

When a customer trades in a firearm, two systems work together: **FFL Boss** handles the regulatory acquisition and disposition record-keeping, while **TacticalPay POS** tracks the trade-in credit and processes the sale. Complete the FFL Boss steps first, then set up the trade-in in the POS.

■ A trade-in is an FFL acquisition — log it in your A&D Bound Book and identify the customer per applicable requirements before accepting the firearm. *This guide is informational only and does not constitute legal advice. Consult your compliance advisor.*

■ Part 1 — FFL Boss: Log the Trade-In Acquisition

1 Add an Acquisition in FFL Boss

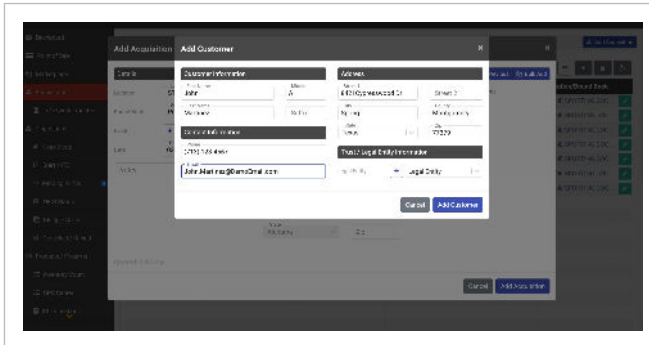


Fig. 1a — Add Customer: capture the customer's full name, address, and contact info for the A&D; record.

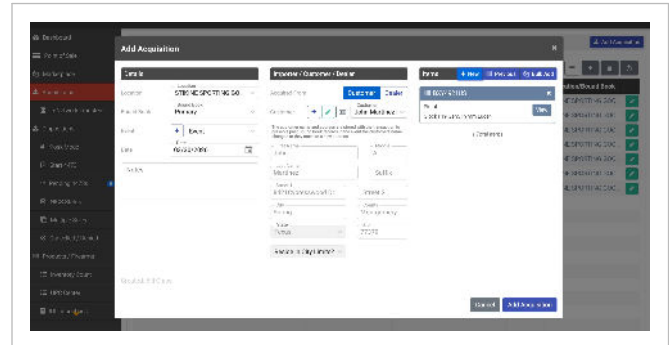


Fig. 1b — Add Acquisition: link the customer, select Bound Book, set the acquisition date.

In FFL Boss, navigate to **Acquisitions** and click **Add Acquisition**. Set the **Bound Book**, **Event**, and **Date**. Under **Importer / Customer / Dealer**, select **Customer** and click the **+** button to add the customer — enter their full name, address, phone, and email. Their details are stored with the acquisition record.

2 Add the Firearm Details (ATF Required Information)

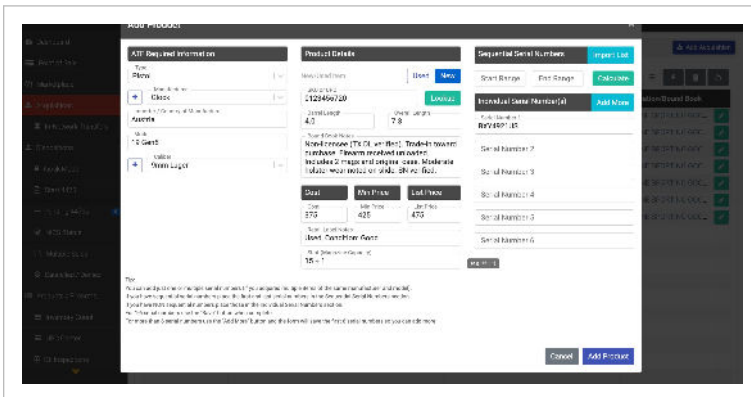


Fig. 2 — Add Product: ATF-required fields (type, manufacturer, model, caliber, country), serial number, cost, and min/list price.

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

- **Type, Manufacturer, Country of Manufacture, Model, Caliber**
- **Serial Number** — enter in the Individual Serial Numbers section
- **Used/New toggle** — select **Used** for trade-ins
- **Cost** — the trade-in credit value you are offering the customer
- **Min Price / List Price** — your intended resale pricing
- **Bound Book Notes** — condition, accessories included, serial verified

Click **Add Product**, then **Add Acquisition** to save the record.

3 Confirm the Acquisition in the A&D Log

The new acquisition appears in the **Acquisitions** list with a unique transaction number, customer entity, serial number, firearm details, date, and bound book. The firearm is now in your A&D Bound Book and will automatically sync to your **TacticalPay POS Firearms inventory** — no manual re-entry needed.

