



www.genesis-pos.com

## Adding a new PLU

PLU #

Enter PLU/UPC Number to Make

OK

Cancel

[Empty text input field]

#1 On the newer version you'll be shown a dialog like above enter a unique PLU number, and press OK

PLU Price Scale Setup

Description Line 2: [Empty]

Receipt Desc: Desc

Report Desc: Long Desc

POS Department: [Empty]

Size: 0

Unit: LB

Supplier Reorder #/ID: [Empty]

Tax Info

- Tax A Status
- Tax B Status
- Food Stamp

Add

Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!

PLU\_Num: 9999

Description: [Empty]

#1 On the older version please click Add then enter PLU Number here

#2 Next Enter Description Main

- #3 Enter Description Line 2
- #4 Receipt Desc \* Needed if using our POS tools
- #5 Report Desc \* Needed if using our POS tools
- #6 POS Dept \* Needed id using our POS tools
- #7 Enter Size Information
- #8 Enter Unit LB, OZ, EA
- #9 Enter Supplier Reorder ID

#10 Select a Supplier

*• You can add supplier by double clicking on area*

#11 TAX/Food Stamp Info \*  
*Needed id using our POS tools*

**CRITICAL INFO MUST BE COMPLETED Next Step(s)**

#12 You **MUST** Select from the drop down a Department/Category

#13 / #14

#12



Next Page for Other Critical Items

#13 You **must** create a Ingredient statement even if blank. Click on the RED Button and a Dialog will show like shown

The screenshot shows a POS interface with several fields: Description Line 2, Receipt Desc, Report Desc, POS Department, Size, Unit, Supplier, and Supplier Reorder #/ID. There are also checkboxes for Tax A Status, Tax B Status, and Food Stamp. A yellow 'Add' button is visible. Below the main form, there is a yellow box with the text: "Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!". The PLU\_Num field is set to 9999 and the Description field is empty.

#13 / #14

The dialog box is titled "Ingredient - Special Message - Cool". It contains fields for Control ID (9012), Date Last Changed (11/5/2010 10:4), and Description. There are buttons for Alternate Font, Bold Font, and On Bold Alt Font. A dropdown menu for "Avery Barkel Ingredient Font" is set to "<FA>". Below this, there are fields for "COOL" and "Cool Phrase". The "Ingredients" tab is active, showing an "Apply Cool and Phrase" button. At the bottom, there are buttons for Delete, Auto Messages, Close, and Scale Wrap. The status bar at the bottom indicates "Record: 1".

The Ingredient Dialog box will allow the following to be completed:

Description, Ingredients, Special Message or Cool, Font Info (Some Scales), Auto Message Inserts

\*\*\* After Edit please close the Ingredient Dialog and Select the last item typically in the drop down **here**

Please note that on the newer system the PLU number and description are made for you. The older system requires other methods



# Working with the price area (PRICE TAB)

#15 Please enter a Retail – Sell Price

Retail - Sell: \$0.00

AD Price: \$0.00

By Count: 0

Product Cost: 0

Disc Price: 0

GP: \$0.00 - Retail

\$0.00 - AD Price

Changed

Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!

PLU\_Num: 9999

Description:

You may also enter AD Pricing and ON/OFF Date information at this time but typically we suggest doing that later after making the new PLU Active. Costing may also be added.

# Working with Scale Setup Information

#16 Enter Item Type (Random Weight, By Count or Fixed Weight) \* **Critical**

Please note if using By Count/Fix Weight you should have also set on The Pricing Tab a By Count of 1 or greater

#16

Item Type  Fractional Pricing  0

Tare  Force Tare

**UPC Code**  
Double click for Make UPC

Net Weight  0 UPC Lead  0

Product Life  0 Shelf Life  0

Custom Tare  0 Label  Avery Berkel Graphic  Safe Handle

**Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!**

PLU\_Num:  9999 Description:

**Price**

Retail - Sell  \$0

Product Cost  0

Disc Price  0

GP

Discount Price

Changed

**Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!**

PLU\_Num:  9999 Description:

By Count  0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Fixed Weight  
Items Require a  
Weight in OZ  
format 16 = 1 LB

#17 Tare – Enter in .XX format your Tare for All Scales for Avery Scale use the custom Tare Below

#18 Force Tare

#19 UPC Making is automated by Double Clicking. You may also enter a properly format system EAN UPC here

#20 Product & Shelf Life

Please enter a number

The screenshot shows a 'Scale Setup' window with various input fields. Annotations are as follows:

- #17**: Points to the 'Tare' input field.
- #18**: Points to the 'Force Tare' checkbox.
- #19**: Points to the 'UPC Co' field with the text 'Double click for Make UPC' below it.
- #20**: Points to the 'Product Life' and 'Shelf Life' input fields.

Other visible fields include: Item type, Fractional Pricing, Primary Label Type, Secondary Label Type, Graphic #, Advanced Print, Label Other, Custom Tare, Label, Graphic, Safe Handle, and a yellow footer with the text: 'Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!'.

#21 You **must** enter a valid label # You can double click to enter more labels

#22 You need to enter a valid graphic # You can double click to enter more graphic types if needed. Please note Graphics are made by the scale vendor

The screenshot shows a software interface with several sections:

- PLU** and **Price** tabs at the top.
- Item Type** dropdown menu.
- Fractional Pricing** dropdown menu with value 0.
- Primary Label Type** dropdown menu with value 0, marked with a red #21.
- Secondary Label Type** dropdown menu with value 0.
- Graphic #** dropdown menu with value 0, marked with a red #22.
- Advanced Print** dropdown menu with value 0.
- Label Other** dropdown menu.
- COOL** dropdown menu.
- Net Weight** and **UPC Lead** input fields, both with value 0.
- Product Life** and **Shelf Life** input fields, both with value 0.
- Custom Tare** dropdown menu with value 0.
- Label** dropdown menu, marked with a red #21.
- Graphic** dropdown menu, marked with a red #22.
- Safe Handle** checkbox.
- PLU\_Num.** input field with value 9999.
- Description:** input field.
- Warning banner:** "Remember to assign a Dept/Cat, Ingredients, and Nutrifacts. These are all required, and can't be added later!"



248-358-7370 ext 2 for support