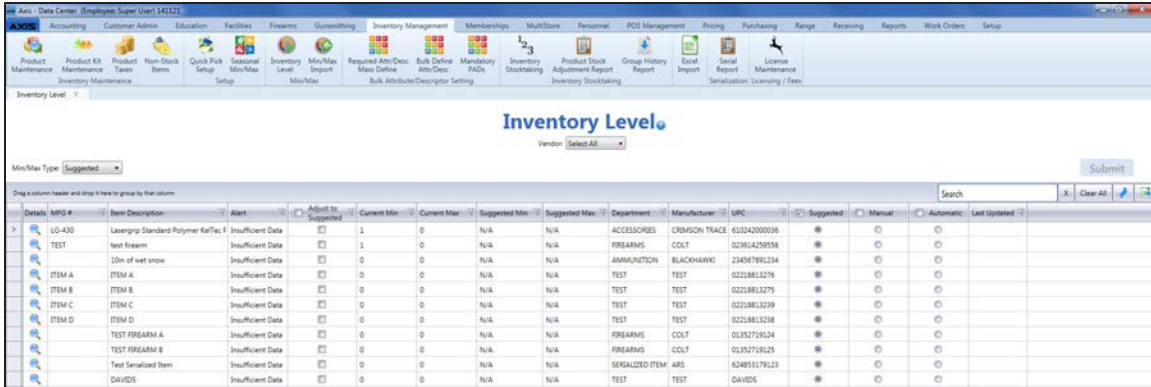
Complete the following procedure to control the method by which an item's min/max levels are set and adjust these levels as needed.

1. Navigate to the **Inventory Level** screen.

1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Inventory Management > Inventory Level** from the main menu to display the **Inventory Level** screen.



2. If desired, select a vendor from the **Vendor** drop-down to display only items associated with that vendor. (Click the **Select All** vendor name to display items from all vendors.)

**Note:** If an item is linked to a case UPC, the case UPC will display on the screen and the unit UPC will not.

3. Select one of the following options from the **Min/Max Type** drop-down to display items that utilize the corresponding method to set min/max levels.
  - **Suggested:** The system calculates and displays **Suggested Min** and **Suggested Max** values, and the user can update the **Current Min** and **Current Max** values by accepting the calculated values or manually entering new values.
  - **Manual:** This method is useful for items that may not benefit from routine min/max maintenance as they are seasonal, hard-to-get, or otherwise unusual. It functions just like the **Suggested** method.
  - **Automatic:** The system automatically resets **Current Min** and **Current Max** values to match suggested values when they are calculated.
4. [Sort and Filter Reporting Screen Data \(see page 36\)](#) as desired.
5. Complete the following procedures as needed to manage min/max levels:

---

## View an Item's Sales Data

1. Click an item's **Details** button to display its **Sales Analysis** tab in the **Product Edit** window.
2. Complete any of the following procedures as desired:
  - Enter/edit the value in the **Lead Time (Days)** field to display its effect on calculations.

**Note:** This adjustment is only temporary. To change the value permanently, modify the value of the **Lead Time Days** field on the vendor's **Vendor Information for** screen. Refer to [Set Up and Maintain a Vendor Record](#) for more information.

- Enter/edit the values in the **MIN** and **MAX** fields to update the product's **Current Min** and **Current Max** values (respectively) on the **Inventory Level** screen.
- Click the **Product Edit** tab to display it and modify values.

**Note:** Refer to [Manage Product Information](#) for more information.

3. Click the **Submit** button to close the **Product Edit** window.
  4. Complete either of the following to display the updated information on the **Inventory Level** screen
    - Close and reopen the **Inventory Level** screen.
    - Click the **Submit** button to display a change confirmation window and click the window's **OK** button to close it.
-

---

## Adjust an Item's Min/Max Levels to Suggested Values

**Note:** This feature is not available when **Automatic** is selected in the **Min/Max Type** drop-down.

1. Locate the **Adjust to Suggested** column in the list.
2. Complete the following procedures as needed to select the item(s) that will be adjusted:

**Note:** When an item is selected, the values in its **Current Min** and **Current Max** cells will temporarily change to match the values in its **Suggested Min** and **Suggested Max** cells (respectively)

- Check an item's **Adjust to Suggested** checkbox to select it.
  - Uncheck an item's **Adjust to Suggested** checkbox to deselect it.
  - Check the **Adjust to Suggested** checkbox in the column header to select all items.
  - Uncheck the **Adjust to Suggested** checkbox in the column header to deselect all items.
3. Click the **Submit** button to display a change confirmation window.
  4. Click the **OK** button to close the window and update the screen.

---

## Change an Item's Min/Max Type

1. Locate the min/max type (**Suggested**, **Manual**, and **Automatic**) columns in the list.
  2. Complete the following procedures as needed to select the item(s) that will be changed:
    - Click an item's min/max type radio button to select that type for the item.
    - Check a min/max type column header's checkbox to select that type for all items.
    - Click the dash (-) in a min/max type column header's checkbox to revert the selected items in that column to their original setting.
  3. Click the **Submit** button to display a change confirmation window.
  4. Click the **OK** button to close the window and update the screen.
-

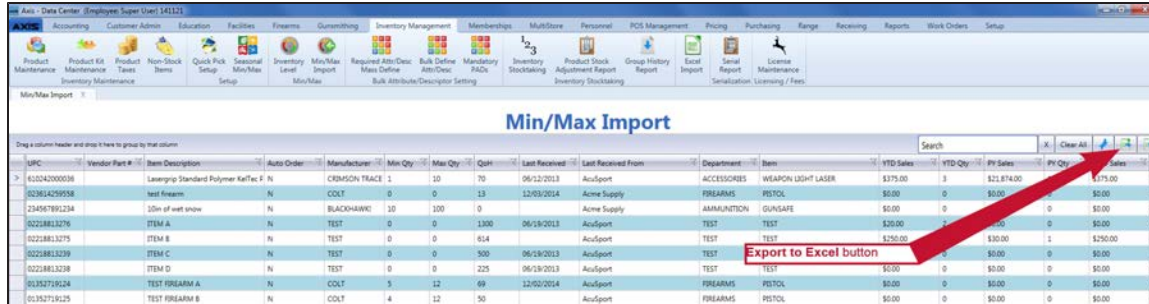
# Import Min/Max Levels

Complete the following procedure to import min/max data into the system by creating, populating, and importing a formatted Excel file.

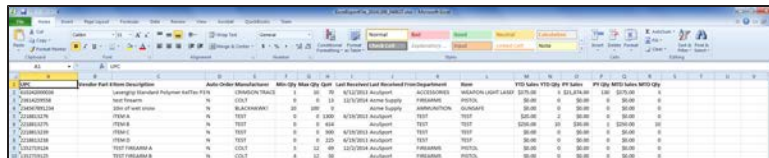
1. Navigate to the **Min/Max Import** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



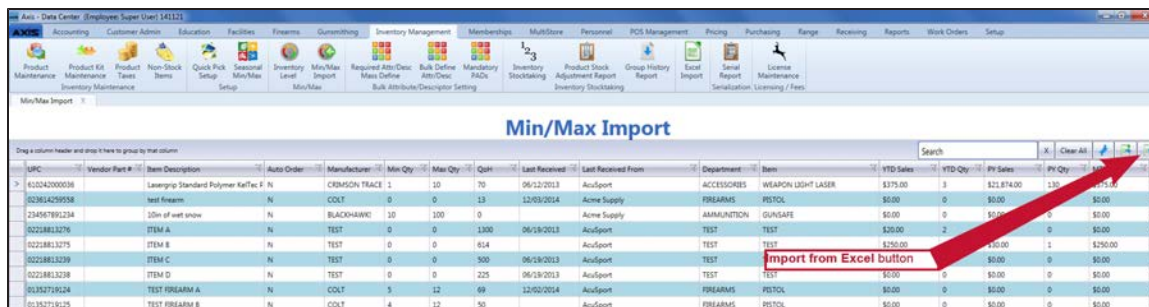
2. Select **Inventory Management > Min/Max Import** from the main menu to display the **Min/Max Import** screen.



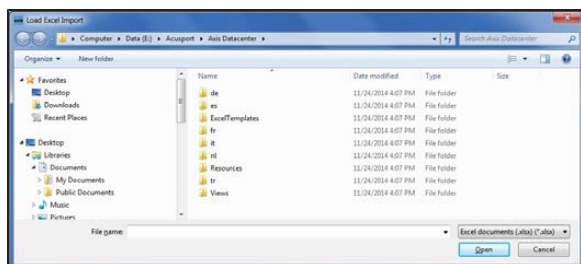
2. Click the **Export to Excel** button to export the template format to an Excel file.



3. Populate the Excel file with min/max information.
4. Save the Excel file.
5. Navigate to the **Min/Max Import** screen.

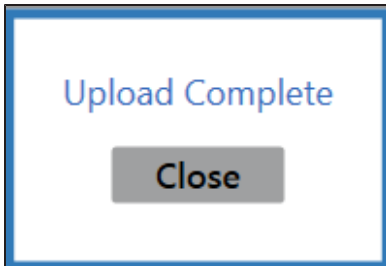


6. Click the **Import from Excel** button to display the **Load Excel Import** window.



7. Browse to the desired location.

8. Double-click the saved Excel file to select it and start the import process.
9. If the system detects any errors, it displays the **Import Complete with Errors** window.  
Complete any of the following as needed:
  - Click the **Print/Save** button to display the errors in a formatted template file that may be manually printed and/or saved. Click another button as appropriate to close this window.
  - Click the **Continue** button to continue with the import for the uploaded items.
  - Click the **Cancel** button to cancel the import.
10. When the import is complete, the system displays the **Upload Complete** window.



11. Click the **Close** button to close the window.
12. Click the tab's **Close** button to close the screen.

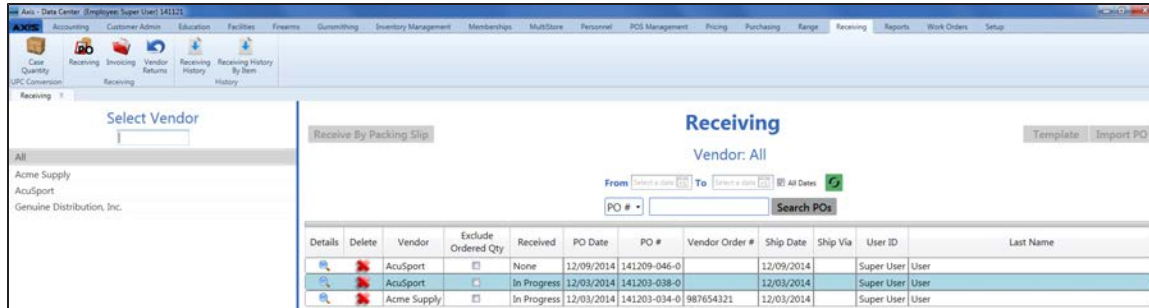
# Receive Inventory Items

1. Navigate to the **Receiving** screen.

1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Receiving > Receiving** from the main menu to display the **Receiving** screen.



