

**Cash Register Sales & Service, 2501 Union Rd, Cheektowaga, NY 14227**  
**For Additional Assistance, Please Call (716) 668-1821**

**Necessary Fields when Adding/Editing Items:**

- **Product Code** – Scan from Barcode if available, Type Unique ID if the item has no barcode.
- **Description** – This is what will print on the customer's receipt
- **Base Price** – This is the default price that will be charged to customers
- **Department** – Press “Insert” for a list to select from, or type the numeric value if known
  - You can print out a list of departments by going to the “Report Manager” and printing the Database->Department report.
- **Tax Code**
  - “T” if item is taxable
  - “N” if item is non-taxable
  - “C” if item gets taxed at lower Clothing tax rate
- **Location (Bottle Deposit Items Only)** – If this item requires a deposit (cans/bottles), enter the number of deposits to charge for this item (for a single can/bottle enter “1”, for a case of 24 enter “24”, etc)
- **Price Code (EBT Eligible Items Only)** – If item is Food Stamp/EBT eligible, enter “FS” here
- **Pay Code (EBT Eligible Items Only)** – If item is Food Stamp/EBT eligible, enter “FS” here

**Press F10 to Save after Information is Entered**

The screenshot shows the 'Inventory Main Screen' with the following fields and values:

- Product Code: 123620
- Stock Number: 8410
- Manufacturer: [Empty]
- Class: [Empty]
- Description: 1 LTR DEW
- AltID#: 8410
- Extended Desc: [Empty]

**Pricing Section:**

- Avg Cost: \$0.00
- Last Cost: \$0.00
- Base: \$1.89 (100%)
- List: \$0.00 (0%)
- Level 1: \$0.00 (0%)
- Level 2: \$0.00 (0%)
- Level 3: \$0.00 (0%)

**Quantities Section:**

- On Hand: 0
- Allocated: 0
- Layaway: 0
- On Order: 0
- Expected: / /
- Sale Unit: each
- Sale Qty: 1

**Other Fields:**

- Bulk: [ ]
- Service: [ ]
- Rental: [ ]
- Serialized: [ ]
- Department: 04
- Category: [Empty]
- Location: 1
- Matrix Table: [Empty]
- Price Code: F
- Tax Code: T
- Pay Code: F
- Comm Code: [Empty]
- Last Count: / /
- Last Sold: / /
- Total Purch: 0
- Total Sold: 0

**Right Side Panel (Numeric Keypad):**

- Buttons: <Prev, Trans Search, Next>
- Buttons: Load On Hold, Save On Hold
- Buttons: Customer, Returns
- Buttons: Clear Line, Clear Sale
- Section: Payments
- Buttons: Escape, Backspace
- Buttons: @, /, \*, -
- Buttons: 7, 8, 9, +
- Buttons: 4, 5, 6
- Buttons: 1, 2, 3, Enter
- Buttons: 0, 00, .
- Buttons: Lookup List, Save/Ok

**Bottom Status Bar:**

- Reg: 1
- Manager
- Buttons: Lock Screen, Open Departments, Paid Out, Deposit Return
- Footer: <Ins>-List, <Tab>-Move, <F1>-Help, <F10>-Save
- Footer: 1/28/2016 9:05 AM CAPS NUM Sales