Proshop Tee Times - How To Add / Edit an Item

To add an item, click on the ADMINISTRATION MENU, then click on ITEMS.

The best way to add an item, is to select a similar item, then click on the **Copy Item** button. After entering the description of the new item, change the price and other details, then click save.

If you want to add an item the long way (without using Copy Item) , then click on ADD ITEM. Fill in the fields and click on save.

Items

	Description	Price	Item ID
Select	Hat	$13.00	3
Select	Hat 2	$15.00	4
Select	Hat Combo	$30.00	9116
Select	Hotdog	$2.00	5292
Select	Internet Round	$0.00	25689
Select	Kirkland Ibuprofen 500 tablets	$8.00	21632
Select	Member- No cart included	$10.00	9642
Select	Member Round	$0.00	5289
Select	MGD	$2.00	5304
Select	Miller Lite	$2.00	5301
Select	Misc Non Taxable	$0.00	17964
Select	Misc Taxable	$0.00	17963
Select	Nabisco Barnum's Animals Crac...	$3.00	21631
Select	new combo	$3.00	10209
Select	Nike whatever	$3.99	27585
Select	outing	$33.00	9593
Select	Pass Round	$0.00	39444
Select	ProV1x	$1.00	17911
Select	Raincheck	$0.00	39334
Select	Shirt 22	$22.00	2
Select	Tang Water Flavoring	$2.12	21635
Select	Tees	$0.50	1
Select	Titleist DT Solo	$7.00	2730
Select	Titleist DT Solo - Dozen	$21.99	2731
Select	Turkey Sandwich	$4.00	5297

Item Groups
All Groups
Alcohol
Appearel - Mens
Carts
Food
Golf Balls
Hats
Packaged Items
Tees
Teetime

☐ Show all Items   Add Item   Refresh   Close

To edit an item, click on ADMIN MENU, ITEMS, then click **Select** button just left of the item you want to edit. If you have marked an item as "inactive", it will not appear in the list unless you click on SHOW ALL ITEMS on the bottom left of the Item List screen.

You can enter the details and pricing about the item.

How to Adjust On-Hand Quantity

When you start using Proshop Teetimes, or after an inventory count, you may need to adjust the on-hand quantity. Go into an item like you were going to edit it.

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Click the adjust button, and enter the new on-hand amount, and enter the reason you are making the adjustment.

If you need to change the On Hand because you received a new shipment, click RECEIVE (next to the ADJUST button). It will ask how many you received, and the total cost of the items. You can include other charges including shipping, handling, taxes, etc. Your cost will be recalculated to reflect the average cost of each item in stock. When making a sale, the unit cost is stored with the sale, so you can run profit margin reports for any item or group of items for a specified date range.

The Reorder Qty is used to warn you when you are getting low on a specific item. Items at or below the reorder quantity will appear on the REORDER REPORT.

Marking an item as taxable will cause tax to automatically be added at the time of the sale. The tax rate(s) are entered in COURSE INFO on the ADMINISTRATION MENU. Select either Not Taxable, or the appropriate tax rate.

Marking a taxable item as PRICE INCLUDES TAX, means the price you entered includes tax. This is good if you don't want to deal with pennies. For example, if you want to sell tees for $1 after tax, enter the price as $1, then select the tax rate and check Price Includes Tax. When you sell the item, the price will come up as $0.93 or $0.94 plus $0.07 or $0.06 tax.

Removing the check from ACTIVE will cause the item to be hidden on the item list unless you tell the system to SHOW ALL ITEMS.

Marking an item as a Tee Time will cause the teesheet cells to be set to the item color when a sale for a teetime is associated with a player on the teesheet. For example, you may want full rate greens fees to be yellow, but senior greens fees to be orange.

Combo Items are a group of items sold as a single unit (usually for a discounted price). Your snack bar may have a lunch combo that includes multiple items (sandwich, chips, drink), that when purchased together get special pricing. When creating a combo item, you must specify the sub-items that make up the combo item. When specifying sub-items, you must specify how much you are charging for each sub-item. The sum of the sub-item charges must equal the cost of the combo item. Another example is you may sell a dozen golf balls for less than four individual sleeves. For inventory purposes, you will want to know how many sleeves you have, so you want to always sell as sleeves, but you can setup a combo item called "Dozen Pro V". The receipt will say "Dozen Pro V" with the price of the dozen, but the

on-hand for "Pro V – Sleeve" will be reduced by 4. Since you sold the four sleeves for a little less, your profit margin reports will be affected.

Inventory items are items that you want to count when doing a physical inventory count. Greens fees, cart rentals, cups of coffee are examples of items you will not count and should not be marked as inventory items.

If you have a printer in the kitchen, you can mark items as KITCHEN ITEMS. When an order is placed that contains KITCHEN ITEMS, a receipt will print in the kitchen letting the cook know what needs to be prepared and how it needs to be prepared. For example, if the customer wants onions on their sandwich.

You can create ITEM GROUPS, and assign an item to an ITEM GROUP. When selecting an item, you can narrow the list of items by selecting an ITEM GROUP first. You can also create reports by ITEM GROUP. For example, you can get a profit margin report by ITEM GROUP, and see what item groups are most (or least) profitable. To create a new item group, click on the button labeled ITEM GROUP.

Items can also be put in different departments, sub departments, and sub categories for reporting purposes.

Setting an items color will determine how it appears on menus. This is useful on the Food/Bev sales touchscreen menu. It also determines what color a teetime will appear on the teesheet.

The Account Group allows your accountant to create specific sales report by accounting code and make simple entries into their software.

If you have a barcode reader, you can associate barcodes with an item. In some cases, you may want to associate multiple barcodes with a single item. For example, golf balls with low numbers have a different UPC than golf balls with high numbers. You probably only care how many sleeves of each type of golf ball you have. In this case, you would have two UPCs associated with a single item.

If you want to track items like napkins and straws, you can click on DEPLETE ALSO. When you sell a hot dog, you may want your napkin count to decrease by 1.

If you want another item added to a sale every time you sell this item, click on INCLUDE WITH ON SALE. For example, if you want a cart to be included every time you sell a Sr. Green fee. This is similar to combo items, except both items will appear on the receipt.

If you offer a Loyalty Rewards program, you can specify which items qualify. Show our document Loyalty Rewards on the ProshopTeeTimes.com website to learn about Loyalty Rewards.

If you sell packages of Greens Fee Packages and want to track remaining rounds, you have to define the package types, then specify which items are the purchase of the package. Use the Pass Type field to determine how many rounds you are selling, and if they are good on weekdays only. See our document on Greens Fee Pass Packages to learn more.