POSITIVE RETAIL MANAGER

POSitive Tips

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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.

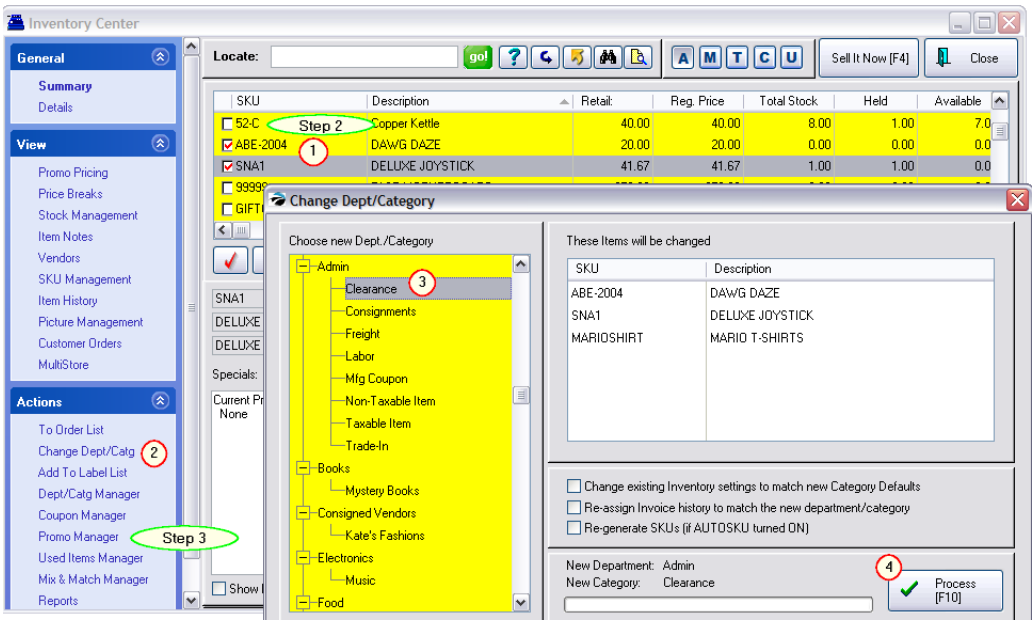
Step 2: Assign items to the new category.

(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.

Sign up now for POSITIVE COMMERCE and be ready to cash in on holiday sales. Call 800-735-6860

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

PRESS F1 for On-Line HELP

Watch the video on gopositive.com for even more ideas

POSitive Software Company

www.gopositive.com

Sales 800-7356860

Support 866-368-2266

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.

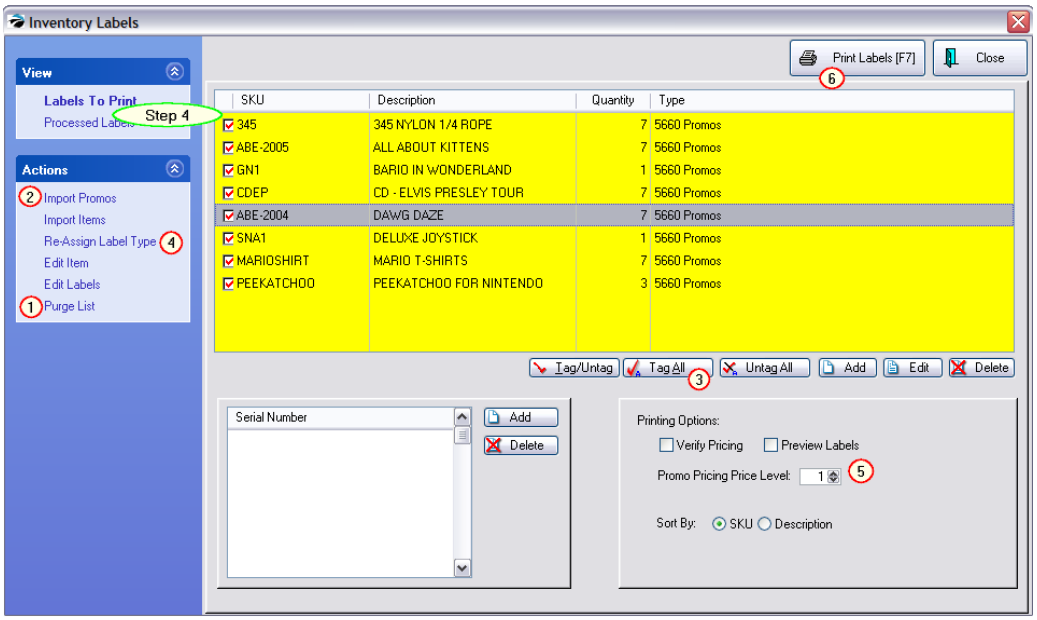
Printing Clearance Sale Labels

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



(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]