

A RETAILER'S BEST FRIEND.



How to Assembly Kits

Version 8

<https://youtu.be/fLV5uqL23JI>

Kits feature offers an alternative method for grouping, discounting, and selling items together as a set. Kits are defined in inventory as a separate item, called a Kit Item, that links the individual items in the group to each other. The items that make up a Kit are referred to as *components*. The Kit module is used to configure the components (items) and to define certain other optional features. Kits can be configured at the Main station only. Once configured and polled, item can be listed and sold on receipts and sales orders at any location with on-hand quantities of the component items.

To configure a Kit:

Ensure you are in inventory Item View. The kit item can be defined in either List Or Form View. Package and kit items cannot be part of a style.

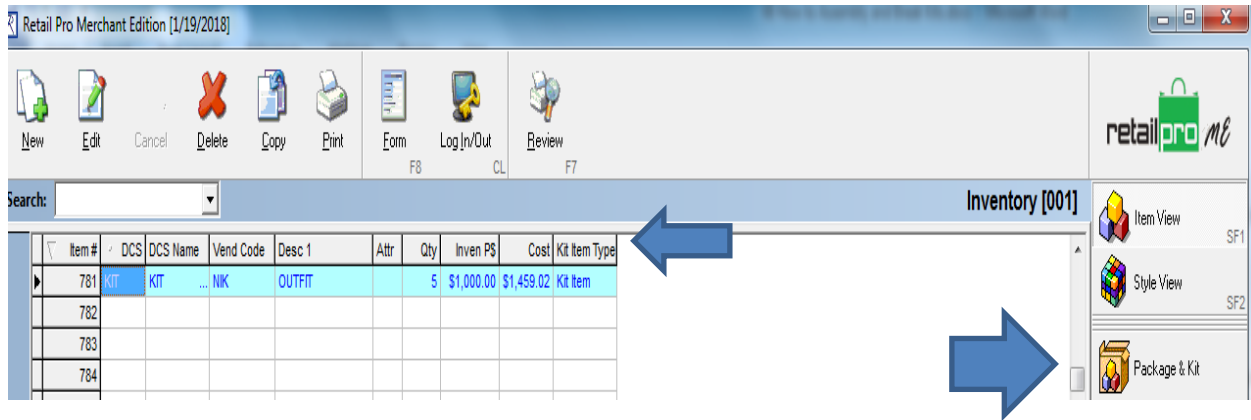
Retail Pro Merchant Edition [1/19/2018]

New Edit Cancel Delete Copy Print Form Log In/Out Review
F8 CL F7

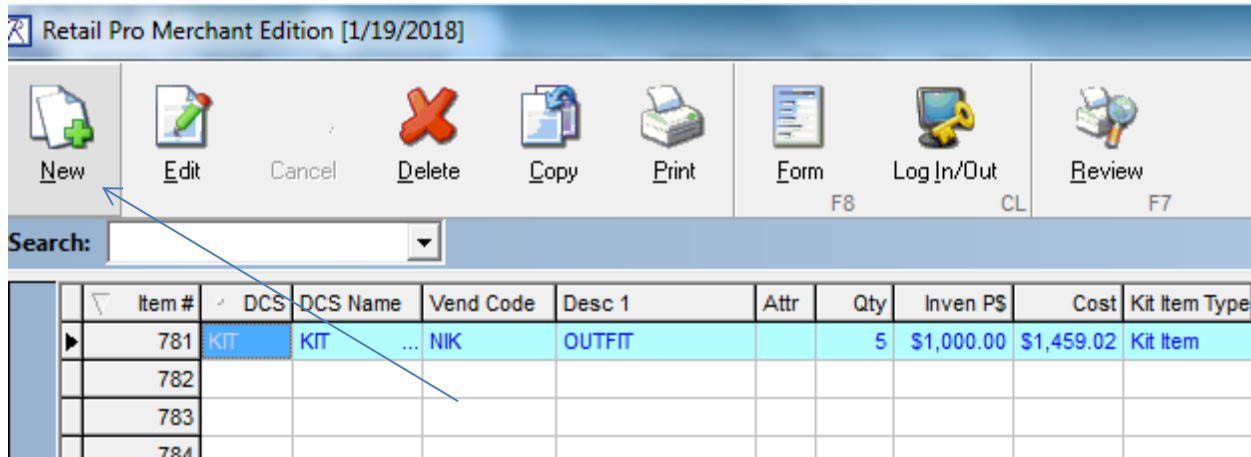
Search:

