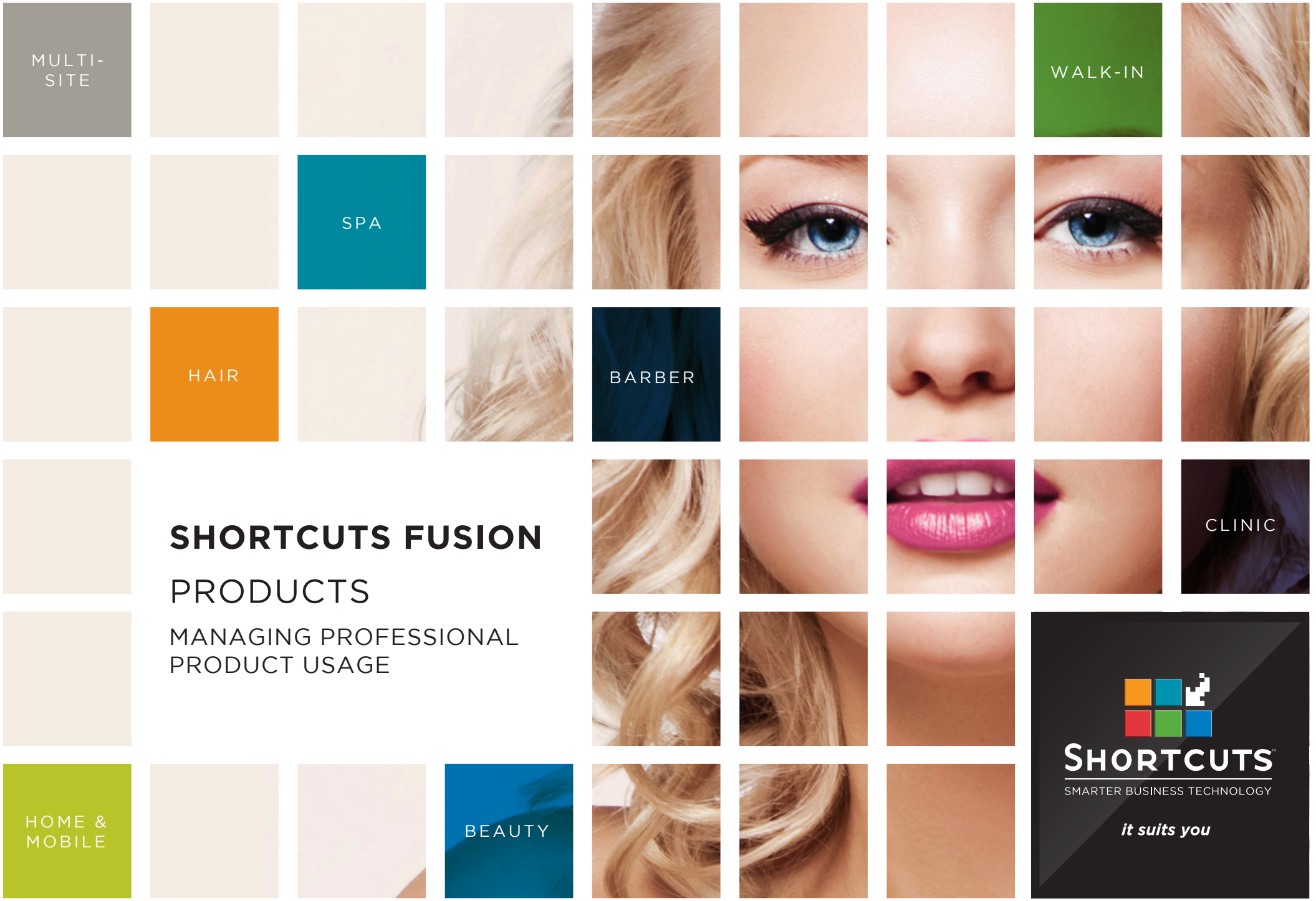

SHORTCUTS FUSION

PRODUCTS

MANAGING PROFESSIONAL
PRODUCT USAGE

SHORTCUTS™
SMARTER BUSINESS TECHNOLOGY

it suits you

Last updated 28 September 2016

By Erin Lewis

Product: Shortcuts Fusion

Software version no: 8.0.16.1

Document version no: 1.0

