

**Disclaimer:** This guide is operational guidance only. TacticalPay does not provide legal, tax, or accounting advice. FFLs should consult their ATF Industry Operations Investigator (IOI), CPA, or attorney with any questions about ATF compliance, sales-tax treatment of gunsmithing services, or other legal obligations specific to their jurisdiction.

## CONTENTS

1. How It Works	1	5. Pickup — Customer Collects Firearm	7
2. One-Time Setup — Inventory Items	1	6. Things to Know	9
3. Intake — Customer Drops Off Firearm	2	7. Quick Reference	10
4. Job In-Progress — Tracking Payments	6		

## 1. How It Works

Gunsmithing follows the same flow as a Layaway: a customer leaves an item with you, you collect partial payments as the work progresses, and they take it home when the balance is settled. The TacticalPay POS handles gunsmithing through two existing features used together:

- **Inventory** — set up a Gunsmithing **Inventory Group** (also called a *Class* in some screens) with non-taxable service items (labor, storage, deposits, common installs) and one variable-priced "Parts" item for incidentals.
- **Layaway** — used as a work-order container per job. The customer's firearm acts as the held item, the layaway carries the job description, line items, and running balance, and partial payments map naturally to deposits and final settlement.

Compliance with ATF acquisition and disposition rules is handled in **FFLBoss** in parallel — the POS is your work-order and payment system; FFLBoss is your A&D book.

## 2. One-Time Setup — Inventory Items

Before processing your first gunsmithing job, set up the Inventory Group and the service items you'll bill from. Open **Inventory** → **Add Inventory** and create each service item:

- **Inventory Group** (also called *Class*): Gunsmithing — create a new group if it doesn't exist yet.
- **Taxable / Non-Taxable**: Most service-only items (labor, storage, diagnostics, deposits) are non-taxable. *Parts* are typically taxable — see the tax note below.
- **Current Stock**: Set to a high number like **99999**. Service items effectively have unlimited stock; this number simply tracks how many have been sold over time.
- **Cost / Retail Price**: Set the cost and retail to the same value for fixed-price services (labor rate, install fees). For the variable Parts item, leave the price at **\$0.00** as a default — it forces the cashier to enter the actual cost on each job.



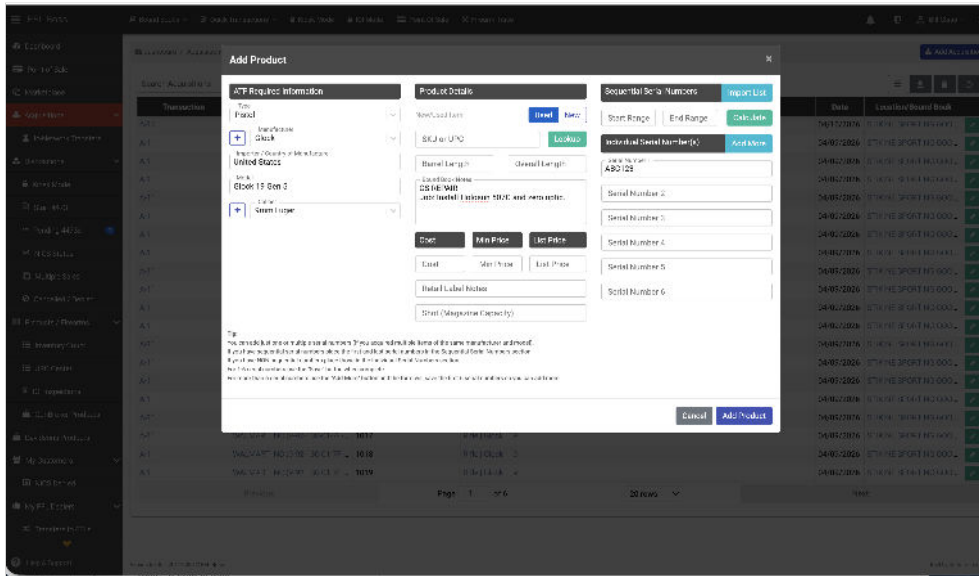
Transaction	Entity	Serial Number	Product	Date	Location/Board Book
A1	SWL V43T	17345621373	FN 1018MS 507C 190mm	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1021	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1022	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1023	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1024	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1025	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1026	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1027	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1028	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1029	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1030	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1031	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1032	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1033	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1034	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1035	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1036	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1037	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1038	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1039	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1040	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1041	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1042	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1043	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1044	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1045	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1046	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1047	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1048	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1049	RFC Glock	04/01/2016	STRIKE SPORT HS 000
A1	SWL V43T	1050	RFC Glock	04/01/2016	STRIKE SPORT HS 000

