

The screenshot shows the 'Inventory' screen in the TacticalPay POS system. On the left is a navigation menu with options like Gift Certificates, Layaways, Manage Inventory, Inventory, Inventory Groups, AmmoReady Inventory, Reports, Inventory Report, Sales Tax Report, Sales Report, Customers, Account, and Help & Support. The main area displays a table of inventory items with columns for Name, SKU, Inventory Group, Quantity, Description, Price, Cost, and Label. There are buttons for 'Restock Inventory' and 'Add Inventory' in the top right, and a search bar at the top left of the table area.

Name	SKU	Inventory Gr...	Quantity	Description	Price	Cost	Label
Coffee Mug	123456784	Swag	7	TacticalPay S...	\$10.00	\$5.00	Print
TANGO-MSR L...	1234567895	Scopes	3	10x24mm Rifi...	\$599.00	\$509.00	Print
Sticker 3x5 - T...	1234567893	Stickers	14	TacticalPay Sti...	\$1.00	\$0.50	Print
Saber Advance...	1234567892	Clothing	1	Saber Advanc...	\$69.00	\$45.00	Print
Oakley SI Balli...	1234567891	Clothing	2	Oakley's Pluto...	\$246.00	\$193.00	Print

The Inventory list shows all products with Name, SKU, Group, Qty, Price, and Cost at a glance.

Adding a New Item

1 Navigate to the Inventory screen

From the main menu, select **Manage Inventory** then **Inventory**. Click **Add Inventory** in the top-right corner of the screen.

2 Complete the Add Inventory form

Fill in each field as described below:

The screenshot shows the 'Add Inventory' form. It includes fields for Name, SKU, Class, Location, Retail Price, Min Sale Price, and Purchase Price. There are also sections for Stocking Levels (Current Stock, Minimum, Maximum) and For Inventory Reporting (To Keep In Stock). The form is for a 'BoreSnake Original Bore Cleaner - 20 Gauge' and is set to 'Taxable'. There are 'Cancel' and 'Add Item' buttons at the bottom.

Add Inventory form — complete all fields before clicking Add Item

Name	Product display name shown on receipts and inventory reports.
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SKU	Unique identifier. Scan a barcode to auto-fill, or enter manually.
Class / Group	Inventory group (e.g., Ammunition, Accessories). Used for filtering and reporting.
Location	Store location or bin assignment for multi-location tracking.
Taxable	Toggle on for taxable items; off for tax-exempt products.
Retail Price	Customer-facing selling price displayed at checkout.
Min Sale Price	Floor price — alerts staff not to discount below this amount.
Purchase Price	Supplier cost used for profit/margin reporting; not shown to customers.
Description	Optional internal notes or product details.
Current Stock	On-hand quantity at time of entry.
Min / Max	Restock thresholds — triggers low-stock alerts when quantity falls below Min.

3 Save the item

Click **Add Item** to save. The product is immediately available in inventory and at checkout.

Tip: If you don't have a barcode to scan, navigate to **Products** → **Inventory** → **Add** and search for the item by name to locate an existing record — faster than re-entering all fields.

Verifying, Labeling, and Ringing Up the Item

4 Confirm the item appears in the inventory list

After saving, verify the product row shows the correct **Name**, **SKU**, **Group**, **Qty**, **Price**, and **Cost** before proceeding.

Name	SKU	Inventory Gr...	Quantity	Description	Price	Cost	Label
BoreSnake Ori...	026285001150	Accessories	10	The BoreSnak...	\$14.99	\$9.99	Print
Coffee Mug	123456784	Swag	7	TacticalPay S...	\$10.00	\$5.00	Print
TANGO-MSR L...	1234567895	Scopes	3	10x24mm Rifi...	\$599.00	\$509.00	Print
Sticker 3x5 - T...	1234567893	Stickers	14	TacticalPay Sti...	\$1.00	\$0.50	Print
Saber Advance...	1234567892	Clothing	1	Saber Advanc...	\$69.00	\$45.00	Print
Oakley SI Balli...	1234567891	Clothing	2	Oakley's Pluto...	\$246.00	\$193.00	Print

Newly added item highlighted in the inventory list — confirm all columns are correct

5 Print a barcode label (if no manufacturer barcode)

If the product did not come with a scannable barcode, click **Print** on the product row to generate and print a label. Affix the label to the product before placing it on the shelf.