Country: Australia

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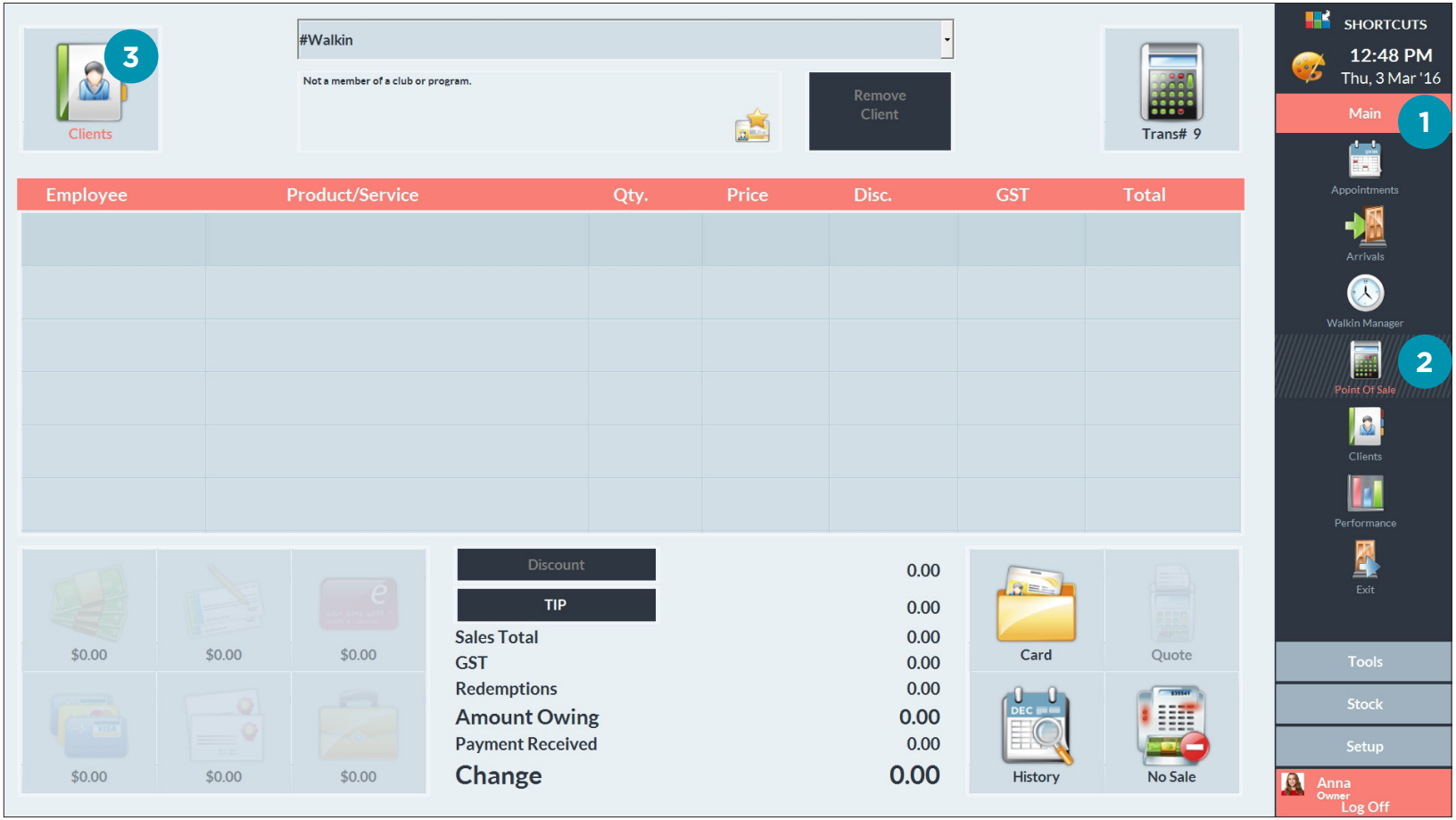
ABOUT THIS DOCUMENT

Shortcuts makes it easy to keep track of professional product usage by allowing you to simply process these products at the Point of Sale.

