TOSCOGA Software

How do I…

Create Inventory Items

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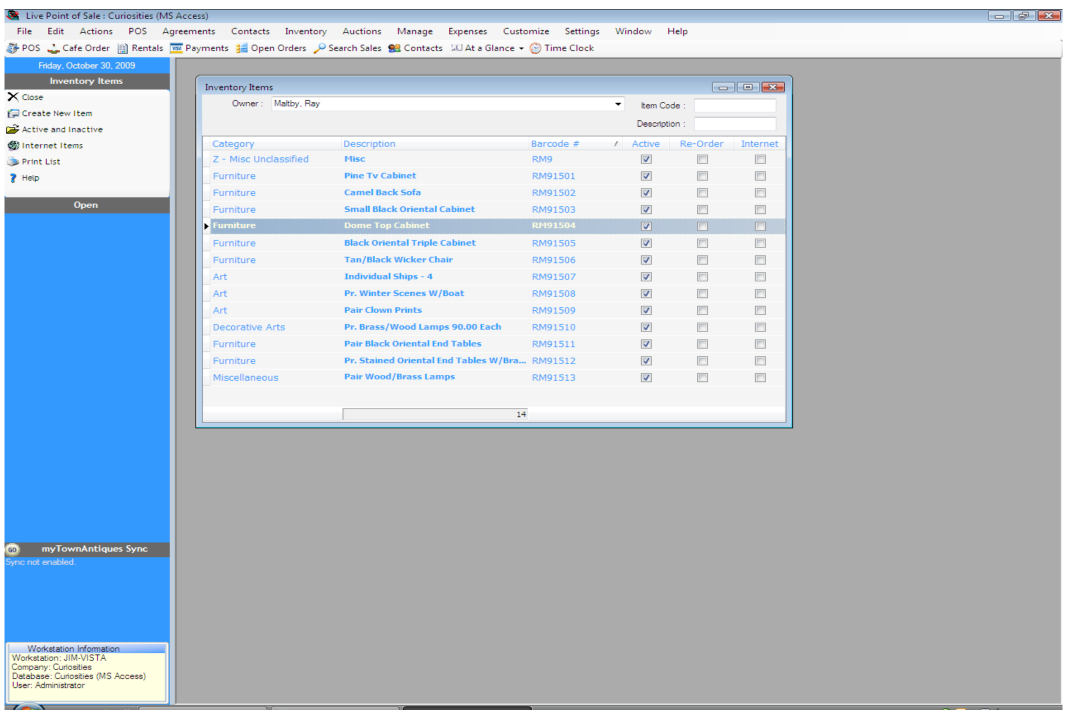
Create Inventory Items

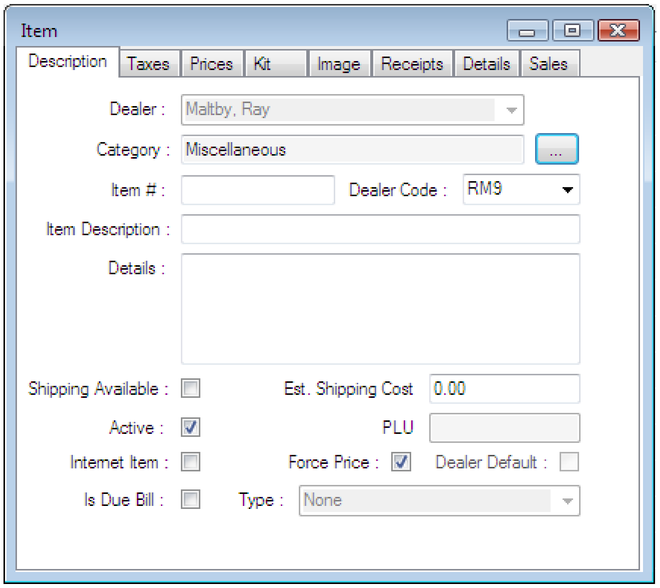
When you create a dealer or consignee code the system automatically creates a miscelleneous inventory item. The inventory Product Look Up code, or PLU, becomes the dealer code. Therefore, when using the point of sale system you may simply enter the dealer code and the system will locate the inventory item.