2. Complete any of the following procedures as desired to determine which purchase orders are displayed on the screen:

- **Filter by Vendor:**

Click a vendor name in the **Select Vendor** list to display only purchase orders for that vendor. (Click the **All** vendor name to display purchase orders for all vendors.)

**Note:** If needed, enter all or part of a vendor's name in the field to show only matching vendors in the **Select Vendor** list.

- **Filter by Date:**

Uncheck the **All Dates** checkbox, enter dates in the **From** and **To** fields, and click the **Refresh** button to display only purchase orders from that date range.

- **Filter by Significant Number:**

Select an option (**PO#**, **Scan UPC**, **Scan MFG #**, **Scan Item #**, **Scan Vendor Part #**) from the drop-down, enter all or part of the desired identifier in the text field, and click the **Search POs** button to display only purchase orders that contain the entered text.

- [Sort and Filter Onscreen Data.](#)

3. Complete the following procedures as needed to manage received products:

## Receive Items with a Purchase Order

1. Click a purchase order's **Details** button to display the **Receiving Details** screen.
2. Continue with the procedure below.

## Receive Items with a Packing Slip

1. Click the appropriate vendor name in the **Select Vendor** list to activate the **Receive By Packing Slip** button.
2. Click the **Receive By Packing Slip** button to display the **Receiving Details** screen.

**Note:** From this point forward, the receiving record for the packing slip will be considered a purchase order.

3. Continue with the procedure below.



---

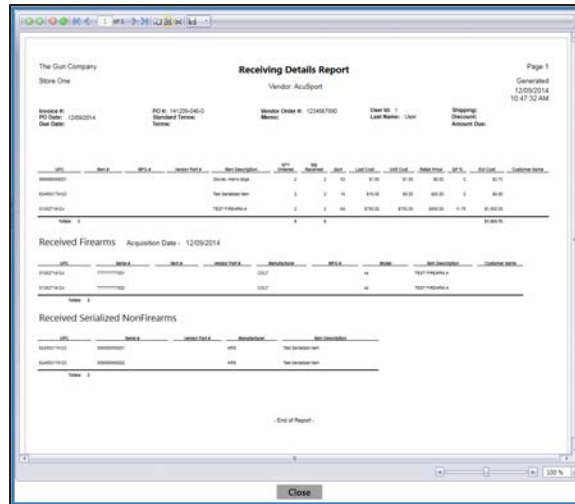
## Import Purchase Order Data

Refer to [Import Purchase Order Data \(see page 60\)](#) for more information.

---

## Print a Receiving Details Report

1. Click a purchase order's **Details** button to display the **Receiving Details** screen.
2. Receive items as desired.
3. Click the **Print Receiving** button to display the **Receiving Details Report** window.

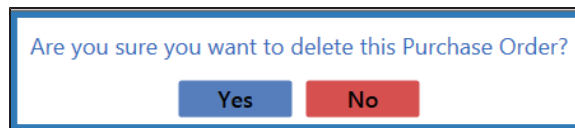


4. Adjust display as desired.
5. Click the **Print report** button to display the **Print** window.
6. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
7. Click the **Print** button to print the document.
8. Click the **Close** button on the **Receiving Details Report** window to close it.

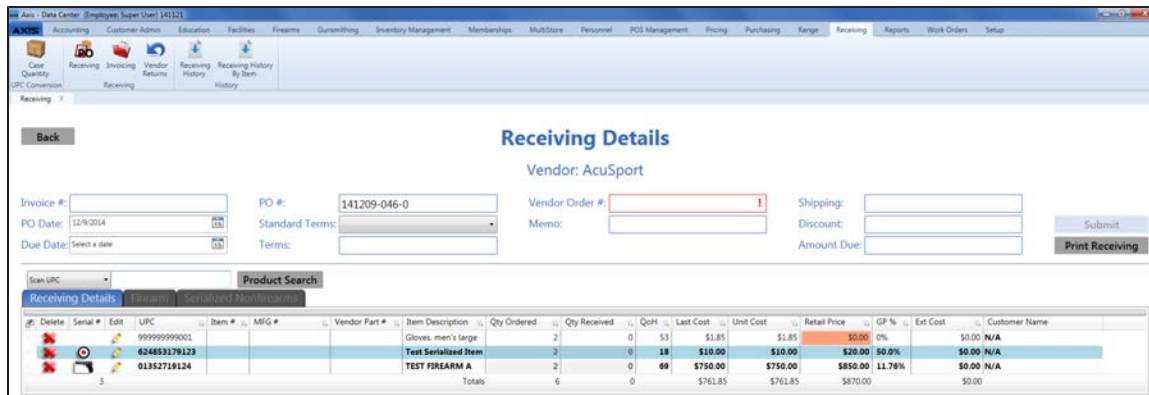
---

## Delete a Purchase Order

1. Click a purchase order's **Delete** button to display a deletion confirmation window.



2. Click the **Yes** button to remove the purchase order from the screen.
  3. Click the tab's **Close** button to close the screen.
-



4. Complete the following procedures as appropriate to identify the product(s) being received:

- Click a firearm's **Receive Firearm** button.
- Click a serialized nonfirearm's **Receive Serialized Nonfirearm** button.
- Enter a product's UPC (or other identification number):
  1. Select a product identification option (**Scan UPC**, **Scan MFG #**, **Scan Item #**, or **Scan Vendor Part #**) from the drop-down field.
  2. Scan or enter the appropriate identifier (UPC, etc.) in the blank field and press the **Enter** key.

**Note:** If the identifier is not already in the database, the system displays an identifier not found message window featuring either a set of **Yes** and **No** buttons or a single **OK** button. Complete one of the following as appropriate:

- Click a **Yes** button to display a new **Product Edit** window for the entered identifier. (Refer to [Manage Product Information](#) for information on using this window.)
- Click a **No** button to close the window and use the **Product Search** function to locate the desired item.
- Click an **OK** button to close the window and use the **Product Search** function to locate the desired item.
- Select product(s) through the **Product Search** function:
  1. Click the **Product Search** button to display the **Product Search** window.
  2. Select the product(s) to be received.

**Note:** Multiple standard (non-serialized) products may be selected from the window. Although this screen allows for the selection of multiple serialized (firearm or nonfirearm) products, the system will display a description window for only one of them. For this reason, RTG suggests selecting only one serialized product at a time through this feature. Refer to [Select a Single Product](#) and [Select One or More Products](#) as appropriate.

5. If the system displays a **Vendor Product Detail** window, [Complete the Vendor Product Detail Window \(see page 55\)](#) as appropriate.

6. The system displays information based on the type of product identified:

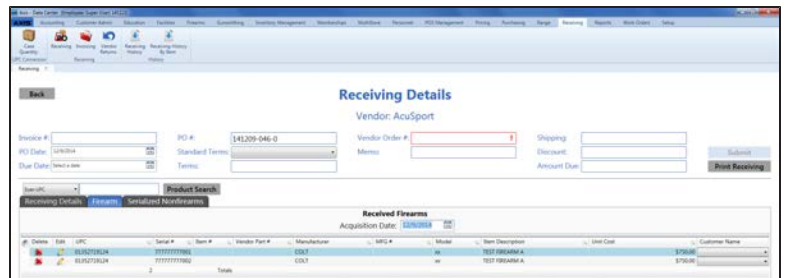
---

If a **firearm** was identified... The system displays the **Firearm Description** window.

1. [Describe a Firearm.](#)

**Note:** To receive multiples of the same firearm in a single step, enter a serial number in the **Serial Number(s)** field and press the **Enter** key to create a line for the next serial number.

2. The product list displays the selected firearm and increases the value in its **Qty Received** field by the quantity of entered serial numbers.
3. Click the **Firearm** tab to display each unique firearm/serial number combination.



4. If needed, edit the date in the **Acquisition Date** field to reflect the proper date of receiving for the Bound Book(s).

---

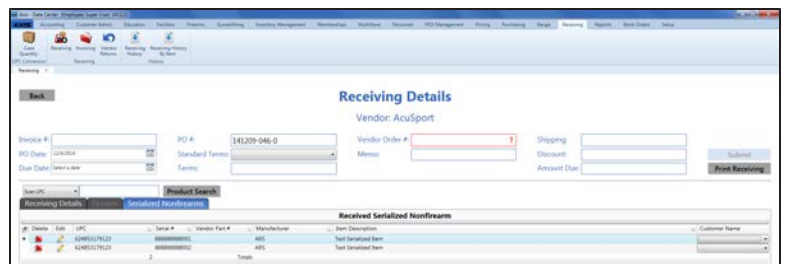
If a **serialized nonfirearm product** was identified...

The system displays the **Serialized Nonfirearm Description** window.

1. [Describe a Serialized Nonfirearm.](#)

**Note:** To receive multiples of the same item in a single step, enter a serial number in the **Serial Number(s)** field and press the **Enter** key to create a line for the next serial number.

2. The product list displays the selected serialized product and increases the value in its **Qty Received** field by the quantity of entered serial numbers.
3. Click the **Serialized Nonfirearms** tab to display each unique product/serial number combination.



---

If a **standard (non-serialized) product** was identified...

The system displays the selected product in the product list and increases the value in its **Qty Received** field by one. (Refer to [Edit a Product's Quantity](#) for information on manually editing this field.)

7. Complete the following procedures as needed to update received products:

---

## Edit a Product's Quantity

1. Locate the product in the product list.
2. Edit the number in the product's **Qty Received** field.
3. Continue with the procedure below.

---

## Edit a Product's Information

1. Click a product's **Edit** button to display its **Product Edit** window.

The screenshot shows the 'Product Edit' window with several sections:

- Product Info:** Includes fields for Product UPC (99999999001), Item Number, Manufacturer Ref #, Receipt Description (Gloves), Item Description (Gloves, men's large), Register Lookup Description, Auto Order (N), Price (\$0.00), Min/Max Type (Suggested), Last Cost (\$1.85), Avg Cost (\$0.17), Min Level (3), Current (0), Suggested (0), QOH (53), Max Level (24), Adjust QOH, On Order (2), and Excluded On Order (0).
- Product Attribute Descriptor:** A table with columns 'Del', 'Attribute', and 'Descriptor'. It lists DEPARTMENT (ACCESSORIES), ITEM (TEST\_ITEM), and MANUFACTURER (TEST). Below it is an 'Add/Edit Attribute Descriptor' section with an 'Update A/D' button.
- Product Image:** Two image placeholders for 'Quick Pick Image' and 'Register Lookup Image', each with a 'Select Image' button.
- Product Tax Info:** A table with columns 'Del', 'Tax Type', 'Description', and 'Tax Rate'. It includes an 'Add Product Tax' button.
- Product Price Info:** A table with columns 'Del', 'Type', 'Description', and 'Price'. It includes an 'Add/Update Product Price' button.

