

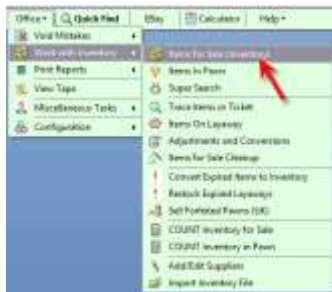
Question: How do I use buckets?

Answer: Buckets can be used for a variety of items of quantity. This would include, scrap gold by weight, DVD collections or any other items that there is a quantity of. Buckets can be separated by items that are always purchased at a set price and sold at a set price. For example one bucket can be created for DVDs purchased at \$1.00 and sold at \$3.00. A second bucket could be set up for all Blue Ray DVDs purchased at \$1.50 and sold for \$4.00 and a third for all VHS tapes purchased at \$.25 and sold for \$1.00.

Scrap buckets can be setup to keep all scrap metals in one place by creating buckets for scrap such as gold and silver and any other scrap that need to be separated. Scrap metal buckets can have their costs averaged. Items purchased at one price today will be purchased at a different price tomorrow and Dazzle keeps track of the average cost of scrap metal.

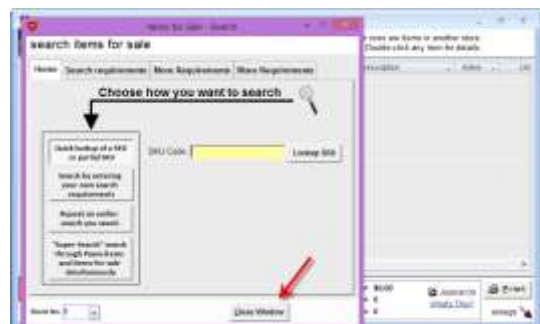
In this FAQ it is assumed that 50 DVDs were purchased from a customer at \$.53 a DVD and is to be sold at \$3.00 a DVD.

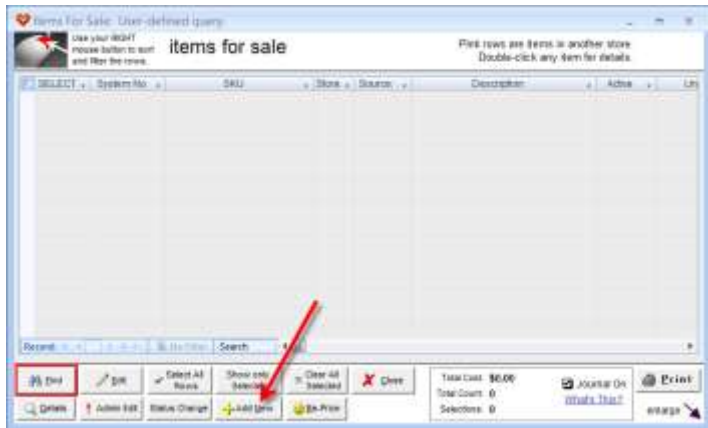
To create a bucket for quantity storage:



Click on Office -> Work with Inventory -> Items for Sale (Inventory)

The Items for Sale Search window will open. At the bottom of the window click, close window.





To create a new SKU that will act as a bucket for your items, start by clicking on the Add New button at the bottom of the items for sale window.



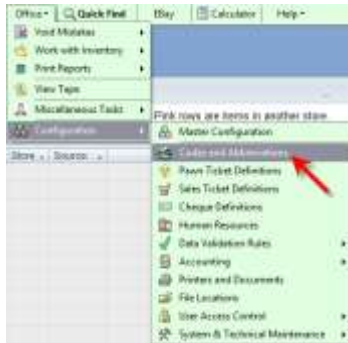
After clicking on the Add New button, the items for sale detail window will appear. This is where a new SKU name is given for your bulk items, the sale price, the unit cost, and quantity on hand is initially set.

First create an SKU number for your items in the SKU box. Either a name can be typed in or suggest a SKU can be clicked to allow Dazzle to create a SKU number automatically. In this example we will name the SKU DVDS. When the SKU name is created, it must be associated with a category. The DVDS SKU will be associated with the DVD category.