6 Ring up the item at checkout

Scan the barcode at checkout — the item loads into the cart automatically. Review the cart fields and payment summary before collecting payment.

Checkout screen with scanned item — verify all fields before tendering payment

Cart fields and payment summary:

Product	Item name pulled from inventory record.
Serial No.	Serial number entry field (for tracked items).
SKU	Auto-populated from scanned barcode or manual lookup.
Unit Cost	Retail price from inventory; editable down to Min Sale Price.
Quantity	Number of units; adjust before tendering.
Taxable	Toggle to override item-level tax setting for this transaction.
Discount	Dollar or percent discount applied to this line item.

Payment summary:

Taxable Total	Sum of all taxable line items before tax is applied.
Sub Total	Total of all items before tax.
Tax	Calculated tax based on configured rate and taxable items.
Total	Final amount due from the customer.

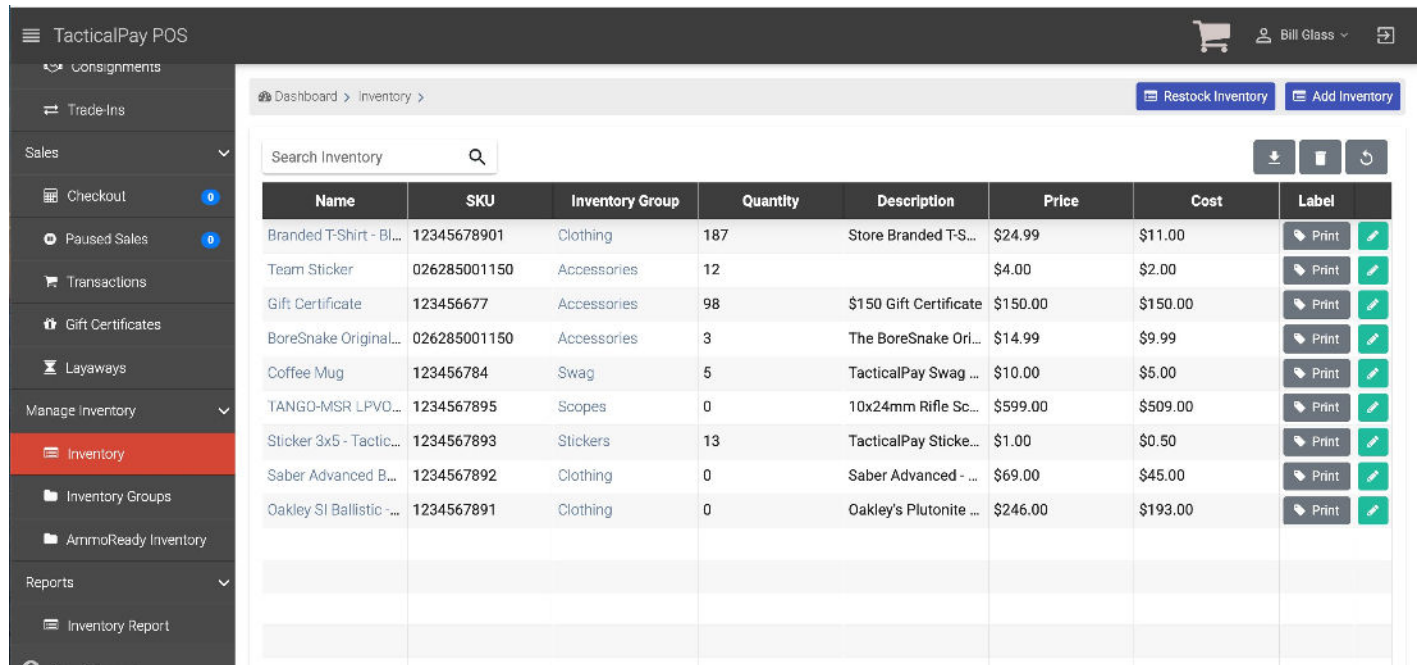
Payment methods: Cash • Check • Credit Card • Gift Certificate • To Invoice