FFLBoss Acquisitions list — your running A&D ledger of incoming firearms

**1 Add Customer:** If the customer isn't already in FFLBoss, click + **Add Customer** and enter their full legal name, address, phone, and email.

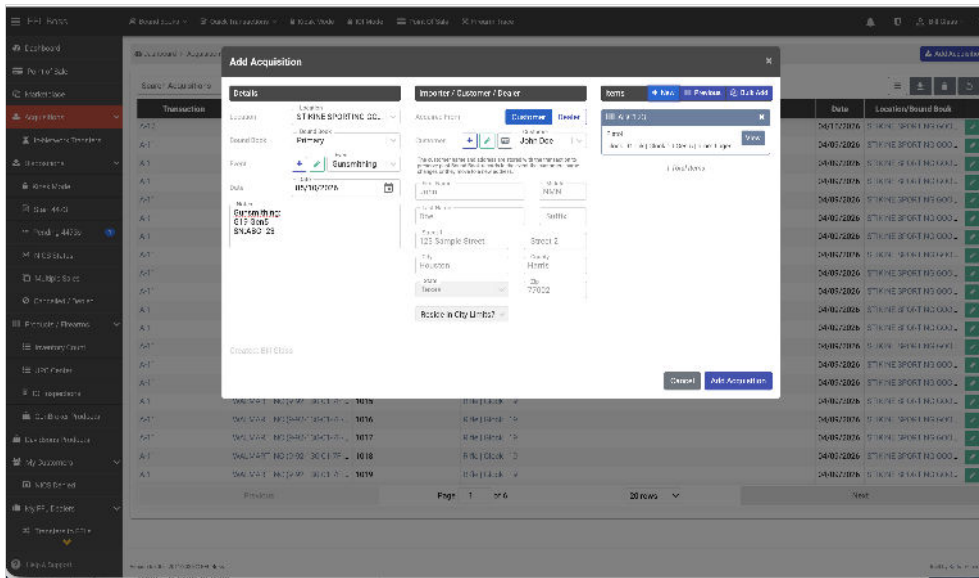
Add Customer — captures the legal name and address used for the A&D entry

**2 Add Product:** Enter the ATF Required Information — Type, Manufacturer, Importer (if any), Model, Caliber, Barrel Length, Overall Length — plus the serial number(s). The Notes field on the product can carry the job summary (e.g., "GS REPAIR – Job: Install Holosun 507C and zero optic").



Add Product — full ATF Required Information plus the gunsmithing job notes and serial number

