



The main toolbar is active in ALL views.

## Purchases

**Add: Purchase**

**Purchase** | Payments

Rec#: 941    Acc#: 2    DATAMAKERS, INC    Added: 06-24-2008    Save

Invoice#    Invoice Date    Due Date    Invoice Total    Payment    EOD    Pay Out?    Redisplay

00-00-0000    00-00-0000    .00    0    N

Find PLU    Fuel Purchase

Plu#    Size    Dept#    GL    Add This Item

Quantity: .000    Cost: .0000    Retail: .00    BtlDepst: .00

Line#	Plu Number	Plu Name	Quantity	Cost	Retail	GrProfit%	BtlDepst	Cost Total	GL	Dept	Prod
0 No Records											

Electronic Invoicing    Vendor Disc %: .0000    Total Cost: 0.00

REPORTS    Vendor Disc Amt: .00    Adjustment +/-: .00

Search Line Items    Retail Total: 0.00    Invoice Total: .00

Gross Profit: .00    Amount Paid: .00

Balance Due: .00

- 1) To manually add a PLU # type or scan in the number and add any additional information into the fields inside the red box.
- 2) When you type a **new** 11-12 digit PLU number in the PLU # field and after clicking the 'Add this Item' button it will take you to another window where you can make changes to the PLU.
- 3) Save.

**Add: PLU From PurchaseLine**

Plu Number: 156246546864    Plu Description:    Modifier: 0    Size:    Department:    Account: 2    DATAMAKERS, INC

PRICING		Verify Items	
Retail	.00	Sellable?	Y
Cost	.0000	Returnable?	Y
Buy Down	.00	Open PLU?	N
Gross Profit %	100.00	Tax 1?	N
Mark Up %	.00	Tax 2?	N
Case/Package Quantity	1	Tax 3?	N
		Tax 4?	N
		Alcohol ID Ck?	N
		Tobacco ID Ck?	N
		Food Stamps?	N
		Product Code	
		Fractional Quantity?	N
		Fee Charge	
		Special Discount	N
		Blue Law1	N
		Blue Law2	N
		Allow Commission	N

**PROMOTIONS**

Is Item on PROMO? N    Discount Y=\$ N=% Y    Discount Amount: .00

Car Wash Plu? N    Car Wash Disc Type: 0    Car Wash Min Purchase: .00    Car Wash Prod Code Restriction: 0

Start PROMO    End PROMO

Date: 00-00-0000    00-00-0000    Time: 12:00:00 AM    12:00:00 AM

**Inventory Tracking**

Tracking Plu: 15624654686

Tracking Qty per Plu: 1.0000    Tracking Qty On Hand: .0000

Tracking Replc Cost/Item: .0000    Tracking Tot Replc Cost: .0000

Update Weighted Avg: .0000

**Purchase**

Quantity: .000

Delete Purchase Item

Save    Cancel

Print Label