When products are used by the business, we recommend putting the empty containers into a professional products bin. You can then scan the product barcodes (or select the products) and process these at the Point of Sale, so that Shortcuts can update your product levels. Doing this on a regular basis will ensure that your product levels are always up to date.

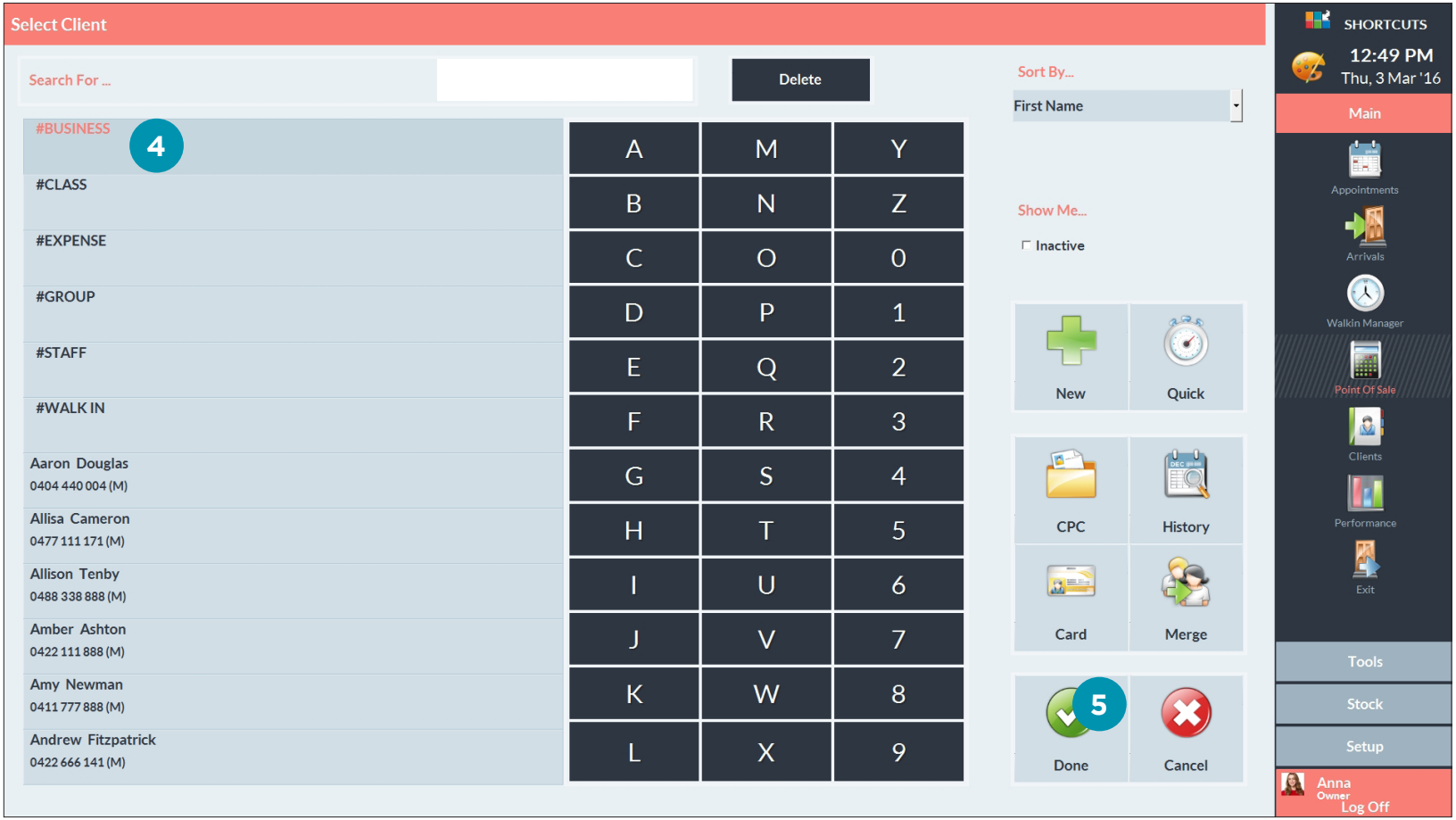
PROCESSING PROFESSIONAL PRODUCT USAGE

1. Click on the **main** menu.
2. Click on the **Point of Sale** icon.
3. Click on the **clients** icon in the top left corner.



