

Standard Reports Manual



About this Document...

The myinventory Standard Report Manual is a comprehensive guide all reports that are included in the myinventory Application.

The myinventory Reports are essentially a category unto themselves. Unlike iCare or mymicros.net Reports, all of the myinventory Reports are categorized within themselves. This document contains the following top-level myinventory reports for myinventory:

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Organizations with mymicros.net will have access to the mymicros.net Reports. Please refer to the mymicros.net Standard Reports Manual for a complete listing of all mymicros.net reports.

Organization with iCare will have access to the mymicros.net Reports. Please refer to the iCare Reports Manual for a complete listing of all mymicros.net reports

Organizations with myLabor have access to the mymicros.net Reports. Please refer to the myLabor Reports Manual for a complete listing of all mymicros.net reports.

Declarations

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Design and Production

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Edition	Month	Year	Software Version
1st	March	2008	3.1
2nd	January	2012	7.0

Introduction

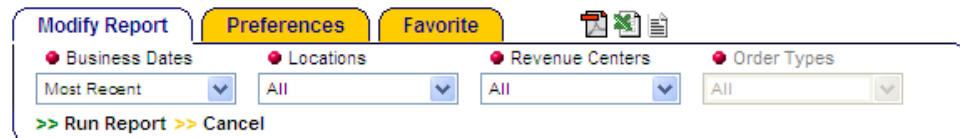
Overview

This document is intended to be an overview of all standard myinventory Reports.

Features & Functionality

Reports can be manipulated in various ways, from specifying the time period of the information reported to the types of details found on particular reports.

On the Modify Report tab, a number of filtering methods exist.

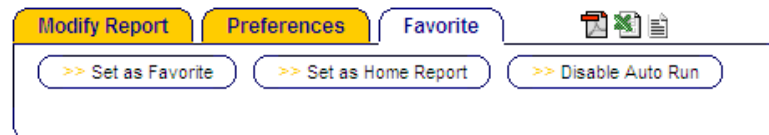


You can filter by Business Dates, Locations, Revenue Centers (RVC), and in some circumstances, Order Types. These filtering techniques will be discussed in greater detail in the Filtering Reports section.

The Preferences Tab:



The Favorite Tab:



Export to Excel/PDF/Notepad:

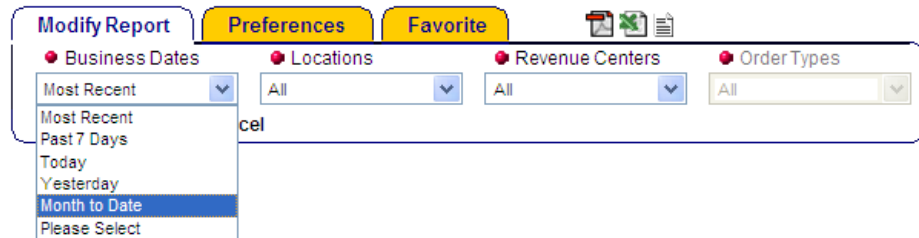


Modify Reports Tab Business Dates

You can use the drop-down list to select a the specific dates for the report to run. Options in the drop-down list include

- ◆ Most Recent
- ◆ Financial Week to Date

- ◆ Past 7 Days
- ◆ Today
- ◆ Yesterday
- ◆ Month to Date
- ◆ Financial Period to Date
- ◆ Please Select - this will open a calendar from which to select (Power Selection):



Not all of these options will be appropriate or available for all reports. An example of this is the Today's Operations Reports. Because they are specifically reporting "today's" details, the viewing of "Month to Date" is impossible. There are many reports that are set up to display only a pre-determined period of time.

By clicking on the drop-down list heading, Business Dates, you will be directed to another page where you can free select date(s).

View Quick Select Year Month

January 2008							February 2008							March 2008							April 2008										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
		1	2	3	4	5					1	2						1			1	2	3	4	5						
▶	6	7	8	9	10	11	12	▶	3	4	5	6	7	8	9	▶	2	3	4	5	6	7	8	▶	6	7	8	9	10	11	12
▶	13	14	15	16	17	18	19	▶	10	11	12	13	14	15	16	▶	9	10	11	12	13	14	15	▶	13	14	15	16	17	18	19
▶	20	21	22	23	24	25	26	▶	17	18	19	20	21	22	23	▶	16	17	18	19	20	21	22	▶	20	21	22	23	24	25	26
▶	27	28	29	30	31			▶	24	25	26	27	28	29	▶	23	24	25	26	27	28	29	▶	27	28	29	30				
																▶	30	31													
May 2008							June 2008							July 2008							August 2008										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	▶	1	2	3	4	5	6	7	▶		1	2	3	4	5	▶					1	2			
▶	4	5	6	7	8	9	10	▶	8	9	10	11	12	13	14	▶	6	7	8	9	10	11	12	▶	3	4	5	6	7	8	9
▶	11	12	13	14	15	16	17	▶	15	16	17	18	19	20	21	▶	13	14	15	16	17	18	19	▶	10	11	12	13	14	15	16
▶	18	19	20	21	22	23	24	▶	22	23	24	25	26	27	28	▶	20	21	22	23	24	25	26	▶	17	18	19	20	21	22	23
▶	25	26	27	28	29	30	31	▶	29	30					▶	27	28	29	30	31	▶	24	25	26	27	28	29	30			
															▶	31						▶	31								
September 2008							October 2008							November 2008							December 2008										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
▶		1	2	3	4	5	6	▶			1	2	3	4	▶						1	▶		1	2	3	4	5	6		
▶	7	8	9	10	11	12	13	▶	5	6	7	8	9	10	11	▶	2	3	4	5	6	7	8	▶	7	8	9	10	11	12	13
▶	14	15	16	17	18	19	20	▶	12	13	14	15	16	17	18	▶	9	10	11	12	13	14	15	▶	14	15	16	17	18	19	20
▶	21	22	23	24	25	26	27	▶	19	20	21	22	23	24	25	▶	16	17	18	19	20	21	22	▶	21	22	23	24	25	26	27
▶	28	29	30					▶	26	27	28	29	30	31	▶	23	24	25	26	27	28	29	▶	28	29	30	31				
															▶	30															

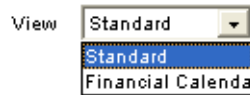
Selection

8/6/2008

>> Clear selection

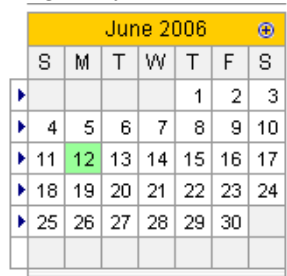
v. 4.3.0.143

If your organization has created a separate financial calendar to match your fiscal year, you can select that financial calendar in View.

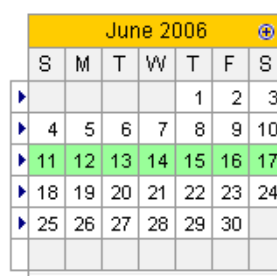


Click one or more dates in the calendar grid for specific dates. The selected date is highlighted in green, and that date displays in the Selection window.

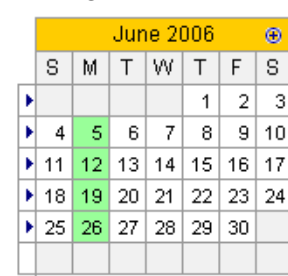
Select a single day by clicking on just that day single day.