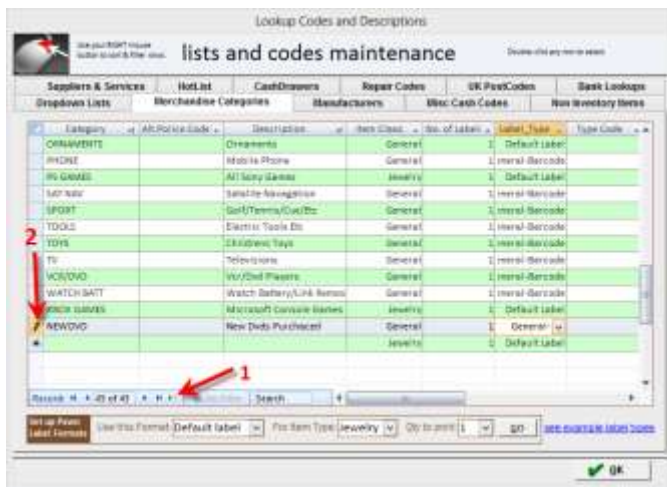
Category Missing

If a category that the SKU is to associate with is missing, it can easily be created in the List and Codes maintenance.



To create a new category click on Office -> Configuration -> Codes and Abbreviations.

The lists and codes maintenance screen will appear. Here a new category can be created.



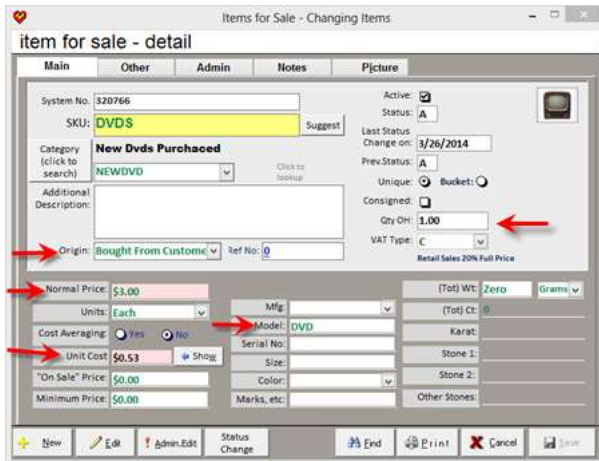
Click on the Add New Record button at the bottom of the window. (1)

Next enter the new category description in the new row that appears next to the editing pencil. Enter the new category name, a description of the category, enter the item class, and finally enter the label type to be printed for the items. (2)

When the new category is entered, click OK.

Returning to the Items for sale screen, click on the category dropdown box to find the newly created category and click on it.





Next click on the Origin dropdown box and select the origin of the product. (Where did it come from?)

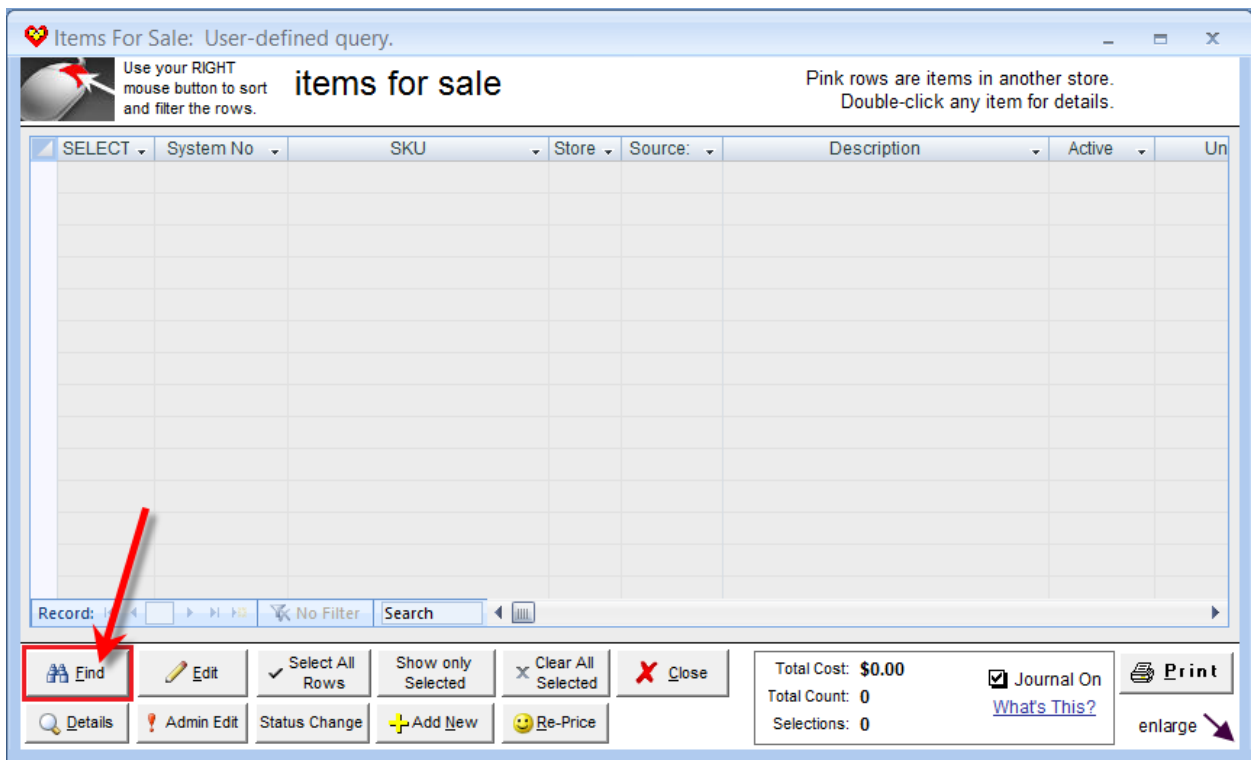
Fill in the normal price of the product. This is the price that each item is sold for.

