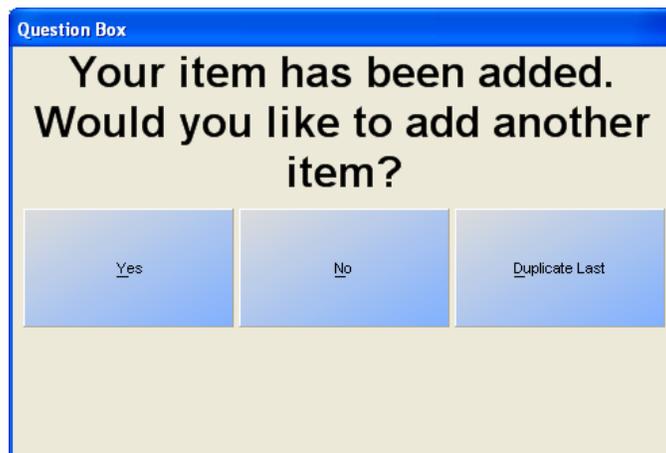


## Creating inventory items

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CRE/RPE makes the creation of inventory items simple. Standard items, choice items, modifier groups, and coupons are all created in the same area of the program: Inventory Maintenance.

## Creating an inventory item

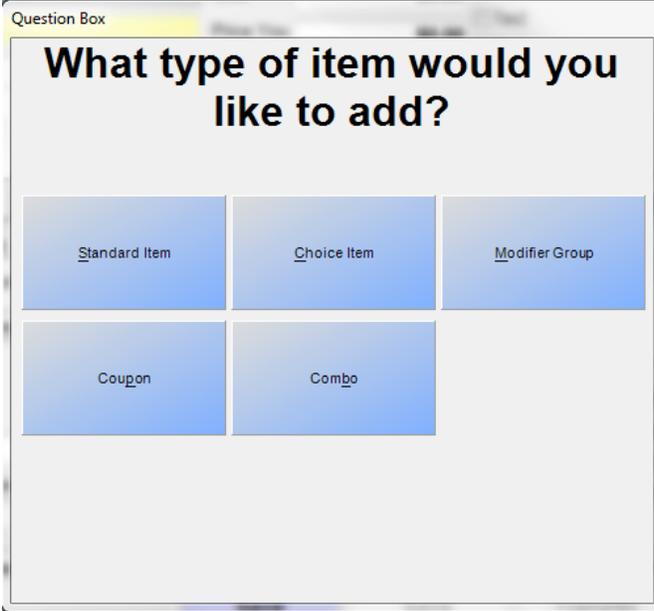
To create an inventory item, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



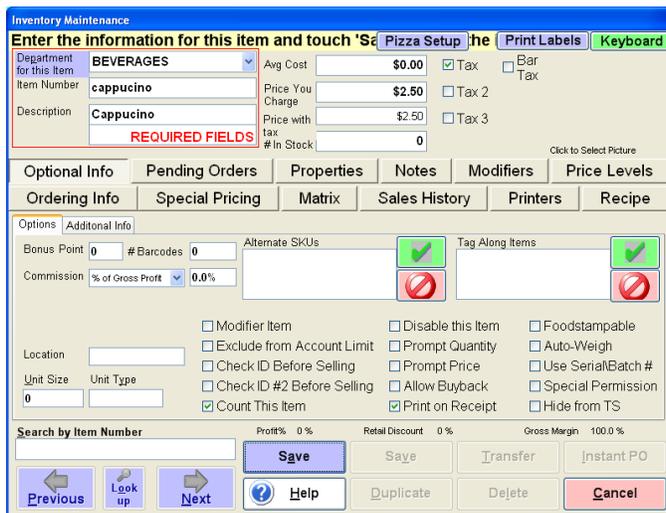
1. Select **Inventory Maintenance**.

A screenshot of the 'Inventory Maintenance' form. The title bar reads 'Inventory Maintenance'. The main title is 'Item: BLACK TRUFFLE RISOTTO'. Below the title, there are several input fields and checkboxes. The 'Department for this Item' is 'APPETIZERS SOUP SALA'. The 'Avg Cost' is '\$4.00000'. The 'Price you charge' is '\$10.00'. The 'Price with tax' is '\$10.00'. There are checkboxes for 'Tax', 'Bar Tax', 'Tax 2', and 'Tax 3'. Below these are tabs for 'Optional Info', 'Pending Orders', 'Properties', 'Notes', 'Modifiers', and 'Price Levels'. Under 'Optional Info', there are fields for 'Bonus Point' (0), '# Barcodes' (0), 'Alternate SKUs', and 'Tag Along Items'. There are also checkboxes for 'Modifier Item', 'Exclude from Account Limit', 'Check ID Before Selling', 'Check ID #2 Before Selling', 'Count This Item', 'Disable this Item', 'Prompt Quantity', 'Prompt Price', 'Allow Buyback', 'Print on Receipt', 'Foodstampable', 'Auto-Weigh', 'Use SerialBatch #', and 'Special Permission'. At the bottom, there are buttons for 'Add Item', 'Save', 'Transfer', 'Instant PO', 'Previous', 'Look up', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'. The 'Add Item' button is highlighted with a red border.

2. Select **Add Item**.



3. Select the type of item that you are creating.



- If you selected **Modifier Group** in step 3, refer to the document entitled “Creating Modifiers” (located on <http://faq.pcamerica.com>).
- If you selected **Coupon**, refer to the document entitled “Creating a Coupon” (located on <http://faq.pcamerica.com>).
- If you selected **Standard Item**, select a department and provide a unique item number, description, and other information as you see fit (pictured on the left).
- If you selected **Choice Item**, refer to the document entitled “Choice Items” (located on <http://faq.pcamerica.com>).

4. The required information for the item is on the top one-third of the screen:

- The **Department** this item will be inside of (ex: SWEATERS).
- A unique **Item Number** (ex: Sweater01, or the barcode of the item).
- A **Description**, which will print on the receipts (ex: short sleeve v-neck).
- Your **Cost**, which is the price you pay.
- The **Price you charge** the customer.
- An optional **# In Stock** value if you track stock levels.
- Various tax options if you charge tax for this item.



5. Select **Save**.

6. Decide whether or not to add another item and, if so, whether or not to start by duplicating the item that was just created.