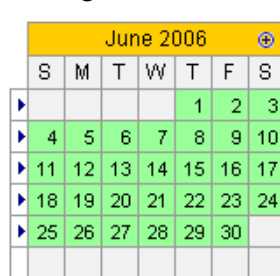
Select an entire week by clicking the arrow to the left of the row.



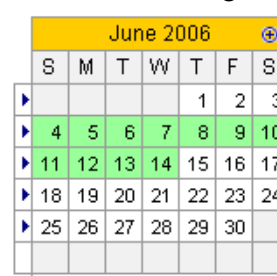
Select the weekdays by clicking the column heading.



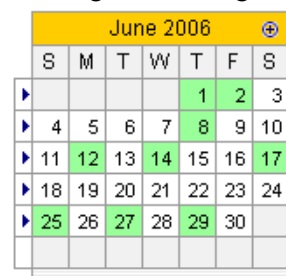
Select an entire month by clicking the month name.



Click and drag the mouse to select a date range.

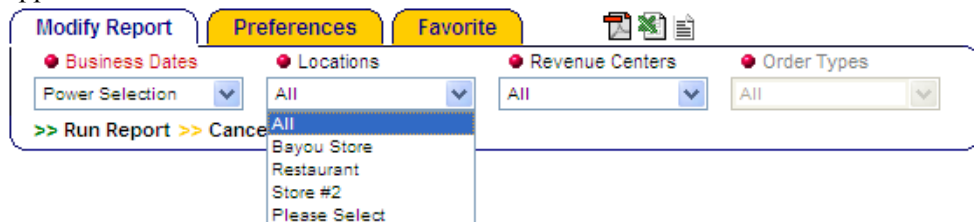


Select a group of dates by clicking and holding Ctrl.

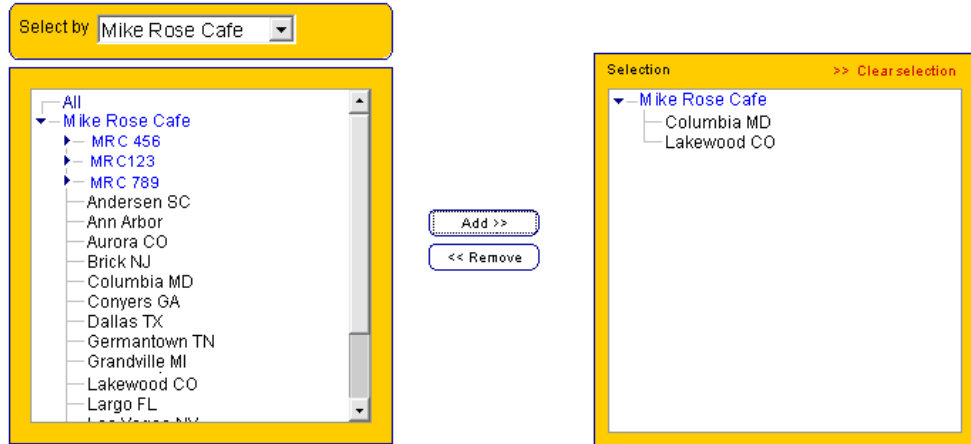


Locations

Reports can be viewed by individual or multiple locations. Using the Locations drop-down filter, you can isolate one location for which reporting information will appear.

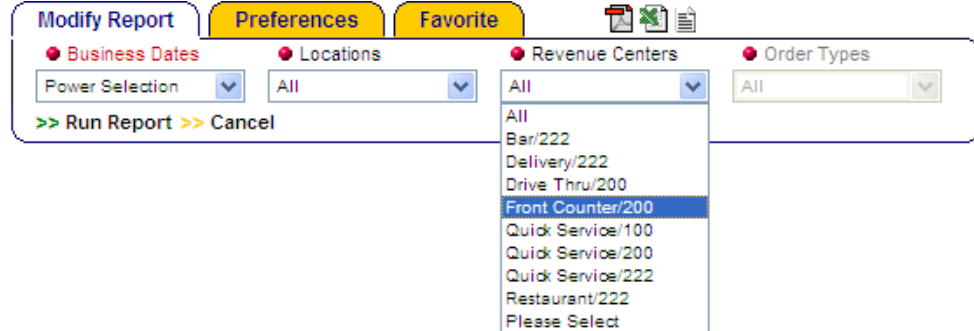


By clicking on the drop-down list heading, Locations, you will be able to select multiple locations for which the reporting information will be available. To operate the location selection page, highlight the locations to be viewed and click Add. If you made a mistake, highlight the location from the Selection box and click Remove.

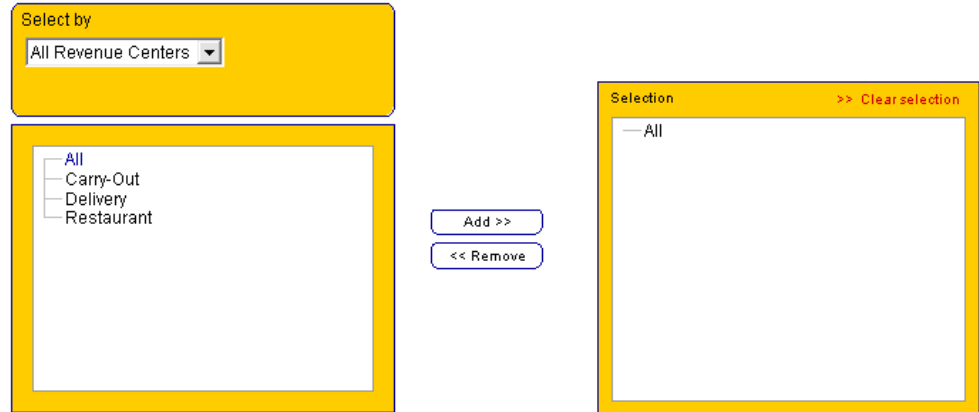


Revenue Centers

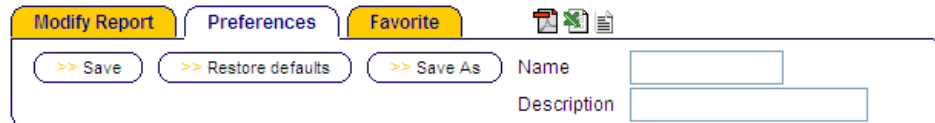
Reports can be viewed by Revenue Center (RVC) as well. Using the Revenue Center drop-down filter, you can isolate one RVC for which reporting information will appear.



By clicking on the drop-down list heading, Revenue Centers, you will be directed to another page where you can free select RVCs. To operate the RVC selection page, highlight the RVC(s) to be viewed and click Add. If you made a mistake, highlight the RVC from the Selection box and click Remove.

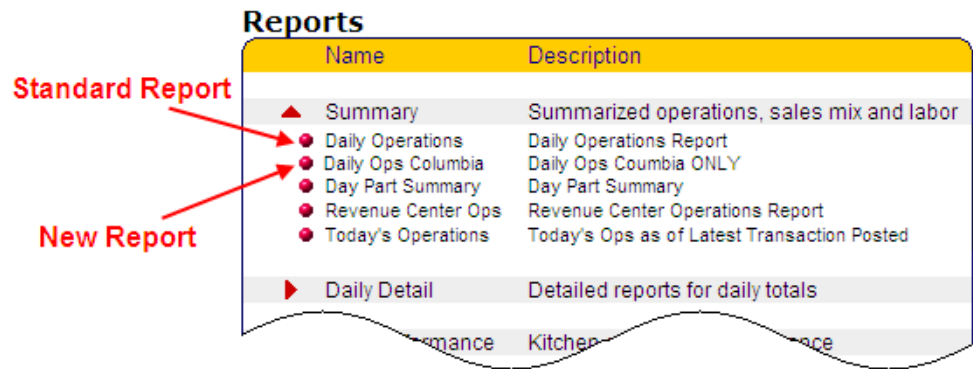


Preferences Tab You can save changed report parameters as the new default.



