

Point of Sale Purchase Checklist	Company:
	Contact Name and Phone:

Inventory Management	Comments
<input type="checkbox"/> Does the inventory management system allow you to track on hand quantities?	
<input type="checkbox"/> Does the inventory management system allow you create and receive purchase orders?	
<input type="checkbox"/> Does the inventory management system allow you to track waste?	

Reporting	Comments
<input type="checkbox"/> Does the POS system contain sales reports?	
<input type="checkbox"/> Does the POS system contain cost reports?	
<input type="checkbox"/> Does the POS system contain inventory reports?	
<input type="checkbox"/> Does the POS System contain product purchase reports?	
<input type="checkbox"/> Does the POS system contain labor reports?	
<input type="checkbox"/> Does the POS system contain profit and sales margin reports?	
<input type="checkbox"/> Does the POS system contain payroll reports?	
<input type="checkbox"/> Does the POS system contain accounts receivables/accounts payables reports?	

Accounting		Comments
<input type="checkbox"/>	Does the POS system contain a built in accounting package?	
<input type="checkbox"/>	Does the POS system allow you to enter accounts receivables?	
<input type="checkbox"/>	Does the POS system have a double-entry General Ledger?	

Payroll		Comments
<input type="checkbox"/>	Does the POS system allow you to print payroll checks for your employees?	
<input type="checkbox"/>	Does the POS system have updated Federal Tax Tables available?	
<input type="checkbox"/>	Does the POS system allow you to print W-2s?	

Employee Theft Prevention		Comments
<input type="checkbox"/>	Does the POS system allow you to protect functions, like voids and comps, with a password?	
<input type="checkbox"/>	Does the POS system allow you to protect functions, like voids and comps, with a manager swipe card?	
<input type="checkbox"/>	Does the POS system contain reports to show when functions, like void and comps, have been performed?	

Reporting	Comments
<input type="checkbox"/> Do you understand all hardware and software components of your POS system?	
<input type="checkbox"/> Do you understand all warranties and licenses associated with your POS System?	
<input type="checkbox"/> Does the POS system contain inventory reports?	
<input type="checkbox"/> Do you know the exact monthly/yearly fees for support, upgrades, and training?	
<input type="checkbox"/> Does the POS manufacturer have any financial agreements or benefits by partnering with other credit card companies?	
<input type="checkbox"/> Are you locked into choosing certain credit card processors with the POS system, or, are you able to choose the processor of your choice?	
<input type="checkbox"/> Are there any contracts associated with purchasing a POS system?	