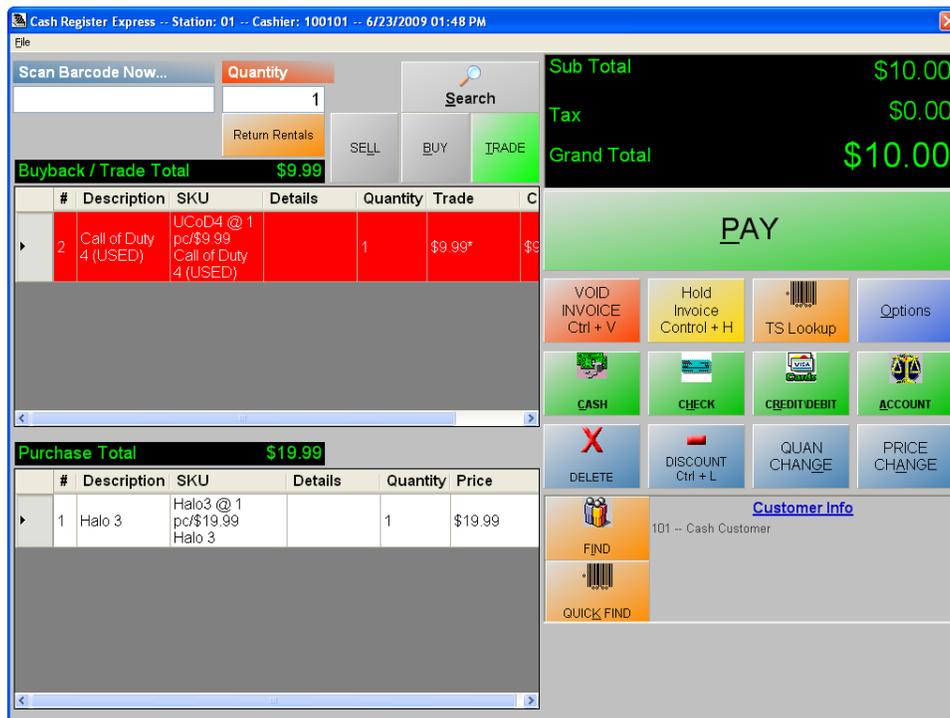


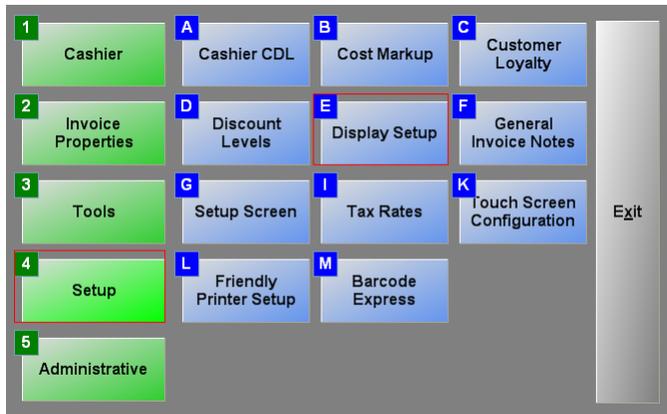
Split Invoicing, Buybacks, and Trades



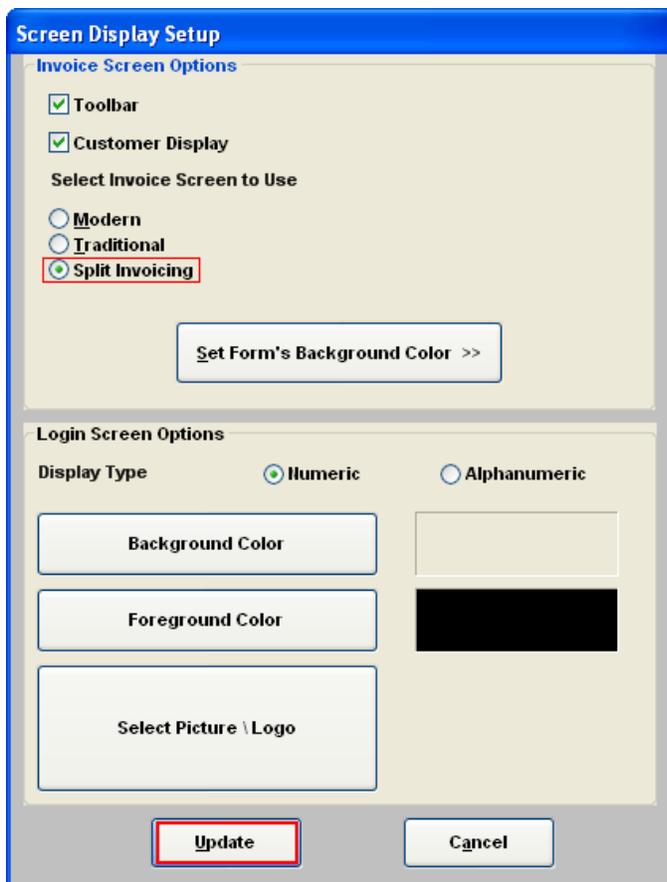
The split invoicing screen makes buybacks and trades more intuitive. Buybacks and trades are used to purchase used items which can subsequently be sold at a lower price.

Enabling split-invoicing

To enable split-invoicing, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Setup** and then **Display Setup**.



2. Check the radio button next to **Split Invoicing**.
3. Select **Update**.

Configuring an item for buybacks and trades

To configure an item for buybacks and trades, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

	<ol style="list-style-type: none"> 1. Select Inventory Maintenance.
	<ol style="list-style-type: none"> 2. Select an item. 3. Check Allow Buyback.
	<ol style="list-style-type: none"> 4. Select the Special Pricing tab. 5. Provide a Trade Price and BuyBack Price. 6. Select Save.

