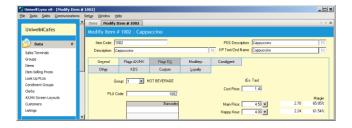Topic: **CREATING NEW ITEMS IN YOUR DATABASE**

This tutorial is written for Uniwell Lynx installations using AX or HX model POS terminals. Sites using older POS terminals may require different instructions. Please consult your Lynx Software support provider for further information.

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

While entering new items in Uniwell Lynx is a relatively 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 your data entry process much more efficient.

1. **Group / Item Code**
   Decide what Group you want the new item to go into. Bear in mind that the Item should go into a Group with the same Tax Assignment. (See the "Correct Configuration of Australian Tax Settings" tutorial.)

   Some sites choose a structured numbering system based on the Group code – for example, items in Group 1 are numbered between 1000 and 1999, items in Group 13 are numbered 13000 to 13999. If you are using such a system, find an available code within the Group's allocated range.

   Note: Uniwell Lynx does allow an alpha-numeric Item Code structure.

2. **PLU Code / Barcodes**
   For the item you create to be sent to the POS terminal, it will need to be assigned a PLU (Price Look up) code, and/or a barcode suitable for scanning at the POS. An item not assigned a PLU Code or a Barcode will not be sent to POS.

   The PLU code <u>must</u> be numeric. If you are using numeric only Item Codes, you can use the same number for both.

   If an item has a valid barcode that can be scanned at the POS, this will need to be entered into Uniwell Lynx. A single item can have multiple barcodes assigned to it. This is particularly useful when an item in your database has multiple varieties, but you only wish to account for the main product in reports or stock control. (eg. 'Potato Chips 50g' may have plain, bbq, salt & vinegar flavours – all of which have separate barcodes.)

3. **Tax assignment**
   Assign the Item to the correct Tax Code. (See the "Correct Configuration of Australian Tax Settings" tutorial.)

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. Remember, where GST is applicable to an item, Cost Prices are entered into the database exclusive of GST, whereas Selling Prices are entered inclusive of GST.

5. **Condiment Group or Sort PLU settings**
   If your Uniwell POS terminal has been configured with these features, give consideration to what settings are required in your software so that the new item appears in the appropriate location.

6. **Other POS terminal settings**
   If you have specific requirements of the Item at the cash register (eg. specific text descriptions, kitchen printing assignments or scalable item settings) you can enter these settings in the Add/Modify Item screen of Uniwell Lynx. You may need to consult Lynx Software support provider for advice on what you are trying to achieve.

> Note: If you are using the optional Stock Control and Linked Items modules of Uniwell Lynx, there will be other settings that you will need to be aware of when doing data entry. Please discuss this with your Lynx Software support provider.