



INSTRUCTIONS FOR PLU MAPPING WITH NCR ENCOR POS SYSTEM

Updated September 2024



NCR ENCOR

NCR ENCOR is a complete point of sale solution that includes both a frontend grocery point of sale system with a back office. If your store has Encor, your store or a separate location within your business will have a computer that manages your stores financial and inventory records.

Why PLU Map?

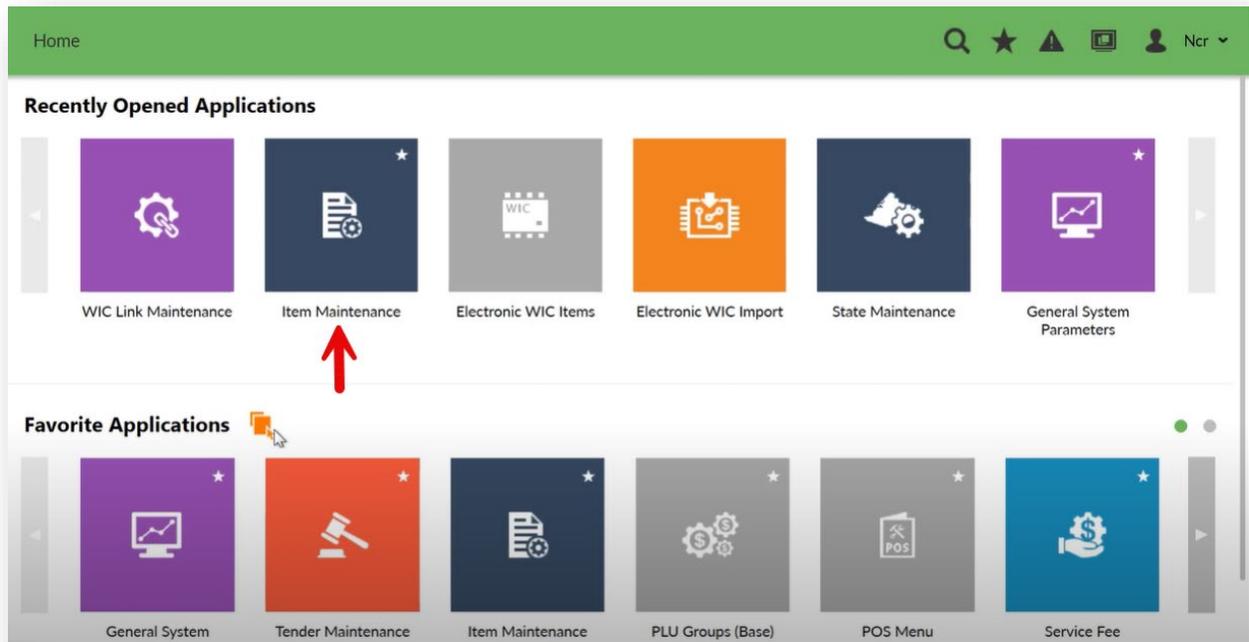
Just like with any other point of sale system, PLU mapping, or the process of linking UPCs and store-specific fresh produce PLUs to WIC-eligible PLUs, is a necessary step to redeem fresh produce without error.

Failure to map PLUs means a WIC client cannot buy the item at your store. To assist with PLU mapping, the Michigan WIC Program is providing the following basic step-by-step guide for PLU mapping using your system. If you prefer, you may also reference this [video guide](#) published by BMC. For more detailed information, our office encourages you to reach out to your POS provider for further instruction. Her

Step 1: Open Encor Application on your computer



Step 2: Click on “Item Maintenance”



Step 3: Enter 4469 in the UPC entry field in the top of the screen. You will set up and edit an item with UPC "4469."

The screenshot shows a software interface for item management. At the top, there is a menu bar with 'File', 'Short Cuts', 'Batch', 'Save', 'Delete', and 'Close'. Below the menu bar, the 'Upc:' field contains '0000000004469' and is highlighted with a red arrow. The 'Current Vendor:' field contains '99999'. The 'Item:' and 'W Code:' fields are empty. The 'Future Cost' field is also empty.