Select the Preferences tab on the Modify Report menu at the top of the screen. Select Save. When you select this report from the side menu in the future, it runs with the parameters you saved.

Select Save As to create a customized alternate version of this report, which displays under its own name in the Other Reports portlet.



Favorite Tab Set as Favorite

You can designate specific reports as your favorites. These reports display in the Reports side menu, even if they were originally listed under More Reports. Favorite

reports are marked with a star , instead of a red ball .



Launch a report, then select the Favorite tab on the Modify Report menu. Select Set Favorite. The report displays in the side menu, with a gold star beside it.



Set a Home Report

You can select one report to be your Home Report. The Home Report launches and displays immediately whenever you log in.

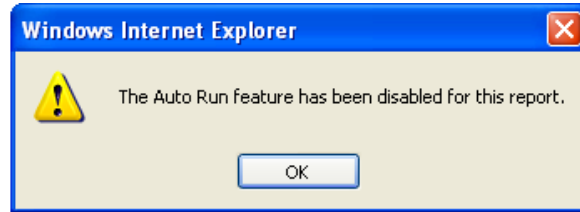


Launch a report, then select the Favorite tab on the Modify Report menu at the top of the screen. Select Set as Home Report. Each time you log in, this report will launch.

Enable/Disable Auto Run

By default, reports are always set to auto run. This means that, when a user clicks on a report, the report will “automatically run”. If you opt to disable the auto run feature, you will need to click the Run Report option every time you attempt to access the report.

This feature is only available on a report-by-report basis, meaning that you will not be able to disable the auto run feature for all reports - only one report at a time. To disable auto run, you will need to click the Disable Auto Run option. A confirmation dialog box will appear:

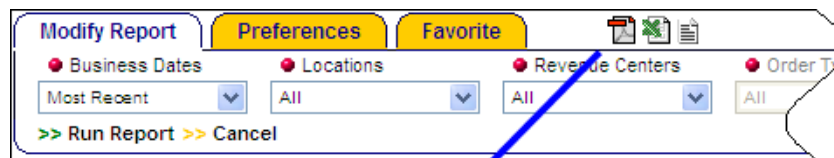


Subsequently, when you attempt to access that report in the future, you will be required to make some sort of selection, be it business date or location, and click Run Report before any report will appear:



Please make or confirm report selections and click the "Run Report" button.

Exports After a report is run, it can be exported in a variety of file formats. Select one of the export icons from the Modify Report menu at the top of the screen.



Portable Document Format (PDF)

To export in .pdf format, you must have Adobe® Acrobat® Reader®, version 5.05 or higher, installed on the PC you are using.

Select the Adobe® Acrobat® icon and the system launches Acrobat® Reader®, loads the report as an Acrobat file, and displays the file on the PC. You can then save the file, in .pdf format, from the Acrobat® Reader® menu bar.

Adobe® Acrobat® Reader® can be downloaded without charge from Adobe Systems, Inc. at <http://www.adobe.com/products/acrobat/readstep2.html>. Acrobat® Reader® is used for all MICROS documentation, so it's a good idea to have this application loaded on your system anyway.

Earlier versions of Adobe® Acrobat® Reader® (v4, etc.) may not offer the Save feature.

Excel Workbook

To export in .xls format, you must have Microsoft® Excel 2000 or higher loaded on the PC you are using.

Select the Microsoft® Excel icon and the system launches Excel, and displays the report as an Excel workbook file. You can then save the file in any of the formats supported by Excel: as a Microsoft® Excel workbook, as a text file (.txt), as a formatted text file (.prn), or in the format used by several other popular spreadsheet products.

Comma Separated Values

Select the Comma Separated Values icon to export in (.csv) format. The report is exported in this format to a separate browser window. You can then save this to your hard disk in hypertext (.html) or text (.txt) format.

myinventory Reports

myinventory Status Report

Templates

- ◆ myInvenStatus.xml

Example

myInventory Status										
Item Group	Opening Value	Net Receipts	Net Transfers	Closing Value	Actual Usage	Actual %	Theo Sold	Theo %	Variance	Var %
Total Inventory	58,763.74	0.00	0.00	50,051.82	8,711.92	2.52	6,778.87	1.96	1,933.05	0.56
Beef	4,225.54	0.00	0.00	3,486.84	738.69	0.21	559.58	0.16	179.12	0.05
Bottle Beer	520.17	0.00	0.00	520.88	(0.71)	(0.00)	25.42	0.01	(26.13)	(0.01)
Bottle Wine	457.30	0.00	0.00	354.91	102.40	0.03	21.41	0.01	80.99	0.02
Bread	1,583.61	0.00	0.00	1,077.18	506.44	0.15	313.51	0.09	192.93	0.06
Cheese	2,419.98	0.00	0.00	2,277.54	142.43	0.04	206.87	0.06	(64.44)	(0.02)
Coffee and Tea	1,926.93	0.00	0.00	1,830.26	96.66	0.03	222.86	0.06	(126.20)	(0.04)
Dessert	7,304.45	0.00	0.00	6,926.22	378.23	0.11	398.92	0.12	(20.68)	(0.01)
Eggs	941.06	0.00	0.00	677.32	263.74	0.08	284.04	0.08	(20.30)	(0.01)
Fruits	1,454.60	0.00	0.00	1,041.35	413.25	0.12	261.83	0.08	151.42	0.04
Milk	213.59	0.00	0.00	104.66	108.93	0.03	80.15	0.02	28.78	0.01
Oil	1,462.40	0.00	0.00	998.88	463.51	0.13	495.77	0.14	(32.26)	(0.01)
Pork	1,240.29	0.00	0.00	933.14	307.15	0.09	269.41	0.08	37.73	0.01
Poultry	2,539.23	0.00	0.00	1,964.47	574.76	0.17	402.89	0.12	171.87	0.05
Prepared Items	3,143.95	0.00	0.00	2,327.62	816.33	0.24	354.49	0.10	461.84	0.13
Spices	1,416.52	0.00	0.00	1,389.36	27.16	0.01	11.77	0.00	15.40	0.00
Staples - High Use	1,696.95	0.00	0.00	949.58	747.37	0.22	369.73	0.11	377.64	0.11
Vegetables	3,832.21	0.00	0.00	3,162.94	669.26	0.19	450.63	0.13	218.64	0.06

Please note that variances may be due to inventory counts and/or price changes within the report date range.

Field	Description	Table
Item Group	Displays the name of the item group for the inventory items	
Opening Value		
Net Receipts		
Net Transfers		
Closing Value		
Actual Usage		
Actual %		
Theo Sold		
Theo %		
Variance		
Var %		

Inventory Status by Item Report The Inventory Status by Item Report is a drill-down report of the Inventory Status Report.