Restocking Inventory

When new stock arrives, update on-hand quantities using either method below. Enter the number of units **being added or removed** — not your new running total. Use a negative number to reduce stock (e.g., to correct a discrepancy).

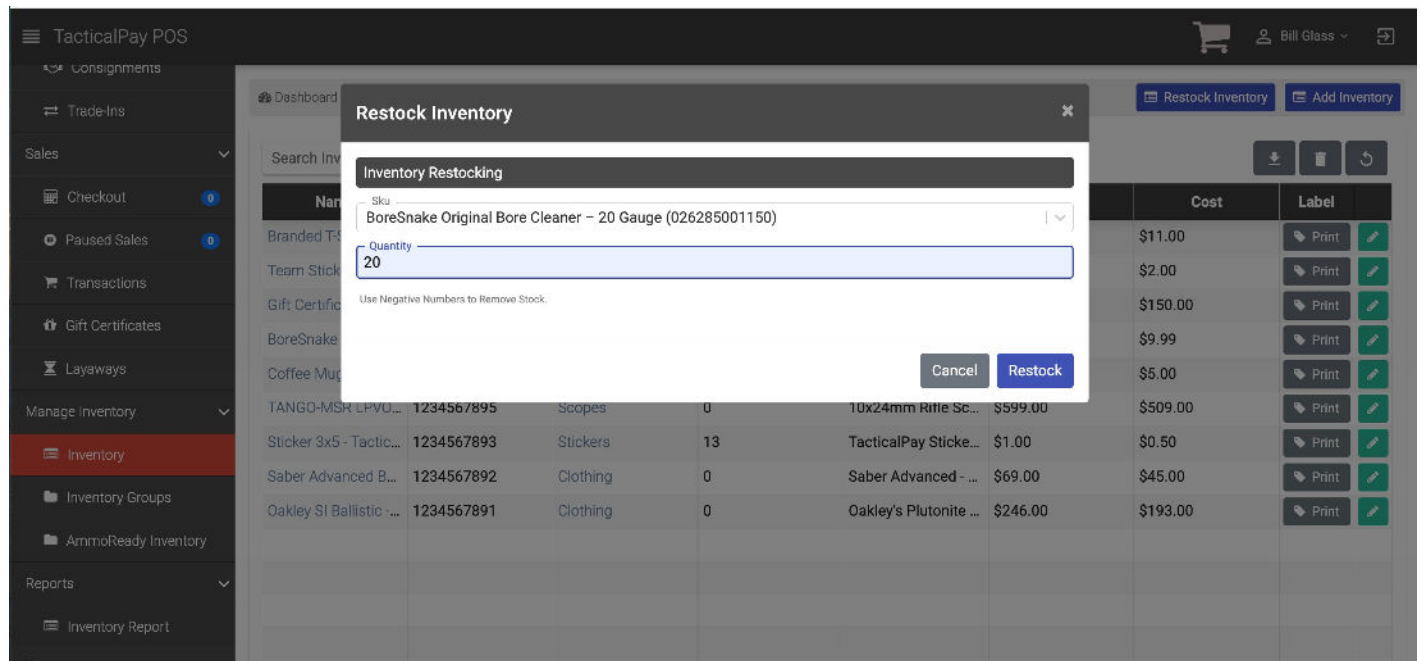
Method A — Restock Inventory button (Manage Inventory > Inventory)

Navigate to **Manage Inventory** → **Inventory**. Click **Restock Inventory** in the top-right corner of the screen.



