



# How to Assembly Kits

Version 9

<https://youtu.be/RReWYPX9KmY>

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:

Insure 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

New Inactivate Edit Save Cancel Copy Form View Print

Inventory > Sub: 001 Str: BR Active Only

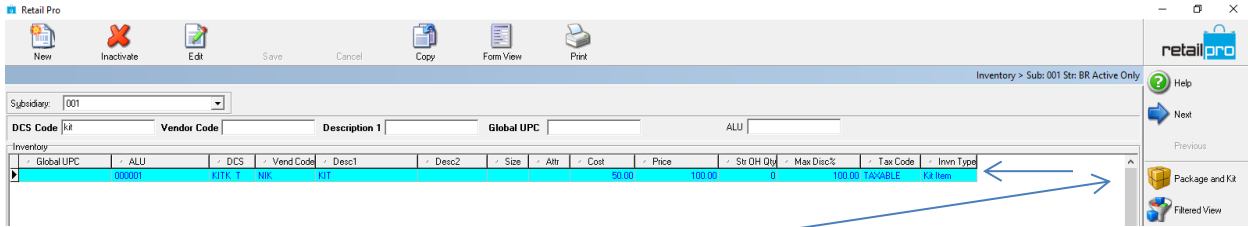
Inventory

Global UPC	ALU	DCS	Vendor Code	Description 1	Description 2	Size	Altr	Cost	Price	Str OH Qty	Max Disc%	Tax Code	Invn Type
000735	A	BAG	10FAK	1/2 MILK JUG	VIN MILK JUG	1/2		12.00	32.00	0	100.00	TAXABLE	No Entry
000746	F	LVGEND	REGAND	405-175 GLD	GLDLEAFGLSTO	DI&ZHT1E		349.00	924.00	0	100.00	TAXABLE	No Entry
000900	A	SPT	10FAK	SCULPTURE	DRIFTWOODSDC			150.00	399.00	0	100.00	TAXABLE	No Entry
000938	A	MRS	10FAK	MIRROR	MIRROR			25.00	58.00	-1	100.00	TAXABLE	No Entry
000989	A	VIN	10FAK	VINTAGE DRESS FO	VINTAGE DRESS			50.00	134.00	0	100.00	TAXABLE	No Entry
000989	A	VIN	ANGELS	DELONG-S309	VINTAGE SILVEF	SILVER		100.00	264.00	0	100.00	TAXABLE	No Entry
000791	A	BNDLTN	KHALL	02428	PEONYSHABLC	80Z		9.90	20.00	0	100.00	TAXABLE	No Entry
000804	A	BNDOSF	KHALL	0410	MILKSHEABSDAI			4.75	10.00	0	100.00	TAXABLE	No Entry
000678	A	BNDPFM	ARCHIP	23320	BOTICARIO FRAI			17.50	39.00	2	100.00	TAXABLE	No Entry
000702	A	VIN	10FAK	1/2 MILK JUG	1/2 MILK JUG			12.00	32.00	0	100.00	TAXABLE	No Entry

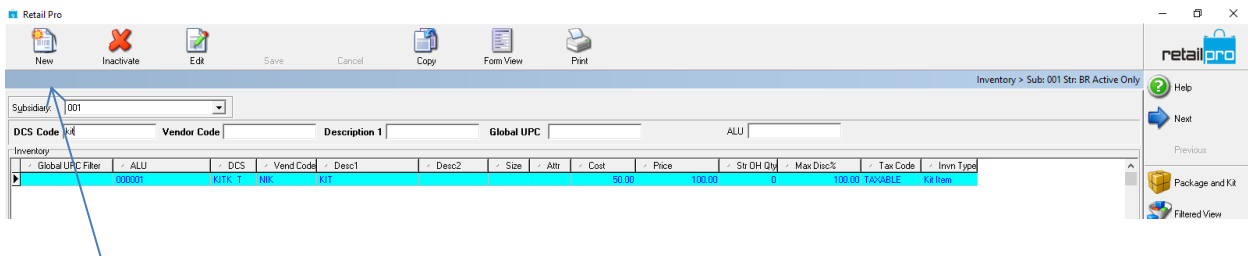
retailpro

Help Next Previous Filtered View Cancel Filter Style View Update Style

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.



