

## Category Wizard

Inventek Point of Sale allows the creation of categories for the purposes of tracking similar products. Such categories also allow users to set different tax rates for different categories (or no tax). To setup categories using the Category Wizard, click on the Inventory Tab and then click on the Category Wizard button:

	Vendors	Inventory	Employees	Rep
Vendor Wizard	Import Inventory	Promotions	Return to Vendor	
Print Labels	Category Wizard	Markup Wizard	Inventory Adj.	
Order Wizard	Inventory Track	Non Disc. Wizard	Serial Numbers	

F4 - Currently Selected Inventory								
	Vendor Code	Description	Vendor	Category	Cost	Sales Price	In Stock	On Order
▶			0.60	N/A	\$0.00	\$0.19	0	
	CA501D	Jumb	Flomo	N/A	\$0.67	\$1.19	132	
	6905	\$ BILL COIN BANK	SITCO	Partyware	\$0.65	\$1.09	93	-7
	2242	8" GEL CANDLE ASSTD	SITCO	N/A	\$0.69	\$1.19	61	-7
	BONES	ASST. BONES	Pet King	N/A	\$0.72	\$1.29	0	
	38762	BUCKET"	OKK	N/A	\$3.16	\$3.00	0	
	1048	GLITTERED TEAR DRO	Amglo	N/A	\$0.65	\$1.09	0	
	MO538D	Mom Jumbo Pen	Flomo	N/A	\$0.75	\$1.29	39	
	JB5361	MONEY MACHINE 2 COI		N/A	\$7.20	\$14.99	36	
	S90020	S 9 OZ BOTTLE (L4 L5	Baby King	N/A	\$0.62	\$1.09	38	1
	21121	Toothpicks 3-Pack	Chef Craft	N/A	\$0.62	\$1.09	9	-2
	2433	UNCLE SAM HATS		N/A	\$0.65	\$1.09	72	
	38756	"6" F/F ATV W/ 5" P/B P	OKK	N/A	\$2.59	\$3.00	0	
	84108	"6" WRESTLER W/BELT	OKK	N/A	\$0.65	\$1.09	0	
	38989	"7.5" F/F FARM TRACTC	OKK	N/A	\$2.70	\$3.00	0	
	38941	"9" F/F CONTAINER TRI	OKK	N/A	\$0.65	\$1.09	29	
	23915	"BOWLING GAME PLAY:	OKK	N/A	\$4.31	\$3.00	0	
	38986	"COWBOY PLAY SET W/	OKK	N/A	\$0.59	\$1.09	19	3

The following screen will appear:

Category Wizard

Manage Categories    Manage Subcategories

Category Name:   Override Tax  %

Choose Items:  Filter By:  P. Code  Desc.  
 Vendor  Category  
 Price

	Product Code	Description	Vendor	Sales Pri
▶	UN	Miscellaneous Product	Unknown	1.19
	787426010003	POP UP HAMPER	American Linen	1.09
	787426130930	2 PK BRIGHT W/CLOTH - FANCY	American Linen	1.09
	787426013141	2 PK PRINTED DISH CLOTHS	American Linen	1.19
	787426013806	COTTON TERRY FINGER TIP	American Linen	1.09
	787426013905	COTTON TIE TOWEL	American Linen	1.09
	787426015329	15X35 POLYESTER RUNNER	American Linen	1.29
	787426001902	UNDER-BED STORAGE BAG	American Linen	1.19

Select    Select All    Remove

Product Code	Description	Vendor

Add To Category    Start Over    Close

Under Category name, enter the name of the Category you wish to create. If it is an existing category, then click on the drop down menu and select it:

Category Wizard

Manage Categories    Manage Subcategories

Category Name: **School Supplies**     Override Tax     %

Choose Items:     Filter By:     P. Code     Desc.  
 Vendor     Category  
 Price