Manage Inventory > Inventory — click Restock Inventory (top right) to open the modal

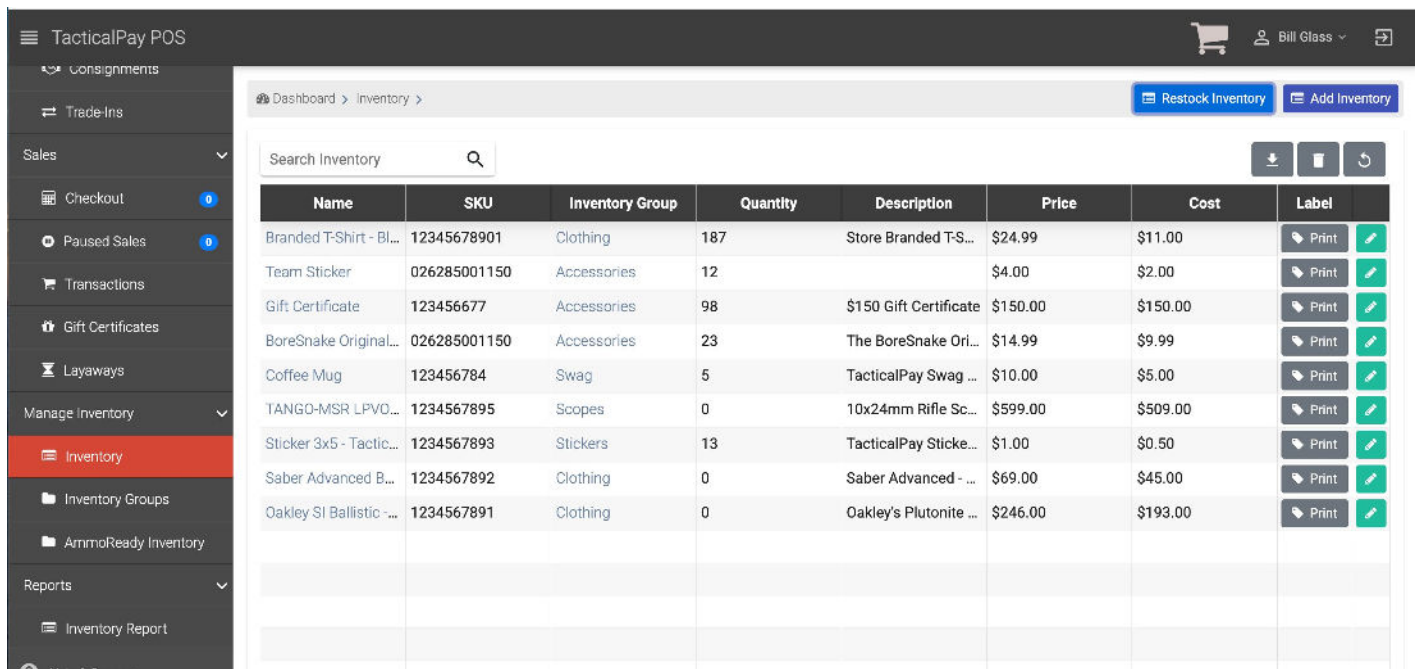
A modal dialog will appear. Select the product by SKU, enter the quantity to add, then click **Restock**.



Restock Inventory modal — select SKU, enter quantity to add (negative number removes stock), click Restock

SKU Select the product from the dropdown. Type to search by name or SKU.

Quantity Units to add to current stock. Enter a negative number (e.g., -5) to remove stock.