Template

- ◆ myInvenStatusByItem.xml

Example

myInventory Status by Item												
Inventory Item Name	Unit	Closing Price	Opening Qty	Receipt Qty	Transfer Qty	Closing Qty	Closing Val	Actual Qty	Theo Qty	Waste Qty	Var Qty	Var Val
Seafood							3,208.89					15.37
Crab Meat, Lump	LB	12.632	73.534	0.000	0.000	60.097	759.13	13.437	16.042	0.000	-2.604	(34.87)
Fish, Catfish Filet	LB	3.649	92.875	0.000	0.000	90.000	328.43	2.875	10.125	0.000	-7.250	(24.06)
Fish, Orange Roughy	LB	5.815	88.000	0.000	0.000	88.000	511.72	0.000	0.000	0.000	0.000	0.00
Fish, Salmon, Smoked	LB	9.826	8.952	0.000	0.000	6.500	63.87	2.452	1.938	0.000	0.515	5.06
Fish, Salmon Fillets (6oz)	LB	7.514	90.685	0.000	0.000	72.122	541.90	18.562	9.562	0.000	9.000	68.02
Shrimp	5 LB	13.205	21.038	0.000	0.000	18.862	249.08	2.175	1.075	0.000	1.100	25.22
Shrimp, Breaded	3 LB	13.873	34.052	0.000	0.000	30.319	420.63	3.733	3.959	0.000	-0.226	(3.24)
Tuna, Can	LB	2.731	125.272	0.000	0.000	122.350	334.14	2.922	10.521	0.000	-7.598	(20.77)

Field	Description	Table
Inventory Item Name	Displays the name of the inventory item	ITEM
Unit	Shows the unit by which the inventory item is measured (lb, pt, oz, etc.)	UNIT
Closing Price		
Opening Qty	Shows the quantity possessed at opening	
Receipts Qty		
Transfer Qty		
Closing Qty	Shows the quantity possessed at closing	
Closing Val		
Actual Qty	Shows how much “actually” exists in the inventory	
Theo Qty	Shows how much “theoretically” exists in the inventory	
Waste Qty	Displays how much waste was created	
Var Qty	Shows the variance between what was actually exists vs. what was theoretically estimated to exist	
Var Val	Displays the monetary amount gained/lost for the variance between the theoretical quantity and the actual quantity	

myinventory Cost of Sales (COS)

Templates

- ◆ myInvenCOS.xml

Example

myInventory Cost of Sales												
Location	Opening	Receipts	Transfers	Closing	Actual Cost	Actual Cost %	Theo Cost	Theo Cost %	Variance	Variance %	Net Sales	Sales Days
Total:	58,763.74	0.00	0.00	50,051.82	8,711.92	7.29	6,778.87	5.67	1,933.05	1.62	119,481.1:	
Fair Oaks	9,815.12	0.00	(6.83)	9,803.81	4.49	0.02	0.00	0.00	4.49	0.02	23,024.23	3
Merrifield	20,045.44	0.00	(336.54)	10,960.81	8,748.09	41.16	6,779.84	31.90	1,968.25	9.26	21,253.76	3
Reston	9,628.17	0.00	0.00	9,628.17	0.00	0.00	0.00	0.00	0.00	0.00	24,247.90	3
Springfield	9,614.73	0.00	0.00	9,614.73	0.00	0.00	0.00	0.00	0.00	0.00	26,597.61	3
Tysons	9,660.28	0.00	343.37	10,044.30	(40.66)	(0.17)	(0.98)	(0.00)	(39.68)	(0.16)	24,357.62	3

Field	Description	Table
Location	Displays the location name	COST_CENTER
Opening	Shows the cost of sales figure at opening	
Receipts	Shows the amount in receipts for cost of sales	
Transfers	Show the amount in transfers for cost of sales	
Closing	Shows the cost of sales figure at closing	
Actual Cost	Displays the actual cost of sales for the location	
Actual Cost %	Displays the actual cost of sales percentage for the location	
Theo Cost	Displays the theoretical or estimated cost of sales for the location	
Theo Cost %	Shows the percentage of theoretical cost of sales for the location	
Variance	Shows the variance between the actual cost of sales and the theoretical cost of sales	
Variance %	Shows the percentage of variance between the actual cost of sales and the theoretical cost of sales	

Field	Description	Table
Net Sales	Shows the net sales for the location	
Sales Days	Displays the number of sales days taken into consideration to derive the actual/theoretical costs/percentages	

myinventory Status Per Location The myinventory Status Per Location Report is almost identical to the standard myinventory Status Report (pg 11). The only difference is that the items are displayed by location. This report drill-downs into the myinventory Status by Item Per Location Report.

Template

- ◆ myInvenStatusLocation.xml

myinventory Status by Item Per Location The myinventory Status by Item Per Location Report is almost identical to the standard myinventory Status by Item Report (pg 11). The only difference is that the items are displayed by location. There is no drill-down from this report.

Template

- ◆ myInvenStatusByItemLocation.xml

Receipts Summary Report

Templates

- ◆ BOHInvenReceipts.xml

Example

Receipts Summary				
Vendor	Location	Receipt Count	Invoice Total	COG Total
Total Receipts		37	10,611.64	10,845.84
International/02		10	2,316.37	2,316.37
	Prince George	10	2,316.37	2,316.37
International/03		11	3,388.92	3,623.12
	CrystalPalm	11	3,388.92	3,623.12
International/04		1	305.32	305.32
	CrystalWharf	1	305.32	305.32
Bahamas/03		6	1,413.47	1,413.47
	Crystal Palm	6	1,413.47	1,413.47
Bahamas/04		1	396.20	396.20
	Prince George	1	396.20	396.20

Field	Description	Table
Vendor	Displays the name of the vendor(s)	VENDOR
Location	Shows the locations that received orders	LOCATION_HIER ARCHY_ITEM
Receipt Count	Displays how many orders were received per location	RECEIPT
Invoice Total	Displays the amount invoiced per location	RECEIPT
COG Total	Shows the cost of good total per location based on the orders received	RECEIPT

Receipts Report The Receipts Report is a drill-down report from the Receipts Summary Report and shows all receipts for the selected location.

Receipt Status is shown in this report. Statuses include:

- ◆ Deleted
- ◆ Invoiced
- ◆ Partial
- ◆ Approved
- ◆ Received
- ◆ Sent to AP
- ◆ Reconciled

Templates

- ◆ BOHInvenReceiptList.xml

Example

Receipts								
Vendor	Location	Delivery Ref	Delivered	Invoice Ref	Invoiced	Invoice Total	COG Total	Status
Total Receipts						3,388.92	3,623.12	
International/03	Palace	<u>048301601</u>	2/1/2008	048301601	2/1/2008	123.80	123.80	Approved
International/03	Palace	<u>2859</u>	2/1/2008	2859	2/1/2008	722.26	722.26	Approved
International/03	Palace	<u>048388901</u>	2/2/2008			0.00	234.20	Reconciled
International/03	Palace	<u>2861</u>	2/3/2008	2861	2/3/2008	348.23	348.23	Approved
International/03	Palace	<u>2872</u>	2/4/2008	2872	2/4/2008	295.64	295.64	Approved
International/03	Palace	<u>2873</u>	2/5/2008	2873	2/5/2008	258.01	258.01	Approved
International/03	Palace	<u>2874</u>	2/6/2008	2874	2/6/2008	250.76	250.76	Approved
International/03	Palace	<u>2875</u>	2/7/2008	2875	2/7/2008	262.81	262.81	Approved
International/03	Palace	<u>048552001</u>	2/8/2008	048552001	2/8/2008	406.85	406.85	Approved
International/03	Palace	<u>2876</u>	2/8/2008	2876	2/8/2008	356.58	356.58	Approved
International/03	Palace	<u>2877</u>	2/9/2008	2877	2/9/2008	363.98	363.98	Approved

Field	Description	Table
Vendor	Displays the name of the vendor	VENDOR
Location	Shows the name of the location	LOCATION_HIER ARCHY_ITEM
Delivery Ref	Displays the delivery reference number	VENDOR
Delivered	Displays the date the order was delivered	VENDOR
Invoice Ref	Displays the invoice reference number	VENDOR
Invoiced	Shows the date the deliery was invoiced	VENDOR
InvoiceTotal	Displays the total amount invoiced at that location per delivery reference	VENDOR
COG Total	Shows the cost of goods total for the invoice at the location per the delivery reference number	VENDOR
Status	Displays the status for the receipt	VENDOR

Receipt Detail The Receipts Detail Report is a drill-down report from the Receipts Report and shows detailed information for the selected Delivery Reference number.