3 Click **Add Acquisition**. The firearm now appears in your Acquisitions list with the date received.



Add Acquisition — completed with customer, item, and Gunsmithing event tag

### 3.2 Open a POS Layaway as the Work Order

In the POS, go to **Layaways** → **Start Layaway**. Use these templates for the **Customer Name** and **Description** fields so every gunsmithing job uses the same scannable format:

```
Customer Name:  GS - <STATUS> - <LASTNAME> - <FIREARM>

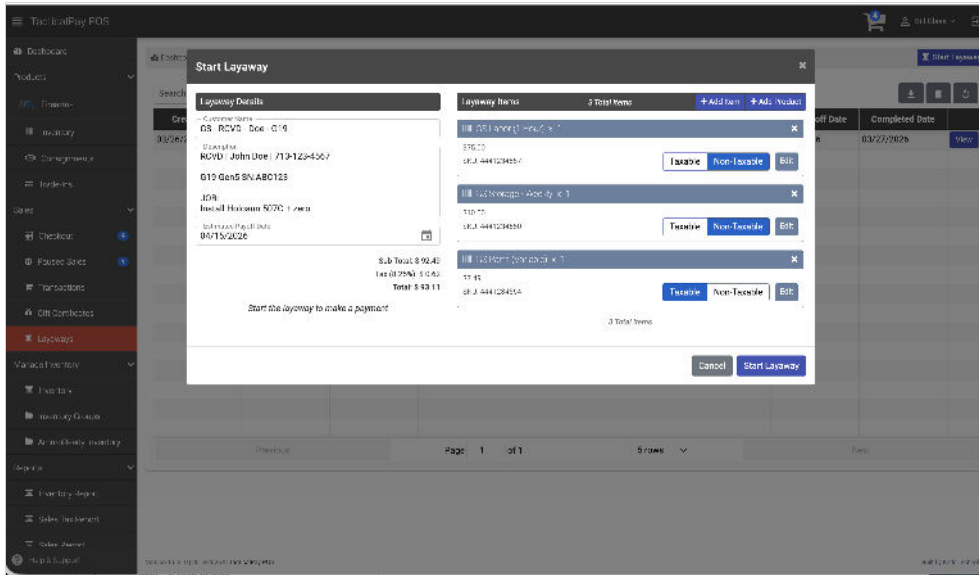
Description:    RCVD | <Customer Name> | <Phone>
                <Make Model> SN:<Serial>
                ACC: <accessories left with firearm>
                JOB:
                <work to be done>
                EST: <$cost> + parts
                DUE: <ETA>
```

Use a consistent **STATUS** tag from this list so the Layaways page reads as a work-in-progress board at a glance — sort by Customer Name and the GS jobs cluster together by status:

- RCVD** Received, not yet started
- PARTS** Waiting on parts to arrive
- WORK** Actively being worked on
- READY** Complete, awaiting customer pickup
- HOLD** Paused (customer unreachable, decision pending)

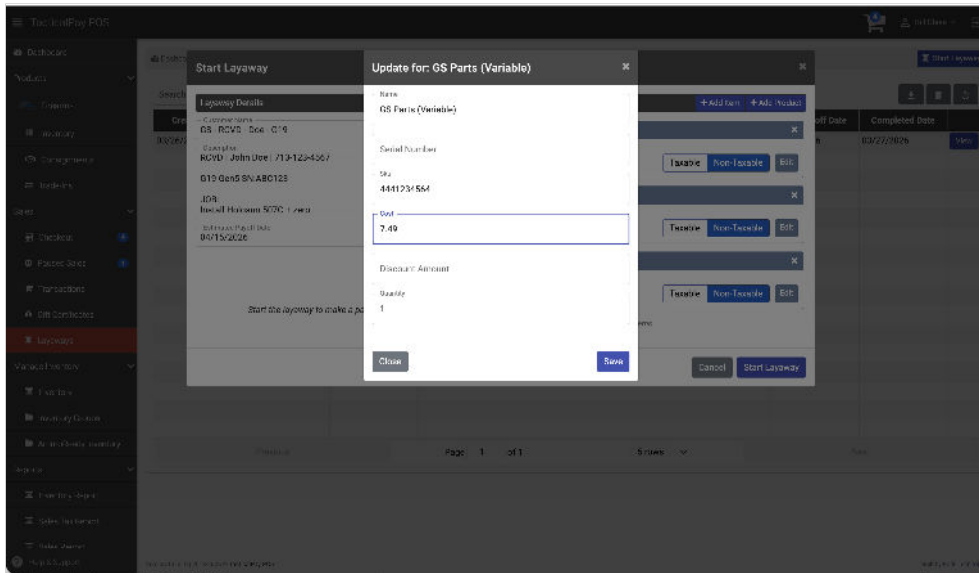
For the rest of the layaway:

- **Estimated Payoff Date** — use this as your job ETA.
- **Add Item / Add Product** — pull in your Gunsmithing service items: labor blocks, storage if overnight, the install or diagnostic, and a Parts line for any incidentals.