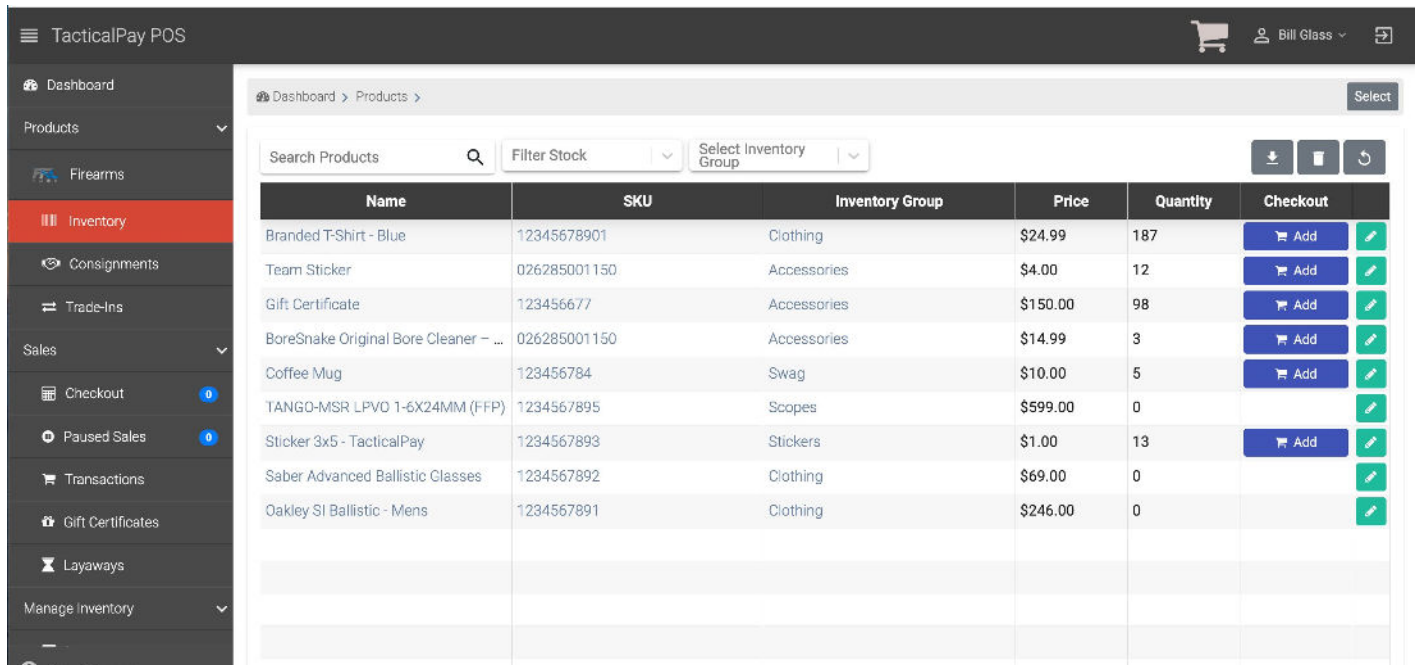
The screenshot shows the 'Inventory' page in TacticalPay POS. The left sidebar contains navigation options like 'Consignments', 'Trade-Ins', 'Sales', 'Checkout', 'Paused Sales', 'Transactions', 'Gift Certificates', 'Layaways', 'Manage Inventory', 'Reports', and 'Inventory Report'. The 'Inventory' option is highlighted. The main content area shows a table with columns: Name, SKU, Inventory Group, Quantity, Description, Price, Cost, and Label. The 'Quantity' column is highlighted in blue. A search bar and 'Restock Inventory' and 'Add Inventory' buttons are visible at the top right of the table area.

