



# Master Data Import Solution

- User Manual -

## Master Data Aspects

The master data build process is the most important (except for the user training) aspect of the installation and configuration.

The master data build heavily influences the performance and functionality of Micros Fidelio myinventory. With this in mind it is essential that the Master Data Aspects section be completed:

**TIP:** Read this section before creating your hierarchy. If using a Back Office interface, consult your accounts department to determine if the item group structure reflects the chart of accounts on the accounting system.

- Avoid using the following four characters in all master data entry: ‘ & ; ”
- Do not format the template. Formatting the template (moving and/or deleting columns) makes it unusable.
- All fields are mandatory except Supplier Details and Last Purchase Price/Sales Price.

## Taxes

NORMALLY IN A STOCK CONTROL SOLUTION, THE ITEM PRICING IS HANDLED NET OF VAT. FOR INVOICE APPROVAL AND INVOICE CONTROL PURPOSES, WE DO TRACK THE TAX ASSOCIATED WITH SUPPLIERS, STORES AND ITEM GROUPS. HOW MANY TAXES ARE IN USE IN YOUR ORGANISATION (FOR EXAMPLE UK VAT, FRENCH TAX)? PLEASE INCLUDE THE NAME OF THE TAX AND NUMBER OF TAX RATES ASSOCIATED:

TAX NAME	NUMBER OF RATES
VAT	3 (0%, 5%, 17.5%)

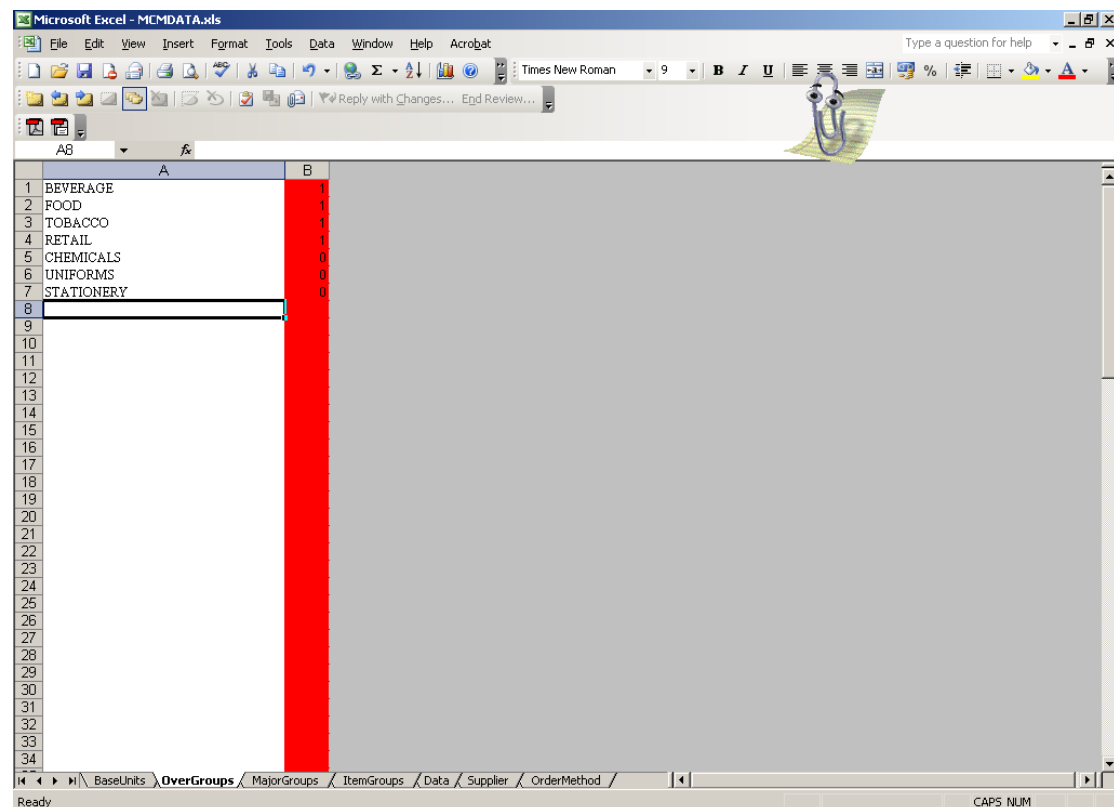
MYINVENTORY HAS **FOUR TIERS** IN ITS REPORTING HIERARCHY; THEY ARE:

1. OVER GROUP (FOR EXAMPLE FOOD)
2. MAJOR GROUP (FOR EXAMPLE MEAT)
3. ITEM GROUP (FOR EXAMPLE BEEF)
4. ITEM (FOR EXAMPLE WHOLE SIRLOIN)

USING THE OVER GROUPS SHEET IN THE **MCMDATA.XLS** SPREADSHEET, ENTER THE NAMES OF ALL THE OVER GROUPS THAT YOUR ORGANISATION WOULD USE.

