

Item Look UP

In Price Book

PLU Tips when Adding , Editing, Prices Etc.

- Make sure after all changes are done log out of sales and log back in.
- Don't forget to Click Save at the top of the Screen after every change
- Easier if you can scan the time versus entering in the Bar Code.



Looking up a product to see if it is in the price book or editing existing

- CSR Function-
- Configuration Manager – Log In
- Store Operations
- PLU's
- Hit Retrieve Plu's
- Click in the box where it says PLU Number- Scan Item or Manually Type in.
- Click Retrieve Page- Will pull item up – YOU will see on the left if item is in the price book. If is not there add it. If you want to edit you can.
- To continue looking up other items just Retrieve Plu's to look up more.
- OR you can a press Add in the Price Look Manager to add more items.

Price Look Up Manager

Add Delete

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Previous Retrieve PLUs Next

UPC	Desc
0000000000000001	PL PP DRYRST PNT
000000000000017/000	
000000000000024/000	CAMEL 1 PK
000000000000031/000	NEWPORT 1 PK
000000000000048/000	BASIC 1PK
000000000000055/000	USA 1 PK
000000000000062/000	PALL MALL 1 PK
000000000000079/000	KOOL 1 PK
000000000000086/000	SALAM 1 PK
000000000000093/000	WINSTON 1 PK
00000000000109/000	CAPRI 1 PK
00000000000116/000	VIRGINIA 1 PK
00000000000123/000	DORAL 1 PK
00000000000130/000	GPC 1 PK
00000000000147/000	PARLIAMENT 1 PK
00000000000154/000	L&M 1PK
00000000000161/000	MAVERICK 1 PK

PLU 0000000000000 0 001

Description PL PP DRYRST PNT

Price 0.99 Sell Unit 1.000

Department 0008 - ENERGY DRINKS

Product Code 0400 - GENERAL MERCHAN

Fees Edit

ID Check Edit

Taxes 2 - LOW TX Edit

Blue Laws Edit

Group ID

Sequence # Transaction Quantity Limit 0.00

Properties

<input type="checkbox"/> Open	<input type="checkbox"/> Not Sold
<input checked="" type="checkbox"/> Returnable	<input type="checkbox"/> Food Stamp
<input type="checkbox"/> Special Discount	<input type="checkbox"/> Promo
<input type="checkbox"/> Fractional Qty	<input type="checkbox"/> Prompt Serial Num
<input type="checkbox"/> Prohibit Manual Discount	

Taxable Rebate

Additional amount against which tax is to be calculated when this PLU is sold

Price Look Up Manager

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UPC	Desc
00000000000000/001	PL PP DRYRST PNT
00000000000017/000	
00000000000024/000	CAMEL 1 PK
00000000000031/000	NEWPORT 1 PK
00000000000048/000	BASIC 1PK
00000000000055/000	USA 1 PK
00000000000062/000	PALL MALL 1 PK
00000000000079/000	KOOL 1 PK
00000000000086/000	SALAM 1 PK
00000000000093/000	WINSTON 1 PK
00000000000109/000	CAPRI 1 PK
00000000000116/000	VIRGINIA 1 PK
00000000000123/000	DORAL 1 PK
00000000000130/000	GPC 1 PK
00000000000147/000	PARLIAMENT 1 PK
00000000000154/000	L&M 1PK
00000000000161/000	MAVERICK 1 PK

Retrieve PLUs

Where

like

and

and

and

and

PLU Number Modifier

Product Code

Department

Description

Price

Order By

Leaving WHERE conditions blank will return ALL PLUs.

Price Look Up Manager

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Retrieve PLUs

Next

UPC	Desc
00000000000000/001	PL PP DRYRST PNT
00000000000017/000	
00000000000024/000	CAMEL 1 PK
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00000000000130/000	GPC 1 PK
00000000000147/000	PARLIAMENT 1 PK
00000000000154/000	L&M 1PK
00000000000161/000	MAVERICK 1 PK

Retrieve PLUs

Where

like

and

and

and

and

PLU Number Modifier

Product Code

Department

Description

Price

Order By

Leaving WHERE conditions blank will return ALL PLUs.