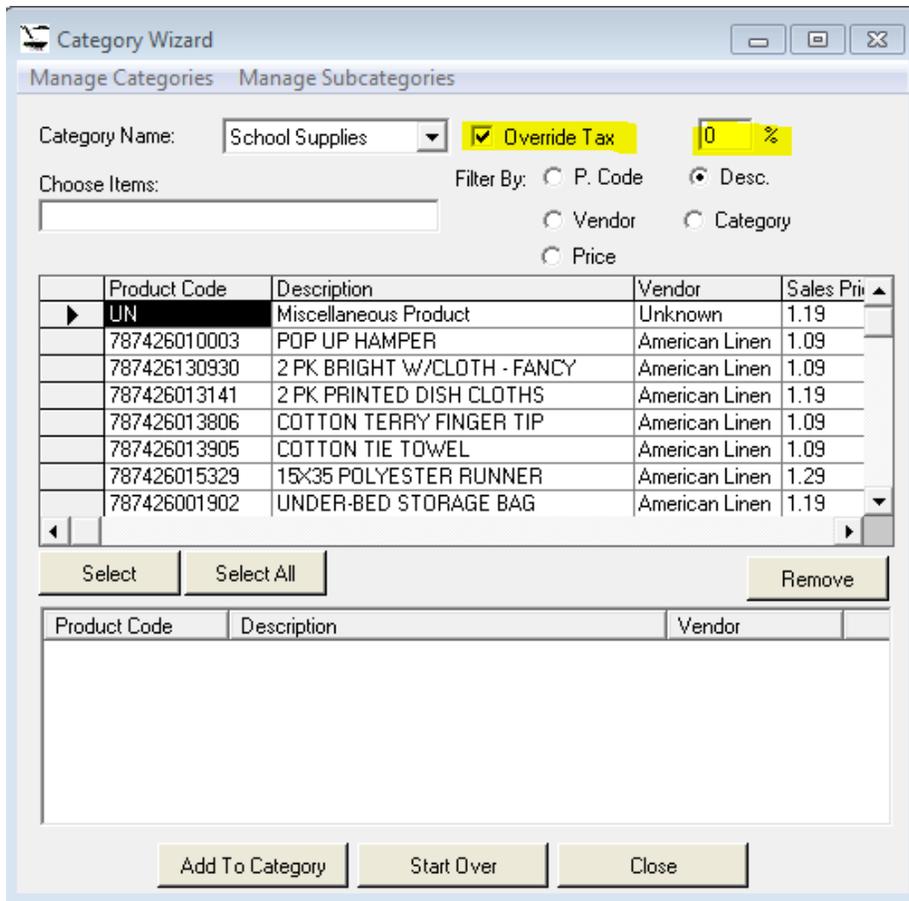
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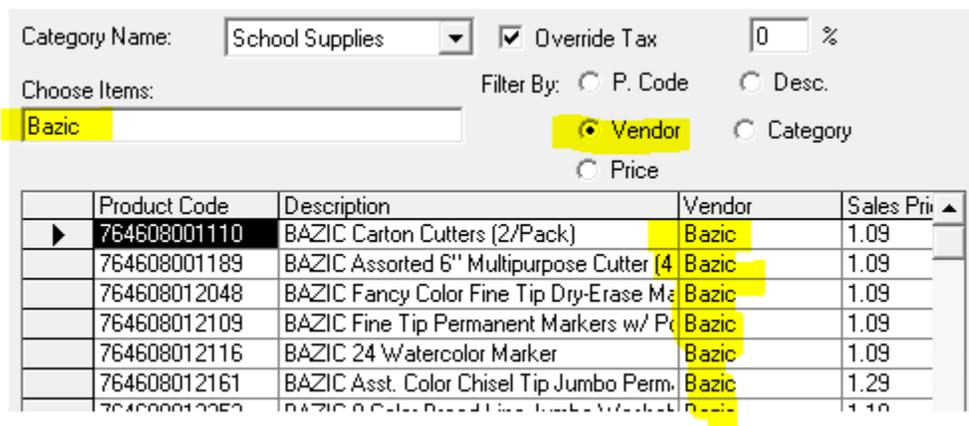
      

If tax should be overridden for this category, click on the Override tax check box and enter the desired tax rate for the category that you are about to create. If the category should have no tax, then enter 0:



Once you have set the options, you are ready to select the products to add the category. To select products, you can search by filtering for certain vendors, looking for a particular work in the description of an item, or by price or product code. In this example, we will look for items from a particular vendor.

Click on the Vendor option for filter, and then type in the name of the vendor that you are looking for as per the example below:



Notice that when Vendor is chosen as the option under filter and “Bazic” is typed in for the Choose Items option as seen above, the grid displays all items for Bazic.