Start Layaway — the gunsmithing work order, with structured customer name, job description, line items, and running total

**1 Update the Parts price** on the parts line. Click **Edit** on the Parts (Variable) item and enter the actual cost of the parts used (or expected to be used) — and flip the line to **Taxable**.

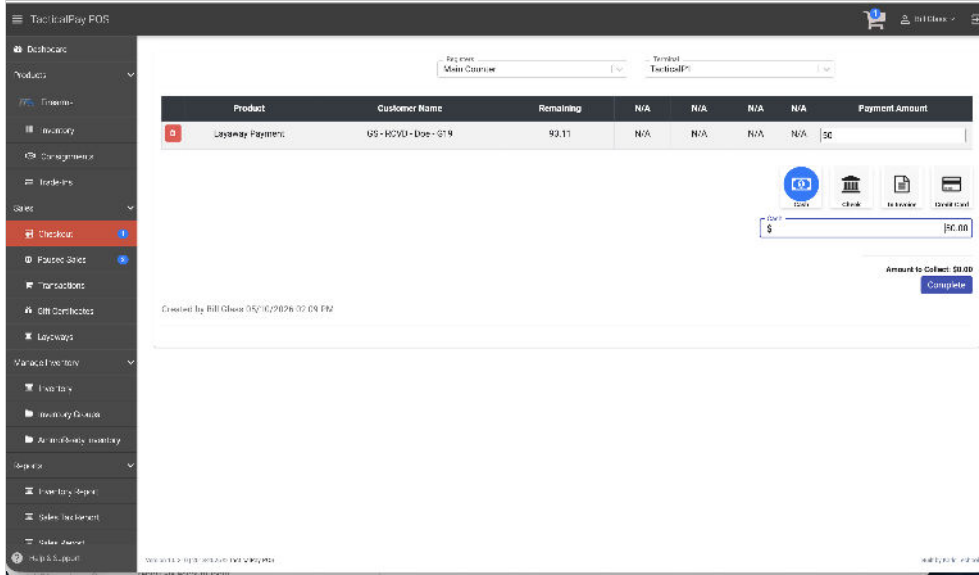


Update for: GS Parts (Variable) — set the actual cost of the part on this job

2 Click **Start Layaway**. The work order is now an open layaway with a running balance.

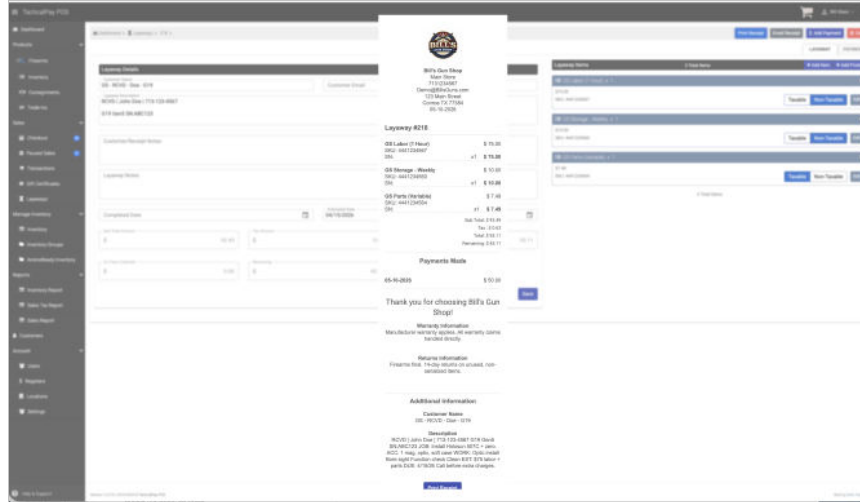
### 3.3 Take the Deposit Payment

Once the layaway is started, click **Add Payment**. In Checkout, enter the deposit amount (e.g., \$50), select the payment method (Cash, Check, or Credit Card), and click **Complete**.



Checkout — taking a \$50 cash deposit against the gunsmithing layaway

Print or email the receipt for the customer. The receipt shows the line items, totals, payments made, and the layaway description (job notes).