Price Look Up Manager

Add Delete

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UPC	Desc
00034856040538/000	

PLU 0003485604053

Description

Price Sell Unit

Department

Product Code

Fees

ID Check

Taxes

Blue Laws

Group ID

Sequence # Transaction Quantity Limit

Properties

- Open
- Returnable
- Special Discount
- Fractional Qty
- Prohibit Manual Discount
- Not Sold
- Food Stamp
- Promo
- Prompt Serial Num

Taxable Rebate

Additional amount against which tax is to be calculated when this PLU is sold

To Add Item- UPC, Description, Price, Department ,Product Code,

- CSR Function
- Config Manager
- Store Operations
- PLU

Add the Item

- Price Look Up Manager Screen
- Hit Add
- Click in the Plug Field – Scan Item
- POPs up in the PLU Box
- Enter Description
- Enter Price
- Department
- Product Code
- If a restricted item hit edit for ID check
- Set the tax rate- Hi- Or Low in the drop down.

Adding a new item or PLU to the Pricebook

Price Look Up Manager

Add Delete

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Previous Retrieve PLUs Next

UPC	Desc
0000000000000001	PL PP DRYRST PNT
00000000000017/000	
00000000000024/000	CAMEL 1 PK
00000000000031/000	NEWPORT 1 PK
00000000000048/000	BASIC 1PK
00000000000055/000	USA 1 PK
00000000000062/000	PALL MALL 1 PK
00000000000079/000	KOOL 1 PK
00000000000086/000	SALAM 1 PK
00000000000093/000	WINSTON 1 PK
00000000000109/000	CAPRI 1 PK
00000000000116/000	VIRGINIA 1 PK
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PLU 0000000000000 0 001

Description PL PP DRYRST PNT

Price 0.99 Sell Unit 1.000

Department 0008 - ENERGY DRINKS

Product Code 0400 - GENERAL MERCHAN

Fees Edit

ID Check Edit

Taxes 2 - LOW TX Edit

Blue Laws Edit

Group ID

Sequence # Transaction Quantity Limit 0.00

Properties

Open Not Sold
 Returnable Food Stamp
 Special Discount Promo
 Fractional Qty Prompt Serial Num
 Prohibit Manual Discount

Taxable Rebate

Additional amount applied which has to be entered when this PLU is sold

Price Look Up Manager

Adding a new PLU – Remember to Save

Delete

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00000000012348/000	3PK GENERIC
00000000012621/000	SOUR POWER GUM B
00000000015912/000	CW EXP REWASH
00000000015929/000	CW REG REWASH
00000000015936/000	CW SUP REWASH
00000000015943/000	CW ULT REWASH
00000000020008/000	SCOTCH ELEC TP 1
00000000020015/000	MARL ULTBXKSB2G1
00000000020039/000	L&M MENTHOL
00000000020046/000	ANDYCAP HOT FRIE
00000000020053/000	POST-IT 3X3 ASST
00000000020077/000	PALL MALL ULT BX
00000000020091/000	LADY SPDSTK PWDF
00000000021524/000	MAXEL T-120 VHS
00000000022125/000	FIREWOOD
00000000022323/000	JALAPENO KRUNCHE
00000000022408/000	JUICY TWISTS STR
9997001/	Oil Change

PLU 9997001

Description

Price Sell Unit

Department

Product Code

Fees

ID Check

Taxes

Blue Laws

Group ID

Sequence # Transaction Quantity Limit

Properties

<input type="checkbox"/> Open	<input type="checkbox"/> Not Sold
<input checked="" type="checkbox"/> Returnable	<input type="checkbox"/> Food Stamp
<input checked="" type="checkbox"/> Special Discount	<input checked="" type="checkbox"/> Promo
<input type="checkbox"/> Fractional Qty	<input type="checkbox"/> Prompt Serial Num
<input type="checkbox"/> Prohibit Manual Discount	

Taxable Rebate

Additional amount which applies to be subtracted when this PLU is sold