The main area is divided into several sections:

- Item Information:** POS Desc: WIC PRODUCE, Description: WIC PRODUCE, Department: 15 PRODUCE, Unit Size: 0.0000, UOM: [empty], Category: [empty], Price Link: [empty], Size Desc: [empty], RPack: [empty], Price: 1 0.00 100.0000 % Rc: [empty], Price Mthd: 1-Unit price with rounding, MM: [empty], Item Link: 000000000000000, Alt Price: 0 0.00 100.0000.
- Vendor Info:** Vendor Info: 99999, Case Pack/Cost: 1 0.0000, Split Cost: 0.0000, Deposit: 0.0000, Case Upc: 000000000000000, Pack Description: [empty], Start On: [empty], Net Unit: 0.0000, Unit Cost: 0.0000, Net Cost: 0.0000, Do Not Receive: [checkbox].
- Deals:** Amount: 0.0000, Dates: [empty] To [empty], Percent: 0.0000, Deal #: [empty], MM: [empty], Total: 0.0000, Type #: 0 - AFFECT INVOICE.
- Labels:** Count: 1, Group: [empty], Add Tag (F3), Tag List (F4).
- Current Batch:** [empty] of 0, Add Labels.
- Options:** Tax 1 [checked] FS, Tax 2 [checkbox] Wic, Tax 3 [checked] Require Price, Tax 4 [checkbox] Prohibit Qty, Tax 5 [checkbox] Require Qty, Tax 6 [checkbox] Ex Min Purch, Tax 7 [checkbox] Visual Verify, Tax 8 [checkbox] Restrict Sale, Discountable [checkbox], Non Merch [checkbox], Cost Plus [checkbox], Fuel Item [checkbox], Assume Qty [checkbox], Ex Min Purch [checkbox], Rx [checkbox], NonRx [checkbox], WicCVV [checkbox], Dec Qty [checkbox], Bonus Cpn [checkbox], Auth Req [checkbox], Exclude From Promo [checkbox], Print Item # [checkbox].
- Family Code:** Family Code 1: [empty], Family Code 2: [empty], Return Code: [empty].
- Item Type:** 0 - Normal Item.
- Restriction Code:** [empty].
- Message Id:** [empty].
- EAN Cpn Code:** [empty].
- Item Restriction:** [empty].
- Velocity Code:** [empty].

Step 4: Set POS Description, Description, and Department to accurately reflect that the item is in your produce department. Your store may vary, but an example is shown below:

The screenshot displays a software interface for item configuration. At the top, the menu bar includes 'File', 'Short Cuts', 'Batch', 'Save', 'Delete', 'Close', 'Entry Mode: None', 'Vendor: None', and 'Vendor List'. Below the menu, the 'Upc' field is set to '0000000004469' and 'Current Vendor' is '99999'. The 'POS Desc' field is 'WIC PRODUCE', 'Description' is 'WIC PRODUCE', and 'Department' is '15 PRODUCE'. Three red arrows point to these fields. Other fields include 'Unit Size: 0.0000', 'Price: 1 0.00', and 'Price Mthd: 1-Unit price with rounding'. A 'Labels' section shows 'Count: 1' and 'Group:'. The 'Vendor Info' section for vendor '99999' shows 'Case Pack/Cost: 1 0.0000', 'Split Cost: 0.0000', 'Deposit: 0.0000', and 'Net Unit: 0.0000'. A 'Deals' section shows 'Amount: 0.0000' and 'Total: 0.0000'. The bottom section contains a 'Pricing' tab with various tax and flag checkboxes, such as 'Tax 1 FS' (checked), 'Tax 3 Require Price' (checked), and 'Tax 4 Prohibit Qty'. It also includes fields for 'Family Code 1', 'Item Type: 0 - Normal Item', and 'Restriction Code'.