Templates

- ◆ BOHInvenReceiptDetail.xml

Example

Receipt Detail								
Delivery Ref	Vendor	Location	Received By	Delivered	Invoiced	Updated	Total	
2872	International/03	Crystal	candice	2/4/2008	2/4/2008	2/11/2008	148.49	
Status:		Approved						
Inventory Item	Vendor Ref	Unit	Rtn	Qty	Entered Price	Invoice Price	Adjusted Price	Extended
Inventory Items								
Food - Oat Bran Muffin/03		Each/03		12.00	1.65	0.00	1.65	19.80
Food - Pecan Sticky Bun/03		Each/03		6.00	1.60	0.00	1.60	9.60
Food - Pineapple Danish/03		Each/03		8.00	1.33	0.00	1.33	10.64
Food - Classic/03		Each/03		10.00	2.05	0.00	2.05	20.50
Food - Turkey Focaccia/03		Each/03		6.00	2.25	0.00	2.25	13.50
Food - Turkey Wrap/03		Each/03		5.00	2.25	0.00	2.25	11.25
Food - Veggie Ciabatta/03		Each/03		6.00	2.40	0.00	2.40	14.40
148.49								
Account	Non-Inventory Description	Rtn	Qty	Entered Price	Invoice Price	Adjusted Price	Extended	
	Receipt Adjustment						Value	

Field	Description	Table
Delivery Ref	Displays the delivery reference number	
Vendor	Displays the name of the vendor	VENDOR
Location	Shows the name of the location	LOCATION_HIERARCHY_ITEM
Received By	Displays the individual/employee who received the order	RECIEPT_DETAIL
Delivered	Displays the date the order was delivered	
Invoiced	Shows the date the order was invoiced	RECIEPT_DETAIL
Updated	Shows the date the invoice was updated (if any)	RECIEPT_DETAIL
Total		
Status	Shows the status for the invoice (approved, received, etc.)	
Inventory Item	Displays the name of the inventory item	
Vendor Ref	Displays the vendor reference number	RECIEPT_DETAIL

Field	Description	Table
Unit	Displays the unit weight/ measurement for the inventory item	
Rtn		
Qty	Shows the quantity received	RECIEIPT_DETAIL
Entered Price	Shows the priced entered for that inventory item	RECIEIPT_DETAIL
Invoice Price	Displays the price invoiced for that inventory item	RECIEIPT_DETAIL
Adjusted Price	Displays any adjusted priced to be associated with the inventory item	
Extended		
Account		
Non-Inventory Description		RECIEIPT_DETAIL
Rtn		
Qty	Shows the quantity	RECIEIPT_DETAIL
Entered Price	Shows the priced entered	RECIEIPT_DETAIL
Invoice Price	Displays the invoiced price invoiced	RECIEIPT_DETAIL
Adjusted Price	Displays any adjusted priced	RECIEIPT_DETAIL
Extended		RECIEIPT_DETAIL
Account		
Receipt Adjustment		RECEIPT_ADJUSTME NT_DETAIL
Value		RECEIPT_ADJUSTME NT_DETAIL

Preview Count Report

Templates

- ◆ myInvenPreviewInvenCount.xml

Example

Inventory Count Preview						
Location	Count Date	Count Name	Count Value	Theoretical Value	Variance Value	Status
Total:					(85,646.65)	
4GSBKG05	2/13/2008	<u>INV0802-0120</u>	0.00	17,429.11	(17,429.11)	Generated
4GSNAT05	2/13/2008	<u>INV0802-0121</u>	0.00	6,842.34	(6,842.34)	Generated
4GSSBA05	2/13/2008	<u>INV0802-0122</u>	0.00	10,981.80	(10,981.80)	Generated
4GSSTA05	2/13/2008	<u>INV0802-0123</u>	0.00	18,950.45	(18,950.45)	Generated
4GSTCB05	2/13/2008	<u>INV0802-0124</u>	0.00	2,510.66	(2,510.66)	Generated
4NJBKG39	2/13/2008	<u>INV0802-0116</u>	0.00	16,631.37	(16,631.37)	Generated
4NJCAR39	2/13/2008	<u>INV0802-0117</u>	0.00	1,584.66	(1,584.66)	Generated
4NJCIN39	2/13/2008	<u>INV0802-0118</u>	4,210.43	4,045.23	165.20	Edited
4NJPOP39	2/13/2008	<u>INV0802-0119</u>	0.00	10,881.47	(10,881.47)	Generated

Field	Description	Table	Drill Down
Location	Displays the name of the location	COST_CENTER	N/A
Count Date	Shows the date of the inventory count	INVENTORY	N/A
Count Name	Displays the name of the inventory count	INVENTORY	Inventory Count by Item Group
Count Value	Displays the value of the inventory count		N/A
Theoretical Value	Shows the theoretical or estimated value of the inventory count		N/A
Variance Value	Shows the variance between the actual inventory count vs. the theoretical inventory count		N/A
Status	Shows the status of the inventory count (booked, generated, etc.)	INVENTORY	N/A

**Inventory Count
Preview by Item
Group**

Templates

- ◆ myInvenInvenPreviewCountByGroup.xml

Example

Inventory Count Preview by Item Group					
Item Group	Count Date	Count Name	Count Value	Theoretical Value	Variance Value
4NJBKG39	2/13/2008	INV0802-0116	13,789.49	16,602.94	(2,813.44)
400001 Bakery - Other			0.00	0.00	0.00
400001 Retail Food			0.00	0.00	0.00
615041 Office Supplies			0.00	0.00	0.00
400001 Dairy - Other			367.12	369.77	(2.64)
400001 Grocery			525.20	533.20	(8.01)
400001 Bakery - Dessert			361.59	377.08	(15.49)
400001 Bakery - Pastry			468.57	513.98	(45.41)
400001 Bakery - Bread			239.85	309.27	(69.42)
400001 Dairy - Cheese			500.28	570.96	(70.68)
400002 Food Freight			0.00	92.00	(92.00)
410001 Bottled			731.71	826.30	(94.58)
410001 Coffee			943.41	1,045.33	(101.93)
410001 Milk			414.07	524.26	(110.18)
615091 Other Supplies			0.00	129.77	(129.77)
615021 Cleaning Supplies			0.00	130.16	(130.16)
400001 Produce			1,266.48	1,442.48	(176.00)

Field	Description	Table	Drill Down
Item Group	Displays the name of the item group(s)	ITEM_GROUP	N/A
Count Date	Shows the date of the inventory count	INVENTORY	N/A
Count Name	Displays the name of the inventory count	INVENTORY	Inventory Count by Item Group
Count Value	Displays the value of the inventory count		N/A
Theoretical Value	Shows the theoretical or estimated value of the inventory count		N/A
Variance Value	Shows the variance between the actual inventory count vs. the theoretical inventory count		N/A