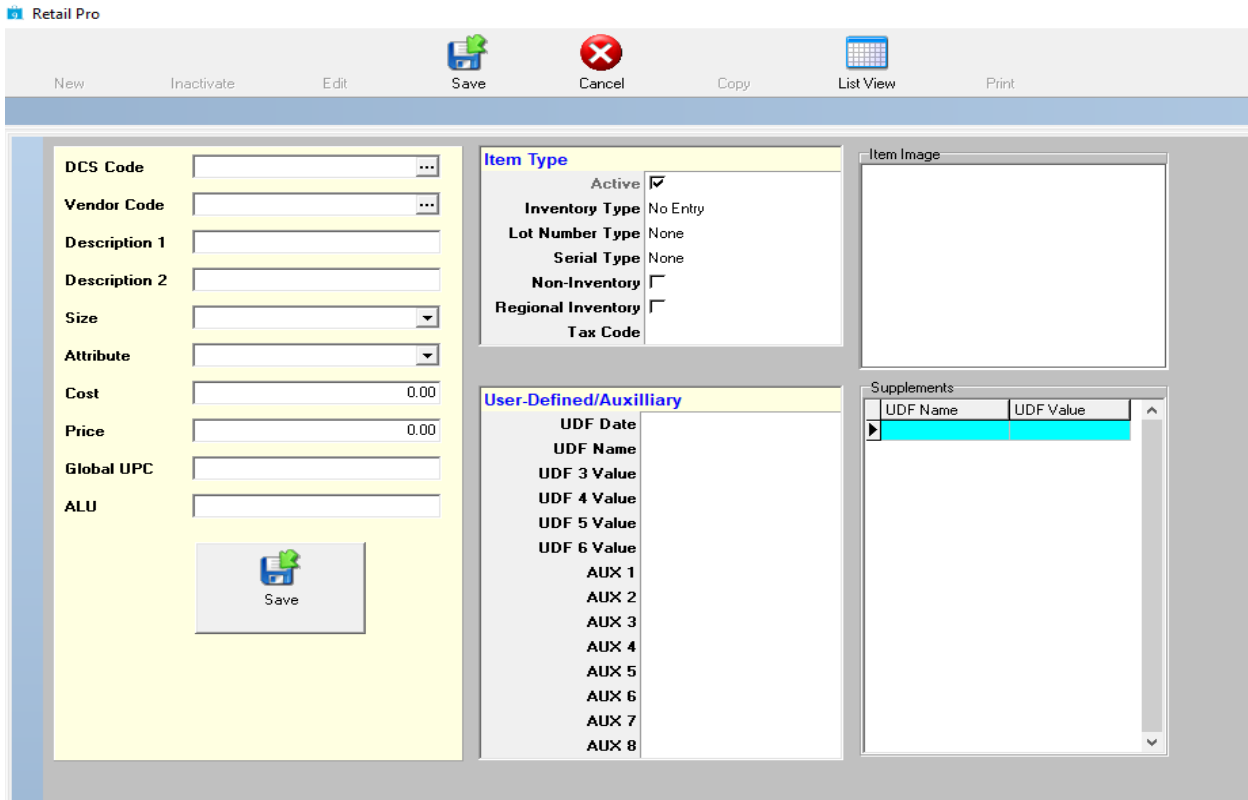
Click **NEW (<Alt+N>)** on the top menu.