	Item #	DCS	DCS Name	Vend Code	Desc 1	Attr	Qty	Inven PS	Cost	Kit Item Type
▶	781	KIT	KIT	... NIK	OUTFIT		5	\$1,000.00	\$1,459.02	Kit Item
	782									

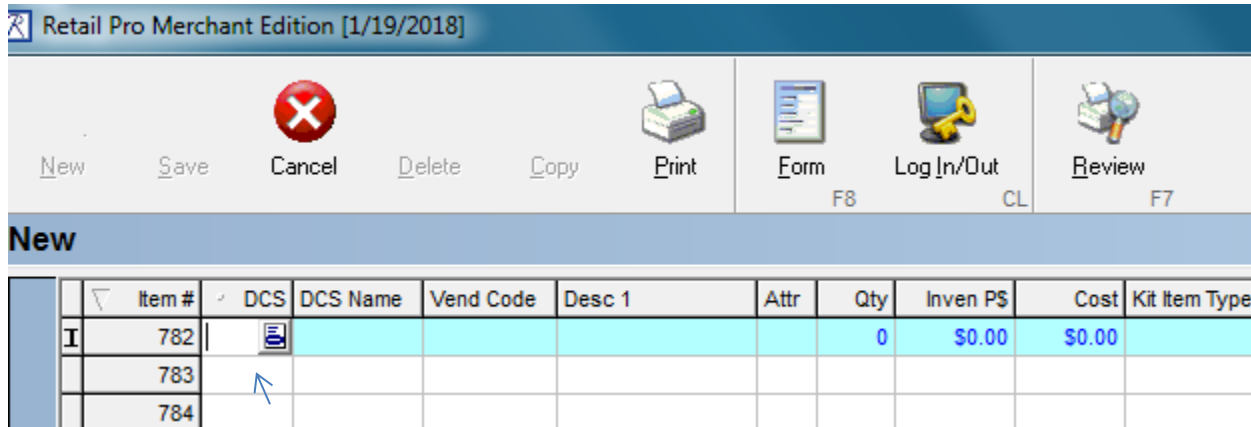
Make sure the **Kit Item Type** field has been added to your inventory layout and that the **PACKAGE & KIT** button has been added to the side menu.



