

This guide is for informational purposes only and does not constitute legal advice. FFLs are responsible for maintaining compliance with all applicable ATF regulations. Consult your ATF compliance advisor or legal counsel for guidance specific to your license.

Every firearm that enters or leaves your licensed premises must be recorded in your **A&D; (Acquisitions and Dispositions) Bound Book**. FFL Boss manages this record-keeping digitally, and integrates with TacticalPay POS so that acquired firearms automatically appear in your POS inventory — and sold firearms update their status without manual re-entry.

## Part 1 — Acquisition: Recording a Firearm Into Your Bound Book (FFL Boss)

An acquisition occurs any time a firearm comes into your inventory — whether purchased from a distributor or manufacturer, received as a trade-in, taken in on consignment, or transferred in from another FFL. The process is the same regardless of source.

### 1 Open FFL Boss and Start a New Acquisition

Fig. 1 — Add Acquisition form: Location, Bound Book, Event type, Date, and the Importer/Customer/Dealer panel.

In FFL Boss, navigate to **Acquisitions** and click **Add Acquisition**. Complete the Details panel:

- **Location** — your licensed premises
- **Bound Book** — select Primary (or the appropriate book for your FFL)
- **Event** — the type of acquisition (purchase, trade-in, transfer in, etc.)
- **Date** — date of acquisition (when the firearm physically arrived)
- **Notes** — any additional context for the record

Under **Importer / Customer / Dealer**, select the source type: **Customer** for trade-ins or private purchases, **Dealer** for FFL-to-FFL transfers, or the appropriate importer.

### 2 Add or Select the Transferor

Fig. 2 — Add Customer: full name, address, phone, and email captured and stored with the acquisition record.

Click the + button next to Customer to add a new transferor, or select an existing one from the dropdown. Enter:

- **First Name, Middle, Last Name**
- **Street Address, City, County, State, Zip**
- **Phone and Email**

FFL Boss stores the customer's name and address at the time of the transaction. This preserves the historical bound book record even if the customer's details change later.

If acquiring from a **dealer or distributor**, select **Dealer** instead and enter their FFL number.

### 3 Add the Firearm — ATF Required Information

Fig. 3 — Add Product: ATF-required fields (type, manufacturer, country, model, caliber), serial number, condition, pricing, and bound book notes.

In the **Items** panel, click **+ New** to add the firearm. Complete all ATF-required fields:

- **Type** — Pistol, Rifle, Shotgun, Receiver, etc.
- **Manufacturer** — make of the firearm
- **Importer / Country of Manufacture**
- **Model**
- **Caliber / Gauge**
- **Serial Number** — enter in the **Individual Serial Numbers** section on the right

**Acquiring multiple firearms from the same source?** If the serial numbers are sequential (common with distributor shipments), enter the first and last serial in the **Sequential Serial Numbers** section — FFL Boss will generate all numbers in the range automatically, saving you from entering each one individually.

#### Product Details:

- **New/Used** — condition of the firearm
- **Cost** — your acquisition cost
- **Min Price** — the floor price for this item; signals to staff that no discount should bring the sale price below this number, protecting your margin
- **List Price** — the standard retail price displayed to customers
- **Bound Book Notes** — condition details, accessories, serial verified

Click **Add Product** to attach the firearm to the acquisition, then click **Add Acquisition** to save the full record to your Bound Book.

**Part 1 (continued) — Confirm & Sync to TacticalPay POS**

**4 Confirm the Record in the Acquisitions Log**

Transaction	Entity	Serial Number	Product	Date	Location/Bound Book
A-5	John A. Marano	807402105	TKA   Double Tap Coats	10/20/2023	5   BONES DA   PALCOOL
A-6	John A. Marano	104240201	TKA   Double Tap Coats	10/20/2023	5   BONES DA   PALCOOL
A-7	John A. Marano	104240202	TKA   Double Tap Coats	10/20/2023	5   BONES DA   PALCOOL
A-8	John A. Marano	104240203	TKA   Double Tap Coats	10/20/2023	5   BONES DA   PALCOOL
A-9	John A. Marano	104240204	TKA   Double Tap Coats	10/20/2023	5   BONES DA   PALCOOL
A-10	John A. Marano	104240205	TKA   Double Tap Coats	10/20/2023	5   BONES DA   PALCOOL

Fig. 4a — Acquisitions list: each entry shows transaction number, entity, serial number, firearm details, date, and bound book.

Type	Manufacturer	Model	Color	Size	SKU	Cost	Price	Count	Location	Unit	Ops
Hand	Smith & Wesson	SP10	Black	12	10000001	\$150.00	\$250.00	1	5	Hand	25%
Hand	Smith & Wesson	SP10	Black	12	10000002	\$150.00	\$250.00	1	5	Hand	25%
Hand	Smith & Wesson	SP10	Black	12	10000003	\$150.00	\$250.00	1	5	Hand	25%
Hand	Smith & Wesson	SP10	Black	12	10000004	\$150.00	\$250.00	1	5	Hand	25%
Hand	Smith & Wesson	SP10	Black	12	10000005	\$150.00	\$250.00	1	5	Hand	25%

Fig. 4b — TacticalPay POS Firearms inventory: the acquired firearm appears automatically with cost and list price pre-populated.

After saving, the acquisition appears in the **Acquisitions** list with a unique transaction number (e.g., A-5), the transferor, serial number, firearm details, date, and bound book assignment.

The firearm **automatically syncs to TacticalPay POS** under **Products** → **Firearms** — no manual re-entry required. It appears with its serial number, cost, and list price ready for sale.

**Tip:** Verify the firearm appears in both the FFL Boss Acquisitions list and the TacticalPay POS Firearms inventory before putting it on the sales floor. If it does not appear in the POS within a few minutes, check your FFL Boss sync settings or contact TacticalPay support.