At the bottom, there are buttons for 'Delete Product', 'Cancel', and 'Submit'.

2. Edit product information as needed.

**Note:** Refer to [Manage Product Information](#) for more information on modifying information in this window.

3. Click the **Submit** button to close the **Product Edit** window.
4. Continue with the procedure below.

---

## Edit a Firearm's Serial Number or Description

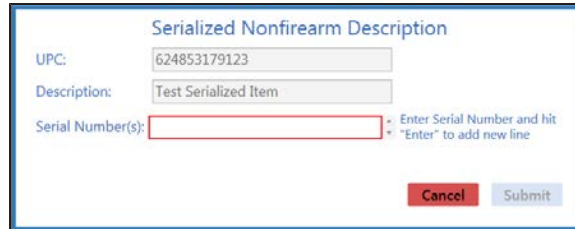
1. Locate the firearm on the **Firearms** tab.
2. Click the firearm's **Edit** button to display its **Firearm Description** window.
3. Edit the serial number in the **Serial Number(s)** field as needed.

**Note:** Refer to [Describe a Firearm](#) for information on changing values in other fields.

4. Click the **Submit** button to close the **Firearm Description** window.
  5. Continue with the procedure below.
-

## Edit a Serialized Nonfirearm Product's Serial Number

1. Locate the serialized nonfirearm product on the **Serialized Nonfirearms** tab.
2. Click the product's **Edit** button to display its **Serialized Nonfirearm Description** window.



3. Edit the serial number in the **Serial Number(s)** field as needed.
4. Click the **Submit** button to close the **Serialized Nonfirearm Description** window.
5. Continue with the procedure below.

8. Enter/edit Received Values as needed for each item.

**Note:** A user must be granted the **ProductCost** permission to view/use some of these fields.

**Note:** If an item is a firearm or a serialized non-firearm product, some of these fields may not be edited directly.

<b>Qty Ordered</b>	Enter the quantity of the item ordered.
<b>Qty Received</b>	Enter the quantity of the item received.
<b>Unit Cost</b>	Enter the actual unit cost for the item.
<b>Retail Price</b>	Enter the retail price for the item to automatically calculate and display the <b>GP %</b> value. <b>Note: GP% = (Retail Price - Unit Cost) / Retail Price</b>
<b>GP %</b>	Enter the gross profit percentage for the item to automatically calculate and display the <b>Retail Price</b> value. <b>Note: Retail Price = Unit Cost / (1-GP%)</b>
<b>Ext. Cost</b>	The system automatically calculates this amount by multiplying the <b>Qty Received</b> by the <b>Unit Cost</b> .

9. Enter/edit Purchase Order information in the window as needed.

**Note:** Required fields and settings are displayed with red borders.

<b>Invoice #</b>	Enter the invoice number. <b>Note:</b> If an invoice number is not available, enter a placeholder number (e.g., employee initials and the received date/time) and revise it at a later date.
<b>PO Date</b>	Enter the purchase order date (mm/dd/yyyy) or <a href="#">Select a Date</a> with the calendar button.

<b>Due Date</b>	Enter the date payment is due to the vendor (mm/dd/yyyy) or <a href="#">Select a Date</a> with the calendar button.
<b>PO #</b>	Enter the purchase order number.
<b>Standard Terms</b>	Select the appropriate terms option from the drop-down field.
<b>Terms</b>	Enter additional or non-standard terms.
<b>Vendor Order #</b>	Enter the vendor's order number.
<b>Memo</b>	Enter notes as needed.
<b>Shipping</b>	Enter shipping charges (e.g., freight, fuel surcharge, fees, etc.) included on the invoice.
<b>Discount</b>	Enter the discount amount for the entire invoice. (Do not include discounts for individual items as these are entered in each item's <b>Discount % or Amount</b> cell.)
<b>Amount Due</b>	Enter the total amount due for the invoice. To calculate this amount, add the sum of all <b>Ext. Cost</b> fields to the amount in the <b>Shipping</b> field and subtract the amount in the <b>Discount</b> field.

- Click the **Submit** button to display the **Label Printing** window.

**Label Printing**  
Select Items and Quantity to Print  
& Detail Item Cost Adjustment  
Purchase Order # 141209-049-0

Qty to Print	UPC	Item Description	Qty Ordered	Qty Received	Qty Returned	QOH	Last Cost	Unit Cost	Retail Price
1	01352719124	TEST FIREARM A	1	1	0	75	\$750.00	\$750.00	\$850.00
1	01352719124	TEST FIREARM A	1	1	0	75	\$750.00	\$750.00	\$850.00
2	624853179123	Test Serialized Item	2	2	0	24	\$10.00	\$0.00	\$20.00
2	99999999001	Gloves	2	2	0	59	\$1.85	\$1.85	\$0.00
6	Totals								

Print Receiving   Cancel   Submit

- Complete the [Label Printing Window](#) (see page 57) to print labels and/or a receiving details report as needed.
- The system sends the purchase order to the **Receiving History** screen and generates a corresponding invoice on the **Invoicing** screen.
- Click the tab's **Close** button to close the screen.

**Note:** When appropriate, complete the [Manage Invoices](#) (see page 62) procedure to process the invoice for the purchase order.

If needed, complete the [View and Use the Receiving History Record](#) (see page 67) procedure to review the purchase order.

# Complete the Vendor Product Detail Window

Complete the following procedure to complete the **Vendor Product Detail** window that appears during the receiving process.

1. Navigate to the **Vendor Product Detail** window.
  1. [Receive Inventory Items \(see page 48\)](#).
  2. When an item that does not have a vendor part number is identified during the receiving process, the system displays the **Vendor Product Detail** window.

**Note:** To control the behavior of the **Vendor Product Detail** window for all products, refer to [Manage the Vendor Product Detail Windows \(see page 79\)](#).

2. Complete one of the following procedures as appropriate to close the window:

## Create a Vendor Part Number for this product

1. Enter/edit the information in the fields:

<b>Vendor</b>	The vendor option is preselected and cannot be changed.
<b>Vendor Part #</b>	Enter the vendor's part number for the product.
<b>Catalog Cost</b>	Enter the product's cost from the vendor's catalog.
<b>Vendor Priority</b>	Select the vendor's relative rank (1-5) among possible vendors of this product from the drop-down.
<b>Sell Pack</b>	Enter the minimum number (generally 1) of the product that can be purchased.

2. Click the **Submit** button to create a vendor part number for the product.

**Note:** The system will no longer display the **Vendor Product Detail** window when this product is identified on a purchase order for the associated vendor during the receiving process.

---

**Skip the creation of a Vendor Part Number for this product**

Click the **Cancel** button to close the window.

**Note:** The system will continue to display the **Vendor Product Detail** window when this product is identified during the receiving process.

---

**Disable the Vendor Product Detail window for this product**

1. Check the **Do not show the Vendor Product Detail screen for this UPC** checkbox.
2. Click the **Submit** button to close the window.

**Note:** The system will no longer display the **Vendor Product Detail** window when this product is identified during the receiving process. Refer to [Manage the Vendor Product Detail Windows \(see page 79\)](#) for information on undoing this procedure.

- 
3. Continue receiving the product.



# Complete the Label Printing Window

Complete the following procedure to complete the **Label Printing** window that appears during various processes.

1. Navigate to the **Label Printing** window.

Complete any of the following procedures to display the **Label Printing** window:

- [Receive Inventory Items \(see page 48\)](#):  
Enter data on the **Receiving Details** screen and click the **Submit** button.
- [Manage Invoices \(see page 62\)](#):  
Enter data on the **Invoice Details** screen and click the **Submit** button.
- [View and Use the Receiving History Record \(see page 67\)](#):  
Click a **Details** button to display a corresponding details history screen and click an item's **Print** button.



**Note:** A user must be granted the **ProductCost** permission to view/use some of the fields on this window.

2. Complete the following procedures as appropriate:

## Print label(s) for the selected product(s)

1. Complete any of these procedures to select the product(s) for which labels will be printed:
  - Check a product's checkbox to select it.
  - Uncheck a product's checkbox to deselect it.
  - Check the **Qty to Print** column header checkbox to select all products.
  - Uncheck the **Qty to Print** column header checkbox to deselect all products.
2. If desired, edit the number in a selected product's **Qty to Print** field.
3. If desired, edit the amount in a selected product's **Unit Cost** field.

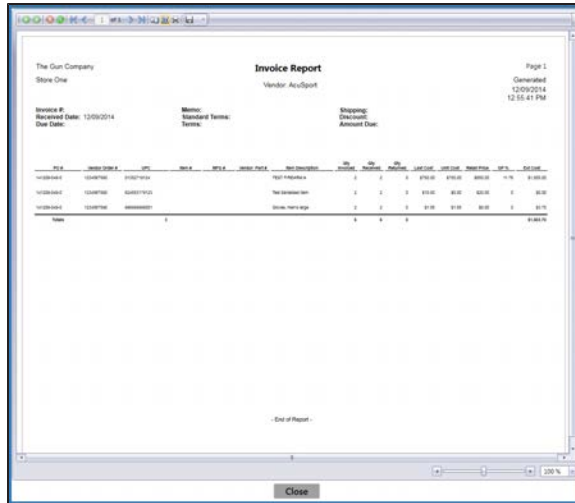
**Note:** This field can only be modified when printing from a receiving record.
4. If desired, edit the number in a selected product's **Retail Price** field.
5. Click the **Submit** button to print labels for selected products and close the **Label Printing** window.



---

## Print an Invoice Report

1. If available, click the **Print Invoice** button to display the **Invoice Report** window.

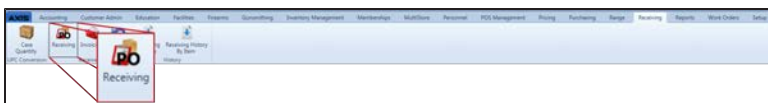


2. Adjust display as desired.
3. Click the **Print report** button to display the **Print** window.
4. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
5. Click the **Print** button to print the document.
6. Click the **Close** button on the **Invoice Report** window to close it.
7. Complete either of the following to close the **Label Printing** window:
  - **Print product labels** as needed.
  - Click the **Cancel** button.