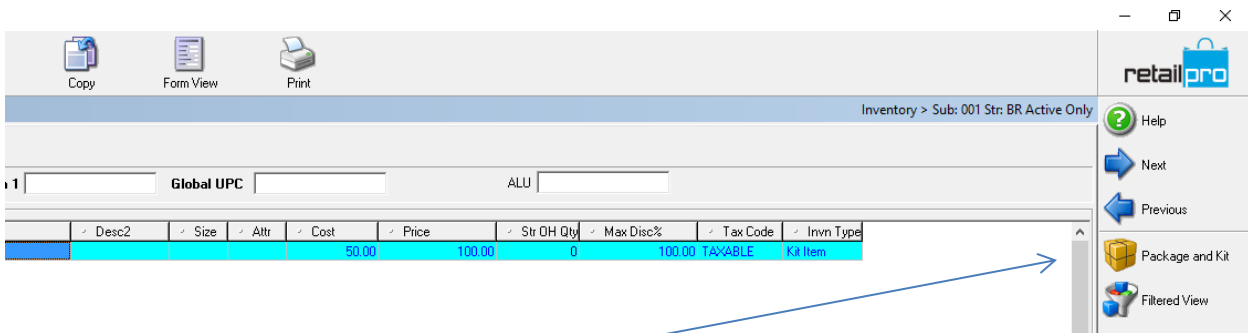
Complete fields for the new kit item, being sure to enter a descriptive name and a price. Optionally, setup department and/or vendor codes to use for Kit items, such as kit, and then enter that code in the **DCS** and/or **Vend Code** fields. This might be useful for sorting, filtering, or reporting 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**.

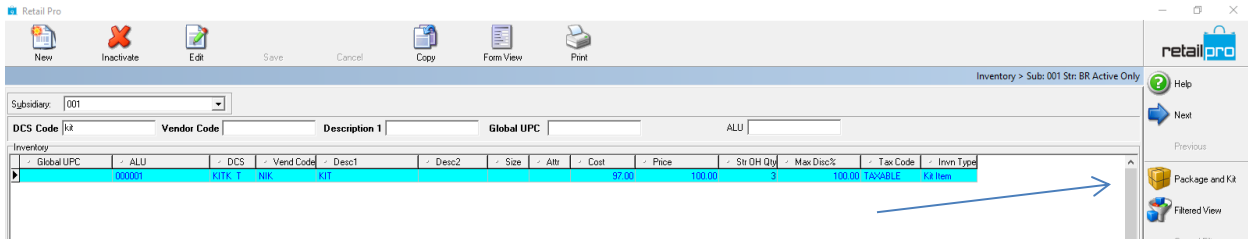


Highlight the package or kit item and then click **PACKAGE & KIT** On the side menu.

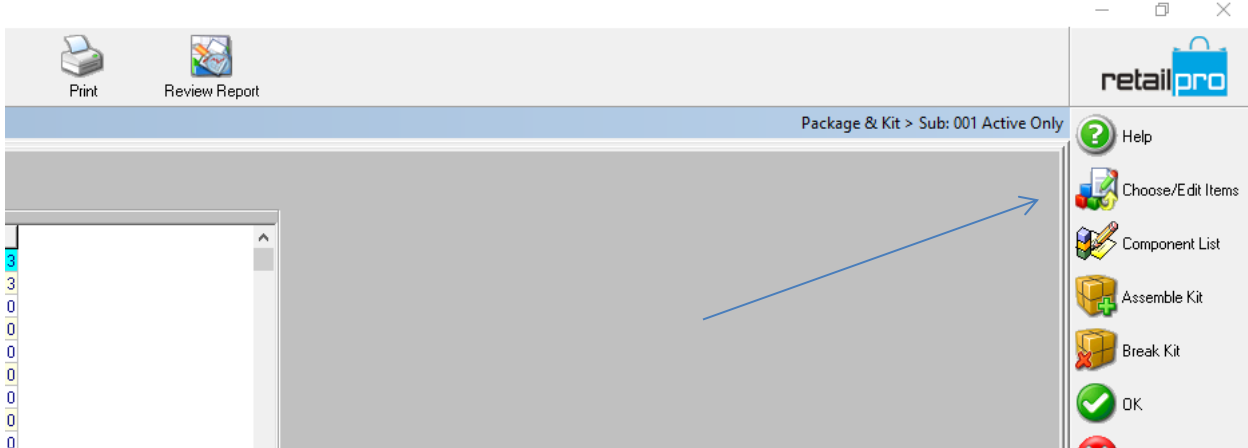


The Package and Kit module window is Displayed (a sample of a package being configured is shown Below). The upper pane displays inventory information for the selected package or kit. The fields Included can be customized, but no editing of these fields is allowed. The lower pane is used to configure the package or kit.