ENTER A **1** IN THE **B** COLUMN IF THE OVER GROUP CONTAINS ITEMS THAT ARE PROFIT CONTRIBUTION (I.E. ARE USED FORE RE-SALE [FOR EXAMPLE RICE AND BEER]).

ENTER A **0** IN THE **B** COLUMN IF THE ITEMS ARE EXPENSE ITEMS (THEY ARE EXTRA COSTS TO THE BUSINESS NOT INCLUDED IN THE COST OF SALES [FOR EXAMPLE CHEMICALS]).

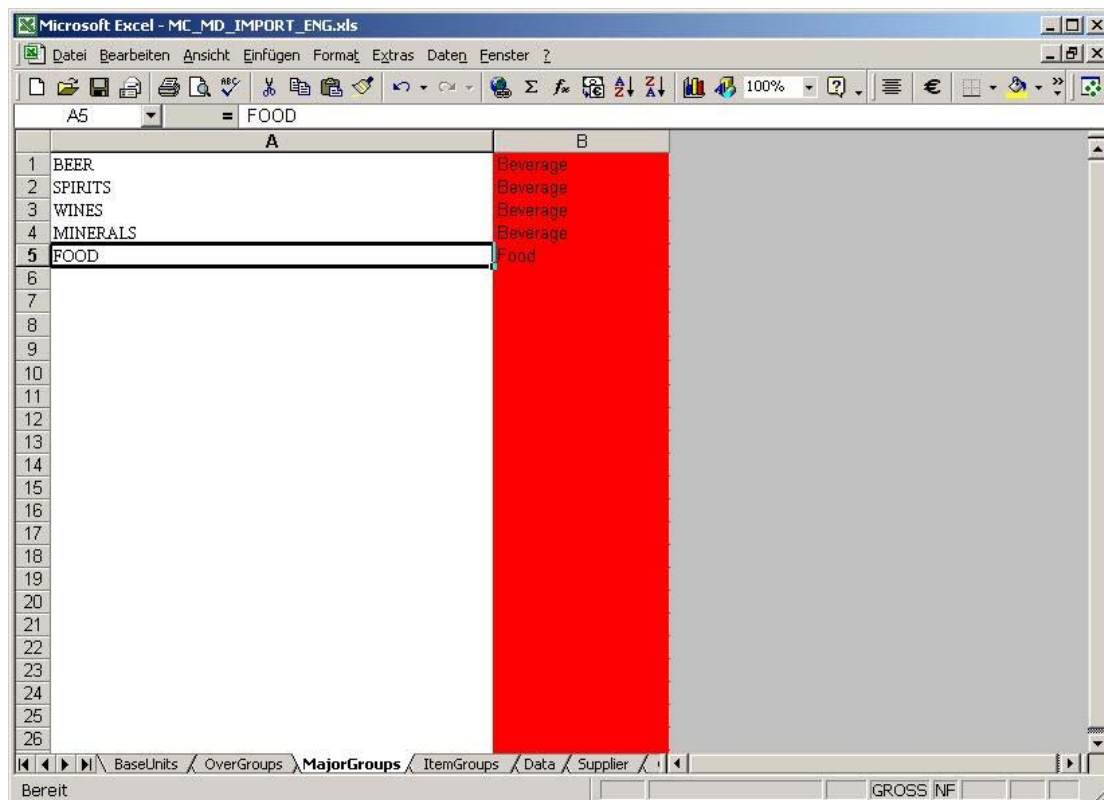


	A	B
1	BEVERAGE	1
2	FOOD	1
3	TOBACCO	1
4	RETAIL	1
5	CHEMICALS	0
6	UNIFORMS	0
7	STATIONERY	0
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ONCE YOU HAVE DONE THIS, SAVE YOUR WORK AND THEN CONTINUE WITH THE MAJOR GROUPS SHEET. HERE, ENTER IN THE NAMES OF THE MAJOR GROUPS THAT WILL BE USED IN YOUR DATABASE (MAJOR GROUPS ARE THE SECOND TIER IN THE REPORTING HIERARCHY), AND THEN LINK THEM TO THEIR OVER GROUP IN THE B COLUMN.

WHEN LINKING THE **MAJOR GROUPS** TO THE **OVER GROUPS**, (FOR EXAMPLE) BY LINKING A MAJOR GROUP TO A PROFIT CONTRIBUTION OVER GROUP, YOU ARE SAYING THAT ITEMS LINKED TO THIS MAJOR GROUP ARE PROFIT CONTRIBUTION ITEMS AS WELL.

IN THE EXAMPLE BELOW EACH MAJOR GROUP CALLED **BEER** HAS BEEN CREATED, AND THEN LINKED TO THE **BEVERAGE** OVER GROUP ETC.



	A	B
1	BEER	Beverage
2	SPIRITS	Beverage
3	WINES	Beverage
4	MINERALS	Beverage
5	FOOD	Food
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REPEAT THIS PROCESS FOR THE ITEM GROUPS. IN OTHER WORDS, IN THE ITEM GROUPS SHEET, TYPE IN THE ITEM GROUP NUMBER IN THE **A** COLUMN (**THE ITEM GROUP NUMBER CAN BE USED FOR INVENTORY COUNT SHEET SORTING**), THE ITEM GROUP NAME IN THE **B** COLUMN AND THEN LINK THE ITEM GROUP TO ITS PARENT MAJOR GROUP IN THE **C** COLUMN.