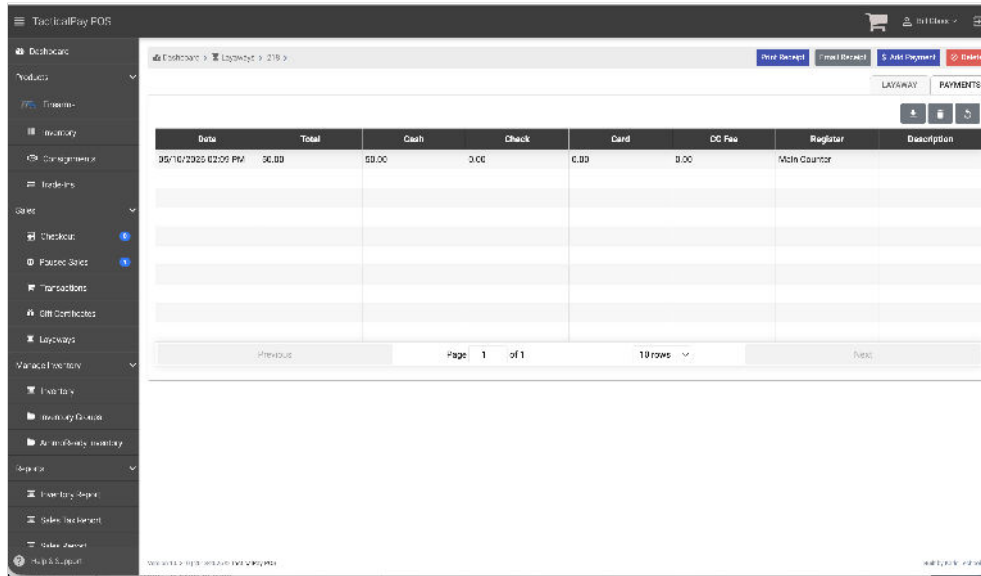


Customer receipt — itemized work order with payment ledger and job notes

## 4. Job In-Progress — Tracking Payments

The Layaway stays open throughout the job. You can add payments, add additional services performed, or revise prices at any time. From the **Layaways** list, find the transaction and click **View**.

**To add a payment:** click **Add Payment** for any partial collection. The **Payments** tab on each layaway shows the full ledger — date, amount, method, register, and any CC fee — so staff can see the running balance and what's already been collected.



Layaway Payments tab — running ledger of every partial payment against this job

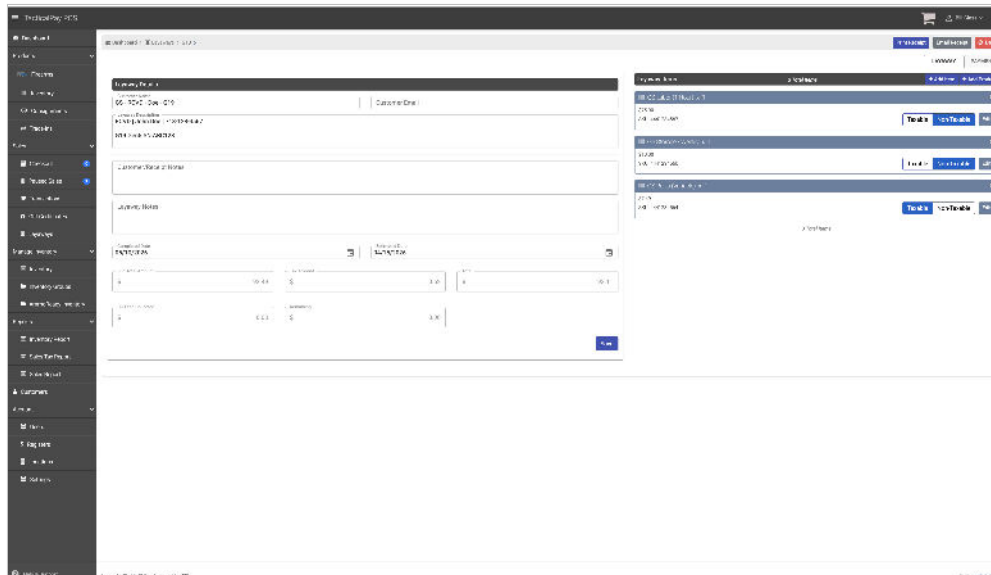
To adjust the job amount: use + Add Item or + Add Product to add a service performed during the job (an extra labor hour, an additional install, a cleaning add-on), or click Edit on an existing line to change its amount (e.g., the final parts cost was different from the estimate, or labor took longer than billed). The Total and Remaining Balance recalculate automatically — no need to void or re-create the layaway.