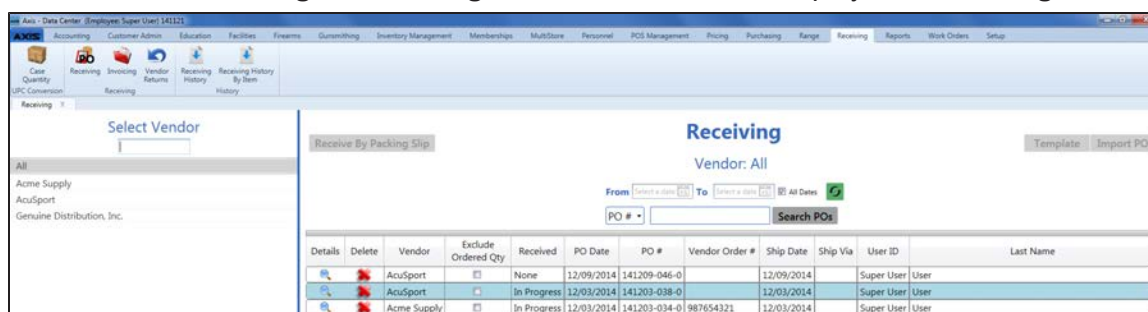
# Import Purchase Order Data

Complete the following procedure to import purchase order data into the **Receiving** screen by creating, populating, and importing a formatted Excel file.

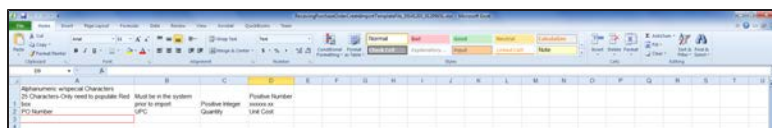
1. Navigate to the **Receiving** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Receiving > Receiving** from the main menu to display the **Receiving** screen.



3. Click the appropriate vendor name in the **Select Vendor** list to activate the **Template** and **Import PO** buttons.
3. Click the **Template** button to export the template format to an Excel file.



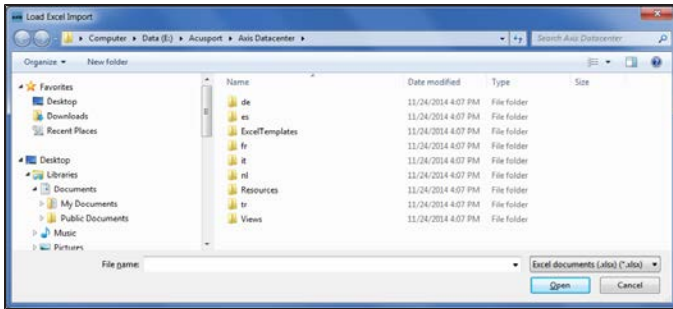
4. Populate the Excel file with purchase order information.

**Note:** The file must adhere to the validation requirements indicated in row 1 and below:

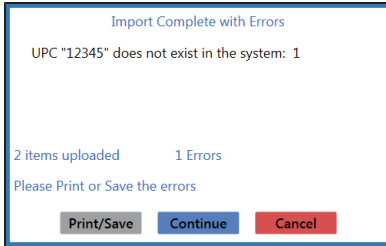
- All UPC's must be in the system.
- All quantities must be positive integers.
- A PO number may be entered once (in cell A3) for the entire purchase order. If a PO number is not entered, the system will generate one.

**Note:** If the file contains a PO number that is already in use, the system will allow the file to be imported. If an imported file is a copy of an existing PO, be sure to delete the duplicate PO(s) from the system.

5. Save the Excel file.
6. Navigate to the **Receiving** screen and click the appropriate vendor name in the **Select Vendor** list to activate the **Template** and **Import PO** buttons.
7. Click the **Import PO** button to display the **Load Excel Import** window.

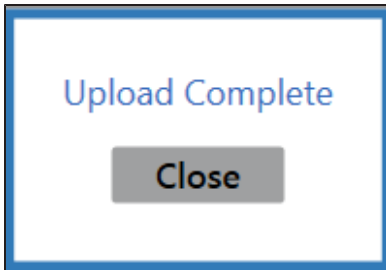


8. Browse to the desired location.
9. Double-click the saved Excel file to select it and start the import process.
10. If the system detects any errors, it displays the **Import Complete with Errors** window.



Complete any of the following as needed:

- Click the **Print/Save** button to display the errors in a formatted template file that may be manually printed and/or saved. Click another button as appropriate to close this window.
  - Click the **Continue** button to continue with the import for the uploaded items.
  - Click the **Cancel** button to cancel the import.
11. When the import is complete, the system displays the **Upload Complete** window.



12. Click the **Close** button to close the window.
13. Complete the following procedure to view the imported purchase order:
  1. Click the tab's **Close** button to close the screen.
  2. Navigate to the **Receiving** screen.
  3. Click the imported purchase order's **Details** button to display its **Receiving Details** screen.

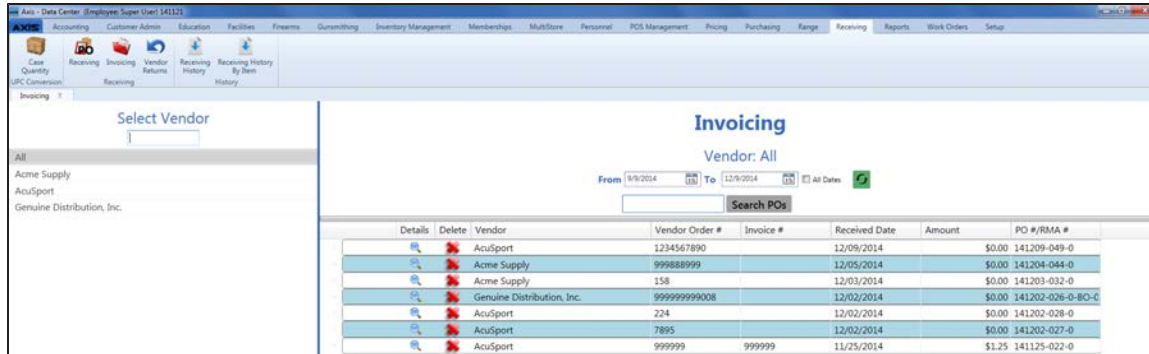
# Manage Invoices

1. Navigate to the **Invoicing** screen.

1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Receiving > Invoicing** from the main menu to display the **Invoicing** screen.



2. Complete any of the following procedures as desired to determine which invoices are displayed on the screen:

- **Filter by Vendor:**

Click a vendor name in the **Select Vendor** list to display only invoices for that vendor. (Click the **All** vendor name to display invoices for all vendors.)

**Note:** If needed, enter all or part of a vendor's name in the field to show only matching vendors in the **Select Vendor** list.

- **Filter by Date:**

Uncheck the **All Dates** checkbox, enter dates in the **From** and **To** fields, and click the **Refresh** button to display only invoices from that date range.

- **Filter by PO Number:**

Enter all or part of a PO number in the **Search POs** field and click the **Search POs** button to display only purchase orders that contain the entered text.

- [Sort and Filter Onscreen Data.](#)

3. Complete the following procedures as needed to manage invoices:

---

## Complete an Invoice

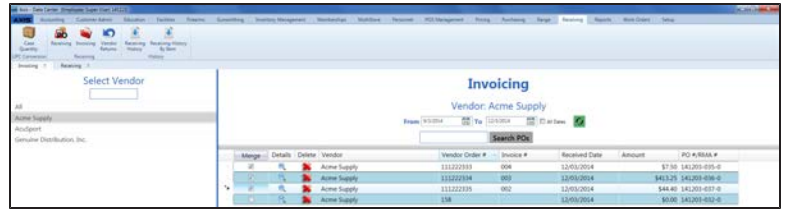
1. Click an invoice's **Details** button to display the **Invoicing Details** screen.

2. Continue with the procedure below.

---

## Merge Invoices

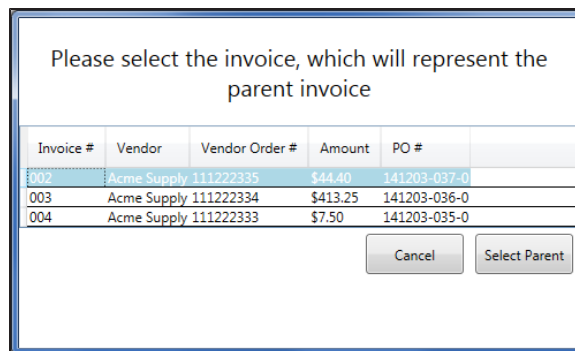
1. Click the appropriate vendor name in the **Select Vendor** list to activate the **Merge** column.



2. Check an invoice's **Merge** column checkbox to include it in the merge.

**Note:** At least two invoices must be checked to perform a merge.

3. Click the **Merge** button (the **Merge** column header) to display the parent invoice selection window.



4. Click an invoice to select it as the parent invoice.

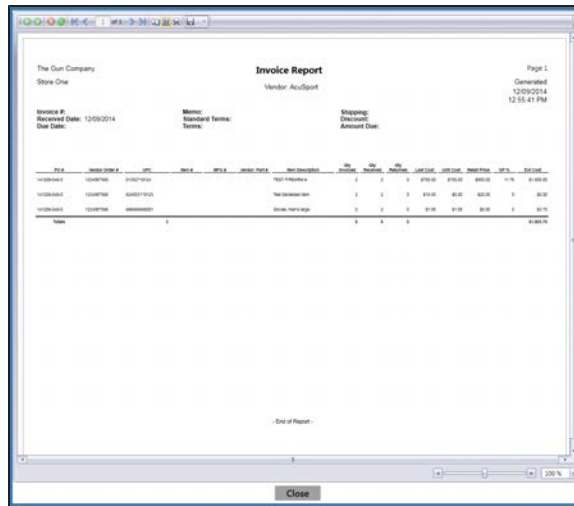
**Note:** The parent invoice's identifying information will display on the **Invoicing Details** screen.

5. Click the **Select Parent** button to combine the selected invoices into a single entry on the **Invoicing** screen.

---

## Print an Invoice Report

1. Click an invoice's **Details** button to display the **Invoicing Details** screen.
2. Enter/edit data as needed.
3. Click the **Print Invoice** button to display the **Invoice Report** window.

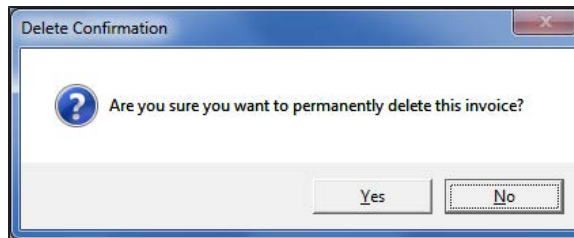


4. Adjust display as desired.
5. Click the **Print report** button to display the **Print** window.
6. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
7. Click the **Print** button to print the document.
8. Click the **Close** button on the **Invoice Report** window to close it.