PLEASE BEAR IN MIND THE POINTS MENTIONED BEFORE IN THAT THE OVER GROUPS, MAJOR GROUPS AND ITEMS GROUPS **REQUIRE PLANNING** BEFORE INPUT. REPORTS CAN GENERALLY BE RUN FOR A SELECTION OF GROUPS (DEPENDING ON THE REPORT) AND EACH GROUP SHOULD BE CONSIDERED AS A LOGICAL CATEGORY OF ITEMS.

PLEASE ALSO CONSIDER THAT EACH INVENTORY ITEM GROUP (CATEGORY OF INVENTORY ITEMS) IS LINKED TO A PURCHASE TAX RATE. WHAT THIS IMPLIES, IS THAT WHEN AN ITEM IS PURCHASED, MYINVENTORY WILL ESTABLISH THE APPLICABLE VAT RATE FROM THE TAX RATE NUMBER ATTACHED TO THE ITEM GROUP, AND THEN

MATCH THIS TAX RATE NUMBER OFF AGAINST A TAX TYPE THAT IS LINKED TO THE SUPPLIER.

YOU MAY WELL COME ACROSS THE SITUATION WHERE A CATEGORY OF ITEMS (FOR EXAMPLE CANNED GOODS) CONTAIN ITEMS THAT ARE VATABLE AND NON-VATABLE. IN THIS CASE, WE CAN CHANGE BEHAVIOUR FOR SPECIFIC ITEMS WITHIN MYINVENTORY – MANAGE ARTICLES MODULE.

	A	B	C
1	200	BOTTLED BEER	BEER
2	201	DRAUGHT BEER	BEER
3	202	VODKA	SPIRITS
4	203	RUMS	SPIRITS
5	204	OTHER SPIRITS	SPIRITS
6	205	RED WINES	WINES
7	206	WHITE WINES	WINES
8	207	FORTIFIED WINES	WINES
9	208	SODA	MINERALS
10	209	FRUIT JUICES	MINERALS
11	210	MINERAL WATER	MINERALS
12	100	CEREAL & PASTA	FOOD
13	101	CANNED GOODS	FOOD
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ONCE YOU HAVE COMPLETED THE OVER GROUP, MAJOR GROUP AND ITEM GROUP SHEETS, SAVE YOUR WORK. BEFORE CONTINUING WITH THE ACTUAL ITEMS (THE DATA SHEET) PLEASE LIST ALL GROUPS, THEIR TAX RATE, AND THEN PARENT GROUPS IN THE EXCEL SHEET.

4.

USING THE MCMDATA.XLS SPREADSHEET, NOW ENTER ALL OF THE INVENTORY ITEMS THAT WILL BE USED IN THE MYINVENTORY INSTALLATION.

MYINVENTORY USES BASE UNITS, THREE OF WHICH ARE RELEVANT HERE, THEY ARE **KILOGRAM, LITER AND EACH**. EACH INVENTORY ITEM HAS TO BE LINKED TO ONE OF THESE THREE BASE UNITS. **THE ITEMS CAN STILL BE USED IN ANY OTHER UNIT (FOR EXAMPLE CASE 24, 11 GALLON KEG)** BUT THESE UNITS NEED TO BE DEFINED LATER.

IN THE DATA SHEET OF THE SPREADSHEET, TYPE IN THE ITEM NAME (BEARING IN MIND ANY LOGICAL NAMING CONVENTION AS USED IN THE EXAMPLE BELOW), AND THEN THE ITEMS NUMBER (IF REQUIRED). THEN LINK THE ITEM TO ITS PARENT ITEM GROUP.

TIP WHEN ENTERING ITEMS, ENTER LIKE ITEMS AT THE SAME TIME (I.E. ENTER ALL OF THE BOTTLED BEERS AT ONCE). THEN JUST DRAG THE ITEM GROUP AND UNIT FROM THE FIRST RECORD TO ALL OF THE OTHER RELEVANT ITEMS IN THAT GROUP.

NOTE ALSO THAT THE BOTTLED BEERS, BOTTLED SODAS ARE LINKED TO AN EACH AND NOT LITER. THIS IS BECAUSE THE ITEMS ARE SOLD ON A ONE FOR ONE BASIS, AND ARE NOT CONVERTED IN A RECIPE. APPLY THIS RULE TO ALL OF YOUR ONE FOR ONE ITEMS.

**FINALLY, IN THE LAST PRICE COLUMN, ENTER THE PRICE PER BASE UNIT OF THIS ITEM. REMEMBER THAT THE BASE UNIT IS THE LITER PRICE FOR SOME ITEMS AND THE EXISTING PER GALLON PRICE WILL NEED TO BE CONVERTED TO A PER LITER PRICE.**



