RekordPOS | Quick guide

Put your whole catalogue in, once.

Add a product in a minute, and see all of them in one list.

Every sale, purchase and stock count starts with a product. This guide shows the product list, how to add a product with its prices and opening stock, and how to find, change or remove one later.

IN THIS GUIDE

1. **Open the product list**
   See everything you sell, with prices and stock
2. **Add a new product**
   Name, category, code and prices
3. **Set the opening stock**
   How many you hold today
4. **Save and sell**
   It appears on the till straight away

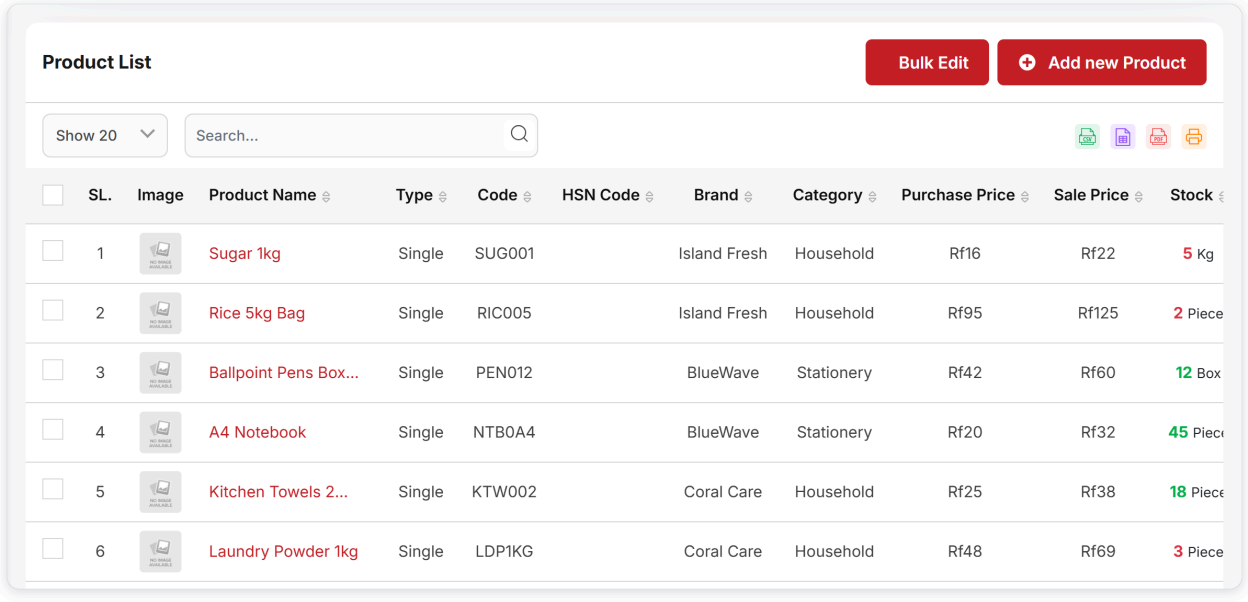
WHERE
Products, then All Product

TIME
About a minute each

TIP
Many products? Use Bulk Upload

1 The product list

Open **Products** in the menu, then **All Product**. Every product is one row, with its code, brand, category, buying price, selling price and how many you hold. Stock in red has run low. Use the search box to find a product by name or code, and the small icons at the right to download the list as a spreadsheet, a PDF or to print it.