4 Select **#business** at the top of the client list.

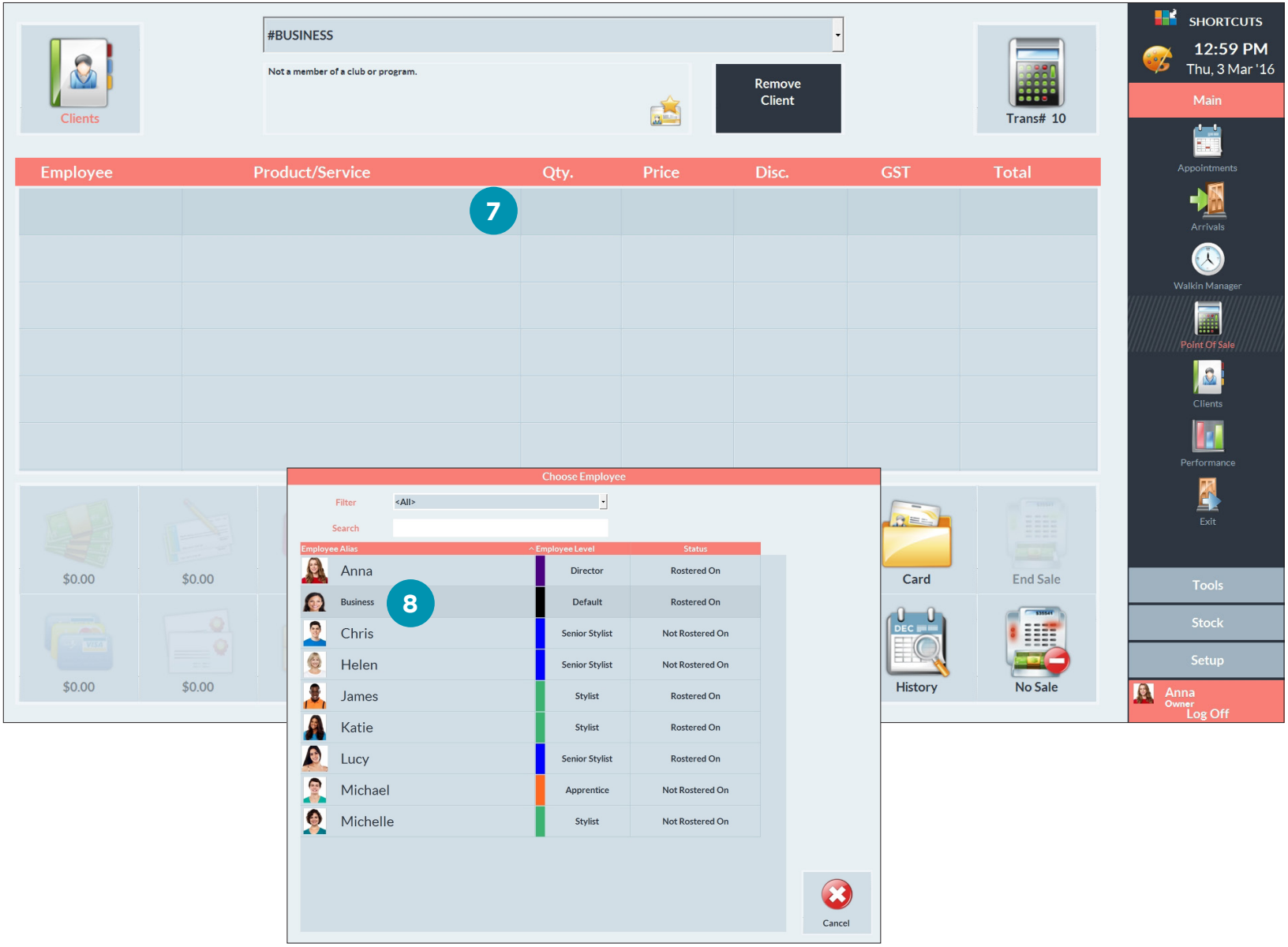
5 Click **done**.