Name	SKU	Inventory Group	Quantity	Description	Price	Cost	Label
Branded T-Shirt - Bl...	12345678901	Clothing	187	Store Branded T-S...	\$24.99	\$11.00	Print
Team Sticker	026285001150	Accessories	12		\$4.00	\$2.00	Print
Gift Certificate	123456677	Accessories	98	\$150 Gift Certificate	\$150.00	\$150.00	Print
BoreSnake Original...	026285001150	Accessories	23	The BoreSnake Ori...	\$14.99	\$9.99	Print
Coffee Mug	123456784	Swag	5	TacticalPay Swag ...	\$10.00	\$5.00	Print
TANGO-MSR LPVO...	1234567895	Scopes	0	10x24mm Rifle Sc...	\$599.00	\$509.00	Print
Sticker 3x5 - Tactic...	1234567893	Stickers	13	TacticalPay Sticke...	\$1.00	\$0.50	Print
Saber Advanced B...	1234567892	Clothing	0	Saber Advanced - ...	\$69.00	\$45.00	Print
Oakley SI Ballistic - ...	1234567891	Clothing	0	Oakley's Plutonite ...	\$246.00	\$193.00	Print

Inventory list after restocking — Quantity column updates immediately

Method B — Pencil Icon (Products > Inventory)

Navigate to **Products** → **Inventory**. Locate the item and click the **green pencil icon** on the right side of its row to open the restocking form.



The screenshot shows the 'Products > Inventory' page in TacticalPay POS. The left sidebar has 'Inventory' highlighted. The main content area shows a table with columns: Name, SKU, Inventory Group, Price, Quantity, and Checkout. A search bar, 'Filter Stock' dropdown, and 'Select Inventory Group' dropdown are at the top. A 'Select' button is in the top right. The 'Checkout' column contains 'Add' buttons and green pencil icons.

Name	SKU	Inventory Group	Price	Quantity	Checkout
Branded T-Shirt - Blue	12345678901	Clothing	\$24.99	187	Add
Team Sticker	026285001150	Accessories	\$4.00	12	Add
Gift Certificate	123456677	Accessories	\$150.00	98	Add
BoreSnake Original Bore Cleaner - ...	026285001150	Accessories	\$14.99	3	Add
Coffee Mug	123456784	Swag	\$10.00	5	Add
TANGO-MSR LPVO 1-6X24MM (FFP)	1234567895	Scopes	\$599.00	0	
Sticker 3x5 - TacticalPay	1234567893	Stickers	\$1.00	13	Add
Saber Advanced Ballistic Glasses	1234567892	Clothing	\$69.00	0	
Oakley SI Ballistic - Mens	1234567891	Clothing	\$246.00	0	

Products > Inventory — click the green pencil icon on the item row to open the restocking form

The **Inventory Restocking** form opens. Select the SKU, enter the quantity to add (negative to remove stock), then click **Save**.

TacticalPay POS Bill Glass

Dashboard
Products
Firearms
Inventory
Consignments
Trade-Ins
Sales
Checkout
Paused Sales
Transactions
Gift Certificates
Layaways
Manage Inventory

Inventory Restocking

Sku: Branded T-Shirt - Blue (12345678901)

Quantity: 90

Use Negative Numbers to Remove Stock.

Delete Save

Inventory Ledger

Search Inventory Ledgers

Quantity	Source	User	Created
-1	Manual Adjustment		04/09/2026 01:46 PM
-1	Manual Adjustment		04/09/2026 01:10 PM
-1	Manual Adjustment		04/03/2026 07:41 AM

Inventory Restocking form — enter quantity to add or remove, then click Save

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Inventory Restocking

Sku: Branded T-Shirt - Blue (12345678901)

Quantity: 187

Use Negative Numbers to Remove Stock.

Delete Save

Inventory Ledger

Search Inventory Ledgers

Quantity	Source	User	Created
90	Restocking		04/27/2026 02:33 PM
-1	Manual Adjustment		04/09/2026 01:46 PM
-1	Manual Adjustment		04/09/2026 01:10 PM
-1	Manual Adjustment		04/03/2026 07:41 AM

After saving — the Inventory Ledger records every change with source, user, and timestamp

Tip: The **Inventory Ledger** below the form logs every quantity change for that item — sales, manual adjustments, and restocking events — with source, user, and timestamp. Use it to audit discrepancies or verify that a restock was recorded correctly.