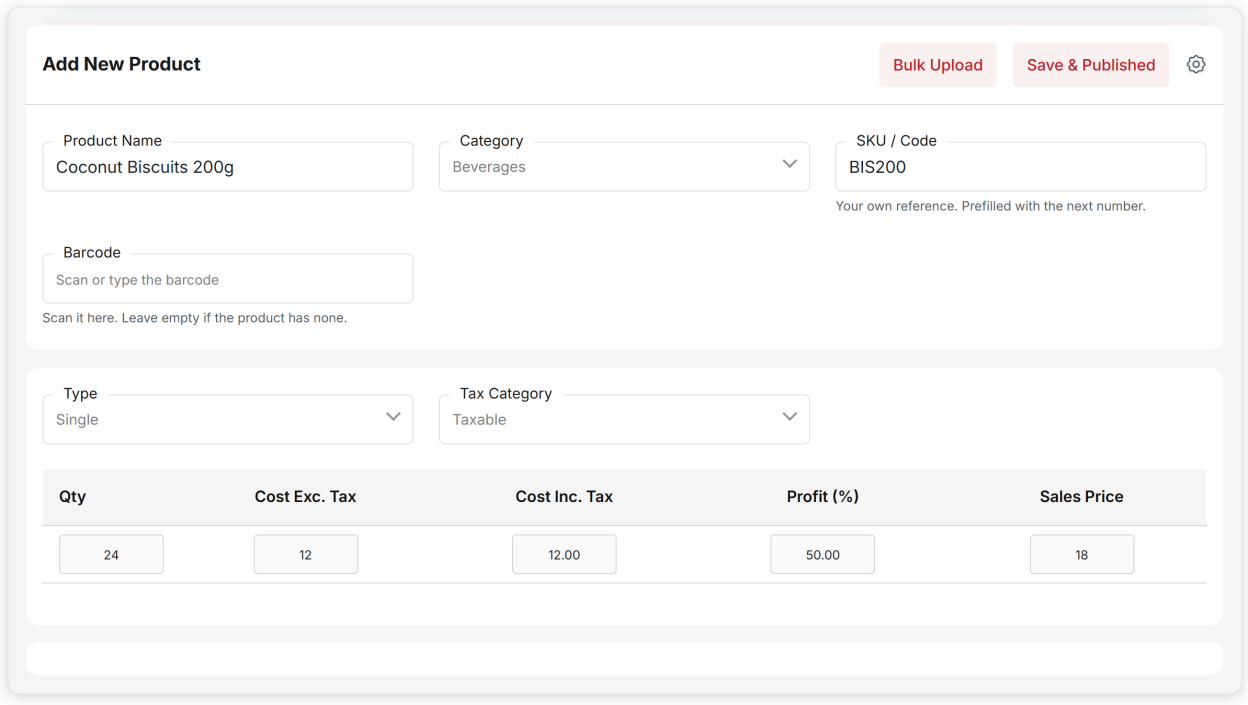


The product list. Bulk Edit and Add new Product are at the top right.

> **Lots of products to enter?** Do not type them one by one. The Bulk Upload guide shows how to load a whole spreadsheet in one go.

2 Add a new product

Press **Add new Product**. Type the **product name**, pick its **category**, and give it a **code**. The code (SKU) is filled in with the next number for you, and you can type your own. If the product has a barcode on its packet, click the **Barcode** box and scan it, or type the number. Leave it empty if there is none.



A new product, with its prices and opening stock filled in

3 Type and tax

Type is Single for an ordinary product. **Tax Category** decides how tax applies to the price. See the guide on setting up your shop for how tax rates are created.

4 Prices and opening stock

The row at the bottom holds the numbers. **Qty** is how many you have now. **Cost Exc. Tax** is what you pay for one, and **Cost Inc. Tax** works out by itself. **Profit (%)** and **Sales Price** are linked: type the profit you want and the price is worked out, or type the price and the profit is worked out.

When it looks right, press **Save and Published** at the top. The product is on your till at once.

5 Things to know

Two products with the same code

Codes must be unique. Change one of them, or the product will not save.

Forgot a detail?

Open the row menu at the right of the product list and choose Edit. Changing a price does not change bills you already made.

Selling a bundle

Use Combo Products in the Products menu to sell several products together at one price.

Opening stock was wrong

Use a stock adjustment, not an edit, so there is a record of the change. The stock guide shows how.

6 Next

Group your products with categories and brands, so they are easy to find on the till and in reports. The next guide shows how.