

Topic: **CREATING NEW ITEMS**

FAQ: What information do I need to prepare when I want to set up a new item?

While entering new items into your Uniwell Lynx Lite data file is a simple process, there are a number of pieces of information that you need to consider so that your data is accurate and contains sufficient information. The following list provides an overview of what you will need to have prepared to enable you to effectively add a new item. This preparation will make the process much more efficient!

1. Group / Item Code

Decide which group you want the new item assigned to. Bear in mind that the Item should go into a group with the same Tax Assignment. (See the Correct Configuration of Tax Settings tutorial)

If you are using an Item Code numbering system based on the group code (as described in our "Setting Up Your Item Database" tutorial), find an appropriate available code within that group.

2. Tax assignment

Assign the Item to the correct Tax Code. (See the Correct Configuration of Tax Settings tutorial)

3. PLU Code / Barcodes

Each item in your database can be assigned a PLU code and/or one or more barcodes. PLU codes and barcodes are the codes used at your POS terminal when you enter sales. Barcodes are typically used for scanning but are also used for codes longer than 6 digits and can also be entered manually at your POS terminal.

Note: If an item is not assigned a PLU Code or a Barcode, it will not be sent to your POS terminal at all.

4. Cost and Selling price(s)

You will want to have the appropriate Cost and Selling Prices on hand as you set up a new item. Cost Prices are entered into the database exclusive of tax, whereas Selling Prices are entered inclusive of any GST/VAT.

5. POS terminal specific settings

Uniwell Lynx Lite allows you to program all of the POS terminal specific settings associated with PLUs. You may need to consult Uniwell dealer for advice on what you are trying to achieve.