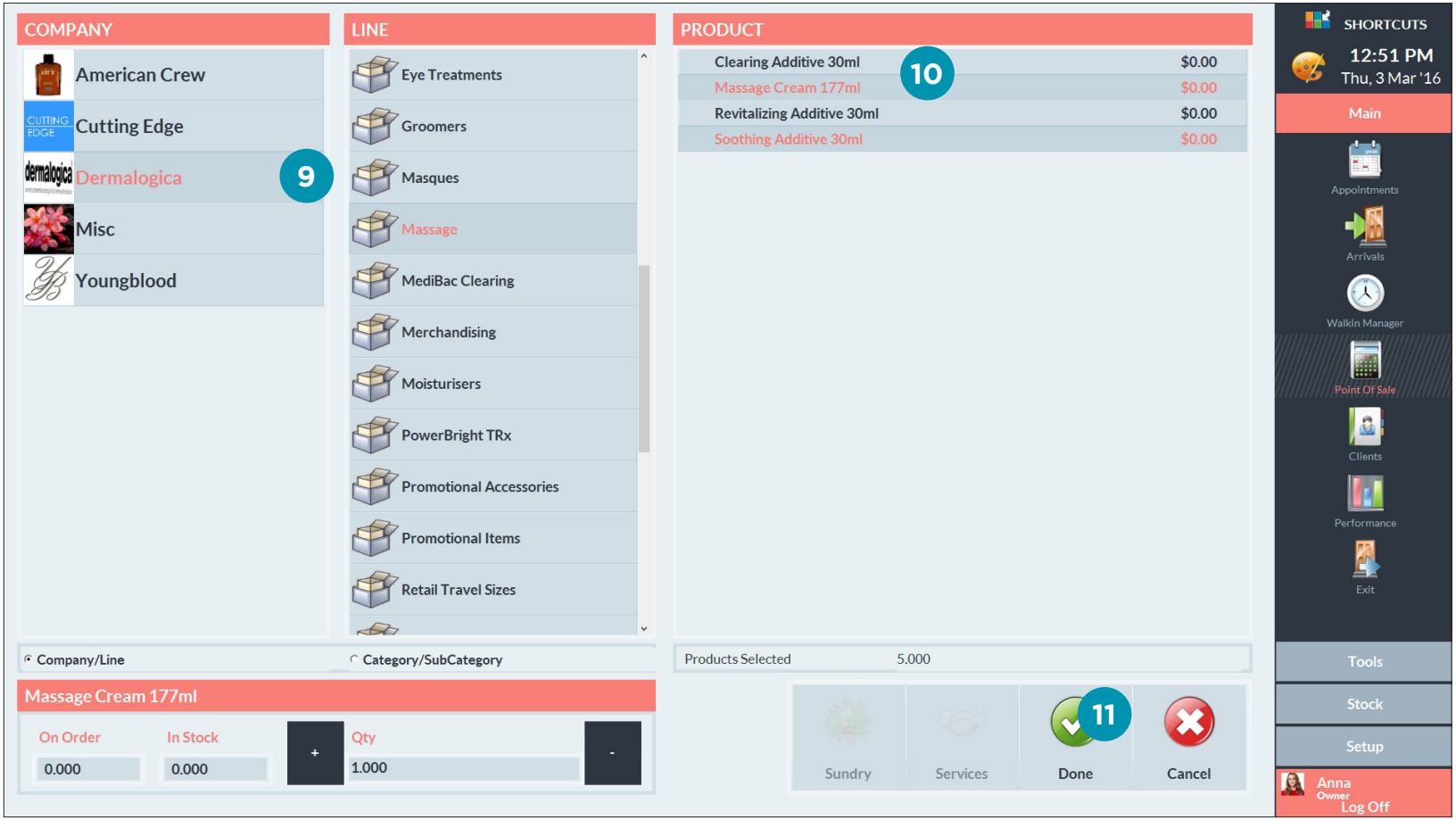
6 If you are using a barcode scanner, scan the relevant product containers and go to step 15. If not, go to step 7.

7 Click on an empty sale line.

8 Select **business** as the employee.



9	Click on the relevant company and line to view the products within the line. Alternatively, you can press F3 to search for a product.
10	Select all the relevant products.
11	Click **done**.