Next to unit cost click the show button and then enter the initial cost of the items that came in. If a box of 50 DVDs came in and it was purchased for \$.53 a piece, enter \$.53 for the unit cost.

Finally fill in the current Quantity on Hand.

Click save on the bottom right of the window.

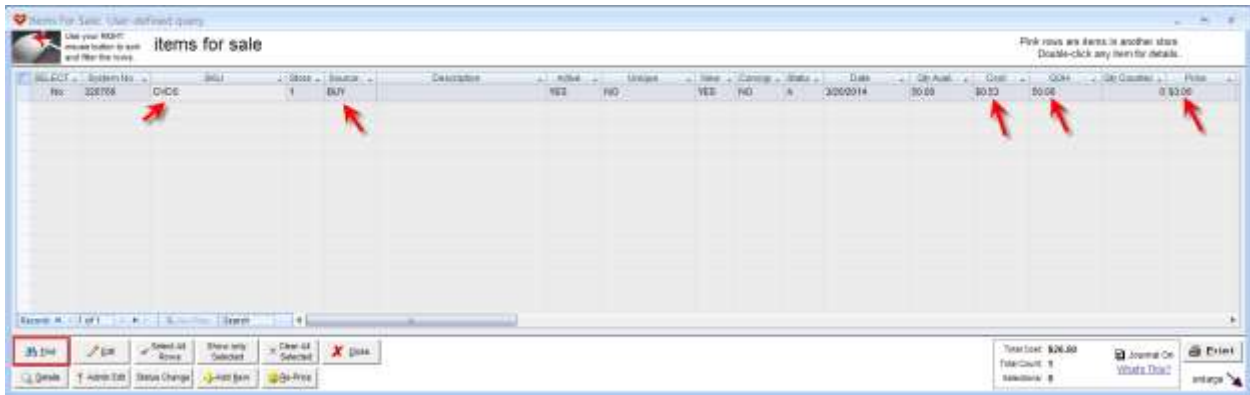
*** Cost averaging should be only be used when scrapping items that have a variable purchase price. For example, scrap gold can be purchased from a customer for \$10.00 one day and the next day purchased for \$20.00. The buckets will give an average cost of all scrap items bought over a period of time.



After clicking save, the items for sale screen will reappear. To find the newly created SKU click on the find button in the bottom left corner of the window.



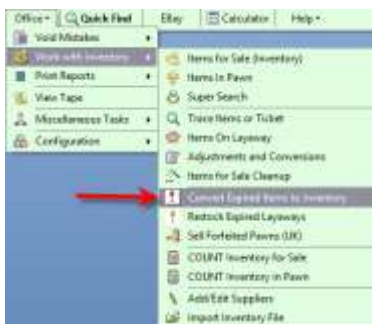
Enter the name of the SKU that was just created. In this example the SKU DVDs was created. Click on Lookup SKU to display the items.



The items for sale screen will reappear and display the new SKU. This example shows that a new SKU of 50 DVDs has been purchased from a customer at \$.53 per DVD and sold in the store for \$3.00.

Since this is a bucket, new additional items can be added and subtracted at any time and the quantity on hand will update automatically. The items can be converted in the Convert Pawn and Buy Items to Inventory.

