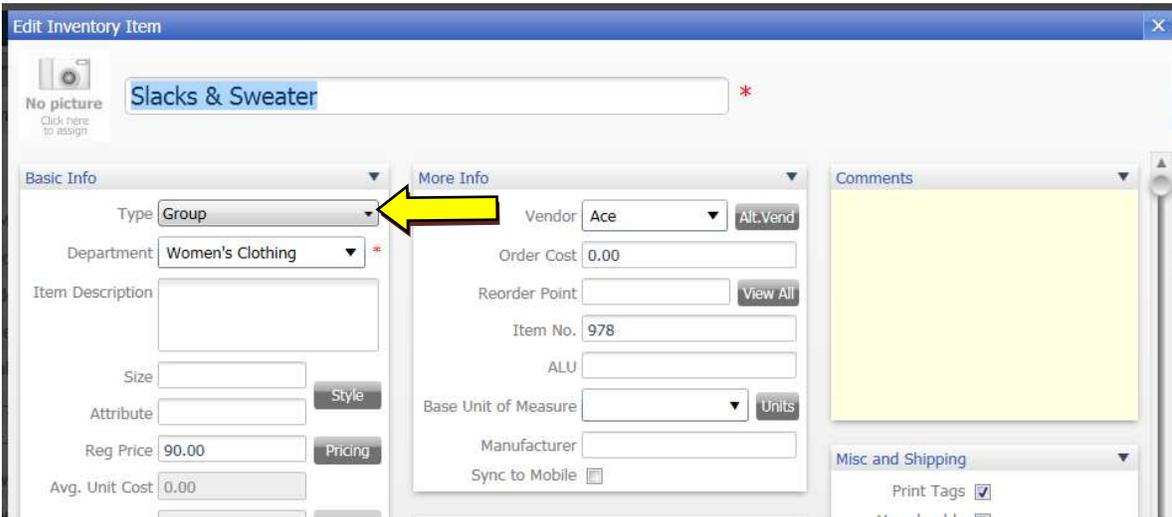




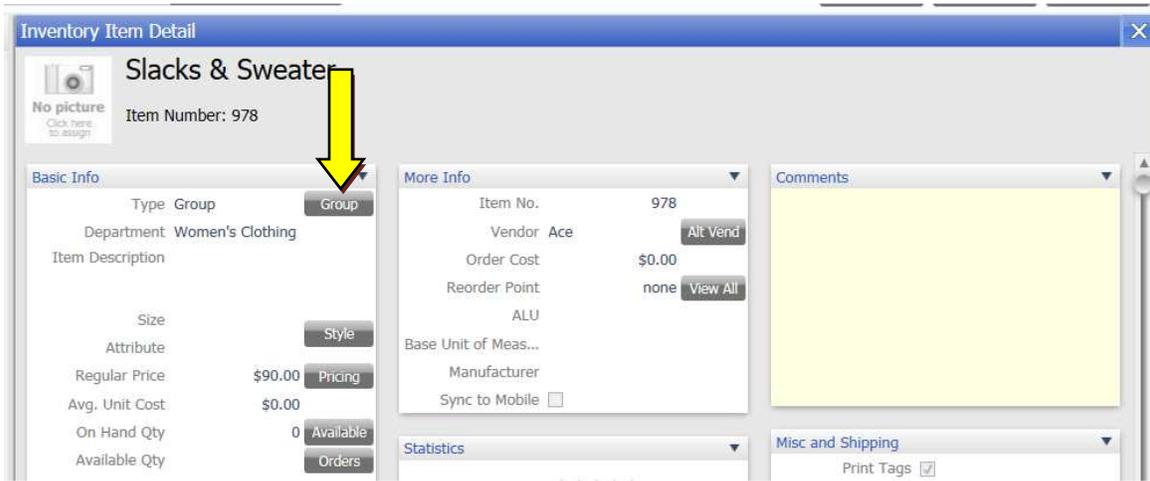
QB POS Groups and Assemblies
June, 2015
QB POS

We will look at how you can use **Groups** and **Assemblies**.