Update the STATUS tag in the Customer Name field as the job moves through RCVD → PARTS → WORK → READY.

## 5. Pickup — Customer Collects Firearm

### 5.1 Take the Final Payment

When the customer arrives to pick up, open their layaway, click **Add Payment**, and collect the remaining balance. Once the layaway is paid in full, the system marks it complete. It will remain in your Layaways transaction history with a balance of \$0.00 so you have a record of the transaction. Print or email a final receipt.



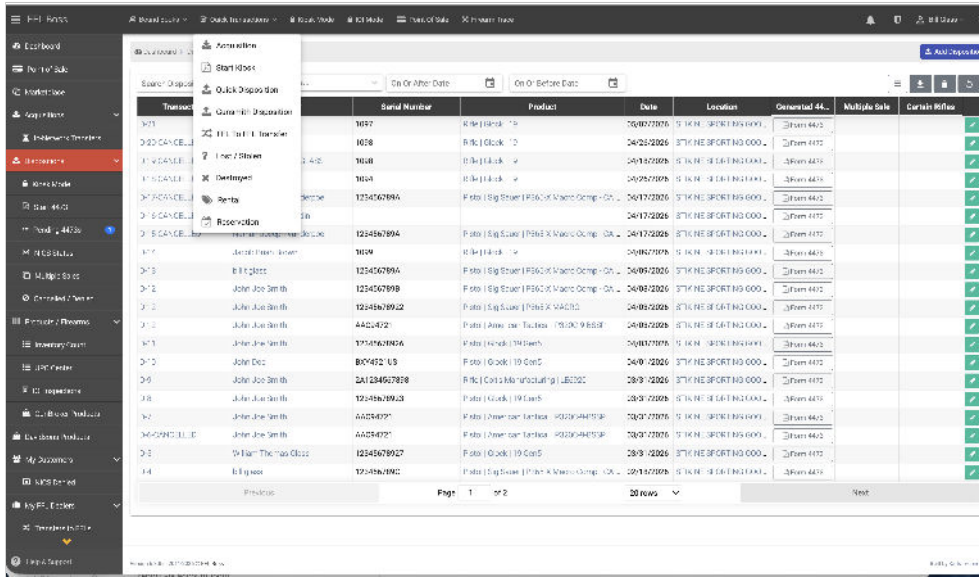
Paid-off layaway — Remaining \$0.00 and Completed Date filled in; the record stays searchable in the Layaways transaction history

**Tip — Payment First, Disposition Second:** Take payment *before* the FFLBoss disposition. If a card is declined or there's any payment issue, you don't want to have already closed out the A&D entry.

