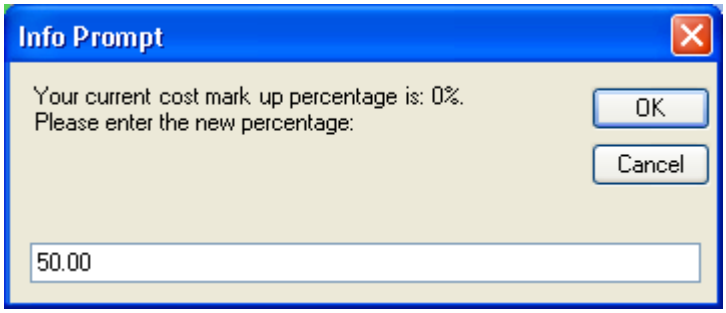
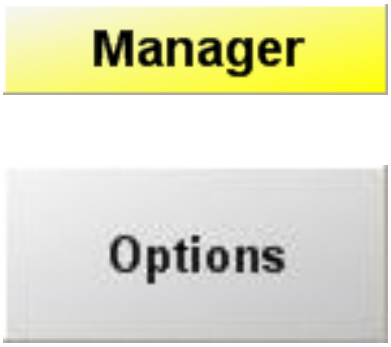
One Blue Hill Plaza, Second Floor, PO Box 1546
Pearl River, NY 10965
1-800-PC-AMERICA, 1-800-722-6374
(Voice) 845-920-0800 (Fax) 845-920-0880

Cost Markup

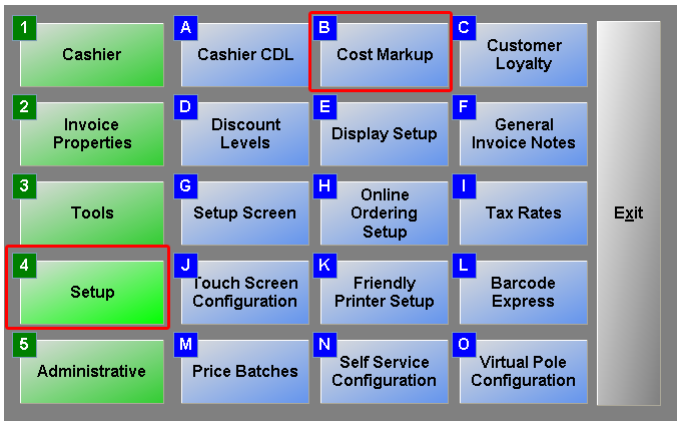


Cost markup can be a useful tool when adding new inventory items. It will automatically calculate the price you charge by multiplying the cost by the percentage you enter in the cost markup window.

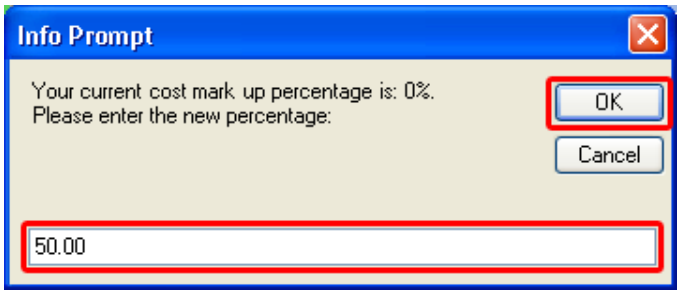
Changing the Value for the Cost Markup Percentage



