

ADDING A NEW STATE ITEM

1. In the RMH Manager, click Merchandising – Items.
2. Click New at the top of the window (purple button).
3. Select 'Standard Item' and then click OK.
4. Fill out the following information the item tabs:
 1. General Tab
 1. Item lookup code is the state liquor number followed by a –1 for single bottle and a –C for a case
Example: Black Velvet
Bottle 111-011777-10-1
Case 111-011777-10-C
 2. Description is physical description of item.
 3. Department & Category
 4. Price is the retail, walk-in price.
 2. Purchase Tab should have appropriate Supplier (MTDOR), Supplier Cost(MTDOR Cost), Reorder Number(MTDOR Number), and MPQ (Case Quantity)
 3. Pricing Tab (PRICES LEVELS HERE ARE FOR MONTANA LIQUOR STORES)
 1. Price is the retail, walk-in price
 2. Cost is item cost
 3. Price level A is Posted price from MT dept of revenue
 4. Price level B is the price bars will pay For single bottles Price B = Price A
For cases PRICE B = ((Price A X Case Quantity) – 8%)
 4. Aliases Tab Use the Aliases tab to set up all the aliases for the item. They are easier to remember and ring up than a long manufacturer code or UPC. In a way, aliases are like nicknames. The alias table lists all the alternate item lookup codes that can be used for the item. Store Operations will search these alternate lookup tables when it cannot find the item using the item lookup code. Two items may not share the same alias. For State Items, we put the product's barcode in as an alias.
Example: Black Velvet would have two aliases
 1. The product 12 digit barcode printed on the product
 2. The middle part of the state number 11777
 5. Special Tab This is where you set up the parent child relationship in the bottle properties (cases items do not need this set up)
 1. Parent item This is the Case item (case items should be should be set up before single items)
 2. Child quantity The number of single items contained within a case item. When this is set up correctly, the cases will be broke when singles reach zero.
 6. To add this item to the database, click Save & Close.

Note: You can use the MT Liquor Import Program to help fill in information for missing fields. The MT Liquor Import Program looks for the state number in the Item Lookup Filed and will populate certain fields for you. The fields the MT Liquor Import Program will populate are: Cost, Price A, Price B, Supplier, Supplier Cost, MPQ These are on the items purchase & pricing tabs.