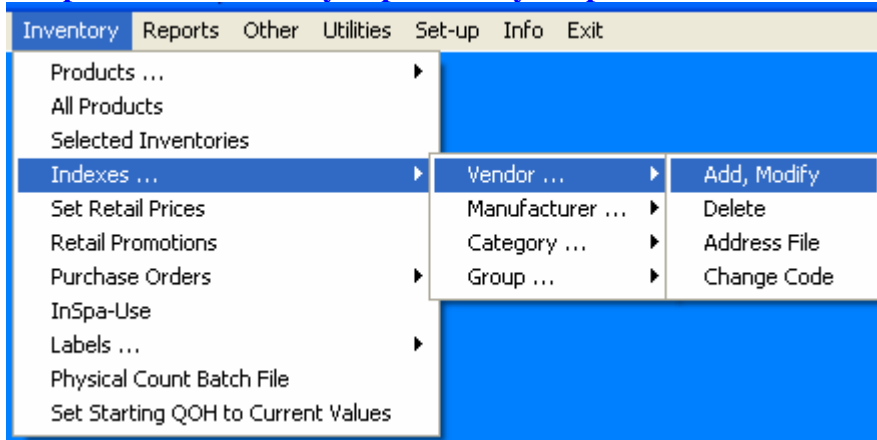
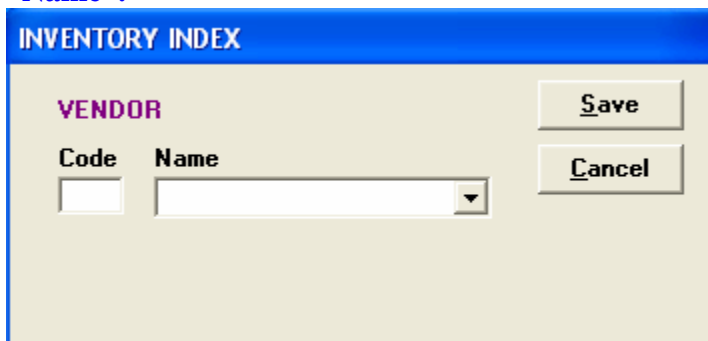


Adding Inventory Indexes

We will first begin with adding a Vendor Index. The vendor is the company or companies from which you purchase your products.

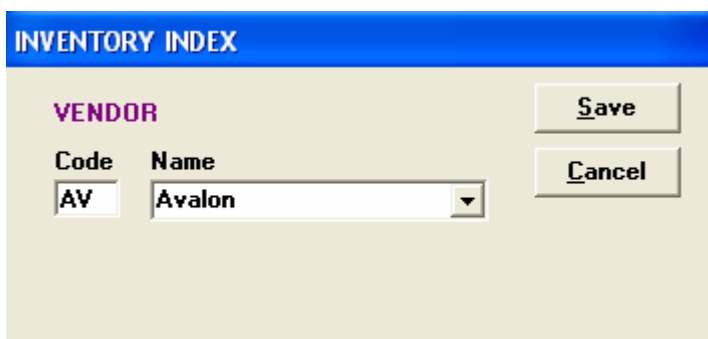


Now you will be in the inventory index screen. There are two fields, “Code” and “Name”.



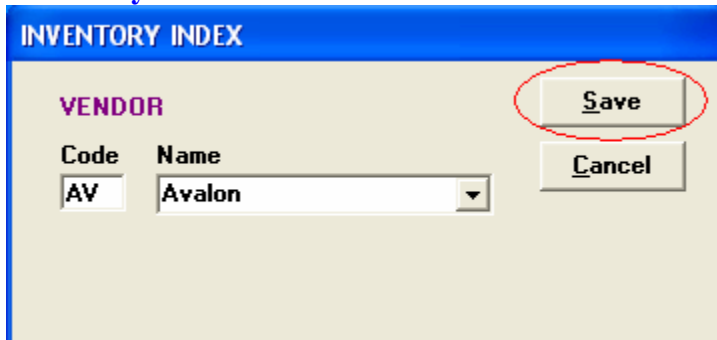
The screenshot shows the 'INVENTORY INDEX' window. The title bar is blue and contains the text 'INVENTORY INDEX'. Below the title bar, the word 'VENDOR' is displayed in purple. There are two input fields: 'Code' and 'Name'. The 'Code' field is empty. The 'Name' field is a dropdown menu with a downward arrow. To the right of the fields are two buttons: 'Save' and 'Cancel'.