1. Select **Manager/Options**. Enter your administrator password (default: admin) where applicable.

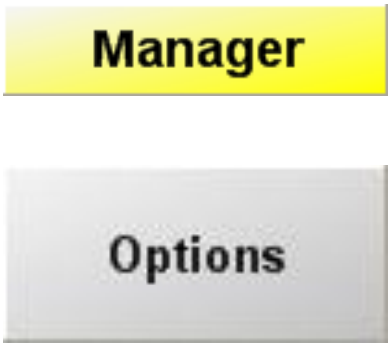


2. Select **Setup** then **Cost Markup**.
3. Enter your administrator password (default: admin).

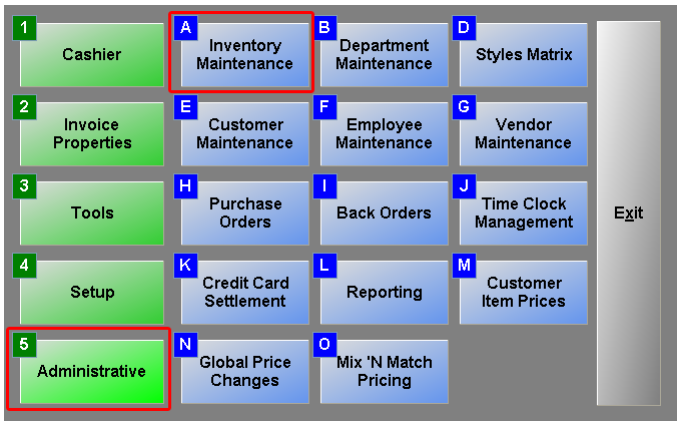


4. Enter the percentage you would like to markup your inventory (i.e. 50.00).
5. Select **OK**.

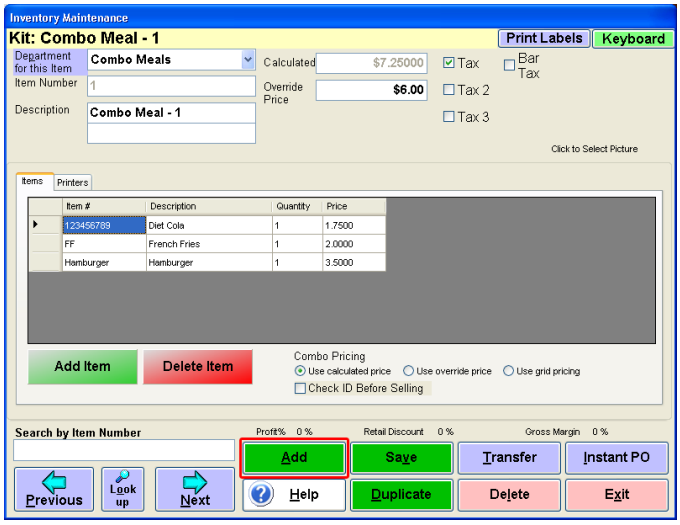
Adding New Inventory with Cost Markup Enabled



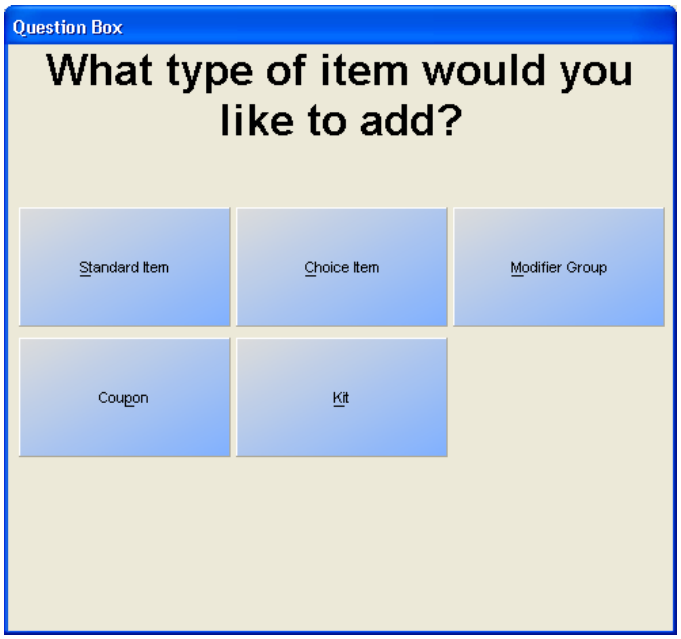
1. Select **Manager/Options**. Enter your administrator password (default: admin) where applicable.



