

Recording Items in QuickBooks

How to make PLU codes.

PLU = "Price Look UP"

Our PLU codes consist of three parts:

GG.MM.SSSSSSS

G = Group; always two letters (no numbers, signs or spaces)

For example:

PR = Printers,

DT = Desktop PCs

M = Manufacturer; always two letters (no numbers, signs or spaces)

For example:

HP = Hewlett Packard,

KA = Kaspersky

If the manufacturer is unknown, or changes all the time, we use "OE" (for "*original equipment manufacturer*")

S = Specifics; between 1 and 8 letters or numbers, but no signs or spaces (so codes having "/" and "-" are wrong)

For example:

P2055D - a printer model code

08GB - the size of a flash drive (we added a '0' before the 8 so that QB sorts it properly in the sequence 02, 04, 08, 16, 32)

USBHUB7 - the function, connectivity and size of a USB hub.

How to write the Description on Sales Information.

Item descriptions should be uniform. Our website sorts alphabetically by the description, and it is important that similar items are grouped together.

For example, start with All in One for every AIO, Mono Laserjet for black only laser printers, etc.

When adding a PLU, look how other similar items are recorded.

Item descriptions should be highly informative. We can advise the customer better with full information, and it improves the usefulness of our website.

For printers, mention format (A4/A3), whether colour, technology (dot matrix, laser, inkjet), connectivity (USB, LAN, WIFI), what cartridges it uses.

For cartridges, mention how many pages it prints

Laptops whether they have a licensed operating system, and which one.

Item descriptions should be presented well.

After punctuation signs (./-) put a space.

Avoid spelling errors. In QuickBooks, turn on spell checking: Edit – Preferences – Spelling; tick always check spelling etc." Descriptions appear on the web site, which should be spelled well for a professional image.