Type in a 2 character code and the name of your vendor.



The screenshot shows the 'INVENTORY INDEX' window. The title bar is blue and contains the text 'INVENTORY INDEX'. Below the title bar, the word 'VENDOR' is displayed in purple. There are two input fields: 'Code' and 'Name'. The 'Code' field contains the text 'AV'. The 'Name' field is a dropdown menu with the text 'Avalon' and a downward arrow. To the right of the fields are two buttons: 'Save' and 'Cancel'.

After creating the code and the name then click the save icon. Repeat this process for all of your vendors.



INVENTORY INDEX

VENDOR

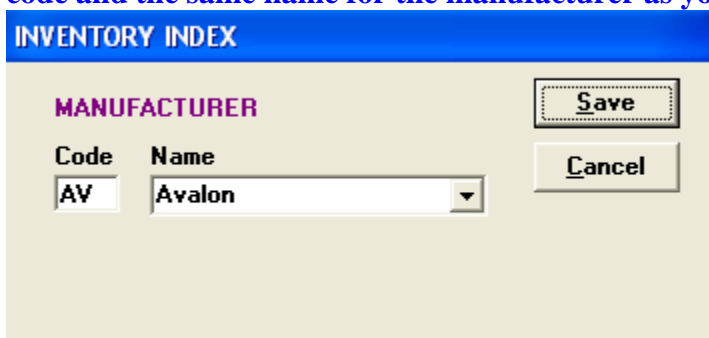
Code: AV Name: Avalon

Save Cancel

Next we will setup Manufacturer Indexes. Setting up a manufacturer is basically identical to setting up a vendor.



Manufacturers are the companies that actually make the product. Sometimes the manufacturer and the vendor are the same, if that is the case you will use the same code and the same name for the manufacturer as you did for the vendor.



INVENTORY INDEX

MANUFACTURER

Code: AV Name: Avalon

Save Cancel

Sometimes, however, the manufacturer is different from the vendor, for example, you might purchase your products from Sally Beauty Supply (which would make them the vendor) but your product is actually made by Paul Mitchell (which would make them the manufacturer). If that is the case enter in a new 2 character code and name of the manufacturer.

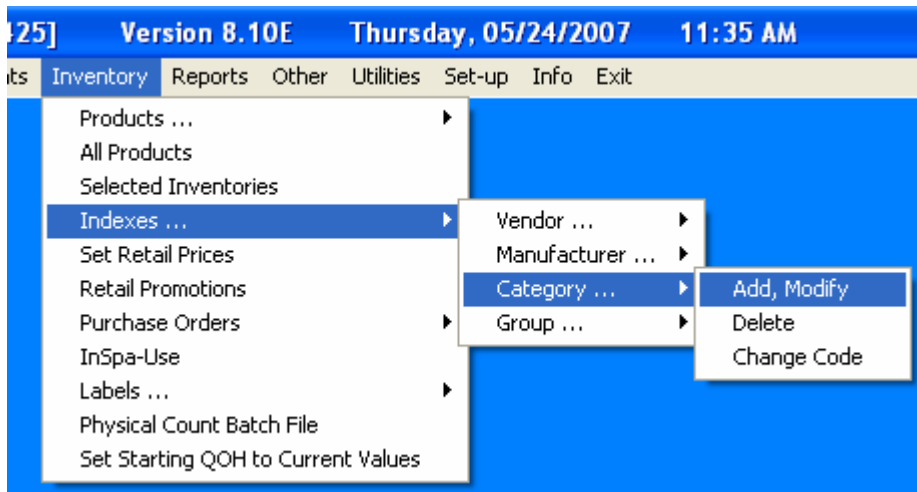
Repeat this process for all your manufacturers.

INVENTORY INDEX

MANUFACTURER

Code: Name:

Lastly we will setup your category indexes. Your categories are simply how you want to group your different types of products together. The setup is once again basically identical to adding manufacturer or vendor indexes.



Type in a 2 character code followed by the category name. You can be specific and say something to the affect of “shampoos” or you can be more general and categorize all of your hair products under “hair care” and all of your skin products under “skin care.”

INVENTORY INDEX

CATEGORY

Code: Name:

Once again repeat this step for all of your categories. Be sure and click ‘save’ after each input.

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