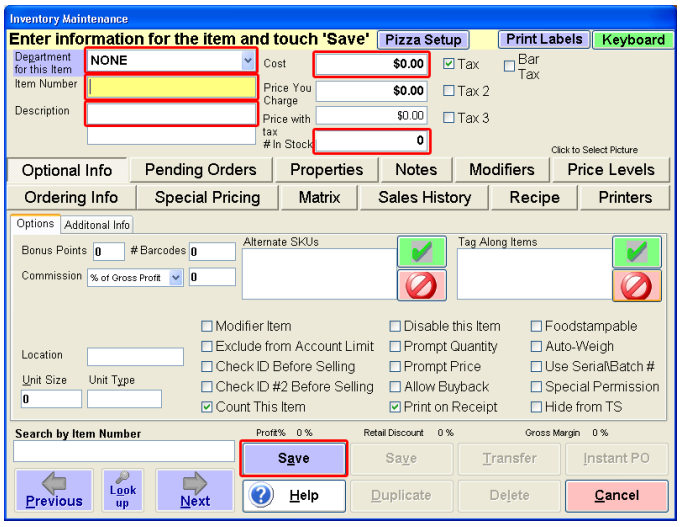
2. Select **Administrative** then **Inventory Maintenance**.



3. Select **Add**.



4. Select **Standard Item**.



5. The required information for the item is on the top one-third of the screen:

   - The **Department** this item will be inside of (ex: NONE).
   - A unique **Item Number** (ex: Sweater01, or the barcode of the item).
   - A **Description,** which will print on the receipts (ex: short sleeve v-neck).
   - Your **Cost**, which is the price you pay.
   - The **Price you charge** will automatically update after the cost is entered. Please see below for calculation method.
   - An optional **# In Stock** value if you track stock levels.
   - Various tax options if you charge tax for this item.

6. Select **Save**.

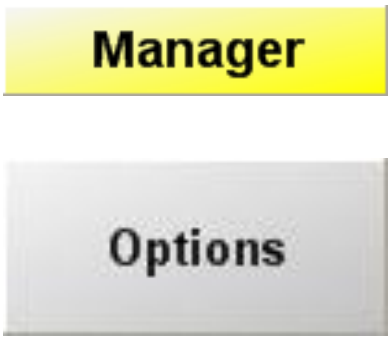
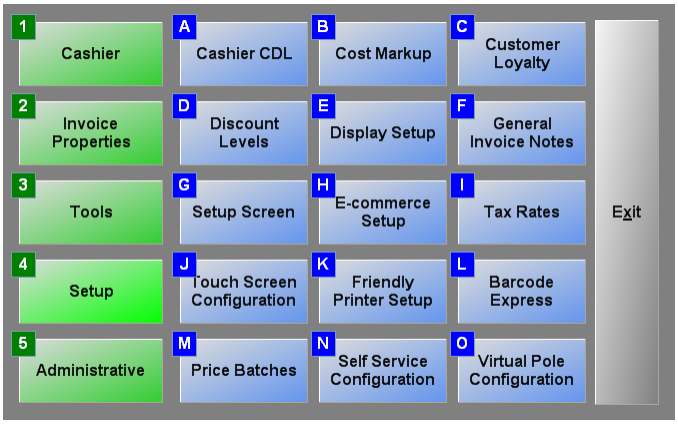
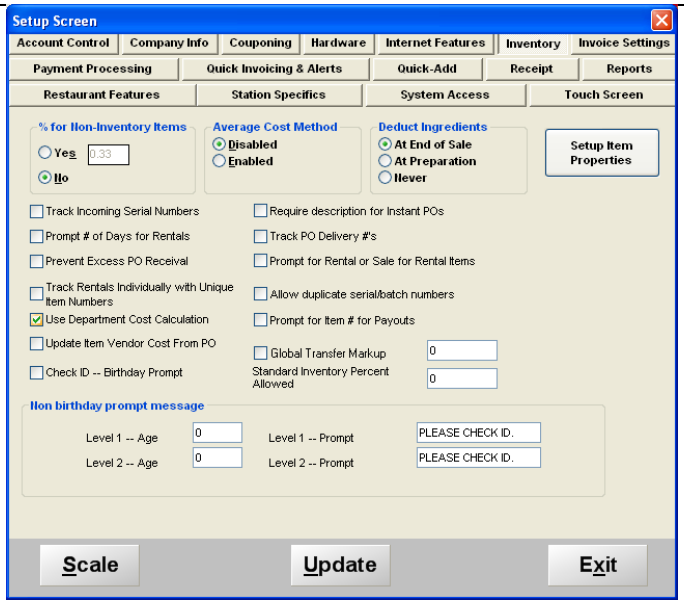
Calculation Method

