



Simple Point of Sale

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Point of Sale Training Menu

A La Carte

POS Boot camp \$175

(Single Session - approximately 1 -1.5 hours)

- Standard and advanced transactions
Examples include processing returns, putting items on hold, ringing voids, and creating and managing work orders and layaways, etc.
- Opening & Closing Procedures
Effectively and efficiently handling your opening and closing procedures, including understanding X and Z Report data.
- Dissection of the POS screen
Understanding the elements found on the POS screen, and providing an overview of all 48 POS buttons.

Inventory Fast Start \$289

(Single Session - approximately 2 -2.5 hours)

- Review the process of getting all the vital information entered into RMS, so you may effectively and accurately manage inventory moving forward.
- Define the different types of inventory (ie. Standard, Matrix, Lot Matrix, Kits, Non-Inventory, Weighed, etc.)
- Creation of items and Purchase Orders.
Focus on the most time effective way to accurately build inventory.
- Understanding of cost and how it flows through the system.

Physical Inventory \$289

(Single Session - approximately 2 -2.5 hours)

- Cover all of the different ways to create a physical inventory including manually, from a barcode scanner, from a data collection device and from spreadsheets.
- Learn how to perform both a complete physical inventory and cycle counts for suppliers, departments, categories, etc.
- Learn how to run all discrepancy reports showing cost, retail price and quantities

Report Training \$399

(Two Sessions - approximately 3 -3.5 hours)

- Fundamentals of Filters, operators, etc.
- Inventory Value Reports
- Create, save and recall custom reports
- Inventory ordering report
- Detailed sales reports by all filterable criteria (ie. Top/Bottom performing items, departments, customers, suppliers etc.)
- Customer reports with complete purchase history and how to filter customers by the products they purchase.
- Sales Tax collected reports (broken out by tax authority)
Taxable and tax exempt sales
- Receive two custom reports at no additional charge (a \$300+ value)

Mail Merge Training \$249

(Single Session - approximately 2 hours)

- Physical Setup of Mail Merge Capabilities using Microsoft Word
- Creation of marketing form letter templates
- Merging customer information from POS to Microsoft Word 2003 or 2007
- Learn how to filter who you are marketing to and techniques for successful marketing via mail and email