---

## Delete an Invoice

1. Click an invoice's **Delete** button to display a deletion confirmation window.

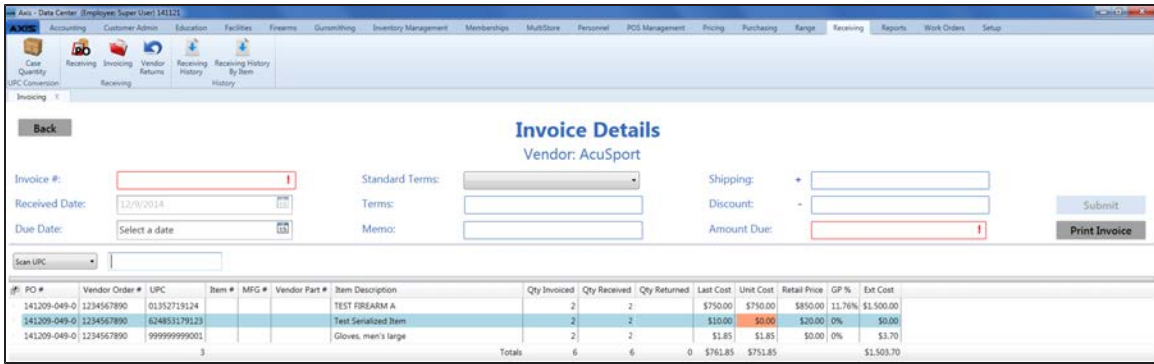


2. Click the **Yes** button to remove the invoice from the screen.

**Note:** A deleted invoice cannot be retrieved.

3. Click the tab's **Close** button to close the screen.
-





4. Enter/edit Invoice Values as needed for each item.

**Note:** A user must be granted the **ProductCost** permission to view/use some of these fields.

<b>Qty Invoiced</b>	Enter the quantity of the item being invoiced.
<b>Unit Cost</b>	Enter the actual unit cost for the item.
<b>Retail Price</b>	Enter the retail price for the item to automatically calculate and display the <b>GP %</b> value. <b>Note: GP% = (Retail Price - Unit Cost) / Retail Price</b>
<b>GP %</b>	Enter the gross profit percentage for the item to automatically calculate and display the <b>Retail Price</b> value. <b>Note: Retail Price = Unit Cost / (1-GP%)</b>
<b>Ext. Cost</b>	The system automatically calculates this amount by multiplying the <b>Qty Invoiced</b> by the <b>Unit Cost</b> .

5. Enter Invoice information in the window.

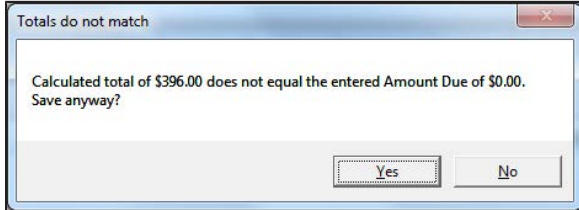
**Note:** Required fields and settings are displayed with red borders.

<b>Invoice #</b>	Enter the invoice number. <b>Note:</b> If an invoice number is not available, enter a placeholder number (e.g., employee initials and the received date/time) and revise it at a later date.
<b>Received Date</b>	Enter the invoice date (mm/dd/yyyy) or <a href="#">Select a Date</a> with the calendar button.
<b>Due Date</b>	Enter the date payment is due to the vendor (mm/dd/yyyy) or <a href="#">Select a Date</a> with the calendar button.
<b>Standard Terms</b>	Select the appropriate terms option from the drop-down field.
<b>Terms</b>	Enter additional or non-standard terms.
<b>Memo</b>	Enter notes as needed.
<b>Shipping</b>	Enter shipping charges (e.g., freight, fuel surcharge, fees, etc.) included on the invoice.
<b>Discount</b>	Enter the discount amount for the entire invoice. (Do not include discounts for individual items as these are entered in each item's <b>Discount % or Amount</b> cell.)

<b>Amount Due</b>	Enter the total amount due for the invoice. To calculate this amount, add the sum of all <b>Ext. Cost</b> fields to the amount in the <b>Shipping</b> field and subtract the amount in the <b>Discount</b> field.
-------------------	---

- When all fields have been completed, click the **Submit** button to display the **Label Printing** window.

**Note:** If the value in the **Amount Due** field does not equal the calculated value (sum of all **Ext. Cost** fields + **Shipping** charges - **Discount**), the system displays a **Totals do not match** error message window.



Click the **No** button to close the window and make corrections as needed.

Label Printing									
Select Items and Quantity to Print									
Purchase Order # 141209-049-0									
Qty to Print	UPC	Item Description	Qty/Invoiced	Qty Received	QoH	Last Cost	Unit Cost	Retail Price	
1	01352719124	Serial=77777777009 TEST FIREARM A	0	1	75	\$750.00	\$750.00	\$850.00	
1	01352719124	Serial=77777777008 TEST FIREARM A	0	1	75	\$750.00	\$750.00	\$850.00	
2	624853179123	Test Serialized Item	2	2	24	\$10.00	\$10.00	\$20.00	
2	99999999001	Gloves	2	2	59	\$1.85	\$1.85	\$0.00	
6	Totals								

- [Complete the Label Printing Window \(see page 57\)](#) to print labels and/or an invoice report as needed.
- The system sends the invoice to the **Receiving History** screen.
- Click the tab's **Close** button to close the screen.

**Note:** If needed, complete the [View and Use the Receiving History Record \(see page 67\)](#) procedure to review the invoice.

# View and Use the Receiving History Record

1. Navigate to the **Receiving History** screen.
  1. **Log In to the Data Center Application** to display the **Data Center Main Menu** screen.



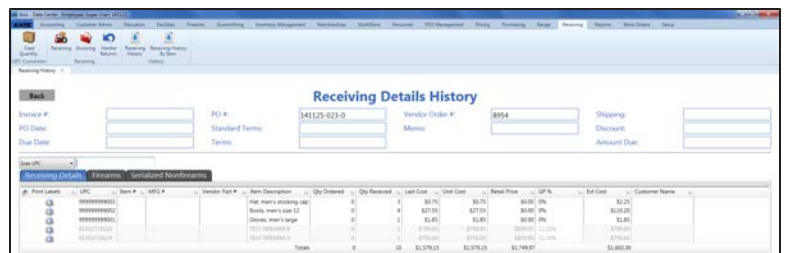
2. Select **Receiving > Receiving History** from the main menu to display the **Receiving History** screen.



2. Complete any of the following procedures as desired to determine which items are displayed on the screen:
  - **Filter by Date:**  
Enter starting and ending dates in the **Date Range** fields and click the **Refresh** button to display only items from that date range.
  - **Filter by Type:**  
Select an option (**All**, **Receiving**, **Invoice**) from the **History Type** drop-down to display only items of the selected type.
  - [Sort and Filter Onscreen Data.](#)
3. Complete the following procedures as desired:

## Review a Purchase Order

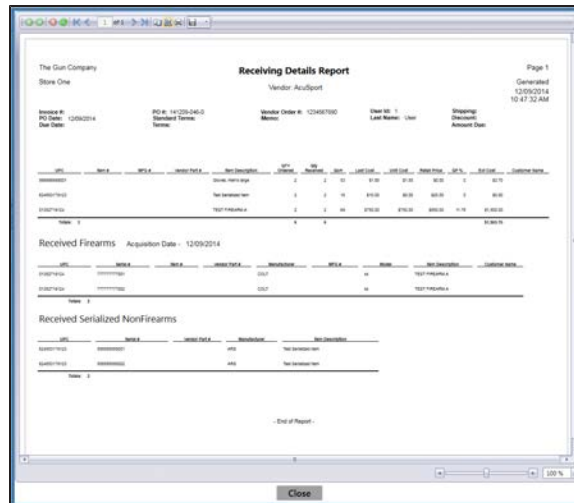
1. Click a purchase order's **Details** button to display its **Receiving Details History** screen.



2. If desired, click an item's **Print Labels** button to display the **Label Printing** window and [Complete the Label Printing Window \(see page 57\)](#) to print labels and/or a receiving details report as needed.
2. Click the **Back** button to close the **Receiving Details History** screen.

## Print a Receiving Details Report

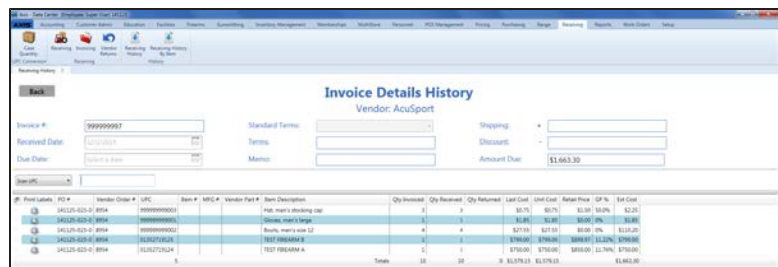
1. Click a purchase order's **Print** button to display its **Receiving Details Report** window.



2. Adjust display as desired.
3. Click the **Print report** button to display the **Print** window.
4. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
5. Click the **Print** button to print the document.
6. Click the **Close** button on the **Receiving Details Report** window to close it.

## Review an Invoice

1. Click an invoice's **Details** button to display its **Invoice Details History** screen.



2. If desired, click an item's **Print Labels** button to display the **Label Printing** window and [Complete the Label Printing Window \(see page 57\)](#) to print labels and/or an invoice report as needed.
3. Click the **Back** button to close the **Invoice Details History** screen.



# View the Receiving History By Item Record

1. Navigate to the **Receiving History By Item** screen.

1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.

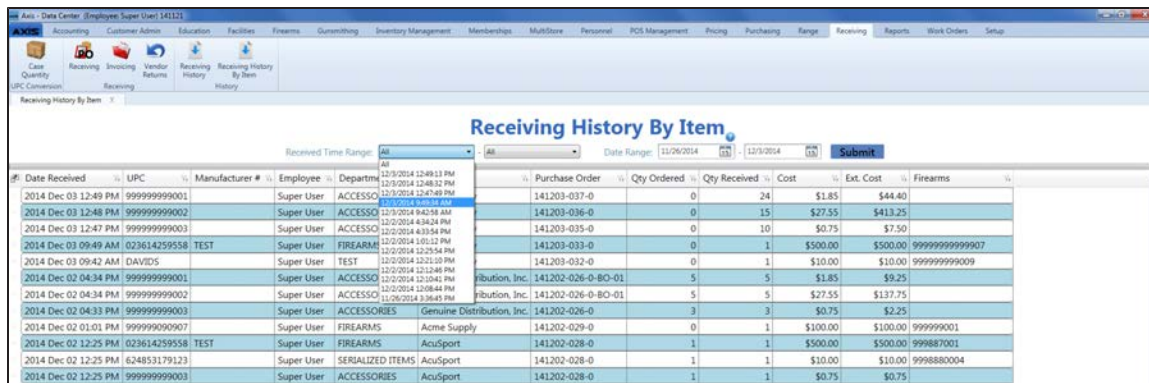


2. Select **Receiving > Receiving History By Item** from the main menu to display the **Receiving History By Item** screen.