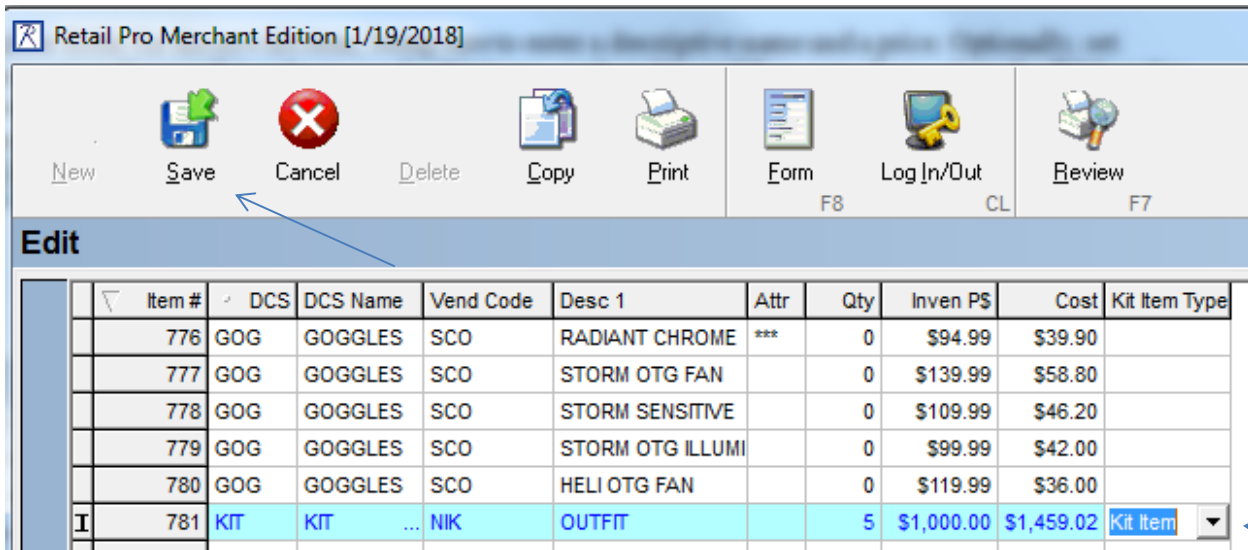
Click **NEW (<Alt+N>)** on the top menu.



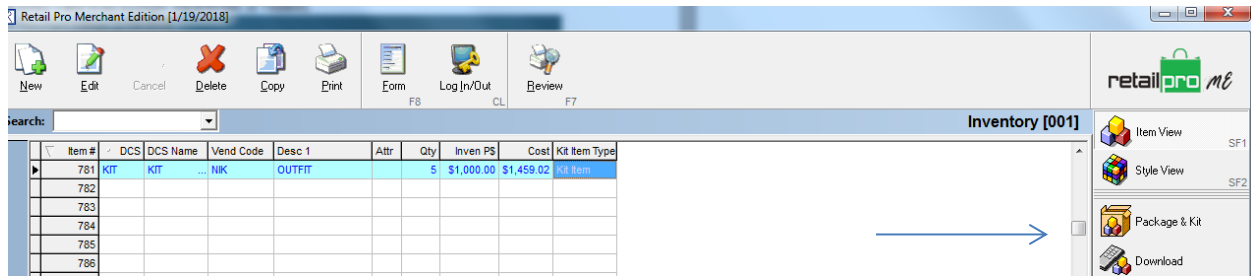
Complete fields for the new kit item, being sure to enter a descriptive name and a price. Optionally, set up department and/or vendor codes to use for Kit items, such as kit, and then enter that code in the **DCS** and/or **Vend Code** fields. This might be useful for sorting, filtering, or reporting on package or kit items if the component items come from multiple departments or vendors.



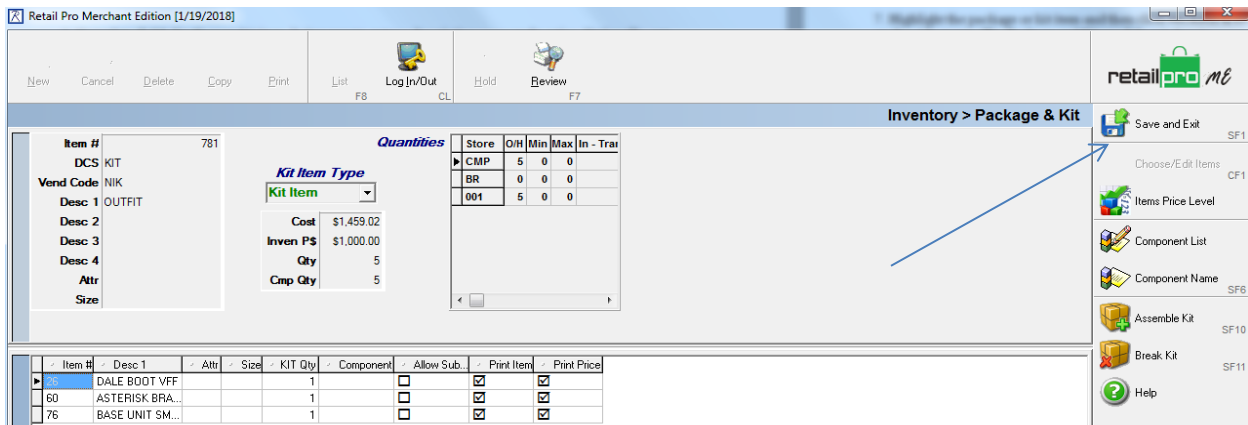
In the **Kit Item Type** field, select Kit Item from the drop-down list to create a kit. Click **SAVE** on the top menu.