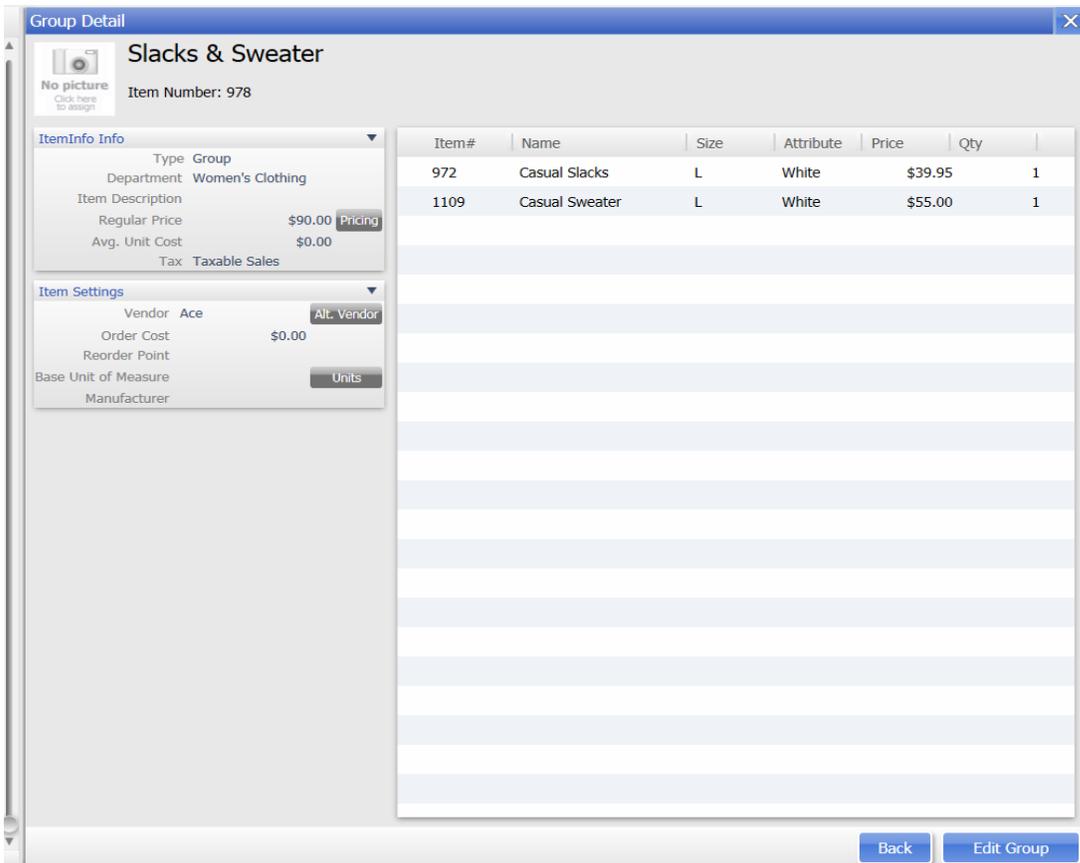
1. We will start by discussing the difference between a **Group** and an **Assembly**. **Groups** allow you sell two or more items together (e.g. an ensemble or a gift basket) the individual items **can** still be sold separately. **Assemblies** take two or more items and put them together to create a **New Item** (e.g. a bicycle hub, a rim, and spokes got together to create a bicycle Wheel) the individual items are taken out of inventory and **cannot** be sold separately.
2. To build a **Group** you must first create an Item in Inventory and the Item **Type** will be **Group** and **Save** the new Item.



- Next we will select the items that will be part of the **Group**. Show the **Item Details** and click on **Group**.



- Now we will click on **Edit Group**, and add the desired items. Then **Save** your **Group**.
- You can then make the **Group** a **Style** for each Size and Color you wish to sell.



- Now to create an **Assembly** you will basically do the same thing, except the Item **Type** will be **Assembly**, and **Save**.

The screenshot shows the 'Edit Inventory Item' window for 'Olive Oil Basil'. The 'Basic Info' tab is active, and the 'Type' dropdown menu is set to 'Assembly', which is highlighted by a yellow arrow. Other fields include Department: Food, Size: 0.5 L, Attribute: Basil, Reg Price: 12.99, Avg. Unit Cost: 7.50, On-Hand Qty: 0, and Tax: Taxable Sales. The 'More Info' tab shows Vendor: Ariston, Order Cost: 0.00, Reorder Point: (empty), Item No.: 958, ALU: (empty), Base Unit of Measure: 0.5 L, and Manufacturer: (empty). The 'Comments' section is empty, and the 'Misc and Shipping' section has checkboxes for Print Tags (checked), Unorderable (unchecked), Use Serial # (unchecked), and Earn Commission (checked).

- Show the **Item Details** and click on **Assembly**.

The screenshot shows the 'Inventory Item Detail' window for 'Olive Oil Basil'. The 'Basic Info' tab is active, and the 'Type' dropdown menu is set to 'Assembly', which is highlighted by a yellow arrow. Other fields include Department: Food, Size: 0.5 L, Attribute: Basil, Regular Price: \$12.99, Avg. Unit Cost: \$7.50, On Hand Qty: 0, and Available Qty: 0. The 'More Info' tab shows Item No.: 958, Vendor: Ariston, Order Cost: \$0.00, Reorder Point: none, ALU: (empty), Base Unit of Meas...: 0.5 L, and Manufacturer: (empty). The 'Comments' section is empty, and the 'Misc and Shipping' section has checkboxes for Print Tags (checked), Unorderable (unchecked), Use Serial # (unchecked), and Earn Commission (checked).