**Inventory Count
Preview by Item**

Templates

- ◆ myInvenPreviewInvenCountByItem.xml

Example

Inventory Count Preview by Item									
Location Name	Count Name	Count Date	Information						
4NJBKG39	INV0802-0116	2/13/2008	Generated from Web						
Inventory Item Name	Unit	Count Qty	Count Value	Theo Qty	Theo Value	Var Qty	Var Value	Var Pcnt	
400001 Bakery - Bread			239.85		309.27		(69.42)	-29%	
Buns Burger 4-4.5in	Rack 60	31.183	148.28	35.467	168.64	-4.283	(20.37)	-14%	
Buns Corn Dusted	Rack 20	23.600	63.41	31.550	84.77	-7.950	(21.36)	-34%	
Buns Specialty 6in	Sleeve 24	4.083	11.51	10.917	30.76	-6.833	(19.26)	-167%	
Buns Whopper 5in	Rack 20	7.400	16.65	11.150	25.09	-3.750	(8.44)	-51%	
Bread Round									
Sourdough	Each BU	0.000	0.00	0.000	0.00	0.000	0.00	0%	

Field	Description	Table
Location	Displays the name of the location	COST_CENTER
Count Name	Displays the name of the inventory count	INVENTORY
Count Date	Shows the date of the inventory count	INVENTORY
Information	Displays any relevant information pertaining to the Inventory Count Preview	INVENTORY
Inventory Item Name	Display the name of the inventory item	ITEM
Unit	Shows the unit of measurement for the inventory item	UNIT
Count Qty	Shows the number of items to be acquired	
Count Value	Displays the value of the inventory count	
Theo Qty	Shows the theoretical or estimated amount to be acquired	
Theoretical Value	Shows the theoretical or estimated value of the inventory count	
Var Qty	Shows the variance between the theoretical quantity and the actual quantity	

Field	Description	Table
Variance Value	Shows the variance between the actual inventory count vs. the theoretical inventory count	INVENTORY_DET AIL
Var Pcnt	Displays the variance between the theoretical inventory counts vs. actual inventory count in percentage format	INVENTORY_DET AIL

Inventory Count Report

Templates

- ◆ myInvenInvenCount.xml

Example

Inventory Count					
Location	Count Date	Count Name	Count Value	Theoretical Value	Variance Value Status
Total:					(5,092.39)
Merrifield	1/13/2008	<u>INV0801-0001</u>	11,732.77	13,315.46	(1,582.70) Booked
Merrifield	1/27/2008	<u>INV0801-0003</u>	11,506.40	13,056.51	(1,550.10) Booked
Merrifield	2/10/2008	<u>INV0802-0006</u>	13,747.17	15,706.76	(1,959.59) Booked

Field	Description	Table	Drill Down
Location	Displays the name of the location		N/A
Count Date	Shows the date of the inventory count		N/A
Count Name	Displays the name of the inventory count		Inventory Count by Item Group
Count Value	Displays the value of the inventory count		N/A
Theoretical Value	Shows the theoretical or estimated value of the inventory count		N/A

Field	Description	Table	Drill Down
Variance Value	Shows the variance between the actual inventory count vs. the theoretical inventory count		N/A
Status	Shows the status of the inventory count (booked, suspended, etc.)		N/A

Inventory Count by Item Group The Inventory Count by Item Group Report is a drill-down report from the Inventory Count Report.

Templates

- ◆ myInvenInvenCountByGroup.xml

Example

Item Group	Count Date	Count Name	Count Value	Theoretical Value	Variance Value
Merrifield CC	1/13/2008	INV0801-0001	11,732.77	13,315.46	(1,582.70)
Beef			703.01	937.30	(234.29)
Bottle Beer			516.66	560.64	(43.98)
Bottle Wine			99.46	159.15	(59.68)
Bread			448.32	604.32	(156.00)
Coffee and Tea			398.05	165.39	232.66
Dairy Other			201.52	318.43	(116.91)
Dessert			973.61	667.87	305.74
Eggs			271.44	272.98	(1.54)
Fruits			230.26	395.41	(165.15)
Milk			82.52	134.35	(51.83)
Oil			723.08	690.70	32.38
Pork			276.75	393.19	(116.44)
Poultry			651.94	884.07	(232.13)
Prepared Items			409.32	936.40	(527.07)
Seafood			647.81	726.72	(78.90)

Field	Description	Table	Drill Down
Item Group	Displays the name(s) of the item group(s)		Inventory Count by Item
Count Date	Shows the date the inventory count occurred		N/A
Count Name	Displays the name of the inventory count		N/A
Count Value	Displays the monetary value of the inventory count		N/A

Field	Description	Table	Drill Down
Theoretical Value	Displays the estimated or theoretical value of the inventory count		N/A
Variance Value	Shows the difference between the actual inventory count value vs. the theoretical inventory count value		N/A

Inventory Count by Item Report This report is a drill-down report from the Inventory Count by Item Group Report.
Templates

- ◆ myInvenInvenCountByItem.xml

Example

Inventory Count by Item									
Location Name	Count Name	Count Date	Information						
Merrifield CC	INV0801-0001	1/13/2008	Generated from Web						
Inventory Item Name	Unit	Count Qty	Count Value	Theo Qty	Theo Value	Var Qty	Var Value	Var Pcnt	
Bread			448.32		604.32		(156.00)	-35%	
Bagel, Frozen	6 CT	12.500	20.18	7.167	11.57	5.333	8.61	43%	
BR, Egg Thick	BAG/12 SLICE	15.125	55.60	12.542	46.11	2.583	9.50	17%	
BR, Flat Herb	Bag/10 CT	19.500	86.68	16.400	72.90	3.100	13.78	16%	
BR, Rye	BAG/16 SLICE	11.812	37.80	20.766	66.45	-8.953	(28.65)	-76%	
BR, Sourdough	BAG/16 SLICE	21.938	67.44	13.112	40.31	8.825	27.13	40%	
BR, Wheat	BAG/14 SLICE	7.000	11.13	69.857	111.07	-62.857	(99.94)	-898%	
BR, White	BAG/22 SLICE	9.659	14.28	37.545	55.51	-27.886	(41.23)	-289%	
Muffin, English	6 CT	15.000	24.89	34.217	56.77	-19.217	(31.88)	-128%	
Puff Pastry	SHEET	18.000	27.78	19.000	29.33	-1.000	(1.54)	-6%	
Roll, 7" Sub	Bag/6 CT	14.000	28.21	14.967	30.16	-0.967	(1.95)	-7%	
Roll, Burger	Bag/20 CT	2.200	9.43	2.700	11.57	-0.500	(2.14)	-23%	
Roll, Hotdog	EACH	45.000	5.89	50.000	6.54	-5.000	(0.65)	-11%	
Roll, Mini Slider	Bag/24 CT	14.000	46.94	15.375	51.54	-1.375	(4.61)	-10%	
Tortilla, TLC	12 CT	7.500	12.08	9.000	14.50	-1.500	(2.42)	-20%	

Field	Description	Table
Location Name	Displays the name of the location	
Count Name	Shows the date the inventory count occurred	
Count Date	Displays the name of the inventory count	
Information	Shows any relevant information entered about the inventory count	
Inventory Item Group	Displays the name of the inventory item	

Field	Description	Table
Unit	Shows the unit of measurement for the various inventory count items	
Count Qty	Displays the number of those inventory items	
Count Value	Displays the monetary value of the inventory item(s)	
Theo Qty	Displays the theoretical (estimated) quantity for the inventory item(s)	
Theo Value	Shows the theoretical (estimated) monetary value of the inventory item(s)	
Var Qty	Shows the difference in the actual quantity of items vs. the theoretical quantity of items	
Var Value	Displays the difference in the actual monetary value of the inventory item(s) vs. the theoretical monetary value of the inventory item(s)	
Var Pcnt	Dispalyes the percentage by which the actual inventory count varies with respect to the theoretical inventory count	

Purchase Orders Summary

The Purchase Orders Summary Report shows high-level PO information. The report displays locations, the number of POs at each location, and the total amount appropriated by those POs.

