

## How to Add a New Item

To add a new item;

Firstly you will need to log into the myPOS back office. You now need to select the 'System setup' button followed by the 'PLU/Item management' button. Finally select 'Items/PLU'.

You will now have the option to select 'New Record'. Select this button and you will then need to fill in a series of data fields. The Fields are listed below and you need to use the tab or enter key to move between fields.

- The Item / PLU code is a unique identifier. It can be system generated when there is no standard UPC Code, or if it is for a bar-coded product, then this code is entered here.
- The Long Description is used on receipts and can be up to 50 characters.
- The Description is a shorter version and can be up to 20 characters, it is used on customer poles.
- Department 1 and Department 2 are used for reporting analysis. Department 1 is a higher level; department 2 is a sub-level.
- Hotkey line 1 is the text that appears on the cash register button. This must have something in.
- Hotkey line 2 is the second line used on buttons, it does not have to be filled in.
- Stock, is a control flag with the following settings: **N** = No stock control, **Y** = full stock control, **A** = full stock control with Alternate item advice, **W** = Full stock control with end of day wastage (example: Bakeries who dispose of goods not sold at the end of the day).
- On Hand is the current stock quantity. This field is for information purposes and cannot be edited here. For stock adjustments and stock control see the on-line help for details.
- Tax code is controlled from the tax code file. Items are considered taxable or exempt. For business involved in eat-in and takeaway options contact Support for advise on how this is handled.

- Sales Price is the price you sell at.
- Cost is for information and reporting purposes.
- Supplier is for information and reporting purposes.
- Supplier ref is the supplier's part number, if applicable

When this is completed you will need to click on 'Data' and then 'Save Record' to save the item.

N.B. The departments I use in my example would need to be added first, see 'How do I add / edit / delete – Departments' in the manual to add departments