5.2 Disposition the Firearm in FFLBoss

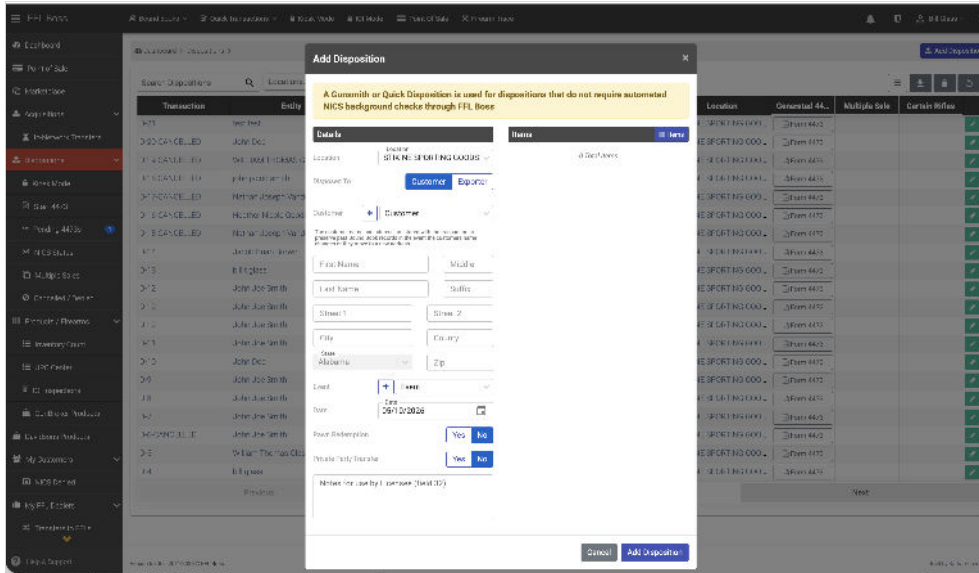
**FFL Critical — Before the Firearm Leaves Your Shop:** Record the Gunsmith Disposition in FFLBoss, then transfer the physical firearm to the customer. Never hand back a firearm without a completed disposition entry — that's a no-record gap in your A&D book.

- 1 Go to **FFLBoss** → **Dispositions** and select **Gunsmith Disposition** from the dropdown. (Quick Disposition uses the same form — both are for transfers that don't require a NICS check.)



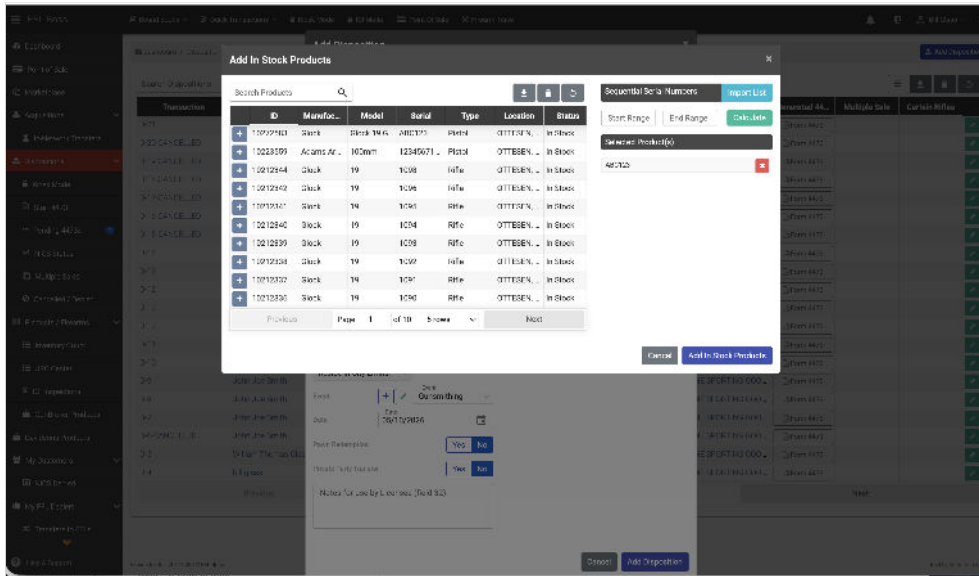
Dispositions dropdown — choose Gunsmith Disposition for return-of-property after gunsmithing

- 2 The Add Disposition dialog opens. The yellow banner reminds you that no automated NICS background check is needed (since this is a return of the customer's own property, not a transfer to a new owner). Search for and select the customer (John Doe). Their address auto-populates from the acquisition record.