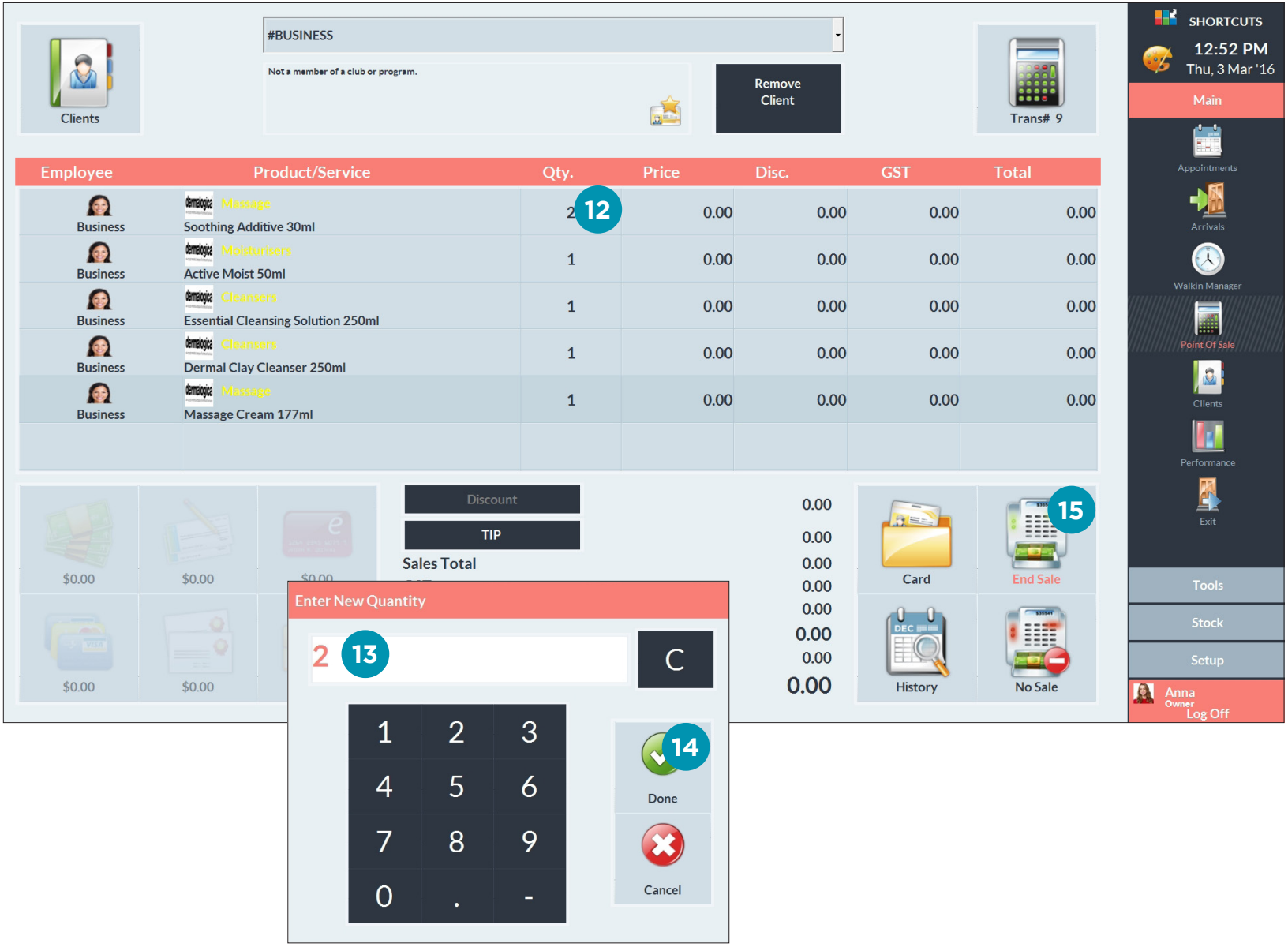


12 Click on the cell(s) in the quantity column to enter the quantity that has been used.

13 Enter the appropriate quantity.

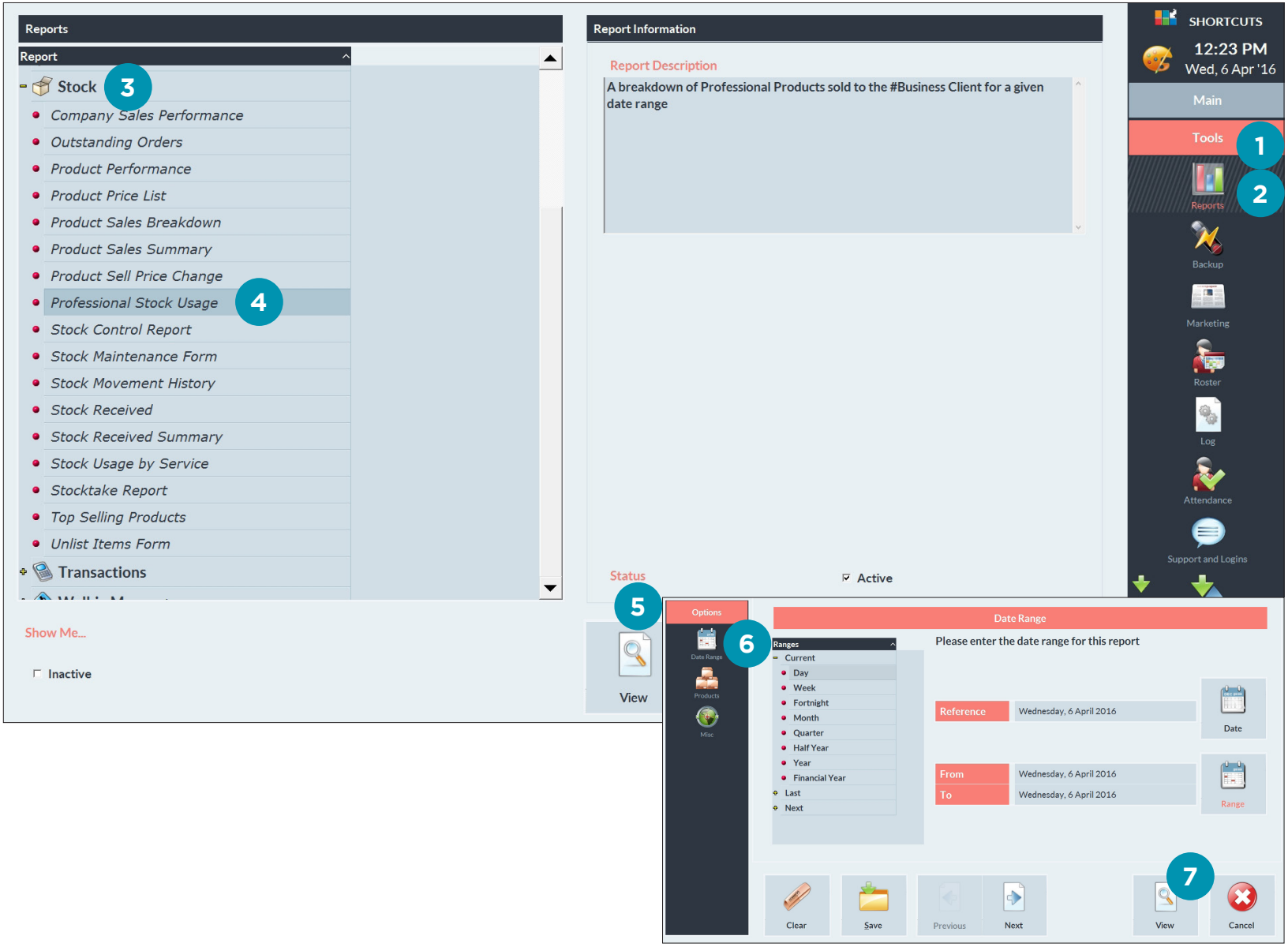
14 Click **done**.

15 Once all the quantity values have been entered, click **end sale** to finish processing the professional product usage. Your product levels will then be updated accordingly.



VIEWING PROFESSIONAL PRODUCT USAGE REPORT

1. Click on the **tools** menu.
2. Click on the **reports** icon.
3. Double click to expand the stock category.
4. Select **professional stock usage**.
5. Click **view**.
6. Specify which information you want to view in the report using the relevant report options (e.g. date range, products).
7. Click **view**.



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