



THE "WORLD'S MOST LIT POINT OF SALE SYSTEM"

8/10/23

Creating a Cannabis Item

Go to Pricebook > Add item.

You must first enter a UPC code.

A screenshot of the "Add Pricebook Item" form. The form has a blue header with the title "Add Pricebook Item". Below the header are several tabs: "Basic Info", "Promotions", "Quantity Choices", "Modifier Groups", and "Item is a Carton". The "Basic Info" tab is active. The form contains several input fields: "UPC:" with a red border, "Item Desc:" with a red border, "Size:" with a grey border, and "Department:" with a dropdown menu showing "select department" and a red border. Below these are several toggle and input options: "Variable Price:" with a "No" toggle and a note "(Price will be set at checkout time)", "Price:" with a value of "1" and "item for" with a value of "\$ 0.00", "EBT Eligible:" with "Yes", "No", and "Dept" buttons, "Sold by weight:" with a "No" toggle, "Price includes taxes (if applicable):" with a "No" toggle, "Price includes fees (if applicable):" with a "No" toggle, and "Fee multiplier (if applicable):" with a value of "1". At the bottom are "Cancel" and "OK" buttons.

If your item has a UPC barcode on the package, you can scan it to fill in this field. If not, please use a 4 digit number greater than or equal to 6000 instead. Also make sure that the cannabis item is associated with a cannabis department.

Beyond the above steps you are free to configure your price and other settings as you see fit.