



The main toolbar is active in ALL views.

PLU

1) **Adding a PLU:**

- a) Click on the 'PLU' button in the middle of the screen. The PLU view is in browse mode. Go to the Main Toolbar and click on the Add Button.

The screenshot shows the 'Add: PLU' window with the following sections and fields:

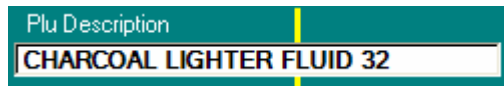
- PLU#**: A yellow callout box points to the 'PLU' button in the top navigation bar.
- Tracking PLU #**: A yellow callout box points to the 'Tracking PLU' field in the 'Inventory Tracking' section.
- Tracking Qty Per PLU**: A yellow callout box points to the 'Tracking Qty per Plu' field in the 'Inventory Tracking' section.

Section	Field	Value
PLU Header	PLU Number	
PLU Header	Plu Description	
PLU Header	Modifier	0
PLU Header	Size	
PLU Header	Department	
PLU Header	Account	57 FORMELLA
Pricing	Retail	.00
Pricing	Cost	.0000
Pricing	Buy Down	.00
Pricing	Gross Profit %	.00
Pricing	Case/Package Quantity	1
Pricing	Mark Up %	.00
Promotions	Is Item on Promotion?	N
Promotions	Discount Y=\$ N=%	N
Promotions	Discount Amount	.00
Promotions	Car Wash Plu?	N
Promotions	Car Wash Disc Type	0
Promotions	Car Wash Min Purchase	.00
Promotions	Car Wash Prod Code Restriction	0
Promotions	Start Promotion	00-00-0000
Promotions	End Promotion	00-00-0000
Promotions	Date	00-00-0000
Promotions	Time	12:00:00 AM
Ruby Setup	Sellable?	N
Ruby Setup	Returnable?	N
Ruby Setup	Open PLU?	N
Ruby Setup	Tax 1?	N
Ruby Setup	Tax 2?	N
Ruby Setup	Tax 3?	N
Ruby Setup	Tax 4?	N
Ruby Setup	Alcohol ID Ck?	N
Ruby Setup	Tobacco ID Ck?	N
Ruby Setup	Food Stamps?	N
Ruby Setup	Product Code	
Ruby Setup	Fractional Quantity?	N
Ruby Setup	Fee Charge	
Ruby Setup	Fee Charge Amount	.00
Ruby Setup	Fee Charge is Bottle Deposit	N
Ruby Setup	Special Discount	N
Ruby Setup	Blue Law1	N
Ruby Setup	Blue Law2	N
Ruby Setup	Allow Commission	N
Ruby Setup	Vendor Product Code	
Ruby Setup	GL#	
Ruby Setup	Is This A Cigarette?	N
Ruby Setup	Scanned Entire Store?	N
Ruby Setup	Last Scanned Item?	N
Ruby Setup	Sent to Ruby Today 1=No	0
Ruby Setup	Added	05-28-2008
Ruby Setup	Edited	05-28-2008
Inventory Tracking	Tracking Qty per Plu	1.0000
Inventory Tracking	Tracking Qty On Hand	.0000
Inventory Tracking	Tracking Replc Cost/Item	.0000
Inventory Tracking	Tracking Tot Replc Cost	.0000
Inventory Tracking	Update Weighted Avg	.0000
Inventory	Starting	0.00
Inventory	Adjustment	0.00
Inventory	Sold	0.00
Inventory	Purchased	0.00
Inventory	Spoilage	.0000
Inventory	On Hand	0.00
Inventory	Physical Count	0.00
Reordering	Min Stock	.00
Reordering	Max Stock	.00
Reordering	Qty to Order	.00
Item Location For Manual Inventory Counting	Aisle	0
Item Location For Manual Inventory Counting	Section	0
Item Location For Manual Inventory Counting	Shelf	0
Item Location For Manual Inventory Counting	Position	0
Item Location For Manual Inventory Counting	Print Inventory Worksheet	
Item Location For Manual Inventory Counting	Manual Inventory Counts	

To add a new PLU number, place the cursor in the “Plu Number” field. Scan the item using the desktop scanner. This is the white desktop that is connected to the computer.



- i) When entering a PLU Number manually, always enter the little number to the left of the barcode first (the one circled in red), then follow it with the numbers that are within the barcode (circled in green).
 - ii) After scanning in the PLU#, the software will check to see if this PLU# already exists. If the software finds the PLU# it will bring up the existing record, to make any necessary changes. If it does not find the record, then continue to enter in the information for this record.
- b) After the PLU# is scanned in, place the cursor in the description field. Type in the description of the item.
- i) When typing in the item description, the Ruby will not be able to display the full length of this description field. The Ruby will only display the first 19 characters in the Plu Description field.