You may enter as many inventory items for each dealer and consignee as you wish. Each item entered is assigned a unique number which is appended to the dealer code to create the new PLU. Dealers that are members of the myTownAntiques.com website may also enter inventory items for themselves. When they do those items are duplicated in your point of sale system. So when you sell their items you can enter the full PLU code and the system will locate that item in the inventory item.

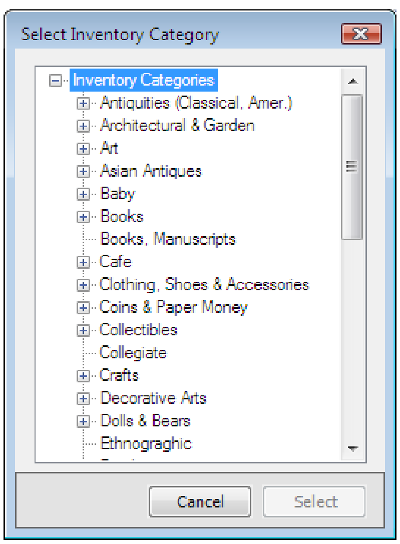
From the Main Menu select 'Inventory' > 'Inventory Items' to view the list of inventory items. The system tracks inventory items for each of your dealers by dealer codes. When viewing the list of items you may view the items for each dealer by selecting a dealer name from the 'Owner' drop down box. You may optionally, view all items or just the active items.



Press 'Create New Item' to enter a new inventory item.



Select the category which most appropriately describes the item you are entering. If you feel you need categories that do not exist please let us know so we can create them for you.

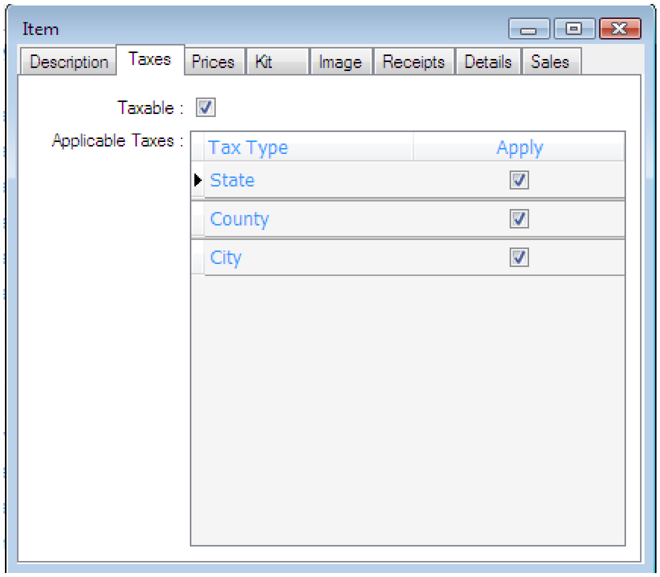


Enter your item number or accept the item number the system has assigned. Duplicate item numbers are not allowed. If you have more than 1 dealer code you must select one of the codes from the drop down box.

Enter a brief description of the item. Then enter a detailed description of the item. Leave the 'Active' check box checked while the item is active. You may wish to de-activate sold out items in the future. Leave the 'Force Price' box checked so that the Point of Sale system will force the price to be whatever you enter in the Inventory Prices setup. Check the 'Internet Item' box if this item should be displayed as a featured item on the myTownAntiques.com website.