Buying back an item and preparing it for resale

A used version of the item will be added to your inventory the first time an item is bought back or traded. It is your responsibility to modify this item as you see fit. Follow these steps to buy back an item and prepare it for resale (if necessary).



1. On the invoicing screen, select **BUY**.



2. Select the item to be bought back.



3. Select **PAY** and follow the prompts as usual.



If the item that was just bought back was not previously bought back or traded, you must modify the “used” version of the item that was added to your inventory by following the next six steps.

4. Select **Options**.



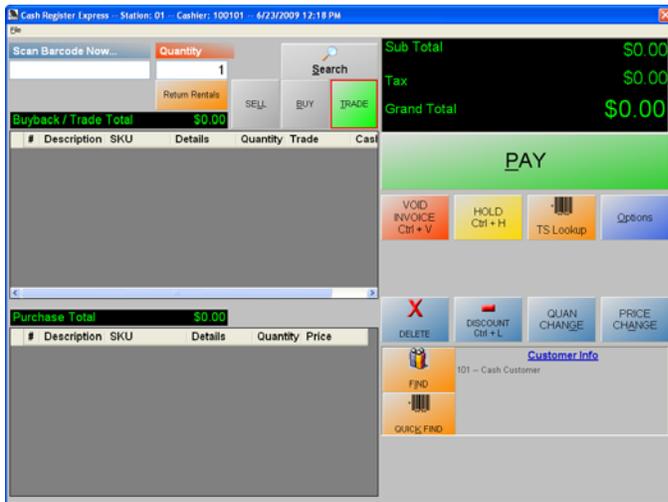
5. Select **Administrative** and then **Inventory Maintenance**.

The screenshot shows the 'Inventory Maintenance' window for an item named 'Call of Duty 4'. The 'Department for this Item' is 'Videogames'. The 'Item Number' is 'UCoD4'. The 'Price you charge' is '\$10.99' and the 'Price with tax' is '\$10.99'. The description is 'Call of Duty 4 (USED)'. The 'Avg Cost' is '\$0.00000'. There are checkboxes for 'Tax', 'Bar Tax', 'Tax 2', and 'Tax 3'. The 'In Stock' quantity is '1'. The interface includes several tabs: 'Optional Info', 'Pending Orders', 'Properties', 'Notes', 'Modifiers', 'Price Levels', 'Ordering Info', 'Special Pricing', 'Matrix', 'Sales History', 'Printers', and 'Recipe'. Below the tabs, there are fields for 'Bonus Point', '# Barcodes', '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', 'Allow Buyback', 'Print on Receipt', 'Foodstampable', 'Auto-Weigh', 'Use Serial/Batch #', 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 'Profit %' is '0%', 'Retail Discount' is '0%', and 'Gross Margin' is '100.0%'. There is a 'Search by Item Number' field.

6. The used version of the item will have the same item number with the exception of a leading "U". Select the used version of the item.
7. Modify the name of the item so that it is easy to pick out (i.e. add USED).
 - You may also want to modify the color of the button on the touchscreen (see Touch Screen Configuration).
8. Modify the price of the item so that it can be sold at a different price than the new version.
9. Make changes to other settings as you see fit.
 - By default, the old version of the item will have the same configuration as the new version of the item, with the exception of item number and price.
10. Select **Save**.

Trading an item

A used version of the item will be added to your inventory the first time an item is bought back or traded. It is your responsibility to modify this item as you see fit. Follow these steps to trade an item and prepare it for resale (if necessary).



1. On the invoicing screen, select **TRADE**.



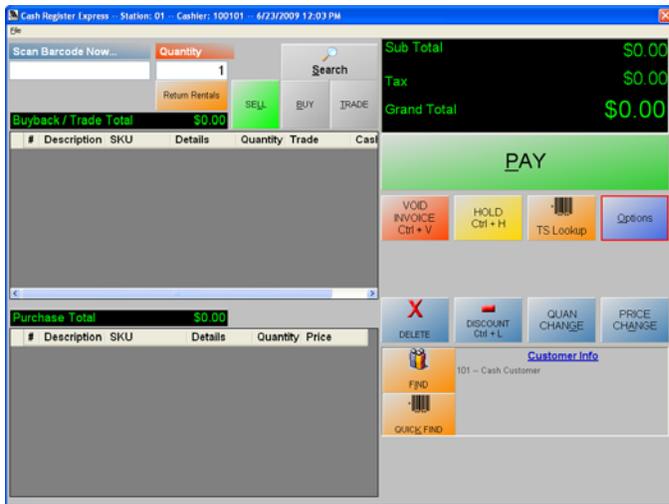
2. Select the item be traded.



3. Select **SELL** and add an item or items to the invoice.
 - The trade total will be subtracted from the purchase total.



4. Select **PAY** and follow the prompts as usual.



If the item that was just traded was not previously bought back or traded, you must modify the "used" version of the item that was added to your inventory by following the next six steps.

11. Select **Options**.



12. Select **Administrative** and then **Inventory Maintenance**.



13. The used version of the item will have the same item number with the exception of a leading "U". Select the used version of the item.

14. Modify the name of the item so that it is easy to pick out (i.e. add USED).

- You may also want to modify the color of the button on the touchscreen (see Touch Screen Configuration).

15. Modify the price of the item so that it can be sold at a different price than the new version.

16. Make changes to other settings as you see fit.

- By default, the old version of the item will have the same configuration as the new version of the item, with the exception of item number and price.

17. Select **Save**.