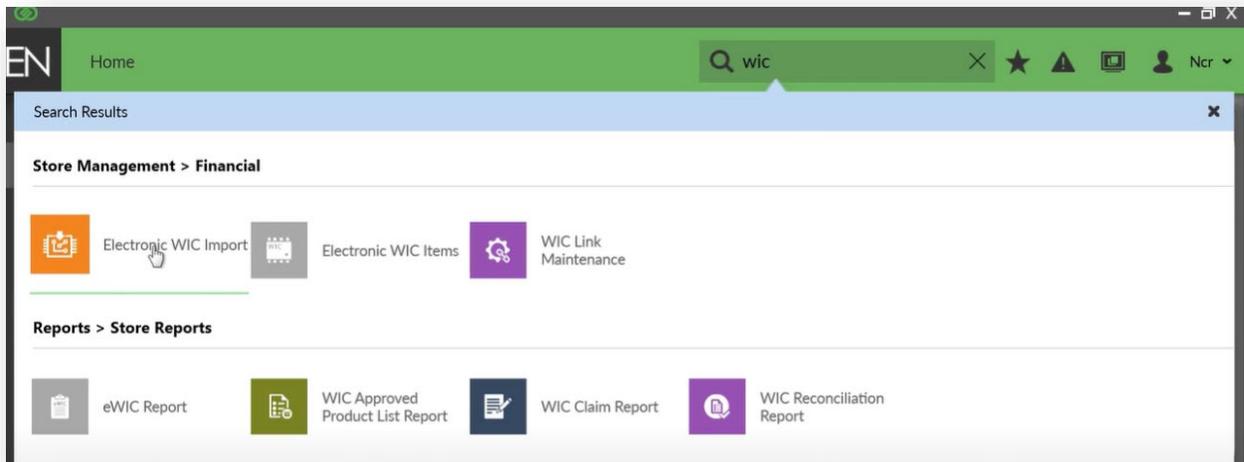
Step 5: Set price to zero and click POS flags to find and click the option to “require price.”

(This will make sure your store will charge the price of items you will link to 4469. You do not need to click the WIC flag on 4469 because this PLU is in the Michigan WIC APL).

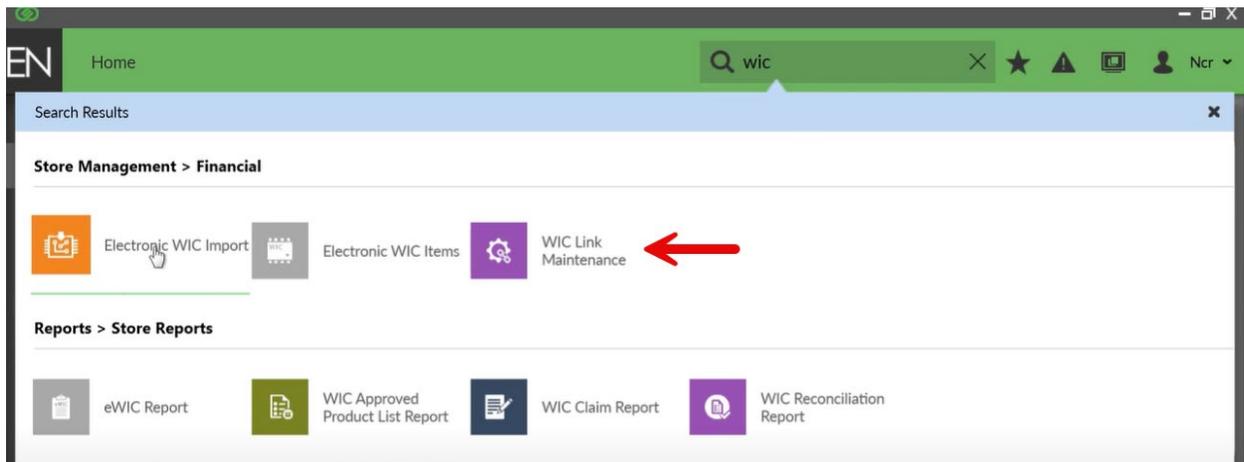
The screenshot displays a software interface for item management. At the top, the menu bar includes 'File', 'Short Cuts', 'Batch', 'Save', 'Delete', 'Close', 'Entry Mode: None', 'Vendor: None', and 'Vendor List'. The main window is divided into several sections:

- Item Information:** Includes fields for 'Upc' (0000000004469), 'Current Vendor' (99999), 'Item', 'W Code', and 'Future Cost'. Below this are fields for 'POS Desc' (WIC PRODUCE), 'Description' (WIC PRODUCE), 'Department' (15 PRODUCE), 'Unit Size' (0.0000), 'UOM', 'Seq', 'Aisle', 'Shelf', 'OBI', 'Category', 'Price Link', 'Size Desc', 'RPack', 'Price' (1 0.00), 'Rc', 'Price Mthd' (1-Unit price with rounding), 'MM', 'Item Link' (0000000000000000), 'Scale', 'PC', and 'Alt Price' (0 0.00 100.0000).
- Vendor Info:** Shows 'Vendor Info: 99999' with fields for 'Case Pack/Cost' (1 0.0000), 'Start On', 'Split Cost' (0.0000), 'Net Unit' (0.0000), 'Deposit' (0.0000), 'Unit Cost' (0.0000), 'Case Upc' (0000000000000000), 'Net Cost' (0.0000), and 'Pack Description'. There is also a 'Do Not Receive' checkbox.
- Deals:** Includes fields for 'Amount' (0.0000), 'Dates', 'To', 'Percent' (0.0000), 'Deal #', 'MM', 'Total' (0.0000), and 'Type #' (0 - AFFECT INVOICE).
- Labels:** A pop-up window with 'Count' (1) and 'Group' fields, and buttons for 'Add Tag (F3)' and 'Tag List (F4)'. A red arrow points to the 'Tag List (F4)' button.
- Current Batch:** A table with columns 'Upc', 'Description', 'Regular', 'Batch', and 'Current'. It shows '0' of 0 items.
- Pos Flags:** A section with various checkboxes: Tax 1 (checked), FS (checked), Discountable, Dec Qty, Tax 2, Wic, Non Merch, Bonus Cpn, Tax 3 (checked), Require Price (checked), Plus (checked), Auth Req, Tax 4, Prohibit Qty, Fuel Item, Exclude From Promo, Tax 5, Require Qty, Assume Qty, Print Item #, Tax 6, Ex Min Purch, Rx, Tax 7, Visual Verify, NonRx, Tax 8, Restrict Sale, WicCVV. A red arrow points to the 'Require Price' checkbox.
- Bottom Section:** Fields for 'Family Code 1', 'Item Type' (0 - Normal Item), 'Restriction Code', 'Family Code 2', 'Message Id', 'Item Restriction', 'Return Code', 'EAN Cpn Code', and 'Velocity Code'.