2. Enter starting and ending dates in the **Date Range** fields and click the **Submit** button to display items from that date range.

3. Select starting and ending date/time combinations from the **Received Time Range** drop-downs to items from that date/time range.



#	Date Received	UPC	Manufacturer #	Employee	Department	Purchase Order	Qty Ordered	Qty Received	Cost	Ext. Cost	Firearms	
2014	Dec: 03 12:49 PM	99999999001		Super User	ACCESSO	141203-037-0	0	24	\$1.85	\$44.40		
2014	Dec: 03 12:48 PM	99999999002		Super User	ACCESSO	141203-036-0	0	15	\$27.55	\$413.25		
2014	Dec: 03 12:47 PM	99999999003		Super User	ACCESSO	141203-035-0	0	10	\$0.75	\$7.50		
2014	Dec: 03 09:49 AM	023614259558	TEST	Super User	FIREARM	141203-033-0	0	1	\$500.00	\$500.00	999999999907	
2014	Dec: 03 09:42 AM	DAVIDS		Super User	TEST	141203-032-0	0	1	\$10.00	\$10.00	999999999909	
2014	Dec: 02 04:34 PM	99999999001		Super User	ACCESSO	141202-026-0-BO-01	5	5	\$1.85	\$9.25		
2014	Dec: 02 04:33 PM	99999999002		Super User	ACCESSO	141202-026-0-BO-01	5	5	\$27.55	\$137.75		
2014	Dec: 02 04:33 PM	99999999003		Super User	ACCESSO	141202-026-0	3	3	\$0.75	\$2.25		
2014	Dec: 02 01:01 PM	99999999007		Super User	FIREARMS	Acme Supply	141202-029-0	0	1	\$100.00	\$100.00	9999999901
2014	Dec: 02 12:25 PM	023614259558	TEST	Super User	FIREARMS	AcuSport	141202-028-0	1	1	\$500.00	\$500.00	999887001
2014	Dec: 02 12:25 PM	624853179123		Super User	SERIALIZED ITEMS	AcuSport	141202-028-0	1	1	\$10.00	\$10.00	999888004
2014	Dec: 02 12:25 PM	99999999003		Super User	ACCESSORIES	AcuSport	141202-028-0	1	1	\$0.75	\$0.75	

4. [Sort and Filter Onscreen Data](#) as needed.

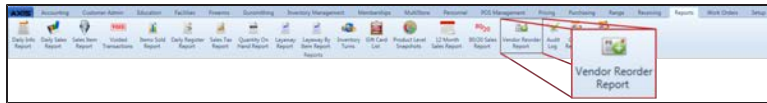
5. Click the tab's **Close** button to close the screen.

# View the Vendor Reorder Report

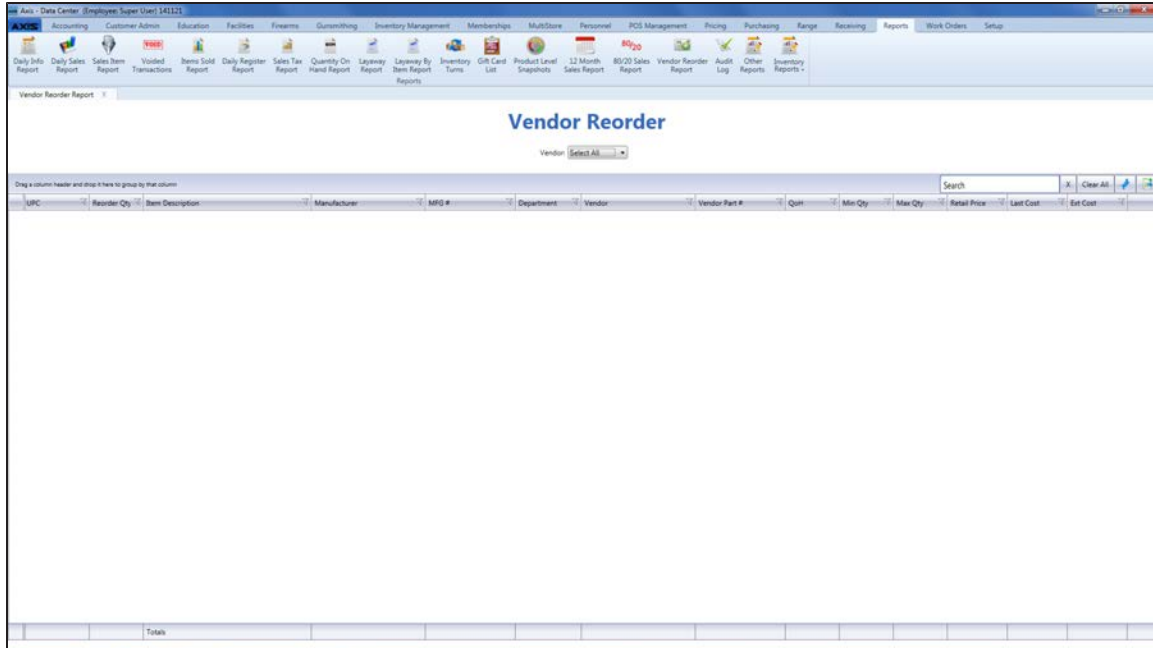
Complete the following procedure to generate and view a record of items that have fallen below their minimum inventory level.

1. Navigate to the **Vendor Reorder** screen.

1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Reports > Vendor Reorder Report** from the main menu to display the **Vendor Reorder** screen.



2. Select a vendor from the **Vendor** drop-down to display a list of the vendor's items with inventory values below their minimum levels. (Select the **Select All** option to view items from all vendors.)

**Note:** An item with a QOH that is lower than its minimum level will not display if either of the following is true:

- The item is not associated with the selected vendor(s).
- The item's on-order quantity is sufficient to bring its inventory value up to or above its maximum value.

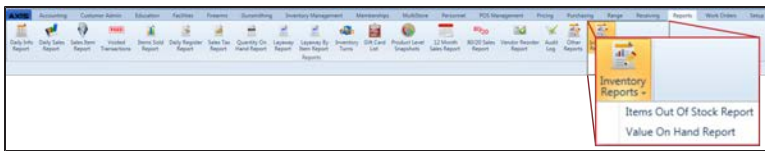
3. [Sort and Filter Reporting Screen Data \(see page 36\)](#) as needed.

4. Click the tab's **Close** button to close the screen.

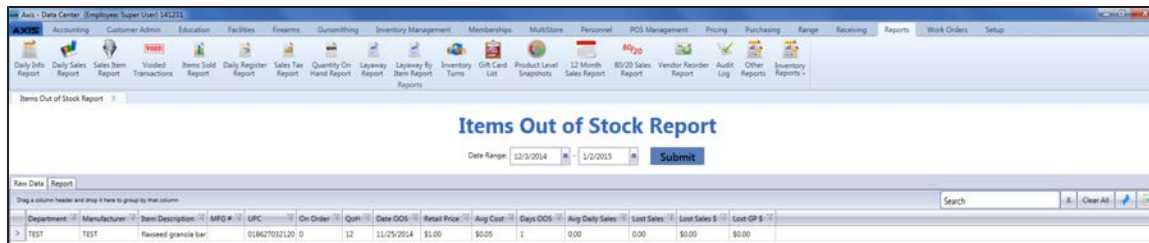
# View the Items Out of Stock Report

Complete the following procedure to generate and view a record of items that were out of stock for a day or more during a selected 31-day time period.

1. Navigate to the **Items Out of Stock Report** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Reports > Inventory Reports > Items Out of Stock Report** from the main menu to display the **Items Out of Stock Report** screen.



2. Enter starting and ending dates in the **Date Range** fields.

**Note:** The range must not exceed 31 days.

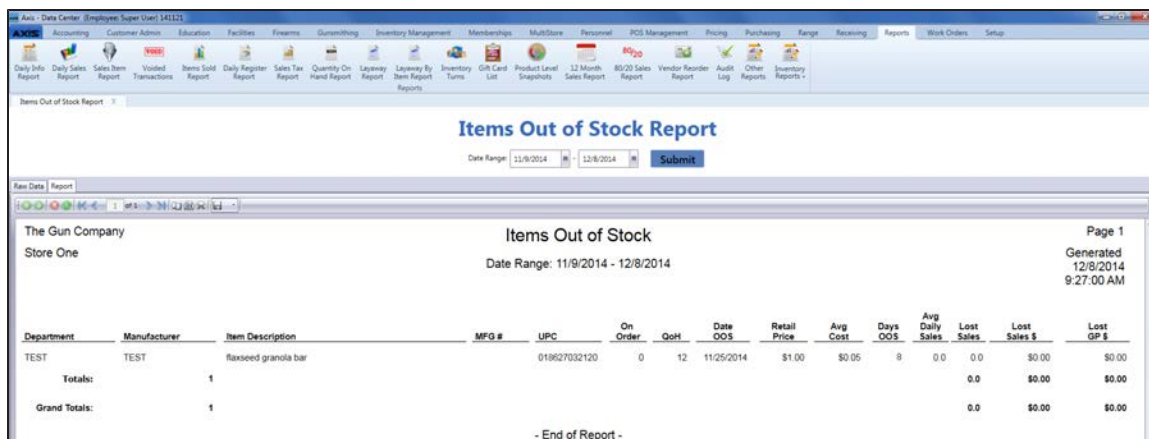
3. Click the **Submit** button to display results from the selected time frame.

**Note:** If an item is out of stock for less than an entire day (from midnight to midnight), it will not display in the results.

4. [Sort and Filter Reporting Screen Data](#) (see page 36) as needed.

5. Click the **Report** tab to display the report.

**Note:** The report reflects the filters and controls selected on the **Raw Data** tab.



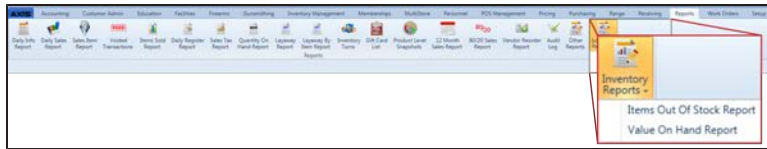
6. If desired, complete the following procedure to print the report:
  1. Click the **Print report** button to display the **Print** window.
  2. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
  3. Click the **Print** button to print the document.
7. Click the tab's **Close** button to close the screen.



# View the Value On Hand Report

Complete the following procedure to generate and view a record of the quantity, total costs, and total value for every item in inventory.

