

Item Maintenance

The Item Maintenance program allows you to do price checks and general spot checks of your inventory on your shelf. If the item is not found, you will be prompted to the "Add New Product" screen.

Count Inventory
Receive Product
Create PO
Item Maintenance
Promotions
Utilities

Click Item Maintenance.

Logout

Scan/Enter Product

or Description

Scan the item. If your item **IS** found, you can change the description, retail and cost. If the item **IS NOT** found, the "Add New Product" screen will display. **(See below)**

Select
Finish
Show Keyboard

Product Name	Cost	Price
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Item Maintenance

028200003577

Description

MARLBORO RED KING BOX

Select a Category

CIGARETTES Change

Case Qty	1
Cost	7.60
Price	8.20
Margin (%)	7.32
On Hand	126

Enter Cancel

7	8	9
4	5	6
1	2	3
-	0	.

This will **display** the SKU, Category, and current On Hand quantity.

You can **edit** the Product Description, Cost, Price, and change Category.

Add New Product Screen

Add new Product

0081131928751

Description

Select a Category

---Select A Category--- Change

Case Qty	1
Cost	
Price	
Margin (%)	
On Hand	0

Enter Cancel

Enter Item Description

Click the drop down arrow to see the list of available sub-categories, highlight to select.

Enter Package Quantity

Enter Cost

Enter Retail Price

Enter Margin Percent to calculate retail price. (User can utilize this feature.)

NOTE: The category selected when you started will continue to be the category attached to all items until you click on **Change Category** and choose a new category.

Click **Enter** to save any changes to the Item. This will bring you back to the Scan/Enter Product screen and you can repeat as many times as needed. When you are done with Item Maintenance click **Finish** to get back to the main menu.