If you want to add every item on the grid to the category, click on the Select All button. If you wish to only add one product, then click on the item to select it, and then click on the Select button. This will move those items to the selection box below:

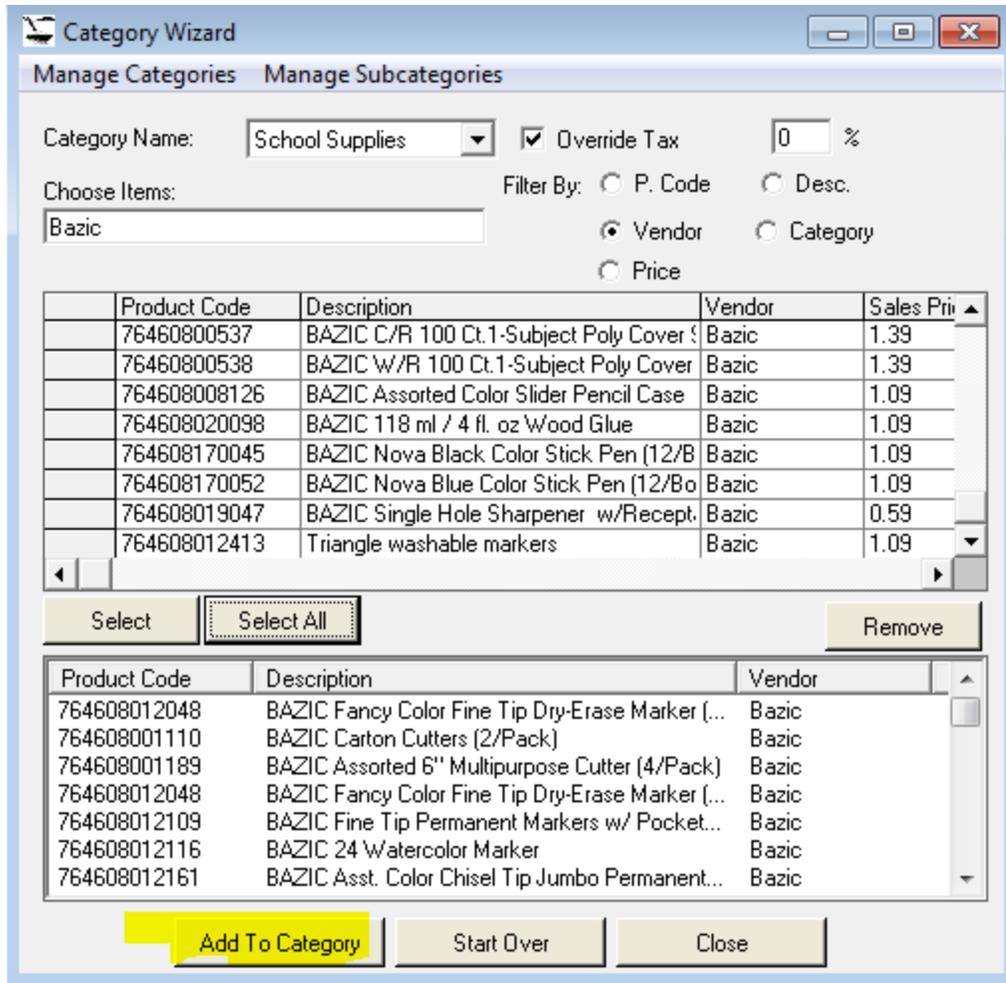
The screenshot shows a software interface for selecting items. At the top is a grid with columns: Product Code, Description, Vendor, and Sales Price. The grid contains several rows of product information. The row with Product Code 764608012048 is highlighted in green. Below the grid are three buttons: 'Select', 'Select All', and 'Remove'. Below the buttons is a selection box with columns: Product Code, Description, and Vendor. This box contains one row with Product Code 764608012048, which is highlighted in yellow.

Product Code	Description	Vendor	Sales Price
764608001110	BAZIC Carton Cutters (2/Pack)	Bazic	1.09
764608001189	BAZIC Assorted 6" Multipurpose Cutter (4	Bazic	1.09
764608012048	BAZIC Fancy Color Fine Tip Dry-Erase Ma	Bazic	1.09
764608012109	BAZIC Fine Tip Permanent Markers w/ Pc	Bazic	1.09
764608012116	BAZIC 24 Watercolor Marker	Bazic	1.09
764608012161	BAZIC Asst. Color Chisel Tip Jumbo Perm.	Bazic	1.29
764608012253	BAZIC 8 Color Broad Line Jumbo Washab	Bazic	1.19
764608012383	BAZIC Asst. Color CD/DVD Permanent M	Bazic	1.09

Select    Select All    Remove

Product Code	Description	Vendor
764608012048	BAZIC Fancy Color Fine Tip Dry-Erase Marker (...	Bazic

Once you have selected the items to add to the Category (or you have click on Select All to add ALL items filtered to the specified category), you can click on the Add To Category button:



This will add all items selected to the specified category.