- ii) **IMPORTANT-** You cannot use the following characters in your description field.
 - (1) Caret - ^
 - (2) Quote – “
 - (3) Tilde - ~
 - (4) Comma - ,
 - c) In the Cost Field enter the Cost of the PLU#. If this PLU# is a carton of cigarettes, then enter the cost of the full carton of cigarettes.
 - d) Retail Field. Enter the retail of the PLU#. If this is a carton of cigarettes, enter in the Retail of the full carton of cigarettes.
 - i) Sellable? Field. Place a ‘Y’ in this field if this item is sellable. Only those items that you list as sellable will be sent up to the Ruby.
 - e) In the tax fields place a ‘Y’ if this taxable. Place an ‘N’ if it is not taxable.
- 2) **INVENTORY TRACKING:**
- a) After scanning in the PLU# it also shows up in the ‘Tracking PLU’.



b) Tracking cigarettes by the Pack

HOW TO ADD A CARTON OF CIGARETTES:

Plu Number	Plu Description	Modifier	Size
02820000818	CARTON OF CIGARETTES	0	car
Department	5	CIGARETTES	
Account	2	DATAMAKERS, INC	

Inventory Tracking	
Tracking Plu	01230000066
Tracking Qty per Plu	10.0000
Tracking Qty On Hand	.0000
Tracking Replc Cost/Item	.0000
Tracking Tot Replc Cost	
Update Weighted Avg	

Pricing		Ruby Setup	
Retail	.00	Sellable?	Y
Cost	2.7130	Returnable?	Y
		Open PLU?	N

The carton PLU number.

Tracking Qty Per PLU = 10

The Pack PLU number.

- i. To add a carton of cigarettes, scan in the PLU number of the carton.
- ii. Move the cursor to the tracking PLU box and highlight the numbers.
- iii. Scan in the pack of cigarettes and it will replace the carton number.
- iv. Since there are 10 packs of cigarettes in each carton, type in 10 for the “Tracking Qty per PLU” field.
- v. Every time a carton of cigarettes is sold, 10 packs of cigarettes will be deducted from the inventory.

HOW TO ADD AN INDIVIDUAL PACK OF CIGARETTES

Plu Number	Plu Description	Modifier	Size
01230000066	PACK OF CIGARETTES	0	pak
Department	5	CIGARETTES	
Account	2	DATAMAKERS, INC	

Inventory Tracking	
Tracking Plu	01230000066
Tracking Qty per Plu	1.0000
Tracking Qty On Hand	.0000
Tracking Replc Cost/Item	.0000
Tracking Tot Replc Cost	.0000
Update Weighted Avg	2.7590

Pricing		Ruby Setup	
Retail	.00	Sellable?	Y
Cost	2.7590	Returnable?	Y
		Open PLU?	N

Pack PLU number.

Tracking Qty Per PLU = 1

- i. To add a pack of cigarettes, scan in the PLU number of the pack.
- ii. With the pack of cigarettes the PLU number is going to be the same for the PLU NUMBER and the TRACKING PLU.
- iii. Only the pack is going to be sold, so the TRACKING QTY PER PLU is going to be 1.

d) Tracking soda by the 12 pack.

HOW TO ADD A PACK OF SODA

Plu Number	Plu Description	Modifier	Size	Inventory Tracking	
01201450055		0		Tracking Plu	01201450055
Department				Tracking Qty per Plu	1.0000
Account	2	DATAMAKERS, INC		Tracking Qty On Hand	.0000
Pricing		Ruby Setup		Tracking Replc Cost/Item	.0000
Retail	.00	Sellable?	Y	Tracking Tot Replc Cost	.0000
Cost	.0000	Returnable?	Y	Update Weighted Avg	.0000
		Open PLU?	N		

**12 Pack
PLU
number**

**Tracking Qty
Per PLU = 1**

- i. To add a pack of soda, scan in the PLU number of the pack.
- ii. The PLU number is going to be the same for both the PLU NUMBER and the TRACKING PLU number.
- iii. Since we are tracking by the 12 pack and we are selling a 12 pack the TRACKING QTY PER PLU is going to be 1.

HOW TO ADD AN INDIVIDUAL CAN OF SODA

Plu Number	Plu Description	Modifier	Size	Inventory Tracking	
01200000013	Soda Can	0		Tracking Plu	01201450055
Department				Tracking Qty per Plu	.0833
Account	2	DATAMAKERS, INC		Tracking Qty On Hand	.0000
Pricing		Ruby Setup		Tracking Replc Cost/Item	.0000
Retail	.00	Sellable?	Y	Tracking Tot Replc Cost	.0000
Cost	.0000	Returnable?	Y	Update Weighted Avg	.0000
		Open PLU?	N		

**Individual
Can PLU
number**

**Tracking
Qty Per PLU
= .0833**

**12 Pack PLU
number**

- i. To add a can of soda, scan in the PLU number of the can.
- ii. Move the cursor to the tracking PLU box and highlight the numbers.
- iii. Scan in the 12 pack of soda and it will replace the can number.
- iv. Since we are tracking 12 packs of soda, we have to figure out what the quantity of one can is of a 12 pack.
 - a. To do this we would take $1 \div 12 = .08333$.
 - b. In the TRACKING QTY PER PLU fieldre going to put **.0833**.
 - c. If selling 6 packs it would be $1 \div 6 = .1666$
 - d. If selling 4 packs it would be $1 \div 4 = .25$