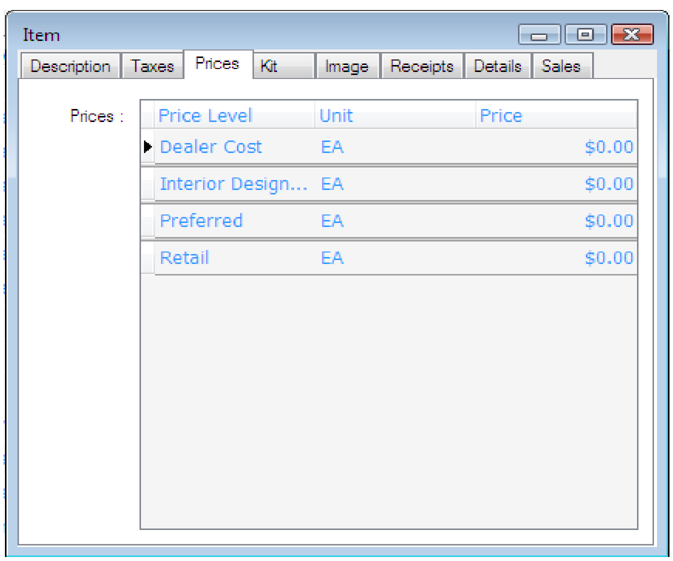
Item Sales Tax

Press the 'Sales Tax' tab to view the current applicable sales taxes. If the item is not taxable un-check the 'Taxable' check box. You may then selectively apply sales tax by checking each authority tax applies.



Item Prices

You may, optionally, enter multiple prices for each item. The system accepts prices for the following:



Retail - This is usually the highest price you will charge for an item.

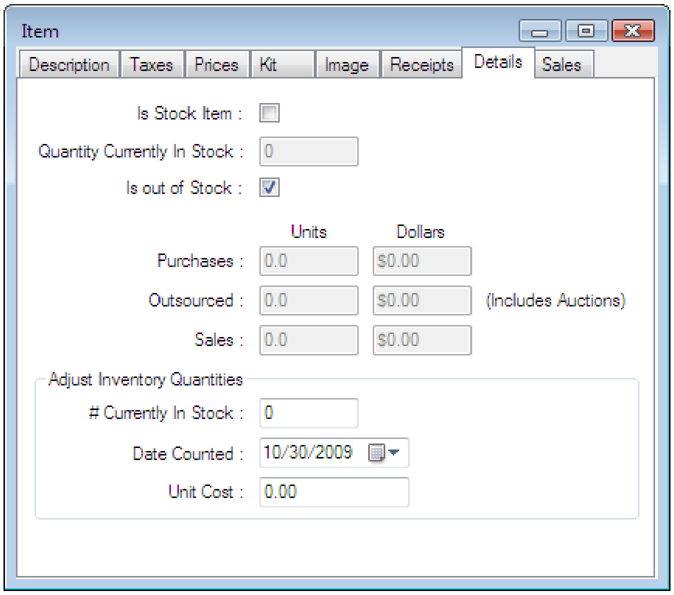
Preferred - This is the price you will charge a preferred customer. Normally about a 10% discount from the Retail Price.

Interior Designer - This is the price you will charge an interior designer.

Dealer Cost - This is the lowest amount you are willing to accept for this item.

Adjust Inventory Quantities

Select the 'Details' tab. Enter the quantity you currently have of this item in stock. Enter the date you counted the inventory. Finally, enter the average price per unit you paid for the items. An inventory adjustment will be made to correct your current inventory quantities.

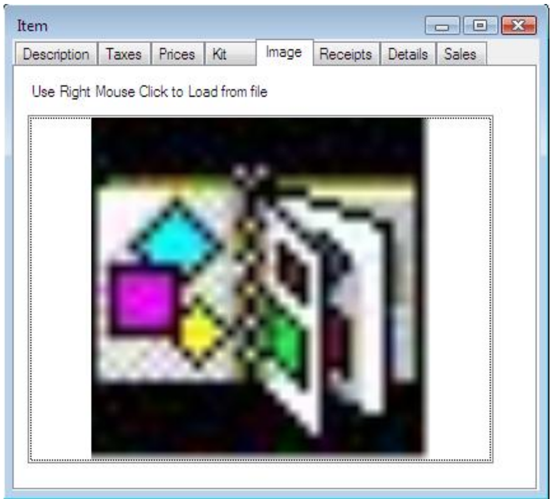


Alternatively, you can use the 'Purchase Order' system to receive goods into the system.

The system tracks the current inventory levels and once the quantity reaches zero it will disable it on the website.

Load an Image

Right click on the image area to load a picture into the system. It automatically uploads to the website. The image must be a .jpg file smaller than 10k in size.



The Receipts and Sales tabs are informational only. The Receipts and Sales tabs are informational only and shows the items inventory receipts, adjustments and individual sales from sales invoices.