1. Navigate to the **Value On Hand Report** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Reports > Inventory Reports > Value On Hand Report** from the main menu to display the **Value On Hand Report** screen.

Department	UPC	Item Description	Manufacturer	MFG #	Item	Qty	Avg Cost	Ext Avg Cost	Last Cost	Retail Price	Ext Retail Price
ACCESSORIES	610242000036	Lasegrip Standard Polymer KefTec P3AT	CRIMSON TRACE	LG-430	WEAPON LIGHT LASER	70	125.0000	8750.0000	125.0000	125.0000	8750.0000
ACCESSORIES	99999999001	Gloves, men's large	TEST		TEST ITEM	53	0.1745	9.2485	1.8500	0.0000	0.0000
ACCESSORIES	99999999002	Boots, men's size 12	TEST		TEST ITEM	31	4.4435	137.7485	27.5000	0.0000	0.0000
ACCESSORIES	99999999003	Hat, men's stocking cap	TEST		TEST ITEM	39	0.1346	5.2494	0.7500	1.5000	58.5000
AMMUNITION	234567891234	10in of wet snow	BLACKHAWK		GUNSAFE	0	0.0000	0.0000	0.0000	45.0000	0.0000
FIREARMS	01352719124	TEST FIREARM A	COLT		PISTOL	69	771.7391	53249.9979	750.0000	850.0000	58950.0000
FIREARMS	01352719125	TEST FIREARM B	COLT		PISTOL	50	814.9800	40749.0000	799.0000	899.9700	44998.5000
FIREARMS	02361429958	test firearm	COLT	TEST	PISTOL	13	615.3846	7999.9998	500.0000	500.0000	6000.0000
FIREARMS	99900999001	Used Firearm: Handgun	STORE		HANDGUN	0	0.0000	0.0000	0.0000	0.0000	0.0000
FIREARMS	99900999002	Used Firearm: Longgun	STORE		LONGGUN	0	0.0000	0.0000	0.0000	0.0000	0.0000
FIREARMS	99999999007	firearm	TEST		HANDGUN	2	200.0000	400.0000	100.0000	125.0000	250.0000
SERIALIZED ITEMS	624853179123	Test Serialized Item	ARS		TEST ITEM	18	9.4444	169.9992	10.0000	20.0000	360.0000
TEST	000012340000	TEST QUN c	TEST		TEST QUN c	1	2550.0000	2550.0000	850.0000	850.0000	850.0000
TEST	018627032120	Revised granite bar	TEST		TEST	12	0.0426	0.4992	0.2500	1.0000	12.0000

2. [Sort and Filter Reporting Screen Data](#) (see page 36) as needed.
3. Click the **Report** tab to display the report.

**Note:** The report reflects the filters and controls selected on the **Raw Data** tab.

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Department	UPC	Item Description	MFG #	Manufacturer	Item	Qty	Avg Cost	Ext Avg Cost	Last Cost	Retail Price	Ext Retail Price
ACCESSORIES	610242000036	Lasegrip Standard Polymer KefTec P3AT	LG-430	CRIMSON TRACE	WEAPON LIGHT LASER	70	\$125.00	\$8,750.00	\$125.00	\$125.00	\$8,750.00
ACCESSORIES	99999999001	Gloves, men's large	TEST	TEST	TEST ITEM	53	\$0.17	\$9.25	\$1.85	\$0.00	\$0.00
ACCESSORIES	99999999002	Boots, men's size 12	TEST	TEST	TEST ITEM	31	\$4.44	\$137.75	\$27.50	\$0.00	\$0.00
ACCESSORIES	99999999003	Hat, men's stocking cap	TEST	TEST	TEST ITEM	39	\$0.13	\$5.25	\$0.75	\$1.50	\$58.50
AMMUNITION	234567891234	10in of wet snow	BLACKHAWK		GUNSAFE	0	\$0.00	\$0.00	\$0.00	\$45.00	\$0.00
FIREARMS	01352719124	TEST FIREARM A	COLT		PISTOL	69	\$771.74	\$53,250.00	\$750.00	\$850.00	\$58,650.00
FIREARMS	01352719125	TEST FIREARM B	COLT		PISTOL	50	\$814.98	\$40,749.00	\$799.00	\$899.97	\$44,998.50
FIREARMS	02361429958	test firearm	TEST	COLT	PISTOL	13	\$615.38	\$8,000.00	\$500.00	\$500.00	\$6,500.00
FIREARMS	99900999001	Used Firearm: Handgun	STORE	STORE	HANDGUN	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FIREARMS	99900999002	Used Firearm: Longgun	STORE	STORE	LONGGUN	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FIREARMS	99999999007	firearm	TEST	TEST	HANDGUN	2	\$200.00	\$400.00	\$100.00	\$125.00	\$250.00
SERIALIZED ITEMS	624853179123	Test Serialized Item	ARS		TEST ITEM	18	\$9.44	\$170.00	\$10.00	\$20.00	\$360.00

4. If desired, complete the following procedure to print the report:
  1. Click the **Print report** button to display the **Print** window.
  2. Modify print options (e.g., select a different printer, adjust settings, etc.) as needed.
  3. Click the **Print** button to print the document.
5. Click the tab's **Close** button to close the screen.

# Manage Label Printers

1. Navigate to the **Label Printer Setup** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Setup > Label Printer Setup** from the main menu to display the **Label Printer Setup** screen.



2. Enter the name of firearm label printer in the **Firearm Label** field.
3. Select the firearm label format in the corresponding **Label Format** field.

**Note:** The following firearm label formats are available.



Each format includes barcodes for the firearm's UPC and log number. Format 2 includes a third barcode for the firearm's cost.

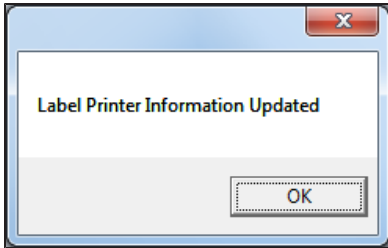
4. Enter the name of product label printer in the **Product Label** field.
5. Select the product label format in the corresponding **Label Format** field.
6. If desired, check the **Default to print labels during Receiving** checkbox to automatically check the print label checkboxes on the **Label Printing** window during the receiving process.

**Note:** If this checkbox is not checked, the print label checkboxes on the **Label Printing** window will not be automatically checked.

7. If desired, check the **Default to print labels during Invoicing** checkbox to automatically check the print label checkboxes on the **Label Printing** window during the invoicing process.

**Note:** If this checkbox is not checked, the print label checkboxes on the **Label Printing** window will not be automatically checked.

8. Click the **Submit** button to display an update confirmation window.



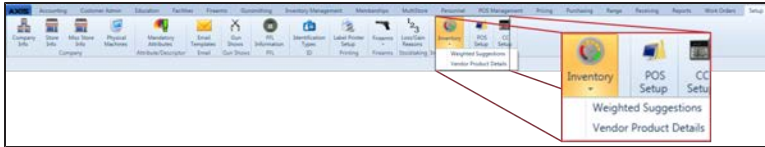
9. Click the **OK** button to close the window.

# Manage Weighted Suggestions

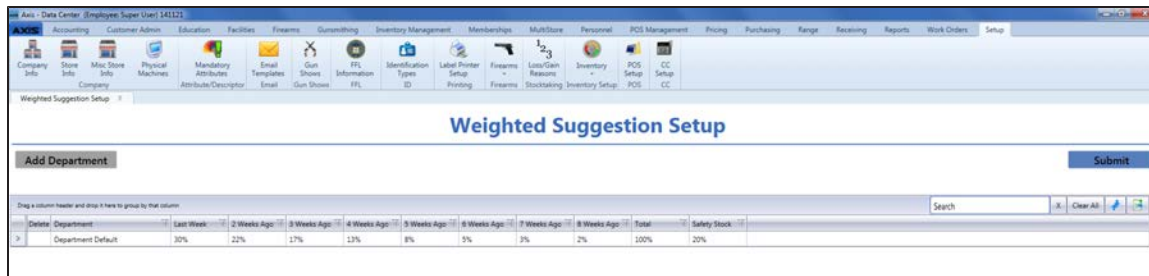
Complete the following procedure to set up and maintain weight percentages for departments.

**Note:** A user must be granted the **InventoryManagement**, **StoreManager**, or **Purchasing** permission to view/use this feature.

1. Navigate to the **Weighted Suggestion Setup** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Setup > Inventory > Weighted Suggestions** from the main menu to display the **Weighted Suggestion Setup** screen.



2. [Sort and Filter Reporting Screen Data \(see page 36\)](#) as needed.
3. Complete the following procedures as needed to manage suggestion weights:

---

## Modify a Department's Week Weight Values

1. Click a name in the **Department** column to activate that department's row.

**Note:** If the desired department does not exist, complete the [Add a Department](#) procedure to add it to the list.

2. Double-click the value in one of the department's week (**Last Week, 2 Weeks Ago, ... 8 Weeks Ago**) cells to highlight it.
3. Enter/edit the desired weight percentage.

**Note:** This value represents the relative weight of this week's sales versus sales in the other 7 weeks. The values in the department's 8 week cells must add up to 100%. Negative values are not allowed.

4. Modify other week cells in the row as needed to maintain the 100% total.
5. Press the **Enter** key to deactivate the department's row.

**Note:** If the week cell values do not add up to 100%, the department row is highlighted in red. Revise one or more cell values as needed.

6. Click the **Submit** button to save changes.

**Note:** The system will revise suggested min/max values for items in the department accordingly and update actual min/max values for department items that are set to automatic.

---

## Modify a Department's Safety Stock Value

1. Click a name in the **Department** column to activate that department's row.

**Note:** If the desired department does not exist, complete the [Add a Department](#) procedure to add it to the list.

2. Double-click the value in the department's **Safety Stock** cell to highlight it.
3. Enter/edit the desired safety stock percentage.

**Note:** This value represents additional stock (a percentage over and above the anticipated need) that is maintained to alleviate the risk of being out of stock during the lead time due to uncertainties in supply and demand.

4. Press the **Enter** key to deactivate the department's row.
5. Click the **Submit** button to save changes.

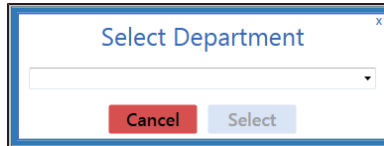
**Note:** The system will revise suggested min/max values for items in the department accordingly and update actual min/max values for items that are set to automatic.

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## Add a Department

1. Click the **Add Department** button to display the **Select Department** window.



2. Select a department from the drop-down.
3. Click the **Select** button to close the window and display the selected department on the list.
4. Click the **Submit** button to save changes.

**Note:** The system will revise suggested min/max values for items in the department accordingly and update actual min/max values for items that are set to automatic.