Templates

- ◆ BOHInvenPurchaseOrders.xml

Example

Purchase Orders Summary			
Vendor	Location	PO Count	PO Total
Total POs		11	64,947.60
Clarendon		11	64,947.60
	Merrifield	11	64,947.60

Field	Description	Table	Drill Down
Vendor	Displays the name of the vendor	PURCHASE_ORDER	N/A
Total POs	Shows the total number of purchase orders for all vendors		Purchase Orders Report
Location	Shows the locations where the vendors deliver		Purchase Orders Report by Location
PO Count	Displays the number of purchase orders per location	PURCHASE_ORDER	N/A
PO Total	Shows the monetary value of those purchase orders per location	PURCHASE_ORDER	N/A

Purchase Orders Report

The Purchase Orders Report is a drill-down from the Purchase Orders Summary Report. From the Purchase Orders Summary Report, this report may be accessed by clicking the Total POs link, which takes you to all POs for the entire organization, or you may click the Location, which will show you all POs for that selected location. The information found on the Purchase Orders Report is the same type of data, regardless of whether it is for the entire enterprise or if it is for just one location.

PO Status is shown in this report. Statuses include:

- ◆ Placed
- ◆ Partial Receipt
- ◆ Closed
- ◆ Cancelled
- ◆ Received
- ◆ Merged
- ◆ Modified
- ◆ Reconciled
- ◆ Sent

Templates

- ◆ BOHInvenPurchaseOrderList.xml

Example

Purchase Orders							
Vendor	Location	PO Number	Order Date	Requested	PO Total	Status	Updated
Total POs					64,947.60		
Clarendon	Merrifield	B200801-00001	1/4/2008	1/7/2008	5,901.18	Placed	1/4/2008
Clarendon	Merrifield	B200801-00002	1/6/2008	1/7/2008	4,536.21	Placed	1/6/2008
Clarendon	Merrifield	B200801-00003	1/10/2008	1/11/2008	5,034.19	Placed	1/10/2008
Clarendon	Merrifield	B200801-00004	1/13/2008	1/14/2008	8,030.25	Placed	1/13/2008
Clarendon	Merrifield	B200801-00005	1/17/2008	1/18/2008	4,911.45	Placed	1/17/2008
Clarendon	Merrifield	B200801-00006	1/20/2008	1/21/2008	5,719.56	Placed	1/20/2008
Clarendon	Merrifield	B200801-00007	1/24/2008	1/25/2008	5,065.09	Placed	1/24/2008
Clarendon	Merrifield	B200801-00008	1/27/2008	1/28/2008	6,162.66	Placed	1/27/2008
Clarendon	Merrifield	B200801-00009	1/31/2008	2/1/2008	6,114.11	Placed	1/31/2008
Clarendon	Merrifield	B200802-00010	2/7/2008	2/8/2008	7,406.72	Placed	2/7/2008
Clarendon	Merrifield	B200802-00011	2/10/2008	2/11/2008	6,066.17	Placed	2/10/2008

Field	Description	Table	Drill Down
Vendor	Displays the name of the vendor		N/A
Location	Shows the location of the purchase order delivery		N/A
PO Number	Displays the actual purchase order number		Purchase Orders Detail Report
Order Date	Shows the date the PO was placed		N/A
Requested	Shows the date the PO was requested		N/A
PO Total	Displays the total monetary value of the PO		N/A
Status	Displays the status of the PO (booked, suspended, etc.)		N/A
Updated	Shows when the last update to the PO occurred		N/A

Purchase Orders Detail Report The Purchase Orders Detail Report is a drill-down from the Purchase Orders Report. From the Purchase Orders Report, this report may be accessed by clicking the PO Number link. Depending on whether the Purchase Orders Report was for the whole organization or just for one location will determine the data shown on this report.

PO Status is shown in this report. Statuses include:

- ◆ Placed
- ◆ Partial Receipt
- ◆ Closed

- ◆ Cancelled
- ◆ Received
- ◆ Merged
- ◆ Modified
- ◆ Reconciled
- ◆ Sent

Templates

- ◆ BOHInvenPurchaseOrderDetail.xml

Example

Purchase Order Detail						
PO Number	Vendor	Location	Created By	Order Date	Updated	PO Total
B200801-00005	Clarendon	Merrifield	chiller	1/17/2008	1/17/2008	4,911.45
Status: Placed						
Inventory Item	Vendor Ref	Unit	Requested	Qty	Unit Price	Extended
Inventory Items						4,911.45
Bacon Layflat Cntry Brnd/8	2153351	Case/12-jar	1/18/2008	8.00	30.00	240.00
Bean Green Whl Pet/8	4808471	Mozz Stick	1/18/2008	2.00	23.76	47.52
Beef Chili/8	6276446	Case/12-carton	1/18/2008	2.00	30.89	61.78
Beef Fritter Chkn Cntry 8 oz/8	6625198	Box/4-bag	1/18/2008	3.00	40.91	122.73
Beef Grnd Bulk Frsh 77/23/8	4910309	Case/10-loaf	1/18/2008	1.00	69.07	69.07
Beef Patty FRSH/8	6442182	Case/2-tub	1/18/2008	2.00	16.72	33.44
Beef Patty Ground Frsh 7 oz/8	5316165	Case/2-box	1/18/2008	7.00	17.56	122.92
Beef Ribeye Steak 1" Lip-On/8	5864457	Case/24-pattv	1/18/2008	1.00	46.35	46.35
Account	Description	Requested	Qty	Unit Price	Extended	
Comments						

Field	Description	Table
PO Number	Displays the Purchase Order number	
Vendor	Displays the name of the vendor	LOCATION_HIERARCHY_ITEM
Location	Displays the location where the PO was received	LOCATION_HIERARCHY_ITEM
Created By	Displays the name of the individual/employee who created the PO	LOCATION_HIERARCHY_ITEM
Order Date	Shows the date the PO was submitted to the vendor	LOCATION_HIERARCHY_ITEM
Updated	Displays the last date the PO was updated	LOCATION_HIERARCHY_ITEM
PO Total	Shows the total monetary value for that PO	LOCATION_HIERARCHY_ITEM
Status	Shows the status of the PO (booked, suspended, etc.)	LOCATION_HIERARCHY_ITEM
Inventory Item	Shows the name of the inventory item(s) included in that PO	PURCHASE_ORDER_DETAIL