Adding Items to Buckets in Inventory



Click on Office -> Work with Inventory -> Convert Expired Items to Inventory.

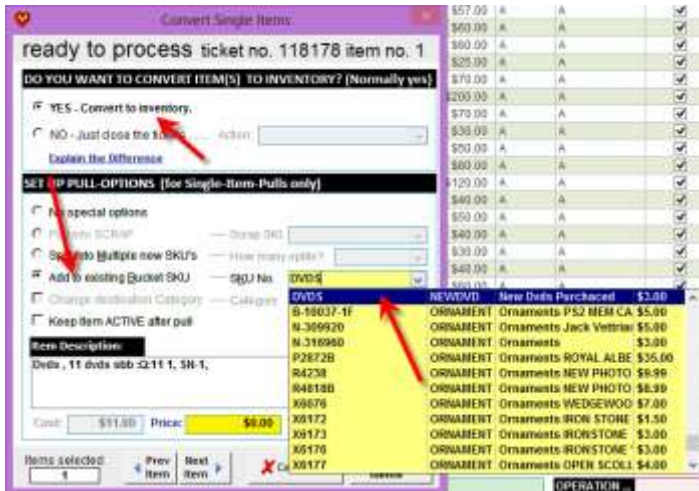
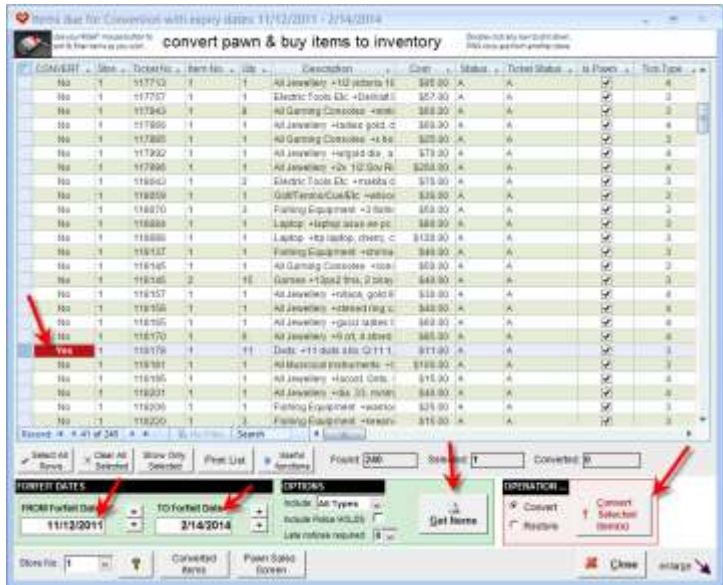
In this example 11 DVDs will be added to the newly created DVDS bucket.

First search the items that need to be converted by choosing a date range.

In this example 11/12/2011 – 2/14/2014 is chosen.

Next click on Get Items. A list of items available will be displayed. In the convert column click the word no and it will change to a red yes meaning that it is ready for conversion.

Finally click on Convert Selected Items to start adding items to the bucket.



The Convert Single Items window will open. Make sure that YES-Convert to Inventory is selected. Next select Add to existing Bucket SKU. Click on the down arrow of the dropdown menu to display a list of SKUs that are available. Click on the SKU to be used. In this example the new DVD bucket SKU is used.



Add the price of each DVD to be sold and update the quantity if the quantity is not correct at the time of conversion.

Items For Sale: User-defined query.

Use your RIGHT mouse button to sort and filter the rows.

items for sale

Pink rows are items in another store. Double-click any item for details.

SELECT	System No	SKU	Store	Source	Qty Avail	Cost	QOH	Qty Counter	Price	Mfg	Model	Serial/VN
No	320756	DVDS	1	BUY	61.00	\$0.53	61.00	0	\$3.00		DVD	

Record: 1 of 1

Print Edit Select All Rows Show only Selected Clear All Selected Close

Details Admin Edit Status Change Add Item Go-Price

Total Cost: \$32.33
Total Count: 1
Selections: 0

Journal On What's This? Print enlarge

Return to the items for sale window, Office -> work with inventory -> items for sale. Search for the DVDS bucket SKU. In this example, 11 DVDs were added to the bucket updating the Quantity on Hand (QOH) from 50 to 61 DVDs in the bucket at a cost of \$.53 and selling in the store for \$3.00. When inventory is sold, the Quantity On Hand (QOH) will decrease.