



SETTING UP A BAG FEE IN RETAIL PRO V8 AND V9

October, 2012

Several counties in California have banned the use of Plastic bags for retailers and have a 10 cent price requirement on paper and reusable bags.

In Retail Pro you can create a Non-Inventory, Non-Taxable item that can be assigned a price of 10 cents.

This will give you the ability to add the qty of bags to the receipt and be able to report on the paper or plastic bag usage in the future.

To set up the new inventory item the following will be required

A DCS that the Item will fall into for department reporting

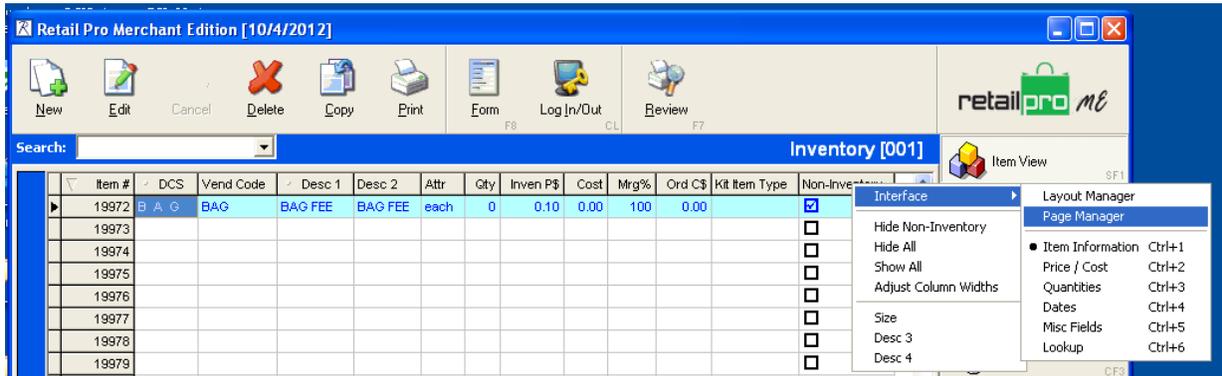
A Vendor for vendor reporting, it could be a vender that is used for in house use only.

And a blank inventory row in your system

Start by adding the DCS, Vendor, description 1 and or description 2, and the price of the item
 If also make sure to check off the Non-Inventory item. This will allow the item to be sold, but the item QTY never change from the QTY of Zero.

Retail Pro Merchant Edition [10/4/2012]													
New		Edit		Cancel		Delete		Copy		Print		Form	
Log In/Out		Review											
Search: <input type="text"/>													Inventory [0]
Item #	DCS	Vend Code	Desc 1	Desc 2	Attr	Qty	Inven P\$	Cost	Mrg%	Ord C\$	Kit Item Type	Non-Inventory	
19972	B A G	BAG	BAG FEE	BAG FEE	each	0	0.10	0.00	100	0.00		<input checked="" type="checkbox"/>	
19973												<input type="checkbox"/>	

Be sure to make the item a non-Inventory item. If the Non Inventory field is in your layout, right click on the Header labels and highlight “Interface” and click on “Page Manager”



Find Non-Inventory in the list from the page manager, double click on Non-Inventory and it will push the non-inventory field to the bottom of the list , select apply at the bottom of the screen and the field will be on the screen.

Edit the Item and check off the non-inventory box and then save the item

Also make sure that the bag fee will be tax exempt. By making the department exempt it will assign the item to be exempt when created.

In version 9

Setup the Department

Make sure to make the department Tax Exempt

Setup a new Vendor

Create the Item (Merchandise > Inventory)

Be sure to assign the DCS and the Vendor code to the item

Enter a Description 1 or 2

Make sure that the item price is set correctly

And the item is set to Non-Inventory

Also verify that the tax code is set to Tax Exempt for the item

Also make sure to enter a global UPC code to the item, a unique number that will be only for the bag (ie 98760012345)

Retail Pro

New Inactivate Edit Save Cancel Copy

Inventory > Sub: 001 Str: 000 Active Only

Item Details

DCS Code: B A G

Vendor Code: BAG

Description 1: BAG

Description 2: BAG

Size: [Dropdown]

Attribute: [Dropdown]

Cost: 0.00

Price: 0.10

Global UPC: 0987600123455

ALU: [Text]

Save

Item Type

Active	<input checked="" type="checkbox"/>
Inventory Type	No Entry
Lot Number Type	None
Serial Type	None
Non-Inventory	<input checked="" type="checkbox"/>
Regional Inventory	<input type="checkbox"/>
Tax Code	EXEMPT

User-Defined/Auxilliary

UDF Date	
UDF Name	
UDF 3 Value	
UDF 4 Value	
UDF 5 Value	
UDF 6 Value	
AUX 1	
AUX 2	
AUX 3	
AUX 4	
AUX 5	

Item Details Price/Cost Purchasing Item Statistics

Save the item