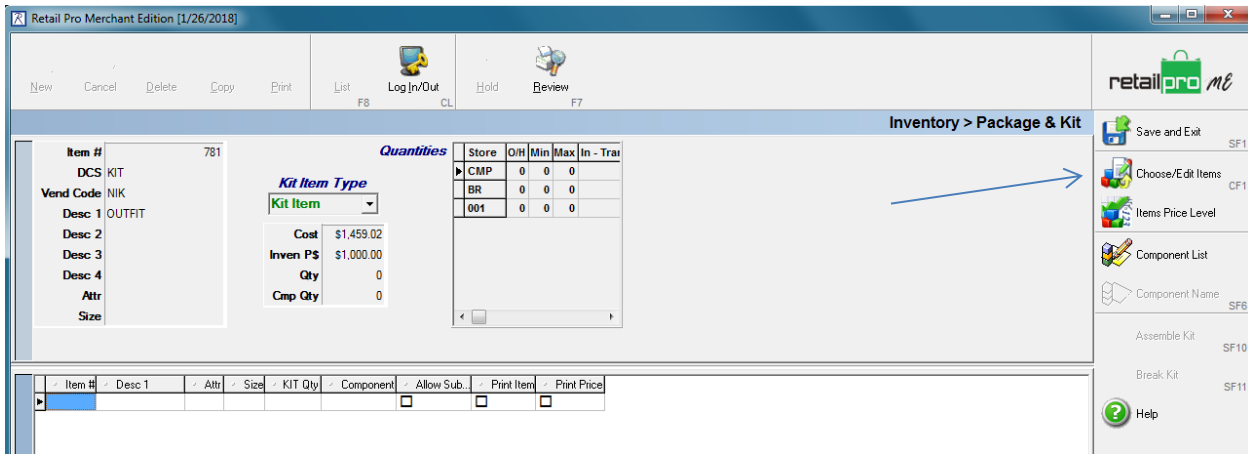
Highlight the package or kit item and then click **PACKAGE & KIT** On the side menu. The Package and Kit module window is Displayed (a sample of a package being configured is shown Below).



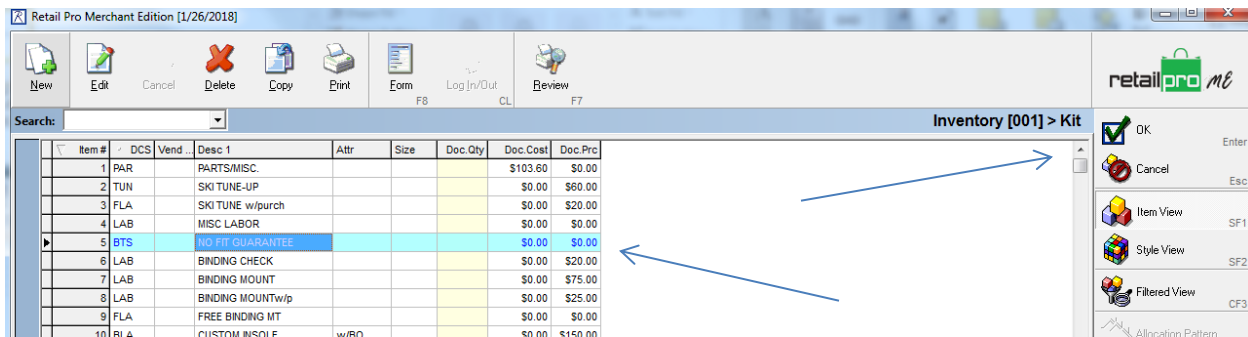
The upper pane displays inventory information for the selected package or kit. The fields Included can be customized, but no editing of these fields is allowed. The lower pane is used to configure the package or kit.