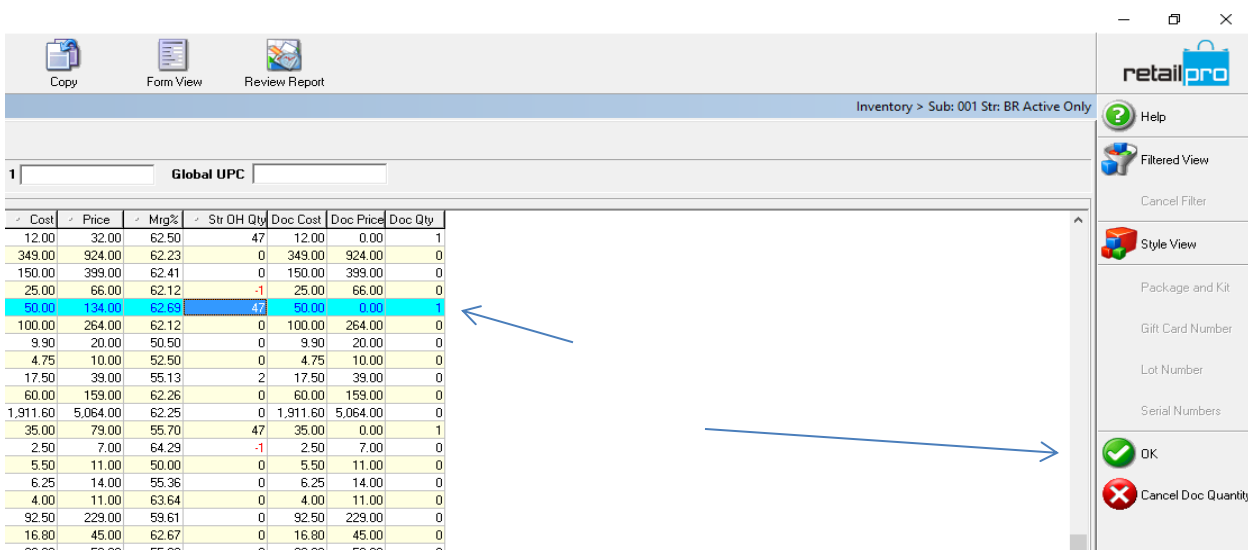
To add items to the kit, click on Packages and Kits on the right Menu.



Click on Choose/Edit Items on the right menu.



Select Item to be added to Kit and click on OK.

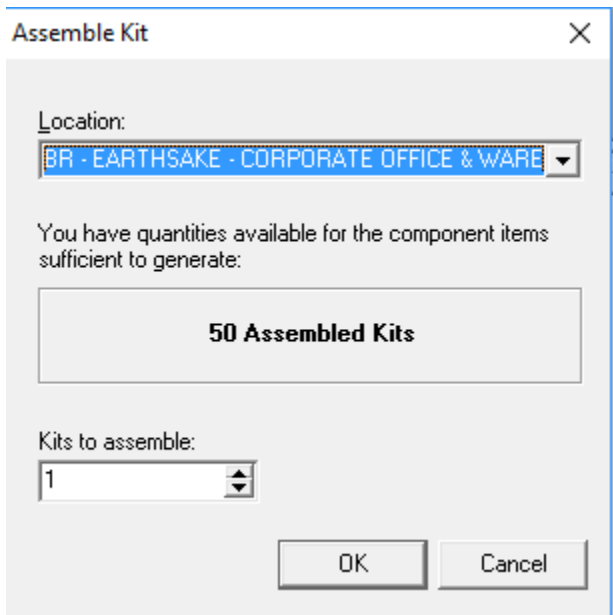


Repeat Process until all items have been added to the list.

To assembly Kit, Click Assembly on the side 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.

At this point you have successfully create a Kit Item that can be sold ay POS.