



# INVENTORY & PURCHASE ORDER

## SAVE TIME & REDUCE COSTS

Our fully integrated Inventory and Purchase Order applications don't just save time and manual effort, they also enable your club to ensure the accuracy of inventory levels while easily, and securely, purchasing new stock. All of your necessary inventory management processes have been simplified through these integrated applications, allowing your staff to spend less time on tedious inventory tasks, and instead focus on providing great customer service.

## INVENTORY SETUP

Once the initial Inventory setup is complete, making purchases, receiving goods and managing your inventory count is easy. Simply define sales areas such as your Pro Shop, Wine Cellar, Spa or any other Point Of Sale area within your club. The system automatically generates and prints barcoded tags that can then be affixed to each individual item.

## INVENTORY COUNT

Using an electronic scanner, performing an inventory count need not be time consuming any longer. As you scan items for your inventory count, a data file is created which can be uploaded directly into the Inventory system. The information in this file can then be compared against your system information to ensure that there are no inaccuracies.

### 1. SETUP

Initial setup covers Sales Areas, Suppliers, Item SKUs and even custom information such as Mark Downs and Minimum Orders.

### 2. ORDER

When stock levels run low, just select the supplier and item, and then email the order directly from the system.

### 3. RECEIVE

When goods are received, all order information flows automatically to Accounts Payable for quick processing.

### 4. REPORT

In depth reporting enables your club to track everything from specific member purchases to overall profitability.

## MAKING A PURCHASE

Using the Purchase Order application, acquiring additional stock for your club is as simple as selecting the supplier and item, confirming shipping information, and then printing or emailing the order. The system enables up to two levels of approval for any or all purchases made by your club. This ensures security always keep track of where, and how, club finances are being allocated.

## RECEIVING GOODS

To enter goods into the system, users select the supplier, item SKU, and quantity. The information is then automatically sent to Accounts Payable for immediate processing.