To add Items to the Kit click on Choose edit Items on the right menu.

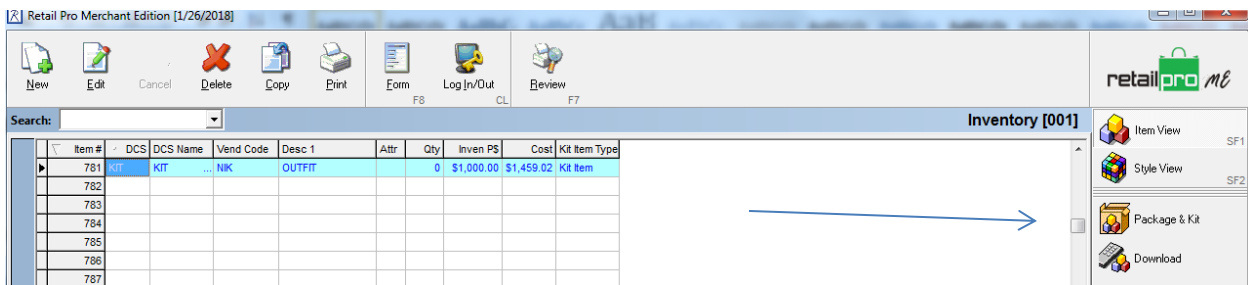


Select Item to be added to Kit and click Ok on the right. Repeat the process for all items that needs to be added to the Kit.

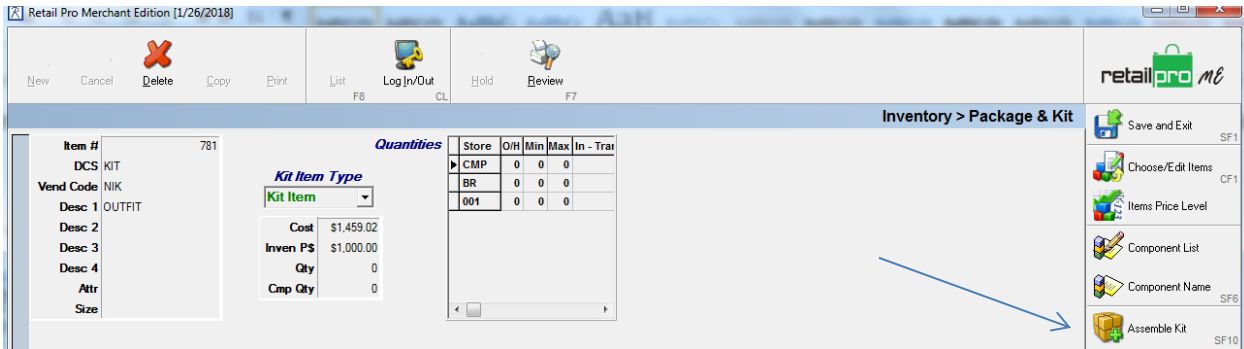


When all items have been added click Save and exit on the right menu.