8. Now we will click on **Edit Assembly**, and add the desired items. Then **Save** your **Assembly**.

The screenshot shows the 'Assembly Detail' window for 'Olive Oil Basil' (Item Number: 958). The window is divided into several sections:

- ItemInfo Info:** Type: Assembly, Department: Food, Item Description, Regular Price: \$12.99 (with a 'Pricing' button), Avg. Unit Cost: \$7.50, Tax: Taxable Sales.
- Item Settings:** Vendor: Ariston (with an 'Alt. Vendor' button), Order Cost: \$0.00, Reorder Point, Base Unit of Measure: 0.5 L (with a 'Units' button), Manufacturer.
- Table:** A table with columns: Item#, Name, Size, Attribute, Price, Qty. It contains two rows:

Item#	Name	Size	Attribute	Price	Qty
960	Bottle - 0.5 L	0.5 L	Basil	\$4.00	1
956	Olive Oil 5 Liter	5 L	Basil	\$8.00	1
- Buttons:** 'Back' and 'Edit Assembly' buttons are located at the bottom right.

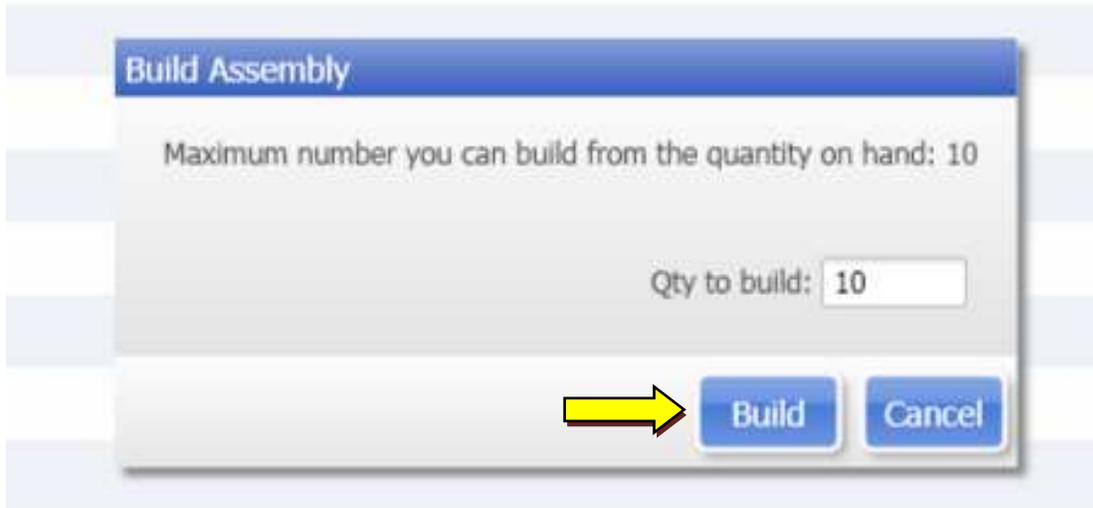
9. Now with an **Assembly** we need to **Build** it. In order to **Build** an **Assembly** you must be on the Item **in stock** to assemble the **New Item**. Click on **Edit Assembly**.

This screenshot shows a close-up of the 'Build' button in the assembly detail window. A yellow arrow points to the 'Build' button, which is located next to the 'Break' button. Below the buttons is a table with columns: Size, Attribute, Price, Qty. The table contains two rows:

Size	Attribute	Price	Qty
0.5 L	Basil	\$4.00	1
5 L	Basil	\$8.00	1

Below the table are buttons for 'Qty/Units', 'Qty+', 'Qty-', and 'Remove'.

10. Now enter the number of **Assemblies** you are going to **Build**. Click **Build** to build the **Item / Assembly**. Click **OK**, click **Save**.



Note:

If you check your Inventory you will see you have 10 0.5 L Bottles of Basil Olive Oil, 2 0.5 L empty Basil bottles and no 5 L Basil Oil left in stock.

Item #^	Item Name	Department	Vendor Name	..	Attribute	Size	Regular Price	O/H Qty HQ	Q
960	Bottle - 0.5 L	Food	Ariston		Basil	0.5 L	4.00	2	
958	Olive Oil Basil	Food	Ariston		Basil	0.5 L	12.99	10	
956	Olive Oil 5 Liter	Food	Ariston		Basil	5 L	8.00	0	