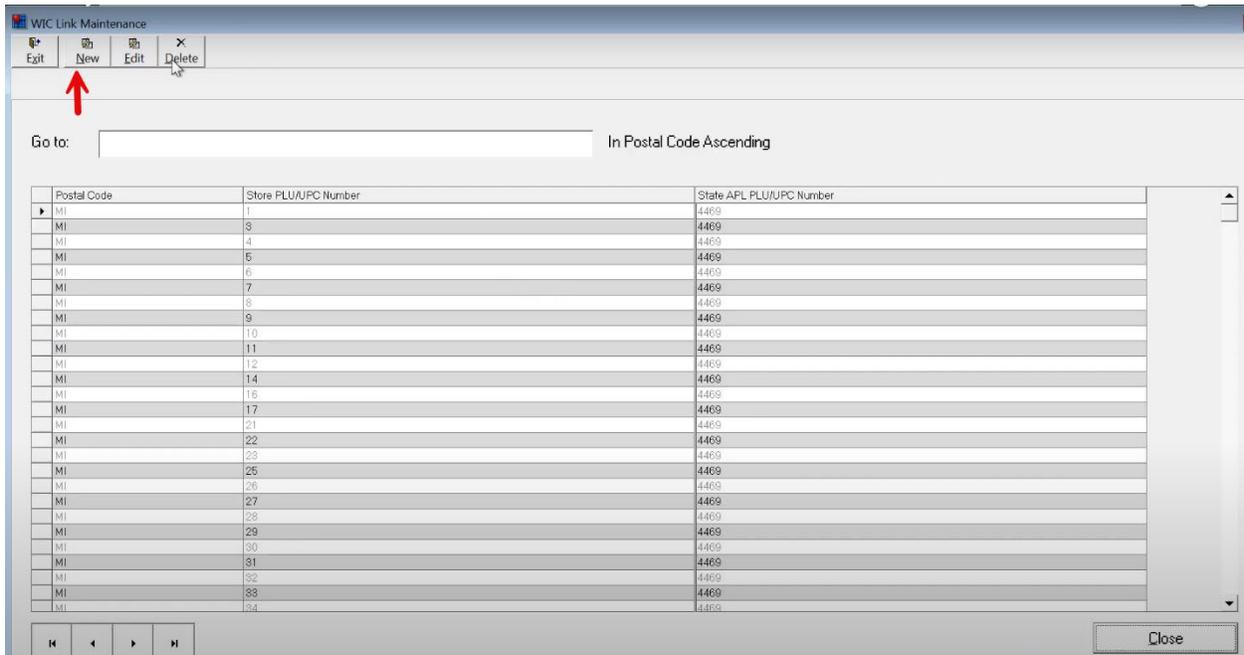
Step 6: Close out of this screen and type “wic” in the search bar in the top right corner of the home screen



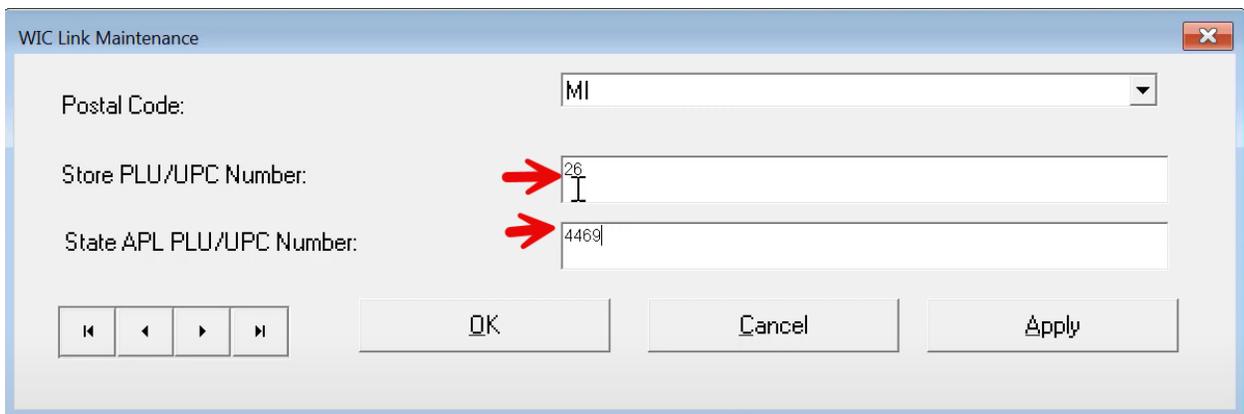
Step 7: Open the application titled “WIC Link Maintenance”



Step 8: Click on “New” in the top left corner of the screen



Step 9: Type the UPC or store PLU in the top field and “4469” in the second field. Click apply to make the confirm the PLU mapping.



Congratulations! You have mapped your fresh produce item to PLU 4469, allowing it to be purchased with WIC benefits. Now you need to go through every WIC-eligible fresh produce item that can be scanned at the register in your store and repeat this process with steps 8 and 9. Make sure to look for all bagged or clamshell produce as well as bulk produce.