

Inventory Clearance Sales Made Easy

Are you looking for a simply way to clear out inventory? Everybody loves a clearance sale except the store owner because it can be so much work to re-label and price everything or to make discounts on the invoice.

A simple method is to move all the inventory items being cleared out to a new category called "Clearance," place the entire category into Promo Pricing, print special "Promo" labels, and simply sell the items until they are gone.

Step 1: Create the Clearance category.

Go to Maintenance: Departments. Highlight a department and choose Assign Category button. A list of Categories will be displayed. Choose Add, fill in the name and tax category, then close and select it for the department.

Step 2: Assign items to the new category.

- (1) tag items in the inventory list
- (2) choose the Change/Dept Category option
- (3) highlight the Clearance category
- (4) choose Process [F10]

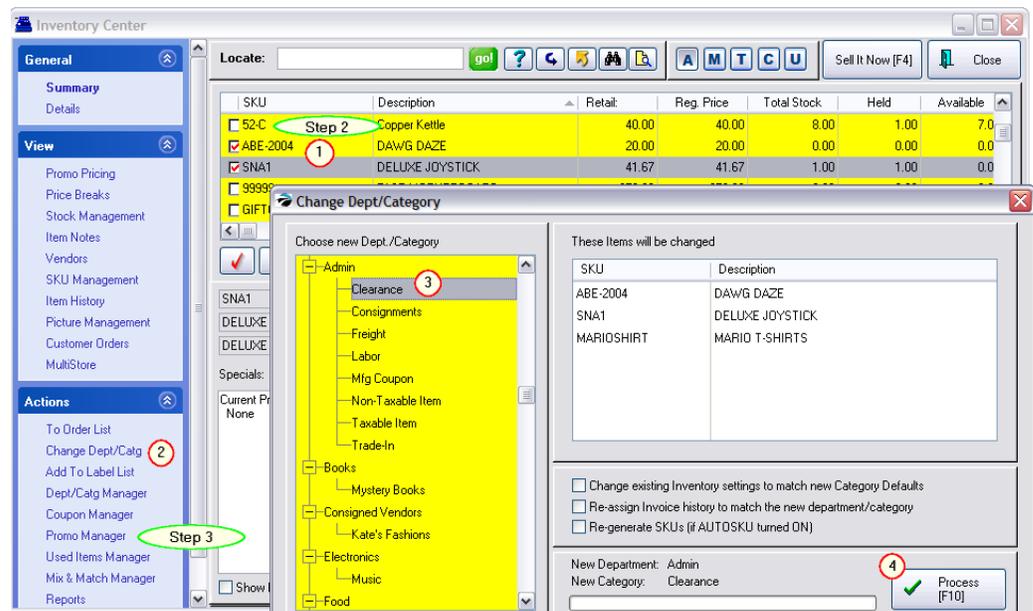
TIP OF THE MONTH

"How To Handle Clearance Inventory"

Place items into a "Clearance" category and use Promo Manager and Label Printing to quickly handle the sale.

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For a "progressive" sale just edit the category promo and increase percentages.



The screenshot shows the 'Inventory Center' window with a table of inventory items. The 'Change Dept./Category' dialog box is open, showing a tree view of departments and categories. The 'Clearance' category is selected under the 'Admin' department. The 'Process [F10]' button is highlighted.

SKU	Description	Retail	Reg. Price	Total Stock	Held	Available
52-C	Copper Kettle	40.00	40.00	8.00	1.00	7.00
ABE-2004	DAWG DAZE	20.00	20.00	0.00	0.00	0.00
SNA1	DELUXE JOYSTICK	41.67	41.67	1.00	1.00	0.00

SKU	Description
ABE-2004	DAWG DAZE
SNA1	DELUXE JOYSTICK
MARIOSHIRT	MARIO T-SHIRTS

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Step 3: Open Promo Manager

Select the Clearance category

Set a Date Range and enter Discount Percentages for each price level.

Close the Promo Manager and the Price field for those items will now be displayed in **RED**, indicating that the item is on sale.

You can progressively increase the discount percentages by adding another Promo definition for the following week.

Printing Clearance Sale Labels

The final step, Step 4, is to print new price labels for the items on clearance. Go to Purchase: Print Labels to open the Inventory Labels screen for printing labels.

- (1) Purge the list if necessary
- (2) Choose Import Promos and set a date range
- (3) Use Tag All to tag items in this list

SKU	Description	Quantity	Type
345	345 NYLON 1/4 ROPE	7	5660 Promos
ABE-2005	ALL ABOUT KITTENS	7	5660 Promos
GN1	BARIO IN WONDERLAND	1	5660 Promos
CDEP	CD - ELVIS PRESLEY TOUR	7	5660 Promos
ABE-2004	DAWG DAZE	7	5660 Promos
SNA1	DELUXE JOYSTICK	1	5660 Promos
MARIOSHIRT	MARIO T-SHIRTS	7	5660 Promos
PEEKATCHOO	PEEKATCHOO FOR NINTENDO	3	5660 Promos

- (4) Choose "Re-Assign Label Type" and select 5660 Promos
- (5) Confirm the price level to be printed on the label. (Optional: choose to Verify Pricing and/or Preview Labels.)
- (6) Select Print Labels [F7]