Part 2 — TacticalPay POS: Set Up & Apply the Trade-In

4 Confirm Auto-Sync to Firearms Inventory

Type	Manufacturer	Model	Caliber	Serial	SKZ	Cost	Price	Status	Location	Label	Check	Edit
Trade	Gaucha	19 Gen5	9mm Luger	0074467812	2124366750	\$275.00	\$475.00	In Stock	2554		✓	✕
Trade	American Tactical	PD02-B-00227	9mm Luger	4003481071	290608667441	\$245.00	\$333.00	In Stock	2554		✓	✕
Trade	Sig Sauer	PD02-M-00280	9mm	17143726905	270608170010	\$735.00	\$928.00	In Stock	2554		✓	✕
Trade	K&H	K&H M&A FC01	9mm Luger	0458124313798	270608191152	\$845.00	\$1,174.00	Out	8554		✓	✕
Trade	Sig Sauer	PD02-M-00280	9mm Luger	12543670789	270608191152	\$800.00	\$1,100.00	Out	8554		✓	✕
Trade	Sig Sauer	PD02-M-00280	9mm Luger	12243670789	270608191152	\$800.00	\$1,100.00	Out	8554		✓	✕
Trade	Sig Sauer	PD02-M-00280	9mm Luger	12243670789	270608191152	\$800.00	\$1,100.00	In Stock	2554		✓	✕
Trade	Sig Sauer	PD02-M-00280	9mm Luger	12243670789	270608191152	\$800.00	\$1,100.00	In Stock	2554		✓	✕

Fig. 4 — TacticalPay Firearms inventory: the Glock 19 Gen5 (BXY4921US) now appears In Stock after syncing from FFL Boss.

After the FFL Boss acquisition is saved, the firearm automatically appears in **Products** → **Firearms** in the TacticalPay POS with its serial number, cost, and list price pre-populated.

No manual re-entry is needed — the sync keeps both systems aligned.

5 Add the Trade-In in TacticalPay POS

Fig. 5a — Add Trade-In: name, credit price, quantity, and notes (make, model, serial, condition).

Name	Price	Quantity	Condition	Apply
Glock 19 Gen5 (9mm)	\$375.00	1	Good	Apply

Fig. 5b — Trade-Ins list: the Glock 19 Gen5 trade-in entry ready to apply at checkout.

Go to **Products** → **Trade-Ins** and click **Add Trade-In**. Fill in:

- **Trade-In Name** — description of the firearm (e.g., Glock 19 Gen5 (9mm))
- **Price** — the trade-in credit amount you are giving the customer
- **Quantity** — typically 1
- **Notes** — manufacturer, model, serial number, condition, and agreed value

Click **Add Trade-In** to save. The entry appears in the Trade-Ins list.

6 Apply Trade-In Credit at Checkout

Product	Serial Number	QTY	Unit Cost	Quantity	Trade-In	Amount	Total	
SCOPE (\$599)	71007	1	\$599.00	1		\$599.00	\$599.00	
Glock 19 Gen5 (Trade)		1	\$375.00	1	Trade-In	-\$375.00	\$224.00	
							Total to Collect	\$240.80

Fig. 6 — Checkout: scope (\$599) in cart, trade-in Glock (\$375 in red) deducted. Net total: \$240.80 including tax.

In **Sales** → **Checkout**, scan or add the items the customer is purchasing. Then from the **Trade-Ins** list, click **Add** on the trade-in row to apply it to the cart.

The trade-in appears in the cart as a **negative line item in red**, automatically reducing the total. The summary shows:

- Taxable Total (items being purchased)
- Trade-In Total (credit applied, shown in red)
- Sub Total, Tax, and final **Total to Collect**

Collect the remaining balance via Cash, Check, Credit Card, or any other payment method and click **Complete**.

7 Complete the Disposition in FFL Boss (If Applicable)

If the customer purchased a firearm from your inventory as part of the trade, complete the **Disposition** in FFL Boss as normal — process the Form 4473, run the NICS background check, and record the transfer in the Bound Book before the firearm leaves your premises.

Tip: The trade-in firearm itself (the one the customer brought in) is now in your inventory as an acquisition. When you eventually sell it, you will process that sale and disposition through FFL Boss just like any other firearm in your inventory.

For additional help, visit the **Help & Support** section in the left navigation panel or contact TacticalPay support.