---

## Delete a Department

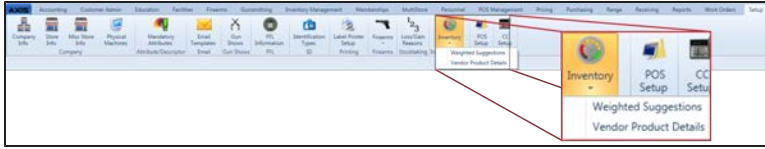
1. Click a department's **Delete** button to remove it from the list.
2. Click the **Submit** button to save changes.

**Note:** Items from the deleted department will revert to the "Department Default" department.

# Manage the Vendor Product Detail Windows

Complete the following procedure to manage the display of the **Vendor Product Detail** window.

1. Navigate to the **Vendor Product Setup** screen.
  1. [Log In to the Data Center Application](#) to display the **Data Center Main Menu** screen.



2. Select **Setup > Inventory > Vendor Product Details** from the main menu to display the **Vendor Product Setup** screen.



2. Complete the following procedures as needed to manage the display of **Vendor Product Detail** windows:

---

## Prevent All Vendor Product Detail Windows from Displaying

1. Check the **Disable Vendor Product Details pop-up screen** checkbox.
2. Click the tab's **Close** button to close the screen.

---

## Allow Individual Vendor Product Detail Windows to Display

1. Uncheck the **Disable Vendor Product Details pop-up screen** checkbox.

**Note:** This setting allows each UPC-specific **Vendor Product Detail** window to be individually configured to display or not.

2. Click the tab's **Close** button to close the screen.
-

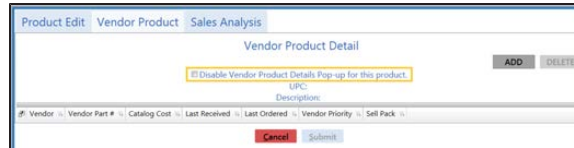
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## Configure an Individual Vendor Product Detail Window

1. Complete the procedure to [Allow Individual Vendor Product Detail Windows to Display](#).
2. Access a UPC's **Product Edit** window.

**Note:** Refer to [Manage Product Information](#) for information on accessing and using this window.

3. Click the **Vendor Product** tab to display it.



4. Check /uncheck the **Disable Vendor Product Details Pop-up for this product** checkbox to configure display settings for this UPC's **Vendor Product Detail** window:
    - Check the checkbox to prevent the window from displaying in the future.
    - Uncheck the checkbox to allow the window to display in the future.
  5. Click the **Submit** button to close the window.
-

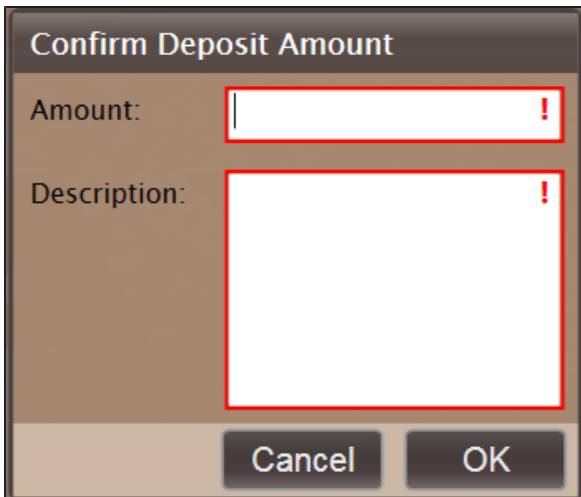


# Receive a Deposit

1. Identify the Customer.



2. Click the **Deposit** button to display the **Confirm Deposit Amount** window.



3. Enter the deposit amount in the **Amount** field.
4. Enter a unique description in the **Description** field.
5. Click the **OK** button to add the deposit amount to the current transaction on the **Cash Register** screen.

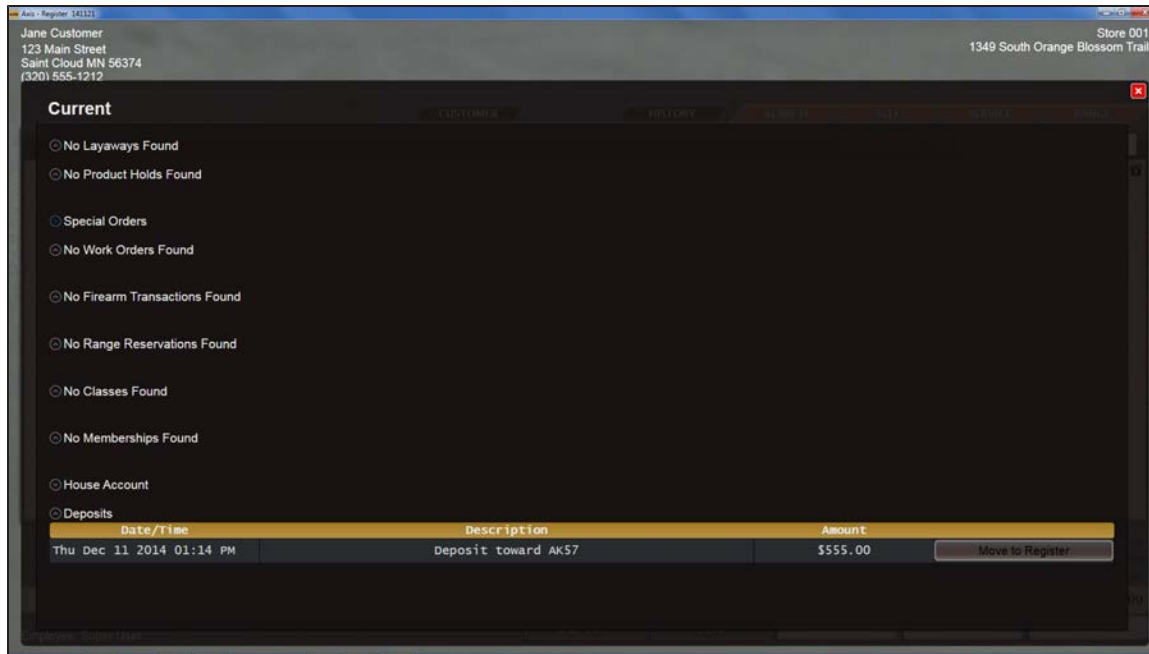


6. Complete the transaction.

# View a Customer's Active Deposits

1. Identify the Customer.
2. Click the **Current** tab to display the **Current** window.

**Note:** If necessary, click the expand button beside the **Deposits** heading to display the customer's deposits.

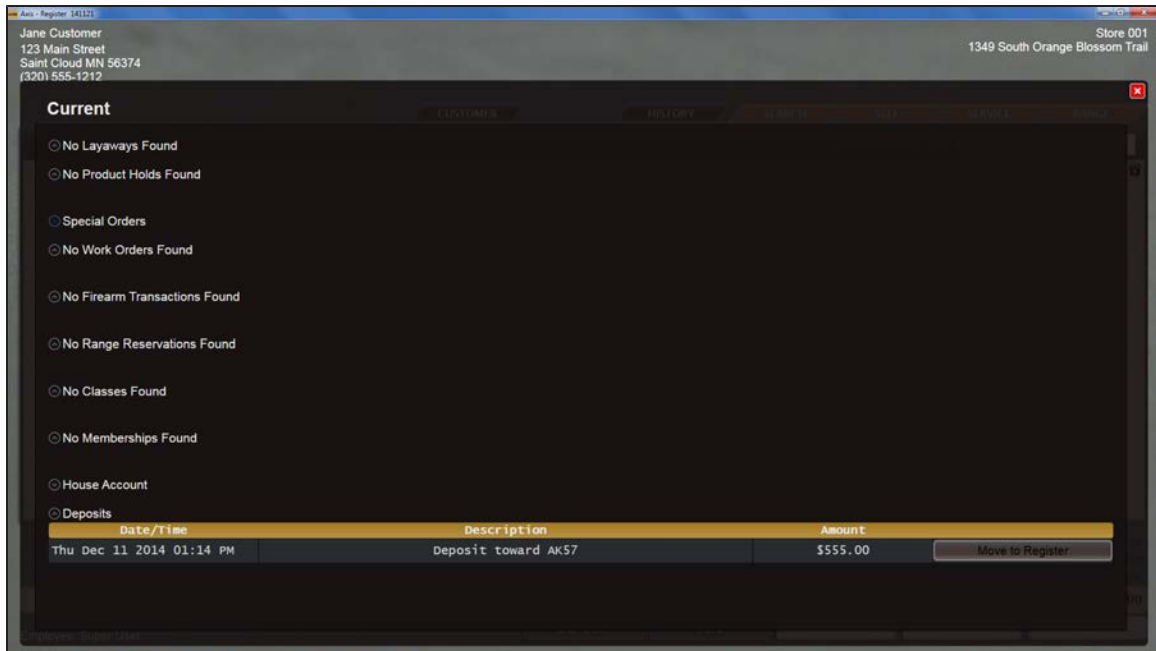


3. When finished, click the **Close** button to close the **Current** window.

# Apply a Deposit to a Transaction

1. [Identify the Customer](#).
2. Make sure the **Cash Register** screen shows an active transaction with a **Total** amount due.
3. Click the **Current** tab to display the **Current** window.

**Note:** If necessary, click the expand button beside the **Deposits** heading to display the customer's deposits.



4. Locate the deposit to be applied to this transaction.
5. Click the deposit's **Move to Register** button to display "**Deposit**" and the total deposit amount above the **Subtotal** amount on the **Cash Register** screen.



6. Address any difference between the total amount due and the deposit amount as appropriate:
  - If the total transaction amount is greater than the deposit amount, complete the transaction as any other, selecting the desired tender type(s) to apply to the amount due. Refer to [Accept Payment for a Transaction](#) for more information.
  - If the total transaction amount is less than the deposit amount, complete either of the following procedures as appropriate to address the deposit's remaining balance:
    - **Refund the Deposit's Remaining Balance to the Customer:**
      1. Determine what tender type (e.g., cash, check) will be used to refund the balance.
      2. Click the corresponding tender type (i.e., **Cash**) button to display the **Confirm Return Amount** window.

3. Enter the amount to be returned in the **Amount** field.
  4. Click the **OK** button to display the tender type and the entered amount above the **Deposit** amount on the **Cash Register** screen.
  5. Complete the transaction and issue the refund.
- **Create a New Deposit from the Deposit's Remaining Balance:**
    1. Click the **Deposit** button to display the **Confirm Deposit Amount** window.
    2. Enter the desired amount (all or part of the remaining balance) in the **Amount** field, enter a unique description in the **Description** field, and click the **OK** button to add the new deposit amount to the current transaction on the **Cash Register** screen. Refer to [Receive a Deposit \(see page 81\)](#) for more information.
    3. Complete the transaction.