

How to create Store Items

Store items are the system's representation of the physical items that is being sold inside your c-store. This record holds information such as the item UPC /PLU, category, pricing, etc.

Steps:

1. **Store** menu, go to the **Pricebook** area click **Store Items**.
2. The main screen, also called as a search screen for **Store Items** will display.

Search Store Items

Close

Store Items | Vendor Product | Details

Open Selected | Export | Columns | View | New 61 records (1 selected)

Item No | Description | Short Name | Category | NACS Category | Default UOM | Manufacturer | Active

120001291-copy	PEPSI CLEAR		7-Pop/Energy		Each		✓
120001291	PEPSI CLEAR		7-Pop/Energy		Each		✓
1200000189-copy	Clear Pepsi 20oz	3	7-Pop/Energy		Each		✓
1200000189	Clear Pepsi 20oz		7-Pop/Energy		Each		✓
1200000179	Clear Pepsi 20oz	Clear Pepsi	7-Pop/Energy		Each		✓
12000001291	Pepsi 20oz	Pepsi 20oz	7-Pop/Energy		Each		✓
42100914980	PEPSI PRODUCT 2...		27-Vendor Coupo...	33	Each		✓
1200081333	PEPSI DT 16oz		7-Pop/Energy	7.02	Each		✓
1200081332	PEPSI 16oz		7-Pop/Energy	7.02	Each		✓
1200080999	PEPSI WILD CHER...		7-Pop/Energy	7.01	Each		✓
1200080995	Pepsi Diet 12 pk c...		7-Pop/Energy	7.01	Each		✓
1200080994	PEPSI 12 pk cans		7-Pop/Energy	7.01	Each		✓

1.56s | Ready Refresh

3. Click **New**.
4. A blank screen for **Store Item** will display.

Store Items -

Save | Undo | Duplicate | Item | Create New | Close

Details | Cost/Retail | POS | Audit Log

Item No * | Description * | Short Name

Category * | Family | Class

Subcategory | Status | Active | Manufacturer

NACS Category

Vendor

+ Insert | X Remove | Export | View | Filter (F3)

Vendor	Vendor Product *	Product Description *
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Unit of Measurement

+ Insert | X Remove | Export | View | Filter (F3)

Unit *	Unit Qty	Short UPC	UPC Code	UPC-A	SCC-14, GTIN	UPC Description	Modifier	Stock Unit	Allow Purchase	Allow Sale
0										

7.14s | Edited | Page 1 of 1 | Refresh

5. Enter the following details:
 - **Details** tab
 - Header details:
 - Item No - Required.
 - Category - Required.
 - Subcategory
 - NACS Category
 - Description
 - Family
 - Status
 - Short Name
 - Class
 - Manufacturer

- Vendor grid
 - Vendor
 - Vendor Product
 - Product Description
- Unit of Measure grid
 - Unit
 - Unit Qty
 - Short UPC
 - UPC Code
 - UPC-A
 - SSC-14, GTIN
 - UPC Description
 - Modifier
 - Stock Unit
 - Allow Purchase
 - Allow Sale
- **Cost/Retail** tab
 - Cost grid
 - Store No.
 - Location
 - Cost
 - Effective Date
 - Type
 - Retail grid
 - Store No.
 - Location
 - UOM
 - Retail Price
 - Effective Date
 - Type