

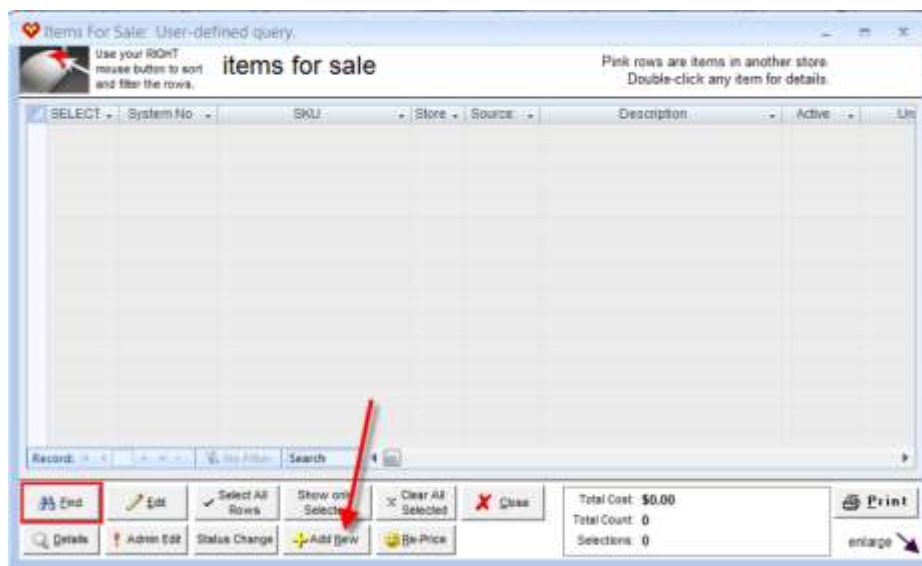
Question: How do I add a new scrap SKU?

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

Click the **Close Window** button in the Search window.



Click **Add New** on the Items for Sale Screen.



Type in the new scrap SKU name. In this example we use SCRAPSILVER.

All scrap SKU names **MUST** start with word “SCRAP”

Type a description (silver scrap)

Next choose the associated category (silver).

Select BUCKET to create a new scrap bucket.

Enter the initial QUANTITY in grams or dwt. (green arrow)

The screenshot shows the 'Items for Sale - Adding New Item' form. The 'SKU' field contains 'SCRAPSILVER'. The 'Category' is 'Silver Scrap'. The 'Additional Description' field is empty. The 'Origin' and 'Ref No.' fields are also empty. The 'Active' checkbox is checked. The 'Status' is 'A'. The 'Last Status Change on' is '2/27/2014'. The 'Prev Status' is 'A'. The 'Unique' checkbox is checked. The 'Consigned' checkbox is unchecked. The 'Bucket' button is circled in red. The 'Qty On Hand' field is set to '1.00'. The 'Nomencl Price' is '\$0.00'. The 'Units' are 'Each'. The 'Avg Cost' field is empty, and the 'SHOW' button is circled in red. The 'Status Change' button is also visible at the bottom.

Fill in the associated COST field using the current cost per gram, or per dwt. To make the cost visible, click the SHOW button, either before or after you enter the cost. In future, costs will be automatically averaged as you add more, or sell your scrap.

Click SAVE.