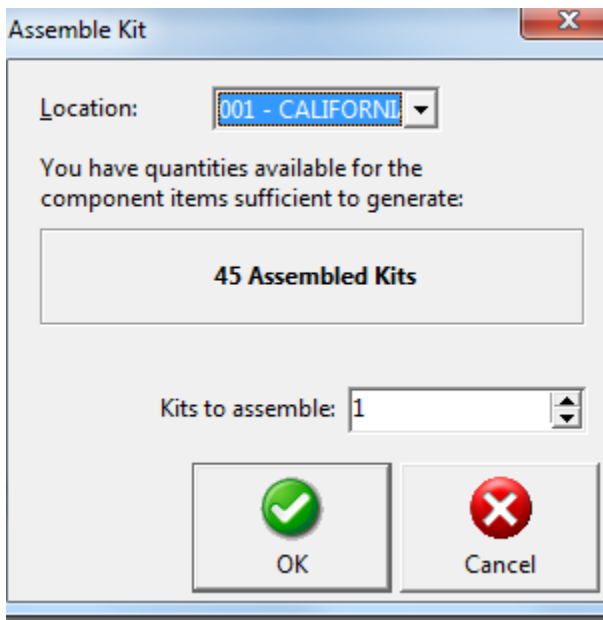
To assembly the Kit, Click Package and Kit on the side menu.



Click on Assembly Kit on the right menu.



The Assembly Kit Dialog is displayed.

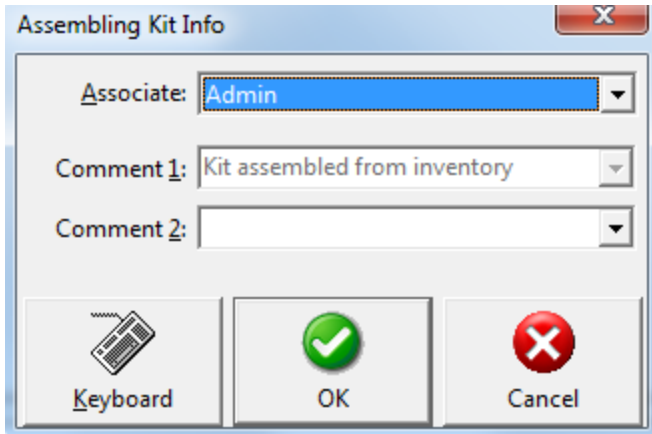


The Assemble Kit dialog displays the number of kits that can be assembled for the currently selected location based on the quantity of component items currently on hand. The item with the lowest on-hand quantity is the limiting component. Kits can be assembled for any location that has sufficient quantities by repeating Steps 10-12 with a new location selected.

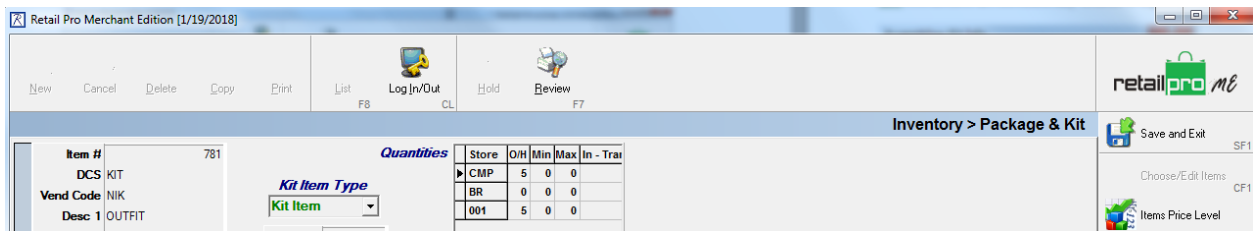
Specify the number of Kits you want to assemble and click OK.

An Assembling Kit Info dialog is displayed. Enter an **Associate** name and comments as required in the dialog displayed. The **Comment 1** field is automatically populated with "*Kit assembled from inventory*" and is not editable. Click **OK**.

The specified number of kits is assembled for the selected location. The necessary quantity and cost memos are automatically created to adjust inventory.



Click **SAVE AND EXIT** on the side menu when all kits needed have been assembled to save the kit configuration and return to the Inventory screen.



The Kit has now been assembled and is ready for sale at POS.