Cost X Cost Markup = Amount to Markup + Cost = Price You Charge

$10.00 X 50% (.50) = $5.00 + $10.00 = $15.00

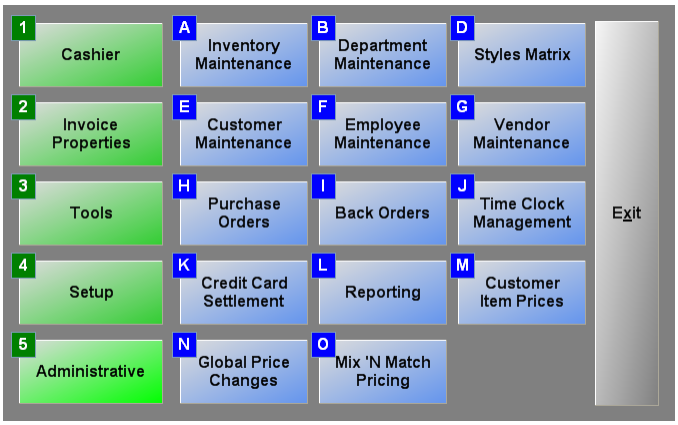
Using Department Cost Calculation:

Before we can use Department Cost Calculation we must first enable it

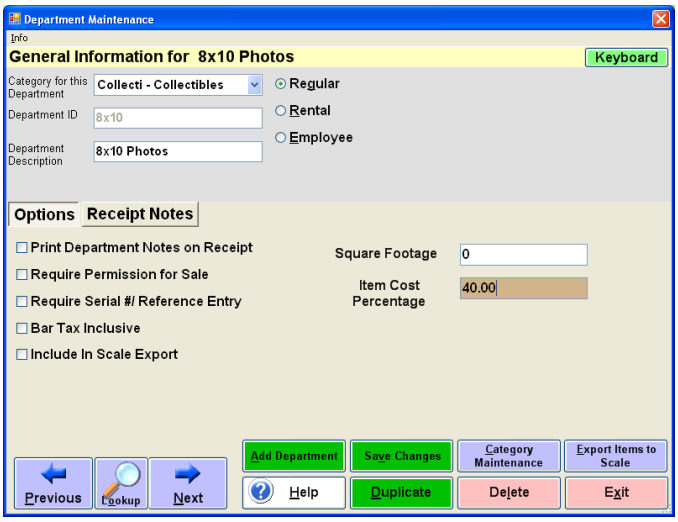
<table>
<tr>
<td> 
</td>
<td>1. Select Manager/Options. Enter your administrator password (default: admin) where applicable.</td>
</tr>
<tr>
<td> 
</td>
<td>2. Select Setup then Setup Screen.</td>
</tr>
<tr>
<td> 
</td>
<td>3. Select the Inventory tab.

4. Enable (check) Use Department Cost Calculation. This option when checked, will calculate the price of items automatically using the Item Cost Percentage of the department (configured in Department Maintenance).

5. Select Update.</td>
</tr>
</table>



6. Select **Administrative** then **Department Maintenance**.



7. Enter the percentage you would like to markup your inventory in the selected department (i.e. 40.00) in the **Item Cost Percentage** field.
8. Select **Save Changes**.
9. Select **Exit**.

Note: When using Department Cost Calculation the percentage entered in the Cost Markup Window (Page 2 of this document) will be ignored.