Field	Description	Table
Vendor Ref	Shows the vendor reference number (if any)	PURCHASE_ORDER_DETAIL
Unit	Displays the unit of measurement by which the inventory items are maintained	PURCHASE_ORDER_DETAIL
Requested	Displays the date of the PO request	PURCHASE_ORDER_DETAIL
Qty	Shows the number of inventory item(s) requested	PURCHASE_ORDER_DETAIL
Unit Price	Displays the unit price for the inventory item(s)	PURCHASE_ORDER_DETAIL
Extended		PURCHASE_ORDER_DETAIL
Account		PURCHASE_ORDER_DETAIL
Description	Displays a brief description about the PO	PURCHASE_ORDER_DETAIL
Requested	Displays the date of the PO request	
Qty	Shows the number of inventory item(s) requested	PURCHASE_ORDER_DETAIL
Unit Price	Displays the unit price for the inventory item(s)	PURCHASE_ORDER_DETAIL
Extended		PURCHASE_ORDER_DETAIL
Comments		

Receipts Report

Receipt Status is shown in this report. Statuses include:

- ◆ Deleted
- ◆ Invoiced
- ◆ Partial
- ◆ Approved
- ◆ Received
- ◆ Sent to AP
- ◆ Reconciled

Templates

- ◆ myInvenReceipts.xml

Example

myInventory Receipts								
Supplier	Location	Receipt Name	Receipt Date	Invoice Name	Invoice Date	Net Value	Gross Value	Status
Total Receipts						26,926.17	26,926.17	
Produce	Merrifield	1971598	2/1/2008	1971598	2/1/2008	1,064.03	1,064.03	Received
Produce	Merrifield	1973995	2/4/2008	1973995	2/4/2008	678.92	678.92	Received
Produce	Merrifield	1978743	2/8/2008	1978743	2/8/2008	958.73	958.73	Received
Whip	Merrifield	0306142669	2/1/2008	0306142669	2/1/2008	206.04	206.04	Received
Whip	Merrifield	0303098068	2/4/2008	0303098068	2/4/2008	263.08	263.08	Received
Whip	Merrifield	0306143787	2/8/2008	0306143787	2/8/2008	168.38	168.38	Received
Bakery	Merrifield	163866	2/5/2008	163866	2/5/2008	139.23	139.23	Received
Bakery	Merrifield	165124	2/7/2008	165124	2/7/2008	29.57	29.57	Received
Bakery	Merrifield	166352	2/8/2008	166352	2/8/2008	136.68	136.68	Received
Baltimore	Merrifield	802080164.6	2/8/2008	802080164.6	2/8/2008	7,779.43	7,779.43	Received
Baltimore	Merrifield	802080163.8	2/8/2008	802080163.8	2/8/2008	44.95	44.95	Received
Imports Ltd.	Merrifield	353407	2/5/2008	353407	2/5/2008	110.25	110.25	Received

Field	Description	Table	Drill Down
Supplier	Displays the name of the supplier (a.k.a. vendor)	VENDOR	myinventory Receipt Detail
Location	Shows the location(s) that the supplier delivers to	COST_CENTER	N/A
Receipt Name	Shows the name of the receipt	RECEIPT	N/A
Receipt Date	Displays the date of the receipt	RECEIPT	N/A
Invoice Name	Displays the name of the invoice	INVOICE	N/A
Invoice Date	Shows the date the delivery was invoiced	INVOICE	N/A
Net Value	Shows the net value of the entire delivery per supplier/ vendor		N/A
Gross Value	Shows the gross value of the enter delivery per supplier/ vendor		N/A
Status	Shows the status of the delivery (received, suspended, etc.)		N/A

myinventory Receipts Detail Report The myinventory Receipt Detail Report is a drill-down report from the myinventory Receipts Report.

Templates

- ◆ myInvenReceiptDetail.xml

Example

myInventory Receipt Detail					
Location	Supplier	Receipt Name	Delivery Date	Net Stock Value	
Merrifield	Produce	1971598	2/1/2008	1,064.03	
Item Group	Item Name	Receipt Unit	Quantity	Price	Net Stock Value
Fruits	Banana Green Tip	LB	40.00	0.40	15.93
Fruits	Lemon 165 Count	165 CT	2.00	41.25	82.50
Fruits	Strawberry Fresh Premium	LB	88.00	4.48	394.24
Vegetables	Alfalfa Sprout Cup	OZ	4.00	0.35	1.40
Vegetables	Cabbage Slaw Mix	CASE/4 X BAG #5	3.00	15.00	45.00
Vegetables	Carrot, Shredded Matchstick	BAG 5#	3.00	6.36	19.08
Vegetables	Celery Stalk Each	STALK	5.00	0.97	4.85
Vegetables	Cilantro Bunch	EACH 10 OZ	9.00	0.48	4.32
Vegetables	Lettuce Cut Romaine 6/2 LB	6/2 LB	8.00	17.36	138.88
Vegetables	Lettuce Tossed Salad Mix Case 4 x Bag 5#	CASE/4 X BAG #5	5.00	21.50	107.50
Vegetables	Mushroom, Portabello Caps	3 LB	2.00	12.98	25.96
Vegetables	Mushroom Sliced Case 10#	CASE 10#	3.00	13.00	39.00

Field	Description	Table
Location	Displays the location where the PO was received	COST_CENTER
Supplier	Displays the name of the supplier/vendor	VENDOR
Receipt Name	Shows the receipt name	RECEIPT
Delivery Date	Displays the date the PO was delivered	RECEIPT
Net Stock Value		
Item Group	Displays the name of the item group(s)	ITEM_GROUP
Item Name	Displays the name of the actual item in the item group(s)	ITEM
Receipt Unit	Shows the unit of measurement by which the item was received	UNIT
Quantity	Shows the quantity of the item(s) received	
Price	Shows the price of the item(s)	
Net Stock Value		

- ◆ BOHInvenGroup.xml

Example

Item Groups	
Item Group	Number of Items
Beverage	3
Candy	4
Drip	11
Food	43
Milk	9
Retail	93
Syrup	13
Teas	9
Whole Bean	50

Field	Description	Table	Drill Down
Item Group	Displays the name of the item group(s0)	ITEM_GROUP	Inventory Items and Prices
Number of Items	Displays the number of items within the item group	ITEM	N/A

myinventory Items & Prices Report The myinventory Items & Prices Report is a drill-down report from the myinventory Item Groups Report.

Templates

- ◆ BOHInvenItem.xml

Example

Inventory Items and Prices						
Number	Item Name	Unit	Item Group	Purchase Unit	Purchase Price	
7303	Beans / ColombiaSupreme	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	24.74	
7303	Beans / ColombiaSupreme	Coffee Bag 5 Lbs	Drip	Pound	24.31	
7363	Beans / French Roast	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	21.38	
7381	Beans / Gold Coast	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	25.46	
7309	Beans / Guatamala Antigua	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	23.84	
7375	Beans / House	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	35.52	
7345	Beans / House Blend DECAF	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	24.79	
7321	Beans / Kenya	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	33.61	
7336	Beans / Sumatra	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	25.56	
7348	Beans / Sumatra DECAF	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	28.64	
7369	Beans / Verona	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	24.69	
7378	Beans / Yukon	Coffee Bag 5 Lbs	Drip	Coffee Bag 5 Lbs	29.53	

Field	Description	Table
Number	Displays the item number	ITEM
Item Name	Displays the name of the item	ITEM
Unit	Shows the unit of measurement for this item	UNIT

Field	Description	Table
Item Group	Displays the item group to which the item belongs	ITEM_GROUP
Purchase Unit	Shows the amount by which the item must be purchased	ITEM_GROUP
Purchase Price	Displays the price per purchase unit for the item	ITEM