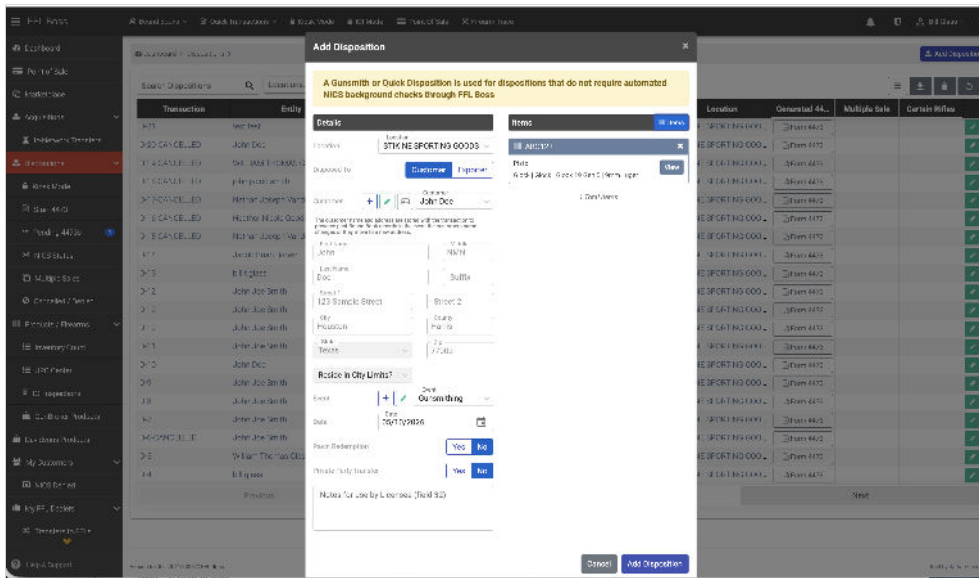
Add Disposition — yellow banner notes no NICS check is needed for return-of-property

- 3 **Add Items:** click the **Items** button and select the customer's firearm from the In Stock Products list (e.g., serial ABC123 — Glock 19 Gen 5).



Add In Stock Products — pick the customer's firearm by serial number

**4** Set Event: Gunsmithing, the date, and confirm Pawn Redemption: No and Private Party Transfer: No. Click Add Disposition.



Add Disposition — completed entry: customer, firearm, Gunsmithing event, ready to record

The A&D book is now closed out for this firearm. Hand the firearm back to the customer.

## 6. Things to Know

A few practical notes about using Inventory + Layaway as a gunsmithing system:

- **Stock counts on Gunsmithing items track cumulative services rendered**, not on-hand inventory. A Labor item that started at 99999 will eventually show 99850 — that just means 149 labor hours have been billed. Exclude these items from inventory valuation reports.
- **The Customer Name field on the layaway is the job's display label**, distinct from any linked customer record. Two jobs for the same customer appear as two separate entries in the Layaways list, and lifetime customer spend won't roll up across jobs without manual aggregation.
- **The Estimated Payoff Date works as your job ETA**. If your shop relies on payment-due reminders driven by that date, the date here represents *when the job should be ready*, not when payment is due.
- **One layaway per firearm**. If a customer drops off three firearms for separate work, create three layaways and three FFLBoss acquisitions — keeps each job's A&D entry, work scope, and payment ledger distinct.

## 7. Quick Reference

Print this page and pin at the gunsmith bench.

### AT INTAKE

1. **FFLBoss** → Acquisitions → Add Acquisition
2. Add Customer (if new); enter ATF Required Information + serial number
3. **POS** → Layaways → Start Layaway
4. Fill Customer Name and Description from the templates
5. Update Parts price; flip line to **Taxable**
6. Take deposit payment; print or email receipt

### AT PICKUP

1. Open the customer's Layaway; **Add Payment** for the balance
2. Print or email final receipt
3. **FFLBoss** → Dispositions → Gunsmith Disposition
4. Search for customer; select firearm by serial
5. Event: Gunsmithing; Pawn Redemption: No; Private Party Transfer: No
6. Add Disposition; hand firearm to customer

### STATUS TAGS

<b>RCVD</b>	Received, not yet started
<b>PARTS</b>	Waiting on parts to arrive
<b>WORK</b>	Actively being worked on
<b>READY</b>	Complete, awaiting customer pickup
<b>HOLD</b>	Paused (customer unreachable, decision pending)